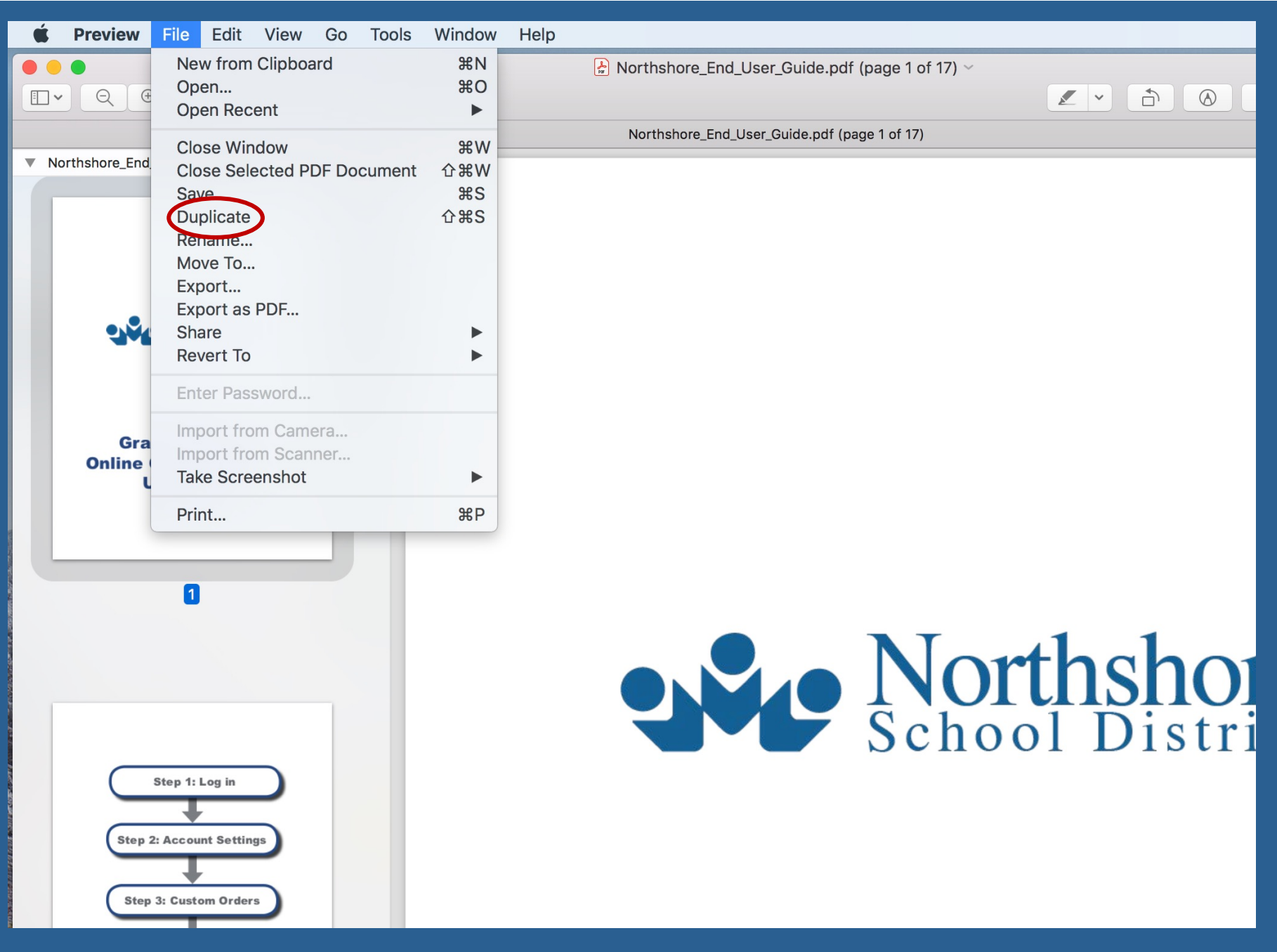


How to use Preview on a Mac to Edit and Combine PDFs

If you need additional assistance or have unanswered questions,
please reach out to us at gcenter@nsd.org or (425) 408-7830

