# PEERNET PDF Creator Plus 8

How To Combine & Merge Multiple Files Into One PDF File

## OVERVIEW

PDF Creator Plus makes it easy to combine files into PDF. The included PDF Creator Plus printer lets you add to your PDF from any document you can print. With the PDF Creator Plus app, you can preview, re-organize, or delete pages before creating your PDF.

Below, we combine a **Word document**, a **JPEG image**, and an **Excel spreadsheet** into a PDF file to show you how easy it is.

## TUTORIAL VIDEO

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

## STEPS FOR COMBINING SEVERAL FILES INTO A SINGLE PDF FILE



**1.** Download and install a free trial to try it out, or install and activate your purchased copy. The setup program will install the **PDF Creator Plus** app and **PDF Creator Plus 8** virtual printer to your computer.
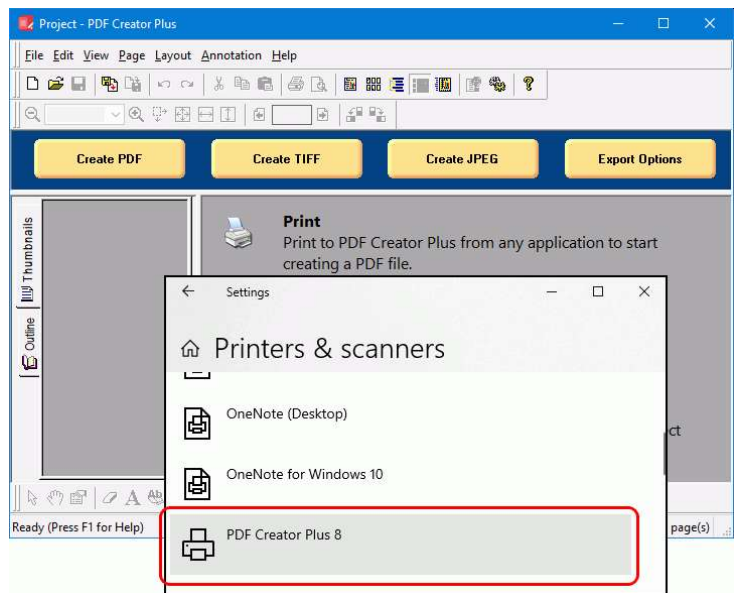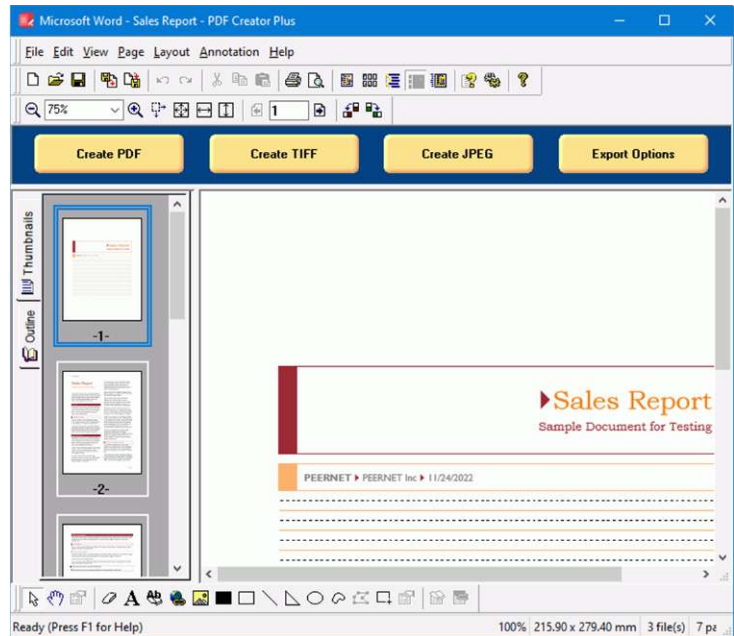


