



## AZA's New CD-ROM Member Directory *User tips for easy navigation*

The Association of Zoos & Aquariums (AZA) presents the 2011 Member Directory — available in a new, user-friendly CD-Rom format. The 2011 Member Directory CD-Rom has a lower impact on the environment, but more usefulness for you!

When using the Member Directory CD-ROM, the following information may be beneficial for successfully navigating the Adobe Acrobat platform.

### **System Requirements:**

**The AZA Member Directory runs on the Adobe Acrobat platform (Adobe Reader 9.1), and will work using Adobe Reader 6.0.1 or higher.**

### **If your computer uses Windows, the following is recommended:**

- Intel® 1.3 GHz processor
- Microsoft® Windows® 2000 with Service Pack 4, Windows Server® 2003 and 2008; Windows XP Professional, Home Edition, or Tablet PC Edition with Service Pack 2 or 3; Windows Vista® Home Basic, Home Premium, Business, Ultimate, or Enterprise with or without Service Pack 1
- 128MB of RAM (256MB recommended)
- 335MB of available hard disk space
- Microsoft Internet Explorer 6.0, 6.0 with Service Pack 1, 7.0 or 8.0; Firefox 2.0 or 3.0

### **If your computer uses Macintosh, the following is recommended:**

- PowerPC® G4, G5 or Intel processor
- Mac OS X v10.4.11–10.5.6 (not compatible with Mac OS Classic)
- 128MB of RAM (256MB recommended)
- 405MB of available hard-disk space
- Safari 2.0.4 or later

### **If your computer does NOT already have Adobe Reader installed:**

#### **If your computer uses Windows, the following is recommended:**

Insert the CD-ROM into your compact disc drive. The disc will AutoRun and prompt you to install Adobe Reader 9.1, if required, or open the Main Menu. Follow the directions on your screen.

#### **If your computer uses Macintosh (Mac OS X), the following is recommended:**

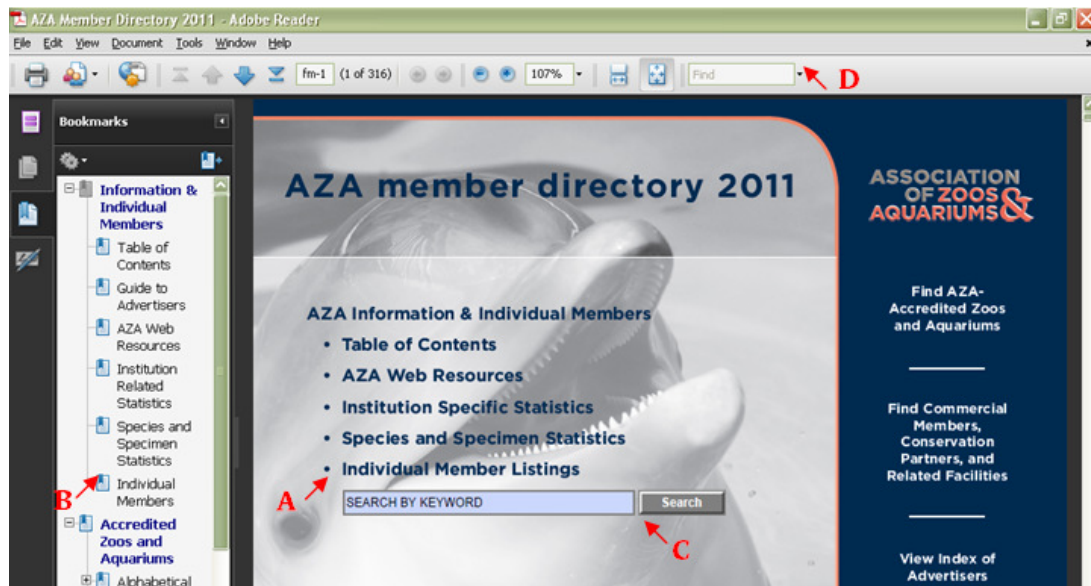
Insert the CD-ROM into your compact disc drive. Double-click on the Install Reader 9.1\_ppc or Install Reader 9.1\_intel icon. After Adobe Reader is installed, double-click on the Start.pdf file to begin.

### **If your computer DOES have Adobe Reader installed:**

- When the CD-ROM is inserted into the compact disc drive, it detects which version of Adobe Acrobat Reader your system has. It will give you options to run it with the current Acrobat version, continue searching for another version, or to install Adobe Reader 9.3.0. Either click on the option to run on the current version, or you can install the newest 9.3 version (if securities settings on your computer allow).

