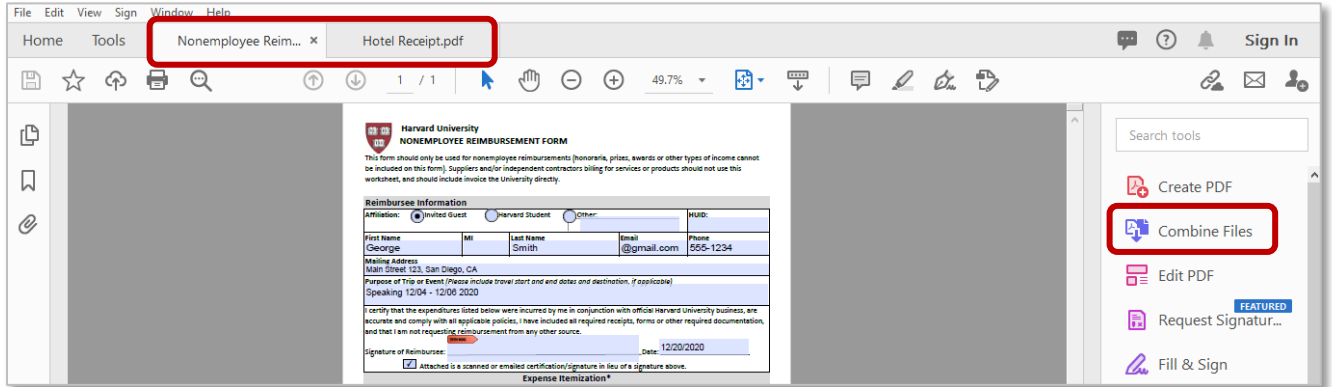


# HOW TO COMBINE PDF FILES

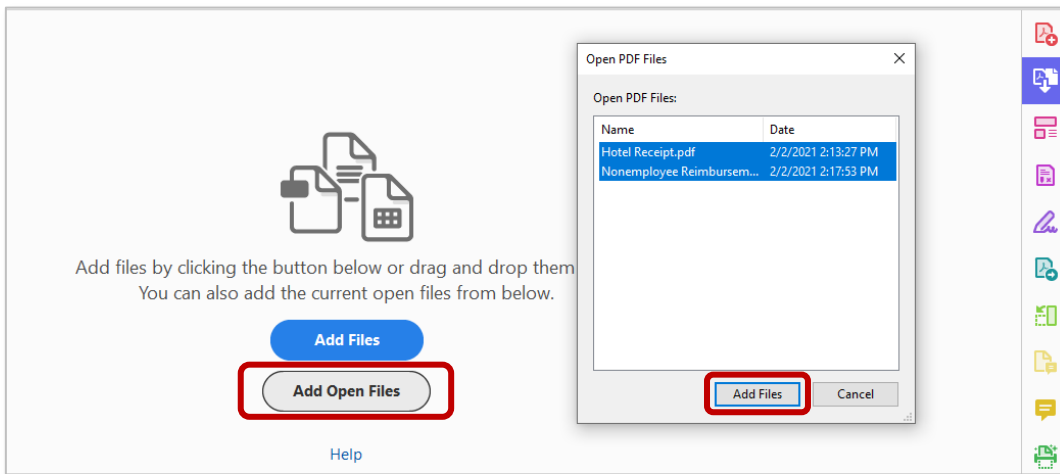
This document outlines how you can combine multiple PDF files into one file. It also shows how to convert JPGs to PDFs.

