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How to convert a Word document to a PDF:

1. **Open the file** in Microsoft Word.
2. **Convert Word document to PDF:**
 - On Windows, click the Acrobat tab, then click “Create PDF.”
 - On Mac, click the “Create and Share Adobe PDF” icon, then skip to step 4.
3. **Protect PDF:**

Select “Restrict Editing” in the dialog box if you want to prevent the finished PDF file from being changed without your permission.
4. **Save as PDF file:**

Select a folder for the exported file or click “Choose a Different Folder” and navigate to the appropriate folder. Then, rename your document and click “Save.”

How to convert your scanned documents and JPGs to PDF:

1. **Open the file** in Acrobat DC.
2. Click on the **Enhance Scans** tool in the right pane.
3. **Choose the file you want to convert:**
 - To begin, choose “Select a file” and click “Start.”
 - Choose a JPG, TIFF, or other images for conversion.
4. **Edit your PDF:**
 - Click on the “Correct Suspects” icon (magnifying glass). Acrobat will identify suspected text errors and display the image and text side by side.
 - Click “Accept” for each correction, and then “Done” whenever you’re finished.
5. **Save as new PDF file:**

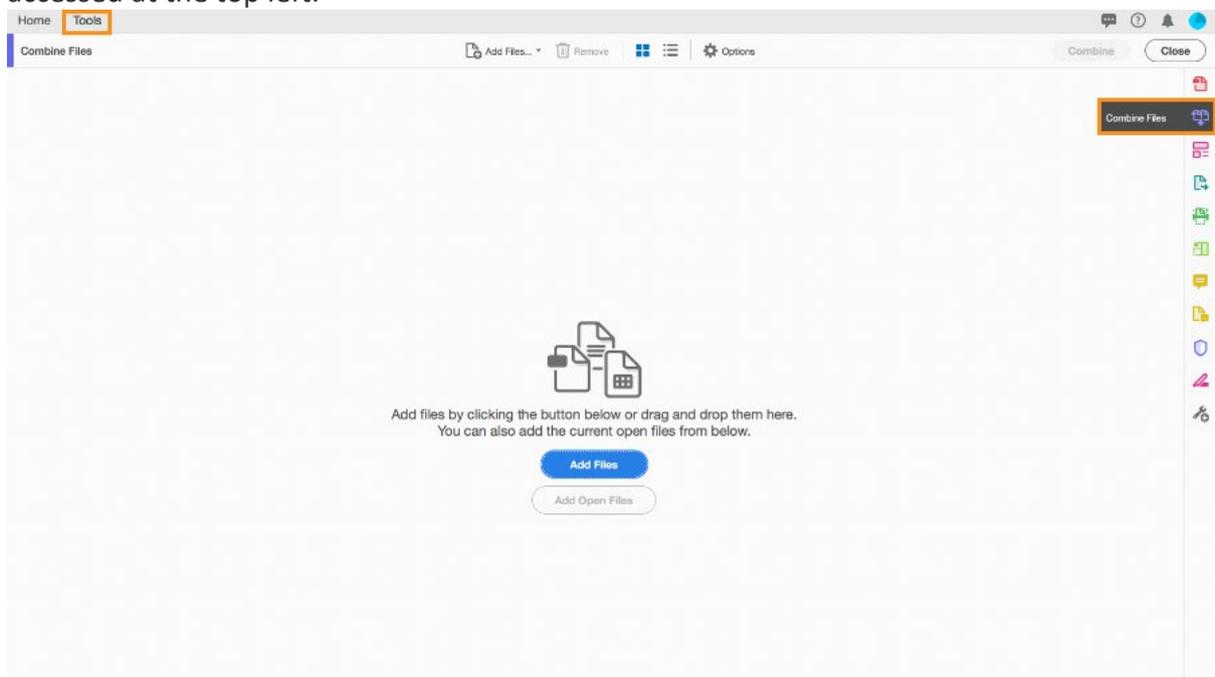
Name your file and click the “Save” button. That’s it.

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.

Open the Combine Files tool

Open the Combine Files tool using the shortcut in the right pane or from the Tools center, accessed at the top left.