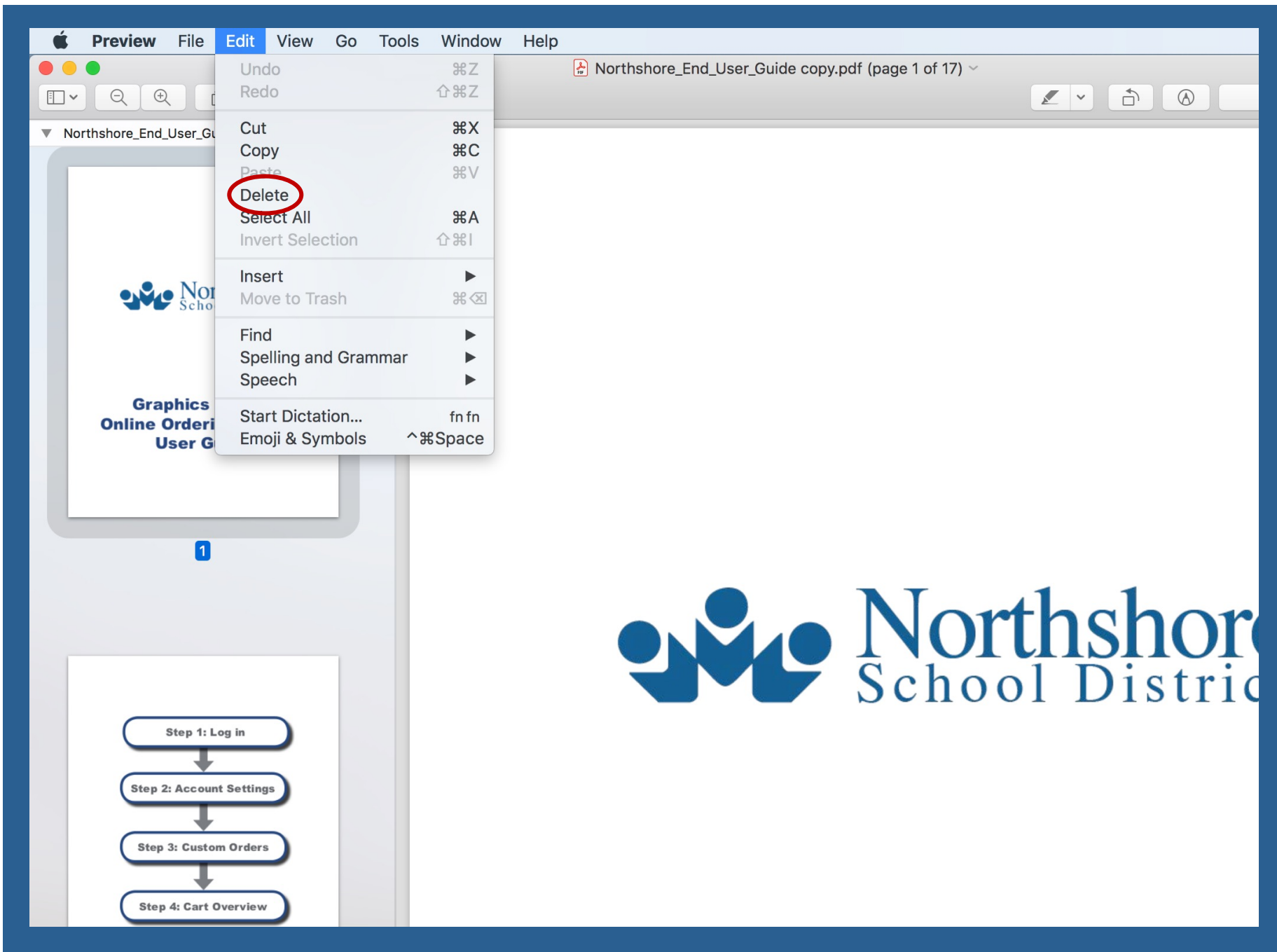


Make a Duplicate of your Original PDF

On your Mac, select your PDF and go to File/Open With/Preview

In Preview, go to File/Duplicate to make a copy of your original file. Save the new file!

This will preserve the original PDF in case you make a mistake and need to start over.



Delete Pages

Select the page you wish to delete from the thumbnails in the left side bar.

