

**Australian Government Department of Health and Aged Care
National Shed Development Programme
Administered by the Australian Men's Shed Association**



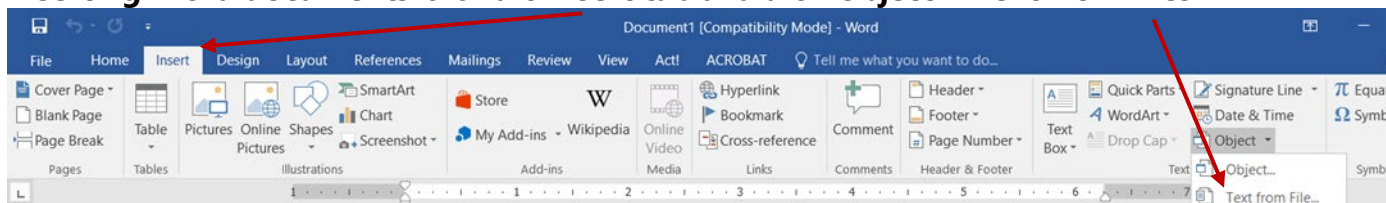
Step by Step Guide- Combining multiple documents into one PDF file

The NSDP Guidelines instruct applicants to email your signed Application Form and attachments as one complete PDF document and not individual jpeg or pdf pages. This will aid the transfer of applications from paper-based to electronic and also assist the AMSA in providing panel members applications electronically for assessment.

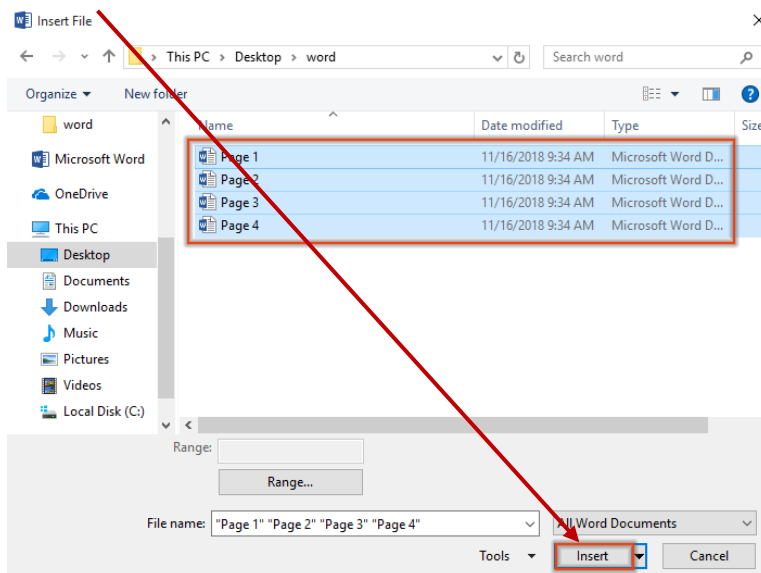
OPTION 1- Word, PDF documents and JPEG files into single PDF document

Create an empty Word document

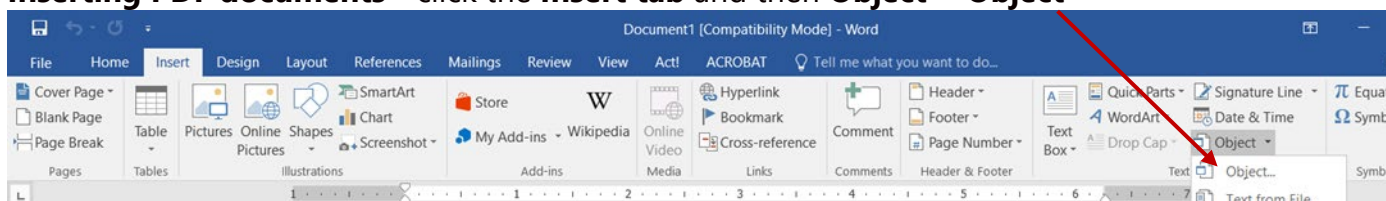
- a. **Inserting Word documents**-click the **Insert tab** and then **Object > Text from files**



