How to Use Property Services Design Standards and Guidelines

Introduction

The *University of Auckland's Property Services Design Standards and Guidelines* is available on the University's intranet and internet.
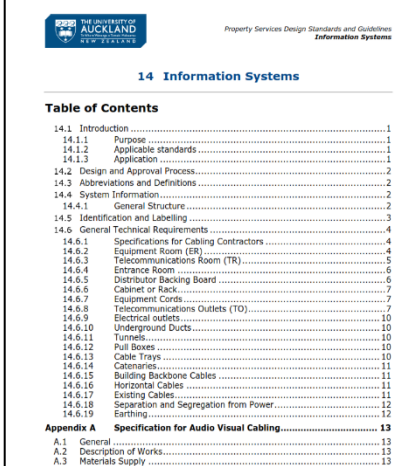
The document is split into sections. Each section is a pdf document which can either be printed or viewed online via a computer, tablet or phone.

Print

As a standard pdf document, you can either print the whole section, one particular page, or a range of pages.

Table of contents

Each section has a detailed table of contents at the front.
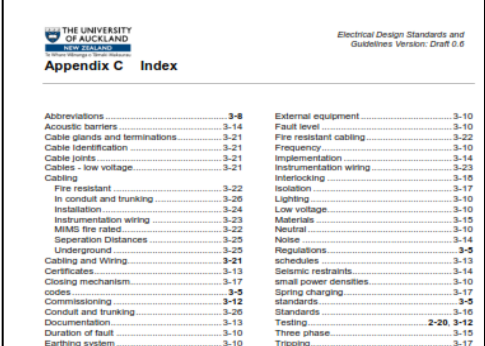
Lists of tables and figures

If you are looking for specific information and you know it was in a table or a figure, have a look at the lists of tables and figures directly below the table of contents.

Index

Each document has an index at the back so you can look up key words.

The bold entries are topic headings, so they'll have more information.

Online

Introduction

The pdf documents can be viewed on a computer, tablet or phone.

You can use the same tools to identify the page number and then scroll to the page:

- Table of contents
- Lists of tables and figures
- Index.

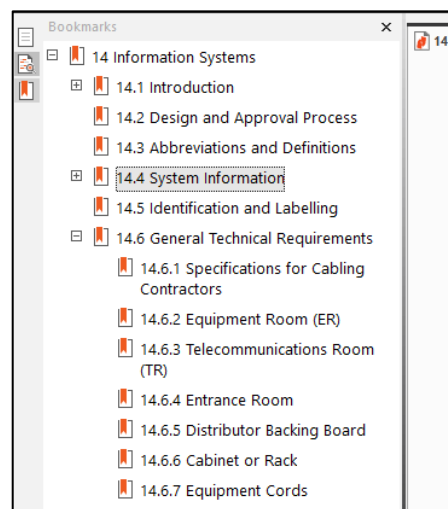There are a few extra tools you can also use online.

Bookmarks

Bookmarks in pdf documents are like a table of contents.

They are usually found in the top left hand corner of the document.

Depending on your device's software you can usually drill down a heading to see headings under it (click on the + or -).

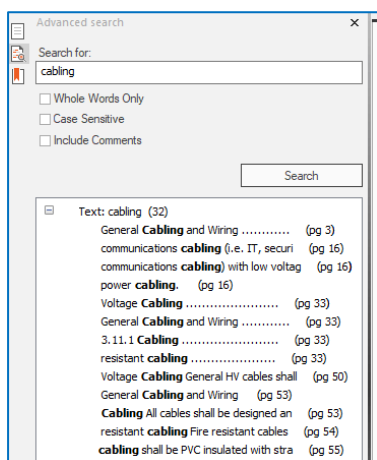You can also click on the heading to go to it in the document.

Searching

You can use your software's search function to find specific terms/words.

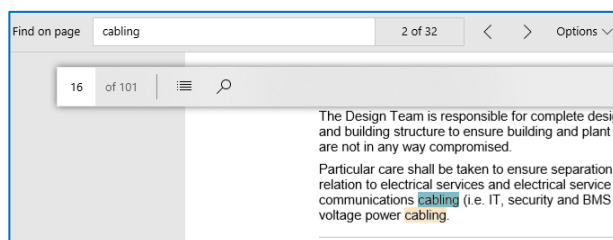Depending on your software, the search will either:

Display all occurrences of the word:	**Display only the first occurrence of the word:**
Browse through until you find the relevant entry.	Keep clicking on the magnifying glass until you find what you are looking for.
Click on the entry to go to the page.	