


RECORD BOOKS

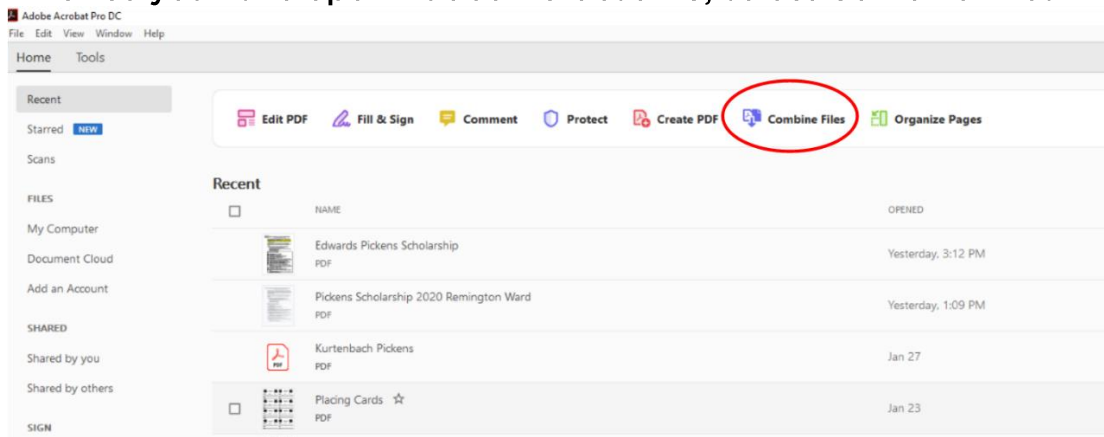


How to combine files into one (1) PDF

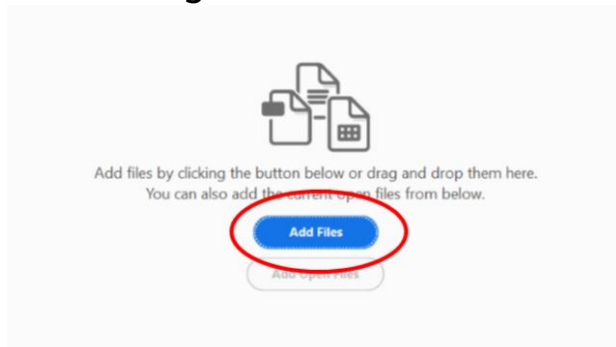
With the transition to uploading State 4-H Record Books, books will need to be uploaded as one (1) PDF. Follow the instructions below to combine documents into 1 PDF without having to print and scan them.

1. Open Adobe Acrobat DC.  If your office computer is not already equipped with Acrobat DC, please consult your DASNR IT specialist.

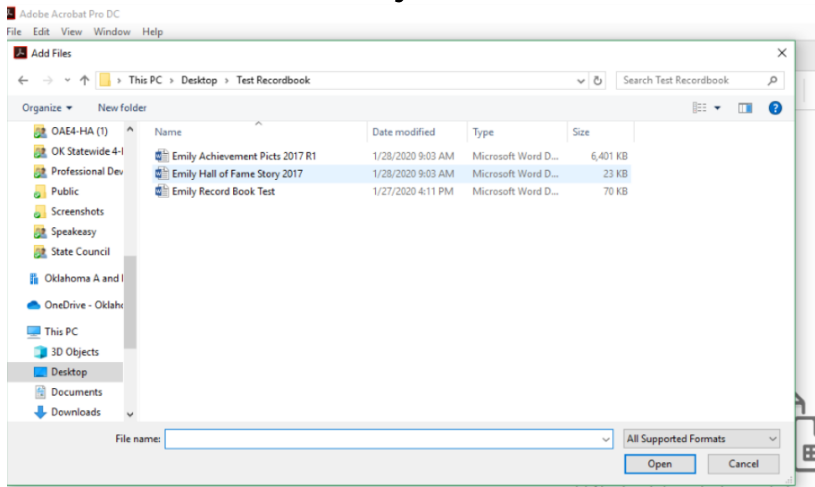
2. Once you have open Adobe Acrobat DC, select Combine Files



