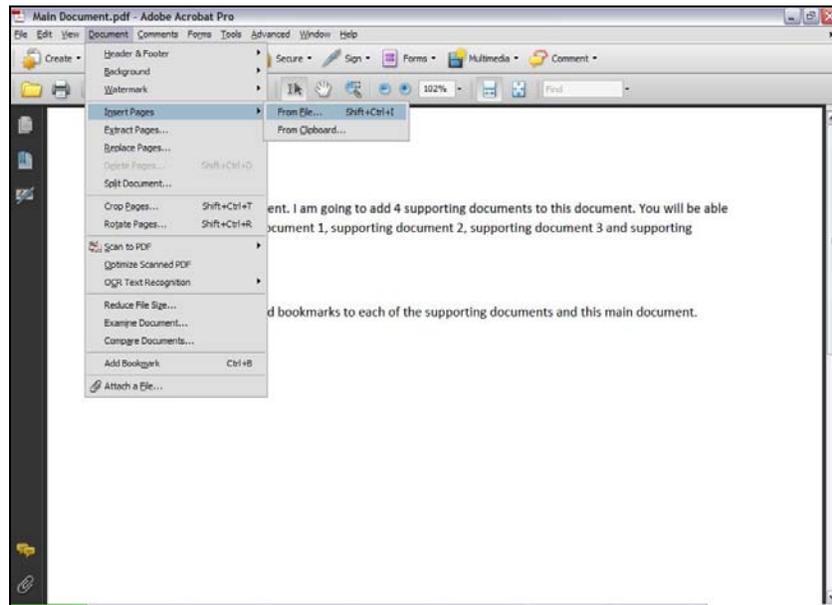
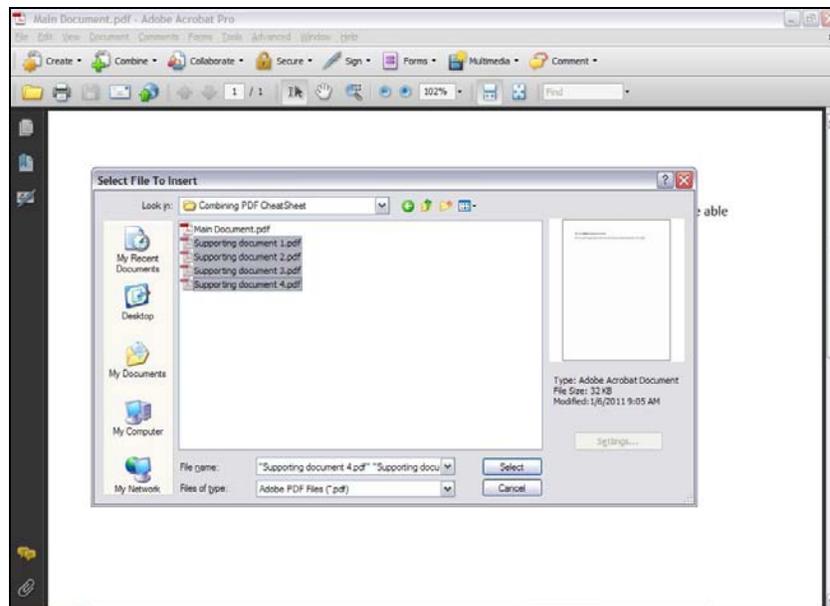


