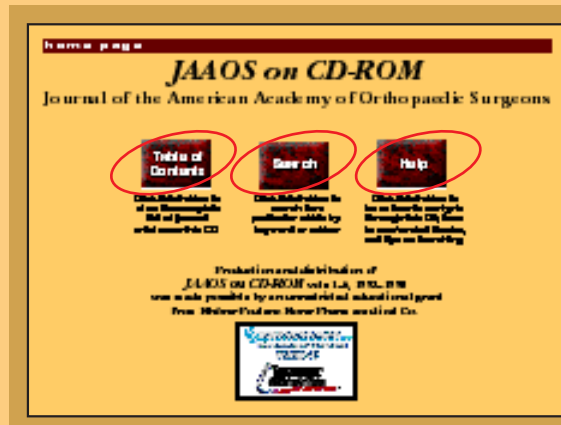## The Home Page and its Buttons

The *JAAOS on CD-ROM's* "Home Page" document contains three buttons: Table of Contents, Search, and Help.

Table of Contents button: If you want to *browse* through the contents of this CD, click the *Table of Contents* button. The Table of Contents is a document that lists all the titles of the *JAAOS* articles on this CD (1993 to 1998) within the left-most Bookmarks portion of the document's window. Articles are listed chronologically by Volume (year) and Number (issue within the year). Clicking on the title of an article opens that article in the main Acrobat Reader window.

The Home Page and its three buttons (circled)

Search button: If you want to *locate* a particular article (or group of articles) based on its contents, click on the *Search* button. Clicking the Search button opens up the Search Query dialog box. You can type in keywords or phrases in the Search Query window to locate just those articles containing your keywords or phrases. Click an article's name in the Search Results dialog box to open that article in the window. More detailed information on the Search command is presented further on in this document. Click the "Search Tips" link at the top of this page to go directly there.

Help button: If you need *help* using *JAAOS on CD-ROM,* click the *Help* button. That brings you to the section that you are reading now. The Help pages contain information on navigating *JAAOS on CD-ROM,* using Acrobat Reader, running Searches, and Search Troubleshooting.

Open Home Page

Using the JAAOS Navigation Bookmarks

Regardless of which *JAAOS* article you're reading, you can easily return to the Home Page (the one that contains the large buttons for Table of Contents, Search, and Help). At the bottom of each article's list of article Bookmarks is a special Bookmark folder named "*JAAOS* Home Page." Click on that Bookmark folder name to open the Home Page.

If you prefer, you can bypass the Home Page and go directly to the Table of Contents, Search window, or Help section directly from any article. To do this, click on the triangle to the left of the "*JAAOS* Home Page" bookmark so that it points downward (if it isn't already). Bookmarks for each of the Home Page's buttons appear immediately below. Clicking on any of these navigation bookmarks opens the appropriate file or dialog box.
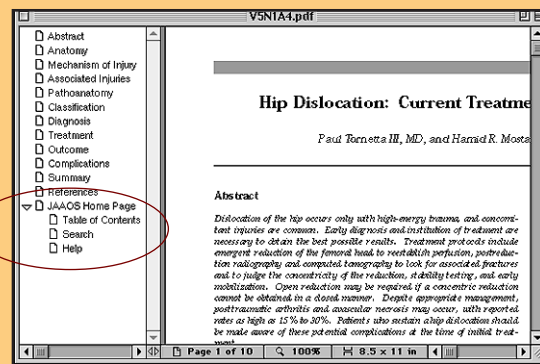
At the bottom of each article's list of bookmarks you'll find special navigation bookmarks.

In any article, click on the "*JAAOS* Home Page" bookmark to open the Home Page.

Or, click on the triangle to the left of the "*JAAOS* Home Page" bookmark to view other navigation bookmarks.

