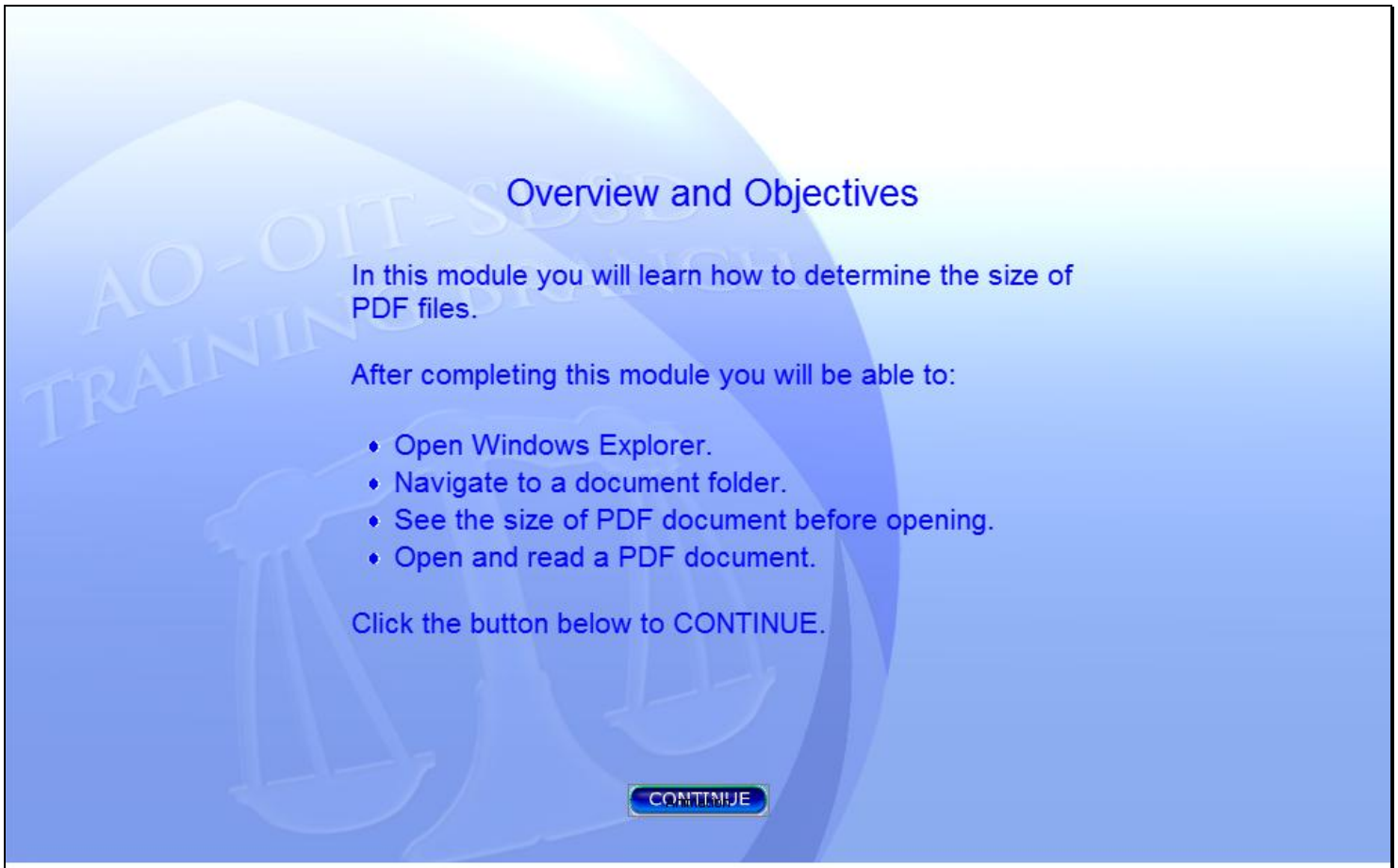
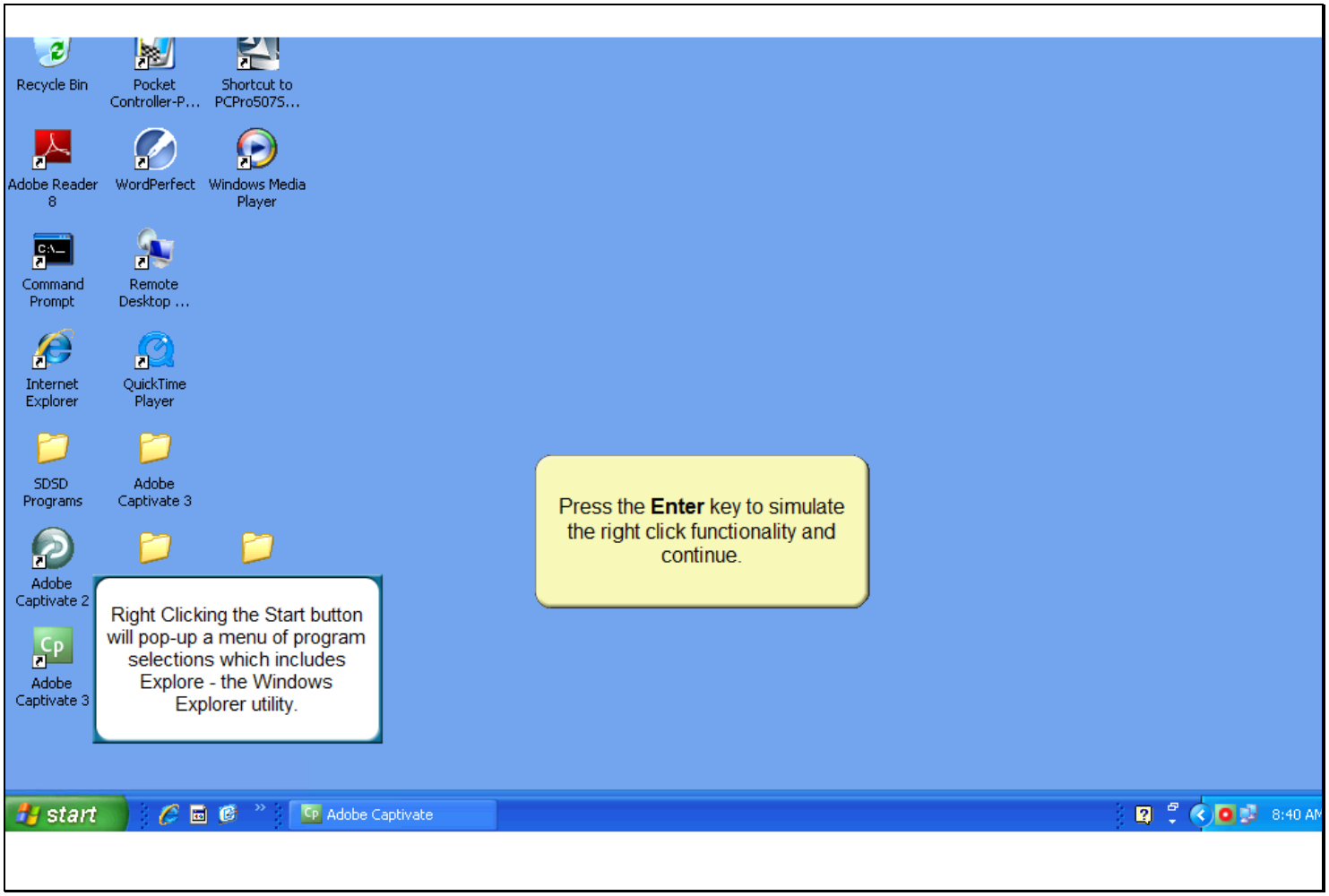
Slide 2 - Objectives



Slide notes

In this module you will learn how to determine the size of PDF files. After completing this module you will be able to: open Windows Explorer; navigate to a document folder; see the size of the PDF document before opening; and open and read a PDF document. Click the button below to CONTINUE.

