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What is a PDF Package or PDF Portfolio?

A PDF Package/Portfolio is when multiple documents are packaged together into one PDF file. The documents can be in different formats and created in different applications. Each individual document retains its individual properties. Each individual document can be opened independently of other documents in the PDF Package/Portfolio (so long as the necessary application is installed).

Why do I need a PDF Package/Portfolio?

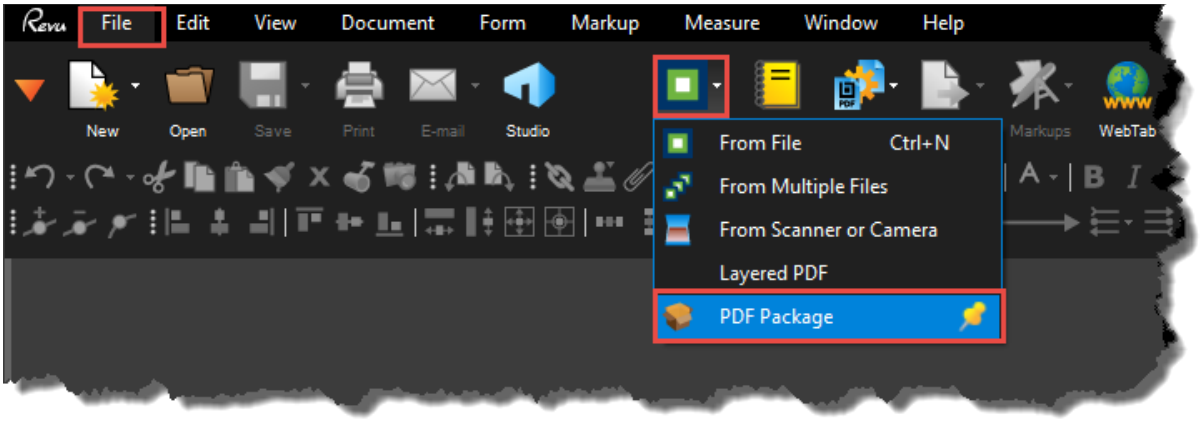
PDF Package/Portfolios are great when multiple files need to be kept together for distribution or archiving. In the paper world, you might staple these documents together or put them in the same file folder or box.

Another benefit is combining several digitally signed documents into one package without invalidating the signatures.

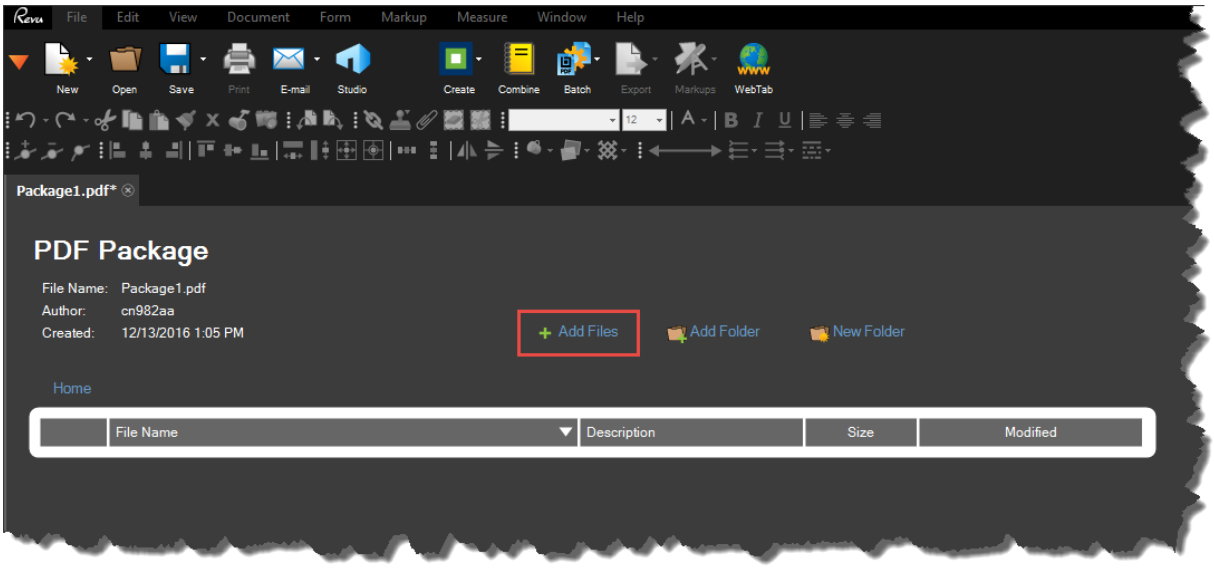
How do I make a PDF Package/Portfolio?

