

## **User Guide for Creating One PDF File**

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# Chapter 1. Merging files into one PDF file

Group all your files together into one PDF file.

Some of the known benefits are:

- Ease of use
- Easy access
- Efficiency in sharing files across teams
- Optimizing storage space

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## **Related information**

[Merge PDF files \(on page 4\)](#)

[Change Document Options \(on page 6\)](#)

## Chapter 2. Merge PDF files

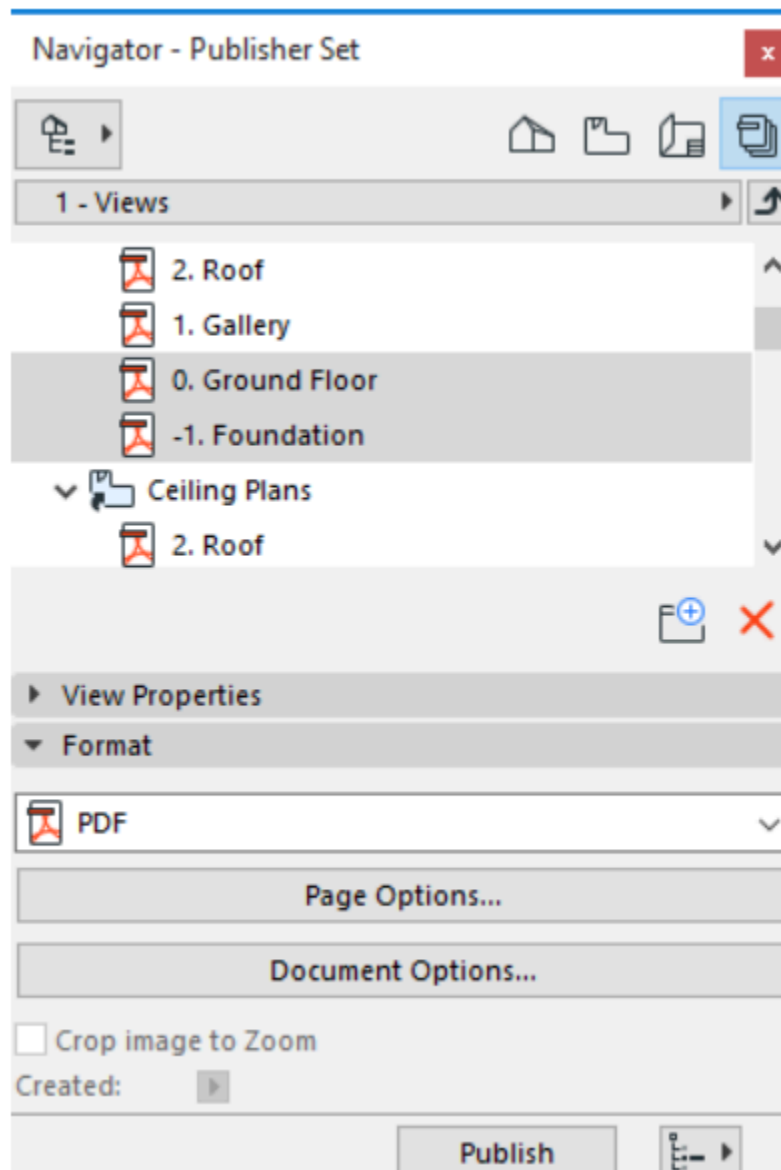
Select the files you want to merge using Acrobat PDF combiner tool.

You should have Acrobat PDF combiner tool installed on your system.

Combine multiple PDF files into a single PDF document.

