



Helpful Hints

Before using this CD Manual, we recommend spending a few minutes to review the topics shown below.

Optimizing Adobe Reader

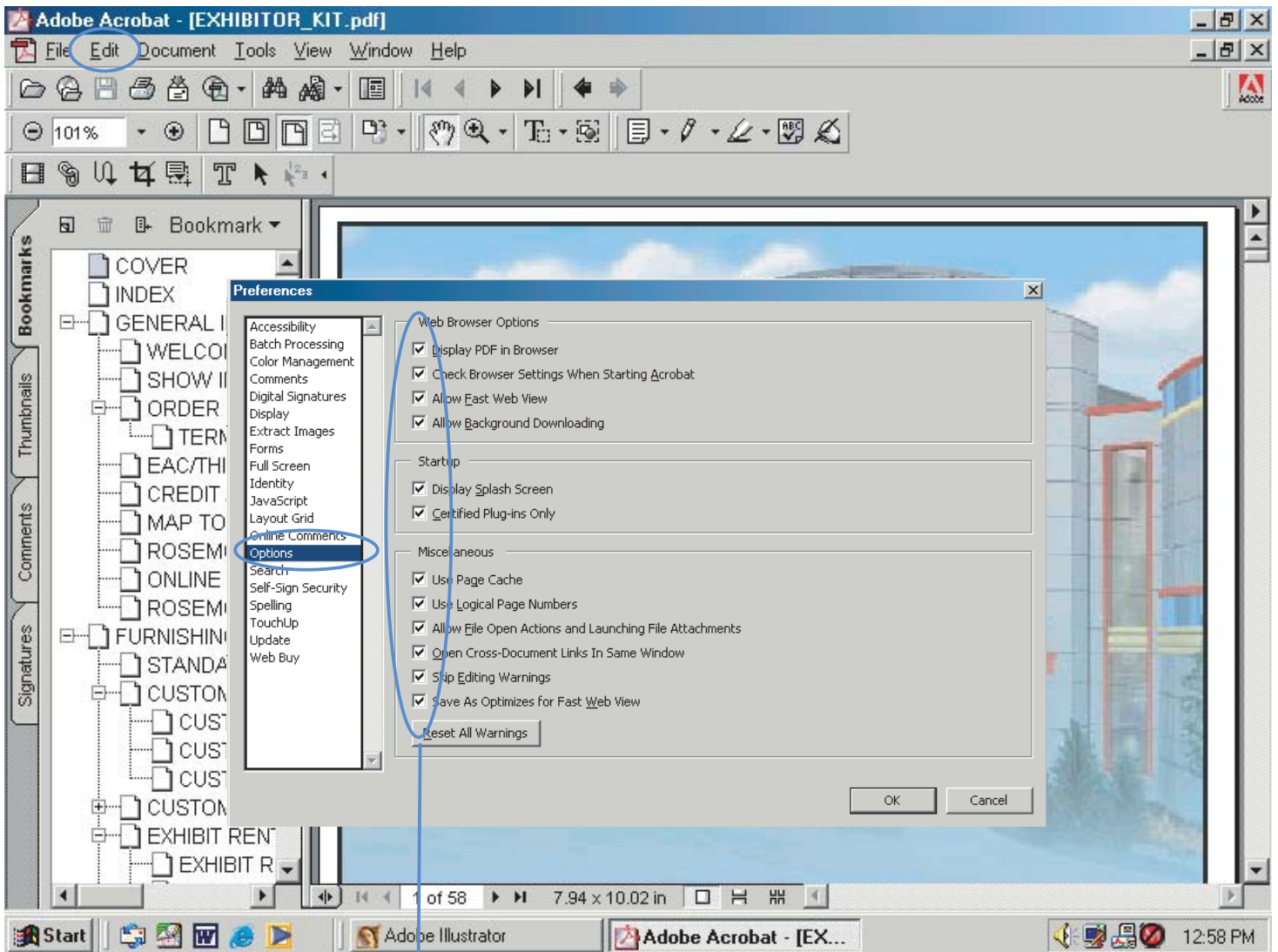
Important Printing Information

Zoom In / Zoom Out

**Navigating Through the
Exhibitor Services Manual**

To increase the speed of navigation inside the Exhibitor Services CD Manual, some adjustments can be made in Acrobat Reader.

