Increasing Access to Contraception for Clients with HIV: A Toolkit

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FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology – creating a unique mix of capabilities to address today’s interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

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Introduction

This CD contains materials that can be used by a variety of professionals to improve access to contraception for clients with HIV. The tools and resources are grouped into three broad categories according to how the materials are most likely to be used; however, many of the materials can be used or adapted for multiple purposes, so you are encouraged to explore the entire contents.

To browse the materials on this CD, select a category from the menu bar at the top of the page. When the new page is displayed, select the desired item from the available links within the text – all links are highlighted. As you move to other pages, clicking the HOME button will return you to this page.

To proceed, move the cursor over an item in the menu bar at the top of the page, one of the tool boxes above, or the Table of Contents or Acknowledgments buttons below; then click the mouse to proceed to your selection.
**Table of Contents**

The contents of this CD have been developed, adapted, and compiled from a variety of sources to facilitate improved access to appropriate and effective contraception for clients with HIV, especially through the strategic integration of family planning with HIV prevention, care, and treatment services. The materials can be used to train health care providers (including those offering ART, VCT, and PMTCT services, as well as FP services) to offer contraceptives to their clients with HIV; to facilitate the provision of appropriate family planning services to clients with HIV; to assist program managers and policy-makers with the development of program strategies for integrating family planning and HIV services; and to inform health care professionals about the latest research and technical guidance related to the provision of contraception for people with HIV.

*Move the cursor and click the mouse to select the desired category or item.*

**Tools and Resources for Trainers & Presenters**
- Training Curriculum: Contraception for Clients with HIV
- Presentation: Contraception for Women and Couples with HIV
- Resources for Training and Curriculum Development (list; most documents not included on CD)

**Tools and Resources for Providers**
- Tools and Job Aids
- Resources
  - Guidelines and Technical Information Summaries
  - Additional Resources (list only; documents not included on CD)

**Tools and Resources for Program Managers & Policy-makers**
- Tools
- Resources
  - Research Articles or Summaries on Contraception and Selected Reproductive Health Topics
  - Technical Guidance on FP/HIV Integration
  - Additional Resources (list only; documents not included on CD)

**Acknowledgments**

**How to Use This CD**
Tools and Resources for Trainers & Presenters
This page provides links to materials that trainers and presenters can use, including:

Training Curriculum: Contraception for Clients with HIV
A curriculum developed specifically for this toolkit, based on the module *Contraception for Women and Couples with HIV*. It features a facilitator manual, a manual and counseling tool for participants, and other resources to support training activities, including 20 content-related presentations.

Presentation: Contraception for Women and Couples with HIV
An overview presentation that presenters can use to convey key concepts regarding contraception for clients with HIV. It is designed for audiences not involved in training activities. Suggestions for adapting the presentation to suit the needs of a particular audience are included in the *How to Use* guide. A variety of file types are provided to facilitate use and adaptation.

Resources for Training and Curriculum Development
A list of training and curriculum development resources in sexual and reproductive health that may be used to supplement the activities in the *Contraception for Clients with HIV* training curriculum.
Increasing Access to Contraception for Clients with HIV: A Toolkit

Training Curriculum: Contraception for Clients with HIV

To open a PDF document, click on the link. To use a Word or PowerPoint file, right-click on the file name and save it to the desired location on the computer; then open the file with the appropriate application and adapt as needed.

A complete guide to conducting the training Contraception for Clients with HIV

PowerPoint Presentations
Visual aids to support the learning activities and convey key technical information
1 HIV/AIDS Epidemic Disproportionately Affects Women <1_IntroToHIVepidemic.ppt> <1_IntroToHIVepidemic.pdf>
2 Women Are More Vulnerable to HIV <2_WomenMoreVulnerable.ppt> < 2_WomenMoreVulnerable.pdf>
3 ARV Therapy Basics in the Context of Family Planning <3_ARVtherapyBasics.ppt> < 3_ARVtherapyBasics.pdf>
4 Role of Family Planning in Alleviating the Burden of HIV <4_FPpreventsHIV.pdf> <4_FPpreventsHIV.pdf>
5 Integrated Services Meet the Needs of Clients with HIV <5_WhyIntegrate.ppt> < 5_WhyIntegrate.pdf>
6 Reproductive Health Rights of Individuals with HIV <6_RightsIndvlsHIV.pdf> <6_RightsIndvlsHIV.pdf>
7 Reproductive Choices and Decisions for Clients with HIV <7_RHdecisions.ppt> < 7_RHdecisions.pdf>
8 Contraceptive Options for Women and Couples with HIV <8_ContraceptMECintro.ppt> <8_ContraceptMECintro.pdf>
9 Condoms and Other Barrier Methods <9_CondomsOtherBarriers.ppt> <9_CondomsOtherBarriers.pdf>
10 Dual Protection = prevent pregnancy + avoid STI/HIV <10_DualMethodUse.ppt> <10_DualMethodUse.pdf>
11 Hormonal Contraceptives – Considerations for Women with HIV and AIDS <11_interactionHCandARVs.pdf> <11_interactionHCandARVs.pdf>
12 Combined Oral Contraceptive Pills (COCs) <12_COCs.pdf>
13 Injectable Contraceptives <13_Injectables.pdf>
14 Implants, POPs and Emergency Contraception <14_ImplantsOtherHCs.ppt> <14_ImplantsOtherHCs.pdf>
15 Intrauterine Device (IUD or IUCD) <15_IUDs.pdf>
16 Male and Female Sterilization <16_Sterilization.pdf>
17 Fertility Awareness-based Methods <17_FertilityAwareness.pdf>
18 Lactational Amenorrhea Method and Infant Feeding Options <18_LAMandInfantFeeding.pdf>
19 Client-Provider Interaction – Client-Centered Counseling <19_ClientProviderInteraction.pdf>
20 Postexposure Care and Prophylaxis for Providers <20_PostexposureProphylaxis.pdf>

Speaker Notes for PowerPoint Presentations <PresentationsSpeakerNotes.doc> <PresentationsSpeakerNotes.pdf>
Succinct summaries of key messages, slide miniatures, discussion questions, and a complete list of references from the presentations <PresentationsReferences.doc> <PresentationsReferences.pdf>

Resources participants will need to complete the training activities; serves as a valuable reference after the training

Counseling Tool: Reproductive Choices for Clients with HIV (flip book) <Flipbook.pdf>
Job aid to facilitate counseling clients with HIV about their reproductive choices and family planning options

Medical Eligibility Screening Checklists
Checklist for Screening Clients Who Want to Initiate Combined Oral Contraceptives (COCs) <COCchecklist.pdf>
Checklist for Screening Clients Who Want to Initiate DMPA (or NET-EN) <DMPAchecklist.pdf>
Checklist for Screening Clients Who Want to Initiate Use of the Copper IUD <IUDchecklist.pdf>
Checklist for Screening Clients Who Want to Initiate Contraceptive Implants <ImplantChecklist.pdf>
How to Be Reasonably Sure a Client is Not Pregnant <PregnancyChecklist.pdf>

Training and Reference Guides for Screening Checklists
Screening Checklist to Initiate COCs <COCchecklistRefGuide.pdf>
Screening Checklist to Initiate DMPA <DMPAchecklistRefGuide.pdf>
Screening Checklist to Initiate Use of the Copper IUD <IUDchecklistRefGuide.pdf>
Screening Checklist to Identify Women Who Are Not Pregnant <PregnancyChecklistRefGuide.pdf>

Quick Reference Chart for the WHO Medical Eligibility Criteria for Contraceptive Use
Job aid to determine whether a client can initiate or continue use of combined oral contraceptives (COCs), depot-medroxyprogesterone acetate (DMPA), norethisterone enantate (NET-EN), or a copper intrauterine device (Cu-IUD) <MECchart.pdf>
Presentation: Contraception for Women and Couples with HIV

To open a PDF document, click on the link. To use a Word or PowerPoint file, right-click on the file name and save it to the desired location on the computer; then open the file with the appropriate application and adapt as needed.

How to Use

Presenters are encouraged to read these guidelines first. <HowToUseGuide.pdf>

Presentation and Suggested Narrative

If you have PowerPoint software installed on the computer, use one of the files below to make adaptations to the slides or suggested narrative in the presentation.

- Digital slide presentation in color <ContraceptHIV_CLRPwrPoint_2008.ppt>
- Digital slide presentation in black/white <ContraceptHIV_BWPwrPoint_2008.ppt>

If you have word processing software installed, use the file below to edit the speaker notes and write your own narrative to the presentation. Print the file and use it as a script for your presentation.

- Suggested presenter narrative <SpeakerNotes.doc>

If you do not have PowerPoint or word processing software, use one of the PDF files below to print the slides with the suggested narrative (one slide with accompanying narrative per page) or as slides only (one slide per page).

- Slides/notes in color <SlidesNotes_CLR.pdf>
- Slides only in color <SlidesOnly_CLR.pdf>
- Slides only in black/white <SlidesOnly_BW.pdf>

Presentation Objectives

Use the file below to adapt and print the list of presentation objectives.

- Presentation objectives <Objectives.doc>

If you do not have word processing software, use the PDF file below to print the list of presentation objectives.

- Presentation objectives <Objectives.pdf>

Note-Taking Pages

Use the PDF file below to print note-taking pages. This file contains miniature images of the slides arranged on a lined page to allow note-taking by participants.

- Note-taking handouts <Handouts.pdf>

Reference List

Use the file below to adapt and print the reference list.

- Presentation references <References.doc>

If you do not have word processing software, use the PDF file below to print the reference list.

- Presentation references <References.pdf>

Presentation Acknowledgments

Use the PDF file below to view or print the credits for the presentation.

- Acknowledgements <Acknowledgments.pdf>
Resources for Training and Curriculum Development

These recommended resources are available online from the respective organizations or authors.


A modified version of the Toolkit for FP service providers working in high HIV/STI prevalence settings will be available in September 2008, *The Balanced Counseling Strategy Plus*


Tools and Resources for Providers
This page provides links to materials that providers can use, including:

Tools and Job Aids
A collection of tools and job aids that providers can use when planning or delivering integrated services to their clients with HIV.

Resources
- Guidelines and Technical Information Summaries
- Additional Resources
Increasing Access to Contraception for Clients with HIV: A Toolkit

**Tools and Job Aids for Providers**

To open a PDF document, click on the link. To use a Word or PowerPoint file, right-click on the file name and save it to the desired location on the computer; then open the file with the appropriate application and adapt as needed.

**Counseling Tool: Reproductive Choices for Clients with HIV (flip book)**

Adapted from Decision-Making Tool for Family Planning Clients and Providers (WHO and CCP, 2005) and Reproductive Choices and Family Planning for People Living with HIV: Counselling Tool (WHO, 2006) as collateral material for the Toolkit training curriculum Contraception for Clients with HIV.  <FlipBook.pdf>

**Fact Sheets**

Use the PDF files below to view and print fact sheets. Use the Microsoft Word versions (.doc) to adapt the fact sheets to comply with local or national guidelines.

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<th>Fact Sheet 7. Male and Female Sterilization (2 pages)</th>
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<td>FS6_IUDs.pdf</td>
<td>FS12_MethodEffective.pdf</td>
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Quick Reference Chart for the WHO Medical Eligibility Criteria for Contraceptive Use (FHI, 2006)

Job aid to determine whether a client can initiate or continue use of combined oral contraceptives (COCs), depot-medroxyprogesterone acetate (DMPA), norethisterone enantate (NET-EN), or a copper intrauterine device (Cu-IUD).

<MECchart.PDF> Also included, Summary Chart: MEC for Clients with HIV.  <MEC_HIVaidsClients.pdf>  <MEC_HIVaidsClients.ppt>

Screening Checklists (FHI, 2006-2007)

- Checklist for Screening Clients Who Want to Initiate Combined Oral Contraceptives (COCs)  <COCchecklist.pdf>
- Checklist for Screening Clients Who Want to Initiate DMPA (NET-EN)  <DMPAchecklist.pdf>
- Checklist for Screening Clients Who Want to Initiate Use of the Copper IUD  <IUDchecklist.pdf>
- How to Be Reasonably Sure a Client is Not Pregnant  <PregnancyChecklist.pdf>

HIV & Infant Feeding Job Aids (University Research Co., LLC/Quality Assurance Project, 2007)

Counseling job aids based on current international guidelines include how to advise women on acceptable, feasible, affordable, sustainable, and safe infant feeding options in the context of HIV. Also available in Swahili at http://www.qaproject.org/

HIV & Infant Feeding Question and Answer Guide  <QuesAnswrGuide.pdf>

Counseling cards

- Infant Feeding Options  <InfntFeedOptnCrd.pdf>
- How to Hand Express Breast Milk  <HowHandExprssCrd.pdf>
- Replacement Feeding as a Safe Option  <ReplaceFeedCrd.pdf>
- During the First 6 Months, Baby Needs Only Breast Milk  <FirstSixMnthsCrd.pdf>
- Risk of Passing HIV from Mother to Baby  <RiskPassHIVNoRxCrd.pdf>  ... if Mother/Baby Take Nevirapine  <RiskPassHIVWthRxCrd.pdf>
- How to Breastfeed Your Baby  <HowBreastfeedCrd.pdf>
- How to Feed Your Baby Infant Formula  <HowInfntFormulaBro.pdf>
- How to Express Breast Milk  <HowHandExprssBro.pdf>
- Nutrition: During Pregnancy and Breastfeeding  <NutrnPregBFeedBro.pdf>
- How to Feed Your Baby Fresh Cow’s Milk  <HowCowsMilkBro.pdf>

Client brochures

- Risk of Passing HIV from Mother to Baby  <RiskPassHIVNoRxCrd.pdf>  ... if Mother/Baby Take Nevirapine  <RiskPassHIVWthRxCrd.pdf>
- How to Feed Your Baby Infant Formula  <HowInfntFormulaBro.pdf>
- How to Express Breast Milk  <HowHandExprssBro.pdf>
- Nutrition: During Pregnancy and Breastfeeding  <NutrnPregBFeedBro.pdf>
- How to Feed Your Baby Fresh Cow’s Milk  <HowCowsMilkBro.pdf>


Developed by World Health Organization/Department of Reproductive Health and Research (WHO) and Johns Hopkins Bloomberg School of Public Health/Center for Communication Programs/INFO Project (CCP), includes up-to-date, evidence-based guidance in an easy-to-use format.  <GlobalHandbook2008rev.doc>
Increasing Access to Contraception for Clients with HIV: A Toolkit

Tools for Providers
Guidelines and Technical Information Summaries for Providers

To open a PDF document, click on the link.


<FPChoicesForWomenWithHIV_PopReports_2007.pdf>

<ClosingTheEffectivenessGap_INFOrpt_2007.pdf>

Salem RM, Setty V. Key facts about the menstrual cycle. INFO Reports 2006;7:1-8.
<KeyFactsMenstrualCycle_INFOrpt_2006.pdf>

<WhenContraceptivesChangeBleeding_PopRpt_2006.pdf>

Setty V. Focus on … breastfeeding decisions for women with HIV. INFO Reports 2007;12:1-11.

[Note: The medical eligibility criteria were updated in 2008 but not formally published prior to the release of this CD. For an overview of the 2008 changes, refer to the MEC Summary Tables in the 2008 revision of Family Planning: A Global Handbook for Providers.] <GlobalHandbook2008rev.doc>

[Note: The selected practice recommendations were updated in 2008; this executive summary outlines the changes.] <SelectedPracticeRecommend_Update_WHO_2008.pdf>
Additional Resources for Providers

These recommended resources are available online from the respective organizations or authors.


Tools and Resources for Program Managers & Policy-makers

This page provides links to materials that program managers and policy-makers can use, including:

**Tools**

A collection of tools that program managers and policy-makers can use when planning, delivering, or evaluating the appropriateness, benefits, and challenges of various levels of FP/HIV integrated service delivery. The resources include an overview of policy, service-delivery, and community requirements for integration, as well as a description of selected systems to support FP-integrated HIV services.

**Resources**

- Research Articles or Summaries on Contraception and Selected Reproductive Health Topics
- Technical Guidance on FP/HIV Integration
- Additional Resources
Help maintain accuracy, efficiency, and consistency. The sample tools and forms can be adapted for different settings.

**Comprehensive HIV Care in Low-Resource Settings**

to provide comprehensive prevention, care, treatment, and support for persons living with HIV/AIDS and their families and
effective referral networks.

**Establishing Referral Networks for Comprehensive HIV Care in Low-Resource Settings.**

This facility assessment tool enables project managers, trainers, supervisors, and others involved in health management to

**Quality: Clients’ Right & Staff Needs.**

This framework clearly and comprehensively articulates a quality standard of care applied to HIV services. It is the foundation for using the COPE® tools to begin an ongoing process for monitoring the quality of FP-integrated HIV service.

