

Formatting PDF Documents for Uploading to Onsite Track Easy





INTRODUCTION	2
DOWNLOADING & INSTALLING PROGRAMS	2
PRIMOPDF	2
PDF Split & Merge (PDFsam)	9
USING PRIMOPDF	16
CONVERTING IMAGES TO PDF	16
Converting Colour PDF documents to Greyscale	
Using Windows 7	24
SPLITTING & COMBINING PDF DOCUMENTS WITH PDFSAM	28
Splitting PDF documents	28
Merging PDF documents	30



Introduction

As part of entering information into Onsite Track Easy, users are often required to upload supporting documents. Onsite Track Easy currently has a size limit of 2Mb for uploaded documents, which may be too low for some necessary files.

This document details how to download, install and use two free programs to compile PDF documents for uploading to Onsite. These programs include:

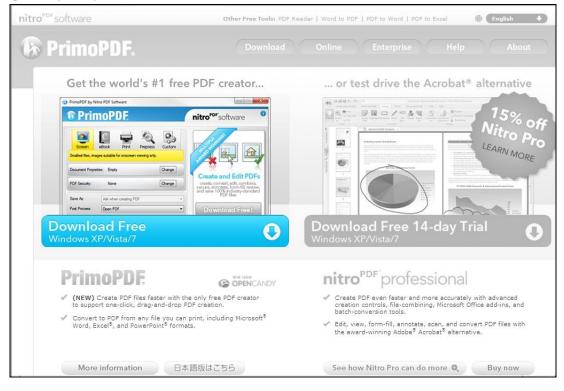
- PrimoPDF installs as a 'virtual printer', allowing images and/or documents to be converted to PDF;
- PDF Split & Merge (pdfsam) allows pages from a PDF document to be rearranged, deleted, rotated and/or merged with other PDF documents.

NOTE: This procedure only applies to systems running Windows operating systems (in this example, Windows XP with Internet Explorer). Some programs may not be available on other operating systems.

Downloading & Installing Programs

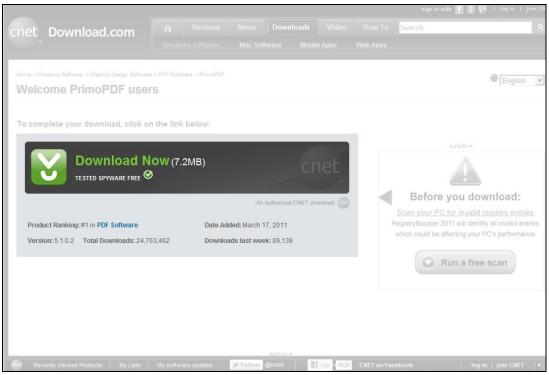
PrimoPDF

1) Navigate to primopdf.com and click on "Download Free".





2) Click "Download Now".



Note: If Internet Explorer prevents you from downloading the file and displays the blue bar at the top of the window, right-click the bar and select "Download File".

📥 To help protect your security, Interne	t Explorer blocked this site from downloading	files to your computer. Cl	ck here for options	Download File]	
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1. Next, keep PrimoPDF	updated and secure with CNET Tech	nTracker, a FREE ap	plication from CN	ET.		
Want to be notified w	nen PrimoPDF is updated? enter y	our e-mail address	SIGN UP			
	Upgrade to					
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ABS MANNER	Click Here to Sa	ve:		2. YouTube	Downloader	925,716
		Second Second	Like 492K			CNET 4



3) When asked to run or save the file, click "Save".

t to run or sa	ave this file		
		?	
Type: Applica	ation, 7.19MB	3	
	Run	Save	Cancel
	Type: Applic	Type: Application, 7.19Mi From: software-files-l.	Name: InternationalPrimoPDF.exe Type: Application, 7.19MB From: software-files-I.cnet.com Run Save

4) Select the location in which to save the PrimoPDF installer, then click "Save".

ave As			? >
Save in:	🞯 Desktop	🗾 G 🗷 📂 🖽 -	
My Recent Documents Desktop My Documents My Computer	My Documents My Computer My Network Places Foxit Reader GIMP 2 D Card Printer Support Utility Nozilla Firefox Skype VLC media player freedigitalphotos.net USB Backup Cardmaker Google Chrome a pcProx.exe	pdfsam-win-v2_2_1.exe Sample POV-Ray Scenes Shortcut to 01.Management System Shortcut to putty.exe Shortcut to Unified Label Utility.exe	
My Network Places	File name: InternationalPrime Save as type: Application	PDF.exe	Save Cancel



5) Once the file has downloaded, click "Run" to begin the installation.

