

PDF Equalizer



Great for reading text from a PDF document (.pdf)

Main Tool Bar

									<input type="text" value="100%"/>										
Open a file	Save a file	Print a file	Find text in document	Go to first page	Go back one page	Go To Next Page	Go to last page	Magnify view size	Percent to magnify	Scan a document	Create summary	Read a PDF file	Move text to Notes Editor	Modify Layout	Stop reading	Insert image	Copy selection as text	Convert to MP3	Help

Highlight Tool Bar

			<input type="text" value="Label.."/>							
Highlight selected area	Delete selected highlight	Change highlight color	Give highlight a label	Extract highlighted area	Set default color for highlighted area	Read a highlight	Read all highlights	List all highlights	Convert highlights To MP3	Edit the PDF file

PDF Equalizer View Areas

Main View Area: When you open a pdf file it opens in the Main View Area.

- This area always maintains the formatting of the original pdf file

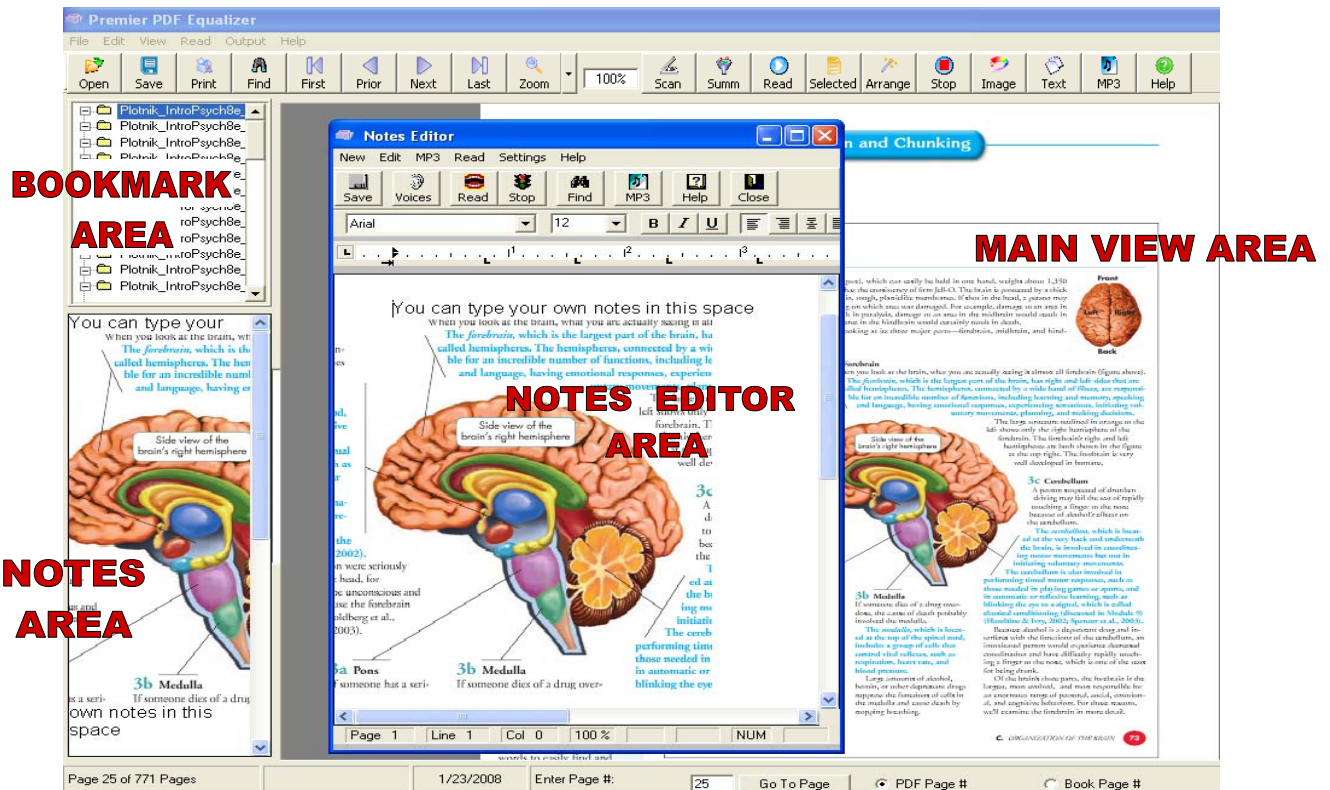
Notes Area: The Notes Area is where you place information that you determine is important.

