

Help Document:

The following **links** provide some tips on how to best navigate the Fact Book using Adobe Acrobat:

- **Snap Shot** of **Adobe Reader** tools for Fact Book usage
- **Help Movie:**
 - To view the **Help Movie**, please install the latest free version of **QuickTime** for your PC/Mac from www.Apple.com/quicktime.
 - Please wait for a few seconds before the movie file opens; then press play if it does not automatically run.
- Browsers to use:
 - On PC:
 - **Mozilla Firefox 2.0.0.3** (best used with Adobe Reader 8.0)
 - IE 6.02 or higher
 - Netscape 6.2 or higher
 - On Mac:
 - Firefox 1.7.5 or higher
 - Safari 2.0.4 or higher
 - IE 5.2 or higher

Note: There are known link issues with combination of IE 7, Adobe Reader 6.0, 7.0.9, or 8.0. However, within Adobe, all the pages can be accessed using the main section links in the left pane along with the scroll button on the right to page up or down. In addition, the next and previous navigation buttons (similar to tape recorder buttons) provide access to each section's pages.

- The Fact Book is in seven sections:

	<u>Number of pages</u>
○ Contents	2
○ Student	22
○ Faculty / Staff	6
○ Financial	7
○ Facilities	6
○ Outcomes	19
○ Research and Public Service	3
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- To go to any of the sections, click/double click on the main topics in the **left pane**. If you are using the CD version, main links are also at the top.
- Each title listed in the content pages is linked to a specific page of a section.
- Each title within a section on the **left pane** is linked to a specific page.
- Please notice that the **page numbers** in the **next and previous navigation tool** display only **the number of pages within a section**.
- The **find tool** is only operative within the current section.
- Use the **zoom in** and **zoom out tool** to change the document magnification.
- To **print** the entire Fact Book, each section must be printed separately.