



Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web
Course Development

Presented by Troy Herring

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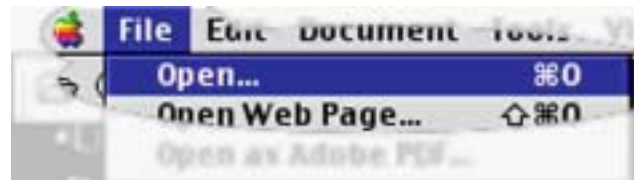


How to Combine Pages into an Acrobat file (PDF)

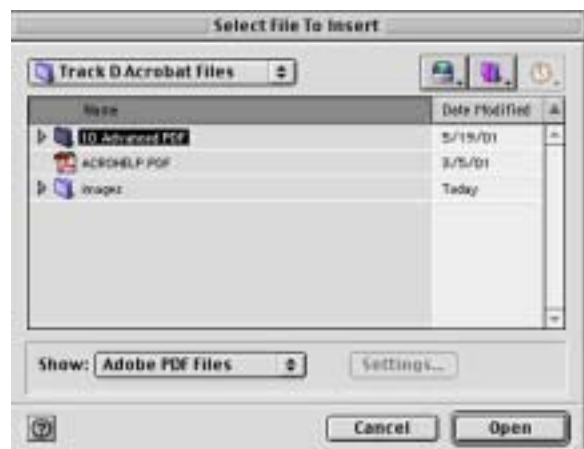
Acrobat allows you to combine one or more PDF files with another with the **Insert Pages** command and specify where the new file is placed in the target document.

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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- 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**.

