Combining PDF Files

Method 1

• Ensure all files are on the desktop or in the same folder



• Highlight all documents and images to combine, right click and select "Combine files in Acrobat"



. **Combine Files** - 🗆 🗙 Add Files... + **∷** Ξ [Options 1st File.PDF 2nd File.PDF 3rd File.jpg

Help

Combine Files

Cancel

Verify all files have been selected and choose "Combine Files" •

Acrobat will combine the files into one document called "Binder1.pdf" ٠

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• Select "File" then "Save As" to save the file to an appropriate destination

Method 2

• Open the first PDF file and select the left sidebar, then select the pages icon

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• Select your second file and drag it to the right of the first page



• Continue to drag files into the document until all pages have been added

• Select" file, then "Save" to save all files in the first PDF, or select "Save As" to save the combined document as a new file

