

Bodie Technology, Inc
Work Smarter – Work Faster™



Tips for Utilizing Bodie Tech PDFs Provided in a Training Class

Topics

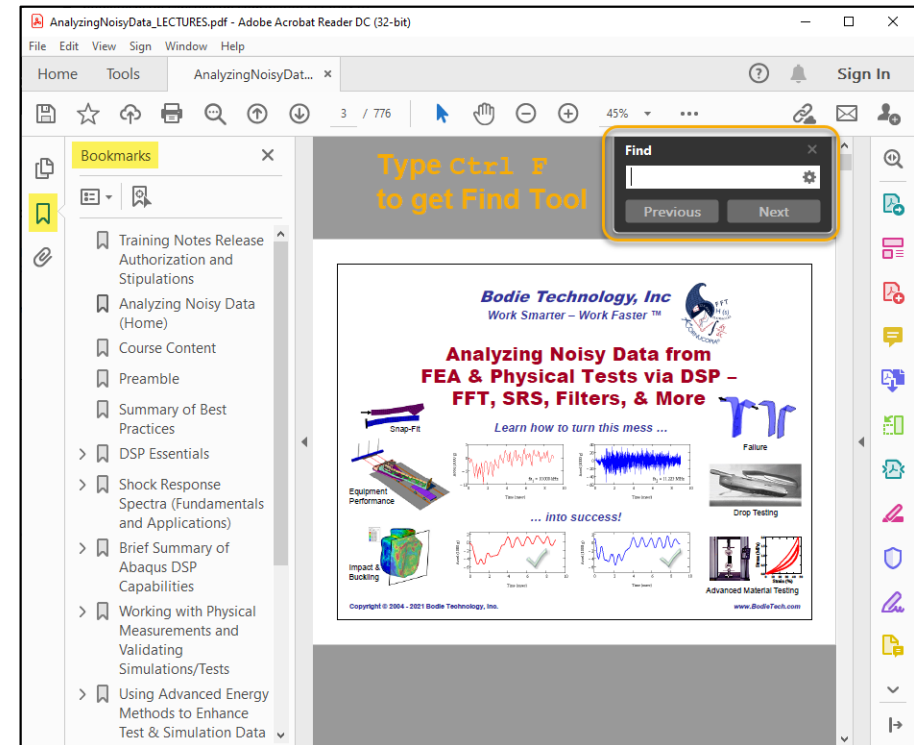
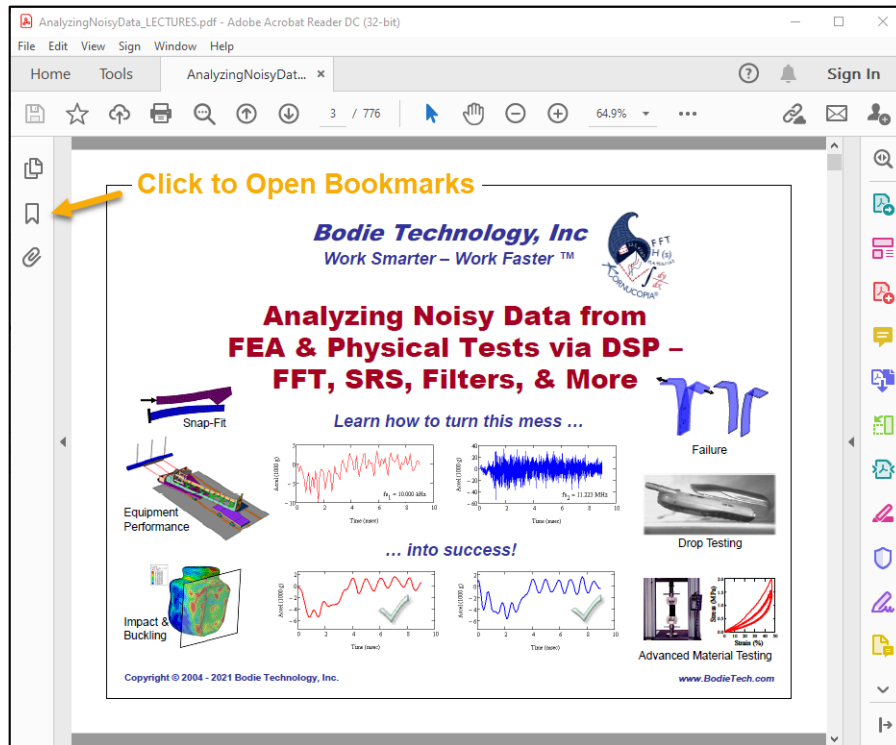
- Unzip the supplied Zip file first
- Viewing, navigating, and searching in the PDF
- Adding “Sticky Note Comments”
- Printing the PDF

Unzip the Supplied Zip File First

- Due to the large size of the PDF files related to Bodie Tech Training courses, you typically are given a Zip-file with multiple PDFs within it.
- After downloading the Zip-file to your computer, **Unzip it**.
 - **Do NOT just browse into the Zip file to view and open the PDFs.**
 - Doing so will be a slow experience and you cannot save Sticky Note Comments you might make into the files.
- After Unzipping the files, go into the desired folder with the PDFs and proceed as normal to open and view them.

