

Combine Documents to Create a PDF

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The CSU Global Student Portal Document Center can only accept one file upload per document type at a time. If you have more than one file for a document to upload to a particular document upload type, you will need to combine your documents into one PDF file. This guide will show you multiple methods for both Mac and Windows users to merge your documents, ensuring your submissions are always clean, professional, and able to be accepted by the Document Center.

Windows/PC

1. **Adobe Acrobat (Best Overall)**

- **How:** Tools > Combine Files > Add PDFs > Combine
- **Pros:** Reliable, preserves formatting, bookmarks, & forms
- **Cons:** More advanced versions require paid subscription, but [free options](#) are available

2. **Windows Built-In "Print to PDF" (Free, No Installs)**

- **How:**
 - Open the PDFs you want to combine
 - Select all files in File Explorer
 - Right-click > Print
 - Choose Microsoft Print to PDF
- **Pros:** Free, already installed
- **Cons:** Flattens forms, loses bookmarks, can negatively impact image resolution and appearance

MacOS

1. **Preview (Best Built-In Option)**

- **How:**
 - Open one PDF in Preview
 - View > Thumbnails
 - Drag additional PDFs (or pages) into the thumbnail sidebar
 - Reorder as needed
 - File > Export as PDF (or Save)
- **Pros:** Free, already installed, page-level control
- **Cons:** Can flatten forms; bookmarks are limited

2. **Finder "Quick Actions" (Fastest for Simple Merges)**

- **How:**
 - Select PDFs in Finder
 - Right-click > Quick Actions > Create PDF
- **Pros:** One-click, no app launch

- **Cons:** Order depends on selection order; no page-level control

3. **Adobe Acrobat**

- **How:** Tools > Combine Files
 - **Pros:** Preserves forms, bookmarks, links, metadata
 - **Cons:** Paid
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