Adobe Acrobat XI Pro



Introduction

U.S. Bankruptcy Court, FLSB July 2016

Objectives

In the course of your work, you may receive PDF documents or need to convert documents to PDF. For information to be useful you need to access or convert it based on the situation and what you need to accomplish. We'll take a look at various features in Adobe Acrobat that make using PDF a useful tool.

At the end of this lesson you will be able to:

- Use the Adobe Acrobat interface
- Create PDF documents

Getting to Know Adobe Acrobat

Acrobat is an authoring application. Rather than starting from scratch and creating a new document in Acrobat, your workflow usually involves converting a document, created in another program (like Word or WordPerfect), to a Portable Document Format (PDF) file.

So what's the big deal? In our CMECF world, having documents that are secure and remain the same years from now is the key. Document viewing is secondary to document integrity. The preservation of the contents of a page is what makes PDF so extraordinary.

Features

Acrobat provides you with features such as menu commands, toolbars, and palettes to accomplish work for whatever task you hope to complete with PDF documents. Take a look at the information below to understand the names used to describe the various areas of the Acrobat interface:

Title Bar	By default, the name of the file you open appears in the title bar.
Menu Bar	Contains all the top-level menu commands.
Tool Bar	Contains a set of buttons grouped based on their functionality.
Document Pane	Displays the content of the PDF document. When no file is open, the Document Pane is empty.
Navigation Pane	Contains the navigation icons for Pages, Bookmarks, Signatures, Comments and Attachments. Each icon displays a list of elements in its associated panel, which is then used to navigate to a specific location in the PDF document. The Navigation Pane can be expanded or collapsed as needed.



Customize Tool Set

Enable Tool Set

- 1. From Tool Bar, select Edit Current Tool Set
- 2. Choose the tools you want to display

Remove Tool Set

1. From Tool Bar, select Edit Current Tool Set

 \square

2. Highlight the tool> select **Delete**

Viewing and Navigating PDF Files

You can navigate and view pages in Acrobat via several means covered in this section.

Opening PDFs

As with most computer programs you already use in Windows, you know that files are generally opened via the File> Open command. Acrobat uses the same menu and keyboard shortcuts to access the Open dialog box where you browse your drives, open folders, and ultimately select a file to open.

- 1. Select File> Open
- 2. Select from the navigation panel on the left
- 3. Browse through the folders or documents
- 4. Select the document> click **Open**

Opening recently viewed files

Acrobat keeps track of the most recently opened files. By default, it keeps track of the last five files you opened.

- 1. Select File
- 2. Choose from PDFs listed.

<u>1</u> G:...\Discharge of Debt...D38) (9-19-08).pdf
<u>2</u> G:...\Order of Discharg...0RI] (7-14-16).pdf
<u>3</u> S:\...\Test Case Part II.pdf
<u>4</u> S:\...\Activity Part II_Fixed_RanOCR.pdf
<u>5</u> S:\...\Activity Part II.pdf
<u>6</u> S:\Computer Training\...\Activity Part 1.pdf

Note: To increase the amount of documents recently view, click Edit> Preferences> Categories: Documents> increase the number for Documents in recently used list



Navigation

Various page navigation tools are available. The some features of the toolbar are not visible by default. You can place the toolbar in view and dock it for easy access.



Viewing

PDF pages can be viewed in several different ways. Acrobat contains six tools used for zooming views.

Page Display	Single Page View: displays
 Right click on Toolbar> Page Display OR 	one page at a time regardless of magnification size
 Right click on Toolbar> Rotate Vi Check off what you need Or 	 Enable Scrolling: displays more than one page stacked vertically
View> Page Display or Rotate View ✓ Fit to Width Scrolling ✓ Fit One Full Page ✓ Single Page View ✓ Two Page Scrolling ✓ Full Screen Mode ✓ Line Weights Show All Page Display Tools	 Two Page View: displays pages next to each other like a book Two Page Scrolling: displays more than one pair of pages at a time stacked vertically
<u>R</u> eset Page Display Tools	



Searching

Features

Acrobat XI continues with the search options you had available in the previous versions. You'll notice the Find tool and the Search pane are both available.

