

Adobe Instructions

Adobe is the image and PDF viewer used on most PCs; it can also edit PDFs. To convert the multiple Excel worksheets of your budget forms into a single PDF without losing formatting you will need to do the following:

Preparation:

- Open the Excel version of your budget forms.
- On the first worksheet, click on **Page Layout** on the menu at top.
- Highlight your spreadsheet (just the portion that should be included, not the entire screen), click on **Print Area** and choose **Set Print Area**.
- Double check that the page Orientation is in Portrait mode.
Do this for each worksheet in your Excel file.

Conversion into a PDF:

- Click on **File**, choose “Save As” and the PDF option. Check off the Conversion Range to “Sheet(s)” and “Add >” all relevant budget pages (don’t include instruction page or Sub Budget Sheets if they are blank).
- Set Conversion Options to “Fit Worksheet to a single page” and then Convert to PDF.

Combining PDFs in Adobe:

- Open Adobe Acrobat Pro, click on the **Tools** tab and click on **Combine Files**.
- Drag and drop the PDFs you wish to combine onto the Combine Files screen. When the PDFs have been loaded, you can move them into the proper order, and delete pages from each if needed.
- When the PDFs are in the correct order and edited as needed, click on the **Combine** button.
- Click on the **Save** icon, or under File click on **Save**.

Combining PDFs on a PC without Adobe:

If you do not have Adobe installed on your PC, you can go to <https://www.adobe.com/acrobat/online/merge-pdf.html> and use the free online service to drag and drop PDFs to be combined. Please note that without an Adobe account, you will not be able to edit the resulting combined PDF, so make any edits to your PDFs beforehand and make sure that they are in the order you need.

Preview Instructions

Preview is the image and PDF viewer on Mac computers; it can also edit PDFs. To use Preview in creating a PDF of your budget forms, you will need to do the following:

Preparation:

- Open the Excel version of your budget forms.
- On the first worksheet, click on **Page Layout** on the menu at top.
- Click on **Page Setup**, and you will get a small pop-up screen:
 - Under **Orientation**, choose either Portrait or Landscape, depending on whether the worksheet you are on is longer (for Portrait) or wider (for Landscape).
 - Under **Scaling**, click on Fit to 1 page wide by 1 page tall.
 - Leave **First Page Number** as Auto.
 - Click on **Okay**.

Do this for each worksheet in your Excel file. If you will be combining several Excel files into a PDF, do this for each worksheet in each file.

Conversion into a PDF:

- Open the Excel file that you want to convert to a PDF.
- Under **File**, click on **Save As**.
- On the pop-up screen, for **File Format**, choose **PDF**.
- Indicate where you want the PDF saved to and click on **Save**.

Do this for each Excel file that you want to combine into a single PDF.

Combining PDFs in Preview:

- Open the first PDF that you want to combine.
- If the thumbnail images do not already appear in a column on the left, click on **View** at top, and click on **Thumbnails**.
- Scroll down the column of thumbnail images all the way to the bottom (or to whatever point you wish to insert the additional pdfs,) then drag your other/next PDF there—all worksheets in that PDF will now be added to the first PDF.

Once you have all the files combined into a single PDF, you can edit them. Pages can be deleted (click on a thumbnail image and hit the Delete key on your keyboard) and moved (click on a thumbnail and drag it to where you want in the thumbnail column). If you want to delete or move several pages at once, hold down the Shift key while clicking on pages. If you want to undo an edit, go to Edit at the top of your Preview screen, and choose Undo.

