

## **Paul F. Gorman Papers – Guide to PDF Portfolio**

This guide uses the Gorman Archive PDF Portfolio as the example. The purpose of the guide is to provide instructions on how to use various tools within Adobe PDF Portfolio.

You can view the Gorman Archive Project in Adobe Reader 9, Adobe Reader X, Adobe Acrobat 9 (standard & pro) or Adobe Acrobat X (standard & pro).

In this guide, we will be specifically referring to Adobe Reader 9 and Adobe Reader X.

Open the GormanArchive\_Project2011.pdf to begin.

You can access this guide independently or within the GormanArchive\_Project2011.pdf from 2 different locations:

- 00\_HOME.pdf – a top left 'green' button opens this guide
- Go to 00\_ImportantDocuments and navigate to 05\_GuidePortfolio.pdf



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Figure 1. Print screen of Initial View in Adobe Reader 9









### 3. Inside or Outside the PDF Portfolio?

When you open the Gorman Archive Project, the menu systems will look slightly different between Adobe Reader 9 and Adobe Reader X.

The next page shows the difference between previewing and independently viewing a PDF that comes from the Gorman Archive PDF Portfolio.

The picture on the **left** shows you a preview and that you still within the PDF Portfolio.

The picture on the **right** shows you the independent window which has been open to view that file.

The areas highlighted in **RED** shows the main differences between the 2 versions of Adobe Reader. This page describes **Adobe Reader 9**.

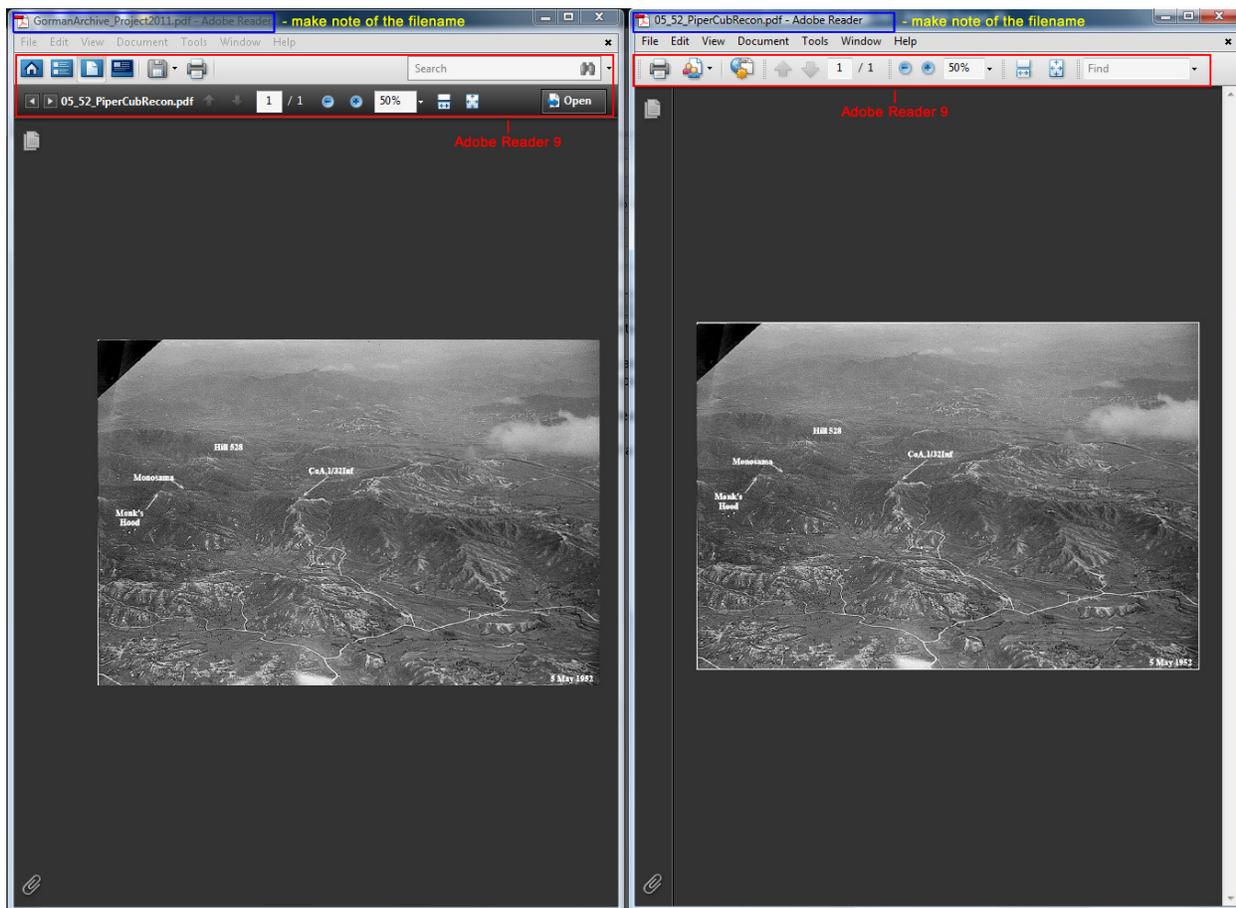
If you are new to viewing PDF Portfolio files, you may not know if you viewing a preview of a file within the PDF Portfolio or are viewing that same file independently AND outside of the PDF Portfolio.

