

## 4 . The scrollbars

In this module you will learn:

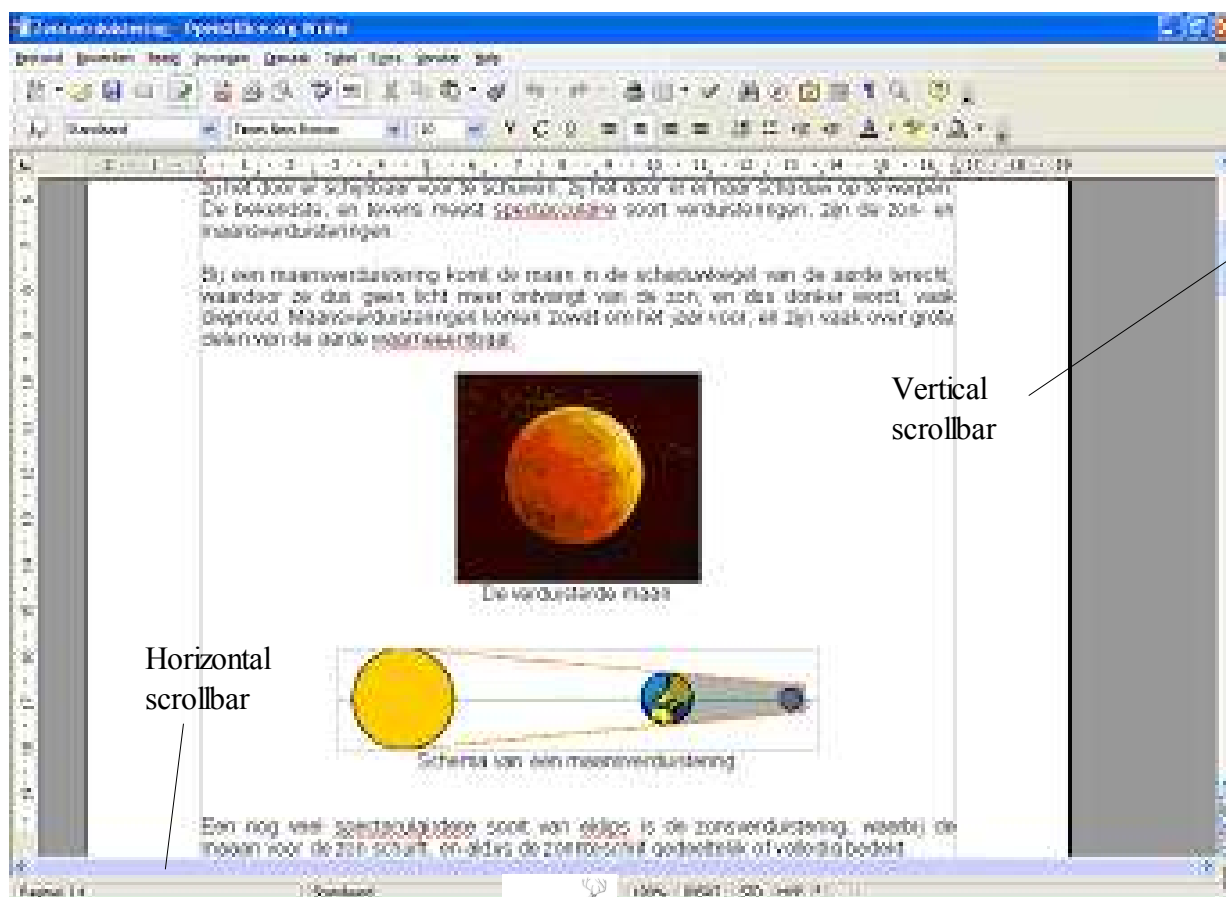
- 1 what scrollbars are;
- 2 how to use the scroll arrows;
- 3 how to use the scroll thumbs.

On the right and the bottom of the workspace you'll find scrollbars.

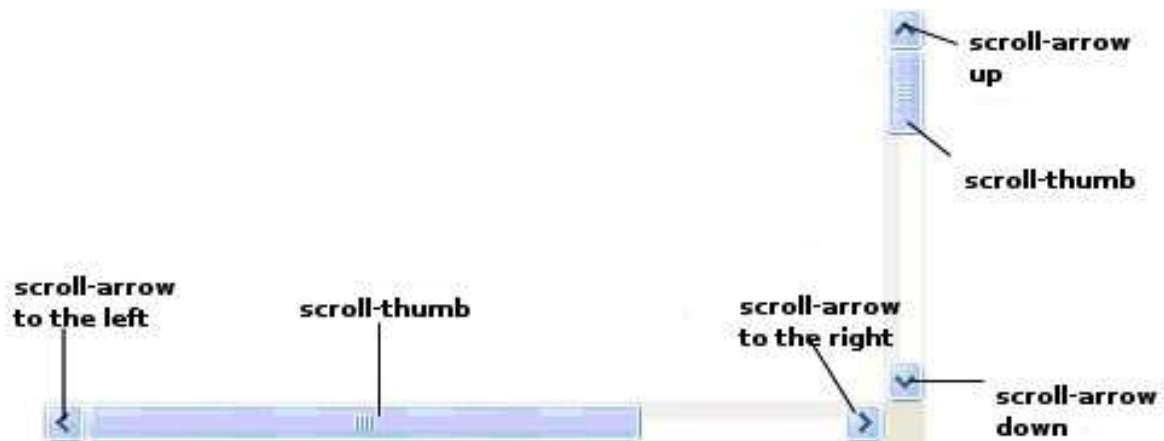
- The vertical scrollbar works from top to bottom and vice versa.
- The horizontal scrollbar works from left to right and vice versa.

The scrollbars will only appear when the document does not fit on the screen.

By clicking on the scroll arrows or dragging the scroll thumb with the mouse, you change your view in respect to the document..



The figure below shows two scrollbars with scroll arrows and scroll thumb as part of a window.





#### 4.1. The scroll arrows



By clicking on the vertical scroll arrows you move through the text line by line. With this method you can scroll through a text very precisely. When you click one of the scroll arrows and hold down the left mouse button the text will scroll slowly up or down.



##### *Assignment 4.1 The scroll arrows*

1. Open the Writer program.
2. Open the text Eclipse on the RedNose CD.
3. The scroll thumb is on top of the scrollbar.
4. Click the downward scroll arrow once .
5. The text will move one line up.
6. Click the downward scroll arrow a few more times.
7. Click the downward scroll arrow once more, but this time hold down the left mouse button. The text will gradually move up.
8. Keep on going until the end of the text appears.
9. The scroll thumb is now in the bottom position of the scrollbar.
10. Click on the upper scroll arrow  and hold down the left mouse button until you're back where you started. The scroll thumb is back on top of the scrollbar.

Vertical scrollbar

scroll arrow up		text moves one line down
scroll arrow down		text moves one line up
scroll thumb		moves to a certain piece of text

**4.2. The scroll thumb**

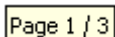
With the scroll thumb you can rapidly move through text. This is particularly handy when your document consists of multiple pages. You scroll through the text by dragging the thumb. As soon as you click the scroll thumb, keep the left mouse button down and drag, an information bubble will appear with the page number and the amount of pages in the document.



**Assignment 4.2** *The scroll-thumb*

1. Place the mouse pointer on the scroll thumb.
2. Drag the thumb to the end of the page.

Next to or above the scroll thumb an information bubble will appear:



You will see the end of page 1 on the screen.

3. Drag the scroll-thumb to page 3 and make sure the picture of the circular eclipse is in view.
4. Drag the thumb back to the beginning of the text.
5. Close Writer.