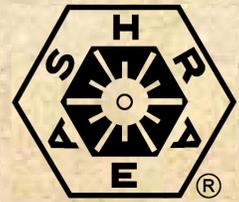# 2003 ASHRAE HandbookCD

HELP: How to Use this CD

The ASHRAE HandbookCD contains a library of chapters that you can view, search or print by going to the **I-P** or **SI Edition** Table of Contents links in the program's Main Menu. (The Main Menu is accessed by opening the START.pdf file in Acrobat Reader.)

To install the CD contents to your hard drive

In Windows, running installHB.exe from the root of your CD drive, or choosing option 1 in the autorun screen, will install the CD contents to your hard drive. If you are not using Windows, you will need to manually copy the contents to your hard drive. Please refer to your system's documentation for instructions on copying files.

To access the Chapters

To access the chapters on the CD, click on the **I-P Edition** or **SI Edition** links (The mouse pointer will change to a pointing finger when the mouse is positioned over a link.) from the Main Menu. The Table of Contents for I-P or SI will be displayed. These documents link all of the chapters on the CD, including links to other important information. After clicking on a chapter's linked text, the chapter will be displayed on screen.

There is also an **I-P** or **SI Table of Contents** and **Main Menu** bookmark on each file. These and additional bookmarks on each file will help you navigate and search the files on this CD.

To browse using a bookmark

The documents on this CD are set to open with bookmarks showing. If bookmarks are not visible, you may choose Window > Show Bookmarks to open the palette or click the Bookmarks tab to bring the palette to the front of its group. To jump to a topic using its bookmark, click the bookmark's icon or text in the palette.

Bookmarks can be subordinate to other bookmarks in their hierarchy; a higher-level bookmark in this relationship is the parent, and a lower-level bookmark is the child. You can collapse a parent bookmark in the palette to hide all its children. When a parent bookmark is collapsed, it has a plus sign (Windows) or a right-pointing triangle (Mac OS) next to it. If the bookmark you want to click is hidden in a collapsed parent, click the plus sign or triangle next to the parent to show it.

To search the contents

You can also use the program's Search functions to find the document or text that you wish to view. You can search the current document for part of a word, a complete word, or a phrase using the SEARCH **...this chapter** bookmark, or you can conduct a full-text search of the entire volume using the SEARCH **...entire volume** bookmark. For additional help, see...

Search Help

To exit the CD

To exit the CD, select **Exit** in the File menu, at any time.

To obtain additional help

This CD provides you with a number of options for searching, viewing/navigating, and printing documents. For a description of these options, click on the desired topics below and you will be taken to the appropriate section of Acrobat Reader Help. For descriptions of other program options, click on the Acrobat Reader Help link below.
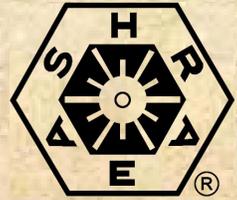
Viewing and Navigating   **Printing**   **Acrobat Reader Help**

Copying Text and Graphics   **Toolbar/Status bar**

2003 ASHRAE HandbookCD
SEARCH HELP

This CD provides powerful tools for searching the documents on the CD. Using the program's search tools, you can conduct:

Basic searches — (the Find function) used to search the current document for a partial word, complete word, phrase, etc. Use the bookmark for SEARCH **...this chapter (or document)**.

Full-text searches — (the Catalog Search function) used to search the entire volume for single words, phrases, and/or word combinations. Use the bookmark for SEARCH **...entire volume**.

Basic searches
Basic searches are used to search the current document for part of a word, a complete word, or phrases.

Click on the SEARCH "...this chapter (or document)" bookmark and/or see below...

To find a topic using the find command:
1. Choose Edit > Find.
2. Enter a word or a phrase in the text box, and click OK.

    Click on one or more of the following options, if desired:
    - **Match Whole Word Only** — Finds whole words only, not parts of words that match.
    - **Match Case** — Only finds items with the same capitalization.
    - **Find Backwards** — Beginning with the current page, searches backward through
    - the file to the first page.
    - **Ignore Asian Character Width** — There are no Asian characters on this CD.

