# Combine Several Documents into a Single PDF File

NOTE: There are several methods of combining several documents into a PDF file and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat Standard 2020. Your procedure may vary depending on which PDF creation software you are using.

Adobe Acrobat Standard allows you to combine a variety of different files and formats and combine them into a single PDF file.

1) Ensure that you have copies of all the required documents saved to your computer in electronic format. They do not need to be converted to PDF files – this procedure will accept many electronic file formats including MS Word, MS Excel, MS PowerPoint, Picture Formats (.jpg, .tiff), and others. Emails and Web pages (HTML files) will need to be converted to PDF files by clicking **File > Save as Adobe PDF**.

2) Open Adobe Acrobat and Choose **File > Create > Combine Files into a Single PDF**.
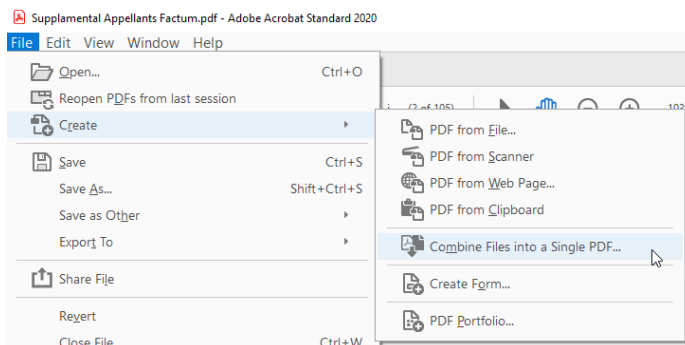
3) Click add files for the first file
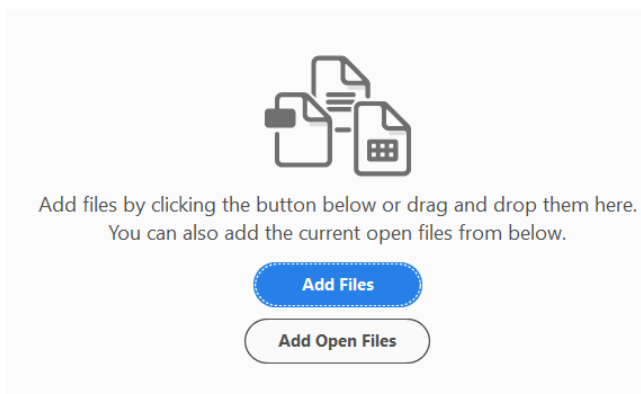
4) Once you have found the file you wish to add, click **Open** to add it. Repeat steps until you have added all the documents.
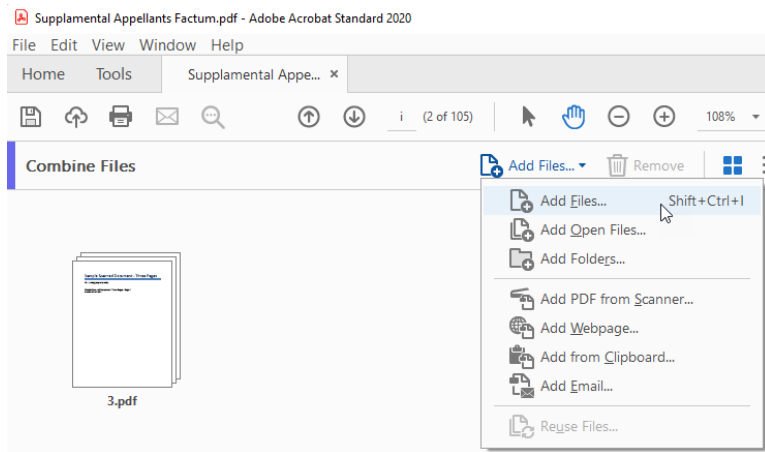
5) If any files are password-protected one or more messages appear in which you must enter the correct password.

6) To rearrange the order of files drag them into the position desired.

7) Once you have added all the files you want, click the **Combine Files** button in the top right corner.
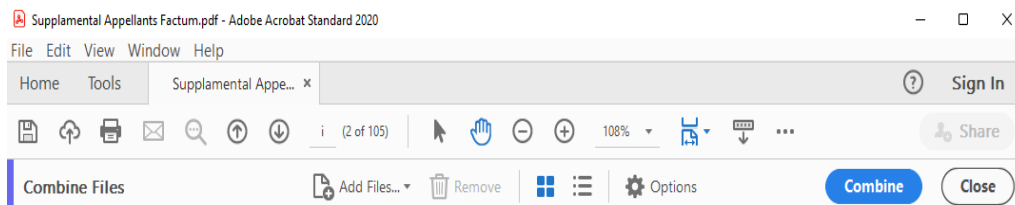
8) Your combined PDF will show up in a new Binder Tab. Click **File > Save As** to name the new combined PDF document.