How to create a PDF portfolio

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

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File Edit View Window Help			
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3) Choose the 'Click-through' option.

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Choose a layout for your Portfolio	
Click-Through	
Freeform	
🔛 Grid	
💕 Linear	
Wave Wave	
	Click-Through
	This Layout allows the user to click through a series of files with ease. You can reorder files easily and navigate through the files linearly, or by finding them in the carousel below.
Import Custom Layout	

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)

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