

HOW TO COMBINE MULTIPLE PDFS INTO ONE FILE IN ADOBE ACROBAT

How to combine and merge your files into one PDF:

1. **Open Acrobat DC** to combine files: Open the Tools tab and select "Combine files."
2. **Add files:** Click "Add Files" and select the files you want to include in your PDF. You can merge PDFs or a mix of PDF documents and other files.
3. **Arrange and delete content:** Click, drag, and drop to reorder files or press "Delete" to remove any content you don't want.
4. **Combine files:** When you're finished arranging, click "Combine Files".
5. **Save as a PDF file:** Name your file and click the "Save" button. That's it.

How to rearrange pages in a PDF:

1. Open the "**Organize Pages**" tool from the top menu or the right pane (Tools > Organize Pages)
2. Select one or more page thumbnails (page numbers are underneath). Use Shift to select a page range.
3. **Do one of the following:**
 - Drag and drop pages to reorder PDF pages how you want.
 - Copy a page by clicking a thumbnail and using Ctrl+drag to drop it to a second location.
4. **Save your file.** Select a folder or click "Choose a Different Folder" and navigate to the folder you want. Name your document and click "Save."

Video at this link:

<https://acrobat.adobe.com/us/en/acrobat/how-to/merge-combine-pdf-files-online.html#adobeTv25267>