

GAIN: THE BRIDGE TO INDEPENDENCE

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USER GUIDELINES

➤ **INTRODUCTION**

GAIN Program Division, in collaboration with line staff and our computer colleagues, presents the automation of the online GAIN Policy. Due to the various and rapid changes in GAIN policies and procedures required by the State and federal, this online policy document was developed to assist staff and eliminate the need for staff to keep and continually update large, cumbersome hard-copy handbooks, Administrative Directive, Forms Manual Letter, etc.

The GAIN Program Handbook, all Administrative Directives, and Forms Manual Letters are canceled effective upon the implementation of the GAIN Policy online.

The online GAIN Policy document was developed using Portable Document Format (PDF). PDF is a universal file format that preserves the fonts, images, and layout of source documents created on a wide range of applications and platforms. PDF is the standard for the secure, reliable distribution and exchange of electronic documents and forms around the world. Adobe PDF files are compact and complete, and can be shared, viewed, and printed by anyone with free Adobe® Reader® software.

The online GAIN Policy document consists of 18 chapters (Chapter 100 – 1800) which have links embedded from one subject to another subject throughout the entire document. You can access the online GAIN Policy via the internet, intranet, or GEARS.

➤ **TIPS ON NAVIGATING THROUGH A PDF DOCUMENT**

All blue underlined topics have links which allow you to navigate from one topic to another topic by clicking on it. You can look up GAIN Policy by finding the topic chapter you want in the main table of contents. To view the individual chapter, click on the blue underlined chapter and you will be linked directly to the table of contents for that individual chapter. From there, you can view any topic in the section/subsection of the chapter by just clicking on the blue underlined topic.

Clicking a link in a PDF document is like clicking a link on a website. Links take you to another location in the current document, to other PDF documents, or to websites.

• **To Follow a Link**

- 1 Select the Hand tool.
- 2 Position the pointer over the linked area on the page until the pointer changes to the hand with a pointing finger. (The hand has a plus sign if the link points to the web.) Then click the link.

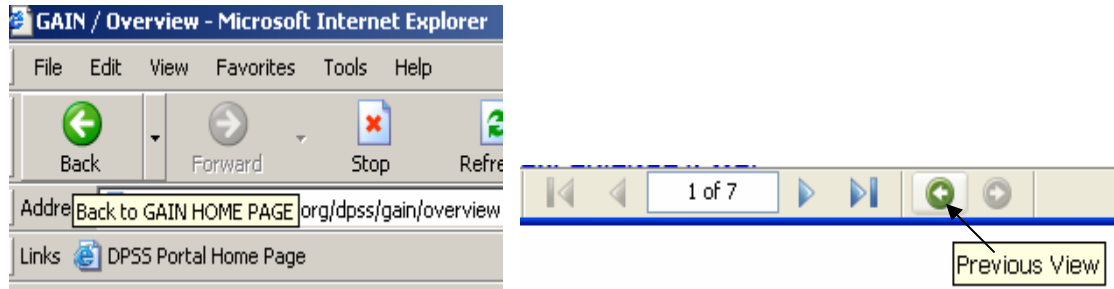
- **Navigation Buttons**

To move through pages of a PDF document, click the navigation buttons on the status bar, use the up and down arrow keys, use the Page Up and Page Down keys, or drag the vertical scroll bar. If the PDF document appears in full-screen mode as a slide show, use the arrow keys to page through the document. (Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), select Full Screen, and then select Show Navigation Bar.)



Click links to jump to a specific section. Links are blue underlined. After you click a link to jump to a different page, press Alt+Left Arrow (Windows) or Option+Left Arrow (Mac OS) to return to the previous page.

You can navigate from the individual chapter to the main table of contents by just clicking on "[Back to Main Table of Contents](#)" at the bottom of the each chapter table of contents or you can just use the back and forward arrow at the top of the Internet Explorer Tool Bar, or at the bottom status bar of the navigation buttons.



