

Combining Multiple PDF Files into One

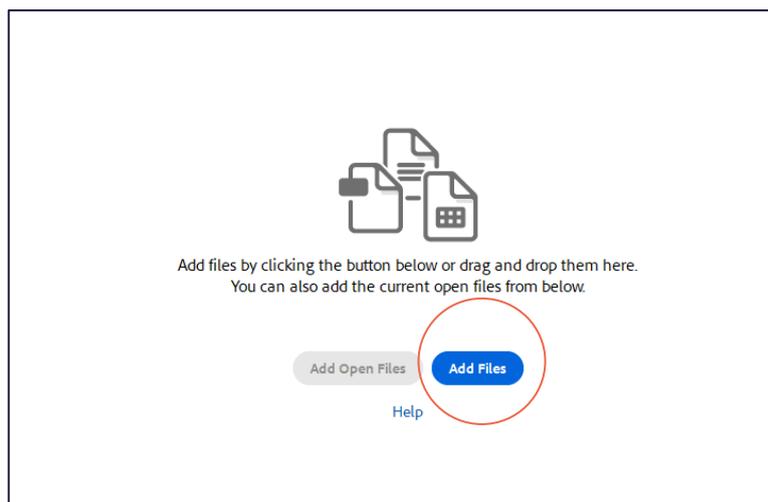
When providing documentation in response to a grant administration stage, QIS BGA requires documentation to be submitted as one file. This includes completed grant administration documents e.g. Claim Forms and the requested supporting documentation. The instructions below provide details on combining multiple PDF files into one PDF file.

SPECIAL NOTE: Documents must be in a PDF format before they can be combined into one PDF file. To convert documents (including MS Excel worksheets and MS Word) to PDF format, use the *Save As PDF* function or the *Print to PDF* function.

It is advisable to combine all PDF documents into one, prior to applying a **digital signature**.

USING ADOBE ACROBAT

1. Open Acrobat to combine Files: Open the *Tools* tab or the *File* menu and select *Combine Files*.



2. Click *Add Files* and select the files you want to include in your PDF.
3. When the files have been loaded, you can change their order by dragging the files to the desired place.
4. Select *Combine* and save your newly created PDF file.





USING MAC

1. On your Mac, click the *Finder* icon in the *Dock* to open the *Finder* window.
2. Select the files you want to combine into a PDF. **NB** the files appear in the PDF in the same order that you select them.
3. *Control-click* the selected files, then choose *Quick Actions >Create PDF*.
4. The file is created automatically with a name similar to the first file you selected.

NB You can also select the files in the *Finder* and use the *Create PDF* button in the *Preview* pane of the *Finder* window. If you don't see the *Preview* pane on the right, choose *View Show Preview*.

