







Tips for using the LSUA SACS Website

Recommendations	
Operating System	Windows 2000 or better
Web Browser	Internet Explorer 5 or better Netscape 7.1
Adobe Reader	Version 6.0
Display Settings	800x600 or higher

Quick View	
 Print this page	Prints the current page.
	Link to view the document
	Link to view protected documents
	Link to view multiple documents
	Link to view external documents
	Link to FILE NOT FOUND
[1]	Link to the Documentation list at the foot of the document

Items on Accompanying CD
<ul style="list-style-type: none"> ▪ Documents <ul style="list-style-type: none"> ○ Annual Survey of Faculty (2.4mb) ○ Annual Survey of Staff (2.0mb) ○ Annual Survey of Students (643kb) ○ Campus Master Plan 2003 (16.6mb) ○ Fact Book 2003 (631kb) ○ Faculty Handbook (2.6mb) ○ LSU System By-Laws (233kb) ○ LSUA Annual Assessment 2002-2003 (341kb) ○ LSUA Catalog 2003-2004 (940kb) ○ Organizational Chart (21kb) ○ Strategic Plan 2002 – 2004 (194kb) ○ Student Handbook 2003 – 2004 (1.9mb) ▪ Programs <ul style="list-style-type: none"> ○ Internet Explorer 6 (Shortcut to website) ○ Netscape 7 (Shortcut to website) ○ Adobe Reader 6

How to...

- **Download a recommended web browser**
 - Option 1 (From the web)
 - Internet Explorer v6.0
 1. Open your current web browser
 2. Type the following address in the address bar:
http://www.microsoft.com/windows/ie/downloads/ie6/default.asp
 3. Select your language on the right-side and click “go”
 4. Follow the rest of their steps to complete installation
 - Netscape 7.1
 1. Open your current web browser
 2. Type the following address in the address bar:
http://channels.netscape.com/ns/browsers/download.jsp
 3. Click the “Download Now” icon
 4. Follow the rest of their steps to complete installation
 - Option 2 (From LSUA SACS Website)
 - Internet Explorer v6.0
 1. Scroll down to the bottom of the page after you have clicked into the site
 2. Click “Recommended Web Browsers”
 3. Click “Internet Explorer 6”
 4. Select your language on the right-side and click “go”
 5. Follow the rest of their steps to complete installation

How to...(continued)

- **Download a recommended web browser**
 - Option 2 (From LSU SACS Website)
 - Netscape 7.1
 1. Scroll down to the bottom of the page after you have clicked into the site
 2. Click "Recommended Web Browsers"
 3. Click "Netscape 7"
 4. Click the "Download Now" icon
 5. Follow the rest of their steps to complete installation

- **Download Adobe Reader**
 - Option 1 (From the web)
 1. Open your current web browser
 2. Type the following address in the address bar:
<http://www.adobe.com/products/acrobat/readstep2.html>
 3. Select your language, platform (operating system), and connection speed
 4. Uncheck "Also download free Photoshop Album 2.0..."
 5. Click "Download"

 - Option 2 (From LSU SACS Website)
 1. Scroll down to the bottom of the page after you have clicked into the site
 2. Click "Download Adobe Reader 6.0"
 3. Select your language, platform (operating system), and connection speed
 4. Uncheck "Also download free Photoshop Album 2.0..."
 5. Click "Download"

- **Change your display settings**
 1. Right-click your desktop
 2. Select "Properties"
 3. Click the "Settings" Tab
 4. Select the appropriate display setting

- **Increase/Decrease the font size on the website**
 - Internet Explorer 6
 1. Click "View" in the file menu
 2. Click "Text Size"
 3. Click on the next size up or down to increase or decrease the font size on the website

 - Netscape 7.1
 1. Click "View" in the file menu
 2. Click "Text Zoom"
 3. Click on the next size up or down to increase or decrease the font size on the website

How to...(continued)

▪ Use the Search Feature

1. Type in the item you would like to search for in the textbox below the primary navigation labeled “Search”.
2. Click “GO” once you have typed in your search. *Important: You must click “GO” and not just hit the “Enter” key.*
3. The page will refresh and you will see a list of compliance statements beneath the search textbox.
4. Click on one of the links and it will take you to the page with the text you searched for highlighted throughout the narrative. However, the highlight is case sensitive, but the search is not. So, if the search returns a link to a compliance statement that does not have a highlight, that means your search term is on that page, but does not appear exactly as you typed it.

