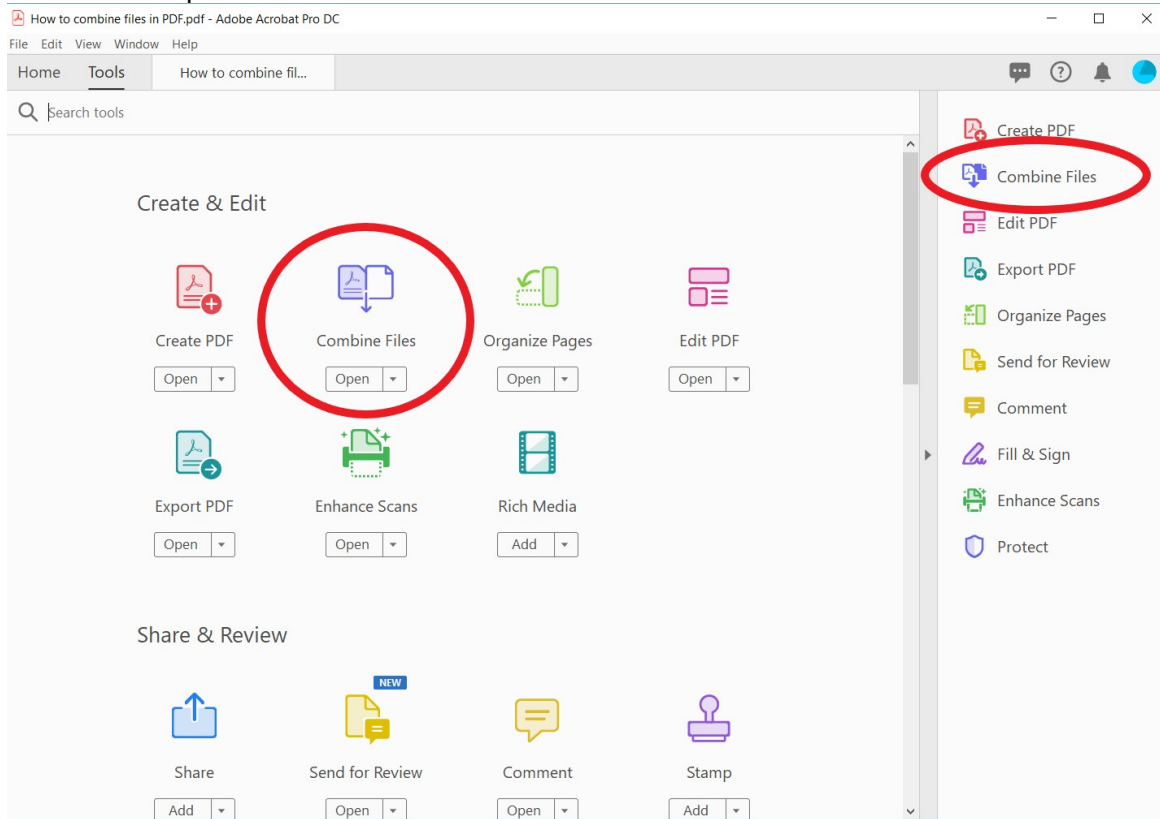


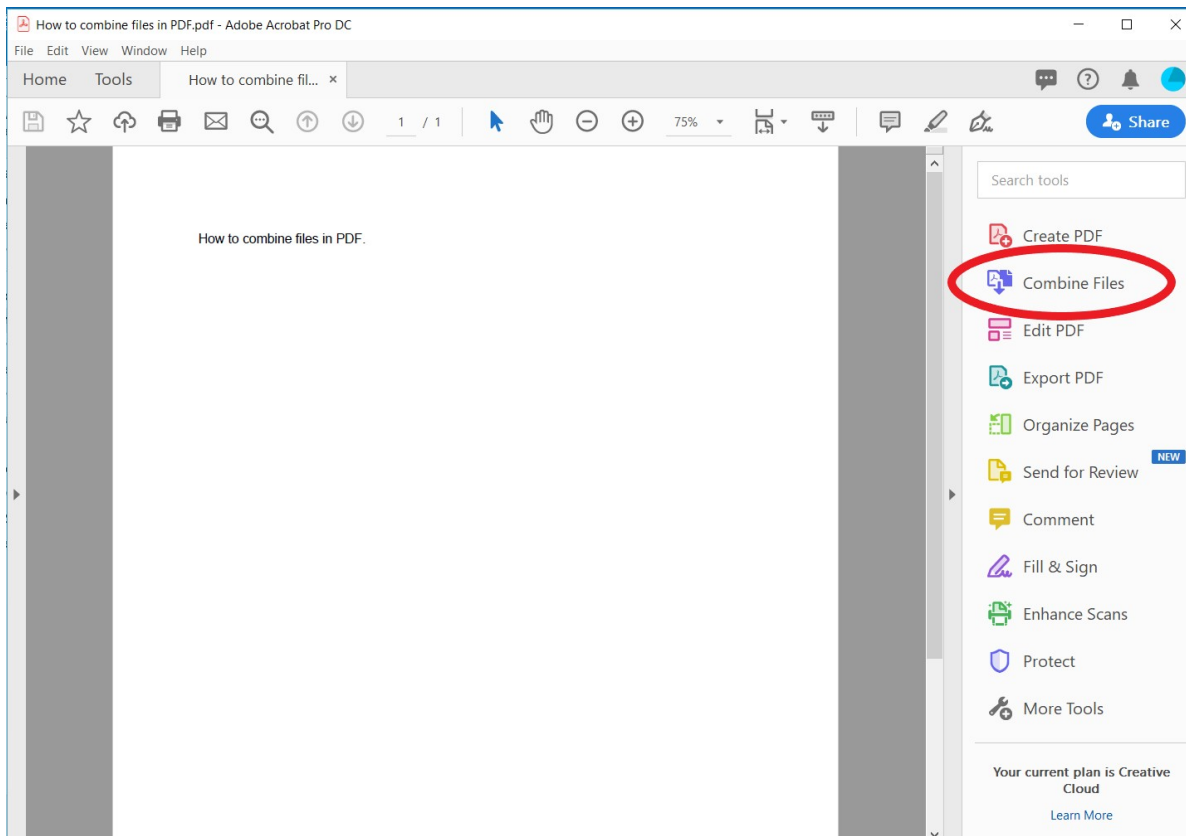
How to combine files in PDF

