



The Louisiana Floodplain Management Desk Reference on CD

This CD was developed as an alternative to the printed version of the *Louisiana Floodplain Management Desk Reference*. This CD also contains numerous other documents that supplement the information contained in the *Desk Reference*.

This compact disk contains almost everything you need to know about floodplain management in Louisiana. We hope you find it useful and efficient.

This page opened in Adobe Acrobat Reader™ version 5.05. This is the English version that works with Windows 98™ and later versions. If you use Windows XP™, you are advised to download Acrobat Reader™ version 6.0 at:

<http://www.adobe.com/products/acrobat/readstep2.html>

NOTE: In order to link to any internet address on this CD, you must be connected to the internet. Acrobat Reader™ allows you to search for a word or phrase within the document that is open. Adobe Acrobat Reader™ is the standard for producing, reading and printing electronic documents. All of the documents on this disk were created using Adobe Reader™.

Getting Around on this CD:

There are four ways to navigate through a document or to other documents on this CD:

- Bookmarks
- Navigation buttons
- “File” commands
- Links within the documents.

Notice that this page opened with “Bookmarks” on the left side of your screen. Most of the documents on this CD will open with bookmarks displayed. These bookmarks are one of the four ways to navigate through the documents. Please read the following discussion on bookmarks to help you use this CD effectively.

Bookmarks: The bookmarks in Acrobat Reader™ files take you directly to a specific place in the document that is open, or to another document. Simply place the cursor on a bookmark and click.

To make the bookmarks easier to use, bookmarks with subsections can be collapsed and expanded as you desire. A bookmark with a “+” to its left is collapsed. If you click on the “+,” that bookmark will expand to give access to the subsections. A bookmark that is expanded has a “-” to its left. If you click on the “-,” the bookmark will collapse.

Bookmarks are collapsed so that you can see all of the main topics in the “Bookmarks” portion of your screen without scrolling.

Click the “+” beside the “Getting Around on this CD” bookmark. Then click on the “-” beside the “Getting Around on this CD” bookmark.

If you click on the “Bookmark” tab on the far left of your screen, the bookmarks will be hidden, giving you a larger view of the document you have open. Click on the tab again to display the bookmarks.

Click on the “Bookmarks” tab now. Click it again.

Most of the documents on this CD have bookmarks to make them easier to read. A few of the publications were downloaded from the FEMA website and were secured by FEMA so that they cannot be modified. These documents may have no bookmarks, or the bookmarks do not include the *Desk Reference*. When you open one of these documents, you must use the Navigation Buttons or the File Buttons to get to other documents on this CD.

Navigation Buttons: Adobe Acrobat Reader™ provides two types of navigation buttons. The Navigation buttons may be in the toolbars above the text, in the bar below the text, or both. The appearance of these navigation buttons varies from version to version, so you will have to experiment to find out which to use. The navigation buttons have either arrows or triangles to indicate “forward” and “backward.”

➤ One set of navigation buttons allows you to move forward and backward through the document from page to page. On either side of these buttons are similar buttons with an arrow or triangle and a vertical bar. These buttons take you to the first or last page of the document. These buttons only navigate within the open document.

For example, if you are reading page 21-4 you can use these buttons to move to page 21-5 or 21-3.

➤ The other pair of navigation buttons takes you forward and backward through views you have had on your screen. Use these buttons after you jump to a link to get back to where you were.

For example, you are reading page 21-4 in the *Desk Reference* and jump to Section 30 to read a definition. You can then click on the “back” button to get back to the exact location you were at in the *Desk Reference*.

As another example, if you use a link to go from the *Desk Reference* to another document on the CD, you can use the “back” button to return to your page in the *Desk Reference*.

If you have paged forward or back after you made the jump, you will have to click the back arrow several times to get back to where you were. This is especially important if you jump to a document that does not have the *Desk Reference* bookmark at the bottom of the list. You will need to click the back arrow until you get back to the *Desk Reference*, and then you can proceed normally.

File Commands: In Adobe Acrobat Reader™, you can use the “File” button on the right side of the top toolbar to open and close files and perform other file functions. You can also use the “Open File” icon to open files on this CD.

This file is named “Intro.”

Note: If you open a document using the “File” command, you may have trouble with navigation.

Links within Documents: Links within documents are indicated by boxes around text. These links will take you a specific location within a document, to another document, or to a web site if you are connected to the internet. After you use a link within a document, use the back arrow to get back to your previous location.

Remember that you must be connected to the internet to jump to an internet site from any of these documents.