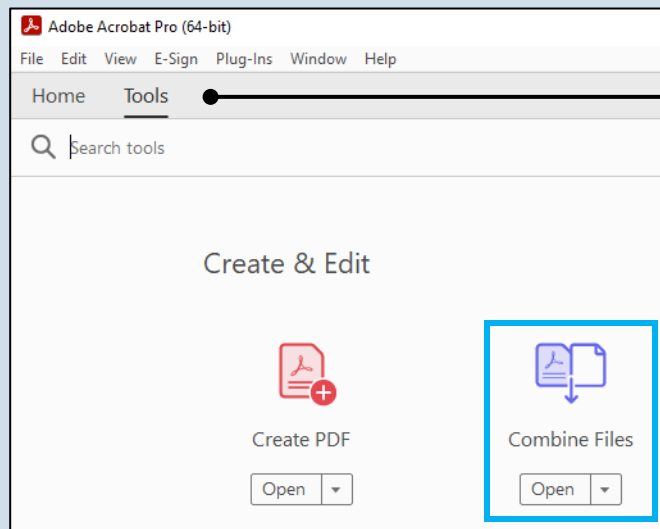


How to Merge Documents using Adobe Acrobat DC

PACFile[®]

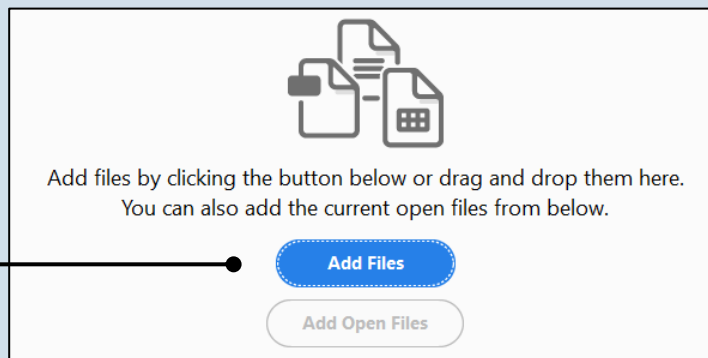
1. Open Adobe Acrobat



2. Select a task
In the Adobe Acrobat Pro Home screen, click on 'Tools' and then 'Combine Files'.

3. Initiate process to add files

Click the ADD FILES button.



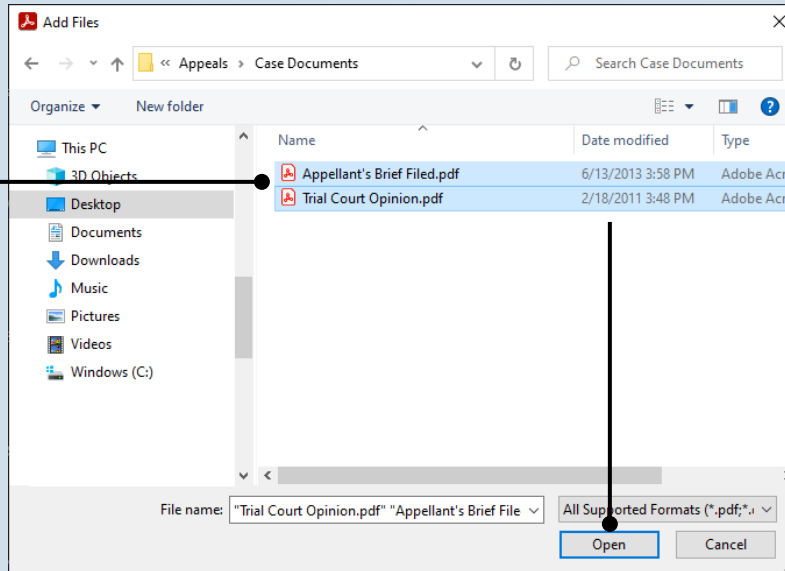
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4. Locate the files you want to merge

In the Add Files screen, locate at least one of the documents saved on your computer or movable storage device (ex. memory stick). Select the file(s) and click OPEN.

Tip Multiple files can be selected simultaneously as long as they are saved in the same folder.

Tip Files do not need to be in a PDF format in order to be merged. Click the dropdown to the right of the **File name** field to view the file types that can be merged.




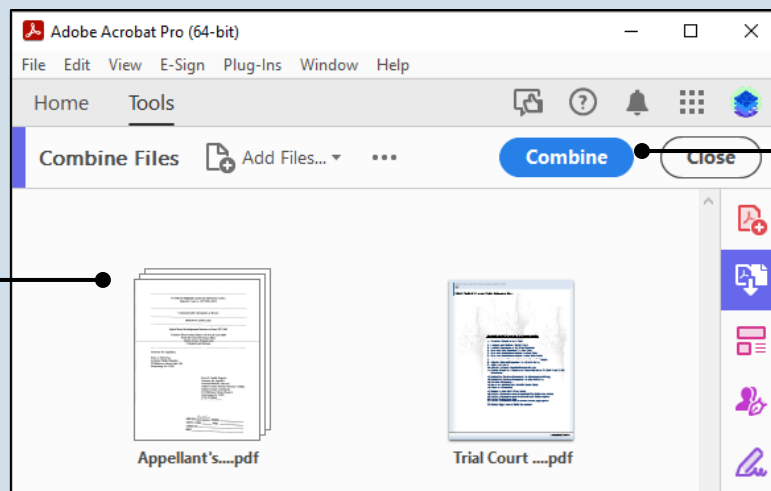
5. Add additional documents

If you need to add other documents, repeat steps 3-4 as needed until all documents have been selected.

6. Arrange your documents

In the Combine Files screen, the documents will be merged in the order in which they appear. If necessary, click and drag the documents to place them in the correct order.

Tip If a document contains multiple pages, it is possible to place another document within its pages. Hover over the document and click the EXPAND button  so the individual pages are displayed. You can then click and drag another document and insert it between the pages of the expanded document.



7. Click COMBINE

Tip Before completing the merge, Acrobat automatically generates a PDF copy of any non-PDF files that were selected.

Tip This process does not replace or change any of the original files selected.

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8. Save the merged document

In the merged document, click on the File menu, select 'Save As', and choose a location to save the new document.

