



Welcome to the
Acrobat™ Exchange

TOUR

CLICK

this button to
begin
the tour:



1

THE ACROBAT EXCHANGE TOUR

This tour demonstrates the features of the Acrobat Exchange program. For more information on a feature and for information on Acrobat software, see the on-line guide provided with this program.



If you make a mistake, click the Go Back button in the tool bar at the top of the screen to retrace your steps.



You can also click the Go Forward button to undo Go Back.

Try this now; then continue the tour.

Click the arrow button at the bottom of the screen to continue.



2

If a document contains bookmarks, you can use the bookmarks to jump to pre-defined destinations in the document.



Click the Bookmark button in the tool bar.

The overview area at the left of the window displays all of the bookmarks for this tour. If you get lost during the tour, double-click the page icon next to the name of a tour topic to jump to that topic.

Double-click the page icon to the left of the bookmark named “Zooming” to jump to the next topic in the tour.

3

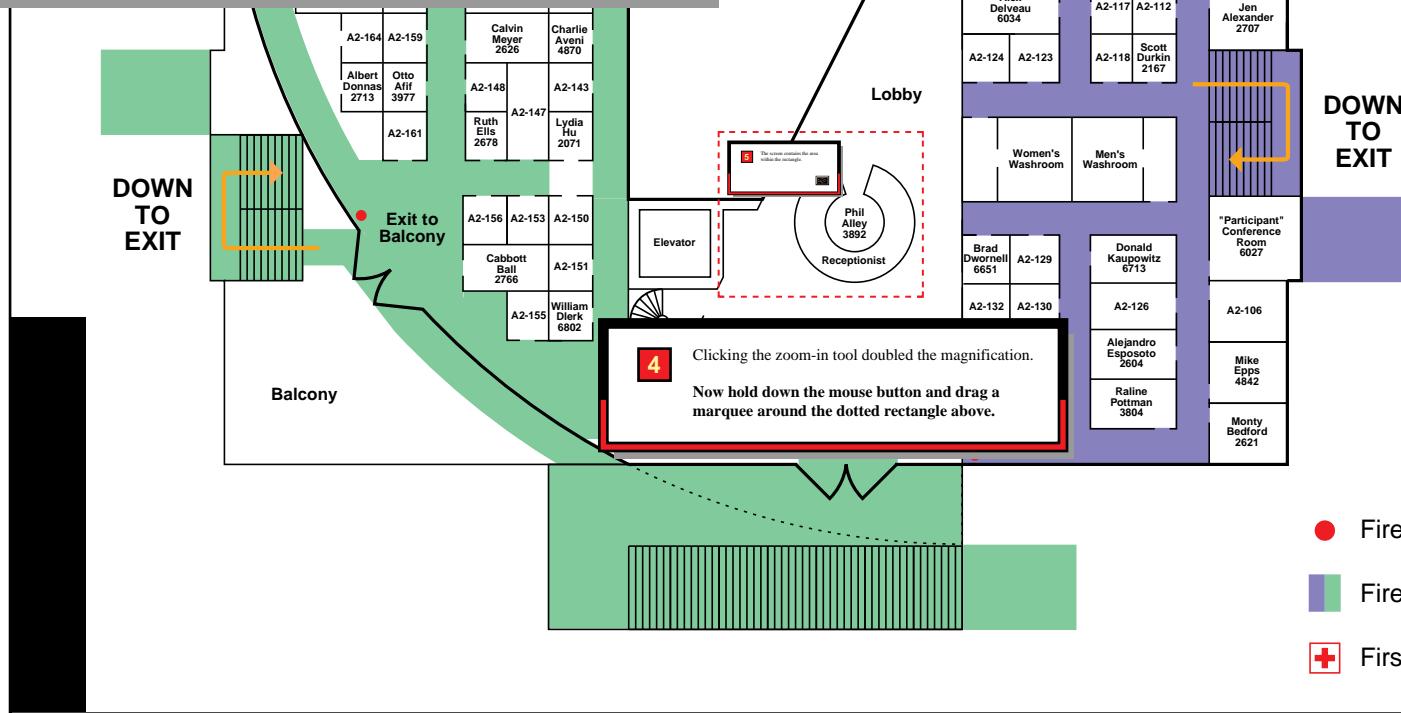
This is an office map. The names and phone numbers are too small to read at this magnification level. By zooming in you can read the names and numbers.



Click the zoom-in tool in the tool bar.

Place the magnifying glass over the desk in the lobby and click the mouse button.

