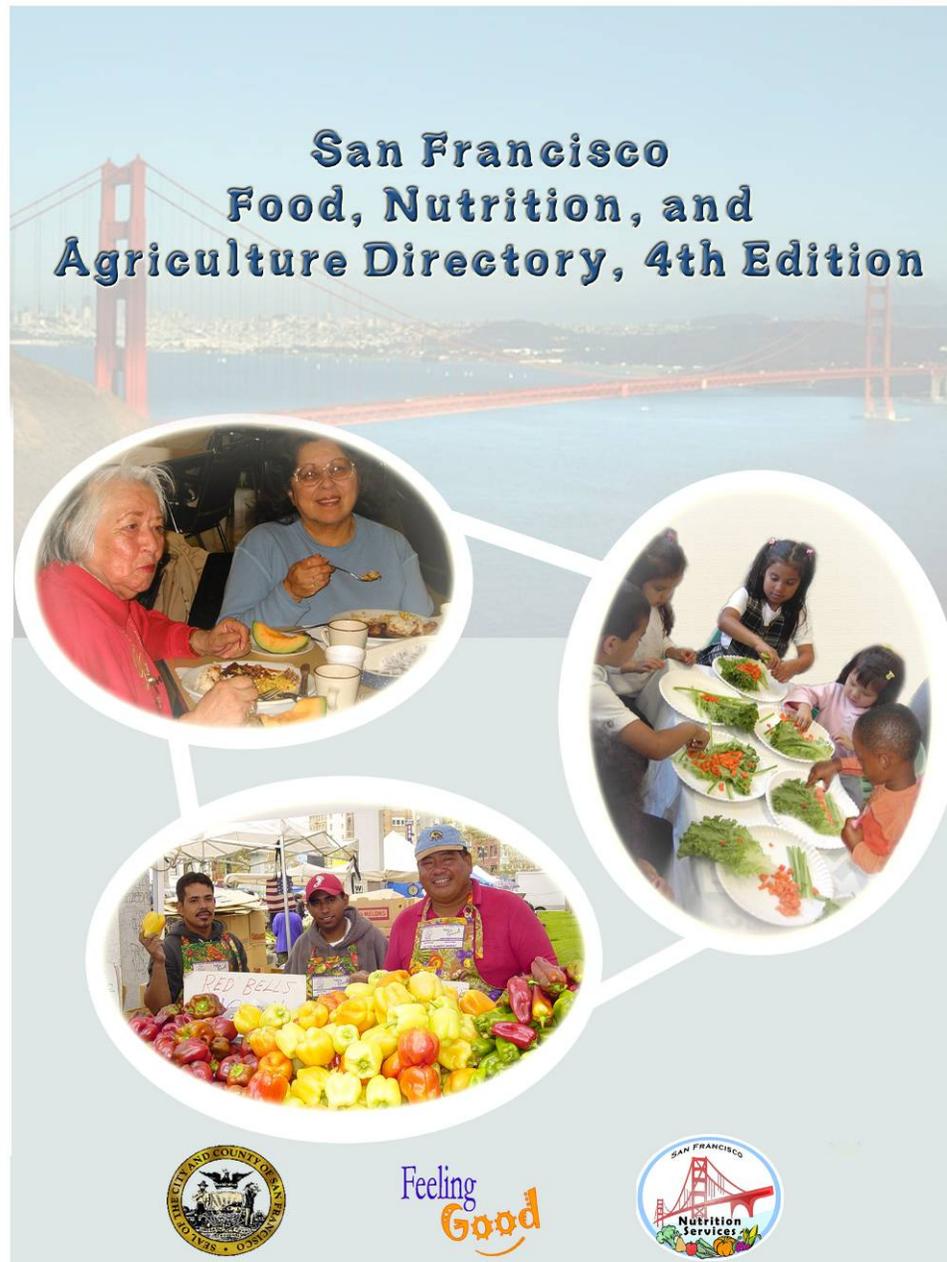


How to Navigate the San Francisco Food, Nutrition, and Agriculture Directory 4th Edition, Adobe Acrobat File



The Food, Nutrition, and Agriculture Directory electronic file was designed to be an interactive way for viewers to browse the Directory. The following pages contain tips on how to navigate the Directory.

When you first open the file you will see something similar to the image below (See Figure 1.1)

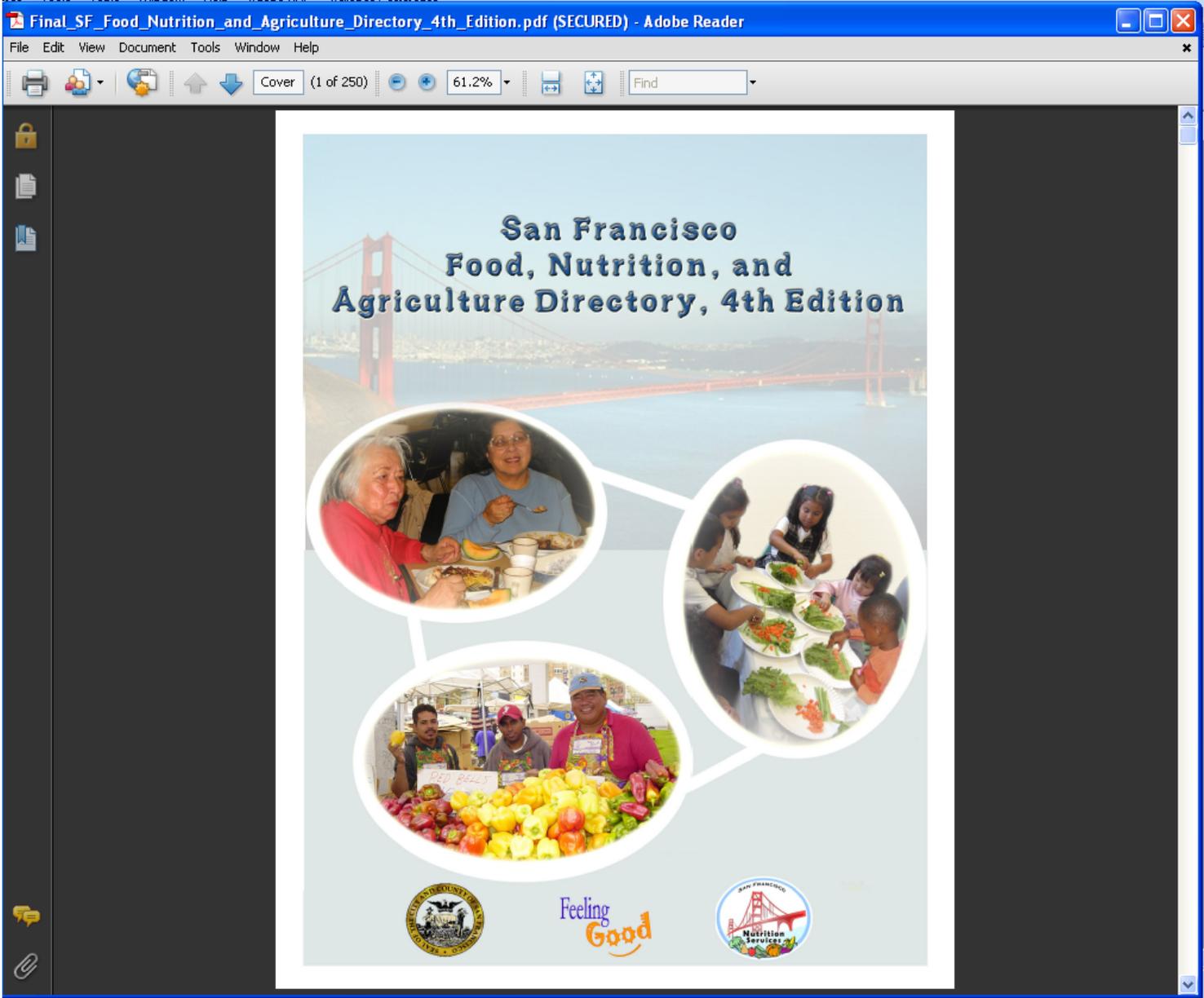


Figure 1.1

There are a variety of ways to navigate the Directory.
One way is by using the provided Bookmarks and Links

To view the Bookmarks window/tab

From the menu bar: click on View; Navigation Panels; **Bookmarks** (Figure 1.2)

