

# Training for SES Providers

Technical Assistance Document for  
Preparing Documents for  
Upload to the SES Provider  
NCLB Monitoring Web Site

# Using Adobe Acrobat 9 Pro

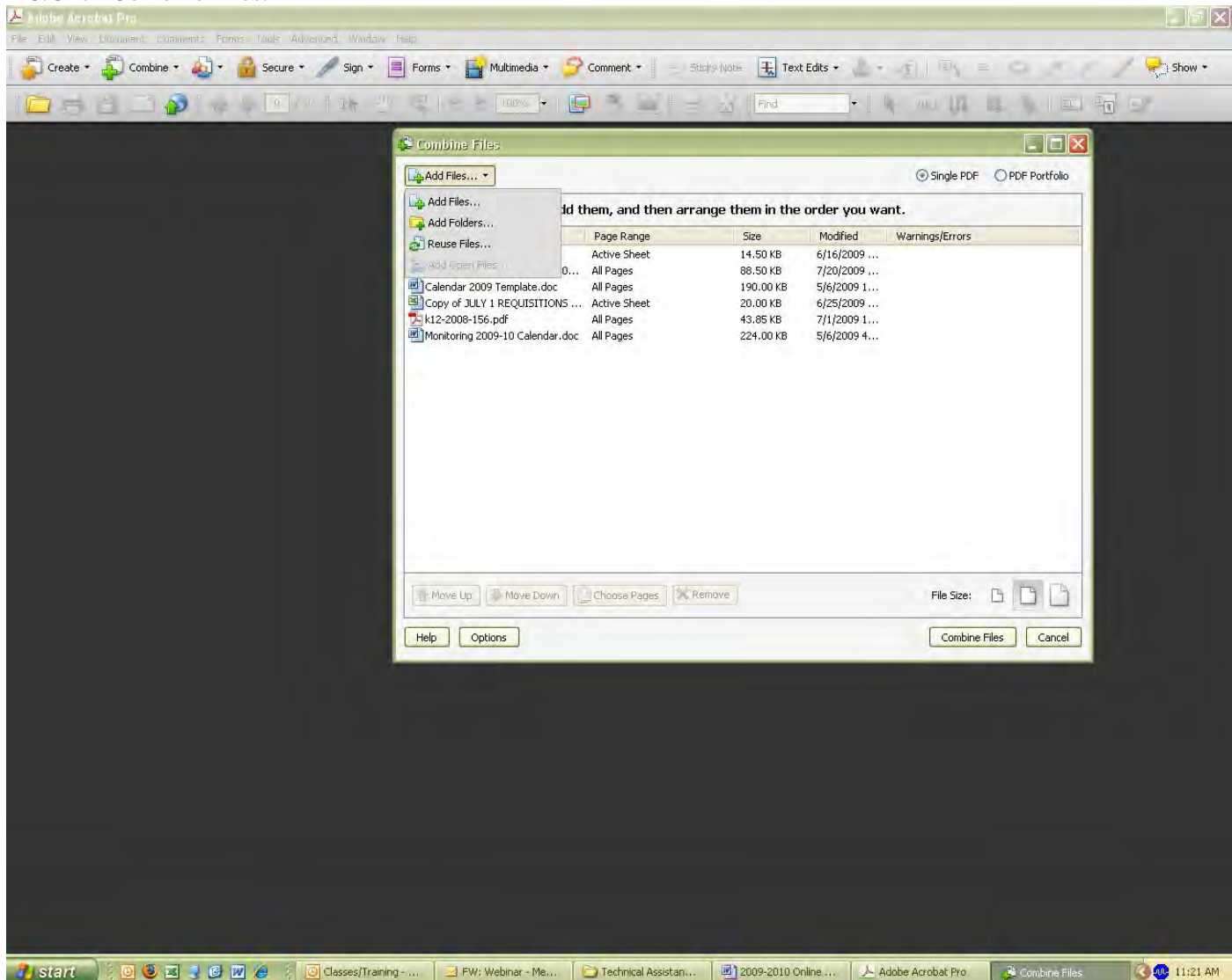
## How to Combine Files

### Starting with PDF Documents

1. Open the PDF that serves as the basis of the combined file.
2. Choose Document > Insert Pages > From File (Windows), or Document > Insert Pages (Mac OS).
3. Select the PDF.
4. In the Insert Pages dialog box, specify where to insert the document (before or after the first or last page, or a designated page). Click OK.
5. To leave the original PDF intact as a separate file, choose Save As, and type a new name for the merged PDF.
6. You can also add an existing file to a PDF by dragging the file icon directly into position in the Pages panel of the open PDF.

