



## USDA/FD Programs Website: Navigation Tips for NSLP Commodity Fact Sheets

([www.fns.usda.gov/fdd/schfacts/](http://www.fns.usda.gov/fdd/schfacts/))

Here you will find navigation tips for locating and viewing the newly formatted and updated commodity fact sheets for Schools and Institutions. You will have the option of viewing and printing either all or individual fact sheets for each food category, i.e., Grains/Breads, Meat/Meat Alternates, Other Foods, and Vegetables/Fruits.



**The Fact Sheet Files:** The files are provided in four different options so you can choose how you want to display and print the fact sheets. All of the files are grouped by food category. See options below:

1. All Fact Sheets Alphabetically – All of the fact sheets for each food category in one Adobe .PDF file arranged alphabetically by commodity title.
2. All Fact Sheets Numerically – All of the fact sheets for each food category in one Adobe .PDF file arranged numerically by commodity code.
3. Single Fact Sheets Alphabetically – Individual printable fact sheets arranged alphabetically by commodity title. The fact sheets are grouped by food category and listed on a corresponding table of contents where you can view and print a fact sheet directly from that table of contents.
4. Single Fact Sheets Numerically – Individual printable fact sheets arranged numerically by commodity title. The fact sheets are grouped by food category and listed on a corresponding table of contents where you can view and print a fact sheet directly from that table of contents.



**Saving the Fact Sheets:** Any or all of the four fact sheet files can be saved to your computer by using the File / Save As button in your Adobe Reader. Also, if the Adobe software freezes at anytime, click on the Refresh button on the top tool bar.



**Locating a fact sheet.** The fact sheets have been arranged in the files listed above to allow maximum flexibility in their use and printing. You will have the option of viewing the fact sheets for each option either alphabetically by commodity title or numerically by commodity code.

**Bookmarks:** When you open the “All Fact Sheets” file in the Adobe Reader, look for the Bookmarks tab on the left side. By clicking on the Bookmarks tab, you will notice that the fact sheets are indexed either alphabetically or numerically to allow you to quickly find a specific fact sheet in the file. The Bookmarks tab is similar to a table of contents and will list all of the fact sheets in that file. Clicking on the appropriate Bookmark will take you directly to the specific page in the file containing that fact sheet.



**Alternative Fact Sheet Searching Tools:** To quickly find a specific fact sheet containing a specific commodity title, code, or ingredient, you can use the Adobe Search Engine. By clicking on the binocular button located in the top tool bar, you will be able to search for a key word or phrase in the file (e.g., Chicken Patties). Or you can scroll through the file page-by-page by clicking on the page identifier which appears at the bottom of each Adobe window (see the “Previous Page” arrow or and the “Next Page” arrow).



**Printing the fact sheets:** The “All Fact Sheets” choices will allow you to print the entire set of fact sheets for each food category. Or you can print an individual fact sheet only by using the “Adobe File/Print” option to specify the page numbers for that fact sheet in the “Print Range” dialog box. On the other hand, the “Single Fact Sheets” files will allow you to print individual fact sheets only by clicking on a specific fact sheet listed on the appropriate table of contents.