

Adobe Acrobat Reference and CD-ROM Use Instructions

LOCATING THE FILES ON THE CD

If no windows appear automatically when the CD is inserted into the drive, then the files can be found by double clicking on “My Computer,” right-clicking on the icon for your computer’s CD drive, and selecting “Explore” from the menu.

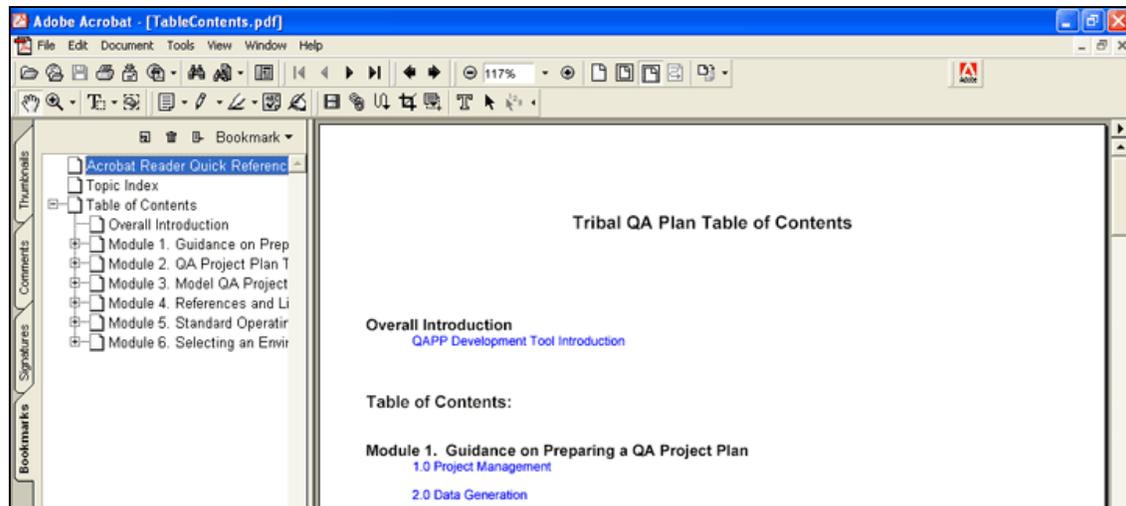
SYSTEM AND SOFTWARE REQUIREMENTS

The majority of the documents on this CD are in PDF format. To view them, you will need Adobe Acrobat Reader which. If you do not already have it, Acrobat Reader can be installed by double-clicking on the rp505enu.exe file included on this CD, and following the instructions. If you’d rather, you can download the most current version of Adobe’s free reader from the web page at <http://www.adobe.com/products/acrobat/readstep2.html>. In order to run the version of Acrobat Reader that comes on the CD, you will need a computer with a Pentium processor running either Microsoft Windows 95 OSR 2.0, 98 SE, Me, NT 4.0 with Service Pack 5, 2000, or XP. You will also need 64 MB of RAM and 24 MB of additional hard disk space. The system requirements for the latest downloadable version of Acrobat Reader will vary, but the download web page listed above should have a clearly marked link to the appropriate information.

The template file in Module 2 and the form file in Module 4 are in Microsoft Word format, so you will need a software package that is able to read Microsoft Word format to be able to use these particular files.

GETTING STARTED WITH NAVIGATING THE CD

The file [TableContents.pdf](#) should be opened first to get you started with navigating the collection of files on the CD.

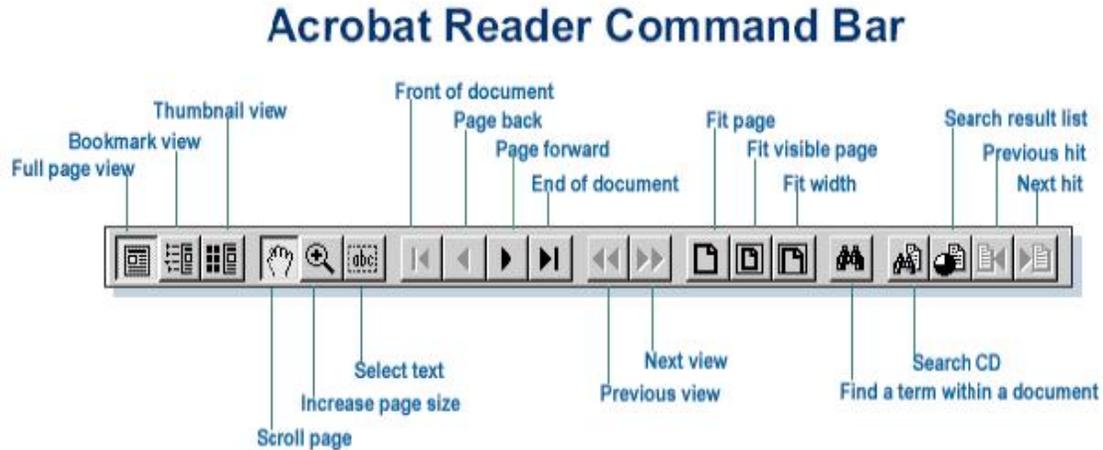


You will see the bookmarks in the column to the left of the screen. These are links that either allow you to navigate within the particular PDF file you have open or take you to another file depending upon which

bookmark you click. If you open a file you were not intending to view; either click on the bookmark for the file you were just in or click on the Previous View button on the Acrobat Reader Command Bar on your screen (see diagram below).

