

ADOBE® ACROBAT® HELP

For more detailed help information, look in **Adobe® Reader® Help** under the **Help** menu in the Adobe® Reader® menu bar.

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SETTING PREFERENCES

Please take a few minutes to set up the following preferences. Doing so will save you time by giving you the best possible screen appearance and most efficient navigation capabilities. To get the most effective use of this product a few Adobe® Reader® preferences will need to be changed. These preferences will only need to be applied the first time using this CD (unless a different computer is used).

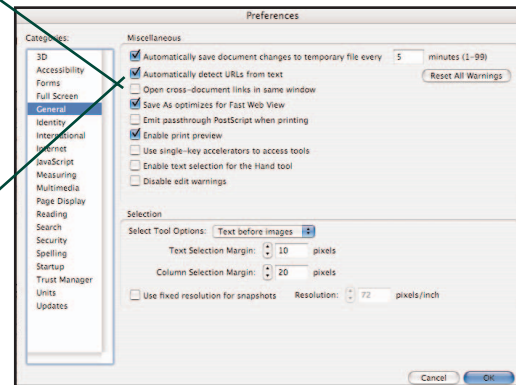
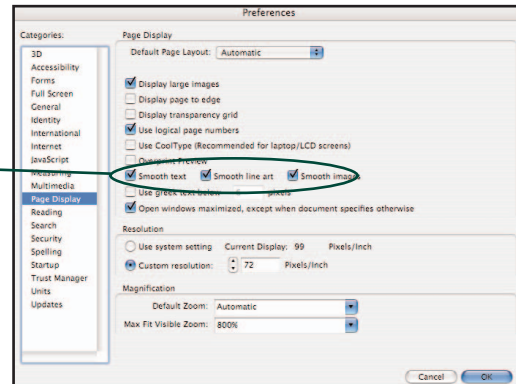
- 1 To Open The Preferences Dialog Box
From the Menu bar at the top of your screen, select:
 1. Edit (PC), Adobe Reader (Mac)
 2. Preferences

- 2 For Best Screen Appearance
Select Page Display and check the following boxes:
 - ✓ Smooth text
 - ✓ Smooth line art
 - ✓ Smooth images

- 3 To Open Cross-Document Links in Same Window
1. Select General
2. Uncheck the “Open cross-document links in same window”
(If you skip this step, each time you close a paper you will have to go back to the beginning of the CD.)

- 4 Acrobat® 7 automatically links e-mail and internet links. If you do not want this to occur, select the following:
 1. Select General
 2. Uncheck the “Automatically detect URLs from text”

- 5 OK
Select “OK” to save the preferences. Once these preferences are set up, they will not need to be modified again unless a new computer is used.



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Navigation

Adobe® Acrobat® offers several different ways to look at and navigate between the documents contained on this CD-ROM. These include:

Papers: When viewing any paper on this CD-ROM, you must close the file to leave the paper (**File>Close**) and return to the place from which you came.

Hyperlinks: Clicking on **colored text** will take you to a specific location—much like a Web page. For instance, clicking on a paper's title (when **colored**) in the Table of Contents will take you to the first page of that paper.

Search: The documents on this CD can be retrieved using the Acrobat® Search feature. Common searches include searching by paper title and author name. You can also search for keywords found in the papers. For more information, see the “**Acrobat® Search Help Topics**” section of this Help Menu.

When you are finished: To exit the CD-ROM, close all files before removing the CD-ROM from your computer. From the pull-down menus, go to **Adobe Reader>Quit Adobe Reader** (Mac) or **Window>Close All** then **File>Exit** (PC).

