

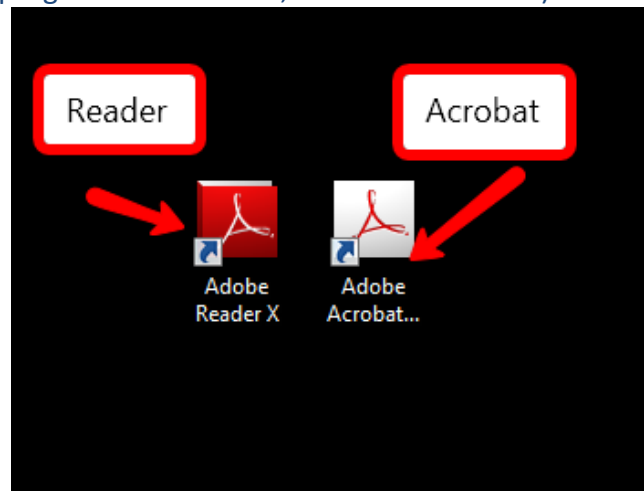
Creating a Portfolio with Adobe Acrobat

Have you ever wanted to many different types of files and merge them into a singular pdfed item?

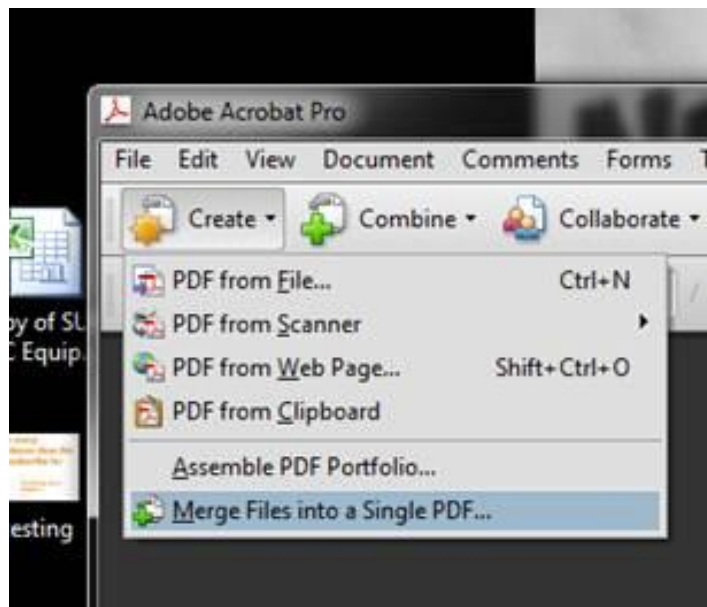
Why would you want to be able to do that? It could be for ease of packaging, the need to create a singular document out of many, the ability to create a portfolio, or just a need to “lock down” a huge number of files at once...

Regardless it is a pretty easy process provided you have the correct tools.

1. Make sure your computer has ADOBE ACROBAT PRO on it (this is the PDF bundling/creation program from Adobe., not Adobe Reader.)

