



Tips and Tricks for Online PDF Searches¹

Search Button



- ◆ Use this feature to search for particular words or phrases within the document. Note: When using the ICM, avoid potentially irrelevant occurrences of words or phrases by going to Chapter 2 first. Just click that chapter's bookmark before you start your search.


 **Quick Key Tip:** Ctrl + F enables the Find feature.

 **Quick Key Tip:** Ctrl + G finds the next occurrence of the search word or phrase.

Selection Buttons



- ◆ Hand Tool — Use this feature to move the page or click on links.
- ◆ Zoom In Tool — Use this feature to magnify or reduce the page.
- ◆ Text Select Tool — Use this feature to highlight an area of text.

 **Quick Key Tip:** Ctrl + A highlights the entire page.

Page Size Buttons





- ◆ These buttons adjust the size of the page within the screen.

Copy Text Keys



- ◆ Copy and Paste the highlighted text using the Edit menu.²

 **Quick Key Tip:** Ctrl + C copies the highlighted text.

 **Quick Key Tip:** Ctrl + V pastes the text.

¹ Note: These screen shots are from Adobe Acrobat Reader 6.0; functionality with other versions may vary.

² Integration features are lost when copying and pasting PDF documents

New Integrated Common Manual Features

- ◆ Hyperlinks to citations within the manual's text link to their applicable statutory, regulatory, and/or sub-regulatory sources.
- ◆ FFELP Community Initiatives appendix provides a summary of some of the common FFELP community initiatives.

Features and Usage of the *Integrated Common Manual (ICM)*

ICM Features

- ◆ New language is identified with underlines.
- ◆ Deleted language is identified with ~~strikeouts~~.
- ◆ Footnotes contain the location of the update on the page, the Governing Board's approval date, and the policy proposal and batch numbers.
- ◆ A *Common Manual* Summary of Changes Approved chart describes each change, gives the Effective Date/ Triggering Event, and links directly to each revised section of the manual.
- ◆ Change bars in the margins indicate revisions.
- ◆ Running headers at the top of each page list section numbers and titles.
- ◆ History appendix is organized by topical subheadings that are alphabetized under each implementation date.
- ◆ Training briefs that focus on narrow aspects of policy development, structure, functionality, or administrative functions of the *Common Manual* efforts are located on the *Common Manual* page of NCHelp's e-Library.
- ◆ Download the ICM from NCHelp's e-Library at www.nchelp.org or from many guarantor web sites.

Download Instructions for PC Users:¹

- ◆ Visit www.nchelp.org. Click the "e-Library" link from the home page. Click on "*Common Manual*". Click on the "*Integrated Common Manual*."
- ◆ Right click on the "*Integrated Common Manual*" link.
- ◆ From the drop-down menu that appears, choose the "Save Target As" option.
- ◆ For easy access, make sure "Desktop" is selected under "Save In" and click "Save."
- ◆ The process is complete when the message "Download Complete" appears.
- ◆ Download the latest version monthly to ensure the most up-to-date information.²

Download Instructions for Mac Users:¹

- ◆ Visit www.nchelp.org. Click the "e-Library" link from the home page. Click on "*Common Manual*". Click on the "*Integrated Common Manual*."
- ◆ Simultaneously hold the *Control* key and click the "*Integrated Common Manual*" link on the left-hand column.
- ◆ A dialog box prompts you to open a new window or download to disk. Choose download to disk.
- ◆ For easy access, save the document to your desktop.
- ◆ Download the latest version monthly to ensure the most up-to-date information.²

¹ Due to the size of the file, the Search feature is faster when the file is downloaded.

² It is recommended that after you download the latest ICM, you send any previous version of the ICM to the Recycle Bin (PC) or Trash Can (Mac).