

Appendix A

USING THIS MANUAL

The Operations Manual, as well as the Secretary's, Treasurer's, Membership and Squadron Development Manuals, contain much information concerning the United States Power Squadrons. Indeed, they are essential to the success of any USPS watch, be it National, District or Squadron. Since there is such a vast amount of knowledge contained in these manuals, specific items can often be difficult to find in a timely manner. This section will explain the many ways that this information can be located and used to benefit the process of understanding the policies of USPS.

First, please note the numbering system for the manual:

1) Any reference to a section is noted by a section reference, for instance, 6.3; note the period between the 6 and the 3. This is a reference to section 3 of chapter 6. All cross-references in the document are in the section reference format; for instance: 8.1, 6.4, et cetera. Please note that section 6.3 will probably NOT be on page 3 of chapter 6. For section and page numbers, the Operations Manual uses 0 through 24 and A through K; the Secretary's Manual uses S; the Treasurer's Manual uses T; the Membership Manual uses M; and the Squadron Development Manual uses D; and

2) Any reference to a page is noted by a page number reference, for instance 6-3; note the dash between the 6 and the 3. This is a reference to page 3 of chapter 6. All entries in the index are in the page number format, 6-3, 7-4, et cetera. Note that the appendices are lettered, for instance A-1, C-2, F-2, et cetera.

There are several methods of locating information a manual:

- Read the entire chapter
- Use the Chapter Table of Contents
- Use the Index
- Use the Adobe Reader bookmark function
- Use the Adobe Reader find function

This document will present these methods in this order and provide graphics where necessary to help describe the procedure.

Read the entire chapter. While this may sound quite simplistic, it can be actually very interesting and informative to read the entire chapter of the manual in which you are interested. While certain sections may not involve you or your USPS office personally, they will provide background for understanding the entirety of the subject.

For instance, reading Chapter One, USPS History, is best understood when read from start to finish. Reading Chapter Five, Squadron Organization, will provide a good foundation on what different squadron officers do. Of course, Chapter Five is supplemented by Chapter Six, Squadron Educational Activities, a must-read for Squadron Educational Officers.

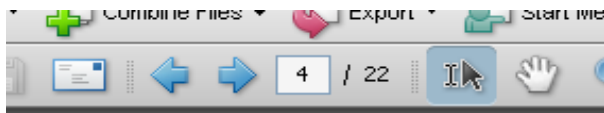
Use the Chapter Table of Contents. A chapter table of contents begins most but not all chapters. Each section of the chapter has a reference as shown in the following graphic:

[5.1]	Role of the commander
[5.2]	Commander, member of Governing Board
[5.3]	Call to G/B and annual meetings
[5.4]	"Commander's Kit"
[5.5]	Importance of delegation
[5.6]	Appointed officers
[5.7]	Special meeting for new commanders
[5.8]	Varied duties of commander
[5.9]	Merit marks
[5.10]	Merit Mark Awards
[5.11]	Commander's yearly schedule
[5.12]	Verifying treasurer's action
[5.13]	Delegate formula
[5.14]	Squadron bridge and assistants
[5.15]	Executive officer as future commander
[5.16]	Squadron educational officer
[5.17]	Authority for assistant SEO
[5.18]	Selection of administrative officer
[5.19]	Duties of secretary
[5.20]	Squadron member information

Each chapter and section reference is actually a link just as a link might be used to locate a web page. When a document with a chapter table of contents is loaded into Adobe Reader, clicking on the link, for instance: [5.10], will jump to section 10 of chapter 5 and make it the current page in the reader. Normally, it will be at the top of the page, but this is not always the case.

To locate another section, return to the top of the chapter and click on another link. Remember, the link will position you on that section and chapter and NOT necessarily on any given page.

As well, Adobe reader also has a feature allowing you to jump to a specific page. Considering the difference in versions of Adobe, it will appear similar to the following graphic.



Clicking on the right arrow will jump to the next page, in this case from page 4 to 5; clicking on the left arrow will jump to the previous page, in this case from page 4 to page 3. As well, clicking in the box where 4 is, entering a different page number (in this case, a number between 1 and 22) and pressing the enter key will jump to that page.

Use the Index. Each manual has an index. It will look similar to the following graphic located on the top of the next column:

USPS OPERATIONS MANUAL

Numerics

2007 Governing Board 23-4

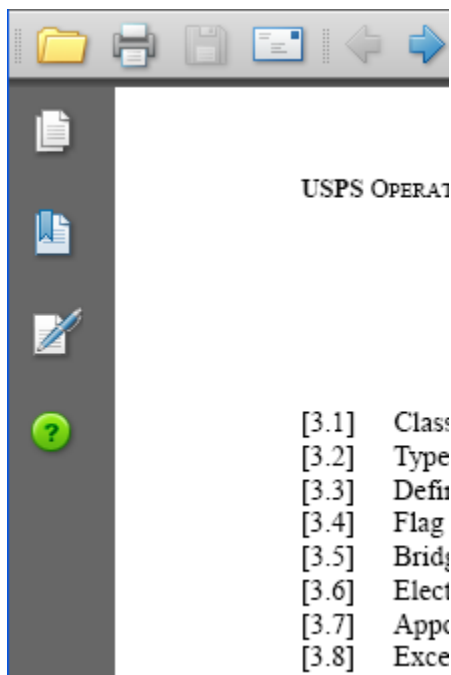
A

- abbreviations 14-4
 - common USPS 14-16
 - state, province and territory 14-15
- Accounting System 22-8
- acronyms 14-4
- Active Member 22-4, 23-5
- Additional Active Member 22-4, 23-5
- address of national officers 14-5
- administrative department
- committees
 - auxiliary advisory 3-14
 - auxiliary liaison officer 4-11
- boating activities
 - district 4-10
 - squadron 7-7
 - USPS-CPS amateur radio network :
 - 15
- district conference 4-11
- flag and etiquette 3-24
- meetings, programs & entertainment 7-7

Note that entries are sorted alphabetically from A to Z with any numeric entries being located at the beginning of the index. Entries in the index are located by finding the desired subject and then locating the indicated page. For instance, information on Additional Active Members can be found in Chapter 22 on Page 4 (22-4) and Chapter 23 Page 5 (23-5). Actually, this is no different than any other index you have used. Please note that index entries are not links. You have to locate the respective page either physically or electronically.

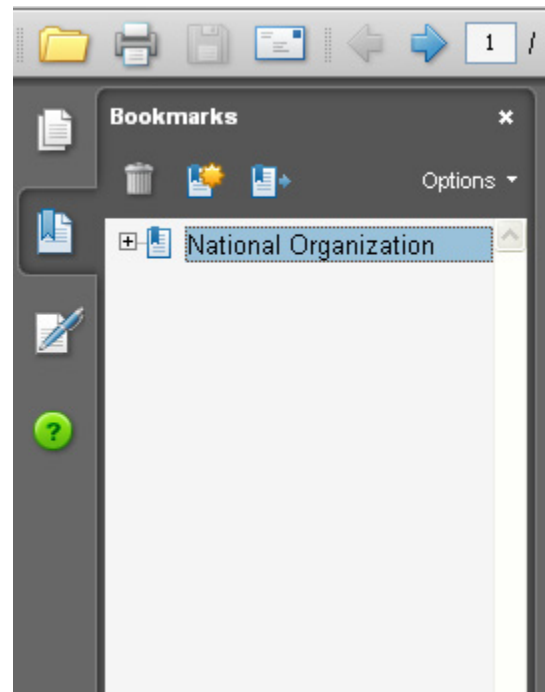
Not every subject or topic may be found in the index. The Operations Manual Committee has made every effort to make the index as user friendly and functional as possible. If you find a topic that is not included and you believe it should be, please let us know and we will be glad to add it.

Use the Adobe Reader bookmark function. The documents for the Operations, Secretary’s, Treasurer’s, Membership and Squadron Development Manuals are saved in a Portable Document Format (PDF). Actually, they are data files created by the Adobe Acrobat software development suite. As such, they cannot normally be read except by using an Adobe product, normally Adobe Reader. The reader allows users to open, read and print but not edit PDF documents. The Adobe Reader also allows finding (searching for) text in PDF documents. One method is the bookmark function as shown below:



Note the second small icon located on the left hand side second from the top which appears to have a blue bookmark on the page. Generally, the term icon is used in a wide number of contexts for an image, picture, or representation as a sign or

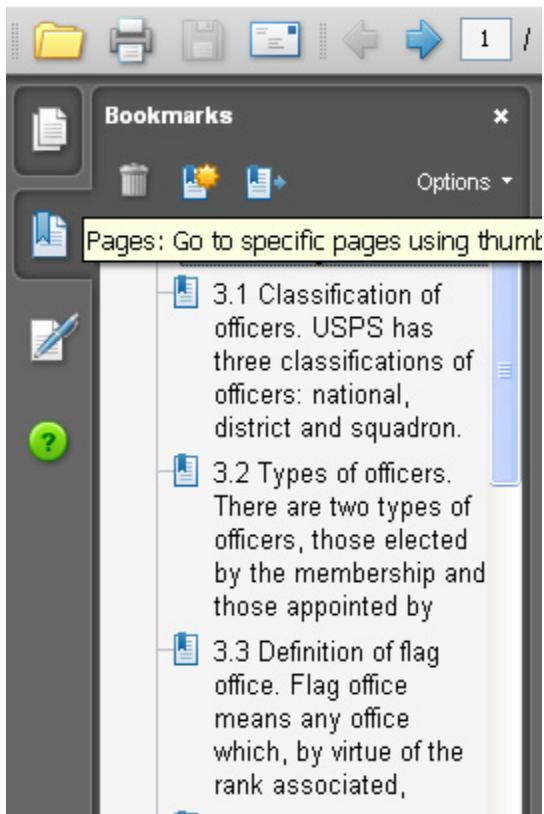
likeness that stands for an object by signifying or representing it either concretely or by analogy. If not already displayed, book marks can be displayed by clicking on this icon. While the results may vary between computers and software versions, the bookmark display will appear similar to the following:



Note that the bookmark icon is what is termed a toggle. A toggle in computers means that if the feature or function is not turned on (displayed in this case), clicking it will turn it on. If it is turned on, clicking it will turn it off. It’s function is very similar to a light switch.

