



GOOD TIMES TO BE TOGETHER!®

How-To Instructions



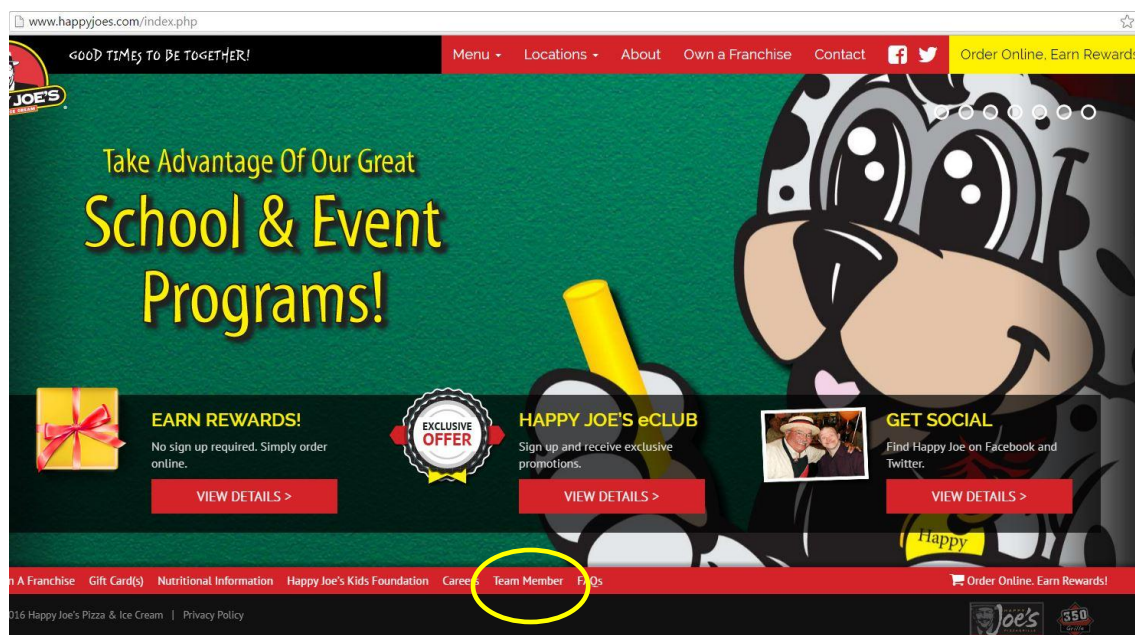
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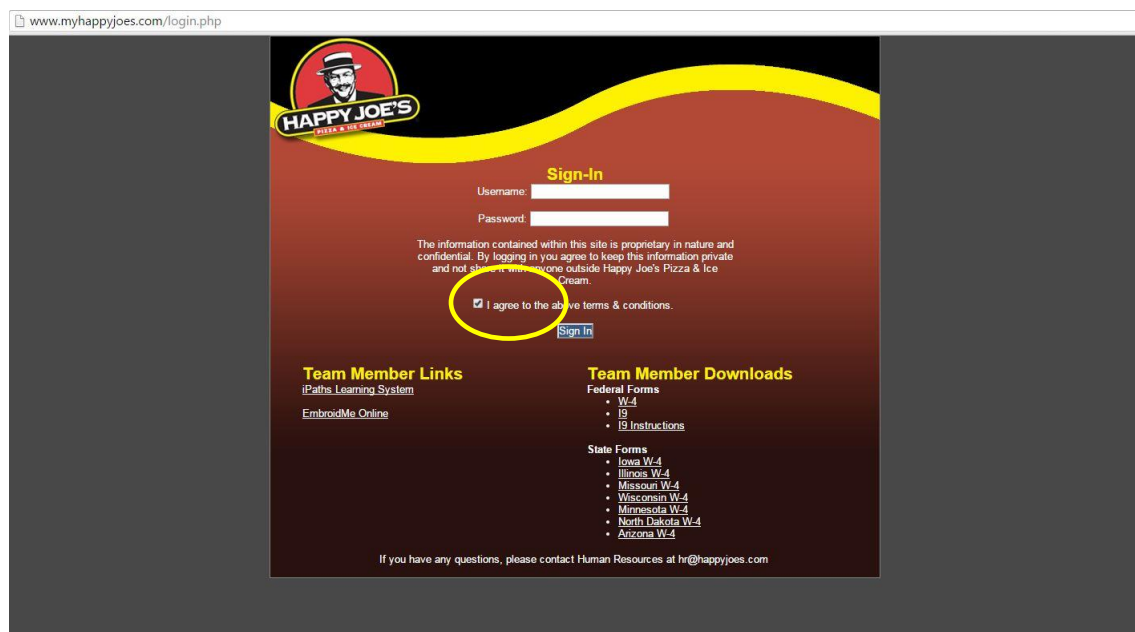


Manual Access Instructions (Rev. 6-2-16)

1. Go to the Happy Joe's website: <http://www.happyjoes.com/index.php>. Click on the "Team Member" tab at the bottom center of the homepage.



