# INSERTING AN INDEX AND COVER PAGE INTO A COMBINED PDF DOCUMENT

NOTE: There are several methods of inserting an index and cover page into your combined PDF document and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat DC Pro. Your procedure may vary depending on which PDF creation software you are using.

Acrobat does not include a feature that allows you to add an index or cover page to a PDF file. Below, we explain how you can use Microsoft Word to create an index or cover page, and then use Acrobat's "Organize Pages" tool to combine the index or cover page with the PDF file.

Creating an index

1. Open the combined PDF document for which you want to create an index.

2. Open a blank document in Word.

3. Manually create an index in Word by going through your combined PDF document and copying and pasting all the headings into your Word document and adding their respective page numbers.
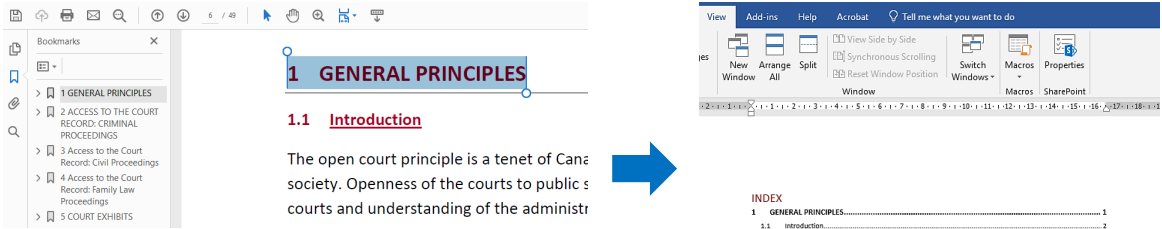

4. Save your index as a PDF (also save it in Word in case you need to make changes later on).

Creating a cover page

5. Open a blank document in Word and manually type in the information required for your cover page.

6. Save your cover page as a PDF (also save it in Word in case you need to make changes later on).
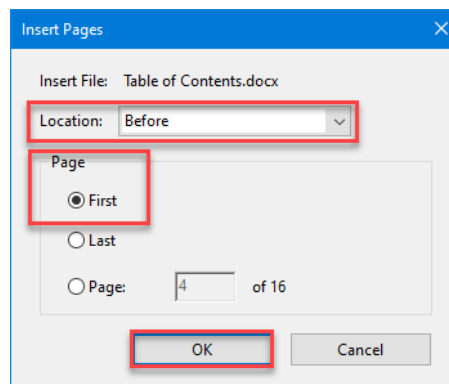
Combining your index and cover page with your PDF file

7. Open Acrobat and select the Organize Pages tool from the Tools tab:
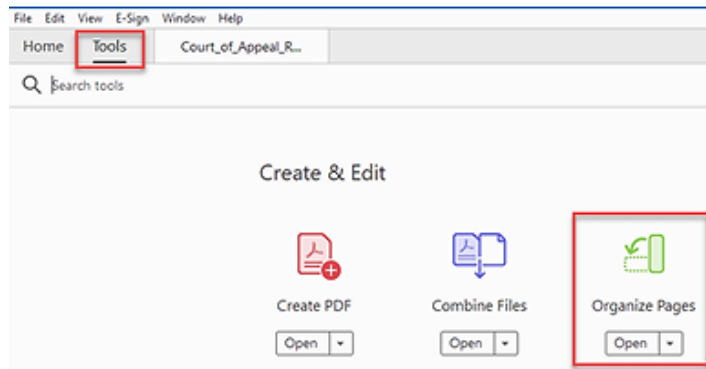
8. Click the **Insert** icon **> From File** from the drop-down menu. A **Select File To Insert** dialog box opens up. Use the dialog box to navigate to the content to insert, select it, and then click the **Open** button.
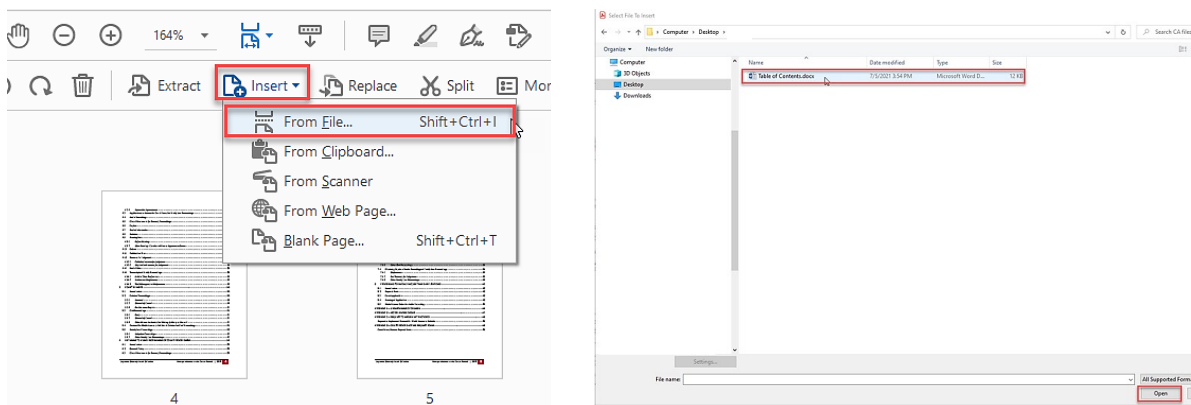
9. In the **Insert Pages** dialog box that appears, choose **Before** from the **Locations** drop down menu. Then choose **First** from the **Page** menu. Click **OK**.

10. **Save** your document.