

## How Do I Combine PDFs to Make One Document?

Hello.

I have a motion as a pdf and I have the exhibits as a separate pdf.

I would like to combine these two pdfs so that the exhibits come after the motion.

How can I do this?

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I often use PDF Merger on Google Chrome: <https://pdfmerge.smartsfile.com/>.

It's super easy, and the result is always exactly what I need.

Hope this helps!

Mackenzie A. Evans, Maryland

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Depends – but generally, open the .pdf then click on Tools and then select Organize Pages. Across the ribbon in Organize Pages you should see Insert – click on Insert and a dropdown box will appear that allows you to select the file from where you want to insert the file from. Find the file you want to insert and then it will ask you where you want to insert it (Before or After and then page numbers).

Walter D. James III, Texas

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Hunh. OK, that seems to work too, though I've been using combine files thru create PDF.

Ronald A Jones, Florida

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Don't know what version/edition you have of Adobe but at least in Adobe Acrobat Standard X:

Go to File

Click on Create:

You'll get a drop-down menu

Near the bottom of the drop-down menu you will see "combine files into single PDF"

You'll get a screen saying "combine files" and below that "drag and drop files and arrange them in the order you want"

Immediately below that you will see "Add Files"; click on Add Files (even if you've already got one of the files open you still need to add files)

It'll give a bunch of choices of where to add files from; I usually just click "add files" and it will open browser window showing your files; if your file is not in that subfolder then just kind of browse thru it until you get to the right folder (usual windows file stuff).

Click on the first file, and then do it again for 2nd or subsequent files.

You'll get the files in order; if you want to change the order then move the order around.

Then, at the bottom of the screen, you'll see button to "combine files". Click that, then it'll combine them and get your new file, in mine usually called Binder1.PDF. Save that under whatever new name you want, 'combinedpleadingandexhibits.pdf' or whatever.

It's confusing figuring it out the first time you do it but once you do it it is cinchy. I use it where I've got like a 60 page or whatever exhibit; I scan a dozen pages at a time and simply combine them all into one file.

Ronald A Jones

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If you've got Acrobat Pro, with the pages side bar you can just select pages and drag and drop between PDFs. I do this all the time: really handy feature. I assume other advanced PDF editors can do likewise. In terms of productivity, for me Acrobat Pro is second only to my word processor.

Michael Koenecke, Texas

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In Acrobat, open the brief, go to the last page, Ctrl+Shift+i to insert file. Find the exhibit(s), and insert after last page. Or, File > Create

> Combined Files into Single PDF.

David Masters, Colorado

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On a mac

<https://support.apple.com/en-us/HT202945>

On a Windows PC

<https://www.digitaltrends.com/computing/how-to-combine-pdf-files/>

Henry Park, New York

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I have Adobe standard. You can Open a document, add a file and save as a single pdf. Call me if you have any questions. 435 671 2555

Randy Birch, Utah

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I use Adobe DC. It has a Combine function which creates a binder of multiple pdf's. If necessary, then use Organize pages to get in the right order.

Dennis Riley, Illinois

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Thanks to all with suggestions on how to combine files. I think I can do this now.  
One of my office computers has Acrobat DC, which I did not know before.

Roger Rosen, California

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This video explains a couple of methods:

<https://www.youtube.com/watch?v=ajT5QG346mM>

Eugene Lee, California

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If you're on Mac Preview, you can draft in to the thumbnails on the right.

Dan X. Nguyen, Georgia