

How to merge PDFs into a single document

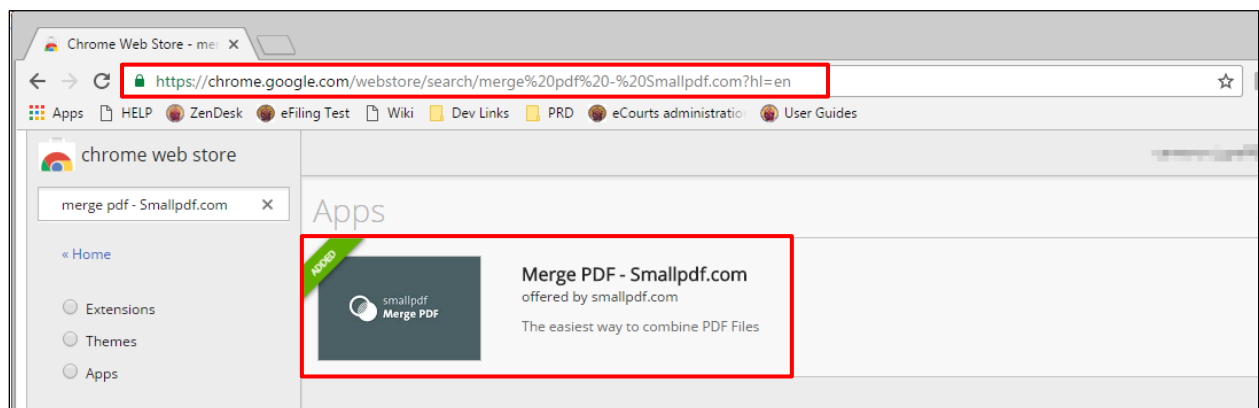
Most documents submitted for eFiling will be PDFs (Portable Document Format). Editing PDFs can be tricky, especially merging multiple documents into a single PDF. To prevent unnecessary costs and rejections by the clerk, use the following steps if you need to combine multiple PDFs.

If you own Adobe Acrobat Standard or Pro:

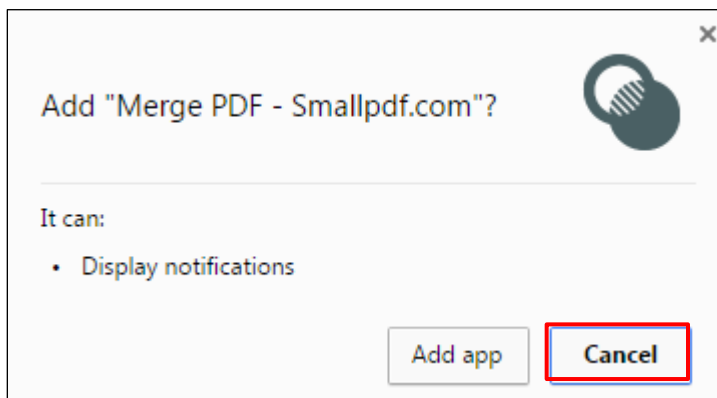
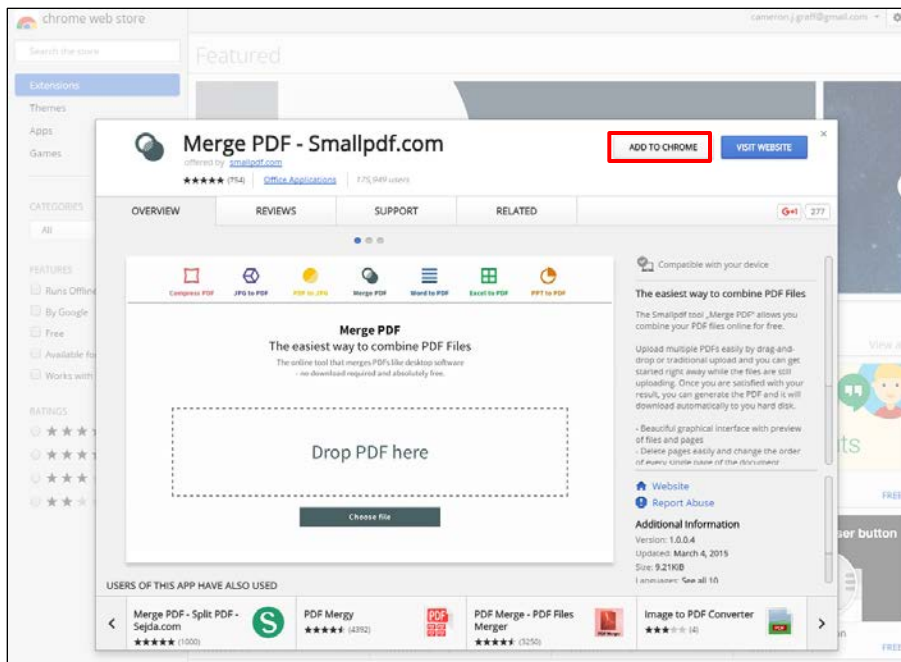
1. Within Acrobat, click on the **Tools** menu and select **Combine Files**.
2. Click **Combine Files**, and then click **Add Files** to select the files you want to include in your PDF.
3. Click, drag, and drop to reorder the files and pages. Double-click on a file to expand and rearrange individual pages. Press the Delete key to remove unwanted content.
4. When finished arranging files, click **Combine Files**.
5. Click the **Save** button.

