

**Adobe™ Reader 5:** Follow these steps to obtain a more workable reader for **Botany Everywhere**, setting up the best tools on the toolbar for moving around this book.



To look like this tool set, it is important to right-click the toolbar and check the categories you desire:

**Basic Tools, File, Navigation and View History;** I prefer to uncheck the other sub-bar categories (but see below).

The names and uses of the **top row icons**, from left to right, are:



**Open**—as File→Open

**Save**—as File→Save.

**Print**—brings up the print menu.

**Email**—Sends the file.

**Find**—pops open the Find window palette.

**Search**—pops open the Search window palette.

**Show or Hide Navigation Pane**—devotes left side of the screen to showing page thumbnails.

**First Page**—equivalent to **Ctrl-Home**, jumps to page 1.

**Previous Page**—equivalent to pressing **PageUp** or ← key.

**Next Page**—equivalent to pressing **PageDn** or → key.

**Last Page**—equivalent to pressing **Ctrl-End** keys.

**Go to Previous View**—equivalent to **Alt ←**. Jumps back to previous zoom and location. Very important in using hyperlinks.

**Go to Next View**—equivalent to **Alt →**. Returns to the view prior to jumping back. The important **Previous View** and the **Next View** buttons are visible as **black arrows with slight tails**. You need them to follow hyperlinks back, as you do on net browsers, and to return from a close zoom. You can always use Alt← and Alt→ on the keyboard. **And on the lower bar:**

**Hand Tool**—a unique mouse tool, which grabs the page wherever it is (when you press and hold the left mouse button) then moves the page across the screen in the same direction that you drag the mouse. Use this grabby hand a great deal to center illustrations under higher zoom.

**Zoom In +** magnifies the current page, remaining centered.

**Zoom Out -** reduces the magnification of the current page.

**Text Select Tool**—used to highlight for copying, not used in a secure copyrighted book.

**Graphics Select Tool**—not used in a secure copyrighted book.

You might also want to add to the top bar the **Viewing** category. This group provides:



**Zoom Out -**—reduces the magnification.

**Current Zoom**—Screen size as a percent of the page size.

**Zoom In +** magnifies the current page, remaining centered.

**Actual Size**—Sets document screen size to 8.5” by 11”.

**Fit in Window**—one whole page onto your computer screen.

**Fit Width**—runs the page full width to the left and right edges of your computer screen; usually vertically too big.

**Reflow**—This reformats some specialized files for other screen shapes and sizes.

**Rotate View Clockwise**—rotates the visible document 90° to the right.