



# **CDventure™ TRAINING MANUAL**

**FOR**

**Acrobat™ Reader**

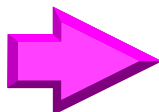
***Vital Record of Rhode Island, 1636 - 1850***

***Arnold Collection***

**1 NOV 1998**

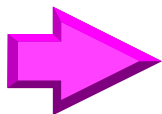
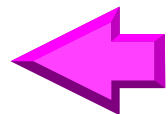
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Acrobat is a trademark of Adobe Systems Incorporated

**CLICK ON ARROW**



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## **Introduction**

Welcome to the CDventure™ Training Manual for Acrobat™ Reader. This CD-ROM and the Acrobat™ Reader provide the means for viewing and manipulating scanned images from published genealogical material.

Use this training manual to quickly learn how to view and navigate through the rich genealogical content on the CD-ROM. The arrows at the bottom of each page help you navigate from page to page. Later in the manual, you will learn that there are many ways to navigate and manipulate the view of each image.

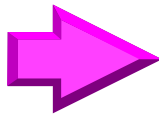
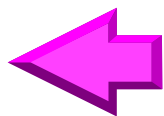
You can begin to view this CD-ROM in just a few minutes by skipping over the online guide provided with Acrobat™ Reader and moving to the “Fast Start” procedure on the next page.

## **Learning Acrobat™ Reader**

Before opening your first viewing session, or at any time, you can learn how to use the Acrobat™ Reader by clicking on “Help” in the menu and then on “Reader Online Guide”. Move the mouse cursor to the bookmarks at the left of your screen. Whenever, the cursor turns to a pointing finger, you can click the left mouse button to jump to that topic. Select “Viewing PDF” to begin your help session.

- 📄 Using Acrobat Reader
- ▶ 📄 Viewing PDF documents
- ▶ 📄 Using PDF on the Web
- 📄 Making PDF documents accessible from the Macintosh...

A topic with a right-facing triangle indicates that additional topics are nested under that topic. Click on the triangle to expand the list of additional topics. After the topic list is expanded, the triangle changes to point down. Click on the triangle again to collapse the list of topics. Use the VCR buttons in the toolbar to navigate backward and forward through the pages, as well.



As soon as you are comfortable with using the menu and toolbar features of Acrobat™ Reader, you are ready to begin a viewing session.

## **Fast Start**

You should spend the time in the previous section to thoroughly learn the features of Acrobat™ Reader. However, this section of the training manual will get you started with a minimum of effort.

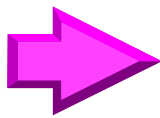
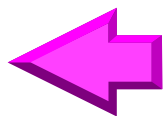
Begin your first viewing session by using the Macintosh or Windows procedures, as appropriate.

**Macintosh:** When you have successfully installed Acrobat™ Reader, you will have a program icon for Acrobat™ Reader 3.0 in the destination folder that you designated during installation. Start the Acrobat™ Reader 3.0 program. Click on “File” - “Open” from the Acrobat menu. Click on the CD-ROM media listed in the dialog box to highlight the entry and then click “Open” (or simply double-click the CD-ROM entry). Click on the file entry for TUTORIAL.PDF to highlight the file and then click “Open”. You can also double-click on any file with a .PDF extension to start Acrobat™ Reader and automatically open the file associated with that extension.

**Windows Autorun:** This CD-ROM media is equipped with a Windows Autorun program. If you are using a recent Windows 95/98 or NT installation with Autorun enabled for your CD-ROM drive, inserting the CD-ROM media into your drive will result in launching the startup screen for this CD-ROM. This startup screen allows you to perform one of the following actions:

Click on "Readme First" button to view the latest installation information.

Click on "Install Acrobat Reader(R)" button to begin the installation of the viewer for the CD-ROM content. If you do not currently have Version 3.01 of Acrobat Reader(R) installed on your system, you will need to install the viewer once.



Click on "Install HyperSnap(R)" button to begin the installation of an excellent image capture program from Hyperionics, Inc. This is try-before-you-buy software. If you choose to register your copy, the price currently quoted by Hyperionics, Inc. is \$25.00. Information on how to register is provided with the installation. Check the web site [www.hyperionics.com](http://www.hyperionics.com) for recent updates.

Click on "View CD-ROM" button to begin viewing the content on the CD-ROM. Use the bookmarks and the other navigation features provided with Acrobat Reader(R) to move from page to page and volume to volume. This is the button you will normally use each time you view the CD-ROM.

