

STEP 1. "PRINT TO PDF" or scan EACH document, label each document sequentially IAW CHECKLIST ORDER, i.e. "01 DA 61, 02 CO CDR LOR, 03 BN CDR LOR, 04 SWO LOR, 05..."

STEP 2. Combine files in Acrobat

LAST NAME, FIRST NAME MI - WOMOS - PDF NUMBER out of TOTAL PDF's

i.e. DOE, JOHN B - 153A - 1 OF 1

STEP 3. Email the Combined PDF as an attachment to the following:

usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@army.mil

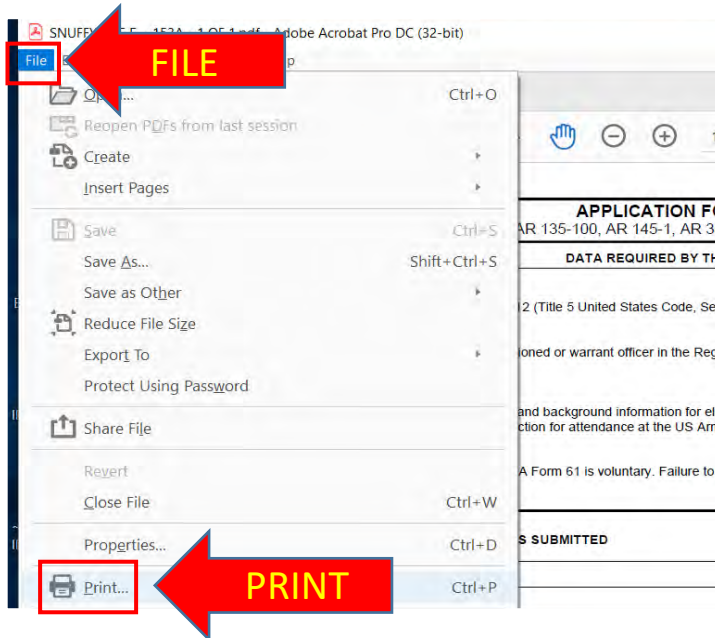
Use the SUBJECT LINE: LAST NAME, FIRST NAME MI - WOMOS - EMAIL NUMBER out of TOTAL NUMBER OF EMAILS

i.e. DOE, JOHN B - 153A - 1 OF 1

STEP 4. If the Combined PDF exceeds 15MB, reduce in size before attaching to email.

