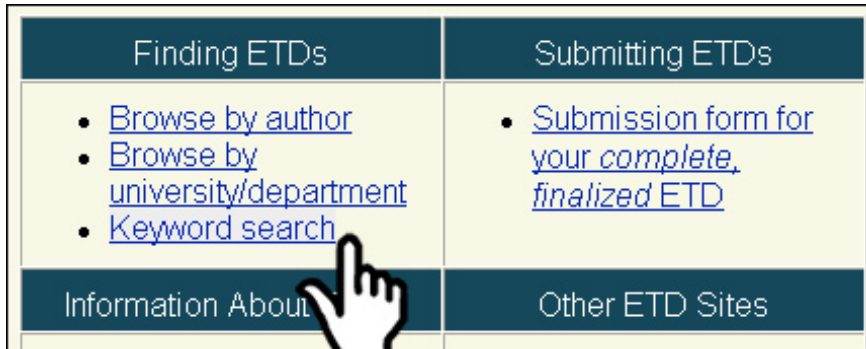


Exercise 1 – Download an ETD

In this exercise you will learn how to find and download an ETD from the OhioLink repository.

[View Demo](#)

1. Start your browser and open a connection to **www.ohiolink.edu/etd**.
2. On the page that appears, you will see categories for Finding and Submitting ETDs as well as links to information about ETDs and other ETD sites. Under Finding ETDs click the **Keyword Search** option.



3. In the Search For box, type *natural horn*. The default is the All Fields option. Leave this field selected. For our example, the box next to Limit To ETDs With Full Text Available should be unchecked. The defaults for Degree Level and Sort By can be left unchanged. Click the **Search** button.
4. Search results appear below the Search box, listing any documents that contain the word *natural* or *horn* or both. Click the document link **Applying Natural Horn Technique to Modern Valved Horn Performance Practice**.

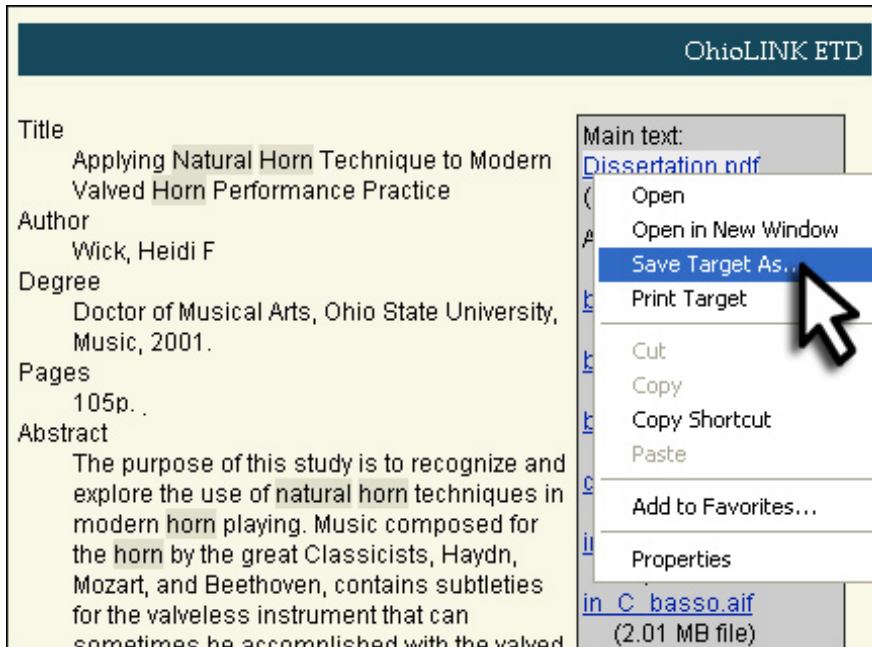
Tip

To avoid any difficulty navigating through the tutorial, open the tutorial using the stand-alone version of Adobe Acrobat rather than opening the Acrobat files via a browser like Internet Explorer.


Tip

You can also search by **author**, **date**, or **university** by making the appropriate selection in the **Sort By** drop-down menu.

- The dissertation abstract is displayed in a new window along with a list of all the accompanying files (in this case, a PDF version of the dissertation and a series of audio files).
- To see the complete dissertation, you must download all the listed files to your local computer. To download the files, right-click the first file, and then choose **Save Target As** from the pop-up menu that appears.

**Tip**

You must download all the files listed to see the complete dissertation. For this exercise you may choose to download only Dissertation.pdf and a few of the audio (AIF) files to see how the process works.

- Select an existing destination folder or create a new folder by clicking the  **New Folder** button. Click **Save**. Repeat this procedure for each of the remaining files, saving all files to this folder.