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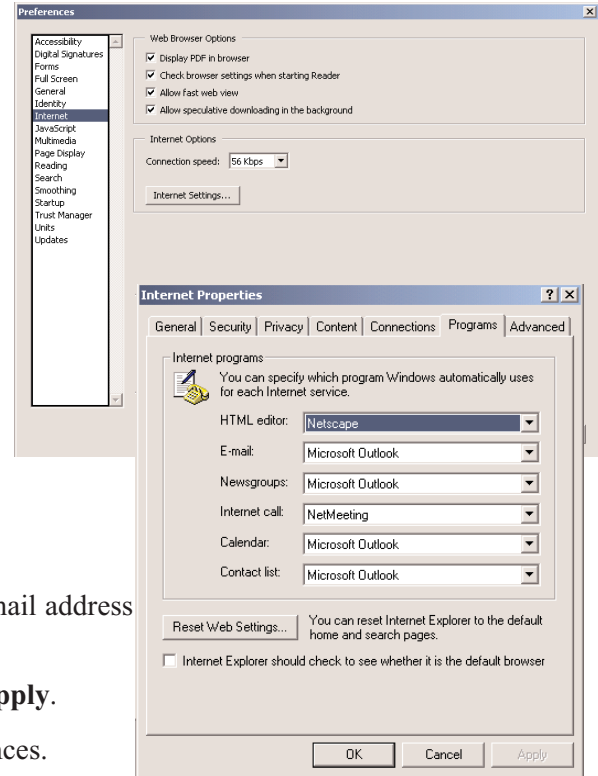
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Web & E-Mail Links

Acrobat® 7 automatically reads the text in the PDF files and links all e-mail and Internet links. If you receive an error while selecting one of these links, your Internet preferences might need to be set-up. To do this follow the steps below:

1. Select **Edit>Preference**.
2. Select the **Internet** tab.
3. Press the **Internet Settings** button.
4. Select the **Programs** tab.
5. In the **HTML editor** box, select the program you would like to be used to open webpages. (usually Internet Explorer or Netscape, but others can be selected)
6. In the **E-mail** box, select the program you would like to be used for e-mail. When you click on a e-mail address, this program will open and a new message will pop up with the e-mail address in the To: line.
7. Once the programs are selected press **Apply**.
8. Finally, press **OK** to exit out of preferences.



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Viewing Options

Viewing Papers: The papers on this CD-ROM are set to a 100% view. See **The Tool Bar** for information on other viewing options.

Viewing Text: If you are not happy with the way the text is displaying (i.e., too soft or blurry), you can change your preferences by unchecking **Smooth Text** in your preferences window.

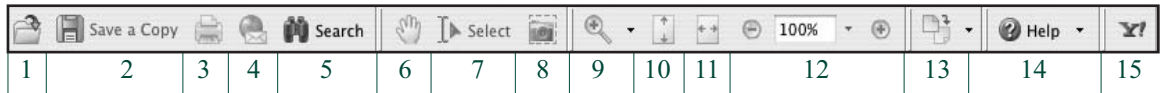
Printing This CD

Printing: To print a paper, or page(s) from a paper, select **File>Print**.

Options: Page range options are as follows:

- **All**—prints the full document.
- **Current page**—prints the page that is currently displayed.
- **Pages ____ to ____**—prints a range of pages. Fill in the blanks with the numbers of the pages you would like to print. (Page numbers are displayed in the lower left corner of the Acrobat® window.)

The Tool Bar



- 1 Click the Open tool to open a file. PDF documents usually have the extension **.pdf**.
- 2 Click the Save a Copy tool to save a copy of the current document.
- 3 Click the Print tool to print a file or page.
- 4 Click the Email tool to attach the current PDF to an email.
- 5 The Search tool searches for words, phrases, and combinations of words within all the documents on this CD-ROM.
- 6 Use the Hand tool if the currently displayed page does not fit in the window. The Hand tool will drag the page in the direction you move your mouse while holding down the mouse button.
- 7 Use the Text Select tool to copy text to the clipboard and paste it into a document in another application.
- 8 Use the Snapshot tool to copy a selected section of the page to the clipboard.
- 9 The Zoom tool allows you to magnify and reduce the size of the page displayed.
- 10 Click the Fit Page tool to make the page fit in the window.
- 11 Click the Fit Width tool to make the page's width fit in the window.
- 12 Use the - and + tools to resize the page. A percent can also be entered in the white box.
- 13 Use the Rotate Clockwise to rotate the current page 90 degrees.
- 14 The Help tool opens up the Acrobat® Reader® Standard help menus.
- 15 Use the Yahoo tool searches the internet using Yahoo for key words or phrases.

