

# Joint Fleet Maintenance Manual



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# Joint Fleet Maintenance Manual (JFMM) Digital Library User Guide

This guide has been developed to help the user navigate through the digital version of the manual and to provide useful information on installing and printing the manual. This guide will answer the following:

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*Click on any of the above questions to go directly to the section.*

*We hope this User Guide is helpful to you.  
Please let us know how we can improve this User Guide in the future.*

# Joint Fleet Maintenance Manual (JFMM) Digital Library User Guide

## How do I access the JFMM on the Internet?

- The JFMM is available at: <http://www.submepp.navy.mil/jfmm/index.htm>

## How do I access the JFMM on CD-ROM?

There are two ways to access the JFMM on CD-ROM:

- The JFMM can be accessed through the Advanced Technical Information System (ATIS) Technical Manual Library listing, after importing the CD-ROM into ATIS.
- For users without ATIS, the JFMM can be accessed using the Adobe Acrobat Reader application installed on the CD-ROM. An alternative is to install Adobe Acrobat Reader to the hard drive.

## What are the System Requirements?

The JFMM digital library is designed to run on an IBM compatible personal computer with a minimum configuration of a 486 CPU; Microsoft Windows 2000; a CD-ROM drive, tower, or ATIS jukebox; and Adobe Acrobat Reader 5.0.

JFMM CD-ROMs in Acrobat are tested and run on these ATIS operating environments:

Standalone 32-bit (Windows 2000 or Windows NT)  
NT Network (Windows 2000 or NT clients) with CD Tower

Non-ATIS configurations may include a Pentium CPU up to or above 200 MHz, CD-ROM Reader 6X or higher, Adobe Acrobat Reader 5.0, and Microsoft Windows 2000 or Windows NT.

Recommended printer configuration includes a Postscript printer. Network configurations may also effect response time for both printing and display.

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## CD-ROM Format

This CD-ROM is in ISO 9660 format and consists of:

- JFMM digital library files in Adobe Acrobat Portable Document Format (PDF).
- JFMM Change Request and QA forms in Microsoft Word 2000 format.
- Adobe Acrobat Reader application.
- CONTENT.TXT file required by the ATIS Interactive Electronic Technical Manual (IETM) Process Plan.
- IETM.NDX file required by ATIS IETM Process Plan, Appendix P, for import of Joint Fleet Maintenance Manual digital library into ATIS Technical Manual Library.
- READ.ME file required by OPNAVINST 5230.24.
- VCDMAN.BLD file required by ATIS IETM Process Plan, Appendix P, for use of Jukeboxes with IETMs in ATIS Technical Manual Library.

## How do I install the CD-ROM?

### For non-ATIS Users

**Windows 3.1:** The first time the CD-ROM is loaded into a CD drive or a CD server, Select **Windows, File Manager**. Size the File Manager window so an icon group in Program Manager is visible. Using the mouse, drag the file: **00\_JFMM.PDF** to the group. This will make the icon to access the Joint Fleet Maintenance Manual. Change the Description below the icon in **Windows, Program Manager** by clicking once on the icon and selecting **File, Properties** from menu bar. Modify the Description to read 'Joint Fleet Maintenance Manual' and click OK.

**Windows 95:** Create a shortcut to **00\_JFMM.PDF** on the desktop or in a folder. Modify the Description to read 'Joint Fleet Maintenance Manual.'

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**Windows NT** users should consult their System Administrator for assistance on installing this CD-ROM.

## **For ATIS users: Importing into ATIS**

Before the JFMM can be accessed through ATIS, the ATIS System Administrator must import the CD-ROM into the ATIS Technical Manual database. The following steps must be followed or the CD-ROM will not work in the ATIS network tower environment:

1. Map a permanent network drive to the Joint Fleet Maintenance Manual CD-ROM.

2. Edit the j:\atisrun\atis.ini file as follows:

a. Locate the section [ATIS] and scroll down to the profile string

```
;PRELOADDRIVES=
```

b. Uncomment this line if it is commented, by removing the ;

c. Change the drive letter to the drive letter mapped to the JFMM CD-ROM. Example:

```
PRELOADDRIVES=U
```

d. The JFMM CD-ROM index data is now ready to be imported into ATIS.

