PDF24 Tools

1. Converting a file to PDF format

Convert a file to PDF offline with the PDF24 Creator

- Open your file with a program that can open and print the file type.
- Select File->Print from the application menu.
- Print the file on the PDF24 PDF printer.
- The PDF24 Assistant opens. Here you can save your newly created PDF file, process it further or send it by e-mail.
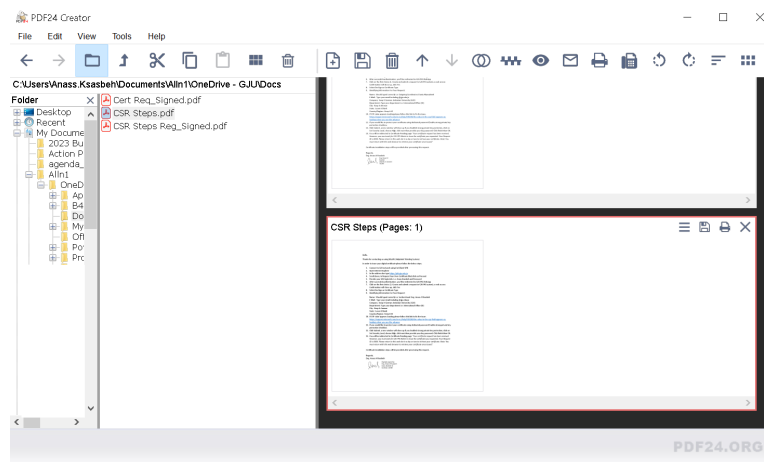
Convert a file to PDF online

If you don't want to install any software or need a PDF file quickly, you should take a look at the PDF24 online tools, because the online PDF converter in the PDF24 online tools makes converting to PDF really easy.

- Open the Tool to convert files to PDF in the PDF24 tools area.
- Click in the file selection box and select your file or files to be converted to PDF.
- Start the conversion to PDF as soon as all files have been loaded.
- PDF24 will then process your order and carry out the conversion.

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2. Merge multiple files into one PDF file

Merging files into a new PDF is also an elegant way to create new PDF files. The pages of files serve as the basis and these can be combined into a new PDF. PDF24 has the right tools for this and you can work online or offline again.

Combining files to a PDF using the PDF24 Creator

- Install the PDF24 Creator again and open the Creator via the desktop icon
- Now drag files into the right half of the window to load them. You can use all files that the PDF24 Creator can convert to PDF on your system. A conversion is performed automatically if a file is not a PDF.
- You can now create an empty file using the corresponding icon in the toolbar, into which you then insert the individual pages.
- Now grab pages in the documents with the mouse and drag them into the empty document. Do this with all pages that should be present in the new file.
- Once your compilation is ready, you can save your new file as a PDF file.

Create a PDF file online with PDF24 Tools

- Open the appropriate Merge PDF tool in the PDF24 Toolbox. You can merge entire files or you can merge PDF files page by page.
- Select your PDF files via the file box on the tool page
- Get your files in the right order by grabbing and moving them to the right position.
- Now start merging or switch to page mode to merge page by page.
- Now save your newly merged PDF on your computer.

3.Split PDF file

- Install the PDF24 Creator again and open the Creator via the desktop icon.
- Click on Split PDF, choose files, and click on Split.
- Click Finish once the splitting is completed.

4. Edit PDF file

- Open PFD24 Toolbox.
- Click on Edit PDF, choose file, and click on Tᴛ icon, as shown in the above figure.
- Add the desired text.
- Click on Save icon once the editing is completed.

5. Compress PDF files

- Open PFD24 Toolbox.
- Click on Compress PDF, choose file.
- Set the Image quality and DPI.
- Click on Compress, click on Save once the compression is completed.

6. Rotate PDF pages

- Open PFD24 Toolbox.
- Click on Rotate PDF, choose file.
- Click on the page you want to rotate.
- Click on Create PDF once the desired rotation is completed.
- Click on Save.

7. Remove PDF pages

- Open PFD24 Toolbox.
- Click on Remove PDF pages, choose file.
- Click on the page you want to remove.
- Click on Create PDF once the desired removal is completed.
- Click on Save.

8. Add a watermark to PDFs

- Open PFD24 Toolbox.
- Click on Add a Watermark to PDFs, choose file.
- Set the Text, Font, Font size, Position, etc.
- Click on Add watermark.
- Click on Save.

9. Extract PDF pages

- Open PFD24 Toolbox.
- Click on Extract PDF pages, choose file.
- Select the page(s) you would like to extract.
- Click on Extract pages.
- Click on Save.

10. Extract PDF images

- Open PFD24 Toolbox.
- Click on Extract PDF images, choose file.
- Click on Extract images.
- Click on Save.