

Public Assistance Program and Policy Guide: Navigation Tips and Tricks

Table of Contents

Introduction	2
Accessing and Downloading	2
www.FEMA.gov.....	2
Smartphones and Tablets	2
Search Capabilities	3
Basic Search	3
Advanced Search.....	3
Navigation Features	5
Table of Contents and Bookmarks.....	5
Built-In Links.....	6
Previous and Next Page	6
Previous and Next View	6
508 Compliance	7

Introduction

The FEMA [Public Assistance Program and Policy Guide](#) (PAPPG) is available for download on the [Public Assistance \(PA\) Policy and Guidance page](#) on FEMA.gov. The PAPPG was created in Adobe for easy access and download, and includes several features designed to improve navigation and quick access to information. The following tips and tricks may be useful to optimize the utilization of this document.

Accessing and Downloading

www.FEMA.gov

The PAPPG is available for download from the PA Policy and Guidance web page found here: www.fema.gov/public-assistance-policy-and-guidance

A direct link to the guide is found here: www.fema.gov/media-library/assets/documents/111781

Selecting the PDF document link (see Figure 1) will open the document in the web browser which can then be saved as a local file to the desktop for future use without requiring internet access.

FEMA Public Assistance Program and Policy Guide (PAPPG)

The Public Assistance Program and Policy Guide (PAPPG) combines all Public Assistance (PA) policy into a single volume and provides an overview of the PA Program implementation process with links to other publications and documents that provide additional process details. This document incorporates and supersedes language from PA Program publications and 9500 Series documents. FEMA has archived superseded PA publications and policy documents at <https://www.fema.gov/publications-archive> (publications) and <https://www.fema.gov/public-assistance-archived-policies> (policy documents). These policy and guidance documents remain in effect for incidents declared prior to January 1, 2016. The language in this guide is in effect for incidents declared on or after January 1, 2016. Please send questions and feedback to FEMA-PAPolicy@fema.dhs.gov.

In Collection: [Public Assistance](#) 

		Size	Publication Date
	PA Program and Policy Guide (PAPPG) 	8.40M	January 1, 2016

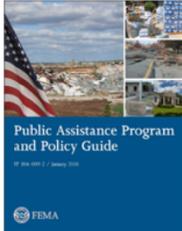


Figure 1. PDF Document Link

Smartphones and Tablets

Additionally, PDF documents can be viewed on any smartphone or tablet device with internet browsing capabilities and PDF viewer software (which most devices have). It is highly recommended to download the [free Adobe Reader app](#) if utilizing the guide on a smartphone or tablet device. The Adobe Reader app will allow full access to the built-in features of the guide.

Also, if utilizing the guide in the field, saving the PDF in the Adobe Reader app also allows full access to the guide from the smartphone or tablet device without requiring internet or cellular service.

Search Capabilities

Adobe Acrobat has built-in search capabilities that allow a user to search for a specific word or phrase. There is a basic search function and an advanced search function as well as additional settings that can enhance the search capability.

Basic Search

Selecting "Find" from the Edit dropdown toolbar menu will bring up the basic search field or "Find Toolbar" (see Figure 2). The Find Toolbar can also be accessed using the keyboard shortcut "Ctrl+F."

