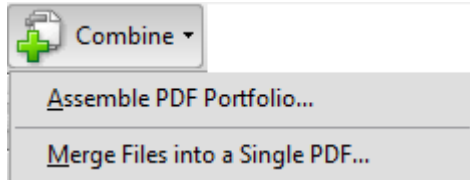


## Combining multiple files into one PDF

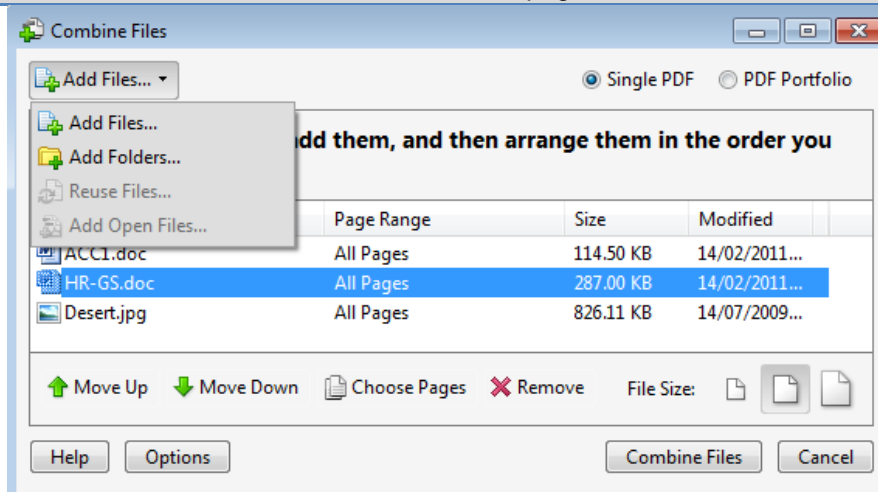
This is used for combining multiple files into one PDF file. Eg. Meeting documents: 4 Word documents, an Excel sheet and a PowerPoint show. Once combined it is now one file that can be sent out to people via email or calendar invite. This now allows them to only have to print one document or view all the meeting documents via a mobile device (laptop or iPad) in the order of the agenda.

1. Click Combine Files icon on the Tasks toolbar, then Merge Files into a Single PDF



2. In the Combine Files wizard, do any or all of the following:
  - To add individual files, click Add Files, navigate as needed, select the files, and click Add Files. Repeat as needed to add files in other locations.
  - To select all the files in a specific location, click Add Folders, navigate to the needed folder, select it, and click OK. Repeat as needed.

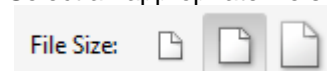
**Note:** You can add a file more than once. For example, one file could be used for transition pages between other files or a blank file could be used to add blank pages.



3. Using the list of files, do any of the following:
  - To rearrange the order of files on the list, select a file and drag it up or down the list. Or, select a file and click Move Up or Move Down.
  - To remove a file from the list, select the filename and click Remove.
  - To convert only part of a multipage source file, double-click the file, or select the file and click the Choose Pages button (see Note). In the Preview, review and select pages, as needed, following the instructions in the dialog box, which vary according to file type, and click OK. (Do not attempt to edit the document itself in the Preview.)

**Note:** The name of the Choose button varies according to file type. For PDFs and Word documents, it is labelled Choose Pages. For PowerPoint files, it is Choose Slides and for Excel files, Choose Sheets.

4. Select an appropriate file size and conversion options. Small, Default or Larger file size



5. Click Combine Files. A status dialog box shows the progress of the file conversions. Some source applications may start and close automatically.

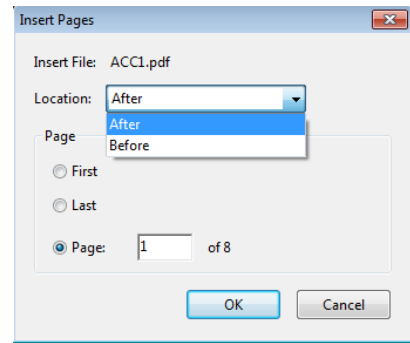
**Note:** If any of the selected files involve digital signatures, security settings, or XML forms, warnings may appear.

6. A Save As window will appear. Select a name (default name will be Binder1) and location for the merged PDF. Click Save.

## Insert one PDF into another

This function would be used if you have already created other PDFs that you want to combine into one final PDF.

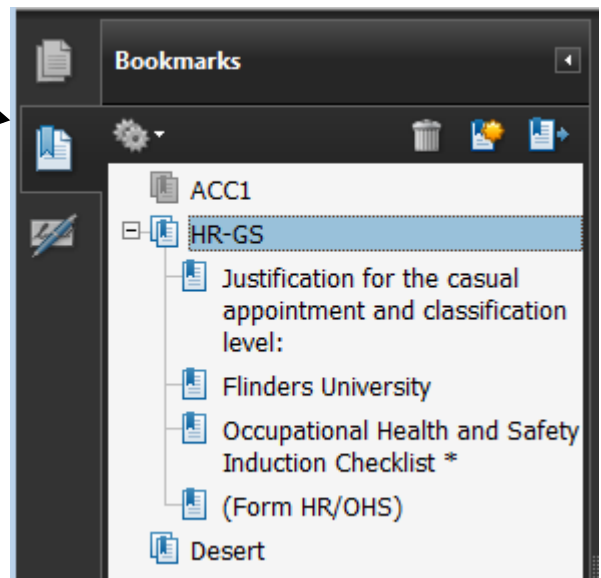
1. Open the PDF that will be the starting file.
2. From the Toolbar choose Document > Insert Pages > From File.
3. Select a PDF that you want to insert into the target document, and click Select.
4. In the Insert Pages dialog box, specify where you want to insert the document (before or after the first, last, or a designated page of the open PDF), and click OK.
5. To leave the original PDF intact as a separate file, choose Save As, and type a new name for the merged PDF.
6. Repeat sets 2 to 4 to add other PDF documents.





## Creating or changing bookmarks in PDFs

A bookmark is a type of link with representative text in the Bookmarks panel in the navigation pane. Each bookmark goes to a different page or location in the document. By creating bookmarks you are making it easier to navigate around a document when people read it electronically.


1. In Acrobat Pro open the PDF file.
2. On the Left side of Acrobat click the bookmark icon. If the PDF has been created correctly you should already have some bookmark created.
3. From this window you can add, delete or rename your bookmarks



### Add a bookmark

1. In the PDF go to the location you want the bookmark to link to.
2. Use the Select tool  to create the bookmark:
  - Click next to or highlight some text. The selected text becomes the label of the new bookmark.
  - Or select an image
3. Click the new bookmarks button  then type or edit the name of the new bookmark.

### Remove a bookmark

Select the bookmark so it is highlighted then click either the Trash Icon in the bookmark window  or the Delete button on your keyboard.

### Rename a bookmark

Right click on the bookmark you want to change and select Rename or click on the bookmark then click again. Enter the new title into the bookmark.