Step-By-Step Instructions for Splitting and Combining PDF Files Using Adobe Acrobat Pro DC
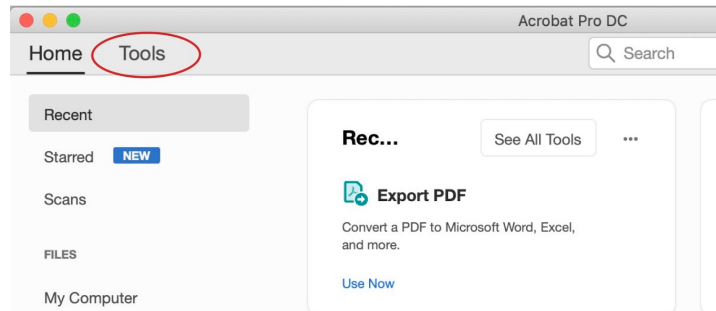
The instructions are divided into two parts:
1. Part 1 will illustrate how to split a PDF file with multiple (more than 1) pages into separate files.
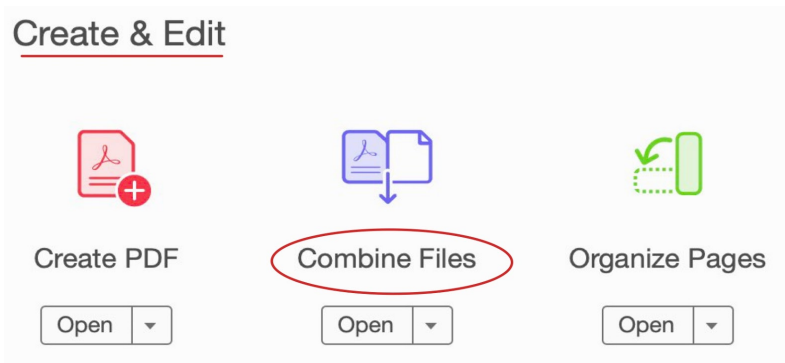2. Part 2 will illustrate how to combine multiple files into one big file.

Part I. Combining Multiple Files

1. Open your PDF files **Adobe Acrobat Pro DC.**
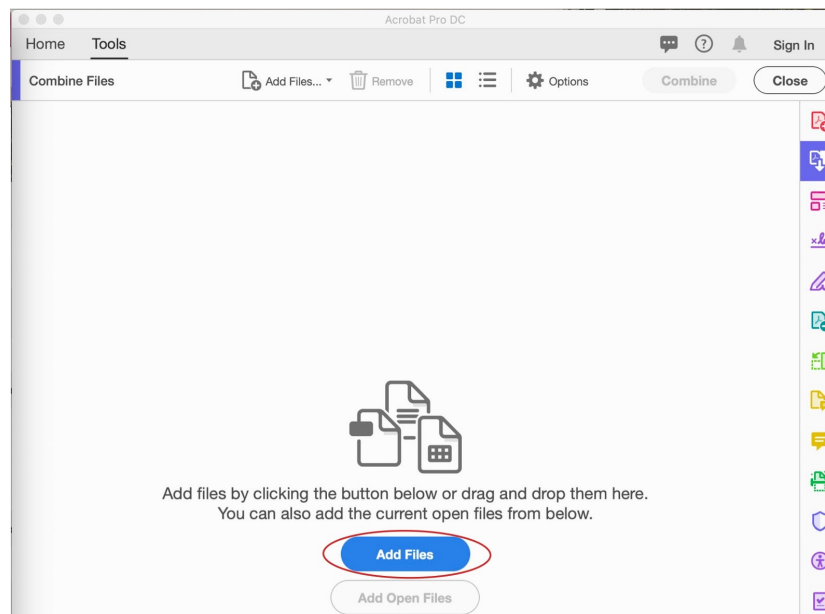2. Click on **Tools**.
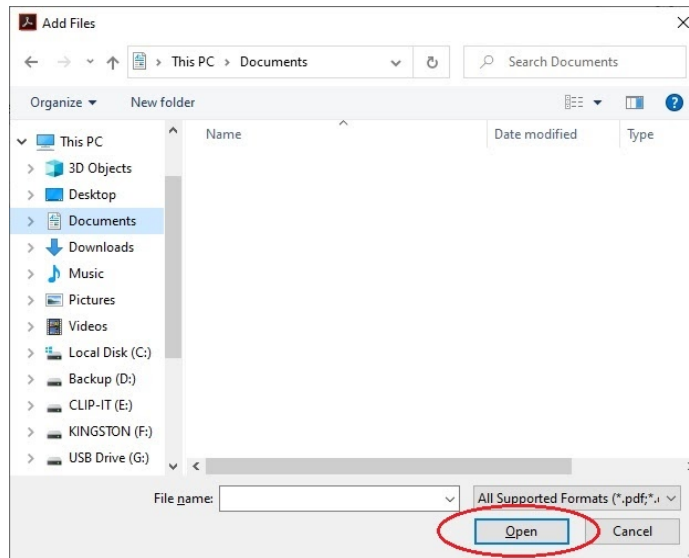   *Note: It should be located in the top left corner.*

