

PACKET TWO

EXTENDED
TERM
&
PROMOTION

PACKET TWO TIPS

To attach slideshows, files, clippings, etc.:

1. Convert all attachments to pdf files (*use “small file size” option to keep packet size reasonable*)
 - Scan newspaper/magazine articles, save as pdf
 - Save Word files as pdf
 - Save PowerPoint slides as pdf
2. Insert files after appropriate heading page
 - Tools > Pages > Insert from file > Browse and select the pdf

To attach multimedia (video/audio) files:

Acrobat supports FLV files, F4V, mp3, SWF files.

1. Open the PDF.
2. Choose Tools > Content > Multimedia and select the Video, the Sound tool, or the SWF tool.
3. Drag or double-click to select the area on the page where you want the video or sound to appear. The Insert Video dialog box opens.

If you double-click the page, Acrobat places the upper-left corner of the video where you clicked. If you drag an area on the page, the media is placed within the area. The play area of the video is the exact size of the video frame (if Acrobat is able to read the video clip dimensions).

4. Add a URL in the Name field, or click Browse to find the media file, and then click Open.

For URLs, use the full file address, including the video filename extension, such as .flv or .mp4.

For more complete instructions, go to www.uwyo.edu/employee_resources/

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ASSESSMENT OF CLIENTELE NEEDS

EDUCATIONAL PROGRAMS TAUGHT

INDIVIDUAL EDUCATIONAL CONTACTS

EDUCATIONAL PROGRAMS FACILITATED

EDUCATIONAL MATERIALS DEVELOPED

MEDIA AND MARKETING

COLLABORATION OR INTERAGENCY COOPERATION

TEACHING/PROGRAM EVALUATION

PUBLICATIONS/ARTICLES

APPLIED RESEARCH

COMPETITIVE GRANTS

FUND RAISING, DONATIONS & RESOURCE ALLOCATIONS

ADMINISTRATION/LEADERSHIP

PROFESSIONAL IMPROVEMENT INSERVICE AND TRAINING

PROFESSIONAL ASSOCIATIONS

AWARDS & HONORS

WORK RELATED SERVICE

PUBLIC SERVICE