


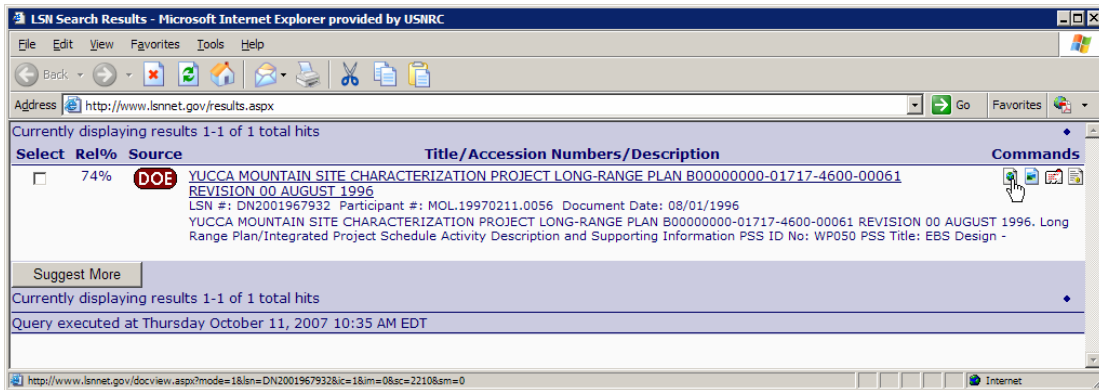
Generating PDF from LSN

Disclaimer: Information contained herein is for informational and educational purposes solely and is not an endorsement of any product contained in these materials. These instructions were created and tested using Adobe Acrobat 7.0.9 and 8.1 Professional and Internet Explorer 6.0. Please contact the manufacturer(s) for instructions on software that is not mentioned in this document. This document was created for anyone who uses the Licensing Support Network (LSN) and wishes to submit Adjudicatory documents, i.e. High-Level Waste Hearing.

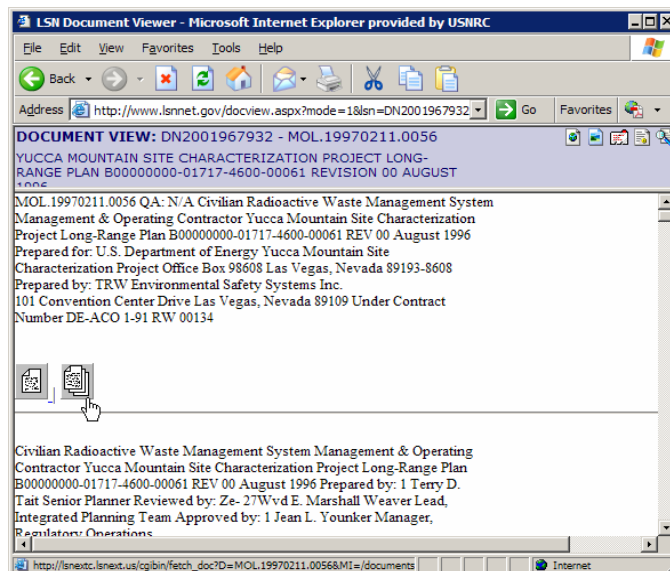
Please use this document as a reference document if your intention is to combine multi-part Portable Document Format (PDF) files from the LSN into a single PDF file. Assuming you have located the document you want to obtain and use from the LSN, begin the combining process by following the instructions below.

I. Retrieving the multi-pages PDF

1. Click on the “Open this document for viewing in the browser” icon, .



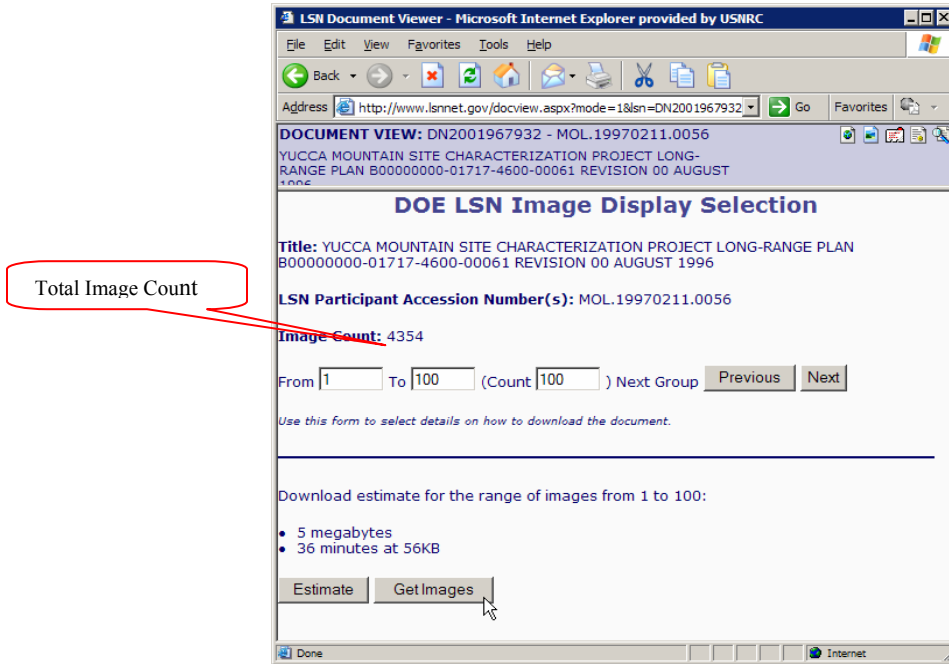
2. In the LSN Document Viewer window, click on the multiple images icon, .




