

## Combining Multiple PDF Documents

It may be necessary, because of formatting issues, to create multiple (2 or more) PDF documents of your ETD. However, before submitting your ETD these multiple PDF documents must be combined into a single PDF document. To perform this kind of editing of PDF documents you must be using Adobe Acrobat 5.0, 6.0 or 7.0 (NOTE: This editing cannot be done with Adobe Reader.)

To combine multiple PDF documents into one document:

1. Choose **Create PDF > From Multiple Files** from the **File** drop-down menu, or click the **Create PDF** button on the toolbar and choose **From Multiple files**.
2. In the **Create PDF from Multiple Documents** dialog box, do any of the following:
  - Click **Browse** (Windows) or **Choose** (Mac OS) to locate the first file to be converted. Double-click the file, or Ctrl-click (Windows) or Command-click (Mac OS) to add multiple files from the same directory.
  - Select **Include All Open PDF Documents** to automatically add all open PDF files to the list of files to combine.
  - Select **Include Most Recent List of Files to Combine** to add the files combined the last time the command was used.
3. To move a file up or down the file list, select the filename and click **Move Up** or **Move Down** as needed. You can also drag files within the list. Files are converted and consolidated in the order shown in this list. To remove a file from the file list, select the filename and click **Remove**.
4. When you have added all the files to be converted and have the files in the desired sequence, click **OK** to convert and consolidate the files into a single PDF file. When the conversion is complete, the consolidated PDF file opens. You can name and save the consolidated PDF file using the **File > Save As** command.

An alternative method of combining multiple PDF documents into one is to use the **Insert Pages** command from the **Document** drop-down menu as described in the **Insert Pages** topic under **Working with Page Commands in PDF Documents**.