LEVEL TWO



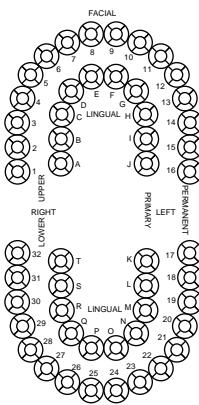
EMPLOYEE

| | | | | | | |
|---|---|----------------------|---------------------|--|---|-----------|
| 1 | GROUP NO. | BILLING UNIT NO. | SOCIAL SECURITY NO. | EMPLOYER | | |
| 2 | NAME OF EMPLOYEE | | | <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED | SEX: <input type="checkbox"/> M <input type="checkbox"/> F | BIRTHDATE |
| 3 | ADDRESS OF EMPLOYEE: NO. & STREET | | | CITY | STATE | ZIP |
| 4 | TELEPHONE NO. | DATE YOU LAST WORKED | | | HAS YOUR EMPLOYMENT TERMINATED? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 5 | IF MARRIED, YOUR SPOUSE'S EMPLOYER SS# OF SPOUSE | | | | | |
| 6 | COMPLETE LINES 5,6 & 7 IF THIS CLAIM IS FOR ONE OF YOUR DEPENDENTS | | | | | |
| 7 | IS PATIENT COVERED BY ANOTHER PLAN? | | | | | |
| 8 | IS CONDITION DUE TO ACCIDENTAL INJURY? | | | | | |
| 9 | OPTIONAL (see instructions) I realize that I am responsible for payment to my physician. | | | | | |
| A | <div style="border: 2px solid red; padding: 10px; text-align: center;"> 6 Fit Page in Window Fit Width in Window Actual Size Click the Actual Size, Fit Page in Window, and Fit Width in Window buttons in the tool bar to see how they change the page view. </div> | | | | | |
| EMPLOYEE'S SIGNATURE | | | DATE | SIGNATURE (Patient or Parent if Minor) | DATE | |
| ARE YOU A PARTICIPANT IN THE HEALTH CARE REIMBURSEMENT ACCOUNT: <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, YOU MAY ELECT TO HAVE ANY EXPENSES WHICH ARE NOT COVERED, OR ONLY PARTIALLY COVERED BY YOUR MEDICAL PLAN AUTOMATICALLY PROCESSED UNDER THE REIMBURSEMENT ACCOUNT BY CHECKING THE BOX BELOW. <input type="checkbox"/> I HEREBY REQUEST THAT ANY UNREIMBURSED PORTION OF THE CLAIM BE PROCESSED UNDER MY HEALTH CARE REIMBURSEMENT ACCOUNT. I CERTIFY THIS HEALTH CARE EXPENSE HAS NOT BEEN REIMBURSED OR IS NOT REIMBURSABLE UNDER ANY OTHER EMPLOYER SPONSORED HEALTH CARE PLAN. | | | | | | |
| FOR CLAIM EXAMINER USE Unreimbursed amounts approved for payment under the FSA DED: _____ COINS: _____ MISC: _____ INCURRAL DATES from _____ thru _____ EXAM.AUTH _____ | | | | | | |
| EMPLOYEE SIGNATURE | | | DATE | | | |

DENTIST

| | | | | | | | | | | | | | | |
|----------|------------------------------------|-----------------|---|------------------------------------|---------------------|----|--|--------------|---|-----|---|---|---|-----------------------------|
| 1 | NAME OF DENTIST | | NAME OF PATIENT | | | | Is Treatment Result Of Occupational Illness or Injury? | | No | Yes | If yes, enter brief description and dates | | | |
| 2 | MAILING ADDRESS OF DENTIST | | | | | | | | Is Treatment Result Of Auto Accident? Other Accident? | | | | | |
| 3 | CITY, STATE, ZIP | | | | | | | | Are any Services Covered By Another Plan? | | | | (If no, Reason for Replacement) Date of Prior Placement | |
| 4 | DENTIST'S SOC. SEC. OR T.I.N. | | DENTIST'S LICENSE NO. | | DENTIST'S PHONE NO. | | If Prosthesis, is This Initial Placement? | | | | | | | |
| 5 | First Visit Date Current Series | Place Office | Date of Treatment Hosp. ECF Other | Radiographs or Models Enclosed? | | No | Yes | How Many? | Is Treatment For Orthodontics? | | | If Services Already Commenced, Enter | Date Appliances Placed | Mos. Treatment Remaining |

PLEASE PLOT WORK



EXAMINATION AND TREATMENT RECORD - LIST IN ORDER FROM TOOTH NO. 1 THROUGH TOOTH NO. 32

FOR INS. CO.
USE ONLY

I HEREBY CERTIFY THAT THE SERVICES LISTED ABOVE ARE MY NORMAL FEES FOR THESE SERVICES FOR ALL PATIENTS AND WILL BE HAVE BEEN PERFORMED.

TOTAL

DENTIST'S SIGNATURE _____ **DATE** _____

MARK MISSING TEETH WITH
AN "X" AND INDICATE BELOW
DATE EXTRACTED OR LOST.

Chapter 3: Using Streamline to Convert an Image

The Auto Center feature can convert any kind of line, Line Art, white images, Color Images.

The Outline weight images. The Line weight lines, such as

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This is the first page of a chapter in a software user guide.

The Next Page button in the tool bar takes you to the top of the next page. You can also use the Arrow keys on your keyboard.

Press the Down Arrow (or Right Arrow) key now.



Image suited for Outline conversion

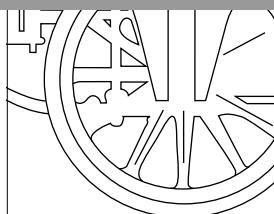


Image suited for Centerline conversion

| ORDERED BY | |
|----------------------|-------------|
| Name _____ | |
| Street _____ | |
| City/State/Zip _____ | |
| Phone _____ | |
| QUANTITY | DESCRIPTION |
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

Image suited for Line Recognition conversion

You can mix conversion methods for images that combine features suited for more than one method. For example, you can combine the Outline and Centerline methods to convert images that have a mix of consistent line weights and filled areas; or you can combine the Centerline and Line Recognition methods to convert images with horizontal, vertical, slanted, and curved lines.



Image suited for Outline and Centerline conversion

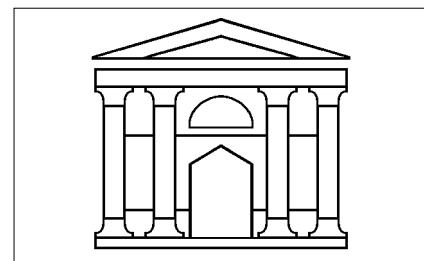
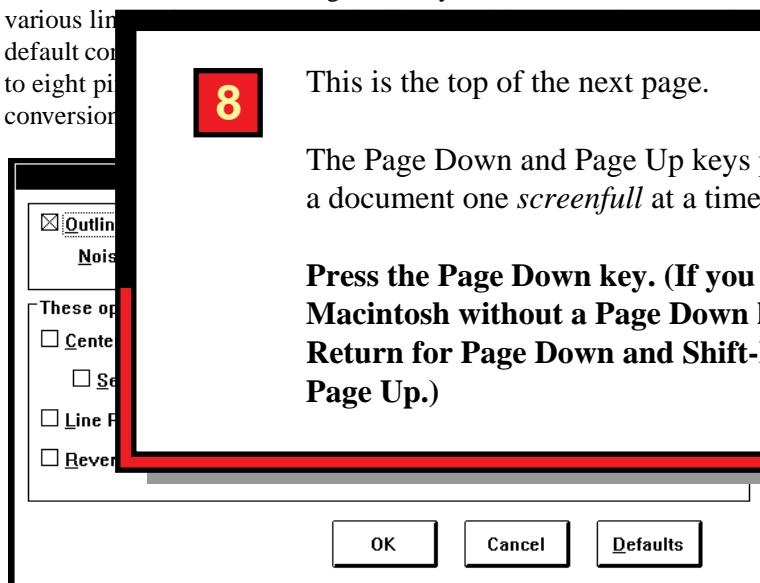