**2.** Open the Word file and click **File** then **Print** from the application menu. Next, select **PDF Creator Plus 8** from the list of printers, then click **Print**.
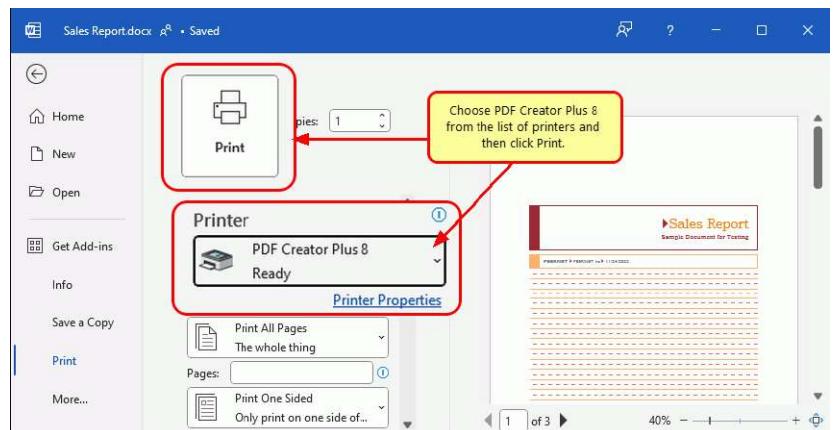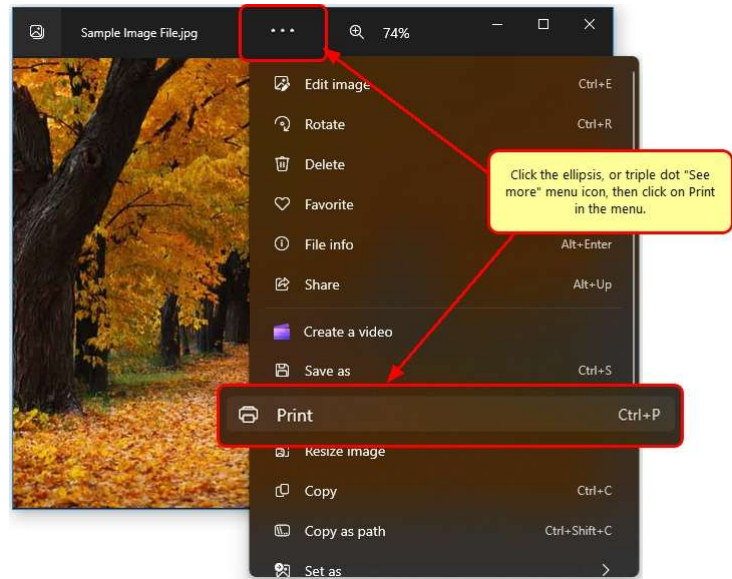
**3.** PDF Creator Plus will display the pages from the Word document.

Do not close the PDF Creator Plus application. Next, we are adding the JPEG image.



**4.** Open the JPEG image in Windows Photos, click the triple dot (**...**) icon to show the drop-down menu, and then select the **Print** action.
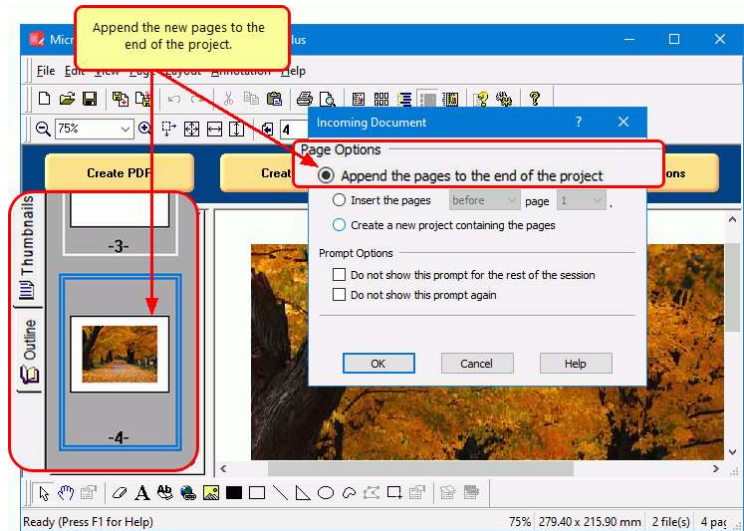


