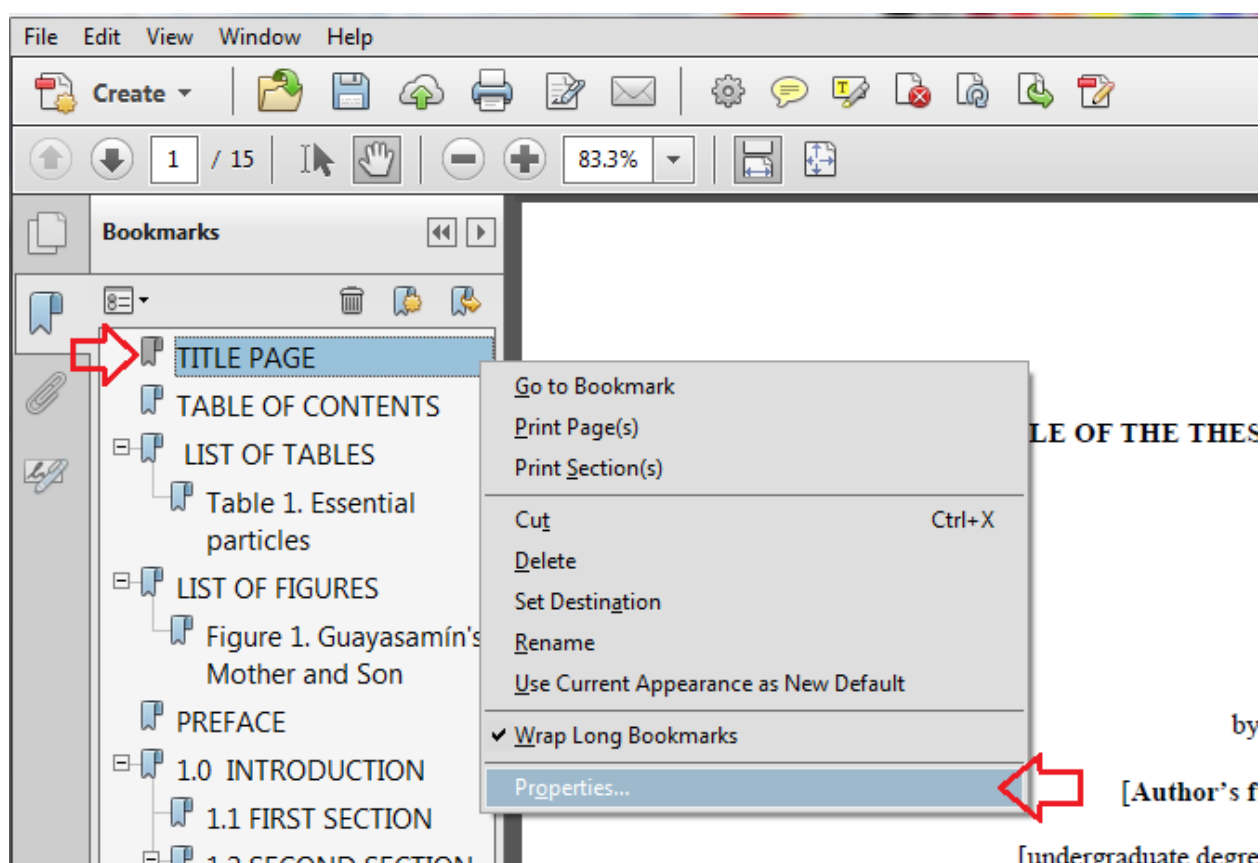


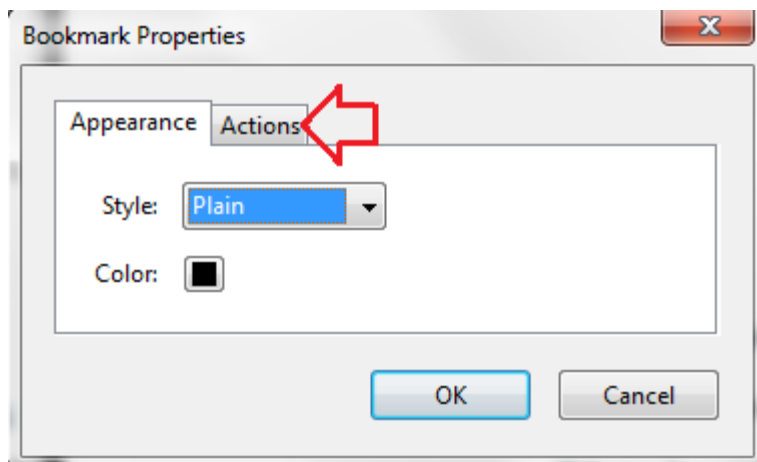
# How to Edit Zoom

People viewing your ETD may set a level of zoom to comfortably read the document. When clicking through the bookmarks list, their chosen zoom level will be preserved on any bookmarks that were automatically converted from Word. Bookmarks you create manually, like the required ones for the Title Page, Committee Members etc. won't work correctly right away. Follow these