# How to Turn a Word Doc into a PDF

1. Click the **File**, point to the arrow next to **Save As**, and select where you want to save the document.
2. In the **File Name** list, type or select a name for the document.
3. In the **Save as type** list, click **PDF**.
4. Click Save

How to Combine Multiple PDFs into a Single Document

Use the **Combine Files** tool to merge Word, Excel, PowerPoint, audio, or video files, web pages, or existing PDFs. Acrobat lets you preview and arrange the documents and pages before creating the file. You can delete unwanted pages and move individual pages from a document anywhere among the pages being combined. Acrobat converts the pages of the various files into sequential pages of a single PDF.

1. Choose **Tools** > **Combine Files**. The Combine Files interface is displayed with the toolbar at the top.
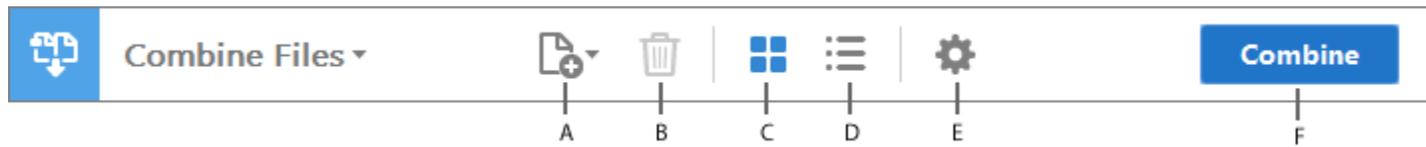
A. Add Files **B.** Remove Selected Items **C.** Thumbnail View **D.** List View **E.** Options (file size) **F.** Combine button

2. Drag files or emails directly into the Combine Files interface. Alternatively, choose an option from the **Add Files** menu. You can add a folder of files, a web page, any currently open files, items in the clipboard, pages from a scanner, an email, or a file you combined previously (Reuse Files).

Note:

If you add a folder that contains files other than PDFs, the non-PDF files are not added.

3. As needed, do any of the following:

Rearrange pages

In the Thumbnail view, drag-and-drop the file or page into position. As you drag, a blue bar moves between pages or documents to indicate the current position.

Expand pages or Collapse Document

In the Thumbnail view, hover over the page or file and then click the Expand pages thumbnail ⬌. In expanded view, you can easily move the individual pages among the other pages and documents.

To collapse the pages, hover over the first page and then click the Collapse Document thumbnail ◆◀.

Preview pages

In the Thumbnail view, hover over the page, and then click the Zoom thumbnail 🔍.

Delete pages

In the Thumbnail view, hover over the page and then click the Delete thumbnail 🗑.

Sort files

In the List view, click the column name that you want to sort by. Click again to sort in reverse order. The order of files in the list reflects the order of the files in the combined PDF. Sorting rearranges the pages of the combined PDF.

Move files up or down file list

In the List view, select the file or files you want to move. Then click the Move Up ⬆ or Move Down ⬇ button.

4. Click **Options**, and select one of the file size options for the converted file:

Smaller File Size

Reduces large images to screen resolution and compresses the images by using low-quality JPEG. This option is suitable for onscreen display, email, and the Internet.

*Note: If any of the source files are already PDFs, the Smaller **File Size** option applies the Reduce **File Size** feature to those files. The Reduce **File Size** feature is not applied if either the Default **File Size** or Larger **File Size** option is selected.*

Default File Size

Create PDFs suitable for reliable viewing and printing of business documents. The PDF files in the list retain their original file size and quality.

Larger File Size

Creates PDFs suitable for printing on desktop printers. Applies the High Quality Print conversion preset and the PDF files in the list retain the original file size and quality.

Note:

This option may result in a larger file size for the final PDF.

5. In the **Options** dialog box, specify the conversion settings as needed, then click **OK**.

6. When you have finished arranging the pages, click **Combine**.

A status dialog box shows the progress of the file conversions. Some source applications start and close automatically.

Insert one PDF into another

1. Open the PDF that serves as the basis of the combined file.

2. **Choose Tools** > **Organize Pages**. The Organize Pages toolset is displayed in the secondary toolbar.

3. In the secondary toolbar, choose **Insert** > **From File**.

Alternatively, you can also click in between two pages to get the **Insert** options.
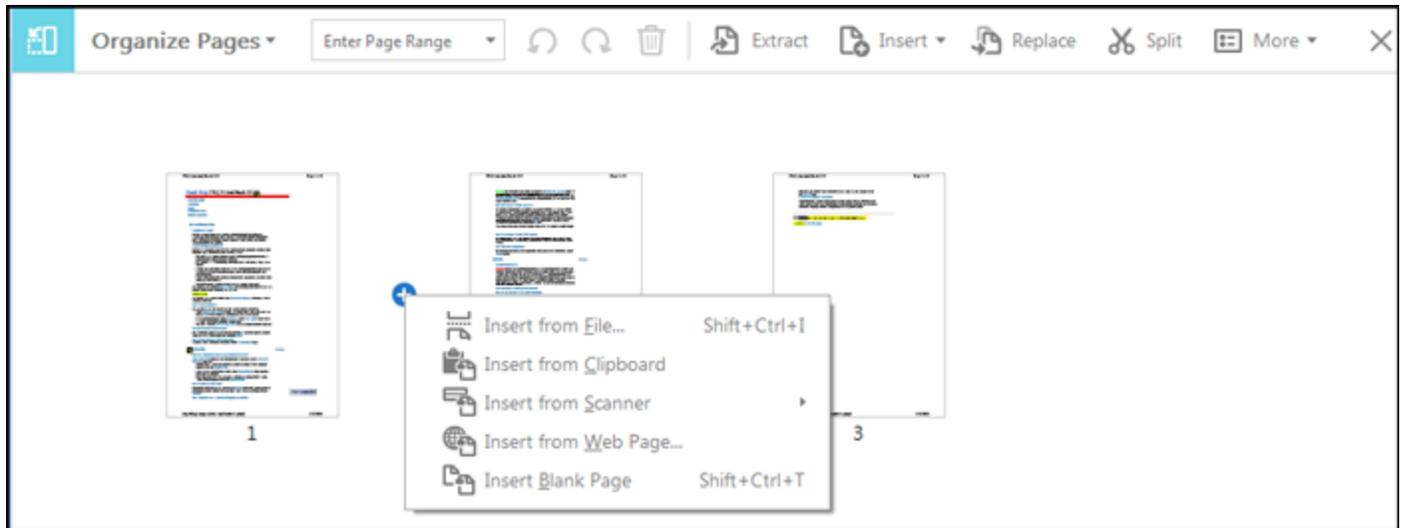
You can access the Insert overlay menu by clicking in between two pages.

4. Select the PDF you want to insert and click **Open**.

5. In the Insert Pages dialog box, specify where to insert the document (before or after the first or last page, or a designated page). Click **OK**.

6. To leave the original PDF intact as a separate file, choose **Save As**, and type a new name for the merged PDF.

Note:

You can also add an existing file to an opened PDF. Drag the file icon directly into the Page Thumbnails panel in the navigation pane.