

Fornham Computer Club
May 2021

All about PDF Files





What is a PDF File

- ▶ PDF refers to the file type characters on the end of the filename
- ▶ E.g. somefilename.pdf
- ▶ It stands for Portable Document Format
- ▶ Invented by Adobe it was intended as a foundation for the Paperless Office
- ▶ It's a file that can't easily be changed so its great for documents that you don't want people to amend
- ▶ Its also a very common file type with lots of free software that allows you to view the PDF file. So its great for sending to people and being confident that they will have software that can view it




What is it normally used for and why should I be interested

- Its become a common format for internet documents
- If you download a utility bill it will likely be a PDF
- If you download airline tickets the boarding pass will be a PDF document
- If you download my tutorials from the club website you will be downloading PDF files.
- Newsletters from many organizations are published as PDF files
- The list is endless so its important that you know what they are and how to deal with them
- That's what we will be learning about today



So what software do I need to view PDF files

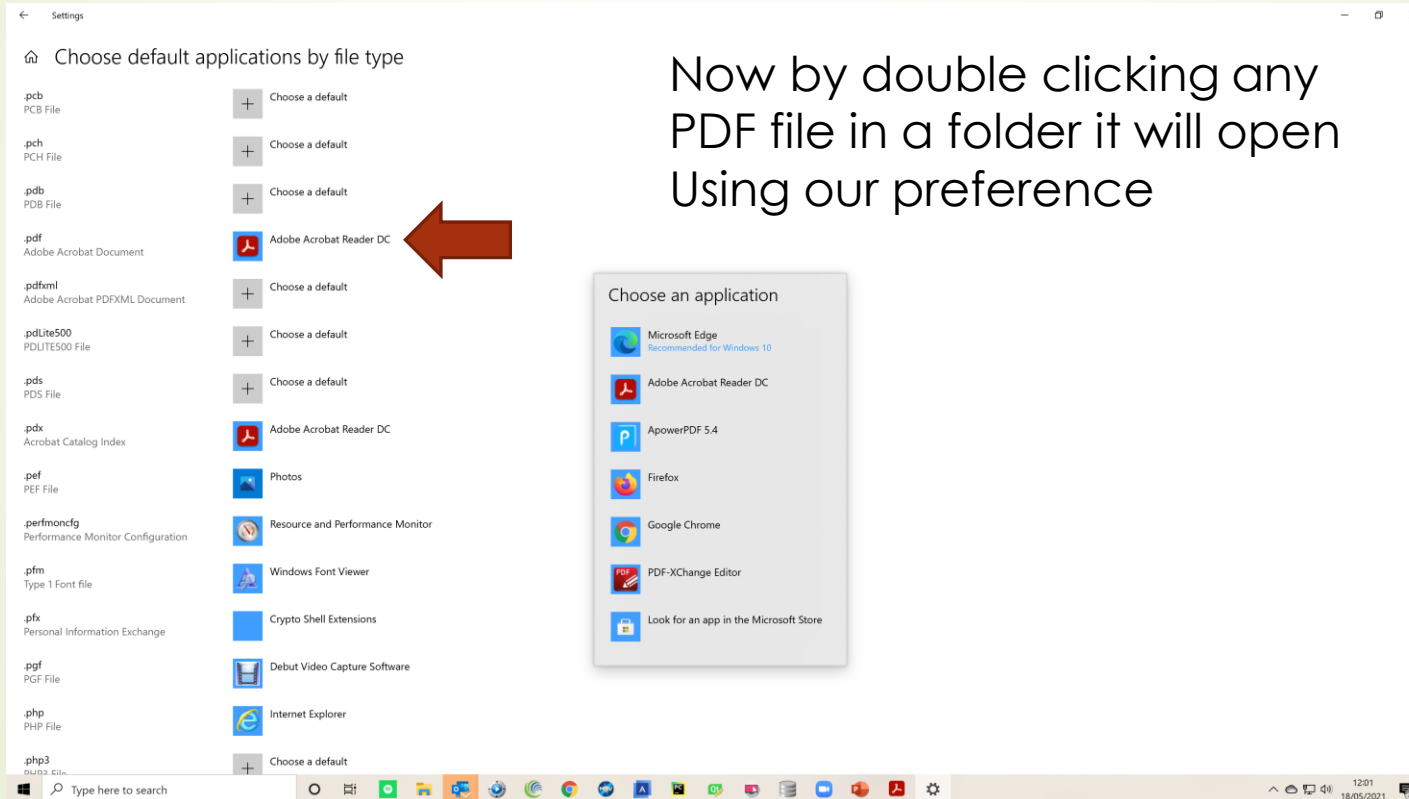
- ▶ You don't really need any software to view it. You can just use your Web Browser such as Chrome
- ▶ If you want to make changes to the document you will need other software.
- ▶ I use Adobe Acrobat Reader DC. It's free
- ▶ There is a lot of software out there that isn't free so take care if you explore other options. The paid for stuff has a lot more features.
- ▶ I have a list at the end that will give you some further options