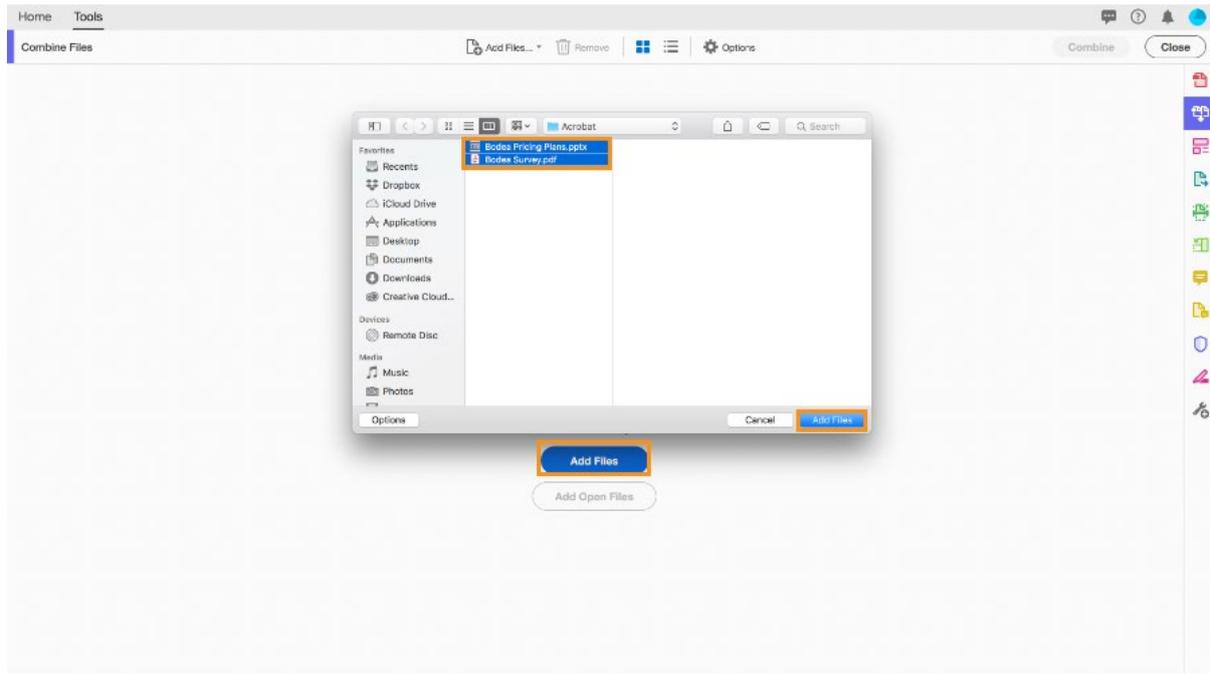


Add files to combine

Choose from a variety of file types — multiple PDF files, Microsoft Word documents, Microsoft Excel spreadsheets, Microsoft PowerPoint presentations, jpg images, other images, emails, and more — to merge into one PDF.

1. Select Add Files and navigate to the location of the files you wish to add. You can add files or a folder from your computer, or add content directly from a scanner, web page, or your Clipboard.
2. Select one or more files to add. From the sample files, select the Bodea Pricing Plans.ppt PowerPoint presentation and the Bodea Survey.pdf PDF file.
3. Click the Add Files button.