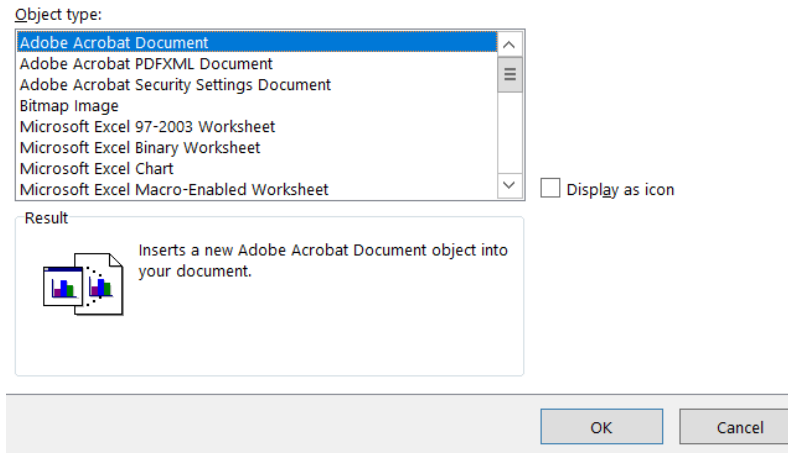
- b. In the **Insert File** window, select the **Word documents** you want to combine to a PDF file and click the **Insert** button.



- c. **Inserting PDF documents** - click the **Insert tab** and then **Object > Object**

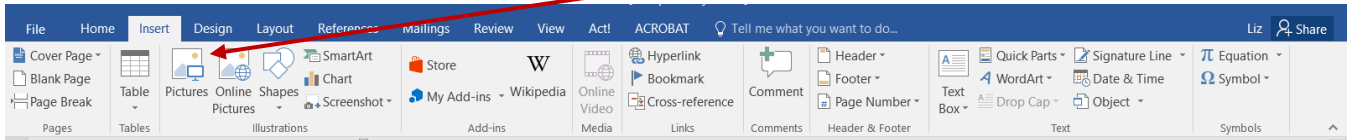


d. **Select Adobe**



e. Select the relevant **PDF documents** and click the **Insert** button.

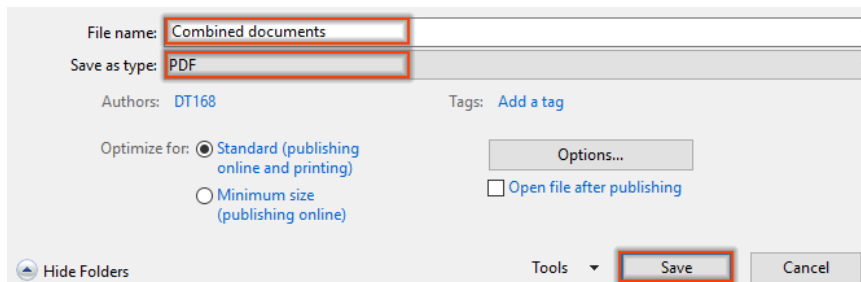
f. **Inserting JPEG files- click the Insert button and then Picture**



g. Select the JPEG image and insert; repeat until all relevant JPEG files have been inserted

h. When all selected files are inserted into current document, click **File > Save As**.

i. In the **Save As** window, give a name to the PDF file, select PDF option from the **Save as type drop down list** and **click the Save button**.



All selected files are now combined into one PDF file

OPTION 2-Combining all document formats by scanning

- Print all documents that you want to lodge
 - Your completed Application Form
 - Attachments such as quotes, Owners permission
- Arrange documents in order
- Scan all documents into one file and email to your email account
- Save document as R24 ApplicationMen's Shed

If you don't have scanner, ask the local library, neighbourhood centre or Council for assistance or your State or Federal electoral office if it is nearby