Navigating in a PDF Document

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If you are reading this article at the NOCCC web site or if you have downloaded an issue of the Orange Bytes to your computer, then you are in a PDF document. Since the electronic version of our monthly newsletter is only viewable in PDF (which stands for Adobe's "Portable Document Format"), I have prepared this article to inform readers about the navigating aids available in issues starting with January 2004. And for those of you who are not familiar with the various "shortcuts" that Adobe has provided to PDF viewers, I will describe how to use these navigating tools.

I presume that many of you are using the free **Adobe Reader** to view PDF documents. If you are not using the latest (and greatest) version, 8.0, by all means download the software from http://www.adobe.com/products/acrobat/readermain.html. A 113-page user's guide also is available there (in PDF format.)

Figure 1 is the view that you see (more or less) when you open a PDF file using Adobe Reader (version 6 or 7) or one of the Adobe Acrobat software programs. (If you are using version 8 of Reader or Acrobat, the view has changed somewhat.) **Document Pane** in the center section displays one or more pages of your file, depending on the magnification you have set as well as the **Page View**. At the very top, you see "Adobe Reader" followed by the name of the document [finalbytes0405.pdf]. Below that is a row of "pull down" menu options that are fairly common in Windows applications (File, Edit, View, etc.) The row(s) that make up the **Tool Bar** below the menu options contain buttons which are short cuts for performing tasks also available in the menu row options. The **Zoom Tools** in the right-center part of the Tool Bar have various icons that allow you to change the magnification of the display. Whenever you move your mouse cursor over an icon in the tool bar, its name or function is displayed. The vertical **Scroll Bar** on the right side is the standard tool for moving up or down on a page or through a document. On the left side is the all-important **Navigation Pane** with four **Tabs,** including **Bookmarks** and **Pages**. Finally, at the bottom of the figure is the **Status Bar** with several important page navigation buttons.
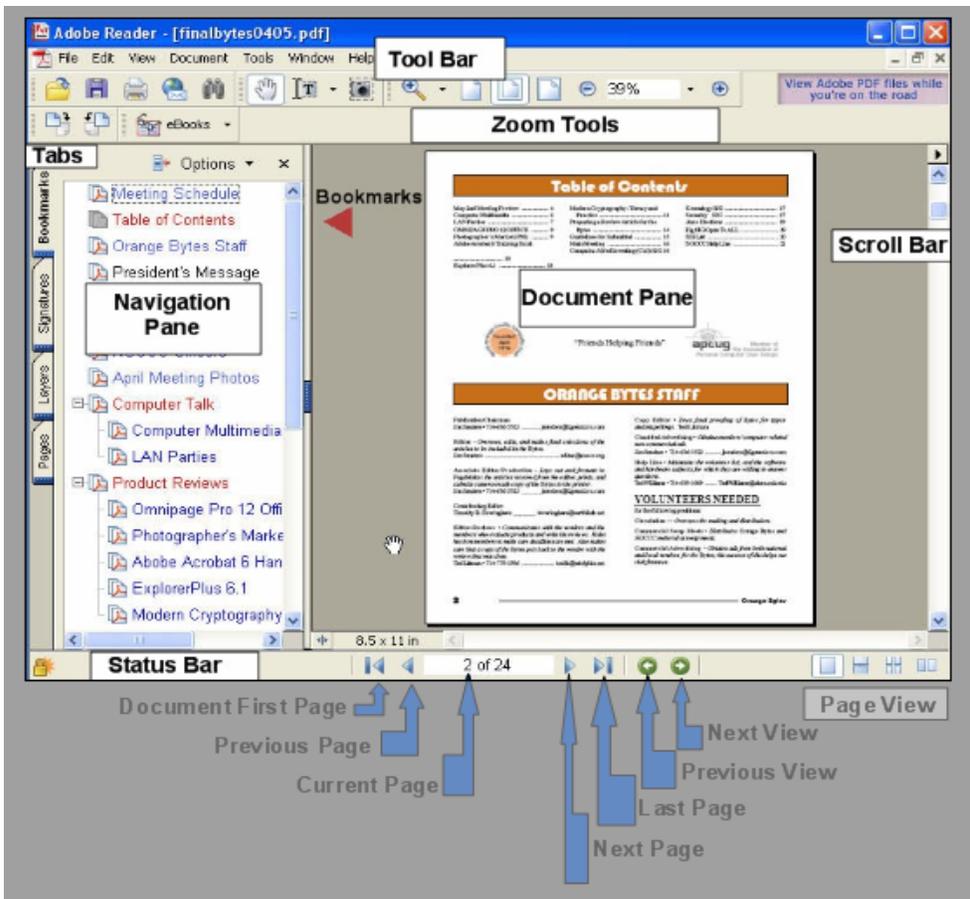
Figure 1.