instructions to set the zoom preferences for any bookmarks you create after conversion.

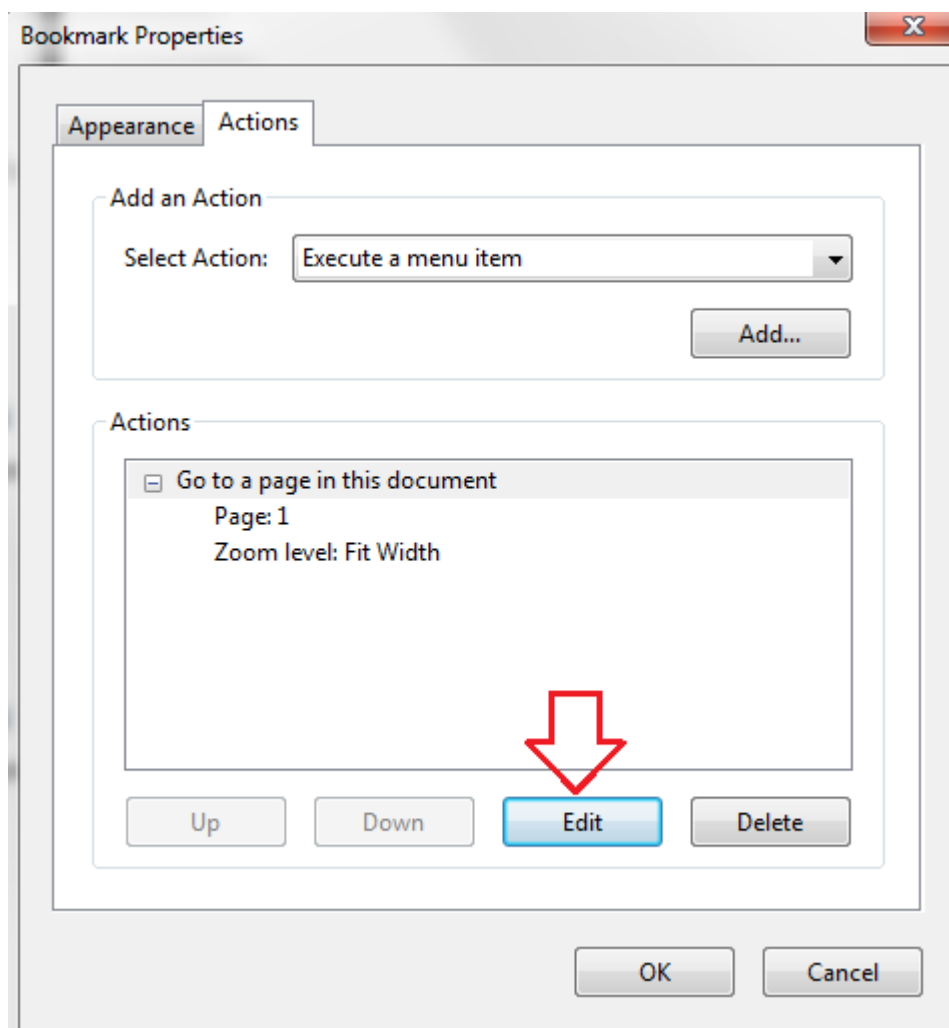
1. Here is a new bookmark for the Title Page. Right-click it and choose Properties.



2. A window will appear. Click the Actions tab.



3. Now inside the Actions tab, click Edit.



4. Another window appears. From the Zoom dropdown, choose Inherit Zoom. Click Okay to both windows. This bookmark will now follow the user's preferences for zoom.