**COPE® Handbook: A Process for Improving Quality in Health Services.**

This document describes an ongoing quality-improvement process and provide tools for health care staff to assess and improve the quality of care that they provide. This process assumes that clients are active and autonomous consumers of health services and have rights to quality care and that health care staff desire to perform their duties well.

**COPE® for Reproductive Health Services: A Toolbook to Accompany the COPE® Handbook.**

This document provides a working definition for integration; rationale, benefits, and challenges of integrated services; levels of integration; policy, program, service delivery, and community support for integration; service delivery considerations for integration; assessing service capacity to integrate FP; and considerations for achieving sustainability.

**The Fundamentals of Care: Ensuring Quality in Facility-Based Services – A Resource Package.**

This document reflects the underlying principles of quality and performance improvement through three essential elements: 1) informed and voluntary decision-making, 2) medical safety, and 3) quality assurance. Fundamentals of Care builds on the Clients’ Rights & Staff Needs framework. This tool can be used to modify the illustrative indicators of each element, creating the parameters for service quality.

**Quality: Clients’ Right & Staff Needs.**

This framework clearly and comprehensively articulates a quality standard of care applied to HIV services. It is the foundation for using the COPE® tools to begin an ongoing process for monitoring the quality of FP-integrated HIV service.

**COPE® for Reproductive Health Services: A Toolbook to Accompany the COPE® Handbook.**

This document provides a working definition for integration; rationale, benefits, and challenges of integrated services; levels of integration; policy, program, service delivery, and community support for integration; service delivery considerations for integration; assessing service capacity to integrate FP; and considerations for achieving sustainability.

**Choices in Family Planning: Informed and Voluntary Decision Making.**

This program tool helps ensure informed and voluntary clients’ decisions by taking a comprehensive view of informed choice and considering the multiple factors within and beyond the service setting that affect clients’ ability to make informed and voluntary RH decisions. It guides users to consider individual and community factors, as well as factors in service delivery and at the policy level.

**Tools for Facilitative Supervision in FP/ART-Integrated Services.**

This document outlines the key components of care that are essential for comprehensive ART services. It can be used by service managers and staff to ensure that all the components of care are present to address the holistic needs of PLHIV using ART services.

**Supervision for FP-Integrated Antiretroviral Therapy Services.**

This tool is designed to enable senior-level (off-site) supervisors to assess the quality of their work as supervisors and to support on-site supervisors and their staff in identifying problems and developing and implementing solutions.

**Checklist for Assessing Performance of the Off-Site Supervisor: FP-Integrated ART Services.**

This self-assessment checklist asks supervisors to reflect on how they perform their supervisory tasks and helps them to identify which supervisory skills areas they may need to strengthen. It lets them explore their own supervisory style and decide whether they need to change their approach to supervision.

**Quality of Care for Integrated Services: A Clinic Assessment Guide.**

This facility assessment tool enables project managers, trainers, supervisors, and others involved in health management to collect detailed information on the range and quality of integrated services available at a given facility and thus to facilitate the design of more effective program interventions.

**Establishing Referral Networks for Comprehensive HIV Care in Low-Resource Settings.**

This report offers guidance to help organizations and communities in low-resource settings create effective referral networks to provide comprehensive prevention, care, treatment, and support for persons living with HIV/AIDS and their families and caregivers.

**Establishing Referral Networks Guide for Comprehensive HIV Care in Low-Resource Settings.**

A companion document, Tools for Establishing Referral Networks for Comprehensive HIV Care in Low-Resource Settings, provides a collection of tools and forms to help maintain accuracy, efficiency, and consistency. The sample tools and forms can be adapted for different settings.
Research Articles or Summaries on Contraception and Selected Reproductive Health Topics for Program Managers & Policy-makers

To open a PDF document, click on the link.


**Technical Guidance on FP/HIV Integration for Program Managers & Policy-makers**

To open a PDF document, click on the link.


Additional Resources for Program Managers & Policy-makers

These recommended resources are available online from the respective organizations or authors.