### Starting with Word/Excel/etc. Documents

1. Open Adobe Acrobat
2. Choose File > Combine > Merge Files into a Single PDF
3. Click on the Add Files button in the top left corner. Add Files allows you to pick and choose files in different locations on your computer. Add Folders allows you to add all the files in a particular folder.
4. Find the files/folders you want to put into this document.
5. As you add files, you will see them listed in the window. Once you have added all desired files, make sure the Single PDF button (top right corner) is selected. You may drag the listed files to place them in the desired order. You may also designate certain pages of a file to be added with the Choose Pages button.
6. Click Combine Files.



## How to Reduce Files

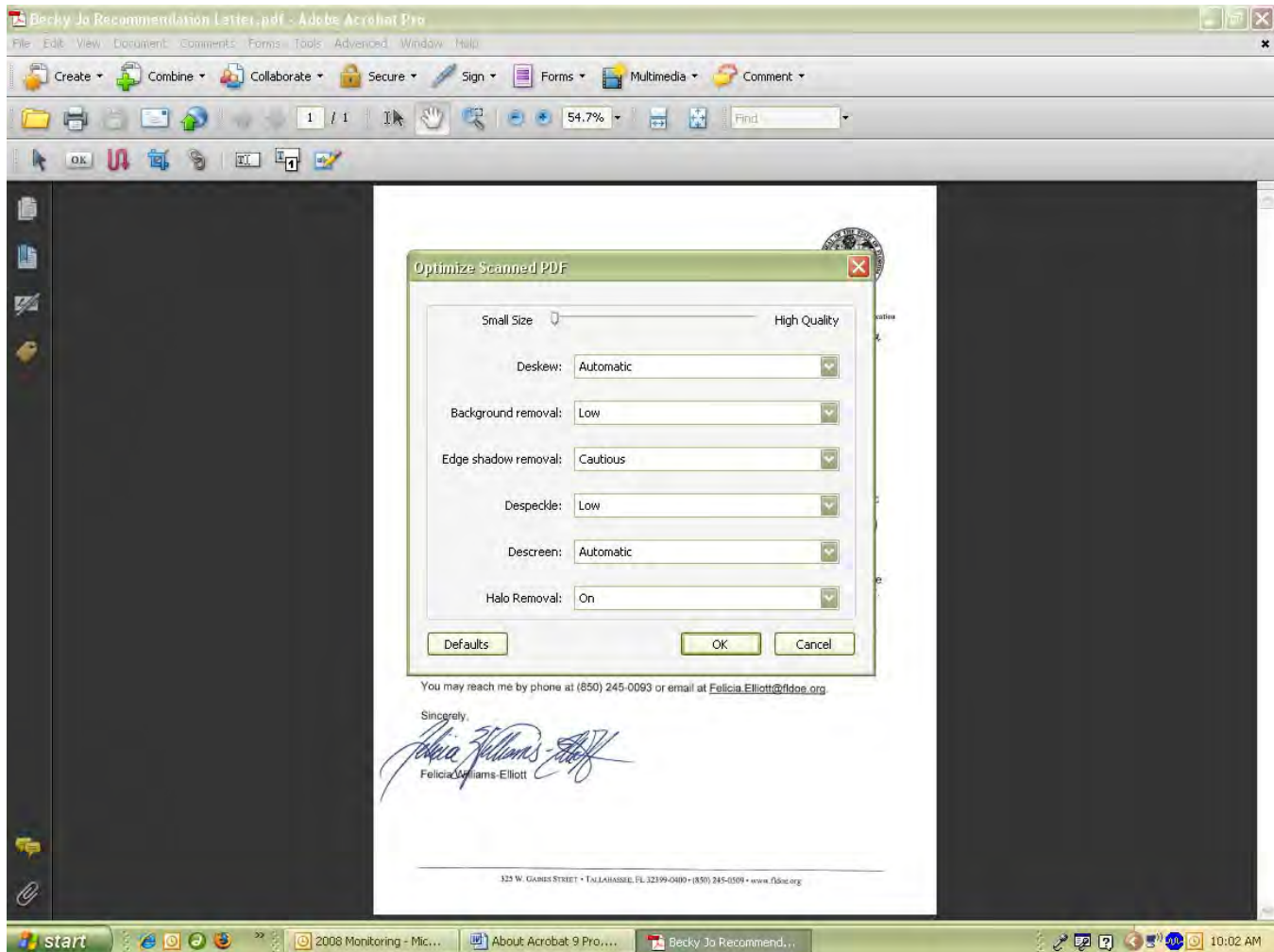
While working through the next few steps, some of the steps require a save. It is important to note that users should always rename and save the document you are reducing – never save the reduced file as your original. If the file is reduced to the point it is not legible, you will have the original to start the process over.

