Slide 2 - Objectives



Slide notes

In this module you will learn how to determine the size of PDF files. After completing this module you will be able to: open Windows Explorer; navigate to a document folder; see the size of the PDF document before opening; and open and read a PDF document. Click the button below to CONTINUE.

Slide 3 - OpenWE



Slide notes

Navigate to the folder where the PDF file that you want to examine is located using Windows Explorer. The quickest method for opening Windows Explorer is to start by right clicking the Start button in the lower left corner of the screen. In this module, the right click functionality will be done for you when you press the Enter key to continue.

Slide 4 - Slide 4

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Slide notes

From the pop-up menu, click Explore.

Slide 5 - Slide 5

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Slide 6 - navigate to folder



Slide notes

In this learning module, the PDF documents are on a network drive called the O drive. Scroll the left column down to see the O drive. Click the scroll bar to see it scroll.

Slide 7 - Slide 7

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Slide 8 - Slide 8

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Slide 9 - Slide 9

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Slide notes

The O drive is now in view. Open the O drive to view its contents. In the left column, double-click the O drive.

Slide 10 - Slide 10

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Slide notes

The contents of the O drive are displayed. Double-click the DC folder to open and view its contents.

Slide 11 - Slide 11

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Slide notes

Open the PDF Files folder. Double-click PDF Files in the left window.

Slide 12 - See Size

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Slide notes

The PDF Files folder opens with its contents displayed in the right window. Notice the second column in the right window shows the file size. For example, the AttyCaseOpenDoc.pdf file shows the file size is 30KB and was last modified on 2/28/2007. To open the file you would right-click the file. In this learning module, the right-click will be done for you when you press the Enter key to continue.

Slide 13 - Slide 13

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Slide notes

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Slide 14 - Slide 14

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Slide 20 - Summary



Slide notes

Summary

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