

ADOBE ACROBAT TIPS

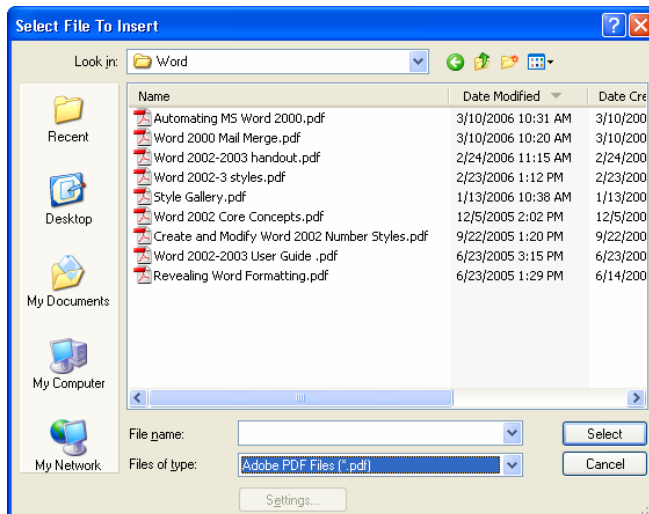
Q. We use Adobe Acrobat to create PDF files. We are not supposed to scan an entire document for electronic filing, but I need to get the signature on the last page. How can I do this?

A. You can scan the signature page after it has been signed, and then swap just that page with the original in the PDF. Below are some tips on using Adobe Acrobat to insert, delete, and rearranging pages in a PDF document.

Inserting Pages

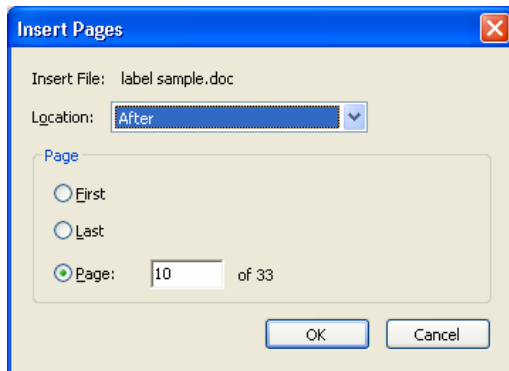
■ **To add pages to an existing PDF document:**

1. Open the PDF document in Adobe Acrobat.
2. Navigate to the page directly before or after the location where you want to insert the new page(s).
3. Choose **Document** → **Pages** → **Insert**.
The Select File to Insert dialog box opens.



4. If necessary, use the Look in pull-down menu to browse to the file containing the pages to insert.
 - ▶ The Files of type defaults to Adobe PDF, but you can change it to another file type such as Microsoft Office Files.

5. Select the file and then click the **Select** button.
The insert pages dialog box opens. The number in the Page text box defaults to the page you selected in the open PDF document.



6. Choose Before or After from the Location pull-down menu to specify where you want the page(s) inserted in relation to the page in the Page text box.
– **OR** –
Choose **First** to put the new page(s) at the beginning of the PDF file.
– **OR** –
Choose **Last** to put the new page(s) at the end of the PDF file.
7. Choose **OK**.
The pages are added.

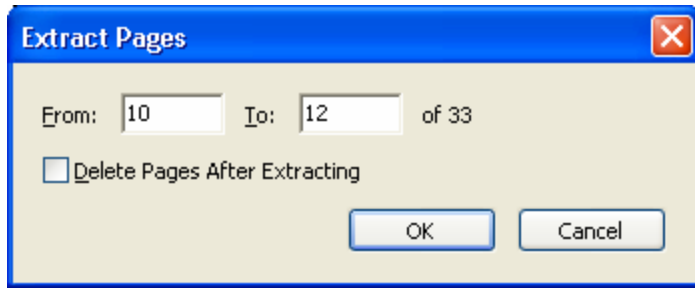
Extracting Pages

There may be times when you want to extract some pages from an existing PDF document. Extracting pages basically creates a copy of the extracted pages and opens them in a new window so that you can work with those pages independently of the rest of the document. For example, you may want to use one page out of an 80 page document as an exhibit.

As you extract pages you are given the opportunity to also delete them from the original PDF document.

■ To extract pages from a PDF document:

1. Open the PDF Document in Adobe Acrobat.
2. Choose **Document**→**Pages**→**Extract**.
The Extract Pages dialog box opens.



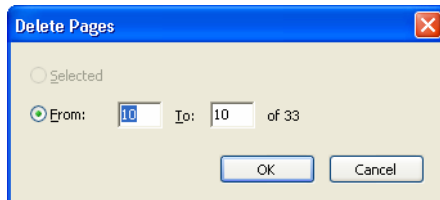
3. Specify the page number(s) to extract in the From and To text boxes.
4. (Optional) If you also want to delete the pages from the original document, check the **Delete Pages After Extracting** check box.
5. Choose **OK**.
The extracted pages open in a new window. You can save them, print them, e-mail them, etc.

Deleting Pages

You can delete pages from a PDF file without also extracting them.

■ To delete pages from a PDF document:

1. Choose **Document** → **Pages** → **Delete**.
The delete pages dialog box opens defaulting to the current page.



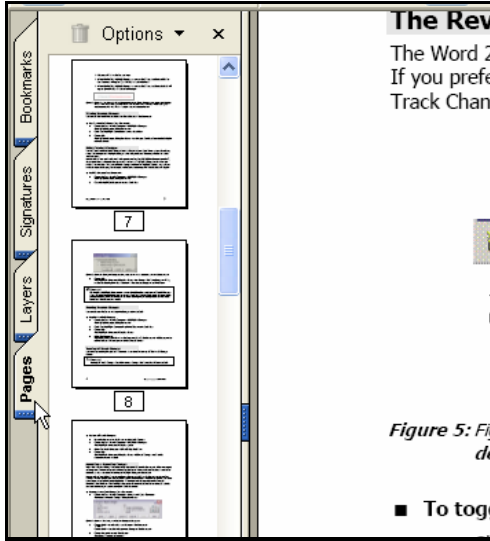
2. If necessary, specify the page(s) to delete.
3. Choose **OK**.
The specified pages are deleted.

Rearranging Pages

An easy way to rearrange pages within an Adobe PDF document is to use the Thumbnail View to change their order. An example of why you might want to rearrange pages in a legal document would be to move a table of contents or authorities that's located at the beginning or end of the document directly after the title page.

■ To rearrange page order using the Thumbnail view:

1. Select **Pages** from the Navigation Pane tabs.
Images, also known as thumbnails, of the document pages appear in the Navigation Pane.



2. Click-n-drag the thumbnails to the desired order. The pages rearrange.



NOTE:

You can widen the navigation pane by dragging its right edge. As it gets wider, the page thumbnails display in multiple columns, making it easier to rearrange them.

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Smooth Transition is a proud member of SoCalPROs.

