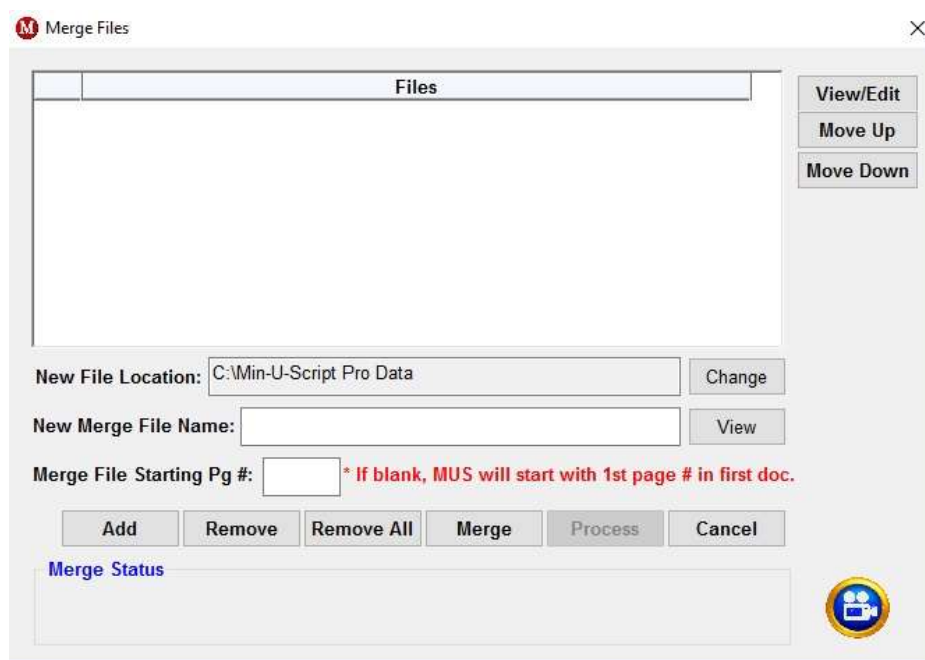## MERGING FILES

Merging files with Min-U-Script Pro provides a way to take several ASCII files and merge them into one ASCII file that can then be used to process and create one PDF document and index.

1. Open the Merge Window: From the **File** menu, select **ASCII Utilites > Merge ASCII Files** to open the Merge window.

2. Add the ASCII files to be merged: Select the ASCII files to be merged by clicking on **Add**. For best results it is recommended that all ASCII files to be merged be saved in the same location on your computer (For example, all files on the desktop, folder on your computer or flash drive). To add several files at one time, hold down the CTRL button while selecting the files. Once all files have been selected, click **Open**.

3. Check the order of the ASCII files: ASCII files must be listed in the order they are to be merged. To move a file up or down, select the file to be moved and then use the **Move Up** or **Move Down** buttons to the right of the window. To remove a file from the list, select the file and then click **Remove**. To remove all ASCII files and start over, click **Remove All**.
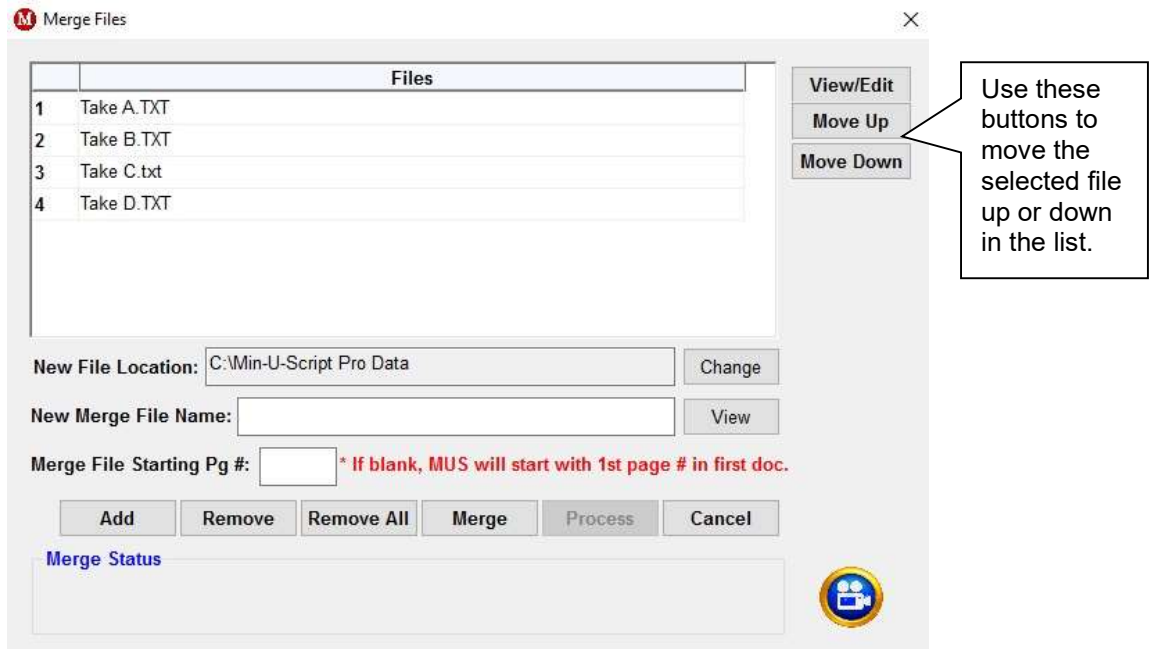
4. Select location to save the merged ASCII file to: To change the location where the new merged ASCII file will be saved to, click on the **Change** button to the right of New File Location field.

