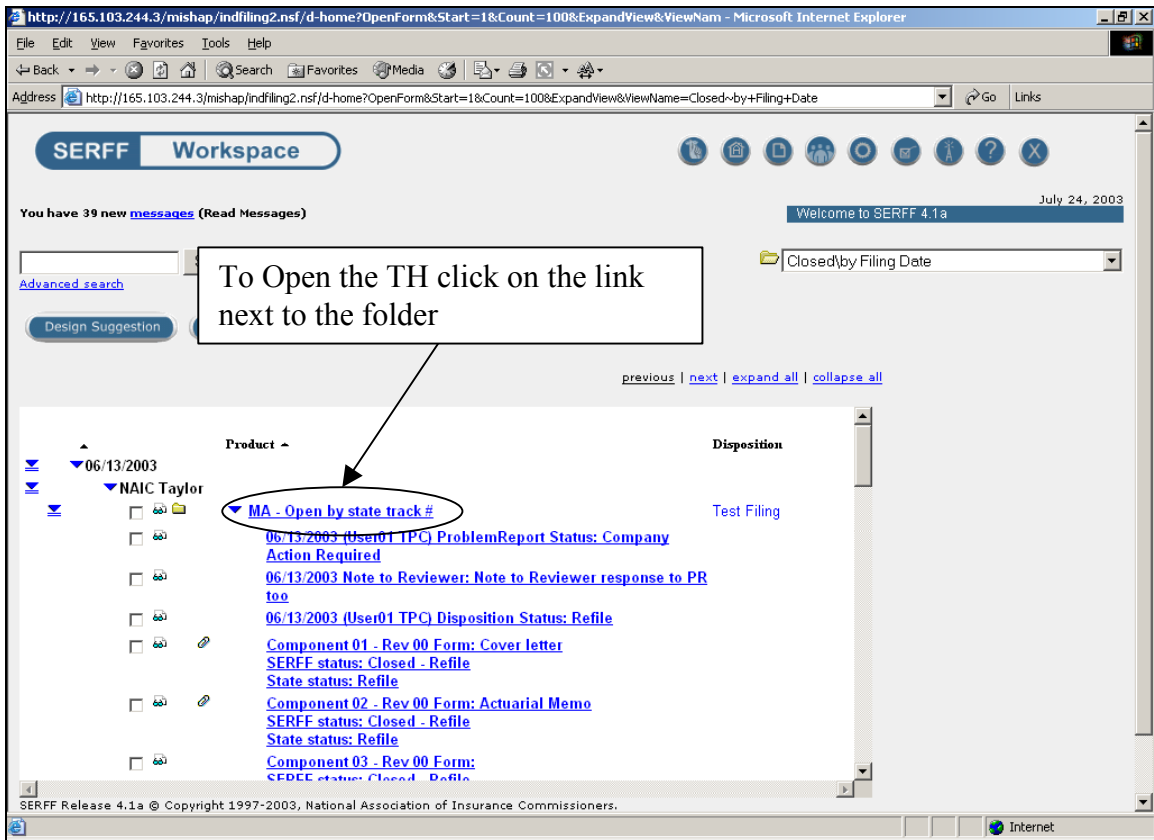


Creating One PDF File with a filing that will not Print-to-PDF

Occasionally, a user may run into a filing that will not Print-to-PDF. This document will walk the user through creating their own PDF file combining all pieces of the filing into one. This will allow a user to have a PDF copy of the filing saved to their computers for backup purposes.

Setup

1. Open the Transmittal Header



2. Click the "Printable" button

Printable Version

3. Click the "Print" button in the new window

Transmittal Header - Microsoft Internet Explorer

Transmittal Header

Created by User01 Mishap on 06/13/2003
TOI/SubTOI:04.0 Homeowne
Condominium Homeowners
publicAccess

