

How to merge multiple files together to hand into Turnitin and how to hand in multiple documents

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Why do I need to merge multiple files?

When you hand in an assignment to Aula it will get uploaded directly to Turnitin.

⚠ Turnitin will only accept one file at a time.

If you have multiple files you need to do one of the following.

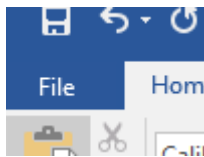
Do you want to merge the same file types together e.g. 2 or more Word documents?

If you have multiple Word or PowerPoint documents and need them all in one document.

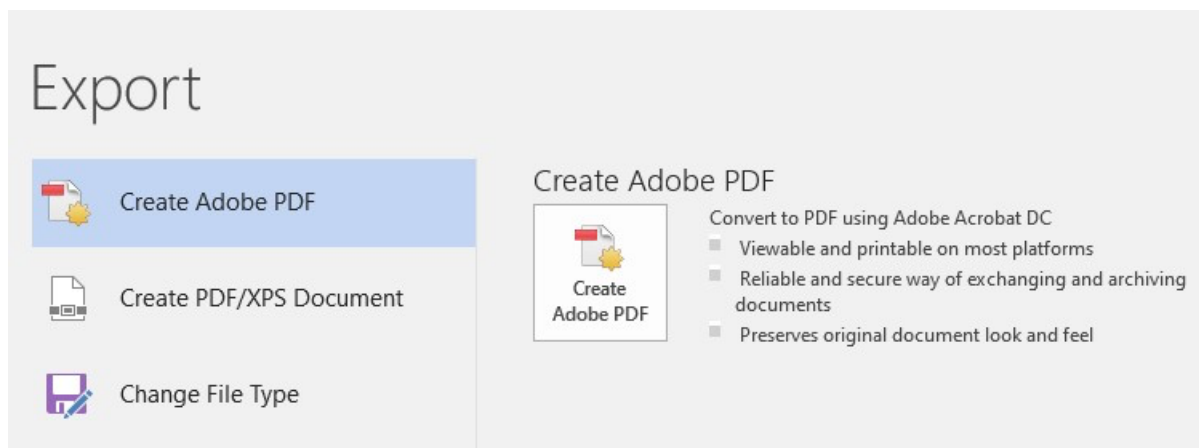
1. 🖱️ Copy and paste from other files so all information is in one document.
2. 🖱️ **Include your cover sheets**, you cannot hand in these in as a separate file.
3. 🖱️ **Turn this into a PDF file.** You can do this by following the steps below:



On either Word or PowerPoint click file on the top ribbon.

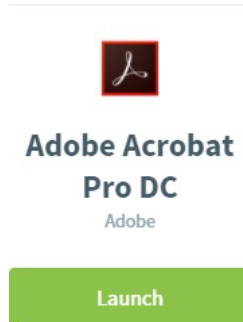


Then choose “export” and “Create Adobe pdf” you will then need to save the file.

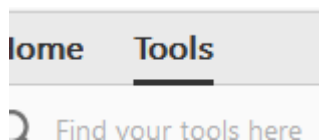


Do you want to merge different file types together as one large file as a pdf?

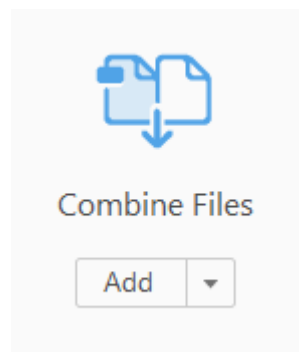
You can use “**Adobe Acrobat Pro**” to do this. This piece of software is available on Apps Anywhere <https://appsanywhere.coventry.ac.uk/>



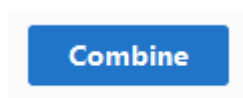
1. 🖱️ To do this open the program and select “Tools” in the top left hand corner



2. 🖱️ Then click “Combine Files”



- 🖱️ Then click “Add files” (Add all the files you need to combine together)
- 🖱️ Then click “Combine”



- 🖱️ You will then need to save the file.

Do you have to hand in multiple parts to one assignment?

You may have to hand in two parts for an assignment such as a “presentation” and a “report”

Normally, you will have two separate hand in portals for this type of situation.

⚠️ If you can only see one flag this up with your teacher or cugtels@coventry.ac.uk

Do you have multiple files that are not text based that you need to hand in?

If you need to hand in multiple, non-text-based files or a mixture of text-based files and a video

1. 🖱️ You'll need to upload these to OneDrive and then share them with your tutor
2. 🖱️ Paste the OneDrive document link into a Word document or your Cover Sheet and hand in via AULA/Turnitin. (see the One Drive guide here)

<http://www.cugtel.coventry.domains/support-for-students/office-365/>

* ⚠️ (Do not use this for a single file hand in use one of the above options)