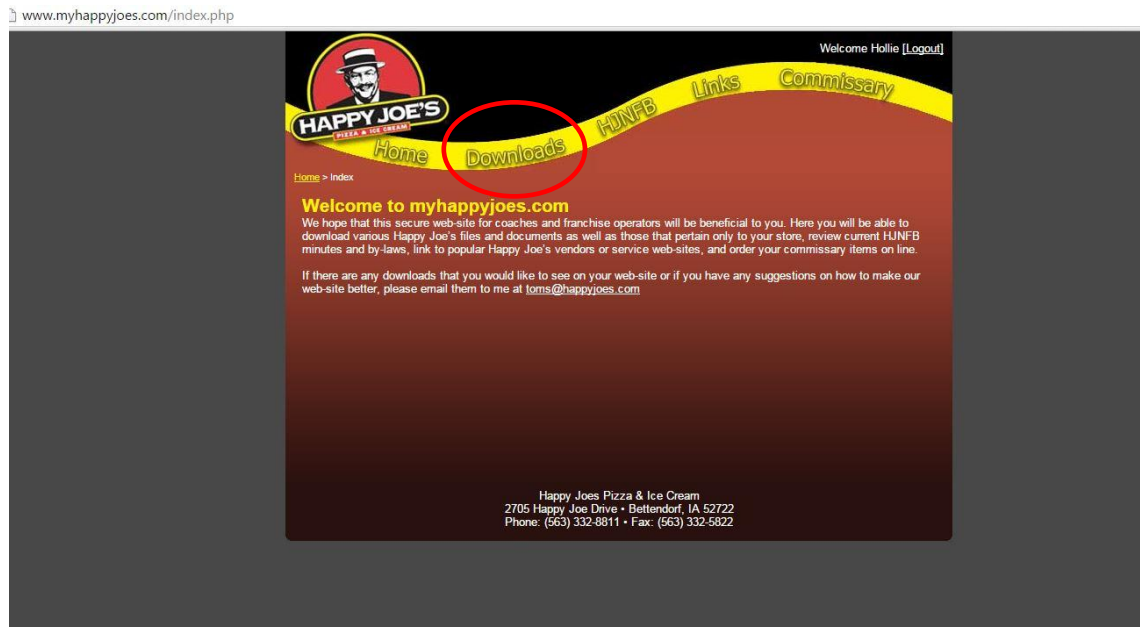
2. Enter your username and password. Make sure to check the box that says "I agree to the above terms & conditions" then click "Sign In."



