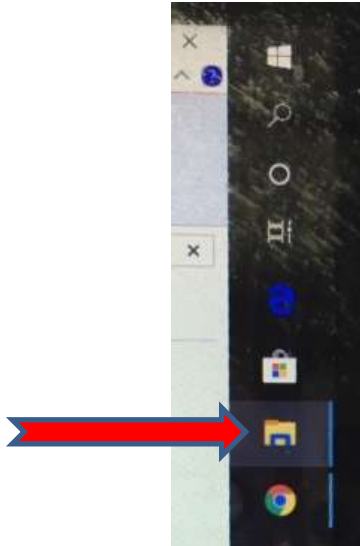


Creating a pdf file from a Word document using the free version of Nitro pdf Reader.

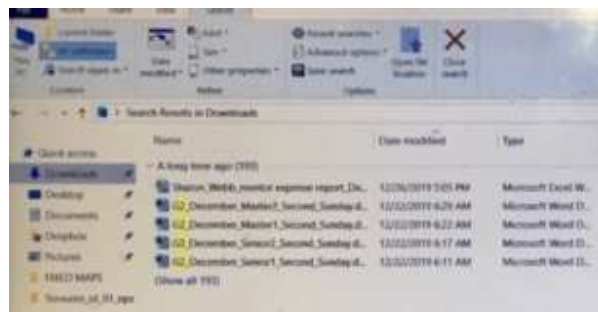
Go to <https://www.gonitro.com/pdf-reader> and download the Nitro pdf reader software.

Once the software is installed you can save your maps that you have in Word as pdf files. To do this you click on “File” in the upper left corner of your Word document and then click on “Save As”. This will bring up a dialog box. Click on “Save As Type”. You should see “PDF” as a choice. Choose that and then click on “Save”.

If you want to merge all your maps for a trial day into a single document, open your “File” folder

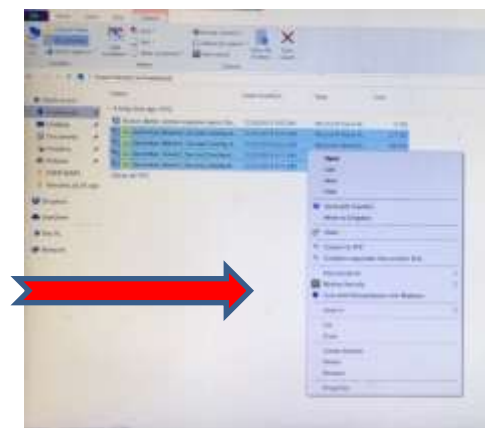


Find the files you want



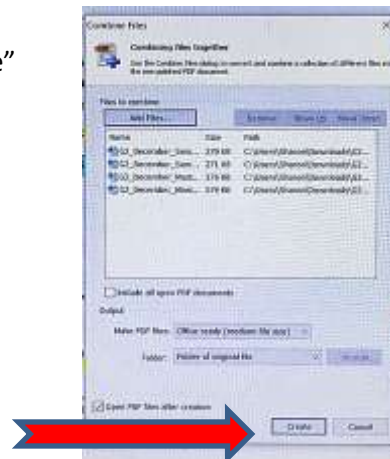
Select all the files you want to merge by holding down your “Shift” key and then selecting each file.

Right click and you should see this dialog box



Click on “Combine supported files in Nitro PDF”

A dialog box will open in Nitro PDF showing the files. Click on “Create”



Then another window will open asking you what you want to save the new combined file as - name your file.

You will now have all your maps in ONE pdf file. You may need to open the file and move your maps into the correct order.

To reorder your pages within the pdf file, click on “Pages”. Now you can drag and drop your pages into the correct order. Remember to SAVE your work!

