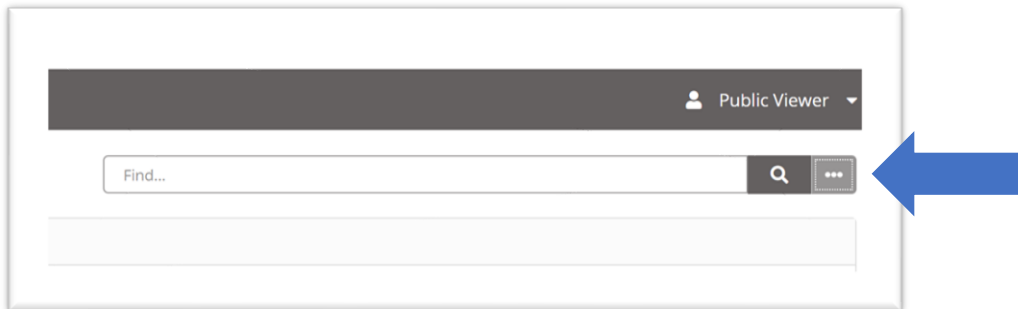


Instructions for Using Allegheny County Department of Human Services' Public Site to View Policies, Procedures and Standards of Practice

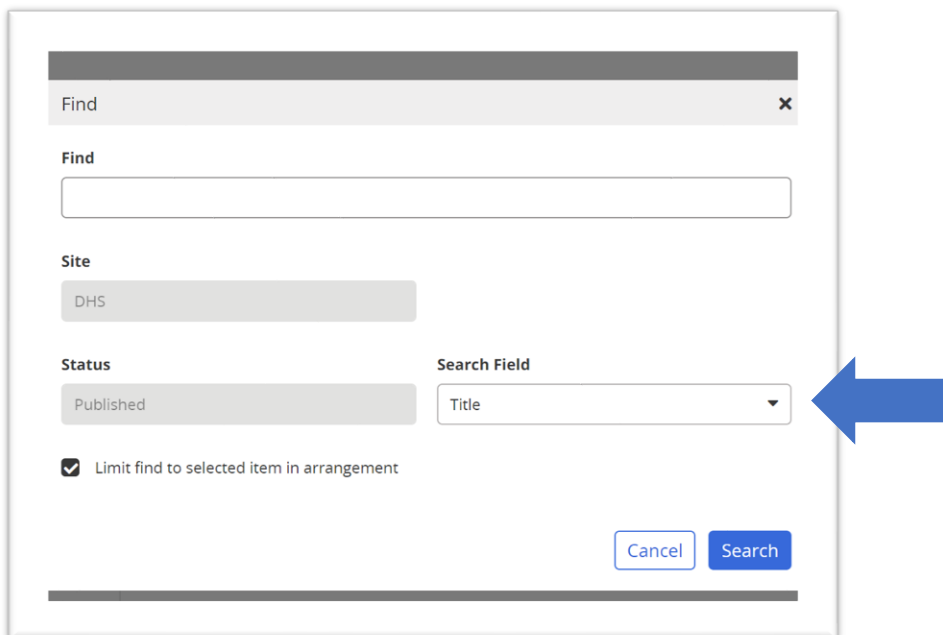
Searching for a Document

There are two ways to search for documents on this site: search or browse. Please note that the default settings only search in the title of a document. To search words or phrases in the entire document, you can change your options to search the full text by following the directions outlined in the images below.

