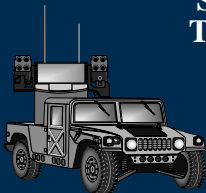


# JOINT ELECTRONIC LIBRARY



Approved Joint Publications  
Selected Service Publications  
Training and Research Papers



September 1996



Developed by OC Incorporated for J-7, Joint Staff

# General

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- Users are encouraged to use the **on-screen help**.
- The minimum equipment requirements necessary to use this disc are:
  - 486/33 PC (Pentium PC recommended)
  - MS Windows 3.1, Windows 95, Windows NT 3.5, OS/2, 2.2 or later (running Windows compatibility mode)
  - 8 MB of RAM (16 MB recommended)
  - 5 megabytes of hard disk space
  - VGA (SVGA, or higher resolution recommended)
- Software license authorizes use on a LAN. However, the "search" plug-in may only be used to search the indexes on this JEL disc.
- Acrobat software (included on the disc) must be installed on your system. To install it do the following:
  - For Windows go to page 3.
  - For UNIX systems follow the install instructions in the "**unixinst\sun\_hp\instguid.txt**" file.
  - For Macintosh users a copy of the Reader is available at URL **<http://www.adobe.com/acrobat/readstep.html>**
  - If unfamiliar with Windows installation procedures contact your **local** technical support personnel.
- Files ending with the "**pdf**" extension are data files that can be viewed and files that end with the "**pdx**" are index files.

# Windows Installation

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- **Start Windows.** If windows is already running, quit all applications.
- Insert the JEL disc into your CD-ROM drive.
- From the Windows Program Manager, choose **R**un from the **F**ile pull-down menu.
- From the **R**un dialog box, select **B**rowse, then select the drive letter for your CD-ROM drive. From the directory listed for the CD-ROM, select **acrosrch** subdirectory. From the **acrosrch** subdirectory, select the **Disk1** subdirectory. From the **Disk1** subdirectory, select **setup.exe**. Click **OK**. The **R**un dialog box reappears, click **OK**.
- The license agreement appears. Click **ACCEPT**.
- The Acrobat Exchange Reader 2.1 Installer dialog box appears. There will be a line saying that Acrobat Reader will be installed and a box with a "x" in it indicating that Acrobat Search will also be installed.
- **Accept the default target directory** of the Acrobat Reader program. Click on the **install** button. A dialog box appears. Enter **your name** and **organization name** if it does not show a default entry. Click **OK**. The Reader 2.1 installer copies the program files to your hard disk.

- When the Installer finishes, you are ready to use Acrobat Reader.
- In Windows PROGRAM MANAGER, select the Adobe Acrobat program group, **double click on the Acrobat Reader 2.1 icon** to start.
- An **Open** panel appears. Move the cursor to the **down arrow** of the **Drives:** selector. Use the up or down arrow to move to the drive letter where your copy of the JEL CD-ROM is located (e.g., **D:**) and **double click on that drive**.
- When this drive opens you should see a file name "**mainmenu.pdf**" appear under the root directory. If it does not appear, **again double click on the root directory of the drive letter for your CD-ROM**. Then double click on "**mainmenu.pdf**" and it will be displayed.
- Now click on the box/button in the Main Menu that contains the type of document you desire to see or search.
- To search the database selected - click on the icon on the tool bar that looks like a pair of binoculars in front of a sheet of paper. 
- **Type your desired search criteria** at the cursor in the **Find Results Containing Text** box and press **ENTER** or **click on the Search Button**.
- To browse a document scroll to it and double click on the desired title.

# Use of Menus

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- Once you have selected a choice from the main menu you will be shown a category menu listing the publications corresponding to your selection (e.g., joint publications, training, Service publications).
- In each category menu, you can scroll up or down until you locate your desired selection -- click on it to display it.
- Each of the category menus inform you that you can click on the search icon  on the tool bar. This opens the search panel and permits entering search criteria, modifying search options, or modifying the indexes to be searched. (See Searching on page 7 for instructions on how to add, delete, and select indexes.)
- If in a category menu and you desire to return to the main menu:
  - Click on **F**ile pull-down menu, then **O**pen, then on **mainmenu.pdf** in the Open Panel.
  - Or, go to the **W**indows pull-down menu and click on "**mainmenu.pdf**".
- In a like manner, if you are in a category menu and wish to go to another category menu that you have already opened go to the **W**indows pull-down menu and click on the "**pdf**" file for that category (e.g., **joint.pdf**, **training.pdf**).
- To close a menu or file, press **Ctrl + W** or click on **F**ile pull-down menu, then **C**lose

- When a menu is opened the index for that category is opened. If you desire to use more than one index for your search you must use the procedures for indexes addressed on page 7.
- Arrow buttons on the menus permit movement to the next or previous page by clicking on the appropriate arrow button.
- When on the first page of a Category Menu (e.g., Joint Publications Menu), you can return to the Main Menu by clicking on the left arrow button.