There are a few key differences.

- Look at the very top of the window, and it will display the filename.
  - If it says GormanArchive\_Project2011.pdf - then you are seeing a preview of the file but still within the PDF Portfolio.  
In the print screen example it says 05\_52\_PiperCubRecon.pdf.
  - In preview mode, the menu system looks very different to the independently opened file menu system (highlighted in **RED**)
  - If you are in preview mode, you are able to cycle through the files (still in preview mode) with the little left and right arrows, in the secondary menu system.
- In preview mode, you can get out of that mode, by pressing the "Home" button, which will take you back to that files location within the PDF Portfolio.
  - And finally, you can hit the "Open" button on the far right of the secondary menu system, which will then open the file into a separate independent window - which is now outside the PDF Portfolio.
  - You can **close** this window without closing the entire PDF Portfolio.
- With Adobe Reader 9 and in preview mode, the ability to change pages and zoom within a page is relatively easy, as extra options appear in the secondary menu system. You can also use your mouse wheel to zoom in and out, and scroll up and down.



**Figure 3. Print screen which compares the internal preview of a file to an independently opened file outside of the PDF Portfolio in Adobe Reader 9**





## II. Adobe Reader X

### 1. Initial View/Display

When you open the Gorman Archive Project, the menu systems will look slightly different between Adobe Reader 9 and Adobe Reader X.

The next page shows the initial view, when you first open the Gorman Archive Project.

The areas highlighted in **RED** shows the main differences between the 2 versions of Adobe Reader. This page describes **Adobe Reader X**.

When you initially open the Gorman Archive Project - you are greeted with a Welcome Page. The Welcome Page is a image layer which sits atop of the folder structure of the PDF Portfolio and you may be able to see a little arrow to the right of the Welcome Page layer (depends on resolution of monitor).

You will also see the folder structure navigation below the Welcome Page (highlight in **Blue**). You can click on any of these buttons, but you won't see the folder structure until you click "Get Started" on the Welcome Page.

If you are going to use the Gorman Archive project regularly you can also select "Don't show Welcome Page again".

With Adobe Reader X, once you have selected "Don't" show Welcome Page again, and clicked Get Started, you will **NOT** be able to view the Welcome Page again, as this feature has been removed from Adobe Reader X & Adobe Acrobat X.



