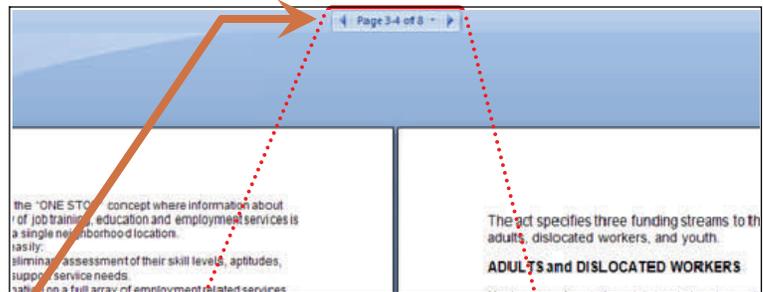


Full-Screen Reading View, Part 2: Navigating through the Document

Part 1 showed some of the features of this way of viewing Word documents. In **Part 2**, we'll look at the different ways of finding your way around in a document which are specific to the Full-Screen Reading (F-SR) View.

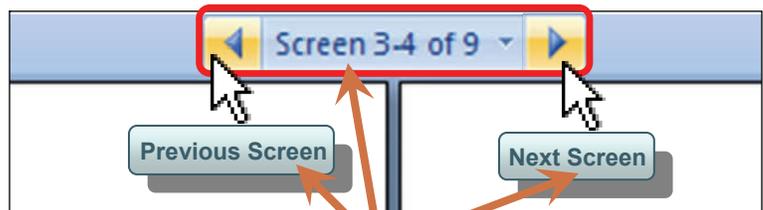
1.) In lieu of the Navigation Bar (scroll bar) found in the Print Layout view, the F-SR view provides multiple ways to page through the document, both through on-screen / mouse click actions and keyboard shortcuts.



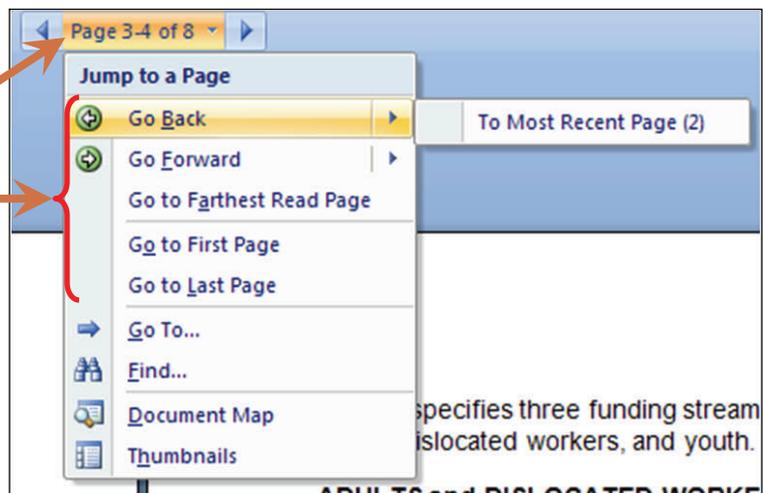
2.) There are “**Previous / Next Page**” arrows top center in any F-SR view, as shown here, which can be clicked on to change pages, one at a time.



When the view option to **Increase Text Size** has been chosen (see §4., **Part 1**), it temporarily changes how much text fits on a page. In that case, these navigation aids change from “**Previous / Next Page**” to “**Previous / Next Screen**.”

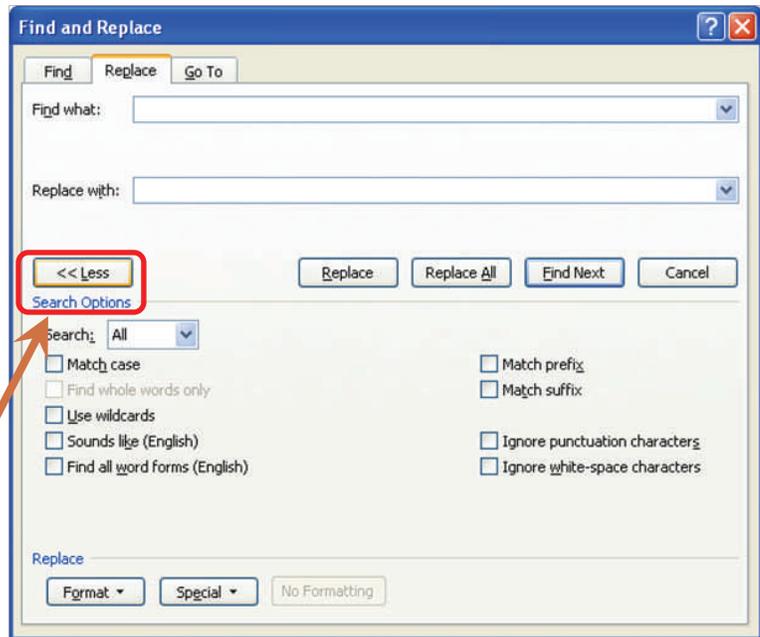


3.) Between the “**Previous**” and “**Next**” arrows is a page locator box which opens with a click to the drop-down “**Jump to a Page**” menu shown at right. This versatile tool carries out the indicated functions when these menu items are left-click selected.

