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**Baker Atlas**

# Online Technical Manuals

## Getting Started

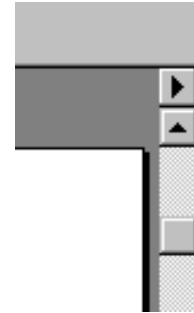
The purpose of this tutorial is to provide first time users of BA Online Technical Manuals with the basic knowledge required to access, view, and navigate the information they are seeking.







The software you are using is a product named Adobe™ Acrobat™ from Adobe Systems Incorporated. Acrobat allows you to navigate the data files using hypertext links and also includes a very fast and powerful full-text search engine that will help you find information based on its content, i.e., it will find any documents that include words or combinations of words that you provide in the form of a search query.

[Click here for next page](#) 

# General Navigation

You can scroll up, down, or across the page using the Hand tool or the vertical and horizontal scroll bars. Using the slider on the vertical scroll bar, you can move anywhere from the beginning to the end of the document. Note that the page number is displayed as soon as you select the horizontal slider. This is especially convenient when viewing multi-sheet engineering drawings.

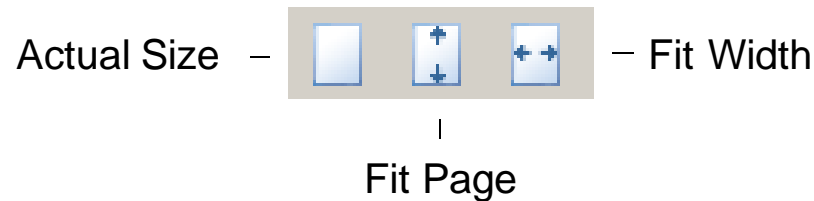


- To turn the page, use the Next Page  and Previous Page  buttons.
- Move to the first or last page of the document using these buttons:  , or choose **Go to Page** from the **View** menu to select a page. Note that the page number of the on-line document, which is displayed in the lower left corner of the window, is not usually the same as the page number of the manual. An on-line document might even be comprised of several files from the manual.
- You can continuously scroll through newer documents, which open in Fit Width magnification, using the Scroll Down  and Scroll Up  buttons.



Try these methods of turning pages and then find page 3 to continue with *Getting Started*.

# Adjusting the Display

- This document should have opened with “Fit Width” magnification which adjusts the width of the document page to the width of the screen. The left and right margins are displayed so that the information on the page can be scrolled continuously. This is more desirable, like most Word Processors work. Some files will open in “Fit Visible” magnification which adjusts the used portion of the page to the width of the screen. The left and right margins are not displayed so that the information on the page can use the full display window.
- You can adjust the display by using the Actual Size, Fit Page, or Fit Width buttons on the button bar.
- Try these now to see what they do, then use **Ctrl-2** to return to Fit Width.



# Adjusting the Display (cont'd)

- You can use the Zoom In tool to magnify an area of the page to fill the window. Select the Zoom In tool button  , place the cursor at one corner of the area you want to view, depress the left mouse button (LMB), and drag the mouse diagonally to define the area you want to view. When you release the LMB the screen will redraw. Use this method to view graphics and drawings that are too large to be viewed at normal zoom.
- After you have zoomed to a comfortable magnification, use the “Hand” tool to pan the page. To do this, select the  button, place the cursor at an appropriate spot, depress the left mouse button, and drag the mouse. When you release the LMB the screen will redraw. You can also use the vertical and horizontal scrollbars to pan, but the Hand tool is better for panning graphics.

Try the Zoom In and Hand tools now and then return to Fit Width (Ctrl-2).

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