Adobe Acrobat Reader for Palm OS

About this guide

This guide explains how to use Adobe® Acrobat® Reader® for Palm OS® software to transfer and view PDF documents on your handheld Palm OS device. In addition to this guide, a Quick Tour and a short Quick Reference Guide will be installed on your handheld.

To get the most out of Acrobat Reader for Palm OS, you should have a working knowledge the Palm OS functionality and conventions. For help with issues related to using your handheld device, please refer to its documentation.

The Acrobat Reader for Palm OS application has two components; the desktop program installed on your computer, and the reader installed on your handheld device.

About Adobe PDF

The Adobe Portable Document Format (PDF) and Acrobat Reader for Palm OS are cross-platform network publishing solutions. Acrobat Reader for Palm OS lets you view and navigate Adobe PDF files on Palm OS, anytime, anywhere.

About tagged PDF

To properly display a PDF document on your handheld screen, Acrobat Reader for Palm OS requires that PDF files be tagged. Tagged PDF files contain structural information about the elements and layout of a page. Acrobat Reader for Palm OS can generate this structural information during the transfer process, but for best results, it is recommended that authors and creators of PDF documents use Acrobat 5.0 to create tagged Adobe PDF files directly from the source files. PDF files may be somewhat larger after they are tagged.

You can create tagged Adobe PDF files automatically when you use Acrobat PDFMaker 5.0 to create Adobe PDF files from within Microsoft Office 2000 for Windows applications.

Setting preferences on your desktop computer

Acrobat Reader for Palm OS has preferences you set on your desktop computer. You can choose the way images and colors are be interpreted for viewing on a Palm OS device, and set HotSync® Preferences, to decide where files are transferred.

Settings that affect your Palm OS device are shown on the picture of a Palm OS device in the Preferences dialog box. Warnings appear on the picture if you have selected incompatible settings for your device.

Image size preferences

When transferring PDF documents to your handheld device, you can choose the Full size option to preserve the images at full-size in the converted document. If you choose Shrink to screen width, all images are reduced to the width of the device screen, and displayed in the document page flow. You can also elect to remove the images from a PDF file.

To set image size preferences:

1 On your desktop computer, launch the Acrobat Reader for Palm OS application.

2 When the Acrobat Reader for Palm OS desktop appears, click the Preferences button to open the Preferences dialog box.

3 Make a selection from Image Size preferences:

Full size   Keeps full-size images available for viewing on Palm devices. Magnification of the images is adjusted when viewed on a handheld device. *Tap and hold graphic to view it in full* size appears above full size graphics. Documents with full size images have larger file sizes.

Shrink to screen width   Reduces images to the width of the device screen.

Remove images   Deletes all images from the converted file. Images will not be removed from the original document. The converted file size is smaller without images.

4 Click OK.

Color settings

Acrobat Reader for Palm OS v2.0 supports color Palm OS devices. This means that the color in images is retained when a PDF file is transferred to a color Palm device. You can remove color from images if you like, which will reduce the file size.

To set color preferences:

1 On your desktop computer, launch the Acrobat Reader for Palm OS application.

2 Click the Preferences button to open the Preferences dialog box.

3 You can set the following options from the Color Setting preferences:

Retain color in images   Keeps all color elements in a PDF file.

256 colors   Optimizes images for quick display on a Palm OS device. Image quality is degraded, so the PDF file size is smaller.

Thousands of Colors   Optimizes images for high-quality display. Images will load slower, and the PDF file is larger.

4 Click OK.

Getting settings from your Palm OS device

An easy way to optimize the files you want to transfer to your Palm device is to use the *Get best settings for my device* button in the Properties dialog box.

You can make changes to the settings received from your Palm OS device, however changing some settings may cause problems. For example, if you choose Thousands of Colors for a 256 color device, the images will not to be displayed.

To get settings from your Palm device:

1 On your desktop computer, launch the Acrobat Reader for Palm OS application.

2 Click the Preferences button to open the Preferences dialog box.

3 Make sure that your handheld device is in its cradle connected to your desktop computer.

4 Click the Get best settings for my device button.

HotSync preferences

You can transfer files to an expansion card if you have one installed in your Palm OS device. This option is available after the first time you perform a HotSync operation.

