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Small business is a difficult road to ride, and it's not uncommon to want to change things up along the journey. Taking on a partner, diversifying, downsizing or even merging can all be attractive ideas. Merging two small businesses is done for all kinds of reasons, but whatever the motivations are, there are numerous factors to watch out for, since some studies say as many as 70 to 90 percent of small business mergers fail. By joining with another company, there are several perks you might gain. Some of these include: An opportunity to get better office space in a world where office occupancy demands are increasing at 1.3 times the rate of new space coming available. Gaining access to a new customer base. Being able to expand your services to make your company's offerings more comprehensive and more competitive. Reducing overhead costs. Gain a partner who can help offload some stress while potentially improving work/life balance with shared responsibilities. There are great pros to joining forces, but before you go signing that small business merger agreement, you've got to think long and hard, because mergers can go terribly awry. The stakes are high but so are the costs in merging, when decisions must be made on everything from rebranding to divvying up the power structure. Here are four questions you'll need to ask (and answer) before you make that merger. Do you like your new potential partner? Seriously, you'll need to enjoy working with them and feel like you can confide in them and trust them, because there's a lot riding on this. The last thing you need is regretting partnering up. Do your homework. How will you divide the power? Who gets the final say, and are you prepared to make that legally binding? There's no shortage of mergers that have collapsed due to a butting of the heads. Will assets be sold or stock changing hands during the merger? If so, planning well can help limit your tax liabilities – and failing to plan could be costly. Who are you now? Should one of you adopt the other's brand, or should you start fresh with a new brand? Doing homework is a huge part of successful mergers. Here's a list of tasks before you move ahead. Talk to a few of your clients to see if the added services would appeal to them or make them less likely to remain loyal to you. Test your management compatibility by having a few hypothetical and real business situations to make decisions on. Have each partner make their decisions and consider having a consultant observe the process to give feedback on how well you've worked together. Check the books. Pie-in-the-sky expectations usually go splat when companies realize their profitability is hurt in the initial merger phase. Can you survive six months of reduced sales as you get back up to speed? Consider the culture. Each company will have its own corporate culture. Will they blend well? Can each team adapt to the other? Doing test projects with blended teams can give insight into how well each company's employees will handle the merger. Turnover is a very real consequence in mergers. Don't think that you can do this all on your own, because mergers are complicated. Blending companies together can involve stocks, assets, real estate, profit sharing, control aspects and much more. By consulting a lawyer who specializes in mergers and a tax accountant who does the same, you can protect yourself and the company from financial and strategic errors. Also useful is a business consultant to help navigate branding and culture struggles. By Filonia LeChat Microsoft Word might not be your first choice for creating and maintaining a digital scrapbook, but the application does allow you to cut, copy and paste among its pages like you were clipping and gluing in real life. With Word, you do have to be careful if you want to combine files without changing the original format. An inadvertent click could result in the current document taking on the look of the one you're pasting into instead of the one you're pasting from. It's fairly easy to retain control over formatting in Word, even when combining files. Stay on guard when you have the urge to merge. Launch Word and open the file that you want to merge into another file. Click the "Home" tab if it is not enabled, and then click the "Select" button on the ribbon. Click "Select All." The entire document is highlighted. Right-click anywhere in the highlighted area and choose "Copy." If you happen to click off the highlight before you copy, repeat the "Select All" process. You can now close this document if you like. Open the second Word file. Scroll to the place in this document where you want to merge in the first file, such as at the very end of the document. Press "Ctrl-Enter" to add a new page with a page break for the copied document. You can also just click the cursor and press the "Enter" key for a line break if desired. Right-click anywhere in the new space and select "Paste." The copied document pastes in, keeping its formatting. If you pasted the new document in between sections of another file instead of at the end, scroll to the point where the pasted-in document meets the one that was originally in the file. You'll see the pasted-in