



HOW TO USE AN EBOOK

The following explanation and graphics are based on Adobe Reader Version 8.
For further information or instructions not explained in this document,
Please see Adobe Reader Help.

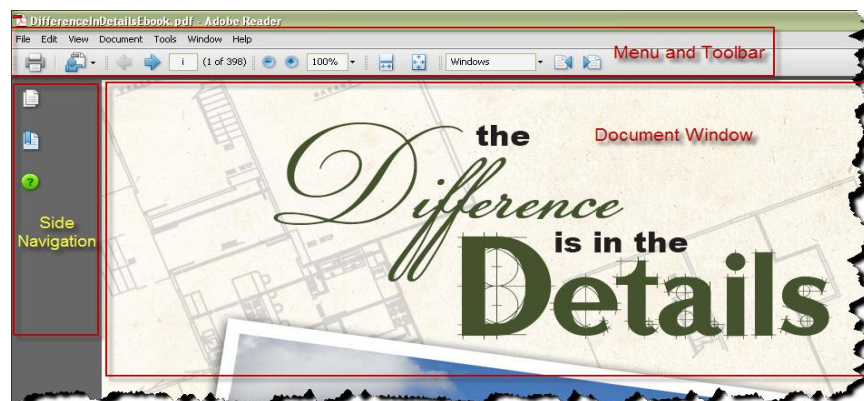
INTRODUCTION

The Difference is in the Details is provided in PDF format, the global standard for electronic document sharing. The navigational tips contained in this instruction document are designed to help you get the most from this unique informational and learning tool. If you're already familiar with the PDF environment, then you're ready to jump in, but don't underestimate the features used in this eBook. Throughout the text, live links will open your Internet browser and take you directly to the website and specific page referenced, without ever losing your place. In addition, the entire text of the eBook itself is searchable, and the copy has been extensively bookmarked to make it easy to jump to any chapter or element of interest. For example, let's say you remember reading something about a dual-flush commode, but you can't recall where in the almost 400 pages it appeared. In a conventional book, you could spend forever leafing through pages and pages of text. With an eBook and Adobe® Reader's powerful search engine, you can find every occurrence of the phrase "dual-flush commode" within seconds.

Although many people may view this eBook exclusively on their computer screens, the text has been laid out in conventional book format. For example, you'll notice that header and footers differ on left- and right-facing pages and that some chapters end with a blank page. These layout choices make the eBook easy to print, so those who desire a printed copy of all or a portion of the material can easily generate it on one or both sides of the paper, depending upon the capability of their printer.