- **Keys to Move Through a PDF Document**

Result	Windows Action	Mac OS Action
Previous screen	Page Up	Page Up
Next screen	Page Down	Page Down
First page	Home or Shift+Ctrl+Page Up or Shift+Ctrl+Up Arrow	Home or Shift+Command+Page Up or Command+Shift+Up Arrow
Last page	End or Shift+Ctrl+Page Down or Shift+Ctrl+Down Arrow	End or Shift+Command+Page Down or Shift+Command+Down Arrow
Previous page	Left arrow or Ctrl+Page Up	Left arrow or Command+Page Up
Next page	Right arrow or Ctrl+Page Down	Right arrow or Command +Page Down
Previous view	Alt+Left arrow	Option+Left arrow

Next view	Alt+Right arrow	Option+Right arrow
Previous document	Alt+Shift+Left arrow	Option+Shift+Left arrow
Next document	Alt+Shift+Right arrow	Option+Shift+Right arrow
Scroll up	Up Arrow	Up Arrow
Scroll down	Down Arrow	Down Arrow
Scroll (when Hand tool is selected)	Spacebar	
Zoom in	Ctrl+equal sign	Command+equal sign
Zoom out	Ctrl+hyphen	Command+hyphen
Zoom in temporarily	Ctrl+Spacebar, then click	Command+Spacebar, then click
Zoom out temporarily	Ctrl+Shift+Spacebar, then click	Command+Shift+Spacebar, then click
Zoom to	Ctrl+M	Command+M

➤ **TIPS FOR SEARCH OPTIONS IN ADOBE PDF DOCUMENT**


The Search PDF window provides these options in either the basic or advanced search mode: Whole Words Only finds only occurrences of the complete word you enter in the text box. For example, if you search for the word *complete*, the words *completed* and *completing* will not be found. Case-Sensitive finds only occurrences of the words that are in the case that you typed. For example, if you search for the word *Policy*, the words *policy* or *POLICY* will not be found.

Note: The Search PDF window searches all additional areas by default.

- **Searching for Words in an Adobe PDF Document**

Use the Search PDF window to locate a word, series of words, or partial word in the active Adobe PDF document.

To search for words in a PDF document using the Search PDF window:

1. Open the document.
2. Click the Search button  on the File toolbar.
3. If you want to perform an advanced search, click Use Advanced Search Options.

You can set a preference to open Advanced Search options instead of Basic Search options when you click Search. Type the word, words, or partial word that you want to search for.



To display the page that contains a search result, click an item in the Results list. The occurrence is highlighted. Choose Edit > Search Results > Next Result or Edit > Search Results > Previous Result, or use the Back button and the Next button at the top of the Search PDF window to move forward and backward through search panes.

Note: During a search, you can click a result or use keyboard shortcuts to navigate the results without interrupting the search. Clicking the Stop button under the search-progress bar cancels further searching and limits the results to the occurrences already found. It does not close the Search PDF window or delete the Results list. To see more results, you must run a new search.

➤ **TIPS FOR PRINTING ADOBE PDF DOCUMENT**

Most of the options in the Adobe Acrobat Print dialog box are the same as for other applications. For basic office printing, you start by selecting the printer, page size, page orientation, and other general printing options in the Print Setup (Windows) or Page Setup (Mac OS) dialog box.

• **To Print an Adobe PDF Document**

1. If necessary, do one of the following:
 - To select pages to print, select thumbnails in the Pages tab. You can Ctrl-click (Windows) or Command-click (Mac OS) thumbnails to select noncontiguous pages, or Shift-click to select a contiguous range of pages. You can also select a contiguous page range in the Print dialog box.
 - To select an area on a page to print, use the Snapshot tool  and drag around the area you want to print. Acrobat copies the selected area to the Clipboard and displays a message; click OK to close the message box.
2. Choose File > Print Setup (Windows) or File > Page Setup (Mac OS) to set general printing options. The available options vary with different printers and drivers. See your printer driver documentation for details.
 - Click the Print button , or choose File > Print.
 - Choose a printer from the list at the top of the Print dialog box.
 - (Mac OS) choose an option from the Presets pop-up menu.
 - In Windows, click Properties to set printer driver options. In Mac OS, set printer driver options in the Print Center.