If you do not own Adobe Acrobat Standard or Pro, but use Google Chrome:

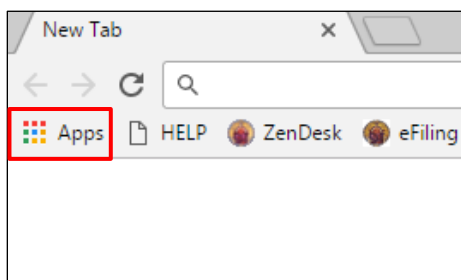
1. Copy the following link and paste it into your browser URL:
<https://chrome.google.com/webstore/search/merge%20pdf%20-%20Smallpdf.com?hl=en>
2. Click on the **Merge PDF** app.



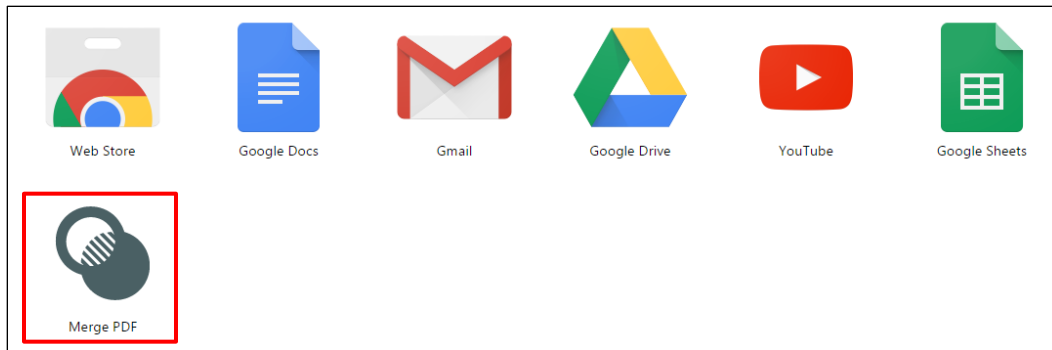
3. In the window that opens click **ADD TO CHROME**. Then select **Add app** on the pop-up that appears to download the Merge PDF extension from the Chrome Web Store.



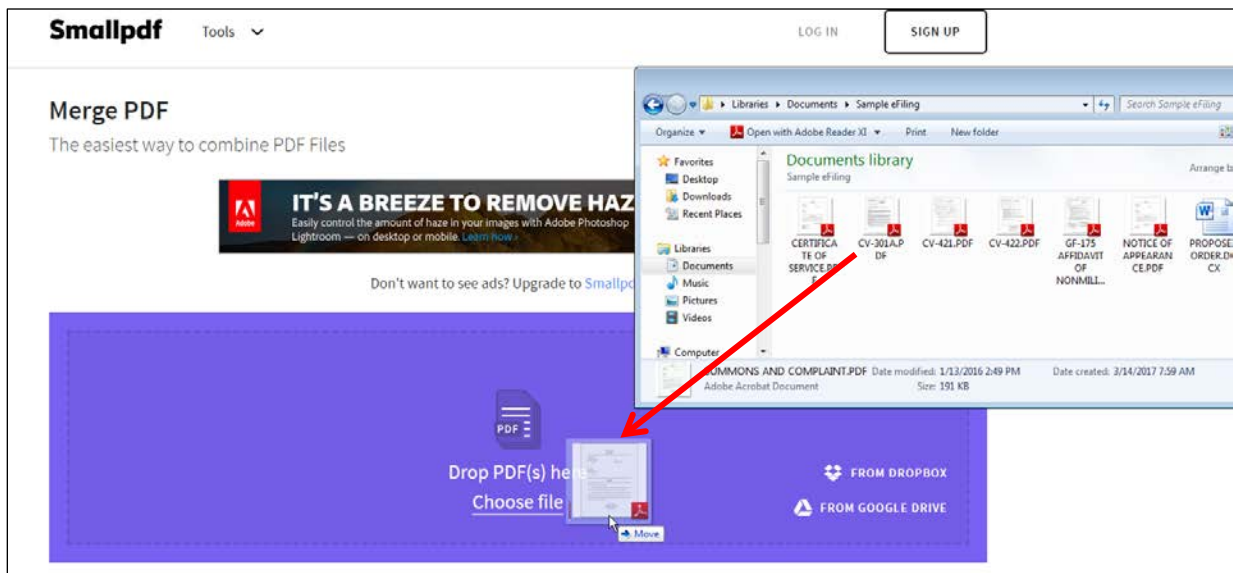
4. Click on the **Apps** bookmark to view your browser's applications.