In Acrobat Reader, select Edit> Preferences> Options.



Be sure all boxes are checked



Optimizing Adobe Acrobat Reader

OPTIONS Defines preferences for opening Acrobat Reader, Web browsers, and other application preferences. Preference options are:

Display PDF in Browser displays any PDF files opened from the Web in your default browser. If this option is not selected, the PDF files will open in a separate Acrobat Reader window.

Check Browser Settings checks your browser settings for compatibility with Acrobat Reader each time Acrobat Reader is launched.

Allow Fast Web View displays PDF files from the Web one page at a time. If this option is not selected, the entire Pdf will download before it is displayed.

Allow Background Downloading allows a PDF document to continue downloading from the Web, even after the first requested page displays on-screen in a Netscape Navigator-compatible browser. If you do not select this option, only the requested page downloads to your computer, and other pages are downloaded as you request them.

Display Splash Screen shows the splash screen each time Acrobat Reader is launched.

Certified Plug-Ins Only allows you to open encrypted files you have purchased, but prevents third-party plug-ins from loading at startup. This option may be required if you are using the Web Buy feature. If you change this option, click OK to exit and restart Acrobat Reader.

Use Page Cache places the next page in a buffer even before you view the page in Acrobat Reader. This reduces the amount of time it takes to page through a document.

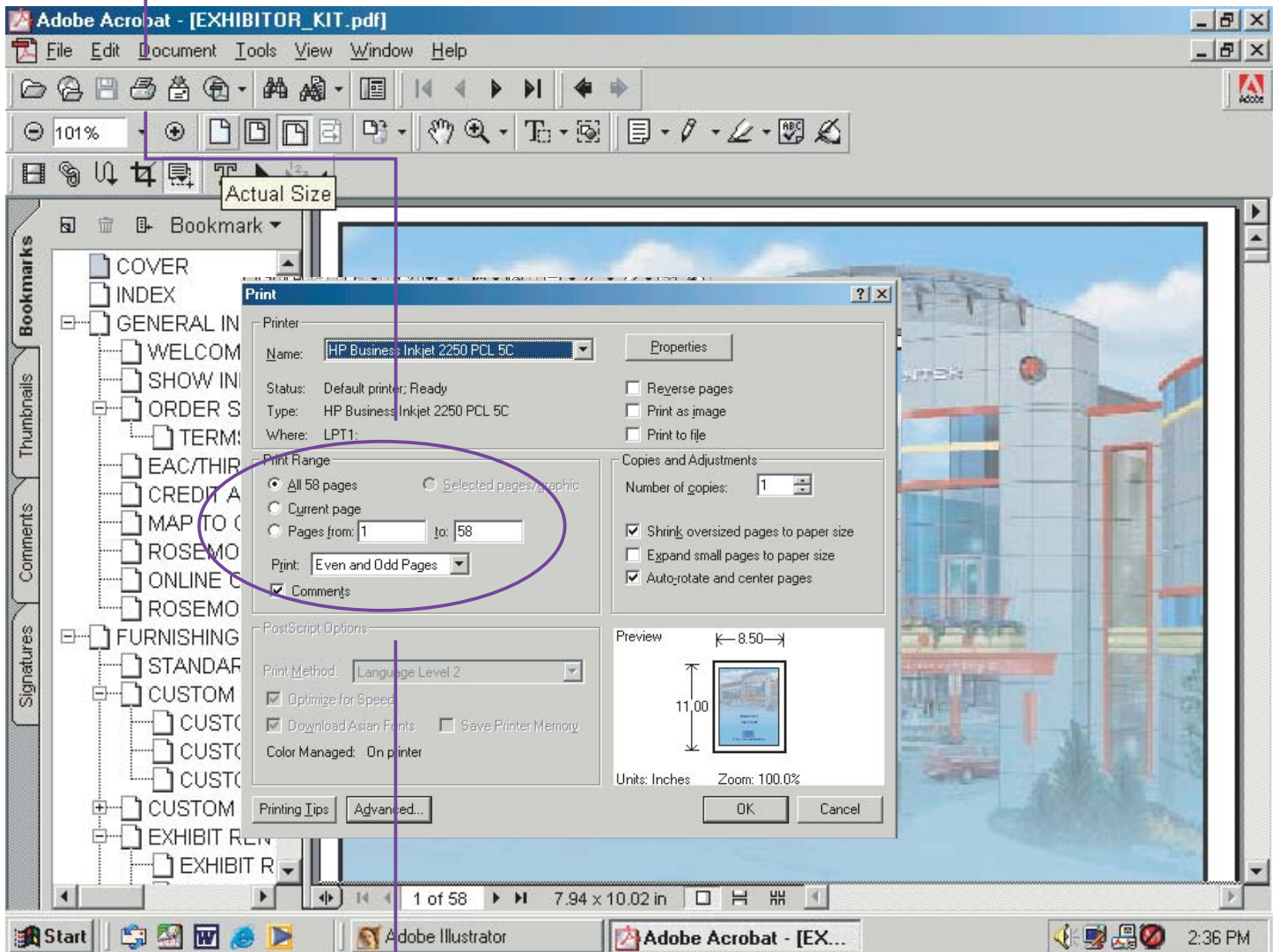
Use Logical Page Numbers allows you to set page numbering in a PDF document using the Document > Number Pages command. You typically do this when you want PDF page numbering to match the numbering printed on the pages.

