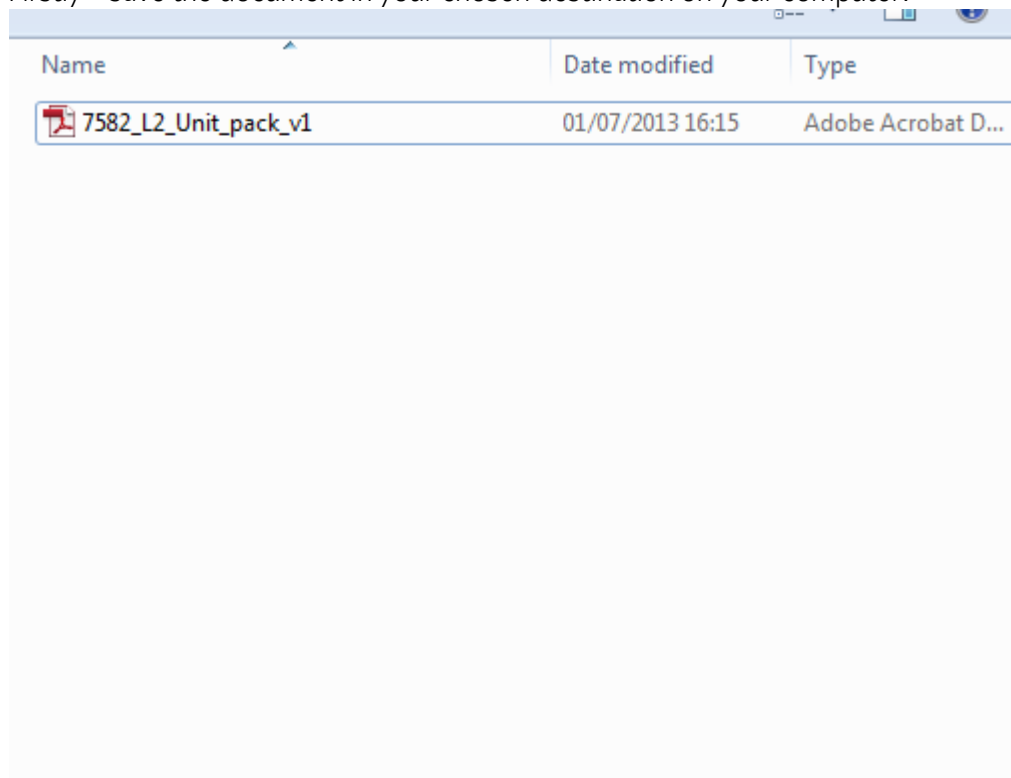


How to guide to split and extract units

This document explains how you can split and/or extract units from a saved pdf file. This would benefit those who prefer to view a small percentage of a handbook or only the specific units for their pathway.

Split Units

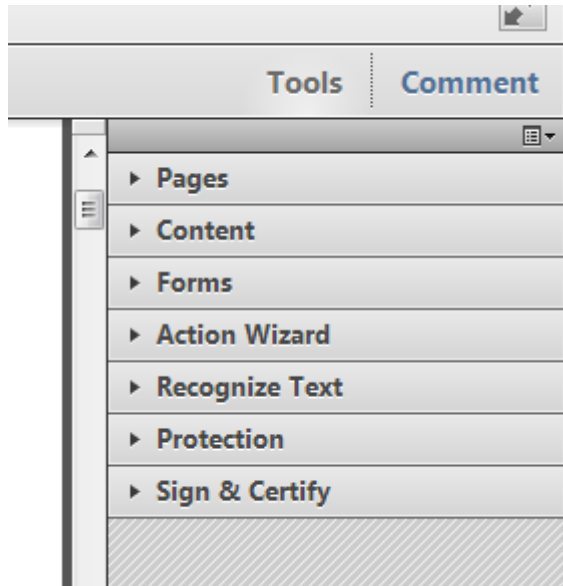
1. Firstly – save the document in your chosen destination on your computer:



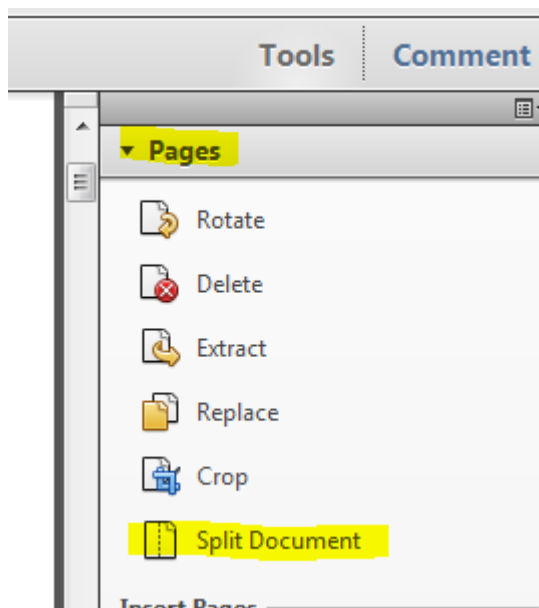
- To split the units you need from a PDF – firstly you need to ensure the units appear in the bookmarks pane– as shown below:

Unit 204 Producing mechanical engineering drawings using a CAD system	
UAN:	F/504/6348
Level:	2
Credit value:	11
GLH:	61
Relationship to NOS:	This unit has been derived from national occupational standard Performing Engineering Operations Unit No. 4: Producing mechanical engineering drawings using a CAD system (Suite 2)
Endorsement by a sector or regulatory body:	This unit is endorsed by SEMTA

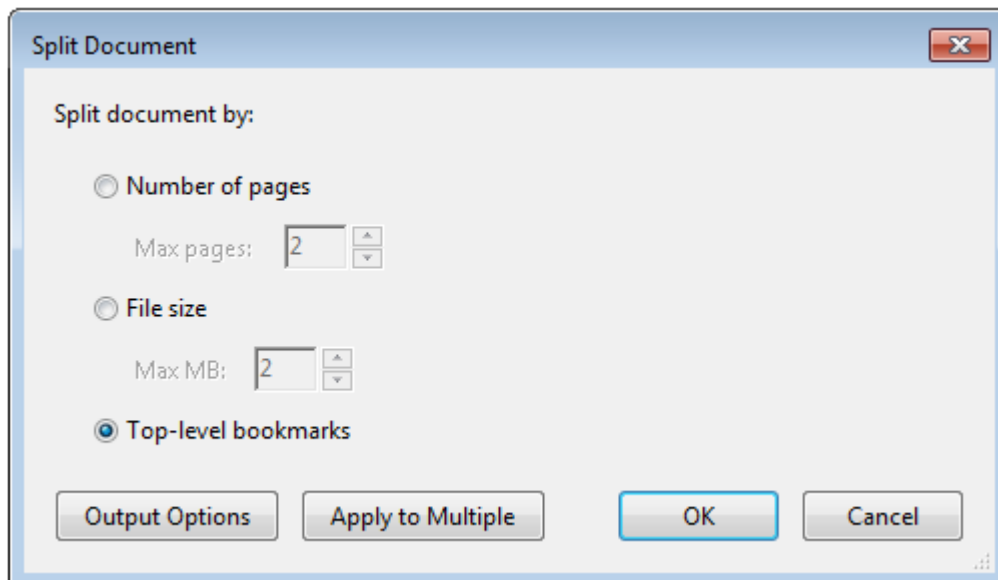
- To split the document – Initially you need to open the Tools menu (found on top right hand of page)– to bring up a set of options:



4. Open up the Pages section from the drop down menu and you will see an icon for **“Split Document”**

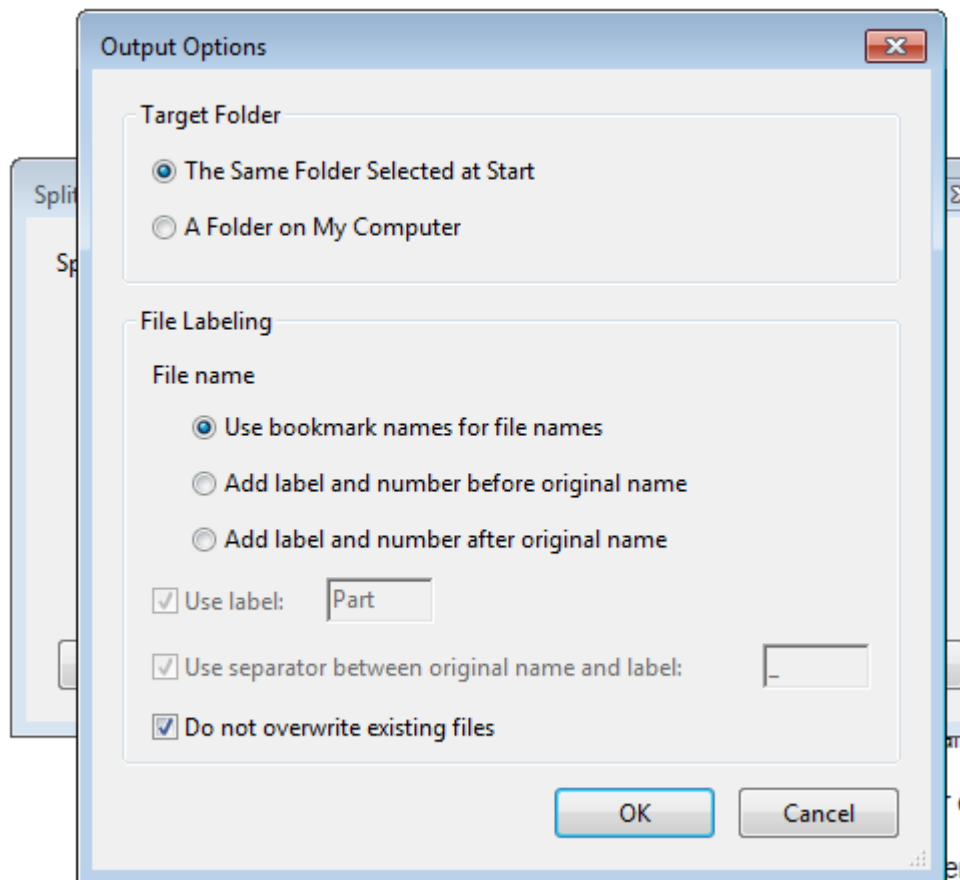


5. Once you click on **“Split Document”** you will be presented with the following box:



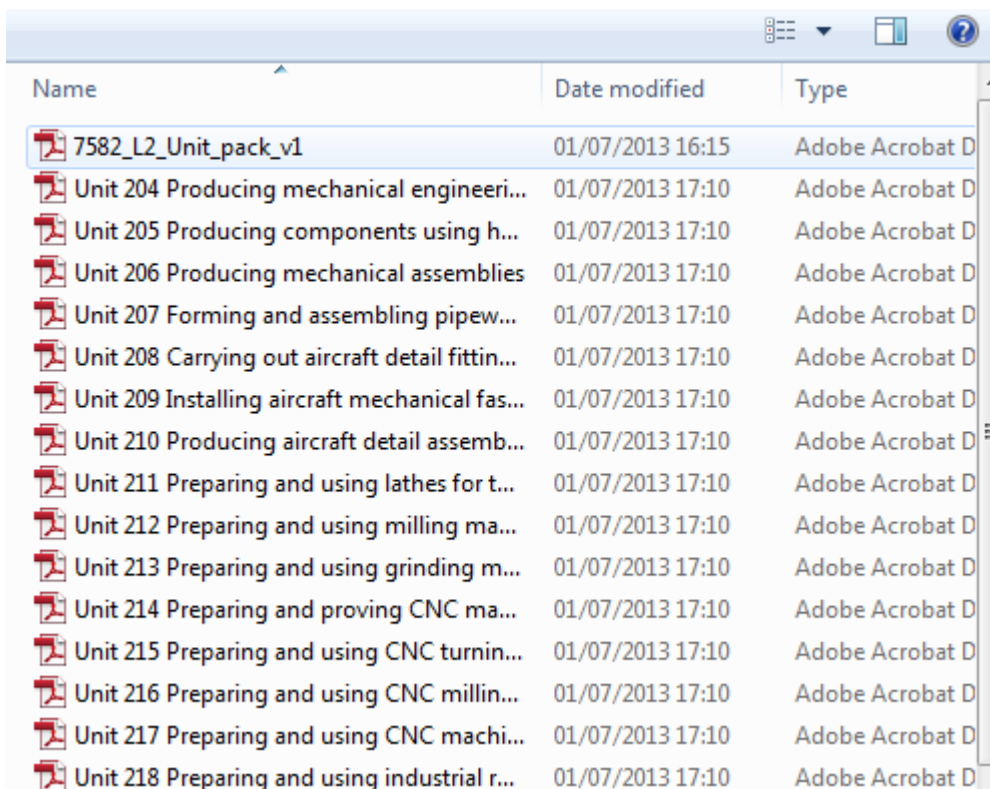
Select the radio button next to Top-Level bookmarks and then click on **“output options”**.

6. Once you have selected that – another pop up box will appear:



education and employment, or it will act
basis for the development of additional

- 6.1 Select the radio button next to **“Use bookmark names for file names”**. Then select the relevant option as to whether you want to save the individual units in the same folder as the main document or whether you want to browse to another file path. Once you have chosen – select OK and the individual files will be created:



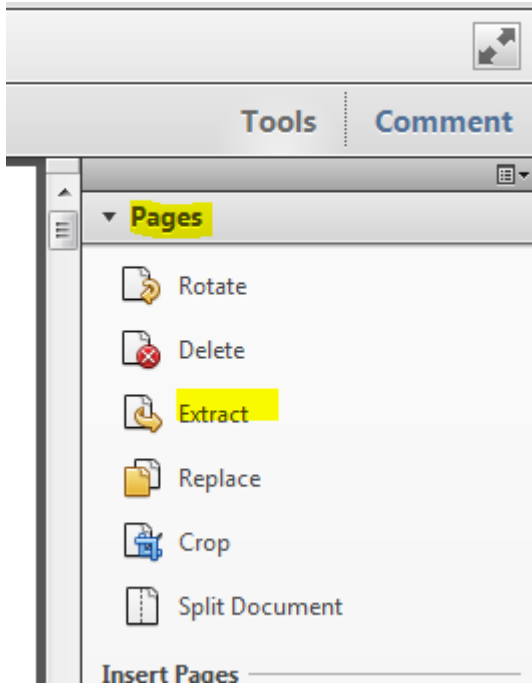
Name	Date modified	Type
7582_L2_Unit_pack_v1	01/07/2013 16:15	Adobe Acrobat D
Unit 204 Producing mechanical engineeri...	01/07/2013 17:10	Adobe Acrobat D
