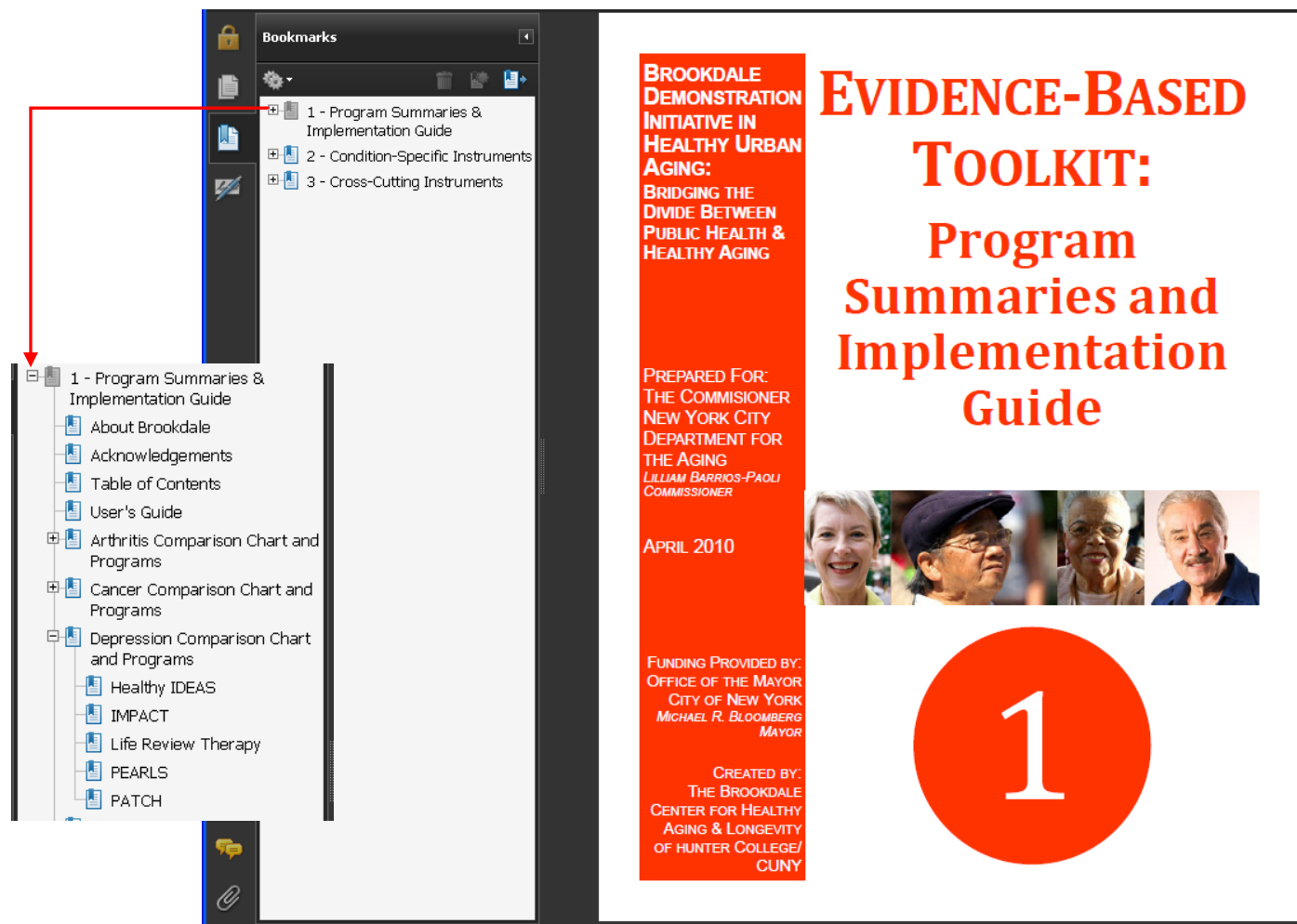





Evidence-Based Toolkit Instructions

Navigating the PDF Documents

The *Toolkit* has been designed to be easily navigated, with several options available to move through the document:

- The easiest method to navigate the *Toolkit* is to use the Bookmarks function. By default, each document will open and show the bookmarks which list each section, sub-section and document. Clicking the “+” next to a bookmark will allow you to see the sub-sections. Clicking the “-” will close the sub-sections (see below). Clicking any bookmark will take you to the selected page.



- If the Bookmarks fail to appear, or if you close the Bookmarks, you can re-open them in the following ways:
 - Under **View** (on the menu at the top of the screen), select **Navigation Panels** → **Bookmarks**;
 - OR
 - Click the **Bookmarks Icon** at the left of the screen → 
- Many items in the document have associated links that will move you through the document. For instance, the Table of Contents for each section has been created so that clicking a program or document name will open the selected item. As you move through the document the cursor will change from its default shape  to a pointing finger . This indicates a link that, when clicked, will move you to the selected location. For example, clicking on any item in the Table of Contents will advance the document to that section/page. Icons located throughout the document labeled **ToC** or **Back** will take the user back to the appropriate Table of Contents (ToC) or to the location the user came from, respectively;
- Scrolling – users may simply scroll up and down through the document using their wheel-mouse, TAB key or navigation bar at the right of the screen;

Finding an Evidence-Based Intervention

Now that you can move through the enclosed documents it's time to locate a program for your site. Each of the Toolkit components is color coded, corresponding to the icons on the menu.



Click on this icon if you want to look for an intervention for a specific condition. This will open a document containing the entire *Toolkit*:

1. Go to the specific condition you are interested in. Arthritis will be used for purposes of this example.
2. Select *Comparison Chart of Evidence-Based Arthritis Interventions* from the table of contents.
3. After looking at the various interventions, the Arthritis Foundation Exercise Program (AFEP) program meets my needs.
4. By clicking on the AFEP Bookmark on the left of the screen, or clicking the program name in the comparison chart, I am redirected to the AFEP program summary.
5. Click on the link associated with **IMPLEMENTATION** (page 2 of each program summary) to read more about implementing the AFEP. Click **Back** to return to the program summary section or **ToC** to return to the table of contents.
6. Click on the website information or e-mail address of the contact person to open the AFEP website or send e-mail, respectively.

Once the program is selected you may want to look at program specific instruments that can be used.



7. To see what instruments are available for AFEP you can go to the **2- Condition-Specific Instruments** bookmark.

8. Go to the Arthritis Instrument Guide to find instruments associated with AFEP. Any instrument that has an * **and is bold** will be found in the **3-Cross-Cutting Instruments Guide** (see below). Clicking on any of the instruments will take you to that page.



9. Go to the **3-Cross-Cutting Instruments Guide** to see an instrument that is used in interventions for multiple conditions.

If you just want to see instruments for a particular condition, or for a program you are already using at your site, begin your search at Step 7.