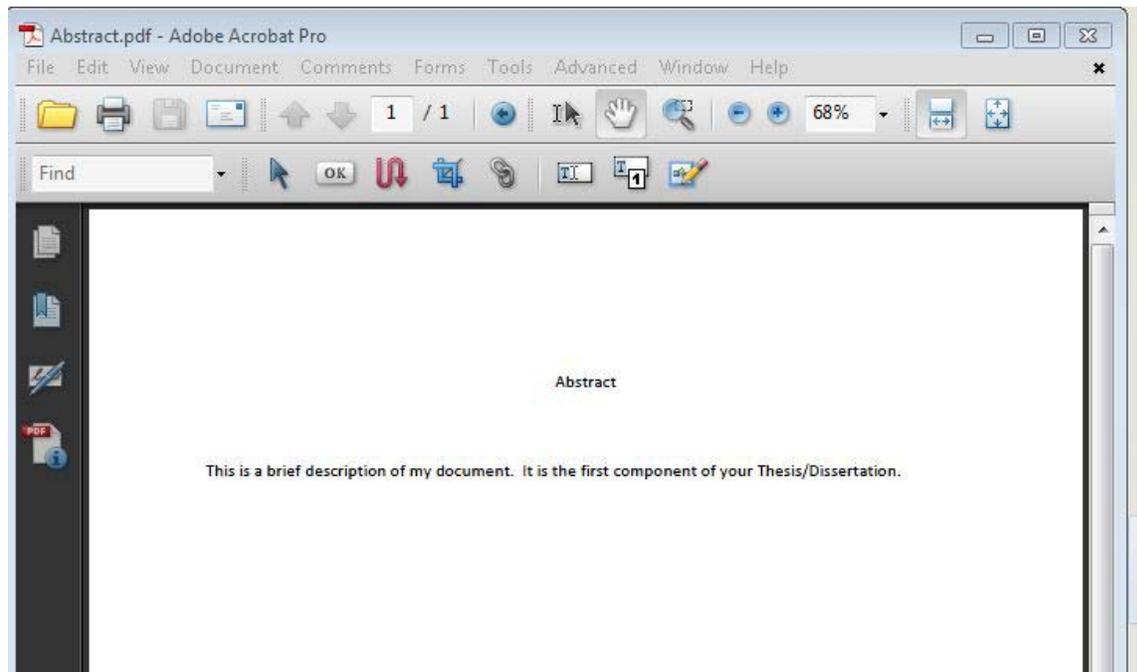


Combining Multiple PDF's

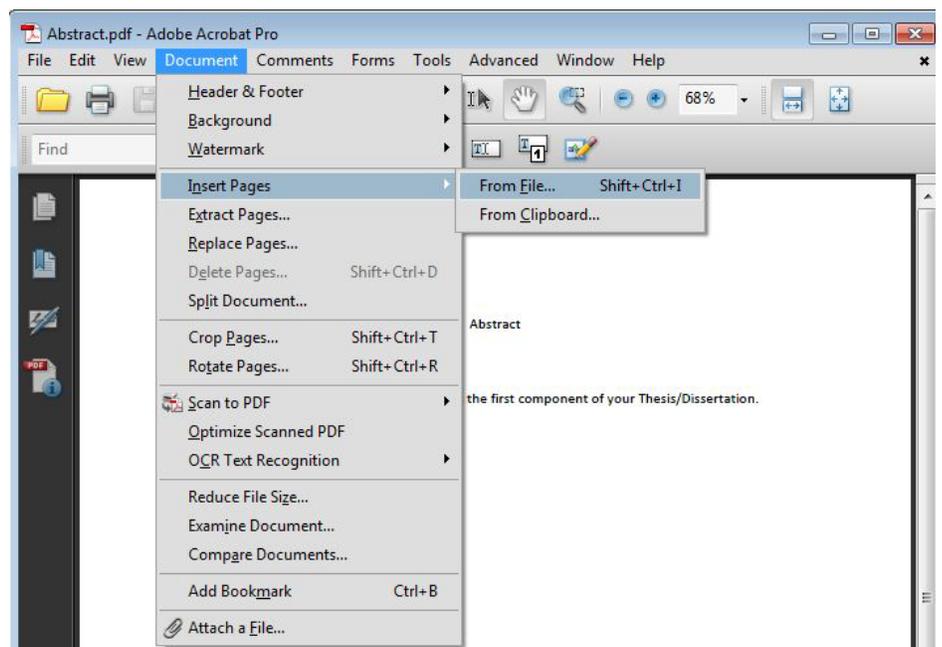
So you have created each chapter in a separate Word file. You have converted them into individual PDF's using the instructions for converting to a PDF. Now you have to combine these files so that you only have one PDF that is your entire Dissertation/Thesis.

