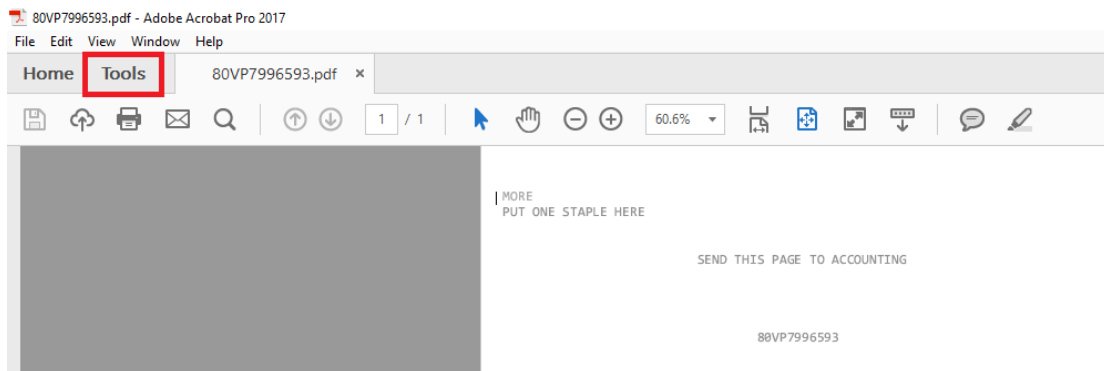


Combining Your *DEFINE Cover Sheet and Support Documentation into One PDF

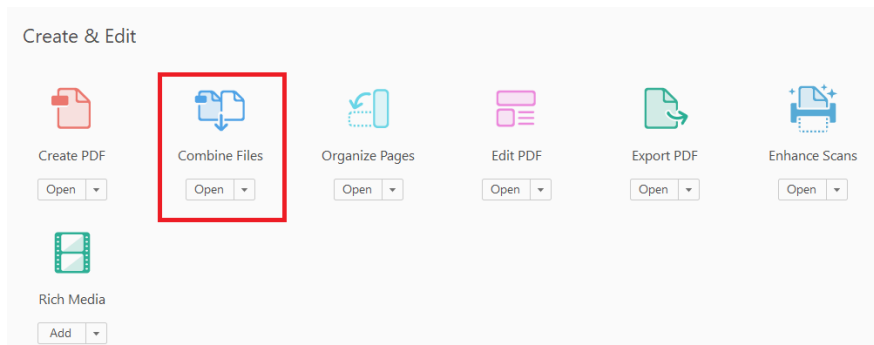
There are a few different ways to do this, and here are a couple of different options:

Option #1

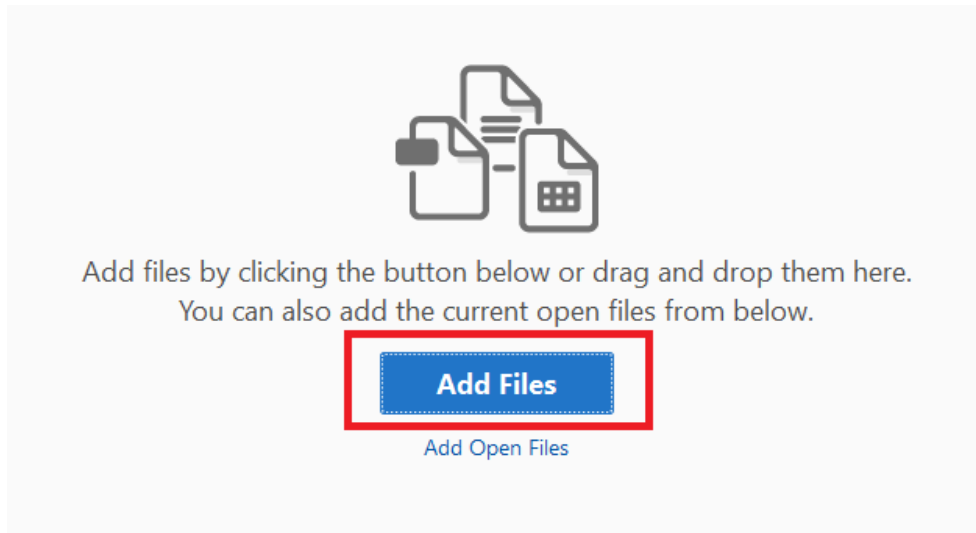
1. When you have the Adobe PDF of your cover sheet opened, click **Tools** in the upper left hand corner.



