

IFA CAHIERS 2009 CD-ROM QUICK START GUIDE

Getting Started

Installation Procedure

- Place IFA Cahiers CD-ROM in your CD drive;
- Click on START and select RUN from the menu;
- Type D:\SETUP.EXE where D corresponds to your CD drive, and click OK;
- Follow the onscreen instructions.
- Make sure that your web browser is not using the Proxy Server for local addresses. Enter 'localhost' in the 'Exceptions box' of your browser:
 - For Internet Explorer check: Internet Options > Connection > Proxy Settings > Exceptions;
 - For Netscape Navigator: check Preferences > Advanced > Proxies > Manual Proxy Configuration > Exceptions.

The IFA Cahiers CD-ROM also contains the reports in PDF format. If you want to access these PDF documents you will need the Adobe Acrobat Reader. Should you need to install this program, it can be found on the CD-ROM in the Acrobat directory.

Starting the IFA Cahiers CD-ROM

When installation is complete a program group called 'IFA Cahiers' will have been created. This group contains the 'IFA' icon – double click this icon to start the CD-ROM.

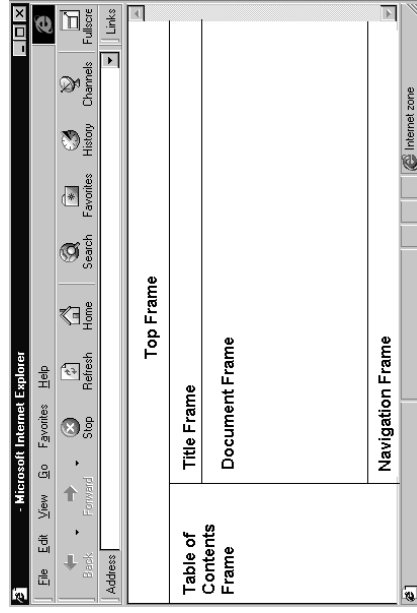
Quitting the IFA Cahiers CD-ROM

To quit from any screen simply close your web browser.

Using the IFA Cahiers CD-ROM



Screen Layout

The IFA Cahiers CD-ROM uses the standard web browser (Netscape Navigator 4.0 or Internet Explorer 4.0 or higher). Within the browser window, frames are created as shown below:



- The top frame contains buttons for activating the Search screen and the Manual;
- The Table of Contents frame contains the Table of Contents of the entire CD-ROM;
- The title frame presents the title of the selected document;
- The document frame is used to display the Search screen, the hit list and the document selected through the Table of Contents or the hit list;
- The navigation frame presents navigation buttons for the hit list and the documents.

Table of Contents

Click on the expand image  to expand one level in the Table of Contents and on the collapse image  to collapse one level. Clicking on the link behind the expand or collapse image will open the document in the document frame. You can collapse the entire Table of Contents by clicking the 'Hide' button at the top of the frame.

Searching

The Search screen can be activated by clicking on the Search button in the top frame. There are six search fields available.

- **Full Text incl. Footnotes** allows you to search for any word(s) in both the texts and the footnotes in the database;
- **Full Text excl. Footnotes** allows you to search for any word(s) in only the texts but not in the footnotes;
- **Text Footnotes** can be used to search for any word in the text of the footnotes;
- **List of Publications** finds your search terms in the list of volumes published since 1939;
- **Subjects** allows you to make a pre-selection on Subject;
- **IFA Branch Reports** selects a particular country.

Except in the search field Subject, a wordlist can be activated showing all indexed terms. This wordlist can also be activated after typing the starting letters of the words you are looking for. In that case the wordlist will position on these starting letters.

For Full Text the multilingual thesaurus is available. By clicking on a term the term will be copied to the Full Text search field.

Boolean operators such as 'AND' and 'OR' can be used in the search fields; see for details the online manual on the CD-ROM.


Hit list

After a successful search the hit list will appear. The hit list shows the reports found. By clicking on the report title you can view the document.

Document

Every report on the CD-ROM is an individual document.

Within the document you can:

- jump from search hit to search hit by clicking on the 'First hit' hyperlink at the top and subsequently by using the '<<' and '>>' markers around the terms;
- synchronise the document with the Table of Contents to obtain a better overview of the document, by clicking on any heading in the text;
- look at the text of a footnote by activating the hyperlink;
- see on what page in the printed version you are by moving the mouse over the page icon ;
- look at the PDF version of the current report by clicking the PDF button in the navigation frame.

The following navigation functionality is available:

- browsing back and forward through the documents in the hit list;
- browse to the first or last document in the hit list;
- browse to the next or previous document in the database.

Browser Functionality

- The CD-ROM uses the standard browser functionality to print or save a document;
- You can use the copy and paste functionality to copy all or part of a report to your text editor.