Download compl	eteX
Dowr	load Complete
InternationalPrim	oPDF.exe from software-files-I.cnet.com
Downloaded: Download to: Transfer rate:	7.19MB in 43 sec C:\Documents\InternationalPrimoPDF.exe 171KB/Sec
Close this dia	og box when download completes
	Run Open Folder Close
	creen Filter checked this download and did not report any . <u>Report an unsafe download.</u>

6) To prevent programs automatically installing themselves on your computer, Internet Explorer may ask if you want to run the file. Click "Run".

Internet	Explorer - Security Warning	×
Do you	u want to run this software?	
	Name: PrimoPDE	
	Publisher: Nitro PDF Software	
× Mo	ore options Don't Run	
1	While files from the Internet can be useful, this file type can potentially harn your computer. Only run software from publishers you trust. <u>What's the risk</u>	



7) Ensure "English" is select as the Installer Language before clicking "OK".



8) At the Setup Wizard introduction screen, click "Next".

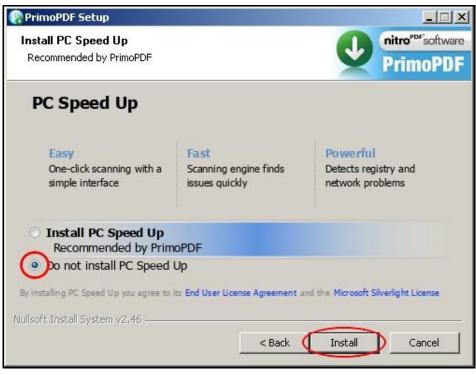




9) Read the EULA and click "I Agree" if you agree with the conditions for using the software.



10) Ensure the "Do not install PC Speed UP" radial button is selected. This stops an unnecessary application being installed. Click "Install" to install PrimoPDF.





11) After installation is completed you will be asked to register PrimoPDF. This is not necessary, but you may complete the registration if you wish. Then click "Next"

aduct Registration ank you for installing PrimoPDF		V	nitro ^{PDF} software
		Y	PrimoPDF
ime:			
	Company:		
nail Address:*			
Registering your software will enable yo utifications.	u to receive (occasion	al) product u	pdate email
oft Install System v2,46			

12) Click "Finish" to complete the PrimoPDF installation procedure.

RrimoPDF Setup		
PrimoPDF	Completing the PrimoPDF Setup Wizard PrimoPDF has been installed on your computer. Click Finish to close this wizard.	
nitro ^{PDF} software		
	< Back Finish Ca	ancel



PDF Split & Merge (PDFsam)

1) Navigate to pdfsam.org and click "Download".



2) From the options given, click "Windows Installer".





Note: If Internet Explorer prevents you from downloading the file and displays the blue bar at the top of the window, right-click the bar and select "Download File".

🚠 To help protect your security, I	nternet Explorer blocked this site from d	ownloading files to your computer. Click here for options	Download File	
SOURCEFORDE	Find Open Source Software	Browse Blog Support	What's the Risk?	
			Information Bar Help	
Your PDF S	plit and Merge download	will start in 0 seconds	Mirror provi	ded by

3) When asked to run or save the file, click "Save".

File Downl	oad - Security Warning	×
Do you	want to run or save this file?	
	Name: pdfsam-win-v2_2_1.exe Type: Application, 13.9MB From: internode.dl.sourceforge.net Run Save Cancel]
Ì	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do n run or save this software. <u>What's the risk?</u>	ot

4) Select the location in which to save the PDFsam installer, then click "Save".

