

Slide 1 - Welcome

The screenshot shows a presentation slide with a light yellow background. At the top, a dark blue header bar contains the text "Inserting Pages/Combining two PDFs into one PDF file" in white. To the right of the header, there is a small "Rollover Area" and a "Scroll Info" box showing "Current Slide: 5 of 5" and "Total Slides: 5". On the left side, there is a dark blue horizontal bar with the United States seal on the left and the word "United" in white. On the right side, there is a small image of a building. In the center, a white callout box with a grey border contains the following text: "Inserting Pages/Combining two PDF documents into one PDF file using Adobe Acrobat X Standard", "Captivate Version 5.5", "Production Information:", "Contact Information:", "Webteam_Web@web.uscourts.gov", and "June 12, 2012". Below the callout box, the main title of the slide is displayed in bold black text: "Inserting Pages and Combining two PDF documents into one PDF file using Adobe Acrobat X Standard". A thick black horizontal bar is positioned below the title.

Slide notes

This will be a short demonstration of steps you can perform in the full version of Adobe Acrobat to insert pages into an existing PDF and/or to combine two PDF documents into one PDF. Please note that this functionality is not available in the free version, Adobe Reader.

Slide 2 - Navigation Instructions

Navigation Instructions

Press **F11** to view this lesson in full screen.

You can **Fast Forward** or **Rewind** the lesson by using the Navigation bar at the bottom of the screen. You can **Pause** the lesson by pressing the **Play** button.

You may turn **Closed Captioning** on and off by clicking the **CC** button in the lower right area of the screen in the Navigation bar.

This module also has a **Table of Contents**, or **TOC**, to jump to different sections of the lesson. You can open and close it with either:

- the arrow in the top left corner of the screen,
- or the **TOC** button in the Navigation bar.

Roll your mouse pointer over the "i" located in the upper right area of the screen for information about this module.

Click **START** when you are ready to begin.

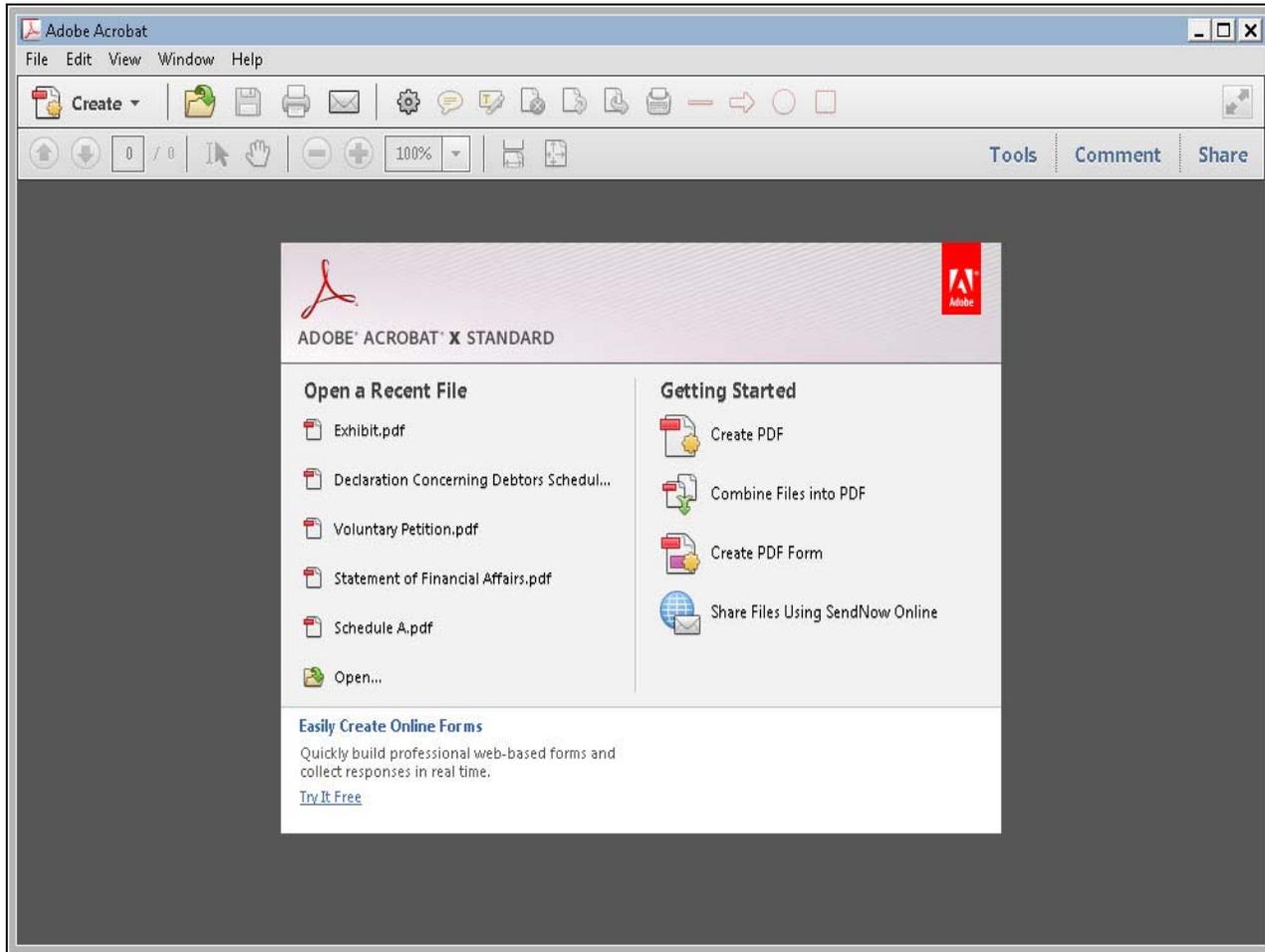
[Click here.](#)

START

Slide notes

Here are the navigation instructions for this lesson. Click **START** when you are ready to begin.

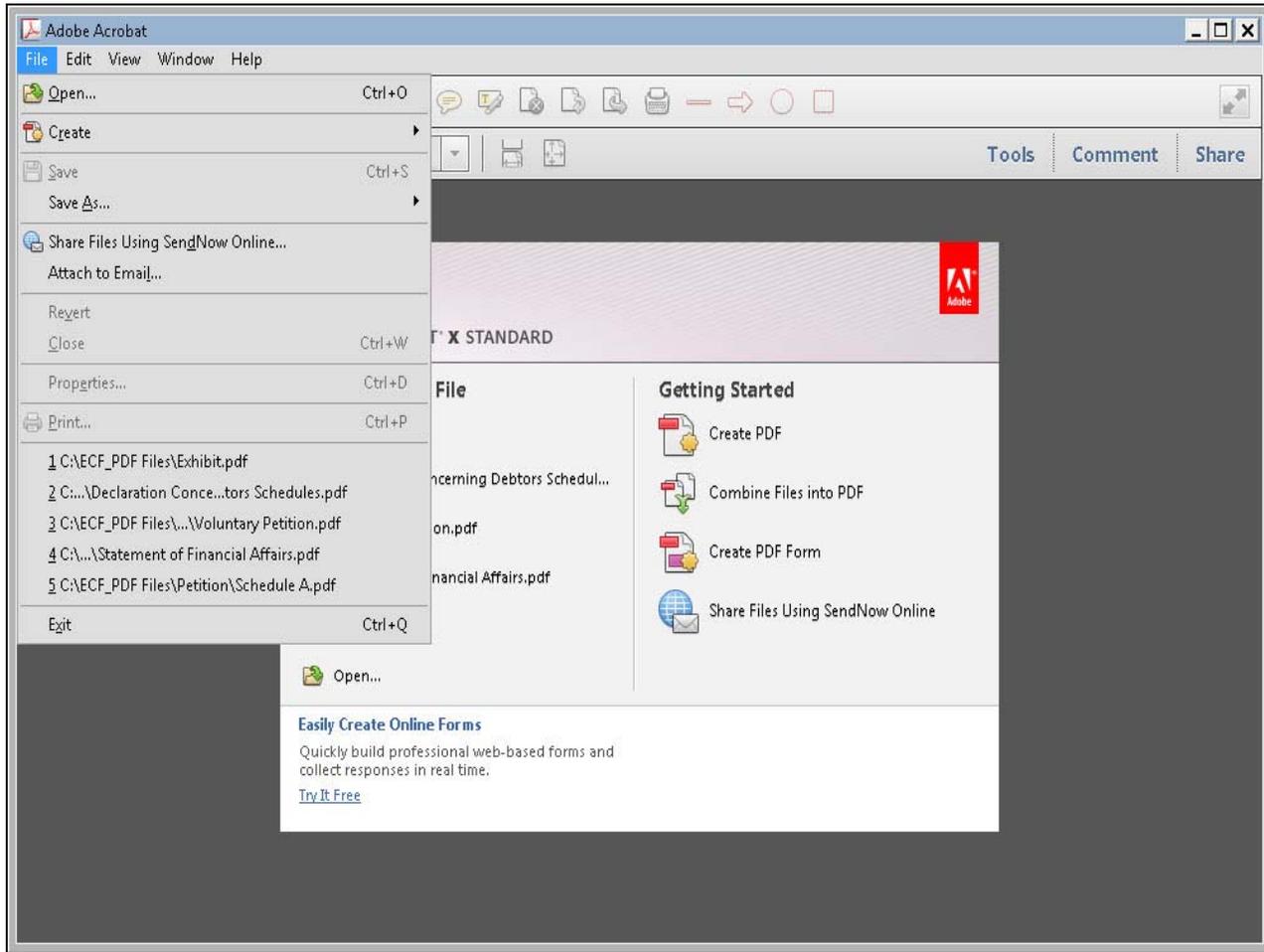
Slide 4 - Slide 4



Slide notes

First I will demonstrate how to insert pages from one PDF document into another PDF document. With the Adobe application open, click the File menu.

