

The Jungle Terrace Civic Association Newsletter is now available on-line. It is in Adobe PDF format. (Portable Document Format). It is on the Jungl Terrace Civic Association web site located at <http://www.jungleterrace.org>. (It was announced last month that it was on a Yahoo discussion group but it had to be moved because of Yahoo's byte count download limit.)

I think you will enjoy reading the JTCA Newsletter on-line for a number of reasons. Ad's, pictures, etc. are in color. Also, the newsletter will be available for viewing almost two weeks earlier than the paper mailed version because of the time it takes to print and mail the paper version.

To make the experience of viewing the Newsletter on-line a pleasant one, there are a few things to be familiar with. Saving the Newsletter, moving around in the Newsletter, and being able to display it so it is easy for you to read are helpful. I'll cover those activities here.

When you go to <http://www.jungleterrace.org>, you should see a link to "**JTCA Newsletters**" in the navigation button set on the left side of the page.

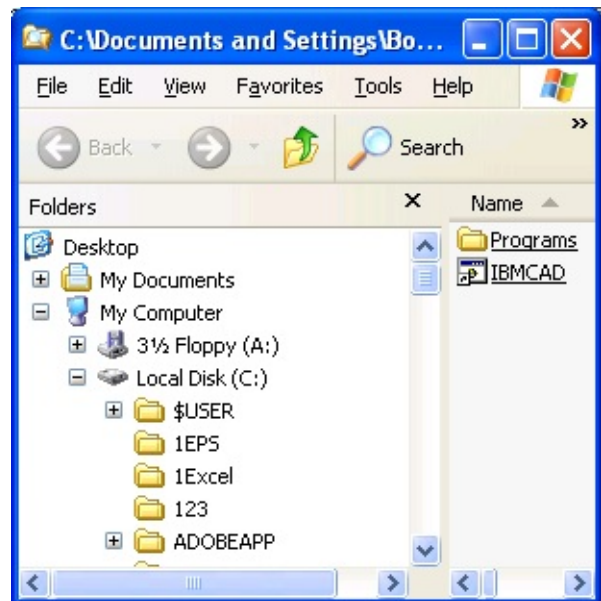
Click on "**JTCA Newsletters**". It will take you to a page with the current and previous JTCA Newsletters.

Right click on the newsletter of your choice. You will see choices to "**Open**" the Newsletter, or to "**Save Target As**".

First let's talk about "**OPEN**". If you select this option, the Newsletter will be displayed in your browser (Internet Explorer, Netscape, or whatever browser you use) however you must be patient. At first it will appear that nothing much is happening but actually the Newsletter is being downloaded to your temporary internet files area. The Newsletter is about 3 meg so it will take longer to display than most pages you are used to looking at on the internet. If your internet connection is via Cable MODEM or DSL, it could take 10 to 30 seconds to display the Newsletter. If you connection is via phone line, it could take much much longer! Considering this, if you are on a phone line, I recommend you select "**SAVE TARGET AS**" instead of "**OPEN**" and save the Newsletter to your PC.

"**SAVE TARGET AS**" is the same as "**downloading**" files. You've probably heard the term but you may not be completely familiar with the process. I've heard people complain that they saved or downloaded a file but couldn't find it later. To understand this process you have to know how data is organized on your PC.

Your hard drive stores thousands of files. You can imagine how slow your PC would operate if the files were not organize to reduce the access time. Storage devices used to store data on your PC are accessed by means of an "**Address**". Your diskette reader is usually addressed "**A:**". Your CD ROM might be "**D:**". Your hard drive is usually "**C:**". The data files or these devices can be further organized using directories. Another name for Directories is Folders. Windows Explorer can be used to view the files and folders (directories) on your PC. To open Windows Explorer, right click on "**START**" and select "**Explore**".



The individual data files that are stored on the storage devices like your hard drive also have unique addresses. Files can be stored on your C: drive without being in a folder (directories). These files are said to be in the "**Root**" directory.

