

Instructions for use of this CDBrief


- 1. Viewing linked documents**
 - a. Each word or phrase highlighted in blue is a clickable link. Click on the blue word or phrase to view the linked document.
- 2. Moving up and down in a document**

Use the Up (↑) and Down (↓) keys on your keyboard to move one line at a time. Use the Page Up and Page Down keys on your keyboard to move one page at a time.
- 3. Retracing your viewing path (going back)**
 - a. *Return to the prior screen:* While holding down the Alt key, press the left arrow key on your keyboard.
 - b. *Two ways to return to the prior document:* If you have moved up and down in a document, following the steps described above may take several repetitions to get back to the prior document. To get back to the prior document in one step, do one of the following: (1) Click on the “Back to Brief” or “Back to previous document” bookmark on the left side of your screen, (2) while holding down the Alt and Shift keys, press the left arrow key on your keyboard. These options may not work in versions 8 or 9 of Adobe Acrobat or Adobe Reader; see item 6 below for more information.
- 4. Going to the beginning of a document**

To return to the beginning of a document, press the Home key on your keyboard.
- 5. Going to the end of a document**

To go to the end of a document, press the End key on your keyboard.
- 6. Links do not work correctly**

If the links do not work correctly, it may be because you are using an old version of Adobe Acrobat or the Adobe Reader. You should download a current copy of the (free) Reader at the following Internet site: <http://www.adobe.com/products/acrobat/readstep2.html>. However, the “Back to Brief” link may not work with versions 8 or 9 of Adobe Acrobat or Adobe Reader. If so, you should use version 7.1.0 of the Reader, which is also available for free download at the above Internet site, by selecting “Different language or operating system?” and then select operating system “Windows” and Version “XP SP2.”
- 7. To print these instructions**

Click on the printer icon (which looks like: ) at the top of the screen. Click on the button labeled “OK.” Alternatively, while holding down the Control key on your keyboard (Ctrl), press the letter “P”, and then click the “OK” button.