Save As					<u>?</u> ×
Save in:	🞯 Desktop		•	3 🕸 📴 🖽 •	
My Recent Documents Desktop My Documents My Computer	My Documents My Computer My Network Pl Foxit Reader GIMP 2 Inkscape Mozilla Firefox Skype VLC media plat Freedigitalphol USB Backup Cardmaker Google Chrom PCProx.exe	laces r Support Utility yer tos.net	Shortcut	OV-Ray Scenes to 01.Management Syst to Unified Label Utility.e	
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	Save as type:	Application		•	Cancel



5) Once the file has downloaded, click "Run" to begin the installation.

Download compl	ete 📃 🕺
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pdfsam-win-v2_2	_1.exe from internode.dl.sourceforge.net
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Download to: Transfer rate:	C:\Documents an\pdfsam-win-v2_2_1.exe 182KB/Sec
Close this dial	log box when download completes
	Run Open Folder Close
	creen Filter checked this download and did not report any . <u>Report an unsafe download.</u>

6) To prevent programs automatically installing themselves on your computer, Internet Explorer may ask if you want to run the file. Click "Run".



7) Select the language you wish for the installer to use, then click "OK".





8) At the Setup Wizard introduction screen, click "Next".



9) Read the GNU GPL and click "I Agree" if you agree with the conditions for using the software.

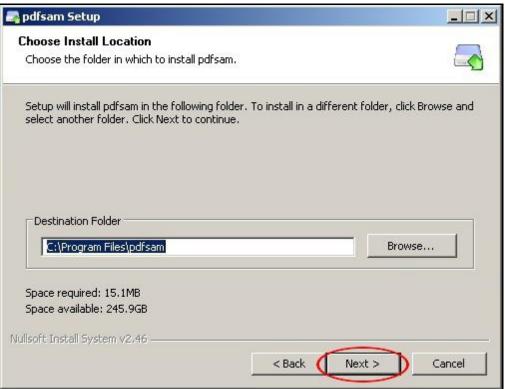




10) If you would like other users of your computer to be able to use PDFsam, select the "Anyone who uses this computer (all users) radial button. If not, click "Only for me", and then click "Next".

🛃 pdfsam Setup		×
Choose Installation Options	_	
Who should this application be installed for?		1
Please select whether you wish to make this so	oftware available to all users or just yourself.	
OAnyone who uses this computer (all user	s)	
C Only for me (
Installation for all users requires Administrator	privileges.	
Nullsoft Install System v2.46		
	< Back Next > Cancel	
	Concor	

11) Browse for the location you wish to install PDFsam at (the default is usually fine), then click "Next".





12) Click "Install" to install PDFsam. If you wish to change the Start Menu folder in which PDFsam is located (such as 'Accessories'), select that folder before clicking "Install".

💁 pdfsam Setup	
Choose Start Menu Folder Choose a Start Menu folder for the pdfsam shortcuts.	
Select the Start Menu folder in which you would like to cr can also enter a name to create a new folder.	eate the program's shortcuts. You
PDF Split And Merge	
7-Zip Accessories Administrative Tools All-Systems Electronics BIXOLON Brother P-touch Camera Assistant Software Canon Utilities Cardmaker Catalyst Control Center Ditto	
Do not create shortcuts	
Nullsoft Install System v2,46 < Ba	ck Install Cancel

13) Once the installer has finished, click "Next".

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Completed		
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	and Settings/All Users/Start Menu/Proc	
Completed		
		<u>1280</u>
llsoft Install System v2,46		



14) Click "Finish" to complete the PDFsam installation procedure.





Using PrimoPDF

Converting Images to PDF

1) Navigate to the folder containing the file/s you wish to convert to a PDF document.

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File Edit View Favorites	Tools	Help			
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DF_SaM		File Folder	5/10/2011 5:04 PM		
C PrimoPDF		File Folder	6/10/2011 10:12 AM		
💼 Page1.jpg	970 KB	JPEG Image	5/10/2011 3:26 PM		
Page2.jpg 1,	,259 KB	JPEG Image	5/10/2011 3:27 PM		
Page3.jpg 1,	141 KB	JPEG Image	5/10/2011 3:28 PM		
💼 Page4.jpg 1,	,150 KB	JPEG Image	5/10/2011 3:29 PM		

2) Select the required image files.

