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Acrobat Insider for Manufacturing Professionals
Tips and Tricks for Adobe Acrobat 3D

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Solutions for manufacturing

Combine multiple file types into one PDF document with Acrobat 3D

Combine and Simplify

Adobe Acrobat 3D software lets you combine many different kinds of files into one easy-to-share document

by Don LaCourse

Welcome to the May issue of *Acrobat Insider for Manufacturing.* In the [April issue](#) we discussed what Adobe® refers to as the "4Cs" of document-based design collaboration — **Capture**, **Combine**, **Control**, and **Collaborate**. In this issue we'll take a closer look at the second C — combining files of different formats into a single Adobe Acrobat® PDF document.

The Benefits of Combining Your Files into an Adobe PDF Document

Why convert and combine files into Adobe PDF format? Paper and electronic archives can be difficult to search, take up space, and require the application in which a document was created. PDF files are compact and searchable and can be accessed using Adobe Reader® software. Links make PDF files easy to navigate.

Let's recap what we discussed last month about combining files. Acrobat 3D makes it easy to insert your 3D CAD designs into a Microsoft Office document by using the new commands on the Insert menu in each Microsoft Office application or the new Insert 3D Model button on the PDFMaker toolbar.

The real power comes with the ability to combine all these different types of files into a single Adobe PDF document — such as a project document created from specs in a Microsoft Word document, estimates in a Microsoft Excel worksheet, and several 3D CAD models. After converting these into Adobe PDF format, you can combine them into a single Adobe PDF document that can be shared with anyone using the free Adobe Reader.

You can combine files in two ways:

- **Using the Create PDF From Multiple Files command**, you can combine and convert different types of files in one step.

May 2006

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IN THIS ISSUE

Help your team, your clients, and yourself by combining your 3D CAD models, spreadsheets, specs, and other project information into a single Adobe PDF document.

This month's tips:
Fixing page numbers in converted documents; combining files with layers; extracting JPEG images from Adobe PDF files

Subscribe here to receive subsequent issues of *Acrobat Insider for Manufacturing Professionals*, a monthly guide to Adobe Acrobat 3D.
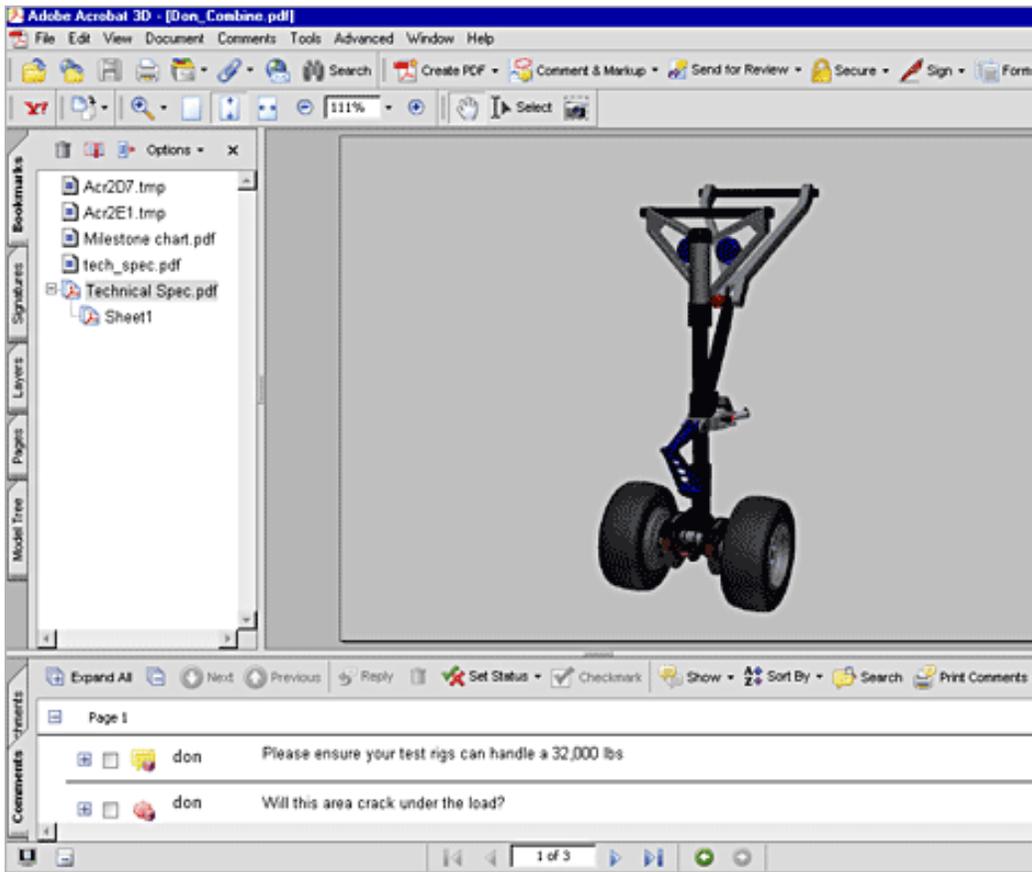

NEXT MONTH

Learn how to adjust settings to get the best results and small file sizes.

