



# Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web

Course Development

Presented by Troy Herring

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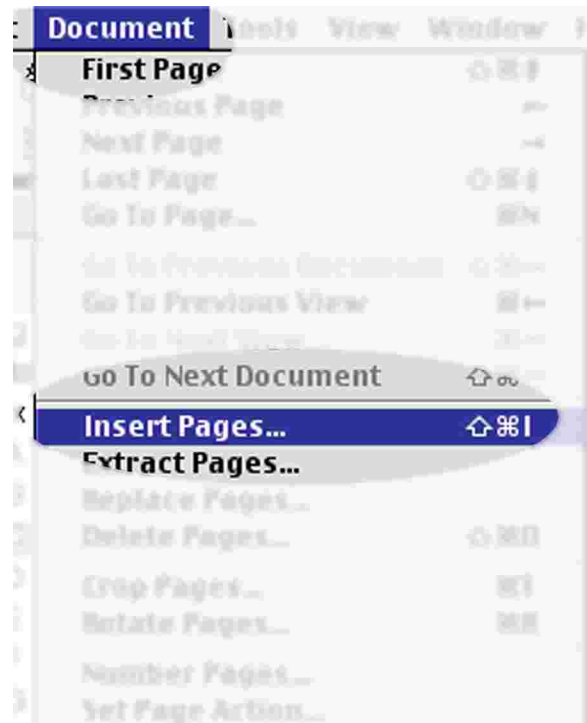
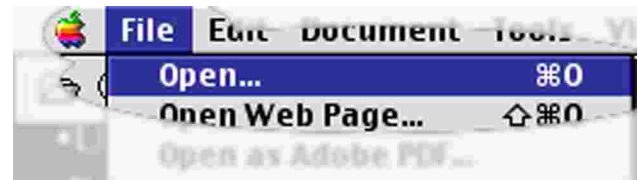


## How to Combine Pages into an Acrobat file (PDF)

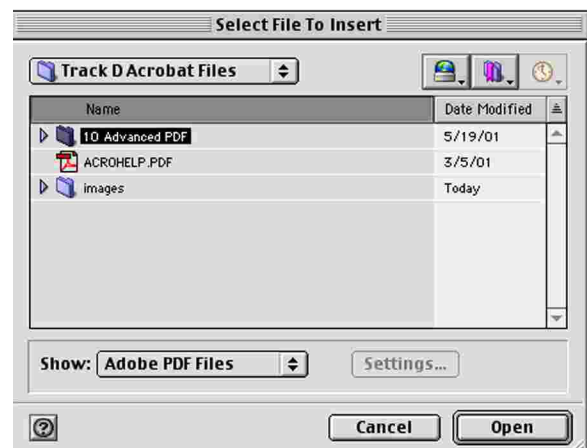
Acrobat allows you to combine one or more PDF files with another with the **Insert Pages** command and specify where the new file is placed in the target document.

### Steps taken to Add pages to your Acrobat PDF File

- 1) Open Acrobat 5.0
- 2) Go to **File** and scroll down to **Open..**  
Choose the first file that you wish to have in your document.
- 3) With the target document open, choose **Document > Insert Pages.**



- 4) In the **Select File to Insert** dialog box, select the source document you want to insert into the target document, and click **Select.**





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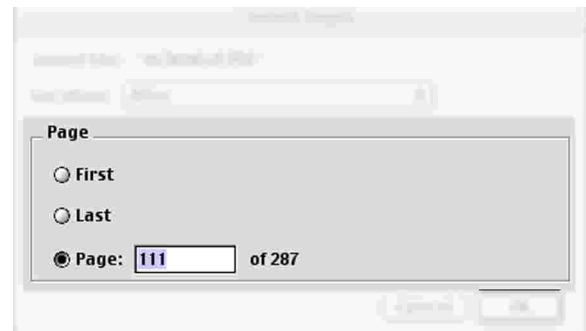
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## How to Combine Pages into an Acrobat file (PDF)

- 6) Specify whether the document is to be inserted  
A) **before**  
or  
B) **after**  
the  
i) **the first page**  
ii) **last page**  
iii) enter a **page number**.



- 7) Click **OK**.

