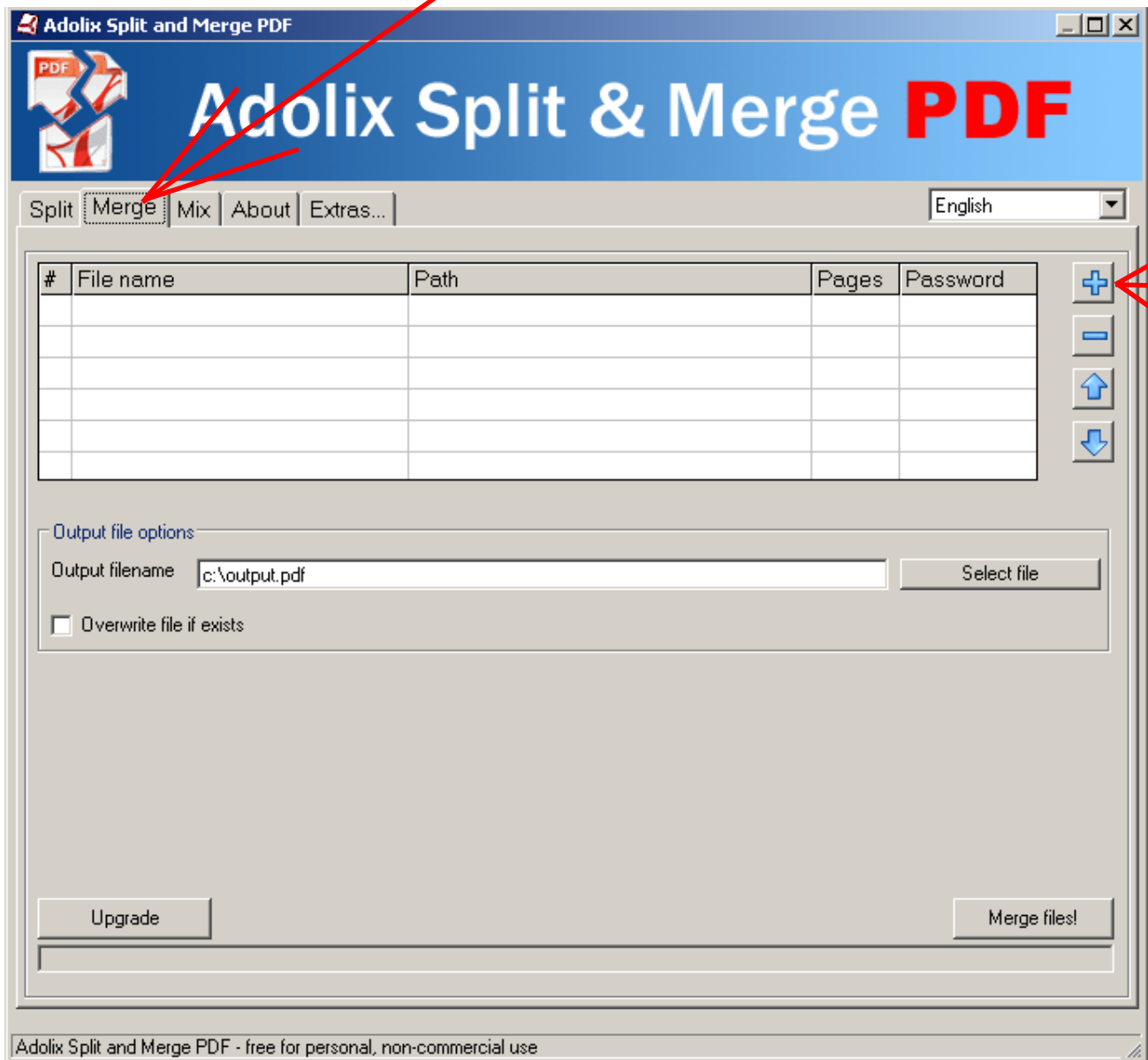Install Adolix on your computer and open it.

