

PREVENTION SERVICES STANDARDS AND INDICATORS: QUICK ACCESS USER GUIDE

The *ACS Prevention Services Standards and Indicators* are available in a folder on Google Drive, a cloud-based file storage system. This user guide provides instructions for accessing and navigating the folder. A Gmail account is NOT required to access Google Drive.

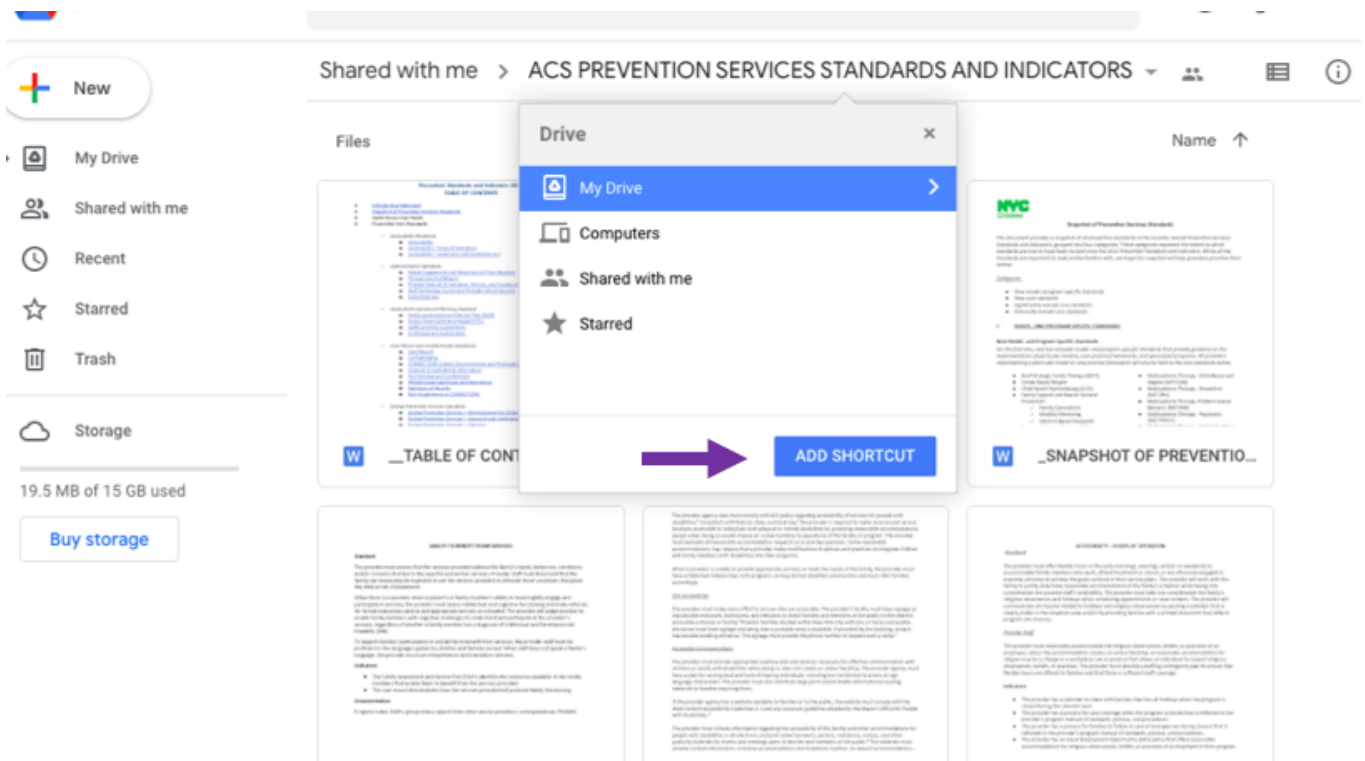
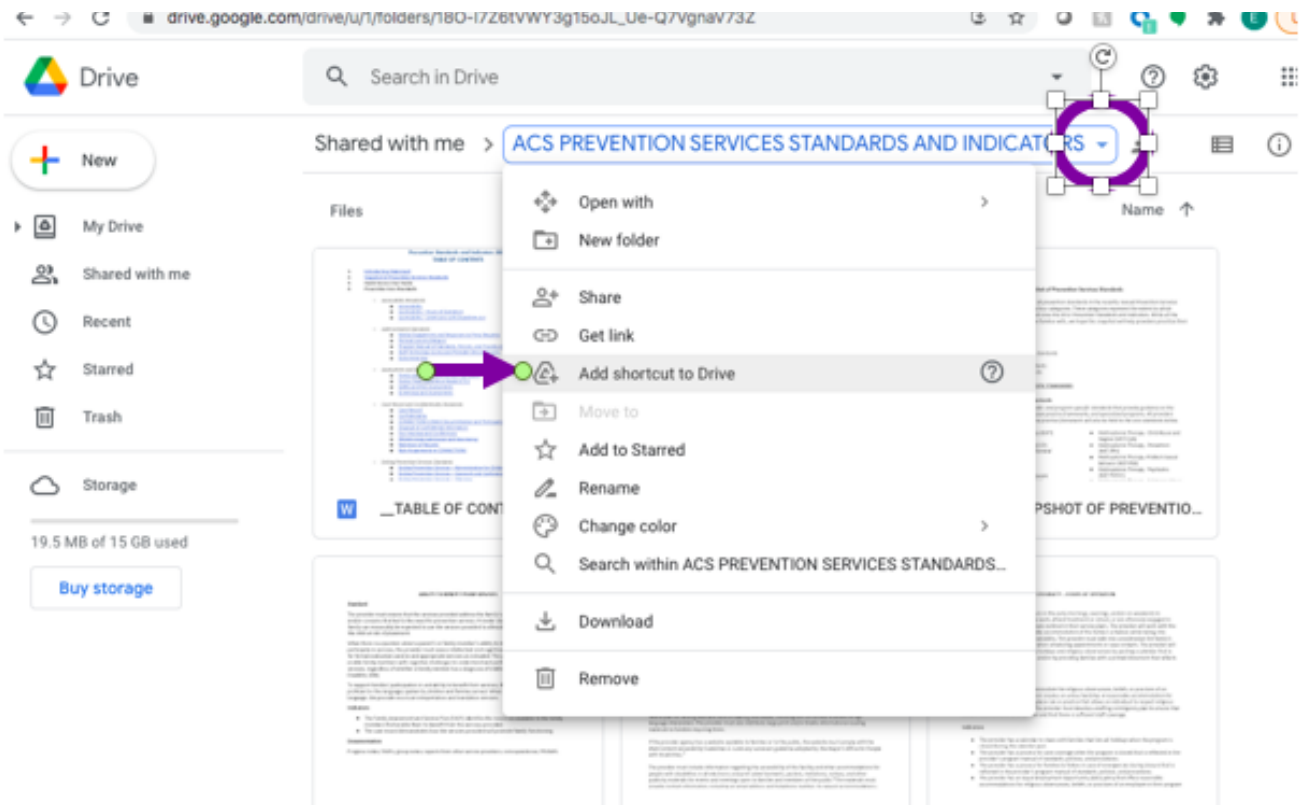
ACS Prevention Services Standards and Indicators Google Folder:
https://drive.google.com/drive/u/1/folders/18O-I7Z6tVWY3g15oJL_Ue-Q7VgnaV73Z

