

## **HELPFUL HINTS**

The Manual is composed of sections containing links (blue text) to other sections, forms, statutes, appendices or to the table of contents.

Links to other sections do not contain return links, use the Internet Server Back Button, or go to the table of contents button at the end of the file.

Links to forms do not contain return links (or have a table of contents button), use the Internet Server Back Button.

Statutes links within a section are to and from the statute reference at the end of each section; however if a statute link is repeated within a section **the return will always be to the position of the first statute only**. If you come across a duplicate statute reference use the Internet Server Back Button.

Each section of the manual , the Recent Amendments section and all of the Appendices contain a table of contents button at the end of the file.

**Briefly for our purposes, the following buttons on the tool bar for the Acrobat Reader will allow you to navigate/view each section of the manual.**

**The Hand Tool** - allows you to follow links within a section. Place the hand symbol over a link and when it changes to a pointing hand click on the link. The link will then either take you to the appropriate information or open the appropriate section, form, etc..

**The Zoom Tool** – allows you to zoom in on text within a section or form for easier reading without resorting to printing the text (must be selected, to turn the zoom off click on the fit width button and then re-select the hand tool).

**The First Page** - allows you to return to the beginning of a section from another page.

**The Previous Page** - allows you to return to the page prior to the section page you are now on.

**The Next Page** - allows you to move forward one page at a time.

**The Last Page** - allows you to go the end of a section from another page.

**The Previous View / The Next View** – only work within a section and function the same way as the previous page button and the next page button.

**Actual Size/Fit in Window/Fit Width** – allows you to select view preferences.

**Find** – allows you to locate a word or a series of words within a section. (it is not set up to search the whole manual).

If you have any questions regarding the content of this Land Titles Procedures Manual please contact the Edmonton Land Titles Office at 427-2742 or the Calgary Land Titles Office at 297-6511.

**Additional information regarding the current version of the Adobe Acrobat Reader can be accessed in the Acrobat Reader Guide under the Help File where complete instructions on the use of the Acrobat Reader are located.**