- In the Acrobat Print dialog box, in the Comments And Forms pop-up menu, specify which visible content prints. The Document option prints document contents and form fields.
- Select any of the following options, and then click OK (Windows) or Print (Mac OS). Options may vary. For example, the Page Order option is available only if you choose Multiple Pages Per Sheet for Page Scaling.

- **Current View/Page**

Printing the page area that is visible in the current view, the option name changes depending on whether you have a page selected (Current View) or an area on a page selected using the Snapshot tool.

- **Pages From/To**

Printing a range of pages, in Windows, if the Use Logical Page Numbers option is selected in Page Display Preferences, you can enter numbers that match the numbering printed on the pages using roman numerals or actual page numbers. For example, if the first page of a document is numbered iii, you can enter iii or 1 to print that page.

- **Pages Per Sheet**


Prints a predefined number of pages, or a custom number (up to 99) horizontally and vertically during Multiple Pages Per Sheet printing. If you select a predefined number from the menu, Acrobat automatically selects the best paper orientation. Drag the slider below the Preview to view the individual pages.


➤ **TIPS FOR RESOLVING PROBLEM IN OPENING AND PRINTING PDF FILE**

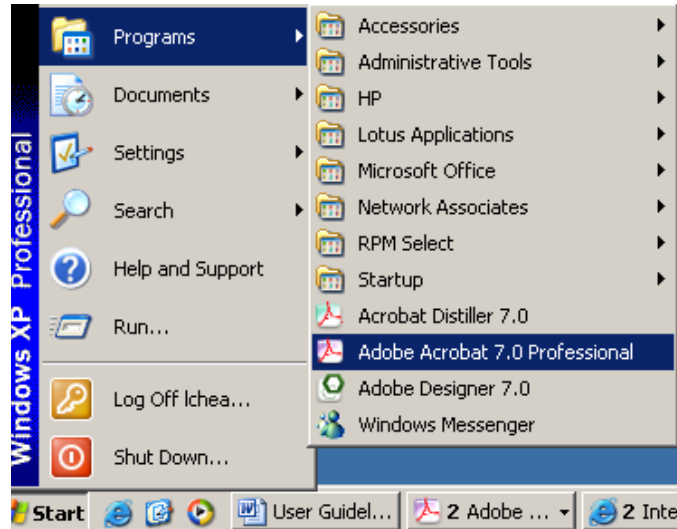
A common problem that users cannot open PDF file is because they do not have the applications used to create the files. Anyone can open a PDF file by downloading the free Adobe Reader software. To download the free Adobe reader, click here: <http://www.adobe.com/products/acrobat/readstep2.html>.

Another factor is most likely to occur if it is a large PDF file and/or the users use a slower, dial-up Internet access.

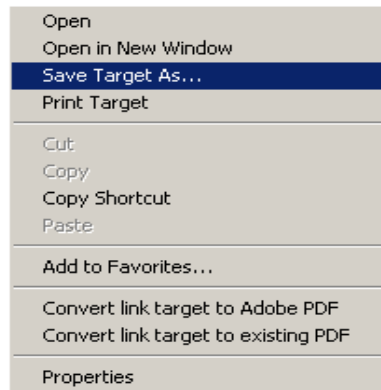
If you experience a problem opening/printing PDF document, do the following:

1. Check to ensure that you have the current version of the free Adobe Acrobat Reader software installed on your computer. To verify, click Start  and

position your cursor on the Program menu options  to view the current Adobe Acrobat version you have on your computer. Then try to open the PDF files.



2. If you are still not able to open the PDF file, do the following:
 - a. Right-click (Windows) on the link to the PDF File to open the 'Save Target As' pull-down menu or choose (Mac OS) 'Download to Disk' to open the 'Save As' window.
 - b. Select 'Save Target As' in the pull-down menu.



- c. Select a location in the 'Save As' box at the top of the 'Save As' window to save the file.
 - d. Click 'Save.'
 - e. The PDF file will now download to your computer.

- f. Locate the PDF file where you saved the file and double-click on it to open.

You should be able to open the PDF file to view or print the document from your save location.