



INTERNATIONAL
TRADE
ADMINISTRATION

ACCESS EXTERNAL TRAINING GUIDE

**WORKING WITH PDF DOCUMENTS
VERSION 1.0**

ACCESS Project Training Team

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Revisions

Revision History

Version No.	Date	Originator	Change Description
1.0	4/28/11	Sherry Burden	First Draft

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Lesson 1: Preparing PDF Document for Electronic Submission

Creating a PDF File

To create a PDF file from Microsoft Word file, Excel Spreadsheet or any other file type, do the following:

Option 1: Print to Adobe PDF printer

- Open the document in its native application (i.e. Microsoft Word, Excel etc.)
- Go to Print Window
- Select Adobe PDF printer from the list
- Click OK

Option 2: Save As Adobe PDF

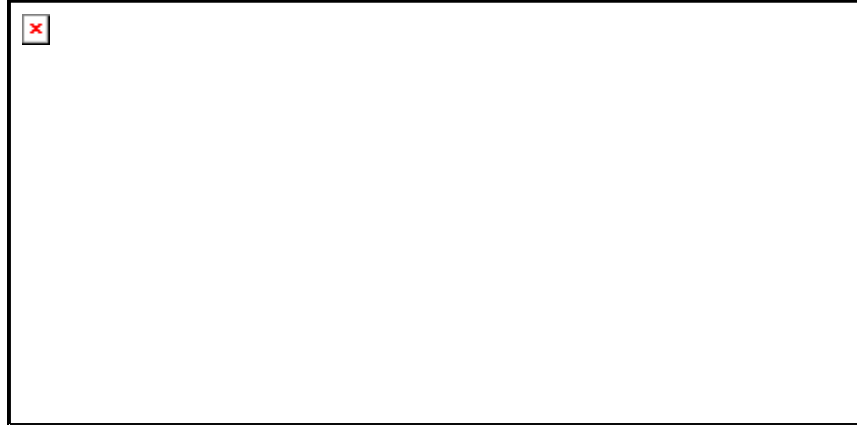
- Open the document in its native application (i.e. Microsoft Word, Excel etc.)
- File -> Save As -> Select Adobe PDF
- Click OK

Note: Above options are recommended way to create PDF from different file types.

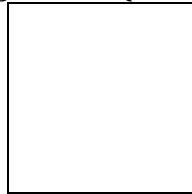
Make an Image-Based PDF file Full Text Searchable

To make an image-based PDF file full text searchable, do the following:

- Open the PDF file in Adobe Acrobat
- Choose Document->OCR Text Recognition->Recognize Text Using OCR.



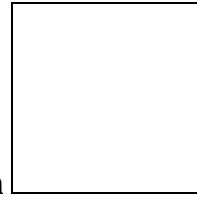
- Click edit to select following settings and click OK.
 - PDF Output Style: Searchable Image
 - Downsample Images: Low (300 dpi)



- Click File -> Save and save the changes

Note: If you get any warning, select ignore future warning and click OK.

Lesson 1: Preparing PDF Document for Electronic Submission



Compress the File

Option 1:

- Open PDF document in Adobe Acrobat.
- File -> Print -> Select Adobe PDF printer from the list ->Click OK

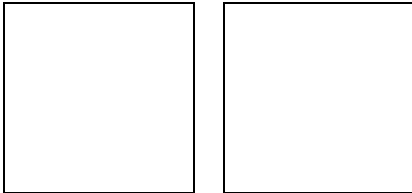
Option 2:

- Open PDF document in Adobe Acrobat.
- Document -> Reduce File Size -> Select Retain existing -> Click OK
- Click File-Save and save the changes.

Option 3:

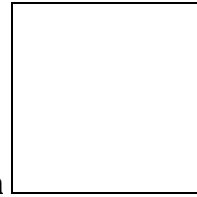
To compress very large PDF file (primarily scanned file), do the following:

- Open PDF document in Adobe Acrobat.
- Click Document->Optimize Scanned PDF
- Select Small Size and click OK.



- Click File-Save and save the changes.

Lesson 1: Preparing PDF Document for Electronic Submission



To Split Large PDF Document

To split large files in multiple volumes, do the following:

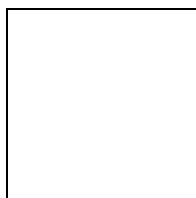
- Open PDF file in Adobe Acrobat.
- Click File -> Print
- Select Adobe PDF as the printer
 - (Example: If you have 1000 page file that needs to be split into 4 equal volumes (logical split is recommended))
- Enter page numbers to put in Volume 1 and click OK
 - (Example: Enter page numbers 1-250)
- Name the file as *Volume 1-Original* file name.
- For the Volume 2, select the next set of page numbers and so on.
 - (Example: Enter page numbers from 251 to 500 and similarly create 2 other volumes.)

To Merge PDF Documents

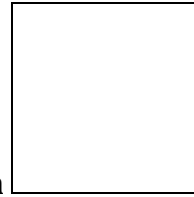
To merge 2 PDF documents (e.g. Decision Memo with Final FR notice), do one of the following:

Option 1

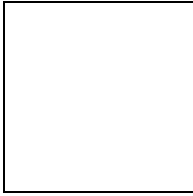
- Select Final FR and Decision Memo that you want to merge (press Ctrl key and select required files).
- Right-click and select “Combine supported files in Acrobat.”



