

## Contents

- What are advice-resources guides?
- How to access the advice-resources guides
- How to search advice-resources guides for a keyword or phrase
- Are printed versions of advice-resources guides available?
- How to access advice-resources guides if you can't access the internet in your work environment
- How to save a copy of an advice-resources guide on to your computer
- How to burn a copy of an advice-resources guide onto a CD-ROM
- How to store a copy of an advice-resources guide on a USB storage device
- How to print a copy of an advice-resources guide
- How to download a free copy of Adobe Acrobat Reader to open PDF documents

## What are advice-resources guides?

advice-resources guides are training, support and reference resources for Information, Advice and Guidance (IAG) practitioners, developed for specific client groups or circumstances.

## How to access the advice-resources guides

The guides are available online from the [Guides](#) section of the advice-resources website.

Alternatively you can:

- go to the [advice-resources website](#)
- click on the *Resources* tab on the left hand menu
- *view all General resources*
- browse the *Guides* section

## How to search advice-resources guides for a keyword or phrase

To find a specific keyword or phrase online or from a saved location:

- Hold down the **Ctrl** key and press **F** OR select **Find** from the **Edit** tab at the top.
- A browser will open where you can type in the keyword or phrase you are searching for.
- Press **Enter** and if your word or phrase is present in the document, it will be displayed and highlighted.

## Are printed versions of advice-resources guides available?

advice-resources guides contain information about legislation, procedure and current trends and quickly go out of date. For this reason, we don't supply printed versions.

Each guide is available in its entirety or in a series of bite-sized sections that can be downloaded independently so you only need to save or print sections which are relevant to you.

## **How to access advice-resources guides if you can't access the internet in your work environment**

There are a number of options available if you are not able to access the guides online.

You can:

- save a copy on your computer
- store a copy on a USB storage device
- burn a copy onto a CD-ROM
- print a hard copy\*

*\*Please think about the environment when printing guides; only print if necessary, then recycle or reuse.*

## **How to save a copy of an advice-resources guide on your computer**

- open the guide you wish to save
- click on the floppy disk icon at the top left hand side of the document
- select the location where you would like to store the document and check that the file name clearly identifies the document

If you cannot locate the floppy disk icon, you can also save the guide by clicking on the **File** tab in the top left hand corner and selecting **Save As** from the drop-down menu.

## **How to burn a copy of an advice-resources guide onto a CD-ROM**

- follow the instructions for saving a copy on your computer
- insert a blank rewritable CD-ROM disk
- use the appropriate software provided on your computer to guide you through the process of burning data files onto a CD-ROM disk

## **How to save a copy of an advice-resources guide on a USB storage device**

- connect your USB storage device to your computer
- follow the instructions for saving a copy of a guide on your computer but specify the USB storage device as the location where you would like to store the document

## **How to print a copy of an advice-resources guide**

- open the guide or section of a guide that you wish to print
- click on the printer icon on the top left hand side of the document and select your printing requirements

You can also print by clicking on the **File** tab in the top left hand corner and selecting **Print** from the drop-down menu.

## **Where to get a free copy of Adobe Acrobat Reader to open PDF documents**

Adobe Acrobat Reader is the software used to open, print and save PDF documents. It is available free of charge and can be downloaded from [the Adobe website](#).