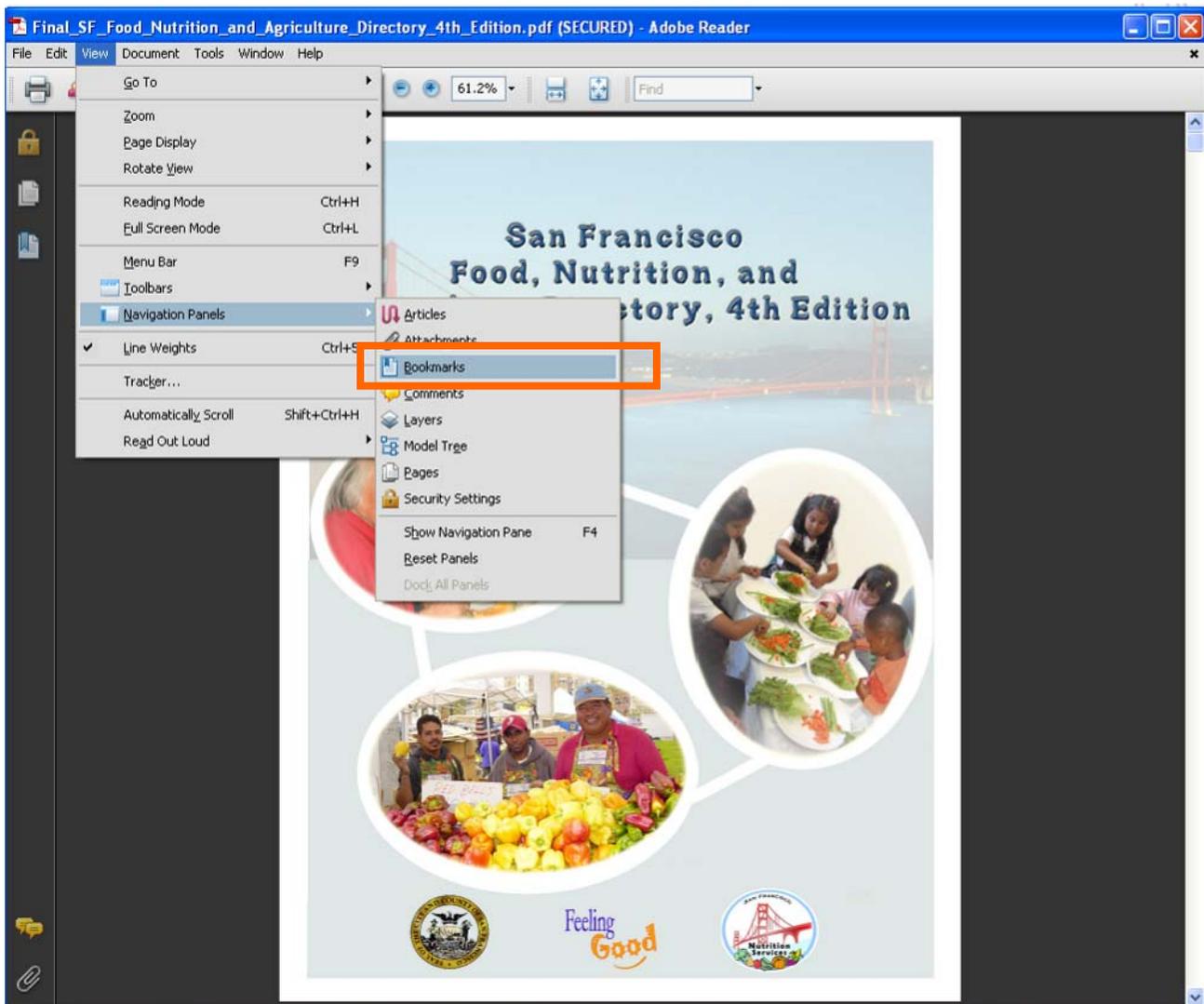


Figure 1.2

When you click on Bookmarks, you will see something similar to the following on your screen (See Figure 1.3):

To the left of the cover page, you will see a tab titled "Bookmarks". Each link will take you to a different page of the Table of Contents (11 pages total).

Click on a page in the table of contents, by positioning the cursor of your mouse (in most cases, an arrow) over the desired section and click once to select. That page of the Table of Contents will appear in the main portion of your screen.

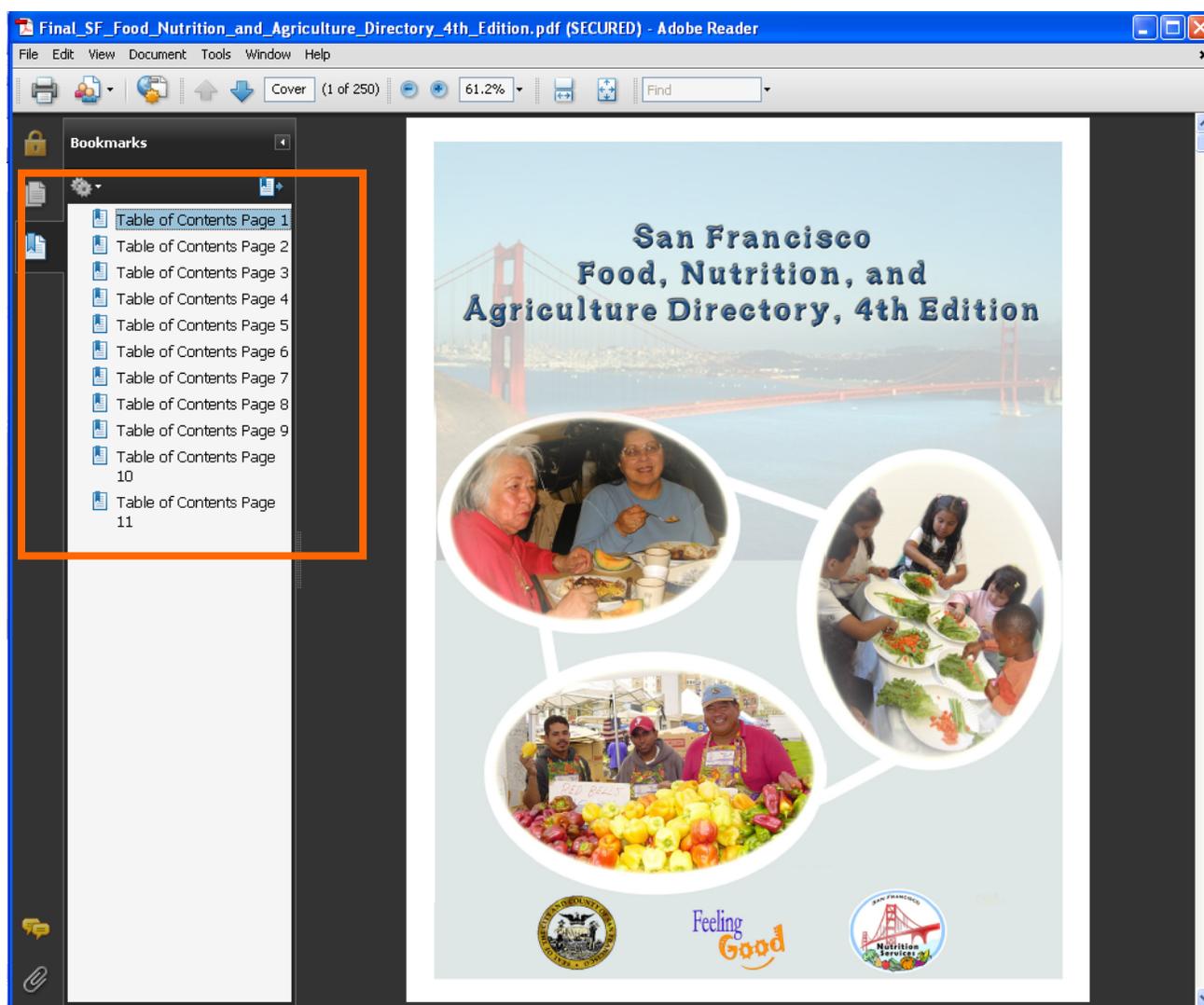


Figure 1.3

Example:

If the user wants to view page 2 of the table of contents, s/he would click on the bookmark "Table of Contents Page 2".

Page 2 of Table of Contents will appear in the main window. (Figure 1.4)

