**Note:** You must open this document using Adobe Acrobat Professional DC and **not** Adobe Acrobat Reader. If you do not have Adobe Acrobat Professional DC, please contact the IT Service Desk to request an installation.

Here is the recommended workflow for creating your dossier:

  a. Save this file locally so that you can edit it. (Step #1 below)
  b. Create a checklist of all your needed documents. This will be based on the bookmarks in this document. See steps #2-3 for instruction on accessing the bookmarks in this document. Consult with your department chair if you have questions about what documents you might need.
  c. Gather all the needed documents into one folder in OneDrive or other location where you can easily access the files.
  d. Follow steps #4-6 for each document that needs to be added so that they are all in one PDF document.
  e. Follow step #7 to connect each piece of evidence to the correct bookmark in this file.
  f. Delete these 3 pages of directions (see step #5 for deleting pages) before sharing your dossier.

1. Save this document to your OneDrive or other space where you can easily access the file, and open it in Adobe Acrobat Pro DC
   a. If the document opens in your internet browser, **right click**, and select **Save**.
   b. If the document opens in a PDF application, then save the document from that application's menu.
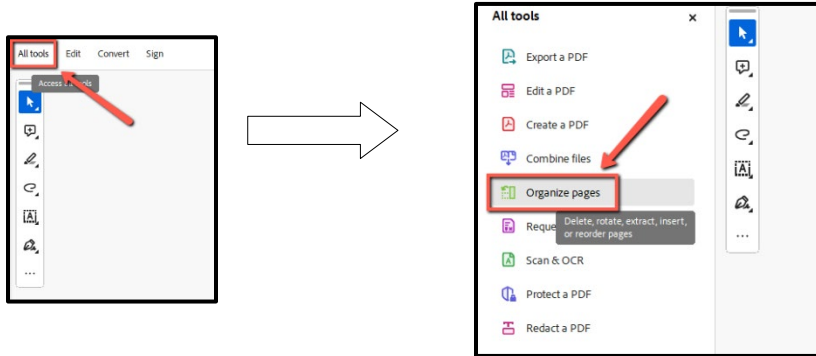
2. Click the Bookmark icon on the right to display bookmarks.
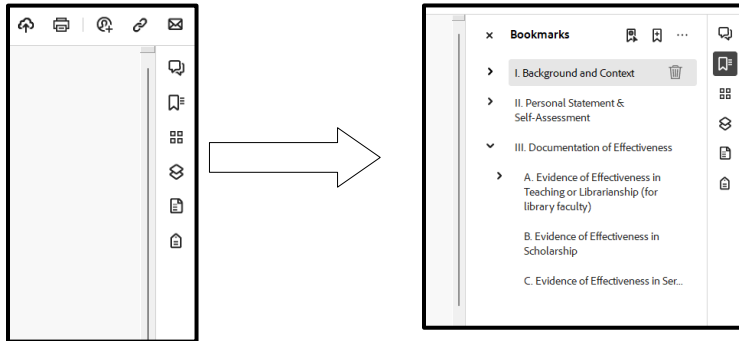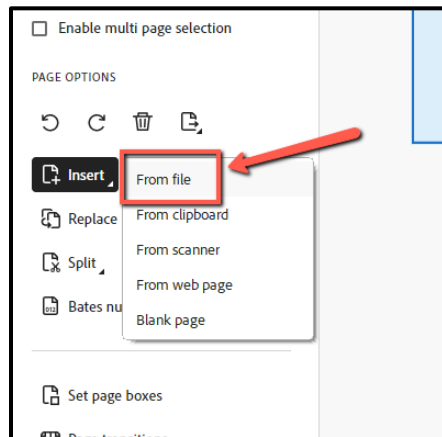

3. Expand the bookmarks to reveal the outline specifics by clicking the ">" symbol.
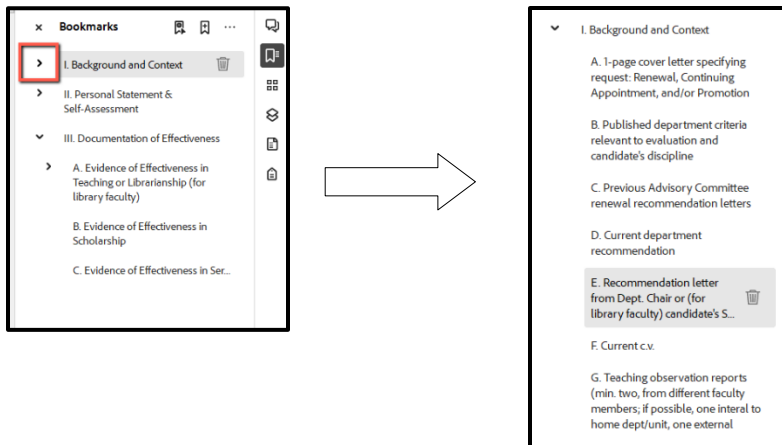
4. To add pages to this document simply select the **All tools** option on the upper left and choose Organize Pages
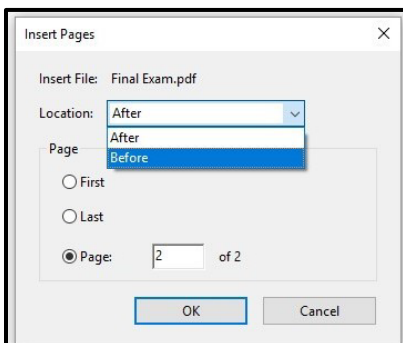

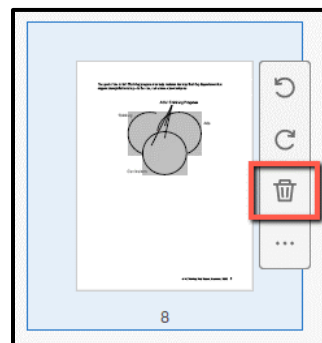5. Select Insert > From File. Navigate to the file in question and select it.

6. In the resulting Insert Page dialog, select Before/After, and the page location for the new file. Then click OK (1). To delete a page, go to Tools > Organize Pages, and mouse over the thumbnail for the page in question. Click the Trash Can icon that appears (2)

1.

2.

7. To link bookmarks to associated pages.
    a. To do so, **scroll to the page in question, and click on it**.
    b. Locate the bookmark to be linked on the right.
    c. Right-click on the bookmark and select **Set Destination**.
    d. Accept the prompt confirming the page in question as the destination.