Table 2: Function of icons in the Navigator

1	Navigate By	Opens a drop-down list where you can select the type of element by which you want to navigate.
2	Header/Footer	Jumps between the text area and the header or footer area (if the page has them).
3	Anchor <–> Text	Jumps between a footnote anchor and the corresponding footnote text.
4	Set Reminder	Inserts a reminder. See "Setting reminders" on page 34.
5	Previous/Next	Jumps to the previous/next element of the type selected in the Navigate By drop-down list.
6	Page Number	Jumps to the page number shown in the box. Type a page number or select it using the + and – signs.
7	Content Navigation View	Switches between showing all categories and showing only the selected category.
8	List Box On/Off	Toggles between having the list box shown or hidden.
9	Heading Levels Shown	Choose the number of heading levels to be shown.
10	Drag Mode	Select Insert as Hyperlink, Link, or Copy. See Chapter 3, Working with Text: Advanced.
11	Promote/Demote Level	Quickly change the level of the selected heading in the document. See Chapter 3, Working with Text: Advanced..
12	Promote/Demote Chapter	Move headings and text in the document. See Chapter 3, Working with Text: Advanced..

The Navigator provides several convenient ways to move around a document and find items in it:

- To jump to a specific page in the document, type its *sequence* number in the box at the top of the Navigator and press *Enter*. The sequence number may be different from the page number if you have restarted numbering at any point.

- When a category is opened to show the list of items in it, double-click an item to jump directly to that item's location in the document. For example, you can jump directly to a selected heading, graphic, or comment by using this method.

- To see the contents in only one category, highlight that category and click the **Content Navigation View** icon. Click the icon again to display all the categories. You can also change the number of heading levels shown when viewing Headings.

- Use the **Previous** and **Next** icons to jump to other objects of the type selected in the Navigate By drop-down list.

- In the top left of the Navigator is a *Navigate By* drop-down list. You can pick a type of object (such as a bookmark, table, or index entry) and then use the Previous (^) and Next (v) buttons to jump from one to the next. See Figure 16.