



LOUISIANA DEPARTMENT OF TREASURY



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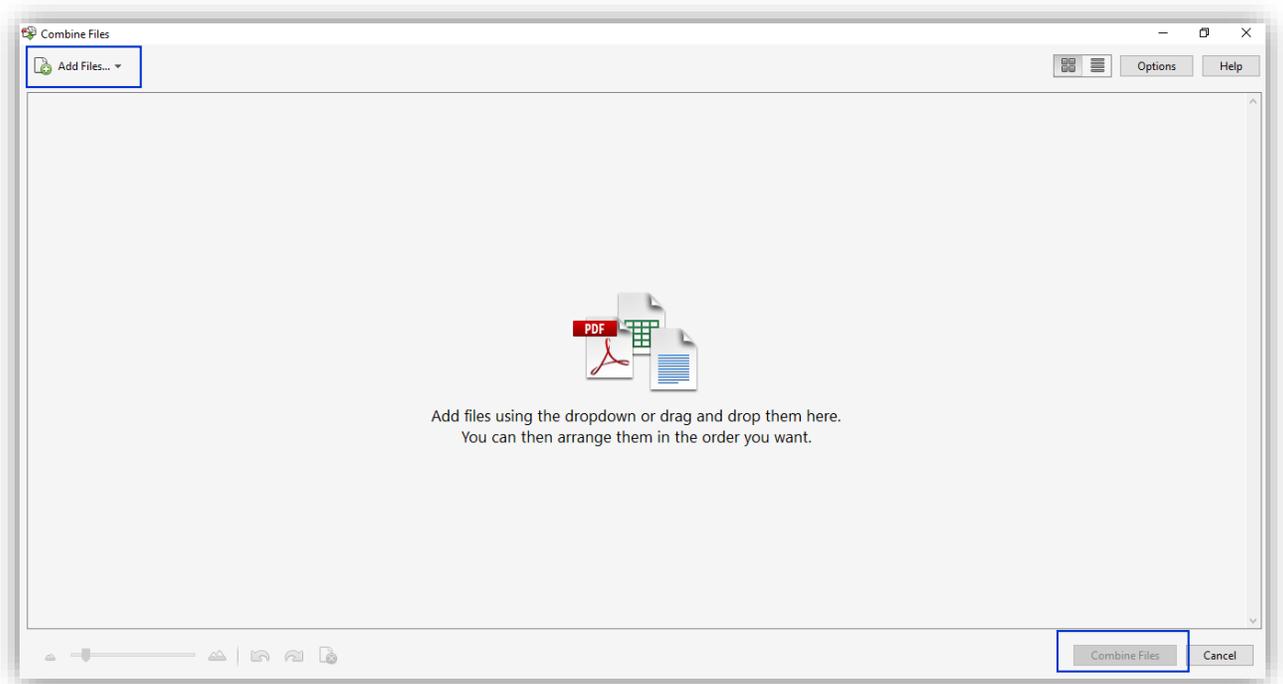


How do I consolidate documents into one document for uploading to the portal?

1. **Preferred Method:** Combine or merge files into single PDF
2. Alternative Method: Create Zip File

Combine PDFs

1. In a PDF document, choose Tools > Pages > Combine Files into PDF
2. Drag files into the Combine files dialog box or use the Add Files feature.
3. When you have finished adding all desired files, click Combine Files.
4. Upload the combined PDF you created to the web portal.

