

The Raven DVD-ROM

Quick Start Guide


Welcome to the digital library of *The Raven*! This archive is available on DVD-ROM and online at the Center for Conservation Biology website (www.ccb-wm.org). It will allow you to search or browse through 76 yearly volumes, from 1930 through 2005, and will be updated every two years. What follows is a brief guide to help you use the archive. ****For more complete Adobe Acrobat Reader instructions, click on the Help tab at the top of the window and open your Adobe Acrobat Help file.****

Browsing by year

The main menu lists the yearly volumes of *The Raven*. Click on a year to close the main menu and open its Adobe Acrobat file. Bookmarks on the left side of each volume's file window allow you to jump to the main menu, pages about the VSO and CCB, and other volume files, as well as open a search bar. When you click on a bookmark to another file, the current file closes as the next file opens. This design keeps your browser from slowing due to too many open windows.







In addition to linking you to other files, bookmarks also take you to issue and article headings within the file that is open. These issue and article headings are nested within the volume's bookmark. To access nested bookmarks, click on the plus sign (+) beside a bookmark. To hide nested bookmarks, click on the minus (-) beside the parent bookmark. Accessing nested and file-linking bookmarks for years beyond 1949 requires scrolling down the bookmarks list.



Searching (includes handy tip for poorly printed volumes!)

The digital library is mostly searchable via the search command  near the top of the window or the "Search" bookmark, allowing you to search a word or phrase. The DVD-ROM version is preset to search the Adobe Acrobat search index of the entire digital library. The online version is searchable only within each file. An advanced search allows you to use stem searches and Boolean operators such as AND and OR. To gain advanced search options, click on "Use Advanced Search Options" at the bottom of the search bar. (See Adobe Acrobat Help's "Using the Search command" or "Advanced Search Options" for details.)





Years 1930-1961 are imperfectly searchable due to poor print quality. In those years, **w, e, a, g** & capital letters tended to print particularly poorly, so try searching for a string of consecutive letters within the word or phrase you would like to search, that excludes these trouble letters. For example, search "ormorant" instead of "Great Cormorant" because capital letters tended to print poorly.

Moving between Pages and Retracing Your Path

To page through a file, click the "Next page" button  or "Previous page" button  on the status bar on the bottom of the window. If your mouse has a scroll button, you can use it to scroll in *continuous* or *continuous facing* page layout. (See next section.) The "First page" button   and "Last page" button   at the bottom of the window allow you to go to the first and last pages of the document.

If you lose your place in the text, you can retrace your path within an Adobe PDF document by clicking the “Go To Previous View” button  and then go back to more recent page views with the “Go To Next View” button .

Changing Page Layout and Size

To change the page layout, click one of the four page layout buttons on the bottom right-hand corner of the Adobe Acrobat window. *Single page*  displays one page in the document pane at a time, *continuous*  arranges the pages in a continuous vertical column allowing you to use the mouse scroll button to scroll between pages, *continuous - facing*  arranges the pages side by side in a continuous vertical column (again allowing you to scroll with the mouse scroll button), and *facing*  arranges the pages side by side.





(Single Page, Continuous, Continuous - Facing, and Facing layouts compared)

To change the page size

- click on one of the page icons on the toolbar,
- click the plus sign (+) or minus sign (-) on the toolbar to zoom in or out, or
- select a page size from the View menu by clicking on “View” at the top of the window.

Copying Text or Images

To copy text, select the “Select tool”  on the toolbar near the top of the window. Then click and drag horizontally or diagonally to highlight text. To copy, type Control+C or find “Copy” in the Edit menu at the top of the window. Be sure to proofread text for errors once pasted.

To copy text or images in image form, select the “Snapshot tool”  and click and drag to highlight a region to be copied. Again, type Control+C or select “Copy” in the Edit menu.

A Note on Page Numbers

The Adobe Acrobat page numbers were manually edited to reflect the numbers appearing on *The Raven* pages (i.e., in cases of skipped/repeated page numbers, charts spanning two pages, and in years in which numbering begins at ‘1’ at the start of each monthly/bimonthly issue). These manually edited page numbers appear first, in the status bar at the bottom of the window. Adobe Acrobat automatic page numbers, running from “1,” straight through the file, appear second in parentheses.

Volumes are numbered in “Issue _ - Pg. _” format only in years in which *The Raven* page numbers begin at ‘1’ at the start of every monthly/bimonthly issue. In cases in which *The Raven* page numbers run straight through the yearly volume, simple numbering is used.

Note: Images in this document from Adobe Acrobat Professional 7.0 Help