
Lock-A-Doc Readme File - to assist users of the discs containing the archives of
the Bay of Bengal Programme(BOBP), Chennai.

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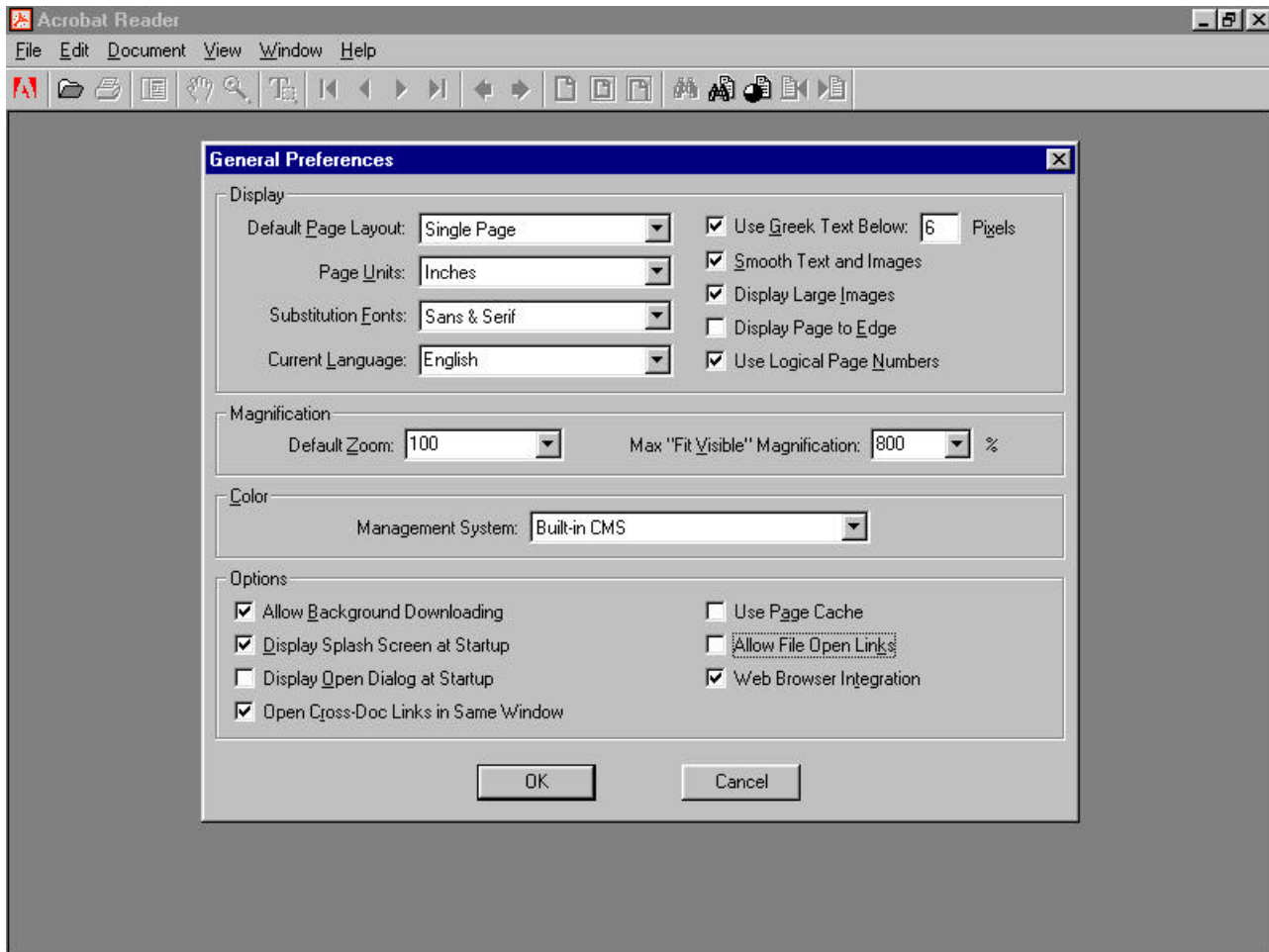
This document provides information that supplements the on-line documentation
and help available when the user is browsing the contents of the CD.