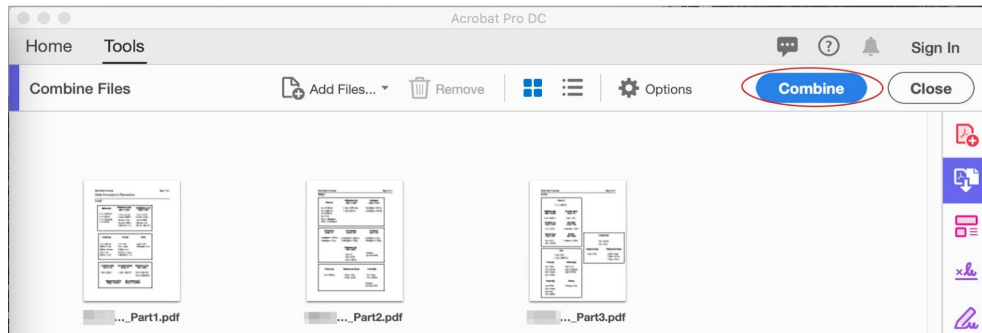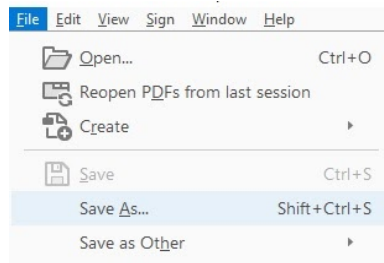3. Under "Create & Edit" click on Combine Files.

4. Click on **Add Files**.

5. Highlight the files you would like to combine then click on **Add Files**.

6. Put the files in the order you would like then click on **Combine**. The files will now be one larger file.
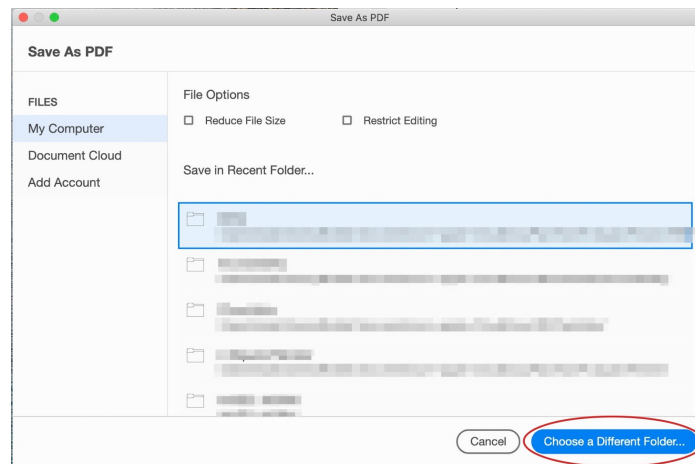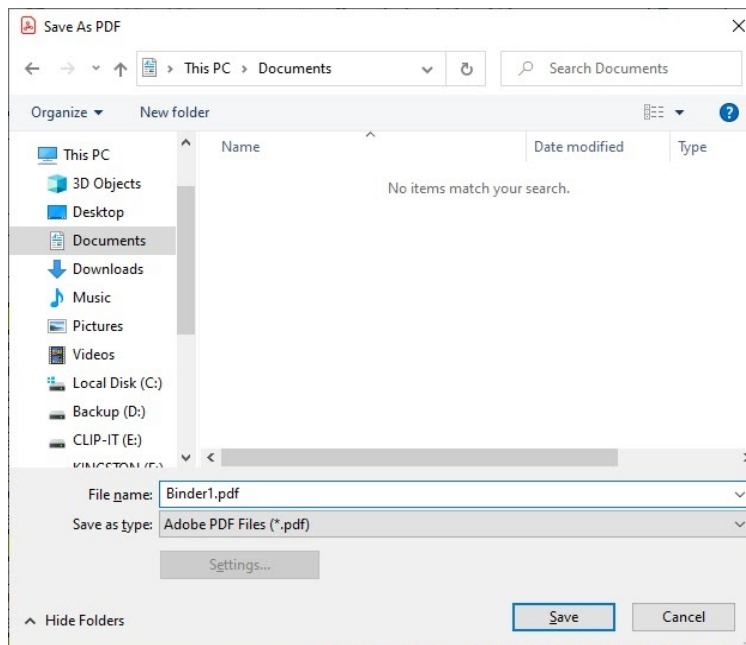

