

Modify PDF Images

PDF documents uploaded into CM/ECF may be no larger than 1.5MB in size. Larger documents must be separated into smaller parts and uploaded in the docket entry as attachments.

Adobe allows for the modification of PDF images as follows:

- & Insert
- & Delete
- & Replace
- & Extract
- & Rotate

The full version of Adobe Acrobat is required to perform these processes.

L NOTE: Refer to the **Extracting Pages** section of this lesson when separating the document into smaller parts for upload into CM/ECF.

Inserting Pages:

Adobe Acrobat allows users to combine separate document(s) into one. Proceed as follows:

STEP 1 Retrieve and Open the main document. This is the document other pages will be inserted into.

- ' Click **Document** on the **Acrobat** menu bar.
- ' Select **Insert Pages** from the pick-list.

STEP 2 The **Select File to Insert** box displays.

- ' Enter the file name of the document being inserted. Alternatively, navigate to the file and click on its name to select it.
- ' Click [**Open**].

STEP 3 The **Insert** box is displayed.

- ' Make an appropriate selection at **Location**.
 - Selecting **before** places the pages in the document ahead of the existing ones.
 - Selecting **after** places them behind existing pages.
- ' Make appropriate selections at **Pages**.
 - Selecting the **First Page** radio button inserts the page(s) in front of existing ones when *before* was selected in the location field. When *after* was selected the document inserts after the first page.
 - Selecting the **Last Page** radio button places the document before or after the last page based on the location selected.
 - Selecting **Page Number** allows you to place the inserted document before or after a specified page.
- ' Click the **[OK]** button.
- ' Review the document to verify that all pages were inserted properly.

STEP 3 Click the **X** in the upper right corner of Acrobat to close and save the document.

- ' When prompted "*Do you want to save changes?*" answer **Yes**.
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Deleting Pages:

Adobe Acrobat allows users to delete pages from an imaged document. Proceed as follows:

STEP 1 Retrieve and open the scanned document.

- ' Click **Document** on the menu bar.
- ' From the Pick-list select **Delete Pages**.
- ' Enter the **from** and **to** pages for deletion.
- ' Click **OK**.

STEP 2 The **Deletion Verification** screen displays.

- ' Verify pages being deleted.
- ' Click the **OK** button.

STEP 3 Click the **X** in the upper right corner of Acrobat to close and save the combined documents.

- ' When prompted "Do you want to save changes?" answer **Yes**.
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Replacing Pages:

The Replace Page feature of Acrobat allows the user to insert imaged pages over others, thus, replacing them. Pages may be replaced in place of deleting and inserting them.

STEP 1 Retrieve and open the scanned document.

- ' Click **Document** on the menu bar.
- ' From the Pick-list select **Replace Pages**.

STEP 2 The **Select File with New Pages** screen displays.

- ' Navigate to and select the document to be inserted.
- ' Click the **Open** button.

STEP 3 The **Replace Pages** screen displays.

- ' At **Original** enter the page number(s) of the page(s) to be replaced in the **From** and **To** fields.
- ' At **Replacement** enter the page number(s) of page(s) to be inserted in the **From** and **To** fields.
- ' Click the **OK** button.

STEP 4 Click the **X** in the upper right corner of Acrobat to close and save the combined documents.

- ' When prompted "Do you want to save changes?" answer **Yes**.
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Extracting Pages:

This feature of Adobe Acrobat allows users to remove pages from large documents and save those pages as its own document. When a document is in excess of 1.5MB in size, use this process to break the document into smaller, more manageable pieces.

STEP 1 Retrieve and open the scanned document.

- ' Click **Document** on the menu bar.
- ' From the pick-list select **Extract Pages**.

STEP 2 The **Extract Pages** screen displays.

- ' Enter the page number(s) of the page(s) to be extract in the **From/To** fields.
- ' Click the **Delete Pages After Extracting** checkbox to delete these pages from your main document.
 - When the box remains unchecked, the pages will remain in the main document. A copy of the pages are extracted.
- ' Click **[OK]**.

STEP 3 The **Deletion Verification** screen displays. *(Optional screen: This screen displays only when the checkbox to remove pages from your main document is selected).*

- ' Verify pages for deletion.
- ' Click the **OK** button.

SEP 4 The **Extracted Pages** screen displays.

- ' The pages displaying on your screen is the newly created document.
 - The Title bar across the very top of your screen should read **Adobe Acrobat [Pages from (file name).PDF]**. The title is your verification that this is the extracted document. The original document is located underneath it.
- ' Click the **X** in the upper right corner of the application to exit and save the document.
- ' When prompted to “Save the changes before closing?”, answer **Yes**.

STEP 5 The **Save As** screen displays.

- ' Name the extracted document.
 - ' Click **Save** to save the document.
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STEP 6 The **Save As** screen displays again.

- ' If you have elected to delete the pages from the original document, you will be prompted to save changes to it
- ' Answer **Yes** to save changes.

Rotating Image:

This feature of Adobe Acrobat allows for rotation of imaged documents. Proceed as follows:

STEP 1 Retrieve and Open the imaged document.

- ' Click **Document** on the menu bar.
- ' From the Pick-list select **Rotate Pages**. Alternatively, click **CTRL+ r** on the keyboard.

STEP 2 The **Rotate Pages** screen displays.

- ' At **Direction** - make no selection.

- ' **Page Range** - select **All Pages**.

STEP 3 The **Page Rotation** screen displays.

- ' When prompted "Are you sure you want to rotate all pages?" Click **OK**.
- ' Perform these steps until the document appears as desired..

STEP 4 Click the **X** in the upper right corner of Acrobat to close and save the combined documents.

- ' When prompted "Do you want to save changes?" answer **Yes**.