

## Menus & Toolbars

### *The Document Toolbar*

The Document Toolbar is available in the Document Window when the Document or the Doc/Results Views are displayed and looks similar to that shown below.



**The Sync Contents button** - updates the Table of Contents to bring it into line with the document/page being viewed in the Document Window (ie. synchronises the Table of Contents).

**The Previous Match button** - moves up/backwards through the current Web page, locating in order the 'matches' found by performing a particular search.

**The Next Match button** - moves down/forwards through the current Web page, locating in order the 'matches' found by performing a particular search.

**The Reference button** - displays the 'bread-crumb' trail or location of the document/page you are viewing in a popup box. To close the popup box, click on the Close box in the top right corner.

**The Previous Page button** - moves you backwards through the Web pages one at a time (ie. moves you back through the documents listed in the Table of Contents).

**The Next Page button** - moves you forwards through the Web pages one at a time (ie. moves you through the documents listed in the Table of Contents).

**The Clear Highlights button** - clears the background colour used to highlight the 'matches' found in a document/page (by performing a search). This button does not clear the search and only the highlights on the page being viewed are removed.

**The Print button** - prints the document/page being viewed.

### *The Search Results Toolbar*

The Search Results Toolbar is available in the Document Window when the Results or the Doc/Results Views are displayed and looks similar to that shown below.



**The Document Excerpts Drop-down menu** - allows you to increase or decrease the amount of information displayed on the Results list by choosing whether to turn the excerpts on to Short, Medium or Long (more information regarding each of these options is provided in Using the Search Results Toolbar).