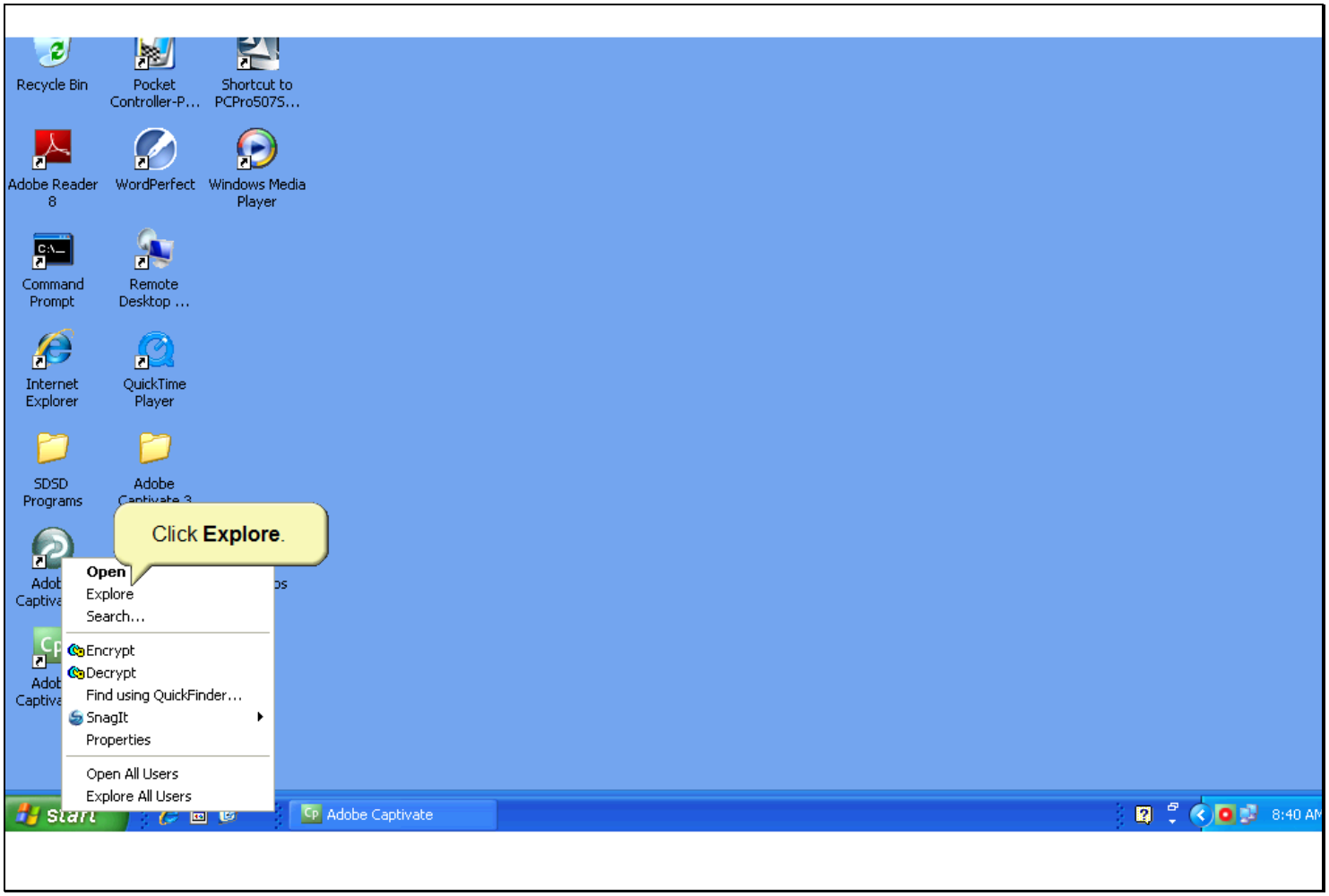
Slide 3 - OpenWE



Slide notes

Navigate to the folder where the PDF file that you want to examine is located using Windows Explorer. The quickest method for opening Windows Explorer is to start by right clicking the Start button in the lower left corner of the screen. In this module, the right click functionality will be done for you when you press the Enter key to continue.

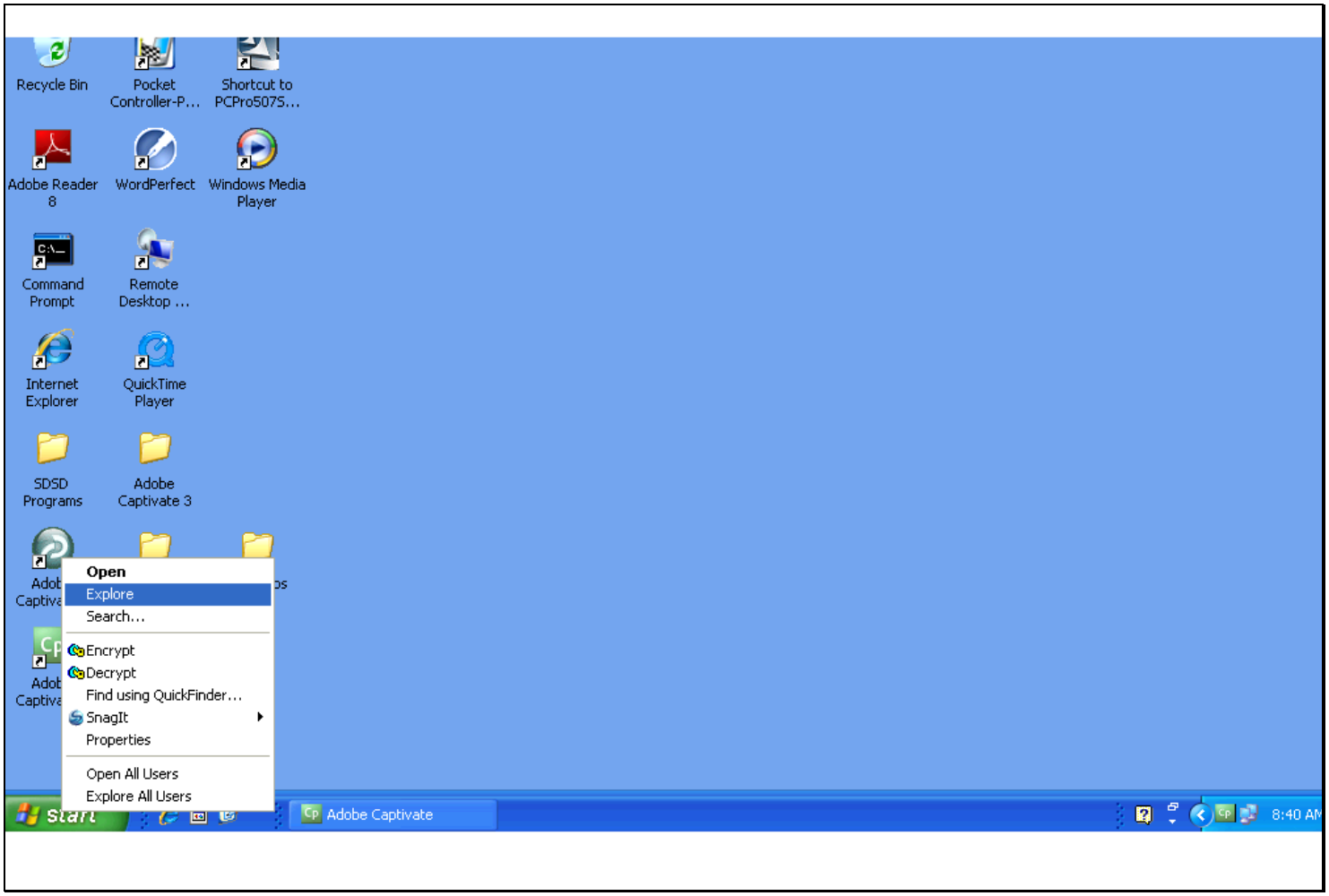
Slide 4 - Slide 4



Slide notes

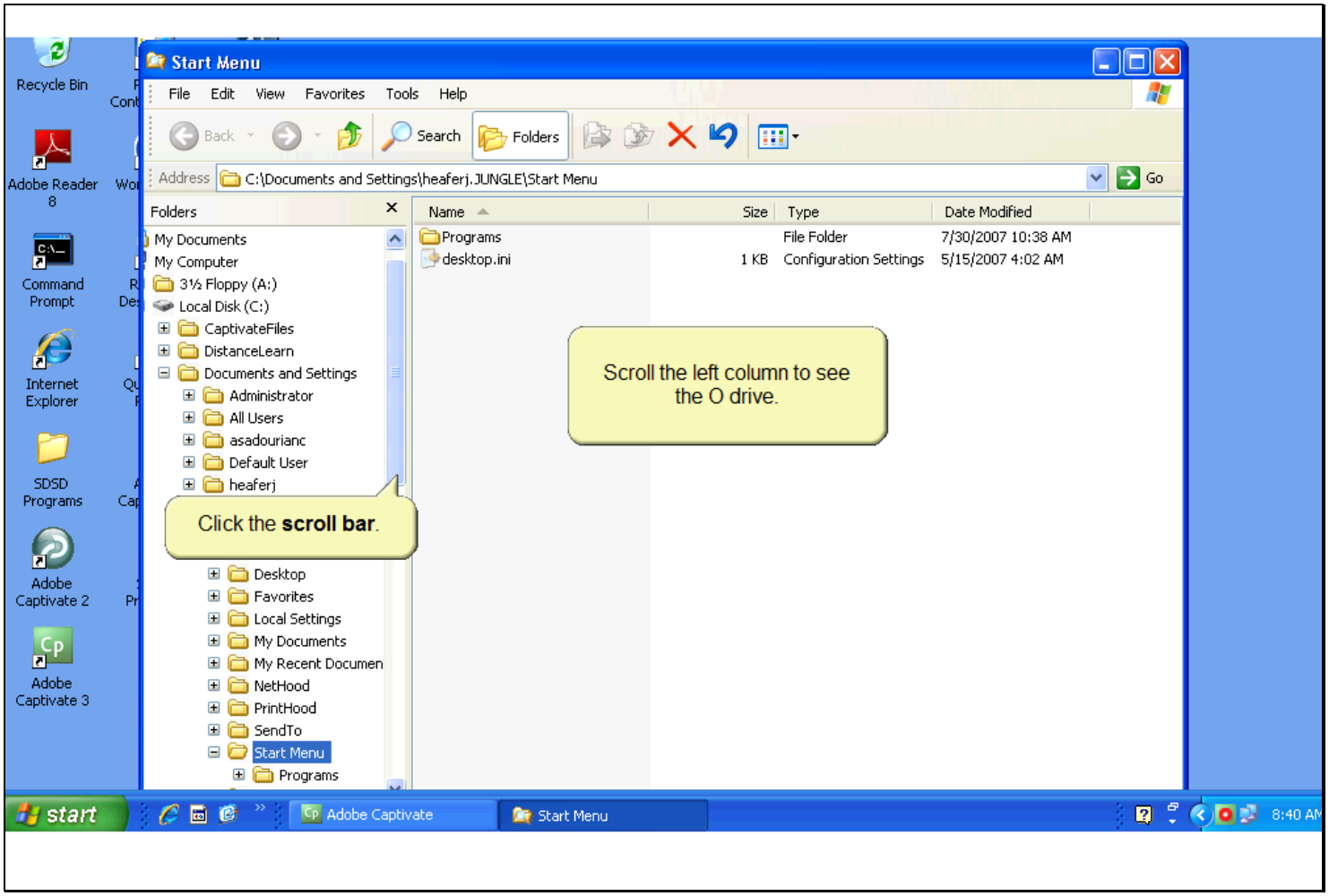
From the pop-up menu, click Explore.

