

DeftPDF usage for PDF editing online

DeftPDF brings together many PDF editing tools online, supporting PDF file processing quickly.

Instead of having to install software on a computer, users now have a lot of online tools to process PDF files with different needs. In particular, many websites also gather groups of PDF editing tools such as SmallPDF or DeftPDF that Network Administrator introduced in the article below.

DeftPDF categorizes PDF editing tools into separate groups, helping you find the tools you need faster, like Popular groups, compounding and PDF splitting groups, PDF content editing groups, etc. Besides, DeftPDF also has a separate item to convert PDF files to any type of file you want. The following article will guide you how to use DeftPDF.

1. 5 online tools to remove pdf file limits
2. How to convert PDF files to Word simply, without font errors
3. 7 best free PDF file editing software
4. The best online file conversion tools for all your formatting needs

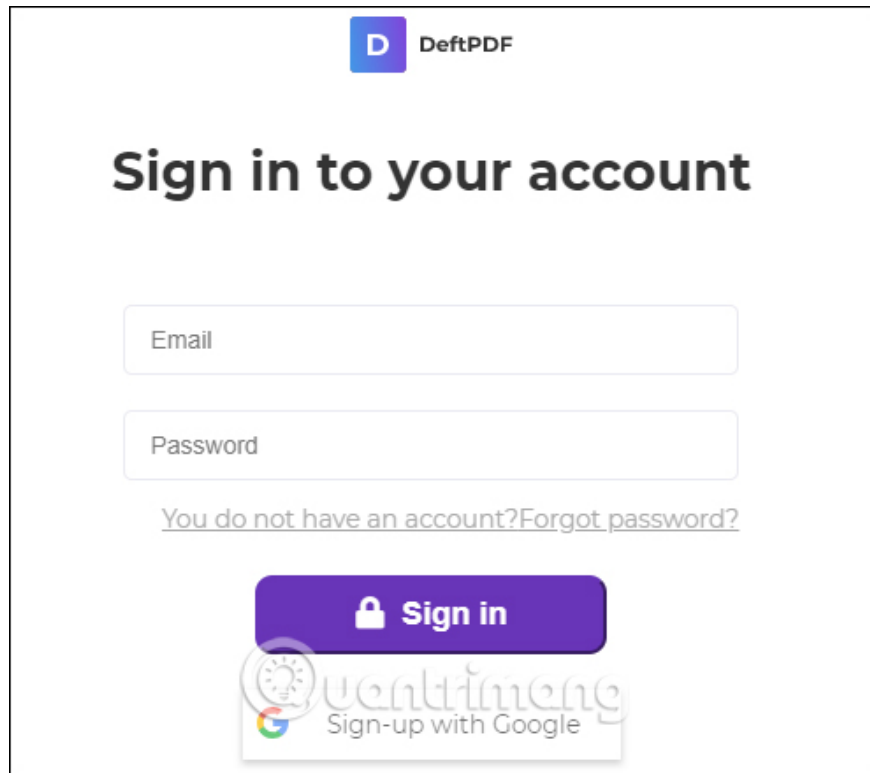
Instructions for editing PDF files on DeftPDF

1. 1. Editing content PDF (Edit)
2. 2. Connect and compress PDF files (Merge & Compress)
3. 3. Customizing and asking others to edit PDF (Edit & Sign)
 1. 1. Change PDF page size (Crop)
 2. 2. Customizing and editing (Fill & Sign)
 3. 3. Translate text, PDF (Translate)
4. 4. Convert PDF file
5. 5. Split PDF file (Split)

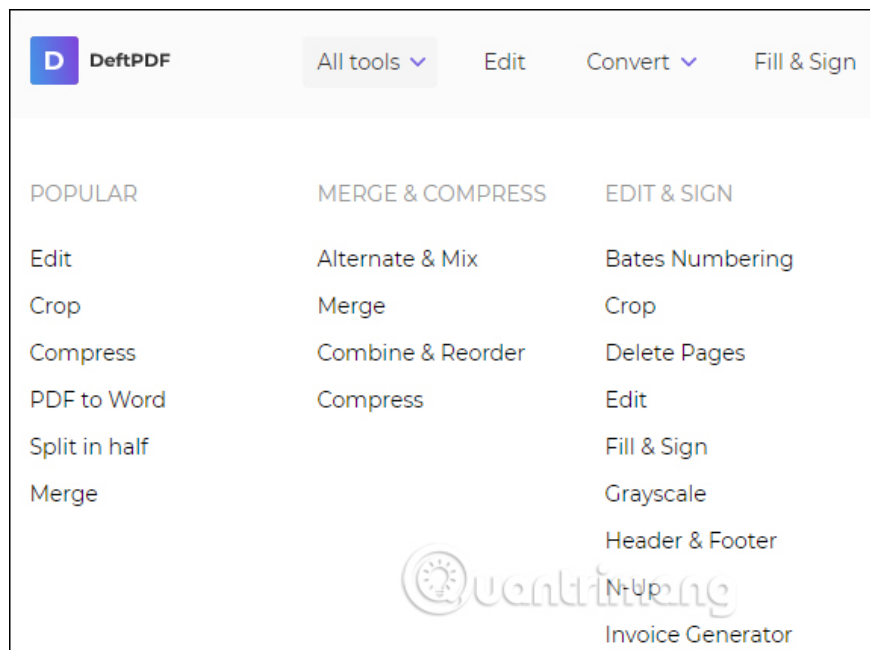
Users access the link below to DeftPDF's homepage.

