

## Combining Multiple PDF Files in Adobe Acrobat

### Using Adobe Acrobat 8.0

Acrobat 8.0 allows you to combine multiple PDF files with the **Document > Insert Pages** command, or by using the **Create PDF > From Multiple Files** command.

To insert a PDF document into a currently opened PDF document:

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

To combine multiple PDF files:

1. Open Adobe Acrobat 8.0
2. Click **File > Create PDF > From Multiple Files**
3. Click **Add Files...** 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 Files**.
4. To change the order of the files in the list, select the appropriate PDF and click **Move Up** or **Move Down** as needed.
5. Select **Default File Size** for the file size and conversion setting. If the PDF document is over the 3MB size limitation, then try using the **Smaller File Size** setting.
6. Click **Next** once all of the files to be combined have been added and are in the desired sequence.
7. Select “Merge Files into a Single PDF” and then click **Create**.
8. Review the results to ensure accuracy and then click **Save**.
9. Browse to the location on your computer where you wish to save the document, name the file, and then click **Save**.

### Using Adobe Acrobat 6.0 and 7.0

Acrobat 6.0 and 7.0 allow you to combine multiple PDF files with the **Document > Insert Pages** command, or by using the **Create PDF > From Multiple Files** command.

To insert a PDF document into a currently opened PDF document:

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. Click **OK**.

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

To combine multiple PDF files:

1. Open Adobe Acrobat 6.0 or Acrobat 7.0
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”
7. and click **OK**.
8. Enter the desired filename and click **Save**.

### Using Adobe Acrobat 5.0

Acrobat 5.0 allows you to combine multiple PDF files with the Insert Pages command.

To insert a PDF document into a currently opened PDF document:

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