

How to combine multiple files into one PDF document using Adobe Acrobat.

1. Open Adobe Acrobat.
2. Choose "Combine Files into PDF" from the list of tasks.
3. Drag and drop the files that you would like to combine into the new window. Acrobat is capable of combining multiple file types including Word documents, Excel spreadsheets, Publisher publications, PDF files, and many other file types into one PDF.
4. When finished adding files, click the "Combine Files" button.
5. Depending on which files you included, several of your programs may open and close while Acrobat converts your files into PDFs.
6. When finished, Acrobat will open your new PDF file.
7. Save your new PDF from the file menu at the top of the screen.

