

A MANUAL FOR PRACTICIONERS
**GENDER-ORIENTED
ENTREPRENEURSHIP
PROMOTION**
STRATEGIES AND TOOLS ALONG THE PROJECT CYCLE

INSTRUCTIONS FOR USING THE CD-ROM

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This document is not interactive!

Introduction

SDC has decided to distribute this manual in the electronic format of a **CD-ROM**. This facilitates distribution and gives users many additional benefits and possibilities. The goal of these brief instructions is to assist practitioners in making use of all options provided on the CD-ROM.

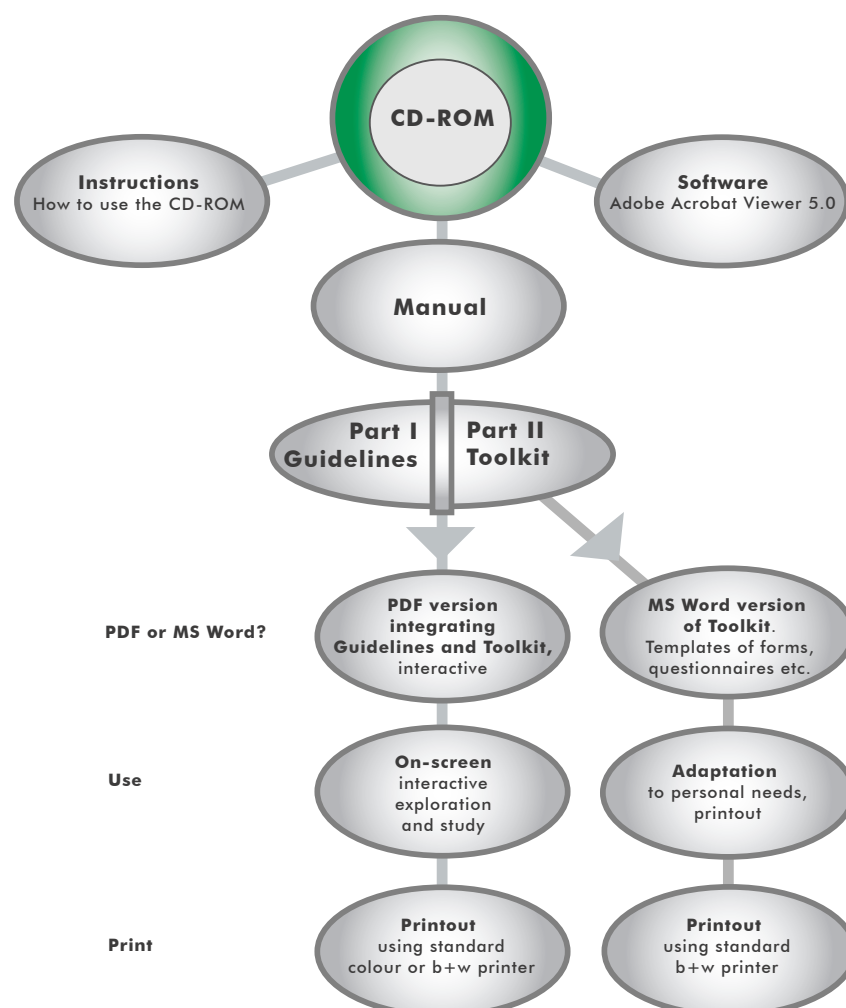
The Manual is provided in Adobe's **PDF** format and requires installing the Adobe Acrobat Viewer software for reading it and printing its content. A main benefit of the PDF format is its interactive capability. For example, readers can jump directly from the table of contents to a specific section and back to the table of contents. A full explanation of the interactive options is provided on page 3.

Content of the CD-ROM

The figure provided below illustrates the contents of the CD-ROM, as well as its possible uses.

The Manual contains:

1. A PDF version integrating Part I and Part II. Both parts are linked by interactive functions.
2. An MS Word format version of Part II with document templates adaptable to users' needs.
3. Instructions for using the CD-ROM.
4. Adobe Acrobat Viewer 5.1 software for Windows and Apple computers.



How the Manual can be used:

- The Manual can be used both on the computer screen and in a printed format.
- The Manual is provided in two different data formats: PDF and MS Word.
- The PDF version is intended for on-screen use and for printing out. It is interactive and allows “hyperjumps” between corresponding topics. For example, users can jump from the Guidelines to the corresponding tools in the Toolkit and from the table of contents to specific pages.
- The MS-Word-version of Part II allows users to adapt tools, such as questionnaires and tables, to their needs and to the circumstances of their application.
- The graphic design of the documents allow it to be printed using standard office equipment, including black-and-white printers

Please refer to the Manual for an in-depth introduction to the intentions, content and use of the two parts of the Manual.

