# How to Combine Files into a Single PDF: A Quick Guide

* This was done through a Windows 10 PC. Your screen, windows, and buttons might look different

** This function is unavailable in Adobe Reader (free version). This can only be done if Adobe Acrobat DC is installed. Both versions can be found here: https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html

1. Open up the Combine Files tool by going into Tools, or going on the Adobe dashboard under "Recommended tools for you"
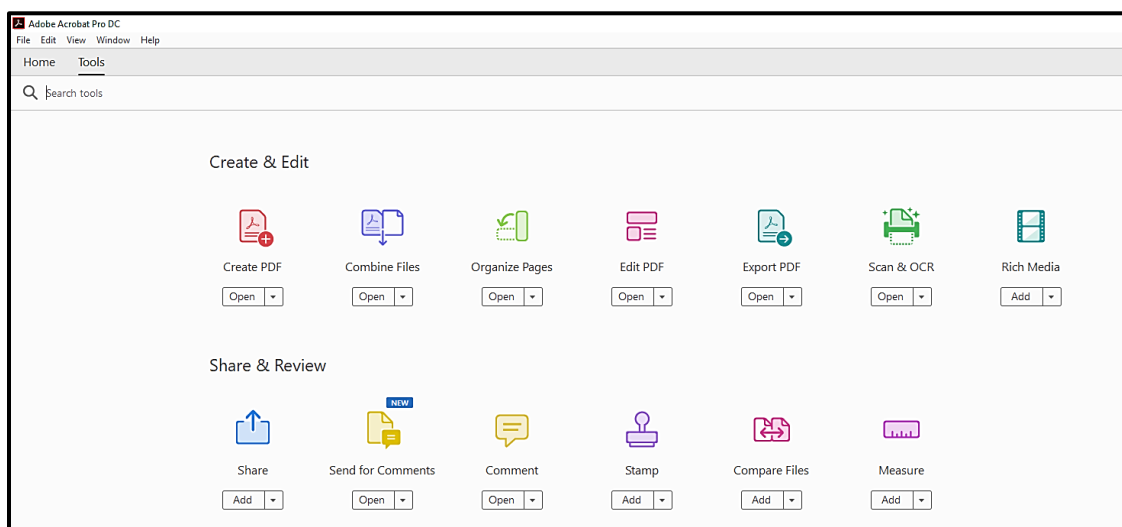

2. Files can be dragged and dropped into the Adobe Acrobat from the File Window, or simply select the files that you want to include. These files can be images, scanned documents, other PDFs, Word docs, and more.
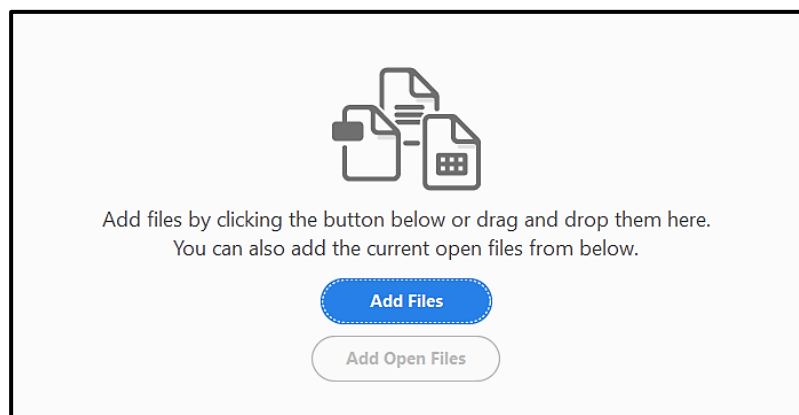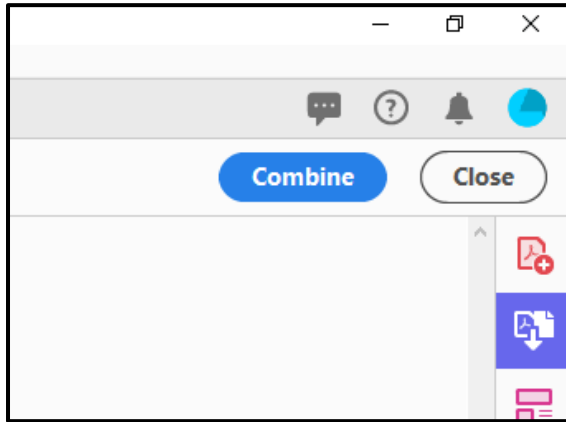
3. Files can be re-ordered by clicking, dragging, and dropping the files. To delete, select the file you want to delete and press on the trash can icon, or right-clicking and selecting "Delete Document"
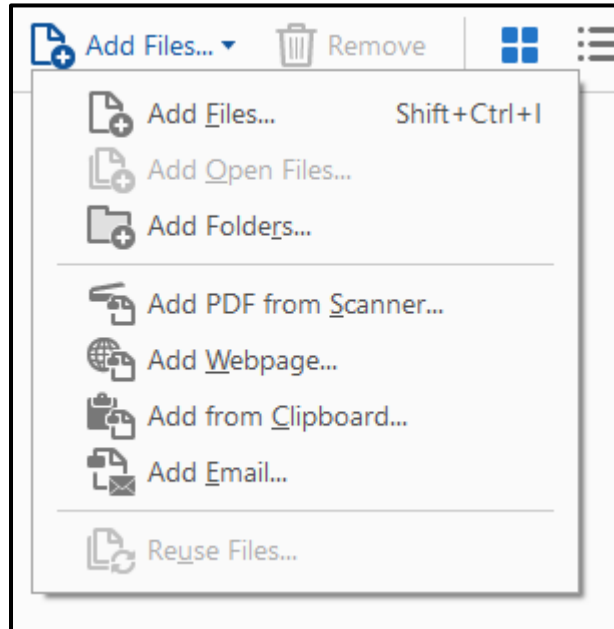
4. When ready, hit on the **Combine** button on the far right. This will take a minute.
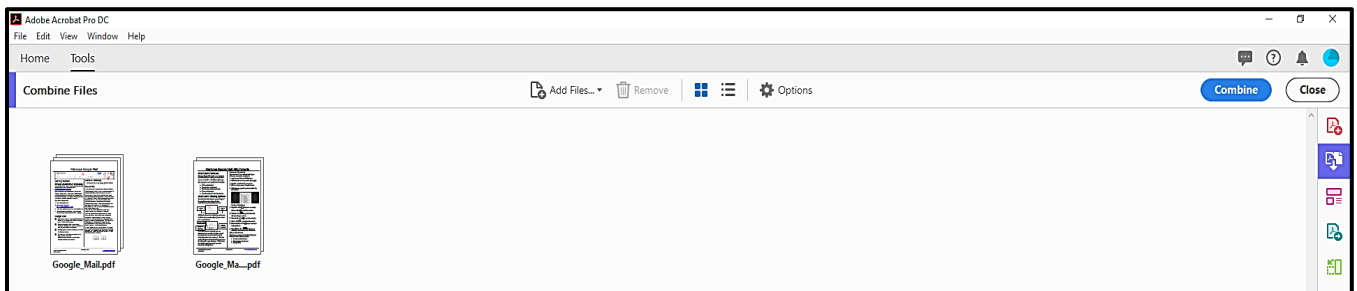
5. Be sure to save the PDF when finished. The default file name will start with "Binder". To change the name, go to **File** and **Save As**.