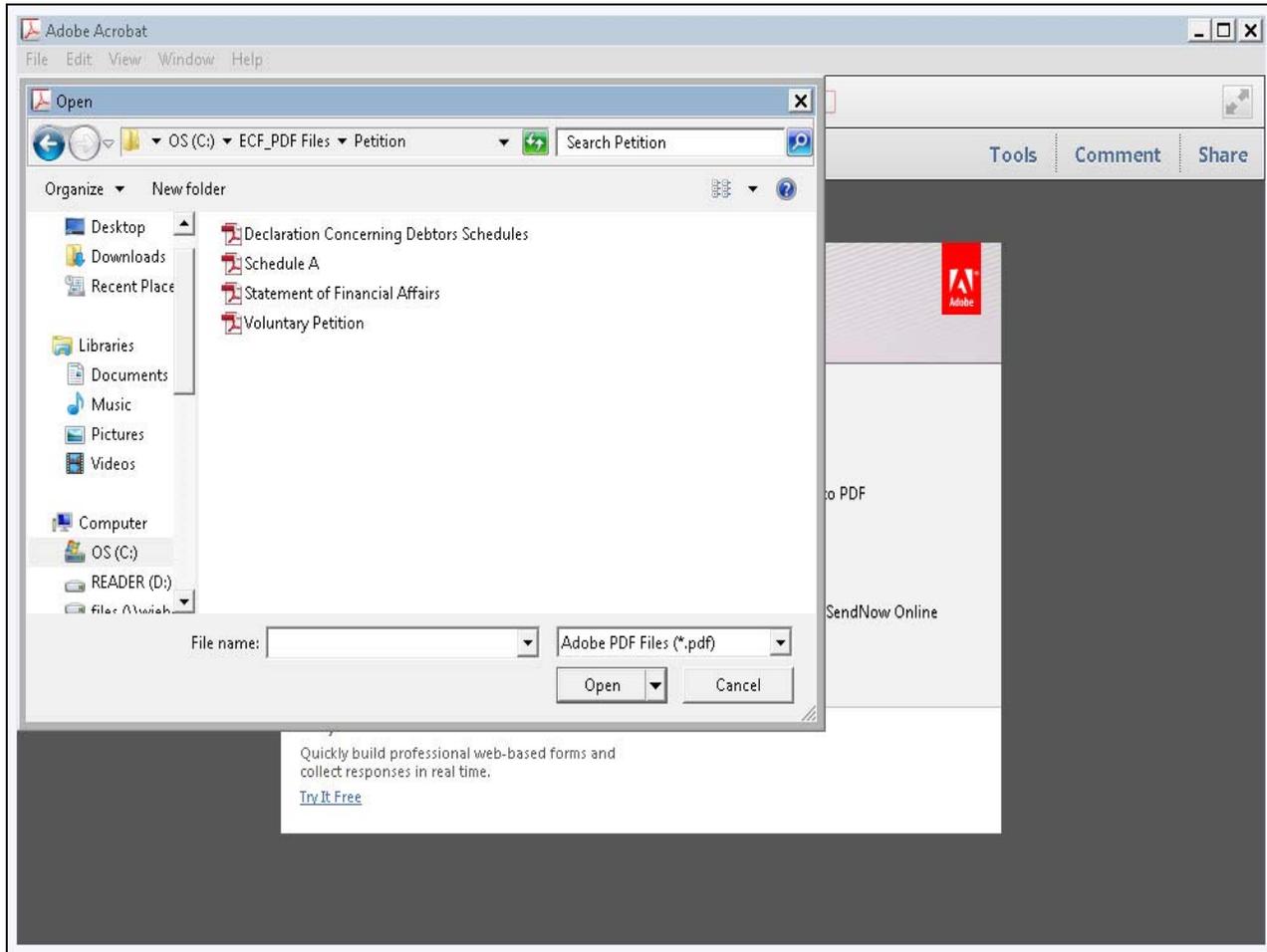
Slide 5 - Slide 5



Slide notes

Click Open.

Slide 6 - Slide 6



Slide notes

Go to the directory where your PDF documents are saved. Open your main PDF file. In this example, I am opening a Voluntary Petition PDF. Click the Voluntary Petition document and then click Open.

Slide 7 - Slide 7

B1 (Official Form 1) (12/11)

UNITED STATES BANKRUPTCY COURT

VOLUNTARY PETITION

Name of Debtor (if individual, enter Last, First, Middle):	Name of Joint Debtor (Spouse) (Last, First, Middle):
All Other Names used by the Debtor in the last 8 years (include married, maiden, and trade names):	All Other Names used by the Joint Debtor in the last 8 years (include married, maiden, and trade names):
Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):	Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):
Street Address of Debtor (No. and Street, City, and State):	Street Address of Joint Debtor (No. and Street, City, and State):
ZIP CODE	ZIP CODE
County of Residence or of the Principal Place of Business:	County of Residence or of the Principal Place of Business:
Mailing Address of Debtor (if different from street address):	Mailing Address of Joint Debtor (if different from street address):
ZIP CODE	ZIP CODE
Location of Principal Assets of Business Debtor (if different from street address above):	
ZIP CODE	

Type of Debtor (Form of Organization) (Check one box.)	Nature of Business (Check one box.)	Chapter of Bankruptcy Code Under Which the Petition is Filed (Check one box.)
<input type="checkbox"/> Individual (includes Joint Debtors) <i>See Exhibit D on page 2 of this form.</i>	<input type="checkbox"/> Health Care Business	<input type="checkbox"/> Chapter 7
<input type="checkbox"/> Corporation (includes LLC and LLP)	<input type="checkbox"/> Single Asset Real Estate as defined in 11 U.S.C. § 101(51B)	<input type="checkbox"/> Chapter 9
<input type="checkbox"/> Partnership	<input type="checkbox"/> Railroad	<input type="checkbox"/> Chapter 11
<input type="checkbox"/> Other (See instructions on the accompanying sheet.)	<input type="checkbox"/> Stockbroker	<input type="checkbox"/> Chapter 12
	<input type="checkbox"/> Commercial Real Estate	<input type="checkbox"/> Chapter 13
		<input type="checkbox"/> Chapter 15 Petition for Recognition of a Foreign Main Proceeding
		<input type="checkbox"/> Chapter 15 Petition for Recognition of a Foreign Nonmain Proceeding

Slide notes

Now we have opened the PDF we want to add or insert another page into. Notice at the top of the window, this is currently a 3 page PDF. Click the Page Thumbnails tab on the left-hand side of the application.

Slide 8 - Slide 8

BI (Official Form 1) (12-11)
UNITED STATES BANKRUPTCY COURT
VOLUNTARY PETITION

Name of Debtor (if individual, enter Last, First, Middle):
Name of Joint Debtor (Spouse) (Last, First, Middle):

All Other Names used by this Debtor in the last 8 years (include married, maiden, and trade names):
All Other Names used by this Joint Debtor in the last 8 years (include married, maiden, and trade names):

Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):
Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):

Street Address of Debtor (No. and Street, City, and State):
Street Address of Joint Debtor (No. and Street, City, and State):

ZIP CODE
ZIP CODE

County of Residence or of the Principal Place of Business:
County of Residence or of the Principal Place of Business:

Mailing Address of Debtor (if different from street address):
Mailing Address of Joint Debtor (if different from street address):

ZIP CODE
ZIP CODE

Location of Principal Assets of Business Debtor (if different from street address above):
ZIP CODE

Type of Debtor (Form of Organization) (Check one box) <input type="checkbox"/> Individual (includes Joint Debtors) <i>See Exhibit D on page 2 of this form.</i> <input type="checkbox"/> Corporation (includes LLC and LLP) <input type="checkbox"/> Partnership <input type="checkbox"/> Other (If debtor is not one of the above entities, check this box and state type of entity below.)	Nature of Business: (Check one box) <input type="checkbox"/> Health Care Business <input type="checkbox"/> Single Asset Real Estate as defined in 11 U.S.C. § 101(51B) <input type="checkbox"/> Railroad <input type="checkbox"/> Stockbroker <input type="checkbox"/> Commodity Broker <input type="checkbox"/> Clearing Bank <input type="checkbox"/> Other	Chapter of Bankruptcy Code Under Which the Petition is Filed (Check one box) <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 9 <input type="checkbox"/> Chapter 11 <input type="checkbox"/> Chapter 12 <input type="checkbox"/> Chapter 13 <input type="checkbox"/> Chapter 15 Petition for Recognition of a Foreign Main Proceeding <input type="checkbox"/> Chapter 15 Petition for Recognition of a Foreign Nonmain Proceeding
Chapter 15 Debtors: Country of debtor's center of main interests: Each country in which a foreign proceeding by, regarding, or against debtor is pending:	Tax-Exempt Entity (Check box, if applicable) <input type="checkbox"/> Debtor is a tax-exempt organization under title 26 of the United States Code (the Internal Revenue Code).	Nature of Debts: (Check one box) <input type="checkbox"/> Debts are primarily consumer <input type="checkbox"/> Debts are primarily business debts.
Filing Fee (Check one box) <input type="checkbox"/> Full Filing Fee attached. <input type="checkbox"/> Filing Fee to be paid in installments (applicable to individuals only). Must attach signed application for the court's consideration certifying that the debtor is unable to pay fee except in installments. Rule 109(b). See Official Form 3A. <input type="checkbox"/> Filing Fee waiver requested (applicable to chapter 7 individuals only). Must attach signed application for the court's consideration. See Official Form 3B.	Chapter 11 Debtors: Check one box: <input type="checkbox"/> Debtor is a small business debtor as defined in 11 U.S.C. § 101(51D). <input type="checkbox"/> Debtor is not a small business debtor as defined in 11 U.S.C. § 101(51D). Check if: <input type="checkbox"/> Debtor's aggregate noncontingent liquidated debts (excluding debts owed to insiders or affiliates) are less than \$2,343,300 (amount subject to adjustment on 4/01/13 and every three years thereafter). Check all applicable boxes: <input type="checkbox"/> A plan is being filed with this petition.	

Slide notes

The three pages of your document are displayed. We want to insert pages into this PDF, so click the Options tab found within the Page Thumbnails tab.

