

Contents

01 How to Combine PDF Files With PDF Combine	2
02 How to Change the Order of PDF Files	5
03 How to Create Bookmarks	7
04 How to Create Table of Contents	9
05 How to Sign PDF With Your Digital Signature	10
06 How to Encrypt PDF	11
07 Odd Page Documents	14
08 Header & Footer Settings	15
09 How to Combine PDF Files via Command Line	18

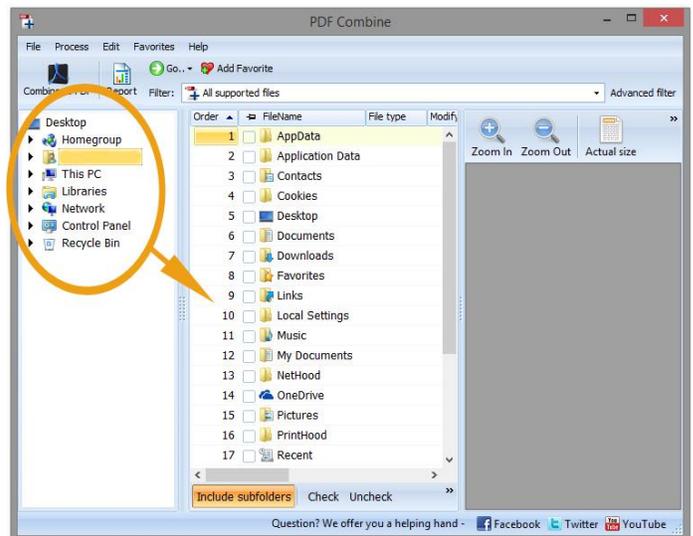
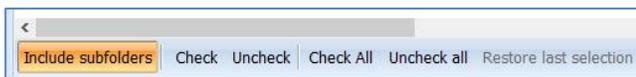
How to Combine PDF Files

PDF Combine

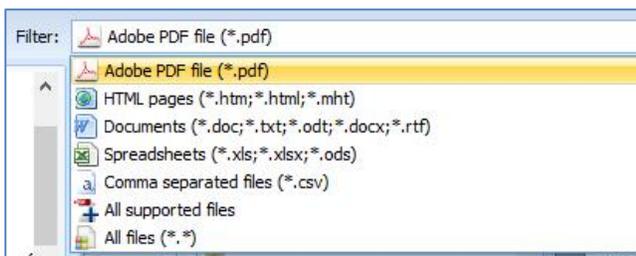
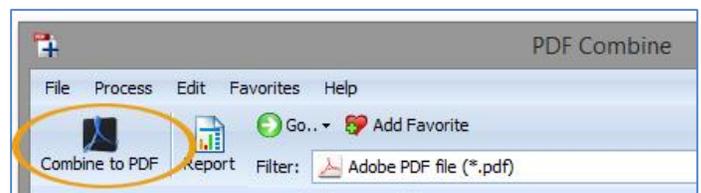
When you have multiple PDF files that you'd like to combine into a single document, PDF Combine is without question the best tool for the job! Our user-friendly interface offers several different ways to accomplish this task. With PDF Combine you can choose between **combining PDF files individually, based on folders** or by **selecting a common name part**. To learn more, continue reading.

1. Begin by launching the [PDF Combine](#) app.
2. Next, locate the files you plan to work with (these can include single files, entire folders or both!). On the left side of the main interface, you'll notice a list of available locations to choose from. After selecting a folder, a secondary list will appear that includes its contents.

TIP: the **Include subfolders** and **Check / Uncheck** buttons at the bottom of the interface can save time by letting you select and deselect large groups of files all at once.

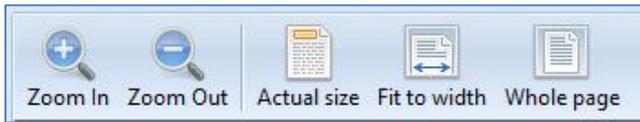


3. After you've checked the box next to each file that you plan on working with, click the **Combine to PDF** button at the top of the PDF Combine window.

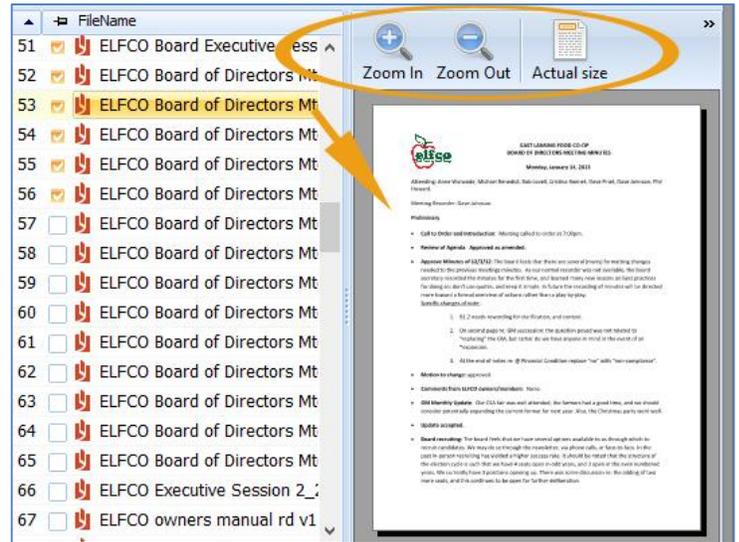


TIP: the **Filter** feature lets you easily select a single format type (i.e. **HTML, PDF, DOC, TXT, XLS** etc.) and filter **File Name** results so that only that one format will be shown.

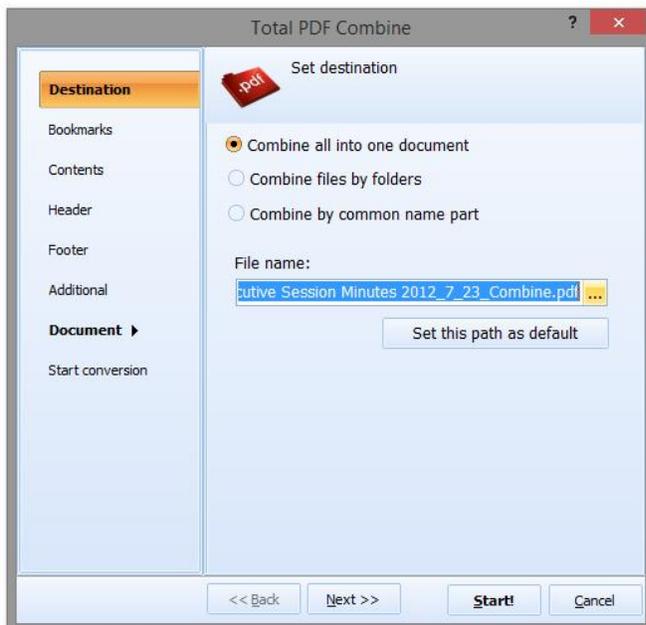
TIP: the preview window lets you verify the contents of your files before deciding whether to include them. Using the **Zoom In** and **Zoom Out** buttons you can adjust the size of the document preview.



Clicking on **Actual size** lets you quickly toggle to max resolution view. For more resizing preview options, take advantage of our **Whole page** and **Fit to width** functions.



- This will open the options view. By default, the options window will start with the **Destination** tab. From here you can name your new PDF document and choose the destination pathway where it will be saved after combining. Additionally you choose whether to **Combine all into one document**, **Combine files by folders** or **Combine by common name part**. See below for more info on these three options.



Combine to PDF Destination Options

Combine all into one document is the default option in the destination view. When this option is selected, all of the individual files that you put a check next to in <step 3> will be merged into a single PDF file. By default the finished PDF document will appear in the same folder as the original documents you chose to merge.

Combine files by folders lets you merge files together within folders. If you have 2 folders with 10 PDF files in each, with this option you will get 2 multi-page PDF files. Your new PDF document can be placed in an entirely new . That's name and location will depend on the destination you specified in the **Folder** field.

Combine by common name part lets you combine multiple files that share certain commonalities in their names. For example if one file is named "543451_auto_ABC.pdf" and another is named "543451.pdf" you can set PDF Combine to locate both files based on a search query for "543451" and the app can automatically locate and combine them.

TIP: clicking the box next to **Keep folder structure** will maintain the original file architecture when combining their contents into a single PDF.

TIP: clicking the [...] to the right of the **Folder** field will provide you with an expanded view of your drive(s) navigation structures. This can serve as another quick way to locate and access files/folders.



<http://www.coolutils.com/PDFCombinePro>

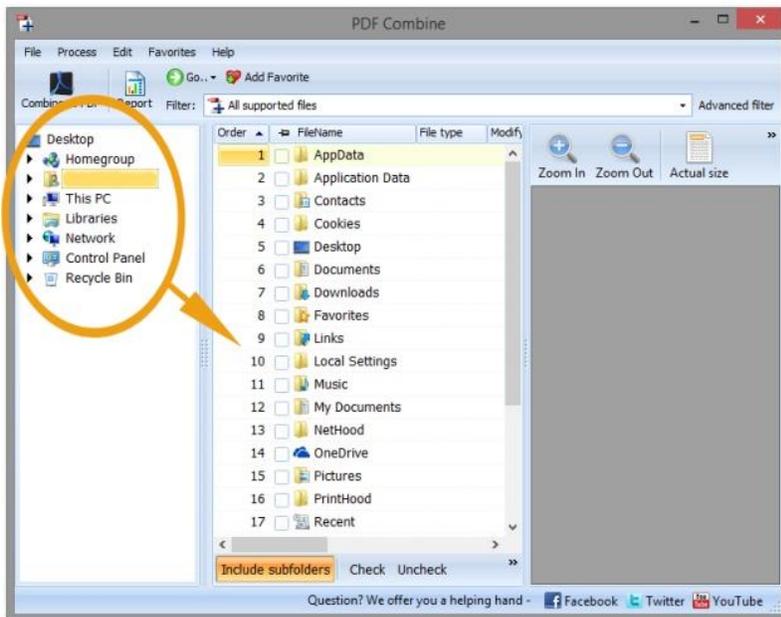
How to Change the Order of PDF Files

PDF Combine

Part of what makes PDF Combine so easy to use is its ability to give you an overview of all of your files. By default, your file lists will appear in alphabetical order -- the same as on your computer. However, there are a variety of ways available that allow you to change the order in which files appear in the file selection frame.

Method One: Reordering Files by Category

1. Begin by launching [PDF Combine](#).
2. Next, in the left sidebar, locate the folder that contains the files you'd like to work with. After you open that folder a list of its contents will appear in the file selection frame.

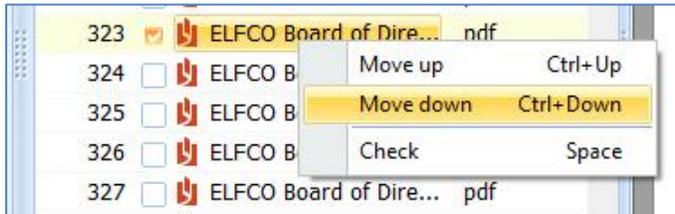
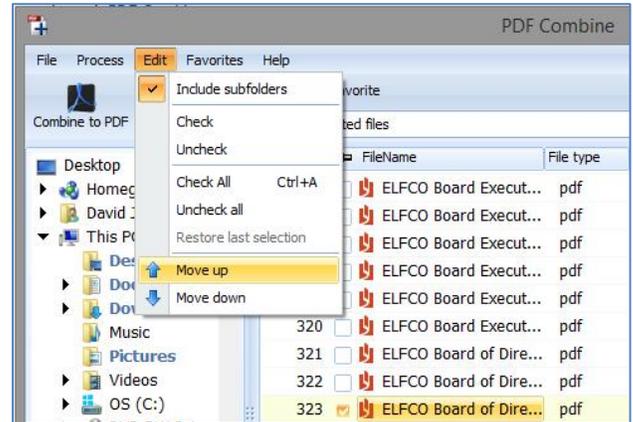


3. At the top of this frame are several tabs that let you reorder your file list based on different criteria. For example if you click on **File type** ^ files in the list will be reordered alphabetically according to what extension they share. Similarly, clicking on **File size** will reorder your file list based on their size, and so on.



Method Two: Changing Which File is Highlighted

4. With PDF Combine open and a folder selected, place a check next to the file you want to move.
5. Next, click **Edit** in the topmost menu to reveal a feature list that includes **Move Up** and **Move Down**. This lets you change which file is checked by highlighting (and moving) the checked box above or below the currently selected file.



TIP: right-click the highlighted file to access the same Move Up / Move Down functionality.



TIP: it is also possible to reorder files using the traditional drag & drop method. Simply left-click the file name and hold. Then with your mouse, drag the file up or down to a new location in the file list.

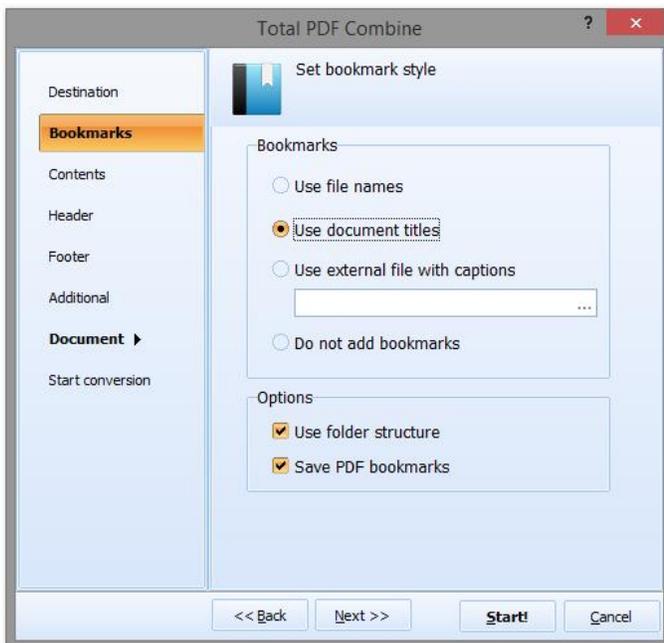
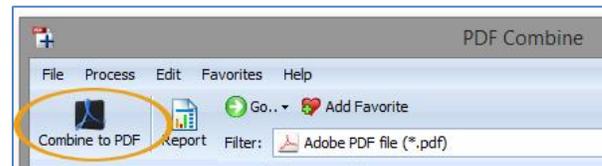
How to Create Bookmarks

PDF Combine

Adding bookmarks to your PDF file is a great way to help your readers navigate the document; especially when your PDF includes the content of many different PDFs merged into a single file. Bookmarks can serve many different purposes. For example, the bookmarks feature lets you create a glossary, an index or even a table of contents.

When a reader clicks on a bookmark, the PDF will automatically switch views to display the relevant content that is associated with that bookmark. In other words: instead of scrolling from the top of the PDF all the way down to page 137, a bookmark lets you jump to page 137 in a single click.

1. With [PDF Combine](#) open - and your files selected, click the **Combine to PDF** button in the top-left of the interface.
2. Next, click the **Bookmarks** tab in the left sidebar. This will open the **Set bookmark style** options view.



TIP: Notice the **Do not add bookmarks** option is unchecked? This means that unless you specify otherwise, PDF Combine will add bookmarks to any qualifying multipage PDF by default.

3. Here you will see several options that let you choose whether or not to include bookmarks, and how those bookmarks will behave within your PDF. To learn more about how the different bookmark options work, see below.

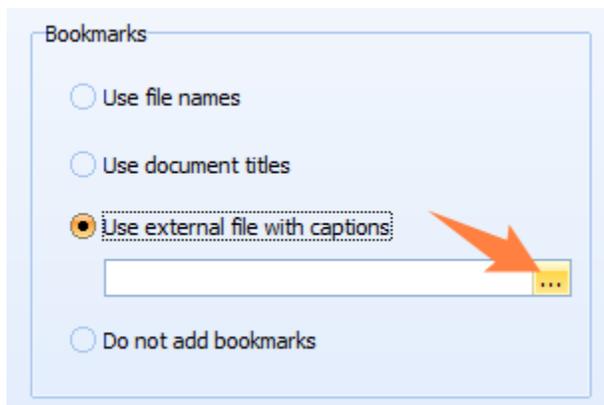
Bookmark Feature Guide

This guide will give you a brief idea of how the different options function. For the most part, the bookmark options are designed to let you determine how your bookmarks will be structured after combining your PDFs into a single document.

Use file names lets you generate a set of bookmarks that share the same name as the original files they were created from. Although your PDF will be a single document, your readers will be able to identify and quickly jump to individual documents within the larger PDF.

Use document titles is similar to Use file names in that it lets you structure your bookmarks based on naming conventions associated with the original documents being used to create the PDF. It differs slightly by allowing you to name bookmarks based on *document titles* instead of file names.

Use external file with captions lets you use your own bookmarks. Put a list of desired bookmarks into a TXT file and upload it to the program:



Do not add bookmarks lets you control whether or not the PDF will include bookmarks. Because the bookmarks feature is so helpful, all PDFs will contain bookmarks by default. However, there are situations in which you may not want to use bookmarks and this option lets you turn the bookmark feature off prior to combining files.

Use folder structure lets you mirror your bookmarks after the structure of the original folders included in the PDF prior to combining. This feature can help to maintain folder architecture and is generally recommended so that when you do view your finished PDF, everything will appear in its right place.

