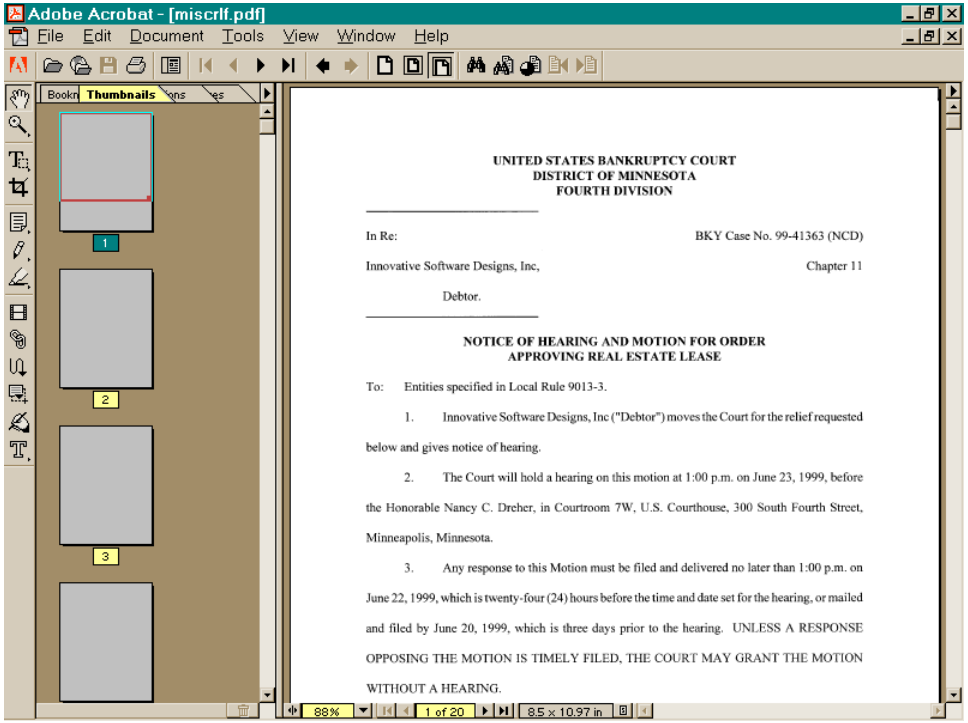
# Combining PDF Text and Image Files





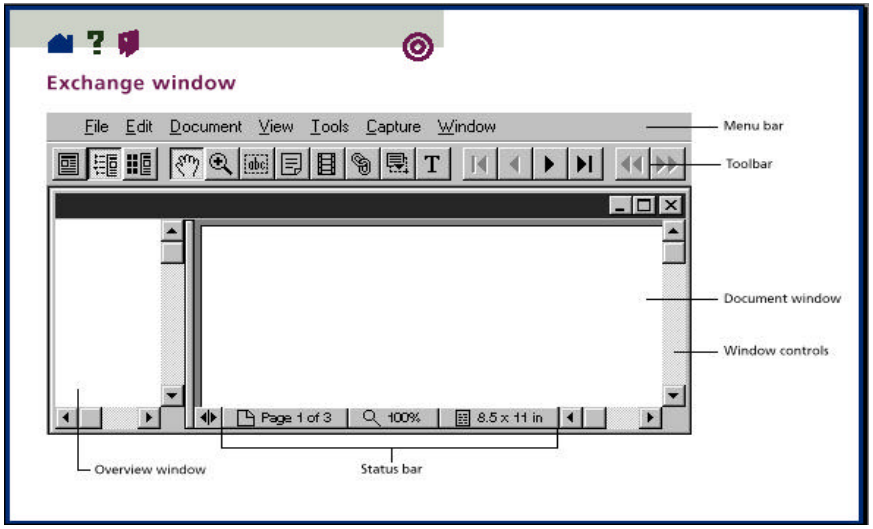

In order to file a document electronically, you must combine the various components of the document – the motion itself, the memorandum of law, scanned attachments, etc. – into a single file in *.PDF format. Combine those documents using Adobe Acrobat. *Just as you create *.PDF files using the Acrobat PDFWriter, you combine those files using Adobe Acrobat.*

To combine text and image files, create a *.PDF text file for each of the WordPerfect or MS Word files by using the **Print** command. Scan any attachments, and create *.PDF image files for those images. Then open Adobe Acrobat, open the files in sequence, and save them all as one file.

This is not difficult. You do not need to master all the features in Acrobat Exchange to accomplish our limited goals.

