

Why do we see this image? We have learned that we sometimes have trouble opening portfolio documents. Portfolios are pdf files with multiple pdf documents within them. Portfolios are created typically when we receive signed form B's, for example and signed pdf documents cannot be combined with other pdf files.

When will you see this image? When you are trying to view a portfolio:

- a. with the preview option in your email
- b. on the UCC proposal page

What to do if you see this image? In all cases the file must be viewed in Adobe Acrobat.

- a. When in email – open the file and adobe should open to view the document.
- b. When online, or if “a” doesn’t work – save the file to your desktop (or preferred location), open the Adobe Acrobat program, then open the pdf file from the saved location.

What if these do not work? Contact fsucurriculum@ferris.edu and we will help you out!

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