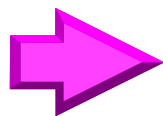
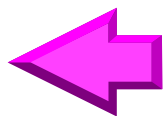
Click on "Quick-start Tutorial" button to view this tutorial.

Click on "CDventure Website" button to launch your Internet browser and connect to the CDventure, Inc. website: [www.cdventure.com](http://www.cdventure.com). You must already be connected to the Internet to use this button.

Click on "Exit" button to close the Autorun program. **Important: Leave the CD-ROM media in the drive until you exit the Autorun program.**

**Windows Non-Autorun:** When you have successfully installed Acrobat™ Reader, you will have an Adobe Acrobat Program Group under Windows 3.X and an Adobe Acrobat folder under Windows 95/98 and NT 4.0. In the Acrobat group/folder, you will find the program icon for Acrobat Reader 3.0. Start the Acrobat™ Reader 3.0 program. Click on "File" - "Open" from the Acrobat menu. Type the path in the dialog box or select drive and path entries for D:\TUTORIAL.PDF [substitute your own CD-ROM drive letter for "D"]. Also, from Windows, you can double-click on any file with a .PDF extension to start Acrobat™ Reader and automatically open the file associated with that extension. Read the previous section if you have Autorun enabled on your Windows 95/98 or NT system.

**Navigation:** The Acrobat™ Reader has several ways to navigate through the collection of documents on the CD-ROM media. When

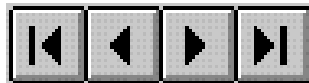


a new viewing session is started by opening a PDF file, page 1 appears in the viewing window.

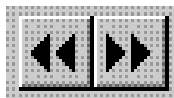
The default view for each of the volumes in the collection includes a set of bookmarks on the left side of the screen. Bookmarks remain on the screen as you move from page to page or volume to volume. To change the viewing area for the bookmarks, click and hold the left mouse button on the splitter control at the bottom of the screen. While holding the button down, you can expand or reduce the view of the bookmarks by moving it to the right or left. You can also use the scrollbar below the bookmarks to view all text contained in a bookmark, without changing the viewing area.



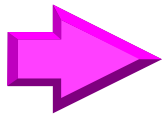
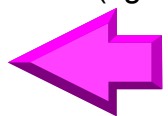
Click on an entry in the bookmarks to select a volume or content heading for viewing. The first page of that content appears in the viewing window. You can return to this Tutorial at any time by clicking on the Tutorial bookmark. Once you are in a section, you can move from page to page by clicking on the vertical scrollbar at the right of the screen. The VCR controls will move the document from page to page, as well.



From left to right, click on these four buttons to jump to the first page of the current volume, jump to the prior page, jump to the next page and jump to the last page of the volume. Because you will often perform non-sequential jumps from section to section and volume to volume, two other buttons allow historical navigation.



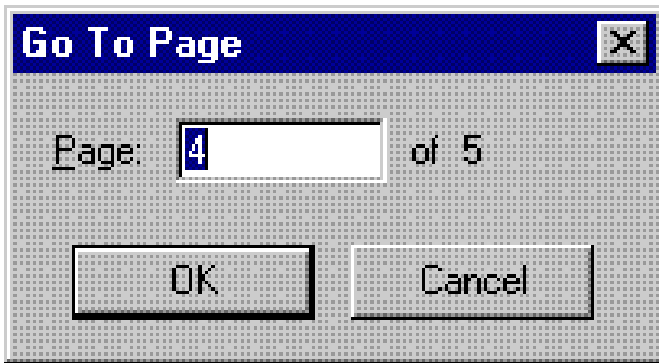
The above buttons allow history-type movement to pages that were viewed before (left arrows) the current page was viewed or after (right arrows) the current page was viewed. Directed jumps can



also be made to any page in the entire document. Click on the page button at the bottom of the screen.



Then enter the page in the dialog box and click on "OK".

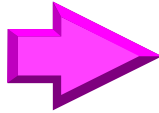
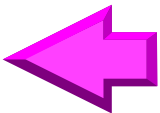


The most convenient navigation method may be the vertical scroll bar at the right of the screen. Click or click and hold the "up-arrow" or "down-arrow" to move up and down and page and from page to page. Click and hold on the scroll button and drag it to the page of interest. While moving the scroll button, the page number associated with the button position is viewed on the screen. The "Page Up" and "Page Down" keys on the keyboard are also useful.