When the program opens, click the MERGE tab near the top of the program screen.
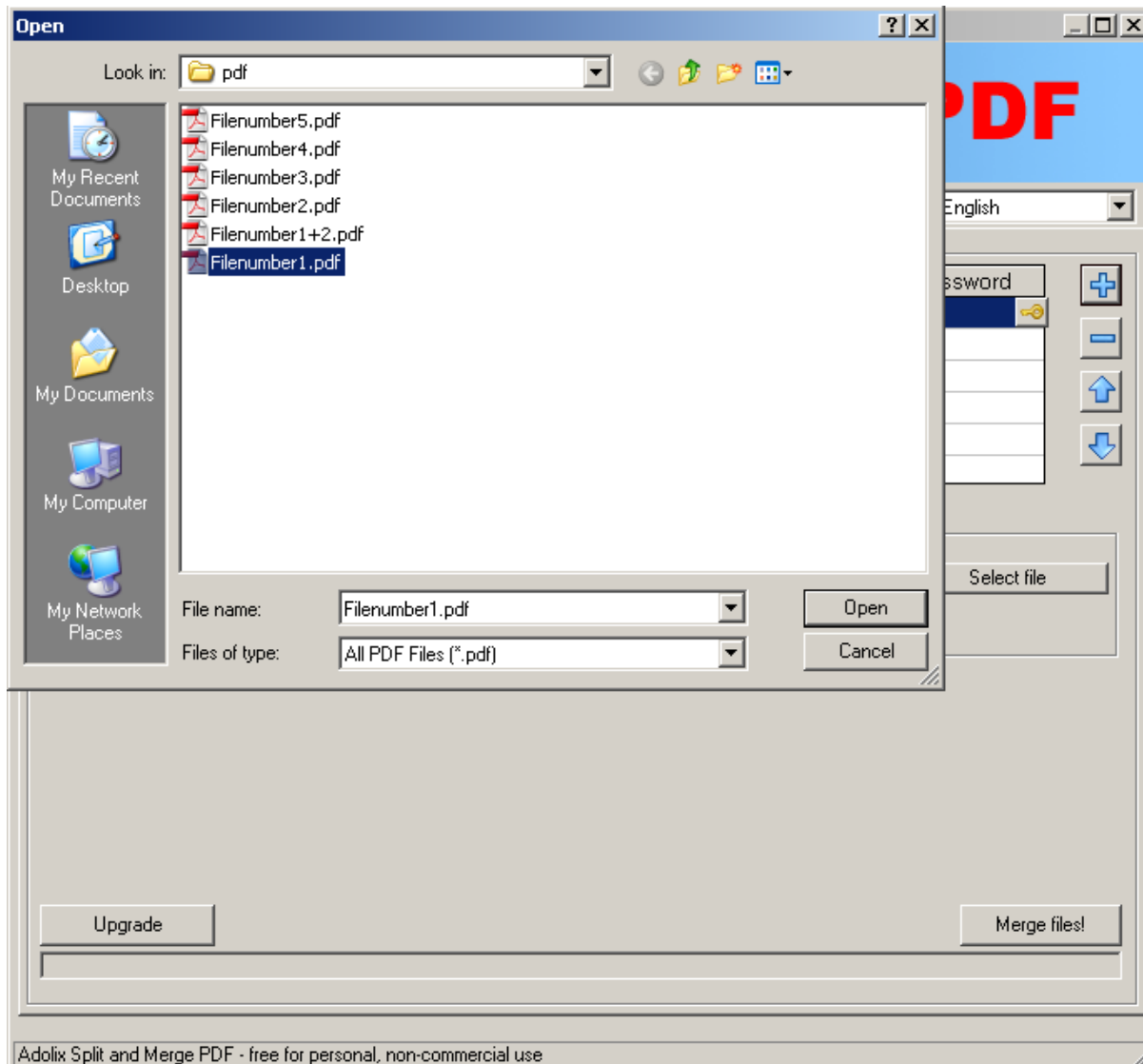

STEP 1:

To select the first PDF file you will be merging, click on the plus sign on the right side of the program screen.

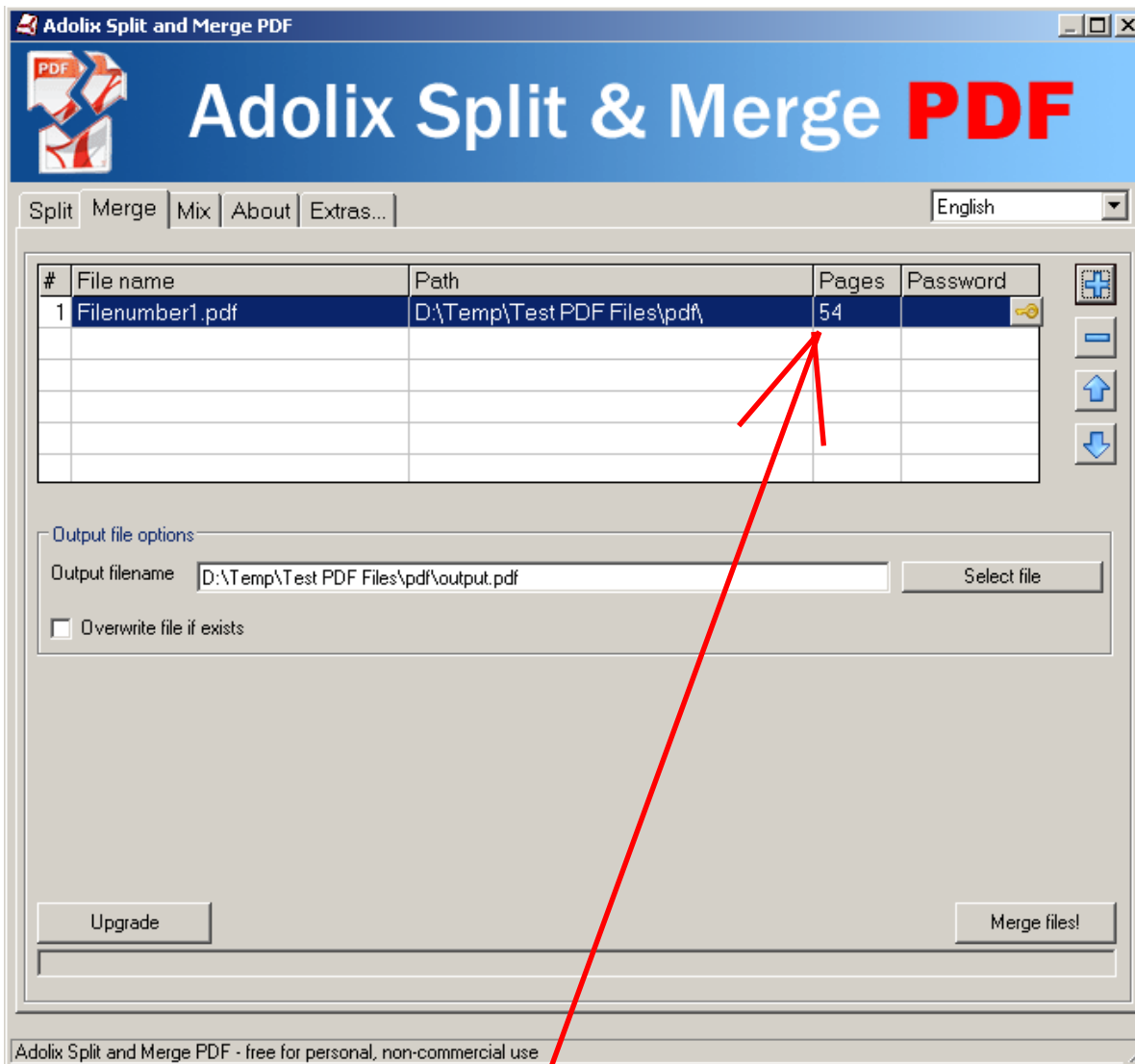This will open the file dialog window shown below.

STEP 2:

Navigate to the location of the first PDF file you want to combine, click on it and click Open.

