

quick reference guide

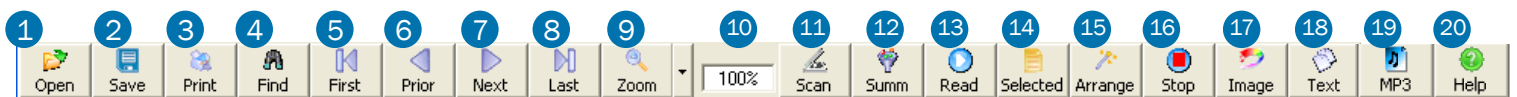
PDF Equalizer



Great for reading text
from a PDF document (.pdf)

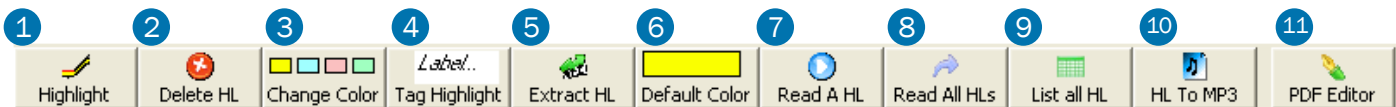


Main Tool Bar



- 1 Open a file 2 Save a file 3 Print a file 4 Find text in document 5 Go to first page 6 Go back one page
7 Go To Next Page 8 Go to last page 9 Magnify view size 10 Percent to magnify
11 Scan a document or Navigate 12 Create summary 13 Read a PDF file 14 Move text to Notes Editor
15 Modify Layout 16 Stop reading 17 Insert image 18 Copy selection as text 19 Convert to MP3 20 Help

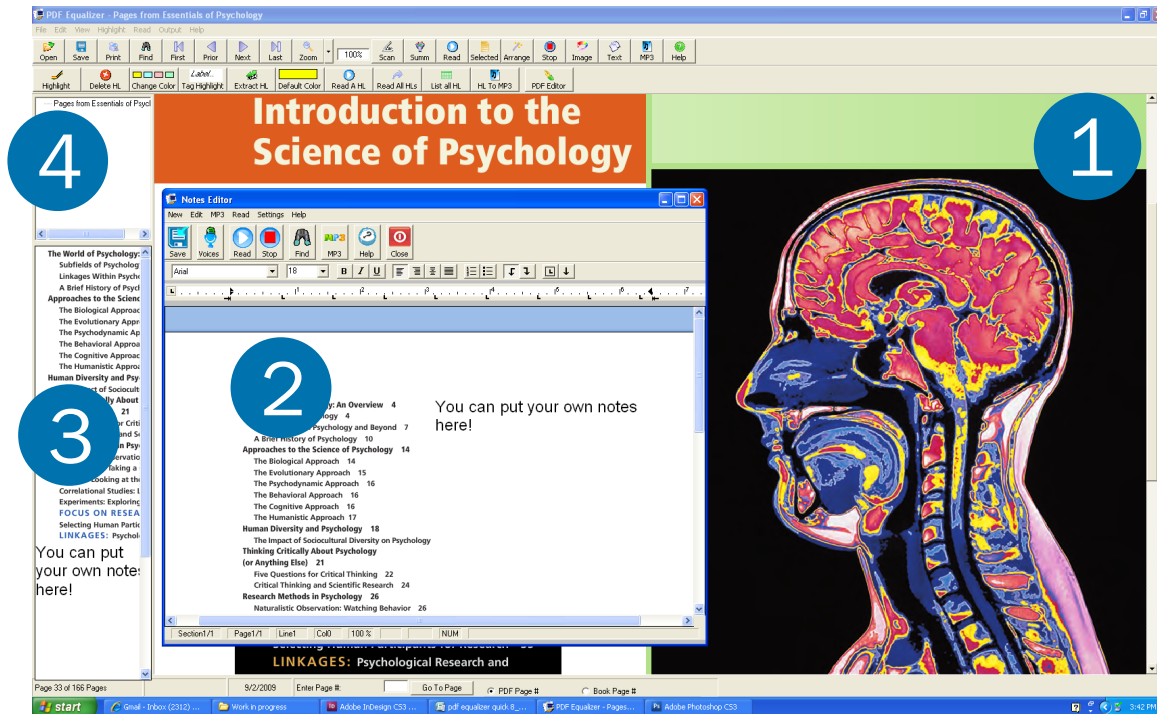
Highlight Bar



- 1 Highlight selected area 2 Delete selected highlight 3 Change highlight color 4 Give highlight a label
5 Extract highlighted area 6 Set default color for highlighted area 7 Read a highlight 8 Read all highlights
9 List all highlights 10 Convert highlights To MP3 11 Edit the PDF file

