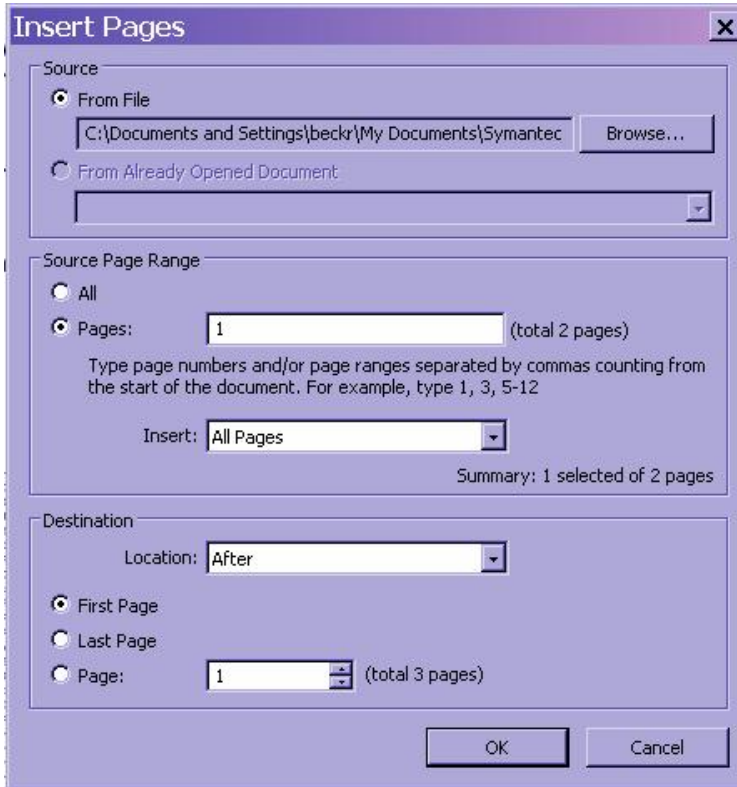


PDF XChange 4

Inserting Pages and File Optimizing

- ▶ With the file open in PDF Viewer
- ▶ Select Document menu
- ▶ Select Insert Pages option



▶ Select Browse to locate the file you wish to copy pages from

▶ Select the number of pages required

▶ Select the position for the pages

▶ OK

- ▶ Select File – Save As (to give it a new filename)
- ▶ Close the document

- ▶ Go to PDF Tools
- ▶ Select the option for Simple Optimization of PDFs

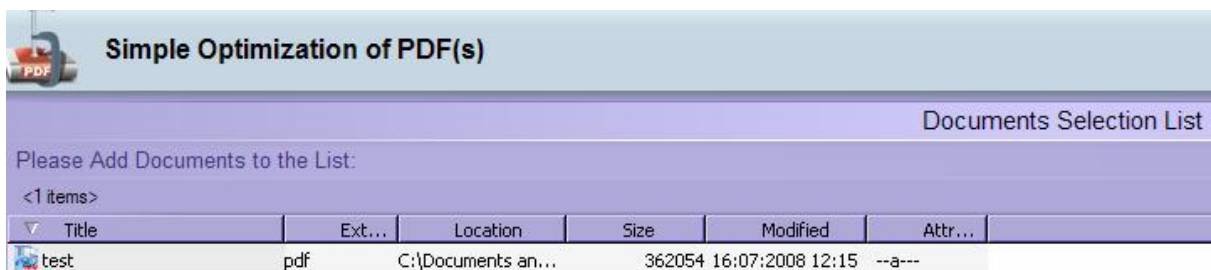
ttings
Rotate, add
ails, etc.

.DOC/.TXT
il text format
pages, Plain

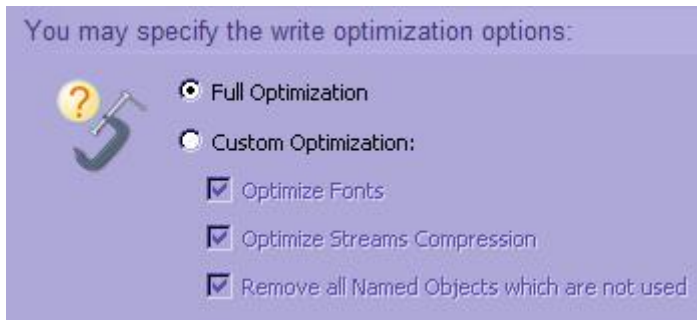
Simple Optimization of PDF(s)
Compress Fonts, Streams, Remove
unused objects, etc...

Add hyperlink in PDF document
Find text./Add hyperlink for the text

- ▶ Select Start
- ▶ Select Add and locate the file/s you want to Optimize

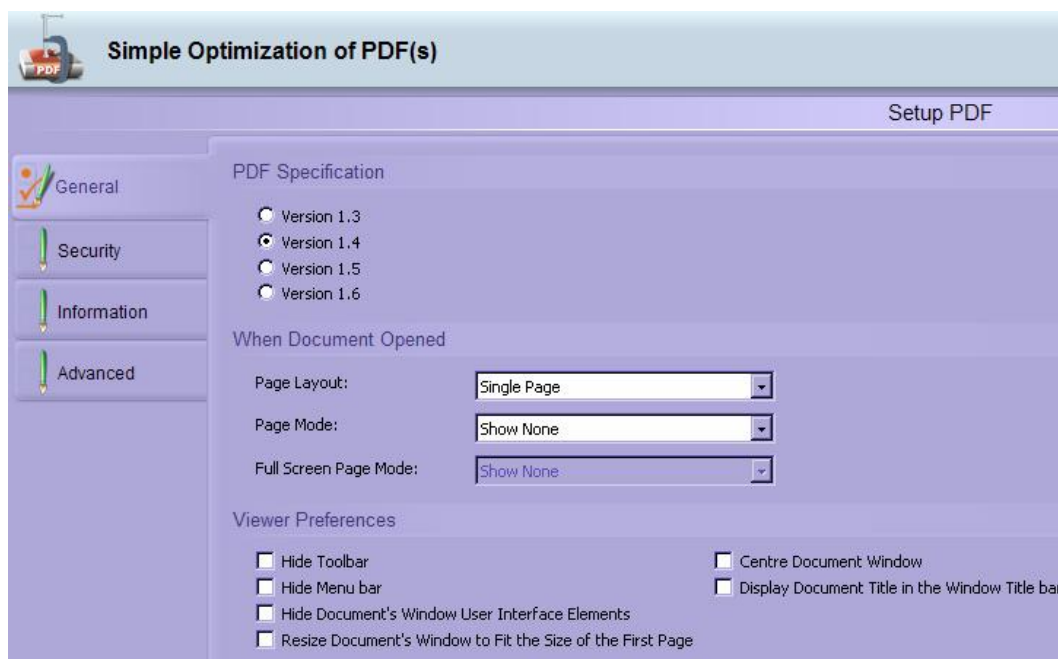


- ▶ Select the required option



Custom Optimization will allow you to specify what to optimize

- ▶ Click Next
- ▶ Use the Setup area as required



- ▶ Click Process
- ▶ Click Finish



This example is displaying the original file (top) and the same file after having the Custom Optimization settings selected (bottom)