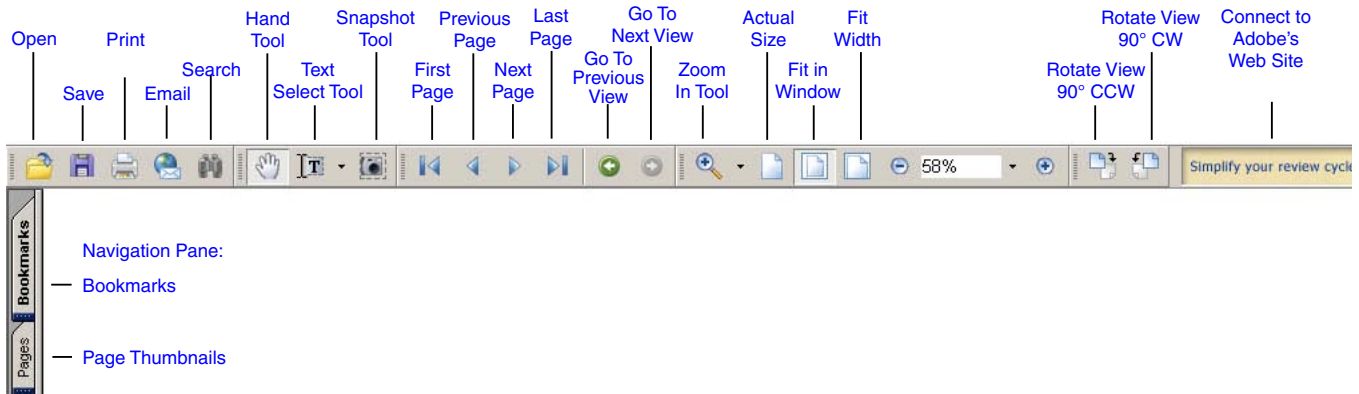


Overview of Adobe Reader with Search Capability Menu Bar

Using this digital catalog is simple once you've familiarized yourself with the Adobe™ Reader menu bar. Below is an illustration of the menu bar and a discussion of each button.



Open: Click to open a new file.

Save: Click to Save a file.

Print: Click to print the current document. The print dialog box will open and allow you to select your print options.

Email: Email a pdf.

Search: This tool searches for a word, a phrase, or a part number through all documents in the application.

Hand Tool: The Hand Tool is a move and selection tool. Use it to click on linked text and buttons to activate them. Use it to move the document page on-screen by clicking and dragging the Hand Tool in the direction you want the page to move.

Select Text Tool: Text can be selected in Adobe Reader, copied, and then pasted into other programs. Use the Select Text Tool to select text.

SnapShot Tool: Use this tool to copy text and graphics.

First Page: Click to go to the first page of the open, selected document.

Previous Page: Click to go to the previous page of the open, selected document.

Next Page: Click to go to the next page of the open, selected document. To move to a specific page, click on the page numbers in the status bar at the bottom of your screen. A window will open that allows you to enter the page number to which you want to go.

Last Page: Click to go to the last page of the open, selected document.

Go to Previous View: This button allows you to retrace your steps. Click on it to go to your previous view. This is helpful for returning to your original location after clicking a link to another location.

Go to Next View: Use this button to retrace your steps forward.

Zoom In Tool: Click on this tool, then on your document to zoom in. Click on the "Actual Size", "Fit in Window", or "Fit Width" button to return to another view.

Actual Size: Click to display the page at it's actual size.

Fit in Window: Click to scale the whole page to fit within your screen.

Fit Width: Click to scale the page width to fill the width of your screen.

Rotate View 90° CCW: Click to rotate the page 90° counter-clockwise.

Rotate View 90° CW: Click to rotate the page 90° clockwise.

Connect to Adobe's Web Site: Click to connect to Adobe's Web site.

Navigation Pane: The Navigation Pane displays the bookmarks and thumbnails that have been created for the file. When the Navigation Pane is toggled to "Hide", the bookmarks and thumbnails are not displayed and cannot be seen. Note that bookmarks and thumbnails can be displayed independently by using the Window menu and selecting Show Bookmarks or Show Page Thumbnails.

Bookmarks: Bookmarks appear on the left side of your screen and allow you to jump to a specific location from anywhere in the document. (Links, on the other hand, allow you to jump only from a specific location to a specific location.) Click on a bookmark to move immediate to that location.

Page Thumbnails: The page thumbnails tab displays a very small picture of each page in the file. Click on a thumbnail to go to that page.