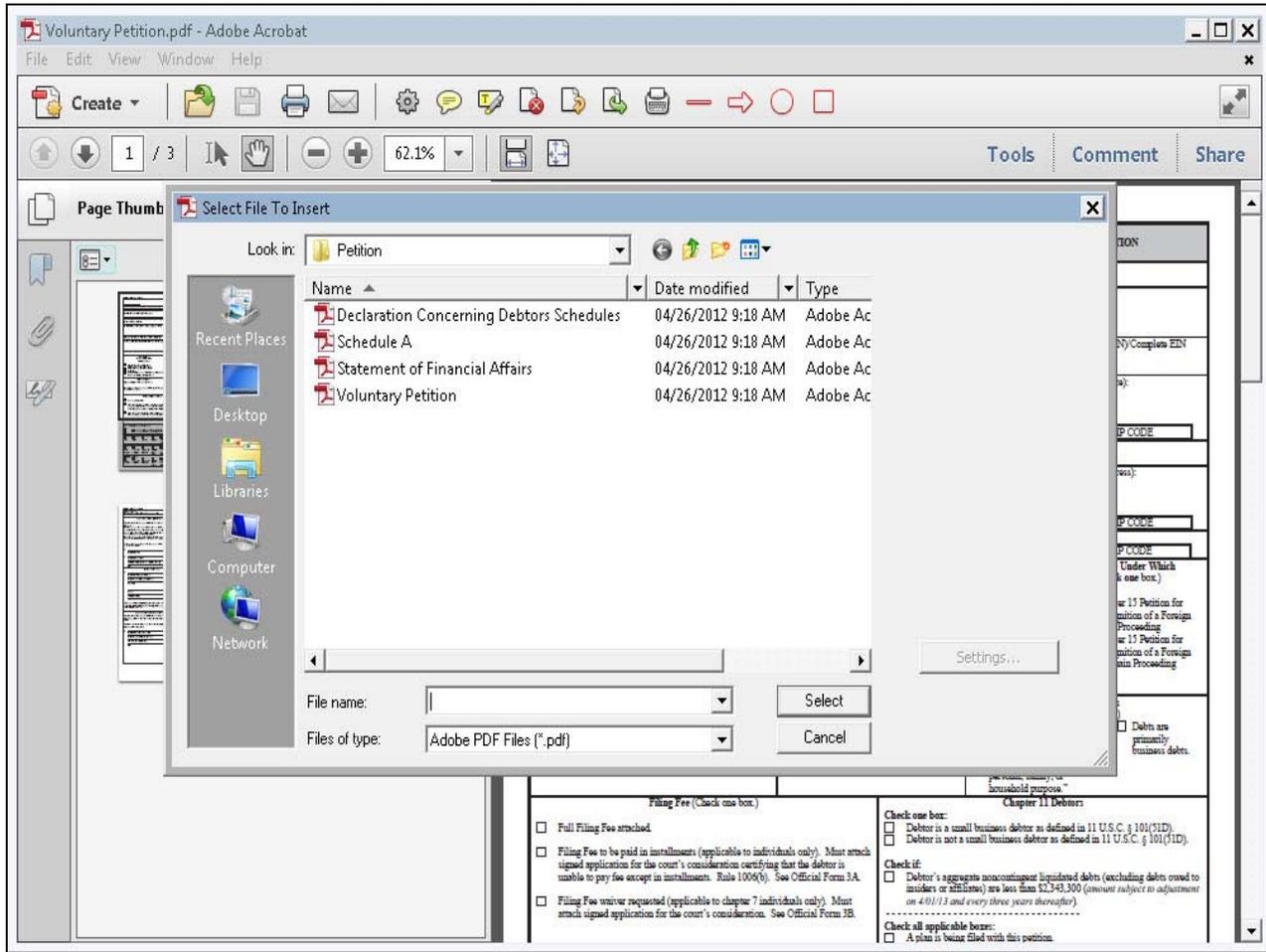
Slide 9 - Slide 9

The screenshot shows the Adobe Acrobat interface with a PDF document titled 'Voluntary Petition.pdf'. The 'Page Thumbnails' sidebar on the left is active, and the 'Insert Pages' menu is open, displaying options: 'From File...' (Shift+Ctrl+I), 'From Clipboard...' (Shift+Ctrl+Q), and 'A Blank Page...'. The main window displays a 'Voluntary Petition' form from the United States Bankruptcy Court. The form includes fields for debtor and joint debtor names, addresses, and business information. It also features several sections with checkboxes, such as 'Type of Debtor', 'Nature of Business', 'Chapter of Bankruptcy Code Under Which the Petition is Filed', 'Chapter 15 Debtors', 'Tax-Exempt Entity', 'Nature of Debts', 'Filing Fee', and 'Chapter 11 Debtors'. The 'Check if' section includes a checkbox for 'Debtor's aggregate noncontingent liquidated debts... are less than \$2,343,300...'. The 'Check all applicable boxes' section includes a checkbox for 'A plan is being filed with this petition.'

Slide notes

Click Insert Pages, then click From File.

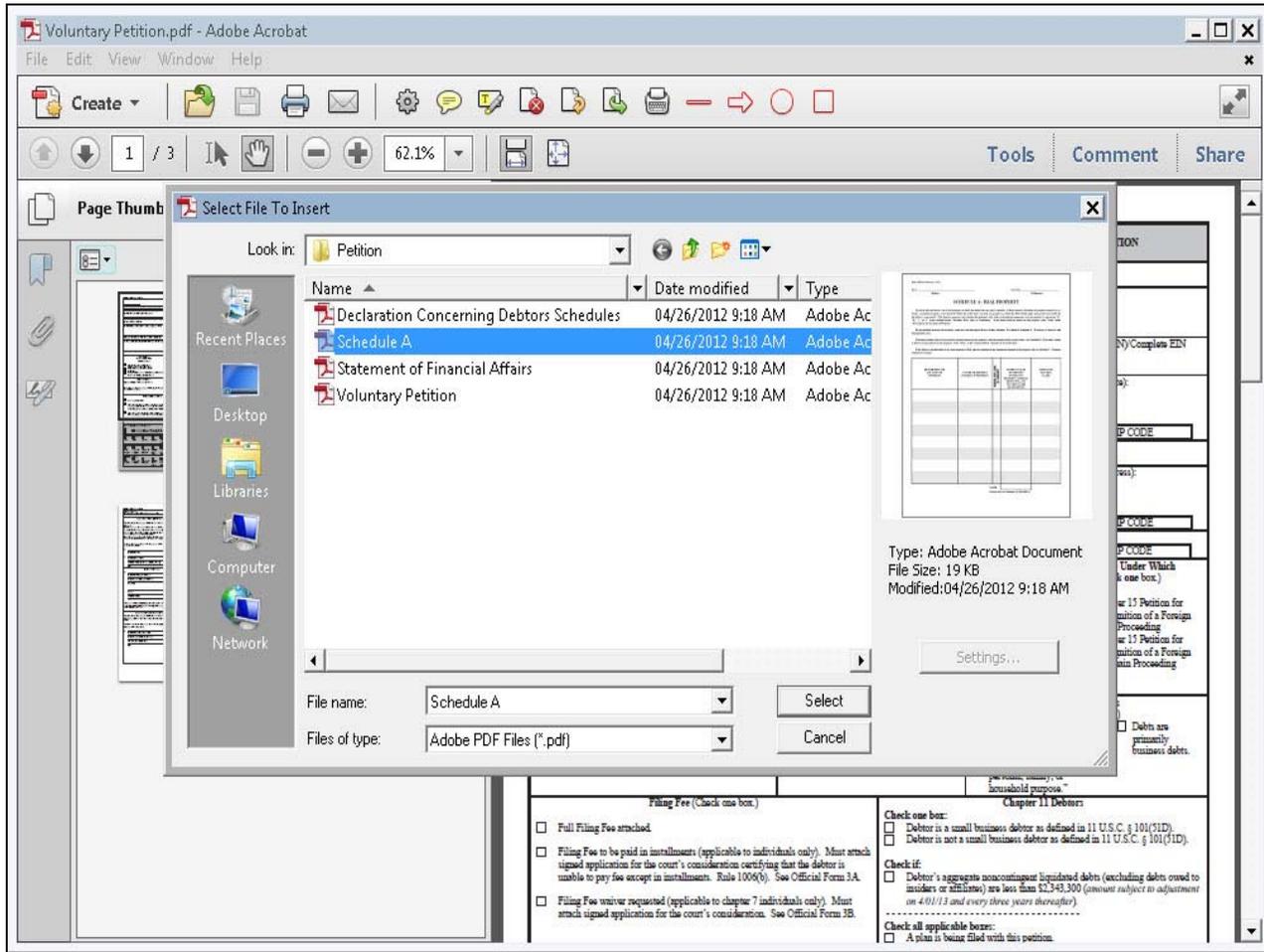
Slide 10 - Slide 10



Slide notes

We are browsing again so go to the directory where your PDF documents are saved. This time we are looking for the PDF we want to insert into our Voluntary Petition PDF. In this example, we will insert our Schedule A PDF.

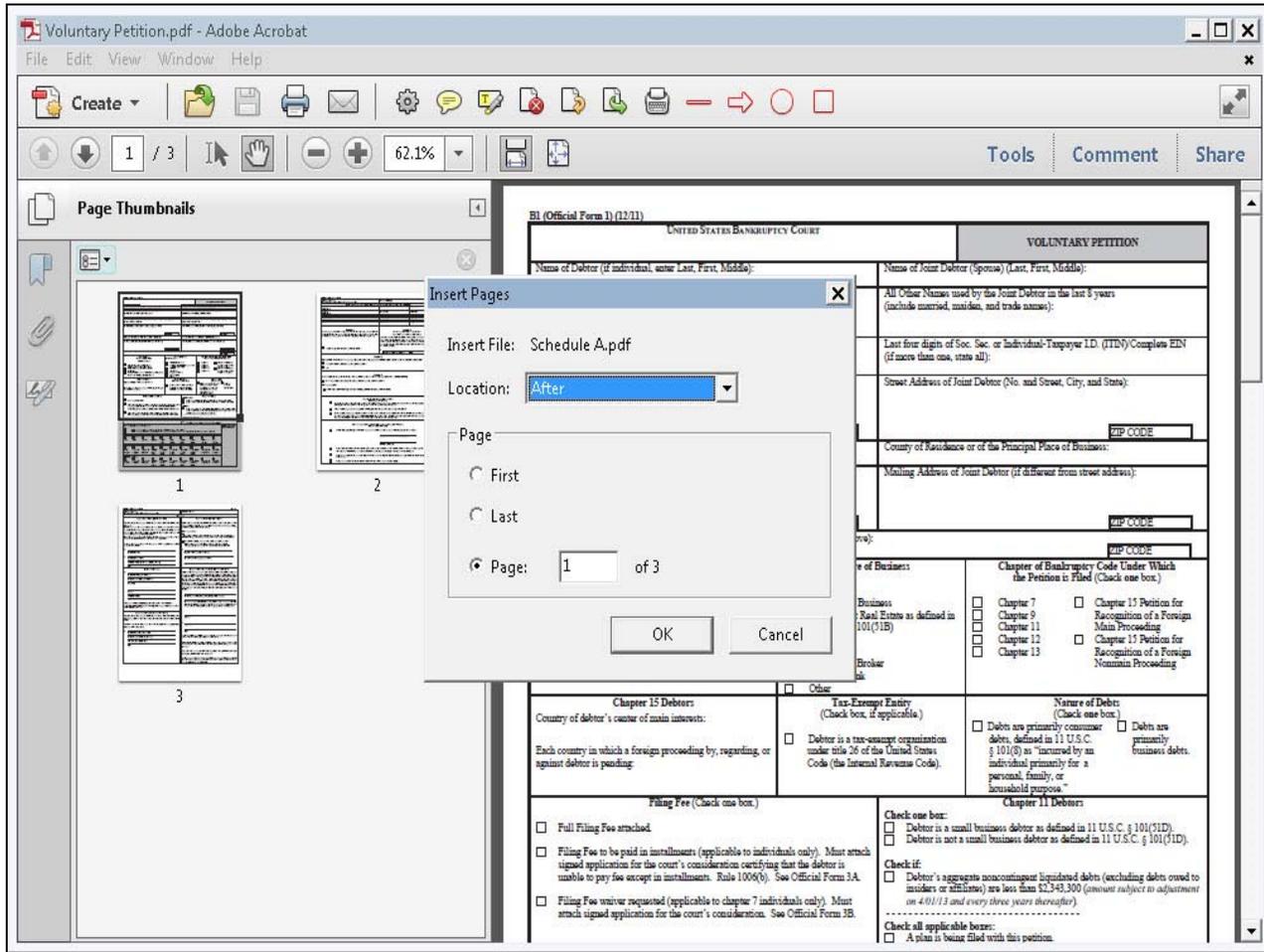
Slide 11 - Slide 11



Slide notes

Single click on the Schedule A document. If you want to insert more than one PDF document, hold down the Ctrl key on your keyboard and select each document to be included. Then click Select.

