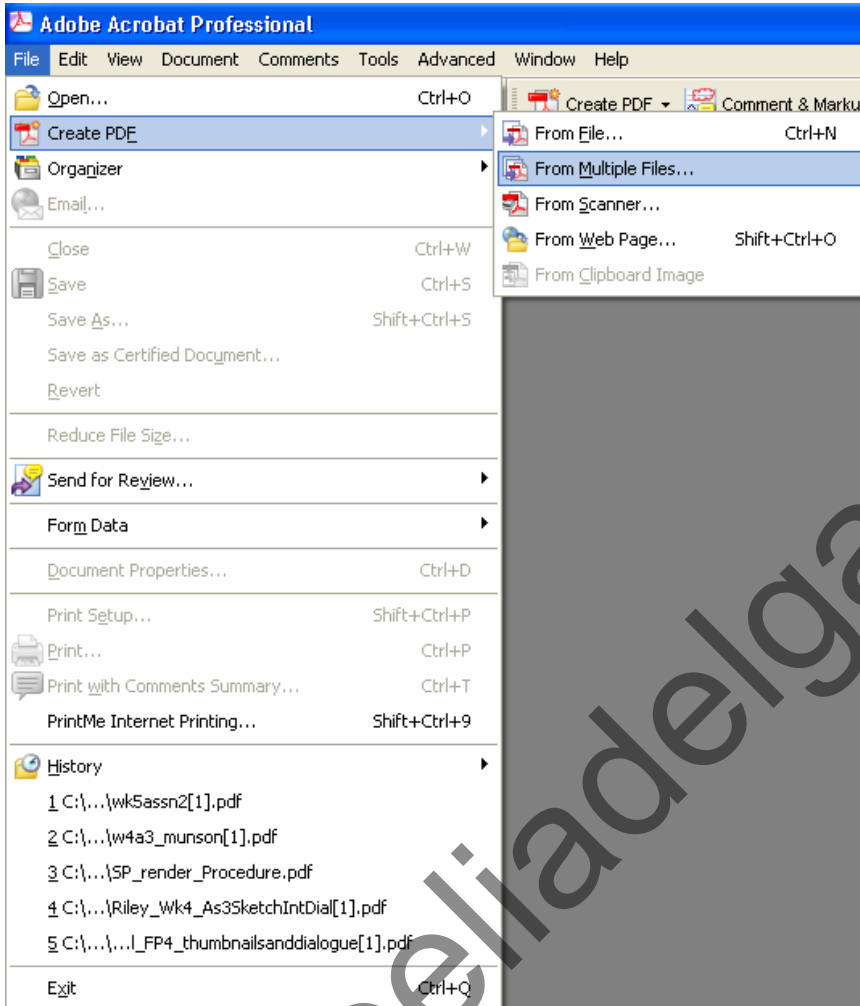
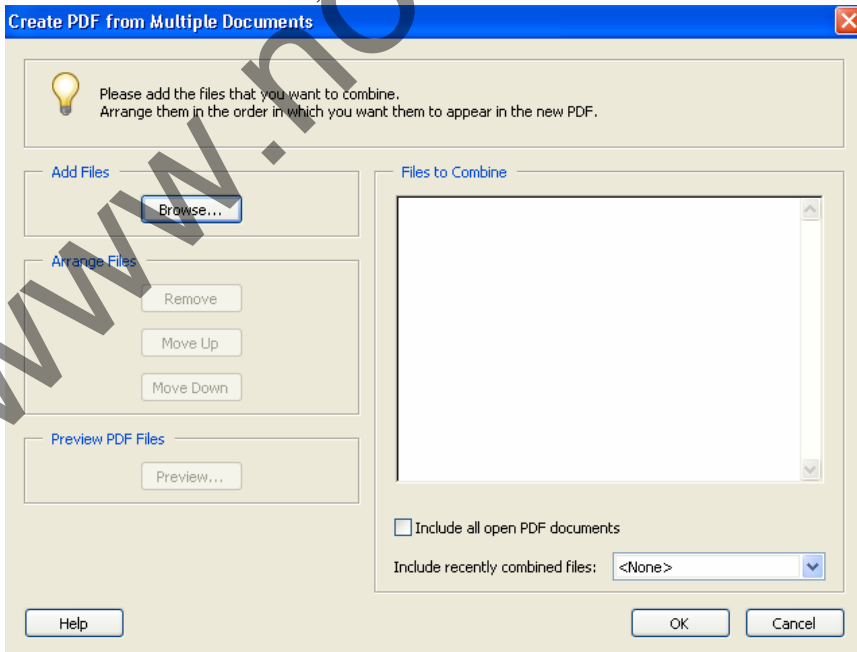


