



Combining PDFs

The three most important aspects of this process is:

1. Your inspection filename and your picture album filename need to be identical.
2. Both files need to be saved in the same location
3. When you PDF the second file be sure to hit “append” when it asks you what do you want to do with the file.

To begin, first decide if you would like your picture album report first, or you inspection report to be the first report your customer sees. Open that report and PDF the file (note: if you chose to do the picture album file first, make sure the album file is saved in the same location as the inspection file. By default the album files save to the location of pictures, so be sure you save the files with your inspection reports.) When it asks, what would you like to do with the PDF, choose ‘nothing’. Close the software, and open the report you would like to combine into one. Make sure the reports have the identical names, and are saved in the same location. Next, PDF the file; the software should notice that there is already a file with the same file name, and ask you what you would like to do, append, overwrite or cancel. Choose append, the software will combine both PDFs into one, and the report will be ready to be sent to your customers.

If you have any other questions or if anything is unclear give us a call at 1-888-736-2462, or you can email at abillings@pdmB.com.