

2015 ASHRAE Handbook



HELP: How to Use this CD

These instructions assume that you are using Adobe Reader X. Instructions for Adobe Reader 9 are similar, but you may want to refer to the Adobe Reader Help file for more specific information. Press “F1” for Help if using another version. It is recommended that you are using Adobe Reader X or 9. You will lose some search functionality if using Reader 6. See the sections on searching below for more information.

The ASHRAE Handbook contains a library of chapters that you can view, search or print by going to the **I-P** or **SI Edition** Table of Contents links in the program’s **Main Menu**, accessed by clicking on the Main Menu bookmark or opening START.pdf from the root of your the CD drive.

To access the Chapters

Click on the **I-P Edition** or **SI Edition** links (*The mouse pointer will change to a pointing finger when the mouse is positioned over a link.*) from the Main Menu to access the I-P or SI Tables of Contents. These documents link all of the chapters on the CD, including links to other important information. After clicking on a chapter’s linked text, the chapter will be displayed on screen.

There is also an **I-P** or **SI Table of Contents** and **Main Menu** bookmark on each file. These and additional bookmarks on each file will help you navigate and search the files on this CD.

To browse using a bookmark

The documents on this CD are set to open with bookmarks showing. If bookmarks are not visible, you may click the left-side Bookmarks tab to open the palette or to bring the palette to the front of its group. To jump to a topic using its bookmark, click the bookmark’s icon or text in the palette.

Bookmarks can be subordinate to other bookmarks in their hierarchy; a higher level bookmark in this relationship is the parent, and a lower level bookmark is the child. You can collapse a parent bookmark in the palette to hide all its children. When a parent bookmark is collapsed, it has a plus sign (Windows) or a right pointing triangle (Mac OS) next to it. If the bookmark you want to click is hidden in a collapsed parent, click the plus sign or triangle next to the parent to show it.

To search the contents

You can also use the program’s Search functions to find the document or text that you wish to view. You can search the current document for part of a word, a complete word, or a phrase, title, author, or keyword using the SEARCH ...**this chapter** (or **document**) bookmark, or you can conduct a full-text search the entire I-P or all SI edition using the SEARCH ...**entire edition** bookmark. Each file on the CD contains Document information which can also be used to refine your full Reader search. For additional help, see... [Search Help](#)

To exit the CD

To exit the CD, select **Exit** in the File menu, at any time.

To obtain additional help

This CD provides you with a number of options for searching, viewing/navigating, and printing documents. For a description of these options, refer to Adobe Reader Help, by going to the Help menu above and choosing **“Adobe Reader X Help...”** if you are using Reader X, or press “F1” for other versions.

Please note: The Adobe Reader X Help file will open in a new window and has a special search function unique to the Help file.

Search Help

This CD provides powerful tools for searching. These instructions assume you are using Reader X or 9. You will lose some functionality if using Reader 6.

Basic searches — (the Find function) used to search the current chapter or document for a partial word, complete word, phrase, etc. Use the bookmark for **SEARCH ...this chapter** (or **document**).

Multiple Document searches — (Full Reader Search) You may search the entire I-P or SI edition for single words, phrases, word combinations, authors, keywords, or titles. Use the bookmark for **SEARCH ...entire edition**.

For detailed instructions on searching, refer to Adobe Reader Help, by going to the Help menu and choosing **“Adobe Reader X Help...”** if you are using Reader X, or press “F1” for any Reader version.

Please note: The Adobe Reader X Help file will open in a new window and has a special search function unique to the Help file.

Adobe Reader 6 users please note:

Although the files on this CD are compatible with Adobe Reader 6, there will be some loss of search functionality. The “SEARCH...this chapter (or document)” bookmark will open the search window allowing you to either search the current document or within a chosen directory, but the search index created for this CD will not work in 6. Nothing will happen when clicking on the “SEARCH...entire edition” bookmark.

Basic searches

Basic searches are used to search the current document for part of a word, a complete word, or phrases.

Click on the SEARCH “...this chapter” (or “document”) bookmark and/or see below...

