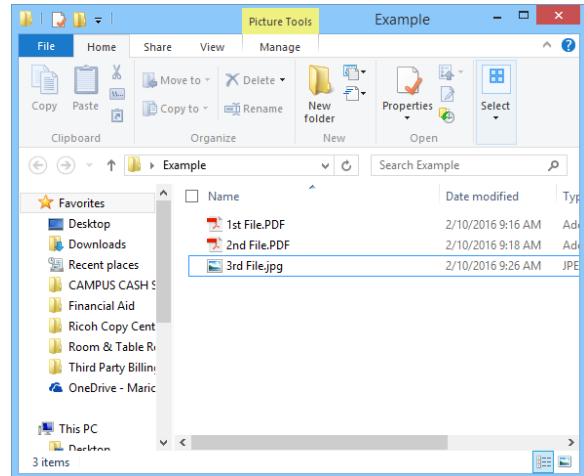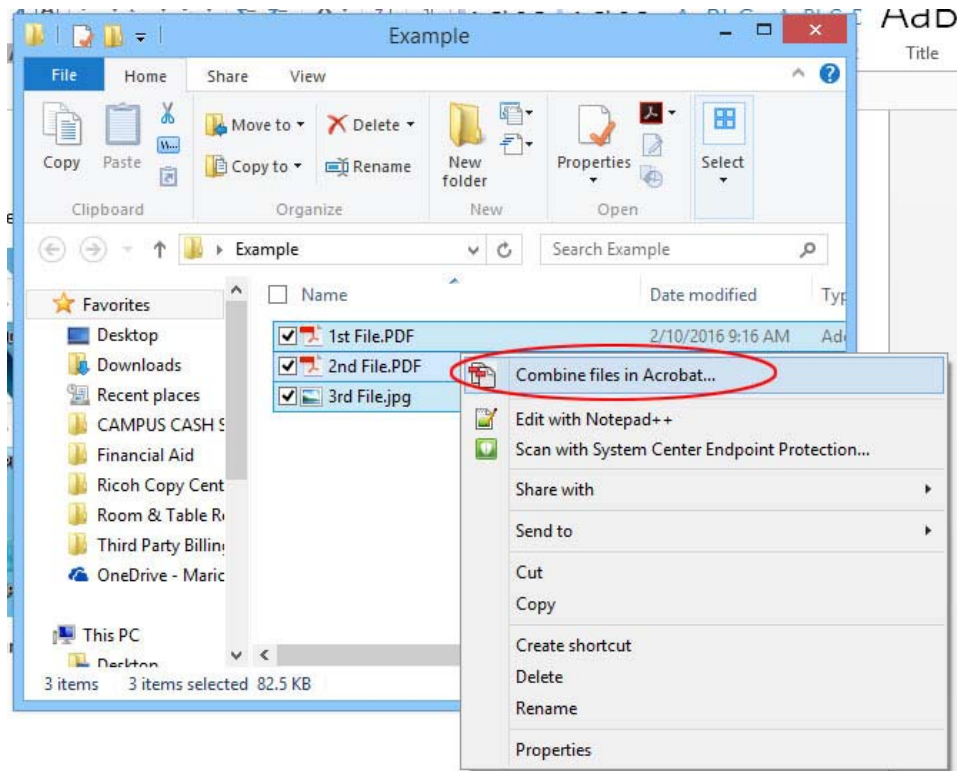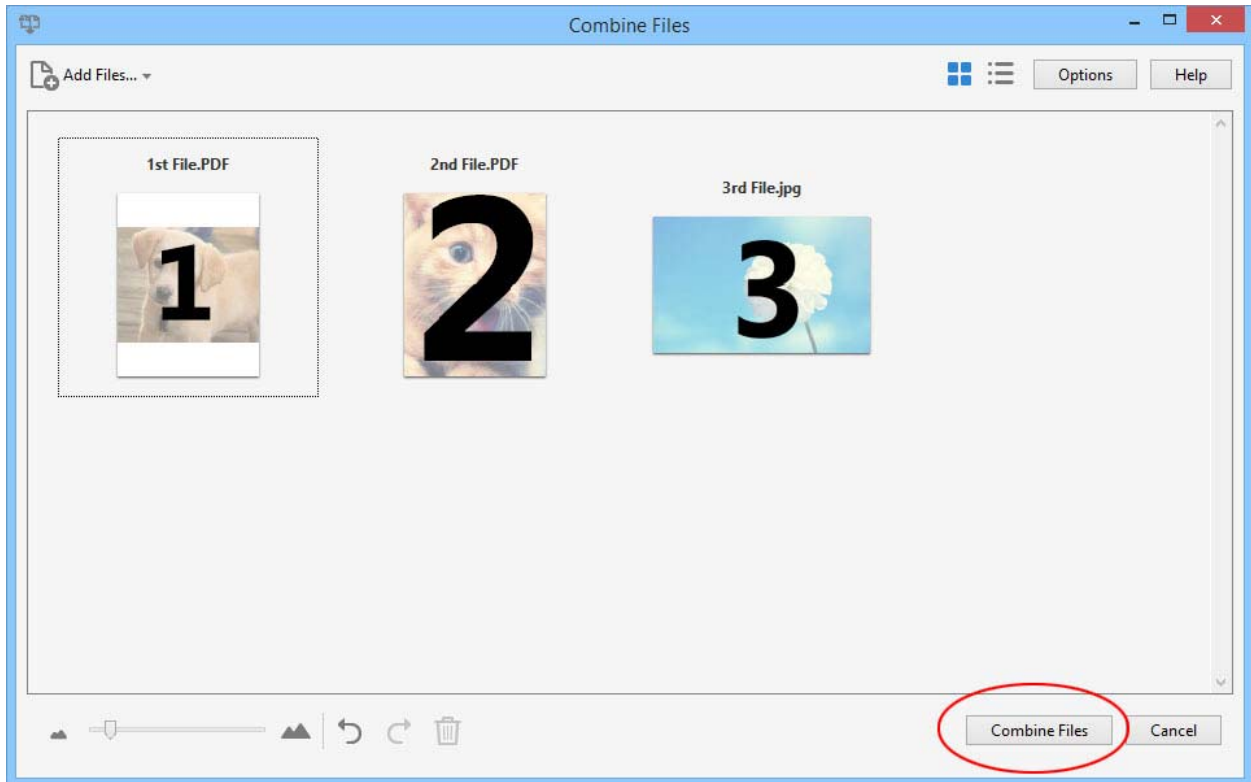# Combining PDF Files

Method 1

