

General Information Regarding VACAPES Report PDF Format file.

- **Map Pages** - Maps that appear in the report chapters 1-5 do not have the report page number shown at the bottom of the page. JPEG images of these maps, which were originally embedded in the hard-copy document, lost readability when converting to pdf format. Consequently, the maps appearing in chapters 1-5 were saved as pdf files directly from ArcView GIS (instead of jpegs first) that disallowed the addition of page numbers as formatted in the rest of report text.
- **Links** - In addition to the bookmarks, in the left margin, every instance where a table or figure is mentioned is also linked. Every link can be identified because the linked phrase is highlighted in blue. In instances where a range is mentioned (ex: Figure 2-1 through 2-4) the first and last figures/tables are separately linked. In instances where multiple figures or tables are mentioned (ex: see tables 1-2, 2-1, and 2-4) each individual table/figure is individually linked.

PAGING THROUGH A DOCUMENT

Acrobat Reader provides buttons, keyboard shortcuts, and menu commands for paging through PDF documents.

1.To go to the next page, click the Next Page button in the command bar or status bar, press the Right Arrow key, press Ctrl (Windows or UNIX) or Option (Mac OS) and the Down Arrow key, or choose Document > Next Page.

2.To go to the previous page, click the Previous Page button in the command bar or status bar, press the Left Arrow key, press Ctrl (Windows or UNIX) or Option (Mac OS) and the Up Arrow key, or choose Document > Previous Page.

3.To move down one line, press the Down Arrow key.

4.To move up one line, press the Up Arrow key.

Note: The Down and Up Arrow keys move you one line at a time when you are not in Fit in Window view. In Single Page mode, these keys move you one page at a time if the page fills the entire screen.

To move down one screenful, press Page Down or Return.

5.To move up one screenful, press Page Up or Shift+Return.

6.To go to the first page, click the First Page button in the command bar or status bar, press the Home key, or choose Document > First Page.

7.To go to the last page, click the Last Page button in the command bar or the status bar, press the End key, or choose Document > Last Page.

8.To jump to a page by its number: Select the current page number in the status bar, type the page number to jump to, and press Return. If the Use Logical Page Numbers option is selected in General preferences, and if your document's page numbers are different from the page position in the PDF file, the page position appears in parentheses in the status bar. For example, if a first page is numbered "iii", the numbering might appear as "iii(1 of 10)". You can double-

click inside the parentheses, edit the page-position number, and press Return to go to that page. Choose Document > Go To Page, type the page number, and click OK. If the Use Logical Page Numbers option is selected in General preferences, and your document's page numbers are different from the page position in the PDF file, you can enter the page-position number in parentheses in Go To Page to go to that page. Drag the vertical scroll bar until the number of the page you want to jump to is displayed.

BROWSING WITH THUMBNAILS

A thumbnail is a miniature view of each document page, which you can display in the overview area. You can use a thumbnail to jump quickly to a page and to adjust the view of the current page.

1.To browse with a thumbnail: 1 Show the Thumbnails palette. You may need to choose Window > Show Thumbnails to open the palette or click the Thumbnails tab to bring the palette to the front of its group.

2.To jump to another page, double-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 a hand tool . Then drag the box to move the view area.

Note: If thumbnails appear as gray boxes in the overview area, the document author did not create them for you. You can still use the thumbnails without the miniature views or you can ask the document author to create them for you.

BROWSING WITH BOOKMARKS

Bookmarks can mark parts of a document for quick access, link to page views in other documents, link to the Web, play a movie or sound, enter an article, or reset or submit a form.

1.To browse with a bookmark: 1 Show the Bookmarks palette. You may need to choose Window > Show Bookmarks to open the palette or click the Bookmarks tab to bring the palette to the front of its group.

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

Note: Clicking a bookmark might perform an action, such as playing a movie, instead of taking you to another location. It depends on how the bookmark was defined. The bookmark for the part of the document currently showing is boldfaced. If the navigation pane disappears when you click a bookmark, the document creator has activated the Hide After Use command. To show the navigation pane again, click the Show Navigation Pane button on the command bar. Deselect Hide After Use in the navigation pane's palette menu if you want the navigation pane to remain open after you click a bookmark. 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 (Windows) or a triangle (Mac OS) next to it. If the bookmark you want to click is hidden in a collapsed parent, click the plus sign or triangle next to the parent to show it.

FOLLOWING LINKS

Links can connect parts of a document, jump to other PDF documents, open another application file, go to a location on the Web, play a movie or sound, enter an article, hide or show an annotation, import form data, or reset or submit a form.

1.To follow a link: 1 Select the hand tool, a zoom tool, or a selection tool. Position the pointer over the linked area on the page until the pointer changes to a hand with a pointing finger . (The hand has a plus sign in it if the link points to the Web.) Then click the link.

Note: Clicking a link might perform an action, such as playing a movie, instead of taking you to another location. It depends on how the link was defined. You can press Shift while pointing on a linked area to use the tool instead of activating the link. For example, you might press Shift and point on a link with the text selection tool to select and edit the link's text.

RETRACING YOUR STEPS

You can retrace your viewing path through a document or a series of documents.

1.To retrace your path within a PDF document, click the Go To Previous View button in the command bar, or choose Document > Go Back for each step back. Or click the Go To Next View button , or choose Document > Go Forward for each step forward.

2.To retrace your viewing path through other PDF documents, choose Document > Go Back Doc for each step back or Document > Go Forward Doc for each step forward. Or hold down Shift, and click the Go Back or Go Forward button. This command opens the other PDF documents if the documents are closed.