Slide 5 - Slide 5



Slide notes

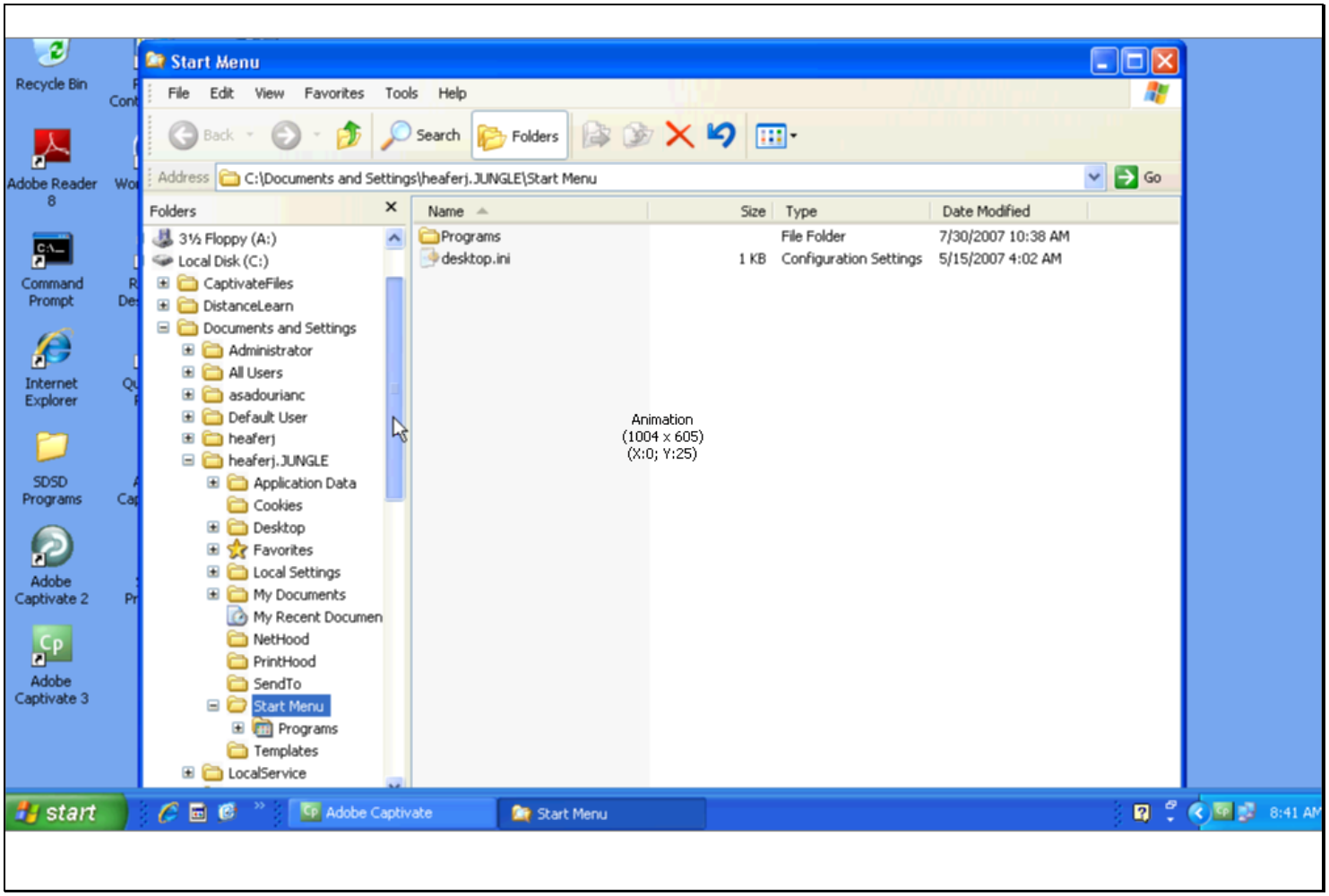
Slide 6 - navigate to folder



Slide notes

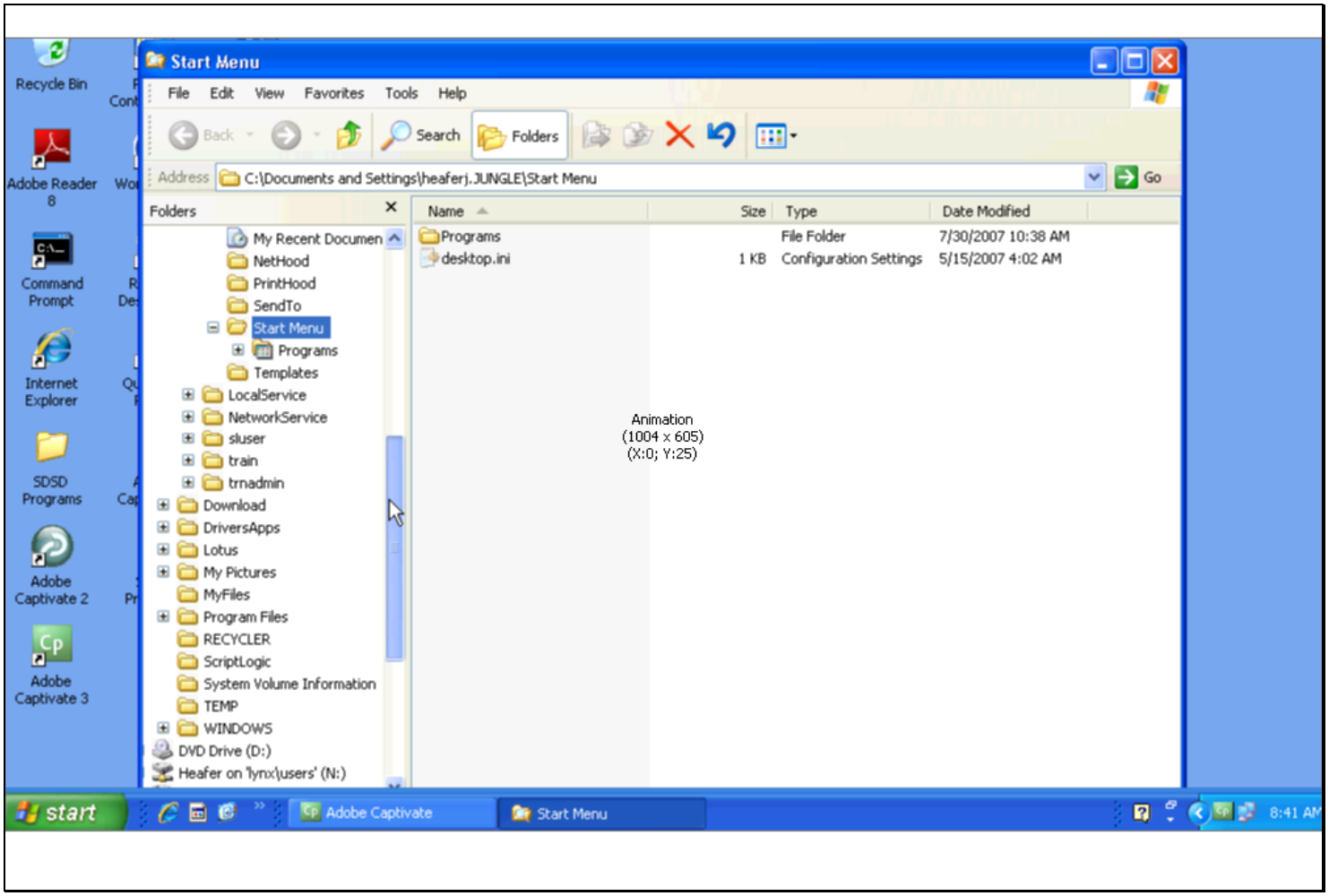
In this learning module, the PDF documents are on a network drive called the O drive. Scroll the left column down to see the O drive. Click the scroll bar to see it scroll.

