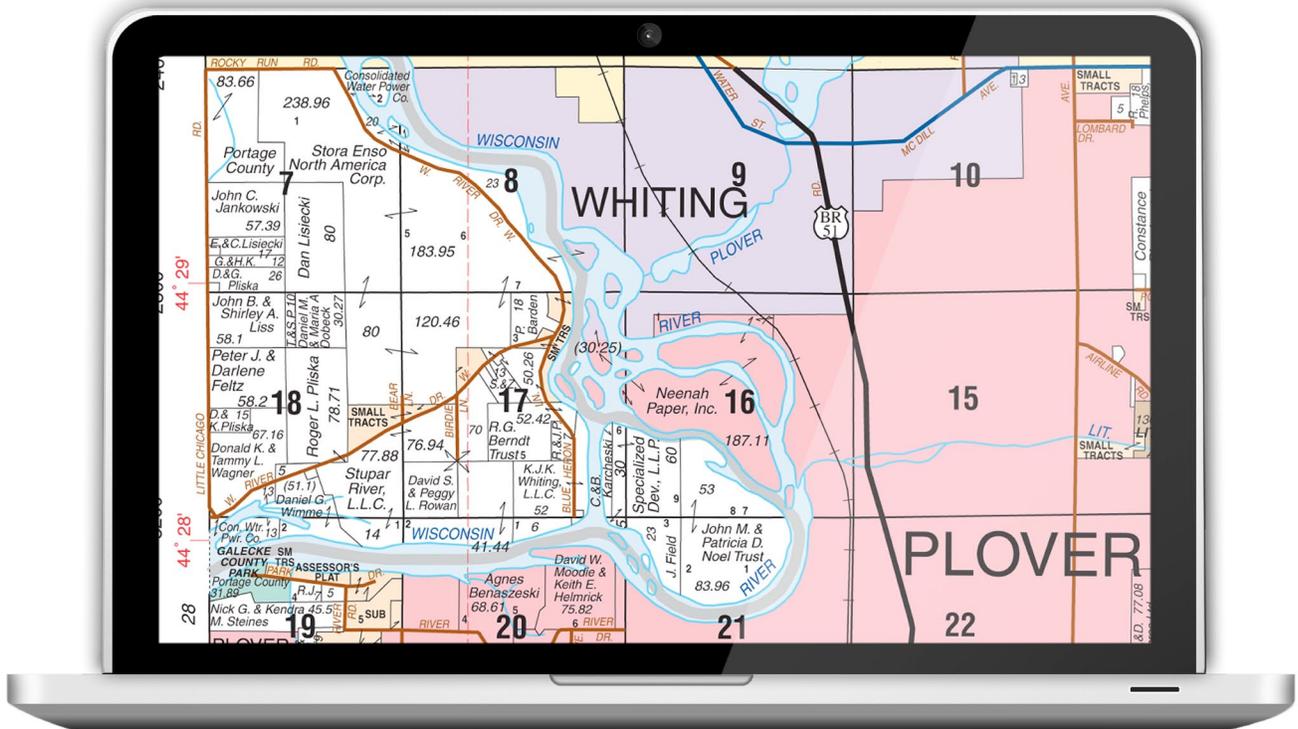# eBook
User Guide

This guide is a step-by-step tutorial of how to use your eBook within Adobe Reader®.
Watch the demo video to see these features in action!

Linked Index Map   ▶ Watch Video

1. You can search by township by simply going to the Linked Index Map near the beginning.
2. Click on your township of choice on the map and Adobe Reader® will redirect you to that page.

Search   ▶ Watch Video

1. Go to **Edit** > **Find**
2. Click the dropdown arrow and select "Whole Words Only"
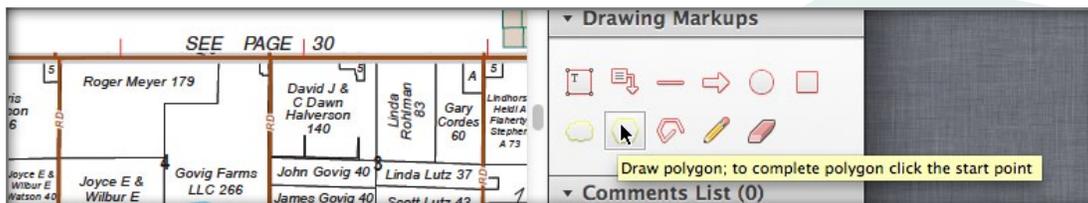3. Search by Owner Name

Magnify   ▶ Watch Video

1. Go to **View** > **Zoom** > **Loupe Tool**
2. Click the mouse anywhere on the map to magnify.
3. While clicking down, drag the mouse and the magnified area will reflect your movements.

