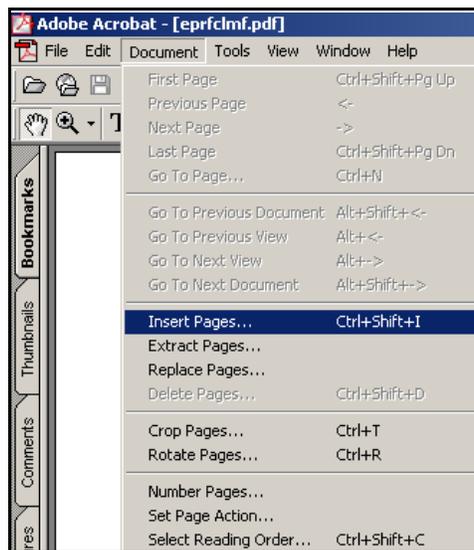


Combining Two PDF Files In Adobe Acrobat 5

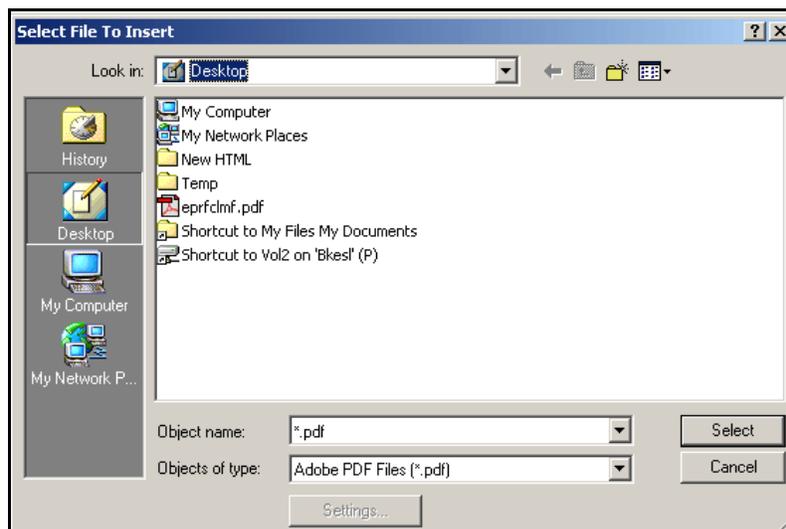
Acrobat allows you to combine multiple PDF files with the Insert Pages command. You may specify where the new file is placed in the target document.

To combine PDF files:

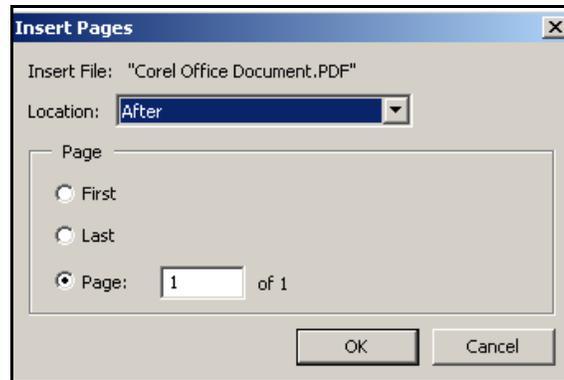
1. Open the target document.
2. With the target PDF document open, choose Document > Insert Pages.



3. In the Select File to Insert dialog box, locate and select the document you want to insert into the target document, and click Select.



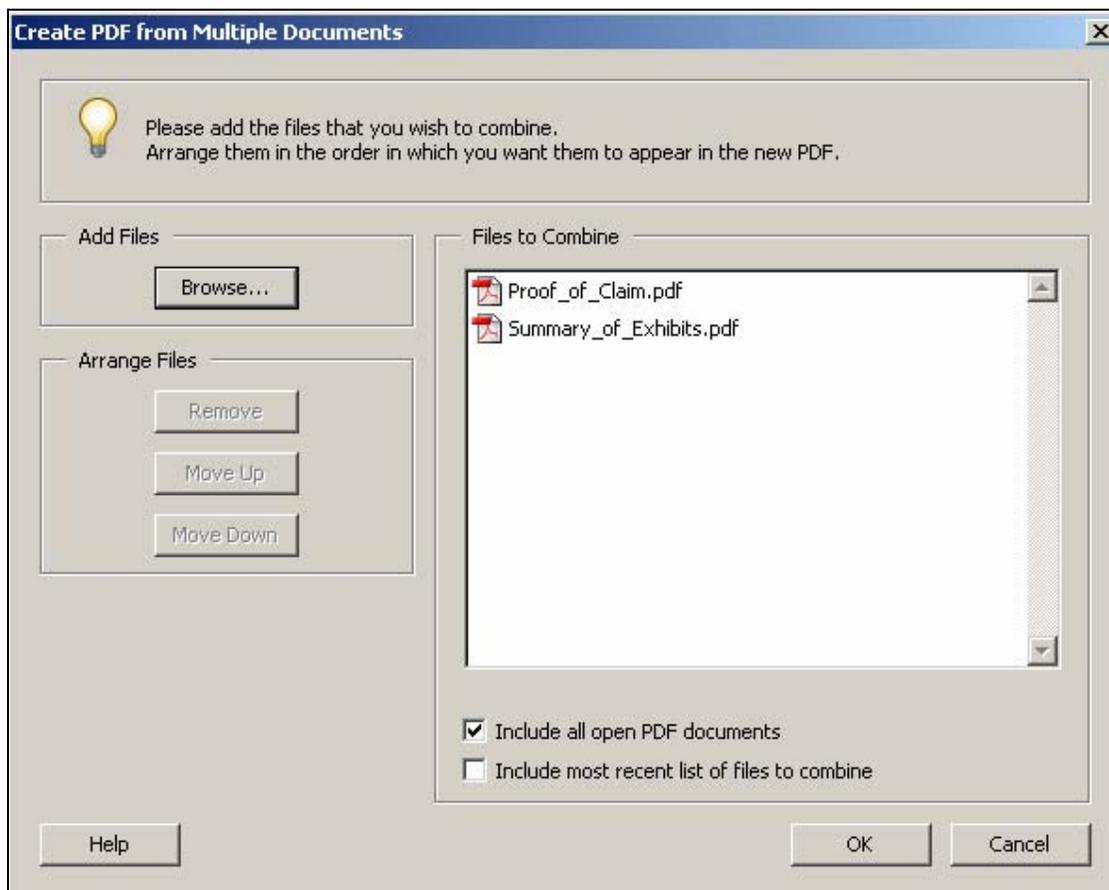
4. In the Insert Pages dialog box, specify whether you want to insert the document before or after the specified page. Then specify whether the document is to be inserted before or after the first page, last page, or a specific page number.



5. Click OK.
6. Save the combined document under the desired filename, or return to step 2 to insert another document.

Combining Multiple PDF Files in Acrobat 6 and Acrobat 7

1. Open Adobe Acrobat 6 or Acrobat 7.
2. Click File > Create PDF > From Multiple Files.
3. Click Browse to locate the PDF files to be combined. Double-click a PDF file to add it to the list, or use the [Ctrl]-click combination to select multiple files in the same directory and then click Add.



4. To change the order of files in the list, select the appropriate PDF and click Move Up or Move Down as needed.
5. Click OK when all of the files to be combined have been added and are in the desired sequence.
6. Click File- > Reduce File Size. Change the “Compatible with” field to “Acrobat 4.0 and later” and click OK.
7. Enter the desired filename and click Save.