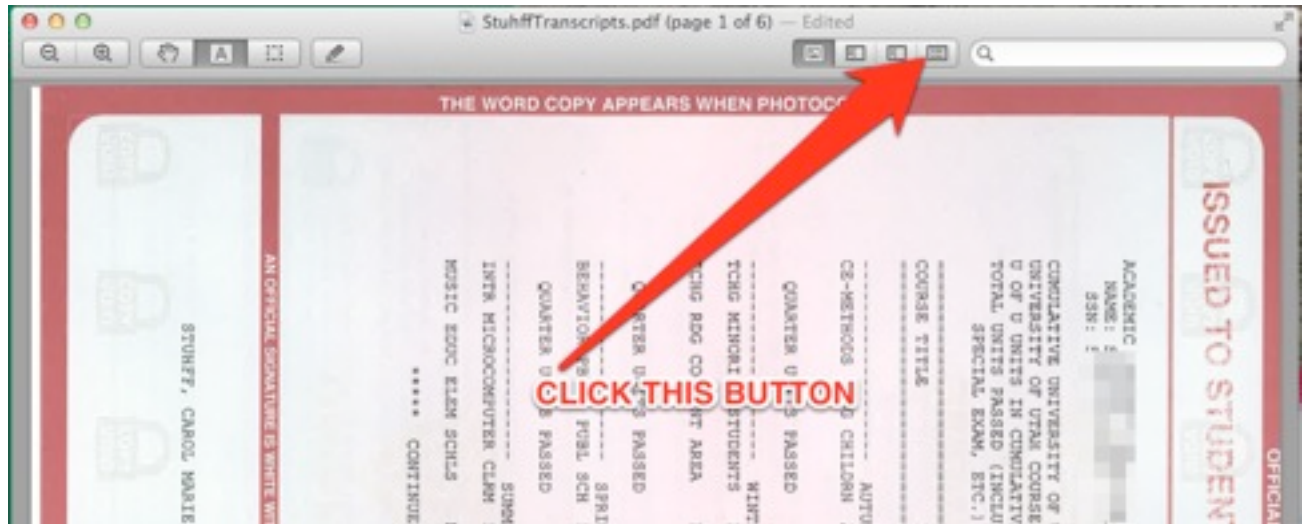




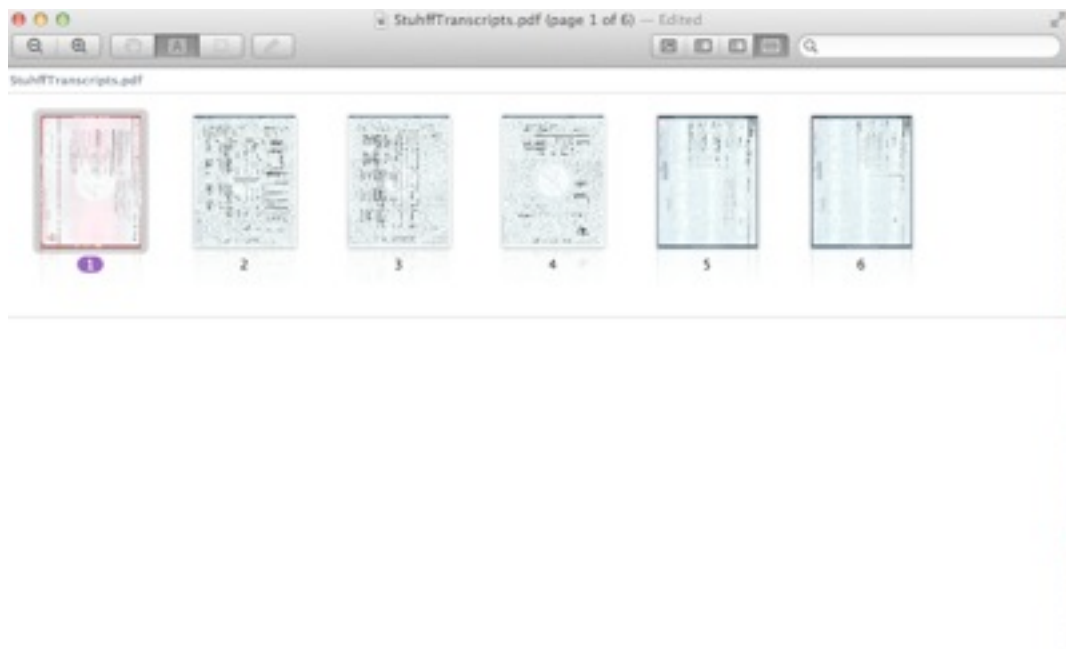
COMBINING PDF FILES USING PREVIEW ON THE MAC

