

# **INSTRUCTIONS FOR CONSULTING THE CATALOGUE**

## 1 To go to another page

- To go from one page to another, click on the "Next page" or "Previous page" button , on the movement tool bar or status bar, or use the "PagUp" and "PagDwn" keys on the keyboard.
- To go to the first page, click on the "First page" button II, on the movement tool bar or status bar, press the "Home" key on the keyboard, or select Document > First page from the menu.
- To go the last page, click on the "Last page" button 🕨, on the movement tool bar or status bar, press the "End" key, or select Document > Last page.

## 2 To go to page by specifying its number

- Drag the vertical scroll bar until the required page number is displayed.
- Select the current page number in the status bar, type the number of the page to go to and press Enter.
- Select Document > Go to page from the menu, type the number of the page and click on OK.

# 3 To look at a document using a bookmark

- To display the "Bookmarks" area, select Window > Bookmarks from the menu to open the area or click on the Bookmarks tab to bring the area to the foreground.
- To go to a topic using the bookmark, click on the text or on the bookmark icon inside the area.

### 4 To move using a miniature

- To display the "Miniatures" area, select Window > Miniatures from the menu to open the area or click on the Miniatures tab to bring the area to the foreground.
- To go to a topic, click on its miniature.

# 5 To display the CD-ROM navigation page

The navigation page is initially displayed after inserting the CD-ROM. While consulting the price list it is possible to return to this page by clicking on the Cisa logo at the top of the page.

# 6 To display the main index of product families

• The main list index is displayed by pressing the "Index" button **INDEX** inside the navigation page. Click on the required product family to go straight to that section.

### 7 Indexes of active sections

To access articles via the section index:

- Select the section index via the appropriate bookmark or miniature (see points 3 and 4).
- Click on the line showing the title of the type of article to display.
- This operation accesses the first page of the selected group of articles.



## 8 Searching for an article

#### **Direct search**

• The "Find Article" button rin the navigation page of the CD-ROM and on all pages of the list enables the search for articles by code.

#### <u>Note</u>: to search correctly, type the code exactly as it appears in the list, typing the spaces between the groups of numbers.

- Press the "Find Article" button to display a search window. Write the code of the required article and press the "Find" button).
- This operation displays the page of the entered article.

#### Search via analytic index

To access an article via the analytic index:

- Display the analytic index using the "Analytic index" button on the CD-ROM navigation page.
- The article index in shown in increasing order.
- Click on the page number of the article or the relative drawing, if present.
- This operation displays the page of the selected article.



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