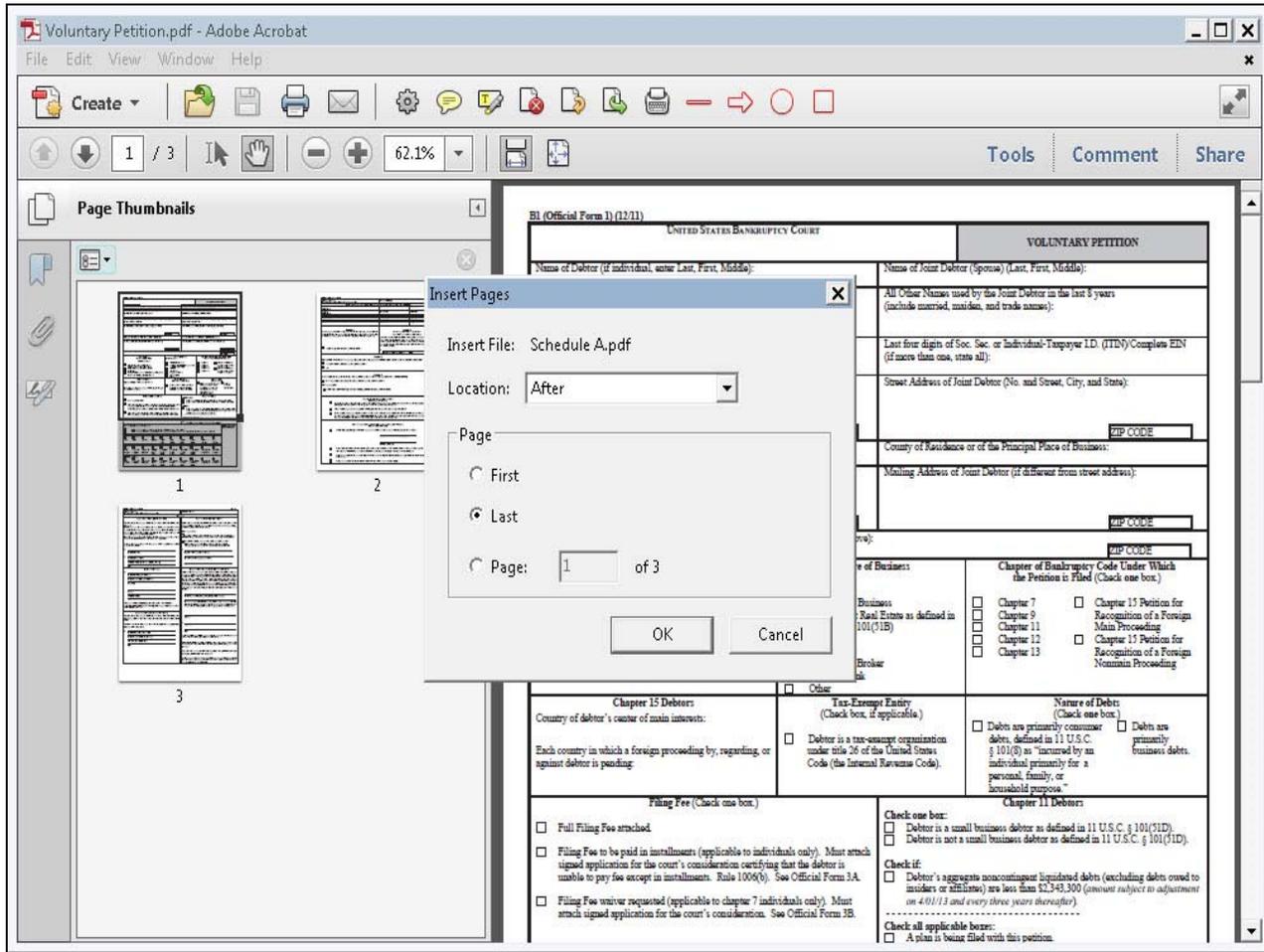
Slide 12 - Slide 12



Slide notes

The next window that appears asks us where we want to insert this Schedule A PDF document.

Slide 13 - Slide 13



Slide notes

We will insert the Schedule A PDF document after the last page of the petition so select After from the location drop-down box, mark the Last radio button, and then click OK.

Slide 14 - Slide 14

The screenshot shows the Adobe Acrobat interface. The title bar reads 'Voluntary Petition.pdf - Adobe Acrobat'. The menu bar includes 'File', 'Edit', 'View', 'Window', and 'Help'. The toolbar contains various icons for file operations and navigation. The status bar shows '1 / 4' pages, a zoom level of '62.1%', and options for 'Tools', 'Comment', and 'Share'.

On the left, the 'Page Thumbnails' pane displays four thumbnails labeled 1, 2, 3, and 4. The main window displays the 'Voluntary Petition' form (Official Form 1, 12/11) from the United States Bankruptcy Court. The form is divided into several sections:

- Name of Debtor (if individual, enter Last, First, Middle):** and **Name of Joint Debtor (Spouse) (Last, First, Middle):**
- All Other Names used by the Debtor in the last 8 years (include married, maiden, and trade names):**
- Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):**
- Street Address of Debtor (No. and Street, City, and State):** and **Street Address of Joint Debtor (No. and Street, City, and State):**
- County of Residence or of the Principal Place of Business:**
- Mailing Address of Debtor (if different from street address):** and **Mailing Address of Joint Debtor (if different from street address):**
- Location of Principal Assets of Business Debtor (if different from street address above):**
- Type of Debtor (Form of Organization) (Check one box):**
 - Individual (includes Joint Debtors) *See Exhibit D on page 2 of this form.*
 - Corporation (includes LLC and LLP)
 - Partnership
 - Other (If debtor is not one of the above entities, check this box and state type of entity below.)
- Nature of Business: (Check one box):**
 - Health Care Business
 - Single Asset Real Estate as defined in 11 U.S.C. § 101(51B)
 - Railroad
 - Stockbroker
 - Commodity Broker
 - Clearing Bank
 - Other
- Chapter of Bankruptcy Code Under Which the Petition is Filed (Check one box):**
 - Chapter 7
 - Chapter 9
 - Chapter 11
 - Chapter 12
 - Chapter 13
 - Chapter 15 Petition for Recognition of a Foreign Main Proceeding
 - Chapter 15 Petition for Recognition of a Foreign Nonmain Proceeding
- Chapter 15 Debtors:**
 - Country of debtor's center of main interests:**
 - Each country in which a foreign proceeding by, regarding, or against debtor is pending:**
- Tax-Exempt Entity (Check box, if applicable):**
 - Debtor is a tax-exempt organization under title 26 of the United States Code (the Internal Revenue Code).
- Nature of Debts (Check one box):**
 - Debts are primarily consumer
 - Debts are primarily business debts.
- Filing Fee (Check one box):**
 - Full Filing Fee attached.
 - Filing Fee to be paid in installments (applicable to individuals only). Must attach signed application for the court's consideration certifying that the debtor is unable to pay fee except in installments. Rule 109(b). See Official Form 3A.
 - Filing Fee waiver requested (applicable to chapter 7 individuals only). Must attach signed application for the court's consideration. See Official Form 3B.
- Check one box:**
 - Debtor is a small business debtor as defined in 11 U.S.C. § 101(51D).
 - Debtor is not a small business debtor as defined in 11 U.S.C. § 101(51D).
- Check if:**
 - Debtor's aggregate noncontingent liquidated debts (excluding debts owed to insiders or affiliates) are less than \$2,343,300 (amount subject to adjustment on 4/01/13 and every three years thereafter).
- Check all applicable boxes:**
 - A plan is being filed with this petition.

Slide notes

Notice at the top of the window, there are now 4 pages in this PDF. Or, you can see all four pages displayed in the Page Thumbnails tab. If pages were inserted that should not be included, click on that page in the Page Thumbnails tab and click the Delete key on your keyboard.

This will delete the page. In this example, we will not be deleting any pages so the next step is to save our new PDF, which is our combined Voluntary Petition and Schedule A document.

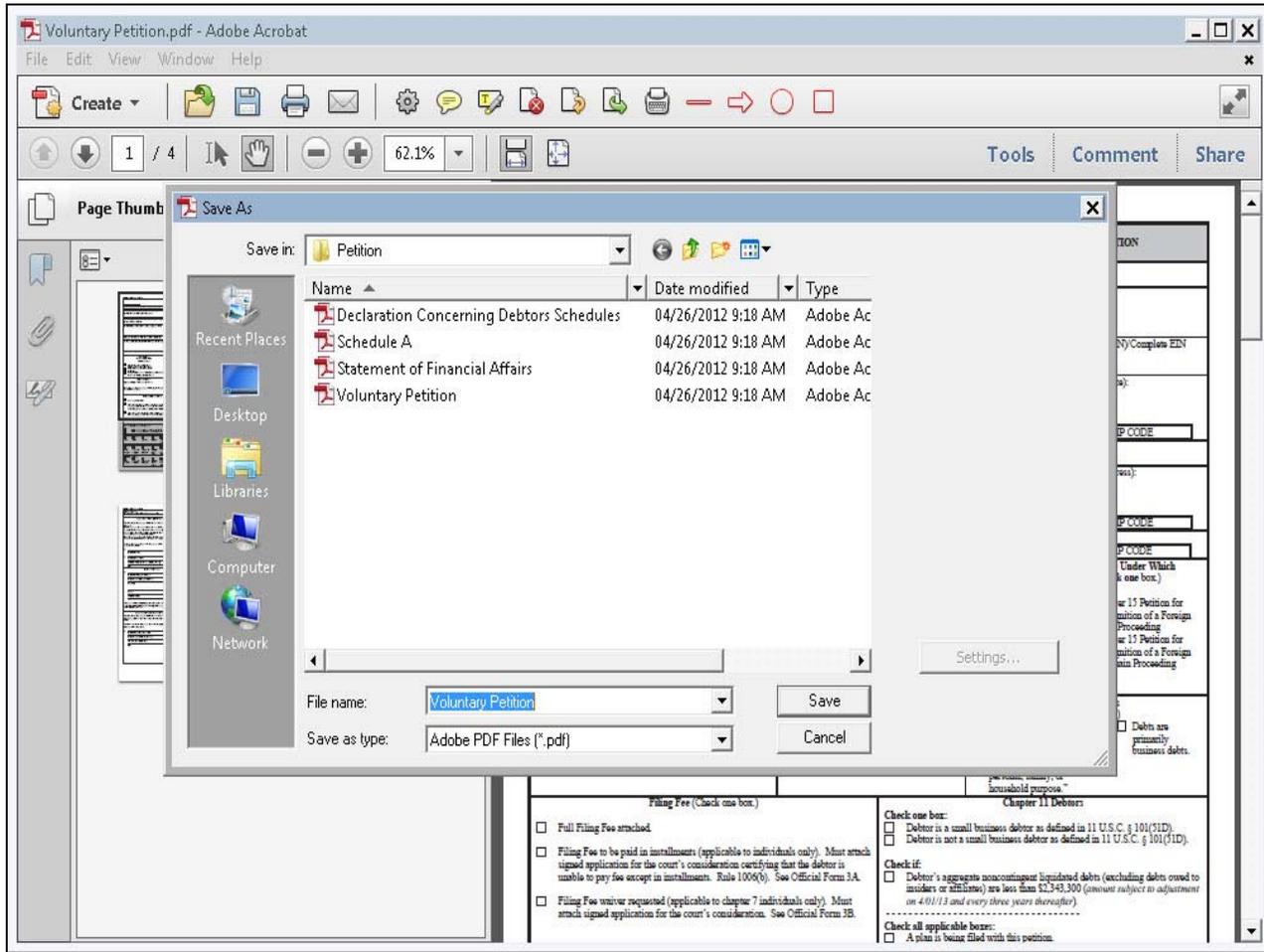
Slide 15 - Slide 15

The screenshot displays the Adobe Acrobat interface. The 'File' menu is open, with 'Save As...' selected. The menu options include: Open... (Ctrl+O), Create, Save (Ctrl+S), Save As..., Share Files Using SendNow Online..., Attach to Email..., Revert, Close (Ctrl+W), Properties... (Ctrl+D), Print... (Ctrl+P), and Exit (Ctrl+Q). The 'Save As...' submenu is open, showing options: PDF... (Shift+Ctrl+S), Reduced Size PDF..., Certified PDF..., Reader Extended PDF, Image, Microsoft Word, Spreadsheet, and More Options. The background shows a 'Voluntary Petition' form from the United States Bankruptcy Court. The form includes fields for Debtor and Joint Debtor information, including names, addresses, and business details. The 'Type of Debtor' section is partially visible, with options for Individual, Corporation, Partnership, and Other. The 'Nature of Business' section includes checkboxes for various business types like Health Care Business, Single Asset Real Estate, Railroad, Stockbroker, Commodity Broker, and Clearing Bank. The 'Chapter of Bankruptcy Code' section has checkboxes for Chapter 7, 9, 11, 12, and 13. The 'Filing Fee' section includes checkboxes for Full Filing Fee, Filing Fee to be paid in installments, and Filing Fee waiver requested. The 'Check one box' section includes checkboxes for Debtor as a small business debtor and Debtor as a tax-exempt entity. The 'Check all applicable boxes' section includes checkboxes for Debtor's aggregate noncontingent liquidated debts and a box for a plan to be filed with this petition.