## HOW TO COMBINE MULTIPLE PDF FILES

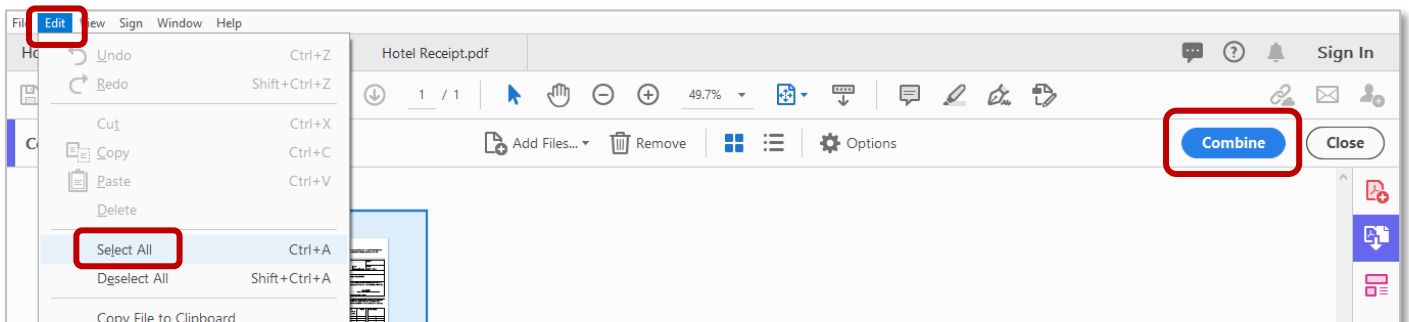
1. Open all the PDF files that you want to combine. Once you have identified that you have multiple pages open, click **Combine Files**.



2. Click **Add Open Files**. An additional window will open where you can ensure the correct files are highlighted, and then click **Add Files**.



3. Go to **Edit** and click **Select All**. Then click **Combine**.



4. A final window will open with the name **Binder1.pdf**. This is your newly combined document

Harvard University  
NONEMPLOYEE REIMBURSEMENT FORM

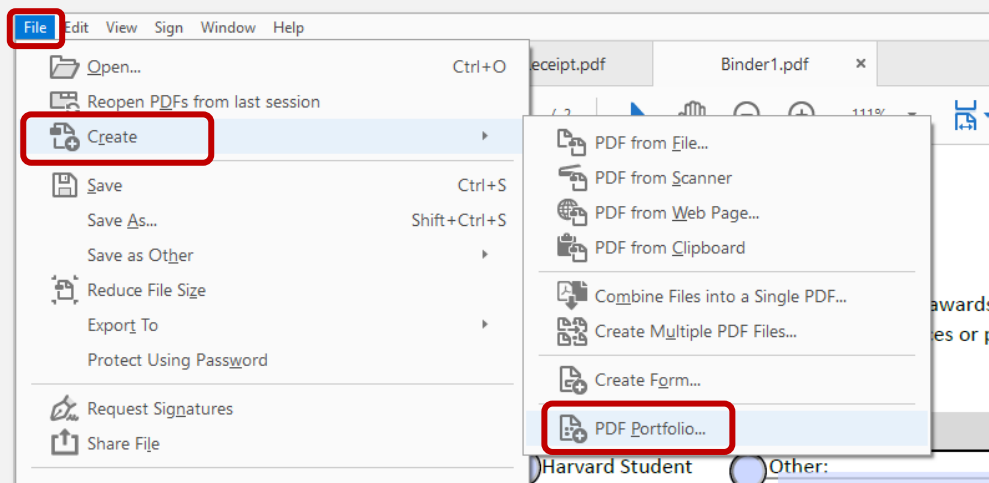
This form should only be used for nonemployee reimbursements (honoraria, prizes, awards or other types of income cannot be included on this form). Suppliers and/or independent contractors billing for services or products should not use this worksheet, and should include invoice the University directly.

**Reimbursee Information**

Affiliation: <input checked="" type="radio"/> Invited Guest <input type="radio"/> Harvard Student <input type="radio"/> Other: _____			HUID: _____	
First Name	MI	Last Name	Email	Phone
George		Smith	@gmail.com	555-1234
Mailing Address				
Main Street 123, San Diego, CA				
Purpose of Trip or Event (Please include travel start and end dates and destination, if applicable)				
Speaking 12/04 - 12/06 2020				