Bluebeam:

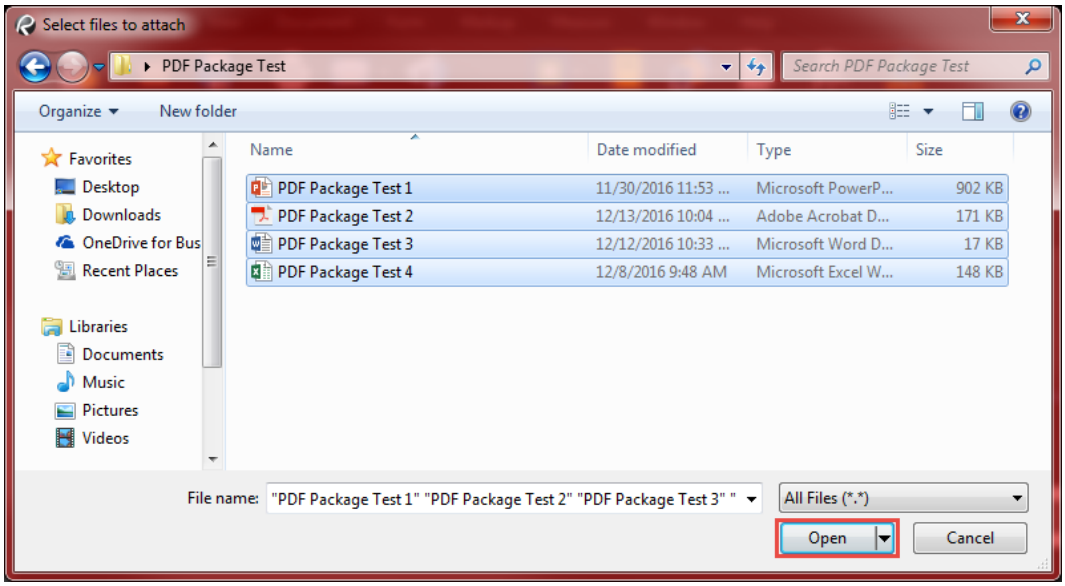
On the file tab, select the down arrow next to Create, then select PDF Package.



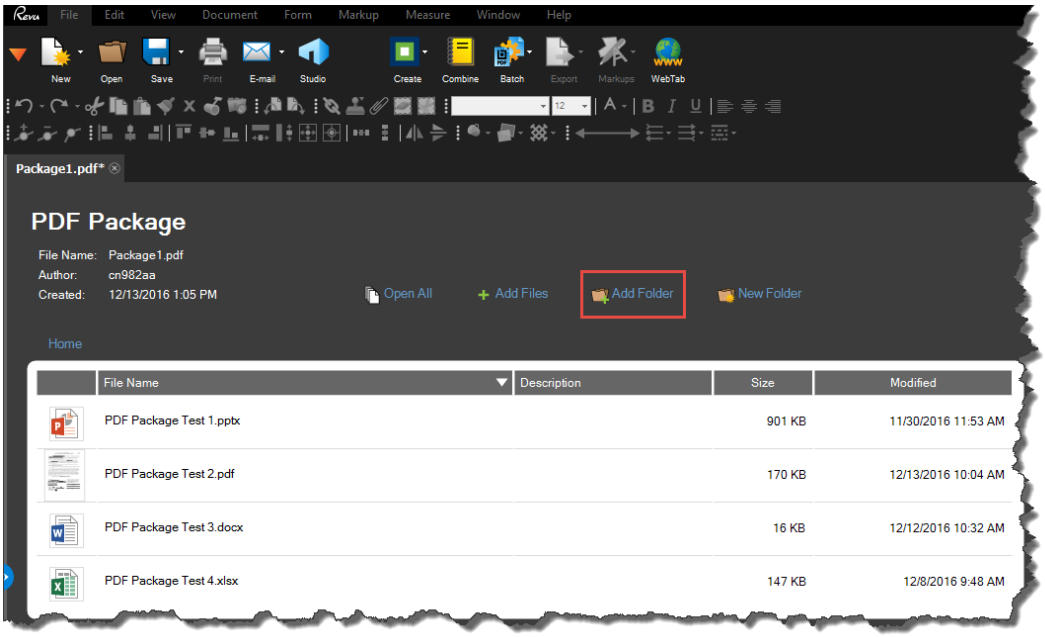
Select Add Files.



