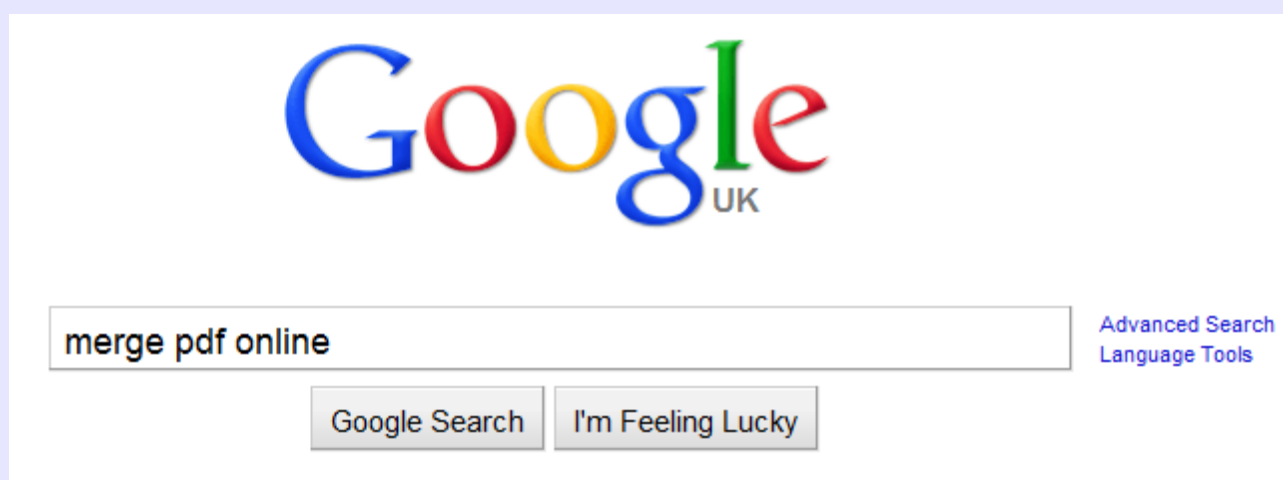


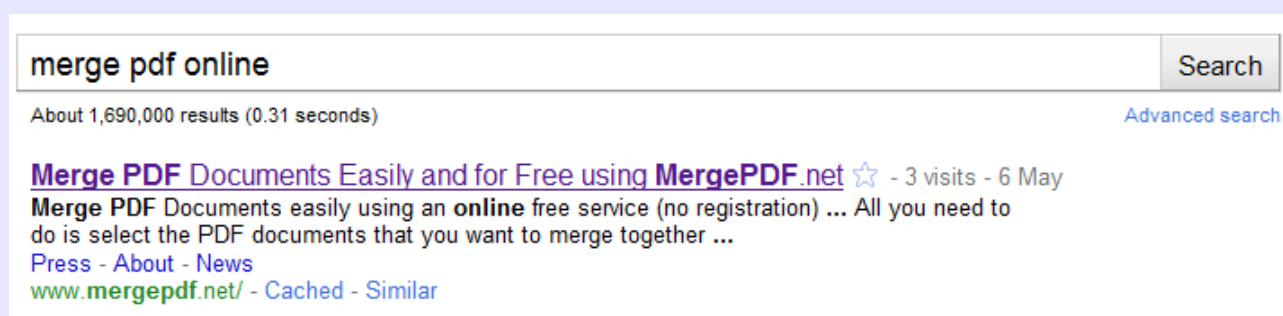
How to Merge PDF files

If you have multiple PDF files that you would like to merge, then use the following steps:

Visit: www.google.co.uk (or any other search engine such as Yahoo, Ask)
Type in the search box 'Merge PDF Online', or similar. Press ENTER.



It will list many websites. Normally the first is the best to go for. Just click on the link to be taken to that page.



Once at the website, scroll down the page until you see the following:



Follow the instructions on screen. Click on 'Pick Files', it will ask you to locate first PDF file. Locate file and click 'Open'. Repeat this process until all appropriate PDF files are listed. (Add the pages in the order that you require)
Click on 'Merge PDF!'. It will then merge the files for you. It will let you know when this step is completed. It usually, automatically downloads a copy of the merged file into your PC's Download area. If not it will give you an option to save file. To find out your PC's download area:

In your web browser click on Tools – Options – Main Tab – Download section
To change download area at any time, repeat above steps. Click on 'BROWSE' and select new download area.