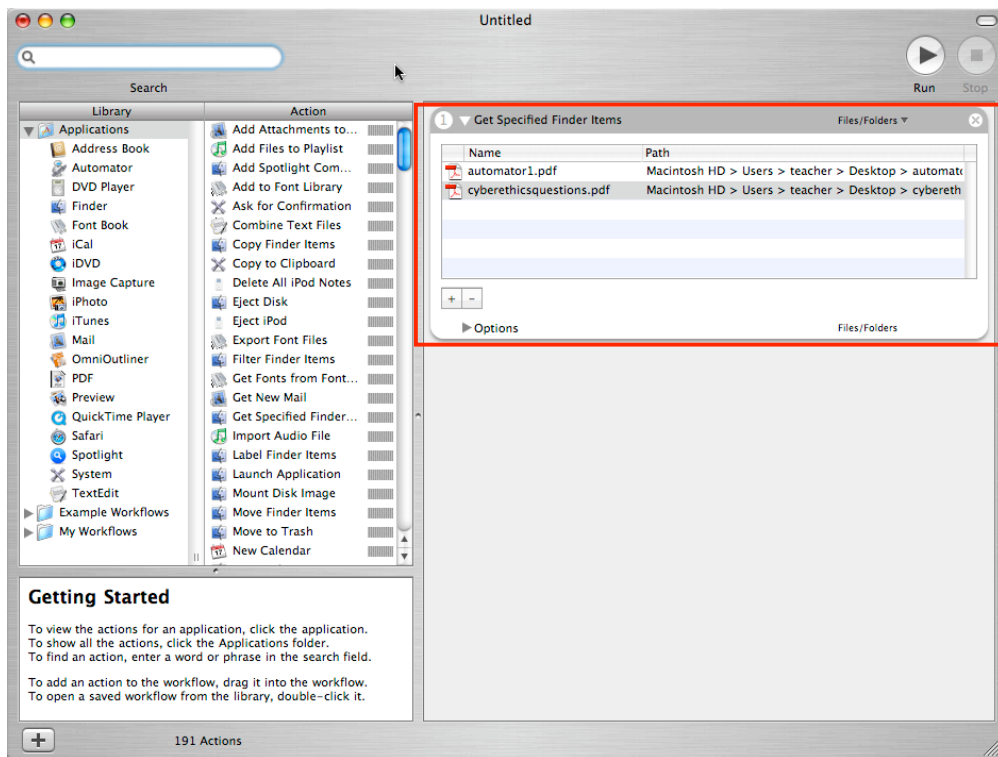


## Automator Workflow Example #2: Combining PDF Files

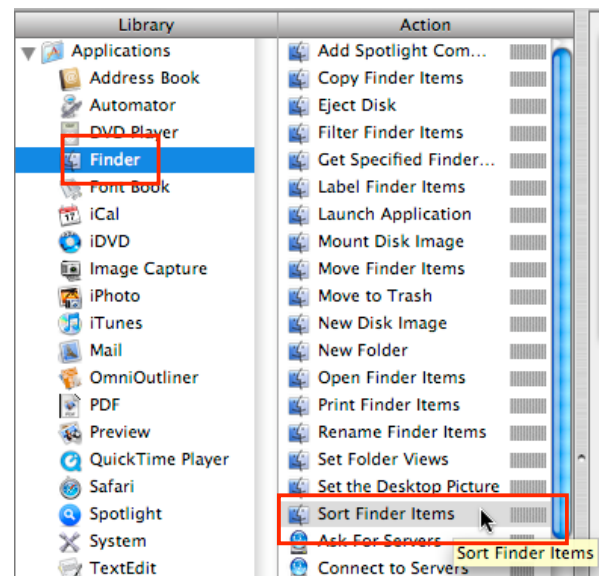


### WORKFLOW EXAMPLE: COMBINING PDF FILES

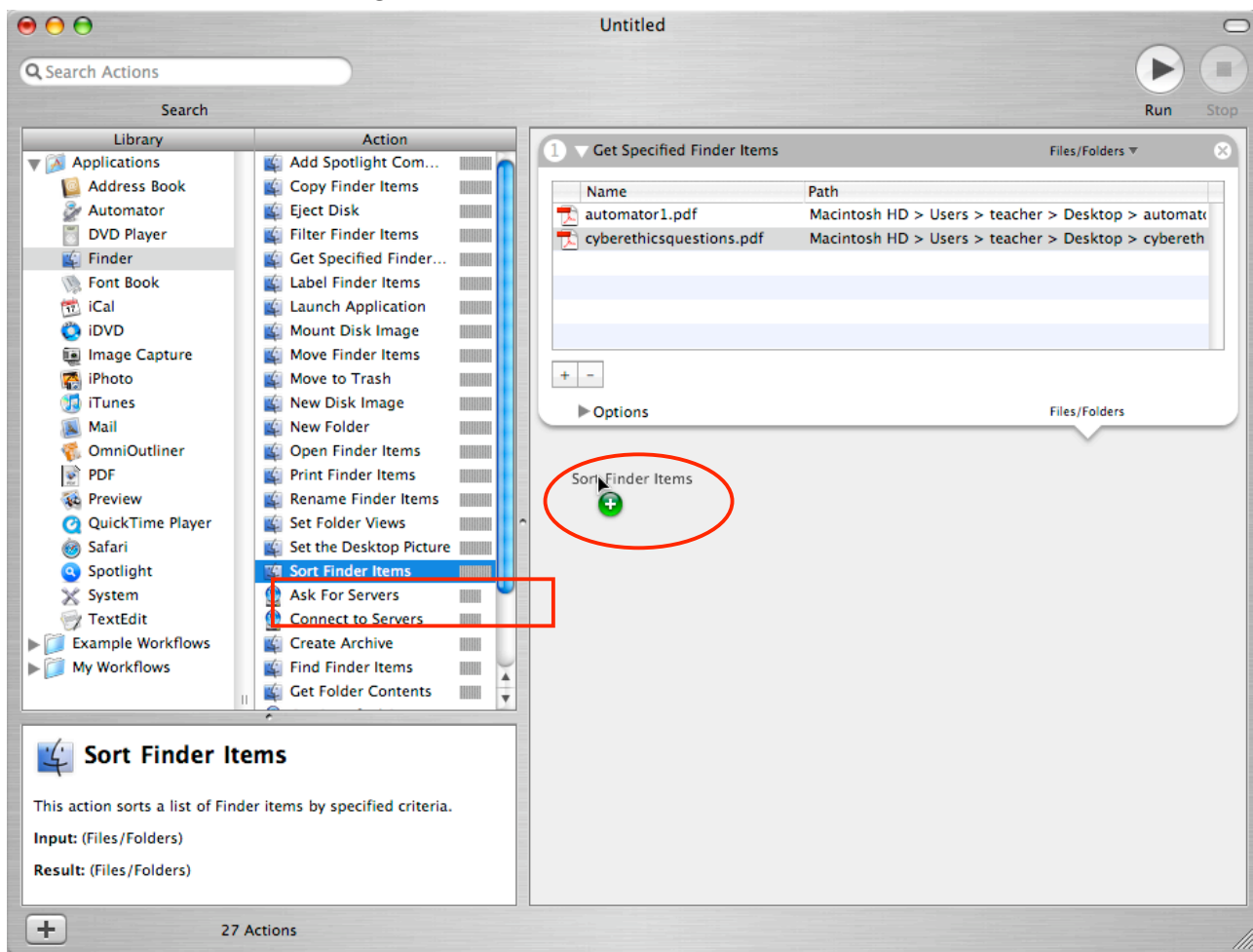
1. Select the files that you'd like to combine. Then right click (or SHIFT + CLICK) to open the contextual menu. Select AUTOMATOR, then highlight CREATE WORKFLOW in the submenu.
2. Automator will launch and create a workflow. Since files were highlighted before launching Automator, an action already appears in the workflow with the selected files.



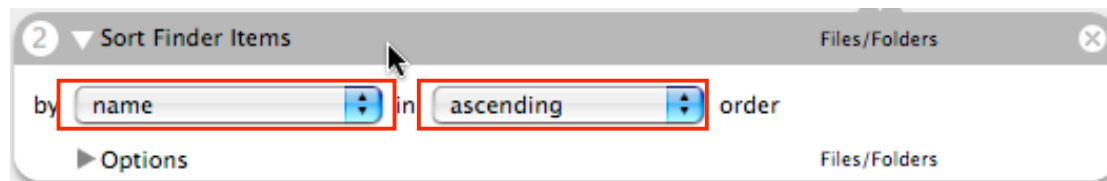
3. Under LIBRARY highlight FINDER. Under ACTION highlight SORT FINDER ITEMS.



