

## Creating a PDF of your Forms and Events that you can Print, Save, or Email

1. Login to Community Connection from provided URL with your ACS ID as shown with blue arrows below screenshot:

ACS Publications C&EN CAS

ACS  
Chemistry for Life®

American Chemical Society → Login

Don't have an ACS ID?

[Create a free ACS ID](#) and:

- Register for a Professional Education course
- Subscribe to and manage ACS email newsletters
- Manage your ACS, ACS Network, and other ACS application profiles

[Join ACS today](#). As a member, use your ACS ID to:

- Access exclusive online content and member benefits
- Pay your member renewal online when an invoice is available

[Create a free ACS ID](#)


Log In

User Name

Password

Log In

[Forgot User Name or Password?](#) | [Help](#)

2. Click  on the ellipsis and click on Print as shown below screenshot with 1 and 2 subsequently by choosing Administration or Financial Form whichever that you like to print or save. If you like to print an Event Form then scroll down to step 5.

Financial Form

Status: Not Submitted | Due Date: 02/15/2021

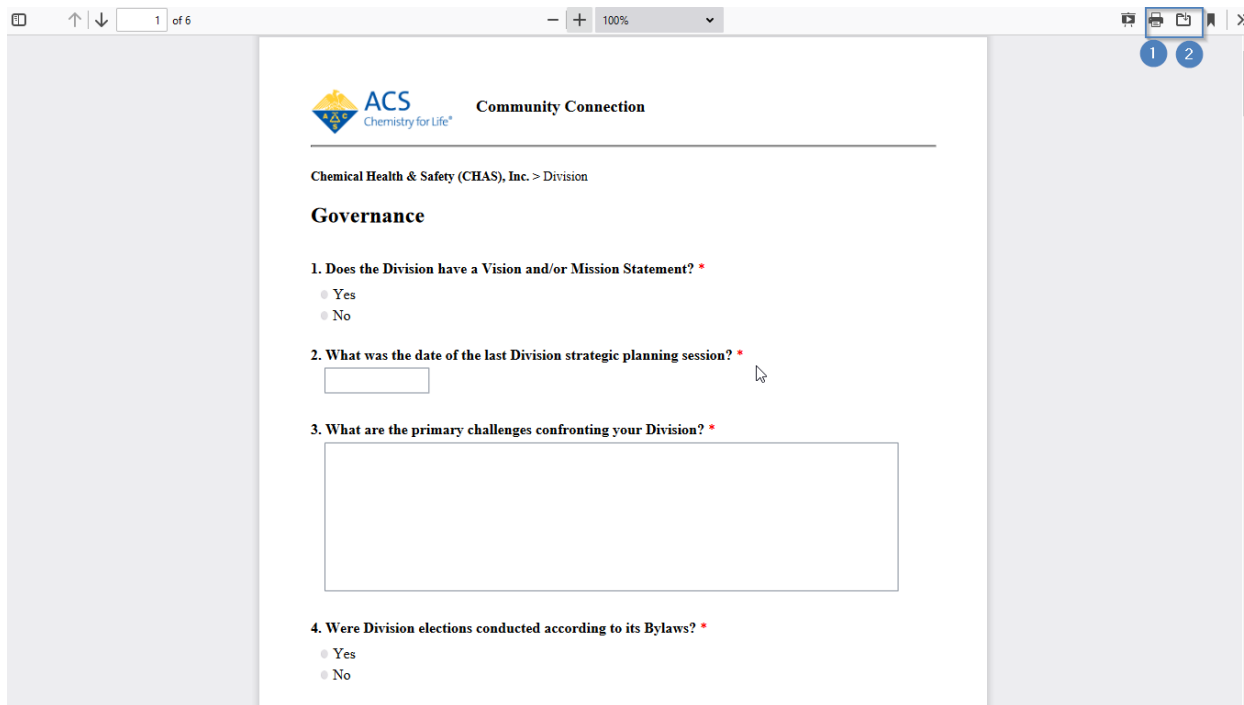
TASK TO-DO

- Income
- Expenses

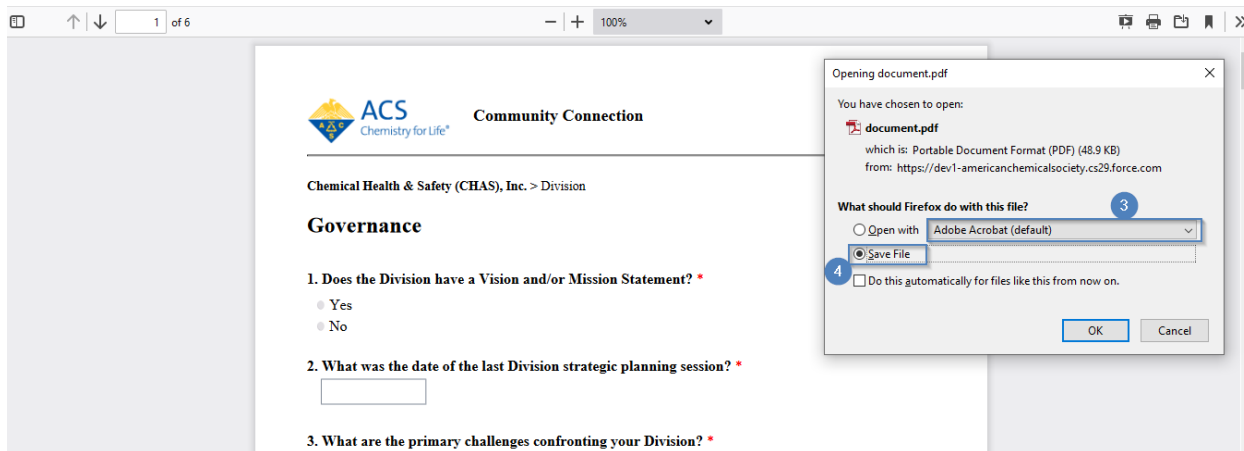
1 ... Start Form Submit for Approval

2 Print Preview

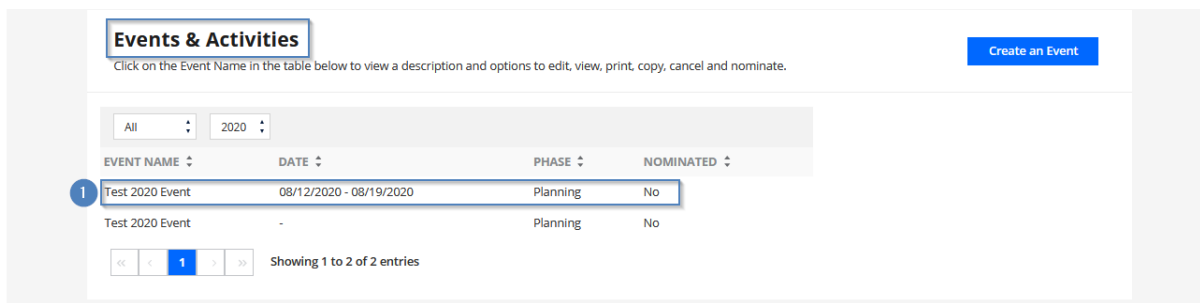
3. Once you clicked on Print that will bring up the selected form and here you can click on either Print or Download icon as shown 1 and 2 in below screenshot.



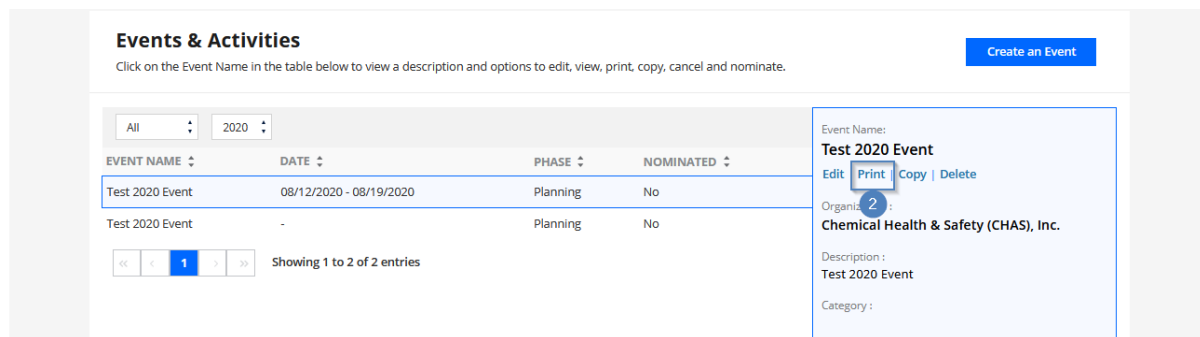
4. In dialog box select Adobe Acrobat next to Open with as shown with 3 and select Save File as shown with 4 and click OK as shown below screenshot. This will save the Form in your default Download folder.



