

How to Create PDF Documents

Cattaraugus County Arts Council

CCAC's grant programs require all documents to be saved as a PDF. This document will assist in creating a single PDF and combining multiple PDF's into one PDF for the application.

To create a single PDF from a Word Document:

Step 1: If you do not have Adobe Reader, download this to your computer

Step 2: Choose the file you would like to convert to a PDF and open it in Microsoft Word

Step 3: Click FILE in the upper left corner of Microsoft Word

Step 4: Click SAVE AS in the menu

Step 5: Choose the location for your document to be saved (Desktop)

Step 6: Name your file

Step 7: Under file name, click SAVE AS TYPE and choose PDF

Step 8: Click SAVE

Your document will be saved as a PDF to your desktop

To combine individual PDF's into one PDF document, follow these steps:

Step 1: Visit www.foxyutils.com

Step 2: Click on the icon to Merge PDFs

Step 3: Click Browse

Step 4: Hold down CTRL button and choose all the files you wish to merge into one PDF

Step 5: Click Open

Step 6: Change the order of the files, please remember the order for the DEC GRANTS.

Step 7: Click Merge

Step 8: Download merged PDF file

Step 9: Click Open

Step 10: Save PDF with the file name per DEC GRANT requirements.

If you still need assistance, please contact Kara Frisina, CCAC Grants Administrator at kara@myartscouncil.net