

USER GUIDELINES

Navigating GAIN Policy on the Web

- Go to GAIN Homepage at http://www.ladpss.org/dpss/gain/default_gain.cfm;
- Click on the left menu (“What’s New” or “GAIN Policy”), it will lead you to the What’s New web page;
- To review “What’s New,” click on the link, i.e. blue underlined text; or,
- To go directly to the Policy Main Table of Contents, click on the link “[GAIN Policy Table of Contents](#)” in the “What’s New” web page.
- Find the chapter you wish to review on the main table of contents and click on it.
- This will take you to the table of contents for that chapter.
- At that point, you can either scroll through the entire chapter or click on the section of interest within the chapter. Clicking on the section link from the table of contents will take you directly to that section.
- You will also find links to different chapters and sections within the body of each chapter. Clicking on those links automatically takes you to another page, chapter, section, or even a website related to the content you were viewing.
- If you need to search for a specific word or phrase, such as eCAPS, use the link to the search feature on the “What’s New” web page. Do not use capital letters. For example, to find eCAPS, you would enter it as “ecaps” (without the quote marks) in the search box.

Hard copies:

It is not advisable to print copies of GAIN policy from this site. Only content posted on the GAIN site can be considered current. Policy changes will be made directly to the website, not through hard copy. Those changes will be announced on the “What’s New” web page.

GAIN Policy is written in Adobe Acrobat format. Any version of Adobe (from 5.0 Reader or higher) is capable of viewing all the pages on this site. While navigating GAIN policy is very similar to navigating standard web sites, there are some subtle differences. For additional tips specific to navigating Adobe files, [click here](#).