Combining PDF documents

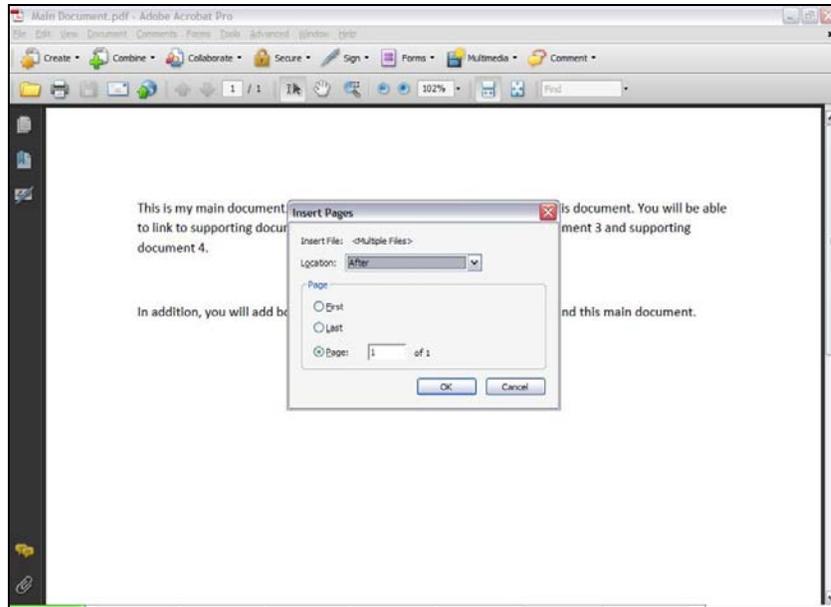
1. Open your main pdf document in Adobe.
2. Click on “Document” → “Insert Pages” → “From File”



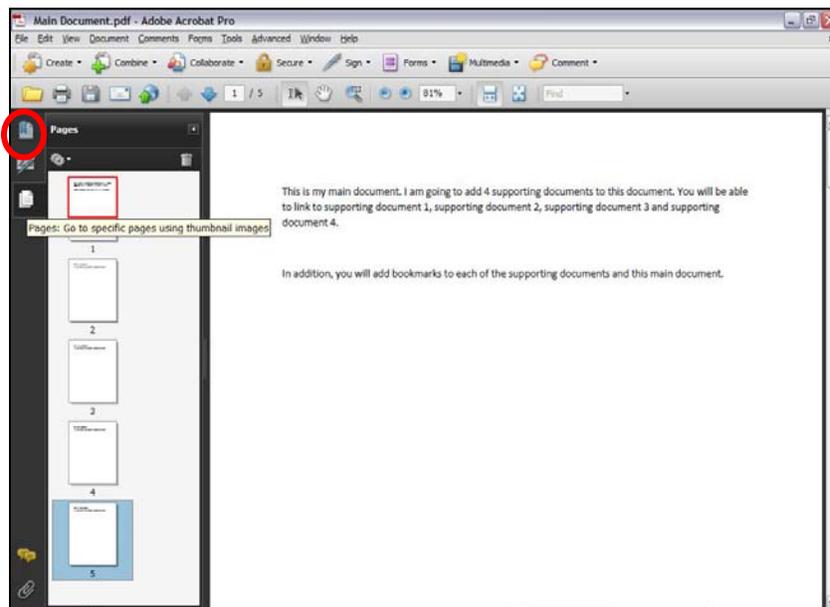
3. A window will open, navigate to the supporting documents you wish to insert. You can select more than 1 document by holding down your “CTRL” key and clicking on the documents. When you’ve selected them, click on “select”.



- A new window will pop up asking where you'd like to place these documents. You can make your choice then select "ok".

