Overview of the "Bookmarked MAP Guide"
and
Features list and Users Guide

The Bookmarked MAP Guide is a more user-friendly and more easily navigated version of the November 2011 edition of FHA's Multifamily Accelerated Processing (MAP) Guide

The Bookmarked MAP Guide Contains No New or Updated Content and/or Guidance

The Bookmarked MAP Guide, November 2011 version, r 1.1 is a reformat of the November 2011 Guide. No content changes have been made. Revisions to content will be announced and published in a revised MAP Guide.
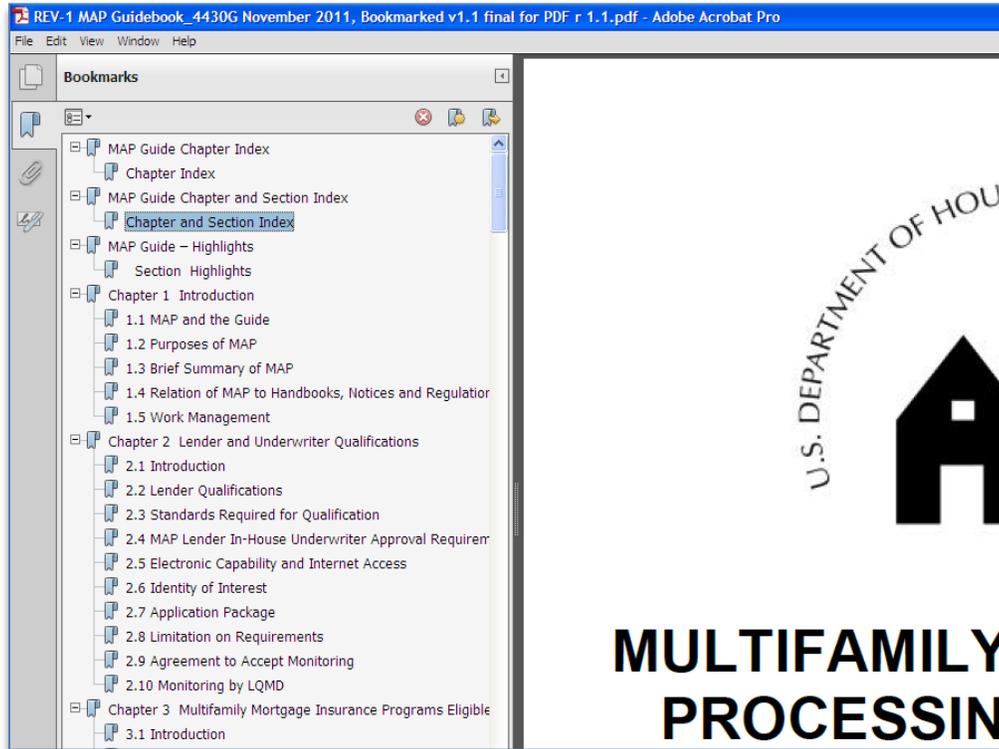
The Appendices have been incorporated into the Bookmarked MAP Guide.

Because of the addition of useful information in the header and footer of the document, the Bookmarked MAP Guide's pagination will differ from the pagination of the currently posted November 2011 Guide PDF document. (See *Enhanced header and footer information* below.)
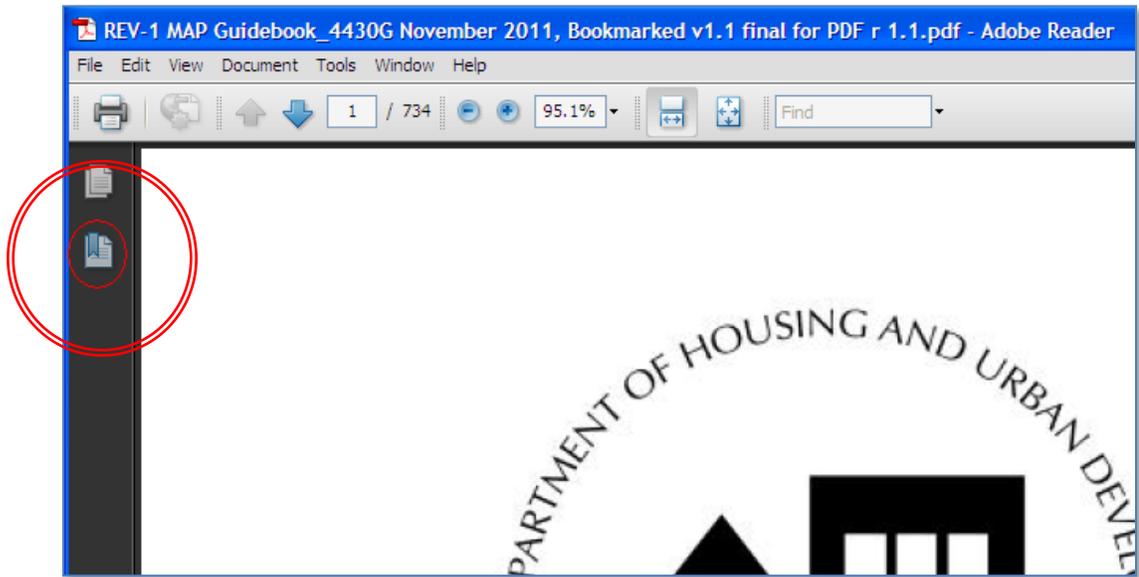
The Features of the Bookmarked MAP Guide