Page numbering of the document

Please note that the page numbering of the PDF document itself, visible in a small window on the lower left of the document window, does not correspond to each document’s own page numbering. Page numbers always refer to the original numbering of Part I and Part II of the Manual.

Interactive functions of the PDF-Manual

Please note: The basic functionality of the Adobe Acrobat Reader software is explained in the help file contained in the software.

The Manual has **six main interactive functions**. By clicking the left button of the mouse, users can ...

- 1** ... navigate through the document by using the “thumbnails” in the navigation panel
- 2** ... “jump” from the table of contents to any section of the document
- 3** ... “jump” from any page of the document back to the table of contents
- 4** ... “jump” from a reference to that particular section of the Guidelines
- 5** ... “jump” from a reference to that particular tool in the Toolkit
- 6** ... return to the previous view after executing a „jump“

In order to **use the interactive options**, please browse with one of the following tools provided in the toolbar: hand tool/ zoom tool/ text selection tool. When the mouse pointer hits an active link, the pointer is transformed into a hand with a pointing finger, then left-click the object in order to jump to the desired location.

1 Navigating through the document by using the “thumbnails” in the navigation panel

The thumbnails are miniature representations of each page and can be used for rapid navigation through the document. F4 or the “show/hide navigation panel” button in the toolbar shows the thumbnails or hides them.

2 Jumping from the table of contents to any section of the document

Any section of the document can be accessed directly from the table of contents just by left-clicking it with the mouse. The same holds true for the overview of the Manual presented on pages 4 and 5 of Part I (Introduction to the Manual).

3 Jumping from any page of the document back to the table of contents

Clicking the triangular shapes on the lower right of the document’s pages takes readers back to the table of contents.

4/ 5 Jumping from a reference to the particular section of the Guidelines or Toolkit

Throughout the Guidelines, readers will find references to other parts of the document **highlighted in dark blue**. Clicking these links takes readers to the highlighted section or tool.

6 Returning to the previous view after executing a „jump“

After executing a „jump“, readers can navigate back to their former position in the document, by clicking the „back to the previous view“ button in the software’s toolbar.

Printing the PDF-Manual

The Manual has been designed in a way that allows users to print it using standard office equipment. Color printers as well as black-and-white printers can be used with positive results. Margins have been defined widely enough so no details should be lost during printing.

In order to print the document, please use the following settings in Adobe Acrobat’s printer dialogue box:

Paper size

The Manual’s paper size is A4 (21 x 29,7 cm).

Print range

Please select: The range of pages that you wish to print.

Copies and adjustments

Please select: “Auto-rotate and center pages”

Please deselect: “Shrink oversized pages to paper size” and “Expand small pages to paper size”

The zoom factor is 100%.

Copying text from the PDF-Manual

Text can be extracted from the PDF-Manual by activating the text tool in the Acrobat Viewer's menu bar and using the following steps:

- Select text using the mouse
- Copy text using the ctrl+c command or the menu commands edit/ copy
- Insert the copied text into another document using ctrl+v or the menu commands edit/ paste

Using the document templates in the MS-Word Version of the Toolkit

If you wish to use and adapt the document templates included in the MS Word-Version of the Toolkit, please save the file to your computer's hard disk first. You may then proceed to alter and modify the questionnaires, tables and other tools. Please save the modified files under a different name. You can always recover the original file from your CD-ROM.

Adobe Acrobat Viewer software

The enclosed Adobe Acrobat Viewer software may not be used for commercial purposes. Please refer to the license agreement provided with the software.

Technical requirements for using the CD-ROM

Software:

The CD-ROM can be read on Windows and Apple Computers. It requires the Adobe Acrobat Reader software provided on the CD-ROM to be installed before working with the Manual or reading the instructions. The current software version is 5.1. However, the files provided on the CD-ROM can also be read with version 4.0 of the software. Older versions must be updated in order to read the Manual. Please check your computer for an existing installation.

Microsoft Word for Windows or Apple Computers are needed to work with the tools in Part II. They are provided in MS Word format for easier handling and adaptation.

System configuration:

The Manual has been tested on various Windows Computers with configurations as slow as Pentium 200 MHz MMX/ 64 MB RAM and has been found to be function without any problems.

Troubleshooting:

When using a slower computer, scrolling through the PDF-document can be somewhat slow. Please be sure to close other applications. Also, view the Adobe Acrobat Viewer in full page mode. Scrolling through the document is made much easier faster when using the thumbnails provided in the navigation panel.

Credits

Instructions:

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The CD-ROM and further information can be obtained from:
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