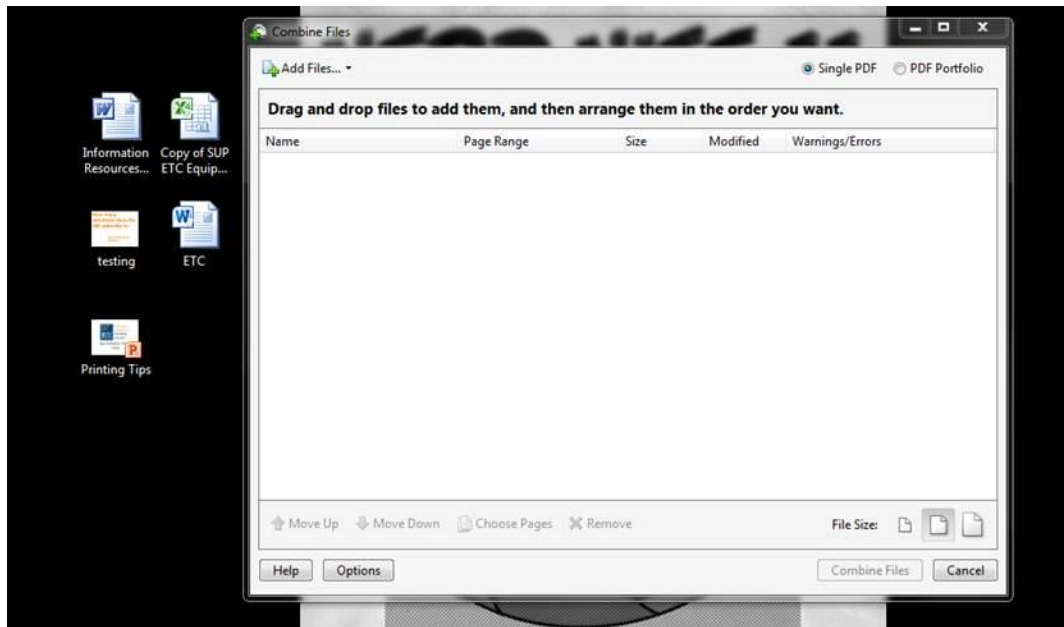


2. Open Adobe Acrobat Pro X

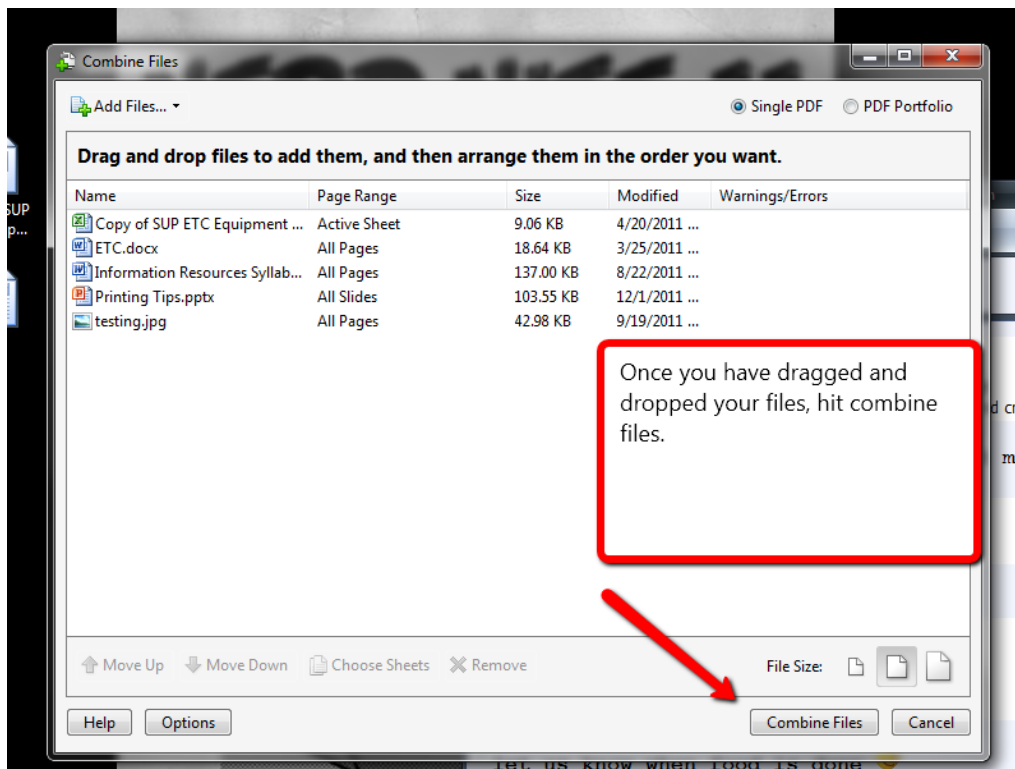


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3. Select Merge Files into a Single PDF and the following menu will appear...

