Working With A PDF

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PDF is short for Portable Document Format.

When we download statements from our banks or financial institutions they generally come in a PDF format. We double click the file and it opens in Windows 10 Edge. Or we use the Adobe Reader. That used to be the only way to view the file.

PDF History

PDF is a file format developed by Adobe Systems in 1992. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. This is because a PDF will maintain the original fonts, images, graphics as well as the exact layout of the file.

Today, PDF is an open standard maintained by the International Organization for Standardization (ISO). The format has expanded over the years and now PDF files can contain elements including links, form fields, audio and can also be signed electronically to collect e-signatures that are legally binding. Access to PDF files can be controlled with passwords and protected PDFs can be created in many different office and productivity applications.

Create A PDF
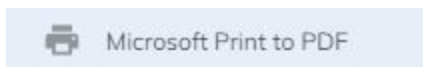
Some programs like MS Word have a SaveAs PDF option. However, in Windows 10 there is a printer named *Microsoft Print to PDF*. Choose that

as your printer when printing anything and your results will be a PDF file instead of it going to an actual printer.

Editing A PDF

A PDF can be opened in the newer versions of Word and LibreOffice. Often they are able to convert them so we can make changes to the document. If not, we can use an online converter such as smallpdf.com to convert the PDF to a DOC file for editing in a word processor.

Convert to JPG

Sometimes it is useful to convert the PDF to an image file (JPG) in order to upload it to a site such as Facebook. Perhaps it is a flyer for an event and you want to post that on your page. Facebook will not take a PDF. Smallpdf will do that also.

Merge PDFs

This app will allow you to merge PDFs into a single file.

Freely merge multiple PDF files

With the free PDF24 Creator you get an interface with which you can freely merge multiple files page-based. You can drag & drop pages from one file into another, you can move, delete and rotate pages and you can do a lot of other things.

The 100% free PDF Creator and PDF Convertor supplied by pdf24.org works with all Windows programs and has a lot of features you wouldn't expect from free software: create PDF files from almost any Windows

application, re-order pages, merge, split, and password-protect your existing PDF files.

More about the PDF24 Creator: https://tinyurl.com/o7pju5r

Convert To Text

Perhaps all you need are the words in the PDF file and not the image or formatting. PDFToText will do that for you.

Write On A PDF

This is the most important of PDF utilities demonstrated here. It allows you to white-out sections of a PDF, insert text anywhere on the PDF, and even add your signature. And more…

Request for Use of Vacation Time or Personal Days
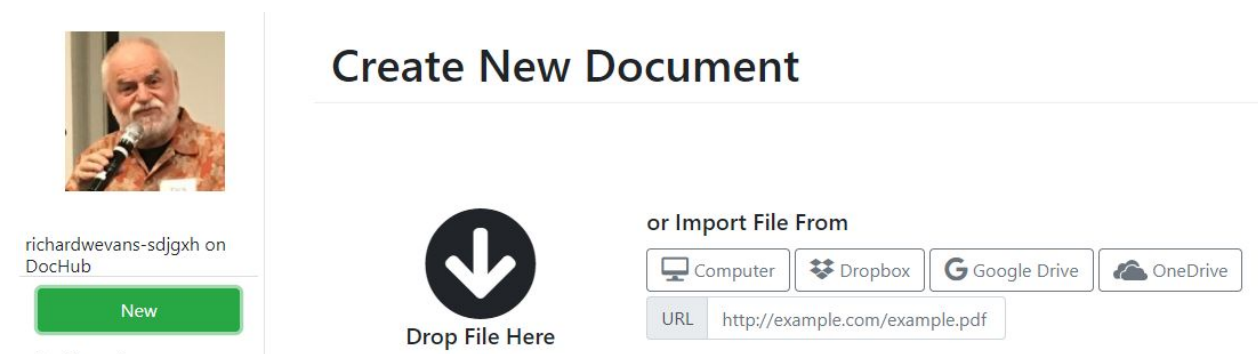
Please complete and submit this form to your Provider/Office Manager.

Request Date   Employee Name (First and Last Name)

Office Title   Vacation Time/Personal Time Earned

Please fill in the dates you are requesting off   Day you plan to return to the office

Employee Signature   Date

http://rwevans.com/Request Form.pdf

Open using the above link and save it on your computer to use as a sample form to use in this example.

The form is on your computer as a PDF. You can print it, but what about entering your data right on the form so you can save it and then send it by email?


