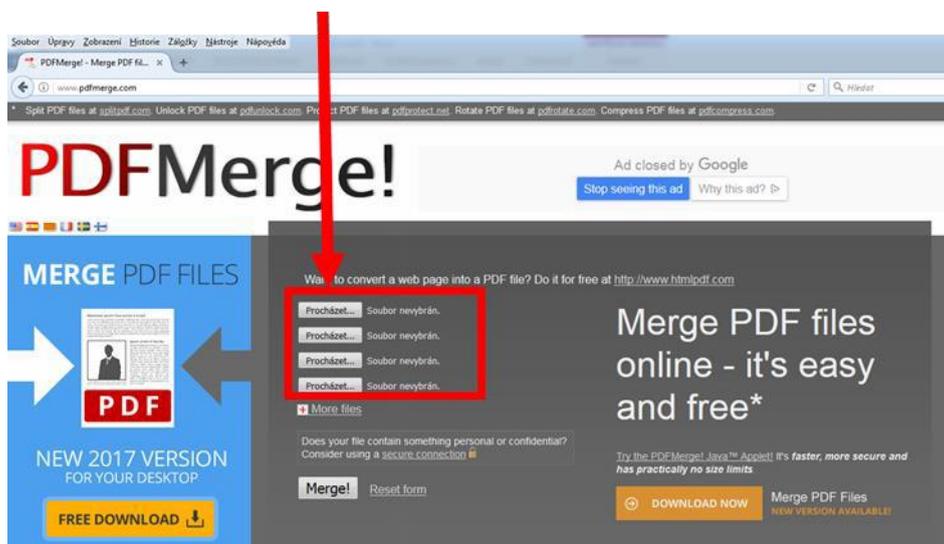


## MANUAL FOR MERGING MULTIPLE DOCUMENTS IN A PDF FORMAT

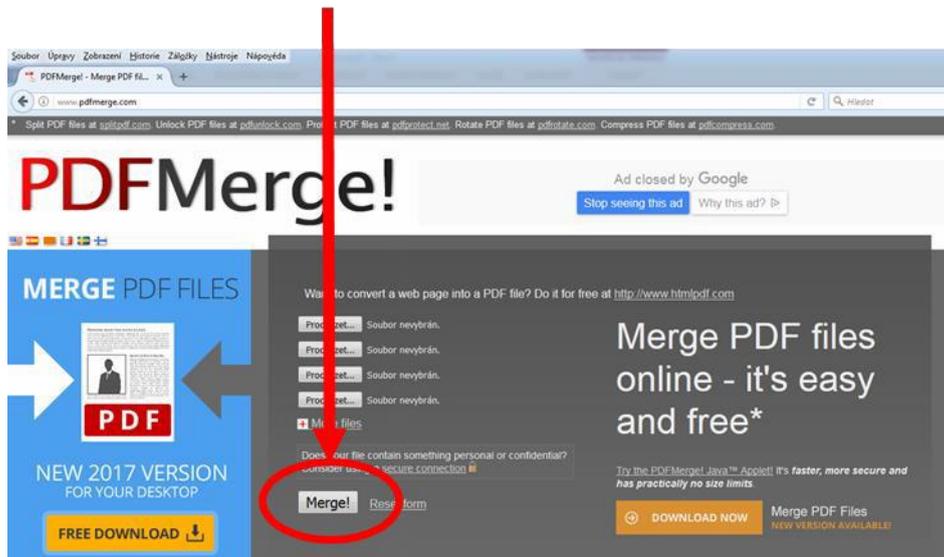
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The procedure for merging the "Final Thesis Assignment" file and the "Final Thesis" file in PDF format. First of all, it is necessary to export separately the first sheet (**1\_titlepage.pdf** - in the case of two-sided printing, the first two pages) and the other pages beginning with the **Declaration (3\_FT.pdf)**. When exporting, make sure that page numbering has not been changed. The Final Thesis Assignment must be printed by the student him/herself after it has been approved by the Head of the Department and the Dean. If it is not approved by the dean, it is not possible to print a PDF document from the system. The Final Thesis Assignment can be printed from the Student Portal> Final thesis (the icon of a book)>View Entry> Print Entry (all aligned to the left) - Note: the document contains a watermark of the CULS in Prague logo on the background.

1. Go to a page enabling merge or multiple PDF files into one. For example, you can use the PDFMerge online tool! Enter the URL <http://www.pdfmerge.com>.
2. In the "Browse ..." boxes (see picture), upload the documents in the correct order:
  - **1\_titlepage.pdf** - the title of the final thesis,
  - **2\_assignment.pdf** - the assignment of the final thesis (with the watermark of the CULS logo on the background),
  - **3\_FT.pdf** - the file with the final thesis - from the Declaration page to the end of the thesis (including all annexes).



3. After you have inserted all the documents, click the "Merge!" Button (see figure).



After clicking on the button the software should offer you a downloadable PDF file that will already contain all the three parts. After checking all elements of the file (especially page numbering) it can be uploaded as the Final Thesis file.

An alternative way is to insert the assignment into the final thesis document as an image. In this case, the student inserts the full quality print sheets printed from the UIS into the printed version of the Final Thesis.