Three ways to Zoom into text in PDFs

The Adobe Acrobat Pro DC is available on every PC within Chester University campuses. The University has invested in Adobe Creative Cloud licensing and so many of the Adobe apps are available to staff and students alike. When using the University computers, the user may be asked to log on after starting the Adobe Acrobat Pro DC app. Just choose ‘Enterprise ID’ and type in your University e-mail address and University password. An Adobe Acrobat Reader can also be freely downloaded and so documents can also be read at home. There are many journal articles, books and documents that are available as PDFs so it is worth spending some time learning how to make them easier to read.

Adobe Website

The Adobe Acrobat Pro DC is available in the Program menu of all University Windows PCs as well as Macs.

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<th>Zoom Instructions</th>
<th>Zoom Diagrams</th>
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<tr>
<td>First locate the zoom buttons on the Adobe Acrobat Reader Toolbar (a).</td>
<td>(a)</td>
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<td>Use the mouse to click the plus button on the Toolbar to zoom into the document (b). When satisfied that the document is zoomed in enough then stop.</td>
<td>(b)</td>
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<td>To zoom out again, just use the mouse to click on the negative button (c) until the document can be easily read.</td>
<td>(c)</td>
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<tr>
<td>If you exit the document, the Adobe Acrobat Reader will remember the magnification of the document that you last used.</td>
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<tr>
<td>Once the document is opened, press the control button along with the plus key (a).</td>
<td>(a)</td>
</tr>
<tr>
<td>To zoom in, press the control button along with the negative key (b).</td>
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</table>
Open the ‘Zoom To’ tool by choosing ‘View’ to open the view menu. Then choose ‘Zoom’ to open the zoom menu and, finally, choose the ‘Zoom To …’ option.

When the ‘Zoom To…’ window opens (b), then use the drop down menu to choose the magnification or type in the magnification (as a percentage) using the keyboard.

The ‘Zoom To…’ window can also be opened by pressing the control button and then the ‘Y’ button (c).
Marquee Zoom allows a reader to select the exact rectangle that needs to be magnified on the document and when it is chosen, that part of the document is enlarged to the size of the viewing window.

To choose ‘Marquee Zoom’, choose the ‘View’ menu followed by the ‘Zoom’ menu (a).

Click on the ‘Marquee Zoom’ option and the mouse will now change its appearance to a magnifying glass with a plus sign within it.

If you now click the mouse on any part of the document, it will zoom in.

Also, if you locate a piece of the document that you wish to enlarge (such as a diagram) and use the mouse button to click the top left hand corner of it, keep the mouse button depressed and then release the button on the bottom right hand corner (b). Adobe Acrobat Reader will then enlarge that part of the document so it covers the viewing window.

This option is turned off by pressing the Escape button (c).
### Dynamic Zoom

Dynamic Zoom gives the user fine control through the mouse to zoom in and out on a document. To switch on this option, go to the view menu, then the zoom menu and finally click on the ‘Dynamic Zoom’ option (a).

When the mouse is on the document, the mouse icon changes to a magnifying glass with a plus and minus sign within the glass. The icon also has a small arrow pointing up above the magnifying glass and a small arrow pointing down underneath the magnifying glass.

To zoom in, click the mouse button, keep depressed and push the mouse towards the top of the document. To zoom out, click the mouse button, keep depressed and move the mouse to the bottom of the document.

To exit this option, press the escape key on the keyboard (b).

### Pan & Zoom Tool

The Pan & Zoom tool gives an overview of the current page and the outline of a rectangle shows which part of the page is currently being displayed in Adobe Acrobat Reader.

To start this option, first go into the View menu and then choose the Zoom menu and, finally,
click on the ‘Pan & Zoom’ option (a).

In the ‘Pan & Zoom’ window, there are two buttons, one plus and one minus these allow the user to zoom in or out of the document respectively (b) and (c).

The colour of the border of the rectangle can also be changed by pressing the colour button in the ‘Pan & Zoom’ window (d).

Finally, to exit this option, just click on the close ‘x’ of the Pan & Zoom Window and also pressing the escape button too.
The Loupe Tool is like having a magnifying glass over some of the document. To start it, go to the View menu and then the Zoom menu and then, finally, press the ‘Loupe Tool’ option (a).
This starts a new window which is the output of the magnifying glass and also a rectangle that appears on the document. The area within this rectangle is displayed in the new window (b).

You can zoom in in two different ways. The first is that you can use the mouse to increase or decrease the size of the rectangle by clicking on a corner, keeping the button depressed and dragging it outwards or inwards to the centre. As the rectangle resizes, the new text is displayed in the Loupe window. The second method is to move the slider on the Loupe window by clicking on it, keeping the button pressed and sliding it along. When the button is released, both the rectangle and text in the Loupe window are resized.

The colour of the border around the rectangle can also be changed by pressing the button with the rectangle in it within the Loupe Window (c).

Finally, to exit this option, just click on the close ‘x’ of the Loupe Window and also pressing the escape button too.