



**Return to
Main Contents
Index**



Welcome to your User Guide.

Each graphical page throughout this documentation contains

A Floating Palette
navigational buttons links
text links
book-mark links

These have been carefully designed to help guide you through this CD Rom and these links are activated by clicking your mouse over the button or text of your choice.

You will know that a navigation button link is present when the cursor on your screen changes from  to  when your mouse passes over, likewise when you choose to select a document from a menu structure or index you will see the hand change to a pointed finger.



**Return to
Main Contents
Index**



The Floating Palette

This CD incorporates a floating palette, that with one single click of the mouse will allow you to activate the search, help or quit functions. The palette is visible at all times and can be moved around the screen by clicking on the top of it and dragging it to the desired location. A double click will change the palette's orientation.

Palette Functions



Launches the main search screen



Displays the search results screen



Takes you to the next occurrence of the chosen search criteria



Takes you to the previous occurrence of the chosen search criteria



Launches the help guide



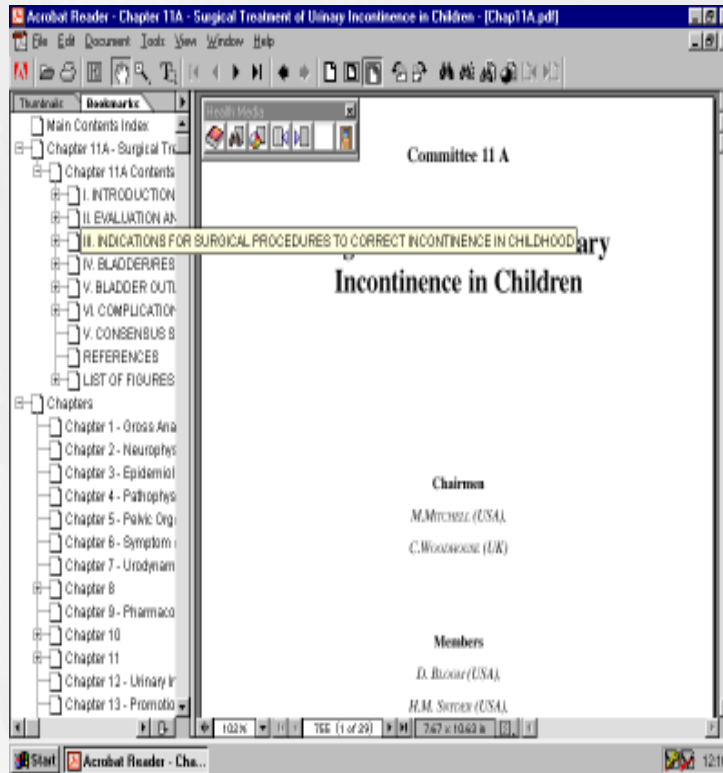
Quits the CD



Return to
Main Contents
Index



Bookmark Links



When you are inside a 'text document' you will be able to click and point to bookmark links which are to be found on the left of the document in the margin space. These bookmark links will enable you to return to a higher navigation level, or a different chapter through the CD Rom, or move within the current document.

Clicking on a + sign reveals more bookmarks under that section. Clicking on a - sign hides the bookmarks nested under it.

The bold bookmark indicates that you are viewing a page within that level.

By positioning the hand over a bookmark the complete text is shown.



**Return to
Main Contents
Index**



Upper Tool Bar Direction Tools

Use the '*Go Back & Go Forward Buttons*'



that are situated on the Acrobat Tool Bar Menu at the top of the document.

These buttons will assist you to scroll through your text document page by page.

The '*Go Back & Go Forward*' buttons can be operated on a page by page basis or can be activated to take you to the end or to the beginning of the document.

You can also use '*Page Up & Page Down*' keys to scroll up and down which you will find on your computer keyboard.



