

Student Crisis Assistance Manual USER GUIDE

This User Guide will walk you through the steps you need to take to customize and complete your copy of the Student Crisis Assistance Manual. Please follow the instructions carefully.

There are two basic modes you can view the Student Crisis Assistance Manual in: **Fill-in and Browse**.

Below are descriptions of each mode:

Fill-in: While in Fill-in mode, the manual is protected so that only the Fill-in fields can be edited. A Fill-in field looks like a gray box.

Browse: In the Browse mode, the user can take advantage of the many hyperlinks in the manual that, when clicked on, "links" the user to a related section of the manual. A hyperlink looks like this: [Top](#) of Page. Once the Browse mode is used, the web toolbar will appear. The web toolbar looks like this:



The web toolbar helps in the navigation process. The two arrows on the left side of the toolbar are the main navigational tools you will need. The arrow pointing left is the Back arrow and the arrow pointing right is the Forward arrow.

Click on the Back arrow to go back to the location you were at prior to clicking on a hyperlink. Click on the Forward arrow to go to the location of the last hyperlink you clicked on.

Important: While in Browse mode, the manual is not protected, so do not attempt to use Fill-in fields!

On the right side of most of the pages in the Student Crisis Assistance Manual there is a notes sidebar, denoted with this icon. After printing the manual, this notes sidebar can be used to write down notes during workshops.



Steps to Take to Customize and Complete Your Manual

1. Click on Start | Program Files | Crisis Assistance Manual.
2. On this next page, each section (chapter) of the manual has a hyperlink leading to it.
3. Working on one chapter at a time, fill in the fields with your customized information. Press the Tab key to move from field to field or just click on a field with the mouse. Press Shift Tab to go back to the previous field.
Note: Upon first opening up each chapter, you will be in Fill-in mode. It is a good idea to verify that your document is protected prior to filling in the fields. Click on the Tools menu. If you have a menu choice, Unprotect Document, then it is safe for you to begin filling in your fields. If you see Protect Document as a menu choice, click on it. Click on the Forms choice. Click on OK.
4. Upon completing the fill-in fields, you may want to browse the chapter. Unprotect your document using the steps described above. Scroll through the document, clicking on hyperlinks as you go. When finished, you should protect the document.
5. When you are sure that all of the fields are filled in correctly, save and then print the chapter.