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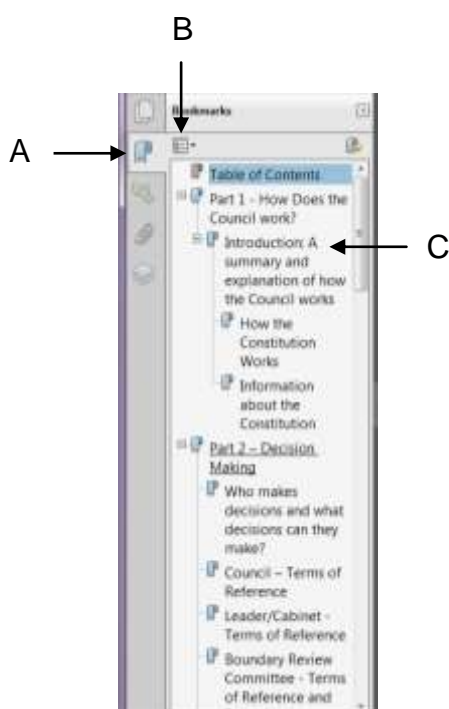
Council Constitution: Navigation Tips

Table of Contents

The Table of Contents appears at the front of the Constitution – it consists of a series of links and clicking on a topic jumps straight to that part of the Constitution.



By viewing the Bookmarks Panel you can see the Table of Contents no matter which page you are viewing in the document.

1. Click the Bookmarks button, or choose **View > Show/Hide > Navigation Panes > Bookmarks**.
2. Expand or collapse bookmark contents, as needed using the + or – next to the section title, or with the options in the Bookmark Options menu.
3. To jump to a specific section of the Constitution, click the relevant title in the Bookmarks Panel.



- A. Bookmarks button
- B. Click to display bookmark options menu
- C. Expanded bookmark

Paging Through the Constitution

In common with all PDFs, there are many ways to turn pages in the Constitution. Many people use the **Next Page**  and **Previous Page**  buttons on the **Page Navigation** toolbar, but you can also use the **scroll bars**, **arrow keys** on your keyboard, and other features to move forward and backward through the Constitution.

Note: The **Page Navigation** toolbar opens by default but if you cannot see it try clicking **View > Show/Hide > Toolbar Items > Reset Toolbars** to reopen it.

Jump to a Specific Page

The text box next to the Next Page and Previous Page buttons is interactive, so you can type a page number in the box to replace the one currently displayed and press Enter on your keyboard.

Links

Click on [links](#) to jump straight to that part of the Constitution, to another document or a website.

Retrace your Viewing Path

You can find the pages that you viewed earlier in your current browsing session by retracing your viewing path. It's helpful to understand the difference between previous and next pages and previous and next views. In the case of pages, previous and next refer to the two adjacent pages, before and after the currently active page. In the case of views, previous and next refer to your viewing history. For example, if you jump forward and backward in a document, your viewing history retraces those steps, showing you the pages you viewed in the reverse order that you viewed them.

Choose **View > Page Navigation > Previous View** .

To continue seeing another part of your path, do either of the following:

Repeat step above

or

Choose **View > Page Navigation > Next View** .

Note: You can make the **Previous View** button  and **Next View** button  available in the toolbar area by right-clicking the **Page Navigation** toolbar and choosing them on the context menu, or choosing **Show All Tools**.