**5.** Again, choose **PDF Creator Plus 8** from the list of printers and click the **Print** button, as we did above for the Word document.
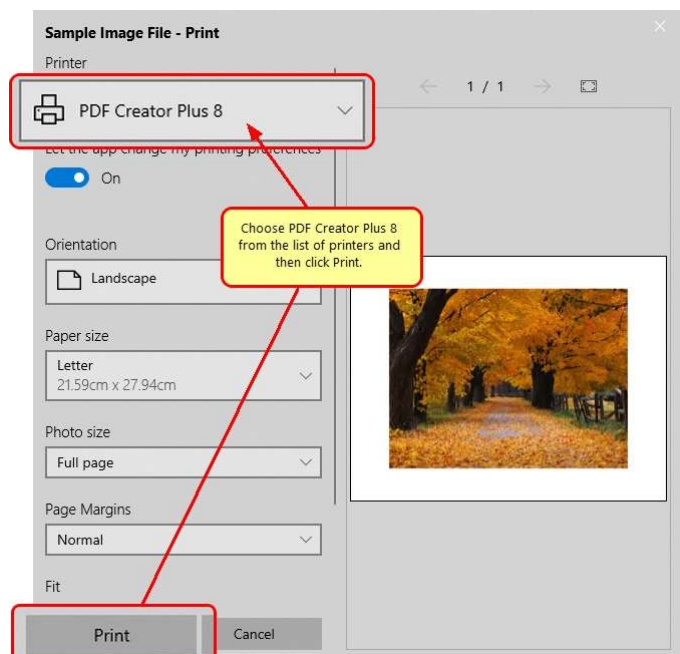
**6.** When adding additional pages to a PDF Creator Plus project, the **Incoming Document** window appears to choose where to place the new pages. Pages can be added at the *beginning*, a *custom position*, or *appended to the end*.
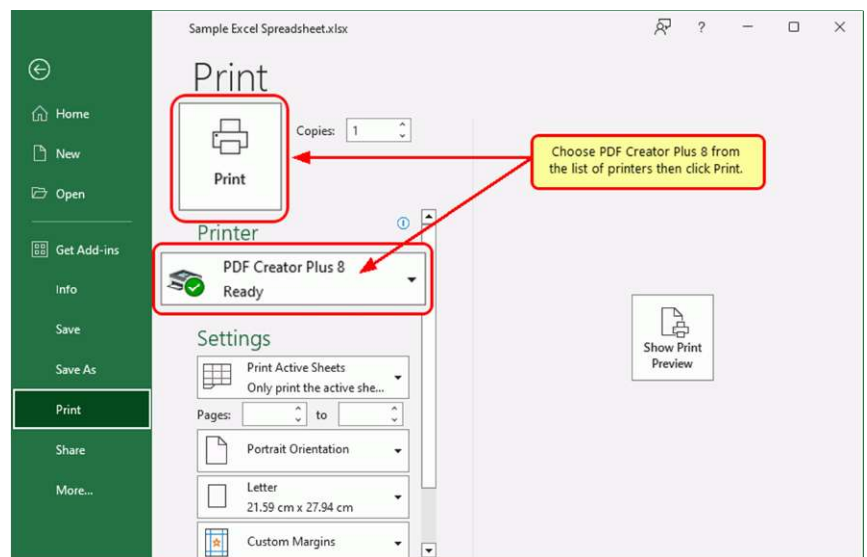
Choose the *Append to the end of the project* option to add the incoming JPEG image as the next step to combine files into a single PDF file.