How to make sure that the PDF file opens with the correct software

- First lets download a PDF file from the computer club website and store it in our Downloads folder.
- Now we need to make some changes to settings to tell Windows which software we want to open PDF files with
- Default Apps in System Settings is the option
- Choose default application by Filetype
- Scroll down to .PDF and click to select your preferred method

Click on the Application that you want to use



Settings

Choose default applications by file type

File Type	Default Application
.pcb PCB File	Choose a default
.pch PCH File	Choose a default
.pdb PDB File	Choose a default
.pdf Adobe Acrobat Document	Adobe Acrobat Reader DC
.pdfxml Adobe Acrobat PDFXML Document	Choose a default
.pdLite500 PDLITE500 File	Choose a default
.pds PDS File	Choose a default
.pdx Acrobat Catalog Index	Adobe Acrobat Reader DC
.pef PEF File	Photos
.perfmnconfg Performance Monitor Configuration	Resource and Performance Monitor
.pfm Type 1 Font file	Windows Font Viewer
.pfx Personal Information Exchange	Crypto Shell Extensions
.pgf PGF File	Debut Video Capture Software
.php PHP File	Internet Explorer
.php3	Choose a default

Now by double clicking any PDF file in a folder it will open Using our preference

Choose an application

- Microsoft Edge
Recommended for Windows 10
- Adobe Acrobat Reader DC
- ApowerPDF 5.4
- Firefox
- Google Chrome
- PDF-XChange Editor
- Look for an app in the Microsoft Store

Type here to search

1201
18/05/2021

Now I just open the folder with my PDF file in it and double click to read

The screenshot shows the Adobe Acrobat Reader DC interface. The main window displays a PDF document titled "Fornham Computer Group Ad.pdf". The document content includes a heading "Come and Join the Fornham All Saints COMPUTER GROUP" and several paragraphs of text. On the left side of the document, there is a list of features in yellow text: "Search", "Zoom in and out", "Save the file to a folder", "Print a file", "Highlight Text", and "Sign a document". On the right side, there is a sidebar with various tools and options, including "Export PDF", "Edit PDF", "Create PDF", "Adobe PDF Pack", "Select File to Convert to PDF", "Select File", "View Converted Files", "Comment", "Combine Files", "Organize Pages", "Compress PDF", "Redact", and "Free 7-Day Trial". The top toolbar contains icons for file operations, navigation, and editing. The bottom taskbar shows the Windows search bar and several application icons.

Adobe Free has a few basic features but it will attempt to offer more features that you pay for. You can

- Search
- Zoom in and out
- Save the file to a folder
- Print a file
- Highlight Text
- Sign a document

Pretty much all of the remaining Features will cost you money.

These include things like Modifying the PDF

Creating a new PDF from a Word document or similar

Combining multiple PDS into a booklet

I will be showing you how to do all of that and more besides for free

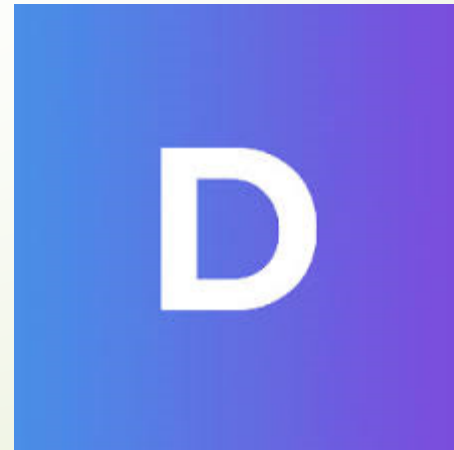


I used to think that software was the best option for the activities we have discussed but there is another option worth considering