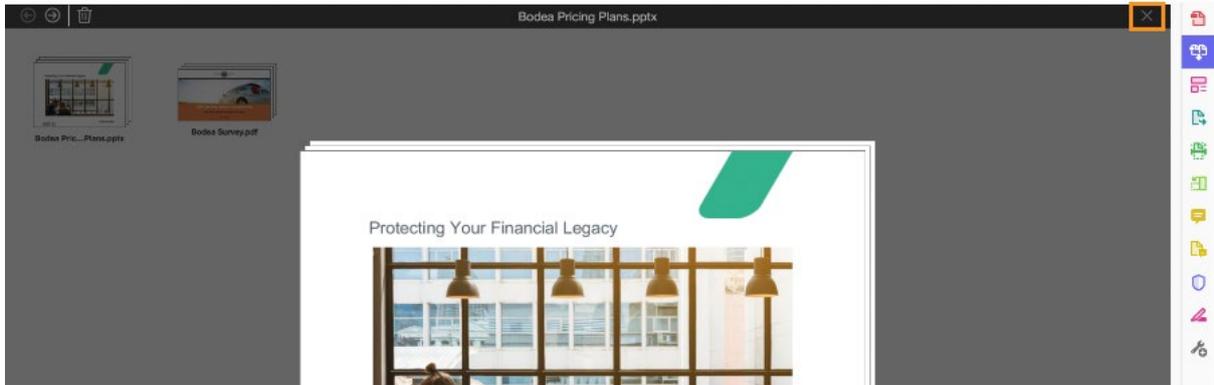
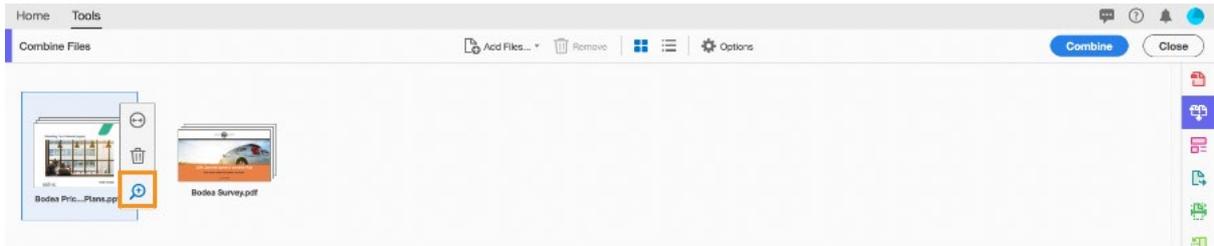
Repeat these steps as many times as necessary to include all of the content you'd like to combine into your final PDF. Alternatively, you can drag and drop files you want to combine directly from your desktop or file system.



Preview document contents

Once you add all of your PDF files and other documents, you can hover your mouse over one of the file thumbnails and click the magnifying glass to see an enlarged preview.

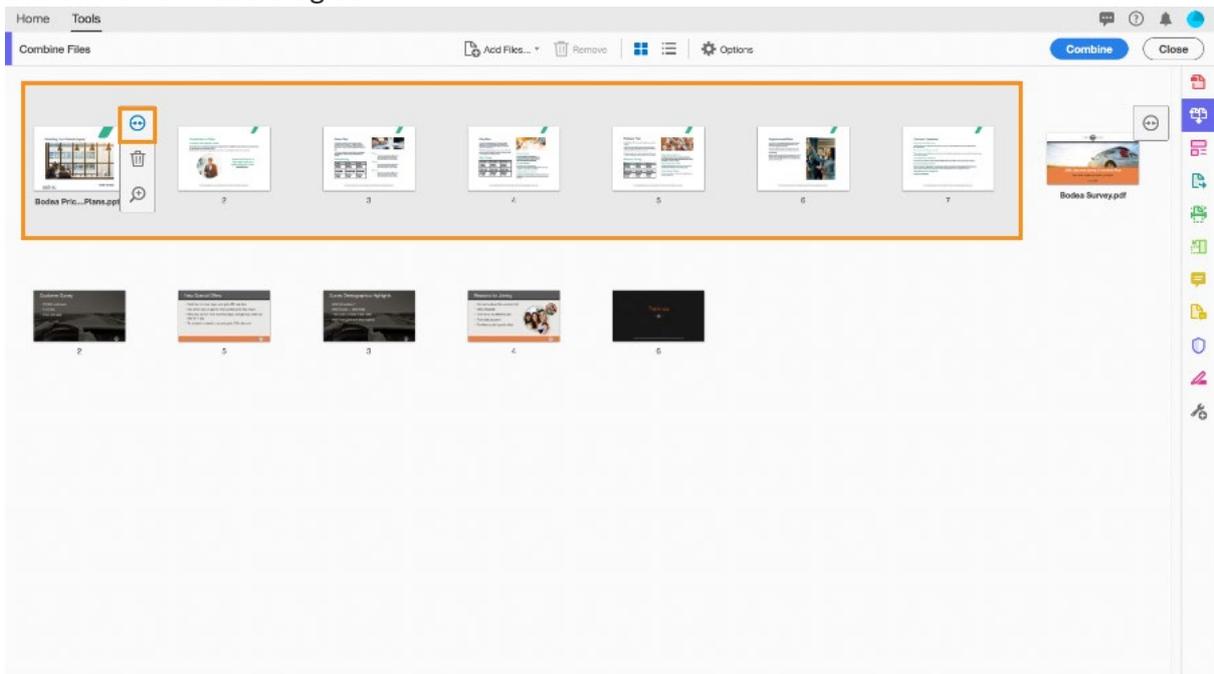
Click the X in the upper right-hand corner to close the preview.



