



Scholastic ONline Information System  
for the Web

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# Index to SONISWEB® Manuals

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Every SONISWEB® text has a table of contents. (Well, not every text; very short texts and brochures don't.) The text "Administration" provides a table of topics and refers to the text that covers each topic.

For a master index of all texts, we use the Adobe® search function available with Version 6 and higher. You need the free Adobe t® Reader™ 6.0 or later available from Adobe®. This text illustrates how you search for subjects among the SONISWEB® texts using the reader's search.

March 2006


*Systems, Inc.*

The logo for RJM Systems, Inc. It features the letters 'R', 'J', and 'M' in a stylized, blue, serif font, stacked vertically. To the right of the 'M' is the text 'Systems, Inc.' in a blue, italicized, serif font.

## SEARCHING A COLLECTION OF MANUALS WITH ADOBE® READER

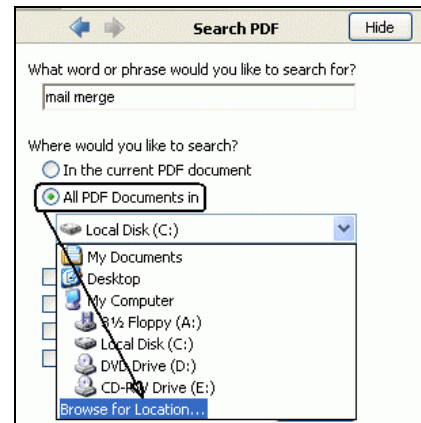
You need Adobe® Reader Version 6 or later<sup>1</sup> to search SONISWEB® version 2 documents.

The Adobe® reader calls this “Search”. You can use individual words or phrases. Phases are usually better since individual words often yield thousands of results.

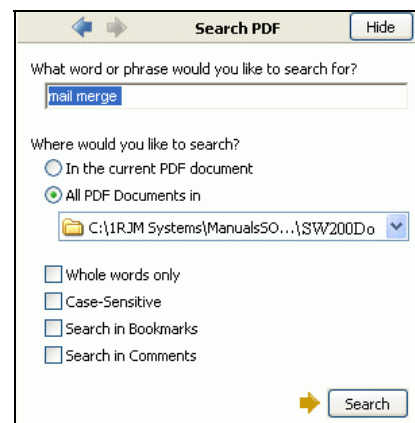
1. Start the Adobe® Reader. If you don’t have a copy, see “Getting a Copy of the Adobe® Reader™” on page 5.
2. Click either the Search icon  or click **Edit** then pick **Search** from the menu list. Either way you get a display like Figure 1 on the right side of your display.
3. In Figure 1 enter the word or phase you want to find.

To search a collection of manuals, you follow the steps below. That collection<sup>2</sup> must all be in the same folder-directory.

4. Click to turn on the radio button for “All PDF Documents in” outlined in Figure 1.
5. Click “Browse for Location” shown by the arrow in Figure 1.
6. From the browse prompt, work your way to the folder containing the SONISWEB® documents. Usually it’s named SW200Docs.
7. In Figure 2 you see the search phase, the folder-directory found in the browse, and the setting you want for “Whole words” etc. Click the Search button. You see Figure 3.



• Figure 1 Search Find Folder



• Figure 2 Search

<sup>1</sup> Reader version 5 required RJM to build a special Adobe® index in order to do searches. Reader versions 6 and later do direct searches without the need for a pre-built index, so index building is not longer done.

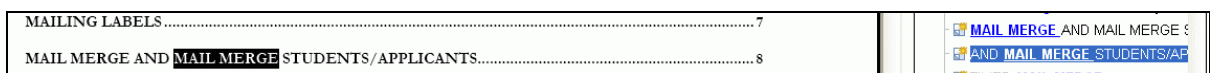
<sup>2</sup> To search within a single manual, open it in the Reader and then, in Figure 1, enter your search word or phrase, click the radio button for “In the current PDF document”, and click the Search button.

8. In Figure 3 you see the results, a list of texts.
9. Click an underlined manual name or the plus (+) sign beside a name and you see all the references to the word or phase within that manual.
10. Click a reference to see the page. A slice of that is shown in Figure 4.
11. In Figure 4, the list of pages within a manual is on the right. Click an entry and you see, on the left, the actual manual page with the word or phase highlighted.

As Figure 4 illustrates, the first entries are usually in the Table of Contents. When you see the reference there, simply click the highlighted table of contents item with your mouse and you're taken directly to that page.



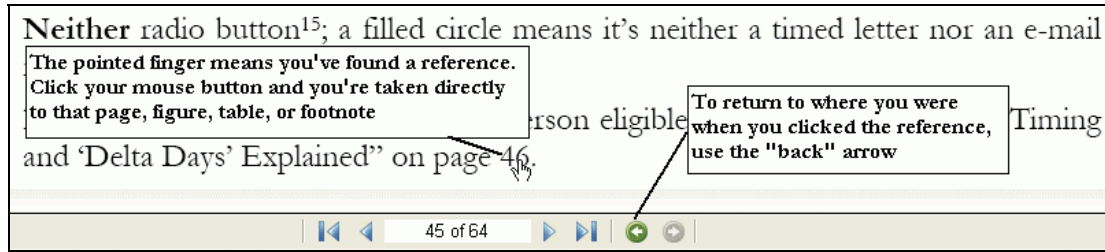
• Figure 3 Search Results



• Figure 4 Search Result Drill-Down Example

## NAVIGATING AND USING REFERENCES IN THE READER

When you're viewing a manual, you'll see reference to figures, pages, footnotes, etc. Move your mouse over them and you see a pointed-finger like that in Figure 5.



• Figure 5 Using References and the Back Arrow in the Adobe® Reader

You can click your mouse button and you're taken directly to that reference. To return to the place you were when you clicked the mouse, use the back arrow shown at the bottom of Figure 5.

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## GETTING A COPY OF THE ADOBE® READER™

To download a copy of the reader, go to the Web site:

[www.adobe.com/products/acrobat/](http://www.adobe.com/products/acrobat/)

You need the free reader, you do not need to buy Acrobat®. Acrobat® is the “composer” used only by the authors of the texts.

Reader differences:

- Readers at Version 3.x and earlier cannot reliably read the Adobe® PDF files for SONISWEB® since those manuals were created with Acrobat® Version 5 and later.
- You can view, read, and print the SONISWEB® texts with the 4.0 and 5.0 readers but they have no ability to search a collection of manuals. They can, however, search for words within a manual.
- To search a collection of SONISWEB® version 2 manuals you need Reader version 6.0 or higher with its ability to search a collection shown in Figure 2.

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## NEW IN THIS EDITION

- Rewritten for the Adobe® Reader 6 and later manuals. The older index-function of Adobe® Reader version 5 has been dropped.

## DIAGNOSING AND FIXING PROBLEMS

Click **Help** in toolbar at the top of the Acrobat® reader and pick the Search tab.

