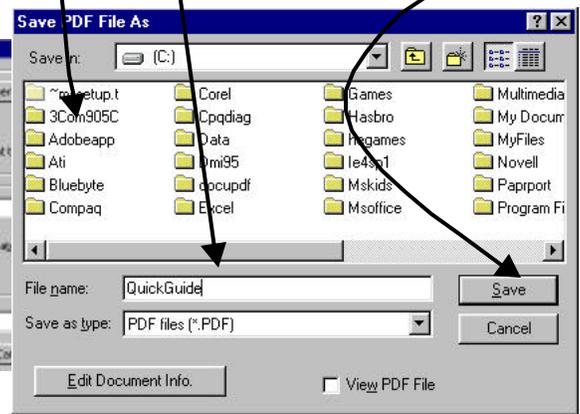
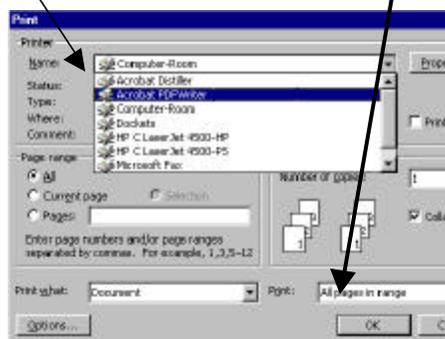
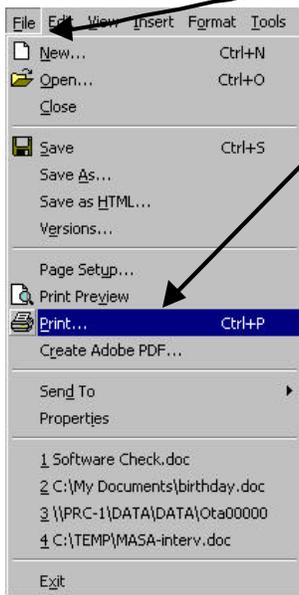


# Quick Guide to Creating and Printing PDF's

In your preferred word processor with an open document, select **File** and **Print**.

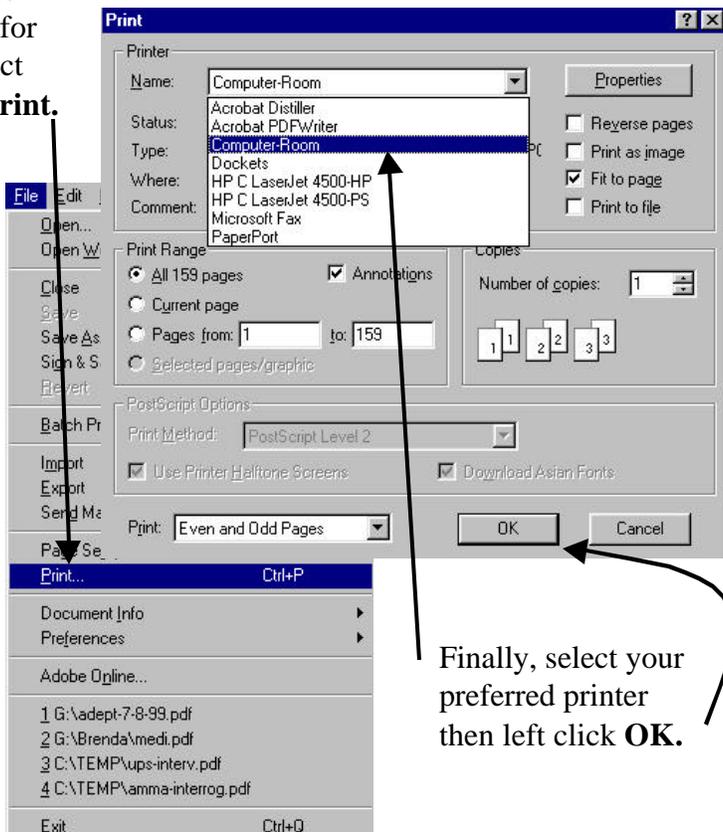
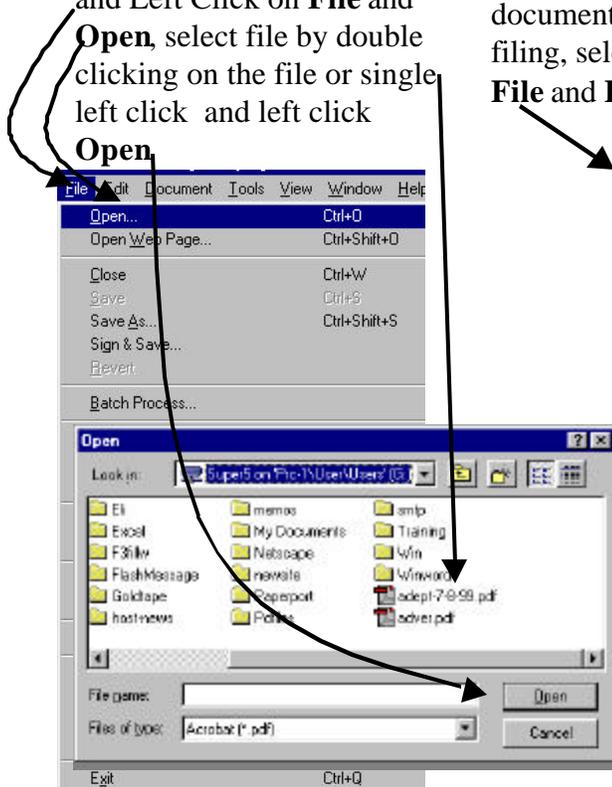
Next, a print dialogue box will appear, select **Acrobat PDFWriter** and left click **OK**.

