

Navigating Maps of Alternatives Using Adobe Reader

When you open a map using Adobe Reader; the map pops up on the screen in a scale that makes it very difficult to read. Fortunately, there are several tools you can use to make it easier to read and navigate.

On the toolbar are two circles; one has a minus sign in it, and one has a plus sign. These are zoom buttons—you use them to move in closer on the map or farther out. Also, next to these buttons is a box that shows the current scale of the map, by percent. If you wish to see the map in the scale it was created in, type in 100 and press Enter; the box shows it at 100% scale. Any other number will produce a similar result. Once you have gotten the map to a scale that you are comfortable with, you can select the Tools button on the toolbar, then from the pull-down menu choose the Select and Zoom button. This displays another pull-down menu with several helpful choices that make your map navigation easier to use. Several are listed below.

- Select:** The select option allows you to select one object at a time on the map.
- Hand Tool:** The Hand tool allows you to move easily around the map. Once you place it on the map, use your left mouse button to “grab” the map and then move it in the desired direction. You can move in all four directions.
- Marquee Zoom tool:** The tool allows you to create a rectangle around an area of interest and it will zoom into that area. Click on the map, hold down the left mouse button, and drag diagonally to create the rectangle. To return to your original scale, click in the box in the toolbar referenced above, type the scale you want, then press Enter. Or click the down arrow next to the box and select a scale (for example, 50%).
- Pan and Zoom tool:** This tool shows you the area you have selected above, and where it is located on the map. You use it with the Marquee Zoom tool.
- Find Box:** This is an empty box where you can type in the name of a particular road of interest, press Enter, and it highlights that road in blue for easy location.