Right click> Edit> Find	Find information contained in the
OR	PDF document.
Edit> Find	Find ×
Sind Ctrl+F	, L
OR CTRL + F	Previous Next
Right click> Edit> Advanced Search	Search PDFs scattered around your
OR	hard drive.
Edit> Advanced Search	聞
Ad <u>v</u> anced Search Shift+Ctrl+F	

Find tool

In order to use the Advanced Search, you must have a document open in the Document pane. If you have more than one open it will search in the active document.

- 1. Select Edit> Find
- Type the word(s) you are looking for in the document and open the drop down menu for more options> press Enter
- 3. Use the **Previous** and **Next** buttons to view the occurrences of the word in the document.

hearing		
	Previous	Next

Search Pane

The Organizer is a tool that helps you manage and access frequently used documents in a centralized place within Acrobat.

- 1. Click the **Search** icon from your Tool Bars.
- 2. Select your search criteria> click Search

🧏 Search	
Arrange Windows	
Where would you like to search?	
In the current document	
All PDF Documents in	
My Documents	•
What word or phrase would you hearing	like to search for?
Whole words only	
Case-Sensitive	
Include Bookmarks	
Include Comments	
	Search

Note: In the basic search you are limited to actual word(s) you want to find. You cannot us Boolean (AND, OR, and NOT) operators or any kind of search expressions. For more than one word the results are for the exact phrase.

3. Review and select the needed search results or start a New Search



Advanced Search

To take advantage of searching with advanced options follow the steps below.

- 1. Click the **Show More Options** link at the bottom of the Search Pane
- 2. Select the additional criteria as needed

<mark>⊱</mark> Search		
Arrange Windows		
Look In:		
🔁 The Current Document	•	
What word or phrase would you like t	o search for?	
hearing		
Return results containing:		
Match Any of the words	-	
Use these additional criteria:		
Whole words only		
Case-Sensitive		
Proximity		
Stemming		
Include Bookmarks		
Include Comments		
Include Attachments		
	Search	

Note: depending on your selection criteria the options available will change. For example, if I choose one of the drives instead of the current document and select **Refine Search Results** link additional options appear:

Search within the previous resu hearing	lts for:	
Return results containing:		
Match Exact word or phrase		22
Use these additional criteria:		
-	Is exactly	12
	Is exactly	8
-	Is exactly	88
Whole words only		
Case-Sensitive		

Note: Boolean queries can be used by selecting it under the Return results containing: drop down option.

Re	eturn results containing:	
	Match Exact word or phrase	
	Match Exact word or phrase	١
U	Match Any of the words	1
Γ	Match All of the words	I
Ċ	Boolean query	J

- 3. Select your search criteria> click **Refine Search Results**
- 4. Review and select the needed search results or start a **New Search**

Converting Documents to PDF

Acrobat was never designed to support creating new files and editing pages to add content. Where Acrobat begins is with the file conversion to the PDF format. Any program file can be converted to PDF through a number of different methods offered by Acrobat, operating systems, and authoring applications. The method you use to convert a document to PDF and the purpose for which the PDF is intended require you to become familiar with a number of different options at your disposal for PDF file creation. This section covers some of those options.

Main Conversion Options

You can save the file to PDF. You can also print a file to the Adobe PDF printer and it is converted to PDF. It all sounds simple, but two very important distinctions exist between these methods of conversion for certain file types that you need to understand before you start converting the files to PDF.

Save As: PDF	Saves the document directly to PDF.
Print to Adobe PDF	Print your file to a disk. During this process, the file is temporarily saved as a PostScript file and it is distilled in Acrobat Distiller. The settings in the Distiller control the attributes of the resulting PDF file.

Convert a PDF or Active (Fillable) PDF to PDF/A or Inactive PDF

To enhance security within CMECF it is important that PDFs are inactive so they cannot be edited.