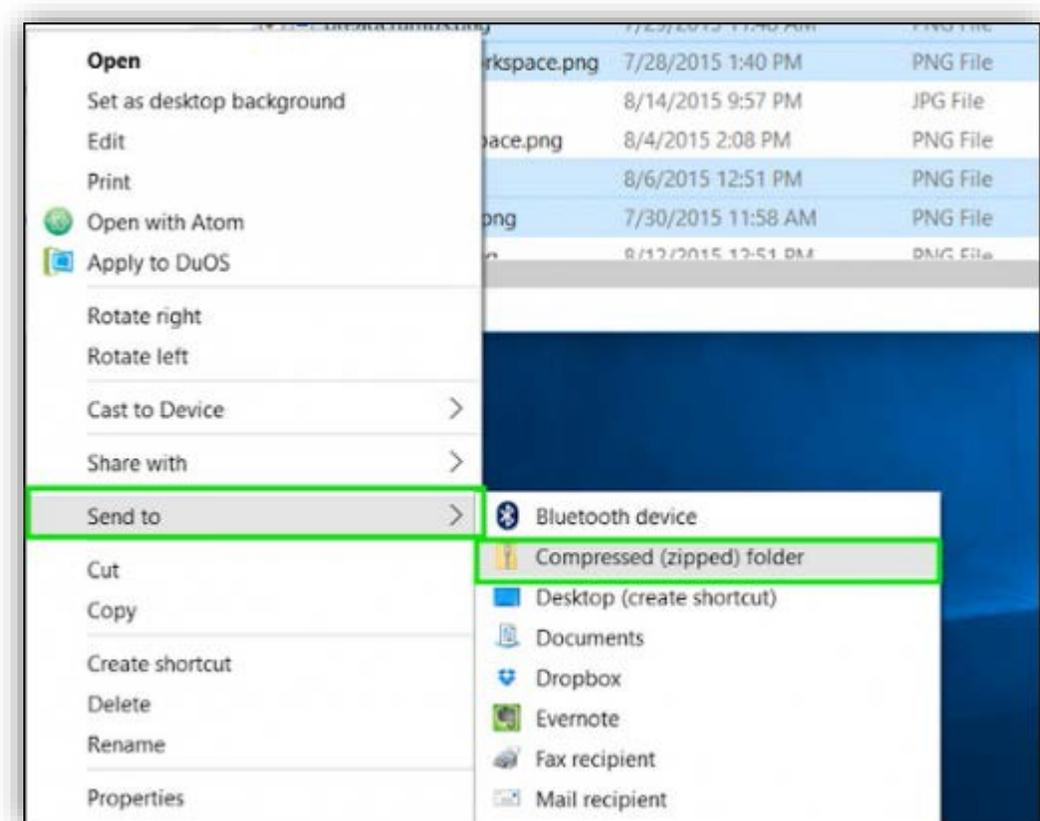


For additional information, including how to rearrange pages, view multiple pages, preview pages, delete pages, sort files, move files up or down the file list, please review the information available on [Adobe's Support Page](#).

Create Zip File

Windows Users – Zip File creation

1. Create a new folder.
2. Move all relevant documents inside the newly created folder.
3. Right click the folder you created and scroll over the send to bar, then click the “Compressed (zipped) folder” option.
4. Upload the zipped folder you have created to the web portal.



Mac Users – Zip file creation

1. Open the folder with the files you wish to zip, or identify them on the desktop.
2. While holding either the "shift" or "command" key, click on each file you wish to add to the zip.
3. Right click on the highlighted files or click the word "File" from the menu bar at the top of the screen.
4. Click "Compress x Items," with X being the number of items you're putting into the .zip file.
5. A file called "Archive.zip" will then be created in the same folder where the documents were located or on the desktop — you may want to rename it for clarity's sake.
6. Upload the Archive file you just created to the web portal.

BI - Downloads on iPad - SJ - 4.22.19.docx	Apr 22, 2019 at 2:59 PM	104 KB	Word document
BI - Clear History iPad - SJ - 4.22.19.docx	Apr 22, 2019 at 2:14 PM	100 KB	Word document
BI - Used Cars to Avoid - SJ - 4.22.19.docx	Apr 22, 2019 at 1:19 PM	114 KB	Word document
BI - Copy and Paste Mac - SJ - 4.19.19.docx	Apr 22, 2019 at 11:34 AM	101 KB	Word document
BI - Share Google Drive File - SJ - 4.19.19.docx	Apr 19, 2019 at 1:24 PM	103 KB	Word document
BI - Cars with Longest Warranties - SJ - 4.19.19.docx	Apr 19, 2019 at 12:53 PM	119 KB	Word document
BI - Lovevery Play Kit - Steven John - 4.18.19.docx	Apr 18, 2019 at 8:12 PM	130 KB	Word document
BI - Share Google Doc - SJ - 4.17.19.docx	Apr 18, 2019 at 2:33 PM	103 KB	Word document
BI - Transfer Photos iPhone - SJ - 4.17.19.docx	Apr 17, 2019 at 2:33 PM	110 KB	Word document
BI - Block Websites iPhone - SJ - 4.17.19.docx	Apr 17, 2019 at 2:05 PM	110 KB	Word document
BI - Clear History iPhone - SJ - 4.17.19.docx			
BI - Texas Economy Facts - SJ - 4.16.19.docx			
BI - Delete Contacts iPhone - SJ - 4.15.19.docx			
BI - Best Used Cars - SJ - 4.15.19.docx			
BI - Delete Photos iPad - SJ - 4.12.19.docx			
BI - Right Click Mac - SJ - 4.12.19.docx			
BI - Plants - Steven John - 5.11.18 - UPDATE			
BI - Plants - Steven John - 5.11.18.docx			
BI - iPhone Battery - SJ - 4.12.19.docx			
BI - Low Maintenance Cars - SJ - 4.8.19.docx			
BI - Costco Car Accessories - SJ - 4.11.19.docx			
BI - Delete Facebook Photo - SJ - 4.11.19.docx			
BI - Movie Cars - Steven John - 4.10.19.docx			
BI - Cost Less in America - SJ - 4.1.19.docx			
BI - Purist - Steven John - 4.10.19.docx			
BI - iPad On Off - SJ - 4.11.19.docx			
BI - Cookies On Mac - SJ - 4.8.19.docx			
BI - Walmart Low Prices - SJ - 4.5.19.docx			
BI - GIFS On iPhone - SJ - 4.4.19.docx			
BI - Double Space Google Doc - SJ - 4.4.19.docx			
BI - Walmart Car Gadgets - SJ - 4.4.19.docx			
BI - Sign Out of Google - SJ - 4.2.19.docx			
BI - AirPods Waterproof - SJ - 4.1.19.docx			