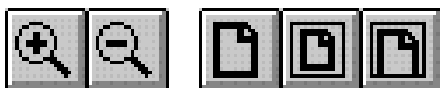
**Viewing:** The document being displayed can be modified several ways for better viewing. Click on the magnification button at the bottom of the screen. This button displays the icon of a magnifying glass and a percentage magnification number.



Another menu appears for you to select the viewing change that best fits the page being displayed. You may also affect some of the



same changes through the menu choices under “View” or with the toolbar buttons for zooming and fitting the document image to the display.

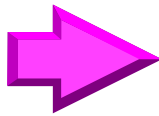
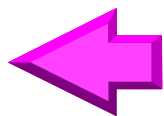














## Genealogy Search

Now that you are acquainted with the navigational and viewing features of Acrobat™ Reader, you can begin a meaningful search in the rich genealogy content contained on the CD-ROM.

**Bookmarks:** Each volume on this CD-ROM contains a set of bookmarks on the left of the screen. The bookmarks act as a table of contents into the various volumes. They can be used in the same manner you would use a table of contents in a book to guide you to a particular section of a volume. Bookmarks were partially explained back on page 5 under “Navigation”. A entry with a right-facing triangle indicates that additional entries are nested under that bookmark. Click on the triangle to expand the list of additional entries. After the list is expanded, the triangle changes to point down. Click on the triangle again to collapse the list. The content of each of the bookmarks is explained in the next section, Volume Description. In the example on the next page, clicking on the “C” bookmark performs a jump to page 27 of the marriages for Warwick. The first alphabetised name beginning with the letter “C” appears somewhere on page 27. Use one of the navigational techniques discussed under “Navigation” of this tutorial to go to the subject of interest. Bookmarks are also included for name and place indexes.

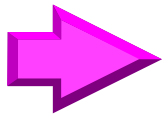
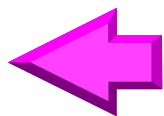
**Indexes:** The first six volumes have a separate index for each town. Each of these indexes, as well as the ones in volumes 7 and 8, is divided into three parts: (a) Names Occurring in their Natural Order; (b) Names Occurring Promiscuously; and (c) Names of



- ▼  Volume 1 - Kent County
  -  Title
  -  Introduction
- ▼  Warwick - Part 1
  -  Title
  -  Name Index
  -  Promiscuous Name Index
  -  Place Index
- ▼  Marriages
  -  A
  -  B
  -  C

Places. Use these indexes as you would use an index in any book. For example, if you find a name of interest in the town of Warwick, select the first record shown in the bookmarks for the Town of Warwick (in this case, Marriages). Then use the scroll bar, or any of the other navigational methods, to reach the page of interest. The remaining volumes are a bit easier to use because there is only one index for the entire volume. If you find a name of interest in one of these indexes, simply open the first record (i.e. not title, index, etc.) for that volume, and use your preferred navigational method to reach the page.

**Volume Description:** The [Vital Record of Rhode Island, 1636 - 1850](#) is a 21-volume series published by James N. Arnold between 1891 and 1912. The Town Records of Rhode Island, consisting of the recorded births, deaths and marriages, are contained in the first six volumes. The exceptions to this are the Town Records of Seekonk and Pawtucket, which appear in Volumes 9 and 10. Various Church Records are to be found in Volumes 7 through 11.



Volume 12 contains information on the Revolutionary service of many Rhode Island men, and also begins the series of newspaper extractions. The remaining volumes contain the marriage and death records to be found in a number of Rhode Island newspapers.

Mr. Arnold included information about the records, themselves, and about the history of the towns in various places within the volumes, including: after the Title page, within a separate Introduction, and at the beginning of each separate record. We recommend the researcher take the time to read these areas.

A few notes about these volumes:

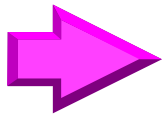
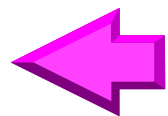
1. The marriages found in the Town Records are given in duplicate within these volumes, but nothing beyond the book and page of the original Town Records. The names and the date are given under the bride entry. Under the groom, the notes are so extended as to include all the items of the records from whence it was taken. The researcher should thus consider the bride entry as merely an index and should consult the groom entry.

2. The figures at the left of the each name entry, in the Town Records, are the book and page of the original Town Record. Good research methods, of course, require that the original record be consulted whenever possible.

