

# DISK INSTRUCTIONS

## Adobe Reader Download Directions:

1. Go to [www.adobe.com](http://www.adobe.com)
2. Under the Solutions and Products Box click the “Get Adobe Reader” button.
3. If the user does not have Windows XP or a Mac click the “Choose a different Version” line. From here the user will choose what type of operating system they have (check with your IT specialist for this information). If the user does have the latest version of Windows XP, click the “Continue” button. On the next screen click the “Download” button to start the installation process. Then click through to download the program on to your computer.

*Reminder this is a free download.*

## How to conduct a search for a file:

1. Be in the PDF document that you want to search. Click **Edit** on your menu bar and scroll down to **Search**. Type in the word or phrase that you are looking for, press **Enter** and you will be taken to the first instance of the search term (word or phrase you searched for). The search term will be highlighted. (Your search results box **may become hidden** behind the document you are searching in. If this happens, you can **click on the search tab at the bottom of your screen**, and the results box will jump to the front of your document again. If there are any more instances of the word you searched for in the document, they will be listed here.) Just click on the highlighted word/words and they will take you to that page or continue to press enter. Another way to search is using the keyboard shortcut **Control, F**. In the document you want to search, press **Control, F** and type the word or phrase you want to search for. Adobe Reader jumps to the first instance of the search term you entered. Continue to press **Enter** until you find the instance of the search term you were looking for.

## Printing files or copying files to your own desktop:

1. Click **File** on your menu bar. Here is where you can either print or **Save As** your files for your convenience. To print, simply scroll to **Print** and then proceed to print how you want the document and what pages you want to print.
2. To save your files to a designated area, scroll to **Save As** and save the documents to wherever you want to store them.

You can also copy and paste the PDF files directly off the disk. **Left click** on the PDF (FILE) you want to copy, then **right click** with your mouse and a small menu will pop up. Click **copy** and then move to the window or folder that you want to copy the file into. In the designated area click **left** and then **right** again a similar menu will pop up and then click **paste**. The easiest way to copy a file is to select the correct file and drag to your desktop or to a specific folder.

*This is a great way for multiple individuals to easily access the disc.*



## **BOOKMARKS: Badger Disks are now utilizing Bookmarks**

**Bookmarks** provide a table of contents and usually represent the chapters and sections in a document.

If you do not know how to use bookmarks, please review the following pages for an explanation. If you are still having problems, please give us a call (see below).

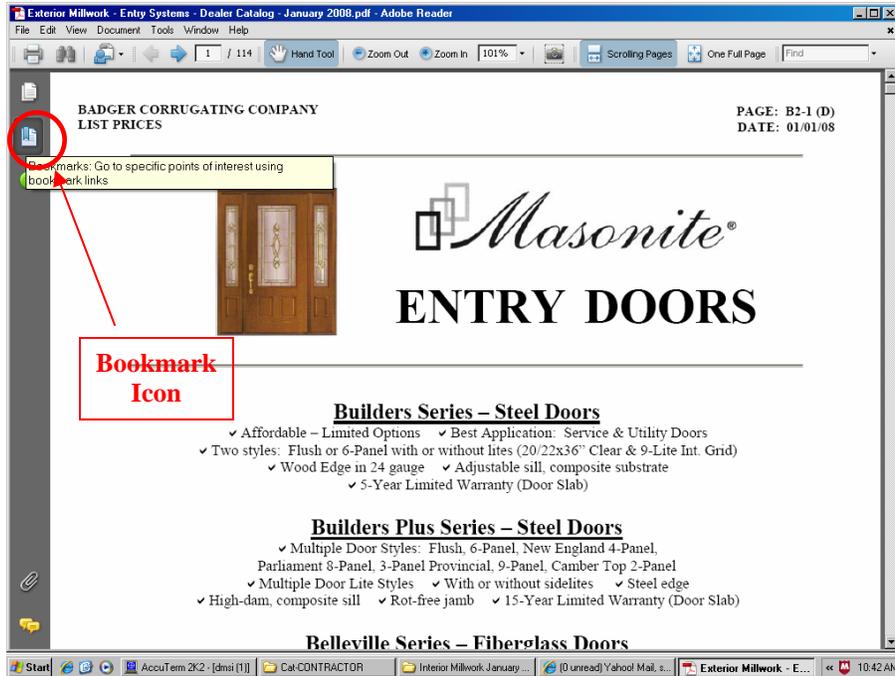
**If you need any assistance with these directions, please call, (888) 775-4505 and ask for Stephanie Bott, Badger Office, ext. 314 or Wade Snuggerud, Interior Millwork, ext. 315.**