This will close the dialog box and return you to the main program screen, as shown on the next page.
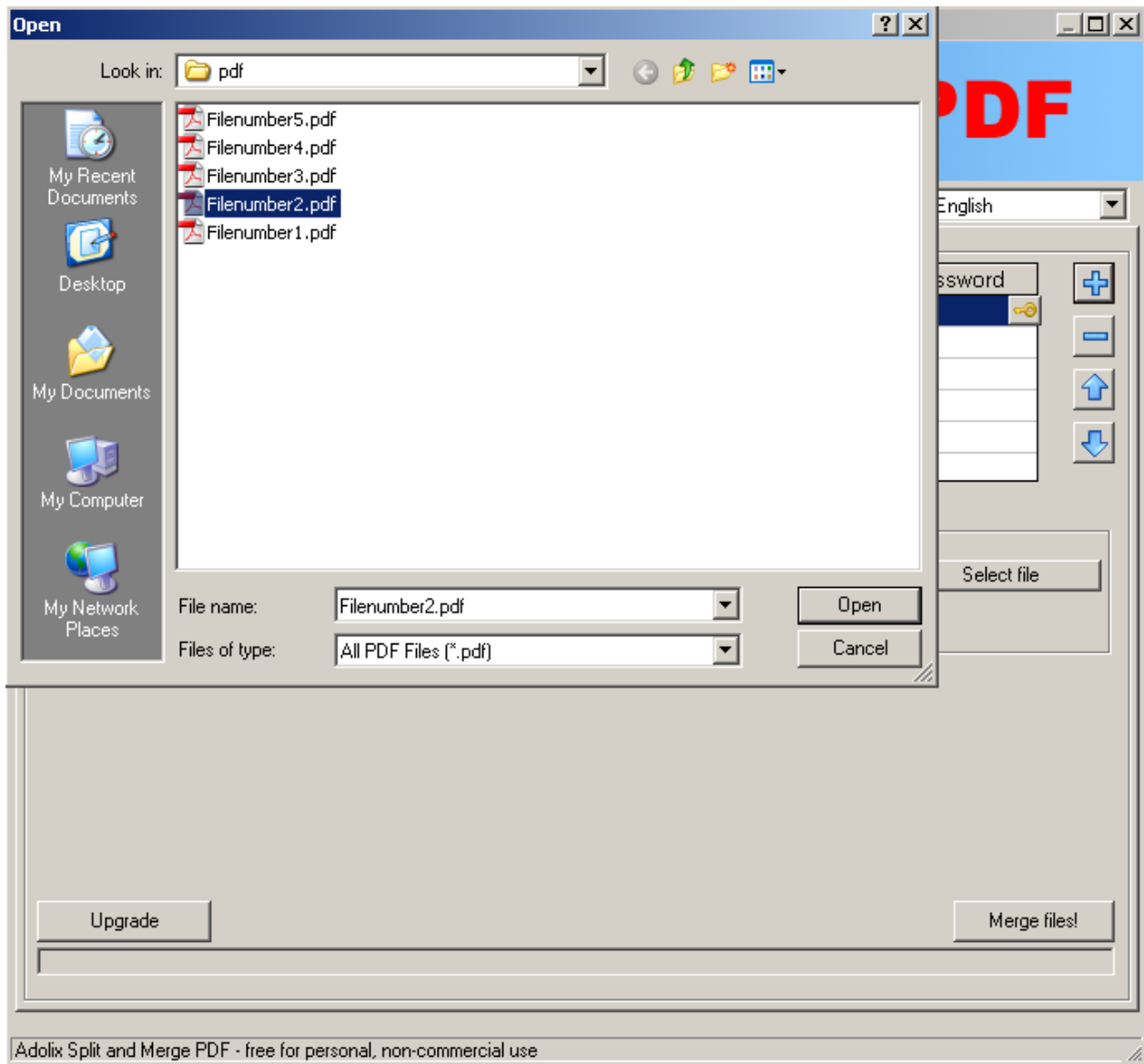
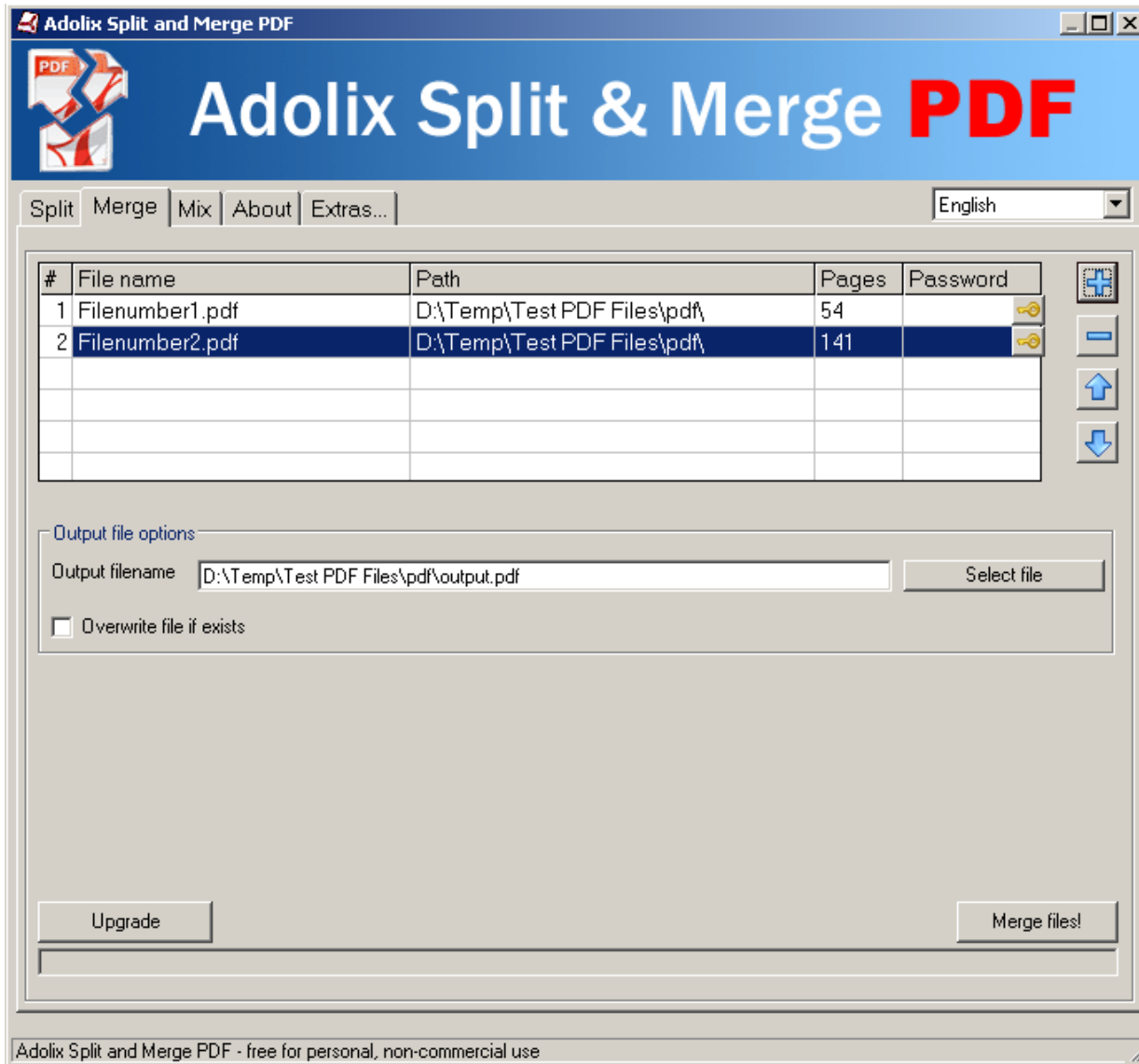The selected PDF file will now be displayed as shown below.