Slide notes

Click File, Save As, then click PDF.

Slide 16 - Slide 16



Slide notes

So you do not change the initial Voluntary Petition PDF or the Schedule A PDF, we will give our combined PDF a new name. Click in the File name field and type a new name. Then click Save.

Slide 17 - Slide 17

The screenshot displays the Adobe Acrobat interface with a PDF document titled "Voluntary Petition and Schedule.pdf". The document is a form for the United States Bankruptcy Court, specifically a "Voluntary Petition" (Official Form 1, 12/11). The form is divided into several sections:

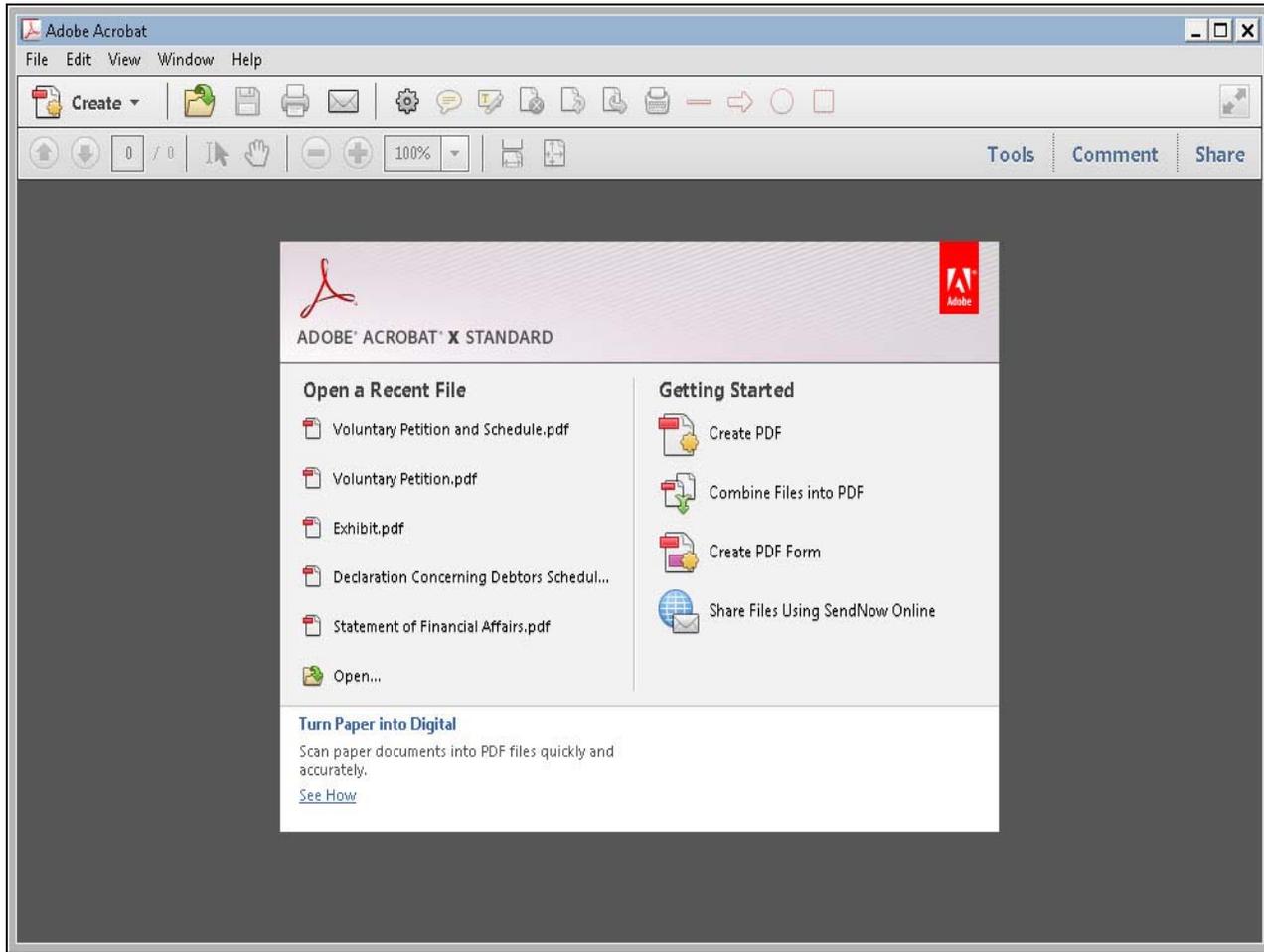
- Debtor Information:** Fields for Name of Debtor (if individual, enter Last, First, Middle), Name of Joint Debtor (Spouse) (Last, First, Middle), All Other Names used by the Debtor in the last 8 years, Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN, Street Address of Debtor, and Mailing Address of Debtor.
- Business Information:** Fields for Nature of Business (Health Care Business, Single Asset Real Estate, Railroad, Stockbroker, Commodity Broker, Clearing Bank, Other), Chapter of Bankruptcy Code Under Which the Petition is Filed (Chapter 7, 9, 11, 12, 13), and Nature of Debts (primarily consumer, primarily business).
- Filing Fee:** A section for Chapter 11 Debtors with checkboxes for Full Filing Fee attached, Filing Fee to be paid in installments, and Filing Fee waiver requested.

The interface includes a toolbar at the top with options like "Create", "File", "Edit", "View", "Window", and "Help". On the left, there are "Page Thumbnails" showing four pages of the document. The main content area displays the form with various checkboxes and text input fields.

Slide notes

We have now inserted pages from one PDF document into another PDF document and saved the resulting file with a new file name.

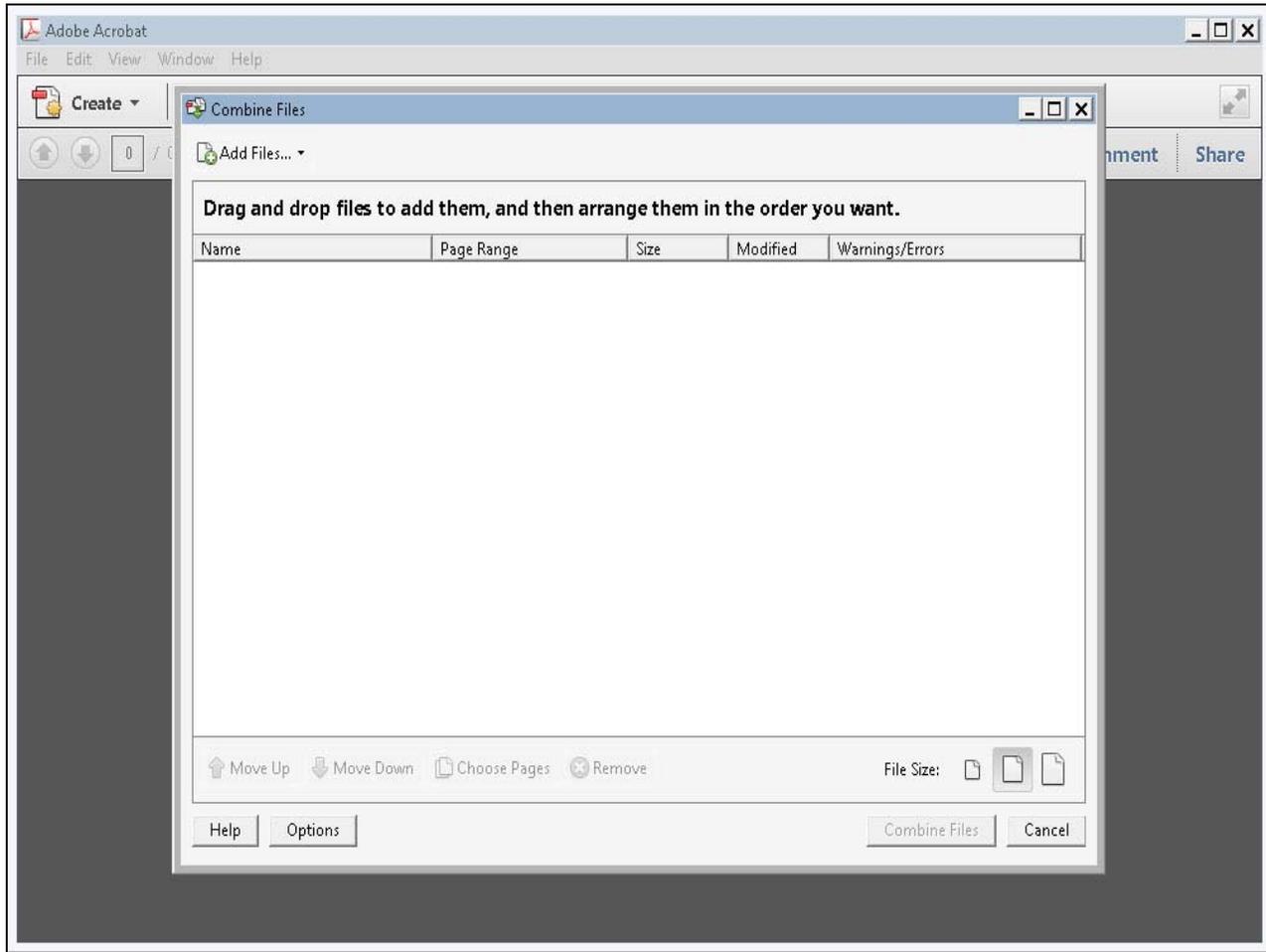
Slide 18 - Slide 18



Slide notes

Now I will demonstrate another way to combine two PDF's. With the Adobe application open, click on Combine Files into PDF.

