THE SPINNEY PRESS

ISSUES IN SOCIETY — Australian news and views on contemporary social issues

HOW TO USE ISSUES IN SOCIETY DIGITAL EDITIONS

'DIGITAL EDITIONS' ARE PDF VERSIONS OF THE 'ISSUES IN SOCIETY' PRINT TITLES

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

PDF FUNCTIONS

ADOBE® READER 7.0 (and above)
Adobe® Reader provides a range of useful tools to assist you in the reading, preparation and presentation of research tasks using a digital format.

FUNCTIONS INCLUDE:
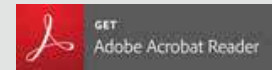➤ Hyperlinks – active links to source documents and websites
➤ Full text search function
➤ Sticky note
➤ Highlight text
➤ Underline text
➤ Text box
➤ Drawing tool
➤ Erase drawing
➤ Add a new attachment – file or audio
➤ Read Out Loud accessibility.

> **MINIMUM SYSTEM AND SOFTWARE REQUIREMENTS:**
> Windows™ XP®, Macintosh OS X
>
> **SOFTWARE:**
> Adobe® Reader 7.0
>
> GET Adobe Acrobat Reader

You will need to open the *Comment* navigation menu to make it easier to use the tools available with your version of Adobe® Reader. To do this:
➤ Select the *Tools* tab at the top left of your window, or expand your right side panel
➤ Select *Comment* which will then appear as a navigation menu. You can then use the tools on the navigation menu to add sticky notes, highlight or underline text, add text comments, documents, audio, etc. (see below instructions on specific tools).

INSTRUCTIONS

HYPERLINKS – ACTIVE LINKS TO SOURCE DOCUMENTS AND WEBSITES
You will find active links throughout the PDF – these will often be colour highlighted.
➤ Place your cursor over the link and click. The link will open your web browser or the relevant link or 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 text* (magnifying glass) icon on the general navigation bar for a simple search.
➤ Click on the *Find text* (magnifying glass) icon
➤ Type a word or phrase in the *Find* box
➤ Click on *Next*, or hit return or enter on your keyboard or device.
Note: For a more detailed search you can use the *Open Full Acrobat Search...* function using the drop down menu in the *Find* box.

STICKY NOTE
Sticky notes are good for adding notes or brief instructions to a page that has limited space.
➤ Click on the icon for *Add sticky note* in the *Comment* navigation menu
➤ Click on the place on the page where you want to add your sticky note, and then type into the box on the side panel. When you have finished typing, click *Post*
➤ You can move the sticky note by clicking on it and dragging it to a new location
➤ Double clicking on an existing sticky note or related text box in the *Comment* side panel will allow you to edit the text
➤ To delete a sticky note, click on the sticky note, then press delete. You can also click on the related text box in the side panel, click on the three dots at the top right, select *Delete*.
Note: Sticky notes will not print out if the PDF page is printed.

HIGHLIGHT TEXT

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

➤ Click on the *Highlight text* icon in the *Comment* 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

➤ You can also add related text for any highlights in the *Comment* side panel

➤ To delete a highlight, click on the highlight, then press delete. You can also click on the related text box in the side panel, click on the three dots at the top right, select *Delete*.

UNDERLINE TEXT

Underlining text is useful for identifying important points or relevant information.

➤ Click on the *Underline text* tool in the *Comment* 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

➤ You can also add related text for any underlined text in the *Comment* side panel

➤ To delete underlined text, click on the underlined text, then press delete. You can also click on the related text box in the side panel, click on the three dots at the top right, select *Delete*.

TEXT BOX

Adding a text box is useful to add information to a document.

➤ Click on the *Add text box* icon in the *Comment* 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

➤ You can also edit related text for the text box in the *Comment* side panel

➤ To delete text box, click on the text box, then press delete. You can also click on the related text box in the side panel, click on the three dots at the top right, select *Delete*.

DRAWING TOOL

➤ Click on the *Use drawing tool* icon in the *Comment* navigation menu

➤ Click on the page where you want to draw, and use your stylus, smart pen, touch screen or mouse to create your drawing

➤ To delete a drawing, click on the drawing and press delete. You can also click on the related text box in the side panel, click on the three dots at the top right, select *Delete*.

Note: You can also use the *Erase drawing* tool (see below).

ERASE DRAWING

➤ Click on the *Erase drawing* icon in the *Comment* navigation menu

➤ Go to the drawing you wish to erase and use your stylus, smart pen, touch screen or mouse to erase the drawing.

ADD A NEW ATTACHMENT

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

➤ Click on the *Add a new attachment* icon in the *Comment* navigation menu

➤ You can select either *Attach File* or *Record Audio.*

Attach File

➤ Select *Attach File* and 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

➤ To delete an attachment, click on it and press delete. You can also click on the related text box in the side panel, click on the three dots at the top right, select *Delete*.

Record Audio

➤ Select *Record Audio*, *Record* your audio 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, click *OK*.

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 '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 cursor over that section of text

➤ To turn this function off, select *Deactivate Read Out Loud* from the *Read Out Loud* menu.