# Using a PDF Portfolio

A pdf portfolio is a collection of individual files in a single pdf. The portfolio is useful for those who want the files packaged together. Those who use screen readers will likely find the individual files easier to use.

The best experience for reading a portfolio is with Adobe Reader X. An update may be downloaded from http://get.adobe.com/reader/. Reader 7, 8, and 9 will work, but the best functionality is with Reader X. Some updated versions of other pdf viewers/readers are capable of reading portfolios, but it is a trial and error process.

The files appear in a grid when the pdf portfolio is opened.
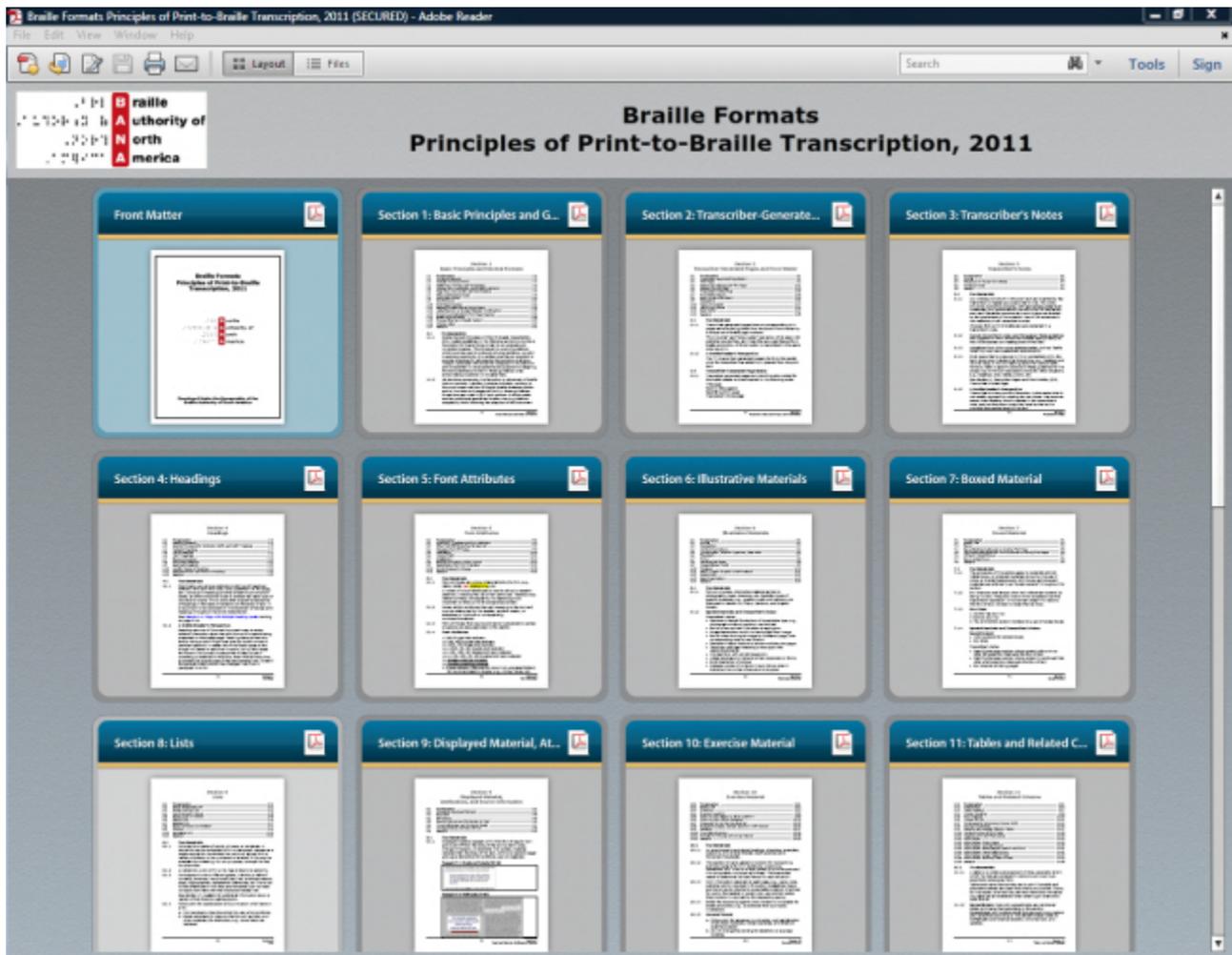
Double clicking a file on the grid will open the file as a preview. *This is not the pdf file, but an image of the file.* Press "**Page Down**" and "**Page Up**" to page through the file without opening it. Mouse up and down arrows will also appear at the bottom of the page when the cursor is hovered over the preview page.

