

How to Add (String) PDF Documents

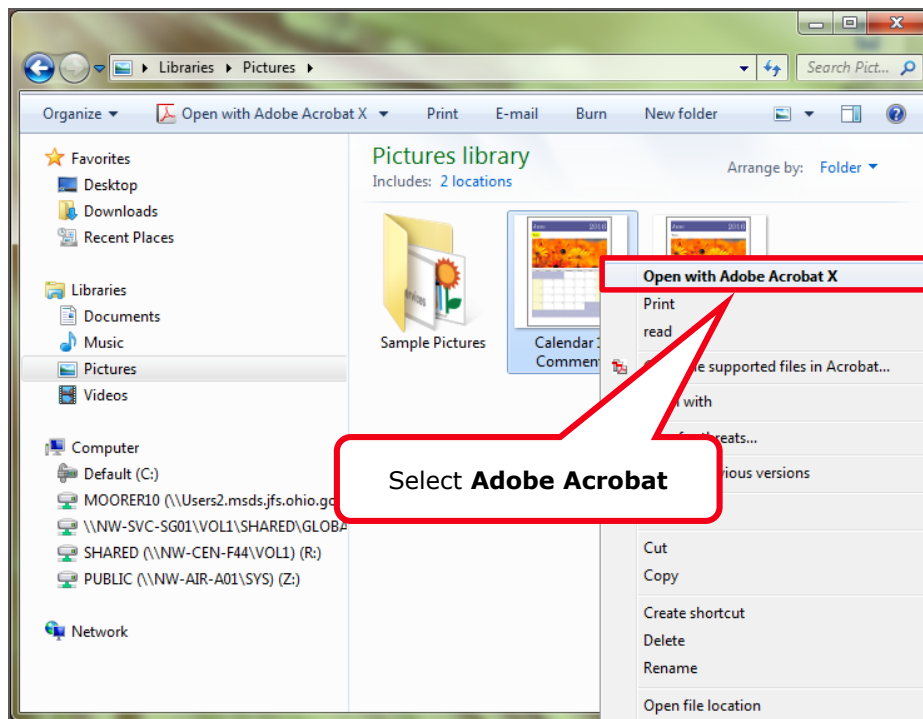
Description:

This Job Aid describes the process of adding (stringing) a PDF document to another PDF document.

Step 1: Open a PDF document

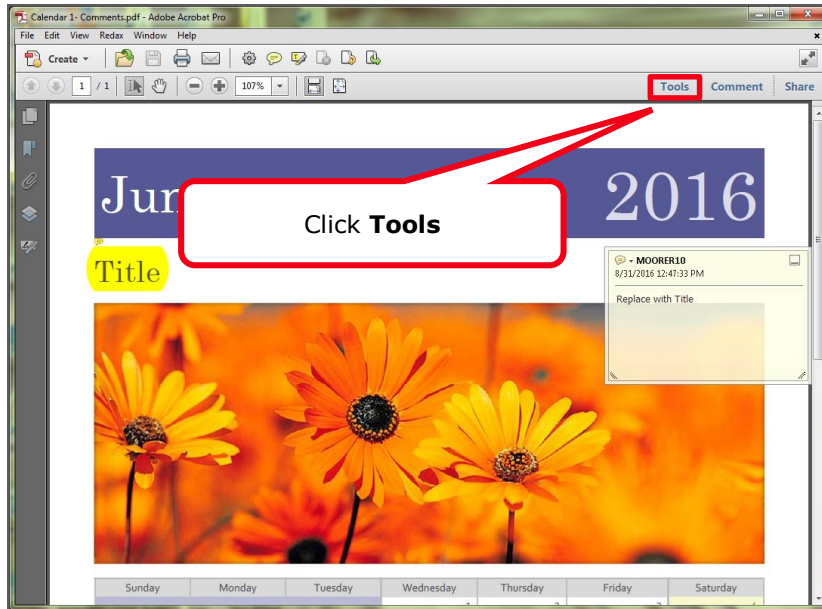
Open the first PDF document with **Adobe Acrobat**

