

## **HOW TO COMBINE FILES INTO ONE PDF FILE**

### **FIRST METHOD:**

1. Print all documents
2. Scan from a scanner or copier to a dropbox, folder, or email box.
3. Once you scan the documents they should automatically be converted into a PDF file for you.
4. Be sure to rename your newly scanned document for identification.

### **SECOND METHOD:**

1. Name all of your files numerically. For instance 1 Application, 2 Bio forms, etc.
2. Highlight all of files
  - a. Right click (assuming you are right handed) on the highlighted files, select "Create Adobe PDF."
3. Once all of the files have been converted to a PDF
  - b. Go to "View" on your toolbar, "group by", Type
4. Highlight all of the files again
  - c. Right click, select "Combine files in Acrobat"
  - d. You should see all of the files in the "binder"
  - e. Follow prompts to "combine"
5. Remember to "save as" or rename your binder as the Application title (or some way to identify).

### **THIRD METHOD:**

1. Save each document as a numeric PDF document to begin with and follow Steps 2 – 5 in the "SECOND METHOD" above.

**If you experience any problems doing this, you may call April at any time at 334-262-8321**