Slide 7 - Slide 7



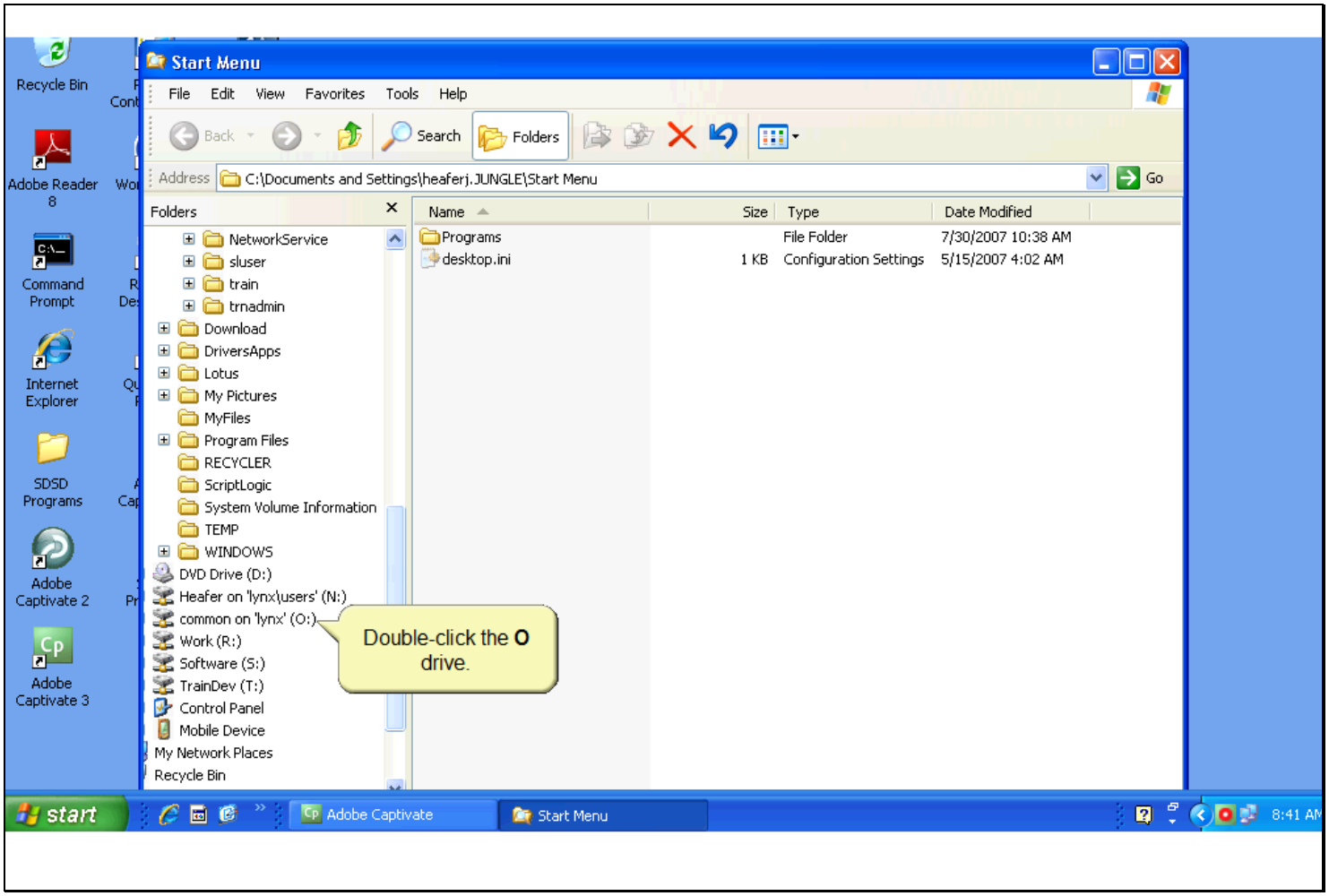
Slide notes

Slide 8 - Slide 8



Slide notes

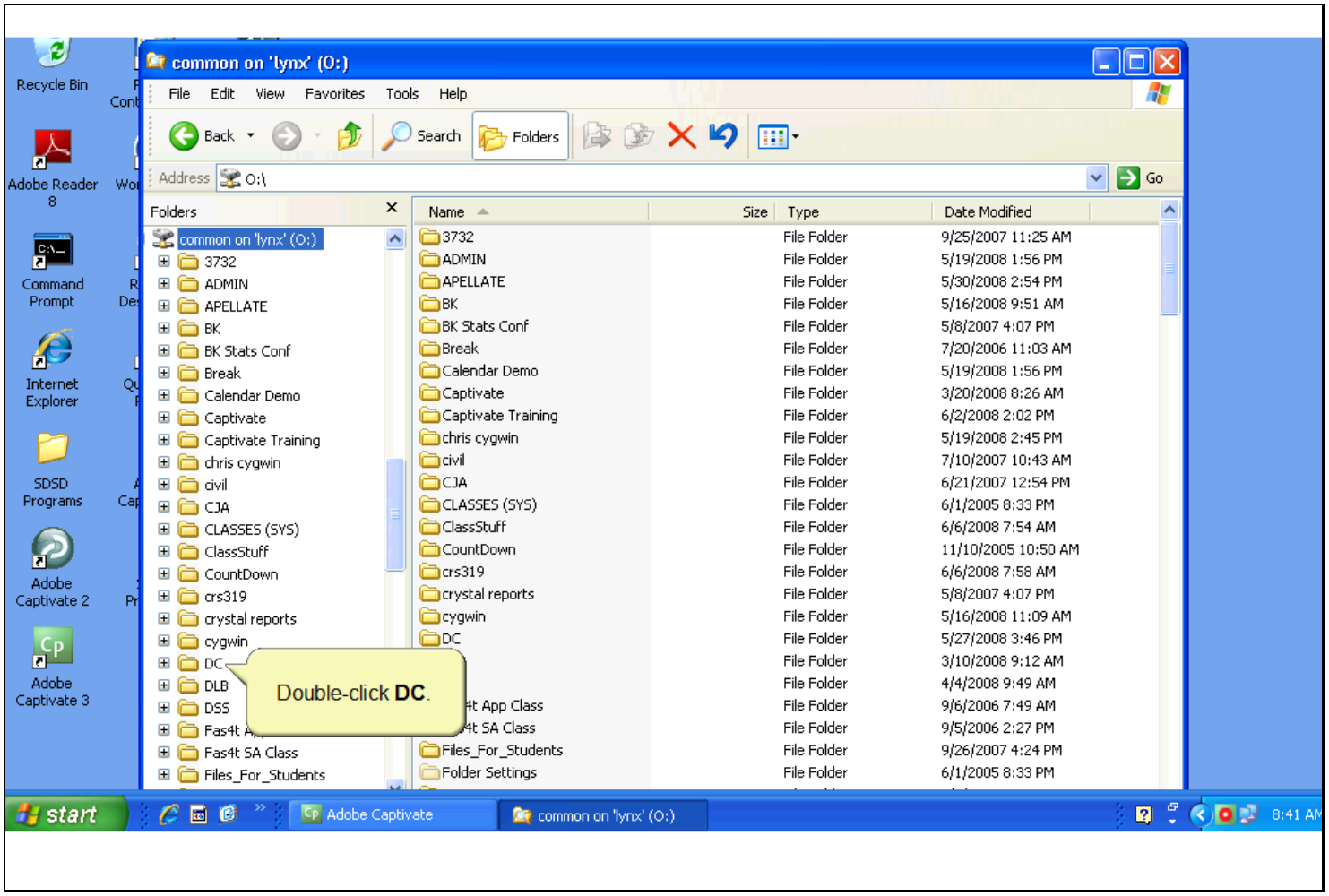
Slide 9 - Slide 9



Slide notes

The O drive is now in view. Open the O drive to view its contents. In the left column, double-click the O drive.