Unit 205 Producing components using h...	01/07/2013 17:10	Adobe Acrobat D
Unit 206 Producing mechanical assemblies	01/07/2013 17:10	Adobe Acrobat D
Unit 207 Forming and assembling pipew...	01/07/2013 17:10	Adobe Acrobat D
Unit 208 Carrying out aircraft detail fittin...	01/07/2013 17:10	Adobe Acrobat D
Unit 209 Installing aircraft mechanical fas...	01/07/2013 17:10	Adobe Acrobat D
Unit 210 Producing aircraft detail assemb...	01/07/2013 17:10	Adobe Acrobat D
Unit 211 Preparing and using lathes for t...	01/07/2013 17:10	Adobe Acrobat D
Unit 212 Preparing and using milling ma...	01/07/2013 17:10	Adobe Acrobat D
Unit 213 Preparing and using grinding m...	01/07/2013 17:10	Adobe Acrobat D
Unit 214 Preparing and proving CNC ma...	01/07/2013 17:10	Adobe Acrobat D
Unit 215 Preparing and using CNC turnin...	01/07/2013 17:10	Adobe Acrobat D
Unit 216 Preparing and using CNC millin...	01/07/2013 17:10	Adobe Acrobat D
Unit 217 Preparing and using CNC machi...	01/07/2013 17:10	Adobe Acrobat D
Unit 218 Preparing and using industrial r...	01/07/2013 17:10	Adobe Acrobat D

