

# How to Combine Docs to Create One PDF

Adobe Acrobat makes merging multiple documents to create one PDF an easy process. Combine PDF docs from the folder they are in or in the Adobe program itself.

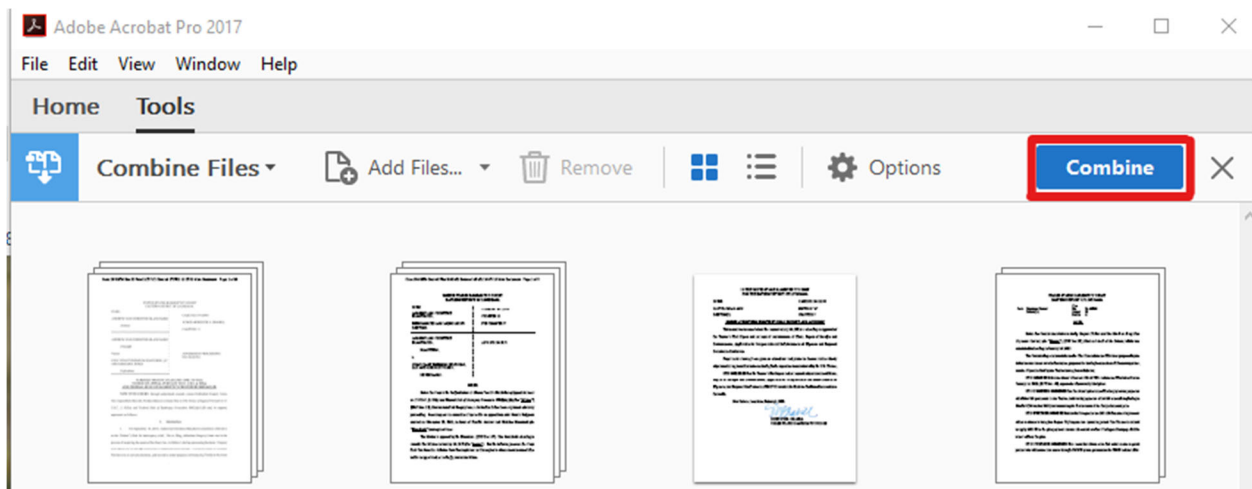
**Note:** The free reader version of Adobe Acrobat does not have the functionality to combine PDFs.

## Combine PDFs in File Explorer

**Step 1:** Open the location your documents are in.

**Step 2:** Select the first document and hold down the CTRL key while selecting the rest of the documents you want to combine.

**Step 3:** Once all your documents are highlighted, **right-click** on the highlighted area and select **Combine files in Acrobat**. A screen like the below one will appear, select **Combine** as indicated in red.

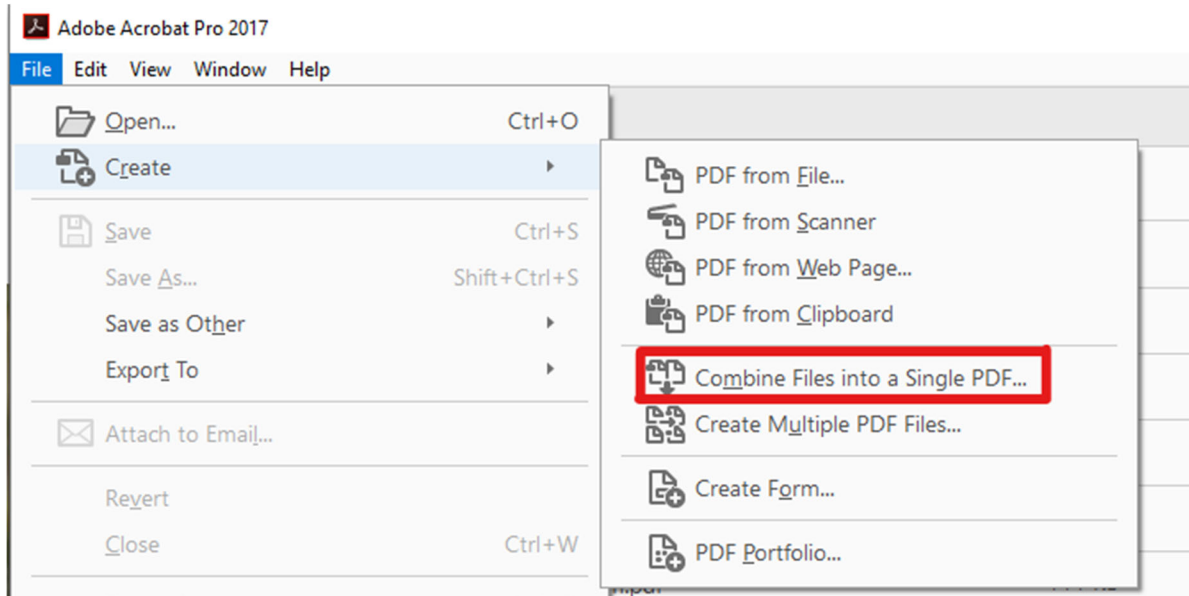


**Step 4:** The combined document will appear with the title “Binder”. Review the bookmarks panel for accuracy (see instructions on How to Bookmark a PDF for help with this task) and save your document.

# Combine PDFs in Adobe Acrobat

**Step 1:** Open Adobe Acrobat.

**Step 2:** On the **File** tab, hover over **Create** and then select **Combine Files into a Single PDF**.



**Step 3:** From the Add Files screen you will be able to click and drag documents to the screen or click **Add Files** to select the documents.

