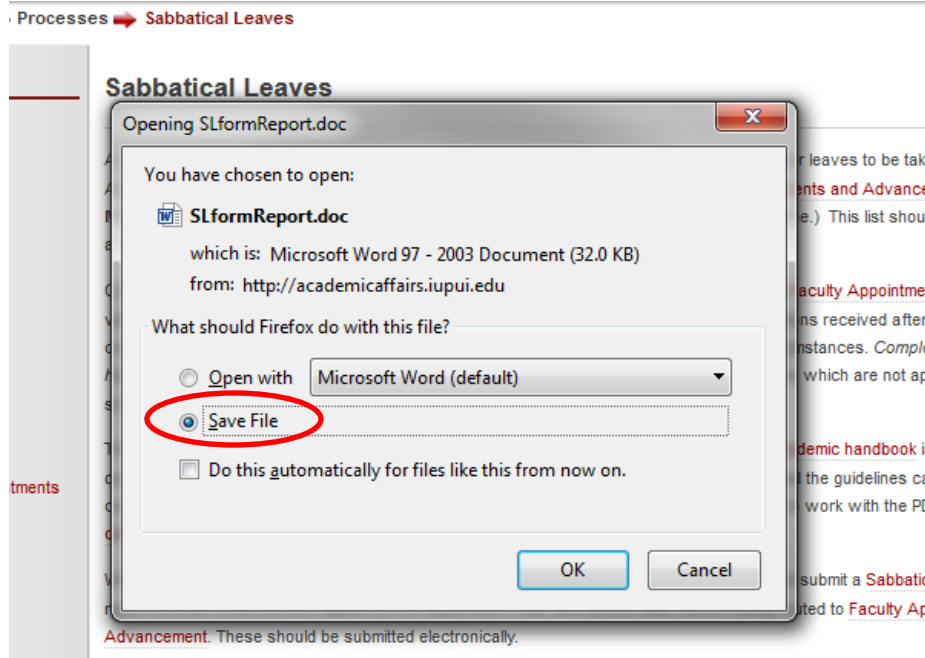


SABBATICAL APPLICATION PORTFOLIO PDF INSTRUCTIONS

Open [application portfolio](#) and save to your desktop. Depending on your browser, there are a few different ways this may work:

When you click on the [application portfolio](#) link:

- The file may automatically download to your computer.
- OR
- A dialogue box may pop-up and ask whether you want to open the file or save it. Select the “Save File” option.



OR

- The file may open in its own tab on your browser. Click the “Save” icon that appears.



If you don't see the “Save” icon, select “File” from your internet browser's menu bar then choose “Save As” from the drop-down menu.

OR

- Instead of clicking on the [application portfolio](#) link, try right-mouse clicking over the link and selecting “Save link as” or “Save target as” from the pop-up menu.

Your computer may have a “Downloads” folder where all items are downloaded or it may ask you where you want your file saved.

- If the file auto-downloads, go to your downloads folder and move the file to where you would like it to be permanently located. See the file naming convention all submissions must adhere to below.
- If a dialogue box appears giving you the option to select where you want the file saved, then navigate to the location on your computer where you wish to save the file and rename the file before it saves.

SABBATICAL APPLICATION PORTFOLIO PDF INSTRUCTIONS

All application portfolios should use the following naming convention:

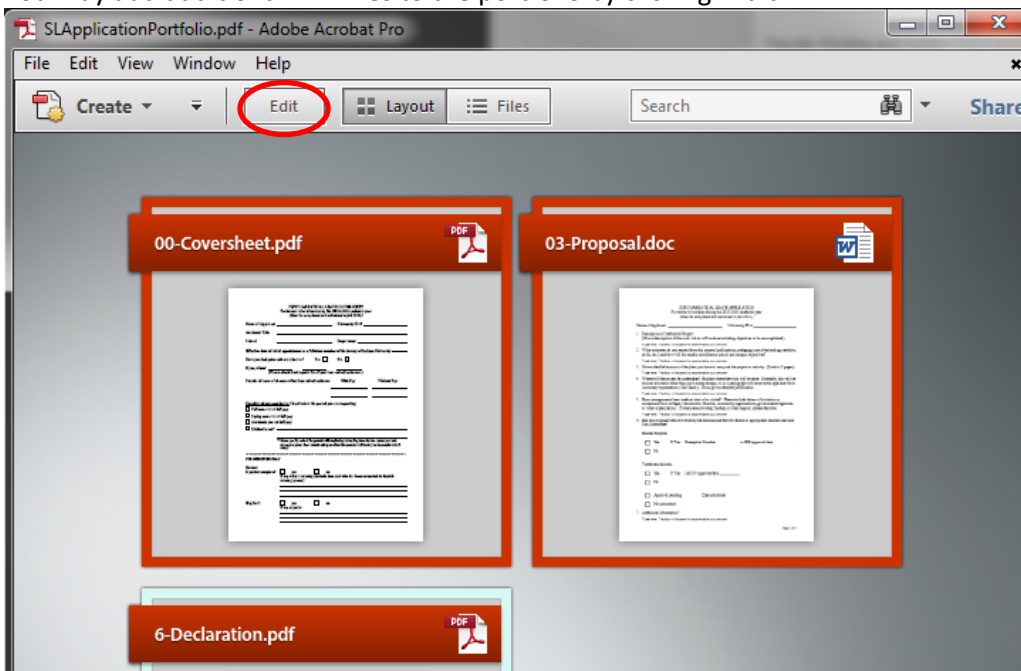
- Re-name the file with your name (last name, first name) and your [School's HRMS Code](#), for example:
 - Smith, John – MED
 - Doe, Jane - LART

