

ADOBE ACROBAT (PDF)

We hope you find these instructions helpful. These instructions are provided in an effort to assist with creating an Adobe PDF. These are not official HABRI guidelines, nor are we able to provide IT support. Please contact your internal IT department for further assistance.

The full version of Adobe Acrobat contains a feature that enables a series of Microsoft Word, PDF, and graphic files (i.e., scanned letters) to be quickly combined into a single PDF. This also allows for designating the order of the documents in the final PDF. This is the best way to upload your proposal, and is the preferred way for HABRI to receive it. Please make sure documents/pages in the final PDF are in the same order as the proposal guidelines.

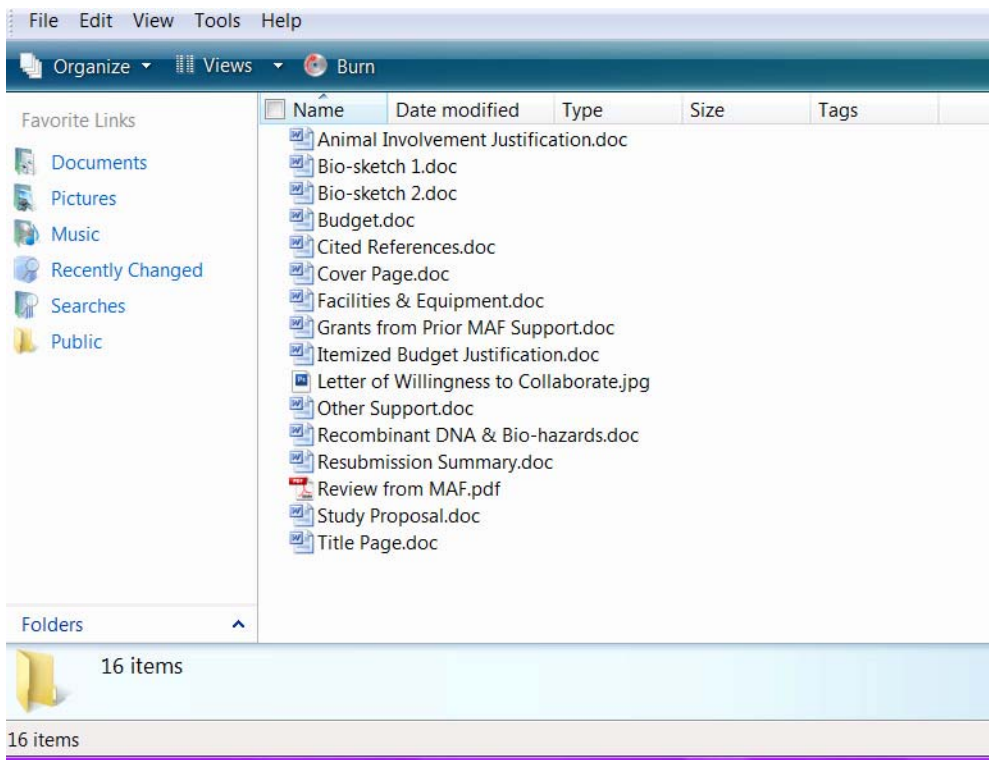
Adobe offers reduced pricing to educational institutions and non-profit organizations for their products:

<https://helpx.adobe.com/enterprise/help/non-profit.html>

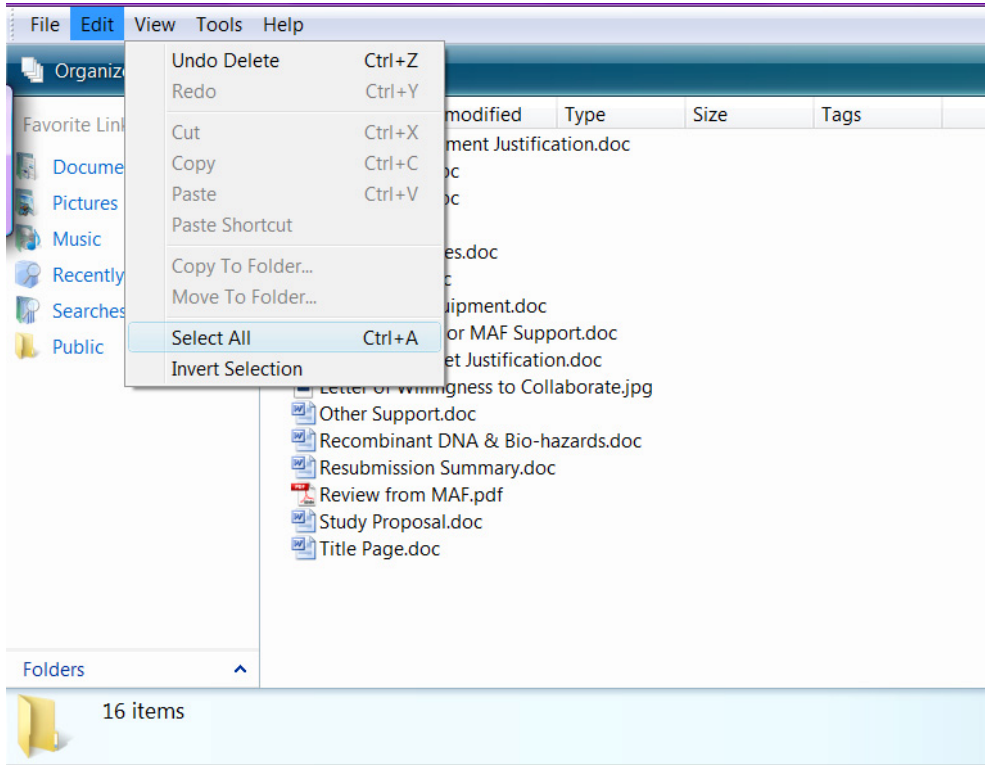
HOW TO COMBINE FILES IN ADOBE ACROBAT

1. Select all files in the folder

List of files:

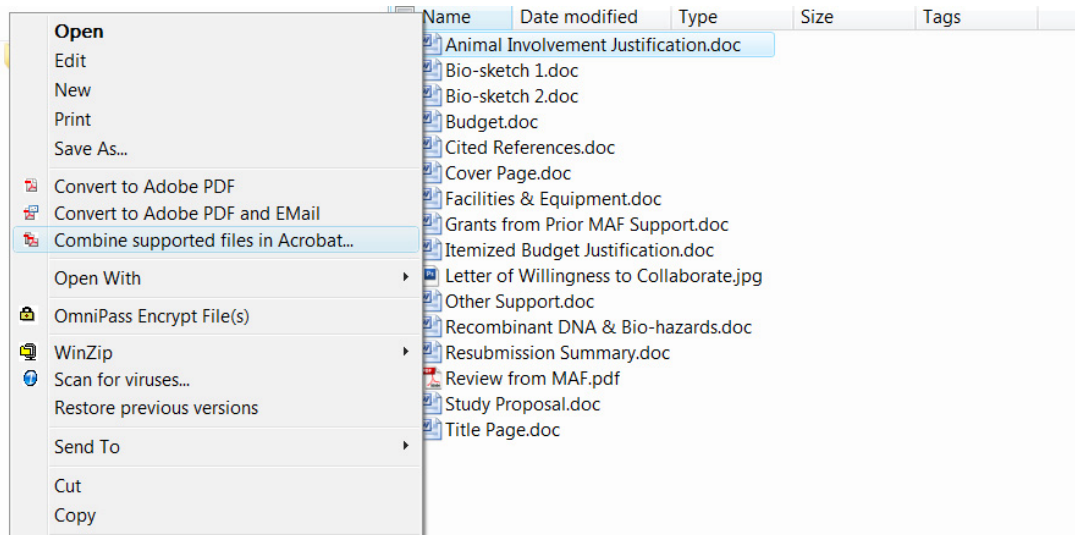


Select all files:



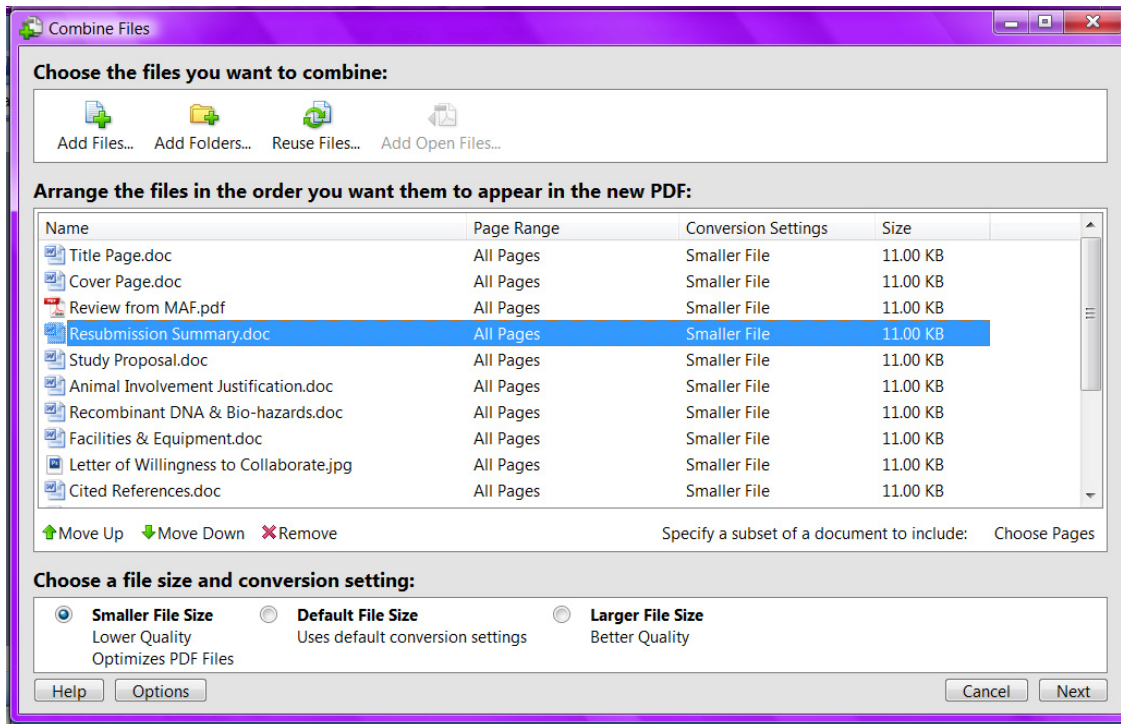
Combine files in Adobe Acrobat:

After selecting all files, right click and choose “Combine supported files in Acrobat . . .”



In the first dialog box:

- Drag the files to reorder per the order required by the proposal guidelines.
- Click the “Combine” button



The next dialog box will show the files converting and combining. When it is finished, click on the “Save” button and navigate to where you want to save the file. Rename the file when prompted per the file name ordinance in the Proposal Guidelines.

If a file fails to convert, it will need to be converted separately and then added to the full PDF

To convert a single document:

With the document open on your computer screen:

- Open the print dialog box
- Choose “Adobe PDF” as your printer
- Click “OK” and this will open a dialog box with the option to save the document as a PDF.

To add a file to an existing PDF:

Within Adobe Acrobat:

- Click on the “Document” menu
- Choose “Insert Pages”
- Choose “From File”
- Locate the file to be inserted
- Choose the file and click “Select”
- Choose where the file should go within the document
- Click “OK”