

## How Do I Create a PDF from Multiple Documents in Acrobat Pro?

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**Subject Descriptors:** PDF, Portable Document Format, Create PDF from multiple documents

**Application (Version):** Adobe Acrobat 9 Pro - version 9.1.0 - Macintosh OSX 10.5.6

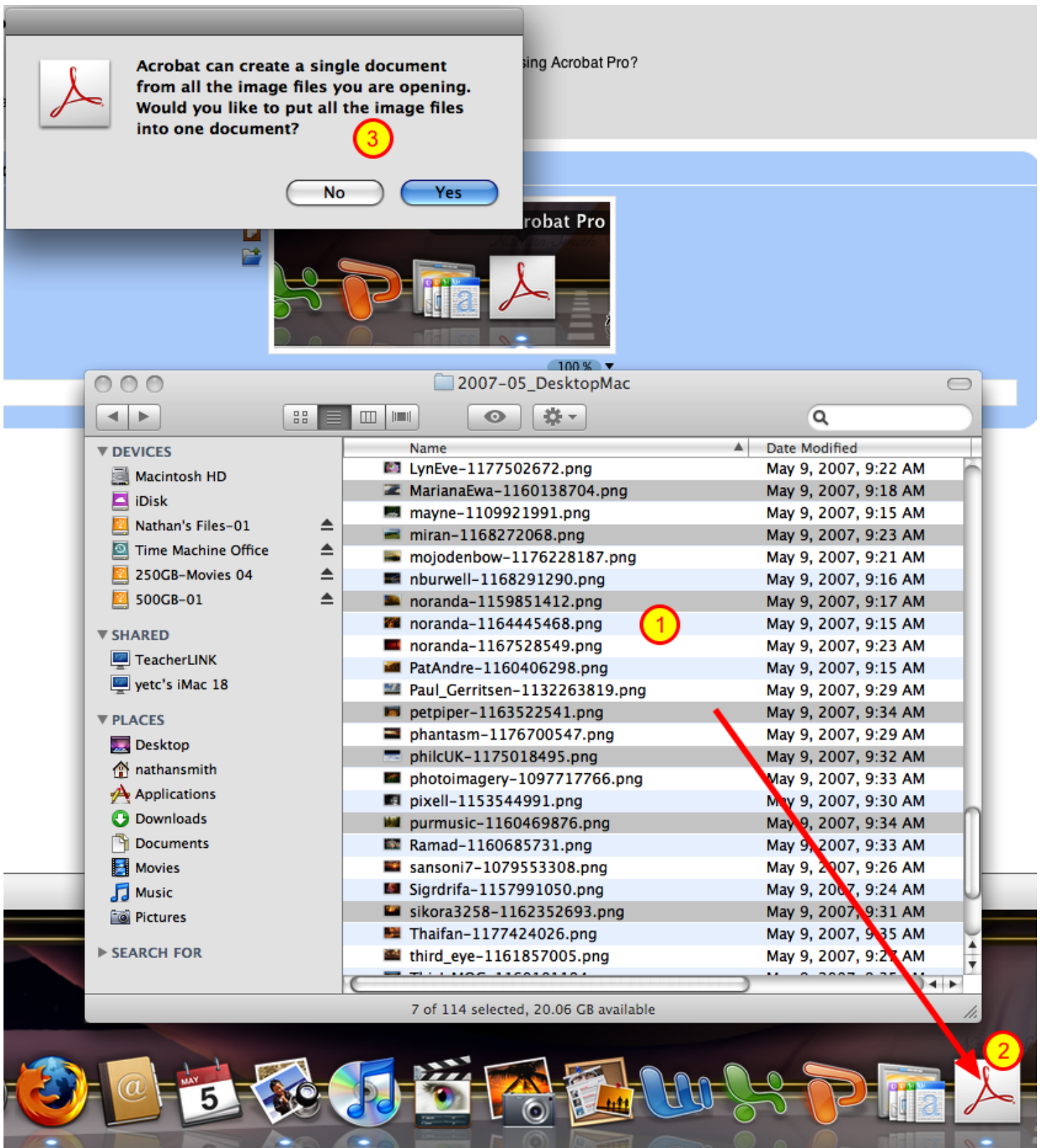
**Task Description:** I want to convert a bunch of images into a single PDF file. How can I do this using Acrobat Pro?

**Tutorial Date:** 5 May 2009, by Nathan Smith

**First, open Acrobat Pro so the icon is active in the Dock...**



## Select the files, and drag and drop them onto the Acrobat icon in the Dock...



1) Select the files you wish. Here's how selection works...

\* You can click a single file.