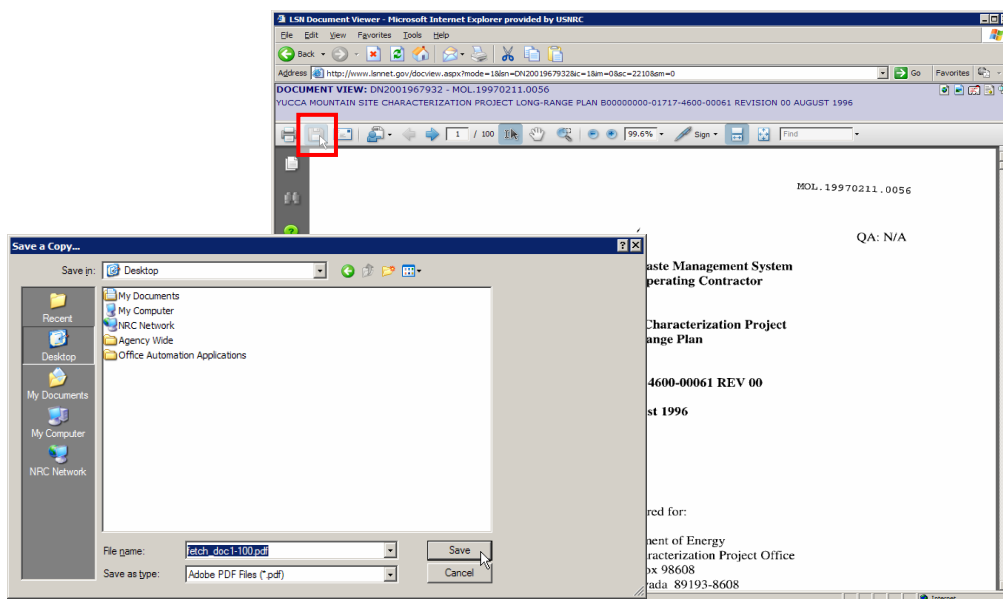
- In the page with “DOE LSN Image Display Selection”, you can specify the number of images to retrieve per request, i.e from “1” to “100”, not to exceed the total image count. Then click on the **Get Images** button.






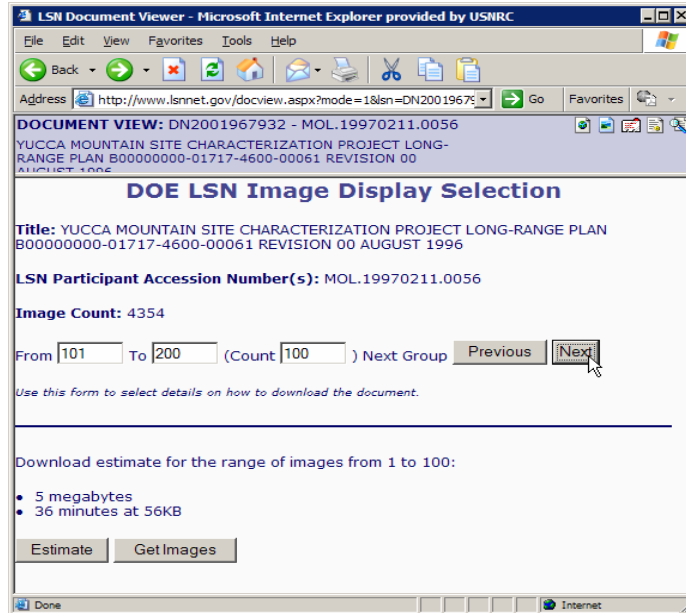
Note: The maximum number of images to retrieve per retrieval request is 100. By default, this number is set at 20. Please make sure these numbers **do not** overlap, or you **will** have the same page multiple times.



- Once the images are retrieved and displayed, click on the  icon which brings up the “Save a Copy...” window. Give the file a name, i.e. Sample_1-100.pdf, Sample_101-200.pdf, and click on the **Save** button.




5. Click on the  button on the browser to get back to the page with “**DOE LSN Image Display Selection**” as a header (Step 3 above). Click the  button to get the next set of images, i.e. “101” to “200”, “201” to 300”, etc.... Then click on the  button.