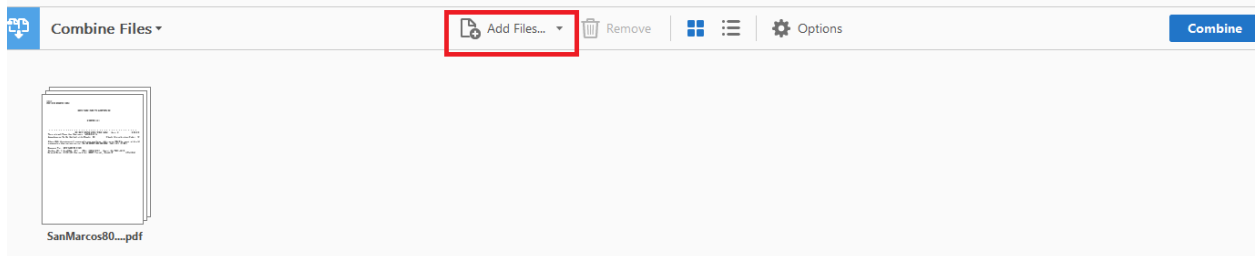
2. Click on **Combine Files**



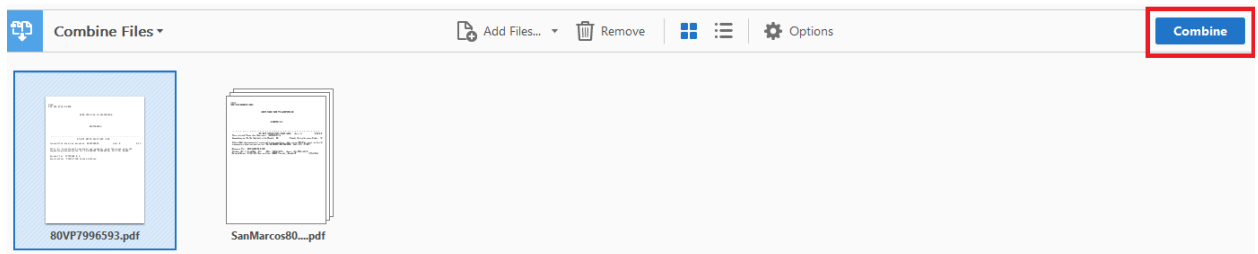
3. Click **Add Files**



4. Then from your File Explorer, select the PDF you have your support documentation in from whichever folder you have it in, and click **Open**
5. Click **Add Files** from the lowest toolbar across the top of the screen, and from the drop down menu that opens up, click **Add Files** again.

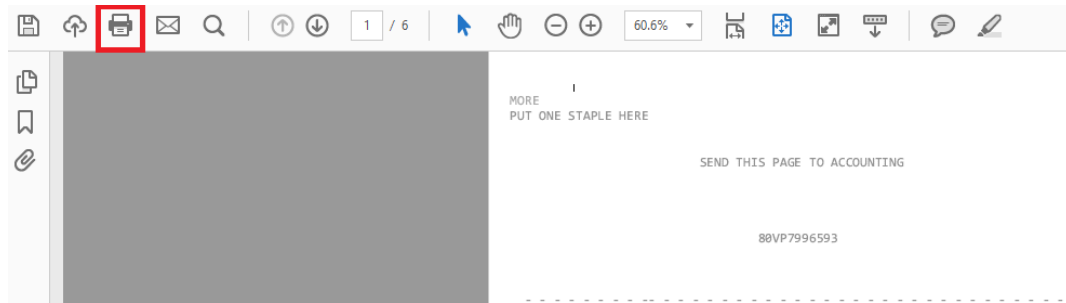


6. Then from your File Explorer, select the PDF of your *DEFINE cover sheet from whichever folder you have it in, and click **Open**
7. Most likely the cover sheet will be placed behind your support documentation. The cover sheet needs to be the first page, so simply click and drag it over to the left of the support documentation so that it will be the first page of your document.
8. Click the **Combine** button