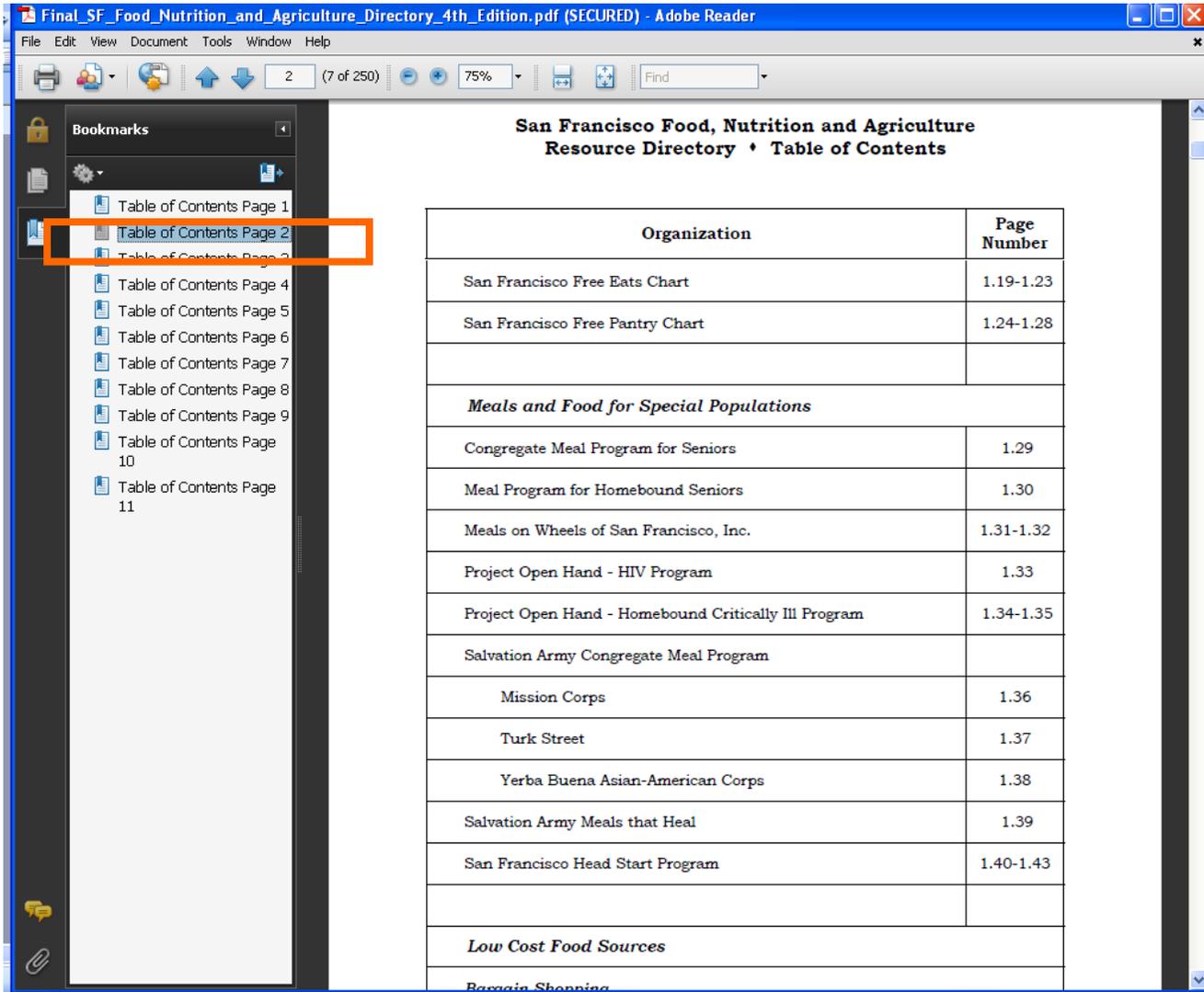


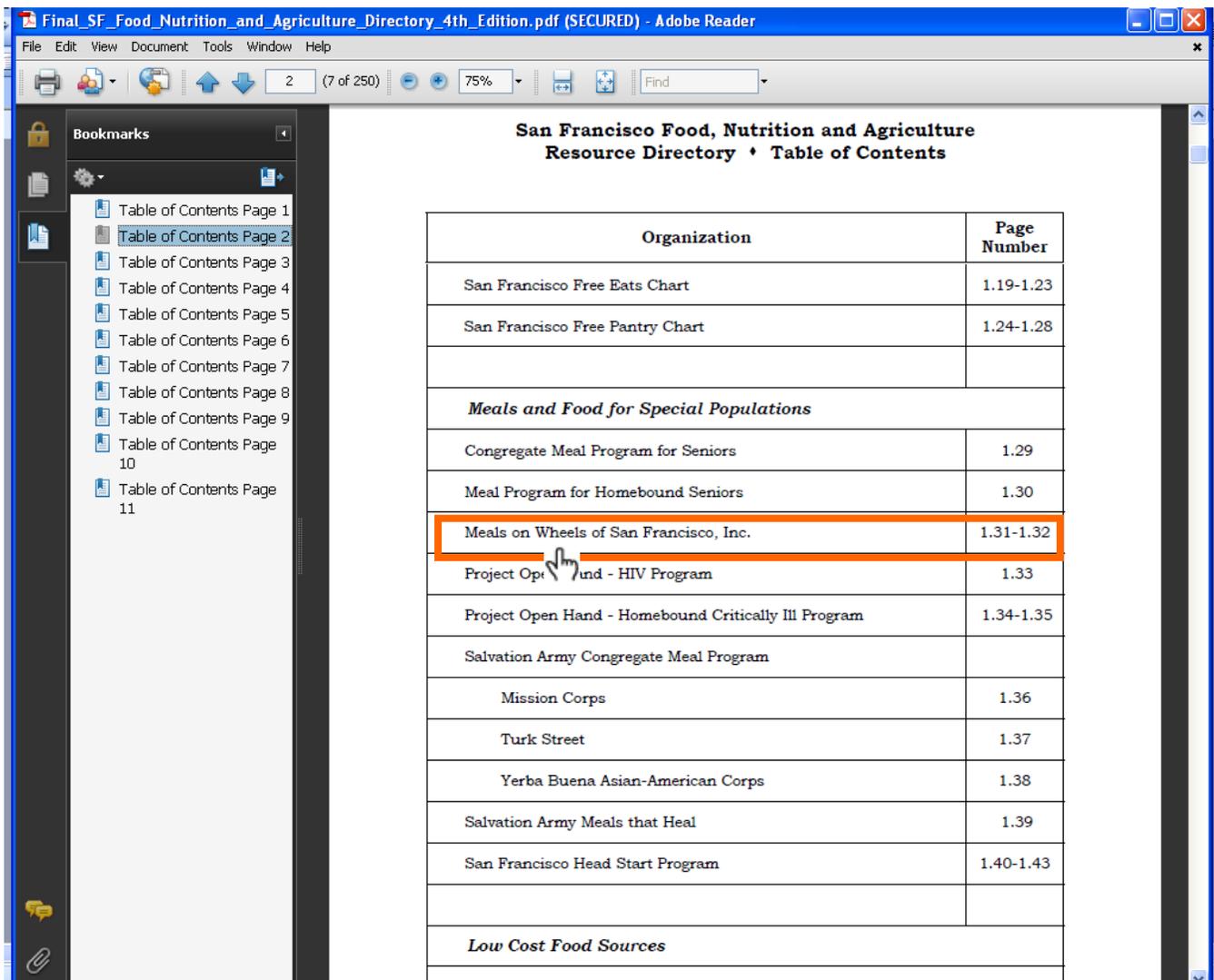
Figure 1.4

All listings in the Table of Contents, and the Index, are "active links". These allow you to click on a listing and be directed to its corresponding page.



You know there is an active link, when the image of your mouse cursor changes from an arrow () to a hand with its index finger pointing upwards ().

When you click on "Meals on Wheels of San Francisco, Inc.", you will be taken to its listing in the Directory.



Organization	Page Number
San Francisco Free Eats Chart	1.19-1.23
San Francisco Free Pantry Chart	1.24-1.28
<i>Meals and Food for Special Populations</i>	
Congregate Meal Program for Seniors	1.29
Meal Program for Homebound Seniors	1.30
Meals on Wheels of San Francisco, Inc.	1.31-1.32
Project Open Hand - HIV Program	1.33
Project Open Hand - Homebound Critically Ill Program	1.34-1.35
Salvation Army Congregate Meal Program	
Mission Corps	1.36
Turk Street	1.37
Yerba Buena Asian-American Corps	1.38
Salvation Army Meals that Heal	1.39
San Francisco Head Start Program	1.40-1.43
<i>Low Cost Food Sources</i>	

Figure 1.5

Zooming In/Out

If the page being displayed is too large/small, you can zoom in/out.

On the menu bar: click on View; Zoom; **Fit Page** (Figure 1.6)

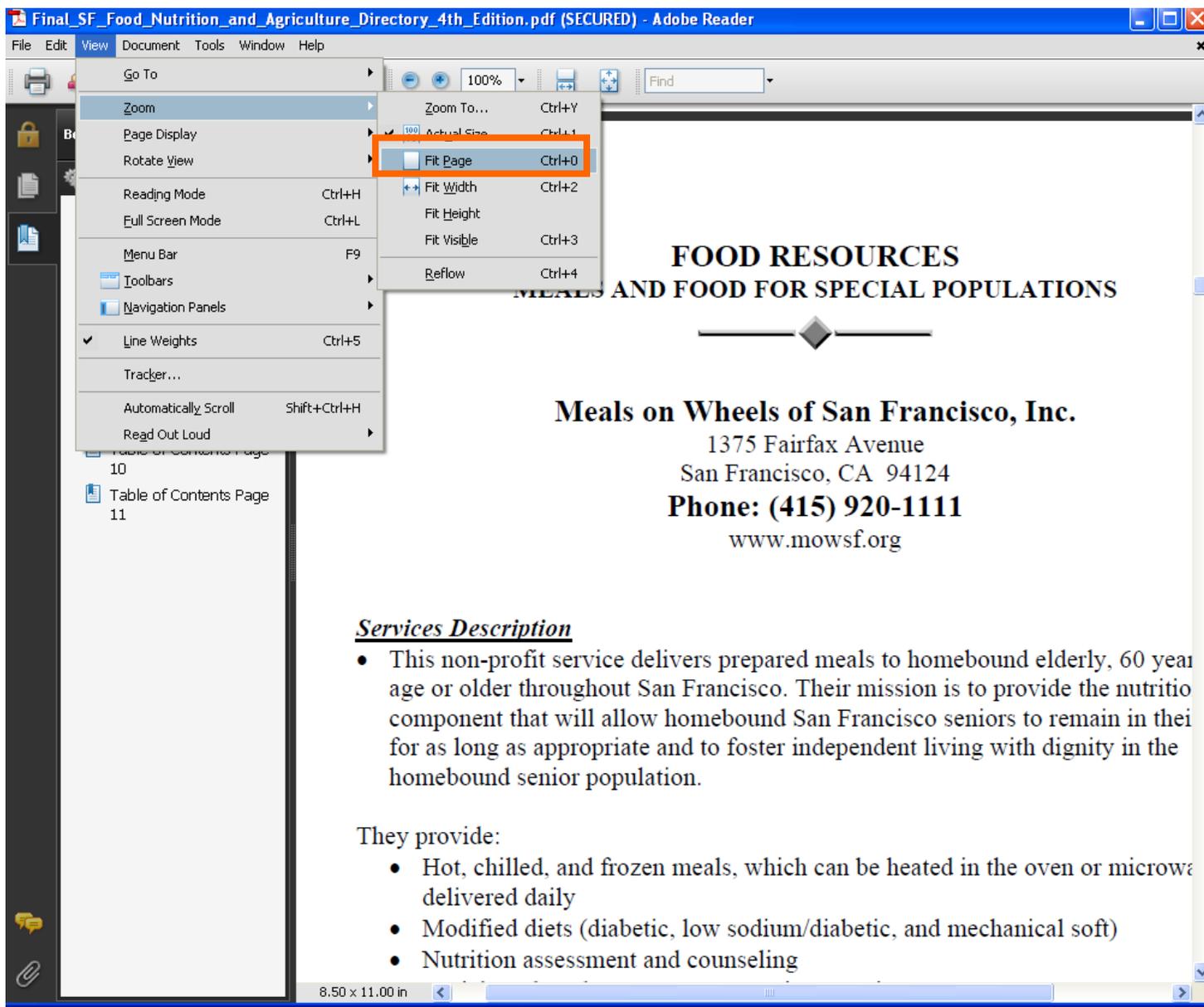


Figure 1.6

Once you have zoomed the page to "Fit Page" the screen will look similar to the image below in Figure 1.7

You may also choose any of the other zoom settings to fit your needs. You may click the up and plus or minus buttons to increase or decrease the size of page you are viewing (illustrated by the circle in Figure 1.7).

