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Only some of these tools appear in the default view of the toolbar. You can see all tools by right-clicking the toolbar and selecting individual tools or Show All Select & Zoom Tools. The Page Control toolbar also has several tools, such as Zoom/Out and Zoom by value. Select and Zoom tools A. Marquee Zoom B. Continuous or Dynamic Zoom C. Actual Size D. Zoom Width F. Pan & Zoom G. Loupe magnifying glass Page Control tools A. Selection B. C. Zoom D. Zoom Value F. Zoom Value F. Zoom Value F. Fit Page to Window H. View in Read Mode E. The View Frameless Zoom tool works in several different ways in Reading Mode. You can use it to drag a rectangle around part of the page where you want to fill the display area. Or, simply clicking the Marquee Zoom tool increases magnification to a preset level, and you can click. To reduce magnification to a preset level, click the Ctrl-Marquee Zoom tool. The Continuous Zoom or Dynamic tool zooms in when you drag the page up and zooms out when you drag it down. If you're using a mouse wheel, this tool zooms in as it rolls forward and zooms out when you roll backwards. The Zoom in and Out buttons change document magnification to preset levels. The Zoom Value option changes the page view based on a percentage you typed or selected from the drop-down menu. Actual Size displays the page with a 100% magnification. Fit Width sets the pdf to enlarge to fill the document pane horizontally. Zooming to Page Level sets magnification to fill a page's document pane vertically. The Pan & Zoom tool sets the size and position of the view area to match the area in the adjustable rectangle in the page's small picture view of the Pan & Zoom window. The Loupe Tool window displays an enlarged portion of the PDF that matches the area in the adjustable rectangle in the document pane. To resize the page to fit completely in the document pane, choose Page >> Zoom >> Zoom. To resize the page to fit the width of the window, choose Width >> Zoom >> Zoom. Part of the page may not be an image. To resize the page to fit the height of the window, choose Zoom >> Height >> Zoom. Part of the page may not be an image. To resize the page to fit the window width of its text and images, select Visible >> Zoom >>. Part of the page may not be an image. Note: To see keyboard shortcuts to resize a document, open the View >> Zoom menu. Choose Actual Size >> Zoom >>. The actual size of the PDF page is usually 100%, but it may have been set to another magnification level when the document was created. Click the Zoom Button or Zoom Out button on the toolbar. Enter a percentage of magnification on the Common Tools toolbar by typing or selecting from the drop-down menu. Drag the Marquee Zoom tool to define the area of the page where you want to fill the document pane. (View >> Zoom >> Frame Zoom) To increase magnification, drag the Continuous Zoom tool (also called Dynamic Zoom) up and reduce magnification. (>> >> Show/Hide Toolbar Items >> Select & Zoom >> Dynamic Zoom) Note: When the Marquee Zoom tool is selected, you can ctrl-click or Ctrl-drag to zoom out. Holding down Shift temporarily passes from the Temporarily Zoom tool to the Dynamic Zoom tool. Choose Zoom >> >> Zoom, or select the Pan & Zoom tool on the Select and Zoom toolbar To change document magnification, drag the box handles in the Pan & Zoom window. Drag the middle of the box to scroll through the area you want to see. Click the navigation buttons to switch to a different page. Enter a value in the Zoom text box, or click the plus or minus buttons to increase or decrease magnification based on preset levels. Zoom >> Select >> Loupe Tool. Click the field of the document you want to view Details. A rectangle appears in the document that corresponds to the field shown in the Loupe Tool window. You can drag or resize the rectangle to change the appearance of the Loupe tool. To change the magnifying of the Loupe tool, do one of the following: Drag the slider. Click the plus or minus buttons. Enter a value in the Zoom text box. Use the Loupe tool to display an enlarged area of the document. Note: You can change the color of the Loupe tool rectangle. Click the Line Color pop-up menu in the lower-right corner of the Loupe Tool window and select a new color. In the navigation pane on the left side of the window, click the Page Pictures button. Find the thumbnail of the page. Then place the pointer in the lower-right corner of the page display box until the pointer changes to a double-headed arrow. Drag the corner of the box to reduce or expand the appearance of the page. If necessary, move the pointer over the zoom box frame in the thumbnail until it changes to a Hand icon. Then drag the frame to see a different area of the page in the document pane. The page display box in the page's caption shows the area of the page currently shown in the document pane. Under Categories, in the Preferences dialog box, select Page Screen. Open the Zoom pop-up menu and select the default magnification level. When you zoom in on high magnification, you can see only part of the page. You can change the view