

As you can see, there is a major restructuring of the FLSSAR website. It will hopefully be a short learning curve for Florida Compatriots in getting used to the new look.

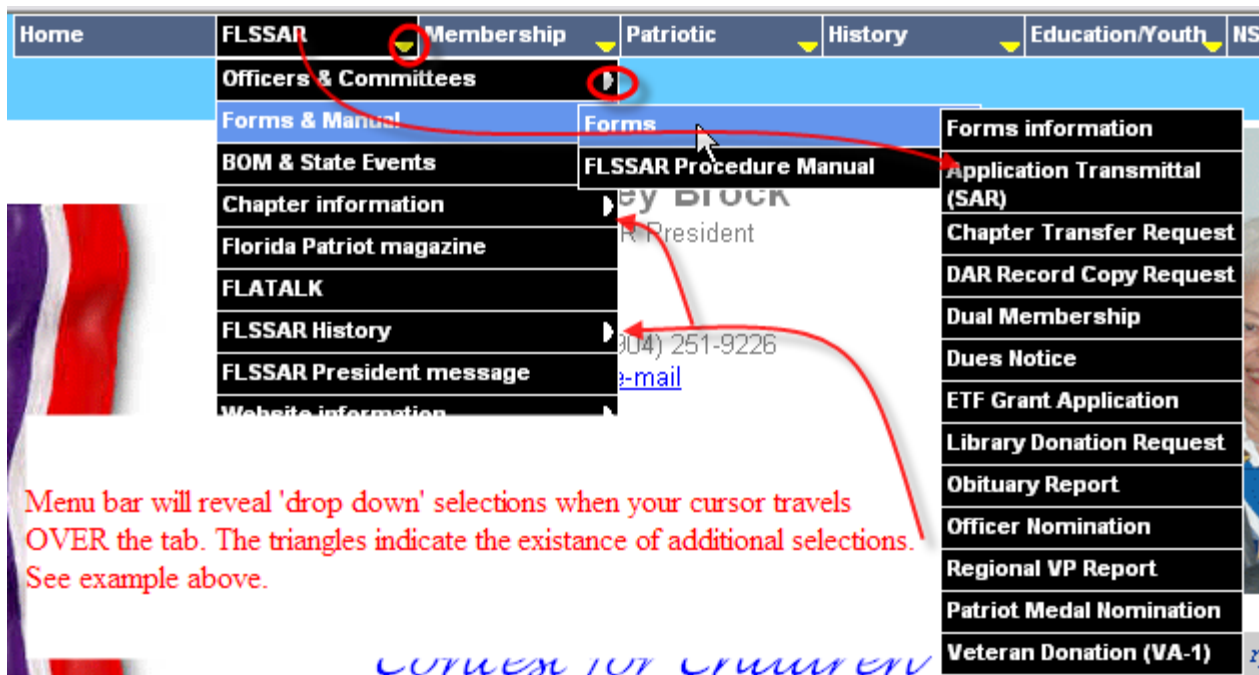
### Website Structure & Navigation:

It is organized to provide easier navigation for first time guests and for returning compatriots. The menu system is patterned after the NSSAR website so that visitors traveling between these sites will have an easy time finding similar information. The menu bar is at the top of every webpage and is grouped into links for similar subject matter, e.g. items specific to Florida Society are under FLSSAR menu tab.

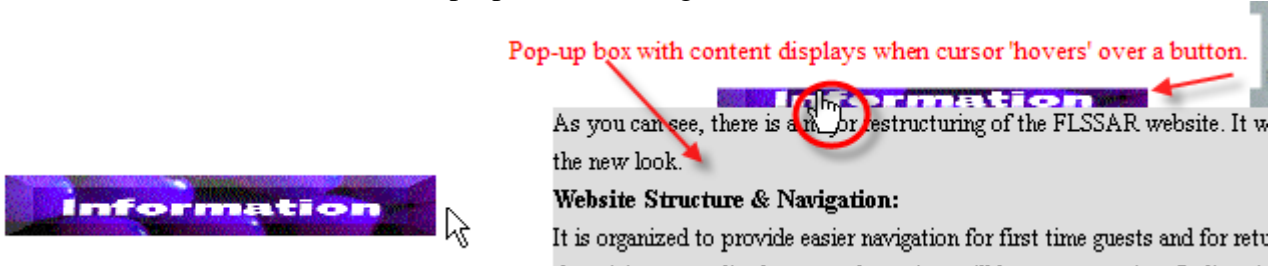
A basic explanation for some web elements that some compatriots might be unfamiliar with follows.

As mentioned in the graphic below, the menu bar reveals further content availability when moving your cursor over the menu tabs. Likewise when, as in the illustration, the cursor moves over the tab the drop-down portion is revealed. These revealed selections may/may not have additional selections. Moving the

cursor down the list will show you content to open or the following selections will pop-out whereupon you can travel to the content you are seeking.



