

## Combining Multiple PDF Documents for ETD Submission Using Adobe Acrobat Pro

1. Convert any Word documents to PDF
  - a. On a Mac with the document open in Word
    - i. File->Print
    - ii. Go to the PDF pulldown in the bottom-left corner of the print dialog box and choose "Save as PDF"
  - b. On Windows with the document open in Word 2010
    - i. Click on the File tab in the ribbon
    - ii. Choose "Save as"
    - iii. Select "PDF" from the Save as type pulldown
  - c. On Windows with Word 2007
    - i. You will need to download and install the PDF Add-in from Microsoft here:  
<http://www.microsoft.com/downloads/en/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&displaylang=en>
    - ii. Once installed, open the document(s) in Word 2007
    - iii. Click on the Office Button in the top-left corner of the screen
    - iv. Choose "Save as" and then "PDF or XPS"
2. Launch Adobe Acrobat Pro
3. Go to the File->Combine->Merge Files into a Single PDF
4. Click on "Add Files" pulldown and choose "Add Files..."
5. Arrange the files in the proper order by selecting them and using the "Move Up" and "Move Down" buttons
6. Click on "Combine Files"
7. Save the combined file
8. Create a PostScript version of the combined file
  - a. On a Mac
    - i. Open the combined PDF in the Preview application
    - ii. File->Save as
    - iii. Choose "PostScript" from the "Format" pulldown
  - b. On Windows
    - i. Open the combined PDF in Adobe Acrobat Pro
    - ii. File->Save as
    - iii. Choose "PostScript (.ps)" for the Save type
9. Open Adobe Distiller (installed with Acrobat Pro)
10. Choose the "PDF/A-1b:2005 (CMYK)" option from the "Default Settings" pulldown
11. Drag and drop the PostScript (.ps) version of the combined file into the Distiller window

Why did I have to create two PDFs to combine my files? The PDF/A format that the Graduate School requires is not the default PDF format, and a combined file made from other PDFs will not be in the PDF/A format. It will be rejected by the Graduate School. In order to get the combined PDF into the correct format, the steps above must be followed.