

Introduction to using the CD-ROM

Santa Rosa Subregional Long-Term Wastewater Project

We hope you will enjoy your experience using this research tool. In order to help you make good use of it we have included some tips on searching, using links, and splitting windows. We illustrate these features by discussing how someone experienced with Adobe Acrobat Reader might proceed:

- If you made comments
- To review the changes in the Draft EIR/EIS
- To review the Draft and Final Environmental Document
- Information or topics in the environmental document

TIP: You can have up to 10 windows open at any time. Use the window menu to navigate back and forth, or choose CASCADE to expose the title bars on each open window. You can also split the screen.

If you made comments

start by going to BEGINDOC.PDF

1. Click on the icon for Comments on the Draft EIR/EIS
2. Scroll through the table of comments until you find the comments you wish to review, or go to the menu, choose FIND, and type your name or the name of another writer who's comments you want to read.
3. Click on a comment, this will take you to the full text of the comment.
4. Once in the full text of the comment, click on any specific numbered comment which will take you to the response.
5. To allow the reading of the comment and response together, go to the menu at the top of the screen and select Window, then select Tile Horizontally. Both the comment and response should be on the screen. Review the comments and responses by scrolling through both windows, or by scrolling through the comment and clicking on each comment. This will bring up the corresponding response.

TIP: You can change the size of the view at any time by using keyboard commands, or by using your mouse.

To review all the changes in the Draft EIR/EIS

If you are familiar with the Draft EIR/EIS and want to see the changes that have been made, start by going to BEGINDOC.PDF.

1. Click on the icon for Replacement Pages.
2. The bookmarks in these documents will guide you to a specific page, or you can browse using the arrow buttons to see all the changes in sequential form.
3. To see the original page in the Draft EIR/EIS, click on the replacement page and the link will take you to the original, uncorrected page.
4. To allow the reading of the replacement page and original page together, go to the menu at the top of the screen and select Window, then select Tile Horizontally. Both the replacement page and original page should be on the screen where you can review them by scrolling.

Note: Some of the original and replacement documents have page breaks that don't match exactly. In every case, the content of the document is the same, but formatting for the CD introduced line-break changes. The content on either side of the changes is the same, just the formatting has been altered.

To review the Draft and Final Environmental Document

Start by going to BEGINDOC.PDF.

1. Click on one of the icons for those documents and review that portion of the environmental document, either serially, or by using the bookmarks and/or thumbnails to navigate.
2. To allow the reading of the replacement page and original page together, go to the menu at the top of the screen and select Window, then select Tile Horizontally. Both the replacement page and original page should be on the screen where you can review them by scrolling.

TIP: Adobe Acrobat 3.0 has powerful search capabilities found in the Tools menu at the top of the screen. Within the Tools menu select the Search menu and then the Query menu. This will prompt you to type in the word or words of the topic you are looking for. Once you type the information you are looking for click the search button, this will provide you a list of places your information can be found.

Searching for information

The first time you open the MSTRTOC or BEGINDOC an index is opened that references all the text of the Draft EIR, Responses to Comments, and Tables of Contents.

1. Go to the Tool menu=>Search=>Query.
2. Type in a word you would like to find and click on the Search button. A list of all documents containing that word is returned, and you can click on any of them to visit that document. You are able to continue to search through the documents that were on the list by going to Tools=>Next Document
3. The Acrobat Help files contain a wealth of information to help you use this program.

Controlling Window Operations (Multiple or Single at once)

Under the File=>General command you have the option of opening new windows or changing the content of your main window when you click on a link. If you are comparing documents, you probably want to use multiple windows. Make sure the command box for opening cross-document links is unchecked.