**PDF XChange 4**

**Cropping a document**

►Go to PDF Tools
►Select the option to Edit Page/Content Settings
►Click Start button
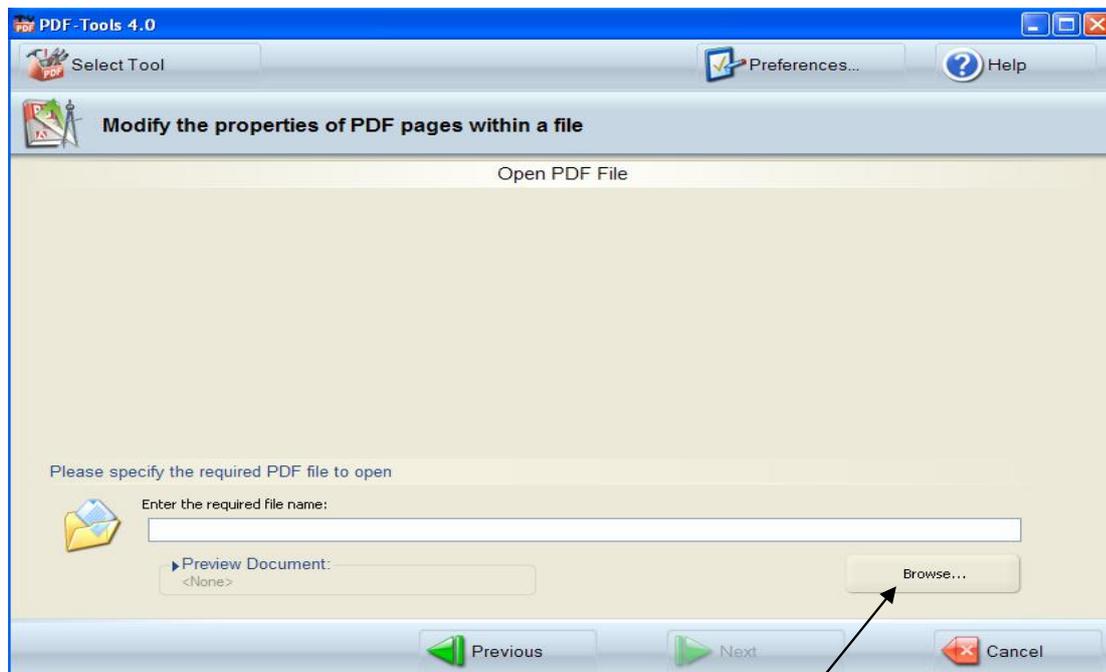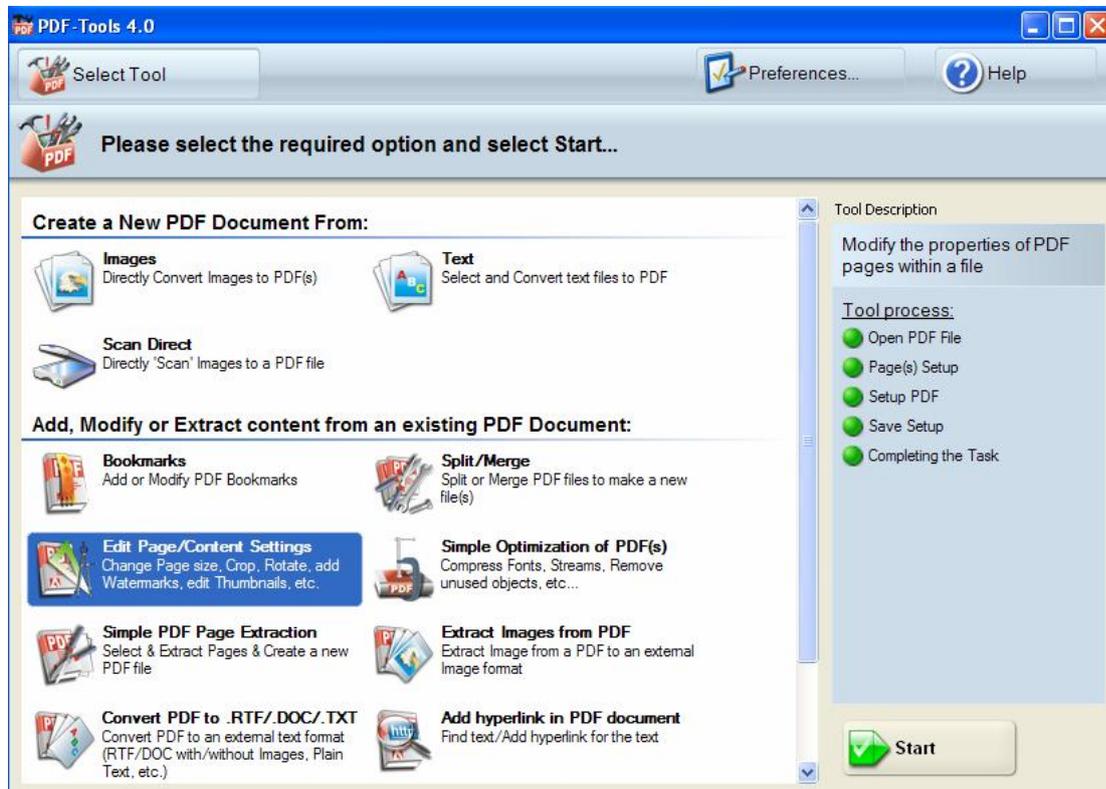




