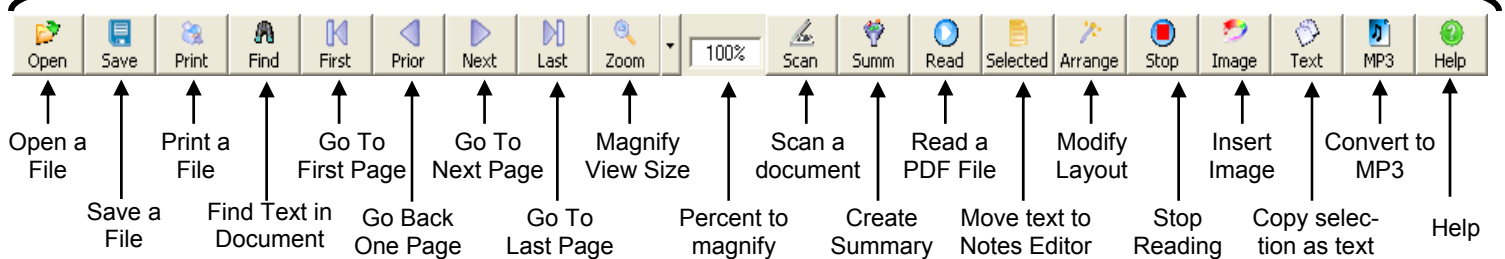


PDF Equalizer



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

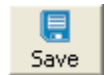
TOOLBAR



Details



Click on the **Open** button to open a PDF file.



Click on the **Save** button to save a file.



Click on the **Print** button to print a document.



Click on the **Find** button to find specific text in a document.



Click on the **First** button to move to the first page in a document.



Click on the **Prior** button to move to the previous page in a document.



Click on the **Next** button to move to the next page in a document.



Click on the **Last** button to move to the last page in a document.



Click on the **Zoom** button to enlarge or decrease the view size of a document.



Click on the **Scan** button to scan a document.



Click on the **Summ** button to create a summary of the document.



Click on the **Read** button to read the current page in the Notes Editor.



Click on the **Selected** button to move selected text to the Notes Editor.



Click on the **Arrange** button to simplify a complex page layout.



Click on the **Stop** button to stop reading.



Click on the **Image** button to move selected image to the Notes Area.



Click on the **Text** button to copy selected content as text. Paste text wherever you choose.



Click on the **MP3** button to convert pages to MP3 format.



Click on the **Help** button for additional help.

PDF Equalizer View Areas

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

- Nothing is modified in this area.
- This area always maintains the formatting of the original pdf file

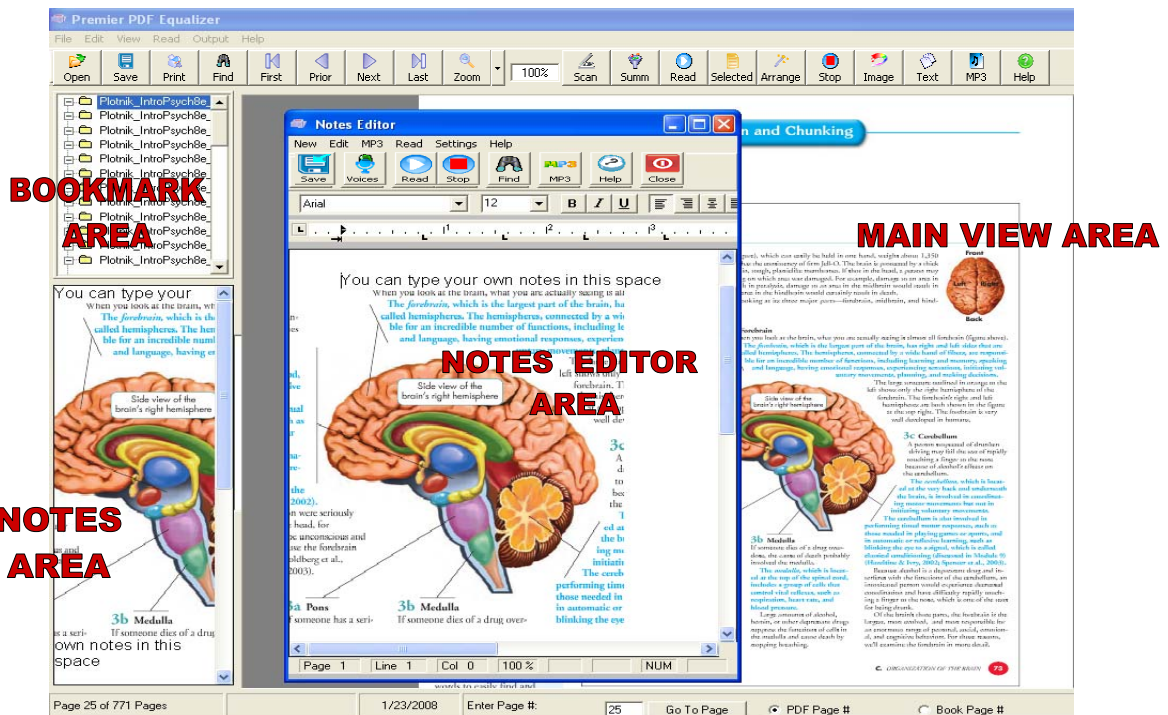
Notes Area: The Notes Area is where you place information that you determine is important.