Submit a Tip

Submit a manufacturing-specific trick or a tip for using Adobe Acrobat 3D to our editor. If we publish it, you'll win a free *Cadalyst* t-shirt.*

- **Using the Insert command**, you can add multiple Adobe PDF files to an existing Adobe PDF document.

Using Adobe Acrobat 3D, you can combine dissimilar content such as 3D CAD models, spreadsheets, and other design data into one compact PDF document. You can combine documents from any application that supports PDF creation. In this example, a three-page Adobe PDF document includes content from three different types of files. This first page shows a 3D CAD assembly converted from Catia.
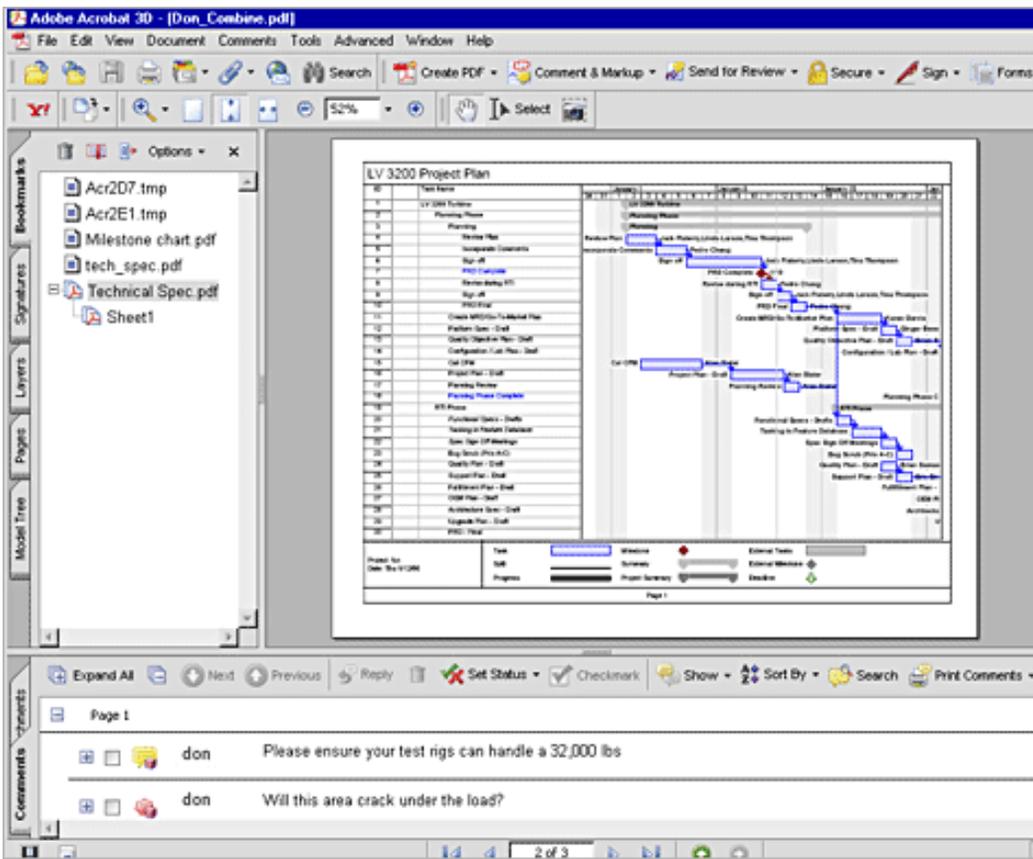
The second page contains a project plan converted from Microsoft Project.
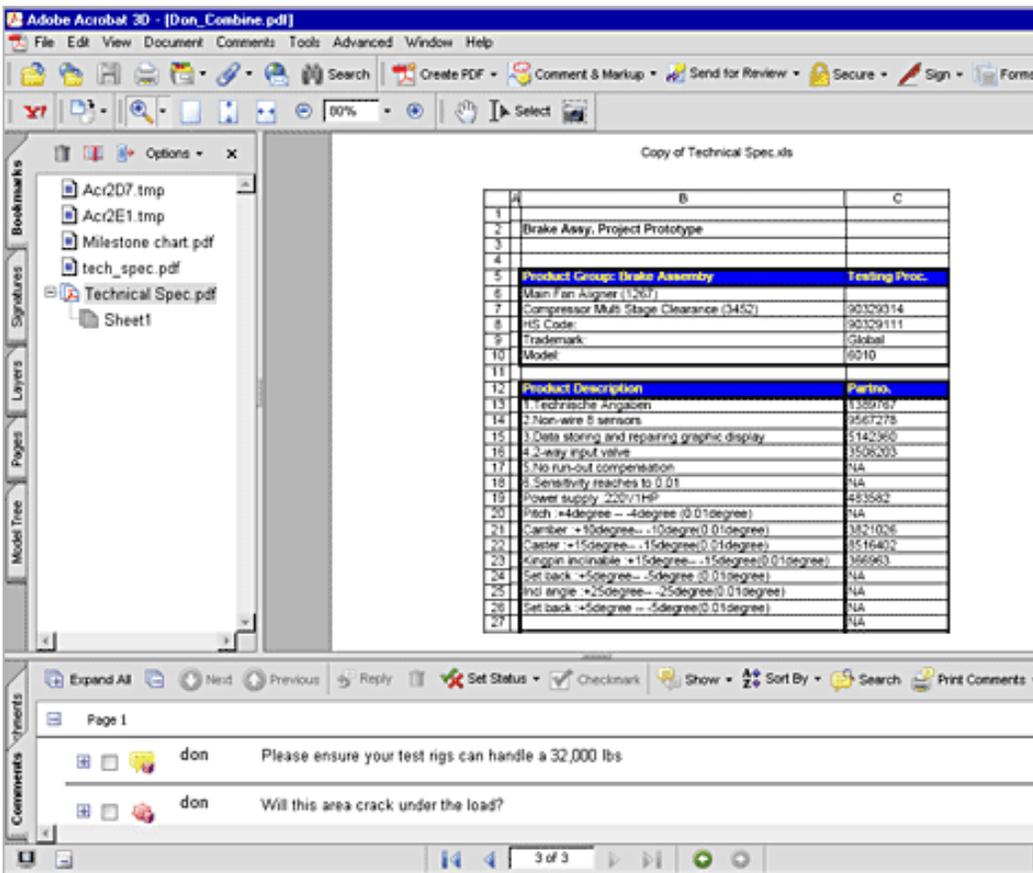
The third page shows a design specification worksheet converted from Microsoft Excel.

