

PDF Merger & Splitter Guide

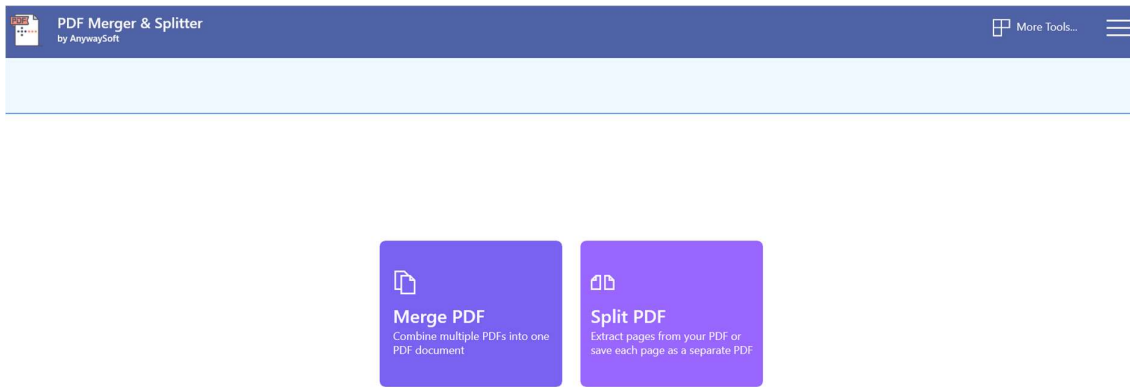
1. Download the Application

- Visit the **Microsoft Store** and download the **“PDF Merger & Splitter”** app.



2. Open the App

- Launch the app and select the **“Merge PDF”** option to begin the process.



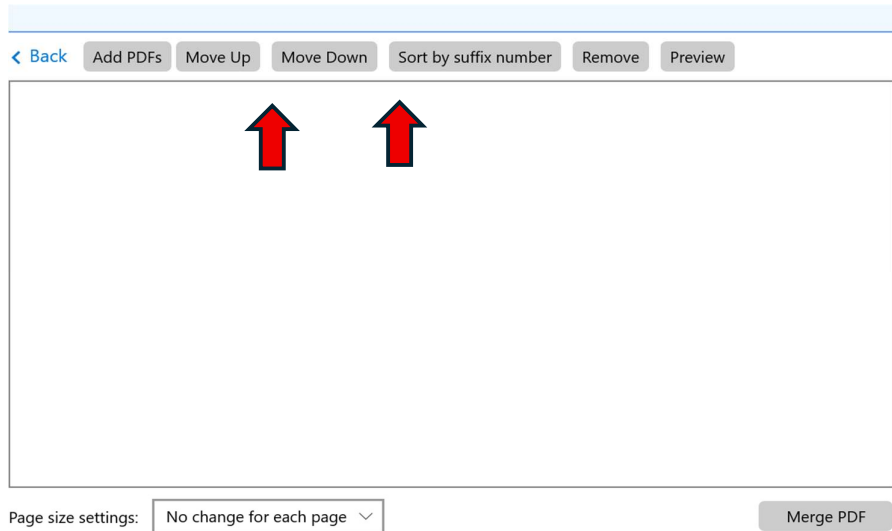
3. Add Your Documents

- Click on the **“Add PDF”** button to upload the documents you wish to merge.



4. Rearrange the Order (if needed)

- Use the “**Move Up**” or “**Move Down**” buttons to rearrange the order of the uploaded documents before merging.



5. Merge the Documents

- After uploading, click on “**Merge PDF**” at the bottom right corner. The app will combine the selected files.



6. Save the Merged Document

- Once the merge is complete, **save the combined document** to your laptop by following the on-screen prompts. Then press Close.



7. Continue Merging Documents

- To merge new documents, press **Back** on the top left corner, to return to the previous screen and then select the **“Continue”** option to add more PDFs.