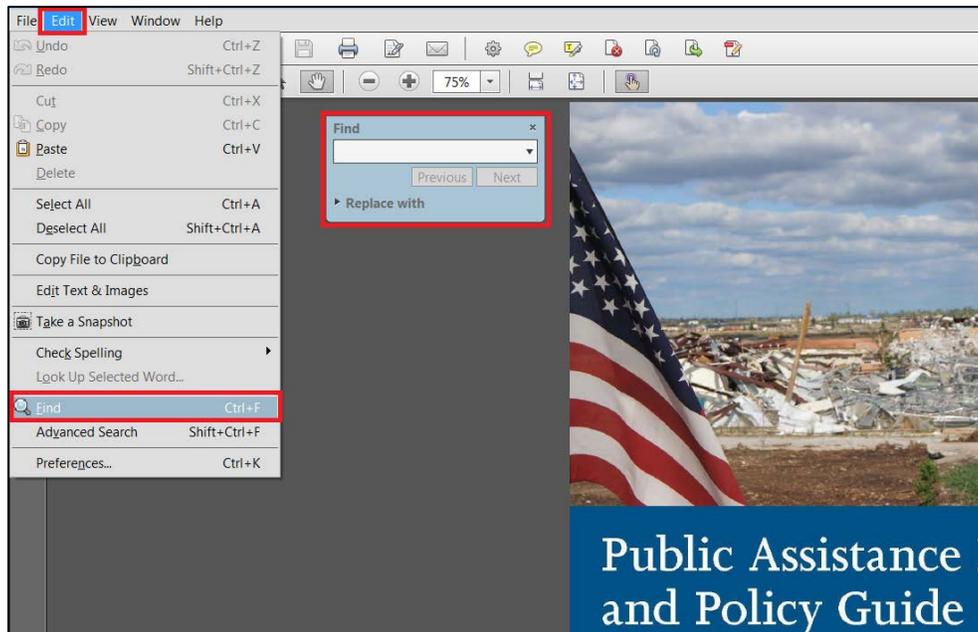


Figure 2. Accessing the basic search field (Find Toolbar)

The basic search function will scan the document and highlight each use of the word or phrase entered into the search field. Selecting Previous or Next simply jumps chronologically from each use of the word or phrase throughout the document.

Advanced Search

Selecting "Advanced Search" from the Edit dropdown toolbar menu will bring up the Advanced Search window (see Figure 3). The Advanced Search window can also be accessed using the keyboard shortcut "Shift+Ctrl+F."

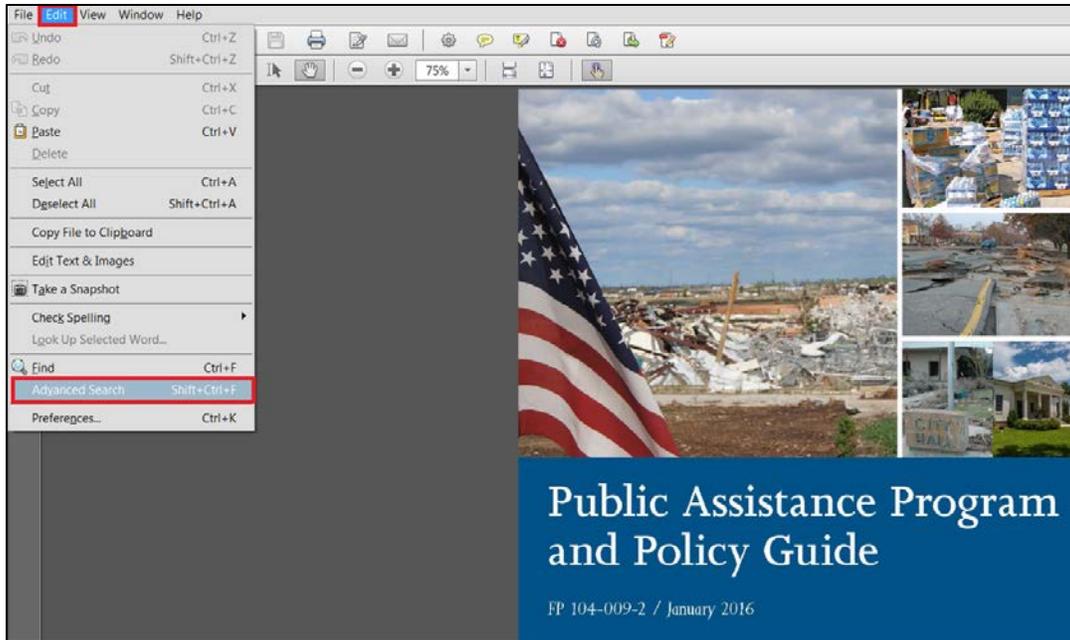


Figure 3. Accessing the Advanced Search Function

The Advanced Search function opens in a separate window which can be arranged and resized to fit the user's needs (see Figure 4). The Advanced Search window provides enhanced search features and filters.

