**MRS Grant Reporting Files**

**Merge and Rotate Pages for Monthly Submission**

**Instructions**

Merge or Insert PDF Docs:

1. Complete the Monthly activity report *(this applies to Enforcement and Non-Enforcement Activities when applicable)* and save as a PDF for later merging.
2. When finished completing the Expenditure report, select the “Print PDF” – this will automatically save a PDF file with the month’s name.
3. Open this PDF that was just created from the monthly Expenditure report.
4. In the left margin, there are 4 icons – as your cursor hovers over each one, it will show a description for that icon, such as:
	1. Two Pages (Page Thumbnails),
	2. Blue Ribbon (Bookmarks)
	3. Paperclip (Attachments)
	4. Pen (Signatures).
5. Select the Two Pages (Page Thumbnails)
	1. This will cause a new section of the screen to appear in the left margin.
6. Select any page now showing in the left margin
	1. At this point, you have the option to:

 Delete Page, Insert Page, Rotate Counterclockwise, Rotate Clockwise.

1. Select Insert Page icon (White Paper with a Green Arrow)
	1. Open the Monthly Activity Report you saved as a PDF (from Step 1) and Select the File
	2. “Insert Pages” window will pop up
	3. Next to Location, select “After” in the drop down menu
	4. Under Page, choose “Last” and click “OK”
2. If pages are not right-side up, you can fix by rotating.

To Rotate PDF Pages:

1. In the left margin, there are 4 icons – *same as in number 4 above.*
2. Select the Two Pages (Page Thumbnails)
	1. This will cause a new section of the screen to appear in the left margin.
3. Select the page you need to rotate by clicking on it and a new option right above the page will become available.
	1. These options are:

 Delete Page, Insert Page, Rotate Counterclockwise, Rotate Clockwise

* 1. Choose either of the “Rotate” options so the page is oriented properly.

When complete and all pages are right-side up, save the file before emailing the report in.

If any questions, please don’t hesitate to contact me at Richard.Valeri@mass.gov.