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

1. First open Preview. Make sure your PDF opens in this program and not in Adobe Acrobat.



2. Change the view by clicking the button indicated above.



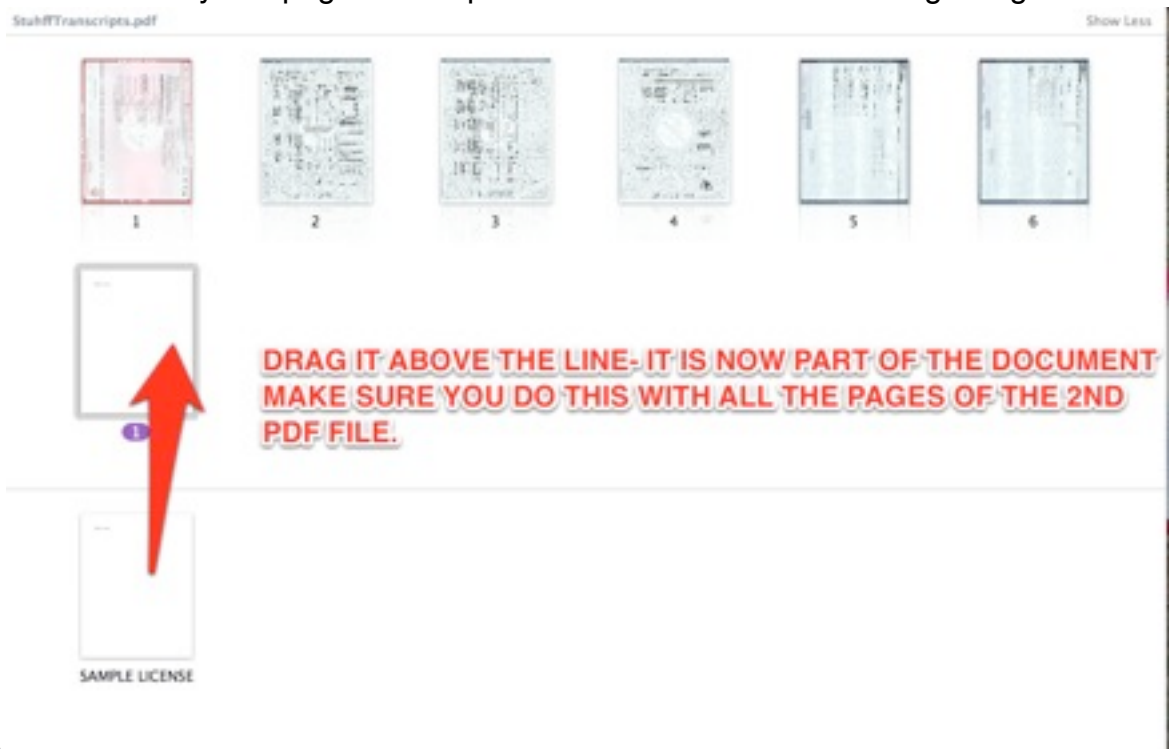
3. The new view should look like this.