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	File Folder	6/10/2011 10:12 AM		
970 KB	JPEG Image	5/10/2011 3:26 PM		
1,259 KB	JPEG Image	5/10/2011 3:27 PM		
1,141 KB	JPEG Image	5/10/2011 3:28 PM		
1,150 KB	JPEG Image	5/10/2011 3:29 PM		
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3) Right-click and select "Print".

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File Edit V	view Favorites Tools	Help			2
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GIMP		File Folder	19/10/2011 4:37 PM		
DF_SaM		File Folder	5/10/2011 5:04 PM		
PrimoPDF		File Folder	6/10/2011 10:12 AM		
Page1.jpg	970 KB	JPEG Image	5/10/2011 3:26 PM		
Page2.jpg	1,259 KB	JPEG Image	5/10/2011 3:27 PM		
Page3.jpg	1,141 KB	JPEG Image	5/10/2011 3:28 PM		
Page4.jpg	1 150 VB	JPEG Image	5/10/2011 3:29 PM		
	Preview				
	Edit				
	Edit with GIMP				
	Preview				
	Print				
	7-Zip 🕨				
	Open With 🔹 🕨				
	Send To 🕨				
	Cut				
	Сору				
	Create Shortcut Delete				

4) Click "Next" on the Photo Printing Wizard welcome page.





5) Ensure the required image files are selected. Click "Next".

an Photo Printing Wizard	×
Picture Selection Pictures with check marks will be printed. To print all pictures, click Select All.	
Select A	II Clear All
< Back Next >	Cancel

6) Select "PrimoPDF" .from the list of installed printers, then click "Next".

Select the printer and paper you want to use.	
VPRINTSERVER Xerox III C2200 PCL 6 - TECH	Install Printer
VPRINTSERVERVXerox III C2200 PCL 6 - TECH Brother QL-500 Canon iP90 Cardmaker Rio Pro HP LaserJet 2100 PCL6 Label Artist [Default] Magicard Rio Pro Microsoft XPS Document Writer Onsite Cardmaker Zebra	e printing. To select paper, click
PrimoPDF Rio Pro Other Xerox Phaser 3125 PCL 6 Xerox Phaser 3125 PS	



7) Select "Full page fax print: centred and rotated to fit" from the list of available. Click "Next".

Available layouts:		Print preview:
Full Page Prints Full page fax print: centered and rotated to fit Full page photo print: cropped and rotated to fit Contact Sheet Prints		<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
	-	

8) Click "Finish".





9) Once the PrimoPDF window appears, select "Screen" and click "Create PDF".

tro ^{PDF} software
Helpful Links
Support Forum
User Guide
🖳 Tips & Tricks
Nitro PDF Reader

10) Navigate to the folder you wish to save the PDF to. Replace the default file name with one you choose, then click "Save".

Save As					<u>?</u> ×
Save in:	C ARTC_Proce	dures	•	3 🜶 🗈 🖽 -	
My Recent Documents Desktop My Documents My Computer	GIMP				
My Network Places	File name:	Document.pdf		•	Save
J	Save as type:	PDF Files(*.pdf)		<u> </u>	Cancel



11) The new document should be saved in the desired locations.

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Address 🔁 P:\!!_On:	site\ARTC_Procedu	Jres		
Name 🔺	Size	Туре	Date Modified	Attributes
GIMP		File Folder	25/10/2011 4:59 PM	5 SSL
DF_SaM		File Folder	5/10/2011 5:04 PM	
🚞 PrimoPDF		File Folder	6/10/2011 10:12 AM	
💼 Page1.jpg	970 KB	JPEG Image	5/10/2011 3:26 PM	
💼 Page2.jpg	1,259 KB	JPEG Image	5/10/2011 3:27 PM	
💼 Page3.jpg	1,141 KB	JPEG Image	5/10/2011 3:28 PM	
💼 Page4, jpg	1,150 KB	JPEG Image	5/10/2011 3:29 PM	
Document.pdf	328 KB	PDF File	25/10/2011 5:04 PM	A

Converting Colour PDF documents to Greyscale

1) Navigate to the folder containing the file/s you wish to convert, and double-click to open with a PDF reader.