Image suited for Centerline and Line Recognition conversion

The Conversion Method dialog box lets you choose conversion methods, set various line weights, and set the default color for conversion to eight pixels. (This is the top of the next page.)



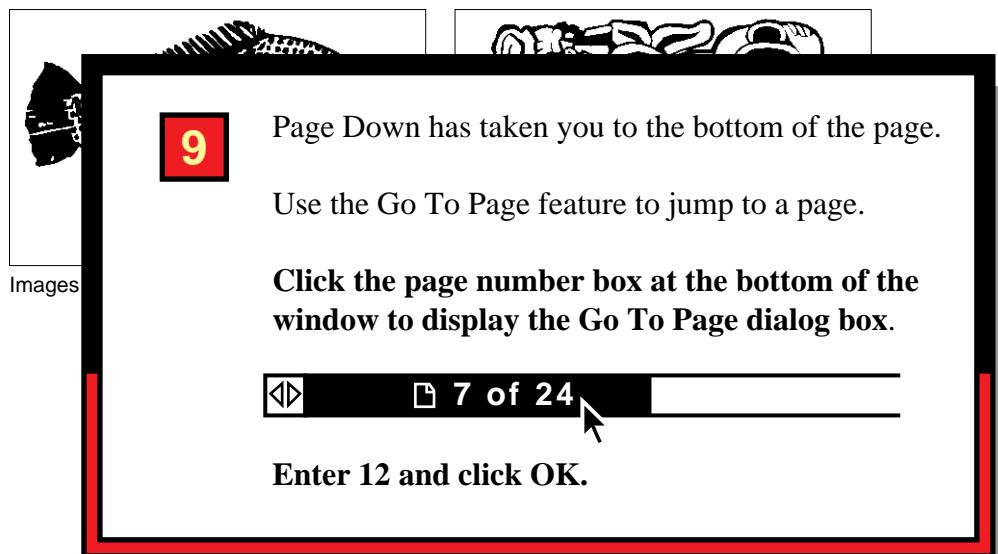
This is the top of the next page.

The Page Down and Page Up keys page through a document one *screenfull* at a time.

Press the Page Down key. (If you are using a Macintosh without a Page Down key, press Return for Page Down and Shift-Return for Page Up.)

Converting images using the Outline method

The Outline conversion method converts images by tracing an outline of each element in the image and filling it with black, white, a color, or some value or tint specified in the Paint Style dialog box. (The Paint Style dialog box is described in Chapter 1, "Basic Concepts.") This conversion method is designed to convert images that contain more than two colors or inconsistent line weights and filled areas, such as illustrative, graphic design, and non-technical line art images.



Page Down has taken you to the bottom of the page.

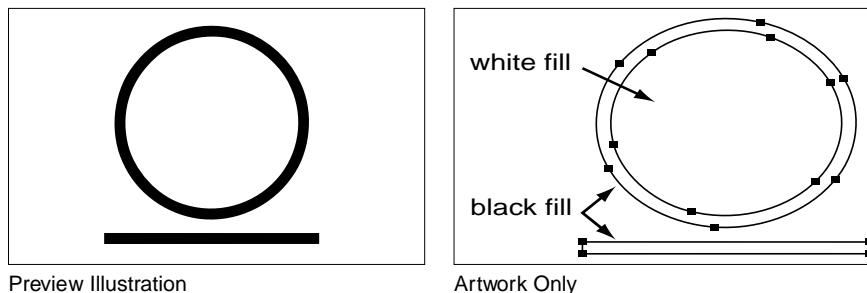
Use the Go To Page feature to jump to a page.

Click the page number box at the bottom of the window to display the Go To Page dialog box.

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Enter 12 and click OK.

Images converted using the Outline method contain only filled areas. Lines are converted to filled paths and circles are converted to layered areas. The following examples illustrate how the figures of an outlined image appear when you choose Preview Illustration from the View menu.