Select *Document* on the toolbar in Adobe 9 Pro.

Select *Optimize Scanned PDF*.

Move the scroll bar between *Small Size* and *High Quality* to the farthest left.

Select *OK*.

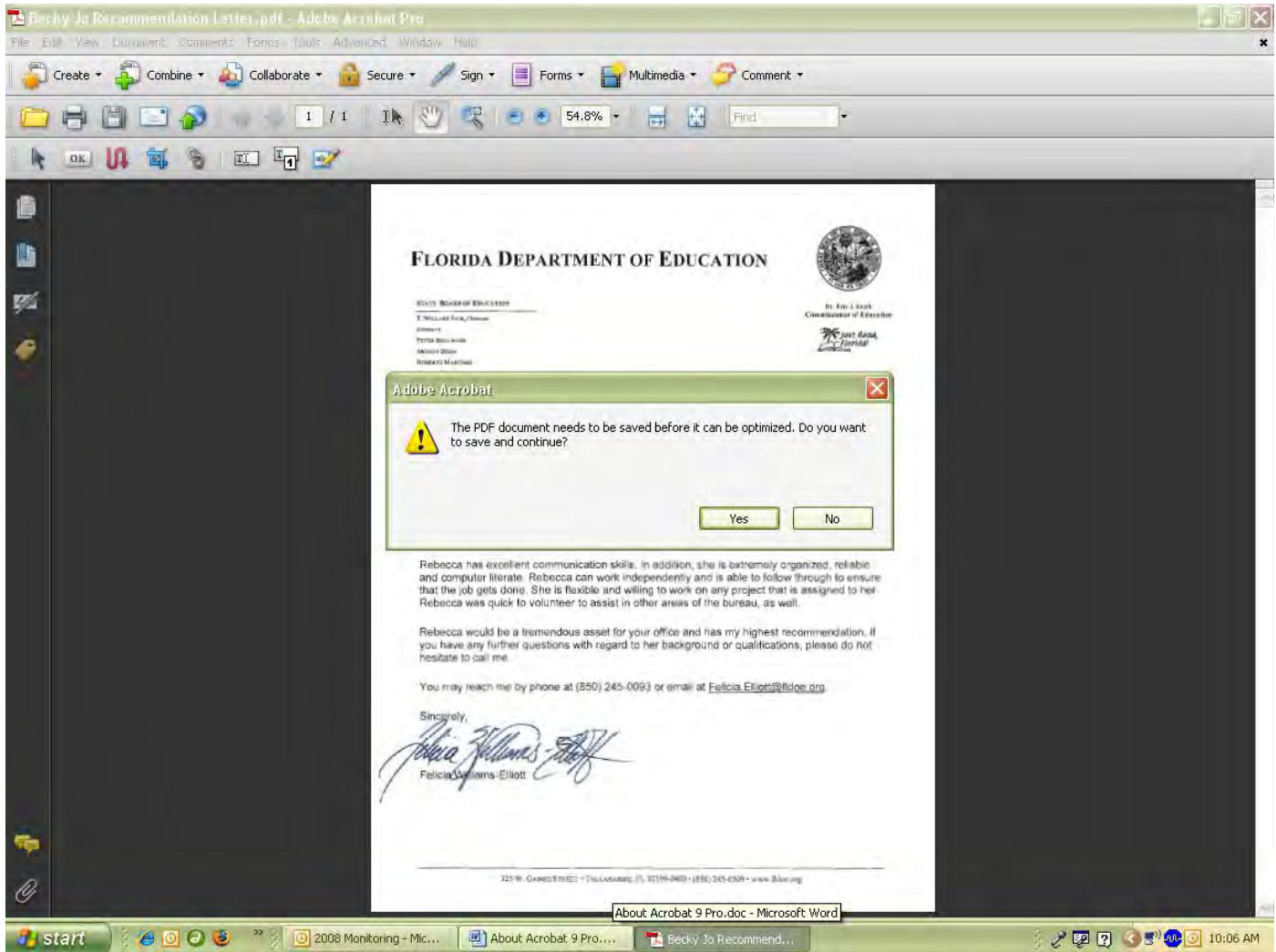


If the document needs to be reduced further, try the steps below:

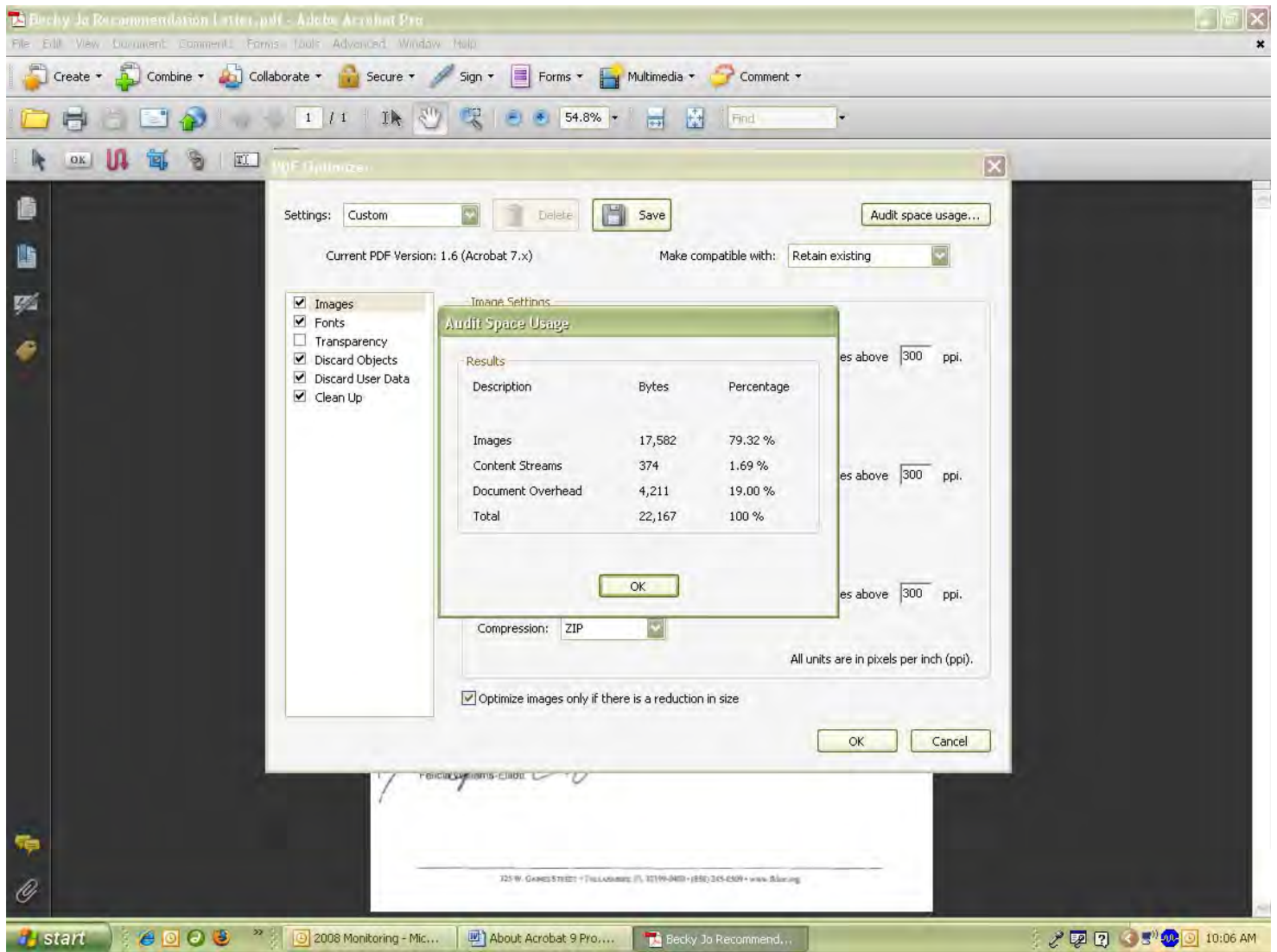
Select *Advanced* on the toolbar in Adobe 9 Pro

