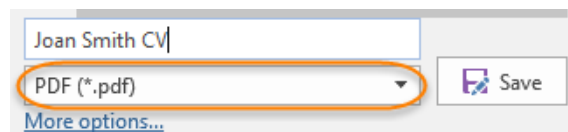


PDF 101

Save/Export as a PDF File

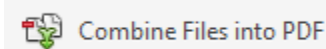
1. For documents in Microsoft Office, click **File**.
2. Select **Save As**.
3. Under the text box where you can input the file name, click the drop-down arrow on the "Save as type:" field.
4. Select **PDF (*.pdf)** format from the drop-down menu to save your document as a PDF.



Combine Multiple Documents into one PDF

1. For optimal success, convert any non-PDF documents to PDF using the instructions above.
2. Open Adobe Acrobat.
3. Select **Tools** from the tool bar.
4. Select **Combine Files**. NOTE: Do not combine documents as a Portfolio.
5. Add the documents that you want to combine from the appropriate locations on your computer.
6. Click **Combine**. This option will be at the top right for newer versions of Adobe and bottom right for older versions.
7. Save the document as a new PDF with the appropriate file name

Older version



Newer version



Combine Files

Open ▾

Save a PDF with Multiple Signatures

Sometimes PDFs have hidden permissions, and do not save documents with multiple electronic signatures. Here is a suggested workaround if you receive an error message during the merger.

1. Click **File**, then select **Print**.
2. In the Printer drop-down menu, select **Adobe PDF** or **Microsoft Print to PDF**, whichever your software allows.
3. Click **Print** (Note: It will not actually print the document. Instead, it will launch the save menu).
4. Enter the File name, select the destination on your computer, and click **Save**.
5. Add additional signatures to the resaved document if necessary.
6. Save the new document.

Enhance a Grainy PDF Image to Recognizable Text

Newer Adobe version only.

1. When viewing a PDF in Adobe Acrobat, select **Tools** in the toolbar
2. Select **Enhance Scans** in the Create & Edit menu
3. In the Enhance Scans toolbar, select the **Enhance** drop-down menu, then **Scanned Documents**
4. Select **Recognize Text** and click the blue **Enhance** button to enhance the PDF

