Helpful Hints for Using Your Ages Digital Library

Contents:

We suggest that you print this document out and keep it in a safe place. It contains information which will help you through the installation and use of your Ages CD-ROM.

If your questions are not answered here, please e-mail Ages Software Technical Support at techsupport@ageslibrary.com. You can also fax your questions to (920) 992-6806, or call (541) 928-8502, Monday through Friday, 8:30am-12pm, and 1-4:30pm Pacific time.

You can also visit Ages Software online at http://www.ageslibrary.com/.

System Requirements

Your computer must meet the following requirements:

PC with Windows 95 or 98
- 386 or higher processor
- 8MB RAM (16MB recommended)
- 10MB of free hard disk space

PC with Windows NT
- 386 or higher processor
- 16MB RAM (24MB recommended)
- NT 3.51 or higher
- 10MB of free hard disk space

PC with Windows 2000/Me
- Pentium 90 or higher processor
- 32MB RAM (64MB recommended)
- 10MB of free hard disk space

Macintosh:
- 68020 or higher processor
- 8MB RAM
- OS 7.0 or higher
- 13MB of free hard disk space

If you plan to perform a "full installation" of the library onto your hard disk, you will need approximately **480 MB of free hard disk space**.

Versions of the Acrobat Reader are available for many other operating systems, including DOS, UNIX, Linux, Windows 3.1, and others. For more information, visit Adobe's web site at http://www.adobe.com/.

Installing Ages Software Products

Thank you for choosing Ages Software! The books on this CD are read by a program called the Adobe Acrobat Reader. Chances are, if you are reading this right now you have already completed the installation successfully. Congratulations! However, if you are trying to install the library on another computer and are having some difficulty, the information provided here might still be helpful.

Before you begin installing the library, make sure that you have disabled anti-virus software, system utilties, and installation monitors. The Troubleshooting Guide later in this document contains more information about these programs.

Windows
1) Insert the CD into your CD-ROM or DVD-ROM drive.
2) Click Start → Run.
3) Type X:\setup.exe where X is your CD-ROM drive.

Macintosh
1) Insert the CD into your CD-ROM or DVD-ROM drive.
2) Double-click the icon for the CD to open it.
3) Double-click the icon called Mac Installer.
4) Follow the on screen instructions to install the library. You may be asked to restart the computer at the end of the installation process.

Note for Macintosh users: If the Acrobat Reader came pre-installed on your computer, you should uninstall the existing version before installing the Reader from our disk. The version that comes pre-installed on many Macintosh's does not have the extensive search feature that will allow you to search the books in your Ages library. You can remove it by opening the Applications folder and dragging the existing reader to the Trash icon.

Running the Software From the CD-ROM

If you are using the library from the CDs, make sure that you have the appropriate CD in the CD-ROM drive *before* you double-click its corresponding icon.

Windows

1) Insert the CD into your CD-ROM or DVD-ROM drive.
2) Click Start → Programs → AGES Software, and then click the library title you want to open.

   or

   Double-click the appropriate shortcut icon on your desktop.

Macintosh

1) Insert the CD into your CD-ROM or DVD-ROM drive.
2) Double-click the icon for the .PDF file or alias for your *Touch and Go Librarian*.

ALL USERS:

The Adobe Acrobat Reader program will launch, and the first screen you will see is called *Touch and Go Librarian*. Click on the blue book titles to link to books. You can also use the list of bookmarks on the left-hand side of the screen to link to books. To return to the *Touch and Go Librarian* from any book, click the bookmark in the left window called *AGES Librarian*. You can also use the Reader's Back button on the toolbar to return to a previous page or document.

Performing a Full Installation

There are two ways to use your Ages Software library. You can choose to read the books from the CD, or you can choose to perform a "Full Installation" where all of the books are copied onto your hard drive.

A full installation has the advantage of allowing you to read and search through any of the books in the library, without having to place the Calvin CD in your disk drive. Depending on your system, you may also find that books load faster and searches are accomplished more quickly.

However, a full installation also requires significantly more free hard disk space. Whereas a standard installation usually requires less than 15 MB (megabytes), a full installation of the McClintock & Strong Cyclopedia will require about 480 MB (megabytes). That's a lot of disk space, so make sure you evaluate your system carefully before you decide to do this.

The library setup utility gives you the option of performing a full installation. If you have previously performed a regular installation and now wish to do a full installation, we recommend that you first uninstall the library before running the setup utility again.