Combine Different File Types While Converting

You can convert different types of files and combine them into one Adobe PDF file by using the Create PDF From Multiple Files command in Acrobat 3D. You can also use this command to combine multiple Adobe PDF files.

To convert and combine multiple files:

1. Start Acrobat 3D. From the File menu, select Create PDF and then select From Multiple Files.

   You can also right-click a file name in Windows Internet Explorer and select Combine in Adobe Acrobat.

2. In the Create PDF From Multiple Documents dialog box, click the Browse button. In the Open dialog box, select a file and click Add.

   You can select multiple files in the same folder by holding down the <Cntrl> key as you select them. To select files in a different folder, click the Browse button again.

3. If you want to change the order of files in the combined Adobe PDF, use the Move Up and Move Down buttons.

4. After you've added all the files you want to combine and arranged them in the order you want, click OK.
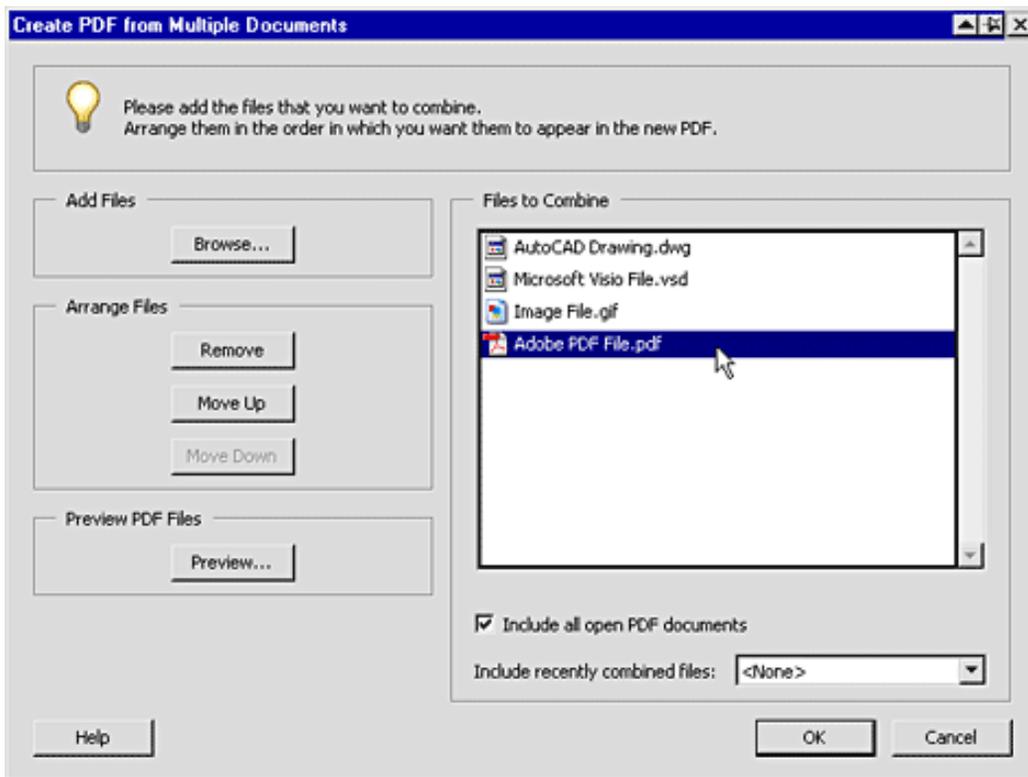
With the Create PDF From Multiple Files command, it's easy to combine different types of files into a single Adobe PDF document. Use the buttons to reorder the files in the resulting PDF document before you create it.

All the files you specify are converted and combined into a single Adobe PDF document. The resulting multi-page document contains a bookmark to the first page of each file, enabling you to print, delete, or extract individual documents from the combined document.

To change the conversion settings, including print quality and security, use the **Convert to PDF Preferences dialog box** (Edit menu / Preferences / Convert to PDF category).

Combine Adobe PDF Files Using the Insert Command

You can use the Insert command (Document menu) to append or insert an Adobe PDF document into another Adobe PDF document. You can also insert one or more documents by dragging and dropping it between two open windows with the mouse.

1. Open the document you want to add files to. From the Document menu, select Insert Pages.

2. In the Select File To Insert dialog box, select the Adobe PDF file you want to insert, and click Select.

3. In the Insert Pages dialog box, specify where you want to insert the document, and click OK.

Next month, we'll explore how to adjust settings to get the best results and small file sizes.

Tips and Tricks

Fixing Page Numbers
If your document includes page numbers in the original application, those page numbers will appear in the PDF document. When you remove pages or combine several PDF documents, the page numbers may be out of sequence. To solve the problem, you can add a header or footer to the combined document and insert the correct page number or other information. (For details, search Acrobat 3D Help for "headers" and read the topic "Adding headers and footers.")

Combining Documents with Layers
You can use the Create PDF From Multiple Files command to combine Adobe PDF documents that contain layers. The layers for each document are grouped under a separate heading in the Layers tab of the navigation pane. You expand and collapse the group by clicking the icon in the title bar for the group.

Extracting Images from Converted Files

If you have combined and converted multiple JPEG files into an Adobe PDF file and you want to retrieve one or more of the JPEG images for editing, you can use the Export function of the Picture Task plug-in to export images in JPEG format and open them in an image-editing application. Note that the options available depend on whether you are converting a document from JPEG or JPEG2000.

For more tips on combining files, see Issue #3 of *Acrobat Insider for Manufacturing* and Issue #3 of *Acrobat Insider for AEC Professionals*.

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About the Author
Don LaCourse (don.lacourse@cadalyst.com) is the Editor of 3DCADTips *(www.3DCADTips.com), a site with over 23,000 CAD and Graphics resources including 10,000 tips and 6,000 tutorials including Adobe Acrobat! Don is also a* Cadalyst *Contributing Editor and has spent the last 29 years working with and writing about CAD/CAM operations. Don lives and works in Cookeville, Tennessee.*

Details and Availability

For a full list of features and system requirements, visit Adobe's Web site. Microsoft Windows® 2000 with Service Pack 2, Windows® XP Professional or Home Edition, or Windows® XP Tablet PC Edition is required for use with Acrobat 3D. Acrobat 3D for Windows, available on CD-ROM or by download, is $995.**

*Supplies are limited; one t-shirt per person. Offer subject to change without notice.

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