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.

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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."

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Video at this link: