

Helpful hints of how to do stuff

PDF Books can sometimes be frustrating. They are not like a regular book where you look at the table of contents and then turn to the page that you want. Sometimes you are lucky enough that someone took the time to make links from the table of contents to the chapter that you want. However often this is not the case. Ill tell you how I get around that.

Sometimes when you first open the book the text is way too small to read.

For those unfamiliar with Adobe Reader, I will explain some basic functions. I will also give some hints on how I make my own PDF Books with hyperlinks.

Go to Page Number



See the number 1 / 4 in the picture above.

The number “1” in the Box is the PDF page counter. This is on page one and there are 4 pages in the document. When you see a PDF page number by one of my quotes put that page number into this box and push “Enter”

In a lot of PDF books you see a page number in the Table of Contents and when you insert that number and push enter you do not end up on the page you wanted. Anytime someone changes the format or page margins it directly affects the actual page numbers. This will sometimes happen when there is more than one printing of the book. Even though you may be off you are probably close enough you can now scroll to the actual page that you see on the page and not the toolbar.

Change Font Size

If the text is too small change the font size. In the picture above the 147% is the font size. That is probably too big. Change this to 100%

Use the Search Function

On my toolbar there is a magnifying glass I can click on to make the search box appear. On some versions there is a “Find” Box or try (control + F) to make a search box appear. I copy a few words of the quote that I am trying to find and paste it into the box. Then push “Enter”, if the first result is not it I click “Next” until I see the quote I am looking for. By the way you can use the Table of Contents for a quote that you want to find as well to go to that chapter in the book.

I have found sometimes punctuation and other items in the text have prevented me from finding the quote I am looking for. Therefore, I will try a few selections of words from the same paragraph until I find my quote.

Sometimes I have found a quote that included a page number and when I go there the quote is not there. That could be because the quote came from a different printing of the same book. In that case I try to search for the quote instead of just relying on the page number.

Below are a couple of links that might explain this a little more clearly for you.

<https://www.wikihow.com/Search-for-a-Word-or-Phrase-in-a-PDF-Document>

https://helpx.adobe.com/reader/using/save-view-search-pdfs.html#find_information_in_a_pdf

Print – Click on the printer on the toolbar or else you can usually find this under “file” Unless you want to print the whole book make sure you specify what pages to print.

Copy and Paste: You may want to Copy just certain pages to paste into your word processor to edit or add your own notes to personalize it for whoever you are going to share it with. To do this simply highlight the text.

Left click with your mouse and scroll then right click and choose copy. Then go to your word processor and paste. Left click and choose “paste” (Control + V)

Make your own PDF: When you have a document made in your word processor to turn it into a PDF simply go to “File” then Choose “Save As”

You will then be given a choice of where to save it and the format in which you want to save it. So, save it in a location where you can find it again. I usually use my Desktop if it is something I am going to keep working with for a while.

Then I click on the down arrow where it says “Word Document (*.docs)” and scroll down to “PDF” then click on “Save”

How to make your own hyperlinks in the PDF. I do this while I am still in Microsoft Word. First you choose the place that you want the hyperlink to go to. For example, I made a Table of Contents and I want the link from the Table of Contents to go to Chapter 2.

First, I go to chapter 2 and highlight the text just as if you were going to “Copy” it. Then go up on your toolbar and choose “Insert” then choose “Bookmark”
Then name the bookmark without using any spaces.

Now go back to the Table of Contents and highlight the text there.
Then Choose “Insert” then Choose “Link” and insert link. You are now given a couple of options. Choose a place in this document. All your bookmarks that you made will appear in a window. Choose the bookmark you want then choose Add or Save.

Congratulations you now made a hyperlink. When you convert the Word Document to a PDF all the person will have to do is click on it.

You can also copy and paste web addresses from your internet browser and past them into the word document to make hyperlinks from the document to a place on the internet.

You may want to change a PDF into a MS Word document. To do that I use the link below on the internet.

<https://www.ilovepdf.com/> then choose PDF to Word

Just follow the instructions there it is easy and free.

Well, I hope this helps, have a great day!