

CUGG Presentation Regarding the Use of PDF Files
Ron Mettler September 9, 2006

What is a PDF file?

Portable Document File by Adobe

Why create a PDF file?

Security – A PDF sent to someone else is secure and cannot be changed

Combine multiple types of complex documents into one PDF file.

Scan and store documents in a format that can be read easily.

Print a PDF to any printer.

Reproduction service companies can be e-mailed a PDF document.

A person receiving a source file in Word, Word Perfect, Excel, CAD, etc. must have that application in order to open the document.

Adobe Reader is a free program that is utilized to read all PDF documents.

A person receiving a PDF will be prompted to download the free reader if it is not already on the computer.

Can read complex documents such as product manuals, Tutorials, parts lists, catalogs.

What is needed to create PDF files?

Adobe Acrobat

Open Source Software Package

Third party shareware programs

Advanced PDF Concepts

Numbering pages in special formats

Create fill-in forms (see various Government forms for examples)

Downloadable forms such as employment applications, employee information, IRS submittal forms (Change of address form, 940 etc.)

The sum of the PDF parts

Gallery

Think Tank

Dialog Box

Tutorials

Developer Center

Resource directories

Creative Suite 2

Production Studio

Exchange

Adobe Stock Photos

Training & support

Books

Print resources

Feature stories

Type

Events

Forums

Excerpted from “Adobe Acrobat 7 in the Office” by Donna Baker.

If the source files you’re using to create an Adobe® PDF file come from a number of different programs, simplify and speed up the process by using menu commands in [Adobe Acrobat® 7.0](#) to create the entire PDF file from within Acrobat. There’s no need to switch back and forth between Acrobat and your other programs.

You can easily convert many types of source documents, such as Microsoft® Word documents or Excel spreadsheets, from within Acrobat 7.0. The last conversion settings you choose in a program’s PDFMaker are the settings used for converting the document to PDF in Acrobat. You could convert each document from within its respective application, but if you’re already working in Acrobat, you’ll find it’s quicker than opening multiple programs to convert files and then closing the programs again.

If you’d like to download the files used in this tutorial, you can find them on the Acrobat 7 in the Office web page at www.donnabaker.ca. Download the file Ch02.zip. You’ll need the following files if you want to create the binder document as described in this tutorial: doggone_ad.pdf, sales.xls, customers.jpg, and doggone_specs.doc. The basic combined PDF document is also available, named Binder1.pdf.

Create an Adobe PDF file from a number of documents

To create a single PDF document from a number of documents, follow these steps in Acrobat:

1. Click the Create PDF task button’s pull-down arrow. You see there are several options, including From File, From Multiple Files, From Web Page, and From Scanner. The final option, From Clipboard Image, is inactive unless there is existing content on the clipboard, as you’ll see later in the chapter. Choose From Multiple Files; the Create PDF from Multiple Documents dialog opens.
2. Click Browse to display the Open dialog, and select the files to use for the project. The files selected are shown in Figure 1.

Name	Size	Type
source		File Folder
website		File Folder
8 oz bottle_web.pdf	17 KB	Adobe Acrobat 7.0 Document
Doggone It!_web.pdf	18 KB	Adobe Acrobat 7.0 Document
doggone_ad.pdf	87 KB	Adobe Acrobat 7.0 Document
doggoneit_ppt.pdf	59 KB	Adobe Acrobat 7.0 Document
customers.jpg	69 KB	JPG File
sales.xls	23 KB	Microsoft Excel Worksheet
doggoneit.ppt	71 KB	Microsoft PowerPoint Prese...
doggone_specs.doc	51 KB	Microsoft Word Document

Figure 1: Select the files you want to combine into a single PDF document.

3. Click Add to dismiss the Open dialog.

The selected files are added to the Files to Combine column on the Create PDF from Multiple Documents dialog (Figure 2).