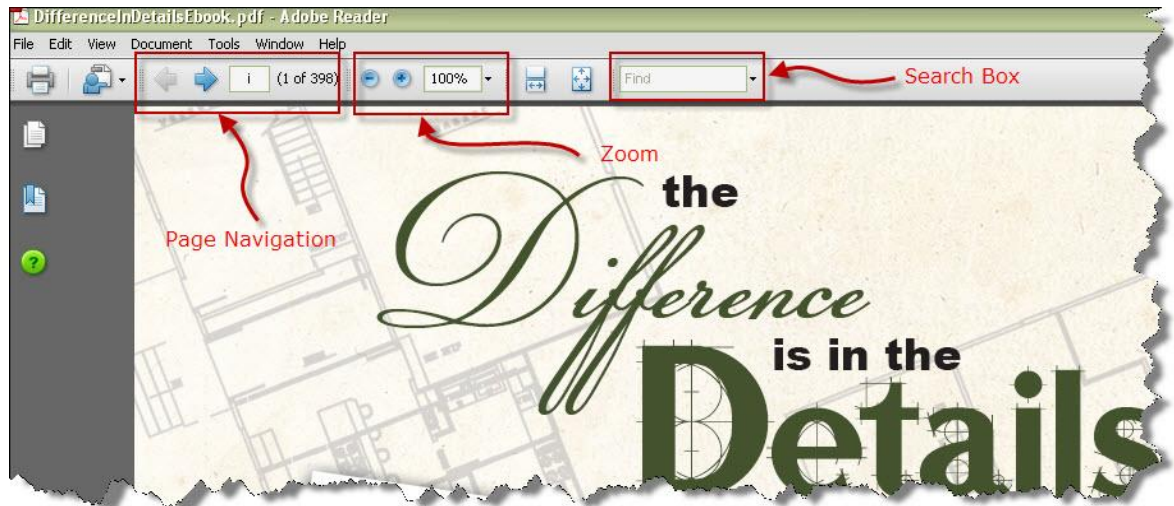
THE WORK AREA

Once you open the eBook, you'll be presented with what Adobe calls the "work area." As illustrated by the graphic below, the work area contains the Document Window, a Menu bar, and a Toolbar at the top of the screen, as well as a Side Navigation area to the left of the Document Window. Each of these elements is explained in this document.



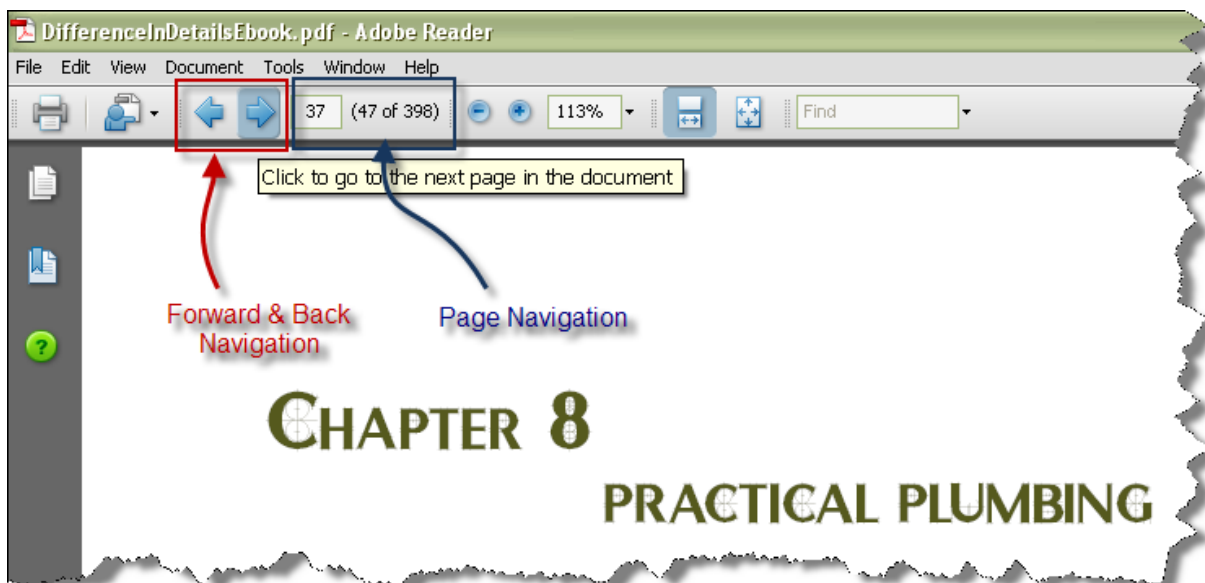
THE MENU AND TOOLBAR

The Menu and Toolbar area above the open Document Window contains various menus, buttons, and controls to help you navigate within the eBook. Certain menus and buttons that are particularly useful are explained in this document. For information on additional features, see Adobe Reader Help.