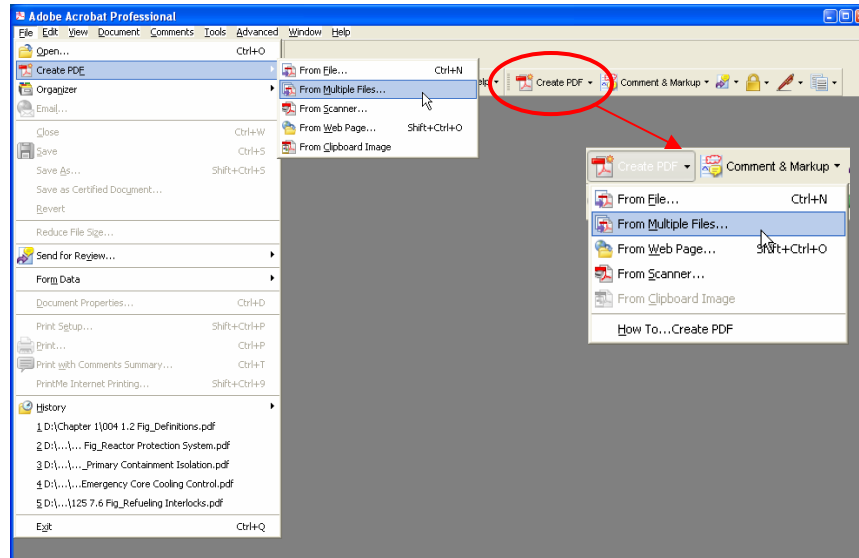



6. Continue with steps 4 & 5 until all images are retrieved and saved.

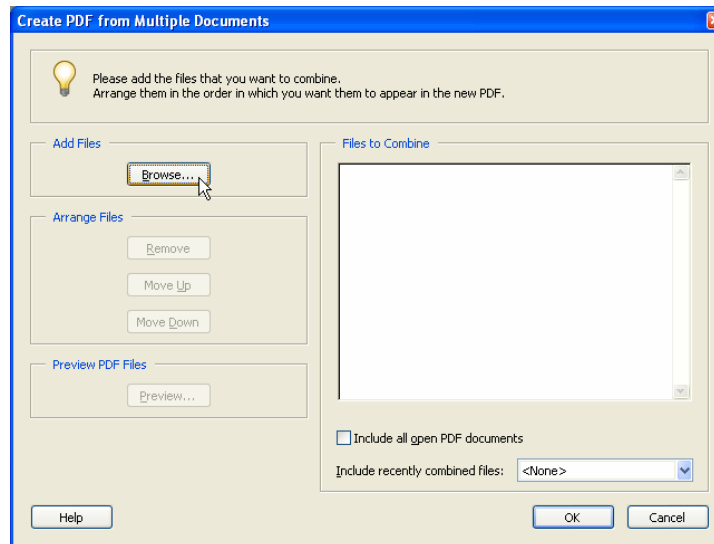
II. Creating a single PDF from the multi-pages PDF


Adobe Acrobat 7.0

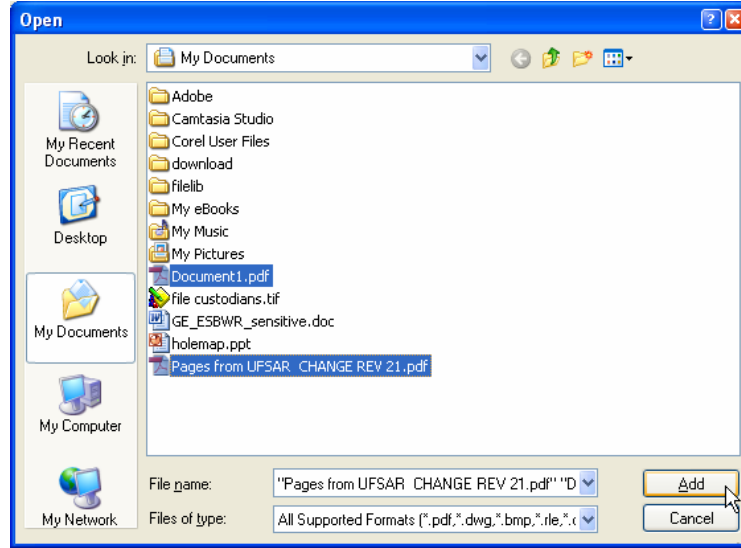
1. Start Adobe Acrobat Professional. From the top menu, click on **File -> Create PDF** -> **From Multiple Files**, or simply click on **Create PDF** icon, , and select **From Multiple Files**.


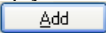





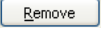
2. In the **Create PDF from Multiple Documents** window, under the “Add Files” section, click on the  button.

