

# T4L Support Guides

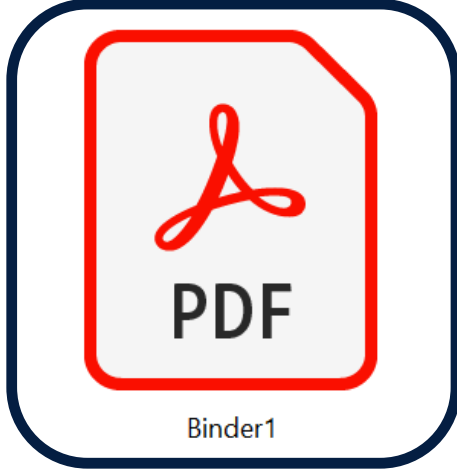
## Adobe Acrobat Pro

\*Requires Creative Cloud Licence

### Organise Pages

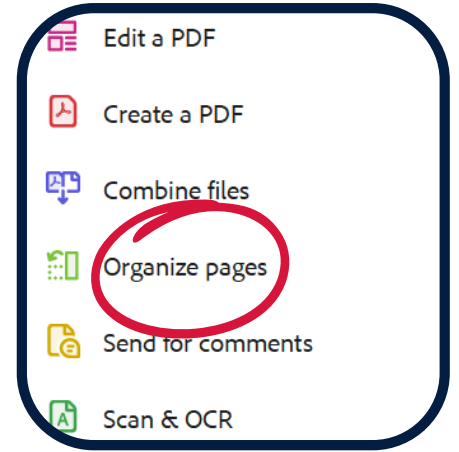
#### Step 1

Open the PDF file by double clicking on it.



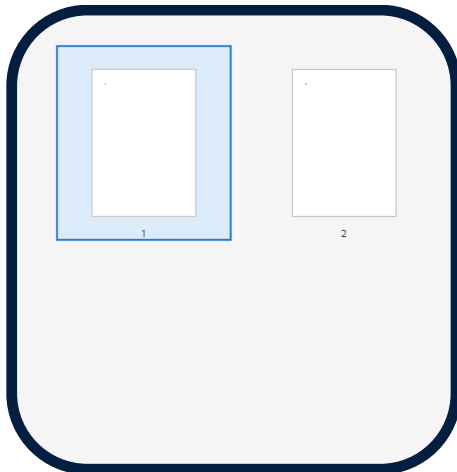
#### Step 2

Select **organise pages** from the **all tools** menu.



#### Page Order

Drag and drop pages into the correct order.



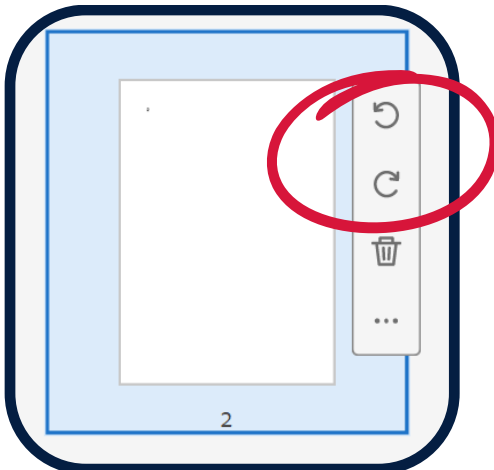
#### Deleting Pages

Select a page and use the bin icon to remove it.



#### Rotating Pages

Select a page and use the arrow icons to rotate it. To select more than one page hold down the Ctrl or Command key while selecting.



#### Extracting Pages

Select a page and use the extract icon in the **organise pages** toolbar to save it as another file. To select more than one page at a time hold down the Ctrl or Command key while selecting.