Notice the buttons at the left and right edges of the screen. These function as (**Show previous file**) ① and **Show next file** ②. These options provide the ability to preview other files as well.
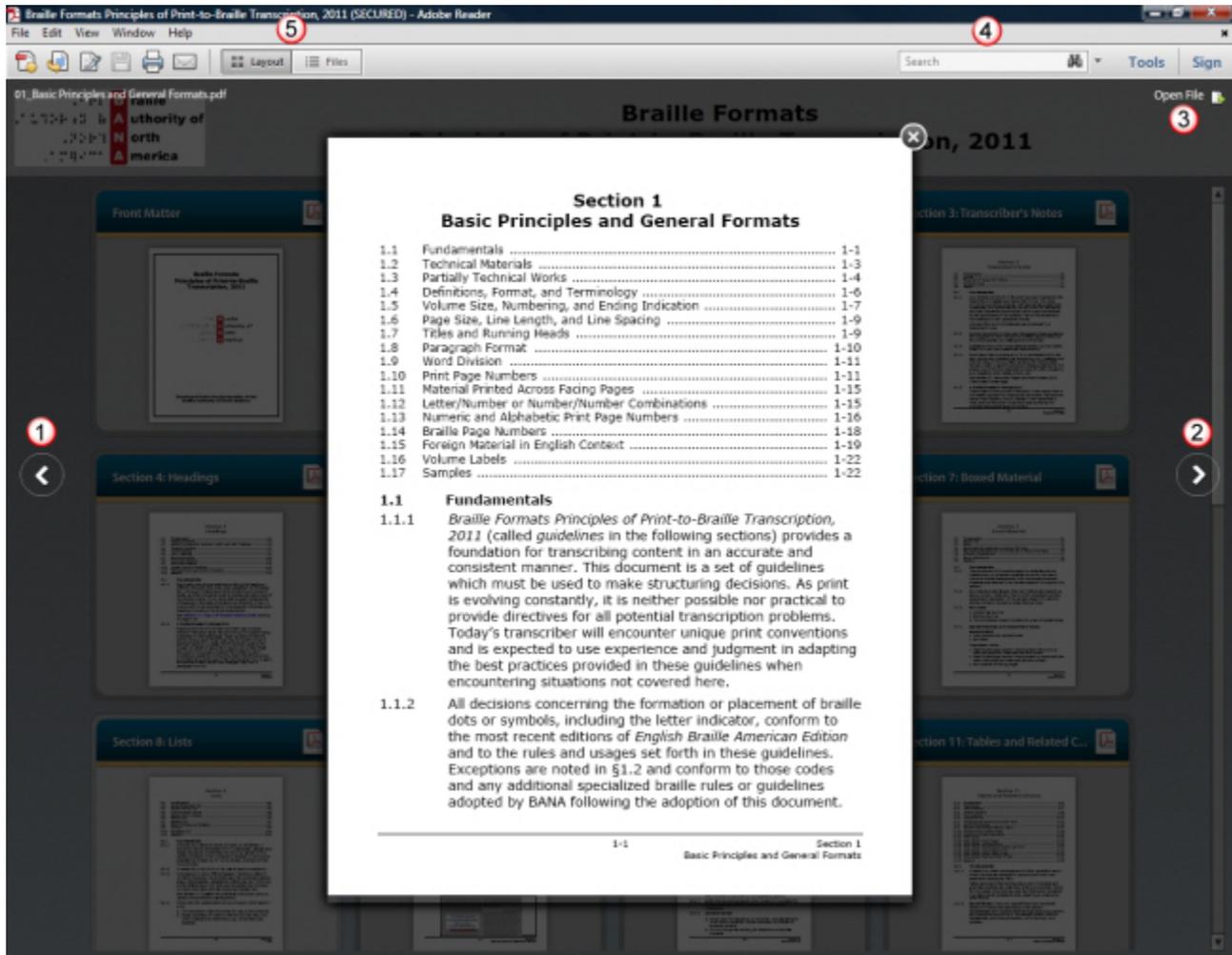
③ There are three ways to open a preview file. You can use the "**Open File**" link in the upper right corner of the background, or double click on the image, or right click and select "**Open File**." This will open the actual pdf file in a new window. The portfolio grid remains open as well.

Note, the file can be opened from the grid *without* previewing it. To do this, right click the file and select "**Open File**."

④ One of the nice things about using a portfolio is the ability to search all of the documents at one time. Three options for searching the entire portfolios are to click in the search box near the right side of the toolbar or to search by navigating to **Edit > Search Entire Portfolio** or to use **Shift-Ctrl-F**. Expand the results to see a snippet of the text. Double click the desired result and the file will be opened to that location, and the text will be highlighted. Use the regular search (**Edit > Find**, or **Ctrl-F**) to search only the visible file.

