

Creating a Record of Bookmarked PDF Documents



Candidate's Name: _____

Table of Contents for PDF Promotion Record

The **Recommendation for Promotion Form** is available as a change of status form in the HRIS transaction section. The form will automatically populate all needed information but should then be printed and routed for original signatures. Please provide the original form with signatures to Brenda Gritsch in the Dean's Office and attach the unsigned form as part of this section in the bookmarked pdf. **This form will be page 1 of the bookmarked pdf promotion record.**

0_Table of Contents.pdf

1_Recommendation for Promotion Cover Sheet.pdf

REPORTS

2a_Collegiate Criteria.pdf

2a_Departmt Criteria.pdf

2b_DEO Recomm.pdf

2c_i_DCG Cover.pdf

2c_ii_DCG Report.pdf

2d_DCG Indiv Eval.pdf

2e_P & T Comm Report.pdf

2f_i_Candidate resp P & T.pdf

2f_ii_Candidate resp DCG.pdf

CURRICULUM VITAE

3a_Candidate's CV.pdf

TEACHING

4a_Personal Statemt.pdf

4b_Chart T Assignment.pdf

4c_Letters Colleagues.pdf

SCHOLARSHIP, ARTISTIC PRODUCTION

5a_Personal Statemt.pdf

5b_Chklist, Progr Publ.pdf

5c_List, External Rev.pdf

5d_Log of Corresp.pdf

5e_Copy Invite Letter.pdf

5f_i_Letter Ext Rev.pdf

5f_ii_Letter Ext Rev.pdf

5f_iii_Letter Ext Rev.pdf

5f_iv_Letter Ext Rev.pdf

SERVICE

6a_Personal Statemt.pdf

6b_Assessmt of Serv.pdf

APPENDICES (TENURE CANDIDATES ONLY)

7a_i_Proposal Flexible-load Assign.pdf

7a_ii_Report Flexible-load Assign.pdf

7b_i_DEO Letter third-year rev.pdf

7b_ii_Collegiate rec third-year rev.pdf

7b_iii_Candidate's resp third-year rev.pdf

Notes:

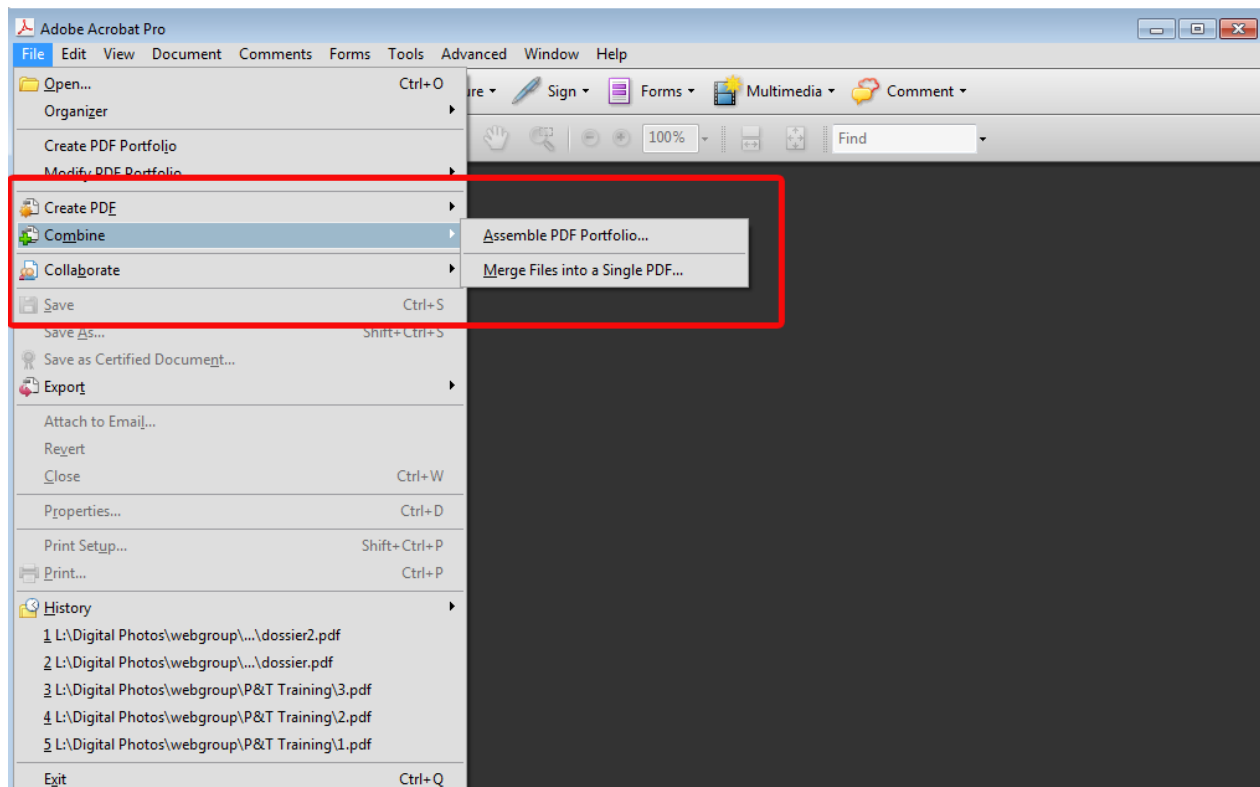
* Not every case will have a file in this bookmark; if no file is present, add a sheet that states "Not Applicable" or "No Comments."

A **detailed reference sheet** for this Table of Contents is located [here](#).

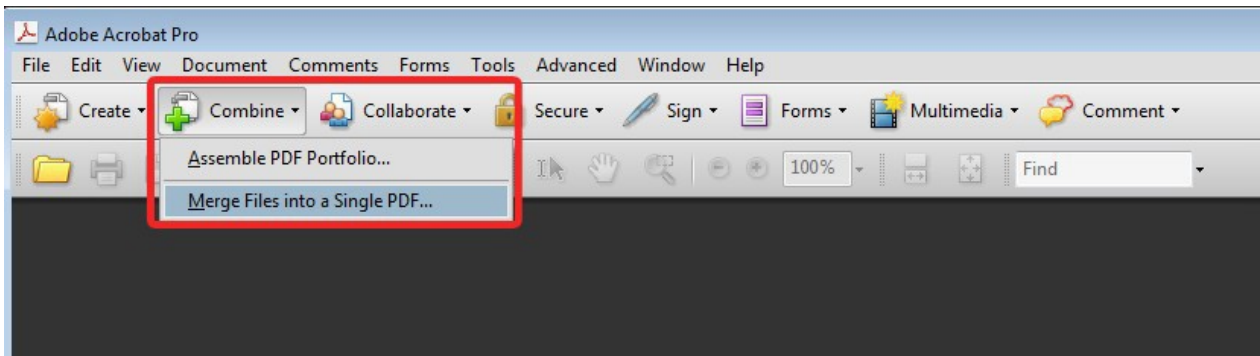
3. Make sure that you have all of the documents in one folder.
4. Make sure that all of your scanned documents are oriented correctly. See the last page of this document for instructions on how to rotate your scanned document in Acrobat.