3. Within the first eight volumes, the indexes are divided into three sections, (a) the names occurring in their natural order; (b) the name occurring promiscuously (e.g. many names of ministers and other third parties to an event); and, (c) the places mentioned in the text. The remaining volumes combine these three categories into one index for each volume.

4. Within the first six volumes (the Town Records), each town is separate and distinct in itself and the index is also kept separate and distinct.

5. Mr. Arnold included errata at the end of some indexes or table of contents. These often had corrections or comments and should be



consulted.

6. The title of this series gives the dates “1636 - 1850”, but some volumes have material up to 1897.

7. Because of varied quality of the original printing, faded ink, and small font size of much of the type, the user may find it best to magnify the text for easier reading. If some text is still unclear, printing may also aid in reading a difficult entry. The user may also find cases where some of the text appears upside-down. For example, on Volume 8, page 52, the last date on the page has the digit “5” upside-down. Volume 3 Part 2, Burrillville, was printed as “Volume 2” in error - it is really Volume 3. In Volume 8, the First Congregational Church of Newport is labeled incorrectly as Bristol. However, the Table of Contents for Volume 8 lists it correctly. Other printing and editing errors occurred in the original text. We have preserved the text in its original condition and leave the judgement calls to each researcher.

The subject content of the 21 volumes in the Arnold series continues on the next few pages. Use it, along with the Bookmarks, to begin your research.

### **Volume 1 - Kent County**

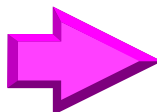
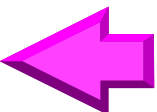
Warrick  
East Greenwich  
West Greenwich  
Coventry

### **Volume 2 - Providence County**

Providence  
Cranston  
Johnston  
North Providence

### **Volume 3 - Providence County**

Gloucester  
Burrillville



Scituate  
Foster  
Cumberland  
Smithfield

**Volume 4 - Newport County**

Portsmouth  
Newport  
Middletown  
New Shoreham  
Jamestown  
Little Compton  
Tiverton

**Volume 5 - Washington County**

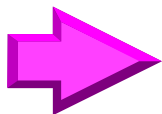
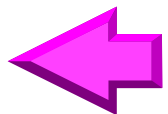
North Kingstown  
South Kingstown  
Exeter  
Westerly  
Charlestown  
Richmond  
Hopkinton

**Volume 6 - Bristol County**

Bristol  
Warren  
Barrington

**Volume 7 - Friends and Ministers**

Rhode Island Friends  
Narragansett Friends  
Smithfield Friends  
Kings Towne Friends  
Providence Friends  
Swansey Friends  
Rev. G. Thurston's Marriages  
Elder J. Gorton's Marriages  
Elder S. Littlefield's Marriages  
Rev. J. Wilson's Publishments & Marriages  
Rev. S. Gano's Marriages  
Rev. N. Crocker's Marriages  
Elder J. McKensie's Marriages  
Rev. T. Sheperd's Marriages



The United Brethern  
Elder J. Wilson's Deaths  
First Sabbatarian Church

**Volume 8 - Episcopal & Congregational**

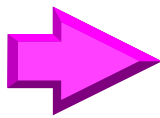
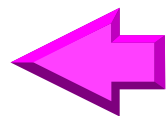
Little Compton Congregational Church  
Tiverton Congregational Church  
Barrington Congregational Church  
Warren - St. Mark's Church  
Bristol - Congegational  
Rev. H. Wright's Records  
Newport - First Congregational  
Dr. E. Styles' Record  
Newport - Second Congregational  
Dr. Shepard's Record  
Tiverton Baptist  
Bristol - First Baptist  
Warren - First Baptist  
Warren - Methodist  
Bristol - Methodist  
Wakefield - Church of Ascension  
North Kingstown - Baptist  
South Kingstown - Baptist

**Volume 9 - Seekonk, Pawtucket & Newman**

Seekonk  
Pawtucket  
Newman Congregational

**Volume 10 - Town & Church**

Pawtucket  
Westport Friend's Records  
Hopkinton - Sabbatarian  
East Providence - Baptist  
Providence - St. John  
Providence - 1st Congregational  
Providence - Westminister Congregational  
Providence - Congregational west of River  
Barrington - Congregational  
Coventry - Baptist  
W. Greenwich & Exeter - Baptist  
North Kingstown - Baptist



