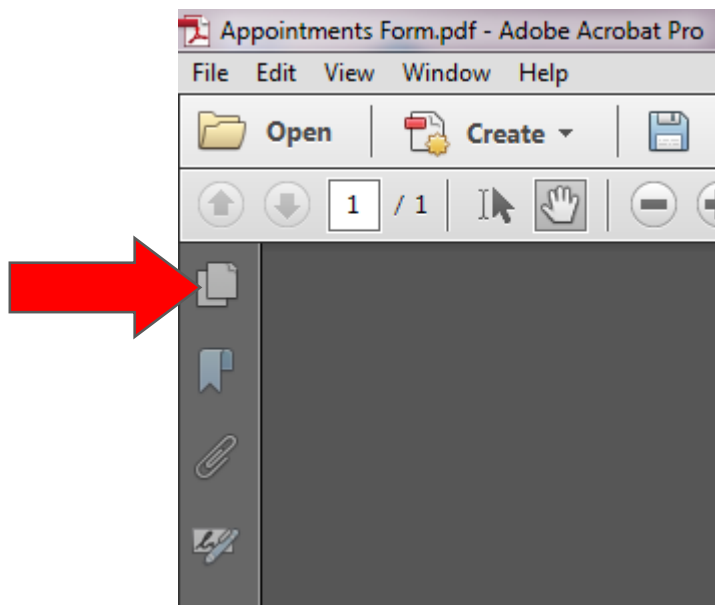


## How to Insert or Delete Pages in a PDF

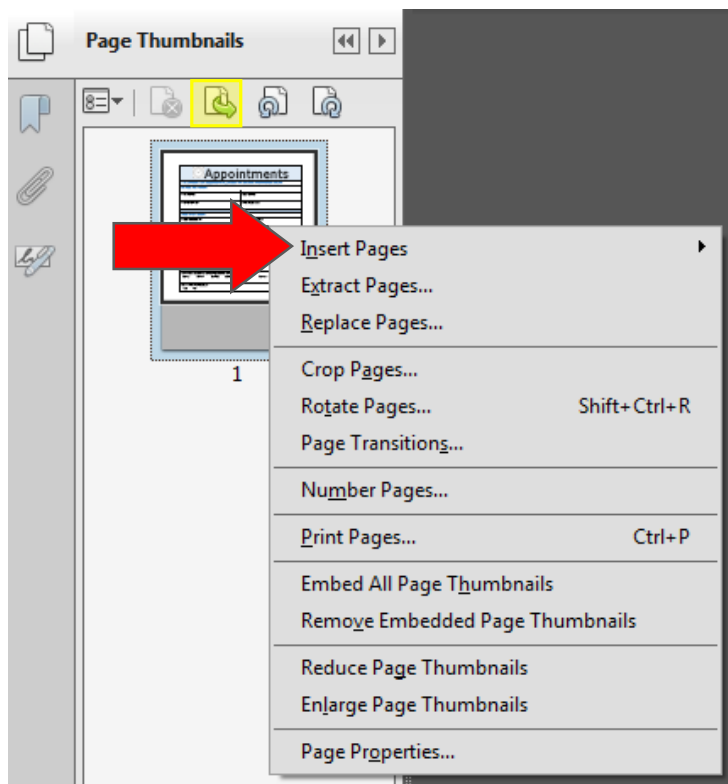
### Insert

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

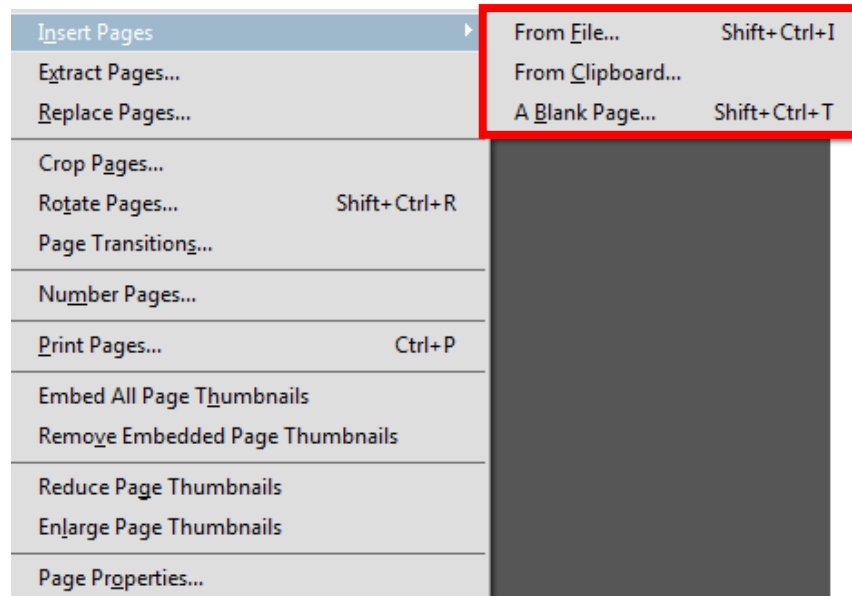


3. Right Click on any page.
4. Select Insert Pages from the menu that appears.

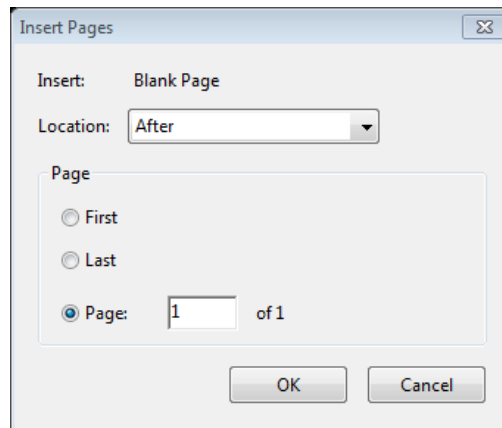
