

How To Navigate a PDF

Depending on the PDF you open, you have to move forward through multiple pages, see different parts of the page, or change the magnification. There are many ways to navigate, but the following items are commonly used:

Next and Previous:

The **Next Page** (⏩) and **Previous Page** (⏪) buttons appear in the **Page Navigation** toolbar. The text box next to them is also interactive, so you can type a page number and press Enter to go directly to that page.

Scroll bars:

Vertical and horizontal scroll bars appear to the right and bottom of the document pane whenever the view does not show the entire document. To view other pages or different areas of the page, click the arrows or drag.

Select & Zoom toolbar:

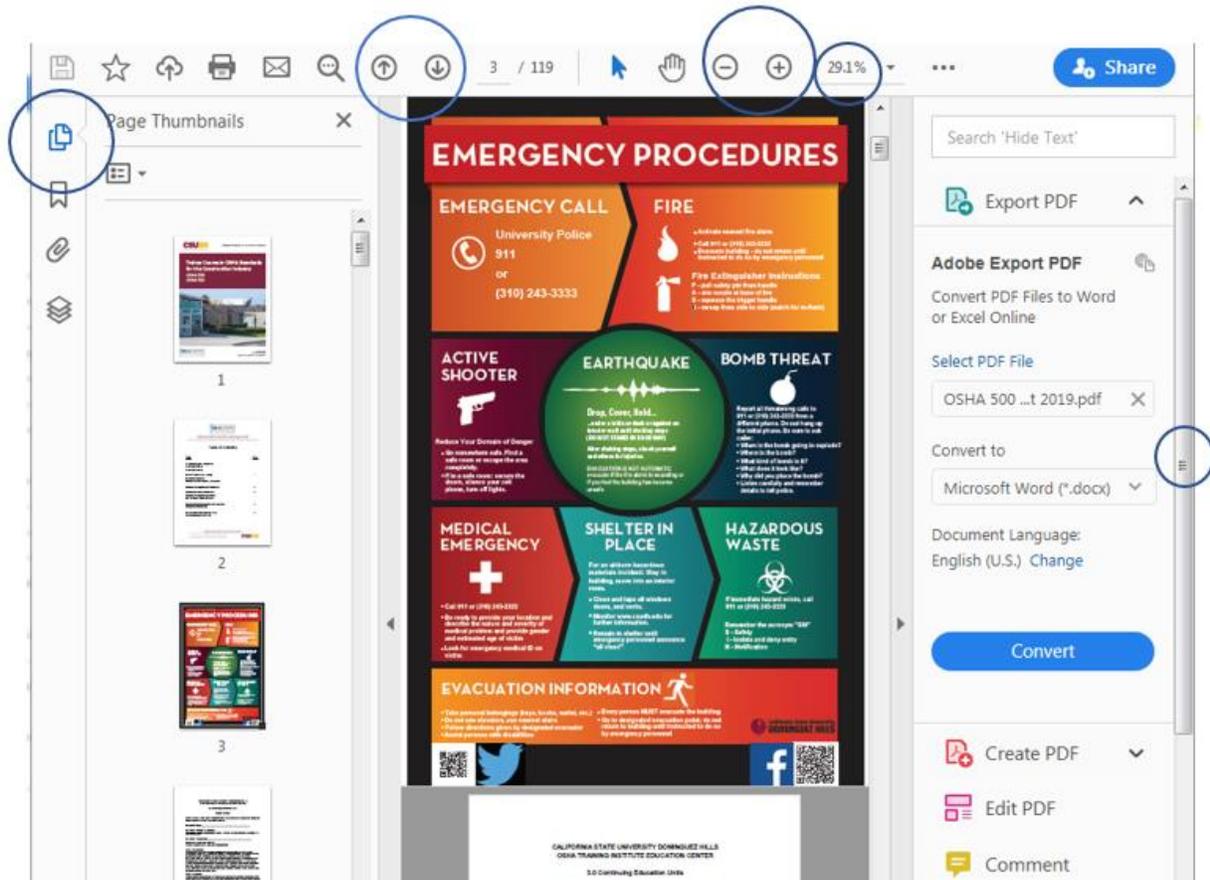
This toolbar contains buttons and controls for changing the page magnification.

Page Thumbnails panel:

The **Page Thumbnails** button (📄) on the left side of the work area opens the navigation pane to the **Page Thumbnails** panel, which displays thumbnail images of each page. To open that page in the document pane, click a page thumbnail.

Note:

If you do not see these items, choose View > Show/Hide > **Toolbar Items** > **Reset Toolbars**



Below you can see how your screen will look when navigating your PDF and Zoom at the same time:

In order to use split screen on your computer/laptop, click on the top of the window and drag it to the very edge of your screen (left) and it should automatically fit itself to take up half your monitor and unclick. Do the same with the zoom window but to the opposite direction (right) for the same outcome on the other half of your monitor. When done correctly you should be able to see both windows open evenly and be able to navigate both the PDF and Zoom simultaneously.