This uses a Browser Extension, I'm going to show you one called



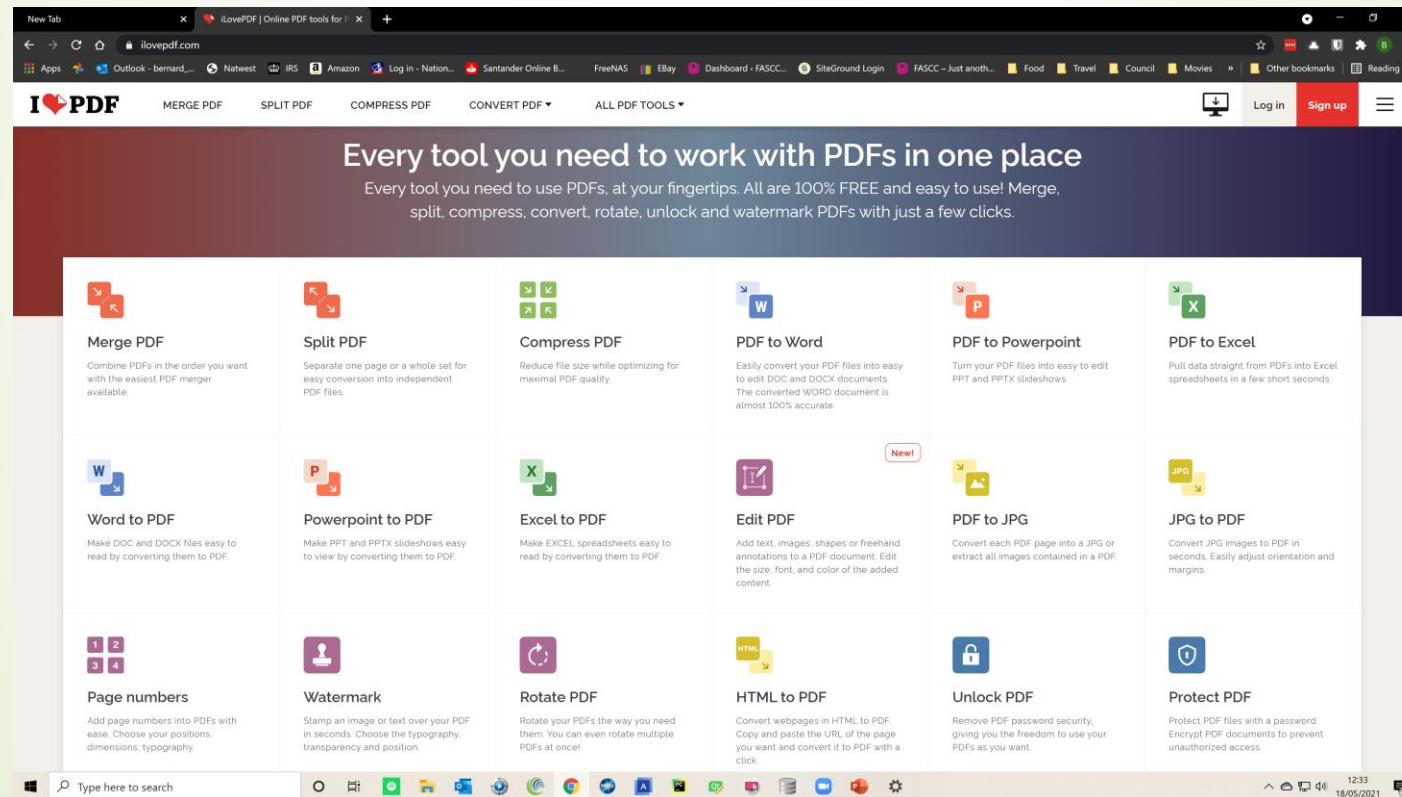
Another option is DeftPDF





This is a FREE Chrome extension from the Chrome Web Store as is DeftPDF

All of the manipulation is done by Chrome, you don't need any software

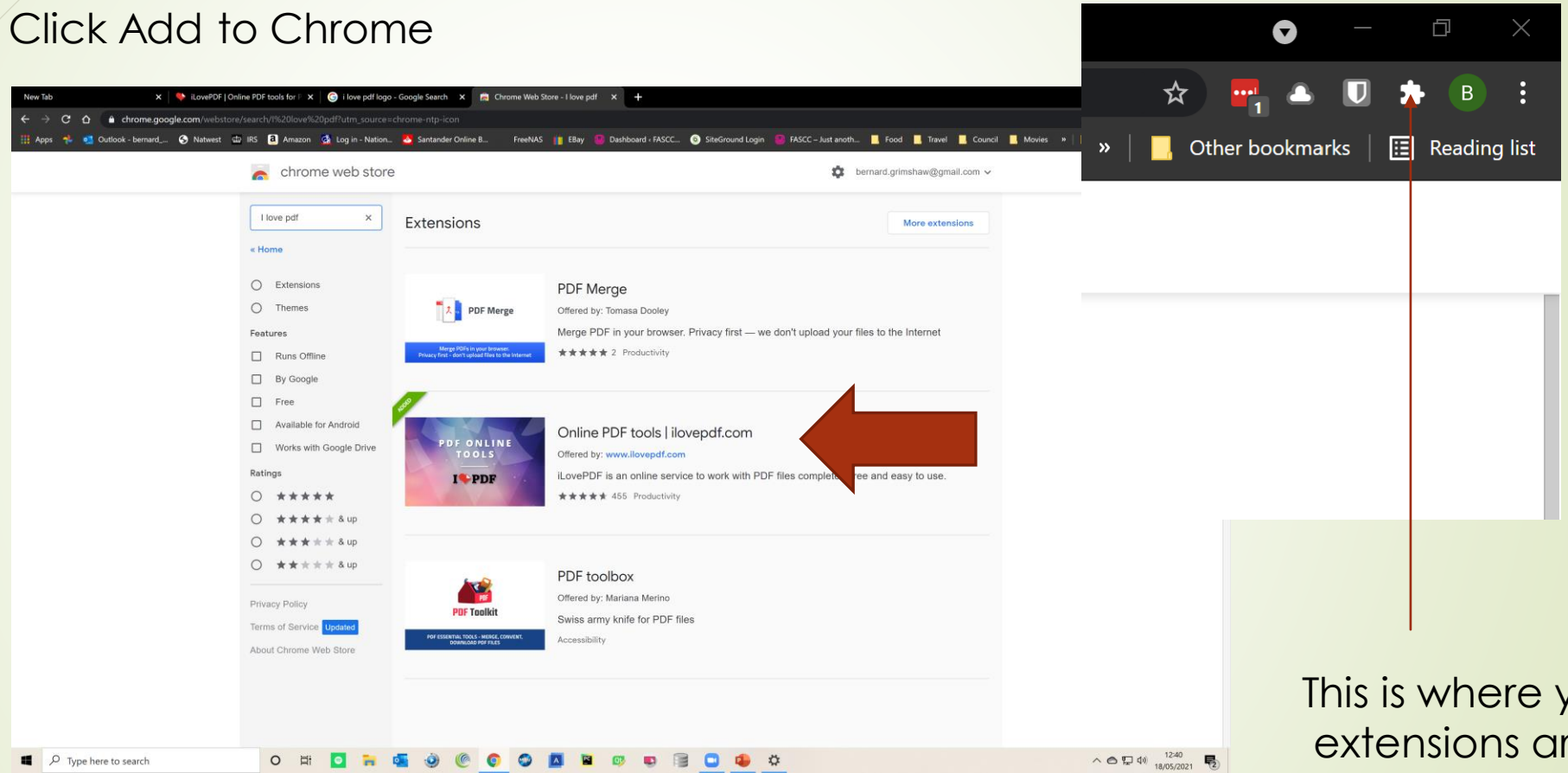


How to get the Extension

Go to the Chrome Web Store and search for 'I love PDF' Extension

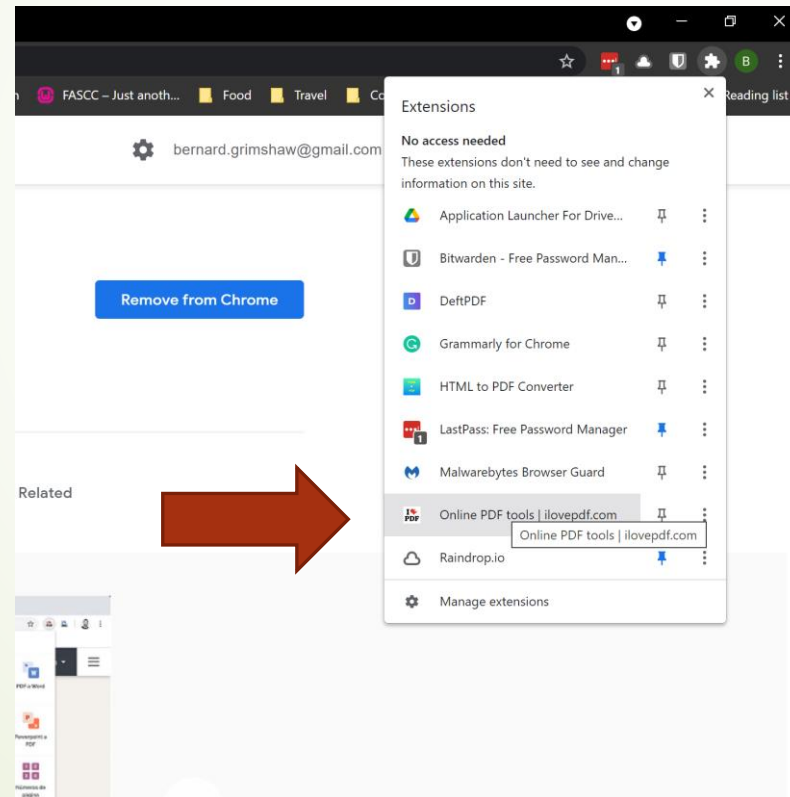
Click to Select

Click Add to Chrome



This is where your extensions are stored

