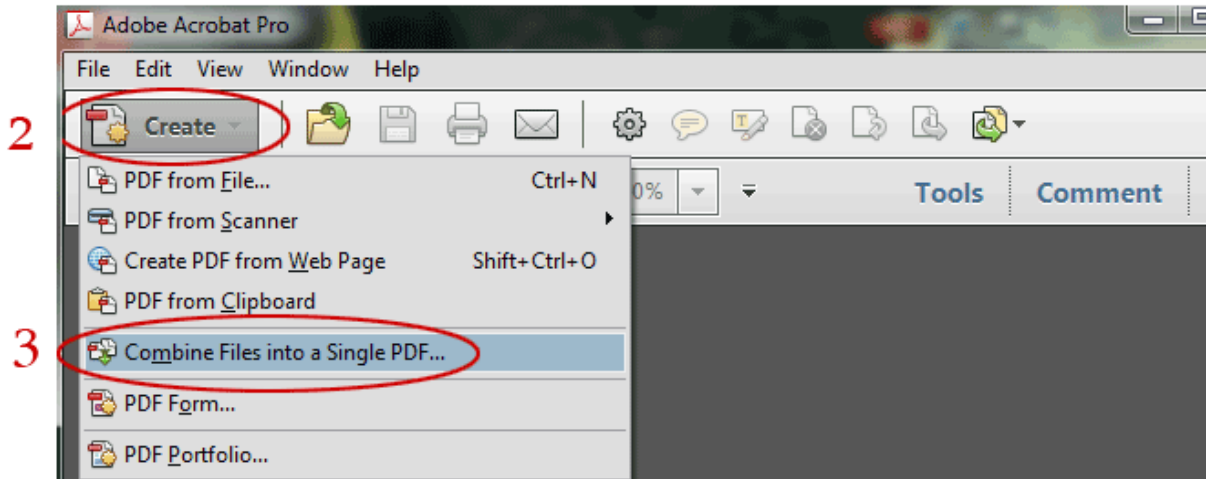


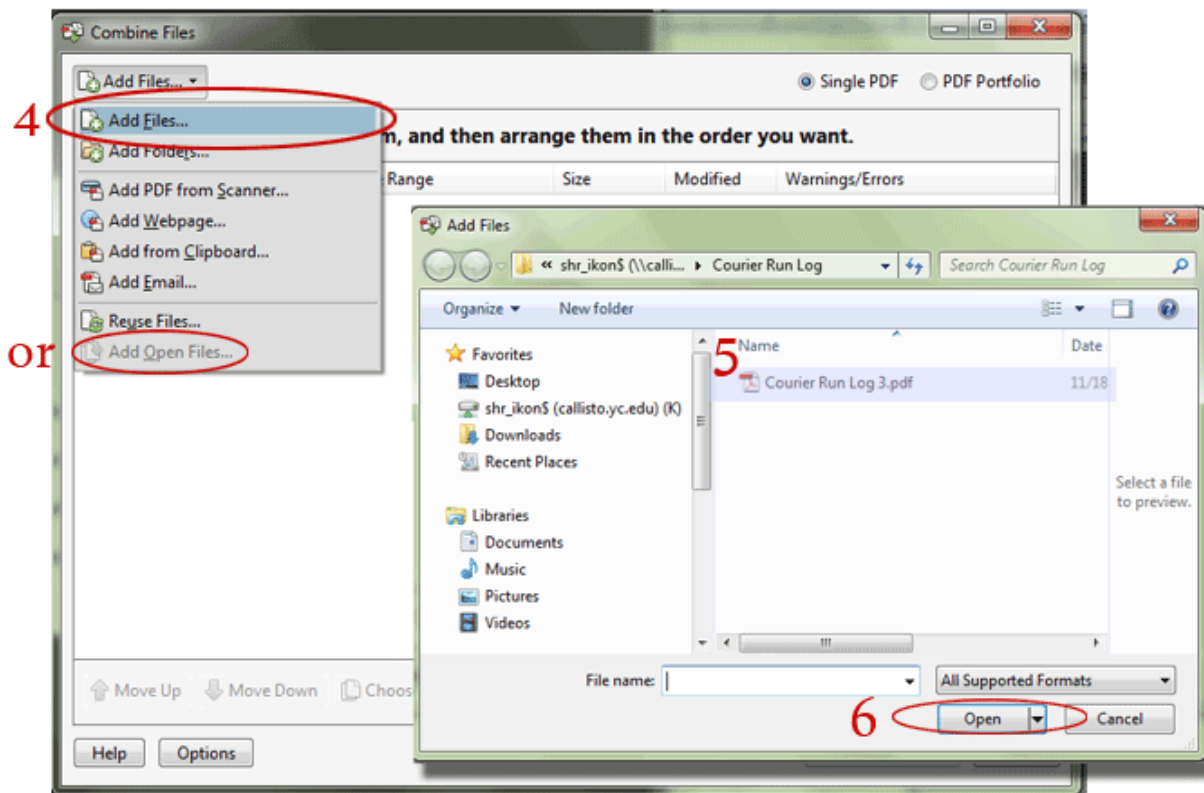
## How to Combine Several PDFs into One File