3. Reader will search the document, starting from the current page, and display the first occurrence of the word or phrase you are searching for.
4. To find the next occurrence, choose Edit > Find Again or click Find Again in the Find dialog box.

Full-text searches
Full-text searches are used to search multiple documents for single words, phrases, and/or word combinations. Although this section provides an overview of full-text searches, you may want to read the **Acrobat Reader Help** file that specifically describes this feature for more detailed information.

Click on the SEARCH "...entire volume" bookmark and/or see below...

Selecting search indexes

To add or remove indexes to search

To perform a full-text search

Acrobat Reader Help

Selecting search indexes

You can search any or all indexes displayed in the Index Selection dialog box. Dimmed indexes are not available for searching. The appropriate indexes, SI or I-P, are automatically added by going to the I-P or SI Edition links from the Main Menu, or by clicking on the I-P or SI Table of Contents bookmarks.

To add or remove indexes to search, click on the Select Search Index bookmark or:

Click on the **Select Search Index** bookmark or choose Edit > Search > Select Indexes to list the currently available indexes and to add or delete indexes. Then do one of the following in the Index Selection dialog box:

1. To add an index to the available indexes list, click Add, navigate to the index, and double-click on the index file. For this CD it is in the IP or SI directory, with a filename of IP_INDEX.pdx or SI_INDEX.pdx.
2. To remove an index, select the index name, click Remove, and then click OK.
3. To select or deselect an index, select the box for the index, and then click OK. Dimmed indexes are currently unavailable for searching.

To perform a full-text search:

1. Click on the SEARCH **...entire volume** bookmark or choose Edit > Search > Query.

2. Enter the text you want to search for in the Find Results Containing Text box. To clear the search dialog box and redefine the search, click Clear.

3. Selecting any combination of the search options:

    - **Word Stemming.** Word Stemming finds words that contain part of (a word stem) the specified search word. It applies to single words, not phrases; does not apply to words that contain wild-card characters (*, ?); finds words that end in *ing*, *ed*, *s*, *ion*, and so on, but not *er*; and cannot be used with the Match Case option.
    - **Sounds Like.** Sounds Like finds different spellings for proper names. It applies to single words, not phrases; does not apply to words that contain wild-card characters; and cannot be used with the Match Case option.
    - **Thesaurus.** Thesaurus finds similar words that appear in the documents you are searching, not necessarily all the similar words you might find in a complete thesaurus. It applies to single words, not phrases; does not apply to words that contain wild-card characters; and cannot be used with the Match Case option.
    - **Match Case.** Match Case limits the results of the search by finding only those documents that contain words with the same capitalization. It can be used with a Boolean expression and with terms that use wild-card characters. Characters matched by wild-card characters can be either uppercase or lowercase.
    - **Proximity.** Proximity limits the results of simple AND searches to one pair of matches per document—the pair closest together.The two matches must be within three pages or fewer of each other.This option is useful for locating a document that concentrates on some topic of interest. Proximity affects relevancy ranking in searches.The closer the matches are within a document, the higher the ranking. Proximity does work with complex AND searches—such as, Hawaii AND (cruise OR fly).

    If the search options are not displayed in the Acrobat Search dialog box, restore them by closing the Search dialog box, choosing Edit > Preferences > General > Search (Windows), or Edit > Preferences > Search (Mac OS) and selecting Word Options. Choose Edit > Search > Query to continue.

4. Select Search. The Search dialog box is hidden, and documents that match your search query are listed in the Search Results window in order of relevancy.

5. View the document by doing one of the following:
    - Select the document, and click the View button.
    - Double-click the document.

6. Click the Next Highlight button or the Previous Highlight button to go to other matches in the document. You can also choose another document to view.

Acrobat Reader Help

See Acrobat Reader Help for more detailed information.

Customer Support

If you need help with the ASHRAE HandbookCD, e-mail ASHRAE at **cdsupport@ashrae.org**.
You can also fax us at 1-404-321-5478, call Customer Service at 1-404-636-8400, or write to:

ASHRAE
1791 Tullie Circle, NE
Atlanta, GA 30329-2305 USA