- Bookmarks: The Bookmarked MAP Guide contains approximately 320 bookmarks which will appear as a two-tiered menu in most PDF reader software. Abode Reader 9, which is standard in all HUD PCs, will display the Bookmarks menu. These bookmarks contain direct links to each MAP Guide Chapter and Chapter Section, as well as to each Appendix and Appendix Section. Clicking on these links will take the user to the start page of the chosen Chapter, Section or Appendix.
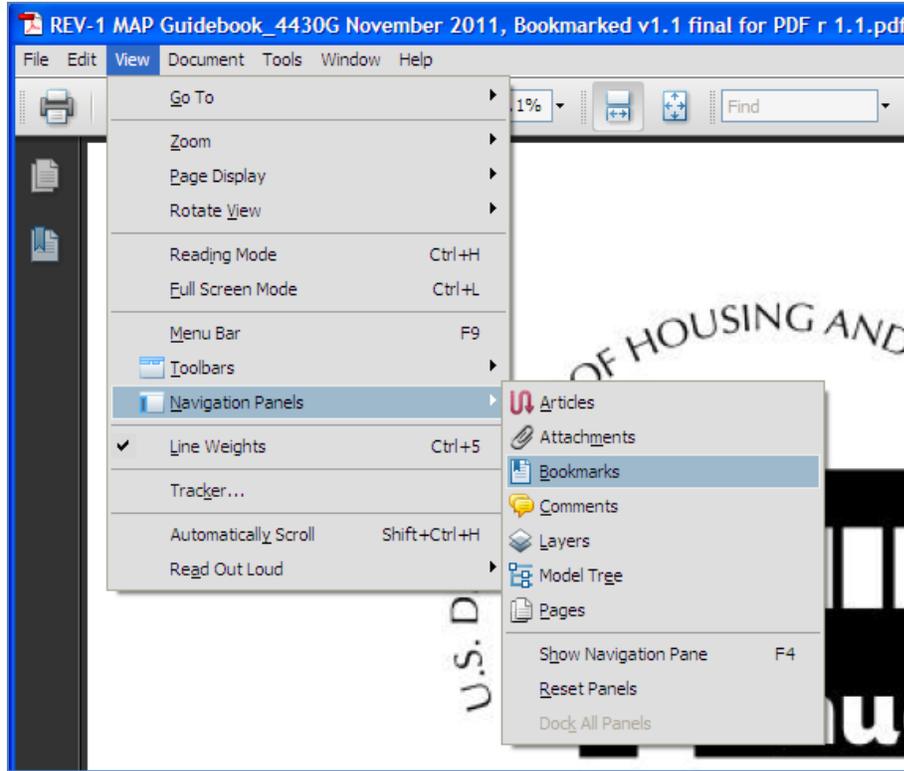
The Bookmark menu:

Accessing the Bookmark menu in a PDF Reader. The bookmarks display command button is usually shown when the document opens. (See the encircled icon below.)
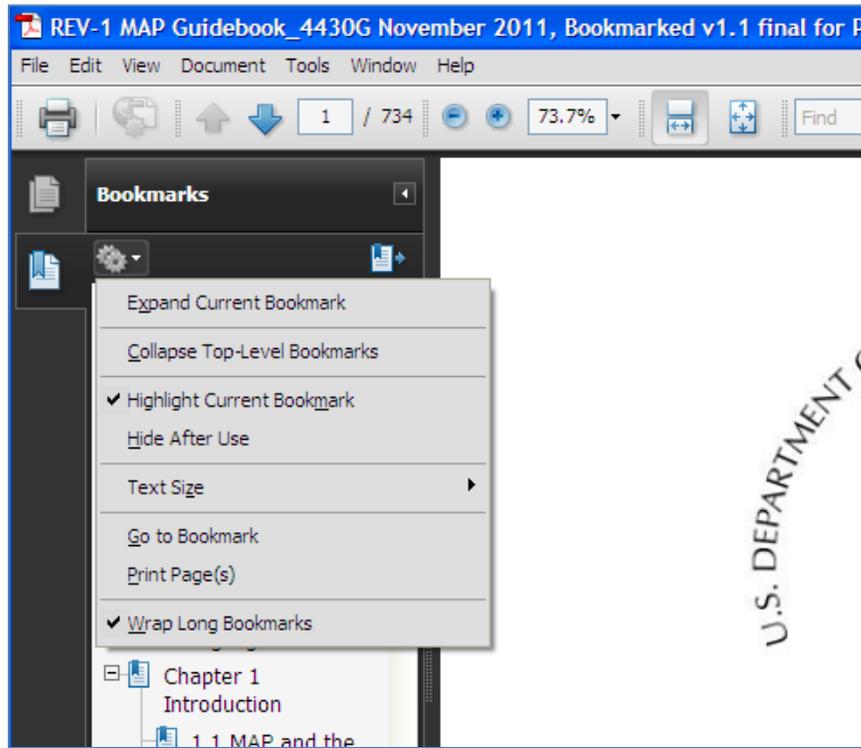
Display Bookmarks button:

If the Bookmarks display command button does not appear, and to access the bookmarks command menu, click on View>Navigation Panels>Bookmarks as shown:

Display the Navigation Panel>Bookmarks command:

From the resulting display it is possible to click on the Bookmarks Settings tool (the object that looks like a gear) to change the way the bookmarks are displayed – for example, a user can collapse the Section bookmarks to display only the Chapter bookmarks by clicking on "Collapse Top-Level Bookmarks," and display or truncate longer bookmarks by clicking on or off the command "Wrap long Bookmarks."

Altering the settings to Collapse Top-Level Bookmarks or Wrap Long Bookmarks:

- Tables of Contents: The Bookmarked MAP Guide includes two tables of contents which appear at the beginning of the document. These tables of content – one listing only Chapters and Appendixes (called the "Chapter Index") and one including all Chapter and Appendix Sections (called the "Section Index") - provide direct clickable links to the chosen Chapter, Section or Appendix when working within the document.

The Chapter and Section Index:

- Enhanced header and footer information: Each page header now includes the Chapter number and name, the Section number and name, or the corresponding Appendix information, the page number of the Chapter and the total pages in the Chapter, and the page number of the entire document.

Header:

Chapter 1
Introduction

1.1   MAP and the Guide
Chapter page 1 of 6
Go to Chapter Index / Section Index   Document page 31

Each page footer includes a reference to the version of the MAP Guide (in this case the version is the November 2011 version), and the release number of the PDF document (in this case, the release is 1.1) and the page number of the entire document.

Footer:

- Header and footer links to the Chapter and Section Indexes: In each header and footer are links to the document's Chapter Index and the Section Index. Clicking on these links enables users to return quickly to the chosen index. Once there, the user can re-navigate to a chosen Chapter, Section or Appendix.

Header and footer hyperlinks to the Indexes:

The Originally Posted PDF will Continue to be Posted along with the Bookmarked MAP Guide

Though we are making the Bookmarked version available immediately on the HUD Clips site, we expect to continue to post there the originally posted PDF of the November 2011 version of the Guide for at least the next 3 months. This continued posting will allow those who might have a need for this document to have easy access to it. After that time the originally posted PDF will be available from our archives.

Your comments and feedback are welcome

We welcome your comments about this document and your suggestions as to how to improve our delivery of services to our various constituents. Please send comments to Dan Sullivan, Acting Director of Housing Development.