

Update PDF files with Preview.app

This document describes how to use Preview to able to create, edit, add, delete and rearrange pages in PDF files..

Rearrange and Delete Pages in a Multi-page PDF File

1. Open any multi page PDF with Preview.app on OSX 10.5 and up.
2. Activate the sidebar:
3. Snow Leopard (either Shift-Command-D, or via the menubar option VIEW | SIDEBAR. In Lion, VIEW | THUMBNAI LS in Lion).
4. Rearrange the order of the pages by clicking and dragging each page in the sidebar to the desired location within the sidebar.
5. Click on the page(s) in the sidebar you want to delete and then press the Delete (or fn delete) key.
6. Save the newly-created multi-page pdf by selecting FILE | SAVE A | Filetype=PDF

Create a multi-page PDF with Preview

1. Snow Leopard (either Shift-Command-D, or via the menubar option VIEW | SIDEBAR. In Lion, VIEW | THUMBNAI LS in Lion).
2. Click/Drag a single or multi page PDF image from the Finder window, exactly on top of the existing image in the Preview side bar image of your document. You will notice that a red outline defines the area of the current multi page PDF you're working with, as you drag subsequent Finder PDF image to the sidebar. Failure to drag the new PDF image to within the red outline will add a completely new PDF document.
3. Continue to drag PDF images to the desired multi page PDF in the sidebar
4. Rearrange or delete pages in the newly created multi-page PDF file as needed.
 - a. Save the file, and to confirm, re-open the just-saved PDF and review the multi-page PDF.

Hints

Convert files to PDF format before creating multi-page PDFs 0

Possible Problems

1. *Multiple PDFs created, rather than one multi-page PDF:* The Finder PDF file was not dragged into the red outlined area. For this to work, it's important that the Finder's PDF be dragged within the red outline of the existing single or multi-page pdf
2. *PDF will not accept the Finder click/dragged files:* The file you're click/dragging into the PDF sidebar is not a PDF. It's probably a TXT or some other unsupported file type. To remedy this, open the file that's giving you problems in Preview and click FILE | SAVE AS | FORMAT >> PDF.
3. it would be a good idea to do a "Save As" immediately after opening the first PDF - just be on the safe side. If you later accidentally select "Save", you won't be blowing away the original PDF.

An Additional Feature of Preview.app, Easily Saving Screen Snapshots

If you start preview, then press CMD N, it will create a new, empty PDF file. However, if you have saved an image to the clipboard by using CMD CTRL SHIFT 4, and capturing a rectangular area of your screen and you NOW press CMD N, the image in the clipboard will be copied as the new preview file. It can now be saved as a jpg, pdf or other desired file type. This is a real time saver when creating screen snapshots, as you can outline exactly the area required and create a new file of exactly type of file you want (jpg, gif, pdf, etc).

Ref: Web Site with Instructions

<http://hints.macworld.com/article.php?story=2007110216041857>

By Bill George 9 Jun, 2012