PORTFOLIO FREQUENTLY ASKED QUESTIONS

The following document provides answers to some of the most frequently asked questions when using pdf portfolios.

Q: How do the buttons in the top left of the portfolio home page work?

A: The Home Button (Layout button in Adobe 10) displays the portfolio Home page, which contains all the documentation in rotating view. The List button (Files button in Adobe 10) allows you to view a list of the documentation contained in the portfolio, along with a short description of each document's contents. The Save button allows you to save the portfolio as a different name or, if you have a particular file open, to save that file as a separate file. The Print button allows you to print all documents in the portfolio, or to print individual documents. The Welcome button, available only in Adobe 9, displays the portfolio's Welcome page.

Q: How do I open an individual pdf for viewing?

A: Use the arrows to scroll through the documentation in the portfolio Home page. When the desired document is highlighted, double-click the document or right-click and select Open File.

Q: Can I open multiple documents for viewing at the same time?

A: Yes. When you open a document from the Home page, the document appears with an Open button in the top-right corner. Click the Open button and the document is opened on a separate tab. The opened document is then marked with an orange banner on the portfolio home page indicating that this document is currently open.

Q: Can I save individual documents once they are opened?

A: Yes. From the portfolio home page, right-click on the desired document and select Save File From Portfolio…, or, when the document is opened on a separate tab, click File › Save As…, and save this document.

Q: How do I perform a search in the portfolio?

A: The Search dialog is displayed in the top-right of the portfolio home page. You can search for any word or term in the documents (for example, nsradmin).

Q: When searching, can I use quotation marks or + signs like I would use in a search engine?

A: No, you can only search for words or terms as they appear in the documents.

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Q: When I perform a search from the home page, is the search performed across all documents in the portfolio?

A: Yes. When you search for a word/term, the search is performed across all the documents, and the search results are displayed by guide.

Q: What if I want to search in one document instead of the entire portfolio?

A: You can limit your search just to the current PDF:

1. Open the PDF you want to search.
2. Click the drop down arrow to the right of the Search box in the toolbar.
3. Ensure that the option Search Entire Portfolio is cleared.

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