

Following is a set of basic instructions that we have put together to help the average computer user get the most out of this CD-ROM. We hope that we've covered everything you'll need to know to "get around" this electronic version of *Offshore Cruising Encyclopedia*.

If you are new to Adobe Acrobat you may want to print out this "Help" document. This will let you easily refer back to the instructions without losing your place in the book. To make a printed copy, select "Print" from the "File" menu on the menu bar (at the top of the screen). In the "Print" window, make sure to select the option "Shrink to fit."

Below, you'll see a list of instructional topics (in blue). Click on any topic to jump ahead to those instructions.

Or, if you prefer to read this page-by-page like a regular printed book, just use the "page down" and "page up" keys on your keyboard.

If you want to skip these instructions and get right into the book, just click on the blue "TOC" (Table of Contents) button in the upper right-hand corner of the page. The Table of Contents is 19 pages long—to navigate through its pages, you can click on the topics listed on its left-hand side, or use the page up/down keys (for more details on navigation options see below). Once you find a topic you'd like to read about, simply click on it and the computer will open that section of the book.

Basic tips for navigating through this "Help" file

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Basic tips for navigating through this “Help” file

Adobe Acrobat Reader is an easy-to-use program filled with features with which you’ll quickly become familiar. Here are some basic tips to help you navigate through the rest of these instructions.

We suggest you get acquainted with these navigation tools (located at the top of your screen):



- Click your mouse on this tool to go to the first page of your current chapter.



- Click on this to go to the previous page of the chapter.



- Click this to go to the next page.



- Click this to jump to the last page of your current chapter.



If you have jumped to a new page and want to return to the page you were just viewing, click here. This is especially useful if you have clicked on a “link” to go to a different part of a document.

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Links


Throughout this document you'll see certain blue-colored words. You can usually click on these words (called "links") to be transported to a related subject somewhere else in the document.

Page up and page down keys

To move down a page, hit the "page down" key on your keyboard.

To move up a page, hit the "page up" key.

NOTE: All of these tools and methods for navigating are explained in more detail later in this "Help" document. We're just giving you the basics here to help you get started.

You may want to return to the top page of the document now. To do that, use the "go back"  tool. (As you grow more comfortable with navigating around *Offshore Cruising Encyclopedia on CD-ROM*, you'll probably find yourself using this tool often!)

If you need more help...

Adobe Acrobat Reader (the software with which we produced this CD-ROM) has many features that we don't really use—therefore, we haven't touched upon them in our instructions. If you have further questions that we haven't covered, there are several ways to get more information:

- On a Macintosh, go to the question mark symbol at the upper right-hand corner of your screen. Click on that, pull down to “Reader Online Guide,” and let go. You'll find a very thorough online manual to help you use Adobe Acrobat Reader.
- On Windows, go to the “Help” menu at the top of your screen, pull down to the “Reader Online Guide,” and let go.
- Go to the Adobe website at <http://www.adobe.com>, and find the Acrobat home page.
- Call Adobe at 800-272-3623 for more technical support options.

System requirements

This CD-ROM will run on any Macintosh, Windows 3.1, Windows '95, or Windows NT computer with a CD-ROM drive. We recommend you have the software installed for Adobe Acrobat Reader 3.0 or above, along with the “Search” plug-in application. All necessary software is included on this CD-ROM in the “Software” folder. (See [“How to install”](#) below.)

If you have an earlier version of Acrobat Reader, or if you do not have the “Search” application, you can still read the CD-ROM. However, not all the functions will be available. This is why we strongly recommend installing the latest version.

MACINTOSH

Operating System: 7.0 or later

RAM: 5 MB

Hard Disk Space: 8 MB, plus 4.4 additional during installation

Processor: 68020 or greater processor (including all PowerMacs)

WINDOWS 3.1 & WINDOWS 95

RAM: 8 MB

Hard Disk Space: 5 MB
(plus 7 MB extra during installation)

Processor: 386, 486, or Pentium

WINDOWS NT

RAM: 16 MB

Hard Disk Space: 5 MB
(plus 7 MB extra during installation)

Processor: 386, 486, or Pentium

How to install

MACINTOSH

Quit all other applications and disable any virus protection software before installing.

Double-click on the “Reader 3.01 Installer for Mac.”

Be sure to read all ReadMe files for important information!

WINDOWS 3.1

Quit all other applications and disable any virus protection software before installing.

Open your File Manager. Open your CD drive.

Double-click on the file “Win31.exe.”

Be sure to read all ReadMe files for important information!

WINDOWS 95 & WINDOWS NT

Quit all other applications and disable any virus protection software before installing.

Open “My Computer.” Open your CD drive.

Double-click on the file “Win95.exe.”

Be sure to read all ReadMe files for important information!