Once you have launched the CD-ROM, you are now ready to:

### *Search for an Individual*



- A. On the main navigation screen, **AZA Information & Individual Members**, of the CD-ROM, click on **Individual Member Listings**. Scroll to the individual's name, in alphabetical order by last name.
- B. You may also use the menu tree on the left side of the screen that is in the **Bookmarks** section.
- C. Or, perform a Search\* by entering a name, or other key word, in the search box and click on the **Search** button.
- D. Finally, the Adobe Reader **Find** function, located on the toolbar at the top right, is also an option.

#### *\* The first time you perform a Search from a navigation screen*

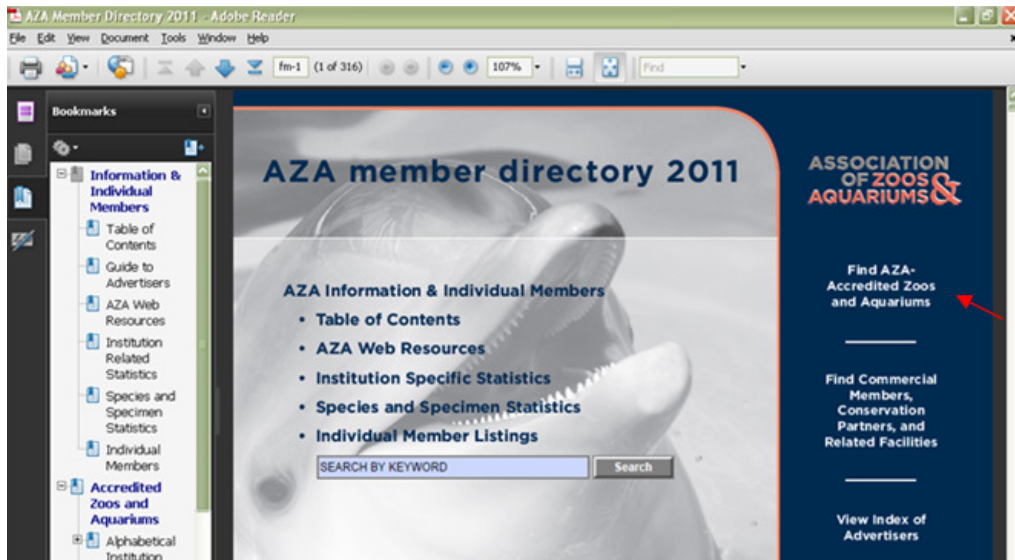
The following message will appear after placing the cursor in the search box:



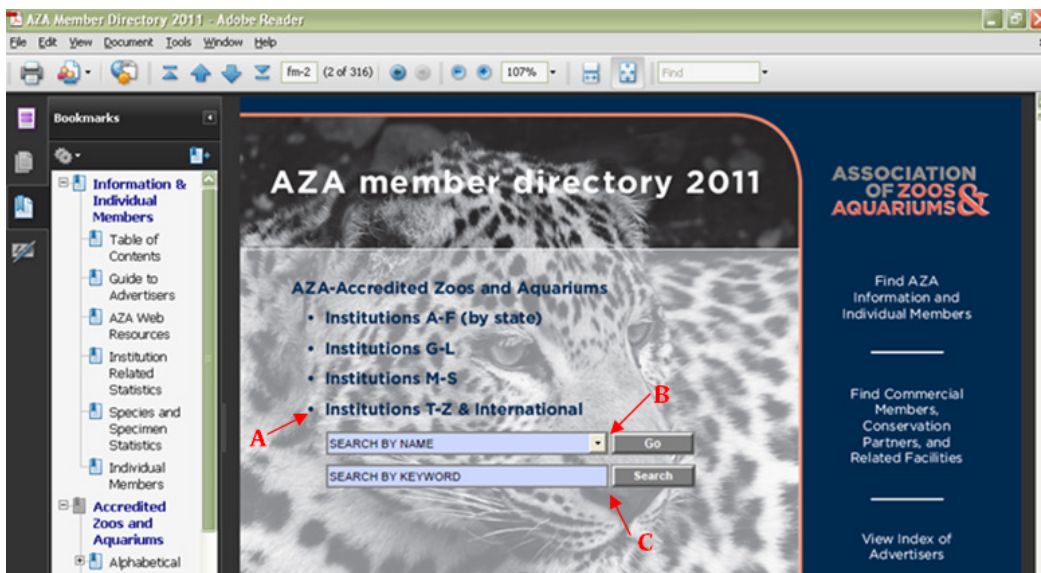
- o Searches are performed using Adobe Reader's form function. This message is alerting the user that the CD-ROM cannot save any data or searches and should be disregarded. Simply click the box that reads "Don't show again" and then the **Close** button.
- o Proceed with filling in the desired search term and click the Search button.
- o On initial use of the CD-ROM, another message box may alert you that the system is attempting to download a .pdx document. This is the search index and is from a trusted source, so click the option "Don't ask me again for this index." Then click Load.
- o A pop up will appear on the left side of the screen showing the search results for the current section of the directory (each corresponding to a navigation screen).
- o Select the sub-section of results you would like to view. You may need to scroll down or zoom out to see the relevant portion of the page.

