📕   IMPORTANT: **Please open the "Index" file first!** This will make it easier for you to find and view all of your reports.

Here's how:

Step 1: Please install Adobe® Reader® 7.0. Download the free version available from http://www.adobe.com/products/acrobat/readstep2.html. All the features of the PDF reports may not be available if you use an earlier version of Adobe (Acrobat) Reader.

Step 2: In the **File Menu of Adobe** select "Open" or click the "Open Folder" icon.

Step 3: When the "Open" window appears, go to your CD drive and then look for a 📕 file named **"Index"** or **"Index.pdf"**

This file may be at the bottom of the list. Scroll to the bottom, if necessary, in order to find "Index" or "Index.pdf" with the Adobe Acrobat symbol 📕. The screen below shows the Index below all of the Building folders.
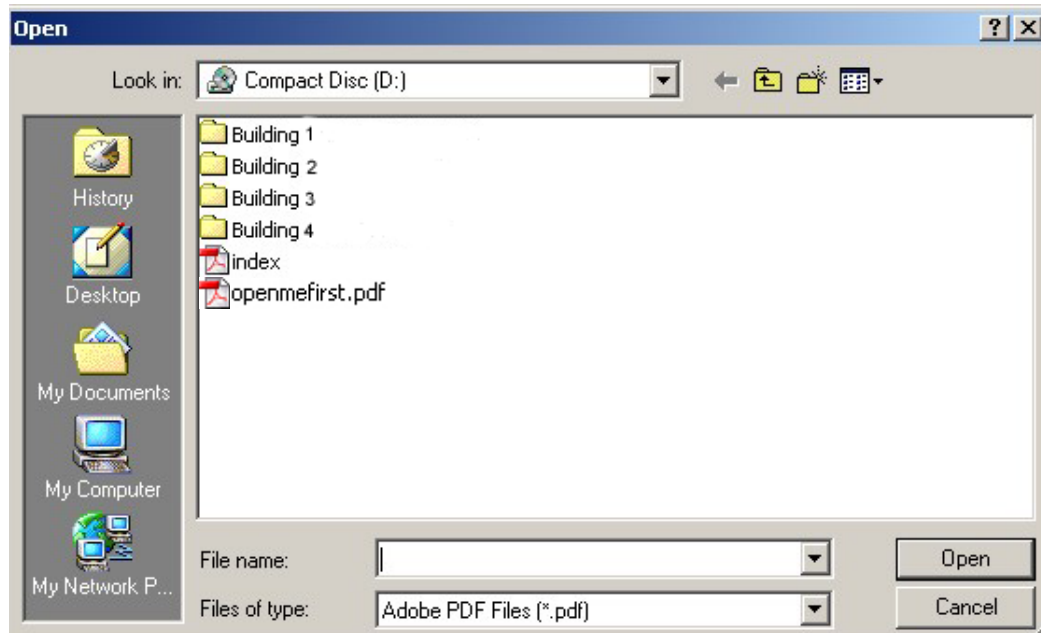

Note: The Index organizes the score reports by location and allows you to quickly select a location to review a report.

Step 4: Highlight the "Index" file and then click on the open button to open the file (or highlight and double-click to open the file). When this file is opened, you will be able to see the hierarchy of reports in the "Bookmarks" pane at the left.

