## PDF XChange 4

## **Merging Files**



- Click Start
- Click Add button and locate the required file using the Windows Explorer box that is displayed
- Repeat until all the required files are displayed on the screen

					Documents Selection List
Please Add Docun	nents to the List, a	nd you may specify Pa	age Range(s)	for each:	
<4 tems>					
V Title	Ext.	Location	Size	Page Range(s)	
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 Please specify the Grouping Action required for the Pages created

 Select the required action from those below:

 All Pages to One Document

 Separate each Page to a different Document

 All Pages to One Document in Reverse Order

 Custom Pages Grouping

 Include Merged bookmarks in output PDF

 Selected 10 page(s) total

► Click Next

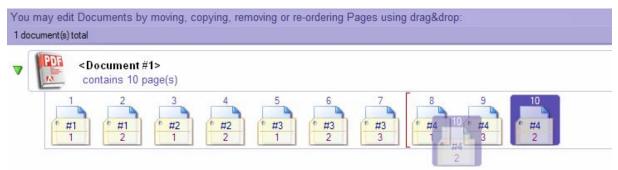


Your new document is displayed on the screen

► Double-click on the document icon to display the pages

Right-click on the document icon to get the Cut, Copy Remove options

► Click and drag the pages to re-order (the page being dragged will be moved to the location of the red line)



► Click Next for the document setup

Click Process to complete the task

(See ReNumbering Pages helpsheet - if necessary)