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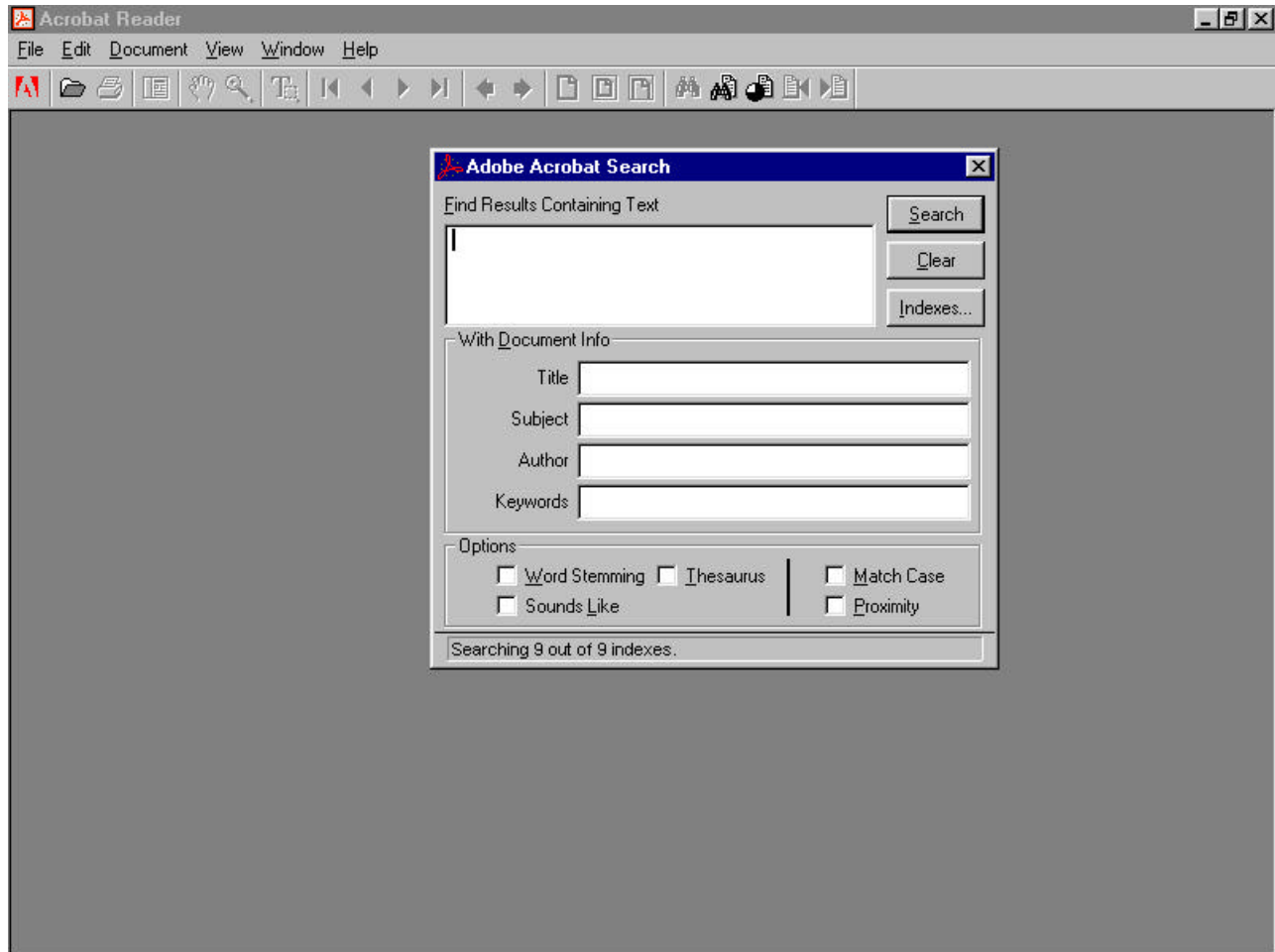
1. GENERAL DESCRIPTION
2. SOME HELPFUL TIPS

1. GENERAL DESCRIPTION

All publications produced by the BOBP from its inception to date have been
scanned and converted to Portable Document Format (PDF) suitable for viewing on
your computer. The complete publications are archived in two CDs numbered 1 & 2.
In order to fully exploit the capabilities built into the files it is
recommended that you use Adobe Acrobat Reader 4.0 or above with search. In case
you do not already have Acrobat Reader 4.0 with search installed you may now do
so by double clicking rseng40.exe provided in the root directory of this CD. It
is advised that you first uninstall or completely remove any earlier versions of
Acrobat Reader before you install this newest version. Open Acrobat Reader,
Click on File ----> Open ----> preferences ----> General and set it as described in
the following picture:



Click on File ---> Open ---> preferences ---> Search and set it as described in the following picture:



Having installed Adobe Acrobat Reader 4.0 you may begin to explore the virtual archives of the BOBP by doing the following:

- a. Insert CD No. 1 in the CD tray
- b. Double click "My Computer"
- c. Double click the alphabet that represents your CD Drive, say "D"
- d. Double click the file titled "BOBP Welcomes you.pdf"
- e. Click on the arrow at the bottom right hand corner of the image.
- f. You will now be viewing a page that describes BOBP and the contents of the CD.

