

Changes need to be saved before closing or exiting.

To view your shadow file

- 1 Select **Open** from the **File** menu.
- 2 Select your shadow file.
- 3 Click **Open**.

Bookmarks, highlighters and notes can be added by selecting those options from the **Tools** menu.

Bookmark You can designate locations you may wish to find later.

Highlighter You can highlight points to help you remember the information.

Notes You can annotate a paragraph with your insights and/or clarifications.

Templates

Superannuation Factbook contains templates formatted to an A4 size, ready for use within your organisation.

These documents are included with *Superannuation Factbook* in Microsoft Word format (.doc). When you open one of these templates in Microsoft Word, they may be changed and reformatted to accommodate the special requirements of your organisation.

How to access these templates

The templates provided are designed to be used within standard word processing packages.

To use any of the templates you should:

- Check the list of templates in the product to identify the name of the file you wish to use; and
- Click the title to immediately open the file.

The templates support Microsoft Word 7 and upward. When saving your amended templates, we recommend that you choose the Save as...option and save the documents into your own directory structure.

Customer support

Thomson CPD Helpline

Thomson CPD's Customer Service Team will be pleased to assist you with any questions about installing or using *Superannuation Factbook*.
Phone **1300 304 197** Monday to Friday between 8.45 am and 5.30 pm Eastern Standard Time.

Superannuation Factbook

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SFB 1004

Minimum computer requirements

Superannuation Factbook is designed to operate on computers with the following minimum specifications:

	32 bit (Win 98, 2000, Me, XP, NT 4.0)
Processor	Pentium 166
RAM	32Mb
Display	VGA (SVGA)
Hard Disk	28Mb

Installation

To install *Superannuation Factbook*, place your CD-ROM into the appropriate drive.

Windows 98, 2000, Me, XP and NT 4.0

From the **Start** menu select **Run** and enter the installation command:

Driveletter:\SETUP

The *Driveletter*: will be your CD-ROM drive identification, e.g. D:\SETUP.

This will initiate the InstallShield Wizard, which will prompt you for information about yourself and your computer, and then complete the installation for you.

Installation options

Typical The Typical mode **installs the Folio viewer** on your hard disk and sets up all configuration information to access the document files from your CD-ROM. This option minimises the disk space taken up on your hard drive.

Custom The Custom mode **fully installs *Superannuation Factbook*** onto the hard drive of your choice. This option enables you to access the product without running the CD-ROM.

Network For network installation instructions, please call Thomson CPD on 1300 304 197

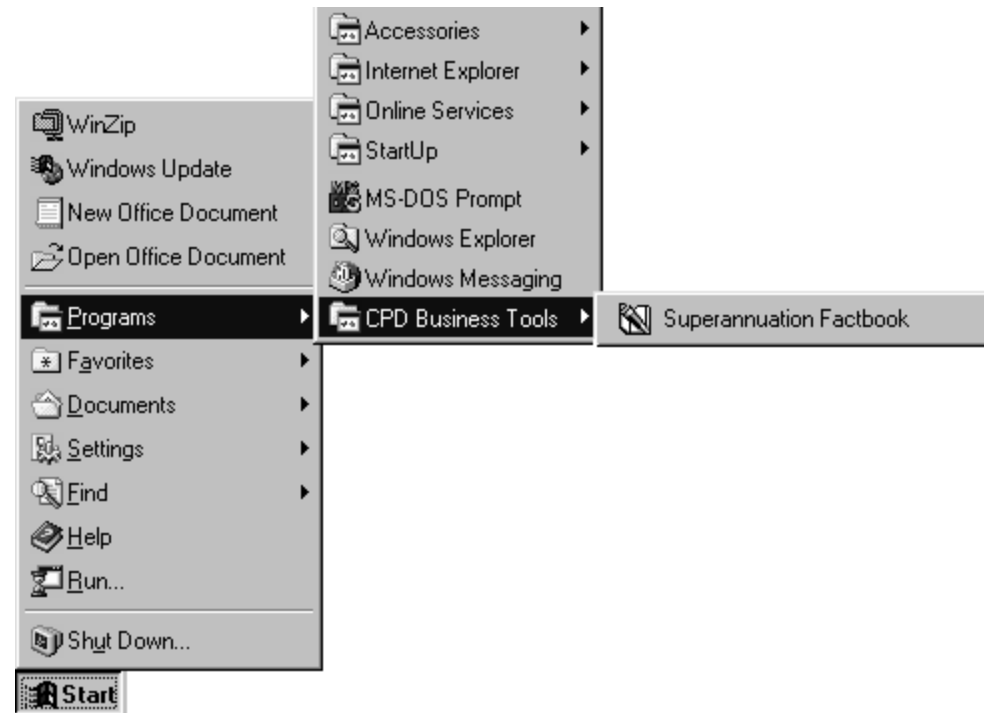
Getting started

In this section you will learn to open *Superannuation Factbook* and become familiar with its layout.

Superannuation Factbook is installed in a program group named **CPD Business Tools**.

