

Helpful Hints for Using Your Ages Digital Library

Contents:

[System Requirements](#)

[Installing Ages Software Products](#)

[Running the Software From the CD-ROM](#)

[Manual Installation Procedures](#)

[Performing a Full Installation](#)

[Touch and Go Librarian File Names](#)

[Searching in Adobe Acrobat](#)

[Printing Text](#)

[Linking to Footnotes, Bible and Strong's References](#)

[Troubleshooting Guide](#)

We suggest that you print this document out and keep it in a safe place. It contains information which will help you through the installation and use of your Ages CD-ROM.

If your questions are not answered here, please e-mail Ages Software Technical Support at techsupport@ageslibrary.com. You can also fax your questions to (920) 992-6806, or call (541) 928-8502, Monday through Friday, 8:30am-12pm, and 1-4:30pm Pacific time.

You can also visit Ages Software online at <http://www.ageslibrary.com/>.

System Requirements

Your computer must meet the following requirements:

PC with Windows 3.1 or 3.11

- 386 or higher processor
- 8MB RAM
- 5MB of free hard disk space

PC with Windows 95 or 98

- 386 or higher processor
- 8MB RAM (16MB recommended)
- 10MB of free hard disk space

PC with Windows NT

- 386 or higher processor
- 16MB RAM (24MB recommended)
- NT 3.51 or higher
- 10MB of free hard disk space

PC with Windows 2000

- Pentium 90 or higher processor
- 32MB RAM (64MB recommended)
- 10MB of free hard disk space

Macintosh:

- 68020 or higher processor
- 8MB RAM
- OS 7.0 or higher
- 13MB of free hard disk space

If you plan to perform a "full installation" of the library onto your hard disk, you will need a much larger amount of free hard disk space. The space required for each product is as follows:

Master Christian Library version 7	1120MB
Reformation History Library version 2	420MB
The Comprehensive John Calvin Collection	335MB
The C. H. Spurgeon Collection	350MB

The John Gill Library

Versions of the Acrobat Reader are available for many other operating systems, including DOS, UNIX, Linux, and others. For more information, visit Adobe's web site at

<http://www.adobe.com/>.

Installing Ages Software Products

Thank you for choosing Ages Software! The books on this CD are read by a program called the Adobe Acrobat Reader. Chances are, if you are reading this right now you have already completed the installation successfully. Congratulations! However, if you are trying to install the library on another computer and are having some difficulty, the information provided here might still be helpful.

To ensure you have the most up-to-date version of the Reader, check our Web site at <http://www.ageslibrary.com/> occasionally for a newer version. The program can also be downloaded for free from Adobe at <http://www.adobe.com/>.

Before you begin installing the library, make sure that you have disabled anti-virus software, system utilities, and installation monitors. The [Troubleshooting Guide](#) later in this document contains more information about these programs.

You have several options for installing your Ages Library CD. The easiest method is to use the installation utility provided on the disk. This program will automate installation and make the process as simple as possible. To run the utility, perform the following:

Windows 3.1 or 3.11

- 1) Insert the CD into your CD-ROM drive.
- 2) Open Program Manager
- 3) Click **File** → **Run**.
- 4) Type **X:\setup.exe** where **X** is your CD-ROM drive.

Windows 95/98/NT/2000

- 1) Insert the CD into your CD-ROM or DVD-ROM drive.
- 2) Click **Start → Run**.
- 3) Type **X:\setup.exe** where **X** is your CD-ROM drive.

Macintosh

- 1) Insert the CD into your CD-ROM or DVD-ROM drive.
- 2) Copy the **ACRO_MAC** folder to your hard drive.
- 3) Restart the computer with extensions off (hold down the Shift key during start up).
- 4) Open the **ACRO_MAC** folder on your hard drive and double-click **Install**.
- 5) Restart the computer again with extensions on.
- 6) Open the CD-ROM window and click once on the **.PDF** file for the *Touch and Go Librarian*.
- 7) Open the File menu and choose **Make Alias**.
- 8) Click **OK** in the warning message that appears.

Once you have completed installation, you are ready for the next section, [Running the Software From the CD-ROM](#). If you have trouble, see the [Troubleshooting Guide](#) later in this document.

