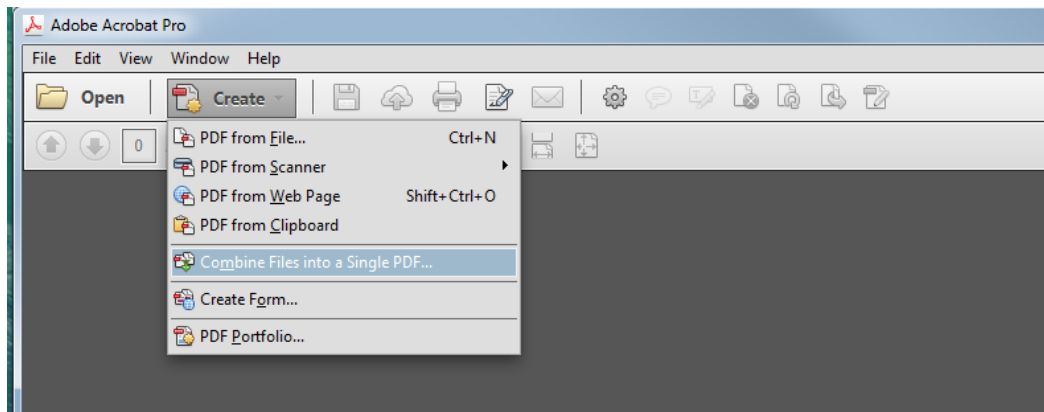
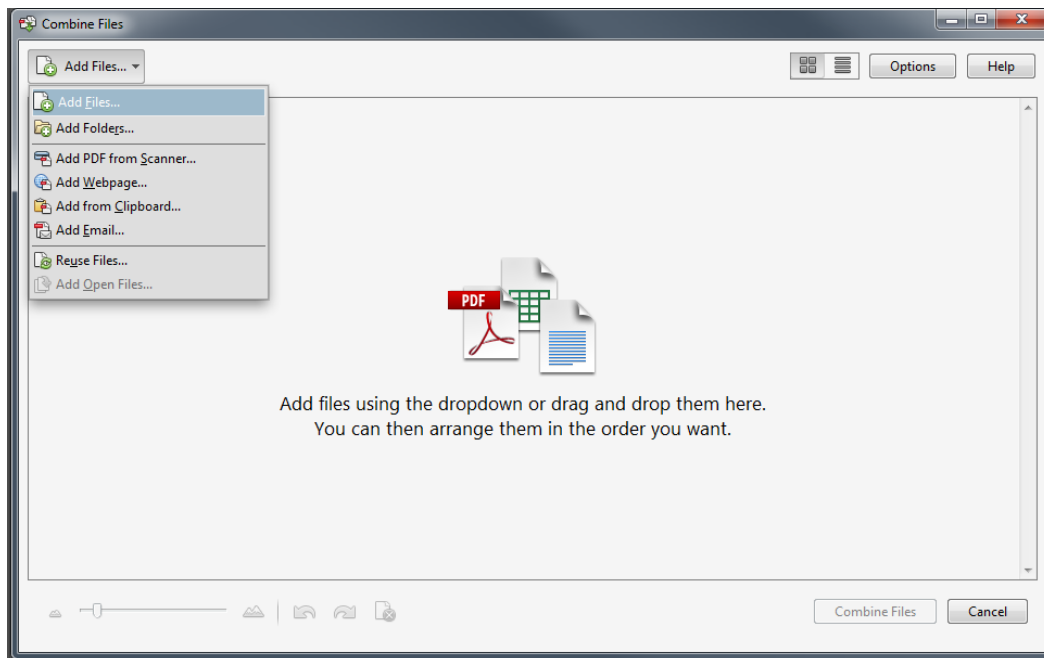


How to merge multiple files into one PDF file with Adobe Acrobat

1. First, make sure all independent files are in PDF format.
2. Click the Create button located on the left side of the task bar.
3. Select Combine Files into a Single PDF

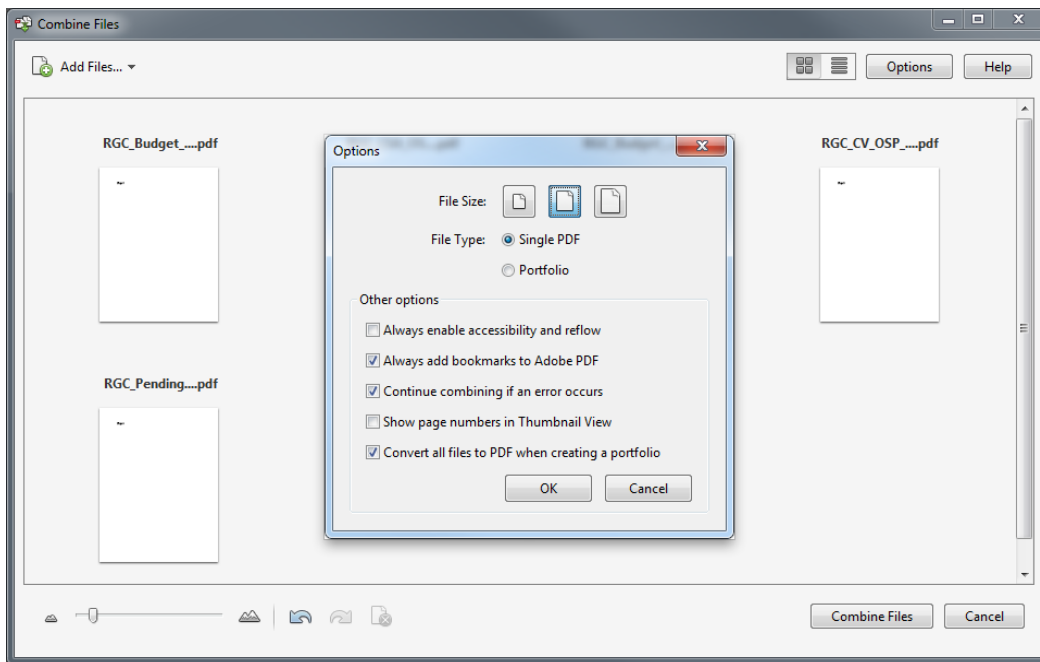


4. In the top-left of the dialog box, click Add Files and select the files you want to include.



How to merge multiple files into one PDF file with Adobe Acrobat Continued

5. In the Thumbnail view, you can drag and drop the files to rearrange them into the desired order.
6. Click the Settings button located on the top-right corner of the dialog box.
7. Select Single PDF as the desired File Type. Click OK.



8. Click Combine Files. Your new PDF file is created.
9. Save your new PDF file and name it using the required format: "P|lastnameP|firstnameRGCyearLevelx"
Example: **SmithRobertRGC2016Level3**