Zuper

Abstract

Use the Combine Files tool to merge Word, Excel, PowerPoint, audio, or video files, web pages, or existing PDFs. Acrobat lets you preview and arrange the documents and pages before creating the file. You can delete unwanted pages and move individual pages from a document anywhere among the combined pages. Acrobat converts the pages of the various files into sequential pages of a single PDF.

How to merge the two PDFs using Adobe Acrobat

Help Article

# Before you begin

We're rolling out a new, more intuitive product experience. If the screen shown here doesn’t match your product interface, select <https://helpx.adobe.com/acrobat/current/merging-files-single-pdf.html>

# **Introduction:**

Merging two PDFs into a single document is a common task, and Adobe Acrobat provides a straightforward solution for this. Follow these steps to combine your PDF files effortlessly.

# How to Create merged PDFs

1. Open Acrobat, and select **See all tools**. The **All tool**s interface opens.



2. From the **All tools** interface, under the **Create** section, select **Combine files** by selecting its icon or **Open**. The Combine files interface is displayed.

3. Select **Add files** from the horizontal bar from the upper left. You get options to add a folder of files, a web page, any currently open files, items in the clipboard, pages from a scanner, an email, or a file you combined previously.



Note:

If you add a folder that contains files other than PDFs, the non-PDF files are not added.

4.As needed, do any of the following:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Expand pages or Collapse Document** | In the Thumbnail view, hover over the page or file and select the Expand pages thumbnail. https://helpx.adobe.com/content/dam/help/en/acrobat/using/merging-files-single-pdf/expand-pages-icon.png In the expanded view, you can easily move the individual pages among the other pages and documents.  To collapse the pages, hover over the first page and select the Collapse Document thumbnail. https://helpx.adobe.com/content/dam/help/en/acrobat/using/merging-files-single-pdf/collapse-icon.png | | **Preview pages** | In the Thumbnail view, hover over the page and then select the Zoom thumbnail. https://helpx.adobe.com/content/dam/help/en/acrobat/using/merging-files-single-pdf/zoom-icon.png | | **Delete pages** | In the Thumbnail view, hover over the page and select the Delete thumbnail. https://helpx.adobe.com/content/dam/help/en/acrobat/using/merging-files-single-pdf/delete-icon.png | | **Sort files** | In the List view, select the column name you want to sort by. Select again to sort in reverse order. The list's order of files reflects the files' order in the combined PDF. Sorting rearranges the pages of the combined PDF. | | **Move files up or down file list** | Select the file or files you want to move in the List view. Then select the Move Up https://helpx.adobe.com/content/dam/help/en/acrobat/using/move_up_c.png or Move Downhttps://helpx.adobe.com/content/dam/help/en/acrobat/using/move_down_c.png button. |   **Rearrange Pages** | In the Thumbnail view, drag-and-drop the file or page into position. As you drag, a blue bar moves between pages or documents to indicate the current position. |
|  |  |

5. Select **Options**, and select one of the file size options for the converted file:

|  |  |
| --- | --- |
| **Smaller File Size** | Reduces large images to screen resolution and compresses the images by using low-quality JPEG. This option is suitable for onscreen display, email, and the Internet. |
| **Default File Size** | Create PDFs suitable for reliable viewing and printing of business documents. The PDF files in the list retain their original file size and quality. |
| **Larger File Size** | Creates PDFs suitable for printing on desktop printers. Applies the High Quality Print conversion preset and the PDF files in the list retain the original file size and quality |

Note:

**Larger File Size** option may result in a larger file size for the final PDF.If any source files are already PDFs, the **Smaller File Size** option applies the **Reduce File Size** feature to those files. The **Reduce File Size** feature is not applied if either the **Default File Size** or **Larger File Size** option is selected.

6. In the **Options** dialog box, specify the conversion settings as needed, then select **O**