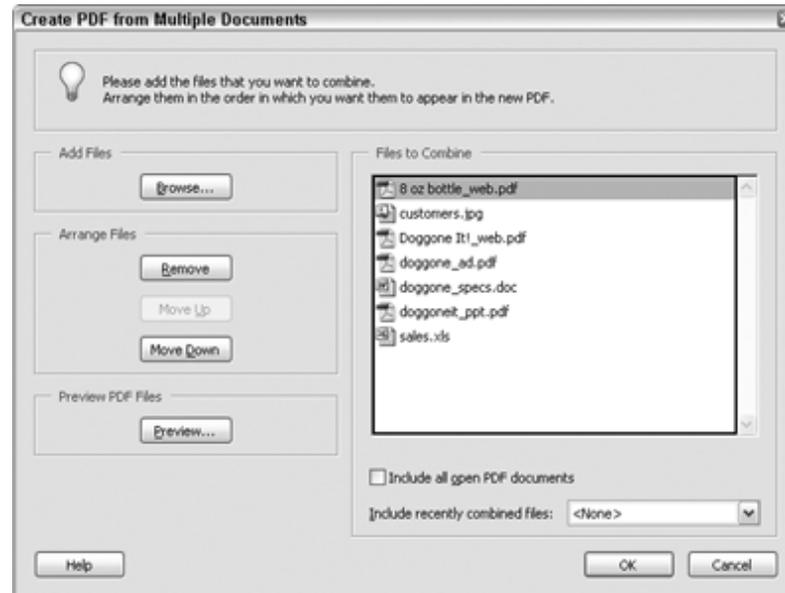


Figure 2: The selected files are added to the window in the Create PDF from Multiple Documents dialog.

4. To modify the order of the content, click a file and then click Remove (to delete it from the list) or the Up or Down button to adjust the selected document's order. For this tutorial, we've decided to leave the files in their original order—sorted by file type—and can adjust them later in the Pages pane.
5. Click OK to close the dialog and start the document processing. The files that are already PDF documents don't need processing. The Acrobat window becomes blank, and you see a number of progress bars as the PDFMakers for Word and Excel process their respective files; Acrobat processes the JPEG image.
6. The Save As dialog opens when the documents have been converted. Acrobat names the combined document Binder1.pdf, which is the name used for the sample project, and stores it in the source files' folder by default.
7. If you prefer, rename the file and choose a different storage location, and then click Save to dismiss the dialog and open the document in Acrobat.

Excerpted from "Adobe Acrobat 7 in the Office" by Donna Baker. © 2005 Donna Baker. Published by Pearson Education, Inc. and Adobe Press. To buy this book, visit www.peachpit.com.

Change of Address

▶ Please type or print.

▶ See instructions on back. ▶ Do not attach this form to your return.

Part I Complete This Part To Change Your Home Mailing Address

Check **all** boxes this change affects:

- 1 Individual income tax returns (Forms 1040, 1040A, 1040EZ, TeleFile, 1040NR, etc.)
 ▶ If your last return was a joint return and you are now establishing a residence separate from the spouse with whom you filed that return, check here
- 2 Gift, estate, or generation-skipping transfer tax returns (Forms 706, 709, etc.)
 ▶ For Forms 706 and 706-NA, enter the decedent's name and social security number below.
 ▶ Decedent's name ▶ Social security number

3a Your name (first name, initial, and last name)	3b Your social security number
4a Spouse's name (first name, initial, and last name)	4b Spouse's social security number

5 Prior name(s). See instructions.

6a Old address (no., street, city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions.	Apt. no.
6b Spouse's old address, if different from line 6a (no., street, city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions.	Apt. no.
7 New address (no., street, city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions.	Apt. no.

Part II Complete This Part To Change Your Business Mailing Address or Business Location

- Check **all** boxes this change affects:
- 8 Employment, excise, income, and other business returns (Forms 720, 940, 940-EZ, 941, 990, 1041, 1065, 1120, etc.)
- 9 Employee plan returns (Forms 5500, 5500-EZ, etc.)
- 10 Business location

11a Business name	11b Employer identification number
12 Old mailing address (no., street, city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions.	Room or suite no.
13 New mailing address (no., street, city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions.	Room or suite no.
14 New business location (no., street, city or town, state, and ZIP code). If a foreign address, see instructions.	Room or suite no.

