AUGUSTA UNIVERSITY

PAMPLIN COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES

How to use
Adobe Acrobat Pro/DC
for Promotion and Tenure
Portfolios

About this Document

The University Guidelines for Faculty Promotion and Tenure specify that a candidate's portfolio application for promotion/tenure must be assembled as a **single PDF document**. Additionally, reviewers at each level are expected to insert their recommendation/decision letters in the appendix at the end of each candidate's portfolio. Compiling and modifying PDF files in this fashion requires the use of PDF-editing software like Adobe Acrobat Pro or Adobe Acrobat DC.

This document describes how to create, modify, and insert additional materials into a Promotion and Tenure Portfolio using Adobe Acrobat Pro/DC. Follow this guide to ensure that P&T portfolios are assembled correctly and that all necessary review materials are inserted properly during the review process.

IMPORTANT: Acrobat Pro/DC vs. Reader

The most common reason that people experience difficulties compiling, viewing, or modifying P&T portfolios is because they are using the wrong Adobe product—usually, Adobe Reader.

Adobe Reader is installed on most computers from the manufacturer. As a free program, its functionality is quite limited. It allows users to view simple PDF files; however, it often will not open larger or more complexly organized files. More importantly, it lacks the document creation tools and advanced editing features needed to assemble or modify a P&T portfolio effectively.

Adobe Acrobat Pro/DC is a more advanced program licensed by the university for employee use. It offers the advanced functionality needed to create or modify PDF files, and thus, is the proper tool to use when assembling or reviewing promotion/tenure portfolios. *Adobe Acrobat Pro or Adobe Acrobat DC is already installed on many faculty and staff computers; however, Reader is often set as the default program for viewing PDF files, so many users are unaware they have access to the fuller Pro or DC versions.* In other cases, you may need to ask ITS to install it for you.

Accessing Adobe Acrobat Pro/DC

Checking if Adobe Acrobat Pro is installed on your computer

To check if Adobe Acrobat Pro is already installed on your computer:

1. Click the Windows icon ![Windows icon] to open the Start Menu.

2. With the Start Menu open, type "Adobe" and press Enter to search for matching programs. The Programs list at the top of the Start Menu will include all Adobe programs installed on your machine.
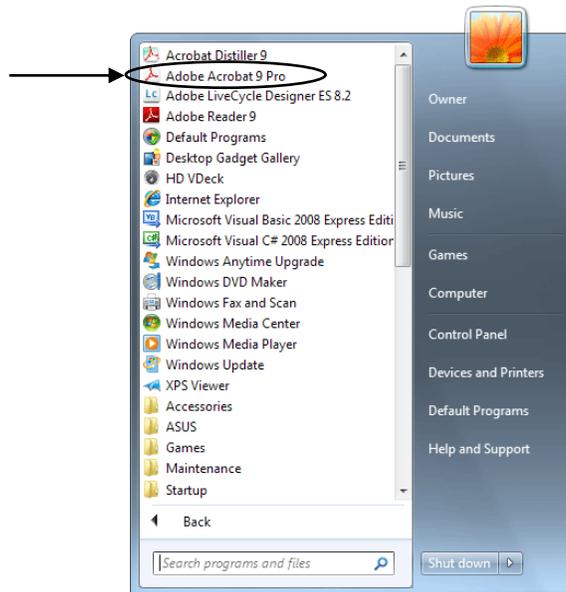
3. Find "Adobe Acrobat Pro" <u>or</u> "Adobe Acrobat DC" in the list of Programs.

   - **If it appears in the list**, click to open the program.

   - **If it does <u>not</u> appear in the list**, contact ITS to request that it be installed.

Making Adobe Acrobat Pro/DC easier to access

To make Adobe Acrobat Pro/DC easier to access from your computer, follow the procedure described above to locate the program, then do the following from the Start Menu:

   - *right-click* and select "Pin to Start Menu" to ensure the program is always displayed in the program list when you open the Start Menu.

   - *right-click* and select "Pin to Taskbar" to ensure the program is always displayed in the taskbar at the bottom edge of your screen, to the right of the Start Button.

Setting Adobe Acrobat Pro/DC as your default program for PDF files

To make Adobe Acrobat Pro/DC (instead of Reader) open by default whenever you work with PDF files, do the following:

1. Click the Windows icon to open the Start Menu.

2. Click "Documents" on the right side of the Start Menu to open Windows Explorer and view the location of files on your computer and connected drives.
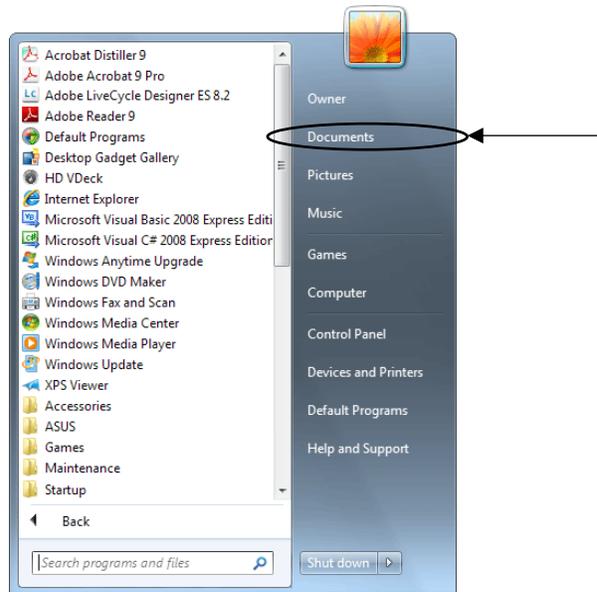
3. Navigate to the location of **any PDF document** on your computer and *right-click* on the filename.

4. In the right-click menu, select "Open with" → "Choose default program…" The "Open with" window will appear.
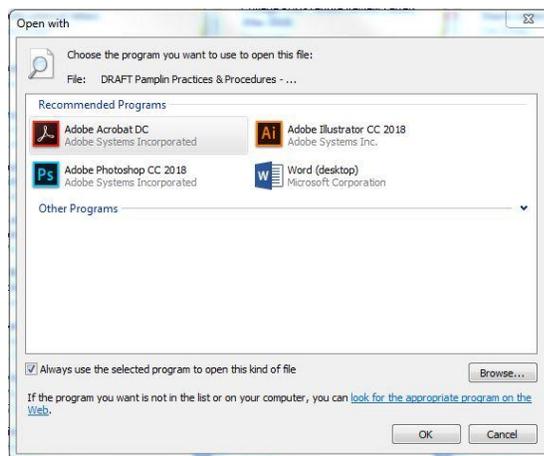
5. Select "Adobe Acrobat Pro" or "Adobe Acrobat DC" and then click "OK." This program should now open by default whenever you click to open a PDF file. (If neither program appears in the list, contact ITS to have Adobe Acrobat Pro installed on your computer.)

Creating a PDF document

There are multiple ways to create a PDF document. The two most common and convenient methods are described below.

Creating a PDF from printed materials

If you have print materials you wish to convert to electronic PDF format, the simplest option is to scan them in using the sheet feeder of your departmental photocopier. Most departmental photocopiers have a "Scan" feature. Please contact your department's administrative assistant for guidance on how to utilize this feature.

Creating a PDF from a Word document

To convert a Microsoft Word document to PDF format:

1. Open the document in Microsoft Word.
2. Select "File" → "Save As." The Save As window will appear.
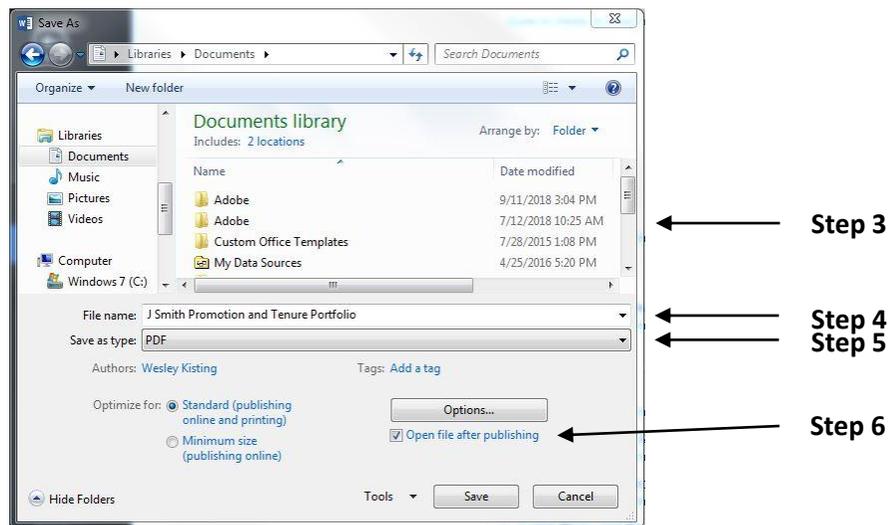

3. Choose the location where you wish to save the PDF document.
4. Enter the desired File name.
5. Set "Save as type" to "PDF" by selecting that option from the drop-down list.
6. Verify that "Open file after publishing" is checked.
7. Click "Save" or press Enter. The document will convert to a PDF file and open inside your PDF viewer (unless you unchecked the "Open file after publishing" option).
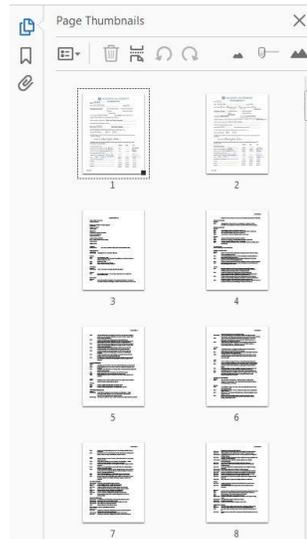
Your Word document is now accessible as a separate PDF file, stored in the file location you chose in Step 3 above. (The original Word document is not affected by this conversion.)

