



The toolbar contains tools for selecting, searching, and viewing documents. To hide or show the toolbar, choose Hide Toolbar or Show Toolbar from the Window menu. The command alternates between the two options. The toolbar contains the following tools and buttons. Select a tool by clicking the tool icon.



The **Find** tool searches for part of a word, a complete word, or multiple words in **ONLY the open document**. The find tool is similar to the find command in a word processor. It will find only the next occurrence of a character string in the current document. **Caution: This is a SLOW search.**



The **Find Again** button displays the next occurrence of a character string found by the Find command. Use this button to navigate through Find results an occurrence at a time.



The **Hand** tool enables you to move a single document page on the screen when the page does not fit within the main window. Drag the hand tool in the direction you want to move the page. A pointing hand indicates a hyperlink is present at that location.



The **Zoom** tool magnifies and reduces the page display. The "+" zooms in. To view the "-" and zoom out choose the **Zoom** tool and hold down the Ctrl key. Click on the hand tool and the Actual Size button to exit and resize the page.



The **Text Select** tool enables you to select text in a document. This text can then be copied to the Clipboard using the Copy command.



The **Browse** buttons advance the document to the first or last page of a document, or forward or back one page at a time.



The **Go Back** and **Go Forward** buttons retrace your steps through a document, moving to each view in the order visited. Go Back also returns you to the original document when you click a link to another document.



The **Actual Size** button displays the page at 100 percent. Click on this button and the Page Only button to enlarge the view for reading.



The **Fit in Window** button scales the page to fit within the window.



The **Fit Width** button scales the page to fill the width of the window. Holding down Control (Windows) or Option (Macintosh) and clicking the Fit Width button scales the page so that the visible text and graphics fit the width of the window. Click on this button and the Page Only button to enlarge the view for reading.

Note: The zoom options Actual Size, Fit Width, and Fit Visible are in a "sticky" state, which means they don't change as you page through a document, unless you change the zoom option. A sticky zoom state is indicated by a checkmark next to the item in the View menu, and the item is selected in the toolbar. When a link's destination page has been set to one of the Fit options, the sticky state changes to that of the new zoom option.