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Paging through a document

The Acrobat Exchange program provides a number of ways to page through a document.



To go to the next page:

Choose one of the following:

- Click the Next Page button  in the toolbar.
- Press the Right or Down Arrow.
- Choose View > Next Page.

To return to the previous page:


Choose one of the following:

- Click the Previous Page button  in the toolbar.
- Press the Left or Up Arrow.
- Choose View > Previous Page. 




To go to the first page:

Choose one of the following:

- Click the First Page button  in the toolbar.
- Press the Home key.
- Choose View > First Page.

To go to the last page:

Choose one of the following:

- Click the Last Page button  in the toolbar.
- Press the End key.
- Choose View > Last Page.

To jump to a specific numbered page:

Choose one of the following:

- Click the page number box in the status bar at the bottom of the main window, type the page number, and click OK. ➤



- Choose View > Go To Page, type the page number, and click OK.
- Drag the vertical scroll bar up and down until the rectangle to the left of the scroll bar displays the number of the page to which you want to jump.

To move one screenful at a time:

- Press the PageDown key, Enter, or Return to move forward.
- Press the PageUp key, Shift+Enter, or Shift+Return to go back.


Use the horizontal scroll bar in the status bar to scroll the page right or left. ■



Browsing with thumbnails

A thumbnail is a miniature view of each page in the document that you can display in the overview area. You can use thumbnails to jump quickly to a page; to adjust the view of the current page; and to move, insert, copy, replace, and delete pages. See [Creating thumbnails](#), [Moving and copying pages with thumbnails](#), and [Extracting pages](#) for information.

To jump to a page by using its thumbnail:


Click the Thumbnails and Page button  or choose View > Thumbnails and Page to display thumbnail images. Click a thumbnail to move to the page it represents. The point you click determines the center of the page display.

Note: *If thumbnails appear as gray boxes in the overview area, choose Document > Create All Thumbnails to have them display the page contents. You can also create thumbnails with the [Batch Optimize](#) command. ➤*



To adjust the view of the current page:

Choose one of the following:

- Place the pointer over the lower right corner of the page-view box (the light-gray box) in the thumbnail of the current page. When the pointer changes to a double arrow, drag the corner of the box to reduce or expand the view of the page.
- Use the hand tool  to move around the current page by dragging the page-view box on the thumbnail.
- Position the pointer anywhere outside the current page-view box, and drag to draw a new box.

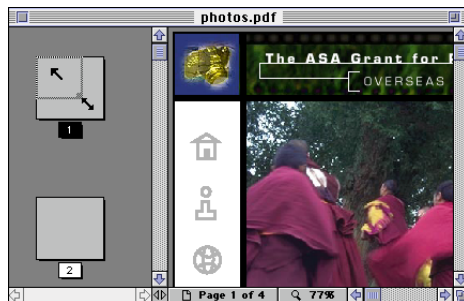
See the graphic on next page. ➤



Page view box



Place your cursor over the lower-right corner of the page view box.



Drag to magnify the page view.




Place your cursor inside the page-view box, and drag to reposition the page in the Document window ■



Browsing with bookmarks

Bookmarks can mark parts of a document for quick access, link to page views in other documents, link to the Web, play a movie or sound, enter an article, and reset or submit a form. See [Creating bookmarks](#) for more information.

To jump to a topic by using its bookmark:

1 Click the Bookmarks and Page button  or choose View > Bookmarks and Page to display bookmarks in the overview area. If a triangle appears to the left of the bookmark, click the triangle to show or hide subordinate bookmarks.



2 To go to the destination specified by a bookmark, click the bookmark text or double-click the page icon to the left of the bookmark name. A bookmark can also change the page view, play a movie, reset a form, or perform other actions.



Following links

Links can connect parts of a document, jump to other PDF documents, open another application file, go to a location on the Web, play a movie or sound, enter an article, hide or show an annotation, import form data, and reset or submit a form. See [Creating links](#) for more information.

To follow a link:

1 Move the pointer over a linked area. The pointer changes to a pointing finger  when positioned over a link. The finger pointer  displays a *W* when moved over a Weblink.

2 Click to follow the link. Clicking a link can also change the page view, play a movie, reset a form, or perform other actions.



Note: A Web browser must be chosen in your Weblink preferences to follow a Weblink. See [Setting Weblink preferences](#) for more information.



Retracing your steps

The Go Back button traces your viewing path through a document or series of documents. You can go back up to 64 views. Go Back will reopen closed documents if necessary.

To retrace your viewing path:

- Click the Go Back button  or choose View > Go Back to return to the previous page, document, or magnification level.
- Click the Go Forward button  or choose View > Go Forward to reverse direction and return, one view at a time, to the view where you first used Go Back.