

## OCJP Administrative Manual Printing Notes:

The manual has been designed as an **online** tool. It is best used in that format. If you wish to print a copy then proceed with the following instructions.

**PLEASE NOTE:** Throughout the Administrative Manual there are embedded website links that will not be available in the printed version. You will have to locate the website link in the online manual, then copy the information from the website or copy the website address down in the printed manual. All information is the same in the printed version as in the online version, however, it will not be as "user friendly" as it was not designed with printing in mind. **EXAMPLE:** You will not be able to view the changes identified online by "red" font unless you use a color printer. This will require you viewing the manual online and highlighting the changes in your printed version.

**The manual is divided into two unique sections:**

### Section I - Generic Manual (Introduction – Chapter 22, and Generic Appendices)

The OCJP Administrative Manual generic sections and appendices contain the information consistent to all OCJP grants regardless of funding source. If you have decided to print a copy of the manual you will need this section.

### Section II - Fund Source Chapters

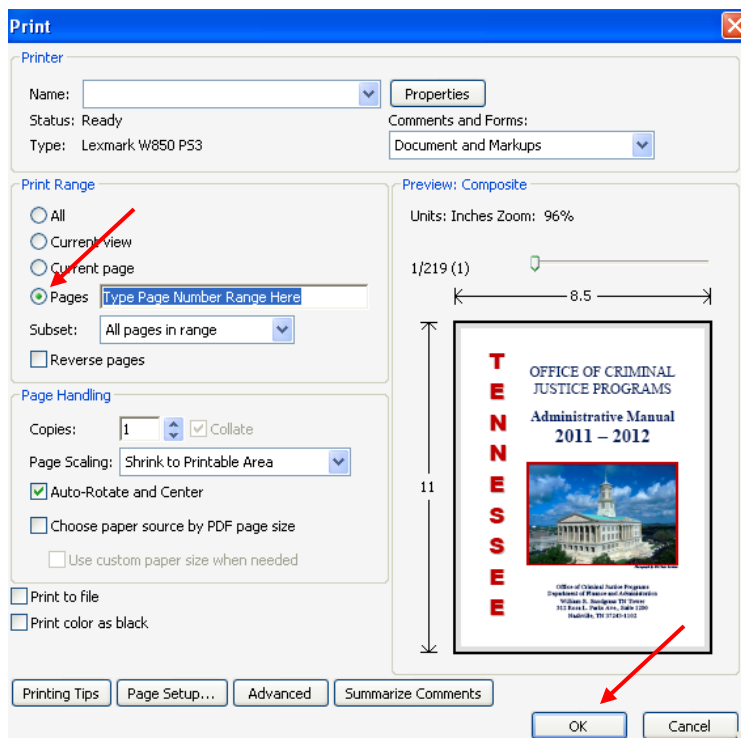
The OCJP Administrative Manual fund source chapters contain fund source specific information. Those chapters are divided by grant type: JAG, Coverdell, FVPSA, METH, NCHIP, RSAT, SASP, STOP, and VOCA funding. Each of these sections contains the information that is **SPECIFIC** and unique to the grants funded by that specific source.

### Directions to print a paper copy of the manual:

- 1) Go to <http://tennessee.gov/finance/rds/ocjp/manuals.html>
- 2) Click on the OCJP Administrative Manual **link**
- 3) The online PDF version of the Manual will open
- 4) Click on **File** in the toolbar at the top of your screen,  
Then click **Print**
- 5) In the Print box (graphic at right), choose the **Pages** button  
and **type in the page range** you want to print

To print Generic sections only ---- Pages 2 - 82  
JAG chapter only ----- Pages 83 - 94  
Coverdell chapter only --- Pages 95 - 102  
FVPSA chapter only ---- Pages 103 - 121  
METH chapter only ---- Pages 122 - 135  
NCHIP chapter only ---- Pages 136 - 143  
RSAT chapter only ---- Pages 144 - 157  
SASP chapter only ---- Pages 158 - 172  
STOP chapter only ---- Pages 173 - 193  
VOCA chapter only ---- Pages 194 - 219

- 6) After typing in the page range, choose **OK** to print



**If you need technical assistance in printing a copy of the administrative manual then please contact your OCJP Program Manager.**