- Type information directly into the Notes Area.
- Cut and paste information from the Main View Area to the Notes Area.

Notes Editor: Transfer text to the Notes Editor to manipulate it.

- The information can be edited, saved, and printed.

Bookmark Area: Easily navigate to different parts of the textbook.



To Navigate

For Shorter Documents

OR

For Longer Documents

- Use the navigation buttons in the tool bar

- At the bottom of the screen enter a page #.
- Select the **GoTo Page** button.



To Read

First, open the desired file. Then to read:

A Page



- Click on the **Read** button.
- The current page of the document is read in the Notes Editor.

Selected Text



- Highlight the text you want to read
- Click on the **Selected** button.
- The selected text is read in the Notes Editor.

A Page with Complex Layout (columns, images, etc.)



- Click on the **Arrange** button.
- The current page of the document is transferred and read in the Notes Editor. The text will be in a continuous reading format.

To Place Notes in Notes Area

- Type notes in the **Notes Area**.

OR

- Select image, graph, or table from pdf document.
- Click on the **Image** button.
- The selected image will be dropped into the **Notes Area**.

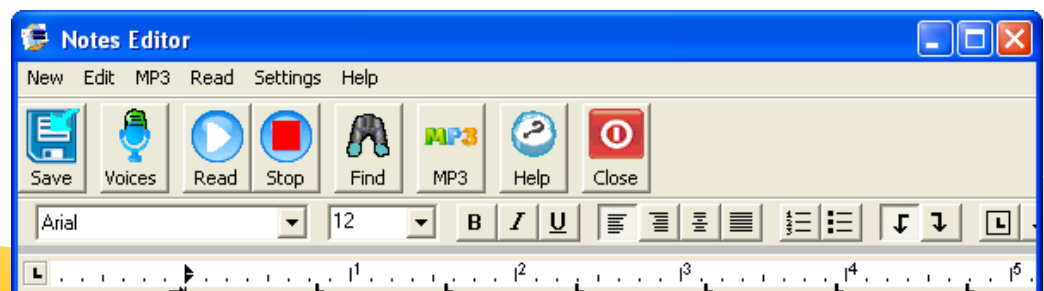
OR

- Select text from pdf document.
- Press CTRL+C (copy) to place selected text onto clipboard.
- Place cursor in **Notes Area**.
- Press CTRL+V (paste) to paste from clipboard.
- The selected text will be dropped into the **Notes Area**.

To Use the Notes Editor

Using the Notes Editor allows you to manipulate your pdf file in different ways. Once you have transferred your text to the Notes Editor, you can

- Save notes and manipulate as a text file (Word, HTML, rich text)
- Read notes (words will be highlighted)
- Change voices, fonts and text size
- Edit notes; spell check
- Print notes




To Access the Notes Editor

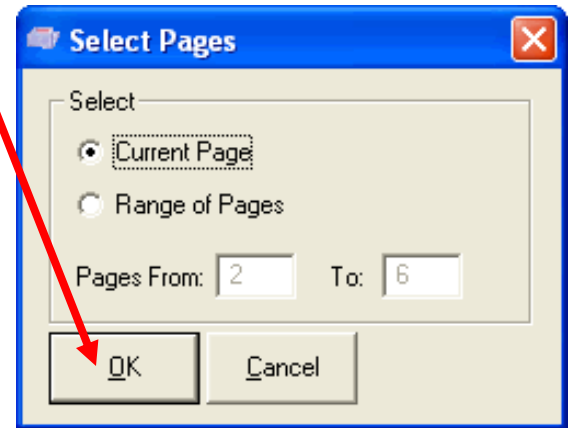
- Double click the Notes Area.
- Use the **Read** button.
- Use the **Selected** button.
- Use the **Arrange** button.

Hot Keys

Open	CTRL + O
Save	CTRL + S
Print	CTRL + P
Copy as Text	CTRL + C
Paste	CTRL + V
Select All	CTRL + A
Find	CTRL + W
Show All Bookmarks	CTRL + M
Add Bookmark	CTRL + B
Zoom	CTRL + Z
Go To Page	CTRL + G
Next Page	Page Down
Prior Page	Page Up
Read	F6
Stop Reading	F7
Help	F1

To Convert PDF to MP3 File

- Click on the **MP3** button. 
- Choose the current page or a range of pages to convert (smaller chunks are better).
- Click on OK to begin conversion.



Help

Click on a topic to watch the instructional videos!!

