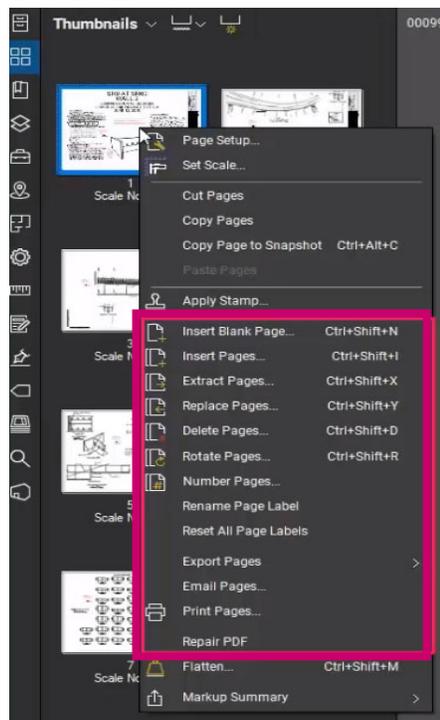
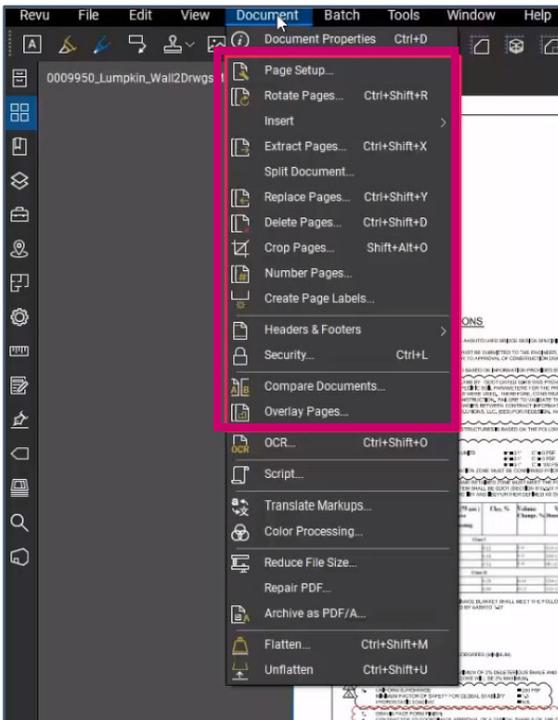


