

Instructions for Using the SEER Manual CD

Installation

Note: You must have appropriate administrative rights in order for the CD to save to your computer or else consult your IT department. Please make sure that you have 50MB of free space available on the hard drive.

1. Insert 2007 SEER CD-ROM into your CD-ROM drive.
2. The CD is set to install Reader 8.0 if necessary and to automatically copy the CD contents to your computer.

If you do not have Adobe Acrobat Reader 7.09 or later installed on your computer, the CD will begin the installation process. Follow the instructions that will automatically be installed on your computer. When the Adobe function is complete, the CD contents will be installed (C:\program files\NCI\2007 SEER Manual). An Icon with the SEER logo will appear on the desktop

For further information on installation, you may view the Help file from the Main Menu.

Usage

Please note: The 2007 SEER Coding and Staging Manual is approximately 35 MB. There may be delays while opening files and navigating back and forth between the documents.

Bookmarks

1. The bookmarks are headings on the left side of the Reader Window.
2. Clicking on various headings will take you to the selected section of the manual.

Index

1. Go to bookmarks on the left side of Reader window and click on Index.
2. Clicking on any cell with a page number will take you to that page.

Table of Contents

1. Go to bookmarks on the left side of Reader window and click on Table of Contents.
2. Clicking on any of the entries in the table of contents will take you to that page.

Creating Comments/Note taking/Highlighting

1. Go to bookmarks at left of screen and click on **Creating Comments** or Click on the **Review and Comments tab** at the top of the page and
2. Go to **Comments and Mark Up Tools**
3. There will be several tools to choose from. Click on a tool.
4. Click wherever you want to **insert a note** or **highlight**.
5. To turn OFF the highlighting function, click of the hand on the toolbar at top of screen.

Saving Comments/Notes

1. Go to icons on the toolbar at top of screen and click on File.
2. Choose to print, save, or "save as".
 - a. **Save** - Since the CD was downloaded to your hard drive, the manual with comments will be saved on the hard drive (to your desktop).
 - b. **Save As** -Manual with comments can be saved to a jump drive or a personal folder.

Main Menu

You may return to the Main Menu at any time by clicking on the "Main Menu" button located on the left hand side of every page of every document.

For further information on usage, you may view the Help file from the Main Menu.