CREATING SINGLE PDF FROM MULTIPLE DOCUMENTS

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NOTE: There are several methods of creating single PDF from multiple documents and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat DC Pro. Your procedure may vary depending on which PDF creation software you are using.

Adobe Acrobat DC allows you to bring together a variety of different files and formats and combine them into a **single** PDF file for distribution.

Files you can combine to create a single PDF file:
• MS Word • MS Excel • MS PowerPoint • PDF Files • Picture formats (.jpg, .png, .tiff, etc)

| Files you will need to change before you can combine them: |
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| • Emails will need to be converted to PDF files by clicking **File > Save as Adobe PDF** in Outlook
• Web pages (HTML files) should be saved as PDF files |

TO CREATE SINGLE PDF FROM MULTIPLE DOCUMENTS

1. Ensure that you have copies of **all the required** documents saved to your computer in **electronic** format. It will be easier if you put them all in one folder.

2. Open Adobe Acrobat DC.

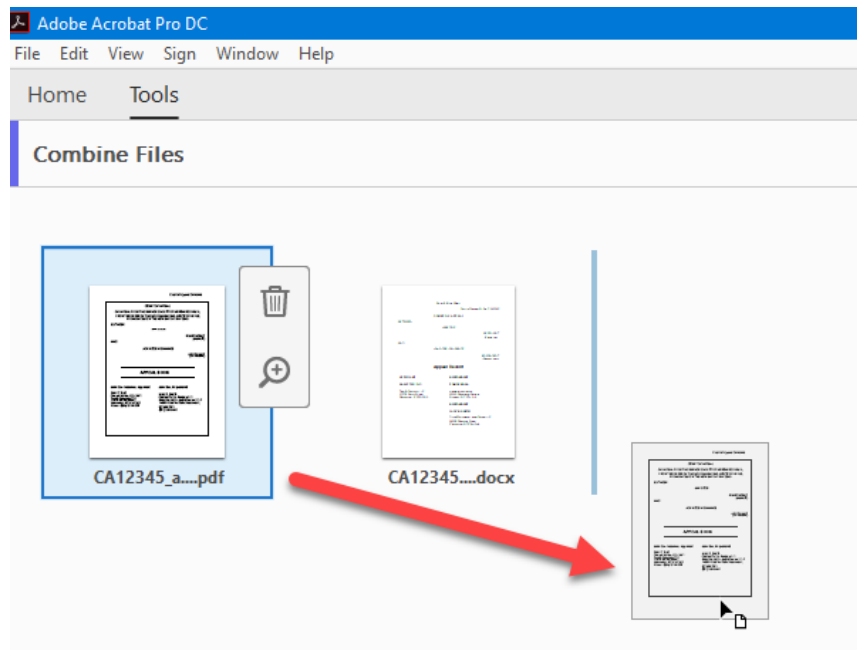3. Click on **File > Create > Combine Files into a Single PDF…**
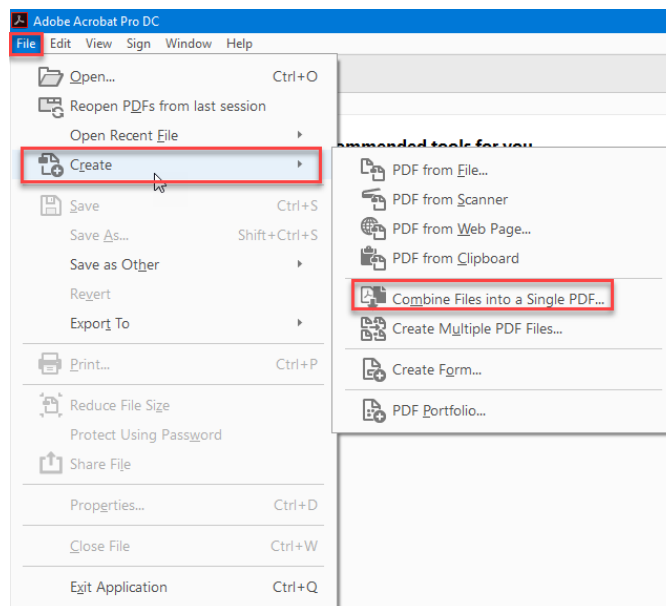
4. In the **Combine Files** dialog window click the **Add files button** <u>OR</u> the **Add Files… menu** then click **Add Files** to select the files you want to add. You can also choose to drag and drop the files if you wish to do so.
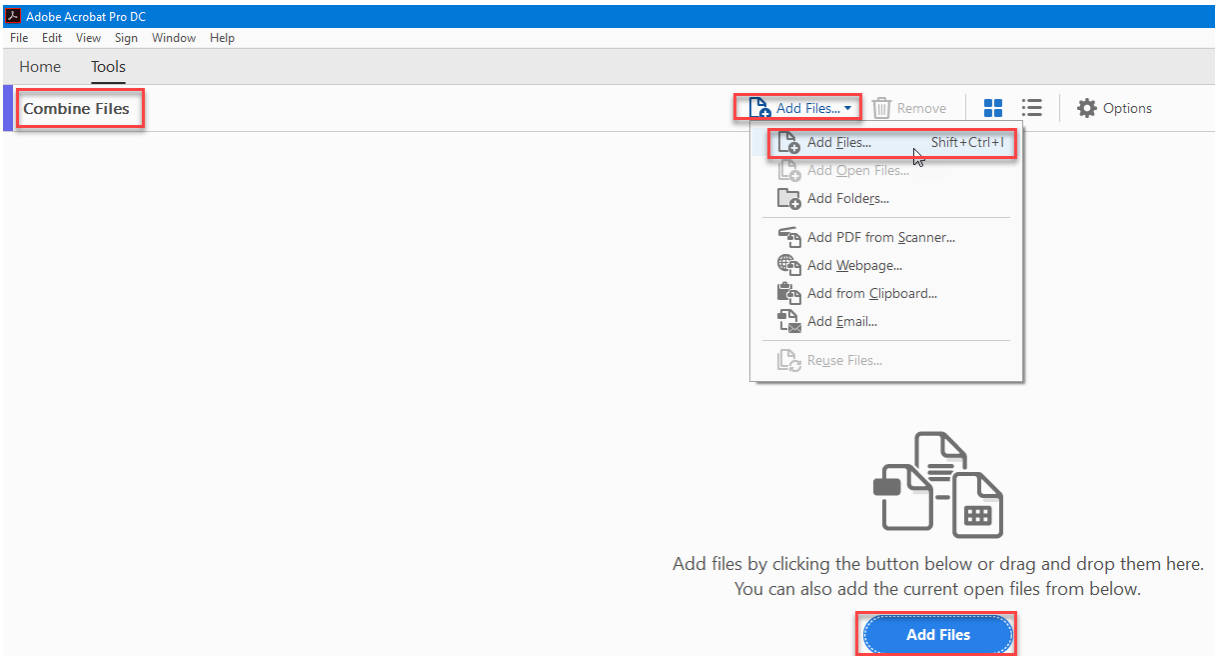