Document Manipulation Tools

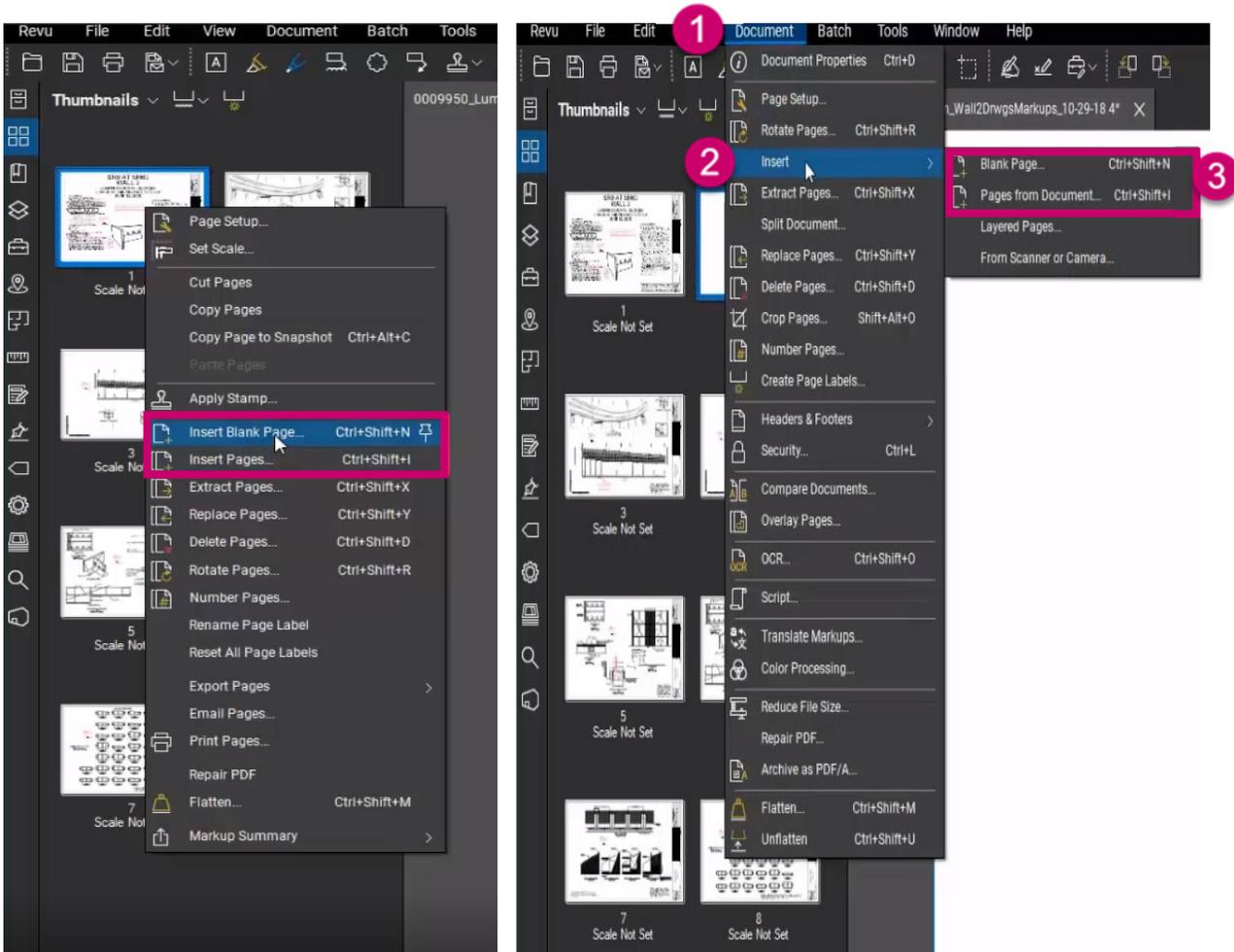
The document manipulation tools can be found under the Document tab or by right clicking on a page in the thumbnails panel:



This guide focuses on the document tab, but note that the same tools are found by right clicking on a page in the thumbnails panel

Important

Options are provided to insert a blank page(s) or insert page(s) from a document by navigating to Document → Insert.



By selecting insert Blank Page, the following menu box will appear:

Insert Blank Page

Page

Template: <Custom>

Width: 36 Inches Height: 24 Inches

1 Portrait Landscape

Style: Blank

Page Count: 1

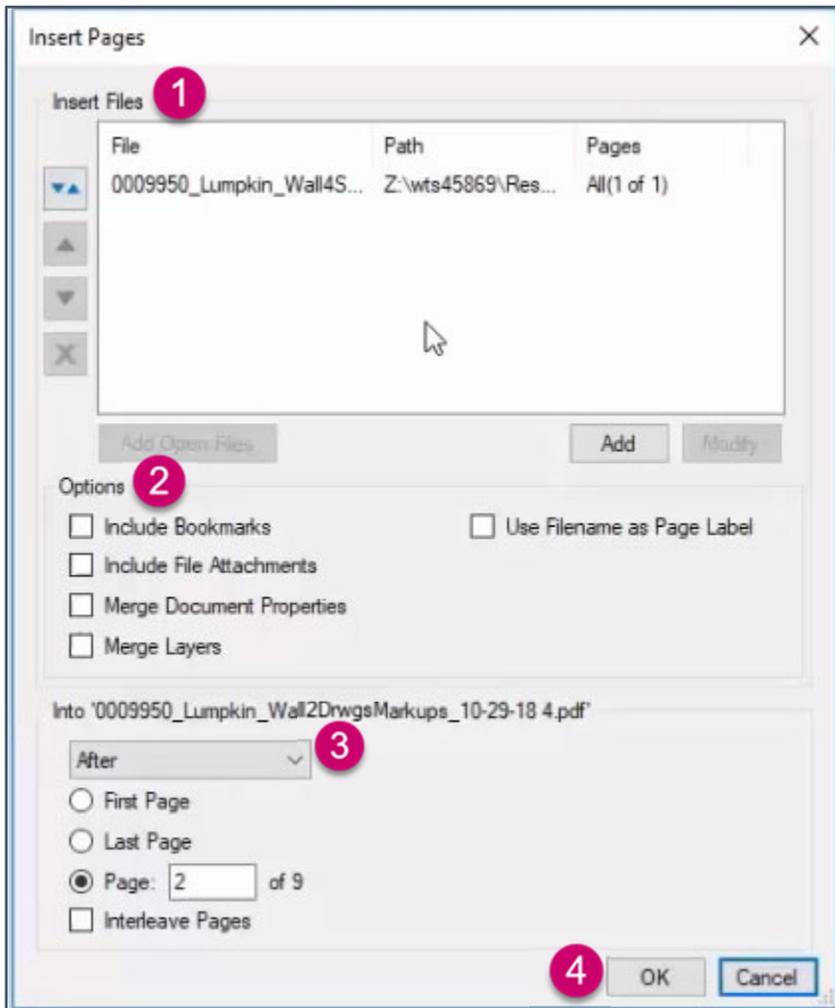
Into '0009950_Lumpkin_Wall2DrwgsMarkups_10-29-18 4.pdf'

2 After First Page Last Page Page: 1 of 8

3 Set as Default OK Cancel

1. Input the template, size, style, and number of pages.
2. Select the location of the new blank page(s).
3. Select OK.

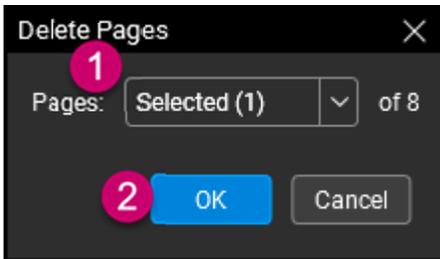
A similar box will appear when insert Pages from Document is selected:



1. Select or add the files to insert.
2. Check any options to be included.
3. Choose the location of the new pages.
4. Select OK.

Delete Pages

To delete pages, navigate to Document → Delete Pages.

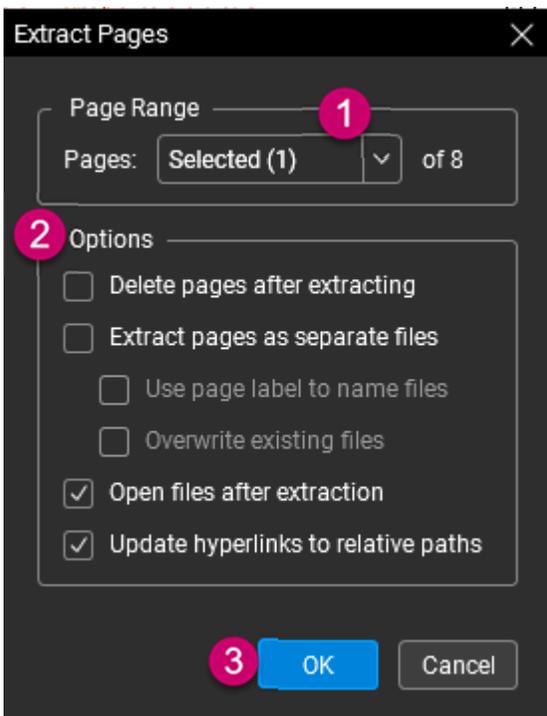


1. Options will be given to delete selected, current, or a custom range of pages. Select or type in the desired pages to be deleted.

2. Select OK.

Extract Pages

To extract a page or range of pages, navigate to Document → Extract Pages... The Extract Pages box will appear.