Searching in Adobe Acrobat

You can search through the books on your Ages Software CD using single words or phrases. Adobe Acrobat uses search indexes to search the library, and those indexes are installed by the Ages setup utility. However, if you encounter a problem with the search feature, the indexes can easily be re-installed:

1) Launch the library in the Acrobat Reader.
2) On the Acrobat toolbar, click the search button (it looks like a pair of binoculars with a piece of paper behind it).
3) In the Adobe Acrobat Search window, click the Indexes... button.
4) In the Index Selection window, click Add...
5) In the Add Index window, make sure your CD-ROM drive is shown in the Look in box. Also, make sure that Acrobat Index appears next to Files of type near the bottom of the window.
6) **Click on an index file in the file list. Make sure you are clicking on a file, NOT a folder**. Click here for a list of index file names.
7) Click Open. Repeat steps 4-6 for each index file listed in the Add Index window.
8) When you are done adding the indexes, click OK in the Index Selection window.

You can now perform a search in the Adobe Acrobat Search window by typing a word or phrase and clicking Search.

Another thing you should do to ensure that all books on the CD are being searched is this:

1) In the Acrobat Reader click File → Preferences → Search.
2) In the Acrobat Search Preferences dialog box look under Results. Where it says Show top 100 documents change the number 100 to 500.
3) Click OK.

Index File Name
McClintock & Strong Cyclopedia: MCS_IDX.PDX

If you have any problems searching the library, see the Troubleshooting Guide later in this document.

Printing Text

For better results when printing text from a book in your digital library, you should first copy the text you want to print out of the Acrobat Reader program. Once copied from the book, you can paste it into a word processing program such as Word, WordPerfect, or WordPad. To copy text out of Acrobat Reader, perform the following:

1) Locate the beginning of the text you want to copy.
2) On the toolbar, click the button for the Text Selection Tool (it has ABC on it).
3) Move the mouse pointer over the beginning of the text you want to copy.
4) Click and hold the left mouse button and drag the mouse pointer over the text to select it.
5) On the menu bar click Edit → Copy.
6) Switch to your word processing program.
7) In the word processor, click Edit → Paste.

Print the text in accordance with the instructions for your word processor. If the text you want to copy from the Acrobat Reader spans more than a single page, click View → Continuous on the menu bar. This will allow you to scroll across multiple pages while selecting text.

If you have additional questions about printing, please see the Troubleshooting Guide below.

Linking to Footnotes, Bible and Strong's References

One of the most innovative features of your Ages Digital Library is the ability to link directly to the Bible whenever a verse is referenced. As you read a book on the CD, notice that Bible references have small red tags next to them that look something like this:

<430316>

When you see this tag, simply click on it to link directly to the King James Version of the Bible. The Bible should open directly to the book, chapter, and verse that was refered to in the text. Click the Previous View button in the Acrobat Reader toolbar to return to the original book you were reading.

Many documents also contain footnotes. These footnotes are indicated by small dark red tags that look like this: F42 Simply click the footnote link to go directly to that note. When you are done reading the note, click the Previous View button ◀◀ to return to the text.

Note: Don't worry if the numbers in the tag are too small to read; you won't be asked to enter the number anywhere to make the link.

Another type of link you will encounter are Strong's numbers in Strong's *Greek Dictionary*, Strong's *Hebrew Dictionary,* and Strong's *King James Bible*. Throughout the text you will see numbers in parentheses, as in **(26)**, or brackets, as in {5690}. When you see one of these numbers, click on it to link to the corresponding definition.

Troubleshooting Guide

If you are encountering some problems installing or using your library, check the following common issues to see if your question might be answered here. As always, if you still have questions please e-mail Ages Software technical support at techsupport@ageslibrary.com, fax to (920) 992-6806, or call (541) 928-8502, Monday-Friday, 8:30am-12pm, and 1-4:30pm Pacific time.

INSTALLATION and RUNNING

PROBLEM:
The Setup.exe program crashes or freezes when I try to install, or the disk is not recognized in the drive.

SOLUTIONS:
(1) Make sure that any utilities and virus scanning software you have (Norton AntiVirus, McAfee VirusScan, PandaVirus, etc.) are disabled before running the installer. Also, if you have Quarterdeck Cleansweep, choose No when it asks to monitor the installation. The Acrobat Reader will not install properly with Cleansweep or other installation monitors enabled.
(2) Disable as many memory-resident programs as possible. Disconnect from the Internet, and if you are using Windows *right*-click on each icon in the system tray (that's the area next to the clock) and disable every item that gives you the option to do so. If you don't know how to turn all those icons back on after you've completed the installation, just restart Windows. They should all open back up again automatically when you re-boot.

(3) Make sure you have sufficient free space on your hard drive, and that your computer has enough RAM. Check the [System Requirements](#) section earlier in this document.

(4) Make sure that the CD is clean and free of smudges, scratches, and fingerprints. CD-ROM disks can be cleaned with a soft cotton cloth by wiping gently from the inside out. DO NOT wipe along the "grain" of the disk or use a circular motion. Also, do not use any chemical cleaners (other than water) on the disk.