**7.** Again, do not close the PDF Creator Plus application. Now open the Excel spreadsheet and click **File->Print** from the application menu.
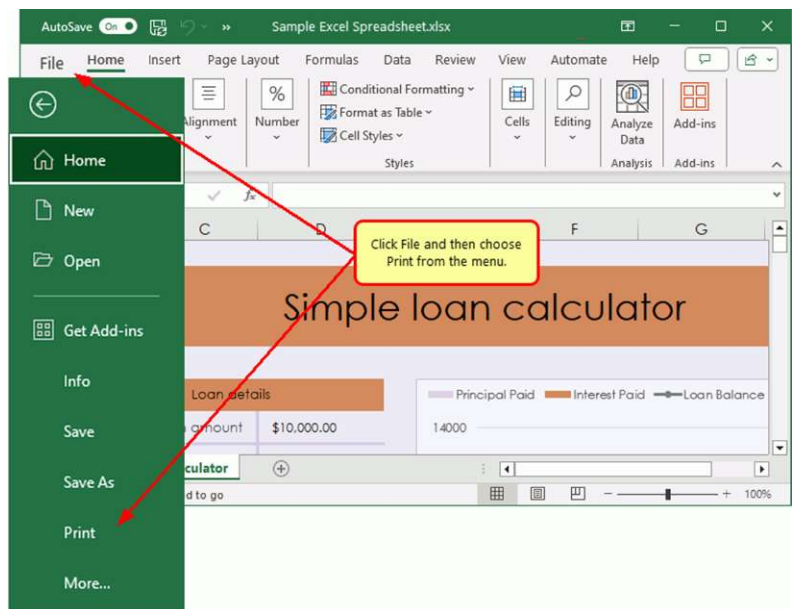


**8.** Choose **PDF Creator Plus 8** from the list of printers and click the **Print** button.

**9.** As we did above, when the Incoming Document window appears, select *Append the pages to the end of the project* to insert the Excel spreadsheet pages after the JPEG image.
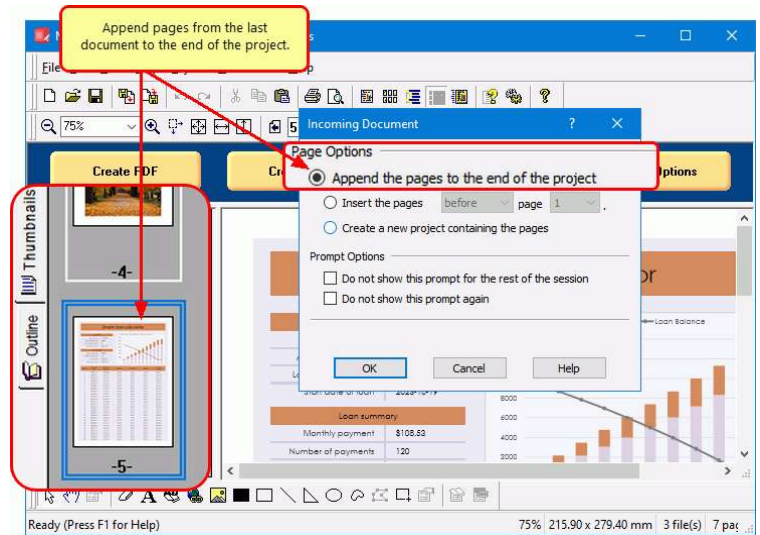


**10.** The Excel file is the last of the files we want to add to our page collection to combine into a single PDF.

Now is the time to re-organize pages or delete any pages before we create our PDF file. When you are ready, continue by clicking the **Create PDF** button to combine the collected files into a PDF file.
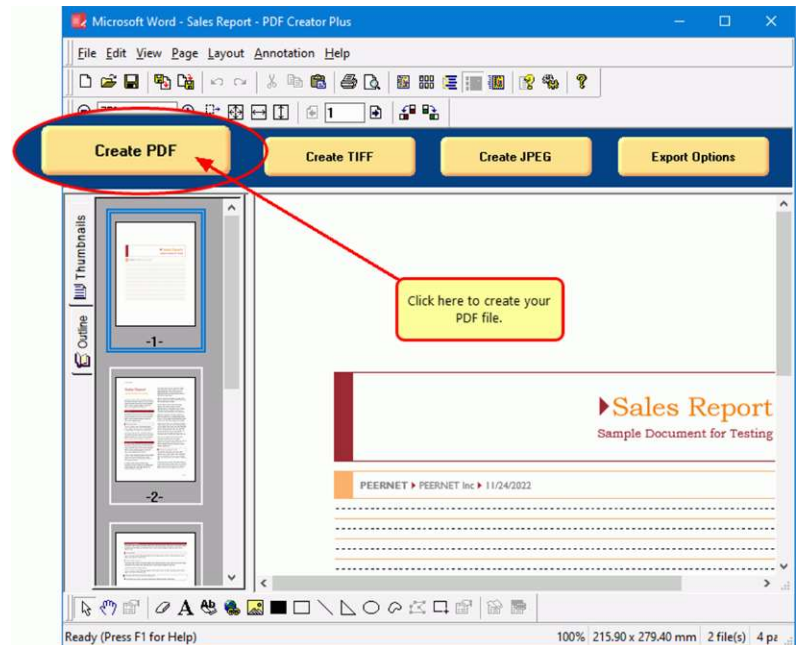


