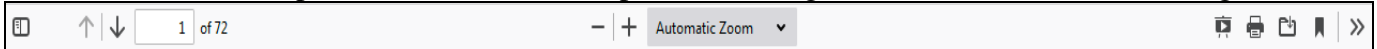






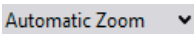





Instructions for using the PDF Viewer

Updated 5 Mar 2021

The **Menu Bar** at the top of the PDF viewer is separated into 3 general areas; left, middle and right.



Menu Options are displayed in the bar from left-to-right, as follows:

Icon	Description	Usage
	Toggle Sidebar	Show & Hide the left side bar for thumbnail images, or a list of bookmarks that may be present.
	Arrows	Move to the preceding or next page (page up / down).
	Page Display	Indicates current page as [#] of ##. A page number may be entered.
	Minus Plus	Zoom OUT & Zoom IN.
	Automatic Zoom	Drop-down to select various zoom options.
	Presentation Mode	View the file as a slideshow.
	Print	Print part or all of the document.
	Download	Save a copy of the file to your computer.
	Current View	Right-click for various options for the current view.
	Tools Options	Various options for viewing the document. [DETAILS BELOW].

Use the **Tool Options** to adjust the way documents are viewed. For example;

Go to the First or Last page of the file.
Rotate the view to the left or right.
Select text with the 'Text Selection Tool' (arrow icon). This will not work on image files.
Scroll any direction using the 'Hand Tool'.
Show one page at a time and move between pages using buttons or scrolling up or down.
Show two adjacent pages side-by-side like an open book comes in handy at times.

Viewing Options

Single Page View works well for most files, so you can scroll down from page to page.

Set the 'Tool Options' as follows to use this method:

1. Click the [>>] icon at the right end of the PDF menu bar.
2. Select the 'Vertical Scrolling' option.
3. Select the 'No Spreads' option to view one page at a time.

Side-by-Side View shows two adjacent pages like an opened book. This works well when one page is written in French and the adjacent page is translated to English. Set the 'Tool Options' as follows for this method:

1. Click the [>>] icon at the right end of the PDF menu bar.
2. Select the 'Wrapped Scrolling' option.
3. Select the 'Odd Spreads' option to set the <u>odd</u> -numbered pages on the left side of the view.
4. Select the 'Even Spreads' option to set the <u>even</u> -numbered pages on the left side of the view.

[end]