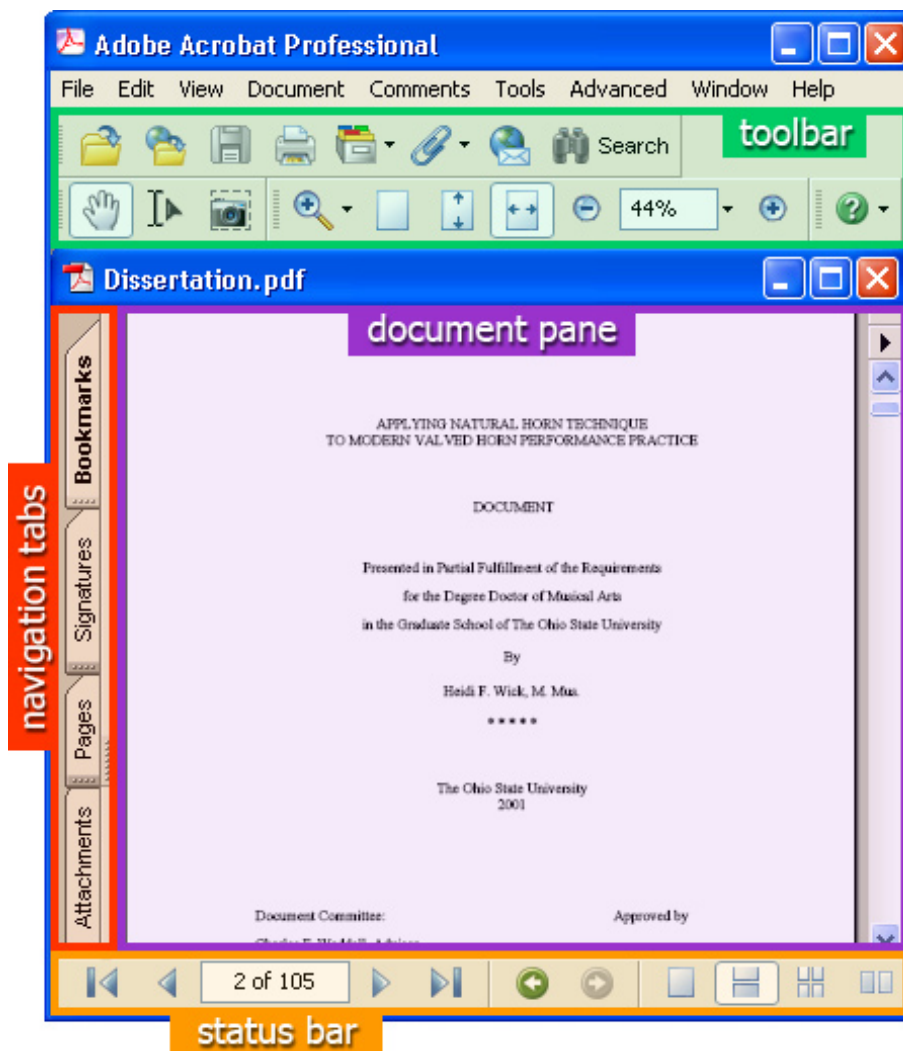
Continue to Exercise 2

Exercise 2 – Browse Through an ETD

In this exercise, you will learn how to open an ETD that you've downloaded and navigate through the content using different view options.

[View Demo](#)

1. Start Acrobat and choose **Open** in the **File** menu.
2. Navigate to the directory where you saved the downloaded files in Exercise 1 and double-click **Dissertation.pdf**.
3. Note that there are four main components within the main Acrobat window: the **toolbar**; the **navigation tabs** (or pane, if it is open); the **document pane**; and the **status bar**. This main window contains all of the tools necessary to view or edit a PDF document. The first page of the ETD appears in the **document pane**.



4. To move around within the ETD, use the buttons located on the **status bar**. The buttons have the following functions:



First page: Takes you to the beginning of the document.



Previous page: Takes you to the page before the current page.



Next page: Takes you to the page after the current page.



Last page: Takes you to the end of the document.

2 of 105

Current page: Indicates which page is currently displayed. To quickly jump to another location in the document, click in this box, type the page number, and press Enter.

Tip

These options are available as choices within the **View/Go To** menu as well. When applicable, keyboard shortcuts are listed next to the menu option.

5. You also have the option of changing how pages are displayed within the ETD by clicking any of the page view buttons located on the **status bar**.



Single Page view: Display pages one at a time as you scroll back and forth through the document.



Continuous view: Display pages in sequence as if each one were connected from the bottom of one page to the top of the next page.



Continuous Facing view: Display pages not only continuously from bottom to top but also side-by-side, as in a book with left- and right-facing pages.



Facing view: Display pages side-by-side in single sets of right- and left-facing pages.



Previous view: Takes you back one view.



Next view: Takes you forward one view.

Tip

See the Acrobat online help files for a description of the other tools available.

6. To change the on-screen magnification of pages, use the buttons on the **Zoom toolbar** located at the top of the **document pane**. These buttons have the following functions:



Zoom In tool: Not just a single tool, but a set of tools accessible by clicking the down arrow key and selecting an entry from a pop-up menu. The tool that is currently active is displayed. Use **Zoom In** to magnify an image or text. Each click increases the magnification. Alternatively, you can drag the **Zoom In** tool to create a marquee around a specific portion of the page. The area inside the marquee will be enlarged to its maximum proportional size.

