

ABOUT THIS CD-ROM AND ITS CONTENTS

This document provides some basic assistance in using this electronic publication and tells you where you can find additional help.

This document presents the following topics:

- o Navigating around the Electronic Publication
- o Reading the *PMBOK® Guide* On Screen
- o Contacting Technical Support
- o Copyright Notices
- o Finding Additional Help

NAVIGATING AROUND THE ELECTRONIC PUBLICATION

Navigate through the document by making appropriate selections with the cursor. To make a selection, position the cursor over the desired menu button or hotlinked text. The cursor will change from a "flat hand" to a hand with a "pointing index finger." Now, click the left mouse button. You will either "jump" to a new location within the document or the selected subsidiary menu will appear.

A set of navigation buttons is provided on the first page of the *PMBOK® Guide*. The "Navigation Links" button at the bottom of every subsequent page will return you to this starting point. The "Acronyms" button below every "Navigation Links" button provides "at-hand" definitions of every acronym used in the *PMBOK® Guide*.

The Acrobat navigation arrows on the tool bar may be used to navigate through the document.

The right mouse button can be used to navigate the document. Select the preferred destination from the pop-up menu, then left-click.

READING THE *PMBOK*® GUIDE ON SCREEN

Most of the materials on this CD are sized to fit your computer screen. Some of the materials are provided in letter-sized portrait documents. To make these documents easier to read on the screen, we have added "Article Threads."

To use an article thread, position the cursor over the start of the text in a document. If the document has an article thread, the cursor changes from a "flat hand" to a "flat hand" with a "down arrow" inside of it. With your cursor on an article thread, click the left mouse button or press the enter key. The column of text in the document will expand and fill the screen. This larger-sized text is much easier to read on the screen.

When you are ready to read the next screen of text, click the left mouse button or press the enter key again. The next screen of text will appear. You can conveniently follow the article thread and read the entire presentation by continuing to click the left mouse button or enter key. To follow an article thread in a reverse direction, press the shift key while clicking the left mouse button or pressing the enter key.

At the end of the article thread (i.e., the end of the presentation), you will be returned to the page of the presentation where you began using the article thread.

Note: Article threads have only been provided for letter-sized documents that are provided in portrait mode.

CONTACTING TECHNICAL SUPPORT

You will find additional help by reviewing the Acrobat Reader Guide. To access the Guide, [click here](#) or select "Help" and then "Reader Guide" from the command bar when the Acrobat Reader is open.

Electronic Imaging Services, Inc. provides technical support for this CD-ROM. Technical support is available via telephone during normal business hours - Monday through Friday from 8:30 AM to 5:00 PM United States Central Standard Time.

Requests for technical support can be forwarded 24 hours a day via fax and e-mail.

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FINDING ADDITIONAL HELP

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