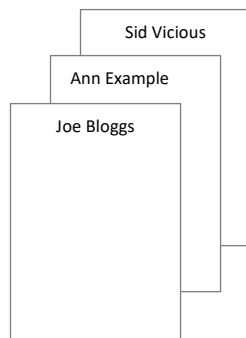# Acrobat DC: Adding a background to a PDF

Overview

Adobe Acrobat allows you to merge the content of one PDF as the background of another. This is particularly useful if you have a set of pages with unique header or footer information (e.g. records from a database), and space for generic page content (e.g. a table) contained in a separate PDF.

For example:

PDF A – the foreground
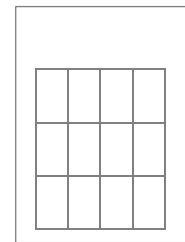
This PDF is likely to contain multiple pages.

In this example, the top of each page in PDF A contains a person's details.

PDF B – the background

This PDF will contain one page.

In this example, PDF B contains a table to insert as a background on every page in PDF A.
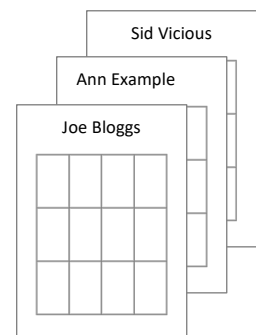
You can then save the result as a new PDF:

PDF C – the resulting PDF

This PDF will contain the same number of pages as PDF A.

In this example:

- The top of each page in PDF C contains a person's details.
- The bottom of each page in PDF C contains the table from PDF B.

Before you start
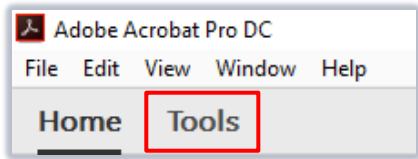
Software requirements

− Adobe Acrobat DC[1]

Adding a background

1. Open **Adobe Acrobat DC**, click **File**, then **Open…**

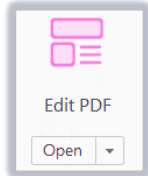2. Navigate to your foreground PDF (e.g. PDF A) and click **Open.**

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[1] Don't have Acrobat DC? You can request the software for your University managed device via the IT Service Desk using MyIT
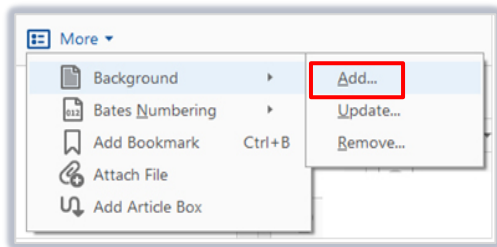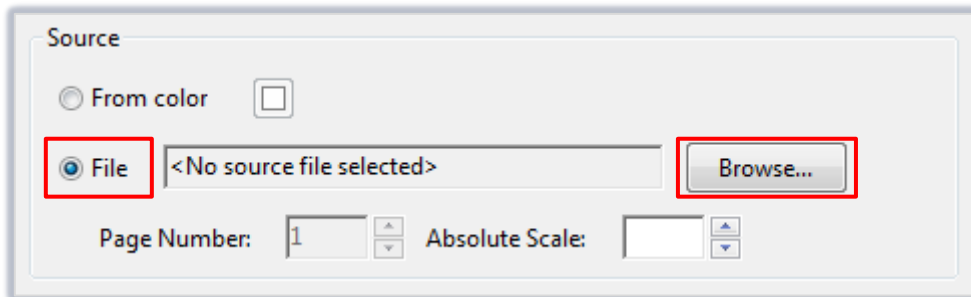
3. Click the **Tools** menu option.

4. Click **Edit pdf** icon.

5. Under **More**, click **Background**.

6. Click **Add…**

7. In the **Add Background** window:

    – Select the **File** radio button.

    – Click **Browse…**

    – Navigate to your background PDF (e.g. PDF B) and click **Open**.

    – Click **OK** – the process may take a few moments.

    – Check that the background has not overlapped the foreground (unless this is what you want).

8. Click **File**, then **Save As…** to save the PDF as a new file.

Further information and help

Use MyIT to report an issue with the IT Service Desk: https://myit.abdn.ac.uk