You must have Adobe Acrobat (not just Adobe Reader) to perform this function.

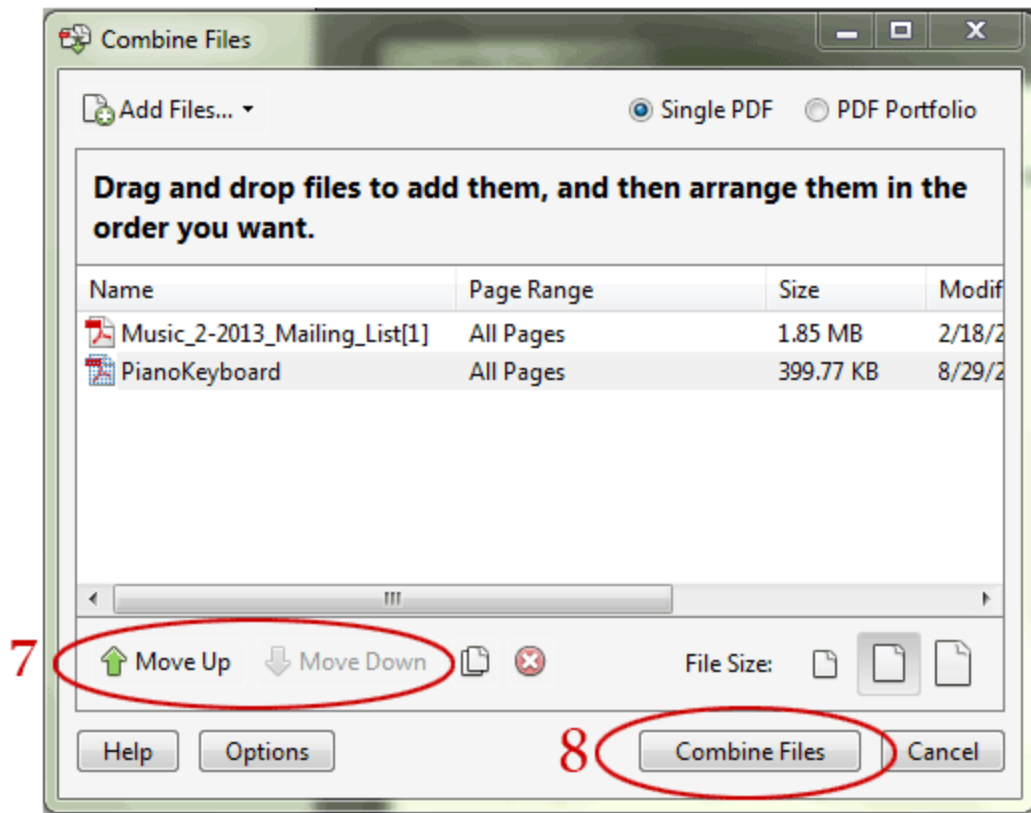
1. Open Adobe Acrobat
2. Click on the “Create” button at the left on the tool bar
3. Select “Combine Files into a Single PDF . . .” This will pull up the “Combine Files” window.



4. Choose “Add Files”. This will open the “Add Files” window which will allow you to navigate to your files. (You can also select files that are open on your system by choosing “Add Open Files” from the bottom of the list.)
5. Navigate to your files or select the open files you wish to combine.
6. Click “Open”. The files will show up on the list in the “Combine Files” window.



7. Change the file order if necessary. Highlight the file you wish to move and drag into position. You can also use the “Move Up” and “Move Down” arrows at the bottom of the window.
8. Click “Combine Files”. Acrobat will merge the files, showing a progress bar.



9. The combined file will open in a new window. Your system will assign a temporary name to the new PDF.
10. Save or print file.

Feel free to contact Printing Services at 776.2187 or email us at [printing.services@yc.edu](mailto:printing.services@yc.edu) if you have any questions or suggestions for improving these instructions.