



PRESENTS

SuperCharge Your eBook Learning Powers

WINDOWS EDITION

A SPECIAL REPORT FROM
EasyOnMe.com

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Designed by Tom Campbell

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Supercharge Your eBook Learning Powers!

How to use an ebook to teach yourself online

You've just purchased an book in PDF form to teach yourself a new piece of software, and all you can think is... what a pain in the neck! Here's why learning from ebooks can suck:

- Most screens just feel too small, and the text is barely readable
- It's hard to click back and forth between the ebook and the application you're learning.
- On the other hand it's even harder to keep both the ebook and the application on screen at the same time. They're both too small
- It's hard to scroll through the documents with your mouse
- It's easy to get lost when you click a link in a document; you don't know how to get back

Why not just print the whole thing out? Sure, it would kill a tree or two, but it would make learning a lot quicker!

Fear not. There's a way to get the job done and it doesn't involve using up a ream of printer paper. It also gives you a hidden advantage that printed books don't have: the Back button, like the one your browser. This tutorial shows you how to obtain a free PDF reader for Windows that's not from Adobe, to master a few keyboard shortcuts, and to set up your reader for optimum learning.

Download and install the free FoxIt Reader

Adobe Reader isn't the only game in town for viewing PDF files. The alternative here, from Foxit software, is free, smaller than Adobe Reader, and has the coolest feature you could hope for when learning from an eBook: a Back button that takes you to whatever page you were viewing when you clicked a link to another portion of the document.

→ WATCH OUT!

FoxIt is advertiser supported, and will try to install some additional features you should probably avoid. Read these instructions carefully so you don't wind up with hard-to-remove software you don't want on your computer.

- Visit the FoxIt Software [Free Download page](#).
- Click the Free Viewer button:



You're taken to a secondary download site:



- Download FoxIt Reader and begin installation. Please follow along carefully so you don't accidentally install additional adware.



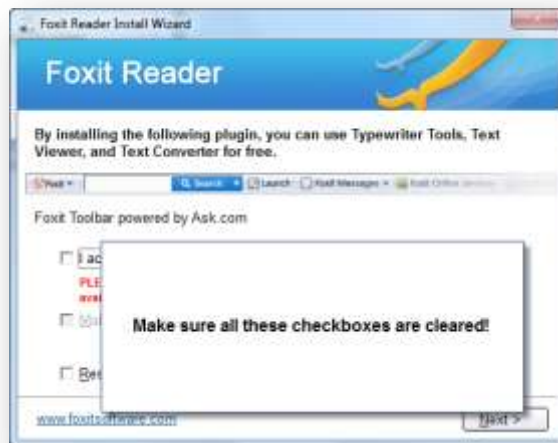
- Click Next when the welcome screen appears, and accept the license agreement on the next dialog.

A dialog appears asking if you'd like to customize the installation, but there's not much to choose.



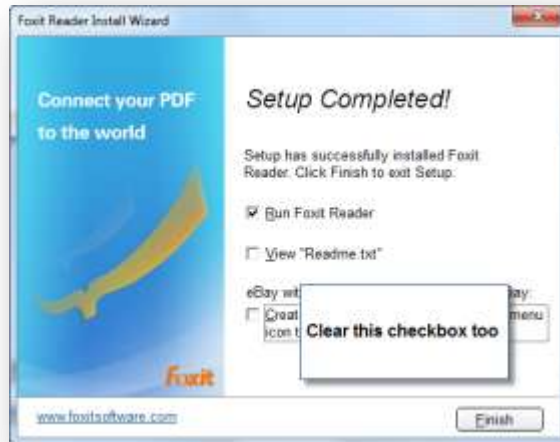
- Click the Default button.

A dialog appears suggesting that you let Foxit Reader install some other software, like a toolbar, and to change your homepage and search page options. With all due respect to Foxit Software, make sure those boxes are clear. They add software to your browser that's hard to remove and which you probably don't want.



- Uncheck all 3 checkboxes so that the options are not selected. None of them will make your life better.

