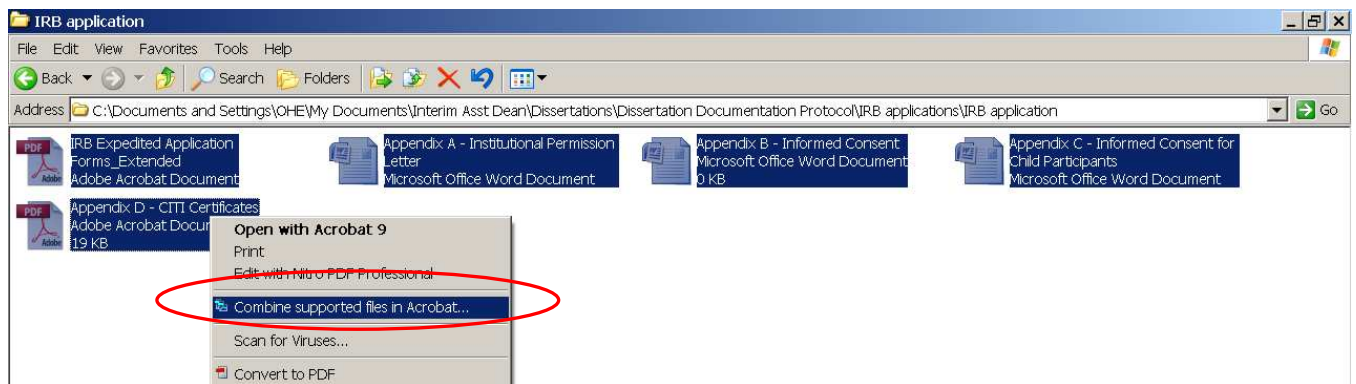


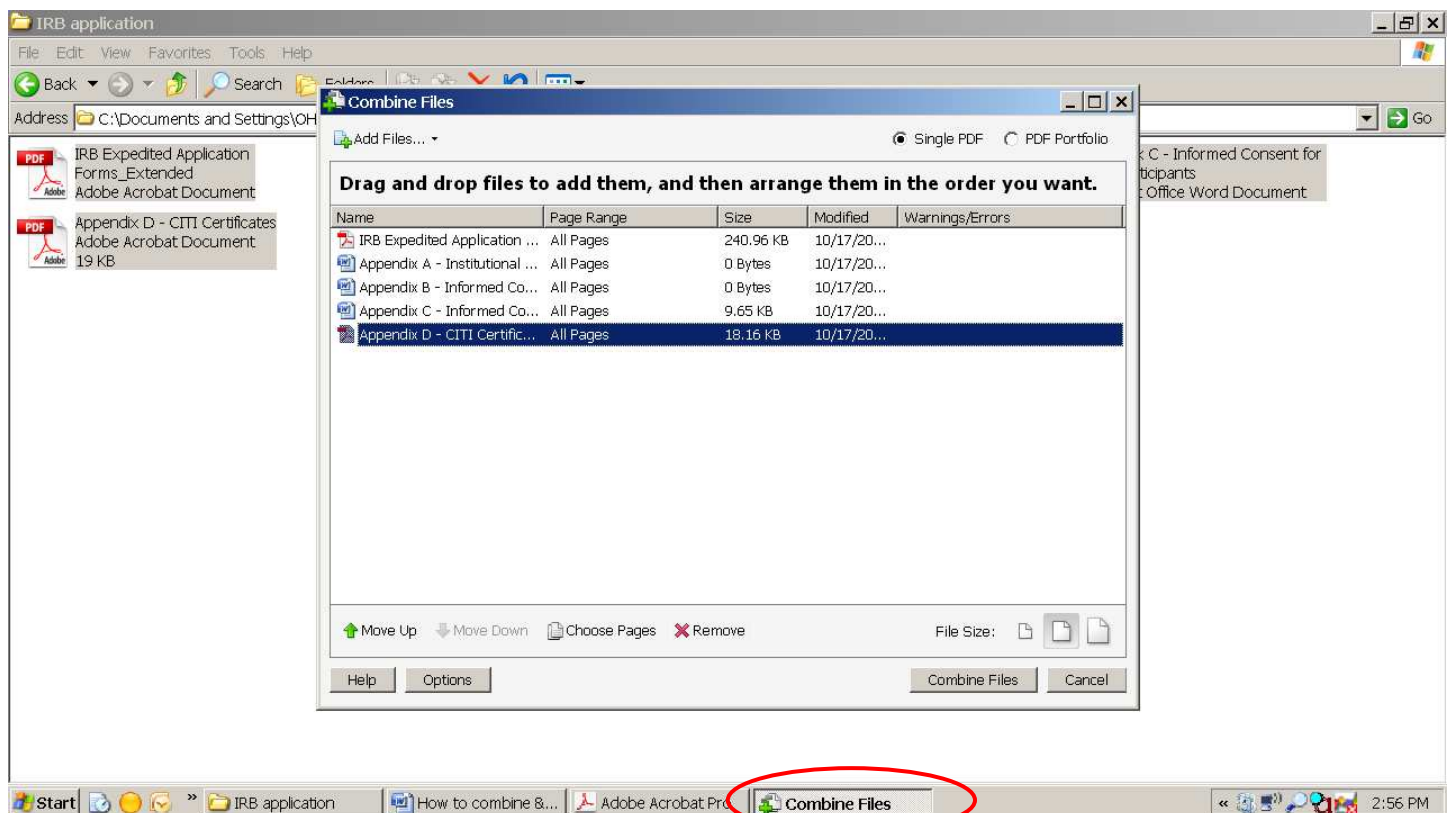
## How to combine and/or attach files into a single PDF document

