

The Portable Document Format (PDF)

By Giles Godart-Brown

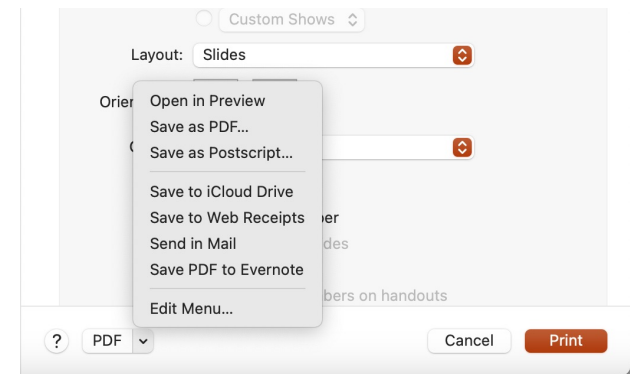
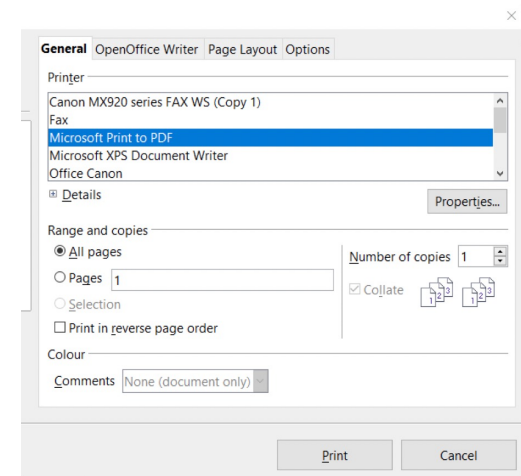
Mendlesham Computer Club

What is PDF?

- PDF files are increasingly being used for the electronic distribution forms.
- Portable Document Format (PDF), is a file format developed by Adobe in 1993 to present documents.
- Initially they were not editable without buying an expensive license from Adobe, now you can add text and signatures to PDF files within the Adobe reader using the 'fill and sign' tool

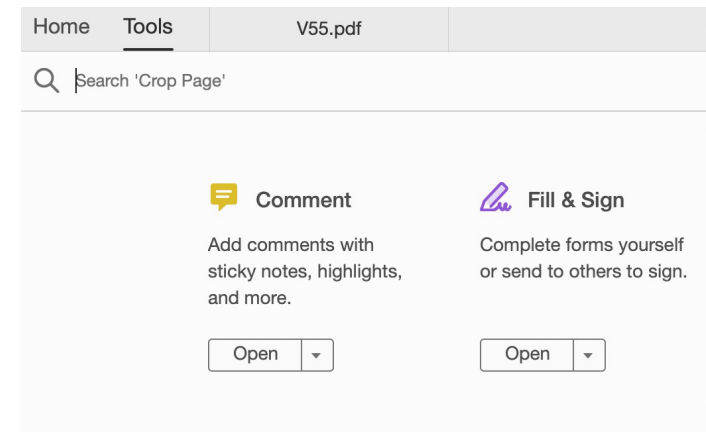
How to create a PDF

- If you want to send someone a document that you don't want them to be able to edit, you can create your own PDFs
- Some apps have a 'Save as PDF' option, however you can always create a PDF from the print Dialogue.



How to fill in a PDF form

- The Adobe reader has a new feature called 'Fill and Sign'
- Open a PDF, click on Tools, Fill and Sign
- You can navigate around the document filling in the boxes, many forms have the boxes already defined.
- If you have a photo of your signature, you can also add this (we will cover how to create a signature file in a later module).
- When you have finished, save the document as a pdf.
- For an example see <https://godartbrowncom.ipage.com/MCC/docs/examples/pdf/V55.pdf>



'Free' PDF Tools

- PDF's can be split and merged using the free tool PDFSAM from <https://pdfsam.org/>.
- PDF's can be imported into GIMP for major surgery.
- There are some web-based tools to edit and reduce the size of pdfs, most have free trial versions

Demos

- PDF fill and sign – Under the Tools tab in Adobe Reader
- Create a PDF from an Open Office document – Print>Microsoft print to PDF
- PDF split and Merge (PDFSAM). Download the 2 example documents (one) and (two) and use pdfsam to merge them into one – in the correct order.
- Reducing the size of a pdf using <https://smallpdf.com/compress-pdf>