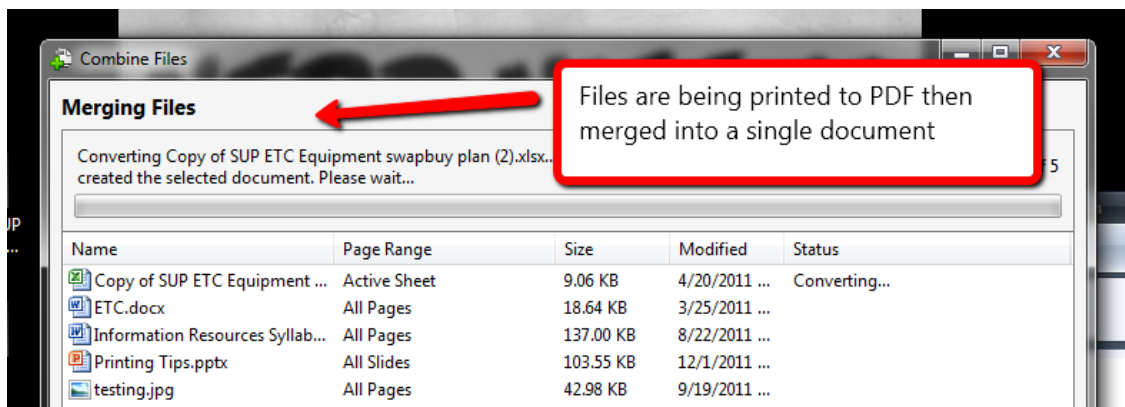


4. Drag and drop your files into the Add Files menu, then hit "Combine Files"

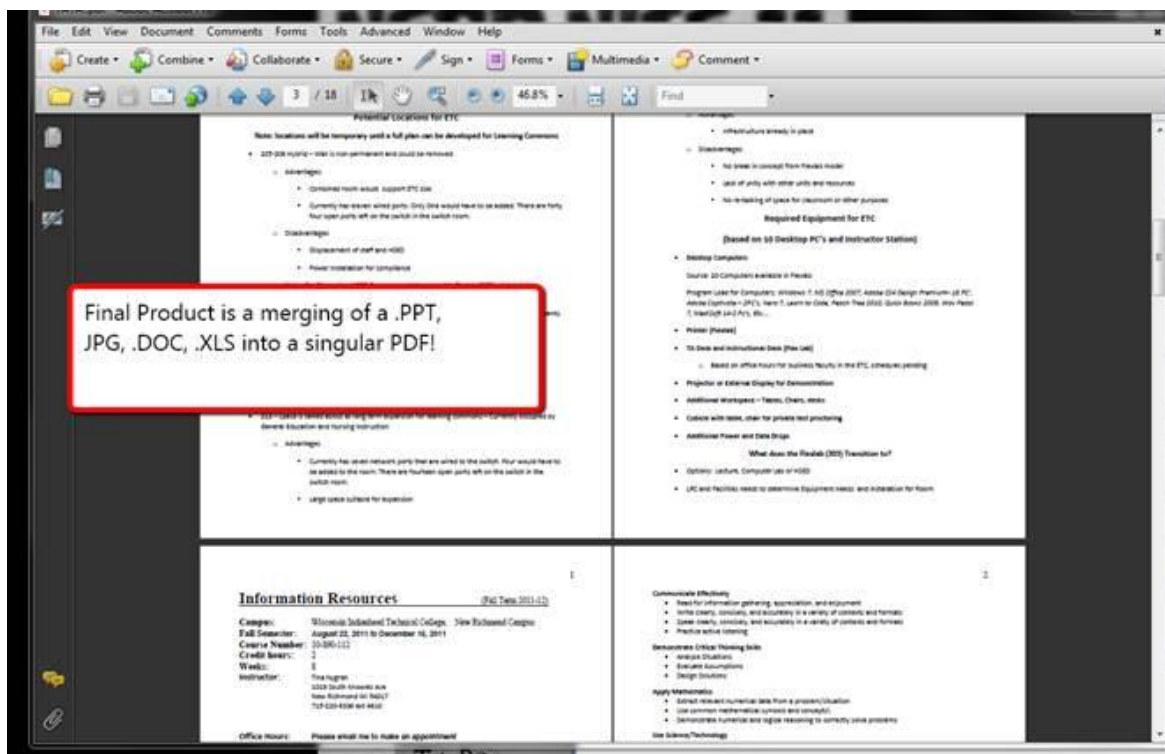


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- Combine Files will cause Adobe Acrobat to open each program associated with the documents and print them to a PDF



- We can see a completed project below...



Want to watch the process in real time? Check out the following video

<http://screencast.com/t/ISc1hScX8G>

Have more questions? Contact your local Learning Commons for answers!

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