PAGE NAVIGATION

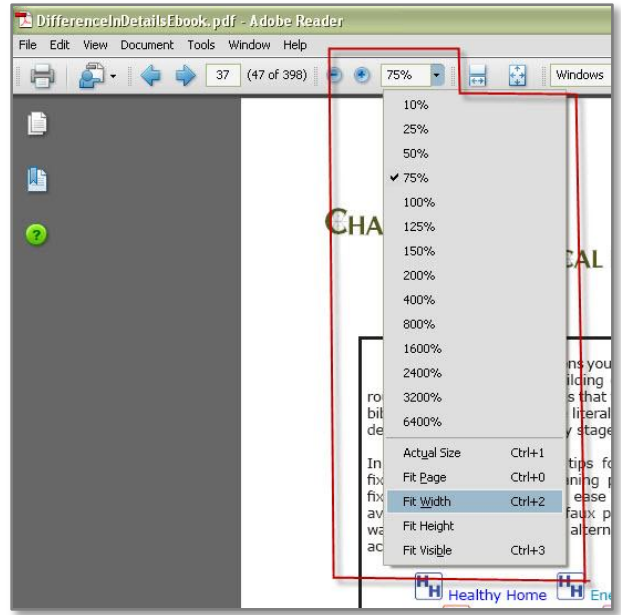
The Page Navigation area lets you move to specific pages. If you know the page number you want to display, you can enter it in the area provided (as shown in the box outlined in BLUE below) and press Enter. You can also click the Forward or Back arrows (as shown in the box outlined in RED below) to navigate page by page from your current position. The Page Up and Page Down keys on your keyboard move forward or backward in the text as well.



ZOOM AREA

The Zoom area lets you enlarge or shrink a page. Click the plus sign (+) to zoom in and the minus sign (-) to zoom out. Using this method, the Zoom Level is preset by Adobe. If you click on the down arrow next to the zoom percentage (illustrated in the graphic to the right), you will access more preset levels. Some of the more common selections include:

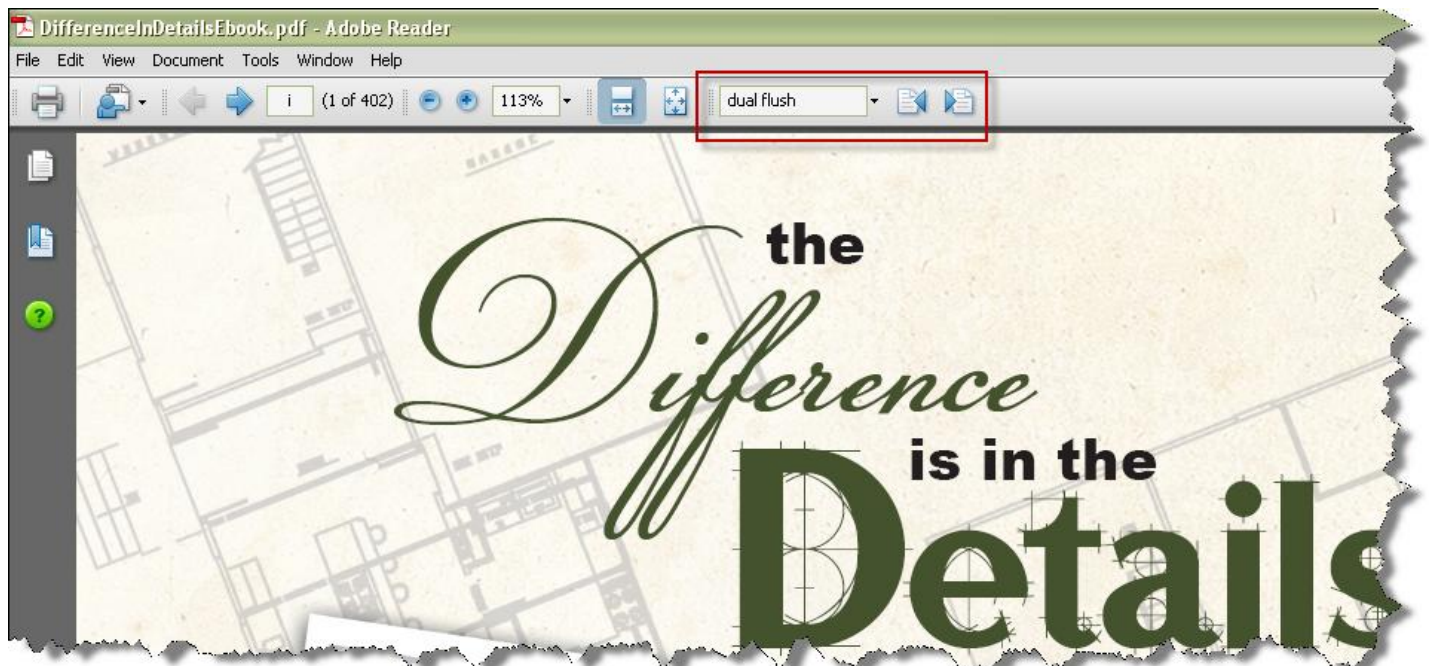
- Fit Page – This will allow you to view the entire page.
- Fit Width – This will enlarge/shrink the document so that the width of the document page will fill the window.
- Actual Size – This will reset the view to the actual size of the document (100-percent zoom level).



