How to View PDF Documents on Mobile Devices and PCs

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Introduction

As you may all know, document files used on electronic devices such as personal computers include those in the Portable Document Format (PDF).

They are widely used because they can show the images of things to a greater degree of fidelity, that is, very close to the original appearance.

Because of the current popularity of mobile devices, such as smart phones and tablet PCs, it is expected that more and more electronic documents that can be readable on those devices will be made and distributed for years to come.

This guide is meant to prepare you to view PDF documents on those mobile devices mentioned above and on personal computers.

A. Application to be installed

In order to read PDF documents on your device, a PDF viewing application needs to be installed.

One of those that can be easily obtained for free is **Adobe Reader**. ("Adobe" is pronounced like "a DOE bee.")

The reason Adobe Reader is brought up here is because it is probably the most popular, safest, and most reliable PDF application. No profit for a particular individual or organization is intended.

1. For smart phones and tablet PCs

In most cases, you can obtain Adobe Reader from on-line application markets such as the Apple Store (through the iPhone, etc.) and Play Store (for Android devices).

Please be very careful about submitting your personal information in the process if you are ever asked for it. Do not provide more than is necessary.

2. For personal computers

It is quite possible that Adobe Reader is already installed. If not, you can download it for free at the URL below.

http://get.adobe.com/jp/reader/otherversions/

You will be asked for your operation system (Mac or Windows, etc.) and the language in which you prefer the application to be shown, but not for your personal information.

After downloading the application, you will find the Adobe Reader **icon** among the other icons on your device.

B. How to get a PDF file into your device

Some of the quickest ways to get a PDF document into your mobile device are:

● Send the PDF file to yourself as an attachment to an e-mail message. After receiving it, open the message on your device. Then, tap on the file.

● With your mobile device, go to the web site where there is a PDF file you want and download it.

After tapping on the file, the procedure will most likely go as follows.

(a) Apple devices (iPhone, etc.)

→ Tap on "Open in Adobe Reader."
　　　　　　　（「Adobe Reader で開く」）
→ The file will open and at the same time
　　be stored in Adobe Reader

(b) Android devices: one of the following.

● Choices like "Display"（「表示」）and "Save"（「保存」）appear. Tap on "Display" and the file will be automatically stored in Adobe Reader.

●● The file goes to the Download folder of **your device**.

　　Tap on the file in the folder and do the same as above (●).

●●● The file goes directly to Adobe Reader.

　　Then tap on the Adobe Reader **icon**. The downloaded file will be found in the DOCUMENTS tab.

C. When you open it next time

When you want to open a PDF file again after shutting down your mobile device, one easy way is to tap on the Adobe Reader **icon**, you will find saved documents in the DOCUMENTS tab of the app.

D. About "scroll modes"

In mobile devices, there are two ways of moving between pages:

(1) Continuous mode（連続モード）

The bigger the swipe, the more pages you can move over

(2) Single Page Mode （単一ページモード）

One swipe brings you to the next page.

You can choose between the modes by pressing a mark that looks like a newspaper, which you will see when you open a PDF document.

Please note that different modes give you different appearances of the file. Set your app to the appropriate mode document by document.

E. Deleting files

How to delete unnecessary files from Adobe Reader differs depending on your device.

In the case of Apple mobile devices, choose the files you do not want in the DOCUMENTS tab and touch the trash can mark.

If you are an Android device user, there are two common ways:

(i) Connect your device to a PC, and delete the unwanted files in the document folder of the Adobe Reader folder.

    → SD card
    → <download>
    → <Adobe Reader>
    → <documents> (<= PDFs are here)

(ii) Install a "file manager" app

A file manager is an app that enables you to delete, move, and rearrange the files that are stored in your device.

One file manager that is safe, popular and free is Astro File Manager(「アストロファイルマネジャー」).

Don't believe the "Not Enough Capacity" (容量不足)message that may appear after installing the free app.

F. Tips for printing out
smartphone-friendly PDFs

If you try to print out PDF documents intended to be read on mobile devices in the way you usually do, the result may be disastrous. This is because in that type of document, the characters are set to very large sizes so that they will be readable on the small screens of mobile devices.

Because of this, it is worth trying to print those documents in the **multiple page mode**. This will make sheets of paper with two or more pages on them. Here are the printer settings.

Open a PDF document and

>>Step 1: <File> menu
→ <Print set up（印刷設定)>
→ <Orientation(印刷の向き)>
→ "Landscape(横)" (for example)
→ <OK>

>> Step 2: <File> menu
→ <Print(印刷)>
→ <Page scaling（ページの拡大／縮小)>
      = "Multiple pages on a page"
      （一枚に複数ページを印刷)
→ <Number of pages per page>
      （一枚あたりのページ数)

    = Custom & 4 x 1 (for example)
→ <OK>

G. Page settings of this document

If you are interested, the smartphone-friendly version of this document was produced from a Microsoft Word file saved as a PDF file.

  >> Microsoft Word file
  → <File> menu
  → <Save as（名前を付けて保存)>
  → Choose where you want to save it
  → <File type（ファイルの種類)>
  → <PDF>
  → <OK>

The page settings of the Word file are as follows:

(i) Paper size = A4 (Profile（縦))
   but the width being halved to 105 mm.

     → <Page layout>
     → <Size>
     → <Other paper sizes>
           and change the width（幅)

(ii) Margins = 5 mm all.

(iii) Header
   ● Number of lines = 2 (with one unused)
   ● Position = 5 mm from the top
   ● Font & size = Times New Roman, 9

      Double click the top of the file
      you are working on and you
      will find the header/footer tool.

(iv) Footer = none

(v) Font types and sizes
   ● English = Time New Roman,
            16 pt (9 pt for header)

   ● Japanese = MS P Mincho, 14 pt

H. Converting
a smartphone-friendly PDFs
to a "normal" one

It is very easy to convert a smartphone-friendly PDF document to a "normal" one.

First obtain an application that can convert a PC file to a PDF. (There are many on the web that are safe and free.)

Open the smartphone-friendly PDF you want to convert, and try to print it out as given in Section F. But the set the <Printer> to that PDF converter at each step. You will have another PDF file which is in landscape A4.