# ACORD



### How to Combine ACORD Form Files

Overview
This fact sheet will walk you through the process of merging multiple ACORD fillable forms into one file.
Always use the most current form in the ACORD library.

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#### How to Combine ACORD Form Files

3. Open the Adobe Acroform Document and select "Combine" from the toolbar. From the dropdown, select "Merge Files into a Single PDF."

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4. Alternatively, if "Combine" is not available as shown above, click the "File" dropdown, then click "Combine," and select "Merge Files into a Single PDF."

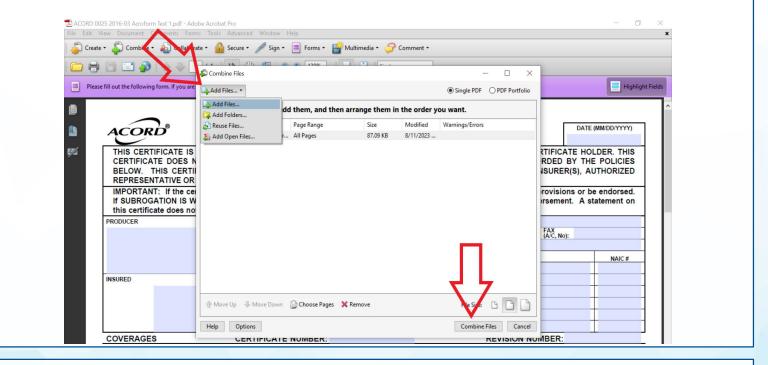
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#### How to Combine ACORD Form Files

5. You can now upload the Forms files you would like to merge by either dragging and dropping them into the pop-up box or selecting "Add Files." Once you have uploaded your desired documents, click "Combine Files."



6. Once the files have merged, a pop-up will prompt you to save the new PDF to your computer.

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