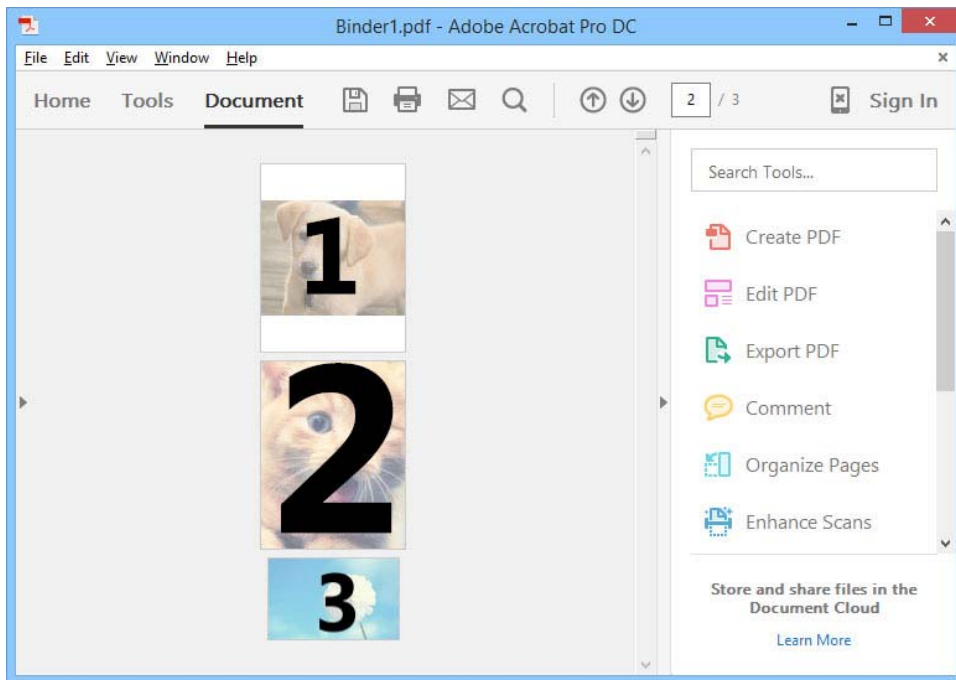- Ensure all files are on the desktop or in the same folder

- Highlight all documents and images to