

## Adobe Acrobat XI Pro- Merging Files

### To download Adobe Acrobat XI Pro

Suggestion: close all applications for the download and installation as it will allow less conflicts. If you have issues or conflicts with the download please contact OIT Services: 450-8300

1. Go to <http://alaska.edu/oit/software/>
  - a. Software Download Webpage → Download Software (link)
  - b. Log in with your UAF username and password

UA SOFTWARE

Licensed Software Overview

Licensed Software Downloads

Microsoft Home Use Program

CONTACT SERVICE DESK

[Support Hours and Locations](#)

Phone:

907-450-8300

1-800-478-9226

Email:

helpdesk@alaska.edu

Chat Now

START A CHAT WITH OIT

SELF SERVICE

SUBMIT A REQUEST

CHECK A REQUEST

### General Software Information

The University of Alaska licenses software and distributes it through three primary channels.

- Software Center (UAF, SW)
- OIT Self Service (UAF, SW)
- Software Downloads Webpage (UAA, UAS, UAF, SW)


### Software Center

HOWTO: [Video Tutorial](#)

1. Open your Start Menu
2. Navigate to All Programs -> Microsoft System Center 2012 -> Configuration Manager
3. Open Software Center
4. Select software to install

Don't have Software Center? Contact the [OIT Support Center](#).

[Learn More](#) about Software Center.




### OIT Self Service

HOWTO: [Video Tutorial](#)

1. Navigate to your Applications directory
2. Open OIT Self Service
3. Login with UA Credentials
4. Select software to install

Don't have OIT Self Service? Learn about installing it [here](#).

[Learn More](#) about OIT Self Service.



### Software Download Webpage

OIT makes several University of Alaska licensed applications available for download via an authenticated webpage. After logging in you may select an application from the available downloads, review license restrictions, evaluate pre-requisites for the application in question, and download the application itself.

- [Download Software](#) (UA log in required)

### 2. Click Acrobat Professional

- Step 1: Download and Install KeyClient
- Back page
- Step 2: Download and install Acrobat XI Pro (Acrobat 7)

## Adobe Acrobat XI Professional

This is a University wide site license which means University Affiliated persons can use it provided it's installed on University of Alaska owned computers.

"Adobe® Acrobat® XI Pro is more than just the leading PDF converter. It's packed with smart tools that give you even more power to communicate. Easily, seamlessly, brilliantly." -adobe.com

#### Installation Instructions:

**Step 1.** Download and install [KeyClient](#).

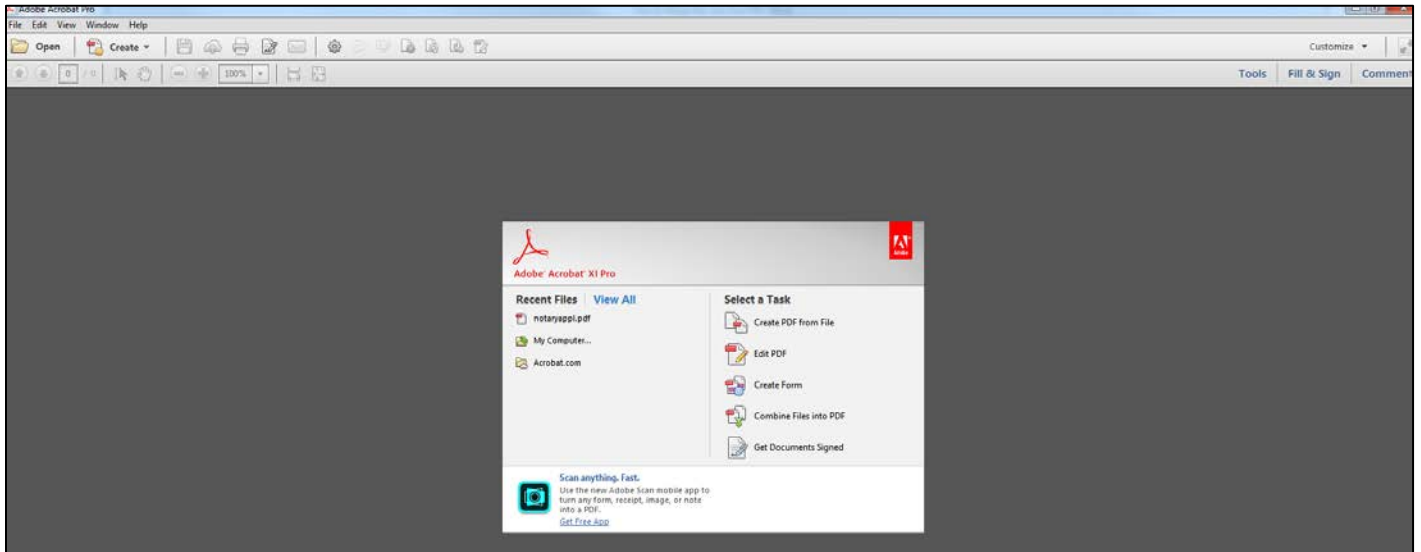
**Step 2.** For a new installation, download [Acrobat XI Pro](#).

