

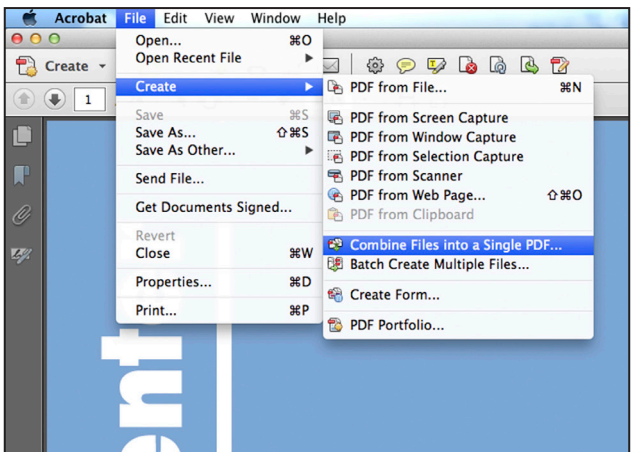
# QUICK TIPS

## Combining multiple PDFs into a single PDF file:

The IC can process files quickly when multiple *like-sized* PDF (or .jpg) files are combined into one single PDF file.

Consider that each PDF or JPG file takes a minimum of 2-5 minutes for print set-up. If you have more than 5 files, the total time for just your print job could take up to 30 minutes to complete.

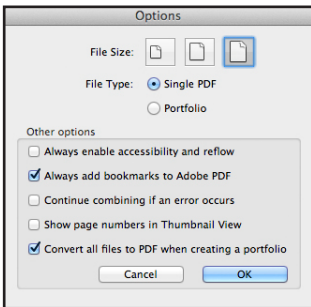
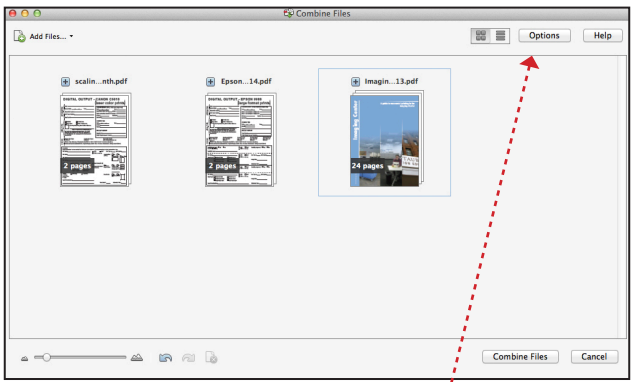
During finals and midterms, the Imaging Center will not accept job requests of several like-sized images unless they are combined into a single PDF file.



File > Create

Highlight and select Combine Files Into a Single PDF.

Remember the Imaging Center *cannot* print a PDF portfolio.



Select the Add Files button in the left hand corner of the Combine Files dialog box.

In the Add Files dialog box, you will be able to select any additional files to be added into the combined PDF.

You can drag and drop files to make sure that the files are in the correct page order.

Make sure to select the largest file size via the icons within the Options menu located in the top right hand corner of the dialog box.

Select Combine Files.

The combined PDF can be saved and is now ready for submission to the IC.

For more information, check out our full [Imaging Center Guide](#).