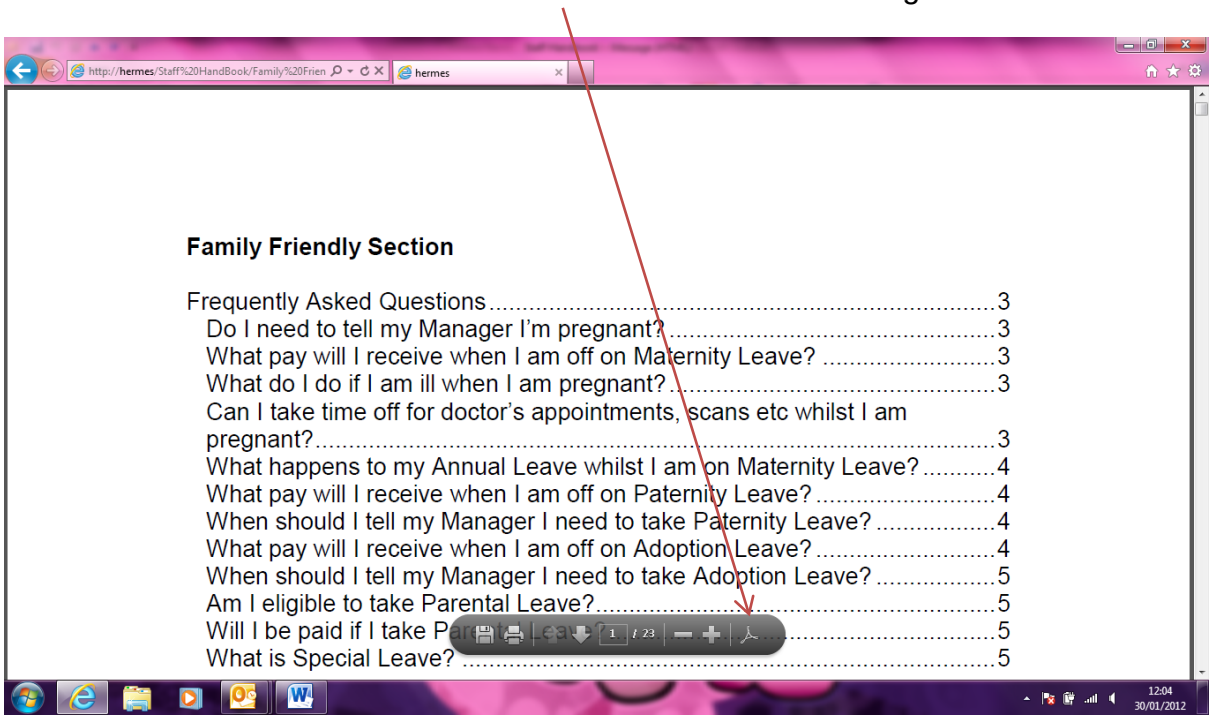
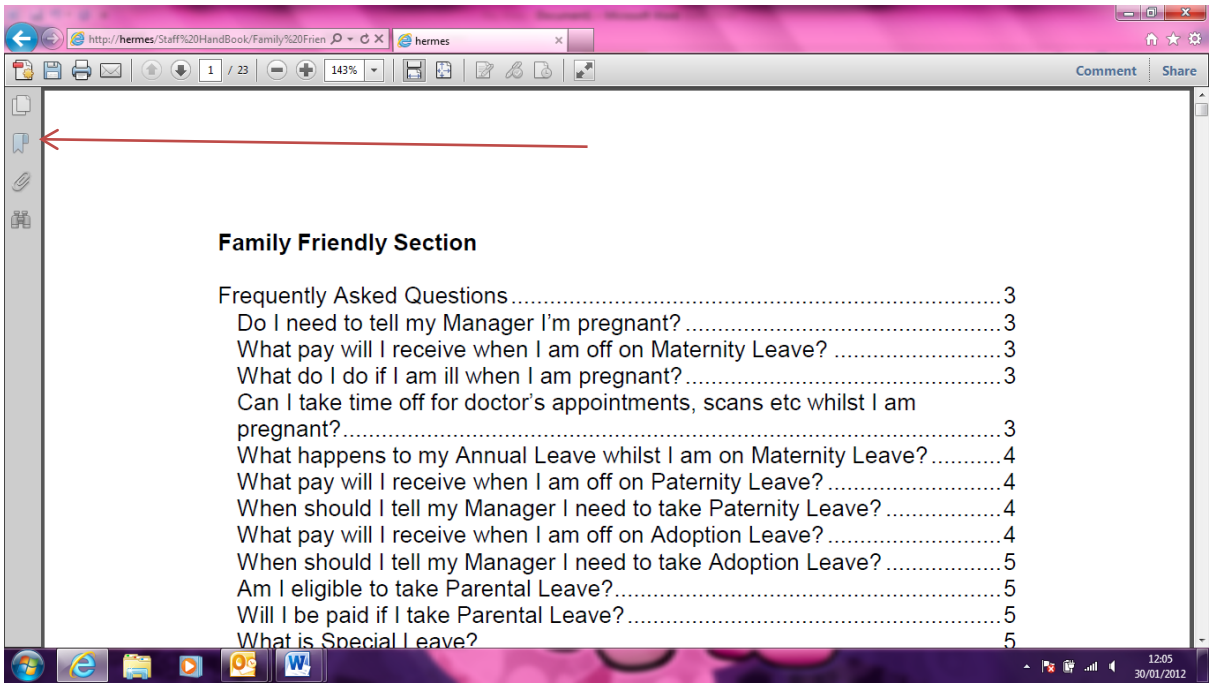
Instructions on How to Show Bookmarks

