

## Process for Replacing Tariff Sheets in a PDF Document

1. Open Adobe Acrobat (FYI: The PSC uses version 9.0).
2. From Adobe Acrobat, open the PDF file of the comprehensive tariff that is being modified.
3. Also from Adobe Acrobat, open the second PDF file containing the modified tariff sheet(s).
4. From the top tool bar in Adobe Acrobat, click on “window,” then “tile” and then click on either “horizontally” or “vertically” (whichever viewing format is your preference). This will allow you to have both PDF files open at the same time (i.e. the modified tariff sheet(s) and the complete comprehensive tariff).
5. Make note of the total number of pages currently in the comprehensive tariff and monitor this total throughout the updating process to ensure that all of the pages are properly added and/or deleted as intended. The only time the final page number should change is when new tariff sheets have been added or permanently deleted.
6. From the toolbar along the left-side of Adobe Acrobat, click on “page thumbnails” in each of the PDF documents. Opening this view will provide easy access to individual sheets in each document.
7. From the thumbnail view of the PDF containing the modified tariff sheet(s), click and drag each sheet to the proper location within the PDF of the comprehensive tariff. It is easiest to insert the new page before deleting the page that it is replacing. This process will help ensure accurate placement of the new page(s).
8. Once the new page has been inserted, right-click on the page that is being removed from the comprehensive PDF and select “delete pages”. Repeat steps 7 and 8 until all changes have been made. Be sure to save the changes made to the comprehensive tariff so that the updated version can be filed with the PSC.
9. Insert the completed cover letter as page 1 in front of the comprehensive tariff PDF.
10. Upload the complete tariff (including the cover letter) with the PSC at:  
<http://psc.wi.gov/apps40/teleTariffUpload/default.aspx>.