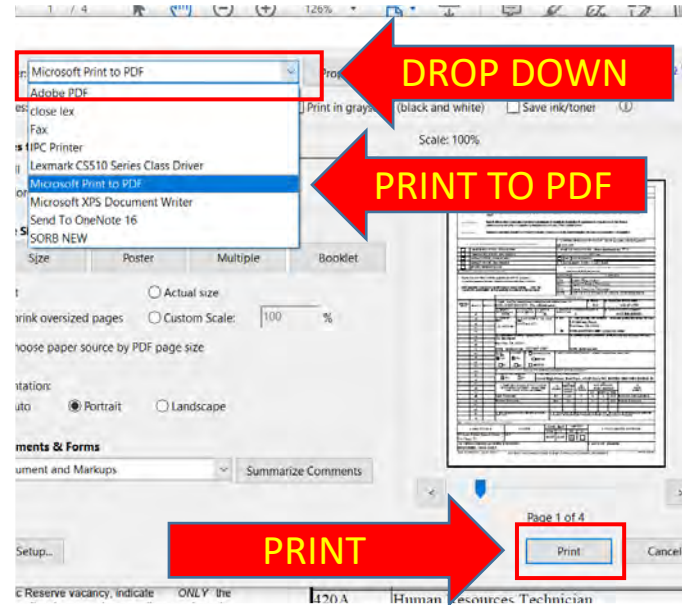
Step 1 - Print to PDF

Step 1A



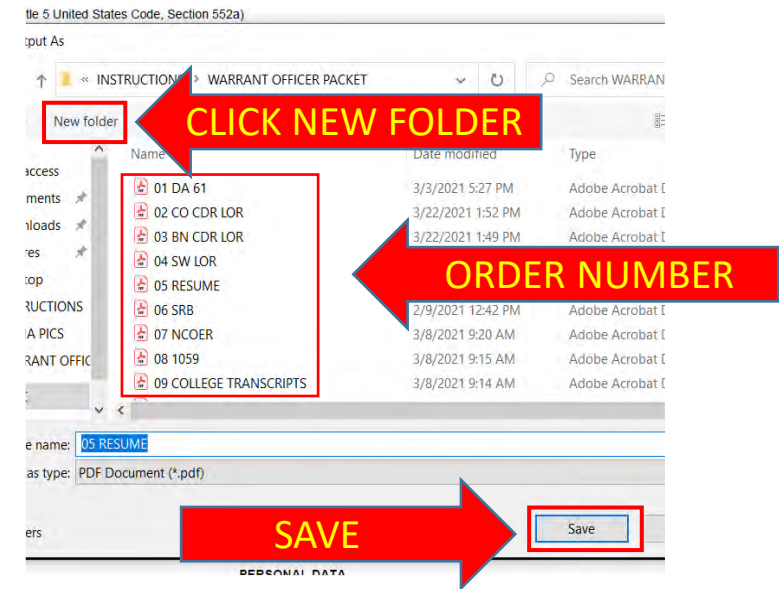
- Select File
- Then Select Print

Step 1B



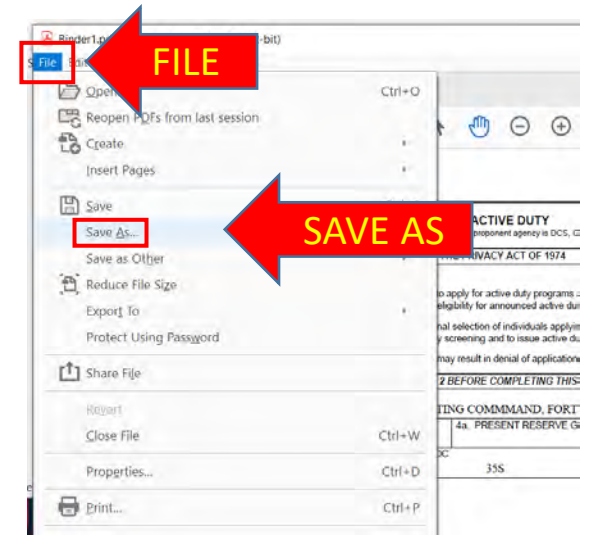
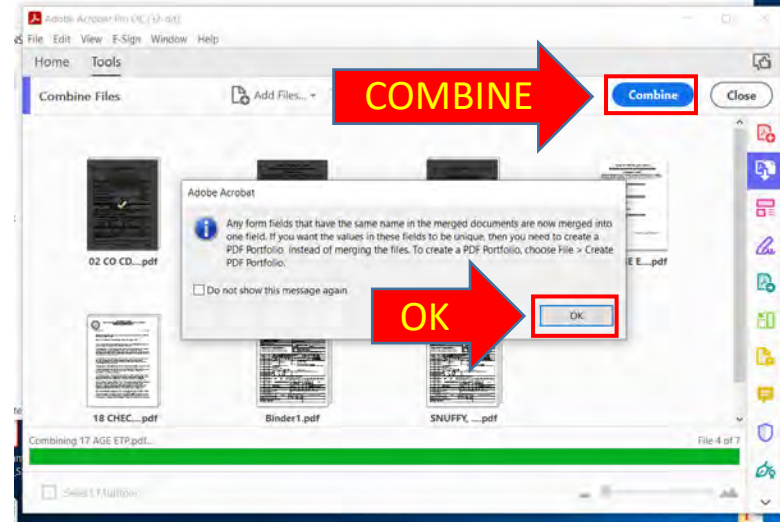
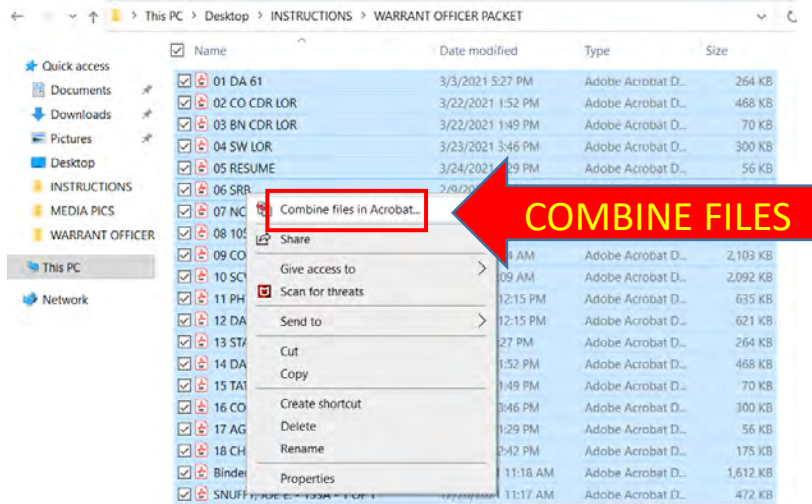
- Click on Drop Down Arrow
- Select Microsoft Print to PDF
- Then Select Print

Step 1C



- Create a NEW FOLDER to save all Documents in
- Label each file, i.e. 01. DA 61, 02. CO CDR LOR
- Then Select Save

Step 2. Combine Files in Acrobat



- Open folder you saved all documents in
- Highlight all Files
("Ctrl + A" or click and drag over all files)
- Right click and select "Combine files in Acrobat..."

