




Use of the Full-Text Electronic Index


This disc contains an electronic index of all the words (except “a” and “the”) that occur in the three book files on the disc—*Volume I*, *Volume II*, and *Additional Case Studies*.


The search tool associated with the index can be used for sophisticated searches using wild cards, word stemming, and other features. To access a comprehensive explanation of all the features of the search engine, click on **Help/Reader Guide** in the Main Menu and refer to the section related to searching indexes. A few general guidelines are provided below.

To access the search dialog, click on the  button in the toolbar. Enter the search criteria, and click on **Search** in the top right corner of the dialog box. That will result in a display identifying the book file(s) that contain the search term. Select the first file of interest, and click on **View**. The page containing the first hit will appear, with the pertinent term highlighted.

Use the  button to progress through the succeeding hits. To review previous hits, retrace your progress by use of the  button.

When the search tool reaches the end of a book file, it automatically proceeds to the next file containing hits.

Clicking on the  button displays a dynamic synopsis of the search results, including the number of pages of hits in the current book file and identification of the current hit (2 of 3 pages of hits, for example).

Important note: The **Find** button  implements a simple word search directly and consecutively through the text itself without using the index. This is a slower process with less powerful features. Also, it operates only on the book file currently being viewed!