

## PDF documents: viewing, saving, printing, enlarging

Most of our lectures are posted as PDF documents. If you click on the name of the document, you should be taken to a new page. Sometimes it takes the browser a few seconds to start up the PDF display mechanism.

Below we show a PDF document – in this case it is the syllabus for TH501, displayed in the Chrome browser. Different browsers will display PDF files a little differently. Note especially the icons in the lower right – *which you may not see unless you move your mouse over that part of the document*. Firefox displays similar icons in the upper right; Internet Explorer puts the icons in the lower center.



- The icon at the left will shrink the document so that an entire page is displayed.
- The second icon will enlarge the document so that it takes up the full width of your frame.
- The next two icons (minus and plus) reduce or enlarge to other sizes. We use 14-point type for most of our documents to make them easier to read, but you have the option of changing the page size if you wish.
- The fifth icon depicts a floppy disk (which is used only on older computers, but the icon is still being used) – this is how you download

and save the document to your own computer. You can then open the document in a PDF reader for even more options.

- The last icon depicts a printer – this is one way to print the document. (Keyboard shortcut: press Ctrl and p at the same time.)
- To go back to the course home page, click the “back” arrow on your browser (upper left), or press Alt and left arrow at the same time.