Note that the number of pages in the PDF file is displayed under the Pages column.

End of STEP 2

Click the PLUS sign again to re-open the file dialog box and select the next PDF to merge. Click Open to add the file to the list of files you want to combine.

Both of the files we want to combine are now displayed as shown below.

Repeat **STEPS 1 and 2** to add a **MAXIMUM of 5 PDF files** to your list.
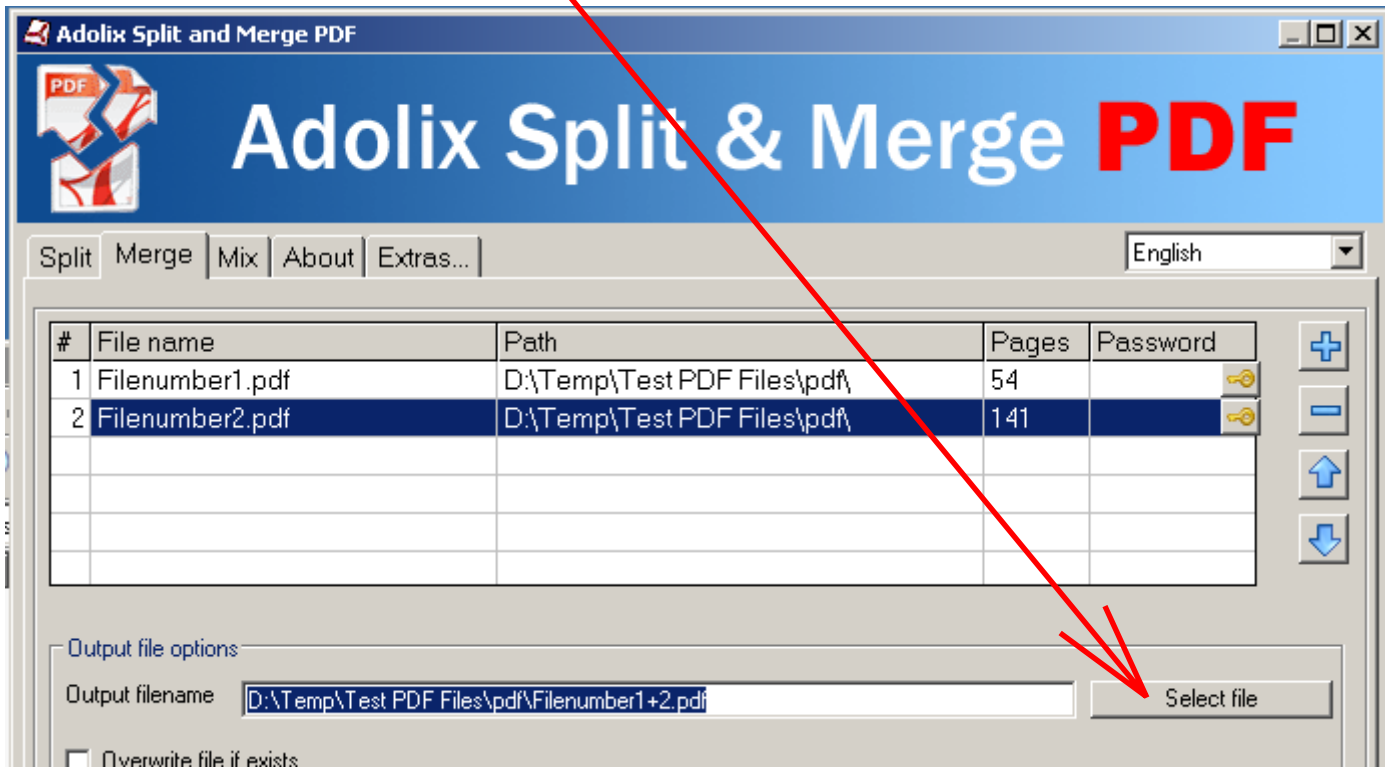
This demonstration will use only 2 PDF files

NOTE:

If you have more than 5 files to combine, you can fist combine 5 files to create 1 large file. Then combine the large file with other files, etc.
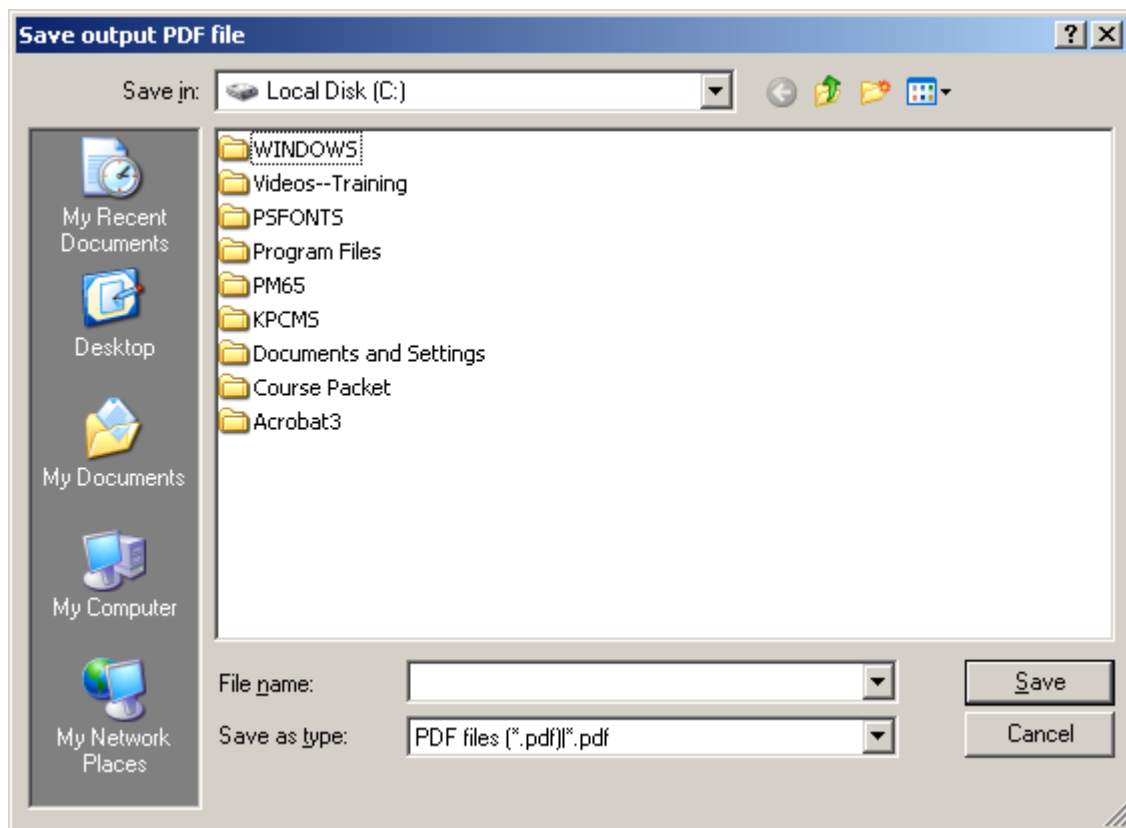
After selecting all the PDF files you want to combine, you will need to

    a)   specify the folder where you want to save the new, combined PDF file, and

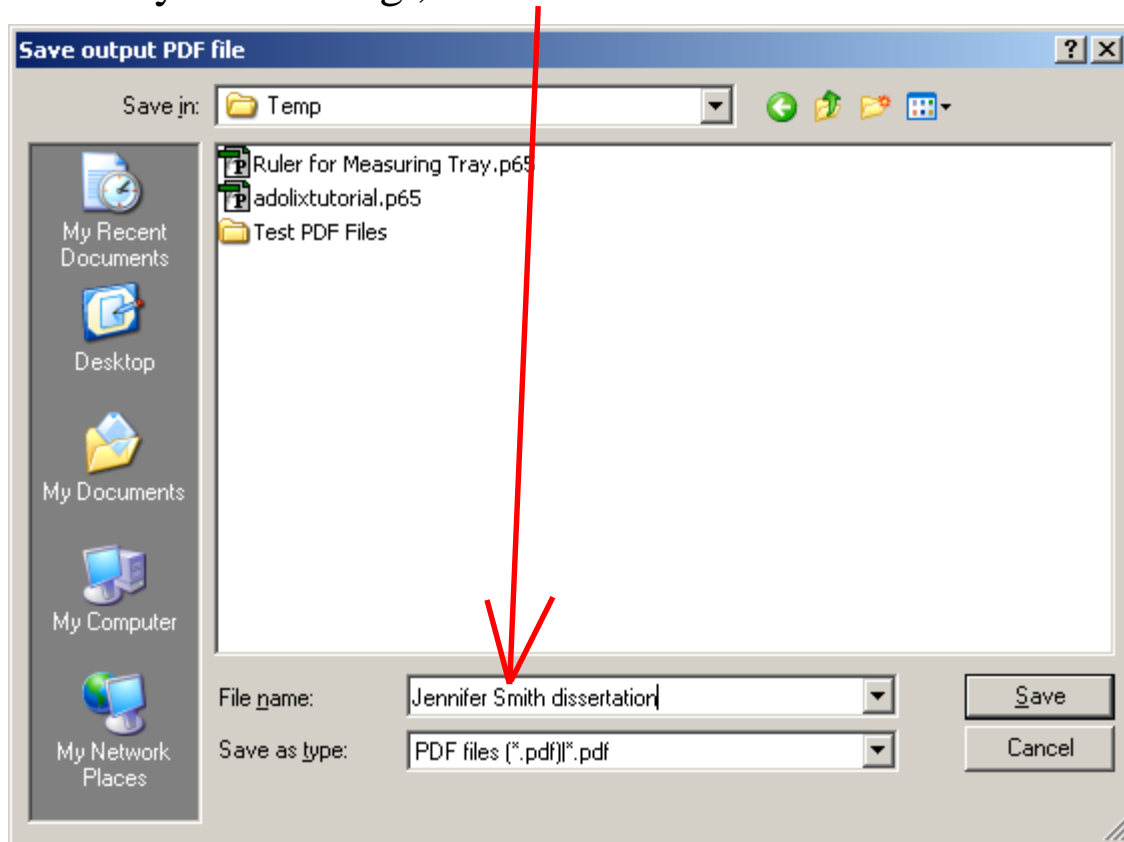   b)   give a name to the new, combined PDF file.