5. Once you have found the file you wish to add, click **Open** to add it. Repeat steps 3-4 until you have added all the required documents.
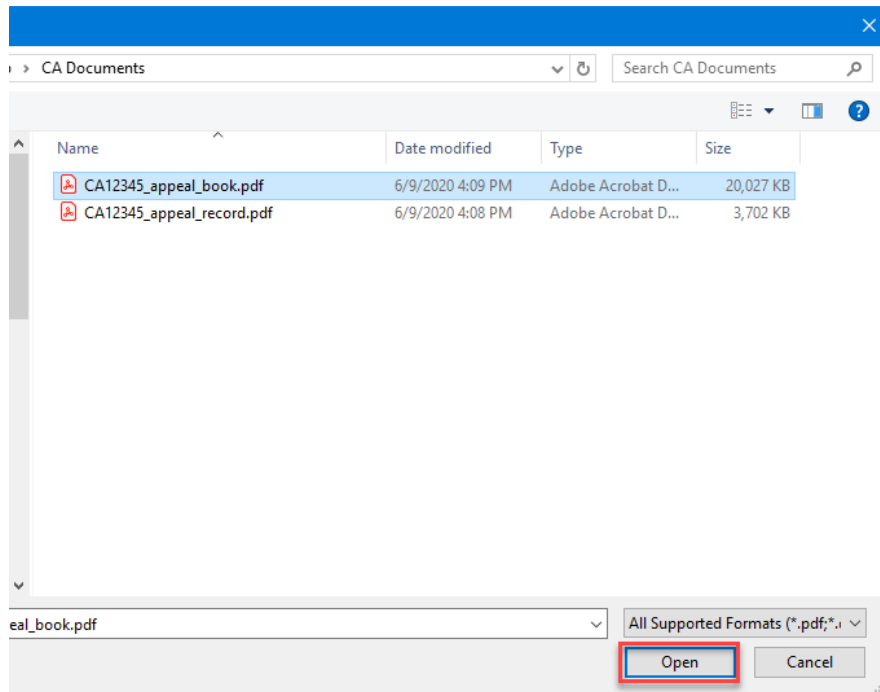
6. If you need to rearrange the order in which your files will be combined, you can do so by dragging and dropping them in the order of your choice.

7. Once you have added all the files you want, click on the **Combine** button in the top right corner. It may take a few minutes to merge these files into a single PDF.
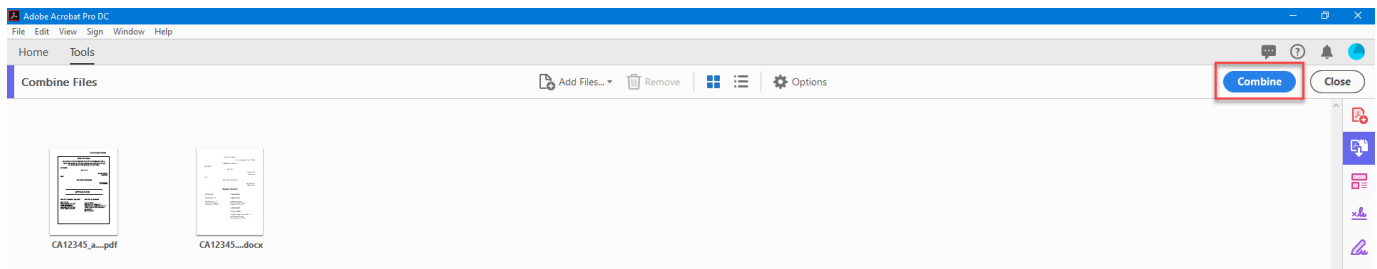
8. Your combined PDF will show up in a new Binder tab. Click **File > Save As** to name your new combined document.

Note: Once you combine files into a single PDF you will not be able to edit any existing page numbers. Before combining files into a single PDF it is best to delete any page numbers and then add page numbers later.