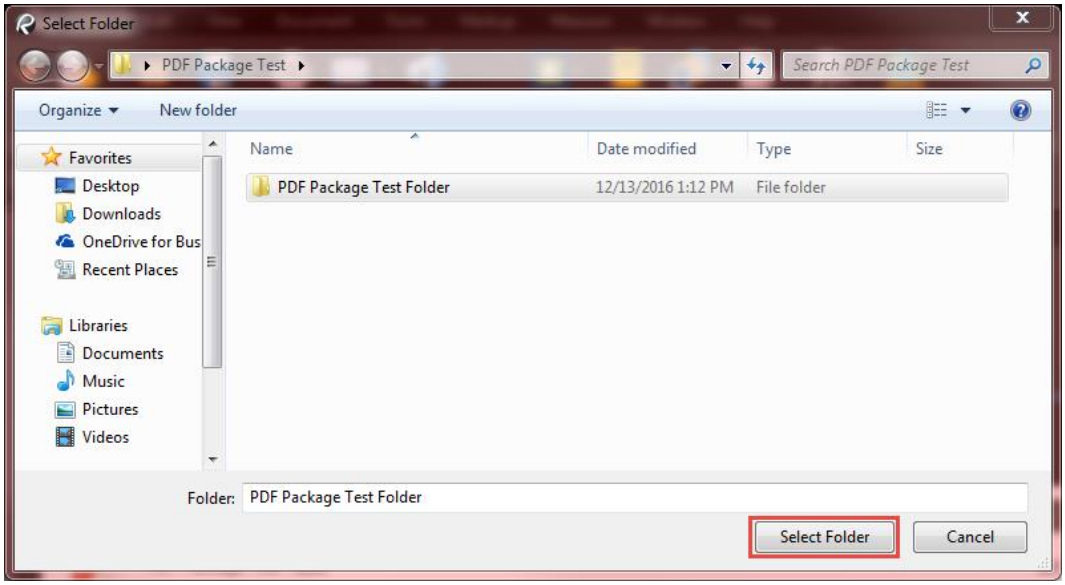
Navigate to and select all the files to include in the PDF Package, then click Open. You may need to select add files multiple times if files are located in different places.



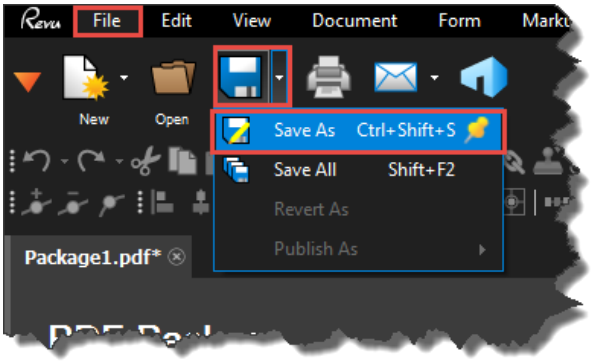
A PDF Package can contain folders as well. To add a folder to the PDF Package, select Add Folder.



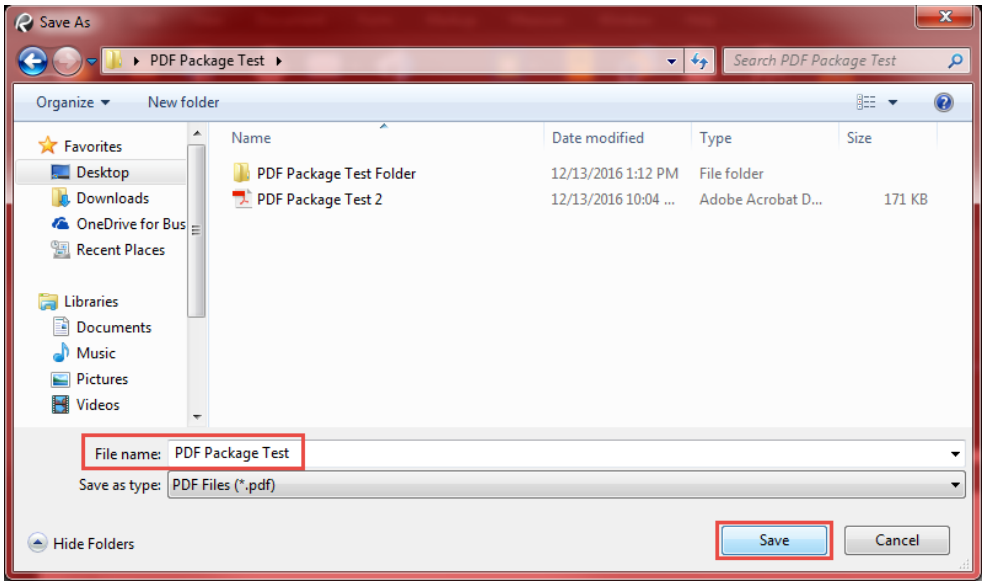
Navigate to and select all the folders to include in the PDF Package, then click Select Folder.