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ACCESSING, BOOKMARKING, & SAVING THE GOOGLE FOLDER

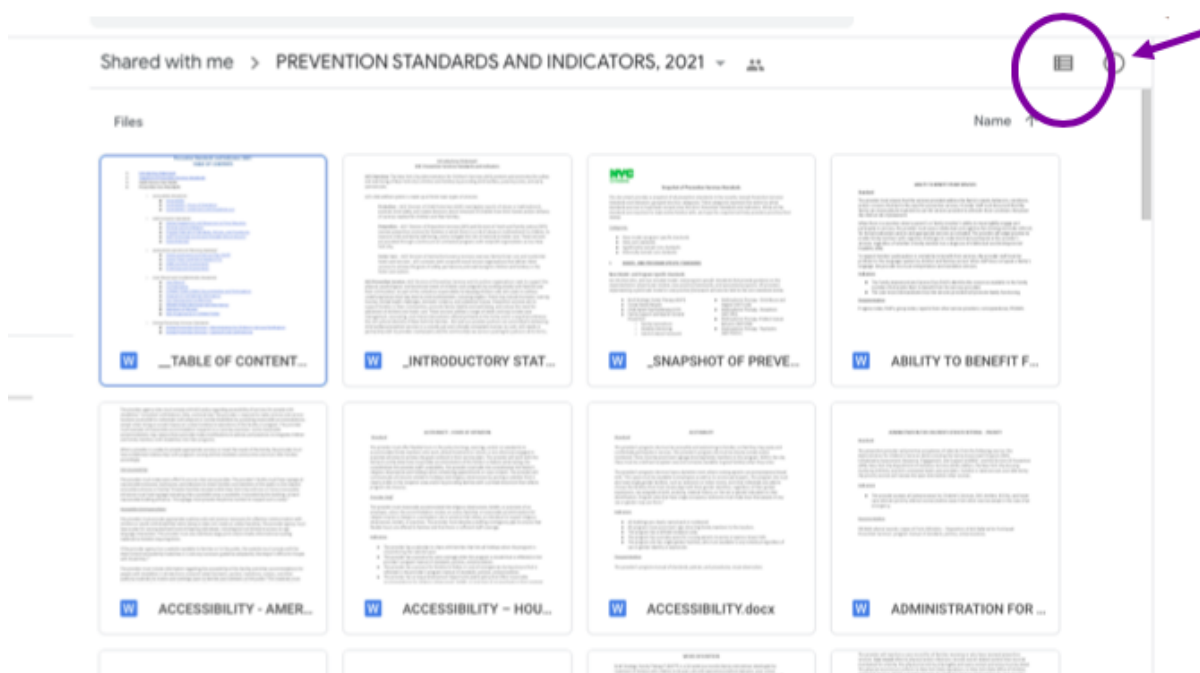
- > To **access** the google folder, click on the [*ACS Prevention Services Standards and Indicators*](https://drive.google.com/drive/u/1/folders/18O-I7Z6tVWY3g15oJL_Ue-Q7VgnaV73Z) link from any web browser (Chrome, Safari, and Firefox work the best)
- > For easy future access to the folder, we strongly recommend you **bookmark** the site in your web browser
 - o In browser tool bar, click “Bookmark” and hit either “Bookmark this tab/page” or “Add bookmark” (exact language will vary based on your web browser)
- > If you have a Google account, you can **save** the *Prevention Standards and Indicators* folder to your Google Drive.
 - o Click drop down arrow next to folder title (*ACS Prevention Services Standards and Indicators*)
 - o Select “Add Shortcut to Drive”
 - o Selection “Add Shortcut”



