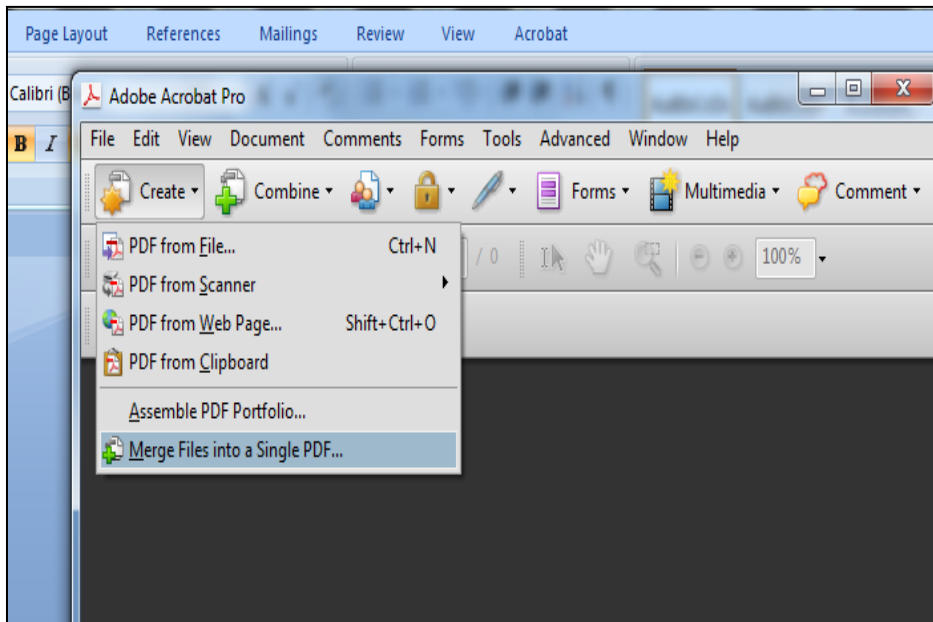


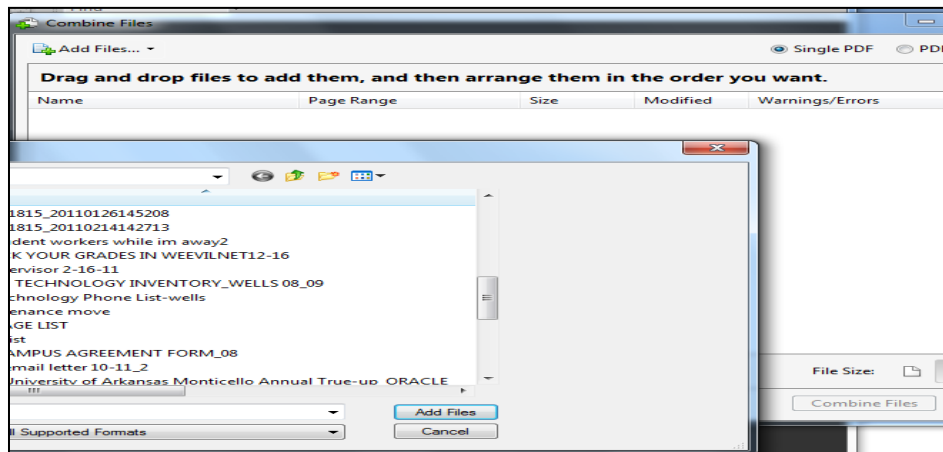
HOW TO CREATE A PDF FROM MULTIPLE DOCUMENTS

1. Open Adobe Acrobat.
2. Click **Create** and select **Merge Files into a Single PDF**.

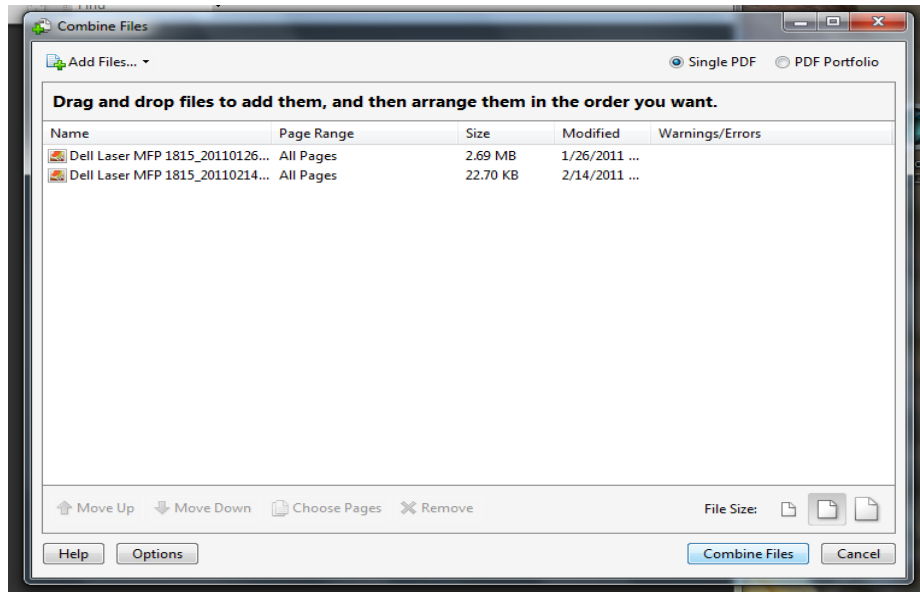


The Combine Files dialog box will appear.

3. Click on **Add Files button** to select the files you would like to combine for a PDF.
4. Once you've located them, click on the **Add Files button** in the add files dialog box.



5. Repeat this step as many times as needed until you've selected all of your desired files.
6. Once you've added your files you will be able to review the list of files that you've selected. Click **Combine Files**.



When the process of merging files is complete, a Save As dialog box will appear.

7. Choose a location and a filename for your PDF and click **SAVE**.

Questions, call the IT department 460-1036.