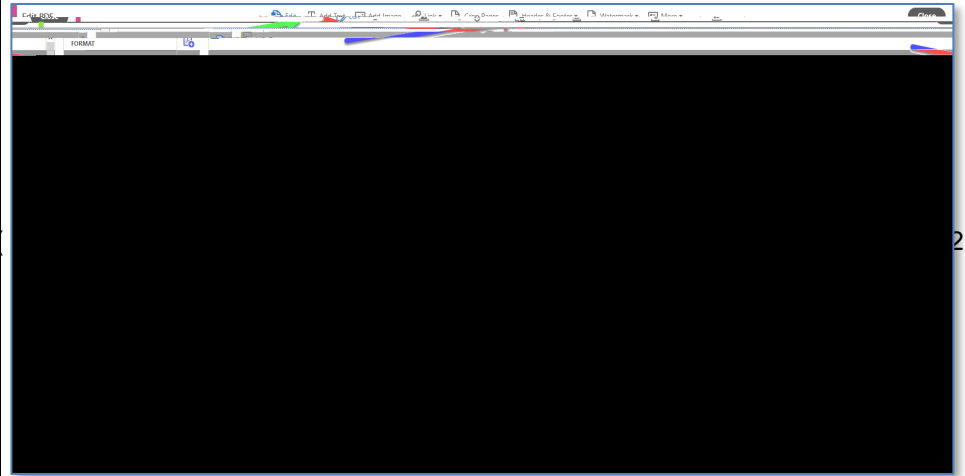eFaculty QuickTip: Separating Unwanted Materials From Your Packet

|	
Faculty members with multiple department reviews can request that [Faculty Services](#) provide them with a copy of their packet after their materials have been uploaded and before the packet is submitted to the department. oB.7 ()T-1.7 (e)3.r.7a()ket(usinge)3.e2 (… Adobe Acrobat Pro. Please follow the link and request the software if you do not have Adobe Acrobat Pro. https://www.sjsu.edu/it/ services/collaboration/ software/instructions.php To delete information using Adobe select the edit tool. This method will all ow you to delete unwanted information.	
Delete courses from packet undergoing evaluation in a different department.	