1. Find the “Combine” option in Tools

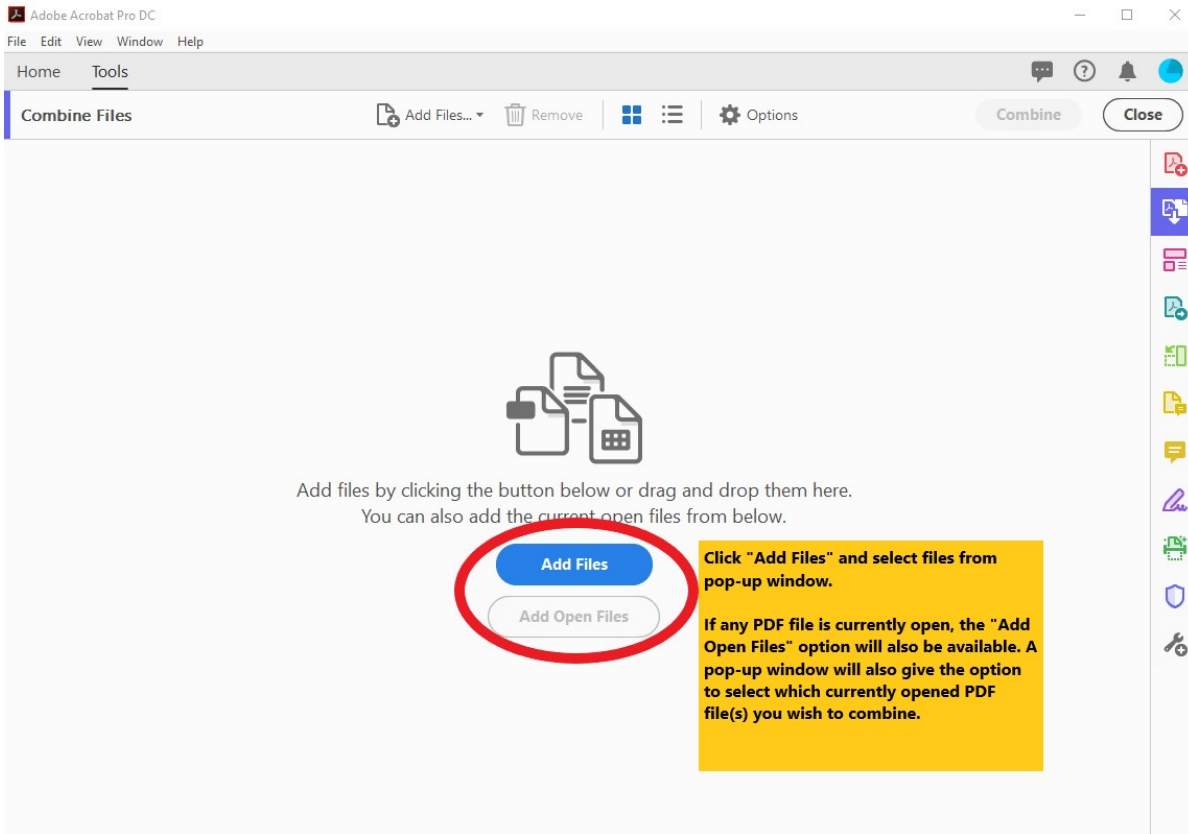
Scenario 1: Open PDF and select the “Tools” tab



