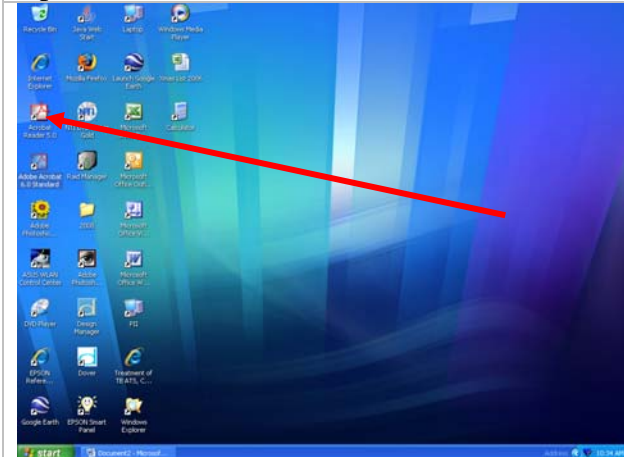


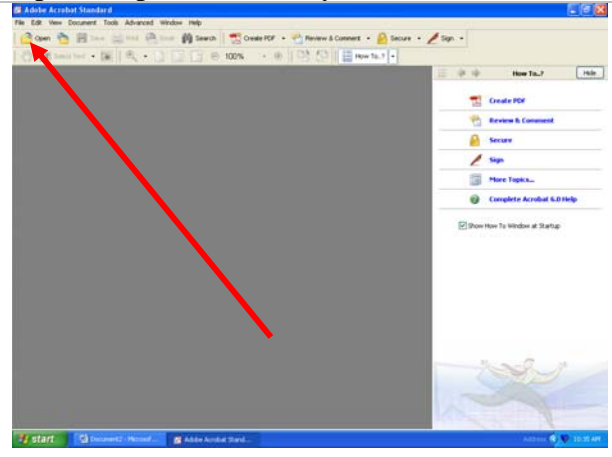
## How to Insert an Adobe Acrobat .pdf document image into a Word document.

*You must have Adobe Acrobat (not just the “Reader”) to do this.*

### Open Adobe Acrobat

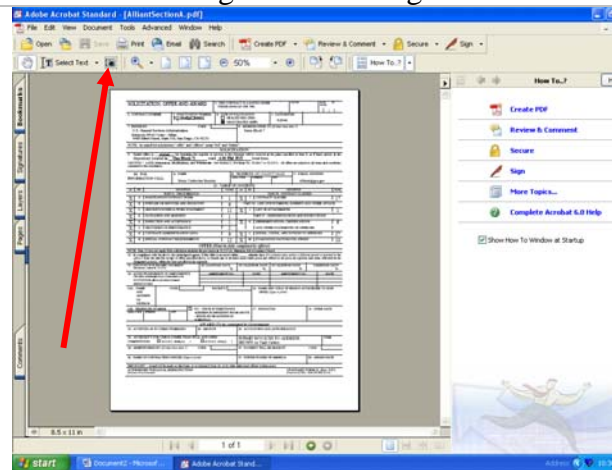
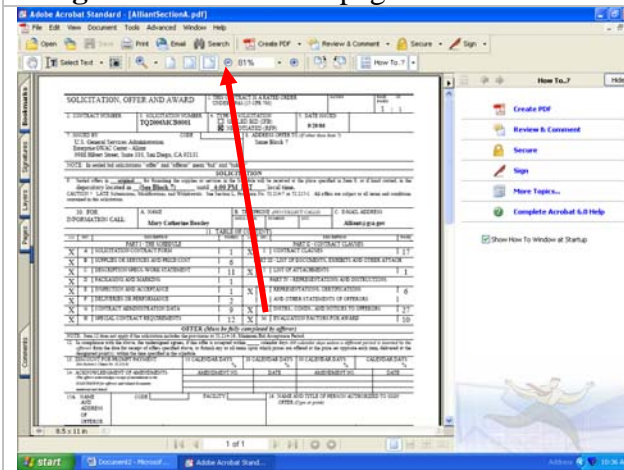


### Open the pdf document you want to insert.

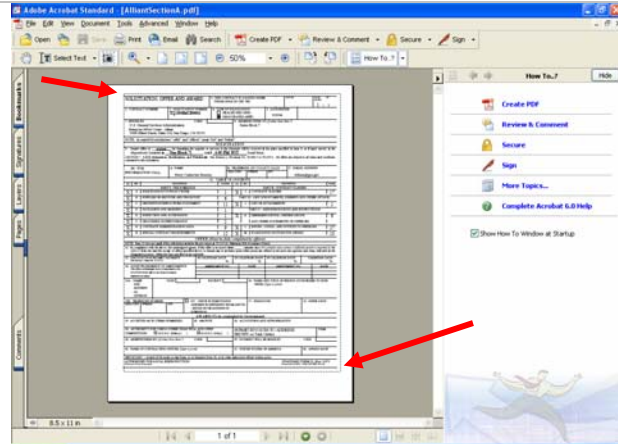


Acrobat may open the document at 81%. You may want to adjust the image size. See “**Note: Image Size**” on the next page.

