

# English Versification, 1570–1980 Online Help

Click on any blue text below to jump to that topic.

## Navigation

How do I use the buttons and hypertext links to navigate through the chapters of the book ?

## Thumbnails

How do I use the Thumbnails in the left pane of the Acrobat Reader window to quickly navigate through a chapter?

## Viewing

How do I switch page display modes in the right pane?

## Backtracking

How do I move backward and forward through pages I've just viewed?

## Zoom

How do I zoom in so as to magnify the page ?

## Searching

How do I search for a word or phrase in the current chapter or the whole book?

## Printing

How do I print a page or pages ?

## Tech Support, Links to TOCs, Usage Rights

How do I get more help, request fixes, or obtain additional citations ?



# Navigating through the Book

## Hyperlinks:

Unlike documentation manuals on paper, electronic documentation relies on hyperlinking to move you quickly and easily from one page to another.

All entries in all versions of the Table of Contents—both the short and long versions—are hyperlinked. This means that in any Table of Contents, you can click on any part of any line, either text or page number, to jump to that chapter or page. Use the Go Back button on the Toolbar or command on the View Menu to return to where you were.

## Scrolling:

Move around on a page with the Hand tool: 

Move down to a specific page by using the scrollbars on the Page window at right or the Thumbnails window at left.

## Moving Back, Forward, or to the Beginning or End:

Navigate in the current document with the VCR-style buttons: .

These buttons take you (left to right) to the Beginning of the current document (chapter), Back one page, Forward one page, and to the End of the document (chapter).

## Going to a Specific Page:

On the View Menu, use the Go To Page command, or call this dialog box more directly by clicking on the leftmost box on the Status Bar at the bottom of the screen (showing as “Page xx of yyy”).



# Thumbnails

You may choose to view pages alone, pages with bookmarks visible at left, or pages with thumbnails visible at left.



**Thumbnails with Pages**  
**Bookmarks with Pages**  
**Pages only**

The default is Thumbnails With Pages. You can use the vertical scrollbar in the thumbnail window to quickly move down to a specific page.

If you display Bookmarks With Pages, you can click on a Bookmark to quickly jump to that page. **There are no Bookmarks defined at present, so you won't see anything in this view.** If you want Bookmarks, submit a request (see Tech Support on the last page below).

If you want to hide Thumbnails and Bookmarks and view the page in full-screen mode, click the button on the far left of the Toolbar. You can also change selections using the View Menu.



# Viewing / Page Display Options

How much of a page you see at any given point depends on (1) whether you are viewing the page alone or the page plus thumbnails at left, and (2) which View option you have chosen, and (3) whether or not you have applied a Zoom magnification.

## From the Toolbar:

You have three choices for viewing a page on screen:

### Fit Visible:

Fills the window area with the currently selected region of the page. Same as 100% Zoom.

### Fit Page:

Shows the entire page in the document window.

### Fit Width:

Fits the width of the page into the document window.

You toggle through each of these states by clicking these buttons:



Fit Width  
Fit Page  
Fit Visible

## From the Menu Bar:

Select View, Zoom To, then the arrow at the right side of the dropdown listbox to choose a magnification level, then click OK.

## From the Status Bar:

On the Status Bar at the bottom of the screen, click on the second box from the left to call the Zoom Magnification box. Click the dropdown arrow to select a view, then click OK.



# Backtracking

As you move around in the book, you will often jump to a chapter or page from a Table of Contents, or scroll down in the document window to move to another page.

You may also use the navigation buttons on the Toolbar to move forward one page or back one page, or to the beginning of the current chapter or its end.

However, more often you will find that you want to go back to the page you previously viewed, no matter where that page was, and then continue forward again. Or you may want to back up several views. To accomplish this, use the Go Back and Go Forward buttons



on the Toolbar. Or use the same commands on the View Menu.



# Zoom

## To increase magnification:

Select the Zoom Tool  to double the current magnification.

**OR,**

Select the Zoom Tool, click on the page with the mouse, hold down the mouse button, and drag to draw a rectangle, called a *marquee*, around the area you want to magnify.

**OR,**

Click the magnification box on the status bar at the bottom of the window (left side) and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.

## To decrease magnification:

Select the Zoom Tool while holding down the Ctrl key and click at the center of the area you want to reduce.

**OR,**

Select the Zoom Tool while holding down the Ctrl key and drag to draw a rectangle around the area you want to reduce.

**OR,**


Click the magnification box on the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.



# Searching for a Word or Phrase

To search a word or phrase in the book, you can use Find or Search.

## Using Find:

Use the Find command to find part of a word, a complete word, or multiple words in the active chapter (only). Click the Find button , or choose Find on the Tools Menu. Select options: Match Whole Word Only, Match Case, or Find Backwards.

## Using Search:

To search across all the chapters in the book using the Index, use the Search command instead of the Find command. The Find command looks for words by reading every word on the page in the current chapter only. By comparison, the Search command searches full-text indexes of the entire book. The Search command uses the index to locate terms quickly, without having to open the chapters. Compared with using the Find command, searching the full-text index is very fast.

Choose the Search button  on the Toolbar or select the Search command on the Tools Menu.

## Viewing Search Results:

To find the next occurrence of the word, press Ctrl-G or press F3. You will be prompted to loop around to the beginning of the chapter if you start the process on any page other than the first page.

# Printing

Choose **Print** on the **File Menu** to get hard copy of a page or pages in a given chapter.

# Tech Support, TOCs, Usage Rights

For additional help, for inquiries about software, to request fixes to bugs or lacunae or typos, to request additional functionality, or to obtain additional citations available in electronic format collected after the *terminus ad quem* for this book (1981), please contact the author at:

[terry@webmetrics.com](mailto:terry@webmetrics.com)

Requests to which are attached crisp, unwrinkled twenties and higher denominations with serial numbers in nonsequential order will receive first priority. VISA also works.

<a href="#">Short TOC</a>	<a href="#">Long TOC</a>	<a href="#">Indexes</a>	<a href="#">Use</a>
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