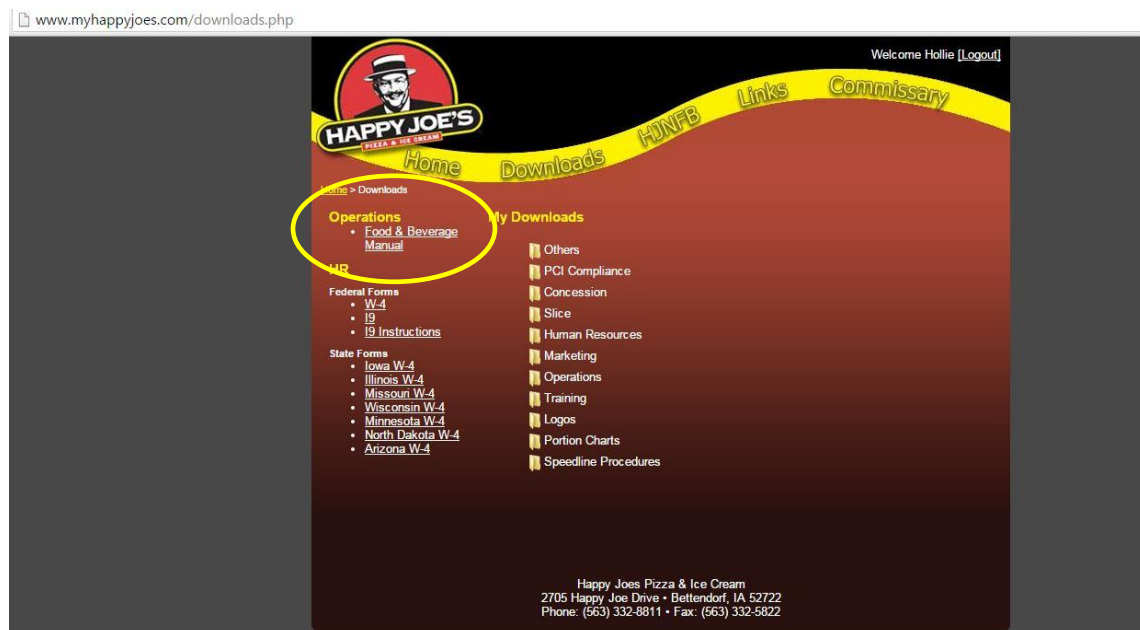


Manual Access Instructions Cont. (Rev. 6-2-16)

- Next click on “Downloads” second from the left at the top of the webpage.



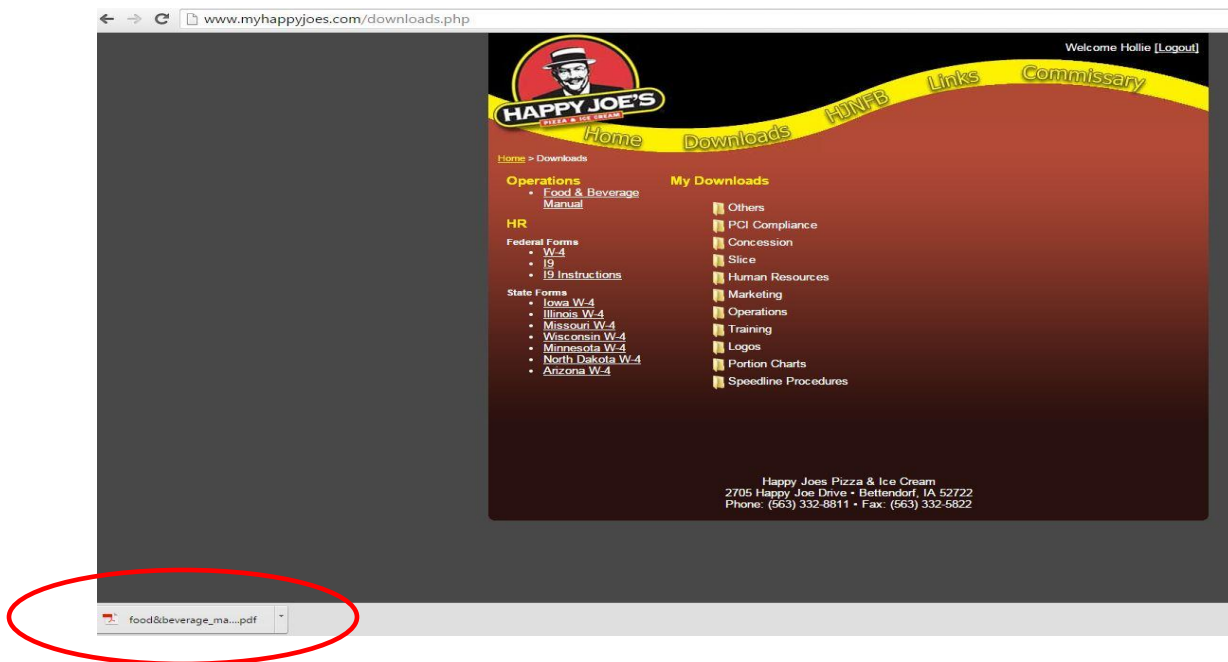
- At the top of the left hand side of this page you will see “Operations” and then directly beneath that you will find the link for the Food and Beverage Manual. Click on it.





Manual Download Instructions (Rev. 6-30-16)

5. After clicking on the Food and Beverage Manual on the website the download will begin automatically at the bottom left corner of your computer screen. Once it's finished, double click on it to open.



Note: If this automatic download does not occur, refer to the note on the following page. The note describes an alternative occurrence and what to do then.