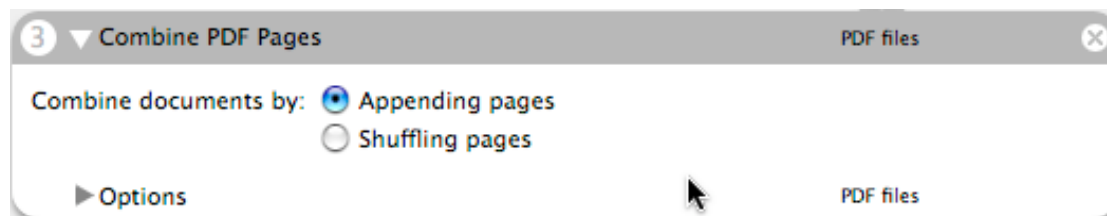
4. Then click and drag the action to the WORKFLOW AREA.



5. You should now see the action in your workflow area. Note: Sorting by NAME in ASCENDING ORDER will sort your pdf files in alphabetical order.



5. Under LIBRARY, be sure that PDF is highlighted. Under ACTION highlight COMBINE PDF PAGES, then click and drag to the WORKFLOW AREA. This action will be number 3 of your workflow.

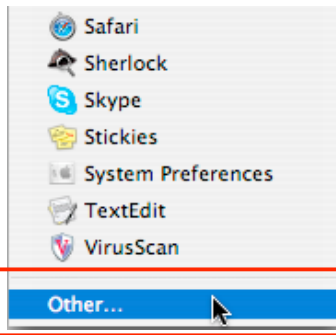


- Under LIBRARY, be sure that FINDER is highlighted. Under ACTION highlight OPEN FINDER ITEMS, then click and drag to the WORKFLOW AREA.
- Use the pull down menu to select the application you would like to use to open the combined pdfs.

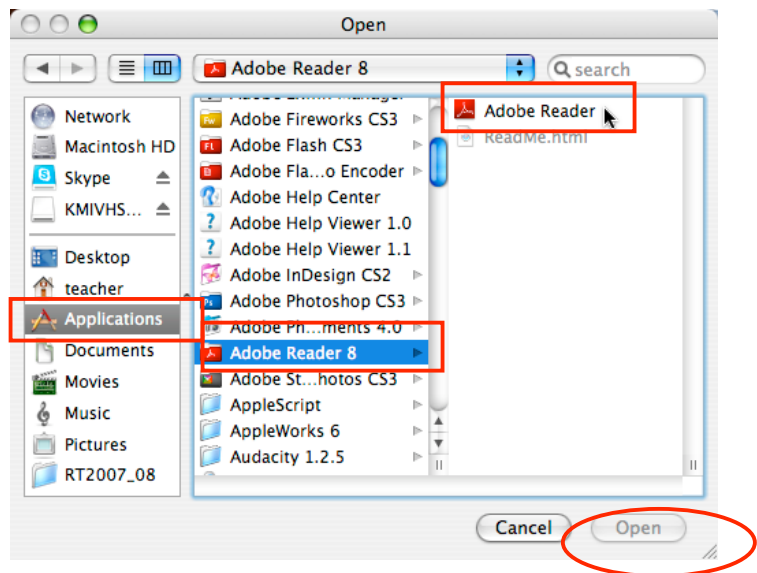
Select PREVIEW to open combined pdfs in Preview.



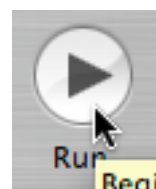
OR, select OPEN WITH > OTHER.



In the pop menu, select APPLICATIONS > ADOBE READER 8 > ADOBE READER, then click OPEN. Your workflow is now complete!



- Click the RUN button at the top right of the window to begin the workflow.
- The Workflow will run and a window will open to view the combined pdf files.



- Go to FILE > SAVE A COPY if you'd like to view the combined pdfs in the future.

## SAVING WORKFLOW FOR FUTURE USE

When you are done with your workflow, you can choose to:

- save as a workflow that will open in Automator and can be run or edited after files are selected.



- save as an application that will run the workflow when the application is opened. To do this, highlight both files and drag to the application icon. The workflow will begin instantly.



- save as a plug-in and access the workflow using the right click button of the mouse.

