

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. | ✓ Image: Section 2 ✓ Image: Test Jigson ✓ Image: Test Heart ✓ Image: Test Puzzle | 2 |
|--|---|---|
| 2. Move the documents Title | | |

into a folder by clicking and dragging them.

| Title | |
|-----------------|---|
| Combine Example | I |
| Test Jigsaw | Ι |
| Test Heart | Ι |
| Test Puzzle | I |
| | |

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

| Títle | | View | View PDF |
|-----------------|---|--------|----------|
| Combine Example | Ι | ⇔ View | 🔁 PDF |
| | | | |

| Choose the documents within the folder you want to be included. By default everything is included. At this point you can also order the | Combine resources to create a single PDF × Please drag your documents into the order you wish them to appear in your PDF. Please note: If you are combining lots of resources, your PDF link may take a little while to appear. Select / Deselect All Restore Original Order |
|--|--|
| documents. | Image: Create PDF Cancel |
| Once chosen and ordered, click Create PDF. | Create PDF Cancel |
| 7. You can then click View PDF to see your creation. | Combine resources to create a single PDF × Your PDF is now ready. View PDF |
| 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. | |