The navigating aids that are now available in the electronic Orange Bytes are **Bookmarks**, **Links, Page Thumbnails**, **Navigation Buttons**, the vertical **Scroll Bar,** and **Article Threads**. Each of these will be explained next.

Bookmarks
When you mouse-click on the Bookmark's Tab, the navigation pane opens and you will see a list of most items in the Bytes – similar to the Table of Contents. Clicking on an entry in this list takes you to that item in the Bytes. For example, clicking on the Table of Contents entry opens an enlarged view of that table and not a view of all of page 2, which also displays the Orange Bytes Staff list. Since the navigation pane is always available, no matter which page is currently visible, you have the option to quickly move to another item in the document. If a bookmark entry has a + sign to its left, it indicates that other items are nested below it and you need to click on the + sign to see them.

Table of Contents
This listing appears at the top of page 2 of each Bytes. When your mouse cursor is moved to an entry in the list, the "hand" icon (shown in *Figure 1*, between the navigation pane and the document pane), changes to a "pointing finger" icon, indicating a link. If you click on this link, you are taken to the page on which that entry is located. To return

directly to the Table of Contents, you can mouse-click on the "Previous View" arrow in the Status Bar.

Web Links
All of the Web addresses contained in the Bytes have link connections. When you move your mouse cursor over an address (also known as a URL), the hand icon changes to the pointing finger, but with a **w** in the palm *(Figure 2)*. This tells you that a left click will take you to that Web address. Of course, if this doesn't happen, either your computer isn't connected to the Internet **or** I screwed up when creating that link!

Figure 2.

E-Mail Links
Similar to Web links, all e-mail addresses in the Bytes have (or are supposed to have) link connections. If you click on such a link, your e-mail program (like Outlook Express) opens a New Message form with that address in the "To" box. Then you can send a message to the addressee.

Page Thumbnails
In the Navigation Pane, there is a Tab labeled **Pages**. If you click on this tab, the pane view changes to one of thumbnails (or miniature images) of all pages in the document in sequential order vertically as shown in *Figure 3*. Changing the width of the pane changes the number of thumbnail columns. You even can resize the thumbnails. By default, each thumbnail is linked to the page it represents. When you click on a thumbnail, that page comes into view.
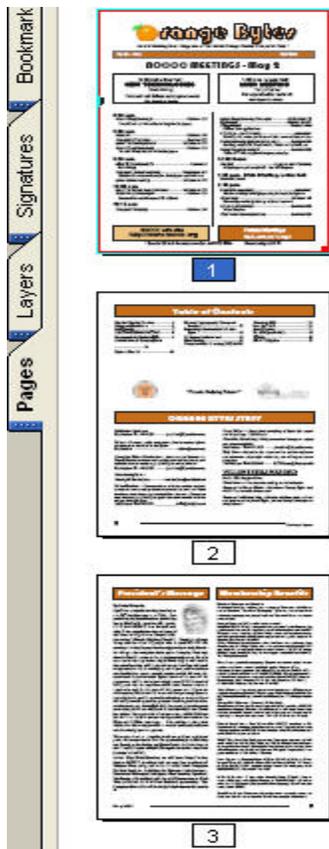
Figure 3.

