

Deleting Work Papers from a PDF file

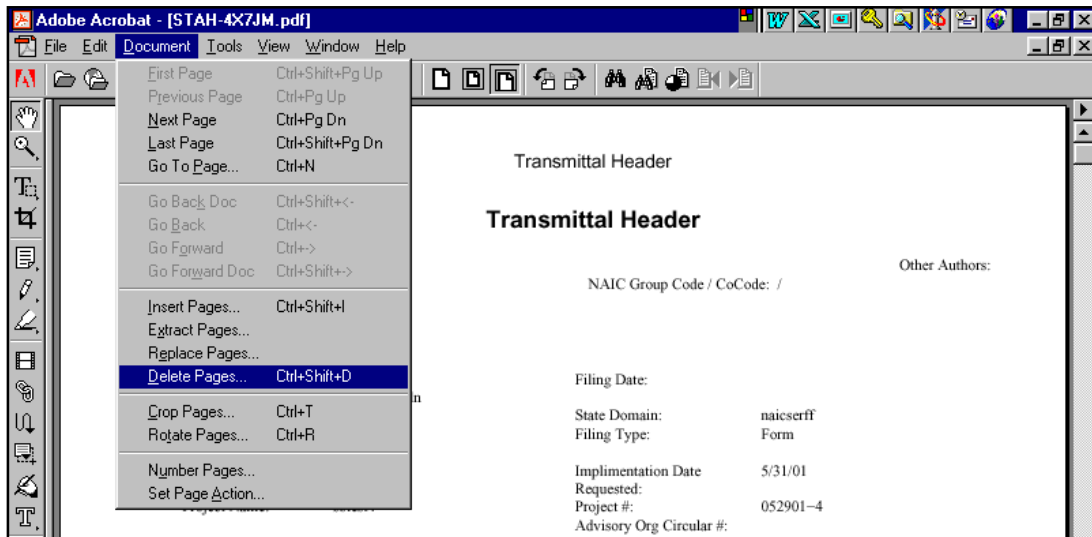
To comply with the Freedom of Information Act, state insurance departments might use SERFF to provide interested parties with copies of filings in a PDF format. However, some of the information in these filings, such as Reviewer Notes, may be confidential or irrelevant. Therefore, it is often necessary to remove pages from a PDF document after it has been created. The following procedure explains how to accomplish this task.

1. Create a PDF document from a SERFF filing.
 - From the SERFF workspace, put a checkmark in the box next to the Transmittal Header of the filing for which you want to create a PDF.
 - Click the button labeled **Print to PDF**.
 - When prompted to continue, click **OK**.
 - A new browser window will open. After the Print to PDF program is run, the new PDF document will be launched in this window.
 - Click on the diskette icon in the upper left corner of the PDF screen to save this document to the appropriate location (i.e., the user's hard drive).
 - Close the browser window containing the PDF document.
2. Open Adobe Acrobat, then open the PDF document that was created in step one.
3. Locate the pages to be deleted and note the page numbers.

HINT: Use the "Find" command in Acrobat to locate words or phrases within a document.

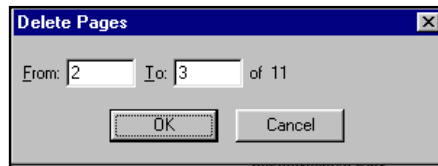
- From the **Edit** menu, choose **Find**.
- Enter the word(s) for which to search.
- Click **Find** or **Find Again** until all the instances of the word(s) have been located.
- Note the page numbers where the word(s) are found.

- From the **Documents** menu, choose **Delete Pages...** or hit the **Ctrl+Shift+D** keys.

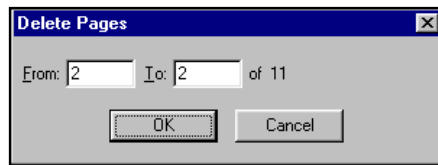


- Enter the starting and ending page numbers of the range to delete.

EXAMPLE: This will delete pages 2 AND 3.