- 1. Select File> Print
- 2. Change the Printer name to **Adobe PDF>** click **Properties**

t	A DESCRIPTION OF TAXABLE PARTY.	to loss queue net with it prosts to	all also
Printer:	Adobe PDF	Properties A	dvanc <mark>e</mark> d
Copies:	1	Print in grayscale	(black and white)

3. In the Adobe PDF Settings tab, select PDF/A-1b: 2005> click OK> click Print

Adobe PDF Document Properties		x
Layout Paper/Quality Adobe PDF Settings		
Use these settings to create Adobe PDF documents that are to be checked or to PDF/A-1b, an ISO standard for the long-term preservation (archival) of elect documents. For more information on creating PDF/A compliant PDF document to the Acrobat User Guide. Created PDF documents can be opened with Acro Reader 5.0 and later.	r must conform tronic its, please refer obat and Adobe	•
Default Settings: PDF/A-1b:2005 (CMYK)	Edit	
Adobe PDF Security: None	Edit	
Adobe PDF Output Folder Prompt for Adobe PDF filename	Browse	
Adobe PDF Page Size: Letter	Add	
View Adobe PDF results		
Add document information		
Rely on system fonts only; do not use document fonts		
✓ Delete log files for successful jobs		
I → Ask to replace existing PDF file		

Note: to optimize file size click **Edit** (next to *Default Settings*)> change **Resolution**> click **OK**

Fonts	
Color Advanced Standards	Use these settings to create Adobe PDF documents that are to be checked or must conform to PDF/A-1b, an ISO standard for the long-term preservation (archival) of electronic documents. For more information on creating PDF/A compliant PDF documents. olease refer to the Acrobat User Guide. Created PDF documents can be
	File Options
	Compatibility: Acrobat 5.0 (PDF 1.4)
	Object Level Compression: Off
	Auto-Rotate Pages: Collectively by File
	Binding: Left 🗸
	Resolution: 2400 dots per inch
	All Pages
	Pages From: To:
	Embed thumbnails
	Optimize for fast web view
	Default Page Size
	Width: 8.5 Units: Inches -

- 4. Navigate to the location you want to save the file> click **Save**
- 5. Review the converted file to make sure it is no longer interactive.

Create PDF from a Single File

Acrobat offers various options to convert application documents to PDF. For PDF creation supported by Acrobat, you don't need to leave the program to produce PDF files. Older WordPerfect file formats are not supported in Adobe.

- 1. Select File> Open
- Change type of file to All files (*.*)> navigate to the location where the document is located> select the document you want to convert> click Open



- 3. Select File> Save As> Save as type: Adobe PDF Files (*.pdf) should be selected
- 4. Navigate to the location to save> click Save

or

1. Select Create> PDF from file> All Supported Formats

File name:	•	[All Supported Formats]
				2

- Navigate to the location where the document is located > select the document you want to convert> click Open
- 3. Repeat steps 3 and 4

Scanning

Scanning Work Environment (Configure Presets)

For scanning tasks, you can preset preferences for scanning. This helps you save time by setting up some general options that apply for scanning a range of original document types.

1. Select Create> PDF from Scanner> Configure Presets



2. Select the necessary preferences> click OK.

nfigure Presetz		
Scanners	FURTSU 6-6130-6j	• Options
Presets	Black & White Document	Save Defaults
Input		
Sides	Front Sides	
Color Mode:	Black and White	
Resolution	600 DPI	
Paper Size:	Letter	
	Width: 8.5 in Height: 11 in	
	V Prompt for scanning more pages	
Optimization		
Small Size	— 0 н	figh Quality Options
Test Recognitio	on and Metadata	
Make Sear	chable (Run OCR) Options]
😥 Make PDF/	A compliant 📃 Add Metad	lata
Help		OK Cancel