⑤ Notice the buttons for **Layout** and **Files** on the toolbar. If the **Files** button is selected, the files will be listed instead of being shown in a grid. Hovering over the **Preview of Section Contents** column will give a preview of the contents in the file. Double click one of the files or right click and select "**Open File**" in the list to open the file in a new window. There is no preview when selecting a file in Reader X Files view. [Reader 9 opens a preview when using either the **Layout** or **Files** view.]
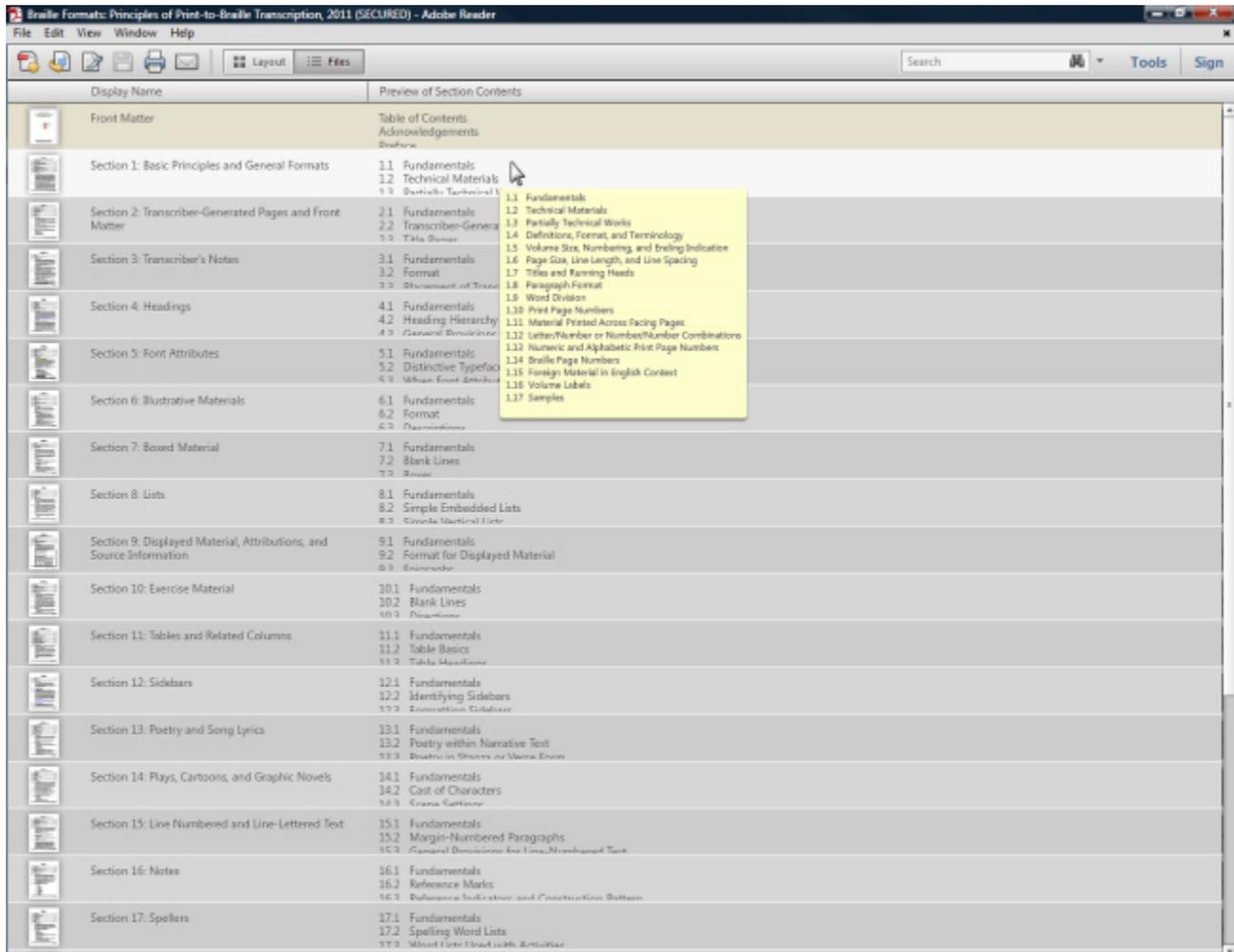
To have the files always appear in the **Files** list instead of the **Layout** grid, go to **Edit > Preferences** (**Ctrl-K**) and select **Accessibility** from the navigation pane. Check the option for "**Show Portfolios in Files mode**" at the bottom of the dialog. This is only an option in Reader X. [In Reader 9 the option is "**Always show portfolios in platform control**," but the interface is not as clean as when the **Files** button is manually selected from the grid **Layout** view.]