- 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

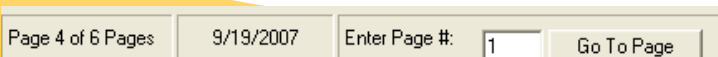
- Use the navigation buttons in the tool bar



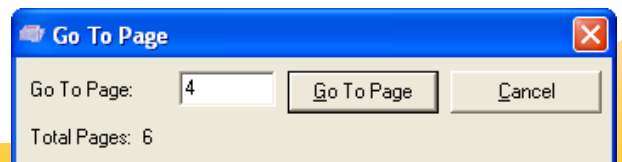
OR

For Longer Documents

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



- Press CTRL + G to access the **Go To Page** dialog box.
- Type in a page number and press the **Go To 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)
- Edit notes; spell check
- Change voices, fonts and text size
- Read notes (words will be highlighted)

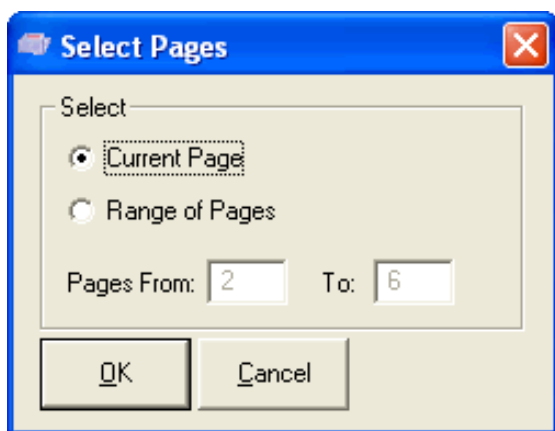
To Access the Notes Editor

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

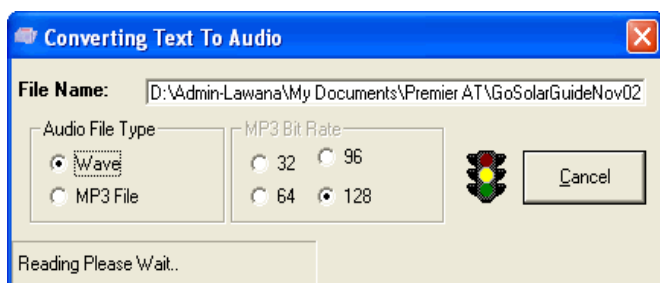


To Convert PDF to MP3 File

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



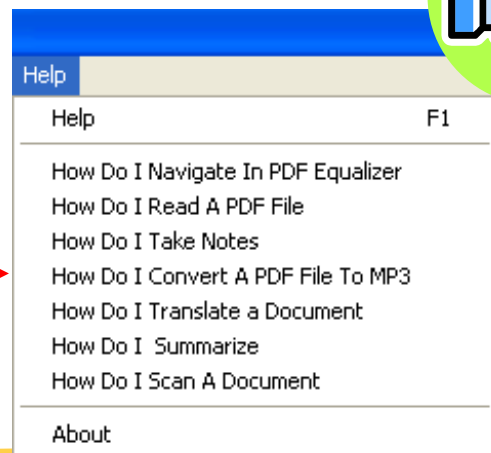
- Click on OK to begin conversion.



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

Help



Click on a topic to watch the instructional