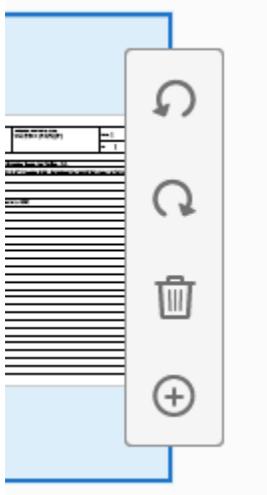


ADD A DOCUMENTATION SHEET TO A RESOURCE ORDER PDF

You cannot add the documentation sheet that is on the web to a resource order (RO) PDF because the form fields are the same and Adobe Acrobat will copy all the data from the previous documentation sheet to the new sheet. The fields in the attached form have been renamed so this will not occur. If you need to add a third documentation sheet you will need to rename the form fields in Adobe Acrobat and create a new file.

To add a documentation sheet, open the PDF in Adobe Acrobat DC.

- Open **Organize Pages**  it should be on the right tool bar, but you may need to navigate to Tools at the top of the page and select it. Once in the Organize Pages tool you can add or delete pages.
- To delete, select the page and select the garbage can.



- To add pages select **Insert**  this will show a drop down of options for ways to add a file. Once you have selected the appropriate (Resource Order Documentation cont.) file click Open. It will ask where you want to place the file in the document. Select where you want to place the file and select OK. You will get a pop-up warning about the form fields select OK. The documentation sheet should now be in the file. Save the file and it is now ready for use.