

PEERNET PDF Creator Plus 7.0

How To Combine & Merge Multiple Files into One PDF File



OVERVIEW

You can easily combine multiple files into a single PDF file with **PDF Creator Plus**.

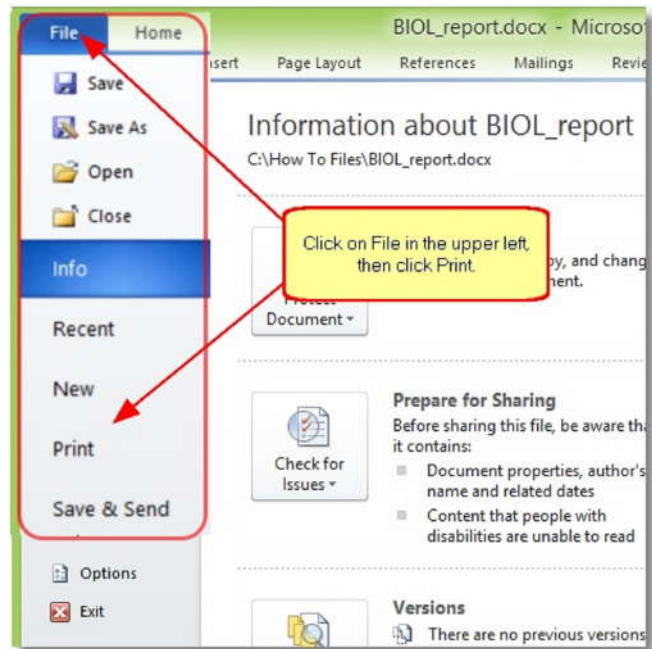
For this example, we are going to print a Word document, a JPEG image and an Excel spreadsheet to PDF Creator Plus to combine into a single PDF file.

TUTORIAL VIDEO

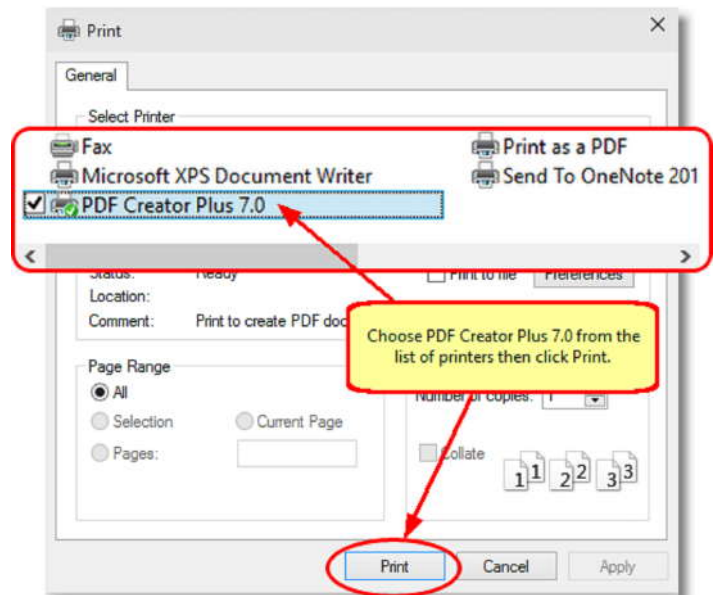
Watch on YouTube: https://www.youtube.com/watch?v=K_Z3xgf9XbE

