How to Insert or Delete Pages in a PDF

<u>Insert</u>

- 1. Open the PDF file in which you would like to insert or delete pages.
- 2. Click Page Thumbnails from the left sidebar menu.



- 3. Right Click on any page.
- 4. Select Insert Pages from the menu that appears.

(Note: You can also click the button highlighted in yellow to insert a page from a different file. This button does not allow you to insert a blank page or a page from Clipboard.)



5. Choose from the insert page options.

I <u>n</u> sert Pages	From <u>F</u> ile Shift+Ctrl+I
E <u>x</u> tract Pages	From <u>C</u> lipboard
<u>R</u> eplace Pages	A <u>B</u> lank Page Shift+Ctrl+T
Crop P <u>ag</u> es	
Ro <u>t</u> ate Pages Shift+Ctrl+F	
Page Transition <u>s</u>	
Nu <u>m</u> ber Pages	
Print Pages Ctrl+F	
Embed All Page T <u>h</u> umbnails	
Remo <u>v</u> e Embedded Page Thumbnails	
Reduce Page Thumbnails	
En <u>l</u> arge Page Thumbnails	
Page Pr <u>o</u> perties	

6. Select the appropriate choices in the Insert Pages dialog box that opens to specify where the new page should be placed in the document.

Insert Pages	X
Insert:	Blank Page
Location:	After
Page	
First	
© Last	
Page: 1 of 1	
	OK Cancel

7. Click OK.

<u>Delete</u>

1. Repeat steps 1 and 2 from above.

2. Click on the page thumbnail of the page you wish to delete. The border around it will turn blue as shown in the picture below.



3. Once you have selected the page that you want deleted, click the Delete Pages button.



4. Acrobat will ask you if you are sure you want to delete the selected page. If so, click OK.