Using Centura Books Online

Welcome to Centura Books Online. This collection was created using Adobe Acrobat 3.0. This document contains information on navigating, zooming, and annotating these documents.

Navigating the collection

There are several ways to navigate the collection and search for specific topics:

- Bookmarks
- Contents and index
- Acrobat Search

Note: To return to the **Centura Books Online** main screen from anywhere in the collection, choose **Windows**, **online.pdf**.

Bookmarks

Each document in this collection uses bookmarks to display the titles of chapters, headings, subsections, appendixes, contents, and index in each book. Use bookmarks to navigate through the collection:

- To expand and collapse a bookmark, click once on the triangle to the left of the title.
- To jump to a topic, click its bookmark.
- To display bookmarks, press **Ctrl-7**.
- To hide bookmarks, select **View**, **Page Only** or move the window splitter to the left of the screen.

Contents and Index

Each book contains a Contents and Index with hypertext links. To access the contents or index of a manual, click its bookmark. Within the Contents or Index, click a page number to jump to that page in the document.

Links

Select books contain links to help you navigate. For example, command lists in the SQLBase SQL Language Reference and SQLBase SQLTalk Command Reference books contain links that allow you to jump from the list of commands to specific command details. Text that contains links is in red type.

Acrobat Search

The robust search utility lets you search for a word or text phrase, then jump directly to the location of the word in a given document. To search for a particular topic, follows these steps:

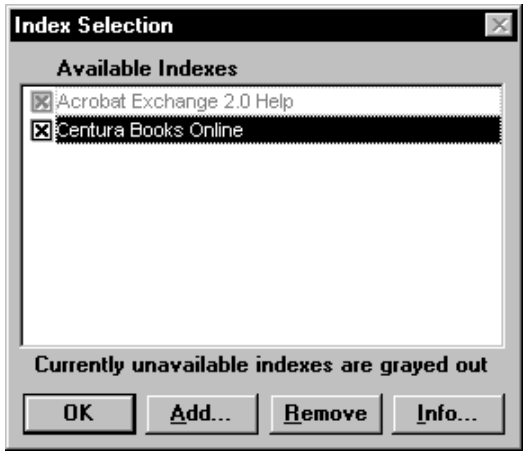
1. Click the **Search** tool in the Acrobat tool bar.

   Search tool

   OR

   Choose **Tools**, **Search**, **Query**. The Index Selection dialog displays.

2. Click **Add...** and select **index.pdx**. Click **OK**. The Index Selection dialog displays the selected index.



3. Choose **Edit**, **Preferences**, **Search**, and deselect **Hide on View** in the **Results** pane, to keep the Search Results dialog box open after searching.
4. In the Acrobat Search dialog, enter the word or phrase you want to search for and click **Search**.

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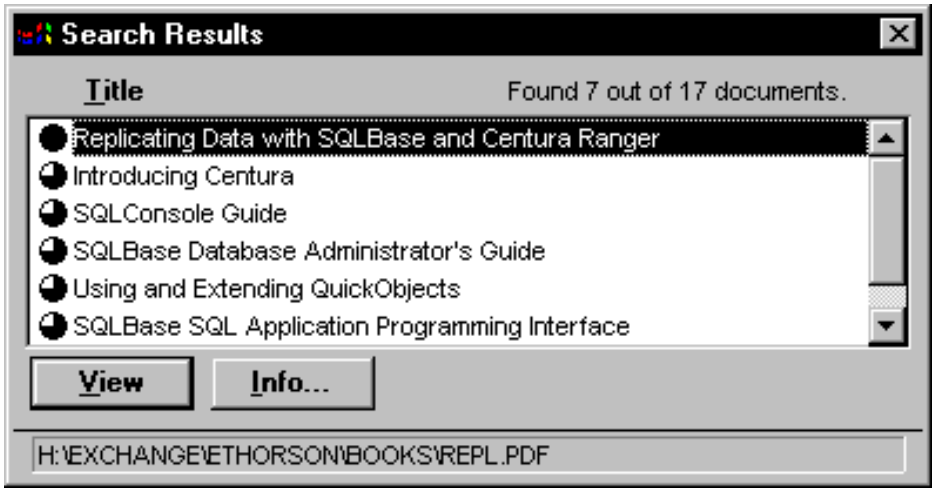
5. The **Search Results** dialog lists the documents containing your selection. Acrobat Search uses five icons to rank the relevance of every document.

- Very high relevance. The document very likely contains relevant information.
- High relevance. The document likely contains relevant information.
- Medium relevance. The document probably contains relevant information.
- Low relevance. The document may contain relevant information.
- Very low relevance. The document probably does not contain relevant information.

Click the document to go to the first instance of the text string in that document. Each instance of the word or phrase on that page is highlighted.



6. To view the next page that contains the word or phrase, click the **Search Next** tool.

Search Previous

To view the previous instance, click the **Search Previous** tool.

Search Next

Zooming

You can enlarge or reduce the displayed size of a document several ways:

- Click the **Zoom** tool on the bottom of the screen.

- Use the **Zoom** tools on the tool bar. The **Zoom In** feature magnifies the page view. The **Zoom Out** tool reduces the page view.

- Select **View**, **Zoom To...** and set the percentage of magnification.

Thumbnails

Thumbnails are miniature views of each page and are useful for navigating, moving, copying, deleting, and replacing pages in documents.