To finalize the package, on the File tab select the down arrow next to Save, then select Save As.

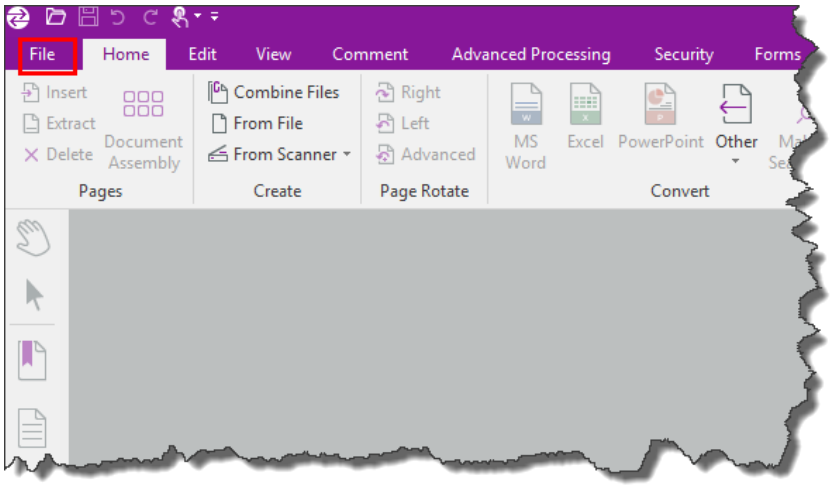


Enter the name of the PDF Package and select the location to save the PDF Package, then select Save.

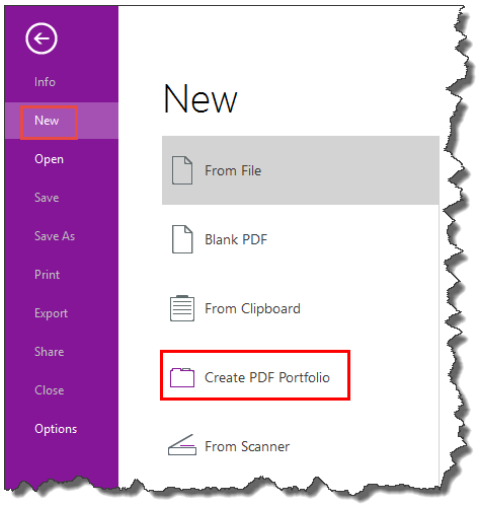


Nuance:

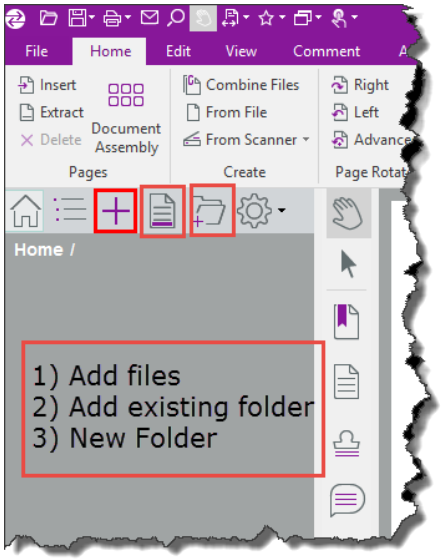
Select File.



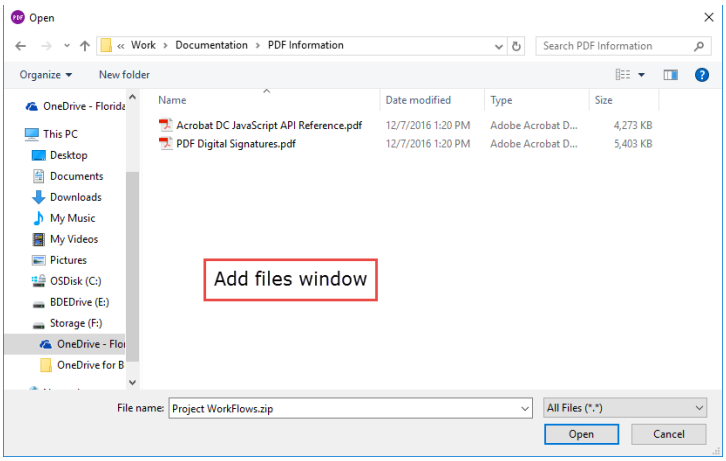
On the New tab, select Create PDF Portfolio.