Arrange pages in multi-page documents

You can expand multi-page documents by clicking the expand icon that appears at the top right of the file thumbnail when you hover your cursor over it. When you click the expand icon, you will see thumbnails of each page in the file to let you verify which pages you want to add to the combined PDF.

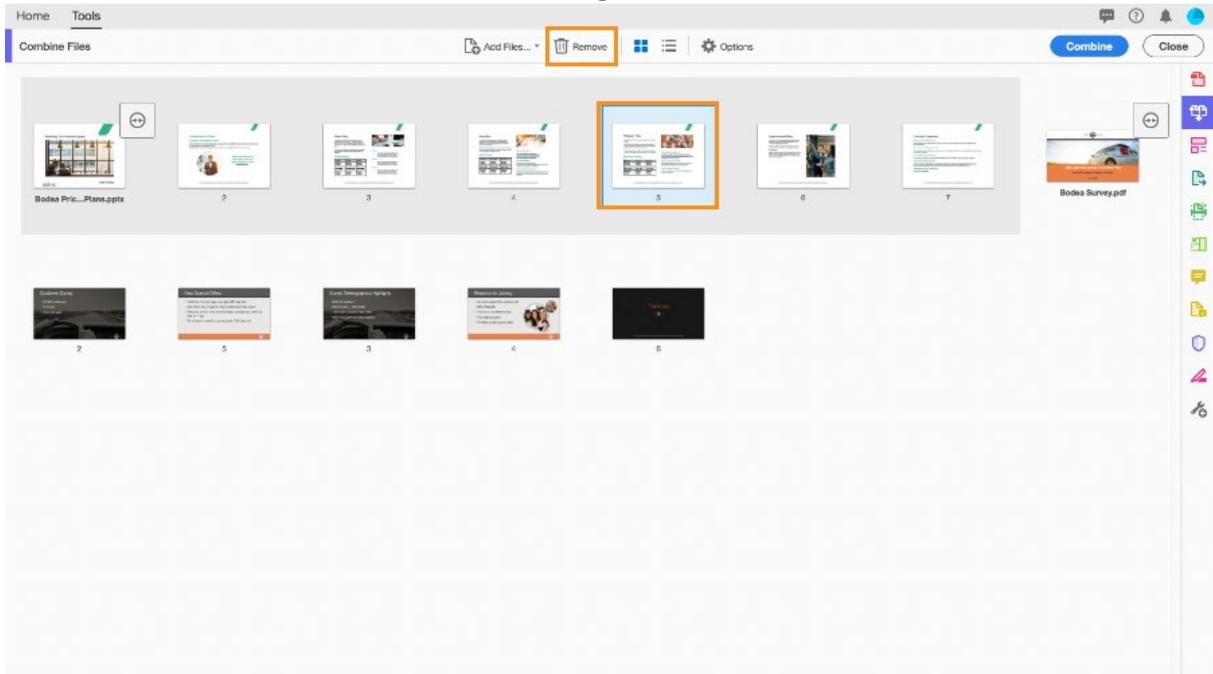
If desired, you can rearrange individual pages in a document or around other documents in the Combine Files dialog box.