*Sides	Supports two-sided scanning (front or both sides).		
Resolution	At a minimum you should use 300 dpi for scan resolution for file optimization.		
Paper Size	You can leave it at Automatic or change as needed for the task such as legal size.		
*Prompt for scanning more pages	Will prompt you to confirm if you are done scanning.		
Optimization	 Adjusts the quality of the scanned image. Click the Options button for additional quality customization: Deskew – automatically straightens crooked scans. Background removal – removes background data when text has drop shadows or original copy shows dust and dirt. Edge shadow removal – removes shadow around type when scanned in grayscale or color mode. Despeckle/Descreen – helpful when scanning printed documents or documents with dust and dirt. Halo removal – clean up halo effect around type. 		
*Make PDF/A compliant	This makes the PDF available for Archiving and maintains the integrity of the document.		

Scanning a text document (basic scan)

The following instructions are for use with the Fujitsu fi-6130 scanner.

- 1. Select Create> PDF from Scanner> Black and White Document
- 2. Click **OK** if you get the prompt confirming the scan is complete

Scanning a text document (custom scan)

There are times where you want choose your options prior to a scan – more like a onetime use – for special tasks.

- 1. Select Create> PDF from Scanner> Custom Scan
- 2. Select the necessary preferences> click **Scan**.

C	
Scanner:	Please select a device Options
Sides:	Front Sides
Color Mode:	
Resolution:	
Paper Size:	
	Width: Height:
Pro	empt for scanning more pages
Wew PDF De	
🔳 Multiple	e files More Options
Multiple Append to e	e files More Options
C Multiple Append to C Select:	e files More Options existing file or portfolio Browse
C Multiple Append to 6 Select:	e files More Options existing file or portfolio Browse ngs
Multiple Append to Select: Cocument Setti Ocument Setti	e files More Options existing file or portfolio Browse ngs canned PDF
Multiple Append to Select: Oocument Setti Optimize Sc Small Size	e files More Options existing file or portfolio sanned PDF High Quality Options
Multiple Append to Select: Occument Setti Optimize Sc Small Size Make Searci	e files More Options existing file or portfolio mgs canned PDF High Quality Options hable (Run OCR) Options

Output	If you have a document open in the Document pane,
	you can append your document with a new scan or
	deal with legal size paper. Additionally, if you want to
	create separate documents, click New PDF Document.

Adding scanned documents to an existing file (custom scan)

You can append scans to document(s) already open or one already filed depending where you are in your workflow.

- 1. Select Create> PDF from Scanner> Custom Scan
- 2. In *Output* select Append to existing file or portfolio
- 3. Browse for the file you need> select it> click **Choose**
- 4. Click Scan

Scanning a legal size document (custom scan)

In the course of scanning various documents you may get a different paper size than the default choice selected in your configure presets. If this is the case, you'll want to change the size to suit your own personal scanning needs without having to go to the copier to shrink the paper to then scan it.

- 1. Click Create> PDF from Scanner> Custom Scan
- 2. In *Paper Size* select **Legal**> click **OK**
- File> Print> change Printer to Adobe PDF> verify Page Sizing & Handling is Shrink oversized pages> click Print

Print	X
Printer: HP LaserJet P4014/P4015 PCL6 Properties Adva Copies: 1 Print in grayscale (bl.	anced Help 😧 ack and white)
Pages to Print All Current page Pages 1 - 2 ▶ More Options 	Comments & Forms Document and Markups Summarize Comments Scale: 94%
Page Sizing & Handling Image: Size Image: Poster Image: Multiple Image: Booklet Image: Fit Actual size Actual size Shrink oversized pages Custom Scale: 100 % Image: Choose paper source by PDF page size State 100 %	8.5 x 11 Inches
Orientation: (a) Auto portrait/landscape (b) Portrait (c) Landscape	ADD D
Page Setup	Print Cancel

Note: your printable area should be letter size (configure presets to Letter if needed)

4. Navigate to the location you want to save the file in> rename the file> click **Save**

Scanning documents as separate PDFs (custom scan)

You scan a group of documents in one sitting and save them as separate PDFs in one of two ways depending on your needs.

