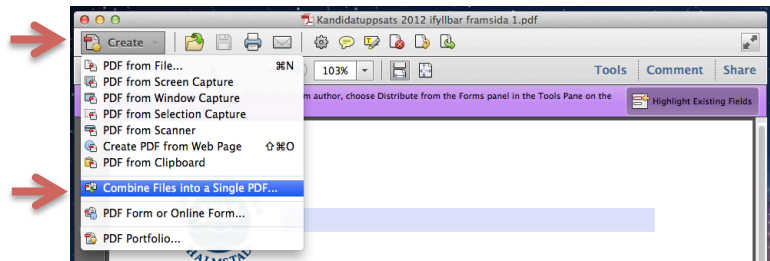


# Combine files into a single PDF - Mac

1

Open Adobe Acrobat Pro. Click on *Create* and select *Combine files into a single PDF*.

or *file* → *create* → *Combine files into a single PDF*



2

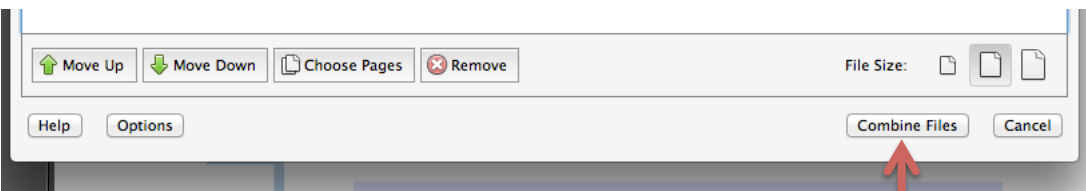
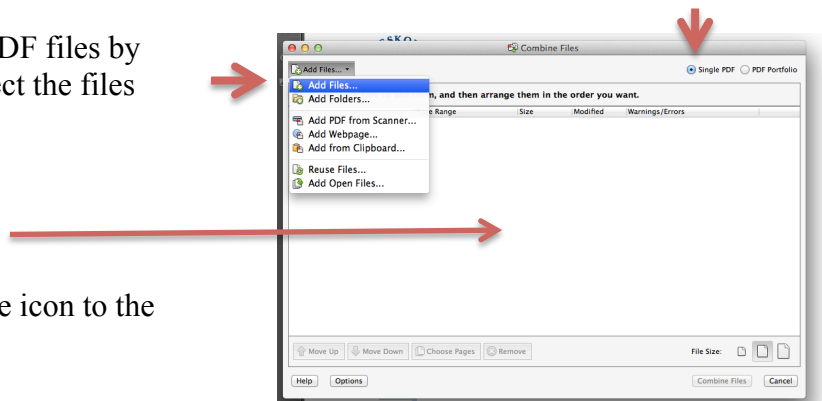
A pop-up window opens. Add PDF files by clicking *Add Files*, and then select the files you want to insert.

or drag the PDF files into the window.

Arrange files by dragging the file icon to the desired location

or change the order by using the buttons at the bottom left.

Välj *Single PDF*

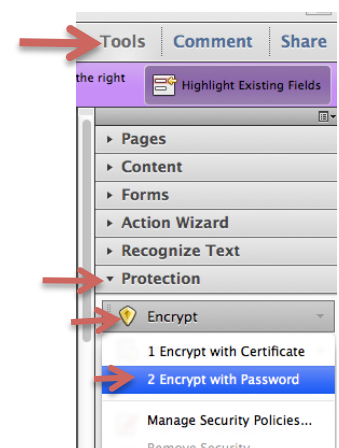


Once you have gathered all your files click *Combine Files*  
A file named "Binder1.pdf" is created.

