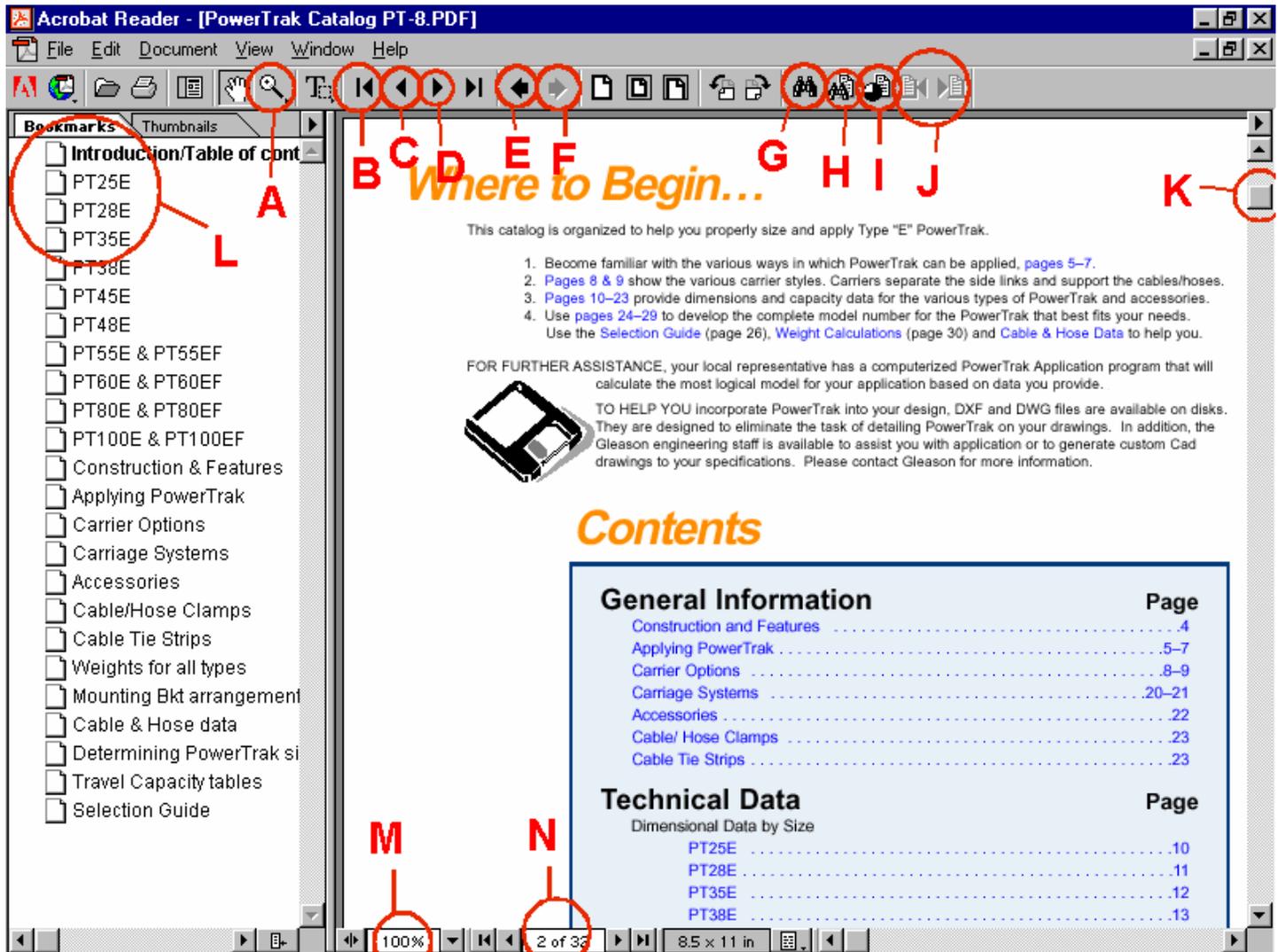


Gleason Reel Catalog Instructions

Note: To print out these instructions, click on the printer icon.

Overview: The catalogs are provided in .PDF format and are viewed using Adobe Acrobat Reader. Navigating the catalogs is pretty straightforward once you understand what the various toolbar icons do. Below is a sample screen from the Steel PowerTrak catalog. Looking at the items circled in red, each is assigned a letter and the instructions corresponding to the letter for that item are found below.



There are many ways to navigate through the catalogs. Any text found in **BLUE** represents a link which can be clicked to jump to the view specified by the link. In addition, there are several buttons on the toolbar which aid in navigating and viewing the catalogs. Looking at the screen snapshot above, the key buttons are labeled A-N and are described below:

Button A: ZOOM IN TOOL

This button will zoom in the page shown on the screen so that text will appear larger.

Button B: FIRST PAGE

This button will take you immediately to the first page of the current document. If you are already at the first page, this button is disabled.

Button C: PREVIOUS PAGE

This button will take you one page backward in the current document. For instance, if you are on page 4, you will go to page 3.

Button D: NEXT PAGE

This button will take you to the next page of the current document. For instance, if you are on page 4, you will go to page 5.

Button E: GO TO PREVIOUS VIEW

This button will take you back to the last page you were viewing before the current one. You can use this to retrace your steps backwards and see pages you have previously looked at. Works similar to the “BACK” button on a web browser.

Button F: GO TO NEXT VIEW

This button will take you forward to the page you were viewing before the current one. You can use this to retrace your steps forward and see pages you have previously looked at. Works similar to the “FORWARD” button on a web browser.

Button G: FIND

You can use the Find button to find a complete word or part of a word (or part number, model number, etc) in the **current document ONLY**. Acrobat looks for the word by reading every word on every page in the file, including text in form fields. This is a rather slow method for finding text and it is recommended that you use the SEARCH button instead.

Button H: SEARCH

Use this button to search **quickly** for a word, part number or model number. Because this is an indexed search, it is much quicker than using the FIND button and does a more complete search. It is highly recommended that you use this button to look up Part Numbers or Model Numbers.

Button I: SEARCH RESULTS

Used in conjunction with Button H, clicking this button will bring back the search window from your previous search and show you the list of documents containing a match to your search.

Button J: NEXT AND PREVIOUS HIGHLIGHT

If you have done a search using button H and more than one instance of your search word was found, these buttons can be used to toggle through all highlighted words that matched your search.

Button K: SCROLL BAR

By clicking and sliding the box, you can use this tool to view to any page within the current document quickly.

Item L: NAVIGATION PANE: This group of items acts as a table of contents. Click on any item in the list and the corresponding page will appear on the right hand side.

Button M: ZOOM PERCENT

Shows you what percent magnification the screen is currently set to. You can change it by clicking on the box to the right of the display (with the down arrow).

Button N: PAGE NUMBER

This box displays what page number you are viewing and the total number of pages in the catalog. You can use the small buttons to the left and right of the window to move to the beginning or end of the document or to go the next or previous page. They perform the same action as the buttons labeled 'B', 'C' and 'D'.

PRINTING OUT CATALOG

If you want to print out a hard copy of the catalog you are viewing click on the printer icon to open the printer dialog box. You can print out the entire book or specify what page(s) you would like to print.

[CLICK HERE FOR INSTRUCTIONS ON SENDING CATALOG OR PAGES VIA E-MAIL](#)