

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:

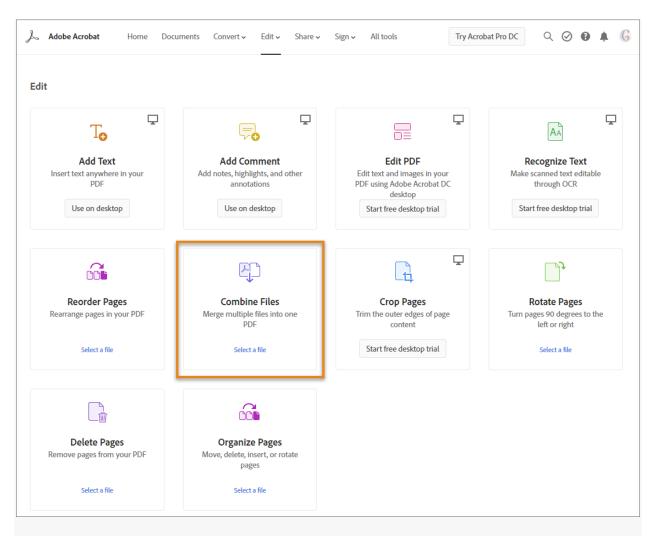
Convert to PDF from:	Supported File Extensions
Microsoft Word	.doc, .docx
Microsoft Excel	.xls, .xlsx
Microsoft PowerPoint	.ppt, .pptx
Image file formats	.bmp, .gif, .jpeg, .jpg, .png, .tif, .tiff
Rich Text Format	.rtf
Text file	.t×t
Adobe Illustrator	.ai
Adobe InDesign	.indd
Adobe Photoshop	.psd

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.

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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.

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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.

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

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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.

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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.