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## Viewing Publications

To view publications in the Publication Database, you must have Adobe® Acrobat® Reader™ 4.0 installed on your computer. You can download Acrobat Reader for free from the Adobe Web site at <http://www.adobe.com/products/acrobat/readstep.html>.

## Locating Publications

You have two options for locating information in the Online Library. You can drill down through the cabinets of Institute materials. Alternatively, you can use the [search mechanism](#).

### Drilling Down through the Cabinets

The cabinets are located in the left-hand frame of the screen as well as in the main frame under All Materials/All Cabinets. They are organized alphabetically by [Institute program publication](#). The [IRC cabinet](#) is also listed among the Institute cabinets.

In the left-hand frame, a “+” indicates that the cabinet or folder contains documents. Click on the “+” to view a list of contents. Click on “-“ to close the list. Click on the cabinet or folder to open it in the main frame.

### *Institute Program Publications*

Each Institute program has a separate cabinet in which publications for that program are stored in folders according to program course. For example, *Essentials of Risk Financing*—a textbook used in the Associate in Risk Management (ARM) program in the ARM 56 course—is stored in the “Risk Management (ARM)” cabinet in the “ARM 56” folder. *Essentials of Risk Management* and *Essentials of Risk Control* are also stored in the “Risk Management (ARM)” cabinet, each in a separate folder.

### *IRC Publications*

The IRC cabinet is organized into three folders:

1. Auto issues
2. Other issues
3. Public attitudes (which includes the Public Attitude Monitor issues)

### **Search For (Type of Publication)**

The Search For option allows you to choose the type of publication in your search. Currently, “Documents” (i.e., print documents, such as textbooks and reports) is the only option. Eventually, you’ll have the option to search for other types of products as well.

### **Search by Subject Area**

The Subject Area Search option locates documents whose titles match your entry. This type of search is best for locating significant holdings on a topic or for narrowing your search. For example, while many documents might mention “commercial liability insurance,” significantly fewer are dedicated to that topic. If a Subject Area Search locates no matches or if the matches located do not provide the needed information, try a Key Word Search for broader results.

The Subject Area Search mechanism includes three options for searching:

1. Contains
2. Is
3. Starts With

### **Contains**

The Contains option, the default, searches for a match with a portion of a document title. The entry wording must be in the exact order with no missing or extraneous words or characters. For example, the Contains entry “property insurance” will locate the document *Commercial Property Insurance and Risk Management*, but the entry “property coverage” will *not* because “coverage” is extraneous. The entry “commercial insurance” will *not* locate that publication because “property” is missing from the string.

### **Is**

The Is option searches for the full name of documents (for example, “Chapter 1 - Property Risk Management”).

### **Starts With**

The Starts With option searches for the initial part of a document title (for example, “Chapter 1 - Property”).

### **Search by Key Word**

The Key Word Search is broader than the Subject Area Search because it scans the text of documents, rather than just the titles, for matches to your entry. The Key Word Search searches each word in multiple-word entries separately rather than as a string. For example, if your entry is “risk management,” the search will locate documents that contain both “risk” and “management” but not necessary the two words together.

If a Key Word Search locates too many documents, try a Subject Area Search or an All/Any search (combination search), which uses both subject area and key word as criteria.

## Search Using All/Any

The All/Any function lets you define which search fields (Subject Area and Key Word) the search results must meet. Since only two search fields exist, it might help to think of All as “both” and Any as “either”. If you leave either the Subject Area or Key Word field blank, the search will ignore that field.

The All option, which is the default, will locate documents that match *both* the Subject Area *and* Key Word fields. The Any option will locate documents that match *either* the Subject Area *or* Key Word fields. For example, if you enter the following search criteria,

Subject Area Contains: Claims  
Key Word Contains: Subrogation

the All option will locate chapters that meet *both* of those criteria (i.e., documents with “claims” in the title, and with “subrogation” in the text). In contrast, the Any option will locate chapters that meet *either* of those criteria; therefore, the Any option will locate chapters with “claims” in the title but that do not necessarily include “subrogation” in the text, and vice versa.

## Search Results

Both the Subject Area Search and the Key Word Search display a list of documents that match your entry. When you click a document in the list, Adobe Acrobat Reader will launch and display that document’s content. Once in Acrobat Reader, you must locate the specific information within the document. ([Click here](#) for help on moving between Acrobat Reader and the Online Library.)

## Locating Information in Acrobat Reader

You have two main options for locating information within a document displayed in Adobe® Acrobat® Reader™ 4.0:

1. Select a topic from the outline listed to the left of the publication.
2. Use the Acrobat Reader Find option to search for key terms.

Please refer to the help instructions in Acrobat Reader regarding questions unrelated to the topics listed above.

## Topic Outlines

The topic outlines are best used for locating significant discussions on a particular topic. Essentially, the topic outline is a detailed table of contents for a document. The left-hand frame on the Acrobat Reader screen lists the major topics for each document in outline format. A “+” next to a topic indicates that subtopics are listed under a major topic. Click the “+” to view the list of subtopics. When you click a topic in the outline, Acrobat Reader will jump to that topic in the document.

## Find Option

The Find option is helpful for locating references that do not appear in the outline and for finding a definitions. To use the Acrobat Reader Find option, hold the control key and press “f”. Then type an entry and click Find. Acrobat Reader jumps to the first instance of the word you enter. To find subsequent instances of the word, click Find Again.

## Moving between Acrobat Reader and the Online Library

How you move between Acrobat Reader and the Online Library depends on how your computer is set up to launch Reader. Acrobat Reader will launch in one of the following two places:

1. In a separate window
2. In the Online Library’s main frame

You will be able to determine which way Reader launches once you open your first Library document. Once you determine this, refer to the instructions below for navigating between Reader and the Library.

### Acrobat Reader Opens in a Separate Window

If your computer is set up to launch Acrobat Reader in a separate window, you can close Reader and return to the Online Library by clicking the “x” in the upper right-hand corner or by choosing File, then Exit from the tool bar. You can also choose to leave Reader open and return to the Library by switching windows. To switch windows, click the Online Library window button at the bottom or top of your screen (depending on your Microsoft Windows version) or hold down the Alt key and press and release the Tab key until you locate the Library window.

### Acrobat Reader Opens in the Library Main Frame

If Reader launches in the main frame (right-hand frame) of the Online Library, to return to the Library, you must either click the Back button in your browser or click one of the buttons in the top or left-hand frames of the Library (for example, the Search button in the top frame).

With this configuration, you cannot leave Acrobat Reader open and return to the Library. *Note: If Acrobat Reader opens in the library main frame, do not close it by clicking the “x” in the corner or by choosing File, then Close from the toolbar. This will close your browser and disconnect you from the Online Library.*