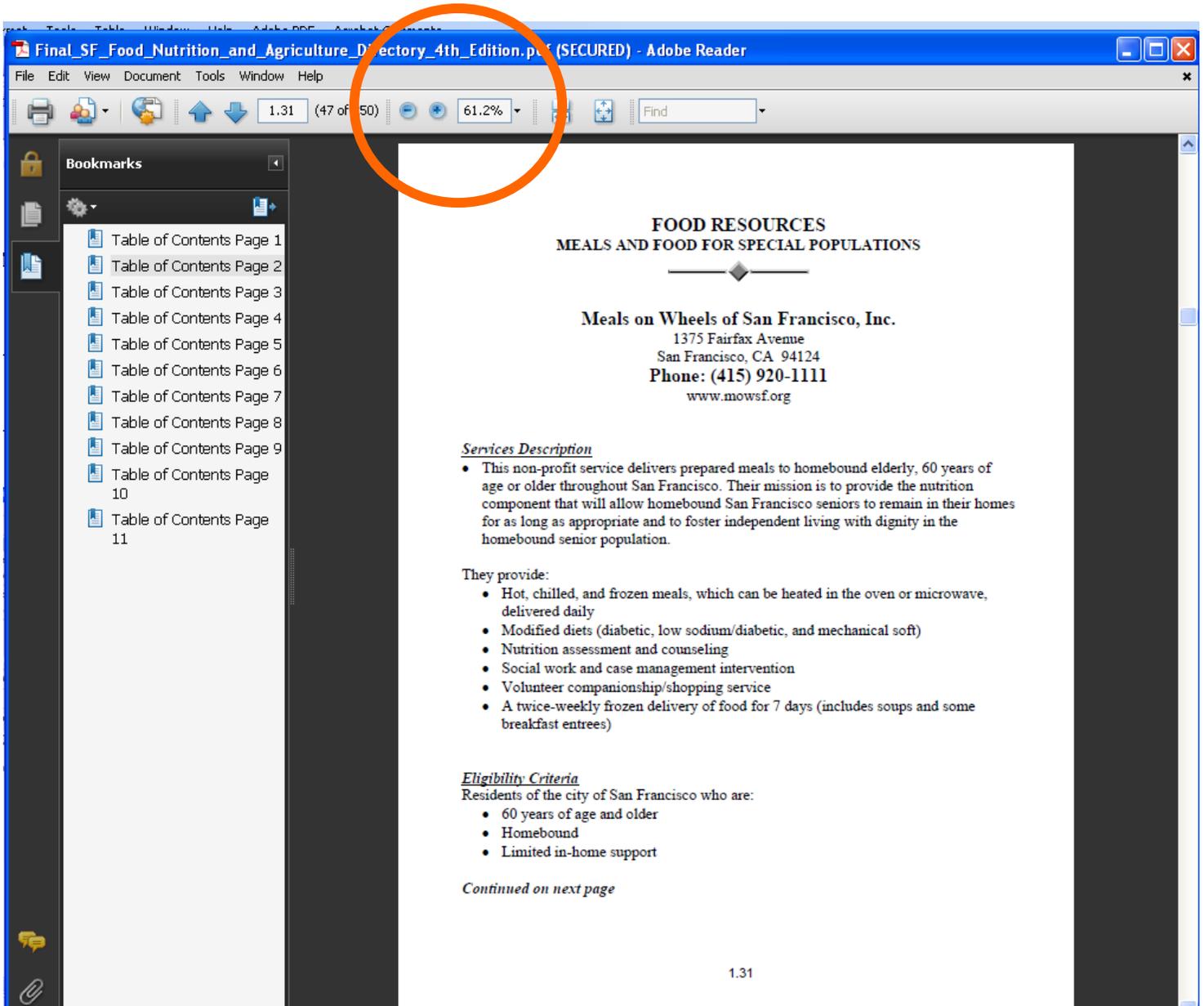


Figure 1.7

Besides using the provided Bookmarks and Active Links, the Directory can be navigated using the following **5 methods**:

1) Entering the page number (listed on the Table of Contents) using the Page Navigator tool. (See Figure 1.8)

Example:

To go to page 1.31, Meals on Wheels of San Francisco, Inc., you would type "1.31" in the Page Navigator tool, followed by pressing the "Enter" key.

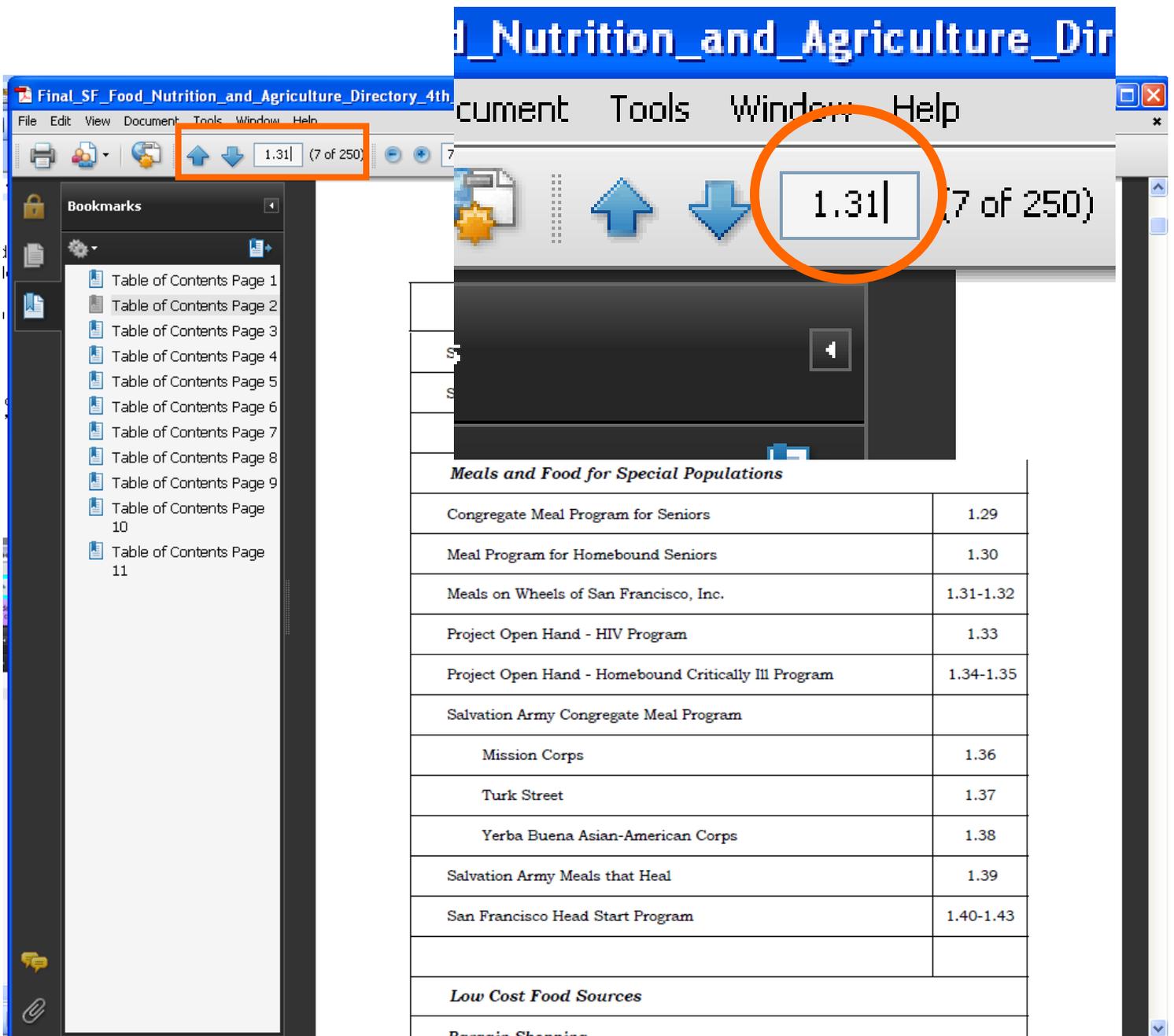


Figure 1.8

2) Using the forward and backward buttons within the Page Navigator tool (Figure 1.9)

