



# Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web

Course Development

Presented by Troy Herring

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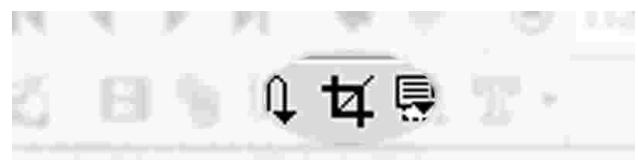
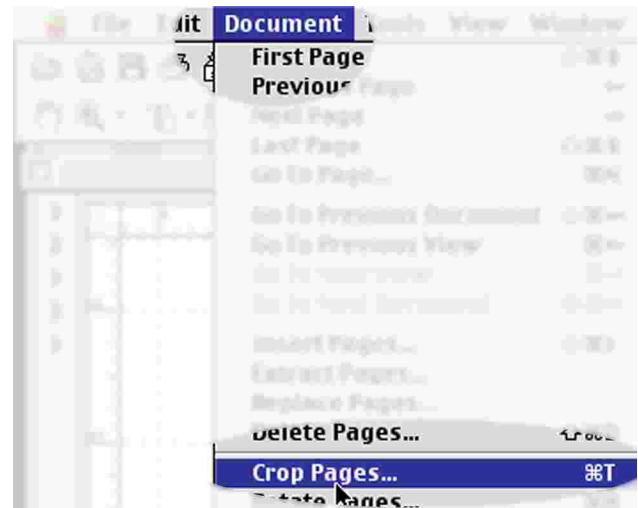
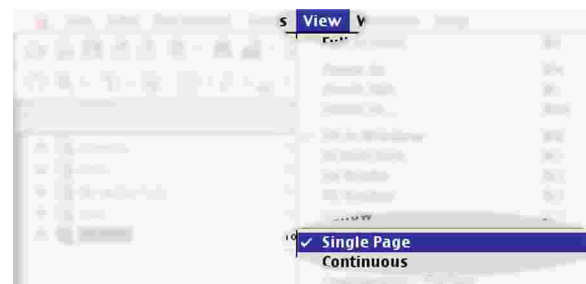
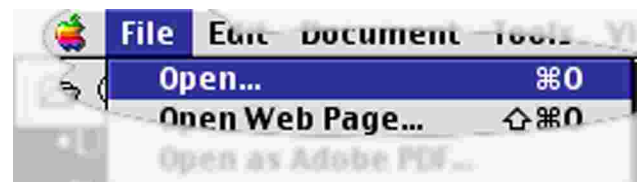


## How to Crop Pages in an Acrobat file (PDF)

The crop tool provides an easy method for modifying a page layout. You can adjust the margins of one or all the pages in a document, or you can specify margins on a per-page basis. The crop tool allows you to adjust page margins by setting specific parameters or by visually setting page boundaries. You can undo a crop operation by opening the Crop Pages dialog box and resetting the margins. No information is discarded, therefore cropping does not reduce file size. display. Rotation is based on 90-degree increments.

### Steps taken to Crop pages in Acrobat

- 1) Open Acrobat 5.0
- 2) Go to **File** and scroll down to **Open..**
- 3) Choose **View > Single Page** to display the document in single page layout. (It is recommended that you crop pages in Single Page layout.)
- 4) Do one of the following:
  - A) Choose **Document > Crop Pages**.
  - B) Select the crop tool, and drag a cropping rectangle.
    - i) Select a handle at a corner of the cropping rectangle, and drag to the correct size.
    - ii) Double-click inside the rectangle to bring up the Crop Pages dialog box and manually set the size of the cropping rectangle.





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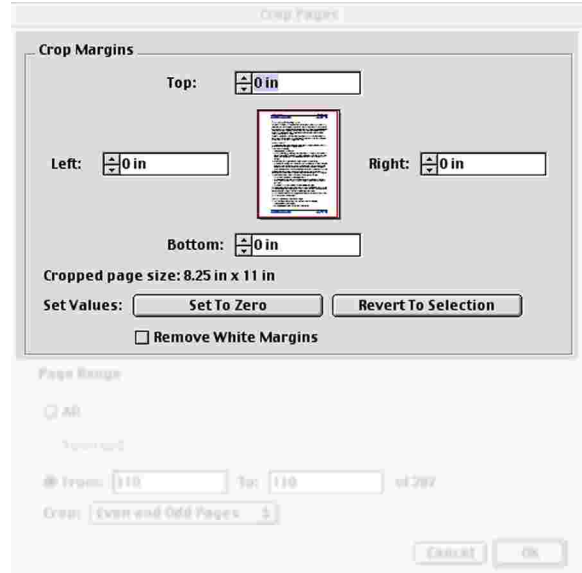
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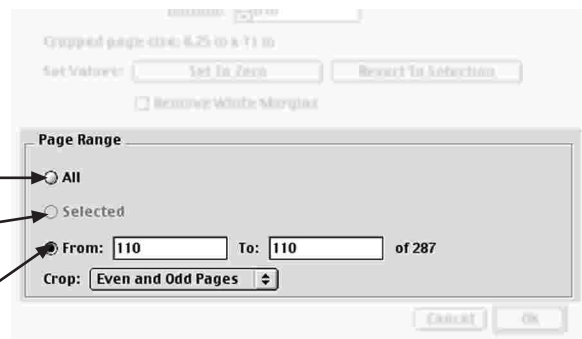


## How to Crop Pages in an Acrobat file (PDF)

- 5) In the **Crop Pages** dialog box, for **Crop Margins**, do one of the following:
- A) Set the required **Top**, **Right**, **Left**, and **Bottom** margins by typing in a value or clicking the increment arrows.
- Note:** The thumbnail shows the crop area in red. As you define new margin values, their boundaries appear on the thumbnail display in the **Crop Pages** dialog box.
- NOTE:** Clicking the increment arrows changes the margins by 1 point, 1/8 inch, or 1mm, depending on the default value of the unit of measure for the margins. **Shift-clicking** the increment arrow increases the amount by which the margins are changed.
- B) Click **Set to Zero** to restore the crop margins to zero.
  - C) Click **Remove White Margins** to crop the page so that the margins are minimal. This option is useful, for example, for trimming the edges of presentation slides saved in PDF format.
  - D) Click **Revert to Selection** to revert to the prior cropping rectangle.



- 6) For **Page Range**, select:
- A) **All** to apply the margins to the entire document
  - B) **Selected** to apply the margins to all thumbnails selected in the Thumbnails palette
  - C) **From** and enter the range of pages to which the new margins should apply.
- 5) Select:
- A) **Even and Odd Pages**
  - B) **Odd Pages Only**
  - C) **Even Pages Only** from the Crop menu.



6 Click **OK** to apply the new margins.

