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About This CD:

This CD contains a full copy of Acrobat® Reader. This allows you to view any PDF file on the CD *without having to worry about what version of Acrobat® Reader you have installed on your computer or having to install any software!* This is all taken care of by the CD. Acrobat® Reader runs directly off of the CD and will not prompt you to install anything. Since Acrobat® Reader runs directly off of the CD, it has no conflicts if you have a different version of the software already installed on your PC.

The CD also comes equipped with an auto-launch, or auto-run, program. In other words, you will simply insert the CD into your CD-ROM drive and the CD's Main Menu will automatically launch without you having to interact with it.

Bookmarks:

Main Menu Bookmarks:

A bookmark is a link to various documents or publication sections.

Bookmarks are located on the left-hand side of the Main Menu. Here is an example of what you will see:

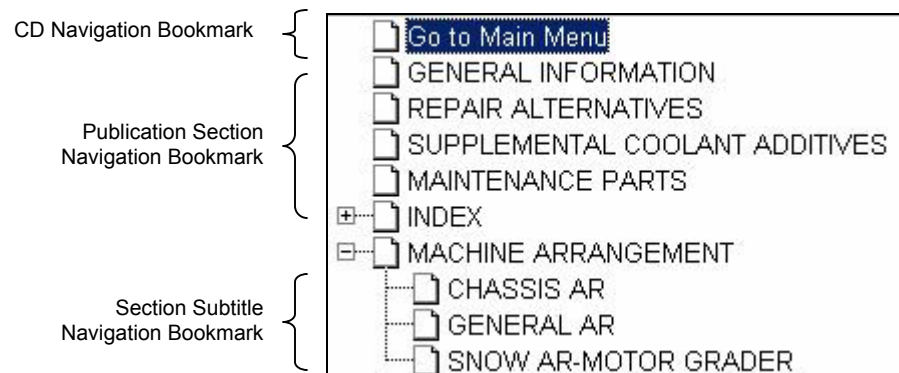


This enables you to navigate through each of the publications offered on this CD. If there are multiple media numbers, the media number titles will be located under the publication type, as shown above for Parts Manual. Otherwise, they will be listed in a format similar to the One Safe Source and Work Tools Catalog shown above.

To view the contents of a media number, simply click on the title (e.g. 3176C Industrial Engine). This will take you directly to the publication.

Publication Bookmarks:

There are three types of bookmarks within the publications: CD Navigation, Publication Navigation, and Section Subtitle Navigation. The following illustrates examples of the three types:



CD Navigation Bookmarks are links to other publications provided on the CD-ROM. For instance, if you were in a Parts Manual and wanted to go back to the Main Menu, you would click on the Go to Main Menu bookmark.

Publication Section Navigation Bookmarks are links to specific *sections* of a publication. These are high-level titles within the publication. These bookmarks **mirror that of the Table of Contents**. If a bookmark of this type has section subtitles, the bookmark will be collapsed by default and is indicated by the "+" sign to the left of the publication section title. Using the above illustration, to go to the Machine Arrangement section of the Parts Manual, you would click on the Machine Arrangement bookmark.

