

### IMPORTANT UPDATE

**TO:** Financial Aid Officers  
Student Loan Officers

**FROM:** Ruth T. Vincent, Director  
Guaranteed Loan Division

**DATE:** November 10, 2003

**SUBJECT:** COMMON MANUAL, *Unified Student Loan Policy* Training Brief Issue 5

Georgia Student Finance Commission (GSFC) is pleased to provide you with the fifth issue of Training Brief.

This Brief provides step-by-step instructions for downloading the Integrated Common Manual (ICM), which is the online version of the *Common Manual*. The ICM reflects all changes that have been made to the manual since the last annual update in an underline and strikethrough format.

If you have any questions about the enclosed Training Brief, please contact Jessie Cooper by phone at 770-724-9139 or email [jessiec@gsfc.org](mailto:jessiec@gsfc.org).

Attachment

**ISSUE 5****How to Download the *Integrated Common Manual***

The *Integrated Common Manual* (ICM) is the online version of the *Common Manual* that reflects all of the changes— displayed in underline and strikethrough format— that have been made to the manual since its last annual update. The ICM is updated monthly soon after new policies are approved, and is posted on many guarantor websites and in the NCHelp e-Library at [www.nchelp.org](http://www.nchelp.org).

Here are some tips on the ICM:

- Because of the ICM's size, it is wise to download the file (in PDF) to your desktop. Doing so will allow you to more quickly navigate the manual.
- Make sure you download the latest version of the ICM every month to ensure that you have the most up-to-date policy information.
- Each time you download the latest version of the ICM, send any previous version to the Recycle Bin (PC) or Trash Can (Mac).
- To download the ICM:

**PC Users**

1. Right click on the "*Integrated Common Manual*" PDF.
2. From the drop-down menu that appears, choose "Save Target As."
3. From the window that appears, choose "Desktop" and click on "Save."
4. The process is complete when the message "Download Complete" appears.

**Mac Users**

1. Simultaneously hold the *Control* key and click on the "*Integrated Common Manual*" PDF.
2. From the dialog box that appears, click on "Download to Disk."
3. For easy access, save the document to your desktop.