- A. Create a scan that opens a new PDF file
- From an open Document pane (active PDF document just scanned) click Create>
 PDF from Scanner> Custom Scan
- 2. In *Output* select **New PDF document**> click **Scan**

Output	
New PDF Document	
Multiple files	More Options

- 3. Navigate to the location you want to save the file in> name the file> click Save
- B. Scan multiple pages and create separate new pages for each scan
- From an open Document pane (active PDF document just scanned) click Create>
 PDF from Scanner> Custom Scan
- 2. In *Output* select **New PDF document**> check **Multiple files**

Output	
New PDF Document	
Multiple files	More Options

- 3. Browse for a folder to save the file in> click OK
- File> Open> navigate to the folder you saved it in> review the PDFs> rename as needed

File Optimization

You may be working with PDFs already created and may need to reduce file sizes or strip unnecessary content in order for it to comply with CMECF or District requirements. Rather than going back to the original authoring program, you can use tools in Acrobat to optimize the file.

Identifying File Size

In order for you to determine the best way to optimize the file verify the size of the file.

- 1. Select File> Properties
- 2. Click the *Description* tab if not active> in the *Advanced* section review **File Size**.

Description Security Free Sample Case Part [_Part1 Title:	contest Pro	hein	e le	1419	I savare a	Cal Inte			
Keywords: Additional Metadata Created: 1/10/2012 11:44:42 AM Modified: 1/10/2012 11:44:43 AM Application: FUIITSU fi-6130dj Advanced PDF Producer: PDF Producer: PDFScanLib v1.2.2 in Adobe Acrobat 9.2 PDF Version: 1.6 (Acrobat 7.a) Location: SV.Computer Training\PDF\PDF Testing\ File Size: 158.29 KB (162,086 Bytes) Page Size: 8.53 x 11.00 in Tagged PDF: No	Description Fi Tit Autho Subje	le: le: or: ct:	Sample	Cane	Part [_Part]				
Advanced PDF Produce: PDFScanLib v1.2.2 in Adobe Acrobat 9.2 PDF Version: 1.6 (Acrobat 7.s) Location: S:\Computer Training\PDF\PDF Testing\ File Size: 158.29 KB (162,086 Bytes) Page Size: 8.53 x11.00 in Number of Pages: 10 Tagged PDF: No Fast Web View: No	Create Modifie Applicatio	edi edi	1/10/20 1/10/20 FUJITSU	12 11) 12 11) 16-61	44:42 AM 44:43 AM 30dj			Addition	al Metadata
Page Size: 8.53 x 11.00 in Number of Pages: 10 Tagged PDF: No Fast Web View: No	Advanced PDF Produ PDF Veri Local File	icer: iian: tian: Size:	PDFS/ 1.6 (A 5:\Co 158.2	croba mputi KB (o v1.2.2 in Adob 6.7.x) er Training\POF 1.62,086 Bytex)	be Acrobat 9.2 F\PDF Testing\			
	Page Tagged	Size: PDF:	8.53 x No	11.00	'n		Number of Pag Fast Web Vie	pes: 10 ew: No	

Reducing File Size

Acrobat enables you to reduce file sizes. It is as good idea to **save it as a new file** in case the file reduction fails and you need to return to the original file to try another method of file reduction. Note: Reducing the files size of a digitally signed document removes the signature.

- 1. Select File> Save as Other> Reduced Size PDF
- 2. Select version compatibility> click **OK**

Reduce File Size	×
Acrobat Version Compatibility:	
Make compatible with: Retain existing -	
Setting compatibility to later versions of Acrobat wil allow greater reduction in file size.	I
OK Apply to Multiple Cancel]

3. Provide a filename> click Save

Using PDF Optimizer

Reducing file size and examining documents might get you only a slight file reduction. A more aggressive tool is the PDF Optimizer.

- 1. Select File> Save As Other> Optimize PDF
- 2. Optimize the settings> click OK

PDF Optimizer	ß
Settings: Standard	Delete Save Audit space usage
Current PDF V	ersion: 1.6 (Acrobat 7.x) Make compatible with: Retain existing
✓ Images	Image Settings
 ✓ Fonts □ Transparency 	Color Images :
 Discard Objects Discard User Data 	Downsample: Bicubic Downsampling to 🔹 150 ppi for images above 225 ppi.
Clean Up	Compression: JPEG v Quality: Medium v
	Grayscale Images :
	Downsample: Bicubic Downsampling to 🔹 150 ppi for images above 225 ppi.
	Compression: JPEG Quality: Medium
	Monochrome Images :
	Downsample: Bicubic Downsampling to 💌 300 ppi for images above 450 ppi.
	Compression: JBIG2 v Quality: Lossy v
<	All units are in pixels per inch (ppi).
	☑ Optimize images only if there is a reduction in size
	OK Cancel

Note: by default, only elements that do not affect functionality are selected.

3. Select File> Save As> provide a filename> click Save

Note: When you want to get the most out of reducing file sizes, use the **PDF Optimizer**. The PDF Optimizer gives you the same results as the PDF Examiner and Reduce size combined.

Save As

As you edit PDF documents, they tend to become bulky and contain unnecessary information. By using the **Save As** command you can create a smaller more optimized file.

- 1. Select File> Save As
- 2. Navigate to the location to be saved> rename file> Save

Zip Files

When you need to send multiple files it may be easier to group them in a smaller zip file. You gain about 20% efficiency by compressing the files.

- 1. Select the files you want to save together
- 2. Right click> select Send To> Compressed (zipped) folder

	Send to Compressed (zippe			r
🔁 PDF Te 👿	Shred		Adobe Acrobat D	139 KB
	Scan	м	Adobe Acrobat D	386 KB
🔁 PDF Te 🛯 🧏	Combine files in Acrobat		Adobe Acrobat D	139 KB
🔁 PDF Te			Adobe Acrobat D	139 KB
🗾 PDF Te	Print		Adobe Acrobat D	138 KB
🔁 PDF Te	Open		Adobe Acrobat D	142 KB
🗾 PDF Te	Open with Adobe Acrobat Reader DC		Adobe Acrobat D	139 KB
🗾 PDF Test 3 A	Add pages when prompted re 1/3/2012 8:27 AM		Adobe Acrobat D	144 KB

- 3. Name the zip folder
- 4. Open your zip folder to verify all the documents you selected were zipped

Editing Pages

Rather than recreate the entire PDF file, Acrobat enables you to selectively append, replace, delete, and extract pages in a PDF document.

Document Menu Options

The Document Menu provides you various options to edit your PDF document. Knowing what you need to accomplish helps identify which menu option will work best for you.

A. Working within a Single Document	 Reorder Pages Remove/Delete Pages Rotate Pages
B. Create separate PDF files from a Multipage PDF(s)	 Extract Pages Split Document
C. Create ONE PDF from separate pages or files	 Insert Pages Copy/Paste Pages Replace Pages Merge Files

Reordering Pages

Thumbnails are mini-views of PDF pages. The Pages panel offers opportunities for sorting pages and reorganizing them.

C	Page Thumbnails			4
P	🗉 • 🚺 💩	a (a)	<u> </u>	

- 1. Open the Page Thumbnails and drag the right side of the pane to the far right of the Document pane
- 2. Enlarge the thumbnail as needed (right click for Options)

 I as a factor of the second sec	
I <u>n</u> sert Pages	+
Extract Pages	
<u>R</u> eplace Pages	
Del <u>e</u> te Pages	Shift+Ctrl+D
Crop P <u>ag</u> es	
Ro <u>t</u> ate Pages	Shift+Ctrl+R
Page Transition <u>s</u>	
Nu <u>m</u> ber Pages	
<u>P</u> rint Pages	Ctrl+P
Embed All Page T <u>h</u> umbna	ils
Remo <u>v</u> e Embedded Page	Thumbnails
En <u>l</u> arge Page Thumbnails	
Page Pr <u>o</u> perties	

 Click on the thumbnail page and drag the page to a spot between the pages (vertical highlight bar appears) where you want to relocate the selected page> release the mouse button to complete the move



Note: the Shift and Ctrl key functionality apply here to move multiple pages at a time.