3

Select *File* → *Save as*, enter a filename. Then click on *Tools*

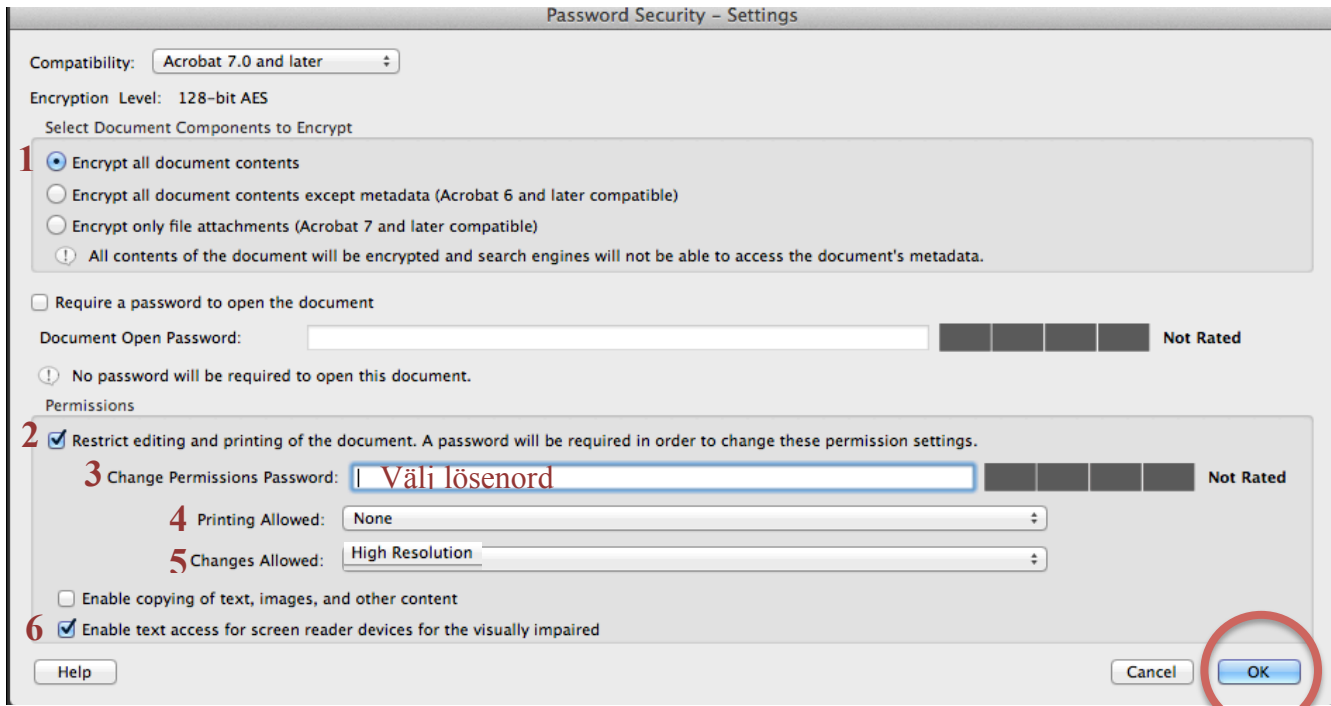
or go to *View* → *Tools* → *Protection* → *Encrypt* → *Encrypt with Password*



Answer yes to the question:  
Are you sure you want to change the security on this document?



The following window appears.



Then select as below:

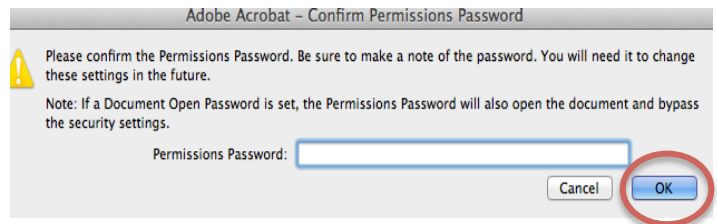
1. Encrypt all document contents
2. Restrict editing and printing of the document...
3. in the field Change permissions Password enter a password
4. Select High Resolution for Printing Allowed
5. Select None for Changes Allowed
6. Select Enable text access for screen reader devices for the visually impaired

Click *OK*

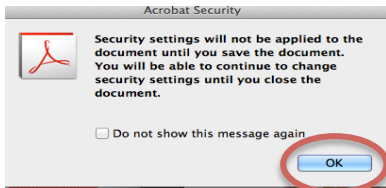
An information box appears. Click *OK*



The following window appears. Enter the Password you just created, click on *OK*.



An information box appears. Click *OK*.



Apply the settings by **saving** the document

Name the file and decide where to save it. Click *Save*.

