



Working with Supplementary Materials in PDF

Before you start

Make sure you have the latest version of Adobe Acrobat. To read Legal Institutions cases you need to have version 7 or later.

How to check which version you have:

- Open the Adobe Acrobat
- Go to Help > About Adobe Reader
- The version will be displayed

To download the latest go to:

<http://www.adobe.com/products/acrobat/readermain.html>

Page display

Displaying an overview of all pages in a file

- Open the PDF
- On the left hand side, click on the **Pages** tab
- The pages will be displayed showing any highlighted sections in blue

*Tip: you can also do this to reveal any Bookmarks in the document by clicking on the **Bookmarks** tab

Changing the display of the pages in the main window

In the bottom right hand corner of the Adobe viewer you will see 4 light blue squares. Click on these to change the page display.

Printing

Selecting a group of pages for printing (eg. pages with highlighting)

- Make sure the **Pages** tab is displayed (see above)
- Click on the pages you want to print
 - For a continuous range of pages:
 - click on the first
 - press **Shift** on your keyboard
 - click on the last page
 - For non-continuous:
 - click on the first
 - press **Ctrl** on your keyboard
 - click on the next page etc.
- Click on the print icon from **inside the Adobe viewer** (not from Internet Explorer)
- Make sure the print window is set to **Selected pages**
- Click **Ok**

*Tip: you can use a similar technique to print a selection of text if your print options allow printing a selection.

- Choose the **Select tool** (next to the 'hand' tool)
- Click and drag over the section you want to print
- Follow the steps above for printing, choosing the **selection** option if it is available.

Printing the highlighting as well as the text

In the **Print** window, in the top right hand corner, you will see a drop-down menu called **Comments and forms**.

- Choose **Documents and Markups**
- Print as normal