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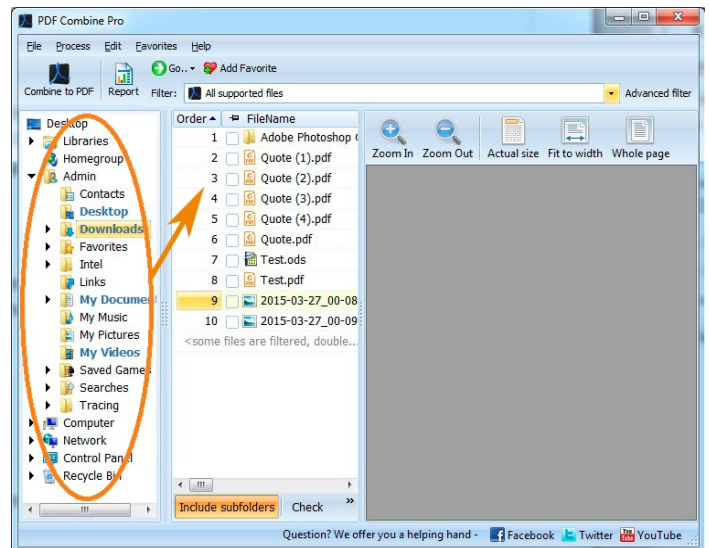
# How to Combine Files

## PDF Combine Pro

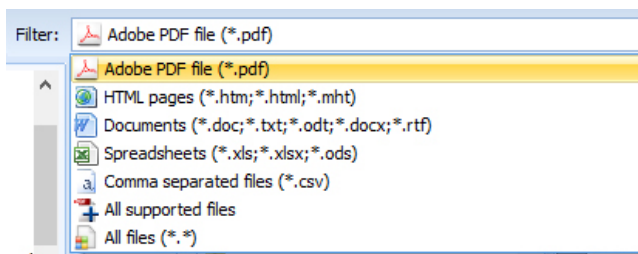
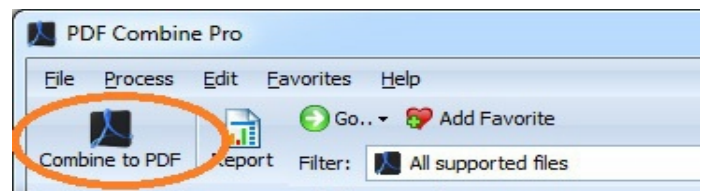
When you have a lot of files in PDF, DOC, DOCX, TXT, XLS, TIFF, JPEG, or PNG format that you'd like to merge into a single PDF document, PDF Combine Pro is undoubtedly the best utility for the job! Our easy-to-use interface offers several different ways to accomplish this task. With the help of PDF Combine Pro you can decide whether you want to **combine files individually, based on folders** or by **selecting a common name part**. To learn more, read on.

1. Begin by launching the [PDF Combine Pro](#) app.
2. Then, locate the files you are going to work with (these can be single files, entire folders or both!). On the left-hand panel of the main interface, you'll see a list of available locations to select from. After choosing a folder, a secondary list will appear that includes its contents.

**TIP:** the **Include subfolders** and **Check / Uncheck** buttons at the bottom of the GUI can save time by allowing you to select and deselect large groups of files at one swoop.

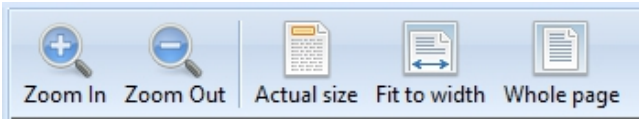


3. After you've checked the box next to each file that you want to work with, click the **Combine to PDF** button at the top of the program's window.

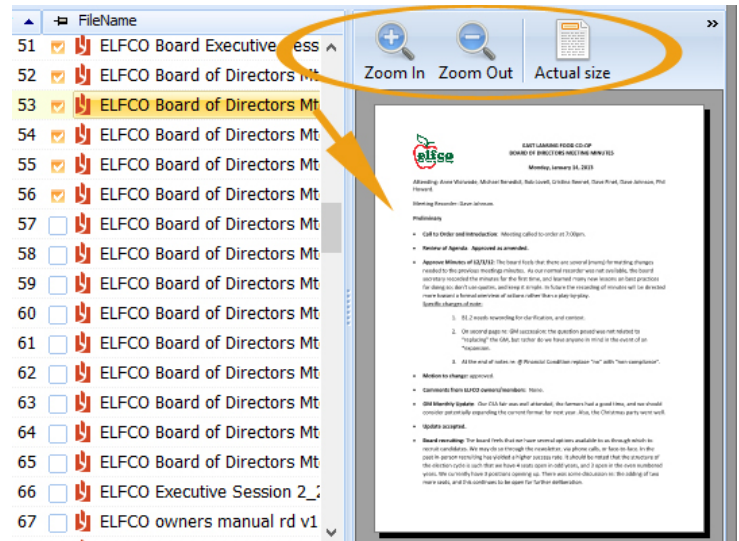


**TIP:** the **Filter** option gives you opportunity to select a single file format (i.e. **HTML, PDF, DOC, TXT, XLS** etc.) and filter **File Name** results in such a way that only that one format will be displayed.

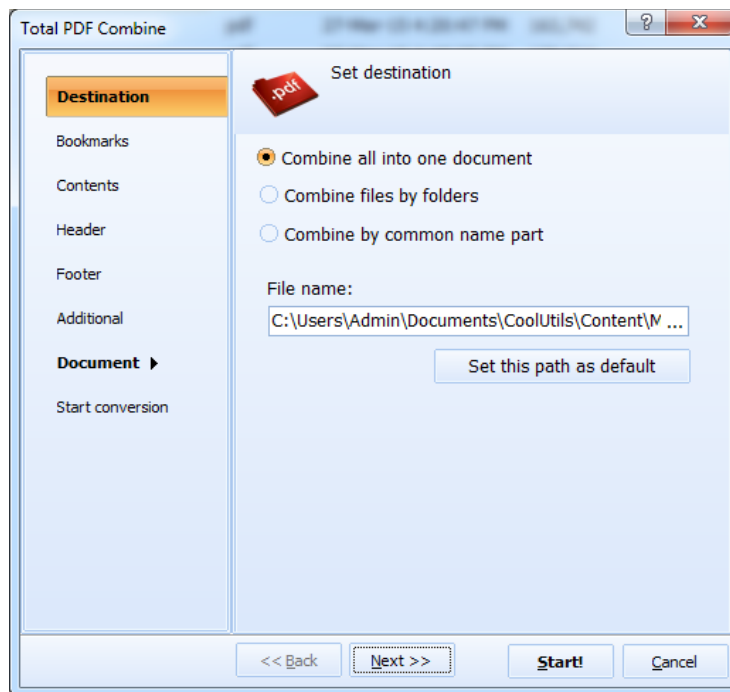
**TIP:** the preview window allows verifying the contents of your files before deciding whether to include them into the resultant document or not. Using the **Zoom In** and **Zoom Out** features you can adjust the size of the document preview.



