

## Compiling various documents into ONE PDF file (MAC users)

### *Option 1:*

Print everything ~ then Scan to PDF file with the newer photocopiers (as it keeps the file size much smaller than using Adobe Acrobat Pro or Preview).

### *Option 2:*

Use Preview to combine PDFs on your Mac (<https://support.apple.com/en-us/HT202945>)  
Learn how to combine PDFs and reorder, rotate, and delete pages.

It maybe easiest to put Preview app on your dock and then when you want to open a document within Preview, just drag it over the dock icon. Otherwise it will open up within Adobe Acrobat Reader.

### *Option 3:*

Email from Theresa Lassek: If you need Adobe Acrobat Pro – you can put in a help ticket for Steve Dow to order a copy. The new licensing is sort of expensive so we are only ordering when people need a copy. I am guessing most of your PC coworkers have a very old version (version X as of 08.22.19).

In Word: to go from doc to PDF:

1. Select Print from File Menu
2. There is a PDF option at the bottom left hand corner
3. Select Save as PDF
4. The file is now a PDF file

Within Preview:

1. Open one PDF file (when you have Preview open)
2. Follow these steps to combine 2 or more PDF documents: <https://support.apple.com/en-us/HT202945>

### *Option 4:*

Use a campus PC that already has Adobe Acrobat Pro installed.