PDF XChange 4
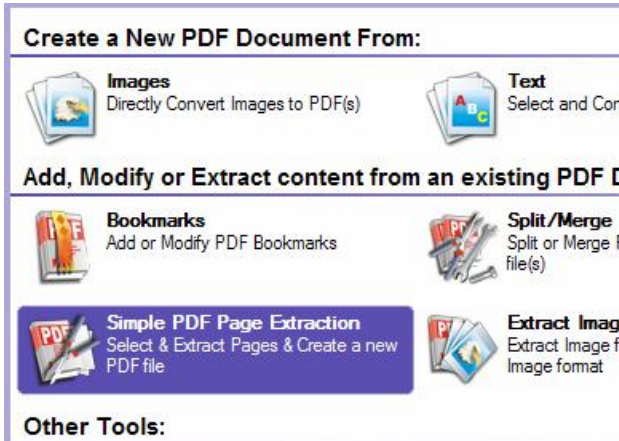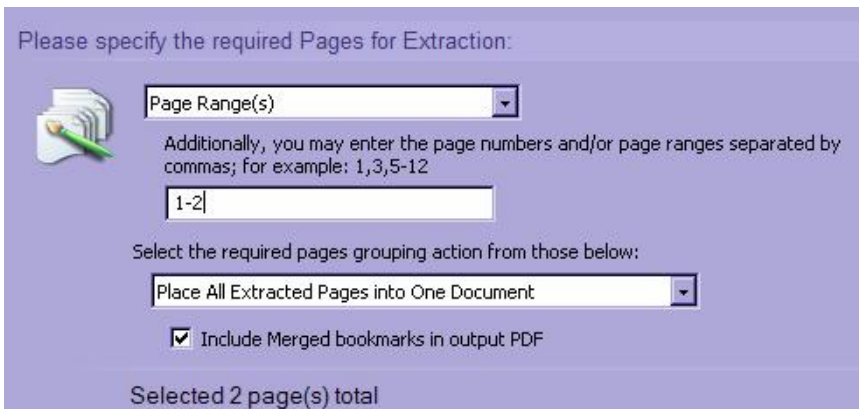
Extracting Pages to Create New PDF Files (then e-mailing the new file)

►Go to PDF Tools
►Select the option to Extract Pages

►Click on the Start button

►Click on the Browse button and locate the required file
►Click Next

►Select the required pages

►Select the required document option

►Click Next

Using the tabs on the left-hand side of the screen you can setup the document as required – ie adding security and a watermark
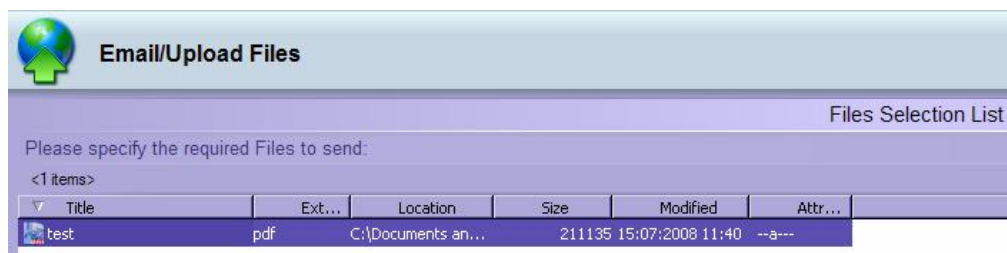
►Click Next

►Specify the destination folder and filename for the new document
►Click on Process
►Close after viewing the new document

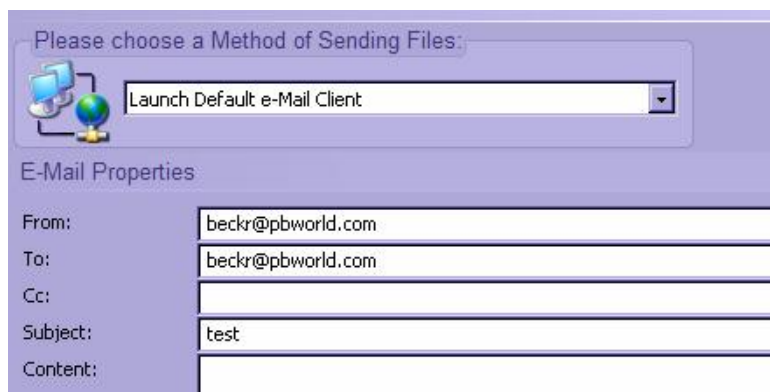►Click on the down arrow to display the PDF Tools options and amend the document as required using any of the options listed
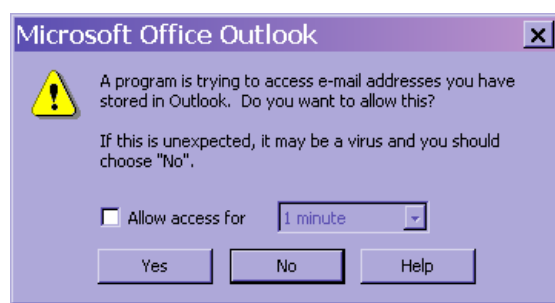
Please select an option from those available below to continue

Email/Upload Files
Select & Send/Post files by e-Mail, FTP, HTTP...

►Click Next

Email/Upload Files

Files Selection List

Please specify the required Files to send:

<1 items>

▽ Title	Ext...	Location	Size	Modified	Attr...
test	pdf	C:\Documents an...	211135	15:07:2008 11:40	--a---

►Select the required file to e-mail
►Click Next

Please choose a Method of Sending Files:

Launch Default e-Mail Client

E-Mail Properties

From:	beckr@pbworld.com
To:	beckr@pbworld.com
Cc:	
Subject:	test
Content:	

►Insert the required addresses, subject and content text

►Click Send

Microsoft Office Outlook

A program is trying to access e-mail addresses you have stored in Outlook. Do you want to allow this?

If this is unexpected, it may be a virus and you should choose "No".

☐ Allow access for [1 minute]

[Yes]   [No]   [Help]

►Confirm Yes to this warning message

►Outlook will open – click on Send

Email/Upload Files

Sending e-Mail...

ⓘ All Files Sent Successfully
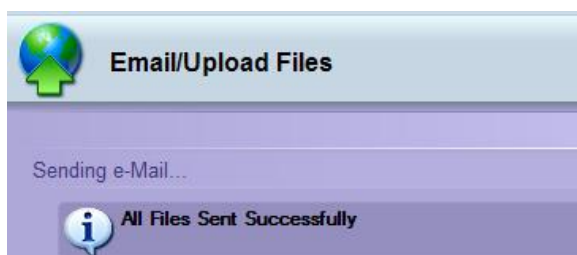
You will see a confirmation screen

►Click Finish to complete the task