



# QUICK GUIDE to Creating and Merging PDFs

## Contents

Requirements of Upload File .....	1
Converting Using Other Software .....	1
Saving as a PDF .....	2
Merging PDF files.....	3
When Files are Too Large.....	3

## Requirements of Upload File

- When uploading your document, your file must be a **single** PDF (one file).  
**Warning:** Attempting to upload more than one file will result in **ONLY** the last file uploaded being submitted to the Auditor of State.
- The single PDF file must be less than 30MB. The combined size of the 2 PDF files must be less than 30MB.
- For entities **filing on the regulatory basis of accounting ONLY**, we offer the option to upload two separate PDF documents.

## Converting Using Other Software

Many software programs give users the ability to save your files in a PDF format by selecting the “Save As” option to select saving as a PDF as the file format.

However, if you are using older software, or don’t have that feature you can find many free PDF converters by searching “Free PDF converter” One example of a free service would be [smallpdf.com](http://smallpdf.com). Smallpdf has plenty of guides to walk you through [Merging a PDF](#) and how to [Convert files from and to PDF](#).

**Note: YOU DO NOT NEED TO LOG IN or SIGN UP or PAY TO USE THIS WEBSITE.** (Simply bypass the popups when prompted to sign up or log in.) **However you may process only two documents per day with the free service.** If you need to convert more than two files (or to merge two files), you will need to wait a day.

**Reminder:** Since this is a third-party website, this information is subject to change. Simply follow the website instructions if you are using smallpdf.com as a tool to create/merge/resize your pdf(s).



# QUICK GUIDE to Creating and Merging PDFs

## Saving as a PDF

Open your document (e.g., a Word or Excel document.)

Select **File** (in the menu) and select **Save As**.

A **Save As** window will open (see Figure 1).

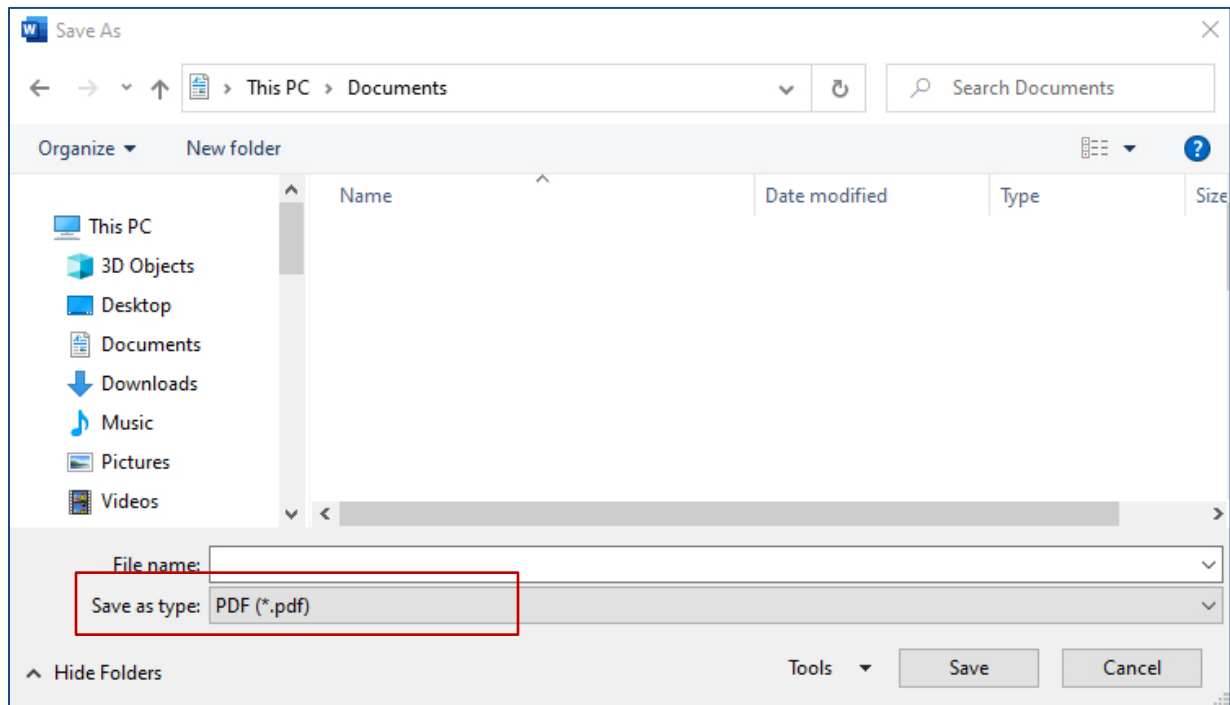


Figure 1

Browse to the location where you would like to save the file, e.g., the Documents folder. Confirm or edit the **File name** field to name the PDF.

Select “save as type” from the drop-down menu in the Save as field and select **PDF (\*.pdf)**. Then click the **Save** button and a PDF file version of your document will be saved to the location you selected.

Note: Depending on your computer’s settings, it **may** or **may not** automatically open the PDF after saving. If you don’t see your file open, go to your files and navigate to where you saved the PDF to open the file.

**Tip:** If you do not have software that can read a PDF, you can download [Adobe Reader](#) for free. This will allow you to view your PDF. (Be sure to uncheck the unnecessary bloatware like McAfee Security Scan or McAfee Safe Connect. You simply don’t need that.)



# QUICK GUIDE to Creating and Merging PDFs

## Merging PDF files

You can use the Merge PDFs tool in Acrobat online services.

[adobe.com//acrobat/merge-pdf.html](https://adobe.com//acrobat/merge-pdf.html)

1. Open the tool.
2. Select and rearrange your PDFs.
3. Click Merge.
4. Save and download your combined PDF.

For platform-specific instructions, learn how to [merge PDF files on a Mac](#) or [merge PDF files in Windows](#).

More information can be found directly on their website [adobe.com/acrobat/hub/how-to/split-and-merge-pdfs](https://adobe.com/acrobat/hub/how-to/split-and-merge-pdfs)

## When Files Are Too Large

<https://www.adobe.com/acrobat/online/compress-pdf.html>

Compressing your files is a great way to save storage space on your computer and share files easily, as email inboxes typically have a size limit. Files can be shared quickly, and you will have more room on your device for other important files.

You can choose how much you would like to compress your file, with smaller sizes giving you the highest quality PDF:

- [Compress a PDF to 200KB.](#)
- [Compress a PDF to 300KB.](#)
- [Compress a PDF to 1MB.](#)