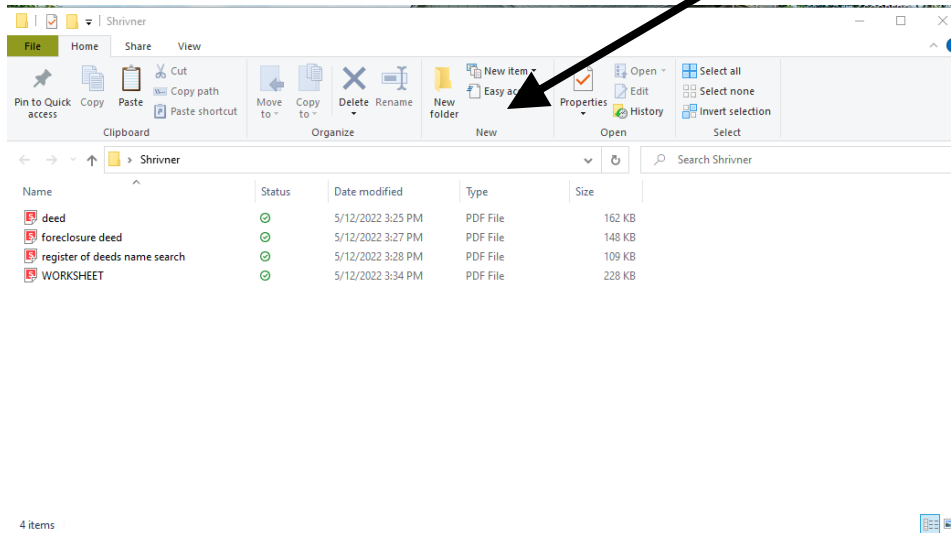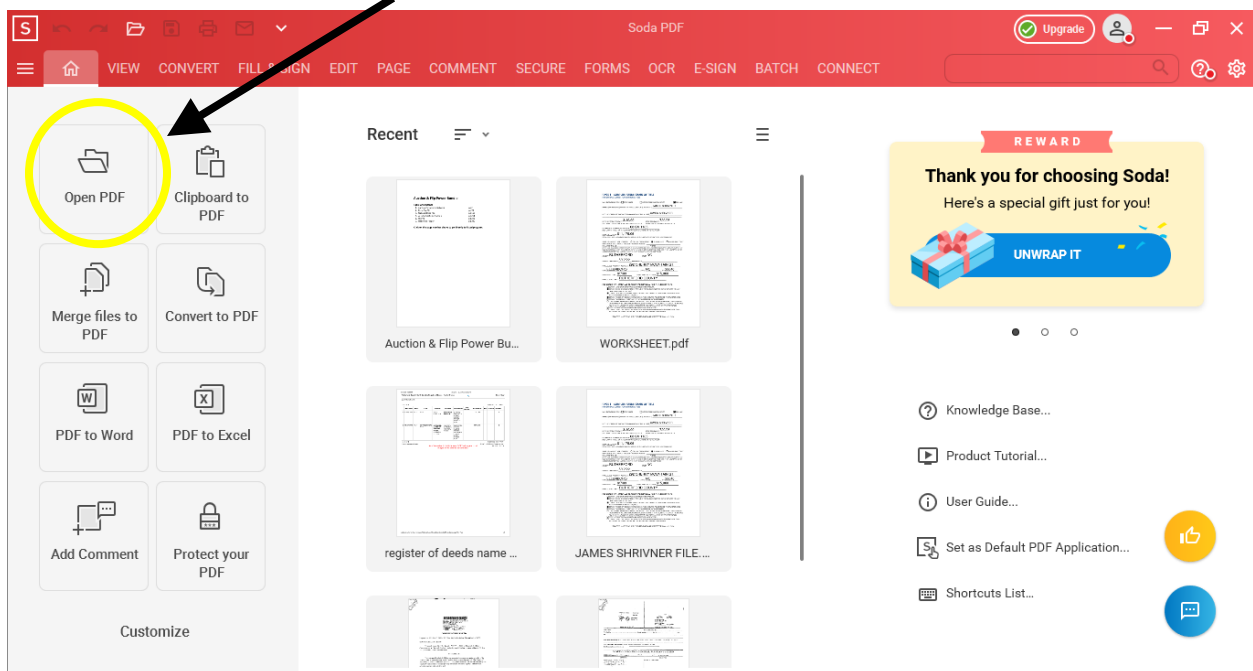