
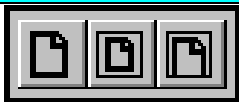


Please press the Escape key for the full Toolbar, with the arrows and other icons in three groups.

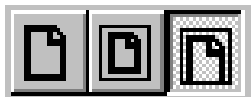


Then press the arrow on the Toolbar to move forward  page.

First, **Setting the Page View** on the right of the arrows



Actual size, as it is now. This could be useful for predicting-how a page will be printed.



Fit width of page in the window-Suits most reading of pages if you scroll up and down.



Fits the page into the visible space. Gives an impression of the whole page, even if text is hard to read.

Press the arrow for the next page

Second, Possible Uses for the Cursor



This is the normal appearance and use. You appear to grab a piece of paper.



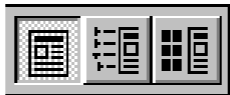
The magnifying glass or Zoom Tool can select an area of the page and display it at greater magnification, up to 800%. (Ctrl to reduce)



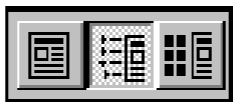
You can select text to be copied to other applications. (The edit Menu will be available later)

Press the arrow for the next page

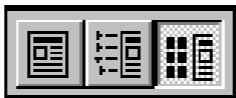
Third, **Means of Navigation**



No means of navigation, all the space is used for the page



Bookmarks and Page, a form of contents appears on the left.



Thumbnails and Page, a graphic version of each page appears on the left.

Press here for the next section on the Menubar

The Menu Bar

So far you have just used the Toolbar, with icons for the most commonly used options.

The Menubar offers more options which can be explored.

Click here to show the Menubar

For example, there is an option to print on the file menu so any page can be printed out. You could try it with the A4 page. (Find your own way back)

If you see a note, it can be opened by clicking on it.



Now, there is one more section on the Window Controls. Click below to continue.

The Window Controls