

Quick Guide to the SA Obstetric Shared Care Protocols PDF

This guide will introduce you to features of Adobe Acrobat Reader that will help you improve your efficiency when accessing the OSC Protocols document in its electronic form as a PDF.

Browsing

The best way to get around the document is to open the Bookmarks window. You do this by clicking on the bookmark icon on the top of the left tool bar as shown in figure 1.

The bookmark window contains all the headings that appear in the table of contents (shown in Figure 3). Left Clicking on any of these headings will take you to this section within the document. You can also click on items within the table of contents to jump to that section.

Searching

The find bar (shown in Figure 2) allows you to search for terms within the document. Type the word or phrase you are looking for into this box (by clicking on the box or by pressing Ctrl + F).

Once you have typed what you are looking for press enter. You will be taken to the first occurrence of the phrase you entered. You can jump to the next occurrence by pressing enter again or by using the left and right arrows next to the find box.

For a more advanced search you can also use the advanced search tool by pressing Ctrl + Shift + F or by pressing the Search button in the Edit menu.

Printing

As an alternative to printing the whole document you may want to print individual sections. You can do this via the bookmarks window. First, start by selecting the sections you wish to print; You can select multiple sections by using a combination of holding the shift or Ctrl key while left clicking sections. Selected sections will be highlighted in blue.

To select a continuous range of sections left click the first section and while holding shift click the last section. You can add or remove individual section from your selection by holding the Ctrl key and then left clicking on the section.

All sub sections under a selected section (such as in Figure 3) will also be printed.

Once you have selected the sections you want to print right click on one of the selected sections and click the Print Page(s) option in the menu.

Print options are available in the "Print setup" Window which can be accessed by pressing Ctrl + Shift + P or though the menu item in the File menu.

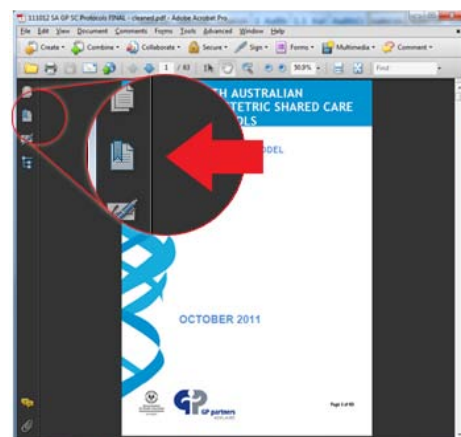


Figure 1 - Bookmark button location

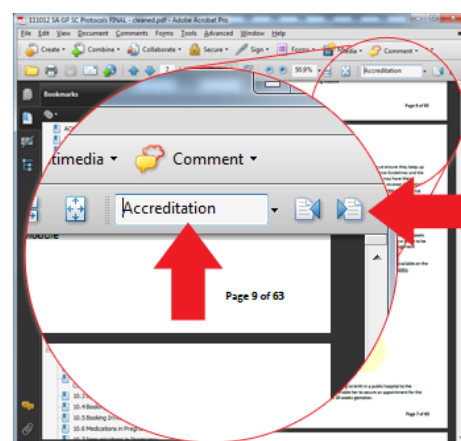


Figure 2 – The find bar

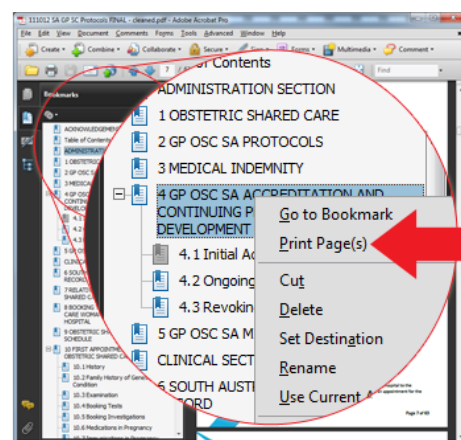


Figure 3 - Printing sections