

Adobe Acrobat Reader for Pocket PC

About Adobe Acrobat Reader for Pocket PC

For users who rely on being connected for accessing documents and Web pages, Adobe® Acrobat® Reader® for Pocket PC extends the value of Portable Document Format (PDF) files beyond desktop computers to handheld devices running Pocket PC software.

Part of Adobe's Network Publishing vision, this new addition to the Acrobat family enables you to read Adobe PDF files downloaded from a desktop computer, or accessed directly using a wireless link, freeing you to access them anytime and anywhere. Acrobat Reader for Pocket PC software preserves the rich content of Adobe PDF files—styled text, images, and bookmarks—and adapts them for viewing on small screens.

Viewing Adobe PDF files

Acrobat Reader for Pocket PC allows you to choose two different Adobe PDF file views. One allows you to view the Adobe PDF document exactly as intended. The second utilizes tagged Adobe PDF files, which provide the best reading experience on handheld devices because text and images can be easily reflowed to fit the screen size. Tagged Adobe PDF files can be created with Adobe Acrobat 5.0, PageMaker 7.0, or InDesign 2.0, as well as with Office 2000 and Office XP applications using the PDFMaker utility that installs with Acrobat 5.0.

About Adobe Acrobat Reader for Pocket PC Help

This guide explains how to use Adobe Acrobat Reader for Pocket PC software, and how to transfer and view PDF documents on your handheld device.

You should have a working knowledge of the Pocket PC functionality and conventions. For help with issues related to using your handheld device, please refer to its documentation.

About Adobe PDF

Adobe PDF and Acrobat Reader for Pocket PC are cross-platform network publishing solutions. Acrobat Reader for Pocket PC lets you view and navigate Adobe PDF files on your Pocket PC, anytime, anywhere.

About tagged PDF and reflow

To properly reflow a PDF document on your handheld screen, Acrobat Reader for Pocket PC must interpret the document's structure. The ActiveSync component installed with Acrobat Reader for Pocket PC attempts to tag any untagged Adobe PDF documents as they are transferred to your handheld device.

Because tagged PDF is a recent enhancement to the Adobe PDF format, most existing PDF files do not contain sufficient structural information to support reflowing the document to smaller display devices. During the transfer process, the application attempts to supply the required structural information to allow the PDF to reflow properly. The new tagged PDF may be somewhat larger after the tagging process. The results may vary depending on the quality and complexity of the source files, and the tagging process may not be able to create tags for some documents.

During the transfer process, you may cancel the tagging process by clicking the Skip Tagging button. You may also set ActiveSync options to never tag documents. If you do, you may only be able to view the PDF file in its original layout, as the file may not contain sufficient structural information to allow to be reflowed.

For best results, Adobe strongly recommends that authors and creators of PDF documents use Acrobat 5.0 to create tagged Adobe PDF directly from the source files.

Using ActiveSync to transfer PDF files

Before you can view PDF documents on your handheld, you need to transfer them from your desktop to your Pocket PC. You select and transfer PDF files to your handheld by dragging-and-dropping them to the Mobile Device folder on your desktop. The files are transferred to the My Documents folder on your handheld device.

To transfer PDF files to your Pocket PC:

Drag an Adobe PDF file to the Mobile Device folder on your desktop.

To transfer PDF files to a storage card:

- 1 Create a directory called My Documents in the storage card.
- 2 Browse to that folder using the Explore button in ActiveSync, or by choosing File > Explore.
- 3 Drag an Adobe PDF file to the folder titled My Documents on the storage card.

To disable tagging during document transfer:

- 1 Launch the ActiveSync application.
- 2 Choose Tools > Options.
- 3 Click the Rules tab, and then click Conversion Settings.
- 4 Click the Desktop to Device tab, select the file type Adobe Acrobat Document, and then click Edit.
- 5 Under Convert to mobile device files of the type:, select (No conversion)(*.pdf)
- 6 Click OK to return to the desktop.

Note: To restore tagging during document transfer, repeat the process, selecting Adobe Acrobat Tagged PDF Converter (*.pdf) for Type.

