

## HOW TO NAVIGATE IN ACROBAT READER

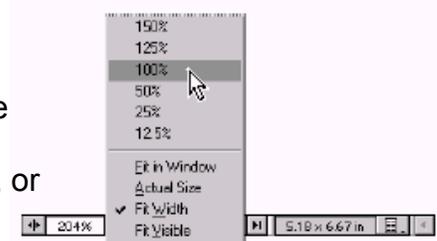
### 1. Maximise the size of the window:

- Click the maximise button in the title bar, top right.
- If it is open, hide the navigation plane on the left by clicking  on the toolbar.



### 2. Choose an appropriate magnification:

- Select the zoom-in tool , in the toolbar and click the page (several times), or
- Select the magnification button  in the status bar at the bottom or on the menu. Choose View and select a magnification level, preferably "Fit Width" or "Actual Size", or
- Experiment by clicking on    in the toolbar. Experiment with Full Screen in View Full Screen.



### 3. How to browse within a document:

- Of course, as in Windows, you can scroll with the vertical scroll bar or the keyboard   UP and DOWN arrows.
- With the hand-tool  engaged, if you click and hold the left mouse button, you can *drag* the page up and down, depending on the level of magnification.
- PAGE DOWN and PAGE UP on the keyboard give you half a page scrolling.
- But you can turn the pages as in a traditional book! You can jump from page to page using the   PREVIOUS/NEXT page buttons.
- Or you can jump from page to page using the keyboard   LEFT and RIGHT.
-   takes you to the first page or last page, as does CTRL HOME and CTRL END on the keyboard.
-  takes you to the previous view, which can be the previous document if you jumped documents. You can always return to your original location by clicking  several times.

#### Quick practice:

Click here to jump to  
[Algebra function activities](#)

Browse around and then return here!

Click on the coloured text with the *left mouse button* to "jump" to the link.

Note how when you point to a hyperlink, the hand  changes to a pointing finger 

You can move forward or back with Acrobat's   buttons or the   keys on your keyboard.

You can return here with Acrobat's  button.