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:**
    - Drag and drop pages to reorder PDF pages how you want.
    - 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:**

   - Add new text, edit text, or update fonts using selections from the Format list.

   - Add, replace, move, or resize images on the page using selections from the Objects list.

   - 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**.