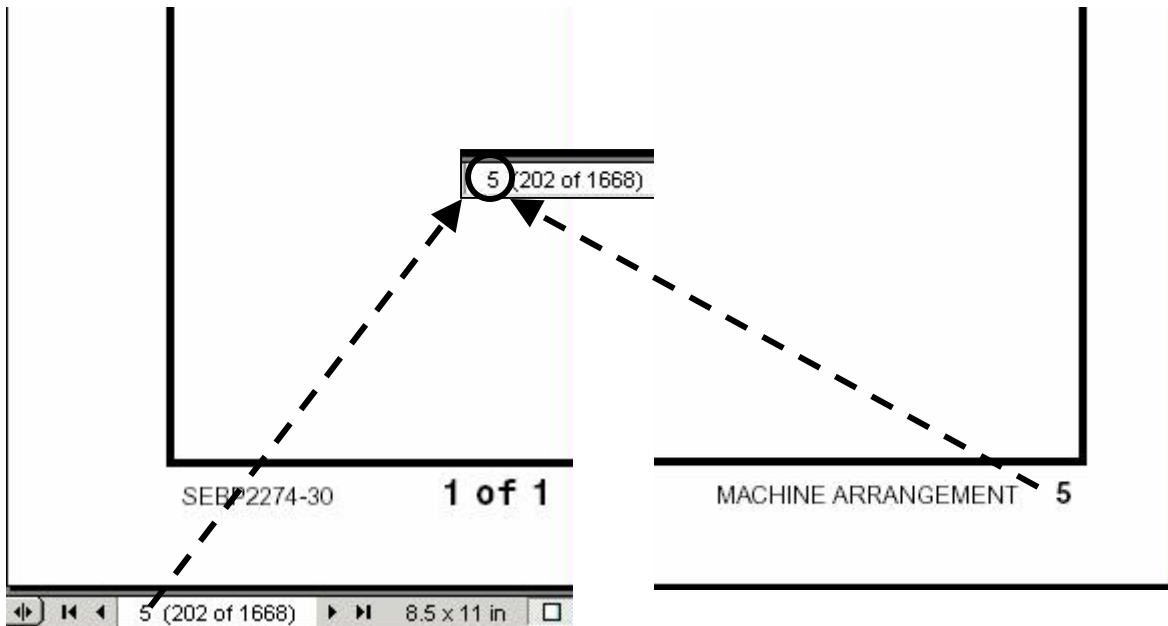
Section Subtitle Navigation Bookmarks are links to specific publication section information. To see these subtitles, you must first expand the Publication Section Navigation Bookmark. For instance, if you wanted to view the information regarding Snow Arrangement - Motor Grader, you would first expand the Machine Arrangement bookmark if it is not already expanded, then click on the Snow AR-Motor Grader bookmark. This will take you to the first page of this information.

Page Navigation

This CD uses the default Acrobat® Reader functionality for paging through documents. The only modification made to pagination is re-paginating the document so the page numbers visible on the page view match with the page numbers Acrobat® Reader displays.

Custom Pagination:

Due to modifications made to the pagination, the following format is used to display page numbers:


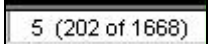



Notice the page number sequence: 5 (202 of 1668). The number outside of the parenthesis is the page number that matches the actual page number of the document. The numbers within the parenthesis are the actual number of pages in the entire document. Because we have re-paginated the document, Acrobat® Reader will use the page numbers we specified for **printing and page navigation**.

Changing Pages:

There are numerous ways to change pages in Acrobat® Reader. You can:



1. Use the  buttons located under the View and Window drop down menus. Floating over the buttons will tell you what each does.
2. Use  located at the bottom left-hand side of Acrobat® Reader and type in the page number. You will highlight or delete all the text and enter in the page number you wish to move to. The navigation buttons on either side of this textbox functions just as the buttons describes in 1.
3. Use the vertical scrollbar located on the right side of Acrobat® Reader. When you click on the scrollbar and slide it, the page numbers will be displayed as you scroll: . This will appear to the lower left of the vertical scrollbar as you move it.
4. Use the *Go To Page* menu option located under the *Document* main menu. You can also use the hot key, Control+N. This will launch a dialog box for you to enter the page number:



Changing Page Views:

By default, the page view is set to Fit in Window. If you would like to change the view, you can:

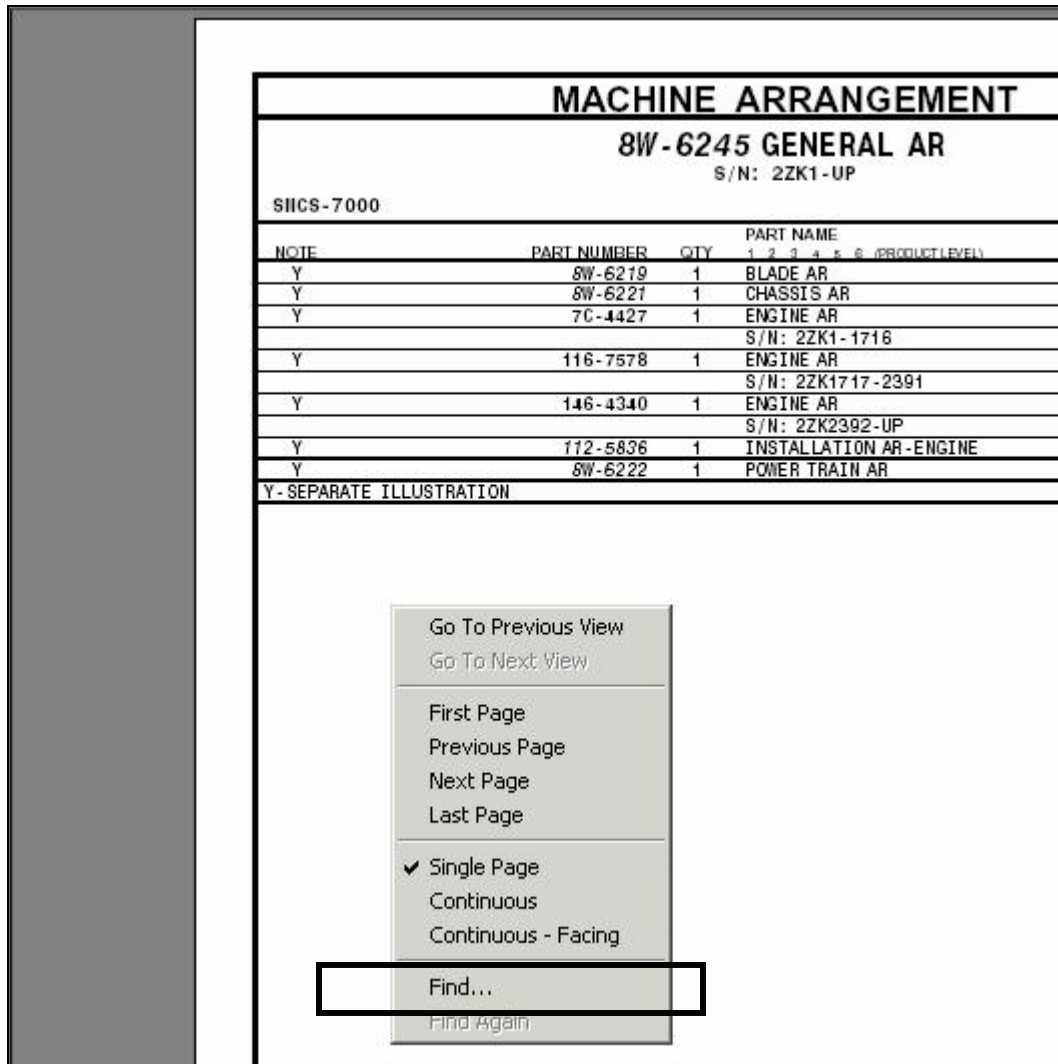
1. Click on the View main menu and select your view preference.
2. Click on the buttons located in the icon toolbar. Floating over each button will let you know what each does.
3. Click on the dropdown located at the top center of Acrobat® Reader and select your view preference from the list.

Performing a Find or Search:

This CD uses the default find functionality of Acrobat® Reader. This functionality will find the first occurrence of the word or phrase entered in the Find What field.


To perform a find, you can:

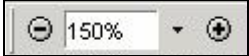
1. Use the Edit dropdown menu and then click on Find.
2. Use the hot key shortcut, Control+f.
3. Click on the icon located in the top left-hand side of Acrobat® Reader.
4. Right click in the middle of the page and click on Find:



Zooming In

There may be occasions when you would like to zoom into a portion of the screen. This CD makes use of the zoom functionality provided by Acrobat® Reader. Acrobat® Reader provides three ways of zooming in.

1. Click on View, then click on your choice of:
 - Zoom In – increases the view percentage of the page
 - Zoom Out – decreases the view percentage of the page
 - Zoom To – a drop down menu allowing you to choose either a percentage of zoom in or a page size.
2. Click on the  button located in the icon toolbar. This provides a 'magnifying glass' and allows you to click to zoom in on the page.

3. Click the  dropdown list or click the + or – buttons. These will modify the view percentage for the page.

For additional Acrobat® Reader functionality, please refer to the Acrobat® Reader online help. You can access this by click Help then Reader Help.