



## NAILBA Field Underwriting Guide 3.0 Users Guide

Software Needed: Adobe Acrobat Reader version 9.0 or X (10) (version X is available for download at [www.adobe.com](http://www.adobe.com))

### Basic Navigation in Acrobat X:

- Begin by opening the document. The thumbnail of the first file/document will appear.
- The pages/files of the document are displayed along the bottom of the screen. Each "chapter" or set of pages is a separate file, combined under a single PDF "portfolio" for ease of navigation.
- **Double click** on any page view to preview the page. Use the arrows on either side of the page views to scroll through the previews of the pages.
- To open the page and view full screen, click "open file" in the upper right corner of the screen. Once you are viewing a page in full screen mode, to return to the menu, hit the "x" button next to the file name in the upper right to close the page.
- To open an individual page, select OPEN FILE in the upper right corner.

### To view as a list of files rather than page views:

- Click on the "files" button on the top menu
- Click on the "layout" button to return to the page view

### To **SEARCH** the document:

- Use the search field in the upper right corner. Type in the term you would like to search for and hit return or enter.

### To **PRINT**:

There are a number of ways to print within this document:

- 1) Fully open the file by hitting the "open file" link in the top right hand corner of the page; once in the document, use the red PRINT button at the top of the page. Close the file by hitting the "x" button in the top right corner
- 2) Go to the top menu, and click on FILE, then use the PRINT option

### To **EMAIL** a page:

- Fully open the file by hitting the "open file" method described above; once in the document, use the SHARE button at the top-right corner of the window. You may also use the envelope icon at the top of the window.
- Do not use the red "email page" button at the top of the page, it will only work on older versions of Acrobat.
- Close the file by hitting the "x" button in the top right corner.
- If the above option does not work for you, hover your cursor over the bottom center of the screen and a navigation menu will appear. Hit the Disc icon to **SAVE** the file to your computer, and then email the saved document as desired.

## Basic Navigation using Acrobat 9:

To **BEGIN**, hit the “get started” button.

- The pages of the document are displayed along the bottom of the screen.
- **Double click** on any page view to see it in full screen.
- To view additional pages, use the arrows on either side of the page views to scroll through all of the pages in the document.

**Once you are viewing a page in full screen mode:**

- To return to the menu, hit the “x” button next to the file name in the upper left to close the page.

**To view as a list of files rather than page views:**

- Click on the “files” button on the top menu
- Click on the “layout” button to return to the page view

To **SEARCH** the document:

- Use the search field in the upper right corner. Type in the term you would like to search for and hit return or enter.
- OR use the RED SEARCH button at the top of the page.

To **PRINT**:

There are a number of ways to print within this document:

- Fully open the file by hitting the “open file” link in the top right hand corner of the page; once in the document, use the red PRINT button at the top of the page. Close the file by hitting the “x” button in the top right corner
- Go to the top menu, and click on FILE, then use the PRINT option
- In some browsers, you can use the PRINT button at the top of the page without fully opening the file – simply double click on the document from the menu and use the PRINT button at the top of the page. Go back to the menu by hitting the “X” button next to the file name in the upper left corner.
- Hover your cursor over the bottom center of the screen and a navigation menu will appear. Hit the printer icon to print the file.

To **EMAIL** a page:

- Fully open the file by hitting the “open file” link in the top right hand corner of the page; once in the document, use the red EMAIL PAGE button at the top of the page. Close the file by hitting the “x” button in the top right corner.
- If the above option does not work for you, hover your cursor over the bottom center of the screen and a navigation menu will appear. Hit the Disc icon to SAVE the file to your computer, then email the saved document as desired.

FAQ's:

**When I put information in a form, can I save the page/document INCLUDING the information I typed in?**

Yes , you may. Once you are finished filling out a form, choose Save from the File menu as you would with any other file. You may also print a copy of the file for your records.

**How do I make this available to my agents?**

You can make the file downloadable from your website – contact your IT department or provider if you do not know how to do this. We do not recommend emailing this file to your agents – it is a VERY large file, and many email systems cannot accept files of this size.

**What if I don't have Acrobat?**

This document will not display or function properly unless you have Acrobat version X. To download it FREE, go to [www.adobe.com](http://www.adobe.com) or <http://get.adobe.com/reader/otherversions/>

**Is there a paper version of the Field Underwriting Guide available?**

NAILBA does not make a paper version of the guide available, however, you can print the entire document by going to FILE, PRINT on the top menu, and clicking the button that says “print all PDFs.”