▪ Enter the Secure Section of the Website


- When prompted with a login screen, you know you are entering a secured section of the site and you will need to enter your login and password (the password is case-sensitive). Once you are logged in, you will not need to re-login multiple times, unless your session expires. There are multiple ways for your session to timeout or expire (i.e., closing all your browser windows or leaving the website for a long period of time).

Navigating the SACS website

▪ General Navigation Tips

- When the page (<http://sacs.lsua.edu>) loads, you will see a “splash” screen that will either redirect you or you may click the image in the middle to get to the main section of the site.
- The navigation on the left-hand side is set up to shrink as you *break it down because it’s easier to read than larger wrapped text. If you would prefer a larger or smaller font, see “Increase/Decrease the font size on the website” under the “How to...” section of this document.



** Break it down – the links are set up in a hierarchical format. For example, if you wanted to go to Core Requirement 2.7.1, then you would click Compliance → 2.0 Core Requirements → Core Requirement 2.7 and then you would click Core Requirement 2.7.1 to get the narrative.*

- The compliance statements and narratives will be located on the right as you navigate the site. While navigating, you’ll notice some numbers (i.e. [1], [2], etc.) and glasses  throughout the narratives. Clicking on either of these brings you to supporting documentation. The numbers work much like footnotes in text and are a shortcut to the bottom of the narrative where the name of the document is located and serves as a link. The glasses are there for you to actually view the document without having to go all the way down the page. Both methods will return the same exact document, so there is no need to worry about not seeing all the materials. Also, you will notice that whenever you hover your cursor over the glasses and the numbers, you will see the title of the document as it is at the

Navigating the SACS website (continued)

bottom of the page.

Note: If you use the numbers to get to the bottom of the page, sometimes they might not take you to the exact footnote you clicked on, however, the footnote number you clicked on will be visible on the screen.

- At the bottom of every narrative, you will see the documentation for that narrative listed. Beside most documents, you will notice a number. This number is the file size of the document and will give you an idea of how big the document is and whether or not you should download it on a dial-up connection. *Note: On dial-up, we recommend not downloading anything over 3000kb.* Beneath each document name, you'll see  Back to top , which takes you to where that document is mentioned in the narrative.
 - When you click a document, it should take you to the exact location in the document that is referred to in the narrative. If it does not take you to the mentioned location, you might want to upgrade your browser. If you have a recommended browser (see “Recommendations” at the beginning of this document), then you will need to upgrade your Adobe Reader to 6.0 (see “Download Adobe Reader” in the “How to” section of this document).
 - Whenever you open a document, the documentation always opens in a new window. This is true for ALL links within the narrative with the exception of links to other compliance statements. When you finish reading a document, you just close the window and you are back to the compliance window.
 - The majority of links to actual websites are not “live” websites. They are static sites that were saved from the Internet. If you click on a “LSUA website” link within the narrative, you will receive the page referenced, but if you try to navigate on that page, you will receive a warning stating that the LSUA site is currently undergoing a re-design and the document you requested may not exist at that location anymore. On the warning page, you can choose to go to the “live” LSUA website, go back, or continue on to the requested document which may or may not be at that URL.
- **Considering your options**
- If you would prefer to read the statements on paper, you can either use the accompanying bound report, or you can click the  print this page icon and print the page without all the navigation and graphics that get in your way.
 - If you can't find something, you can use our “Search” feature located directly under the primary navigation (see “Using the Search Feature” in the “How to” section of this document).
 - If you want to see a document, but don't remember which compliance statement it was in, you can use the “Documentation” link. The “Documentation” link contains ALL the documents used on the LSUA SACS website except the credentials documents.