Creating and managing PDF documents

> Many courses at SIDE require work to be submitted in Adobe Portable Document Format – PDF for short. As the name suggests, PDF files display identically, no matter the computer or operating system on which they are displayed. They even work on many mobile devices.

Reading a PDF

The free-to-download Adobe *Reader* can be used to read PDFs. You can get *Reader* from http://www.adobe.com. Adobe *Reader* is part of the Department of Education's *Standard Operating Environment*, which means it should already be installed on school computers. *Reader* will not create PDFs.

Creating a PDF

There are various ways to create a PDF file:

1. **Using a purchased program** - There are many programs that will save a file in PDF format using the **Save As** or **Export** menu items.

    - MSOffice 2010, Office365 and OpenOffice have this feature, but earlier versions of MS Office do not.

    - The **Apple Pages and Previewer** programs will export to PDF. If you're not sure if your software will produce PDFs, check the file menu.

    - The full version of **Adobe Acrobat** – is a program that does all things PDF. It allows any program to print output to PDF. When installed, it appears as an option in the **Print** dialogue window. Unfortunately, it's rather expensive, so we need to look for cheaper alternatives – preferably free!

2. **Installing free software** - There many free PDF creation programs which can be installed on a Windows machine. Most of them appear as a printer. When you print your document, select your PDF "printer" from the dropdown list. You may be asked where to save the PDF, or it may save in a default directory.

    Here are some known free PDF creation programs. Note that this list is produced for information only – we make no recommendation or guarantee. Please see message on last page.

    - **PDF Creator** (http://www.pdfforge.org). This open source program can be installed on a desktop computer or a network.

    - **PrimoPDF** (http://www.primopdf.com). This commercial program has a free to use version, although it should be installed carefully, as it will probably ask to install trial versions of other software. Once installed, it usually works well.

    - **doPDF** (http://www.dopdf.com). Easy to install and run, this commercial program works as a virtual printer.

    - **Office Lens** (https://www.microsoft.com). This free product allows you to convert images to PDF.

3. **Using an online PDF converter** - You can convert various types of document to PDF using online tools. In most cases, you upload your file, and the converted PDF is emailed to you. This may slightly increase the risk of receiving spam - check the privacy policies of any site you use.

   You should be aware, of course, that your email may be subject to quotas, so save the converted PDF to your local computer and then delete it from your email.

   The following sites offer free online conversion – use at your own risk. A search in Google may reveal many others:

   - https://online2pdf.com

   - http://www.freepdfconvert.com

   - http://www.pdfonline.com/convert-pdf

   - http://en.pdf24.org/onlineConverter.html

   Some sites don't require your email address. They produce a link to the converted email:

   - http://convert.neevia.com/pdfconvert/ - choose your delivery method.

   Adobe has an online converter – it offers a free trial, after which a paid subscription is needed:

   - https://createpdf.acrobat.com

Scanning a document as a PDF

There are a couple of ways that you can scan paper documents directly as a PDF:

1. **Using a scanner:** Most scanners give you the option of scanning documents as PDF. You may need to refer to the user manual to change the settings of your scanner, which can usually be found online. If you are using a scanner, make sure your document is placed in the correct direction on the scanner bed.

2. **Using a smart phone, tablet or PC:** You can download an app to enable you to scan to PDF using your smartphone, tablet or PC. App scanners will use its camera to capture the document and then either store it online, on your device itself or email it to a desired email address. Here are some known scanner apps. Note that this list is produced for information only – we make no recommendation or guarantee:

   - Office Lens (https://www.microsoft.com)

   - Google Drive (free) http://www.google.com.au/drive/download

   - EverNote Scannable (free) https://evernote.com

   - Scanner Pro by Readdle (payable) https://readdle.com/products/scannerpro5

   A Google search will reveal more apps and app reviews.

Merging multiple PDF files to one document

If you have multiple PDF files, it is possible to merge them into one. There are again different ways of achieving this, including:

1. Using a program:

    -   **Adobe Acrobat** - The full version of Adobe Acrobat (not Adobe *Reader*) was created specifically for generating, editing and managing PDF's. It is expensive, although students can get a discount.

    -   **Previewer** (Apple only) – When selecting multiple PDFs, Apple Previewer allows you to save the documents as a combined PDF document.

2. **Using an online PDF merger**. In most cases, you upload your files, and the combined PDF is then made available to download. Here are some known online PDF mergers. Note that this list is produced for information only – we make no recommendation or guarantee:

    -   **Online2PDF** https://online2pdf.com

    -   **SmallPDF** http://merge.smallpdf.com

    -   **PDFJoiner** http://pdfjoiner.com

3. Installing free software: Again, there are various options for installing free online software to enable to you merge PDF documents. Here some known downloadable PDF mergers, but again, this list is for information only and none are recommended nor guaranteed. Please see note below:

    -   **Icecream PDF Split & Merge** http://icecreamapps.com/PDF-Split-and-Merge

    -   **PDFSam (PDF split and merge)** https://pdfsam.org/pdfsam-basic/

    -   **Foxit Software** Upgrade to Foxit Phantom from Foxit Reader is payable. You can trial the software for 30 days. Foxit Phantom allows you to merge and edit PDFs. http://www.foxitsoftware.com/

> ### Big note
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> You should **not** attempt to install software on a school computer without consulting your teacher and/or the school's ICT personnel. Most school computers are configured to prevent students installing software. It is also advisable to ensure you have an up to date virus scanner/malware protection working on your computer before downloading software.