NOTE: If the pane is not displayed when you open the Index file, go to the "View" menu option and select "Navigation Tabs," then "Bookmarks." This opens the "Bookmarks" pane and displays the hierarchy of reports.
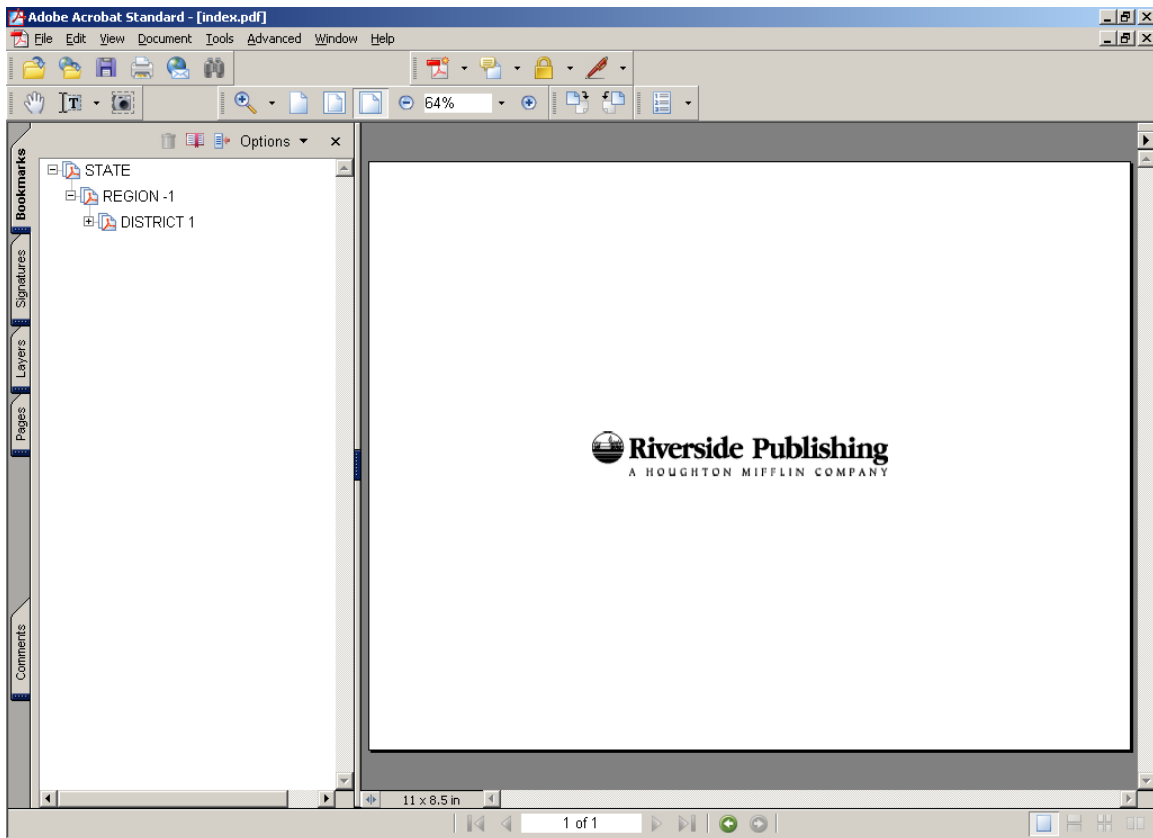
Step 5: Click on the + (plus symbol) next to DISTRICT 1. Now you can see any summary reports along with the schools within the district.
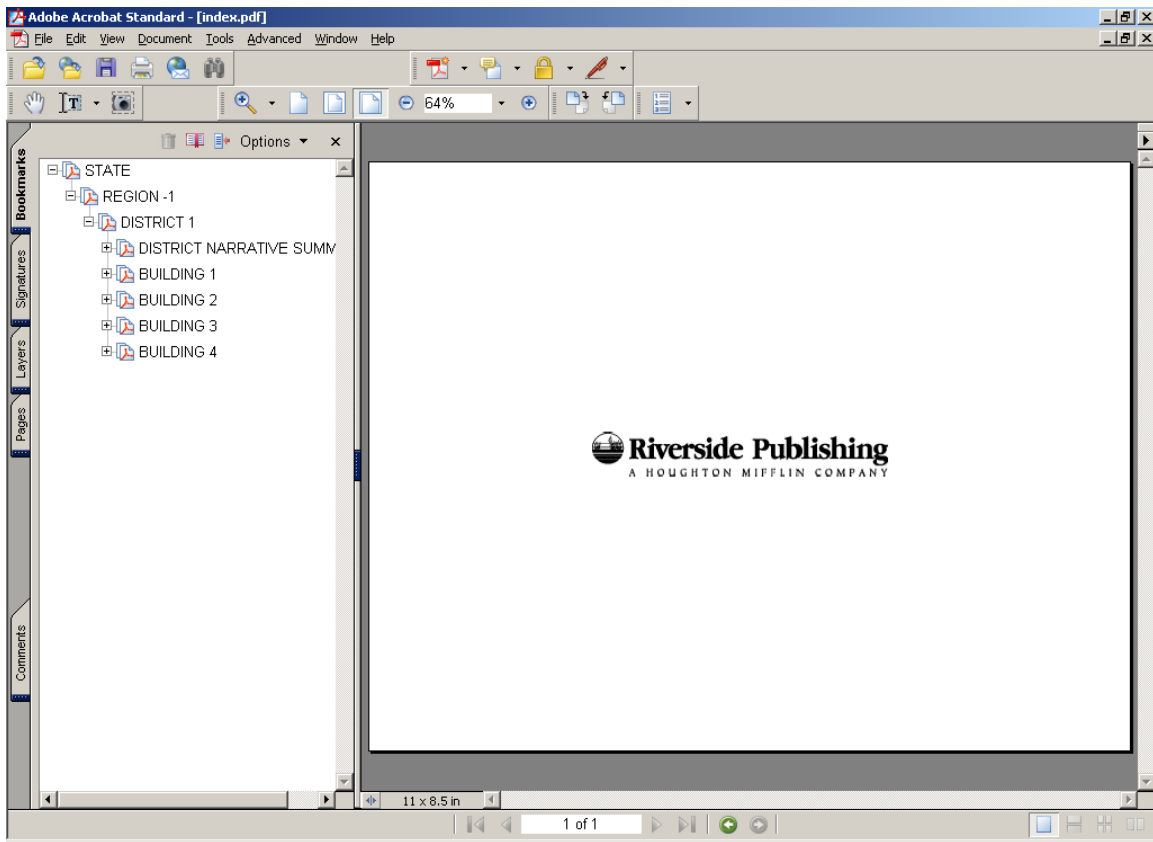