Removing/Deleting Pages

Pages can be removed from within a PDF and across PDFs after a copy/paste sequence.

- A. Within the Same Document
- 1. Click on the thumbnails you want to delete> Click Delete on your keyboard
- 2. Click OK at the prompt to confirm your deletion



- B. From one PDF to another (from a copy/paste sequence)
- 1. Hold down the CTRL key as you drag the page you want to copy to a new location in the same PDF file
- 2. Release the mouse when you see the vertical highlight bar appear at the desired location
- 3. Click Delete on your keyboard> Click OK at the prompt to confirm your deletion

Note: The page is deleted from the original file and copied to the second file.

Rotate Pages

Depending on the authoring program of the original document and the way the PDF was created, you may experience problems with pages appearing rotated or inverted.

1. Select Tools> Pages> Rotate Pages

Тоо	ls	Sign		Comment
i.	2		6	
► Con	tent	Editing	J	
▼ Pag	es			
Manip	ulate	Pages -		
þ	Page	Thumb	nails	i
බ	Rotat	te		

2. Select the direction and page range to be affected> click **OK**

Rotate Pages
Direction: Clockwise 90 degrees
Page Range
© All
Selection
Pages From: 1 To: 1 of 38
Rotate: Even and Odd Pages 🔹
Pages of Any Orientation 💌
OK Cancel

File> Save As> Navigate to where you want to save the file> rename the file> Save

Extract a Page

Extracting a page is like pulling out a single or multiple pages and creating a new PDF file with them. Extracting pages has no effect on bookmarks or links for the destination pages in the original document unless you delete pages when extracting them. If you have a bookmark to a page not part of the extraction, the link is broken.

- 1. Select Tools> Pages> Extract Pages
- In Extract Pages dialog box select the range of pages you need to extract> click
 OK

Extract Pages
From: 1 To: 9 of 38
Delete Pages After Extracting
Extract Pages As Separate Files
OK Cancel

Note: you can select the two additional options provided individually or together when extracting pages.

3. Select File> Save As> provide a filename> click Save

Splitting Documents

This option allows you to save multiple pages in a document and save them as separate PDF files.

- 1. Select Tools> Pages> Split Document
- 2. Select how to split the document based on the choices provided

Split Document 🔯
Split document by:
Number of pages
Max pages: 2
File size
Max MB: 4.5
Top-level bookmarks
Output Options Apply to Multiple OK Cancel

Number of Pages	Split the document according to the number of pages you want for the maximum page count for each file.
File Size	Type a value for the maximum file size for each of the split files.

Top-levelThis option enables you to split a file according to thebookmarksparent bookmarks in a PDF. Nested bookmarks are notrecognized for splitting a document.

Select Output Options> select needed options to save your documents > click
 OK

Output Options	83
Target Folder	
The Same Folder Selected at Start	
A Folder on My Computer	
File Labeling	
File name	
Use bookmark names for file names	
O Add label and number before original name	
Add label and number after original name	
Vse label: Part	
✓ Use separator between original name and label:	
Do not overwrite existing files	
OK Cancel	

Target Folder	Saves the document in the same folder as the originals or in a new folder you designate. Make sure you remember where it is going to save to.
File Labeling	Can distinguish between the new split files by adding a label to the original file name (Part I, Part II, Part II, etc.)
Do not overwrite existing files	Mark this if you choose to save files to the same folder as the original files and you want to prevent overwriting of the existing files.