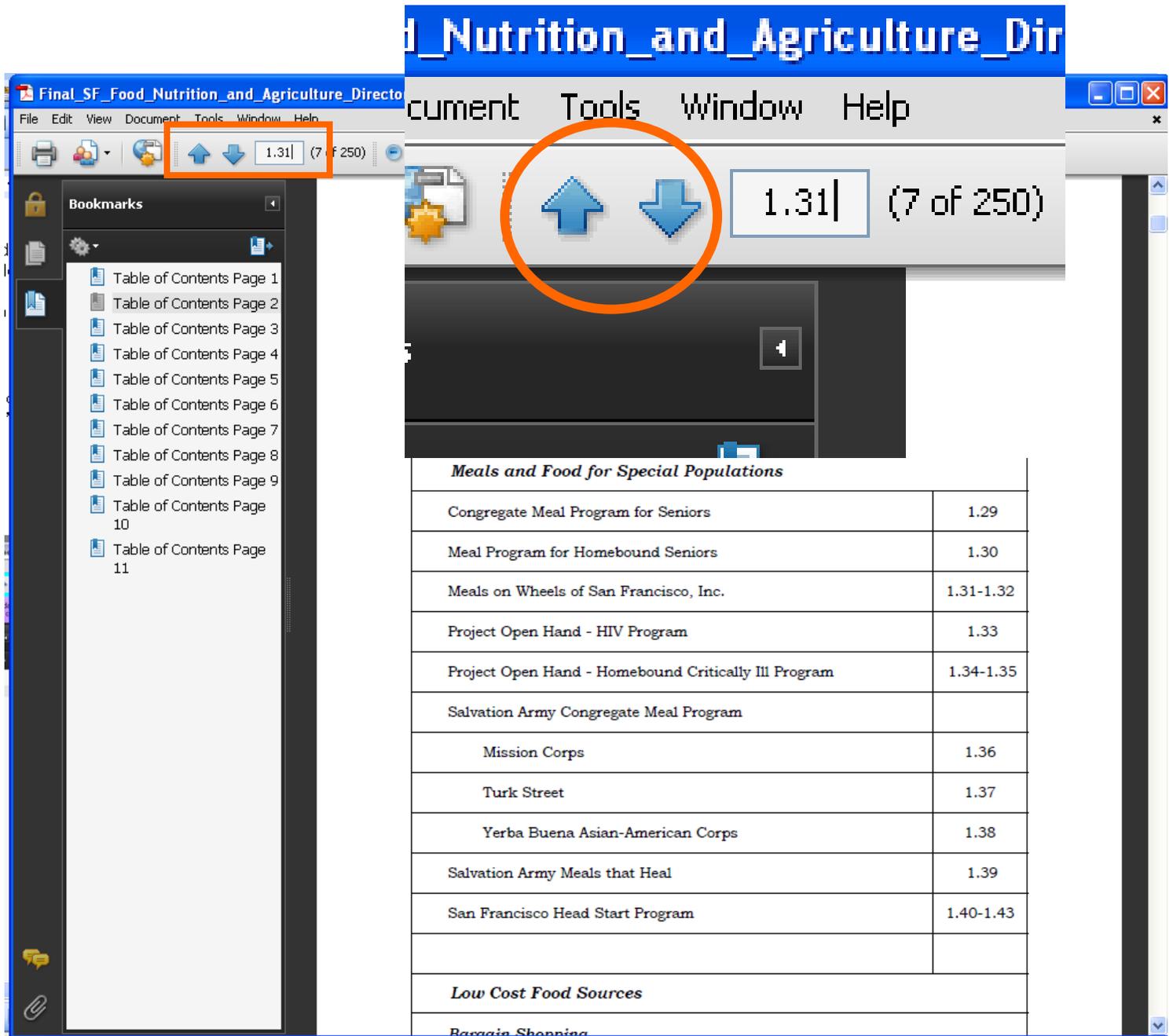


Figure 1.9

3) Using the "Pages" window/tab. This displays thumbnail-sized images of each page and allows you to scroll up and down throughout the curriculum. The thumbnail-sized images can be clicked on to be viewed in the main window.

To view the Pages window/tab

From the menu bar: click on View; Navigation Panels; **Pages** (Figures 1.10 and 1.11)

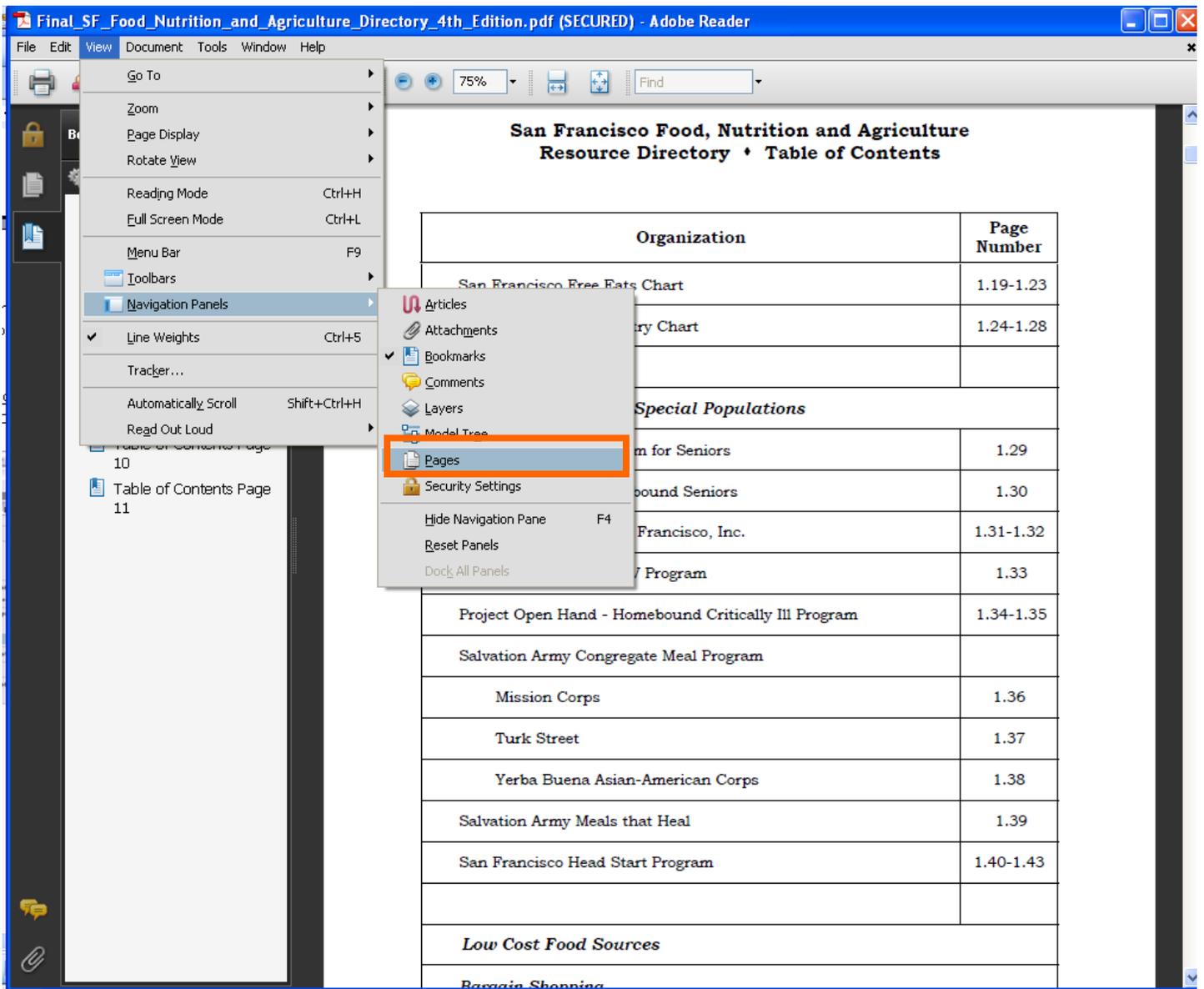


Figure 1.10

A Pages window/tab will appear and look something similar to the image below

To go to a specific page from the Pages window/tab, click on the thumbnail and it will be displayed on the main window (as shown below).

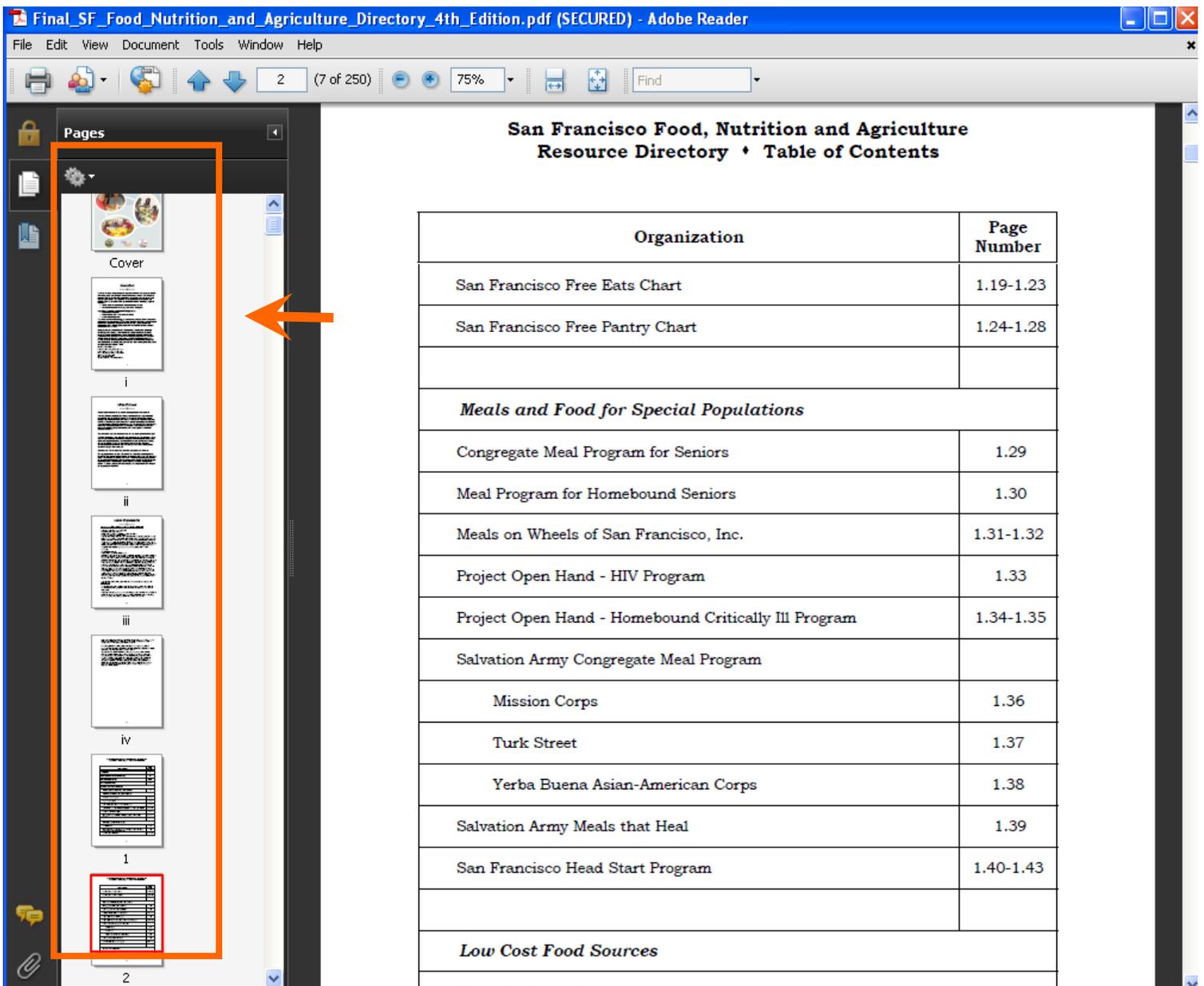


Figure 1.11

4) The Scroll Bar on the right hand side of the window can also be used to navigate between pages. (Figure 1.12)

