



# OFFICE OF THE CHIEF INFORMATION OFFICER

# EXTRACTING DIFFICULT PAGES IN PDF

## INTRODUCTION

If a PDF document contains some pages that are problematic and cannot be made compliant while the rest of the document is fine, you can use Adobe’s Organize Pages tool to extract and address these problematic pages separately. This method isolates the problematic pages, allowing you to make changes without affecting the entire document. Once the issues are resolved, you can replace the non-compliant pages with the newly compliant ones. Extracting difficult pages also simplifies navigation, focused analysis, collaboration, and helps manage file size, especially for larger documents.

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# SETTING UP THE DOCUMENT PROPERTIES

There are three parts to setting the basic document properties:

1. Setting the Document Title
2. Setting PDF Metadata to Use the Document Title
3. Setting the Language in PDF

Performing these steps first when opening any PDF document will help resolve the most common errors before you start the remediation process.

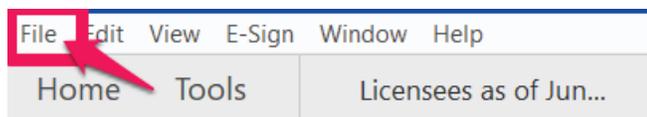
## DOCUMENT TITLE

### SETTING THE DOCUMENT TITLE

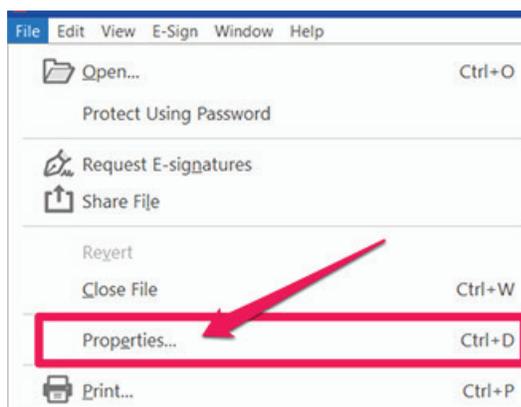
First check if the document has a document title. If it doesn't add the title. If the source document (such as Word, Excel, or PowerPoint) includes a title, the PDF will typically carry it over. Otherwise, you will need to add a title to the PDF. Follow the steps below to determine if the document title has been set properly.

#### Older Versions of Adobe Acrobat

1. Click on "File" at the top of the menu bar.



2. Select "Properties" to open the Document Properties window.

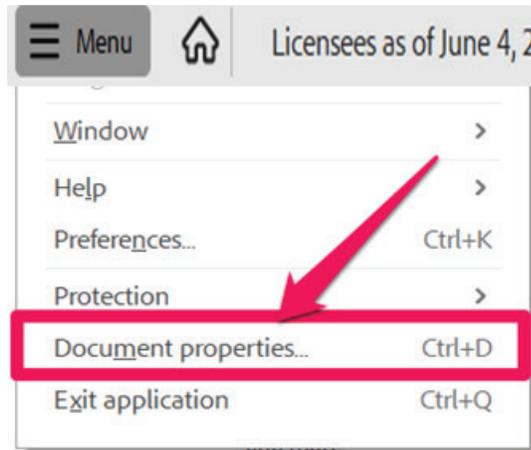


## Newer Versions of Adobe Acrobat

1. Click on "Menu" at the top left of the window.

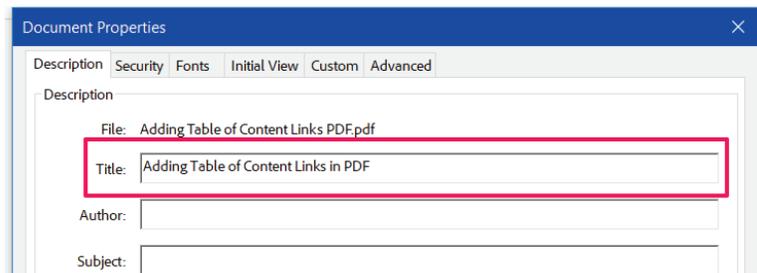


2. Select "Document Properties" to open the Document Properties window.



3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document. If the title is accurate, proceed to next section. If the title is not there or is not accurate, proceed to step 4.

**Note: Steps 3 and 4 are the same in both older and newer versions of Adobe Acrobat**



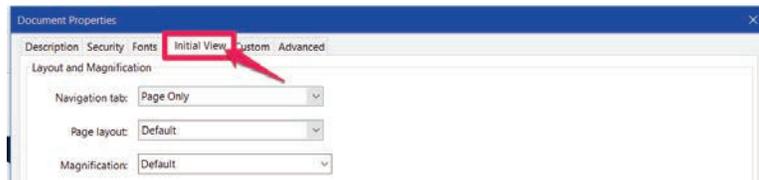
4. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

## SETTING PDF METADATA TO USE THE DOCUMENT TITLE

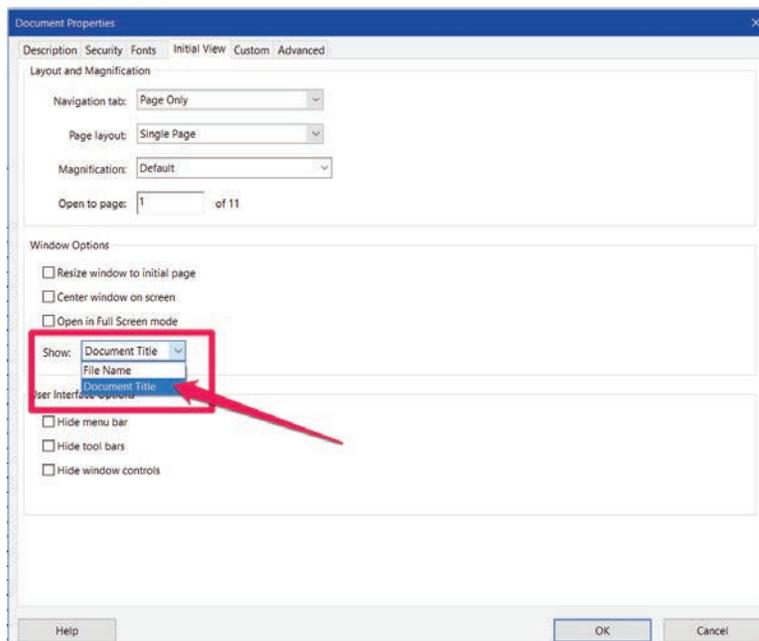
When adding a title to the document, the metadata must be updated to reflect the new document title instead of the file name.

**Note: These steps are the same in both older and newer versions of Adobe Acrobat.**

1. Make sure you are still in the Document Properties. See last section for guidance.
2. Click on the "Initial View" tab.