# How to make a single PDF out of multiple files (like jpgs) and converting a Word document to a PDF

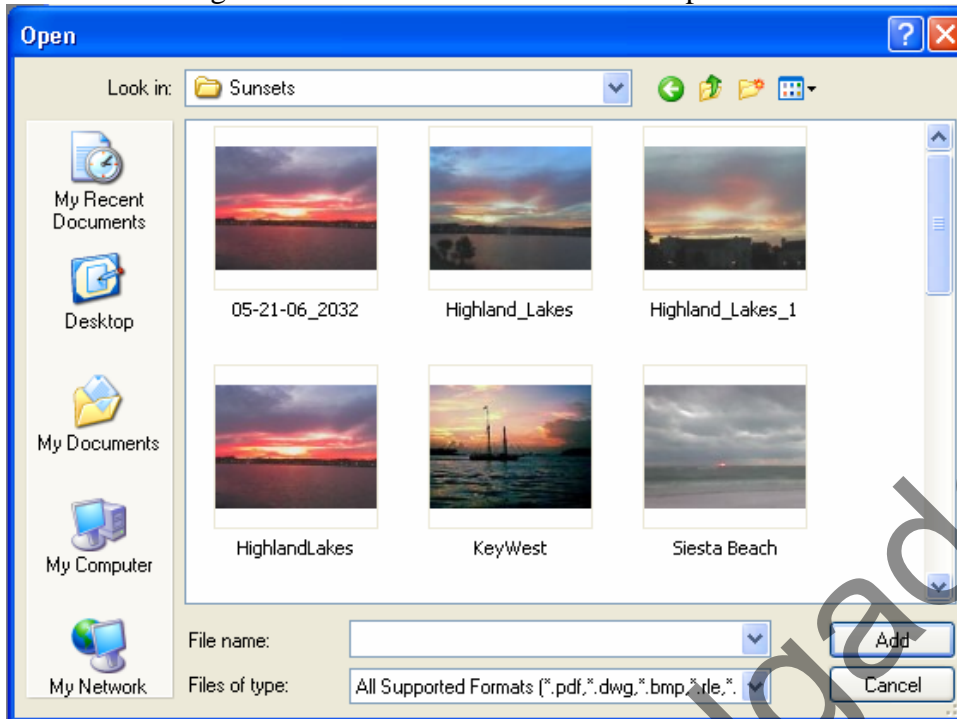
1. Open Adobe Acrobat Professional
2. Go to CREATE PDF – FROM MULTIPLE FILES