Navigation Buttons (Changing the Viewing Page)
In the Status Bar, there are several sets of clickable arrows (as shown in the Status Bar in Figure 1) for changing the viewing document page. Noteworthy, is the one labeled **Previous View** which has a left-pointing arrow in a green circle. Clicking on this icon takes you back to the page you were looking at prior to the **Current Page**. So, if you had clicked on a bookmark that took you to page 12 when you were viewing page 1, clicking on Previous View will instantly take you back to page 1. Similarly, **Next View,** which is the right-pointing arrow in a green circle, allows you to move forward in a document after you have used the Previous View option.

On the right side of the Status Bar (**Page View**) are four icons that allow you to change the document view from the default single page to one of several multi-page alternatives. In most cases, the single-page view is the preferred one for navigating within the PDF.

Scroll Bar
As with other applications, clicking and dragging the vertical **Scroll Bar** on the right side of the document can be used to navigate through a page or the document, with the view depending on your selection of Page View.

Article Threads
When viewing an article that is continued on non-contiguous pages in a printed publication, you have to thumb through the document following the "continued on page __" line and hope that the editor got it right. In an electronic document, using the scroll bar is the equivalent of turning pages in a printed document. This is a real pain when, say an article starts on page 8, continues on page 20, and ends on page 22.

To make this hopping around more palatable for the reader, we have made the "continued on p. xx" an active link so when you click on it, you go directly to that page. In older editions, we used Adobe's unique Article Thread tool for easier electronic PDF navigation through non-contiguous articles, reviews, and other lengthy items.

OK. Here is how it works. When you move your mouse cursor over the first column of an article that is threaded, you will see the hand cursor change to a hand icon with a down arrow in the palm *(Figure 4)*. Clicking here opens the article in the magnified thread view that fills the screen with the first part of the article. (If the magnification is too high for you, use one of the Zoom Tools in the Tool Bar to reduce it.)
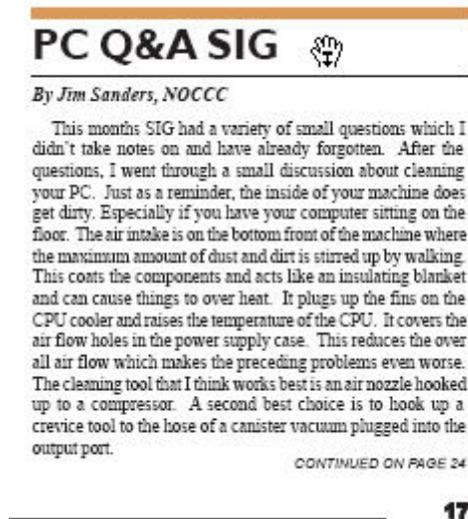

Figure 4.

Each time that you click on the article, the view moves to the next section of the column. It continues to do this until you reach the end of the article, regardless of how many columns or pages there are. At that point, you will see a horizontal line below the hand/arrow. Clicking again will take you to the beginning of the article in its original screen size. Now, how about that! Typically, the **Products Available for Review** listing is threaded.

Finally, there are a few other noteworthy points to mention.
1. For those of you sufficiently proficient in typing to prefer using the keyboard vs. the mouse, there are a slew of keyboard shortcuts for navigating in PDF documents. These can be found in the Adobe Help files for Reader and Acrobat.
2. The Adobe Reader's Main Window is similar to that of Acrobat, but Reader contains only the tools needed for PDF viewing, navigating, printing, and

copying. (After all, Reader is a freebee.) So, if you need to edit review, or alter a PDF, you will have to spring for Adobe's Acrobat (Standard or Professional) software or a competitive product.

3. If one or another of the PDF navigating aids discussed here don't work for you in the 2004 and later issues of our Orange Bytes, send me an e-mail message (reviews@noccc.org). I will check it out and get back with you. Providing these tools is intended to enhance the viewing experience of our on-line readers and we welcome comments and corrections. If omissions or errors occur on our part, we will make every effort to improve in subsequent issues of the Bytes, with the help of our readers.