How do I move between pages?
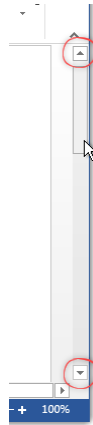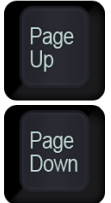
Method 1: Scroll bars
1. Either click on the arrows to move up and down through your document slowly or drag the bar up and down.

Method 2: <Page> keys
1. Press and hold the <Ctrl> key.
2. Press <Page Up>/<Page Down> key to jump to the start of the previous/next page.

Method 3: Cursor keys
1. Use the up and down cursor keys (arrow keys to the left of the number pad) to move up and down through your document one line at a time.

For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk