

## Instructions on how to navigate the ACFMC Web Page

When you connect to the ACFMC Web Page, [www.acfmc.org](http://www.acfmc.org), your browser will open to the “Home” page. From here, you can navigate to a variety of other pages filled with information and pictures about the many services and activities of the Ashe County Free Medical Clinic (ACFMC). Before starting, however, there are a few things to note regarding the “Home” page:

- The current date of your visit is always displayed to the top right just below the picture of the Clinic.
- The “Web Crawler” located just below the “Donate” link, the “BC/BS of North Carolina” link and the “North Carolina Association of Free Clinics” link contains important “**NEW**” information that is updated frequently.
- Text located on any page that is “**BOLD**” and becomes “underlined” when you mouse over it, is an active link and will automatically take you to that item.
- At any time you want to return “Home,” left-click the “ACFMC” logo in the upper left hand corner of the page.

To navigate the menu selections shown in the left hand column of the “Home” page:

- Place your cursor over the ► and left-click with your mouse.
- The ► will rotate to become ▼ and from one to several sub-menus will be displayed.
- Left-click your sub-menu selection and you will be taken to that page.
- On each sub-menu page, you will note that there are tabs at the top of the page that allow you to select “All” the menu choices, or narrow your search to only one menu choice.
- From your choice of menu item, if you want to return to the top of the sub-menu, left-click it with your mouse on the left column.
- To return “Home” from a sub-menu, select “Home” at the bottom of the left column, or left-click the “ACFMC” logo in the upper left hand corner of the page.

To navigate any of the sub-menus:

- Follow the same directions as described above using the navigation ▼ or the tabs at the top of the page.
- You will note that when you place your cursor on a menu choice instead of using the navigation ▼ the text becomes “underlined” and upon left-clicking the topic is displayed. To return, you will have to choose the same, or another sub-menu from the left column.
- From many of the menus there is also a link to another web page, or a information document (in a PDF format). Most web pages will open in

another browser, but upon closing the link you will be returned to your starting point. Documents also open in a new window and can be read, or printed for your use. When closing the document, you will be returned to your starting point.

The “Contact Us” button at the bottom of the menu opens a page for users to provide the ACFMC with any questions, comments or information that you want us to receive or provide a response to; simply follow the instructions on the page and left-click “Confirm your message” to send it to us.

Thank you for visiting the ACFMC web page...happy browsing!

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