Academic Staff Promotion Bookmarks, using **Adobe Acrobat DC**:

Make a folder on your desktop named PROMO.

Using the checklist, scan each section making it a PDF, broken down by numbers 1-15. Example: 1. Coversheet, and so on. NOTE: Scan a blank sheet of paper as a place holder in tabs that will have items added at the college level.

Click on **Adobe Acrobat DC**

Go to File

Go to Combine Files into Single PDF

Drag files to folder

Hit Combine Files

Files are now transferred over to bookmarks.

Be sure bookmark numbers and corresponding pages’ match.

Save to thumb drive.

Delete file on desktop.

**NOTES: The coversheet and Provost Guidelines numbers/sections do not match for #13 and #14. Until the Provost’s updates the Guidelines, use the numbering/section order on the coversheet.**

**If a tab does not pertain to you, don’t include the tab number in your bookmarks. Do not check the box on the coversheet either.**

**For Tab 5 – Include a page that reads: Not applicable for CFPCA.**