Step 6: Click on the + next to BUILDING 1. The building summaries and its grade(s) are displayed below BUILDING 1. Click on the + next to BUILDING SUMMARY and its grade(s) are displayed as well.
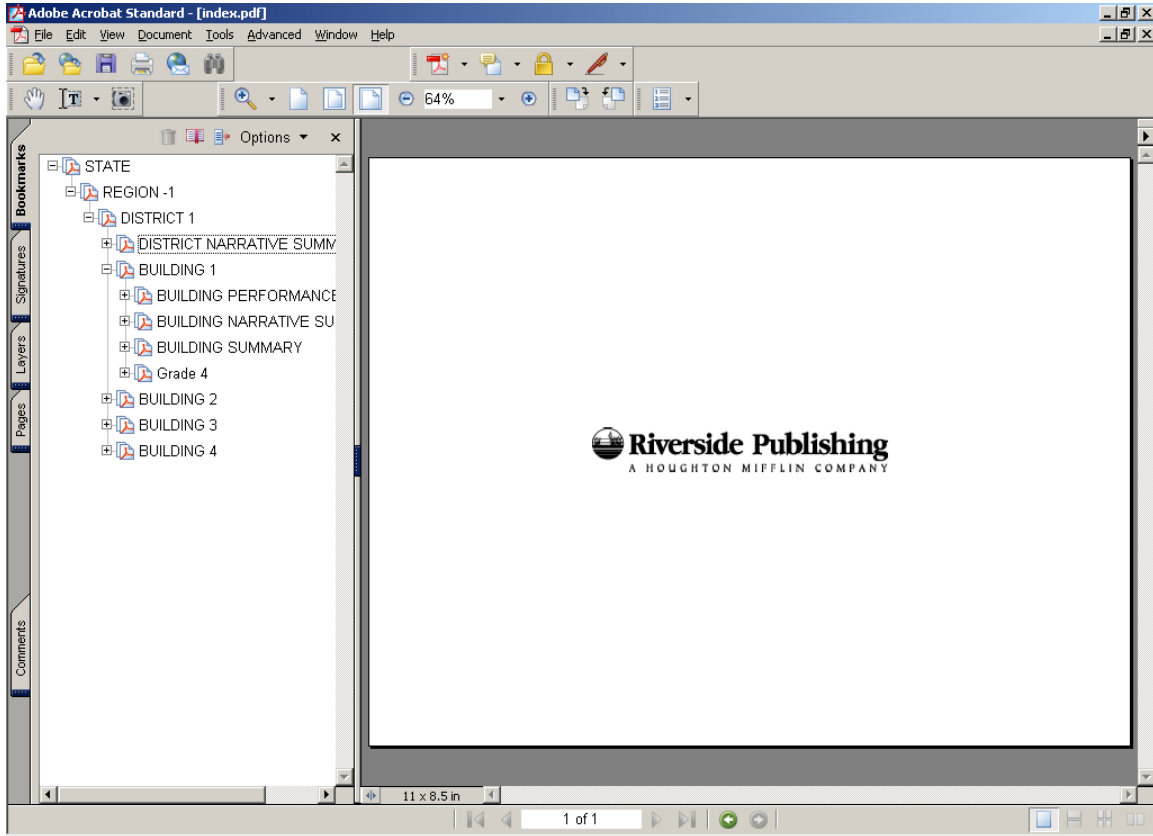
Step 7: When you click on a grade, the report for that grade is displayed. You will notice that the display in your "Bookmarks" pane has changed. To get back to the previous views, click on **"Index"** at the top in the "Bookmarks" pane.

