

## Acrobat Reader & PDF Files

Many documents available on the internet are in PDF (Portable Document Format), a file format developed by Adobe. Documents originally created by other programs (ex Word, Publisher, PowerPoint) and changed to PDF format can be viewed using Acrobat Reader in their original formatting. Files changed to PDF format are generally smaller especially if the original document includes high resolution images or graphics. Adobe Acrobat Reader is free from Adobe and installed on most workstations in the school. One copy of Adobe Acrobat Writer has been purchased for each school and is installed on one workstation in the Information Center.

Below is a picture of a typical Adobe Reader screen. The left hand column, called the Navigation Window, is similar to the table of contents in a book. It can also be viewed in thumbnail view which allows you to see a small picture of the page. The right hand window shows the document.

