

## 1999 Scientific Assembly Syllabi on CD-ROM

Welcome to the 1999 Scientific Assembly Syllabi on CD-ROM. The CD-ROM includes course syllabi from the educational courses offered at the American College of Emergency Physicians' Scientific Assembly held in Las Vegas, Nevada, October 11-14, 1999. The syllabi have been converted to Adobe™ Portable Document Format (PDF). Using Adobe's Acrobat Reader, you can search, view, or print the course syllabi from Windows™ and Macintosh™ computers.

### System requirements

In addition to a CD-ROM drive, your computer should meet the following requirements:

#### Windows

- i486™ or Pentium® processor-based personal computer
- Microsoft® Windows® 95, Windows 98, or Windows NT® 4.0 with Service Pack 3 or later
- 10 MB of available RAM on Windows 95 and Windows 98 (16 MB recommended)
- 16 MB of available RAM on Windows NT (24 MB recommended)
- 10 MB of available hard-disk space

#### Macintosh

- Apple Power Macintosh or compatible computer
- Mac OS software version 7.1.2 or later
- 4.5 MB of available RAM (6.5 MB recommended)
- 8 MB of available hard-disk space

#### Optional for Web links

- Microsoft Internet Explorer or Netscape Navigator

### License agreement

By using this software, you agree to the license agreement located on this CD-ROM (**license.pdf**). If you do not agree to the terms and conditions contained therein, promptly return the software and accompanying materials to ACEP.

### Syllabi not available on CD-ROM

A few syllabi are not available on the CD-ROM because the speaker did not submit his or her syllabus or because of copyright issues. A list of those courses not included on this CD-ROM has been included in the file **readme.txt**. In addition, every course that was offered during the 1999 Scientific Assembly is listed within the course listing of each topic. Those courses that are not available appear in red text. All others are displayed in green text.

### Navigating the CD-ROM

The 1999 Scientific Assembly Syllabi on CD-ROM main menu provides access to all the information contained on the CD-ROM. Menu items have been hyperlinked to provide easy navigation among the more than 4,000 syllabi pages. Notice that the cursor (displayed as an open hand) will change to a pointed hand when it is moved over text or an image that contains a link. When the pointed hand appears, click one time to jump to the document to which the link refers.

Bookmarks are predefined links to other documents or pages within a single document. Bookmarks for each document are listed in the Navigation Pane to the left of the document.

## Using the Acrobat Reader

Acrobat Reader is designed to be easy to use. However, it is powerful software and includes many advanced features. For detailed instructions, using the Acrobat Reader, click Help, at the top of the screen and select Acrobat Guide. To obtain help on using Acrobat Search, click Help at the top of the screen and select About Plug-ins. Then choose Acrobat Search.

These links are also available from the Help Using Adobe Acrobat link on the main menu of the 1999 Scientific Assembly Syllabi on CD-ROM.

## Acrobat Search

The Acrobat Reader software that is included on the CD-ROM includes Acrobat Search. This allows you to search all of the syllabi to find particular words or phrases. To search only within the current syllabus, you should use the Find feature (the toolbar button with the binoculars). To start the Acrobat Search engine, click the Search button (the button with the binoculars and the page) or select Edit, then choose Search, then click Search Query. For detailed information on how to use the Search feature of Adobe Acrobat, refer to the Acrobat Search Guide accessed via the Help menu.

*Note: If Acrobat Search notifies you that the index is unavailable, select the Indexes button on the Acrobat Search dialog box, and then Add the "1999 SA Syllabi Index."*

## Using the CD-ROM

Once Acrobat Reader has been installed on your computer, you can access any of the PDF files stored on the CD-ROM.

The easiest way to view the syllabi is to insert the 1999 Scientific Assembly Syllabi on CD-ROM into your CD-ROM drive. A menu should appear within one minute. Click Continue and then choose View Syllabi. Acrobat Reader will then be started and you will soon see the 1999 Scientific Assembly Syllabi on CD-ROM Main Menu. The main menu gives you access to all of the resources located on the CD-ROM.

To locate a specific course, click on Course Syllabi from the Main Menu. All of the topic areas that were offered at the 1999 Scientific Assembly are listed in alphabetical order. Click on the desired topic. You will then see a list of all courses offered for that topic. Click on the desired course to view the syllabus for that course.

To return to the Main Menu or Topics Menu, click on the desired link in the bookmarks on the left side of the screen.