(Note: You can also click the button highlighted in yellow to insert a page from a different file. This button does not allow you to insert a blank page or a page from Clipboard.)



5. Choose from the insert page options.



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.

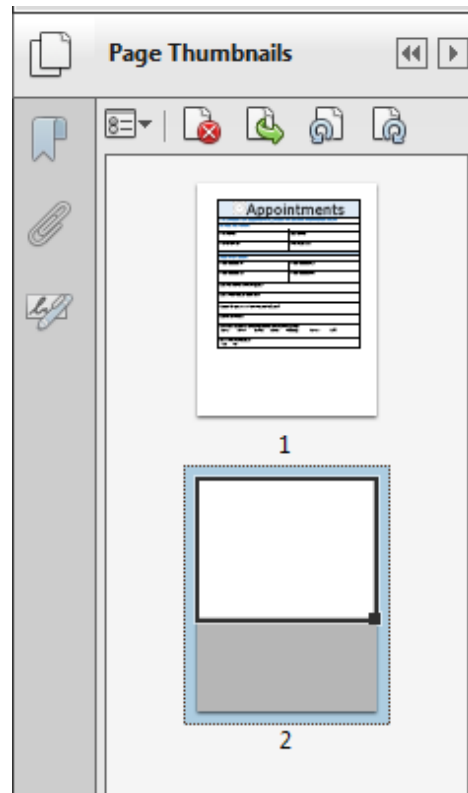


7. Click OK.

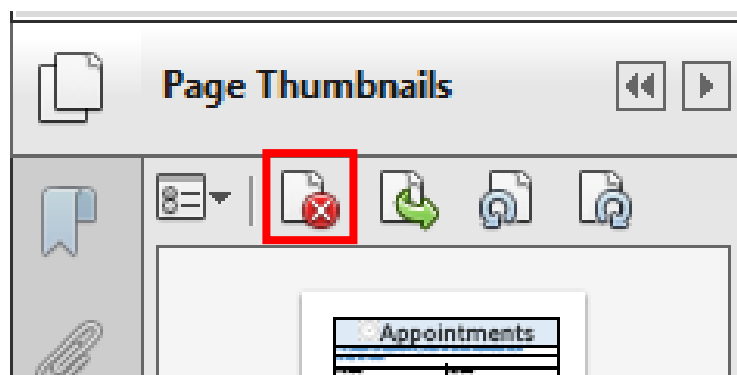
## **Delete**

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.