- 6.2 As can be seen above; the individual units have been split by bookmark title and saved individually.

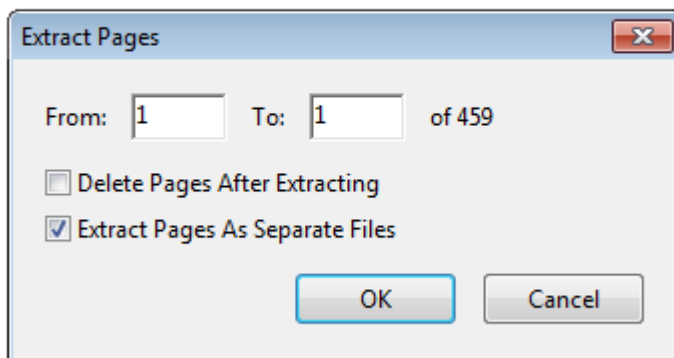
Extract Units

If you only need one or no more than a handful of units from a document and do not wish to split all the units, there is an option to extract the specific unit(s) you need.

1. Similar to splitting units – the first action would be to go to Tools > Pages > Extract

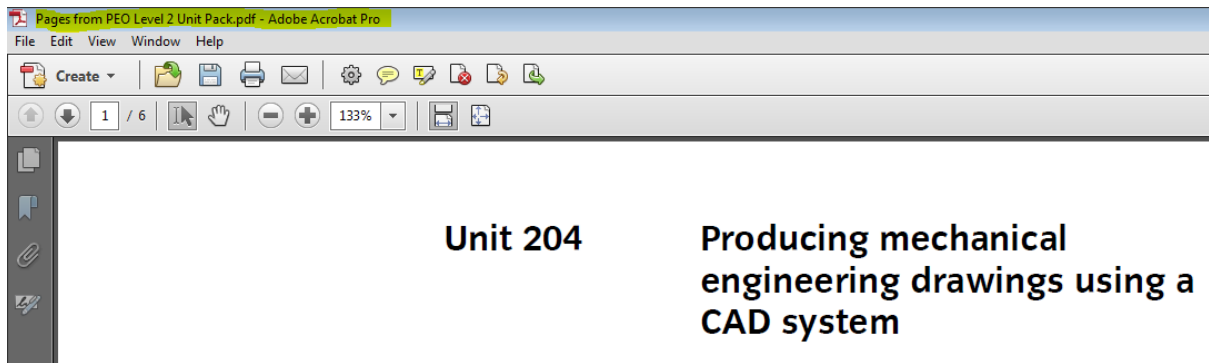


2. Once you have clicked the '**Extract**' option it will bring up the following pop up box



- 2.1 As can be seen it asks the range of pages you want to extract. It would be a good idea to note down the first and last page of the unit you want to extract.

3. Once you know your unit range select the **“Extract pages as separate files”** box and press OK.



- 3.1 As can be seen above the selected pages have been extracted for the required unit. The highlighted file title shows it has been extracted as it begins with **“Pages from....”** – you will need to Save As and rename the file that matches the unit and save it in your desired folder destination.