

## Directions for Creating a Single PDF Document

There are several methods to create a single, complete PDF document. This document provides two options. While these instructions are provided to help with this process, they are informational only, and the CoAEMSP cannot provide IT support. Please contact your internal IT department if you need further assistance.

### OPTION 1 – Using Adobe Acrobat PDF (This is the best way to create a single PDF file)

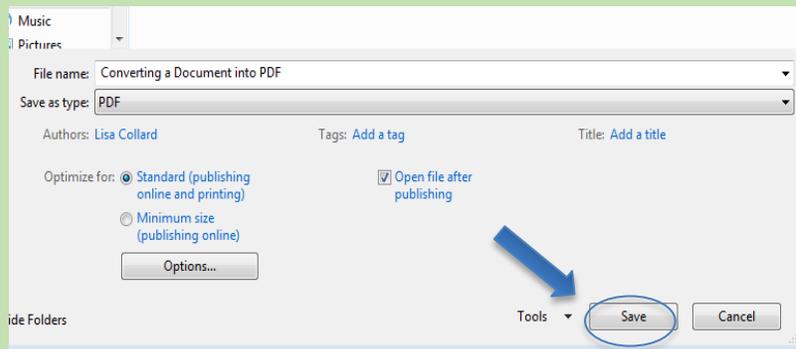
*Note:* These instructions are for using Adobe Acrobat Pro Version XI®, **not the basic Adobe Reader**. While some of the instructions may be similar for other/older versions, you may need to refer to instructions for the particular version of Acrobat® that you are using.

**If you do NOT have Adobe Acrobat Pro or a similar product (i.e., you only have access to a PDF reader) then you will need to use Option 2 to create your single PDF file.**

1. To begin, gather the documentation you wish to include in your report as requested by CoAEMSP. Include only the requested evidence that **supports** the first Standard Citation (e.g., Standard Citation 01).
2. All requested evidence documentation must be in a PDF format. In order to convert **each** document from another file format (i.e., Microsoft Word®, Excel®, PowerPoint®, or graphics), please follow the instructions below.
3. Repeat the process for each document until all documents have been converted to a PDF format.  
(see instructions and illustrations below)

#### Converting your Requested Evidence Document into a PDF file:

Open the document > select **File > Save As** > Locate the 'Save as type' near the bottom of the window and use the dropdown to select **PDF > Save**. The file name can remain the same at this point. Once **Save** is selected, then two documents with the same name will appear - one in the original file format (i.e., Microsoft Word®, Excel®, PowerPoint®, or graphics) and the other as a PDF.



4. Once all of the requested evidence documentation has been converted to PDF documents, you are ready to combine them into a single PDF document. Please be sure the scanned documentation is positioned so that they do not need to be rotated to view and the ability to rename the documents is not restricted.

Open the PDF version of the requested evidence document that supports the first Standard Citation

\* Select **View**

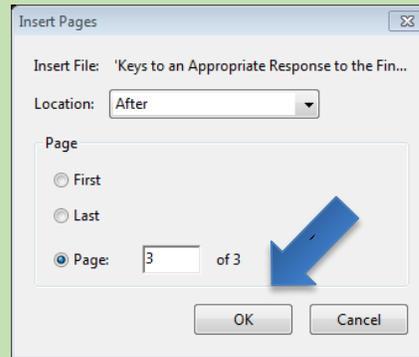
\* Select **Tools**

\* Select **Pages** (a separate window for the Pages toolbar will appear on the right)

\* Under the section titled 'Insert Pages', Select **Insert from File** (locate the second requested evidence document that supports the first citation)

\* Select **Open** and **choose the page** (see illustration below) where that particular document should be inserted (i.e., the second document should be inserted after the last page of the first document, the third document should be inserted immediately after the last page of the second document, and so on until all of the documents for Standard Citation 01 have been combined into a single PDF.)

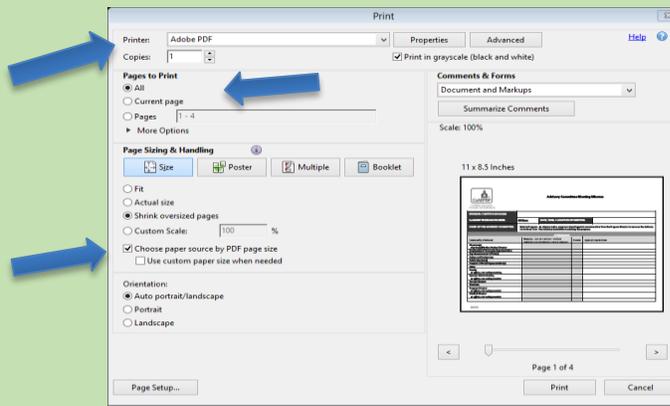
\*Select **OK**



5. Repeat the process in #4 above for each Standard Citation beginning with the requested evidence document that supports the next Standard Citation(s) (e.g., Standard Citation 02, Standard Citation 03, etc.). Once the requested evidence documentation has been saved as a single PDF, named correctly, placed in the Evidence sub-folder, and the preset automatic links have been checked, then continue with Step 10 of the Step By Step Instructions.

#### OPTION 2 – Instructions for Scanning (if you only have a PDF reader and not the full software)

1. To begin, gather the documentation you wish to include in your report as requested by CoAEMSP and **print it all out**. Include only the requested evidence that **supports** the first Standard Citation (e.g., Standard Citation 01).
2. Place the printed response for the first Standard Citation in sequential order: (i.e., start with the first requested evidence document, followed by the second requested evidence document (if any), and so on until all of the documents for Standard Citation 01 have been placed in order.
3. Scan the entire requested evidence documentation for the first Standard Citation creating a **single, complete PDF document**. Please be sure the scanned documentation is positioned so that they do not need to be rotated to view and the ability to rename the documents is not restricted. The single, complete PDF document should be named correctly (e.g., Standard Citation 01), placed in the Evidence sub-folder, and the preset automatic link has been checked.
4. If any page(s) need to be rotated, Open the PDF document
  - \* Select **View**
  - \* Select **Rotate View**
  - \* Select **Print** (a separate window will appear)
  - \* Use the dropdown to select Printer and choose **any PDF writer**, Select the **All** pages (or indicate the specific page number(s) to be rotated), Check the box **Choose paper source by PDF page size**, Select **Print**
  - \* A separate window will appear to select the location for the rotated document, Choose the location, Select **Save**



5. Repeat the process in #1-4 above for each Standard Citation beginning with the requested evidence document that supports the next Standard Citation(s) (e.g., Standard Citation 02, Standard Citation 03, etc.). Once the requested evidence documentation for each additional Standard Citation has been saved as a single PDF, named correctly, placed in the Evidence sub-folder, and the preset automatic links have been checked, then continue with Step 10 of the Step By Step Instructions.