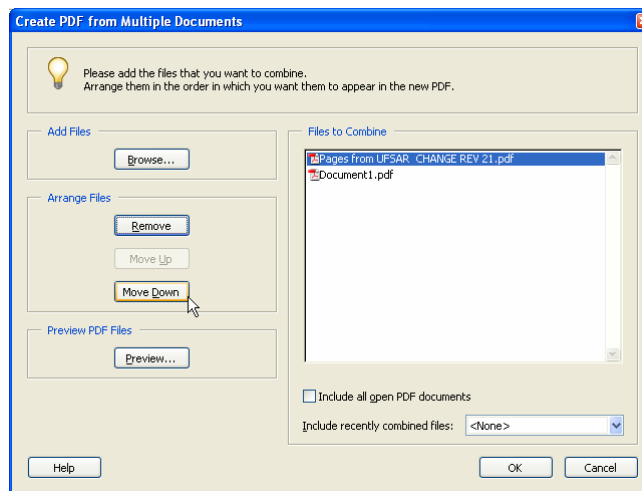



3. An **Open** window pops up, select the files you want to add and click on the  button.

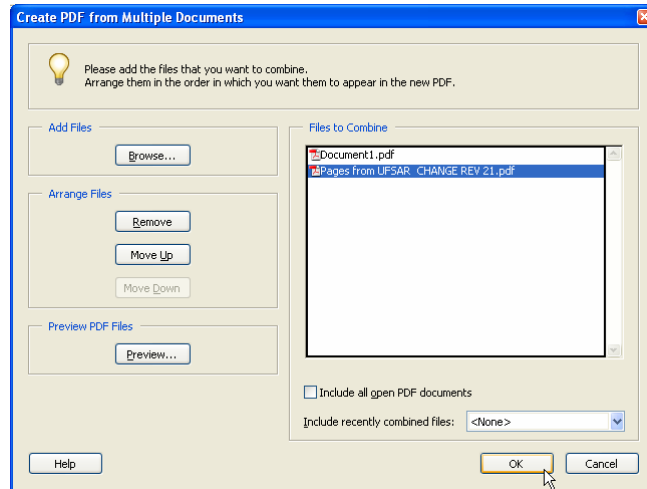


 **Note:** To select multiple files, simply hold down the Ctrl or the Shift key and click on the files you to add, then click on the  button.

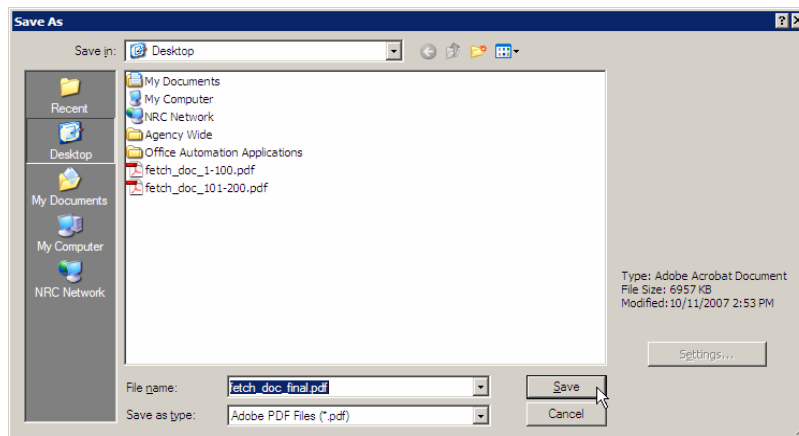
 **Note:** You can re-arrange the order of the files in the **Combine Files** window by clicking on the  button or the  button. You can even remove the file(s) by selecting the file and click on the  button. See example below.




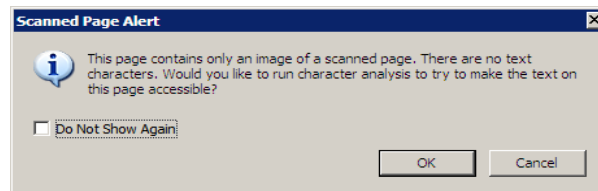
4. Once all the files are added and in the order you want, click on the  button.




5. Give the file a name, i.e. Sample_final.pdf, then click on .

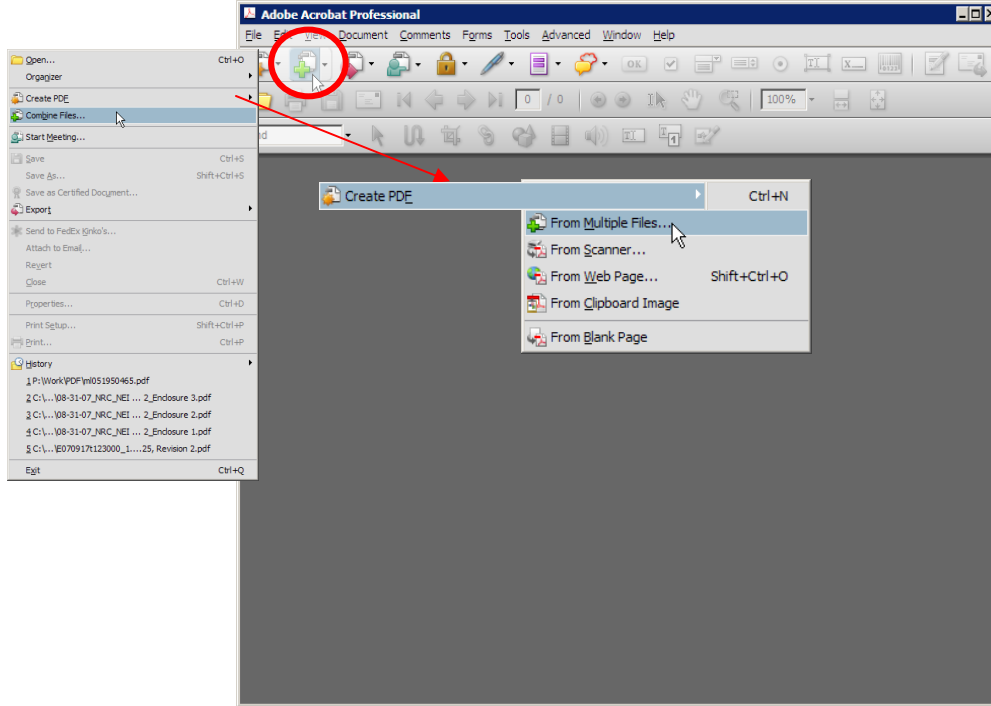



 **Note:** If you receive the “Alert” window similar to the window below, it means that there are NO text characters (non-searchable text), therefore an Optical Character Recognition (OCR) process must be run. Proceed to the section III to start the OCR process to make the image contain searchable text.