5. Click on the **Merge PDF** icon to launch the app.



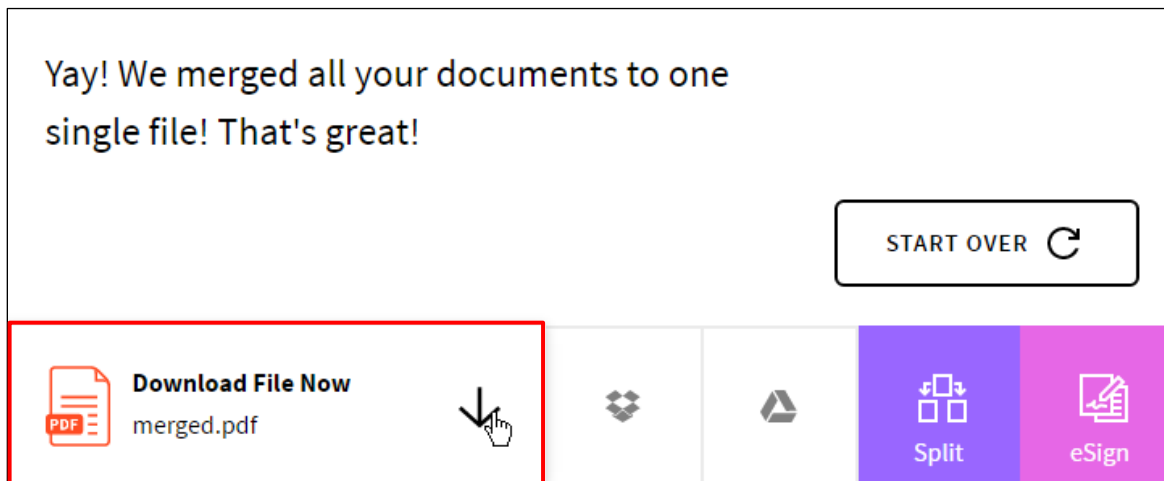
- Open a file explorer window, locate the documents you wish to merge, and drag them into the **Drop PDF(s) here box**.



- Once you've added your PDFs, click **Merge PDF!** to combine your documents.



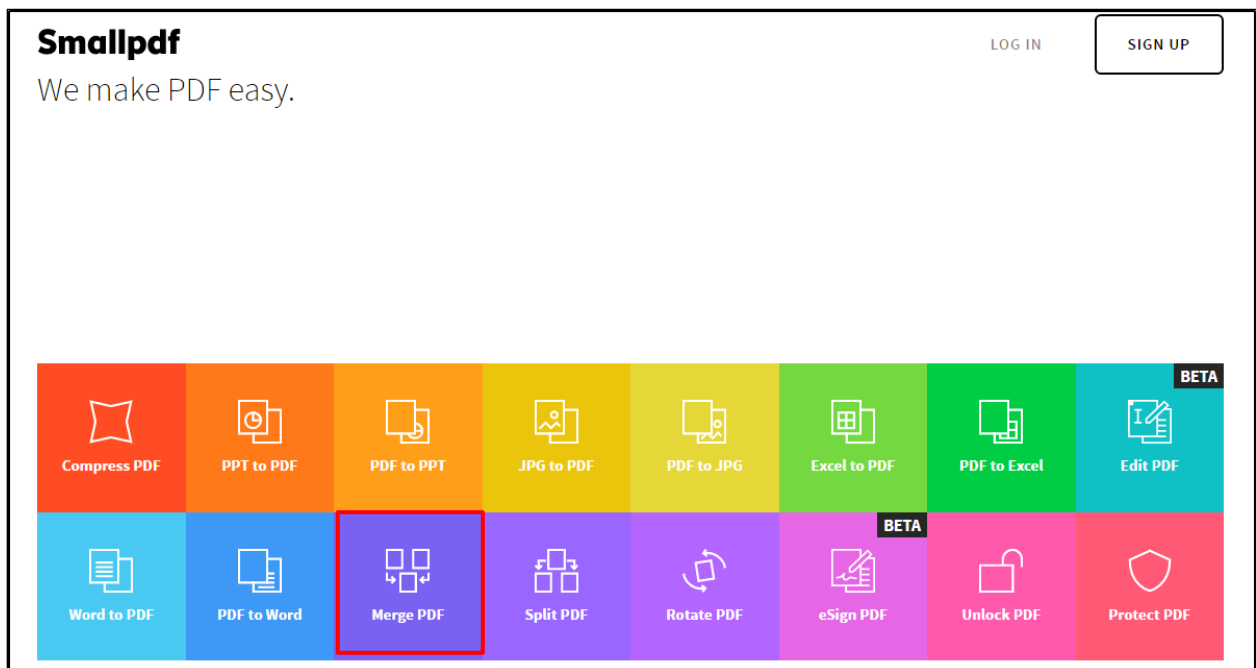
- Once the files have been merged, click **Download File Now** to download a new PDF made from your combined documents.



Note: This document will, by default, be named "merged.pdf".

If you do not own Adobe Acrobat Standard or Pro and DO NOT use Google Chrome:

- Follow [this link](#) to the Smallpdf website and select "Merge PDF."



- Follow steps **4 through 6** on the Google Chrome walkthrough above.