When I click on the Jigsaw piece
It shows my extensions, click the one you
want





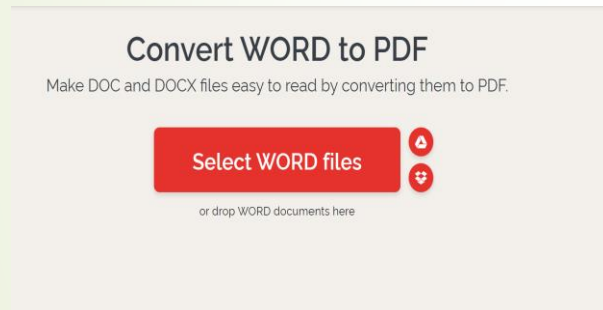
That's all there is to it

Now we can try out some of these features

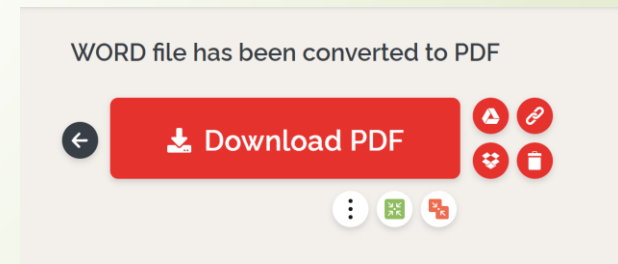
A screenshot of the I Love PDF website interface. The browser address bar shows "ilovepdf.com". The navigation menu includes "MERGE PDF", "SPLIT PDF", "COMPRESS PDF", "CONVERT PDF", and "ALL PDF TOOLS". The main heading reads "Every tool you need to work with PDFs in one place". Below this, a grid of 18 tool cards is displayed, each with an icon and a brief description of the tool's function. The tools include Merge PDF, Split PDF, Compress PDF, PDF to Word, PDF to Powerpoint, PDF to Excel, Word to PDF, Powerpoint to PDF, Excel to PDF, Edit PDF, PDF to JPG, JPG to PDF, Page numbers, Watermark, Rotate PDF, HTML to PDF, Unlock PDF, and Protect PDF. The Windows taskbar at the bottom shows the search bar and various application icons, with the system tray displaying the time as 12:33 on 18/05/2021.