Our objectives are that by the end of this session, you will be able to:

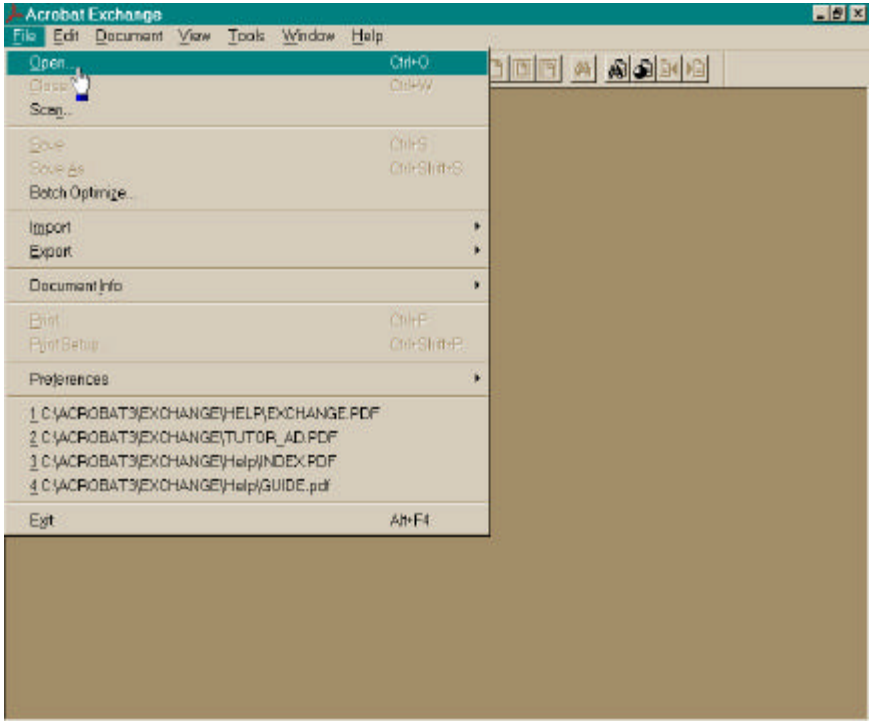
- ✓ open Adobe Acrobat exchange
- ✓ open a file, and insert other pages to that file
- ✓ save the combined files as a single *.PDF file




1. The Acrobat Exchange window resembles many other Windows programs. A menu bar along the top provides choices to open, edit, and save files. A toolbar with task icons spans the window. Most of the window is used for the document screen, the main screen to view your file.
2. The overview frame on the left shows a map of the entire document. Bookmarks lead to specified locations in a document. “Thumbnails” are miniature views of pages; they can be used to move from page to page, or to rearrange pages.
3. The status bar shows the current page, zoom ratio, and display preferences.

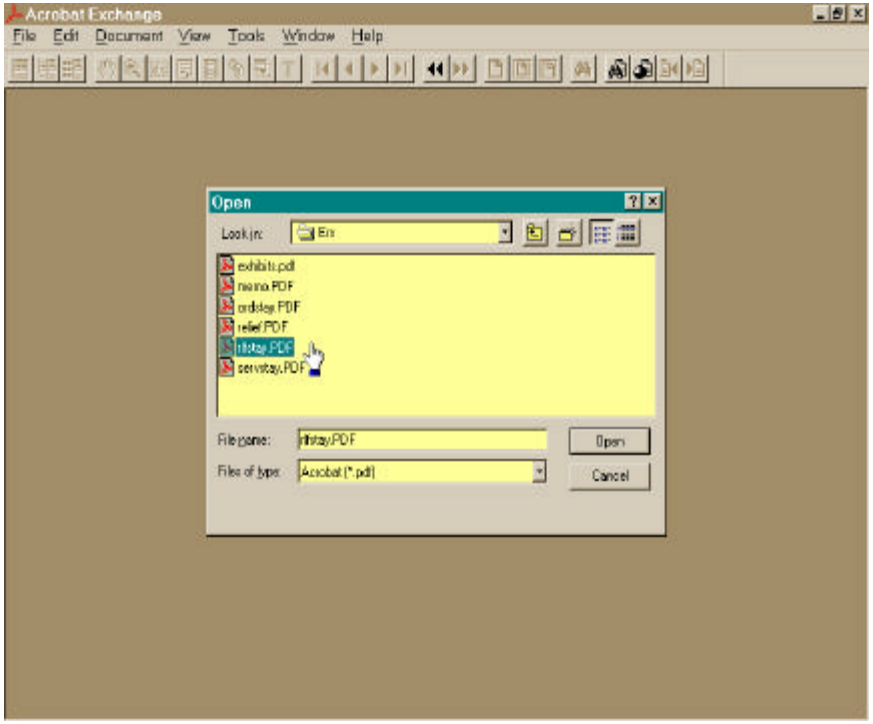
1. The first five tools on the left open or print documents. Use the net tool (the sheet of paper with columns) to show or hide the navigation frame and display only the active page. That controls the display of bookmarks, thumbnails, annotations, or signatures.