Delete pages

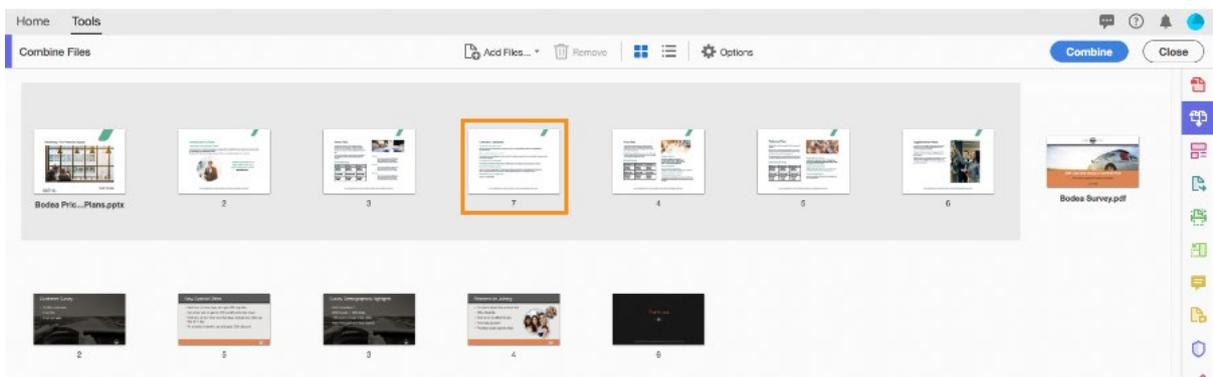
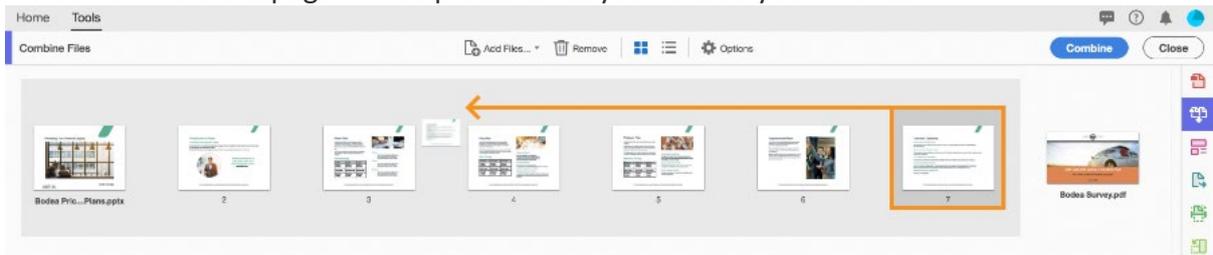
To remove unwanted pages or files, click the file or page preview, then click the Remove trash can icon.

Note: Use Shift + click to select a series of pages to remove. Use Cmd (Mac) + click or Ctrl (Win) + click to select specific pages to remove. When you select pages, the pages are only removed from the combined PDF file. The original file remains intact.