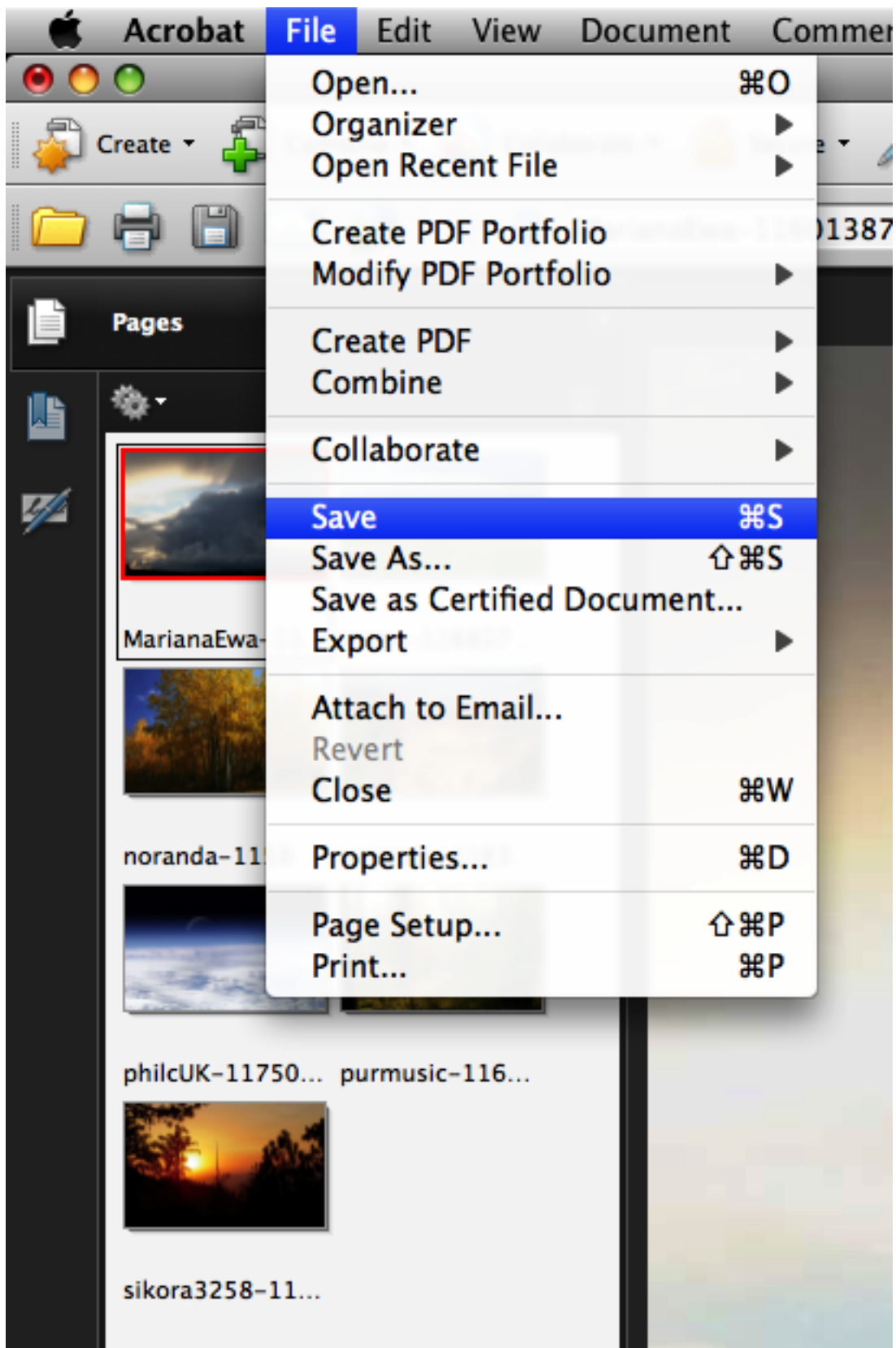
\* You can click the first file in a contiguous block of files, then hold the shift key down and click the last file. Everything in between will be selected.

\* You can hold the Command key down and click noncontiguous files (as in the illustration above). To deselect a selected file, hold the command key down and click the file again. It will be deselected.

2) Click on the filename or icon of one of the selected files and drag it onto the Acrobat icon in the dock. You'll see a ghosted image of all the files being dragged. When your mouse enters the Acrobat icon, it will turn darker. At that point, drop the files by releasing the mouse button.

3) Acrobat will ask you if you want to combine all the images into a single PDF file. If you click YES, you'll end up with one PDF file that contains all the images you dragged over. If you click NO, you'll end up with a separate PDF file for each image.

## Save your PDF file(s)...



Save each of the PDF files you've created in Acrobat this way.