Accessing the menus

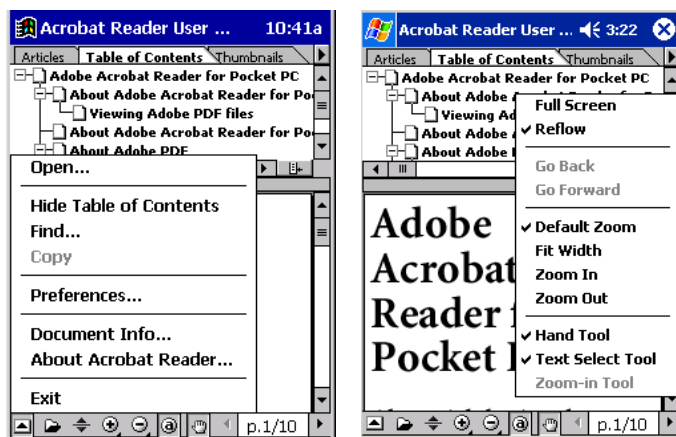
Two menus are available in Acrobat Reader for Pocket PC: a file or document menu, and a navigation or viewing menu. The document menu provides general commands for opening new documents, setting preferences, and getting document information. The viewing menu provides commands directly related to viewing and navigating the currently open document.

To access the document menu:

Tap the menu icon  located in the tool bar.


To access the viewing menu:

Tap and hold anywhere on the document.



The document menu (left), and the viewing menu (right).

About the Toolbar





The toolbar is displayed along the bottom of the screen and is customizable using the Preferences dialog box. Up to 11 tool icons can be displayed, in addition to the document menu icon , which is always displayed.

The default toolbar displays the following icons in addition to the document menu icon: Open document icon, Show/Hide pane icon, Hand tool icon, Zoom in/Zoom out icons, Default zoom icon, Previous/Next page icons, and the Current page indicator/Go to page selection box



The default toolbar

Hidden zoom controls


There are four zoom controls, which are grouped together when displayed in the toolbar; The zoom in icon  and zoom out icon , and the zoom in tool  and zoom out tool .

If you set your preferences for all of these controls to be displayed, the zoom tools will be “hidden” under the zoom icons. For more information about how to use these controls, see [“Adjusting the view of PDF documents” on page 5.](#)

Opening and closing documents

You can have only one document open at a time. Opening a new document causes the previously viewed document to be closed. When you launch the Acrobat Reader for Pocket PC application, it opens to a list of the files available to be opened on that handheld computer, both in main storage or on a storage card.

To open a document:

- 1 Do one of the following:
 - Open the document menu and choose Open.
 - Tap the Open Document icon  in the toolbar.
- 2 Tap the file name of the document in the file list that appears.

View modes

Documents can be viewed in either of two modes: layout mode or reflow mode.


Layout mode retains the layout and format of the original document. Reflow mode reflows text content to fit the display area available on the device being used to read the document. Reflow mode is the default viewing mode for Acrobat Reader for Pocket PC. However, untagged PDF files cannot be reflowed, and the view mode defaults to layout view when you open an untagged PDF file.

Use reflow mode to read text and layout mode to see tables and graphics as originally authored and layed out.

Note: Adobe PDF documents can be set by the creator to be viewed in Single Page, Continuous, or Continuous-Facing page layout mode. Regardless of the binding the document author may have specified, Acrobat Reader for Pocket PC opens all documents in Continuous mode, which displays pages in a continuous vertical column.

To change view modes:

- 1 Tap and hold on the document area to open the viewing menu.
- 2 Do one of the following:
 - Tap Reflow (default is on) to toggle the view mode between Reflow and Layout.
 - Tap Fit Width to set the view to Layout mode.

Note: The Reflow command can be switched, or toggled, off and on. When Reflow is not checked, documents will be displayed in layout mode. To return to reflow mode, tap Reflow again to enable it. You can also turn reflow on or off by tapping the Reflow icon  in the Toolbar if you have set your preferences to display the icon, or by choosing Default zoom if you've set the preference Default zoom turns reflow ON. For more information on customizing the Toolbar, see ["Setting viewing and toolbar preferences" on page 10](#).

Scrolling the document

You can move the document to see more of it by scrolling or dragging. This action is similar to moving a sheet of paper around on a desktop. You can also set preferences to move the document by tapping the screen.

To use the scroll bar:

Do one of the following:

- Tap and hold an arrow to scroll continuously in either direction.
- Drag the handle in the middle of the scroll bar to move quickly up or down through the document.
- Tap in the area above or below the handle to move up or down one screenful at a time.

To tap-drag:

Tap anywhere in the screen, and drag to move the document up or down.

