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.

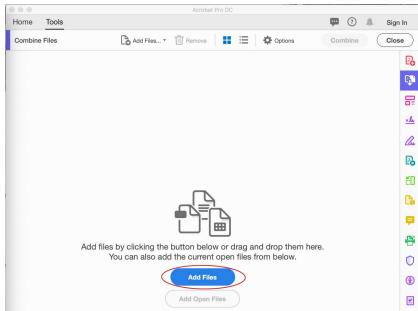
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3. Under <u>"Create & Edit"</u> click on Combine Files.

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4. Click on Add Files.



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

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

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- 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...**

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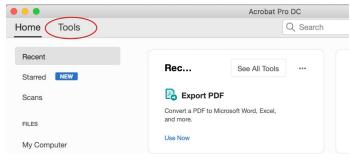
9. Rename the file. Click on **Save**.

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Part II. Splitting a PDF File

- 1. Open your PDF file using Adobe Acrobat Pro DC.
- 2. Click on Tools.

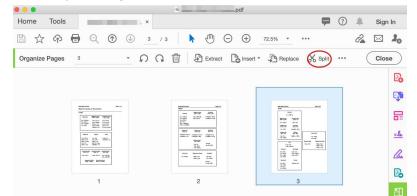
Note: It should be located in the top left corner.



3. Under <u>"Create & Edit"</u> click on Organize Pages.

Create & Edit		
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4. Your screen should display the pages in the file. Click on Split.



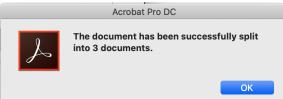
5. Be sure the file is split by Number of pages and is set to 1 page

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6. Click on Split.

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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 same folder as the original file.

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