Lesson 1: Preparing PDF Document for Electronic Submission

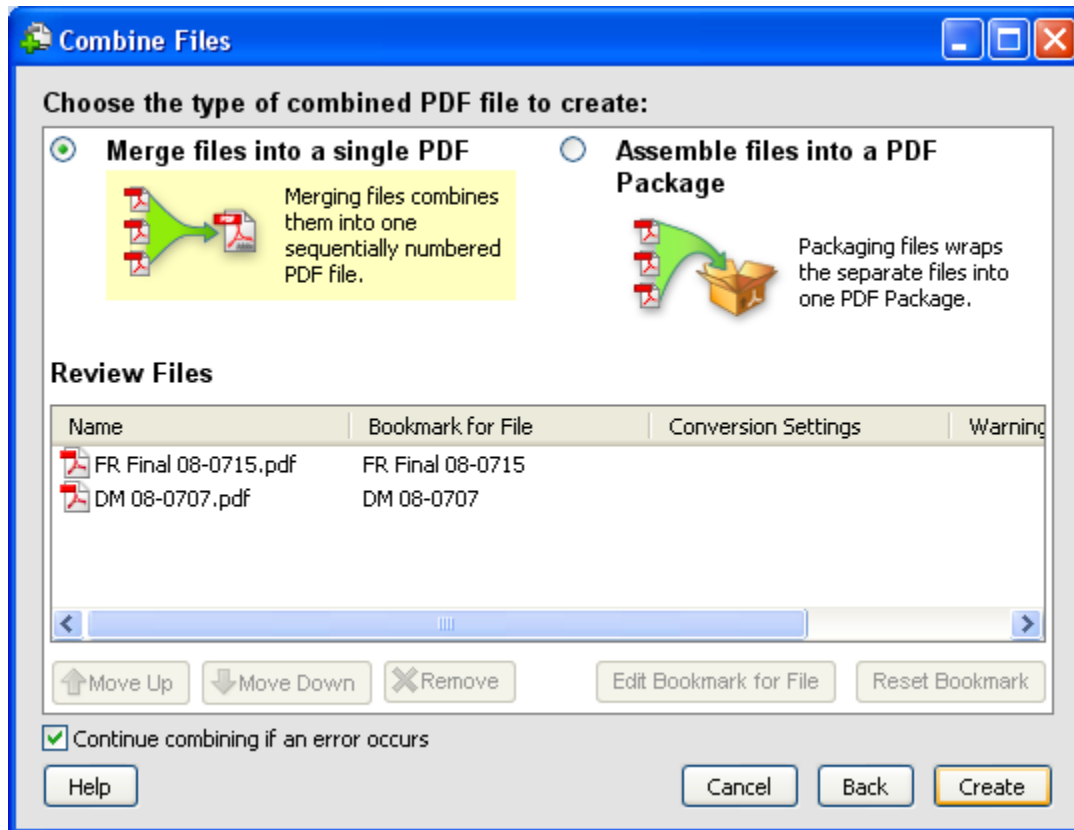


- Arrange the order of the files (i.e. 1st doc: Final FR document and 2nd doc: Decision Memo). Use **Move Up** or **Move Down** button and click **Next** button.



- Confirm that the default option of **Merge files into single PDF** is selected and click **Create button**.

Lesson 1: Preparing PDF Document for Electronic Submission



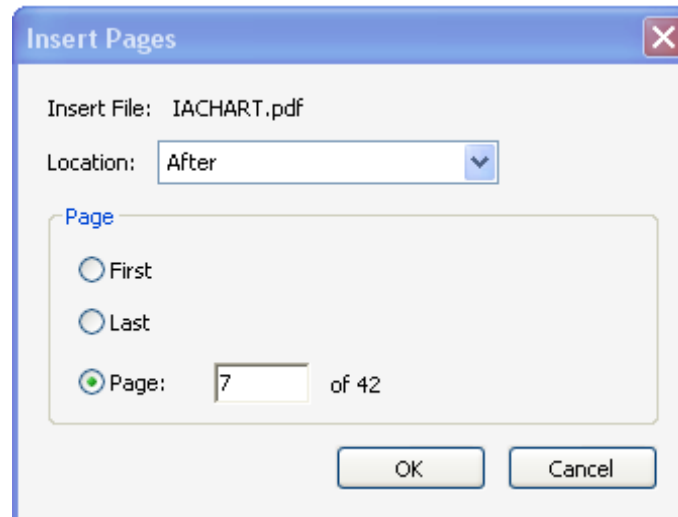
- In the next screen documents will be merged (it will take about a minute or two depending upon document size), click **Save**, enter file name and select a location to save the merged PDF document.
- Upload merged PDF document in ACCESS.

Note: This method will be helpful to merge entire documents or 2+ PDF documents.

Lesson 1: Preparing PDF Document for Electronic Submission

Option 2

- Select Document, and then Insert Pages.
- The “Select File to Insert” dialog box appears. Select the desired file to be inserted.
- Select the desired location and page number to insert the selected file.
- Click OK



- Save the new file.

Note: This method will be helpful to merge only a portion of PDF document (e.g. Pages 1 to 5) into another document.

Lesson 2: Deleting Sections from Document

To delete a section of a PDF document, do the following:

- Select Document | Delete Pages
- Enter page (s) to delete 1 or more pages from the document and click OK

