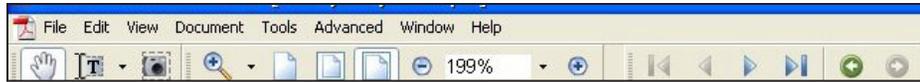**Adobe™ Reader 6**: Follow these steps to obtain a more workable reader for **Botany Everywhere**, setting up the best tools on the toolbar for moving around this book.

To get the tool set to look like this, follow these steps:

Begin with showing the **Menu Bar** (File, Edit, View, etc. . . . i.e. words at the top). If it is not visible, press **F9**.
Now "reset" the toolbars: **View → Toolbars → Reset Toolbars**.
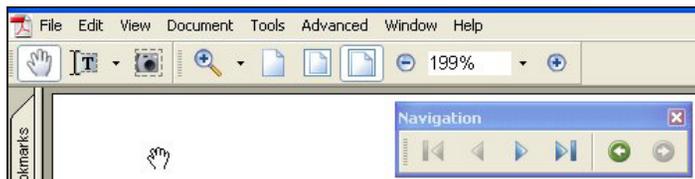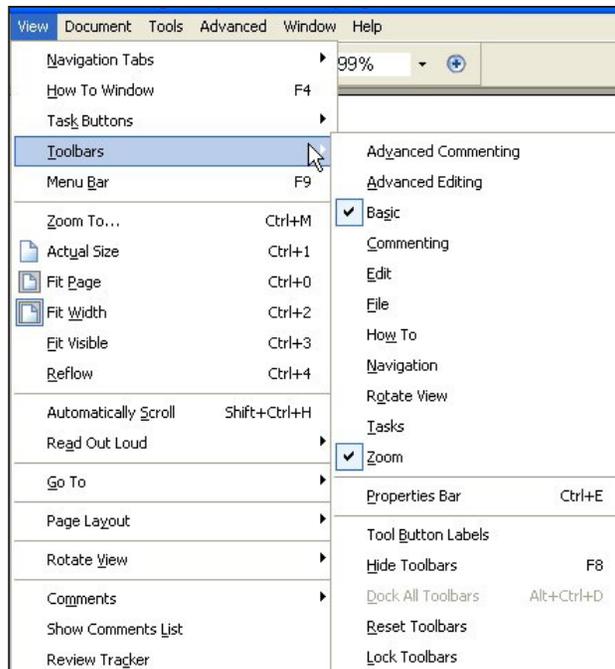
This will place certain standard tool groups on the tool bar at the top. Many of these are unnecessary, and the double layer is unnecessary. To reduce it to a working minimum, follow these steps in the order given:
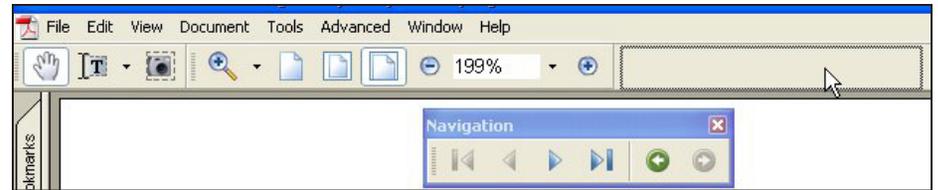
Click **View → Toolbars** then **uncheck** all the groups except **Basic** and **Zoom**, so the choice menu will look like this.
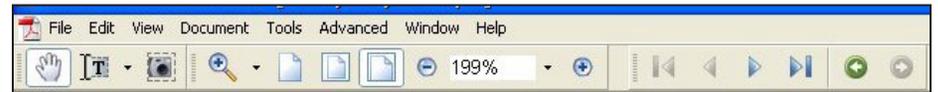
Now we need one more group added back in, and we can do it at this time: **Navigation**.

But clicking to check **Navigation** created a whole new tiny window, separated from the other toolbars.

This can be easily docked. Click and hold the top of the new window-bar, and drag it up to the right, and exactly in line with the other tools, until the marquee shows its new location:

Release the button and the Navigation icons become part of the top toolbar, finally looking like this:

These **top icons**, from left to right, are:

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.

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.

Snapshot Tool—not used in this secure copyrighted book

Zoom In Tool—choose then move to area you want to magnify, and click to make that spot bigger. Two other tools can be chosen to substitute for this one, by clicking on the tiny black triangle to its right.

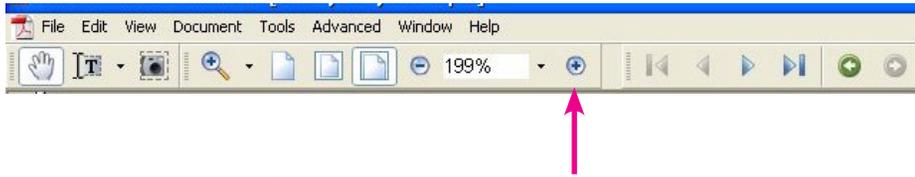**Actual Size**—Sets document screen size to 8.5" by 11".

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.

Zoom Out -—reduces the magnification.

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

Icon names and uses, continued.

Zoom In +   magnifies the current page, remaining centered.

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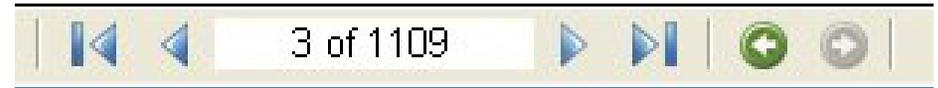
Last Page—equivalent to pressing **Ctrl-End** keys.

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

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.

Of course you may want to stick with the full "reset" suite of icons, and use whichever you find most helpful. I typically remove the groups: **File**, **How To**, **Rotate View**, and **Tasks**.

Just be sure the final list includes the **Hand Tool**, the **Zooms** and the very important last two: **Previous View** and **Next View**, used frequently for navigating among the 5600 photos in this huge file. Some versions of Adobe Reader Version 6 have these two buttons placed on the bottom status line, like the next Version, 7, in which case you can have easier access. In all versions they are green circles with pale arrows within.

These **bottom bar icons**, from left to right, are:

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

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

3 of 1109—current page of total pages.

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

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

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

Next View—equivalent to **Alt** →. Returns to the view prior to jumping back.