

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



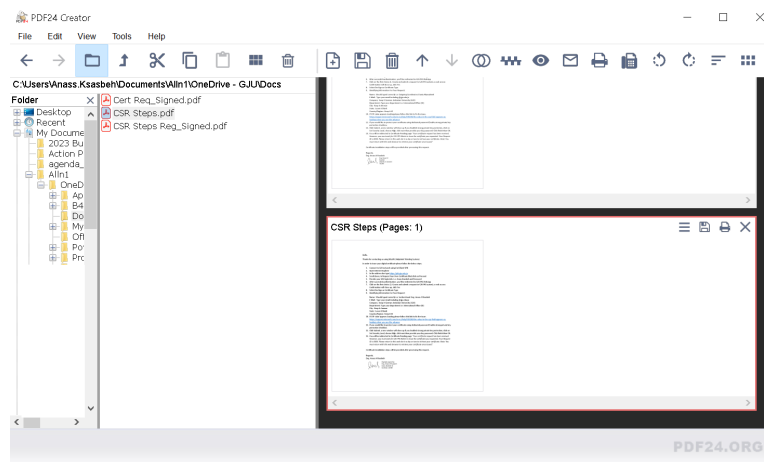
If you don't want to install any software or need a PDF file quickly, you should take a look at the PDF24 online tools, because the online PDF converter in the PDF24 online tools makes converting to PDF really easy.

- 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.

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

The screenshot shows the 'Merge PDF files' tool page. At the top, it says 'PDF24 Tools' and 'Merge PDF files' with a subtext 'Combine PDF files and create a single PDF'. Below this, there are checkmarks for 'Free', 'No limits', and 'Secure'. A large dashed blue box contains the instruction 'Drop PDF files here or click to select files' with a subtext '(All files will be prepared for merging)'. A 'Choose files' link is centered below the instruction. There are also small icons for a shield and a refresh button in the bottom corners of the dashed box.

- 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

The screenshot shows the PDF24 Toolbox interface. At the top, it says 'PDF24 Toolbox' and 'What do you want to do?'. There is a search bar on the right. Below the search bar, there is a grid of 16 tool icons, each with a star icon in the top right corner. The 'Split PDF' icon is circled in red. The tools are: Organize PDFs, Merge PDF, Compress PDF, Edit PDF, Convert to PDF, Convert PDF to ..., Protect PDF, Unlock PDF, Split PDF, Rotate PDF pages, Remove PDF pages, Extract PDF pages, Sort PDF pages, Images to PDF, PDF to images, Extract PDF images, Create PDF job application, PDF OCR, Web optimize PDF, and Add watermark.

- 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 PDF24 Toolbox.
- Click on Edit PDF, choose file, and click on **Tt** 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 PDF24 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 PDF24 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.