


Interactive e-Text Help



 **Feedback**

How to use this e-Text

To **print** the Help pages, click on File on top of this screen. A drop-down menu will appear. Click on Print. The print screen will appear.

 On your desktop, double click on the McGraw-Hill icon to begin using any e-Text title produced by McGraw-Hill. This will take you to the **Main Screen** of the e-Text. The Main screen is customized for each title, including a reduced image of the text cover. The Main screen will include a button and brief description of the following:

Textbook Table of Contents

Textbook Website

Study Guide Table of Contents (if available)

McGraw-Hill Website

Textbook Table of Contents

Start here to view chapters, main headings or related study guide sections.

To view a chapter, click on the chapter name. First page of the chapter will appear.

To view e-Text under main heading, click on chapter name, then heading name. The first page of that section will appear.

To view study guide, click on heading in e-Text. Related study guide heading will appear. To return to e-Text, click on study guide heading.

Textbook Website

Start here to find supplemental information and products related to this e-Text.

Study Guide Table of Contents

Start here to view study guide chapters, main headings, or related e-Text sections.

To view a study guide chapter, click on the chapter name. First page of the chapter will appear.

To view study guide text under the main heading, click on chapter name, then heading name.

To view e-Text, click on heading in study guide. Related e-Text heading will appear. To return to study guide, click on e-Text heading.

McGraw-Hill Website

Start here to find all the educational content and services offered by McGraw-Hill Higher Education.

General Navigation

Active Links



A **movie camera icon** appears in the margin to indicate a QuickTime movie. Click on movie camera to start.



@ Appears in the margin to indicate that there are **additional weblinks** about the topic.




Indicates there is a **sound clip** linked for the topic discussed in text.

Glossary terms – all active linked terms will be blue. To activate the link, you will need to position your cursor over the term and the definition will pop-up on the screen. To deactivate the link, move your cursor away from the term.




Weblinks – all weblinks will be blue and underlined, for example: <http://www.mhhe.com>

VRL (Visual Resource Library) – all active linked images will have a blue figure number. Clicking on the figure number will provide an enlarged image that includes the e-Text caption and buttons. The buttons will allow you to do the following actions:

 buttons indicate that there are additional images in the series of VRLs. If an arrow is grayed out, this indicates that there are no additional images to the series.

NOTE: Not all figures have multiple images.

 button will take you back to the text page.

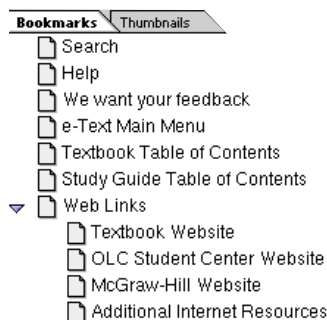
Bookmarks are links to headings in e-Text, as well as useful websites and navigation features. They appear on the left-hand side of screen.

Click on bookmark tab. A list of bookmarks will appear. Bookmarks that have subordinate bookmarks are indicated by a + for Windows or a triangle for Mac OS.

To display subordinate bookmarks, click the + or the triangle.

To view main heading, click on heading name. This will bring you to the page where the heading is located.


The bookmark shown below will vary depending on the elements of each title:





Thumbnails are small images of each page. They appear on the left-hand side of the screen. Click on the thumbnail tab. A miniature image of each page will appear. Double-click on the image to go to the page.


Toolbars appear at top and bottom of the screen. Place cursor on toolbar icon. A text description will appear. If any of the buttons are grayed out, then they are not functional in the PDF document you currently are using.





 **Open folder** - can be used to access PDF files


 **Print** – will be used to print


 **Show/Hide Navigation Pane** – can be used to show or hide the bookmark/thumbnails.


 **Hand Tool** – will change the function of your cursor so you can grab the page (by clicking and holding) and then move it in any direction. This icon will also change to a pointing finger when you drag it over a live link.


 **Zoom-in tool** – will change the function of your cursor, so you can enlarge any portion of the page by clicking and dragging the area you wish to enlarge.

 **Text select tool** – will allow you to select text you want to copy and paste to another application.











 **First page** – will take you to the first page of the PDF Document

 **Previous Page** – will take you to the previous page of the PDF Document

 **Next Page** – will take you to the next page of the PDF Document.


 **Last Page** – will take you to the last page of the PDF Document.



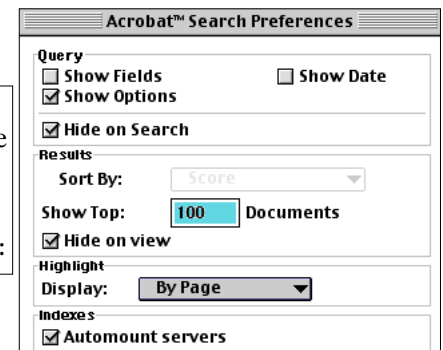
-  **Go To Previous View** – will step you back through your last pages or views.
-  **Go To Next View** – is only available after “Go To Previous View” has been used, then clicking it will step you forward through those “Previous Views.”
-  **Actual Size** – will show the actual size of the document.
-  **Fit in Window** – will fit page entirely in the window.
-  **Fit Width** – will resize the page to fit the width of the window.
-  **Rotate View 90° CCW** – will rotate the displayed page 90° counterclockwise.
-  **Rotate View 90° CW** – will rotate the displayed page 90° clockwise
-  **Find** – will allow you to find a complete word or part of a word in the current PDF document.
-  **Search** – will allow you to perform full-text searches of PDF document collections that have been indexed.
-  **Search Results** – will be displayed after your search has been completed within the indexes available.
The search results will indicate where the highest occurrence of the item searched is located.

Search Feature

This feature can be accessed in any one of the following three ways:

1. choose Edit>Search>Query
2. choose the  button
3. choose the bookmark “Search”


If the Search Feature does not behave as described choose File>Preferences>Search and set the Acrobat **Search Preferences** as shown:





Once you have opened the search, you will be viewing a window where you will then type the text that you would like to search. You can type in a single word, a number, a term, or a phrase. It can be a word, with or without wild-card characters (*, ?), or any combination of letters, numbers, and symbols. Because you can use **Boolean** operators in the text box, you must enclose any search term that includes “and”, “or”, or “not” in quotes. For more information, go to the Help menu and then to Reader Guide.

To **clear** the search dialog box and redefine the search, click Clear.

To **narrow** your search, select one or more of the search options: **Word Stemming**, **Sounds Like**, **Thesaurus**, **Match Case**, or **Proximity**. For information on how these options affect your search query go to the Help menu then Reader Guide.

Select **Search Results**. The Search Results box will pop up with the documents that contain matches to your search query and they will be listed in the Search Results window in order of relevancy. The relevancy ranking of each document is indicated by an  icon. The degree of fill in the circle in the icon indicates the probability that the document contains the search information. A solid fill indicates a high probability that the document contains your search term; an empty circle indicates a low probability that the document contains your search term.

When you use the **Proximity** option, the closer the matches are within a document, the higher the relevancy ranking of that document.

You can then double-click a document that seems likely to contain the relevant information, probably the first document in the list. The document opens on the first match for the text you typed. From this point you can move from page-to-page or word-to-word depending on the preferences that you have set for your search. For more information on changing the preference go to File>Preferences>Search>Highlight>Display. Click the Search Next button  or Search Previous  button to go to other matches in the document, or choose another document to view by using the Search Results button in the toolbar. This will display all of the documents that have occurrences of the word that you are searching.