

# Welcome to CPA Nova Scotia's CPD Green Seminar

# Why Paperless?

- It is environmentally friendly, and the enhanced PDF file format has significant advantages over the paper format
- You will get access to the materials before the course
- You can highlight text and make notes on the PDF file
- The digital materials are indexed and searchable, and so they will be a better resource after the course

# The Legal Stuff

- These materials are protected by copyright, and licensed for use by CPA Nova Scotia
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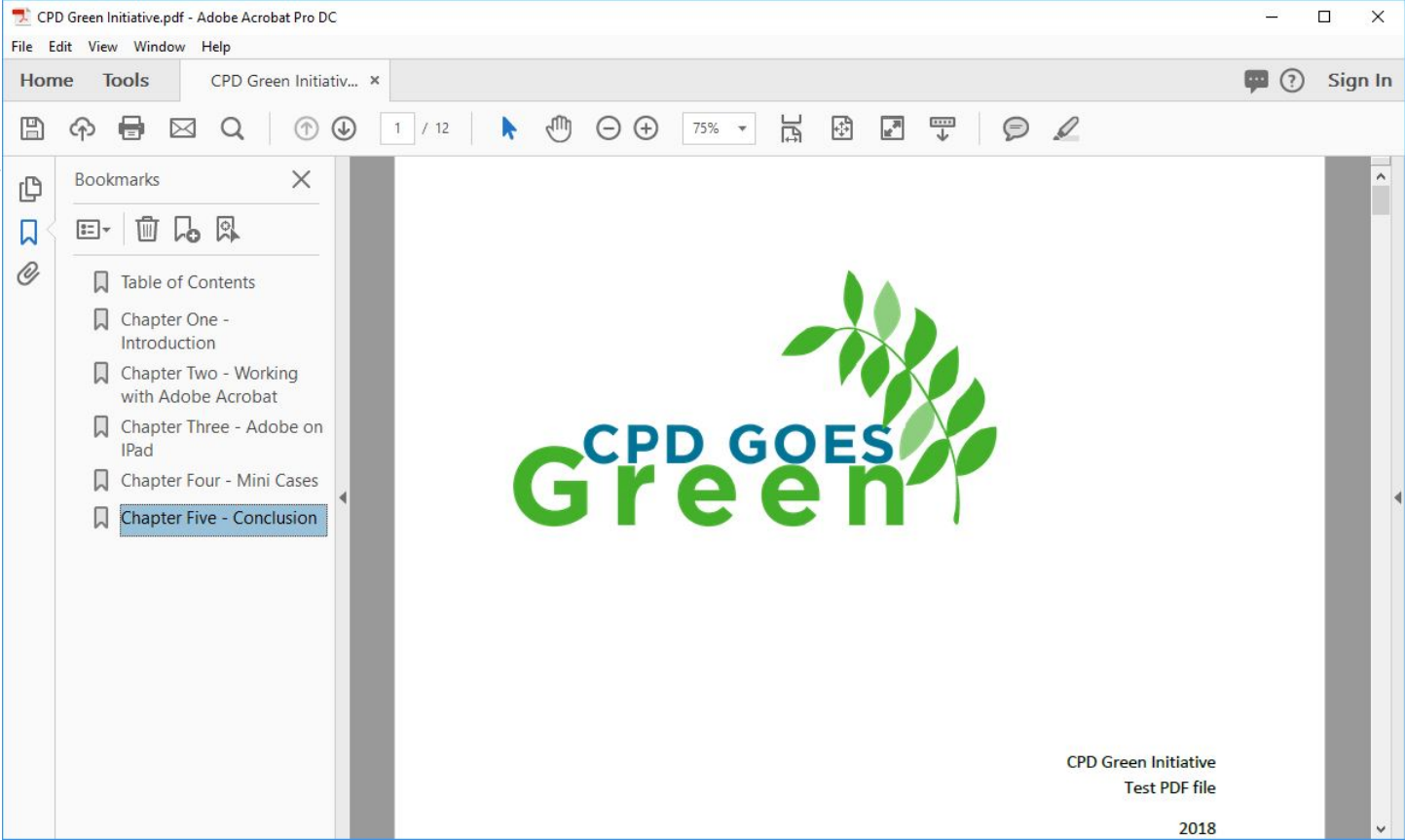
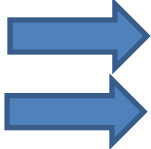
# Technical Requirements

