

(Archives) Adobe Acrobat 9 Pro: Organizing PDF Pages

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This article is based on legacy software.

Adobe Acrobat allows you to delete unwanted pages. In addition, you may extract pages from the original PDF file into a stand alone document or delete those pages from the original PDF file. Furthermore, you may reinsert a page back into the original PDF file after manipulating its content.

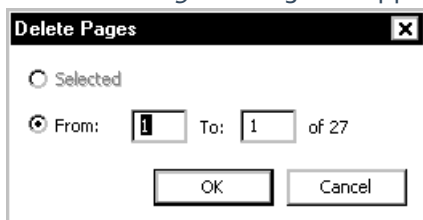
Deleting Pages

If you have unneeded pages within your PDF, you can easily delete them.

Deleting Contiguous Pages

1. Open the PDF file.
2. From the *Document* menu, select **Delete Pages...**


The *Delete Pages* dialog box appears.



3. In the *From* text box, type the number of the first page in the range of pages you want to delete.
4. In the *To* text box, type the number of the last page in the range of pages you want to delete.
NOTE: If deleting only one page, the same page number should appear in both boxes.
5. Click **OK**.
A confirmation box appears.
6. To delete the page(s), click **Yes**.
To cancel, click **No**.
The selected pages have been deleted.

Deleting Noncontiguous Pages

1. Open the PDF file.

2. On the left side of the screen, in the *Navigation* pane, click **Pages**. 

NOTE: The Navigation pane displays the document's page thumbnails.

3. Press and hold [Ctrl] while selecting the page(s) you wish to delete.

4. From the *Document* menu, select **Delete Pages...**

The *Delete Pages* dialog box appears.

NOTE: The Selected option will be designated.

5. Click **OK**.

A confirmation box appears.

6. To delete the pages, click **OK**.

The selected pages have been deleted.

Extracting Pages

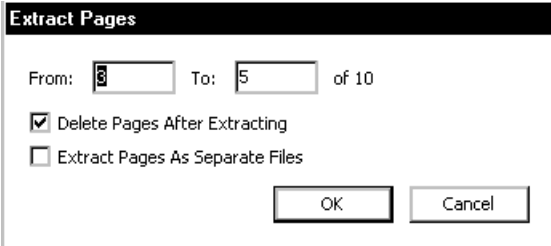
Acrobat gives you three choices once you have selected the pages you would like to extract. You may delete the extracted pages, save them as separate PDF files, or use them to create one PDF file.

Extracting Pages: Deleting the Page

Once pages have been extracted, they will appear in a new Acrobat window.

1. Open the PDF file.
2. From the *Document* menu, select **Extract Pages...**

The *Extract Pages* dialog box appears.



Extract Pages

From: To: of 10

Delete Pages After Extracting

Extract Pages As Separate Files

3. In the *From* text box, type the number of the first page in the range of pages you want to extract.
4. In the *To* text box, type the number of the last page in the range of pages you want to extract.
NOTE: If extracting only one page, the same page number should appear in both boxes.
5. Select **Delete Pages After Extracting**.
6. Click **OK**.

A confirmation box appears.

7. Click **Yes**.

The deleted page(s) is removed from the current PDF and appears in a separate window.

8. To completely delete the extracted pages, close the new window.

A dialog box appears, asking if you would like to save these pages.

9. Click **No**.

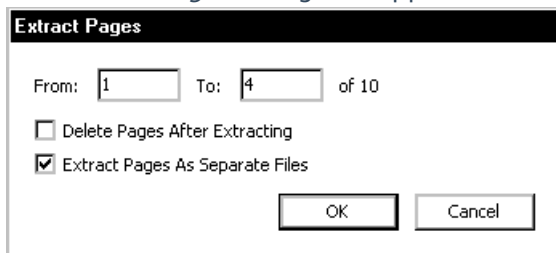
The extracted pages have been deleted.

Extracting Pages: Creating Separate PDFs

Following these steps will not remove the selected pages from your original PDF. Copies of the selected pages will be saved as a separate PDF file.

1. Open the PDF file.
2. From the *Document* menu, select **Extract Pages...**

The *Extract Pages* dialog box appears.



3. In the *From* text box, type the number of the first page in the range of pages you want to extract.
4. In the *To* text box, type the number of the last page in the range of pages you want to extract.
NOTE: If extracting only one page, the same page number should appear in both boxes.
5. Select **Extract Pages As Separate Files**.
6. Click **OK**.

The *Browse For Folder* dialog box appears.



7. Select the *Destination Folder* you wish to store the newly created PDF files in.

8. Click **OK**.

The extracted page(s) is saved in the selected folder as a separate PDF file.

NOTE: Each extracted page is saved as a separate file and is named after the original document with the specified page number after it.

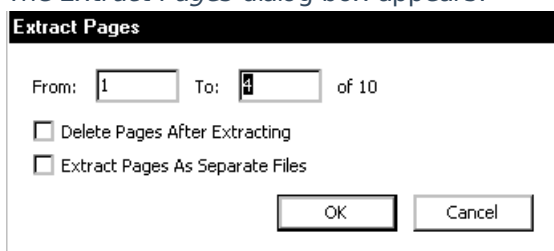
EXAMPLE: If you extracted pages 1-2 from a file entitled "Brick-wall," your extracted pages will be named "Brick-wall 1" and "Brick-wall 2."

Extracting Pages: Creating One PDF

Once the pages have been extracted, they will appear in a new Acrobat window. You may save and modify this document as desired.

1. Open the PDF file.
2. From the *Document* menu, select **Extract Pages...**

The *Extract Pages* dialog box appears.



3. In the *From* text box, type the number of the first page in the range of pages you want to extract.
4. In the *To* text box, type the number of the last page in the range of pages you want to extract.
NOTE: If extracting only one page, the same page number should appear in both boxes.
5. Click **OK**.

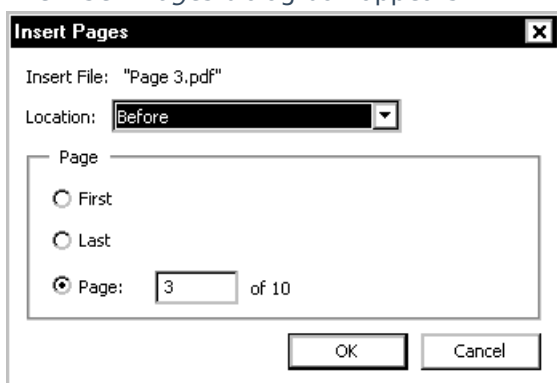
The extracted page(s) appear in a new *Acrobat* window.

6. From the *File* menu, select **Save**.
The *Save As* dialog box appears.
7. Using the *Save in* pull-down list, select a save location.
8. In the *File name* text box, type a filename.
9. Click **Save**.
The extracted pages are saved as a new PDF file.

Inserting Pages

Acrobat allows you to insert one PDF file into another PDF file.

1. Open the PDF file you will be inserting the pages into.
2. From the *Document* menu, select **Insert Pages » From File...**
The *Select File To Insert* dialog box appears.
3. Using the *Look in* pull-down list, locate and select the file to be inserted.
4. Click **Select**.
The *Insert Pages* dialog box appears.



5. From the *Location* pull-down list, select the appropriate option.
6. Under *Page*, select **First**, **Last**, or **Page**.

NOTES:

If Page is selected, in the Page text box, type the desired page number.

The Page and Location options work together. In the example above, the file would be inserted before page 3.

7. Click **OK**.
The page(s) has been inserted into the PDF file at the specified location.