Windows 98, 2000, Me, XP and NT 4.0

Click on the **Start** button and scroll up to **Programs, CPD Business Tools** and select *Superannuation Factbook*.



Once you have opened the program, *Superannuation Factbook* will be displayed on screen.

Finding your way around



Query template

Helps you do more complex searches



Advanced query

Allows you to do your own complex search



Clear query

Clears the results of your last search



Previous hit

Goes to the previous hit in your search



Next hit

Goes to the next hit in your search



Query tool

Searches for a single word or a phrase (in double quotes)

Table of contents

Click once on the plus or minus sign next to a heading to expand or collapse contents. Doubleclick on a heading to go to that section.

Check boxes

Check boxes appear next to each heading in the table of contents. Click the check box next to a heading to select that section or document for searching or printing.

Reference window

Shows you where you are in *Superannuation Factbook*. Doubleclick on any heading displayed in the reference window to go to that section.

Document

Displays text of the product.

Jump links

Blue text indicates a jump link. Click once on the text to follow the link.

Views

You can change your view of *Superannuation Factbook* by clicking on one of these tabs:

All

Displays table of contents, text and hit list (results of searches).

Browse

Displays table of contents and text (this is the default view).

Document

Displays text only.

Contents

Displays table of contents only.

Hit list

Displays results of searches only.

Object

Displays pictures accessed via jump links.



Print

Displays the print dialog box



Go back

Jumps back to your previous location



Go forward

Jumps forward again



Show history

Shows links and searches in your current session



Tag record

Tags a record or hit



Clear All Tags

Clears all tags in infobase



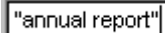
Bookmark

Places a bookmark so you can return to a location (shadow file only)

Need help? Call Thomson CPD's Customer Service Team on 1300 304 197

Searching

Query tool (F3)



For a quick and easy search, type a word (or a phrase in double quotes) into the **Query tool** box on the toolbar and press enter.

Query templates



Query templates give you a framework to do more complex searches. Select the **Query template** from the toolbar or **Search** menu. Type in your query using the options given and click OK.

Advanced query (F2)



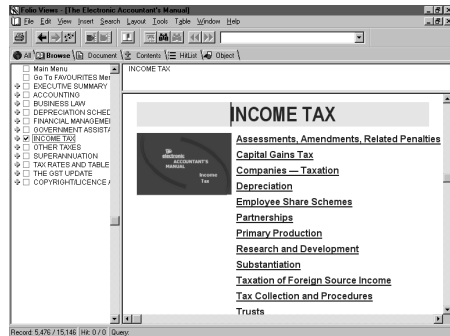
Design your own complex search. Select **Advanced query** from the toolbar. Type in your query and click OK.

If you are searching the whole of *Superannuation Factbook*, make sure you clear all check boxes in the table of contents before beginning your search by selecting **Clear all checks** from the **View** menu. Searches can be cleared when no longer required by selecting **Clear query** from the toolbar.

Searching within a section or document

Before starting, clear all check boxes in the table of contents by selecting **Clear all checks** from the **View** menu.


- 1 Click the check box next to the section(s) or document(s) you want to search in.
- 2 Continue your search using one of the search tools above.



Printing

Single document

Before starting, clear all check boxes in the table of contents by selecting **Clear all checks** from the **View** menu.

- 1 Select your document by clicking the check box next to its title in the table of contents.
- 2 Select **Print** from the toolbar to open the print dialog box. 
- 3 Click the "Section" option.
- 4 Make sure the correct document is checked in the list and click OK.

Part of a document

- 1 Highlight text using the mouse or Shift + arrow keys.
- 2 Select **Print** from the toolbar to open the print dialog box.
- 3 Check that "Selection" is highlighted and click OK.

Tagged records

- 1 Use the **Tag** button on the toolbar to tag records or search hits.
- 2 Select **Print** from the toolbar to open the print dialog box.
- 3 Check that "Tagged Records" is highlighted and click OK.

Tags can be cleared when no longer required by selecting **Clear all tags** from the toolbar.

Tagging

You can select non-sequential paragraphs by tagging them. **Tag Records** marks information for future action, e.g. printing. There is no limit to the number of paragraphs you can tag.

To tag a record

- 1 Place your cursor in the paragraph to be tagged (if you want to tag a heading and a paragraph highlight all information to be tagged).
- 2 Select **Tag Records** from the toolbar (a red line will appear next to the tagged information).

To clear a single tagged record

- 1 Place your cursor in the tagged paragraph (highlight the tagged area if more than one paragraph).
- 2 Select **Tag Records** from the toolbar (the red line will be cleared).

To clear all tagged records

- 1 Select **Clear all tags** from the toolbar.

Shadow files

Shadow files enable the user to add bookmarks, highlighters and notes to *Superannuation Factbook*. **Changes made this way will only be valid for the current release.**

To create a shadow file

- 1 Select **New** from the **File** menu.
- 2 Select **Folio Shadow File** as the file type.
- 3 Enter the name of your shadow file.
- 4 Click **New**.