

**Need to attach ANY file(s) to your locked or digitally signed PDF file but can't?**

**Now you can! You can create a PDF Portfolio!**

## **How-to guide**

### **How to create a PDF Portfolio:**

1. In Acrobat 10, or 11, choose File > Create > PDF Portfolio.
2. Choose a layout, or choose Import Custom Layout.
3. Click Add Files and select files you want to share in the PDF Portfolio.
4. Rearrange files as desired and click Finish.
5. Done!

### **How to merge files into one PDF:**

1. Within Acrobat 10, 11, select File > Create > Combine Files into a Single PDF.
2. Click Add Files and select the files you want to add.
3. Click, drag, and drop to reorder the files and pages. Double-click on a file to expand and rearrange individual pages. Press the Delete key to remove unwanted content.
4. When finished arranging the files, click Combine Files.
5. Select File > Save As > PDF.
6. Name your PDF file and click Save.
7. Done!