Hands On CD-ROM

This CDROM contains the whole of **Hands On** going back to September 95. Every month around eighteen different topics are covered on the practical side of personal computing. Subjects include Windows 95, spreadsheets, databases, hardware and graphics and DTP.

The files are held in Acrobat (PDF) format. This means the pages look on screen exactly as they did when first published in Personal Computer World but also have a full text search facility.
To make searching easier the PDF files for each subject area are all sorted into separate directories (folders). However you can also do a global search of every file.

General Use

For general help with using Adobe Acrobat Reader go to FILE/OPEN.
Click on your CD drive.
Double click on the folder ACROREAD and then double click on the folder HELP
Double click on the file HELP_R.PDF

Searching For Topics
To perform a search for a particular subject just follow these instructions:

Click on the [icon] icon in the tool bar.
This box will be displayed:

If you type a word in the "Find Results Containing Text" box then click on "Search" a list of pages that contain all instances of that word will be displayed:
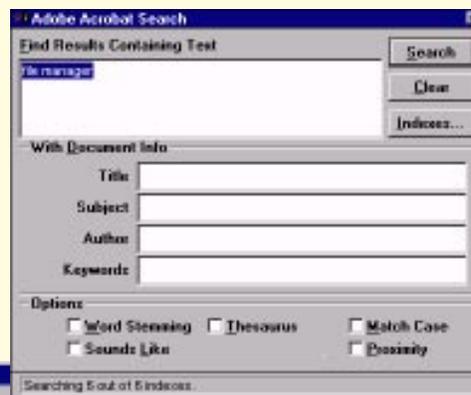
Select a document and then click on "View" to bring that page up on the screen. Click on "Info" to see more document details ie. the "Subject"

This search is general and may list pages that are of little relevance.

Tips to refine The Search

1) Deciding which files will be searched
Before clicking the "Search" button in the "Search" box, click on "Indexes". This will bring up a box something like this:

Make sure that only the topic(s) that are likely to contain useful information are checked. Click on OK and any further search will only reference the selected topics. Check and uncheck these as required. The "Global" topic will access all documents and is the default setting. Uncheck this if any others are checked.

2)Searching for more than one word
In the "Find Results Containing Text" box use the keywords "and" and "or" to narrow or expand the search, ie. "printer or network" will list documents that contain either word, "printer and network" will only list documents that contain both words.

3)Searching for words under specified topics
If "Global" is checked (section 1) then in the "Search" box, specify the "Subject" in "With Document Info". The word must be one of the following and must be spelt correctly:

windows95 (Windows 95 operating system)
windows31 (Windows 3.1 operating system)
32bit (32 bit applications and hardware)
os2 (OS2 operating system)
spreadsheet (spreadsheet applications and programming)
database (database applications and programming)
3dgraphics (3D application software and hardware)

dtp (graphics and desktop publishing)
multimedia (multimedia hardware and software)
sound (software and hardware for sound and music)
numbers (traditional programming)
visprog (visual programming)
hardware (hardware)
network (issues related to LANS, WANS)
macs (Apple Macintosh computers)
answers (readers questions answered)
beginners (introducing the computer and all it brings with it)
wordpro (word processing applications and programming)
dos (DOS applications)

4) Moving from one resulting document to another
If the results of a search produce more than one document then move backwards and forwards to the start of documents by using the:
[icons] icons. Move between pages of a single document by using the:
[icons] icons or the thumbnails at the side of the screen.