

CIT Lab How-To: Assemble an Adobe Acrobat PDF

This How-to guide will detail the steps necessary to assemble a multi-page Adobe Acrobat PDF document from a collection of scanned text, slides, and/or images. This guide assumes the user has completed scanning the necessary documents and/or images and is ready to assemble the scanned media as one or more PDF documents. To learn more about scanning text and images, see the various Scanning How-to guides available in the CIT Lab and at the CIT web site (<http://cit.ucsf.edu>).

To assemble a PDF document:

1. Before you begin, be sure to collect all scanned documents and images in one location on the computer you are using. Place them in one directory on the local hard drive or on a Zip disk or CD-ROM disc.
2. Launch **Adobe Acrobat** from the applications folder.
3. In the **File** menu, go to **Open**, then select the text document or image you wish to include as the first page(s) of the assembled PDF document.
4. In the **Document** menu, choose **Insert Pages...** as shown in *Figure 1*.

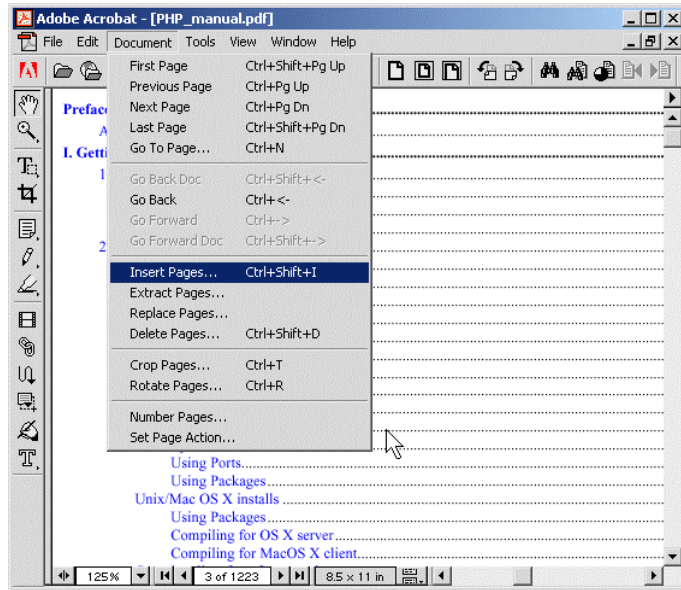


Figure 1: Choose **Insert Pages...** from the **Document** menu.

5. Select the files you wish to add to the existing PDF document. It is possible to select and add multiple files (version 5 or later) by holding down control (or command) while selecting the files. However, this is not recommended since the order in which the files are added to the existing PDF appears to be entirely random.
6. Choose where the file will be added to the existing PDF document, as shown in *Figure 2*. Most instances will involve inserting the file after the last page, but you can also select to insert the file before or after the first page, last page, or any page number. Repeat steps 4-6 for subsequent files.

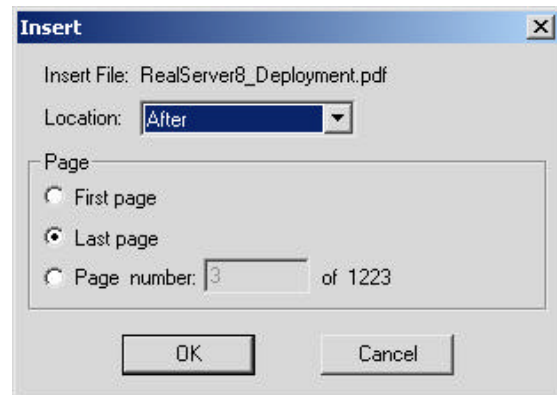


Figure 2: Select the placement of the inserted file.

Tips...

- When scanning documents and images using Photoshop, choose **Photoshop PDF** as the file format.
- Always scan text documents as **Text/LineArt** at 300dpi to keep the file size to a minimum. Never scan text documents as photos unless the document contains a photograph with considerable detail.
- To create a **slide show**, which is a great replacement for a **Powerpoint** presentation, choose **Edit > Preferences > General** (Ctrl-K/Command-K) and choose **Full Screen** in the list in the dialog box at left. Enter your options under the "Full Screen Navigation" heading and select your transition and background color under "Full Screen Appearance."