Illustrated directions

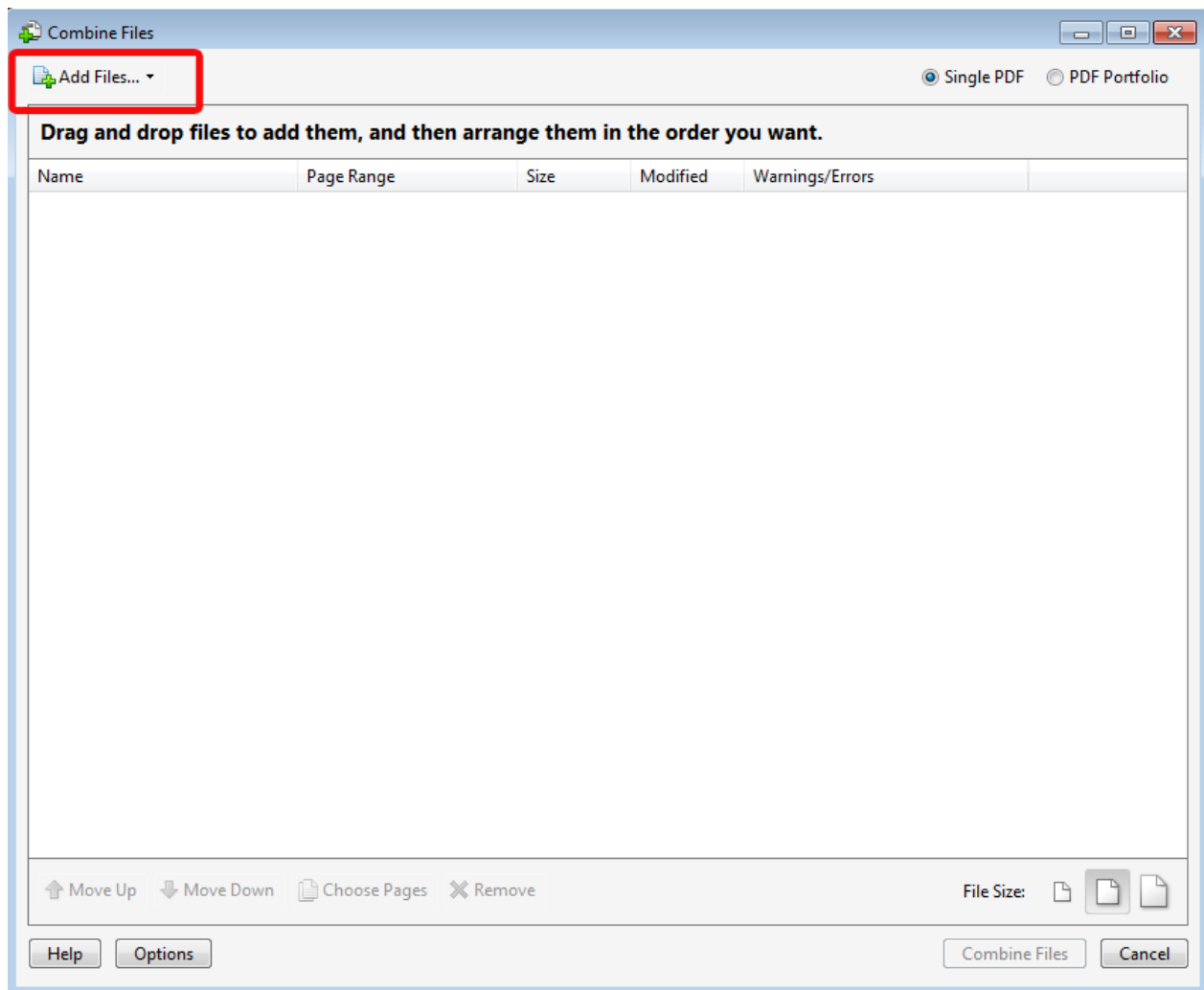
5. In Adobe Acrobat Pro click on “File” in the upper left hand corner. From this menu you will scroll down and select “Combine” > “Merge Files into a single PDF” from the pop-out menu.



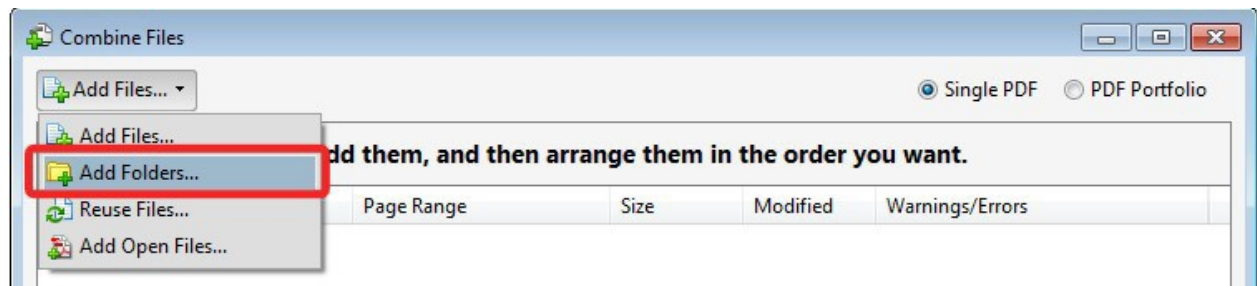
Or you can select the “Combine” button from the top menu.



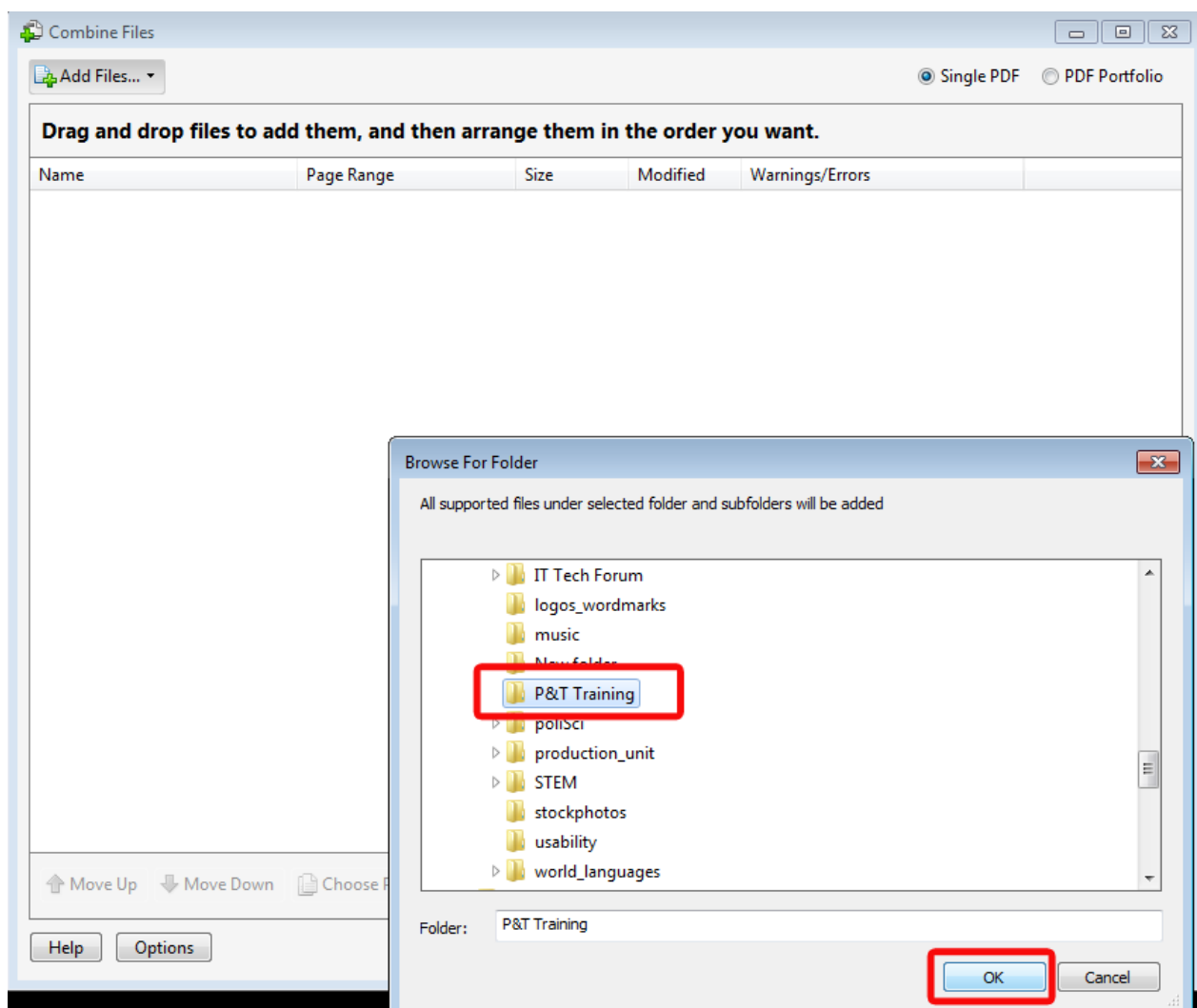
6. This will open a dialog window, Click on the “Add Files” button in the upper left hand corner.