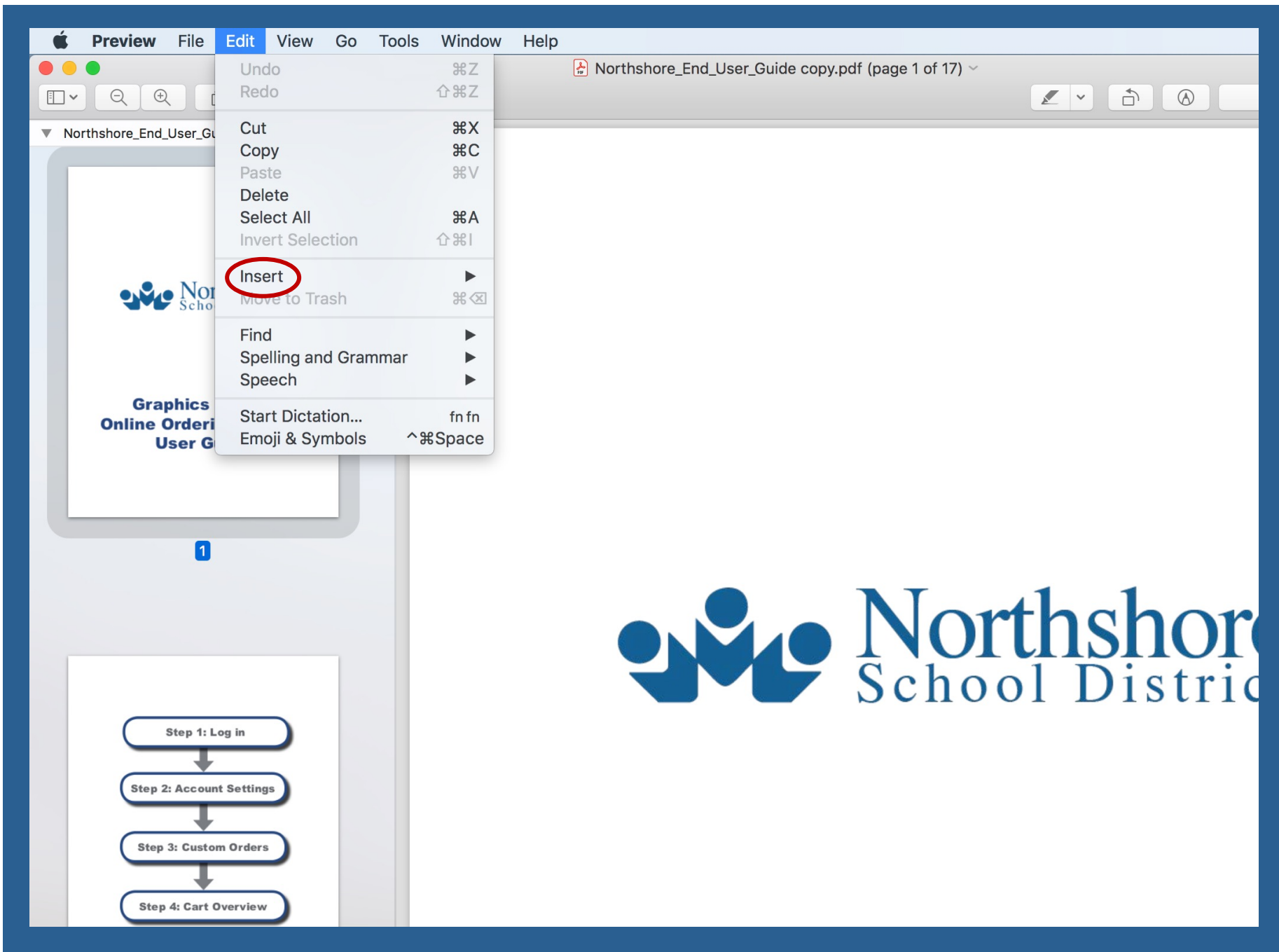
Hold shift to select more than one page.

If you do not see a left side bar, go to View/Thumbnails to make it visible.

Go to Edit/Delete to remove the page(s) from the PDF.

Save!

If the delete option is grayed out, follow additional instruction on Page 6.