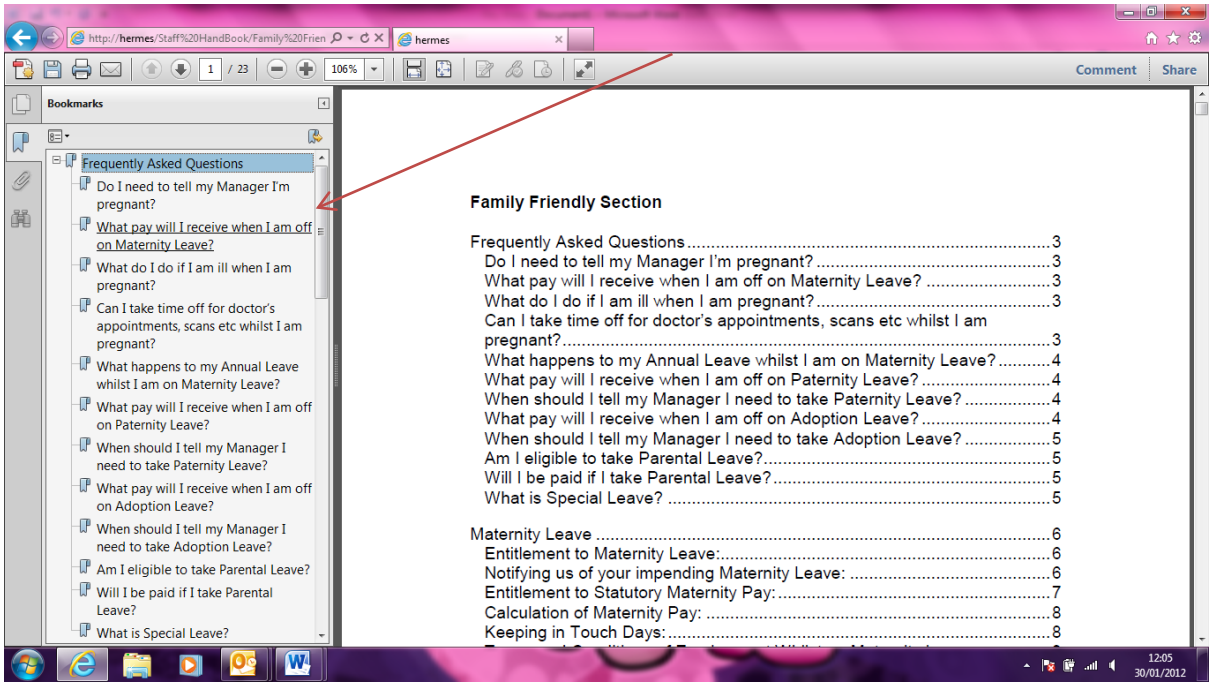
In a document move your cursor around the bottom of the page to bring up the Adobe tool bar. Click on Show Adobe Reader Tool Bar on the right.



Then click on the scroll on the left hand side.



You will then see the list of bookmarks which is like an ever present contents page to help you navigate the document.



If you have any problems with this process please contact Claire Hynes in HR (01900 812154) or the IT Helpdesk (01900 842133).