Choose “Add Folder” from the menu that appears when you click “Add Files”.

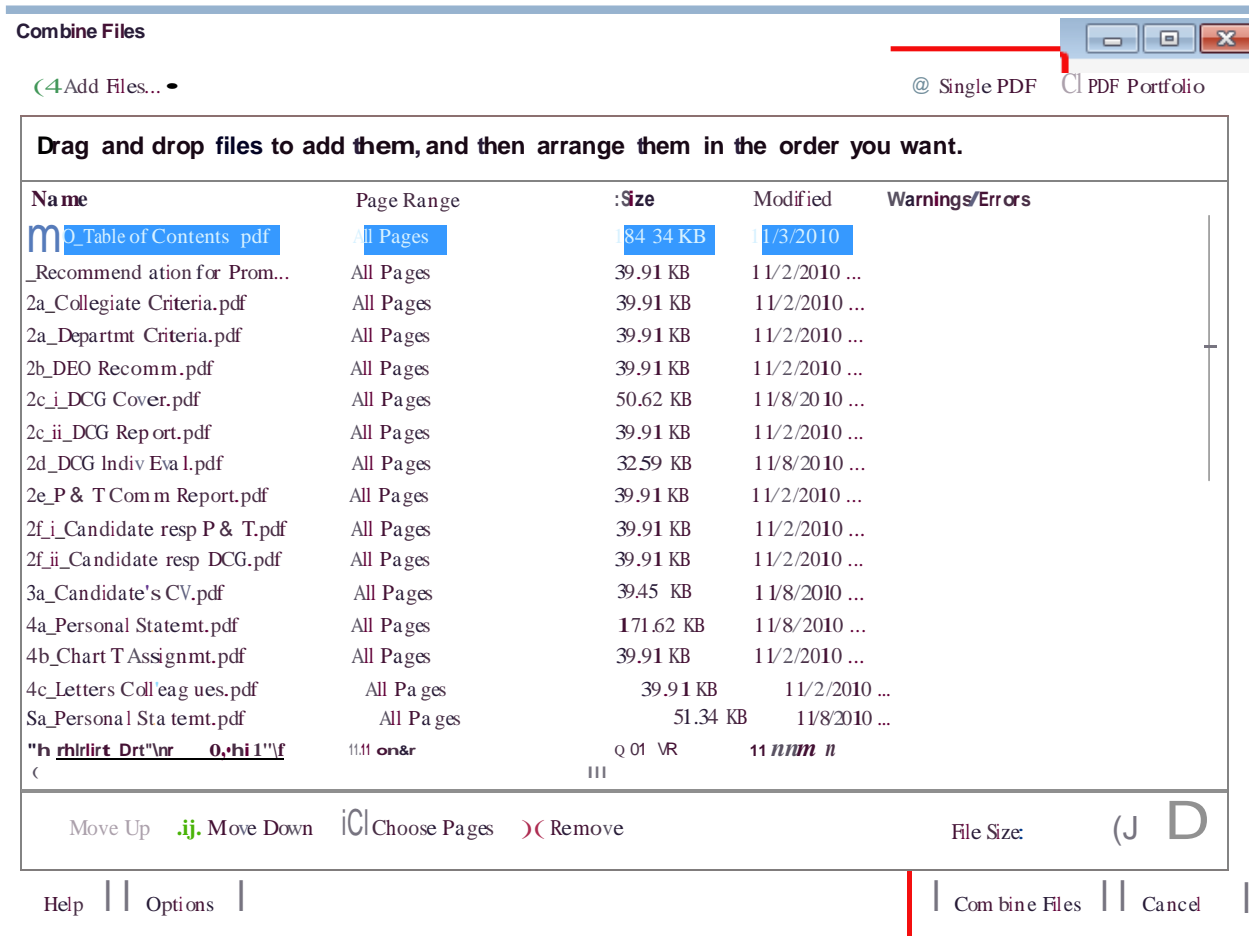


7. Browse for the folder containing all of your PDF documents on your computer and click “OK”

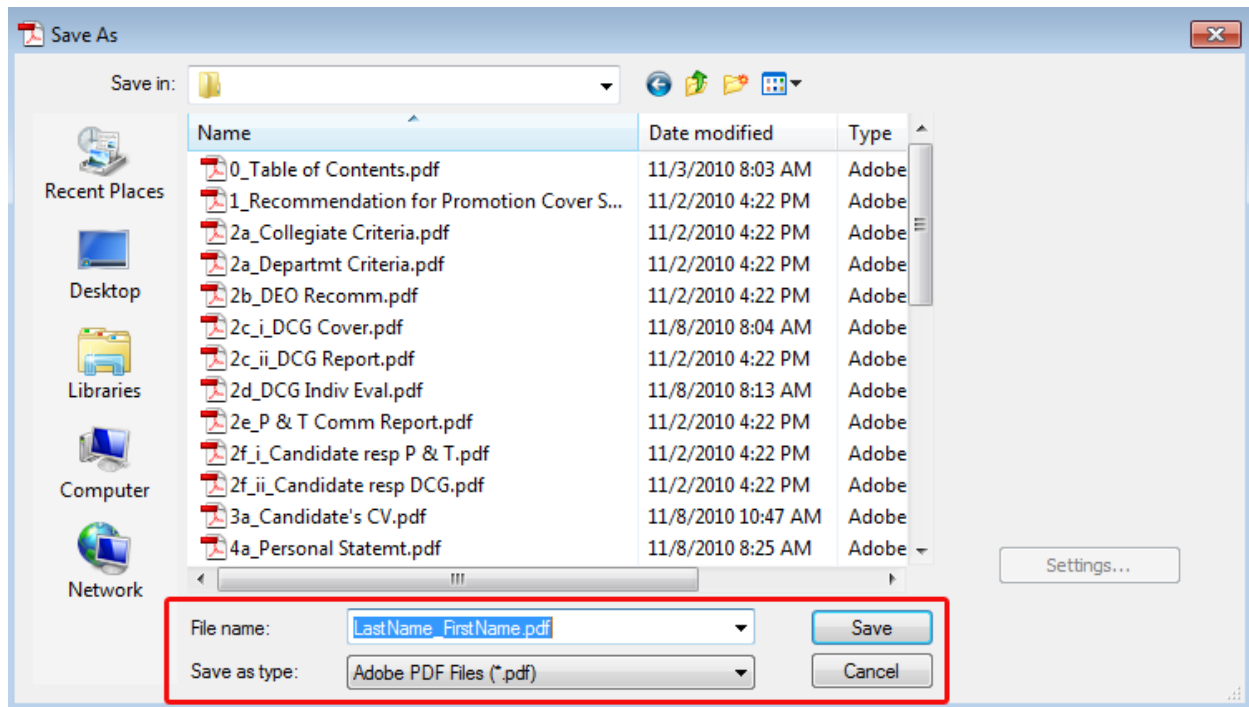


8. Adobe Acrobat Pro will show you a listing of all the PDF files in your selected folder. The order in which it displays the files will be the order of the bookmarks in the document. If the

