

## Directions to open up PDF Portfolios

Follow this steps to view pdfs in portfolio using Adobe Reader.

1. Open the portfolio.pdf file in Adobe Reader.
2. Select View, Portfolio and check Details from the main menu. A search box will appear on the top right. Enter the letter 'a', click on the down arrow beside the binoculars and select "Search Entire Portfolio". Click the binocular icon.
3. All the embedded pdf files will appear in the window. You can change the sort preference to "by filename" and extend the search window.
4. Click on the pdf file to view.

For you information I use "a" as a wildcard.

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Firefox:

To fix this and use the Adobe Reader plugin: Tools | Options | tab Applications change (Portable Document Format)

to (click on the Action part on that line to get the pull-down menu)

Now the PDF document displays correctly in the Adobe Reader plugin

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Chrome:

To turn off the Chrome PDF viewer, follow these steps:

1. Install Adobe Reader or Adobe Acrobat if it is not already installed
2. Open Google Chrome
3. In the address bar, type . . .

*about:plugins*

(that's the word *about* a colon (:), then *plugins*)



4. The Plug-ins Tab will open
5. Scroll down until you see either Adobe Acrobat or Reader. Click the Enable link
6. Close the Plug-ins tab and restart Chrome