JOINT ELECTRONIC LIBRARY

CD-ROM

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Developed by OC Incorporated for J-7, Joint Staff

General

- 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)

- Acrobat software (included on the disc) must be installed on your system.
  To install it, proceed as follows:
  - •• For Windows, see instructions on the facing page.
  - •• For Macintosh and UNIX 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.

- You are encouraged to access the **on-screen help**.

Windows Installation

- **Start Windows.** If Windows is already running, quit all applications.

- Insert the JEL disc into your CD-ROM drive.

- From the **Start** menu (Win 95) or from the **File** pull-down menu in Program Manager (Win 3.1), choose **Run.**

- From the **Run** dialog box, select **Browse**, then select the drive letter for your CD-ROM drive. From the directory listed for the CD-ROM, select **acroread** subdirectory. From the **acroread** subdirectory, select the **Win 95** or **Win 31** subdirectory, depending on whether you are running Windows 95 or Windows 3.1. From the **Win 95** or **Win 31** subdirectory, select **setup.exe.** Click **Open** or **OK**. When the **Run** dialog box reappears, click **OK.**

- Follow the installation instructions.

- When the Installer finishes, you are ready to use Acrobat Reader.

Using the JEL CD-ROM

- To use the JEL CD-ROM, open the **"mainmenu.pdf"** file using Acrobat Reader.

- Now click on the box/button on the main menu that contains the type of document you desire to see or search.

- **NOTE: The JEL CD-ROM contains features which require the Acrobat Reader 3.0. If you have not already done so, install the Acrobat Reader 3.0 using the button provided on the main menu.**

- Once you have selected a choice from the main menu, you will be shown a menu listing the categories of publications available in that section.

- In each category menu, click on your desired selection to display a menu of publications corresponding to that category.

- Advance to the desired publication − click on the title to display.

- Arrow buttons on the menus permit movement to the next or previous page.

- Menu buttons permit movement to previous menus or to the main menu.

- At any juncture, you can click on the search icon on the tool bar. This opens the search panel and permits entering new search criteria and/or modifying search options.

Searching

- 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.

- 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 **SEARCH RESULTS** 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 listed, 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 8 and 9 to work your way through the documents. Search Keyboard shortcuts are on page 7.

Search Options:

- More search details are available from the sequence **H**elp, **P**lug-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 <u>AND</u> 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.

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 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

Key Combination	Result
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+Shift+U	Displays the first occurrence of search term in next 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+W	Closes current document containing search results

Tool Bar

Page Only		Closes thumbnail and bookmark areas	**Select Graphic**		Selects desired graphic (located in the **Tools** Menu)
Bookmarks and Page		Displays bookmarks	**First Page**		Displays first page of the document you are viewing.
Thumbnails and Page		Displays thumbnails	**Previous Page**		Displays the previous page
Hand		Scrolls through window	**Next Page**		Displays next page
Zoom In		Increases page view	**Zoom Out**		Reduces page view
Select Text		Selects desired Text	**Last Page**		Displays the last page of the document

Note: Ctrl key toggles zoom in/zoom out

Go Back		Displays previous page view	**Find**		Finds desired text
Go Forward		Displays next page or returns from Go Back	**Search**		Displays search dialog box
Actual Size		Sets 100% page view	**Search Results**		Displays search results based on user's criteria
Fit Page		Displays whole page	**Search Next**		Next found term based on user's criteria
Fit Width		Scales page to the window width	**Search Previous**		Previous found term

Printing, Cutting, and Pasting

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** [abc] 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 Graphics** [□•] mode from the **Tools** menu.

- Block the portion of the publication that 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.

- Use the on-line **Help** to learn how to best employ the software. In particular, use of **Plug-In Help > Using Acrobat Search** is highly recommended. To do this, click on the **Help** pull-down menu. Move the cursor to **Plug-In Help** while holding down the left mouse button and slide the cursor to the right until the **Using Acrobat Search** is highlighted. Release the mouse button to display the Acrobat Search Online Guide for use.

- 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 6.

- Remember that **Ctrl+W** is the quickest way to close the file currently being viewed.