3. If the "Show" dropdown menu is set to "File Name" change this to "Document Title"



## SETTING THE LANGUAGE IN PDF

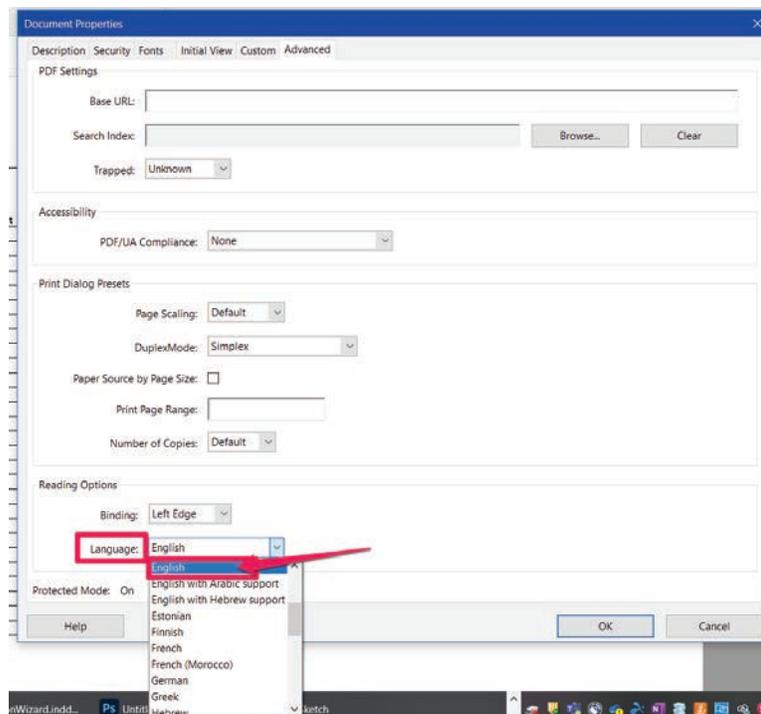
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

**Note: These steps are the same in both older and newer versions of Adobe Acrobat.**

1. Click on the "Advanced" tab in the Document Properties window.



2. Choose the "Language dropdown" and change it to the correct language. In this case "English."



3. Click the "OK" button to save any changes to the PDF title or language.

# EXTRACTING/REPLACING PAGES IN NEWER VERSIONS OF ADOBE ACROBAT

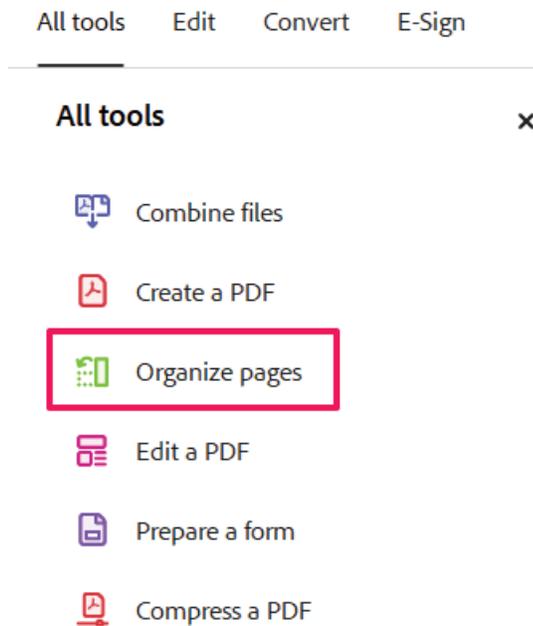
## THE ORGANIZE PAGES TOOL

If a PDF document has some pages that are having issues, but the rest of the document is completely fine, then using the Organize Pages tool can fix the problematic pages. Extracting difficult pages from PDF documents allows for easier navigation, focused analysis, collaboration, and file size management (especially on larger documents).

### ADDING ORGANIZE PAGE TOOL

To quickly insert, replace or delete pages from a document use the Organize Page tool. Easily remove unwanted or difficult pages and quickly delete the selected pages from the PDF document. Insert new pages anywhere in the document with just a few clicks. Add any missing tools, by follow these steps:

1. Click on Organize Pages Tool icon on the left of the screen.



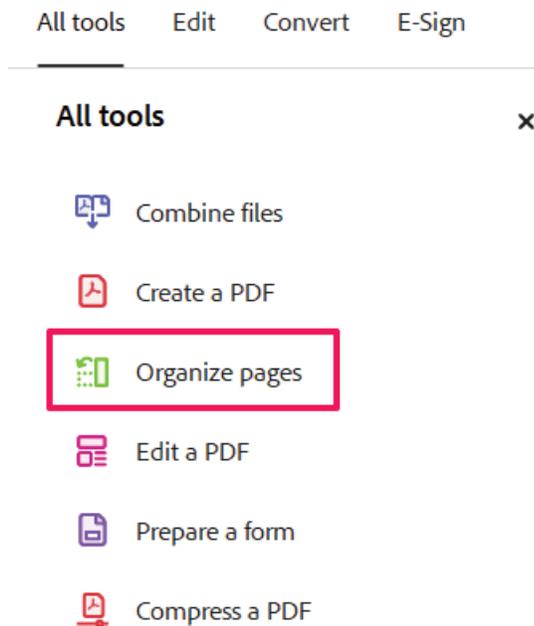
## EXTRACTING THE DIFFICULT PAGES FROM DOCUMENT

Extracting difficult pages from Adobe Pro can be helpful when dealing with complex PDF documents. Users can extract single or multiple pages into a new file.

### EXTRACT THE PAGE(S) FROM DOCUMENT

Follow the extraction steps below to isolate any difficult pages from a PDF document.

1. Click the Organize Pages tool in the tool menu.



2. A thumbnail view of all the pages from the document appear in the Organize Pages tool.

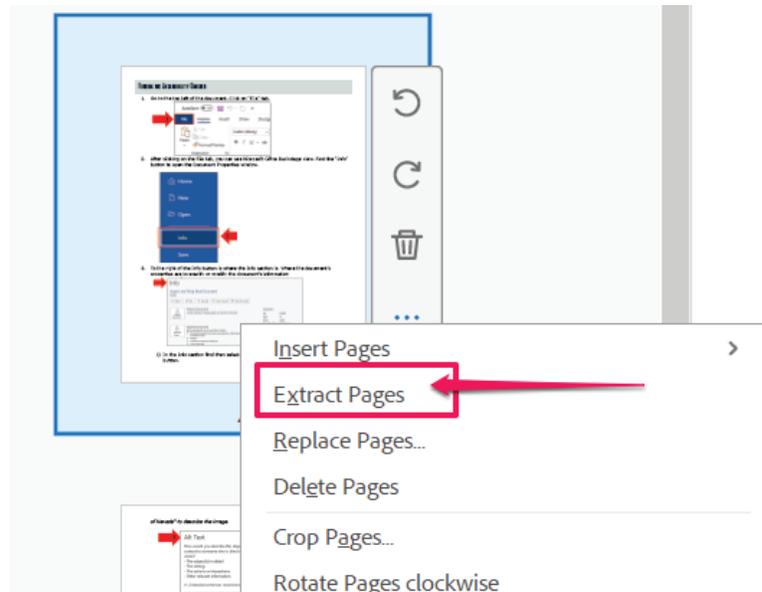


3. Locate the difficult or problematic page(s) that need to be extracted.
4. Click on the first page you want to extract to select it, then hold down the "CTRL button" on the keyboard and continue clicking on pages until you've selected all the pages you want to extract

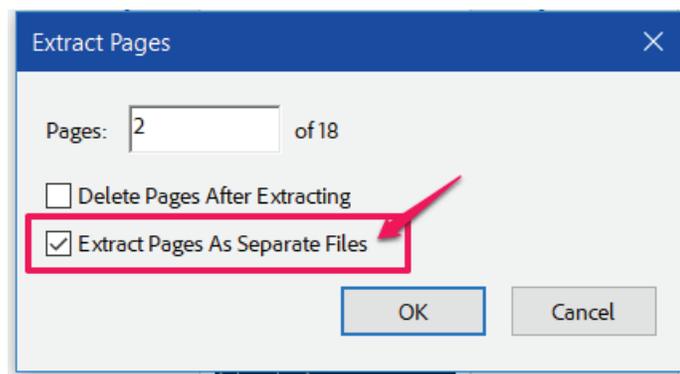


- Once the problematic pages have been selected, right-click and choose "Extract pages" from the drop-down menu. Adobe Pro will extract the difficult pages from the original document, and they will appear in a single separate tab.

*Note: Users may want to Extract pages in Separate files to aid replacement of those pages in the original file after compliance has been achieved. Review Step 6 below before Extracting pages.*



- The Extract Pages dialog box will appear.
  - If you have consecutive pages, you can extract them without checking the Extract pages as separate files checkbox. This is recommended when you have multiple consecutive table pages.
  - If the pages to be extracted are not consecutive, also check the Extract pages as separate files button to aid replacement of the non-compliant pages with the compliant pages after compliance has been achieved.

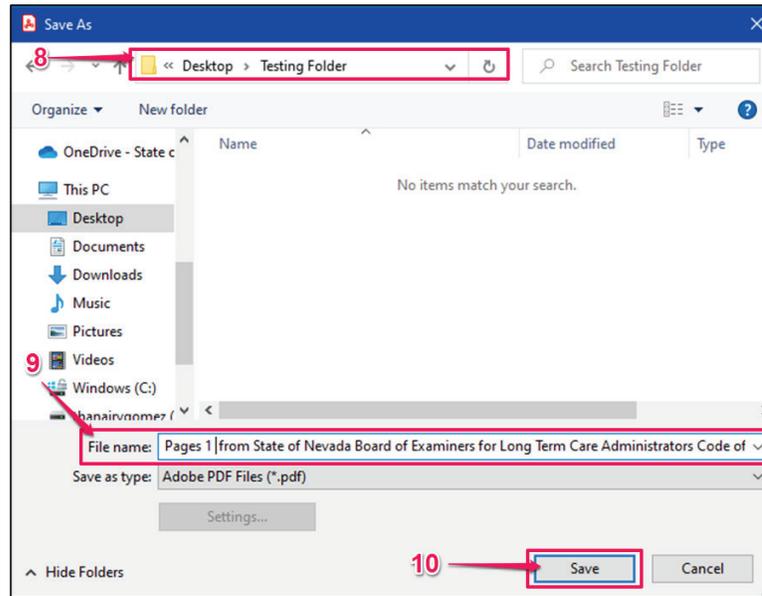


Adobe Pro will extract the difficult pages from the original document, and they will appear in a separate tab for each page.

- The extracted pages will now open in a new tab in Adobe. The tab will be named "Pages from" and whatever the name of the original document is. If you checked the Extract Pages as Separate files button each page will appear in a separate tab.



- Save the extracted page(s) as a separate PDF file. Select a destination folder to save the extracted pages. It can be in the same folder as the original document.
- Name the file "Pages "number" from" original document name. To keep track of where to place the pages when inserting them back into the original document they came from.
- Click Ok or Save.



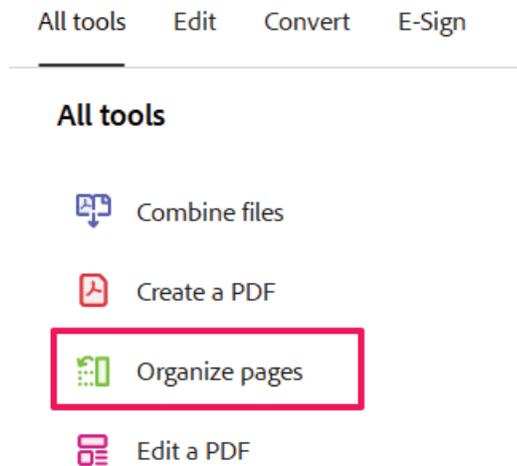
- Fix the issues of the extracted pages using the necessary tools and editing options in Adobe.
- Run a [Full Accessibility Check](#) (Page 19 of this procedure) on the extracted page(s). If there are no other issues the extracted pages are now compliant.

## REPLACE DIFFICULT PAGES WITH THE EXTRACTED COMPLIANT PAGES IN THE ORIGINAL DOCUMENT

The difficult (non-compliant) pages in the original document can easily be replaced with the extracted, remediated (compliant) pages

### REPLACING DIFFICULT PAGE(S) IN THE ORIGINAL DOCUMENT

1. If you exported pages that aren't in sequential order, separate any non-consecutive pages into individual documents (if you didn't extract them as separate pages) and name each one according to the corresponding page number(s) from the original document.
2. Be in the Organize Pages tool in the original document.



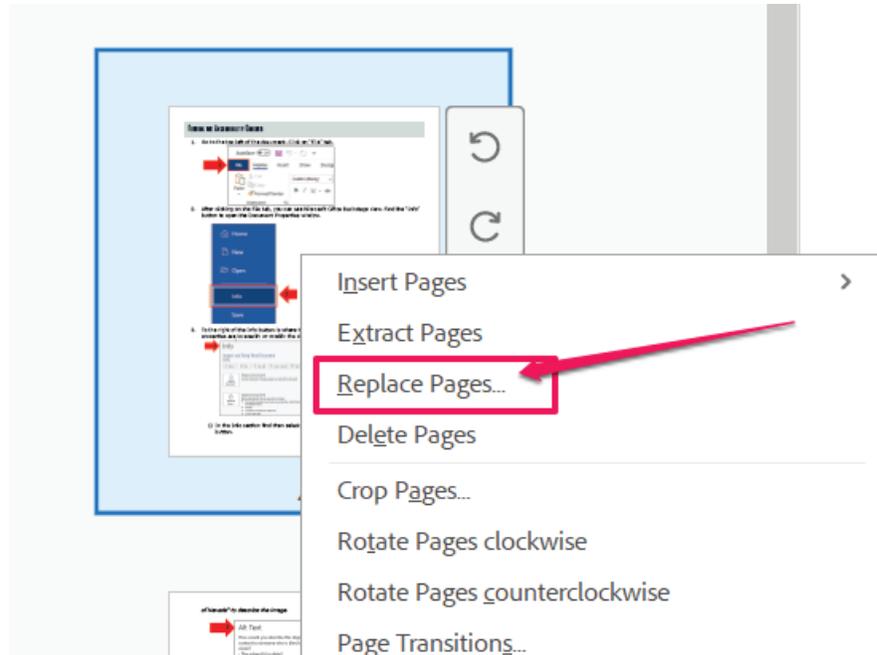
3. A thumbnail view of all pages displayed in the Organize Page tool window will appear.



4. Locate the difficult page(s) that are in consecutive order that are non-compliant in the original document.



5. Right-click on one of the selected pages to gain access to the drop-down menu.
6. Select the Replace Pages option.



7. Repeat the above steps for each page or group of consecutive pages that need to be replaced with their compliant copies.

