

FEMA DISASTER PREPAREDNESS & MITIGATION LIBRARY • 1997 EDITION

README.TXT/README.PDF

FEMA's Disaster Preparedness & Mitigation Library is designed for both PC and Mac users. Below are instructions for viewing and printing materials.

What's on these CD-ROMs?

FEMA's Disaster Preparedness & Mitigation Library has two CD-ROMs:

The PC disc (blue) is formatted for IBM compatible personal computers (PCs) and consists of browser software (Adobe Acrobat Reader) and portable data files (PDF) files of all publications and resources in the library. PDF files are used for viewing materials and making low resolution printouts.

The Mac disc (red) is formatted for Apple Macintosh computers and also includes the browser software and PDF files of the entire library. In addition, the Mac disc includes preflighted printer files and printing specifications of all publications. Preflighted printer files are used by professional print shops for producing high resolution color publications.

Regardless of whether you use a PC or Mac computer to view the PDF files, you will need the Mac disc if you decide to produce high resolution color publications at a professional print shop. Most print shops have Mac-based printing capabilities.

Descriptions of the CD-ROMs are offered below.

Disaster Preparedness & Mitigation Library

	PC Disc	Mac Disc
Color of Disc	Blue	Red
Format	IBM compatible PCs	Apple Macintosh
Contents	1. Browser software (Adobe Acrobat Reader) 2. PDF files (Adobe Acrobat) of all materials	1. Browser software (Adobe Acrobat Reader) 2. PDF files (Adobe Acrobat) of all materials 3. Preflighted printer files (in Quark Express or Pagemaker) of all materials with suggested printing specifications (paper, stock, colors, etc.) for each publication.
Use	Use the PC-based PDF files for browsing materials and making low resolution laserwriter copies from a PC.	The Mac-based PDF files are used for browsing materials and making low resolution laserwriter copies from a Mac. Use the Mac-based preflighted printer files for making high resolution color publications at a professional print shop.

How do I view materials on my PC or Mac?

1. Install the Adobe Acrobat Reader, following the instructions below, according to the type of operating system you are using.

Windows 3.1

Open *File Manager* from the *Main* program group in *Program Manager*.
 Choose the letter of your CD-ROM drive
 Double click on the folder called *Acrobat*
 Double click on the file called *ar16e30.exe* to start the installation process.
 The Adobe install wizard will guide you through the setup process.

Windows 95/NT

Click on *Start* in the bottom left corner of your screen and choose *run*.

Click on the *Browse* button and choose the letter of the CD-ROM drive containing the FEMA CD.

Choose the Acrobat folder, click on *ar32e30.exe* and click the *OK* button.

When you return to the Run dialog box, click on the *OK* button and setup will initiate.

The Adobe install wizard will guide you through the setup process.

2. Open *File Manager* or *Windows Explorer* and locate the file called *welcome.pdf* in your CD-ROM drive. Double click on *welcome.pdf* to start the CD.
3. *Welcome.pdf* includes an *Index of publications and resources*. Click on any material. View and print the files you choose.

Can I print the publications from my PC or Mac?

Yes, you can print any material in the library from your PC or Mac computer. Simply click on the PDF files found on both the PC and Mac discs.

It is important to remember, however, that PDF files produce low resolution laserwriter prints, not professional looking high quality brochures. PDF printouts are suitable for reference purposes, not normally for public distribution.

Even if you do not use a Mac computer, keep the Mac disc on hand in case you decide to have any of the materials printed professionally. The Mac disc contains all the files and information a professional print shop will need.

How do I have library materials printed professionally?

Once you decide which publications to print, select a professional printer. Everything the printer needs is on the Mac disc. The CD-ROM is easy to follow and most print shops are familiar with printing from electronic files.

Each publication has a folder which includes a preflighted printer file of the publication and a specifications sheet. The specifications sheet has all the information the printer will need to print the publication: ink colors (PMS colors), suggested paper stock, binding instructions, dimensions of the publication, and a description of how the publication folds.

Before placing a print order, ask your printer for cost estimates for two or three quantities. Printing costs are significantly lower per unit when large quantities of a publication are printed at the same time. Another way to save is to print similar publications at the same time.

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