**Step 3.** Close all open applications and run the installer.

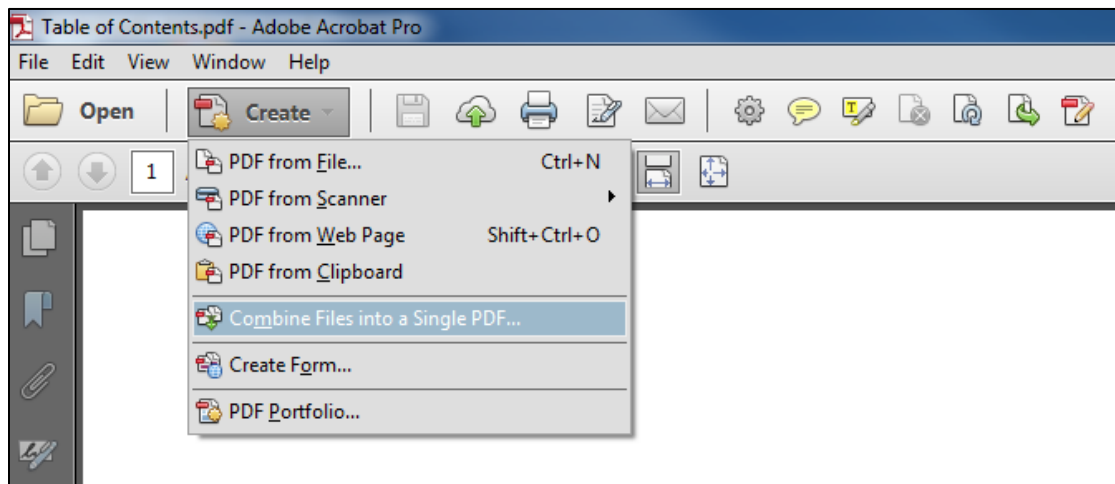
## Working in Acrobat Pro

If you have issues or conflicts with Acrobat Pro please contact OIT Services: 450-8300.

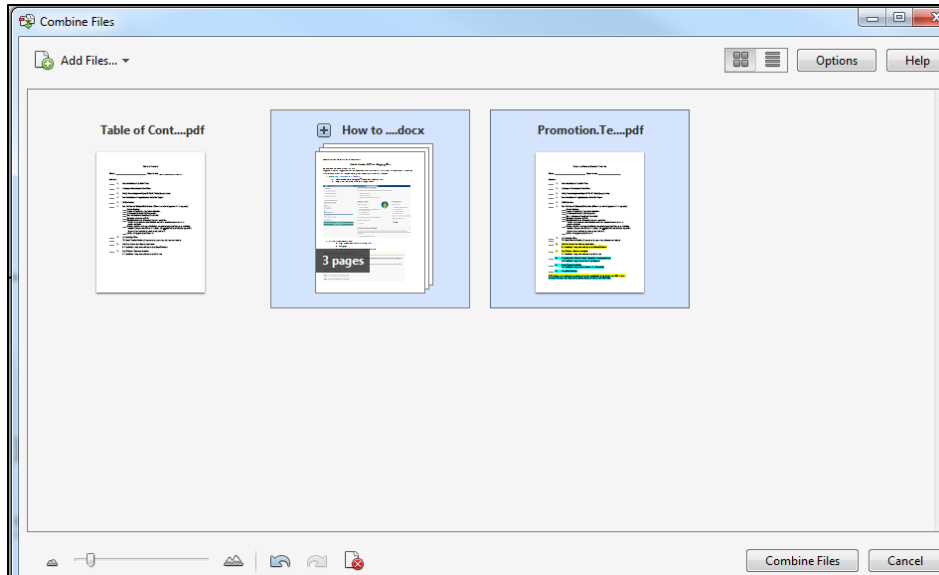
1. Open Acrobat Pro from your computer programs. If you open the PDF you intend to work on then your computer may automatically start Acrobat Pro or Acrobat Reader DC (most will not have a prepaid license to have extended features in Reader DC). Admin will most likely need to use Acrobat Pro through the UAF prepaid license.



