



Creating and editing pdf files

Dissertation theses and student projects are to be published in PDF (Portable Document Format) format. On this page some tools for creating pdf files are described, you will learn how to create high quality pdf documents for printing and how to edit pdf documents.

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Tools for creating pdf files for the internet and for printing

Adobe Acrobat Professional ...

... is a commercial software. It can be used both for creating pdf files and for editing them. The program contains a printer part named Adobe PDF. When the Acrobat program is installed, an Acrobat-tab is installed in the Microsoft Office programs at the same time.

The quality of the pdf file is specified in a joboptions file. Resolution is one example of quality parameters. **Always use Adobe Acrobat Professional when creating pdf files for printing, e.g. theses.**

Through the SLU campus licence employees can get Adobe Acrobat Professional to a reduced cost. The program is also available in the computer labs.

Execute the [items 1, 5 and 6 in this list](#) to create a pdf file for the internet.

Pdf995 ...

... is a free software, available on the internet. It is easy to download. It installs as a printer and pdf files are created by the printing command. There are some means of specifying quality properties and to edit pdf files.

[Read about downloading and using Pdf995.](#)

Office 2013, 2010 (both for Windows) and 2016 (for Mac OS) ...

... give the chance to save files in pdf format. Choose the command Save as... and choose file format pdf. In Office 2013 and 2010 you can choose between two quality levels: "Publish online and print" and "Publish online". In Office 2016 for Mac you cannot affect the quality of the pdf file.

Macintosh system 10 ...

... (version 10.3 and later) contains a function for creating pdf files. It can be used in all programs with a printing function.

1. Click *File > Print*.
2. Click the *PDF button*.
3. Choose *Save as PDF*.... It is not possible to influence the quality of the file.

Creating a high quality pdf file for printing

For creating a pdf file for printing you need access to the program Adobe Acrobat Professional, which is a commercial software. Read here about creating pdf files and how to control the quality of the created file.

Through the SLU campus licence employees can get Adobe Acrobat Professional to a reduced cost. For more information about SLU software licenses view: [medarbetarwebben > stöd & service > stödområden > it & telefoni > datorer & licenser < licensavtal](#) (only in Swedish at present).

Creating the pdf file in a Windows PC

The quality of the created file is controlled by joboption files. To be sure to choose the correct joboptions file for the conversion, follow these steps:

1. Click the *Acrobat* tab on the Word ribbon.
2. Click the *Settings* button.
3. Choose the *Settings* tab in the Adobe PDF Maker dialog.
4. Choose the *High quality print* settings. Click OK.
5. Click the *Create PDF* button.
6. Give the pdf file a name and save it.

Creating the pdf file in a Mac

For the moment there is no way to create a high quality pdf file in a Mac.

Creating a pdf file using Pdf995

Pdf995 is a free software for Windows computers, available on the internet. It is easy to download and it installs itself as a printer in your computer.

Download and install

[Download Pdf995 to your computer.](#)

Download these files:

- **Pdf995 Printer Driver**, file name pdf995s.exe
- **Free Converter**, file name ps2pdf.exe
- **pdfEdit995**, file name pdfedit.exe - facility to change conversion settings, page format etc.

Find the downloaded files on your computer and click them to install. Start with the Printer Driver and the Converter, end with pdfEdit995.

Creating pdf using Pdf995

1. Open your document file in Word.
2. Choose menu command *File > Print*.
3. Choose printer *PDF995*.
4. Click the *Properties* button and then the *Advanced* button. Check that the paper format is A4, otherwise change to A4.
5. Give the file a name and save it.

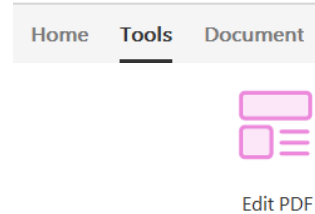
Editing pdf files with Adobe Acrobat Professional

Here you can read about some of the editing options available in Adobe Acrobat Professional. Look at the tools panel to find more options.

