

QuickGuide to the *Encyclopedia* Text

This is the NASFAA *Encyclopedia's* QuickGuide to the text of the *Encyclopedia* on the Web. This QuickGuide contains the topics listed below. Each entry is linked: clicking on an entry will take you directly there.

[The purpose of NASFAA's text sections.](#)

[How NASFAA's text can be used under copyright restrictions.](#)

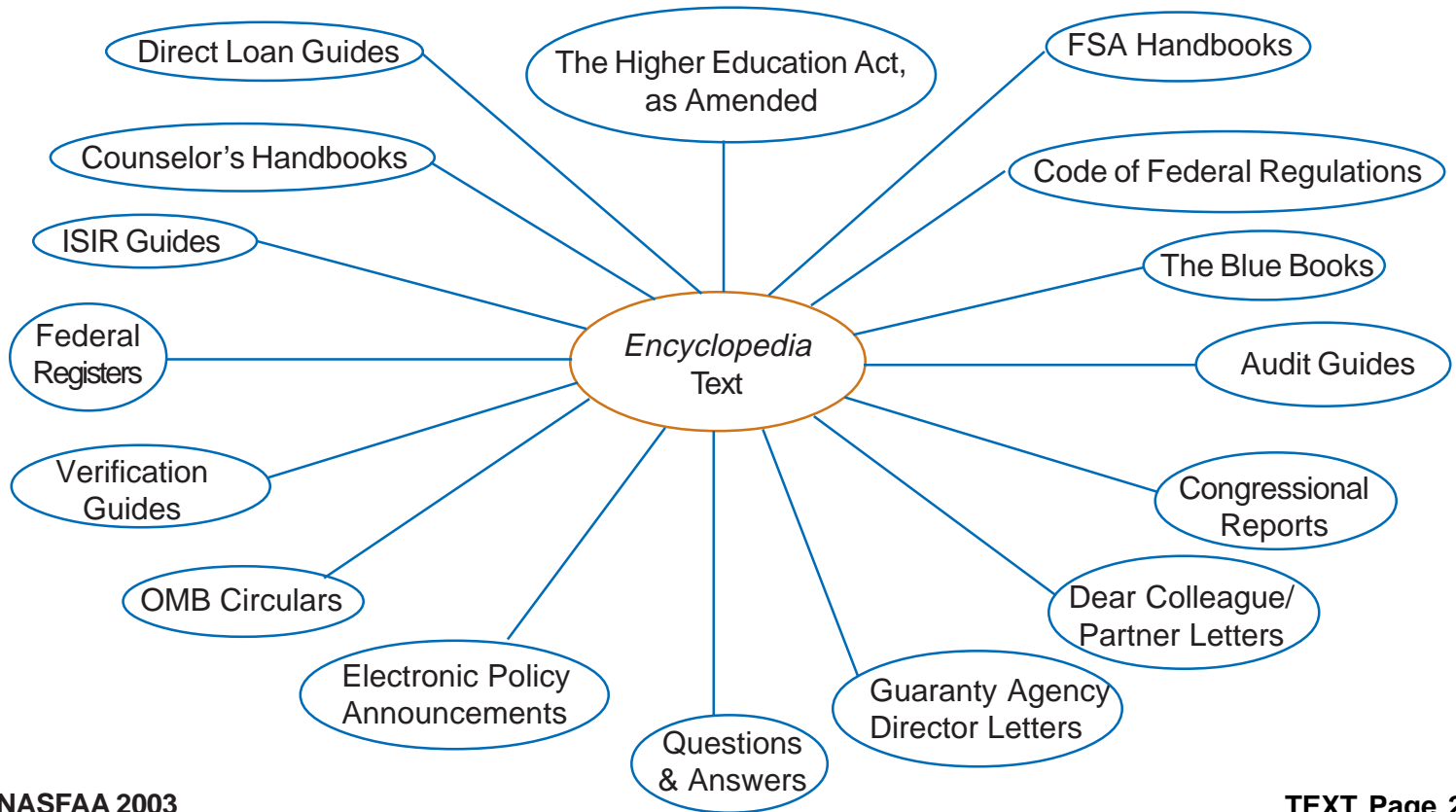
[How to copy and paste.](#)

[How to print.](#)

[How to use the Reauthorization Supplement.](#)

The purpose of NASFAA's text sections.

