eLIBRARY HELP PAGE

Identifying a Document by its Number

1) Forms:

Forms contain an "FM" in the number, for example: 1000-FM-OA0048. **There are a few instances where a document may have a "PM" in the number and still be filed under Forms.** Forms can be found under Forms on the eLibrary.

2) Permits:

Permits contain a "PM" in the number, for example: 2700-PM-AQ0201. **There are a few instances where a document may have an "FM" in the number and still be filed under Permits.** Permits can be found under Permit and Authorization Packages on the eLibrary.

3) Publications:

Publications contain a "BK" (book) in the number, for example: 5400-BK-DEP2365. They may also contain a "UK" (unknown), a "RE" (report), a "PA" (pamphlet), an "MN" (manual), or a "BO" (brochure). Publications can be found under Publications on the eLibrary.

Fact Sheets are publications that contain a "FS" in the number, for example: 2700-FS-DEP2108. Fact Sheets can be found under Publications on the eLibrary.

4) Technical Guidance documents:

Technical guidance documents contain 10 numbers, for example: 400-0200-001. These documents can be found under Technical Guidance Draft Documents or Technical Guidance Final Documents.

If looking for a form with the letters WSWM, try using WSFR. Recently the Bureau of Water Supply and Wastewater Management (WSWM) changed their name to Bureau of Water

Standards and Facility Regulation (WSFR). With that name change came a change to their letter designation at the top left of the page. When searching for a form in Water Standards and Facility Regulation, instead of 3800-FM-WSWM0000, search for 3800-FM-WSFR0000.

Identifying the Different File Types

~The Adobe PDF file is indicated by the red icon and is used for viewing the entire document. You may also save or print to your personal computer/printer with this file.

~The Microsoft Word Smart Form is indicated by the icon containing a "W" and is used for filling out documents electronically. You may also save or print to your personal computer/printer with this file.

Using the Search Tools

The Search Tools on our Upgraded Site are much friendlier. Using the Search tools provided, you can now search the entire repository in your searches by Name, Document #, or Document content like Keywords or phrases. You can also search for the newest documents. When using the search feature, do not use the "enter" key, click on the "Search" button.

To view an adobe pdf or Word document full page in their own window, please use the following instructions:

For Microsoft Word documents:

1. Open the **My Computer** icon on the desktop

2. From the menu bar at the top, click **Tools** and then click **Folder Options**

3. Select the **File Types** tab at the top

4. Under Registered File Types, use the scroll bar to locate the **DOC Microsoft Word Document** file type entry in the list (the extensions are in alphabetical order)

5. Click once on the **DOC Microsoft Word Document** file type entry to highlight it

6. Click on the **Advanced** button in the lower right corner of the window

7. **Uncheck** the last box in the lower part of the window that says **Browse in same window**

8. Click **Ok** and then **Close**

For Adobe Acrobat PDF documents:

1. Open **Adobe Acrobat Reader**

2. From the menu bar at the top, click **Edit** and then click **Preferences**

3. Highlight **Internet** from the list along the left side of the window

4. Under Web Browser Options, **uncheck** the first box that says **Display PDF in browser**

5. Click **Ok** and close Acrobat Reader

If you have any problems locating a document, please contact Suzanne Merdian (smerdian@state.pa.us)at 717-772-4758.