

HOW TO COMBINE SEPARATE FILES OR FORMS INTO ONE PDF

If you have multiple forms and documents, you can combine them into one PDF.

Open **Adobe Acrobat**

Click **Tools** then select **Combine Files**

Click the **Add Files** button to select (or drag and drop) the files you would like to include

Arrange the files however you'd like

Next click the **Combine** button (upper right)

Review your newly created document

Click **File > Save As**

Choose a folder and enter a file name for the new PDF

Click **Save**