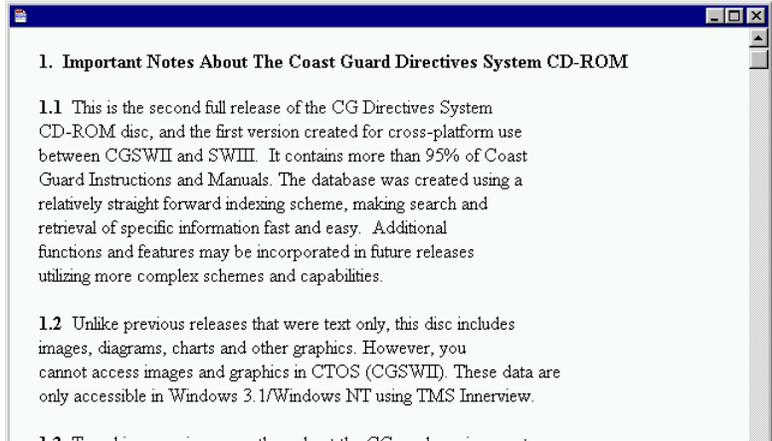


Accessing Coast Guard Publications and Directives

Viewing Publications

Use this job aid whenever you need to view a Coast Guard Publication on SWIII.

Step	Action
1.	From the Start menu, trace to Programs then trace USCG Program Apps and double click on Pubs & Directives .
2.	Enter your name and a password in the box that appears. You can use any password you like.
3.	<p>Click OK.</p> <p>When the CG Pubs & Directives program opens the following window will appear. <u>Do not close this window for any reason!</u></p>  <p>Closing this window causes the program to lock up. If the program locks up, see the job aid Using Task Manager.</p>
4.	From the Browse menu choose Table of Contents .
5.	Double click the type of publication or directive you are seeking. Example: Commandant Instruction Manuals
6.	Scroll through the list of publications and Double-click the publication you wish to view. Example: 5216.4B-Correspondence Manual
7.	Select the chapter you want to view and Double-click. (some publications may not have chapter numbers listed) Example: 3.
8.	The publication will be displayed. Use the scroll bar to navigate through the document. (Remember: Do not close the view window!)

