

Creating a pdf from multiple documents

1. Open one of the Word (or similar word processing software) documents or create a new one.
2. If what you are trying to combine are all Word documents, simply copy+paste any other Word documents and then save as a pdf by going to file>save as> select pdf type.
3. If what you are trying to enter is a pdf already, make sure you know where the pdf is saved and what it is named.
4. Go to the Insert tab in Word>Object>Text from File
5. Select the file you wish to insert
6. This process will insert text, images, and graphics but may not process all formatting exactly how you have it in the pdf.
7. Once you have everything you need in the one document, save as a pdf.

[For more help see Microsoft's webpage about this topic.](#)