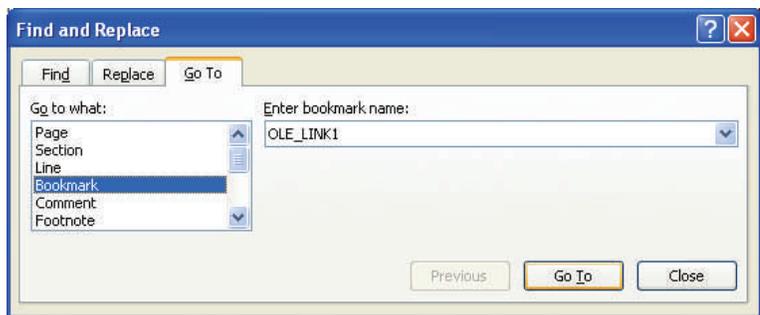


4.) Clicking on either the **Go To...** or **Find...** options on the above menu generates the multi-tab dialog box shown at right. This allows a detailed Word find/replace search to be carried out throughout the document.

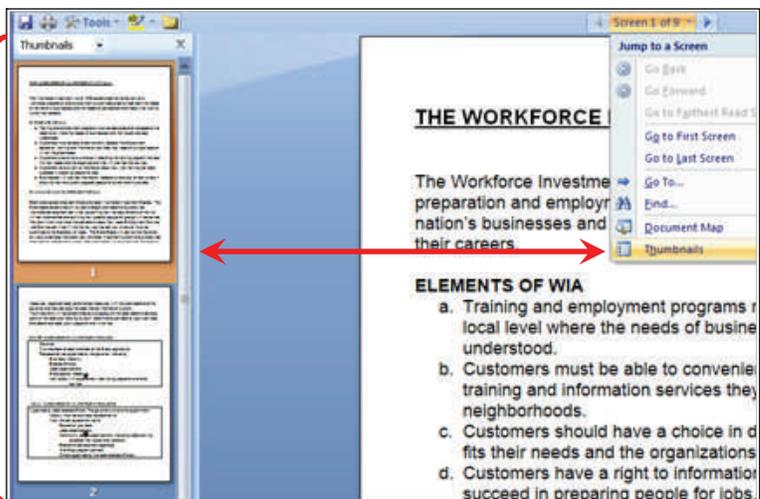
The illustrated box has been expanded for additional **Search Options**, by clicking a “**More >>**” button... which now, of course, reads “**<< Less**”.



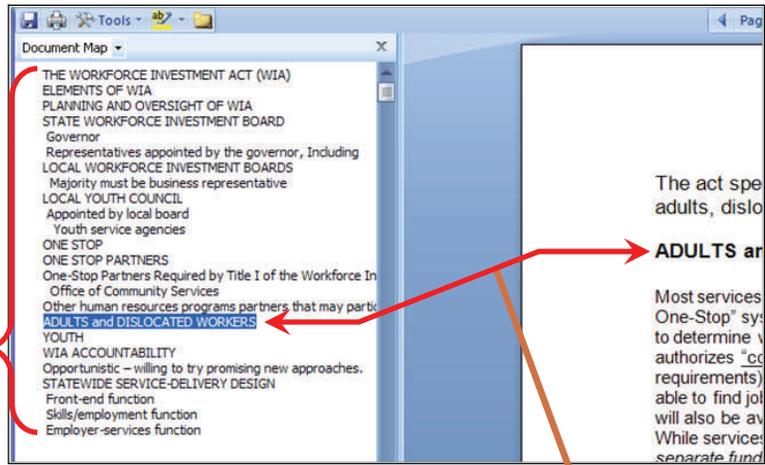
5.) The **Go To** function enables you to move forward or back a specified number of steps, on 13 different axes — not just along linear dimensions like pages or lines, but conceptual ones also, such as going to the next bookmark or embedded object. The choices include: **Page**, **Section** or **Line**; **Bookmark**; **Comment** (by reviewer); embedded **Object** (37 types); **Field** (choose from 77 kinds); or numbered **Footnote**, **Endnote**, **Table**, **Graphic**, **Equation** or **Heading**.



