

Merging Files

If you find it easier to work with separate files (e.g. a file for each chapter, or for the table of contents, etc.) in your original software, there is a simple way in Adobe Acrobat 7.0 to merge these files into one PDF file for submission.

1. Each distinct file needs to be converted to PDF.
2. Open one of the PDF files.
3. Select **Documents: Insert Pages**.
4. Select the File to be added from the Dialog Box.
5. Click **Select**.
6. Another Dialog Box inquiring about the placement of the File to be added.
7. Select either **Before** or **After**.
8. Select the **Page Number** of the open document that will be the point of reference.
9. Remember to **Save** the new, merged file.

In this example, the **Title Page** and **Abstract** were saved as distinct files:



