Help for Using the Adobe® Reader®

Prior to viewing the journal for the first time, or if you have any questions about how to make the most of the Adobe® Reader®, please review the topics below.

If you have a specific area you would like to know more about, or to see a complete list of topics, refer to the bookmarks in the panel to the left.

Adobe® Reader®

To view the journal properly, **you must have the latest version of the free Adobe® Reader®.** To save you time (particularly if you have a slower internet connection) we have included the installation file for you. Explore the CD and locate the folder named "Adobe Reader X" and save the file (for PC or Mac) to your desktop. Once saved, double-click the file to begin the installation and follow the instructions.

Saving All or Part of the Journal

For easy access to the journal you may choose to save it, or a portion of it, to your computer for reference later without having to remember to bring the CD-Rom.

To save the entire journal, go to the File menu, select "Save As>PDF Portfolio", and choose the location on your computer where you would like to save the journal. You may also explore the contents of the CD and drag-and-drop the "GNJ2012.pdf" file to the desired location on your computer.

To save a specific section of the journal - like one of the directories - navigate to that section using the left and right arrows, right-click on the thumbnail and select "Extract from Portfolio." Then, all you have to do is choose the location on your computer where you would like that section to be saved.

If you are viewing a particular section and decide you would like to save it to your computer, go to "File>Extract File from Portfolio" and choose where you would like to save it on your computer.

Printing Sections of the Journal

If you would like to print a single section of the journal, simply click on the Print button in the toolbar, input your preferences in the dialog box, and hit "Print".

Navigation

You will notice right away upon opening the journal that the user interface of the Reader has changed from what you may be used to from using older versions of the Reader. It may seem a little disorienting at first and you may not be sure how to move around from one document to another, but it's really very straight forward once you know where to look.

When you first open the file "GNJ2012.pdf" within the Reader you will be shown the screen below:

To enter the contents of the journal simply click on the "Get Started" button below the opening graphic. From here, you will be presented with the first of four navigation options to help you move between sections of the journal.

Layout View

The first navigation option is known as the "Layout View" Here you are shown a visual carousel-like presentation of the sections of the journal. You can click on the white left and right arrows half-way down the screen to cycle through the different files making up the journal. To open your desired file, simply double-click on it.

Alternatively, you can click on any of the small document icons along the bottom of the screen to automatically cycle to that file. Mouse-over any of the icons to see the filenames so you can more easily find the section you are looking for. And, as above, simply double-click on the file to open it.

When you are finished viewing the current section of the journal, you can click on the icon in the upper left of the window next to the filename to return to this view.

Files View

The next navigation option allows you to navigate using a listing of all of the files within the journal rather than using the more visual, animation-style of the Layout View. This view has the benefit of showing you the entire contents on one screen so you can find the section you are looking for with fewer clicks.

To open your desired section, all you have to do is double-click on either the thumbnail of the file. (**NOTE:** When using this view, the section you click on will open in a new window.)

When you are finished viewing the current section of the journal, you can click on the "Files" icon in the upper left of the toolbar to return to this view.

Next/Previous

The third option uses the "Next/Previous" method of navigation that we should all be familiar with. With a section of the journal open, you will notice that the filename of that section appears in the upper left of the screen, directly above the Bookmarks Panel. Next to the filename are two buttons which allow you to move back to the previous section or forward to the next. And that's it!

Table of Contents

The final navigation option is the most detailed, and therefore most efficient, method of getting to the section you're looking for. By using one of the options listed above, make your way to the Table of Contents file. Here you can click on the name of any section or specific item within a section to be directed to exactly where you want to go.

You can return to the Table of Contents at any time using the button at the bottom right of the page.

Bookmarks

Once you have found the section of the journal you are looking for, you will probably need to locate a specific item such as a report, an address or phone number, or other information that may not be on the first page.

To make it easier for you, when you open any section of the journal a Bookmarks Panel is visible automatically on the left side of the screen. Every major division within that section of the journal is bookmarked within this panel so you can quickly find the information you need.

To navigate to an item you need only "single-click" on the bookmark to be taken to the page where that item may be found.

Document Navigation

Aside from utilizing the bookmarks option, you can move from page to page within a section of the journal by using the scroll bar on the right-side of the screen or you can use the up and down arrows found in document navigation controls that appear when you hover your mouse over the document.

The documents are set by default to fit an entire page on the screen when the section is opened. Depending on your screen resolution this may or may not be sufficient for comfortably viewing the page. Hover your mouse over the document and press the plus (+) or minus (-) buttons to zoom in and out until you reach a comfortable viewing size.

Search

The final method of locating the information that is relevant to you is with Search. Search within the latest version of Reader makes it easier than ever to find what you're looking for. Simply type in a word or phrase you are looking for into the search box in the upper right and hit Enter to be shown all of the instances of that word or phrase within the current document.

To search across the entire journal, type in your query and make sure "Search Entire Portfolio" is checked in the drop-down menu next to the seach box. Click on the results to be taken directly to the instance of your search term(s) wherever it may be in the journal.