

NAVIGATE ON A PAGE

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Once on a page there are a number of options relating to viewing that page.

Click on the **Page** tab to access these tools.

The page you are working on has a red border around it. To navigate to the next page in the document:

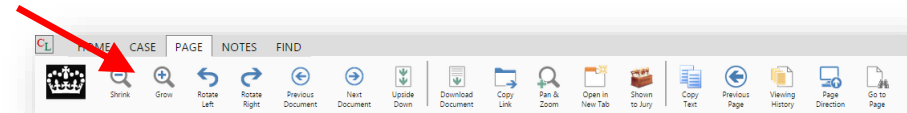
1. Use the scrollbar on the right
2. Or click on the white triangle in the top left-hand corner of the document page.



SHRINK AND GROW

If the text of an image is too small or large, use the **Shrink** or **Grow** tools to obtain a better view of the information presented.

The **Notes** area on the right-hand side adapts as the page is resized.

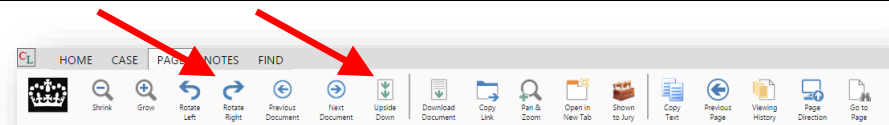


ROTATE AND UPSIDE DOWN

Sometimes a document may be scanned into the bundle with the wrong orientation.

To realign it the right way up, simply click :

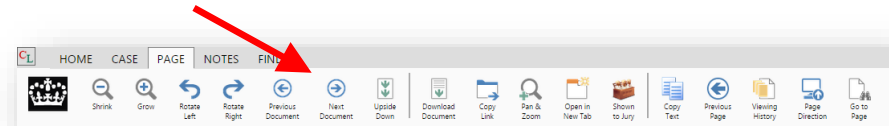
1. **Rotate Left**
2. **Rotate Right**
3. **Upside Down**



PREVIOUS AND NEXT DOCUMENT

To quickly move to the next or previous document in the bundle, click:

1. **Previous Document**
2. **Next Document**



PAN AND ZOOM

Pan and Zoom is a great way to view maps, pictures and detailed images.

Click on the **Pan & Zoom** button to open the page in a new tab. Actions include:

- Click and hold to move the page/image around.
- Double-click to rotate the page.
- Scroll on the mouse wheel to zoom in and out.
(If using a touch screen, simply pinch and release the image).