Note for Macintosh users: If the Acrobat Reader came pre-installed on your computer, you should uninstall the existing version before installing the Reader from our disk. The version that comes pre-installed on many Macintosh's does not have the extensive search feature that will allow you to search the books in your Ages library. You can remove it by opening the Applications folder and dragging the existing reader to the Trash icon.

Note for Windows users: If you have any problems with the setup process, please see "Manual Installation Procedures" and "Troubleshooting Guide" later in this document.

Running the Software From the CD-ROM

Windows 3.1 or 3.11

- 1) Insert the CD into your CD-ROM drive.
- 2) Open the **Ages** program group.
- 3) Double-click the library's icon.

Windows 95/98/NT/2000

- 1) Insert the CD into your CD-ROM or DVD-ROM drive.
- 2) Click **Start → Programs → AGES Software**, and then click the library title you want to open.
or
Double-click the appropriate shortcut icon on your desktop.

Macintosh

- 1) Insert the CD into your CD-ROM or DVD-ROM drive.
- 2) Double-click the icon for the **.PDF** file or alias for your *Touch and Go Librarian*.

ALL USERS:

The Adobe Acrobat Reader program will launch, and the first screen you will see is called *Touch and Go Librarian*. Click on the blue book titles to link to books. You can also use the list of bookmarks on the left-hand side of the screen to link to books. To return to the *Touch and Go Librarian* from any book, click the bookmark in the left window called *Ages Librarian*. You can also use the Reader's Back button on the toolbar to return to a previous page or document.

See [Touch and Go Librarian File Names](#) later in this document for a list of **.PDF** file names.

Manual Installation Procedures For Windows Users

If you have any problems running the automatic installer, there are a few simple procedures you can follow to install it manually. If you have not done so already, try running **setup.exe** as described earlier in this document. To manually install the library, perform the following procedures:

Windows 3.x

- 1) Insert the CD into your CD-ROM or DVD-ROM drive.
- 2) Open Program Manager
- 3) Click **File → Run**.
- 4) Type **D:\acro_win_setup.exe** where **D** is your CD-ROM drive.
- 5) Follow the onscreen instructions to install the Acrobat Reader.
- 6) To run the library, click on the CD-ROM drive letter to view the contents of the CD. Double-click the appropriate **.PDF** file to launch the *Touch and Go Librarian*.

Windows 95/98/NT/2000

- 1) Insert the CD into your CD-ROM or DVD-ROM drive.
- 2) Open My Computer.
- 3) Open the icon for the CD-ROM or DVD-ROM drive.
- 4) Open the folder called **ACRO_W95**.
- 5) Open the icon for the file **_Setup.exe**. The icon should have a picture of a computer on it.
- 6) Follow the onscreen instructions to install the Acrobat Reader.
- 7) Close the **ACRO_W95** folder (Windows 98/2000 users: click the **Back** button on your toolbar).
- 8) On the CD locate the appropriate **.PDF** file for your library. **Right-click** the icon and choose **Create Shortcut** from the menu that appears.
- 9) Click **Yes** in the warning message that appears.

10) Close all open windows. You can now open the library by double-clicking the shortcut icon on your desktop.

See [Touch and Go Librarian File Names](#) later in this document. See also the [Troubleshooting Guide](#) if you experience any problems.

Performing a Full Installation

The normal method for using your Ages Software library is to read the book files from the CD. The only things that are installed on your hard drive are the program files for the Adobe Acrobat Reader. This is the preferred installation for most users. However, you can choose to perform a full installation by placing all library files on your hard drive. Before choosing to do this, make sure that you have plenty of space on your hard drive. A full installation may require more than a full gigabyte of space on your hard drive, so evaluate your system carefully before doing this.

Performing a full installation is quite simple. First, discard any shortcuts or aliases that have already been created for the library. Also, make sure the Adobe Acrobat Reader is installed as described earlier. Now perform the following:

See the [Special Instructions for Master Christian Library 7 users](#) below.

Windows 95/98/NT/2000

- 1) Place the CD in your CD-ROM or DVD-ROM drive.
- 2) Open My Computer, and then open the icon for your CD-ROM drive.
- 3) Click **Edit → Select All**.
- 4) Hold down the **CTRL** key on your keyboard as you click on the folders **ACRO_MAC**, **ACRO_WIN**, and **ACRO_W95**. You should now see all files and folders selected except the **ACRO** folders.
- 5) Click **Edit → Copy**.
- 6) Close the CD window (Windows 98/2000 users: Click **Back**).
- 7) In My Computer, open the icon for your hard drive.
- 8) Click **File → New → Folder**. Type a unique name for your new folder.
- 9) Open the new folder and click **Edit → Paste**. The copying process will take several minutes.