Allow File Open Actions and Launching File Attachments warns you of security risks when you open a file in another application from a link in a PDF document and gives you a chance to cancel the operation. If this option is not selected, links to files in other applications are disabled.

Open Cross-Document Links In Same Window opens linked PDF documents and views in one window to minimize the number of windows in Acrobat Reader.

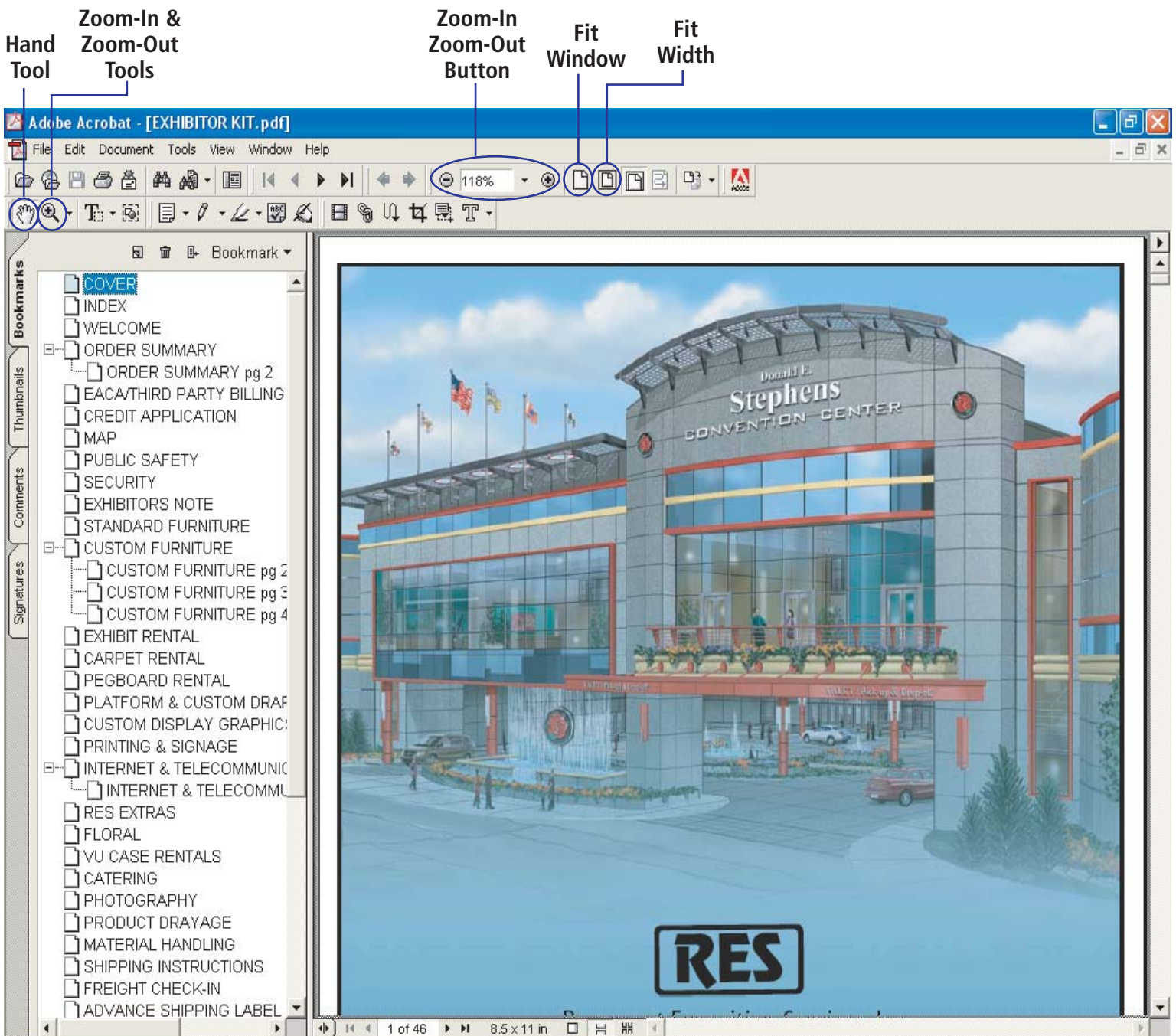
While in the Exhibitor Services CD Manual, select the page(s) that you would like to print.

