

TFT Help Me How-To Sheet



Combine individual pdf files using Preview in 10.5



You have multiple pdf files and you need to combine them to make one document, but you do not know how.

SET UP

1. Log into the computer.
2. Click on the Preview Icon in the dock.
3. Open the files that you would like to combine.
4. Using the first document of the set, open the sidebar by going to View>Sidebar.
(Note: You can also click the Sidebar button found at the top of your window).



SAVE YOUR FILE WITH A NEW NAME

5. It is important to rename your new file.
6. Go to File>Save As...
7. Rename your file and save it in the appropriate location.

JOINING THE FILES

8. Find the open document that you would like to add to the first PDF.
9. Make sure the sidebar is open on the second document (see step 4).
10. Click and drag the page from the sidebar of your second document into the sidebar of the first document.

SAVE YOUR FILE

11. Remember to save your files regularly by going to File>Save.