to show other areas of the page without changing the magnification level. Do one of the following: Use vertical scroll bars to move pages up and down, or horizontal scroll bars to move along the page. Select the Hand tool on the Common Tools toolbar and drag to move the page as if it were moving a piece of paper to the table. Changing the page layout is especially useful when you want to zoom out to get an overview of the document layout. Choose View Page >> and select one of the following page layouts: Displays a page at the same time without any section appearing on other pages. Displays pages one page wide in a continuous vertical column. Displays both page spreads without any part of the other pages visible. Displays pages side by side in a continuous vertical column. Note: If a document has more than two pages, you can be sure that the first page alone appears on the right side of the document pane. Choose View Two Pages or Scroll Two Pages. Also, choose Show Cover Page in Two-Page View >> View page >>. Single Page View, Enable Scrolling, Enable Two Page View, Two Page View, Two Page Scrolling layouts You can view buttons for each of these options by selecting >> >> show >> Toolbar Items >>ni >> >> on the Menu on the Quick Tools toolbar. In Single Page View, select Edit >> Select All to select all text on the current page. In other layouts, Select All selects all the text in the PDF. You can change the appearance of a page in 90-degree increments. This changes the appearance of the page, not its actual orientation. Not. Temporarily rotate the page view, choose View >> >> >> Rotate >> View counterclockwise. You can't record this change. To save rotation with the document, choose the >> Clocks >> Tools >> Rotate Clockwise button, or rotate the Rotate Counterclockwise button on the toolbar. In the Preferences dialog box, you specify the default first view settings. (See Set Preferences.) Under Categories, in the Preferences dialog box, select Page Screen. Open the Page Layout menu and choose Auto, Single Page, Single Page Continuous, Two-Up, or Two-Up Continuous. Note: The PDF opens with the page layout specified in Preferences unless a different page layout is specified in Document Properties (File >> Properties >> First View). The Document Properties setting overrides the Preferences setting. If you are using Document Properties, make sure that you save and close the document for the change to take effect. Acrobat users can change the first view unless security settings block changes. Reader users cannot change the first view. You can view a PDF that is divided into two panes (Split command) or four panes (Spreadsheet Split command). With Split view, you can scroll, change the magnification level, or return to a different page in the active pane without affecting the other pane. Spreadsheet Split view is useful if you want to keep column headings and row labels visible when navigating a large spreadsheet or table. In this mode, changing the magnification in one pane changes the magnification in all panes. It is also coordinated between scroll panes. Scrolling the pane horizontally also scrolls above or below the pane. Vertical scrolling also shifts the pane to the left or right of that pane. Start creating the type of split view you want: Choose Window >> Split to split the view into two panes, or drag the gray box over the vertical scroll bar. To split the view into four panes with synchronized scrolling and zoom levels, choose Table Split >> Window. Drag the separator bars up, down, left, or right to resize the panes as needed. Adjust the zoom level as needed: In Split view, click a pane to make it active, and then change the zoom level of that pane only. In Spreadsheet Split view, set the zoom level to change the screens in the four panes. In Split view, click the pane to make it active, and then scroll to change only that pane. In Spreadsheet Split view, click a pane and scroll vertically to change the views in the active pane and the pane next to it. Scroll horizontally to change views in the active pane and pane. To restore a single-pane view, choose Remove Pane >> Window. By using the New Window command you can create multiple windows for the document. New windows have the same size, magnification, and layout as the original window and open on the same page and above the original window. When you open a new window, Acrobat adds suffixes 1 to the original file name, and you can With each new window, you can increment and open multiple windows. Closing the window causes the remaining open windows to be renumbered sequentially; another name, if you have five windows open and close the third window that you open, the windows are re-numbered with suffixes 1 through 4. Note: This feature is not available when PDFs are displayed in the browser. Choose New Window >> Window. Click the close box in the window. You will be prompted to save the changes. Closing the window does not close the document if more than one window is open. Choose File >> Close. You will be prompted to save the changes before each window closes. Off.

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