(i.e. attaching files to your IRB application)

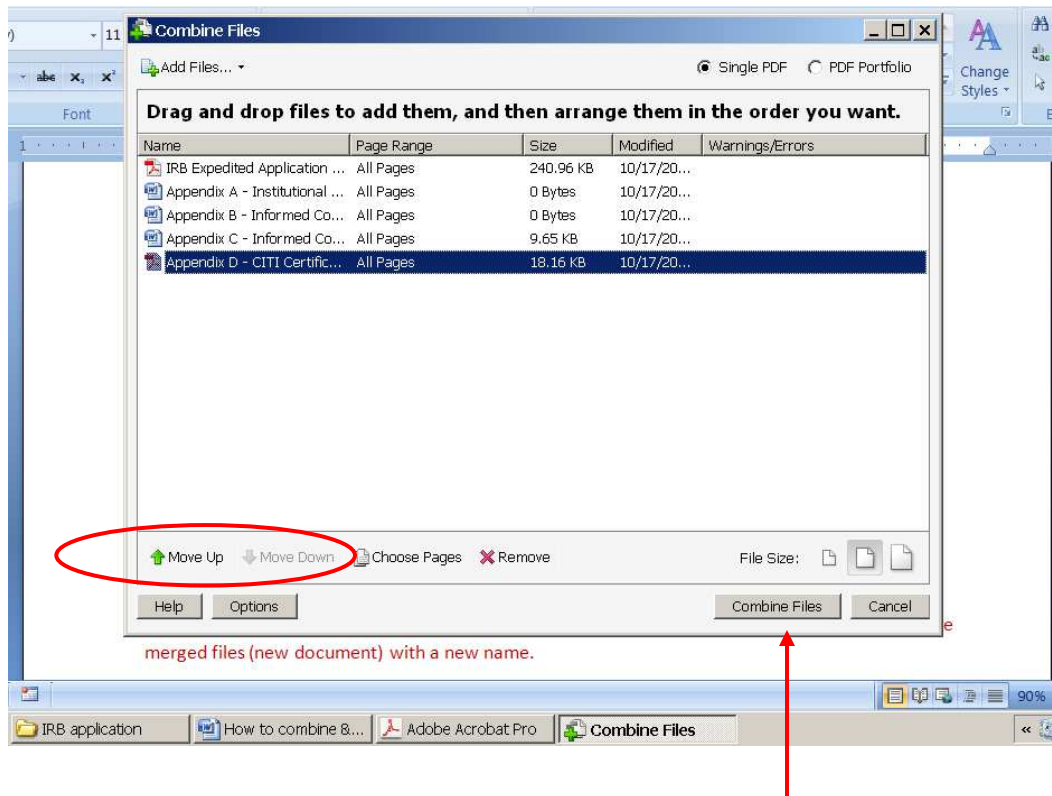
Click (to highlight) all documents that you would like to combine into one. Then **Right** click and select “Combine supported files in Acrobat”