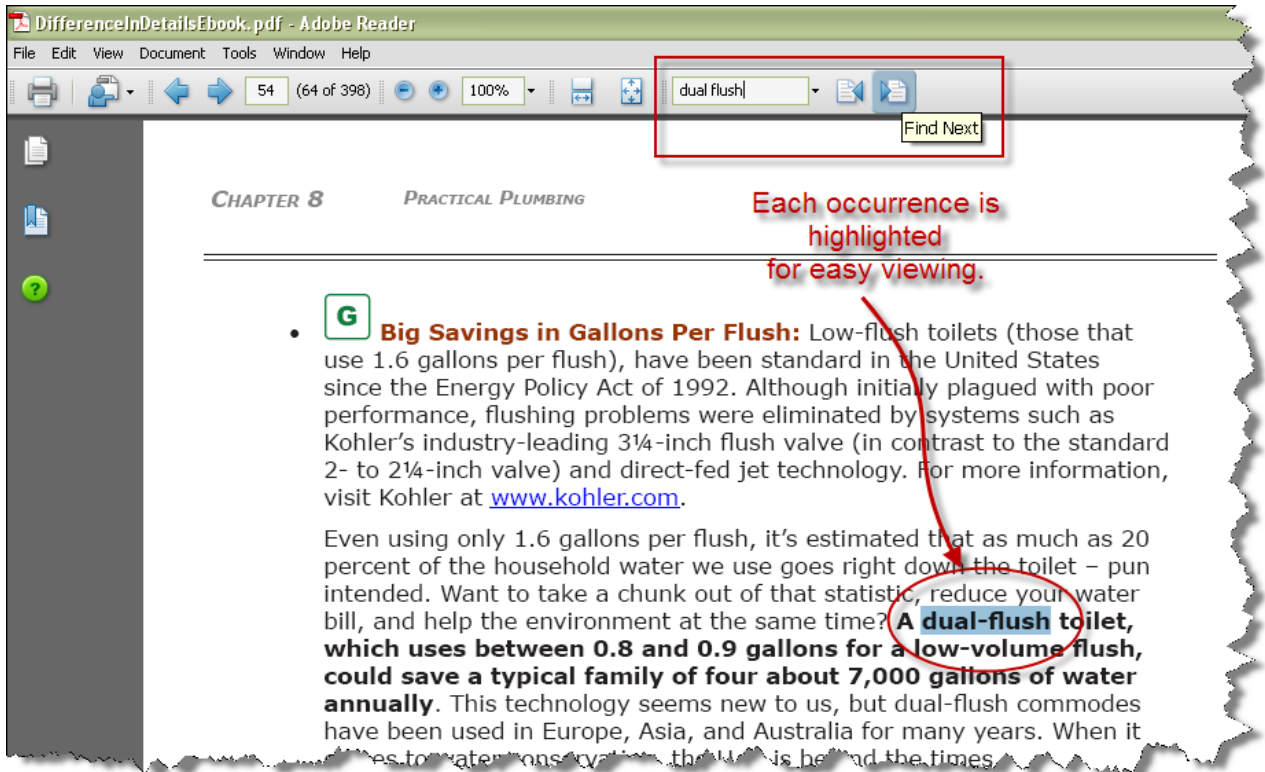
For still more options, type the numeric zoom level directly into the box that displays the zoom level percentage (in the example to the right, this number is 75%).

SEARCH AREA

The Search area consists of a search box and two buttons, as shown in the area outlined in RED below.