Select *PDF Optimizer*

Select *Yes* to save the document

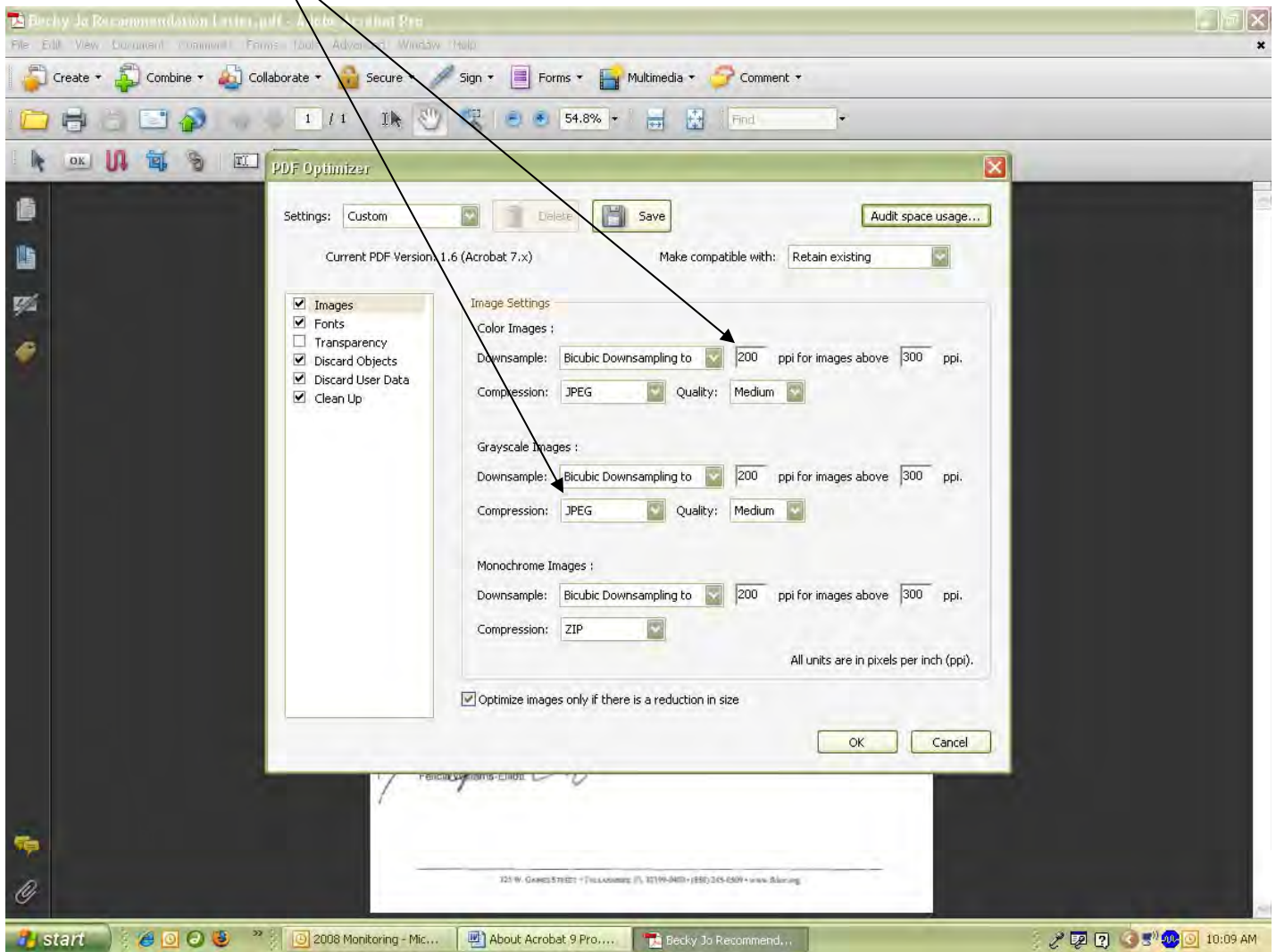


Select *Audit Space usage...* to see much space in the document is taken up by images.  
Select OK



NOTE: Scanned documents are considered to be images when converted to a PDF.

