

Breaking a PDF Document into Smaller PDF Files using Adobe Acrobat 5.0

(Note: these steps should work in a *general* way in higher or lower versions of Adobe Acrobat)

Steps

- 1 Open the large document in Adobe Acrobat.
- 2 Click on "**Document**" in the Adobe menu bar at the top of the screen.
- 3 Select "**Extract Pages.**"
- 4 At the Extract Pages window, enter the number of pages you want to "extract."
If the large document is 50 pages, begin by breaking it into 5 pdf files with 10 pages each. Using this example, you would enter "1" to "10." Click on "ok."

NOTE: Do not check the box "Delete Pages After Extracting" until you've learned this procedure and feel confident about deleting extracted pages.

- 5 Adobe will extract the pages and name the extracted pages something like "Pages from largedocument.pdf," where largedocument.pdf is the name of the document you started with. You can see the name of the extracted document in the title bar at the top of the Adobe screen. The title should be in brackets, e.g., [Pages from (your document name).pdf]

Note that the total number of pages in the new document entitled "Pages from x.pdf" document is 10.

- 6 Save this new document (sometimes Adobe calls it an "object") with a new name by clicking on the floppy disk icon or clicking on File, then Save As in the Adobe menu bar. The "Save as" window will open. At this window, browse to the location (directory, folder) where you want to save this new document and give it a new, more meaningful name, e.g., colonyexh1-10.pdf. Click on Save. Adobe saves the document (object); note the new name in the title bar at the top of the Adobe screen.
- 7 Close this new document by clicking on the "x" in the right-hand corner of the Adobe document screen (the "x" on the bottom, **not** the "x" on the top). You should still have your original large document open after you close the new, extracted document. Check to make sure the document that is appearing on your screen now has the original number of pages in it (e.g., 50 in this example)
- 8 Continue extracting pages (10 at a time in this example) by repeating steps 2 through 7 above until you have created 5 new 10 page documents.