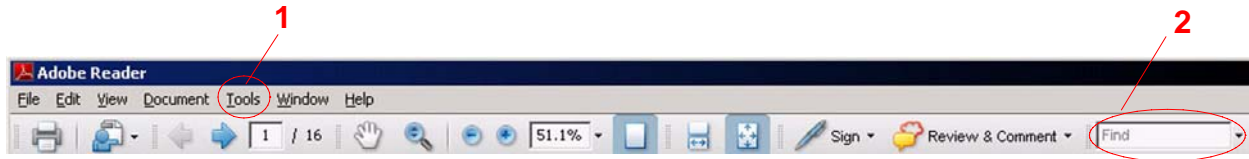




How to Maximize Acrobat Reader for JABIS Computer Site and Floor Plans

The Acrobat Toolbar offers many features which can greatly enhance your ability to use the JABIS Site and Floor Plans.



Your Acrobat reader will not be maximized for use with JABIS Site and Floor Plans after installation. To optimize Acrobat Click on *Tools* (1) on the menu bar then slide down to *Customize Toolbars*. There you will see the complete suite of tools that are available. We suggest as a minimum that you check the:

- *Print*,
- *Dynamic Zoom*,
- *Zoom Out*,
- *Zoom In*,
- *Fit Page*, and
- *Hand tools*

so that they are permanently displayed on the tool bar.

There is a highly capable *Search* tool available also, but we recommend that you use the *Find* box (2) instead.

If you have any problems using the Acrobat search tool, there is an excellent on-line help function accessed by clicking on **Help**.