►Click on the Browse button to locate the document you wish to edit
►Click Next

You will then be presented this screen (for this example a PDF with only 2 pages has been selected)

►Select the page you wish to edit by clicking on it
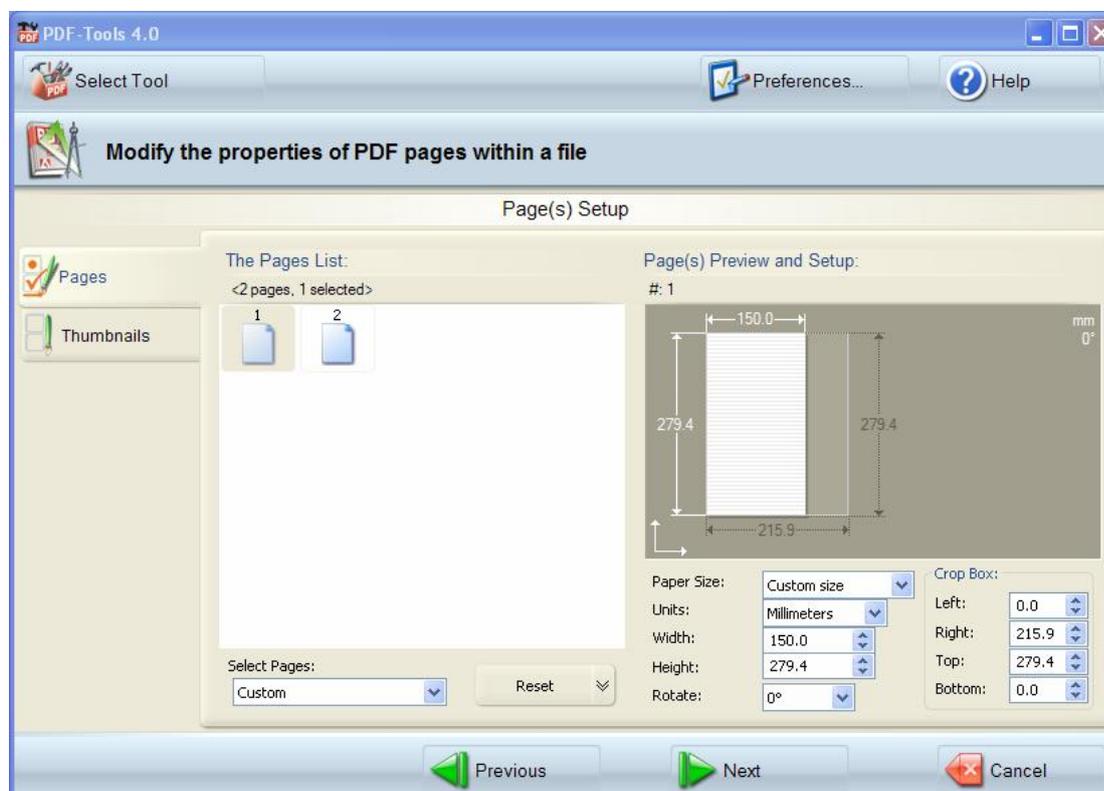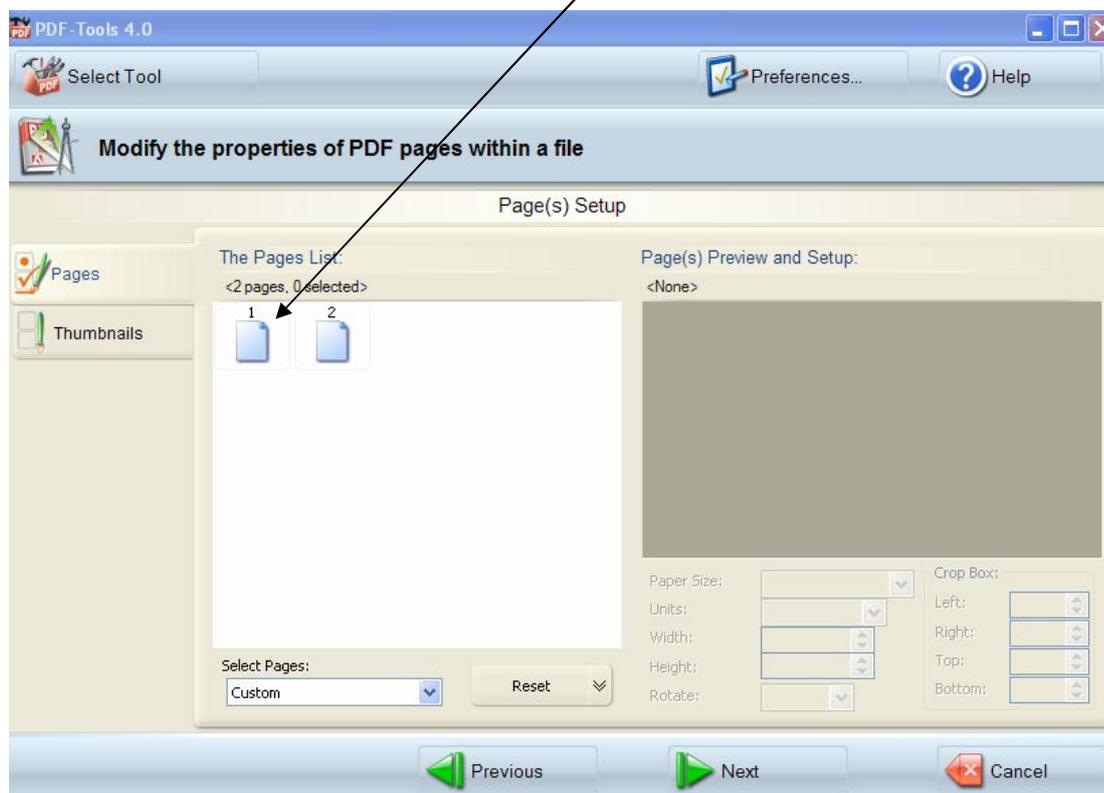




►Edit/crop your document as required using the options on the right-hand side of the screen
►Click Next

This screen also allows the following:

- Optimize the PDF
- Apply security (Digitally Sign and password protect the PDF)
- Add watermarks and re number the pages if required
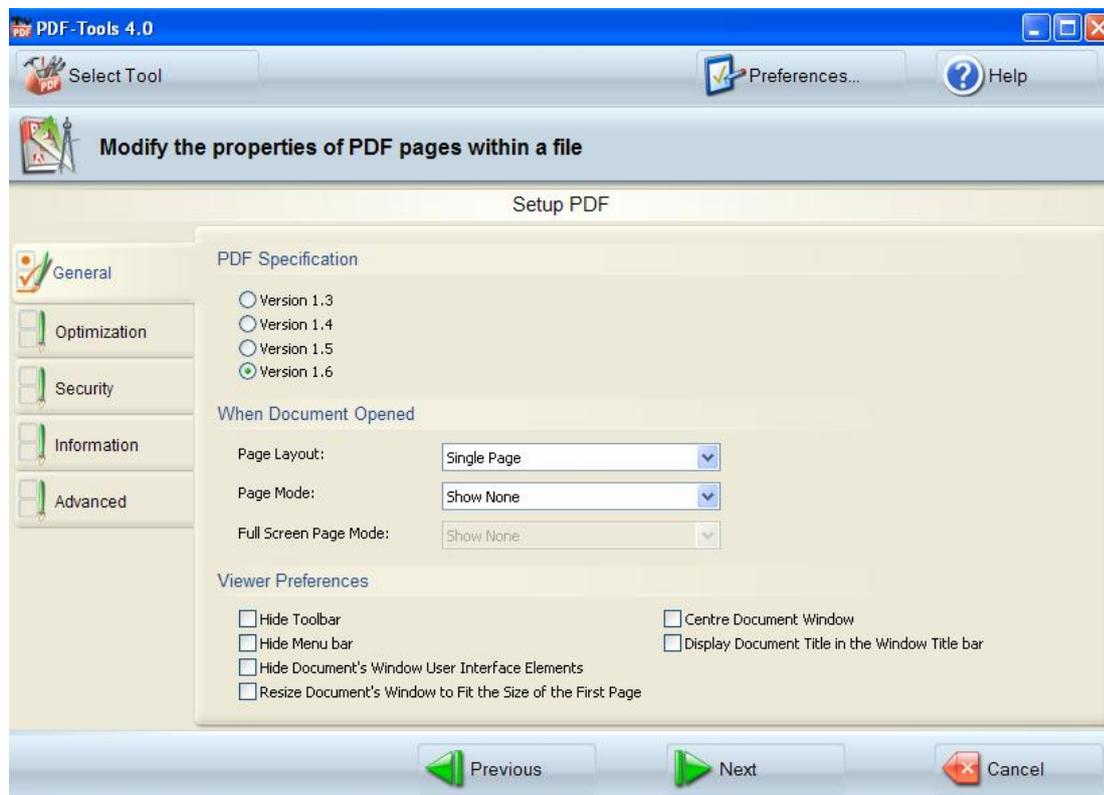


►Click Next when you have finished customizing your PDF
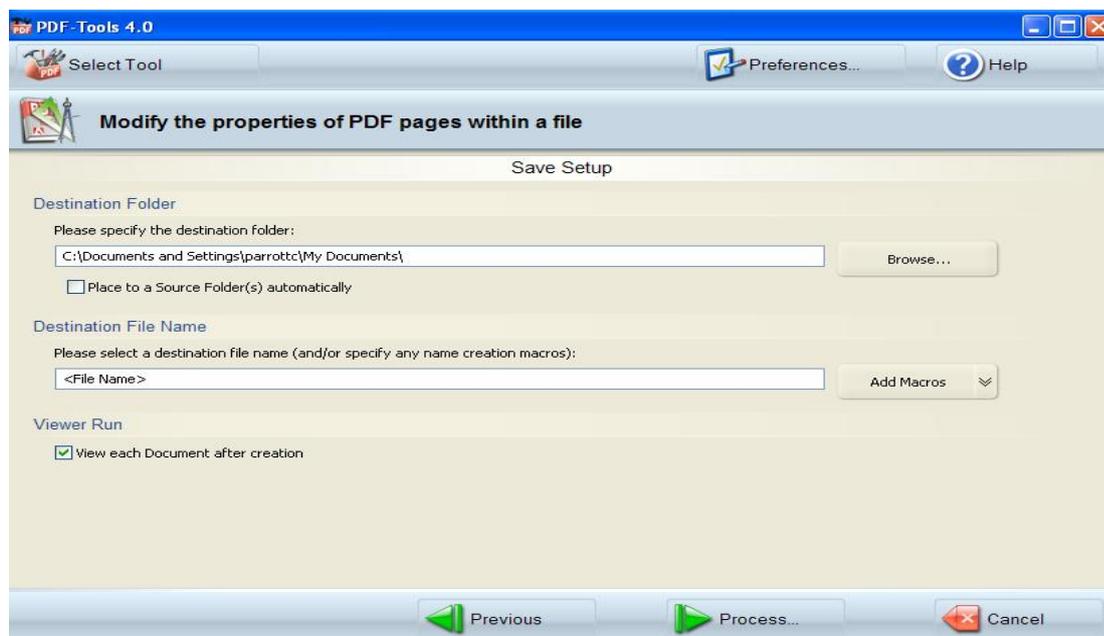


►Select a destination folder
►Insert a filename
►When finished click Process