How to Merge PDF Documents

1.      You need to be using Adobe Acrobat Pro. This is part of the Adobe Creative Suite, and can be accessed via CougerApps if you are not on campus.

2.      When you open Acrobat pro, there are two menus on the screen: Open a Recent File and Getting Started.

a.      Under the Getting Started Menu (the 3rd option down) is “Combine files into PDF.

3.      Clicking on “Combine Files into PDF” opens another window. Just drag and drop the files you want to combine into this window. Or “Add Files” in the top left corner of the screen. You can then move the files around and re-order them, if necessary. You can put a combination of files in here…so if your scanned Departmental Signature Page is a PDFyou’re your thesis or project is a Word document, it doesn’t matter. They will still be combined. But if you have trouble, make each a separate pdf, before you combine them.

4.      Once files are in the order with the signature page first, on top, then click on the “Combine Files” button that at the bottom, right side of the window.

5.      Once the files have been combined, a window with this new PDF will open.

6.      The student should click on  “File,” then “Save As,” then on “More Options.”

a.      Under the “More Options” menu is the option for PDF/A.

7.      Now you can save the file, following the naming conventions: <Last name,First name\_TermYear> ex. <Doe,John\_Fall2011.pdf>

If you need more assistance feel free to take your documents to the tech support area on the 2nd floor of Kellogg Library.