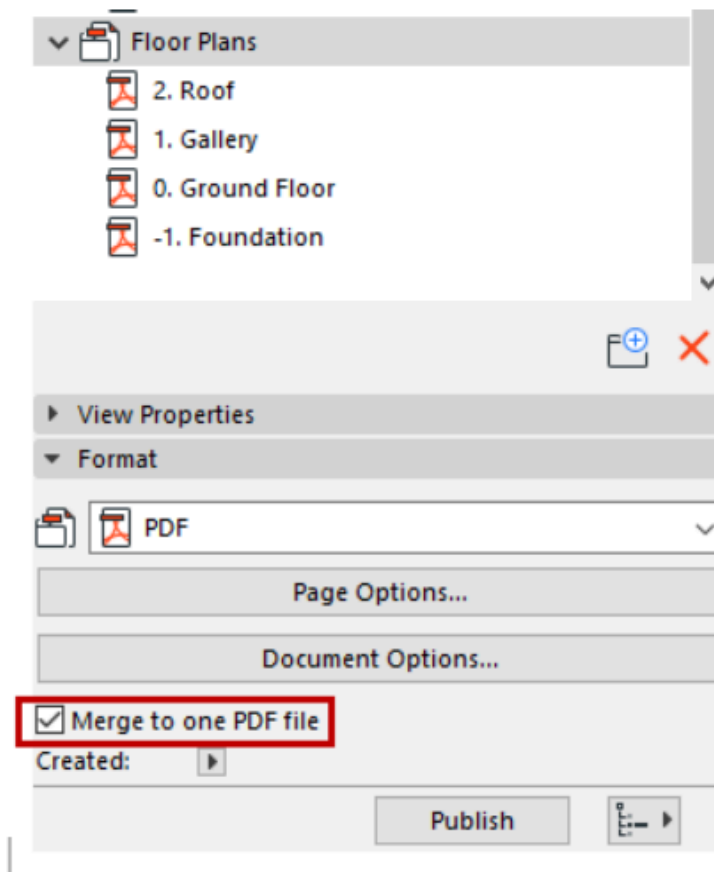
1. Open the PDF combiner tool, and then select **Navigator - Publisher Set**.

The **Navigator - Publisher Set** window opens.



2. Under **Views**, select the files to merge.

3. Scroll down to **Floor Plans**, to view list of files selected.



4. Under **Format**, select **PDF**.
5. Select the **Merge to one PDF file**.
6. Select **Publish** to complete the task.
7. **Optional:** [Change Document Options \(on page 6\)](#)

All the files are now merged into one PDF file.

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#### Related information

[Change Document Options \(on page 6\)](#)

# Chapter 3. Change Document Options

Change the document options before publishing one PDF file.

The task is optional.

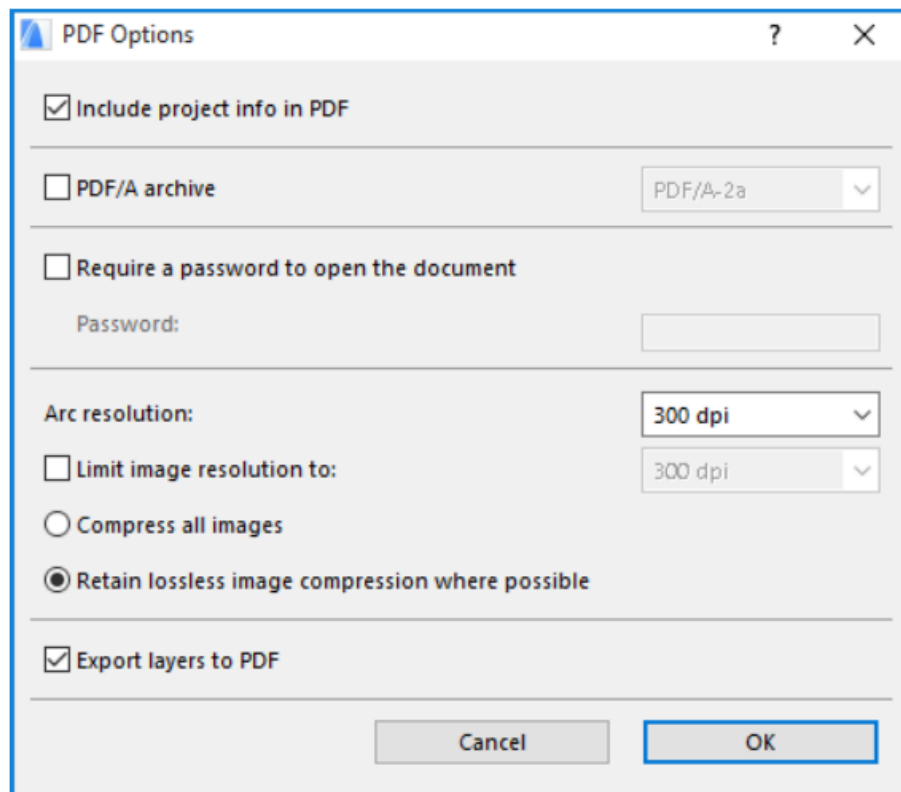
1. Select **Document Options**.

The **Document Options** window opens.

2. Under **Save PDF with** select **Color**.

3. Select **PDF Options**.

The **PDF Options** window opens.



4. Select **Include project info in PDF**.

5. Select **Export layers to PDF**.

6. Select **OK**.

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## Related information

[Merge PDF files \(on page 4\)](#)