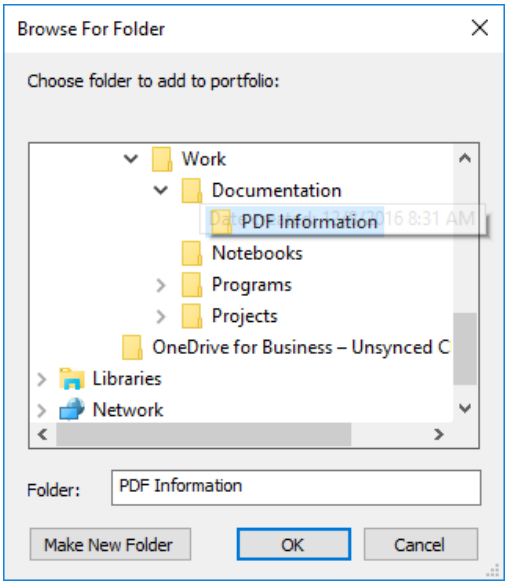
Select the icon for the task you wish to perform.



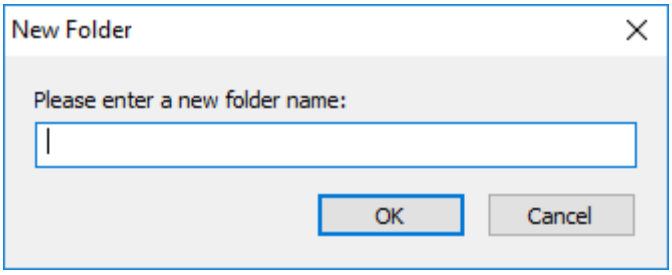
1) When you select Add files, navigate to and select all the files to include in the portfolio.



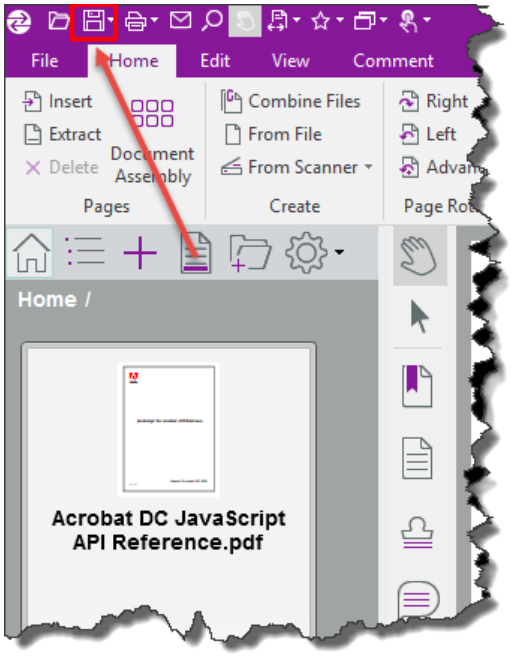
2) When adding an existing folder the window will look like the "Browse For Folder" window pictured below.



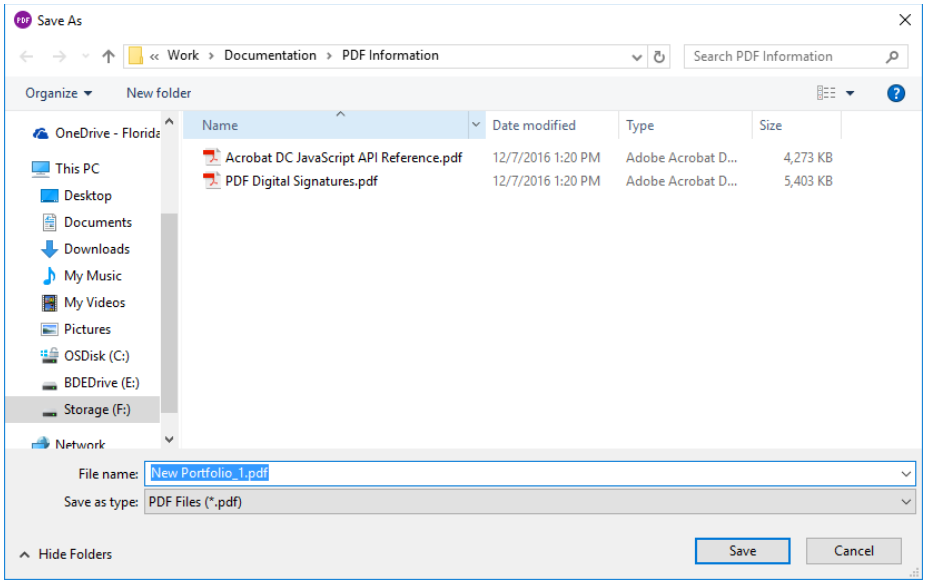
3) Then enter the folder name and click OK.