Clicking on the **Actual size** icon allows you to toggle to max resolution view quickly. For more resizing preview options, take advantage of our **Whole page** and **Fit to width** functions.



4. This will open the options wizard. By default, the wizard will begin with the **Destination** tab. From here you can name your output PDF file and enter the destination pathway where it will be saved after combining. Moreover, you can decide whether to **Combine all into one document**, **Combine files by folders** or **Combine by common name part**. See below for more info on these three options.



## Combine to PDF Destination Options


**Combine all into one document** is the default option in the destination tab. When this parameter is chosen, all of the individual files that you put a check next to in <step 3> will be combined into a single PDF file. By default the resultant PDF file will be saved in the same folder as the original documents you selected to combine.

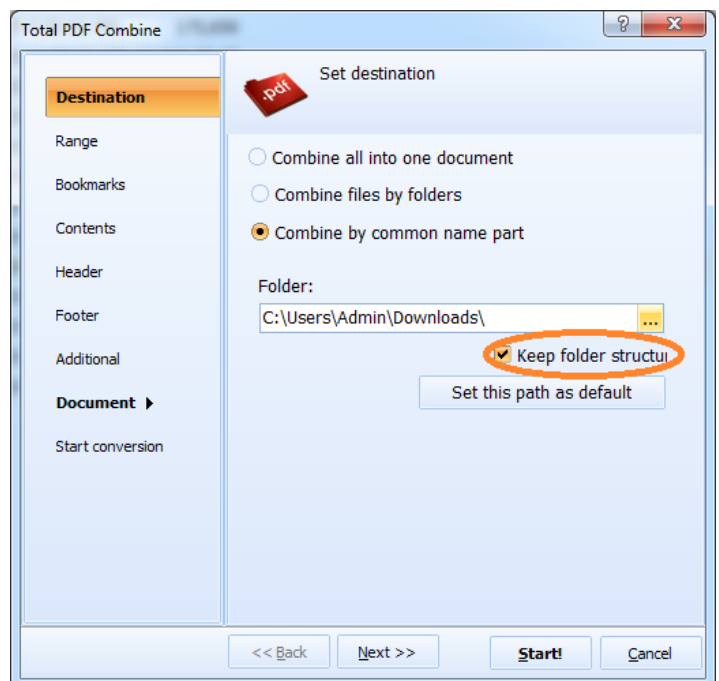
**Combine files by folders** also allows you to merge files together (same as Combine all into one document). The only difference is that instead of creating a PDF and saving it in the same folder as its corresponding source files, your new PDF document will be saved in an entirely new folder that's name and location will depend on the destination you specified in the **Folder** field.

**Combine by common name** options allows combining multiple files that share certain common parts in their names. For example, if one file is named "111133\_auto\_ABC.pdf" and another is named "111133.pdf" you can set PDF Combine Pro to locate both files based on a search query for "111133" and the tool can automatically locate and merge them.

**TIP:** clicking the box next to **Keep folder structure** will maintain the original file architecture when combining their contents into a single PDF.

**TIP:** clicking the [...] to the right of the **Folder** field will provide you with an expanded view of your drive(s) navigation structures. This can serve as another quick way to locate and access files/folders.

Folder:  
C:\Users\Admin\Downloads\ 



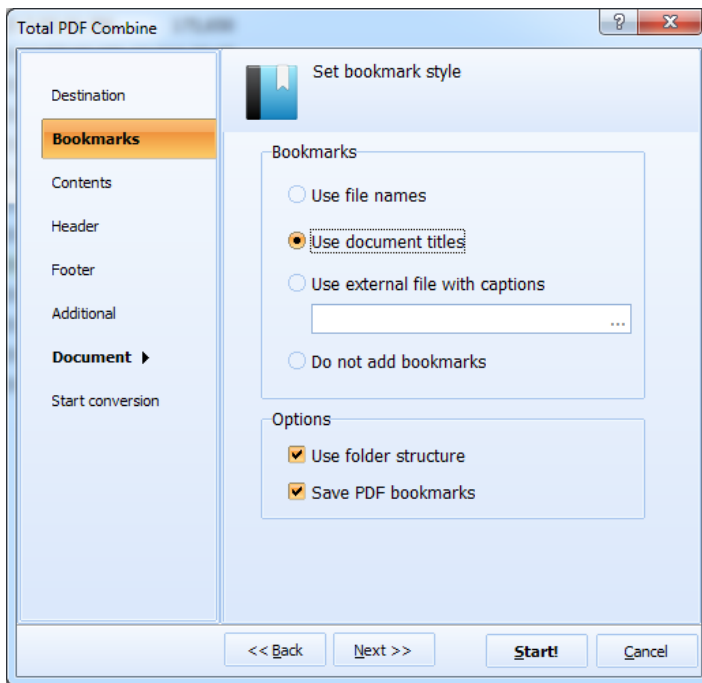
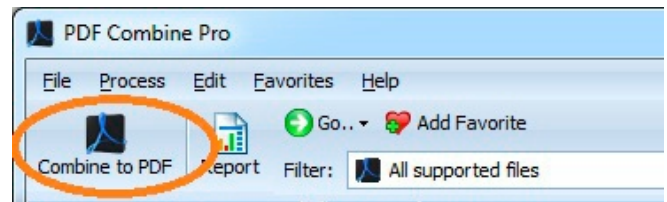
## How to Create Bookmarks

### PDF Combine Pro

Applying bookmarks to your PDF file is a great opportunity to help your readers navigate through the document; especially when your PDF includes the content of several different files combined into a single one. Bookmarks can serve a lot of different purposes. For example, the bookmarks option lets you create an index, a glossary, or even a table of contents.

When a reader choose a bookmark, the PDF will automatically switch views to show the relevant content that is associated with that bookmark. In other words: instead of scrolling from the top of the PDF all the way down to page 579, a bookmark allows you to jump to page 579 in a single click.

1. With [PDF Combine Pro](#) open - and your files selected, press the **Combine to PDF** button in the top-left of the interface.
2. Next, click the **Bookmarks** tab in the left sidebar. This will open the **Set bookmark style** options window.



