

Combining Application Cover Sheet with Application Document

*If you already have the capability to combine the cover sheet and document into a single PDF, please continue to use that rather than this method. This is only for those who do not have another way to combine the cover sheet and document into a single file.

To combine a PDF and a Word document, open your Word document, go to the Insert tab, click Object > Create from File, browse for the PDF file, and click Insert to embed the PDF as an icon or object within your document. For multiple PDF pages, split them into individual files first, or use an online PDF merge tool to combine them before or after conversion to Word format.

Using Microsoft Word's Insert Object function (for single pages or icons) This method inserts the PDF as an embedded object, which is a preview of the document.

1. **Open:** the Word document you want to add to (Your Application Document)
2. Place your cursor at the beginning of the first page, prior to the start of your Document.
3. Go to the **Insert** tab.
4. In the **Text** group, click the arrow next to **Object** and select Object.
5. Select the **Create from File** tab.
6. Click **Browse** to locate the PDF file you want to insert and click **Insert**.
7. Click **OK** to embed the PDF as an object in your document.
8. When the application form shows, **right click** on the cover sheet and enlarge to fit the page (Click on the upper left corner of the cover sheet when arrow shows, drag that arrow to enlarge the sheet.)
9. Go to **Layout** at the top of your screen.
10. Select **With Text Wrapping**.
11. Select the **icon** on the top row, right side.
12. Place Cursor anywhere on the Cover Sheet and slide into position on the page by right click while holding mouse down.
13. When you have the cover sheet in the correct position, go to the bottom of the page and check to be sure your write-up begins at the top of the next page.
14. When all pages (Maximum of 4 total, including the Cover Sheet) are in place.
SAVE AS PDF.