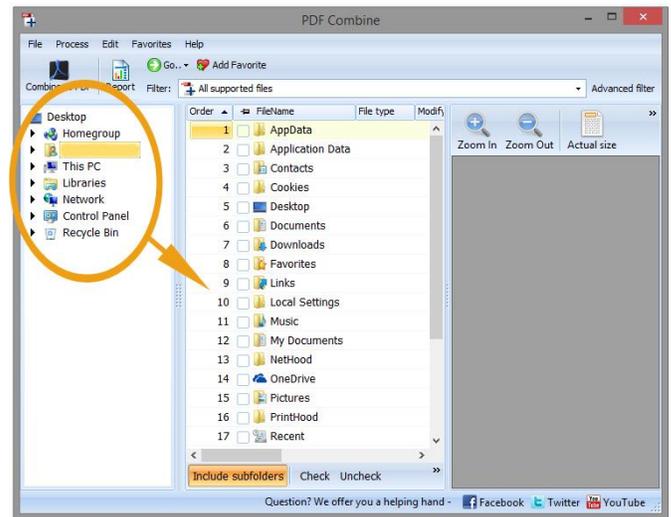
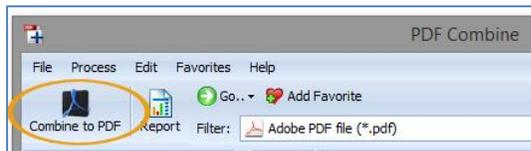
Save PDF bookmarks lets you keep track of what you worked on last by letting you save previous settings.

How to Create Table of Contents

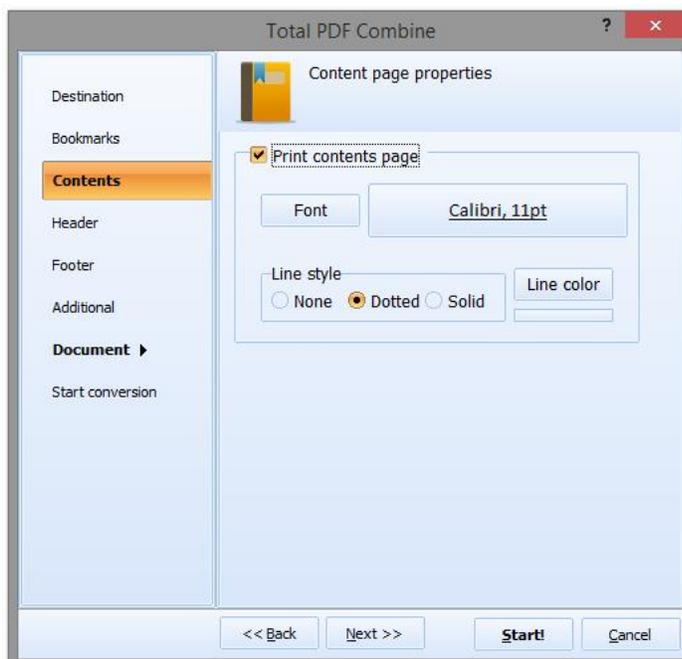
PDF Combine

Closely related to the Bookmarks feature, including a Table of Contents in your PDF adds a layer of professionalism on top of producing a document that is easy for readers to navigate. Several options are built-in to help you customize the look of your table of contents.

1. Begin by launching [PDF Combine](#).
2. Next, in the left sidebar, locate the folder that contains the files you'd like to work with. After you open that folder a list of its contents will appear in the file selection frame.
3. Place a check next to each file/folder that you plan to work with and click the **Combine to PDF** button in the interface toolbar.



4. Scroll down to the **Contents** tab and click to reveal the **Content page properties** view. From here you can adjust how your table of contents will appear by specifying a **font type and size** as well as **line style and color**.

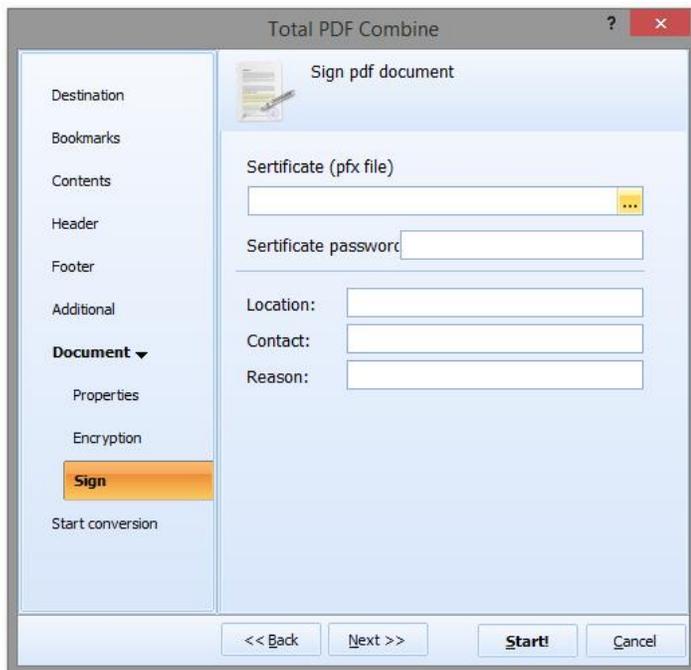
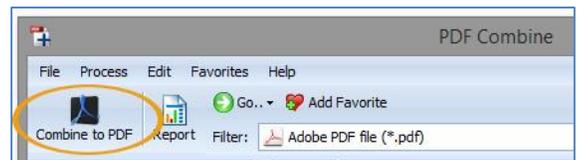


How to Sign PDF

PDF Combine

Adding a digital signature to your document is a great way to let your recipients know that what they are receiving is real deal. Signing a PDF document digitally can save both time and money by allowing documents to be authenticated remotely. With PDF Combine, adding your digital certificate is quick and easy.

1. With [PDF Combine](#) open and your files located, click the **Combine to PDF** button in the main toolbar. This will open the options view.



2. From here, click the **Document** tab in the left sidebar and then click **Sign**. This will open the **Sign PDF document** options interface.

3. Here you can add any digital **certificate** that you have saved in the PFX format. Click the [...] at the end of the certificate field to access a view of your drive(s) and select a **PFX file**.

4. Next you'll want to set a **password**. This limits who is able to access and use your digital signature, thereby making it impossible for anyone to fake your identity.

TIP: enter the password associated with your PFX file to grant PDF Combine permission to access and use your signature file.

TIP: the **Location**, **Contact** and **Reason** fields are included to help you provide more information. This lets users know the who, where and why behind the signing of the document.