**TIP:** Is the **Do not add bookmarks** parameter unchecked? This means that unless you specify otherwise, PDF Combine Pro will apply bookmarks to any qualifying multipage PDF by default.

3. Here you will see some parameters that allow deciding whether or not to add bookmarks, and how those bookmarks will be structured within your PDF. To learn more about how the different bookmark options work, continue reading.

## Bookmark Feature Guide

This guide will help you understand how the different parameters work. In majority of cases, the bookmark options are designed to let you determine how your bookmarks will behave after merging your files into a single document.

**Use file names** allows you to generate a set of bookmarks that have the same name as the source files they were created from. Notwithstanding the fact that your PDF will be a single document, your readers will be able to define and quickly jump to individual documents within the multipage PDF.

**Use document titles** is the same as Use file names, because it allows structuring your bookmarks based on naming conventions associated with the source documents being used to make the PDF. It differs slightly by letting you to name bookmarks based on *document titles* instead of file names.

**Use external file with captions** lets you include images and other files that you want to share by allowing you to link to them from within the PDF. Similar to a hyperlink, an external document is a file that lives outside of the PDF itself but can be accessed through CTRL-click. You can add captions to these external links so that users will know what they are before clicking on them.

**Do not add bookmarks** allows you to choose whether or not the resultant file will contain bookmarks. Because the bookmarks option is so useful, all files will apply bookmarks by default. However, there are situations in which you may not want to have bookmarks and this feature allows you to turn the bookmark option off prior to merging files.

**Use folder structure** allows you to mirror your bookmarks after the structure of the original folders included in the PDF prior to merging. This option can help to keep folder architecture and is generally advised so that when you do view your finished PDF, everything will appear in its right place.

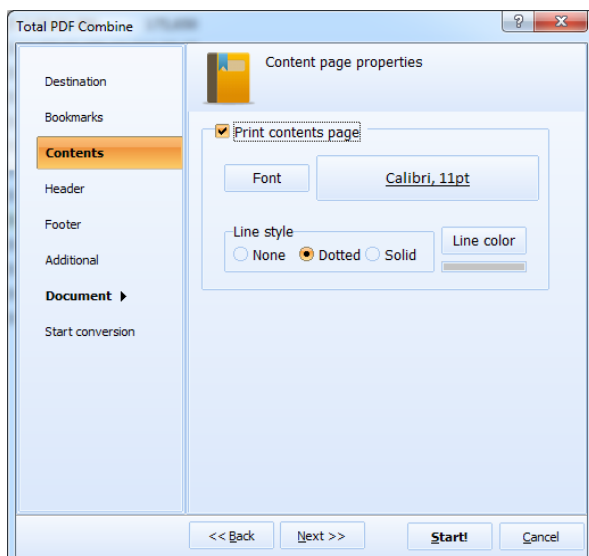
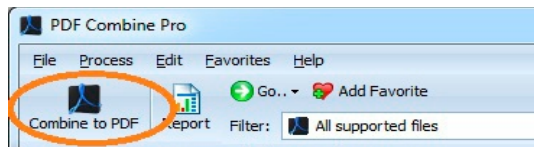
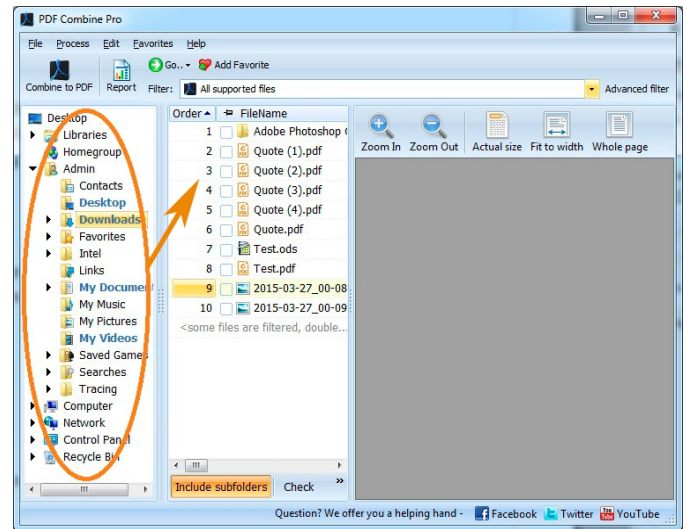
**Save PDF bookmarks** allows keeping track of what you worked on last by letting you save previous settings.

# How to Create Table of Contents

## PDF Combine Pro

Closely connected with the Bookmarks option, adding a Table of Contents into your PDF includes a layer of professionalism on top of producing a document that is easy for readers to navigate. Some useful features are built-in to help you tune the appearance of your table of contents.

1. Start by running [PDF Combine Pro](#).
2. Then, in the left-hand panel, choose the folder that has the files you'd like to process. After you open that folder a list of its contents will be displayed in the file selection frame.
3. Check each file/folder that you want to work with and press the **Combine to PDF** button in the interface toolbar.



4. Scroll down to the **Contents** tab and click to reveal the **Content page properties** view. From here you can specify how your table of contents will behave by adjusting a **font type and size** as well as **line style and color**.

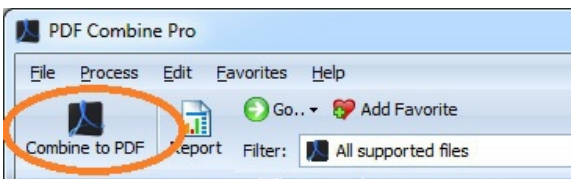
**TIP:** it's suggested that you underline items in your table of contents, because this is a generally well-known and highly recognizable practice associated with linkable content. When a reader sees that your table of contents "chapters" are underlined, they will intuitively think that clicking a chapter title will take them directly to the associated content.

# Header & Footer Settings

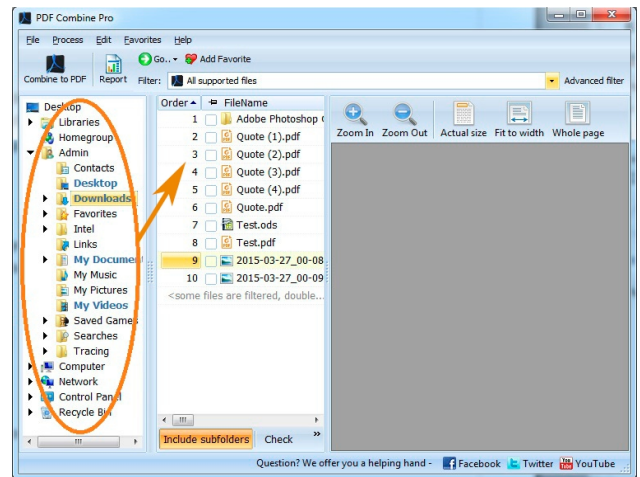
## PDF Combine Pro

Including a header and footer in your PDF is one more splendid way to create a professional looking document. Custom watermarks, add date, title or a page counter, and more!

