

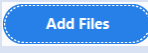

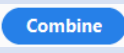



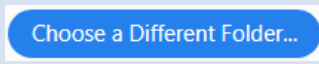


Weekly Tech Tip: How to combine and merge your files into one PDF

- Open Acrobat Pro DC to combine files: Open the  tab and select  Combine Files
- Add files: Click  and select the files you want to include in your PDF. You can merge PDFs or a mix of PDF documents and other files.
- Arrange and delete content: Click, drag, and drop to reorder files or press  Remove to remove any content you don't want.
- Combine files: When you're finished arranging, click .
- Save as a PDF file
 - Press CTRL+S, or left click  then left click  Save 
 - Select  to pick the exact location where you want to save the merged PDF to
 - Name your file and click the "Save" button.

If you need any assistance or have questions, please contact the Help Desk
via Teams by clicking [Here](#)
via phone at: **575-562-4357**
via email at: Help.Desk@enmu.edu

To see additional tech tips, or download this week's tech tip, visit
[ENMU ITS Weekly Tech Tips](#)

–ENMU Portales ITS Technical Trainer