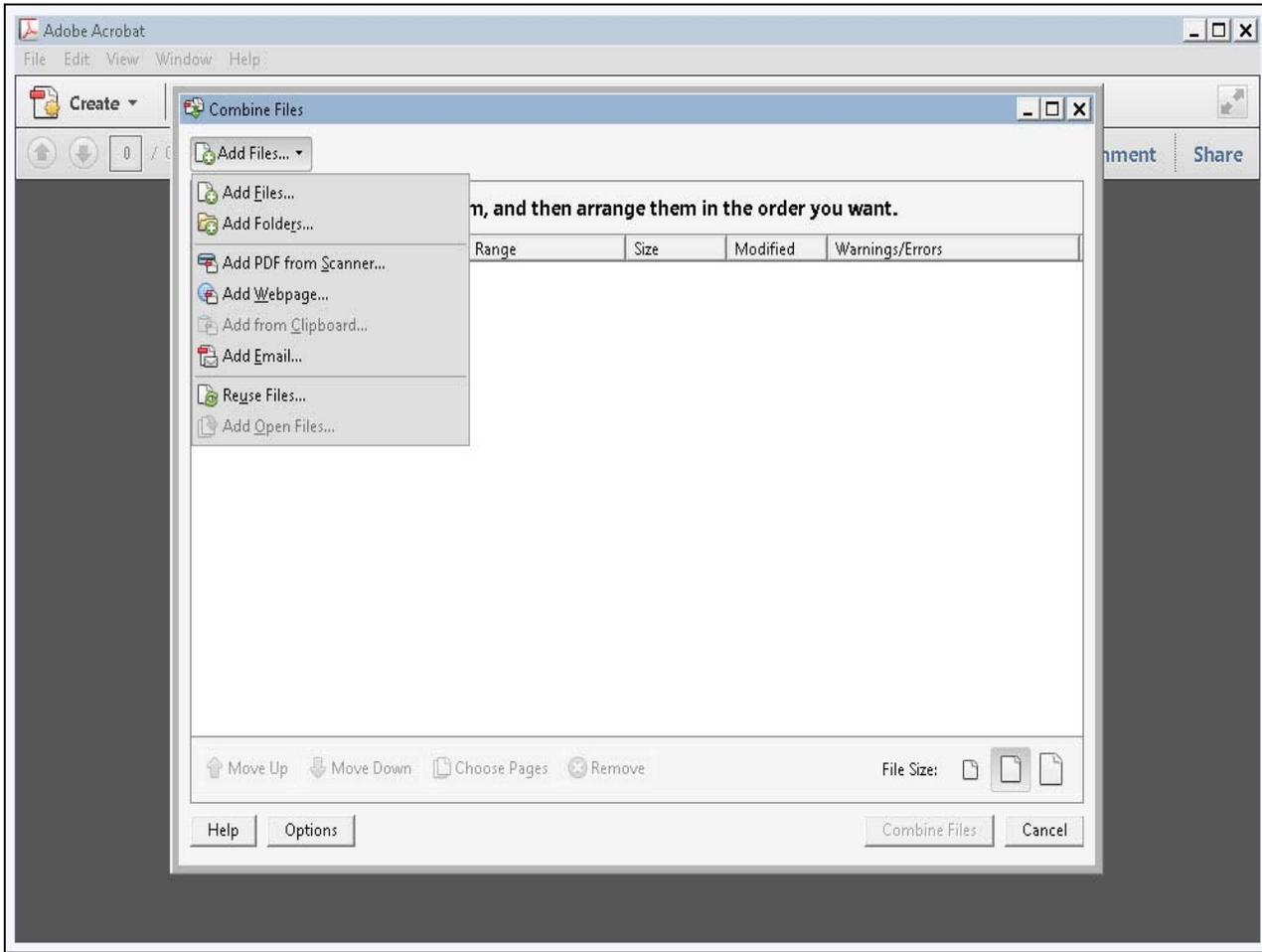
Slide 19 - Slide 19



Slide notes

Click on the Add Files drop-down box.

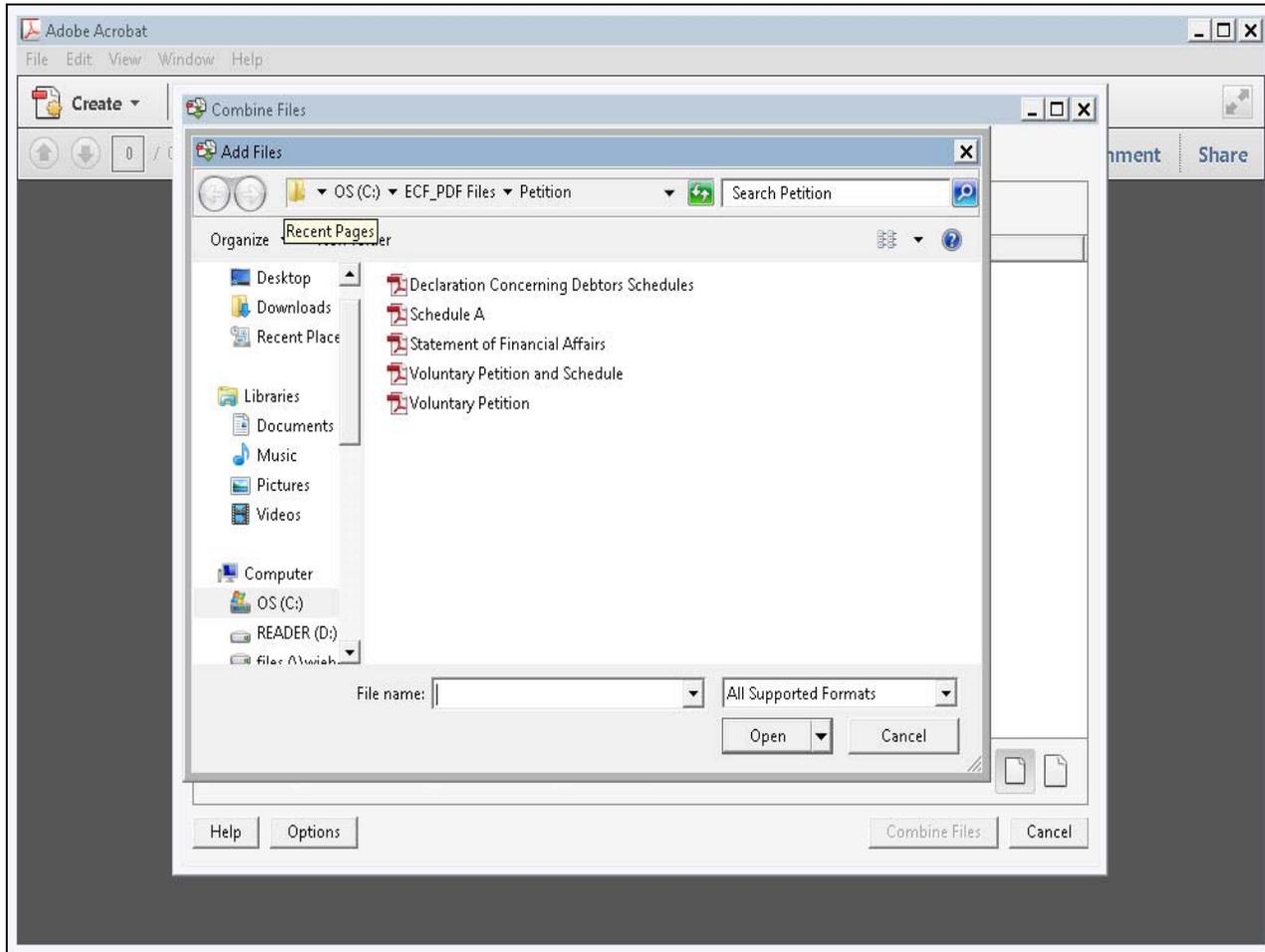
Slide 20 - Slide 20



Slide notes

Click Add Files.

Slide 21 - Slide 21

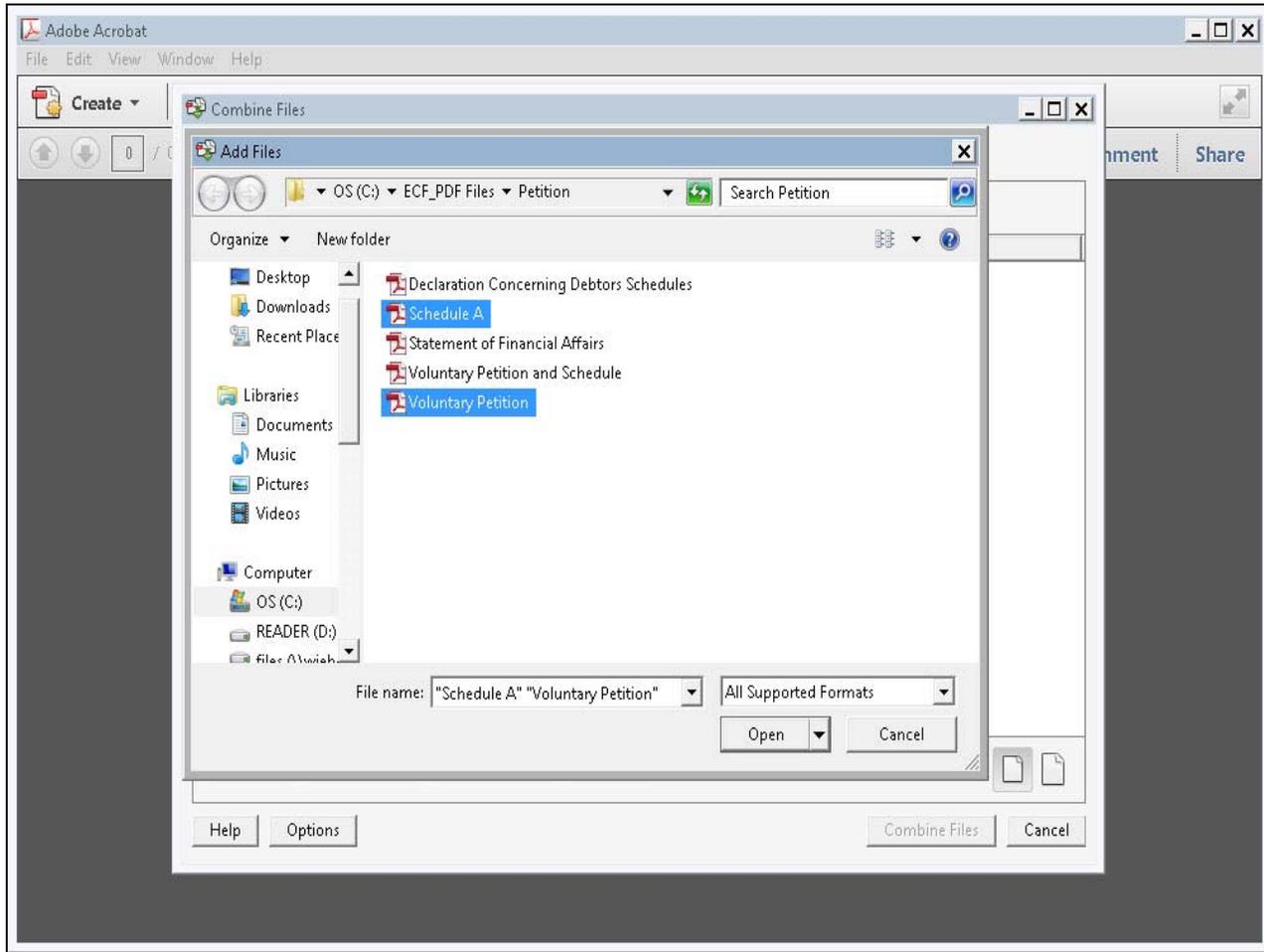


Slide notes

Go to the directory where your PDF documents are saved. Select the PDF files you want to combine into one PDF. In this example, we will combine the Voluntary Petition and Schedule A PDF's.

Single click on the Voluntary Petition, then hold down the CTRL key on your keyboard and select Schedule A. If there are additional files you want to include, continue to select them while holding the CTRL button.

