

Instructions for Using the IHS Document Center

How Do I Find Documents?

The IHS Document Center features a Search Page that permits searches by document number, publishing organization, document text, keywords, etc. Wild card and Boolean searches also are allowed. For complete information on Document Center searches, use the 'Help' files on the IHS web site

How Do I View IHS Documents?

To view a document, click on the  button next to the document title on the IHS Document Center Search Results Page. IHS documents are delivered in PDF (Adobe Acrobat) format.

How Do I View A Secure PDF Document?

Documents with a lock icon next to the title are secure PDF documents. To view a secure PDF document, follow these instructions: [Open Secure PDF Document.](#)

What Does "No Images" Mean?

Documents marked with the legend **No Images** are not available from the IHS Document Center.

How Do I Obtain Non-Subscription Documents?

You can identify non-subscription documents by this symbol  next to the document title.

How Do I Obtain Non-Subscription Documents?

We have a limited credit account set up with IHS to obtain non-subscription documents. Please be sure the documents you request are truly required for your project/program. Ordering a document is straightforward; the IHS ordering software will take you through the process step-by-step. However, before you place your first order, we recommend you review the steps below.

(If the document is tagged with the Request  icon, IHS will provide a price quotation before processing an order).

1. Click on the  icon next to the name of the document you wish to purchase.
2. Select the media type (hard copy or electronic).
3. On the next screen, carefully review the document(s) listed. Check the box under 'Remove' if additional documents that you do not want appear on the list, then click 'Update'. You may order additional documents if needed by clicking on 'Continue Shopping' at the top right of the screen.

4. When your selections are complete, click on 'Checkout'.
5. 'Accept' the End-User License Agreement.
6. Although NES will pay for your documents, you must provide the requested billing and shipping address if it has not already been provided.
7. Select 'Continue Checkout.'
8. After reviewing your order, select 'Submit Order'.
9. For your records, print a copy of the invoice that appears.

Your order will be forwarded automatically for approval. After approval, you will receive an e-mail message with instructions on how to pick up your document.

Questions about pending orders should be directed to Joe Lozano. (see contact information below)

Adding a Document to Our Subscription

If you have identified an industry standard document that is not in our IHS subscription and you believe access to this document would be of value to FAA personnel, please take a minute to complete a [Request for IHS Document Subscription](#).