Scenario 2: a PDF file already open



2. Select the files of interest (Multiple formats supported – PDF, Word, etc.)



Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools

Combine Files Add Files... Remove Options Combine Close

Add files by clicking the button below or drag and drop them here.
You can also add the current open files from below.

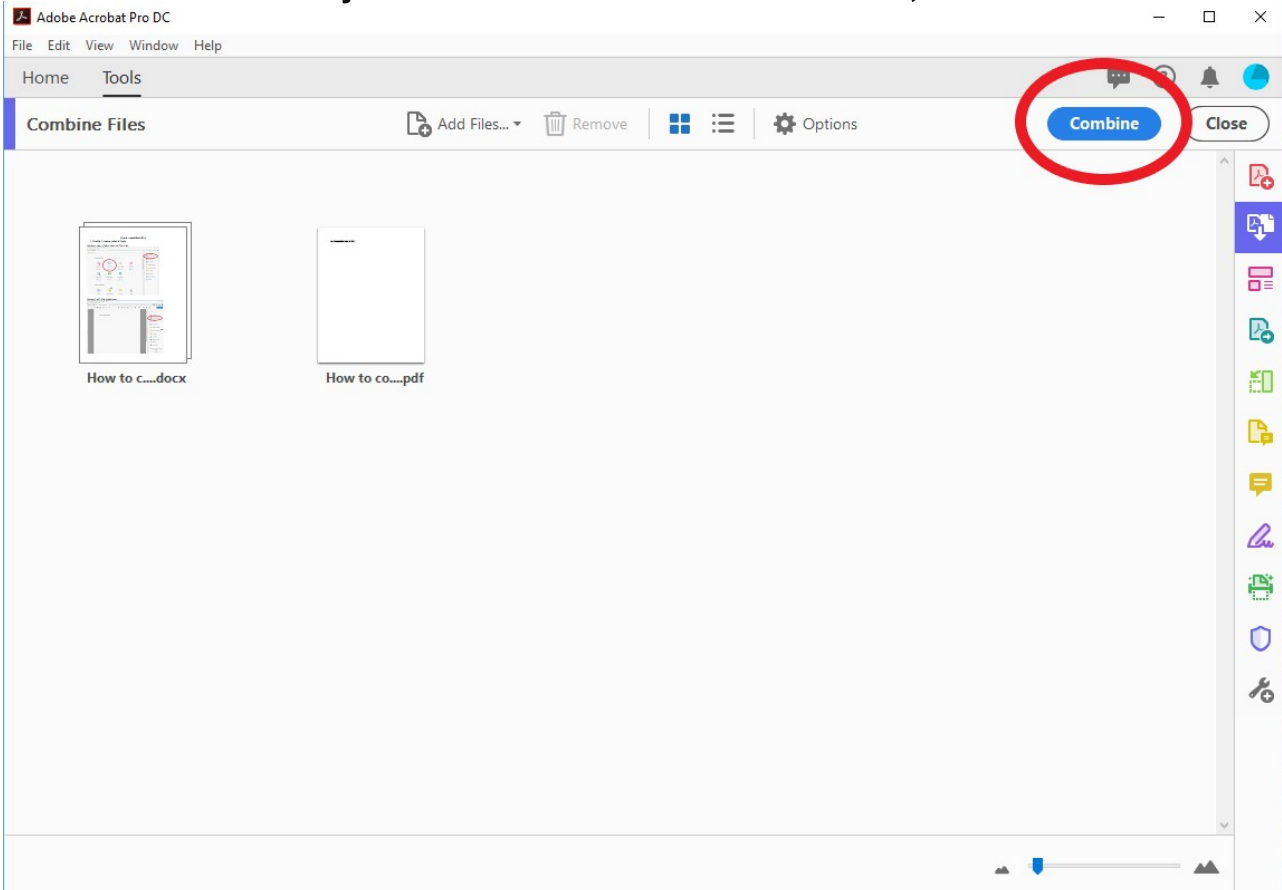
Add Files

Add Open Files

Click "Add Files" and select files from pop-up window.

If any PDF file is currently open, the "Add Open Files" option will also be available. A pop-up window will also give the option to select which currently opened PDF file(s) you wish to combine.