Open Home Page

Viewing and Moving through the Articles

Since the JAAOS article pages are approximately letter-size—the same size as in the print version of the journal—you probably won't be able to fit a full article page at the default 100% scale within your Acrobat Reader window (unless you have a fairly large monitor).

Using the Hand Tool (just press and drag on the page), you can quickly "slide" the page around the screen to bring off-screen text into view. Since you can drag in any direction, the Hand Tool makes it easy to continue reading from the bottom of one column to the top of the next. It's particularly useful for reading text that's been magnified. (Note that dragging with the Hand Tool won't produce any effect if the entire page is already visible within the window.)

To change the magnification, click on the page with the Zoom Tool, use the View menu, or click on one of the Page View pre-sets in the Toolbar.

Moving within and between articles: Use the scroll bars or click the Previous/ Next Page Toolbar icons to "page" through a single article. Click on article bookmarks to quickly jump to a particular section (e.g., Methodology).

When you're done reading an article, you can continue browsing or searching for more by clicking one of the navigation bookmarks (Home Page, Table of Contents, etc.) at the bottom of every article's list of bookmarks. **If you've closed all open articles,** use the Previous/Next View icons to retrace your "view path" through the CD within and across individual articles. Or, click on the "Open CD-ROM Home Page" button on the Welcome page, which remains open in the background until you click its Exit button.

Hand Tool (default)

Zoom Tool

Page View Pre-sets

Previous/Next Page

Previous/Next View

more help ▶

Click Here to jump to the Help page that explains what all the Reader Toolbar icons are for.

Adobe Acrobat Reader

The collection of *JAAOS* articles contained on this CD-ROM, including this document, are all in Adobe Acrobat's "Portable Document Format" (PDF). This means the articles can be accessed from any computer, any platform, via the freely-distributed Adobe Acrobat Reader program—the program you are now running.

The Reader program allows you to view each *Journal* article as it appeared originally in the printed *JAAOS,* including all typefaces, layout, and graphics. You can search through them for specific keywords, article titles, or authors, and print the articles as well.

For a detailed description of Reader's many features, you should refer to the online help files that are a part of the program, and so are available at any time.

To open Adobe's Acrobat Reader online help documents:

> Windows users: Select **Help** from the menu bar
> Macintosh users: Press and hold on the **Question Mark** icon in the menu bar
> (System 7) or click on **Help** in the menu bar (System 8)
> For both platforms, drag down and select Acrobat Reader with Search Help.

Note: If you have trouble accessing the online help files from your Help menu, you can open either help file (Reader.pdf and Search.pdf) directly from your hard drive. The two help files are located in the Help folder within the Adobe Acrobat Reader application folder.

A guide to **The Reader Toolbar** appears on the next page.

Adobe Acrobat Reader Toolbar

View page only (no bookmarks or thumbnails)

View the bookmark links for the current document

View the document's thumbnails

Hand Tool (default): Press and drag the screen image in any direction to reveal off-screen text and graphics

Zoom Tools: Click with this tool on the page to double the viewing magnification. Hold down the Option key (Mac) or Alt key (Windows) and click on the page to halve the magnification.

Select Tool: Press and drag to select text, hold down the Option/Alt key to select single columns

Jump to the first page or last page of the current document

Go back one page, go forward one page in the current document

Retrace your steps through a document(s), moving to each view in the order visited since starting Reader

Pre-set View Scales: Scale page to 100%, Fit page in window, Fit page width in window
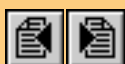
Find (current document only) keywords or phrases

Search (all *JAAOS on CD-ROM* documents) for keywords or phrases

Re-display the Search Results window from the most recent multi-file Search

Highlight the previous/next page's matches from a Search

more help ▶

Open Home Page

Search Tips
The Search feature allows you to locate a specific document or group of documents on this CD based on specific keywords or phrases contained in the document(s).