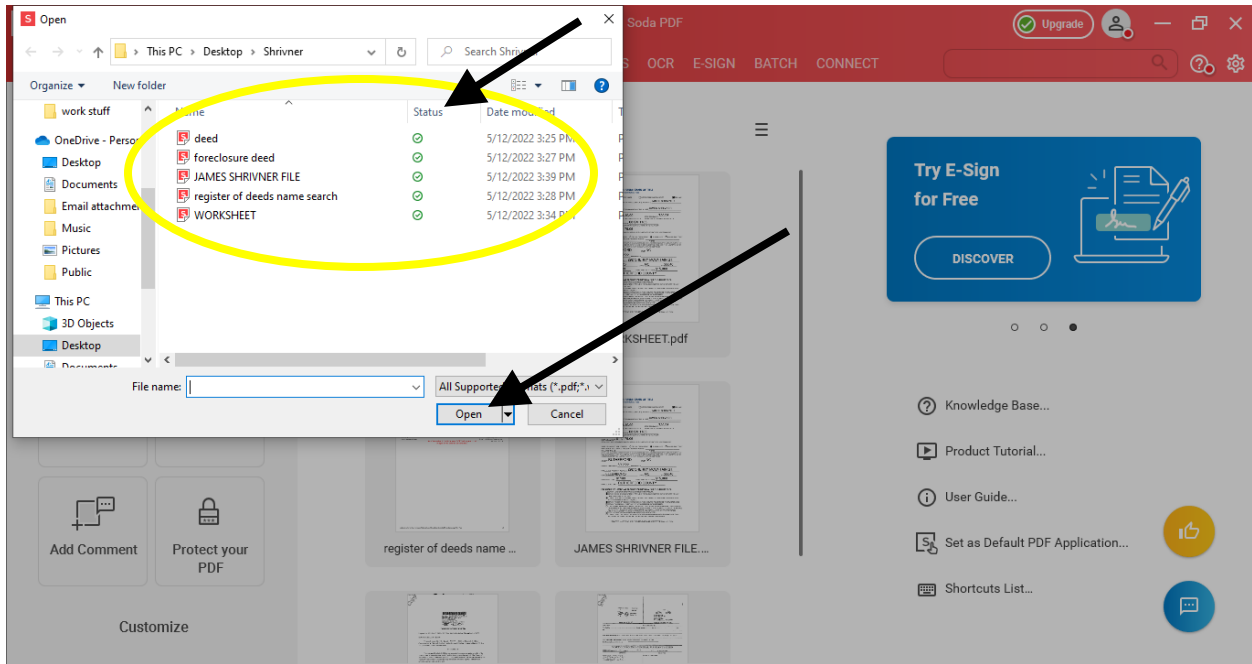# MERGING FILES INTO A SINGLE PDF

