CSRS and FERS
Handbook on Disk

The Handbook on Disk contains the complete **CSRS and FERS Handbook for Personnel and Payroll Offices** as of August 15, 1995. The Handbook on Disk is in Adobe Acrobat portable document format (PDF). The Handbook on Disk provides the 2,000 pages of text at your fingertips in an electronic format where you can search for words or phrases, copy portions of the text, print out selected pages, and jump to related topics using hypertext links.

As you navigate through this guide you can return to the list of Topics by clicking on the TOPICS button at the bottom of the page. Clicking on the ➡ will move you to the continuation of a topic. If you haven't read the Acrobat Help file you should do so before using the Handbook on Disk . See How to select the Acrobat help file.

To view a list of topics in this help file move the cursor to the **Topics** button below and click.

TOPICS

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CSRS and FERS

Handbook on Disk

Help File Topics

Introduction

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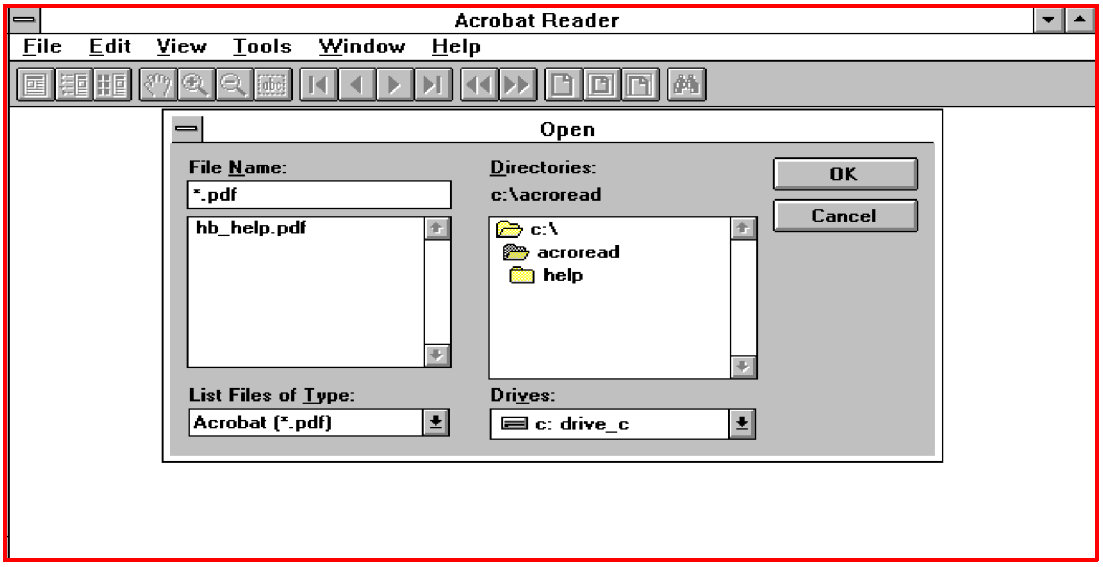
Handbook on Disk **Help**

Acrobat Reader Help

The Acrobat Reader has an extensive help file. When you start the Acrobat reader a directory dialog will appear. The currently selected file is listed in the box at the top of the File Name area. When you start Acrobat no file is selected.



The dialog box allows you to select the drive, directory and file from the ones displayed in the list boxes, instead of having to remember and type the names. The directory dialog box from the Windows Acrobat reader is shown above.

Move the cursor to the arrow below and click or press the Page Down key for information on how to select the help file.

TOPICS

How to select the Acrobat help file

WINDOWS

Mouse

1. Click on the **help** subdirectory in the Directories box. Click on **OK**.
2. Click on **help_r.pdf** in the File Names box and press the **ENTER** key.

Keyboard

1. Press **ALT-D** to move to the Directories box.
2 Press the **DOWN ARROW** key to move the cursor to the help subdirectory and press the **ENTER** key.
3. Press **ALT-N** to the File Names box. Press the **TAB** key followed by the **SPACE BAR** to highlight the help file (**help_r.pdf**) to select the filename. Press the **ENTER** key.

You can access the help file while you are viewing the Handbook on Disk by clicking on **Help** on the menu bar or by pressing the **F1** key.

DOS

Mouse

1. Click on **HELPREAD** in the file names box.
2. Click on **OPEN.**

Keyboard

Highlight **HELPREAD** by using the **DOWN ARROW** key and press the **ENTER** key.