## Setting Program Properties

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- Single click on the Acrobat icon. Click on the **F**ile pull-down menu in **Program Manager**, click on **P**roperties, and fill in as follows:
 

Description:	<b>JEL (Acrobat Reader 2.1)</b>
Command Line:	[(Drive letter):](subdirectory)\ <b>acroread.exe</b> on your system followed by a space and <b>mainmenu.pdf</b> (e.g., c:\acroread\acroread.exe mainmenu.pdf)
Working Directory:	Drive letter of your CD-ROM (e.g., D:\)
Shortcut:	<b>None</b>
- If you want to change the icon, click on **C**hange **I**con.. Use the **B**rowse function to go to your Windows subdirectory and scroll to **file name** **PROGMAN.EXE**. Double click on it. Use the arrow to scan the icons till you locate the **CD-ROM disc**, click **OK**, then **OK again** and the icon should be changed.
- Then press **OK**.

# Searching

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- It is highly recommended that you install the indexes at some point using stated procedures as this allows you flexibility in searching, allows the searching of multiple indexes, and increases the power of this research tool. If you have questions regarding index installation continue using menus until your computer support can provide assistance.
- Configure your system to permit full searches using the indexes. To do this, exit out of your current procedure to a point that allows you to click on the icon  that looks like binoculars in front of a sheet of paper.
- This will open the ACROBAT SEARCH panel.
- Click on **Indexes**. This opens the INDEX SELECTION panel.
  - Click on the **ADD** box. The ADD INDEX box is displayed.
  - In the Add Index box, select the DRIVES selection by clicking on the **down arrow box**.
  - Click on **your CD-ROM drive** letter.
  - The directories on the CD-ROM are displayed. Double click on directory **ACINDEX**.
  - In the file name box, double click on a file with extension of **PDX**. This adds the index to your list.
  - Repeat the process to add **all** indexes in this subdirectory.

- When **all** indexes are added, they have an "X" in their box.
  - Before beginning a search select the indexes desired by clicking on the index name boxes to turn the index on or off. Make sure that all the indexes you want to use have an "X" in the box next to their names. The "X" means that index is active for future searches. Then click **OK**.
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- The ACROBAT SEARCH panel is displayed and you can either close it or initiate a search by typing in your desired text.
  - If you decide later that you want to change the status (active/inactive) of a particular index, select the **Indexes** box from the search window and click **on the box next to the index** you wish to activate/deactivate. Activate only the indexes you want to search.
  - With the cursor in the **Find Results Containing Text** box, enter the desired search criteria at the prompt. Press **Enter** or **click on the Search button**.
  - The **SEARCHRESULTS** box appears with the list of documents that satisfy the search criteria in rank order relevance.
  - Select the desired document. If more than 5 documents are selected it may be necessary to scroll using the arrow bar to go to the desired document. Either double click on the document title or click on it once and press **View**.
  - The document will be displayed at the location of the first "hit" of the desired search criteria in that document. It will be backlighted by a light blue box.



- Use the tool bar icons described on pages 12 and 13 to work your way through the documents. Search Keyboard shortcuts are on page 11.

## Search options:

- More search details are available from the sequence **Help, Plug-In Help, Using Acrobat Search**. The section on setting search preferences is especially helpful, as Search Query options must be enabled to have access to the next four items.
- **Word Stemming** finds words that share a stem with the search term.
- **Thesaurus** finds words that have the same meaning as the search term.
- **Sounds Like** finds words that share a phonetic resemblance to a search term.
- **Match Case** finds only words that are capitalized exactly like the search term.
- **Proximity** changes AND searches so that words must be within three or four pages of one another, vice anywhere else in the document.
- **Boolean** expression searches AND, OR, and NOT are allowable.
- **Wildcard** searches are possible. Use "?" to substitute for any single character, and "\*" to match zero, one, or more characters.