In this example I am using SODA PDF Free Version I downloaded (free version may be a trial period, then have to pay), this same concept can be used on any other PDF merge software. First you save all of the required documents plus the worksheet into a folder on your computer.
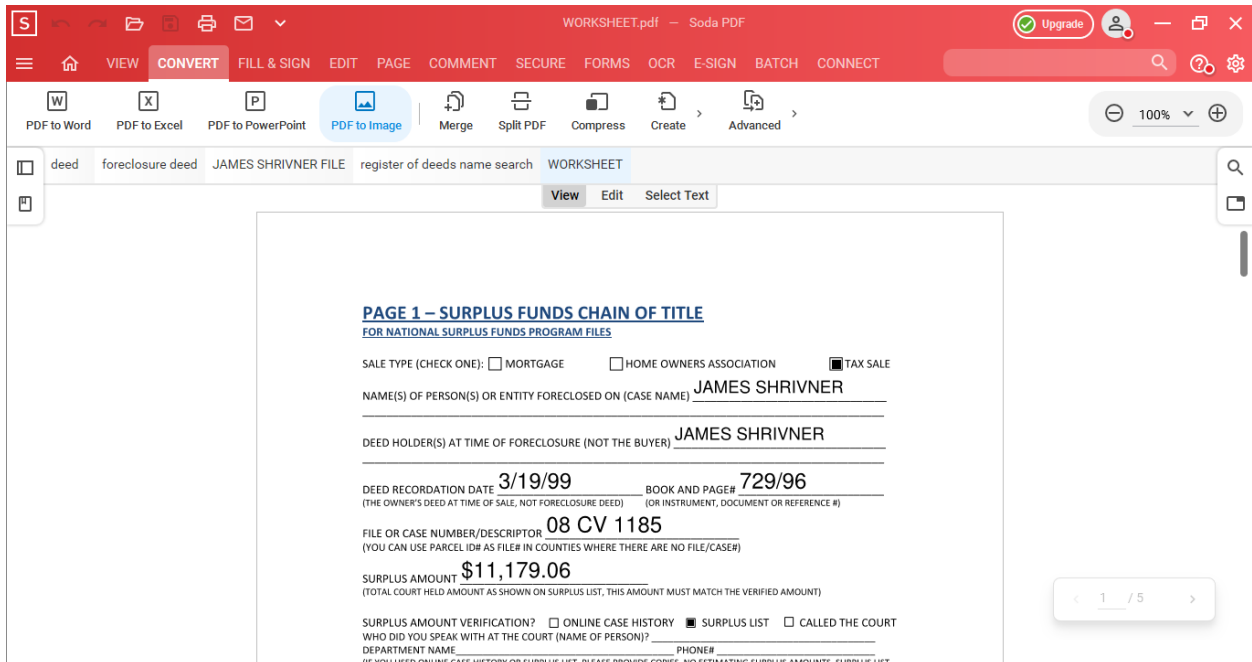
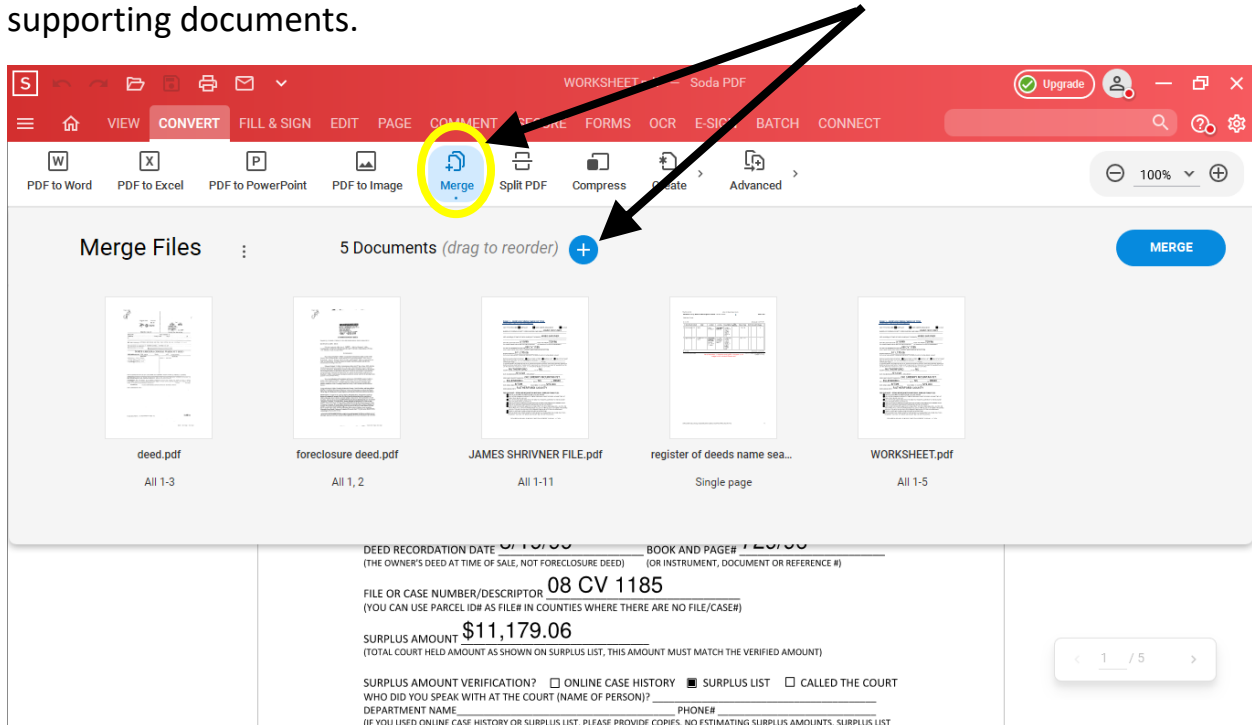