STEPS FOR COMBINING SEVERAL FILES INTO A SINGLE PDF FILE

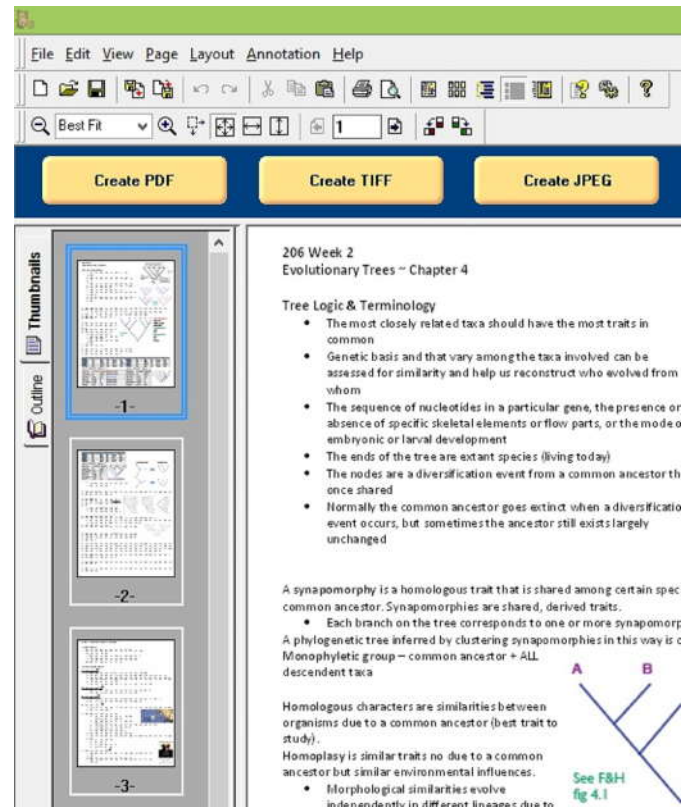
1. Open the Word file and then click **File** -> **Print** from the application menu.



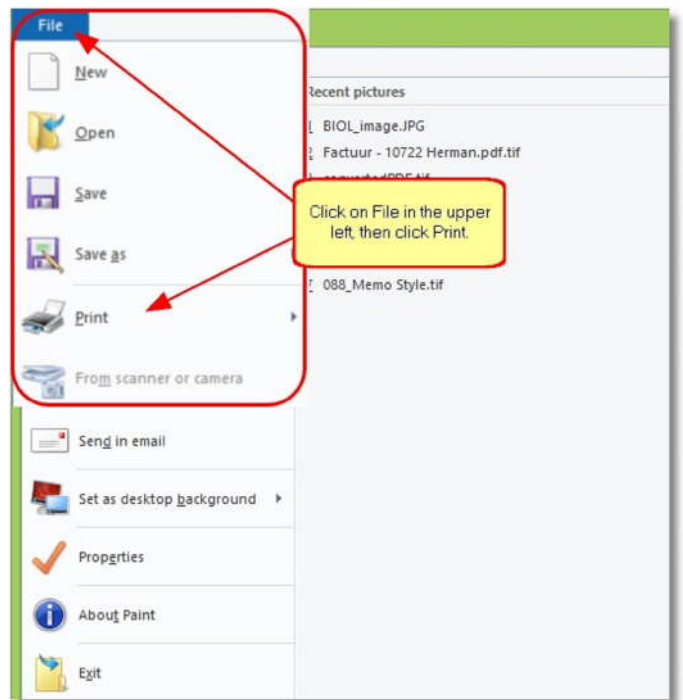
2. Choose **PDF Creator Plus 7.0** from the list of printers and then click the **Print** button.



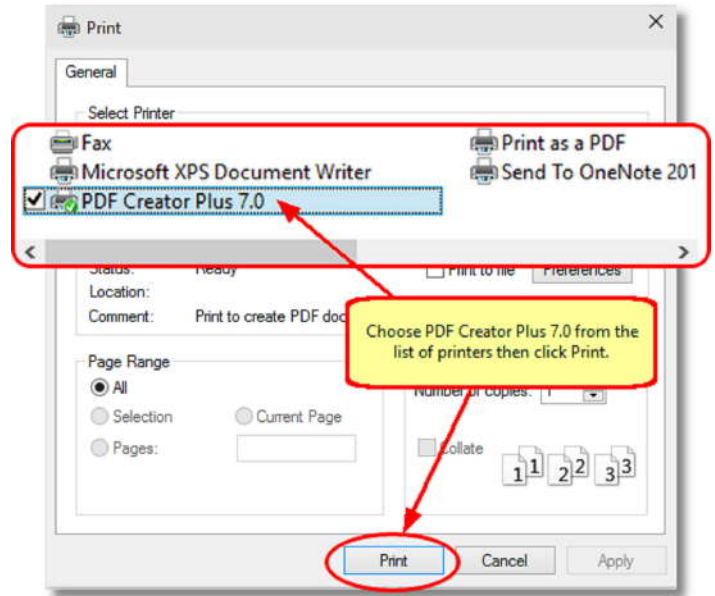
3. PDF Creator Plus will display the pages from the Word document.



