



Toolbar Settings:

1. Click on Tools above the slides and go down to : Customized Toolbar
2. Now make sure you have **check marks ONLY** in:
Find Toolbar Page Navigation Toolbar Previous Page Next Page Page Number
Select & Zoom Toolbar Hand Tool Marquee Zoom Fit Page and then push OK
Remove ALL other checkmarks.

You will find now at the toolbar at the top: Up and down **blue arrows** that let you go back and forth from slide to slide

A blank field: **Left click and highlight the number** and enter the NEW slide # or question # from the booklet, **Click ENTER** and you will bring up the NEW question within less than ONE SECOND!

Next there are **THREE symbols:**

A Handtool: You click on this each time to go back and forth from the list of contents etc...namely all 5 corners of each slide, which includes the middle at the bottom.

Next the little **BLUE Loop:** You click on this and **then left click and swipe across** the quote and just LET GO. It automatically enlarges the quote and fits exactly into the FULL page. You can stay in that from slide to slide, but then you need to go back to normal size and the handtool to go back to list of content.

And next a "**blank page**" or Fit Page: You click on this to bring the zoomed up quote **back to a normal slide size.**

Find: In there you can type a "Word search" and it will find in all slides the word you entered. The **two blue arrows to the right** tell you to **go back and forth from slide to slide** where your "found word" is mentioned.