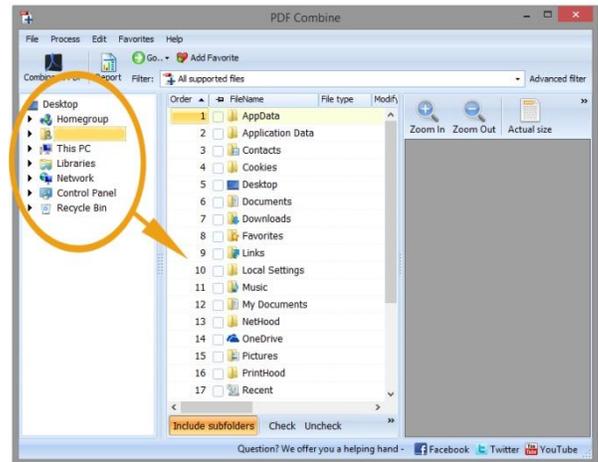
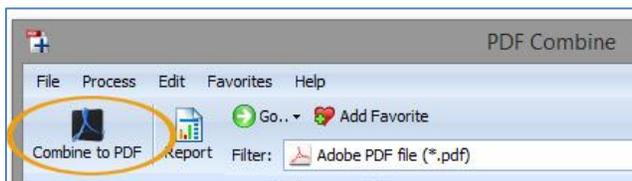
Location:	<input type="text" value="East Lansing, Michigan"/>
Contact:	<input type="text" value="Carol Smith"/>
Reason:	<input type="text" value="Verification"/>

How to Encrypt PDF Files

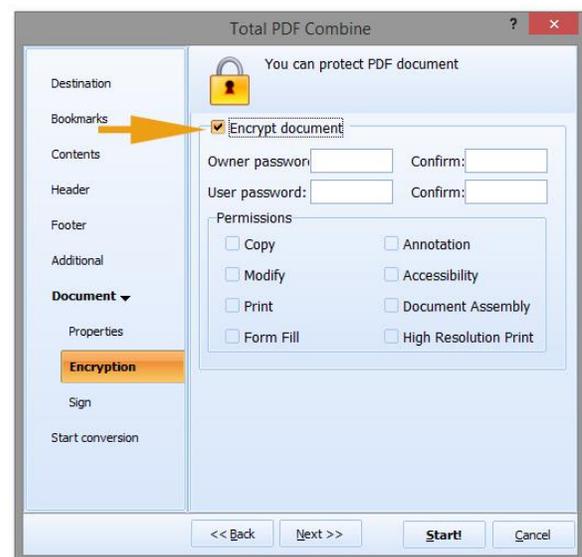
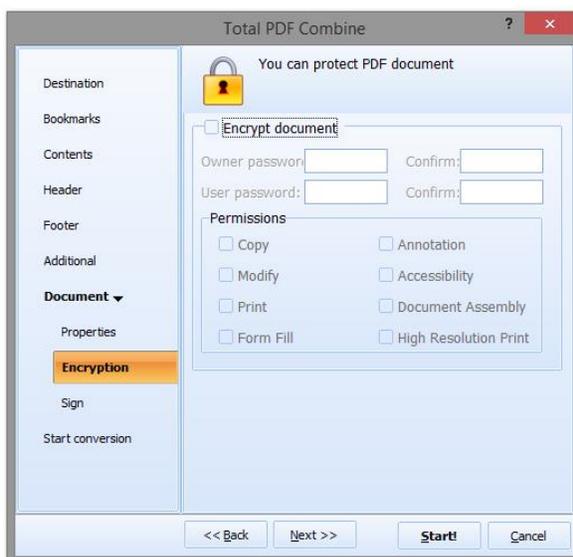
PDF Combine

Occasionally, it becomes necessary to save your document in an encrypted state. PDF Combine includes a variety of different features designed to give you total control over who can view your PDFs, and ultimately how recipients are allowed to use them. Following the quick step-by-step guide below will give you a better idea of what these options are.

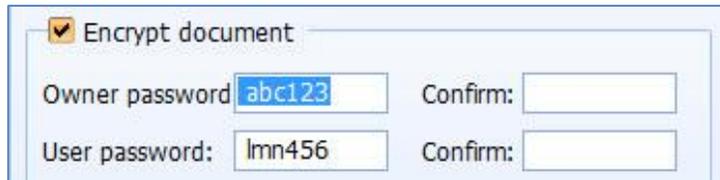
1. With [PDF Combine](#) open, indicate which file you want to encrypt by placing a check in the box next to the file name.
2. Next, click the **Combine to PDF** button in the main toolbar. This will open the PDF Combine options view.



3. From here, click **Document** in the left sidebar, and then click **Encryption**.
4. Looking at the protections interface – notice that all of the options are gray? That’s because you need to tell PDF Combine to use encryption. By default the program produces PDF files that are not encrypted. Click the box next to **Encrypt document** to begin defining your security options.



5. First you will need to decide whether or not a password will be required to access the document. It's possible to set an **Owner password** and a **User password**. The **Confirm** field verifies that the password has been typed correctly.



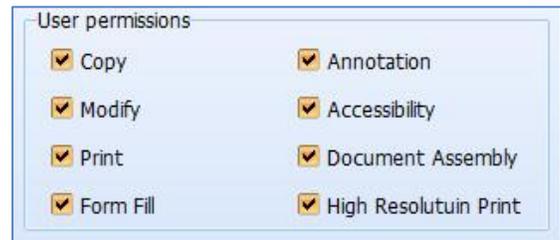
A screenshot of a software interface showing password settings. At the top, there is a checkbox labeled "Encrypt document" which is checked. Below this, there are two rows of input fields. The first row is for the "Owner password", with the text "abc123" entered in the first field and an empty "Confirm:" field. The second row is for the "User password", with the text "lmn456" entered in the first field and an empty "Confirm:" field.

Note that **User Password** is required to open and view the document. This password encrypts the document so that the contents are only viewable by those with the password.

Owner Password is required to edit the content, but not to view the document. Anyone with an owner password gets all user permissions and can view, copy, modify, annotate print, etc. the PDF file.

You can set any or both passwords.

6. Next, set the **User permissions**. Tick the box next to each of the permissions you'd like to include. Use User Permissions to allow users (those without the owner password) some editing options. For example, you may allow users to fill forms and annotate the PDF file, but they won't be able to modify the document or print it. Refer to the **User Permissions Glossary** (below) for a brief description of each permission.