1. Start by launching [PDF Combine Pro](#).
2. Then, in the left sidebar menu, locate the folder that contains the files you'd like to process. After you open that folder a list of its contents will appear in the file selection frame.

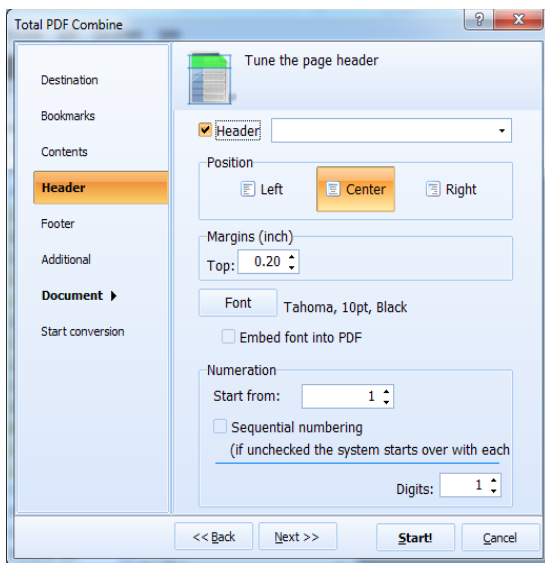


3. Check a box next to each file/folder that you plan to work with and press the **Combine to PDF** button in the interface toolbar.

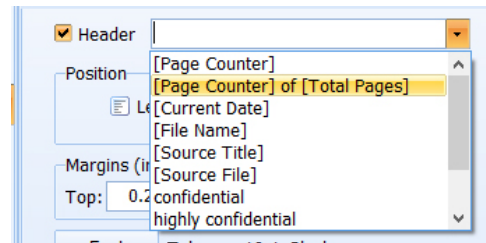


4. Scroll down to the **Header** tab and click to access the **Tune the page header** parameters view. Here you'll see a variety of parameters aimed to help you customize your PDF document header.





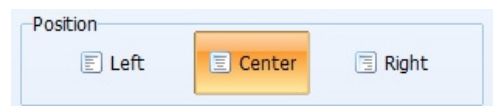
**TIP:** make sure that the box next to **Header** is checked and then click on the **yellow arrow** to the right of the header field. Here you can select from different predefined options that allow you to add **page counters, titles, watermarks** and more.



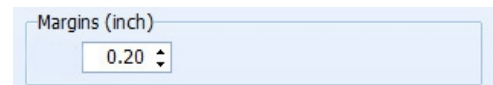
- Once you've finished setting your header options, click on **Footer** in the left sidebar menu to open the **Tune the page footer** parameters view. Here you can go through the same process outlined above, in regards to the footer instead of the header.

## Header Options

**Position** allows you to control where your header characters will appear in the document head. You can select to align the character to the Left, Center or Right of the header.



**Margins (inch)** allows you to adjust the padding that exists between the top border of the header and custom element. By default, the up/down arrows let you adjust in increments of 1/10<sup>th</sup> of an inch.



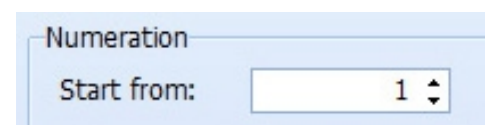
**Tip:** by highlighting the margin number, you can substitute it with other values.

**Font** allows using any font face kept on your computer. Pressing the Font button will open the Font interface and give you direct access to a list of your system fonts. You can adjust font size, style, change font color and add effects.



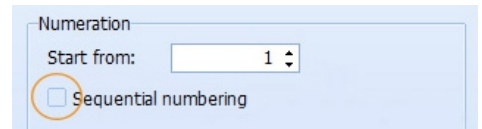
**Tip:** the program even has an option to modify font script from Western characters to other alphabets!

**Embed font into PDF** allows you to make it so that the fonts in your target, output file will be exactly the same as they do in the original; no matter what application you use to view it, or which fonts are available on the users' system.



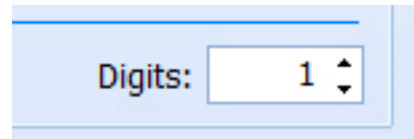
**Numeration** allows you to select what number to have the page counter **Start from**. An incredibly helpful option when you want to start from a number other than one.

**Sequential numbering** helps you keep track of where you left off. Use this option when you want to begin document counts from a number other than one.



Numeration  
Start from:     
 Sequential numbering

**Digits** allows you to decide how many placeholders the counter should contain; for example, if set to (3) and starting from (1) your first page in the sequence will be numbered "001" and the next will be "002".



Digits:

## Footer Options

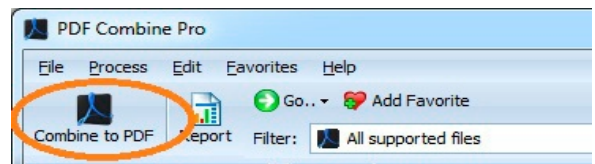
The options available for adding customized elements into the document footer are the same as those listed for header with *one exception*. When you change the **Margins** in the footer, you will be adjusting the padding between the bottom border of the footer and your page edge (instead of the other way around).

# Odd Page Documents

## PDF Combine Pro

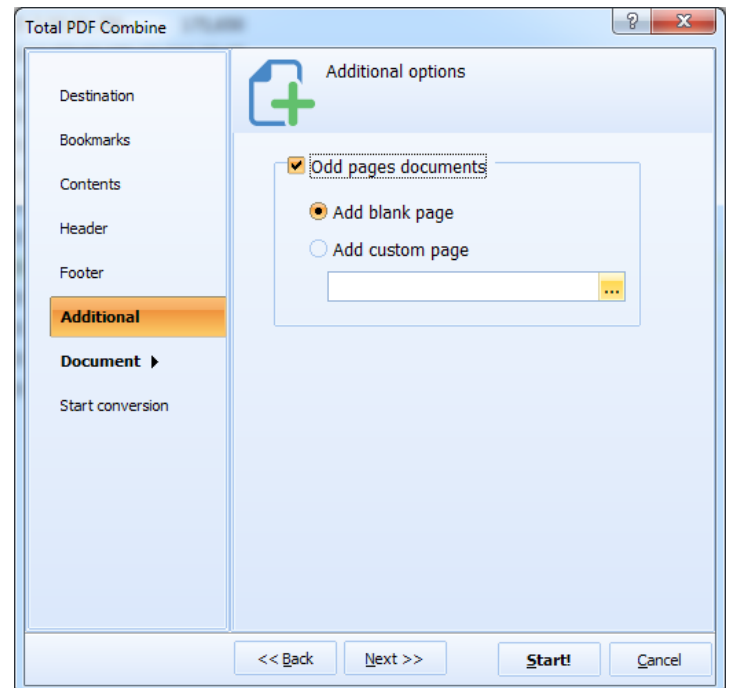
If you have ever used a duplex printer to print a document with an odd number of pages, you know how problematic it is. For instance, when you try to print a double-sided 3-page file, there are always problems with printing of the third page. If you print a single document, there are no troubles as a rule. However, if you print two (or more) documents at a time and the 1<sup>st</sup> page of the second document is printed on the backside of the last page of the document that came before it. Luckily, PDF Combine Pro has a unique option that allows you to add one more page, the blank one, at the end of odd page numbered files. Moreover, if you wish you can also add a custom page (instead of a blank one)!

