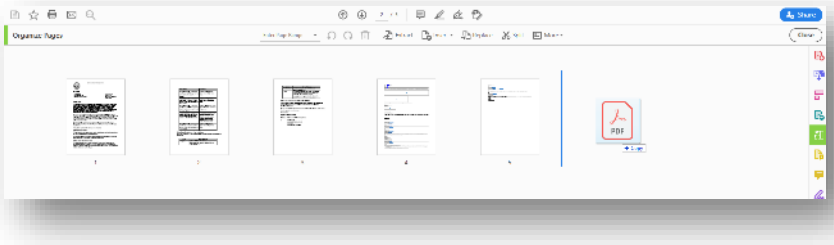
Preparing Files for Centralized Printing

1 Merge multiple PDF files without using the PDF Portfolio option

1.1 Option 1 (Best Practice!!): Merge files using "Organize Pages"

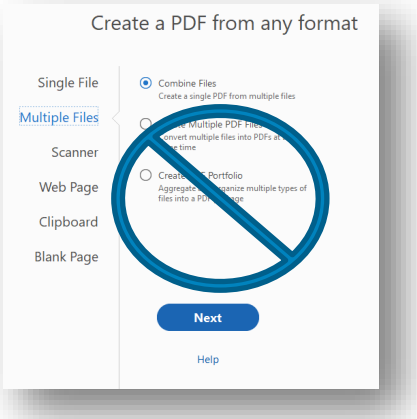
- Go to Organize Pages
- Drag and drop the PDF file(s), or specific pages from another PDF, where you would like them to be added to your letter
- **Print the PDF** rather than "Save as PDF," see *Step 3: Format the Print Settings*



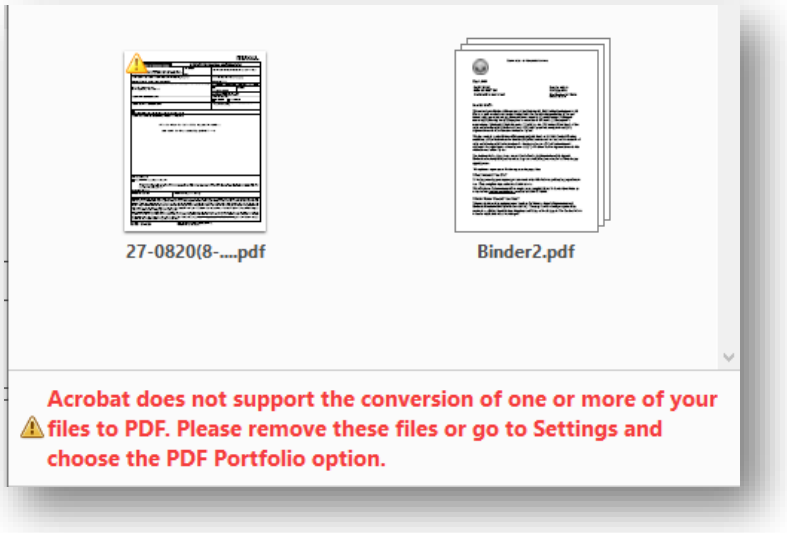
^Best Practice!!^

1.2 Option 2: Merge files using "Create PDF"

- Go to Create PDF
- Select Multiple Files
- Select Combine Files, click Next
    - **DO NOT select Create PDF Portfolio under ANY circumstances**



- Drag and drop the PDF file(s) you would like to combine
    - If you receive an error that Acrobat does not support conversion of one or more of your files to PDF, you must follow Steps 2 and 3 to "fix" the file and then use the fixed file for merging
        - This most likely means you have included a fillable PDF that needs to be printed before merging

