

INTRODUCTION: Using Adobe Acrobat to Navigate Within the New Local Assistance Manuals

New Local Assistance Manuals

The Caltrans Office of Local Programs has developed three new manuals to guide local agencies and consultants in the development of Federal and/or State-aid local transportation projects. These manuals are for use by Caltrans employees, local agencies, and the public.

- ***Local Assistance Procedures Manual*** (not yet published)
Describes the reengineered processing procedures that local agencies must follow to successfully implement Federal and/or State funded local transportation projects.
- ***Local Assistance Program Guidelines*** (now available on the INTERNET)
Is a collection of the various guidelines and instructions that have been published for the state and federal programs available for financing local public transportation projects. The topics discussed under each program include, but are not limited to: project eligibility requirements, project selection process, funding levels, key decision makers, special processing requirements, critical implementation dates, and relevant references. The procedures described in this manual should be considered the most current version of the various guidelines and procedures in effect as of July 1, 1996.
- ***Local Assistance Environmental Manual*** (not yet published)
Describes the environmental documents, special studies, and processing procedures necessary to comply with the National Environmental Policy Act and other related Federal environmental requirements.

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Acrobat Search

With the Acrobat Search feature, full-text searches can be performed on PDF libraries that were indexed using Acrobat Catalog. There are three full text indexes available for searching the new Local Assistance manuals. The indexes are titled gindex.pdx (Program **G**uidelines), pindex.pdx (**P**rocedures Manual), eindex.pdx (**E**nvironmental Manual) and can be used by the Acrobat Exchange software only. Do not try to print these files because they are binary files, not text files. The search feature supports wildcards, as well as, "and" and "or" statements. Please refer to your online user manual for examples. Using the Acrobat search feature is a quick way of looking for information across many files and directories.

Acrobat File Names

Each PDF represents a manual chapter and is named according to the specific manual, chapter number and chapter title (i.e., **g01intro.pdf**). The previous filename corresponds to the *Local Assistance Program Guidelines*, Chapter 1, and “Introduction” to the manual.

Local Assistance Electronic Manual Installation Procedures

Create a directory on a server or workstation called ACROBAT or anything else you prefer. Place this document in the directory for future reference. Create a sub-directories for each Local Assistance manual. Download the PDFs into the appropriate directories. Be sure to decompress (STUFFIT format) the PDFs and indexes as appropriate if downloading from the INTERNET. If you need help decompressing the files, refer to the Local Programs homepage:

<http://www.ca.dot.gov/hq/LocalPrograms/> (remember address is case sensitive)

There are three options for downloading the Local Assistance Manual PDF files:

- all three Local Assistance manuals at once (all files compressed)
- individual manuals in their entirety (all files compressed)
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For questions regarding the new Local Assistance manuals, contact Bill Sandoval at the following e-mail address:

bsandova@trmx3.dot.ca.gov