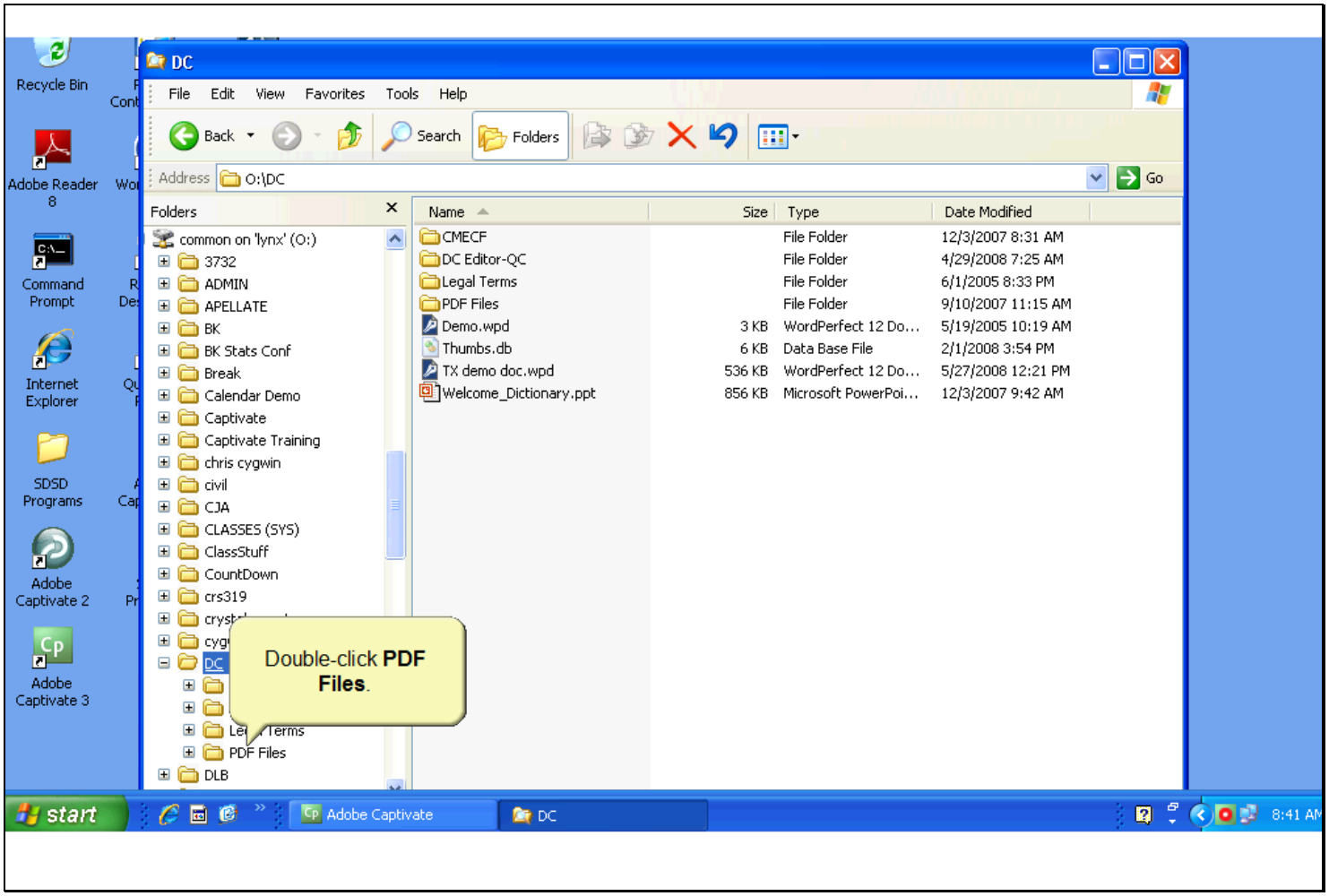
Slide 10 - Slide 10



Slide notes

The contents of the O drive are displayed. Double-click the DC folder to open and view its contents.

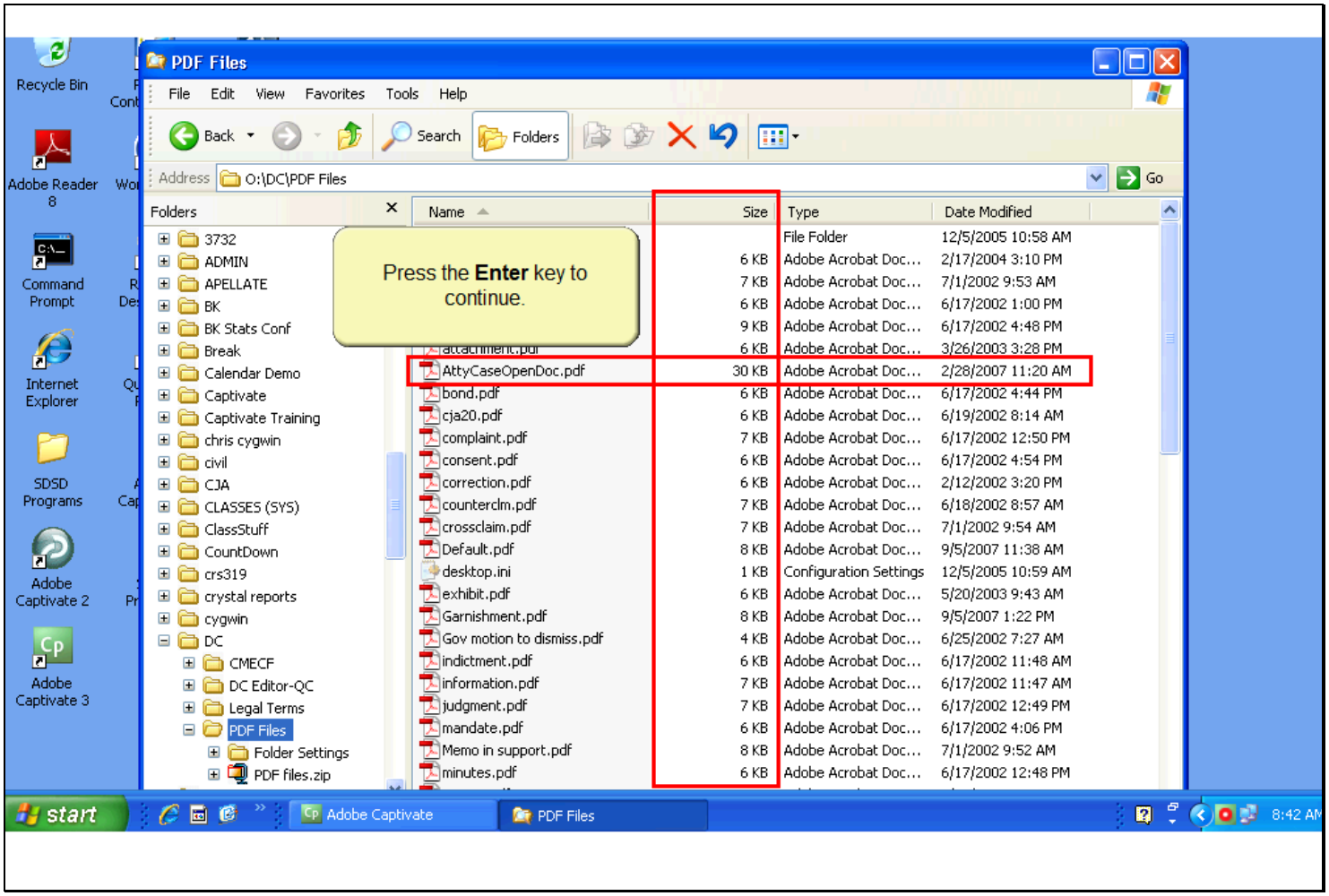
Slide 11 - Slide 11



Slide notes

Open the PDF Files folder. Double-click PDF Files in the left window.

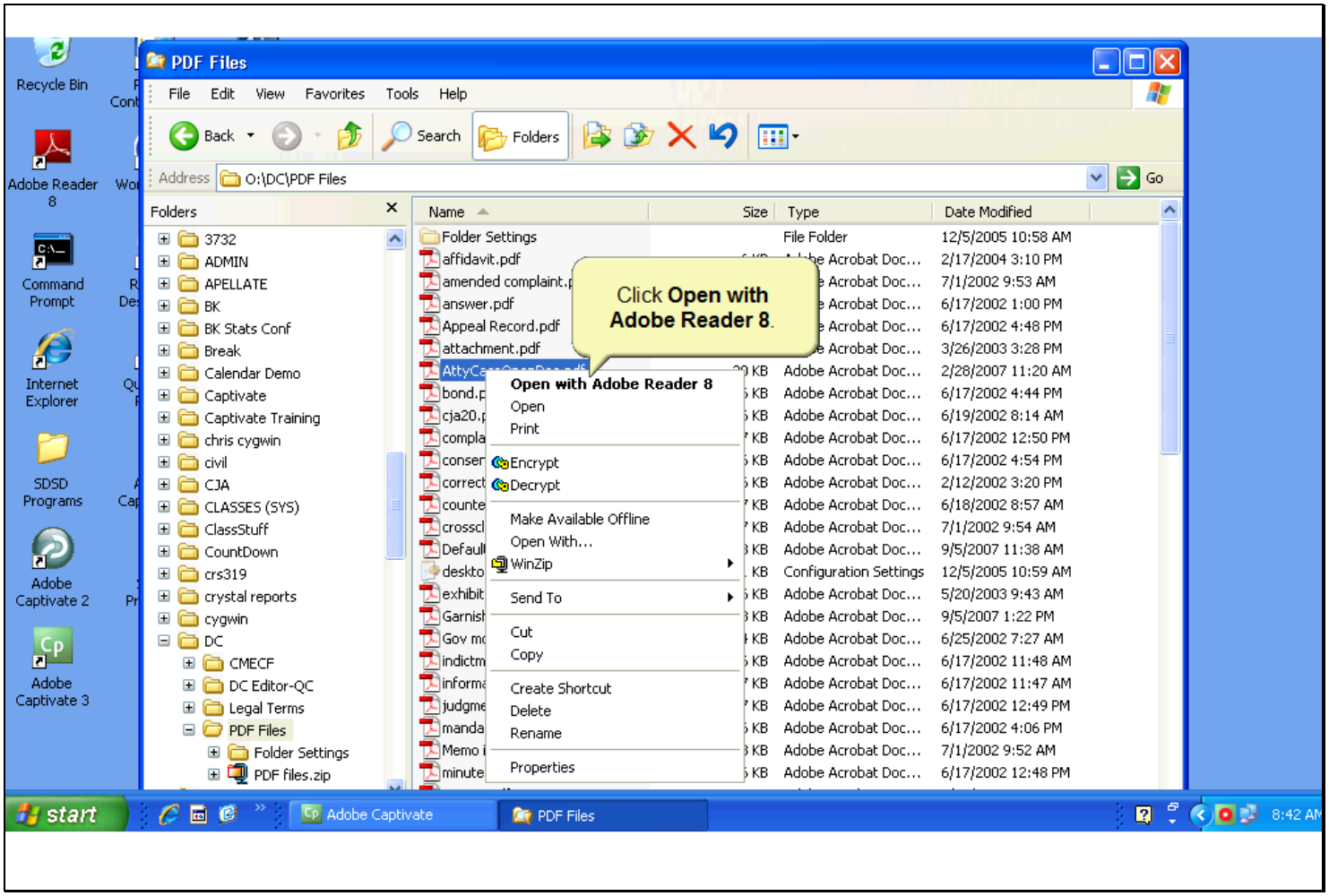
Slide 12 - See Size



Slide notes

The PDF Files folder opens with its contents displayed in the right window. Notice the second column in the right window shows the file size. For example, the AttyCaseOpenDoc.pdf file shows the file size is 30KB and was last modified on 2/28/2007. To open the file you would right-click the file. In this learning module, the right-click will be done for you when you press the Enter key to continue.

