

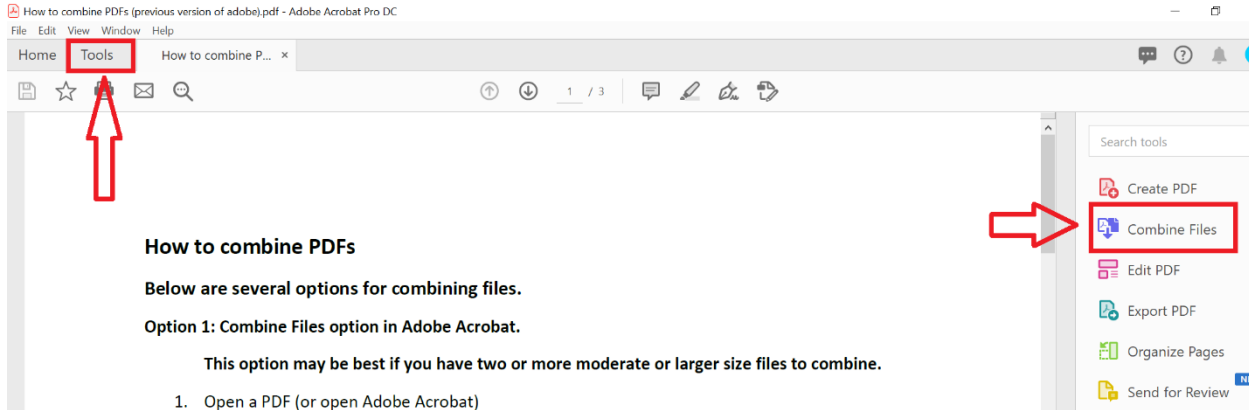
How to combine PDFs

Below are several options for combining files.

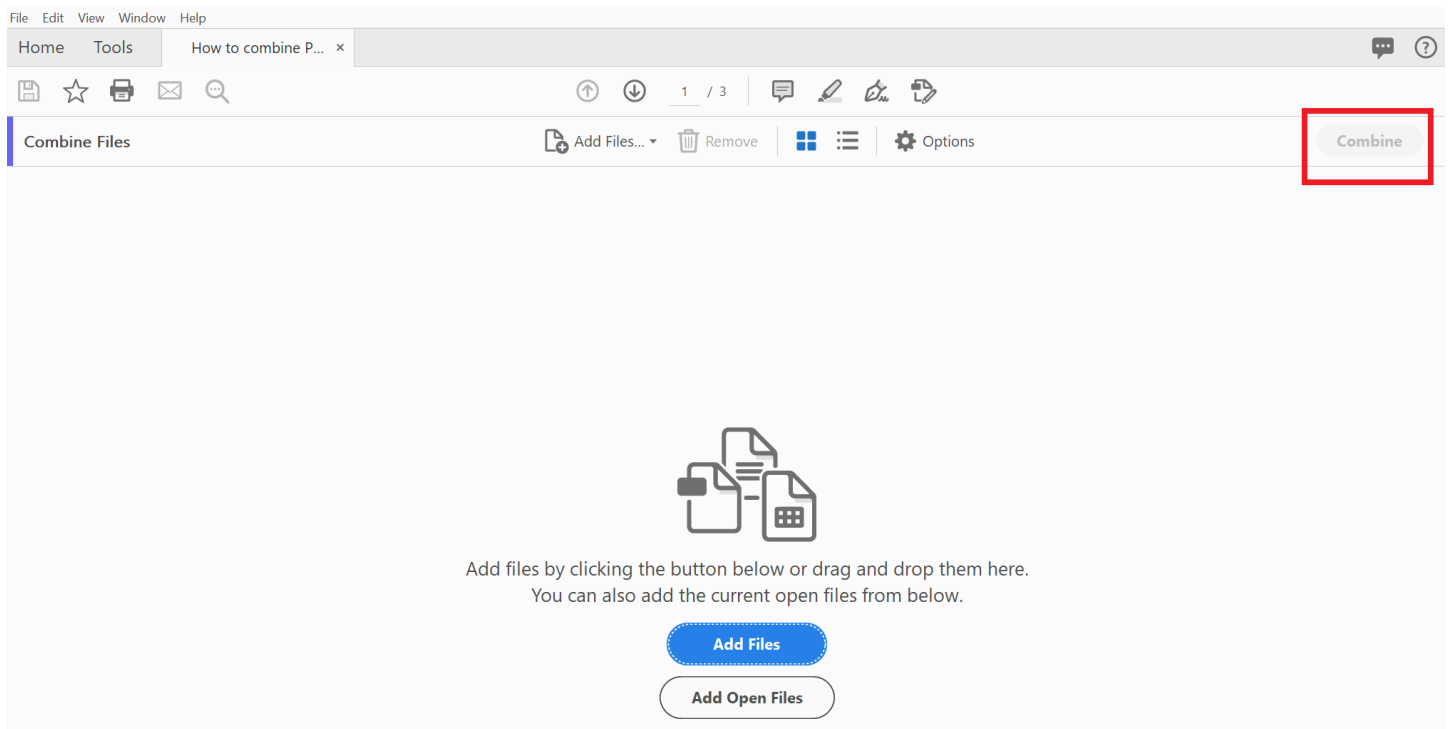
Option 1: Combine Files option in Adobe Acrobat.