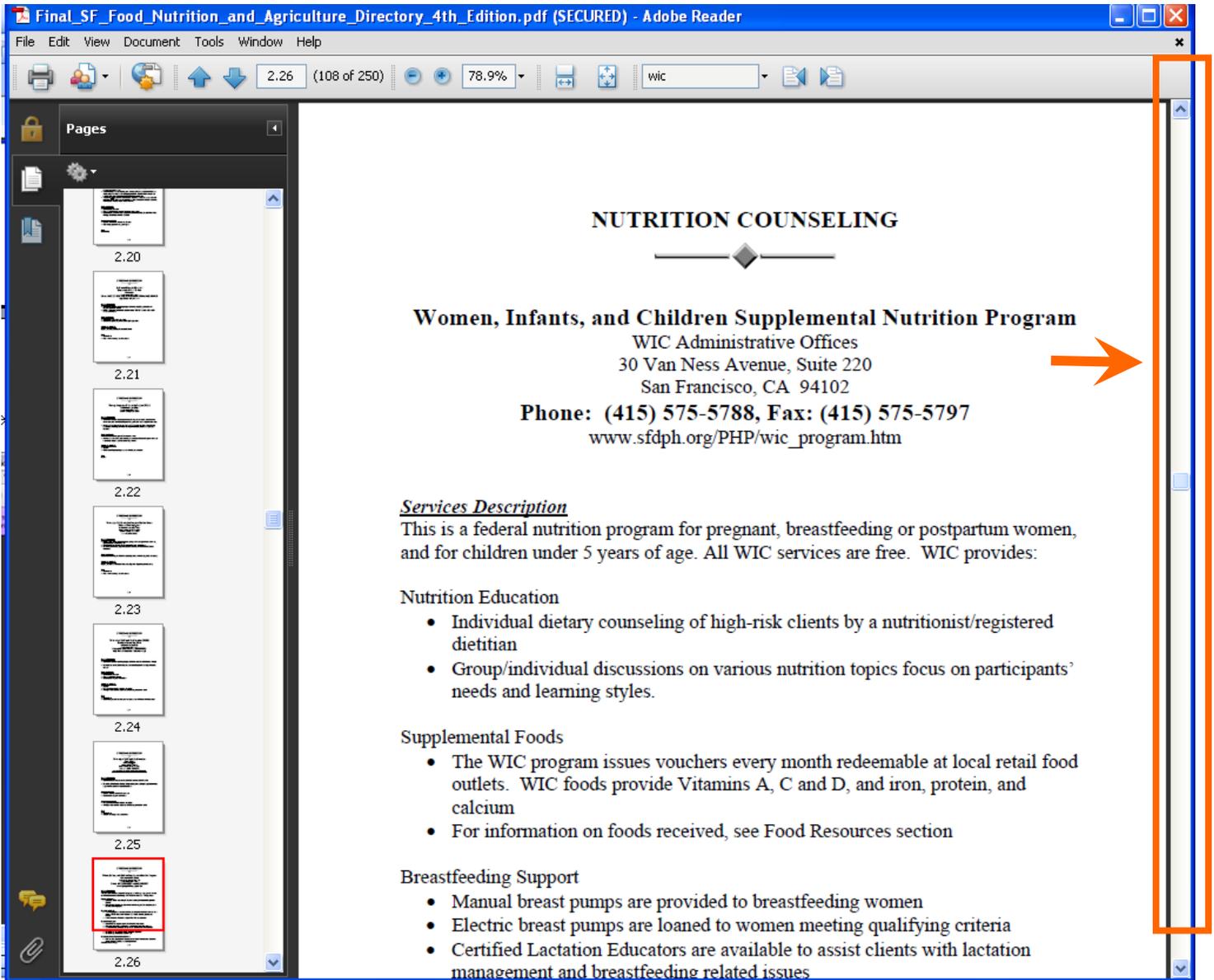


Figure 1.12

5) Searching for a particular listing. There are three ways you can search for a particular listing:

a) Using the Find feature

If the user would like to view the listing for the WIC Program, s/he would go to Edit, Find, type in WIC in the field provided, and press the Enter key. (See Figures 1.13 and 1.14)

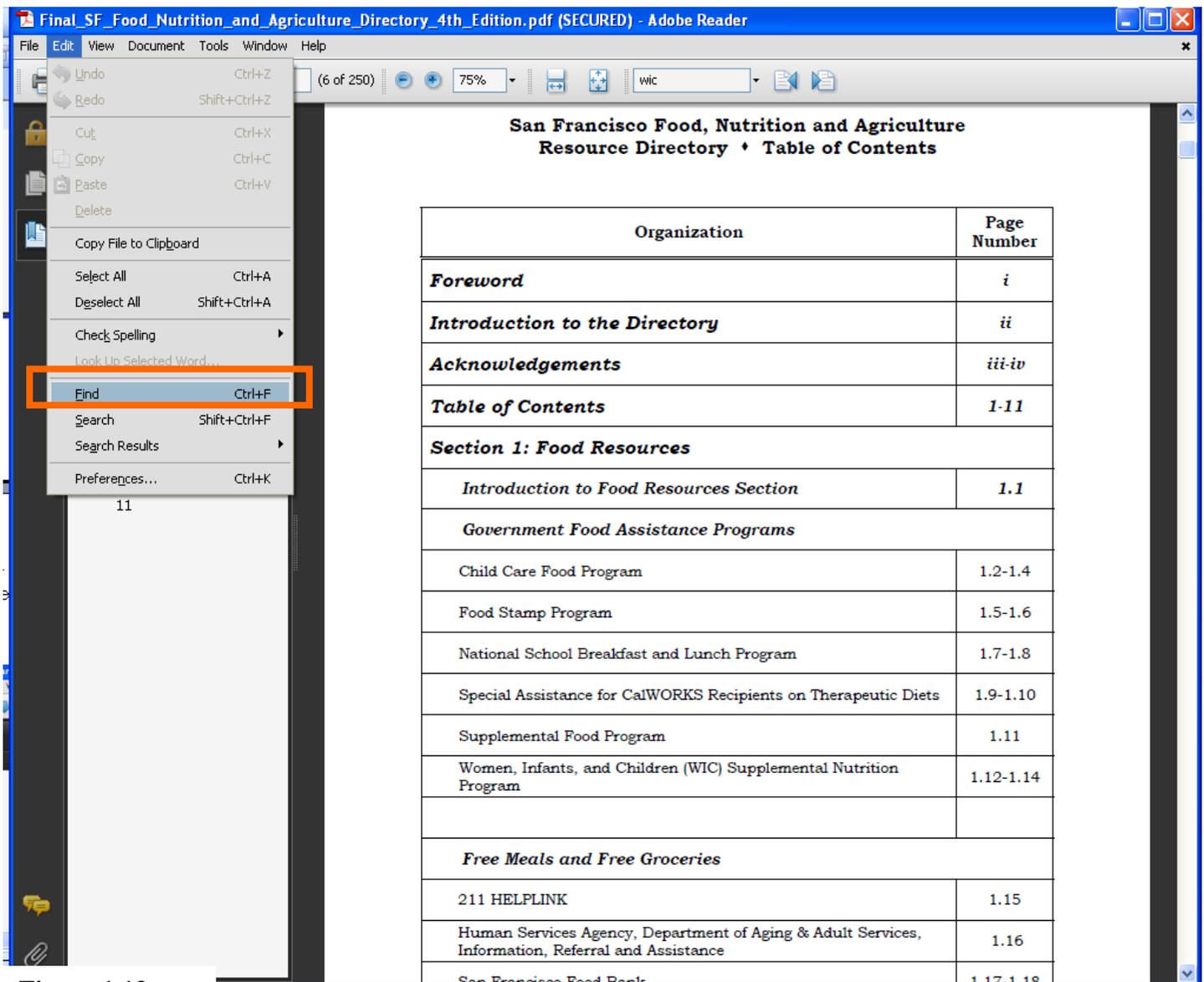


Figure 1.13

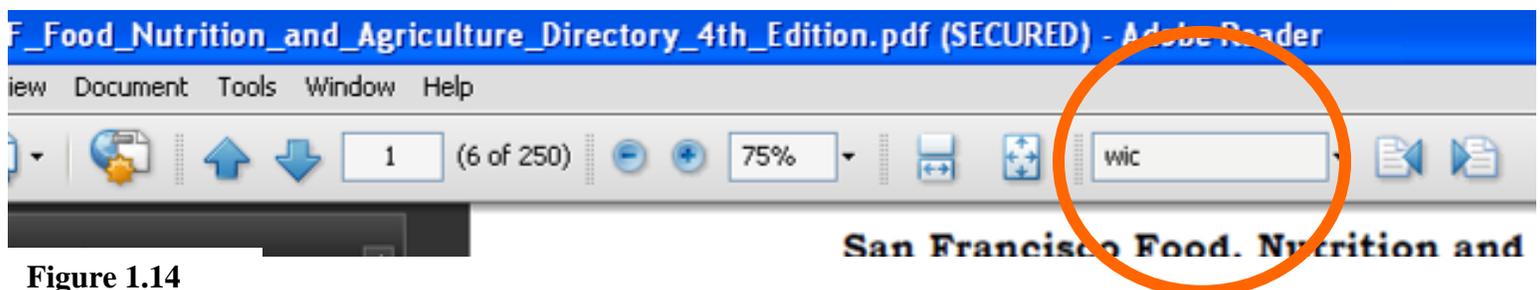


Figure 1.14

b) Using the Search Feature

To find the WIC Program, the user would go to Edit, Search, type WIC in the field provided, and press the Enter key. (See Figures 1.15 and 1.16)

