Adobe™ Reader 7: Follow these steps to obtain a more workable reader for **Botany Everywhere**, setting up the best tools for moving around this book.

The important **Previous View** and the **Next View** buttons are visible on the bottom toolbars—**green circles at the bottom, with pale arrows inside them**. You need them when following hyperlinks to navigate, as you do on net browsers, and to return from a close zoom. You can always use Alt-{←} and Alt-{→} on the keyboard, but the mouse buttons are better.

The names of these **bottom** tool icons, from left to right, are:

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

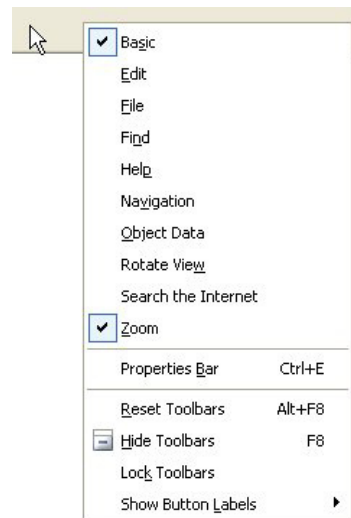**Previous Page**—equivalent to pressing **PageUp** or ← keys.

3 of 1062—current page of total pages.

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

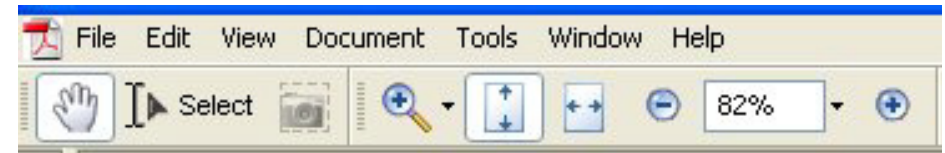**Last Page**—equivalent to pressing **Ctrl-End** keys.

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

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

The **top toolbar** can be set up by right-clicking it and checking the desired groups: **Basic** and **Zoom**

The top left will look similar to this, if you also choose "Hide Object Data Toolbar":

The names of these **top** tool 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.

Select Tool—used to highlight for copying, not used in this 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.

Fit page—vertically onto your computer screen.

Fit Width—runs the page full width to the edges of your computer screen.

Zoom Out—reduces the magnification of the current page.

Current Zoom Percent—approximately the size of the 8.5 x 11 page currently on the screen.

Zoom In—magnifies the current page, remaining centered.