

Using PDF publications

PDF is a powerful and very useful document format. It is worth exploring some of the options provided by the Adobe Reader software. You can view PDF files on your computer or print them to paper. You can change the page size to simplify navigation or to improve readability.

Print or screen

Some of our documents are available in two versions: one designed for printing to paper and the other for reading on screen.

Adobe Reader Full Screen view

If you choose our PDF documents designed for reading on screen, you will find that they work particularly well in Adobe Reader's Full Screen view. This expands the page to take full advantage of the screen and surrounds it with a black background which improves clarity and focus.

To read a document in Full Screen view

In Adobe Reader 7, click the Full Screen View icon on the status bar at the bottom left of the Adobe Reader window. In Reader 7 or earlier versions you can also use Ctrl+L (Windows) or Command+L (Mac OS). Menu commands are available in the View or Window menu depending on the version you are using.

Moving between pages

Press Enter or Return or the Down Arrow or Right Arrow key to page forward through the document. Press Shift+Return or the Up Arrow or Left Arrow key to page backward through the document.

To exit Full Screen view

Press Esc, or press Ctrl+L (Windows) or Command+L (Mac OS).

Another navigation option

Adobe Reader preferences provide an option (in Full Screen preferences) to display a navigation bar while in Full Screen view. This will appear at bottom left when a document is opened and disappear after a few seconds: move the cursor into the bottom left of the screen to make it visible.

Changing the full screen view appearance

The background colour can be changed via Full Screen preferences. The default black provides maximum contrast and impact but you may prefer a lighter background to soften the contrast. Choose neutral backgrounds to avoid diminishing the effect of the colours used in documents.