Word to PDF

- I have a word file on my computer
- I select the Word to PDF option and I select the Word file that I want

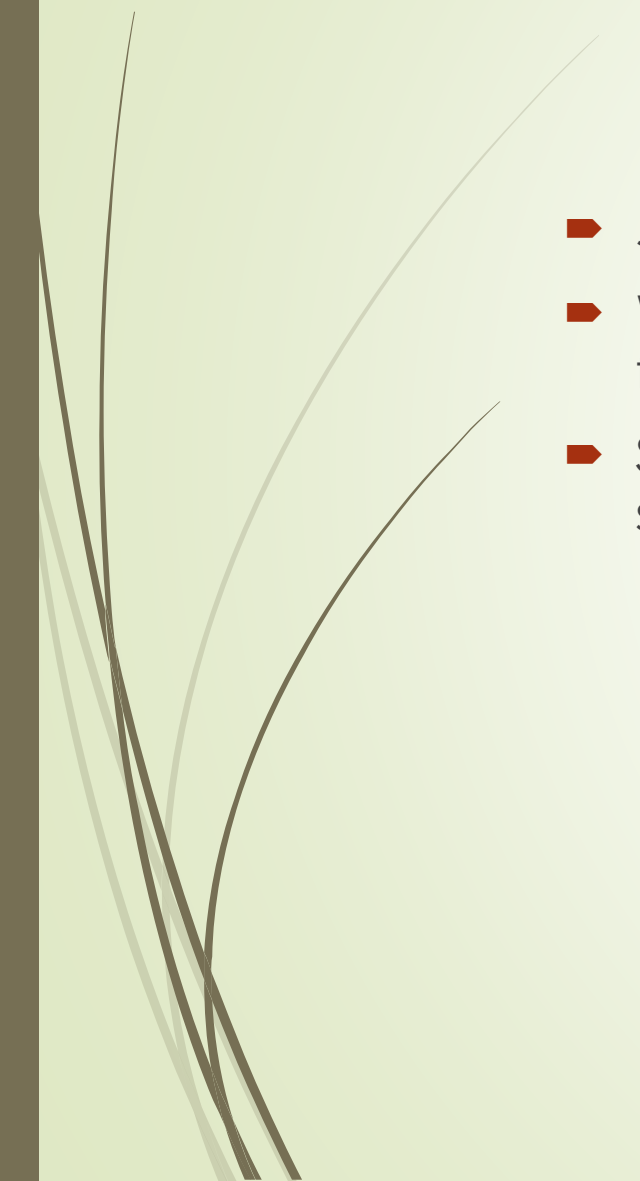


Click the CONVERT TO PDF Button





PDF to Word

- ▶ Just a note of caution here
 - ▶ When you start editing the contents of PDF files or changing to another file format, things don't always work out exactly the way you expect
 - ▶ Sometimes it's a good conversion, sometimes not exactly what you want so check it when finished
- 



Other Features

- Merge PDFs - Take several PDF documents and convert them to a single document
- Split Multiple Paged PDF document apart or grab a single page
- You can actually EDIT a PDF document by adding text or images etc but you can't modify the existing Text
- Convert to and from Excel and Powerpoint
- Convert to and from JPEG image files
- Add and Remove Passwords
- Repair Damaged PDF
- Sign a PDF with a signature



Lets look at a more complex example

- ▶ <https://fornhamallsaints.suffolk.cloud/our-village/village-newsletter/>
- ▶ This is the local newsletter in PDF form that Tony produces
- ▶ Click on the link to open it up
- ▶ Click the download button to save it to your computer
- ▶ Double click to reopen with your software OR we can take a different approach for more complex requirements



The Village Voice

- ▶ When we open the document we can see that each page is in landscape mode representing TWO page and it's a continuous document of 20 pages
- ▶ The pages are also out of order because it's a folded booklet
- ▶ We need to split each page down the middle (Using DeftPDF)
- ▶ Then rearrange the pages with I Love PDF to suit our new requirements as a downloadable document for people to read

- ▶ It sounds complicated but it's remarkable easy
- ▶ AND IT'S FREE