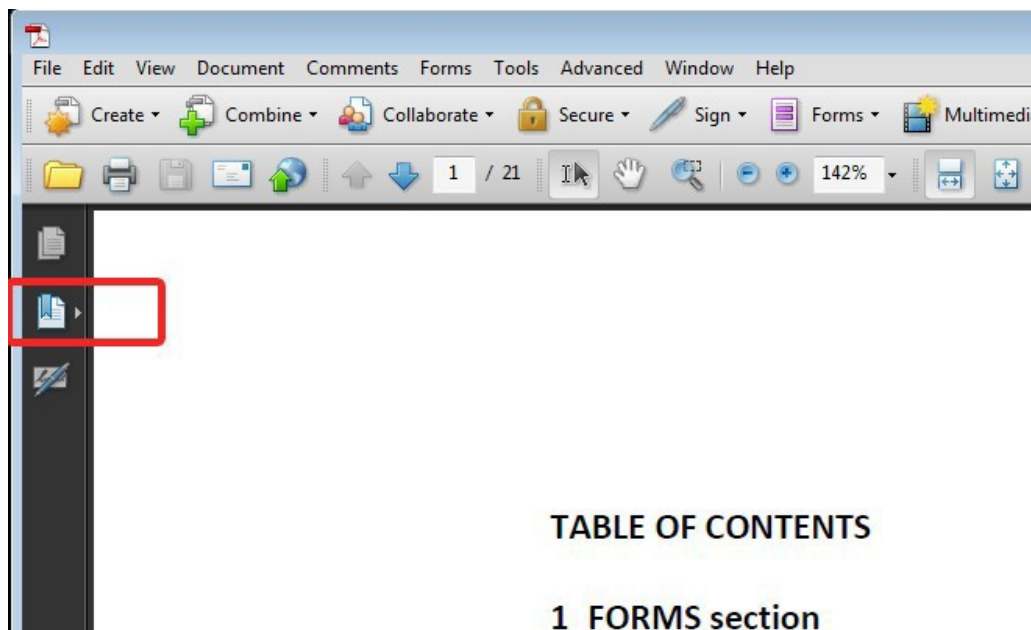
list is not in the correct order,drag each file up or down to change the order. When you are finished click "Combine Files".



9. Name and save your PDF file LastName_FirstName.pdf



10. Open your PDF file and check to see if the bookmarks are named correctly and in the right order. To view the bookmarks, click on the bookmark icon on the left-hand side of the document.



This will show a listing of all the bookmarks.

The screenshot shows the Adobe Acrobat Pro interface. The top toolbar includes options like 'Create', 'Combine', 'Collaborate', 'Secure', 'Sign', and 'Forms'. The 'Bookmarks' panel on the left lists the document's table of contents. On the right, a list of sections is displayed, including 'TABLE OF I', '1 FORMS:', '1a Recon', '2 REPORT', '2a_ Collegi', '2b DEO rE', '2c_ Depa rt', 'addressed', 'i) DCG Rep', 'ii) The DC<', '2d DCG rr', '2e Prom<', 'research, s', '2f Candid', and 'i) P&T Corr'.

Bookmarks Panel:

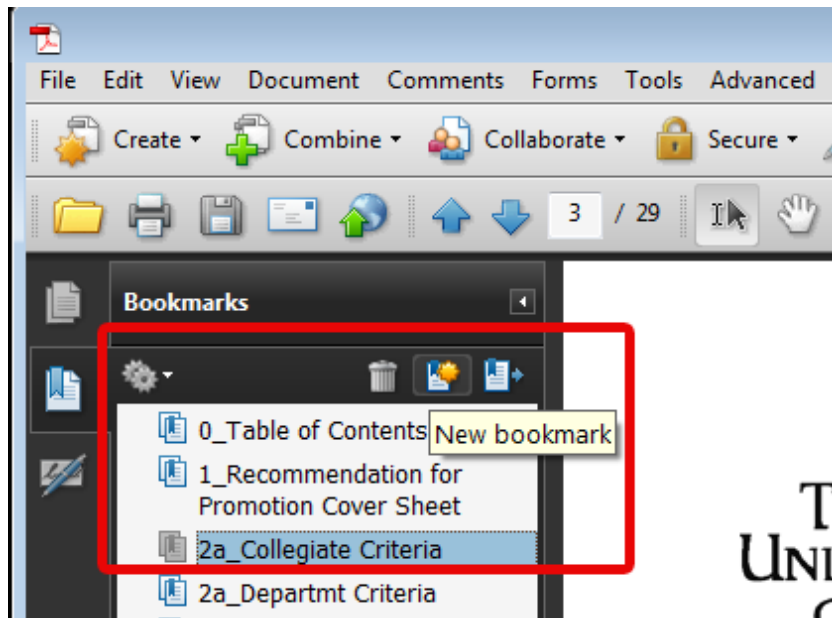
- 0_Table of Contents
- 1_Rec:ommend&tion for Promotion Cover Sheet
- 2&_Collegiete Criteri&
- 2&_Dep&rtmt Criteri&
- 2b_DEO Recomm
- 2c_i_DCG Cover
- 2c_ii_DCG Report
- 2d_DCG Indlv Ev&i
- 2e_P & T Comm Report
- 2f_i_C&ndid&te resp P & T
- 2f_ii_C&ndid&te resp DCG
- 3&_C&ndid&te's Co/
- 4&_Person&i St&temt
- 4b_Ch&rt T Asslgnmt
- 4c_Letters Colle&gues
- S&_Person&lSt&temt
- Sb_Chldst,Progr Publ
- Sc_List, Extern&!Rev
- Sd_Log of Corresp
- Se_Copy Invite Letter
- Sf_i_Letter Ex! Rev
- Sf_oi_Letter Ex! Rev

Table of Contents Sections:

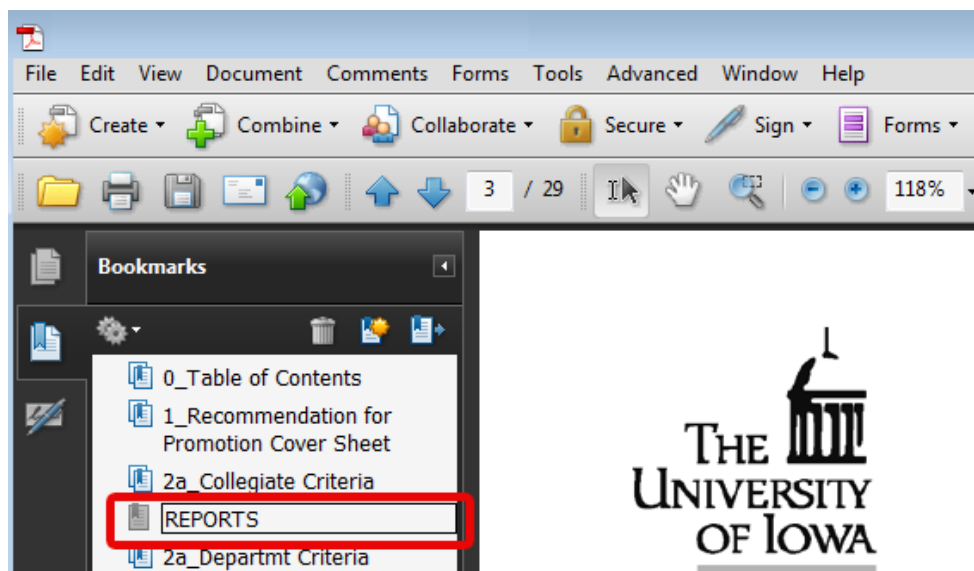
- TABLE OF I
- 1 FORMS:
- 1a Recon
- 2 REPORT
- 2a_ Collegi
- 2b DEO rE
- 2c_ Depa rt
- addressed
- i) DCG Rep
- ii) The DC<
- 2d DCG rr
- 2e Prom<
- research, s
- 2f Candid
- i) P&T Corr

Creating new bookmarks to reflect the table of contents headings.

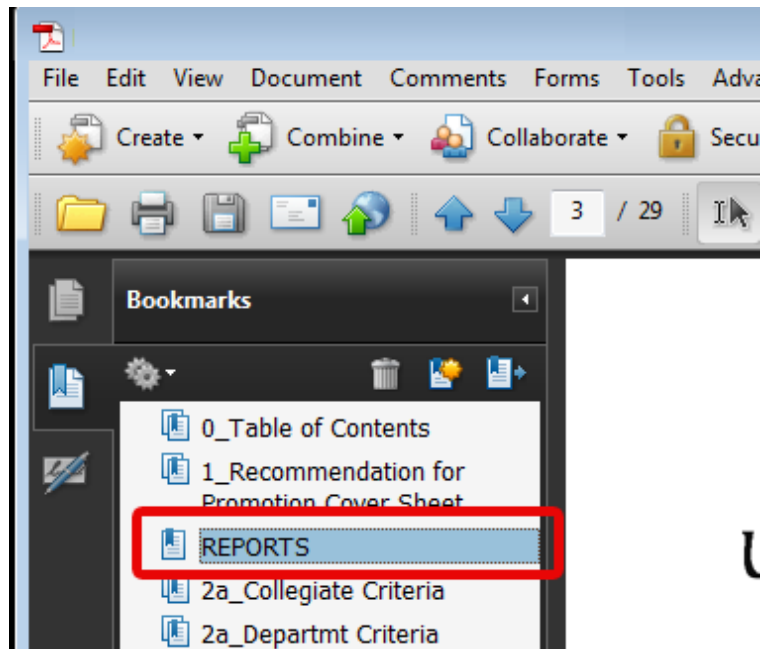
11. Select the page that you want your heading to bookmark. In this case we have selected 2a_Collegiate Criteria as the first page of the REPORTS section. Once you have the page selected, click on the new bookmark icon in the bookmark menu.



