

Project cover

File A · page 1

01 Project cover

Review checklist

Packet contents	Cover + instructions	Complete
Page orientation	Portrait A4	Complete
Source copy	Kept separately	Complete

Check page count, order, orientation and key content in the output.

Created by MV Tools for this tutorial; no personal or business data.

Instructions

File A · page 2

02 Instructions

Review checklist		
Operation	Select, then merge	Complete
Page check	Review after merge	Review
Before sharing	Download and open	Review

Check page count, order, orientation and key content in the output.

Created by MV Tools for this tutorial; no personal or business data.

Summary

File B · page 1

01 Summary

Review checklist		
Page order	Summary ▢ review ▢ appendix	Complete
Document type	tutorial sample	Complete
Output use	Merge practice	Review

Check page count, order, orientation and key content in the output.

Created by MV Tools for this tutorial; no personal or business data.

Review page

File B · page 2

02 Review page

Review checklist		
Tables and orientation	Portrait A4	Review
Page boundary	Connects to page 1	Review
Key content	Numbers and units	Review

Check page count, order, orientation and key content in the output.

Created by MV Tools for this tutorial; no personal or business data.

Appendix

File B · page 3

03 Appendix

Review checklist		
Attachment count	3 pages total	Review
Extraction example	Pages 1, 3, 5	Review
Keep originals	Do not overwrite	Review

Check page count, order, orientation and key content in the output.

Created by MV Tools for this tutorial; no personal or business data.