This option may be best if you have two or more moderate or larger size files to combine.

1. Open a PDF (or open Adobe Acrobat)
2. In the tools menu on the top or right side of the screen select "Combine files"



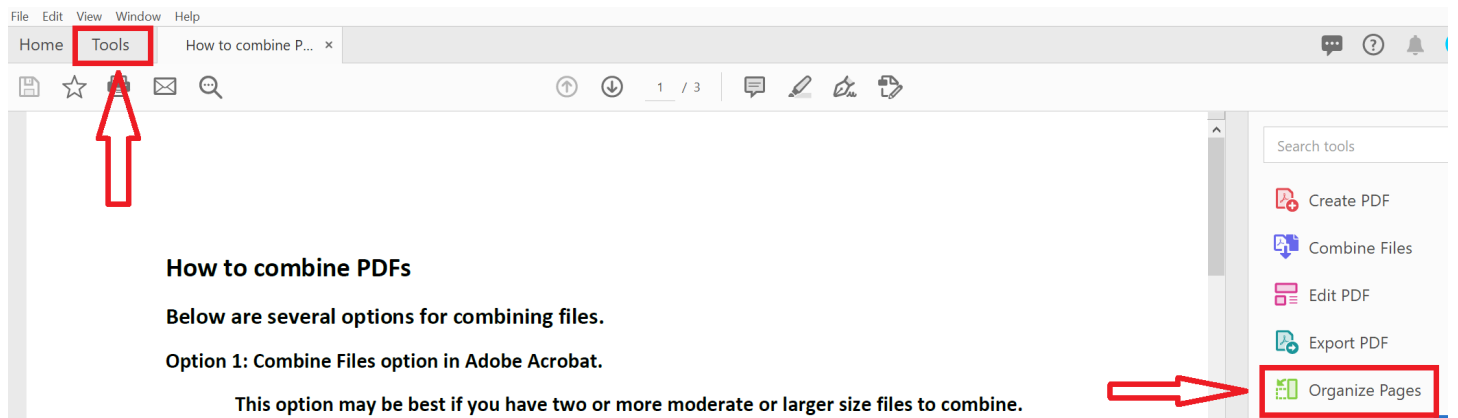
3. The box below pops up.
 - a. You can simply drag and drop the files you want to combine into this box.
 - b. Or, you can click the "Add Files" button then browse your files on your computer and select the files you want to add that way.
 - c. After all the files that you want to combine are in the box below, click the "Combine" button in the top right.
 - d. A new document titled "Binder1" will be created. Save that document to your computer.