Note: When in reflow mode, dragging horizontally enables text selection. To tap-drag, drag vertically, or at an angle of more than 45 degrees from horizontal to move the page view in the direction you are dragging.

To screen tap:

Navigating by tapping the screen is determined by the preferences you set and whether the view mode is set to reflow or layout. For more information about screen tapping behavior in reflow mode, see [“Setting viewing and toolbar preferences” on page 10](#). When screen tapping is activated, tapping the screen in layout mode causes the document to be recentered at the place where it is tapped.

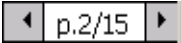
To go to the next or previous page:


Tap the next page ► or previous page ◀ button in the tool bar. Tap-holding either button scrolls the document continuously page by page in the direction of the button.

To move forward or backward in your view history:

- 1 Tap and hold to open the viewing menu.
- 2 Select Go Back to move to the last displayed view, or Go Forward to return to your current view.


To go to a specific page:

- 1 Tap the current page indicator  to select the entire contents.
- 2 Enter a page number by tapping on the on-screen keyboard.
- 3 Tap Enter on the keyboard.

 You can also move to a specific page in the document by tapping and holding the handle in the side scroll bar. The current page and total number of pages is displayed in the document window. The current page display will update as you drag the scroll bar, allowing you to scroll to a specific page in the document.



Adjusting the view of PDF documents

You can change the magnification level of a PDF document using the zoom tools and commands. While in reflow mode, zooming affects only text size, not tables and graphics. To change the magnification of tables and graphics, you must be in layout mode.

The default zoom magnification is set to 112 percent. You can change this value using the Preferences setting dialog box. For more information, see [“Setting viewing and toolbar preferences” on page 10](#). You can easily return to the default zoom magnification by choosing the Default zoom command, or using the Default zoom icon  in the toolbar if you choose to have the button displayed in the toolbar.

To change text size and page magnification:


Do one of the following:

- If you have set your preferences to display zoom tools in the toolbar, tap the zoom in tool  or the zoom out tool  to increase or decrease magnification, respectively.
- Tap hold on the screen to open the viewing menu, and choose Zoom In or Zoom Out.


Zoom tools that allow you to drag a marquee around a specific area of the document are “hidden” beneath the zoom icons in the toolbar.

To display hidden zoom tools:

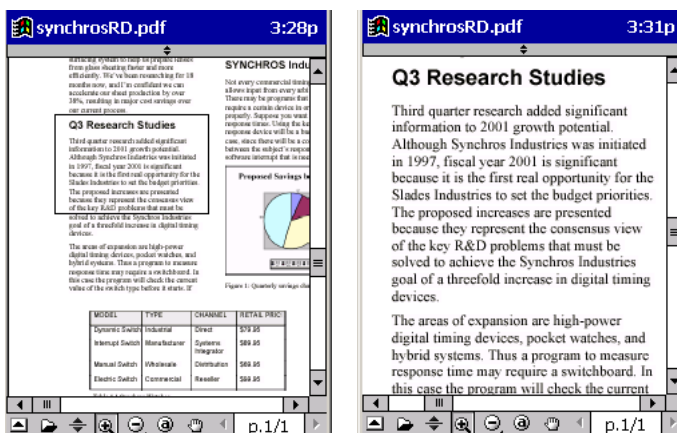
- 1 Tap and hold the zoom icon corresponding to the zoom tool you want to use.
- 2 When the hidden zoom tool flies out, release the stylus. The flyout remains displayed.
- 3 Tap the icon in the flyout, and the corresponding zoom tool replaces the zoom icon in the toolbar.

 To restore the zoom icon to the toolbar, you may repeat the process, or simply tap the zoom tool icon in the toolbar without holding it. The zoom tool icon is deselected and replaced with the corresponding zoom icon.

To selectively zoom a portion of the document:

- 1 In layout mode, select the Zoom-in tool .
- 2 Tap-drag a marquee around the area you want to magnify.


Note: When in reflow mode, both the zoom-in tool and the zoom-in tool command are disabled.





The selected area of the document, and the same area after zooming in.

To return to the default zoom view:

Do one of the following:

- Open the viewing menu and choose Default Zoom.
- In the toolbar, tap the Default Zoom button .

Changing the orientation of a document

You can change the orientation of the document from portrait to landscape view by using the Rotate Clockwise icon  and the Rotate Counterclockwise icon . Since there is no change orientation or rotate command available from the viewing menu, you must select the Rotate View option in the Toolbar preferences dialog box to display the icons and enable this functionality.