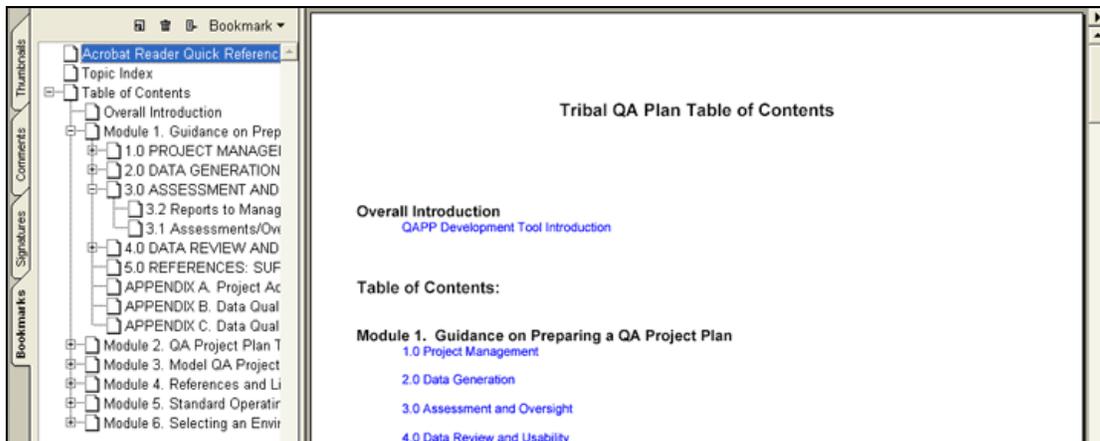
THE ACROBAT READER COMMAND BAR

The Acrobat Reader Command Bar contains a number of essential icons and buttons that will help you move about the different PDF files. Icons may appear slightly different on your computer screen, but they should be there for you to use.



USING BOOKMARKS AND LINKS

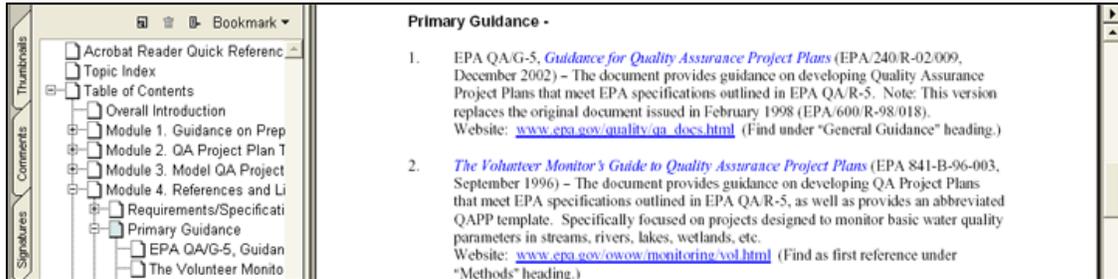
The bookmarks on the left side of the screen can be expanded or collapsed by clicking on the + or - signs in the bookmark tree.



Click on bookmarks to navigate among PDF files on the CD. Some bookmarks link to other file types. These are noted with the type of the file prior to the title of the document. For example, in the bookmark labeled MS WORD: Data Evaluation/Documentation Form, "MS WORD" indicates that the Data Evaluation/Documentation Form file is a Microsoft Word document instead of a PDF file. From time to

time, you will see a bookmark such as WEB: National Environmental Methods Index, where “WEB” indicates that this link is to a web page on the internet and not a file on the CD. For these links to work, your computer will need to be connected to the internet at the time.

In addition to the bookmarks, there are links within the PDF documents themselves. These appear in [blue text](#). Some of these link to websites external to the files on this CD. For these links to work, your computer will need to be connected to the internet.



The image shows a screenshot of a PDF viewer interface. On the left side, there is a vertical sidebar with a tree view of the document's contents. The sidebar is divided into three sections: 'Thumbnails', 'Comments', and 'Signatures'. The 'Table of Contents' section is expanded, showing a list of items including 'Acrobat Reader Quick Reference', 'Topic Index', 'Table of Contents', 'Overall Introduction', 'Module 1. Guidance on Prep', 'Module 2. QA Project Plan T', 'Module 3. Model QA Project', 'Module 4. References and Li', 'Requirements/Specificati', 'Primary Guidance', 'EPA QA/G-5, Guidan', and 'The Volunteer Monito'. The 'Primary Guidance' item is selected, and its content is displayed in the main viewing area on the right. The main area has a title 'Primary Guidance -' and contains a numbered list of two references. The first reference is 'EPA QA/G-5, *Guidance for Quality Assurance Project Plans* (EPA/240/R-02/009, December 2002) - The document provides guidance on developing Quality Assurance Project Plans that meet EPA specifications outlined in EPA QA/R-5. Note: This version replaces the original document issued in February 1998 (EPA/600/R-98/018). Website: www.epa.gov/quality/qa_docs.html (Find under "General Guidance" heading.)'. The second reference is '*The Volunteer Monitor's Guide to Quality Assurance Project Plans* (EPA 841-B-96-003, September 1996) - The document provides guidance on developing QA Project Plans that meet EPA specifications outlined in EPA QA/R-5, as well as provides an abbreviated QAPP template. Specifically focused on projects designed to monitor basic water quality parameters in streams, rivers, lakes, wetlands, etc. Website: www.epa.gov/owow/monitoring/vol.html (Find as first reference under "Methods" heading.)'.