To finalize the Portfolio, select the Save icon on the ribbon.

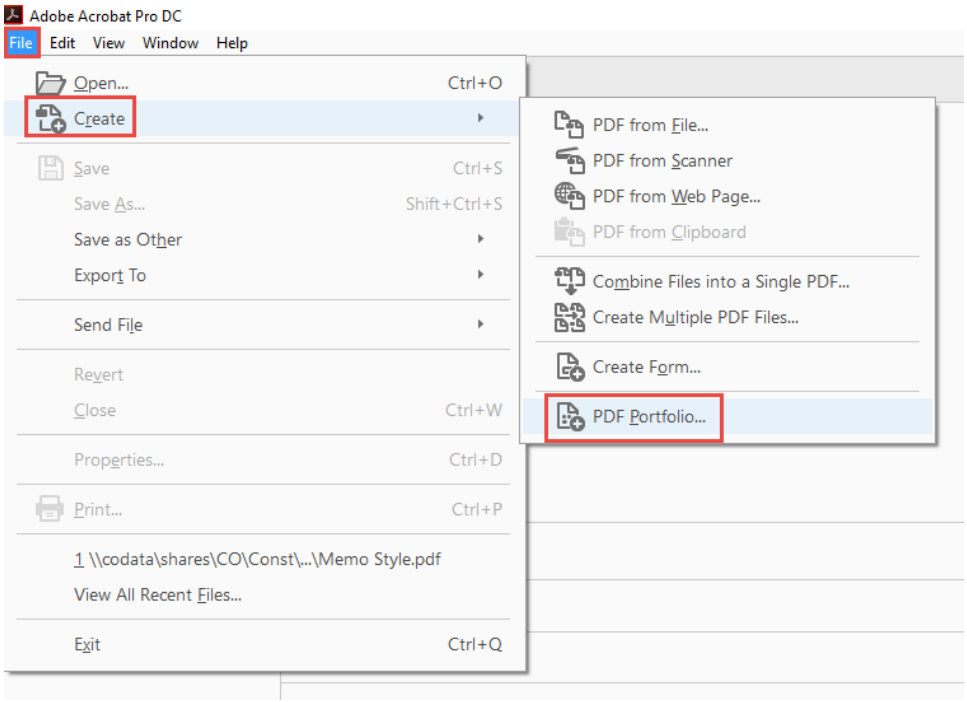


Enter the name of the Portfolio and select the location to save the Portfolio, then select Save.

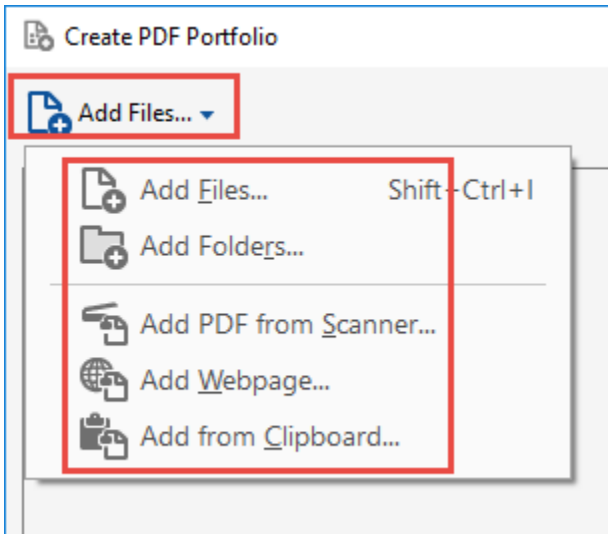


Adobe:

Select File, Create, then PDF Portfolio.