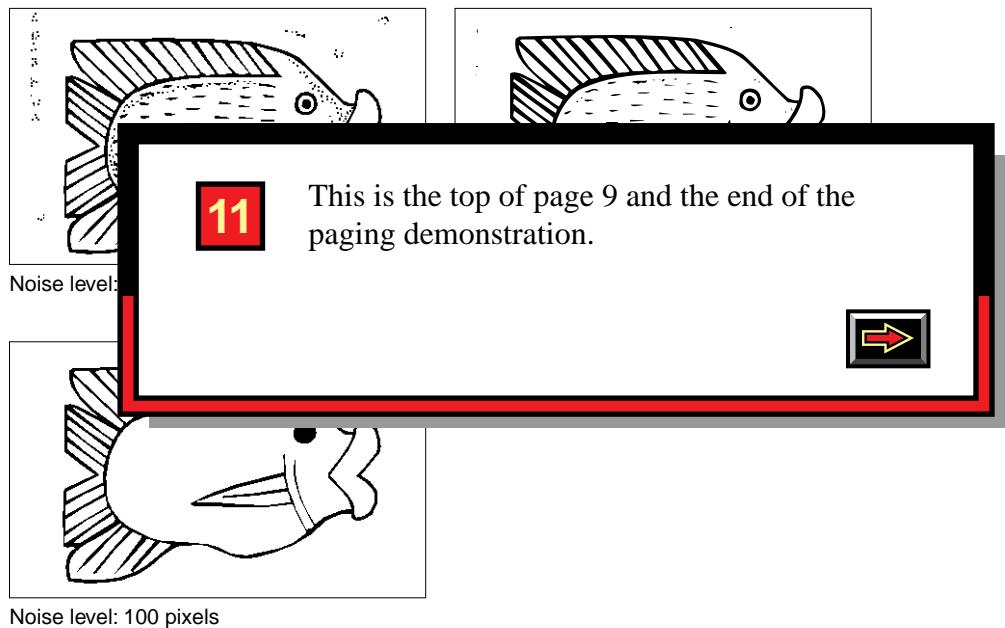
Compare the above examples. The circle is not a stroked line, but is created with two filled areas placed on top of each other. To edit these images, you must edit the anchor points surrounding each of the filled areas. An *anchor point* is the point along a path of a converted image at which a segment starts or ends.

Eliminating noise in scanned bitmapped images

When you select the Outline conversion method, the Noise Level option becomes available. Use this option to eliminate the stray pixels (noise) introduced by scanning a poor-quality original.

You can select a noise level setting between 0 and 1000; the default setting is 8. Areas that are smaller than the noise level setting are ignored when the image is converted. For example, if the noise level is set at 8, the program ignores any elements of an image that are composed of eight or fewer pixels.

Notice in the following examples how the various noise level settings change the level of detail in the image:



You can increase the noise level setting if you want the Adobe Streamline program to ignore larger pixel areas, or you can decrease the setting to capture all the small details of a bitmapped image. For very small images, reduce the noise level setting to retain the details of the image.

This option is available only when you select the Outline conversion method. If you combine the Outline and Centerline methods, the noise level setting applies to the areas that will be outlined. You can use additional program options to control the type of lines used to outline the converted image and to control how closely the converted image matches the bitmapped image. For more information, see “Using other conversion options” later in this chapter.

NOTE: To eliminate noise outside of the image area, use the eraser tool to erase those pixels before converting the image. You can also edit the image using the pencil or line tool before converting the image. For more information about these tools, see Chapter 2, “Preparing an Image for Conversion.”

Converting images using the Centerline method

The Centerline conversion method converts bitmapped images by locating the center of each line and creating a stroked path. This conversion method affects only black-and-white (not grayscale) images, and is designed to convert technical images and other images that contain consistent line weights and no filled areas.

Images converted using the Centerline method contain only stroked paths. The following examples illustrate how the figures of a centerlined image appear when you choose Preview Illustration from the View menu. The circle and the line are created as stroked lines.

Bitmapped images with lines less than 6 points in weight are suitable for converting with the Centerline conversion method. If an image contains lines heavier than 6 points, combine the Centerline and Outline conversion methods. If you do not have a copy of the original scanned image to measure the heaviest line weight, you should print the bitmapped image. Keep in mind that very thin lines may not print at their true weight, depending on the resolution of the printer.

The following chart compares various units of measurement:

Specifying the number of steps to find the center of lines

To draw a stroked path and maintain a minimum number of junction points (where two or more lines intersect), the Adobe Streamline program must approximate the center of the line. Decreasing the number of junction points makes the image easier to edit in your graphics application, and reduces the final file size.

The following illustration shows traced lines as they appear with a template behind them in the Adobe Illustrator program (enlarged view). Notice how the Adobe Streamline program is able to approximate the center of the lines.

To approximate the center of lines, use the Number of Steps option to create lines that are one pixel wide as described below. One-pixel lines will have fewer junction points than lines that are two or more pixels wide. The pixel width approximated by the Number of Steps option does not affect the final point size of lines.

For each step you select, the program strips a layer of pixels from each edge of lines in the image to locate the center of the lines; the higher the number of steps you specify, the more any irregular pixels in the lines will be eliminated.

During the conversion process, the program displays small circles at all junction points. If the number of junction circles seems excessive (appearing in places other than true junction points), try increasing the number of steps until junction circles appear only at true junction points. You can also use the node deletion tool or the Smooth Path command to reduce the number of anchor points in the converted image as described in Chapter 4, “Working with a Converted Image.”

The recommended Number of Steps setting depends on the resolution of the original bitmapped image and the point size of the heaviest line in the image. Assuming an image resolution of at least 300 dpi, the number of steps you select should be equal to or greater than the point size of the heaviest line in the bitmapped image so that all lines in the image will be approximated at one pixel wide. For example, if the heaviest line in a 300 dpi image is 3 points, set the number of steps to at least 3 (the default).

The following chart shows some general guidelines for using the Number of Steps option at various image resolutions. Use the suggested settings as approximate guides. For the best results, convert your bitmapped image at various settings until you find the most appropriate setting.

NOTE: *In general, the higher the number of steps you specify, the more irregular pixels are eliminated. Specifying too many steps, however, will shorten lines that don't meet another line or object. To convert the small details of a bitmapped line, it is best to use the minimum required number of steps.*

If your bitmapped image contains lines heavier than 6 points, combine the Centerline and Outline conversion methods, and set the Number of Steps option to 6. By combining these two methods, lines that are less than or equal to 6 points will be converted into stroked paths by the Centerline method, and lines that are greater than 6 points will be converted into filled areas by the Outline method.

NOTE: *Because you may have to adjust the number of steps for different image resolutions, when converting a batch of images, make sure that all the images in the Files to Process list in the Batch Select dialog box have the same resolution.*

Converting white lines

Normally, the Adobe Streamline program recognizes only black lines on a white background. If you want to convert an image that uses white lines on a black background (for example, a blueprint), select the White Lines option. When you select this option, the program reverses the white lines to black, converts the image, then reverses the lines back to white before saving the converted image.

