Student Services Manual Technical Assistance Guide

The Student Services Handbook has been updated and consolidated into one file and offers two new features. The entire document is now searchable by keyword or by phrase and includes an Interactive Table of Contents. Please see the guidelines below for assistance with these new features.

Note: If your document opens and you do not see the Adobe Reader toolbar, please follow these directions first.

1. *Open Adobe Reader XI by double clicking the icon on your desktop. If you do not have Acrobat XI, you may download it here http://www.adobe.com/products/reader.html*
2. *After opening Reader XI, click "Edit", then "Preferences". When the "Preferences" window opens, click "Internet" on the left side. Uncheck the box for "Display in Read Mode by default", then click "OK". Last, close Acrobat.*

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1. Interactive Table of Contents
    This manual has an interactive Table of Contents (TOC). By clicking on any item in the TOC, you will be directed to that page of the document.

    To return to the TOC, click the "Home" button on your keyboard or type "1" in the page number box at the top of the page and hit "Enter".

2. Key Word Search
    You can use a "key word search" on the entire document. You can search in the following ways:

    a. After opening the PDF, you should see this icon on the left . Clicking on this icon will open a separate search window on the left. Type in the key word(s) you are searching for, then click the "Search" button. This will bring up a running list of all pages where those words are found in the document. You will be directed to that page of the manual by clicking on an item in the running list. To start a new search, hit the "New Search" button.

    b. After opening the PDF, click "Edit" at the top of your screen, then click "Find". A box will appear in the upper right hand corner. Type the word(s) you are searching for. *(Optional) Click the down arrow next to the text box and choose one or more of the following: Whole Words Only, Case-Sensitive, Include Bookmarks, or Include Comments,* and click "Next". Acrobat jumps to the first instance of the searched term, which appears highlighted. Press "Enter" repeatedly to go to the next

instances of the searched word. Alternatively, use the "Find Previous" and "Find Next" buttons in the Find window. *Note: This feature searches where you left off in the document. Start at the top by pressing the "Home" key on the keyboard or type "1" in the page number box if starting a search in the middle of the document.*

3.   Sending a page and or link

You can send a page and or link to someone via email.

In Adobe Reader XI, click "File", then click "Print." At the top of the print window, choose "Adobe PDF" as your printer type. Type the page numbers you wish to send, then click "Print". Browse to the appropriate destination on your computer and click "Save." Start a new email and attach your PDF document. *Suggestion: Create a folder for documents that you send frequently and save those documents to that folder. This will save time by eliminating previous steps.*

In Acrobat Professional, click "Tools" in the upper right hand corner, click "Extract", then click "OK". Type the page numbers to be extracted. *Note: When extracting more than one page, make sure the box for "Extract Pages As Separate Files" is NOT checked. This will keep those extracted pages as one file.* The document will open on your screen. You can then send the document as an attachment in email or save the document to your computer to retrieve at a later time. *Suggestion: Create a folder for documents that you send frequently and save those documents to that folder. This will save time by eliminating previous steps.*