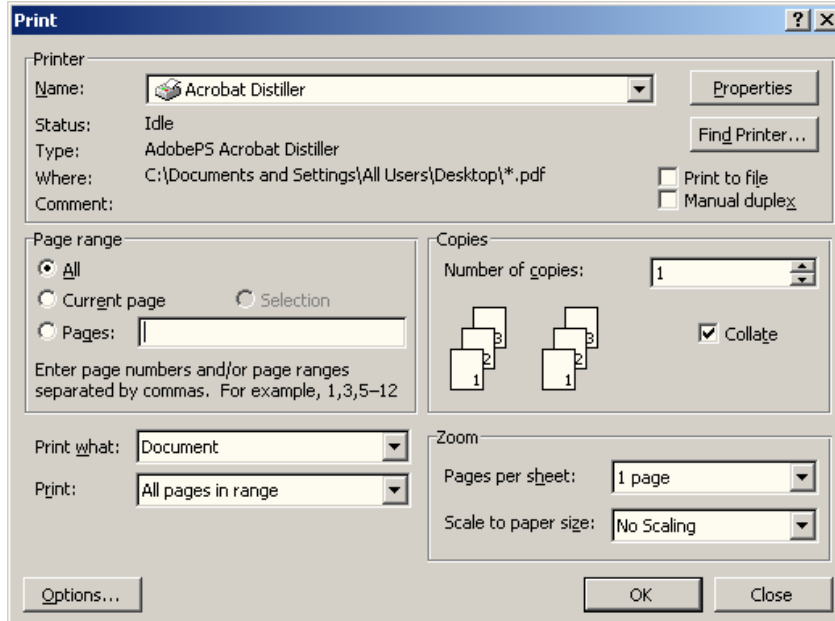
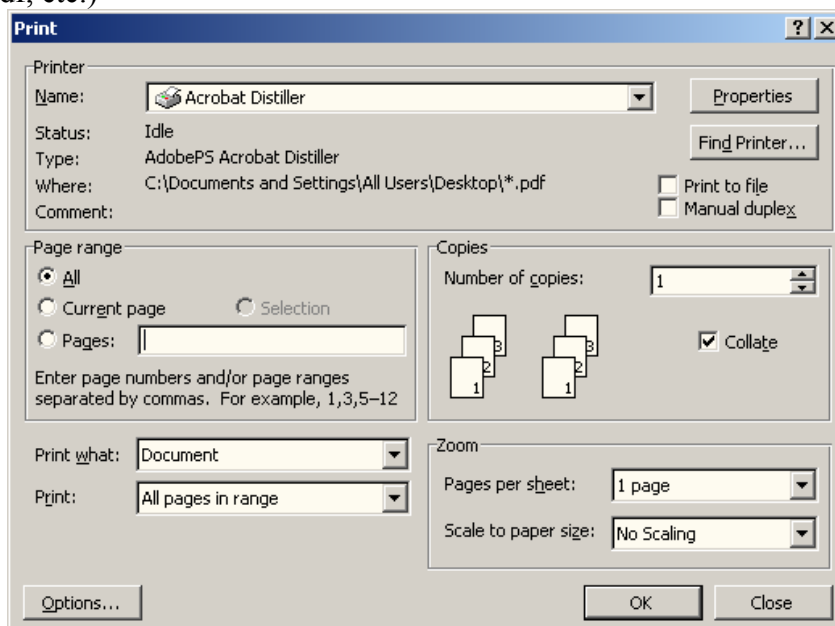


How to create an Adobe Acrobat report using data from several sources

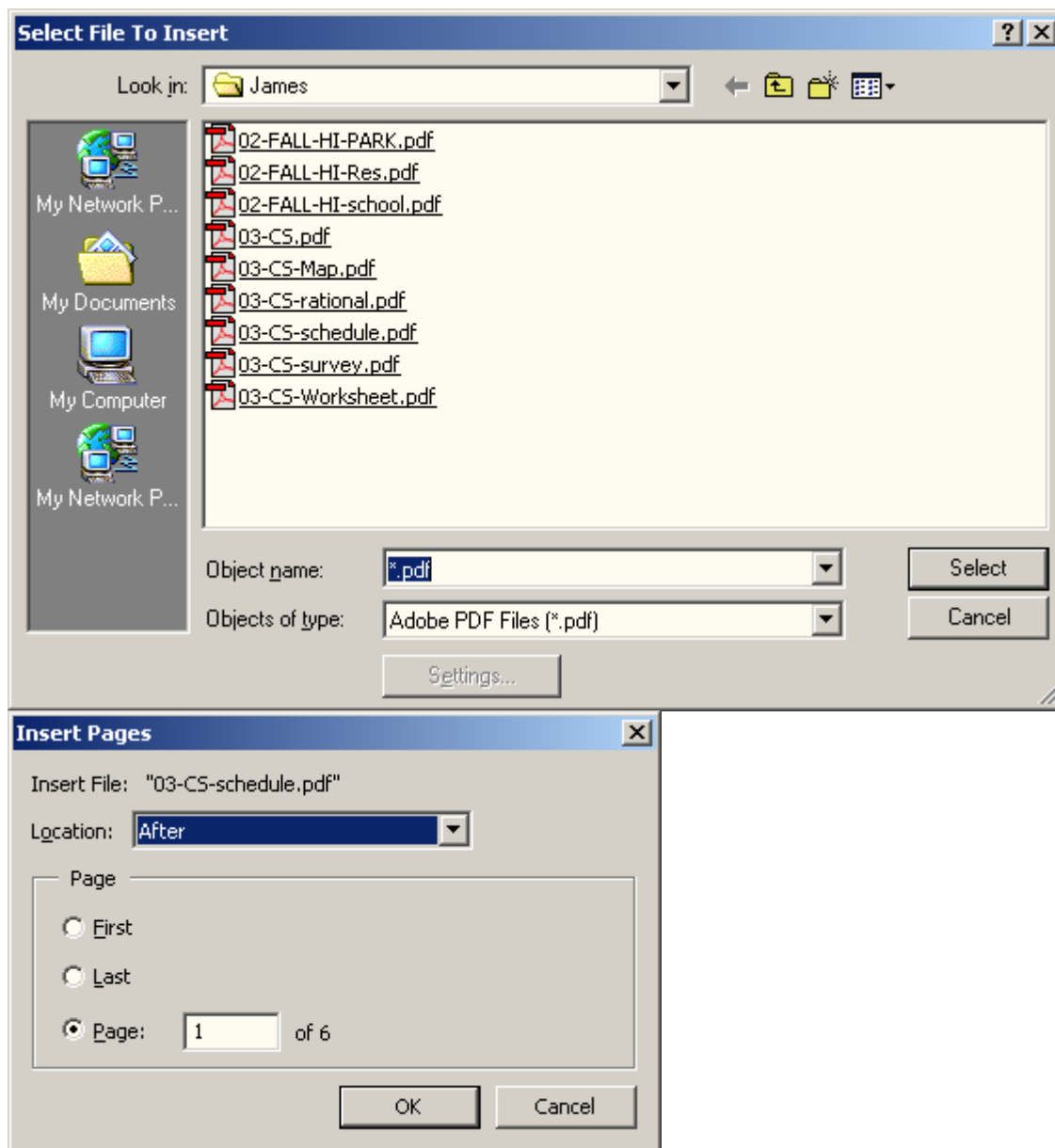
1. Gather all your documents into one directory on your hard drive.
 - a. If all the files are already in the same directory then use that one
 - b. If your files are in multiple locations then create a spot to temporary place them until the final report document is complete (you can name it anything perhaps ADOBE-TEMP)
2. Open each document in its native program (Word, Excel, PowerPoint, Crystal Reports, etc.)
3. Select File Print for each document and select Adobe Acrobat Distiller as the printer



- a. When prompted for location and file name, point to your work folder and name the file a number in the order you would like them to appear in the final report. (1.pdf, 2.pdf, 3.pdf, etc.)



- Once you have all the .pdf's created i.e. 1.pdf, 2.pdg, 3.pdf go to Windows Explorer and open the first PDF (1.pdf)
- From the menu select **Document / Insert**



- Repeat this process until all pages are inserted.
- If you need some pages printed Landscape within the Acrobat file then select **File / PageSetup** Change what you want and click ok (repeat this step for all pages you want printed different).
- Select **File / SaveAs** and give the 1.pdf file a new final name for your finished report.
- Cleanup by deleting your work files in the temporary folder you created.