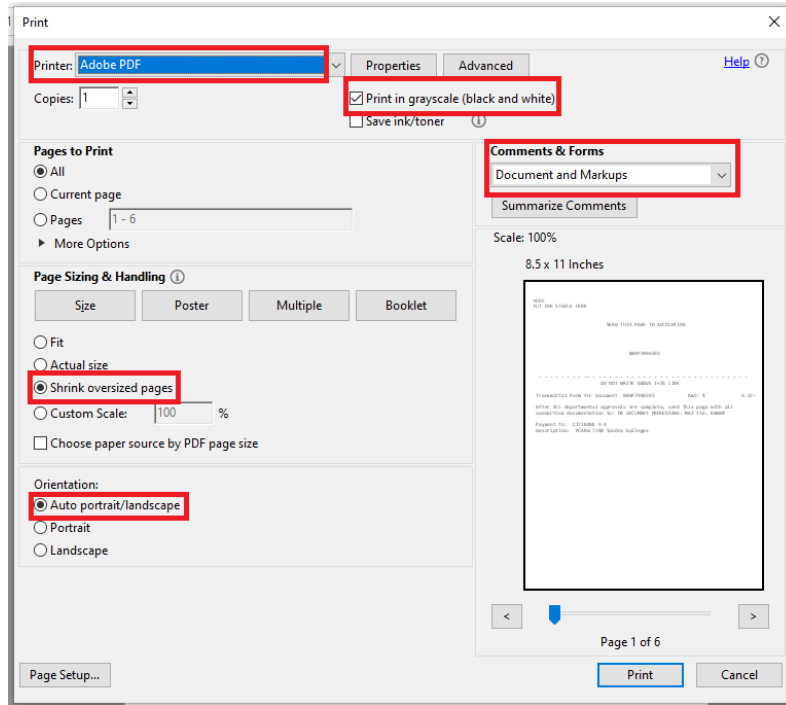


9. You will then have your combined document of the *DEFINE cover sheet as the first page followed by all support documentation
10. To make sure all your support documentation, like your cover sheet, is also in black and white in order to get the optimal and essential quality for imaging purposes, next click on the **Print**

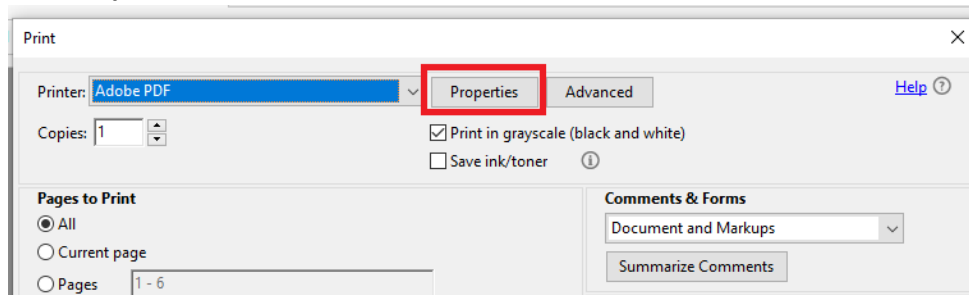
button.



