



How to Use the Electronic Books

The electronic books (e-books) are a group of PDF files that are linked together to form *Meet MINITAB*, *MINITAB User's Guide 1: Data, Graphics, and Macros*, *MINITAB User's Guide 2: Data Analysis and Quality Tools*, *How to Use the Electronic Books* and the *Session Command Quick Reference*. Click on an e-book name in the buttonbar at the bottom of any page to access the table of contents for the electronic book.

This electronic book, *How to Use the Electronic Books*, provides information on how to use e-books. You can either scroll down to access all of the information in this file, or you can simply click on one of the following links for more specific information:

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Accessing e-books

The MINITAB e-books can be opened using typical Windows commands, though you must have access to a program that supports the Portable Document Format (PDF) file format. In addition, you must have access to the MINITAB e-book PDF files.

Programs that support PDF

The MINITAB e-books use PDF (Portable Document Format), which is supported by Adobe Acrobat Reader and Adobe Acrobat Exchange. Adobe Acrobat Reader 4.0 comes free of charge on your MINITAB CD, and is strictly a program used to view PDF files (see *Installing MINITAB* for information on installing Adobe Acrobat Reader). Adobe Acrobat Exchange can be purchased at your favorite software store, and can be used to view and edit PDF files.

MINITAB e-books

The MINITAB e-book PDF files are located in the Electronic Books folder of your MINITAB program directory on either your hard drive (if you installed them) or on the CD-ROM. The PDF file, named MTB13DOC.PDF, is the *How to Use Electronic Books* PDF e-book, which includes information on using e-books and links to all of the other e-books.





Using MINITAB e-books

You can navigate through any e-book using the buttons on the buttonbar, located at the bottom of each page. The buttons allow you to access tables of contents for other e-books, access a table of contents for the current e-book, access an index for the current e-book, and move from page to page within the current chapter of an e-book.

Acrobat Reader and Acrobat Exchange both have additional navigation controls. You can read the documentation included with those products to learn more about the additional controls.

Forward/Back

The forward and back buttons are located on the right and left side of the buttonbar respectively. The buttons allow you to navigate through a chapter of an e-book on a page-by-page basis.



The **forward button** takes you to the next page in the document. The forward button does not function when you are on the last page in the document.



The **back button** takes you to the previous page in the document. The back button does not function when you are on the first page in the document.





You can also use the Acrobat page view controls that allow you to the navigate through multiple e-book chapters using either the previous or next view buttons (assuming you have visited multiple files and/or views).

Contents

The contents button is located on the left side of the buttonbar. Clicking on the contents button opens a pane on the left side of the Acrobat window that contains a list of the major headings within the current chapter. Each of the entries in the list are linked directly to the heading in the chapter. Click on an entry in the list to go to the page that includes the heading.

Book titles (table of contents)

Click on one of the three book titles located on the buttonbar, including the book title for the current e-book, to open the table of contents for that particular book. The table of contents includes links to every section in that electronic book. Click on the heading text or page number to access the first page that includes that section of the e-book. Although a table of contents does not exist for the Session Command Quick Reference, the SC QREF button will take you to the first page in the document.





Index

Click on the index button within any of the three book files to open the index for that book. Every entry in the index is linked directly to the relevant text within the book. Click on a page number next to a word in the index to access that section of the book. An index does not exist for the Session Command Quick Reference.

Printer



Click on the printer icon in the upper right hand corner of each page to open the print dialog box. You then have the typical options available for printing. Everything that appears on your screen will print including dialog boxes, graphs, the background graphic, the buttonbar and all text.

Page View

By default, the first page in a MINITAB e-book chapter opens to fit entirely in the Acrobat window. Click anywhere within a text block, using the Acrobat hand tool, to zoom into the text block, making the text more readable. In addition, you can change the view using Acrobat controls.





What is Meet MINITAB?

Meet MINITAB explains the fundamentals of using MINITAB—how to use the menus and dialog boxes, how to manage and manipulate data and files, how to produce graphs, and more. This guide also includes five step-by-step sample sessions to help you learn MINITAB quickly.

- Table of Contents
- MINITAB Essentials
- Managing Data
- Manipulating and Calculating Data
- Using Data Analysis and Quality Tools
- Graphing Data
- Managing the Session Window
- Session Commands and Macros
- First Tutorial: MINITAB Basics
- Third Tutorial: Advanced MINITAB
- Fifth Tutorial: Designing an Experiment
- Index





What is MINITAB User's Guide 1: Data, Graphics, and Macros?

MINITAB User's Guide 1: Data, Graphics, and Macros includes information on how to use MINITAB's input, output, and data manipulation capabilities; how to work with data and graphs; and how to write macros.

- Table of Contents
- Part I: Managing Data
- Part II: Manipulating and Calculating Data
- Part III: Managing the Session Window and Generating Reports
- Part IV: Graphing Data
- Part V: Using Session Commands and Macros
- Index





What is MINITAB User's Guide 2: Data Analysis and Quality Tools?

MINITAB User's Guide 2: Data Analysis and Quality Tools includes information on how to use MINITAB's statistics, quality control, reliability and survival analysis, and design of experiments tools.

- Table of Contents
- Part I: Statistics
- Part II: Quality Control
- Part III: Reliability and Survival Analysis
- Part IV: Design of Experiments
- Index

What is the Session Command Quick Reference?

Session Command Quick Reference lists all MINITAB commands and subcommands, without detailed explanation. The Session Command Quick Reference is only available in PDF format, not in print.

- Using session commands
- Session command list

