

# Adobe Acrobat Reader

## Finding Your Way on the CD-ROM

This will provide general information about this disc, as well as system requirements, install procedures, and the basics of Search.

We also recommend that you review the **Online Help Guide**. This information will give you an overview of the functionality of Reader with Search and specific guidance on use of article display, searching, toolbar, buttons, status bar, etc.

To access the Online Help Guide:

Windows — Select **Help** from tool bar.

Macintosh — Select Acrobat Reader Help from "?" in tool bar.

## Graphical Elements and Special Characters

The files on this CD are in Adobe's **Portable Document Format (PDF)**. The flexibility of this format permits the display of electronically created or converted material on many computers, and provides users with the ability to easily navigate, view, search, download, and print that material using the Reader software.

PDF files contain two types of material — bitmapped or scanned material and display PostScript forms. Most of the papers electronically converted from wordprocessing files will contain the PostScript letters, which retain their smoothness at any magnification. However, not all papers were supplied electronically or were easily convertible to PostScript. These papers may contain scans or bitmaps of graphics, drawings, or equations. The on-screen clarity of these scans or bitmaps will suffer by comparison to PostScript quality at higher magnification, or at some screen resolutions. Printing will not be compromised by the on-screen quality. Some papers were scanned in their entirety, due to the following reasons: virus or file corruption, non-correctable errors, no electronic file provided, unreadable files, files with missing information etc. After scanning, some or all of the text was converted to allow for a special search text to be created that is used by Reader to locate words in the document. Regardless of the technology employed, all documents are searchable and indexed. Some documents created in the LaTeX® document creation system use a combination of PostScript-user-defined and bitmapped fonts. Where possible and, where there were no font incompatibilities, electronic files of LaTeX® papers were used to create the PDFs. However, to avoid the on-screen appearance of light or broken lettering due to font incompatibilities, LaTeX® papers may have been scanned to allow for readability onscreen.

The on-screen display quality of graphics (figures, charts, diagrams, photographs) will reflect the original quality of the art and the dpi used when scanning these elements into the individual electronic files of the papers. These graphics were merged into the electronic text documents either by the authors themselves (and were so submitted for publication), or they were received by the CD-ROM maker as hard copy originals and thus he merged these elements with the electronic text files to complete the document. On-screen magnification will enhance viewing of these elements.

Very small, discrete parts of these graphic elements (and also of some mathematical portions) will display on screen at the "Fit Visible" percentage as bars of black or gray. This is due to the fact that they are too small to register. On-screen magnification of these discrete parts will display them fully and clearly.

## Searching

**Find** provides a simple and quick search of the specific document being read — a quick glance through the binoculars at something readily accessible and within sight. It is easy and immediate access to the information being browsed, but it is limited. **Search**, the binoculars icon with a page-shaped image behind it, allows for more complex viewing of information not immediately within view or access — binoculars with backup. The more powerful of the two searching mechanisms, **Search** provides faster, smarter access to the entire body of information on the CD.

When you execute **Search**, a dialog box will appear. You can type in whatever word or phrase you wish to search — remember, you can search for several words at a time by inserting "and" or "or" in between those words. *Wildcards* are also available to enhance your search:

- The asterisk (\*), which matches zero, one or more characters, allows you to type in the first few letters of an item (nano\*) and the search executed will draw on all items beginning with that match: nanoparticle, nanotechnology, etc.
- The question mark (?) equals any one character.

## Searching Options

- *Match Case* limits the results of the search to find only those documents that contain words with the same capitalization as the search term or terms you enter in the Find Results Containing Text box. With *Match Case* selected, for example, searching for "He" finds all occurrences of "He," the symbol for Helium, but not occurrences of "he," the common pronoun.
- *Word Stemming* expands the search to find words that share word stems with the search terms you enter in the Find Results Containing Text box. For example, with *Word Stemming* selected, searching for "building" finds "build" and "builds" as well as "building."

- Word Stemming option have no effect on phrase searches. Once **Search** has been executed, all found occurrences will be highlighted on the appropriate pages. REMINDER: Since you may have selected to increase the on-screen viewing size, some highlighted occurrences may not be immediately visible. You can eliminate this by changing your preferences to display results of **Search** by "word" rather than by "page." Under **Edit**, choose **Preferences, Search**; change the **By Page** option to **By Word**.

## Viewing Search Results

When you enter a search query, the list of found documents is displayed in the Search Results window. Every document returned from a search is assigned a Score. The score is represented by a circle before each document. The score indicates how likely it is that the document contains the information for which you are searching. The more filled in the circle is, the more likely that document contains relevant information. To select a document, click View or double click the document name. To bring the Search Results box back into view, click on the search/results Toolbar button. To execute another search, click on the search icon.

Upon completion of a search, the results are displayed in the dialog box. This dialog box may be recalled at any time by pressing the button with the page and circle symbol next to the Search button (binoculars icon with a page-shaped image behind it), Searches are displayed by paper title and are ranked for occurrences (hits) with a darkened circle next to the title. Double-clicking a paper title (an occurrence), or highlighting it, and pressing the View button will give you immediate access to that title.

## Technical Support

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For technical support, please utilize immediately available resources first:

- Adobe Acrobat Reader Online Guide (on CD)
- Adobe Systems Incorporated home page — <http://www.adobe.com>
- Adobe Acrobat web site — <http://www.adobe.com/acrobat/main.html>