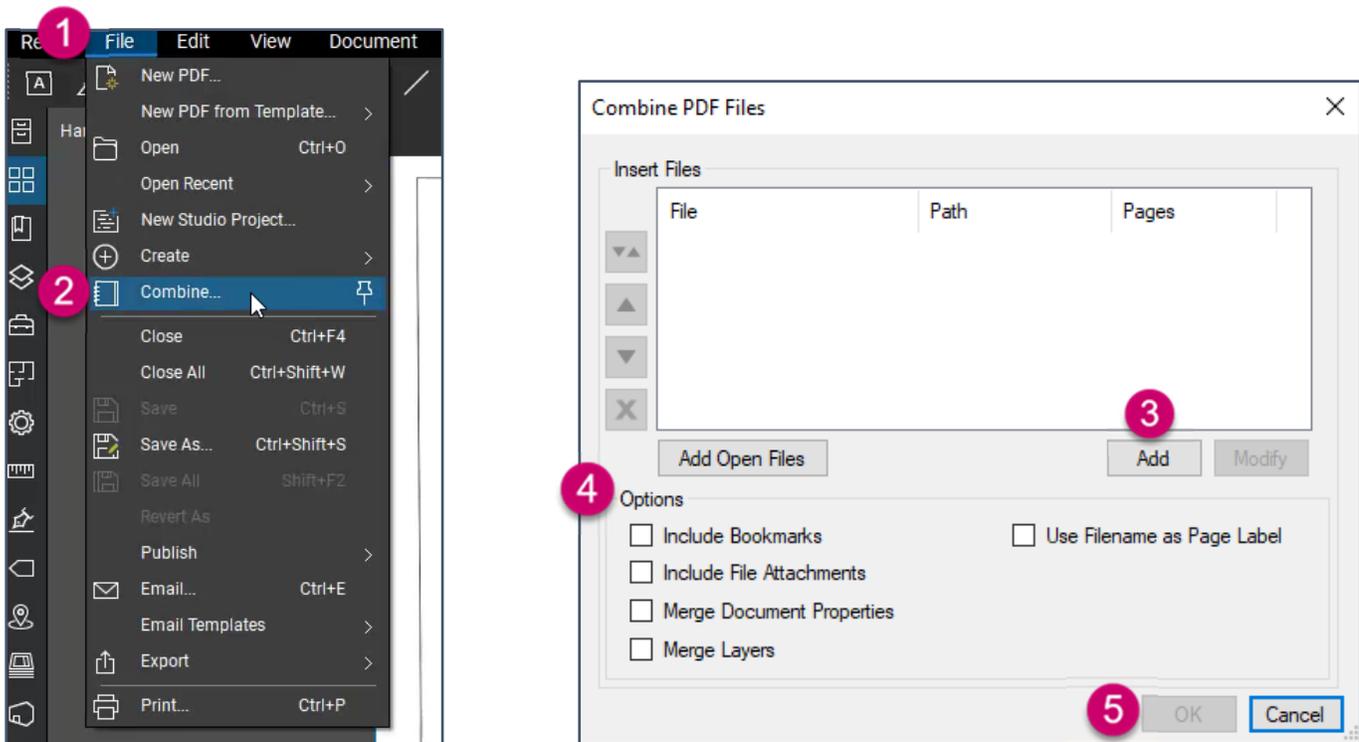
1. Select or type in the page range you want to extract.

2. Multiple options are given:

- a. Delete pages after extracting will delete the extracted pages from the original document.
- b. Extract pages as separate files will extract a range of pages and create separate files for each page.
- c. Open files after extraction will immediately open the files following the extraction process.
- d. Update hyperlinks to relative paths will update any hyperlinks in the document following the extraction process.

3. Once the correct options are checked, select OK.

To combine files, navigate to File → Combine... The Combine PDF Files box will appear.