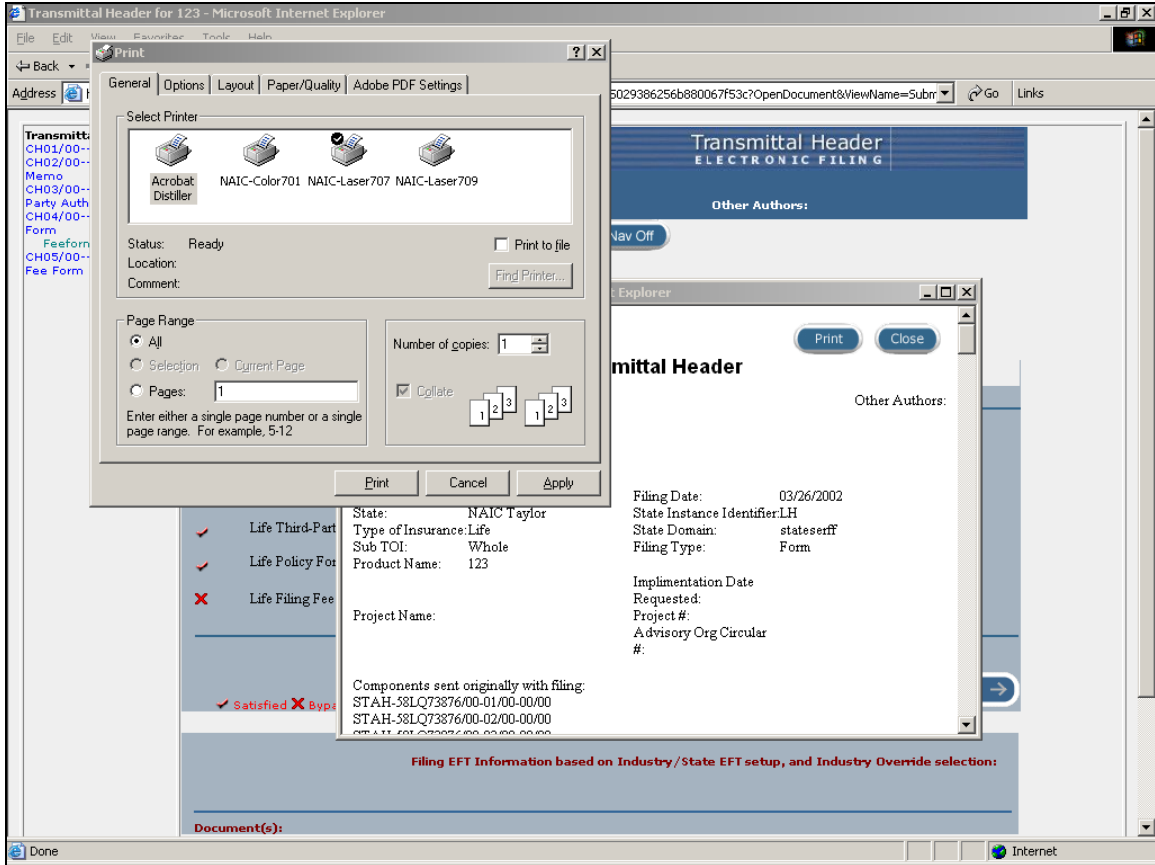
Other Authors:

Press this button to bring up the Printer Dialog Box

Filing Information:

Filing Action:	Initial	Filing Date:	06/13/2003
State:	NAIC Taylor	State Instance	PC
Type of Insurance:	04.0 Homeowners	Identifier:	
Sub TOI:	04.0001 Condominium Homeowners	State Domain:	stateserff
Product Name:	MA - Open by state track #	Filing Type:	Rate
Project Name:	MA - Open by state track #	Effective Date Requested:	
		Project #:	MA - Open by state track #
		Advisory Org Circular #:	

