Creating a Single, Complete PDF Document

Programs are required to submit their Response to the Findings Letter or their Progress Report to CoAEMSP using a specific template, which is provided to each program. Once the Program has prepared its Response or Progress Report, the Program must submit it as a **single, complete PDF document**, sent in electronic format (email to karen@coaemsp.org or upload to fileshare) by the designated deadline noted at the top of the template.

To submit by fileshare upload: send an email request to karen@coaemsp.org. Include program name, program number, and program director's name and email address. A fileshare account will be created and instructions will be sent advising on how to upload the document.

Documents cannot be embedded[1] into the Progress Report. Embedding documents may result in rejection of the Program's Response to the Findings Letter or Progress Report.

There are TWO ways to create a **single, complete PDF document**. While these instructions are provided in an effort to assist with this process, they are not official CoAEMSP guidelines, and the CoAEMSP is not able to provide IT support. Please contact your internal IT department if you need further assistance.

OPTION 1
USING ADOBE ACROBAT TO CREATE A SINGLE, COMPLETE PDF DOCUMENT

The full version of Adobe Acrobat contains a feature that enables a series of Microsoft Word, Excel, PowerPoint, PDF, and graphic (scanned) files/documents to be quickly combined into a single PDF. This also allows for designating the order of the documents in the final PDF. **This is the best way to create a single file of the Program's Response or Progress Report.**

Adobe offers reduced pricing to educational institutions and non-profit organizations for their products:
        http://www.adobe.com/education/purchasing/
        http://www.adobe.com/nonprofit/

Please see the instructions for creating a single, complete PDF document in Adobe Acrobat on the following pages.

OPTION 2
SCANNING

When using a scanner, complete the narrative section(s) of the template, which is a Microsoft Word document; then print the file.

Print the supporting documentation for each citation.

Place in order the Program's Response or Progress Report, and then feed it through the scanner, creating a **single, complete PDF document**.

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[1] **Embed.** Embedding means displaying information directly on a web page or linking to an external document. The content is immediately viewable, but usually resides in another location. This often creates access difficulties for the CoAEMSP Board members and staff.
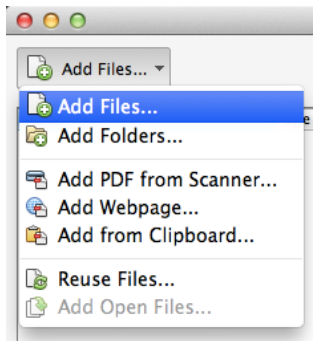
Instructions for Using Adobe Acrobat

Note: these instructions are for using Adobe Acrobat Version XI Pro. While some of the instructions may be similar for other/older versions, you may need to refer to instructions for the particular version of Acrobat that you are using.
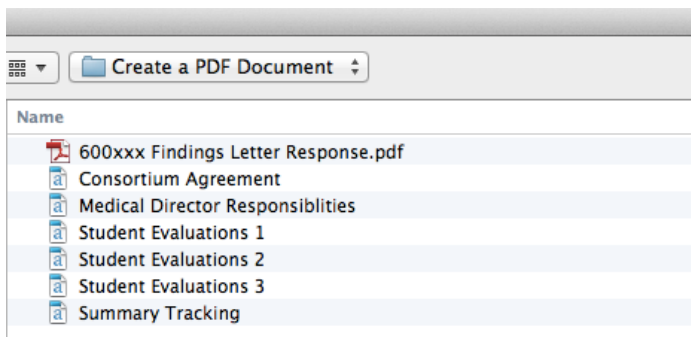
1. In Adobe, select File > Create > Combine Files into a Single PDF
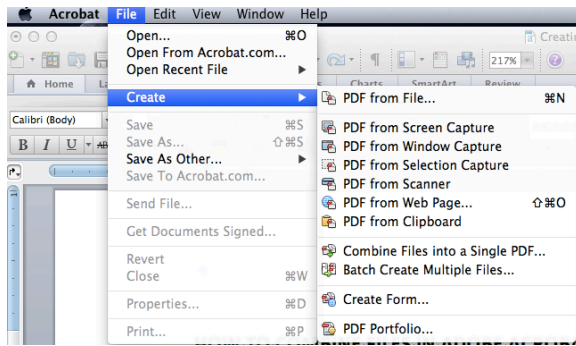
2. Select Add Files

3. From the list of files, select the individual files for combination into a single file.

4. Combine files in Adobe Acrobat.

5. In the first dialog box:
   - Select a filename and use the "Move Up" and "Move Down" buttons to reorder the files into the order required by the proposal guidelines.
   - Select the "Smaller File Size" option (in older versions of Acrobat, click on the smallest icon next to "File Size").
   - Click the "Next" button (or the "Combine Files" button in older versions of Acrobat)

6. The next dialog box will show the files converting and combining. When it is finished, click on the "Save" button and navigate to where you want to save the file.

Note: If a file fails to convert, it will need to be converted separately and then added to the full PDF.

To convert a single document:

With the document open on your computer screen:
• Open the print dialog box
• Choose "Adobe PDF" as your printer
• Click "OK" and this will open a dialog box with the option to save the document as a PDF

To add a file to an existing PDF:

Within Adobe Acrobat:
• Click on the "Document" menu
• Choose "Insert Pages"
• Choose "From File"
• Locate the file to be inserted
• Choose the file and click "Select"
• Choose where the file should go within the document
• Click "OK"

ADDITIONAL PROGRAM OPTIONS FOR CREATING A SINGLE, COMPLETE PDF DOCUMENT

Although using Adobe Acrobat is recommended as the simplest and most reliable program for creating a single, complete PDF document, other options are available online:

1. **Foxyutils**
http://foxyutils.com/mergepdf/
According to its website, "This service enables you to combine PDF documents into a single one, free of charge. All you need to do is select the PDF documents that you want to merge together on your computer and click a button, as instructed step-by-step below."

   • The maximum total size of all uploaded files for merge is 30MB.
   • All files are removed after a merge is completed, or within an hour of inactivity.
   • Optionally a user can keep files in store for further merging, by checking *Retain* files (in the Merge Dialog). The one hour limit still applies, where all uploaded files are removed within an hour of inactivity.

2. **Search online for other ways to merge PDF files, including:**
   • Preview (Macintosh Only)
   • IcecreamApps PDF Split&Merge
   • SmallPDF (Online)
   • Nitro PDF
   • PDFsam (PDF Split And Merge)
   • PDF Joiner
   • PDFCreator with PDFArchitect (Free from Sourceforge)
   • Dysprosium PDF Free Software Suite
   • Sejda
   • Linux Command Line With pdfunite
   • Using the Insert feature
   • Using Soda PDF 6.3
   • FreePDF
   • PDFen (Online Converter)