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( see also Tools and Navigation Panel )

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**Adobe Reader 9.**  
A Standalone program or Web browser plug-in from Adobe that lets you view a PDF (Portable Document Format) file in its original format and appearance. Adobe Reader is available free and can be downloaded from Adobe Systems Inc. at : <http://www.adobe.com/>



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**What are PDF Files.**  
Adobe's Portable Document Format (pdf) is a translation format used primarily for distributing files across a network, or on a web site. Files with a .pdf extension have been created in another application and then translated into .pdf files so they can be viewed by anyone - regardless of platform. Many PDF files are large and have many pages. These files are easily printed from the Adobe Reader but some will argue that Pdf files are poor for online reading, navigation is poor with non standard controls and there is no efficient way of searching a large document.

**Where will I come across PDF files.**  
Most computer users will mainly come across PDF files when searching the World Wide Web and downloading information from a website. The author of the information you may wish to view has decided that it is the best format to offer you this information in.

Note:

**Two examples of when a PDF file will open in Adobe Reader 9 (or previous versions).**


**Example 1 - File opens in the browser "add on" Acrobat Reader .**  
In this example we have searched in "Google" for "Benefit Rates" and the following item has been generated in the results window that we wish to look at further.

This search link has (PDF) before it and indicates that the information is available in PDF format. Clicking the link will open the file in your browser window in the Adobe Reader browser add on. You must have Adobe Reader installed on your computer.

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severe disab. allowce, higher rate industrial death. b  
- The Overlapping Benefits Regulations provide for the  
[www.dwp.gov.uk/mediacentre/pressreleases/2005/dec...](http://www.dwp.gov.uk/mediacentre/pressreleases/2005/dec...)

Click here if you wish to open the file quicker and in Html format. The formatting will be poorer for reading and printing as the author did not design the page for viewing as a html webpage.

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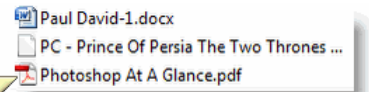
Privacy Information

**Example 2 - File will open in the standalone Adobe Reader.**

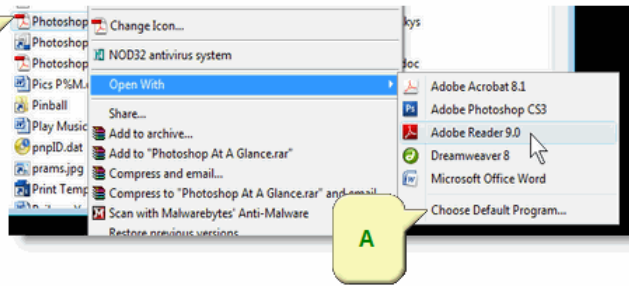
In this example we have a file saved on our computer that is in PDF format. We may have downloaded it from a website or saved it while viewing in the browser (in Internet Explorer go to File menu then Save as). The PDF file could also be on a CD or other portable media we have loaded onto the computer. The author may have sent the file to be reviewed on a private server/network.

Note: To be sure PDF files open in Acrobat Reader see the File Extension Tutorial.

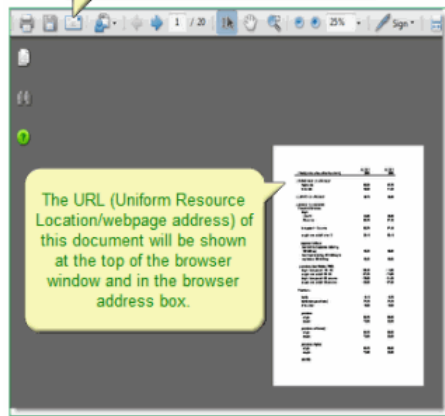
This is the saved file we want to open. The Adobe icon and .pdf extension tell us that we need the Adobe Reader to view the file. Double clicking the file will open it in the standalone version of the Adobe Reader if we have it installed and if we have PDF files associated with the Adobe Reader in Windows Explorer settings.



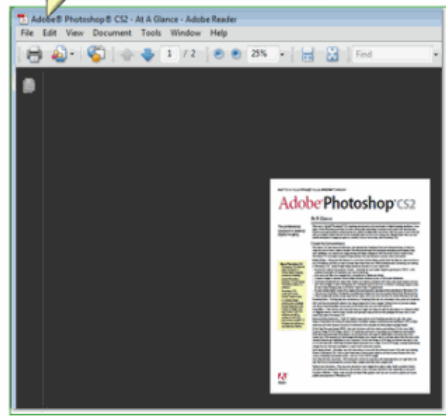
If the file is not associated with the Adobe Reader we can open it by right clicking the file then clicking Open With and then Adobe Reader if it's installed. Use the "Choose Default Program" link at "A" to set PDF files to always open with the Adobe Reader version you have on your computer.



Example 1. The PDF file from the Google search open in the Adobe Reader browser add on.



Example 2. The PDF file saved on the computer open in the standalone Adobe Reader.



Note: When you download and install the free Adobe Reader you will have the standalone program and the browser add on. The add on reader works with most major browsers (Internet Explore - Mozilla Firefox etc)

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