To transfer PDF files to an expansion card:

1 On your desktop computer, launch the Acrobat Reader for Palm OS application.

2 Click Preferences, and then select your expansion card from the HotSync pop-up menu at the bottom of the screen.

Note: *If your expansion card is not listed in the pop-up menu under HotSync preferences, make sure the card is installed properly and that your device is cradled properly, then relaunch the Acrobat Reader for Palm OS application from your desktop.*

Transferring PDF files

Before you can view PDF documents on your handheld, you need to transfer them from your desktop to your palmtop. The Acrobat Reader for Palm OS desktop lets you to select and transfer PDF files to your handheld. Performing a HotSync operation will then download the files. The file or files will remain in the transfer list until you activate HotSync from your handheld device.

To transfer PDF files to your Palm device:

1 On your desktop computer, launch the Acrobat Reader for Palm OS application.

2 Select the correct name from the User menu. The transfer list will then display any pending files previously selected by that user.

3 Click the Add button, browse to the files you want to transfer, and then click Open.

Note: If the PDF file you want to transfer is password-protected, the Enter Password dialog box will appear. Enter the assigned password for the PDF file in the User Password text box, and it will be added to the transfer list.

4 If a PDF file is not tagged, the About tagged PDF dialog box will appear. Click OK to allow Acrobat Reader for Palm OS to add the necessary tags.

💡 Uncheck the Warn me before converting untagged Adobe PDF files option in the Preferences dialog box if you don't want to receive this warning in the future.

5 When all of the files you want to transfer have been processed and added to the transfer list, perform a HotSync operation. (Refer to your device documentation for more information.)

To drag-and-drop PDF files to transfer:

1 Browse to the files you want to transfer on your desktop computer, and then select them.

2 Do one of the following:

• If Acrobat Reader for Palm OS is open, drag and drop the files into the desktop window.

• If the application is not open, drag and drop the files on the Acrobat Reader for Palm OS icon on the computer desktop.

3 If a PDF file is not tagged, the About tagged PDF dialog box will appear. Click OK to allow Acrobat Reader for Palm OS to add the necessary tags.

4 When all of the files you want to transfer have been processed and added to the transfer list, perform a HotSync operation.

Transferring PDF files using Send to Palm

The Send to Palm plug-in allows you to add a PDF to the transfer list directly from Adobe Acrobat 5.0 or better. When you use the Send to Palm command, your PDF file is automatically tagged. You can also use the plug-in by right-clicking a file name if you're using a Windows computer. The Send to Palm plug-in is automatically installed when you install Acrobat Reader for Palm OS.

To use the Send to Palm plug-in from Acrobat:

1 In Acrobat, open the PDF file you want to transfer to your Palm OS device.

2 Choose Document > Send to Palm.

3 The PDF file will be processed and added to the transfer list.

To use the Send to Palm plug-in by right-clicking (Windows only):

1 Right-click on a PDF file you wish to transfer to your handheld device.

2 In the menu, choose Send to Palm.

3 If a PDF file is not tagged, the About tagged PDF dialog box will appear. Click OK to allow Acrobat Reader for Palm OS to add the necessary tags.

4 When all of the files you want to transfer have been processed and added to the transfer list, perform a HotSync operation.

Deleting PDF files from the transfer list.

You can easily remove PDF files from the transfer list. Removing PDF files does not affect the original file on your desktop computer.

To delete PDF files from the transfer list:

1 Select the files you want to delete from the transfer list.

2 Click the Delete from transfer list button.

Using the file list

The file list is a scrollable list of all the Adobe PDF files on your handheld. The file list also displays the file size of all the documents. The file list appears the first time you open Acrobat Reader for Palm OS.

You can scroll through the file list view by dragging the scroll bar, or you can use the scroll up and scroll down buttons on the handheld device. If your device has a jog dial, you can use it to scroll through the file list. If you press and scroll up or down, the entire file list moves. This way you can view all the files, even if the list is long.

To sort documents:

1 If a PDF file is open, tap the file list icon 📂 to display the file list.

2 Tap the Acrobat Reader menu and then select Sort by Name, or Sort by Size. The defaults are from "a" to "z," and smallest file size to largest. Selecting the same option twice inverts the list.

