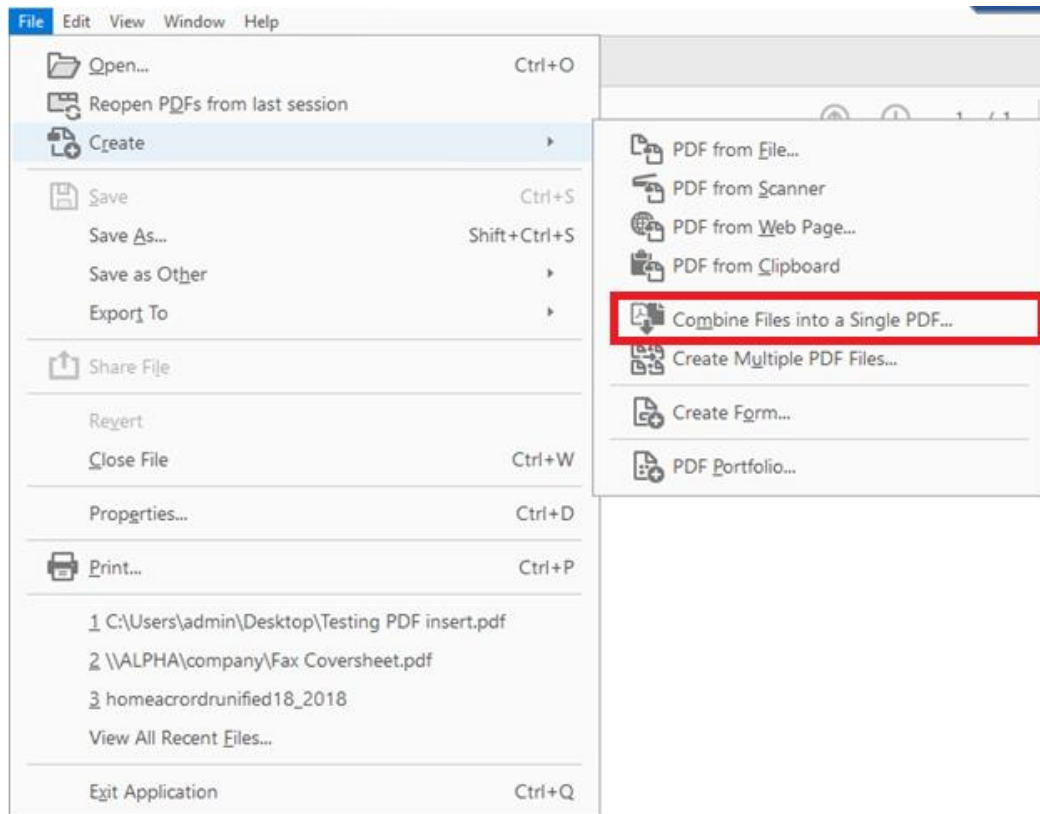
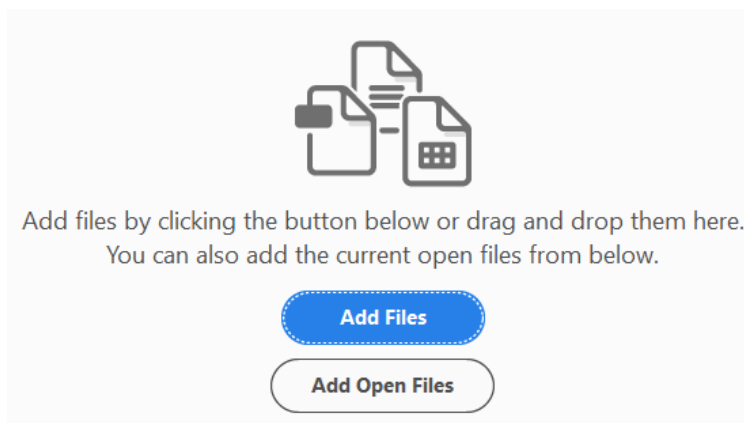


# PDF Faxing from Your Seat

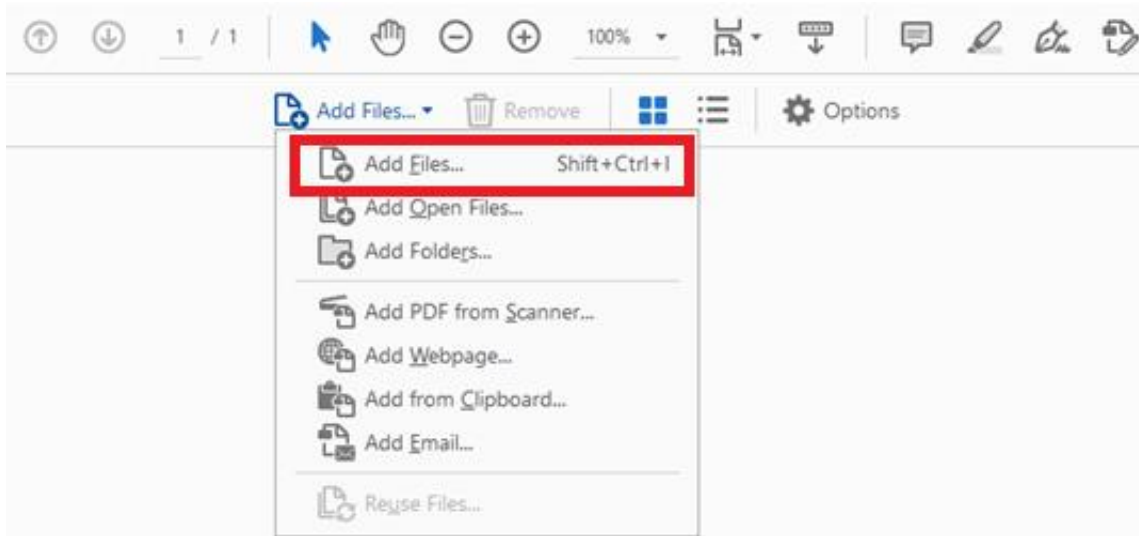
1. Open the *Adobe Acrobat Pro* program located on your MCSS desktop
2. File >> Create >> Combine Files into a Single PDF...



