

## Payslips: PDF Toolbar

### Overview

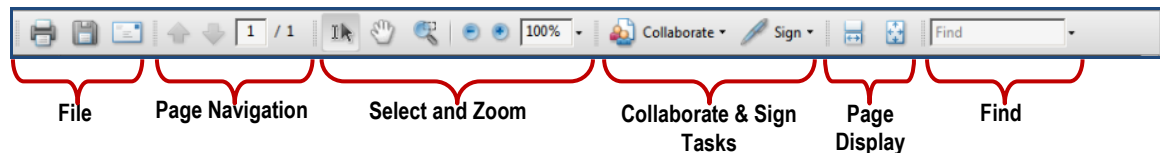
- This document provides detail relative to the use of the **PDF Toolbar**. The PDF Toolbar is available for review of your Payslips and Employee W-2 files. It contains icons that are arranged in task-related groups.
  - Depending on your computer configurations and the version of Adobe software used, your PDF Toolbar icons may appear differently, than those shown in this document.

### Access


- To access HRSS, enter the web address: **hrss.siu.edu**
- From the Login Screen, enter your Login information.
  - User Name** – SIUC: **SIU850000000** or SIUSOM: **\_\_\_\_@siumed.edu**
  - Password** – enter the one you just created using Login Assistance.
- Your HRSS Home Page will open.
- From the Home Page Main Menu, “single” click your assigned SIU “...Employee Online Services” responsibility.
- Then, click the document link that you wish to access; for now, *Payslip* or *Employee W-2*.

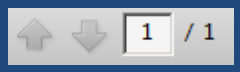
### PDF Toolbar


- The PDF Toolbar is displayed above your HRSS online documents.
  - Important:** If the Toolbar does not automatically appear on your screen, then you will have to activate it by pressing the **function key F8** from your keyboard.
  - Another way to activate the PDF options is to mouse over and down the Payslip on your screen, until the grey PDF options box pops up. Click the Adobe icon on the right end of the box to activate the Toolbar.
- The icons on the Toolbar are arranged in task-related groups.



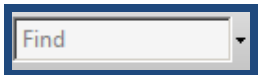


- Beginning on the left side of the Toolbar, in the order presented, the icons are defined below.

- File icons** 
  - Printer** icon - click to *Print* a copy of the Payslip.
  - Disk** icon - click to *Save* a copy of the Payslip.
  - Email** icon - This option is **not** currently available.

- Page Navigation icons** 
  - Arrows** – Click the **Up** arrow to go to the previous page; click the **Down** arrow to go to the next page.
  - Number** field icon - the number in the box is the current page number; the other number is the total number of pages. When a document contains several pages, type a page number in the box to navigate to it quickly.

- Select and Zoom icons.** 
  - Arrow** or **Hand** icon - click on either of the first two icons to change to that cursor style.
  - Marquee Zoom Tool** icon –click and drag the tool to enlarge that area of the page or click to enlarge the page.
  - Minus** or **plus** icon - click on the respectively icon to decrease or increase the magnification of the page.
  - Percent** field and **Down Arrow** – click in the field and type a zoom percentage or click the menu and choose a preset magnification.

- **Task icons** 
  - **Collaborate** – click the Down Arrow to the right of “Collaborate” to open a menu of related tasks. Tasks include the ability to create a Buzzword document online, the ability to share documents online, as well as upload or download files for online collaboration using Adobe Acrobat.com website and tools.
  - **Sign** – this option is **disabled**.
- **Page Display icons:** 
  - Click the icon with the **double-arrow** icon to fill the window with each page and scroll through pages continuously.
  - Click the icon with the **left to right, up and down arrows** to show one page at a time.
- **Find field and Down Arrow** 
  - Type a word or phrase in to the field and press Enter on your keyboard to find it in the current PDF file.
  - Click the **Down Arrow** to the right of the field for more Search options.