- Select Combine
- Select OK

Save Combined PDF using the following naming convention:

LAST NAME, FIRST NAME, MI –
WOMOS – PDF NUMBER out of TOTAL
PDF's

EXAMPLE:
JOHNSON, STEVEN, M – 153A – 1 OF 1

STEP 3. EMAIL AS ATTACHMENT

Email the Combined PDF as an attachment to:

usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@army.mil

Use the SUBJECT LINE:

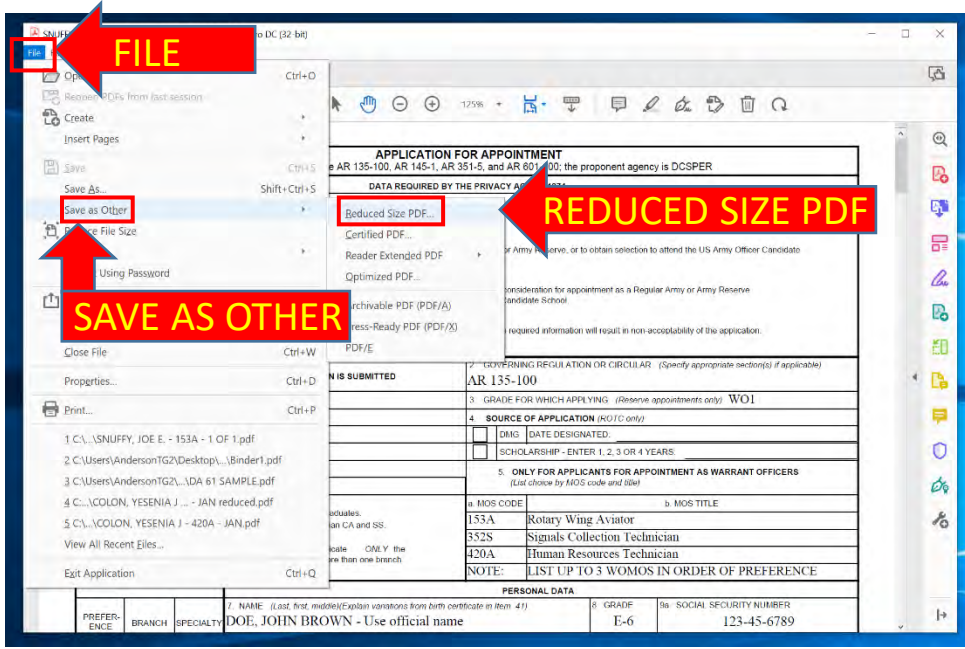
LAST NAME, FIRST NAME, MI – WOMOS – EMAIL
NUMBER out of TOTAL NUMBER OF EMAILS

EXAMPLE:

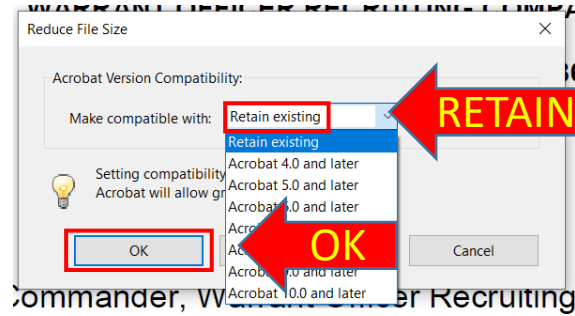
DOE, JOHN B - 153A - 1 OF 1

STEP 4. REDUCE FILE SIZE

ONLY PROCEED if the Combined PDF exceeds 15MB

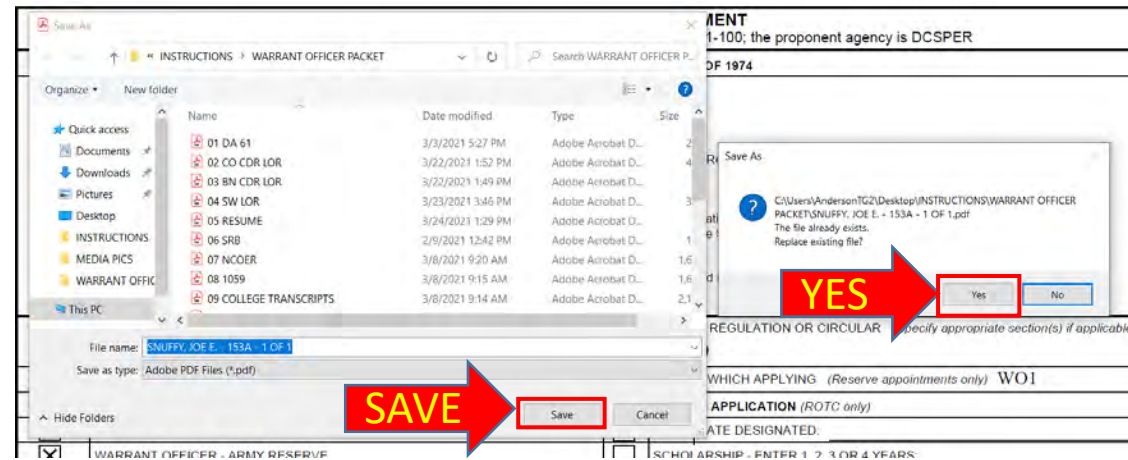


- Select File
- Select Save as Other
- Select Reduced Size PDF



-Select Retain existing from drop down

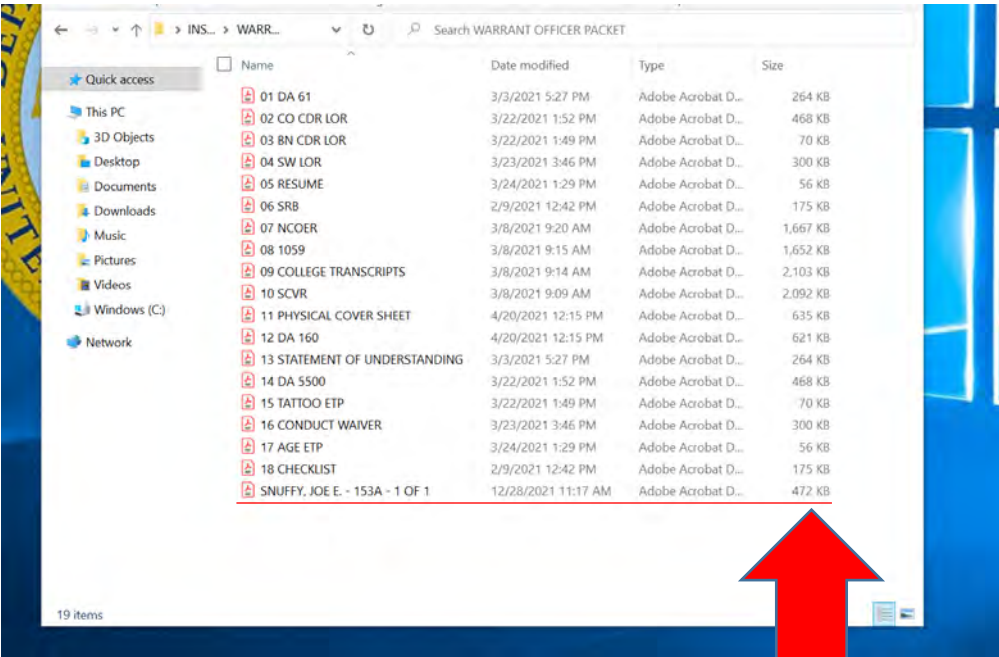
-Then Select OK



- Select Save
- Then Select Yes

STEP 5. CHECKING FILE SIZE

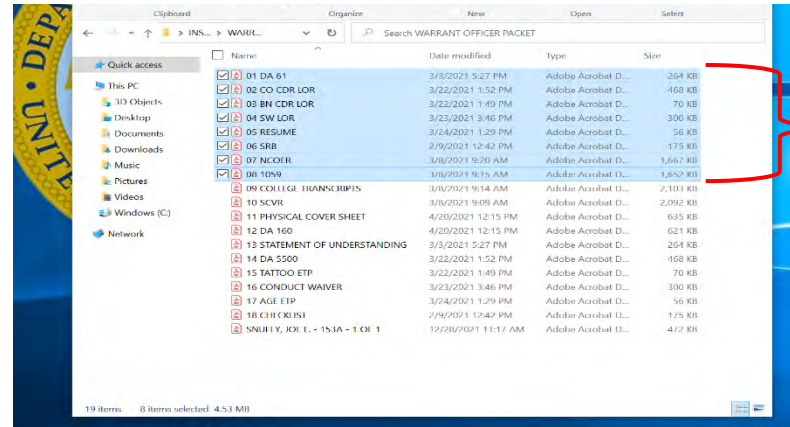
- If FILE SIZE is under 15,000 KB return to STEP 3
- If FILE SIZE is over 15,000 KB Proceed to STEP 6



FILE SIZE

STEP 6. CREATING MULTIPLE FILES

- Select half of your saved files and proceed through STEP 2&3 then return to this STEP



- Select the rest of your saved files and proceed through STEP 2&3

