

Splitting PDFs

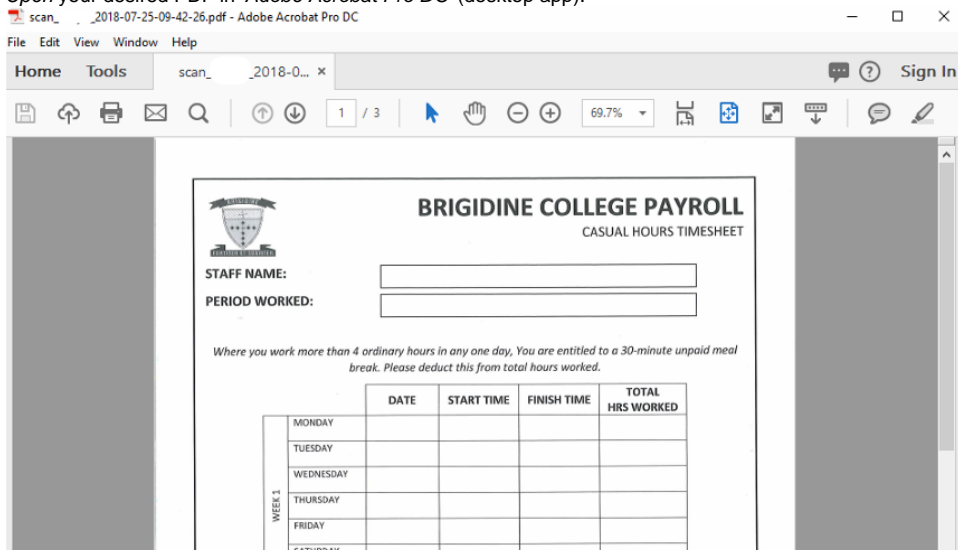
Adobe Acrobat Pro DC (standard program for opening PDF's) contains a range of tools to help manage PDF's. Use this tutorial to split PDF's with multiple pages into separate files.



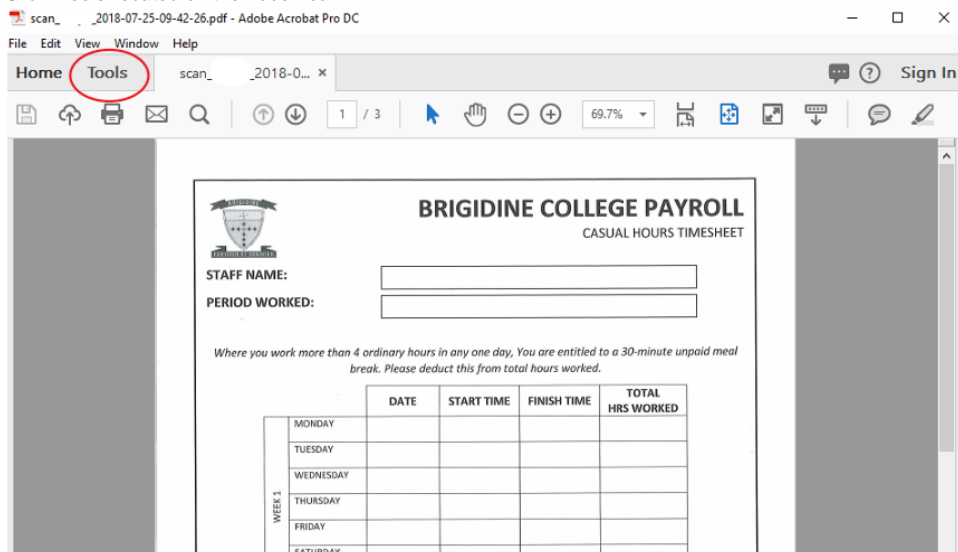
You may want to create a new folder to save your PDF's into before you start this process.

