Merge Multiple Files into one PDF file

Step 1 - Merge Files into a Single PDF

1. Open Acrobat Pro, go to “File” click “Combine”
2. Choose “Merge Files Into A Single PDF”
Step 2- Add Files

1. A new window will open. Click “Add Files...” in the top left corner.
Step 3- Choose and Add

1. A new window will open. Locate the pdf files you want to merge and select them. Hold down the Control key (Windows®) or Command key (Mac OS) to add more than one file at a time.
2. Click “Add Files”
Step 4- Combine Files

1. Click on a filename and use the options provided to rearrange the files in the desired order.
2. When you are done, click “Combine Files”. Your new PDF file is created.
Step 5 - Save As

1. Your newly created PDF will open up. Go to “File”, click “Save As”
2. Choose “PDF”
Step 6- Name it

1. Under “Save As” give your newly created PDF a title
2. Choose where you want to save your file e.g. Desktop
3. Click “Save”