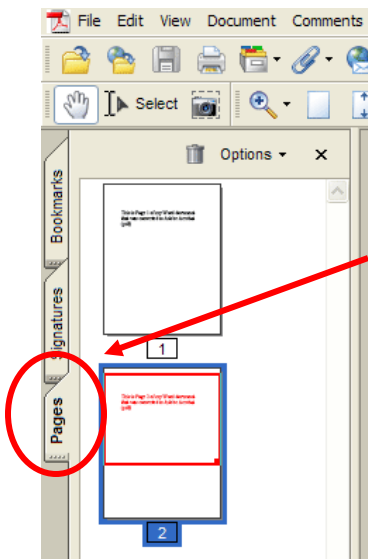
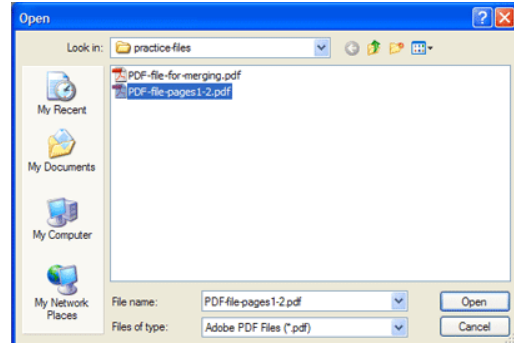


Instructor **step** by **step**

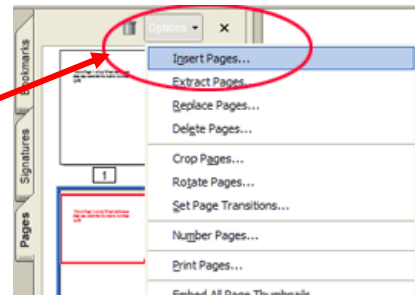
Merging several Adobe Acrobat (PDF) files together into one PDF file. 9 steps

This Step-by-Step explains how to merge Adobe Acrobat PDF files from several files into one combined PDF file. Note to merge PDF files you will need Acrobat Professional.

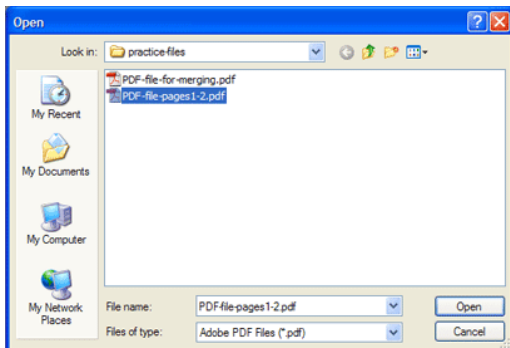
1) If your “master” document (the one you want to merge the other PDF files into) is not open, use the file, open, procedure to open your master document.



2) After the “master” document is open, click on the “Pages” tab on the left side of the document. You will be able to see the number of pages that are part of the “master” document. By clicking on a document in the “Pages” tab you can see the content of that page display in the main PDF page.



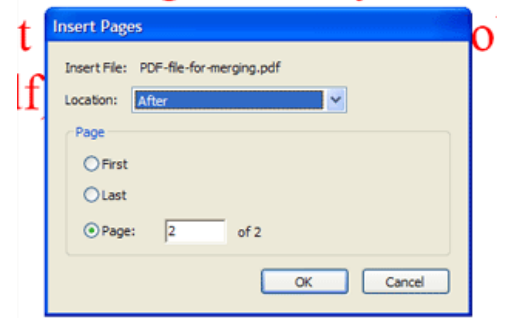
3) To insert a PDF page from another document, select the “Options” button in the “Pages” area and click on the “Insert Pages...” option.



4) The “Open” select box will pop up to allow you to select the PDF file you would like to insert. Click on the PDF file and click the “Open” button.

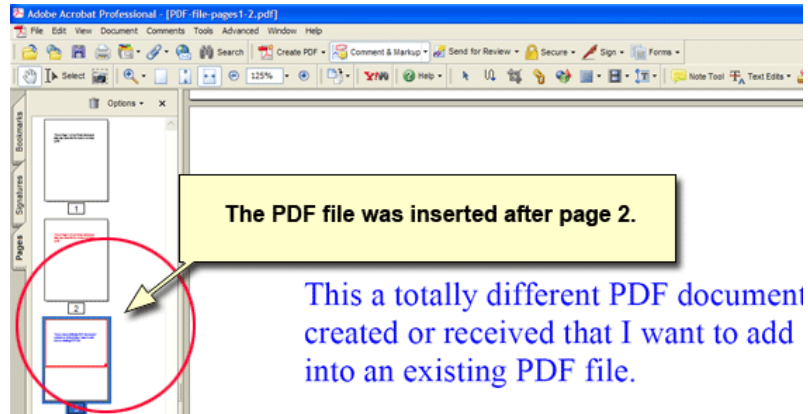
5) A new selection box will open asking where you want to insert the PDF file you have just opened.

IS IS Page 2 of my word

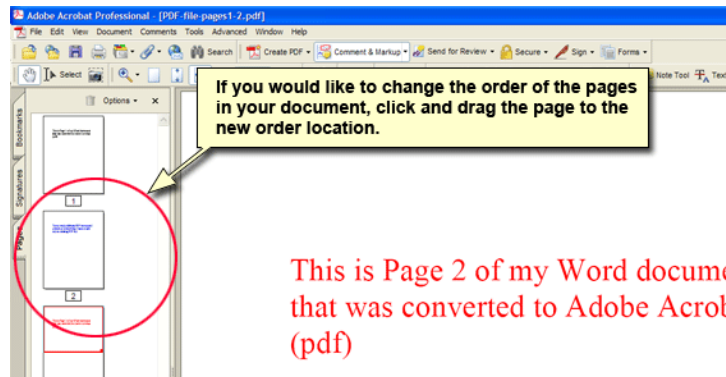


6) A new PDF file has been inserted After page 2 in my “master” document.

7) The procedure can be repeated as many times as you would like to merge additional PDF files.



8) If you would like to change the order of the pages in your “master” PDF document, click on the page you would like to move in the “Pages” tab and drag it up or down in the list of pages and release your mouse button when you are at the location you prefer.



9) Once you have completed merging all the PDF files you wish into the “master” document, save the “master” document. Now the “master” document contains all the PDF files merged into one document.

Note: When a file is merged into the “master” document it is part of that document so the original file you inserted is no longer necessary. If you delete the file you added from your computer, it will not have any affect on the “master” document you just created.