# Tips for Submitting Your Evidence as PDF Files for Microsoft Word<sup>®</sup> Users

Follow the instructions below to convert a word processing file to a PDF and to combine multiple PDFs into a single file.

## **Creating PDFs**

### Creating a PDF Using Microsoft Word 2007

- 1. Open your Microsoft Word file, click "File" from the menu bar and select the "Save As" option.
- Click the "Save as type" drop-down menu and scroll down to select "PDF \*.pdf)."

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3. Save the PDF as you normally would.

### Creating a PDF Using Microsoft Word 2010 or Later

 Open your Microsoft Word file and Choose "File" > "Export" > "Create PDF/XPS."



2. In the "Save Adobe PDF File As" dialog box, save the file as you normally would.

## **Combining Multiple PDFs into a Single PDF**

You may need to download a tool to combine individual PDF documents into a single PDF.

Follow these instructions to download and run this free software tool:

1. Visit <u>http://pdfbinder.en.softonic.com/</u> and follow the instructions to download PDFBinder. Note that you should perform a Custom Installation to avoid installing additional software.

Please note that links to third-party software are provided by Pearson as a courtesy and do not constitute an endorsement of any third-party products or services you may access. If you do access a third-party site and/or software, you do so at your own risk.

2. Open PDFBinder and click the "Add file..." button to identify the PDFs you want to bind.



- 3. Change the order of your PDFs by using the arrow buttons in the menu bar.
- 4. Click "Bind" and wait for the process to complete.



5. Rename the new PDF and save.

#### **Additional Resources**

Please visit <u>www.nbpts.org/national-board-certification/candidate-</u> <u>center/eportfolio-submission</u> for other helpful resources, including technical guides, video tutorials, and Frequently Asked Questions.