

May 2nd, 2019

Thank you for your interest in Part-Time teaching at Concordia University. This document will provide you with instructions on merging PDF documents together in different platforms/operating systems.

Option 1: online cross-platform PDF merging

- Open your browser of choice (i.e., Google Chrome, Safari, Internet Explorer).
- Go to: <https://www.pdfmerge.com/>
- Upload each of the PDF files you wish to merge by clicking on “Choose File”.
 - *NB: You must upload the files in the order you wish for them to be order in the final, merged, document.*
- If you wish to merge 5 files or more, click on “More files” until you obtain the desired amount of file uploads.
- Once you have uploaded all the files you wish to merge, click “Merge!”.
- You will be redirected. Enter an email to have the merged PDF document emailed to you OR click on “View & Download in Browser”.
- You will receive your merged PDF as an email attachment OR it will appear in your download folder.
- Click on “Process another file” if you wish to merge additional documents.

Option 2: Mac Preview

- Open the first document in Preview.
- Under the “View” folder, click on “Thumbnails”.
- In a separate “Finder” window, locate the next PDF file you wish to merge, drag and drop it into the “Thumbnails” bar.
- Repeat as necessary.
- Drag and drop pages to reorder documents.
- Click “File” and “Save as” to rename new, merged PDF.

Option 3: Adobe Acrobat

- Open the first document in Adobe Acrobat.
- Click on “Tools” menu, then “Organize Pages”.
- Click on “Insert” then “From File”. You will be prompted to select the additional document or documents you wish to merge.
- Repeat as necessary.
- Drag and drop pages to reorder documents.
- Click “File” and “Save as” to rename new, merged PDF.