# EXTRACTING/REPLACING PAGES IN OLDER VERSIONS OF ADOBE ACROBAT

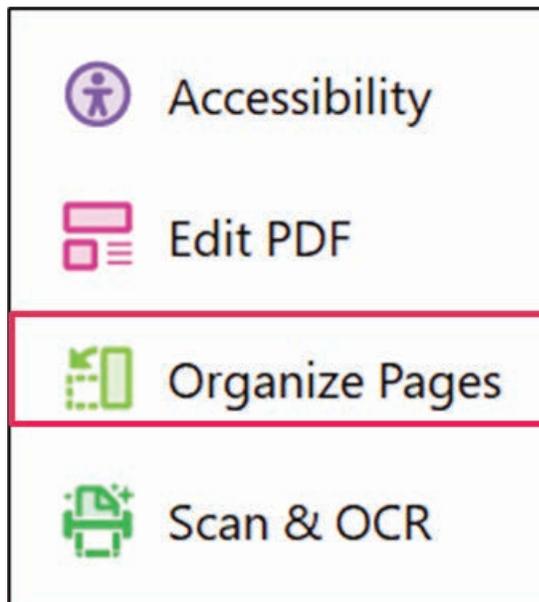
## THE ORGANIZE PAGES TOOL

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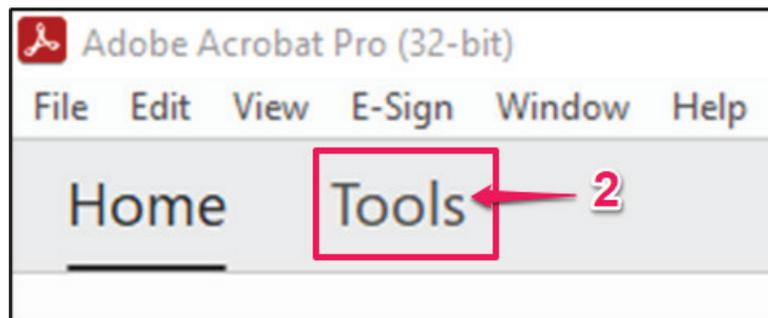
### ADDING ORGANIZE PAGE TOOL

To quickly insert, replace or delete pages from a document use the Organize Page tool. Easily remove unwanted or difficult pages and quickly delete the selected pages from the PDF document. Insert new pages anywhere in the document with just a few clicks. Add any missing tools, by follow these steps:

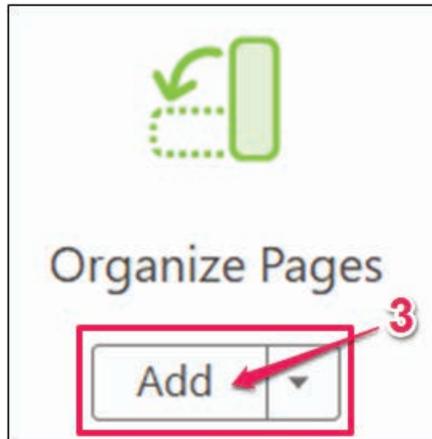
1. Click on Organize Pages Tool icon on the right of the screen.



2. If the Organize Pages is not displayed in the tool menu bar. Go to the Tools Tab on the top left of document.



3. In an older version of Adobe Acrobat, scroll down the tools until the Organize Pages tool appears. Click on the "Add button" below the Organize Pages tool. It'll now appear in the tool menu bar.



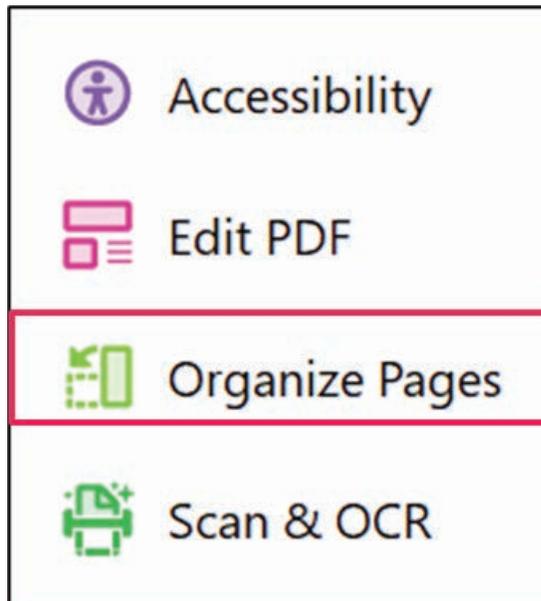
## EXTRACTING THE DIFFICULT PAGES FROM DOCUMENT

Extracting difficult pages from Adobe Pro can be helpful when dealing with complex PDF documents. Users can extract single or multiple pages into a new file.

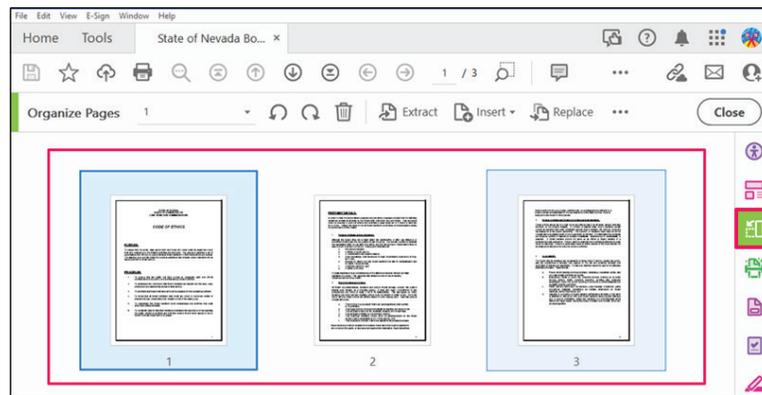
### EXTRACT THE PAGE(S) FROM DOCUMENT

Follow the extraction steps below to isolate any difficult pages from a PDF document.

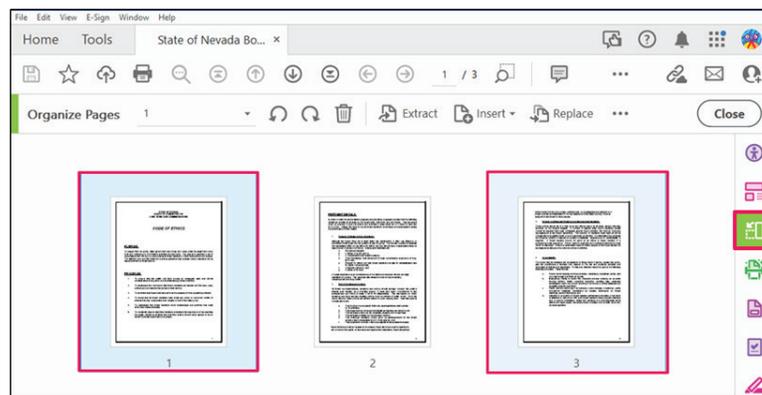
1. Click the Organize Pages tool in the tool menu.



