

HOW TO CREATE A SINGLE PDF FROM MULTIPLE PDF FILES

Preview:

1. Put all PDFs to be combined into a single folder and open the folder.
2. Open the PDF you want appear as the first page with **Preview**.
3. Make sure the “Sidebar” is displaying and select the **Thumbnail** view.
4. Go back to the folder containing the remaining PDFs, select all the PDFs and drag them on top of the thumbnail of the first page.
5. If you need to move some of the pages around, single click on the thumbnail for the page and drag it to the correct location. If you have several pages and find it difficult to rearrange the pages, try changing the view to **Contact Sheet**. This will allow you to see more pages on the screen at the same time.
6. After the pages are in order, save the document as a different filename.
 - a. OS 10.6 or earlier: Select **File**, select **Save As...**, enter in a filename and press the **Save** button.
 - b. OS 10.7 or later: Select **File**, select **Duplicate...**, enter in a filename and press the **return/enter** key.

Adobe Acrobat Pro:

1. Put all PDFs to be combined into a single folder and open the folder.
2. Open the PDF you want to appear as the first page with **Adobe Acrobat Pro**.
3. Go to the **View** menu, select **Navigation Panels**, and then select **Pages** (on the left side a thumbnail of the opened PDF should appear).
4. Go back to the folder containing the remaining PDFs, select all the PDFs and drag them to the right of the thumbnail of the first page. Once a vertical blue bar appears release the mouse button.
5. If you need to move some of the pages around, single click on the thumbnail for the page and drag it to the correct location.
6. Once the pages are in the correct order, go to the **File** menu, select **Save As...**, enter in a filename and press the **Save** button.