Part III Signature

Daytime telephone number of person to contact (optional) ▶ () _____

<p>Sign Here ▶ _____ Your signature Date</p> <p>▶ _____ If joint return, spouse's signature Date</p>	<p>▶ _____ If Part II completed, signature of owner, officer, or representative Date</p> <p>▶ _____ Title</p>
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Purpose of Form

You may use Form 8822 to notify the Internal Revenue Service if you changed your home or business mailing address or your business location. If this change also affects the mailing address for your children who filed income tax returns, complete and file a separate Form 8822 for each child. If you are a representative signing for the taxpayer, attach to Form 8822 a copy of your power of attorney.

Changing Both Home and Business Addresses? If you are, use a separate Form 8822 to show each change.

Prior Name(s)

If you or your spouse changed your name because of marriage, divorce, etc., complete line 5. Also, be sure to notify the **Social Security Administration** of your new name so that it has the same name in its records that you have on your tax return. This prevents delays in processing your return and issuing refunds. It also safeguards your future social security benefits.

Addresses

Be sure to include any apartment, room, or suite number in the space provided.

P.O. Box

Enter your box number instead of your street address **only** if your post office does not deliver mail to your street address.

Foreign Address

Enter the information in the following order: city, province or state, and country. Follow the country's practice for entering the postal code. Please **do not** abbreviate the country name.

Signature

If you are completing Part II, the owner, an officer, or a representative must sign. An officer is the president, vice president, treasurer, chief accounting officer, etc. A representative is a person who has a valid power of attorney to handle tax matters or is otherwise authorized to sign tax returns for the business.

Where To File

Send this form to the **Internal Revenue Service Center** shown next that applies to you.



If you checked the box on line 2, see **Filers Who Checked the Box on Line 2 or Completed Part II** for where to file this form.

Filers Who Checked the Box on Line 1 and Completed Part I

IF your old home mailing address was in . . .	THEN use this address . . .
Alabama, Florida, Georgia, Mississippi, North Carolina, Rhode Island, South Carolina, West Virginia	Atlanta, GA 39901
Arkansas, Colorado, Kentucky, Louisiana, New Mexico, Oklahoma, Tennessee, Texas	Austin, TX 73301
Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming	Fresno, CA 93888
Maine, Massachusetts, New Hampshire, New York, Vermont	Andover, MA 05501
Delaware, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin	Kansas City, MO 64999
Ohio, Virginia	Memphis, TN 37501
Connecticut, District of Columbia, Maryland, New Jersey, Pennsylvania	Philadelphia, PA 19255
American Samoa	Philadelphia, PA 19255 Department of Revenue and Taxation
Guam: Permanent residents	Government of Guam P.O. Box 23607 GMF, GU 96921
Guam: Nonpermanent residents Puerto Rico (or if excluding income under Internal Revenue Code section 933)	Philadelphia, PA 19255
Virgin Islands: Nonpermanent residents	V. I. Bureau of Internal Revenue 9601 Estate Thomas Charlotte Amalie St. Thomas, VI 00802
Foreign country: U.S. citizens and those filing Form 2555, Form 2555-EZ, or Form 4563 Dual-status aliens All APO and FPO addresses	Philadelphia, PA 19255

Filers Who Checked the Box on Line 2 or Completed Part II

IF your old business address was in . . .	THEN use this address . . .
Connecticut, Delaware, District of Columbia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Wisconsin	Cincinnati, OH 45999

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Georgia, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wyoming	Ogden, UT 84201
Outside the United States	Philadelphia, PA 19255

Privacy Act and Paperwork Reduction Act Notice.