Note the plus sign in the box next to the bookmark icon and the words “National Organization.”

Clicking on the plus sign will expand the selection. The result will be similar to the following:



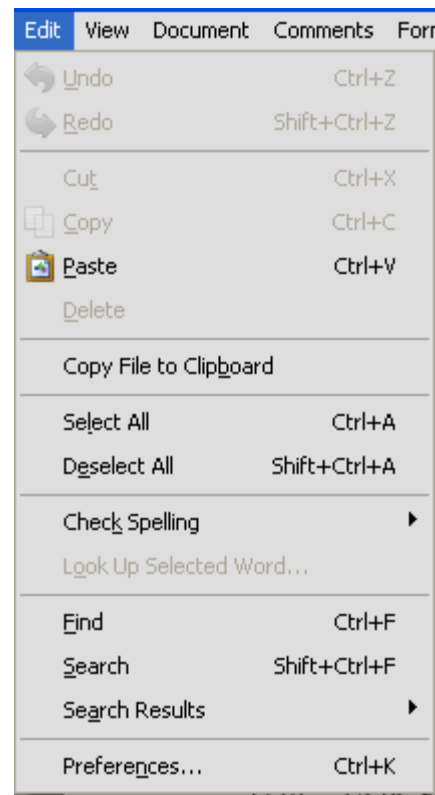
The bookmarks in each manual are essentially the sections of each chapter. Since there are more section listings than will display in the limited space, a scroll bar is provided on the right side of the bookmark window. Scrolling to the desired section and clicking on the bookmark text will cause the reader to jump to that section. Normally, but not always, the section will be at the top of the page.

The use of bookmarks and how they function on any given computer can be controlled by settings in the Adobe Reader software. If your version is not functioning as you think it should, investigate the settings for the bookmark function and set them to the desired functionality.

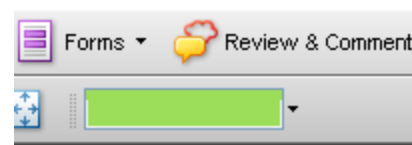
Again, in the Operations Committee manuals, only the sections of a chapter are bookmarked. If you know the section you need, this is a good feature. The first few words of each section are listed in the bookmark window. How this is displayed on

a system depends on certain software settings on each system. Experimentation will help users find the settings most useful for their system.

Use the Adobe Reader find function. Adobe Reader also contains a find function. This feature allows users to locate specific words or phrases within a document. The Find command is used for this feature. Clicking on the Edit menu at the top of the reader screen will display a screen that will look similar to the following:



Note that the shortcut key is Ctrl+F. You may either move the mouse to the Find command and left click or press and hold the Control key while pressing the F key. Either produces the same result, a screen similar to the following:



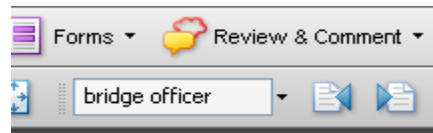
If you are interested in finding every reference to the phrase “Bridge Officer” in chapter 3 and chapter 3 is loaded into the Adobe reader, key in the words Bridge Officer in the find box and press the enter key. Entries in the document matching the words “bridge officer” are highlighted in the document. Depending on the version of the reader that is installed, an example of what this may look like on the system follows:

- [3.1] Classifications of officers
- [3.2] Types of officers
- [3.3] Definition of flag office
- [3.4] Flag Officers
- [3.5] **Bridge officer**
- [3.6] Elected officers
- [3.7] Appointed officers
- [3.8] Exceptions
- [3.9] USPS departments
- Chief Commander**
- [3.10] Role of chief commander
- [3.11] National appointed officers
- [3.12] Duties of aides

Note that the search criteria, in this case “bridge officer,” is not case sensitive. For instance,

“Bridge Officer,” “bridge officer” and “BrIdGe OffiCeR” are equivalent to the find engine. They will find any occurrence of “bridge officer” in any combination of case, either upper or lower.

After the first entry is found, finding the next or previous match can be done by clicking the Find Previous or Find Next icons located next to the text box. An example of this is shown below:



If no matches are found in the document, a suitable message is displayed on-screen. If this is the case, be sure you have spelled the find criteria correctly and repeat the find.

There is also a search function in the Adobe reader. While the presentation is slightly different and there are more advanced features in the search rather than in the find functions, the principal and practice is essentially the same.

