

Hypertext State Court Benchbook Readme File

Setting up the Files

If you receive the Benchbook on a CD, the files should be set up in the correct structure. You may receive the Benchbook in a zipped file, in which case for the hyperlinks between chapters and some other features to work, you should unzip it, perhaps in the C: directory of your computer.

Opening the Benchbook

The Benchbook is opened by opening the START file. The file is set to open to a compromise setting designed to enable it to function in many different versions of Adobe. You may want to change the magnification at the top. Blue highlighted text is a hyperlink which transfers you to a different location. EXCEPTION - the [Detailed Table of Contents](#) has not been updated yet this year so the link is not active.

The START or Main Contents Page has each of the chapters. By clicking on the name of a chapter, you are transferred to the beginning of that chapter. Each chapter starts with a title page which also contains a [Main Contents](#) which takes you back to the START-Main Contents page to transfer to the other pages.

Except for the short [JURISDICTIONAL NOTE](#), each chapter should open which “Bookmarks” on the left. This column contains the outline of the chapter, and clicking on an item in the bookmark column, e.g., “**3 .2 Tier 2 - TERRY STOPS**” will transfer you to that location in the text. The Bookmarks can be opened and closed. Earlier versions of Adobe have a tab along the left labeled “Bookmark” which opens and closes that column, so that the actual text expands to fill the screen when the bookmarks are closed. Later versions have a pictorial icon at the top on the left with a representation of a page with the upper right corner folded down and a blue bookmark also at the top of the icon. Clicking on the icon has the same effect of opening and closing the bookmark. Particularly, in the later versions of Adobe, those of us with old eyes may need to close the bookmarks to magnify the text to a comfortable reading size. You may also point your cursor arrow at the divider between text and bookmarks (it changes to 2 parallel lines there) and drag make the divider, making the bookmark column narrower. Finally, at the top and bottom of the Bookmark column is a [TOP OF PAGE](#) entry which transfers one back to the Title Page with the [Main Contents](#) link.

Other Features

For those not familiar with using Adobe reader I will point out a few of the important features:

Search feature - there is a built-in function for word searchers in the text. The find command initially searches within the chapter for a word. The later versions have a Find box at the top in which one types the word(s) to search for. The box has a down arrow at the right which opens up search items. One of the options has a binoculars icon - “Open Full Reader Search.” This choice opens a separate search window which allow a search of all chapters (the choice “In the Index named Index.pdx.” Also at the bottom is a more elaborate Advanced Search function.

Copy to clipboard - You may also copy words or, more importantly, citations to the clipboard area of your computer's memory, which makes the copied phrase available to be pasted to another program such as Lexis or Westlaw. In recent versions of Adobe, you may move your cursor to the citation, press the button on the mouse and drag to highlight the citation for the case. Then either right click to get a menu which will give the choice "copy" or use the drop-down menu "Edit" at the menu bar at the top and use the copy choice there. In earlier versions, you may have to activate the text symbol (a big hollow "T" at the top bar) to be able to copy text. Then you can transfer to Lexis and use your cursor's right click function to paste the citation in the Get Document feature or do the same with West's find citation feature.

For Georgia appeal citations, use the SE2d cite, as the Benchbook uses "App." instead of "Ga. App." as the citation form and you would have to add "Ga." to the cite. For the occasional case too recent for the official cite, you can copy the appellate case number from the citation, e.g., A08A1234, and paste that into the search function in Lexis and Westlaw.