Another screen appears, and you have another box to uncheck:



- The box offering to add links to eBay is fairly harmless, but feel free to uncheck it too.
- Click the [Finish](#) button and installation is completed.

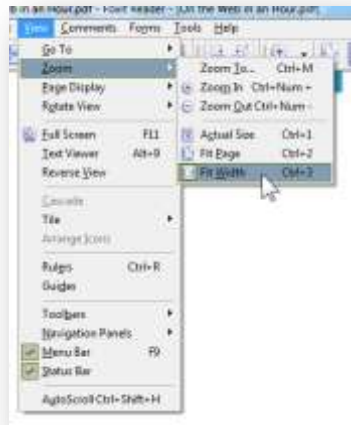
Set Up FoxIt Reader for Fast Learning

Mastering your keyboard and setting up the reader to show large text and scroll easily are the keys to using an ebook reader efficiently. This section shows you how to set up the reader.

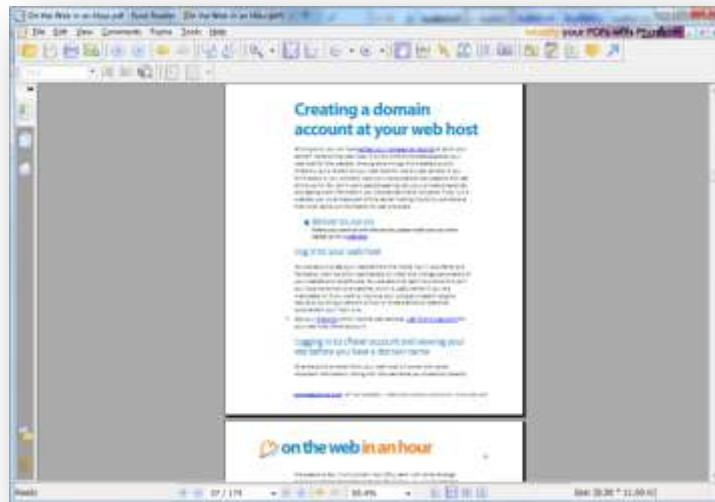
Make the page as wide as the screen

The most common mistake using ebook readers is to view the books like they're being printed. The text always looks too small and the screen isn't used efficiently, with side margins taking up too much screen real estate. It's much better to use the handy Fit to Width option, which makes the text as wide as the screen.

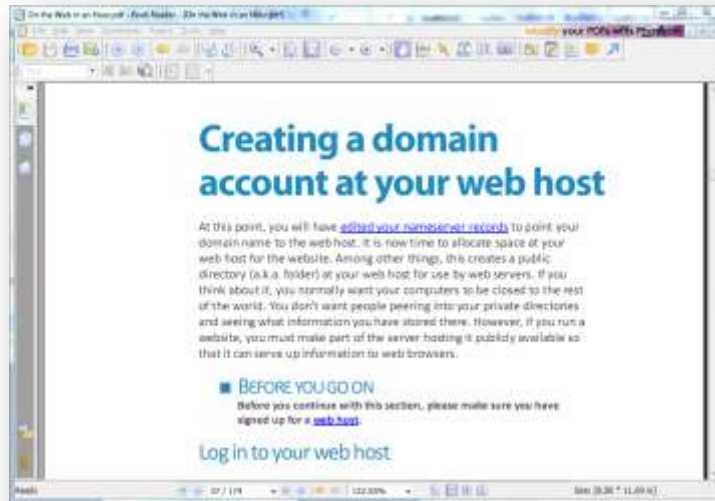
- From the [View](#) menu, choose [Zoom](#) > [Fit Width](#). You can also using the [Ctrl+3](#) keyboard shortcut.



