

Merging Documents with Acrobat Pro

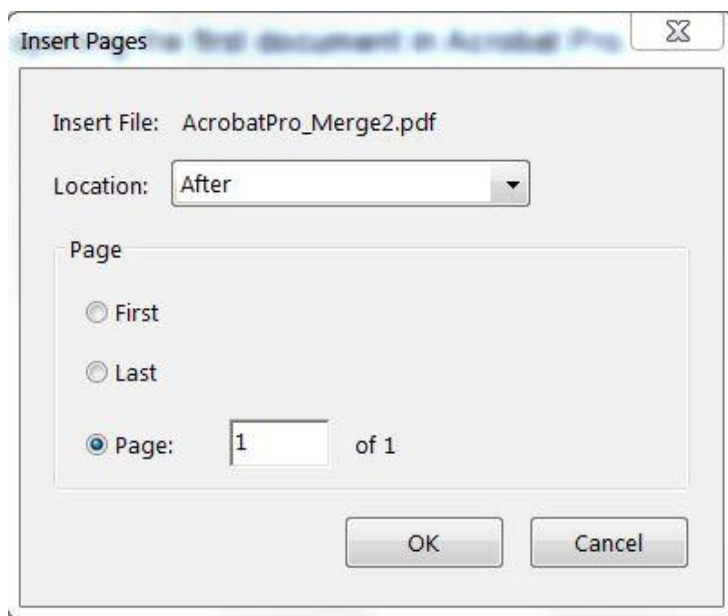
Preparation:

If you have documents in formats other than PDF, convert them using the appropriate application.

Use MS Word for DOC, DOCX, RTF, TXT and Excel for XLS and XLSX. Open the document in the application and save as PDF.

Merging:

1. Open the document you want first in Acrobat Pro.
2. Click the Document menu and Insert Pages > From File.
3. Select the document you want to insert and choose "After" for location.



4. Repeat steps 2 and 3 as needed.