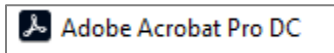


## COMBINING FILES

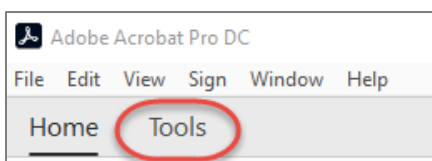
With Adobe Acrobat, you can combine different documents into a single PDF document. These documents can be Word documents, spreadsheets, images, pictures, etc. These instructions will walk you through the process.

1. Open **Adobe Acrobat**

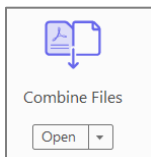


*Adobe Acrobat is a different application from Adobe Reader. For these instructions to work, you must have Adobe Acrobat installed on your computer.*

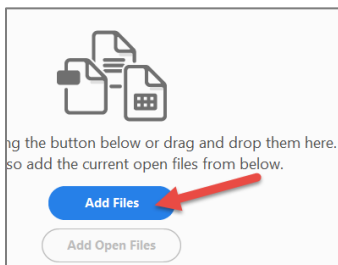
2. From the menu bar, click **Tools**



3. From the Create & Edit screen, click **Combine Files**



4. On the Combine files screen, click **Add Files**



5. When the Add Files screen opens
  - a. Navigate to the documents you want to add
  - b. Select the document(s) by left clicking
  - c. Click Open

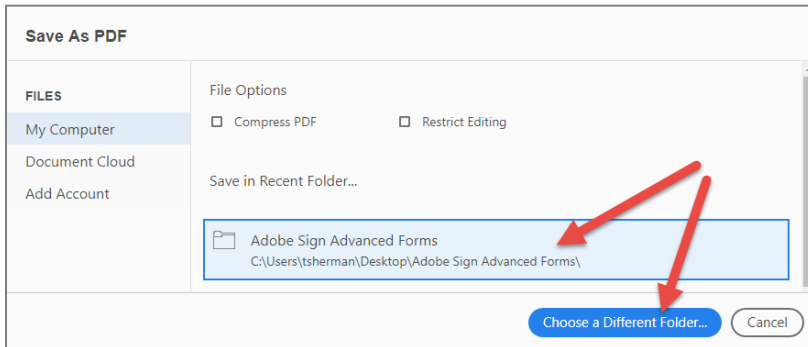
6. The Combine Files screen will appear. You can reorder the files by dragging them around. When you are satisfied, click **Combine**



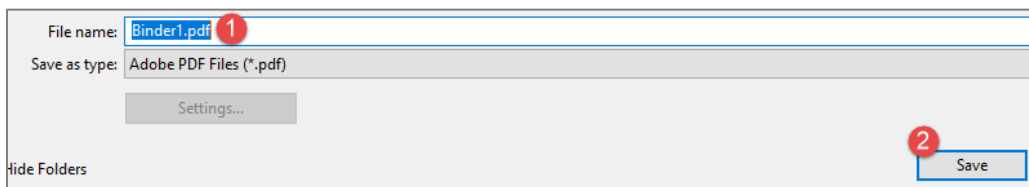
7. Click the Save button



8. On the Save As PDF screen, either Click the desired folder or click Choose a Different Folder



9. Once your folder opens,
  - a. Give the document a name
  - b. Click **Save**



*Your PDF is now contains all the documents you added. You can now use this new PDF with other applications, such as Adobe Sign, etc.*