4. To spilt multiple folders (instead of a document) click **Apply to Multiple**

Split Document	X
Split document by:	
Number of pages	
Max pages: 2	
I File size	
Max MB: 4.5	
Top-level bookmarks	
Output Options Apply to Multiple OK C	ancel

5. Add additional files or documents> click **OK**

Add documents to be callt to	the list helow		
Press OK when all the desire	d documents ha	ve been added.	
lama	Size	Warnings/Errors	
Sample Case Part Lpdf	623.00 KB		

- 6. Click **OK** in the Split Document dialogue box to apply your parameters for splitting the document
- 7. Click **OK** to confirm the document split

Adobe Acrobat				
i	The document has been successfully split into 4 documents.			
		ОК		

8. View your new PDF files in the Target Folder you designated in Output Options

Insert a Page

This helps you select the file to insert and to choose the location for the insertion regardless of the current page viewed. All the pages shift left or right, depending on whether you selected the Before or After option.

1. Select Tools> Insert Pages> Insert from File



- 2. Select the file you want to insert> click **Open**
- 3. Choose the location for insertion from the options provided> click **OK**

insert Pages			
Insert Files	PDF Test	1 Add pages v	when prompted.pdf
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Copying Pages

You can copy and paste pages within a PDF document or from one open PDF document to another. Observe page number before and after to confirm page has been copied.

A. Within the Same Document

- 1. Hold down the CTRL key as you drag the page you want to copy to a new location in the same PDF file
- 2. Release the mouse when you see the vertical highlight bar appear at the desired location

B. From one PDF to another

- 1. Open both PDF files and view them tiled (Page Thumbnails open)
- 2. Click and drag the thumbnail from one file to another
- 3. Release the mouse when you see the vertical highlight bar appear at the desired location
- 4. Select File> Save As> provide a filename> click Save

Replace a Page

This option only affects the contents of a PDF page. You can click a single page thumbnail or select multiple pages in a continuous order.

- 1. Highlight the page(s) you want to replace in the Page Thumbnails
- 2. Right click> select **Replace Pages**
- Navigate to the file containing the pages that are to replace page(s) in the open file> select file > click Open
- 4. Enter the page number for the first page in the target file> click **OK**

Replace Pages				
Original Replace Pages: 34 To: 38 of 38 in 'Sample Case Part I.pdf'				
Replacement With Pages: 1 To: 5 of 5				
from 'Sample Case Part II.pdf'				
OK Cancel				

- In the *Original* area, select the page range for the target pages to be replaced
- In the *Replacement* area, select the first page in the range of pages that will be used to replace the pages in the *Original* area
- 5. Click **Yes** to confirm the replacement of the pages

Adobe Acrobat				
<u> </u>	Are you sure you want to replace pages 34 to 38?			
	Yes No			

6. Select File> Save As> provide a filename> click Save

<u>Tip</u>: You can replace pages through drag-and-drop operations when viewing two documents in tiled views and when the Pages panel is opened for both documents. Make sure the cursor is on top of the thumbnail of the first page to be replaced (thumbnail highlights in black).

Merge Files

You can convert multiple supported file types to PDF or combine multiple PDF documents together into a single document. Before you use the command, be mindful of a few exceptions to combining multiple files:

PDFs with security	Cannot be combined.
Adobe LifeCycle Designer XML Forms	Cannot be added.
Digital signatures	Signatures are removed when you combine the files.
Form fields	Forms with identical field names inherit data from the first form in a list of files you merge.

1. Select Create> Combine files into a Single PDF



 Click Add Files button> navigate to the location where the document is located (only the supported formats will display)> select file> Open



3. Select the files you want to add to the list and click **Add Files** (continue this step until all documents are included)

Note: If you have a folder containing all the files you want to combine, you can choose **Add Files> Add Folders>** navigate to and select folder> click **OK**

Tip: You can select multiple files to add to your list at one time. Click a file, press the Shift key, and click the last file to select a group of file in continuous order. Click a file, press the Ctrl key, and select files not in order.

4. Change the *File Size* to the smallest> click a file in the list and arrange the files in the order you want them to appear in the merged PDF document



- 5. Remove any files that are not supported> click Combine Files
- Rename the file (from default Binder#), navigate to the folder where it will be saved in> click Save

Note: From the desktop you can select files and right click> Combine supported files in Acrobat

