

# PDF Frequently Asked Questions

## What is a PDF?

PDF (Portable Document Format) is a file format created and owned by Adobe Systems. It is meant to be a safe and compact format for documents, not for editing (which is why files must be converted into PDF, rather than being created within a program such as Adobe Acrobat). By having the documents in PDF format, the files can be read from almost any computer which makes it much more convenient for the reader.

## How can I merge PDFs?

Merging PDFs combines two or more PDF documents into a single document. This can be done in PrimoPDF and through Adobe Acrobat by saving two or more documents with the same name in the same location and choosing to merge them, rather than overwrite. In Leopard (Mac OS X 10.5), if you open two PDFs in Preview, you can drag and drop from one PDF into the other (this is unfortunately not available in earlier versions).

## How can I edit PDFs?

PDFs are not meant the main platform for editing. The best thing to do would be to do any editing in the original document, and then save and convert the edited document into a PDF. However, it is possible to do small amounts (such as text or moving around images) but only in Adobe Acrobat or through other PDF editors such as PDFedit (which is not covered in this FAQ or How-to). In Acrobat, go to **Tools**, then **Advanced Editing**, and then either select the specific action you want or bring up the **Advanced Editing Toolbar**. You can also do some editing in Preview on Mac OS X.

## How can I add graphs/images to a PDF?

The best strategy would be to include them in the source document. However, some editing can be done in Adobe Acrobat or you can merge files together.

## How can I adjust options for PDF creation?

PDF converters often will lower resolution and use other methods to keep the file size small. However, you may wish to change some of these settings. Here is how to reach the options/preferences/settings for PDF conversion:

If you are using Word/Adobe Acrobat, go to **Adobe PDF** and select **Change Conversion Settings**. This will bring up a new window where you can adjust settings for PDF creation.

If you are using Mac OS X, go to **File**, then **Print**, and then choose **Preview** from the lower left hand corner of the window (rather than **PDF**). Preview will create a temporary PDF which you can adjust as you wish, and then save as a PDF when you are ready.

If you are using PrimoPDF, you can adjust settings by changing from one type to another (e.g. using **Print** rather than **Screen**) on the PrimoPDF screen, or you can hit the **Options** button in the lower left hand corner of the PrimoPDF screen.

If you have any more questions, feel free to call Helpdesk at (860)685-4000, or by emailing [helpdesk@wesleyan.edu](mailto:helpdesk@wesleyan.edu).