USING ACROBAT READER

Explanation of the toolbar

Along the top of your screen, you'll see icons for several tools. This is called the "Toolbar." By clicking on different tools, you can make Acrobat Reader do certain things. Following is a brief explanation of each tool. (More detailed explanations are in the section after this.)



Page. Click here to see only the page.



Bookmarks & page. Click here to see the page with bookmarks along the side (We recommend you keep this selected.) (For more on this, see ["How to navigate"](#) below.)



Thumbnails & page. Click here to see thumbnails alongside the page. (Thumbnails are miniature pictures of each page. However, we don't use thumbnails in these files.)



Hand. If you don't need to use any of the other tools, this is the best tool to have selected. (For more on this, see ["Hand tool vs. magnifying glass tool."](#))

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Magnifying glass. Click on this to zoom in to a particular part of a page. (For more on this, see [“How to zoom and un-zoom”](#) and [“Hand tool vs. magnifying glass tool”](#) below.)



Text selection. (You shouldn't have any reason to use this tool.)



First page. Click here to go to the first page of your current chapter.



Previous page.



Next page.



Last page. Click here to go to the last page of your current chapter.



Go back. If you have jumped to a new page, and want to go back to the page you were just reading, click on this tool.

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- Go forward. If you want to return to the page you just “came back” from, this is the tool to use.



- 100% zoom. Click here to view the page at 100% zoom.



- Fit page in window.



- Fit page width inside window.



- Find. Click on this to find any occurrence of a particular word in the current chapter. (For more on this, see [“Find and Search”](#) below.)



- Search. Click on this to search the entire book, across chapters, for a particular word. (For more on this, see [“Find and Search.”](#))



- Search results. Click on this to review the results of your last search. (For more on this, see [“Find and Search.”](#))

How to zoom and un-zoom

There are two ways to control the zoom level of the page. The first, and probably most helpful method is to use the magnifying glass. If you want to study a particular illustration in detail, click on the “magnifying glass” tool. You’ll see that the cursor turns into a magnifying glass. Drag the mouse until the cursor is over the part of the page you want to magnify, then click again to increase the size of the image.



For example, if you see a shackle in the corner of a photo and want to check it out in greater detail, position the magnifying glass directly over the shackle, then click the mouse.

To zoom back out to the previous image size, on a Macintosh computer, hold down the “option” key and click at the same time. On Windows, hold down the “control” key and click at the same time.

(For more on this, see [“Hand tool vs. magnifying glass tool”](#) below.)

There’s another way to control zoom level. You’ll notice that your current zoom level is displayed in the “status bar” at the bottom of the screen. Right now it probably says “100%” or some other number. Click on that number, then enter the desired zoom level. You can either type in a number of your choice, or click on the arrow to the left of the number. Now you can select from a list of pre-determined zoom levels. Note: This changes the zoom level of the entire page, rather than focusing on a particular part of a page with the magnifying glass.

Hand tool vs. magnifying glass tool

As we mentioned earlier, the magnifying glass is used to zoom in to and out from a desired part of a page. However, you may have noticed that the “hand” tool, when clicked on a page, can also cause a page to zoom. This might be annoying, because if you accidentally zoom in, the only way to zoom back out while the “hand” tool is still selected is to set the zoom level on the status bar along the bottom of the screen. The magnifying glass, on the other hand, will allow you to zoom back out by holding down the “option” key (on a Mac) or the “control” key (on Windows) while clicking the mouse. Since this is more convenient, why not keep the magnifying glass selected all the time? Because the “magnifying glass” tool won’t let you click on the buttons to jump to different parts of the book (“Help,” “TOC,” “Last Chapter,” and “Next Chapter”), whereas the buttons work fine when the “hand” tool is selected. So unfortunately, it’s a trade-off. (*For more on navigating with buttons, see [“How to navigate.”](#)*)

If that was confusing, here’s a summary:



Magnifying Glass

Pro: Zooms in and out easily.

Con: Doesn’t let you use buttons to navigate.



Hand


Pro: Works for all methods of navigation.

Con: Zooms in easily, but zooming out is more of a hassle.

How to navigate

Once you've opened the book, there are several ways to navigate through it.

- Go to the Table of Contents (TOC), and click on any topic. You will be taken to that topic, no matter what chapter it's in. Every page of every chapter is linked to the Table of Contents, so you can always return to the TOC to further explore its topics.

- Within a chapter, you can click on any bookmark in the left-hand column to go to a topic of interest within that chapter. If for some reason the bookmarks disappear, click on the "bookmark" tool to make them re-appear. The bookmarks are collapsible. Click  on the triangle to the left of each bookmark to either view all the subtopics, or to hide the subtopics within the major topics. If there is a long list of bookmarks, you can scroll through them until you find the topic you want. If the space available to read the bookmark is too narrow, you can make it wider by clicking on the lower right-hand corner of the bookmark box (you'll see a left arrow next to a right arrow), and drag to the right. REMEMBER: the bookmarks help you to navigate throughout your current chapter. To view all the topics of *Offshore Cruising Encyclopedia*, and to link to the topic of your choice if it's not in the current chapter, go back to the Table of Contents.