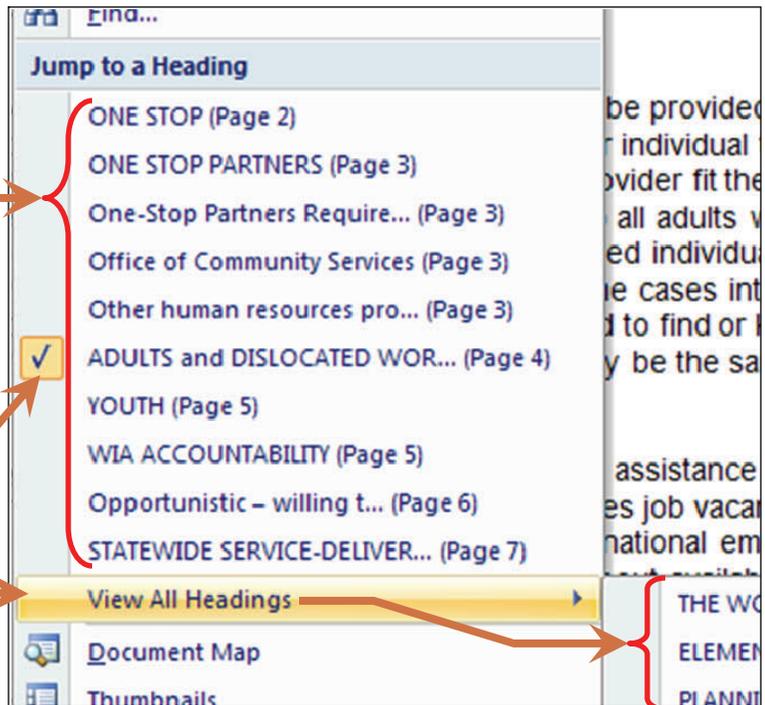
6.) Clicking on **Thumbnails**, the last item on the menu shown in 3.) above, causes the text display to revert to single page (if not already so displayed), and installs a panel at the left side of the screen with a vertical array of thumbnail page (or screen) snapshots. Clicking a thumbnail takes you directly to that page, which is then highlighted in the display.



7.) Clicking on **Document Map**, the next-to-last item on the menu shown in 3.) above also causes the text display to revert to single page, and installs a panel at the left side of the screen with the “**Document Map**”, an outline summary of the document by headings — provided they are identified typographically (bold print, italics, upper-case, larger font size, centered, etc). Clicking on any heading takes you directly to the page or section containing the heading, which is then highlighted in the Map display.



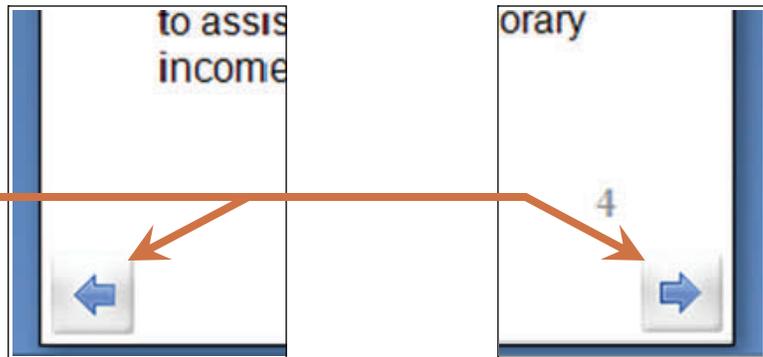
8.) Choosing the **Document Map** actually causes the menu display on which it’s found to change, incorporating a segment of the **Map** itself, under a new bar reading “**Jump to a Heading**.” The segment displayed comprises up to 10 headings, centered on the one currently chosen, with *that* heading indicated by a checkmark icon. The rest of the Map is available upon selection of a “**View All Headings**” menu item.



Clicking on the **Document Map** icon a second time *removes* the actual **Document Map** panel, allowing you to restore the two-page F-SR View, while retaining the ability to jump through the document by means of the headings still accessible in the illustration above.

You can then click on the **Thumbnails** icon in the menu shown above; the **Thumbnail** gallery panel will again open up at the left side of the screen, which gives you the benefit of being able to simultaneously search the document by *either* page/screen thumbnail images or headings.

9.) The last on-screen navigation aids we'll look at are the page-turning arrows you'll find at the bottom corners of the displayed pages (either single or double). Rolling over either icon with your cursor will turn them from grey to the blue shown here...and will also change your cursor to an open hand icon, with the fingers pointing off the page in the same direction as the arrows. Clicking the mouse will then turn the page (or screen) once in the indicated direction.



Keyboard Navigation Shortcuts

10.) As shown in the table to the right, there are a number of keyboard shortcuts that work with the Full-Screen Reading View to help you efficiently move about in the document.

Note: The **Plus** and **Minus** keys shown are *only* those on the 10-key number pad, not those on the top row of a standard keyboard.

Note: the **Enter**, **Backspace** and **Shift + Enter** combination work as page/screen-changing tools only if you have *not* previously clicked inside the document,

Advance a page:	Right and Down arrow keys Page Down key Plus (+) key Enter key Space bar
Back up a page:	Left and Up arrow keys Page Up key Minus (-) key Shift + Enter combination Backspace key
Go to last page:	End key
Go to first page:	Home key
Go to Print Layout View:	Escape key

thereby establishing a text insertion point. In that case, these keys perform their primary functions *within the document*, rather than acting as locator tools. However, using your cursor to click on the **Previous / Next Page** arrows covered in 2.) above will remove the insertion point, and restore the page/screen changing functionality to these keys.