document's formatting does not overwrite the one it meets -- each section retains its formatting. By Amy Dombrower Portable Document Format (PDF) is a widely used format for finalized electronic documents, interactive forms and documents that are going to be commercially printed. The format can be viewed using any basic PDF reader. PDF content cannot be changed easily, but tools exist to provide assistance. The popular PDF creation software Adobe Acrobat not only can create individual PDF documents but also can merge multiple PDFs into one single document. Click the "File" menu. Select "Combine," then "Merge Files into a Single PDF." Click the "Add Files" menu. Select "Add Files" to merge individual files or "Add Folder" to merge all the files in a single folder. Browse your computer's files and select the folder or files you want to add. Press "Control" to select multiple files at once. Click "Add Files." The files you select will be added to the list of files. Rearrange the sequence of the files by clicking and dragging a file to a new position in the order. Choose the file size you prefer at the bottom of the window. Click "Combine Files." Wait while Acrobat converts the files into one single PDF. Save the new merged PDF document. Click the "File" menu. Select "Combine Files." Click "Add Files" to merge individual files. Browse your files and press "Ctrl" while selecting multiple files. Click "Add Files." To merge a folder, click "Add Folders," select the folder you want to add, then click "OK." The files will be listed in the "Combine Files" window. Rearrange the order of the PDFs by selecting and dragging a file to a new position. Select the file size and conversion setting you prefer. Click "Next." Select "Merge files into a single PDF." Click "Create." Wait while Acrobat completes the merging process. Click "Save." Enter a filename for the new merged PDF and select a destination folder for it. Click "Save." Windows only: If you are looking for ways to merge a bunch of MP3 files into one larger file, and don't like the command line solution I wrote about earlier this week, try Merge MP3. The application is tiny, the interface familiar, and it will allow you to drag-and-drop MP3 files onto a playlist, change the order, preview the audio, and then mix them all down to a single MP3 files along with APIC images and ID3 meta-data. Perfect for creating a mix or joining files from an audiobook you've ripped from multiple CDs. Merge MP3 is a free download for Windows. Merge MP3 Windows: PDF Rider is a simple but effective tool for merging and splitting PDF files, extracting and inserting pages, and performing other PDF manipulations.PDF Rider is a GUI wrapper for the popular pdftk PDF manipulation tool. Documents are loaded inside PDF Rider using the default PDF viewer on your machine—such as Adobe Reader—but editing is handled by the pdftk library. You can merge and split documents, extract, insert, and rotate pages, and decrypt and encrypt documents. If you need to separate all the pages of a document into unique files the burst function is especially handy.PDF Rider is freeware, Windows only, and requires Microsoft .NET 3.5 or above. For more advanced PDF manipulation make sure to check out previously reviewed Nitro PDF.Windows: Want to create PDF files from plain documents, annotate and fill in existing PDFs, extract Read morePDF Rider [via Addictive Tips] There are several occasions where you may need to merge multiple text files into a single text file. For example, you may receive a CD that contains hundreds of text files, all in different directories, which you need to combine into one file for importing into Excel, etc. It's also useful if you have network log files, server log files, or backup logs that you want to combine for purposes of data mining or data analysis. There are a couple of different ways you can go about joining text files together and the results are slightly different depending on the method you choose. In this article, I'll write about several ways to combine text files so that if one method doesn't work out too well, you can try something else. Method 1 - Command Prompt If you are ok using the command prompt, then there are a couple of simple commands you can use to merge a whole bunch of text files quickly. The advantage of using the command prompt is that you don't have to install any third-party programs. If you want a little primer on using the command prompt, check out my beginner's guide to use the command prompt. Also, since the command line can take multiple parameters, you can really create quite a complex command to filter and sort through which files you want to include in the joining process. I'll explain the simplest command, but will also delve into a few examples to show you how to do the more complicated stuff. Firstly, open Windows Explorer and go to the directory where you text files are located. If the files are stored in many subfolders, navigate to the parent directory. Now press and hold CTRL + SHIFT and then right-click on any empty spot in the Explorer window. This will open a command window that is already set to the directory you were in. Now all we have to do is type in the command. As you can see above, I have three text