Next open up SODA PDF and click the open PDF option.

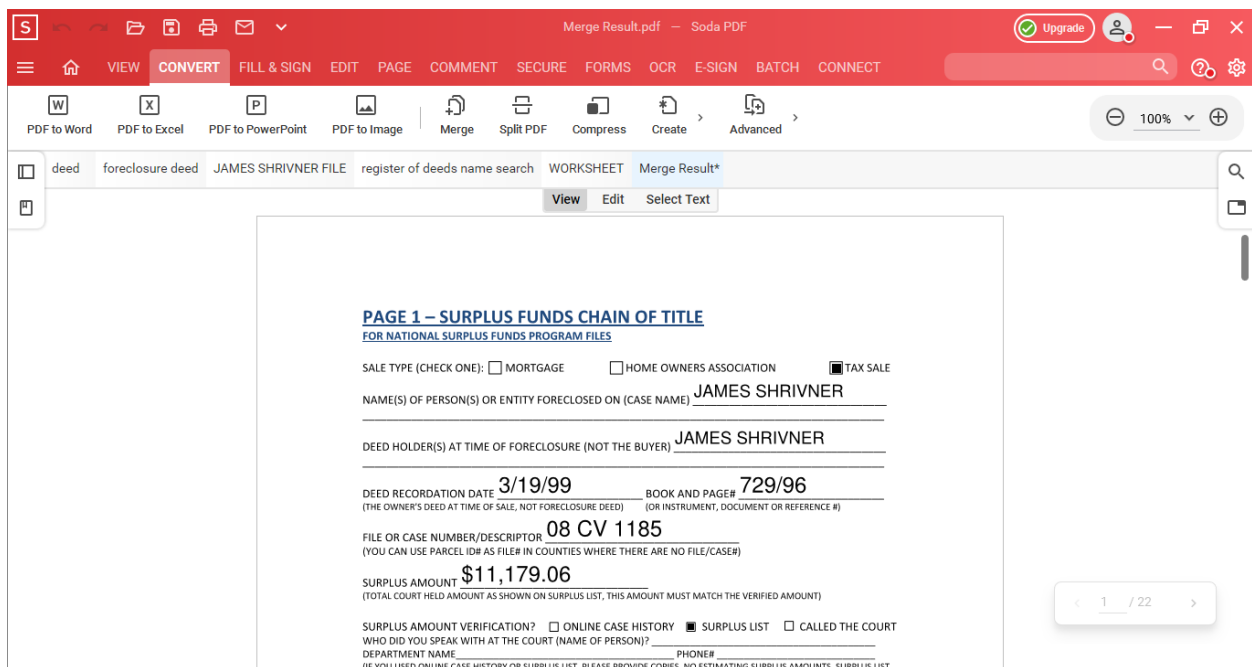Open the folder you saved for this file and select all the documents in folder.
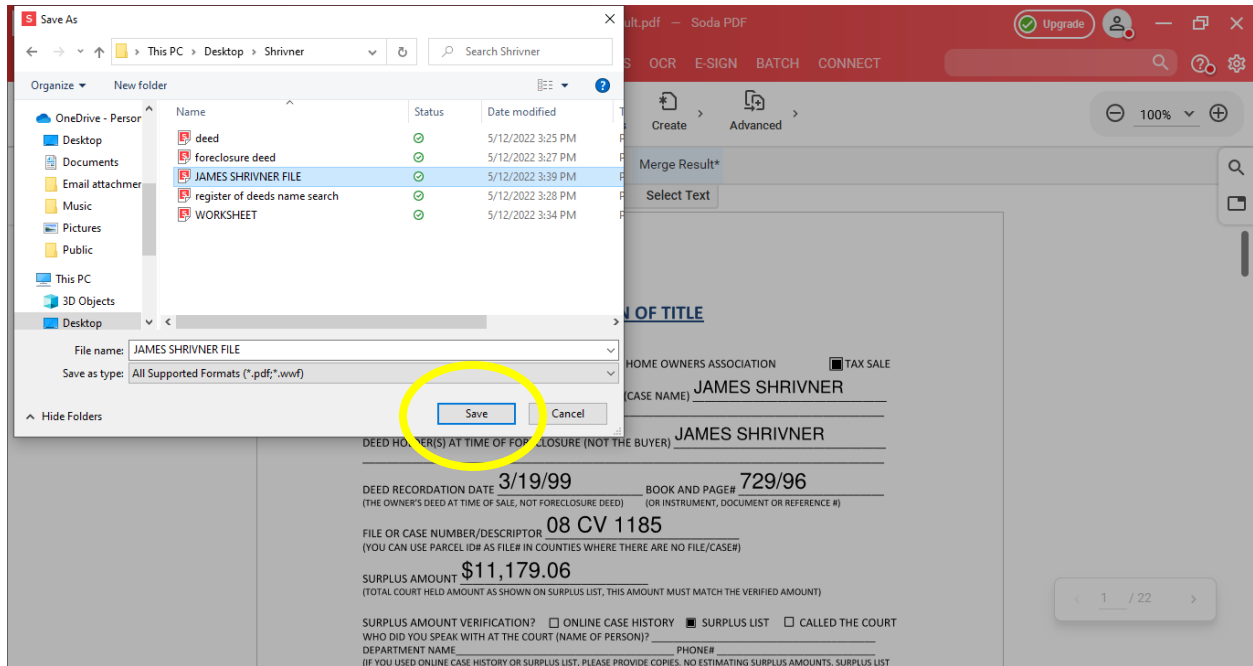

You will see this…

Next, click Merge, this will merge all of the files into a single PDF document. You will then drag to reorder the documents so the worksheet is first, followed by the supporting documents.

You will then get to see how the finished file will look. Make sure the file has all the documents included, worksheet followed by required supporting documents.

Finally, save the finished file to the folder.

Email the completed file to paperwork email as outlined in File Rules.

There's numerous free pdf software out there, you can find them by using your internet search engine by searching 'free pdf merge software'. You will see many options available.

As per our policy, we will not answer any questions about 3rd party vendors. If you are still having issues with Merging pdf docs, you can always take computer classes or research the topic online. There are many great videos on this topic that can be found on YouTube.