Using Acrobat

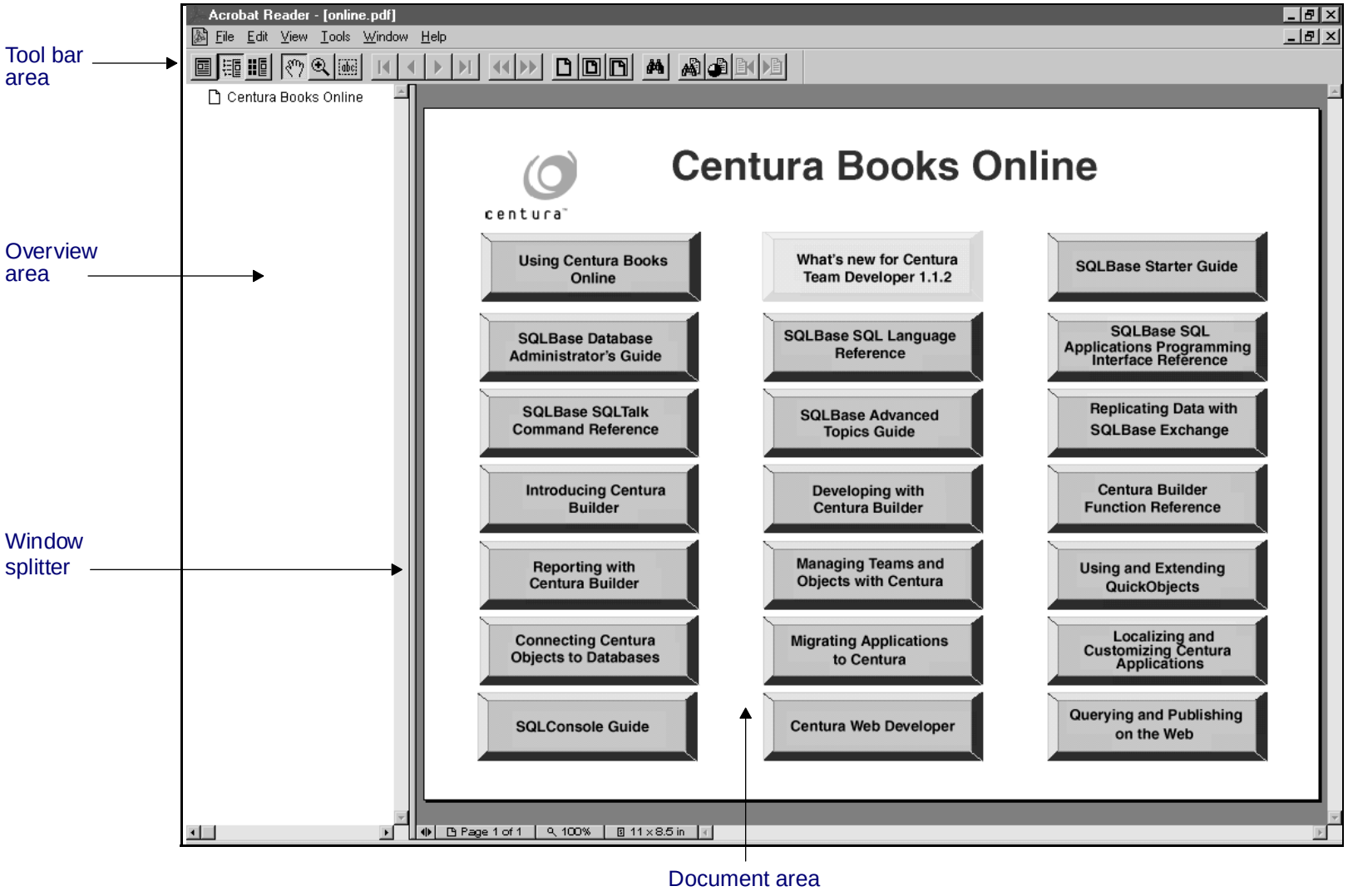
The Acrobat window is divided into three areas; the tool bar, the Overview area (left pane), and the Document area (right pane). The:

- Tool bar provides the tools to view, navigate, browse, and search documents.
- Overview area displays a hierarchical view of a document using bookmarks. Use bookmarks to navigate through the collection. In addition, you can view thumbnails—miniature views of the pages—in this area.
- Document area is where you view the document.

Move the Window splitter to the right or left to expand the right or left pane.

The Acrobat window

The following example shows a typical Acrobat window.



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The Acrobat tool bar

The Acrobat tool bar contains tools that help you navigate and search documents. They also provide quick access to Acrobat features. Read Acrobat Reader help for a description of each tool.

- Page Only
- Bookmarks and Page
- Thumbnails and Page
- Hand
- Zoom In/Zoom Out
- Zoom Out
- Select Text
- First Page
- Previous Page
- Next Page
- Last Page
- Go Back
- Go Forward
- Actual Size
- Fit Page
- Fit Width
- Find
- Search
- Search Results
- Search Previous
- Search Next
- Web Browser

Annotating

You can add your notes and drawings to the pages in this collection. Refer to Acrobat Reader Help for information.

Printing

Centura Books Online is a collection of .pdf files. The main screen, this document, and each book is an individual .pdf file.

To print, select **File**, **Print**, and enter the print range:

All	Prints all pages in the .pdf file. For example, if you are in the *Introducing Centura* manual, the entire book prints.
Current Page	Prints the page you are currently viewing.
Pages	Prints the range of pages you specify. When printing, the page range option uses the Acrobat page number. The Acrobat page number is located on the status bar at the bottom of the screen.

Acrobat help

For extensive information about using Acrobat, choose Help , Reader Online Guide.

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