1. With [PDF Combine Pro](#) open and your files selected, click the **Combine to PDF** button in the main toolbar. This will open the options wizard.



2. From here, click the **Additional** tab in the left sidebar. This takes you to the **Additional** tab.

3. After that, check the box next to **Odd page documents** to add an extra page at the end of you odd paged document.



4. Here you can select between inserting a blank or custom page. If you decide to **Add custom page**, click on the [...] underneath the Add custom page text to open the structure of your drive(s).

5. Once you've chosen your custom file (or indicated that you want to add a **blank page**) you can either click **Start** to begin combining, or select other tabs of the wizard in order to continue customizing your PDF.

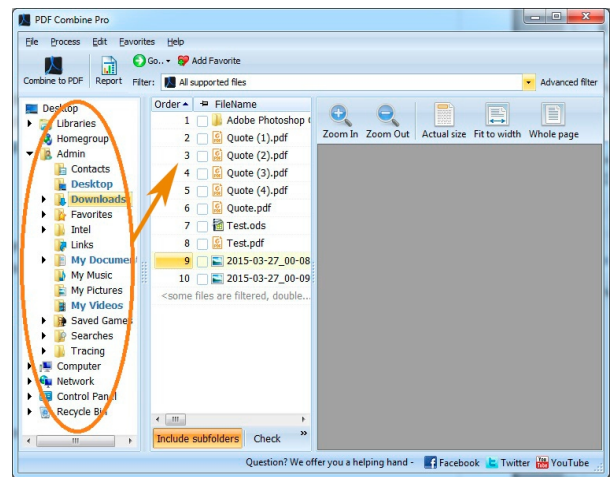
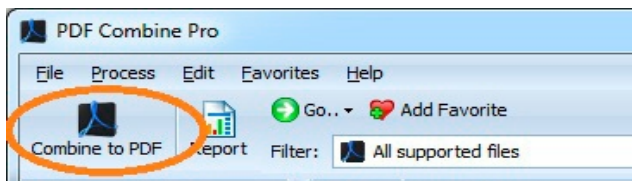
**TIP:** because of the nature of this feature, you will need to select a single-sided file to insert as a placeholder for the missing last page.

# How to Encrypt PDF Files

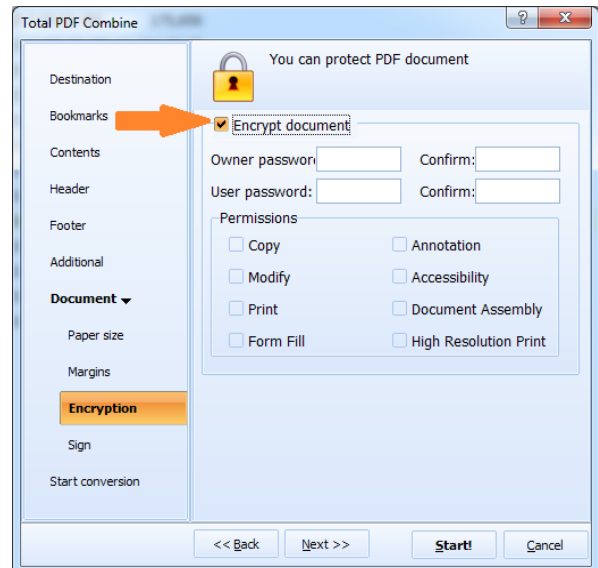
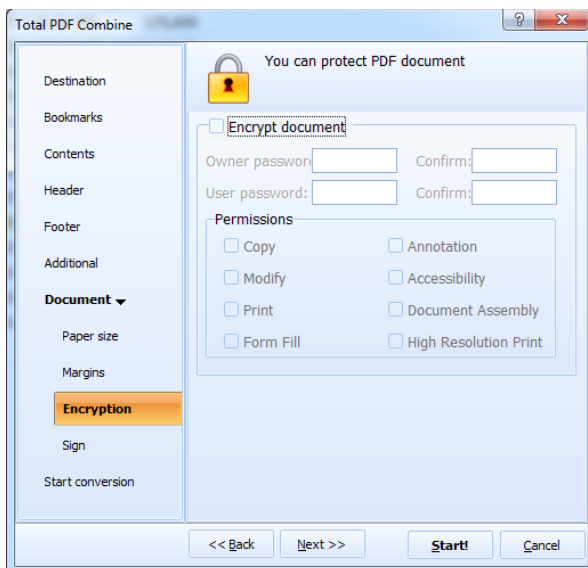
## PDF Combine Pro

Very often it is necessary to save your document in an encrypted file. PDF Combine Pro includes a great number of different options designed to give you total control over who can view your files, and ultimately how recipients are allowed to use them. Following the quick step-by-step instruction below will help you to understand what these features are.

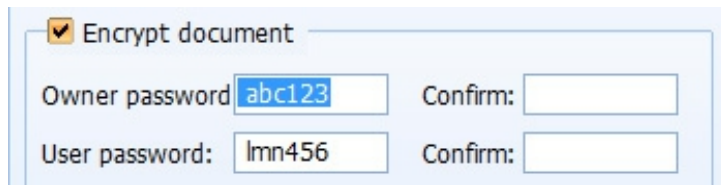
1. With [PDF Combine Pro](#) open, select the file you'd like to encrypt by checking the box next to the file name.
2. Then, click the **Combine to PDF** button in the main toolbar. This will open the PDF Combine Pro wizard.



3. From here, click the **Document** tab in the left sidebar, and then choose **Encryption**.
4. If at the protections interface all of the parameters are gray, it means that you need to tell PDF Combine Pro to use encryption. By default the application creates PDF files that are not encrypted. Check the box next to **Encrypt document** to start specifying your security options.



