

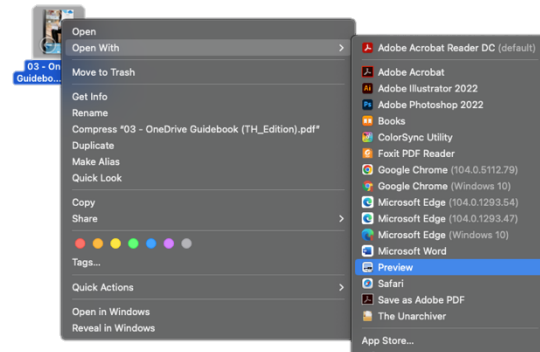
# Edit PDF file with Preview on Mac OS

## Table of Contents

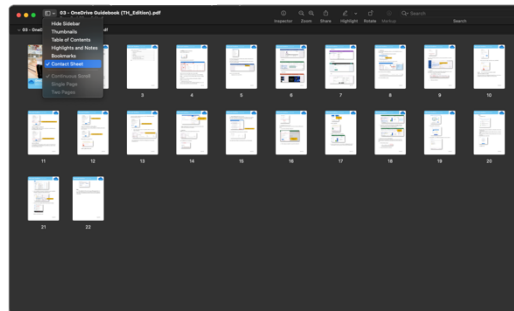
<i>Exreact file</i> .....	<i>Error! Bookmark not defined.</i>
<i>Merge file</i> .....	<i>Error! Bookmark not defined.</i>
<i>Delete pages in file</i> .....	<i>Error! Bookmark not defined.</i>
<i>adding text to file</i> .....	<b>5</b>

## Extract file

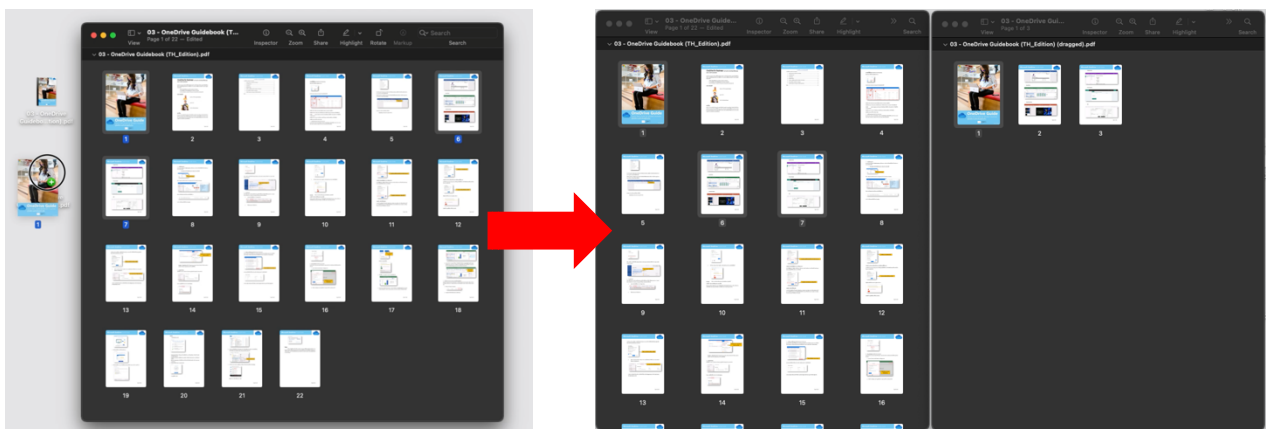
1. Right click at the file and click “ Open With ” then select “ Preview ”



2. In “ View ” menu, click “ Contact Sheet ” to change the view

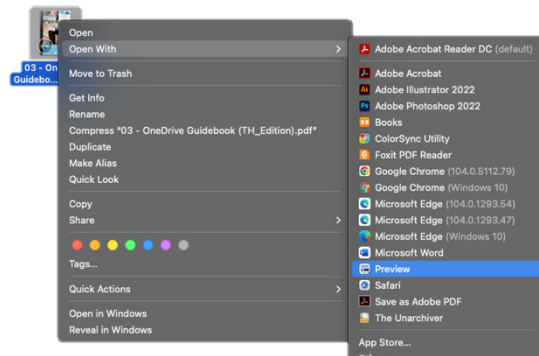


3. Drag the file you want to separate to the desktop. At the new file on your desktop, you will find all the separated file.