4. Select Distiller as your printer

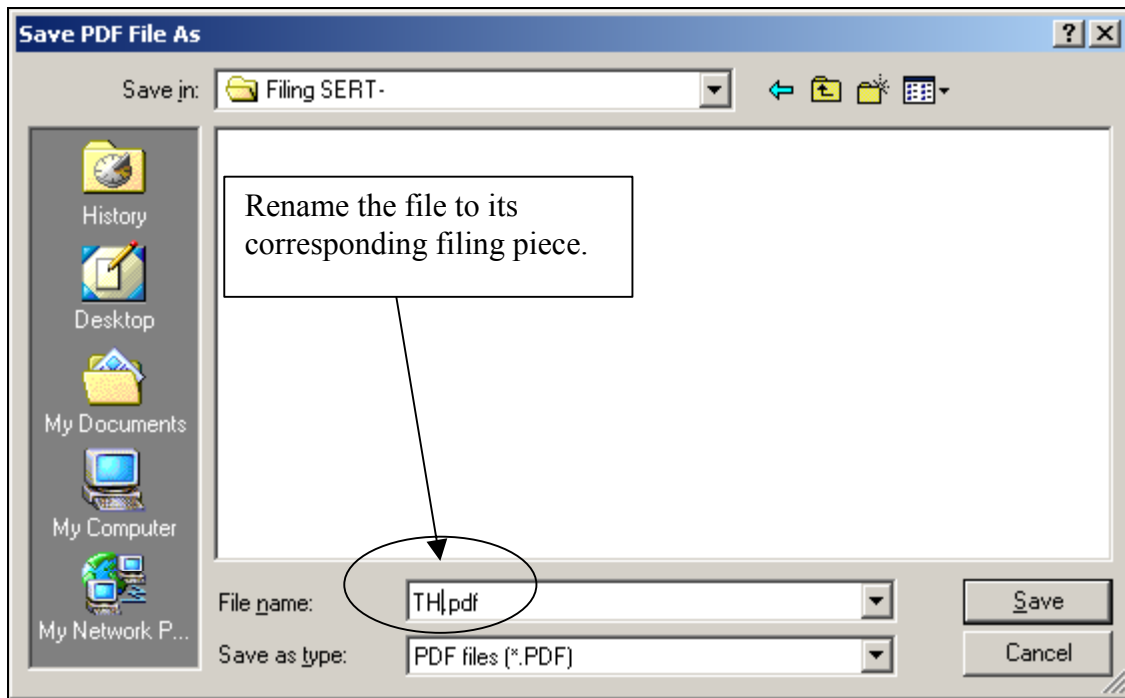


5. Click "Print"

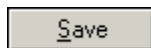


6. Choose a place on your Hard Drive to Save the file (i.e. a new folder with the tracking number name)

7. Rename the file to its corresponding piece of the SERFF Filing (TH, CH01, CH02, etc.)



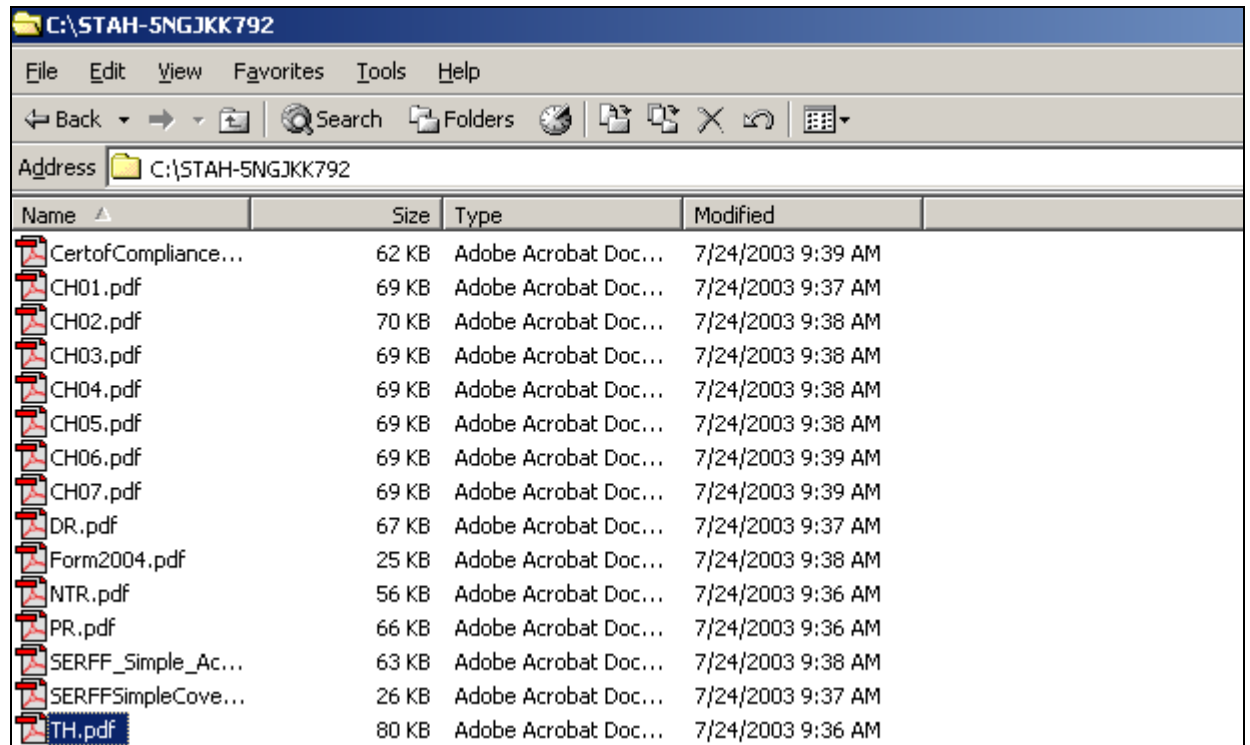
8. Click the "Save" button



9. This will create a PDF version of your TH.
10. Repeat this with the Disposition, PRs, and CHs on the filing.
11. Save the attachments to your hard drive
12. You can then combine them all together using Acrobat.

Combining Adobe Acrobat Documents

13. To do this open the TH.pdf in Acrobat



14. Click on the Thumbnails Tab

The screenshot shows the Adobe Acrobat interface with the document 'Transmittal Header' open. The left sidebar contains tabs for Bookmarks, Thumbnails, Comments, and Signatures. A callout box with the text 'Click on the Thumbnails tab' has an arrow pointing to the 'Thumbnails' tab. The main content area displays the 'Transmittal Header' page, which includes the following information:

Created by User01 Mishap on 06/13/2003
TOI/SubTOI:04.0 Homeowners / 04.0001 Condominium Homeowners

publicAccess

Filing Information:
Filing Action: Initial
State: NAIC Taylor
Type of Insurance: 04.0 Homeowners
Sub TOI: 04.0001 Condominium Homeowners
Product Name: MA - Open by state track #
Project Name: MA - Open by state track #

Filing Date: 06/13/2003
State Instance Identifier: PC
State Domain: stateserff
Filing Type: Rate

Effective Date Requested:
Project #: MA - Open by state track #
Advisory Org Circular #:

Components sent originally with filing:
STAH-5NGJJK792/00-01/00-00/00
STAH-5NGJJK792/00-02/00-00/00
STAH-5NGJJK792/00-03/00-00/00
STAH-5NGJJK792/00-04/00-00/00
STAH-5NGJJK792/00-05/00-00/00
STAH-5NGJJK792/00-06/00-00/00

Company Contact:
Lead Company: Harry S. Truman Mutual Insurance Co

Company Info
Kemper Auto & Home
PO Box 380134 Suite 800, Kansas City, MO 64108 USA
Phone: 816.783.8747 FAX:
CoCode: 45454 Group Code: 321 FEIN: 43-12345645
State of Domicile: Missouri