To do this, click on Select File

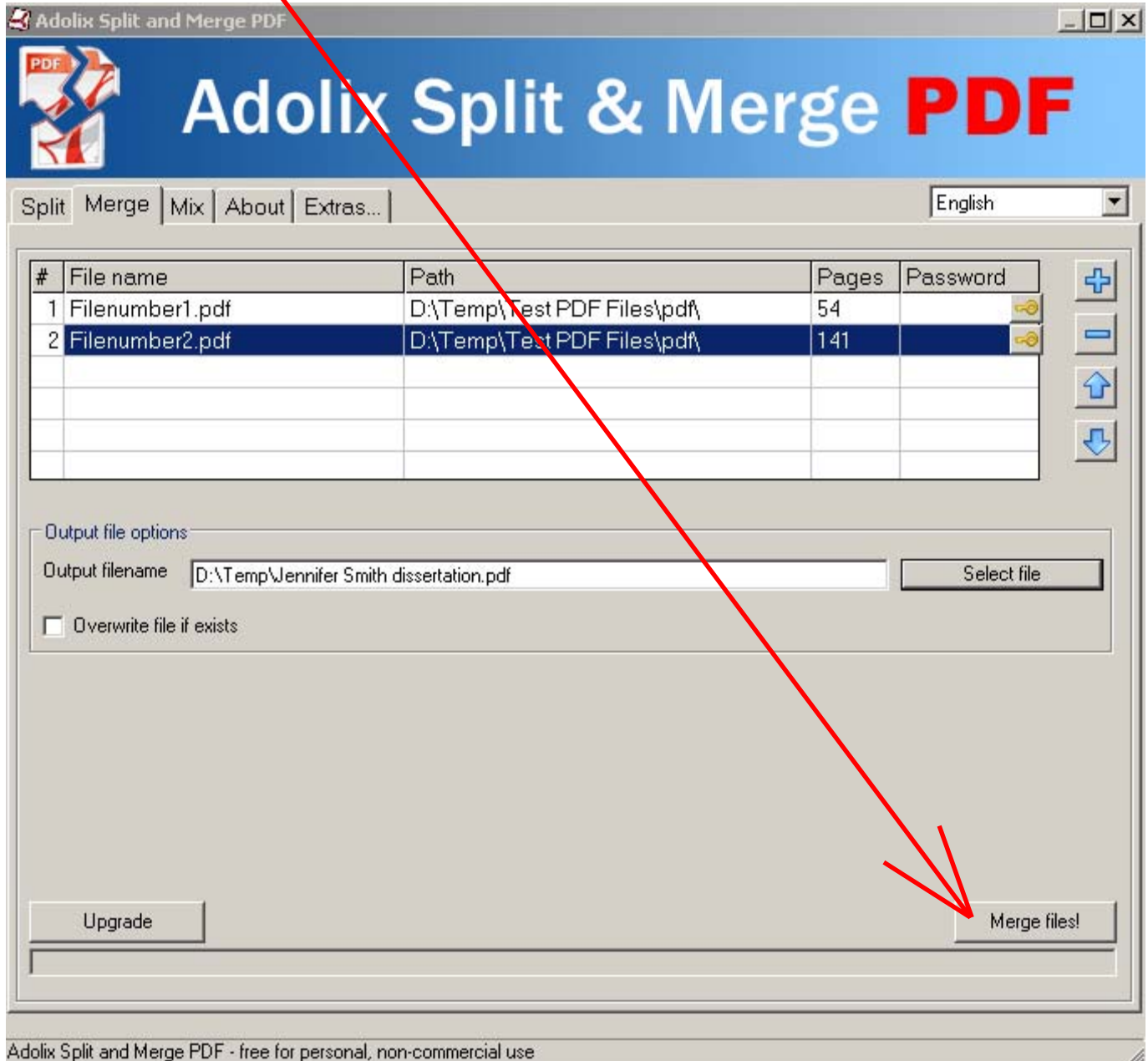The File Save dialog box will appear, as shown on the next page

