Merging PDF Documents

Step	Action
1	Open **PDF** document.
2	Document will open in Adobe Acrobat.
3	Select **Document** from the tool bar.
4	Select **Insert Pages** from the screen.
5	Browse to find the document that you want to attach.
6	Select appropriate document.
7	Select where you want the additional attachment to be placed.
8	Check completed document for accuracy.
9	Select **File** from the tool bar.
10	Select **Save As**.
11	Select where you want to save the new pdf under the **Save in** box.
12	Type in appropriate **File Name -** click **Save**.
13	Exit out of document in adobe.