2. A thumbnail view of all the pages from the document appear in the Organize Pages tool.

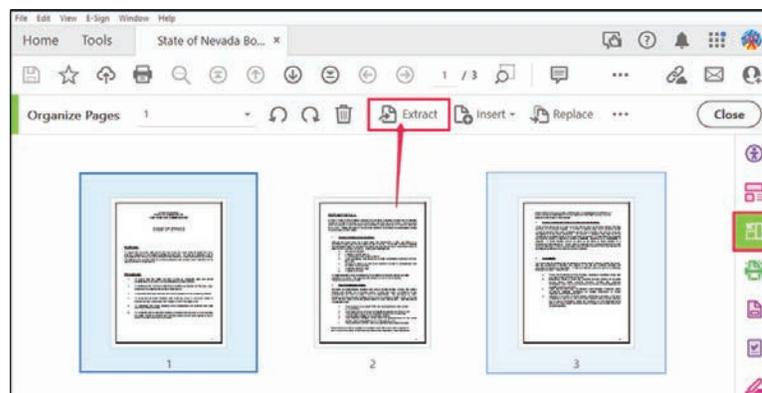


3. Locate the difficult or problematic page(s) that need to be extracted.
4. Click on the first page you want to extract to select it, then hold down the "CTRL button" on the keyboard and continue clicking on pages until you've selected all the pages you want to extract

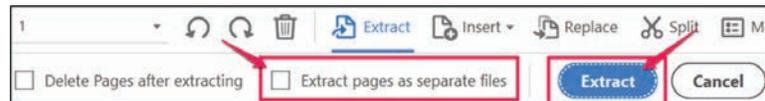


5. Select "Extract" from the context menu above the thumbnail view. Only available if Organize Pages tool is being used.

**Note:** Users may want to Extract pages in Separate files to aid replacement of those pages in the original file after compliance has been achieved. Review Step 6 below before Extracting pages.

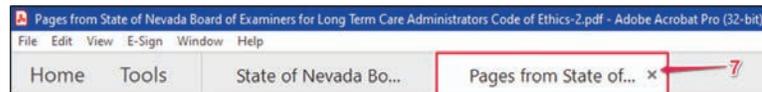


1. A sub-menu will appear below the Extract tool. Click on the blue "Extract button" next to the "Cancel button."
  - a) If you have consecutive pages, you can extract them without checking the Extract pages as separate files checkbox. This is recommended when you have multiple consecutive table pages.
  - b) If the pages to be extracted are not consecutive, also check the Extract pages as separate files button to aid replacement of the non-compliant pages with the compliant pages after compliance has been achieved.

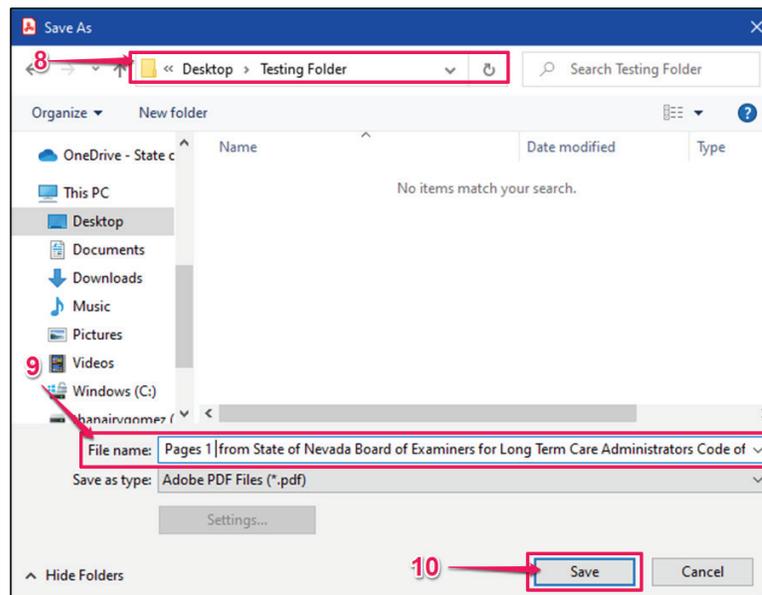


Adobe Pro will extract the difficult pages from the original document, and they will appear in a separate tab for each page.

2. The extracted pages will now open in a new tab in Adobe. The tab will be named "Pages from" and whatever the name of the original document is. If you checked the Extract Pages as Separate files button each page will appear in a separate tab.



3. Save the extracted page(s) as a separate PDF file. Select a destination folder to save the extracted pages. It can be in the same folder as the original document.
4. Name the file "Pages "number" from" original document name. To keep track of where to place the pages when inserting them back into the original document they came from.
5. Click Ok or Save.



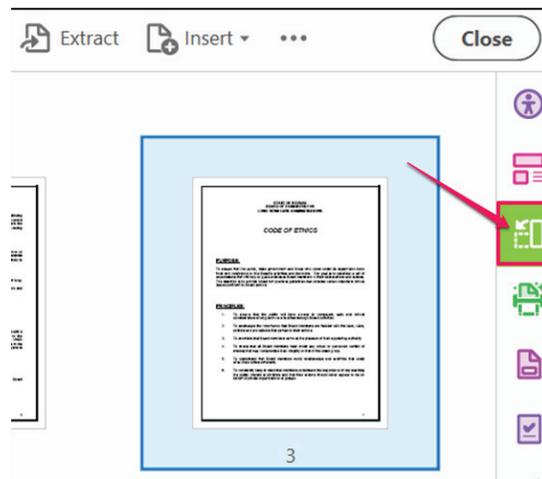
6. Fix the issues of the extracted pages using the necessary tools and editing options in Adobe.
7. Run a [Full Accessibility Check](#) (Page 21 of this procedure) on the extracted page(s). If there are no other issues the extracted pages are now compliant.

## REPLACE DIFFICULT PAGES WITH THE EXTRACTED COMPLIANT PAGES IN THE ORIGINAL DOCUMENT

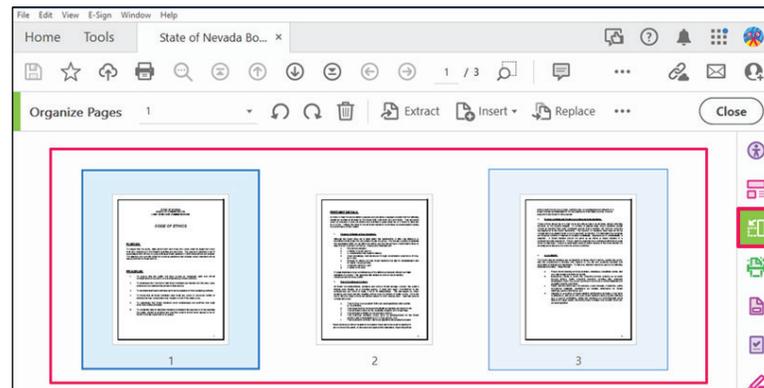
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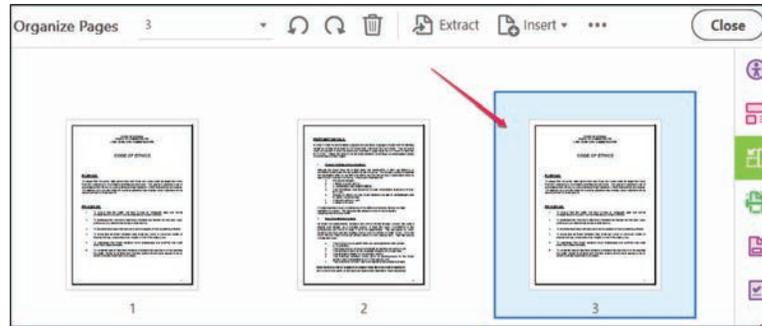
1. If you exported pages that aren't in sequential order, separate any non-consecutive pages into individual documents (if you didn't extract them as separate pages) and name each one according to the corresponding page number(s) from the original document.
2. Be in the Organize Pages tool in the original document.



