

How to...

NAVIGATE THE ALLA HANDBOOK

1. Quick tip...FIND what you want.

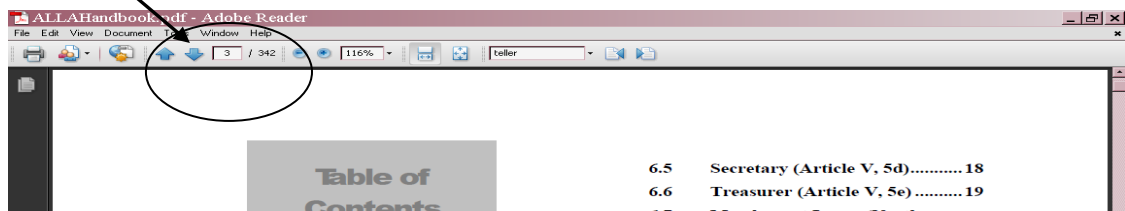
Whether you use the Word or .Pdf version of the handbook, one quick way to find what you are looking for is the Find function.

- ☐ In Word, you can do Ctrl + F and a box will pop up. You enter the word(s) you wish to find and specify what part(s) of the document you wish to search. Then click on Find Next and each time the word(s) is mentioned in the text, you will see it highlighted. Simply click on Find Next to move to the next appearance of the word(s).
- ☐ In Adobe Reader, you will see the Find search box at the top of the window. Enter your word(s) and press Enter. The word(s) will show up highlighted where it is located in the text. You can go forwards and backwards by clicking on the arrow icons next to the search box.

2. The Table of Contents can be your best friend.

Never forget to use this handy tool as it will guide you to the page or section of the document that you need. Once you know the page or section number you want, you can then activate the Go To function in either Word or Adobe Reader.

- ☐ In Word, do Ctrl + F as you do for Find. This time, select the tab for Go To and then choose the portion of the text you wish to maneuver – page, section, line, etc. Next enter the page number (or other number) and click on Go To. You will be taken to the specified area without having to scroll or hit page down continuously.
- ☐ In Adobe Reader, you will see this feature at the top of the window just below the toolbar. Type in the page number and press Enter. You will be taken to **the page in**



the document (note that this will not be the number on that page but the number of the page within the total document).

3. Don't forget the Appendices, Appendixes, Appendix??

Just like the Table of Contents, an appendix can be a quick tool to locate charts, lists, forms, and other specialized content that supplements the text of the document. For example, Appendix C of the ALLA Handbook contains the various forms used by the Association.

http://www.allanet.org/resources_handbook.cfm