

If the CD won't open

The CD you received is designed to open automatically on your computer, using Adobe Reader. If it does not, there is a conflict with the version of Adobe Reader (or Adobe Acrobat Standard) that is installed on your computer.

You may resolve this conflict by downloading the newest version of Adobe Reader (free) from www.adobe.com, and then reinserting the tax seminar CD.

If that does not work or if you have Adobe Acrobat Standard and do not wish to install Adobe Reader, you will need to open the file directly. To do so:

1. Insert the tax seminar CD and bypass the error messages, if you have not already done so.
2. Start your version of Adobe Acrobat or Adobe Reader.
3. Go to the File menu and choose Open.
4. Navigate to the drive where you have the CD (usually the D: drive).
5. Open the folder called html and the folder inside it (seminars) and the one inside it (with the name of the seminar you attended).
6. You should see a list of several PDF files. Open the one named index.

If you can't figure out how to get into a chapter

Please read the instructions at the top of the first page of the Table of Contents.

Example: If you want to open Chapter 5, click on Chapter 5 in the list of bookmarks on the left. That will take you to the page in the Table of Contents that tells you what is in Chapter 5. Now click inside the green box that outlines the title of Chapter 5. That will open Chapter 5.

If you search for a term and nothing is found

Make sure that you are searching the entire CD and not just the document you have open (such as the Table of Contents). Please read the instructions at the top of the first page of the Table of Contents.

Example: Open the full Acrobat Search by holding down the shift and control keys, while pressing f. For "What word or phrase would you like to search for?" type depreciation. Under "Where would you like to search?" choose "All PDF documents in" and select the drive where you have the CD (usually the D: drive). Click Search.