Now instead of looking something like this:

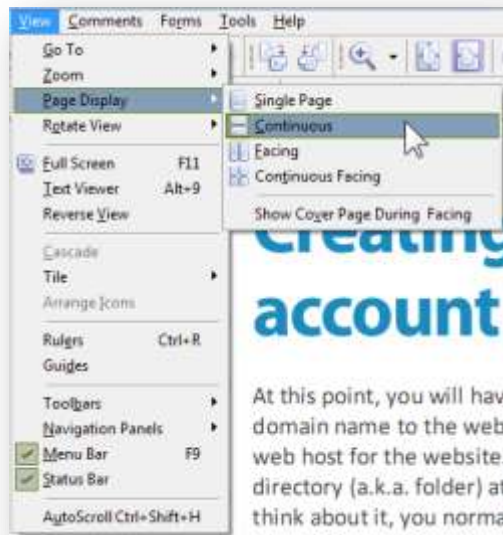


It looks more like this:



Set scrolling to continuous

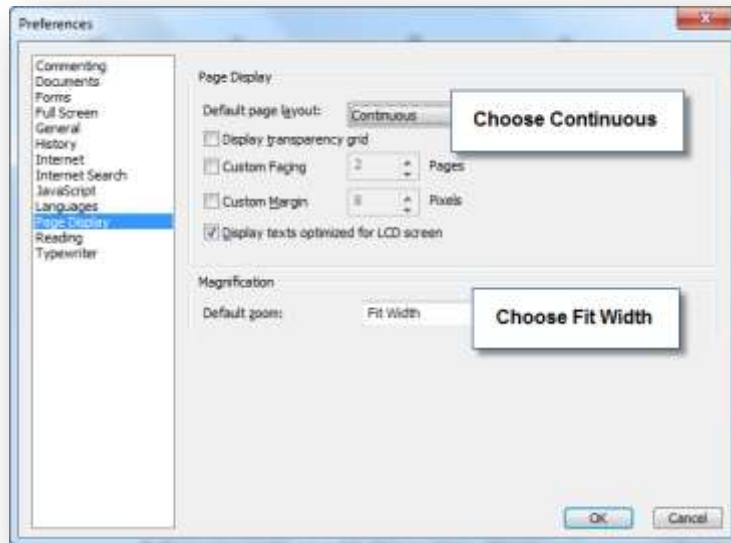
Most of the time you'll be reading several pages at a time, in sequence. You'll be using the space bar to move through the document. Let's make sure scrolling is continuous. Otherwise pressing the space bar will cause you to go to the top of the next page, instead of scrolling through the rest of the current page.



- From the **View** menu, choose **Page Display** > **Continuous**.

Make Fit Width and Continuous permanent

You can set up FoxIt Reader to start all documents using the Fit Width and Continuous settings.



- From the [Tools](#) menu, choose [Preferences...](#) , then choose [Page Display](#) in the column to the left.
- Next to [Default page layout](#): choose [Continuous](#)
- Under [Magnification](#) next to [Default zoom](#) choose [Fit Width](#).
- Click [OK](#) to save these settings.

Now the next time you view a PDF file the document will automatically choose the best viewing approach.

Pull it all Together: Becoming a Keyboard ninja

You now have your PDF reader software optimized for learning. Let's see how to use it most effectively in conjunction with whatever piece of software you're learning. Here's what you'll do:

- Maximize the reader so the text is as big as you need
- Scroll through the reader using the space key
- Use [Alt+Tab](#) to switch back and forth between the reader and the application

Step-by-step instructions follow.

[Maximize a window using the mouse](#)

- To maximize the reader window using the mouse, just click the middle icon at the upper right corner of the window:



Maximize a window using the keyboard

- To maximize the reader window using the keyboard, press Alt+Space (that is, press and hold the Alt key and, still holding it down, press the space bar).