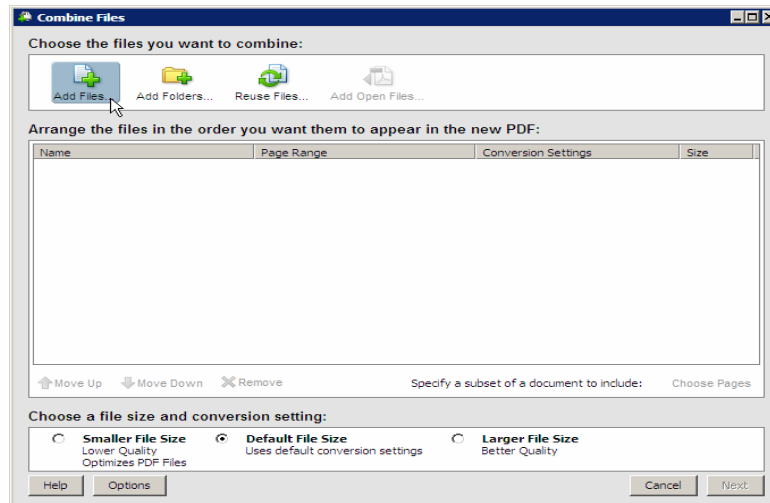


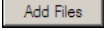
Adobe Acrobat 8.0

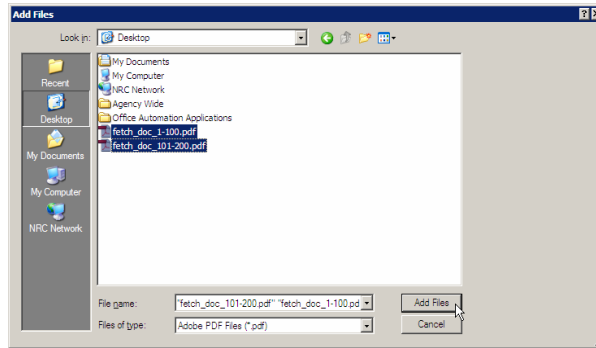
1. Start Adobe Acrobat Professional. From the top menu, click on **File -> Combine files**, or **File -> Create PDF -> From Multiple Files**, or simply click on **Combine Files icon**, .


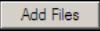






2. In the Combine Files window, click on the “**Add Files**” icon, .

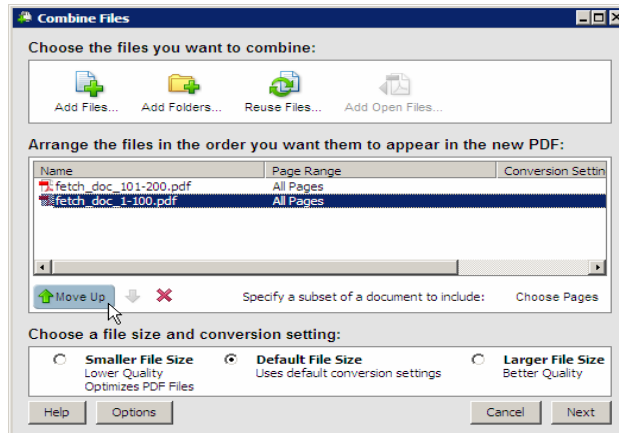


3. An Add Files window pops up, select the files you want to add and click on the  button.

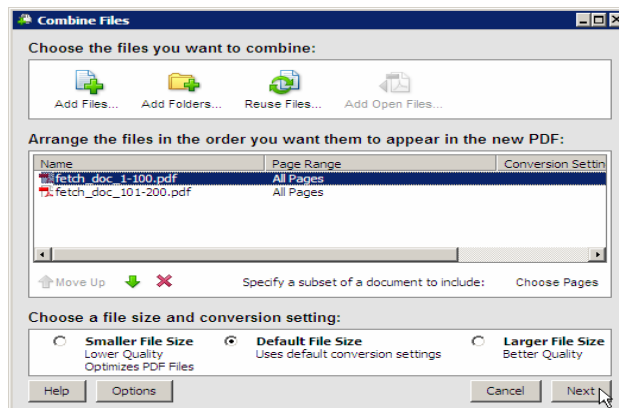


 **Note:** To select multiple files, simply hold down the Ctrl or the Shift key and click on the files you to add, then click on the  button.

