

After the Event, Step 10 workflow:

Merging separate image files into a single PDF

To merge separate image files into a single PDF, follow these instructions.

- 1. Open Adobe Acrobat Pro.
- 2. In the top navigation of the Adobe window, select “File” / “Create” / “Combine Files into a Single PDF.”
- 3. In the window that opens, select “Add Files.” A File Explorer window should open.
- 4. In the File Explorer window, navigate to the *production-copies-f1* folder on the Digital Preservation Hard Drive (in bold below).

Digital Preservation Hard Drive

- event#-YYYYMMDD-event-name
 - items
 - preservation-copies-f0
 - all-items
 - **production-copies-f1**
 - metadata

- 5. Select the image files you would like to merge into one single PDF file by holding down the “Ctrl” button on your keyboard and clicking on each image.
- 6. Once you’ve selected all the images you would like to merge, click “Open” which should close the File Explorer window.
- 7. You should now see the files you selected to merge in the Adobe Acrobat Pro window.
- 8. The images should appear in the same order you’d like them to appear in the PDF file. If the files are in a different order, simply click on each and move them into the correct order.
- 9. Look for and select the “Options” button above the images. In the window that pops up, make sure you have selected the largest “File Size:” and then click “OK.”

- 10. Click on the “Combine” button in the Adobe Acrobat Pro window.
- 11. After the image files are merged into one PDF file, select “File” / “Save As” and in the File Explorer window that pops up navigate to the *production-copies-f1* folder on the Digital Preservation Hard Drive (in bold below).

Digital Preservation Hard Drive

- event#-YYYYMMDD-event-name
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- 12. Change the file name from “Binder” to the original Item ID Number, but without the succeeding letter. For example, if the files you merged into a PDF were named 75-97-2a, 75-97-2b, 75-97-2c, then simply name the new PDF file 75-97-2.pdf.
- 13. Confirm that the new PDF file appears in the *production-copies-f1* folder.
- 14. Once you’ve confirmed that the new PDF file is safely stored to the *production-copies-f1* folder, you can delete the original image files using the Microsoft Windows File Explorer. For example, if the files you merged into a PDF were named 75-97-2a, 75-97-2b, 75-97-2c, and you now have a PDF file named 75-97-2.pdf, delete the original 3 image files.
- 15. Repeat steps 2-14 above for each multi-page Item.
- 16. Close Adobe Acrobat Pro.