Navigating a P&T portfolio (or other large PDF file)

The simplest and most efficient way to navigate a large PDF file is from the Pages (Acrobat Pro) or Page Thumbnails (Acrobat DC) pane. This pane displays small thumbnail images of every page contained in the file, as well as page numbers.
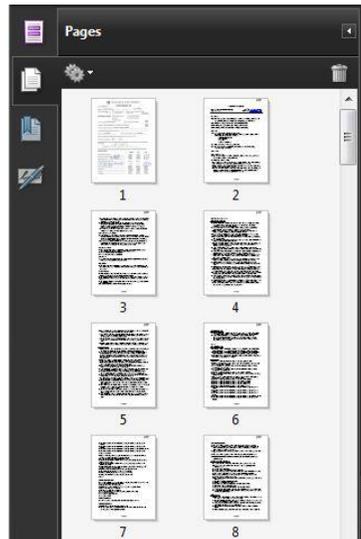
Pages pane (Acrobat Pro)   **Page Thumbnails pane (Acrobat DC)**

From the Pages/Page Thumbnails pane, you can scroll and click to navigate to any page in the portfolio.

If the Pages/Page Thumbnails pane is not displayed when you open Adobe Acrobat Pro/DC, do the following:

- *For Acrobat Pro*, click the Pages icon ▯ in the left toolbar <u>or</u> click "View" → "Navigation Panels" → "Pages".

- *For Acrobat DC*, click the Page Thumbnails icon ▯ in the left toolbar <u>or</u> click "View" → "Show/Hide" → "Navigation Panes" → "Page Thumbnails".

Adding material to a P&T portfolio

Before adding material to a P&T portfolio, be sure to convert the additional material to PDF format. See *Creating a PDF document* above for more information.

Once the material you wish to add is in PDF format, do the following:

1. Launch Adobe Acrobat Pro/DC and open the P&T portfolio (PDF file).

2. Use the Pages/Page Thumbnails pane (see *Navigating a P&T portfolio* above) to identify the numbered page location where you wish to insert additional material.

3. Right-click on the image thumbnail for that page and select "Insert pages" → "From File…" The Select File to Insert window will appear.

4. Navigate to the PDF file that contains the additional material you wish to insert. Click the filename to highlight it, then click the Select button or press Enter. The Insert Pages window will appear.
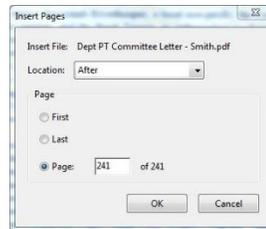

5. Specify whether the additional material should be inserted "After" or "Before" the First page, Last page, or a numbered Page of your choosing. Remember:

   - Scans of the candidate's P&T application form(s) should be inserted at the front of the portfolio.

   - Letters from External Reviewers should be inserted after the candidate's curriculum vitae, but before the candidate's annual evaluations.

   - Letters summarizing the recommendations/decisions of each review level should be inserted at the end of the portfolio, in the order those reviews occurred (departmental committee, department chair, college committee, dean, university committee, provost).

6. Click OK or press Enter to insert the additional material.

7. Verify that the correct material appears in the desired location and then click "File" → "Save" to save these changes.

Deleting material from a P&T portfolio

In some cases, it may be necessary to delete material from a P&T portfolio. For example, the scan of the candidate's application forms may need to be removed and replaced with an updated version as additional review signatures are obtained. **Be extremely careful to delete only material that you intend to delete!**

To delete material from a P&T portfolio:

1. Launch Adobe Acrobat Pro/DC and open the P&T portfolio (PDF file).

2. Use the Pages/Page Thumbnails pane (see *Navigating a P&T portfolio* above) to locate the page(s) you wish to delete.

3. Delete the desired page(s) using one of the following methods:

   ▪ *Delete an individual page:*
   Click the image thumbnail of that page to select it, then press the Delete key <u>or</u> right-click the thumbnail to select "Delete Pages…" → "Selected" → OK.

   ▪ *Delete multiple, consecutive pages:*
   Click the image thumbnail of the first page in the range, then hold down the Shift key and click the last page in the range. With the entire page range highlighted, press the Delete key <u>or</u> right-click any thumbnail to select "Delete Pages…" → "Selected" → OK.

   ▪ *Delete a specified range of pages:*
   Right-click the image thumbnail for any page, then select "Delete Pages..." The Delete Pages window will appear. Click the radio button beside "From:" and enter the first and last page number of the range to be deleted, then click OK or press Enter.

4. Regardless of the deletion method you use, a pop-up window will appear to confirm that you want to delete the selected page(s).
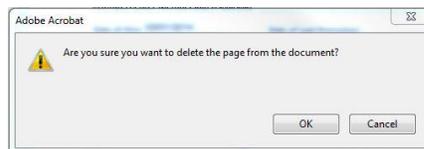
Click OK or press Enter to confirm the deletion.