

As in any toolbar, you can use the icons (in the program, hold the cursor over them for a description of function) or use the drop-down menus.

Quick Tips

Copy and Paste

You can Copy and Paste from a .PDF document if it was created from a file, i.e., Word or Excel. Select the "T" (for text) icon and then copy and paste as you would in any document.

You **cannot** Copy and Paste if the document was created from a scanned image.

Printing

Don't print the entire document unless you want **ALL** of it.

At the bottom of the screen is a box with page numbers in it. These are the pages in the file; not the pages of the document. Get the page you want to print in the window and then check the number of the file page. This is the page number(s) that you should tell your printer to print.

Searching

Select Tools> Find or the Binoculars icon

The search term and spelling must match the document entries.