- Laptop with Adobe Reader installed
- A better option –a tablet with Adobe Reader app installed
- Go to [www.adobe.com](http://www.adobe.com) or your tablet's app store – both the software and the app are free to install
- Five days before the seminar date, you will receive an email containing a link to the course document(s) OR you can login into your member portal on the [CPA NS website](#)
- Please download the material **BEFORE** the course

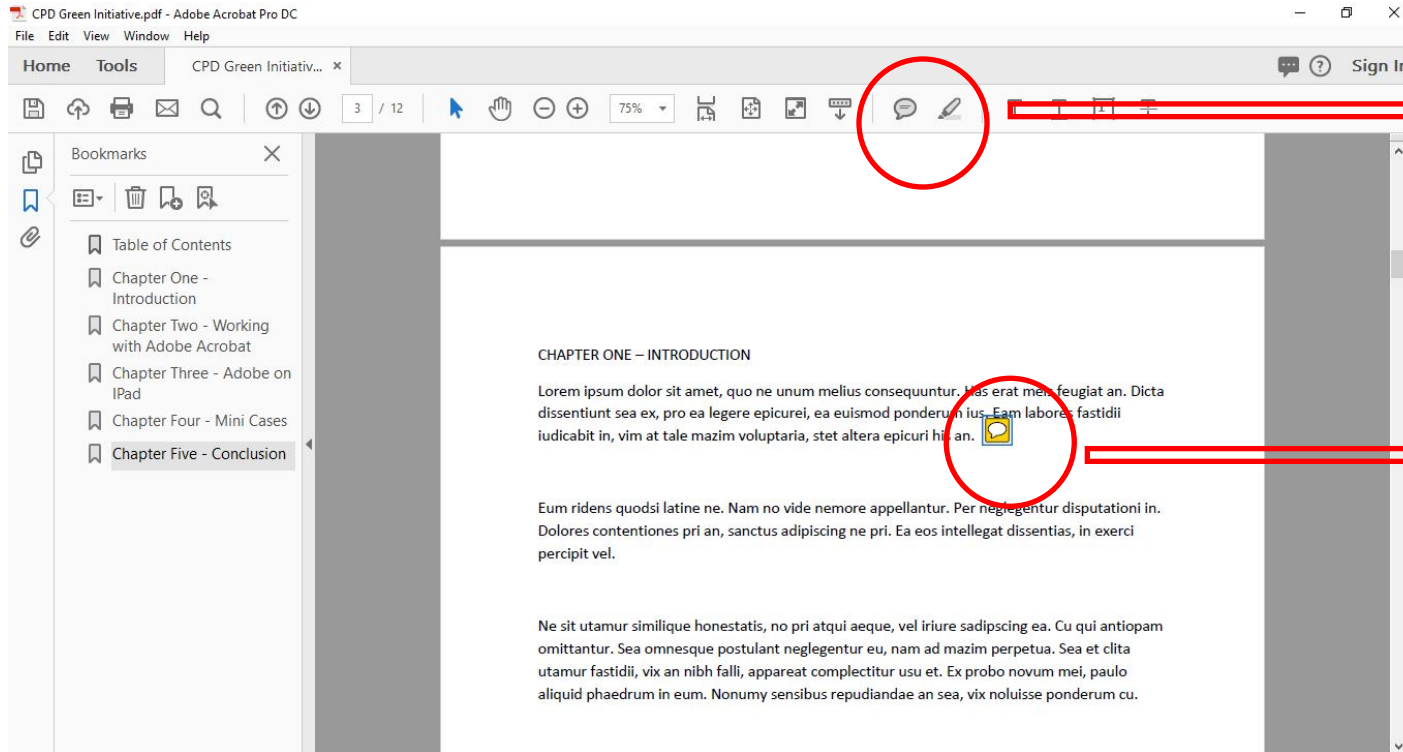
# Working on your Laptop

To show:

Thumbnails  
Bookmarks



# Marking up your Material

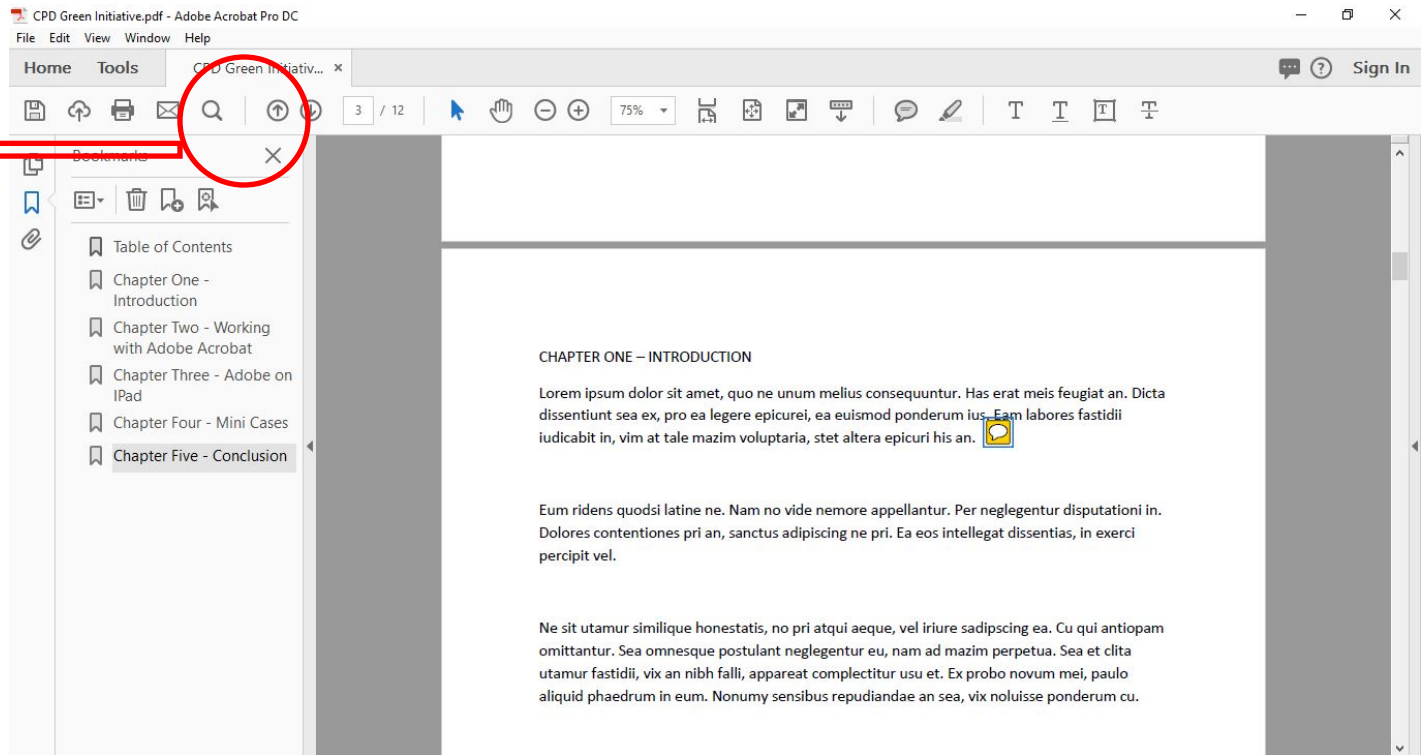


Use these tools to take notes and highlight the documents

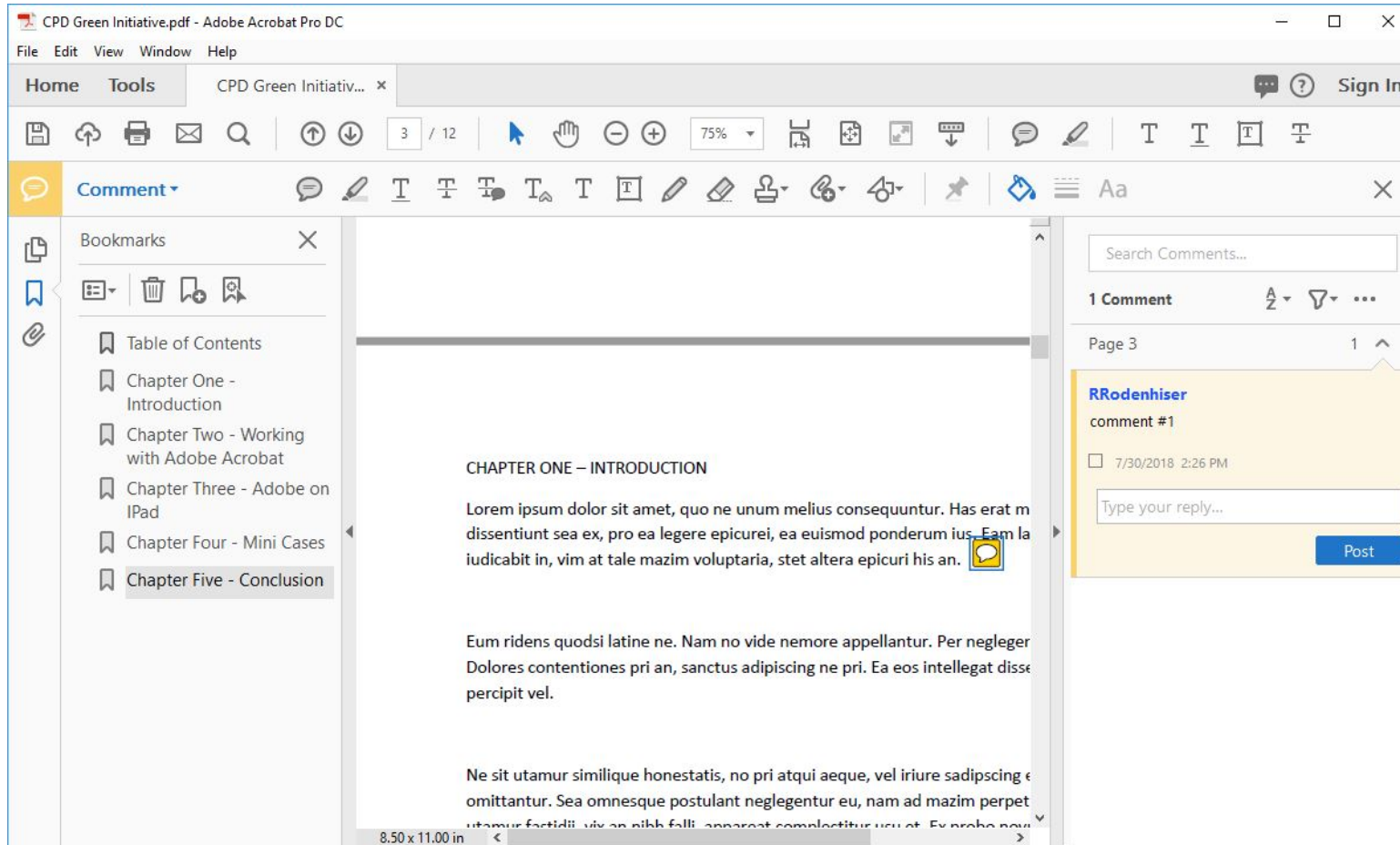
Right click the “note” icon and select “show comment app” to see all comments

# Searching your Material

You can use this feature to search the document OR You can use the “Ctrl” + “F” Key to bring up the find search box



# Marking up your Material



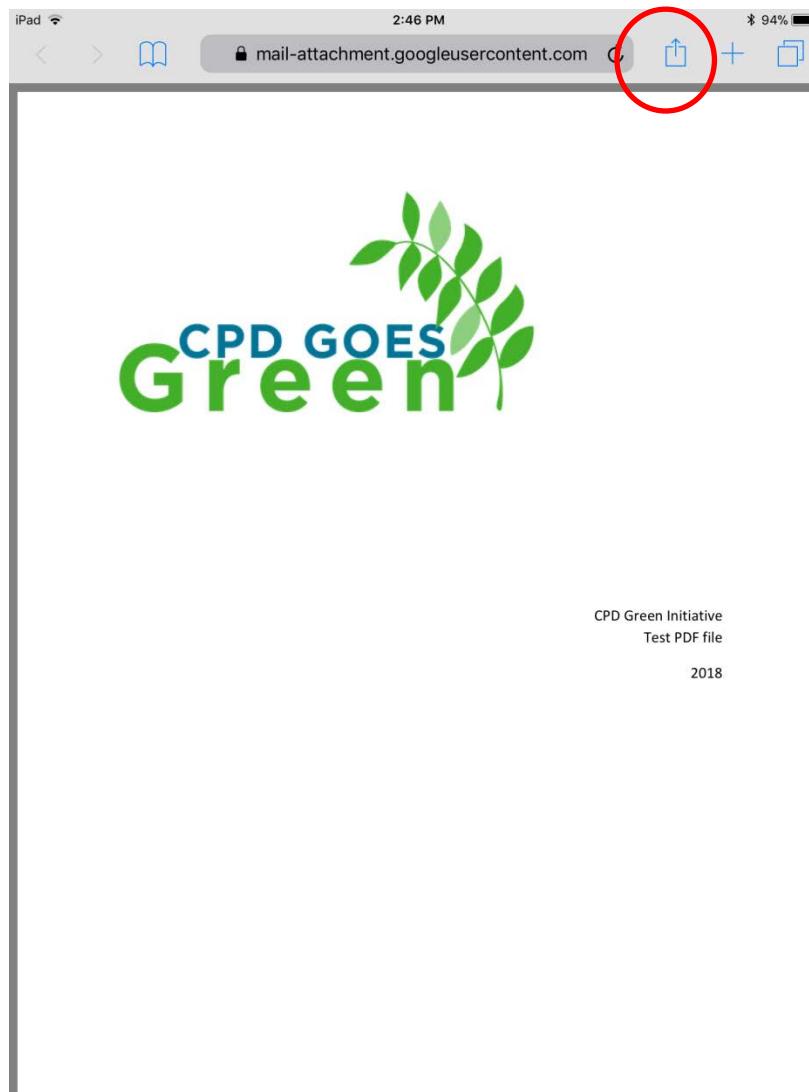
The screenshot displays the Adobe Acrobat Pro DC interface. The main window shows a PDF document titled "CPD Green Initiative.pdf". The document content includes a "Table of Contents" on the left and a "Comment" panel on the right. The "Comment" panel shows a comment by "RRodenhiser" on "Page 3" dated "7/30/2018 2:26 PM". The document text includes "CHAPTER ONE – INTRODUCTION" and several paragraphs of placeholder text. A yellow comment bubble is visible on the document page.

