

Working with PDFs

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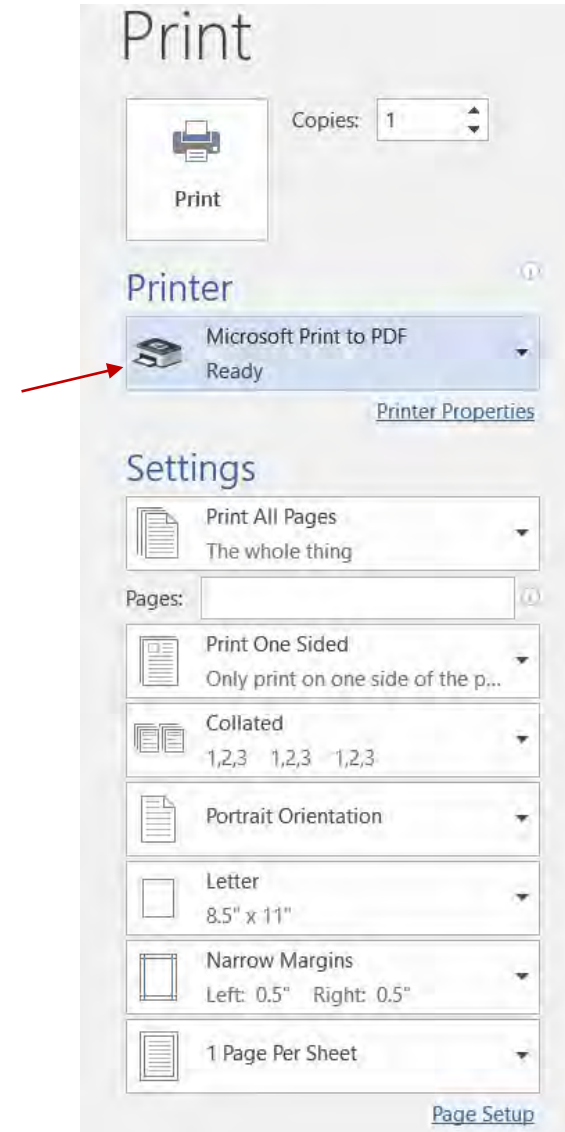
Generating PDFs – Notes App (iPhone)

- Open the Notes App and click on the circled “+” sign at the bottom
- Select “Scan Documents”
- Take a picture of the document you would like to scan, adjust the picture as needed, and select “Keep Scan”. Add pages as needed in the same way.
- Select “Save”
- Once all pages are scanned, select the upload symbol in the top right corner and select “Create PDF”
- Once you have created the PDF from the documents that were scanned, you can mail it to yourself using the same upload symbol (now in the bottom left)

Generating PDFs – using “Print” function

- Print to a PDF (most laptops come with a PDF printer installed)
 - Use the print function, select the “Print to PDF” option, and then select the Print Button at the top
 - A window will appear asking you to select a location/name for the file

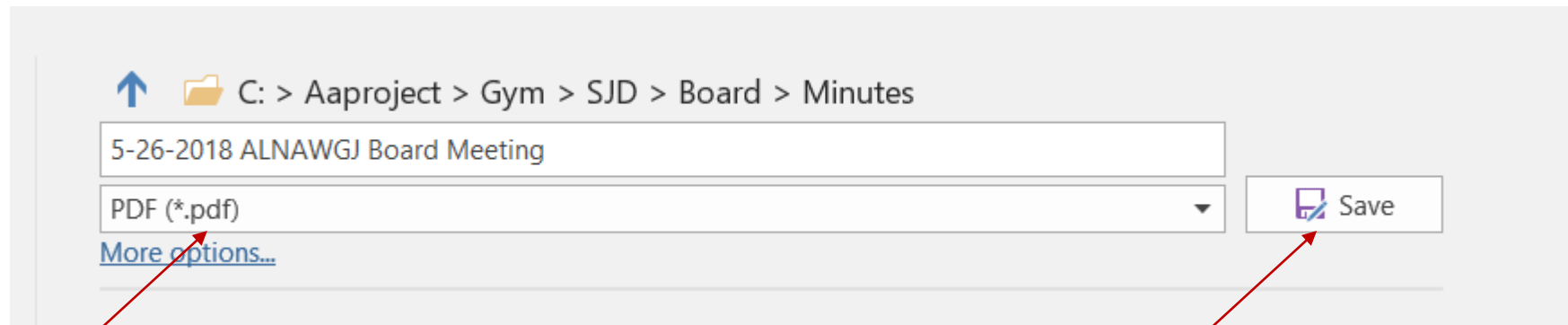
Note: for Xcel Workbooks, the “Print to PDF” option will default to print only the current worksheet as a pdf; if you need multiple worksheets printed to a pdf (in 1 file), select the whole workbook and hide any worksheets you do not wish to be printed