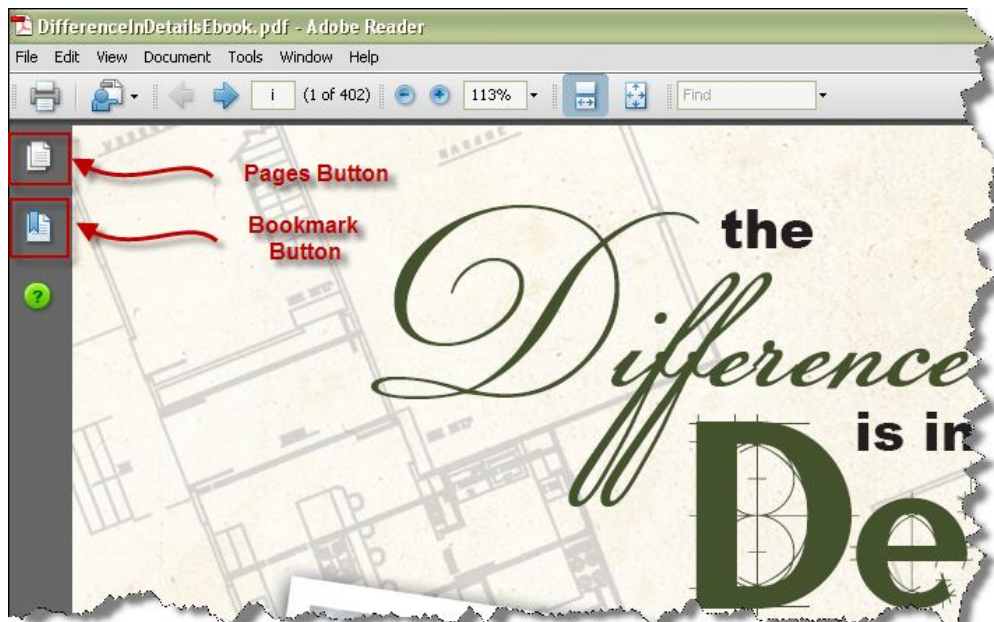


In this example I have typed the phrase dual flush. The two buttons to the right of the box are for navigating through the document based on the word or phrase entered. When you place your cursor over one of the buttons, a pop-up box will indicate the direction of the search. Once you enter what you're looking for, Adobe will search the document and place the cursor at the exact position of the next (or previous) occurrence of the word or phrase (see example below).