Delete text

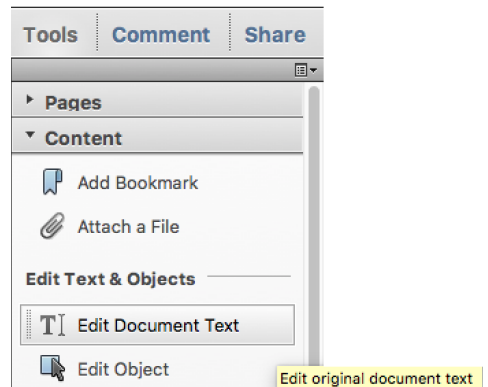
Adobe Acrobat Pro DC

1. Click *Tools* at the top of the document window
2. Click *Edit PDF*.
3. Select the text to delete and press *Delete*.



Adobe Acrobat X Pro

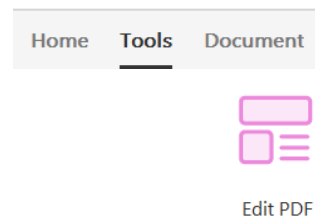
4. Click *Tools* to open Tools Pane.
5. Expand *Content*.
6. Click *Edit Document Text*.
7. Select the text to delete and press *Delete*.



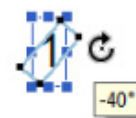
Move or rotate an object, e.g. a page number

Adobe Acrobat Pro DC

1. Click *Tools* at the top of the document window
2. Click *Edit PDF*.

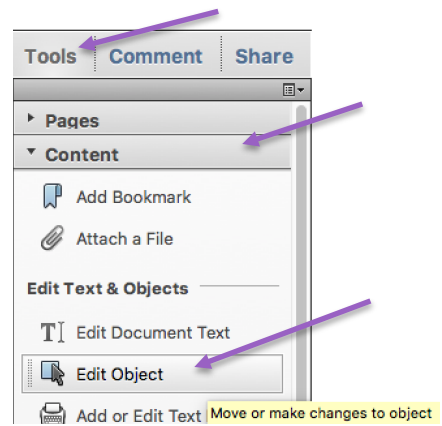


3. All objects on the page will be framed.
4. Click the *frame* around the object you want to move or rotate. The object is selected.
5. Use the arrow keys or the mouse to move the object.
6. To rotate the object, place the cursor at a corner, so it turns into a circular arrow. Pull the corner until the object has the desired inclination.



Adobe Acrobat X Pro

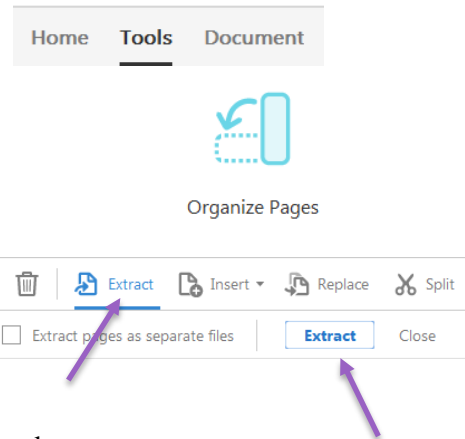
1. Click *Tools* to open Tools Pane.
2. Expand *Content*.
3. Click *Edit Object*.
4. Select the object to be moved or rotated.
5. Use the arrow keys or the mouse to move the object.
6. Right-click the object and choose an option for rotation.



Delete pages

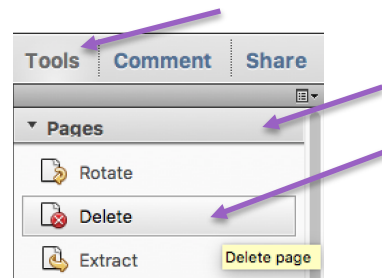
Adobe Acrobat Pro DC

1. Click *Tools* at the top of the document window
2. Click *Organize Pages*.
3. Click *Extract*.
4. Select the pages to be extracted. Use *Shift* to select a sequence of pages, *Ctrl* to select pages here and there.
5. Check *Delete pages after extraction*. Click the *Extract* button.