PDF Equalizer View Areas

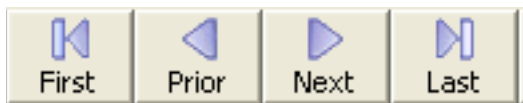
- 1 Main View Area:** When you open a pdf file it opens in the Main View Area. This area always maintains the formatting of the original pdf file
- 2 Notes Area:** The Notes Area is where you place information that you determine is important. Type information directly into the Notes Area. Cut and paste information from the Main View Area to the Notes Area.
- 3 Notes Editor:** Transfer text to the Notes Editor to manipulate it. The information can be edited, saved, and printed.
- 4 Bookmark Area:** Easily navigate to different parts of the textbook.



To Navigate

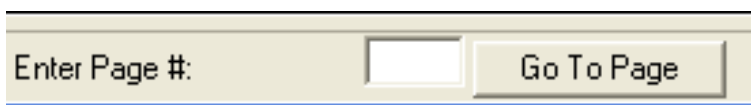
Shorter Documents:

Use the navigation buttons in the tool bar



Longer Documents:

At the bottom of the screen enter a page #.



To Read

First, open the desired file.

Then to read:

A Page

Click on the **Read** button. The current page of the document is read in the Notes Editor.



Selected Text

Highlight the text you want to read. Click on the **Selected** button. The selected text is read in the Notes Editor.



A Page with Complex Layout (columns, images, etc.)

Click on the Arrange button. The current page of the document is transferred and read in the Notes Editor. The text will be in a continuous reading format.



To Place Notes in Notes Area

Type notes in the Notes Area

OR

Select image, graph, or table from pdf document. Click on the Image button. The selected image will be dropped into the Notes Area.

OR

Select text from pdf document. Press CTRL+C (copy) to place selected text onto clipboard. Place cursor in Notes Area. Press CTRL+V (paste) to paste from clipboard. The selected text will be dropped into the Notes Area.

To Use the Notes Editor

Using the Notes Editor allows you to manipulate your pdf file in different ways. Once you have transferred your text to the Notes Editor, you can

- Save notes and manipulate as a text file (Word, HTML, rich text)

- Edit notes; spell check

- Change voices, fonts and text size

- Read notes (words will be highlighted)

- Print notes

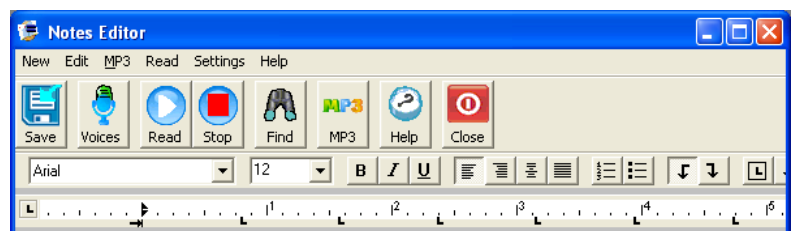
To Access the Notes Editor

Double click the Notes Area.

Use the Read button.

Use the Selected button.

Use the Arrange button.



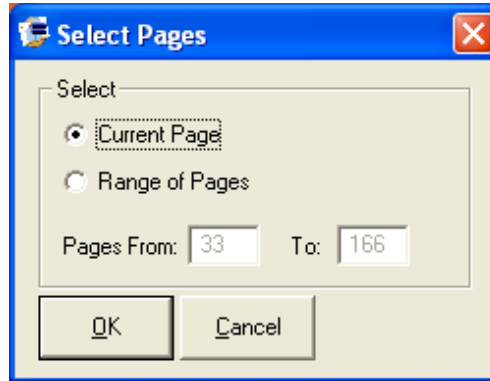
To Convert PDF to MP3 File

Click on the MP3 button.



Choose the current page or a range of pages to convert (smaller chunks are better).

Click on OK to begin conversion



Hot Keys

| | |
|--------------------|-----------|
| Open | CTRL + O |
| Add Bookmark | CTRL + B |
| Save | CTRL + S |
| Zoom | CTRL + Z |
| Print | CTRL + P |
| Go To Page | CTRL + G |
| Copy as Text | CTRL + C |
| Next Page | Page Down |
| Paste | CTRL + V |
| Prior Page | Page Up |
| Select All | CTRL + A |
| Read | F6 |
| Find | CTRL + W |
| Stop Reading | F7 |
| Help | F1 |
| Show All Bookmarks | CTRL + M |

Help

Click on a topic to watch the instructional videos!

