

# T4L Support Guides

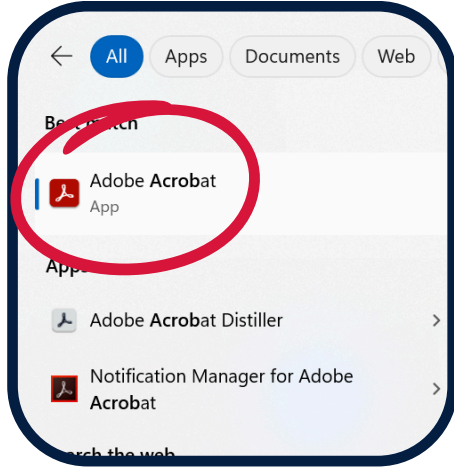
## Adobe Acrobat Pro

\*Requires Creative Cloud Licence

### Combine Files

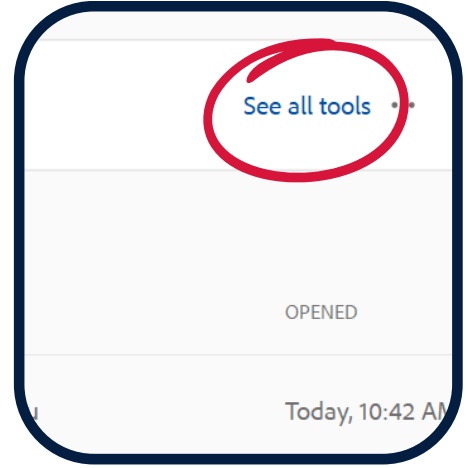
#### Step 1

Open Adobe Acrobat Pro.



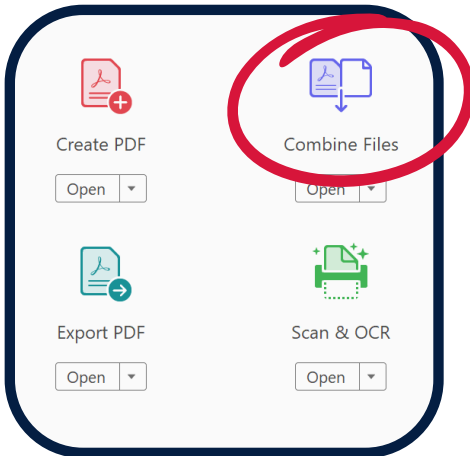
#### Step 2

From the top middle of the window, select **see all tools**.



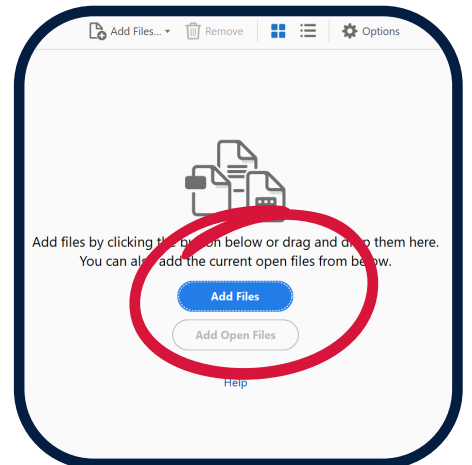
#### Step 3

Select **combine files**.



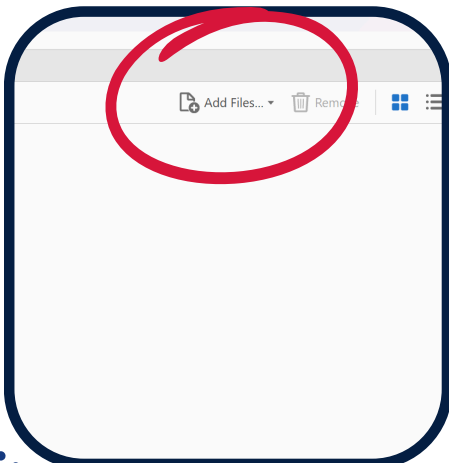
#### Step 4

Select **add files** and navigate to one of the required PDFs. Select **open**.



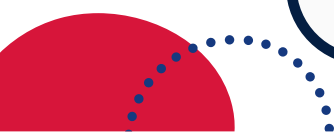
#### Step 5

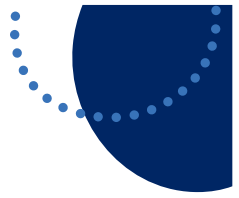
Select **add files** from the top middle of the screen, and again from the drop down menu. Navigate to the next PDF and select open.



#### Step 6

Continue to add all required PDFs.





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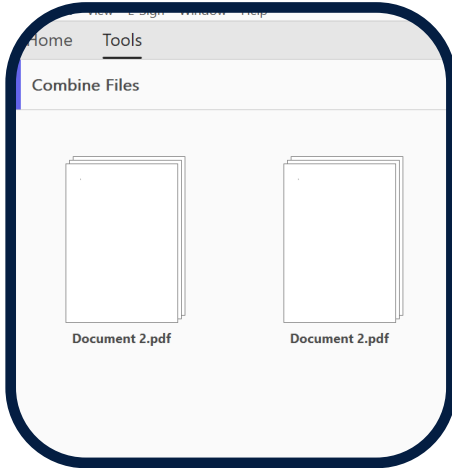
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### Combine Files

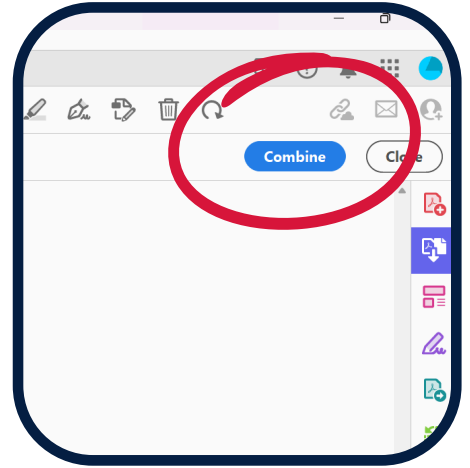
#### Step 7

Drag and drop the files into the correct order.



#### Step 8

Select **combine** in the top right corner.



#### Step 9

Select the save icon in the top right corner and choose where you would like to save your new file.

