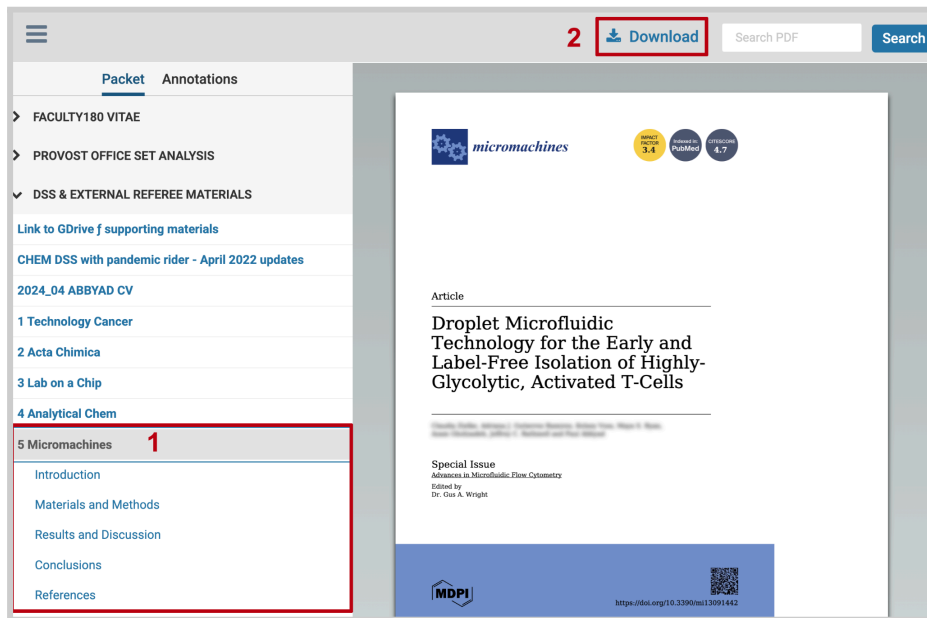


# Removing & Adding Bookmarks in a PDF

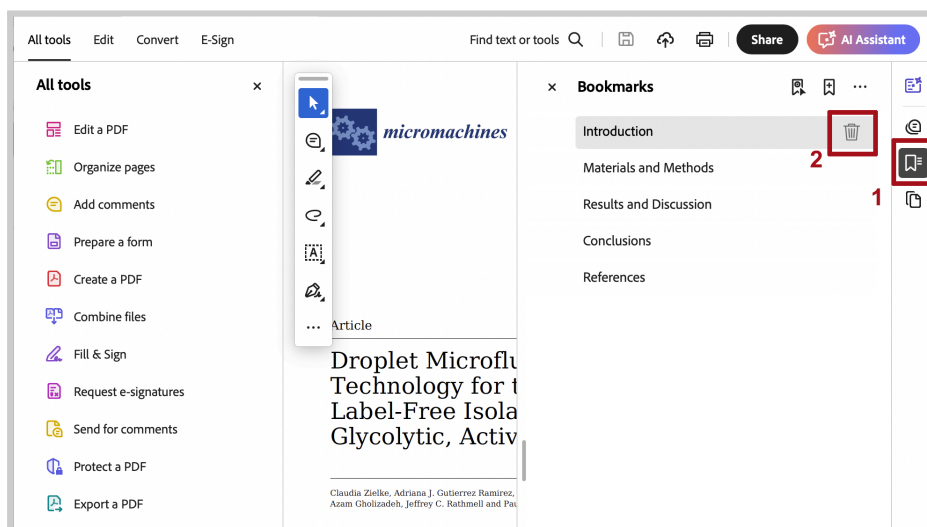
## REMOVING BOOKMARKS

Before uploading PDF files to Interfolio, we recommend that you delete bookmarks. Unless you need them, they use a lot of space in the left sidebar in your case.\* If your only access to the file is in Interfolio, start with steps 1-2. If you already have it on your desktop, start with step 3.



1. If the file is only available to you from the Interfolio case, click on the file in the sidebar to bring it up in the main Case window.

2. Click the download button to download it to your desktop. If it's already on your desktop or in Google Drive, you can skip these first two steps.



3. Open the PDF in a PDF editor like Adobe Acrobat Pro.

4. Navigate to the bookmarks panel, select the bookmarks you want to delete, and then either press the delete key or use the delete option in the editor's menu.

5. Upload the cleaned-up version of the publication to Faculty180.

## ADDING BOOKMARKS

Bookmarks in a PDF create a fixed nesting of material in the sidebar of your case. Because the subordinate entries are “fixed,” they always appear; you cannot click on the higher-level heading to hide them. We therefore recommend judicious and limited use of bookmarks, for example in your organization of your teaching materials. Keep in mind that the way you organize your materials will be visible in every case that pulls in these activities (FARs, reappointment or MPR, tenure and/or promotion).

Default File List

<b>F19 SCTR 15 Syllabus</b>
<b>F19 SCTR 15 SET</b>
<b>F19 SCTR 15 Peer Evaluation</b>
<b>F19 SCTR 15 Assignment #2</b>
<b>F19 SCTR 15 Final Assignment</b>
<b>F18 SCTR 15 Syllabus</b>
<b>F18 SCTR 15 SET</b>
<b>F18 SCTR 15 Exam #2</b>
<b>F17 SCTR 15 Syllabus</b>
<b>F17 SCTR 15 SET</b>
<b>F17 SCTR 15 Exam #1</b>
<b>F17 SCTR 15 Assignment #1</b>



The sidebar view on the left shows how the sidebar in your case would look if you upload each document to its proper course. The items appear in reverse chronological order. Course materials remain grouped, but whether your reviewers will realize that depends on your file naming convention.