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ACROBAT® SEARCH HELP

Acrobat® gives you full-text search capabilities for indexed PDFs, such as those contained on this CD-ROM. By taking a moment to familiarize yourself with how this function works, you will greatly increase your options for navigation.


Setting Search Preferences

If you would like to be able to search this CD by Paper Title or Author Name, you need to change the search preferences in your copy of Adobe® Reader®.

To do this, go into the main menu bar under **Edit (PC), Adobe Reader (Mac)>Preferences>Search** and click on the “**Always use advanced search options**” checkbox at the top of the screen (in the “Search” box). Click the **OK** button.

How to Search

Searching is a simple, five-step process:

1. Click the **Search icon**  or select “Search This CD” on the Main Menu. At the bottom of the Search PDF pane, click **Use Advanced Search Options**. (Note: If you have already selected “Always use advanced search option” in your preferences, you do not need to press this button.)
2. Type the word or phrase you wish to search for in the box where prompted.
3. Select the button next to your index (which is the same name as your CD) and press **OK**.
4. Select the [Options & Criteria](#) you would like to use in your search.
5. Click the **Search** button. The Search Results window will automatically appear.

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Some Examples

You can perform searches on words and phrases, and even use boolean operators to define your search further. The examples below illustrate some of the types of searches you are able to do.

General Query *(In the Return Results Containing section select the appropriate search criteria.)*

<u>Query</u>	<u>Finds documents that contain</u>
manual	The word “manual”
manual labor	The phrase “manual labor”

Boolean Query *(In the Return Results Containing section select **Boolean query**.)*

<u>Query</u>	<u>Finds documents that contain</u>
manual AND automated	Both “manual” and “automated”
manual OR automated	Either “manual” or “automated”
manual AND NOT automated	“Manual” but not “automated”

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Search Options

Return Results Containing Definitions:

- **Matching Exact word or phrase:** Searches for the entire string of characters, including spaces, in the order in which they appear in the text box.
- **Match Any of the words:** Searches for any instance of at least one of the words typed.

Advanced Search Options Definitions:

- **Whole words only:** Matches instances of the whole word. (So entering the word “the” will not bring up instances of “their,” “they,” etc.)
- **Case-Sensitive:** Matches the letter case of the term/phrase entered.
- **Proximity:** Changes “AND” boolean searches so that words must be within 900 words of one another. (This option is not available on PC.)
- **Stemming:** Finds words that contain part of the specific search word.
- **Include Bookmarks:** Searches in the document bookmarks for the term or phrase.
- **Include Comments:** Searches in the document comments for the term or phrase.
- **Include Attachments:** Searches in the document attachments for the term or phrase.

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Search Results

The documents found by the search will be listed in the Search Results Window. The results are listed in a ranking of how likely it is that the document contains the information for which you were searching.

Selecting the arrow next to the search result you would like to view will display all the occurrences of the word within that document along with the surrounding text. Scrolling over these results will show on which page the text is found. If you click on the occurrence, the PDF will open to that page of the paper.

Viewing From the Search Results

When you view a page through the Search Results window, the word or phrase you searched for is highlighted. You can move back and forth to the next highlighted location by selecting **Edit>Search Results>Next Result** and **Previous Result**.

When there are no more highlighted words within the paper currently displayed, the **Next Document/Previous Document** buttons will take you to the next/previous paper that contains the highlighted word(s). This allows you to view every highlighted word or phrase within the entire group of indexed papers.

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1556 International Drive • Eau Claire, WI 54701
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