

Acrobat DC: Adding a background to a PDF

Overview

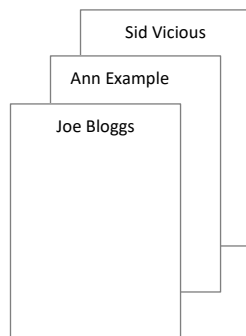
Adobe Acrobat allows you to merge the content of one PDF as the background of another. This is particularly useful if you have a set of pages with unique header or footer information (e.g. records from a database), and space for generic page content (e.g. a table) contained in a separate PDF.

For example:

PDF A – the foreground

This PDF is likely to contain multiple pages.

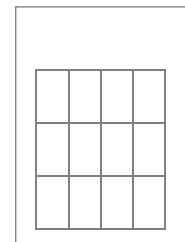
In this example, the top of each page in PDF A contains a person's details.



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.



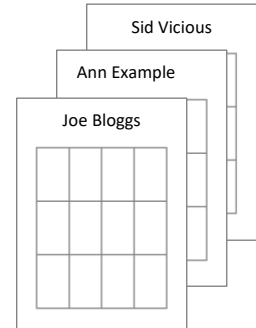
You can then save the result as a new PDF:

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

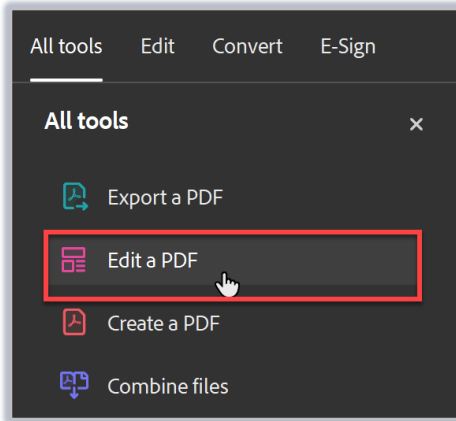
- Adobe Acrobat DC¹

Adding a background

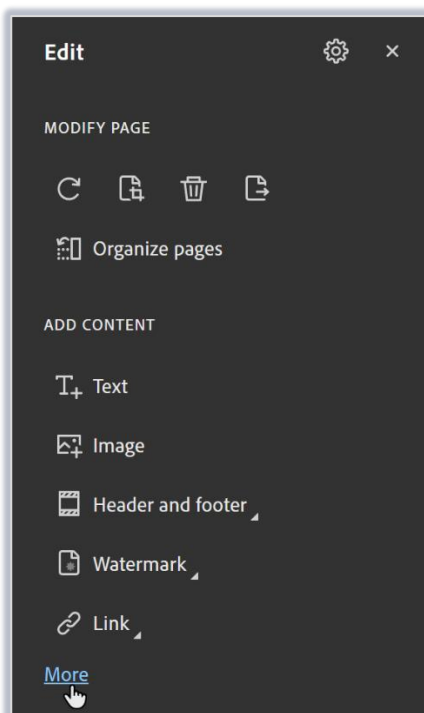
1. Open **Adobe Acrobat DC**, click **File**, then **Open...**
2. Navigate to your foreground PDF (e.g. PDF A) and click **Open**.

¹ Don't have Acrobat DC? You can request the software for your University managed device via the IT Service Desk using [MylIT](#)

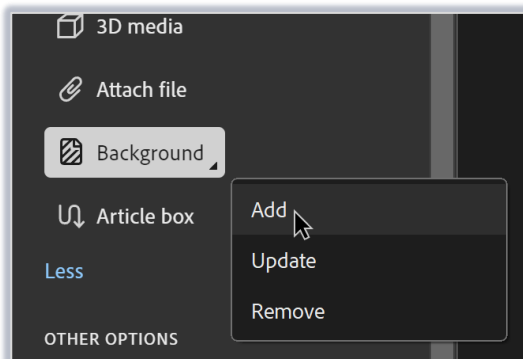
3. Click **All tools** and then **Edit a PDF**



4. Click **More...**

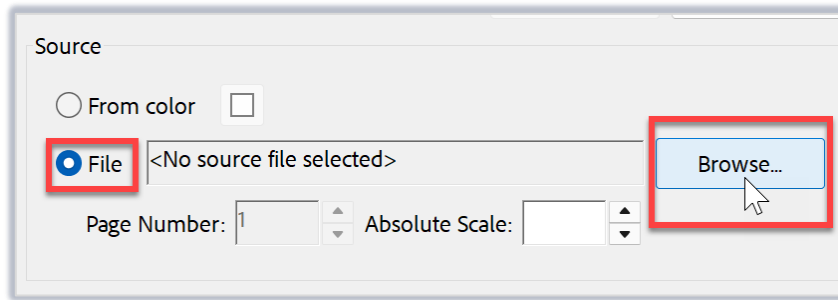


5. Click **Background**, then **Add...**



6. 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).

7. Click **Menu**, 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>