

Using Adobe Reader to read Creighton University's Self-Study Report

You may read Creighton University's Self-Study Report by downloading it. It is in PDF format, so you will need either Adobe Acrobat or Adobe Reader to view the file. Copying the PDF file to your hard drive may improve the responsiveness of the document on your computer. If your computer does not have Adobe Reader, you may download it for free from <http://www.adobe.com/products/acrobat/readstep2.html>.

Once within the PDF file, you can navigate the document in several ways:

- Use Page Up, Page Down, and arrow keys as you would in a word processing file.
- Click on "Contents", "Previous Chapter", or "Next Chapter" at the bottom of each page to go to the Table of Contents, the preceding chapter in the document, or the next chapter in the document, respectively.
- Click on the "Bookmarks" tab within Reader to view a listing of bookmarks within the PDF file. When the Bookmarks tab is first opened, the document bookmarks are collapsed to only show the bookmark to the first page of each chapter. Clicking on the triangles to the left of each chapter bookmark will reveal additional bookmarks that reference subsections within individual chapters.
- Within the Table of Contents, click on any underlined text to go to the first page of the corresponding section of the report.
- Type a page number in the page counter window and then hit "Enter" on your keyboard to go to that page in the report. Please note that the page number in the page counter window is 6 pages greater than the page number displayed on the document page. So to view page 40 of the document, you will need to enter "46" in the page counter window.

You will see a variety of web pages and documents hot linked within the report. Clicking on text that is underlined with a blue line will take you to that web page or document for your review. When you click on underlined text, you may be prompted to "Accept" or "Block" access to the web page or file. Click "Accept" to see the web page or file. Clicking "Block" will prevent you from seeing any web page with a similar domain name. All web pages and files linked to the Self-Study Report have been checked and found to be free of viruses.

If you have difficulties reading the file, feel free to contact our Self-Study Coordinator, Dr. Scott Chadwick via email (chadwick@creighton.edu) or by phone (402.280.2535).