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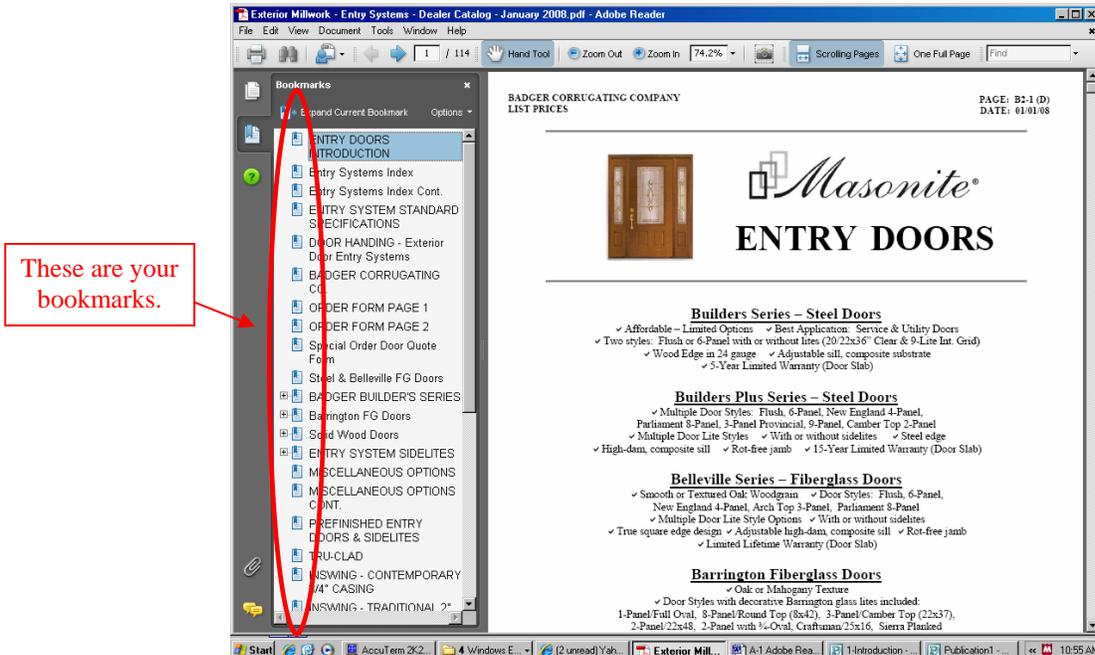
## Accessing Bookmarks:

After opening up your catalog, on disk, you will see a screen that looks familiar to the one below. Click on the bookmarks icon (circled in red below).

Or go to: View > Navigation Tabs > Bookmarks.



