

## USER INSTRUCTIONS

### ON LINE POLICY SEARCH DRIVE

This Guide is designed to give new users three elements: an overview of the search browser, steps for performing key tasks, and additional information that can be useful in providing information to NMSBA Policy Services regarding policy changes.

The z2 browser is an HTML based search tool. Before you can effectively use information, you must be able to find it. This tool helps you to find critical information in a variety of ways. The most effective way is by performing a search. Since every word in the District policy manual is indexed, you can search for one word or a combination of words. You can use Boolean operators and other advanced searching techniques to quickly find instant answers.

A district can reach the on line manual by going to [www.nmsba.org](http://www.nmsba.org) clicking on Policy Services then on Go to Policy Portal. At the Portal, select your district from the drop down menu. You will arrive at the z2 browser which has the NMSBA symbol in the top left along with several buttons across the top and two panels below that. The left panel contains the folders District, New Mexico Education Law and USC.

#### **Expanding the folders**

The folders include the District, selected New Mexico Education Law and USC. One way of accessing information is by using the table of contents of each folder. There are contents for both the Manuals and the Education Code. The table of contents allows you to get a holistic view of the contents. You can expand or collapse the headings as necessary to see as much or as little of the contents as you wish. Once you see the topic or heading you want, just click to go to it.

- Step 1 You may expand each folder by placing your mouse pointer and clicking on the named folder to the left side panel.
- Step 2 By expanding the folders you will find sections which can be expanded in the same way. The sections are key headings for finding policy or law.
- Step 3 By expanding the sections you will find a listing of the policies for each section.
  - By selecting a section you feel the policy you are seeking may be in, you can review all policy titles in that section. You can also review all titles of all policies by expanding all sections.

### **Using the word search capability**

In the top panel there are grey “(“ ”) brackets. This is the location in which words or phrases you wish to search for can be typed.

- Step 1 Type the word or phrase you wish to find in the folders.
- Step 2 Once you have typed the word or phrase click ENTER on your keyboard.
- Step 3 Next, look in the right lower panel for the results. The results will be listed by the folder (collection) in which it is found. Most likely you will be looking for a policy so look at the hits that are listed by the named policy manual.
  - Each hit can be selected by placing your mouse pointer on the words, code or title of the policy.
  - To clear the search and search again, place your cursor over the x to the right in the brackets and click.
  - To move around within the searched folder use the buttons such as prev hit doc and next hit doc etc..

### **Using the advanced search located below the buttons**

You may also use the Advanced Search button in the middle right of your screen. It is similar to your usual browser

- Step 1 Choose the "Advanced Search" button on line in the middle of the browser.
  - A variety of search methods will be available.
- Step 2 Choose a Search type.
  - Type in your search information and using your keyboard click Enter.
  - If you are not familiar with these search methods from use of web browsers then use the brackets in the top pane.
  - Each hit can be selected by placing your mouse pointer on the words, code or title of the policy.
  - To clear the search and search again, place your cursor over the x to the right in the brackets and click.
  - To move around within the searched folder use the buttons such as prev hit doc and next hit doc etc..
- Step 3 Searches may be saved
  - While the browser is open the searches may be saved and reused.

## **Printing**

The browser itself supports printing using the print button. It will print the selected material being shown in the right panel.

## **Word processing**

Use a word processing program by placing the material into a word processing program.

- Step 1 Mark and bound (highlight) the text to be transferred.
- Step 2 Open a word processing program to a blank page.
- Step 3 Copy the highlighted text in the browser using the edit > copy button or ctrl > C on the keyboard.
- Step 4 Place your cursor in the word processing blank page..
- Step 5 Copy the text into the word processing program using the edit > paste button or ctrl >V on the keyboard.
- Step 6 Print or modify from the word processing program.

## **Additional Information**

### **Making changes to policies to submit to Policy Services**

Using the word processing directions will provide a word document that can be changed by striking through text to be omitted and underlining inserted text. The saved document can be sent by email with an adoption date to NMSBA policy services for processing once adopted by the Board. Please enclose the date of adoption with the modified policy.

Send all adopted policies to [nmsbapolicy@cox.net](mailto:nmsbapolicy@cox.net) to the attention of Donn Williams. Policy Services will format and title the document, sending a hard copy to the district for insertion in the manual. Policy Services will also place the text in the district's on line manual.