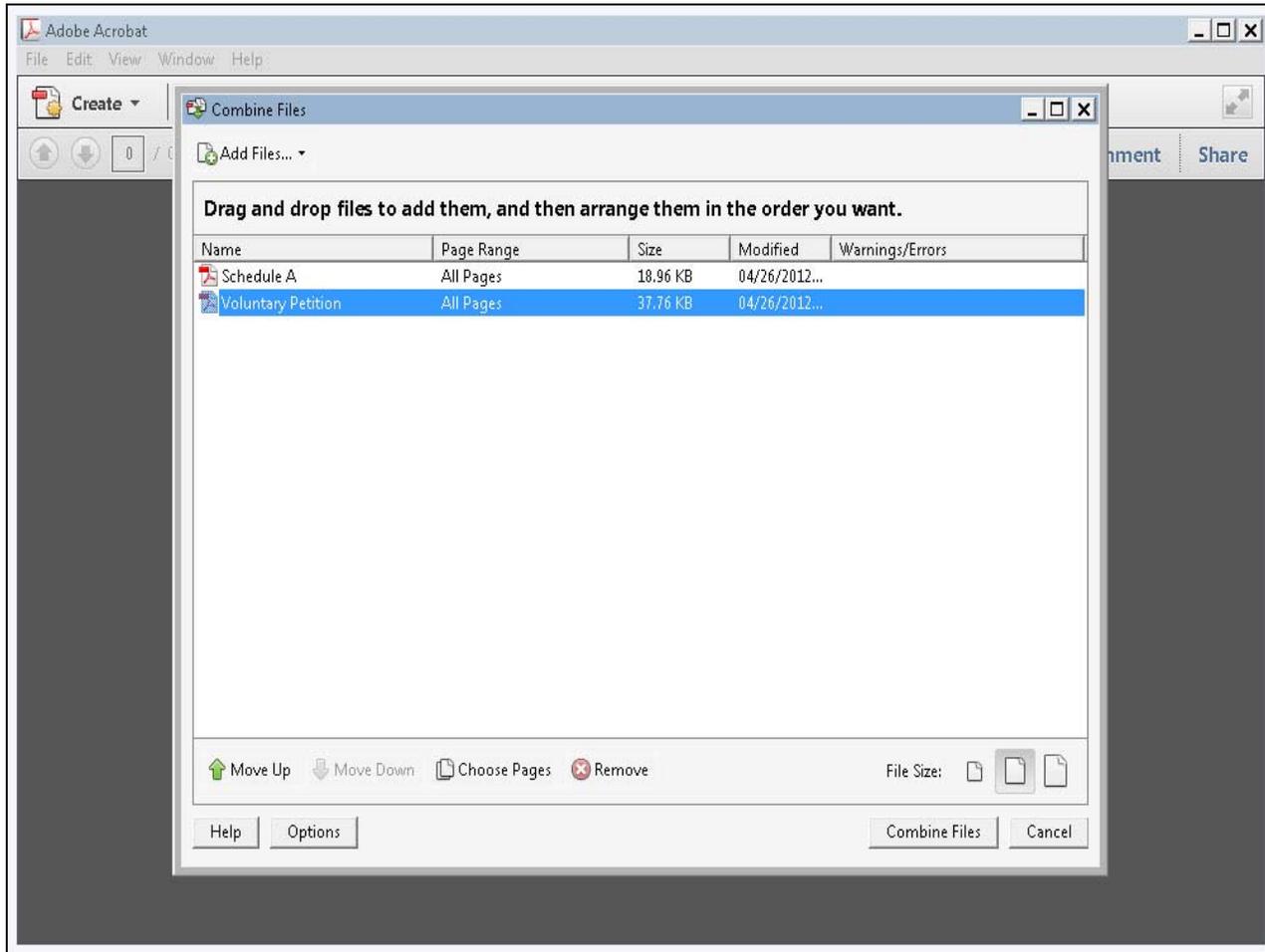
Slide 22 - Slide 22



Slide notes

The files to be combined are highlighted. Click Open.

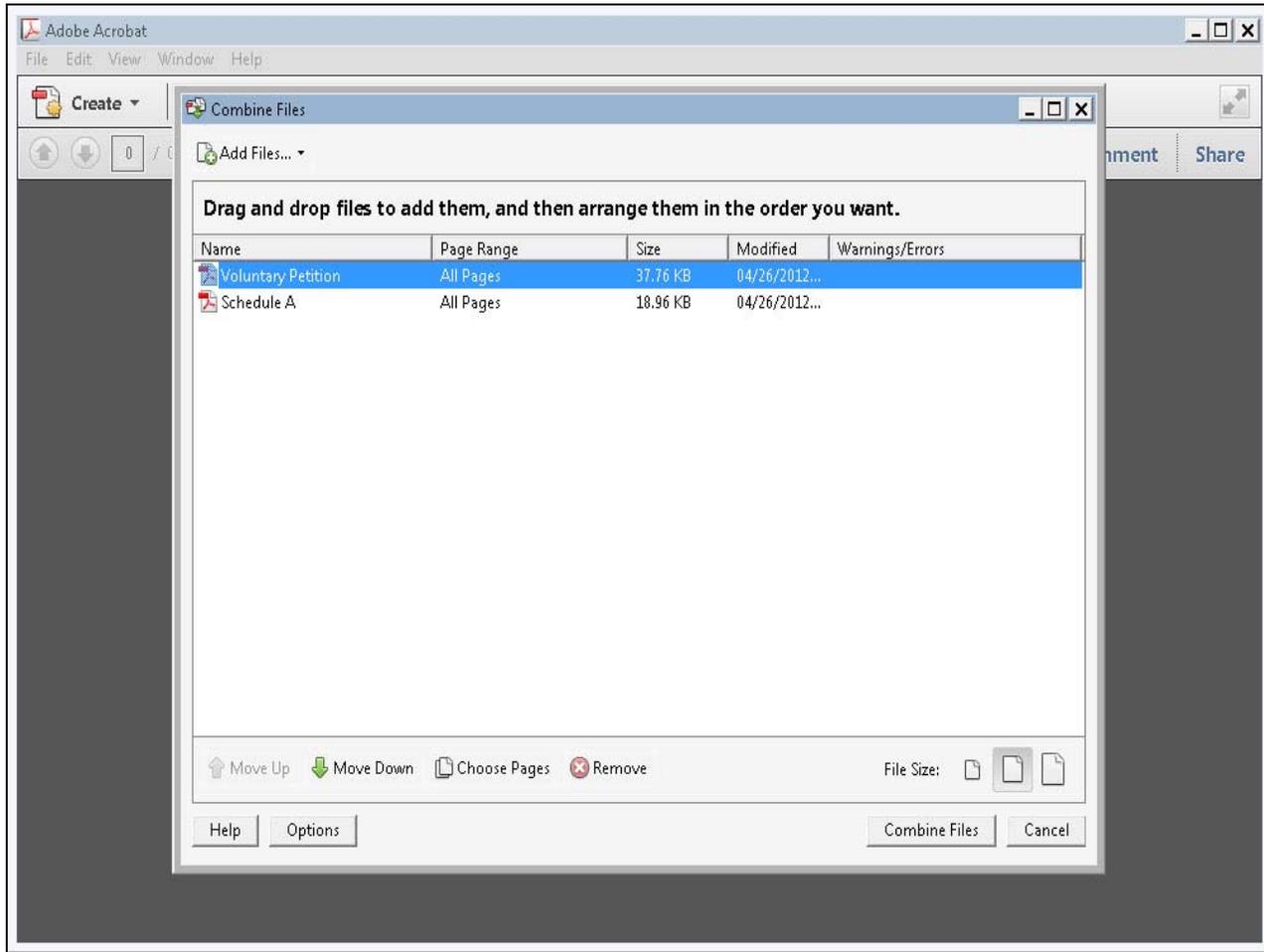
Slide 23 - Slide 23



Slide notes

Arrange the documents in the order you wish them to display by clicking on a document and then clicking the Move Up or Move Down buttons.

Slide 24 - Slide 24



Slide notes

When this is complete, click the Combine Files button.

Slide 25 - Slide 25

B1 (Official Form 1) (12/11)

UNITED STATES BANKRUPTCY COURT		VOLUNTARY PETITION
Name of Debtor (if individual, enter Last, First, Middle):		Name of Joint Debtor (Spouse) (Last, First, Middle):
All Other Names used by the Debtor in the last 8 years (include married, maiden, and trade names):		All Other Names used by the Joint Debtor in the last 8 years (include married, maiden, and trade names):
Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):		Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):
Street Address of Debtor (No. and Street, City, and State):		Street Address of Joint Debtor (No. and Street, City, and State):
ZIP CODE		ZIP CODE
County of Residence or of the Principal Place of Business:		County of Residence or of the Principal Place of Business:
Mailing Address of Debtor (if different from street address):		Mailing Address of Joint Debtor (if different from street address):
ZIP CODE		ZIP CODE
Location of Principal Assets of Business Debtor (if different from street address above):		ZIP CODE
Type of Debtor (Form of Organization) (Check one box.) <input type="checkbox"/> Individual (includes Joint Debtors) <i>See Exhibit D on page 2 of this form.</i> <input type="checkbox"/> Corporation (includes LLC and LLP) <input type="checkbox"/> Partnership	Nature of Business (Check one box.) <input type="checkbox"/> Health Care Business <input type="checkbox"/> Single Asset Real Estate as defined in 11 U.S.C. § 101(51B) <input type="checkbox"/> Railroad <input type="checkbox"/> Stockbroker	Chapter of Bankruptcy Code Under Which the Petition is Filed (Check one box.) <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 9 <input type="checkbox"/> Chapter 11 <input type="checkbox"/> Chapter 12 <input type="checkbox"/> Chapter 13 <input type="checkbox"/> Chapter 15 Petition for Recognition of a Foreign Main Proceeding <input type="checkbox"/> Chapter 15 Petition for Recognition of a Foreign Nonmain Proceeding

Slide notes

Notice at the top of the window, this is a 4 page PDF (three pages from the Voluntary Petition PDF and one page from the Schedule A PDF). Click the Page Thumbnails tab on the left-hand side of the application.

Slide 26 - Slide 26

The screenshot displays the Adobe Acrobat interface for a document titled "Voluntary Petition.pdf". The top toolbar includes options for "File", "Edit", "View", "Window", and "Help". Below the toolbar is a navigation area showing "Page 1 / 4" and a zoom level of "62.1%". On the left side, the "Page Thumbnails" panel shows four thumbnails labeled 1, 2, 3, and 4. The main content area displays the "BI (Official Form 1) (12/11)" form from the "UNITED STATES BANKRUPTCY COURT". The form is titled "VOLUNTARY PETITION" and contains various sections for debtor information, including names, addresses, and business details. The form is divided into several columns and rows, with checkboxes for different types of debtors and business nature. The bottom section includes filing fee information and a "Check all applicable boxes" area.

Slide notes

The four pages of your document are displayed. If there are pages that should not be included, click on that page in the Page Thumbnails tab and click the Delete key on your keyboard. This will delete the page.

In this example, we will not be deleting any pages so the next step is to save our new PDF, which is the combined Voluntary Petition and Schedule A document.