12. Type in the name of the heading "REPORTS".

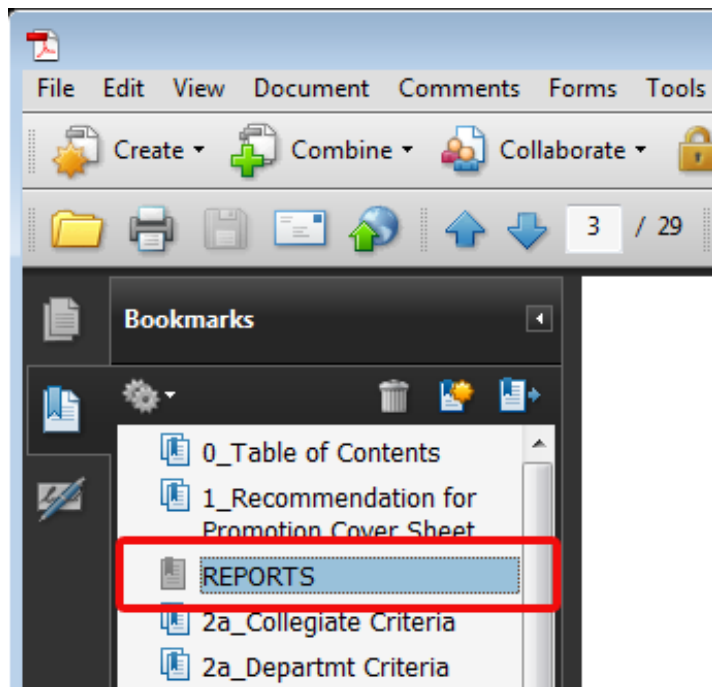


13. Drag the **REPORTS** bookmark to appear above 2a_Collegiate Criteria. Repeat these steps for the rest of the bookmark headings: **CURRICULUM VITAE, TEACHING, SCHOLARSHIP, ARTISTIC PRODUCTION, SERVICE, APPENDICES**

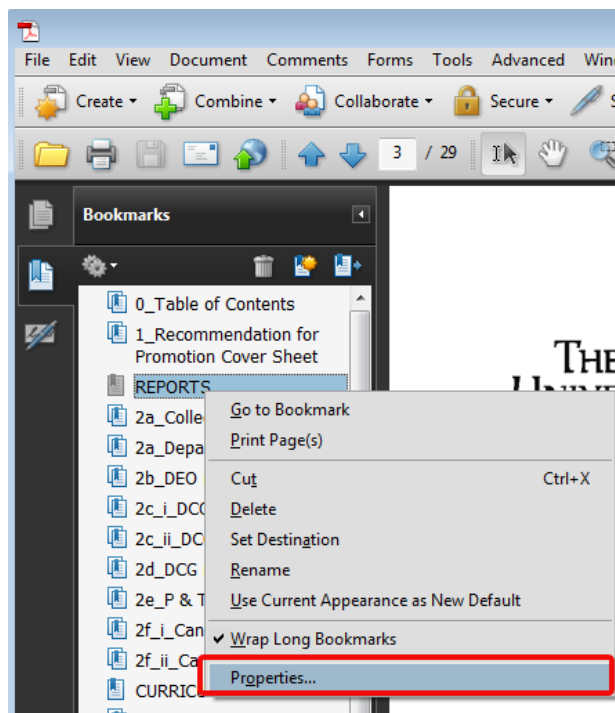


Styling Each Heading.

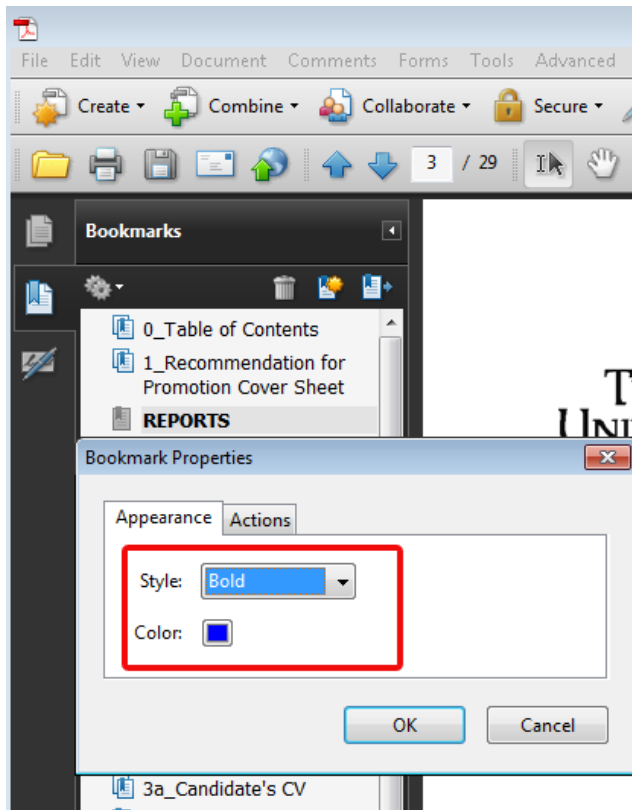
14. Select the heading that you want to style and right click on your mouse.



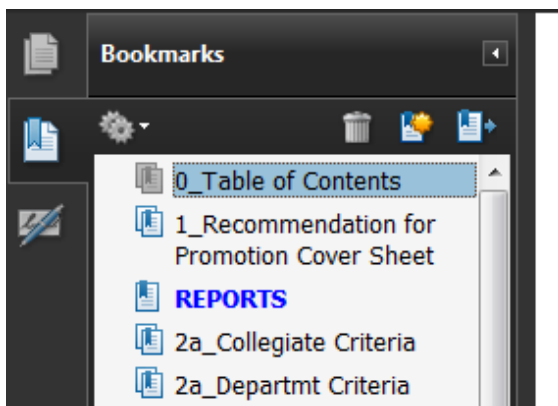
15. Select “Properties” from the menu.



16. Choose the style of **Bold** and the color **Blue** and click “OK”.

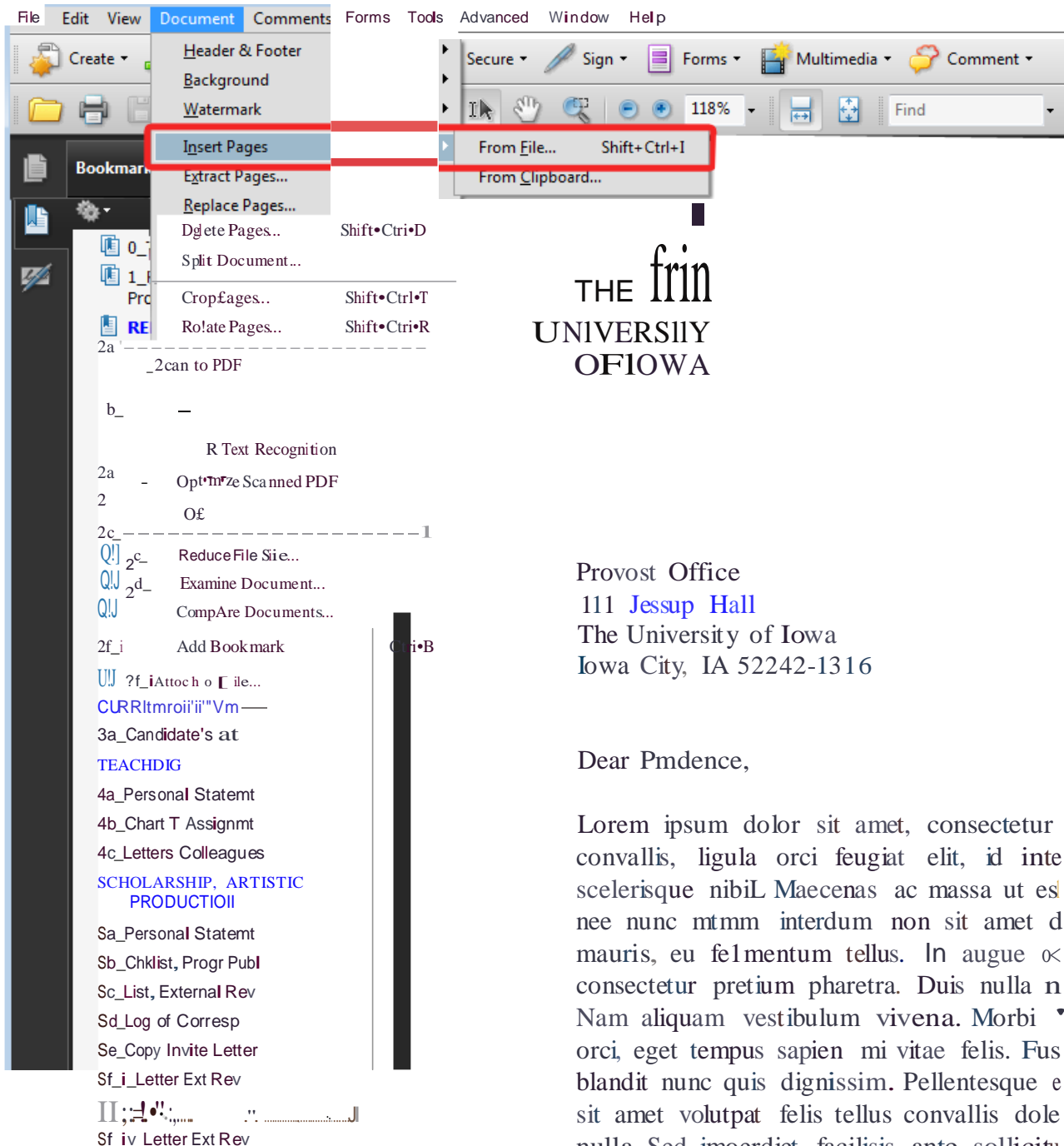


The bold and blue bookmark will look like this:



Inserting new documents into the combined document.

17. With your combined document open, go up to the menu and select "Document"> "Insert Pages"> "From File".



File Edit View Document Comments Forms Tools Advanced Window Help

Create ▾
Insert Pages
Extract Pages...
Replace Pages...
Delete Pages... Shift+Ctrl+D
Split Document...
Crop Pages... Shift+Ctrl+T
Rotate Pages... Shift+Ctrl+R

Secure ▾ Sign ▾ Forms ▾ Multimedia ▾ Comment ▾
118%
Find

From File... Shift+Ctrl+I
From Clipboard...

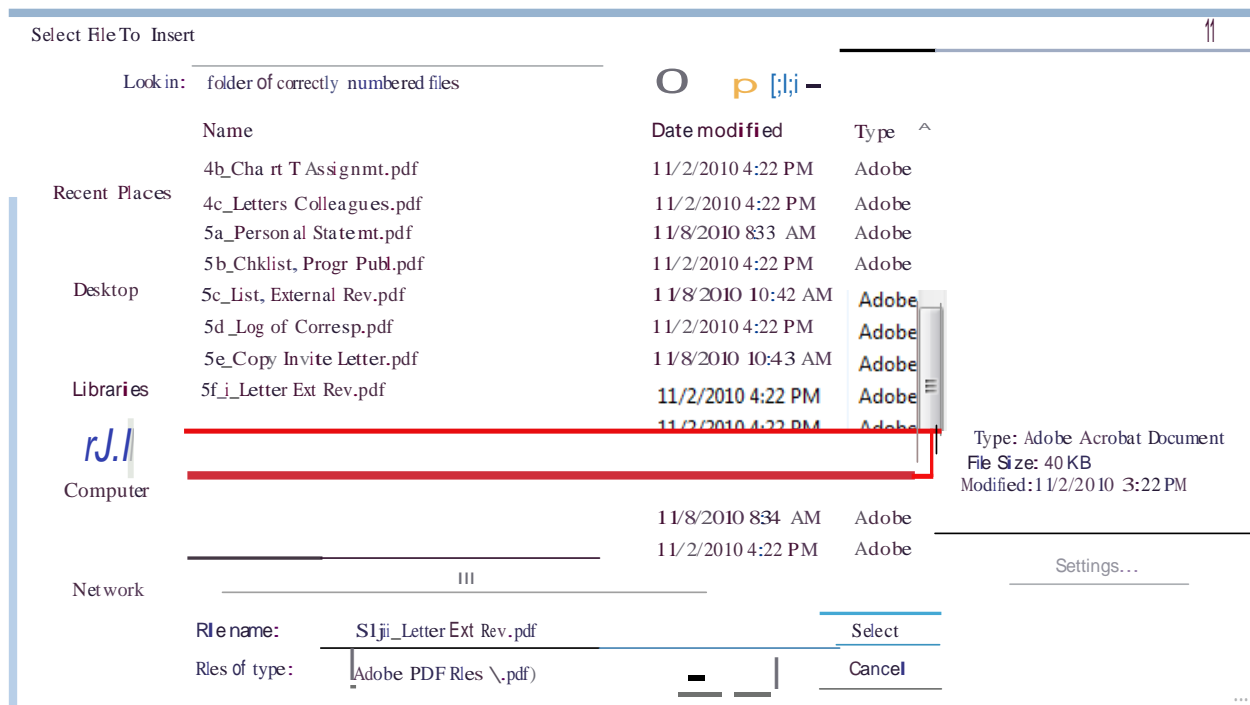
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UNIVERSITY
OF IOWA

Provost Office
111 Jessup Hall
The University of Iowa
Iowa City, IA 52242-1316

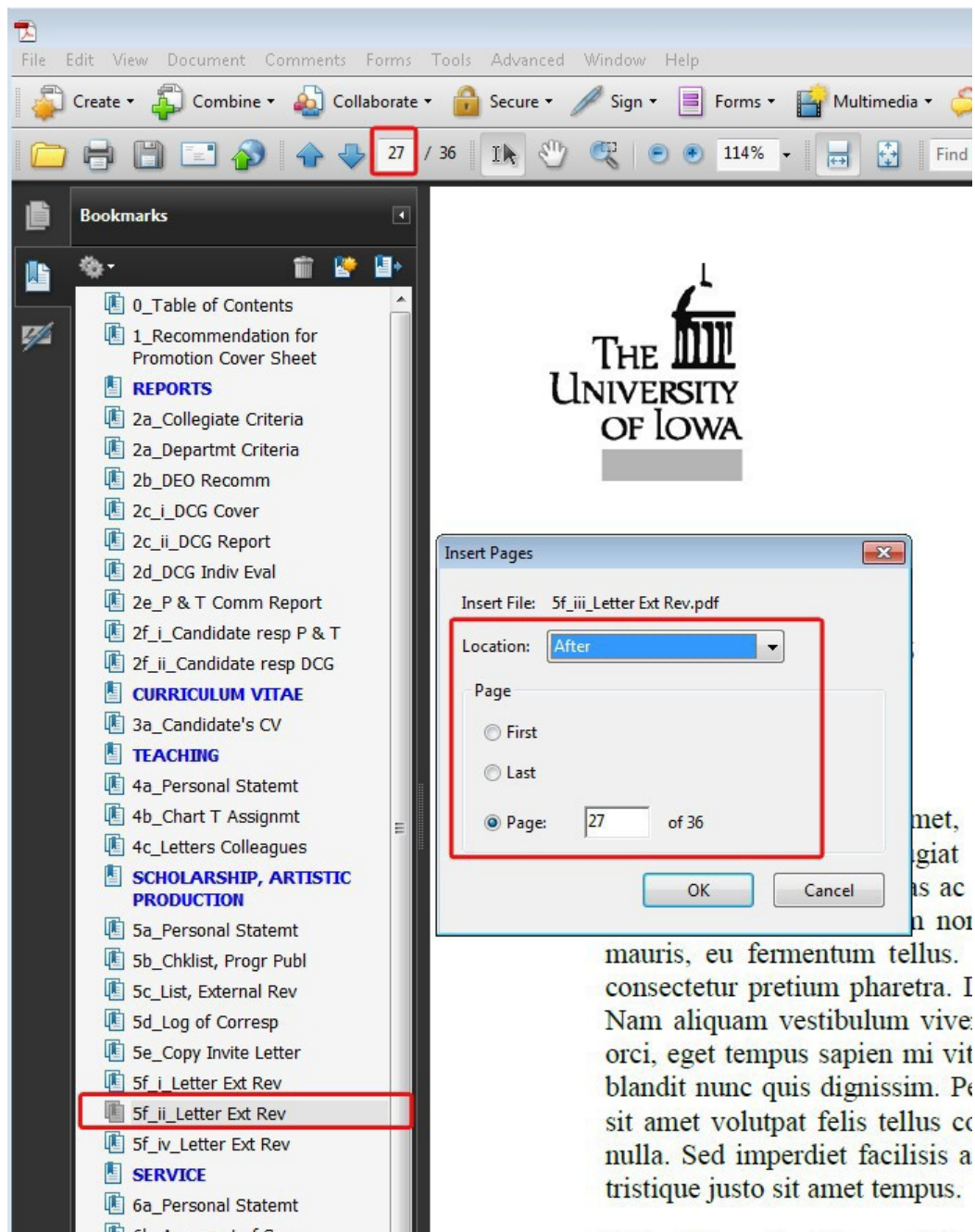
Dear Pmdence,

Lorem ipsum dolor sit amet, consectetur convallis, ligula orci feugiat elit, id inte scelerisque nibiL Maecenas ac massa ut es nee nunc mtmm interdum non sit amet d mauris, eu felmentum tellus. In augue < consectetur pretium pharetra. Duis nulla n Nam aliquam vestibulum vivena. Morbi orci, eget tempus sapien mi vitae felis. Fus blandit nunc quis dignissim. Pellentesque e sit amet volutpat felis tellus convallis dole nulla. Sed imoerdiet facilisis ante. sollicitu

18. Select the new document.

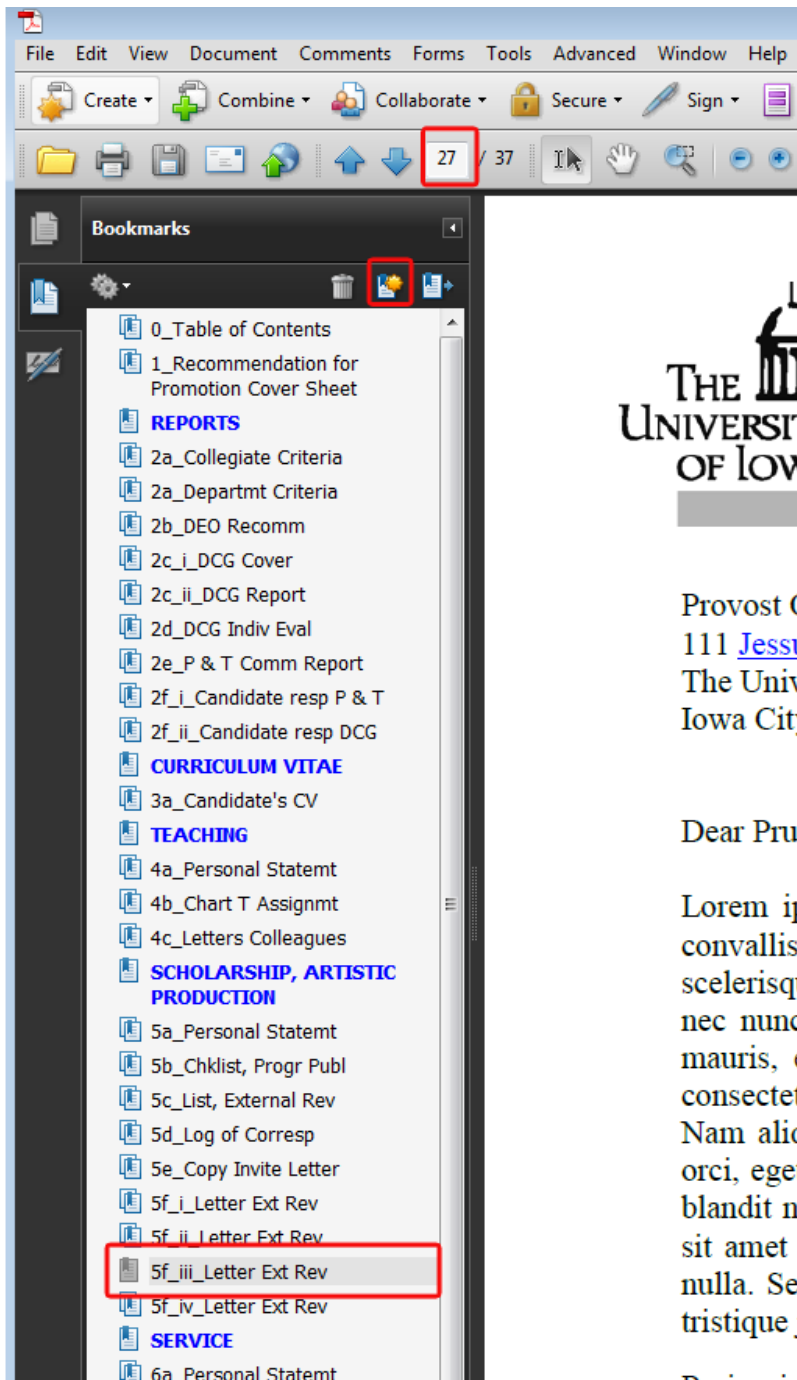


19. Choose where you want the new document placed. In this example, I am on bookmark Sf_ii which is on page 27. I am inserting the document Sf_iii, so I tell Acrobat to insert the new file after page 27.



20. Create a new bookmark for file. First, make sure that you are on the page that you want bookmarked – page 27 in this example. Click on the new bookmark icon, highlighted in red on the screenshot below.

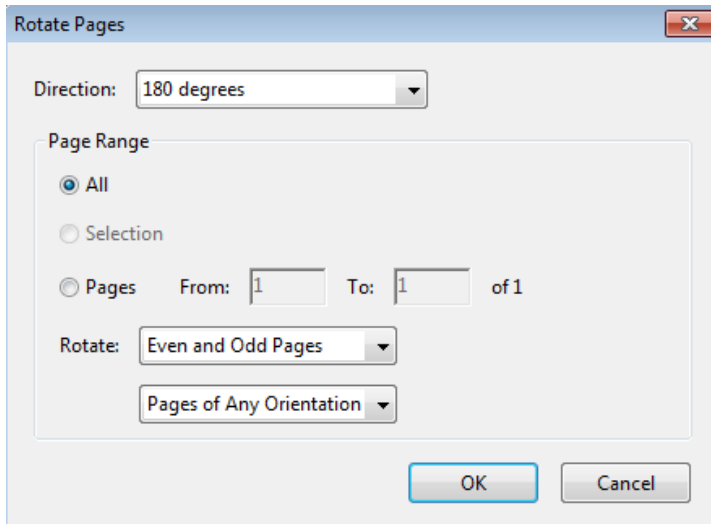
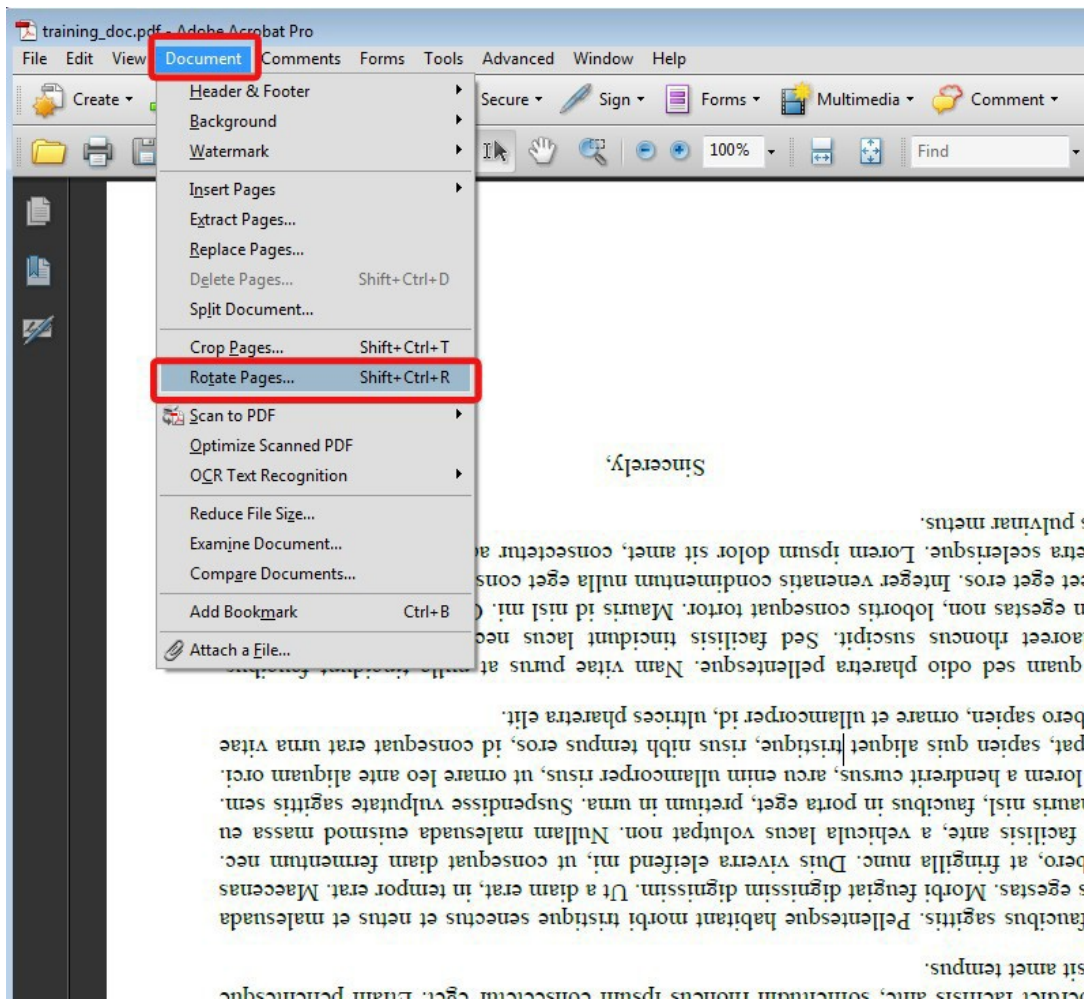
21. Type in the name for your new bookmark.



If you have any questions, please contact Mark Fullenkamp at mark-fullenkamp@uiowa.edu or Ben Speare at Benjamin-speare@uiowa.edu

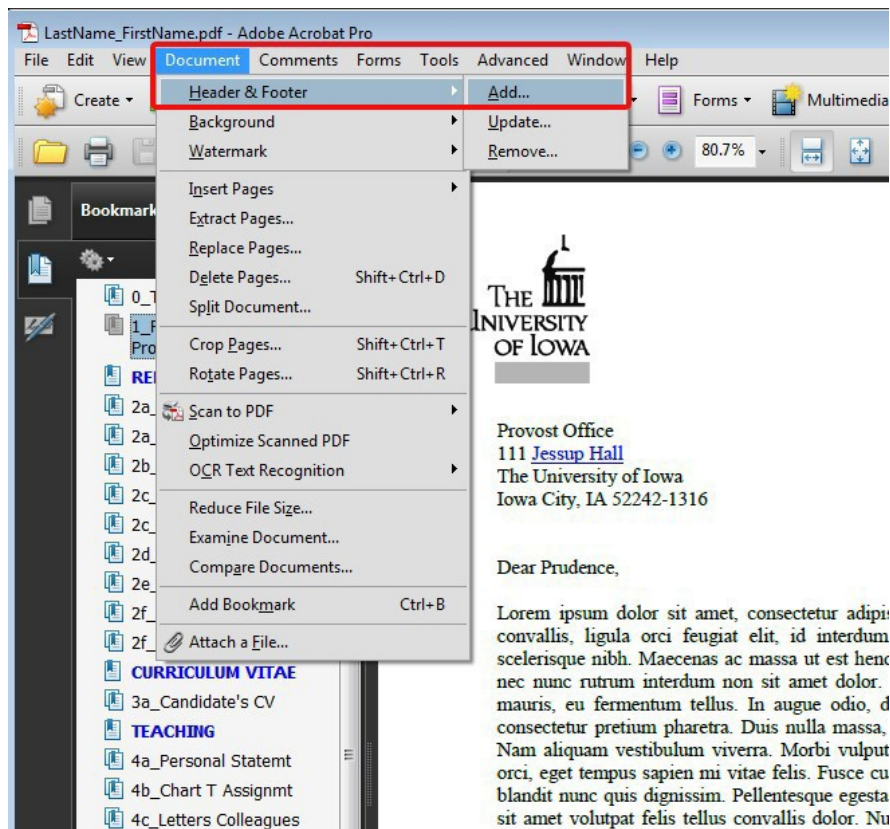
Rotating Scanned Documents

22. Go to the top menu and select **Document > Rotate Pages** to rotate your scanned document.

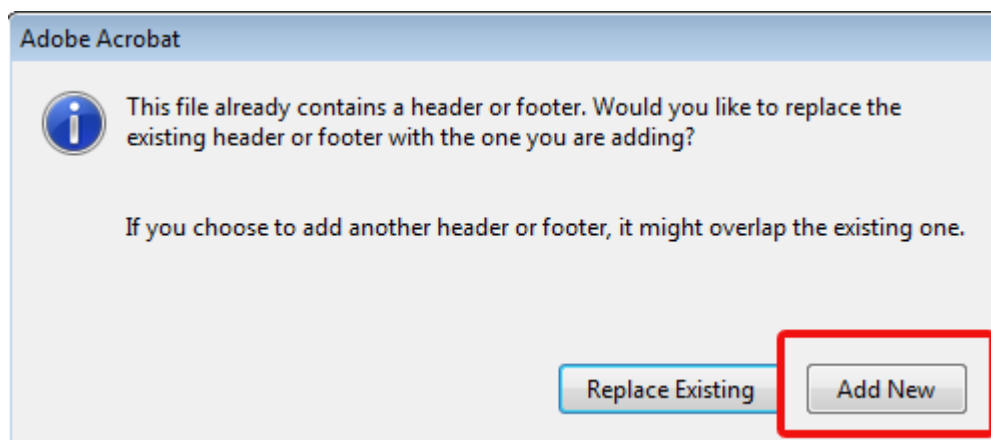


How to add page numbers to your PDF document.

Go to **Document > Header & Footer > Add**



Select **Add New**



Once the Add Header and Footer Box pops up follow these three steps:

1. Click your mouse into the **Right Footer Text** field.

2. Click on the Insert **Page Number** button.
3. Click **OK**

Save your document and you should have page numbers in the lower right corner that look like this:

Periculisque laoreet mollis suscipit. Sed lacus interdum laeas nec turpam. Et veni laeas, scelerisque non egestas non, lobortis consequat tortor. Mauris id nisl mi. Cras diam est, mollis eget varius at, laoreet eget eros. Integer venenatis condimentum nulla eget consectetur. Praesent et lorem non felis pharetra scelerisque. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent in ante risus, quis pulvinar metus.

Sincerely,

Linda Maxwell