Click the Print Button, then be sure to choose whether you would like to print the entire document, the current page or specify a range of pages or noncontiguous pages.



Note that the default print setting is to print "ALL" pages.

You can change the magnification level of a PDF document and set a page layout that determines whether you'll see one page at a time or a continuous flow of pages.



MAGNIFYING AND REDUCING THE VIEW

The minimum and maximum zoom levels available depend on the current page size. If you need to magnify a page to a size larger than the window, use the hand tool to move the page around so that you can view all the areas on it. Moving a PDF page with the hand tool is like moving a piece of paper on a desk with your hand.

To increase magnification do one of the following:

Select the zoom-in tool, and click the page.

Click the zoom-in button in the viewing toolbar.

To decrease magnification do one of the following:

Select the zoom-out tool, and click the page. If the zoom-out tool is not visible, click the arrow next to the zoom-in tool to expose.

Click the zoom-out button in the viewing toolbar.

To resize a page to fit the window do one of the following:

To resize the page to fit entirely in the window, click the Fit In Window button, or choose View > Fit in Window.

To resize the page to fit the width of the window, click the Fit Width button, or choose View > Fit Width. Part of the page may be out of view.

To resize the page so that its text and graphics fit the width of the window, choose View > Fit Visible. Part of the page may be out of view.



Navigating Through the Manual

You have many options available to you for navigating through this CD Manual to locate the page(s) you need.