This importing process will add and collate the Volumes into the existing ATIS Technical Manual listing. The ATIS Administrator uses the ATIS Utilities menu, and imports the CD-ROM as an Intelligent Technical Manual.

## **How do I start-up the CD-ROM ?**

### **For non-ATIS users**

Double click on the icon for **Joint Fleet Maintenance Manual** to open the JFMM digital library title page.

# Joint Fleet Maintenance Manual (JFMM) Digital Library User Guide

## For ATIS users

To access a Volume from the CD-ROM, start the ATIS application and enter your Logon User ID and password.

Pull down the ATIS **Library Data** menu, and select **Technical Manuals**. The dialog box, **Please enter Search Criteria**, will appear.

(a) in the **Document Id** text box, enter partial or complete manual number, COMFLTFORCOMINST 4790.3 REV A CH-7, or

(b) in the **Title** text box, enter the partial or complete title of the manual: Joint Fleet Maintenance Manual (JFMM) COMFLTFORCOMINST 4790.3 REV A CH-7. An alternative is to enter '(JFMM)' in the **Title** box.

Click on the **Partial** checkbox, if applicable, and then click the **Search** button. Note: Searching for 'JFMM' may select any document with 'JFMM' in the title. In the search result listing titled, **Technical Publication Data**, double click on the entry for the JFMM to view the manual.

## How do I navigate through the JFMM?

Pages of the JFMM digital library are displayed as in the paper version of the manual. An Acrobat find function (the binoculars icon) allows users to electronically search a document for word(s) or number(s). Text paragraphs or graphics can be electronically copied and pasted into other applications such as a word processing application.

## Locating a Volume

A volume can be found by using the bookmarks in the left-hand margin or using the links in the Title Page. Once you are in the Volume use the Page Up or Page Down keys or scroll bar arrows to scroll through the volume.

## Searching within a Volume

To search once inside a volume of the manual, select **Tools, Find** from the menu for Acrobat, and enter the text/words you would like to find. Pages of the selected volume will be searched until the text/words are found. To continue searching or Find Again, press F3 or use the binoculars icon. This search is limited to the Volume you are currently in. To search other

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Volumes, go to that Volume using either Bookmarks or the Title Page and follow the same steps described above.

Note: It is recommended that the user close the Volumes when finished viewing. Keeping numerous Volumes open at the same time could cause computer errors.

## Viewing Pages

To expand the page, in Acrobat select the toolbar icon with + inside a magnifying glass. Click once on the JFMM page with the left mouse to expand. An alternative is to use the left mouse to draw a box around the area of the page you want expanded. You may also use **Options** under the View command.

To reduce the page, select **Zoom Out** under the Tools command. An alternative is to use the left mouse to draw a box around the area of the page to reduce.

When viewing the Volumes, Acrobat Reader will display '# of ##' at the bottom of the Window. This page number includes all electronic pages and is not intended to align with the JFMM's hardcopy page numbers.

The View menu item in Acrobat provides additional options for sizing the viewing area.

## Bookmarks

Bookmarks are available in the left hand margin to help you choose parts of the manual. Bookmarks can be expanded by clicking on the triangle. The tool bar gives other options for displaying these bookmarks.

## Special Keys

On the menu selections for Acrobat, use the accelerator keys (e.g. CTRL+K), or select Help, Acrobat Reader Help for additional help on shortcut keys.

## Digital Library Contents

- Title Page
- User Guide
- Promulgation Letter

# Joint Fleet Maintenance Manual (JFMM) Digital Library User Guide

- Change Synopsis
- JFMM
- Master Locator Guide
- Master List of References
- Change Request Form & QA Forms (Editable)
- Change Pages with Instructions
- CD Install Instructions

## **Title Page**

The Library Title Page provides links or bookmarks to the User Guide, Promulgation Letter, Change Synopsis, all Volumes of the JFMM, Master Locator Guide, Master List of References, and has bookmarks for editable versions of the JFMM Change Request Form and the QA Forms contained in Volume V.

