3 Tips for viewing some of the files on the **Newsletter** and **Memoirs** pages

When you open many of the files on these pages you will see that they open up in a window that is created by the Adobe Reader. This is a product, invented by Adobe Systems, that is used to read a special format called "**P**ortable **D**ocument **F**ormat (pdf)." Pdf was invented back in 1993 and has become an international and industry standard. It is also the format that I am using to scan St. Joseph's Seminary historic **newsletters** and also certain *memoirs* files.

There is a pair of rather simple things that you should know; these will make life, your on-line life, a little less frustrating.

Tip #1: The text is too small…
Are you squinting too much? I am. Text size is represented as a percentage that must be pre-set somewhere (someday I'll find it) and it will change as you manipulate the size of your Adobe window. On my machine the reader opens at about 50%.
So, with your mouse, grab (click) that tiny triangle, or arrowhead and a drop-down menu will display various zoom values. Select 100% - it is a good place to start.
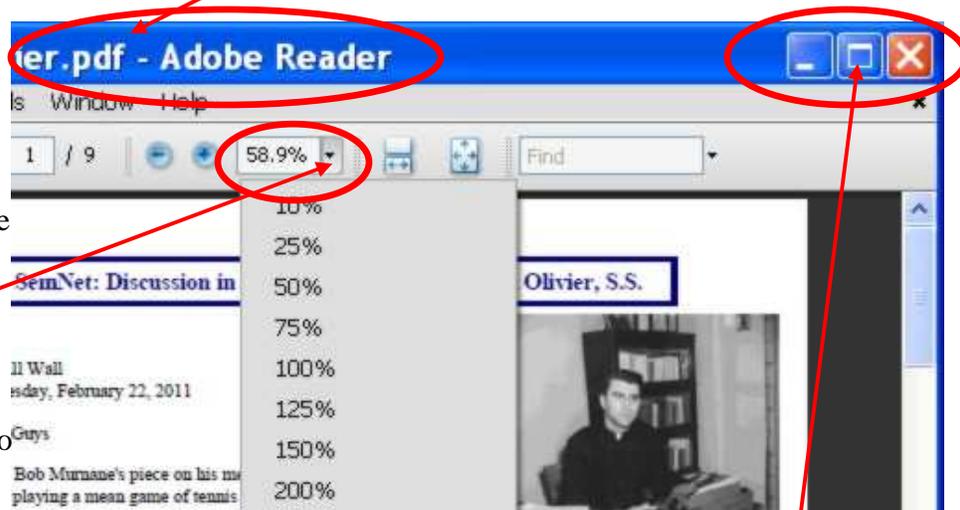
Tip #2: The text is too faint…
This has been happening with my scans of the Blow Newsletter. The original copies are badly faded, but I scan them anyhow (historical value) and I hope for the best. I have found that the view is better (still not best) if you switch your pdf page window to full screen. This is done with a toggle switch that is the middle button at the top right corner of your window. One click enlarges your window to full screen; a 2nd click restores it to whatever size you were using before. If you are still using one of those old Mac computers with a 3 inch monochrome screen, well… then punt.
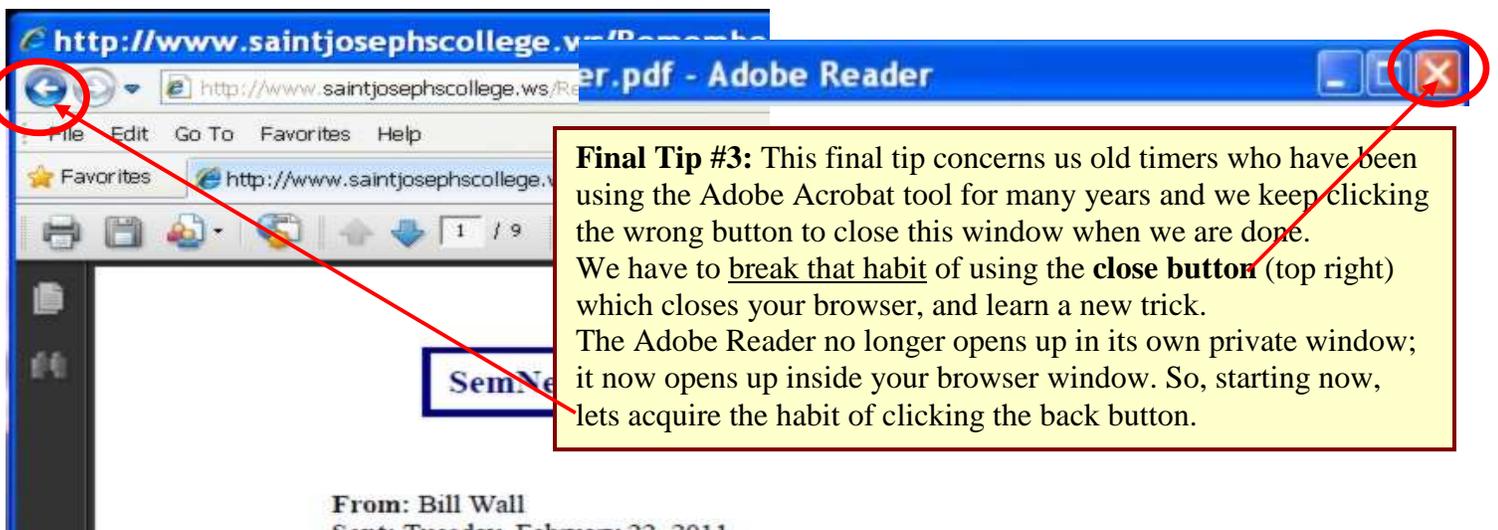
Final Tip #3: This final tip concerns us old timers who have been using the Adobe Acrobat tool for many years and we keep clicking the wrong button to close this window when we are done.
We have to break that habit of using the **close button** (top right) which closes your browser, and learn a new trick.
The Adobe Reader no longer opens up in its own private window; it now opens up inside your browser window. So, starting now, lets acquire the habit of clicking the back button.