

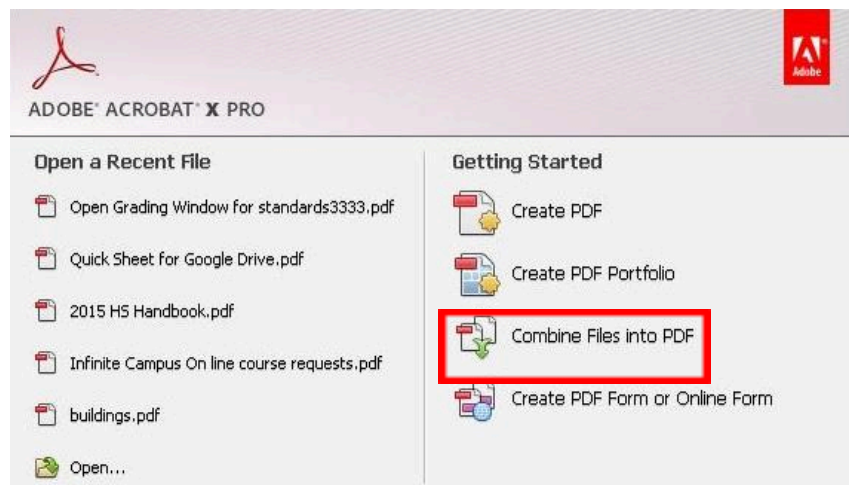
Combining Board Reports using Adobe Acrobat Pro

Combine Files into a PDF:

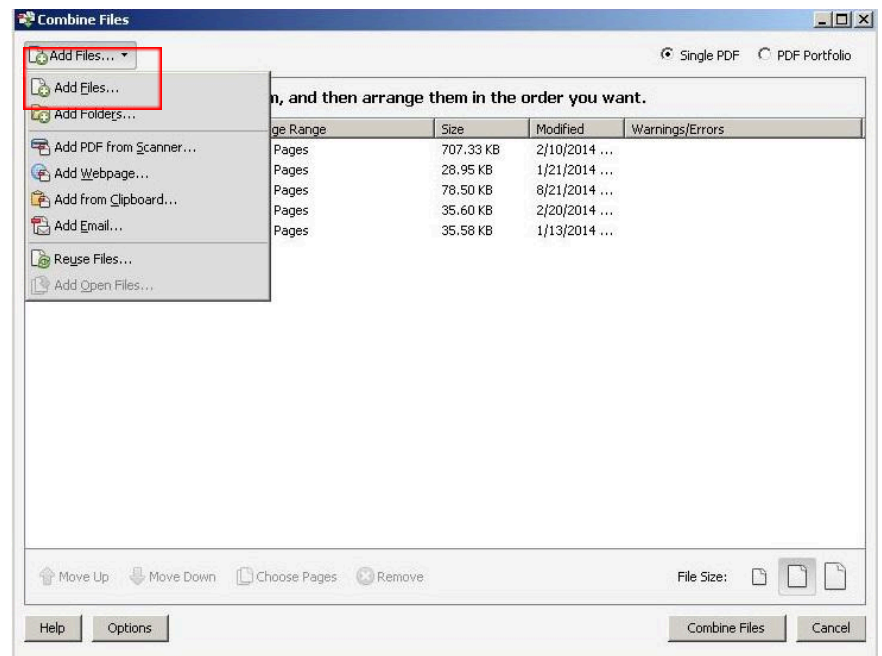
Get the files from End of Month Balancing

Create a PDF file for Board Members that include:

- 1 - Fund Balance (Excel)
 - 2 - General Fund Revenue (PDF)
 - 3 - General Fund Expenses (PDF)
 - 4 - Building Fund 2 (PDF)
 - 5 - Cafeteria Fund 3 (Excel)
 - 6 - Special Accounts Fund 4 (Excel)
 - 7 - Student Activities Fund 5 (Excel)
 - 8 - Depreciation Fund 6 (Excel)
 - 9 - Bond Fund 7 (PDF)
 - 10 - QCPUF Fund 8 (PDF)
 - 11 - Employee Benefit Fund 11 (Excel)
 - 12 - Student Fee Fund 12 (Excel)
 - 13 - Check Listing (Excel)
- Open Adobe Acrobat Pro
 - Select - Combine Files into PDF

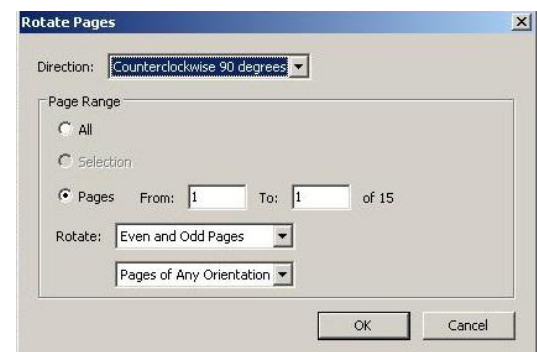
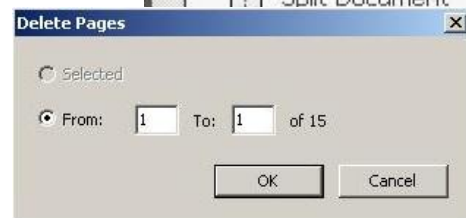


- Hit the Add Files button
- Find and Select the files that you received.
- Put them into the correct order.
 - Drag and Drop
 - Select the file and use the Move Up /Move Down Buttons
- Hit Combine Files Button
- Let it combine and convert.



When it is complete:

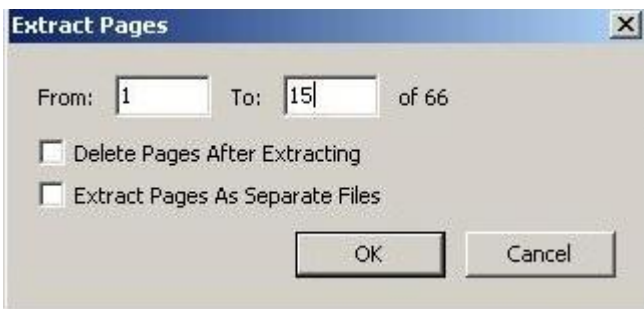
- It should open in Adobe Acrobat Pro
- Save it to your Desktop
- Name it by using the year and month or any other appropriate format.
- Some of the Reports need the last page removed
 - Open Tools
 - Expand Pages Section
 - Scroll down to a page that needs to be deleted
 - Make sure the pages are correct
 - Hit Delete
 - OK
- Some of the Reports need to be rotated
 - Open Tools
 - Expand Pages Section
 - Find pages that need to be rotated
 - Hit Rotate - Select which direction
 - Make sure the pages are correct
 - The converted Excel pages for the board reports need to be rotated clockwise.
 - OK
 - **SAVE**



Extract Pages to Separate Files:

For monthly reports for Administrators

- Open the Budget by Responsibility Report
- Open Tools
- Expand Pages Section
- Scroll through the file and find the Page Range you want extracted.
- Extract for each Responsibility - 04, 05, 11, 12, 13, 21, 31, 44, 55, 65, 75, 91, 95, 96, 99
- Select Extract
- Set the Pages to be extracted in the Box that pops up.



- Hit OK
- The New Extracted File will pop up.
- **SAVE AS**
 - Select Desktop
 - Name - for example
 - 2015 March 04(the responsibility #)
 - 2015 March 11...etc

To Print:

Check Paper Size

Options - Fit

Make sure the Orientation is correct.

You can preview pages - use the slider to move to different pages.

