

**Adobe™ Reader 8:** More possibilities mean more choices, and for many computer users, more frustration. Follow these steps to obtain a more workable reader for **Botany Everywhere**, preparing the best tool for moving around this book.

On start up, the **Previous View** and the **Next View** buttons are likely to be missing from toolbars! (in Version 6 they were green circles **at the bottom**, with pale arrows inside them). You need them when following hyperlinks to navigate, as on all net browsers. You can always use Alt-← and Alt-→ on the keyboard, but mouse buttons are better. When you are done, the top toolbar will look similar to this:



Click on “**Tools**” then choose “**Customize Toolbars**”. Here is a very long list of tool icons, including some frankly abusive commercial tools I wish to be gone. The method, here, is checking and un-checking the right boxes.

**Uncheck:** **Send to FedEx Kinko’s**, **Email** and **Start Meeting**. You may have a different take, but to me these are completely worthless for my work.

Under the subhead: **Page Navigation Toolbar** I also Uncheck **Previous Page** and **Next Page** because these are redundant with both left and right arrow keys, with **PageUp** and **PageDn** keys, and with scroll bar clicks. I never need them, and I get them confused with the View tools I use all the time which look similar. You might of course want them. It is the VIEW keys we need to follow our links and un-do our zooms, shown above on the left side.

So under this heading I check three:

- [ ✓ ] **Page Number**
- [ ✓ ] **Previous view**
- [ ✓ ] **Next View**

Under **Select & Zoom Toolbar**, I like:

[ ✓ ] **Hand Tool** - the hand lets you quickly grab (click-and-hold) the page and move it wherever you want. In looking at the photos and reading short text entries this is my most often used tool.

[ ✓ ] **Marquee Zoom** - this is new in Version 8, and allows you to drag a rectangle across part of a page, zooming on release of the mouse button, having that rectangle then fill the screen.

[ ✓ ] **Zoom Out** (I call it smaller)

[ ✓ ] **Zoom IN** (I call it bigger)

[ ✓ ] **Zoom Value**

then click “**ok**”

When done, depending on your other choices, the top (only) toolbar might look like the captured image.

In order those icon pictures mean:

**Previous View** and **Next View**, blue CIRCLES with darker arrows inside, use Alt-left and Alt-right.

**Hand Tool** - click it, move to some part of the page you want centered, grab it and move to center.

**Marquee Zoom tool** - drag a marquee (a transient dotted rectangle) over an area, which then jumps to fill up the screen. After using this to closely examine some plant photo, use **Previous View** then remember to click on the grabby **Hand** again.

**Zoom to smaller** and **Zoom to bigger**, minus and plus signs, also use keys **Ctrl +** and **Ctrl -**  
**Percent Zoom**, here 150%

A few other tips I use which you might try:

**Ctrl-L** toggles Full Screen mode. In this mode all these tool icons are missing—it is for “just keyboard” operations, but it highlights many of the books best images.

**Ctrl-Zero** places a whole page at maximum size within your screen boundaries.