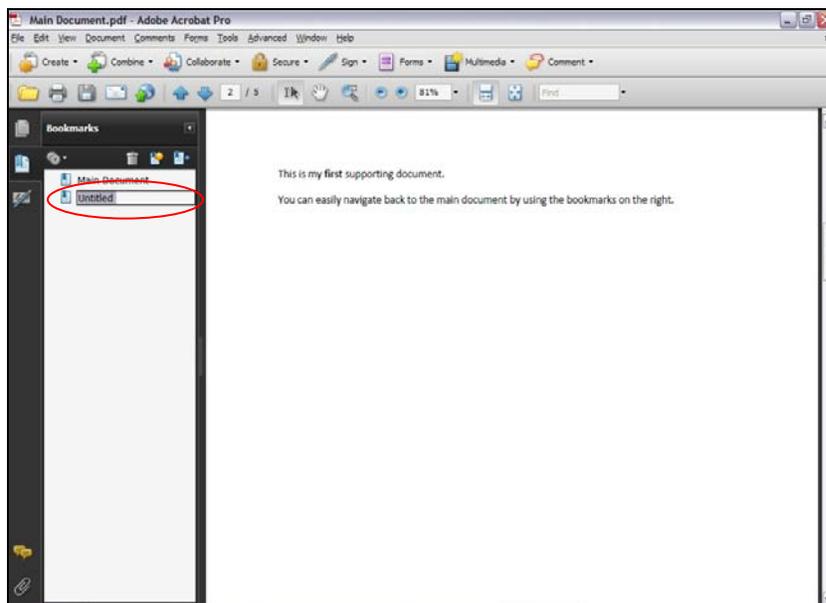
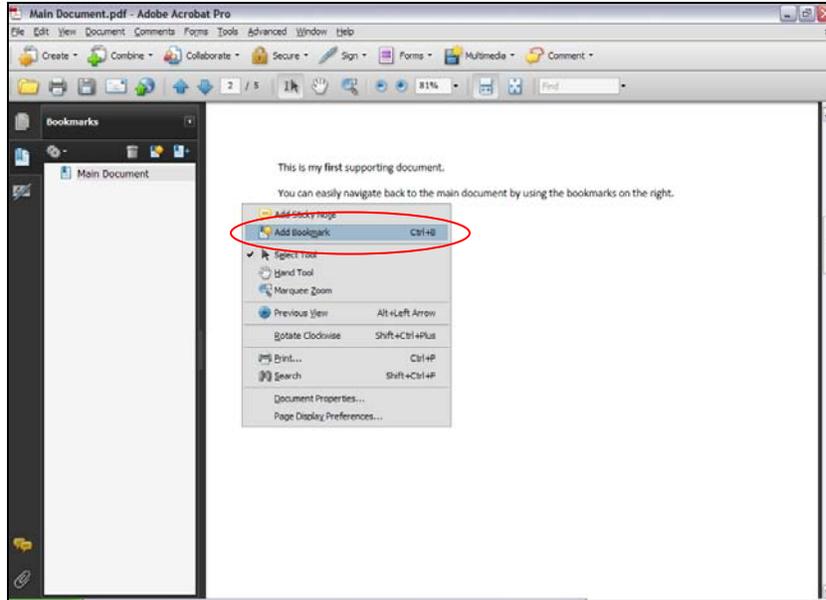


- If you pages don't go in the order you wanted them, click on the pages icon on the left hand side and drag the pages to the order you want.

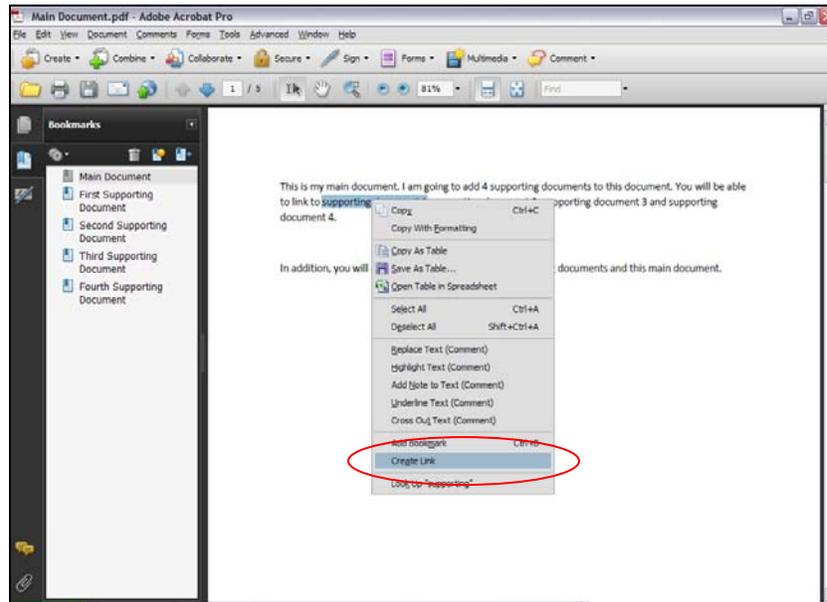


6. Add Bookmarks: To add a book mark simply right click on the page you want bookmarked and select “add bookmark”. You will see a bookmark added on the left hand side. You can name it appropriately. Continue until all your supporting documents are bookmarked.

