On-Line Help

Getting Started

Your *Library* CD contains two types of files:

1. PDF files of all the Library materials, which you can search and access via Acrobat™ Reader; and
2. Microsoft™ Word files that will allow you to manipulate, customize, and print these documents.

To utilize the Word files:

- **For Windows 3.X:** Double-click on your "Main" program group. Double-click on "File Manager." Double-click on Drive "D" (or the drive where your CD is located). If you wish to manually access the Word files, double-click the "MS Word" folder. You can launch any of the Word files by double-clicking on them. To access the Word files while in Acrobat, click on the "Customize in Word" button from your PDF files. This will bring up the Microsoft™ Word Files Grid. Click on any page range to access the Word file. Microsoft™ Word will automatically launch and open your file. Click on any volume number to access the table of contents for that volume. You can access the Word Grid from anywhere in the *Library* by clicking on "MS Word Documents" in the Acrobat bookmarks. You may also copy the files to your hard drive. You must have Microsoft Word 6.0 or later to utilize these files. Customized or changed files must be saved to your hard drive.
- **For Windows 95 and Windows NT:** Click on "My Computer"; double-click the Pfeiffer icon (CD-ROM drive). You will be presented with the opening "splash" screen. Click on the "Customize in Word" button. This will bring up the Microsoft™ Word Files Grid. Click on any page range to access the Word file. Microsoft™ Word will automatically launch and open your file. Click on any volume number to access the table

of contents for that volume. You can access the Word Grid from anywhere in the *Library* by clicking on "MS Word Documents" in the Acrobat bookmarks. You may also copy the files to your hard drive. You must have Microsoft Word 6.0 or later to utilize these files. Customized or changed files must be saved to your hard drive.

- **For Macintosh:** Double-click the *Library* icon on your desktop. Double-click on the "MS Word" folder. If you wish to manually access the Word files, double-click on them. To access the Word files while in Acrobat, click on the "Customize in Word" button from your PDF files. This will bring up the Microsoft™ Word Files Grid. Click on any page range to access the Word file. Microsoft™ Word will automatically launch and open your file. Click on any volume number to access the table of contents for that volume. You can access the Word Grid from anywhere in the *Library* by clicking on "MS Word Documents" in the Acrobat bookmarks. You may also copy the files to your hard drive. You must have Microsoft Word 6.0 or later to utilize these files. Customized or changed files must be saved to your hard drive.

To utilize the PDF files:
Once you have launched the PDF files, you will see five buttons on the Title Screen to help you navigate around your Library CD.
- Click on **CUSTOMIZE IN WORD** to access the MS Word files as described above.
- Click on **MAIN MENU** to go to the Table of Contents from which you will be able to easily find and access any document contained in this *Library.*
- Click on **INTRODUCTION** for an introduction to the *Pfeiffer Library.* This area will introduce Jossey-Bass/Pfeiffer and orient you to the contents of the *Library.*
- The **CREDITS** button will take you to the page with the copyright and credits information.
- Click on **HELP** for this on-screen version of the step-by-step instruction manual. You will be able to access HELP from any screen in the *Library* or you can refer to the printed version included in the CD's case.

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Moving Around

To utilize the *Library* to its best advantage, you may utilize the standard Acrobat navigational tools. To learn more about the Acrobat navigational tools, see the Acrobat Tutorial under the Help item on the toolbar.
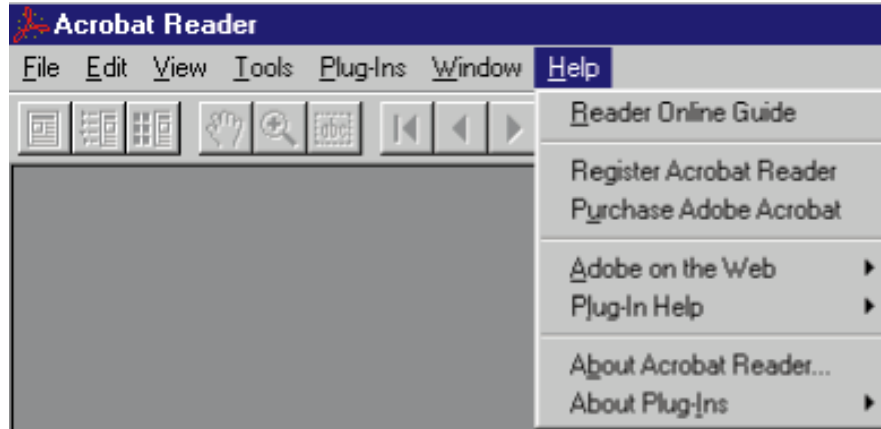
You can move forward one page by using the forward button ▶ or back one page by using the back button ◀. You may move to the beginning of a file by using the back-to-start button ◀ or to the end of a file by using the end-of-file button ▶. These are your main navigational tools. Alternatively, you can use the page-up and page-down keys on your keyboard to move forward and backward one page, and the home key to go to the beginning of a file, and the end key to go to the end of the file.

Searching

Main Menu

We provide you with a complete list of the 27 volumes contained in the *Library*. They are organized by topic (i.e., Individual Development, Communication, Groups). In each topic, the individual volumes are identified by the type of material contained in them (i.e., Experiential Learning Activities; Inventories, Questionnaires, and Surveys; Presentation and Discussion Resources).

Use the scroll bar on the right to move through this list, then click on any volume title to go to the Table of Contents for that volume of material. You can return to this page from anywhere in the *Library* simply by clicking on the Main Menu button.

Keyword Index

We have provided you with an index of keywords concerning the subjects found in the *Library.* These keywords are followed by a series of volume/page numbers where articles that address the appropriate subject can be found. By clicking on the volume/page number, you will be taken to the beginning of the article that has information related to the keyword that you have selected.