TOPICS

Installing Acrobat Readers

WINDOWS

To install the Windows version of the Acrobat reader, follow these instructions.

1. Place the disk labeled **Adobe Acrobat Windows Reader** in a floppy disk drive.
2. Start Windows and display Program Manger.
3. Chose Run form the File menu
4. Type the drive letter the disk drive where the Reader disk is located, then type **\SETUP.EXE** (e.g. **A:\SETUP:EXE**).
5. Choose **OK.**
6. To start the Acrobat reader, double click on the Acrobat icon.

DOS

To install the DOS version of the Acrobat reader, follow these instructions. You must have at least 4 MB of RAM memory to install the DOS reader. A mouse is strongly recommended.

1. Place the disk labeled **Adobe Acrobat DOS Reader Disk 1** in a floppy disk drive A.
2. At the DOS prompt (C:>), type **A:\READER**) and press the **ENTER** key.
3. To start the Acrobat reader, type **ACROBAT** at the DOS prompt and press the **ENTER** key.

TOPICS

Installing the Handbook on Disk

The installation software will create a directory call **HB0995** on your PC's hard drive. You must have at least 8 MB of available disk space on your hard drive to hold the Handbook on Disk.

To install the Handbook on Disk follow the instructions below.

1. Place the disk labeled Handbook on Disk Disk 1 in a floppy disk drive.
2. At the DOS prompt (**C:>**), type the drive letter of the disk drive where the Handbook on Disk is located, then type **\HANDBOOK** (e.g. **A:\HANDBOOK**) and press the **ENTER** key.

TOPICS

Viewing the Handbook on Disk

When you start the Acrobat reader a directory dialog box will appear. The dialog box allows you to select the drive, directory and file from the ones displayed in the list boxes, instead of having to remember and type the names. See **Acrobat Reader Help** for more information on directory dialog boxes.

The current open directory is listed under the Directory heading in the dialog box. It is also indicated with the "open" file-folder icon to the left of the directory name.

The Handbook on Disk is located in the directory called **C:\HB0995.** Follow the instructions below to open the **HB0995** directory.

TOPICS

Viewing the Handbook on Disk (cont.)

WINDOWS

Mouse

1. Double click on the top entry **c:**
2. Move down the list of directories by clicking the scroll arrow at the right of the list box.
3. Click on the directory name (**HB0995**).
4. Click on **OK** or press the **ENTER** key.
5. Click on **HANDBOOK.PDF** in the File Names box and press the **ENTER** key.

Keyboard

1. Press **ALT-D** to move to the Directories box.
2. Press the **UP ARROW** key to move to the top entry (**C:**) and press the **ENTER** key.
3. Use the **DOWN ARROW** key to move to the **HB0995** directory and press the **ENTER** key.
4 Type **ALT-N** to move to the File Names box. Type **HANDBOOK.PDF** and press the **ENTER** key.

DOS

Mouse

1. Double click on the top entry **c:**
2. Move down the list of directories by clicking the scroll arrow at the right of the list box.
3. Click on the directory name (**HB0995**).
4. Press the **ENTER** key.
5. Click on **HANDBOOK.PDF** in the File Names box and press the **ENTER** key.

Keyboard

1. **TAB** to the Directories box.
2. Press the **UP ARROW** key to move to the top entry (**C:**) and press the **ENTER** key.
3. Use the **DOWN ARROW** key to move to the **HB0995** directory and press the **ENTER** key.
4 **TAB** until the cursor is in the Filename box. Type **HANDBOOK.PDF** and press the **ENTER** key.

TOPICS

Navigating the Handbook on Disk

When you select **HANDBOOK** from the file dialog box in Acrobat the Handbook on Disk **Table of Contents** is displayed. Placing the cursor on the left or right arrows at the bottom of the Table of Contents page will move you back (left) or forward (right arrow) one page in the Table of Contents.

There are **hypertext links** to each of the chapters. To select a chapter move the curser on the line with the chapter name and number and click. The cursor changes to the pointing finger icon when positioned over a link. You will jump to the Table of Contents for that chapter. See Abode Acrobat Help for more information on moving around within the chapters using the Acrobat functions.

Returning to the Handbook on Disk **Table of Contents.**

You can quickly return to the Handbook on Disk **Table of Contents** by using the **First Page** button. Move the cursor to the heading ***Table of Contents*** at the beginning of the chapter and click. You will jump back to the Handbook on Disk **Table of Contents**.

