

How to use 'Issues in Society Digital Editions'

'Digital Editions' are interactive PDF versions of the 'Issues in Society' print titles

PDFs can be read on individual and networked Mac and PC computers and on interactive whiteboards, data projectors and screens.

INTERACTIVE PDF FUNCTIONS

ADOBE® READER 7.0+

Adobe® Reader provides a range of useful tools to assist you in the reading, preparation and presentation of research tasks using a digital format.

INTERACTIVE FUNCTIONS INCLUDE:

- Active web links to source documents and websites
- Full text search function
- Sticky note
- Highlight text
- Underline text
- Add attachments
- Arrow pointer
- Text box
- Pencil
- Pencil eraser
- Read Out Loud accessibility
- Audio comment

You will need to open the *Comment & Markup* navigation menu to make it easier to use the tools available with your version of Adobe® Reader. To do this:

- Select the *View* menu and from the drop down menu go to *Toolbars*
- From the *Toolbars* menu select *Comment & Markup* which will then appear as a navigation menu on your desktop. You can then use the tools on the navigation menu to add sticky notes, highlight or underline text, add audio and text comments, etc. (see below for instructions on specific tools)

Note: To customise your *Comment & Markup* navigation menu, go to the *Tools* menu and select *Customise Toolbars*, click on the functions you want to use and they will then appear in your *Comment & Markup* navigation menu.

INSTRUCTIONS

ACTIVE WEB LINKS TO SOURCE DOCUMENTS AND WEBSITES

You will find interactive web links throughout the PDF – these will be colour highlighted.

- Place your cursor over the web link and click. The link will open your web browser and the appropriate link or online resource.

Note: Adobe® Reader will ask for permission to link to an online source – select *Allow* to be taken directly to the active link.

FULL TEXT SEARCH FUNCTION

PDF documents enable you to use a fully functional document search. Use the *Find* box on the standard menu bar for a simple search.

- Place your cursor in the *Find* box
- Type a word or phrase
- Hit return or enter on your keyboard or device.

Note: For a more detailed search you can use the *Open Full Reader Search* function in the *Find* box drop down menu.

STICKY NOTE

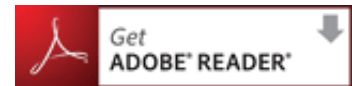
Sticky Notes are good for adding notes or brief instructions to a page that has limited space.

- Click on the *Sticky Note* tool in the *Comment & Markup* navigation menu
- Click on the place on the page where you want to add your Sticky Note, and type into the Sticky Note text box. When you have finished typing, click the small square box at the top, right-hand corner of the box to minimise the Sticky Note
- Place your cursor over the Sticky Note balloon to enable the Sticky Note to pop up
- You can move the Sticky Note by clicking on it and dragging it to a new location
- Clicking on an existing Sticky Note will allow you to edit the text and resize
- To delete a Sticky Note, click on it and press delete.

Note: Sticky Notes will not print out if the PDF page is printed.

MINIMUM SYSTEM AND SOFTWARE REQUIREMENTS:
Windows™ XP®, Macintosh OS X

SOFTWARE:
Adobe® Reader 7.0+



HIGHLIGHT TEXT

Highlighting is useful for making text stand out when you may want to locate it again when reviewing or interacting with a document.

- Click on the *Highlight Text* tool in the *Comment & Markup* navigation menu
- Highlight text by either double clicking on a single word to add a highlight to that word, or click and drag over a section of text that you want to highlight. Release the mouse when you have completed highlighting the required text
- To delete a highlight, click on it and press delete.

UNDERLINE TEXT

Underlining is useful for identifying important points or relevant information.

- Click on the *Underline Text* tool in the *Comment & Markup* navigation menu
- Underline text by either double clicking on a single word to add an underline to that word, or click and drag over a section of text that you want to underline. Release the mouse when you have completed underlining the required text
- To delete an underline, click on it and press delete.

ADD ATTACHMENTS

Adding attachments is useful when you want to link a document that contains additional or associated information, or a related worksheet.

- Click on the *Attach a File* tool in the *Comment & Markup* navigation menu
- Click on the place on the page where you want to add the attachment
- Select the document you want to attach
- You can then select the icon you would like to use to identify your attachment, add document properties, and to view review history
- To delete an attachment, click on it and press delete.

ARROW POINTER

Adding an arrow pointer is useful to bring attention to certain information in a document.

- Click on the *Arrow* tool in the *Comment & Markup* navigation menu
- Place the cursor on the spot you want the arrow to be pointing at, then drag and release the mouse to complete the arrow
- To delete the arrow, click on it and press delete.

TEXT BOX

Adding a text box is useful to add information to a document or as an identifier for arrows.

- Click on the *Text Box* tool in the *Comment & Markup* navigation menu
- Place the cursor on the spot where you want the text box to appear, drag the box to the size you require and type in text
- To delete the text box, click on it and press delete.

PENCIL

- Click on the *Pencil* tool in the *Comment & Markup* navigation menu
- Click on the page where you want to write or draw, hold down the mouse and draw by moving the mouse
- Release the mouse to complete drawing
- To delete a pencil addition, click on the drawing and press delete.

Note: A Pencil Eraser tool is also available.

PENCIL ERASER

- Click on the *Pencil Eraser* tool in the *Comment & Markup* navigation menu
- Click on the page where you want to erase your writing or drawing, hold down the mouse and erase by moving the mouse over the pencil addition
- Release the mouse to finish erasing.

READ OUT LOUD ACCESSIBILITY

Read Out Loud is a text-to-speech conversion tool.

- Select the *View* menu and from the drop down menu go to *Read Out Loud*
- Select *Activate Read Out Loud*
- Place the cursor on the page you want to have read out loud and select the option you require from the *Read Out Loud* menu (either *Read This Page Only* or *Read to End of Document*). You can also highlight specific areas of text you want to listen to by dragging the mouse over that section of text
- To turn this function off, select *Deactivate Read Out Loud* from the *Read Out Loud* menu.

AUDIO COMMENT

- Click on the *Audio Comment* tool in the *Comment & Markup* navigation menu
- Click on the page where you want to place your audio comment
- Select *Record*, record your comment and press the Stop button when you have finished. You can Replay the recording to ensure it is correct. You can also select *Choose* to select a pre-recorded audio file. Click OK when finished
- You can select an icon to identify your audio, add attachment properties, and review history
- To delete an audio comment, click on it and press delete.