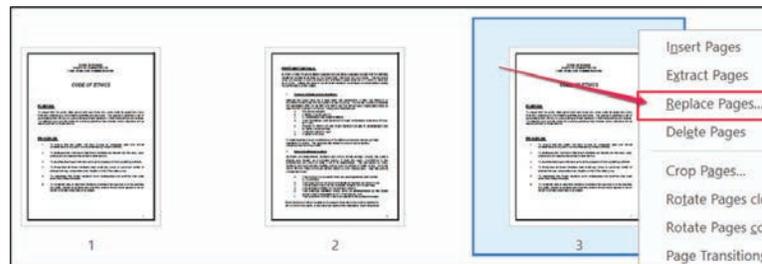
3. A thumbnail view of all pages displayed in the Organize Page tool window will appear.



4. Locate the difficult page(s) that are in consecutive order that are non-compliant in the original document.



5. Right-click on one of the selected pages to gain access to the drop-down menu.
6. Select the Replace Pages option.



7. Repeat the above steps for each page or group of consecutive pages that need to be replaced with their compliant copies.

# EXTRACTING DIFFICULT PAGES IN PDF

## INTRODUCTION

If a PDF document contains some pages that are problematic and cannot be made compliant while the rest of the document is fine, you can use Adobe's Organize Pages tool to extract and address these problematic pages separately. This method isolates the problematic pages, allowing you to make changes without affecting the entire document. Once the issues are resolved, you can replace the non-compliant pages with the newly compliant ones. Extracting difficult pages also simplifies navigation, focused analysis, collaboration, and helps manage file size, especially for larger documents.

## EXTRACTING/REPLACING PAGES IN NEWER VERSIONS OF ADOBE ACROBAT

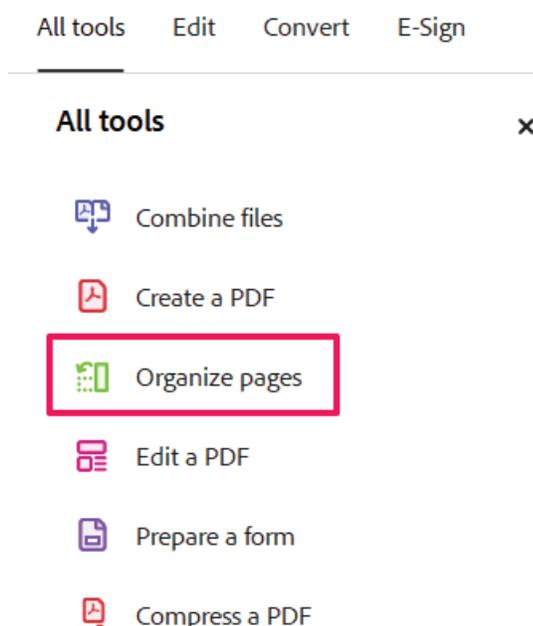
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### ADDING ORGANIZE PAGE TOOL

To quickly insert, replace or delete pages from a document use the Organize Page tool. Easily remove unwanted or difficult pages and quickly delete the selected pages from the PDF document. Insert new pages anywhere in the document with just a few clicks. Add any missing tools, by follow these steps:

1. Click on Organize Pages Tool icon on the left of the screen.



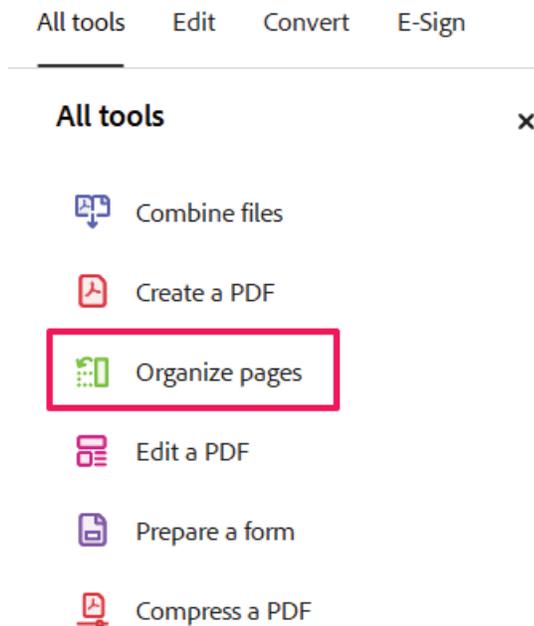
## EXTRACTING THE DIFFICULT PAGES FROM DOCUMENT

Extracting difficult pages from Adobe Pro can be helpful when dealing with complex PDF documents. Users can extract single or multiple pages into a new file.

### EXTRACT THE PAGE(S) FROM DOCUMENT

Follow the extraction steps below to isolate any difficult pages from a PDF document.

1. Click the Organize Pages tool in the tool menu.



2. A thumbnail view of all the pages from the document appear in the Organize Pages tool.

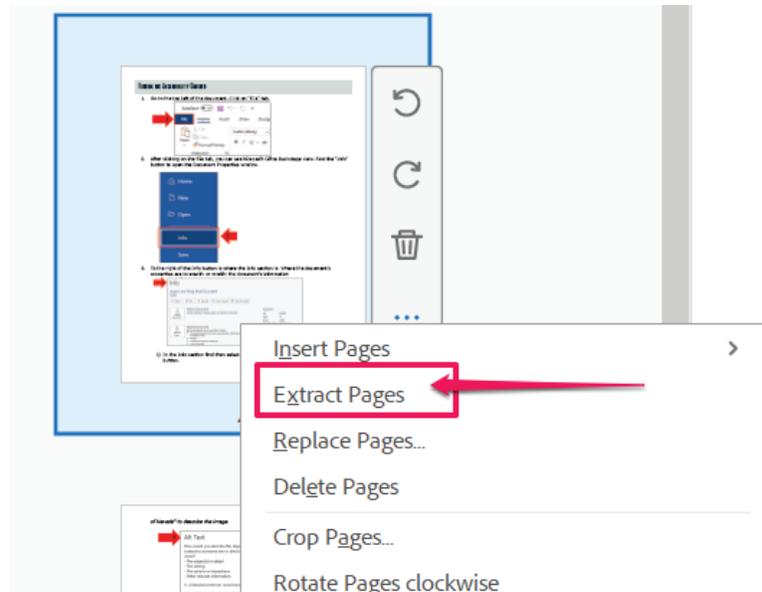


3. Locate the difficult or problematic page(s) that need to be extracted.
4. Click on the first page you want to extract to select it, then hold down the "CTRL button" on the keyboard and continue clicking on pages until you've selected all the pages you want to extract

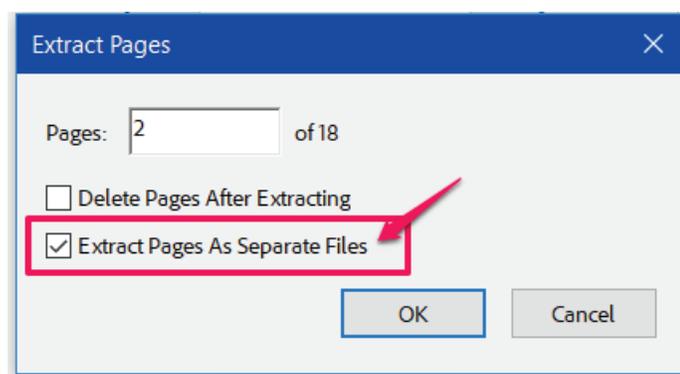


5. Once the problematic pages have been selected, right-click and choose "Extract pages" from the drop-down menu. Adobe Pro will extract the difficult pages from the original document, and they will appear in a single separate tab.

