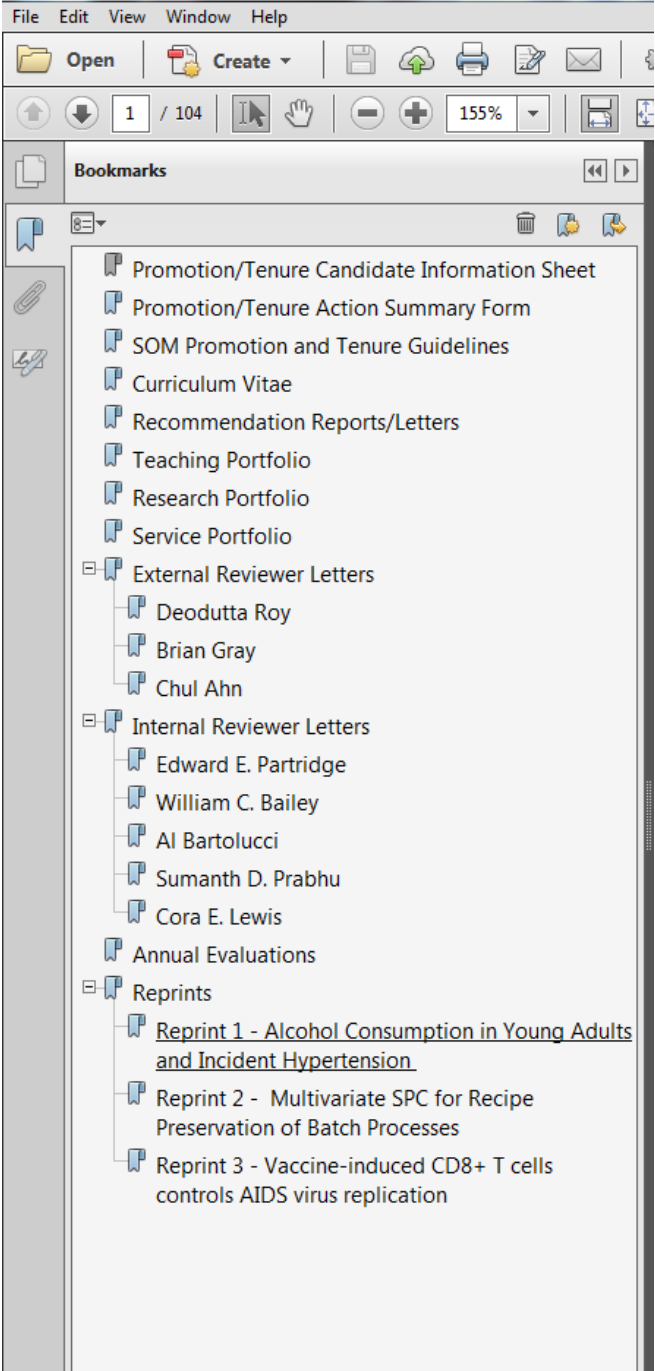Instructions for Creating and Uploading PDF File of Promotion Packets

Revised December 9, 2014

1. After the DOM has reviewed and returned the original hard copy, finalize preparation of the electronic promotion packet as one PDF file to upload to the DOM SharePoint Promotions site: https://uabweb.ad.uab.edu/dom/aptc/ . Select your Division name in the left-hand column

2. You must have a program that can edit and manipulate PDF files. We recommend Adobe Acrobat Pro (version XI). You can generate PDF files directly from Office 2010/2012; however, Office 2010/2013 provides no tools to edit or manipulate the resulting PDF file.

3. The APTC and Faculty Council members will review the PDF of the promotion packet so the quality needs to be as high as possible. Ask the faculty member, whenever possible, to provide you with documents in their native format (Word, PowerPoint, etc). You will convert these documents into PDF files using your PDF creation tool, print to pdf, or via the "save as PDF" option in Office 2010/2013. Make sure the formatting and pagination is the same as the original document in the packet if you use a PDF conversion option

4. Scan any hard copies not available as electronic files such as the signed letters from reviewers, the Division Director letter, annual evaluations, etc… Use the highest DPI setting available on your scanner (typically 600 DPI.)

5. When you create the PDF of the promotion packet, make the file name: LastName, FirstName – 2015 Packet

6. Create one PDF document that is an exact duplicate* of the original promotion packet by combining all the files converted to PDF from their native format and the scanned documents into the order required by the SOM instructions. There are several ways to combine pages from multiple documents into one PDF document. https://www.youtube.com/watch?v=FSptgKeXxV4 You can use "insert from file" under VIEW→TOOLS→PAGES. Another way is to drag page thumbnails from one document to another.

a. *note that the PDF file should not include section divider pages to mimic the tabbed dividers in the original packet. The PDF document should not use divider pages. The PDF Bookmarks will mark the beginning of sections. In other words as an example, do not have a page in your PDF that says only "Teaching Portfolio"

7. YOU WILL UPLOAD ONE SINGLE PDF FILE OF THE PROMOTION PACKET. YOU MUST COMBINE ALL THE COMPONENTS INTO ONE PDF FILE.

8. Make sure each page is correctly oriented. If you need assistance, see Adobe Help (F1) and search on "rotate a page"

9. Carefully proof what you have done to ensure that each page is in the correct order and that all pages are inserted and any extraneous blank pages have been deleted. The PDF copy must be an exact copy of the original packet (except for the section dividers.)

   a.   Create Bookmarks for each of the sections like the example pasted below. Make sure the bookmark brings up the correct page! https://www.youtube.com/watch?v=2KtVnAagsqU (Just

the first 1 ½ minutes) or https://www.youtube.com/watch?v=KJtj8EGHr4E (shows creating sub-bookmarks)

10. Test each bookmark to ensure that clicking on it takes you to that page in the document. If it does not, then scroll to the correct page and click so the cursor is on that page, move your cursor over the correct bookmark, right click and choose "set destination." The bookmark should now point to the correct page.

11. FILE → PROPERTIES → INITIAL VIEW. "Bookmarks Panel and Page." For Magnification, select "Fit Width." https://www.youtube.com/watch?v=yprXL_iKZbo

12. Run OCR by going to the DOCUMENT menu, OCR TEXT RECOGNITION, RECOGNIZE TEXT USING OCR. This will take a while to run and some pages will fail for text recognition. https://www.youtube.com/watch?v=4IzQdxmeCAg

13. Optimize the document by going to the FILE –> SAVE AS OTHER -> OPTIMIZE PDF.

14. Reduce file size: Select FILE –> SAVE AS OTHER -> REDUCED SIZE PDF, MAKE COMPATIBLE WITH ACROBAT 8.0 AND LATER, click OK.

15. The document should not exceed 120MB.

16. Login to the DOM SharePoint Promotions site https://uabweb.ad.uab.edu/dom/aptc/ , using your blazerID and password and upload your packet(s) to your Division folder, 2015.

17. Should you need technical assistance, please phone 5-HELP, or submit a ticket at http://support.dom.uab.edu. Direct HR questions to Ted Clark, 4-5237.