

## Navigation Tools for On-Screen Reading

When reading the multi-page “Pastoral Leadership Transition Process” guide on screen, it is helpful to make use of navigation tools for moving from page to page. Fortunately, both Windows PC users and Mac users have such tools available to them.

### WINDOWS PC USERS:

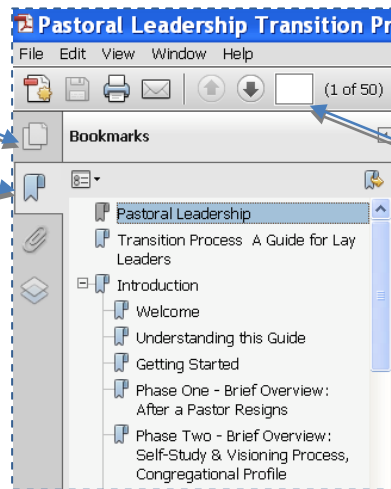
Make sure that you have the most current version of the free Adobe Reader. This may be downloaded free from: <http://get.adobe.com/reader/?promoid=DINRS>

With the Guide open in Adobe Reader, for quick page navigation, turn on either *Page Thumbnails* or *Bookmarks*:

**BEST TIP:** After clicking a link to another page in the Guide, to return to the location from which you clicked, use the keyboard shortcut:

**ALT+Left Arrow**

(Along with **ALT+Right Arrow** it is easy to move back and forth between the two locations.)

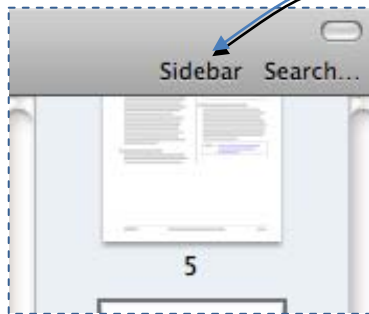


Another navigation option is typing a page number into the *Page Number Box* and pressing Enter.

Check out more helpful *Page Navigation* and *Page Display* techniques under the *View* menu.

### MAC USERS:

On a Mac computer, PDF files like the Guide open by default in the Preview program. Preview also provides page navigation techniques. First, make sure the *Sidebar* is showing:



*Sidebar:* In the upper right corner of Preview, click *Sidebar*. This will reveal *Thumbnails* of all the pages. Click on a *Thumbnail* to go to that page.

The bottom of the *Sidebar* offers more navigation tools. Try them out: *Contact Sheet* *Thumbnails* *Table of Contents*



**BEST TIP:** After clicking a link to another page in the Guide, to return to the location from which you clicked, use the keyboard shortcut: **command+[**  
(Along with **command+]** it is easy to move back and forth between the two locations.)

Check out some helpful page display options under the *View, PDF Display*.

### COPYING INTO A WORD PROCESSING PROGRAM:

At some point, you may wish to copy and paste one or several pages into your word processing program (often Microsoft Word) for use as a separate document or for printing. Both PCs and Macs, offer you two options for this:

1. **Copy & Paste Text:** In the Guide, drag through the text and choose Edit, Copy. Move to your word processing program and choose Edit, Paste. You may lose formatting, but you will be able to edit the text.
2. **Copy & Paste a Picture:** In Preview, use Tools, Select Tool. In Adobe Reader, use Edit, Take Snapshot. Then drag to copy, and paste into your word processing program. This will preserve all the formatting, but you may be unable to edit the text.