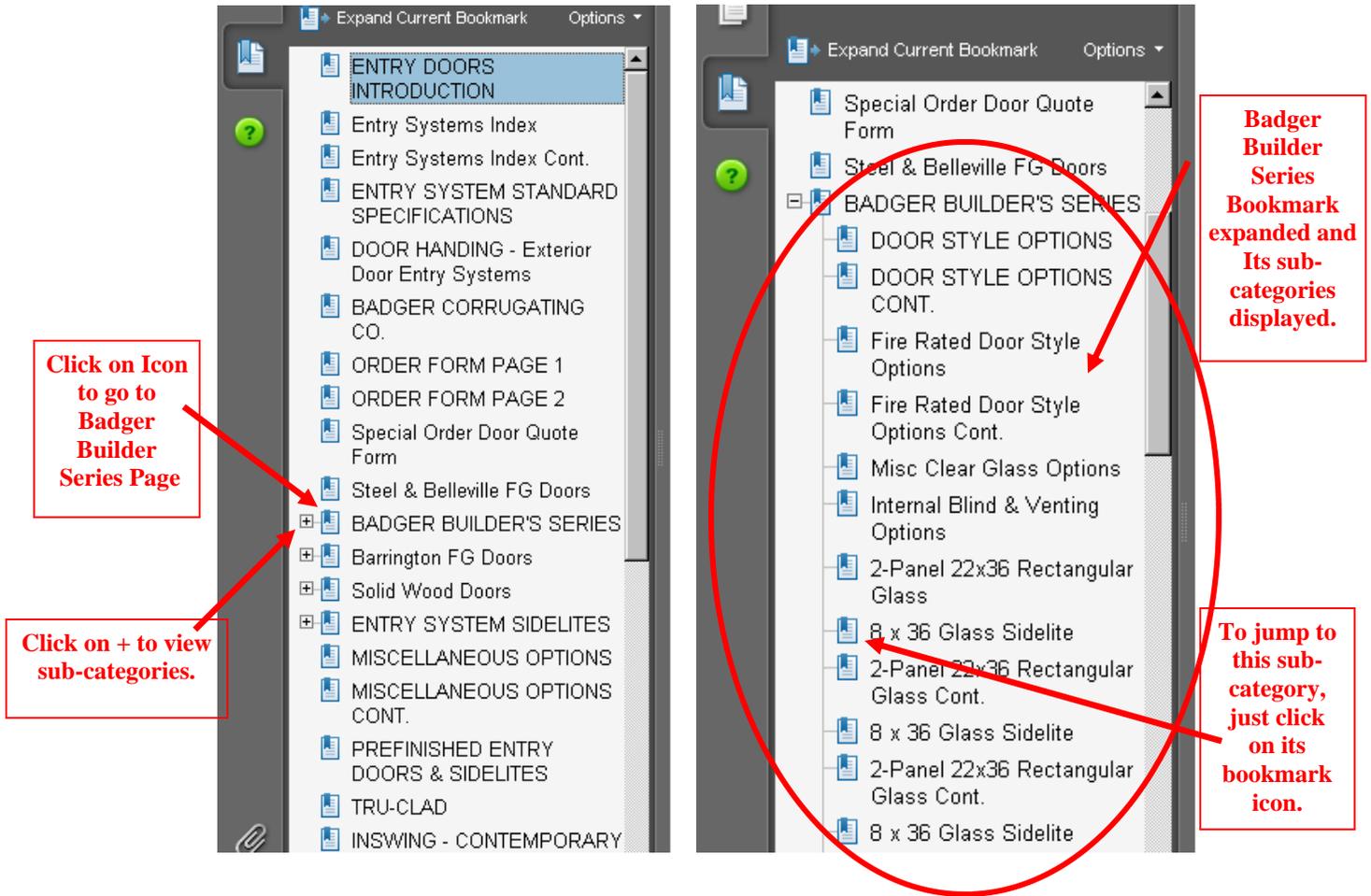
In the following screen shot, the bookmarks tab is expanded. Click on a bookmark icon to go to designated section of the catalog. (Continued on the next page...)



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## Using Bookmarks:

1. To jump to the Badger Builder's Series, just click on it's bookmark icon.
  - a. To expand the Badger Builder's Series selection to view it's sub-categories, click on the + sign next to the bookmark icon. (Notice the + becomes a - .) When you find the sub-category pages you wish to view, just click on its bookmark icon.
2. To hide the sub-categories again, just click on the -.



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