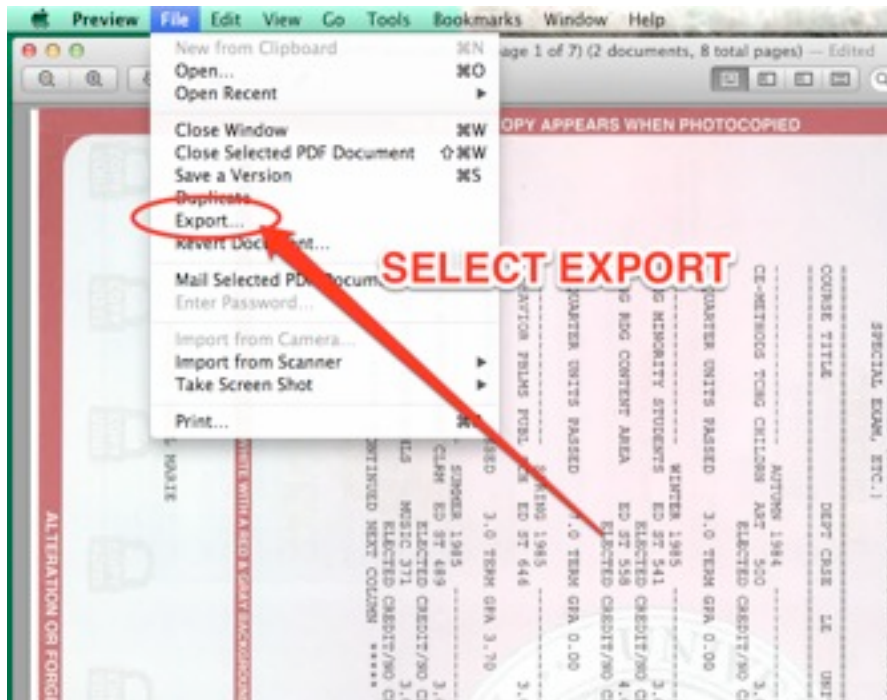


4. Drag the new file to the Preview screen and drop it under the thin gray line. Wait for the “green plus” sign to appear and then drop it.

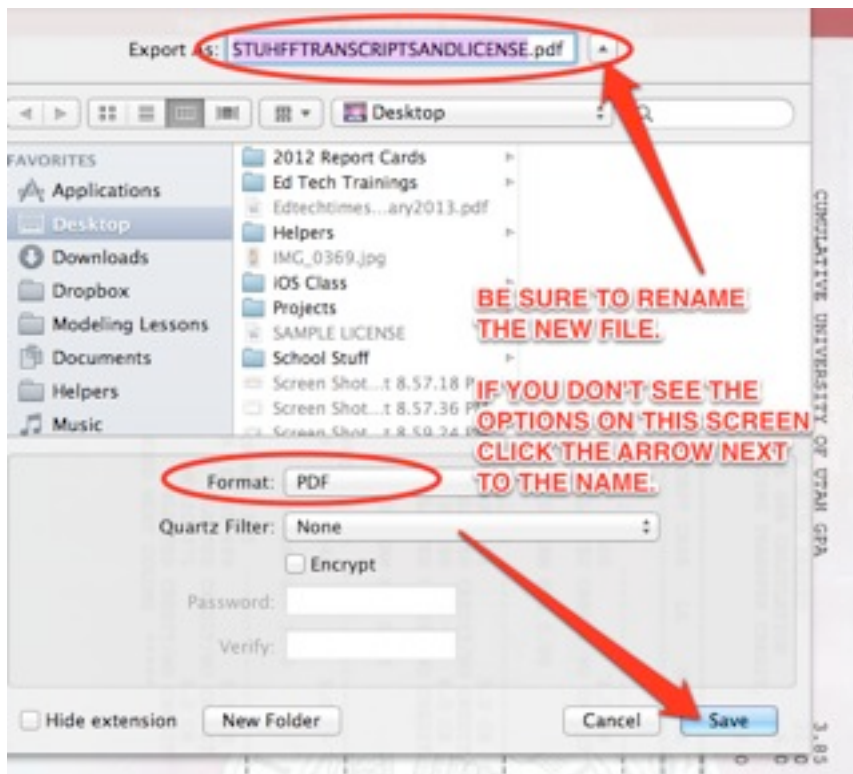


5. Move the file above the line. if there are two pages, you need to select the two pages. You can place them between any two pages of the previous documents or at the beginning or end.





6. Export the file, see the screen shot above.



7. Once you save the file, open it from your desktop to make sure the pages are there. Then, it's ready to send to whomever you want as one PDF file.