The NASFAA *Encyclopedia* is an ongoing attempt to pull together information from law, regulation, and dozens of other government documents, and organize it by program. For example, whether a requirement of the Federal Pell Grant Program arises from the law, the Pell Grant regulations, the Federal Student Aid Handbook, a "Dear Colleague" letter, or some other ED document, the *Encyclopedia* incorporates that information at the appropriate point in a comprehensive, ordered discussion of the Federal Pell Grant Program. The text of the main body of the *Encyclopedia* is written by NASFAA, based on NASFAA's understanding of the topic at hand, as supported by citations carried in the right-hand column alongside the text.



How NASFAA's text can be used under copyright restrictions.

Under the federal Copyright Act, NASFAA has exclusive rights to, among other things, prepare “derivative works” based on the *Encyclopedia*. A derivative work is one which is based upon an existing work in which the existing work has been recast, transformed, or adopted. To uphold its protection under the Copyright Act, NASFAA prohibits photocopying, retyping, scanning, or electronically copying any portion of NASFAA's *Encyclopedia* text except for internal use at the subscriber's facility. Copying for internal use must be restricted to brief passages or subsections of the text. Distribution outside your facility, whether without charge or for a fee, is expressly forbidden.

DOs

Do print a page from the *Encyclopedia* to keep as a reference for important points.

Do copy a paragraph and e-mail it to your boss.

Do refer to a page in the *Encyclopedia* when answering an office colleague's questions.

DON'Ts

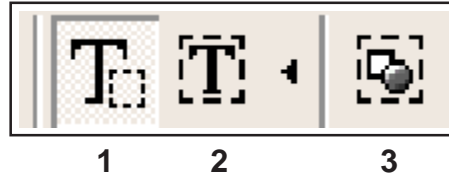
Don't print out a page of the *Encyclopedia* and mail it to a friend at another institution.

Don't copy a paragraph and publish it in an external mailing or listserv.

Don't plagiarize excerpts for your own publications.

How to copy and paste.

The following text selection tools are accessible via the Acrobat toolbar.



Note: If you have Acrobat Reader 5.05 or lower and do not see the second tool, click on the downward pointing arrowhead next to the first icon, and choose “Expand this button.”

If you have Acrobat Reader 6.0 or higher, these icons look a little different and have similar names, but serve the same purpose.

1 = Text Select Tool. The text selection tool gives you access to the I-beam which then allows you to highlight text, word by word or line by line. Due to the nature of Adobe Acrobat, all lines have paragraph breaks at the end of them, and it does not respect column format. All chunks of text that are copied will require editing.

2 = Column Select Tool. The table selection tool is the best tool to copy text and documents in multi-column format, such as *Federal Registers*. This tool allows you to select chunks of text in different columns or tables and retains the various columns when you paste them into the target document.

3 = Graphics Select Tool. The graphic selection tool allows you to select more than simply graphics in the document. You use the crosshairs to select the area that you wish to copy. You can then paste the selection into a Word or WordPerfect document as a graphic object.

How to print.



Note: If you have Acrobat Reader 6.0 or higher, the printer icon looks a little different but serves the same purpose.

Select the button shown above (an icon of a printer) from the toolbar at the top of the page. Make sure that the proper printer within your system is selected. You will notice that some smaller pages print landscape even though you've chosen portrait. That is a function of the Acrobat program and cannot be adjusted.

You can also print using the keyboard command Ctrl-P.

How to use the Reauthorization Supplement.

PROVISION AND DESCRIPTION <i>NEW STATUTORY (HEA) CITATION, CURRENT REGULATORY (34 CFR 668 OR 600) CITATION</i>	ENCYCLOPEDIA SECTION IMPACTED
<p>Allocation of Campus-Based Funds. Allocation formulas for each of the three campus-based programs are changed effective beginning with fiscal year 2000. The guarantee will be based on 1999 allocations, and the pro-rata distribution of excess appropriations is eliminated, so that all excess is distributed based on fair share. <i>HEA 413(d); 442(a); 462</i></p> <p>Prior to FY 2000, the guarantee is based on 1985, and the first 25% of excess allocations is distributed on a pro-rata basis with the remaining 75% distributed according to fair share.</p>	<p>1.9.3</p>

Higher Education Act reference that has been changed as a result of the 1998 Reauthorization.

A description of the new provision.

The explanation of the change to the provision.

The section of the *Encyclopedia* the change impacts. A link is provided.

REAUTH

The bright red REAUTH button in the text alerts you that a section is affected by the 1998 Reauthorization and subsequent negotiated rulemaking. It is linked to the appropriate explanation in the Reauthorization Supplement.