## Search for an AZA-Accredited Institution

- On the main screen (see below) of the CD-ROM, click on “Find AZA-Accredited Zoos and Aquariums”.



- A new navigation screen, **AZA-Accredited Zoos & Aquariums**, will appear.



- A) Click on the Institution range based on the first letter of the state in which a member is located, then page through the PDF to the Institution’s listing.  
B) If you don’t know what state the Institution is located, you can select the name using the alphabetical Institution name listing drop down menu and then click the “Go” button.  
C) Or, search by keyword from this screen.

## Search for a Commercial Member, Conservation Partner, or Related Facility

- On the main screen (see below) of the CD-ROM, click on “Find Commercial Members, Conservation Partners, and Related Facilities”.



- A third navigation screen will appear.



- Click on the **Related Facilities** or **Conservation Partners** links to view those sections.
- If looking for **Commercial Members**, either:
  - A) click the Commercial Members link,
  - B) use the drop down menu to browse by *Product/Service Category* or
  - C) *Search by Keyword*.

## Printing from the CD-ROM Member Directory:

- To print the single page you are viewing, select the Print option and choose “Current Page”. Only the page you are viewing will print.
- To print an entire section of the Directory, select the Pages option and enter the page range of the section you would like to print. The page count can be found on the top toolbar in the center (see below).

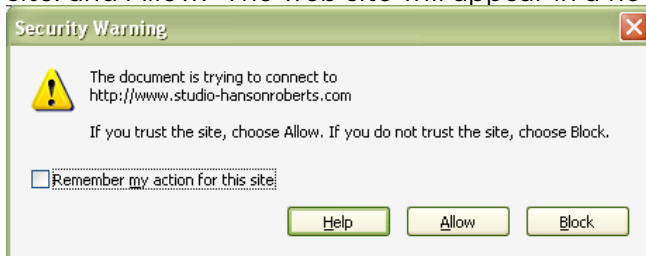
The screenshot shows the Adobe Reader interface for the AZA Member Directory 2011. The top toolbar indicates page 51 of 316. The main content area displays two entries: Chehaw Wild Animal Park and Georgia Aquarium. A red circle highlights the page number 51 in the bottom right corner of the document.

Chehaw Wild Animal Park		State
109 Chehaw Park Road Alling, GA 30510-6416 Phone: (229) 432-5275 Fax: (229) 432-2053		Executive Director: Douglas Porter (229) 432-2045 Curator of Education: Jennifer Adley (229) 432-2050 Curator: Annamarie Ball K. Stockery (229) 432-1927 Asst. Curator: Jan Thompson (229) 432-1972 Registrar: Paul Holcomb (229) 432-1927 Asst. Registrar: Annamarie Ball K. Stockery (229) 432-1927
USIS Membership: C303350M USDA: 50,000,000 Year Opened: 1977		Governing Authority Chehaw Park Authority
Visitor Information Hours of Operation: 9:00am to 5:00pm Winter season to open Days Closed: Thanksgiving, Christmas, New Year's Day Parking Spaces: 300 Cost: 300	Development: 100 Water: 100,000,000,000 Fencing: 100,000,000,000 Designated Feeding Area: No Public/Visitor Access: No	Admission: Adults: \$12.50 Children: \$6.25 Senior: \$6.25 Family Membership Fee: \$150 AZA Members Free: AA, FA, P, S, D
Operations Attendance: 96,000 Annual Budget: \$1,000,000 Capital Expenditures: \$1,000,000 Capital Expenditures: \$1,000,000 New Construction: \$1,000,000	Personnel Full Time: 10 Part Time: 10 Volunteers: 25	Membership Information Society Name: Friends of Chehaw Total Number of Members: 1,000 Approx. Number of Individuals Represented: 4,000

