

INSERTING PAGES INTO A PDF DOCUMENT

After you have completed a form online and saved it as a PDF document you may wish to add additional pages. The following example illustrates how to insert a completed Order to Pay in Installments into a file containing the Application to Pay in Installments - thereby creating a 2 page document which can be docketed as a single pleading.

NOTE: PDF forms are always easier to use when first saved to your desktop.

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- STEP 1** Scan Application to Pay in Installments to your digital mailroom
- STEP 2** Open the Order to Pay in Installments from your desktop, complete and save
- STEP 3** Open the Application to Pay in Installments in your digital mailroom
- STEP 4** Click Document from the pull down menu, click Insert Page
- STEP 5** The *Select File To Insert* dialog box displays. By using the pull-down arrow in the *Look In* field, browse to the Order saved on your desktop; highlight the Order to Pay in Installments, click [SELECT].
- STEP 6** The *Insert Pages* dialog box displays. Using the drop-down arrow in the *Location* field, choose **Before**; click the **First** radio button; click [OK]. This will insert the order *before* the *first* page of the original document.
- STEP 5** Verify that the Order was inserted by viewing the Page Counter located on the lower left of the Acrobat screen. The document should now contain 2 pages.

NOTE: YOU MUST SAVE CHANGES BEFORE DOCKETING ANY DOCUMENT YOU HAVE MODIFIED. YOU MAY CLICK ON THE SAVE ICON ON THE ADOBE TOOLBAR OR, WHEN CLOSING THE DOCUMENT, INDICATE "YES" WHEN PROMPTED TO SAVE CHANGES.