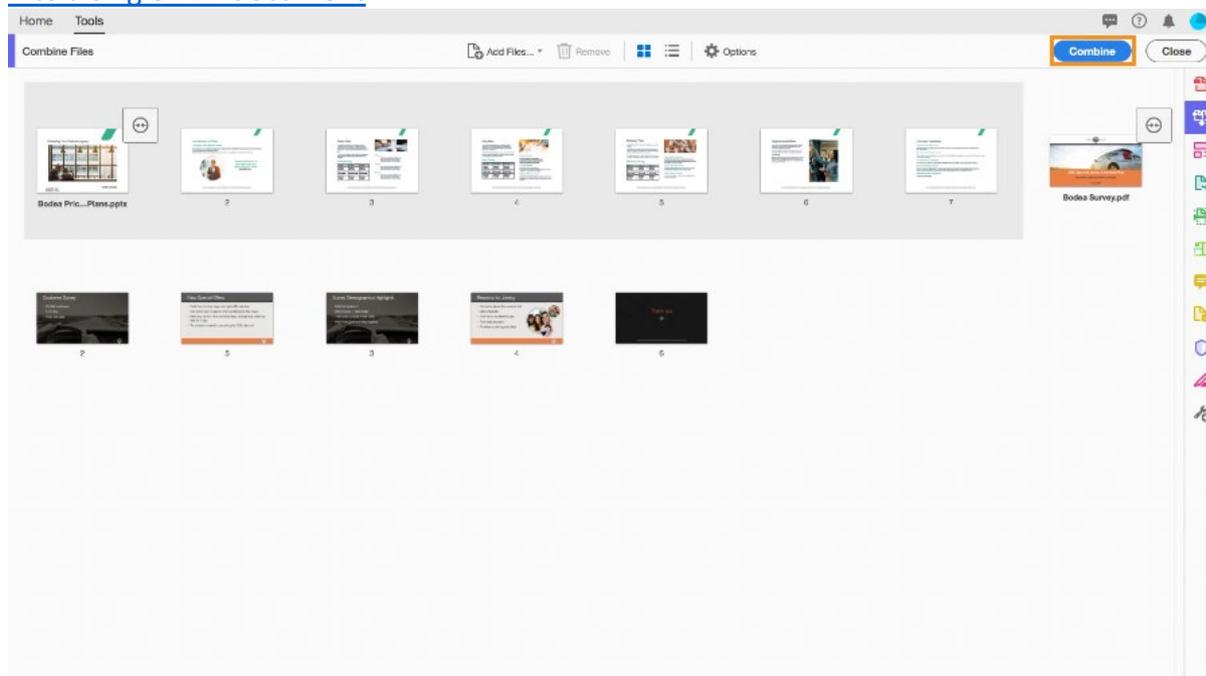
Reorder pages

To reorder pages, click the page thumbnail and drag it to its new location. A blue line indicates where the page will be placed once you release your mouse.



Click Combine to merge the files

When you're finished, click Combine. Acrobat automatically names (e.g., Binder1.pdf) and opens the new merged PDF file once it finishes processing. From here, you can save, rename, edit, and review the new document as necessary. Learn more about [combining files into a single PDF document](#).



Create merged PDFs

Use the **Combine Files** tool to merge Word, Excel, PowerPoint, audio, or video files, web pages, or existing PDFs. Acrobat lets you preview and arrange the documents and pages before creating the file. You can delete unwanted pages and move individual pages from a document anywhere among the pages being combined. Acrobat converts the pages of the various files into sequential pages of a single PDF.

1. Choose **Tools > Combine Files**. The Combine Files interface is displayed with the toolbar at the top.



2. Drag files or emails directly into the Combine Files interface. Alternatively, choose an option from the **Add Files** menu. You can add a folder of files, a web page, any currently open files, items in the clipboard, pages from a scanner, an email, or a file you combined previously (Reuse Files).

Note:

If you add a folder that contains files other than PDFs, the non-PDF files are not added.

3. As needed, do any of the following:

Rearrange pages

In the Thumbnail view, drag-and-drop the file or page into position. As you drag, a blue bar moves between pages or documents to indicate the current position.

Expand pages or Collapse Document

In the Thumbnail view, hover over the page or file and then click the Expand pages thumbnail . In expanded view, you can easily move the individual pages among the other pages and documents.

To collapse the pages, hover over the first page and then click the Collapse Document thumbnail .

Preview pages

In the Thumbnail view, hover over the page, and then click the Zoom thumbnail .

Delete pages

In the Thumbnail view, hover over the page and then click the Delete thumbnail .

Sort files

In the List view, click the column name that you want to sort by. Click again to sort in reverse order. The order of files in the list reflects the order of the files in the combined PDF. Sorting rearranges the pages of the combined PDF.

Move files up or down file list

In the List view, select the file or files you want to move. Then click the Move Up  or Move Down  button.

4. Click **Options**, and select one of the file size options for the converted file:

Smaller File Size

Reduces large images to screen resolution and compresses the images by using low-quality JPEG. This option is suitable for onscreen display, email, and the Internet.

Note: *If any of the source files are already PDFs, the Smaller **File Size** option applies the Reduce **File Size** feature to those files. The Reduce **File Size** feature is not applied if either the Default **File Size** or Larger **File Size** option is selected.*

Default File Size

Create PDFs suitable for reliable viewing and printing of business documents. The PDF files in the list retain their original file size and quality.

Larger File Size

Creates PDFs suitable for printing on desktop printers. Applies the High Quality Print conversion preset and the PDF files in the list retain the original file size and quality.

Note:

This option may result in a larger file size for the final PDF.

