



How to Combine Multiple Files into a Single PDF for COL Upload

When uploading documents to COL, each submission must be contained in a single PDF file. This handout identifies the most common ways to combine multiple files into one PDF, then demonstrates how to upload that PDF to the COL portal.

PART 1: Combining Files into One PDF

Adobe Acrobat (Pro or Standard)

- Open Adobe Acrobat and select Tools from the top menu.
- Click Combine Files, then click Open (or Add Files).
- In the top-left corner, choose Add Files...
- Navigate to where your documents are saved or scanned, then select each file you want to include. Tip: hold Ctrl (Windows) or Command (Mac) to select multiple files at once.
- Click Open. All selected files will appear in a preview window.
- Reorder the files as needed by clicking and dragging them into the correct sequence.
- Click Combine Files. Acrobat will merge them into a single PDF.
- Go to File > Save As, name your file, choose a location, and click Save.

PART 2: Uploading the PDF to COL

Once your single PDF is ready, follow these steps in the COL portal:

- Log in to COL and select the project you want to upload the file to.
- Click Electronic Documents (EDocs).
- Navigate to Audits / Monitoring or Physical Condition Inspections.
- Click New.
- Enter the Document Title using the appropriate naming convention (examples below).

- 2030 Physical Inspection Corrections/Photos
- 2022 Audit Response
- 2023 AOC Report
- 2026 TF Audit Response

Document Title Naming Convention — Examples:

- Click Choose File, select your combined PDF, and click Open.
- Click Save to complete the upload.

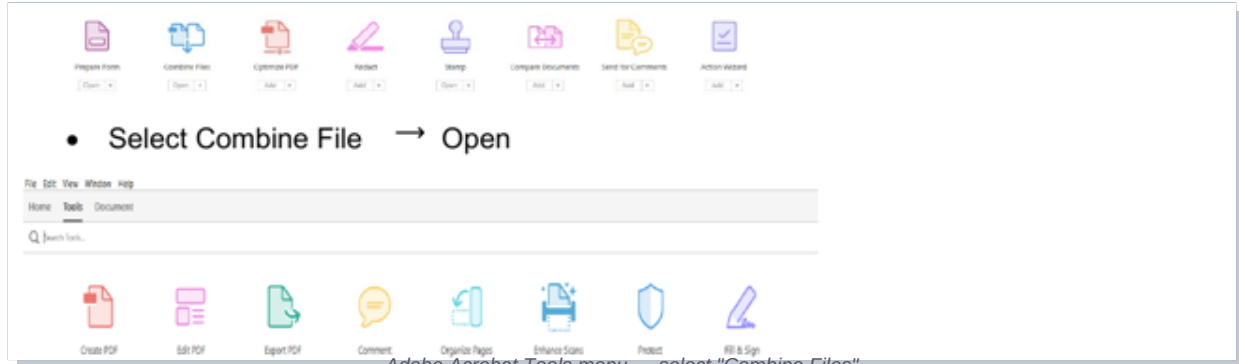
TIP: Keep your combined PDF file name clear and concise — include the year, development name or number, and document type (e.g., 2026_D03-000_AuditResponse.pdf).



PART 1 DETAIL: Adobe Acrobat — Step-by-Step

Step 1 — Open the Combine Files Tool

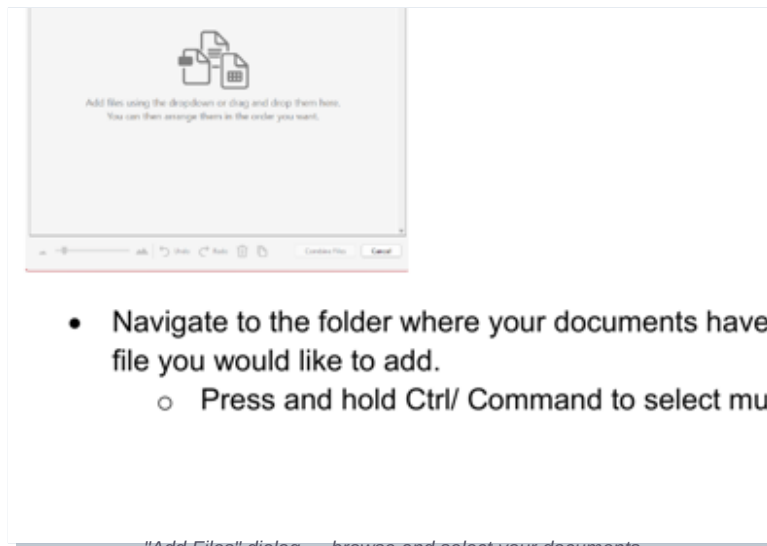
- Open Adobe Acrobat. Click Tools from the top menu, then select Combine Files and click Open.



