Requirement
Adobe Acrobat Pro XI or DC (not Adobe Reader)

Office Computer
Contact the Help Desk (x 4357) to request the software be installed

Home Computer
Contact the Help Desk for an installer disc for home use

Step One: Download the Dossier Template
Log in to Sakai
Locate the site named **2017-2018 Tenure and Promotion**
Click on **Instructions/Information**
Right-click (PC) or Control-click (Mac) on the document named **Template**
Select "save link as" or "download linked file" or "save target as" (similar language, browser independent
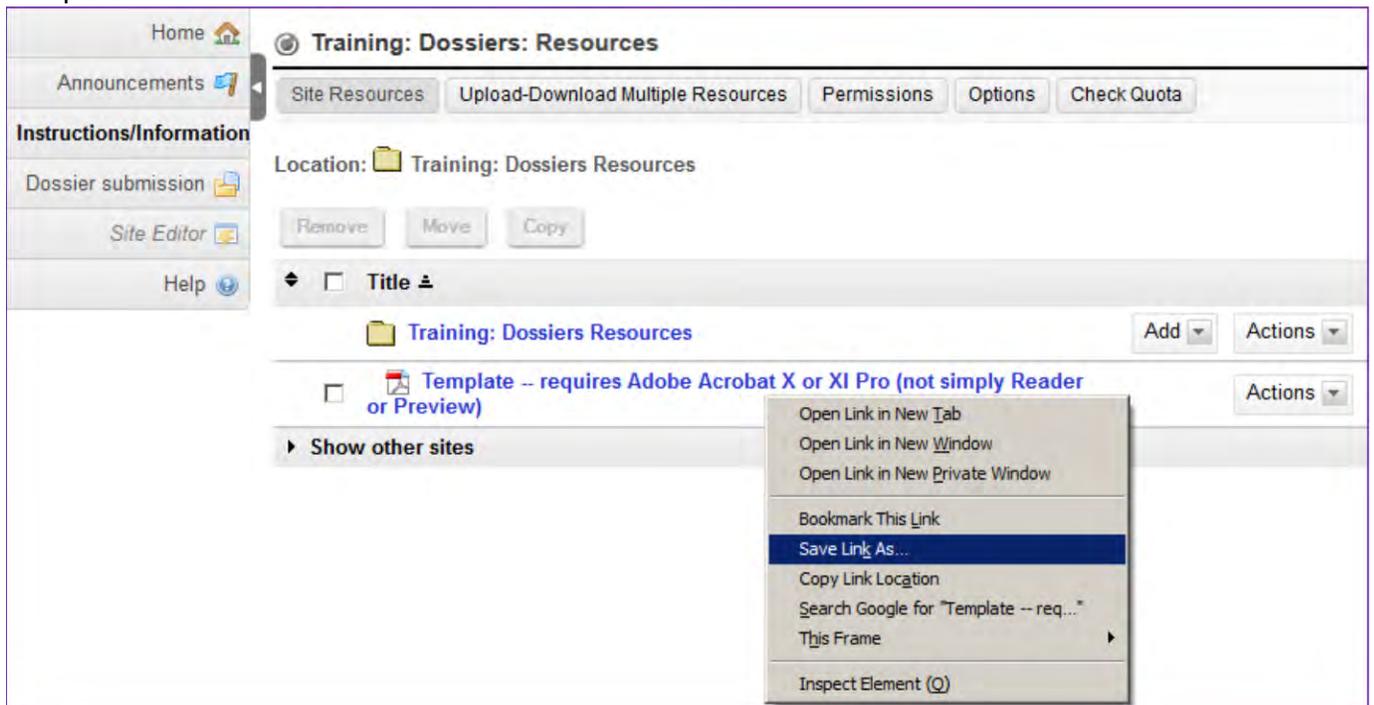
Step Two: Open the Template in Adobe Acrobat Pro
Locate file
Right-click (PC) or Control-click (Mac)
Select "open with" and choose Adobe Acrobat (not Reader)
Template opens in **Preview** mode

