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How to merge multiple pdf files using adobe reader

One of the most convenient features of Adobe Acrobat allows you to combine files in a PDF. Better than all, files don't have to be other pdfsÂ ¢ â‚¬ "you can combine almost any file (for example, word, excel, powerpoint or image) until you have the corresponding software on your computer. This tutorial walks through all steps To combine files. In addition, the bonus section at the end shows how to organize and delete pages after combining the files. IMPORTANT NOTE: The files that combine will be converted to the PDF format. Then, files with interactive properties (such as Excel files) They will be "dispatched" to a text format. (However, the original file will not be interested). If you want to combine files without converting them to PDF, see Â ¢ â‚¬ "How to create a PDF portfolio in Adobe Acrobat. ¢ â‚¬ This tutorial is also available as youtube video showing all the steps in real time. See more than 100 more videos on Microsoft Word and Adobe Acrobat on my YouTube channel. 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Double-click the to expand the pages. Figure 8. Expanded view of files to be combined Select pages You want to remove and then select the Delete button. Figure 9. Deleting the button in the expanded view You can also reorder the pages by dragging them into a different position within the expanded view. Select the Collapse button when you finish deleting or tidy up the pages. Figure 10. Collarium button Select the Combine button in the Combina Files toolbar. (The process may take a few minutes depending on the size of the files.) Figure 11. Button combines the new combined file will be called binder # .pdf. Figure 12. File name binder (optional phase) Select the File tab followed by Save to save the file under another name. Figure 13. Save task as an option The next section shows how to organize and delete pages after combining the files. How to organize pages After combining files This method can also be used for regular PDFs (not combined). Select the Tools tab (see figure 1). Select the Phone page button in the center of tools. Figure 14. Organize the PAGE button Select and drag pages into new positions. Figure 15. Dragging a page to a new location select the pages and then select the Delete button to remove the pages. Figure 16. Delete button Select the Close button in the Organize Pages toolbar. Figure 17. Close button after combining and organizing your pages, you can add page numbers to further unify the PDF. Related resources How to create an empty PDF in Adobe Acrobat How to attach files to PDF to Adobe Acrobat as Più PDF with Adobe Acrobat Advanced Search PDF files offer versatility and convenience users when manipulating documents in the office. However, it can be difficult to manage different PDF documents with the same information on numerous files. Combining various documents helps the reader to see the relationship between them. 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