Combining Multiple PDF Documents

All required forms and documents must be submitted as one single PDF per nominee. Some of the required documents may already be PDFs that will have to be combined with other PDFs. To accomplish this, you must use Adobe Acrobat 5.0 or higher. This editing cannot be done with Adobe Reader.

To combine multiple PDF documents into one document:

1. Choose **Create PDF** > **From Multiple Files** from the **File** drop-down menu, or click the **Create PDF** button on the toolbar and choose **From Multiple files**.
2. In the **Create PDF from Multiple Documents** dialog box, do any of the following:
    a. Click **Browse** (Windows) or **Choose** (Mac OS) to locate the first file to be converted.
    b. Double-click the file, or Ctrl-click (Windows) or Command-click (Mac OS) to add multiple files from the same directory.
    c. Select **Include All Open PDF Documents** to automatically add all open PDF files to the list of files to combine.
    d. Select **Include Most Recent List of Files to Combine** to add the files combined the last time the command was used.
3. To move a file up or down the file list, select the filename and click **Move Up** or **Move Down** as needed. You can also drag files within the list. Files are converted and consolidated in the order shown in this list. To remove a file from the file list, select the filename and click **Remove**.
4. When you have added all the files to be converted and have the files in the desired sequence, click **OK** to convert and consolidate the files into a single PDF file. When the conversion is complete, the consolidated PDF file opens. You can name and save the consolidated PDF file using the **File** > **Save As** command.

An alternative method of combining multiple PDF documents into one is to use the **Insert Pages** command from the **Document** drop-down menu.

Additional Tips from Submitters:

1. I ran into an odd problem assembling my UF applications. You can assemble a group of pdf's into one as long as they are true pdf's. But the 'fillable' form that is available for the students to do their Application for Graduate Appointment ends up as something called an xml form, and acrobat won't let you assemble it seamlessly into a single pdf. It will let you assemble it into what's called a package. So that's what I did with one of them. When you open it, it has icons at the left for all the different 'elements'. R.E. Gaensslen, Professor & DGS, Forensic Science