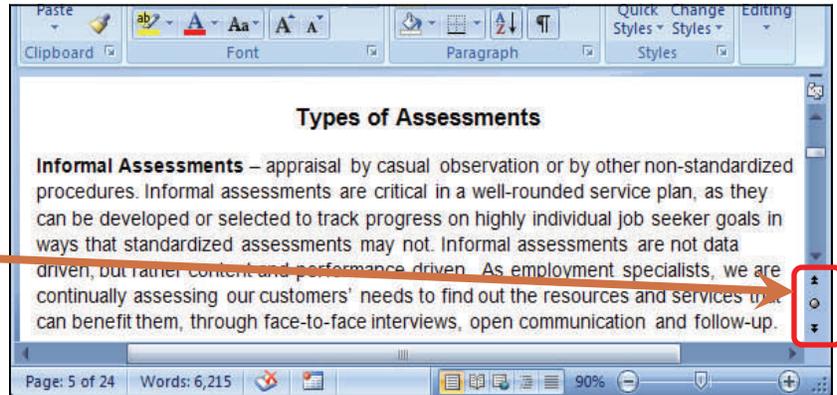


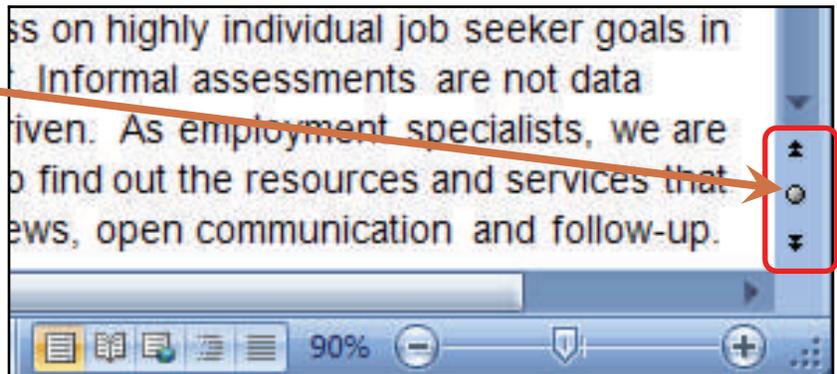
Using Smart Navigation Browsing in Word

You probably know that the up and down double arrows at the bottom of the vertical scroll bar will page up and down in a document. But did you know that you can modify the arrows to change your browse functions? You can set the arrows to browse by headings, graphics, comments, footnotes, endnotes and a variety of other settings. This guide will show you how you can modify the browse function in Word 2007, allowing you to search more efficiently within a Word document.

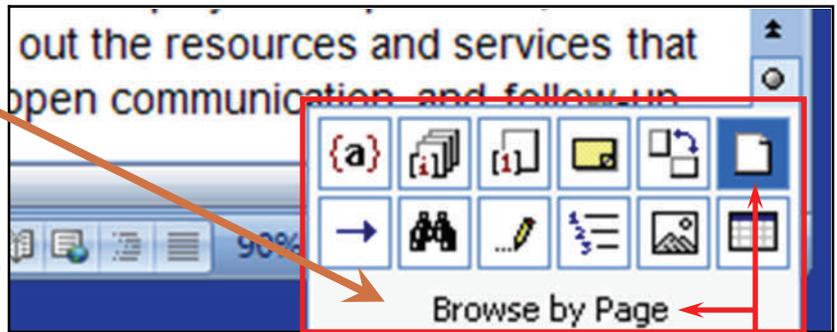
1.) My first step is to open up a Word document. The double-arrow buttons are at the bottom of the vertical scroll bar on the bottom right of the document.



2.) You can see in this close-up that there is a small dot icon between the double-arrow buttons. This dot icon is called the "Select Browse Object" button. This is the button that will allow me to change the functions of the double-arrow buttons.

