



UNIVERSITY OF MIAMI

MANAGED PRINT SERVICES

MAKING SMARTER IMPRESSIONS

QUICK REFERENCE GUIDE

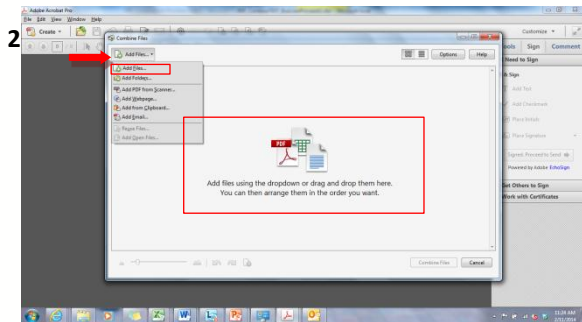
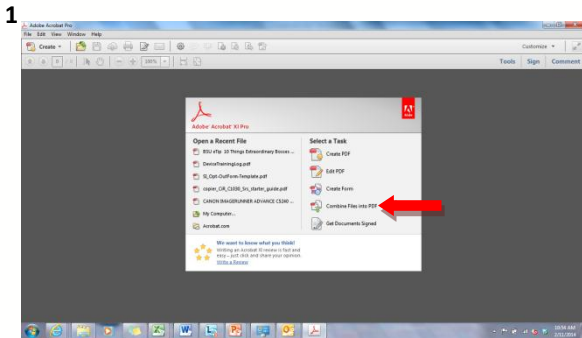
How to Combine Files into PDF and Create Digital Signatures

(Adobe Acrobat XI Pro required)

How to Combine Multiple files into a PDF Document and Add Digital Signatures

**Before you begin, be sure all required documents are available electronically. If not, scan remaining documents to your email/PC to have readily accessible.*

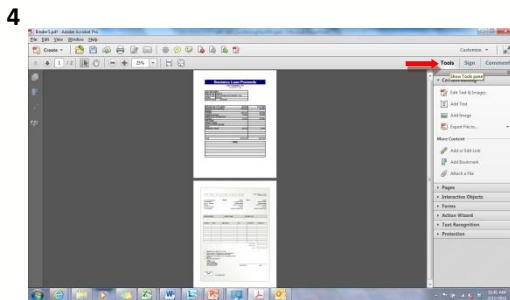
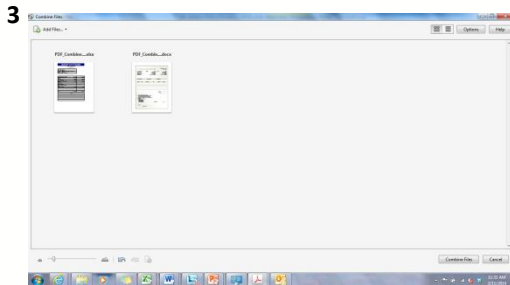
1. Open **Adobe Acrobat XI Pro**. If combining separate documents, select **Combine Files into PDF**.
2. You may either **drag and drop** files into the window or select **Add Files** to browse for documents you would like to combine.



Once all documents are uploaded, select **Combine Files** to merge into one PDF.

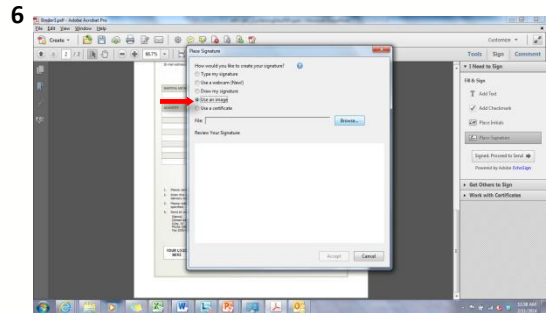
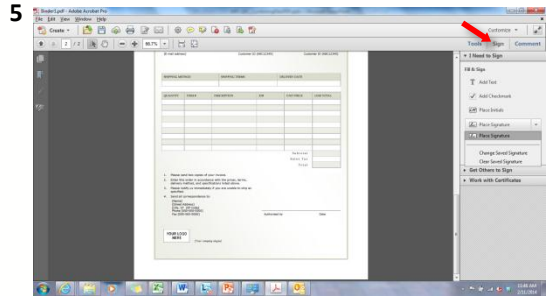
3. Once all documents are uploaded, select **Combine Files** to merge into one PDF.