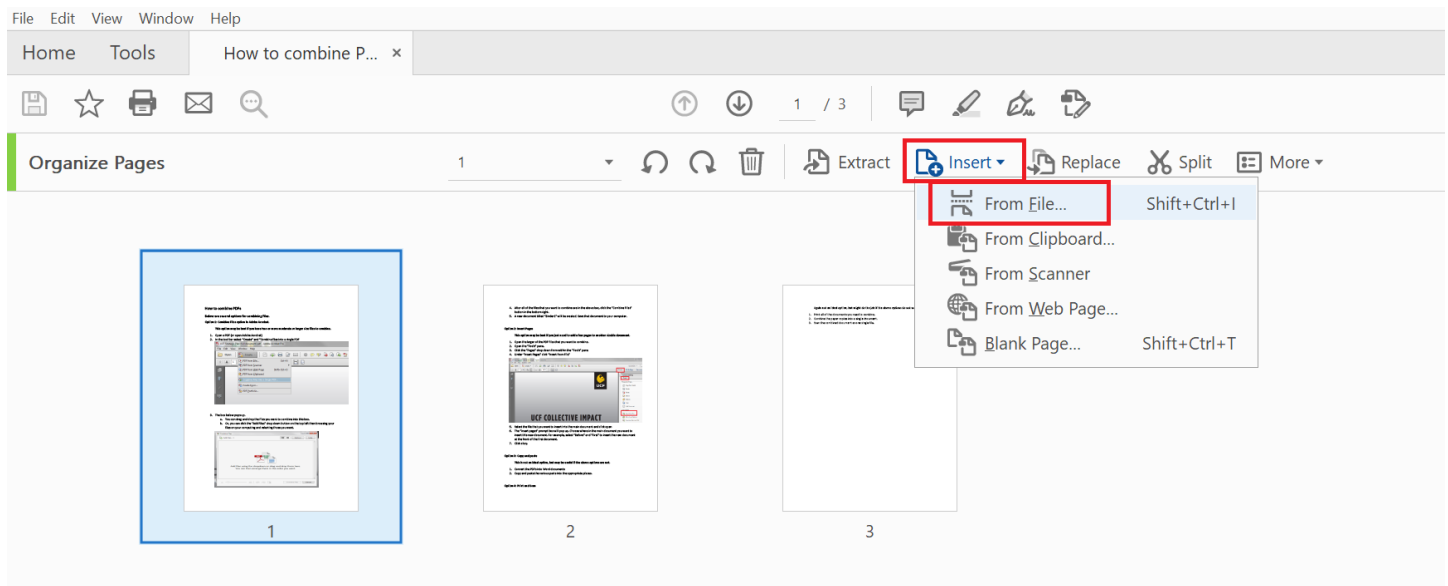
Option 2: Insert Pages

This option may be best if you just need to add a few pages to another sizable document.

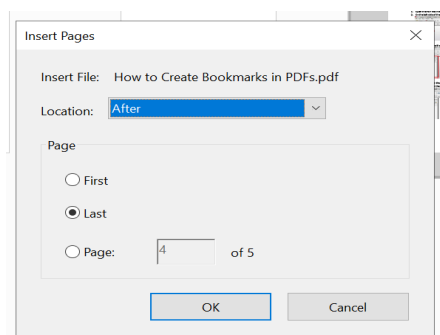
1. Open the larger of the PDF files that you want to combine.
2. In the “tools” menu on the top or right side of the screen, select “Organize Pages”.



3. The box below pops up.
4. Select “Insert” then “From File”
5. Select the file that you want to insert into the main document and click open



6. The “insert pages” prompt box will pop up. Choose where in the main document you want to insert this new document. For example, select “Before” and “First” to insert the new document at the front of the first document.



7. Click okay.
8. You can then use the “Organize Pages” tool to reorder the pages if needed by just dragging the pages to the appropriate places in the document.

Option 3: Copy and paste

This is not an ideal option, but may be useful if the above options are not.

1. Convert the PDFs into Word documents
2. Copy and paste the various parts into the appropriate places.

Option 4: Print and Scan

Again not an ideal option, but might do the job if the above options do not work.

1. Print all of the documents you need to combine.
2. Combine the paper copies into a single document.
3. Scan the combined document as one single file.