Generating PDFs – Using “Save As” function

- Save as a PDF

- Use the Save As function, but select PDF in the document type menu option instead of .docx (if in MS Word). Once selected, click on the “Save” button

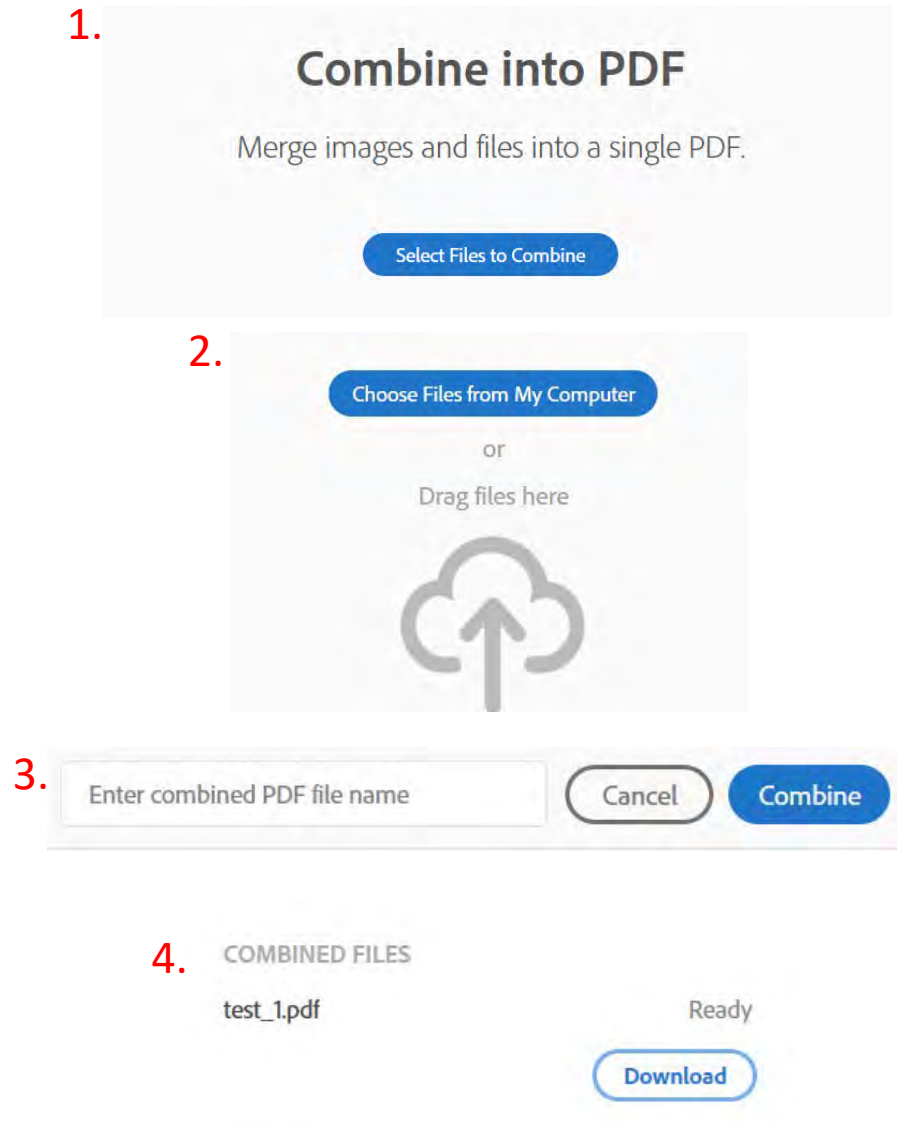


Combining PDFs - Options

- Purchase the Adobe PDF Pack (@ \$5.99 per month) – functions include combining, re-ordering, rotating PDFs
 - Go to the Adobe Document Cloud (DC) website (provided upon purchase) OR open a PDF file and the list of available functions is shown on the right side of the page
- Go to [PDFMerge.com](https://www.pdfmerge.com) (free website for merging PDFs) – this works with smaller files; however, there is a size limit