Figure 4. Print screen of Initial View in Adobe Reader X

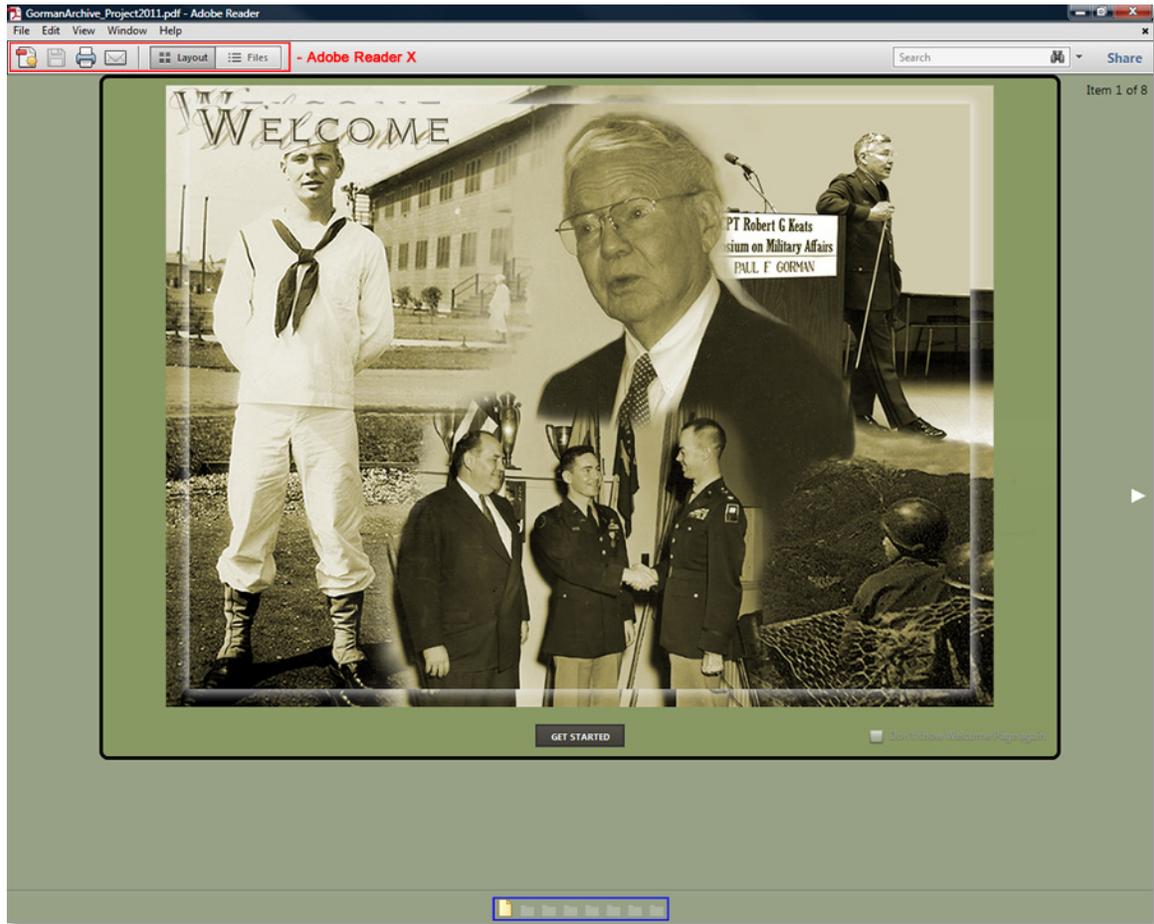
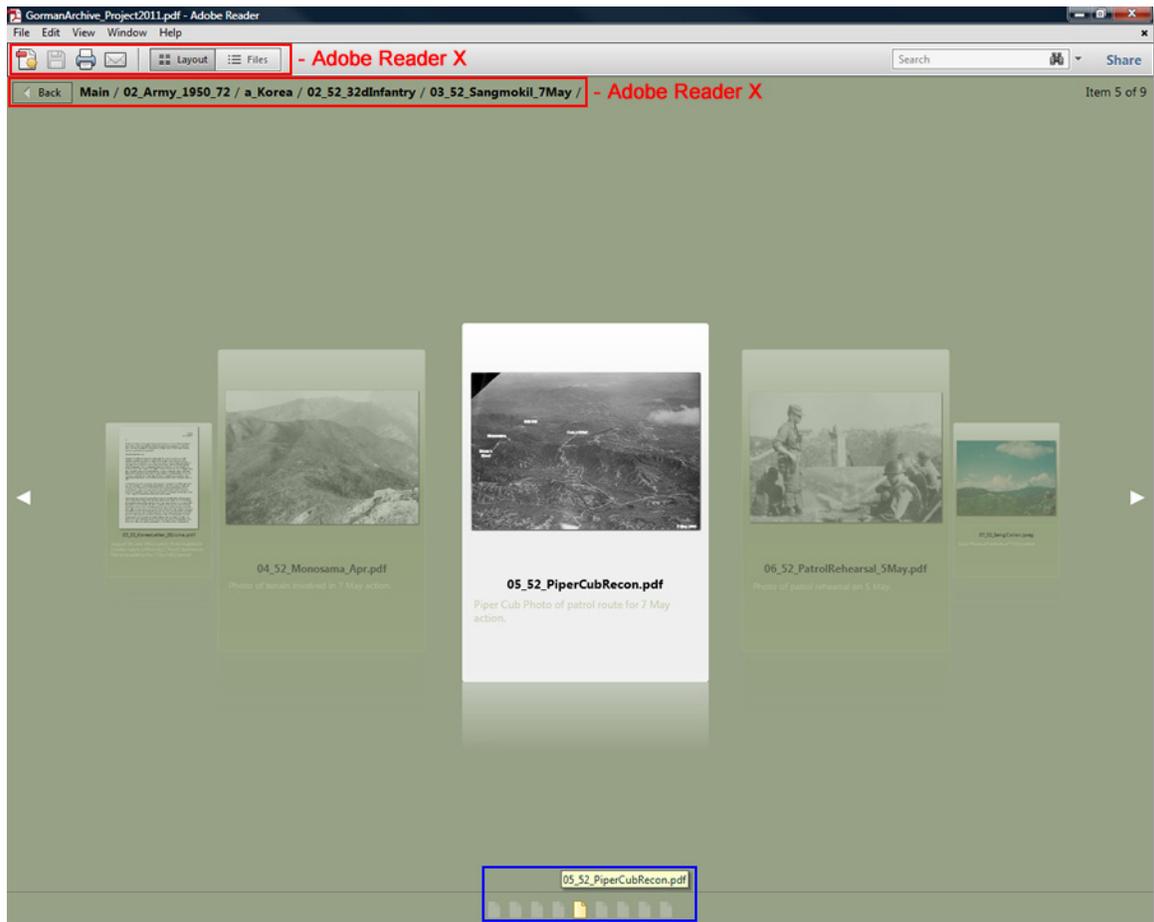






