Hello. This video tutorial will demonstrate how to navigate HUD's Multifamily Accelerated Processing Guide, commonly known as the "MAP Guide".

The MAP Guide is a comprehensive resource which outlines the instructions and requirements for the origination, underwriting, and "closing", of HUD FHA-insured mortgages for multifamily properties.

Among other things, the updated MAP guide includes enhanced online navigation that includes bookmarking, hyperlinks, and similar functionality that makes the Guide easier to use.

It also includes an index, which you can use to find specific topics and subtopics if you prefer not to use the word search function.

There are many ways to navigate the MAP Guide to swiftly find the information you need. We will review these navigation tools in this tutorial.

To access all the navigational tools we will discuss in this tutorial, you should download the PDF of the MAP Guide and use Adobe Acrobat to open the file. If you do not have Adobe Acrobat, you can read the file online.

However, opening the MAP Guide in Adobe enables you to use more navigational tools than are available to you when reading the document online.

We'll start by describing the features and functionality in the online version of the Guide. Later in this tutorial, we will describe the features that are only available in the Adobe version.

So, where do you find the MAP Guide? The MAP Guide can be found by searching "MAP Guide 2020" into your search bar. It should be the first item on the list. You can also use the URL shown on the screen: "https://www.hud.gov/program_offices/administration/hudclips/guidebooks/hsg-gb4430. "

You will be redirected to a page titled "Multifamily Accelerated Processing (MAP) Guide." On that page you will see a table containing a list with 6 different resources.

The first item listed in the table is the "2020 MAP Guide". Click on the hyperlink that reads "PDF" in the righthand column.

First, let's explore the Table of Contents, which begins on page 2. Note that the Table of Contents contains a listing of each chapter and Appendix in the MAP Guide, down to the third-level heading.

The 2020 MAP Guide's Table of Contents contains an additional heading level than the 2016 version. For instance, whereas the 2016 version showed the chapter level and first section levels, such as Chapter 1, 1.1, 1.2, 1.3, the Table of Contents in the 2020 version goes to the next level, such as 1.3.1, 1.3.2, 1.3.3, etc.

As in the 2016 MAP Guide, the Table of Contents is fully hyperlinked. You can click on any header or sub-header, and you will be taken directly to that section of the Guide.

Next, we will practice using the navigation bar in order to search for chapters in the document.

Start by clicking on the three horizontal lines in the far upper right corner next to the title.

You will see two options in the far-left column. One is a picture icon, and the other is a list icon.

The picture icon allows you to preview all of the pages in the Guide. We will want to click on the list icon instead.

After clicking on the list icon, a small arrow pointing to a link with the full title of the MAP Guide will appear.

Click directly on the arrow to see the Table of Contents in the column on the left side of the screen.

Please note that if you click directly on the words instead of the arrow, the table will not appear.

Once you have opened the Table of Contents in the side bar, you can click on any of the arrows to the left of the chapter titles to navigate to sections or subsections WITHIN A CHAPTER

Unlike the MAP Guide title, where clicking on the text does not take you anywhere, by clicking on the titles of chapters, sections, or subsections in this navigation pane, you will be redirected to the chapter, section, or subsection you selected.

When you are done using this tool, click on the horizontal lines in the top left corner again to minimize the side bar.

Next, let's explore the hyperlinks located in the headers and footers on each page of the document.

On each page of the MAP Guide, the left side of the header contains a link to the Table of Contents. Clicking on this link will redirect you from the page you are currently viewing to the first page of the Table of Contents.

The right side of the header contains the chapter number and name, as well as the subheading number and name. Thus, even if you're reading a page without headings or subheadings, you will always know the chapter and section of your location.

The footer of each page in the document contains two hyperlinks. One of the links will redirect you to the beginning of the Chapter you are currently viewing.

The "index" link will take you to the beginning of the index.

This is the first fully indexed version of the MAP Guide. While all PDFs are searchable when downloaded, the index is organized alphabetically by topic and subtopic, thus allowing you locate a specific topic and find the page or pages on which the topic is discussed.

Now that we have explored the functionality of the online version of the MAP Guide and previewed the index, we will discuss the features available through Adobe Acrobat.

All the features discussed earlier in this tutorial are also available in Adobe Acrobat, however, Adobe Acrobat enables you to use additional helpful features that are not available when viewing the document online.

To open the PDF in Adobe, we will first navigate back to HUD.gov, where we found the link to the PDF version of the Guide.

It may be intuitive to right click on the PDF link and select "Save link as" from the list, however, you cannot upload a link in Adobe. Instead, click on the hyperlink to the online version.

Once in the document, right click again and select "Save As" to download the PDF onto your computer.

Next, navigate to the folder on your computer where you saved the downloaded version of the "HUD Map Guide" and open it.

Once you have opened the file in Adobe Acrobat, you will have several options for finding the information in the document.

Click on the small arrow on the far-left side of the document to expand the bookmarks column. This column is similar to the one that appears in the online version when you click on the icon with the three horizonal lines.

Like the online version, you can click on the downward facing arrows to expand the chapter and section selections and click on the text to go directly to the chapter or section you are looking for.

The 2020 version of the MAP Guide also includes hyperlinks to other sections within the chapter and to other chapters within the document. This feature allows you to save time searching through the Guide by being able to navigate directly to the text being referenced.

Let's practice by clicking on a hyperlink.

This paragraph in Chapter 3 refers to a section in Chapter 13. Rather than going back to the Table of Contents to search for this specific section, we can click on the hyperlink, read the information we need in that moment, and return to Chapter 3.

By clicking the "ALT" key followed by the back arrow you can return to the page you were viewing before you clicked on the hyperlink.

 This is a very helpful feature available in Adobe that is not available to you when viewing the online version of the MAP Guide.If you click "Alt+ back arrow in the online version of the Guide, you will be redirected to the HUD MAP Guide Home Page.

In short, you can use the internal hyperlinks with the online, downloaded, or Adobe view of the document, but will not be able to go back to the page you were reading before you clicked on the link as easily unless you are reading the MAP Guide in Adobe.

This paragraph in Chapter 3 refers to a section in Chapter 13. Rather than going back to the Table of Contents to search for this specific section, we can click on the hyperlink, read the information we need in that moment, and return to Chapter 3.

By clicking the "ALT" key followed by the back arrow you can return to the page you were viewing before you clicked on the hyperlink.

 This is a very helpful feature available in Adobe that is not available when you are viewing the online version of the MAP Guide. If you click "Alt" "back arrow" on the online version of the Guide, you will be redirected to the HUD MAP Guide Home Page.

In short, you can use the internal hyperlinks with the online, downloaded, or Adobe view of the document, but will only be able to go back to the page you were reading before you clicked on the link by clicking the "Alt" and "back" keys on the Adobe version of the guide. .

Adobe also allows you to highlight and comment on sections of the document, which may be helpful for your personal reference, or identifying a selection about which you would like to seek clarification from HUD's MAP Guide AAQ Help Desk, located on the HUD Exchange

In the header, you will see an icon that looks like a highlighter. You can click on the highlighter icon and use it to highlight text throughout the document.

Next to the highlighter, there is also an icon that looks like a comment bubble. You can click on this bubble to insert comments in the Guide.

That concludes our tutorial on how to navigate through the MAP Guide using either the online or downloaded Adobe version.

Thank you!