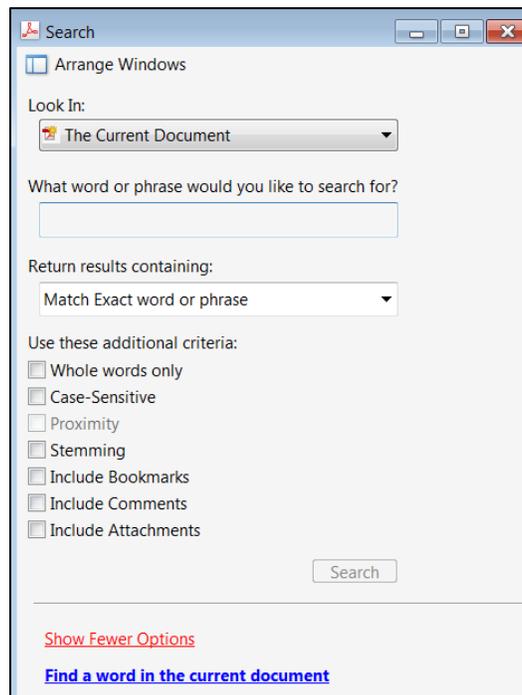


Figure 4. Advanced Search Window

The enhanced features of the Advanced Search function include:

- An **Expanded Search Field** which allows the word or phrase to be located within bookmarks, comments, attachments, and even across multiple documents

- **Filters** including exact word/phrase matching, whole word only searching, and case sensitivity
- Commonly used **Boolean operators** like "AND," "NOT," and "OR"
- An **Index** which can be used to navigate to and from each use of the word or phrase (Figure 5)

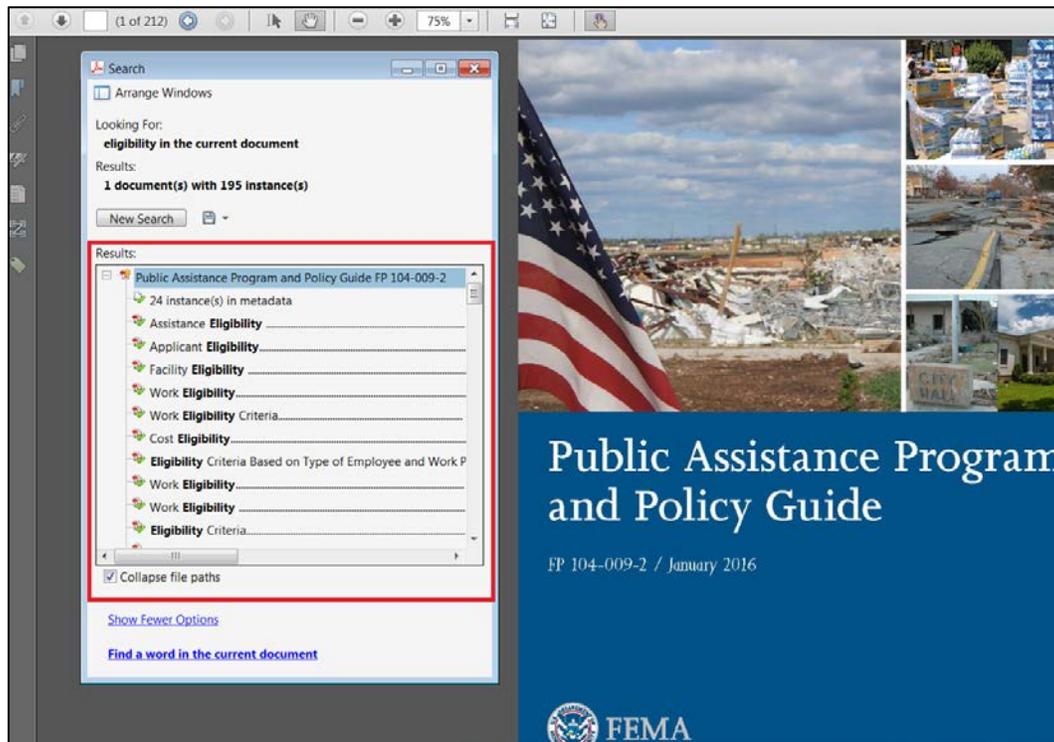


Figure 5. Advanced Search Index

Additional information regarding Adobe Acrobat search capabilities can be found at the following website: <https://helpx.adobe.com/acrobat/using/searching-pdfs.html>.

