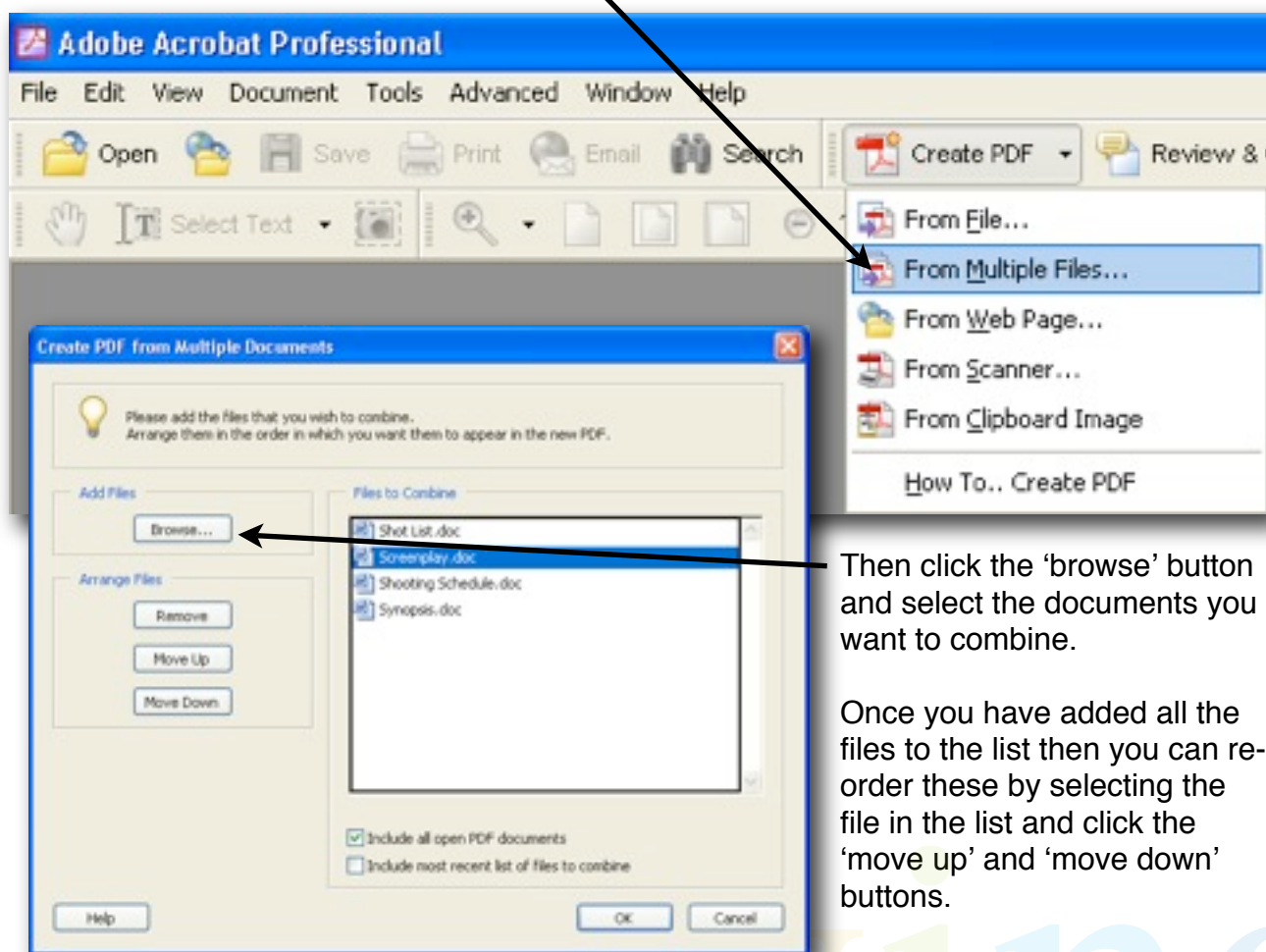


## Creating a PDF from Multiple Files Using Acrobat Professional

This software is available on all C2K networked machines and laptops. It makes creating a PDF from multiple files and documents very simple. You can combine multiple .doc, .pdf and .jpg files into one PDF. The software takes care of all of the conversion and compression of the files for you.

The main task you will need to carry out with this software is combining several scans and written documents to create the PDF of the Pre Production Materials, which includes the visual planning, screenplay, storyboards and written planning materials.

To start click the 'Create PDF' button on the toolbar or click 'file/create pdf' from the drop down menu choose 'From Multiple Files'



Then click the 'browse' button and select the documents you want to combine.

Once you have added all the files to the list then you can re-order these by selecting the file in the list and click the 'move up' and 'move down' buttons.

Acrobat Pro will now combine the files this may take a few minutes depending on the number and size of the documents being combined.

Once this process is complete you will see your PDF in a new window. At this point check to see if everything is in the right place by scrolling through the pages. If it is then save your PDF by clicking on 'file/save\_as'

Finally check the file size of your PDF if it is more than 5MB then you will need to reduce its file size.

