



Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web
Course Development

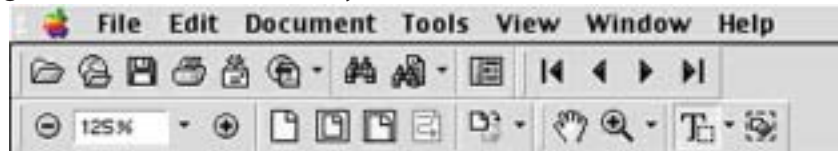
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How to navigate through an Acrobat file (PDF)

Navigating through Acrobat is a breeze once you learn what the icons mean, and how they function.



Navigation through the Use of the Arrow Buttons

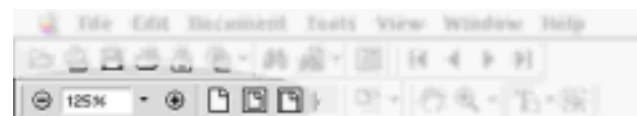
- This button will take you to the **First Page** of your document
- This button will take you to **Previous Page** of your document



- This button will take you to the **Next Page** of your document
- This button will take you to the **Last Page** of your document

Navigation through the Use of the Magnification Buttons

- This button will cause you to **Zoom In** closer to the document
- This button will cause you to **Zoom Out** away from the document
- This button will allow you to choose your actual magnification setting from a drop-down menu



- This setting will show you the Document in its actual size
- This setting will show you the Document so that one page fits in the current window
- This setting will show you the Document so that the width of the document fits in the current window

Navigation through the Use of the Magnification Tools

- This tool will allow you to move the document around as if it were linked to your mouse cursor (when the button is pressed)
- Tip:** If you hold down the **Space Bar** you will notice the cursor changes to the **Hand Tool** and you can use it in the same manner as above while the **Space Bar** is held down.



- This button will change your cursor to the **Zoom Tool** thus allowing you to zoom in on a particular section of your document by drawing a box around it. (hold down the mouse button as you draw a box.)
 - This button allows you to rotate the view of the document by 90° clockwise and counter clockwise (hold down the small arrow to choose between the two rotations).
- Note:** this function is not the same as the Rotate document command as this only affects your view and not the properties of the document itself.