Blueprint image with white lines

Selecting a uniform line weight

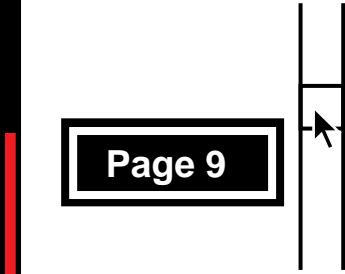
The Uniform Line Weight option allows you to select a specific line weight for the converted image. If you are combining the Centerline and Outline conversion methods, only lines that are centerlined are affected. You can select a line weight of

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This is the top of page 12.

You can also use the vertical scroll bar at the right of the window to scroll to a page.

Drag the scroll box up until page 9 appears to the left of the scroll bar. Then release the mouse button.

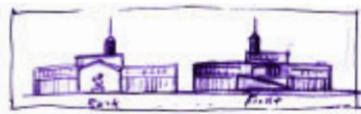


Page 9

Creating Separate Shapes

The Separate Shapes option determines how the Adobe Streamline program constructs paths surrounding adjacent areas. If you choose this option, each area in the bitmapped image that is completely surrounded by a stroked line will be surrounded by a unique path in the converted image. If a single line separates two enclosed areas, the line will be converted twice—once for each path. Using the Separate Shapes option lets you edit an individual shape in an image without disturbing its surrounding shapes.

EMPLOYEE PHONE LIST AND OFFICE MAP



Abacara 2155 A1 **Jon**

Abate 4716 A1 **Leslie**

Abbott 6090 A2 **Madeline**

Abul 2048 A1 **Leon**

Achler 3784 A1 **Dana**

Acostta 3845 A1 **Dennis**

Adams 6050 A1 **John**

A
A
A

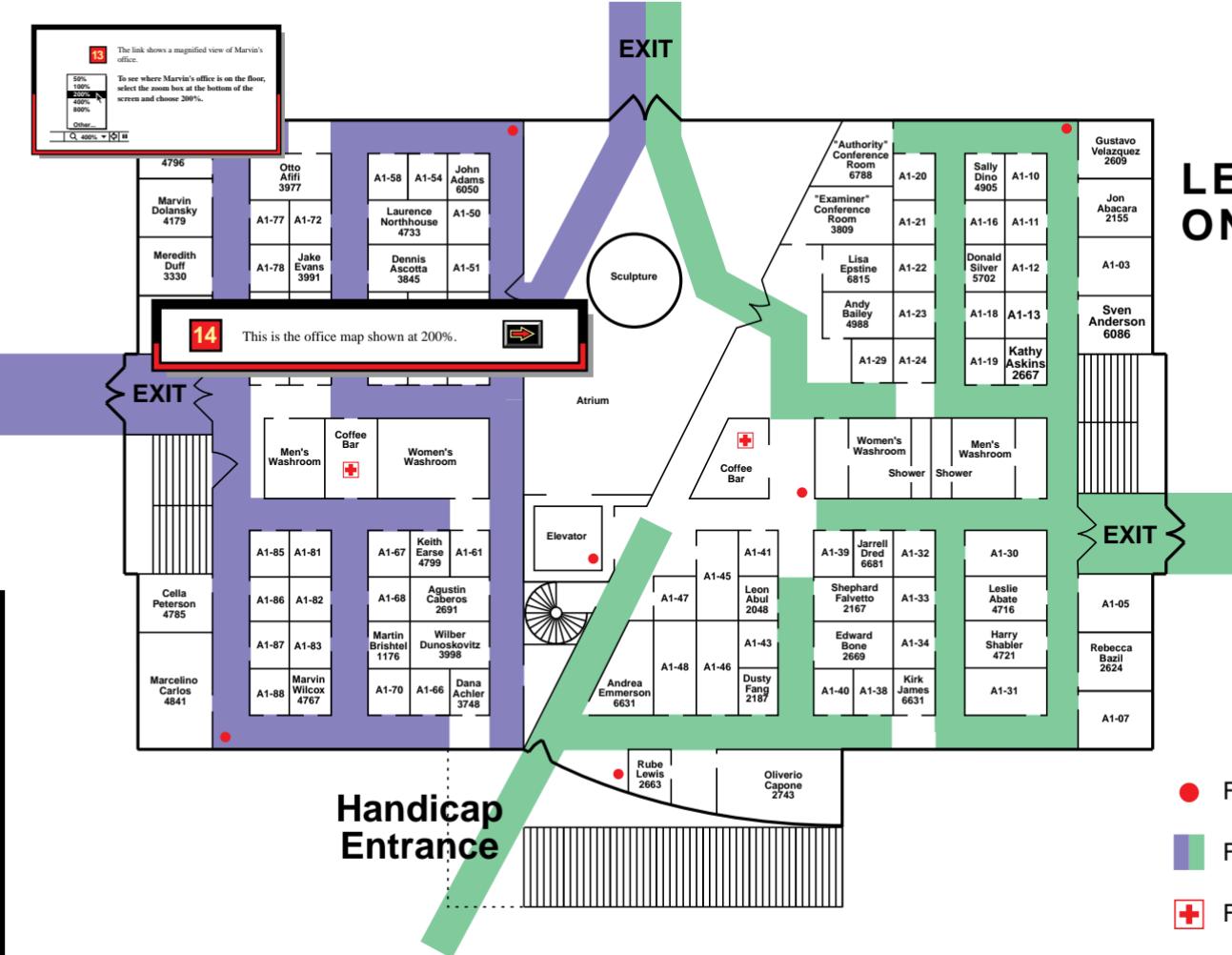
12

This is the first page of an Acrobat phone list and office map document. Each person's name is a "link button" that is linked to the person's office on the map.