Figure 5. Print screen of Navigation System in Adobe Reader X





### 3. Inside or Outside the PDF Portfolio?

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The next page shows the difference between previewing and independently viewing a PDF that comes from the Gorman Archive PDF Portfolio.

The picture on the **left**, shows you a preview and that you still within the PDF Portfolio.

The picture on the **right**, shows you the independent window which has been open to view that file.

The areas highlighted in **RED** shows the main differences between the 2 versions of Adobe Reader. This page describes **Adobe Reader X**.

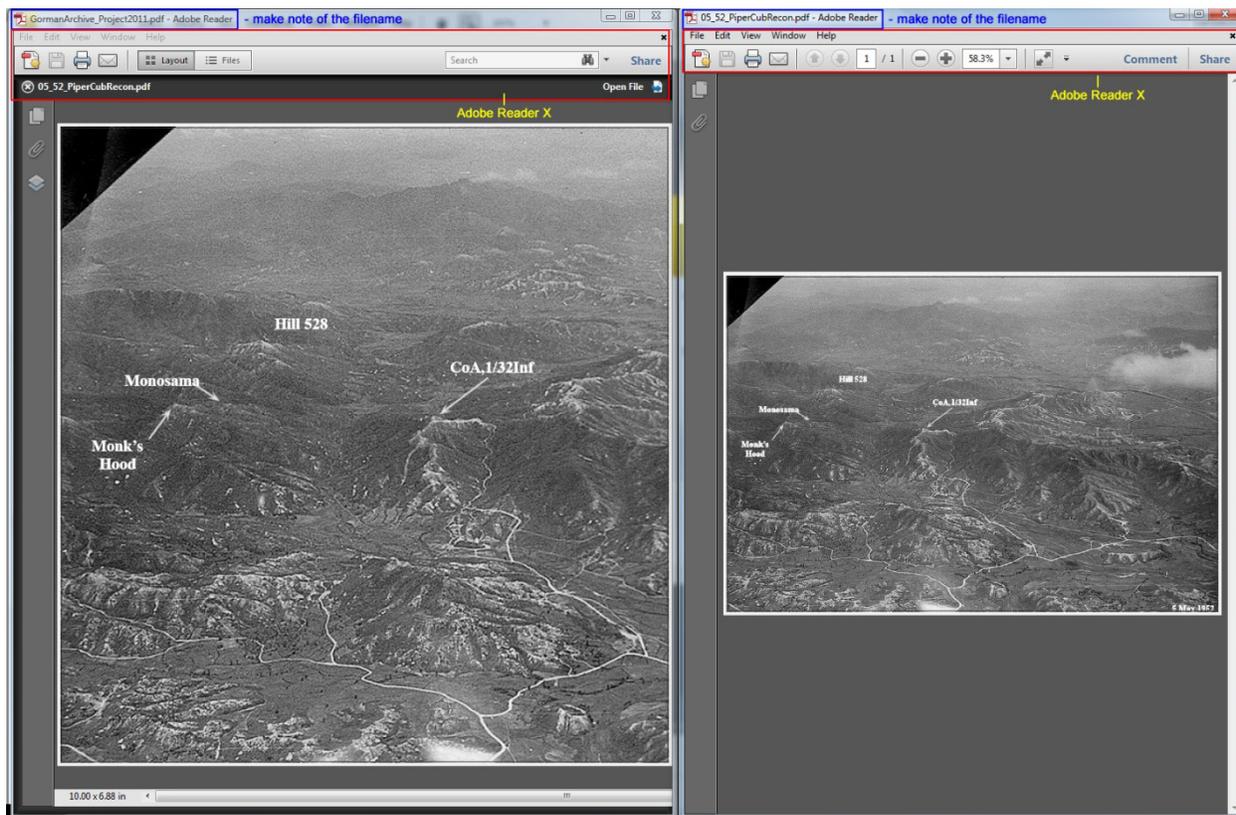
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There are a few key differences.

