As a department chair or program director, you may find it useful to split the PDF file you receive containing all of your department/program reports. For example, you could split the single department/program file into multiple files (most likely one file for each instructor).

How to create 1 PDF per instructor from your full department/program PDF:
1. Open your file in Adobe Acrobat
2. Insert a bookmark wherever there is change in faculty name.
   a. At page 1 of the file, click 'Bookmarks' (the ribbon on the left pane) and then 'New Bookmark' (the ribbon/medal symbol). If the left pane is not showing, hit F4.
   b. Type the name of the faculty member and the term (e.g., Dave Davies – Fall 2013)
   c. Scroll down the pages and repeat the above for each change in faculty name until you have 1 bookmark per faculty member in your large PDF.
3. Select 'Organize Pages' in right pane and then 'Split'
   a. Under 'Split by' choose 'Top-level Bookmarks'
   b. Under 'Output Options' select 'Use bookmark names for file names' and then 'OK'
   c. Click 'Split'
4. You should now have as many PDF files as you have faculty and they should be named appropriately. Your large master file should also remain intact should you need it and if you save your master file again, it will retain your bookmarks.