3. Click add files

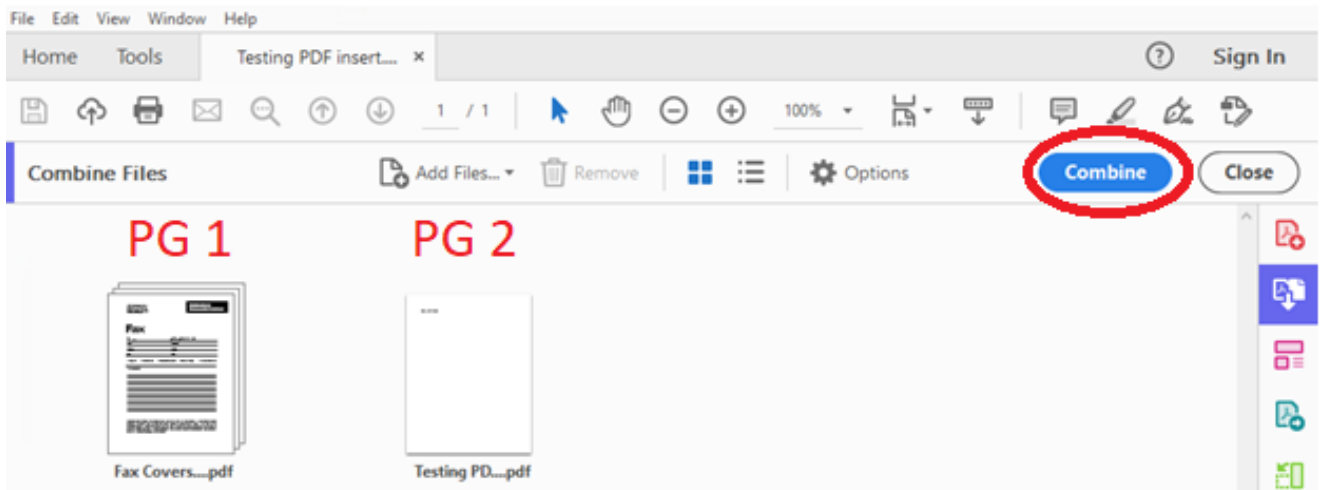


4. First select the **Fax Coversheet** PDF file located in the company drive and click open. Next click the Add files dropdown located in the lowermost ribbon and select Add Files



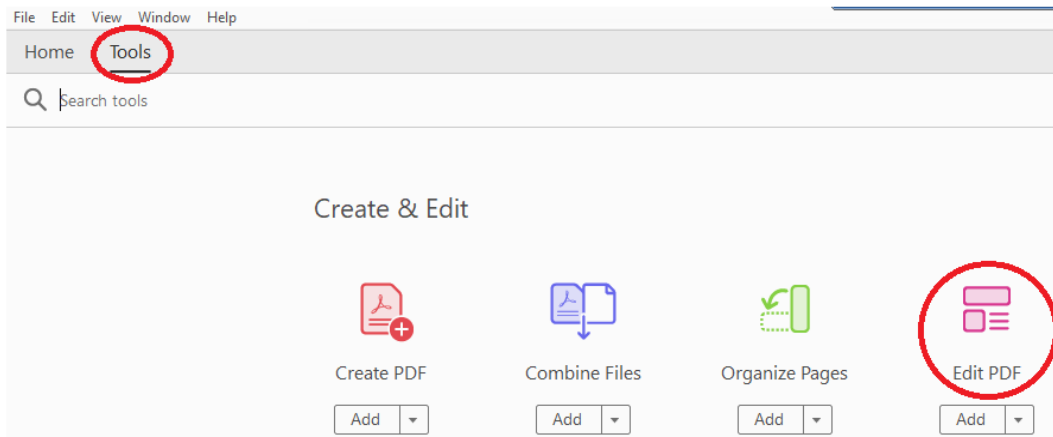
5. Now choose the PDF file you want to fax

6. Once you see both files in Adobe, make sure the Fax Coversheet is listed first and your document second then click the blue combine button



7. To fill in the Fax Coversheet with the information for faxing click Tools>> Edit PDF

\*\*\*You do not need to click the dropdown arrow, just click on the icon\*\*\*



8. Once in editing mode click Add Text then place your cursor on the line and start typing. You can alter the font style, size, and color on the formatting pane located on the left-hand side.

When you are done editing hit the Close button (Do not close the program)

You can now fax your document. Please refer to the *Faxing from Your Seat* instructions.

The merging of the documents created a new document and did not alter the originals. You can either save your document with the fax cover sheet or close it once faxed, it is your choice.

You can write over your original file by going to File Save As, navigate to your original file click on it then click save. You will receive a prompt asking you if you want to replace the existing file. It's all your choice. However, I strongly urge you not to keep the original document and the newly created document. It is a waste of space and resources.

