Viewing a content topic

How do I use the controls for viewing a topic?

The list below shows and describes the controls you may find on a topic page. The type of document included in a topic page, as well as the settings applied to the topic, will determine which of the controls listed below will appear on that particular page.

1. **Document viewer**: Displays the primary document for the topic.
2. **Document description**: This region below the document viewer may contain additional information or resources related to the topic.
3. **Dates**: This region displays dates related to the topic, if any.
   - **Due**: The date and time by which the topic must be read.
   - **Start**: The date and time at which the topic became available for viewing.
   - **End**: The date and item at which the topic will stop being available for viewing.
5. **Previous Page**: Returns to the previous page of a multi-page document.
6. **Zoom In**: Enlarge the display of the document.
7. **Zoom Out**: Shrink the display of the document.
8. **Fit to Width**: Reset the default zoom for the document, fitting the full width of the document within the document viewer.
9. **Toggle Fullscreen**: Expand the document viewer to fill the entire browser window. Use **Toggle Fullscreen** a second time to return to normal view of the document.
10. **View content in new window**: Opens the current topic in a new window. If you have configured your web browser to open new windows as new tabs, this button will open the current topic in a new tab instead.
11. **View as Text / View as Page**:
    - **View as Text**: Switches display of the document within the document view to a text-only version. In this text-only mode, graphics are not shown, and the formatting of the document is simplified.
    - **View as Page**: Returns display of the document within the document viewer to the default view, showing any graphics within the document.
12. **View this topic**: Check the box to mark the current topic as read. Some topics do not have this check box and instead are automatically marked as read when opened.
13. **Add Bookmark / Remove Bookmark**:
    - **Add Bookmark**: Bookmark the current topic making it easier to return to it later.
    - **Remove Bookmark**: Clear a previously set bookmark.
14. **Download**: Save the current topic to your computer.
15. **Send to Binder**: Make the current topic available for offline viewing in Binder.
16. **Submit Feedback**: Leave comments for the course instructor regarding the current topic.
17. **Next**: Navigate to the next topic in content.
18. **Previous**: Navigate to the previous topic in content.
19. **Breadcrumb trail**: Shows the position of the current topic within modules and sub-modules. Clicking the name of a module or sub-module within the breadcrumb trail will jump you to that location.
20. **Table of Contents panel**: Expand a side panel that displays the table of contents.
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