Bookmark Panel

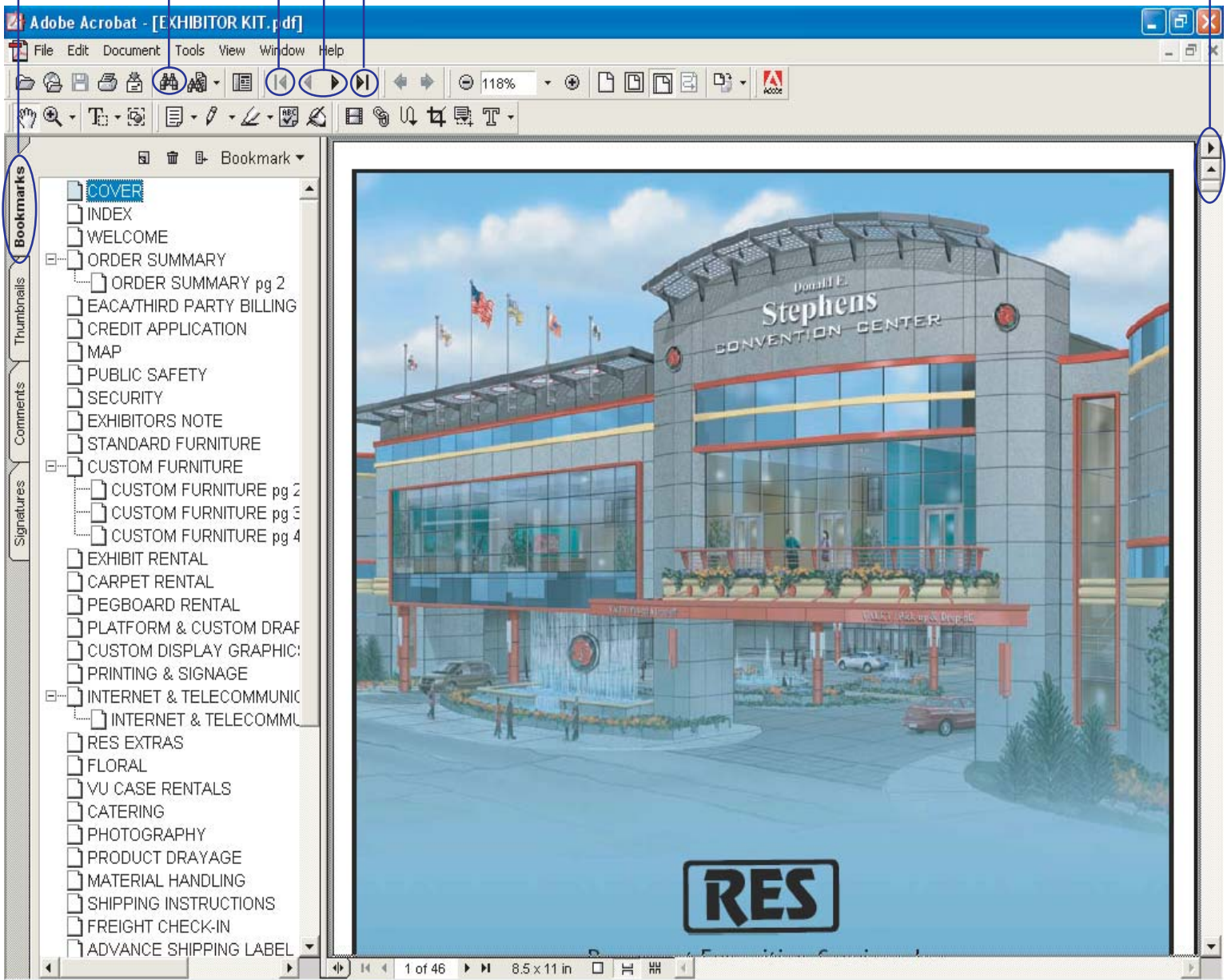
First Page Button

Scroll Bar

Find Button

Next & Previous Page Button

Last Page Button



USING BOOKMARKS

The contents of the CD Manual are shown as bookmarks in the Bookmark pane. To view subtopics, click the plus sign or arrow (Mac OS) next to a topic. The topic will be expanded to show the subtopics it contains.

Each bookmark is a hyperlink to the associated section of the CD Manual. To view the contents, click the bookmark. As you view the contents in the document pane, the bookmark associated with that content will be highlighted in the bookmark pane to help you easily identify where you are in the document.

FINDING WORDS IN PDF DOCUMENTS

You can use the Find command to find a complete word or part of a word in the current PDF document. Acrobat Reader looks for the word by reading every word on every page in the file, including text in form fields.

To find a word using the Find command:

1. Click the Find button, or choose Edit > Find.
2. Enter the text to find in the text box.
3. Select search options if necessary:

Match Whole Word Only finds only occurrences of the complete word you enter in the text box. For example, if you search for the word stick, the tick and sticky will not be highlighted.

Match Case finds only words that contain exactly the same capitalization you enter in the text box.

Find Backwards starts the search from the current page and goes backward through the document.

Ignore Asian Character Width finds only those Kana characters that exactly match the text you enter.

4. Click Find. Acrobat Reader finds the first occurrence of the word.

To find the next occurrence of the word do one of the following:

Choose Edit > Find Again.

Reopen the Find dialog box, and click Find Again. (The word must already be in the Find text box).

PAGING THROUGH DOCUMENTS

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

Note: If you use the number keys on your keyboard's number pad, make sure NUM LOCK is off.

To go to another page do one of the following:

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

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

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

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 Fit in Window view, these keys move you one page at a time.

To move down one screen full, press page Down or Return.

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

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

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

To jump to a page by its number do one of the following: find a word using the Find command:

Drag the vertical scroll bar until the number of the page you want to jump to is displayed.

Select the current page number in the status bar, type the page number to jump to, and press Return.

Choose Document > Go To page, type the page number, and click OK.