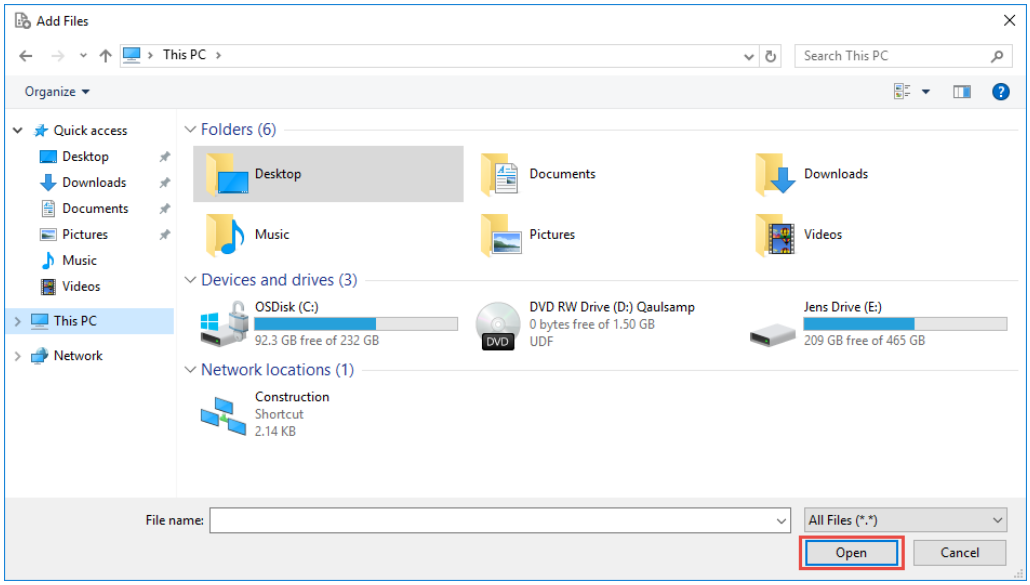


To add files, drag and drop them into the dialog box or select Add Files, then select the icon for the task you wish to perform.

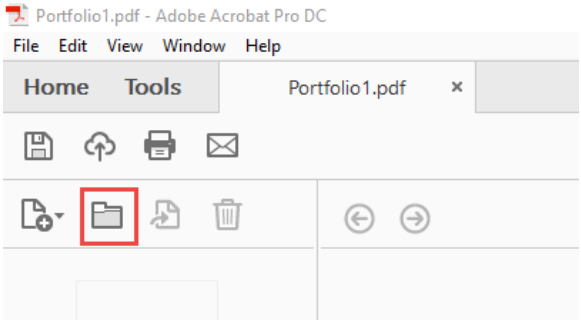


Select Add Files, then navigate to and select all the files to include in the PDF Portfolio, then click Open. You may need to select Add Files multiple times if files are located in different places.

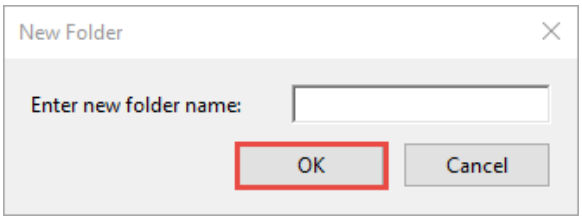
NOTE: if you add a folder, it will add the files within the folder to the PDF Portfolio, but not the folder itself. See below for instructions on creating a folder.



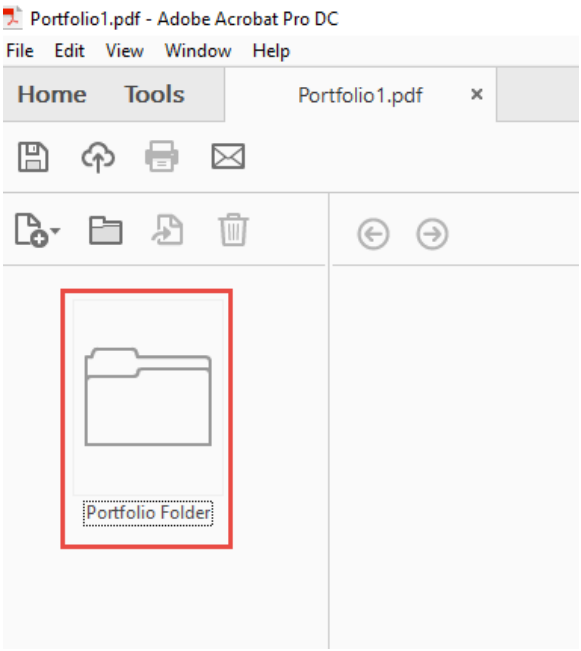
To add a folder to the PDF Portfolio, select Create Folder.



