

UNIVERSAL INFORMATION AND INSTRUCTIONS
readme.doc OR readme.txt OR readme.pdf

* * * * *

**THIS IS A PRIVATELY COMPILED
NEWS SERVICE AND EDUCATIONAL PUBLICATION OF
PROGRESSIVE MANAGEMENT**

Our **CD-ROM** and **DVD-ROM** discs are privately compiled collections of official public domain U.S. government files and documents – they are not produced by the federal government. They are designed to provide a convenient user-friendly reference work utilizing the benefits of the Adobe Acrobat format to uniformly present thousands of pages that can be rapidly reviewed, searched by finding specific words, or printed without untold hours of tedious research and downloading. Vast archives of important public domain government information that might otherwise remain inaccessible are available for instant review no matter where you are. This book-on-a-disc format makes a great reference work and educational tool. There is no other reference that is as fast, convenient, comprehensive, thoroughly researched, and portable – everything you need to know, from the federal sources you trust.

It is important to remember that this disc title is intended to supplement, not replace, specific real-time research into critical topics. With the vast array of federal government resources available today, we cannot guarantee complete or timely coverage of every topic represented here. **For titles covering medical and health care topics, INFORMATION ON THIS DISC IS NOT A SUBSTITUTE FOR PROFESSIONAL MEDICAL ADVICE. IF YOU HAVE OR SUSPECT THAT YOU HAVE ANY ILLNESS, YOU MUST CONSULT WITH A PROFESSIONAL HEALTHCARE PROVIDER!** The contents of the files reproduced here are solely the responsibility of the originating government agency. We make no claims, promises or guarantees about the accuracy, completeness, or adequacy of the contents, and disclaim liability for errors and omissions. No federal agency bears any responsibility for formatting or other errors contained therein, and proceeds from the sales of these products do not go to the government. Of course, no warranty of any kind is given with respect to the contents.

* * * * *

**THIS FILE CONTAINS COMPLETE INSTRUCTIONS ON HOW
TO USE OUR DISC PRODUCTS. TO FULLY BENEFIT FROM
THE VARIETY OF FEATURES IN THESE TITLES, PLEASE
READ THIS ENTIRE FILE CAREFULLY.**

THANKS FOR YOUR PURCHASE!

GENERAL INFORMATION

Our discs **will not launch automatically** when inserted into your computer drive. You have to open individual files to use and view the content. (See the section “Help Using Windows Explorer” below for more information if you are not familiar with opening files in Windows XP.) Documents on our discs are reproduced using the **Adobe Acrobat PDF** file format. See “Using Acrobat Documents” below for complete information on using these files.

Some discs also contain a “**basic document collection**” reproduced directly from the source HTML files (in their “native format”) and the images are JPG and GIF files suitable for use in any computer graphics program. These files are located in the **HTML NATIVE FORMAT** folder. Due to PDF software limitations, the HTML collection may be more comprehensive than the equivalent PDF file. If your product includes this **HTML NATIVE FORMAT** folder, you will need to open the **links.doc** or **links.txt** file for instructions on the best way to start viewing this collection in your web browser.

Some DVD-ROM products are a *compilation* of several CD-ROM titles, reproduced in folders matching the CD-ROMs. If the folders contain a **contents.pdf** file, open it first since this file provides links to the PDF files. Otherwise, simply open each PDF file in each folder to view the contents.

Use the **file explorer feature** of your operating system (such as Windows Explorer in Windows XP) to fully explore the disc – some titles also have folders with **movie files** or **image files** which can be viewed on your computer!

TITLES WITH IMAGE FILE COLLECTIONS

Some disc titles include a collection of “raw” image files, usually in JPEG, TIF, and GIF formats. They can be used directly from the disc and viewed by any image graphics software. On some discs links to the image JPG files from the appropriate HTML page have been retained. These pages frequently contain explanatory or descriptive information. However, the best way to view the image files is not through a web browser but directly through any image software you normally use. Even the *WINDOWS PICTURE AND FAX VIEWER* utility built into Windows XP provides good functionality. This lets you resize and zoom the image, something that you can’t do with most web browsers.

Image-intensive titles may also feature our unique Acrobat “IMAGE GALLERY” which reproduces the photos in a computerized PDF “photo album” suitable for quick full-screen browsing. In the PDF Image Gallery, many of the photos are accompanied by an original caption. This format was designed to mimic the look and “feel” of a real book; there is no need to laboriously import specific images into a slow-loading program for viewing and printing. As you flip through the images in the Gallery, you can magnify photographs for better viewing.

