

# Nitro Pro 9

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## Combine files to PDF

Nitro Pro 9 supports combining PDF files and any other file type you provide, as long as you have an application installed on your computer that can view that file type. Nitro Pro 9 will convert other types of files to PDF in the background, and then combine together every PDF file in the order specified.

To combine files to PDF from a folder or the desktop:

1. Open the folder that contains the files you want to combine
2. Hold down CTRL and click the files you want to select
3. Right-click, and then choose **Combine supported files in Nitro Pro**
4. Click **Move Up** and **Move Down** to reorder the files as desired
5. In the **Make PDF files** list do one of the following, depending on whether file size or print quality is more important to you:
  - If the document requires high print quality, click **Print-ready**
  - If the print quality is less important than file size, click **Office-ready**
  - If a small file size is the most important quality, click **Web-ready**
6. In the **Save PDF to** list, select the location you want to save the file to
7. Click **Create**

To combine files to PDF in Nitro Pro:

1. On the **Home** tab, in the **Create** group, click **Combine**
2. On the **Combine Files** dialog, click the **Add Files** button, select the files to convert and then click **Open**.
3. Click and drag the files to visually define the order in which they will be combined
  - You can change the view mode from a **List** to **Thumbnails** by clicking the button beneath the file viewer. The zoom controls only work when thumbnail view is used.
4. Click the **Settings** button to set one of the following, depending on whether file size or print quality is more important to you:
  - If the document requires high print quality, click **Print-ready**
  - If the print quality is less important than file size, click **Office-ready**
  - If a small file size is the most important quality, click **Web-ready**
5. In the **Folder** list, select the location you want to save the file to
6. Click **Create**

## Assemble pages

The **Pages** pane can make rearranging the pages of your PDF documents much easier. When expanded, the pages pane is located along the left side of the application window, displaying thumbnail-sized versions of each page so you can quickly identify and select the pages you want to edit.

To access the page assembly tools, do one of the following:

1. On the **Edit** tab, go to the **Pages** group
2. From the navigation tabs (displayed along the left side of the application window), click the **Pages** tab, then right-click on any page in the Pages pane

## Rotate pages

Being able to rotate pages is often required when a document contains both portrait and landscape pages, and the text onscreen appears in both vertical and horizontal orientations. For example, a PDF document may contain several pages of text, followed by a table or chart that is oriented such that the text is running up the screen instead of appearing horizontally. With Nitro Pro 9, you can rotate any page in 90° increments.

There are two ways in which pages can be rotated:

- **Rotate while viewing:** Allows you to temporarily rotate all pages in the PDF you are currently viewing
- **Rotate permanently:** Allows you to change the rotation of one or more pages in a document and to save those changes

To temporarily rotate a PDF document while viewing it:

1. On the **Home** tab, in the **View** group, click **Rotate View**

*Note:* This view rotation is not saved when you close the document

To permanently rotate pages in a PDF:

1. On the **Edit** tab, in the **Pages** group, click **Rotate**
2. Click the preview thumbnail until the page is rotated as required
3. Specify the pages to rotate, then click **Rotate**

## Extract pages

Nitro Pro 9 enables you to extract one or more pages from a PDF document, quickly creating a new document containing those pages. Optionally, you can also delete the pages from the original PDF file once they are extracted.

To extract pages:

1. On the **Edit** tab, in the **Pages** group, click **Extract**
2. In the **Extract Pages** dialog, select the pages to extract
3. Optionally, click to select the **Delete pages after extraction** checkbox
4. Click **Extract**

## Delete pages

Nitro Pro 9 enables you to quickly delete one or more pages from within your PDF document. You can do this via the Pages pane or by using the Delete pages tool.

To delete pages using the Delete pages tool:

1. On the **Edit** tab, in the **Pages** group, click **Delete**
2. In the **Delete Pages** dialog, select the pages to extract
3. Click **Delete**

To delete pages using the Pages pane:

1. From the navigation tabs (displayed along the left side of the application window), click the **Pages** tab to display the **Pages** pane
2. In the **Pages** pane, hold down CTRL and click to select one or more pages
3. Right-click the selection and choose **Delete Pages...**
4. In the Delete Pages dialog, select the pages to extract
5. Click **Delete**

## Reorder pages

You can easily rearrange pages within your PDF files using the tools in Nitro Pro 9. With the **Pages** pane, it's simply a matter of dragging the pages into the desired order.

To reorder pages in the Pages pane do the following:

1. From the navigation tabs (displayed along the left side of the application window), click the **Pages** tab to display the **Pages** pane
2. In the **Pages** pane, do any of the following:
  - To select a single page to move, click the page
  - To select multiple pages that are not in sequence, hold down the CTRL key while clicking each page
  - To select consecutive pages, click the background of the Pages pane and then drag to draw a rectangle around the desired pages
3. Drag the selected page(s) to the new position in the document

## Insert pages

Nitro Pro 9 enables you to combine pages from multiple PDFs into a single file. When inserting pages, you can choose whether to insert an entire document or just a range of its pages.

To insert pages into a PDF:

1. On the **Edit** tab, in the **Pages** group, click **Insert**
2. In the **Open** dialog, select the document to insert
3. Click **Open**
4. In the **Insert Pages** dialog, select from the available page range options, and specify where the pages should be placed within your file
5. Click **Insert**

*NOTE:* You can drag a PDF file from Windows Explorer straight into the **Pages Pane** to insert it at an exact position among the pages of your PDF file