## Refining a Search:

- When a search returns too many documents, you can use the following techniques to restrict or refine the results of the search.
  - Ignore documents with a medium or low relevance ranking. By default, found documents are listed in order of a relevance ranking. The information you seek might be in the documents with the highest relevance ranking.
  - Use the Refine Search feature to limit a search to the documents returned by a previous search. You can, for example, first find all the files that contain the term *civil affairs*. Then, by using the Refine option, you can enter any combination of search terms and options (e.g., security), and the search will be limited to only those files that also contain *civil affairs*. Press **Ctrl** and click on the **Refine** button. (Pressing **Ctrl** with documents in the Search Results list changes the **Search** button to the **Refine** button.) The Search Results window lists documents that were in the previous Search Results list and now meet the new search criteria.
  - To return to menu from search results location, press **Ctrl + W** or click on **File** pull-down menu, then **Close**.

# Search Keyboard Shortcuts

<b>Key Combination</b>	<b>Result</b>
Ctrl+Shift+F	Displays the Acrobat Search window
Ctrl+Shift+X	Displays the Index Selection dialog box
Ctrl+Shift+J	Displays the Search Results window
Ctrl+Shift+W	Displays the Word Assistant dialog box
Ctrl+Shift+Y	Displays the first occurrence of search term in previous document
Ctrl+Y	Displays the previous page with search term, or the previous term if Display By Word is selected
Ctrl+U	Displays the next page with search term, or the next term if Display By Word is selected
Ctrl+Shift+U	Displays first occurrence of search term in next document
Ctrl+W	Closes current document containing search results

# Tool Bar

## Page Only



Closes thumbnail and bookmark areas

## Bookmarks and Page



Displays bookmarks

## Thumbnails and Page



Displays thumbnails

## Hand



Scrolls through window

## Zoom In



Increases page view

## Select Text



Selects desired Text

## Select Graphic



Selects desired graphic (located in the Tools Menu)

## First Page



Displays first page of the document you are viewing.

## Previous Page



Displays the previous page

## Next Page



Displays next page

## Zoom Out



Reduces page view

## Last Page



Displays the last page of the document

Note: Ctrl key toggles zoom in/zoom out

**Go Back**



Displays previous page view

**Go Forward**



Displays next page or returns from Go Back

**Actual Size**



Sets 100% page view

**Fit Page**



Displays whole page

**Fit Width**



Scales page to the window width

**Find**



Finds desired text

**Search**



Displays search dialog box

**Search Results**



Displays search results based on user's criteria

**Search Next**



Next found term based on user's criteria

**Search Previous**



Previous found term



# Printing, Cutting, and Pasting

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## PRINTING

- Select the **Print** option from the **File** Menu or type **Ctrl-P**.
- When the print menu pops up enter the appropriate data to print the desired page or pages. *Note: Be sure your print setup is correct.*

## COPYING

- For text use the **Select Text** mode  from the tool bar.
  - Default setting copies both columns (full page width)
  - When attempting to copy text from a single column, use the **Select Text** command and hold down the **Ctrl** key as you select text. This allows you to drag a box around the desired text for copying and pasting as discussed above.
- For Graphics use the **Select Graphic** mode  from the **Tools** Menu.
- Block the desired portion of the publication you desire to copy using the click and drag technique.
- Type **Ctrl-C** or click on the **Copy** option from the **Edit** Menu.

## PASTING

- Using standard Windows techniques **Alt-Tab** to the application window where you want to paste the selection and type **Ctrl-V** or click on the **Paste** option in the **Edit** Menu.

# User Tips

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- Use the on-line **H**elp to learn how to best employ the software. In particular, use of **P**lug-In **H**elp > **U**sing **A**crobat **S**earch is highly recommended. To do this, click on the **H**elp pull-down menu. Move the cursor to **P**lug-In **H**elp while holding down the left mouse button and slide the cursor to the right until the **U**sing **A**crobat **S**earch is highlighted. Release the mouse button to display the Acrobat Search Online Guide for use.
- Use only the indexes for the types of documents you seek.
- When a search returns too many documents, you can use the following techniques to restrict or refine the results of the search.
  - Ignore documents with a medium or low relevance ranking. By default, found documents are listed in order of a relevance ranking. The information you seek might be in the documents with the highest relevance ranking.
  - Use the Refine Search feature discussed on page 10.
- Remember that Ctrl+w is the quickest way to close file currently being viewed.

# Welcome to the Joint Electronic Library on CD-ROM.



## **This is the back cover of the user instruction booklet.**

In addition to the instructions contained in this booklet, users are encouraged to use the on-line help provided on the disc, **read the README.TXT file, and use the User's Guide (UGUIDE.PDF).**



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This disc was developed by OC Incorporated  
for the  
**J-7, Joint Staff**