*Note: Courses listed in red text indicate that the syllabus for that course is unavailable on this CD-ROM. Courses in green text are available, and the syllabus may be viewed by clicking on that course.*

## Technical support

Technical support for the 1999 Scientific Assembly Syllabi on CD-ROM is available from the American College of Emergency Physicians. Questions or problems with the Acrobat Reader should be directed to Adobe Systems Incorporated at 800-833-6687.

### E-mail

techproducts@acep.org

### Website

<http://www.acep.org>

### Telephone

800-798-1822, ext. 3125

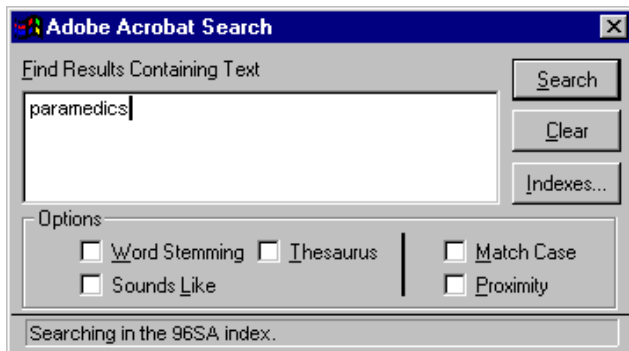
972-550-0911, ext. 3125

## Tutorial: Using Acrobat Search

You can use the *Acrobat Search* feature to quickly locate information in any of the syllabi. A full-text index has been provided with all the words used in the syllabi, and for each word, a list of the documents and pages that contain the word.

### Start Acrobat Search

Click either the Search Query button or choose Search > Query from the Tools menu. The *Acrobat Search* dialog box appears.

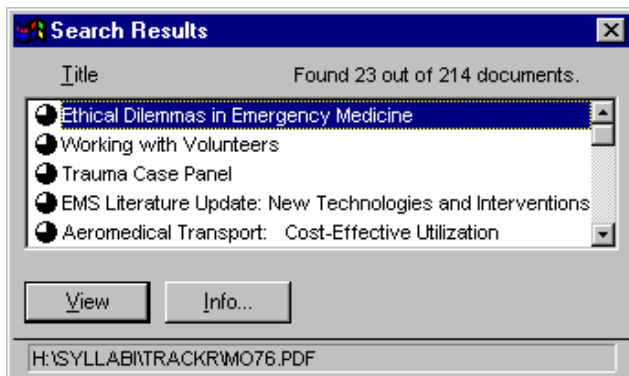


### Search for a single word

In this example, you will search for information about paramedics.

1. Clear all search options at the bottom of the *Acrobat Search* dialog box.
2. Enter **paramedics** in the text box and click Search.

The Search Results dialog box appears listing all the syllabi that contain the word *paramedics*.



The message at the top of the dialog box indicates how many syllabi contained the word *paramedics*. To

the left of the document titles are icons indicating relevance, as described in the next section, "Interpret the search results."

### Interpret the search results

The *Acrobat Search* software ranks the relevance of every document returned by a search, indicating the likelihood that the document contains information for which you are searching.

The *Acrobat Search* software use five icons to rank a document's relevance:

- A full circle indicates very high relevance; the document very likely contains relevant information.
- A three-quarter circle indicates high relevance; the document likely contains relevant information.
- A half-circle indicates medium relevance; the document probably contains relevant information.
- A quarter-circle indicates low relevance; the document may contain relevant information.
- An empty circle indicates very low relevance; the document probably does not contain relevant information.

The relevance icons may or may not be very helpful. The *Acrobat Search* assigns relevance values according to fixed rules. With a single word search, for example, the frequency of a word in a document, calculated as a percentage of all the words in the document, determines relevance.

### View the search results

Now you will display the syllabus containing the first match. In the Search Results dialog box, select **Ethical Dilemmas in Emergency Medicine** and click View (or double-click the document title). The first page in this syllabus containing the word *paramedics* appears, with the word highlighted.

You can use the Search Next and Search Previous buttons in the toolbar to display all pages containing search terms, as follows:

*Search Next*, by default, displays the next page that contains a search term. When the last occurrence of a search term in a document is displayed, Search Next displays the first occurrence in the next document. Search Next displays documents in the order they are listed in the Search Results dialog box.



**Search Previous**, by default, displays the previous page in the current document that contains a search term. If there are no more occurrences in the current document, the last occurrence of a search term in the previous document is displayed. Search Previous displays documents in the reverse of the order in which they appear in the Search Results dialog box.

## REFINE THE SEARCH

Often a search for a single word finds too many pages, and the information on the found pages is not relevant. When the search finds too many pages, you can refine the search to find fewer relevant pages by searching for more words.

