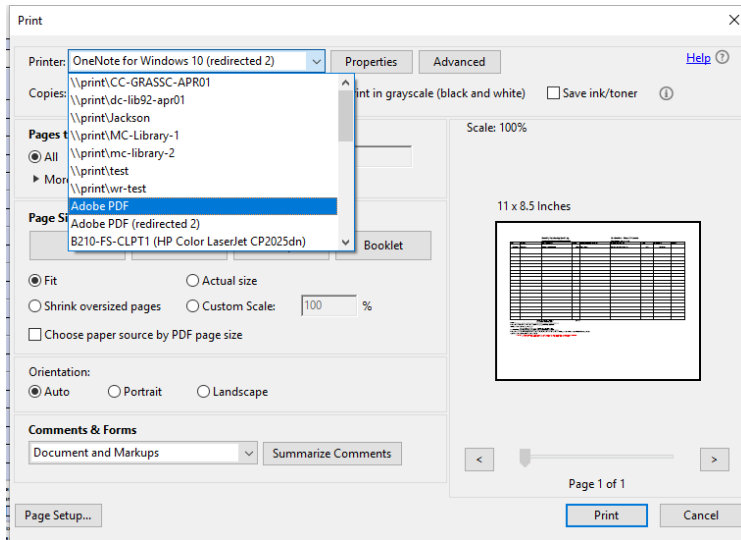
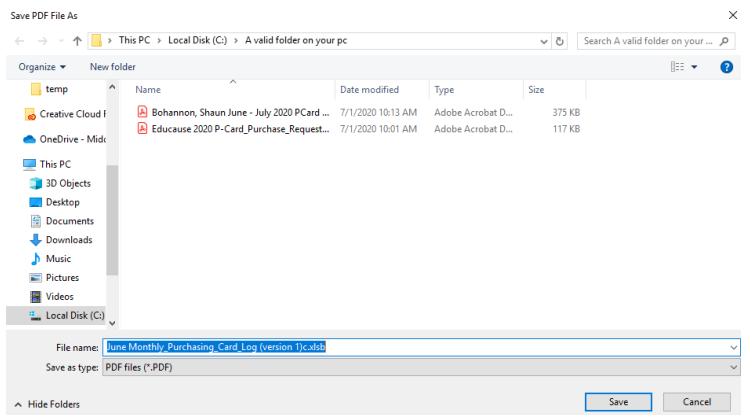


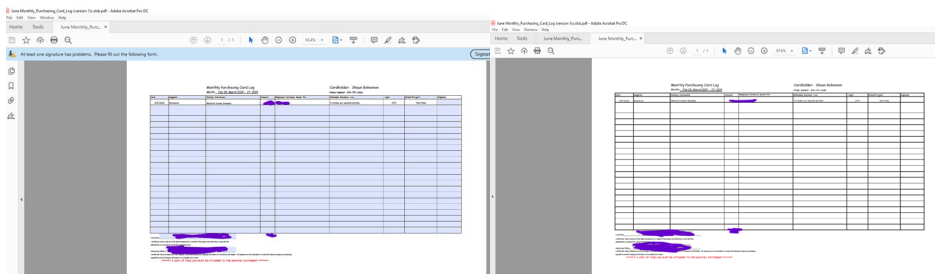
Step 3) Select **Adobe PDF** from the list of printers and click **Print**.



Step 4) Select a valid save location and click **Save**. **NOTE:** I highly recommend either saving this file in a different location from the original or altering its name to avoid overwriting the original file.



Step 5) *optional* Open the document you just saved in Adobe Acrobat Pro and you should still see the digital signatures, but the entire form should look slightly different. Note that the original file in this case has blue fields that you can interact with while the "Printed as PDF" version we created is basically just a static image with fields you cannot alter. Crucially it does still display the digital signatures (observed in the below images with purple). You can **now safely close the document**, this step is just for verification.



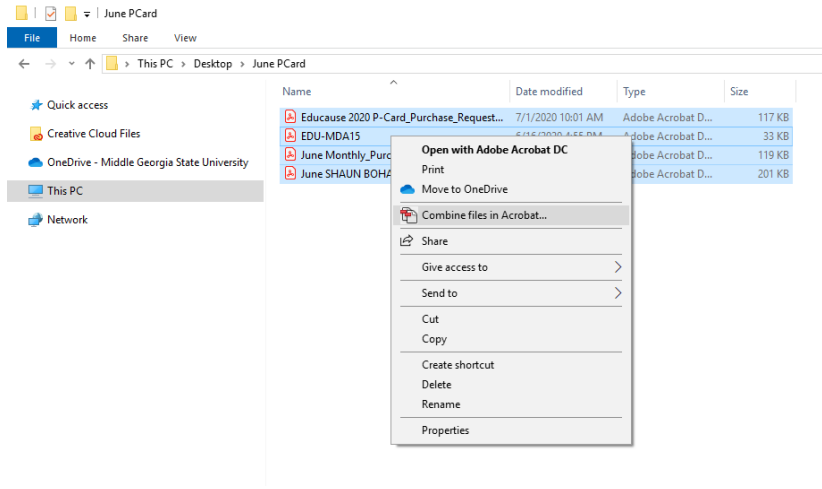
That concludes the Phase 1 instructions on how to process a digitally signed PDF so that it can be added to a PDF binder. Please repeat the above steps for any such document and then proceed to Phase 2 for steps on creating the PDF binder itself.