**Return to
Main Contents
Index**



Zoom Tool

The '*Zoom Tool*' button



On the Acrobat Tool Bar Menu at the top of your screen you will find the '*Zoom Tool*' which can be used to magnify any part of a page if viewing is difficult at any time.

Magnification is achieved by selecting the '*Zoom Tool*' on the menu bar and clicking on the required section of the page you wish to zoom in on.

Specific areas can be defined for magnification by holding the left mouse button down whilst dragging the '*Zoom Tool*' over the required area of text or graphics.



Return to
Main Contents
Index



Find

Use the *Find* command to find part of a word, a complete word, or multiple words in the active text document only.

Click the *Find Button*



on the Toolbar, or choose *Tools>Find*.

In the *Find What Box*, enter the text to be found and click Find.

When the program finds the text, the *Find Dialog Box* closes and the page containing the text is displayed with the text highlighted.



**Return to
Main Contents
Index**



Free Text Search

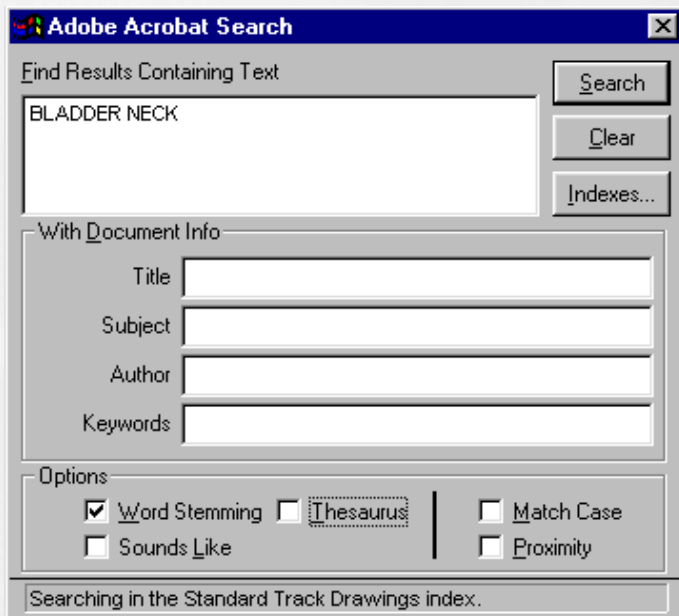
Use the *Search* command to perform a free-text search.

Click the *Search Button*



on the Tool Bar, or click on the Search Icon  on the Floating Palette,

Alternatively choose *Tools > Search > Query* to open the Search Window. Type the text you wish to find in the *Find Results Containing Text Box*, and click Search.



The screenshot shows the 'Adobe Acrobat Search' dialog box. It has a title bar with the Adobe logo and the text 'Adobe Acrobat Search'. Inside, there's a section titled 'Find Results Containing Text' with a text input field containing 'BLADDER NECK'. To the right of this field are three buttons: 'Search', 'Clear', and 'Indexes...'. Below this is a section titled 'With Document Info' containing four input fields: 'Title', 'Subject', 'Author', and 'Keywords'. At the bottom is an 'Options' section with four checkboxes: 'Word Stemming' (checked), 'Thesaurus' (unchecked), 'Match Case' (unchecked), and 'Sounds Like' (unchecked). A status bar at the very bottom reads 'Searching in the Standard Track Drawings index.'

For example, the entry could be a chapter title, or a specific condition.

All documents which match your search query are listed in rank order in the search Results Window.

Double-click a document that seems likely to contain the relevant information.

The document opens on the first match for the text you typed.



Specific Criteria Search

In addition to the free text search this window can be used to ask for specific criteria across all the documents held on the CD Rom. You may wish to search for a chapter title to help you pin point your selection which is another alternative to the graphical point and click contents index, but faster for the more avid user.

Click the *Search Button*  on the Tool Bar, or click on the Search Icon  on the Floating Palette, and the following window will appear.

Within the '*title box*' you may search under the following criteria:

- 1) The Chapter Number
- 2) The Chapter Title