

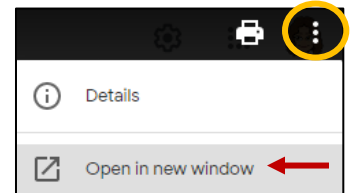
Extracting Pages in a PDF

This handout will guide you in “pulling” one or more pages from a large PDF and saving them as separate files.

1. Make sure the PDF is saved to **your computer**. If it is saved to your computer, please proceed to Step #3.
2. If the file was opened online, you will need to **download the file to your computer** so that you can open it with Adobe. Click the **DOWNLOAD** icon in the top right corner of your screen.



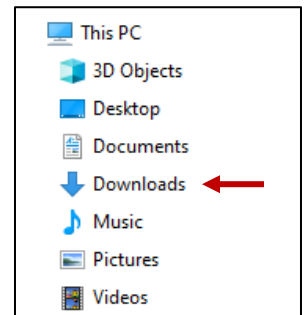
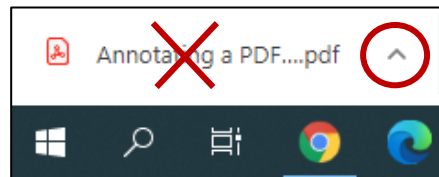
***NOTE:** If you are in Google Drive or Classroom and do not see a download button, click the 3 dots in the upper right corner and **choose OPEN IN A NEW WINDOW**. This will open a new tab. In the top right corner of this new tab, you will then see the download icon.



NOTE: The downloaded document will be stored in the **DOWNLOADS** folder on your computer. Click on the yellow folder at the bottom of your screen and go to your **DOWNLOADS** folder.



OR...if using Google Chrome, you can click on the **DROP-DOWN ARROW** next to the downloaded document in the bottom left-corner of your screen. Choose **SHOW IN FOLDER** which will open the DOWNLOADS folder for you. Do **NOT** click on the box/document name directly or it will open the PDF using the Internet, NOT Adobe.

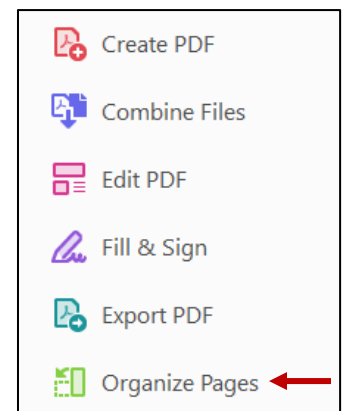


3. Double-click to open the PDF using Adobe Acrobat Reader.
4. If asked, sign in to Adobe using your MCS D information. You must select **ENTERPRISE ID** if prompted. (Click [HERE](#) for directions.)

***NOTE:** You can download Adobe on personal devices. Click [HERE](#) for directions.

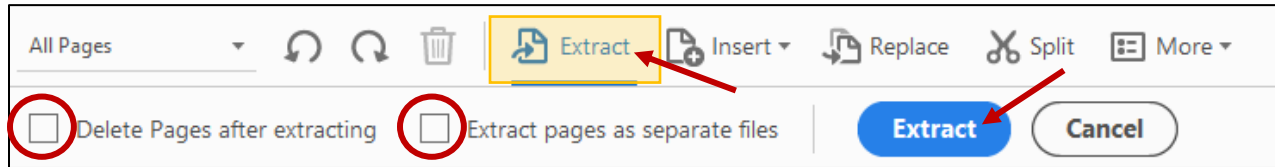
5. Once the PDF is open with Adobe, click on **ORGANIZE** pages on the right-side panel.
6. Highlight the page (or pages) that you want to **EXTRACT** or make into a brand-new file.

***NOTE:** To highlight a group of pages next to each other, click on the first page, hold in the **SHIFT** button on your keyboard, and click on the last page. This will highlight ALL of the pages in between.



***NOTE:** To highlight pages that are **NOT** next to each other, click on the first page, hold in the **CTRL** key on your keyboard, and click on the other pages you want to select.

7. Click the **EXTRACT** button in the center of the menu at the top of the page.

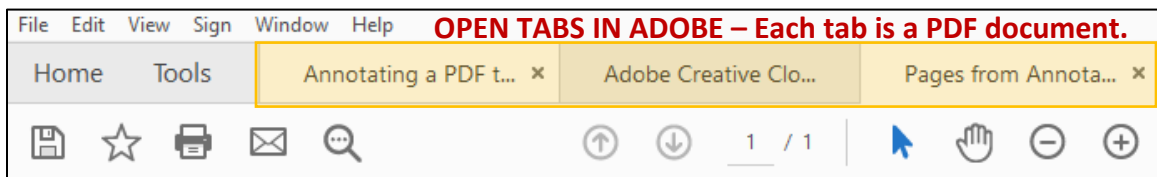


8. You have the option to delete these highlighted pages after you extract them. This means that these pages would be permanently removed from your original document. Most people do NOT choose this option.

9. If you have more than one page highlighted, you can choose to **extract each page as its own separate file**. If you do **NOT** check this box, all pages that are highlighted will be grouped together in **ONE PDF** document. Each highlighted page would be part of the **SAME** document.

10. After you make your selections, press the blue **EXTRACT** button.

11. A new tab will open at the top with your newly created PDF(s).



12. You must save the new PDF. Make sure you are on the newly opened tab with the correct PDF showing. Go to **FILE → SAVE AS**, give the document a title, and choose a saving location.