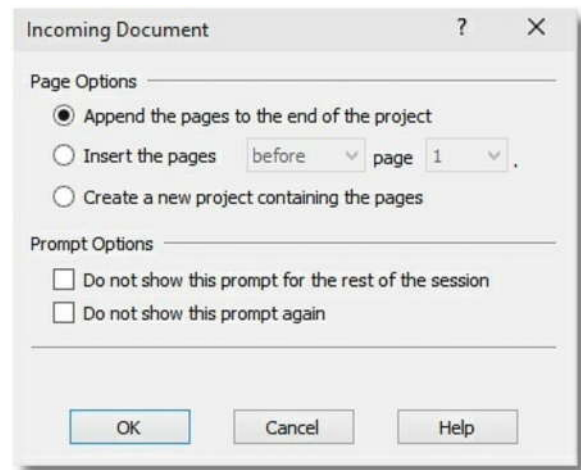
4. Do not close the PDF Creator Plus application and open the JPEG image and click **File -> Print** from the application menu.



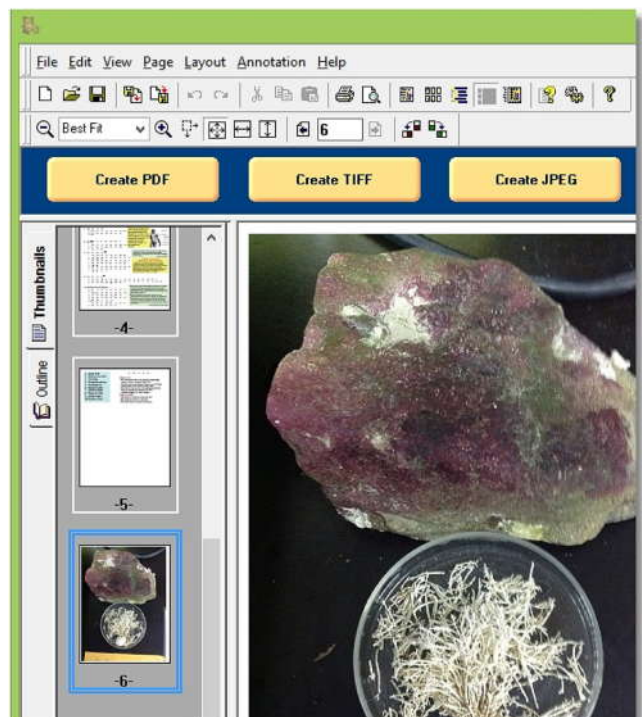
5. Choose **PDF Creator Plus 7.0** from the list of printers and then click the **Print** button.



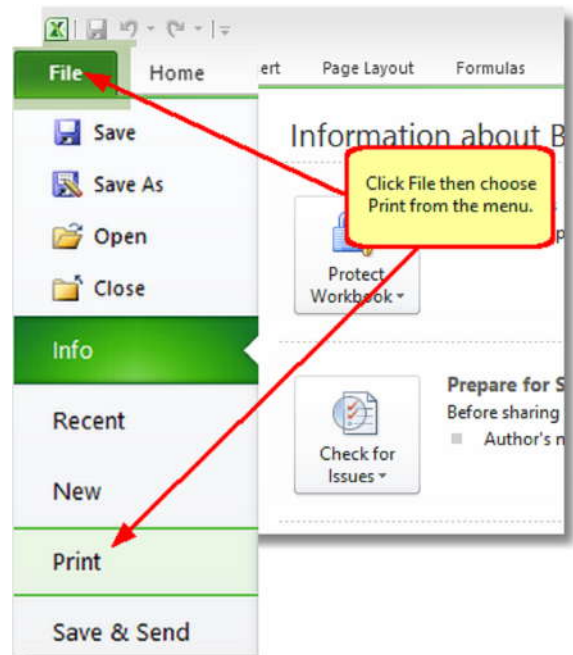
6. When the Incoming Document window appears, select *Append the pages to the end of the project*



