

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22



- 1 Click to open a document.
- 2 Click to print a document.
- 3 Click to show or hide the navigation pane located on the left (bookmarks).
- 4 Use the hand tool to click links and to move the page around in the document window.
- 5 Use the zoom tool to increase the magnification of the document. To decrease the magnification, hold down the [CTRL] key while the zoom tool is selected.
- 6 Use the text selection tool to select text to copy. Once the text is selected, click Edit, Copy to copy the selected text to the clipboard. You can also copy graphics by clicking down on the text selection button and select the graphics select tool.
- 7 Click to go to the first page of the document.
- 8 Click to move to the previous page of the document.
- 9 Click to move to the next page of the document.
- 10 Click to move to the last page of the document.
- 11 Use this button to retrace your steps through the documents and views.
- 12 Use this button to retrace your steps through the documents and views.
- 13 Click to view the document at 100%.
- 14 Click to fit the whole page in the document window.
- 15 Click to fit the width of the page in the document window.
- 16 Click to rotate the view 90 degrees counter clockwise.
- 17 Click to rotate the view 90 degrees clockwise.
- 18 Use the Find tool to look for a word or words in the open document.
- 19 Use the Search tool to look for a word or words in multiple documents.
- 20 Click to refer to the search results listing.
- 21 Click to highlight the next occurrence of a search match.
- 22 Click to highlight the previous occurrence of a search match.