How to merge PDF documents

Merging PDF documents can be a great way to reduce clutter and organize all the documents tied to a specific event, meeting, or subject together. For example, BoardBook does this automatically when downloading the PDF packet consolidating into a single PDF file the agenda and all of the attachments which are eligible for download. You can learn more about downloading the packet on our support page where we have both a video and handout titled 'Downloading a PDF Packet. The support page can be reached by clicking on the blue circle with the question mark (found at the top of the page) and selecting 'BoardBook Administration and Meeting Management Help'.

This document will provide information related to Adobe specific tools and support documentation. Adobe developed the PDF standard, and we consider it an excellent tool for working with PDFs. Other PDF tools exist which can be used to perform the same functions however we will not be providing any specific instructions or links to other products as they are not something that we have experience with.

In this document we will cover the following subjects:

Why you may want to merge or combine multiple PDFs into a single PDF
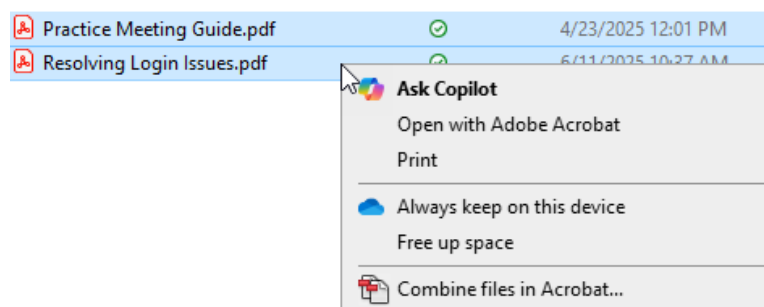Links to Adobe resources and support for merging or combining multiple PDFs into a single PDF

Why you may want to merge or combine multiple PDFs into a single PDF

One of the features of BoardBook is online documents which allows you to store documents within BoardBook and make them available to your users and or if you wish, your public. If you have multiple documents that are related to the same subject or event, it may be convenient to merge those documents into a single file. This can make it much easier for someone to find this related information.
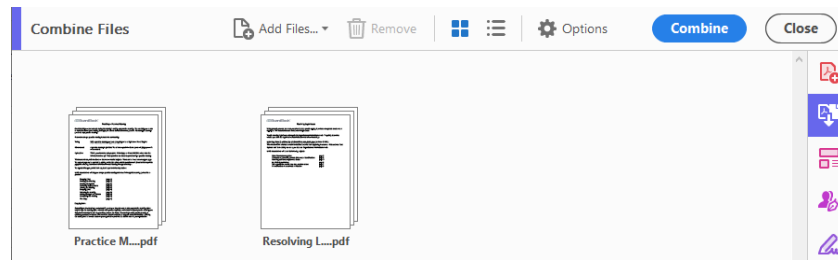
Basic guide, and Links to Adobe resources and support for merging or combining multiple PDFs into a single PDF

Here are a few techniques which can be used with Adobe. Below this section are some links to Adobe documentation which may be more complete or offer additional options:
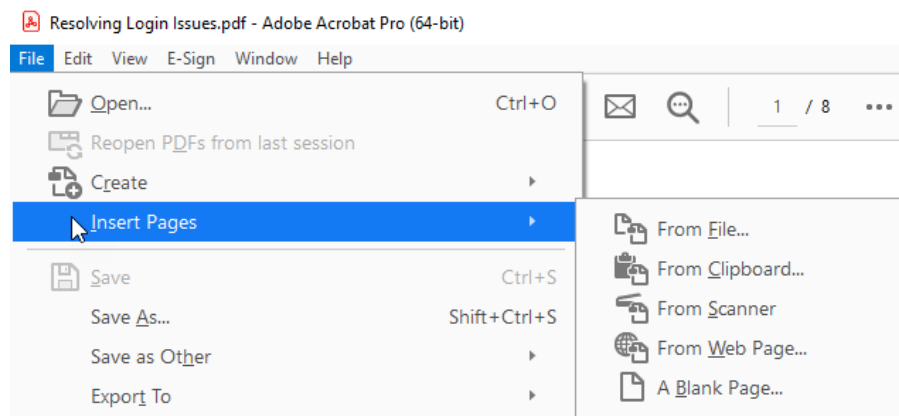
In File Manager, if you select multiple files and right click you can use the 'Combine files in Acrobat' option.

This will take you to a 'Combine Files' screen where you can add additional files, reorder the files and combine them.

Note that in addition to simply combining files, if you open a PDF in Acrobat Pro, you will have the option to insert pages into a PDF.

Adobe offers both instructions on how to use their Acrobat program to merge and combine multiple PDFs into a single file as well as an online tool which can be used for this function.

Link to Adobe's online PDF combiner:
https://www.adobe.com/acrobat/online/merge-pdf.html

Link to Adobe's support / training page for combining or merging PDFs
https://helpx.adobe.com/acrobat/using/merging-files-single-pdf.html