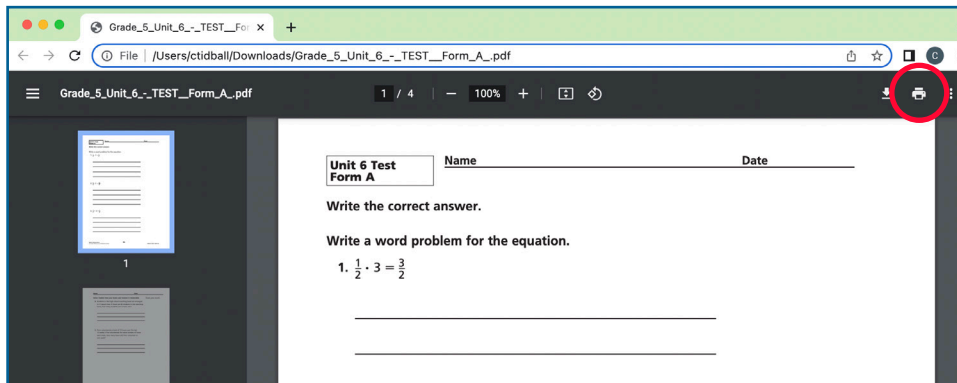


Extract Pages from PDF using Google Chrome

If you want to submit a PDF to the Graphics Center, but only need a few of the pages printed, you can use Google Chrome to create a new PDF with just the pages you need. This process will work for most PDFs.



Open the PDF in Google Chrome.
You can either select your file and go to file/open with/Google Chrome or you can drag and drop your file into Google Chrome.

Click on the printer icon.

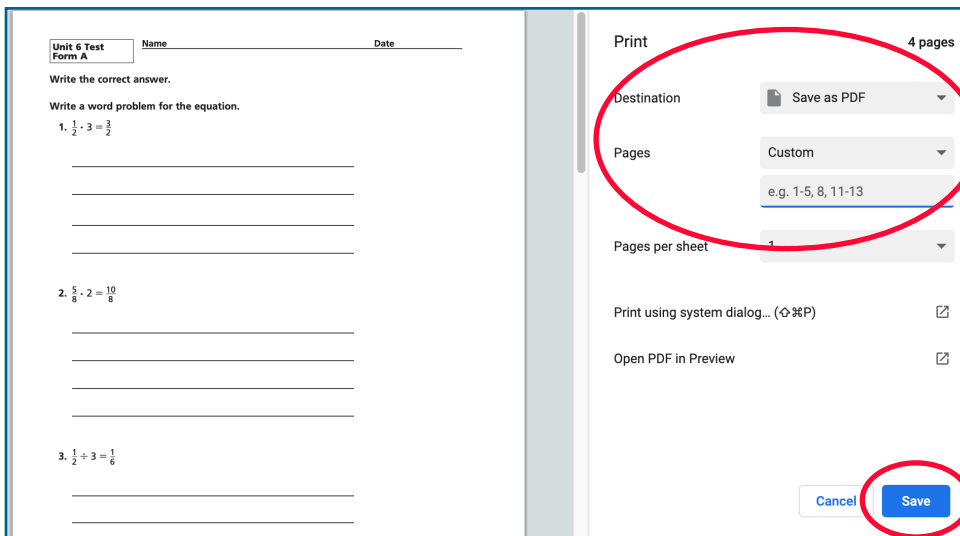
In the Print Dialog window make the following selections:

Destination: Save as PDF
Pages: Custom

When custom pages is chosen, a text box will appear allowing you to choose the pages you want in your file. **You can enter a page range (3-10) or individual pages separated by commas (4, 7, 13).**

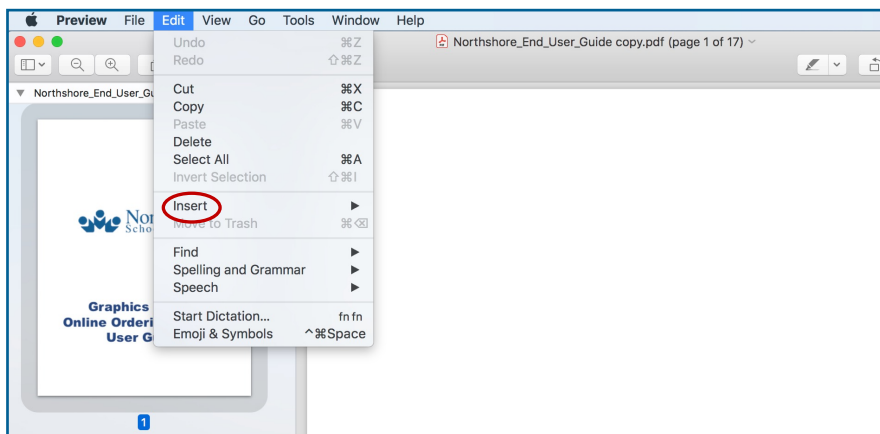
You can preview your document by using the scroll bar to make sure you have chosen the correct pages.

Save! Rename your file so the original document is not overwritten.



Combine PDFs using Apple Preview

If you have multiple PDFs that you want to combine into one file, you can do that using Apple Preview. For example, if your students each created a poster, you can combine all the posters into one PDF that can then be uploaded to Graphics for printing. **NOTE: If your files are not PDFs, please open your first file and go to File/Export as a PDF. Then, open the PDF and you can insert the remaining pages using the directions below.**



Put all the PDFs together in one folder. Open the PDF for the first page in Apple Preview.

Go to Edit/Insert/Page from File. Find the PDFs that you wish to insert and select all of them.

Click open. The pages will appear in the thumbnails in the left side bar. You can change the page order by dragging pages in the left side bar.

Save! Rename your file if desired.