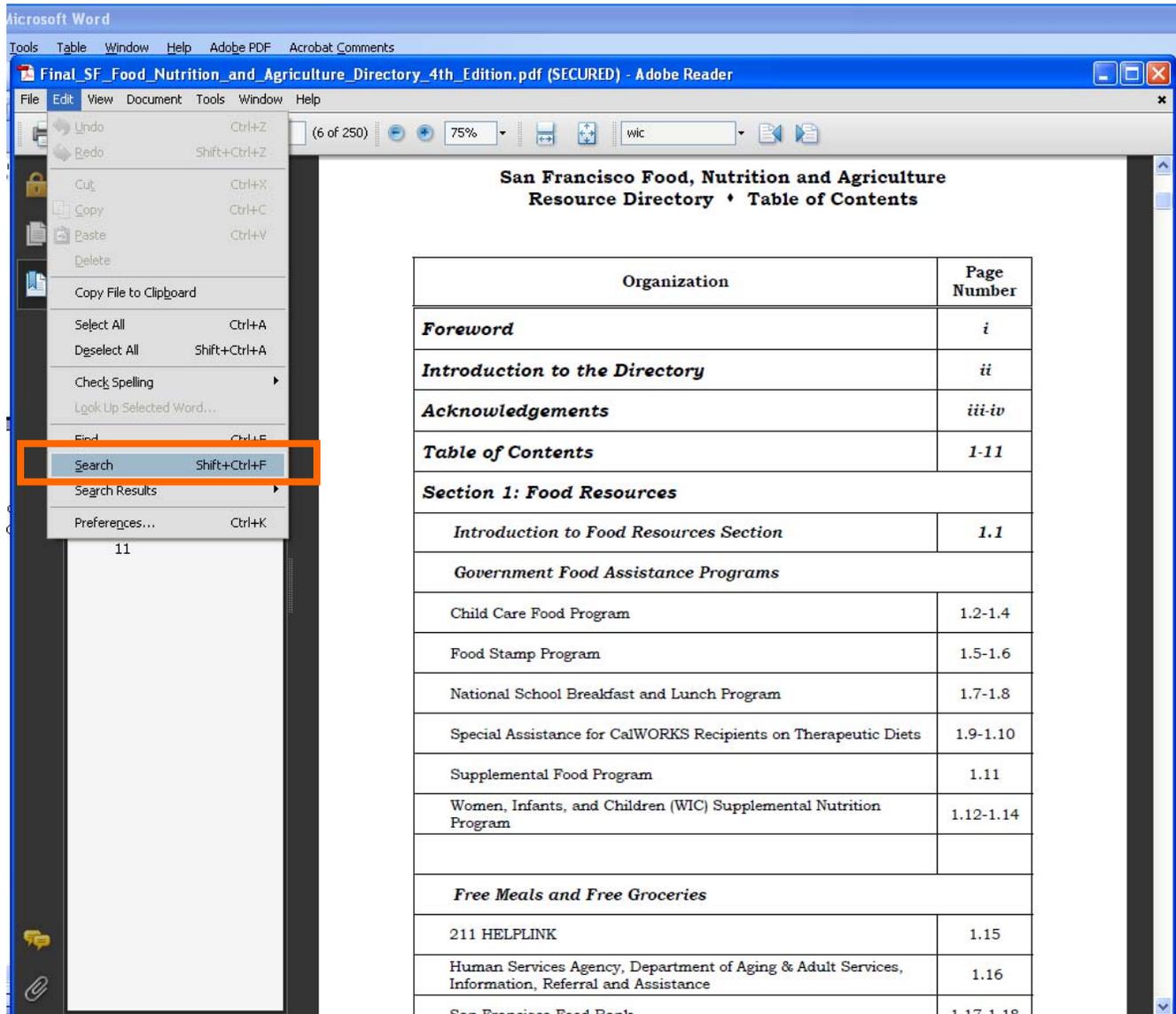


Figure 1.15

A window will pop up allowing you to enter your search criteria.

Make sure the “In the current document” is selected so the search will be confined to the Directory. (See Figure 1.16 and 1.17) The search results will appear in the search window. Each result will be “clickable”, therefore, to go to a desired page, simply click on the links in the search window.