Manual Download Instructions Cont. (Rev. 6-15-16)

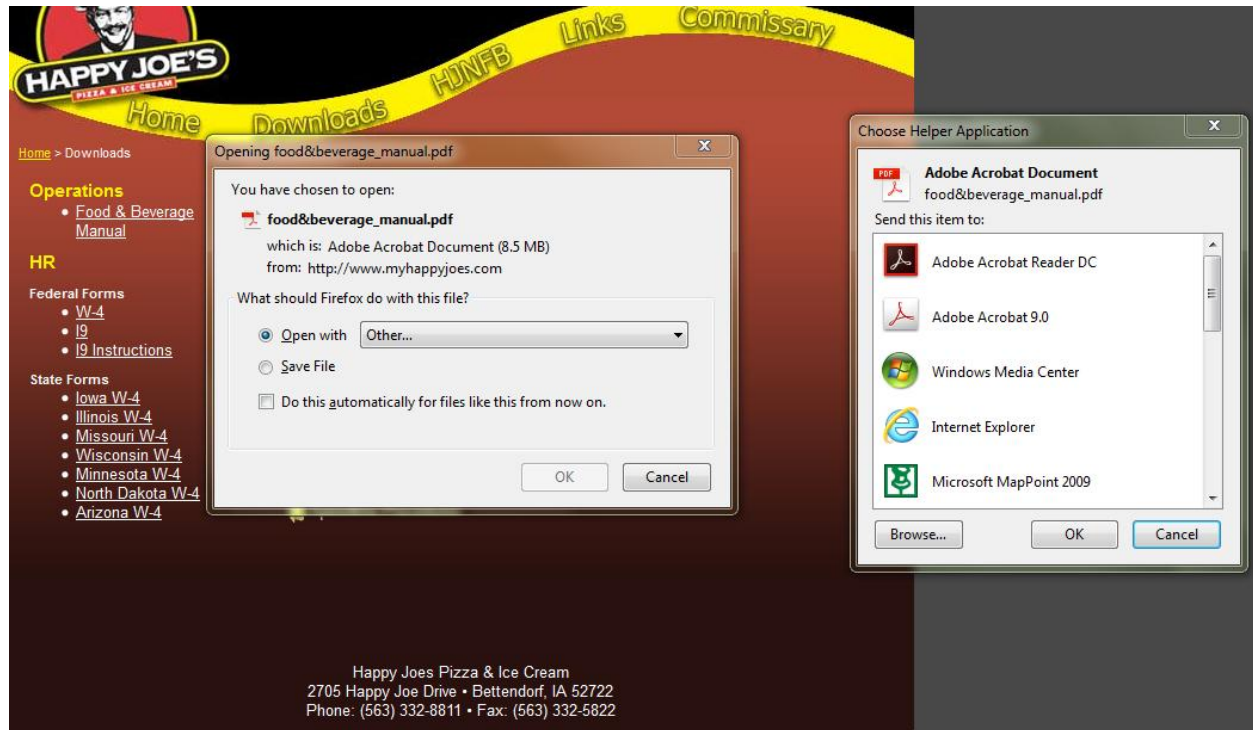
If [Step 5](#) works just as described, disregard this note and move on to [Step 6 \(Page 8\)](#). Otherwise, if having trouble, refer to this note below and it will prove helpful.

Note: If after clicking on the Food and Beverage Manual on the website it does not automatically download at the bottom of your computer screen but instead a box opens up (as shown in image below) that says “Opening “file title.pdf” and asks you to select an option under where it says “What should ‘Firefox’ (Or whatever Web Browser you are using) do with this file?”, select the “Open with” bubble and make sure the program in the scroll box to the right says “Adobe Acrobat Reader DC”. Then Click “Ok”. If it does not have that program in the box but you are positive that you have the Adobe Acrobat Reader DC program on your computer, then open that scroll box and click on “Other”. From there you can select the program from the ones found on your computer. Make sure you select the Adobe Acrobat Reader DC program and Click “Ok” (refer to image on the [next page- Page 7](#)). Then once open, refer to [Step 8 \(Page 10\)](#) for further view and search instructions inside the program. Otherwise, if you do not have the program on your computer at all, jump to [Step 7 \(Page 9\)](#) of the How-To Instructions and read the “[Note](#)” section. The Adobe Acrobat Reader DC program is free and can be downloaded at the link provided in that section. Once downloaded, open the manual in the program and refer to [Step 8 \(Page 10\)](#) for search techniques inside the program.





Manual Download Instructions Cont. (Rev. 6-15-16)