Georgia Aquarium		State
225 Baker Street Atlanta, GA 30333 Phone: (404) 521-6100 Fax: (404) 521-6101		President and CEO: David Eason Executive Administrative Manager: Brenda Fortson (404) 521-6101 Sr. Vice President, Sales & Marketing: Cary Drenth (404) 521-6101 Sr. Vice President, Chief Veterinary Officer: Gregory Brown, PhD, PhD (404) 521-6101 Sr. Vice President, Chief Animal Officer: Billy Taylor (404) 521-6101 Sr. Vice President, Chief Financial Officer: Matt Lindquist (404) 521-6101
USIS Membership: GA AZA AB Year Opened: 1999		Vice President, Education & Guest Services: Jon Hasty (404) 521-6101 Vice President, Information Technology: Mark Clark (404) 521-6101 Vice President, Veterinary & Nutrition: Timothy Madson, DVM (404) 521-6101 Vice President, Safety & Compliance: Scott Hight (404) 521-6101 Vice President, Development & Membership: Krista Gable (404) 521-6101 Vice President, Sales: Will Estep (404) 521-6101 Science Officer: Steve Caruso, PhD (404) 521-6101 Compliance Officer: Gregory Brown, PhD (404) 521-6101 Director of Education & Guest Programs: Brian Davis (404) 521-6101 Director of Human Resources: Cassie Allen (404) 521-6101 Director of Public Relations: Meghan Gibson (404) 521-6101
Visitor Information Hours of Operation: Monday - Thursday 9:00am to 5:00pm, Friday 9:00am to 5:00pm, Saturday 9:00am to 5:00pm, Sunday 9:00am to 5:00pm Days Closed: Thanksgiving, Christmas, New Year's Day Parking Spaces: 1,000 Cost: 1,000	Parking Spaces: 1,000 Cost: 1,000 Hours: Off site at the Georgia World Congress Center Marketing: 1,000 Motor Population: 1,000,000 Water: 1,000,000 Total Annual Website Visits: 1,000,000	Admission: Adults: \$12.50 Children: \$6.25 Senior: \$6.25 Family Membership Fee: \$150 AZA Members Free: AA, FA, P, S, D
Operations Attendance: 1,000,000 Annual Budget: \$1,000,000 Hrs. No. of Revenue: \$1,000,000 Capital Expenditures: \$1,000,000 Capital Expenditures: \$1,000,000 New Construction: \$1,000,000	Personnel Full Time: 100 Part Time: 100 Total Staff: 200 Total Volunteers: 1,000 Active	Membership Information Total Number of Members: 10,000 Approx. Number of Individuals Represented: 25,000

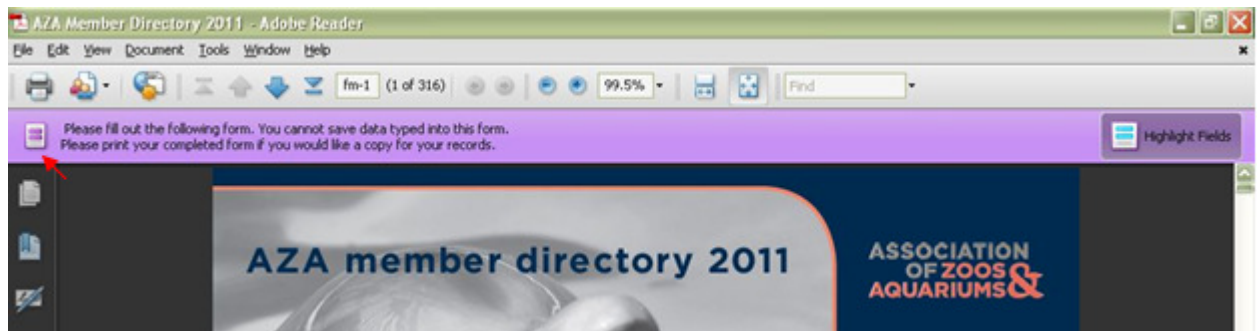
## Tips while using your CD-ROM Member Directory:

- The CD-ROM Member Directory is viewed using Adobe Reader. The more familiar you are with Adobe Reader, the more functionality you will have.
- When choosing the option to launch a URL from the live links in the document, the following message box will appear. To continue, click “Remember my action for this site: and Allow. The web site will appear in a new window using your web browser.



- Member updates and changes to contact information, including new members, will continue to appear monthly in CONNECT magazine.
- Additional copies of the CD-ROM may be purchased by using the order form located at <http://www.aza.org/azapublications/>.

- If you see the purple band below on your screen, it is also produced because of the forms functionality used in Adobe Reader to generate Searches and should be disregarded. Simple click on the rectangle noted in the image to hide it.



### ***Questions or Comments?***

Contact AZA's Publications Manager, Tim Lewthwaite, at (301) 253-0777 ext. 253 or at [tlewthwaite@aza.org](mailto:tlewthwaite@aza.org).