- 10) When the files are done copying, locate the **.PDF** file in your new folder for the *Touch and Go Librarian*. **Right-click** it and choose **Create Shortcut**.
- 11) Drag the shortcut to your desktop.

Macintosh

- 1) Double-click the **HARD DRIVE** icon.
- 2) Click **File → New Folder**.
- 3) Type a descriptive name for the folder.
- 4) Insert the CD into your CD-ROM or DVD-ROM drive.
- 5) Open the CD-ROM window and select all files and folders.
- 6) Drag the files and folders from the CD-ROM to the new folder on your hard drive.
- 7) Open the new folder and delete the following folders: **ACRO_MAC, ACRO_WIN, ACRO_W95**.
- 8) Restart the computer.
- 9) Open the new folder and click once on the **.PDF** file for the *Touch and Go Librarian*.
- 10) Open the File menu and choose **Make Alias**.

Special Instructions for the Master Christian Library Version 7

- 1) Create a new folder on your hard drive, and copy the contents of both CDs into it.
Windows users: Do not copy the three hidden files on each CD. They are system files for the Macintosh and will cause an error when copied in Windows.
- 2) When you have copied the contents of both CDs to your hard drive, remove the disc from your CD-ROM drive.
- 3) Locate the Setup program in that folder and re-run it.

Advanced Users: Visit us online (www.ageslibrary.com) for special updates to make full installation of the *Master Christian Library ver. 7* even easier!

Touch and Go Librarian File Names

The *Touch and Go Librarian* is your starting point for reading books on your Ages CD. Each CD-ROM product from Ages has a unique file name for the *Touch and Go Librarian* to ensure you are opening the correct library index. This is the file you need to look for when creating shortcuts, or performing other actions as described throughout this document. The file names are as follows:

Master Christian Library version 7

Disk 1:	Agesv7.pdf
Disk 2:	Agesv7_2.pdf

Reformation History Library Reform.pdf

The Comprehensive John Calvin Collection Calvin.pdf

The C. H. Spurgeon Collection Spurgeon.pdf

The John Gill Library Gill_lib.pdf

Note that the *Master Christian Library version 7* has a separate *Touch and Go Librarian* for each CD in the library.

Searching in Adobe Acrobat

You can search through the books on your Ages Software CD using single words or phrases. Before you can perform searches, you must install the indexes for your library. To do so, perform the following:

- 1) Launch the library in the Acrobat Reader.
- 2) On the Acrobat toolbar, click the search button  (it looks like a pair of binoculars with a piece of paper behind it).
- 3) In the Adobe Acrobat Search window, click the **Indexes...** button.
- 4) In the Index Selection window, click **Add...**
- 5) In the Add Index window, make sure your CD-ROM drive is shown in the **Look in** box. Also, make sure that **Acrobat Index** appears next to **Files of type** near the bottom of the window.
- 6) Click on an index file in the file list. **Make sure you are clicking on a file, NOT a folder**
- 7) Click **Open**. Repeat steps 4-6 for each index file listed in the Add Index window.
- 8) When you are done adding the indexes, click **OK** in the Index Selection window.

You can now perform a search in the Adobe Acrobat Search window by typing a word or phrase and clicking Search.

Another thing you should do to ensure that all books on the CD are being searched is this:

- 1) In the Acrobat Reader click **File, Preferences → Search**.
- 2) In the Acrobat Search Preferences dialog box look under Results. Where it says **Show top 100 documents** change the number **100** to **500**.
- 3) Click **OK**.

Typical Index file names:

Master Christian Library version 7:

Disk 1:	MCL7_IN1.pdx MCL7_IN2.pdx
Disk 2:	MCL7_IN3.pdx

Reformation History Library version 2: rhlv2idx.pdx

The Comprehensive John Calvin Collection: calvin.pdx

The C. H. Spurgeon Collection: spurgeon.pdx

The John Gill Library gill_idx.pdx

If you have any problems searching the library, see the [Troubleshooting Guide](#) later in this document.