Adobe Acrobat X Pro

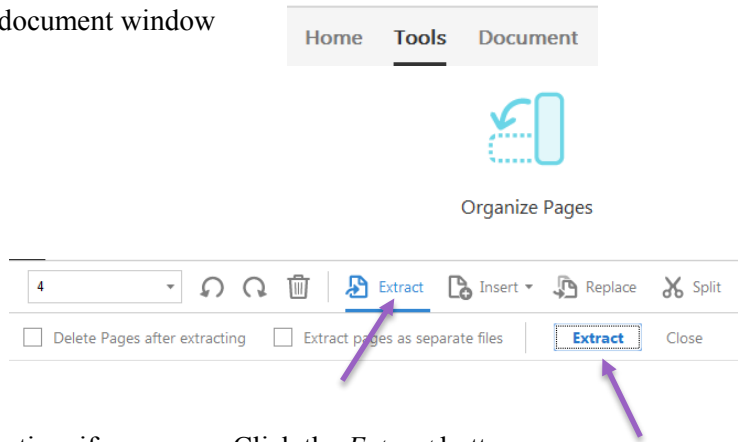
1. Click *Tools* to open Tools Pane.
2. Expand *Pages*.
3. Click *Delete*.
4. Enter the pages to be removed.
5. Click OK.



Save a part of a pdf document

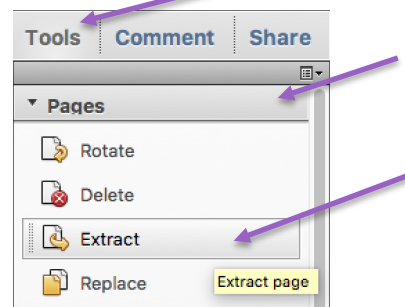
Adobe Acrobat Pro DC

1. Click *Tools* at the top of the document window
2. Click *Organize Pages*.
3. Click *Extract*.
4. Select the pages to be extracted. Use *Shift* to select a sequence of pages, *Ctrl* to select pages here and there.
5. Check an option for the extraction, if necessary. Click the *Extract* button.
6. Save the new document.



Adobe Acrobat X Pro

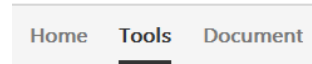
7. Open the pdf document containing the pages you want to save.
8. Click *Tools* to open Tools Pane.
9. Expand *Pages*.
10. Click *Extract*.
11. Note the pages you want to extract, i.e. the pages to be saved separately. Check that the pages are to be extracted to a separate file. (Not to be removed.) The name of the extracted file will be “Pages from...”
12. Save and name the file.



Merge two pdf documents

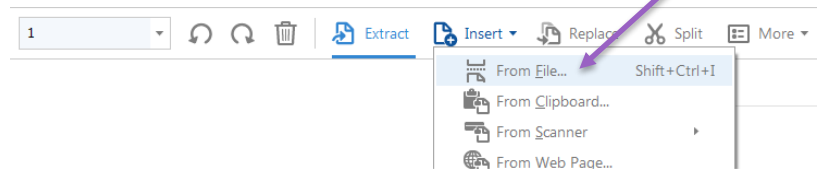
Adobe Acrobat Pro DC

1. Open one of the documents.
2. Click *Tools* at the top of the document window
3. Click *Organize Pages*.



Organize Pages

4. Click *Insert*.
5. Choose *From file*.
6. Find the document that is to be merged with document 1.



7. Decide whether document 2 is to be added before or after the first or last page, or any other page, in document 1.
8. Click OK.

Adobe Acrobat X Pro

9. Open one of the documents.
10. Click *Tools* to open Tools Pane.
11. Expand *Pages*.
12. Click *Insert from File*.
13. Find the document that is to be merged into document 1.
14. Decide whether document 2 is to be added before or after the first or last page, or any other page, in document 1.
15. Click OK.