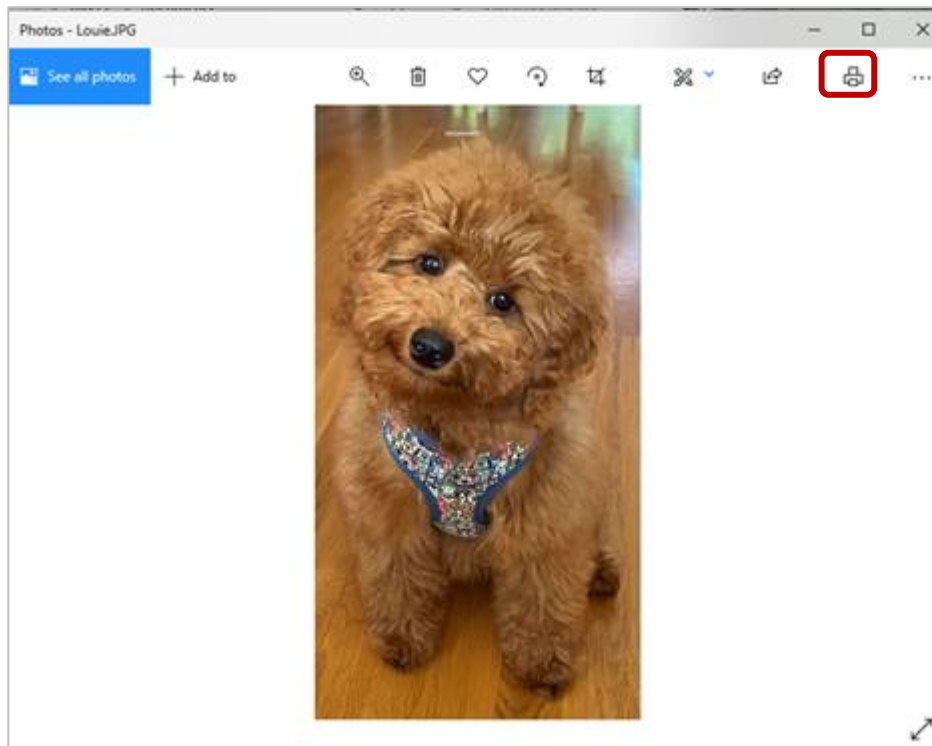
If you are combining forms with fields of the same name (e.g. multiple Non-Employee Reimbursement forms) – this method of combining will merge the data. If you want to keep the values of the fields unique, then you need to combine the individual PDFs by creating a PDF Portfolio. To do this, go to **File → Create → PDF Portfolio**, and follow the instructions.



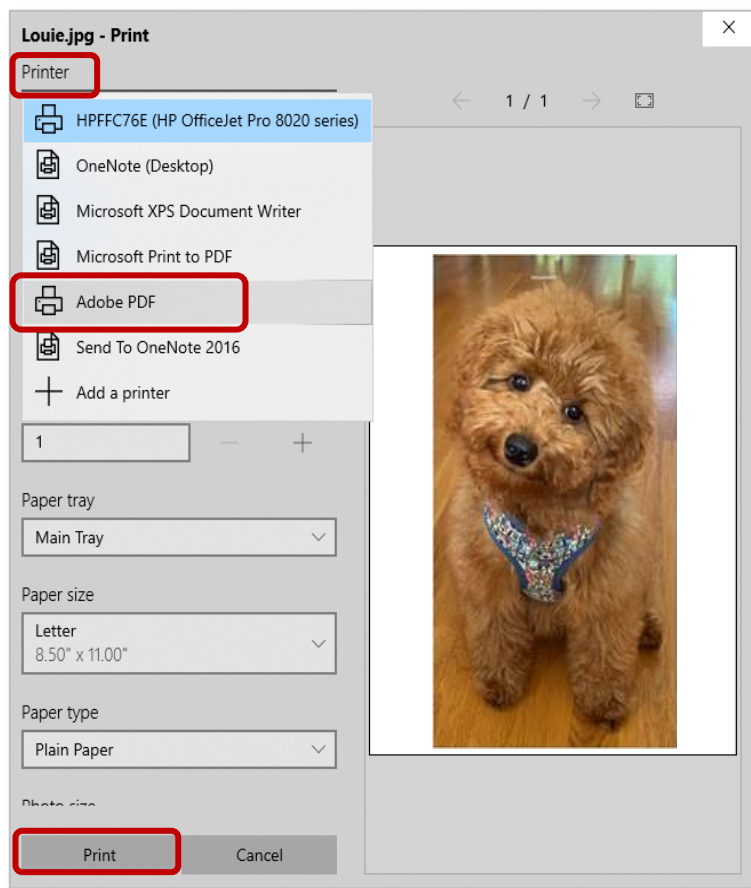
5. Once you have **Saved the file** you can upload this invoice in B2P.

## HOW TO CONVERT A JPG TO PDF

1. Open your JPG file and click on the printer icon in the top right



2. Select **Adobe PDF** in the **Printer** field and click **Print**.



3. You can then save the image as a PDF.

