Tips for Combining Files

Using Adobe Acrobat Online Services

1. ***Navigate to Adobe Acrobat Online***: Go to the Adobe Acrobat Online merge PDF tool at [Adobe Acrobat Online Merge PDF](https://www.adobe.com/acrobat/online/merge-pdf.html).

2. ***Upload Files***: Click on the "Select files" button or simply drag and drop the files you want to merge. You can combine PDFs or a mix of PDF documents and other files.

3. ***Rearrange Files***: Once your files are uploaded, you can reorder them as needed by dragging and dropping each file thumbnail.

4. ***Merge Files***: After arranging the files in your desired order, click on the "Merge" button. Adobe will combine the files into a single PDF.

5. Download or Share: Once the files are merged, you can download the new PDF to your device or share it using a link.

Using Smallpdf

1. Visit Smallpdf: Go to the Smallpdf merge PDF page at [Smallpdf Merge PDF](https://www.smallpdf.com/merge-pdf).

2. Choose Files: Click "Choose Files" or drag and drop the files into the browser window. Smallpdf allows the combination of PDF files and images into a single PDF.

3. Adjust Order: If necessary, rearrange the order of your files by clicking and dragging.

4. Merge and Download: Click on "Merge PDF!" to combine your files. After the process completes, click "Download" to save the unified PDF document.

Using a Smartphone Application (Example: Adobe Scan for iOS and Android)

1. Download Adobe Scan: Install the Adobe Scan app from the Apple App Store or Google Play Store.

2. Open the App and Scan Documents: Launch Adobe Scan and use it to capture new documents or select existing images from your gallery. Each scan will be saved as a PDF.

3. Select Files to Merge: In Adobe Scan, navigate to the "All Scans" folder, select the ellipsis (...) next to a PDF, and choose "Select." Then, pick the PDFs you wish to merge.

4. Merge: After selecting your files, tap on the "Combine" button.

5. Save and Share: Name your merged file and choose to save it to Adobe Document Cloud or your device. You can also share the PDF directly from the app.

Print and Scan Method

1. Print All Documents: Begin by printing out all the documents you intend to combine into a single PDF.
2. Scan Documents: Use a scanner to scan the printed documents. Ensure your scanner is set to create a PDF.
3. Combine Scans: Some scanners or accompanying software allows for the combination of multiple scans into a single PDF file. Refer to your scanner's manual for specific instructions.
4. Save Your PDF: Once all documents are scanned and combined, save the final PDF to your computer.

Using a Service Center (Example: FedEx Office Print & Ship Center)

1. Gather Your Files: Collect all the files you want to merge, ensuring they are in a commonly accepted format (PDF, DOCX, JPEG, etc.).
2. Visit a FedEx Office Print & Ship Center: Locate your nearest center [HERE](https://www.fedex.com/en-us/printing.html).
3. Request Service: At the center, request assistance to combine your files into a single PDF. You might need to use their computers or provide the files on a USB drive.
4. Specify Details: Tell the staff how you want the documents ordered in the final PDF.
5. Service Completion: FedEx staff will process your request. Once done, you can either receive the merged PDF via email or on a USB drive.