PDF-XChange Editor

PDF-XChange Editor allows you to work with PDF files, adjusting text and images, merging files, or saving parts of a PDF file as a separate file, etc.

Version 8, the current version available for installation on networked Windows computers, also allows you to create fillable PDF forms.

The program will work with files already saved as PDFs, as well as with image, .txt, or .rtf files.

- Please keep in mind that you will need to save a Word document as a PDF file before editing it in PDF-XChange Editor.
- Most programs will give you the option to either "Save as PDF" or "Print to PDF". Consult the Help menu of the software you are working in for more information.

PDF-XChange Editor can be accessed via CloudPC (http://cloudpc.drew.edu). This is currently version 3.

- For instructions on using CloudPC, please visit Using CloudPC
- You can find the PDF-XChange Editor program in the Office Applications folder

Staff or faculty on campus can also install the program on networked Windows computers. Read more at Installing PDF-XChange Editor (this page is only visible to employees logged in to their Drew accounts).

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Merging Existing Files into a Single PDF

1. Make sure any files you wish to merge are saved as PDF files
2. In PDF-XChange Editor, go to **File** > **New Document** > **Combine Files into a Single PDF...**
3. In the window that comes up, click **Add files...**
    a. If you are working in CloudPC, be sure to give the program access to your local files (the question is different depending on your operating system - check Using CloudPC for more information).
4. Navigate to the files you wish to combine and click **Open**
    a. "My Documents" looks at your network F: drive
    b. Drives on your local computer (including your hard drive or a thumb drive) will be displayed with the drive letter and the computer name (for example, a thumb drive may be displayed as "E on COMPUTER-NAME")
    c. You can select multiple files at once by holding down the CTRL button and highlighting each file
    d. You can also open a file or files from one folder, click **Open**, and then click **Add files...** again to find additional files
5. After you have all of the files you want to combine listed, you can highlight individual files and use the arrow buttons at the bottom right to adjust the order
6. When you have the files in the order you want, click **OK** to create your merged document
7. Click **File** > **Save As...** to choose a name and location for your newly created PDF
    a. Please remember that "Desktop" in CloudPC refers to the desktop of the virtual machine, not the desktop of the computer you are physically working on

Extracting Pages to a New PDF file

1. With your file open in PDF-XChange Editor, go to **Document** > **Extract Pages...**
2. Select the radio button to the left of "Pages:" and enter the page numbers you wish to extract in the field to the right of "Pages:"
    a. For example, if you wish to extract chapter one, which is on pages 4-9 of your PDF file, you would type **4-9** in the box
    b. If you wish to extract multiple sections, such as chapters one (pages 4-9) and three (pages 13-16), you can type **4-9, 13-16** in the box
3. You will most likely ignore the "Actions with Objects" section
4. In the "Output Options" section, the default is set to "View New Document After Creation"
5. Click **OK**.
6. Make sure you extracted the pages you wanted. Click **File** > **Save As...** to choose a name and location for your newly created PDF.
    a. Please remember that "Desktop" in CloudPC refers to the desktop of the virtual machine, not the desktop of the computer you are physically working on

Creating an OCR PDF file

1. With your file open in PDF-XChange Editor, go to **Document** > **OCR Pages...**
2. If necessary, change the selection for what pages to convert. The default is All.

3. If desired, change the Primary Language (options are English, German, French, Spanish).
4. We recommend setting the Accuracy to High. If file size is a concern, you can try a lower accuracy setting.
5. Change the Output Type to "Create New Searchable PDF".
6. Click **OK**.
7. The processing time depends on the size of your file. When complete, click **File** > **Save As...** to choose a name and location for your newly created PDF.

Creating a Fillable PDF Form

These features will work in version 8 of PDF-XChange Editor. If working in CloudPC, you will not currently have these options.

Many people will create a form in a program like Word, then save it as a PDF and open it in PDF-XChange Editor to add the fields.

1. With your file open in PDF-XChange Editor, go to the **Form** tab on the ribbon.
2. Use the appropriate Form Fields options to add your desired fields.
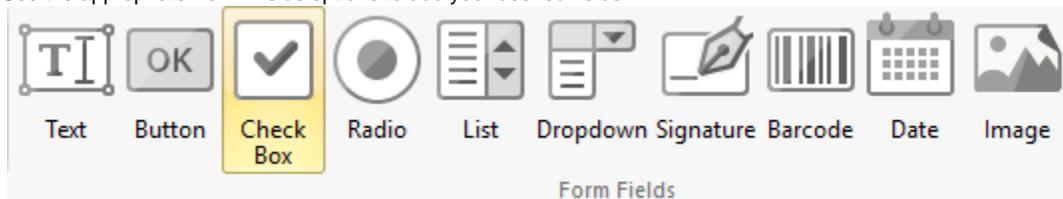
3. You can rename a field by right clicking on the field and choosing Rename Field....
4. Click on a field to resize or re-position it.

Additional Resources

You can visit the online User Manual for PDF-XChange Editor to get additional information about the product.

You can also check to see if a question you have has already been answered in the Knowledgebase.