GUIDE TO THE LEGISLATIVE INTENT SERVICE DIGITIZED FORMAT

The digitized documents enclosed contain multiple files. The Adobe file with your file number contains all of the materials that are related to your research request. This file may only be viewed with Adobe Acrobat or Adobe Acrobat Reader. If you do not have either of these programs, you may download a free copy of Acrobat reader at Adobe's website. The remaining files are supplementary documents that will help you better understand our research.

If you are new to using Adobe Acrobat, the program has a Help document, found under "Help" in your toolbar as "Reader Help," or by pressing the F1 key. Below are the commonly used features:

This is the hand tool. This allows you to "grab" the document, as well as click on links found throughout the document.

This button allows you to "retrace your path." That is, after you click to a different page, this will return you to where you were.

This button allows you to enlarge the document, so you can more easily read small print.

This button rotates the document 90º to the right, so you can more easily read documents that have writing sideways.

This button enables you to search through text-searchable documents (Legislative History Report and Analysis and the declaration) and find specific words or phrases. If you wish to continue to search for the same word simply click the square that says "click again."

TEXT SEARCH:
The Legislative History Report and Analysis and our declaration are text-searchable. The research documents are generally not text-searchable. These documents are "photographs" of the original documents.

BOOKMARKS:
Another useful device is the "Bookmark" feature. This allows quick maneuvering from one area in the materials to another and lets you know where in the material you currently are by highlighting the selected area. The "+" box listed before an item indicates subdirectories within that bookmark, and can be expanded to display them by clicking on the "+" sign.

HYPERLINKS:
Also, all references to documents in the Legislative History Report and Analysis in blue are "hyperlinks." Clicking on the blue links takes you to the documents referenced.