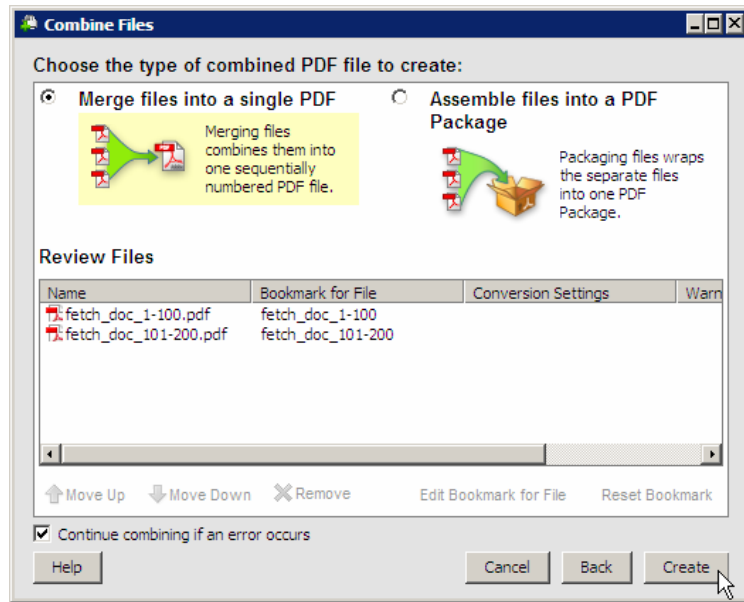
 **Note:** You can re-arrange the order of the files in the **Combine Files** window by clicking on the  button or the  button. You can even remove the file(s) by selecting the file and click on the  button. See example below.



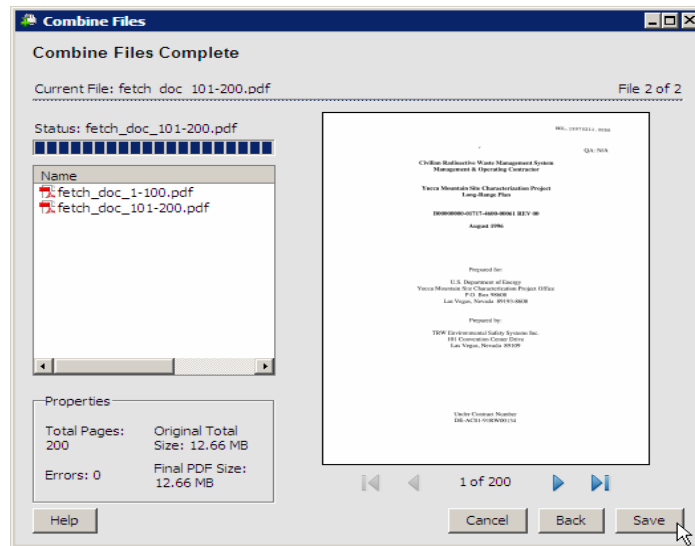
4. Once all the files are added and in the order that you want, click on the  button.





5. On the next screen, make sure “Merge files into a single PDF” is selected, and all files are there in the order that you want in your final PDF, and click on **Create**.

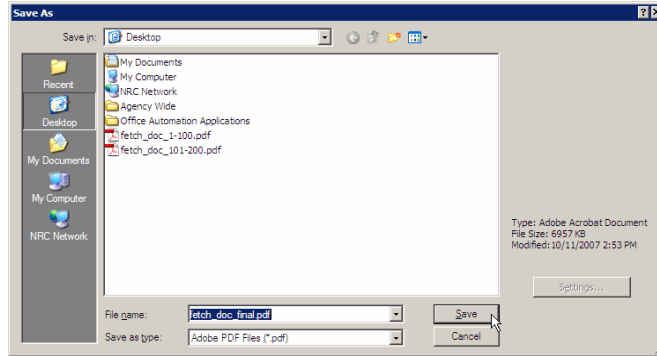


6. Below is a screen shot of what you will see once all the files are combined. Click **Save** to generate a new PDF.

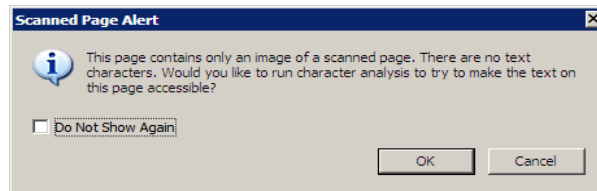


 **Note:** Take notice of the number of total pages, number of errors if any. You can also click on the  buttons to see sample output of the images.