Insert Pages

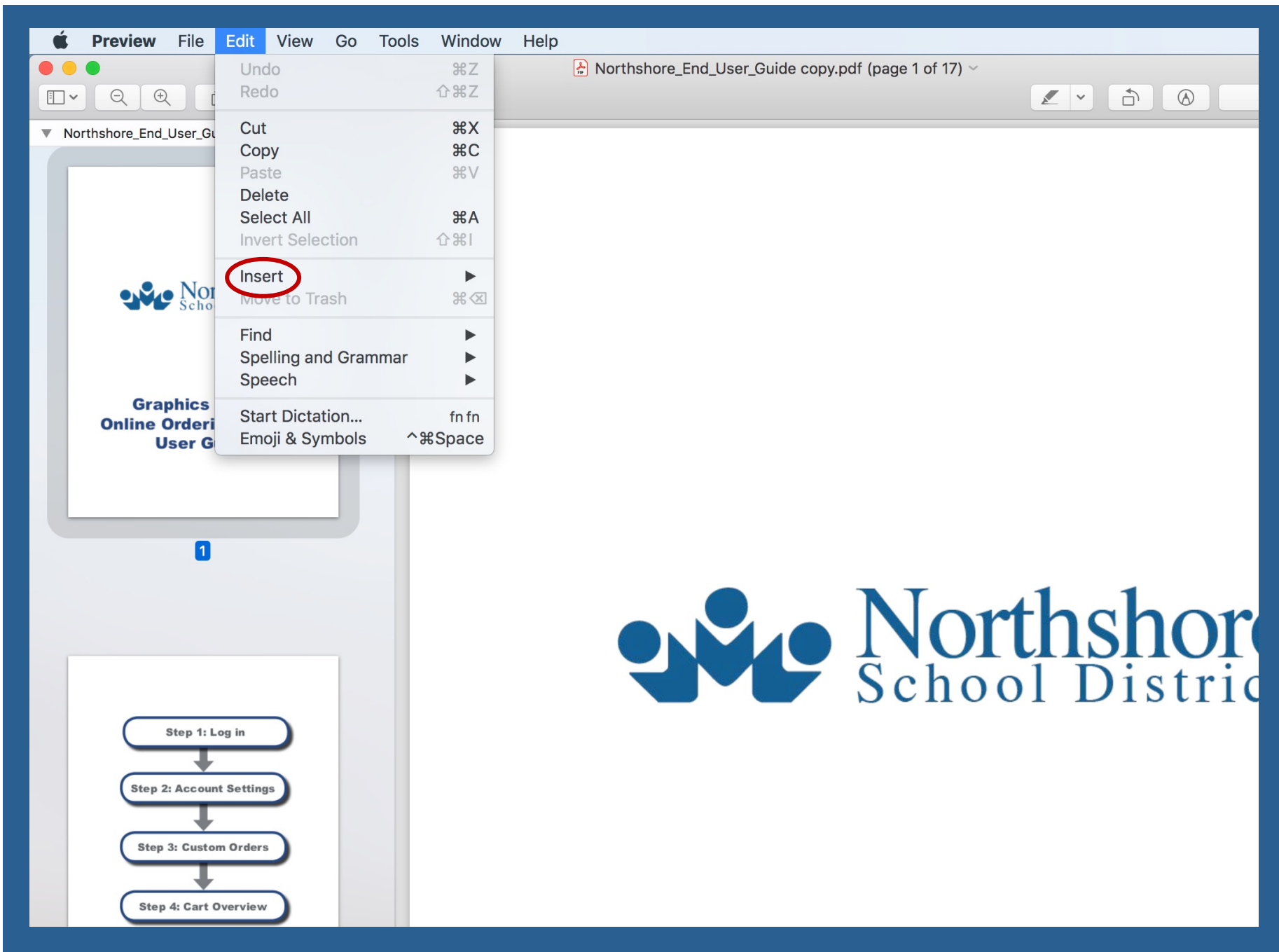
Go to Edit/Insert/ Page from File

Find the PDF or Image file you wish to insert and click **Open**

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

Save!

If the insert option is grayed out, follow additional instruction on Page 6.



Combine Multiple PDFs into One File

Tip: Put all the PDFs together in a folder before you combine!

Open the PDF for the first page in Preview.

Go to File/Duplicate and choose the name you will want for your combined PDF.

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 into position in the left side bar.

Save!



Graphics Center Online Ordering System User Guide

Print 17 pages

Destination Save as PDF ▼

Pages Custom ▼
e.g. 1-5, 8, 11-13

Pages per sheet 1 ▼

Print using system dialog... (⌘⌘P) ☑

Open PDF in Preview ☑

Help! My file won't let me add or remove pages.

For older versions of Preview, creating a duplicate will allow you to edit the PDF file.

If you have upgraded to the Monterey 12.0 Operating System, you will need to create a duplicate using Google Chrome.

Select your PDF and go to File/Open With/ Google Chrome

Click the printer icon in the upper right corner.

Choose Destination:
Save as PDF.

You can select just the page that you want by using the page range feature. Or, save the entire file and then open in Preview to proceed with adding and removing pages.

Thank you!

If you need additional assistance or have unanswered questions, please reach out to us at gcenter@nsd.org or (425) 408-7830