Occasionally, a Pop-up Box will contain content that may be of a short (length) or unique nature that does not merit a separate document (pdf format) or web page (htm/html). Again, accessing the content is a matter of moving your cursor over the button, icon, or text to activate the Pop-up Box. As displayed in the two graphics below at first the cursor (arrow) is not over the button – thus, no Pop-up Box. Moving the cursor (now a hand) over the button activates the Pop-up Box. Moving the cursor off the button ‘hides’ the content.



## **Website Content:**

Content provided within the website will be that which can be used as a marketing tool for potential members, an information tool for our membership, a tool used to recognize individuals and chapters, and also furthers the purposes of the Society.

**Photos & Newsletters** This website will provide documentation for the current administrative year. Photos and Chapter newsletters hosted through the FLSSAR will be maintained for 12 months or as server space allows. The last 8 issues of *The Florida Patriot* magazine will be provided.

**Document Format** Most documents will be rendered in Adobe format (pdf) and will require the [Adobe Reader®](#) to access. Where the Florida Society is not the content authority, links will be provided to the agency owning the content. In some cases this is NSSAR, NSDAR, or others.

**Change Notification** Significant structural changes to the website will be noted at FLSSAR Website Information Change Log. Other significant or time sensitive content will be reported on the Home Page with links to the content.

**Feedback** As you use this new website and have suggestions for improving the viewing experience, the clarity of content, navigation, or for correcting incorrect information, please contact the webmaster as listed at bottom of each page. When correcting content, please give as much detail about where you saw the bad data, i.e., webpage address (at top of browser), paragraph, or other specific details.

While not every suggestion can be implemented, ALL feedback is welcome.

## **Using Adobe Reader:**

As mentioned in the Website Content section above, most site content will be in pdf format requiring Adobe Reader® to view. Reader is a free download at the Adobe website - <http://www.adobe.com/products/acrobat/readstep2.html> .


## **Searching for words in a PDF document**



You can use either the Find toolbar or the Search PDF window to locate a word, series of words, or partial word in the active Adobe PDF document. The Find toolbar provides a basic set of options for searching for text in only the current PDF document; the Search PDF window searches more PDF areas than the Find toolbar, provides more advanced options, and lets you search for text in one or more PDF documents, an index of PDF files, or PDF files on the Internet.

By default, both the Find toolbar and the Search PDF window search the text, layers, form fields, and digital signatures in the PDF document; both features also let you include bookmarks and comments in the search. By default, the Search PDF window also searches object data, and image XIF (extended image file format) metadata; it searches document properties and XMP metadata by default but only when searching multiple PDF documents or a PDF index; it searches indexed structure tags but only when searching a PDF index. In addition, the Search PDF window lets you include attachments in the search.







**Note:** Adobe PDF documents can have multiple layers. If the search results include an occurrence on a hidden layer, selecting that occurrence displays an alert that asks if you want to make that layer visible. If you prefer using the Find toolbar, dock the toolbar to the Adobe Reader toolbar area to make it always available. If you prefer using the advanced search options in the Search PDF window, set the Search preference to display these options by default.

### **To search for words in a document using the Find dialog box:**

1. Open the document.
2. To display the Find toolbar, right-click (Windows) or Ctrl-click (Mac OS) in the toolbar area and select Find.
3. In the Find box, type the word, words, or partial word that you want to search for.
4. From the Find Options  menu select options as desired.

5. To view each search result, click the Find Previous button  or the Find Next button  to go backward or forward through the document.
6. If you want to switch to the Search PDF feature for additional search options, choose Open Full Reader Search from the Find Options menu in the Find toolbar.

**To search for words in a PDF document using the Search PDF window:**

1. Open the document.
2. Click the Search button  on the File toolbar.
3. If you want to perform an advanced search, click Use Advanced Search Options.
4. You can set a preference to open Advanced Search options instead of Basic Search options when you click Search. Type the word, words, or part of a word that you want to search for.
5. Set options as desired.
6. Click Search. The results appear in page order and, if applicable, show a few words of context. Each result displays an icon to identify the type of occurrence: the Bookmark Result icon ; the Comment Result icon ; the Layer Result icon ; or the Attachment Result icon . All other searchable areas display the Search Result icon .
7. To display the page that contains a search result, click an item in the Results list. The occurrence is highlighted. Choose Edit > Search Results > Next Result or Edit > Search Results > Previous Result, or use the Back button and the Next button at the top of the Search PDF window to move forward and backward through search panes.

**Note:** During a search, you can click a result or use keyboard shortcuts to navigate the results without interrupting the search. Clicking the Stop button under the search-progress bar cancels further searching and limits the results to the occurrences already found. It does not close the Search PDF window or delete the Results list. To see more results, you must run a new search.