

THIS FILE CONTAINS IMPORTANT INFORMATION TO ENABLE YOU  
TO TAKE ADVANTAGE OF ALL THE FEATURES OF THIS ELECTRONIC BOOK,  
PARTICULARLY THE SEARCH FEATURE

**NOTE:** If you use a version of Adobe Reader that is already installed on your computer (instead of going to Adobe's website to download the latest version), you may have a "lite" version, and the Search feature of this electronic book won't work--or you may not be able to open parts of the book.

To download a full copy of the latest version of Reader from the Adobe website, go to <http://get.adobe.com/reader>. You should be prompted to download the latest version of Adobe Reader (recommended). Click on the "Download" button (or select a different version, if necessary, by clicking on the "Different language or operating system" link, and then clicking "Continue," following the instructions for your operating system).

This CD-ROM contains the following:

1. This readme file in simple text format.
2. The entire text of a PBI book or course manual in Adobe Acrobat (PDF) format in one file.

Access the book by simply "double-clicking" on the PDF file. If this doesn't work:

A--open Adobe Reader (see above about downloading the latest version),

B--go to File - Open, and

C--choose the book file.

The book should open with "bookmarks" displayed on the left. These bookmarks, the hyperlinked summary of contents, and the search feature allow you to navigate through the book.