7. This will insert the JPEG image after the Word document pages.

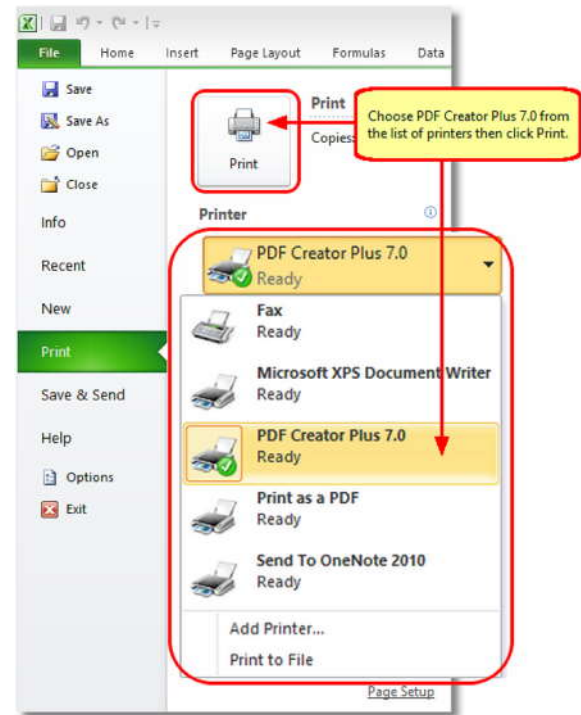


8. Once again do not close the PDF Creator Plus application and now open the Excel spreadsheet and click **File->Print** from the application menu.

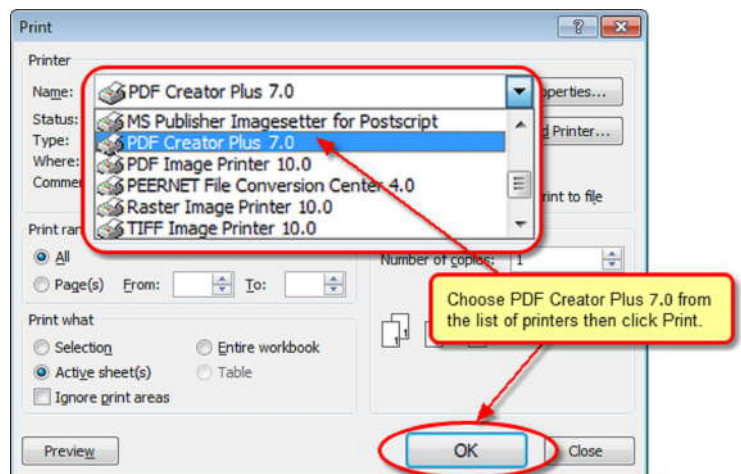


9. Choose **PDF Creator Plus 7.0** from the list of printers then click the **Print** button or the **OK** button.

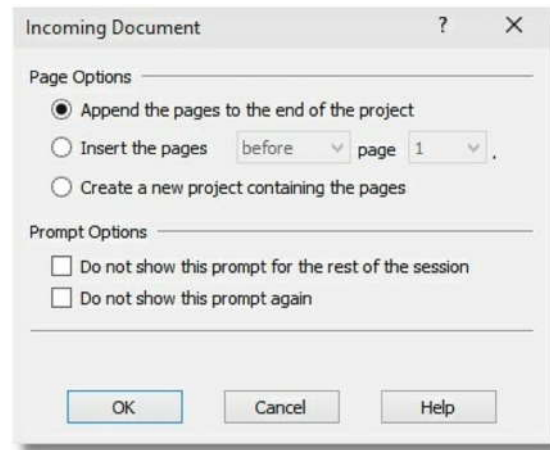
- You will see this if you are printing from **Excel 2010**:



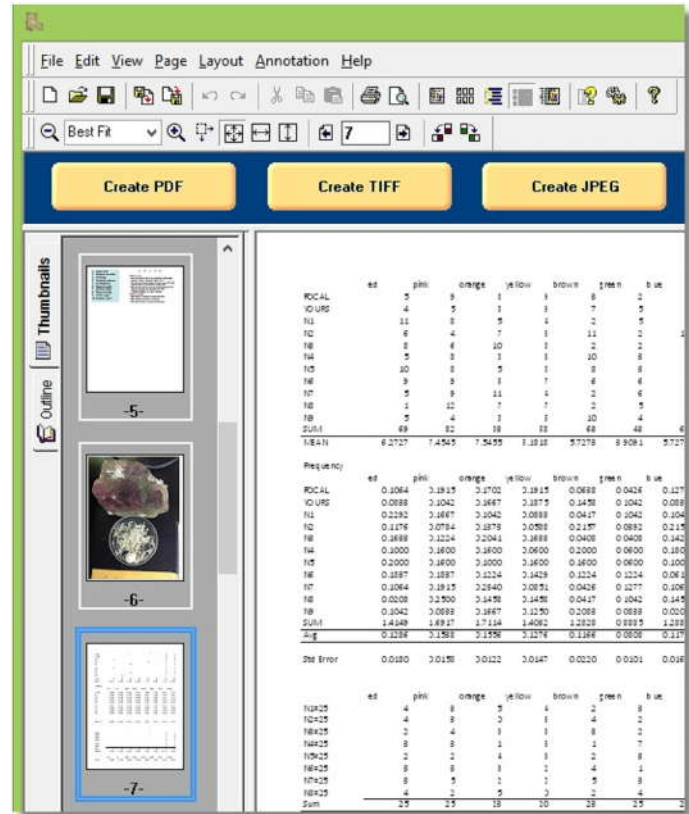
- You will see this if you are printing from **Excel 2007 or earlier**:



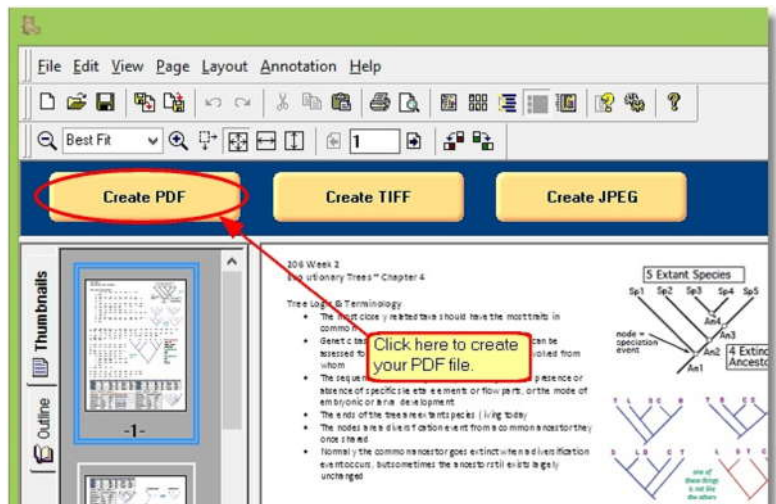
10. When the Incoming Document window appears, select *Append the pages to the end of the project*