5. First you should decide whether or not a password is needed to access the document. You can set both an **Owner password** and a **User password**. The **Confirm** field verifies that the password has been typed correctly.

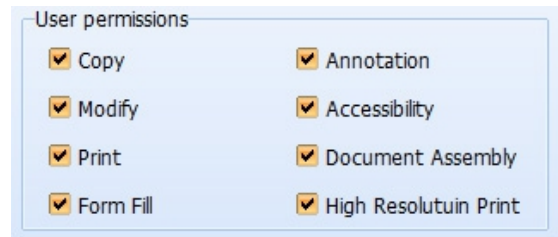


Note that **User Password** is required to open and view the file. This password encrypts the file in such a way that the contents can be viewed by those with the password.

**Owner Password** is required to edit the content, but not to view the file. Any person with an owner password is granted all user permissions and may view, modify, copy, annotate print, etc. the PDF file.

You can apply any or both passwords.

6. Then, adjust the **User permissions**. Tick the box next to each of the permissions you desire to include. Use User Permissions to give users (those without the owner password) some editing options. For instance, you may let users to copy and print the PDF document, but they won't be able to modify the file or annotate it. To learn more about each permission refer to the **User Permissions Glossary** below.



## User Permissions Glossary

User permissions define what other users are allowed to do with your shared PDFs, and how those files will work there in the cloud. PDF Combine Pro has several features that allow you to tweak permissions beyond adding a password. Remember that those with Owner Password are given all user permissions automatically. Refer to <http://www.adobe.com> for more details.

**Copy** helps users make their own copy of the file. Leaving the Copy box unchecked means that other users will not be able to save a copy of the document.

**Annotation** gives users the ability to apply their own comments and notations to your shared PDF.

**Modify** defines whether or not another user is granted permission to change (or make modifications to) your shared PDF file.

**Accessibility** gives accessibility utilities, like VoiceOver, to have access to the content of the document. If unchecked some visually impaired reading applications may have problems with reading your PDF.

**Print** makes your shared documents printable. If the Print box is left unchecked, users of your document will not be allowed to print their own copy.

**Document Assembly** determines whether or not users have right to assemble the file (rotate, insert, or delete pages and create bookmarks or thumbnail images).

**Form Fill** allows filling in the forms in your PDF.

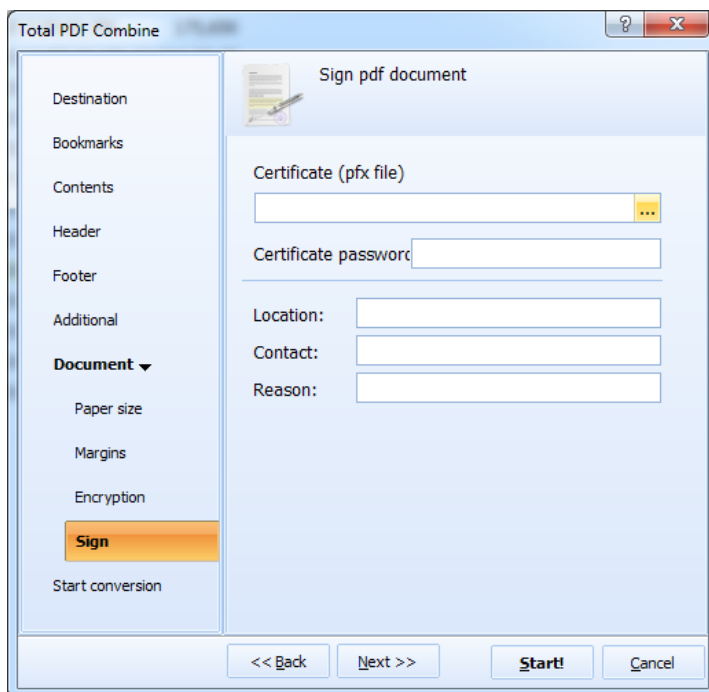
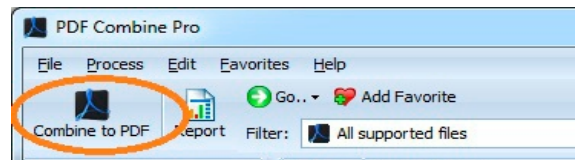
**High Resolution Print** gives users opportunity to receive and work with a high resolution print quality PDF. When this is left unchecked, the PDF file will only be created at a lower quality resolution.

# How to Sign PDF

## PDF Combine Pro

Providing certificate security by applying a digital signature to your document is a good way to ensure that nobody will be able to access it except those who have the right to do this. It also helps to verify the authenticity of your identity as the document host. With the help of PDF Combine Pro, adding a digital certificate is easy and quick.

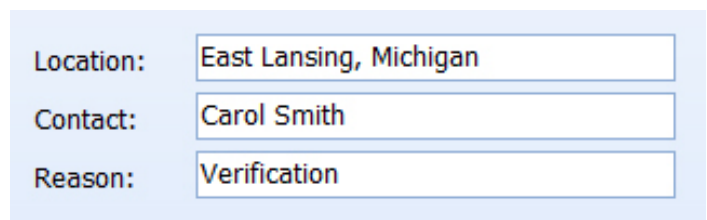
1. With [PDF Combine Pro](#) open and your files selected, press the **Combine to PDF** button in the main toolbar. This will open the options window.



2. From here, choose the **Document** tab in the left sidebar and then choose **Sign**. This will open the **Sign PDF document** options.
3. Here you can specify any digital **certificate** that you keep on your hard drive in the PFX format. Click the [...] at the end of the certificate field to access the structure of your drive(s) and choose a **PFX file**.
4. Then you can set a **password**. This is the public key your users will receive that will help them access your PDF document.

**TIP:** PFX should not be confused with SSL. PFX is shared while the SSL remains private for your administrative eyes only.

**TIP:** the **Location**, **Contact** and **Reason** fields are included in order to help you provide more information. This allows users to know the who, where and why behind the document.