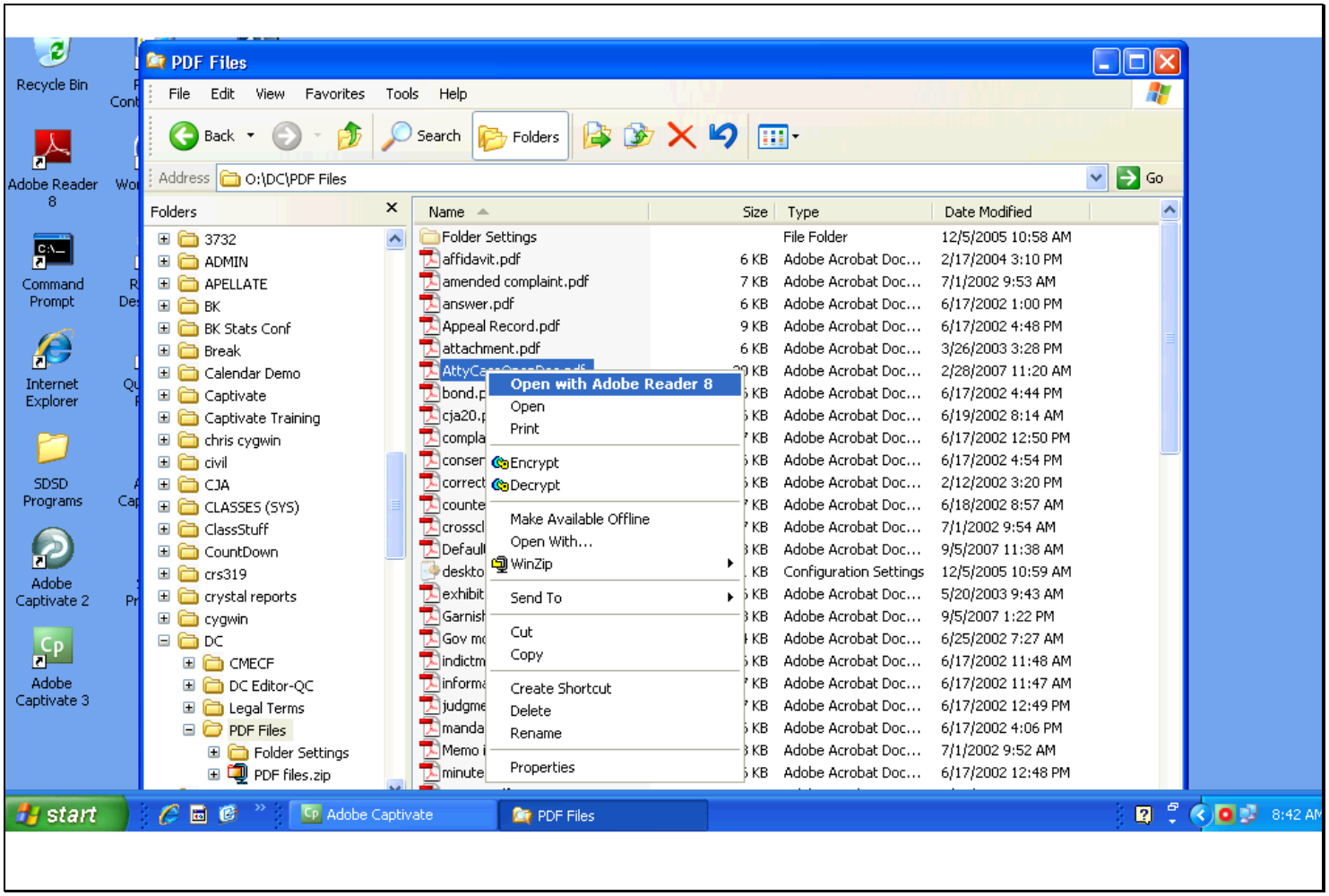
Slide 13 - Slide 13



Slide notes

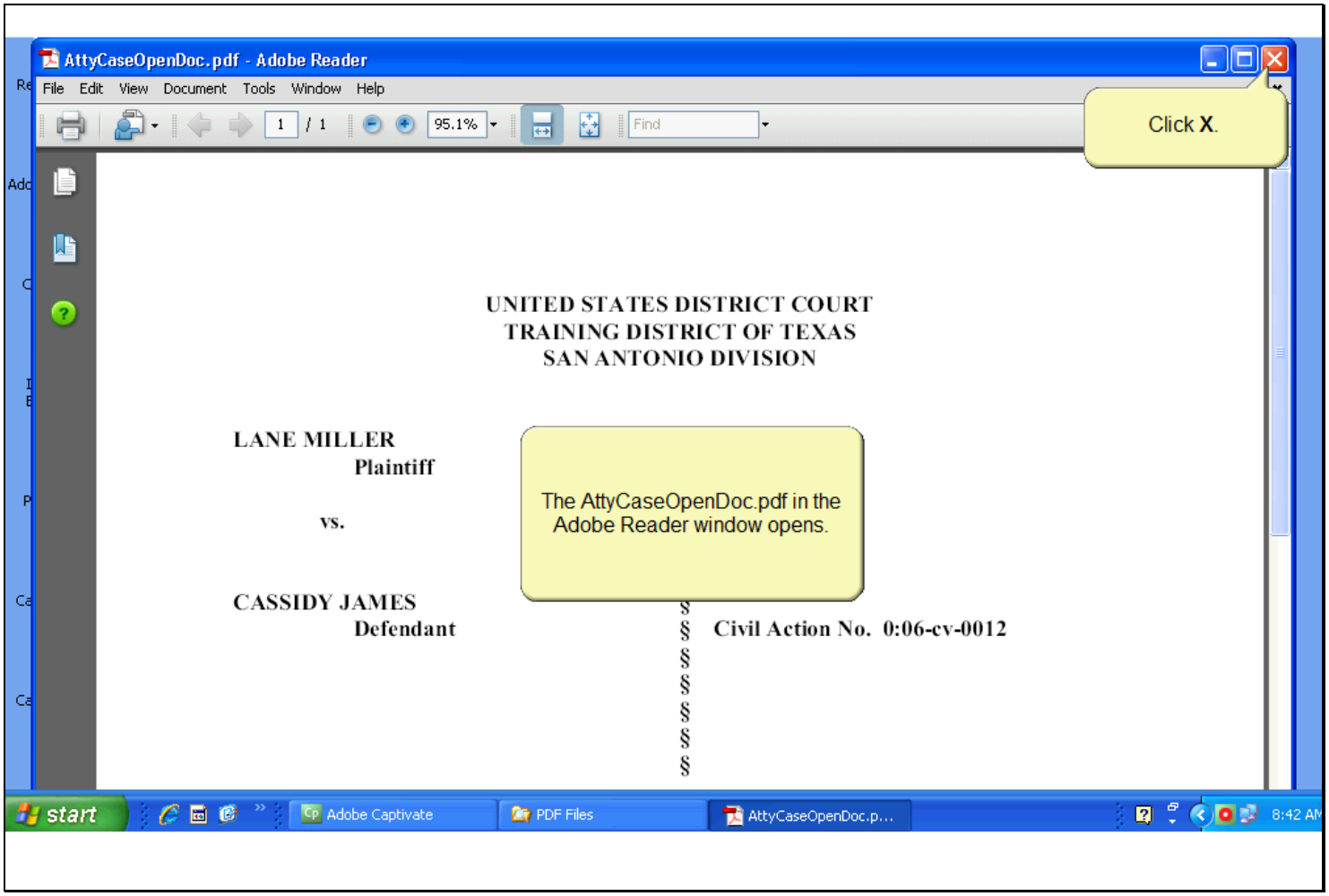
From the pop-up menu, select Open with Adobe Reader 8 to view the file.