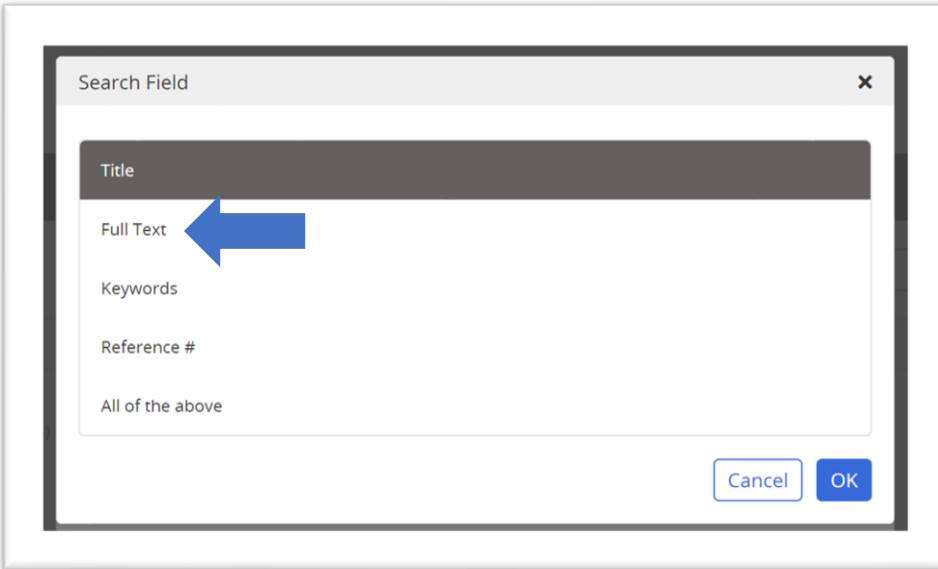
1. Click on the three dots next to the search bar to open options.



2. Click on the drop-down arrow next to the search field bar.



3. Select 'full text' or 'all of the above' and click 'OK' to save your selection.

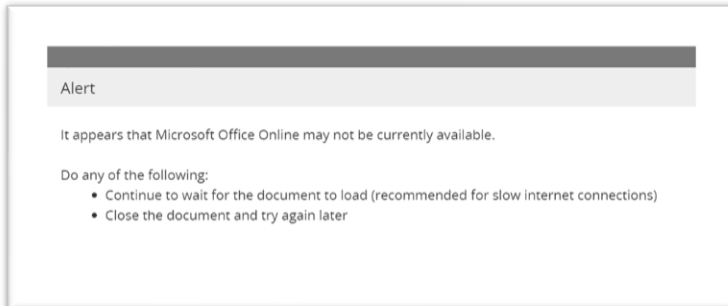


Using the Search Feature: Use this feature if you want to search every document for a specific word or phrase.

Using the Browse Feature: Use this feature if you want to first sort documents by category: by document type (policy, procedure, standard of practice) or by office (aging, behavioral health, etc.). Using the browse feature allows you to do two things: 1) view every document in the category you choose, or 2) search for words or phrases only in documents within a specific category. For example, you can first sort documents to only show documents from our Office of Children, Youth, and Families (CYF). Then you could type in the word “investigation” in the search bar, so the results are only CYF documents which include the word “investigation.”