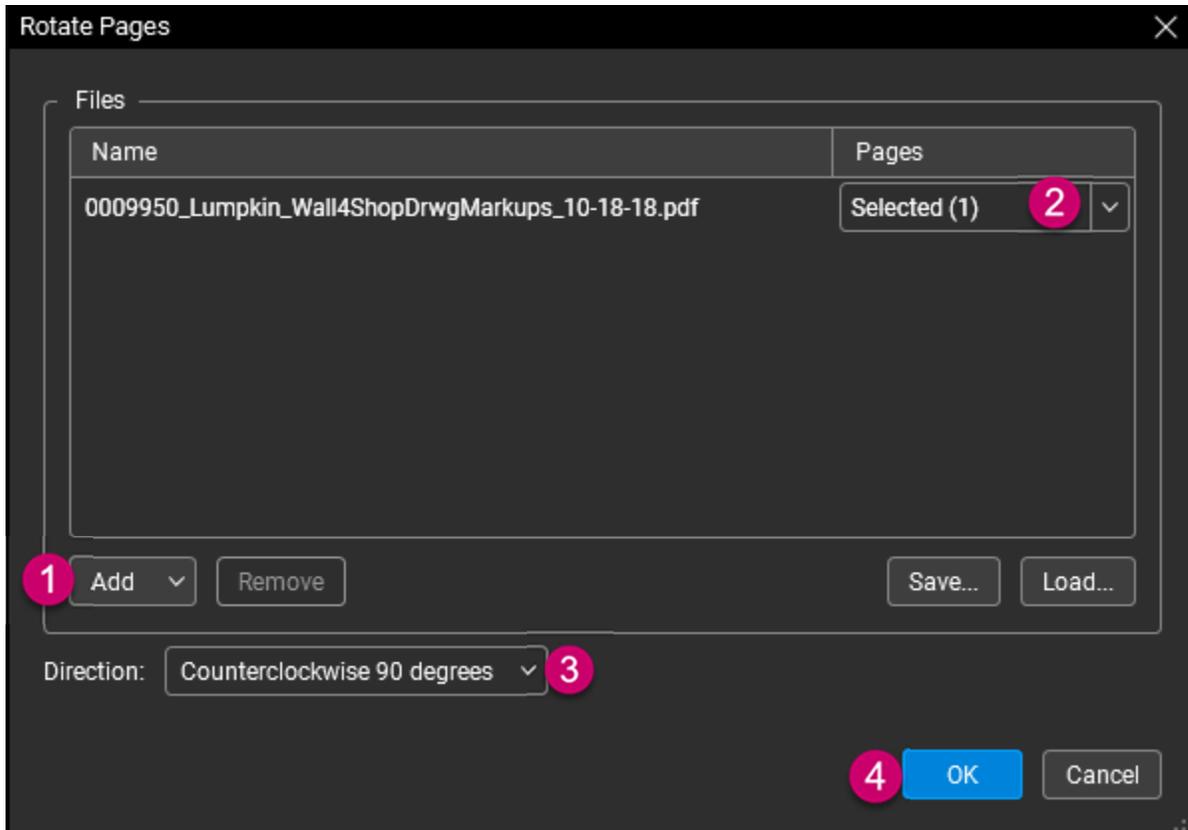
3. Options are given to add any currently opened files, or files can be brought in by selecting the Add button.

4. Select any options to include bookmarks, attachments, merge properties, etc.

5. Select OK. A new document with the combined files will immediately open in a separate tab in the interface.

Rotate Pages

To rotate pages, navigate to Document → Rotate Pages... The Rotate Pages box will appear.



1. Files can be added or removed.

2. Select the pages to rotate by selecting the dropdown menu under Pages. Various options are given including all pages, current pages, selected pages, a custom page range that can be typed in, even/odd pages, and landscape/portrait pages.

3. Select the direction of rotation.

4. Select OK.

Replace Pages

To replace pages, navigate to Document → Replace Pages... The Replace Pages box will appear.

Replace Pages

0009950_Lu...0-18-18.pdf

1 Remove Pages: 1 To: 1 of 1

Replace page content only

721440_1053_redline.pdf

2 Replace with: 1 To: 1 of 1

3 OK Cancel

1. Type in what pages you want to replace in the top portion of the box. This can be a single page or range of pages. Check “Replace page content only” if you do not want markups to be included on the replaced page.
2. Type in what pages will be replacing the original document. Again, this can be a single page or range of pages.
3. Select OK to replace the pages.