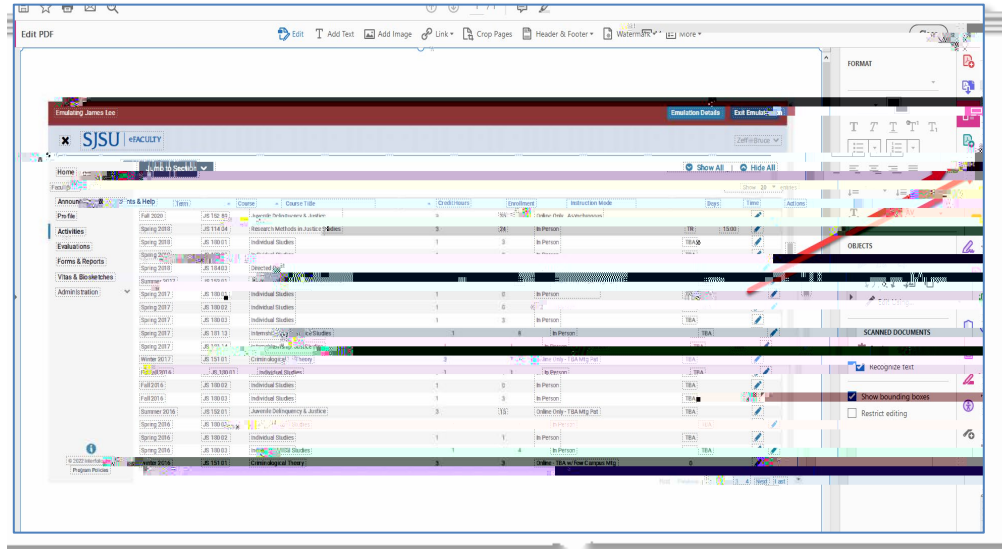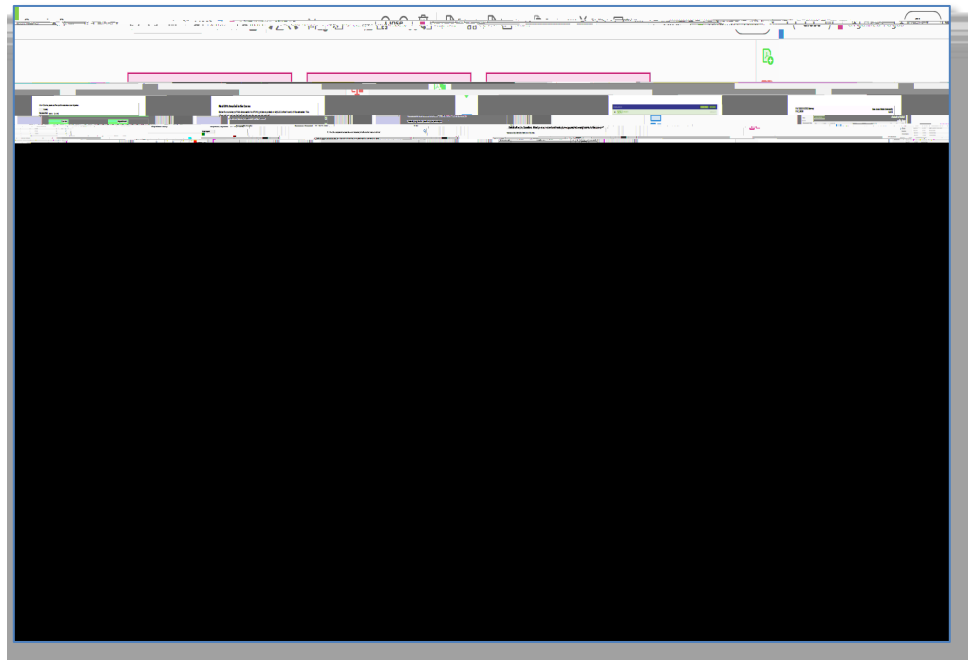|	
Use the cursor to select the section you want to delete.	
The course is removed from the document.	
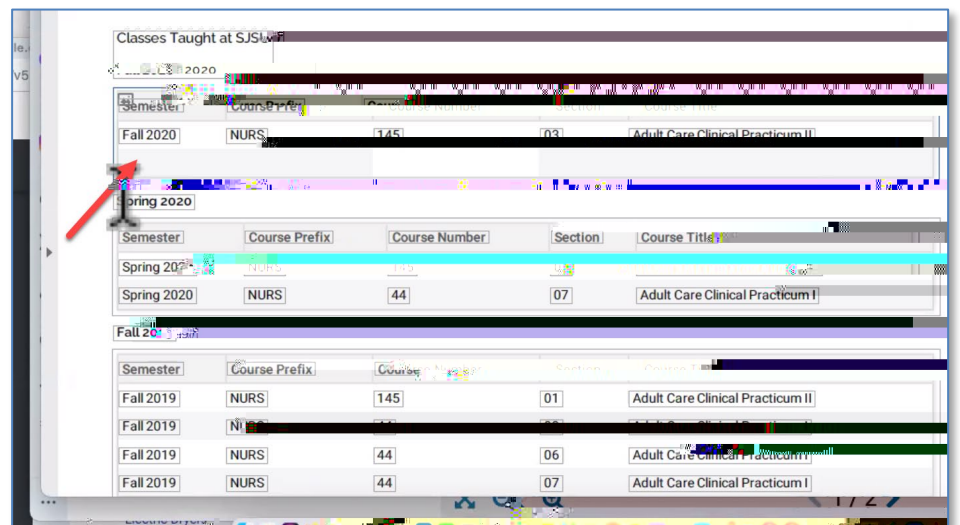
Deleting Pages from the Packet

Select the "Organize Pages" tool in Adobe Acrobat Pro.	
Select the pages to delete.	

Select the trash can to delete
page.