




## Navigating the report

A quick guide to navigating Research & Innovation 2016-17 digital report

### Follow these nine steps:

1. Click [here](#) or on the image above to open the report.
2. You will land on the cover page of the report.
3. Click on the arrow to the right of the cover page to open the report.
4. The report will open in double-page view.
5. Turn from page to page by clicking on the arrows to the right and left of each page.
6. Clicking anywhere on the page zooms in for easier reading – clicking again zooms back out.
7. The thumbnail on the top right-hand side of the section you are viewing shows you where you are on the page.
8. You can zoom in and out even further by clicking on the small + and – icons to the top left of the page.
9. Click, hold and move your mouse up and down to move up and down the page.

### Quick overview of contents

- Click the 'waffle' icon  (in the top left of the navigation bar) for an overview of the contents. You can navigate directly to any page in the document from there.
- The 'Contents' page is hyperlinked – click on any section to navigate directly to it. (Move cursor over text to display clickable links.)