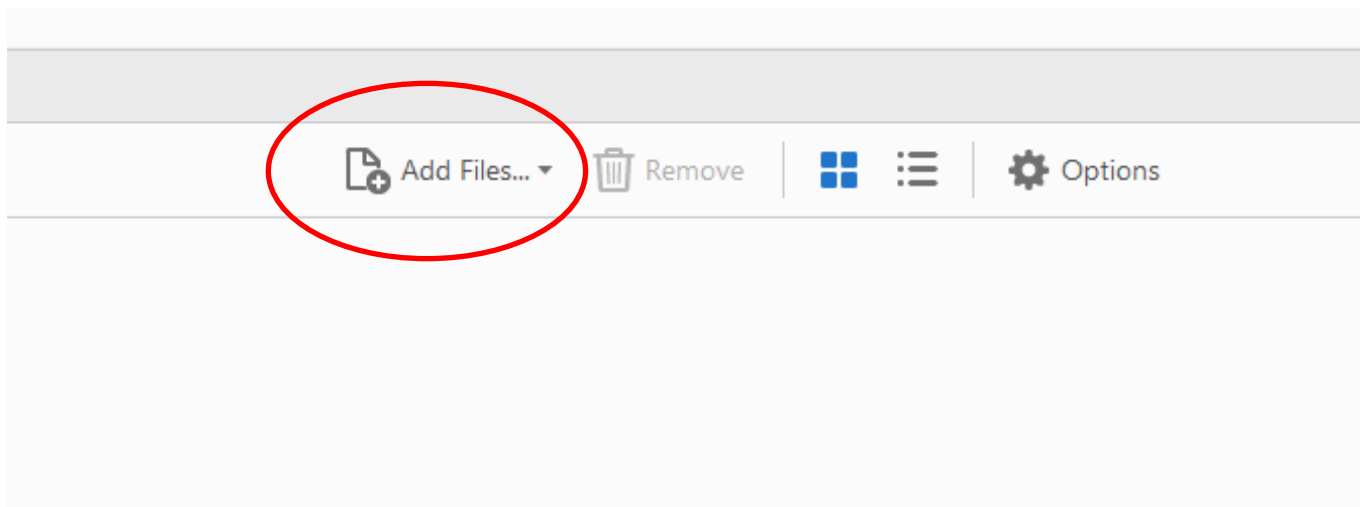
3. You will get the screen to add files. Click Add Files.



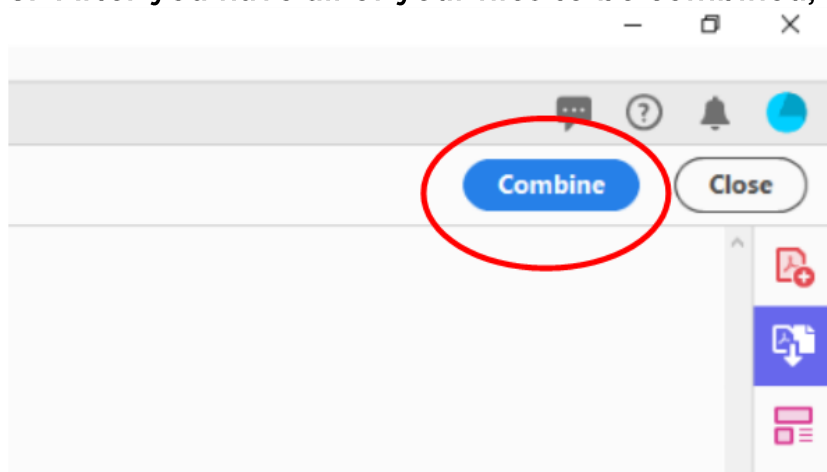
4. Select all of the files you would like to combine.



5. If you need additional files, click add files.



6. After you have all of your files to be combined, click COMBINE.



7. Your combined PDF will appear in a file name Binder1.pdf. You can rename the file and save it in a different location before you upload the file to the Record Book Data Base.