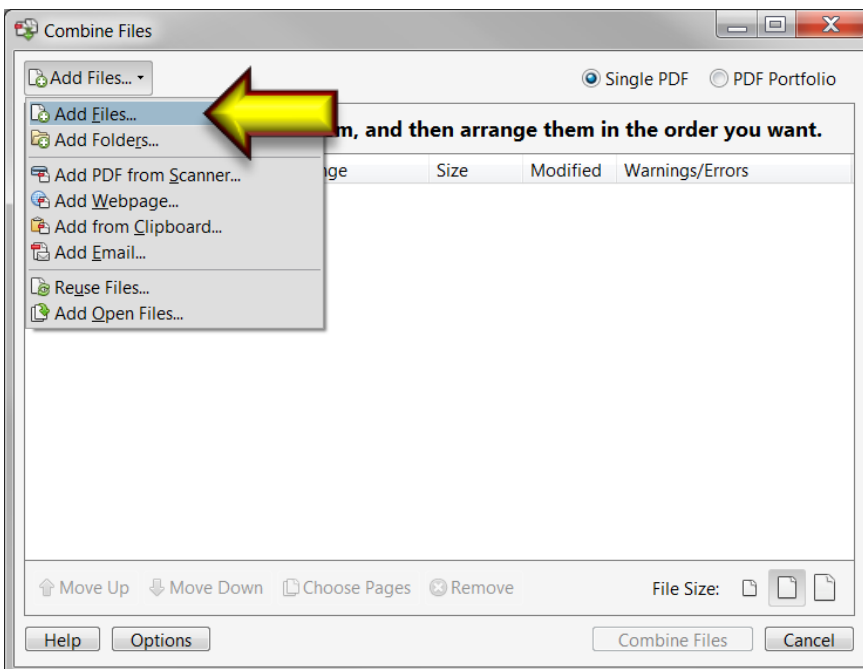


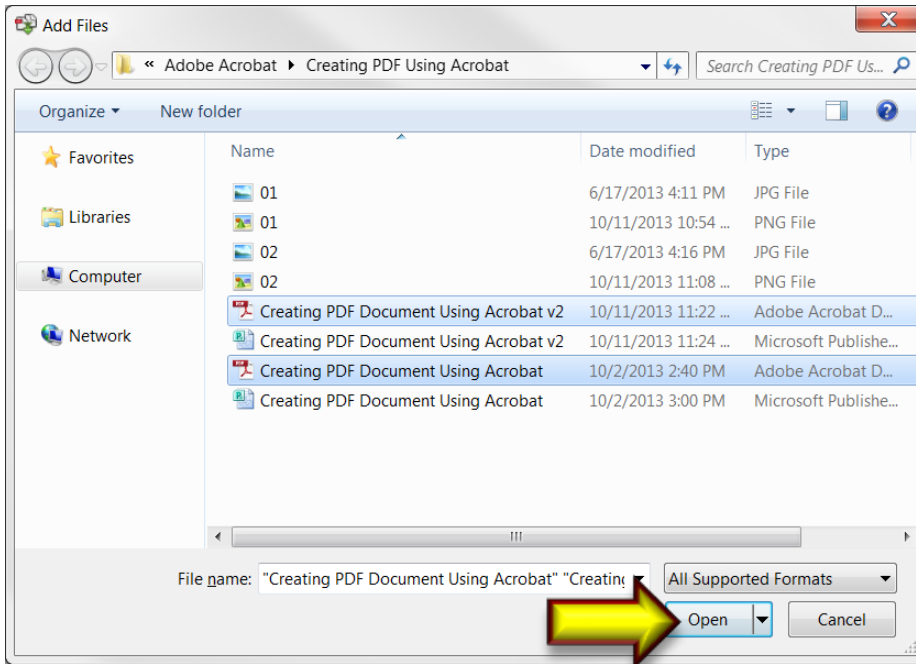
1. Open Adobe Acrobat Pro, click on **Create**.

In the sub menu, click **Combine Files into a Single PDF**.



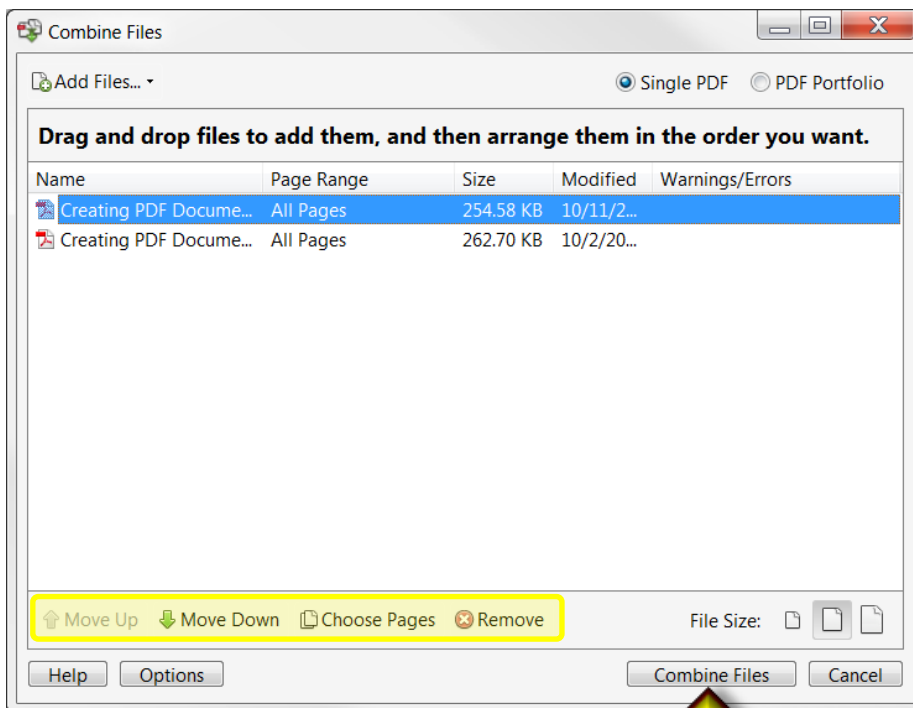
2. When the **Combine Files** window opens,

