## Merging PDFs

## Mac:

- 1. Open both the PDF version of your dissertation and your signed, scanned signature page in Preview
- 2. Select View Thumbnails in the toolbar of your dissertation PDF
- 3. Drag the signature page PDF over to the top (first page) of dissertation PDF thumbnails
- 4. Release your mouse
- 5. Verify that the signature page is in the right location and save
- 6. You may now upload your merged dissertation to ETDs @ Harvard

## PC:

- 1. Open your dissertation in Acrobat
- 2. Select Insert pages from the Document menu on the toolbar
- 3. Select the signature file when prompted by the **Select file to insert** popup
- 4. Select **Before First** page as the location for the signature page to appear and select **OK**
- 5. Verify the signature page is in the proper location and save
- 6. You may now upload your merged dissertation to ETDs @ Harvard