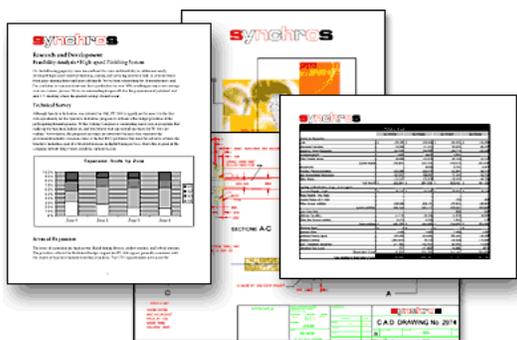


Adobe Acrobat

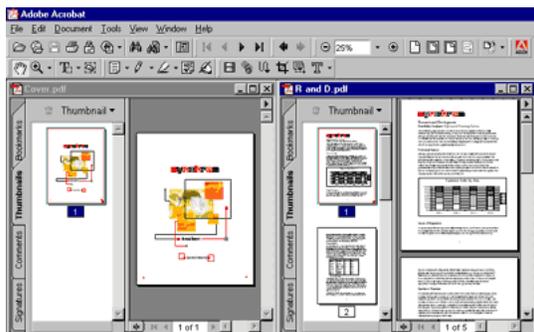
Combine several documents into a single PDF file

Adobe Acrobat® makes it easy to combine PDF documents from a variety of sources into one compact file. People in different departments—even different locations—can collaborate on the project. Just ask them to turn their work over to you in Adobe PDF format. You can quickly assemble the files into one document, ready for distribution.



1. Open all the component Adobe PDF files.

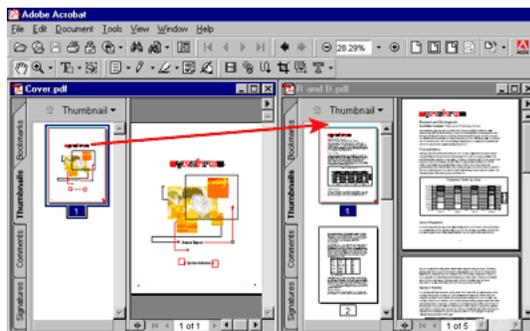
Open the PDF files you want to combine and choose Window > Tile > Vertically. This allows you to see all the documents on your computer screen.



2. Bring all the pages into one file.

In the navigation pane of each file, click the Thumbnails palette tab. The navigation pane expands, and you can see thumbnails of the pages, displayed in order. Drag a thumbnail from one document into another. As you insert the page, all subsequent pages in the target file are renumbered.

In addition to inserting content, thumbnails are a great way to reorganize a document. Just drag a thumbnail to a different location, and Adobe Acrobat renumbers the pages automatically.

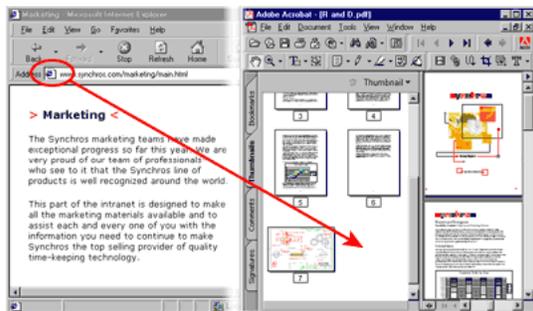


3. Add intranet or Web pages.

To add pages from the company intranet, do one of the following:

- In Windows®, open your Web browser, and locate the page you want to place in your document. Resize the browser window so that you can see its URL box and the Acrobat Thumbnails palette. Drag the URL directly onto the Thumbnails palette.
- In Mac OS, choose Tools > Web Capture > Open Web Page. Enter a URL into the URL field, and click Download. The page will be converted into an Adobe PDF file, and you can drag its thumbnail into your final document.

You can use the same technique to incorporate Web pages into your PDF document. Adobe Acrobat keeps all the page elements and links intact—even frames and cascading style sheets.



4. Set the print options.

If you're adding oversized pages to the document, you will need to adjust the print settings. Choose File > Print and do one of the following:

- In the Copies and Adjustments section of the Print dialog box, choose Shrink Oversized Pages to Paper Size.
- To tile large pages, click the Advanced button to open the Print Settings dialog box. Choose Automatic and set the Overlap to match the nonprinting margin of your printer. When the margin is trimmed, the tiles will match exactly.

We set this 32 x 48-inch CAD drawing to tile. When we saved the Adobe PDF file, the print settings were saved with the document.

