

Pinnacle Account Bill PDF Tips & Tricks, 10-13-09

Searching PDF's:

Acrobat Reader & Professional

1. Open the PDF to be searched
2. Select the search tool (Binocular icon) or go to the Edit menu and then select Search
3. Type in the word or phrase to search for and press Enter
4. Each occurrence will be listed in the Search window. Select each listing to see that occurrence in context

Preview (for Macintosh users)

1. Open the PDF to be searched
2. Go to the Search box (Toolbar) or go to the Edit menu, Find and then Find...
3. Type in the word or phrase to search for and press Enter
4. Each occurrence will be listed in the Search window. Select each listing to see that occurrence in context

Cutting and Pasting from a PDF:

Acrobat Reader & Professional

1. Open the PDF file
2. Select the Select Tool (I-Beam in the Toolbar)
3. Place the cursor just before the first character to be copied.
4. Hold down the Mouse button while dragging the cursor just past the last character to be copied
5. Go to the Edit menu and select Copy
6. Go in to the document that you are going to paste into (e.g.; Word, Excel, etc.) and go to the Edit menu and select Paste

Preview (for Macintosh users)

1. Open the PDF file
2. Place the cursor just before the first character to be copied
3. Hold down the Mouse button while dragging the cursor just past the last character to be copied
4. Go to the Edit menu and select Copy
5. Go in to the document that you are going to paste into (e.g.; Word, Excel, etc.) and go to the Edit menu and select Paste

Extracting pages from a PDF:

Acrobat Professional (Only)

1. Open the PDF file
2. Go to the first page to be extracted
3. Go to the Document menu and then select Extract Pages...
4. Enter the page or page range to be extracted
5. Do not select either of the two options
 - a. Delete pages after extracting
 - b. Extract pages as separate files
6. Select OK
7. The extracted pages will open in a new window for you to use or save