Help

How to use this e-Text

The main menu choices may include the following:

Textbook Table of Contents
> Start here to view chapters, main headings, or related study guide sections.
> - To view chapter, click on chapter name. First page of 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-Textbook.

On-line Learning Center
> Start here for additional resources and learning tools for instructors and students.

Study Guide Table of Contents
> Start here to view study guide chapters, main headings, or related e-Text sections.
> - To view study guide chapter, click on chapter name. First page of chapter will appear.
> - To view study guide text under 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.

Bookmarks are links to headings in e-text as well as useful McGraw-Hill websites. They appear on left-hand side of screen.
> - Click on bookmark tab. A list of bookmarks will appear.
> - To view main heading, click on heading name.
> - To find important terms, click on + sign next to heading name. A list of terms will appear. Click on any term. Page where term is introduced will appear. Groups of boldface terms are introduced on same page.

Icons are symbols.

The cursor is shown as an **open hand icon**.
> - To reposition page on screen, click-and-drag. Hand will grab page and move it in any direction.
> - To go to link, place hand over link. Hand icon will change to pointing finger. Click on link.

A **movie camera icon** appears in the margin to indicate a QuickTime movie.
> - Place hand on camera icon. Hand will change to filmstrip. Click on movie camera to start.

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

Toolbars appear at top and bottom of screen. Place cursor on toolbar icon. A text description will appear. For additional information, go to Adobe Acrobat 4.0 website.

To print this help page, click on File on top of this screen. A drop-down menu will appear. Click on Print. The print screen will appear.

A word about Adobe Acrobat Reader ® 4.0.
Adobe Acrobat Reader is the free viewing companion to Adobe Acrobat 4.0. Acrobat Reader lets you view and navigate Portable Document Format (PDF) files. Adobe Acrobat 4.0 is a complete solution for creating, enhancing, reviewing, editing, and sharing information in PDF. To learn more about Adobe Acrobat 4.0, visit http://adobe.com/proindex/acrobat/morethanreader.html.

A word about QuickTime ® 4.0
QuickTime is Apple's award-winning, industry-standard, software architecture for creating and playing digital media for Mac OS and Windows. With QuickTime 4.0, it is easier than ever to work with video, animation, sound, music, text, pictures, interactive images, and 3D graphics.
QuickTime 4.0 provides dozens of new features and enhancements to existing features. For complete information about these new capabilities, including live video and audio streaming, support for Macromedia's Flash file format, and support for MP3 audio files, visit the QuickTime 4 web site at www.apple.com/quicktime. The QuickTime website also provides many links to demonstrate content and to other Internet sites that are using QuickTime.