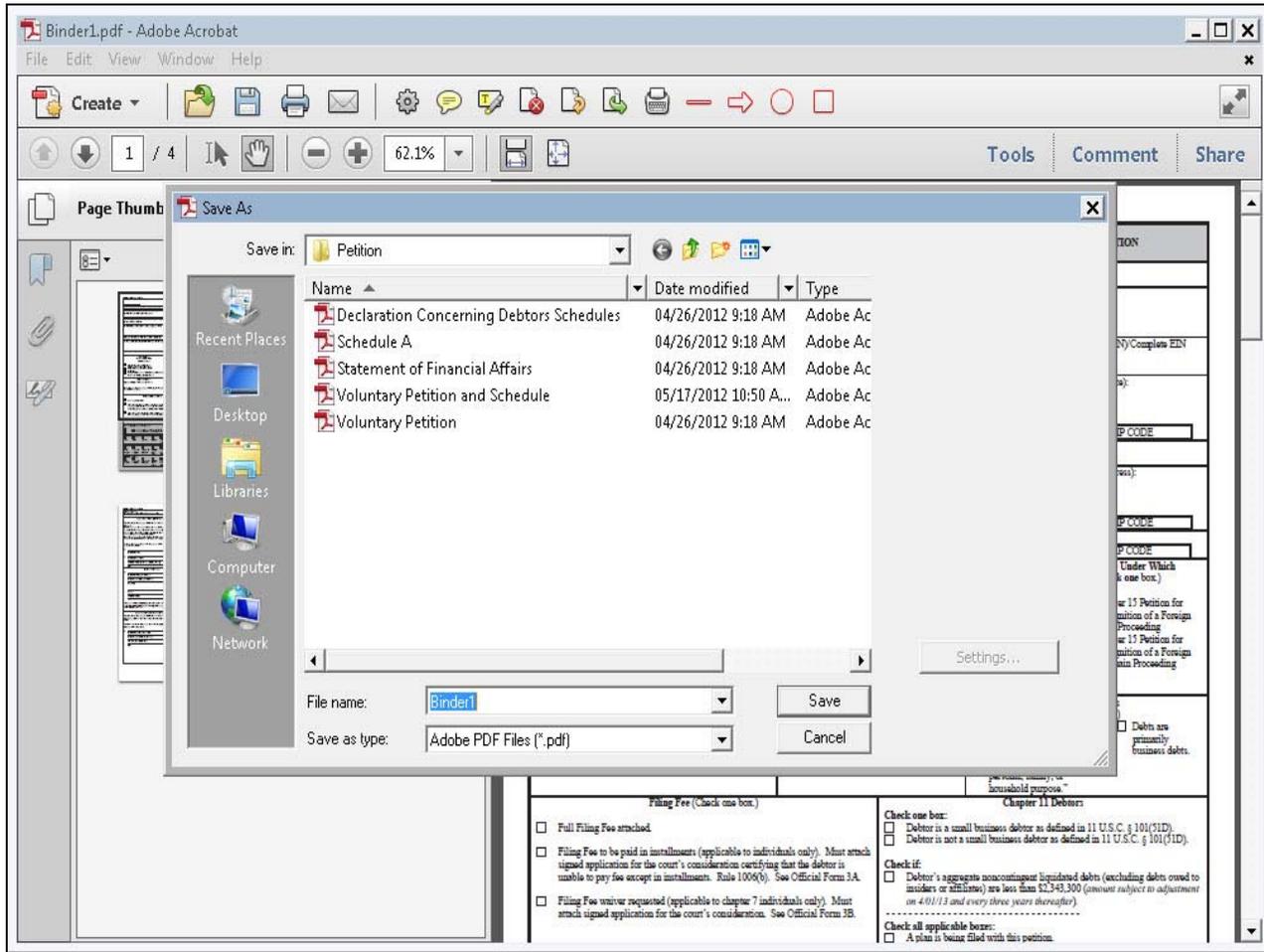
Slide 27 - Slide 27

The screenshot shows the Adobe Acrobat interface with a PDF menu open. The menu options include: Open... (Ctrl+O), Create, Save (Ctrl+S), Save As... (Ctrl+S), Share Files Using SendNow Online..., Attach to Email..., Revert, Close (Ctrl+W), Properties... (Ctrl+D), Print... (Ctrl+P), and Exit (Ctrl+Q). A list of recent files is visible below the menu, including 'Voluntary Petition and Schedule.pdf', 'Voluntary Petition.pdf', 'Exhibit.pdf', 'Declaration Conce...tors Schedules.pdf', and 'Statement of Financial Affairs.pdf'. The background shows a 'VOLUNTARY PETITION' form from the United States Bankruptcy Court. The form includes sections for Debtor information, Joint Debtor information, Principal Place of Business, Mailing Address, Location of Principal Assets, Type of Debtor, Nature of Business, Chapter of Bankruptcy Code, Chapter 15 Debtors, Tax-Exempt Entity, Nature of Debts, Filing Fee, and Chapter 11 Debtors. The form is partially obscured by the PDF menu.

Slide notes

Click File, Save As, then click PDF.

Slide 28 - Slide 28



Slide notes

So you do not change the initial Voluntary Petition PDF or the Schedule A PDF, we will give our combined PDF a new name. Click in the File name field and type a new name. Then click Save.

Slide 29 - Slide 29

Petition with Schedule.pdf - Adobe Acrobat
File Edit View Window Help

Create [Icons]

1 / 4 [Navigation] 62.1% [Zoom] [Tools] [Comment] [Share]

Page Thumbnails

1 2 3 4

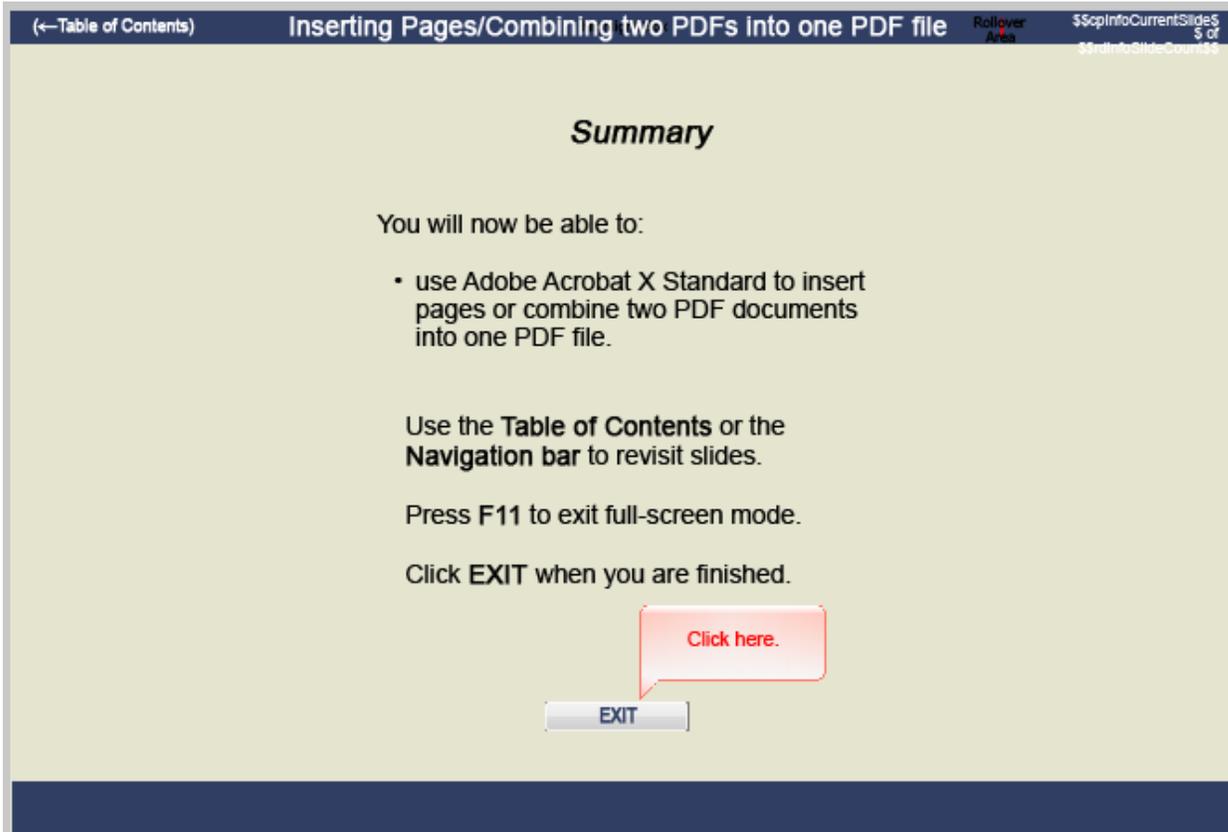
BI (Official Form 1) (12/11)
UNITED STATES BANKRUPTCY COURT
VOLUNTARY PETITION

Name of Debtor (if individual, enter Last, First, Middle):		Name of Joint Debtor (Spouse) (Last, First, Middle):			
All Other Names used by this Debtor in the last 8 years (include married, maiden, and trade names):		All Other Names used by this Joint Debtor in the last 8 years (include married, maiden, and trade names):			
Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):		Last four digits of Soc. Sec. or Individual-Taxpayer I.D. (ITIN)/Complete EIN (if more than one, state all):			
Street Address of Debtor (No. and Street, City, and State):		Street Address of Joint Debtor (No. and Street, City, and State):			
[ZIP CODE]		[ZIP CODE]			
County of Residence or of the Principal Place of Business:		County of Residence or of the Principal Place of Business:			
Mailing Address of Debtor (if different from street address):		Mailing Address of Joint Debtor (if different from street address):			
[ZIP CODE]		[ZIP CODE]			
Location of Principal Assets of Business Debtor (if different from street address above): [ZIP CODE]					
Type of Debtor (Form of Organization) (Check one box) <input type="checkbox"/> Individual (includes Joint Debtors) See Exhibit D on page 2 of this form. <input type="checkbox"/> Corporation (includes LLC and LLP) <input type="checkbox"/> Partnership <input type="checkbox"/> Other (If debtor is not one of the above entities, check this box and state type of entity below):		Nature of Business: (Check one box) <input type="checkbox"/> Health Care Business <input type="checkbox"/> Single Asset Real Estate as defined in 11 U.S.C. § 101(51B) <input type="checkbox"/> Railroad <input type="checkbox"/> Stockbroker <input type="checkbox"/> Commodity Broker <input type="checkbox"/> Clearing Bank <input type="checkbox"/> Other:		Chapter of Bankruptcy Code Under Which the Petition is Filed (Check one box) <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 9 <input type="checkbox"/> Chapter 11 <input type="checkbox"/> Chapter 12 <input type="checkbox"/> Chapter 13 <input type="checkbox"/> Chapter 15 Petition for Recognition of a Foreign Main Proceeding <input type="checkbox"/> Chapter 15 Petition for Recognition of a Foreign Nonmain Proceeding	
Chapter 15 Debtors: Country of debtor's center of main interests: Each country in which a foreign proceeding by, regarding, or against debtor is pending:		Tax-Exempt Entity (Check box, if applicable) <input type="checkbox"/> Debtor is a tax-exempt organization under title 26 of the United States Code (the Internal Revenue Code).		Nature of Debt: (Check one box) <input type="checkbox"/> Debts are primarily consumer <input type="checkbox"/> Debts are primarily business debts.	
Filing Fee (Check one box) <input type="checkbox"/> Full Filing Fee attached. <input type="checkbox"/> Filing Fee to be paid in installments (applicable to individuals only). Must attach signed application for the court's consideration certifying that the debtor is unable to pay fee except in installments. Rule 109(b). See Official Form 3A. <input type="checkbox"/> Filing Fee waiver requested (applicable to chapter 7 individuals only). Must attach signed application for the court's consideration. See Official Form 3B.				Chapter 11 Debtors: <input type="checkbox"/> Debtor is a small business debtor as defined in 11 U.S.C. § 101(51D). <input type="checkbox"/> Debtor is not a small business debtor as defined in 11 U.S.C. § 101(51D). Check-if: <input type="checkbox"/> Debtor's aggregate noncontingent liquidated debts (excluding debts owed to insiders or affiliates) are less than \$2,343,300 (amount subject to adjustment on 4/01/13 and every three years thereafter). Check all applicable boxes: <input type="checkbox"/> A plan is being filed with this petition.	

Slide notes

We have now combined two PDF's into one PDF and saved the resulting file with a new file name.

Slide 30 - Summary/Exit



The screenshot shows a presentation slide with a dark blue header and footer. The header contains navigation controls: a left arrow and 'Table of Contents' on the left, the title 'Inserting Pages/Combining two PDFs into one PDF file' in the center, and 'Rollover Area' and '\$\$cpInfoCurrentSlide5 of 5 of \$\$cpInfoSlideCount\$\$' on the right. The main content area is light beige and contains the following text:

Summary

You will now be able to:

- use Adobe Acrobat X Standard to insert pages or combine two PDF documents into one PDF file.

Use the **Table of Contents** or the **Navigation bar** to revisit slides.

Press **F11** to exit full-screen mode.

Click **EXIT** when you are finished.

Click here.

EXIT

Slide notes

You will now be able to use Adobe Acrobat X Standard to insert pages or combine two PDF documents into one PDF file. Click EXIT to exit the module.