

## Working with Page Commands

Adobe Acrobat provides some valuable tools for manipulating PDF document pages. These are provided in the **Document** drop-down menu under the **Pages** option. Of the seven tool options available, the following five are useful in compiling the PDF document of your ETD:

[Insert Pages](#)

[Extract Pages](#)

[Replace Pages](#)

[Delete Pages](#)

[Rotate Pages.](#)

It is often convenient to create your electronic thesis or dissertation in several different files, then after converting these files to PDF you must combine the resulting files into a single PDF document for the electronic submission process. The [Combining Multiple PDF Documents](#) topic is one method that may be used. However, sometimes it is much simpler when working with large tables and graphics to create separate PDF documents for them, and then incorporate these separate PDF documents containing the tables and graphics into the body of the ETD document. This can be easily done using a combination of the **Document Pages** options, such as: [Extract](#) pages from one document, [Replace](#) place holder pages in the body of the ETD document, and possibly [Delete](#) unneeded blank pages. It is also advantageous at times to [Insert](#) pages from one document into the body of the ETD document. The [Rotate](#) pages command should be used when a landscape page needs to be rotated for the benefit of the online user. The procedures for these document page options are given below.

## Insert Pages

This Page option allows you to append or insert one or more pages from an Adobe PDF document into another PDF document. To combine two PDF documents using the Insert Pages command, do the following:

1. With the target document open, choose **Document > Pages > Insert**.
2. In the **Select File to Insert** dialog box, select the source document you want to insert into the target document, and click **Select**.
3. In the **Insert Pages** dialog box, specify where you want to insert the document, and click **OK**.

## Extract Pages

This Page option allows you to extract pages from an Adobe PDF document and either delete the extracted pages or copy them to a new PDF document. You may then wish to insert the extracted pages into the body of your ETD document. To extract pages from a PDF document using the **Extract Pages** command, do the following:

1. Choose **Document > Pages > Extract**.
2. Specify the range of pages to extract.
3. Do one of the following:
  - To remove the pages from the original document, select **Delete Pages After Extracting**.
  - To save the pages as a new file but leave the original pages in the document, do not select **Delete Pages After Extracting**.

If you choose **Delete Pages After Extracting**, you need to click **OK** or **Yes** to confirm the deletion. The extracted pages are placed in a new document with the name “Pages from <document\_name.pdf>”.

## Replace Pages

This option allows you to replace pages in the body of the PDF document of our ETD with pages contained in another PDF document. To replace pages from a PDF document using the **Replace Pages** command, do the following:

1. Open the PDF document that contains the pages you want to replace.
2. Choose **Document > Pages > Replace**.
3. Select the document containing the replacement pages and click **Select**.
4. Under **Original**, enter the pages to be replaced in the original document.
5. Under **Replacement**, enter the first page of the replacement page range. The last page is calculated based on the number of pages to be replaced in the original document.
6. Click **OK**.

## **Delete Pages**

This option allows you to delete pages from the body of the PDF document of your ETD. To delete pages from a PDF document using the **Delete Pages** command:

1. Choose **Document > Pages > Delete**.
2. Enter the page range to be deleted, and click **OK**.

You cannot delete all pages; at least one page must remain in the document.

## **Rotate Pages**

This option allows you to rotate all pages or only selected pages in the body of the PDF document of our ETD. Rotation is based on 90-degree increments to the right or to the left. To rotate pages in a PDF document using the **Rotate Pages** command:

1. Choose **Document > Pages > Rotate**.
2. Select the **Direction** of page rotation (Clockwise 90-degrees, Counterclockwise 90-degrees, or 180 degrees).
3. For the **Page Range**, specify whether all pages or a range of pages are to be rotated.
4. Select **Even and Odd Pages**, **Odd Pages Only**, or **Even Pages Only** from the **Rotate** menu, and select the orientation of pages to be rotated.
5. Click **OK**.