Click anywhere on Marvin Dolansky's name in the lower right corner of this page.

| | | | | | | | |
|-----------------|------|----|------------------|------------------|------|----|------------------|
| Anderson | 6086 | A1 | Sven | Campbell | 3914 | A2 | Camille |
| Askins | 2667 | A1 | Katherine | Capone | 2743 | A1 | Oliverio |
| Aven | 4870 | A2 | Charlie | Carlos | 4841 | A1 | Marcelino |
| Baileyi | 4988 | A1 | Andy | Castaneda | 2651 | A2 | Able |
| Ball | 2766 | A2 | Cabbott | Delveau | 6034 | A2 | Alex |
| Bazil | 2624 | A1 | Rebecca | Dierk | 6802 | A2 | William |
| Bedford | 2621 | A2 | Monty | Dino | 4905 | A1 | Sally |
| Beverly | 6933 | A2 | Rhiannon | Dolansky | 4179 | A1 | Marvin |

- click a name to find the corresponding office on the map



| | | | |
|-------------|------|----|----------|
| Donnas | 2713 | A2 | Albert |
| Dorcy | 2021 | A2 | Emilia |
| Dred | 6681 | A1 | Jarrell |
| Duff | 3330 | A1 | Meredith |
| Dunoskovitz | 3998 | A1 | Wilber |
| Durkin | 2167 | A2 | Scott |
| Dwornell | 6651 | A2 | Brad |
| Earse | 4799 | A1 | Keith |
| Elis | 2678 | A2 | Ruth |

| | | | |
|-----------|------|----|-----------|
| Eposoto | 2604 | A2 | Alejandro |
| Estrada | 6713 | A2 | Donald |
| Eva | 6713 | A2 | Donald |
| Fahey | 6713 | A2 | Donald |
| Falvey | 6713 | A2 | Donald |
| Hughes | 6713 | A2 | Donald |
| Jamal | 6713 | A2 | Donald |
| Kaupowitz | 6713 | A2 | Donald |

If you want to test the link, click Albert Donnas's name once and use the Go Back button to return to this screen.

Then continue with the tour.

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Now you will create a link between a person's name in the phone list and the corresponding office on the office map.



Click the link tool in the tool bar. Drag to draw a box around the name "Donnas." (The name is at the top of the list.)



When the Create Link dialog box appears, click the Next Page button in the tool bar.

OFFICE ROOMS

3809 A1

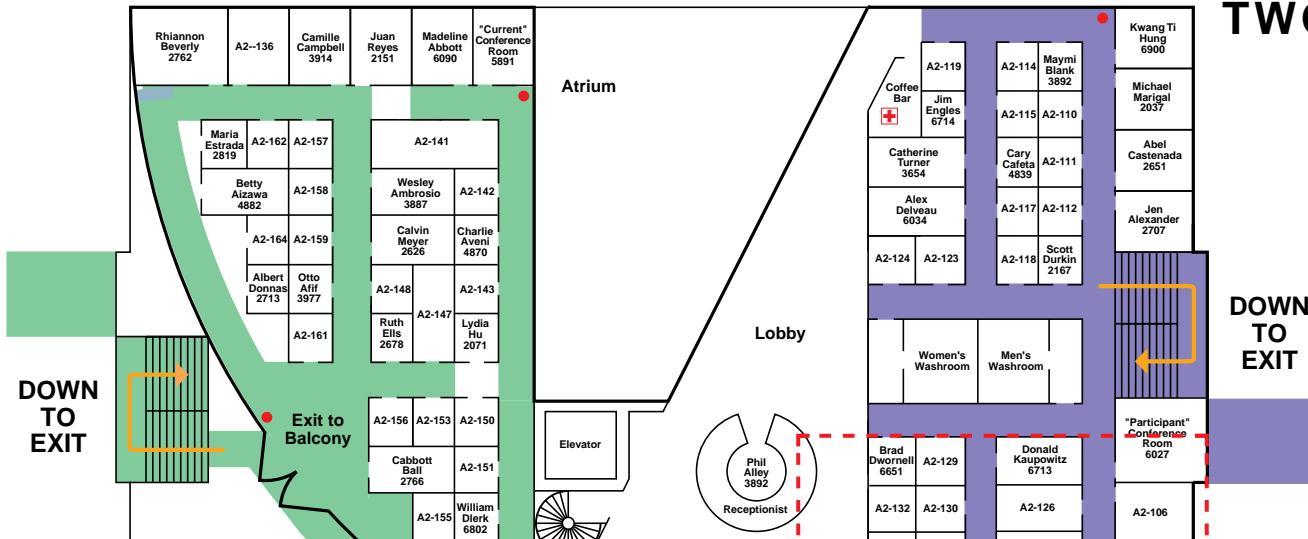
6788 A1

6027 A2

5891 A2

h e m a p

LEVEL TWO



16 Albert Donnas's office is in the lower right corner of the map.

17 Select the zoom-in tool and drag a marquee around the dotted rectangle in the lower right section of the map.

Click OK in the Create Link dialog box to create the link.

Combining the Outline and Centerline methods

You can combine the Outline and Centerline conversion methods to convert images that use both filled areas and consistent line weights. Keep in mind that the Centerline method affects only black-and-white and two-color images.



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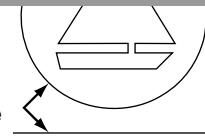
This is a page of a software user guide. Suppose you are searching for a definition or an example of the word “stroke” (a type of line weight).