To delete a document from the file list:

1 Select the document by tapping the check box to the left of the document title.

2 Tap the Delete button to delete the selected file.

💡 To remove all documents at once, tap the All check box, and then tap Delete.

Opening and closing documents

You will usually open a document from the file list view, unless you have selected to retain the document view on close. You can close the current document and open a new document using the Document menu. Only one document can be open at a time.

To open a document from the file list:

Tap the filename in the file list view, or select the file with the jog dial and click.

Opening a password protected file:

Enter the password in the dialog box provided.

To close the current document and return to file list view:

Tap the file list icon 📂 .

To close the current document and open a different one:

1 Tap the Menu icon on your Palm device (not in the display screen).

2 Tap the Document menu in the display screen.

3 Tap Open, and then tap the filename of the document you want to open.

To cancel file and page open actions:

Tap the screen as a file or page is opening to cancel the action.

Working with documents

Once you have transferred a PDF to your Palm device, you can work with it much the same way you do on your desktop PC. You can scroll through each page, search in a document, and select text to copy and paste it between PDF files.

Scrolling through documents

You can see more of a PDF file by scrolling or dragging. This is similar to moving a sheet of paper around on a desktop. You can also set preferences to move the document by tapping the screen.

To use the scroll bar:

Do one of the following:

- Tap the top or bottom arrow at the ends of the scroll bar. This will scroll the page up or down about 3 lines at a time.
- Tap and hold an arrow to scroll continuously in either direction.
- Drag the handle in the middle of the scroll bar to move quickly up or down through the page.
- Tap in the area above or below the handle to move up or down one screen at a time.
- Press the scroll buttons on your handheld device.
- Scroll with the jog dial, if your device has one.

If you tap the scroll arrows when you reach the top or bottom of a page, you will go to the next or previous page.

To tap-drag:

Tap anywhere in the screen, and drag to move the page up or down.

To screen tap:

Navigating by tapping the screen is determined by the preferences you set.

Note: *Tapping on the screen while the document is loading will close the document, and return you to the file list. Tapping the screen while moving between pages will return you to the previous view.*

To go to the next or previous page:

Tap the next page ▶ or previous page ◀ icon in the tool bar.

To move forward or backward in the document:

Tap or drag the document position bar ◀ ▬▬▭▭ ▶ to move to the corresponding page. The current page number is displayed as you go forward or backward.

To move forward or backward in your view history:

Tap Menu > Viewing > Back, or Forward.

This will move you to the last view displayed on-screen, and return you to your current view.

To go to specific pages:

1 Do one of the following:

- Tap Menu > Viewing > Go to Page, and enter a page number, or tap Beginning or End.
- Tap the current page indicator and enter a page number.
- Enter a page number and click the jog dial.
- Press and scroll the jog dial up to go the beginning of the document.
- Press and scroll the jog dial down to go to the end of the document.

💡 You can also use Graffiti® to write the page number in the numeric Graffiti area.

Viewing PDFs in Full Screen mode

To maximize the viewing area, you can choose to view documents in Full Screen mode. When this option is selected, the navigation tools at the bottom of the screen and the scroll bar at the right of the screen are hidden. Text will automatically reflow to fill the larger display area. The tool bar and scroll bar can be temporarily restored without exiting Full Screen mode.

To turn Full Screen mode on and off:

1 Tap the Menu icon on your Palm device (not in the display screen).

2 Tap Viewing > Choose Full Screen. Select Full Screen a second time to turn it off.

To temporarily restore navigational tools while in Full Screen mode:

Tap in the right hand margin (where the scroll bar would normally be). The scroll bar and navigation tools will be temporarily displayed on top of the document without reflowing the page to fit the reduced display area. Use any of the navigation tools as you would in normal viewing mode. After an action is completed, the navigational tools will disappear.

💡 While touching the screen, the tools remain visible. If no action is taken within one to two seconds, the tools disappear.

Changing the text display

The default text display on your handheld device is Styled Text, which retains the original look of the source PDF file, including text size, style and alignment. You can change the text display to Large Text or Bold Text.