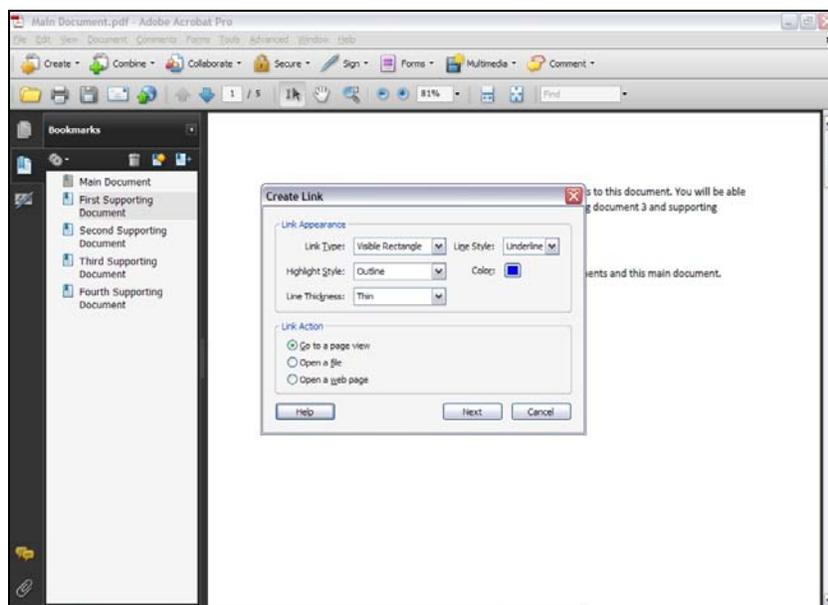
NOTE: When you added your supporting documents it may have brought bookmarks in which are probably not correct. To remove your bookmarks you can click on them and delete them in the left hand side.



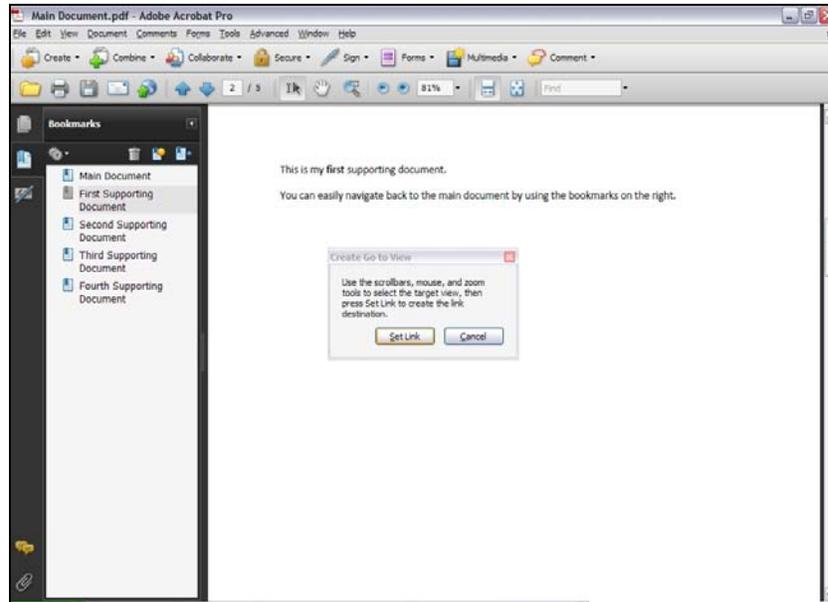
7. After all your bookmarks are added you can then add links within the document. Start on the main page and highlight the text you want the user to click on to link them somewhere else in the document. Right click on that text and click “create link”.



8. A new window will open. Here you can choose what your link looks like. For text that is underlined use the following settings:
 - a. Link type should be set to “Visible Rectangle”.
 - b. Line Style should be set to “Underline”.
 - c. Highlight style should be set to “Outline”.
 - d. Color should be set to the color you’d like the underline to appear in.
 - e. Line Thickness should be set to how thick you want the line to appear.
 - f. Link Action needs to be “Go To a Page View”.
 - g. Then click “Next”.



9. Another window appears and instructs you to scroll to the page you want this text to link to. You can use your bookmarks to easily navigate to the page you want. When you are on that page (click on it to be sure the focus is on that page) click on “Set Link.”



10. Continue to set your links until they are all complete. Save your main pdf document and you are ready to go!