Navigation Features

The PAPPG was designed to be easy to navigate in an effort to foster quick access to information and improve overall usability. Some of these features are inherent to the Adobe Acrobat software, which is one of the reasons the document was created as a PDF file. The following navigation features can greatly enhance accessibility:

- Linked Table of Contents and Bookmarks
- Internal and External Content Links
- Previous and Next Page Navigation
- Previous and Next View Navigation

Table of Contents and Bookmarks

The Table of Contents (TOC) is organized chronologically by chapter, section, and subsection. It has a high level of granularity and includes lists for tables, figures, and appendices. Each individual item in the TOC is linked to its specific location within the document.

The Bookmark Tree (see Figure 6) is organized much the same as the TOC (without table and figure lists), and each item is also linked to its specific location within the document. Sections and subsections are organized under each chapter which can be collapsed or expanded to suit the needs of the user.

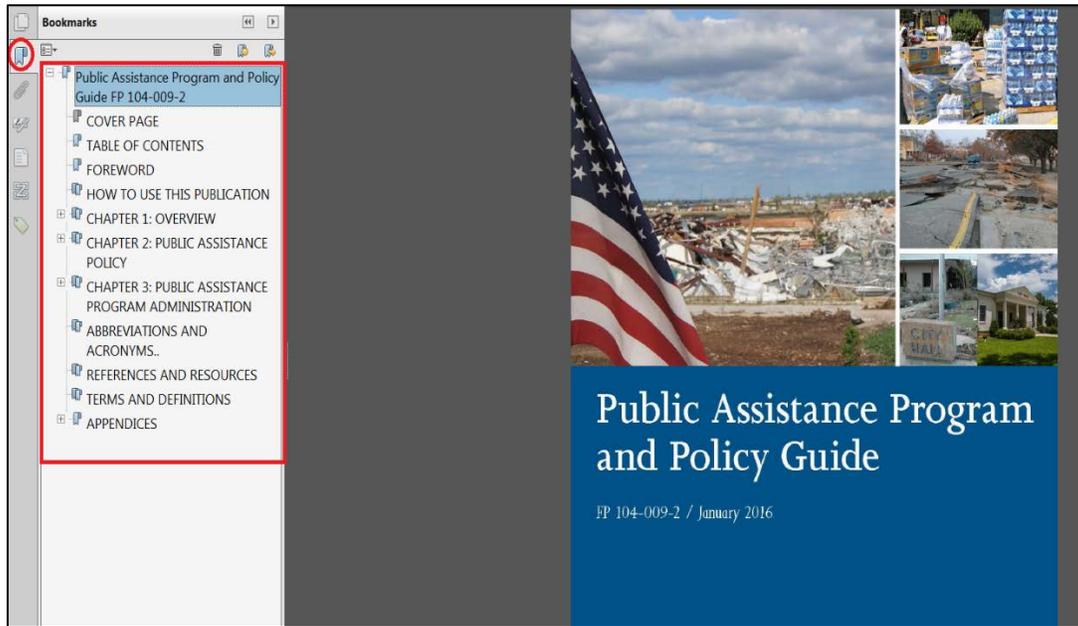


Figure 6. Bookmark Tree

Built-In Links

The document includes both internal and external links. Internal links navigate to a specific location within the document itself. This is useful for quickly accessing related information located in different sections through out the document. For example, any reference to another chapter, section, or appendix is linked to navigate to the specific location referenced. External links navigate to a specific location outside the document; this is typically a website. For example, any reference to a website that provides additional or more detailed information regarding a particular topic is linked to navigate to the website referenced.

