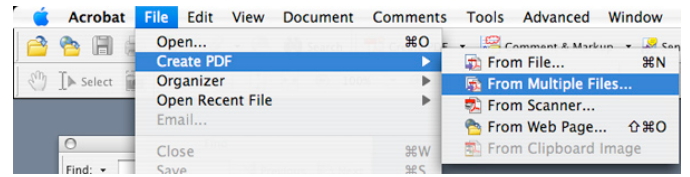


Creating a PDF from Multiple Files in Adobe Acrobat 7

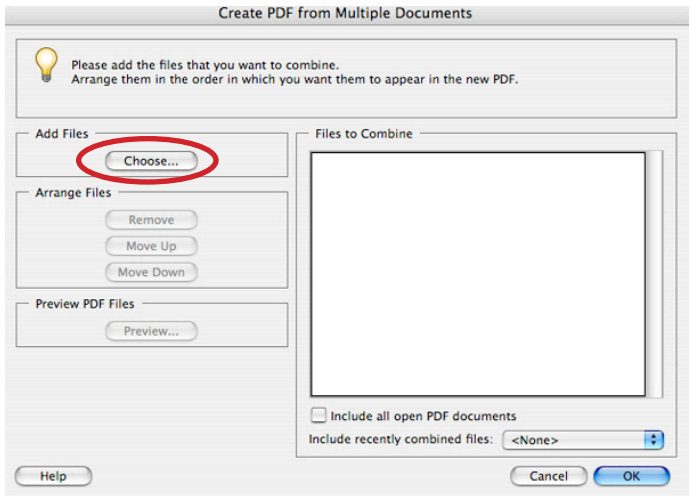
1. Launch Adobe Acrobat from the toolbar or the applications folder



2. Select File from the top pull-down menu
Choose Create PDF
Choose From Multiple Files

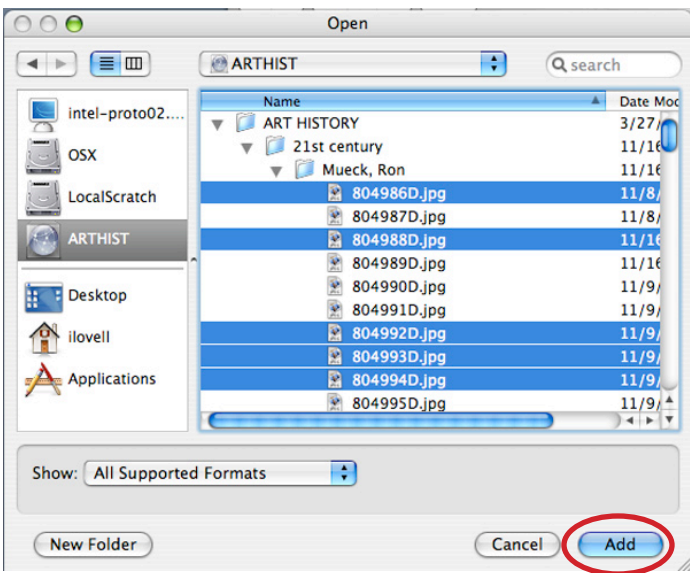


3. Under Add Files
Select Choose



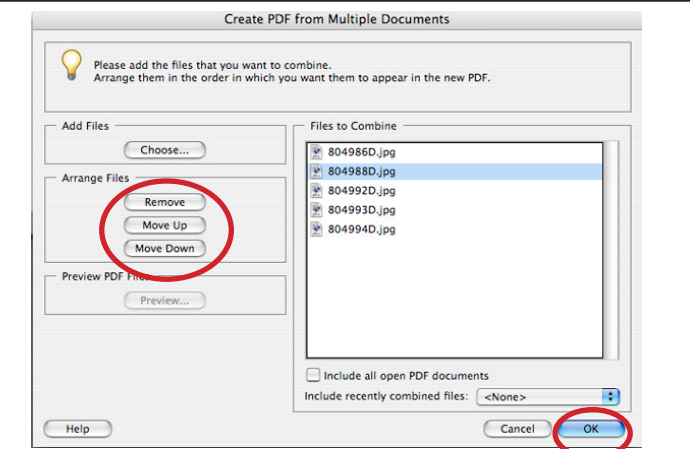
4. Navigate to where your files are located. Mouse click to select desired images. To select multiple images hold down the “control” key while mouse clicking. To select a consecutive sequence select the first image then hold down “shift” and select the last image

Click “Add” when you are finished selecting your images

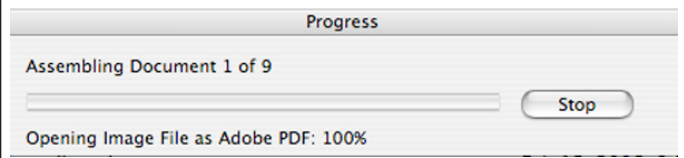


5. You can change your image order here by selecting the image name and using the Move Up and Move Down buttons. If you want to add more images you can click Choose and navigate to where you images are (see step 4). You can also rearrange your images after importing.

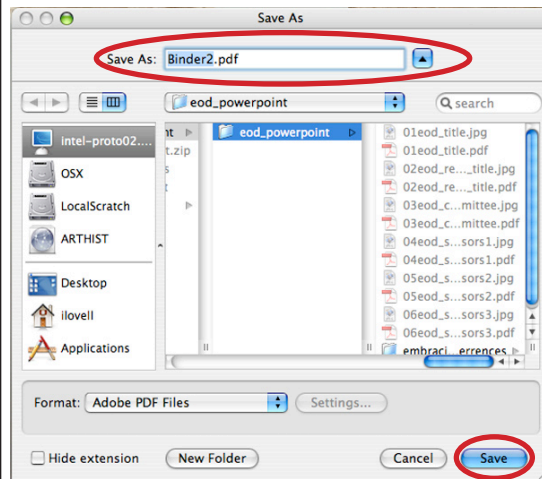
Click OK when you are ready to generate your PDF



6. Acrobat will now assemble your document. It may take awhile depending on how many images you have.



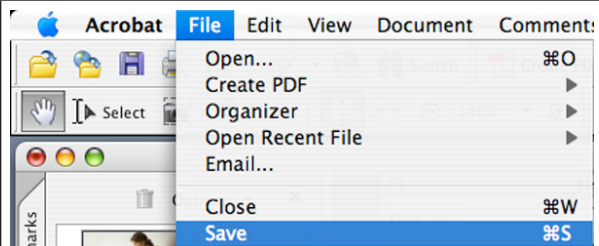
7. Save your document. Navigate to the folder you wish to save, give it a name then click Save.



8. You can rearrange the image order by using the Pages tab on the left hand side menu. Drag and drop your image to reorganize. The image you are moving will have a blue outline. Where you are moving it to will have a blue line. If the Pages tab is missing from the left hand menu you can bring it back by going to the top menu and select View > Navigation Tabs > Pages.



9. Save your document. From the top menu File > Save.



10. When you are ready to go from the Top menu select View > Full Screen

11. To end your slide show press esc

