# **Table of Contents**

What's on the Student CD-ROM, and what can I do with it?	2
How do I install the GCFR and FRIC infobases?	2
How do I open the GCFR and FRIC infobases?	5
How do I use the contents pane to find information in an infobase?	7
How do I use the search function to locate information in an infobase?	8
Where can I find out more about what I can do with the infobases?	.0

#### What's on the Student CD-ROM, and what can I do with it?

The Student CD-ROM, created by the Canadian Institute of Chartered Accountants (CICA), includes the following items:

- Byrd & Chen's *Guide To Canadian Financial Reporting*, which provides comprehensive coverage of every accounting section of the *CICA Handbook*.
- The 2006 edition of the CICA's *Financial Reporting in Canada*, which contains the CICA's annual survey of the accounting practices of Canadian companies and extensive examples of disclosure.
- The Study Guide in PDF format.

### How do I install the GCFR and FRIC infobases?

- 1. Insert the CD-ROM into your CD drive.
- 2. Click on the "Folio Views/Infobases" button, then click on "Install Folio Views Software" (see screen on next page).



Canadian Aret & Green Accounting	Byrd & Chen's Canadian Advanced Accounting: International Convergence Fifth Edition Student CD-ROM
Home Folio Views/ Infobases Study Guide Weblinks Help	<b>COLLOC VIEWS/GCER &amp; FRIC INFOBASES</b> And FRIC Infobases, integrated Folio infobases that include Byrd & Chen's Guide To Canadian Financial Reporting (which provides comprehensive coverage of every accounting section of the CICA Handbook), as well as the 2006 edition of the CICA's financial Reporting in Canada, which contains the CICA's annual survey of the accounting practices of Canadian companies and extensive examples of disclosure.   Install the Folio Views software, click the button below.   Install Folio Views has been installed, click the buttons below to install the GCFR and the FRIC Infobases. From the pop-up window, click "Unzip" to complete the process.   Install GCFR Infobase Install FRIC Infobase
PEARSON Education Canada Prent	If you have any difficulties with these files or for alternative installation methods, please see the <u>help section</u> for further information.

**Note**: If the install program does not run automatically, run the program SETUP.EXE from the /CICA/FOLIO directory of the CD.

- 3. At the Setup Type screen, select **Install (typical)**.
- 4. At the Choose Destination Location screen, accept the default location (C:\Program Files\VPL\) and press Next, or Browse to select another location (be sure to create a directory); if choosing another location we recommend **:\CICA**. Press OK and then press Next to continue.

**NOTE:** There are a significant number of hypertext links in the infobases to the *CICA Handbook*. To make these links work properly, you should install these infobases in the same folder as the *CICA Handbook* infobase (e.g., C:\Program files\VPL\NFO) at step 6, below.

5. At the Setup Complete screen, press Finish.

6. Once the Folio Views<sup>®</sup> software is correctly installed, click on "Install GCFR Infobase" and "Install FRIC Infobase," respectively, to install the infobases.

WinZip Self-Extractor - GCFR.exe	
To unzip all files in GCFR.exe to the specified folder press the Unzip button.	Unzip
Unzin to folder	Run WinZip
C:\Program Files\VPL\NFO\ Browse	Close
Overwrite files without prompting	About
	Help

**Note**: If the install program does not run automatically, double-click on "GCFR.exe" and "FRIC06.exe" in the /CICA/INFOBASES directory of the CD. Click "Unzip" to install the infobases.

The installers for the infobases assume that you installed the Folio Views software to the default location on your hard drive. If you did not accept the default location, once you have started installing the infobases you will need to choose "Browse," navigate to where you installed the software, and then select the NFO folder. Click "Unzip."

7. Click OK, then Close to close the Winzip Self Extractor window.

### How do I open the GCFR and FRIC infobases?

Once you have successfully completed installation of your Student CD-ROM, access the application via the "Start" menu. (Start > All Programs > Virtual Professional Library > Folio Views 4.5)



📜 Folio Views - [Financial Reporting in	Canada, 31st Edition]				
🛄 File Edit View Insert Search Layout 1	ools Table Window Help				_ @ ×
	se 🛃 🔁				
	2006 F	inancial	Reporting ir	n Cana	ıda, <sup>1</sup>
Chapter 8 — Section 1540: Ca		318	l Eanion		
		Nadi Prof Acad	Chlala, FCA, FCMA essor, ESG UQAM ennic Partner, RCGT	<b>、</b>	
		Louis Professor, Dep KPMC	e Martel, FCA, M Sc artment of Accounting Studies 5 University Associate	$\backslash$	
Contents pane		An	drée Lavigne, CA Principal, CICA		
	1		Clarence Byrd		)ocument par
				Ľ	ocument pur
Hit Reference					
					T
All Atta Search All Browse / 🖹 Document	/ ⊈ Contents / ⊟ HitList / 4	Object /			
	<u> </u>				
Record: 1 / 8,245 Hit: 0 / 0 Query:					
Start Document1 - Microsof	Folio Views - [Financi	🔄 Nfo		EN	🔡 🧐 6:46 AM

Click the icon, and you will see a screen like this one:

The left-hand pane of the window displays the contents for the infobase, and the right-hand pane displays the document that is highlighted on the contents pane. This is the default view that appears when you open an infobase.

## How do I use the contents pane to find information in an infobase?

There are two main ways to find information in an infobase:

- 1. By using the contents pane
- 2. By using the search function

If you wish to view a specific section of the infobase, double-click on a heading in the contents pane. The appropriate information will then be displayed in the document pane:



You can also expand the level of detail in the contents pane by clicking on any of the plus signs along the left-hand side.

#### How do I use the search function to locate information in an infobase?

If you want to locate all the references to a particular word, topic, or name, use the search function at the bottom of the infobase window:

				vvp.	
ence					
🕯 Search 🕼 Browse / 🖹 Docum	nent <u>/ 🛓</u>	Contents /	📕 HitList	] <del>4</del>	Objec
dependant		•			
2 / 19 Hit: 0 / 0 Ouerv:					

Enter a word or phrase in this box. Let's use "dependant" as an example. Hit enter on your keyboard and you will find that all references to "dependant" in the document pane have been highlighted:



If you want to see the references to "dependant" throughout the entire infobase, click on the search tab at the bottom of the window:

		107 114010 100p 100
/	ence	
/		
、 、	🛍 Search 🖽 Browse 🖺 Document f 🖻	_ Contents ∫ 📃 HitList 🖉 🖉 Objec
$\overline{\ }$		
	dependant	
	2 / 19 Hit: 0 / 0 Ouerv:	

This will take you to a different view of the infobase, in which the document pane is at the top of the window and the search pane is at the bottom, with all references to "dependant" highlighted and provided in brief context:



To display the entire context of a reference in the document pane, simply doubleclick on the reference where it appears in the search pane.

### Where can I find out more about what I can do with the infobases?

Included with the files for the Student CD-ROM is an infobase called *Getting Started*. If you'd like to learn more about how the infobase can help you maximize your use of *Canadian Advanced Accounting*, Fifth Edition, check out this infobase for more information about the features and functions of Folio Views.