Adobe Acrobat Search

Adobe Acrobat includes a powerful search engine that allows you to search any word or word combination in these files. If you know the subject matter that you are interested in, or the author whose work you want to use, click on the Search button 🔍 to open the Search window. Type the text or name you want to find in the "Find Results Containing Text" box, and click Search. You can limit your searches by using the word AND between words you would like to search. This will bring up only those results where both of the

words appear within a few pages of each other. You can also use the "word stemming" feature to find variations on a word, for example, using "Herb" might find Herbert and Herbal. Click word-stemming off if you want an exact match. You can also search for instances of words with the same meaning by clicking on the "Thesaurus" feature.

When searching the *Library,* you will be presented with a list of all documents matching your search query in order of relevance. The small round icon at the left of each document in the list indicates how frequently the search word(s) appear in the document. A solid circle indicates highest level of relevance, an empty circle, the lowest. Double-click any document name in this list to open that document. Acrobat will show you only those pages in the document that contain your search word(s), and they will be highlighted. You can move through the document viewing each occurrence of the search word(s) by using the SEARCH NEXT 📄 and SEARCH PREVIOUS 📄 buttons.

To select another document in your search results, click the SEARCH RESULTS button 📖 and select another document from the list.

Acrobat provides a comprehensive tutorial about performing searches in this program. If you would like more tips on how to search these indexes click HERE.

Materials Scan

To review all of the activities of a particular type, in a particular category (i.e., Experiential Learning Activities in Individual Development), click on the volume number listed in the Main Menu. You will see a page that lists the titles with authors of each article/activity in that volume. The index in the window on the left (bookmarks) allows you to click any title to go to the full-text view of the PDF file for that title. Bookmarks are arranged so that you

can quickly move to any volume or to any article within the current volume. At the top of the bookmarks are links to the Help, Introduction, Copyright, Credits, Keyword Index, and Main Menu files.
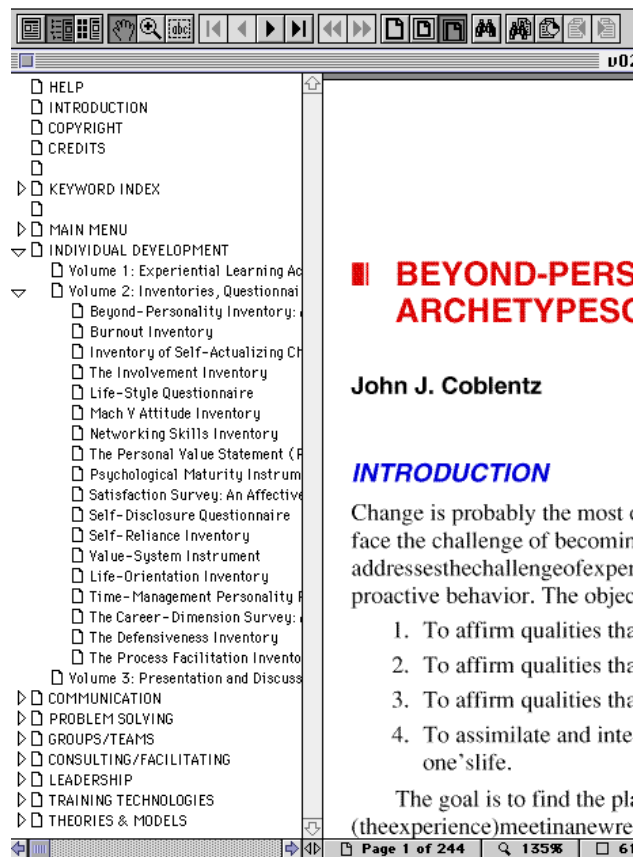
You can also use Acrobat's search capability to do a limited search for keywords in the volume you are viewing only.
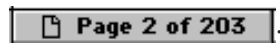
Modifying/Printing Documents

Documents can be printed directly from the PDF files. Click on File in the Acrobat tool bar and then choose Print. To print only an individual article, you will need to specify the page range for that article. You can find the page range in the Table of Contents for each volume. Page numbers are visible in the bar at the bottom of the Acrobat screen and look like this: ⬚ Page 2 of 203 . In order to see the page numbers, you will need to minimize your Windows Taskbar. To modify or customize a document you can double-click on any of the Word files (see instructions for utilizing Word files above). You must have MS Word 6.0 or later installed on your machine to utilize the Word files.

After opening the Word files, you can edit the document as you would any other Word document, making whatever changes are necessary to customize it to fit your needs. You can save it with changes on your hard drive by selecting File > Save As... from the menu bar and assigning the modified document a new name so that you can easily identify and access it again at a later time. Be aware that if you use the Save option instead of Save As..., you will be prompted with a dialog box for a new name. You cannot overwrite or modify the files on this CD-ROM.

NOTE: Graphics will display differently depending on your monitor. In addition, some complex tables may not copy well. You may wish to re-create the graphics or tables that do not display well. Some graphics may take longer than others to appear on-screen.

In Case of Trouble

If you experience difficulty using the *Pfeiffer Library* CD-ROM, please follow these steps:

1. Make sure your hardware and operating system configurations conform to the system requirements specified on the printed booklet.

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2. Review the installation procedure for your type of hardware and operating system. It is possible to reinstall the software if necessary.

3. You may call Jossey-Bass/Pfeiffer at (415) 433-1740 between the hours of 8 A.M. and 5 P.M., Pacific Time and ask for Pfeiffer CD-ROM Technical Support.

Before calling, please have the following information available:
   • Type of computer and operating system
   • Version of Windows or Mac OS being used
   • Any error messages displayed
   • Complete description of the problem.
(It is best if you are sitting at your computer when making the call.)