*Note: Users may want to Extract pages in Separate files to aid replacement of those pages in the original file after compliance has been achieved. Review Step 6 below before Extracting pages.*



6. The Extract Pages dialog box will appear.
  - a. If you have consecutive pages, you can extract them without checking the Extract pages as separate files checkbox. This is recommended when you have multiple consecutive table pages.
  - b. If the pages to be extracted are not consecutive, also check the *Extract pages as separate files* button to aid replacement of the non-compliant pages with the compliant pages after compliance has been achieved.

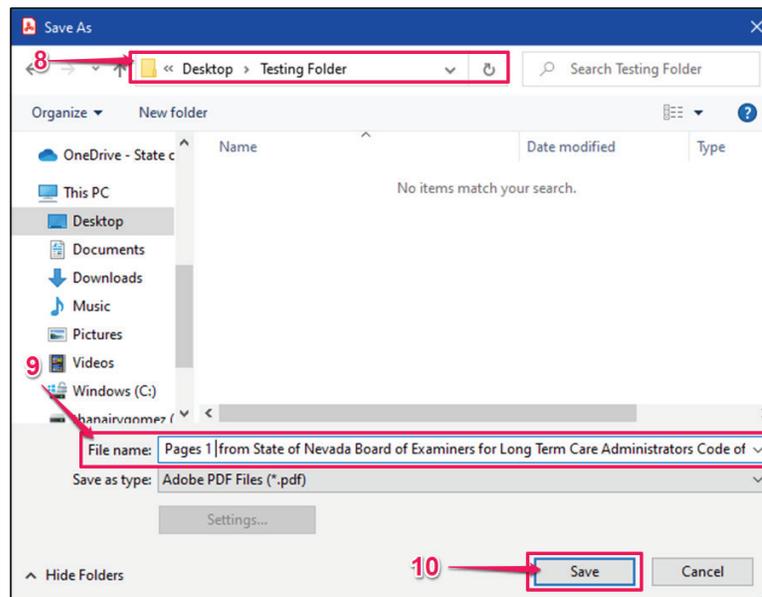


**Adobe Pro will extract the difficult pages from the original document, and they will appear in a separate tab for each page.**

- The extracted pages will now open in a new tab in Adobe. The tab will be named "Pages from" and whatever the name of the original document is. If you checked the Extract Pages as Separate files button each page will appear in a separate tab.



- Save the extracted page(s) as a separate PDF file. Select a destination folder to save the extracted pages. It can be in the same folder as the original document.
- Name the file "Pages "number" from" original document name. To keep track of where to place the pages when inserting them back into the original document they came from.
- Click Ok or Save.



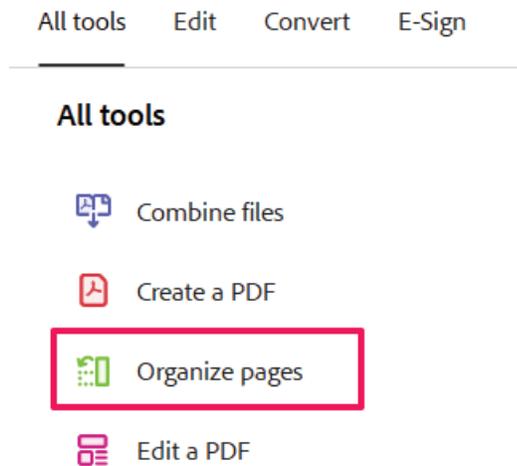
- Fix the issues of the extracted pages using the necessary tools and editing options in Adobe.
- Run a Full Accessibility Check on the extracted page(s). If there are no other issues the extracted pages are now compliant.

## REPLACE DIFFICULT PAGES WITH THE EXTRACTED COMPLIANT PAGES IN THE ORIGINAL DOCUMENT

The difficult (non-compliant) pages in the original document can easily be replaced with the extracted, remediated (compliant) pages

### REPLACING DIFFICULT PAGE(S) IN THE ORIGINAL DOCUMENT

1. If you exported pages that aren't in sequential order, separate any non-consecutive pages into individual documents (if you didn't extract them as separate pages) and name each one according to the corresponding page number(s) from the original document.
2. Be in the Organize Pages tool in the original document.



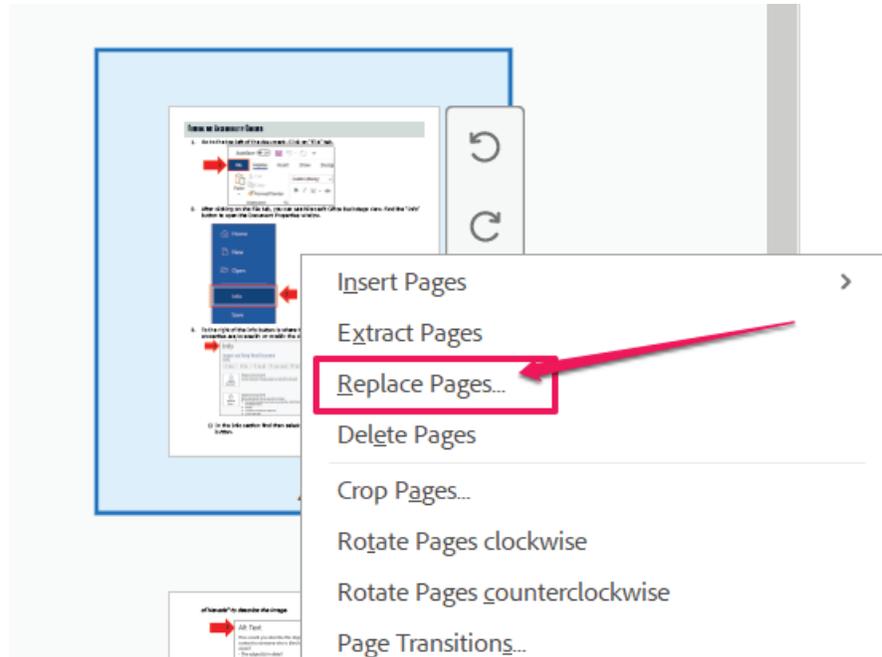
3. A thumbnail view of all pages displayed in the Organize Page tool window will appear.