combine, right click and select "Combine files in Acrobat"
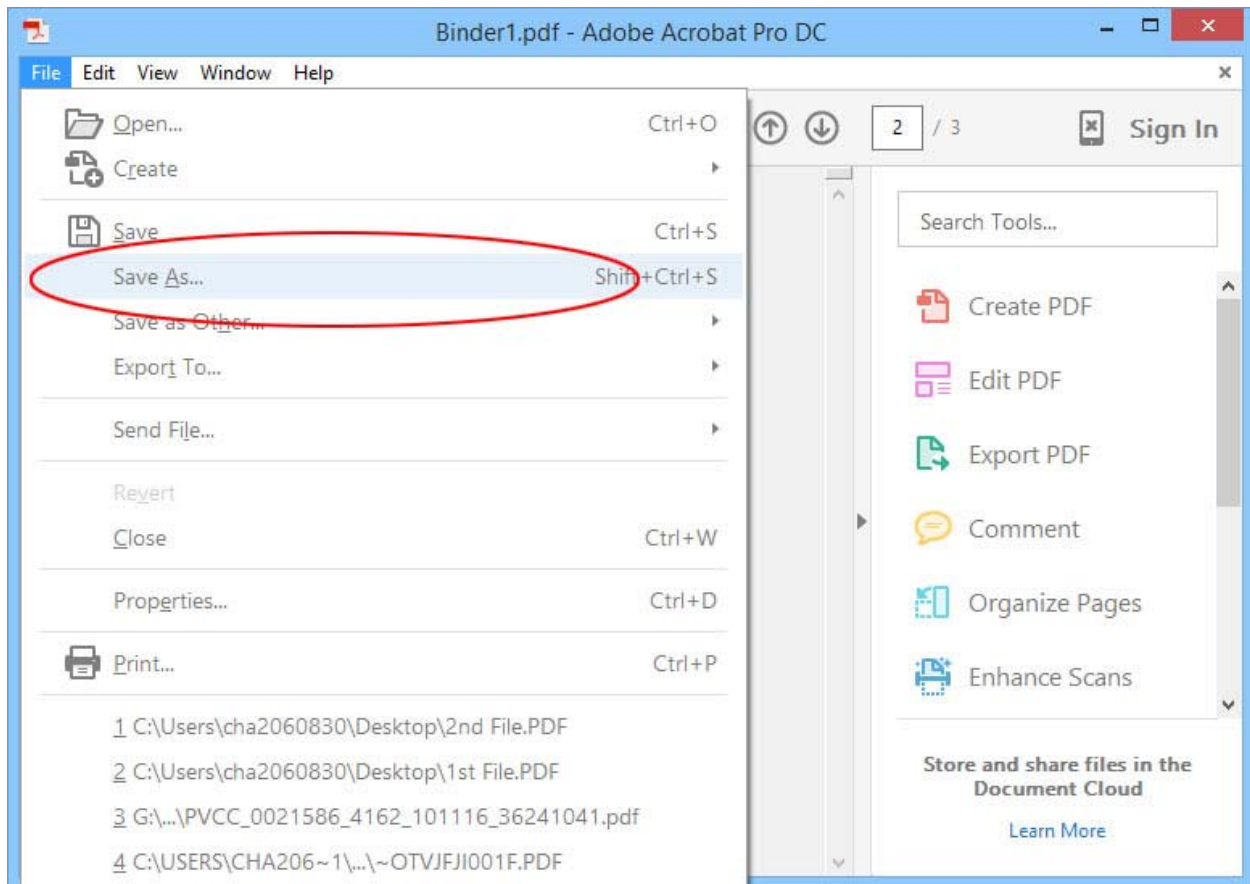
- Verify all files have been selected and choose "Combine Files"

