

## **Tips for Using Virginia CLE® Electronic Books**

### **Nature and Features of Electronic Books**

- Virginia CLE® Electronic Books are in portable document format (PDF). These tips pertain to the use of versions 6 and later of Adobe® Reader® to view those PDF books. Some of the features discussed are not available in previous versions of Adobe Reader. You can download the latest version of Adobe Reader free of charge at [www.adobe.com](http://www.adobe.com).
- Virginia CLE has included a number of features to make your use of its electronic books easier and more efficient. Books contain “bookmarks” that link to chapters and other major subdivisions. They may also contain links within the text to other pages or embedded files, such as forms. Finally, they have been created in a way that allows effective copying of small portions for use in memoranda, briefs, and similar documents.

### **Opening a Book**

- You should open electronic books directly in Adobe Reader rather than clicking on links to them within a Web browser. When you click on a link to a PDF document in your browser, Adobe Reader will open the document within the browser. That limits the viewing space and may not permit the full functionality of Adobe Reader.

### **Viewing a Book**

- A “Bookmarks” tab is located at the far left of the screen.
  - Bookmarks are visible when you open the book. If you prefer to view the book on the full screen, click on the tab to hide the bookmarks. The tab remains, so you can click on it again whenever you want to display the bookmarks.
  - There is an “Options” menu button at the top of the left frame where the bookmarks are displayed. Click on it to display various options that affect how bookmarks look and work.
    - You can wrap long bookmarks by selecting that option. You may not be able to see as many bookmarks at the same time, but you will see the full text of each bookmark. If you prefer to see more bookmarks, don't select that option. You can still see the full text of the bookmark by passing your cursor over it.

- You may find that the most desirable bookmark appearance is created by setting the text size to “Small.”
- If you select Hide After Use, the text of the document will be displayed in the full Adobe Reader window when you click on the bookmark. You can always display or hide the bookmarks by clicking on the “Bookmarks” tab at the top left of the window.
- Magnification can be controlled in a number of ways.
  - Choosing to have the bookmarks frame displayed on the left will affect the size of the text in the main window. You can make the bookmarks frame smaller to increase the size of the text in the main window by putting the cursor over the dividing line between the frame and the window until the cursor becomes a double arrow and then dragging it.
  - You can select the plus and minus icons in the toolbar at the top of the page to make the text larger or smaller.
  - You can enter the percentage of the actual size of the document into the percentage window or select a predetermined percentage.
  - You can select one of the page icons in that toolbar, i.e., actual size, full page, or full width (this one seems to be the most useful).
  - You can select the magnification tool from that toolbar, put the magnification cursor over the text, and click or drag depending on which magnification tool you are using. If you choose this method, be sure to remember to reselect the “hand” tool when you want to use it to move the page.

## **Book Navigation Aids**

- *Scrollbar*: The Windows® scrollbar works in the usual way and is quite useful for moving through a document. If you know the page number you are looking for, move the scrollbar and release the mouse button when that page number appears. (At the bottom of the screen on the right, set the page display option to “single page” if you want the scroll bar to allow you to find a page number quickly.) You may also enter the desired page number in the bottom menu bar and press “Enter.”
- *Page Numbers*: Page numbers are displayed at the bottom of the screen. Use the arrows next to the page number display to move from page to page. Please note that the numbers

in parentheses are “absolute” page numbers showing the actual count of pages in the electronic book. The number outside the parentheses matches the page number of the print edition.

- *Hand Tool*: If a full page is not displayed, use the “hand” tool to move the page up and down.
- *Bookmarks*: Display the “bookmarks” (see above), and click on the one you want to proceed to that page.
- *Links*: A page may contain a link to another page. Click on the link to view the “target.” A page may also contain links to files, images, or other objects. Right click on the link to open the file or save it. “Forms on disk,” which are often included with the print editions of Virginia CLE books, are embedded in electronic books using such links, so no separate disk or CD-ROM is needed.
- *Search*: If you are not using version 6 or later of Adobe Reader, you should download the latest version (free of charge at [www.adobe.com](http://www.adobe.com)) and install it, because versions 6 and later have better search features than earlier versions.
  - Close the Bookmarks frame to improve readability of the text as you search.
  - Click the Search button (binoculars icon) in the toolbar at the top of the screen. The program will display of all your “hits” in the search window showing some of the surrounding text. Your search phrase will also be highlighted in the text of the book in the main viewing window.
  - Be sure to select “current PDF document” if you want to limit your search to the book you are viewing. You also have the option of searching all PDF documents in any given directory.
  - The usual options of matching whole words and doing case-sensitive searches are available. You may find the case-sensitive option useful when you are looking for an extended discussion of the topic for which you are searching. Virginia CLE’s handbooks use initial capitals in subheadings and all capitals in major topic headings. For example, if you are looking for information on the attorney-client privilege, you might begin with a case-sensitive search for Attorney-Client or even ATTORNEY-CLIENT to see whether the book contains any extended discussion of that topic. If you want to find all occurrences of “attorney-client,” be sure the “Case-Sensitive” option is not selected.

## Copying and Pasting

- Your license agreement allows you to copy small portions of text for use in memoranda, briefs, and similar documents.
- Normally the tool that is active is the “hand” tool, which allows you to move the page vertically or horizontally. To change the cursor to an I-bar that will allow you to highlight text, click on the Select Text tool. That tool will remain active until you click on another tool.
- When you pass your cursor over text that is available for copying, it changes to an I-bar cursor that you can use to copy and paste the text in the usual manner. One practical use for this is the copying and pasting of citations into your electronic legal research software. Virginia CLE has designed its books so that small portions of text can easily be reformatted when pasted into a word processing document. Larger portions of text will contain a variety of codes that are used to format Virginia CLE books. These codes may result in erratic results in word processing documents.
- To create a graphic image of text (and maintain its exact appearance), use the “Snapshot” tool (camera icon). After selecting the tool, move the crosshair cursor to the upper left corner of the area you want to copy, hold down the left mouse button, and move the mouse to create a border around the text you want to copy as a graphic image. Release the button, and the image will be copied to the Windows clipboard. You can then paste that image into any Windows application that accepts graphic images.
- Some pages of Virginia CLE Electronic Books may look like text but are only graphic images. The Snapshot tool works in the same way with those pages.

## Printing

- Pages from Virginia CLE Electronic Books may be printed for the personal use of the individual who has acquired the electronic book license.
- To print one or more pages, select the printer icon and choose “Current page” or select the range of pages you want to print.
- To print only a portion of a page, enlarge the page using one of the magnification options discussed above, select the printer icon, and choose “Current view.”