TOPICS

Hypertext links

Hypertext links provide a means to jump directly from one part of a document to another. In the Handbook on Disk you can immediately jump directly from the **Table of Contents** to the chapter. Hypertext links are indicated by **DARK RED** text.

To use links:

1. Move the cursor over a linked area. The cursor changes to the pointing finger icon when positioned over a link.
2. Click to jump to the linked page view. Click the **Go Back** button (or choose **Go Back** from the View menu) to return to the previous document and page view.

To return to a document or page view:

Click the **Go Back** button (or Choose **Go Back** from the View menu) to return to the previous document or page view.

TOPICS

Using Thumbnails

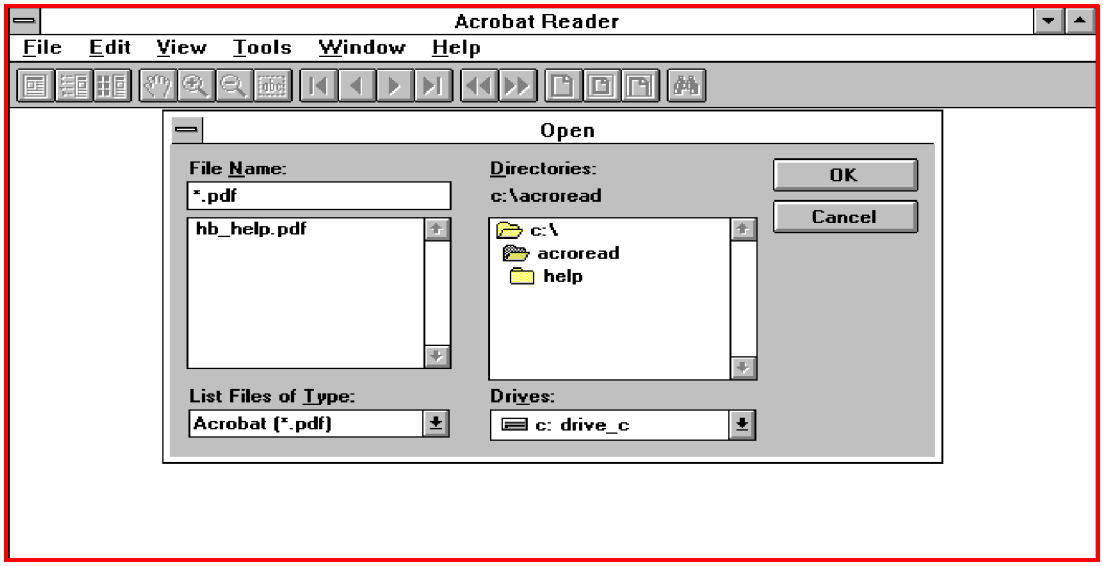
Thumbnails are miniature page views that can be displayed in the overview area. Thumbnails are a quick and easy tool to use to help navigate around in the Handbook on Disk. You can use thumbnails to jump quickly to a page or to adjust the view of the current page.

To browse using thumbnails:

Click the Thumbnails and Page button or choose Thumbnails and Page from the View menu to display thumbnail images of each page in the document in the overview area. Click a thumbnail to move to that page. The location you click determines the center of the page display.

TOPICS

Handbook on Disk **Help**



When you start the Acrobat reader a directory dialog will appear. The dialog box allows you to select the drive, directory and file from the ones displayed in the list boxes, instead of having to remember and type the names. The directory dialog box from the Windows Acrobat reader is shown above.

The currently selected file is listed in the box at the top of the File Name area. When you start Acrobat no file is selected. The name of the Handbook on Disk help file (**HB_HELP.PDF**) is shown in the list box.

Press the arrow for instructions to view the help document.

TOPICS

To select the Handbook on Disk **help file.**

WINDOWS

Mouse

Click on the filename (**HB_HELP.PDF**) in the list box. Click on **OK.** The Handbook on Disk help file will be displayed.

Keyboard

1. Press **TAB** followed by the **SPACE BAR** to select the file **HB_HELP.PDF**
2. Press the **ENTER** key and the Handbook on Disk help file will be displayed.

DOS

Mouse

1. Click on **HB_HELP.PDF** in the file names box.
2. Click on **OPEN.**

Keyboard

Highlight **HB_HELP.PDF** by using the **DOWN ARROW** key and press the **ENTER** key.

TOPICS