



How to Combine Documents into One PDF

Widgit Online allows users to combine multiple documents into one PDF. This is useful when you want to send or print one document rather than multiple.

This guide will show you how to combine multiple documents into one file.

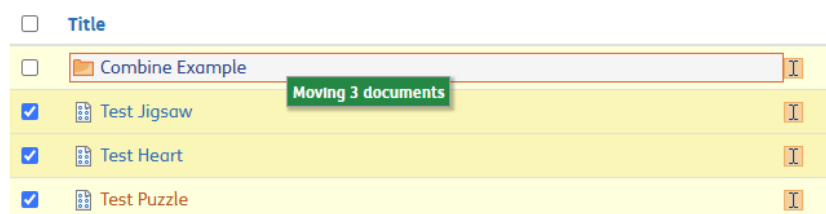
Combining Documents

If you already have a trial account set up, you can convert this to a full account.

1. **Choose** the documents you want to combine in Widgit Online.



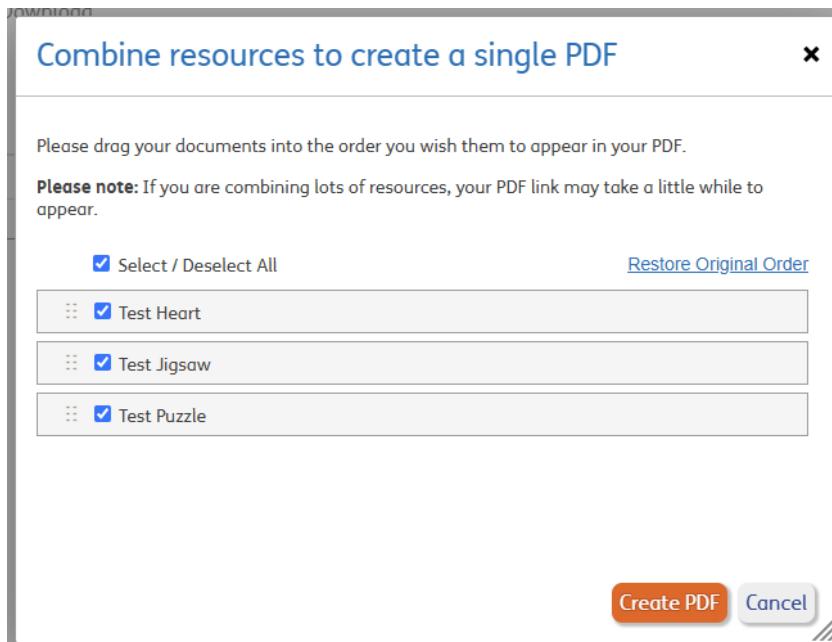
2. **Move** the documents into a folder by clicking and dragging them.



3. Once the documents are in the folder – Press the **PDF** button next to the folder.



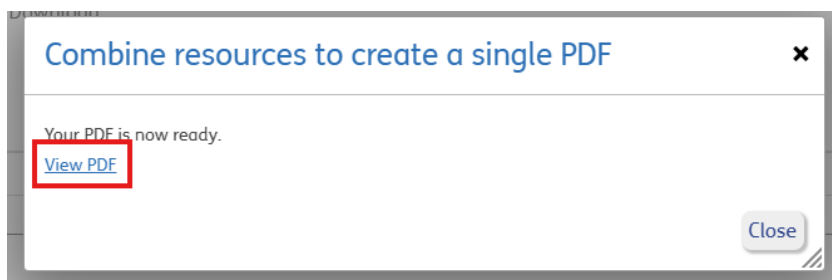
4. Choose the documents within the folder you want to be included. By default everything is included.
5. At this point you can also order the documents.



6. Once chosen and ordered, click **Create PDF**.



7. You can then click **View PDF** to see your creation.



8. This should then open the combined document in a new tab or prompt you to save the document.
9. If it opens in a new tab, you can save it using the download button.

