

Combine PDF Files in Acrobat DC

For Externals when you need to add your transcript and reference letters. You can scan all the documents into one folder. Or you can combine them if they are all digital. Ask your references to send the letters to you electronically and save a copy of your transcript from your student transcripts account.

Then follow the directions to make all the documents merge into a single PDF.

Open **Acrobat** DC to **combine** files: Open the Tools tab and select "**Combine** files." Add files: Click "Add Files" and select the files you want to include in your **PDF**. You **can merge PDFs** or a mix of **PDF** documents and other files.