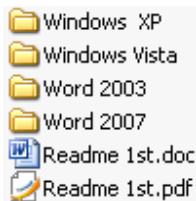


Readme 1st.PDF

[This document is exactly the same as Readme 1st.DOC. You may use either file as a guide to downloading and opening the files associated with the seminar].

The folder and document structure is shown below.



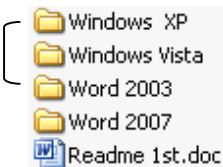
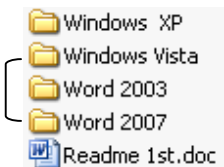
Determine which folders you will need to download by identifying your current version of Windows and Microsoft Word.

Which version of Windows do I have?

1. To determine which version of Windows you are using on your computer, right-click on **(My) Computer** and select **Properties** from the menu.
2. In the dialog box, the **version** of Windows will appear (Windows XP or Windows Vista).

Which version of Microsoft Word do I have?

1. Launch (open) **Word**.
2. From the menu bar, click on **Help**, followed by clicking on **About Microsoft Office Word**.
3. In the dialog box it will describe which **version** you are currently using (i.e. 2003 or 2007).

For example, if you have Windows XP and Word 2003 you would download the two folders shown		For example, if you have Windows Vista and Word 2007 you would download the two folders shown	
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Within in each of the above four folders are multiple documents.

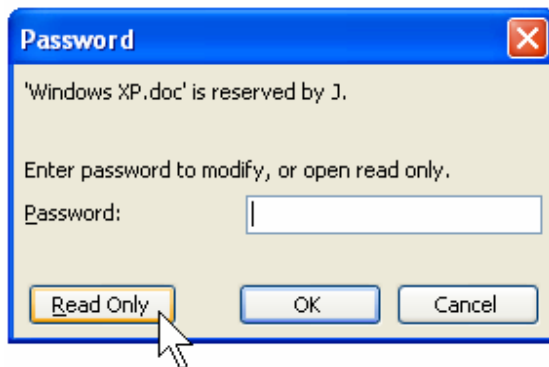


You may download all of the documents from the chosen folders (above) or you may select the appropriate files (either .DOC or .PDF), depending on your preferences.

Microsoft Word Documents (.DOC)

To open all Microsoft Word documents (manuals or shortcut key cards that have the .DOC extension):

1. **Double-click** on the document (.DOC extension) you wish to open, view or print. This action will open **Word** and the **Password** dialog box will appear.



2. Click on the **Read Only** button to open your document in Word.
3. No changes can be made to the document, but you are free to browse or print the document.

Adobe Reader Documents (.PDF)

If you do not have Microsoft Word, then it is suggested to download the files with a .PDF extension. Each of these may be opened, read or printed (using the latest version of Adobe Reader).

1. **Double-click** on the document (.PDF extension) you wish to open, view or print. This action will open **Adobe Reader** and the document you chose will be visible.
2. No changes can be made to the document, but you are free to browse or print the document.

If you have both Microsoft Word and Adobe Reader, you have a choice between either .DOC or .PDF files.