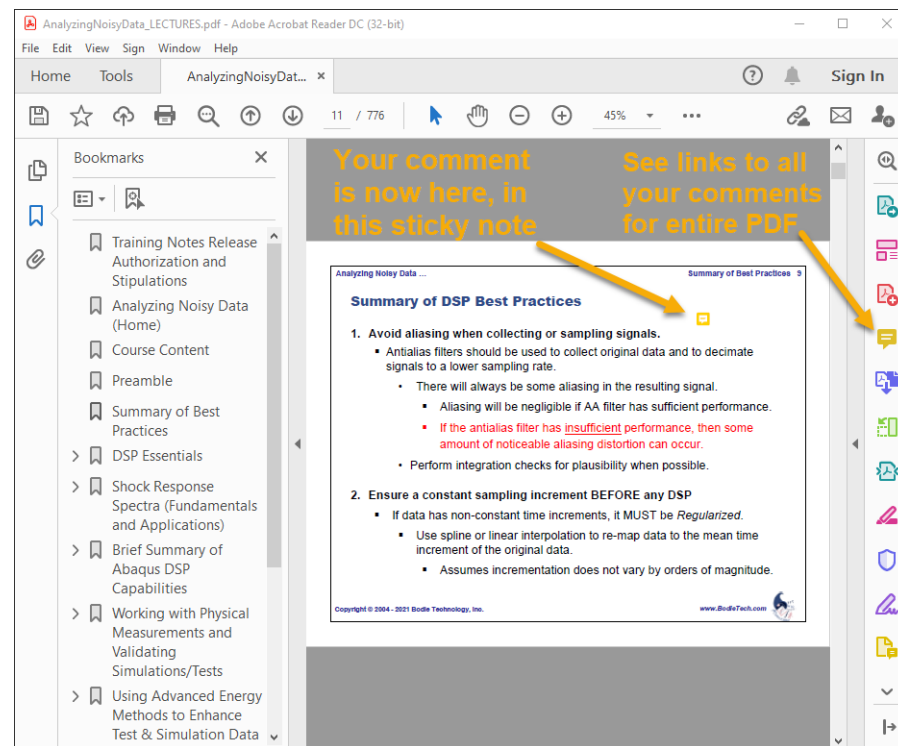
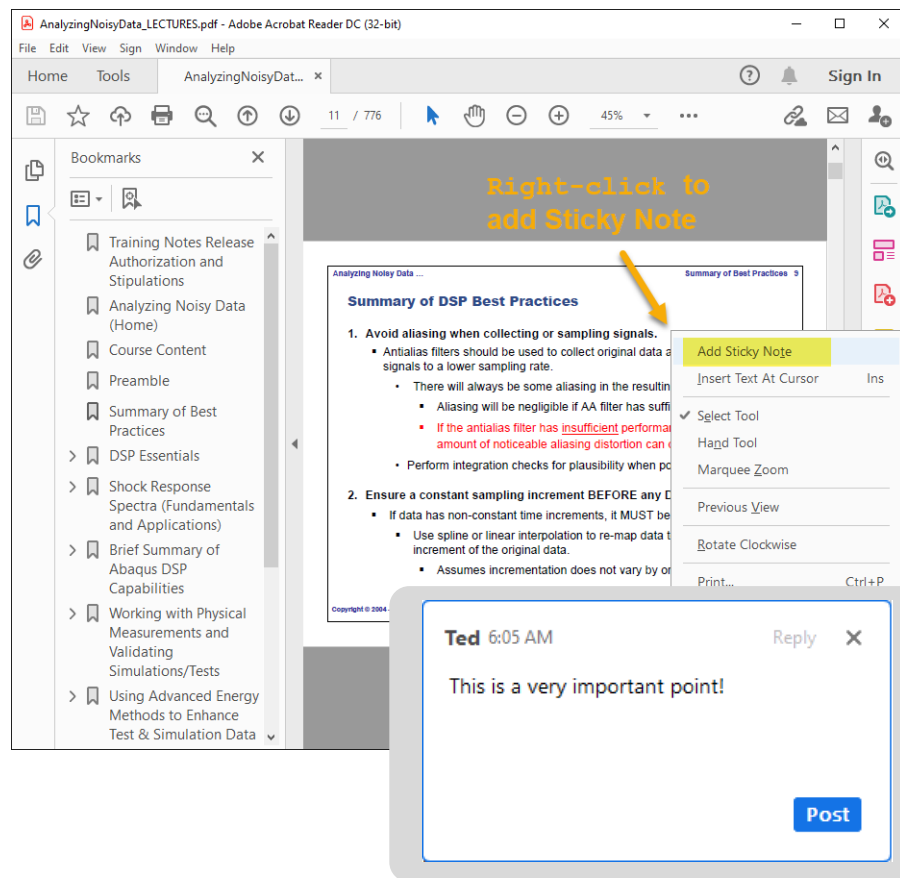
Viewing, Navigating, and Searching in the PDF

- Open the PDF in *Adobe Acrobat Reader* or a similar PDF reading tool.
- To easily navigate by sections, open the Bookmarks and select a section to go to.
- To open the *Find Tool*, simply type `Ctrl F` anywhere in the document.



Adding Sticky Note Comments (In Adobe Acrobat Reader)

- Go to a page where you want to add a *Sticky Note Comment*.
- **Right click** at the location where you want the comment to reside, select **Add Sticky Note**, then fill-in the popup.
- **Use File → Save** to save the Sticky Notes into the file.



Printing the PDF

- You are welcome to print the PDF files if you desire.
 - Please note: many of the PDF files related to Bodie Tech training course are very large, often in excess of a hundred pages.
- Please note the following:
 - Attempting to print the entire PDF in one shot may result with pages that do not print properly or other printing errors. This is typically caused due to insufficient memory problems with your printer.
 - If you have printing problems, consider printing page ranges that are more manageable for your printer (perhaps in groups of 50 or 100 pages at a time).