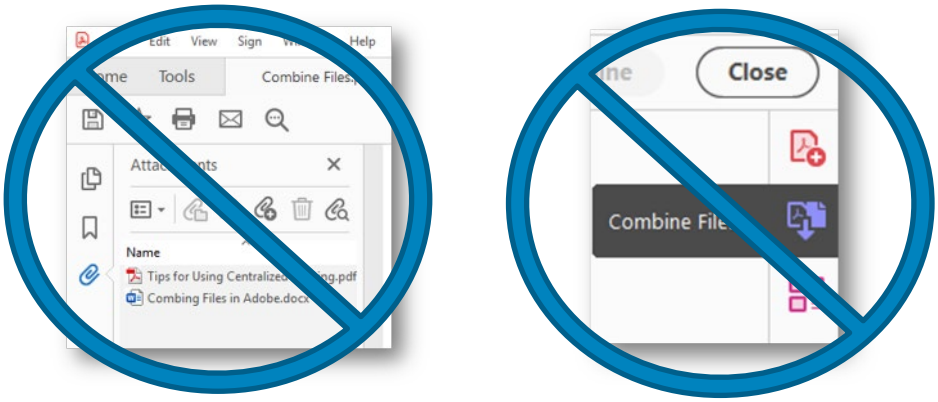


    - **Again, DO NOT follow this prompt or use Create PDF Portfolio under ANY circumstances**

- Click and drag the images of the files to order them
- Click Combine
- Print the PDF rather than "Save as PDF," see *Step 3: Format the Print Settings*

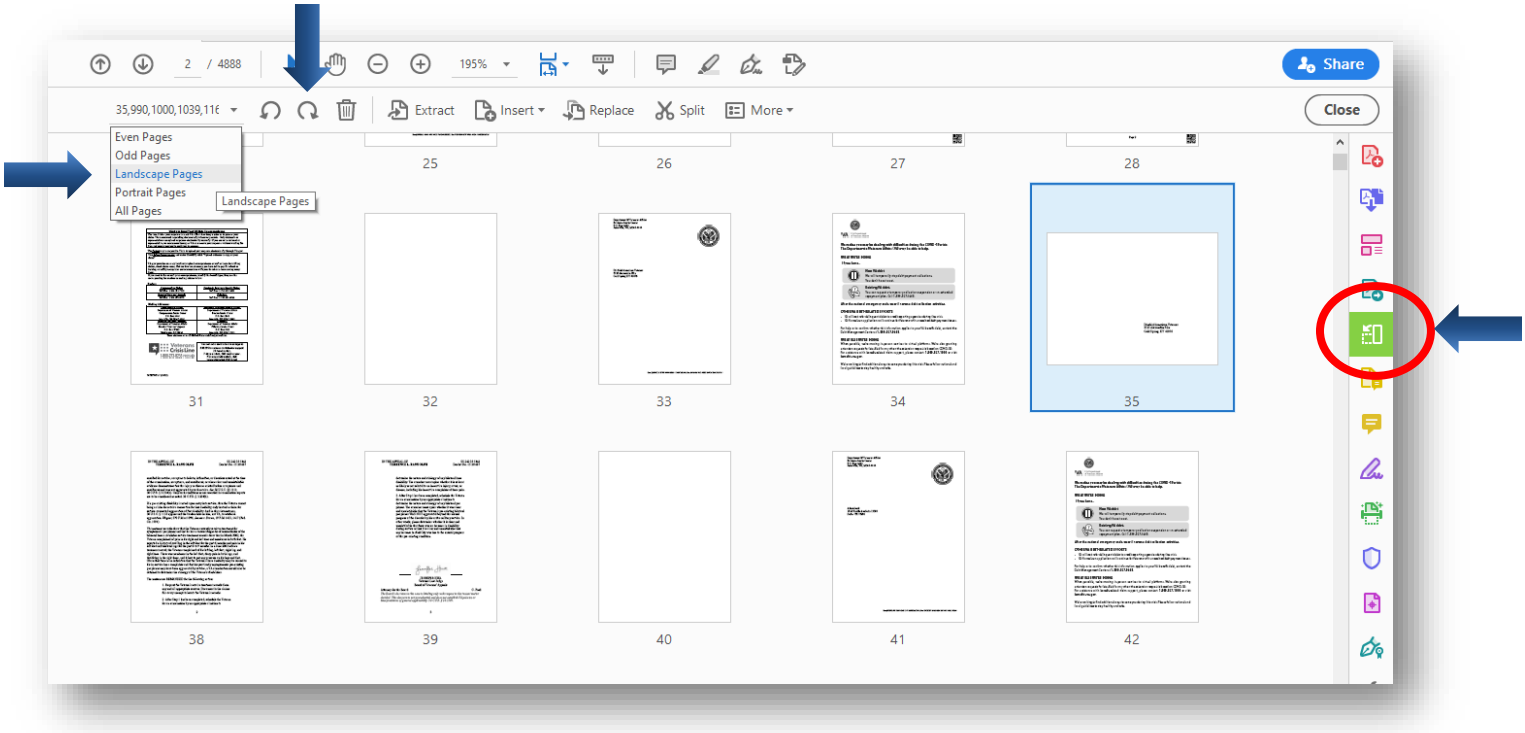
1.3 Other things NOT to do

- Do not use the paperclip to attach files within the PDF
- Do not use Combine Files