Select the “Add Files...” drop down button and click **Add Files**.



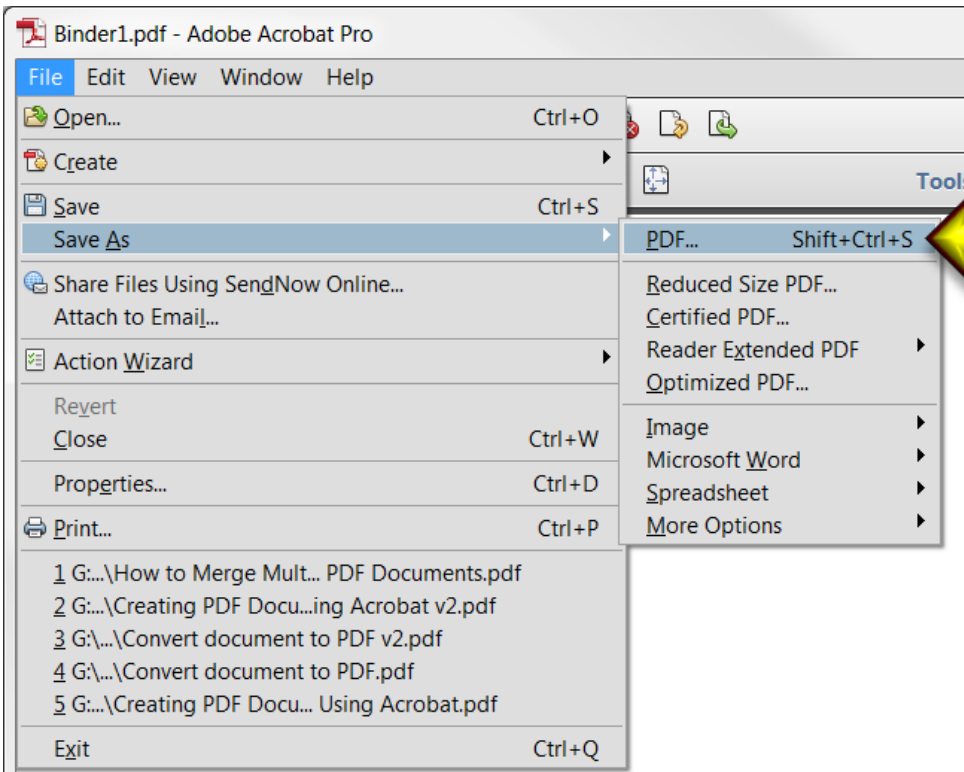
3. When the **Add Files** window opens, select the files to be merged.

Then click the **Open** button.

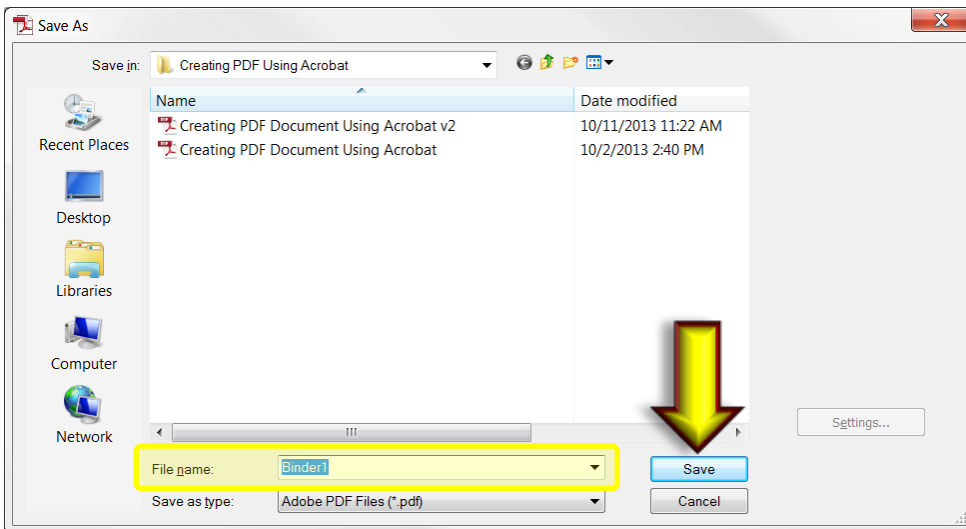


4. In the **Combine Files** window you can review, sort or remove files if necessary.

If edits are not required, click on the **Combine Files** button and it will merge the documents into one file.



5. Click on **File**, go to **Save As** and click **PDF**.



6. In the "Save As" window, choose the save location for the PDF.

Next to "File name" type in the name for the PDF.

Click **Save**