documents in the folder along with a couple of folders. If I only want to combine the text files in this one folder, I would issue this command: for %I in (*.txt) do type "%I" >> c:\Test\output.txt In coding parlance, this is a simple FOR loop that loops through all the files end with .TXT and outputs them to a file called output.txt. As you can see above, the loop just runs a separate command for each text file that it finds in the directory. Note that if you have a text file, but it has a different extension like .log or .dat, etc, then you can simply change the *.txt value in the command. It's also worth noting that the output should be to a different location than the current directory, otherwise it will append the output file to itself since it also is a text file. Now let's say you have text files that are located not just in one folder, but in many subfolders. In this case, we can add a parameter to the command, which will tell it to recursively search for text files in any subfolders of the current directory. for /R %I in (*.txt) do type "%I" >> c:\Test\output.txt You'll notice the /R parameter right after the for statement. Now when I run the command, you'll see that it finds a couple of extra text files in the three directories that are in the same directory. As is usual with the command prompt, there is actually another command that allows you to do the same thing as the FOR statement above. The command is actually a lot simpler and if it works fine for you, then feel free to use it instead of the above method. copy *.txt output.txt This command works well, but doesn't have as many options as the previous command. For example, it won't let you recursively search through subfolders. Method 2 - TXTCollector TXTCollector is a free text file-merging tool with a decent feature set. It's very easy to use and can be configured to work in a couple of different ways. First, type or copy and paste the folder path into the Folder box at the top or simply click on Browse Folders button and select the folder with the text files. You can then choose which type of files you want to combine. By default, TXTCollector will search for all TXT files and combine them. However, you can pick from the list and combine or merge multiple CSV, BAT, HTM, LOG, REG, XML, and INI files into one also! Check the Include subfolders box if you want TXTCollector to recursively look into each sub-folder of the main folder. TXTCollector will show you exactly how many files it found in the directory. Next you can choose a separator that will appear between each file that is being combined. This is a nice feature that you don't get with the command line method. Either you can pick from the drop down menu or you can just type in whatever you want into the box. By default, the program will put the directory name, file name, and the separator between each file. If you want to combine the files continuously without any break between each file, check off No Separator, No Filename, and No Carriage Returns. You will then have the choice of adding a space character between the files or not. The cool thing about TXTCollector is that you can really customize it. If you click on the link at the bottom called Extensions and Separators, you can add your own extensions to TXTCollector. Edit the extensions.txt file located in the TXTCollector application data directory. Note that TXTCollector only handles plain text files, no matter what extension is used. Therefore, it cannot combine multiple XLS files, for example, unless they are saved as plain text. The only limitation to the program is that it can only combine 32,765 text files at once. If you have more than that, you can combine that many into one and then combine the large one with more smaller ones, up to 32,765! Overall, a very simple, yet powerful freeware app for combining multiple text files. Hopefully, these two methods will work for most people. If you have run into a situation that is more complicated, feel free to post a comment and I'll try to help. Also, be sure to check out my other post on how to combine multiple PowerPoint presentations. Enjoy! JA feature supported by many word processors that enables you to generate form letters. To use a mail-merge system, you first store a set of information, like a list of names and addresses, in one file. In another file, you write a letter, substituting special symbols in place of names and addresses (or whatever other information will come from the first file). For example, you might write: Dear NAME: Our records show that your address is:STREET CITY, STATE ZIP If this is incorrect...o. When you execute the merge command, the word processor automatically generates letters by replacing symbols (NAME, STREET, CITY, STATE, and ZIP) in the second file with the appropriate data from the first file The power and flexibility of mail merge systems varies considerably from one word processor to another. Some word processors support a full set of logical operators that enable you to specify certain conditions under which information should be merged. Also, some merge systems allow you to merge data from several files at once. Mail merge is sometimes called print merge.

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