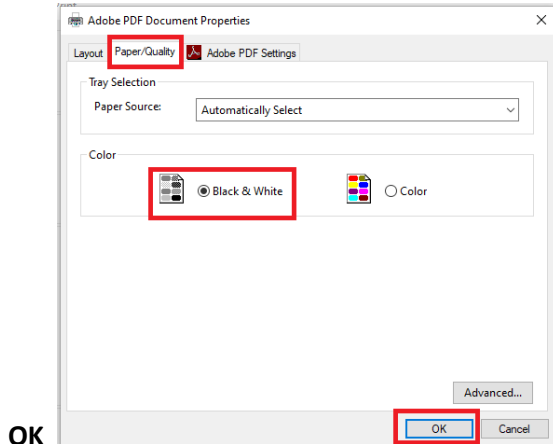
11. Then make sure you have all your printer settings up the following way:



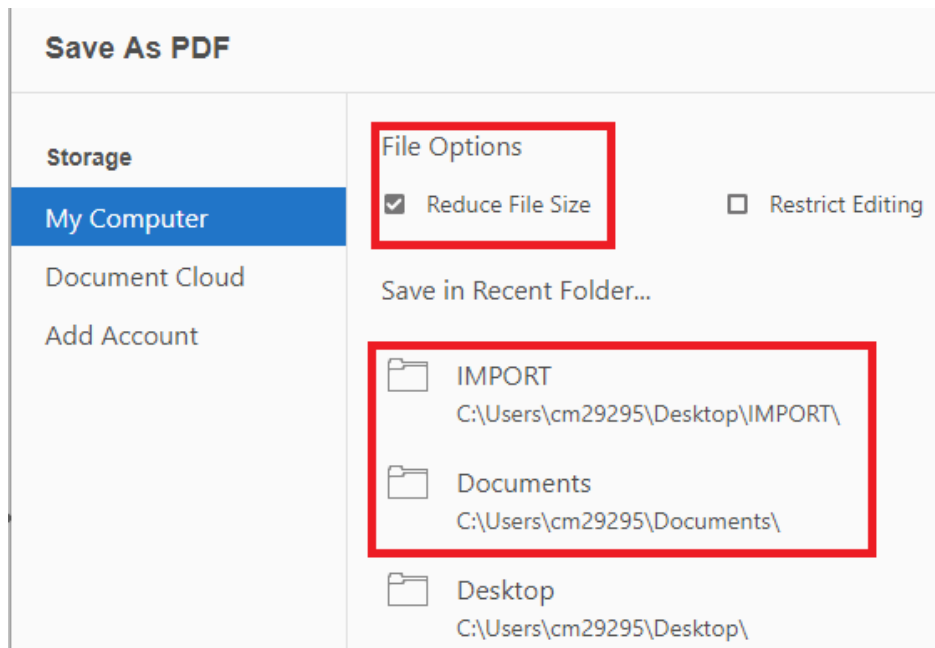
12. Click **Properties**



13. Click on the **Paper/Quality** tab, and then choose **Black & White** for the Color option and press



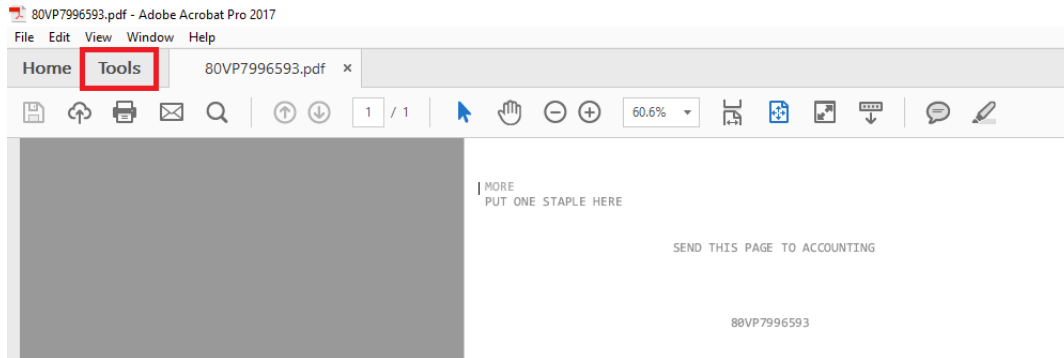
14. Press **Print**
15. Save the PDF with the file name of [DOCID].pdf, e.g., 20VP200320.pdf. **Do not** include additional information such as vendor name
16. Click **File** in the upper left hand corner
17. From the drop down menu, click **Save As**
18. Under **File Options**, click on the box next to **Reduce File Size**, and then choose which folder you want to save it in



