

How to use the Online Library

To view the files contained on this CD, you need:

- Acrobat Reader 4.0 with Search or later versions
- Microsoft Internet Explorer or Netscape 4.0 or later versions

Click on an item you'd like to know more about:

- Keeping the main menu open
- Changing the magnification
- The Adobe Acrobat interface
- Using the word search & index



Keeping the Main Menu Open

To be able return to the main menu after opening documents, you must first set a preference:

1. From the Acrobat Adobe main-menu bar (top of screen), choose **File > Preferences > General**. The General Preferences dialog box opens.
2. Under **Options**, uncheck **Open Cross-Document Links in Same Window**.
3. Click OK.

After you have opened one or more documents, you can return to the main menu by first opening the **Window** drop-down menu from the main-menu bar then choosing **mainmenu.pdf** in the bottom pane.

This setting will be used every time you open Adobe Acrobat.



Changing the Magnification

To change the default magnification:

1. From the Acrobat Adobe main-menu bar (top of screen), choose **File > Preferences > General**. The General Preferences dialog box opens.
2. Under **Magnification**, change the Default Magnification to the desired setting.
3. Click OK.

To change the magnification temporarily without changing the default magnification, do one of the following:

- Click the down arrow on the magnification box in the status bar, then choose a preset magnification level, *or*

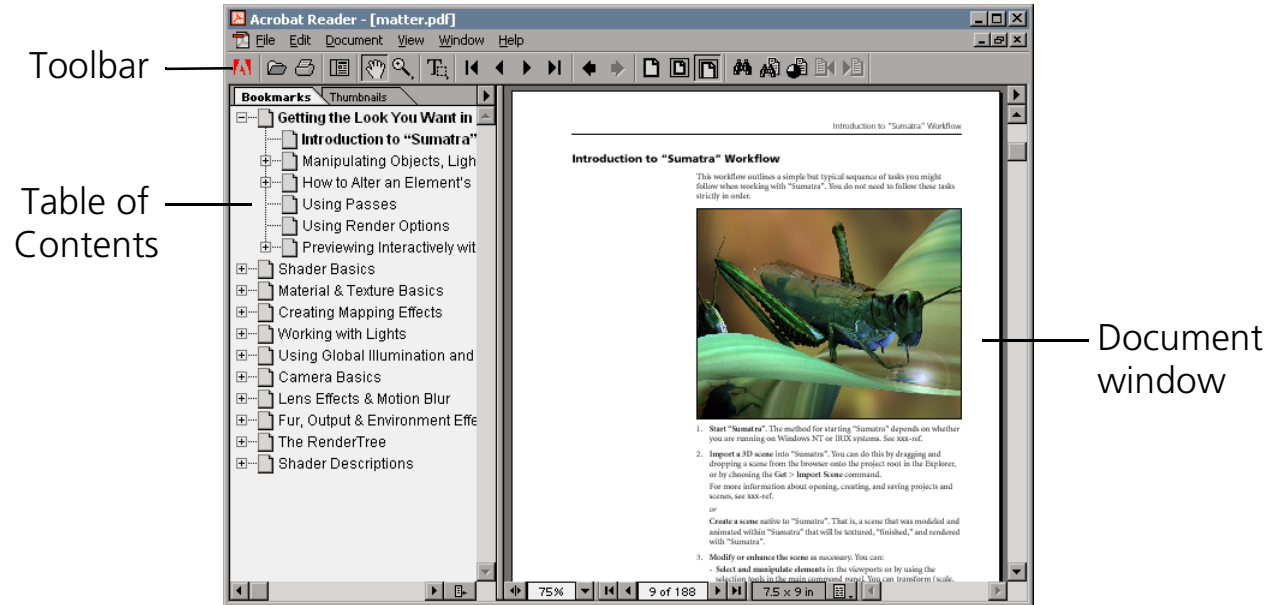


Magnification box

- Click the Magnification box, then type in a new setting.



The Adobe Acrobat Interface



For complete information on using the Acrobat interface, see the [Acrobat Reader Guide](#).



Word Search & Index

Adobe Acrobat provides full-text searching throughout all documents.

To search within a single document



Click the **Find** tool to give you every instance of a given word or phrase within a single open document.

To search the entire Online Library



If the word or phrase you are looking for occurs in more than one document, the **Search** tool will list each one; from there, you can search them one at a time.

To use the index

The **Index** at the back of each book provides contextual information. Simply click on an entry to display the linked page.



Word Search & Index *(cont'd)*

The Adobe Acrobat Search plug-in must be installed to search indexes using the Search command. The Search plug-in is included as part of the install application supplied on the Online Library CD. [*drive:\3rdparty\acrobat*]

To search through the entire collection, do one of the following:

- Click the **Search** icon in the toolbar.
- Choose **Tools > Search** then choose **Query**.
- Press **Ctrl+Shift-f** (Windows).

Follow the prompts and enter the word or phrase you want to search for.

For more information, see the [Acrobat Reader Guide](#).