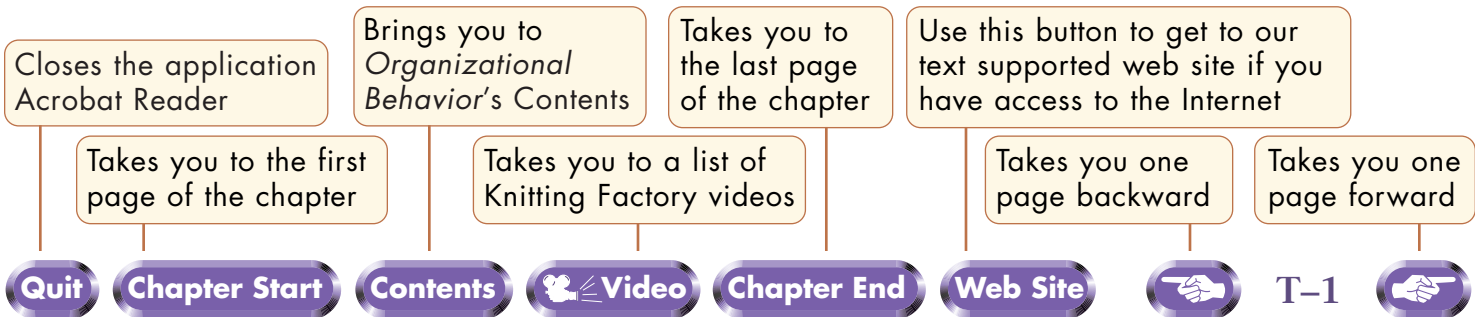


# USING ACROBAT® READER 3.0 WITH YOUR ON-SCREEN TEXTBOOK

To provide the most comfortable, efficient reading environment possible, Prentice Hall has provided navigation buttons at the bottom of each page.

For those users who prefer using the functions available through Adobe® Acrobat® Reader, a brief tutorial follows.

Below are descriptions of the navigation buttons appearing on each page. The buttons below are *live*; clicking on them will demonstrate their functions.



The full screen mode.