3. Once all the files you want to combine have been selected, click on "Combine"



Adobe Acrobat Pro DC

File Edit View Window Help

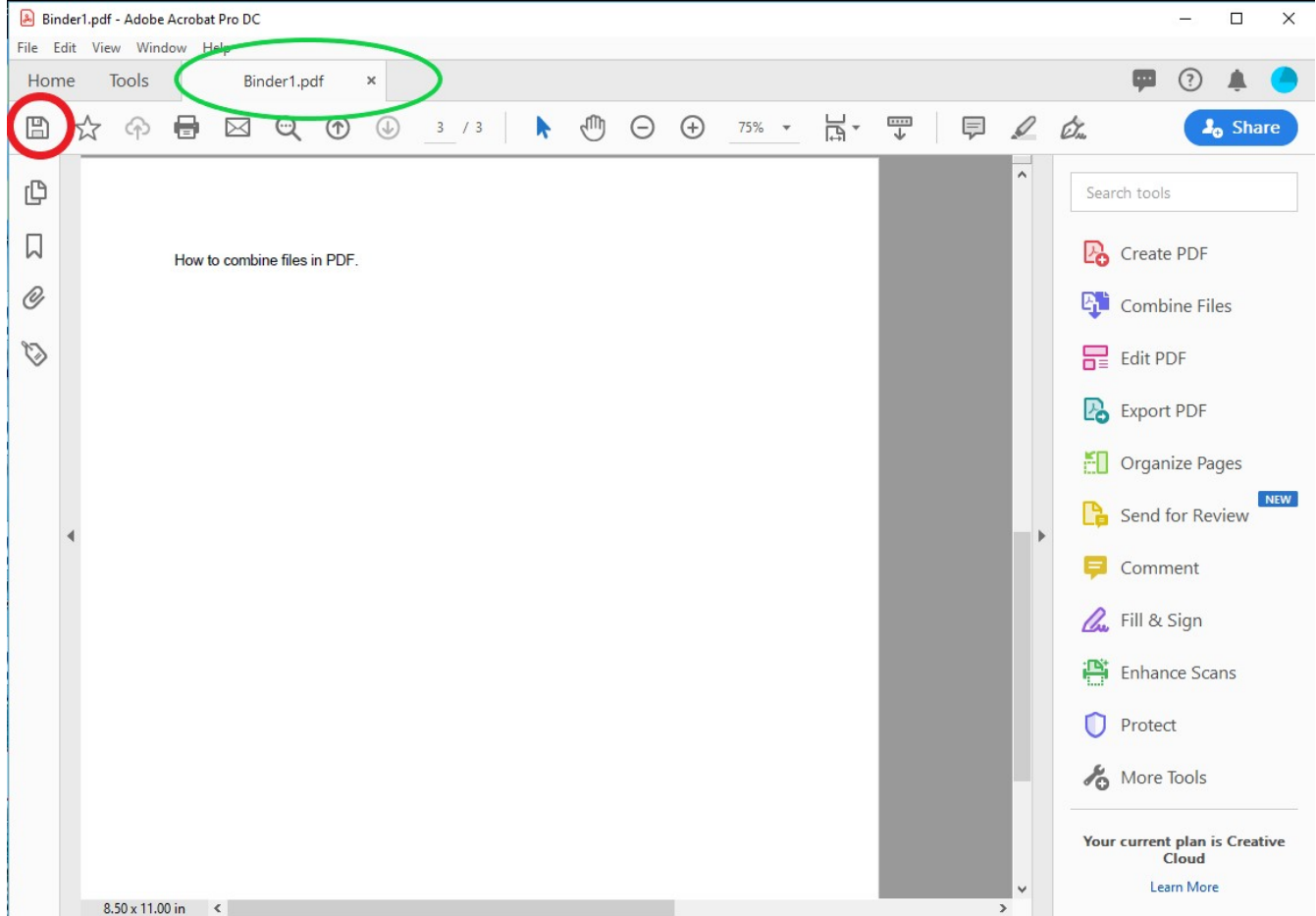
Home Tools

