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 **Tools Pane** Shift+F4 make it visible. 3. Click on the **Combine Files** icon inside the **Tools Pane**. **Combine Files** 4. Use the Drag & Drop method to insert your files OR click on the Add Files to insert the files from your directory. Add files by clicking the button below or drag and drop them here. You can also add the current open files from below. Add Files Add Open Files 5. Click on the Organize Pages icon inside the Tools Pane to move **Organize Pages** 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.



Insert Pages ×	
Insert File:	Personal Skills-Integrity.pdf
Location:	After 🗸
Page	After Before
First	
OLast	
Page: 1 of 1	
OK Cancel	