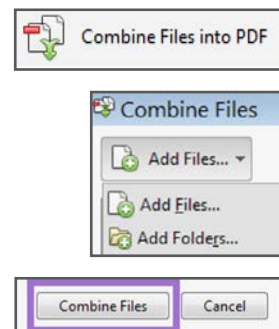


How to Merge and Batch Print Student Score Report PDFs

There are two software solutions available for merging multiple PDF files into one: Adobe Acrobat Pro and freeware. Adobe Acrobat Pro can be used with a valid Adobe account or software license. Adobe offers a free trial of the latest version of Acrobat Pro. Consult your local technology coordinator regarding freeware options for your local educational agency or school.

Adobe Acrobat Pro XI Instructions

- 1 On the *Welcome* screen, select the **Combine Files into PDF** button.
- 2 Select the **Add Files** drop-down menu in the upper left corner of the screen, then select the **Add Files** menu item.
- 3 After selecting files, their order can be rearranged by dragging document icons. Once the order is correct, select the **Combine Files** button in the lower right corner of the window.
- 4 The temporary combined file is given a default name that starts with “Binder,” such as “Binder1.pdf”; save the file by selecting **File** and then **Save**, choose a location for the file, and give it a new file name.
- 5 Open the new combined file and print it by selecting **File** and **Print**.



Adobe Acrobat DC Instructions

i An active Adobe ID Account is required for use of this feature in Acrobat Reader.

- 1 On the main Acrobat Reader screen, expand the **Tools** menu tab and select the **Combine Files** button.
- 2 Select the **Add Files** drop-down menu on the menu bar along the top of the screen, then select the **Add Files** menu item.
- 3 After selecting files, their order can be rearranged by dragging document icons. Once the order is correct, select the **Combine Files** button in the upper right corner of the window.
- 4 Select **File** and then **Save**. Choose a location for the file, and give it a new file name.
- 5 Open the new combined file and print it by selecting **File** and **Print**.

