

How to Share 1 PDF Page

1. Find the PDF document you want to use. If it is a document you found on line, save it to your computer.
2. Open Adobe Reader. (If you don't have this program, it is a free download you can grab from Adobe.)
3. Open the file you would like to separate.
4. Determine the page or pages you want to pull out of the document.
5. Click on File.
6. Select Print.
7. Click to show the drop down menu for Printer.
8. Select Microsoft Print to PDF.
9. Under Pages to Print, select Pages.
10. Enter the number of the pages you would like to save in a separate document.
11. On the bottom right of the screen, press Print.
12. Name the file you are saving where it says File Name and click Save.