Printing Text

For better results when printing text from a book in your digital library, you should first copy the text you want to print out of the Acrobat Reader program. Once copied from the book, you can paste it into a word processing program such as Word, WordPerfect, or WordPad. To copy text out of Acrobat Reader, perform the following:

- 1) Locate the beginning of the text you want to copy.
- 2) On the toolbar, click the button for the Text Selection Tool (it has **ABC** on it).
- 3) Move the mouse pointer over the beginning of the text you want to copy.
- 4) Click and hold the left mouse button and drag the mouse pointer over the text to select it.
- 5) On the menu bar click **Edit → Copy**.
- 6) Switch to your word processing program.
- 7) In the word processor, click **Edit → Paste**.

Print the text in accordance with the instructions for your word processor. If the text you want to copy from the Acrobat Reader spans more than a single page, click **View → Continuous** on the menu bar. This will allow you to scroll across multiple pages while selecting text.

If you have additional questions about printing, please see the [Troubleshooting Guide](#) below.

Linking to Footnotes, Bible and Strong's References

One of the most innovative features of your Ages Digital Library is the ability to link directly to the Bible whenever a verse is referenced. As you read a book on the CD, notice that Bible references have small red tags next to them that look something like this:

<430316>

When you see this tag, simply click on it to link directly to the King James Version of the Bible. The Bible should open directly to the book, chapter, and verse that was referred to in the text. Click the **Previous View** button in the Acrobat Reader toolbar to return to the original book you were reading.

Many documents also contain footnotes. These footnotes are indicated by small dark red tags that look like this: **F42**. Simply click the footnote link to go directly to that note. When you are done reading the note, click the Previous View button  to return to the text.

Note: Don't worry if the numbers in the tag are too small to read; you won't be asked to enter the number anywhere to make the link.

Another type of link you will encounter are Strong's numbers in Strong's *Greek Dictionary*, Strong's *Hebrew Dictionary*, and Strong's *King James Bible*. Throughout the text you will see numbers in parentheses, as in **(25)**, or brackets, as in **{25}**. When you see one of these numbers, click on it to link to the corresponding definition.

Troubleshooting Guide

If you are encountering some problems installing or using your library, check the following common issues to see if your question might be answered here. As always, if you still have questions please e-mail Ages Software technical support at techsupport@ageslibrary.com, fax to (920) 992-6806, or call (541) 928-8502, Monday-Friday, 8:30am-12pm, and 1-4:30pm Pacific time.

INSTALLATION and RUNNING

PROBLEM:

*The **Setup.exe** program crashes or freezes when I try to install, or the disk is not recognized in the drive.*

SOLUTIONS:

- (1) Make sure that any utilities and virus scanning software you have (Norton AntiVirus, McAfee VirusScan, PandaVirus, etc.) are disabled before running the installer. Also, if you have Quarterdeck Cleansweep, choose **No** when it asks to monitor the installation. The Acrobat Reader will not install properly with Cleansweep or other installation monitors enabled.
- (2) Disable as many memory-resident programs as possible. Disconnect from the Internet, and if you are using Windows 95/98/NT/2000 *right-click* on each icon in the system tray (that's the area next to the clock) and disable every item that gives you the option to do so. If you don't know how to turn all those icons back on after you've completed the installation, just restart Windows. They should all open back up again automatically when you re-boot.

- (3) Make sure you have sufficient free space on your hard drive, and that your computer has enough RAM. Check the [System Requirements](#) section earlier in this document.
 - (4) Make sure that the CD is clean and free of smudges, scratches, and fingerprints. CD-ROM disks can be cleaned with a soft cotton cloth by wiping gently from the inside out. DO NOT wipe along the "grain" of the disk or use a circular motion. Also, do not use any chemical cleaners (other than water) on the disk.
 - (5) Make sure that your CD-ROM drive is clean. Dirty CD-ROM drives – even relatively new ones – account for a surprising number of installation problems. Drive cleaners can be purchased from many office supply stores for minimal cost.
 - (6) Check to ensure that your CD-ROM drive is functioning properly. Test it with another disk such as your Windows or Mac OS CD.
-

PROBLEM:

*When I try to open the shortcut icon for the library I get an error message like, **Bad command or file name** or **Invalid path or drive specification**.*

SOLUTIONS:

- (1) Make sure the correct CD is in the CD-ROM drive. If you have the *Master Christian Library version 7*, double-check whether you have Disk 1 or Disk 2 in the drive.
- (2) Delete the old shortcut to the *Touch and Go Librarian* file and create a new one as described earlier. If you run the library from the CD-ROM, ensure that you create a shortcut from the appropriate **.PDF** file on the CD. If you have performed a "full installation," make sure you create a shortcut to the **.PDF** file on your hard drive.