To change the orientation of a document:

Tap the Rotate View icon in the toolbar.

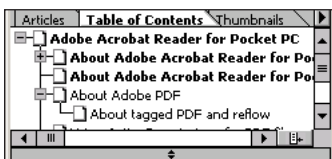
Note: When displayed in the toolbar, the Rotate Clockwise icon is displayed by default, and the Rotate counterclockwise is hidden. For information on accessing hidden toolbar icons, see [“To display hidden zoom tools:” on page 6](#).

About the navigation pane

In addition to the main document window, Acrobat Reader for Pocket PC provides a navigation pane. Navigational structures in the navigation pane allow you to move quickly to specific places in PDF documents:

- Bookmarks provide a visual table of contents and usually represent the chapters, main headings, and other organizational elements in a document. In Acrobat Reader for PC, they are displayed in the Table of Contents tab of the navigation pane.
- Thumbnails provide miniature previews of document pages. You can use thumbnails to change the display of pages and to go to other pages. A page-view box in a thumbnail indicates the area of the page currently showing in the document pane.
- Articles are electronic threads that lead you through a document. An article typically begins on one page and continues on another, just as articles do in traditional newspapers and magazines.



Each of these navigation elements is displayed by tapping the appropriate tab in the navigation pane.



The navigation pane with the Table of Contents tab selected.


To display the navigation pane:

Do one of the following:

- Tap the Show/Hide pane icon  in the toolbar.
- Tap the divider bar .
- Open the document menu and choose Show Table of Contents.

To close the navigation pane:

Do one of the following:

- Tap the Show/Hide pane icon  in the toolbar.
- Tap the divider bar between the panes.

Note: If the Table of Contents tab is active in the navigation pane, you can close the pane by opening the document menu and choosing Hide Table of Contents. If either of the other tabs is active, the Show Table of Contents command remains enabled in the document menu. Choosing this command changes the active tab in the navigation pane to the Table of Contents tab.



To navigate using the Table of Contents:

1 Show the Table of Contents tab. You may need to open the document menu and choose Show Table of Contents to open the tab or tap the Table of Contents tab to bring the tab to the front of its group.


2 To jump to a topic using its bookmark, tap the bookmark's icon or text in the palette.

The bookmark for the part of the document currently showing is boldfaced.

Bookmarks can be subordinate to other bookmarks in their hierarchy; a higher level bookmark in this relationship is the parent, and a lower level bookmark is the child. You can collapse a parent bookmark in the palette to hide all its children. When a parent bookmark is collapsed, it has a plus sign next to it. If the bookmark you want to tap is hidden in a collapsed parent, tap the plus sign or triangle next to the parent to show it.

 To select the bookmark for the part of the document showing in the document pane, choose Find Current Bookmark from the Bookmarks palette menu, or tap the Find current bookmark button  at the bottom of the Bookmarks palette. If the bookmark is hidden in a collapsed parent, the parent bookmark is opened so that you can see the selected bookmark.

To hide the navigation pane after using a bookmark:

Open the pane menu  and choose Hide After Use. To show the navigation pane again, tap the Show/Hide Navigation Pane button on the toolbar. Deselect Hide After Use in the navigation pane's palette menu if you want the navigation pane to remain open after you tap a bookmark.

To browse using a thumbnail:

1 Show the Thumbnails tab. You may need to tap the Thumbnails tab to bring the palette to the front of its group.


2 Do one of the following:

- To jump to another page, double-tap the page's thumbnail.
- To display another part of the current page, position the stylus over the edge of the page-view box in the page's thumbnail, and drag the box to move the view area.

To read an article:

1 Do one of the following:

- Show the Articles palette. Then tap the article's icon in the palette to start reading at the beginning of the article.



- Select the hand tool . Then tap in the article to start reading it at that point.
- 2 To go to the next page in the article, tap anywhere in the article.

Retracing your viewing path

After you have paged through documents or used navigational structures to move through documents, you can retrace your path back to where you started.