Highlight   ▶ Watch Video

1. Go to **Comment** > **Drawing Markups** > **Draw Polygon**

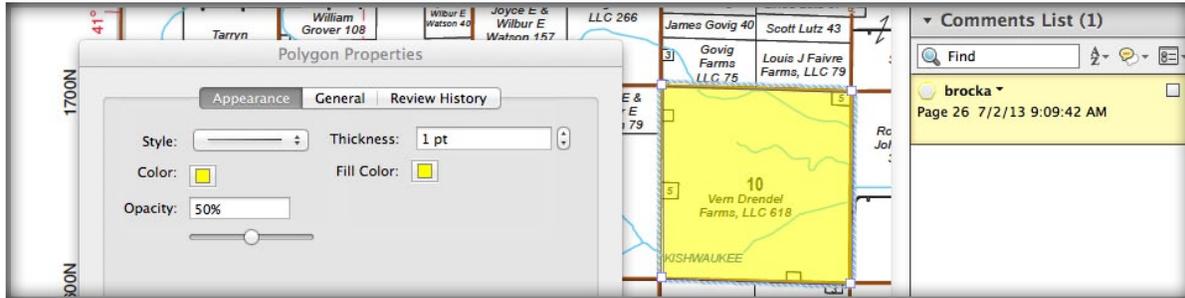

For download help see the Download Instructions or call us at (800) 321-1627

Must have Adobe Reader® installed on PC, smartphone or tablet device.
Not all features are available on the Smartphone and Tablet Device app, but the file should be compatible between devices. (i.e. Smartphone to PC)

ROCKFORD MAP
P U B L I S H E R S

2. Once selected click and draw desired shape.
3. To finish you must click inside the square hovering over the start point.

To change the fill/opacity
4. Right click on the drawn shape and then click Properties
5. "Fill color" controls the inside color of the shape. "Color" controls the outline. And "Opacity" controls if you can see through it or not. **Suggested settings: Color = Yellow, Fill Color = Yellow, Opacity = 50%**

Measure ▶ Watch Video

1. On the top right, go to **Extended Features** > **Measuring Tool**
2. Right click on document, then select **Change Scale Ratio**
3. Rockford Map uses a ratio scale of **1.125 in = 1 mi**
4. By changing the scale ratio you will be able to measure Distance, Perimeter, and Area accurately

Add Text ▶ Watch Video

1. Go to **Comment** > **Drawing Markups** > **Add Text Callout**
2. Click and drag where you want the text box to go
3. Type in your desired text

Cut/Paste ▶ Watch Video

1. Go to **Edit** > **Take a Snapshot**

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2. Click and drag mouse over desired area. Your selection has been copied.
3. Open up desired document and paste selection

Email Selections ▶ Watch Video

1. Perform the Cut/Paste operation detailed above.
2. Then, open your prefered email software and paste the copied selection.

Print ▶ Watch Video

1. Go to **File > Print**

Options
• To print the entire book select **Pages to Print** > **All**
• To print a single page, select **Pages to Print** > **Current Page** or type in a range of pages
• To print the current zoomed in view with edits click **Pages to Print** > **More options** drop down and then select **Current view**

Share - Store and access using Acrobat.com ▶ Watch Video

1. Acrobat.com allows you to store and access PDFs and other documents from multiple devices
2. Go to **Tools** > **Store Files** to learn how to create a free account and store your collection of eBooks in a "cloud" to use on multiple devices or share with a team.

Managing Edits/Comments ▶ Watch Video

1. All comments and edits will show up under the Comment List
2. From here, you can click on an edit and it will bring you to that page where you can then either edit it or delete it.

IMPORTANT: You must **File >Save** the document after making edits in order to prevent losing them!

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