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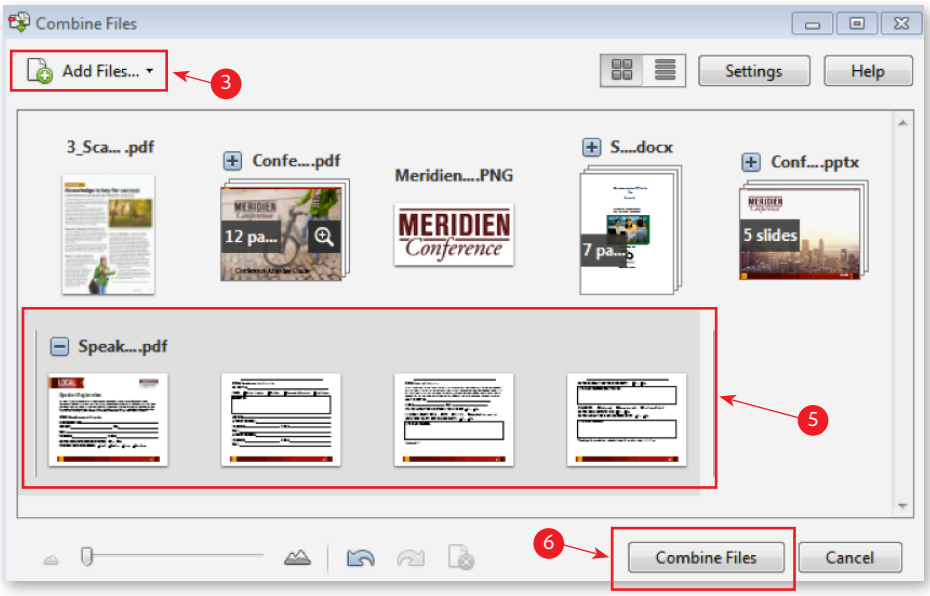
Merge content from multiple sources—including text files, spreadsheets, emails, web pages, scanned paper, and images—into a single PDF file that brings all your information together in one place. Use the new Thumbnail view to preview, drag and drop, and arrange documents or individual pages before combining them into a PDF file—just like sorting presentation slides.

1. Click the Create button on the left side of the task bar and select Combine Files Into A Single PDF.
2. At the top left of the Combine Files dialog box, click Add Files and choose the files to include. The files do not have to be in PDF format.
3. Hold down the Control key (Windows®) or Command key (Mac OS) to add more than one file at a time. Click Open.
   - To add files from cloud-based storage, click the Open from Online Account button of the open files dialog box.
4. In the Thumbnail view, drag and drop files and pages into the desired order.
5. If your file has multiple pages, double-click the file to expand it. Rearrange or delete pages. Double-click to collapse the file.
6. When you are done, click Combine Files. Your new PDF file is created.



Tip: In the Thumbnail view, drag the zoom slider in the bottom left to make the thumbnails larger or smaller.

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