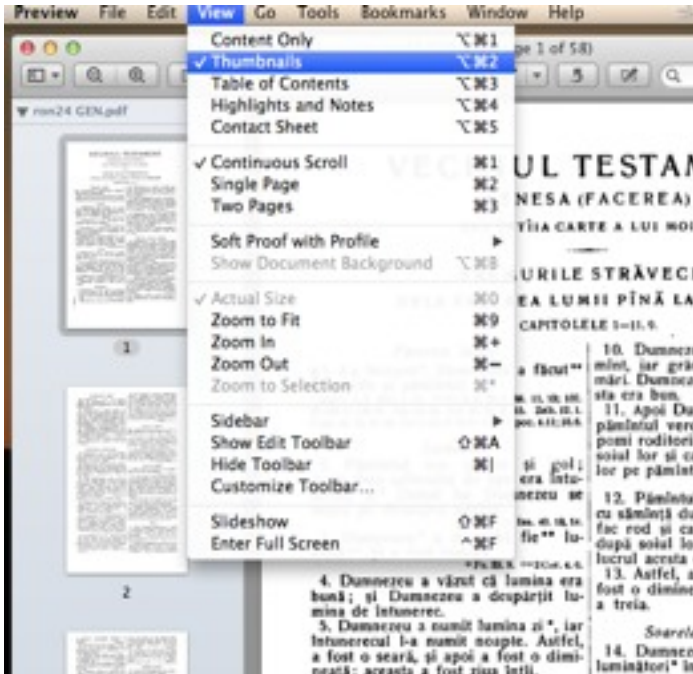


PDF CREATION FOR WEBBS

Splitting PDF files:

The process differs slightly depending on the Mac operating system - usually Leopard, Snow Leopard, Lion or Mountain Lion.

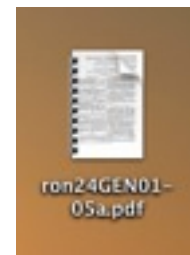


1. Open the PDF file to be split, using Preview (the inbuilt programme that comes with a Mac)

2. From 'View' click on 'show side bar' (if Snow Leopard) or 'Thumbnail' (if Mountain Lion)

3. Hold down Command key and click on each thumbnail to select the required number of pages (usually 4 or 8 for keyboarding)

4. Drag those thumbnails onto the desktop
5. Rename new file



6. Continue selecting batches of pages to make keyboarding size batches of work

Merging PDF files:

Combining pages is done in a similar but reversed manner:

Leopard, Snow Leopard, Lion

1. Using Preview open the PDF file in thumbnail view i.e. 'show side bar'
2. Drag a second pdf ON TOP OF an existing page thumbnail (must be on top, not between thumbnails) The two documents will merge into one. Save the new combined file.

Mountain Lion

1. Using Preview open first pdf file
2. From 'View' click on Thumbnails to open side pane
3. Drag the second pdf file into the thumbnail window (doesn't need to be on top) and the two will be merged together.
4. Save the new pdf

An alternative is to merge using a free download programme called PDF Merge for Mac which can be downloaded from <http://www.pdfmerge.com>