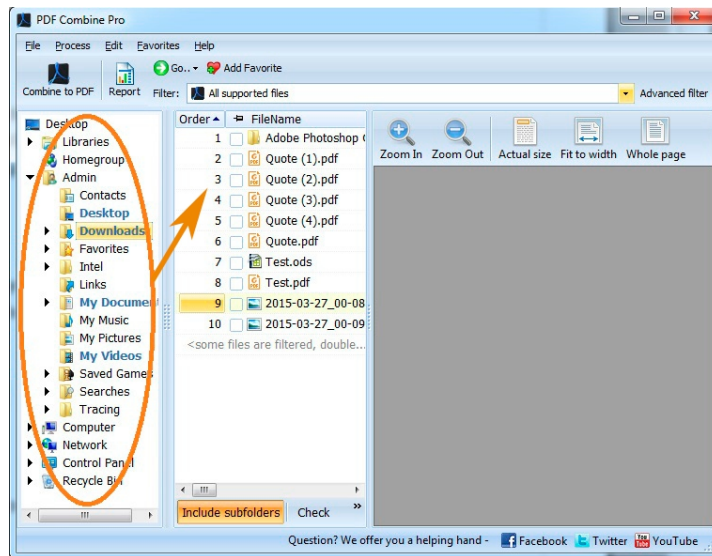
# How to Change the Order

## PDF Combine Pro

One of the benefits that makes PDF Combine Pro so easy to use is its ability to give you an overview of all of your drive(s). By default, your file lists is shown in alphabetical order - the same as on your computer. However, there is a variety of ways available that let you modify the order in which files appear in the file selection frame.

### Method One: Reordering Files by Category

1. Start by launching [PDF Combine Pro](#).
2. Then, in the left sidebar menu, locate the folder that contains the files you'd like to process. After you open that folder a list of its contents will appear in the file selection frame.



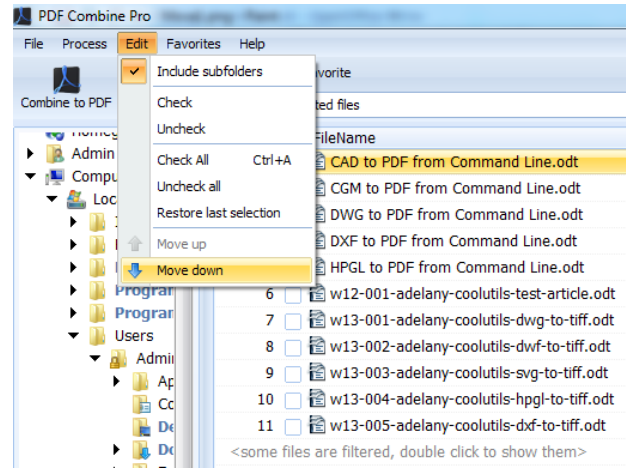
3. At the top of this frame there are several tabs that let you reorder your file list based on different criteria. For instance, if you click on **File type** files in the list will be reordered alphabetically according to what extension they have. In a similar way, clicking on **File size** will reorder your file list based on their size, etc.

Order	File Name	File type	Modify date	File size	Subject	Title	Keywords	Author	Comment	Number of Pages
-------	-----------	-----------	-------------	-----------	---------	-------	----------	--------	---------	-----------------

### Method Two: Changing Which File is Highlighted

4. With PDF Combine Pro open and a folder selected, place a check next to the file you want to move.

5. After that, press **Edit** in the topmost menu to open a drop-down list that includes **Move Up** and **Move Down**. This allows changing which file is checked by highlighting (and moving) the checked box above or below the currently selected file.



Order	FileName	File type
1	<input type="checkbox"/> CAD to PDF from Command Line.odt	odt
2	<input type="checkbox"/> CGM to PDF from Command Line.odt	odt
3	<input checked="" type="checkbox"/> DWG to PDF from Command Line.odt	odt
4	<input type="checkbox"/> DXF to PDF from Command Line.odt	odt
5	<input type="checkbox"/> HPG to PDF from Command Line.odt	odt
6	<input type="checkbox"/> w12 to PDF from Command Line.odt	odt
7	<input type="checkbox"/> w13-001-adelany-coolutils-dwg-to-tiff.odt	odt

**TIP:** right-click the highlighted file to access the same Move Up / Move Down functionality.

Order	FileName	File type
1	<input type="checkbox"/> CAD to PDF from Command Line.odt	odt
2	<input type="checkbox"/> CGM to PDF from Command Line.odt	odt
3	<input checked="" type="checkbox"/> DWG to PDF from Command Line.odt	odt
4	<input type="checkbox"/> DXF to PDF from Command Line.odt	odt
5	<input type="checkbox"/> HPG to PDF from Command Line.odt	odt
6	<input type="checkbox"/> w12-001-adelany-coolutils-test-article.odt	odt

**TIP:** you can also reorder files using the traditional drag & drop method. Simply left-click the file name and hold. Then with your mouse, drag the file up or down to a new location in the file list.

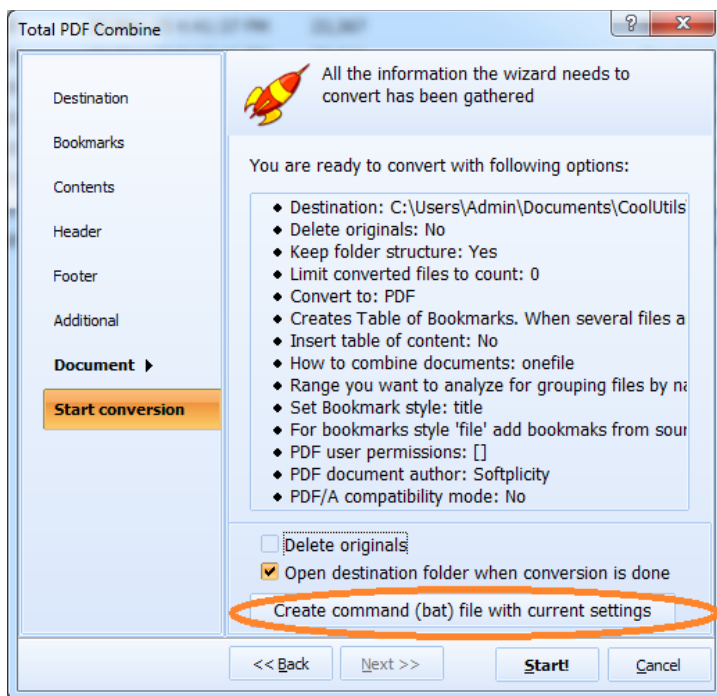


# How to Combine PDF Files via Command Line

## PDF Combine Pro

True to our design conception, PDF Combine Pro supplies users with a great number of ways to process files. As part of that we've built-in unique functionality that allows you to combine your documents with the help of the command line. Once you've appended all your options settings, our easy-to-use GUI can help you produce a .bat file. Just click the **Create command (bat) file with current settings** (located under the **Start conversion** tab). Save the .bat and then double-click it to run.

For more information watch [this video](#).



**TIP:** If you are sure that there will be different cases in which you will need to use the same settings, creating a .bat file for aim is a good way to save time!