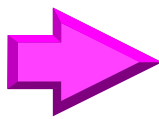
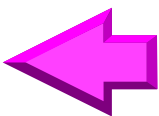
E. Greenwich - Baptist  
Smithfield - Baptist  
Elder O.W. Potter Marriages  
Edward Perry Marriages  
Rev. D. Benedict Marriages  
Narragansett - St. Paul's  
S. Kingstown - Queen's River Baptist  
Exeter - Baptist  
Newport - Trinity Church  
S. Kingstown - Narragansett Baptist  
Wickford - Baptist

**Volume 11 - Church Records**

Westerly - Christ Church  
Westerly - Grace Church  
Westerly - First Baptist  
Richmond - 2nd Baptist  
Cross Mills - First Baptist  
S. Kingstown - 2nd Baptist  
Pawcatuck - Sabbatarian Baptist  
Newport - Sabbatarian Baptist  
Westerly - Christian Church  
Providence - Westminster Congregational  
Marriages by J. Babcock  
Pawcatuck - Congregational  
Rockville - 7th day Baptist  
Richmond - 1st Baptist  
Quidnessett Baptist  
E. Greenwich - Baptist  
E. Greenwich - M. E.  
E. Greenwich - St. Luke's

**Volume 12 - Revolutionary Rolls & Newspapers**

The Newport Mercury  
The Newport Herald  
Cowells' "Spirit of '76" Index  
RI Officers of the Revolution  
RI Pensioners, Census of 1820  
RI Pensioners, Census of 1835  
RI Pensioners, Census of 1840  
Providence Journal Deaths A-R



**Volume 13 - Newspaper Deaths**

Providence Journal Deaths S-Z

Providence Gazette Deaths A-J

**Volume 14 - Newspaper Deaths & Marriages**

Providence Gazette Deaths K-Z

Providence Gazette Marriages A-C

**Volume 15 - Newspaper Marriages & Deaths**

Providence Gazette Marriages D-Z

U.S. Chronicle Deaths A-Z

**Volume 16 - Newspaper Marriages & Deaths**

U.S. Chronicle Marriages

American Journal Deaths

American Journal Marriages

Impartial Observer Deaths

Impartial Observer Marriages

Providence Journal Deaths

Providence Journal Marriages

Providence Semi-Weekley Journal Marriages

**Volume 17 - Newspaper Marriages**

Phenix & Patriot Marriages A-R

**Volume 18 - Newspaper Marriages & Deaths**

Phenix & Patriot Marriages S-Z

Phenix & Patriot Deaths A-M

**Volume 19 - Newspaper Deaths & Marriages**

Phenix & Patriot Deaths N-Z

RI American Marriage A-G

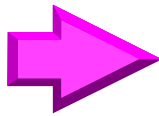
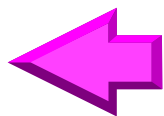
**Volume 20 - RI American Marriages & Deaths**

RI American Marriages H-Z

RI American Deaths A-B

**Volume 21 - RI American Deaths**

RI American Deaths C-S



## Viewing Tips

Each of the volumes in this collection is comprised of one or more independently numbered sections. In order to preserve the page numbering, each volume has been separated into one file for each numbered section. The benefit to the researcher is that the page number in the Acrobat™ Reader always matches the page number printed on the image being viewed.

Each of the sections mentioned above is assigned its own copy of the master bookmarks. Because of this arrangement, you can navigate from any section in any volume to any other location in the collection by simply clicking on the companion bookmarks. While you are viewing one section, the bookmarks remain opened to your selected area of interest. When you leave one section and its companion bookmarks to go to another location, the bookmarks associated with the new location are made available for use. You can then open the new copy of the bookmarks to the same area of interest or to a completely new area of interest. To view the previous section and the view of its bookmarks, simply click on the history back-arrow as discussed on the bottom of page 6.

Although there are many page magnification options that can be set for viewing images with Acrobat™ Reader, the volumes in this collection are preset to two settings. Whenever you click on a “Title” entry in one of the bookmarks, the viewer takes you to that volume and page and automatically sets the magnification so that the full page is visible on your screen. This is designed to more easily locate the volume name and number on the title page. Once at the title page, you can change the magnification to any one of the many possible choices from 50% to 800%. The second setting is used for all non-title pages in the collection. This setting is referred to as “Inherit Magnification”. Whatever view you choose on one page is maintained on the next destination page - until you decide to modify the view to something else.

Be sure to visit our Web site from time-to-time for further helpful research hints and finding aids [<http://www.cdventure.com>]. You can send us feedback on this CD-ROM at [sales@cdventure.com](mailto:sales@cdventure.com).

