



**SUNGARD** HIGHER EDUCATION

# SUNGARD HIGHER EDUCATION PRODUCT BOOKSHELF

October 2010

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## What is the Bookshelf?

The Bookshelf is a library of materials developed to support SunGard Higher Education products. It contains PDF versions of books and documents that are accessible through bookmark links displayed in the primary bookshelf file that you are currently viewing. You may copy this bookshelf to a network location to make its content accessible to users working with SunGard Higher Education products, but the PDFs included in this library contain confidential and proprietary information of SunGard and its subsidiaries. Use of these materials is limited to SunGard Higher Education licensees, and is subject to the terms and conditions of one or more written license agreements between your institution and SunGard Higher Education.

## How do I display a document?

To directly access a document from Adobe Reader:

- 1 Look at the bookmarks  in the left pane of the window.
- 2 Click a plus  to expand the entries under a bookmark until you find the document you want.
- 3 Click the desired document bookmark to open it.

## How do I search a document?

To locate a topic or term within a document, you can set up a search:

- 1 Go to **View>Toolbars>Find**. This menu selection toggles on and off each time you select it.
- 2 Open the document you want to search.
- 3 Enter keyword(s) in the Find box. Adobe Reader will highlight words that matched the search.

## How do I set Documents preferences?

To keep the Bookshelf document open while viewing other files and within the same window, set the following preference:

- 1 Access the Edit menu and select **Preferences>Documents**.
- 2 Uncheck the **Open cross-document links in same window** checkbox.
- 3 Click **OK**.