

## Hand Free Scrolling

- From the **Tools** menu, click **Customize**
- Click the **Commands** Tab
- From the **Categories** list box, click **All Commands**
- From the **Commands** list box, click **Auto Scroll**
- Click and drag the button onto a Toolbar
- Close the **Customize** box
- Click on the **Auto Scroll** button and move your mouse towards you and away from you to determine the speed of the Automatic Scrolling
- Press **Esc** on your keyboard when finished