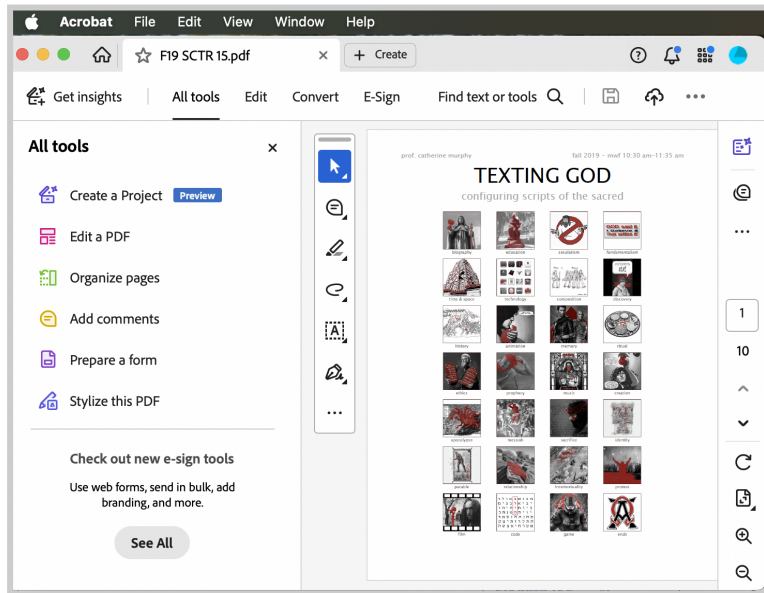
On the right is how the sidebar will look if you create a single PDF for each course iteration, incorporating the nested files into one document and adding bookmarks at the start of each file. In this case, the sample assignments/ exams only appear once, in the most recent form.

Whichever method you choose, how you title your files (and bookmarks) will be critical to helping your reviewers find the information they need.

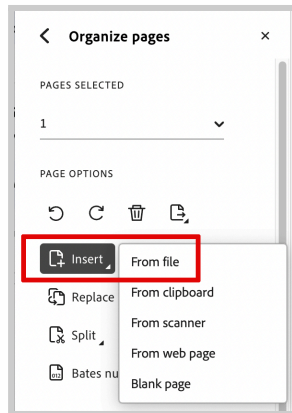
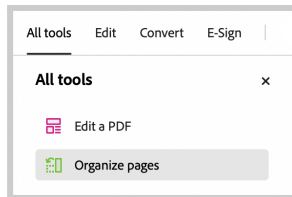
1 PDF per Class

<b>F19 SCTR 15</b>
Syllabus
SET
Peer Evaluation
Exam #1
Exam #2
Assignment #1
Assignment #2
Final Assignment
<b>F18 SCTR 15</b>
Syllabus
SET
<b>F17 SCTR 15</b>
Syllabus
SET

If you choose to set your materials up as in the image on the upper right, here are the steps:



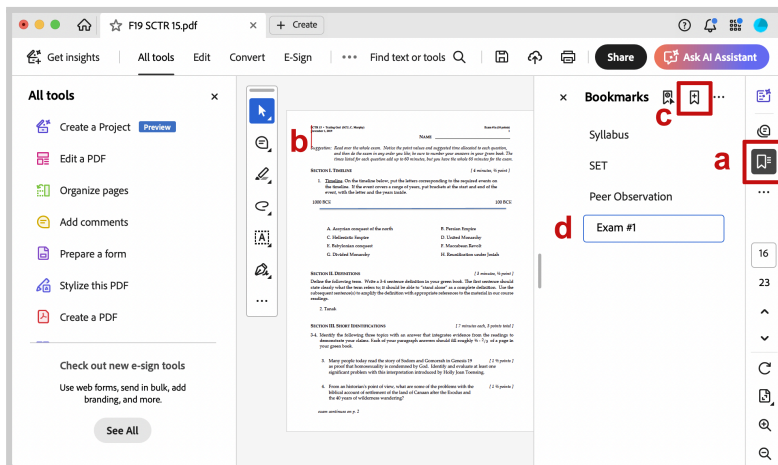
1. Gather your materials, either in Google Drive folders by course (because the file names will not have the course term and name), or proceed one course at a time.
2. Save each file as a PDF.
3. For your first group, open your most recent syllabus (here, for F19 SCTR 15) and save it using the file name that will appear as the header.



4. Use the **Organize** pages tool to **Insert > From file**. Your syllabus is the first file; browse for the second document in the series, and select **After** and **Last**, and click **OK**.



5. Continue this for each of the files in turn until all the works for this iteration of the class are in this single document, then save the file.



6. Add bookmarks for each component document, following these steps:
  - a. click the bookmark tool to reveal the bookmark pane,
  - b. put your cursor at the top the first component document,
  - c. click the add bookmark icon,
  - d. type the file name in the window and click the enter key,
  - e. move to the next component document, and repeat until each document has a bookmark.

Upload the composite file at the proper course in your course list, tagging it as "Other." Remove any other files that may be listed there that are now contained in your composite document.