Instructions

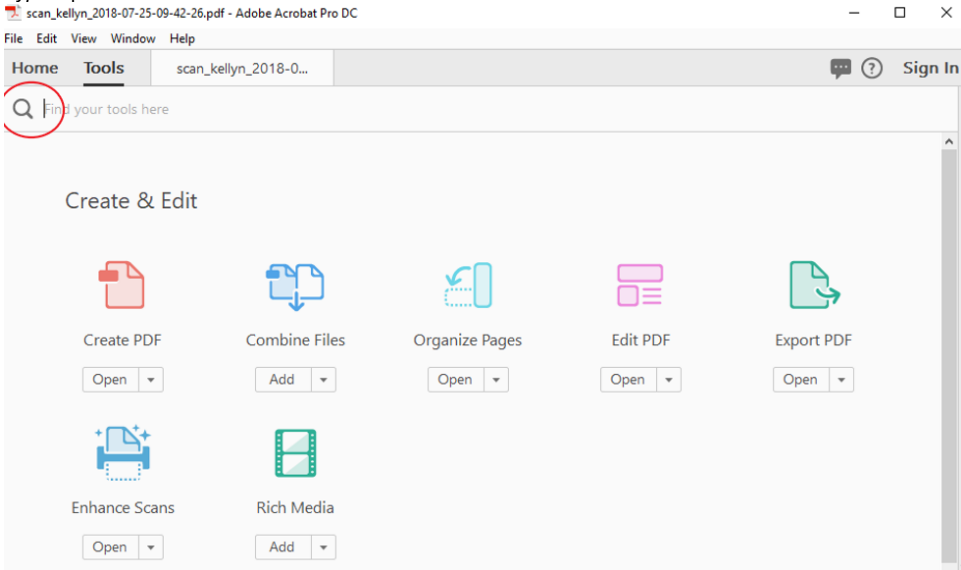
1. Open your desired PDF in 'Adobe Acrobat Pro DC' (desktop app).



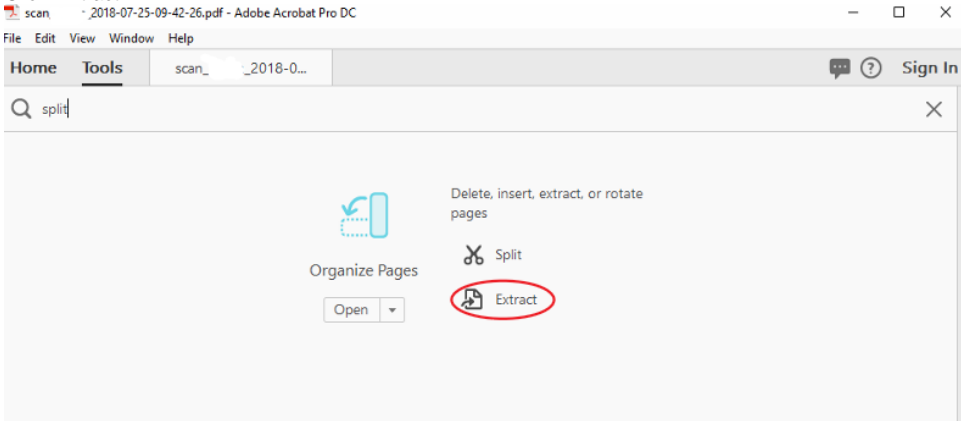
2. Click 'Tools' located on the ribbon bar.



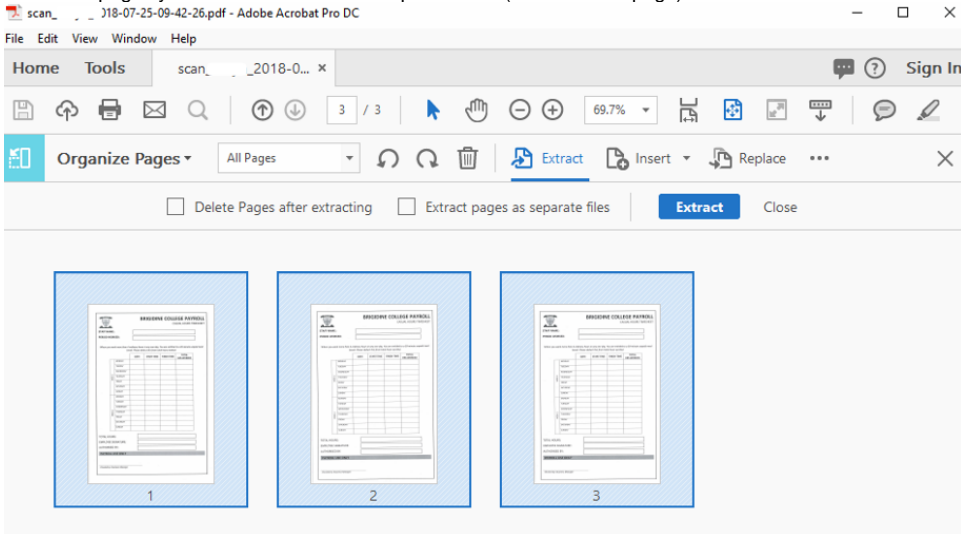
3. Type 'Split' into the search bar located below the ribbon.



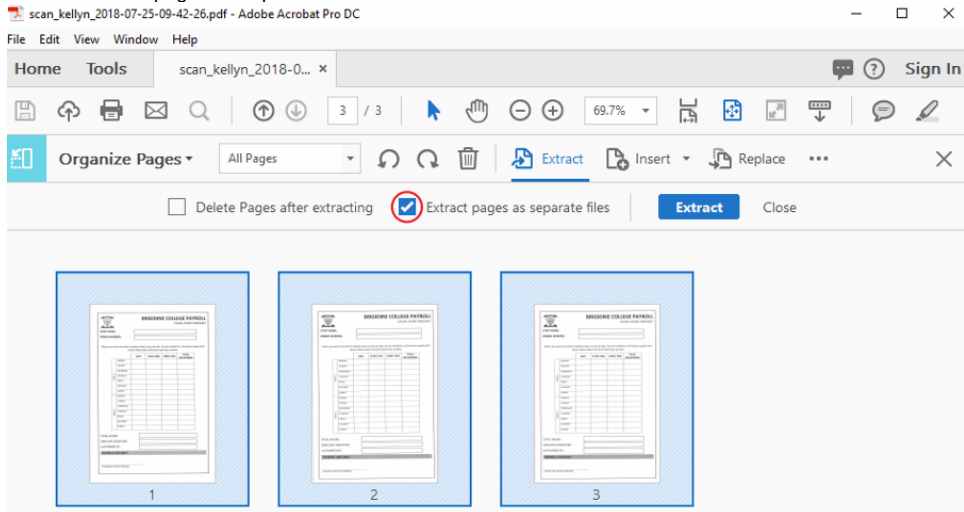
4. Click 'Extract'.



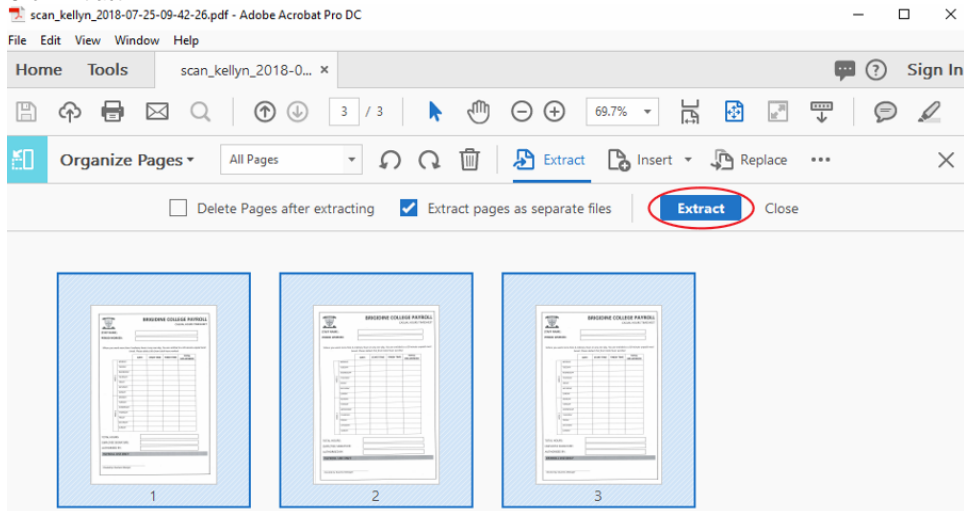
5. Select the pages you want to be saved as separate files (click on each page) or use the **shortcutctrl+A** to select all pages in the PDF.



