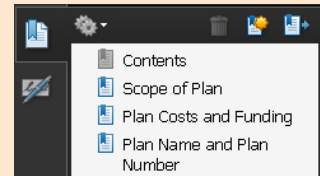# Navigation Tips

You have a number of tools and features you can use to quickly locate the information you want:

PDF Search Engine – You can search any open PDF with the "Find" box in right-hand corner of your Acrobat Reader toolbar. Enter any term and click "Enter" to find each mention of a word or phrase.

Chapter Bookmarks – Bookmarks should automatically appear in the left column of your screen. Jump to any section of the currently open chapter by clicking its bookmark. To hide or unhide bookmarks, click the bookmarks icon.

Acrobat Toolbar – At the top of your Acrobat Reader screen.
- ► Up and down arrows advance to the previous- or next-*numbered page*.
- ► You can add the Previous View and Next View buttons (arrows pointing to the left and right) to advance and return to *previously viewed pages* – like the "back button" of a Web browser.

If the Previous and Next View buttons (these point left or right) are not on your toolbar, you can add them by right clicking on the up-down arrows and selecting them from the list of options.

Tables of Contents – At the beginning of most chapters. Click any heading and jump directly to that section.

CONTENTS

Links Within Each Chapter – Blue words and phrases (like those in the example to the right) link you directly to:
- ► Defined Terms for the currently open chapter.
- ► Other sections of the currently open chapter or websites.
- ► The table of contents for the currently open chapter.

The *Schedule of Benefits* shown later in this chapter provides additional details.