Combine files into a PDF Portfolio with Adobe® Acrobat® XI Pro

Assemble a wide range of content—including web pages, videos, spreadsheets, and more—into a professional, well-organized PDF Portfolio. Easily customize PDF Portfolios to meet your corporate brand and style guidelines.

Create a PDF Portfolio

1. Click the Create button on the left side of the task bar and select PDF Portfolio.
2. In the dialog box, click through the layout options to see a preview of the layout .
3. Click Add Files and select files you want to add. The files do not have to be in PDF format. Click Finish.

Customize the look and feel of your PDF Portfolio with the Layout pane

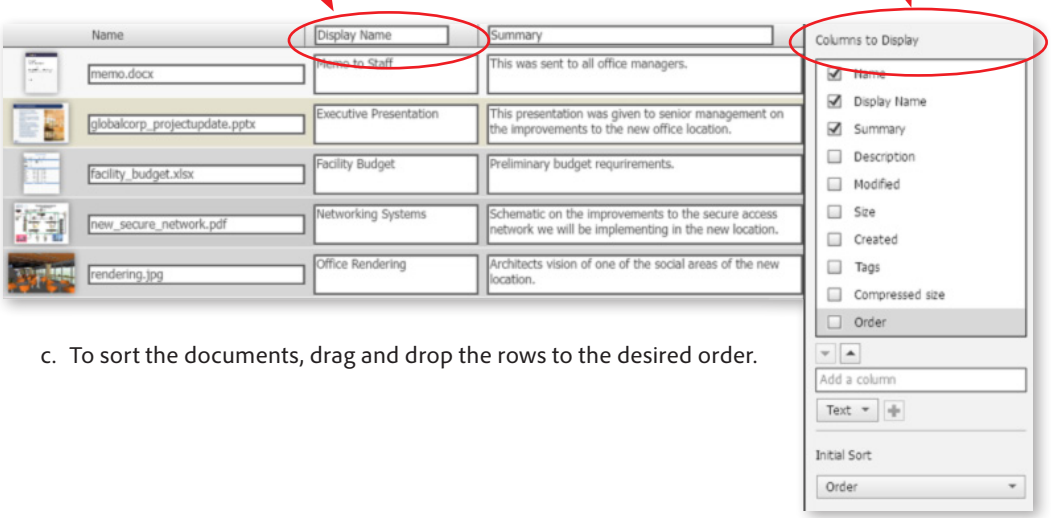
1. Open a PDF Portfolio.
2. In the toolbar, click the Edit button. (This button toggles between Edit and Preview.) At the top right, click the Layout pane.
3. In the navigator at the bottom of the screen, drag files to the desired order.
   a. To add more files, create folders, or add web content, open the Add Content panel.
   b. To determine how the recipient navigates through the content, open the Portfolio Layouts panel.
   c. To select the templates that modify the colors, background, and cards that preview and display information about the files, open the Visual Themes panel.
   d. To change the colors displayed in the Visual Themes, open the Color Palettes panel.
   e. To refine the background image, open the Background panel.
   f. To change the font, open the Portfolio Properties panel.
4. At the top of the screen, click the Preview button to display the PDF Portfolio as a recipient will see it. To return to editing mode, click the Edit button.

***Tip**: To combine files into a single PDF file, see **Merge multiple files into one PDF file with Adobe Acrobat XI**.*

Example of a PDF Portfolio

Customize the file order in your PDF Portfolio with the Details pane

1. Open a PDF Portfolio.
2. In the toolbar, click the Edit button. (This button toggles between Edit and Preview.) At the top right, click the Details pane.
   a. Select the columns that the recipient will see or add your own columns.
   b. Type display names for your documents (rather than filenames) and descriptions.



   c. To sort the documents, drag and drop the rows to the desired order.

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