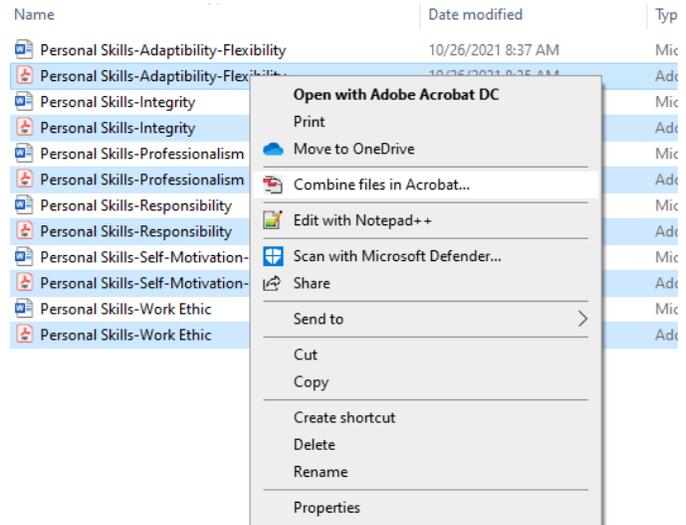


Combining Multiple PDF Files into One Document

Directions: Choose one of the three methods below to combine your files into a single PDF document. **NOTE:** For all methods you will need to **SAVE** your new document after combining the files.

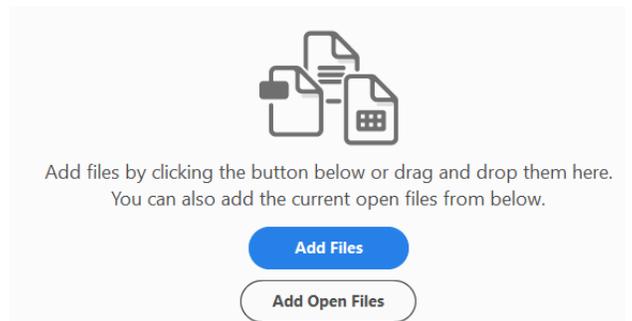
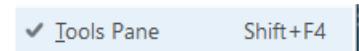
Method 1:

1. Click on one of the files you want to combine.
2. Use **Ctrl + Alt** to click on the rest of the files you want to combine.
3. **Right-click** one of the chosen files.
4. Click **Combine files in Acrobat . . .**

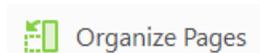


Method 2:

1. Use **Adobe Acrobat** to open one of the PDF files you want to combine.
2. If your **Tools Pane** is NOT showing, press **Shift + F4** to make it visible.
3. Click on the **Combine Files** icon inside the **Tools Pane**.
4. Use the **Drag & Drop** method to insert your files OR click on the **Add Files** to insert the files from your directory.



5. Click on the **Organize Pages** icon inside the **Tools Pane** to move the files into the desired order.



Method 3:

1. Use **Adobe Acrobat** to open one of the PDF files you want to combine.
2. If your **Tools Pane** is NOT showing, press **Shift + F4** to make it visible.
3. Click on the **Organize Pages** icon inside the Tools Pane.
4. Use the **Insert** feature in the **Organize Pages Pane** and choose **From File . . .** or use **Shift + Ctrl + I**.
5. Choose whether you want to place the new file **Before** or **After** the current document.
6. Press **OK**.
7. Continue **Inserting** files until you are finished.