We ask for the information on this form to carry out the Internal Revenue laws of the United States. We may give the information to the Department of Justice and to other Federal agencies, as provided by law. We may give it to cities, states, the District of Columbia, and U.S. commonwealths or possessions to carry out their tax laws. We may give it to foreign governments because of tax treaties they have with the United States. We may also give this information to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

Our legal right to ask for information is Internal Revenue Code sections 6001 and 6011, which require you to file a statement with us for any tax for which you are liable. Section 6109 requires that you provide your social security number on what you file. This is so we know who you are, and can process your form and other papers.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The use of this form is voluntary. However, if you fail to provide the Internal Revenue Service with your current mailing address, you may not receive a notice of deficiency or a notice and demand for tax. Despite the failure to receive such notices, penalties and interest will continue to accrue on the tax deficiencies.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is 16 minutes.

If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Products Coordinating Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **Do not** send the form to this address. Instead, see **Where To File** on this page.





Federal Communications Commission
Wireless Telecommunications Bureau

RADIO STATION AUTHORIZATION

METTLER, RONALD L
4070 W. 11TH ST. #17
GREELEY CO 80634

LICENSEE NAME: Mettler, Ronald L

FCC Registration Number (FRN): 0014566087

Call Sign	File Number	Radio Service
WQEH607	0002454462	ZA

Grant Date	Effective Date	Print Date	Expiration Date
01-27-2006	01-27-2006	01-27-2006	01-27-2011

Waivers/Conditions:

Effective 2/16/99 the GMRS rules have been amended and you may operate on any of the primary or interstitial channels shown in section 95.29. Exception: Licensees who operate North of Line A and East of Line C may not operate on ^{Canada} channels 462.650 MHz, 467.650 MHz, 462.700 MHz and 467.700 MHz unless your previous ^{#19} license authorized such operations. ^{#21}

Note - Above frequencies not available on Motorola units.

Put page numbering in order

Gallery

Think Tank

Dialog Box

Tutorials

Developer Center

Resource directories

Creative Suite 2

Production Studio

Exchange

Adobe Stock Photos

Training & support

Books

Print resources

Feature stories

Type

Events

Forums

Excerpted from “Adobe Acrobat 7 Tips and Tricks: The 150 Best” by Donna Baker.

It’s easy to combine multiple Adobe® PDF files into one in [Adobe Acrobat® 7.0](#), but what happens to the page numbers of the original documents when you do?

When you combine pages for a project, you end up with one document. Page numbers are shown on the status bar below the document in the Document pane and are numbered in logical order—that is, the first page is page 1, the second is page 2, and so on. Depending on the size and purpose of the document, you often have to renumber pages, or even number pages in sequences.

For example, in a sample 18-page document, I have several sections that I want to number separately; each section will start with text and a letter (such as Sample A-), followed by page numbers. Sounds complicated, doesn’t it? Acrobat can handle it.

Here’s what you do:

1. In the Pages pane, select the pages for the first section (I am using pages 3–5 in my example.) Choose Options > Number Pages to open the Page Numbering dialog. The Selected option is already active because I selected the pages in the Pages pane (Figure 1).



1

[Printable Version](#)

Products Used

- [Adobe Acrobat](#)

Figure 1: Save time in the dialog by preselecting the pages in the Pages pane. The numbers are automatically defined in the Page Numbering dialog.

2. Leave the Begin new section option selected in the Numbering section of the dialog. Then click the Style pull-down list to choose a page format. As shown in Figure 1, our example uses numbers for the page renumbering.
3. Enter a value in the Prefix field, as well as punctuation if desired. The numbering starts at "1" by default, as shown in the Start field. Click OK to close the dialog.

Acrobat modifies the page numbers; as Figure 2 shows, we now have pages Sample A-1 through Sample A-3. The remaining pages in the document are renumbered as well.



Figure 2: You can choose among several page-numbering formats.

In the status bar, the page numbers reflect both the page count as well as the numbering you added (Figure 3).



Figure 3: The status bar displays both the logical numbering as well as the custom number