Futures Group International POLICY Project (TFGi), Centre for Development and Population Activities (CEDPA), Research Triangle Institute (RTI). Implementing Integrated FP and HIV/AIDS Policies and Programs: Tools and Resources (CD-ROM). Washington, DC: TFGI, 2006. [Includes tools and resources that can be used for policy development and policy implementation to integrate family planning into HIV policies and programs.]


JHPIEGO. ACCESS-FP Program (Web site). [Online resources to reduce unmet need for family planning among postpartum women by strengthening family planning in maternal, neonatal and child health service delivery programs.] Available: http://www.accessfptoolkit.org/


Acknowledgments

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The developers would especially like to thank the program managers and providers in Ghana, Kenya, Nigeria, South Africa, Thailand, Uganda, and Zimbabwe who shared their ideas with us during the needs assessment and the field-test participants in South Africa who provided feedback on the curriculum materials and job aids.

Organizations Contributing Materials to the Toolkit

Guttmacher Institute • EngenderHealth • Family Health International • Johns Hopkins Bloomberg School of Public Health/Center for Communication Programs/INFO Project • Pathfinder International • Royal College of Obstetricians and Gynaecologists • Joint United Nations Programme on HIV/AIDS • University Research Co., LLC/Quality Assurance Project • U.S. Agency for International Development/Bureau for Global Health/Office of Population and Reproductive Health • World Health Organization

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How to Use This CD

Finding Documents
There are two ways to locate documents on this CD:

1. Use the menu at the top of each page and click on the category box (i.e., Trainers & Presenters, Providers, and Managers & Policy-makers). From the category’s main page, click on the desired item.

2. Use the table of contents page (accessible from the home page) and click the desired category or item.

Viewing and Editing Documents*

**PDF files:** Click the link to open the document. The pages in a PDF document are graphic representations of the pages in the original document. You can read the document on the screen or print the document – these documents are not meant to be edited. Click the box in the top right corner of the document frame to close the document or click the box to minimize it and return to the toolkit.

**DOC files:** Click the link to open the document. If Microsoft Word is installed on the computer, clicking this link allows you to launch the application and view the file. To edit the file, save it to another location on the computer.

**PPT files:** Click the link to open the document. If Microsoft PowerPoint is installed on the computer, clicking this link allows you to launch the application and view the file. To edit the file, save it to another location on the computer.

* If you are unable to open and view the Microsoft Word or PowerPoint files included on this CD, you must enable this feature in Adobe Reader. In the Edit menu, find Preferences in the drop down menu. Within Preferences, find the Trust Manager and check the box to allow documents to open other files and launch other applications.

Moving About on the CD
In addition to the menu items at the top of each page, you can use the Adobe Acrobat Reader menu bar and navigation buttons. Described below are the menu and navigation options for versions 8.1 and 6.0.2.

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**Select & Zoom Toolbar**

- Text Select Tool
- Hand Tool
- Zoom Tools

**Page Navigation Toolbar**

- First Page
- Previous Page
- Next Page
- Last Page
- Go To Previous View
- Go To Next View

**Page Display Toolbar**

- Fit Width
- Single-page Display

† In version 8.1, the default navigation toolbar does not include the First Page, Last Page, Go To Previous View, or Go To Next View buttons. You can make these buttons part of the navigation bar: click the View menu, select Toolbars, select More Tools..., scroll through the list, and activate the preferred button options under the Page Navigation Toolbar.

### Version 6.0.2 Toolbar

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<th>Name</th>
<th>Edit</th>
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<th>Document</th>
<th>Comments</th>
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**Search/Find Tool**

**Zoom Tools**

**Page Navigation Toolbar**

- First Page
- Previous Page
- Next Page
- Last Page
- Go To Previous View
- Go To Next View

**Page Display Toolbar**

- Fit Width
- Single-page Display

Additional Navigation Hints

- Use the Zoom Tools and Page Display Toolbar to increase or decrease magnification and to make the page size appropriate for your monitor. On most monitors, the Fit Width and Single-page Display options provide for optimal viewing of the toolkit interface.
- Click and drag the Hand to move the current page. The Hand changes to a pointing finger or arrow when positioned over a link.
- Click the Previous View button to retrace your viewing path through a document or series of documents. The Previous Page button moves backwards through the current document only.
- Use the Search or Find feature in the Edit Menu or on the Toolbar to locate items within the current document.