Adobe Acrobat's Search dialog box

You can open the Search dialog box from Acrobat Reader's Toolbar or Tools menu. You can also open the Search dialog by clicking the Search button on the Home Page or clicking the Search bookmark at the bottom of every article's list of bookmarks.

Note that the Search command is different from the Find command, which is also available from the Tools menu and the Toolbar. When you choose Find, only the currently open document is searched. When you choose Search, **all** the articles on *JAAOS on CD-ROM* are searched for your keywords or phrases. This Help section deals specifically with Searching, though some of the information is applicable to the Find function as well.

Single Term Searching
To find occurrences of a single term, enter the term in the "Find Results Containing Text" box and click Search. A search term can be a word, a word with wildcard characters, or any combination of letters, numbers, and symbols. The wildcard characters are the asterisk (*), which matches zero, one, or more characters; and the question mark (?), which matches any one character.
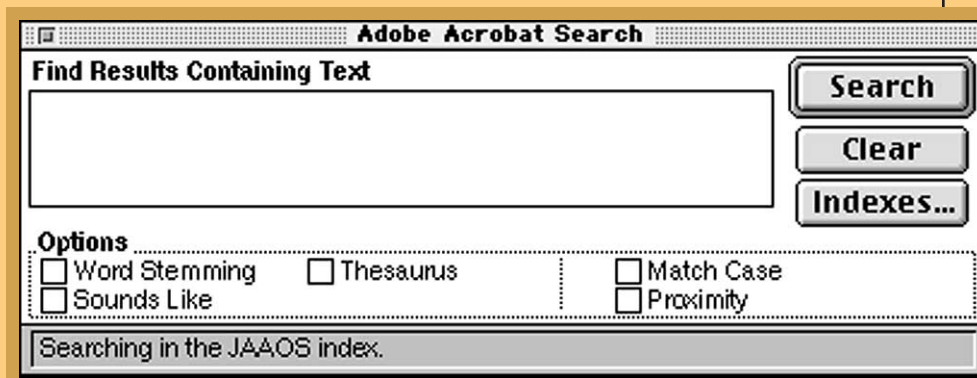
Phrase Searching
To search for a phrase, type the phrase in the "Find Results Containing Text" box and click Search.

Searching Options
"Match Case" limits the results of the search to find only those documents that contain words with the same capitalization as the search term or terms you enter in the Find Results Containing Text box. With Match Case selected, for example, searching for "He" finds all occurrences of "He," the symbol for Helium, but not occurrences of "he," the common pronoun.

"Word Stemming" expands the search to find words that share word stems with the search terms you enter in the Find Results Containing Text box. For example, with Word Stemming selected, searching for "building" finds "build" and "builds" as well as "building".

"Sounds Like" expands the search to find words that begin with the same letter as a search term and that share some phonetic relation to a search term. For example, with Sounds Like selected, searching for "Smith" also finds "Smyth" and "Smythe." Searching for Smith, however, also finds "send" and "somewhat." Before searching with Sounds Like option, it is usually a good idea to use the Word Assistant to see all the words that the Sounds Like option will find. To display the Word Assistant dialog box, choose Search, then Word Assistant from the Tools menu.

"Thesaurus" expands the search to find words that bear some semantic resemblance to the search terms you enter in the Find box. For example, with Thesaurus selected, searching for "begin" finds "start," as well as "attack," "produce," and many other terms.

The Thesaurus, Sounds Like, and Word Stemming options have no effect on phrase searches.

Open Home Page

Fielded Searching

You can search for *JAAOS* articles by Title or Author by opening up the Search Preferences (File -> Preferences -> Search) dialog and turning on "Show Fields" in the Search Query section. This adds four blank fields to your Search Query dialog: Title, Subject, Author, and Keywords.

Note: Only the Title and Author information have been entered for the *JAAOS* articles.

To retrieve a particular article, type the article title, or part of the title, in the Title field and click Search. To retrieve all the articles by a particular author, type the author's name, or part of his/her name, in the Author field and click Search.

