

You have been handed a disc with some files. And you have been instructed to prepare a slide show for a meeting in 20 minutes. You open the disc and discover the files are in pdf. So much for PowerPoint. But you have Acrobat 5 or Acrobat 4 on your machine.

1. **Print** these instructions.
2. Download and **Save** files 0-title, 1-tadpole, 2-cone-nebula, 3-the-mice and 4-nebula using the hyperlinks on this page.
3. Bring up Acrobat 5 or Acrobat 4.
 - Click **File**, click **Open** and select 0-title from the location where it was saved.
 - Save the document right away as a new document using **Save As** slideshow.

A new document is being constructed on the first document that was opened. It is important not to overwrite that original first document. MS Office users will recognize many elements on the tool bar. But there are a few differences. Bear in mind that Acrobat 5 is a 'terminal' application. PDF documents are assembled here, not created. Modifications such as hyperlinks to another page, another document or a URL can be inserted; bookmarks can be used to create a substitute TOC; some simple editing can be done, but the source document is the place to do any significant tasks.

4. Assembling the slide show.
 - Click **Document** on the tool bar, go to **Insert Pages** and **Select file To Insert** window opens.
 - select 1-tadpole. click **Select**.
 - The **Insert Pages** window opens. Ensure **After** is selected on the drop-down menu.
 - Ensure **after last** option is selected for the position of the next slide into the document.
 - Click **Ok**.
 - **Save As** slideshow. You do not have time to recover if the machine crashes.

Repeat stage 4 until slides 2-cone-nebula, 3-the-mice and 4-nebula are inserted. Do not forget to **Save as** slideshow after each insertion.

5. The document is assembled. Now, create the slide show.
 - Click **File - Document Properties** select **Open Options**.
 - Select **Full Screen Mode** from the list of buttons.
 - **Save As** slideshow.
 - Select **Edit** on the tool bar, scroll to **Preferences** and select **General**.
 - The **Preferences** window opens. Verify that **Full Screen** is highlighted.
 - **Full Screen Navigation** - Select **Advance Every x Seconds**. Enter 5.
 - Select **Escape Key Exits**.
 - Select **Full Screen Appearance**. Select **Default Transition**, **Wipe down** from the drop-down menu.
 - Select **Mouse Cursor Hidden After Delay** from the drop-down menu.
 - Go to Background Color Press the button. **Select** black.
 - Click **OK**.
 - **Save As** slideshow. The next time you open slideshow, the show runs. Click **Esc** to stop.

Voila! A five page slide show is created that can run in Adobe / Acrobat Reader.