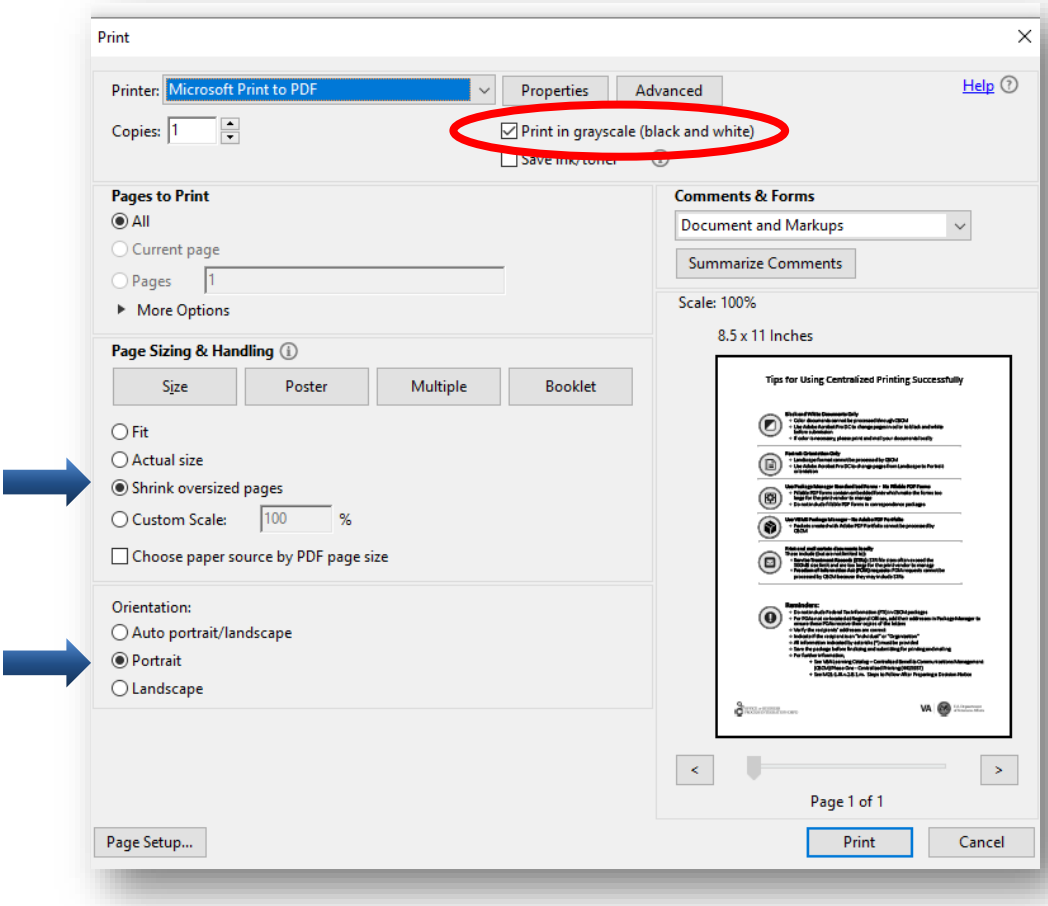
2 Locate and rotate all pages in Landscape orientation

- Go to Organize Pages
- Select “Landscape Pages” from the drop down to select all Landscape pages in the file
- Click the arrow to rotate all Landscape pages



3 Format the Print Settings

- Select Printer: Microsoft Print PDF
- Check the box for “Print in grayscale (black and white)
- Select Pages to Print: All
- Select: Shrink oversized pages
- Select orientation: Portrait
- Click Print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Advanced
Help
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Print in grayscale (black and white)
Pages to Print
All
Current page
Pages 1
More Options
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Document and Markups
Summarize Comments
Scale: 100%
8.5 x 11 Inches
Page Sizing & Handling
Size
Poster
Multiple
Booklet
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Custom Scale: 100 %
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Auto portrait/landscape
Portrait
Landscape
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