



# Adobe Acrobat Reader Help

This help file contains the basic information you need to use the digital version of the Chicago Polk's Directory. You can print off this section by selecting "File" and then "Print" from the command bar to activate the print dialog box. Then select "OK" to print this entire section.

If you need more help, you can review the complete Acrobat Reader Help Guide by "Help" and then "Acrobat Help" on the command bar.

This section includes twelve parts:

1. Opening the Polk's Directory
2. Using bookmarks to find street names
3. Using the "Zoom-in" and "Zoom-out" tools to inspect directory pages
4. Using the "Print" command to print off one page of the directory
5. Using the "Graphics Select" tool and the "Print" Command to print off a selected portion of a directory page
6. Using the "Graphics Select" tool to copy a selected portion of a directory page into another application
7. Returning to the main menu
8. Using menu buttons
9. Obtaining help

## 1. Opening the Polk's Directory

On the main menu, select "Polk's Directory 1928-1929". The directory will open.

## 2. Using bookmarks to find street names

When the directory opens, there will be two windowpanes on your screen. Bookmarks will appear in the left pane and the directory pages will appear in the right pane.

In the bookmarks pane, you will see letters A through Z, appearing in alphabetical order. To find a given street, click on the "+" sign to the left of the first letter on the street name. For example, if you are looking for "Blackstone Avenue" click on the "+" to the left of the letter "B".

All street names that begin with that letter AND that are listed as guidewords at the top of a directory page will now appear. If your street name appears, click on that street name. The corresponding directory page will then appear in the right hand windowpane. (Part of the addresses for this street may appear on the preceding page)

If your street name does not appear, click on the street name that is immediately before the desired street name in alphabetical order. The corresponding directory page will appear in the right windowpane. Your street name should be on this page. (Note: this page will not begin with your street name.)

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### 3. Using the “Zoom-in” and “Zoom-out” tools to inspect directory pages

Using the “zoom-in” tool, you can select an area of the directory for closer examination and then magnify it. On the command bar, click on the “zoom-in” tool icon (a magnifying glass with a “+” sign in it. Notice that the cursor changes from a flat hand (the normal cursor for Reader) to a magnifying glass with a “+” in it.

Now, draw a box by pressing the left mouse button and drawing a box around the area you wish to magnify. After you have completed your box, that section will expand to the size of the screen.

You can also magnify a section by positioning the “zoom-in” tool over the area you wish to magnify and then clicking the right mouse button.

To return the page to its normal size, find the two icons on the command bar that look like “pages” (i.e. “fit in window” and “fit width”). Click on one of the “fit page” icons to return to the normal viewing size.

### 4. Using the “Print” command to print off one page of the directory

To print off the current page, select “File” and then “Print” from the command bar. The print dialog box will appear. Then, **MAKE SURE TO SELECT THE CURRENT PAGE IN THE PRINT DIALOG BOX.** Then, select “OK.”

If you do not select the current page, all of the pages in the current volume will be sent to the printer.

### 5. Using the “Graphics Select” tool and the “Print” command to print off a selected portion of a directory page

If you do not want to print the entire page, you can select a portion of the page and print it. This selected portion will be enlarged to fit the size of the 8 ½” x 11” printed page.

To select a portion of the page, find the “Graphics Select” tool on the command bar (i.e. the icon with two shapes inside a dotted line box.) Click on the icon for the graphics select tool. The icon will change from a flat hand (the normal Reader icon) to a “cross hairs”. Draw a box around the area you wish to select by holding down the right mouse button.

To print off the selected portion of the page, select “Print” from the command bar. The print dialog box will appear. Make sure the dialog box shows the following items are selected: “Selected Graphic”, “Print as Image”, and “Expand small pages to paper size.” Then select “OK”.

### 6. Using the “Graphics Select” tool to copy a selected portion of a directory page into another application

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You can extract graphics from a PDF document and paste it into another application (e.g. MS Word). To copy graphics from a PDF document, use the “Graphics Select” tool to select the graphics you wish to copy. Then, select “Edit” and “Copy” from the command bar to copy your graphics to the computer’s clipboard.

To bring your text into a different application (e.g. “MS Word”), start the application, move your cursor to the position you wish to paste your text and then select “Paste” from the command bar. Your text will be copied from the clipboard to your application.

### **7. Returning to the main menu**

To return to the main menu, select the “Main Menu” button at the bottom of the page.

You can also close the current file to return to the main menu. To close the current file, select “File” and then “Close” from the command bar or select the “x” in the upper right hand corner of the Reader screen. (Note: there are two “x’s” in the upper left hand corner of the screen. To close the current document, select the “x” which is lower on the screen. The “x” which is higher on the screen will exit the reader program.)

### **8. Browsing with Thumbnails.**

Acrobat Reader allows you to move to specific places in PDF documents using Thumbnails. To browse using a thumbnail, open the Thumbnails palette by clicking on the “Thumbnails” tab on the left side of the Reader window.

Then, do one of the following: To jump to another page, click the page’s thumbnail. To display another part of the current page, position the pointer over the edge of the page-view box in the page’s thumbnail until the pointer changes to the hand tool. Then drag the box to move the view area.

### **9. Using Menu Buttons**

Most commands can be completed using the menu buttons on the tool bar.

To familiarize you with the location and purpose of the menu buttons, the first page of this section provides an illustration, that shows the Acrobat tool bar. If you position your cursor over an icon, a short description of the menu button will appear.

### **10. Obtaining help**

To obtain help in using this electronic publication, contact a staff member of the Chicago Historical Society Research Center.