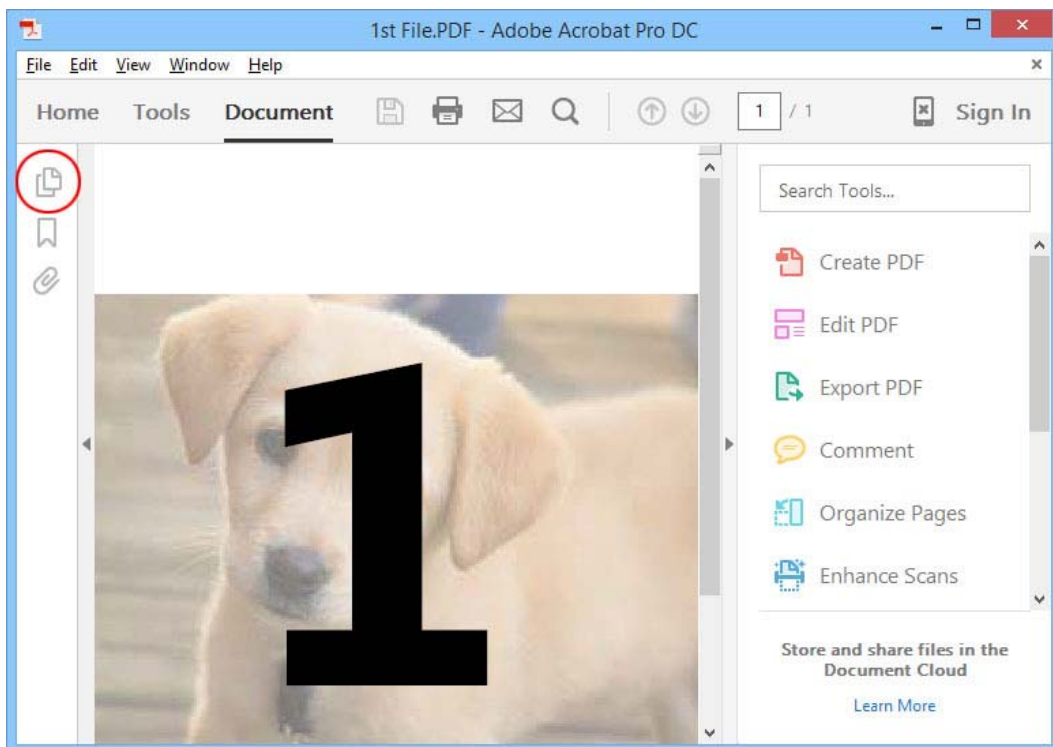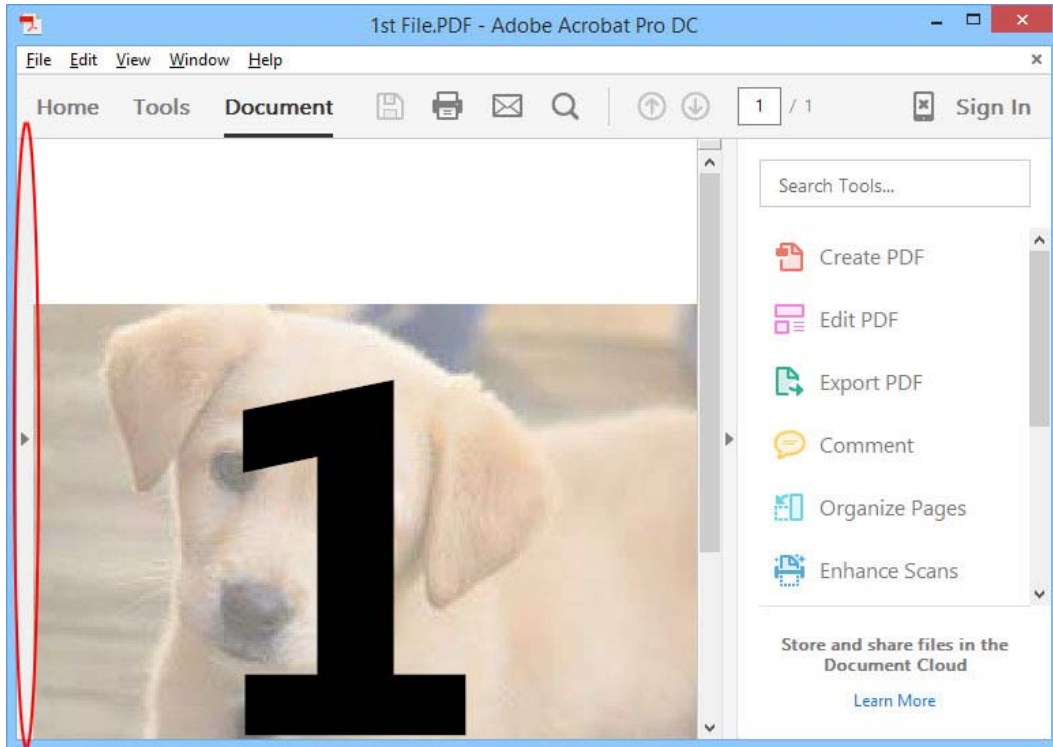- Acrobat will combine the files into one document called "Binder1.pdf"

