

Tool palette

◦ Grabber

- Drag the grabber hand tool to move within the document window.
- Hold Option to temporarily change any tool to the grabber.

◦ I-beam: Use the I-beam to select text. Selections may span multiple pages; this may be easiest in Thumbnail viewing mode. Select any of these ways:

- Drag to select.
- Double-click to select a word.
- Double-click and drag to select words.
- Triple-click to select a line.
- Triple-click and drag to select lines.
- Click once and then Shift-click elsewhere to select between those two points.
- See also [Size to display](#).

◦ Lasso: Drag the lasso to select irregularly shaped areas as a graphic image.

- See also [Marquee](#) and [Edit](#).

◦ Magnifying glass

- Click ("+" shows in magnifier) to [zoom in](#) or [enlarge](#) document view.
- Shift-click ("-." shows in magnifier) to zoom out or [reduce](#) document view.
- Hold the mouse button down to display the Magnify pop-up menu, which lets you zoom directly to any larger or smaller size.
- See also [Size of display image](#).

◦ Marquee: Drag the marquee tool to select a rectangular area as a graphic image.

- See also [Lasso](#) and [Edit](#).