

Working With Multiple-Page PDFs

For entries containing more than one page, combine all examples in a single PDF file.

Do not submit samples as separate entries. (See next steps.)

To combine several PDFs into one file, open Adobe Acrobat Pro.

Then click File>Combine Files>Merge Files into single PDF.

Add files by clicking on the box at the top (and/or drag files in Windows). Arrange the order of the files with arrows near the bottom.

Select small file size at the bottom.

Click the Next or Combine button depending on your platform and follow instructions.

Alternately you may select Document>Insert>Pages and follow the instructions. (In old versions of Acrobat, select Document>Pages>Insert.)

To extract pages from a PDF, open the PDF file and select Document>Extract Pages and follow the instructions. (In older versions of Acrobat, select Document>Pages>Extract.)

Extract any pages the judges should not consider as part of the entry.

Maximum file size is 5 MB. Judges will view your entries on computer screens, so high-res files are not needed. If you cannot reduce file to 5 MB after redistilling to 72 dpi, place file on your corporate server or on a free site such as www.issuu.com, www.YouTube.com, etc.

Submit the URL for judges to view