- Select "File" then "Save As" to save the file to an appropriate destination
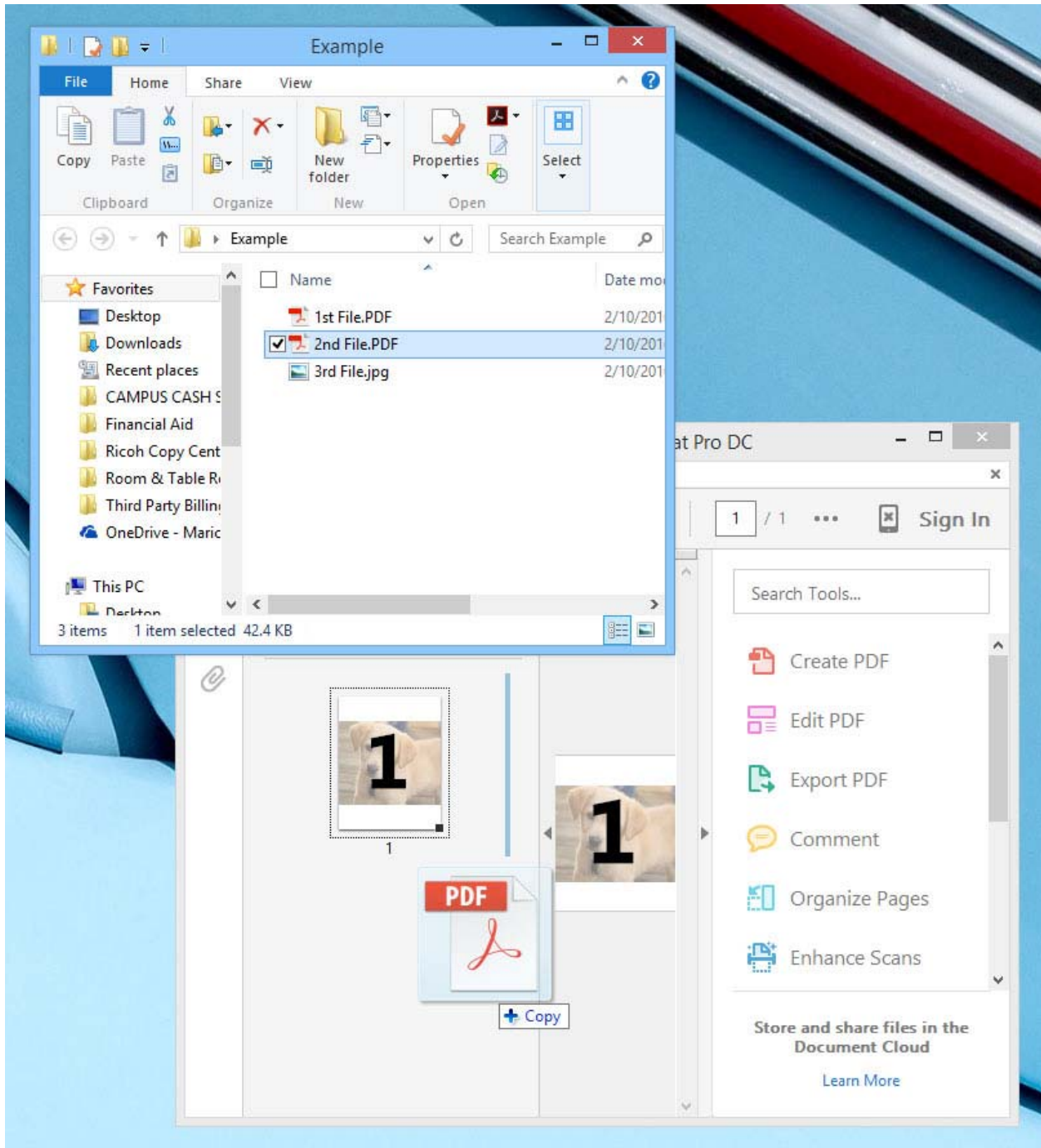