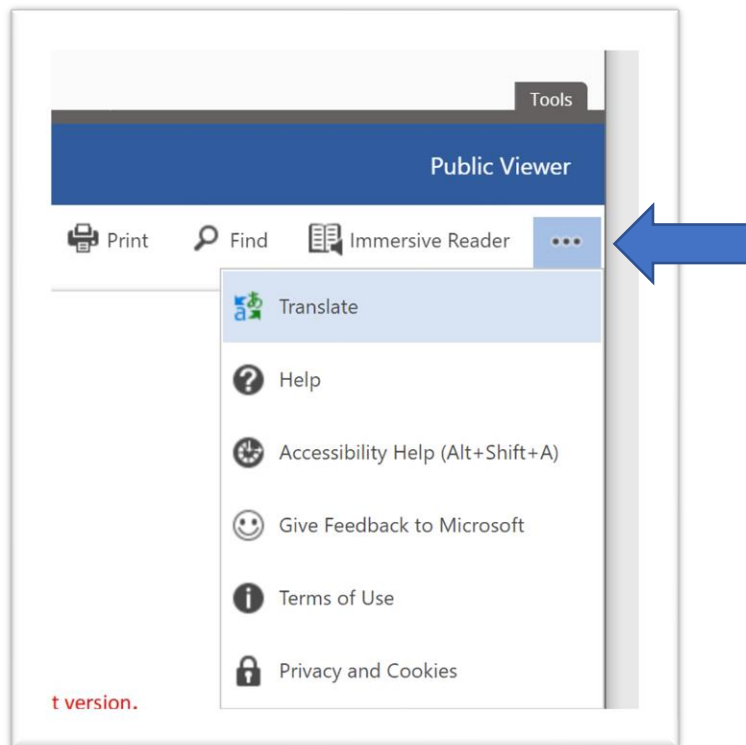
Viewing a Document

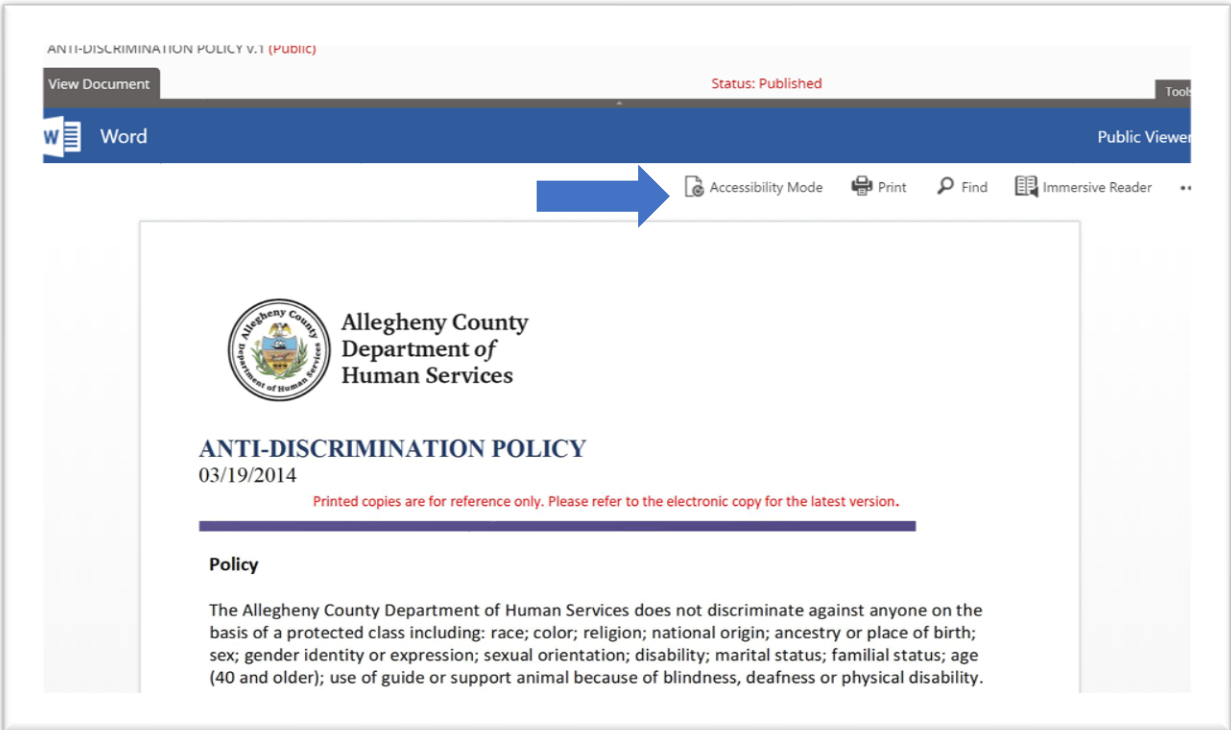
When your search results come back, click on the title of the document to view the document. A new window will pop up with a copy of the document. If an alert message appears on your screen, please be patient while the document loads.



When the document opens, several options are available to assist those who may require additional assistance. At the top of each document, you will find the following options:

- **Accessibility mode:** Allows users to open the document as a PDF to easily download and save the document.
- **Print:** Allows users to print a copy of the document.
- **Find:** Allows users to search for a word or phrase within the document.
- **Immersive Reader:** Allows users to have the text read out loud to them and provides options for changing font size, spacing, color, and language. For more information about how to use immersive reader, visit [Microsoft Office's immersive reader instructions page](#).
- Click the three dots next to 'immersive reader' to see additional features
 - **Translate:** Allows users to translate the document into their language of choice.
 - **Help:** Use the help feature for any additional help with the document.





Additional Settings and Features

Click on the gear wheel to access additional settings and features to change the way your search results are viewed and to export the list as an Excel or CSV spreadsheet.