Phase 2

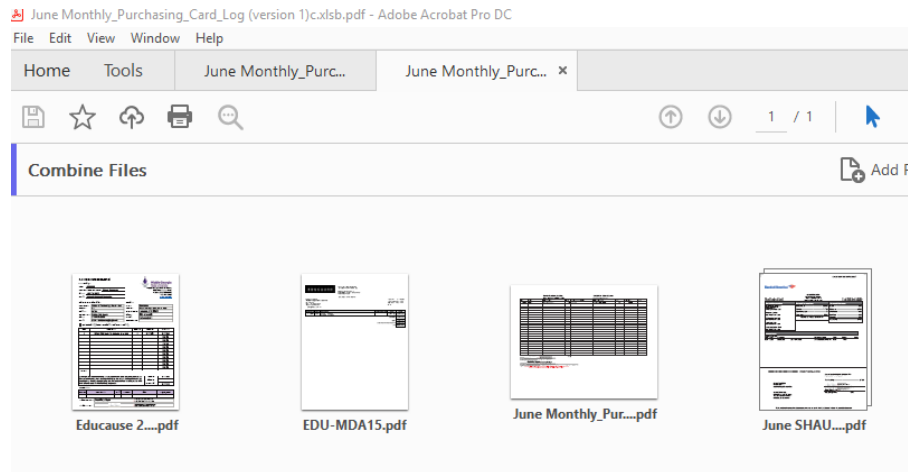
Step 1) I recommend placing all of the files you plan to add to your PDF binder in the same folder. Once you have all the necessary files in one place select them all and then **right-click and choose Combine files in Acrobat**. If gathering all the files in one folder isn't feasible but you are able to open them all in Acrobat at the same time manually step 2 will also apply.

To select all the files you can use any of the below methods:

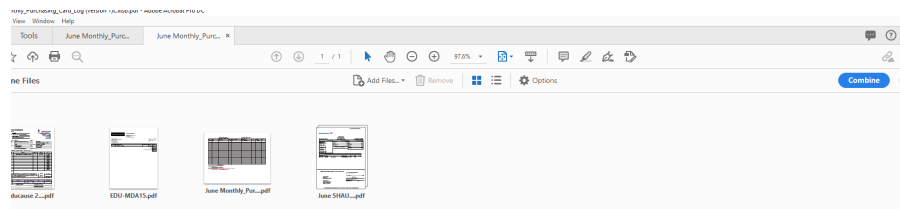
- Press CTRL-A to select all the files in the folder –or–
- Hold the CTRL key and click multiple files to select certain ones but not all –or–
- Click in the blank space in the folder and drag a selection box over the files you want.



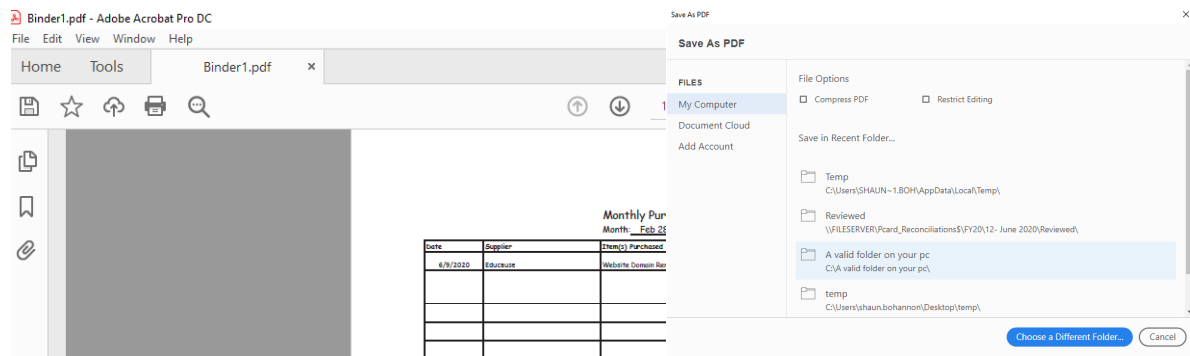
Step 2) You should now see a preview of all the documents you want to include in your PDF binder listed inside Acrobat. You can click and drag these files to determine the order you want them to appear in your finished binder. **Proceed to step 3** unless you arrived at this step without using the right-click Combine files in Acrobat procedure from step 1. If you did skip step 1 but have all of your necessary documents open in Acrobat you can click on **Combine Files** from the bar on the far right. This will give you the option to combine all the documents you have open and present you with a screen like the one below.



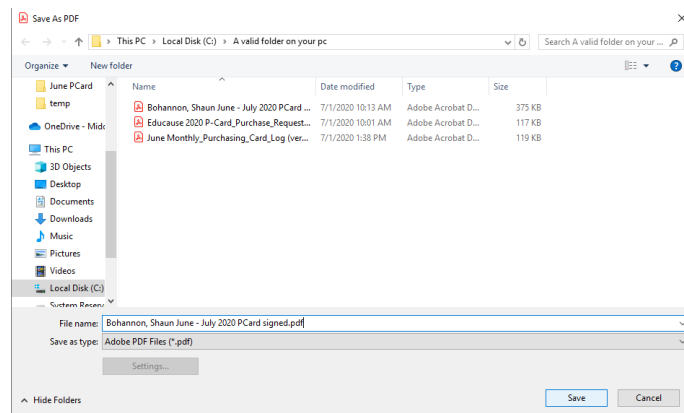
Step 3) Click the blue **Combine** button on the far right of the window.



Step 4) You should now see a tab named Binder 1.pdf near the top of the screen in Acrobat (the first image below) and you should be able to scroll through all of your documents as a single document. Pay close attention that all of your documents are present and that any required signatures are visible. If everything is in order click **File** and then **Save As** and select a location to save the new PDF binder to.



Step 5) Enter the desired name for the new combined document such as "Doe, Jane Jan-Feb 2020 PCard recon" and click **Save**.



Step 6) You can now copy and paste or drag and drop the finished file into the [\\FILESERVER\PCard_Reconciliations\FY20\](#) network drive in the appropriate month folder. **Congratulations!**