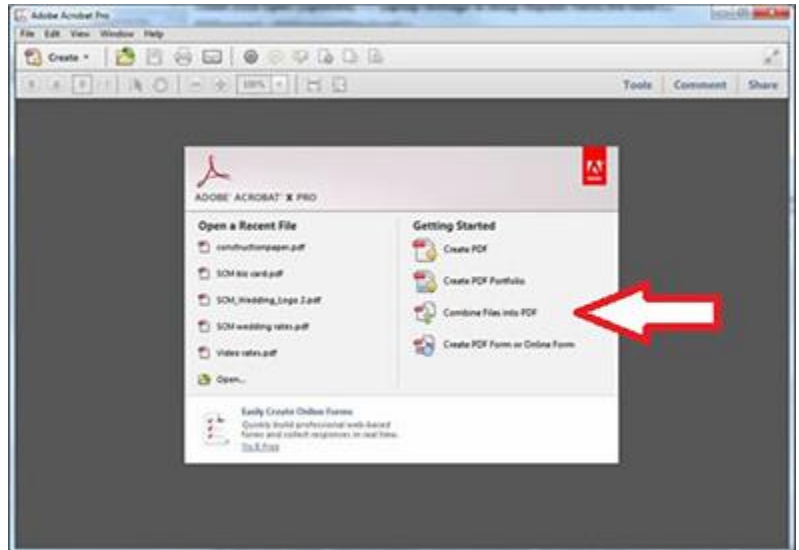# Tech Training: Acrobat Pro Merging PDF's

If you have multiple PDFs you want to combine/merge into one PDF file

Combine Files
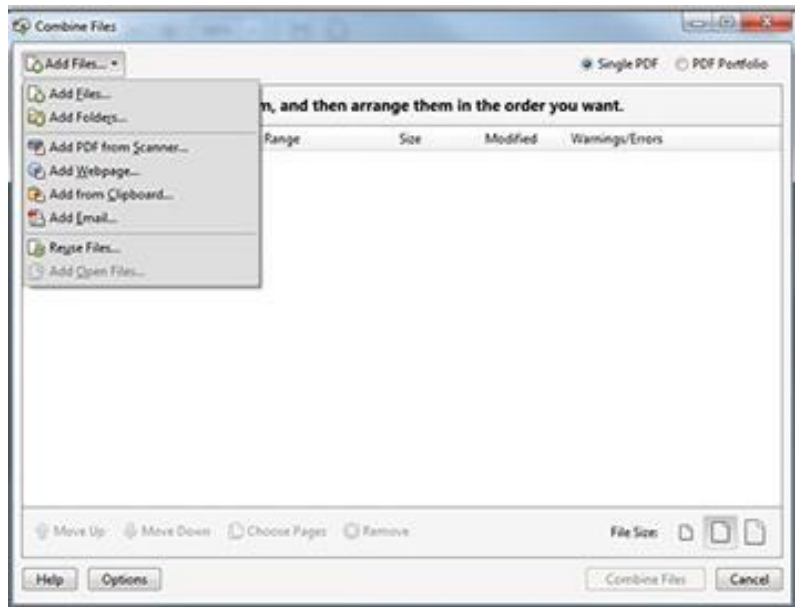
- Launch Acrobat Pro
- Select *Combine Files into PDF*

Add Files

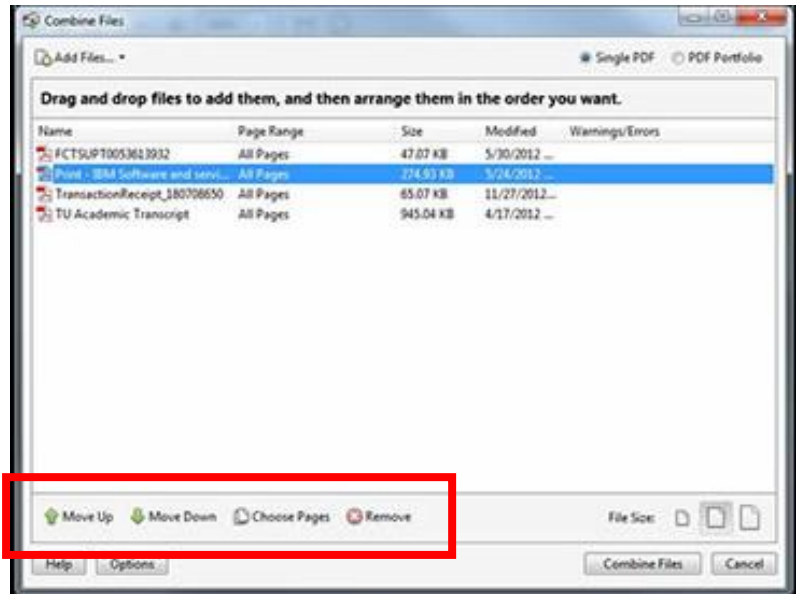From the new window you have two options...

- **Add Files** – This option allows you to select the files you want or will allow you to pick your document from other sources like a Scanner.
- **Drag & Drop** - Click and drag the PDFs you want to merge into this window.

Arrange & Combine Files

With your files added to the list you can re-order them in the sequence you want them to appear in your new PDF.

- Select a file you want to move and use the buttons at the bottom to move up, move down, or even remove a page.
- When you're finished click "Combine" to merge the files together.

Save

- File > Save As > PDF