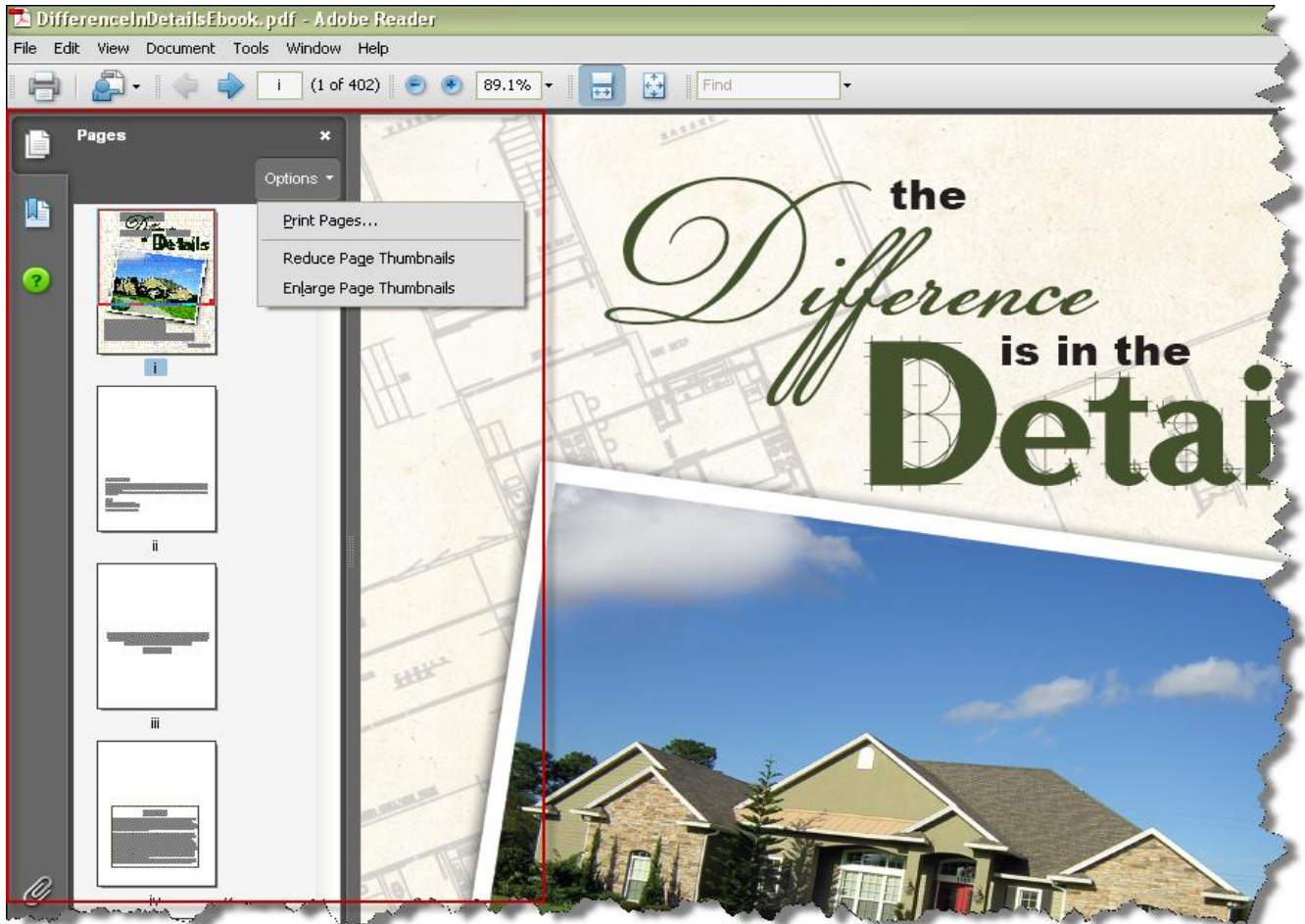
THE SIDE NAVIGATION CONTROLS

As shown below, to the left of the document are two buttons near the top of the screen. Pressing one or the other of these Side Navigation Controls will either reveal or hide the navigation areas.