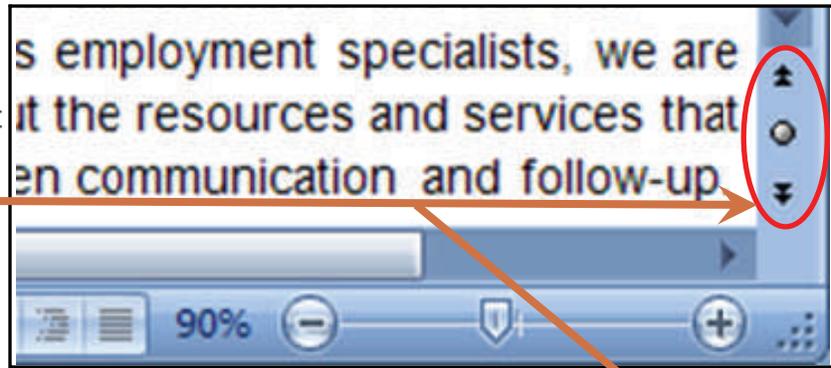


3.) I double-click on the small dot icon to reveal a table with 12 icons. These icons represent the different browse functions that I can switch to, as shown in the table below (Note: **Browse by Page** is the default setting):

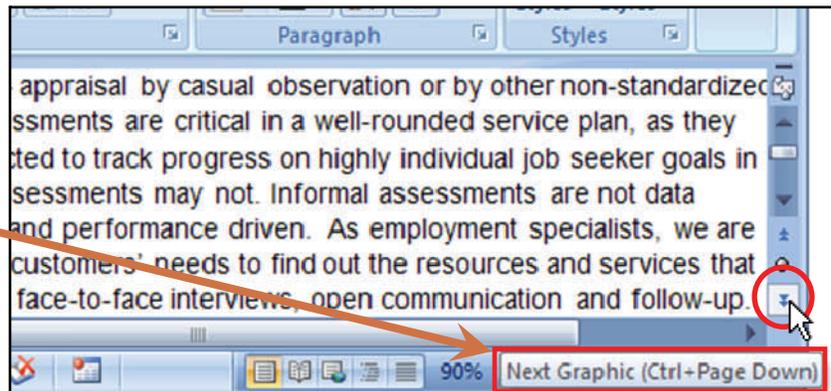


Browse by Field	Browse by Endnote	Browse by Footnote	Browse by Comment	Browse by Section	Browse by Page
Go To	Find	Browse by Edits	Browse by heading	Browse by Graphic	Browse by Table

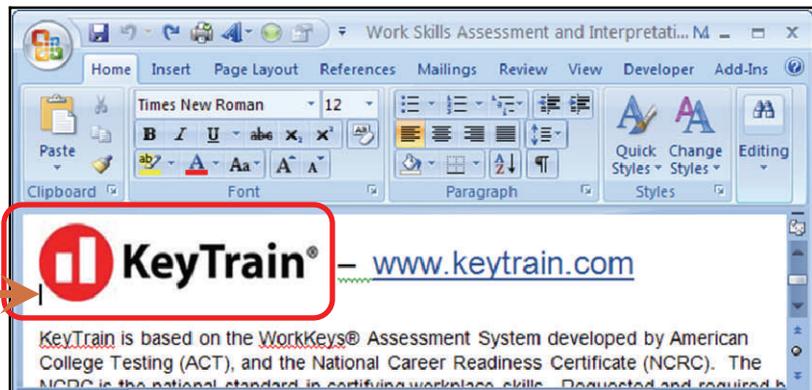
4.) I can select the browse function I desire by single-clicking on its icon. Notice that the double-arrows **change color** from **black** to **blue** when I select any browse function other than the default, which is "Browse by Page."



5.) I've chosen "Browse by Graphic". Notice that when I place my cursor on the down double-arrow, a pop-up confirms the browsing search criterion I've chosen.



6.) Now, when I click on that double arrow, the text moves to the next graphic below my previous starting point, and the cursor changes to a text insertion point, immediately before the graphic.



Practice browsing your Word document with the double-arrows set to different browser functions to get a feel for the time that can be saved when searching for information with the use of this method.