Adobe Acrobat Tools menu — select "Combine Files"

Step 2 — Add Your Files

- In the top-left corner of the Combine Files window, click Add Files...
- Navigate to the folder where your documents are saved, select each file to include.
 - Hold Ctrl (Windows) or Command (Mac) to select multiple files at once.



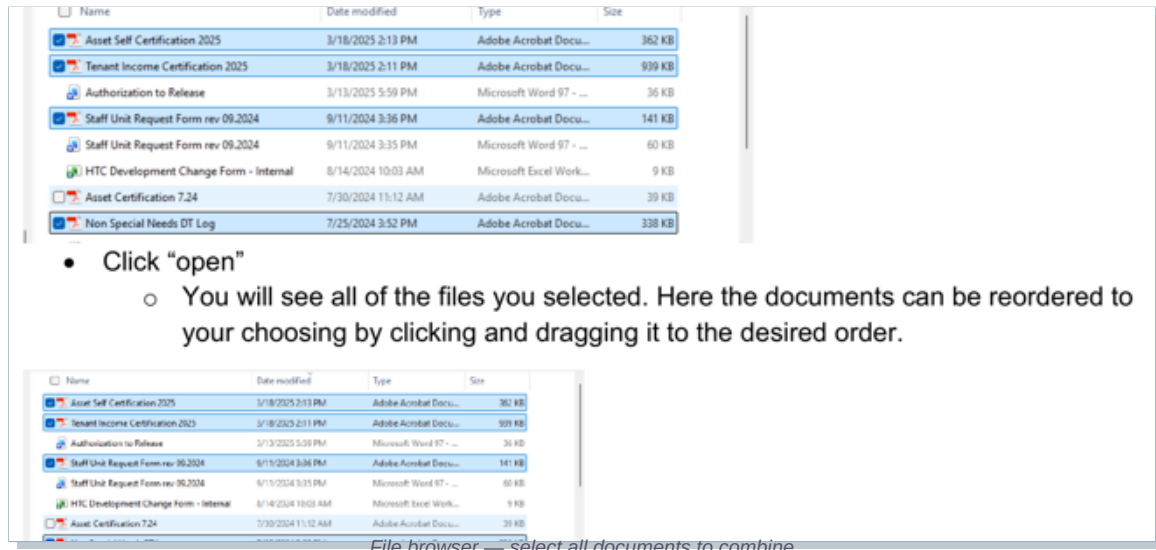
"Add Files" dialog — browse and select your documents



PART 1 DETAIL: Adobe Acrobat — Step-by-Step (continued)

Step 3 — Review and Reorder

- Click Open. All selected files appear in a preview window.
- Drag and drop files within the preview to reorder them as needed.