In the Braille Formats publication, some samples spread across facing pages. The regular option for facing pages (**View > Page Display > Two Page View** or **Two Page Scrolling**) will show the odd pages on the left. Make sure to *also* select "**Show Cover Page in Two Page View**" from the **Page Display** menu. When

this is checked, page 1 will be displayed by itself, and the remaining pages will be correctly displayed as facing pages. There is no need to uncheck this option when viewing single pages. [Reader 9 options are "**Two-Up**" and "**Show Cover Page During Two-Up**."]
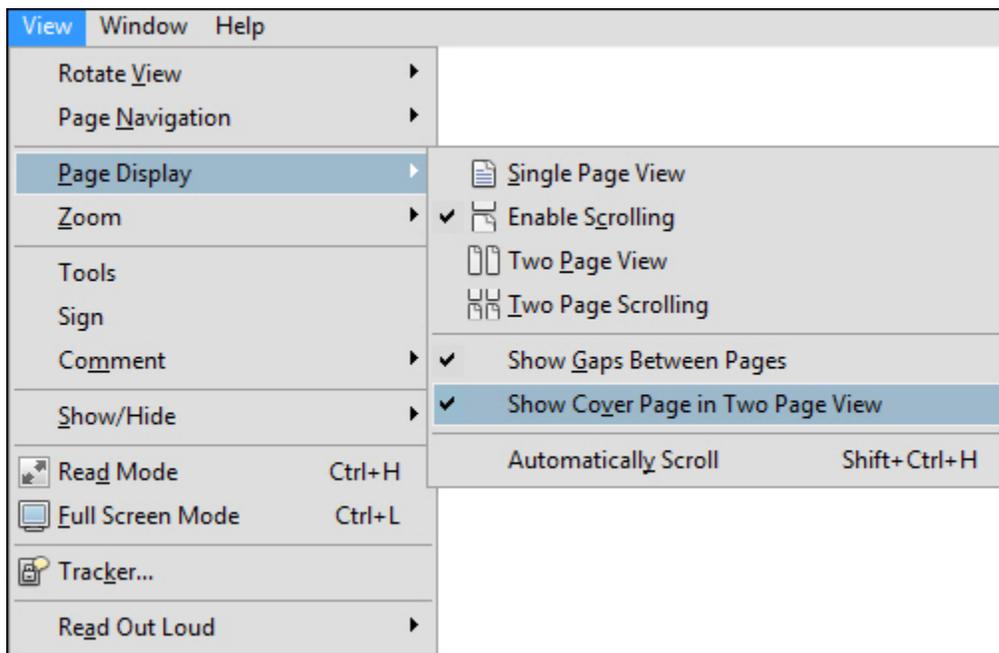
Take the time to set Reader so your favorite zoom settings are used the next time a file is opened. Go to **Edit > Preferences > Documents**, and check the first option, "**Restore last view settings when reopening documents**."
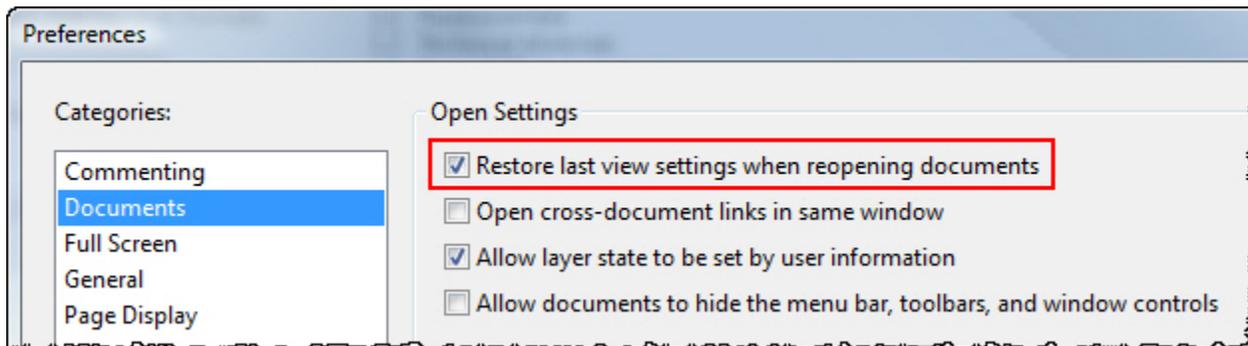
We hope you enjoy using the *Braille Formats: Principles of Print-to-Braille Transcription, 2011* portfolio!