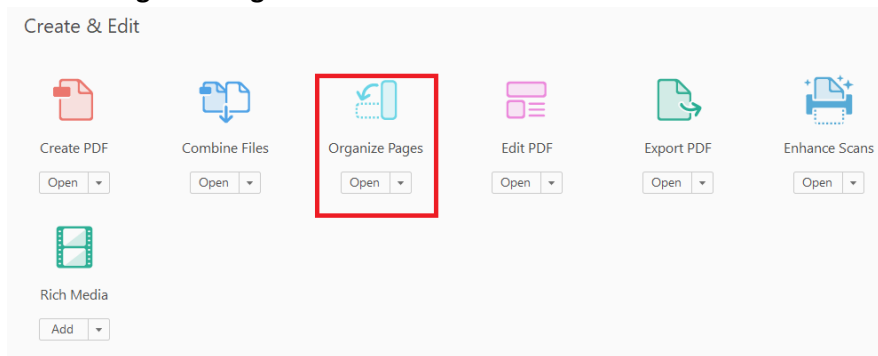
19. Click **Save** and your PDF document in full is ready to upload

Option #2

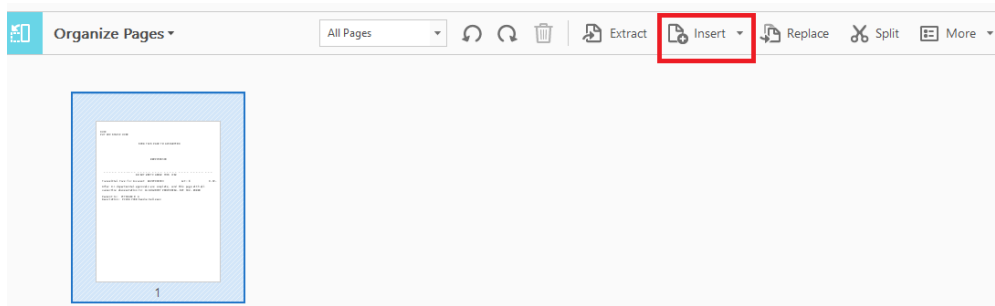
1. When you have the Adobe PDF of your cover sheet opened, click **Tools** in the upper left hand corner.



2. Click on **Organize Pages**

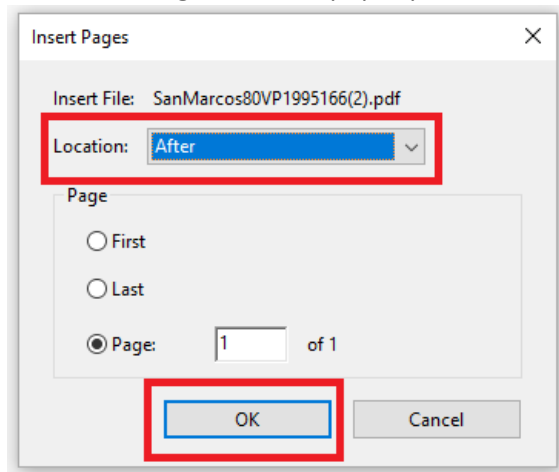


3. Click **Insert** from the lowest toolbar across the top of the screen, and from the drop down menu that opens up, click **From File**.



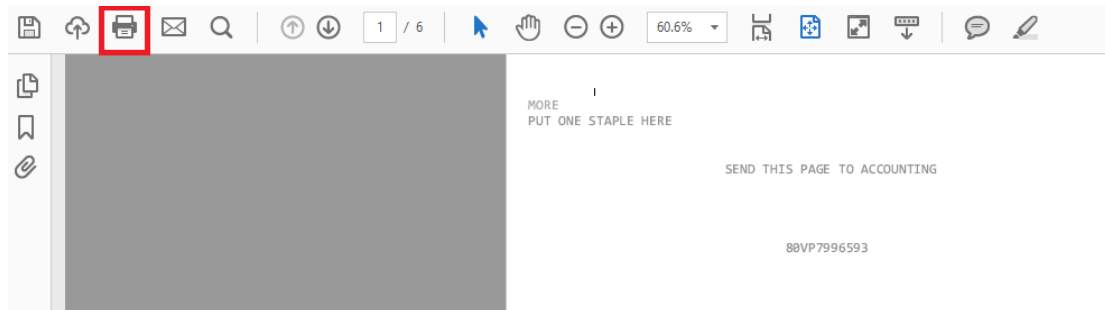
4. Then from your File Explorer, select the PDF of your support documentation from whichever folder you have it in, and click **Open**