You can also use Author and/or Title field information to limit your keyword searches. For example, if you want to search for all articles written by Dr. Jones that contain the word "patella," enter "Jones" in the Author field and "patella" in the Find Results Containing Text field, and click Search.

Adobe Acrobat's Search dialog box with "Show Fields" enabled

Open Home Page

Advanced Searching

To use Acrobat Search with operands such as AND or OR, and for a detailed explanation of searching with Boolean expressions, see the document called "Search.pdf" in the Help folder within the Adobe Acrobat Reader application folder.

Viewing and Printing Search Results

When you enter a search query, the list of found documents is displayed in the Search Results window. Every document returned from a search is assigned a Score indicating how likely it is that the document contains the information for which you are searching. The score is represented by a circle before each document. The more filled in the circle is, the more likely that document contains relevant information.

   To open a document, click on its name in the Search Results window and click View, or just double click the document's name. The Search Results window will close. To bring the Search Results box back into view (so you can go to another matching article), click on the Search Results icon in the Toolbar. To execute another search from scratch, click on the Search icon.

Copying and Printing the Search Results List

Enlarge the Search Results window so all the articles are showing, then…

Windows

1. Press PRINT SCREEN. A bitmap of the desktop screen is placed onto the Clipboard. (Note: if pressing PRINT SCREEN does not copy the screen onto the Clipboard, you may not have an enhanced keyboard. Try pressing ALT+PRINT SCREEN or SHIFT + PRINT SCREEN to copy the screen.)

2. To view the bitmap search screen, open your Windows word processing package (WordPerfect, Word, etc.) place the insertion point where you want to paste the bitmap search screen and choose the paste feature.

3. The bitmap of the search screen will be pasted on the new page and should then be printed as a normal word processing file.

4. If a word processing application is not available, Windows has a Clipboard Viewer that will allow you to view and save the bitmap search screen to be printed as needed. See your Windows User Guide, Application Basics for more help.

Macintosh

1. Press PRINT SCREEN (F13 or Command-Shift-3). A bitmap of the desktop screen image is created and placed on your hard drive as "Picture 1." (System 8 users can press Command-Shift-4 to capture just a portion of the screen.)

2. To view the bitmap image of the search screen, double-click on the Picture 1 file. It will open in Simple Text. You can save this document and print it.

more help ▶

Acrobat Search Error Messages/Troubleshooting:

Acrobat Search could not initialize its search engine.

>   This indicates there has been a problem with the Acrobat installation. Reinstall the Reader with Search program.

Acrobat Search is missing one or more needed components.

>   This indicates there has been a problem with the Acrobat installation. Reinstall the Reader with Search program.

Acrobat Search is not able to understand your query. A null quoted word or phrase was encountered.

>   You entered two quotation marks (") next to one another. Only use quotation marks to enclose a phrase that contains search operators.

Acrobat Search is not able to understand your query. Memory is running low.

>   You do not have enough memory for Acrobat Search to find the documents that meet your search criteria. If you are running more than one program, quit all programs except Acrobat Reader with Search and try the query again. You might also increase the memory in your computer. If you are using a Macintosh, you might also want to increase the amount of memory used by Acrobat Reader with Search. See Increasing the amount of memory available to the Macintosh version of the Reader with Search program in the on-line help for details.

Open Home Page

Acrobat Search is not able to understand your query.
The "operator name" is missing an operand.

> An Acrobat Search operand, such as AND or OR, is not used correctly. For a detailed explanation of searching with Boolean expressions, see the document called "Search.pdf" in the Help folder within the Adobe Acrobat Reader application folder.

The opening screen display is not of good quality.

> Make sure your monitor is set to run at 256 or millions of colors. You can change the settings in Windows 95 by accessing the control panel. In Windows 3.x choose the Main Program Group and then Windows Settings. In the MacOS go to the Monitors control panel to change the setting. ■