

### IMPORTANT UPDATE

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

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

**DATE:** December 29, 2003

**SUBJECT:** COMMON MANUAL, Search Tips for the *Integrated Common Manual*  
Training Brief Issue 7

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

This Brief explains how to maneuver in the Integrated Common Manual and will assist you in finding information quickly and efficiently. The Training Brief is provided in PDF format with the hope that you will share this version your co-workers.

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).

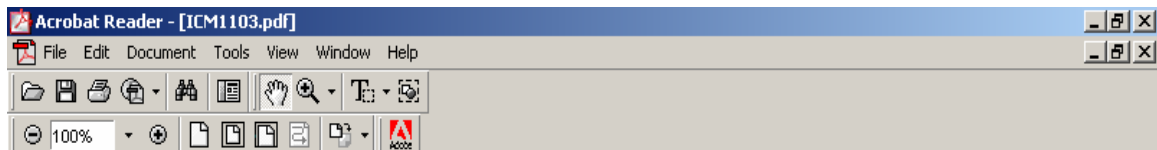
Attachment

### ISSUE 7

## Search Tips for the *Integrated Common Manual*

The *Integrated Common Manual* (ICM) is provided in a PDF format which allows you to search the manual easily using the features of the Adobe Acrobat software.

When you open the ICM, this toolbar appears at the top of your screen:



The following buttons on the toolbar activate features that help you search the ICM:

### Show/Hide Navigation Pane Button



- Displays or hides the document's table of contents.

### Selection Buttons



- Hand Tool – moves the page or allows you to click on links.
- Zoom In Tool – magnifies or reduces the size of the page.
- Text Selection Tool – highlights text to enable you to copy/paste.

### Page Size Buttons



- Adjust the size of the page within the screen.

### Find Button



- Searches for particular words or phrases within the document.
- Hint: Avoid potentially irrelevant occurrences of words or phrases by going to chapter 2 first. Click on that chapter's bookmark before you start your search.
- Hint: If you know what chapter the information is likely in, start your search on the first page of that chapter.

### How to Copy/Paste Text

- Highlight the text with the Text Selection Tool.
- Copy and paste the highlighted text using the Edit menu.
- Note: When pasting integrated text, strikethroughs and underlines that show revisions will be lost.