- From the **Insert Pages** Box that pops up on the screen, choose **After** for the **Location**, and press

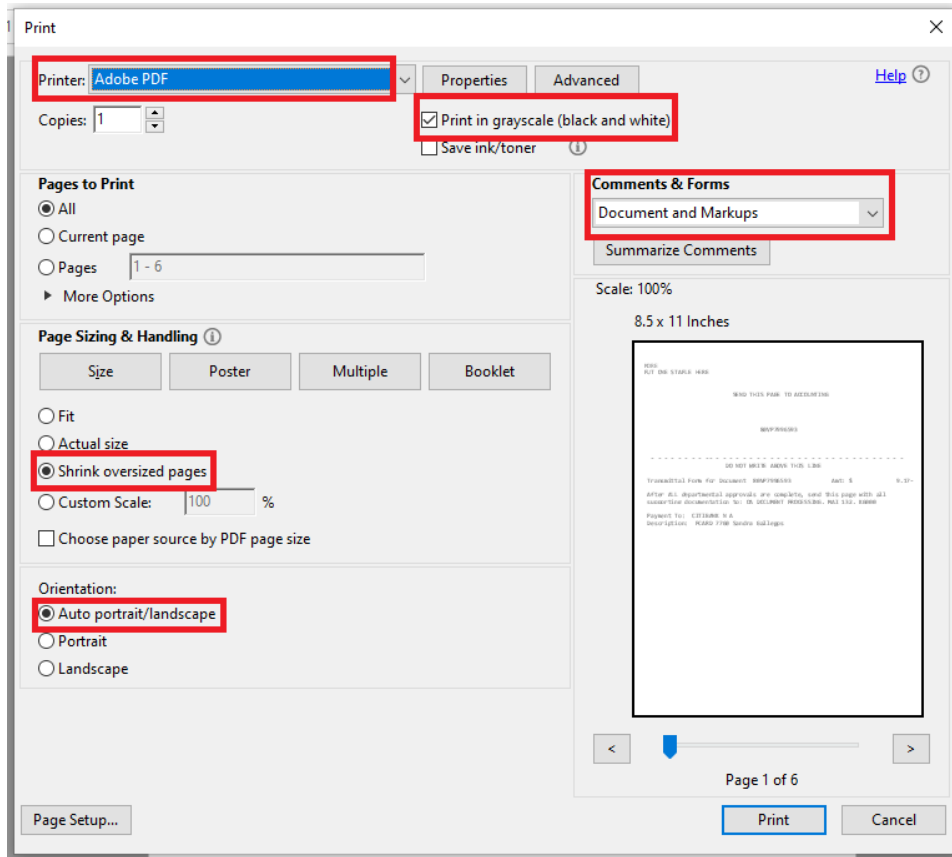


Ok.