7. Give the file a name, i.e. Sample_final.pdf, then click on **Save** again.

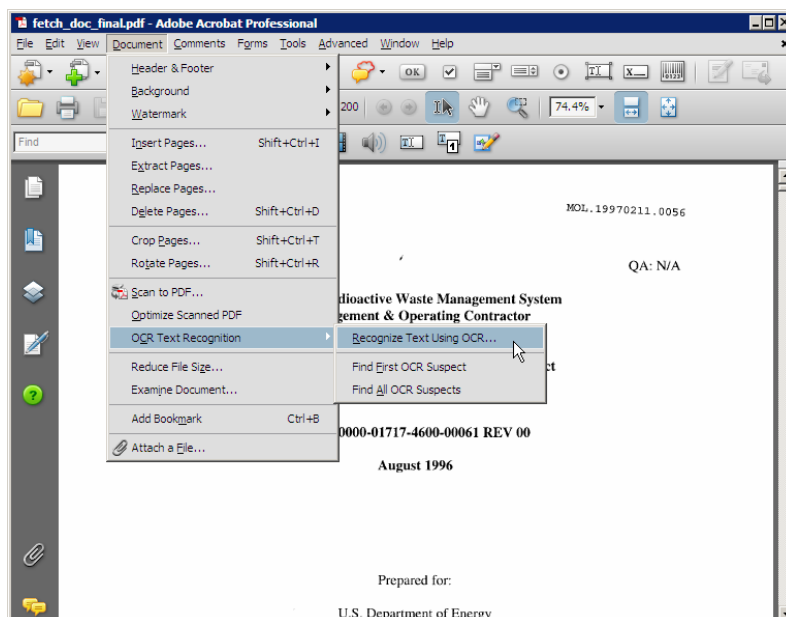


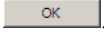
Note: If you receive the “Alert” window similar to the window below, it means that there are NO text characters (non-searchable text), therefore an Optical Character Recognition (OCR) process needs to be run. Proceed to the next section to start the OCR process to make the image contain searchable text.

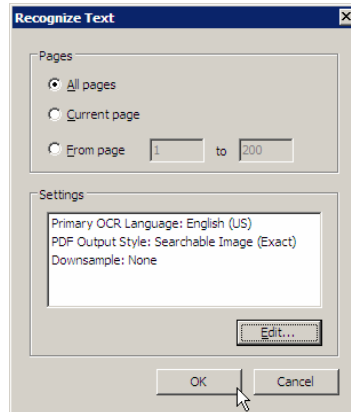


III. Create text searchable via Optical Character Recognition

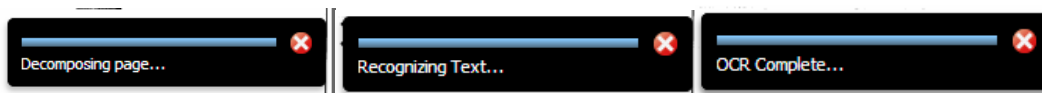
1. From the top menu, click on **Document -> OCR Text Recognition -> Recognize Text Using OCR....**



2. A **Recognize Text** window pops up, select **All pages** and click .

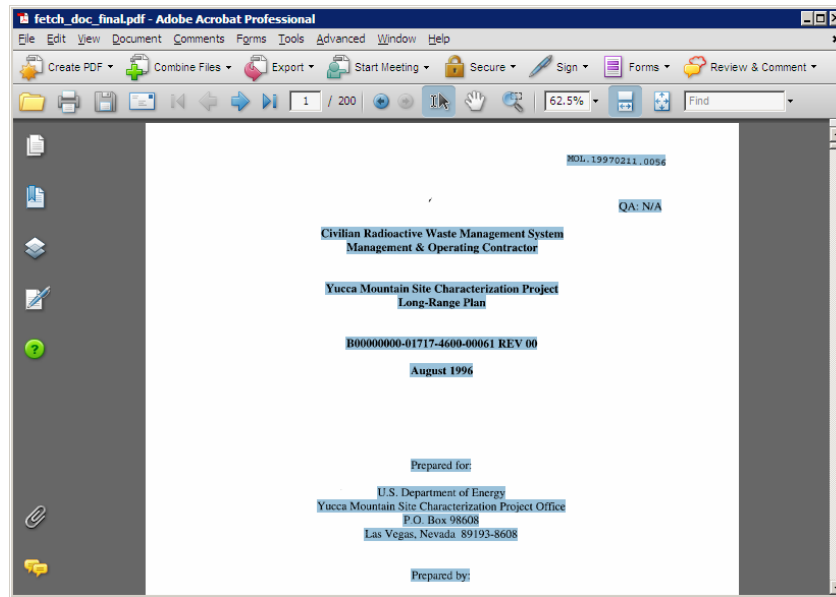


A series of popup windows show the OCR status.