Look for the “combine files” tab at the bottom of your screen and click on it to open up a screen displaying your documents (if the “combine files” screen doesn’t automatically open up):

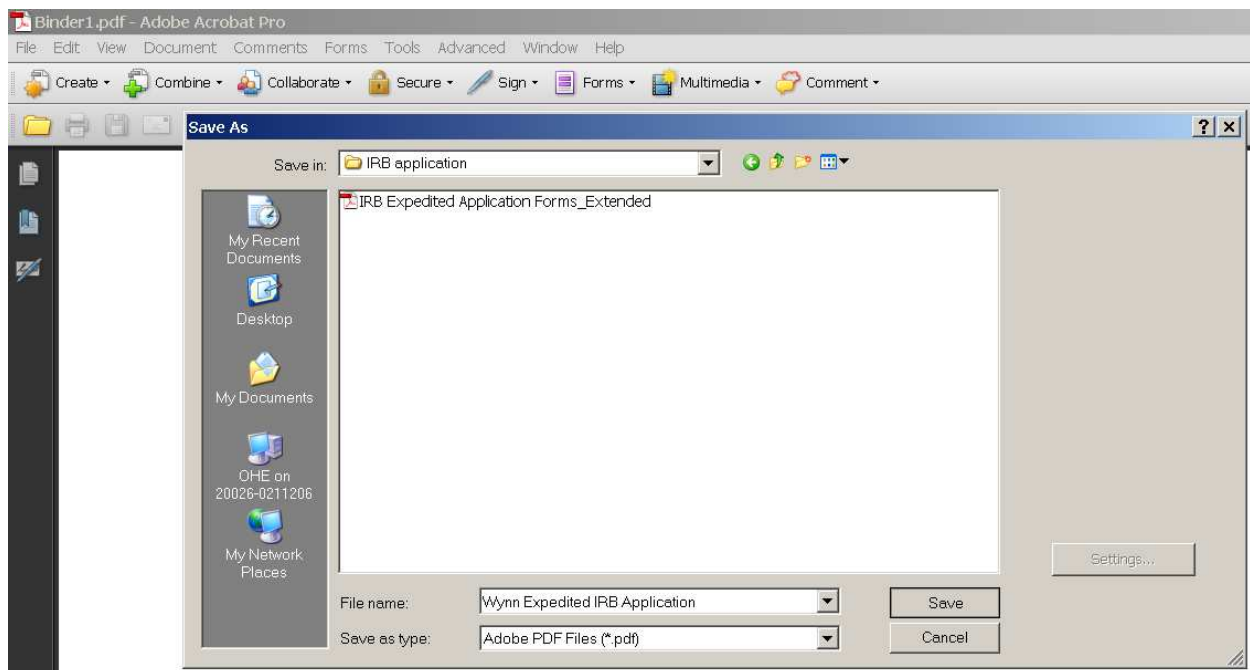


Rearrange your files into the right order by clicking on a document and moving it up or down.



When you have the documents in the right order, click combine files.

You will see the progress it makes when "Merging Files." Once complete, it will ask you to save the merged files (new document) with a new name.



Now you have one document with all attachments/files saved.