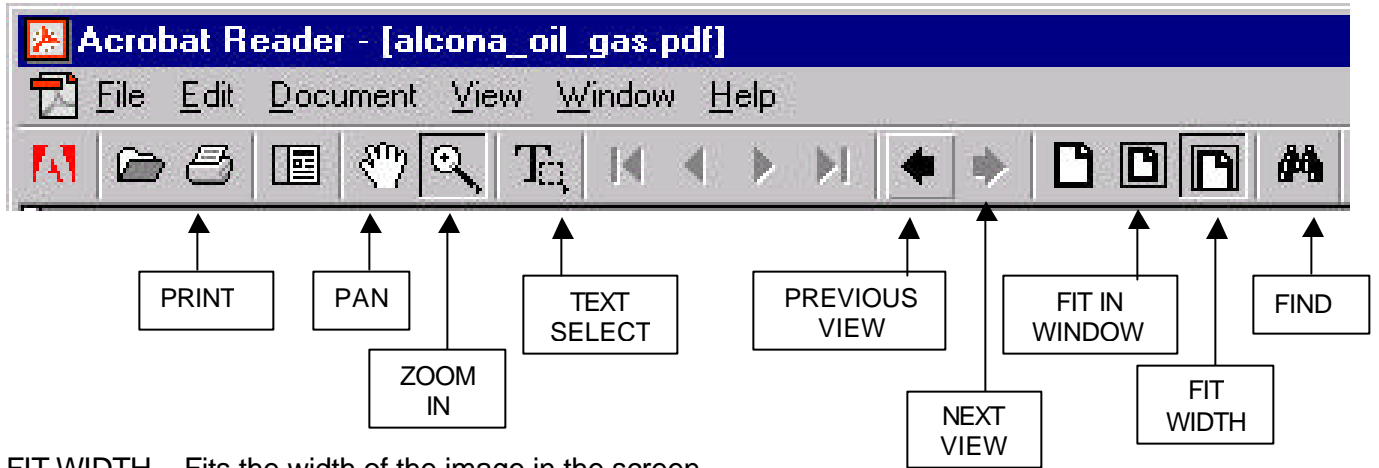


1. Use Tools to NAVIGATE around image



FIT WIDTH – Fits the width of the image in the screen

FIT IN WINDOW – Fits the entire image in the screen

SCROLL BARS – To move Up and Down the image

ZOOM IN – Either Click on the image or draw a box

ZOOM OUT – No Tool for this; Select off the VIEW Menu

PAN – Move around the image by dragging the hand

PREVIOUS VIEW – Click to go back to previous view

NEXT VIEW – Click to go forward to next view

2. Use GRAPHIC SELECT Tool to select a part of the image to print



- Click and hold down the LEFT Mouse Button on the “Text Select” Tool



GRAPHIC SELECT

- A box will drop down with two other icons.
- Click on the **Graphic Select Tool** (square and circle)
- You will get a crosshair (+) at the end of your cursor
- Hold down the left mouse button and draw a box around the area you want to print

3. PRINTING



Click on the **PRINT** Button to send the Selected area to the Printer

4. Use FIND Tool to Search for specific feature



- Zoom in to some part of the image
- Click on **FIND** Tool – another window will open up.



- Type in what you want to Find (e.g. Nominations)
- Mark Boxes *Match Whole Word Only* and *Match Case*
- Click on FIND
- Click on FIND AGAIN to find more