

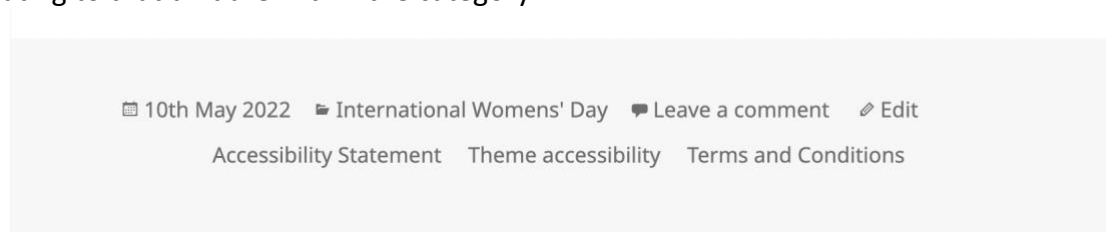
# Guide to creating a PDF of your blog

## Using Adobe Acrobat

1. Select 'Combine PDFs' from the right hand menu.
2. Select the PDF files you want to combine.
3. Select 'Create Binder', this combines your PDFs, and save with a new filename.

## Using Preview

1. Create a category for the unit if you haven't already, and check only the posts relating to that unit are within the category

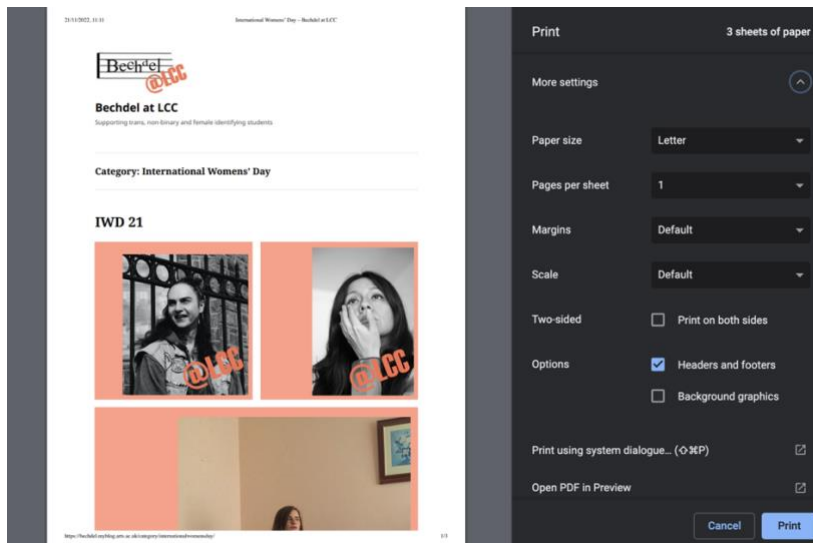


2. Click on the category to show all posts in that category

**Category: International Womens' Day**

3. Copy the url from the address bar
4. Go to File>Print

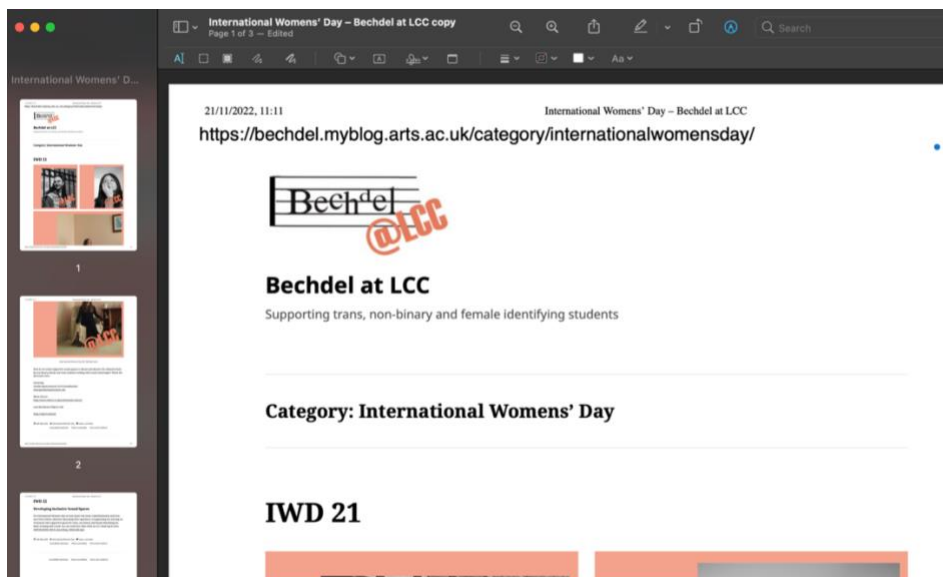
5. Select More Settings> Open PDF in Preview



6. View PDF in Preview (or similar app on PC) and select Tools> Annotate> Text

7. This creates a duplicate PDF you can edit, you can use all the tools on the tool bar to add text boxes, move them around and change fonts/colours.

8. Paste your blog url into a text box at the top of the first page.



9. Save with the filename as requested in the Assignment Brief.

10. If you are also asked to include one PDF that include the blog export, link and text document, add the Text Document below the blog, see step 7.

If you are using a PC these options may be in a different place.