4. Once documents are combined, they will be available for review and edit. The edit box can be seen in the toolbar on the right of the screen.



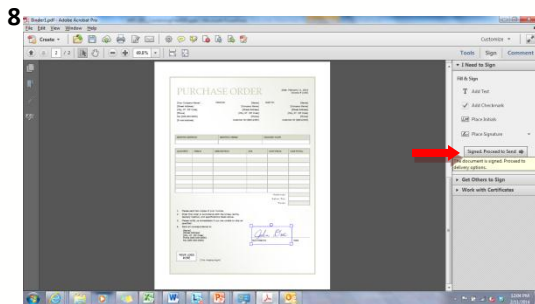
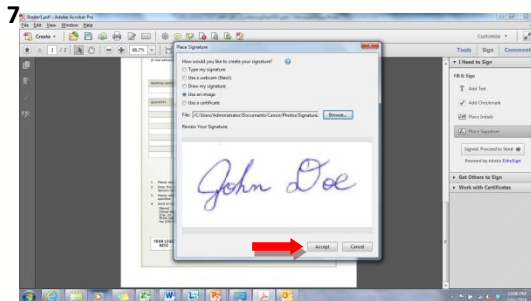
5. To add a signature, select the **Sign** tab, followed by selecting **Place Signature**.

6. You will be given various options to create your digital signature. For the purpose of this instructional, an image of a signature was created by signing the back of a blank white business card, scanning it to email as a JPEG file using my Canon multifunction device, and saving it to my PC. For this example, I will select **Use an image** and browse for my scanned signature file.



7. Once the image is uploaded, Adobe will automatically detect the signature. Select **Accept** if you approve of the image.

8. Place your signature where ever you desire and size it to your preference. Then, select **Signed. Proceed to Send**.



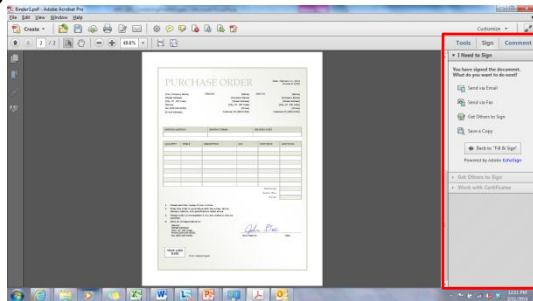
9. You will be given the option to **Send via Email, Send via Fax, Get Others to Sign, or Save a Copy**. Select the option that best applies. You can also

10. Another option is to use e-fax if your department has a fax-server setup. Select **File**. Then select **Print**.

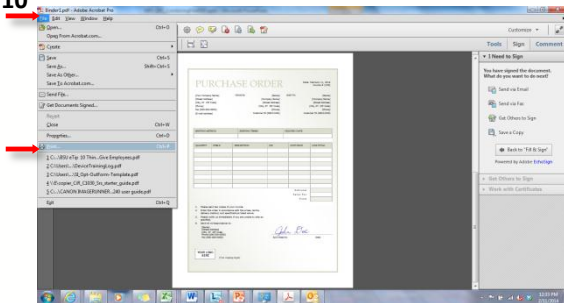
**Recipients must also have Adobe Acrobat XI Pro to sign.*