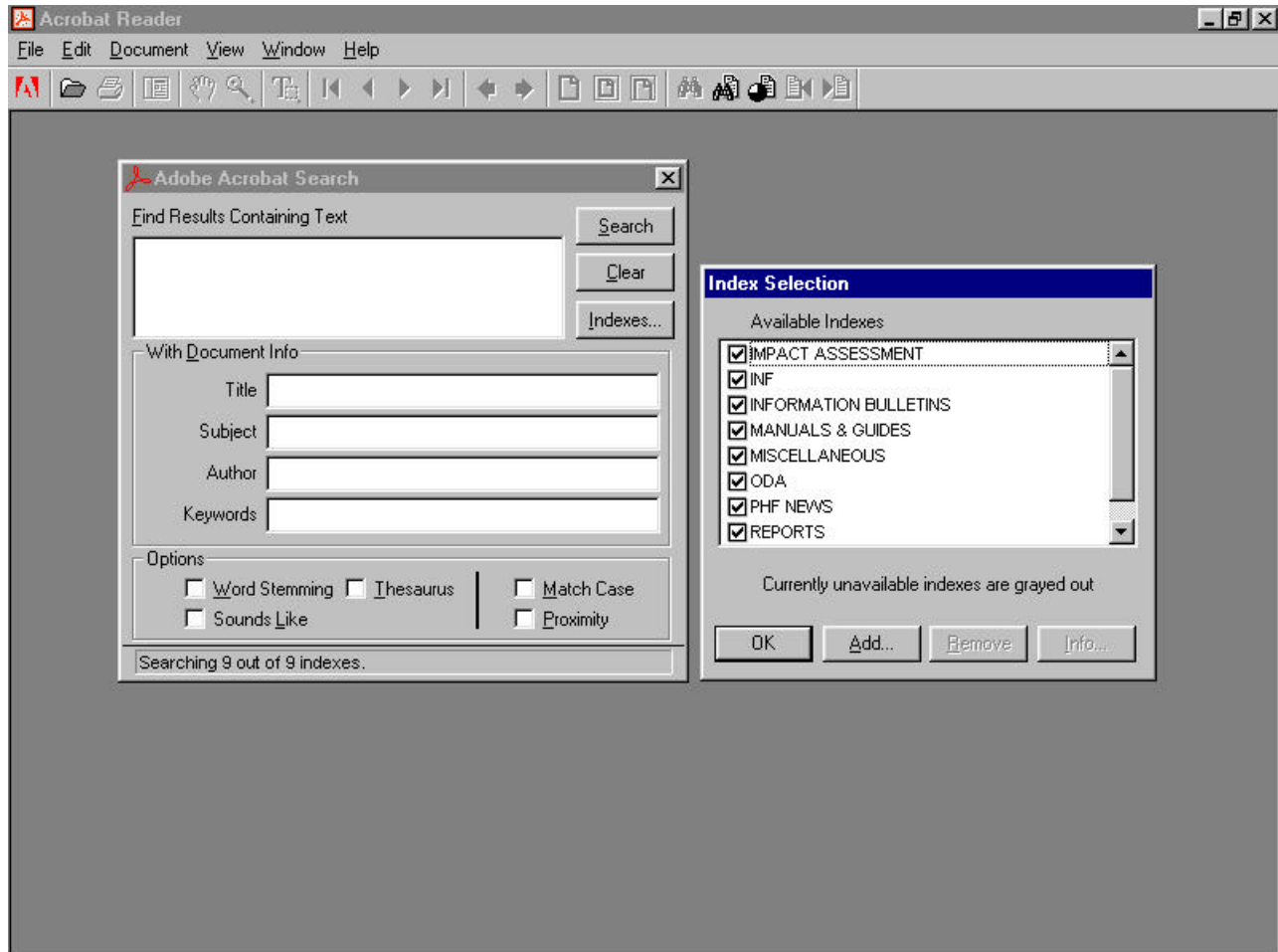
Type face that appear in blue are live hyper links to further documents and links. Following these links you may browse any or all of the documents in this CD. Type face that appear red in colour indicate that they are links to contents in CD No.2 and you will therefore have to remove this CD and insert the other one and proceed as per steps listed above.

Extensive on-line help is available to you documented by Adobe Systems Inc by clicking on Help in the toolbar and you are encouraged to use it liberally.

2. SOME HELPFUL TIPS

You may not always want to or need to follow a set pattern of browsing the contents of this CD, such as is listed in the steps a to f in paragraph 1 above. Certain other circumstances are discussed below:

a. When you know the exact publication that you are looking for: Click on the "Search" button in the toolbar, click on the "Indexes" button and make sure all indexes covering all publications are loaded and available. If not, please load them using the "Add" button. Go back to the "search" dialog box and enter the exact Title of the publication in the field titled "Title" and hit the search button. See picture below for example:



The "Search results" are now displayed in seconds and you may view the publication by double clicking on the title in the "Search results" dialog box.

b. When you know the name of the author but not the title of the publication fill the Author field in the dialog box above leaving the title field blank. All other steps are same as in a above. See picture below for example:

c. If you have difficulty with steps listed in a or b above, or if you find that in spite of your efforts a publication you are looking for has not turned up, please use the "search" button and in the resulting dialog box enter words only in the "find results containing text" box leaving all other fields blank. Hit the search button and you should see the publication you are looking for. Boolean operators such as AND, OR, NOT etc can be very effectively used in this field as you would while searching the Worldwide web. You need to only ensure that the index is loaded and available.