(5) Make sure that your CD-ROM drive is clean. Dirty CD-ROM drives – even relatively new ones – account for a surprising number of installation problems. Drive cleaners can be purchased from many office supply stores for minimal cost.

(6) Check to ensure that your CD-ROM drive is functioning properly. Test it with another disk such as your Windows or Mac OS CD.

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PROBLEM:
When I try to open the shortcut icon for the library I get an error message like, Bad command or file name or Invalid path or drive specification.

SOLUTIONS:
(1) Make sure the correct CD is in the CD-ROM drive. If you have the *Master Christian Library version 8*, double-check whether you have Disk 1 or Disk 2 in the drive.

(2) Delete the old shortcut to the *Touch and Go Librarian* file and create a new one as described earlier. If you run the library from the CD-ROM, ensure that you create a shortcut from the appropriate .PDF file on the CD. If you have performed a "full installation," make sure you create a shortcut to the .PDF file on your hard drive.

PROBLEM:

When I try to open the shortcut icon for the library, the computer asks which program I want to open it with.

SOLUTION:

The Acrobat Reader is not properly installed or is corrupted. Re-install the Reader as described earlier in this document.

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PROBLEM:

I can open the Touch and Go Librarian, but when I click on a link to a book I get an error like, Bad command or file name or Invalid path or file name.

SOLUTIONS:

(1) Make sure the correct CD is inserted in the CD-ROM drive.
(2) Close the Acrobat Reader and delete the icon you used to open the library. Create a new shortcut (alias for Mac users). NOTE: Make sure you are creating a shortcut, **NOT** a copy of the .PDF file. Paths in the *Touch and Go Librarian* are fixed based on the directory structure found on the CD. A copy of the .PDF file placed on your desktop will not function properly.

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PROBLEM:

I cannot find the folders or files I need on the CD.

SOLUTIONS:

(1) Make sure the correct CD is in the drive.
(2) Make sure you are actually viewing the contents of the CD-ROM drive. In Windows the drive letter for your CD-ROM drive is usually, but not always, D: or E:.
(3) In Windows, press F5 to refresh the view in My Computer or a folder window.

SEARCHING

PROBLEM:
When I try to perform a search, no (or few) search results appear.

SOLUTIONS:
(1) Make sure the search index(s) is(are) attached. In the search window click Indexes. If the Index Selection window is blank, or if no indexes for the CD you are currently using appear, you need to add the indexes as described earlier in this document.
(2) Click File → Preferences → Search. If you see Show top 100 documents change the number to 500.

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PROBLEM:
My toolbar only has a search button that looks like a pair of binoculars . There is no button that looks like binoculars with a page behind it .

SOLUTION:
You do not have the correct version of the Acrobat Reader installed. Uninstall all versions of the Acrobat Reader currently on your computer and re-install it from your Ages disk. This problem is common among Macintosh users.

PROBLEM:

I don't like the order in which search results are displayed.

SOLUTION:

Click File → Preferences → Search. Under Results change Sort by Score to Sort by Title and then click OK.

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PROBLEM:

How do I search the writings of a specific author?

SOLUTION:

Click File → Preferences → Search. Place a checkmark next to Show Fields and then click OK. Now, when you open the Search dialog you will be able to enter a specific name in the Author field. You can specify multiple authors using the OR expression, as in, Finney OR Luther. *NOTE:* Do not use the AND expression in this situation.

Learn more about using the Acrobat Reader search feature by clicking Help on the menu bar and choosing Plug In Help → Using Acrobat Search.

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COPYING, PRINTING, and FONTS

PROBLEM:

When I copy text from Acrobat into my word processor, Greek and Hebrew text does not appear properly.

SOLUTION:

Make sure the Koine (Greek) and Gideon (Hebrew) fonts are installed on your computer. You can copy them from the MISC folder on your CD-ROM into the appropriate fonts folder on your hard drive.

PROBLEM:
I am having font related problems on my Macintosh.

SOLUTIONS:
(1) The Macintosh OS only allows 128 suitcases in the Font folder. Check to see if you have too many fonts. If you do, create sub-folders to organize your fonts into logical groups. *NOTE:* The symbol font is required by Acrobat, and since fonts are listed in alphabetic order it will not be read if you have too many fonts in the folder.
(2) The ATM Font Database file in the System folder may be broken. Put it in the Trash.
(3) The four substitution font files (Adobe Sans MM, Adobe Serif MM, AdobeSanMM, AdobeSerMM)in the Font folder of the System folder are broken. Remove them and reinstall the Acrobat Reader as described earlier in this document.