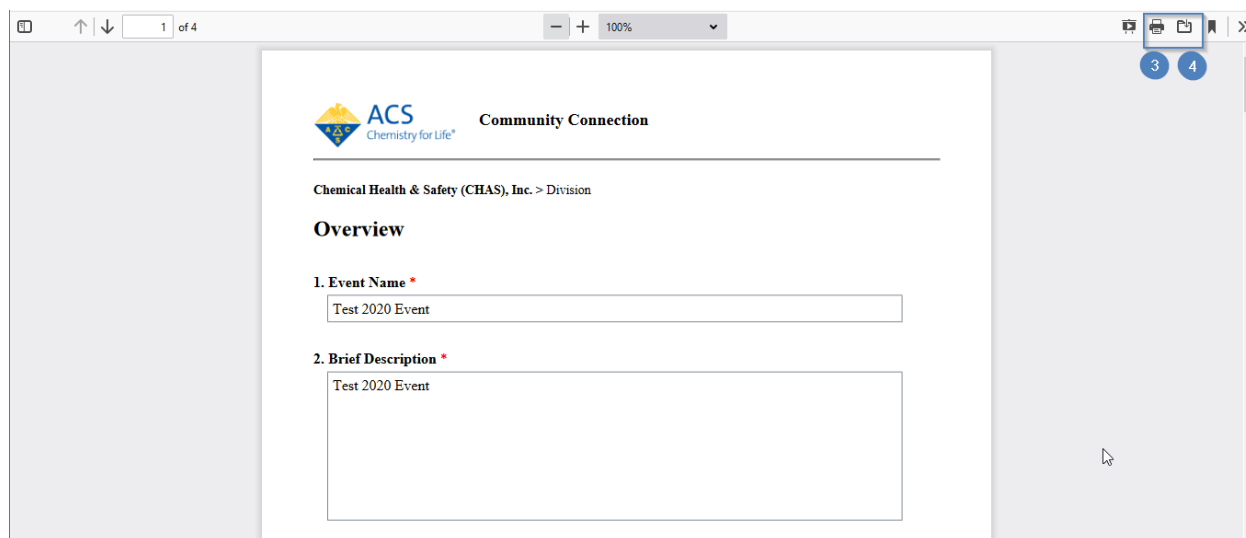
5. Printing Event Form; click on the event that you like to print as shown below screenshot with 1.



6. This will bring up the Print option as shown below screenshot with 2. Click on Print.



7. This will bring up the selected event form and here again you may choose Print or Download option as shown below screenshot 3 and 4.



## Combining PDFs

PDFs can be combined using Adobe Acrobat Professional. If you do not have Adobe Acrobat Professional or need further assistance; please email [connections@acs.org](mailto:connections@acs.org) and staff will assist you.

1. Save PDFs to your computer by clicking the View as PDF icon next to the items you want to include in your combined PDF and click the Save File radio button.
2. Choose File > Combine Files, or click the Combine Files on the Tasks toolbar.
3. The Combine Files wizard loads. In this wizard, you can:
  - a. Add individual files by clicking the Add Files Button, navigate as needed, select the files, and click Add Files.
  - b. Add files in a specific location, click Add Folders button, navigate to the needed folder, select it, and click OK. Repeat as needed.
4. You can:
  - a. Rearrange the order of files on the list, select a file and drag it up or down the list. Or, select a file and click the Move Up button or the Move Down button
  - b. Remove a file from the list, select the file name and click Remove.
5. Select an appropriate file size and conversion options (Smaller File Size, Default File Size, Larger File Size).
6. Click Next
7. To combine the files as sequential pages of a PDF, select Merge Files into a Single PDF.
8. Click Save, and select a name and location for the combined PDF.