



Merge PDFs into a single document

Purpose: Most documents submitted for eFiling will be PDFs (Portable Document Format). Editing PDFs can be tricky, especially merging multiple documents into one PDF. To prevent unnecessary costs and rejections by the clerk, use the following steps if you need to combine multiple PDFs.

Note: Many third-party sites offer options for merging PDFs. These sites are not affiliated with the Wisconsin Court System. As such, the Wisconsin Court System cannot confirm the security of third-party sites. Use them at your own risk.

Before downloading anything onto your computer, work with your IT department. Understand what happens to a document once you utilize the software, especially if the document contains confidential information. For instance, some free compression applications may save a document copy to the cloud for future access.

Merge PDFs with Adobe Acrobat Standard or Pro:

1. Within Acrobat, click on the **Tools** menu and select **Combine Files**.
2. Select **Add Files** to select the files you want to include in your PDF.
3. Click, drag, and drop to reorder the files and pages. Double-click on a file to expand and rearrange individual pages. Press the **Delete** key to remove unwanted content.
4. When finished arranging files, click **Combine** to merge your files.
5. Click **Save**.

Merge PDFs with a third-party website

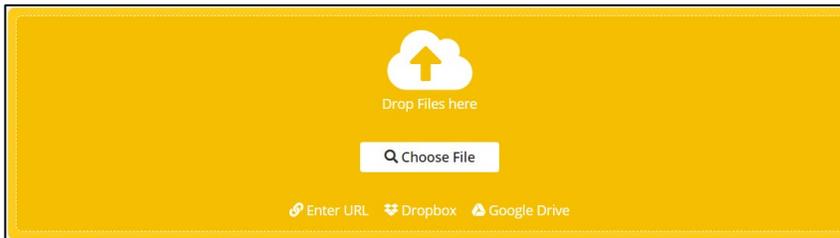
Many third-party sites offer the ability to merge PDFs. **Note:** The above disclaimer applies to all third-party sites. Users access these sites at their own risk.

- <https://smallpdf.com/>
- <https://www.ilovepdf.com/>
- <https://www.pdf2go.com/>

Take the following steps to merge your PDFs at www.pdf2go.com

1. Select **Merge PDF** on the left side of the site.

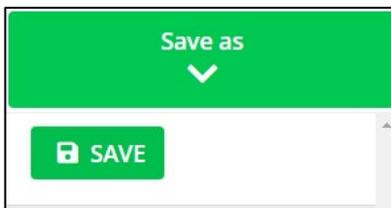
2. Select **Choose file** and select the PDFs you wish to merge.



3. Once you have selected all of the PDFs you want to merge, you may rearrange the order you would like the files to display by dragging and dropping them:



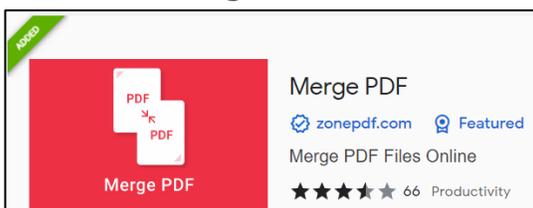
4. Once you have arranged your files, select **Save as** in the upper right corner, then select **Save**.



5. On the next screen, select the green **Download** link. You now have a merged PDF.

Using a Google Chrome extension

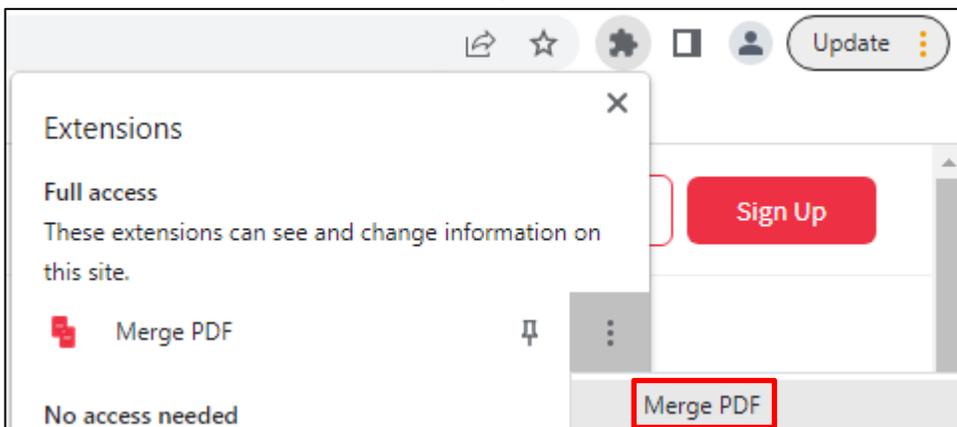
1. Copy the following link and paste it into your Chrome browser URL:
<https://chrome.google.com/webstore/search/merge%20pdf>
If the link doesn't work, go to the [Google Chrome web store](#) and search for "Merge PDF".
2. Click on the **Merge PDF** extension.