## **User Guide**

This User Guide provides information about specific features of the CD-ROM digital library of Joint Fleet Maintenance Manual.

For information about the features of Adobe Acrobat Reader, select **Help, Acrobat Reader Help** from the Acrobat menu bar.

For information about the features of ATIS Technical Manual Library application, select Help from the ATIS menu bar.

## **Change Synopsis**

The Change Synopsis provides a summary of changes for a particular change/revision to the Joint Fleet Maintenance Manual digital library.

## **Promulgation Letter**

The Promulgation Letter approves all changes/revisions to the manual.

## **Joint Fleet Maintenance Manual**

All Volumes of the manual open with a full page view of the Table of Contents. The Table of Contents has colored links to specific sections of the manual.

# **Joint Fleet Maintenance Manual (JFMM) Digital Library User Guide**

Bookmarks facilitate navigation within the Volume, to the individual chapters and appendices.

Pages of the Joint Fleet Maintenance Manual are available for viewing or printing. Text paragraphs or graphics can also be electronically copied and pasted into other applications such as a word processing application.

## **Master Locator Guide**

The Master Locator Guide is provided to allow users to quickly identify where a particular topic is discussed in the manual.

## **Master List of References**

The Master List of References provides a complete list of all references used in all volumes of the JFMM. This should help activities and command technical libraries ensure they have the correct source documents available.

## **Change Request and QA Forms (editable)**

To facilitate generating JFMM change requests or filling out the Volume V QA Forms, both the JFMM Change Request Form and the QA Forms are available in Word 2000 format and can be saved to a hard drive prior to modification. This is especially important for JFMM CD-ROMs accessible via a local area network.

For the JFMM on the Internet, the JFMM Change Request Form and the QA Forms are available from links at the Products/Services page.

## **Change Pages with Instructions**

For those users that are required to maintain a hardcopy version of the JFMM, a separate file containing the pages affected by this change has been included on this CD-ROM.

## **CD Install Instructions**

The CD Install Instructions are available in Acrobat PDF.

# Joint Fleet Maintenance Manual (JFMM) Digital Library User Guide

## Can I print pages of the JFMM?

Yes. You may print pages from the manual by using the Print command. However, be sure to select Current Page or a range of pages when printing to avoid printing an entire Volume of the JFMM.

## How do I view the editable Change Request and QA Forms?

The JFMM Change Request and QA Forms are in Word for Windows 2000 format.

On the Internet at the JFMM home page, click on the link "Change Request and QA Forms (MS Word)". This will display a page listing the forms. Click on one of the forms to download the file to the hard drive of your PC. Change Request Forms saved to the hard drive can be sent to SUBMEPP as attachments to Email using the Email address listed on the Products/Services page under JFMM.

On the CD-ROM, click on the bookmark "CHANGE REQUEST (EDITABLE)" or "QA FORMS (EDITABLE)". This will launch Word for Windows on your PC, or the software package mapped to files of type ".DOC". Save a copy of the file on the hard drive of your PC. Change Request Forms saved to the hard drive can be sent to SUBMEPP as attachments to Email using the Email address listed at the end of this User Guide.

## How do I request additional CD copies of manual?

Chapter 1 of each Volume contains a section titled, Request for Copies of the Manual. This section describes how users can obtain additional copies of the manual.

## Who do I contact for help using the JFMM Digital Library?

For help with the **content** of the JFMM, contact Mr. Jim Morrissette, Code 1832JM, 207-438-6182, DSN 684-6182 or by E-Mail at [ptnh.submepp.jfmmmgr@navy.mil](mailto:ptnh.submepp.jfmmmgr@navy.mil). For help concerning the software itself, contact the SUBMEPP Help Desk at 1- 207-438-6030, DSN 684-6030, or by E-Mail at [Helpdesk@SUBMEPP.NAVY.MIL](mailto:Helpdesk@SUBMEPP.NAVY.MIL)

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