PAGE NAVIGATION BUTTON

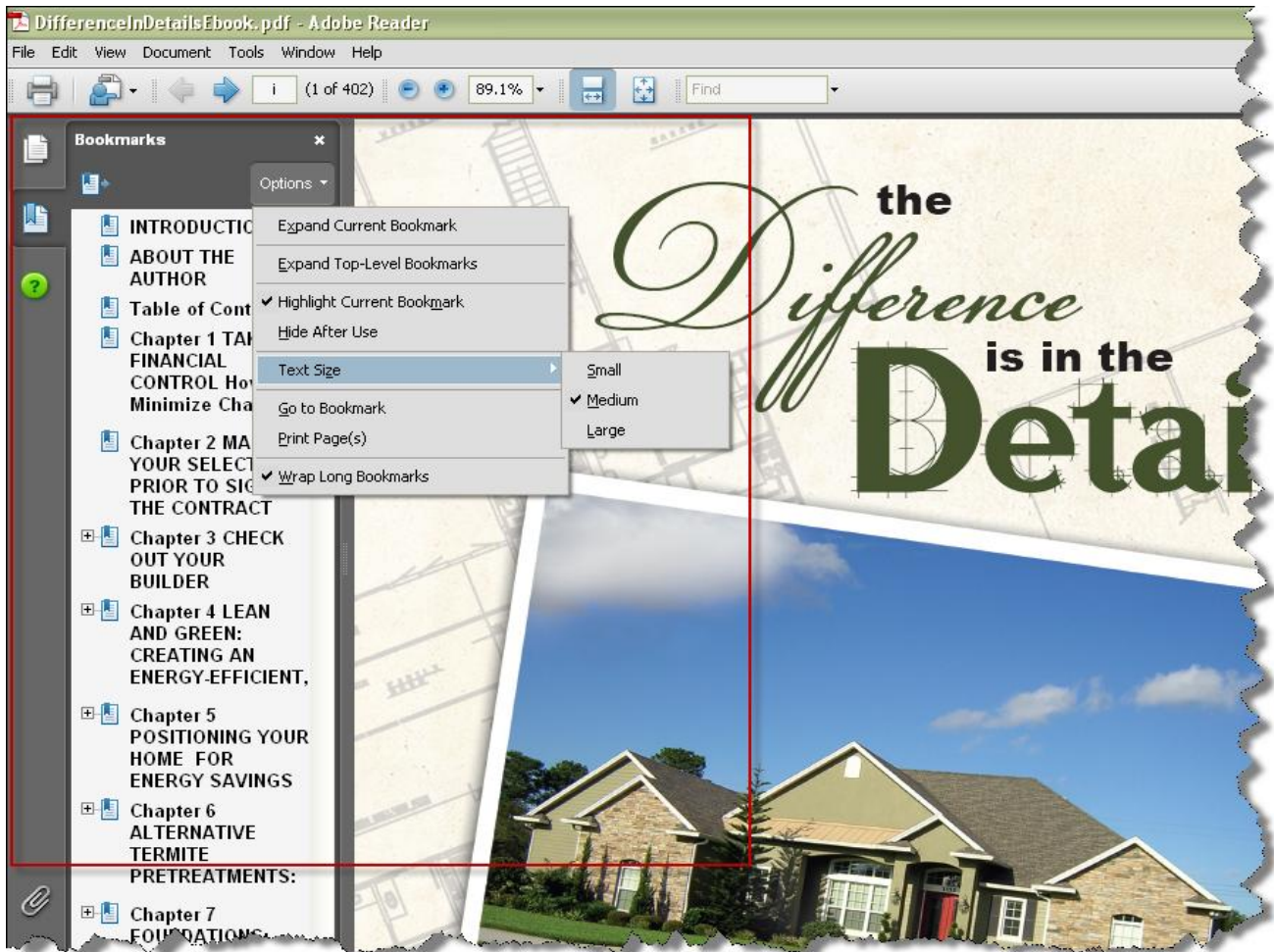
The top button is the Page Navigation Control, which allows you to navigate through the eBook visually. When you press the button, an area opens up containing small graphical representations of each page, as well as an Options button above them. An example of these thumbnail sketches is shown here.