To retrace your viewing path:

Do one of the following:

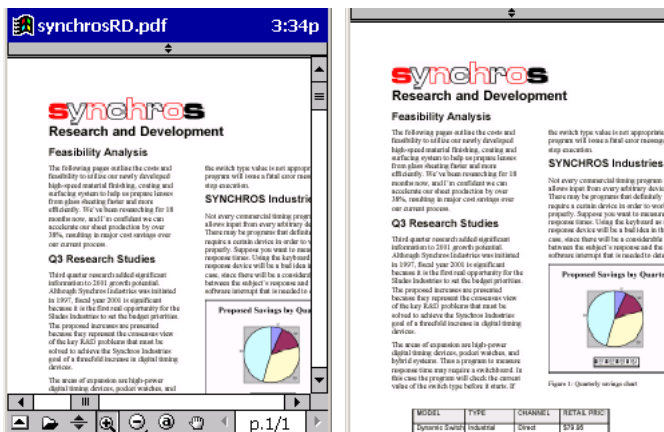
- Tap the Go To Previous View button  in the navigation toolbar, or open the viewing menu and choose Go Back for each step back.
- Tap the Go To Next View button , or open the viewing menu and choose Go Forward for each step forward.

Full screen mode

To maximize the viewing area, you can choose to view the document in full screen mode. When this option is selected, the navigation tools at the bottom of the screen and the scroll bar at the right of the screen are hidden. Text automatically reflows to fill the larger display area. The tool bar and scroll bar can be temporarily restored without exiting full screen mode.

To turn full screen mode on and off:

- 1 Tap-hold anywhere on the document to open the viewing menu.
- 2 Tap Full Screen to toggle Full Screen mode on or off.



The document window with full screen mode off (default), and with full screen mode on.

To temporarily restore navigational tools while in Full Screen mode:

Tap in the right hand margin (where the scroll bar would normally be). The scroll bar and navigation tools are temporarily displayed on top of the document, without reflowing the page to fit the reduced display area.

Use any of the navigation tools as you would in normal viewing mode. After an action is completed, the navigational tools disappear.

While touching the screen the tools remain visible. If no action is taken within one to two seconds, the tools disappear.

Setting viewing and toolbar preferences

You can customize the way you navigate documents by changing preferences. Preferences include General Preferences, which determine tap behavior and other navigational behaviors, and Toolbar Preferences, which determine which command buttons are displayed in the toolbar. You may choose up to 11 buttons to be displayed in the toolbar, and you may change which buttons are displayed at any time by resetting your preferences.

To set General Preferences:

- 1 Open the document menu.
- 2 Choose Preferences, select from the following General options, and tap OK:
 - Tap Screen for Prev. or Next lets you navigate a document by tapping the screen. Selecting the horizontal or the vertical split screen moves the page when you tap it in the corresponding area of the screen. You must also choose whether you want to move forward and backward a screenful at a time, or a page at a time by selecting the appropriate option. By default this option is not selected.

Note: *These preferences apply to reflow mode only. In layout mode, tapping anywhere on the document view causes the document to be recentered at the tapped location. If no screen tapping preferences are set (Tap Screen for Prev. or Next is unchecked), tapping on the screen in layout mode has no effect.*

- Default Zoom sets the default magnification, which can be set anywhere from 25% to 1600%. The default is 112%.
- Hardware Buttons Scroll a Screen Full allows you to use scroll buttons on your device to scroll the document view by one screen full at a time.
- Retain Document View on Close remembers the last view when you close the document. The next time you open the document you'll see the same view just as you left it. By default this option is selected.
- Always Try to Reflow on Open opens a document in reflow mode if the document is reflowable. If the document is not, it opens in layout mode and the Reflow toggle command is disabled. The default is on.
- Switch Back to Hand Tool After Zooming Once with a Zoom Tool automatically selects the hand tool after one action of a zoom tool. The default is off.
- Default Zoom Turns Reflow On enables returning to reflow mode automatically when the default zoom command or tool is used. The default is off.

To set Toolbar Preferences:

- 1 Open the document menu.
- 2 Choose Preferences, and tap Toolbar.

3 Select the tool buttons you would like to appear from the list of available tool commands, and tap OK.

Note: A legend at the top of the *Toolbar Preferences* dialog box indicates how many spaces are available for toolbar buttons. To free more spaces, deselect currently selected buttons to make more room.

Viewing comments

Comments are annotations created in Adobe Acrobat and attached to pages in a PDF document. Although you cannot create new comments using Acrobat Reader for Pocket PC, you can view comments that have already been created and attached to the document.

Comments appear as sticky notes on the document. The comments may be open, showing the contents, or closed when you open the document. The way the comments are displayed is determined by the creator of the comments. You cannot modify the comments using Acrobat Reader for Pocket PC.

To open a comment:

Double-tap on the sticky note.