2. The middle set of tools – those resembling the controls on a cassette recorder – control movement around a multi-page document. Use the first tool on the left to jump to the first page. Use the left-pointing arrow to go to the previous page, the right-pointing arrow to go to the following page. Use the fourth tool to skip to the last page of the document. The double arrows pointing left change the screen to the former screen settings (zoom level, margin size, etc.). The tool on the far right flips to the latter screen settings. Not all tools are active at all times.
3. The other tools control the amount of the page that is shown, and Adobe’s search features. We will not discuss those features as part of this session.

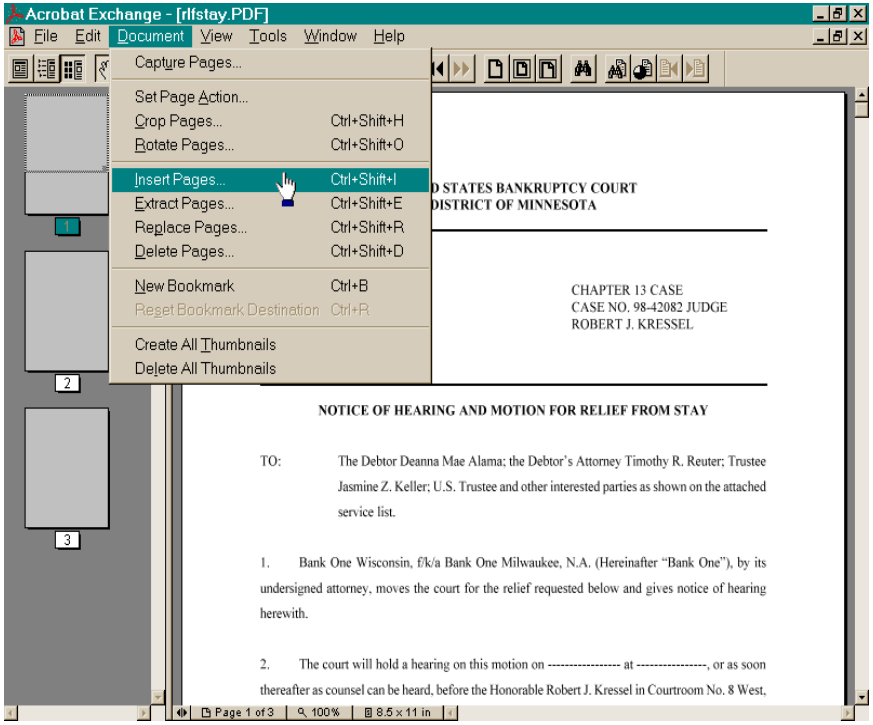



1. To create a unified *.PDF file from various text files and scanned attachments, first open the lead file (first part of the document).
2. Choose **Open** from the **File** menu.