This shows the document with the comment app open.



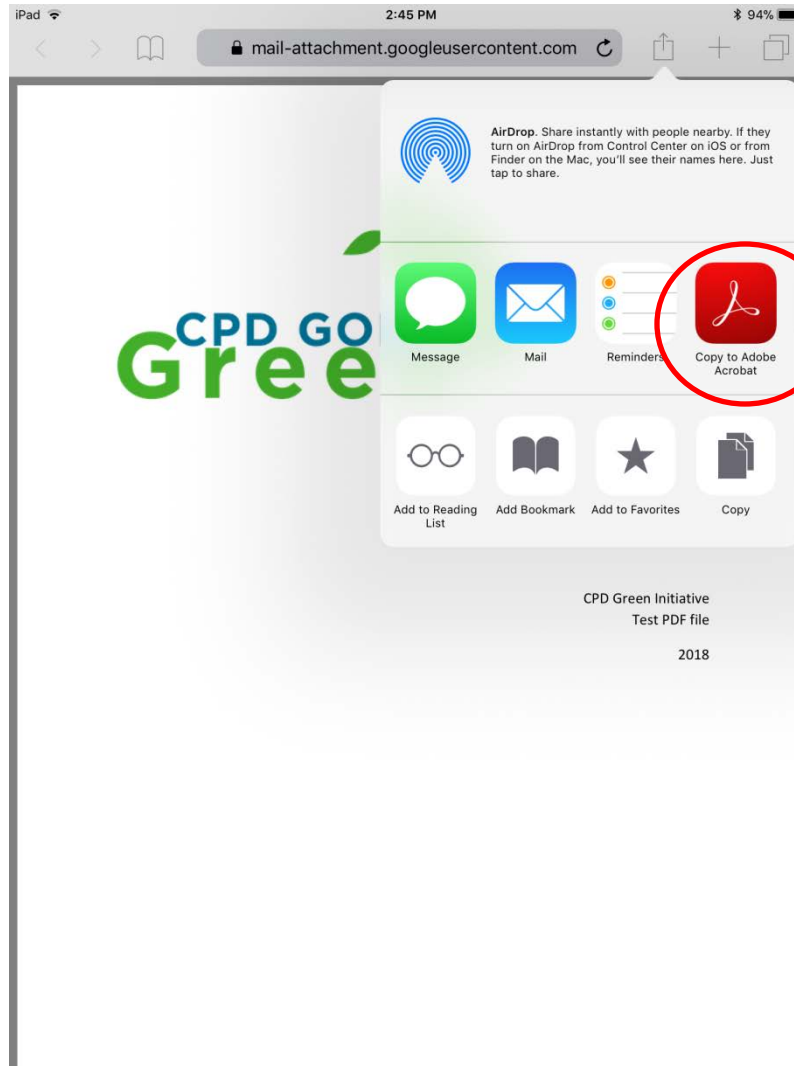
# If you open the file from an email using an iPad

This is what it looks like when you first open the file – you can read the material, but not use the enhanced features.



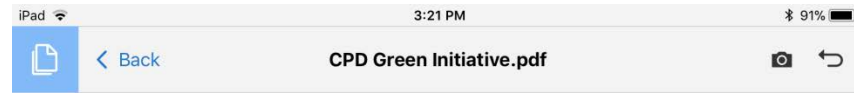
Click the share button to open the file in Adobe Reader

# Open in Adobe Reader



Select the “open in Adobe Reader” to be able to use the search and annotation feature

# Navigating through the Material



The tools for searching the document and taking notes can be found at the bottom of the document, as shown here

CPD Green Initiative  
Test PDF file  
2018