To close an open comment:

If an open comment is selected, a close bar appears in the upper left corner. Tap this bar to close the comment. If the bar does not appear, tap anywhere on the comment to select it and display the close bar.



The close bar is located in the upper left corner of the open comment.

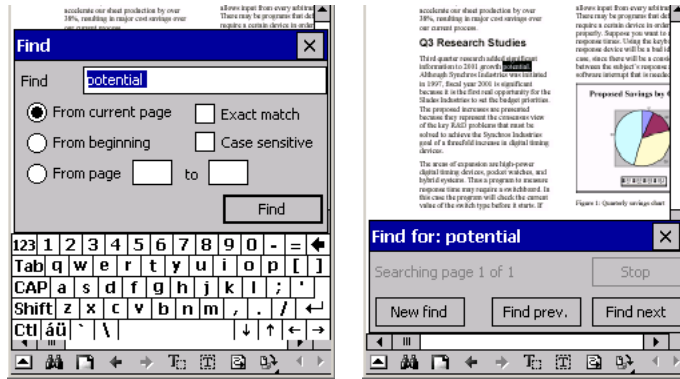
To change the position of a comment:

Tap-drag the comment to a different location on the page.

Note: You can change the position of comments to allow you to view the document, but the comment returns to its original position when you change the view of the document.


Searching a document

You can search for occurrences of a word, phrase, or number in a document by using the Find command.



The Find dialog box and on-screen keyboard (left), and the results of the search.

To search a document:

- 1 Open the document menu and choose Find, or tap the Find icon  in the toolbar.
- 2 Enter the search string using the on-screen keyboard.
- 3 Choose search options:

- From Current Pg. searches from the current page to the end of the document, then from the beginning to the current page.
- From Beginning searches the entire document.
- From Page __ to __ allows you to specify a page range for the search.
- Case Sensitive returns results that match the case of the search string.
- Exact Match returns results that match the entire word.

- 4 Tap Find. The search result is highlighted on the page.


Acrobat Reader for Pocket PC displays a results dialog box as it searches. When it finds the search string, it displays the page, and highlights the results. To cancel a search in progress, tap Stop.

- 5 When you've found the results, you can choose one of the following:
 - Tap the X in the corner of the search results dialog box to end the search and remain at the page with the results.
 - Tap Find Prev. to search for a previous occurrence.
 - Tap Find Next to search for the next occurrence.
 - Tap New Find to begin a new search.

Selecting text to copy and paste

You can select text in a PDF document, copy it, and paste it into a document in another application. Copying and pasting text allows you to move data to programs such as a word processing application.

To select, copy, or deselect text:

- 1 Do one of the following:
 - In reflow mode, drag horizontally over text to start the selection, then without lifting the stylus, begin to drag vertically to select more than one line.
 - In layout mode, select the Text/Column selection tool , and then drag through the text you want to select.
- 2 Open the document menu and choose Copy to copy the selected text to the clipboard.
- 3 Cancel the selection by tapping anywhere in the document.

Viewing document information

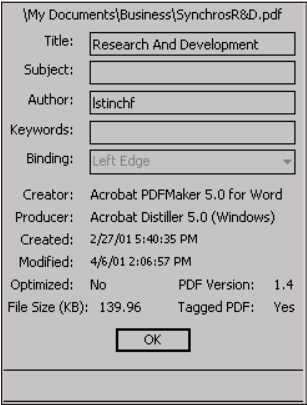
The Document Info dialog box provides the name, title, subject, author, and the total number of pages of a document. This dialog box also displays attributes set by Acrobat, PDFWriter, or Acrobat Distiller®.

To view document information:

- 1 Open the document menu and choose Document Info. A Document Info box is displayed, with the following information about the document:
 - Creator indicates the program that created the original document (if known).
 - Producer indicates the application or driver that produced the PDF document.
 - Created indicates the date and time the document was created.
 - Modified indicates the date and time the document was last modified.
 - Optimized indicates whether the document has been optimized for online Web viewing.
 - PDF Version indicates the PDF version number.
 - File Size indicates the size of the PDF file in kilobytes.
 - Tagged PDF indicates whether structural information about the PDF document has been tagged.

Note: *The title, subject, author, keywords, and binding information may have been set by the author. These fields can be changed using Acrobat 5.0, but not using Acrobat Reader.*

2 Tap OK to close the Document Info dialog box.



The Document Info dialog box.

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