Create a PDF from multiple documents

When there are several separate files you would like to combine into one PDF document, Acrobat provides a very easy way to process this conversion.

 Choose File > Create PDF > Merge Files into a Single PDF

or

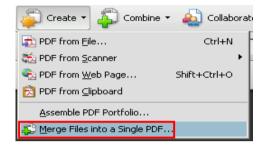
Choose the Create icon from the menu bar and select Merge Files into a Single PDF

2. Click on Add Files to add additional files to convert.

To change the order of the documents to combine, highlight the document to change by clicking on it and choose **Move Up** or **Move Down** located in the bottom left hand corner.

To remove a file, choose the file and click on **Remove**.

- Click Combine Files to convert and consolidate all of the files into one PDF document.
- 4. Once the files are combined click **File > Save As** to save your consolidated PDF.



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Drag and drop files to add them, and then arrange them in the order you want.									
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🐞 create pdf from a fileweber.pdf	All Pages		180.38 KB	9/28/2010						
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