7. **File → Save As…**

8. Pick a folder to save the file in.
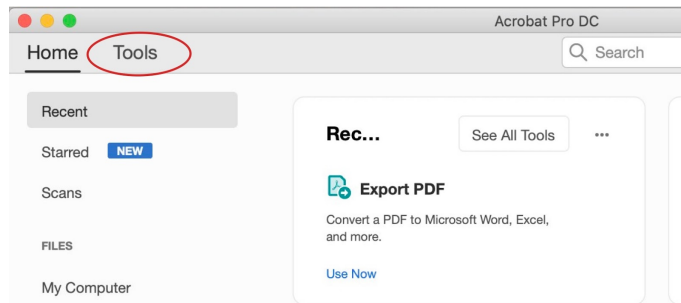   a. Note: You may choose the folder presented in the window or click on **Choose a Different Folder…**

9. Rename the file. Click on **Save**.
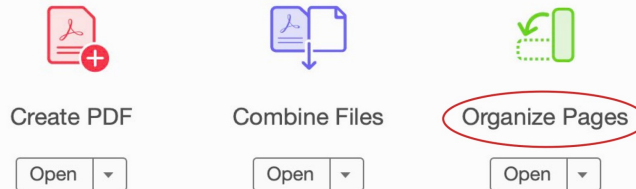
Part II. Splitting a PDF File

1. Open your PDF file using **Adobe Acrobat Pro DC.**
2. Click on **Tools**.
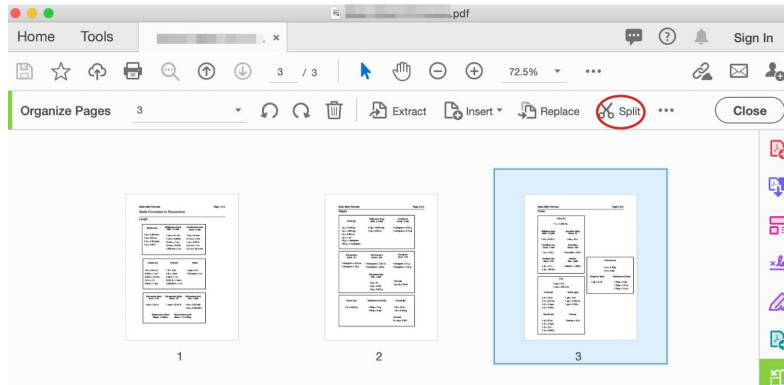   *Note: It should be located in the top left corner.*

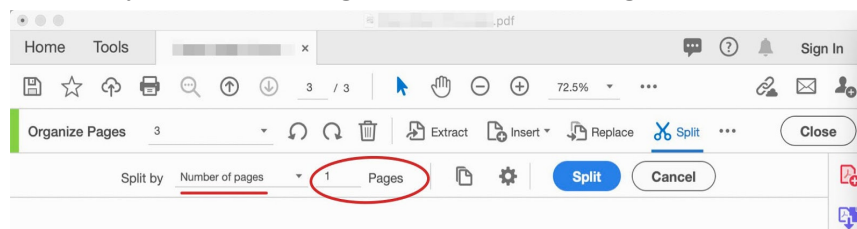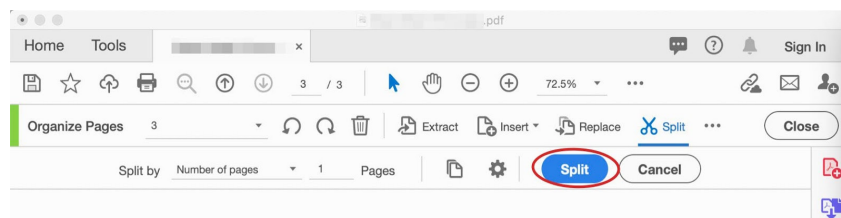3. Under "Create & Edit" click on **Organize Pages**.

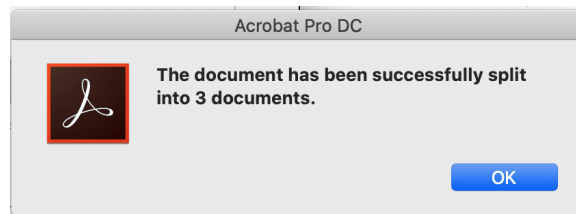4. Your screen should display the pages in the file. Click on **Split**.

5. Be sure the file is split by **Number of pages** and is set to **1 page**

6. Click on **Split**.

7. A little window should pop up indicating that the document has been "*successfully split*."

8. The separated documents should automatically be saved into the <u>same folder as the original file</u>.