To change the text display:

1 Tap the Menu icon on your Palm device.

2 Tap Viewing, and select Styled Text, Large Text, or Bold Text. When you select a text display option, the appearance of the text changes immediately.

Viewing images in documents

When a PDF file includes images, the images may be reduced to fit the width of your Palm device screen, or they may be full-size, and scalable on your device. If images are scalable, you'll see *Tap and hold graphic to view it in full size* above the image. You can also choose to display or hide the images in a document.

To show or hide images:

Tap Menu > Hide Images, or Show Images.

To view full-size images:

1 Tap and hold on the image. The image appears at full-size.

2 Scroll to view the image:

- Use the vertical and horizontal scroll bars to adjust the visible portion of the image. You may also tap an area in the Navigator ⬚ below the image to jump quickly to a different part of the image. The small rectangle corresponds to a location in the graphic. You can also use the buttons on your handheld device.

- If your Palm device has a jog dial, use the jog dial to move the image up or down.

3 Magnify or reduce the view:

- Tap the zoom buttons ⊞⊟ to magnify or reduce the view.

- If your Palm device has a jog dial, press the jog dial and scroll up to zoom out or scroll down to zoom in.

4 Close the full-size view:

- Tap Done to return to the original document view.

- Click the jog dial to return to the original document view.

Note: *You may also move the image screenful by screenful by tapping on the area of the screen corresponding to the direction you would like to move the image. Dragging will scroll the graphic in the corresponding direction pixel by pixel.*

Selecting text to copy and paste

You can select text in a PDF file, copy it, and paste it into a document in another application. This is good for moving data to programs such as a memo pad, e-mail, and to do list. You can select text only from the current page.

To select, copy, or deselect text:

1 Drag horizontally over text to start the selection. You can then drag vertically to select more than one line.

2 Tap Menu > Document > Copy.

3 Cancel the selection by tapping anywhere in the document.

💡 Tap and hold the highlighted text, and the Document menu will open with the Copy option selected.

Searching in documents

You can search for occurrences of a word, phrase or number in a document by using the Find command.

To search a document:

1 Tap Menu > Document > Find.

2 Enter the search string by writing in the Graffiti area, or using the on-screen keyboard to tap in a word.

💡 You can search backwards by giving a reverse range, for example 20 to 10, and you can search strings between paragraphs by inserting a space.

3 Choose search options:

From current pg. Searches from the current page to the end of the document, then through to the current page.

From beginning Searches the entire document.

From page __ to __ Allows you to specify a page range for the search.

Case sensitive Returns results that match the case of the search string.

Exact match Returns results that match the whole word.

4 Tap OK. The result will be highlighted on the page.

Acrobat Reader for Palm OS displays a progress dialog box as it searches. When it finds the search string, it displays the page, and highlights the results.

5 When you've found your results, you can choose one of the following:

• Tap the X in the corner of the search results dialog box to end the search and remain at the page with the results.

• Tap Find Prev. or press the jog dial and scroll up to search for a previous occurrence.

• Tap Find Next or press the jog dial and scroll down to search for the next occurrence.

• Tap New Find or click the jog dial to begin a new search.

Using the table of contents

If the document author used Adobe Acrobat and created bookmarks, they become a table of contents. These let you see the structure of the document and navigate it.

To open the table of contents:

Do one of the following:

• Tap the Table of Contents icon ÷ .

• Tap Menu > Document > Show Table of Contents.

To close the table of contents:

Tap Done to close the navigation display and return to the document.

To navigate using the table of contents:

• Tap the item. This will take you to the corresponding page.

• If your Palm device has a jog dial, use the jog dial to select an item, then click to open it.

You may have to use the scroll bars to view all of the items. Some items may have subentries. These are marked with a plus icon. Tap the icon to expand the item and see all of its subordinates.

Note: *If no Acrobat bookmarks exist in the PDF document, No Table of Contents will be displayed in the Navigation pane.*

Viewing comments

Comments are annotations created in Adobe Acrobat and attached to pages in a PDF file. You can use the Scan for all Comments command to collect and display all the comments together. They appear in the Comments view. To see all the comments, you must use the Scan for all Comments command each time you open the file.

If there are comments on the current page, the Table of Contents icon changes to .

To scan a document and collect all Comments:

Tap Menu > Document > Scan for all Comments. Comments related to the current page appear in boldface.

To view the contents of a comment:

1 Do one of the following:

• Tap Menu > Document > Show Comments.

• Tap the Table of Contents icon, then choose Comments from the pop-up menu (by tapping the triangle).

2 Select a comment, and do one of the following:

• Tap Details to view its contents. You can then choose to go to the page containing the comment, or close the comment.

• Tap Go to Page. This will take you to the page containing the comment.

• Press and hold the jog dial. This will take you to the page containing the comment.

3 Tap Close, or click the jog dial to return to the Comments view.

To toggle between the Table of Contents and Comments views:

Do one of the following:

• Tap the Table of Contents icon, then tap the Table of Contents or Comments triangle.

• Select the view from the Document menu.

Beaming a document

You can beam a PDF document from your device to another device, either from the device menu or from within Acrobat Reader for Palm OS. You can beam only one document at a time. When you beam a document, the receiving device will launch Acrobat Reader and display the document.

To beam a document:

Do one of the following:

- From the File List view, select the name of the file you want to beam, and tap Beam.
- From within the open document view, choose Beam from the document menu.

Setting preferences on your Palm OS device

In addition to the preferences on your desktop computer, there are preferences you can set on your Palm device.

To set preferences:

1 Tap the Acrobat Reader menu icon.

2 Select Preferences, and choose from the following options:

Show Splash screen at startup Displays a screen with information about your version of Acrobat Reader for Palm OS each time you launch the application. This option is selected by default.

Tap screen for Prev. or Next   Lets you navigate a document by tapping the screen. Selecting the horizontal or the vertical split screen moves the page when you tap it. You must also choose whether you want to move forward and backward a screenful at a time, or a page at a time by selecting the appropriate option. By default this option is not selected.

Scan for all Comments on open if doc. has less than ___ pages   Scans each document for comments when it is opened, provided the number of pages does not exceed the specified limit (default limit is five pages). Comments and descriptions will appear in the Comments view.

Retain document view on close   Remembers the document and view when you exit the application. The next time you launch the application you'll see the same document just as you left it. By default this option is selected.

Show "Tap and hold" message Toggles display of the Tap and hold graphic to view it in Full Size message. Select this option to display or hide the message.

Viewing document information

The Document Info dialog box provides the name, title, subject, author, and total pages. It also displays attributes set by Acrobat, PDFWriter, or Acrobat Distiller®.

To view document info:

1 Do one of the following:

- In the file list, tap the file size.
- If the document is open, tap Menu icon, then choose Document > Document Info.

Name Shows the name of the PDF file.

Title Shows the title of the PDF file.

Subject Shows the subject of the PDF file (if known).

Author Gives the name of the person who created the PDF file.

Creator Indicates the program that created the original document (if known).

Producer Indicates the application or driver that produced the PDF document.

Created Shows the date and time the document was created.

Modified Shows the date and time the document was last modified.

Size Indicates the size of the PDF file.

Total Pages Indicates the number of pages in the PDF file.

2 Tap Done to close the Document Info dialog box.

Note: Any information which does not fit on-screen has a dotted line below it. To view the complete entry, place the cursor on the field and invoke the on-screen keyboard.

Using shortcuts

In addition to the standard shortcuts, there are others that help you navigate quickly by simply writing the Graffiti character that corresponds to the letters below. The shortcuts are not case sensitive, and you don't have to enter the command stroke. Just enter the shortcut directly.

Table of shortcuts

Document
Open: **o**
Show Table of Contents: **t**
Find: **f**
Copy: **c**
Beam: **b**
Document Info: **i**

Viewing
Full Screen: **e**
Hide Images: **m** (a second **m** shows images)
Forward in history: **l** or **space**
Backward in history: **j** or **backspace**
Go to Page: **a**
Go to Specific Page: **enter Page Number**
Next Page: **numeric space**
Previous Page: **numeric backspace**
Preferences: **r**

Bookshelf
Sort file list by name: **n** (a second **n** inverts the list)
Sort file list by filesize: **z** (a second **z** inverts the list)

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