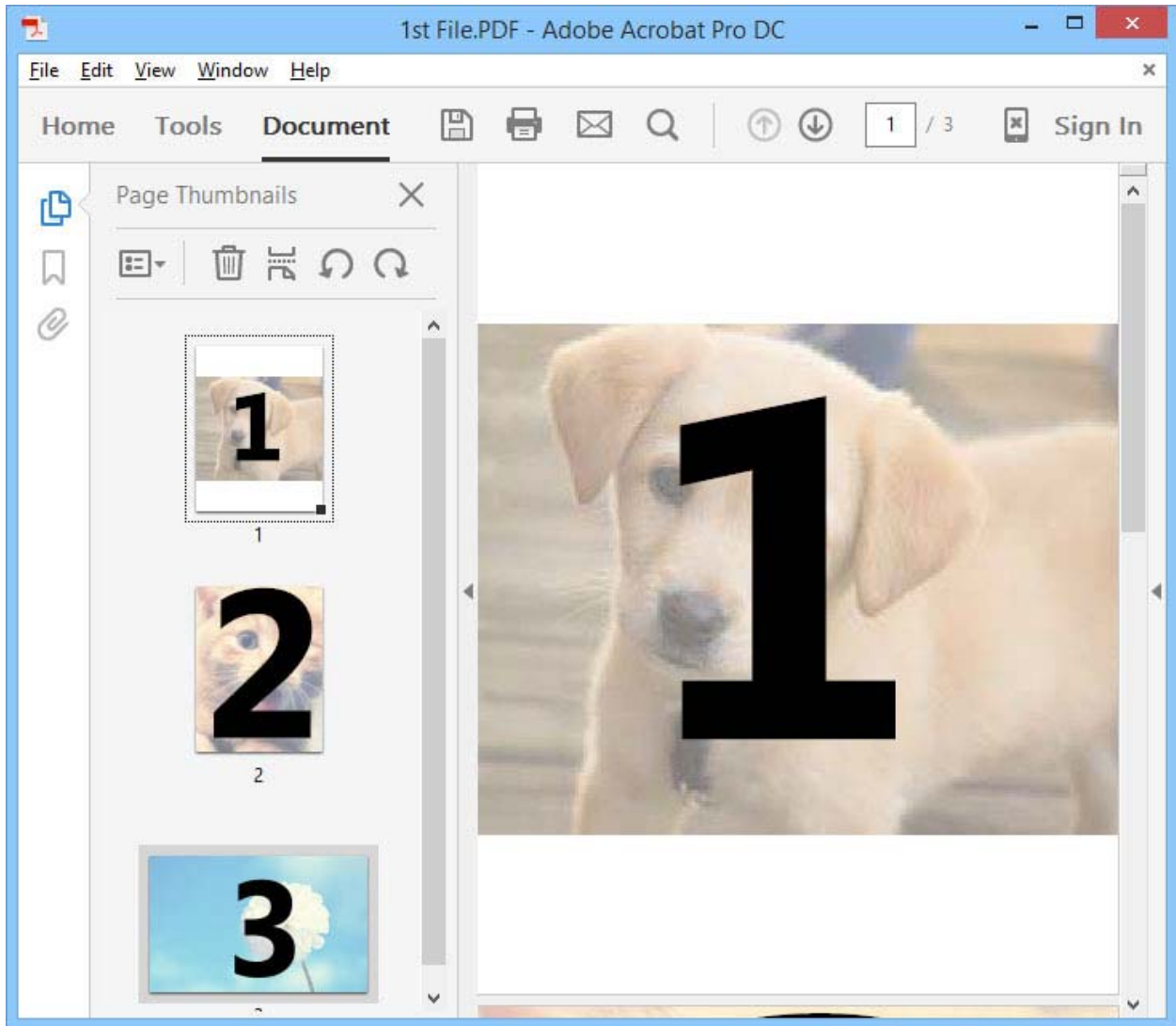
Method 2

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

- 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