



How to Convert Multiple Documents to a Single PDF for Uploading

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Purpose

If you need to upload a Letter of Support into your InfoEd PD proposal, you will find there is only one icon to be able to upload one Letter of Support. If you have more than one Letter of Support, you will need to consolidate them into one document to upload into the PD proposal. Below is the detail on how to accomplish this quick and easy task.

You must use Adobe Acrobat Professional or Adobe Acrobat Standard

- 1) Save each document in one place for ease of finding
- 2) Open Adobe Professional or Standard
- 3) Open the first document

NOTE: If the document you want to open is not saved as a PDF, then you will need to select from "Files of type: All Files (*.*)" and choose our file which will be converted to PDF.

- 4) Continue with the following until all individual documents are consolidated into one document:
 - Navigate to the bottom of the page where the next document is to be inserted. Choose "Documents>Insert Pages".
 - Open the second document

NOTE: If the document you want to open is not saved as a PDF, then you will need to select from "Files of type: All Files (*.*)" and choose our file which will be converted to PDF.

- 5) Save the consolidated document
- 6) Upload new document into InfoEd