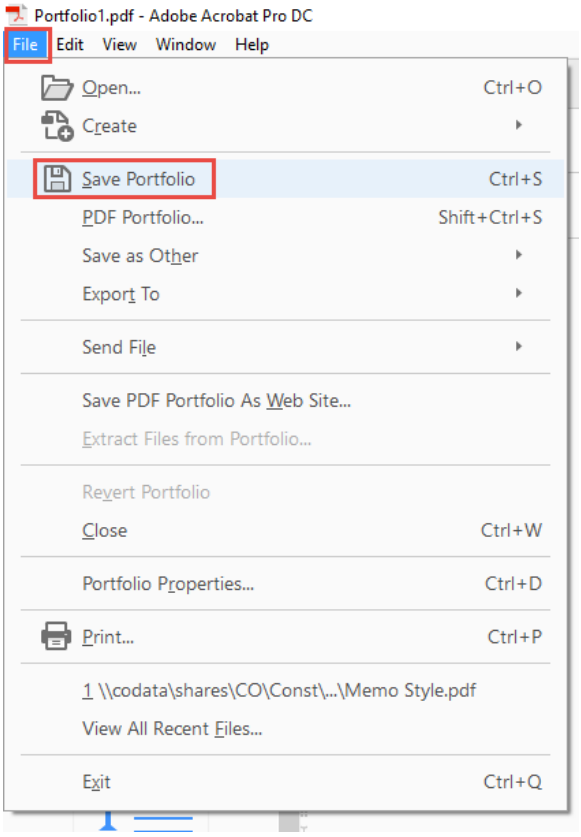
Then enter the folder name and click OK.



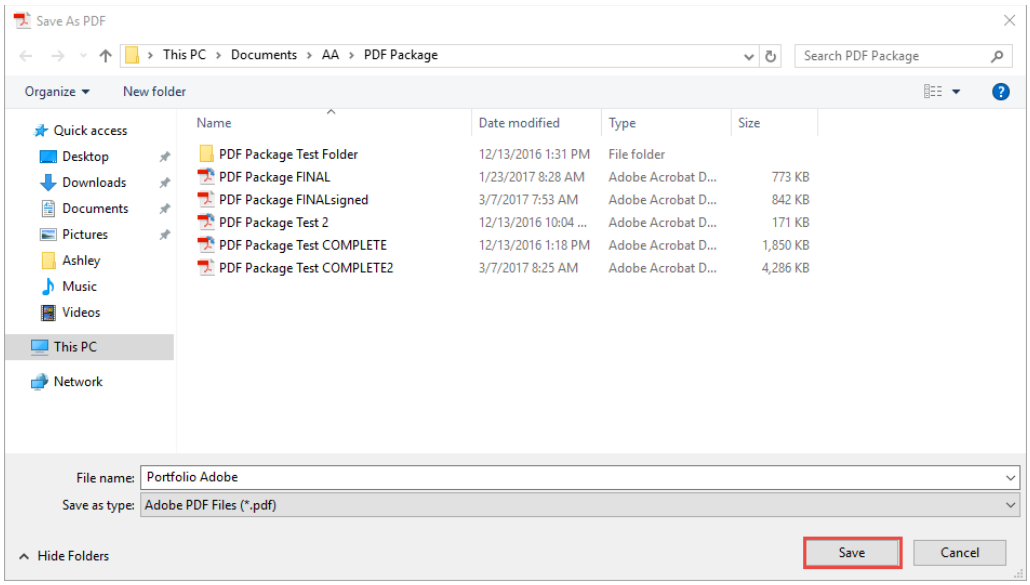
Double click the folder to open and repeat steps above to add files to the folder.



To finalize the package, Select File, then select Save Portfolio.



Navigate to the location you wish to save the Portfolio and enter the name of the PDF Portfolio, then select Save.



Frequently Asked Questions

Question 1: I can't open a macro-enabled Excel file from the PDF Portfolio/Package.

Use Bluebeam or Nuance to open macro-enabled Excel files (**.xlsm**) from the PDF Portfolio/Packages. Adobe security settings will not open macro-enabled Excel files.

NOTE: Ensure all contractor certificates (ex. ***Form Nos 700-050-62*** and ***700-050-67/68***) are submitted as **.xlsx**. Certifications submitted as **.xlsm** should be sent to the contractor for resubmittal per the form instructions.

The only **.xlsm** file submitted in a PDF Portfolio/Package should be ***Form 675-030-20A, Asphalt Roadway – Daily Report of Quality Control*** within the ***Asphalt Lot Submittal Package***.