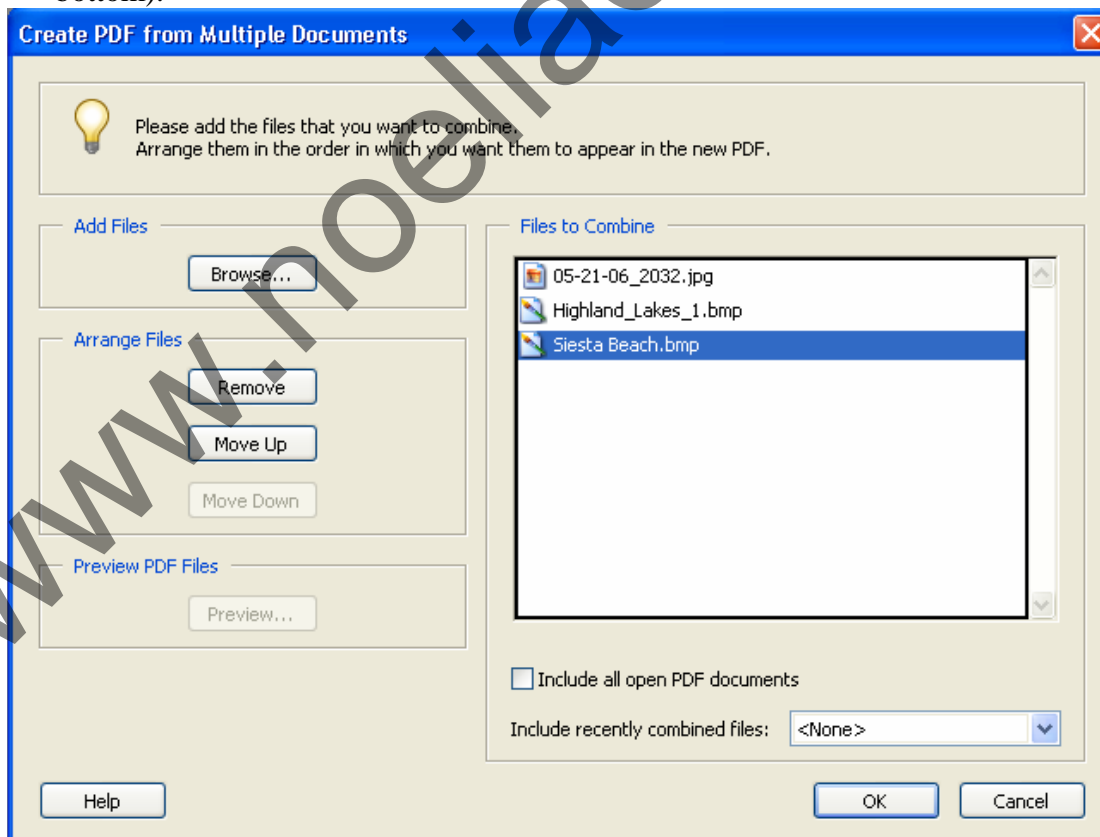
3. On the next window, create the BROWSE button



4. On the next window, locate the files that you want to include on this pdf document and click on the ADD button. In you need to locate more files that are on a different location, click on BROWSE again and find the new location and repeat the ADD to include the documents.

