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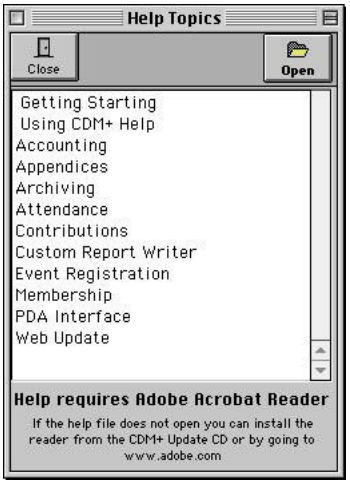
Using CDM Plus Help

Opening CDM Plus Help



1- Select **Help** from the **File** menu or press Ctrl-H (Windows) or ⌘-H (Macintosh).

2- The **Help Topics** window will appear. If you do not see a topics list, verify that the Help folder is in your **CDM Plus** folder and inside that folder are the help PDF documents. You can copy the Help folder from the **Extras** folder on the CDM Plus CD-ROM or download it from the web at **www.suran.com/71update**.

3- Double-click on a document or highlight it and click on the **Open** button.

4- CDM Plus will open the document using Adobe Acrobat® Reader™ (if you have a full copy of Adobe Acrobat®, you may open the document with it). If CDM Plus cannot find an application capable of opening a pdf, nothing will happen. Install Acrobat Reader from the **Extras** folder on the CDM Plus CD or go to **www.adobe.com** and click on Get Acrobat Reader for a free download.

NOTE: Acrobat Reader 5.0 is included on the CDM Plus CD. You will need at least version 5.0 or higher to access the CDM Plus documentation.

5- You can open multiple documents at one time by minimizing Acrobat and repeating step 3. You can also also have both CDM Plus and a PDF document open by resizing the windows and positioning accordingly.

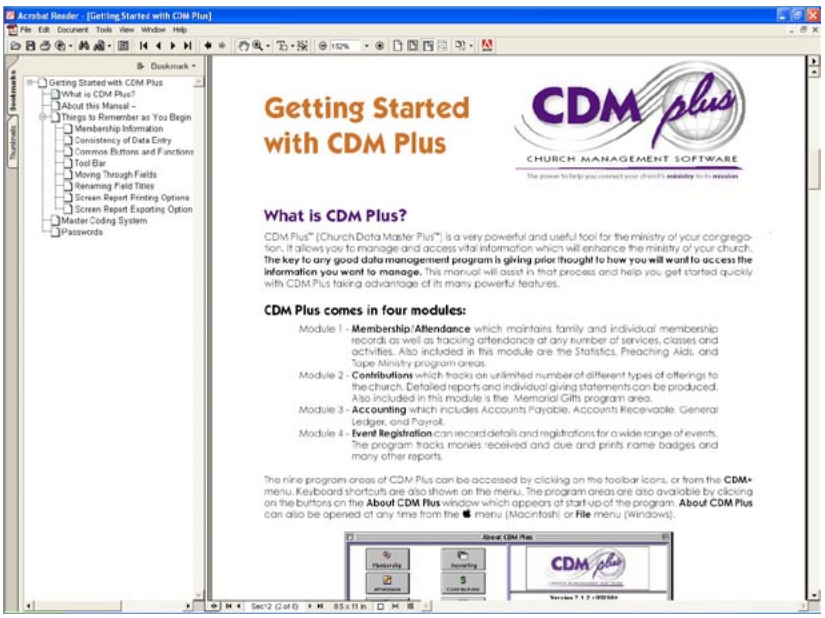
NOTE 8.1: If you are unfamiliar with Acrobat Reader, spend a few minutes with **Reader Help** (found under the **Help** menu when viewing a CDM Plus Help document) to learn how to view, navigate and print PDF documents.

Navigating CDM Plus Help

CDM Plus Help is presented as a number of topics, as you see listed in the **Help Topics** window. You will need to open each Help document, as you need it. Once you are viewing a Help document, there are several ways to use it.

When you first open a Help document, you will see the document in the right pane of the window and a bookmark list in the left pane (as shown on the right). At this point you can choose one of the following ways to navigate the document:

- Paging using navigation buttons
- Bookmarks
- Find (Search) function



Paging through documents

To move to another page:

Choose one of the following options:

- To go to the **next** page, click the Next Page button in the navigation toolbar or status bar, press the Right Arrow key, press Ctrl (Windows) or Option (Macintosh) and the Down Arrow key, or choose **Next Page** under **Document**.

- To go to the **previous** page, click the Previous Page button in the navigation toolbar or status bar, press the Left Arrow key, press Ctrl (Windows) or Option (Macintosh) and the Up Arrow key, or choose **Previous Page** under **Document**.

- To go to the **first** page, click the First Page button in the navigation toolbar or status bar, press the Home key, or choose **First Page** under **Document**.

- To go to the **last** page, click the Last Page button in the navigation toolbar or the status bar, press the End key, or choose **Last Page** under **Document**.

  To move within the page on view:

  - To move up or down one line, press the Up Arrow or Down Arrow keys.

NOTE 8.2: The Up Arrow and Down Arrowkeys move you one line at a time when you are not in **Fit in Window** view. In Fit in Window view, these keys move you one page at a time.

  - To move up one screenful, press Page Up or Shift+Return.
  - To move down one screenful, press Page Down or Return.

To jump to a page by its number:

Do one of the following:

- Highlight the current page number 4 of 7 in the status bar at the bottom of the window, type the page number you wish to move to, and press Return/Enter.
- Choose **Go To Page** under **Document**, type the page number, and click OK.
- Drag the vertical scroll bar on the right until the number of the page you want is displayed.

NOTE 8.3: If you use the number keys on your keyboard's number pad, make sure **Num Lock** is off.