4. Locate the difficult page(s) that are in consecutive order that are non-compliant in the original document.



5. Right-click on one of the selected pages to gain access to the drop-down menu.
6. Select the Replace Pages option.

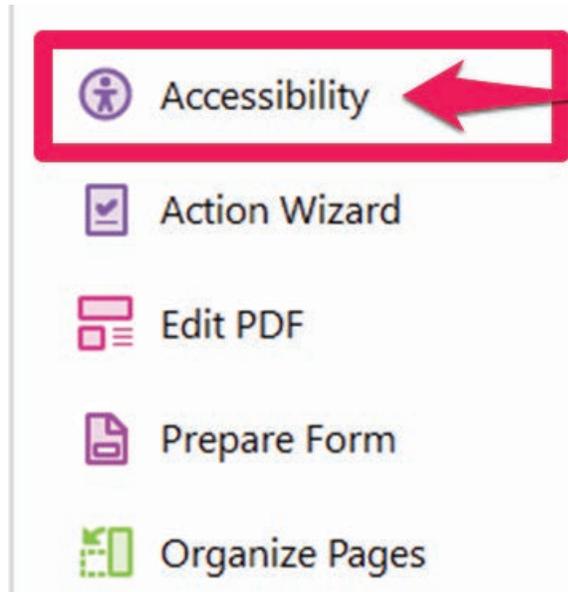


7. Repeat the above steps for each page or group of consecutive pages that need to be replaced with their compliant copies.

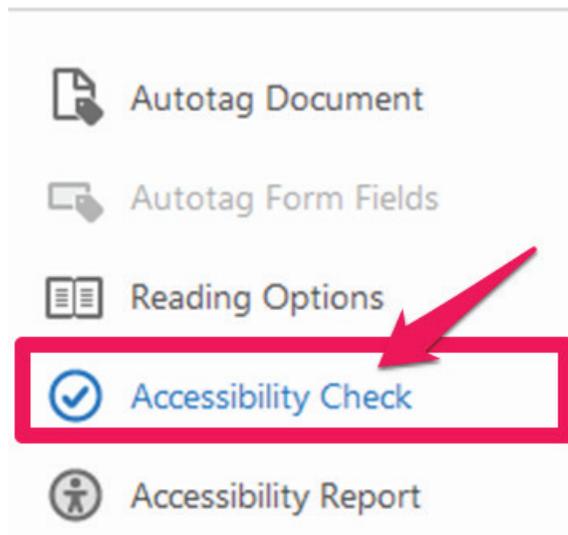
## FULL ACCESSIBILITY CHECK OLDER VERSIONS OF ADOBE ACROBAT

The first step is to conduct a comprehensive (full) Accessibility Check to identify any errors that need to be addressed in the Content Tool on the left tool menu.

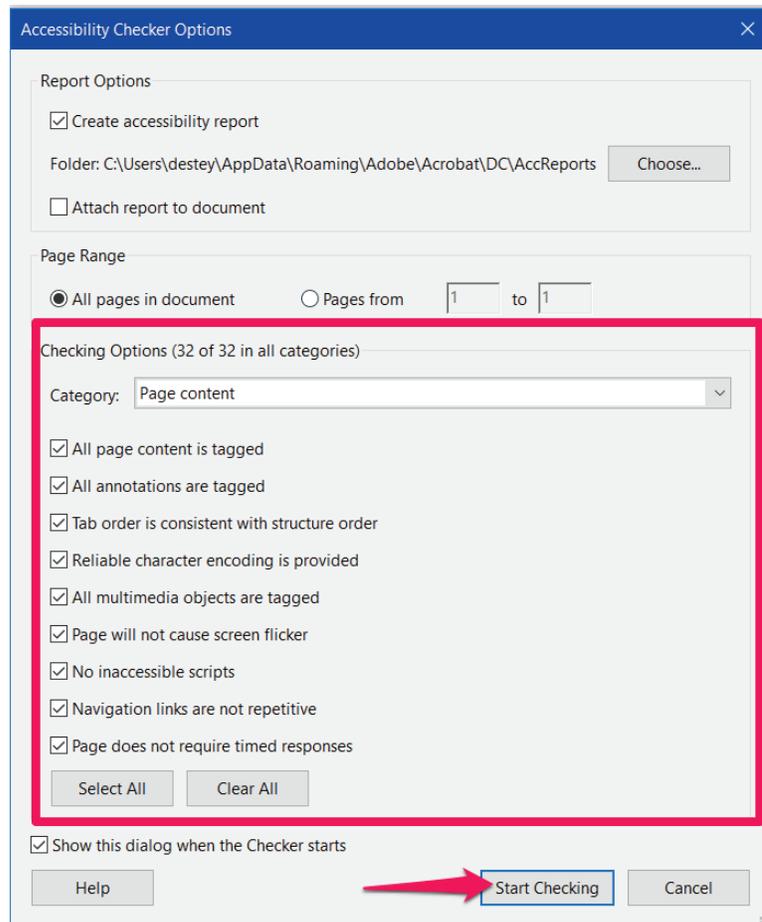
1. Use the Accessibility Tool on the right side of the document tool menu.



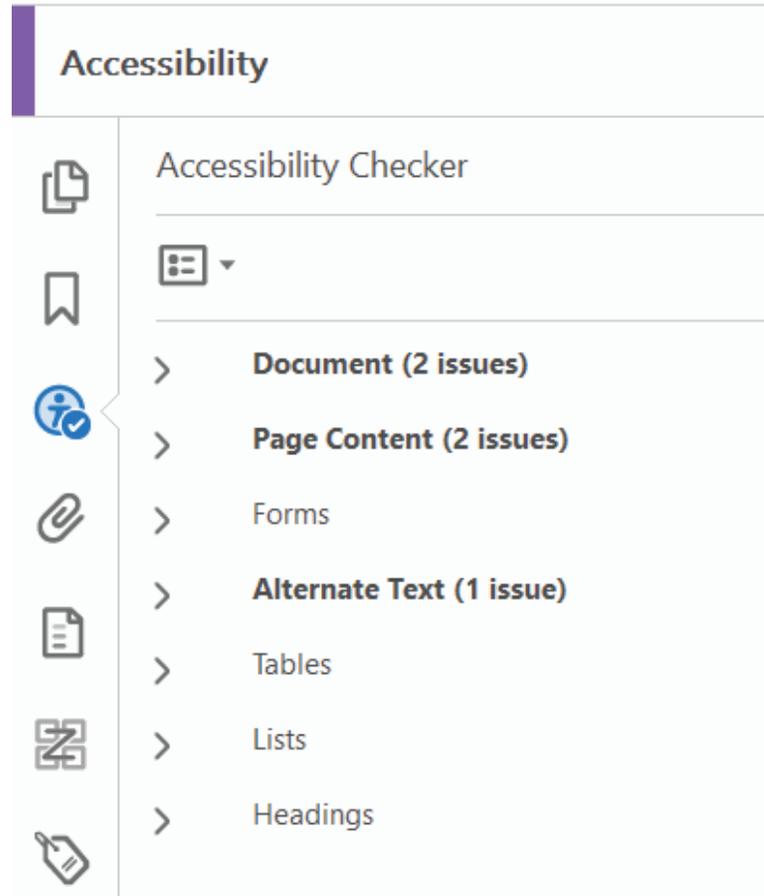
2. Select the Accessibility Check tool in the Accessibility tool to see if there are any errors.



3. In the Accessibility Checker Options dialog box, under Checking Options, click on the Select All button. Checking Options should show (32 of 32 in all categories). Then click on Start Checking.



4. The Accessibility Checker panel will appear on the left side of the document. Expand the arrows to see the accessibility issues.



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