For this example my pdf files will be named Abstract, Copyright, Table of Contents, Chapter 1, Chapter 2, and References. Check the guidelines for the order in which your files need to be placed. For this example the order they are listed is the order they need to go in my final output. *Because we are using the PDF/a output method, we have to insert the files individually rather than using the Merge/Combine multiple files method.*

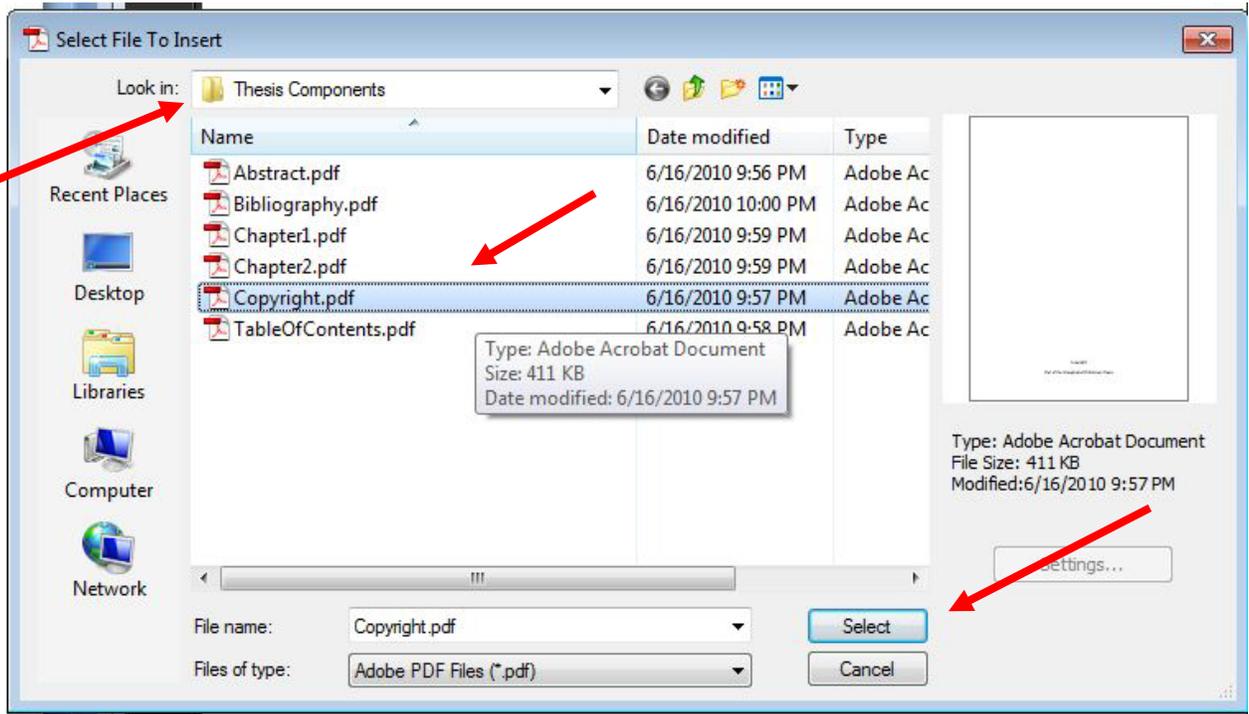
To start, Open the file that needs to be first in the document, for this example that would be the Abstract.pdf file. (File>Open or double click on the Abstract.pdf file) Make sure it opens in Adobe Acrobat NOT Adobe Reader.



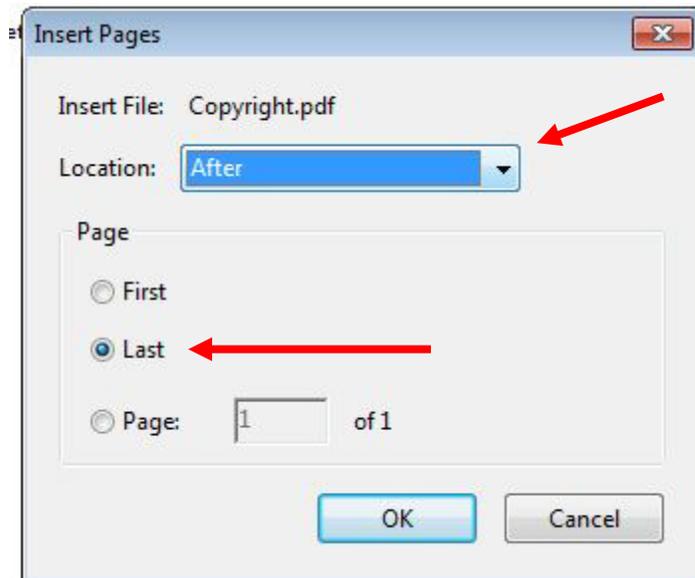
We are now ready to insert the pdf file that would be next in the document. For this example that would be the Copyright.pdf. On the Menu bar at the top click on Document>Insert Pages>From File.



Navigate to where your second file is located on your computer. And then click on the file to select it. Then double click on the file or click on Select.



The next window will ask you where this new file should be placed in your combined PDF. Select After from the drop menu and then make sure Last Page is selected.



Repeat this process until all your files are combined into the one PDF. LAST and very important step...Rename this file because it still named whatever your first file was...So click on File>Save As and name it according to guidelines.