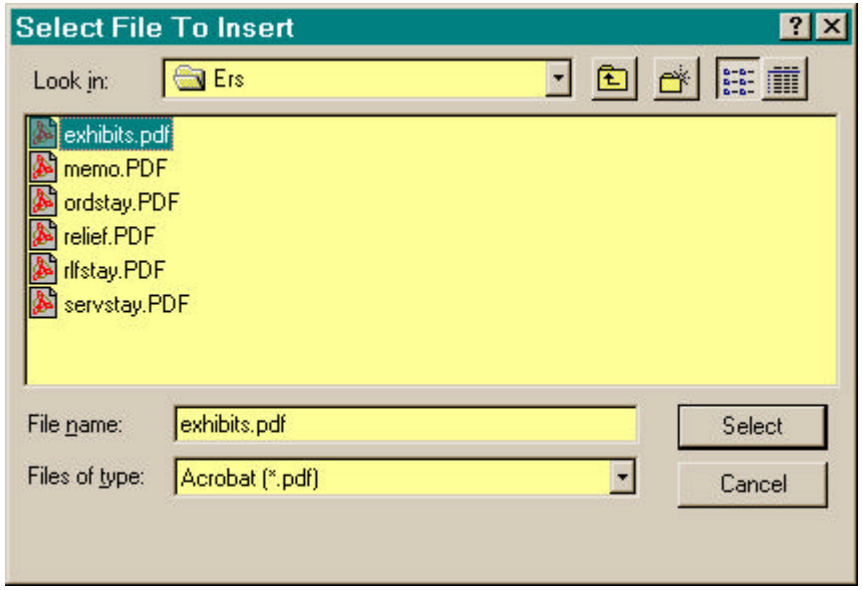



1. Select the lead file. In this case, for a Notice of Hearing and Motion for Relief from Stay, highlight **c:\ers\rlfstay.pdf**.
2. Click **Open**.

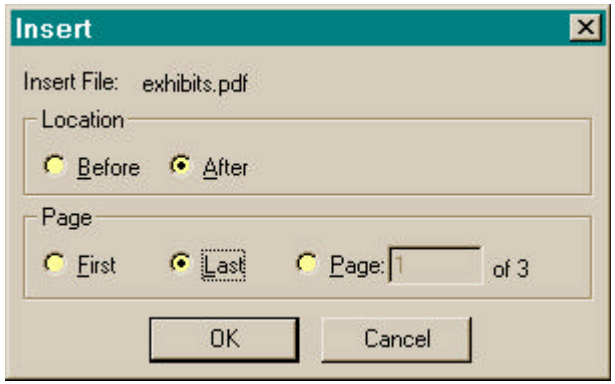



1. With the lead document on the screen, the other files must be inserted, in proper sequence.
2. Choose **Insert Pages** from the **Document** menu.
3. *Do not choose **Open** again, because that would open a new document window.*



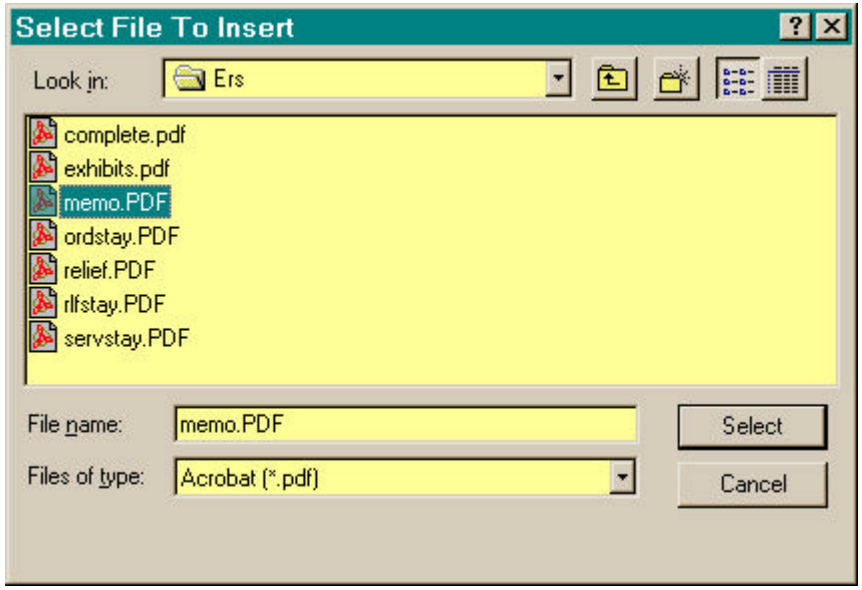



1. In this case, the Motion has an exhibit, an assignment of mortgage. That document had already been scanned and saved in *.PDF format, as **c:\ers\exhibits.pdf**.
2. Highlight the file, and click **Select** to insert the exhibit.

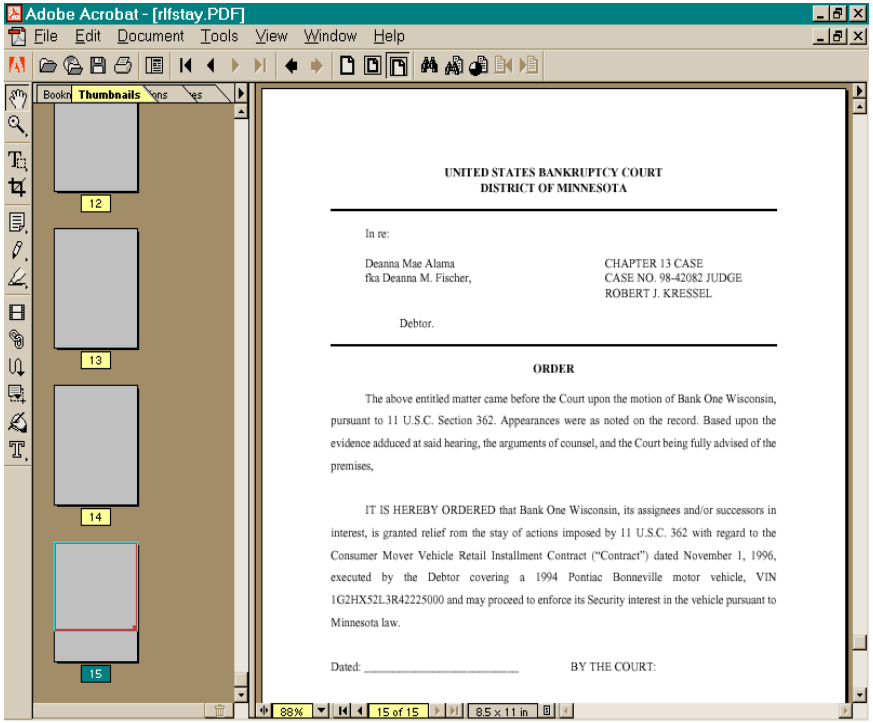



1. Since the exhibits must be added after the last page of the Motion, click **After** the **Last** page.
2. Click OK to insert the exhibits at the end of the lead document.



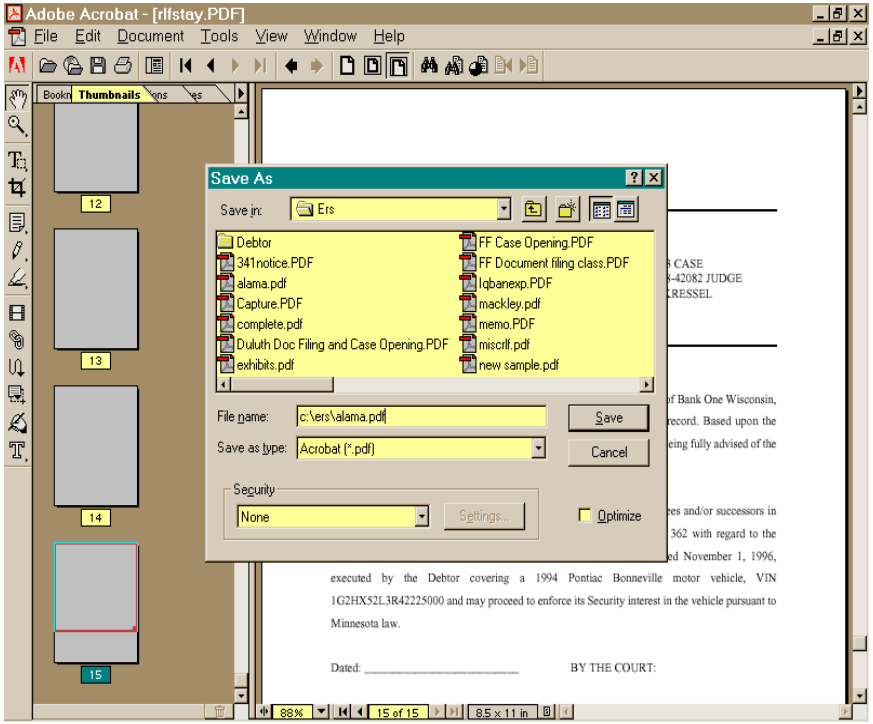



1. Continue to insert the other files that comprise the document in proper sequence. Follow the same sequence as the checklist in our Internet **Case Filing** screens. In this example, the next file is for the Memorandum of Law.
2. Always choose to insert **After** the **Last** page to ensure that your documents fall into correct order.
3. *Always insert the **Proposed Order**, if there is one, last. It is important for the case administrators and the judges to easily find the Proposed Order.*