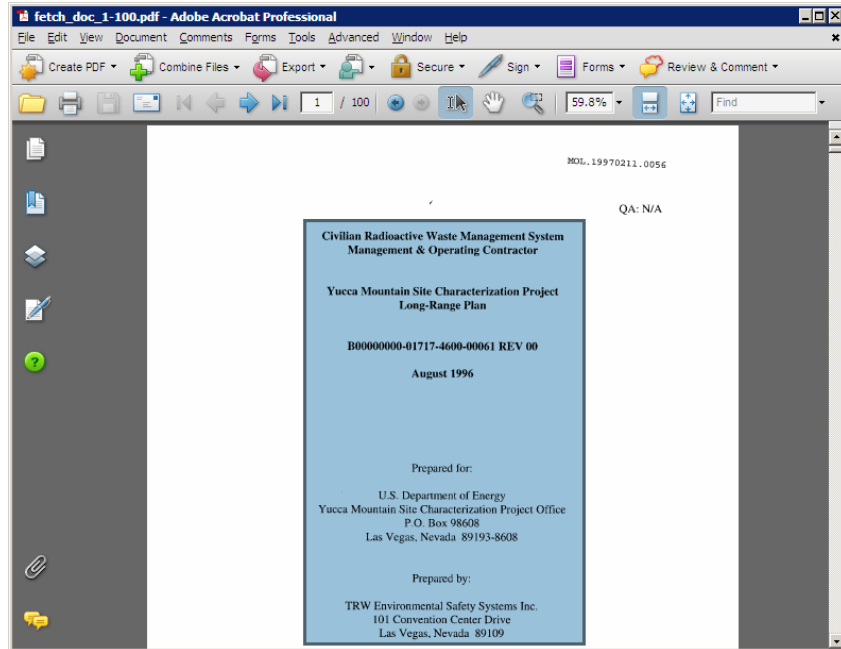


IV. Verify the images contain searchable text

1. From the main menu, select **Edit > Select All (Ctrl+A)** to select all the text on all pages. Another way is to click the **Select** button on the Tools menu and place the mouse cursor on the first character of the very first page. With the left-mouse button pressed, drag downward until you get the last character.

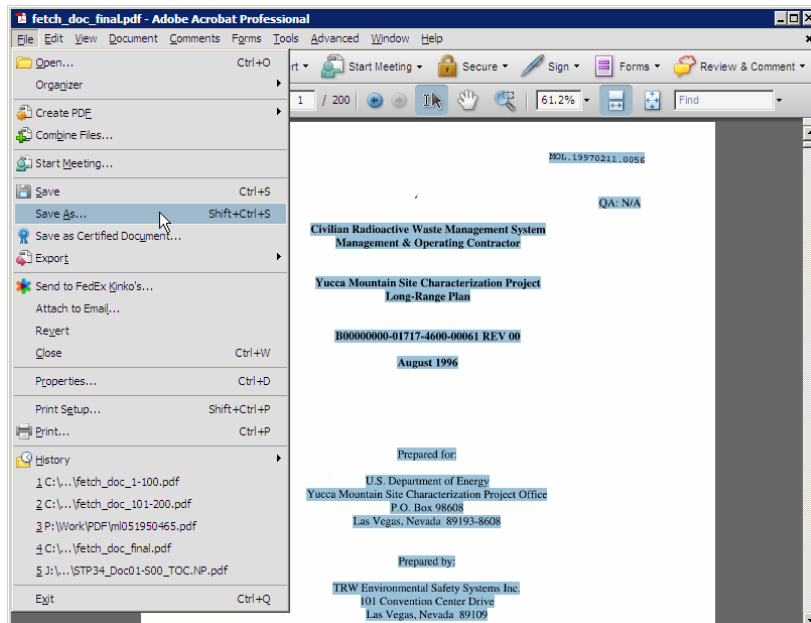


Note: If the text is highlighted, it means the text has been OCR'd correctly and that there is searchable text (hidden text). If, however, the **whole** page has a blue box (see image below), this means the OCR process has not been run (no searchable/hidden text), therefore the OCR process needs to be run.

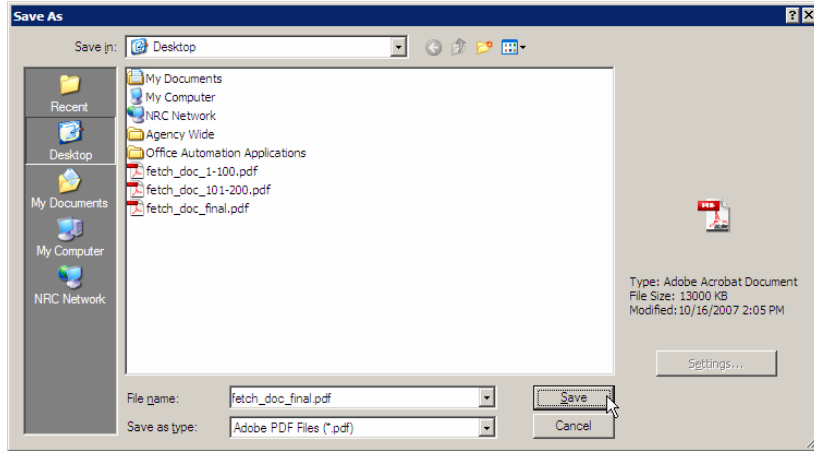


V. Finalize the PDF (enable Fast Web View)

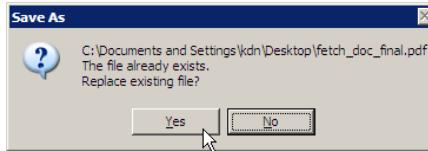
1. From the main menu, click on **File -> Save As...**



2. In the **Save As...** window, click on the **Save** button.



3. Click on **Yes** to overwrite the existing file.



Now that you have finished combining multi-part PDFs into one single PDF, it is strongly recommended that you run Preflight on your new PDF file to discover and correct all potential errors. The instructions for running Preflight can be found at <http://adamswebsearch2.nrc.gov/idmws/ViewDocByAssession.asp?AccessionNumber=ML051950465>. Another helpful document is the Simplified PDF Document Submittal Checklist document, which is available to download at <http://www.nrc.gov/site-help/e-submittals/pdf-doc-submittal-checklist.pdf>.