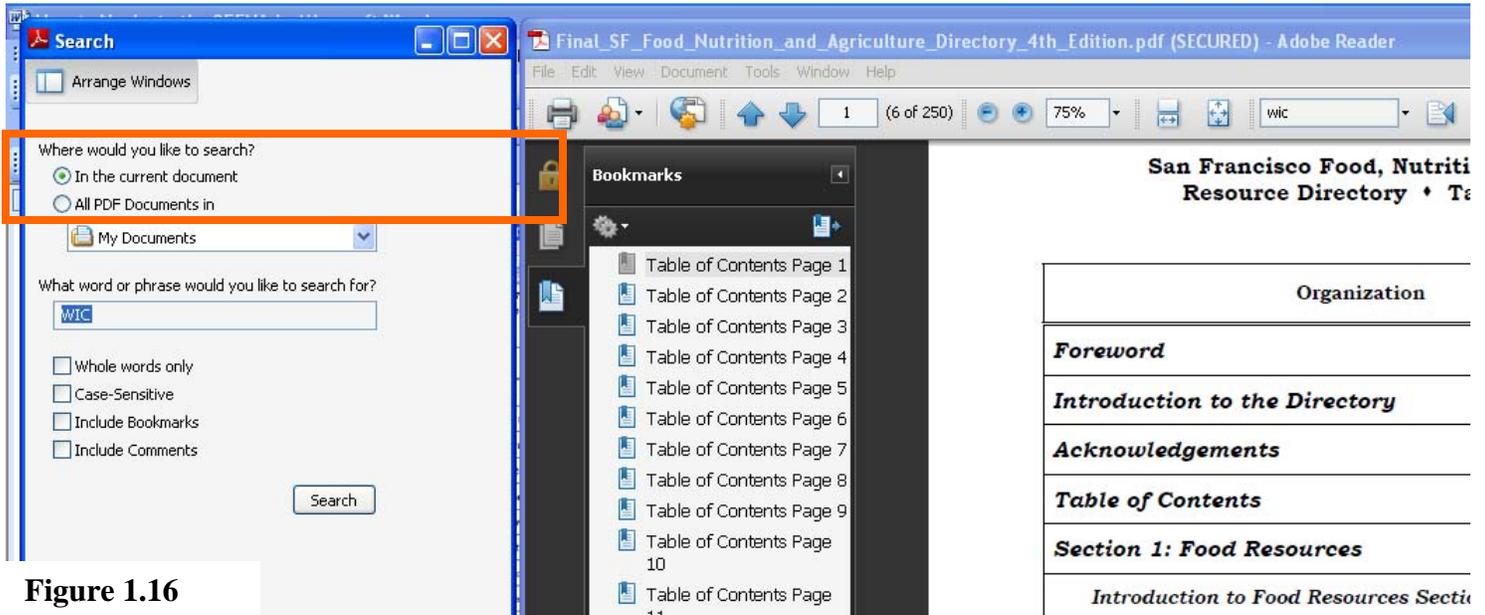


Figure 1.16

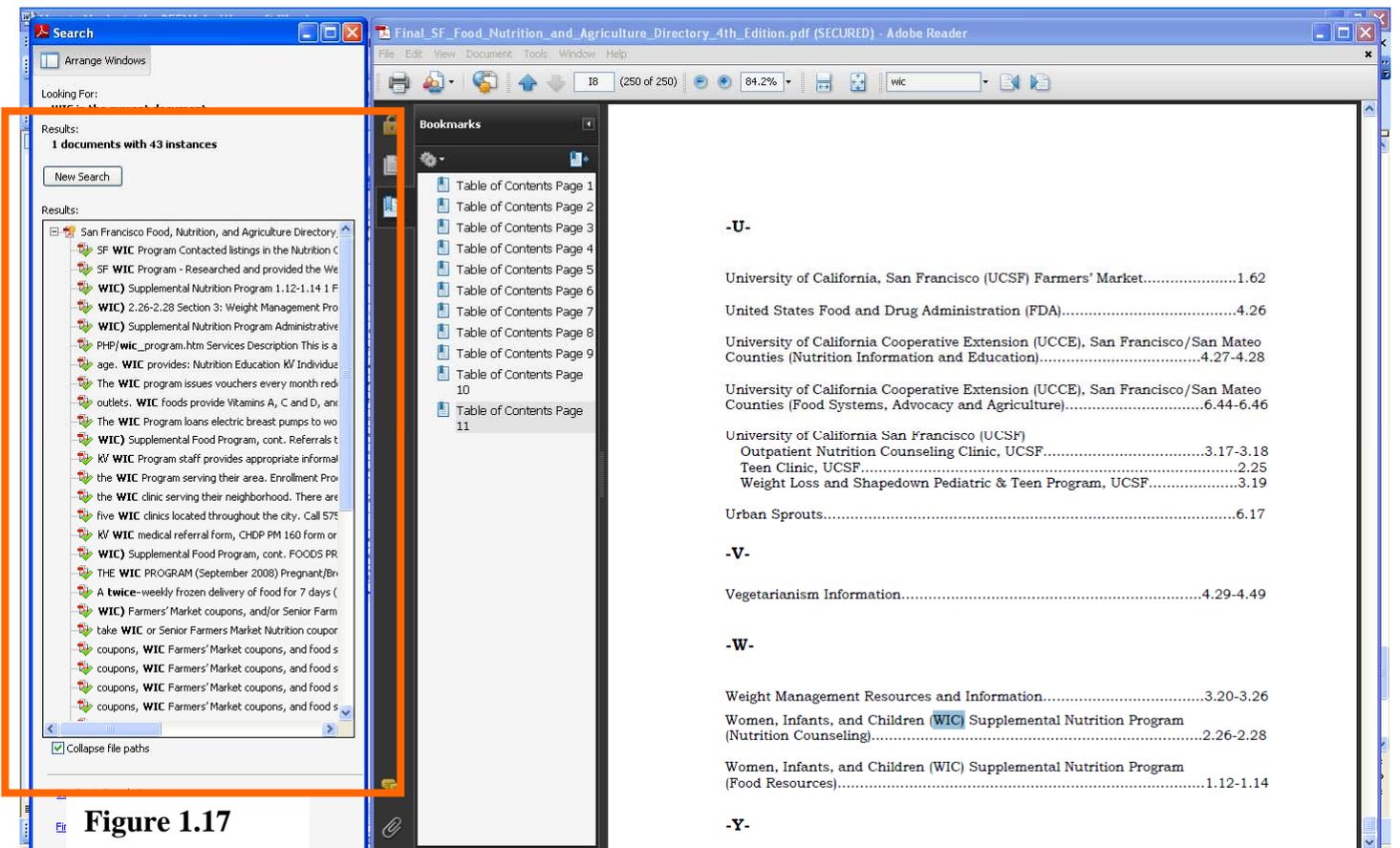


Figure 1.17

c) Using the Index.

The Index is found at the very end of the Directory. Like the Table of Contents, it also contains active links. You will be able to click on a listing to access a page of the Directory you wish to view.

In the following example, the user is on page I3 of the Index, and would like to find the Feeling Good Project's listing. S/he would locate Feeling Good Project under "F" and click on its listing. The page for the Feeling Good Project will appear on the main window. (Figures 1.18 and 1.19)

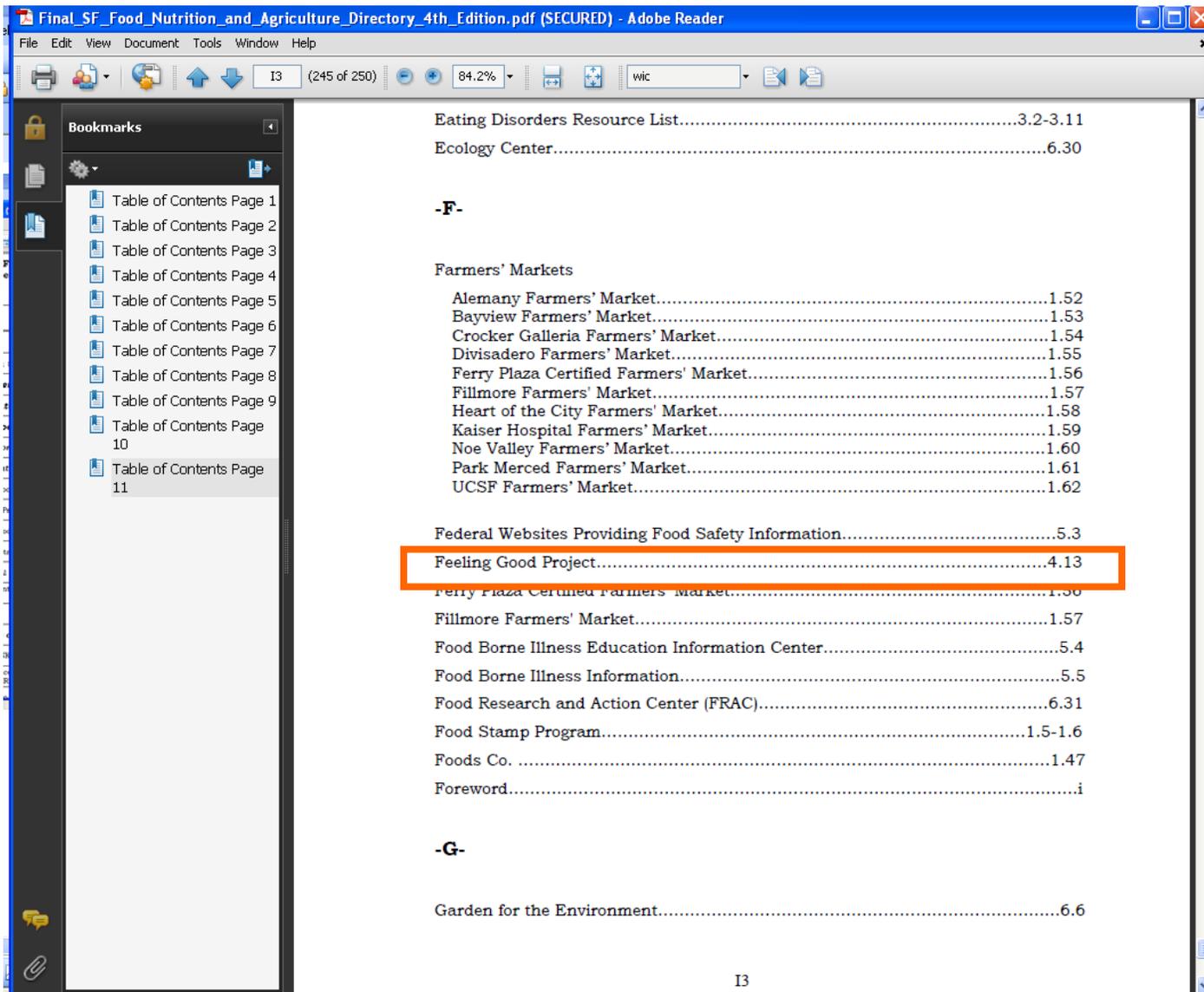


Figure 1.18

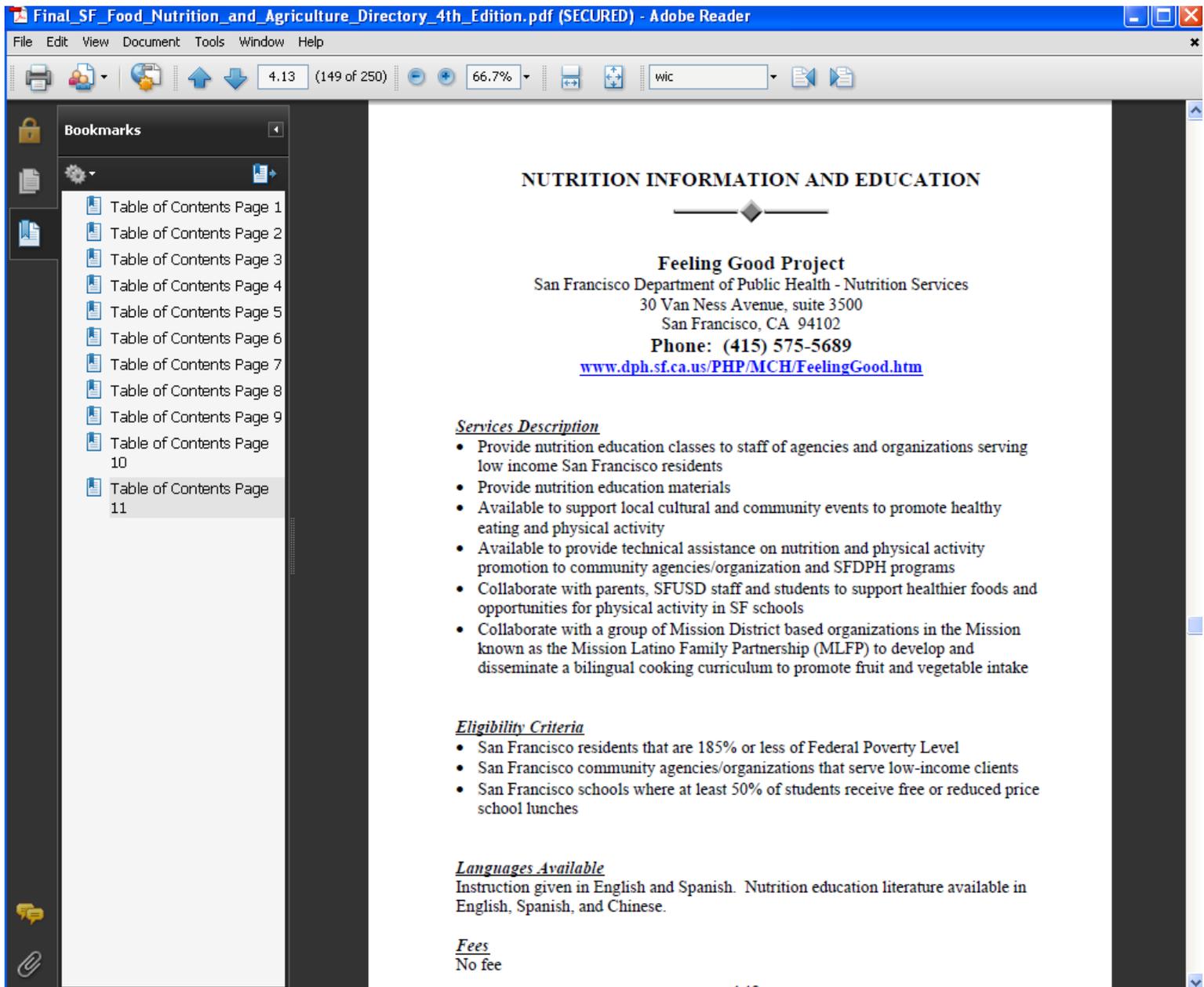


Figure 1.19