

# INSTRUCTIONS FOR ACCESSING AND USING THE NEW U & T GUIDELINES WEBSITE: SAFARI

## Getting Started:

Navigate to [www.mtguidelines.com](http://www.mtguidelines.com) to visit the NEW Montana Utilization & Treatment Guidelines website. Select the title of Chapter you wish to review, i.e. Lower Back Pain.

**NOTE:** The default PDF browser for Safari on mac is called Preview. Preview does not have the same bookmark functionality as Adobe Reader or Adobe Acrobat. The user will need to change the default PDF view in the preferences setting in Safari to Adobe.

The Chapter for Lower Back Pain expands to display the link to the actual guidelines. Select the link to launch the guidelines. At this point, you have three options to easily search the guideline chapter.

If you would like to view the Adobe Acrobat Toolbar, select the link to download the document, as shown in the image below.



## Steps:

### Table of Contents:

1. Once the document is downloaded, you can perform a Table of Contents Search within the Table of Contents
2. Navigate to the Table of Contents within the document.
3. Find the sub-section you wish to review.
4. Select your desired section name or page number. You automatically navigate directly to the page you selected.

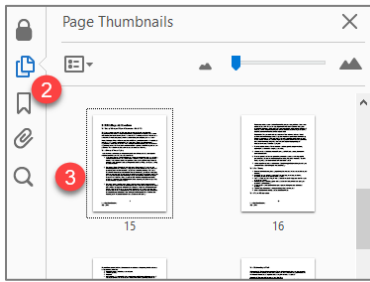
### Adobe Acrobat Toolbar:

1. Select the **Show Adobe Acrobat toolbar** icon. The adobe acrobat toolbar surrounds the document.



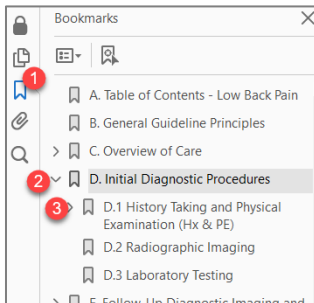
### Page Thumbnails:

2. Select the **Page Thumbnails** icon.
3. Select on the **page** to automatically navigate to that page of the document. Select on the **carot** next to the section title to expand into its subsections.



### Bookmarks:

2. Select the **Bookmarks** icon.
3. Select on the **section** to automatically navigate to that section of the document. Select on the **carot** next to the section title to expand into its subsections.

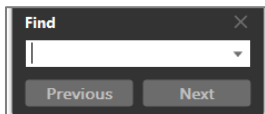


### Keyword(s) Search

There are two ways you can search.

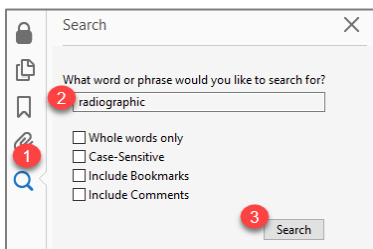
#### Find:

1. Using your keyboard, enter the **Ctrl + F** keys. A search box displays that can search the entire document.
2. Enter your **keyword(s)** and wait for the word to appear highlighted in the document. Select the **Next** button to move to the next instance it is in the document.



#### Magnifying Glass:

1. Select the **Search** icon.
2. Enter a **keyword** into the **What word or phrase would you like to search for** textbox.
3. Select the **Search** button.



4. Search results are displayed. Select a result to automatically navigate to the page containing the keyword.