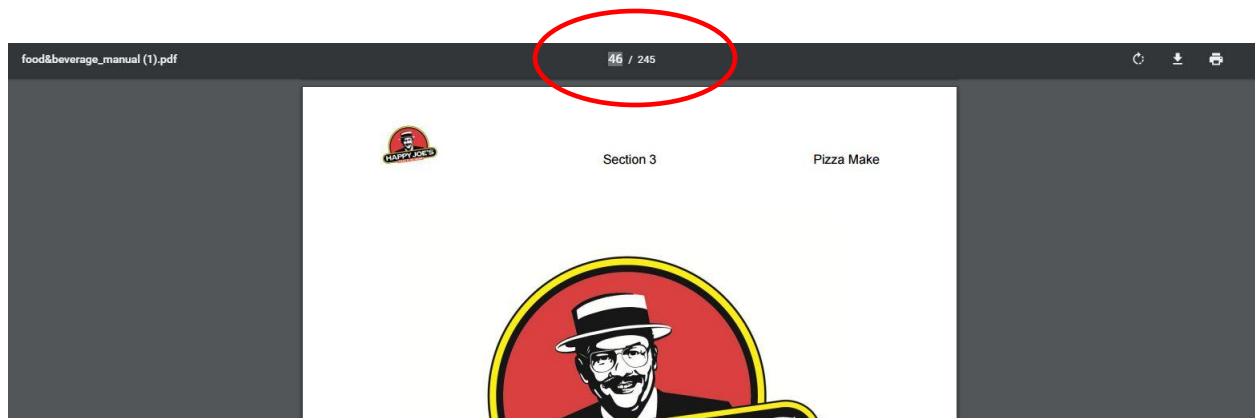
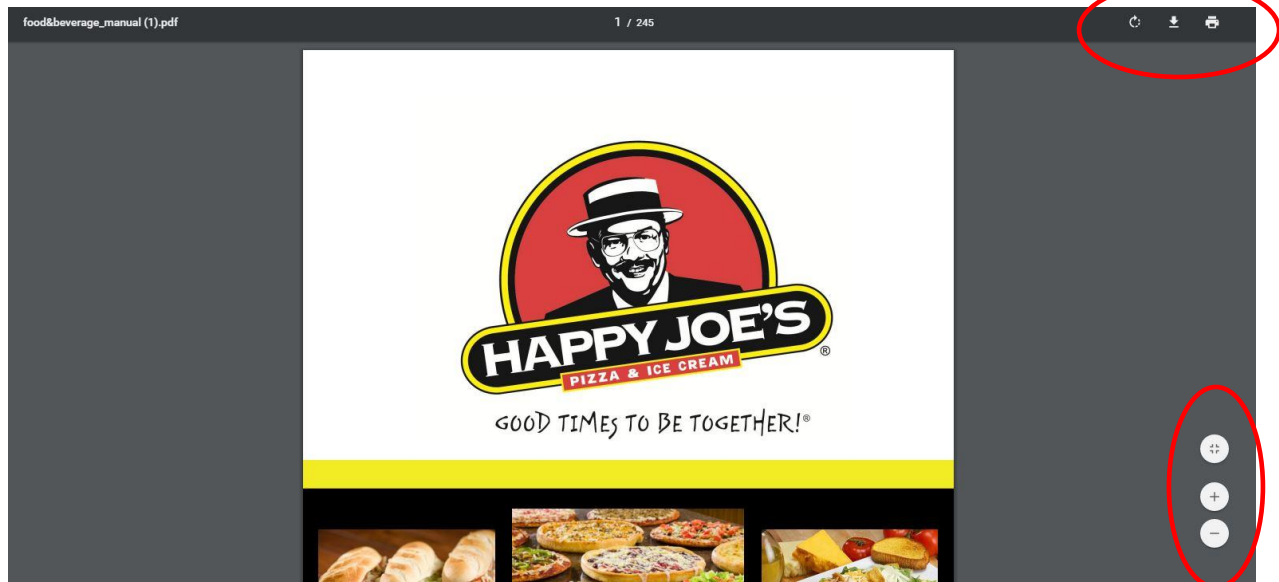




Manual View and Search Instructions (Rev. 6-30-16)

Web Browser PDF Version

6. You will now be viewing the PDF inside the web browser. Here you are able to use the given icons in the scroll down toolbar at the top of the window and in the vertical toolbar to the right of the window to rotate it, download it, print it, zoom in and out, and fit it to the page. You can scroll through the manual to the particular section that you want to view. You can also manually type in the page number you want to go to by moving the cursor up to the center of the scroll down toolbar and simply place it in the space before the forward slash symbol (/) and the following number listed (this number is the total number of pages for the entire manual) and then begin to type.