- Within a chapter, you can use the scroll bar to scroll through the chapter page-by-page. (The scroll bar is the bar along the right side of the screen that has an up arrow on top and a down arrow on the bottom.)

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- On your keyboard, you can use the keys for “page up,” “page down,” “home” for the first page of a chapter, or “end” for the last page of a chapter.
- There are also tools in the toolbar for these same functions. (See [“Explanation of toolbar”](#) above.)
- Use the “Go back” tool to return to the last page you were viewing, even if that page was in a completely different part of the book. You’ll find this tool especially useful. (See [“Explanation of toolbar.”](#))
- At the bottom of the screen, on the “Status Bar,” you’ll see that the computer reports what page you’re on. If you click on that, you can tell it to go to a particular page within the chapter.
- On the right side of the page you’ll see big blue buttons for “Next Chapter” and “Last Chapter.” Use these to travel in a linear fashion through the book, as if you were reading the book straight through from cover to cover. Or, you can click on the button for “TOC” to go back to the Table of Contents, find a new topic to explore, and navigate there by clicking on the topic. Anytime you need to re-access this “Help” document, click on the button that says “Help!”. To return to the chapter you just came from, select the “go back” tool in the toolbar. (See [“Explanation of toolbar.”](#))
- Throughout the book you’ll see blue-colored words that say things like, “For more on this, see [‘xyz.’](#)” These words are called “links.” Click on those links in order to be transported to a related topic elsewhere in the book.

Find & Search



This is a very useful function. If you want to look through your current chapter for every instance of a particular word, click on the “find” tool, type the word you’re looking for, and hit “Find.” It will take you to the next occurrence of that word. To find where the word shows up after that, select the “find” tool again, and click “Find Again.”



If you have the “Search” plug-in application installed, you can also look for a particular word throughout the entire book. Just click on the “search” tool, wait a few seconds for the window to come up where you can type in the word you’re looking for, and hit “Search.” (There is a button that allows you to “add” or “remove” any indexes to search through. Make sure you don’t remove anything. If you do, you won’t be able to search. For more on this, see the “[Troubleshooting](#)” section below.)

After a few seconds of searching, the “Search Results” window will be displayed. This will list the chapters that contain the word you’re looking for. You can click on “View,” or simply double-click to open the desired chapter. You will be taken to the first occurrence of the word in that chapter. To find the rest of the examples of the word in that chapter, use the “find” tool (explained above.)



You can always go back to review the results of the last search. Just click the “search results” tool. This way you can check out one chapter that contains your word, then go back and check out another chapter.

NOTE: If you don’t have the “Search” application installed, you won’t be able to use this tool. We suggest you install the “Search” application, because it greatly enhances the value of your CD-ROM. (For more info, see “[How to install](#)” above.)

Troubleshooting

Problem: I copied the contents of the computer to my hard drive, and now when I try to go to a new chapter, the computer says “Cannot open specified file.”

Solution: You may have changed the name of a file or folder, or you may not have copied everything you need. Try running the program directly from the CD-ROM, or try re-copying the contents of the CD-ROM to your hard drive. Do not change the names of any files or folders, and do not change the way files and folders are organized.

Problem: My toolbar does not have all the tools you describe.

Solution: You may have an old version of Adobe Acrobat Reader installed on your computer. Try installing the software included on the CD-ROM. (See “[How to install](#)” above.) You can also download the latest version of Reader (at no cost) from the Adobe website at <http://www.adobe.com>.



Problem: When I try to use the “Search” function, the search button is grayed out and the computer says “No indexes are available for search.”

Solution: Click the button that says “Indexes,” and click “Add.” Select the file “searcher.pdx” (in the folder “bookdocs”) and click “Open.” Click “OK.” Now you should be able to search across chapters.

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Problem: There is no “Search” tool on my toolbar.

Solution: Install the “Search” application, which is included on this CD-ROM. (See [“How to install”](#) above.)




Problem: When I open a chapter to view the results of a search, the words I searched for are highlighted, and the highlighting makes it hard to read the words.

Solution: On certain computers with monitors and/or video cards of marginal quality, highlighted words may be difficult to read. You can get rid of the highlighting by clicking the “hand” on either side of the page. Remember, *click on the sides*—don’t click directly on the page, as this won’t do you any good and will only make the page zoom in.

Of course, the ideal solution is to invest in a better monitor and/or video card. This will also make the art look better, and will let you see sharper details in each illustration.

Problem: The bookmarks along the side of the page have disappeared.

Solution: Click on the bookmark tool. Remember, the bookmarks are collapsible, so if  you want every single topic and subtopic listed on the side of the page, click on the triangles so that they point down. If you prefer to view only the major topics, click on the triangle so that they point to the right.