

## Interfolio Guide

- To best understand how your documents will be displayed to reviewers, review your packet by clicking "Preview Packet."
- Documents that you upload to Interfolio may have subheaders embedded in their characteristics that may then appear on in the packet's headers. If those subheaders are not beneficial to the reviewer, it is best practice to remove them. One simple way to do this is to open your PDF and "Print to PDF." Doing this will create a new PDF without subheaders.
- Some areas of the packet state that "letters may be added individually OR combined chronologically as one document per review level." Consider a strategy for uploading individual or combined documents and use that consistently throughout the packet.
- When you combine PDFs, the individual PDF file names will appear as subheaders when in the preview area or in the reviewer's view. Therefore, select an intentional and consistent naming convention. For example, if you opt to combine documents for Department Committee Recommendations you might name the files "Department Committee's Letter Year # initial" and Department Committee's Letter Year # final).
- When combining PDFs do so in the order that you want them to appear as subheaders (ex. chronological or reverse chronological). Use the "organize pages" tool in Adobe to re-order files as needed.
- To create another level of subheaders, combine PDFs multiple times. For example, you list course evaluations by semester with each course as a lower-level subheader. To do this, name all your courses with a consistent naming convention (e.g., F20 LDRS 300A; F20 LDRS 300C). Combine all the F20 PDFS and name it Fall 2020. Once you have a set of files named by semester, then combine those documents (e.g., Fall 2020, Spring 2021) together. You should end up with something like this:
  - Course Evaluations with Comments F20-S23
    - Fall 2020
      - F20 LDRS 300A
      - F20 LDRS 300C
      - F20 LDRS 306VA
      - F20 LDRS 810VB
    - Spring 2021
      - S21 LDRS 300D
      - And so on...
- Keep track of your original files, because as you proceed to the next year, you will want to combine again from the semester level to add the newest semester rather than merging your original document with the new semester in order to maintain the subheaders you desire.
- If you decide not to combine PDFs for a section, then use the naming convention to guide the reviewer. For example, you could combine all institutional service evidence into one file or you could upload each piece of evidence individually and start each name of the file with "institutional"