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When I print a chapter, part of the header and all of the footer is missing from the printed page. What should I do?

I'm having trouble printing or viewing a PDF. Where can I find help?

OBTAINING THE SCHOOL HEALTH MANUAL

Is it possible to purchase another CD of the manual?

Yes. CDs of the manual are available through the online Massachusetts Health Promotion Clearinghouse: <http://www.maclearinghouse.com/>.

The CDs are also available at the Massachusetts State Bookstore. To order the CD, please visit the bookstore website: <http://www.sec.state.ma.us/spr/sprcat/catidx.htm>.

Where can I find the manual online?

The School Health Manual can be found online at:
<http://www.maclearinghouse.com/schoolhealthmanual.htm>.

Is it possible to purchase a printed hard copy of the manual?

No. The School Health Manual is not available in hard copy. However, you are welcome to print out one or more copies of the manual. Two large 3-ring binders will be needed if one is printing it in its entirety. Commercial printing or copying of the manual is recommended, but it will also print out well on a high-speed printer.

Where can I find updates for the manual?

Regular updates for specific parts of the manual (e.g., new regulations, new screening guidelines) will be posted to the School Health Manual website as they become available. The website is <http://www.maclearinghouse.com/schoolhealthmanual.htm>.

SCHOOL HEALTH MANUAL COPYRIGHT AND CONTENT

How do I reference (cite) the manual?

Please use the following format when citing the School Health Manual:

Sheetz, A. H. & Goodman, I. F. (Eds.). (2007). *The Comprehensive School Health Manual*. Boston, MA: Massachusetts Department of Public Health.

Whom do I contact if I have questions about the manual?

If you have questions about the manual or wish to give feedback, please go to the **DPH Website Online Feedback Form**:
http://www.mass.gov/dph/about/feedback/feedback_health.htm.

When using the feedback form, please provide complete information. Also, be sure to include — in the subject line — the *exact content area* for which you wish to obtain assistance. For example, if you have a question about immunization information in the school health manual, write the following in the subject line: School Health Manual – Immunizations.

May I modify content from the manual?

Maybe. Modification of content is permitted only with prior approval from the Massachusetts Department of Public Health School Health Unit. For details about contacting the department, please see [Contact & Links](#).

COPYING AND SHARING THE SCHOOL HEALTH MANUAL

Can the CD itself be copied and shared?

Yes. Massachusetts schools and boards of health are welcome to make additional copies of the CD, which may then be distributed to staff as needed. You may also copy the CD to several computers in the school and then put the CD away for safe-keeping. See [Guidelines](#) for instructions on how to do this.

Note: The Department of Public Health gives permission to make copies of the School Health Manual or portions thereof for noncommercial educational purposes only. Copies of the original CD or portions thereof may not be sold.

Is it okay for me to copy/email OR reprint/distribute the manual or parts of it?

Yes, provided that the usage is for noncommercial educational purposes and you give credit to the MDPH. The following credit line must accompany any materials you copy or reprint (if you plan to email or distribute them):

© The Massachusetts Department of Public Health (MDPH) grants permission to copy these materials for noncommercial educational use only, provided credit is given to the MDPH. Modification of content is permitted only with prior approval of the MDPH School Health Unit.

How do I copy the contents of this CD to a computer?

Instructions for copying the contents of this CD to a computer can be found in the [Guidelines](#).

How can I email one or more chapters to someone?

Instructions for emailing chapters can be found in the [Guidelines](#).

How do I copy and paste part of a chapter to a Word document?

Detailed instructions for copying and pasting parts of chapters can be found in the [Guidelines](#).

When I copy and paste text from a PDF of a chapter to a new document in my word processing program, some of the formatting gets lost. Is it possible to copy and paste without this happening?

Yes. There are some issues that arise when copying and pasting text from PDFs into new documents. Read the entire section on [Copying](#) in Guidelines for complete instructions for successfully copying and pasting School Health Manual text.

NAVIGATING THROUGH AND READING THE SCHOOL HEALTH MANUAL

How do I get back to the START Page of the CD if I'm in the middle of a chapter?

Jump to the top of the Chapter by clicking the first bookmark in the list, labeled **Chapter** (followed by the specific chapter number). Click on the blue arrow button labeled 'Start' in the upper right corner of the page. This will return you to the START page.

What's the best way to close a chapter?

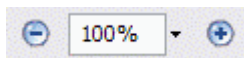
Jump to the top of the Chapter by clicking the first bookmark in the list, labeled **Chapter** (followed by the specific chapter number). Click on the blue arrow button labeled 'Start' in the upper right corner of the page. This will close the current chapter and return you to the START page.

The text (font) on my screen is small and hard to read. How do I make it bigger?

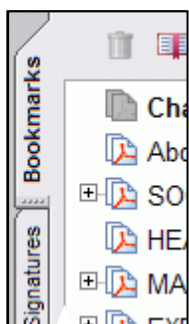
If you wish to increase the text visibility of the chapters, you can do either or both of the following:



1. Maximize (image at left) Acrobat Reader so that it fills the entire monitor screen.
2. Use the page size (**Zoom Tool**) tool (image at left) to set the page to **Actual Size** (100%). This size is typically readable on all monitors because it is the size your system uses to display type at the original font setting. You can also use the page size (**Zoom Tool**) tool to enlarge the text to any percentage value you wish, even greater than 100%.



Tip: To increase the viewable area of a page when enlarging, temporarily close the **Bookmarks** pane (image at left) by clicking on it. Click on it again to restore the **Bookmarks**.



What should I do if a link does not work on the CD?

Please report any broken links by going to the **DPH Website Online Feedback Form**: http://www.mass.gov/dph/about/feedback/feedback_health.htm.

When using the feedback form, please provide complete information. Also, be sure to include — in the subject line — the words School Health Manual AND the link that fails to work.

The look of the icons in Acrobat Reader varies from version to version. Although your icons may have a different appearance, they will still function the same as those shown on this page.

SEARCHING THE SCHOOL HEALTH MANUAL

How do I search within one chapter or across all chapters to find all of the content about a particular topic?

Detailed instructions for searching within single chapters and across multiple chapters can be found in the [Guidelines](#).

PRINTING

How do I print just a section of a page or document?

Instructions for printing the manual from CD can be found in the [Guidelines](#).

Some of the pages in the manual are in landscape (11" wide x 8.5" tall) mode. How do I print these so that they are not cut off?

Go to the **File > Print** and check the box next to **Auto Rotate and Center**. The pages will now print to fit vertically on the page. The **Auto Rotate and Center** box will stay checked for future printing.

When I print a chapter, part of the header and all of the footer is missing from the printed page. What should I do?

Go to the **File > Print** and select **Advanced**. Check the box that reads **Print as Image** and click **OK**. Now the document should print as seen on the computer screen. The **Print as Image** box will stay checked for future printing.

I'm having trouble printing or viewing a PDF. Where can I find help?

First, make sure you have the most recent version of Adobe Reader/Acrobat Reader installed. You will need Adobe Acrobat 7.0 or higher to make use of the School Health

Manual. If you do not have Reader on your computer or need to update your current version, you may download it for free at: <http://www.adobe.com/products/acrobat/readstep2.html>. Further support for Adobe Reader/Acrobat Reader is available at: <http://www.adobe.com/support/products/acrreader.html>.

You may also find answers to your questions in the Acrobat Help files. If your school uses a network, check with your Systems Administrator or IT personnel to install or update the software, and make sure that you are properly connected to the network printer.