A screenshot of a "User permissions" dialog box. It contains a list of permissions, each with a checked checkbox. The permissions are: Copy, Annotation, Modify, Accessibility, Print, Document Assembly, Form Fill, and High Resolutuin Print.

User Permissions Glossary

User permissions determine what others are allowed to do with your shared PDFs, and how those documents will function out there in the cloud. Total Mail Converter includes several options that let you tweak permissions beyond adding a password. Remember that those with Owner Password are granted all user permissions automatically. For more details refer to <http://www.adobe.com>.

Copy lets users make their own copy of the document. Leaving the Copy box unchecked means that other users will not be able to save a copy of the file.

Annotation gives users the ability to add their own notations and comments to your shared PDF.

Modify determines whether or not another user has permission to change (or make modifications to) your shared PDF file.

Accessibility allows accessibility utilities, such as VoiceOver, to have access to the text of the document. If unchecked some visually impaired readers may have difficulties reading your PDF.

Print makes your shared documents printable. If the Print box is left unchecked, users of your document will not be allowed to print their own copy.

Document Assembly involves whether or not users are allowed to assemble the document (insert, rotate, or delete pages and create bookmarks or thumbnail images).

Form Fill lets users fill in the forms in your PDF.

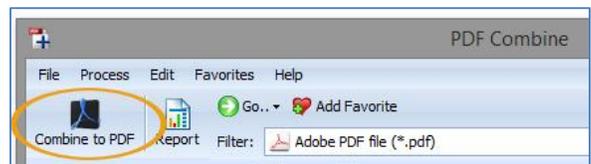
High Resolution Print lets users receive and work with a high resolution print quality PDF. When this is left unchecked, the PDF will only be reproducible at a lower quality resolution.

Odd Page Documents

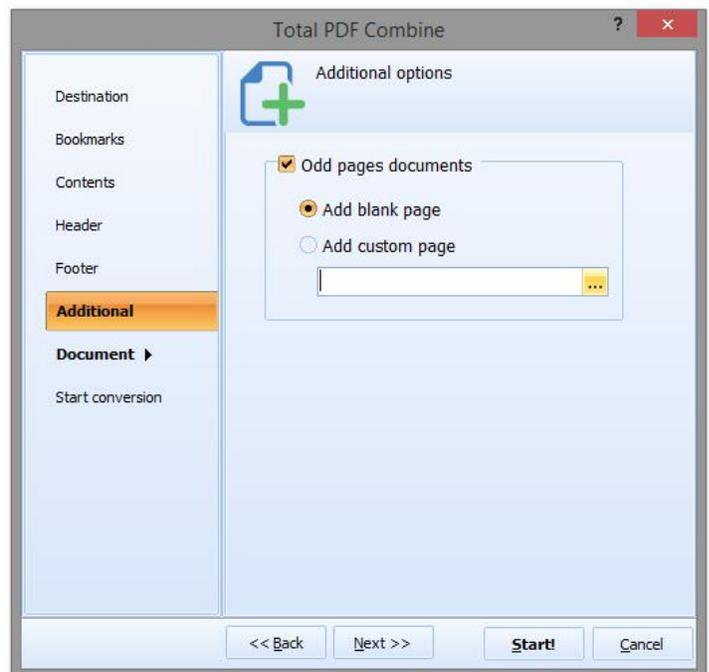
PDF Combine

If you've ever tried using a duplex printer to print a document with an odd number of pages, you know how problematic this can be. For example, when trying to print a double-sided 3-page file... what happens to the third page? If you're printing a single document, this usually isn't a problem. However, try to print two (or more) documents at a time and the 1st page of the second document gets printed on the backside of the last page of the document that came before it. Fortunately, PDF Combine includes a unique feature that lets you insert an extra blank page at the end of odd page numbered files. In fact if you'd like, it's possible to add a custom page (instead of blank) too!

1. With [PDF Combine](#) open and your files located, click the **Combine to PDF** button in the main toolbar. This will open the options view.



2. From here, click the **Additional** tab in the left sidebar. This takes you to the **Additional options** view.
3. Next, check the box next to **Odd page documents** to include an extra page at the end of you odd paged file.
4. Here you can choose between inserting a blank or custom page. If you decide to **Add custom page**, click on the [...] underneath the Add custom page text to open a view of your drive(s).
5. Once you've selected your custom file (or indicated that you want to add a **blank page**) you can either click **Start** to begin combining, or return to the sidebar options to further customize your PDF.



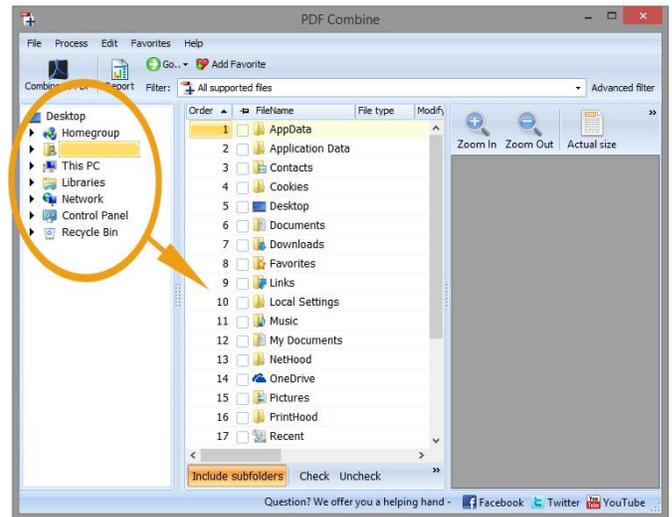
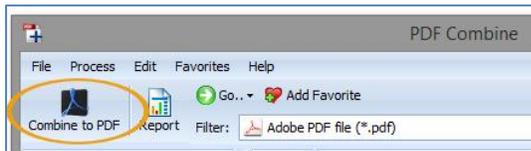
TIP: due to the nature of this operation, you will need to choose a single-sided document to insert as a placeholder for the missing last page.