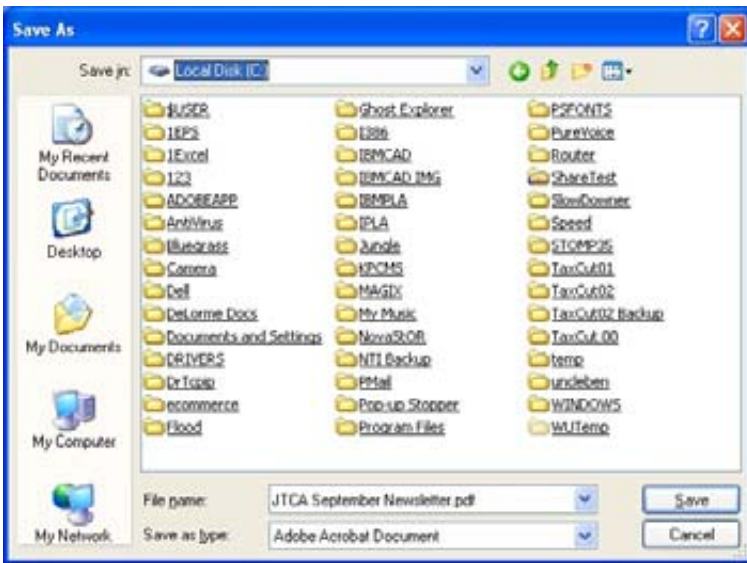


**Science Center**  
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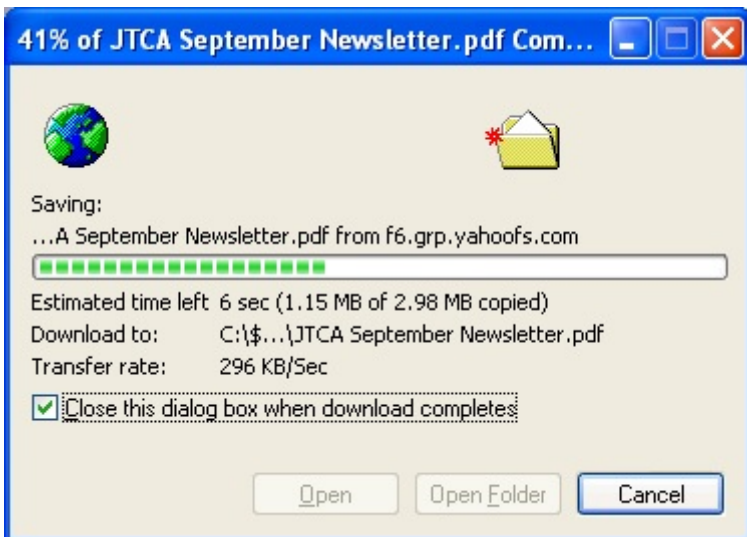
7701 22nd Avenue North, St. Petersburg 33710  
Phone: (727) 384-0027  
[www.sciencecenterofpinellas.com](http://www.sciencecenterofpinellas.com)  
Monday-Friday 9 a.m.-4 p.m., Saturday 10 a.m.-4 p.m.  
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Most of your files will be stored in folders. Folders can also store more folders. For example, I have a folder on my PC named “**Camera**”. In my camera folder I have additional folders with names such as “**Beach**” and “**Birthday**”. These folders have photo’s (JPG files) that relate to the folder name. For example, a picture in my beach folder might have an address of

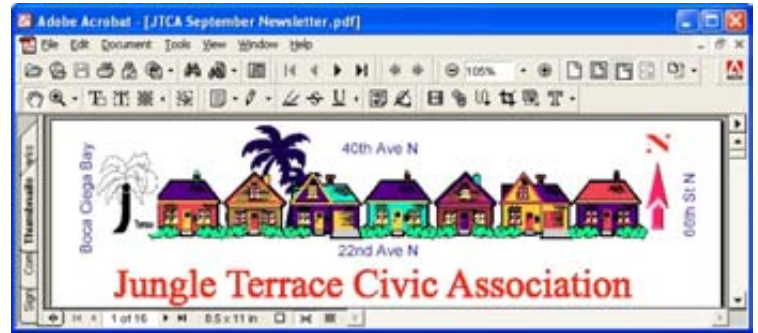
**C:\CAMERA\BEACH\LINDA.JPG** When viewing “**Explorer**”, you can create new folders by first selecting where you want the new folder and then select “**FILE**”, “**NEW**”, then “**Folder**“. You are then prompted for a folder name.



OK, back to the JTCA Newsletter. After right clicking on the PDF file, you choose “**SAVE TARGET AS**”, you will need to select a folder to save the Newsletter file into. Next select “**SAVE**”. You will then see a progress chart like this.



After downloading the file, you can then find it using “**Explorer**” to open the folder that you saved the file to. Next, double click on the file to open it. (Most people already have the “**Adobe PDF**” reader but if you don’t, you need to go to [www.adobe.com](http://www.adobe.com) and get the free “**Adobe PDF Reader**”)



When the PDF file opens, there will be several **ICON**’s at the top of the page. The one’s that you will find most useful for viewing the Newsletter are shown below.



These **ICON**’s will select the initial page size. **Actual size, Full page, Maximize Document Width.**

**Note;**

Also by pressing the “**CTRL**” key and the “**+**” or “**-**” key at the same time, you can **zoom in** or **zoom out**.



The little hand is another handy **ICON**. Select this **ICON** when zoomed in and you can press and hold the left mouse button and move the document around.

You can also use the **page up** and **page down** keys to move the document in whole page steps.

After a little practice, I think you will find this to be a good way to view the newsletter. Maybe later we’ll have a process in place to only send the softcopy Newsletter to those who prefer it that way thereby saving the cost of producing and mailing the paper newsletter.