<u>Viewing Adobe PDF Documents</u>

Adobe PDF (Portable Document Format) documents are very common in the PC world and are a very convenient way to share documents. For the most part, everyone sees exactly what everybody else sees when viewing the document.

Occasionally however, you may have noticed that when you open a PDF document the size of the document, as it appears on your screen, is not to your liking. Usually the document appears too large but it can also be smaller than you like.

How you actually see PDF documents on your monitor is dependent upon your version of the Adobe Reader. There is a setting in the Adobe Reader that you can adjust so that all PDF documents open at a percentage of your choosing (that is not done when the document is created because of the wide variety of monitors that people may be using to view to the document).
Making the adjustment in your Adobe Reader allows you to choose the way you want to see this and all other PDF documents (be advised that you can also adjust how you see an individual document when you open it by increasing or decreasing the percentage on the "Zoom" toolbar).

The setting to be changed may be found in slightly different places depending upon which version of the Reader you are using. Here is what you do with the Adobe Reader 6.0 version:

- Open the Adobe Reader and click on "Edit" on the menu bar at the top of your screen.

- Click on "Preferences".

- Look for "Page Display" under Preferences and click on that.

- Look for the "Magnification" box and click the drop down arrow next to "Default Zoom".

- Change the percentage to one that suits you. I personally use 100% but that is a personal decision. Pick something that works for you.

That is all you have to do, just remember that the procedure above can vary slightly on different versions of Adobe. In any event, you should be able to use my procedure as a guide even if the steps above don't match exactly to your version.

Let me know if you have any questions.