HELP USING WINDOWS EXPLORER IN WINDOWS XP

Windows Explorer displays the hierarchical structure of files, folders, and drives; it lets you copy, move, rename, and search for files and folders. To open **Windows Explorer**, click **Start**, point to **All Programs**, point to **Accessories**, and then click **Windows Explorer**.

INSTALLING ADOBE READER

You need to have a recent version of **Adobe Acrobat Reader** installed on your computer to read PDF files. Preferably, you should have the most recent version, now Reader 7.0. On most disc products, we provide a version for the Windows XP operating system. For other operating systems, including those listed here, you will need to visit the Adobe Acrobat website and download the appropriate Reader, provided at no charge by Adobe Systems Incorporated.

English and many other languages: Palm OS (Windows and Macintosh) * Pocket PC * Symbian OS * Windows 2000 SP 2 or higher, SP1, or other * Windows ME * Windows NT * Windows 98 SE and 98 * Windows 95 * Windows 3.1 * Mac OS 10.2.8 – 10.3 * Mac OS 9.1 – 10.2.7 * Mac OS 8.6 – 9.0 * Mac OS 8.1 – 8.5 * Mac OS 7.5.3 * Mac 68k_.bin * Mac 68K_.hqx * Linux * Sun Solaris SPARC * IBM AIX * HP_UX * OS/2 Warp

<http://www.adobe.com/products/acrobat/readstep2.html>

Double-click the appropriate file for your system, either from our disc or from the Acrobat website download. Follow the instructions on your screen. If there is a failure at any point during the installation of Acrobat Reader, the installer performs a complete uninstall. For this reason, it is important not to close the installer application by clicking its close box in the upper right corner of the background window after clicking the "Thank You" dialog box that appears at the end of the installation. If you wait for a second or two, the installer will automatically close the background windows after the installation is complete. The installation procedure will ask you to read and accept the Electronic End-User License Agreement.

For further information, see the Adobe website:

<http://www.adobe.com/products/acrobat/readermain.html>

USING ADOBE DOCUMENTS

How Do I Open the PDF files?

If you are a regular user of PDF files, your computer is probably already configured to open Acrobat when you double-click the file name. Otherwise, open your installed version of Acrobat and use the menu system at the top to select the **FILE** tab, then click on **OPEN**. You will have to navigate to the CD/DVD drive on your PC - click on the **LOOK IN** box, and select the **drive** where the disc is located (perhaps the title of the disc will be listed next to the drive letter, typically D or E, depending on how many drives your PC has). Double click on the drive, and again on the folder with the files. You should now find a list of PDF files in that folder. Click on a PDF file and it should open.

If your disc has a **contents.pdf** file, open that file *FIRST* and you can use it to navigate through the disc. Some discs do not have the **contents.pdf** file; simply open each file to view the contents.

As you navigate through the pages of these PDF files, you will encounter outside links to documents, agencies, or organizations with files that could not be incorporated into this reproduction. However, if you are connected to the web while viewing the PDF file, you can go directly to those external links by clicking on the link. Don't forget to use the **ZOOM** feature of Adobe Acrobat to view small text and graphics at higher magnification!

Please note that if you have an older version of Reader, when opening files created by version 6 or later, the following message will be displayed: "This file may contain newer information than this viewer can support. It may not open or display correctly." This is normal. In our experience, you can proceed to open the file without difficulty despite the warning. (Remember, the file on the disc cannot be damaged while it being opened, and your computer will not be affected.) However, upgrading to the latest Reader is strongly advised.

SEARCH INFORMATION

Search instructions for Adobe Reader Search Function (Reader 6.0 Full Version or Version 7.0) - To use the advanced search features you must install the latest version of Adobe Reader 6.0 full version or Version 7.0. *Earlier versions of Reader, and the Basic 6.0 version, do not support the cross-file search feature.*

Discs with only **one PDF file** are immediately searchable - there was no need to create an "index" file. Searching is very easy: simply open the PDF file, click on the **SEARCH** icon (with the binocular symbol), and enter a word or phrase to look for!

