Quick Reference for Reviewing Cases
Last updated 2-19-2021

Chrome is the recommended browser for using the Feinberg Faculty Portal. After logging in, cases needing your review appear on the **Home** screen and are accessible from the **Cases** link in the left navigation menu. Click on a candidate name; then press the **Read Case** button to open the materials viewer.

Document Viewing Features

	Show or hide the left navigation menu that lists sections of the candidate's packet.
	Toggle between viewing the packet on your full computer screen or in the smaller review pane.
	Zoom out to decrease the size of the document on your screen.
	Zoom in to increase the size of the document on your screen.

Annotations

You may apply annotations to packets you are reviewing. The annotations are visible only to you.

Click the pencil icon and then select an annotation type to record a note on the document.

Point: Place your cursor at a specific point in the document and write a note.

Area: Outline an area of the document and write a note about it.

Text: Highlight a passage of text and write a note about it.

	To delete an annotation, first click on it and then press the trash can icon.
	Press the eye icon to toggle between viewing and hiding your annotations.

Click on the Annotations tab in the left navigation menu to see a list and navigate to all the annotations you have added.

To export your annotations, press

Navigation Features

Left Navigation Menu
Use the left navigation menu to quickly navigate to different sections of the packet and open individual documents.

Bottom Navigation Bar

In this example, you are on page 2 of a 24 page document. Press **>** to advance to the next page in the document or **<** to return to the prior page. Press "Next Material" to advance to the next document in the packet or "Previous Material" to go to the prior document in the packet.

Download Packet
If you press the download button, you have the options to:

Download packet: Allows you to download/print the entire packet or a subset of documents in the packet, but the experience of doing so is not streamlined. You will receive an email notifying you when the download is ready, and you will need to go to your home screen in Interfolio to download/print the packet.

Download document: download/print the individual document currently displayed in the viewer.

Copy and paste a quote from a document into your report: Navigate to the document you wish to copy from, press Download, and select Download Document. When the file opens, you will be able to copy passages of text from the pdf and paste them into your report.