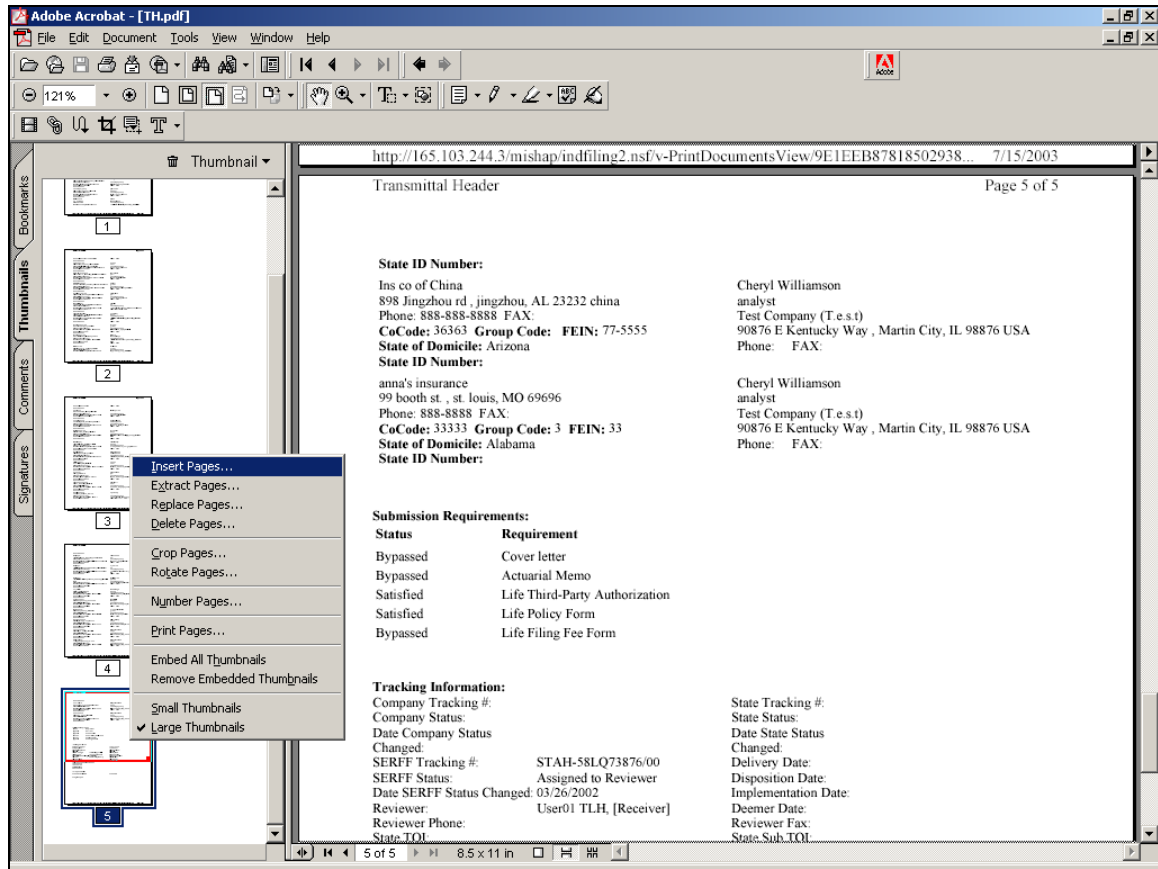
Contact Info
Philip Deal
Head Honcho
Harry S. Truman Mutual Insurance Co
PO Box 380134, Kansas City, MO 64108
Phone: 816.783.87 FAX:
PDeal@kahr.com

Page 1 of 2

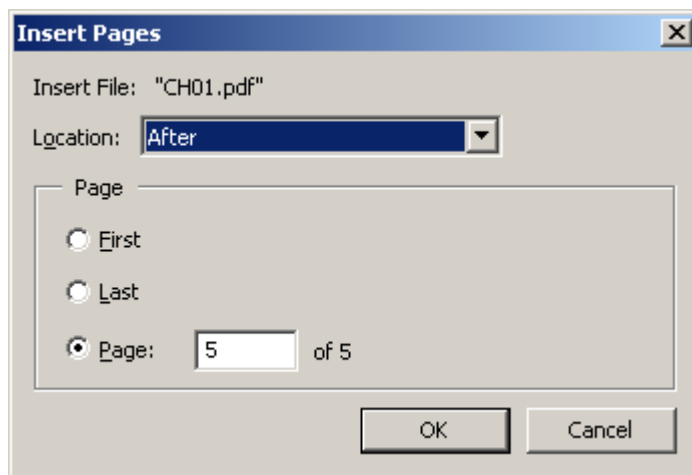
Print Close

1 of 2 8.5x11 in

15. Right click on the last page of the TH
16. Choose “Insert Pages”



17. Select the next piece of the file, i.e. CH01.pdf or Disposition.pdf
18. Choose to insert “After”



19. Press “OK” (This will add the next PDF to the original)
20. Repeat this for the entire filing adding CHs, attachments, and PRs

21. Once you've done this you can then save the file to your hard drive and you will have the entire filing in one PDF.

