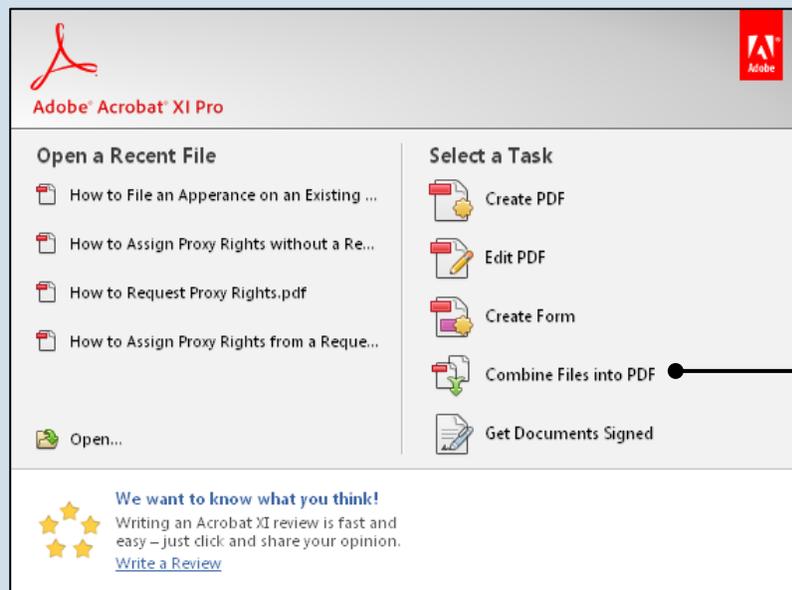


How to Merge Documents using Adobe Acrobat XI

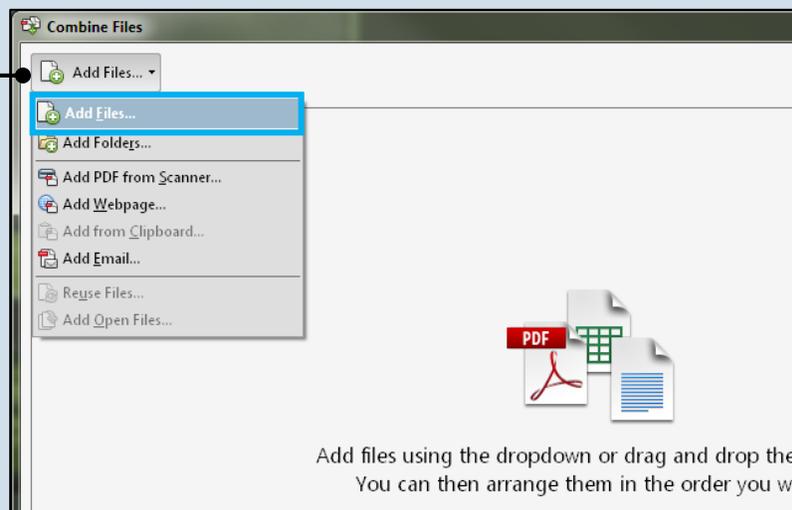
1. Open Adobe Acrobat



2. Select a task
In the Adobe Acrobat Pro start menu, click on 'Combine Files into PDF'.

3. Initiate process to add files

In the Combine Files window, click the ADD FILES button and select 'Add Files' from the dropdown.



Add files using the dropdown or drag and drop them. You can then arrange them in the order you want.

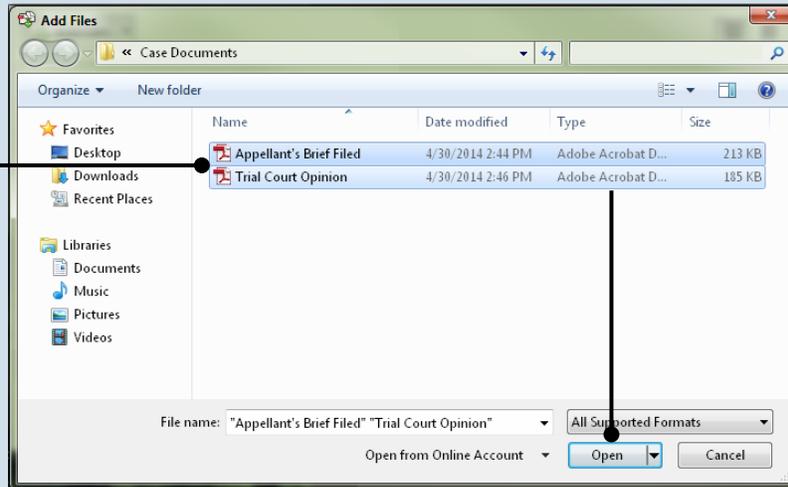
How to Merge Documents using Adobe Acrobat XI

4. Locate the files you want to merge

In the Add Files screen, find at least one document 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 **All Supported Formats** dropdown to view the various file types that can be merged.



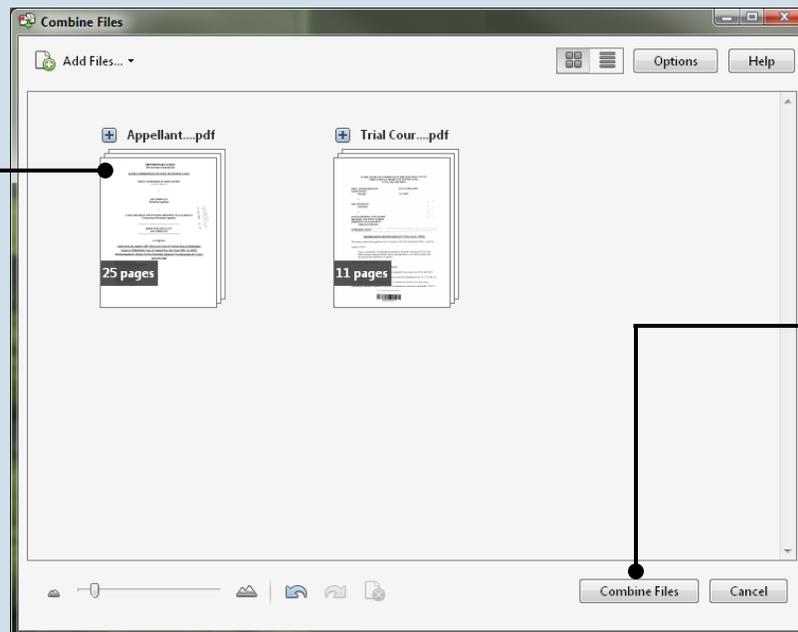
5. Add additional documents

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. Clicking the PLUS SIGN **+** associated to any multi-page document expands it 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 FILES

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.

