

Instructions for viewing PDF documents that have integrated hyper-links and bookmarks

- 1. Open the document and find the 'Bookmark' tab on the left hand side. Or navigate to this option by clicking on 'Window' in the tool bar, then selecting the Bookmark option. You may also hit the F5 key to toggle the bookmark view.**
- 2. Once the Bookmarks are visible you can click on any link to navigate directly to the document.**
- 3. After you have navigated to the document you have a number of options. You are able to navigate back with the large back arrow at the top of the document. This will return you to the last document you viewed. Or you can simply move through the document page by page with the single page arrow also located at the top of the document.**
- 4. If the PDF document has integrated hyper-links it will act exactly as an Internet Explorer or Netscape web browser. Simply click on the link you wish to navigate to. You will see the mouse pointer change from an arrow to a hand with an extended index finger. This is the indication that the pointer is over a hyper-link.**