) - 1 (P3)			
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Name 🔺	Size	Туре	Date Modified	Attributes
🛅 GIMP		File Folder	25/10/2011 4:59 PM	
🚞 PDF_SaM		File Folder	31/10/2011 4:02 PM	
🚞 PrimoPDF		File Folder	26/10/2011 5:00 PM	
🛃 1_pdfsam_Document.pdf	85 KB	PDF File	31/10/2011 2:30 PM	
🕑 2_pdfsam_Document.pdf	64 KB	PDF File	31/10/2011 2:30 PM	
🛃 3_pdfsam_Document.pdf	109 KB	PDF File	31/10/2011 2:30 PM	
🛃 4_pdfsam_Document.pdf	72 KB	PDF File	31/10/2011 2:30 PM	
💼 Background. jpg	488 KB	JPEG Image	19/10/2011 4:01 PM	
🛃 CombinedDoc.pdf	326 KB	PDF File	31/10/2011 3:49 PM	
Document.pdf	326 KB	PDF File	2/11/2011 4:32 PM	А
Documents.doc	11,055 KB	Microsoft Office Wo	2/11/2011 4:30 PM	A
Formatting_Documents.pdf	3,155 KB	PDF File	2/11/2011 10:55 AM	A
💼 Page1.jpg	970 KB	JPEG Image	5/10/2011 3:26 PM	
💼 Page2.jpg	1,259 KB	JPEG Image	5/10/2011 3:27 PM	
💼 Page3.jpg	1,141 KB	JPEG Image	5/10/2011 3:28 PM	
💼 Page4.jpg	1,150 KB	JPEG Image	5/10/2011 3:29 PM	



2) Click "Print" in the File menu.

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	Create PD <u>F</u>	•	
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	Close All		
6	Save	Ctrl+S	
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3) Select "PrimoPDF" from the list of printers.

Print		
Printer		
Name:	\\PRINTSERVER\Xerox III C2200 PCL 6 - TECH	Properties
Status: Type:	\\PRINTSERVER\Xerox III C2200 PCL 6 - TECH \\printserver\Xerox DocuPrint C525 A Brother QL-500	
Print Range All C Current	Canon iP90	
C Page fro C Pages	PrimoPDF on Rio Pro Other Xerox Phaser 3125 PCL 6 Xerox Phaser 3125 P5	
Subset: Print Handli Copies: Page Scalin Page Arran	1 Image: Collate g: Fit to Paper	11.7 AT THE CORE OF



Copies: 1	🔽 Collate	
Page Scaling:	Fit to Paper	AT THE CORE OF MINING INNOVATION
Page Arrange:	None	
Page Rotate:	Normal	YOU'RE INVITED.
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🔽 Auto-Rotate	Auto-Center	Paper: 8.3 x 11.7 in
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Frint as Grayscale	a de la companya de l	OK Cancel

4) Select "Print as Grayscale" at the bottom of the page, then click "OK".

5) When the PrimoPDF window appears, click "Create PDF".

PrimoPDF by Nitro PDF Software	×
PrimoPDF	nitro ^{PDF} software
Screen eBook Print Prepress Custom	Helpful Links
Smallest files, images suitable for onscreen viewing only. Document Properties: Empty Change	Support Forum
PDF Security: None Change	Iips & Tricks
Save As: Ask when creating PDF Post Process: Open PDF	 Nitro PDF Reader PDF to Word PDF to Excel
Options Create PDF Cancel	

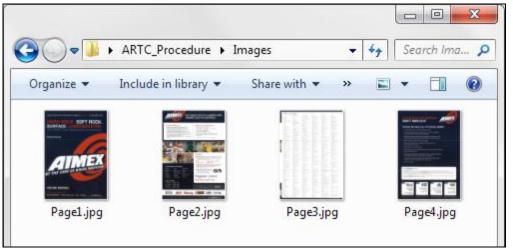


6) Select the location you wish to save the greyscale document, enter the name you wish to save it as, and click "Save".

Save As						? ×
Save in:	C ARTC_Proc	edures	•	G 🖸	• 🖽 😋	
My Recent Documents Desktop My Documents My Computer	GIMP PDF_SaM PrimoPDF 2 1_pdfsam_Do 2 2_pdfsam_Do 3_pdfsam_Do 4_pdfsam_Do 2 CombinedDoo 2 Document.pc	ocument.pdf ocument.pdf c.pdf				
My Network	File name:	DocumentA.pdf			•	Save
Places	Save as type:	PDF Files(*.pdf)			•	Cancel

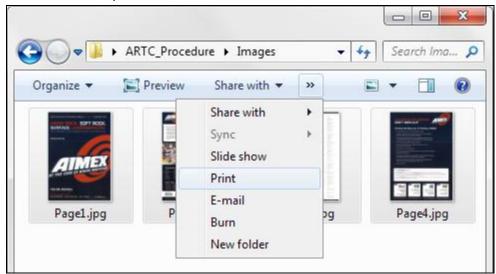
Using Windows 7

1) Navigate to the folder containing the file/s you wish to convert to a PDF document.





2) Select the required image files and choose "Print" from the menu bar (you may have to click the >> to display the Print command).



3) Click "Options" on the Print Pictures window.

Print Pictures		
How do you w	ant to print your pictures?	
Printer: PrimoPDF	Paper size: Quality: ▼ A4 ▼ 600dpi	
	ARA PACIFICS INTERNATIONAL INVINE EXHIBITION REPACIFICS INTERNATIONAL INVINE EXHIBITION REPACIFICS INTERNATION INTERNATION INTERNATION INTERNATION AT THE CORE OF INVINO EVENT IN ALISTRATION AT THE CORE OF INVINO AT THE CORE OF INTERNATION AT THE CORE OF INTERNATION AT THE CORE OF INTERNATION AT THE CORE OF INTERN	Full page photo 13 x 18 cm. (2) 20 x 25 cm. (1)
Copies o	f each picture: 1 📄 📝 Fit picture to frame	Options
		Print Cancel



4) Click "Printer Properties" on the Print Settings window.

Sharpen f	or printing
Only show	v options that are compatible with my printer
not print v	mbinations of paper type, paper size, and print quality may well or be available with all printers. Limiting your options to a that are compatible will give you the best results.
Color Manag	ement
<u>Color Manag</u> Printer Prope	
A CONTRACT OF	

5) Select "Black & White" on the PrimoPDF Document Properties page, then click "OK".

PrimoPDF Documen	Properties		X
Layout Paper/Quality Tray Selection Paper Source:	Automatically Select		•
Color	Black & White	Color	
		(Advanced



6) Reduce the quality using the pull-down menu (144dpi is OK for most documents) and click "Print".

PrimoPDF Ad 144dpi Ither I	Print Pictures		X
PrimoPDF A 144dpi Market Construction of the formation o	How do you wan	to print your pictures?	
Image: state	Printer:	Paper size: Quality:	
ARACHERS INTERNATIONAL ANALORES INTERNATIONAL	PrimoPDF	▼ A4 ▼ 144dpi	
	21 N	HARD ROCK. SOF SURFACE. UNDERG THE LARGEST EVEN MINING EVENT aimex.com.au	Холле имител. 6.0 Segments и или и
	Copies of e	ch picture: 1 📑 🛛 🕅 Fit picture to fra	me <u>Options</u>
Print Cance			

7) Make sure "Screen" is selected and click "Create PDF". You'll then choose a folder and a filename for the new PDF document.