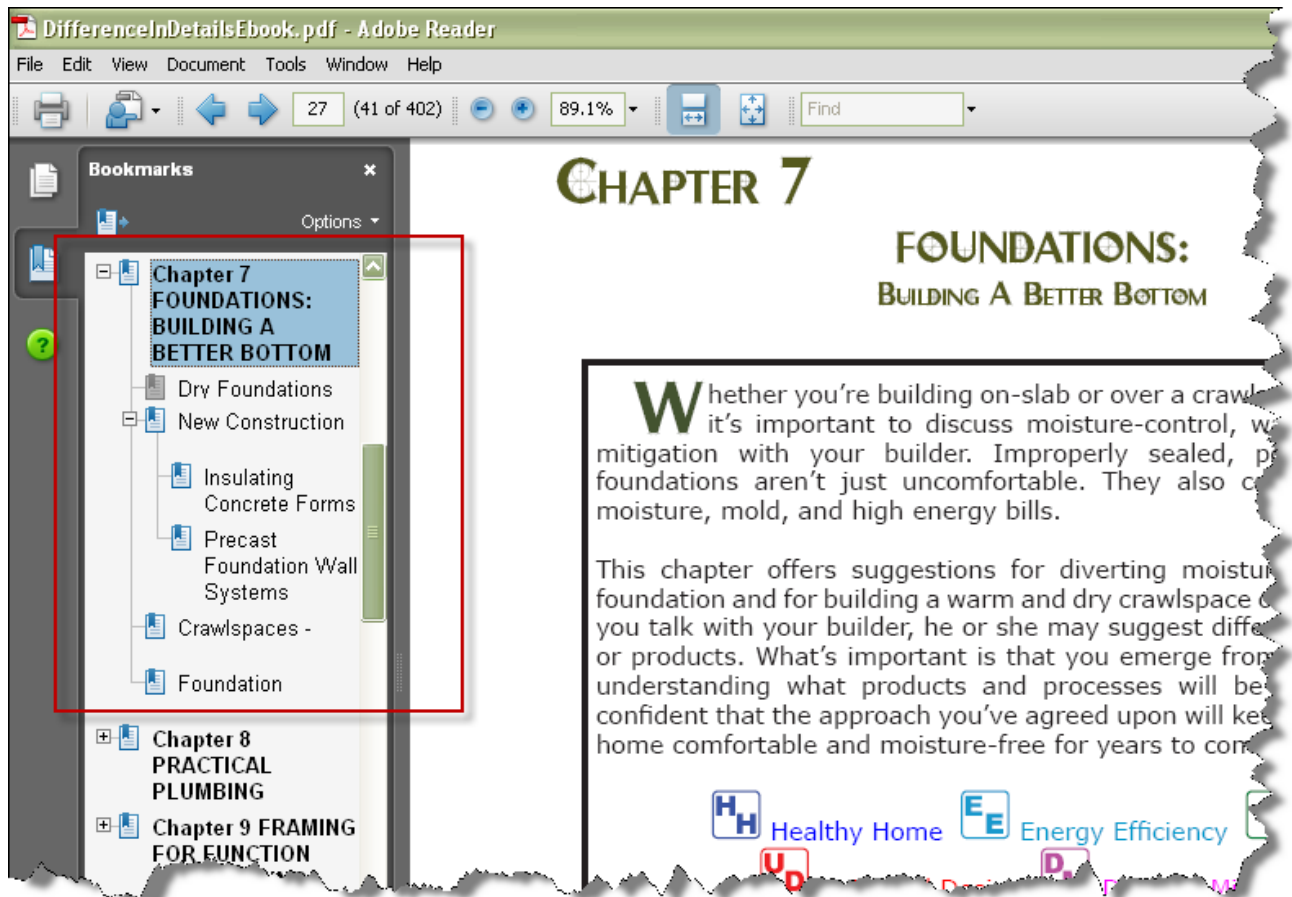
Notice the **RED** box highlighting the first thumbnail sketch. This signifies your position in the eBook and corresponds to what is portrayed in the document window. You can jump to any other page by clicking on the thumbnail sketch that represents it. If you click the Options button, you'll be given the opportunity to reduce or enlarge the size of the thumbnail image.

BOOKMARK NAVIGATION BUTTON

The lower button is the Bookmark Navigation Control. Pressing this button displays a list of available bookmarks. By clicking on the text of any listed bookmark, you can immediately jump to that area of the eBook. All chapters and tips in ***The Difference is in the Details***, as well as the main headings beneath each tip, have been bookmarked for your convenience. Along with the search feature, these bookmarks can help you find what you're looking for, quickly and easily. The graphic below shows a partial list of bookmarks. Notice that you also can choose the size of the text in which bookmarks are displayed.



Within the list of bookmarks, each chapter title or other main element has a plus or minus sign to the left of it. These signs allow you to control the number of bookmarks visible beneath that element. For example, to show all available first-tier (top-level) bookmarks for a particular chapter, click on the plus (+) sign next to that chapter; to collapse the list, click on the minus (-) sign. The example below shows bookmarks expanded for Chapter 7. You can expand the list to show first-tier bookmarks for the entire eBook by selecting the Expand Top-Level Bookmarks command from the Options menu.



PRINTING ALL OR A PORTION OF THIS EBOOK

Printing a PDF file is fairly simple. To print a page or chapter, click the print button in the Toolbar or choose Print from the File menu at the top left corner of the screen. Either method will bring up the Print Options Window shown below. Here you can specify exactly what you want to print. For example, to print a number of contiguous pages, click on the Pages option under Print Range and enter the pages desired separated by a dash. Thus, to print pages 6 through 10 you would enter 6-10. To print non-contiguous pages, enter the pages desired separated by a comma as opposed to a dash. If your printer can print on both sides of the page, be sure to take advantage of this option when printing by clicking on the Properties button located next to the printer name.