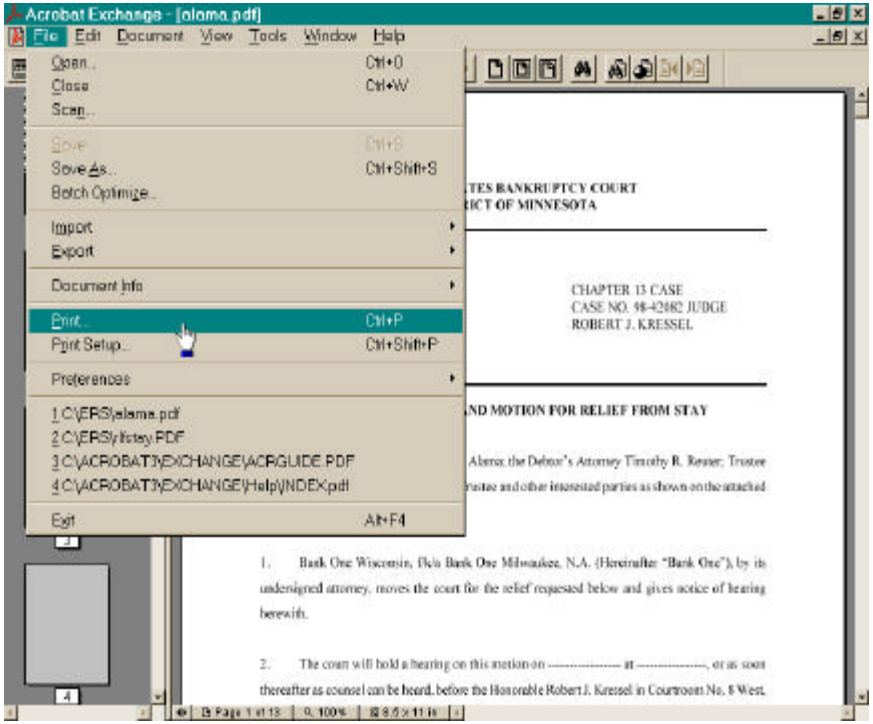



1. When all files of the document have been correctly inserted, the Proposed Order is the final page.
2. Note that the thumbnail icons on the left frame show that we are on page 15 of 15. The status bar along the bottom of the screen also displays the number of pages.



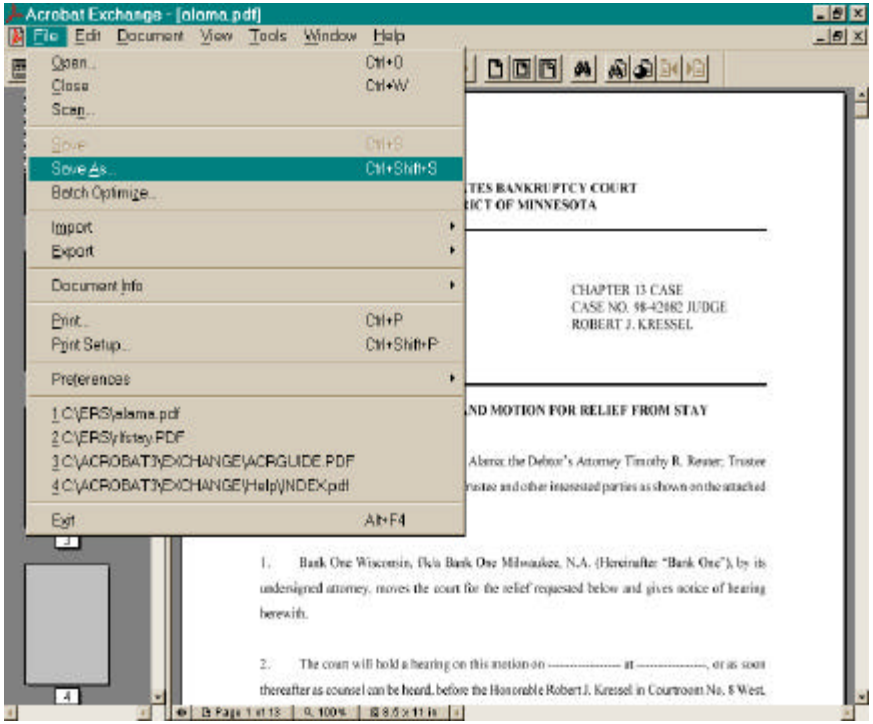



1. Choose a name for the unified file. In this case, we use the last name of the debtor, **c:\ers\alama.pdf**.
2. If you wish, you could save the document with the name of the lead file, **c:\ers\rlfstay.pdf**. This would replace the original file you started with.




1. To print a file for your own use, open the **File** menu and choose **Print**.
2. Make sure your local printer is selected. Specify the page range, then click **OK**.






1. The combined files must be saved as a single file.
2. Choose **Save As** from the **File** menu.