



# Merge files to PDF

If your Instructor requires you to upload your Assignments in Blackboard as a **PDF**, this process will help you either *convert* your file into a PDF or *combine* multiple files into one singular PDF.

Up to **20** files of the following file formats can be converted to PDF:

**Documents:** pdf, xps, oxps, ps, rtf, txt

**Images:** jpg, gif, png, bmp, tif, mdi

**MS Office:**

**Word** (doc, docx, docm, dot, dotx, dotm, wps)

**Excel** (xls,xlsx, xlsx, xlsb, xlt, xltx, xltm)

**PowerPoint** (ppt, pps, pptx, ppsx, pptm, ppsm, pot, potx, potm)

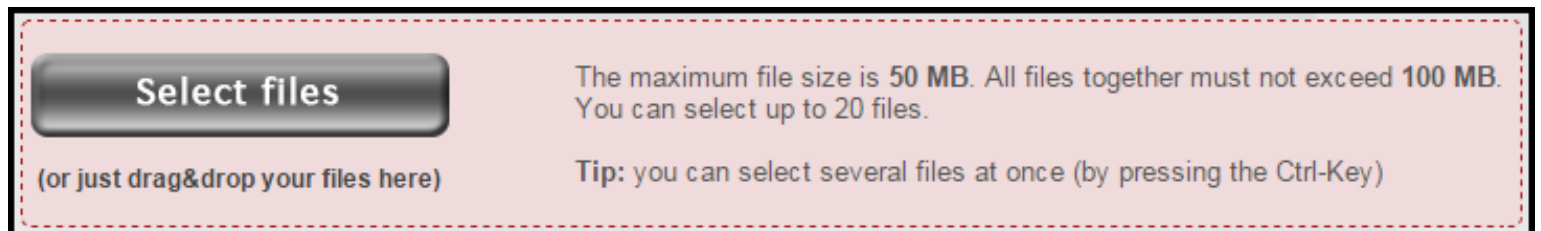
**Publisher** (pub)

**OpenDocument:** odt, ods, odp, odg, odi, odm, odc, odf

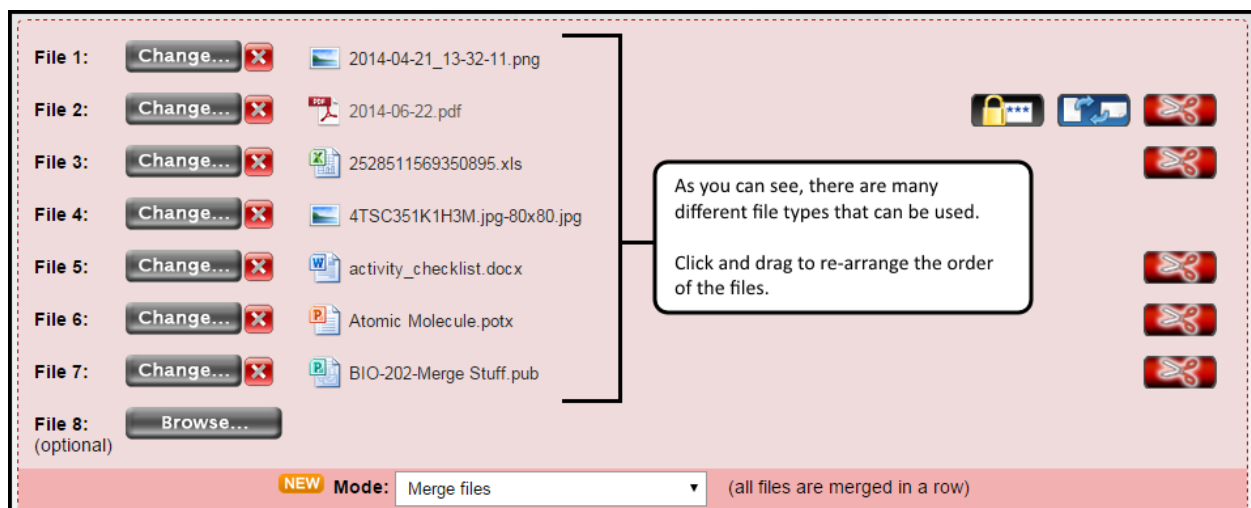
**Websites:** xps (simply go to Print the website, select “Microsoft XPS Document Writer”, then save the xps file)

1. Go to <https://online2pdf.com>

2. Add your files either by clicking the **Select Files** button or by **Dragging & Dropping** the files into the box.



3. Arrange your files simply by **Dragging & Dropping**. Added files can be deleted easily, without having to start fresh from the beginning.



It is possible to select several files in the same dialog window by pressing the **Ctrl** key. As a result, many files can be added fast and easily, without adding each file separately.

Files with multiple pages will be detected. Options will be available to choose specific pages from these files, re-order the pages of these files, or rotate the pages.

4. Click the **Convert** button and your new PDF will be generated and downloaded to your computer.