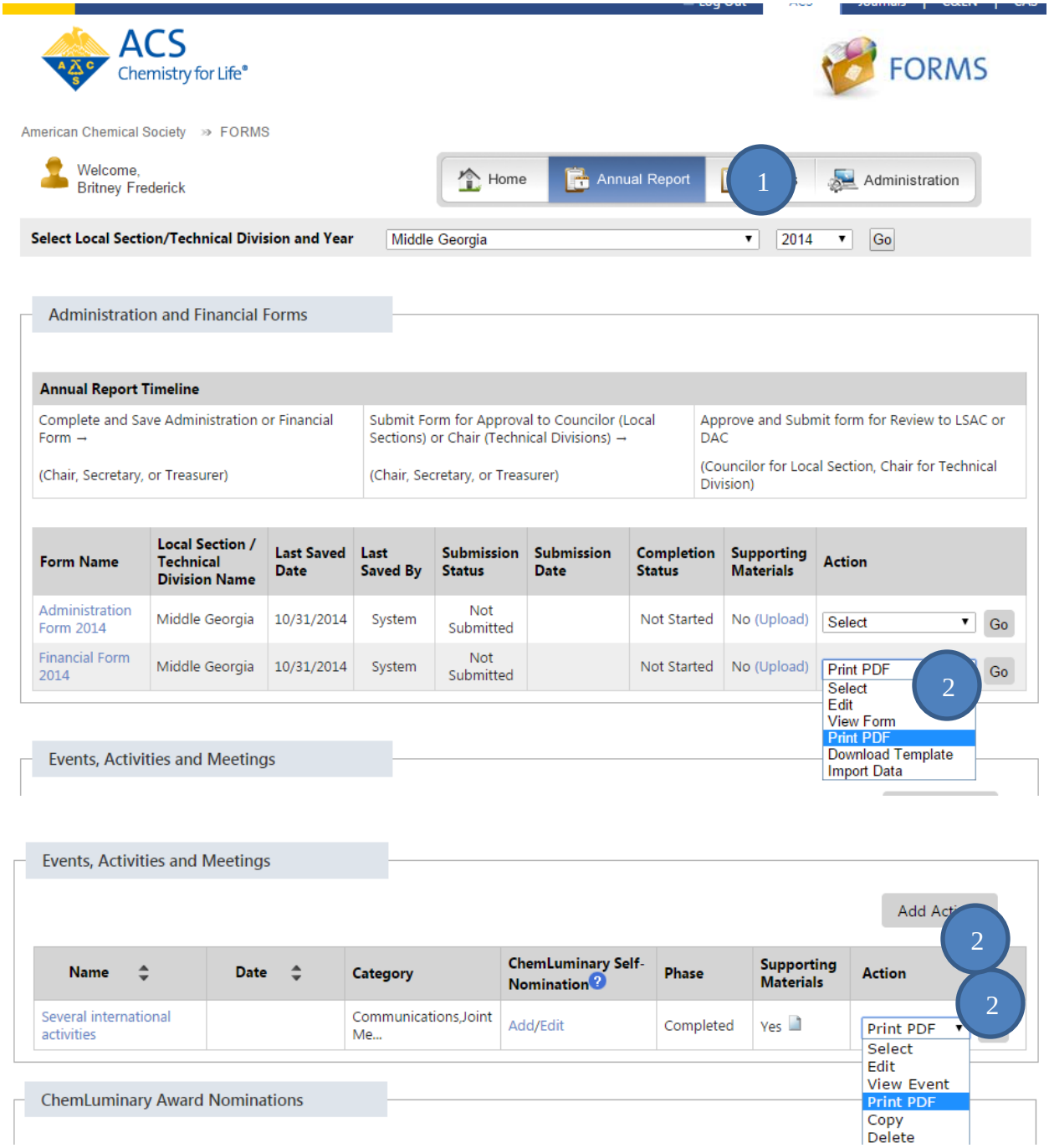
Creating a PDF of your Forms and Events that you can Print, Save, or Email



1. Navigate to the Annual Report page by clicking the Annual Report tab.
2. Select Print PDF from the Action drop-down menu and click Go for Administration, Financial, or Event Forms.
3. This will generate a PDF.
4. The PDF can be saved, printed, emailed or posted to your website.

Combining PDFs

PDFs of can be combined using Adobe Acrobat Professional. If you do not have Adobe Acrobat Professional or need further assistance; please email forms@acs.org and staff will assist you.

1. Save PDFs to your computer by clicking the View as PDF icon next to the items you want to include in your combined PDF and click the Save File radio button.
2. Choose File > Combine Files, or click the Combine Files on the Tasks toolbar.
3. The Combine Files wizard loads. In this wizard you can:
    a. Add individual files by clicking the Add Files Button, navigate as needed, select the files, and click Add Files.
    b. Add files in a specific location, click Add Folders button, navigate to the needed folder, select it, and click OK. Repeat as needed.
4. You can:
    a. Rearrange the order of files on the list, select a file and drag it up or down the list. Or, select a file and click the Move Up button or the Move Down button
    b. Remove a file from the list, select the file name and click Remove.
5. Select an appropriate file size and conversion options (Smaller File Size, Default File Size, Larger File Size).
6. Click Next
7. To combine the files as sequential pages of a PDF, select Merge Files into a Single PDF.
8. Click Save, and select a name and location for the combined PDF.