**TIP:** we also advise a server version of the program that can work without a GUI and no interrupting pop-up windows. You can evaluate the 30-day free trial version of [PDF Combine Pro X](#).

## List of Available Commands

**Usage:** PDFCombinePro.exe <source> <destination> <options>

If you have a path with spaces use quotation marks.

### Options:

**-lang** - Used language

- **ar** - Arabic (Saudi Arabia)

- **cs** - Czech (Czech Republic)
- **da** - Danish (Denmark)
- **de** - German (Germany)
- **es** - Spanish (Spain, Traditional Sort)
- **fr** - French (France)
- **it** - Italian (Italy)
- **ja** - Japanese (Japan)
- **ko** - Korean (Korea)
- **nl** - Dutch (Netherlands)
- **pt** - Portuguese (Brazil)
- **ru** - Russian (Russia)
- **sv** - Swedish (Sweden)
- **zh** - Chinese (Traditional, Taiwan)
- **en** - English (United States)
- **-log** - Don't show errors. Write them to the log file
- **-verbosity** - Log file verbosity
  - **error** - Write to log file only errors (default)
  - **detail** - Write detailed log file
- **-logmode** - Log file mode
  - **overwrite** - Overwrite (default)
  - **append** - Append
- **-list** - File with files mask to convert. Simple text file, each file on new line
- **-Recurse:off** - Include subfolders
- **-do** - Delete originals
- **-kfs** - Keep folder structure
- **-fo** - Force overwrite existed files
- **-limit** - Limit converted files to count
- **-sort** - Sort source file list
  - **unsorted** - Unsorted, natural order (default)
  - **name** - Sort by file name
  - **date** - Sort by file modification date
  - **numbers** - Sort by numbers in file name
- **-ext** - Use custom extension for output files
- **-optionfile** - text file with options to use, "opt=value", one line - one option definition
- **-c** - Convert to
  - **PDF** - convert to Combine to PDF
- **-bookmark:off** - Creates Table of Bookmarks. When several files are combined each filename becomes a bookmark. Table of bookmarks will show you the content of the combined file
- **-bfile** - Bookmarks as filenames. If you do NOT want the bookmarks be the filenames place the desired names of bookmarks into separate file and set that file as Bookmark
- **-content:off** - Insert table of content
- **-combine** - How to combine documents

- **onefile** - All documents into one file
- **folder** - Separate files by folders
- **name** - Separate files by common name part
- **-npr** - Range you want to analyze for grouping files by name
- **-bstyle** - Set Bookmark style
  - **none** - No bookmarks
  - **title** - Create bookmarks from pdf document titles
  - **file** - Create bookmarks from document file names
  - **list** - Use bookmarks list
- **-bfolders:off** - For bookmarks style 'file' create bookmaks by folders
- **-bpdf:off** - For bookmarks style 'file' add bookmaks from source documents
- **-odd** - use 'blank' for add blank page to odd pages documents or file name of existing pdf document
- **-mp** - PDF master (owner) password
- **-up** - PDF user password
- **-perm** - PDF user permissions
  - **Copy** - Copy
  - **Modify** - Modify
  - **Annotation** - Annotation
  - **FormFill** - FormFill
  - **Accessibility** - Accessibility
  - **DocAssembly** - DocAssembly
  - **HighResPrint** - HighResPrint
- **-PFXFile** - PFX File for sign document
- **-PFXPass** - The password to open the PFX file
- **-SignLoc** - The location that the signing was done
- **-SignCon** - The contact information of the signer
- **-SignRes** - The reason for signing document
- **-PDFAuthor** - PDF document author
- **-PDFSubject** - PDF document subject
- **-PDFTitle** - PDF document title
- **-pdfa:off** - PDF/A compatibility mode
- **-pdfver** - PDF document format version 1.2 - 1.6
- **-Head:off** - Turn off header text
- **-HeaderText** - Header text. Where [page] - Page Number and [date] - current date
- **-HeadAlign** - Header align
  - **left** - align left
  - **right** - align right
  - **center** - align center

- **-HeadFont** - Header font name
- **-HeadSize** - Header font size
- **-Foot:off** - Turn off footer text
- **-FootText** - Footer text. Where [page] - Page Number and [date] - current date
- **-FootAlign** - Footer align
  - **left** - align left
  - **right** - align right
  - **center** - align center
- **-FootFont** - Footer font name
- **-FootSize** - Footer font size
- **-TM** - Top Margin (inches)
- **-LM** - Left Margin (inches)
- **-BM** - Bottom Margin (inches)
- **-RM** - Right Margin (inches)
- **-po** - Paper Orientation
  - **Portrait** - Portrait
  - **Landscape** - Landscape
- **-ps** - Paper size
  - **Letter** - Letter
  - **LetterSmall** - LetterSmall
  - **Tabloid** - Tabloid
  - **Ledger** - Ledger
  - **Legal** - Legal
  - **Statement** - Statement
  - **Executive** - Executive
  - **Folio** - Folio
  - **A0** - A0
  - **A1** - A1
  - **A2** - A2
  - **A3** - A3
  - **A4** - A4
  - **A4Small** - A4Small
  - **A5** - A5
  - **B4** - B4
  - **B5** - B5
  - **Quarto** - Quarto
  - **EnvC5** - Envelope C5
  - **EnvC3** - Envelope C3
  - **EnvC4** - Envelope C4
  - **EnvC6** - Envelope C6
  - **EnvB4** - Envelope B4
  - **EnvB5** - Envelope B5

- **EnvB6** - Envelope B6
- **EnvMonarch** - Envelope Monarch
- **Custom** - Custom, you need to set paper dimensions
- **-pd** - Custom paper size dimensions in mm <width>x<height>

#### Examples:

- PDFCombinePro.exe C:\Folder1\ C:\Folder2\ C:\Folder3\ C:\Dest.PDF -r  
PDFCombine will take all the pdf files from Folder1, Folder2, Folder3 and merge them. The result will appear in Dest.pdf. -r means the recursive search (if there are more folders inside Folder1&2&3 PDF Combine will merge them as well).
- PDFCombinePro.exe C:\Dest.pdf -list C:\List.txt -bstyle File  
All the files that are infrom List.txt will be placed to Dest.pdf and create bookmarks from document file names.
- PDFCombinePro.exe C:\Src???.pdf C:\Dest.pdf  
All the files C:\Src???.pdf (any symbol instead of ?) will be placed to Dest.pdf. WildCard support.
- PDFCombinePro.exe C:\Folder1\ C:\Dest.PDF -HeadText "[page] of [count]" -HeadAlign Center  
PDFCombine will take all the pdf files from Folder1 and merge them to Dest.pdf and add page number in the header of the page.