The Tool Bar

Open a document

Print the document

Show or Hide Navigation Window

Zoom View Tool

Hand Tool

Select Text or Graphics

Go to First Page of Document

Go to Previous Page in Document

Go to Next Page

Go to Last Page of Document

Go to Previous Page Viewed

Go to Next Page Viewed

View actual Page size

View entire Page

View Full Width of Page in Window

Find Text Within Current Document

Search All Documents

Displays Search Results

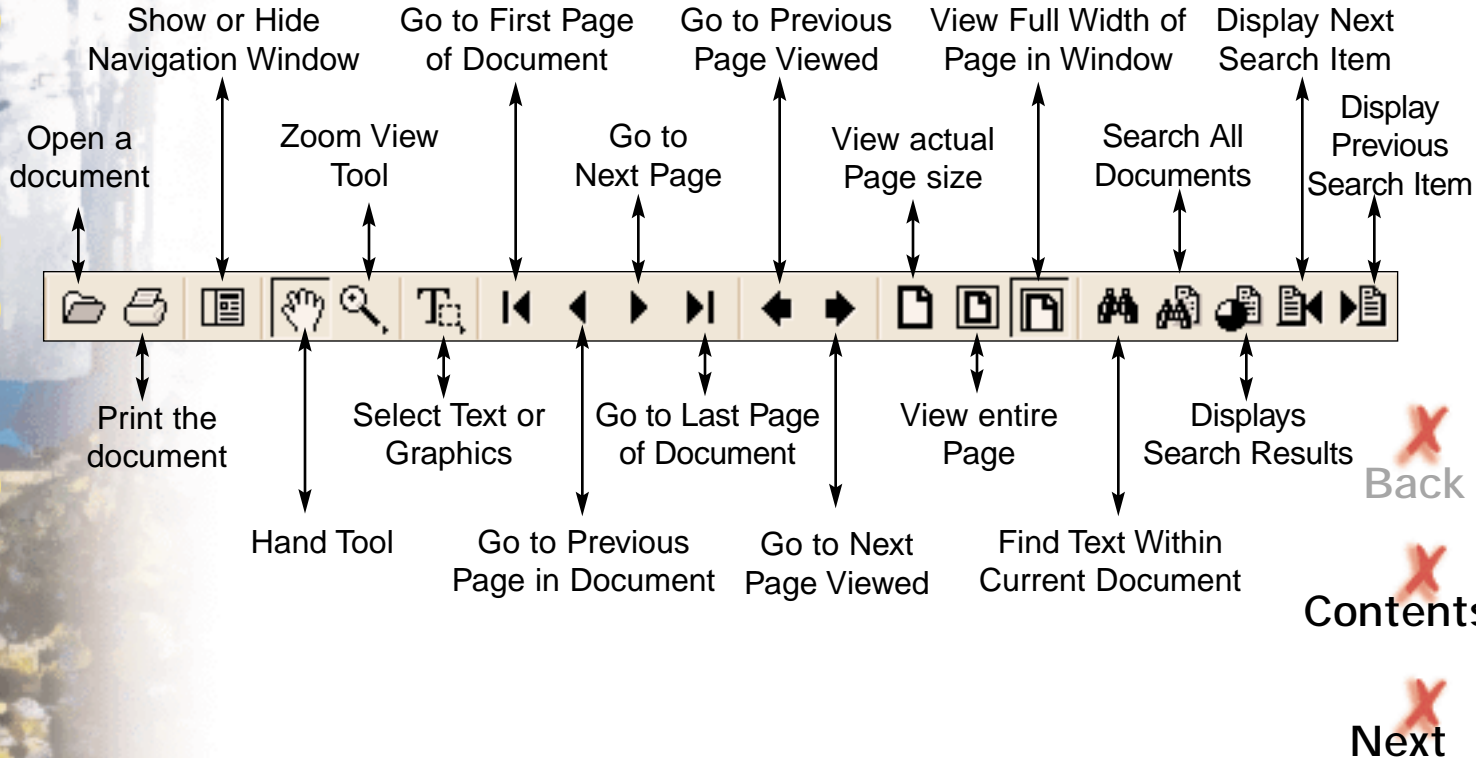Display Next Search Item

Display Previous Search Item

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Browsing Using Bookmarks

The Leader magazines have been set to open in Adobe Acrobat in the **Bookmarks and Page** viewing mode. Please note that the entire text of a bookmark may not appear in the viewing window. To see the entire title of an article, simply place the **Hand Tool** over the partial title and the complete title will appear. The BACK bookmark returns to the Issues screen.

Once you have chosen a topic, click on the Bookmark icon or text in the palette to jump to a topic.

Browsing Using Thumbnails

To show the **Thumbnails** palette, click the **Thumbnails** tab to bring the palette to the front of its group.

To jump to another page, double-click the page's thumbnail.

Selecting Text to Copy to Another Application

Select the Text Select tool, and highlight a line of text, by selecting the first letter of the sentence or phrase and dragging to the last letter. Choose **Edit > Copy** to copy the text to the Clipboard. Open document to which text will be copied and choose **Paste**.

Note: To select a column of text to copy and paste choose the Text Select tool and the CTRL key for PC or option key for MAC. Draw a rectangle around the column to highlight it.

Selecting a Graphic to Copy to Another Application

Select the text select tool and drag a rectangle around the graphic you want to copy. Choose **Edit > Copy** to copy the graphic to the Clipboard. Open document to which graphic will be copied and choose **Paste**.

Find

The Find command will find occurrences of searched term within the current document only (individual Leader issues).

1. Click the **Find** button, OR choose **Edit > Find**.

2. Enter the text to find in the text box.

3. Select search options if necessary.

   Match Whole Word Only finds only occurrences of the complete word you enter in the text box. For example, if you search for the word stick, the words tick and sticky will not be highlighted.

   Match Case finds only words that contain exactly the same capitalization you enter in the text box.

4 Click **Find**. Acrobat Reader finds the next occurrence of the word. To find the next occurrence of the word, choose **Edit > Find Again** or reopen the Find dialog box, and click Find Again.

Search

The Search command finds occurrence of a word within a collection of documents (all Leader issues on the CD-ROM).

1. Click the **Search** button, OR choose **Edit > Search**.

2. Enter the text to find in the text box.

3. When the Search Results dialogue box appears, click on the title of the document you wish to view.

4. To view the next occurrence of the searched term click on the Display Next button. To return to the previous occurrence of the searched term, click on the Display Previous button.