- Look at the very top of the window, and it will display the filename.
  - If it says GormanArchive\_Project2011.pdf - then you are seeing a preview of the file but still within the PDF Portfolio.
  - If it says (in this example) 05\_52\_PiperCubRecon.pdf.
- In preview mode, the menu system looks very different to the independently opened file menu system (highlighted in **RED**)
  - In order to change pages or zoom in and out, a hover menu appears down the bottom of the previewed file.
  - In Adobe Reader X, you can no longer preview files that are next or previous to the file currently being previewed. You have to click on the X next to the filename or the filename itself to go back to the file structure.
- When you are independently viewing the file, you have the ability to changes pages & zoom relatively easy with the secondary menu system.



Figure 6. Print screen which compares the internal preview of a file to an independently opened file outside of the PDF Portfolio in Adobe Reader X







**Boolean Query:** Uses the Boolean operators that you type with the search words into the What Word Or Phrase Would You Like To Search For box. Available only for searching multiple PDFs or PDF indexes.

### Boolean operators

Commonly used Boolean operators include the following:

**AND:** Use between two words to find documents that contain both terms, in any order. For example, type paris AND france to identify documents that contain both paris and france. Searches with AND and no other Boolean operators produce the same results as selecting the All Of The Words option.

**NOT:** Use before a search term to exclude any documents that contain that term. For example, type NOT kentucky to find all documents that don't contain the word kentucky. Or, type paris NOT kentucky to find all documents that contain the word paris but not the word kentucky.

**OR:** Use to search for all instances of either term. For example, type email OR e-mail to find all documents with occurrences of either spelling. Searches with OR and no other Boolean operators produce the same results as selecting the Any Of The Words option.

**^ (exclusive OR)** Use to search for all instances that have either term but not both. For example, type cat ^ dog to find all documents with occurrences of either cat or dog but not both cat and dog.

**( )** Use parentheses to specify the order of evaluation of terms. For example, type white AND (whale OR ahab) to find all documents that contain either white and whale or white and ahab. (The query processor performs an OR query on whale and ahab and then performs an AND query on those results with white.



Figure 7. Search Capability Instructions

The figure consists of two side-by-side screenshots of Adobe Reader windows. The left window, titled 'GormanArchive\_Project2011.pdf - Adobe Reader', shows a search bar in the top right corner with a red box around it. Below the search bar, a red arrow points to the text 'Search Entire Portfolio'. The main content area displays a header image and the title 'Paul F. Gorman Papers - Search INDEX', followed by a list of seven numbered instructions. The right window, titled '07\_SearchINDEX.pdf - Adobe Reader', shows the same header and title. Below the instructions, a search dialog box is open, also with a red box around it. The dialog box contains various search options, including 'Look In:' set to 'Currently Selected Indexes', a search input field, and several checkboxes for search criteria. A red arrow points from the 'Search' button in the dialog box to the 'Search' bar in the left window. At the bottom of the right window, a red text label reads 'Look in = Currently Selected Indexes'.

**Paul F. Gorman Papers - Search INDEX**

1. Open this PDF (Separate Window)
2. Press CTRL+Shift+F
3. The SEARCH window will open
4. Make sure advanced search options is display by click on "Show More Options"
5. Under "Look In" choose "Select Index" another window should pop
6. "Index Selection" - click Add and find the Gorman Archive Index.pdx (in root folder), click OK
7. Test the index with word like "Plan"

**Paul F. Gorman Papers - Search INDEX**

Look in = Currently Selected Indexes