Slide 14 - Slide 14



Slide notes

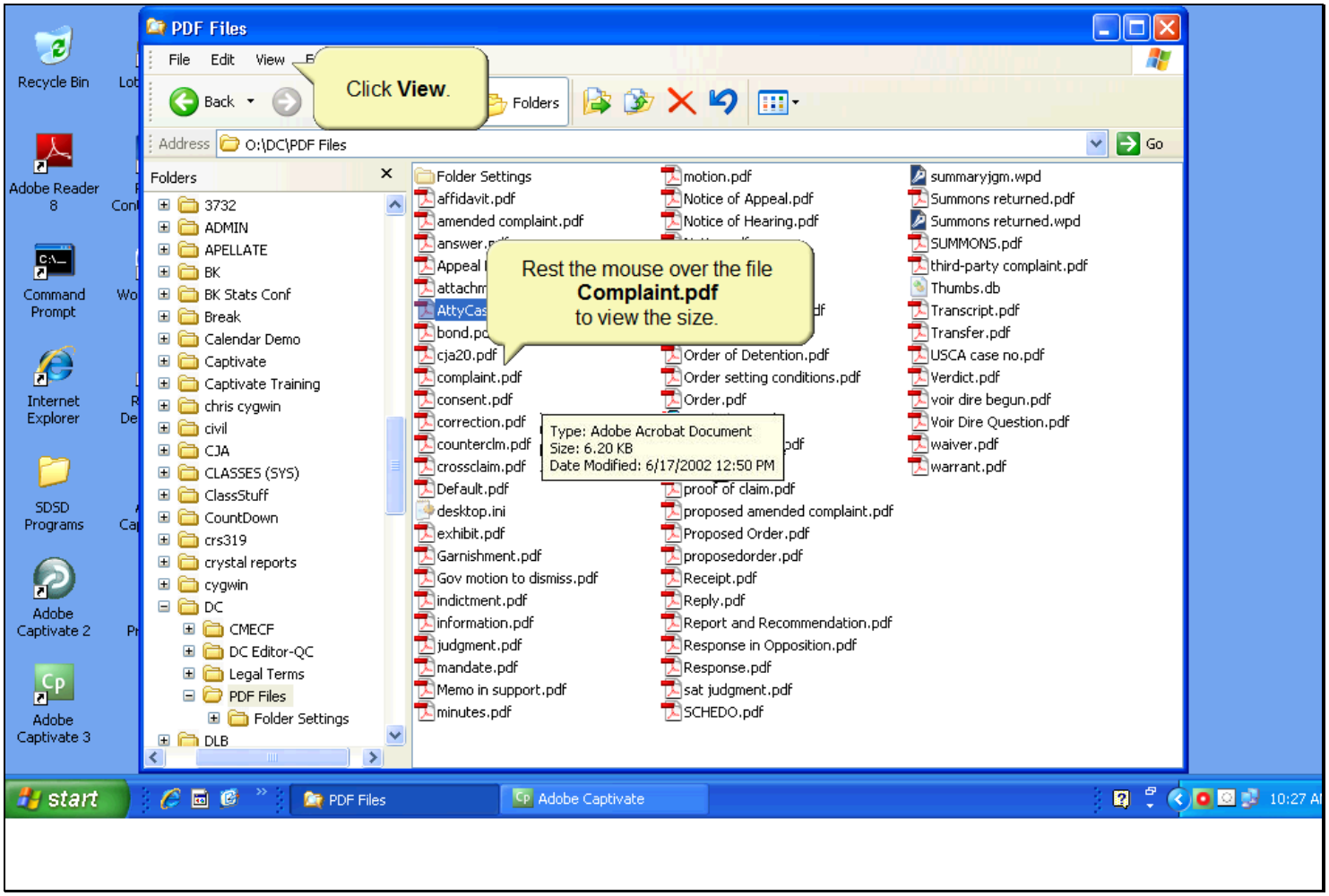
Slide 15 - Slide 15



Slide notes

The Adobe Reader window opens with the document, AttyCaseOpenDoc.pdf in view. After verifying the document, click the X in the upper right corner to close Adobe Reader.

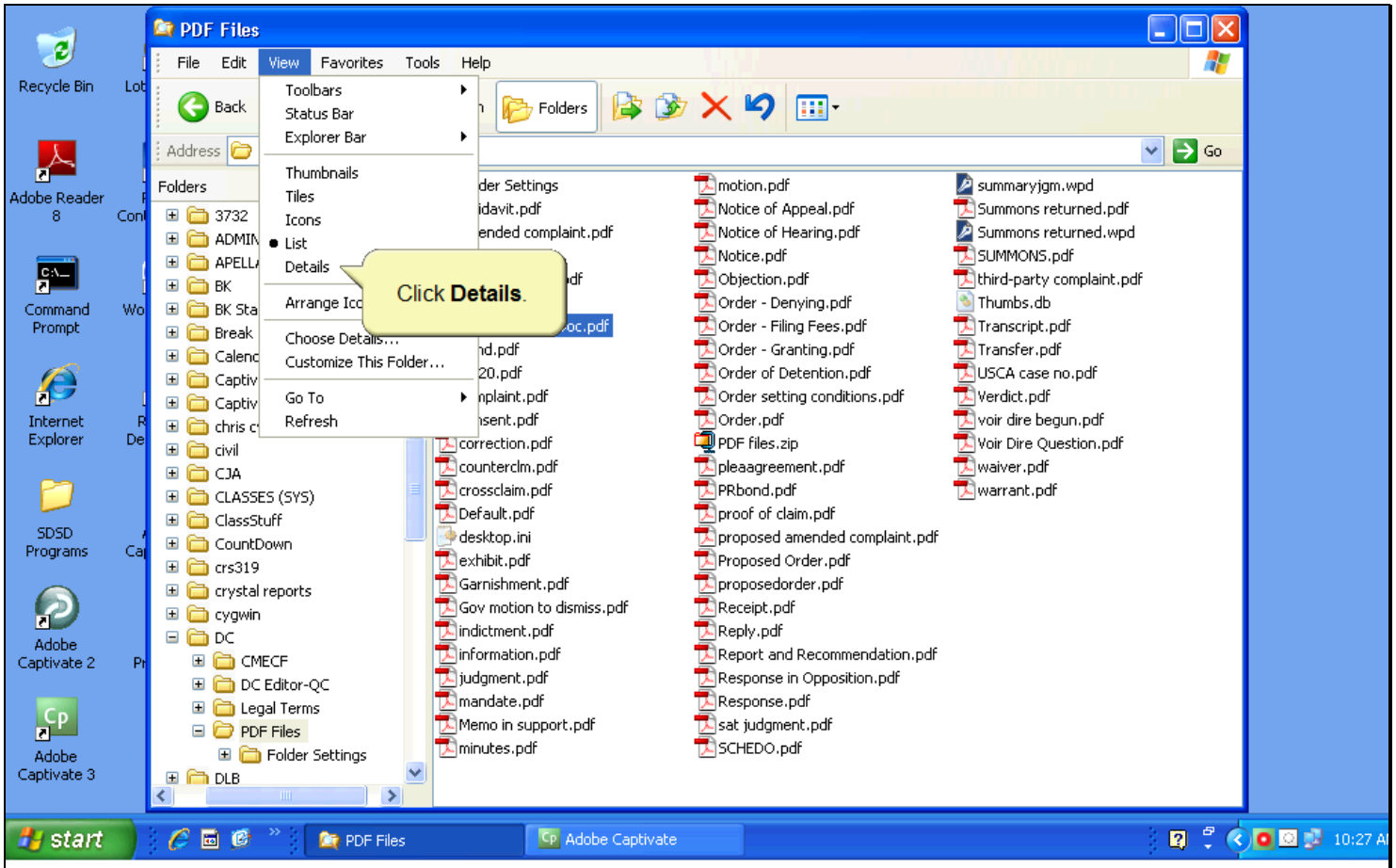
Slide 16 - Slide 16



Slide notes

When the file size is not shown, as is the case in this view, you can rest the mouse over a file and Windows Explorer will pop-up a box showing the size and date information. To see this, rest the mouse over the file Complaint.(dot)pdf. When you move the mouse away from a file name, the information box disappears. You may also change the information displayed in the window to include the file size. Click View on the horizontal menu near the top of the window.