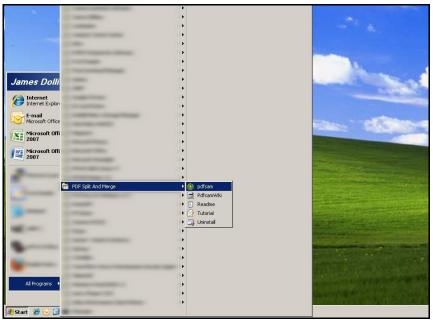
	itro PDF Sof	tware	_		
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Screen	евоок	Phrit	Fiepress	castom	PDF reader and creator!
Smallest files, ima				Castoli	PDF reader and creator!
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Smallest files, ima	iges suitable f	for onscreen			
Smallest files, ima Document Prope	ages suitable f rties: Empty None	for onscreen	viewing only.	Change	Download Free!



Splitting & combining PDF documents with PDFsam

Splitting PDF documents

1) Launch PDFsam from the Start Menu.



2) Select "Split" from the left menu, then click "Add" in the work area.

PDF Split and Merge basic V	er. 2.2.1			
Eile				
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About	Split options Burst (split into single pages) Split even pages Split odd pages	 Split after these pages Split every "n" pages Split at this size Split by bookmarks level 	▼ C Fill from documer	at 2



3) Select the document you wish to split then click "Open".

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4) Select the splitting option you wish to us. In the example below the document has been set to split at intervals of 1.8Mb (thus within the 2Mb).

Split options		
O Burst (split into single pages)	○ Split after these pages	
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5) Ensure "Choose a folder" is selected then browse for the folder you wish to save the split documents in.

-Destination folder	
◯ Same as source	
E Brow	ise
✓ Overwrite if already exists	
Compress output file/files	
Output document pdf version: Version 1.5 (Acrobat 6)	
	?

NOTE: "Overwrite if already exists" is selected by default, and (as implied) will overwrite the existing file.



6) Click "Run" to split document.

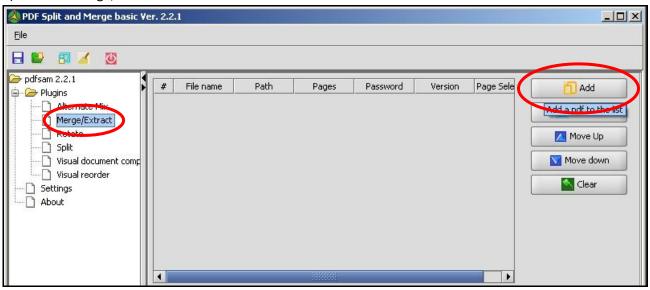


7) The new files should be in the folder.

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💼 Background.jpg	488 KB	JPEG Image	19/10/2011 4:01 PM	
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💼 Page1.jpg	970 KB	JPEG Image	5/10/2011 3:26 PM	
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Page3.jpg	1,141 KB	JPEG Image	5/10/2011 3:28 PM	
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3_pdfsam_Document.pdf	109 KB	PDF File	31/10/2011 2:30 PM	A
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Merging PDF documents

1) Select "Merge/Extract" from the left menu then click "Add".





2) Select the PDF documents you wish to merge, then click "Open".

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PDF_SaM						
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		ent.pdf" "3_pd	fsam_Document	pdf" "4_p	dfsam_Docur	ment.pdf

3) Browse for the folder in which you wish to save the merged document. Type the name for the new file, then click "Run".

NOTE: "Overwrite if already exists" is selected by default, and (as implied) will overwrite the existing file.

#	File name	Path	Pages	Password	Version	Page Sele	Add
1	1_pdfsam	P:\!!_Onsit	1		Version 1.7		
2	2_pdfsam	P:\!!_Onsit	1		Version 1.7		Remove
3	3_pdfsam	P:\!!_Onsit	1		Version 1.7		Move Up
4	4_pdfsam	P:\!!_Onsit	1		Version 1.7		
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4) The new files should be in the folder specified in Step 4.

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DF_SaM		File Folder	31/10/2011 3:29 PM			
DrimoPDF 🔁		File Folder	26/10/2011 5:00 PM			
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2_pdfsam_Document.pdf	64 KB	PDF File	31/10/2011 2:30 PM	A		
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