On **some discs with multiple files**, a special index file was created to allow cross-file searching (**not all multiple-file discs have this index**). Use the following instructions to search all the files at once by using the **index1.pdx** file:

STEPS FOR SEARCHING ALL PDF FILES ON A DISC AT ONE TIME:

1. Open any PDF file on the disc.
2. Click on the **SEARCH** icon (with the binocular symbol) located on the toolbar.
3. Select "Use Advanced Search Options" located in the right-side search pane at the bottom.
4. Change the "LOOK IN" box to "**Select Index**" - the "Index Selection" dialog box will appear.
5. Click the "**ADD**" button to locate the index file (named **index1.pdx**).
6. Select "**index1.pdx**" from the disc directory, click "Open" and then "OK"
7. Enter the word or phrase that you want to find in the top box entitled "**What word or phrase would you like to search for?**"
8. Specify any additional search criteria, if desired. See "*Complete Adobe Reader Help*" within Reader for further details if needed.
9. Click "SEARCH" - depending on file size and complexity, results may take quite some time to appear

* * * * *

IMPORTANT NOTE

If you encounter problems reading files from this disc, and the Acrobat Reader troubleshooting steps are not successful, please contact us directly for assistance, and if needed, a prompt disc replacement.

If there is no disc name associated with the CD/DVD drive and the folder does not have PDF files in it, there is always the possibility that the disc is defective. If so, please let us know, and provide the ISBN number of the disc and a street address for UPS delivery, and we'll ship a tested replacement.

Please do not contact your retailer, reseller, or the government!

For fastest response, e-mail us:

assistme@post.com

We hope you find this disc product informative and useful!

Adobe Reader and Adobe Acrobat copyright 1987-2005 Adobe Systems Incorporated. All rights reserved.
Adobe and Acrobat are trademarks of Adobe Systems Incorporated.

SEARCH INSTRUCTIONS

For discs with multiple content files, use the following instructions to search all the files at once by using the index1.pdx file created for that purpose.

QUICK AND EASY STEPS FOR SEARCHING ALL PDF FILES ON THIS DISC AT ONE TIME:

- 1.** Open any PDF file on the disc.
- 2.** Click on the SEARCH icon (with the binocular symbol) located on the toolbar.
- 3.** Select "Use Advanced Search Options" located in the right-side search pane at the bottom.
- 4.** Change the 'LOOK IN' box to "Select Index" - the "Index Selection" dialog box will appear.
- 5.** Click the "ADD" button to locate the index file (named index1.pdx).
- 6.** Select "index1.pdx" from the disc directory, click "Open" and then "OK"
- 7.** Enter the word or phrase that you want to find in the top box entitled "What word or phrase would you like to search for?"
- 8.** Specify any additional search criteria, if desired. See "Complete Adobe Reader Help" for further details if needed.
- 9.** Click "SEARCH" - depending on file size and complexity, results may take quite some time to appear.

We hope you benefit from the advanced search features contained on this disc!

ABOUT ADOBE ACROBAT

We've had excellent success with the well-respected Adobe Acrobat PDF (Portable Document Format) document publishing system. It is the most widely used software of its kind, with over 160 million Acrobat reader copies in use worldwide! Some of its features:

- You can print any page of the document on any printer connected to your computer; you can select individual pages or the entire document for printing.
- You can adjust the size of the page image on your monitor to suit your needs, zooming in or out to read small text or view drawings or other items of particular interest.
- You can easily navigate through the document using either the keyboard or the mouse.

Rarely, some pages (including those with complicated graphics) will not print correctly to Hewlett Packard LaserJet printers. Adobe published the following troubleshooting steps in its Autumn 1999 issue of *ADOBE MAGAZINE*:

Try selecting the Print Fonts as Bitmaps option in the printer's Properties dialog box. To open the dialog box, choose Print from the File menu, choose your printer, and click Properties.

Select the Print as Image option in Acrobat's Print dialog box (this usually increases printing time).

Install a different printer driver. For example, if you're using the standard printer driver for your printer, install the enhanced printer driver. If you're using a PCL 6 printer driver, switch to a PCL 5 printer driver. Or use the Windows Universal Printer Driver, which is included with Windows 95 and Windows 98. For information on different printer drivers, see Hewlett-Packard's Web site at www.hp.com, or Microsoft's Web site at www.microsoft.com.

If these techniques don't solve your problem, try some of the additional techniques outlined in document 316459, "PDF File Doesn't Print Correctly to LaserJet III, 4, or 5 Printers from Acrobat Viewers," which is online at

www.adobe.com/support-service/custsupport/SOLUTIONS/bbe6.htm

In addition, we've tried these tricks to solve the problem:

- Select Print TrueType as Graphics in the Printer Properties box
- Select Use Raster Graphics in the Printer Properties box.

One more note about printing from PDF files: The print spooler uses a considerable amount of hard drive space when printing multiple pages, so if the space on your hard drive is limited, try printing fewer pages at a time.

For further information about Adobe Acrobat Reader, see the Adobe website:

<http://www.adobe.com/products/acrobat/readermain.html>