Combining PDFs – Using Adobe PDF Pack

- Open Adobe PDF Services (provided when viewing a PDF)
- Select PDF files for merging (browse or drag/drop)
- Enter the name for the combined PDF file and select “Combine”
- Download the combined file to your computer

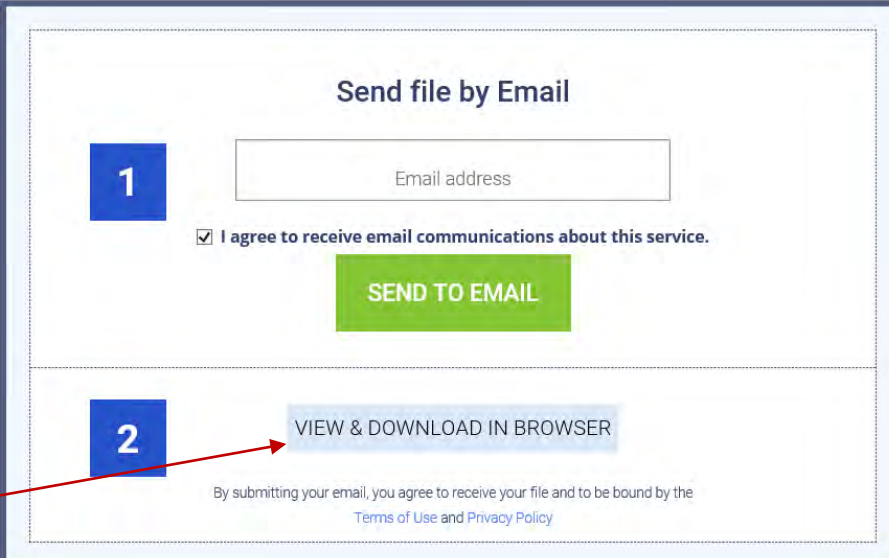


Combining PDFs – Using PDFMerge

- The following window will appear
 - Browse to the location of the files you would like to merge (if more than 4, click on the “+” sign to add more files)
 - Select them in the order you would like them merged
 - Select the “Merge Files” button at the bottom (you will be shown merge progress)
 - Select “View & Download in Browser (shown in 2nd window)
 - You will be prompted to open or save the file – save the file with a name and location



The screenshot shows the PDFMerge website interface. On the left, there are four empty text input fields, each with a "Browse..." button to its right. Below these fields is a "+ More files" link. At the bottom left, there is a "Merge Files" button with a right-pointing arrow, and a "Reset form" link next to it. Below the "Merge Files" button is the text "Work Offline? Try Desktop Version!". On the right side, there is a large heading "MERGE PDF FILES ONLINE - IT'S EASY AND FREE*" in blue. Below this heading is an orange "DOWNLOAD NOW" button with a downward arrow. To the right of the "DOWNLOAD NOW" button is the text "Merge PDF Files NEW VERSION AVAILABLE!". At the bottom right, there is a "Need help?" link. Two red arrows point to the top of the first "Browse..." button and the "Merge Files" button.



The screenshot shows the PDFMerge website interface for sending files by email. It is divided into two sections. The top section is titled "Send file by Email" and contains a blue square with the number "1" next to an "Email address" input field. Below the input field is a checked checkbox with the text "I agree to receive email communications about this service." and a green "SEND TO EMAIL" button. The bottom section is titled "VIEW & DOWNLOAD IN BROWSER" and contains a blue square with the number "2" next to a light blue button with the text "VIEW & DOWNLOAD IN BROWSER". Below this button is the text "By submitting your email, you agree to receive your file and to be bound by the Terms of Use and Privacy Policy". A red arrow points to the "VIEW & DOWNLOAD IN BROWSER" button.

Uploading PDFs to Google Drive

- Go to Google Drive (or another cloud-based file repository such as OneDrive), and browse to the location where you would like to upload your file
- Right click and choose “Upload files”

