When you open Acrobat Reader, the tool bar at the top of the screen will display the following tools:

**Show/Hide Navigation Panel:** Click this tool to display the document page and Bookmarks. Bookmarks is a table of contents feature with hyperlinks to other pages in the document that will appear on the left of your screen next to the document page. To display the document page alone, click this tool again.

**Hand:** Use the Hand tool to move the page within the document window. This tool works only when you have zoomed in on a section of a page. When the cursor shows a hand, you can move the page around within the window by clicking the page and dragging in the direction of your choice.

**Zoom In (Enlarge):** Use this tool to zoom in on different sections of a page. Each time you click this tool, you zoom in further. To “zoom out,” or decrease the size of a page view: On a PC, hold down the Control button while clicking the Zoom tool; on a Mac, hold down the Option button while clicking the Zoom tool. (In either case, the plus sign inside the magnifying glass will turn into a minus sign.)

**First Page of a Document:** Click this tool to return to the first page of a document from anywhere within it.

**Previous Page:** Click this tool to go to the page before the one you are on.

**Next Page:** Click this tool to go to the page after the one you are on.

**Last Page of a Document:** Click this tool to go to the final page of the document from anywhere within it.

**Go to Previous View:** Clicking this tool allows you to return to prior views of the document.

**Go to Next View:** You can click this tool after using the Previous View tool to toggle between prior and next views of the document.

**Actual Size:** Click this tool to view the document in the size in which it was created.

**Fit in Window:** Click this tool to view the document in a size that will fill your window, regardless of your monitor’s display size or resolution.

**Fit Width:** Click this tool to view the document’s full width. To view the upper and lower parts of the page, however, you will need to scroll up or down, or use the Hand tool to move the page around within the window.

**Find:** Click this tool to find specific text within a document.

These are the basic navigational icons for Acrobat Reader. We suggest that you click the “Help” button on Acrobat Reader’s tool bar. This will take you to Acrobat Reader’s On Line Guide.