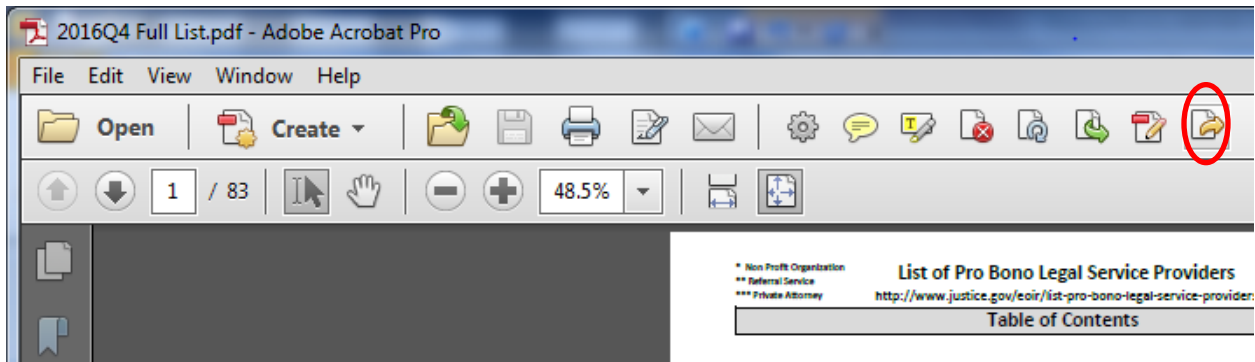


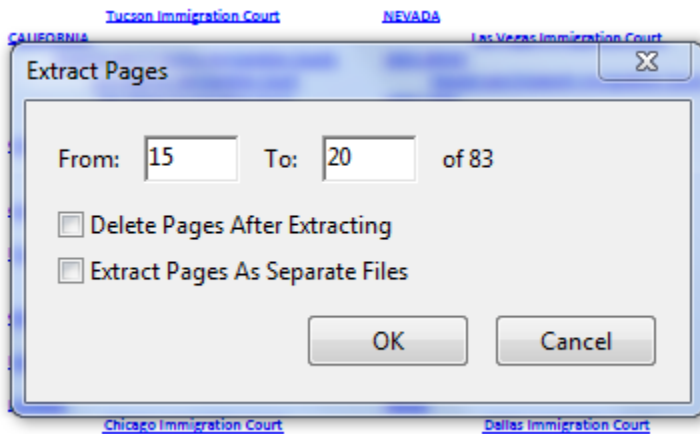
## Extraction Instructions for PDF documents

You can extract pages from an existing PDF document and use them as the basis for a new PDF document or several documents. When you extract pages, you can preserve the extracted pages in the original document or delete them. To extract pages from a PDF document, follow these steps:

1. Open the PDF document that contains the pages you want to extract.
2. Take note of the pages to be extracted from the source document.
3. In the ribbon at the top of the PDF document click on the extract icon (circled below).



4. Enter the range of pages to be extracted in the dialogue box that pops up.



5. Click OK.
6. The selected pages will open as a new document.
7. Save the new document.