- 1 Click the find tool in the tool bar.**
- 2 Enter the word “stroke” and click the Match Whole Word Only option.** This option tells the program not to find words that contain the word you are searching for (such as “stroked” or “strokes”).
- 3 Click the Find button.** The Find dialog box closes, and the word “stroke” is highlighted in the illustration.
- 4 Press Ctrl+G (with Windows) or Command-G (on the Macintosh) to find the next occurrence of the word.**



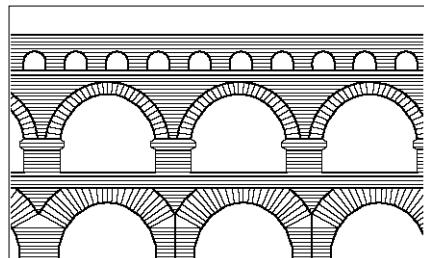
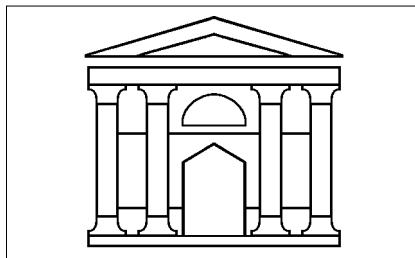
Preview Illustration



Artwork Only

Combining the Centerline and Line Recognition methods

You can combine the Centerline and Line Recognition conversion methods to convert images that use horizontal, vertical, slanted, and curved lines.



Images suited for Centerline and Line Recognition conversion

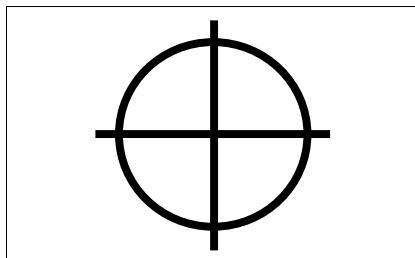
When you convert an image combining the Centerline and Line Recognition methods, horizontal and vertical lines are converted first using the Line Recognition method, then a second pass converts curved lines using the Centerline method. It may appear on your screen as though the horizontal and vertical lines have been

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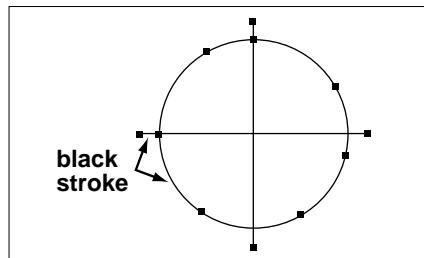
The next occurrence of the word “stroke” is displayed.



Centerline and Line Recognition methods appear when you choose Preview Illustration from the View menu. Note that the circle and the line are created as lines.



Preview Illustration



Artwork Only with all paths selected

Donnas 2713 A2 Albert

Esposoto 2604 A2 Alejandro

Peterson 4785 A1 Celia

Dorcy 2021 A2 Emilia

Estrada 2819 A2 Maria

Pottman 3804 A2 Raeline

Dred 6681 A1 Jarrell

Evans 3991 A1 Jake

Reyes 2151 A2 Juan

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This is an Acrobat phone list. Suppose that Albert Donnas's phone number changed and you wanted to add his new number to this list.



- 1 Click the note tool.
- 2 Place the cross hair beneath Albert Donnas's name and click.
- 3 Type Albert's new number in the note window (for example, 5555).
- 4 Double-click the upper left corner of the note box to close it. (On the Macintosh just click once.) Then drag the note icon to the left of Albert's name. Double-click the note icon to reopen the note window.



Chapter 3: Using Streamline to Convert an Image

The Adobe Streamline program provides three conversion methods: Outline, Centerline, and Line Recognition. You can use the Outline conversion method with any kind of image (black-and-white, grayscale, or color). You can use the Centerline, Line Recognition, and Color Selection methods with black-and-white images.

The Outline method is best for images with consistent line weights, such as line drawings. The Centerline method is best for images with filled areas and lines of varying weights, such as architectural drawings.



Image suited for Outline conversion

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This is the first page of a chapter in a software user guide. You will add your own bookmarks to mark the first few sections of this chapter.

1 Choose the Bookmarks command from the Edit menu and choose New from the submenu. A new bookmark, named “Untitled,” is added to the end of the bookmark list.

2 Make sure that the bookmark is highlighted and type “Using Streamline.”

3 Click the Next Page button in the tool bar.

You can combine Streamline’s three conversion methods to convert images that have a mix of consistent line weights and filled areas. You can also convert images with horizontal, vertical, slanted, and curved lines.

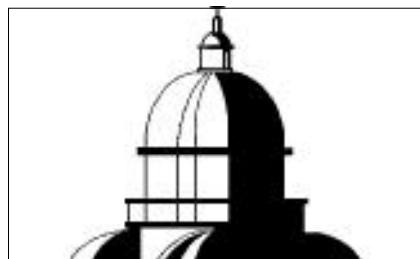


Image suited for Outline and Centerline conversion

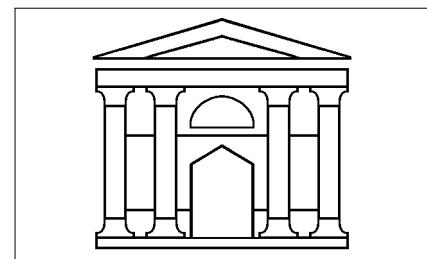


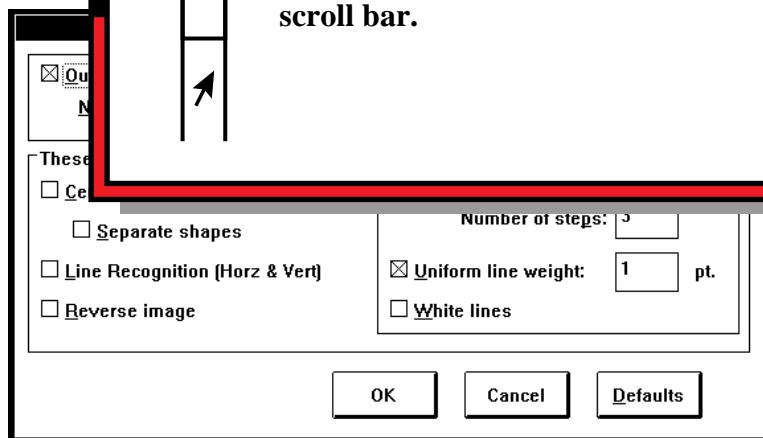
Image suited for Centerline and Line Recognition conversion

The Conversion dialog box contains various options for the conversion. The default conversion is set to eight steps. You can change this to convers

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This page contains the first section in the chapter.