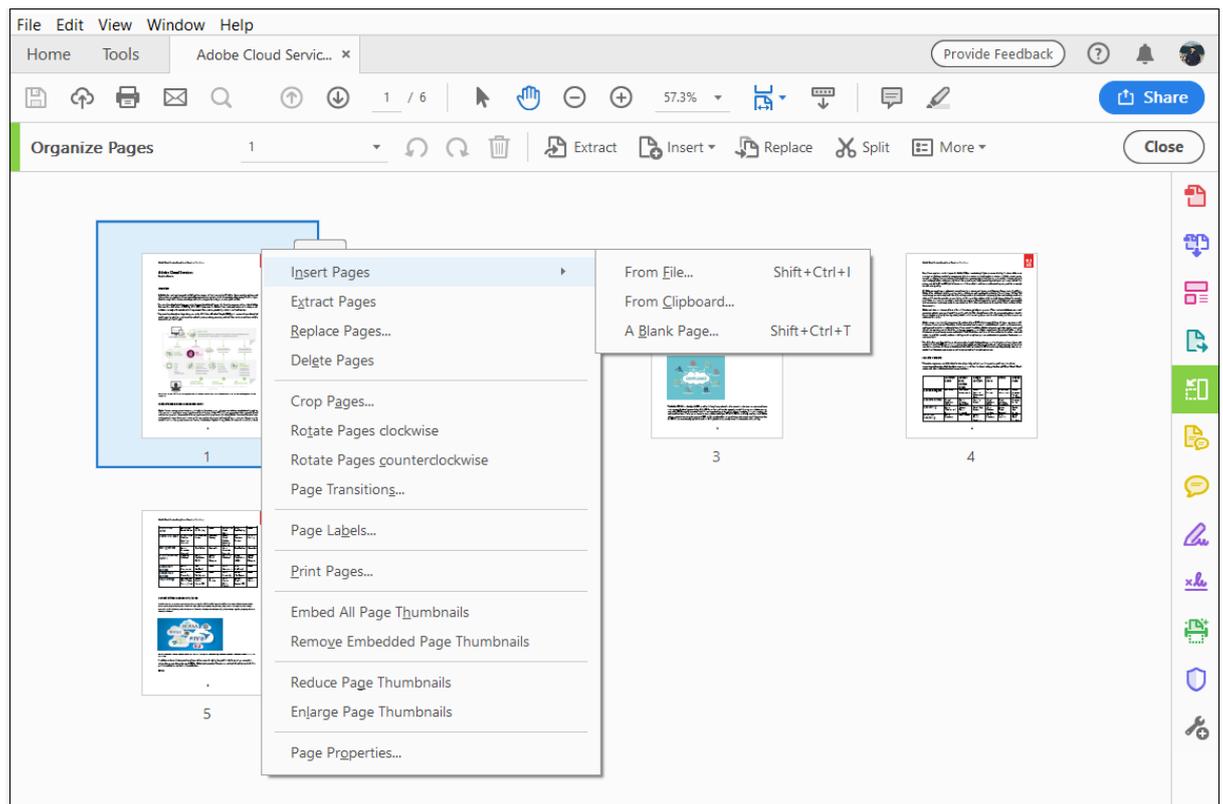
5. In the **Options** dialog box, specify the conversion settings as needed, then click **OK**.
6. When you have finished arranging the pages, click **Combine**.

A status dialog box shows the progress of the file conversions. Some source applications start and close automatically.

Insert one PDF into another

1. Open the PDF that serves as the basis of the combined file.
2. **Choose Tools > Organize Pages.** The Organize Pages toolset is displayed in the secondary toolbar.
3. In the secondary toolbar, choose **Insert > From File.**

Alternatively, you can right-click a page and select **Insert Pages** to get the insert options.



4. Select the PDF you want to insert and click **Open**.
5. In the Insert Pages dialog box, specify where to insert the document (before or after the first or last page, or a designated page). Click **OK**.
6. To leave the original PDF intact as a separate file, choose **Save As**, and type a new name for the merged PDF.

Note:

You can also add an existing file to an opened PDF. Drag the file icon directly into the Page Thumbnails panel in the navigation pane.

Insert a clipboard selection into a PDF (Windows)

You can insert one or more pages of selected content copied from any application into an existing PDF.

1. Open the document containing the content that you want to add. Select the content, and then copy the selection (in most applications, by choosing **Edit > Copy File To Clipboard**).
2. Open the PDF that serves as the basis of the combined file.
3. **Choose Tools > Organize Pages**. The Organize Pages toolset is displayed in the secondary toolbar.
4. In the secondary toolbar, choose **Insert > From Clipboard**.

Alternatively, you can also right-click a page and select **Insert Pages** to get the insert options.

5. In the **Insert Pages** dialog box, specify where to insert the selection (before or after the first or last page, or a designated page). Click **OK**.
6. To leave the original PDF intact as a separate file, choose **Save As**, and type a new name for the merged PDF.