PROBLEM:

When I try to open the shortcut icon for the library, the computer asks which program I want to open it with.

SOLUTION:

The Acrobat Reader is not properly installed or is corrupted. Re-install the Reader as described earlier in this document.

PROBLEM:

*I can open the Touch and Go Librarian, but when I click on a link to a book I get an error like, **Bad command or file name** or **Invalid path or file name**.*

SOLUTIONS:

- (1) Make sure the correct CD is inserted in the CD-ROM drive.
 - (2) Close the Acrobat Reader and delete the icon you used to open the library. Create a new shortcut (alias for Mac users). NOTE: Make sure you are creating a shortcut, **NOT** a copy of the **.PDF** file. Paths in the *Touch and Go Librarian* are fixed based on the directory structure found on the CD. A copy of the **.PDF** file placed on your desktop will not function properly.
-

PROBLEM:

I cannot find the folders or files I need on the CD.

SOLUTIONS:

- (1) Make sure the correct CD is in the drive.
- (2) Make sure you are actually viewing the contents of the CD-ROM drive. The drive letter for your CD-ROM drive is usually, but not always, **D:** or **E:**.
- (3) In Windows, press **F5** to refresh the view in My Computer or a folder window.

SEARCHING

PROBLEM:

When I try to perform a search, no (or few) search results appear.

SOLUTIONS:

- (1) Make sure the search index(s) is(are) attached. In the search window click **Indexes**. If the Index Selection window is blank, or if no indexes for the CD you are currently using appear, you need to add the indexes as described earlier in this document.
 - (2) Click **File → Preferences → Search**. If you see **Show top 100 documents** change the number to **500**.
-

PROBLEM:

My toolbar only has a search button that looks like a pair of binoculars . There is no button that looks like binoculars with a page behind it .

SOLUTION:

You do not have the correct version of the Acrobat Reader installed. Uninstall all versions of the Acrobat Reader currently on your computer and re-install it from your Ages disk. This problem is common among Macintosh users.

NOTE: As of this writing Adobe Acrobat Reader 3.02 does NOT contain the search feature, and Acrobat Reader 4.0 is not yet fully supported. For best results we recommend using Adobe Acrobat Reader With Search version 3.01.

PROBLEM:

I don't like the order in which search results are displayed.

SOLUTION:

Click **File** → **Preferences** → **Search**. Under Results change **Sort by Score** to **Sort by Title** and then click **OK**.

PROBLEM:

How do I search the writings of a specific author?

SOLUTION:

Click **File** → **Preferences** → **Search**. Place a checkmark next to **Show Fields** and then click **OK**. Now, when you open the Search dialog you will be able to enter a specific name in the **Author** field. You can specify multiple authors using the **OR** expression, as in, **Finney OR Luther**. **NOTE:** Do not use the **AND** expression in this situation.

Learn more about using the Acrobat Reader search feature by clicking **Help** on the menu bar and choosing **Plug In Help** → **Using Acrobat Search**.

COPYING, PRINTING, and FONTS

PROBLEM:

When I copy text from Acrobat into my word processor, Greek and Hebrew text does not appear properly.

SOLUTION:

Make sure the **Koine (Greek)** and **Gideon (Hebrew)** fonts are installed on your computer. You can copy them from the **MISC** folder on your CD-ROM into the appropriate fonts folder on your hard drive.

PROBLEM:

I am having font related problems on my Macintosh.

SOLUTIONS:

- (1) The Macintosh OS only allows 128 suitcases in the **Font** folder. Check to see if you have too many fonts. If you do, create sub-folders to organize your fonts into logical groups. *NOTE:* The symbol font is required by Acrobat, and since fonts are listed in alphabetic order it will not be read if you have too many fonts in the folder.
- (2) The **ATM Font Database** file in the **System** folder may be broken. Put it in the Trash.
- (3) The four substitution font files (Adobe Sans MM, Adobe Serif MM, AdobeSanMM, AdobeSerMM) in the **Font** folder of the **System** folder are broken. Remove them and reinstall the Acrobat Reader as described earlier in this document.

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