

T4L Support Guides

Adobe Acrobat Pro

Organise Pages

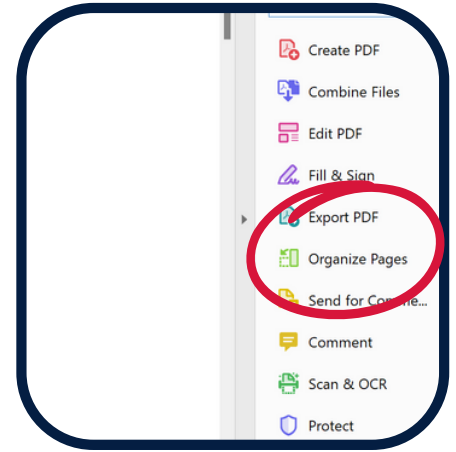
Step 1

Open the PDF file by double clicking on it.



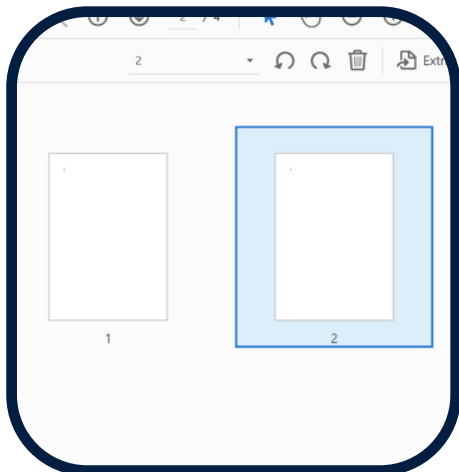
Step 2

On the toolbar to the right select **organise pages**. If no text is displayed look for the icon of green boxes and a left arrow.



Page Order

Select and drag pages into the correct order.



Deleting Pages

Select a page and use the bin icon to remove it.



Rotating Pages

Select a page and use the arrow icons to rotate it. To select more than one page hold down the Ctrl or Command key.



Extracting Pages

Select a page and use the **extract** option to save it as another file. To select more than one page at a time hold down the Ctrl or Command key.

