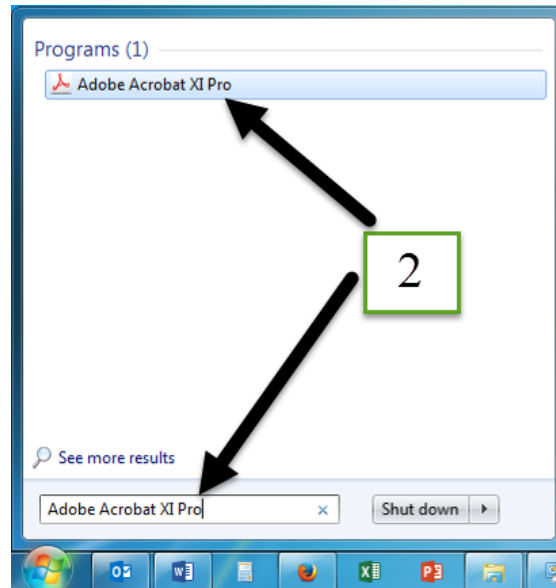


Adobe Acrobat XI Pro: Splitting A PDF

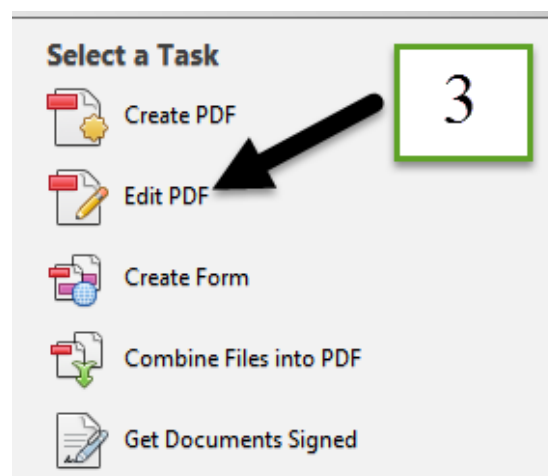
1. Click on the Windows circle logo on the desktop home screen.



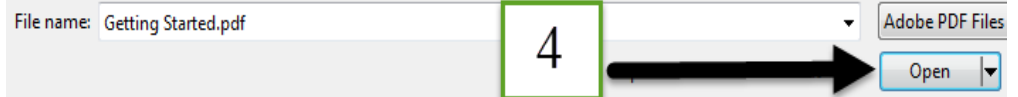
2. Type “Adobe Acrobat XI Pro” into the search bar and under “Programs” click “Adobe Acrobat XI Pro” when it appears.



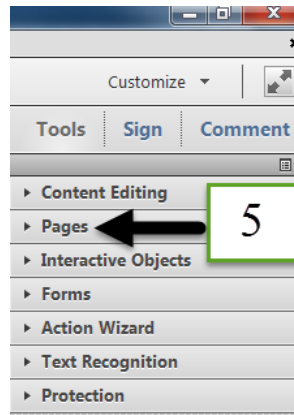
3. Under the title “Select a Task” click “Edit PDF”



4. Open the PDF you want to edit.

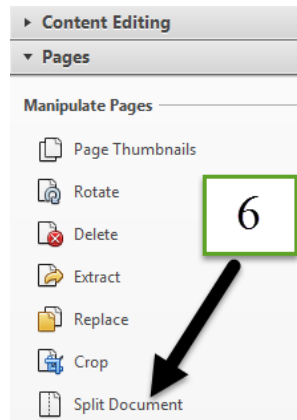


5. On the right side of the screen under “Tools” click “Pages.”

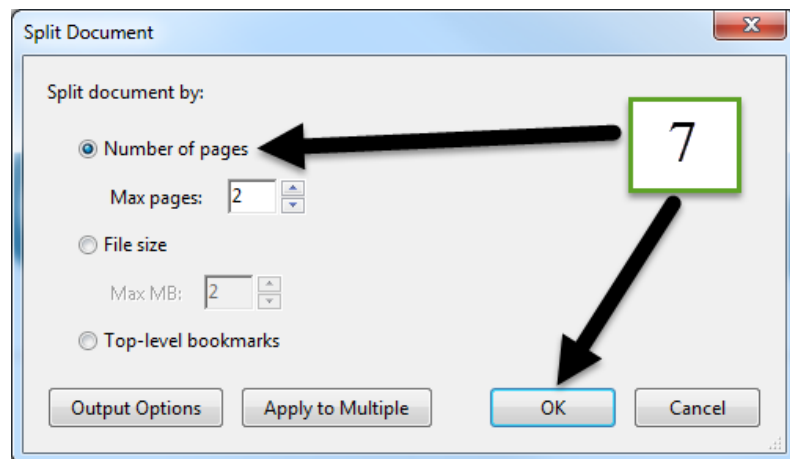


6. Under “Manipulate Pages” click “Split Document.”

Note: You can also delete pages from the PDF by clicking “delete” and typing in the page range you want to delete.



7. Select the option “Number of pages” and enter the number of pages to be included in each split document. Click “Ok.”



8. The new split PDF files will save in the place the original file was saved and will not affect the original PDF.