To personalize the document with your information, you will need to open it in Adobe Acrobat Pro. If your computer only has Adobe Acrobat Reader, you will need to have the Pro version installed. If you have both Pro and Reader, then you have to make sure that the portfolio is opening in the Pro version.

The coversheet and declaration page are Adobe forms; they can be filled out directly as is. You can open each of the individually, fill out the required information then close them and save the portfolio. There is no need to save the documents individually, your changes will be saved within the portfolio.

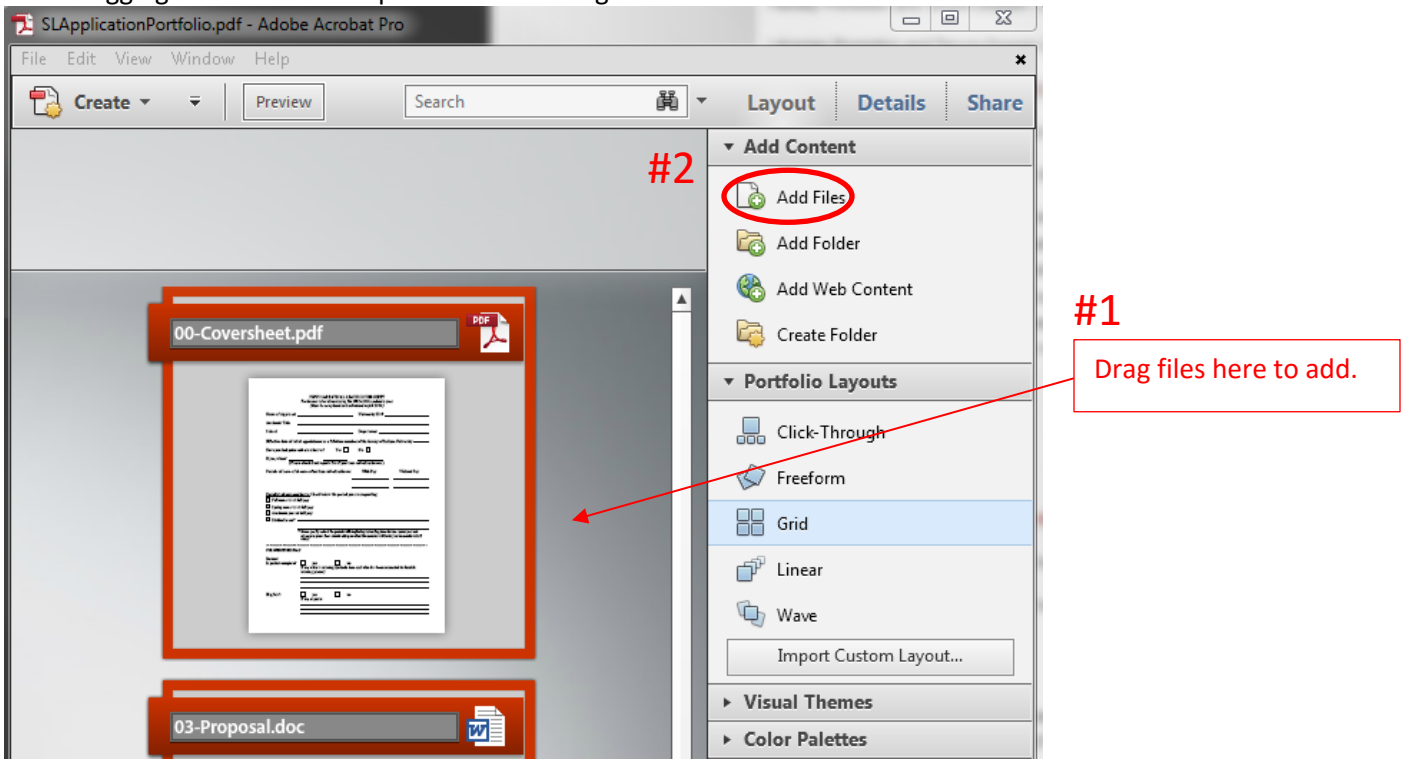
The proposal is a word document and in order to add your information, you will need to open the file. Again, you are opening and saving the file within the portfolio itself, not as a separate document, even though you are using Word to fill it out. If you have any problems, you can save the document as a separate file and then simply add it back to the portfolio.

You may add additional PDF files to the portfolio by clicking "Edit"



SABBATICAL APPLICATION PORTFOLIO PDF INSTRUCTIONS

then dragging the files into the portfolio or clicking “Add Files.”



If you need immediate assistance, please contact Academic Affairs (ofaa@iupui.edu 4-4500).