**11.** In the **Create File** dialog, type in a name for your new PDF document and choose where to save it, then:

   a. Select **PDF file(*.pdf)** as the *Save as type*
   b. Check the **Multipage PDF**, and **Embed fonts** options.
   c. If you added hyperlinks or outline information annotations by hand, check the options for **Create hyperlinks**, **Create outlines**, or both.
   d. Keep the **Open file** option enabled to open PDF automatically upon creation.

Finally, click the **Save** button when you are to combine your pages into a PDF.
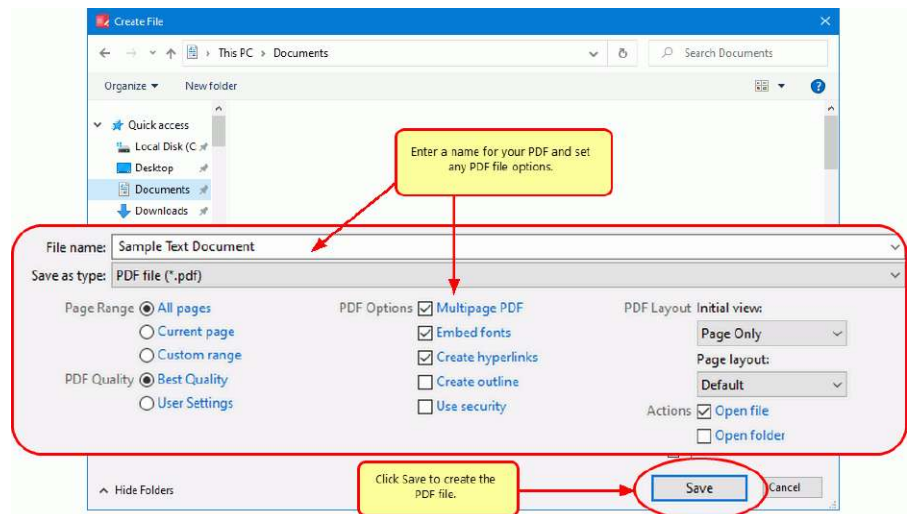
**12.** A progress dialog will appear as PDF Creator Plus creates your new PDF. If you need to change your PDF, use the Cancel button to stop the process. You can then make your changes and start again.
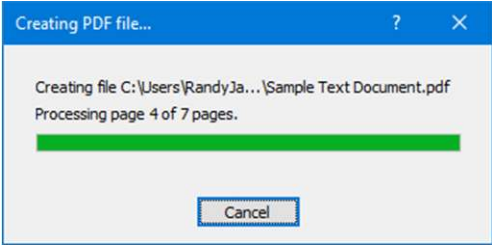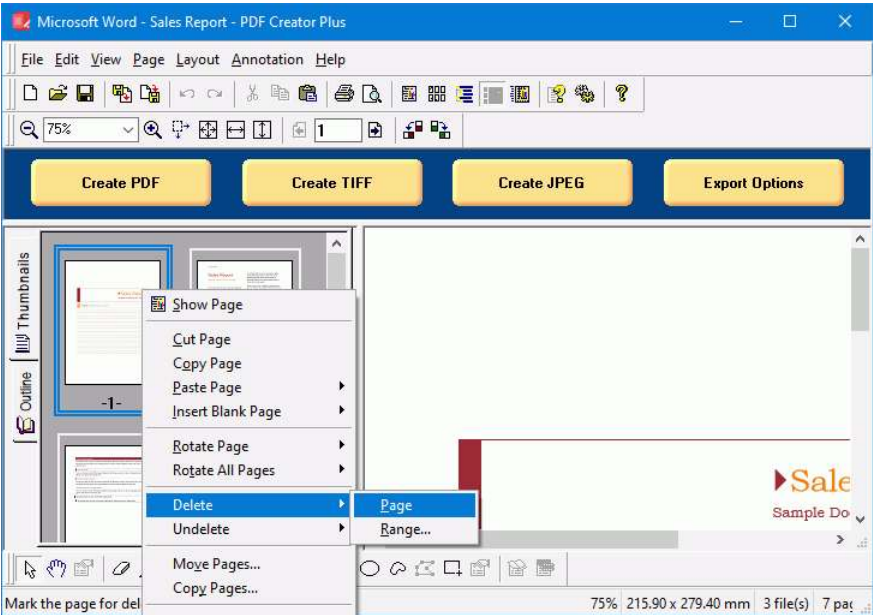


