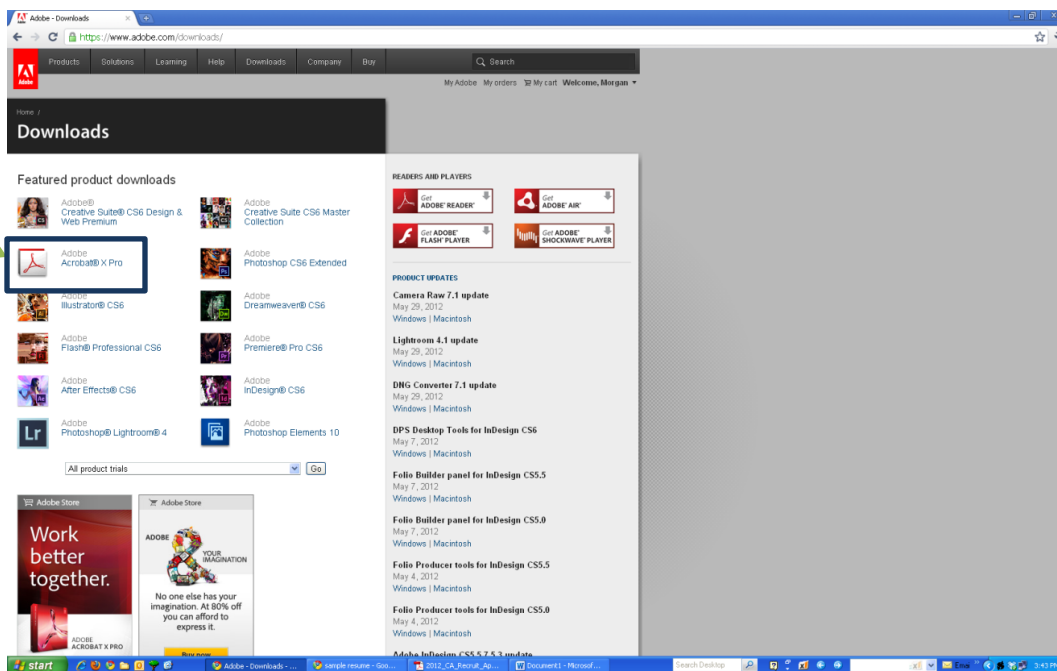


## Step 1: Download Adobe Acrobat

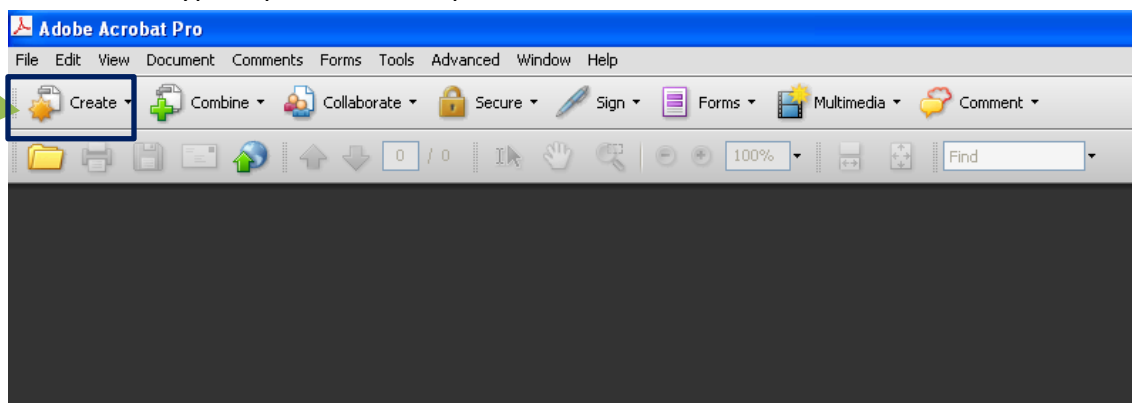
Adobe Acrobat is necessary to edit your PDF and Word documents and convert them into one single PDF document. If you already have Adobe Acrobat installed on your computer, you may skip to step two. Please note the difference between Adobe Reader and Adobe Acrobat; Adobe Reader only enables users to read PDFs and not edit them. Adobe Acrobat can be downloaded at:

[www.adobe.com/downloads/](http://www.adobe.com/downloads/). A free trial download is available by clicking the 'Try' option visible under the program title. Simply click 'Try', select your computer system requirements and click Download Now. Note: You will be asked to Login, if you have an existing Adobe account for other programs such as Photoshop you do not need to create another one. If you do not have an account, you must create one before downloading the program.



