

PDF Editing in Preview

1. Combining PDFs

To copy a page from one PDF document to another:

- Open both PDF documents.
- For each document, choose View→Sidebar.
- Drag a page from the sidebar of one document to the sidebar of the other document.

*Note: The page remains in the original document and places a copy into the other document.

2. Deleting a Page in a PDF Document

To delete a page:

- Choose View→Sidebar.
- Select the page to be deleted.
- Choose Edit→Delete.

3. Inserting a Blank Page in a PDF Document

To insert a blank page:

- Select Edit→Insert Blank Page.

*Note: A blank page is inserted before the current selected page.

4. Moving the Pages in a PDF Document

To change the order of the pages in a PDF document:

- Choose View→Sidebar.
- In the sidebar, drag the page to its new location.

5. Cropping a PDF Document

To crop/remove parts of a PDF you don't need:

- Choose Tools→Select Tool.
- Select the portion of the page you want to keep.
- Choose Tools→Crop.

*Note: Cropping a document doesn't destroy its contents.

To view the un-cropped document, choose View→PDF Display→Media Box

To view the cropped document, choose View→PDF Display→Crop Box

6. Rotating a PDF Document

To rotate one page of a PDF document:

- Choose Tools→Rotate Left or Right, then click Current Page.

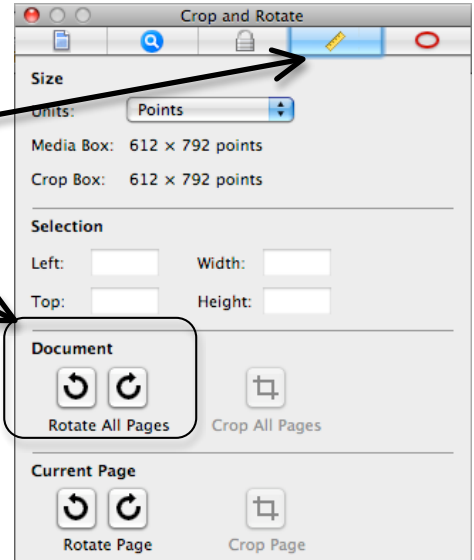
To rotate several pages of a PDF document:

- Choose View→Sidebar.
- Select the pages to rotate. (Hold Command key to select more than one page.)
- Choose Tools→Rotate Left or Right.

To rotate all the pages of a PDF document:

- Choose Tools→Inspector.
- Click Crop and Rotate.
- Click Rotate All Pages.

*Note: The document will be saved in the new orientation.



7. Selecting and Copying Text in a PDF File

To copy text from a PDF to paste into another application (ex. Word):

- Choose Tools->Text Tool.
- Drag over/highlight the text to be copied.
- Choose Edit→Copy.
- Then Paste into another application.

To copy a portion of text vertically (ex. one column in a two-column document):

- Choose Tools→Select Tool.
- Hold the Option key while selecting/highlighting the text.
- Choose Edit→Copy.
- Then Paste into another application.

To select a portion of the page and copy it as a graphic image:

- Choose Tools→Select Tool.
- Select a portion of the page.
- Choose Edit→Copy.
- Then Paste in another application.