Log on to the DocHub website using your email address, Facebook, or Twitter. Then click *New* and drag the PDF file to *Drop File Here.* Or click to *Import FIle From* and locate the file in File Explorer.
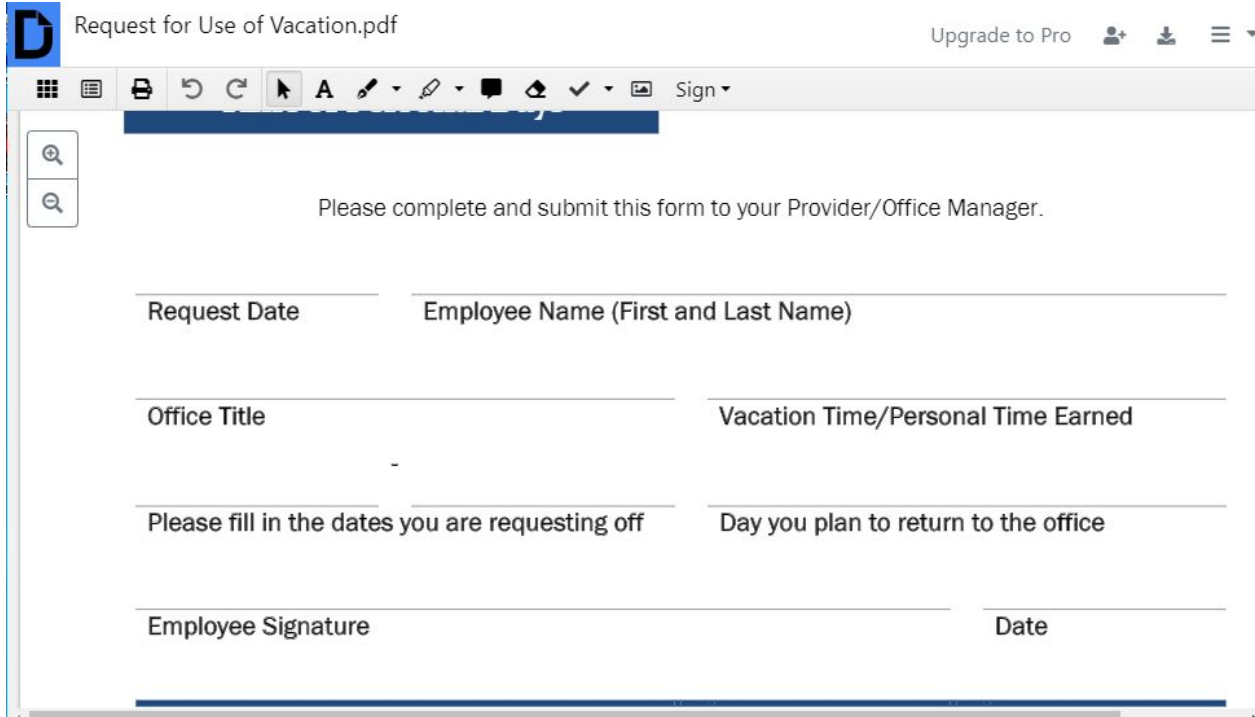
The form displays in a format that allows editing. You can white out anything on the form, add text, and even add a signature. I will not go over all the possibilities here. Let's just fill out some of the parts on the form and add a signature.

Click the "A" on the toolbar and drag a box where you want to add text. Type the text and then drag a box around the next field.
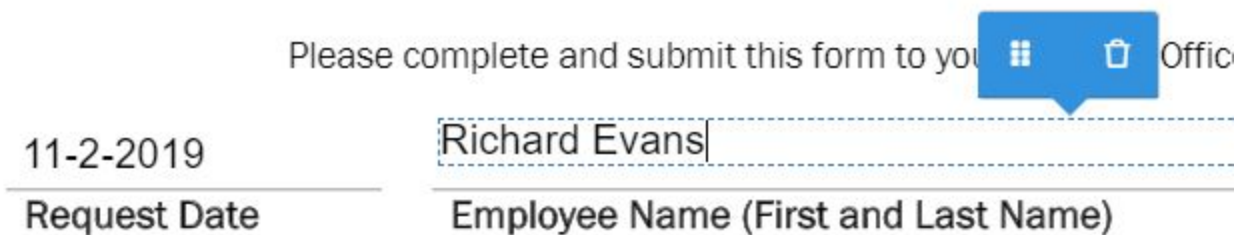
Note that the menu button (9 squares) allows you to move the field. The trash can deletes it. You can return to a previous field and move it around to fit into the required space on the form.

Let's add a signature. This site will either have you sign the form using your mouse or touch screen. If you have a copy of your signature in a jpg file you can upload and use it.
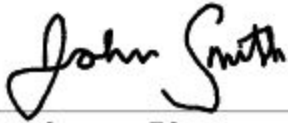

Scroll down to the place set aside for your signature and click the Sign pull-down arrow. Click *Create your signature*.

Click *Draw* and using the mouse, write your name. When you are satisfied with it, click *Save.* Now you have created and saved your signature for this and future use

John Smith

Employee Signature

Scroll down the page to the location for the signature, then click *Sign* in the toolbar and select the signature you created. Drag it to the field on the form and using the circles in each corner enlarge the signature to fit the field.

When you have completed the form, click the download button in the upper right of the page.

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