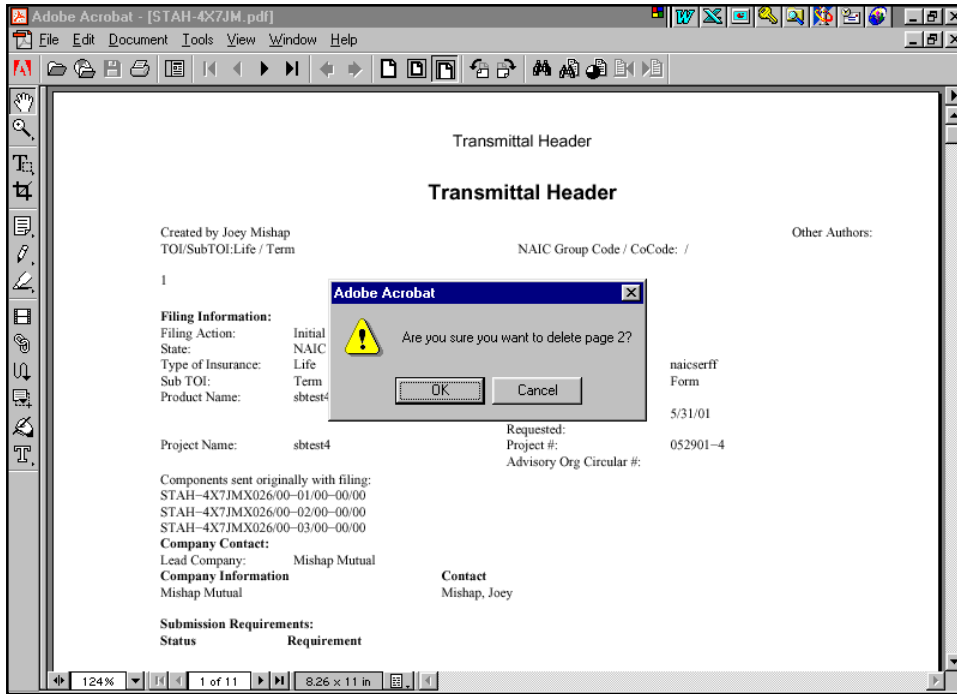


EXAMPLE: This will delete page 2 only

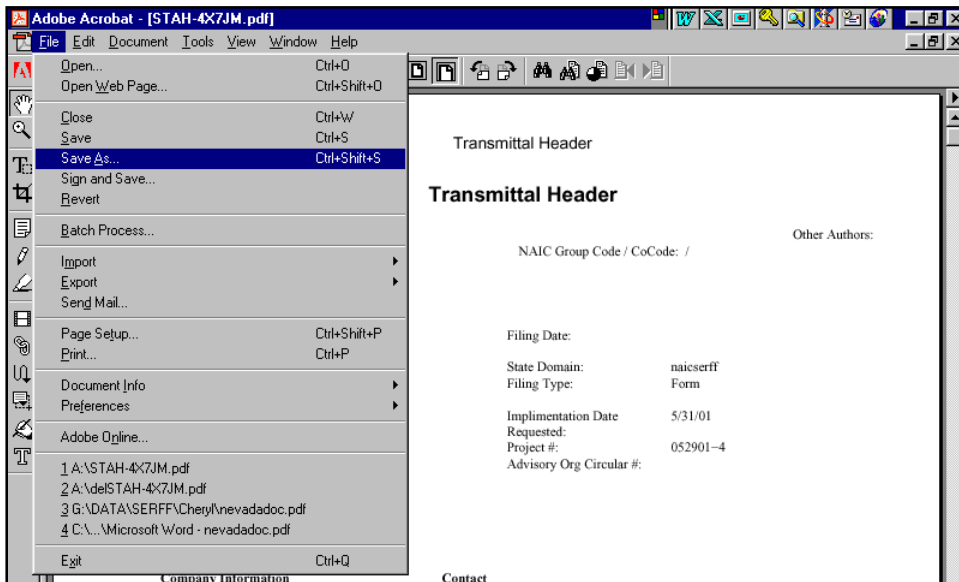


- Click **OK**.

7. Adobe will prompt for confirmation that the pages should be deleted. Click **OK** to continue.



8. Save the document by choosing **Save** or **Save As...** from the **File** menu. Note that using the **Save** command overwrites the original PDF document.



9. This completes the process of deleting pages from a PDF document.