1. Click either the Search Query button or choose Search > Query from the Tools menu. The *Acrobat Search* dialog box appears.
2. Replace the current search term with the phrase **expanded scope**.
3. Click Search. The Search Results dialog box appears showing two documents, *Working with Volunteers* and *EMS in 2001: Expansion or Contraction*.

### Use “or” to expand the results of a search

Often when searching you will find an alternative word or phrase that is used to describe the topic in which you are interested. When you find such words and phrases, you can use “or” to expand your search to also find pages with these alternative words and phrases.



1. Click either the Search Query button or choose Search > Query from the Tools menu. The *Acrobat Search* dialog box appears.
2. Add the words **paramedics** to the current search phrase *expanded scope*. This query finds all the pages that contain either the phrase *paramedics* or *expanded scope*.
3. Click Search. The Search Results dialog box appears showing 23 documents with either search phrase.

### Use “and” to expand the results of a search

When a phrase search fails, you can use an “and” search to look for two or more words in the phrase.

1. Click either the Search Query button or choose Search > Query from the Tools menu. The *Acrobat Search* dialog box appears.

2. Type the words **paramedics and expanded scope**. This query finds all the pages that contain both the phrase *paramedics* and *expanded scope*. Use the proximity option to ensure the words are close to each other in the documents otherwise the two words could be located anywhere in the document.

3. Click Search. The Search Results dialog box appears showing 7 documents with both search phrases.

## Jumping between documents

You can skip between documents when a document contains many pages with search terms but the current document does not seem to be relevant.

- Hold down the Shift key and press the Search Next button in the toolbar to jump to the next document.

As you are browsing through a large number of found pages, you can also retrace your steps.

- Hold down the Shift key and press the Search Previous button in the toolbar to jump to the previous document.

## Use field values to limit searches

Every PDF document has four document information data fields: Title, Subject, Author, and Keywords. The 1997 *Scientific Assembly Syllabi* uses the Title field for the course title, the Subject field for the topic name, the Author field for the speaker(s) last name(s), and the Keywords field for select terms from the course description.

Choose Preferences/Search from the **File** menu. In the Search Preferences dialog box, select the Show Fields option. Click OK. This option adds Document Info fields to the Acrobat Search dialog box.

## For more assistance using *Acrobat Search*





















See the *Acrobat Search* online guide for more information on using *Acrobat Search* (click on the Acrobat Help Menu bookmark or from the *Acrobat Reader* menu, select **Help**, **Plugin Help**, and then Using Acrobat Search).

**Note:** The examples provided here are from the 1997 Scientific Assembly CD-ROM so they do not correspond with actual 1998 Scientific Assembly courses.



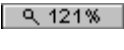
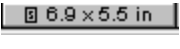
## Acrobat Reader Quick Reference

This is a summary of *Acrobat Reader* features and commands. See the *Acrobat Reader Online Guide* for complete information or visit Adobe's *Acrobat* web site at <http://www.adobe.com/prodindex/acrobat/>.

### Toolbar

Page Only		Closes thumbnail and bookmark area
Bookmarks and Page		Displays bookmarks
Thumbnails and Page		Displays thumbnails
Hand		Scrolls through window
Zoom In		Magnifies page view
Select Text		Selects Text
First Page		Displays first page of document
Previous Page		Displays previous page
Next Page		Displays next page
Last Page		Displays last page of document
Go Back		Displays previous page view
Go Forward		Returns from Go Back
Actual Size		Sets page view to 100%
Fit Page		Displays whole page
Fit Width		Scales page to the window width
Find		Finds text in current document
Search		Displays Search dialog box
Search Results		Displays Search results
Search Previous		Previous found item
Search Next		Next found item

### Status Bar

Window splitter		Changes width of overview area
Page number box		Displays page number. Click on to display Go To Page dialog box
Magnification box		Show current magnification. Select to display Zoom menu.
Page size box		Shows size of current page

### Browsing Shortcuts

TOOL OR KEY	RESULT
Home	Displays first page of document
End	Displays last page of document
Page Down	Moves forward one screenful
Page Up	Moves back one screenful
Enter/Return	Moves forward one screenful*
Shift + Enter/Return	Moves back one screenful*
Right/Down arrow	Displays next page
Left/Up arrow	Displays previous page
Shift + Arrow Keys	Scroll
Drag scroll box	Goes to page displayed in pop-up window

\* for users with keyboards without Page Up/Page Down keys