To find a topic using the find command:

1. Choose the menu item *Edit > Find*.
2. Enter a word or a phrase in the text box, and click *OK*.

Click on one or more of the following options from the drop down list next to the word “*Find*”, if desired:

- **Open Full Reader Search...**
- **Whole words only**
- **Case-sensitive**
- **Include bookmarks**
- **Include comments**

3. Reader will search the document, starting from the current page, and display the first occurrence of the word or phrase you are searching for.
4. To find the next or previous occurrence, use the *Previous* and *Next* buttons next to the Find dialog box.

Multiple Document (Full Reader) Searches

The Full Reader search is used to search multiple documents for single words, phrases, word combinations, and/or field values (e.g., title, author, keyword). You may want to read **Adobe Reader X Help** for more detailed information.

Click on the SEARCH “...entire edition” bookmark and/or see below...

Using the Full Reader Search

Using the Full Reader Search

You must have installed the full version of Adobe Reader in order to perform Full Reader searches. If you do not have the full Search installed please see the [README.txt](#) file for instructions on installing a full version of Reader.

The search indexes created for this CD and the instructions below are for Adobe Reader X or 9.

Adobe Reader 6 users please note:

Although the files on this CD are compatible with Adobe Reader 6, there will be some loss of search functionality. The “SEARCH...this chapter (or document)” bookmark will open the search window allowing you to either search the current document or within a chosen directory, but the search index created for this CD will not work in 6. Nothing will happen when clicking on the “SEARCH...entire edition” bookmark.

Opening the Search PDF window

Clicking on the bookmark, SEARCH “...entire edition,” or going to the menu item, “Edit > Search” will open the Search PDF window in a separate window.

Searching in the CD’s Search index

When opening either the **I-P** or **SI Table of Contents** from this CD, the relevant search index, **IP_INDEX.pdx** or **SI_INDEX.pdx** will be automatically available for searching until Adobe Reader is closed. If there is not an option under “Where would you like to search?” for “In the index named *IP_INDEX.pdx*” (or “*SI_INDEX.pdx*”), then you can add the index by following the steps below.

1. First click “Use Advanced Search Options” at the bottom of the Search PDF window.
2. Under “Look in:” choose “Select Index...”, click Add, navigate to the index, and double-click on the index file. For this CD the indexes are in either the IP or SI directory, named *IP_INDEX.pdx* or *SI_INDEX.pdx*.
3. Under “Look In:” you should now have selected “In the index named *IP_INDEX.pdx*” (or “*SI_INDEX.pdx*”).

To perform a full-text search

1. If you have not already done so, first click “Use Advanced Search Options” at the bottom of the Search PDF window.
2. Enter the text you would like to search for in the “What word or phrase would you like to search for?” textbox.

You may refine your search for this CD by selecting options under “Use these additional criteria”. The options, “Include Attachments” and “Include Comments” do not apply to this CD.

3. Select Search. The Search results will open in the same Search PDF window. Below the results you may choose to sort the results by *Relevance Ranking* (default), *Date Modified*, *Filename*, or *Location*.
 - View a document or chapter by double-clicking the document’s title.
 - Multiple instances of the search resulting in one document will be collapsed under that document. To view all instances of the search results, either uncheck “Collapse file paths” or click on the plus sign to the left of the document title to reveal all instances in that particular document.
 - To go through viewing several of the results, you may go to the menu item, “Edit > Search Results” and select Next Document, Next Result, Previous Result or Previous Document
4. To refine your search, you may limit your search to documents that meet a certain criteria. Under the search results, click the link “Refine Your search.”

Adobe Reader Help

See Adobe Reader Help for more detailed information. Press “F1” on your keyboard for Help.

README.txt

See the README file for more information on system requirements, and installation and searching issues.

Customer Support

If you need help with the ASHRAE Handbook, e-mail ASHRAE at support@ashrae.org.

You can also fax us at 1-404-321-5478, call Customer Service at 1-404-636-8400, or write to:

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