Double click a folder; it opens a blank screen
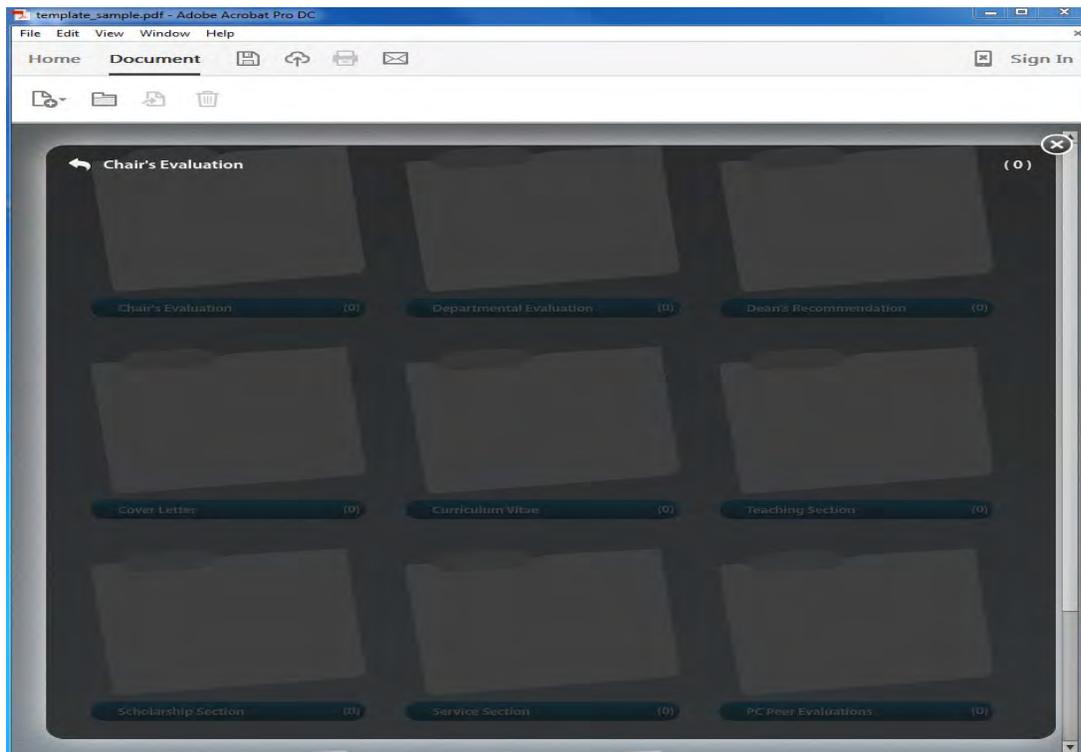
Select the icon in the top-left section of the screen
Click **Add files** in the menu
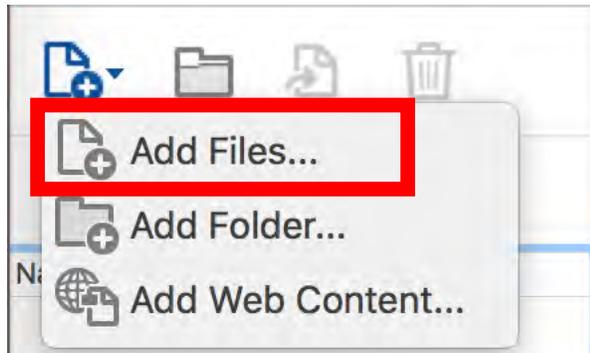
Browse for a file
You can add multiple files by holding down the Control key and selecting the files
Click **Open**
Files appear in the folder.
<u>Delete a file</u>: Right-click (PC) or Control-click (Mac) and select Delete
<u>Close the folder</u>: click X in upper right
<u>Save the dossier</u>: File > Save
<u>Re-order a file:</u> Right click (PC) or Control-click (Mac) on the screen and select "Sort By" and the method with which you wish to sort the folder.

Step Four: Uploading the Dossier
Log in to Sakai
Locate the site named **2017-2018 Tenure and Promotion**
Click on **Dossier submission**
Click on **Add > Upload Files**
Browse for the file, change the name if you prefer
Click **Upload Files Now**