

Using the Features of the WIA Forms Manual In Acrobat 4

Open WIAmanual.pdf in an Acrobat4x reader. Acrobat 4.05 reader is available for free download at www.adobe.com/products/acrobat/alternate.html.

- A. Using the Table of Contents:
1. Click the split screen icon in the toolbar (it's tooltip: "Show/hide Navigation Pane"). Ensure that the "Bookmarks" tab is selected.
 2. See the hot-linked menu (Table of Contents). If a box with a "+" shows, click on it to expand its contents.
 3. Click on any Table of Contents item and you will see the appropriate portion of the WIA Forms Manual on the right side of the screen.
Use the right-side scrollbar to move to adjacent pages in the manual.
To enhance readability of the text:
 - Click the split screen icon;
 - Ensure that the rightmost "page" icon (of the three bold ones in the toolbar) is selected.
- B. Using hot-linked forms:
1. Click on a Table of Contents item listed as "hot-linked form." See a form on the right side of the screen. (You may wish to click the split screen icon to hide the Table of Contents.)
 2. Click on any item in the form. You are then shown the WIA Forms Manual page that deals with the clicked item.
 3. Click the "back" arrow on the toolbar until you have returned to the form.
- C. If you have the Acrobat4 pdf-creation program, you may connect your local WIA and WtW Activity Code listings to Appendices E and F of the WIA Forms Manual.
1. Create 2 pdf files:
WIAactivities.pdf
WtWactivities.pdf
 2. Place the files in the same folder as the WIAmanual.pdf.
 3. When users click anywhere within the red boxed heading of one of those appendices, they are shown your local Activity Code pdf file.
 4. To return to the WIA Forms Manual, click the "back" arrow until you are there.
- D. Handling an Acrobat4 document viewed in a browser:
1. To print, ensure that you use the Acrobat Print icon, not the browser's.

2. The document can be saved as a file locally for future use. (Many offices will prefer to access a single copy of the WIA Forms Manual and the activities pdf's from a folder on their network server.

Acrobat questions or suggestions, please call Terry Westmark at (360)754-4113 extension 106 or email westmat@co.thurston.wa.us.