Note: PDF documents can not string together with Adobe Reader



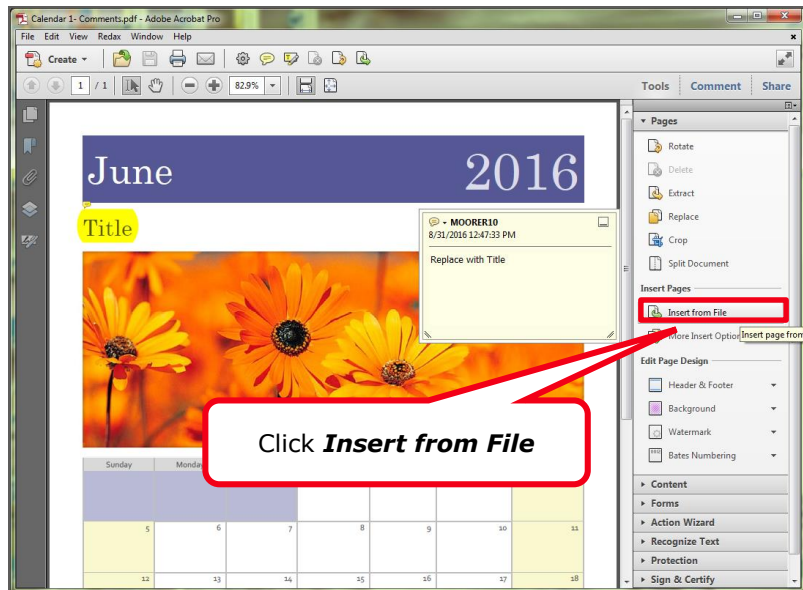
Step 2: Click Tools

Click **Tools**



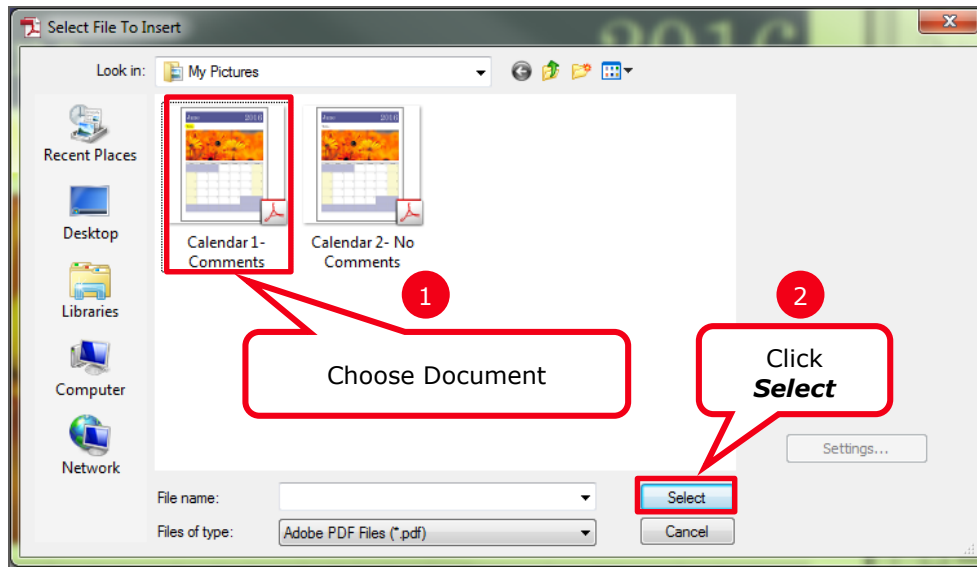
Step 3: Click Insert from File

Click **Insert from File**



Step 4: Choose the Document to be Added

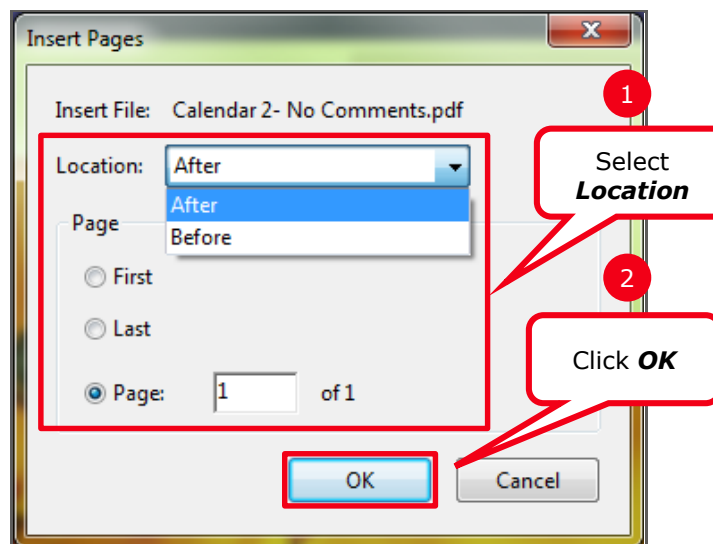
- 1) Choose the document to add to the currently open document
- 2) Click **Select**



Step 5: Select Location for New Document

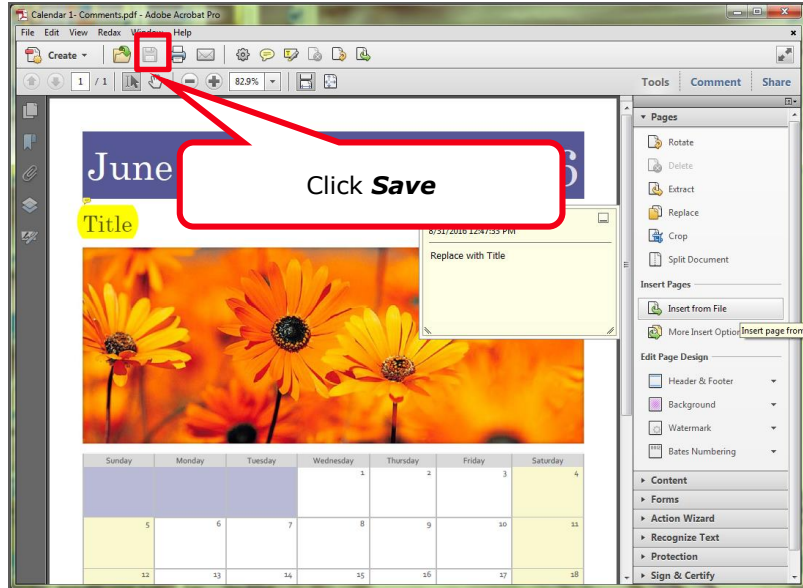
- 1) Select the **Location** for the added document to appear
- 2) Click **OK**

*Note: This is typically **After** the **Last** page.*



Step 6: Save the Document

Click **Save**



The process of adding (stringing) a PDF document to another PDF document is complete.