

NavAids – Frequently Asked Questions

An alternative to the “Search Guide” function, NavAids is designed to assist in the navigation of the online AME Guide. By providing users with the direct web link to all pertinent pages of every Administrative and Medical condition covered in the Guide, NavAids provides an efficient way for users to find specific information in the AME Guide.

1. How do I **use** NavAids?

NavAids can be downloaded directly to your desktop from the online AME Guide website for easy access at all times. If NavAids will not open on your computer, you may need to download Adobe PDF Reader software. Click [here](#) to get the free software from the Adobe website.

2. How is NavAids **organized**?

NavAids will open automatically with two main panels, bookmarks in outline format on the left navigation bar and the full page view on the right. The hyperlinks in both panels go directly to all information pertinent to the condition in question. The page view can be searched using the “Find” box or the “Edit-Search” function. The bookmarks panel (on the left side of the page view) provides an alternative way to navigate the guide that may be easier for medical users – just click through and expand the outline as needed to find the information you are looking for.

NavAids is organized into two broad headings: Administrative Conditions and Medical Conditions. Conditions are organized alphabetically by organ system, but also include headings for some frequently searched conditions (AASI Conditions, AIDS, Cancers, Diabetes, and HIV). There are also categories for useful pages such as the BMI Calculator and Medications. Clicking on these headings instead of the expandable will move the PDF document on the right to the corresponding heading. Many conditions are listed multiple times if they pertain to different categories (ex: Bladder Cancer is listed under AASI Conditions, Cancers, and GU Conditions).

3. What is the **best way to search** using NavAids?

We recommend searching by organ system primarily using the expandable/collapsible bookmarks menu on the left side of the document. Using the and boxes, search for a condition within the appropriate heading. Note that there may be sub-categories within the main headings, and any heading to the right of a will expand further. Clicking on links under specific conditions will open the online AME Guide to the specified page in a new window. There are a number of conditions that have only one pertinent web page. For those conditions, the category in the parentheses denotes which page that is, and this heading can be clicked to open that web page.

When using the document to the right, we recommend using the “find” function in the toolbar (also located under Edit → Find) to type keywords for a quick search. This search function may prove more manageable for non-medical users. Clicking on any link in the document will open the online AME Guide to the specified page in a new window.

4. What is the best way for a **non-medical user** to search NavAids?

For non-medical users, it may be more manageable to use the document to the right instead

of the bookmarks panel. It is recommended to use the “find” function in the toolbar (also located under Edit → Find) to type keywords for a search. Clicking on any link in the document will open the online AME Guide to the specified page in a new window.

5. Is it possible to access **NavAids on other devices?**

Currently, NavAids is only available as a PDF file, but downloading the file directly to a Smartphone will allow you to use it on the go. The main thing to remember when using NavAids on a Smartphone or tablet is that the PDF viewer used is critical. We have found that not all viewers will allow full access to the features of the file (see chart below).

If you are having trouble opening the PDF on your device, try e-mailing it to yourself and opening the e-mail with your device. Often, there is an option in mail clients to open a file with a program that reads PDF files.

6. NavAids **loads only the first page** on my device.

The PDF is most likely in “page turn” view. You should be able to view all of the pages by swiping right-to-left as opposed to down-to-up. If this is not successful, you may want to try a different PDF viewer (see chart below).

PDF Viewer Applications (for electronic devices/Smartphones)

This chart outlines the accessibility of NavAids features/functions on different PDF viewer applications. Hyperlink access refers to whether or not the application will allow you to scroll through the PDF and open links to the online AME Guide. Bookmarks access refers to whether or not the application will allow you to successfully access the bookmarks menu and access the links from there. Note that this is not a complete list of viewers, only of those viewers tried and found to be fully or partially operational with NavAids. This is not meant as an endorsement of any of the following applications. Paid applications typically include more features. The Adobe Reader application does not support hyperlinks within a PDF or linked bookmarks for Apple or Android products. ThinkFree Mobile supports hyperlinks within a PDF as well as linked bookmarks for Apple and Android products.

PDF Viewer Application (Device Used)	Hyperlinks Supported?	Bookmark Navigation Pane?
Adobe Reader (Android/Apple)	No	No
ThinkFree Mobile (Android/Apple)	Yes	Yes
iBooks (Apple)	Yes	No
PDF Expert (iPad)	Yes	Yes