

## Are you taking advantage of using a .PDF writer yet?



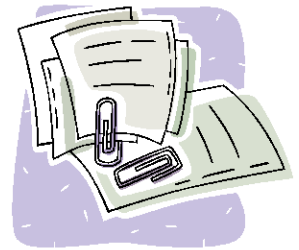
PDF (Portable Document Format) files are an easy way to backup your accounting information, document any project, create supporting documentation and samples, and maintain electronic copies of MAS90 registers and reports.

PDF files are easily recalled and emailed, and allow printing of selected pages only (something you cannot do in many MAS90 reports).

**Another benefit** of using PDF files is how easy it is to put multiple PDF files together in one document.

When using PDF files, you will find times where you must print documents separately, but want to keep those multiple files together.

After printing multiple documents to separate PDF files, you can easily pull them all together in one PDF document with some of the more advanced PDF utilities.



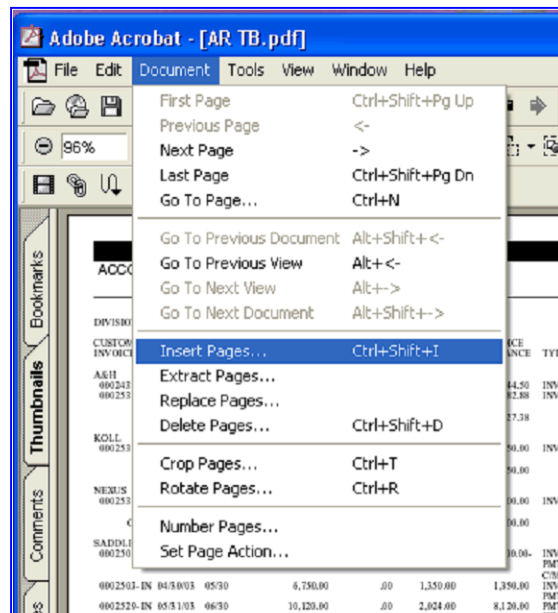
**Example:** At month end you can print an Accounts Receivable Trial Balance Report, and the GL Detail Report for the Accounts Receivable Account to document that both were in balance at the time of period end processing.

**Adobe Acrobat** allows you to open an existing PDF file, and simply add other PDF files as additional pages in the original document.

**It's easy...**

Open a PDF document in Adobe Acrobat, and from the *Document Menu* select *Insert Pages*.

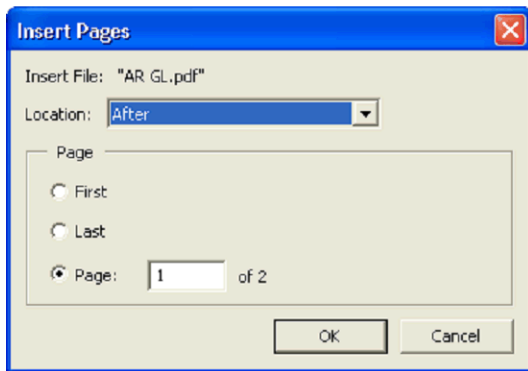
Navigate to the location and select the file to be inserted



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# Marlatt Consulting

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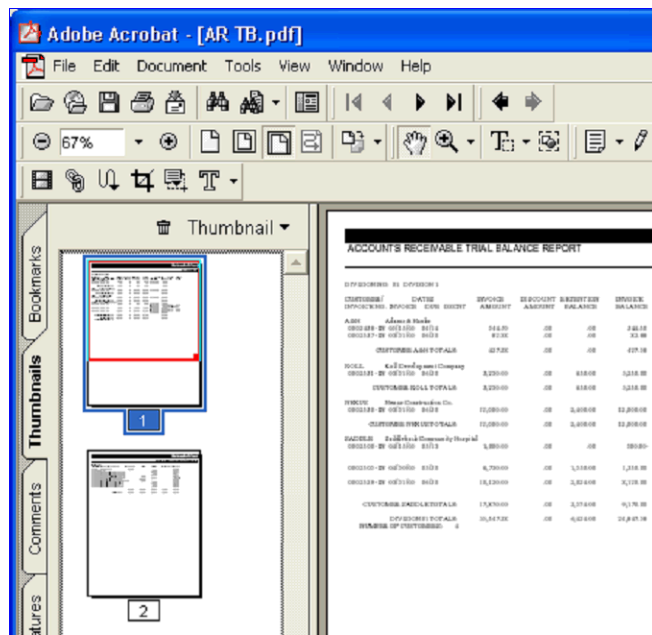
Choose where to add the document when prompted – before or after.

Repeat as needed until all files needed have been inserted.

Click on the THUMBNAILS tab, and you can drag and drop files just as easy.

You can organize, and re-organize, as necessary,

by simply dragging the documents in the order desired.



**Other .pdf utilities, such as FinePrint, also offer this feature.**

Find out more information on Adobe Acrobat at  
<http://www.adobe.com/products/acrobat/main.html>

Find out more information on FinePrint at  
<http://www.pdfzone.com/>

***If you use a PDF utility that you would like to recommend,  
we would love to hear about it.***

**If you have any questions regarding the above information,  
consult your .pdf writer for options or call Marlatt Consulting for assistance.**