## DELETE PAGES FROM A PDF CREATOR PLUS PROJECT

Before you combine your pages into a PDF file, you can easily remove any unwanted pages from the page collection. You may have blank pages that were part of the pages printed to PDF Creator Plus that you don't want in the final PDF file or sections of other documents you don't want included.

The **Thumbnail view** is the easiest way to delete pages. You can delete the current page or a range of pages.

To delete pages, right-click a page in the thumbnail view and go to **Delete->Page** or **Delete->Range** in the context menu that pops up.
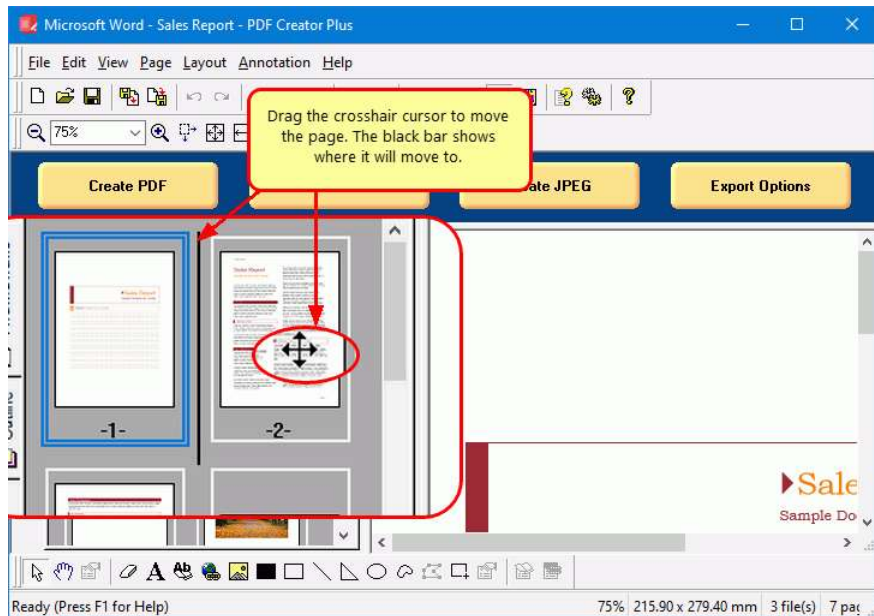
You can find the same options in the **Page** application menu**.**

# MOVE PAGES IN THE PDF CREATOR PLUS PROJECT

The easiest way to re-order and organize the pages you want to combine into a PDF is by using the **Thumbnail view**.

In the thumbnail view, select the page you want to move and use the mouse to drag it into position. As you move the mouse, a black bar will appear to show the new page position. The cursor also changes to a crosshair icon when in move mode. Release the mouse to move the page.



To move a group of pages, right-click any page and select **Move Pages** from the context menu. The same option is in the application menu under **Page->Move Range**.

Use the **Move Pages** dialog to choose the page or pages to move and what position in the project to move them.