Navigate to the folder where you want to save your file.
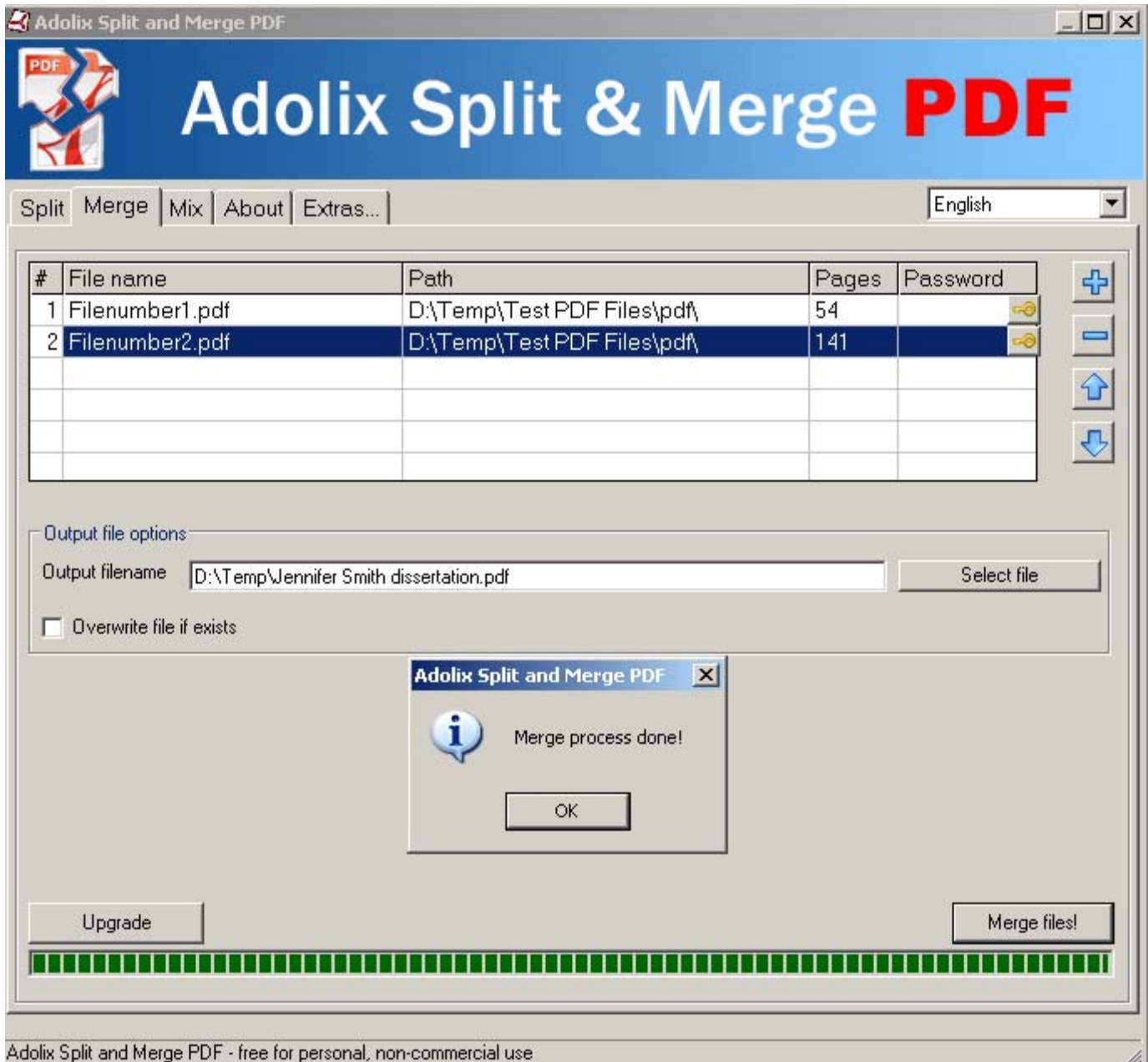Name your file. E.g., Jennifer Smith dissertation

Click Save to close the Save dialog box.

Click Merge Files to start combining your PDF files

After your new combined PDF file is created and saved, Merge process done! is displayed as shown below. Click OK.

Now go to the location of your new, combined PDF file on your computer.

Open the PDF file.

Confirm that all the pages are present and that everything is the way you want it.

You're now ready to submit 1 PDF file for your order.