

## **Combine Files to Single PDF**

Use Combine Files to convert up to ten files to a single PDF. Combine Files supports multiple file types, in addition to PDF files. When you use Combine Files, Adobe PDF Pack stores just the combined PDF file, not the files from which it was created.

## File Types You Can Convert to PDF or Combine into a PDF

Adobe Acrobat PDF Pack lets you convert or combine from the following popular file types to PDF:

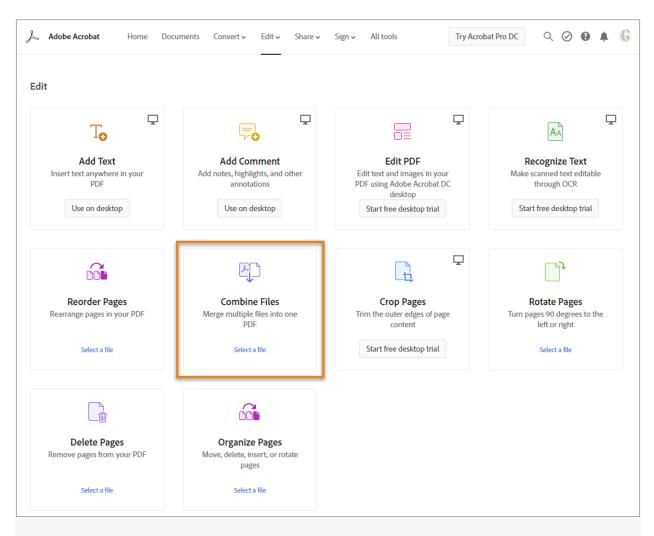
Convert to PDF from:	Supported File Extensions
Microsoft Word	.doc, .docx
Microsoft Excel	.xls, .xlsx
Microsoft PowerPoint	.ppt, .pptx
Image file formats	.bmp, .gif, .jpeg, .jpg, .png, .tif, .tiff
Rich Text Format	.rtf
Text file	.t×t
Adobe Illustrator	.ai
Adobe InDesign	.indd
Adobe Photoshop	.psd

**Note:** You cannot combine PDF files that are secure, password protected, 3D, or part of a PDF Portfolio.



## Steps to Combine Files into a PDF:

- Sign in to Adobe Document Cloud at <u>https://documentcloud.adobe.com</u> with your Adobe ID and password, or with your social (Facebook or Google) account.
- 2. In the top navigation bar, click Edit > Combine Files.





- 3. Do one of the following to select the files that you want to combine and then click Continue:
- Choose files from the Recent or Files list.
- You can also add files from your computer or drag-and-drop the files onto the highlighted area.

Recent	Document Cloud			:= :	
My Computer		NAME 🕇	MODIFIED		
Files					*
	<u> </u>	Document Cloud olution DRAFT DC	Dec 6, 2019		
	Total Based	EmailWidgetBug PDF	Aug 9, 2019		
	Table Marine Marine Marine Marine	EmailWidgetBug	Aug 9, 2019		
		EmailWidgetBug_compressed			*
			Cancel	Contir	
Combine Files					
Combine Files Recent					
Recent My Computer					
Recent		Drag and drop your fi	les		



4. To select additional files to combine, click Add Files or the plus icon before/after the file's thumbnail and then select the desired files from the Recent or Files list, or from your computer, and then click Continue.

For the constant of	لم Combine Files	Co Add files	C I	Enter new file name	Cancel Combine
		Yes         Status           Yes         Status	<b>(0</b> )		
1-13 1	Document Cl tion DRAFT DC	EmailWidgetBug			
	1-13	1			

5. (Optional) Hover over a file and click the arrow to expand it and change its order in which you want it to appear in the combined PDF.

After you expand the file, to move a page, drag the page number box of the corresponding page thumbnail or the page thumbnail itself to the new location. The pages are renumbered.

لم Combine Files	🕒 Add files 💍 🔿	Enter new file name	Cancel Combine
Ability Point of the Second of	<section-header></section-header>		
Document CL tion DRAFT DC 1-13	EmailWidgetBug 1	New-membership-forms 1-8	



6. Enter a name for the combined PDF file, and then click Combine.

🍌 Combine Files	🕒 Add files 🛛 🔿 C 🗑	full-report	Cancel Combine
Abra Bacawara Casa Mara Bacawara Casa Mara Bacawara Casa	Procession         Procession           Procession         Procession <t< th=""><th>Compared and a second and</th><th></th></t<>	Compared and a second and	
Document Cl tion DRAFT DC 1-13	EmailWidgetBug 1	New-membership-forms 1-8	

7. The files are converted and combined into a PDF, and then it's ready for download. Click the **Download** icon to save the file on your computer or device.

L	Adobe Acrobat	Home	Documents	Convert 🗸	Edit 🗸	Share 🗸	Sign ↓	All tools	Try A	crobat Pro DC		6
									COMBINED FILES			
Edi	t								full-report.pdf 1.2 MB - Just now			Ŀ
	To		<b>P</b>		<b>F</b>		Ţ				Remove	history
	Add Tex Insert text anywhere		F	Add note	dd Comi s, highligh annotatio	ts, and othe	r	Edit PDF Edit text and images in you using Adobe Acrobat DC d		Recogniz Make scanned text OCF	editable throug	h
	Use on desktop		U	Jse on des	ktop		Start free desktop tria	əl	Start free des	sktop trial		

A copy of the combined PDF file is also stored in your Adobe Document Cloud account. The Recent section at the bottom area of the Home page lists all the files you've combined recently. Alternatively, to see the list of all your files, click Documents in the top-menu bar.