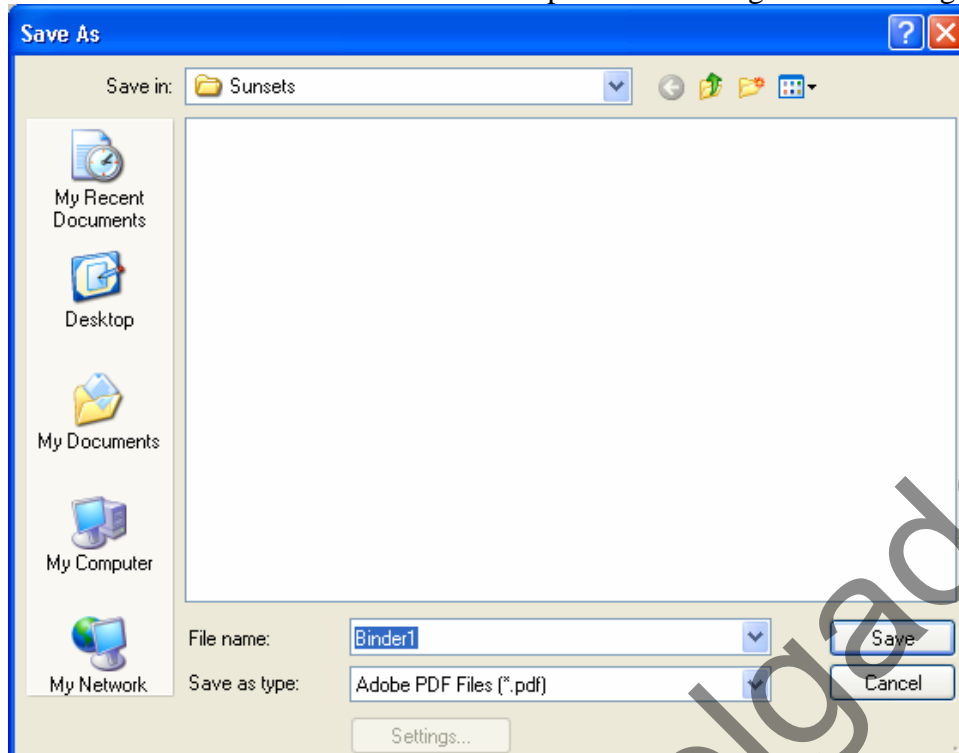


5. Once you have added documents, you will see them on the window and you can arrange them so that they appear before or after other documents, by clicking on one document and click on MOVE UP, MOVE DOWN or REMOVE. You will create the PDF document including the documents on your window, in the exact same order that you see them there (from top to bottom).