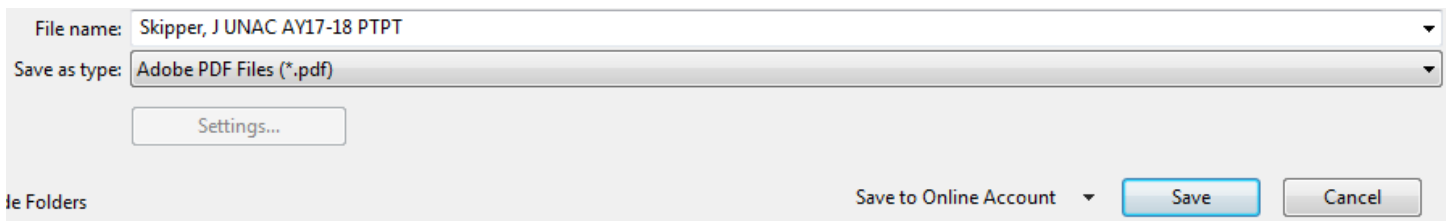
2. Click **Combine Files into PDF** or Click **View All** (left side) to locate the PDF you would like to start with (table of contents might be best).
  - o If you chose to **Combine Files into PDF**, chose all of your files and skip to Step 4.
3. Within Acrobat Pro, click on the **Create** (top left) and select Combine Files in a Single PDF.



4. Click **Add Files** (you may add an entire folder or file by file, WORD and PDF accepted). \*If you chose to View all in Step 2 then add the file you opened with as the first file, then next PDF\* Click, drag, and drop to reorder the files and pages. Double-click on a file to expand and rearrange individual pages. Press the Delete key (red X) to remove unwanted content.



5. Click **Combine Files**.
6. Check over the order of your new PDF (Binder...pdf). File, **Save as:** Last Name, First AY\_ \_ Status (4<sup>th</sup>, PTMY, PTPT, TENO, PROMO, PTR) \*Example: Skipper, Jessica AY18-19 PTPT.pdf\*

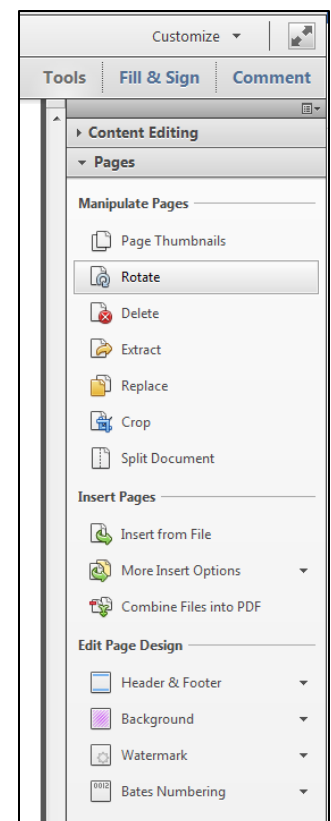


## Edit Pages and Files

1. Within Acrobat, click on the Tools menu (right side) and select Pages. You can:
  - **Manipulate Pages**
  - **Insert Pages**
    - Insert from File (do this before combining more files)
    - Click Combine Files, and then click Add Files to select the files you want to include in your PDF Click, drag, and drop to reorder the files and pages. Double-click on a file to expand and rearrange individual pages. Press the Delete key to remove unwanted content. When finished arranging files, click Combine Files. *\*This will start a new PDF file.\**
  - **Edit Page Design**