For Color, Grayscale, and Monochrome Images:  
Change the ppi to 300 or less  
Make sure the *Compression* is set to ZIP



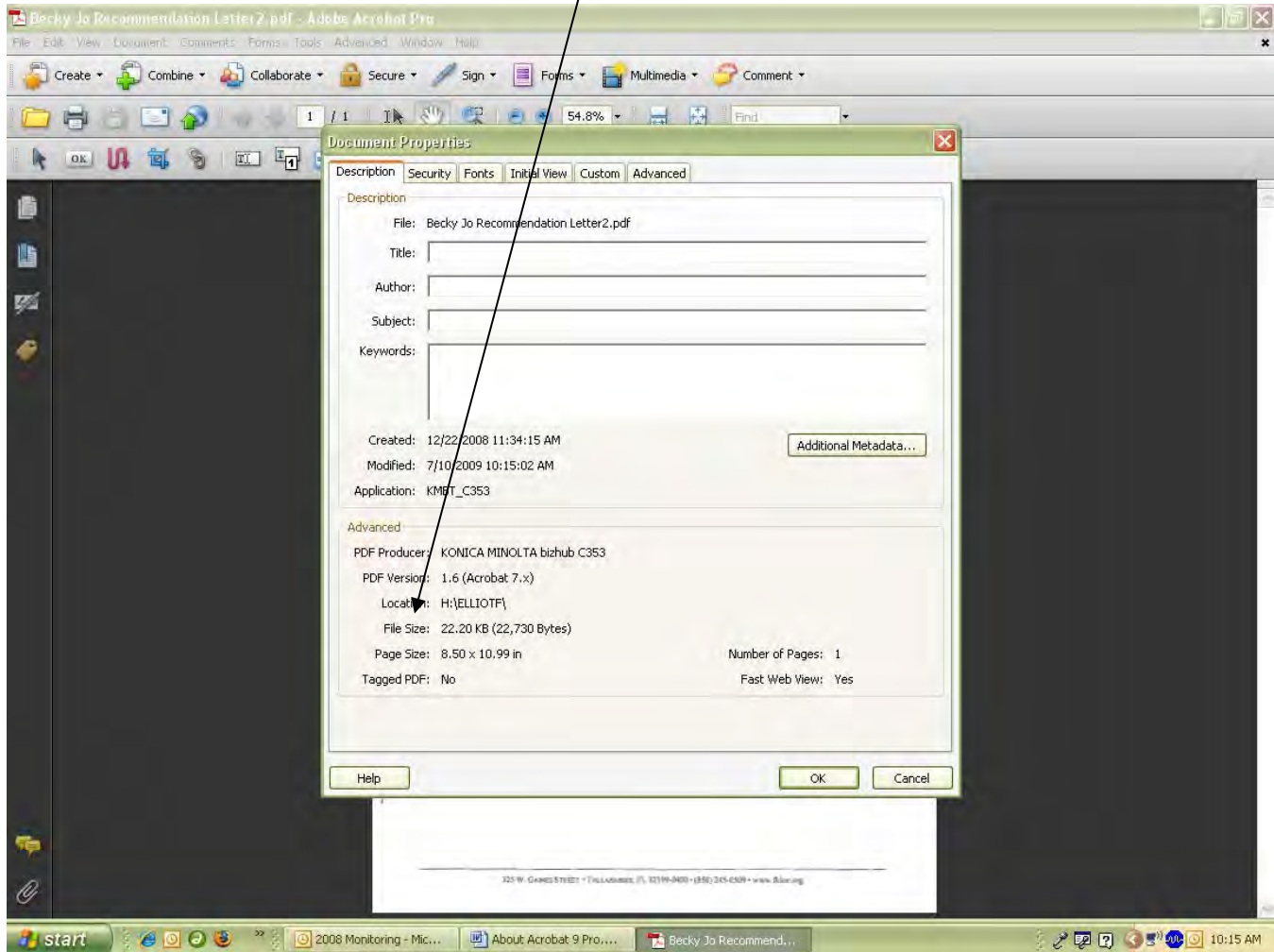
NOTE: Please make sure you can read the information after reducing the ppi.

***Always rename and save the document you are reducing – never save the reduced file as your original. If the file is reduced to the point it is not legible, you will need to have the original to start the process over.***

## Check

Select Document → Description to check the file size

100 KB = 1 MB



*If the file size is still too large, continue decreasing the ppi incrementally; but be sure to save and rename!*

If you need to purchase Adobe Acrobat, please visit [adobe websites](http://adobe.com).  
Customer Service - 800-833-6687, open 7 days a week from 6 AM to 8 PM (Pacific Time).

Demonstration - <http://www.adobe.com/products/acrobatpro/features/>