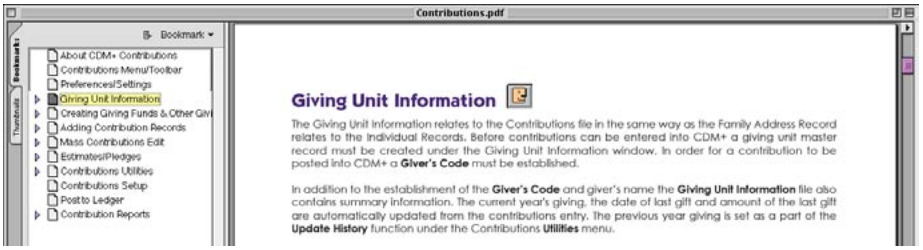
Bookmarks

Bookmarks are hyperlinks to specific sections of a Help document. If you need help with a certain procedure of CDM Plus, you can quickly access it through the bookmark list. To hide or show the bookmark list, click on the icon or the tab on the left side of the window Bookmarks.

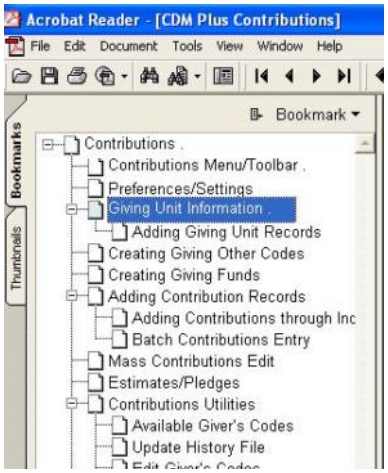
1- Open the appropriate Help document, e.g., **Contributions**.

2- Look through the list on the left pane of the window for the needed section, e.g., **Giving Unit Information**.

3- Click on the bookmark **Giving Unit Information** to jump to that section of the Contributions Help document.



Bookmark Heirarchy



Most bookmarks in CDM Plus Help documents have a nested heirarchy. For example, under the Giving Unit Information bookmark are nested bookmarks to take you to Adding Giving Unit Records.

To expand and collapse the bookmark hierarchy:

Click the plus sign (+) (Windows) or the horizontal triangle (Macintosh) next to the bookmark to show any topics related to the bookmark.

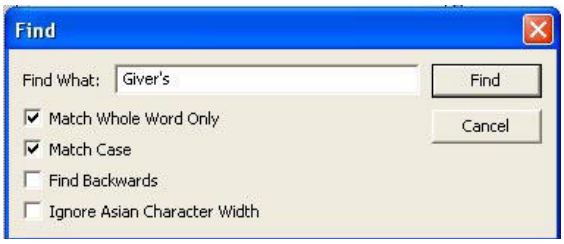
Click the minus sign (-) (Windows) or the inverted triangle (Macintosh) to collapse the list again.

Find/Search Function

If you are uncertain as to what section of a CDM Plus Help document you need, you can search the document for a specific topic by using the **Find** (Acrobat Reader 5) or **Search** (Adobe Reader 6) function.

To find a word using the Find command in Acrobat Reader 5:

1- Click the on the **Find** button , or choose **Find** under the **Edit** menu.



2- Enter the text to find in the text box and select appropriate search options.

Match Whole Word Only finds only occurrences of the complete word you enter in the text box. For example, if you search for the word giver's, the word give will not be highlighted.

Match Case finds only words that contain exactly the same capitalization you enter in the text box.

Find Backwards starts the search from the current page and goes backward through the document.

Ignore Asian Character Width does not apply to CDM Plus Help.

4- Click Find. Acrobat Reader will find the first occurrence of the word.

To find the next occurrence of the word, select **Find Again** under the **Edit** menu. Reopen the Find dialog box, and click Find Again. (The word must already be in the Find text box.)

To find a word using the Search command in Adobe Reader 6:

1- Click the on the **Search** button

, or choose **Search** under the **Edit** menu.

2- Enter the text to find in the text box and choose where you would like to search—the current PDF document or all PDF documents in a specified location, e.g. choose **Browse for Location** from the drop list and select the CDM Plus **Help** folder in the CDM Plus program folder.

3- Further refine your search by selecting the appropriate checkbox.

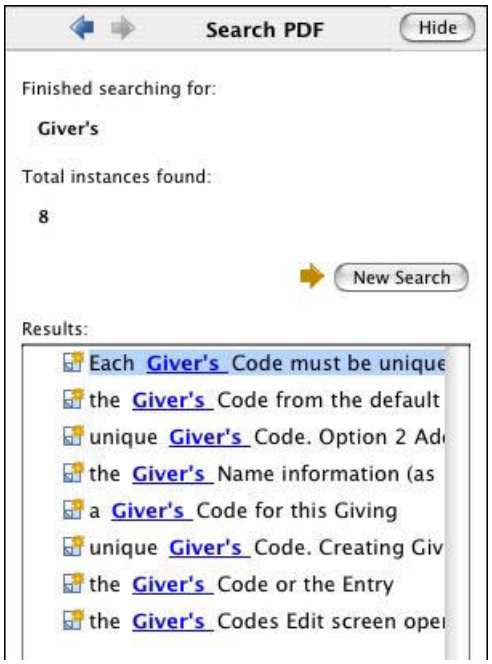
Match Whole Word Only finds only occurrences of the complete word you enter in the text box. For example, if you search for the word giver's, the word give will not be highlighted.

Case-Sensitive finds only words that contain exactly the same capitalization you enter in the text box.

Search in Bookmarks includes any bookmarks in the PDF documents in the search.

Search in Comments does not apply to CDM Plus Help.

4- Click **Search**. Adobe Reader 6 will display a list of occurrences of the word.



5- Click on a result to jump to that occurance.