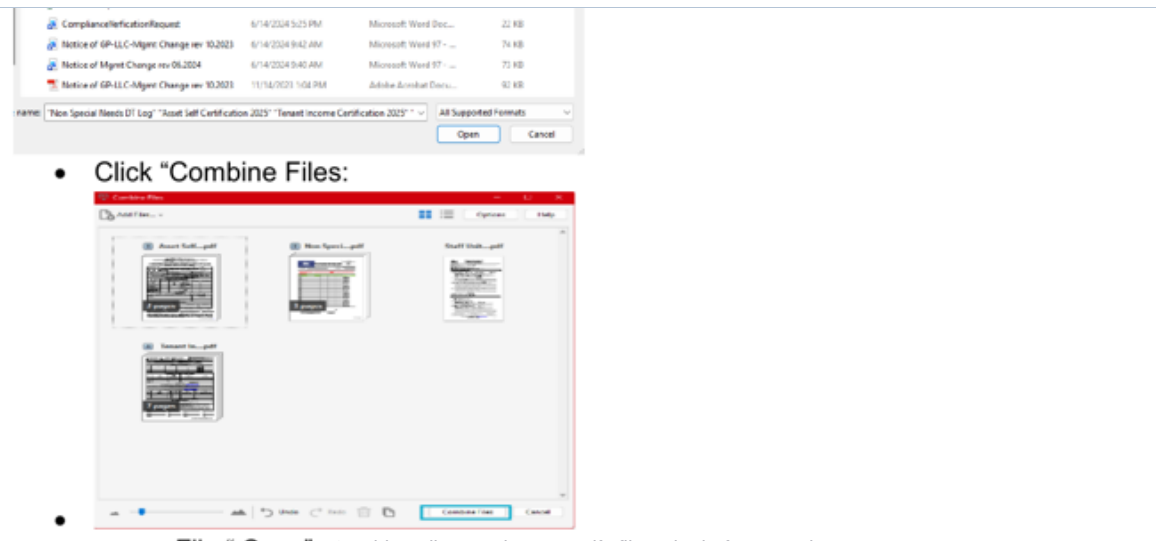


- Click "open"
 - You will see all of the files you selected. Here the documents can be reordered to your choosing by clicking and dragging it to the desired order.

File browser — select all documents to combine

Step 4 — Combine and Save

- Click Combine Files. Acrobat merges all selected files into one PDF.
- Go to File > Save As, name your file, choose a save location, and click Save.



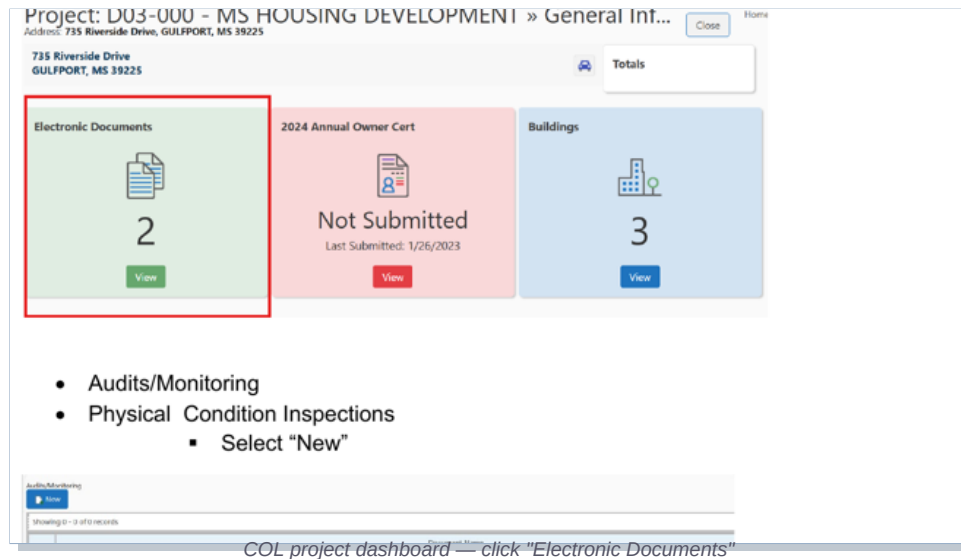
Combine Files preview — verify file order before merging