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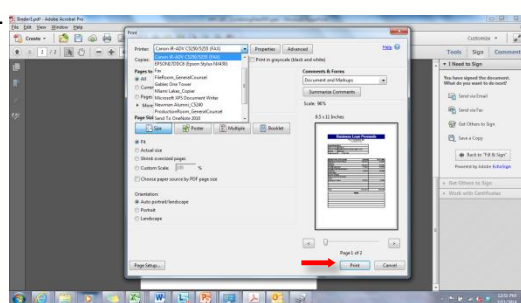
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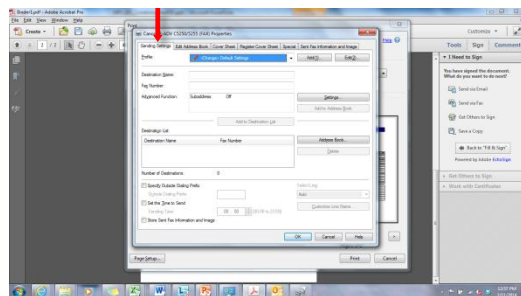
11. Next, select the appropriate fax driver from the dropdown list and select **Print**.

12. You will be prompted to input the fax recipient's information under the **Sending Settings** tab.

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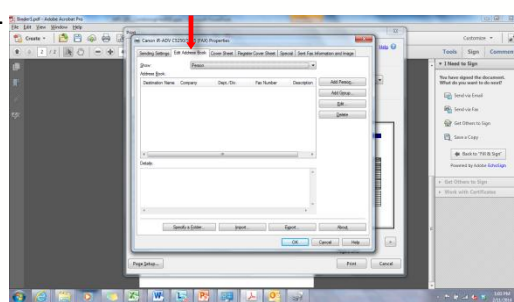
12



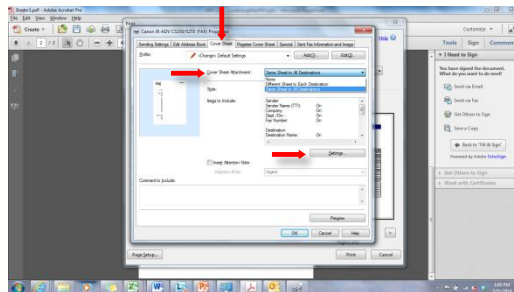
13. Other fax options can be found by selecting the appropriate tab at the top of the fax properties window. By selecting **Edit Address Book**, you may add or remove destination details.

14. By selecting the **Cover Sheet** tab, you can add a cover page to your fax. Next, select **Cover Sheet Attachment** and select the appropriate option. Then, select **Settings** to set Cover Sheet Information.

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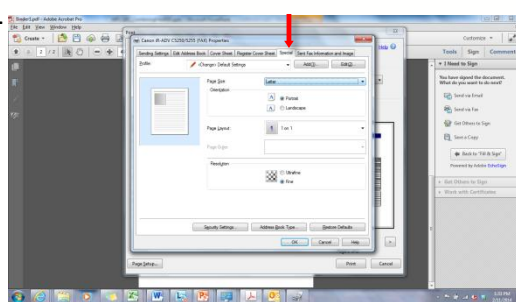
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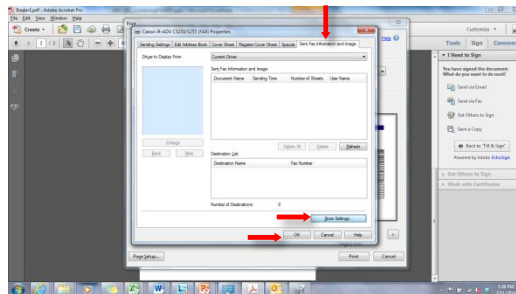
15. The **Special** tab allows you to set the page size, orientation, layout, and resolution properties.

16. The **Sent Fax Information and Image** tab enables you to save your fax image to a select destination on your computer's hard drive by selecting **Store Settings**, selecting **Browse**, choosing a destination, and pressing **OK**. When all settings in fax properties have been selected, click **OK**, followed by **Print**, to proceed with the fax.

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Additional Information

If you have additional questions, please refer to our website at www.miami.edu/mps for additional details, information, instruction and training materials. You may also contact the Canon UM Helpdesk at 855-477-4783 to request personalized or group training, or contact Derek Lawrence at dlawrence@miami.edu.