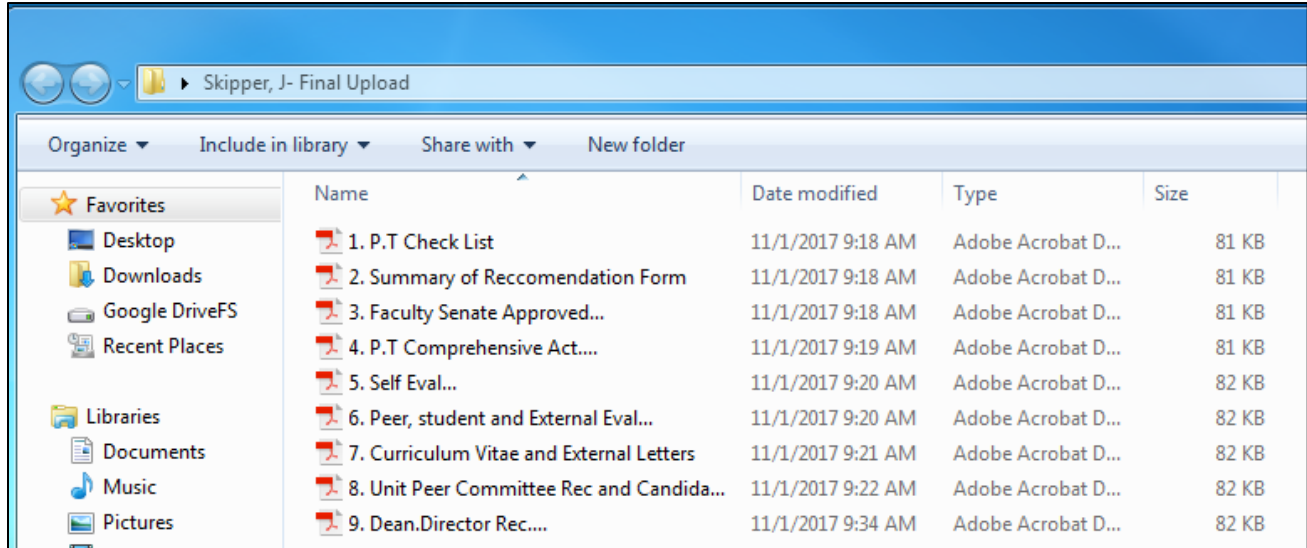
If you have any issues or conflicts with Acrobat XI Pro please contact OIT Services: 450-8300.

**See [Promotion/Tenure Materials Checklist, 1-9](#) for all documents that should be included and in proper order, with cover pages to be uploaded as one PDF.**



## TIPS

1. There are a few ways to approach “Combining Files into a Single PDF”, find the one that works best for you and your version of Acrobat Pro.
2. Convert all documents into PDF format, as this speeds up processing time when combining files. Recommend keeping a copy of the original format for future editing.
3. Save each file with the number then title based on the Promotion/Tenure Materials Checklist for the final PDF.  
\*You probably already have all of these into one PDF that will then need the response PDFs added to main PDF.\*



4. Create one folder to place all PDF/WORD files for the final “Single PDF”. Make sure your folder is organized by name.



5. Prior to combining the files, make sure none of those files are open. You will get an error that states the file cannot be uploaded.
6. Provide the completed Binder PDF to your Dean by end of the day on September 12.



7. **File Name Should Be: LASTNAME, FIRST AY18-19 STATUS**

### STATUS Key:

4<sup>th</sup>= 4<sup>th</sup> Year Pre-Tenure

PTMY= Promotion-Tenure Mandatory Year

PTPT=Promotion-Tenure Prior Mandatory Year

TENO=Tenure Only

PROMO=Promotion Only

PTR= Post-Tenure