**CHAPTER 8**

## UNDERSTANDING WORK TEAMS

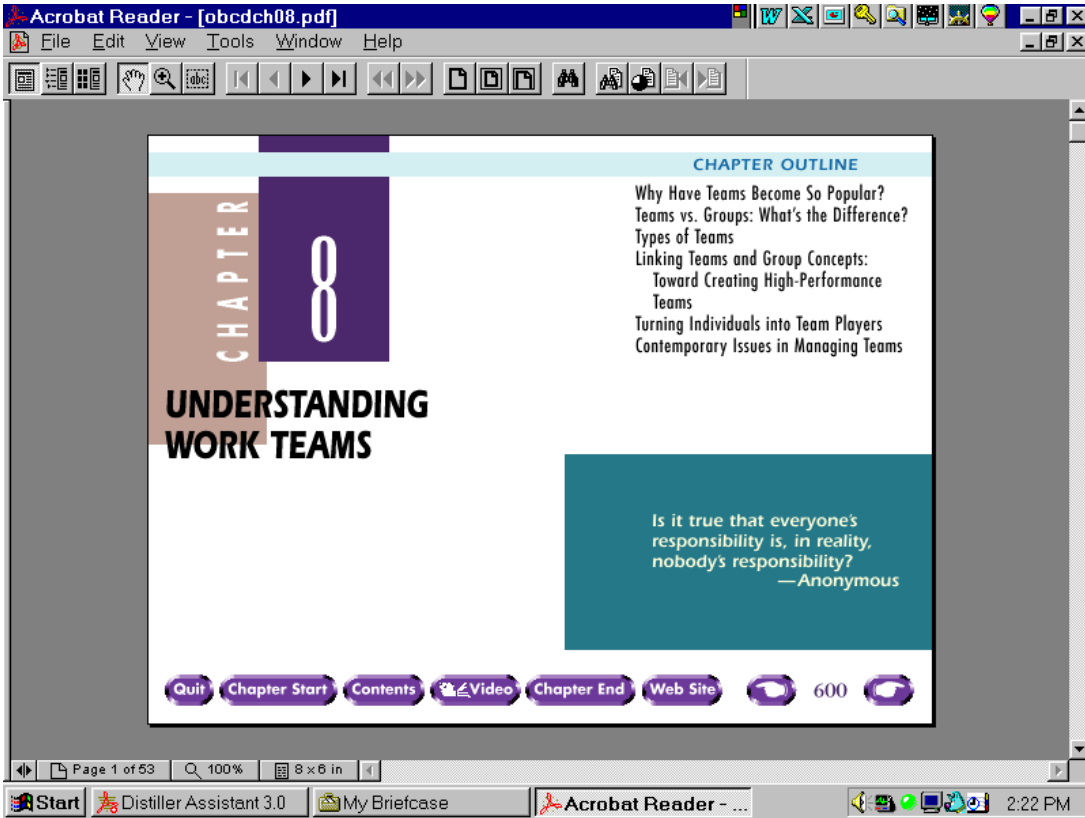
**CHAPTER OUTLINE**

- Why Have Teams Become So Popular?
- Teams vs. Groups: What's the Difference?
- Types of Teams
- Linking Teams and Group Concepts:  
Toward Creating High-Performance Teams
- Turning Individuals into Team Players
- Contemporary Issues in Managing Teams

Is it true that everyone's responsibility is, in reality, nobody's responsibility?  
—Anonymous

Quit Chapter Start Contents Video Chapter End Web Site 600

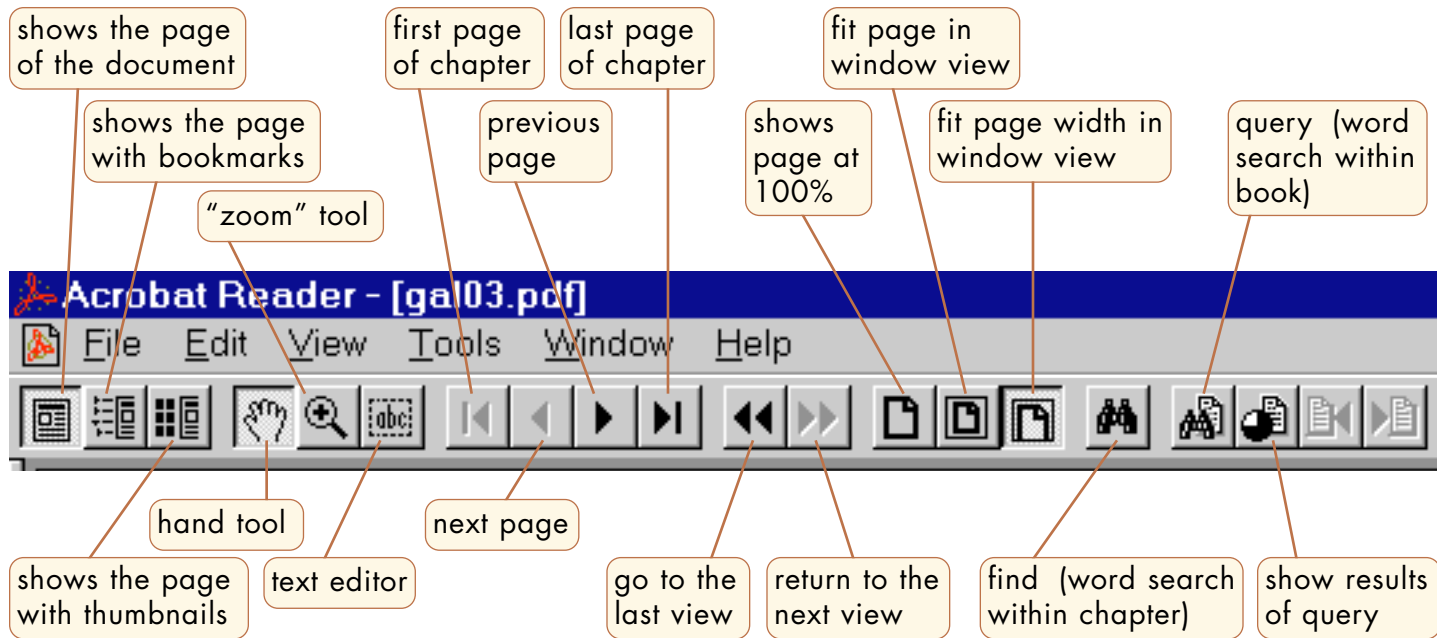
If viewing this document without adjustments, you are in **full screen** mode. Full screen mode hides everything on the screen except for the document page being read. What if you wanted to magnify the type, or view the pages continuously? Hit the **esc** key, and. . .



