

ISSUE 6**Features of the *Integrated Common Manual***

The *Integrated Common Manual* (ICM) is an easy-to-use, online version of the *Common Manual*. The ICM is the most current version of the manual, since it is updated monthly shortly after new policy changes are approved by the *Common Manual* Governing Board. The following features make the ICM the ideal version of the manual:

- Newly approved language is identified with underlines.
- Recently deleted language is identified with ~~strikeouts~~.
- Footnotes on each affected page contain:
 - The date the Governing Board approved the change.
 - The policy proposal and batch numbers applicable to the change.
- The Summary of Changes Approved chart at the front of the manual:
 - Describes changes since the last annual publication of the manual.
 - Gives the effective date and trigger events for policy changes.
 - Links directly to each revised section/subsection of the manual.
- Change bars in the margins of affected pages indicate revisions.
- Running headers at the top of each page list section numbers and titles.
- “Bookmarks” in the left-hand margin mirror the manual’s table of contents and provide links to the manual’s sections/subsections.
- Each chapter’s table of contents links to its sections/subsections.
- Key words in the manual’s text link to glossary definitions.
- The PDF format of the ICM allows the user to search the ICM electronically. (Watch for December’s training brief to learn more about the ICM’s search capabilities.)