Combine Files Add Files... Remove Options Combine Close

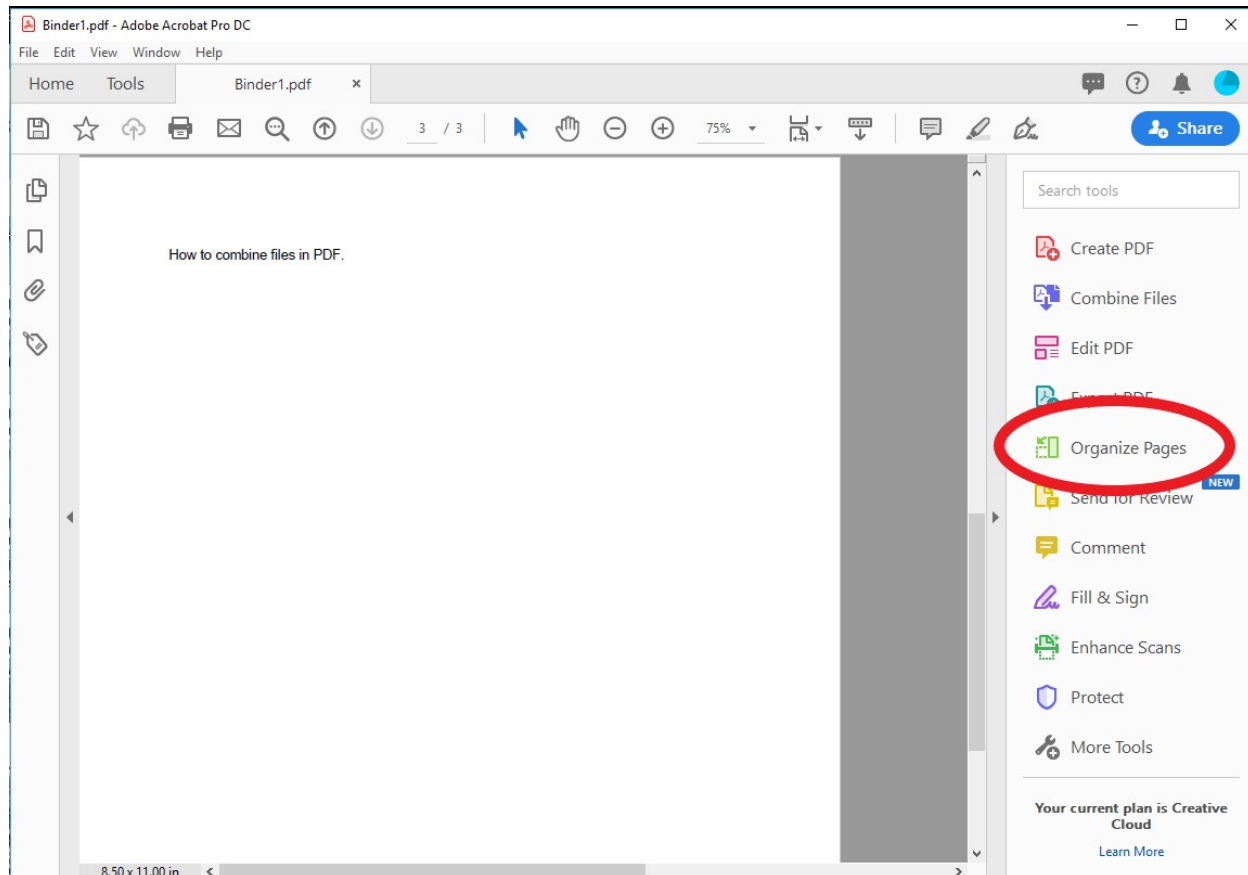
How to c...docx

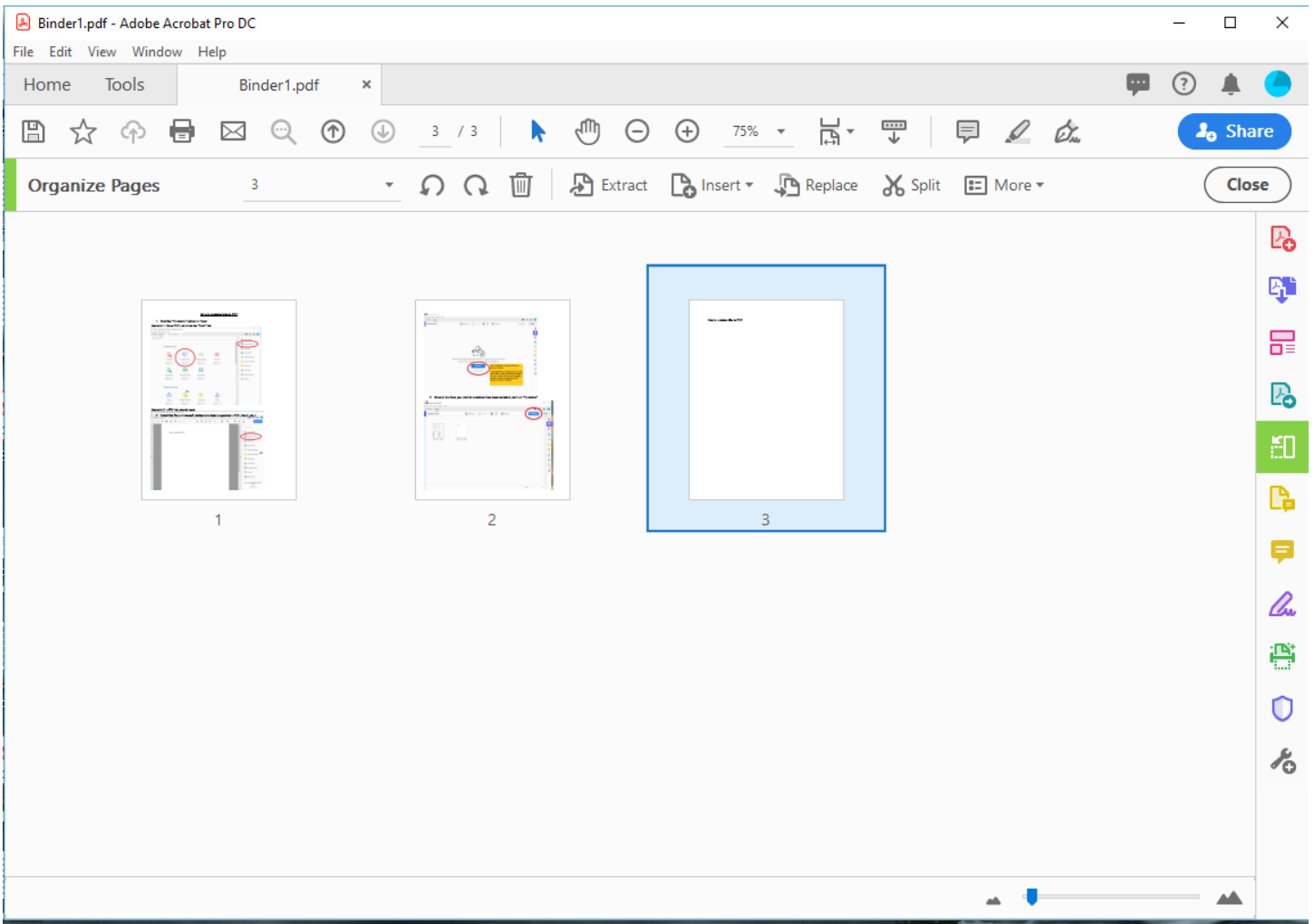
How to co...pdf

4. The combined file will automatically open and be titled “Binder 1”. Make sure to actually save it!



5. Select the “Organize” tool to arrange the pages in the desired order and drag pages.





6. Don't forget to save your changes