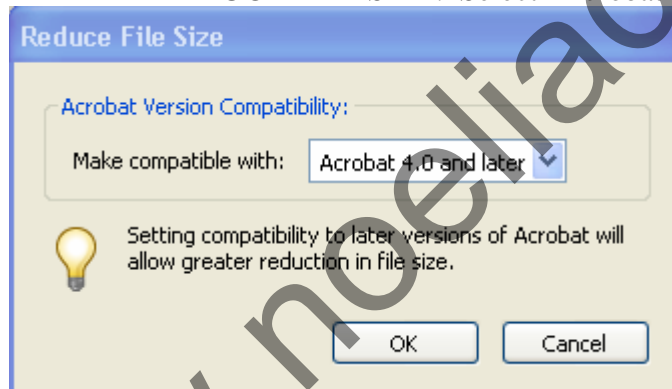


6. Once you arrange your documents, press the OK button to create your PDF.

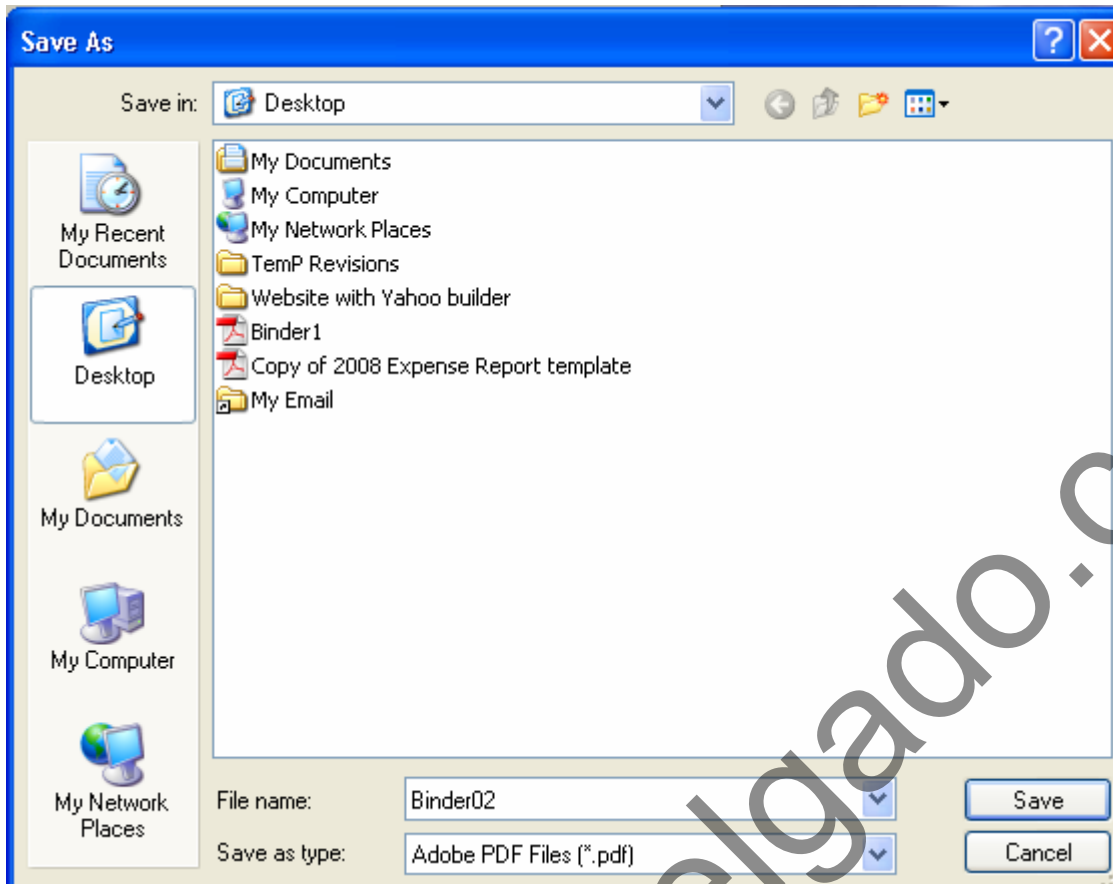
7. Acrobat will ask you where to save this new PDF file that you created, so when prompted, in the SAVE AS window, locate the place where you want to save your document. You can change the name of the document from Binder01.pdf to something more meaningful to you.



8. Click on the SAVE button. Your PDF is now saved to the location you specified.
9. As an additional step, if you want to reduce the size of the PDF to be as small as possible, go to FILE – REDUCE FILE SIZE. Select “Acrobat 4.0 and later” and click OK.

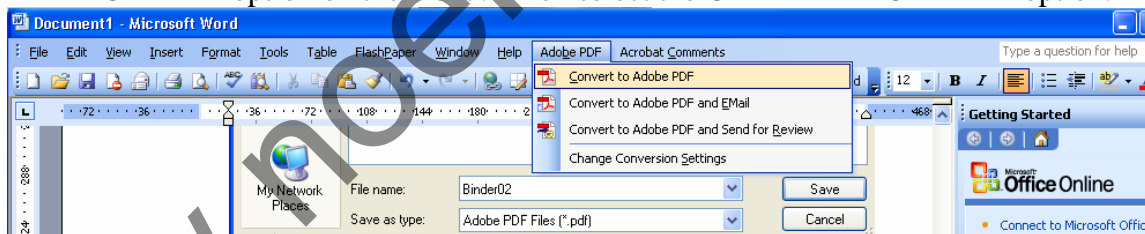


10. When prompted, on the SAVE AS window, you can save the file with a new name or keep the same name. If you are not sure of the quality of this new PDF, it's always a good practice to rename it. On the example below, the file was renamed to Binder02.pdf to avoid overwriting the first PDF. Click the SAVE button when done.



### **Converting a Word document to a PDF**

1. Once you have installed Adobe Acrobat, Microsoft Word will have an option on the menu that reads ADOBEPDF.
2. To create a PDF from a Word document, create the document first in Word, and click on the ADOBEPDF option on the menu. Then select the CREATE ADOBE PDF option.



NOTE: If you haven't saved your Word document before converting it to PDF, you will be prompted to save the document. If prompted, click on SAVE AS and save your Word document to a location that you remember.

3. Word will then save your file. Specify a location for your file on the SAVE AS window, rename the file and click SAVE AS.