11. This will insert the Excel spreadsheet pages after the JPEG image.

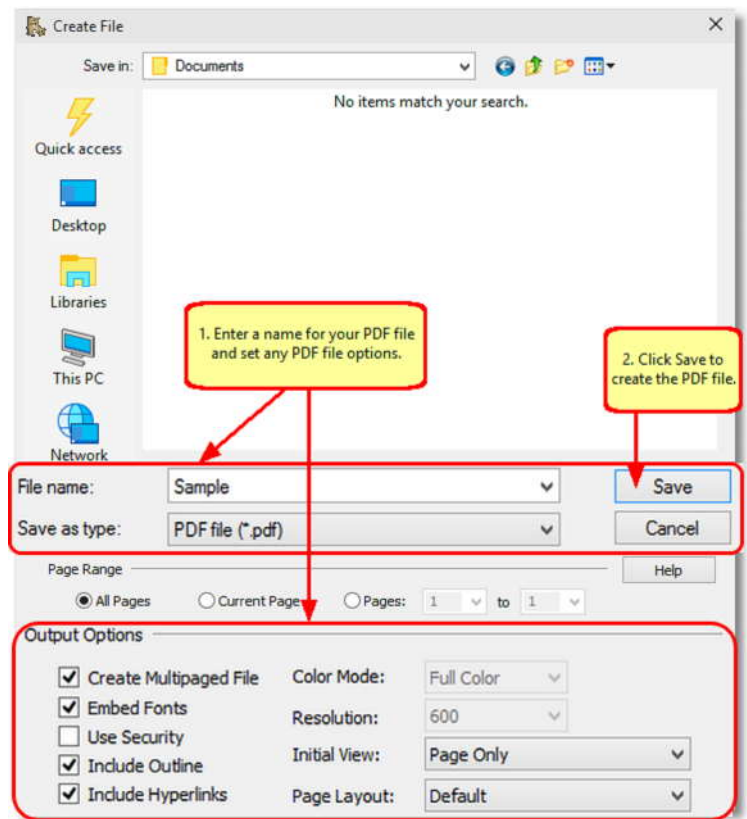


12. Once you have all the pages printed to PDF Creator Plus, click the Create PDF button.

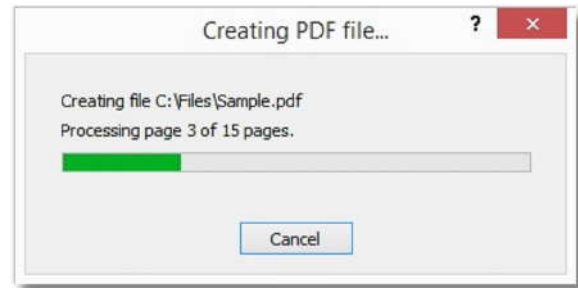


13. In the **Create File** dialog:

- a. Type in a name for your new PDF document and choose where to save it.
- b. Select **PDF file (*.pdf)** as the Save as type and ensure the **Create Multipaged File, Embed Fonts, Include Outline** and **Include Hyperlinks** options are checked.
- c. Click the **Save** button to convert the pages to a single PDF file.



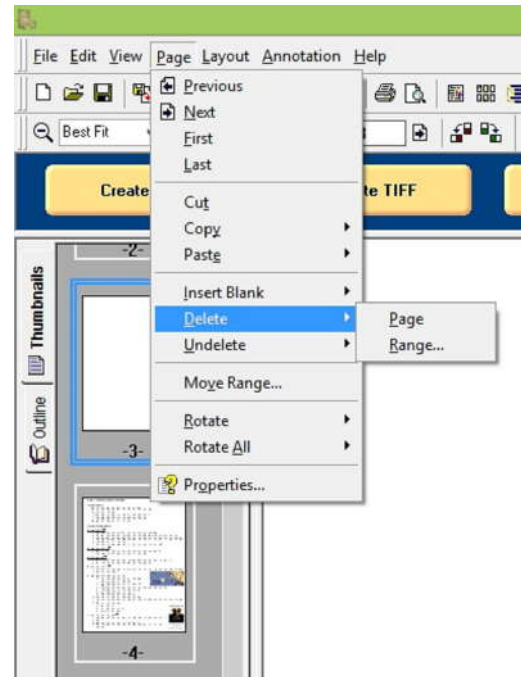
14. A progress dialog is displayed while your PDF is being created.



DELETE PAGES FROM THE PDF CREATOR PLUS PROJECT

You can easily remove unwanted pages from the page list before creating your PDF file, like a blank page that may have been part of the pages printed to PDF Creator Plus.

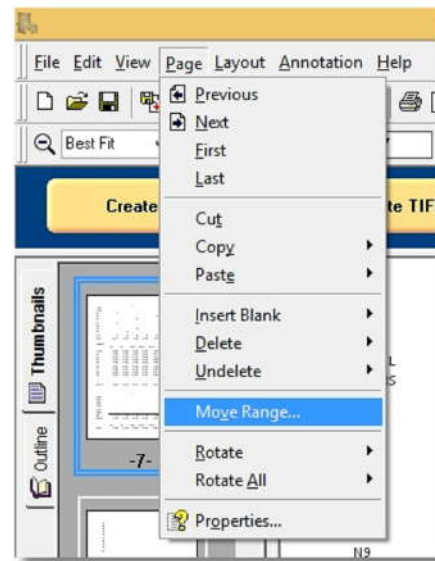
1. When deleting pages from the PDF Creator Plus screen, you can either delete the currently selected page (**Page -> Delete -> Page**) or delete a range of pages (**Page -> Delete -> Range**).



MOVE PAGES IN THE PDF CREATOR PLUS PROJECT

If you need to re-arrange the order of the pages you printed to PDF Creator Plus, then this can be done simply in PDF Creator Plus by doing the following steps:

1. Click **Page->Move Range**.



2. Then select the page range to move and select the position to move them to in the project.