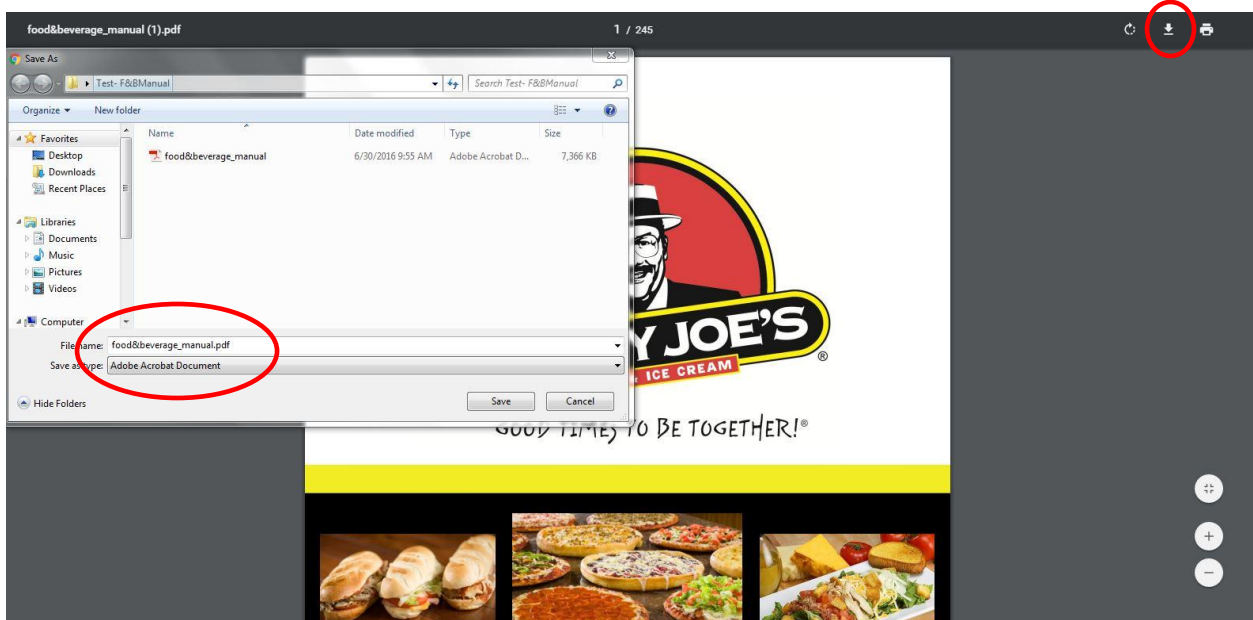
Manual View and Search Instructions Cont. (Rev. 6-30-16)

Adobe Acrobat Reader DC PDF Version

7. For any further search techniques such as by a specific word, you will need to download the manual from the web browser version. Immediately after [Step 5](#) above, click on the download icon at the top right. This will open a box that will allow you to save the file to your computer as an Adobe Acrobat Document (original PDF version). As long as you have the Adobe Acrobat Reader DC program on your computer you should be able to open up the PDF and view it.

Note: If you do not have it on your computer Adobe Acrobat Reader DC is a **FREE** Adobe program that you can download from their product website:

<https://get.adobe.com/reader/>

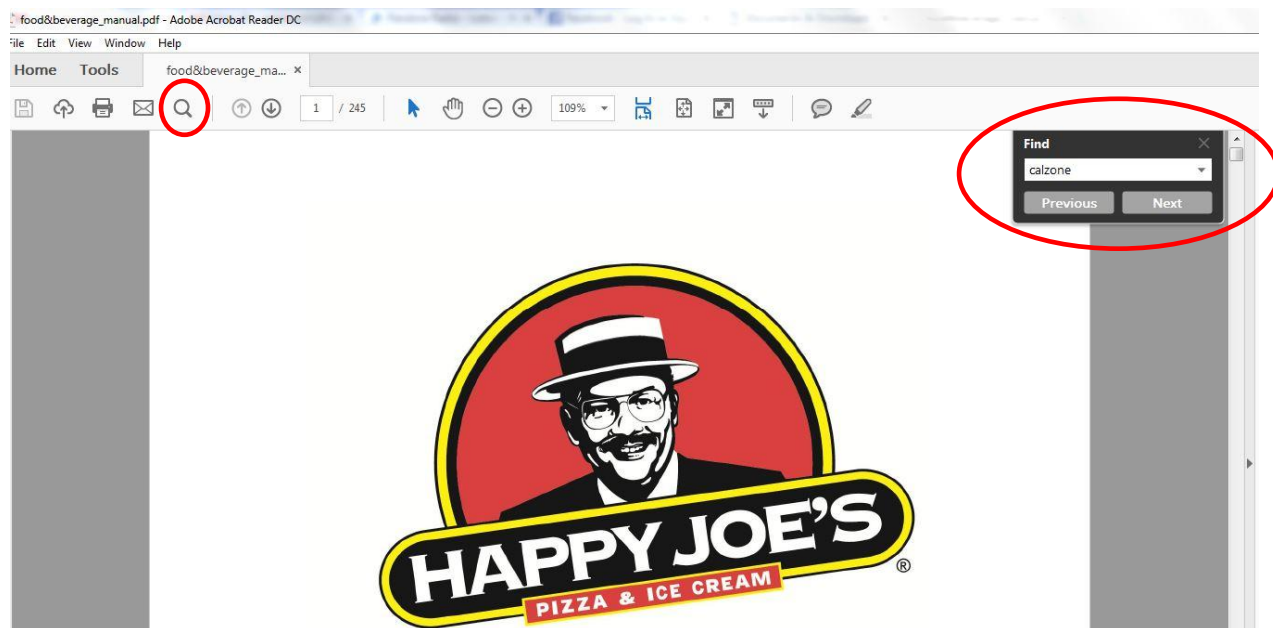




Manual View and Search Instructions Cont. (Rev. 6-30-16)

Adobe Acrobat Reader DC PDF Version Cont.

8. Once open in Adobe you can click on the spyglass icon up towards the top left of the program. This will pop open a find box at the top right and will allow you to search the entire manual by a specific word or set of words (refer to image shown below). Once you type a word in this box and hit enter, it will pop up all availabilities throughout the document. You simply click next or previous to go through all of them. Once finished, a box will pop up that will say there are no more of those words in the document. You can also search by page within the PDF version of the manual in this program by using one of two techniques. You can either use the Page Thumbnails icon which can be found listed at the top of the vertical toolbar along the left hand side of the page (If toolbar is not visible you may need to click on the left side of the page to open up the toolbar. There is a small arrow that shows you can click on it to open up the toolbar) or you can go up to the horizontal toolbar at the top of the page and manually type in the page number you want to go to inside the box shown before the forward slash symbol (/) and the following page number (the total page number for the entire manual). If you use the Page Thumbnails icon, simply click on the symbol at the top of the vertical tool bar that shows pages. This will show you a list of images showing all the pages in the document and you can scroll through to find the one you want. Once you click on one, it will immediately appear on the page. If you use the page number box at the top in the horizontal toolbar, simply insert your cursor in the box and manually type in the number of the page you want and hit enter. It will then immediately appear on the page (refer to image on the [next page - Page 11](#) for searching by page techniques).