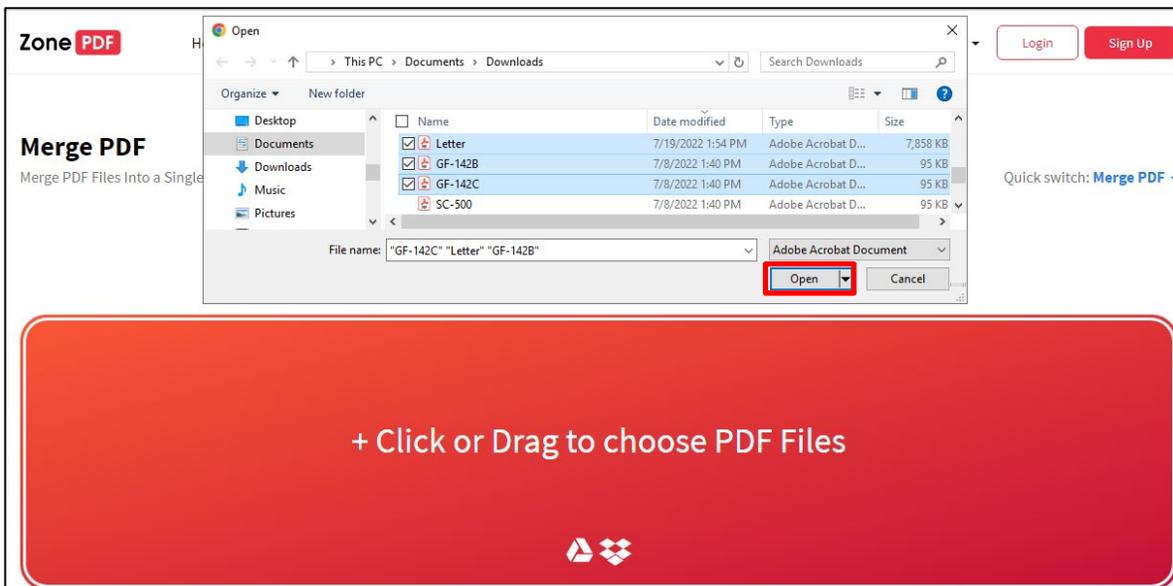
3. In the page that opens, select **Add to Chrome**.
4. Select **Add extension** on the pop-up that appears to download the Merge PDF extension from the Chrome Web Store. Close the Welcome to Zone PDF! Pop-up window.
5. Click on the **Extensions** icon:



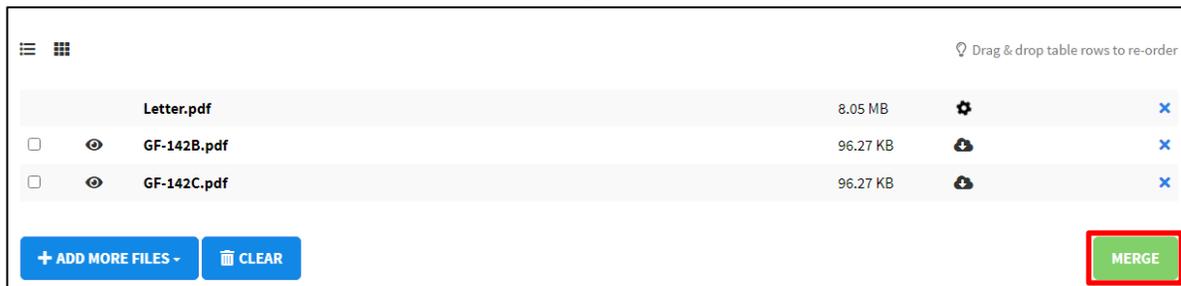
5. Click on the three-dot menu to the right of the extension, then select **Merge PDF**.



6. Select **Click or Drag to choose PDF files** to launch a file explorer window and locate the documents you wish to merge. Select multiple documents by holding **Shift + Left Click**. Select **Open** when you have chosen your documents to merge.



7. Once you have added your PDFs, click **Merge** to combine your documents.



8. Once the files have been merged, click **Download** to download a new PDF made from your combined documents.

Additional tips and tricks

Additional tips and tricks for troubleshooting document issues can be found [here](#).

eFile support

Contact the eFile support center if you have further questions. Staff are available Monday through Friday, 8:30 a.m. to 4:30 p.m., except for court holidays.

Phone: 1-800-462-8843

Online support form: <https://www.wicourts.gov/ecourts/efilecircuit/efilefeedback.htm>

Email: efilesupport@wicourts.gov