6. Tick the 'Extract pages as separate files' box.

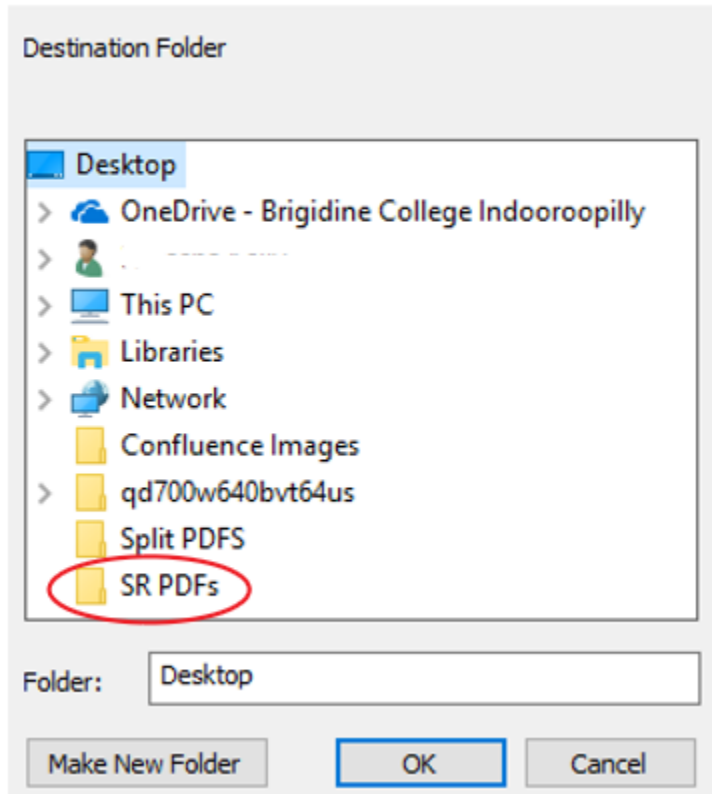


7. Click 'Extract'.

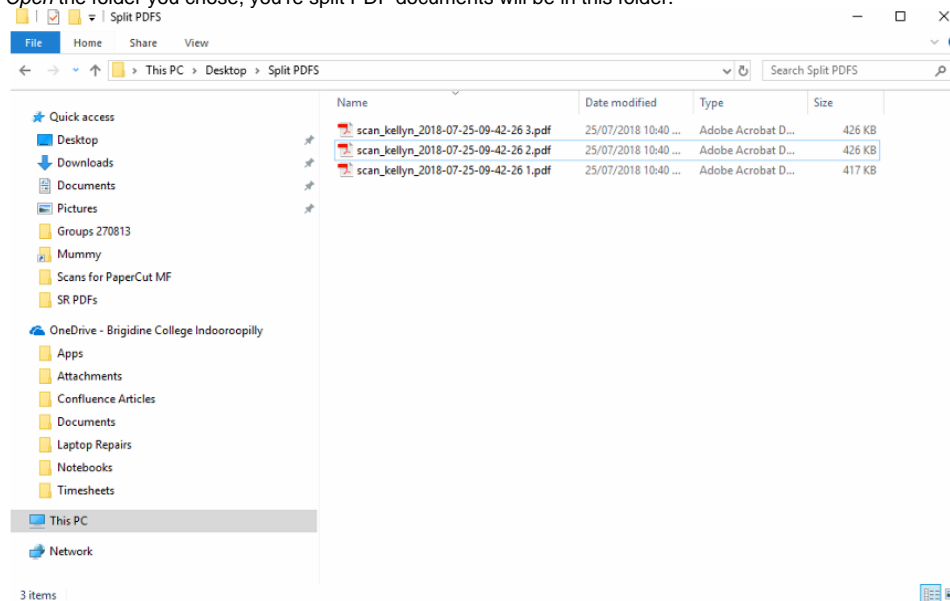


8. Select the folder you created earlier and click 'OK'

Browse For Folder



9. Open the folder you chose, you're split PDF documents will be in this folder.



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