Header & Footer Settings

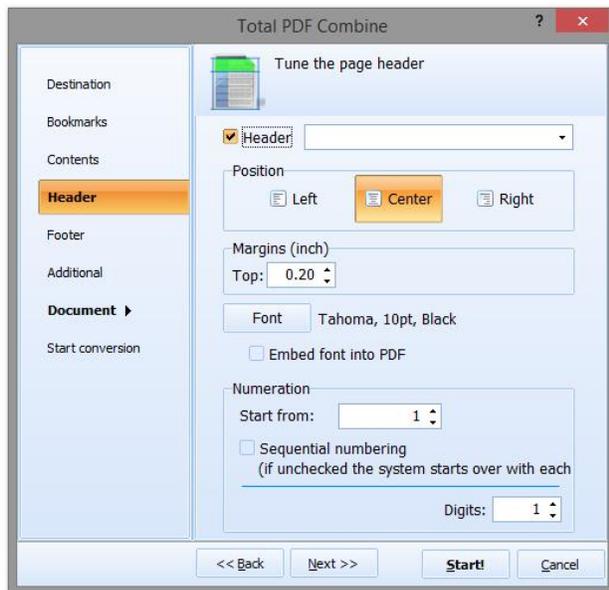
PDF Combine

Including a header and footer in your PDF is another excellent way to create a professional looking document. Add a page counter, date, title, custom watermark and more!

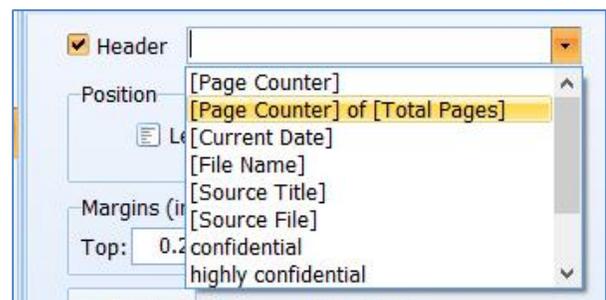
1. Begin by launching [PDF Combine](#).
2. Next, in the left sidebar, locate the folder that contains the files you'd like to work with. After you open that folder a list of its contents will appear in the file selection frame.
3. Place a check next to each file/folder that you plan to work with and click the **Combine to PDF** button in the interface toolbar.



4. Scroll down to the **Header** tab and click to access the **Tune the page header** options view. Here you'll see a variety of options designed to help you customize your PDF document header.



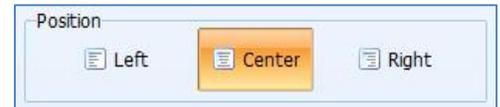
TIP: make sure that the box next to **Header** is checked and then click on the **yellow arrow** to the right of the header field. Here you can choose from several predefined options that let you add **page counters, titles, watermarks** and more.



- Once you've finished setting your header options, click on **Footer** in the left sidebar to open the **Tune the page footer** options view. Here you can go through the same process outlined above, in regards to the footer instead of the header.

Header Options

Position lets you control where your header elements will appear in the document head. You can choose to align the element to the Left, Center or Right of the header.



Position

Left Center Right

Margins (inch) lets you to adjust the padding that exists between the top border of the header and custom element. By default, the up/down arrows let you adjust in increments of 1/10th of an inch.



Margins (inch)

0.20

Tip: by highlighting the margin number, you can replace it with other values.

Font lets you use any font face stored on your hard drive. Clicking the Font button will open the Font interface and give you direct access to a list of your system fonts. You can adjust font style, size, add effects and change font color.



Font Tahoma, 10pt, Black

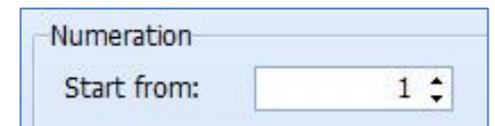
Tip: there's even an option to change font script from Western characters to other alphabets!

Embed font into PDF lets you make it so that the fonts in your target document will appear exactly the same as they do in the original; no matter what program you use to view it, or which fonts are available on the users' system.



Embed font into PDF

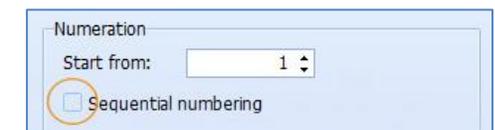
Numeration lets you choose what number to have the page counter **Start from**. An incredibly helpful feature when you want to begin from a number other than one.



Numeration

Start from: 1

Sequential numbering helps you keep track of where you left off. Use this feature when you need to start document counts from a number other than one.

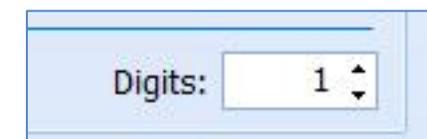


Numeration

Start from: 1

Sequential numbering

Digits lets you decide how many placeholders the counter should include; for example if set to (3) and starting from (1) your first page in the sequence will be numbered "001" and the next will be "002".



Digits: 1

Footer Options

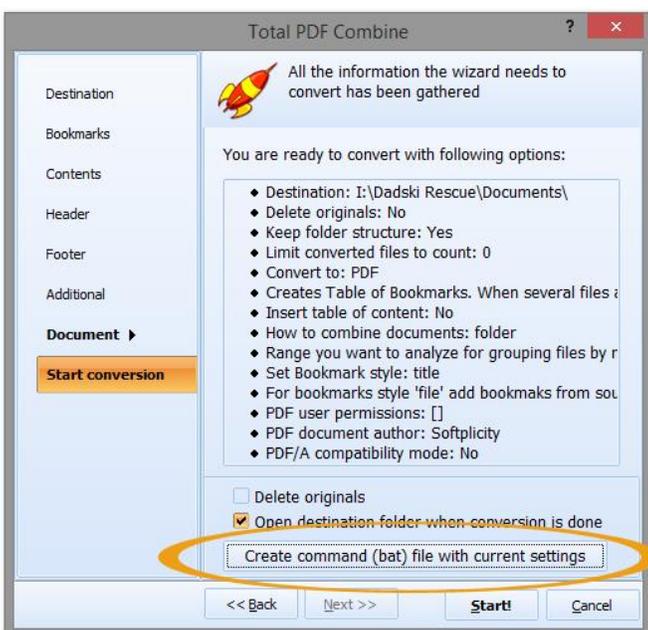
The options available for adding customized elements into the document footer are the same as those listed for header with *one exception*. When you modify the **Margins** in the footer, you will be adjusting the padding between the bottom border of the footer and your page edge (instead of the other way around).