## Step 2: Create a New PDF from Other File Types

Once you have downloaded the program successfully, open Adobe Acrobat and click the Create a New PDF from Other File Types option at the top left corner of the toolbar.

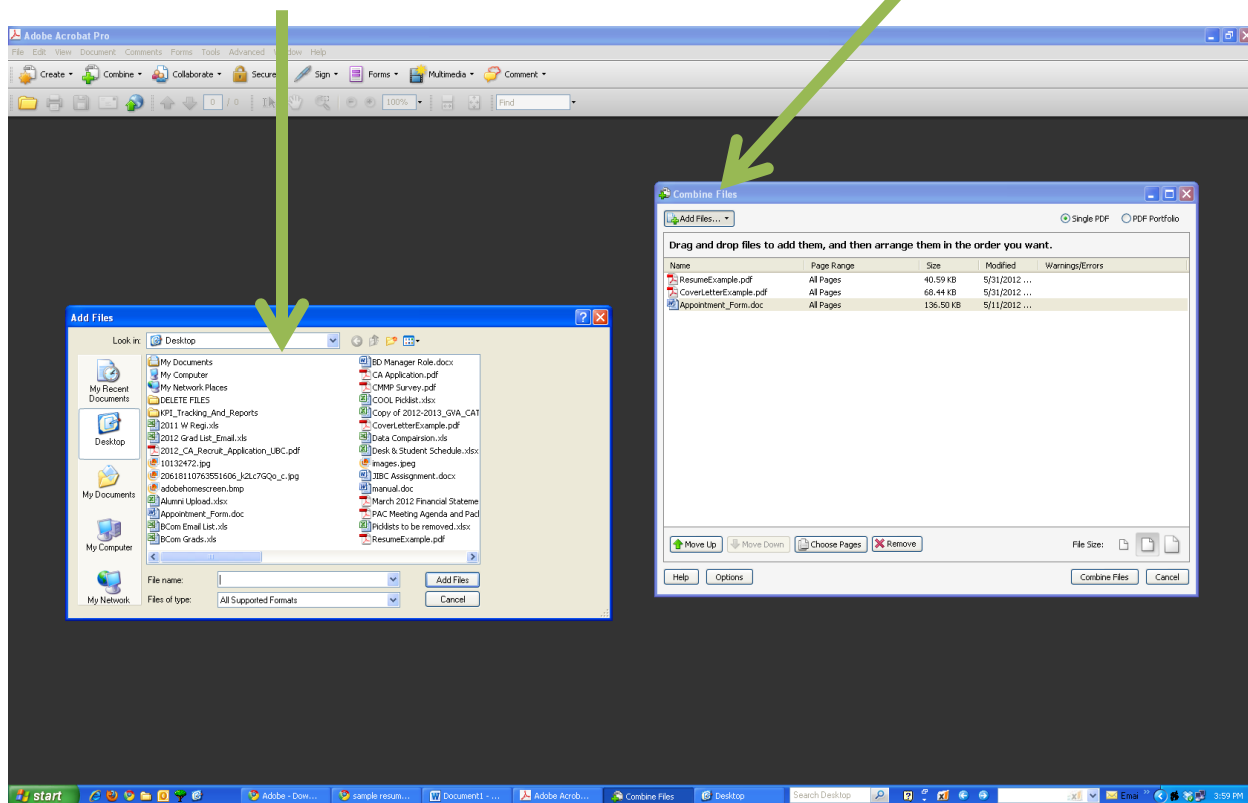


## Step 3: Merge Files into a Single PDF

After selecting the Create Option, choose to Merge Files into a Single PDF. You will then be prompted to add all individual documents you want to add to your PDF, and therefore the documents you wish to include in your application. By clicking the Add Files button in the top left corner of the new window you may select any documents you are asked to include in your application. Note: These documents can be Word documents or PDF documents or a mixture of both, it will not affect the final merged file.

**Select Cover Letter, Resume, Transcript  
and completed CA Application**

**Add Files**



Once you have selected all necessary files, click "Combine Files" and save your application.