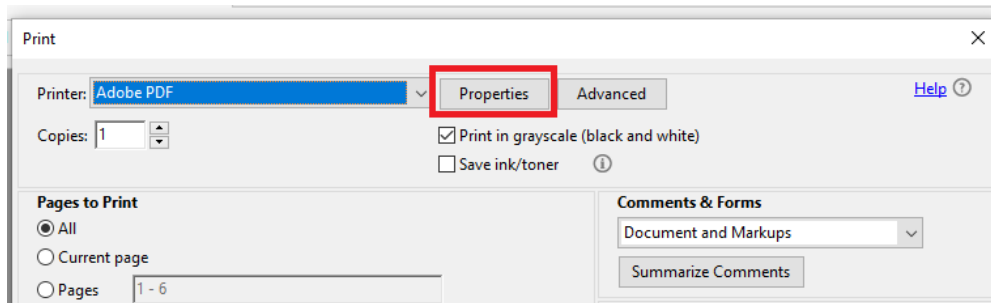
- Click on **Organize Pages** in the upper left hand corner and from the drop down menu, choose **Back to Document**.
- You will then have your combined document of the *DEFINE cover sheet as the first page followed by all support documentation
- To make sure all your support documentation, like your cover sheet, is also in black and white in order to get the optimal and essential quality for imaging purposes, next click on the **Print** button.



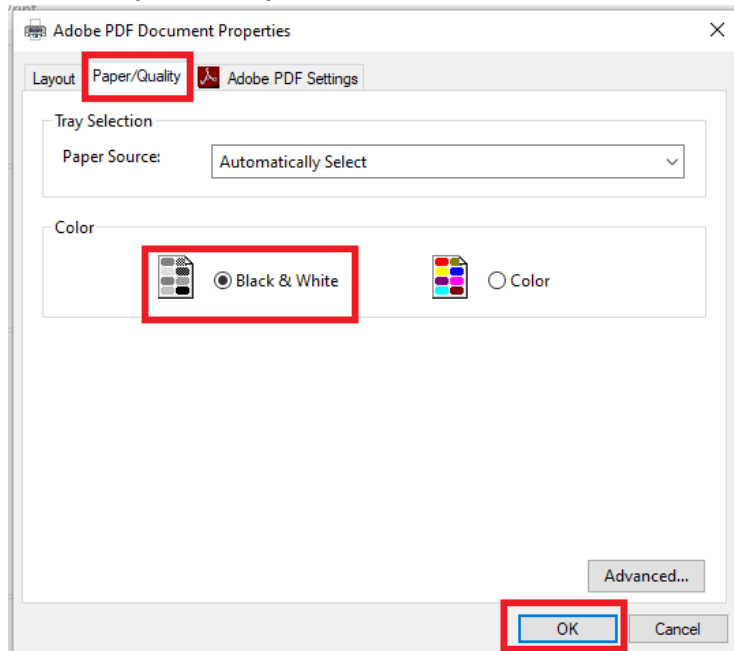
9. Then make sure you have all your printer settings up the following way:



10. Click **Properties**

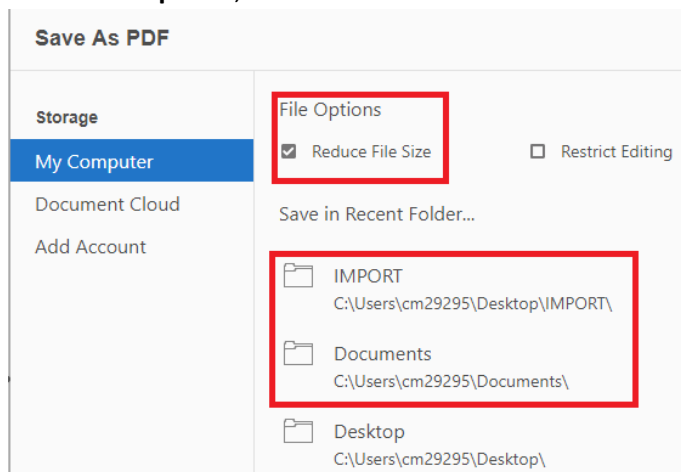


11. Click on the **Paper/Quality** tab, and then choose **Black & White** for the Color option and press



OK

12. Press **Print**
13. Save the PDF with the file name of [DOCID].pdf, e.g., 20VP200320.pdf. **Do not** included additional information such as vendor name
14. Click **File** in the upper left hand corner
15. From the drop down menu, click **Save As**
16. Under **File Options**, click on the box next to **Reduce File Size**



17. Then choose which folder you want to save it in
18. Click **Save** and your PDF document in full is ready to upload

