

HOW TO MERGE PDF DOCUMENTS TO MAKE AN UNOFFICIAL TRANSCRIPT

You may need a complete Unofficial Transcript for the upcoming recruitment season if you are applying to employers that are not part of the NUSL Symplicity Program and any employers to whom you are applying directly.

If you are sending hard copies, you can download and print the documents listed below. If you are applying electronically, you'll need to merge your pdf documents into one complete transcript file. Use Adobe Acrobat to merge pdf files to make a complete transcript. You'll need the full version of Adobe Acrobat to use the merge function.

DOWNLOAD the following documents from NUSL Symplicity:

- i. Your course evals (which includes your Academic History Page)
- ii. Your co-op evals (if you have any)
- iii. Letter Explaining Our Grading System (from "Document Library", under the "Documents" tab)

And Save them to your preferred location on your computer.

1. Open all of the .pdf files you wish to merge. These can be minimized on your desktop as individual tabs.
2. Pull up what you wish to be the first page of your merged document. (i.e Letter Explaining Our Grading System).
3. Click the 'Combine Files' icon on the top left portion of the screen.
4. The 'Combine Files' window that pops up is divided into three sections. The first section is titled, 'Choose the files you wish to combine'. Select the 'Add Open Files' option.
5. Select the other open .pdf documents on your desktop when prompted.
6. Rearrange the documents as you wish in the second window, titled, 'Arrange the files in the order you want them to appear in the new PDF'.
7. The final window, titled, 'Choose a file size and conversion setting' allows you to control the size of your merged PDF document. The default setting is fine. When finished, select 'Next'.
8. A final choice: choose between either a single PDF file, or a PDF package, which comes with the option of creating a specialized cover sheet. Choose single PDF file. When finished, hit 'Create', and save to your preferred location.

If you do have access to a full version of Adobe Acrobat or you have trouble merging files, please contact:

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