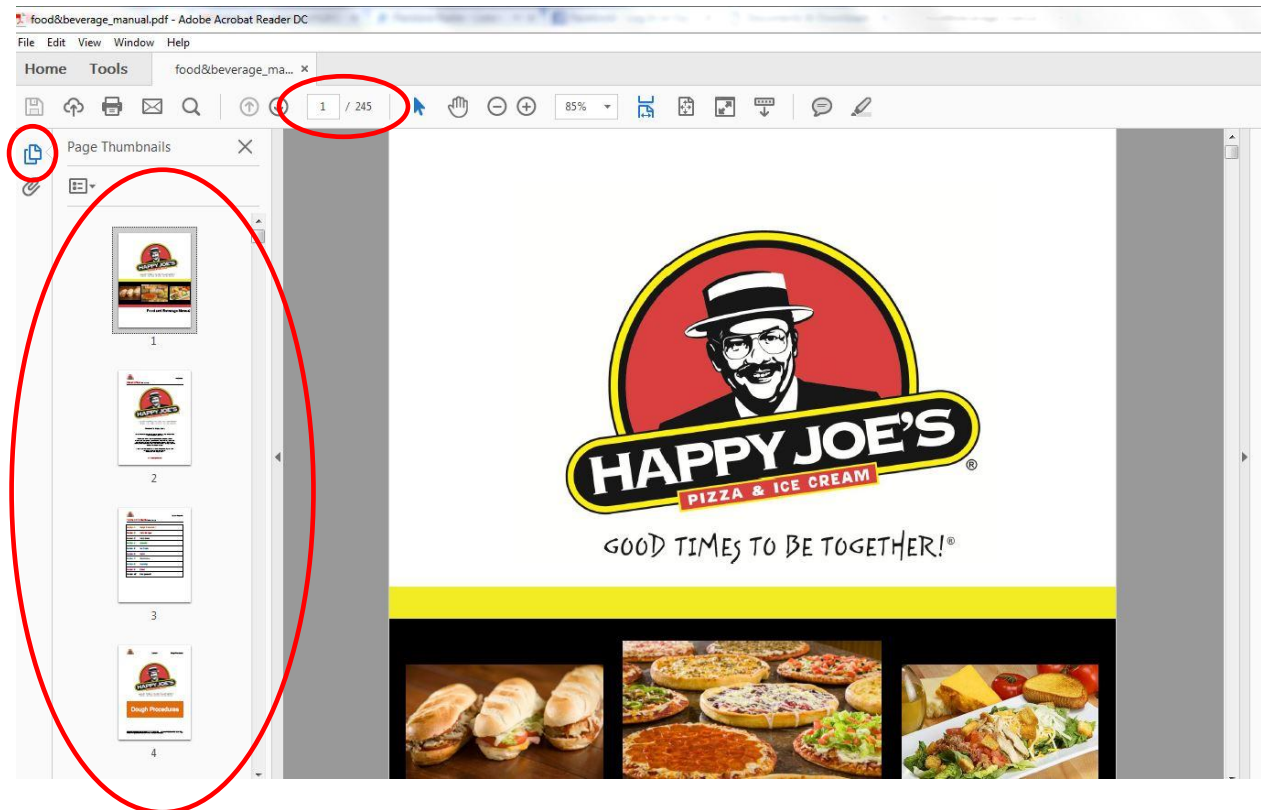




Manual View and Search Instructions Cont. (Rev. 6-30-16)

Adobe Acrobat Reader DC PDF Version Cont.

Shown below are the Page Thumbnails Icon, the listing of images for each page within the document, and the page number box at the top where you can manually enter the number of the page you want.



If the vertical toolbar is not already open, click on the small arrow shown below along the left hand side to open the toolbar.





Web Browser PDF Version Print Instructions

(Rev. 6-3-16)

Single Page (Rev. 6-3-16)

- Follow the instructions below when printing a single page from the PDF in the web browser version.
 1. Scroll the mouse over the area above the document. Directly in the center of the page you will see the page number you are currently viewing out of the total (e.g. 153/252).
 2. To the right of the scroll down bar there is an icon for a printer. Click on it.
 3. The print box will pop up. Within the “Pages” section select the empty box option and type in the single page number you want printed (e.g. 153).
 4. It will then show a preview of the page to the right so you can verify it is the correct one.
 5. Ensure the proper printer is selected and all other settings are correct, then click Print.

Multiple Pages (Rev. 6-3-16)

- When printing multiple pages or a selection of pages from the PDF in the web browser version, follow the instructions below. You will find that these instructions are the same as for printing a single page except for #3 and #4 with slight variations.
 1. Scroll the mouse over the area above the document. Directly in the center of the page you will see the page number you are currently viewing out of the total (e.g. 153/252).
 2. To the right of the scroll down bar there is an icon for a printer. Click on it.
 3. The print box will pop up. Within the “Pages” section select the empty box option and type in the selection of page numbers you want printed (e.g. 153-157).
 4. It will then show a preview of the pages to the right so you can verify whether they are the correct ones.
 5. Ensure the proper printer is selected and all other settings are correct, then click Print.



Adobe Acrobat Reader DC PDF Version

Print Instructions (Rev. 6-3-16)

Single Page (Rev. 6-3-16)

- When printing a single page of a PDF document in Adobe Acrobat Reader DC, follow the instructions below.
 1. Scroll to the page you would like to print. Hover on it with your computer mouse so that you are viewing the page.
 2. Click on the File tab from the menu bar at the top of the program.
 3. Select Print.
 4. Under the “Pages to Print” area, select the “Current page” option. As you do this, off to the right it will show a preview of the page you will be printing so you can verify if that is the correct page.
 5. Ensure the proper printer is selected and all other settings are correct, then click Print.

Multiple Pages (Rev. 6-3-16)

- When printing multiple pages/a selection of pages of a PDF document in Adobe Acrobat Reader DC, follow the instructions below.
 1. Look at the top of the program in the tool bar where it shows the printer and envelope icons. In that same area, farther to the right on the tool bar, there will be a selection of numbers in parentheses (e.g. (164 of 252)). The number on the right (e.g. 252) would be the total number of pages in the document. The number on the left (e.g. 164) would be the page number you are viewing. Make sure to look at this number when you are on the specific pages you want to print.

Do not look at the page number actually found at the bottom of each page. That is the page number within each section. Each section starts over in numbering at 1 and therefore the page number will not be accurate as to its number in relation to the entire document.

Again, look at the left number in parentheses (e.g. 164) at the top of the page for the correct page number from within the total document that you want to print.

2. Click on the File tab from the menu bar at the top of the program.
3. Select Print.



Adobe Acrobat Reader DC PDF Version

Print Instructions **Cont.** (Rev. 6-3-16)

4. Under the “Pages to Print” area, select the “Pages” option and type in the numbered pages you want printed (e.g. 164-168). As you do this, off to the right it will show a preview of the pages you will be printing so you can verify that they are the pages you want.
5. Ensure the proper printer is selected and all other settings are correct, then click Print.