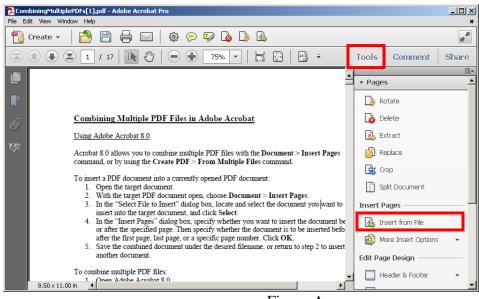
Combining Multiple PDFs Adobe Acrobat X

Insert Pages from another document

- 1. Open the PDF document you want to add pages to.
- 2. Click the Tools button to open Tools Pane, and select the Pages tab (see Figure A)





- 3. Click Insert from File located in the Insert Pages section (see Figure A)
- 4. Click the file you wish to insert and then click Select
- 5. A dialog box will appear, asking where in the document you would like to insert the new pages. Select where in the document you would like the new pages to appear and click **OK** (see Figure B)

Insert Pages	×
Insert File: reaffreturnletter.pdf Location: After	
Page	1
O First	
 Last 	
C Page: 1 of 17	
OK Cancel	

Figure B

Combine Multiple PDFs into One Document

1. Open Adobe Acrobat and click **Create** and select **Combine Files into a Single PDF...** (see Figure A)

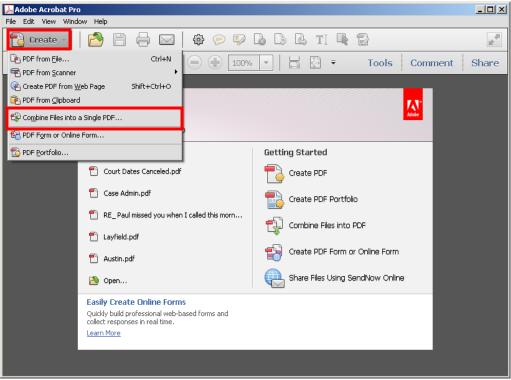


Figure A

2. The Combine Files window opens (see Figure B). Add the files you wish to include by click Add Files > Add Files

Drag and drop files to add them, and then arrange them in the order you w Name Page Range Size Modified			Warnings/Errors		
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					-

Figure B

3. The Add Files window opens (see Figure C). Select the file(s) you wish to add and click **Add Files**

Add Files	<u>?×</u>
Look in: 🞯 Desktop 💽 🕥 🎲 📂 🎞 🗸	
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Figure C

4. Position the PDFs in the order you want them to appear click **Combine Files** (see Figure D).

٩	Combine Files				
	Add Files 🔻			⊙s	ingle PDF C PDF Portfolio
	Drag and drop files to add t	nem, and then arrange t	hem in the a	rder you wa	nt.
	Name 🔺	Page Range	Size	Modified	Warnings/Errors
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	🔁 Using Adobe X	All Pages	113.38 KB	2/3/2011 1	
	•				F
	🕆 Move Up 🛛 🕹 Move Down 📋	Choose Pages 🛛 🔞 Remove		F	ile Size:
	Help Options				Combine Files Cancel

Figure D

5. The combined document will open and the documents will appear in the order determined from **Step 4.** The resulting document can be printed, saved, or edited as needed.