TRAINING BRIEF
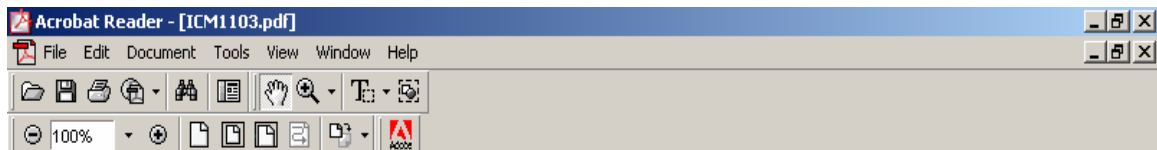
Search Tips for the *Integrated Common Manual*

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.