Step 8: By clicking "Index," your screen will refresh to the previous display of the "Bookmarks" navigation. You are now able to choose your next report to view.
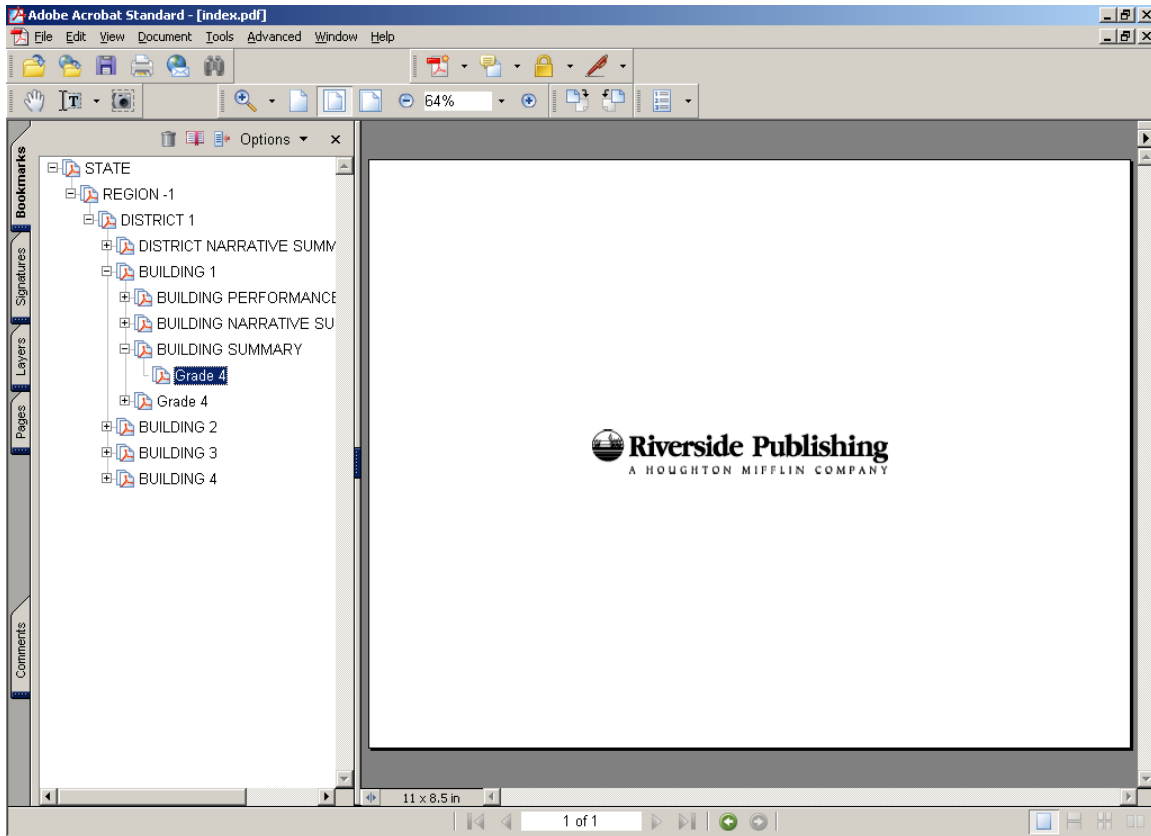
If you need assistance in opening your CD or navigating from report to report, please contact Software Support at Riverside Publishing, 1-800-323-9540 x6070 (8:00 AM – 6:00 PM Central Time, Monday through Friday).