

## Creating a PDF Portfolio Binder

### How to combine and merge your files into one PDF:

1. **Open Acrobat DC** to combine files: Open the Tools tab and select "Combine files."
2. **Add files:** Click "Add Files" and select the files you want to include in your PDF. You can merge PDFs or a mix of PDF documents and other files.
3. **Arrange and delete content:** Click, drag, and drop to reorder files or press "Delete" to remove any content you don't want.
4. **Combine files:** When you're finished arranging, click "Combine Files".
5. **Save as a PDF file:** Name your file and click the "Save" button. That's it.

### How to rearrange pages in a PDF:

1. Open the “**Organize Pages**” tool from the top menu or the right pane (Tools > Organize Pages)
2. Select one or more page thumbnails (page numbers are underneath). Use Shift to select a page range.
3. **Do one of the following:**
  - o Drag and drop pages to reorder PDF pages how you want.
  - o Copy a page by clicking a thumbnail and using Ctrl+drag to drop it to a second location.
4. **Save your file.** Select a folder or click “Choose a Different Folder” and navigate to the folder you want. Name your document and click “Save.”

### How to delete pages in a PDF:

1. **Choose file and open the PDF** in Acrobat.
2. **Select the “Organize Pages” tool:**  
Choose “Tools” > “Organize Pages.” Or, select “Organize Pages” from the right pane.
3. **Select pages to delete:**  
Click the page thumbnail of any page or pages you want to delete, then click the “Delete” icon to remove the page or pages from the file.

**4. Apply changes:**

After clicking the “Delete” icon, click “OK” to apply changes to remove the pages.

**5. Save file:**

Select a folder for the exported file or click “Choose a Different Folder” and navigate to the appropriate folder. Name the file and click “Save.”

## How to rotate pages in a PDF:

**1. Open the PDF in Acrobat.**

**2. Select the “Organize Pages” tool:**

Choose “Tools” > “Organize Pages.” Or, select “Organize Pages” from the right pane.

**3. Choose pages to rotate:**

Rotate all or a selection of pages in your document by holding the shift key and clicking on the pages to rotate. Or, select a range in the secondary toolbar “Enter Page Range.”

**4. Rotate pages:**

Rotation is based on 90-degree increments. You can apply the page rotation on the selected page or pages by clicking the counterclockwise or clockwise rotation buttons shown in the page thumbnail view.

**5. Save PDF:**

Select a folder for the exported file or click “Choose a Different Folder” and navigate to the appropriate folder. Name the file and click “Save.”

## How to edit PDF files:

**1. Open a file in Acrobat DC.**

**2. Click on the “Edit PDF” tool in the right pane.**

**3. Use Acrobat editing tools:**

- o** Add new text, edit text, or update fonts using selections from the Format list.
- o** Add, replace, move, or resize images on the page using selections from the Objects list.
- o** Click the other tools to edit your PDF further. You can add a watermark and annotate PDFs too.

**4. Save your edited PDF:**

Name your file and click the “Save” button. That’s it.

## Add headers and footers (page numbers), with an open document

1. Open the PDF file to which you want to add the header and footer.
2. Choose **Tools > Edit PDF**.
3. In the secondary toolbar, choose **Header & Footer > Add**.
4. As needed, specify the **Font** and **Margin** values.
5. Type the text in any of the header and footer text boxes. To insert page numbers or the current date, click in a box and then click the corresponding buttons. To select formatting for automatic entries, click **Page Number And Date Format**.
6. To specify the pages on which the header and footer appear, click **Page Range Options**. Then specify a page range and choose a **Subset** option, as needed.
7. Examine the results in the **Preview** area, using the **Preview Page** option to see different pages of the PDF.
8. (Optional) To save these header and footer settings for future use, click **Save Settings** at the top of the dialog box.
9. (Optional) To apply the same settings to additional PDFs, click **Apply To Multiple Files**. Click **Add Files**, choose **Add Files** or **Add Open Files**, and select the files. Then in the **Output Options** dialog box, specify your folder and filename preferences, and click **OK**.