

Online Promotion & Tenure

How To Make A .pdf File/Change existing .pdf File

Note: When entering a file name for your .pdf please avoid the following characters as an error message may occur when the .pdf is uploaded to myUFL. File names can be up to 64 characters in length.

- * (asterisk)
- :
- " (quotation mark)
- < (less than symbol)
- > (greater than symbol)
- ? (question mark)
- (space)
- ;
- + (plus sign)
- % (percent sign)
- & (ampersand)
- ' (apostrophe)
- ! (exclamation point)
- # (pound sign)
- \$ (dollar sign)

To make a .pdf file

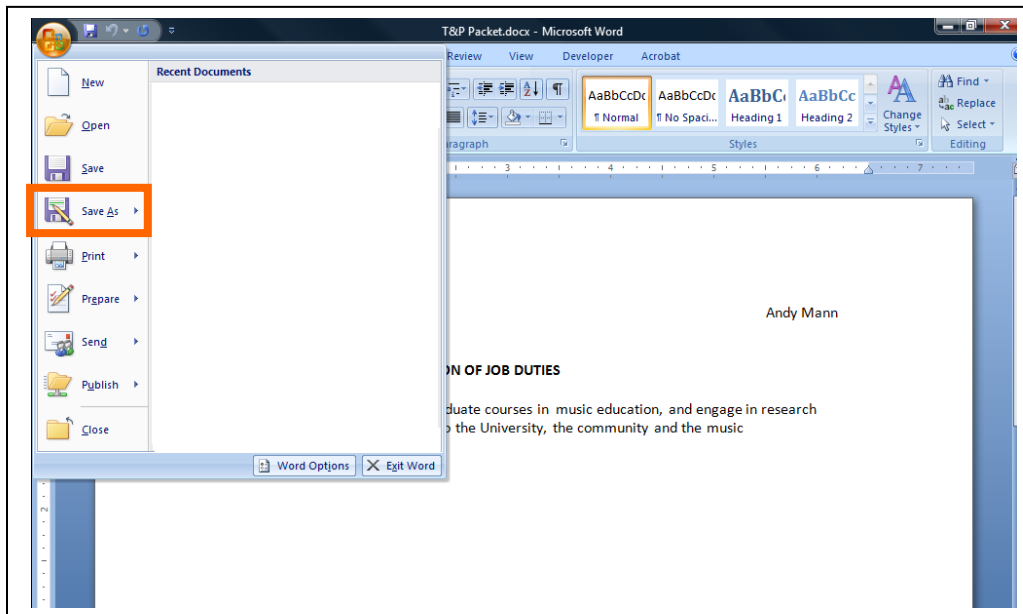


Fig. 1
First, save your document in the usual way in case you need to make edits at any time. Then to make a .pdf document go to **Save As**

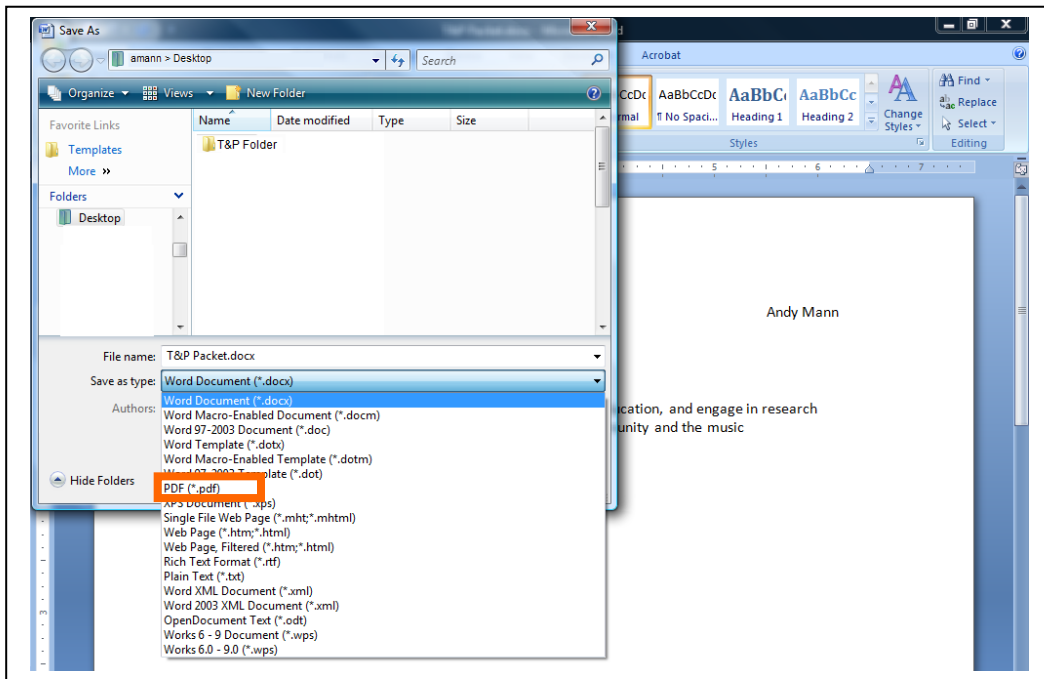


Fig. 2
 Select PDF (*.pdf) from the **Save as type** drop down list. Enter a name for the document (*see above for limitations*). The document will then display as a .pdf and you can view to check it looks correct.

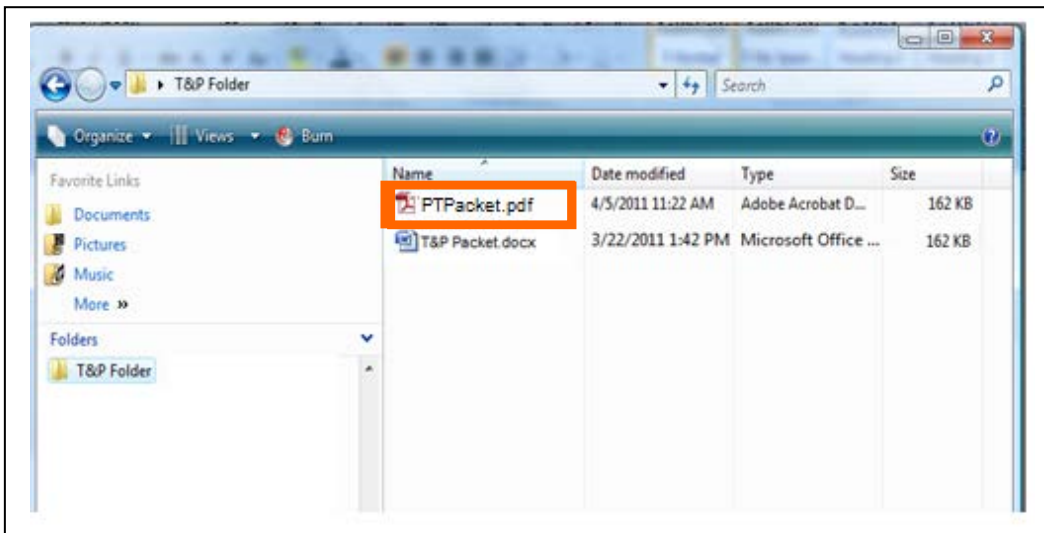


Fig. 3
 The .pdf file will show in the folder and location that you saved to. When you need to upload a document through myUFL you need to **select the .pdf file** in all cases.