

Self-Study Tips

Fonts- Please use normal, basic fonts: Times New Roman, Arial, Calibri, etc.

Font Size- Please do not use anything smaller than 10pt.

Spacing- the spacing should be no more than double spaced.

Page Numbers- are not required. Adobe will reflect the page numbers on the top of the screen.

Colors/Underline- There is no need to change the color/highlight text/underline/insert comments to where the information is in the documents. We read through the files and look for the responses. This is extra work for you, simply provide a narrative response for both the criteria and the example.

Template- Our template is pre-formatted to bookmark all of the criteria, headings and titles. It is a downloadable Word document. Once it is imported into Adobe the bookmarks will populate.