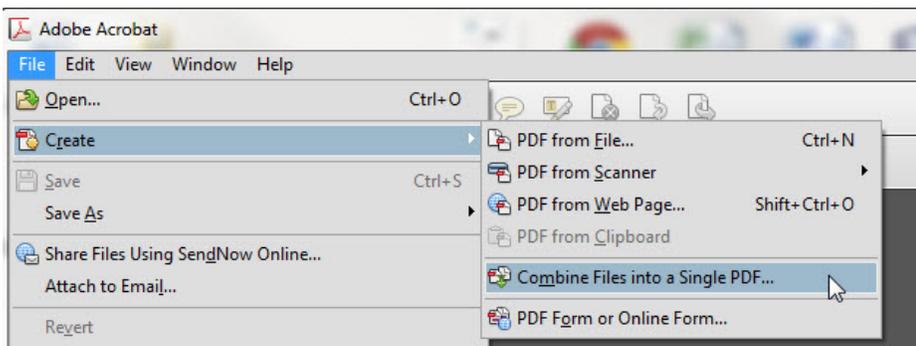


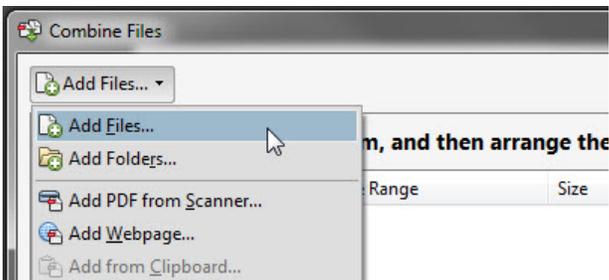
Combine Several Documents into a Single PDF File

NOTE: There are several methods of combining several documents into a PDF file and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat X. Your procedure may vary depending on which PDF creation software you are using.

- 1) Ensure that you have copies of all the required documents saved to your computer in electronic format. They do not need to be converted to PDF files – this procedure will accept many electronic file formats including MS Word , MS Excel, Picture Formats (.jpg, .tiff), and others.
- 2) Open Adobe Acrobat and Choose **File > Create > Combine Files into a Single PDF.**

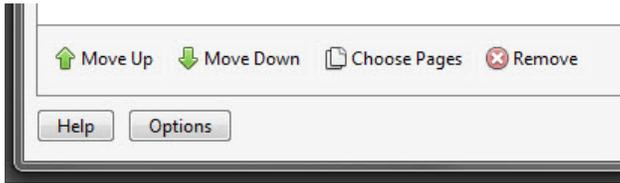


- 3) From the **Add Files menu** choose **Add Files** and then select your electronic documents. Repeat as many times as necessary so that all of your documents show in the list.

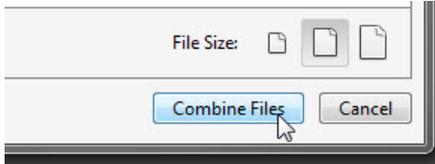


- 4) If any files are password-protected one or more messages appear in which you must enter the correct password.

- 5) To rearrange the order of files on the list select a file then move it by clicking **Move Up** or **Move Down**.



- 6) Click the **Combine Files** button in the bottom right corner.



- 7) A status dialog box shows the progress of the file conversions. When completed a **Save As** **dialogue box** will prompt you for a document name and location.