PART 2 DETAIL: Uploading the PDF to COL

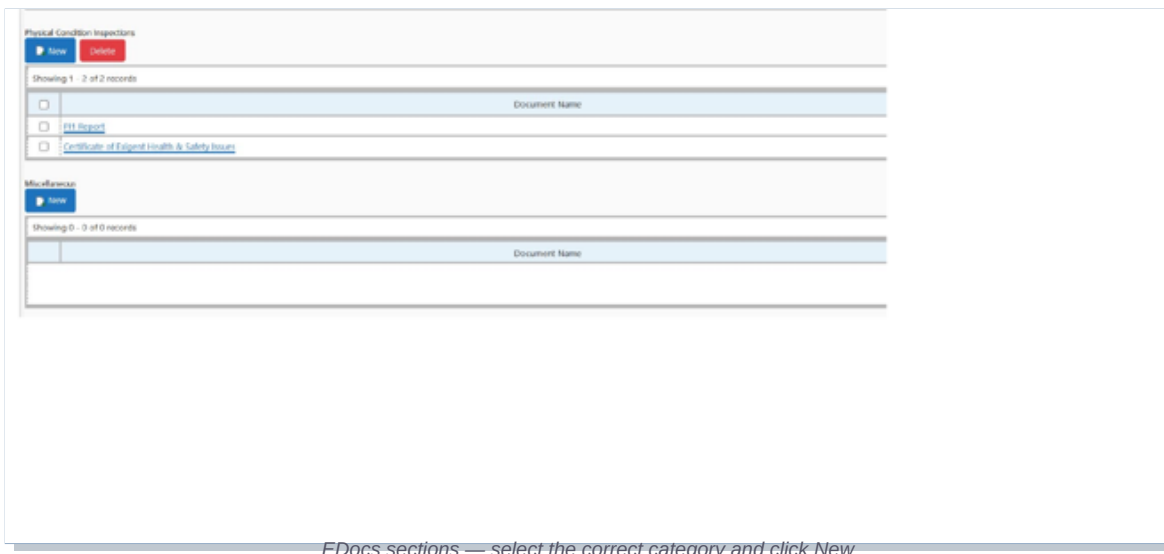
Step 1 — Navigate to Electronic Documents

- Log in to the COL portal and select your project from the list.
- Click Electronic Documents (EDocs) to open the document management area.



Step 2 — Choose Document Category and Click New

- Within EDocs, navigate to the appropriate section:
 - Audits / Monitoring — for audit responses and AOC reports.
 - Physical Condition Inspections — for PCI corrections and photos.
- Click the New button to begin the upload.





PART 2 DETAIL: Uploading the PDF to COL (continued)

Step 3 — Enter Document Title, Upload File, and Save

Enter the Document Title using the naming convention shown in the examples below.

- 2030 Physical Inspection Corrections/Photos
- 2022 Audit Response
- 2023 AOC Report
- 2026 TF Audit Response

Document Title Naming Convention — Examples:

- Click Choose File, navigate to your combined PDF, and click Open.
- Click Save (or Save & Close) to complete the upload.

New File upload form — enter title, select file, and save

IMPORTANT: Always verify the Document Type dropdown is set correctly (e.g., Audits/Monitoring) before saving. Incorrect document types may delay review.



ADDITIONAL GUIDANCE: Other Methods for Combining PDFs

SECURITY NOTE: Before using any online tool, confirm it complies with your organization's data-handling policy. Do not upload files containing sensitive or confidential tenant/owner information to third-party websites.

Google Drive and Google Docs

Google Docs does not merge PDFs directly, but you can combine and export as one PDF.

- Open Google Drive and create a new Google Doc, or open an existing one.
- Place your cursor where you want content inserted, then go to Insert > Image or Drawing for image-based files. For text files, copy and paste the content in order.
- For existing PDFs, open each in Google Drive, right-click, and choose Open with > Google Docs. Copy content into your master document in the desired order.
- Use Insert > Break > Page break between sections to keep each document on its own page.
- Go to File > Download > PDF Document (.pdf). The downloaded file is your combined PDF.

Microsoft Word

- Open a new Word document.
- Go to Insert > Object > Text from File... (Mac: Insert > Text from File).
- Select the Word or text files to combine, holding Ctrl/Command for multiples. Click Insert.
- Use Insert > Page Break between documents so each begins on a new page.
- Go to File > Save As (or Export) and choose PDF from the file format dropdown. Save.

Note: Word cannot directly merge existing PDFs. If your source files are already PDFs, use Adobe Acrobat, Preview (Mac), or a free online tool instead.

Preview (Mac only)

- Open the first PDF in Preview.
- Open the sidebar by clicking View > Thumbnails.
- Drag additional PDFs or images from Finder directly into the thumbnail sidebar. Drop each where you want it to appear.
- Reorder pages by dragging thumbnails up or down.
- Go to File > Export as PDF, name the file, and click Save.

Free Online Tools (Smallpdf, iLovePDF, Adobe Online)

- Go to a reputable free PDF merger: smallpdf.com/merge-pdf, ilovepdf.com/merge_pdf, or adobe.com/acrobat/online/merge-pdf.html.
- Click Select Files or drag your files into the browser window.
- Arrange the files in the correct order by dragging.
- Click Merge or Combine.
- Download the combined PDF to your computer.