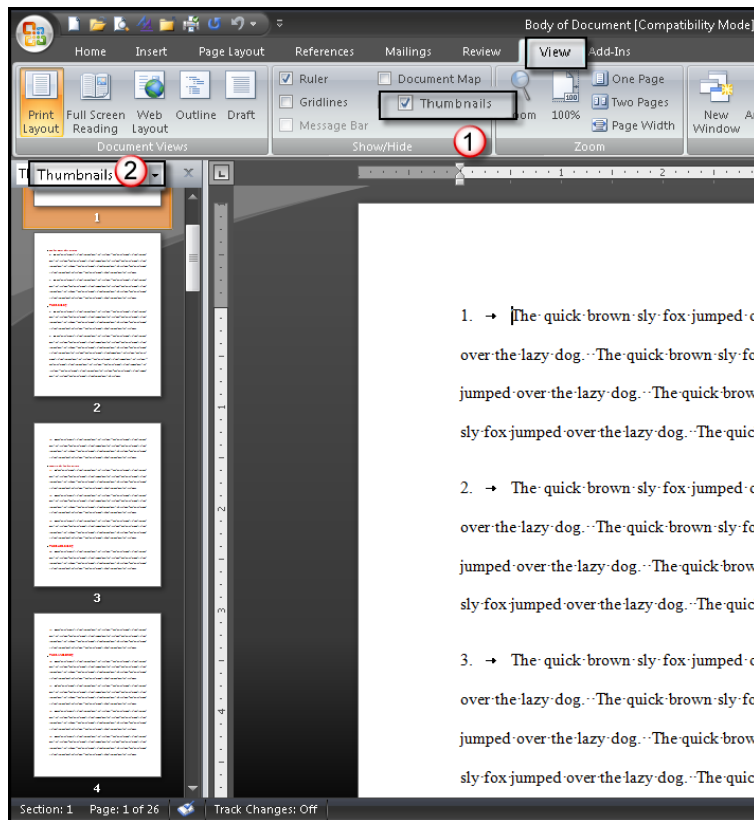


HOW TO: USE THUMBNAILS TO VIEW A LENGTHY DOCUMENT:

Purpose: Assists in navigating quickly through lengthy multi-page documents.

1. At the **View** tab, click **Thumbnails** to check the box. A **Thumbnails Task Pane** will open at the left side showing page numbers for easier navigation to a specific part of the document.



2. You can also toggle between **Thumbnails** and **Document Map** at the dropdown:

