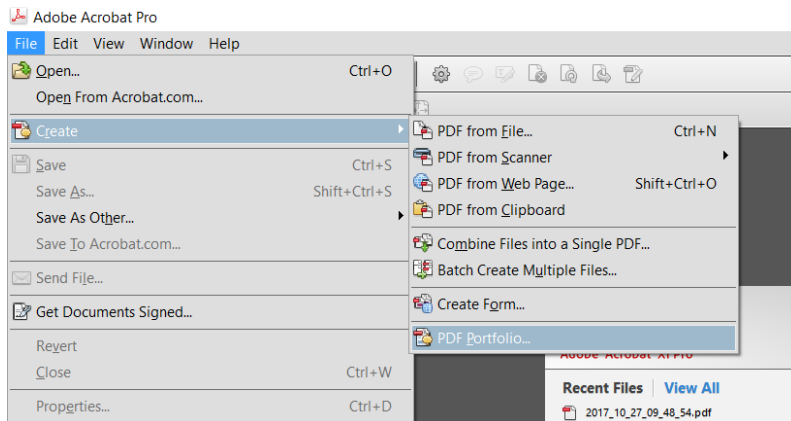
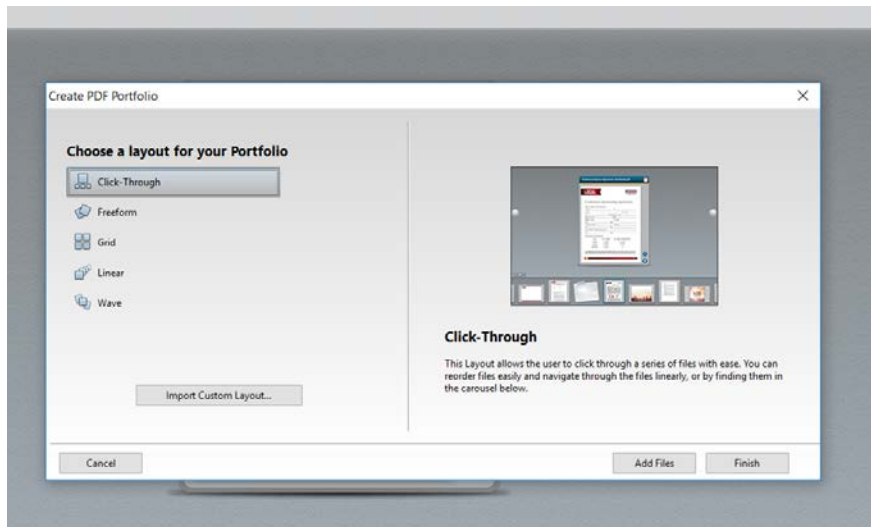


How to create a PDF portfolio

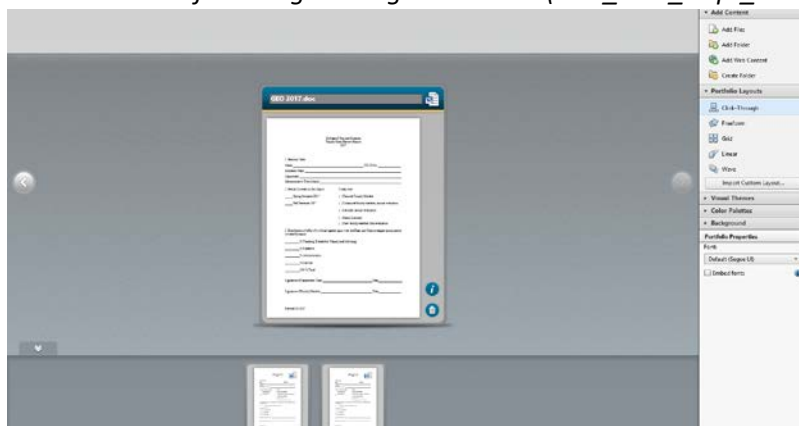
- 1) Open Adobe Acrobat
- 2) File > Create > PDF Portfolio



- 3) Choose the 'Click-through' option.



- 4) Add Files. To add multiple files at one time hold down Ctrl while you click on the files.
Please use the following naming convention (Last_First_Dept_Year)



- 5) Save Portfolio
Please use the following naming convention (Department_Chairs Rating sheets OR FMER Material, Year)