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<b>PDF Files and Viewing them in Acrobat Reader</b>		
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**The Page Navigation Controls.**

Click these buttons to move forwards or backwards through the pages in a document.



Tells you the number of pages in the document and which page is in the viewing window. You can type a page number in the box and then tap the enter key to open the page in the viewing window.

**The Page Scrolling Bars.**

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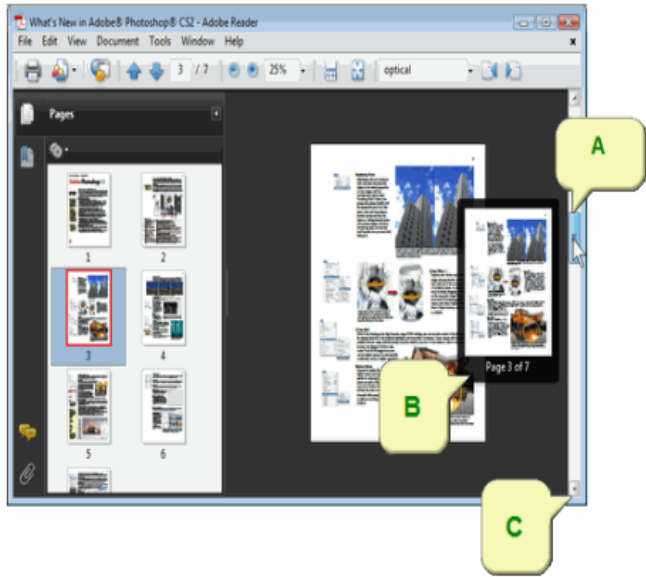
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**The Vertical Scroll Bar:**  
Apart from dragging the slider "A" to move vertically through the pages of a document the slider also :  
Produces a thumbnail of the page and it's number "B" that will open in the viewing window for the position in the document the slider has been dragged too. Releasing the left mouse button to stop dragging and clicking the slider will open in the viewing window the page the thumbnail indicates.

A horizontal scroll bar appears when a pages magnification is too large for the viewing window.

Directional scroll buttons are also provided "C".

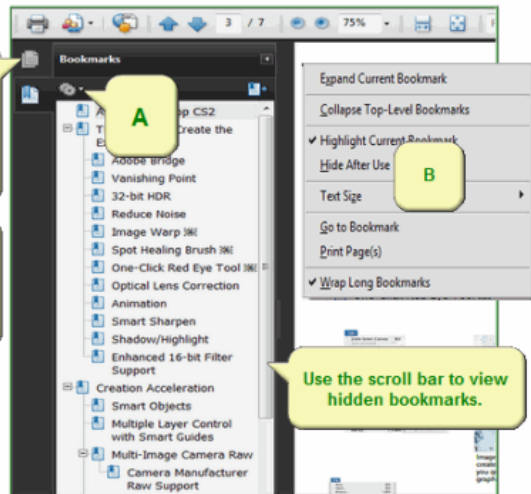


**Navigate a document using Bookmarks.**

if the document's author has created the PDF file with bookmarks to important parts of the document it helps the reader to find them. Open a documents bookmarks (if any) by clicking the bookmark icon or choose View - Navigation Panels - Bookmarks from the menu bar.

The document we have open has abundant bookmarks - If the bookmark indicates the information you are after click on it to open the page and the information it relates to.

Clicking on options at "A" opens a drop down box "B" with choices to:  
1. Expand a bookmark with sub headings  
2. Collapse bookmarks to top level.  
3. Adjust bookmark text size and others.



Use the scroll bar to view hidden bookmarks.

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