





The *Adobe Acrobat Reader* allows *Portable Document Format (PDF)* documents, available on the Internet, to be viewed on the screen. *Adobe Acrobat* offers a more sophisticated way of displaying text and graphics than word processing software. Documents can be downloaded onto your own PC or a usb drive and court forms can be viewed, filled in and printed off. Text from PDF documents can be copied and incorporated into your own documents subject to copyright restrictions; please observe copyright notices displayed on the documents themselves and on the web site they are taken from. If none are evident it is wise to acknowledge the website as your source.

ACCESSING ADOBE ACROBAT

- On the Internet, a website will often display a document title followed by various symbols. HTML indicates a web page version of a document and Word, a text file. More often PDF is displayed, indicating a *Portable Document Format* document requiring *Adobe Acrobat* software.

	PROTOCOLS		
Clinical Negligence		HTML	Word 6
Construction and Engineering Disputes		HTML	Word 6
Defamation		HTML	Word 6
Personal Injury		HTML	Word 6
Practice Direction		HTML	Word 6

Source: LCD Civil Procedure Rules - Pre-Action Protocols Index @ www.lcd.gov.uk/civil/procrules_fin/cprotrfr.htm

- Click on the document title or the relevant symbol, to view a document. Clicking on the PDF symbol automatically launches the document into *Adobe Acrobat*. (If it does not automatically load then follow the instructions overleaf - **Saving a PDF file to disk from the Internet browser.**)
- If you are loading a PDF document that you have already saved onto a disk or your own PC, you can do so without returning to the website it was downloaded from. Access the drive or disk (**A: drive**) where you saved the PDF file and then double-click on the filename. You may need to open the *Adobe Acrobat* software first: from the **Start** menu, select **Programs → Useful Utilities → Adobe Acrobat**. Then go to **File** and **Open** your document.
- You can also download *Adobe Acrobat Reader* software onto your PC at home from www.adobe.com.

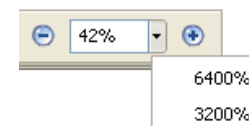
DISPLAYING DOCUMENTS

After loading, the first page of the document will be displayed with a **main toolbar** at the top of the screen. The buttons on the toolbar will vary in number according to the version of *Adobe Acrobat* software used. An additional **status bar** may also appear. The document itself appears in the middle of the screen and can be displayed in a variety of ways.

- On the **main toolbar**, click on each of the **view** icons to change the size of the documents.



- On the **status bar**, click on the downward arrow to select a specific magnification.



- On the **page size** icon, select 'Continuous Facing' to display pages side by side.



MOVING AROUND DOCUMENTS

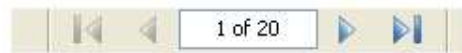
Around a single page

- A hand symbol is displayed on the screen. Click on the page and drag the hand up and down using the mouse...
- OR...click on the arrows at the top and bottom of the scroll bar on the right-hand side.

From page to page

- On the **main toolbar** use the arrows to move forwards and backwards, page by page or to the beginning or end of the document...
- OR...click on the shaded area on the scroll bar on the right-hand side and drag down until the page number you require appears.

On the **status bar**, click in the **page number** box and type in specific page number you wish to display.



FINDING A WORD OR PHRASE IN A DOCUMENT

- Click on the **binoculars** icon on the **main toolbar** and in the dialogue box. Enter a word, part of a word or a phrase and click **find**.
- The first occurrence of the chosen word will be highlighted. Click the **binoculars** icon with a following arrow to find the next occurrence of the word.
- Note that the document will be searched only from the current cursor position so it is best to return to the beginning of a document to start another search.



COPYING AND PRINTING TEXT FROM A DOCUMENT

- To select the text you wish to copy, click on the **text** icon. This changes the cursor from a hand tool to a bar. Select the text by clicking and dragging over it with the mouse.
- When the text has been marked, click on the **copy** icon and then switch to your Word document and paste the selection in using the **paste** icon (or **Edit → Paste**)
- Print the selected text, selected pages or the whole document by clicking on the **printer** icon on the **main toolbar**. (Do NOT use the print icon on the Internet toolbar – this only works for the web page and not for a document open within the *Adobe Acrobat Reader*.)



SAVING A COPY OF THE DOCUMENT TO DISK



Click on the **disk** icon to the far left of the **main toolbar**. Save the PDF file to your disk as you would a Word document but retain the file suffix *.pdf*. You can then open the PDF file into the *Adobe Acrobat Reader* without needing access to the Internet.

SAVING A PDF FILE TO DISK FROM THE INTERNET BROWSER

On the web page, point the cursor at the hypertext link to the document you wish to download and right-hand click on the mouse. Click **Save Target as**. Give the PDF file a name and save the file to your **U: drive** or a disk (**A: drive**). Follow the instructions above for **Accessing Adobe Acrobat**.

CLOSING A PDF DOCUMENT

Click the **Back** key on your Internet toolbar to continue to use the Internet as before OR click **X** in the top right hand corner of the Reader software.