

Using this CD

This CD contains an Illustrated Parts Catalogue (IPC) for the motor cars identified on the CD cover. Most of the IPC information has been taken directly from microfiche images.

To print this document click [here](#) or press and hold the following keys in sequence; **Ctrl p**.

Most of the information on this CD is stored in Adobe Acrobat 1.2 format. This means that to make use of the CD, you need the Acrobat Reader (search version) 3.01 or higher installed on your computer.

Testing your installed Acrobat Reader

To test if you already have the correct Acrobat Reader installed, try to open the file called START.PDF from the root folder of this CD. If you see an Acrobat document open, you are halfway there. Next try the search feature (NOT the Find feature), press and hold the following keys in sequence; **Ctrl Shift F**. If a pop-up window shows Adobe Acrobat Search, your computer does not need any software installing.

If your computer failed any or all of these tests, you need to install the Acrobat Reader (Search Version).

Installing the Acrobat Reader (Search Version)

This CD contains a folder called SOFTWARE, here you will find folders containing auto-installing executable Acrobat Reader files for Microsoft Windows 3x (WIN16) and Microsoft Windows NT and 95/8 (WIN32). Open the correct folder for your version of Windows then double-click the .exe file to start the installation process, following appropriate on-screen prompts. Once installed, re-test Acrobat Reader as above.

Using the Acrobat Reader

The Help file for Acrobat Reader is very easy to use. Open the Reader and spend some time reading the Online Guide, which is accessible by menu-selecting **Help>Reader Online Guide** or by clicking [here](#) if you are using Windows 3.x, or [here](#) if you are using Windows 9x, NT or 2000. Before you go any further, familiarise yourself with the Acrobat Reader Toolbar.

Navigating

To use this CD, open the file called START.PDF in the root folder of the CD.

First you will see a *splash screen* with logos. Using your left mouse button, click the splash screen. Now you will see a page showing photographs of motor cars. This is the *home menu*.

The home menu has been activated with hyperlinks that can be mouse-clicked. For example, if you wanted to look at the Illustrated Parts Catalogue for the four-door motor car, drag the mouse pointer to the picture (or text) for the car, then left mouse click.

The *four door main menu* has many mouse-clickable hyperlinks. To check if text (or images) are hyperlinked, drag the mouse pointer over them. The pointer changes from an open hand to a pointed finger when it is positioned over clickable (hyperlinked) text or images. This menu gives two routes for navigation; you can 'drill down' through the motor cars systems such as engine, carburettor, etc in much the same way as you would if you were using the printed indexes for the original microfiche. Alternatively you can go to the self-explanatory *alphabetic menu*.

Zoom and next page

Once you have followed either navigation route, alphabetic or system, you are presented with descriptions for the actual microfiche images. A final mouse-click on the relevant text will open the first image (often of many) as a full page view. To go to the next image press the Page Down key; to go back an image, press the Page Up key. You can zoom in to the image by using the Magnifying Glass icon on the Acrobat toolbar. To do this, select the Magnifying Glass with a left mouse-click, place the pointer on the image then click and hold the left mouse button, drag to draw a rectangle that covers the area of image you are interested in, then release the mouse button. This will enlarge the

rectangular area that you selected. To move the enlarged area, select the hand icon on the toolbar with a left mouse-click, place the pointer on the image then click and hold the left mouse button while dragging the mouse. To return to full page view, mouse-click the middle toolbar icon showing a document.

For more information on these techniques please refer to the Acrobat Online Guide, click [here](#) if you are using Windows 3.x, or [here](#) if you are using Windows 9x, NT or 2000. Alternatively, menu-select **Help>Reader Online Guide**.

To quickly return to the *home menu* (the screen with clickable photographs of motor cars), mouse-click the small red *home menu button* on the upper left-hand side of the parts list image.

To navigate backwards, use the toolbar button that resembles a rewind button "<<". This will take you back, a view at a time, or you can re-open START.PDF in the root folder of the CD.

Searching

Now try the Search feature (NOT the Find feature), either mouse-click the toolbar icon that shows a document obscured by a pair of binoculars or press and hold the following keys in sequence; **Ctrl Shift F**. A pop-up window will show Adobe Acrobat Search. (If your computer does not, you need to install the Acrobat Reader search version, mouse click [here](#) to navigate.) You can type words or phrases such as *headlamp* then mouse-click the search button and Acrobat will search through all the alphabetic index menus (and some other documents) on this CD.

The results window will pop up, listing the documents/menus that contain the word *headlamp*. The document with most occurrences of *headlamp* will be at the top of the list. If you mouse-click the top document in the results window the document will open and show the searched word with blue highlighter. If you mouse-click the toolbar icon showing a document with a right-pointing arrow the next set of occurrences will be displayed, even if they are not in the currently opened document. (The toolbar icon showing document with a left-pointing arrow will show the previous set of occurrences.) To view the results window again, mouse-click the toolbar icon showing a document with a pie chart.

Bookmarks

Some of the documents on this CD, including this Help document, have navigational bookmarks. These bookmarks are shown on the left of the screen and can be mouse-clicked to quickly jump to that information. Sometimes bookmarks are nested to save screen space. Nested bookmarks are shown by a right-pointing arrow that can be mouse-clicked to 'un-nest' and re-clicked to 're-nest' by mouse-clicking the down-pointing triangle.

Copy and Paste

You can copy selections of images and paste them into other applications on your computer. For example, you may want to verify that you are discussing the correct part with one of your customers; the zoomed image, when copied and pasted into a word-processor can be printed and faxed! Follow this method;

Using the navigation methods above (or even test with this document), menu-select ***Tools>Select Graphics***. With the mouse click and drag the rectangular area you need. Move the mouse pointer into the selected rectangle then right-click the mouse. Next left-click ***Copy***.

Open your word processor program and either menu-select ***Paste*** or press and hold the following keys in sequence; ***Ctrl v***.

More help

If you haven't looked at the Reader Online Guide yet, please do so now; this is accessible by menu-selecting ***Help>Reader Online Guide*** or by clicking [here](#) if you are using Windows 3.x, or [here](#) if you are using Windows 9x, NT or 2000.