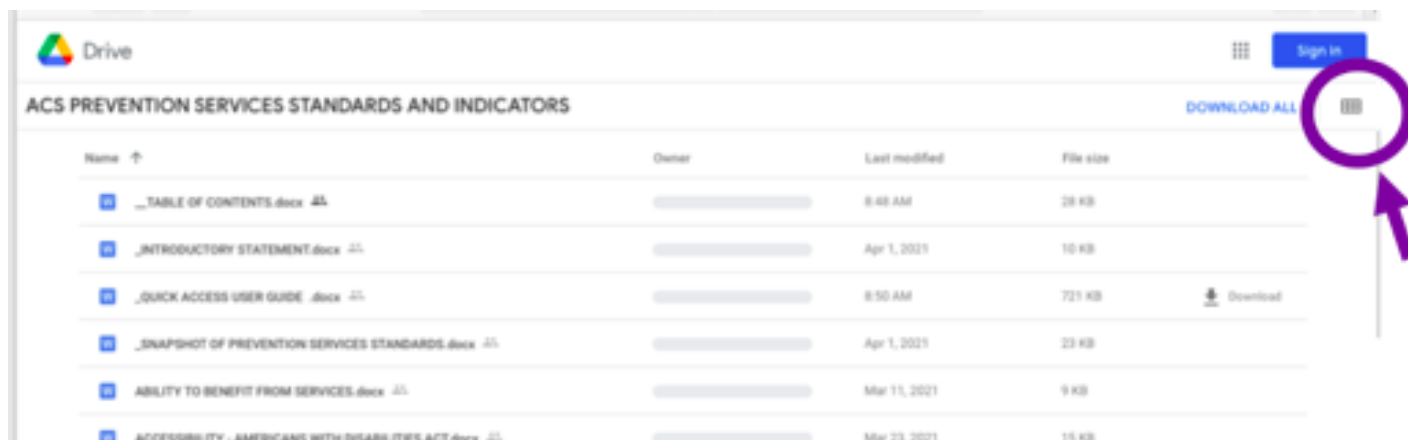
SELECTING YOUR VIEW

- > You can change between a “List View” and a “Grid View” by clicking the icon at the upper right of the screen.

GRID VIEW



LIST VIEW



OPENING A STANDARD IN THE FOLDER

- > To **navigate** to and **read** a particular Standard, you have two options:
 - (1) Open the [Table of Contents](#) and click on the standard you want to open
 - (2) In the google folder, navigate directly to the standard you want to open and click on it

Note: *If you do not have a google account, the documents may appear in preview mode (rather than in google docs). All documents in the folder are read only and can't be edited.*

PRINTING & DOWNLOADING

- > To **print** or **download** a document, click the corresponding icon at the top right of the preview screen.

Note: *We do not recommend downloading the standards, as any future updates will be made in the google folder, and referring to downloaded documents may cause version control issues. All future updates will be announced to providers.*