The window menu appears:



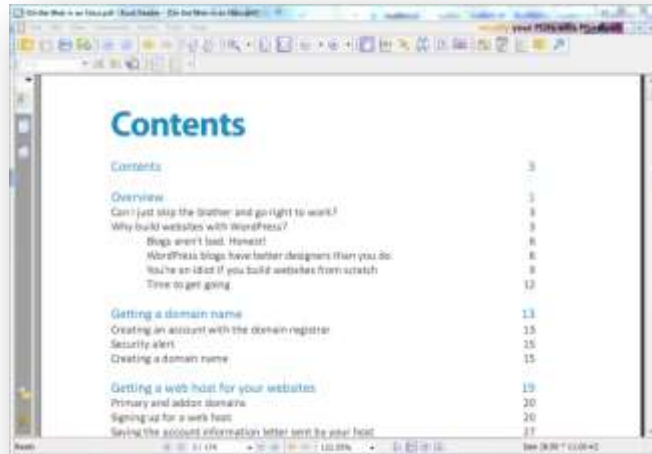
- Press the X key to maximize.

Read using the space key

To read the PDF file, scroll downward using the space key. You may also consider using [PgUp](#) and [PgDn](#), but it's easier and faster to use the space key because you don't have to look. You can just leave your thumb resting there while you're reading.

If you follow a link within the document, use the [Back button](#) to return to your original location

A good PDF file has internal links. For example, this table of contents has clickable links:



Suppose you click the [Getting a domain name](#) link to navigate to that chapter. How do you get back easily once you've visited that chapter? All PDF readers have bookmarking features, but that's too cumbersome to use for a quick jump. Memorizing page numbers isn't fun either.

With most PDF readers, you're out of luck; you just won't bother to follow links unless it's absolutely necessary. However, Foxit Reader has a browser-like Back button. This is an absolutely brilliant feature, because it means you don't have to think twice about following a link.



- After you've clicked a link, just click the Back button to return to the original location.

Switch between applications using Alt+Tab

Now that you know how to navigate through documents with clarity and efficiency, what's the best way to use the PDF reader in conjunction with the application you're learning? The keyboard, again. You will use the Windows program switching key to move quickly back and forth between the two. This keyboard shortcut will take some getting used to, but once you're accustomed to it you'll never look back.

- To switch between your ebook reader and the application you're learning, press **Alt+Tab**. That is, press and hold the **Alt** key and, while still holding it down, press the **Tab** key.

This cycles through all applications in order.

Learn to do this with just your left hand. In the long run you'll understand this is by far the most efficient way.

Bonus tips

FoxIt Reader and web browsers: Change text size with Ctrl + and Ctrl -

You can zoom in on text with FoxIt Reader. This also works with most web browsers.

- To increase the text size in FoxIt reader, press **Ctrl +**. That is, press and hold the **Ctrl** key and, while still holding it down, press the plus (+) key.
- To decrease the text size, press **Ctrl -**.

Move backwards through applications using Ctrl+Alt+Tab

Suppose you have 3 applications open? You might, for example, have the following:

- The application you're learning, perhaps a page in a web browser
- The ebook reader
- A word processor to take notes

It can get a little boring because **Alt+Tab** only goes forward through applications. You can also go backward using **Ctrl+Alt+Tab**.

- To move backwards through Windows applications, press **Ctrl+Alt+Tab**. That is, press and hold the **Ctrl** key and, while still holding it down, press and hold the **Alt** key as well, and finally, press the **Tab** key.

This cycles through applications in reverse order.

✓ EXECUTIVE SUMMARY

- In FoxIt Reader, from the [View](#) menu, choose [Zoom > Fit Width](#) to make the text as big as possible when viewing PDFs. You can also use the [Ctrl+3](#) keyboard shortcut.
- In FoxIt Reader, from the [View](#) menu, choose [Page Display > Continuous](#). You'll scroll through documents more naturally.
- In FoxIt Reader, press the space key to progress through the document. With Continuous set, it won't skip any portion of the page.
- In FoxIt Reader, after you've clicked a link inside the PDF, use the Back button to return to the original location.
- To switch between your ebook reader and the application you're learning, press [Alt+Tab](#).
- To move backwards through Windows applications, press [Ctrl+Alt+Tab](#).
- To increase the text size in FoxIt reader, press [Ctrl +](#). To decrease the text size, press [Ctrl -](#).

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