The same page with Acrobat visible.

. . . Acrobat Reader becomes visible in Windows® 95 (or in Windows 3.1x or a Macintosh, for that matter).

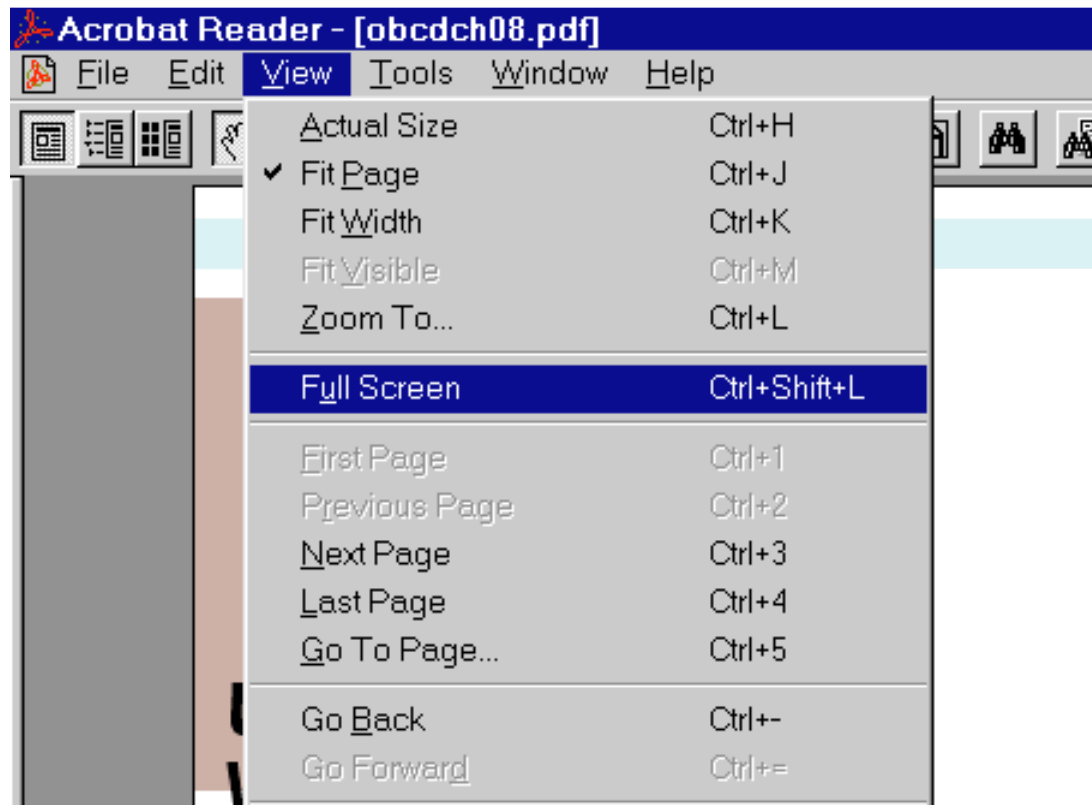




The button bar and its functions.

The buttons available in Acrobat 3.0 and brief descriptions of their function are shown above. Note that the buttons on the document page still appear, and can be used along with the buttons on the Acrobat Reader menu bar, if you wish.

The View menu is displayed below, with the selection for Full Screen highlighted. This option will bring you back to Full Screen mode (shown on page T-2).



The view menu.

## Internet Support

With the touch of a button, students are connected directly to the *Organizational Behavior* web site! The text's web site is part of Prentice Hall's PHLIP (Prentice Hall Learning on the Internet Partnership) project, offering students current news articles tied directly to the text with chapter and page references (updated every two weeks)—a customized launching-pad to the resources of the web. The internet link on your demonstration CD is fully operable (provided you have an active internet connection).

### Some helpful key commands:

	<b>Windows</b>	<b>Mac</b>
To quit the program	Alt-F4	command-q
Full Screen view	Ctrl-shift-l	command-shift-l
Fit Page in window	Ctrl-j	command-j
Fit page width in window	Ctrl-k	command-k
Previous page	Ctrl-2	command-2
Next page	Ctrl-3	command-3
page/print setup	Ctrl-shift-p	command-shift-p
to search book	Ctrl-shift-f	command-shift-f
to print	Ctrl-p	command-p
zoom to	Ctrl-l	command-l