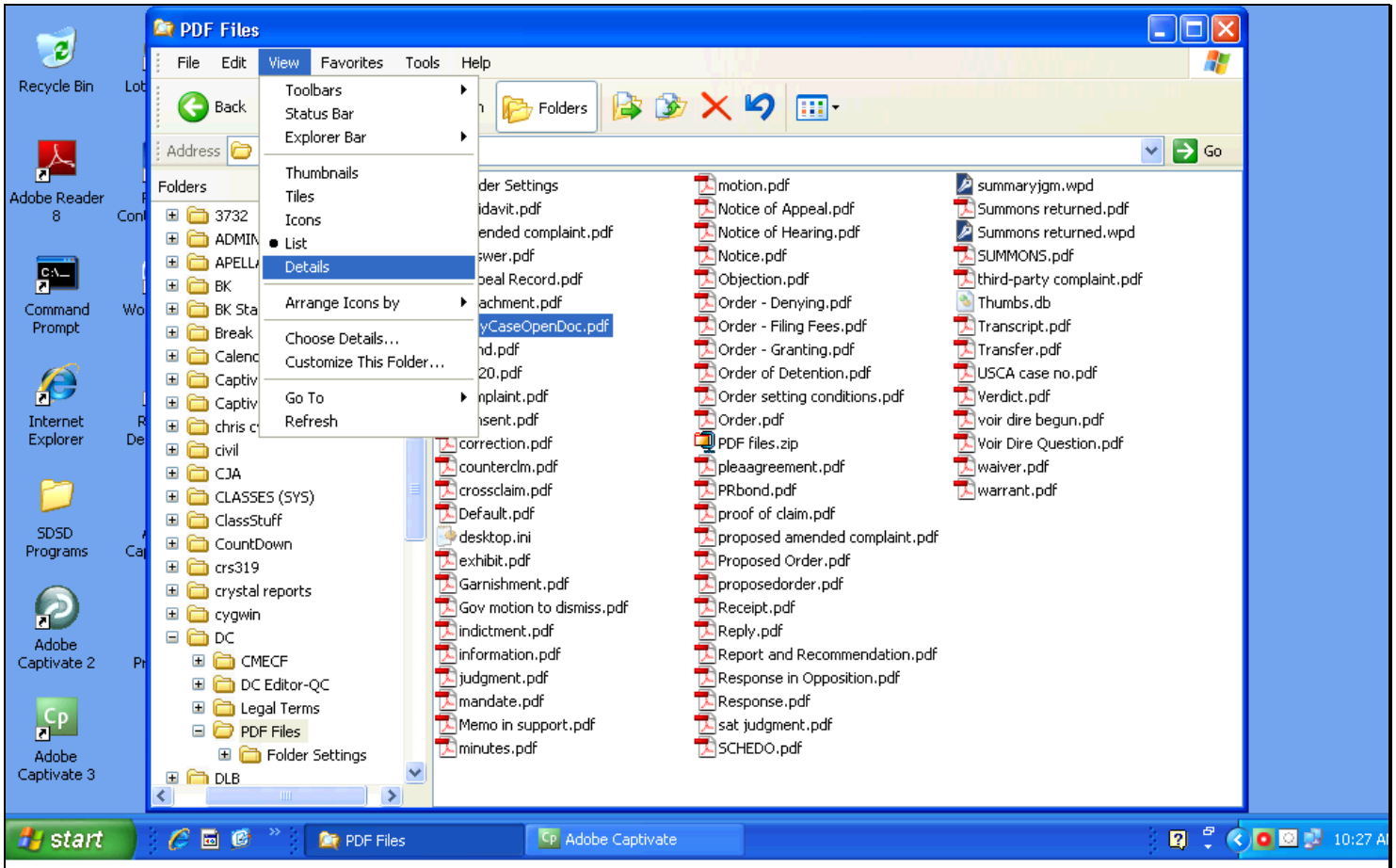
Slide 17 - Slide 17



Slide notes

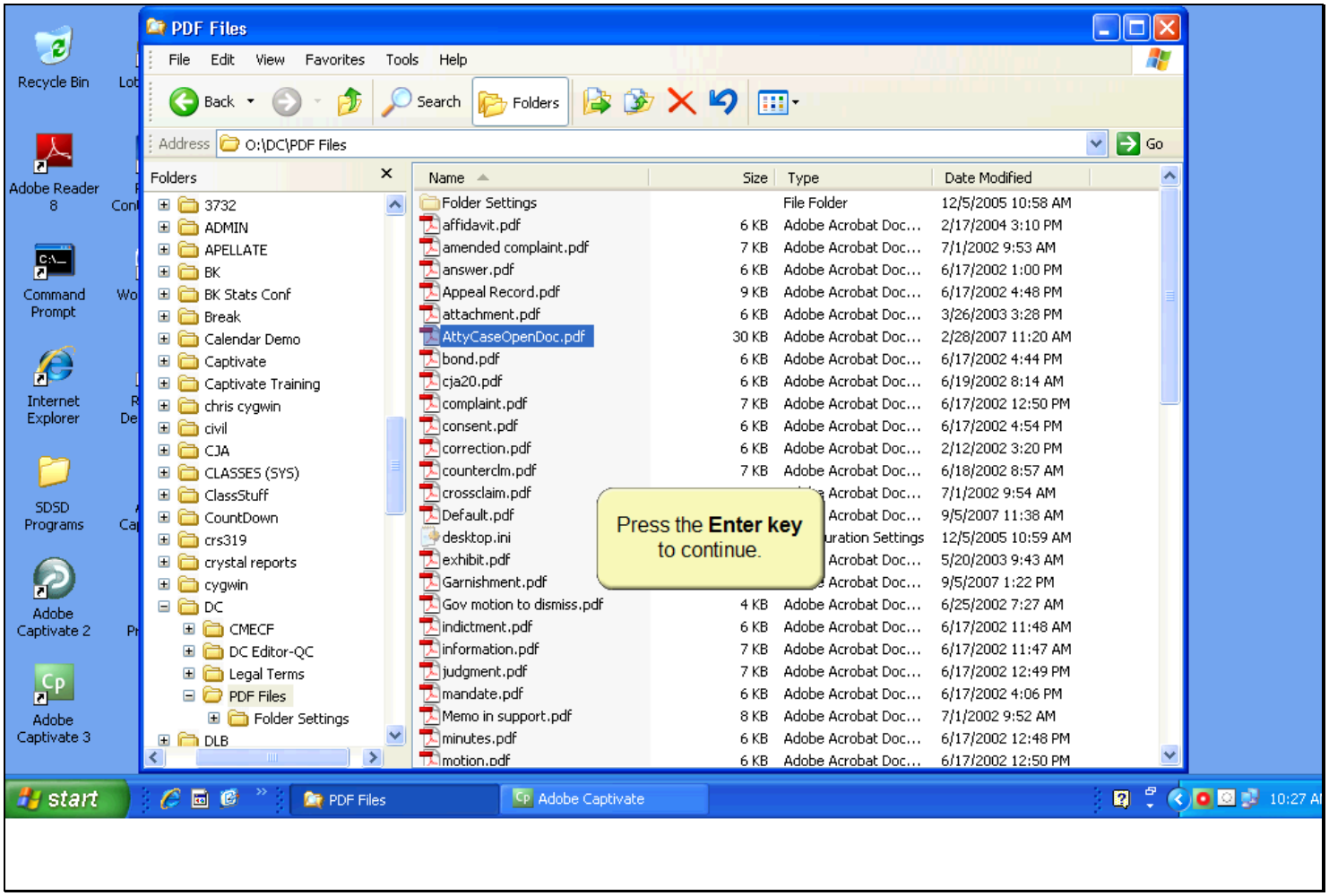
Notice on the drop-down menu, that the List view is selected - the black dot to the left of the choices indicates which view is currently selected. Change the view to include the size and date details. Click Details on the drop-down menu.

Slide 18 - Slide 18



Slide notes

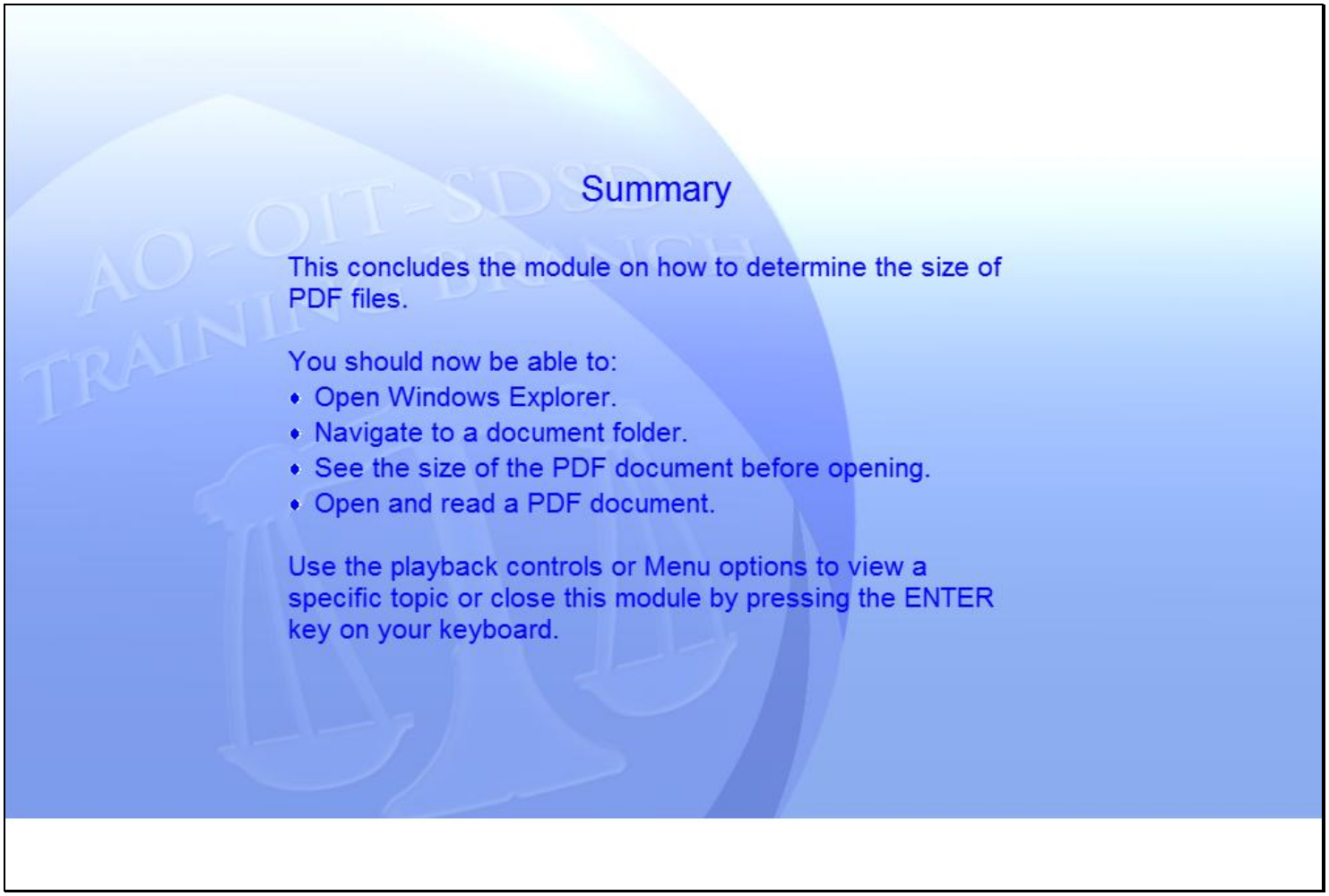
Slide 19 - Slide 19



Slide notes

Now the right pane displays the size, file type and date last modified for each file. Press the Enter key when you have finished viewing this window.

Slide 20 - Summary



Slide notes

Summary

This concludes the module on how to determine the size of PDF files. You should now be able to: open Windows Explorer; navigate to a document folder; see the size of the PDF document before opening; and open and read a PDF document. Use the playback controls or Menu options to view a specific topic or close this module by pressing the ENTER key on your keyboard.