Select your **Target Drive** and **folder** (left double click to enter a folder). Then type the **filename** and left click **Save**.



Next, open Adobe Acrobat and Left Click on **File** and **Open**, select file by double clicking on the file or single left click and left click **Open**.

To print the document for filing, select **File** and **Print**.



Finally, select your preferred printer then left click **OK**.

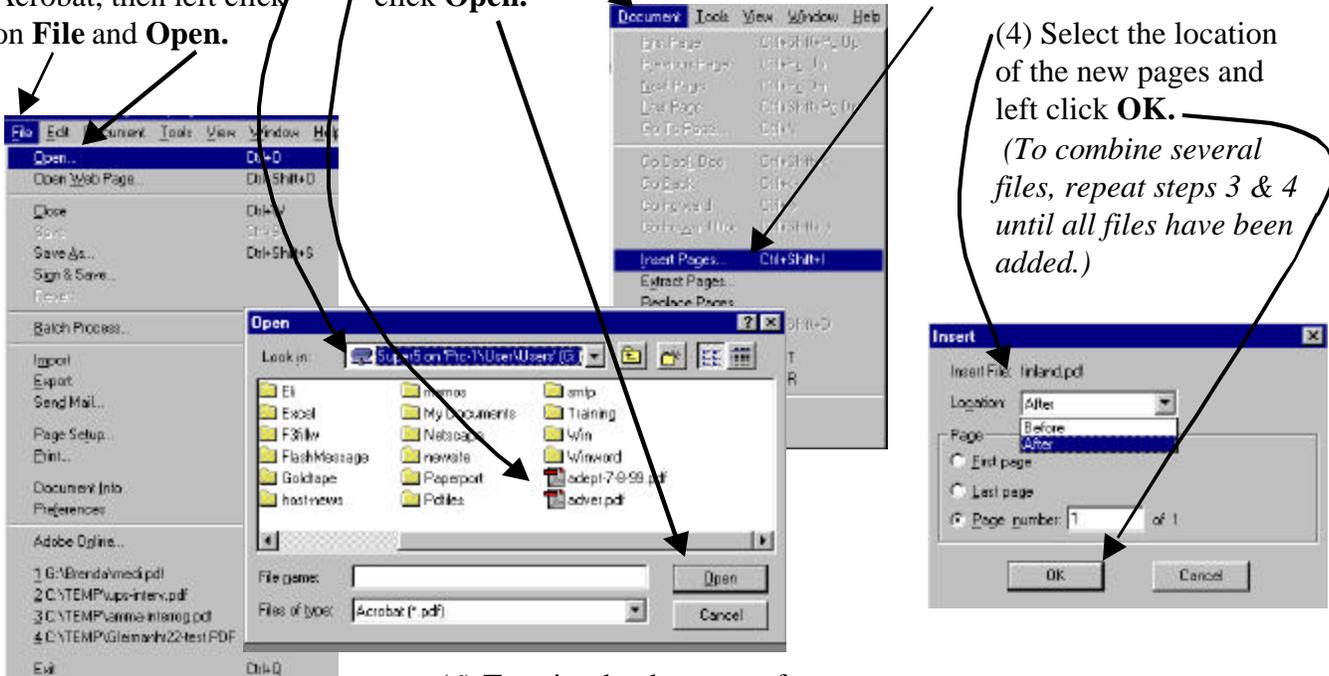
# Quick Guide to Combining & Printing PDF's

(Note: all files created with PDF writer will have the PDF extension.)  
(1) Open Adobe Acrobat, then left click on **File** and **Open**.

(2) Select the Drive and directory used when you saved the files, then select a PDF file and left click **Open**.

(3) To add a PDF into the open PDF simply left click **Document** and **Insert Pages**.

(4) Select the location of the new pages and left click **OK**.  
*(To combine several files, repeat steps 3 & 4 until all files have been added.)*



(5) To save the complete document, left click **File**, then **Save As**, select location and file name, click **Save**.

(6) To print the document for filing, select **File** and **Print**.

(7) Finally, select your preferred printer then left click **OK**.