How to Combine PDF Files via Command Line

PDF Combine

True to our design philosophy, PDF Combine provides users with a variety of ways to process documents. As part of that we've built-in special functionality that lets you combine PDF files via the command line. Once you've added all your options settings, our user-friendly GUI can help you create a .bat file. Simply click the **Create command (bat) file with current settings** (located under the **Start conversion** tab). Save the .bat and then double-click it to run.

Watch [this video](#) for more info.



TIP: If you know there will be multiple instances in which you will need to use the same settings, creating a .bat file for reuse purposes is a great way to save time!

TIP: we also offer a server version that can be run without a GUI and no interrupting messages. To learn more, check out [PDF Combine X](#).

List of Available Commands

Usage: PDFCombine.exe <source> <destination> <options>

If you have a path with spaces use quotation marks.

Options:

- **-lang** - Used language
 - **ar** - Arabic (U.A.E.)
 - **cs** - Czech (Czech Republic)
 - **da** - Danish (Denmark)
 - **de** - German (Austria)
 - **es** - Spanish (Latin America)
 - **fr** - French (Belgium)

- **it** - Italian (Switzerland)
- **ja** - Japanese (Japan)
- **ko** - Korean (Korea)
- **nl** - Dutch (Belgium)
- **pt** - Portuguese (Brazil)
- **ru** - Russian (Russia)
- **sv** - Swedish (Finland)
- **zh** - Chinese (Simplified, China)
- **en** - English (Caribbean)
- **-log** - Don't show errors. Write them to the log file
- **-verbosity** - Log file verbosity
 - **error** - Write to log file only errors (default)
 - **detail** - Write detailed log file
- **-logmode** - Log file mode
 - **overwrite** - Overwrite (default)
 - **append** - Append
- **-list** - File with files mask to convert. Simple text file, each file on new line
- **-Recurse:off** - Include subfolders
- **-do** - Delete originals
- **-kfs** - Keep folder structure
- **-fo** - Force overwrite existed files
- **-limit** - Limit converted files to count
- **-sort** - Sort source file list
 - **unsorted** - Unsorted, natural order (default)
 - **name** - Sort by file name
 - **date** - Sort by file modification date
 - **numbers** - Sort by numbers in file name
- **-ext** - Use custom extension for output files
- **-c** - Convert to
 - **PDF** - convert to PDF
- **-bookmark:off** - Creates Table of Bookmarks. When several files are combined each filename becomes a bookmark. Table of bookmarks will show you the contents of the combined file
- **-bfile** - Bookmarks as filenames. If you do NOT want the bookmarks be the filenames place the desired names of bookmarks into separate file and set that file as Bookmark
- **-content:off** - Insert table of content
- **-combine** - How to combine documents
 - **onfile** - All documents into one file
 - **folder** - Combine files by folders
 - **name** - Combine files by common name part
- **-npr** - Range you want to analyse for grouping files by name
- **-bstyle** - Set Bookmark style
 - **none** - No bookmarks
 - **title** - Create bookmarks from pdf document titles

- **file** - Create bookmarks from document file names
- **list** - Use bookmarks list
- **-bfolders:off** - For bookmarks style 'file' create bookmaks by folders
- **-bpdf:off** - For bookmarks style 'file' add bookmaks from source documents
- **-odd** - use 'blank' for add blank page to odd pages documents or file name of existing pdf document
- **-mp** - PDF master (owner) password
- **-up** - PDF user password
- **-perm** - PDF user permissions
 - **Copy** - Copy
 - **Modify** - Modify
 - **Annotation** - Annotation
 - **FormFill** - FormFill
 - **Accessibility** - Accessibility
 - **DocAssembly** - DocAssembly
 - **HighResPrint** - HighResPrint
- **-PFXFile** - PFX File for sign document
- **-PFXPass** - The password to open the PFX file
- **-SignLoc** - The location that the signing was done
- **-SignCon** - The contact information of the signer
- **-SignRes** - The reason for signing document
- **-PDFAuthor** - PDF document author
- **-PDFSubject** - PDF document subject
- **-PDFTitle** - PDF document title
- **-pdfa:off** - PDF/A compatibility mode
- **-pdfver** - PDF document format version 1.2 - 1.6
- **-Head:off** - Turn off header text
- **-HeaderText** - Header text. Where [page] - Page Number and [date] - current date
- **-HeadAlign** - Header align
 - **left** - align left
 - **right** - align right
 - **center** - align center
- **-HeadFont** - Header font name
- **-HeadSize** - Header font size
- **-Foot:off** - Turn off footer text
- **-FootText** - Footer text. Where [page] - Page Number and [date] - current date
- **-FootAlign** - Footer align
 - **left** - align left
 - **right** - align right
 - **center** - align center
- **-FootFont** - Footer font name
- **-FootSize** - Footer font size

Examples:

- **PDFCombine.exe C:\Folder1\ C:\Folder2\ C:\Folder3\ C:\Dest.PDF -r**
PDFCombine will take all the pdf files from Folder1, Folder2, Folder3 and merge them. The result will appear in Dest.pdf. -r means the recursive search (if there are more folders inside Folder1&2&3 PDF Combine will merge them as well).
- **PDFCombine.exe C:\Dest.pdf -list C:\List.txt -bstyle File**
All the files from List.txt will be placed to Dest.pdf. The app will create bookmarks from documents' file names.
- **PDFCombine.exe C:\Src???.pdf C:\Dest.pdf**
All the files C:\Src???.pdf (any symbol instead of ?) will be placed to Dest.pdf. WildCard support.
- **PDFCombine.exe C:\Folder1\ C:\Dest.PDF -HeadText "[page] of [count]" -HeadAlign Center**
PDFCombine will take all the PDF files from Folder1 and merge them to Dest.pdf and add page numbers to the header of each page.