5. Enter New Merge File Name: Enter the name for the new merged ASCII file in the New Merge File Name field.

6. Enter Merge File Starting Page Number (Optional): If you would like the merge file to start with a different page number than that of the first page number found in the first ASCII file then enter that in the Merge File Starting Pg # field. If you do not enter a page number, the new file will start with that of the first page number found in the first ASCII file. All additional files will be consecutively numbered regardless of their starting page number.

7. Start Merge: When all files have been added and you are ready to start the merge process, click **Merge**. The bottom of the screen will display the merge progress.

8. Process or Cancel: When merge is complete you can continue on to process the ASCII or Cancel and process later. The merged file has been saved to the location designated in the New File Location field. Click **Process** to continue or **Cancel** to process later.
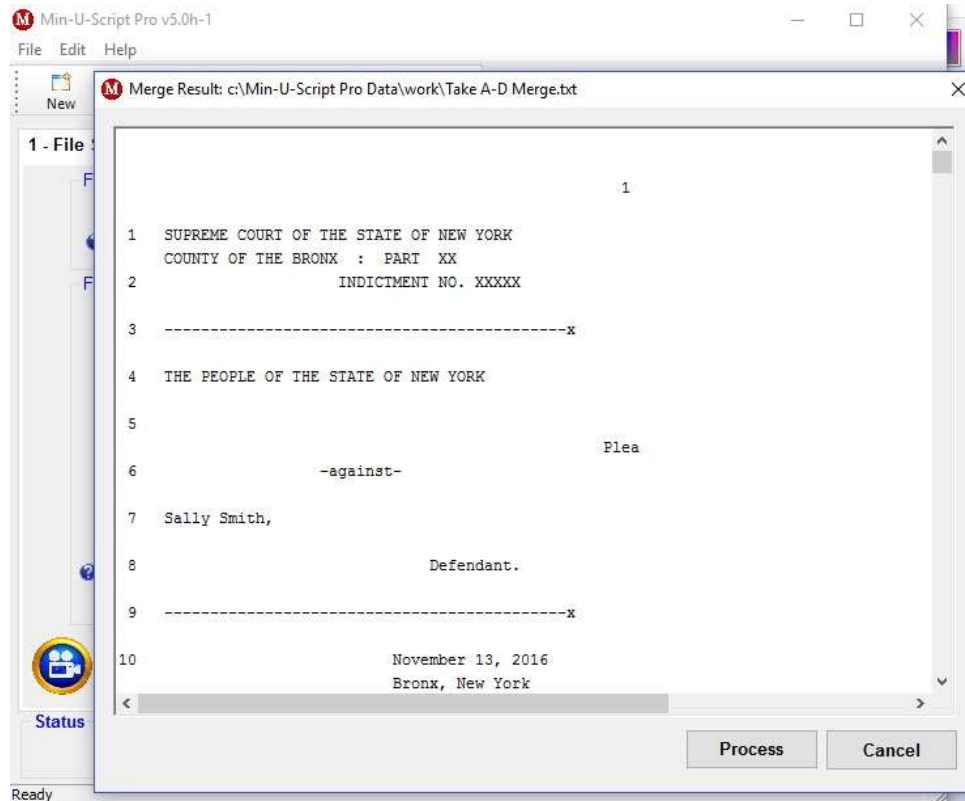
TROUBLESHOOTING

1. All files should be saved and found in the same location on your computer or flash drive (external device). If you are getting a message that Files cannot be read and your files are located on an external device such as a flash drive, move all files to a location on your computer and try again.

2. All pages on each ASCII file must be numbered. Starting Page number for the final merged ASCII file can be specified during the Merge process. All ASCII files will be consecutively numbered in the order they are listed in the Merge window.

3. Headers and Footers cannot be left justified or begin on or to the left of a line number position. Right justification for Headers is recommended.

4. Multiple line headers can NOT be found on the same line as a page number. If there are multiple header lines then the page number must be found on it's own line.