



ACCESSING FILES ON THE CD-ROM

Opening and Loading CD

- To be able to fully use the CD, you must have Adobe Reader 6.0 or higher.
- The CD should open automatically; if not, open My Computer (or Computer) and click on the drive that holds the CD. When the CD opens, you should see three main areas. The area on the left is the bookmark area. The toolbar is across the top as usual, and there is the main text screen area.
- The CD opens to the book's title page. In the bookmark area, click on a workbook to view it. On the page navigation toolbar (usually at the top of the screen) there are light blue left and right arrows and a white box with a page number in the middle that corresponds to the exact page number in the book. The numbers in parentheses that follow the white box correspond to the PDF pages in the program and are there for your reference only. For example, "317 (331 of 690)" refers to book page 317 and PDF page 331 of 690 (for this computer program only). The blue buttons take you forward or backward one page from the page you are on.
- The two arrows on the right in green take you to the page you were on previously.

Bookmark Area

- When the CD opens, you see an area on the left called the bookmark area that lists the workbooks by year. To view a particular year, click once on that year. The chapters of the book appear in the bookmark area. To open a chapter, click once on the chapter title. The chapter's first page then appears in the text screen.
- If you double-click on the chapter title, the chapter's first page appears in the text screen and subtitles appear under the chapter title in the bookmark area.
- You can click on any of the subtitles, and the links take you to that page. There is also a small box to the left of the chapter titles. If there is a "+" sign, you can click on this to open any sub-entries. After you have done this, you see a "-" sign. Click on this and the sub-entries are closed up. You should now see a + sign again.
- If you place your cursor at the right edge of the bookmark area, crosshairs appear. Hold the mouse button down and the bookmark area can be made narrower or wider. At the top edge of the bookmark area, you see an "options" button. Click this and one of the options is "text size." This changes the text size in the bookmark area only.
- Clicking "x" next to "options" closes the bookmark area. Clicking the bookmark tab reopens it.

Cross-Year Searching

- Near the end of the bookmark area, you see a heading called “Index search.” Note this is different from the Index and Cases indexes that are at the end of a given year’s workbook. When you click on Index search, a search box appears onscreen in the toolbar section.
- Typing in the search pane will search only the year you have open in the text screen. Select “Open Full Acrobat Search” from the drop-down menu beside the search pane and select the drive in which the “Taxbook12” CD is located to search all years that are on the CD. Once you have made your final selections, click the “search” button.
- When the results are displayed, click on any + to show all subentries available. These entries are linked so you may click on them and they display the page in the text screen area. If you rest your cursor on one of the entries, a small box appears at the left edge showing the corresponding PDF page number (not the actual book page number). To close the Search PDF window, click the Hide button in the upper right hand corner.

View, Print, Cut, and Paste

- Using the View button at the top of your screen, you can adjust the Text Screen, Actual Size, Fit Page, Fit Width, and Fit Visible to find the view that works best for you.
- To print text, use the Select Text tool. Click on the Select Text icon located on the toolbar. (Any icons that do not appear on your toolbar can be added to it.) Highlight the desired text, then copy by either clicking Ctrl + C or going to Edit/Copy. You can then paste into any word processor. The material saves out as plain text that can be edited in Word.
- There is an icon to the right of the text select button that looks like a camera. It is the Snapshot Tool. Click on the Snapshot Tool and mark the area you want to copy. It will copy to the clipboard automatically. You can paste this to another document. This feature keeps all formatting; however, it cannot be edited in Word because it is read as an image.
- If you right-click on a word, a small box will appear. One option is “Look up” If you are online, click this option and it will take you to an online Dictionary/Thesaurus. At times, this can be a very handy tool.

To Print

- **IMPORTANT:** When printing PDF, you need to know the following: If the white box at the bottom of your screen says, for example, (44(58 of 690)), and you want to print book pages 44–50, you will need to put in the actual book page range 44–50 in order to print the correct page range. Disregard the PDF page numbers in parentheses.