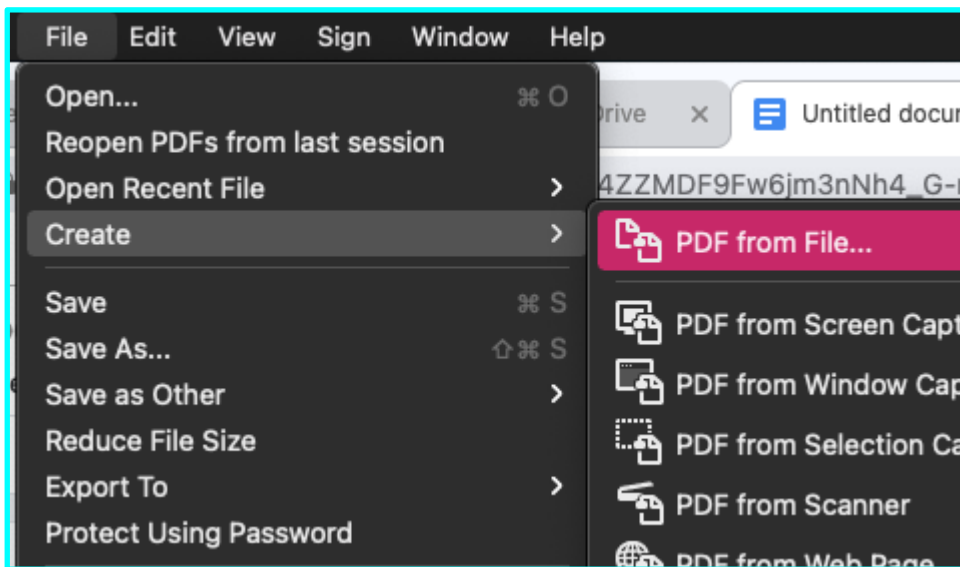


Office of the Provost

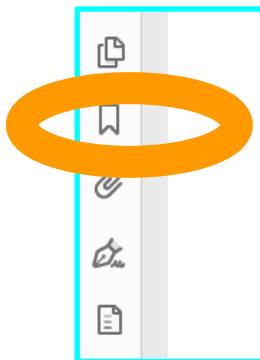
Promotion and/or Tenure File Organization Instructions:

Adding Bookmarks and Pages in PDF

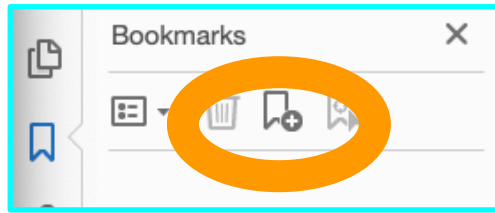
1. Open Adobe Acrobat and click “File” → “create” → “PDF from File” and then choose the template provided by the Provost’s Office.



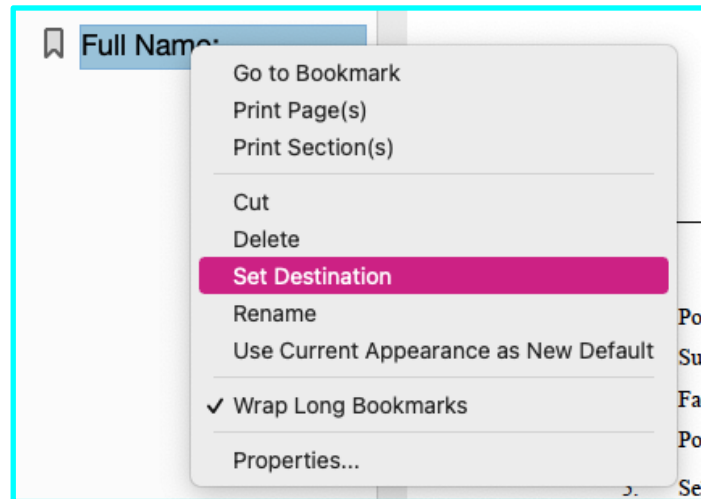
2. If bookmarks haven't been added to the template, do the following:
 - a. Click the bookmark icon in the left-hand panel.



- b. On the first page, highlight “Full Name” and click the add bookmark button:



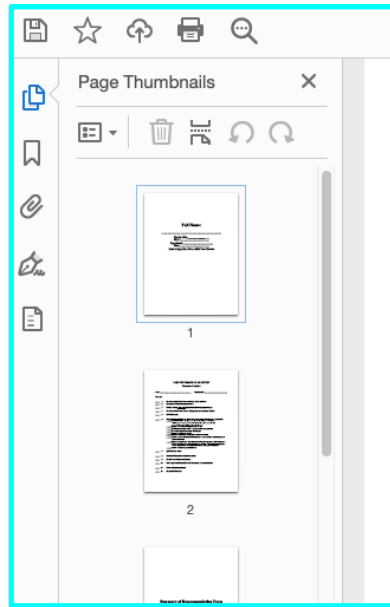
- c. Call that bookmark "Cover Page"
- d. Scroll to page 2 and using each item in the list, create a bookmark for each item by highlighting the item, clicking the add bookmark button, and renaming the bookmark as needed.
- e. All of your bookmarks are now set to a single page. **To change this, scroll to each page that needs to be bookmarked and right click on the bookmark to choose "Set Destination".** When asked you're sure you want the bookmark to be set to the current location, choose "Yes"



3. Now that you bookmarked, you content as Thumbnails" icon

have each section can begin adding needed. Click the "Page to see all of your pages.

4. Right-click or
Page” as an option. Add
are needed, scroll to the
the bookmarks panel,
new icon. Click and hold
space in your



CTRL/CMD click a page to see “Insert
relevant content, if additional bookmarks
page that needs to be bookmarked, click
and use the “add bookmark” icon to add a
to drag the bookmark to its appropriate
document.