Previous and Next Page

Adobe Acrobat includes page navigation functions. The Previous and Next Page navigation is a default function setting and appears in the upper left corner on the toolbar (see Figure 7). This feature simply navigates to the previous or next page from the page currently viewed by clicking the up and down arrow icons, respectively. The keyboard shortcut for this function is Left Arrow for previous page and Right Arrow for next page. This toolbar function can also be turned off by right clicking on the toolbar and highlighting the "Page Navigation" drop down menu (see Figure 7).

Previous and Next View

Adobe Acrobat also has view navigation functions. The Previous and Next View navigation is not a default function setting. It can be turned on by right clicking on the toolbar and highlighting the "Page Navigation" drop down menu; once turned on, the Previous and Next View arrow icons appear to the right of the Previous and Next Page arrow icons on the toolbar (see Figure 7). The keyboard shortcut for this function is Alt+Left Arrow for previous view and Alt+Right Arrow for next view.

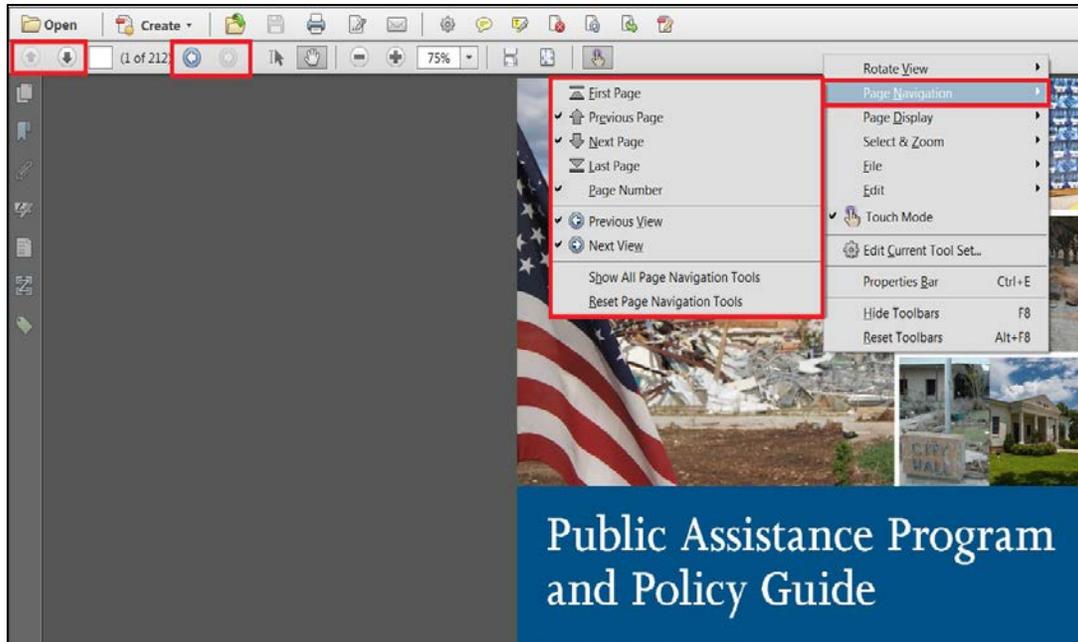


Figure 7. Previous and Next Page and Previous and Next View Navigation

The Previous and Next View functions are particularly useful when utilizing the various internal links throughout the document. It allows the user to navigate easily from the current view to a linked reference and back with ease. For example, if a user is reviewing information in the second chapter and clicks on a reference to a section in the third chapter in order to find out more about the topic referenced, clicking the Previous View arrow icon will immediately bring the user back to the section of the second chapter where the third chapter reference was linked.

508 Compliance

In addition to the accessibility and navigation functions, the PAPPG is also in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)). The law requires federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. A 508-compliant document can be properly read by screen readers and other Assistive Technology. Additional information regarding 508 compliance can be found at the following website: www.section508.gov.

For additional information regarding the PAPPG, please contact the FEMA Public Assistance Policy and Regulations Branch at FEMA-PAPolicy@fema.dhs.gov.