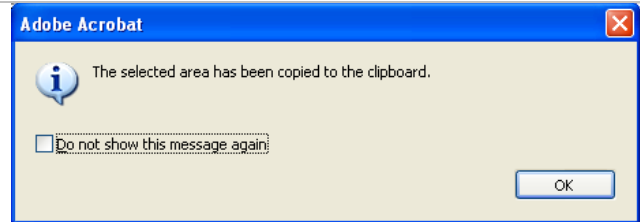
Click on the camera icon (next to “Select Text”). It’s named “Snapshot Tool.” Your cursor will change to something like this: “+.”



Click on one corner of the image and, holding down your mouse button, move to the opposite corner of the image. A dashed line will outline the image. Release the mouse button.



A flash will occur and this will be displayed. Click on "OK"



Because I only outlined (with the dashed line) the text in the document, this is what was captured and copied to the clipboard.

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (13 CFR, 109)		RATED	FROM	OF
2. CONTRACT NUMBER	3. SOLICITATION NUMBER	4. TYPE OF SOLICITATION	5. DATE FOULD			
	TQ2006MCB0001	<input type="checkbox"/> SEALED BID (SFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	9/29/06			
7. ISSUED BY U. S. General Services Administration Enterprise GWAC Center - Alliant 9958 Hibert Street, Suite 210, San Diego, CA 92121		8. ADDRESS OFFER TO (if other than item 7) Same Block 7				
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"						
9. Sealed offers in _____ until 4:00 PM PST local time. CAUTION: LATE Submissions, Modifications, and Withdrawals. See Section L, Provision No. 52.214-7 or 52.214-1. All offers are subject to all terms and conditions contained in this solicitation.						
10. FOR INFORMATION CALL:						
A. NAME	B. TELEPHONE (INDICATE CALLER)	C. E-MAIL ADDRESS				
Mary Catherine Beasley		Alliant@gsa.gov				
11. TABLE OF CONTENTS						
TO	DESCRIPTION	FROM	TO	DESCRIPTION	FROM	
X A	SOLICITATION-CONTRACT FORM	1	X I	CONTRACT CLAUSES	17	
X B	SUPPLIES OR SERVICES AND PRICE/COST	6	X J	LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH		
X C	DESCRIPTION/SPECS/WORK STATEMENT	11	X K	LIST OF ATTACHMENTS	1	
X D	PACKAGING AND MARKING	1	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X E	INSPECTION AND ACCEPTANCE	1	X L	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	6	
X F	DELIVERIES OR PERFORMANCE	2	X M	NOTES, COND'S, AND NOTICES TO OFFERORS	27	
X G	CONTRACT ADMINISTRATION DATA	9	X N	EVALUATION FACTORS FOR AWARD	10	
X H	SPECIAL CONTRACT REQUIREMENTS	12				
OFFER (Must be fully completed by offeror)						
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-15. Minimum Bid Acceptance Period						
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (90 calendar days unless a different period is specified by the offeror from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.						
13. DISCOUNT FOR PROMPT PAYMENT		10. CALENDAR DAYS	%	30. CALENDAR DAYS	%	CALENDAR DAYS
14. ACKNOWLEDGMENT OF AMENDMENTS		AMENDMENT NO.	DATE	AMENDMENT NO.	DATE	
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY	15. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
16B. TELEPHONE NUMBER		16C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE		17. SIGNATURE		18. OFFER DATE
		ENTER SUCH ADDRESS BY SCHEDULE				
AWARD (To be completed by Government)						
19. ACCEPTED AS TO ITEMS NUMBERED		20. ASSIGNT		21. ACCOUNTING AND APPROPRIATION		
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 19 U.S.C. 2304(c) ( ) <input type="checkbox"/> 41 U.S.C. 2530(c) ( )		SUBMIT INVOICES TO ADDRESS SHOWN on Task Orders		ITEM		
24. ADMINISTERED BY (if other than item 7)		CODE	23. PAYMENT WILL BE MADE BY		CODE	
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA		28. AWARD DATE		
DISPENSARY - Award will be made on this Form, or on Standard Form 58, or by other authorized official written notice.						
AUTHORIZED FOR LOCAL REPRODUCTION				STANDARD FORM 33 (Rev. 5-87)		
Persons address is optional				Prescribed by GSA - FPMR (41 CFR) 101-11.6		

You may then simply paste the image of the pdf document into your Word document (as I did on the left)

If you want the image of the whole document sheet to include borders, don't outline anything with the dashed line. Simply click the mouse button and the whole document sheet will be snapshot. If you want only part of the document, then outline only that part with the dashed line.

**Note: Image Size.** At whatever size/resolution you choose before you snapshot it, that will be the resolution/ crispness of pasted image. For example, the image of the SF 33 document in the upper left part of this sheet was captured at 50%. (When you zoom to 500% on this image, the text is illegible.) The SF 33 image on the left was captured at 100%. (When you zoom to 500% on this image the text is quite legible.)