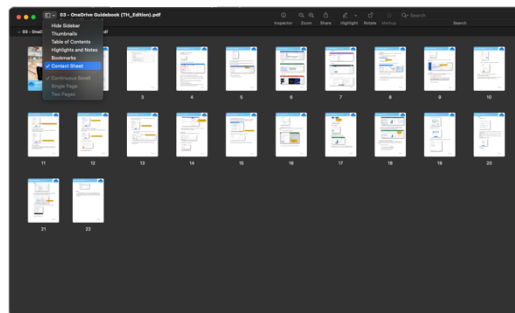


## Merge file

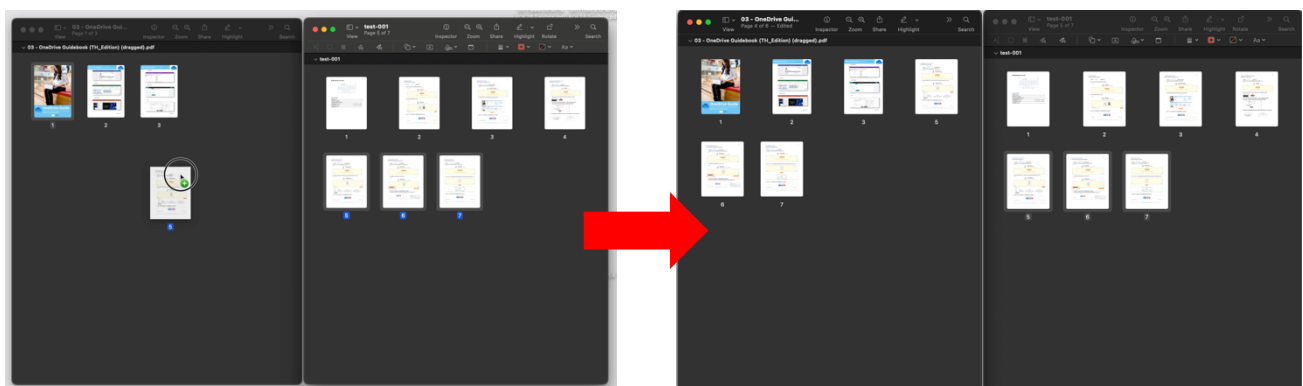
1. Right click at the file and click “ Open With ” then select “ Preview ”



2. In “ View ” menu, click “ Contact Sheet ” to change the view

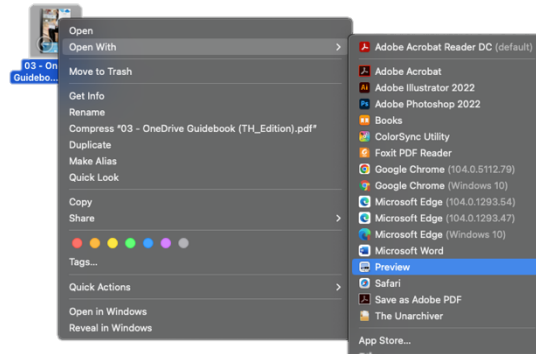


3. Open 2 file you want to combine and drag the page to add a page to the file.

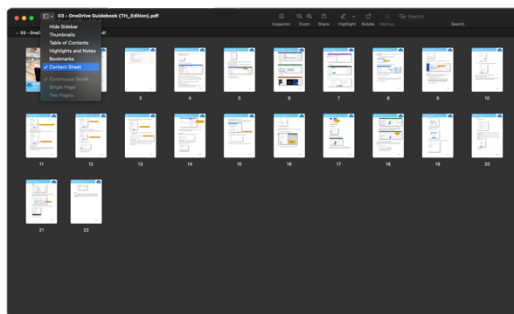


## Delete pages in file

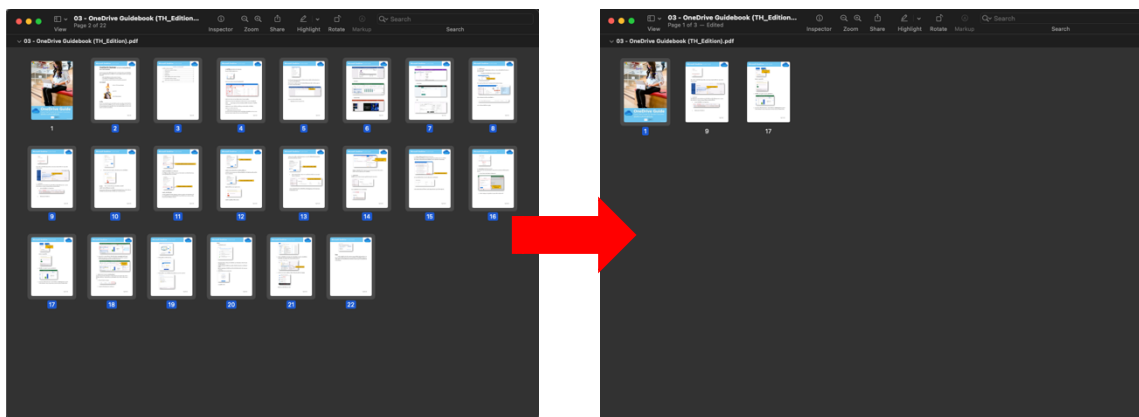
1. Right click at the file and click “ Open With ” then select “ Preview ”



2. In “ View ” menu, click “ Contact Sheet ” to change the view

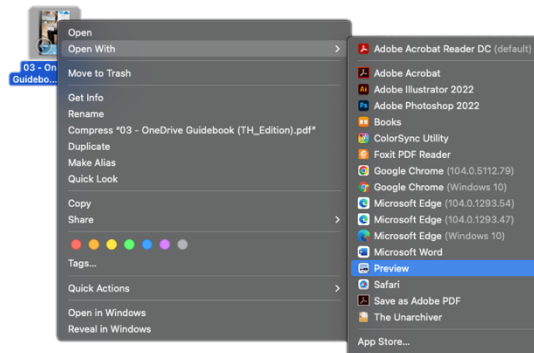


3. Choose a page you want to delete and press backspace  
Command+Z to undo the delete



## Adding text to file

1. Right click at the file and click “ Open With ” then select “ Preview ”



2. Click “Markup” choose “Text” type you want to add.