To scroll to the bottom of the page, click anywhere beneath the scroll box in the vertical scroll bar.



Converting images using the Outline method

The Outline conversion method converts images by tracing an outline of each element in the image and filling it with black, white, a color, or some value or tint specified in the dialog box.

Chapter 10 shows how to convert images to outlines. To convert images to outlines, select the 'Outline' method in the 'Conversion' dialog box. Then, click the 'OK' button to convert the image.

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With the page view now centered over the section title, we can add the bookmark that will jump to this view.



Images selected

1 Press **Ctrl+B (with Windows) or **Command-B** (on the Macintosh) to add a new bookmark. Name the new bookmark "Outline Method."**

2 Choose **Bookmarks from the **Edit** menu and **Move Right** from the submenu to indent the new bookmark.**

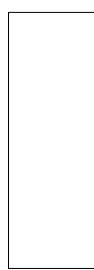
3 Press the **Down Arrow key to go to the next page.**

Images converted from
example
Preview

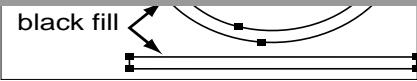
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This page contains a subsection of the Outline Method section.

Click anywhere beneath the scroll box in the vertical scroll bar to scroll to the bottom of the page.



Preview Illustration



Artwork Only

Compare the above examples. The circle is not a stroked line, but is created with two filled areas placed on top of each other. To edit these images, you must edit the anchor points surrounding each of the filled areas. An *anchor point* is the point along a path of a converted image at which a segment starts or ends.

Eliminating noise in scanned bitmapped images

When you select the Outline conversion method, the Noise Level option becomes available. You can use this option to eliminate noise when you convert a scanned image.

You can use the Noise Level option to eliminate noise when you convert a scanned image. Areas that are converted to vector elements are converted to filled areas.

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- 1 Press Ctrl+B (with Windows) or Command-B (on the Macintosh) to add a new bookmark. Name the new bookmark “Noise.”**
- 2 Press Ctrl+Right Arrow (with Windows) or Command-Right Arrow (on the Macintosh) to indent the new bookmark.**
- 3 Click the triangle next to the bookmark “Using Streamline” to hide the subordinate bookmarks.**

You can use the triangles to show and hide subordinate bookmarks in the bookmarks list.



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If a document contains thumbnails, you can use the thumbnails to jump to pre-defined destinations in the document. (A thumbnail is a miniature image of a page.)



Click the Thumbnail button in the tool bar.

The overview area to the left of this window displays thumbnails of the pages in this tour. (On some black-and-white monitors, thumbnails may appear faded or sketchy.)

Click inside the box in the upper right corner of the thumbnail of page 24.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|-----------|-----------------|-----------|-----------------|---|-----------|-----------------|---|-----------|-----------------|--|-----------|-----------------|------|-----------|-----------------|---|
| 1 | PRINCIPAL | \$100,000 | PRINCIPAL | \$100,000 | | PRINCIPAL | \$150,000 | | PRINCIPAL | \$150,000 | | PRINCIPAL | \$203,150 | | PRINCIPAL | \$203,150 | |
| 2 | Term | 30 | Term | 15 | | Term | 30 | | Term | 15 | Term <td>30</td> <th></th> <th>Term</th> <td>15</td> | 30 | | Term | 15 | | |
| 3 | Rate | Monthly Payment | Rate | Monthly Payment | | Rate | Monthly Payment | | Rate | Monthly Payment | | Rate | Monthly Payment | | Rate | Monthly Payment | |
| 4 | 5.40% | (\$562) | 5.40% | (\$812) | | 5.40% | (\$842) | | 5.40% | (\$1,218) | | 5.40% | (\$1,141) | | 5.40% | (\$1,649) | |
| 5 | | | | | | | | | | | | | | | | | |

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You can also use the hand tool to scroll by dragging the page in the main window.



Click the hand tool in the tool bar. Position the hand tool in the lower right corner of the main window and drag to the upper left corner of the window.

| | | | | |
|----|--------|---------|--------|-----------|
| 22 | 8.60% | (\$776) | 8.60% | (\$1,164) |
| 23 | 8.80% | (\$790) | 8.80% | (\$1,185) |
| 24 | 9.00% | (\$805) | 9.00% | (\$1,207) |
| 25 | 9.20% | (\$819) | 9.20% | (\$1,229) |
| 26 | 9.40% | (\$834) | 9.40% | (\$1,250) |
| 27 | 9.60% | (\$848) | 9.60% | (\$1,272) |
| 28 | 9.80% | (\$863) | 9.80% | (\$1,294) |
| 29 | 10.00% | (\$878) | 10.00% | (\$1,316) |
| 30 | 10.20% | (\$892) | 10.20% | (\$1,339) |
| 31 | 10.40% | (\$907) | 10.40% | (\$1,361) |
| 32 | 10.60% | (\$922) | 10.60% | (\$1,383) |
| 33 | 10.80% | (\$937) | 10.80% | (\$1,406) |
| 34 | 11.00% | (\$952) | 11.00% | (\$1,428) |
| 35 | 11.20% | (\$967) | 11.20% | (\$1,451) |

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This is the upper right corner of a large spreadsheet.

Notice the gray box displayed on the thumbnail. This box indicates the part of the page you are viewing. You can move or resize the box to change the page view.

Place the pointer over the box (the pointer becomes a hand) and drag the box to the upper left corner of the thumbnail.

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This is the end of the tour.

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Position the pointer in the upper left corner of the spreadsheet thumbnail and drag to draw a marquee around the entire thumbnail.

13.80% (\$2,375)

Close the tour without saving changes to preserve the tour file for new users.