<https://deftpdf.com/>

At the homepage interface, click on **Login** to create DeftPDF account. The website supports account creation via personal Google accounts. Or you can skip the registration step.



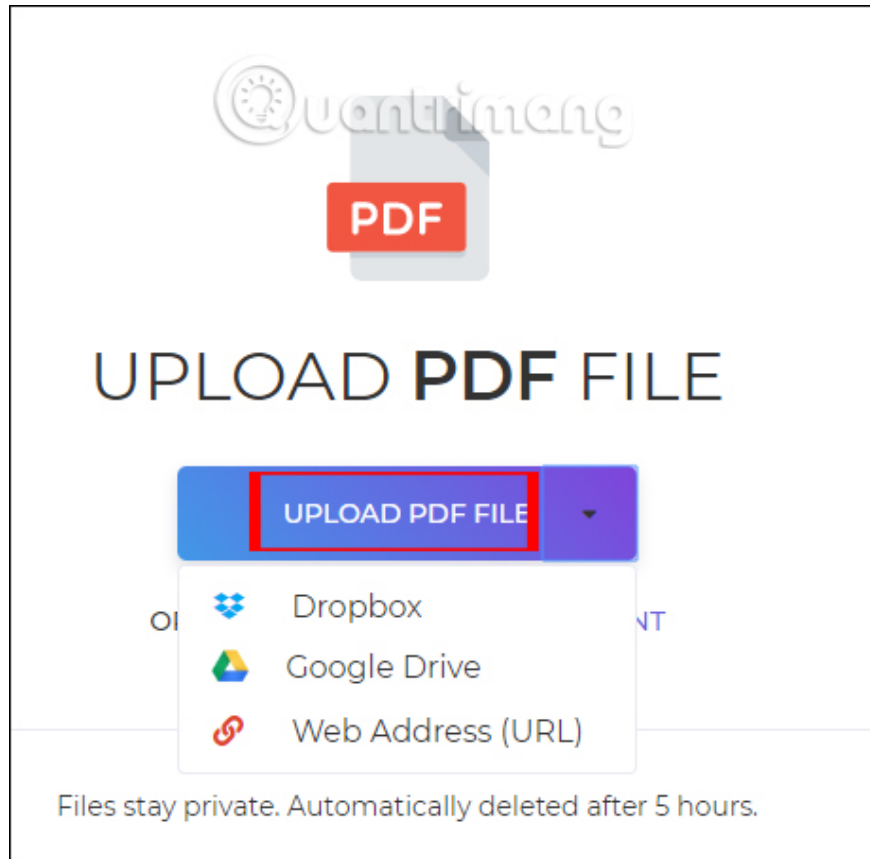
In the interface of the tool click on **All tools** to see a list of tools you want to use.



1. Editing content PDF (Edit)

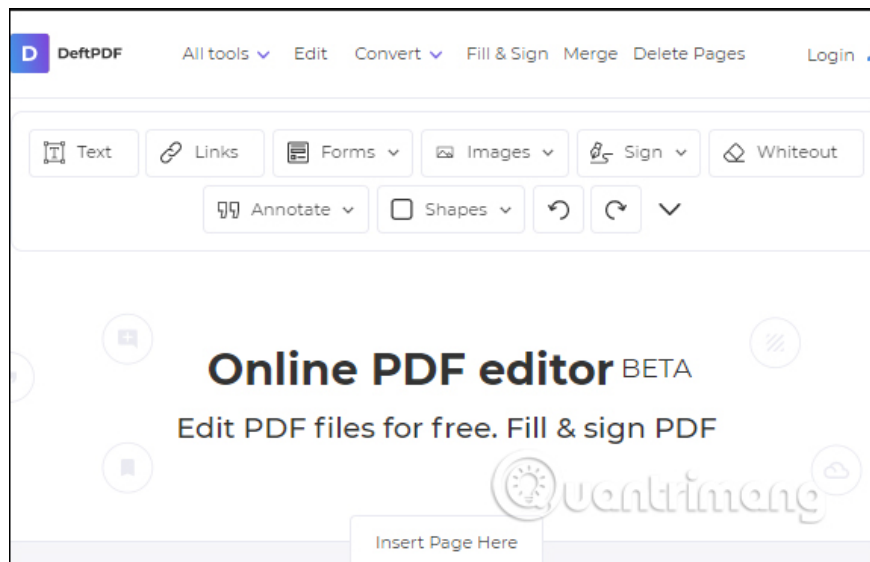
Step 1:

Users click on **Edit** to enter the PDF editing interface. The website supports you to download PDF files directly from your computer, or upload from some hosting services like Google Drive.



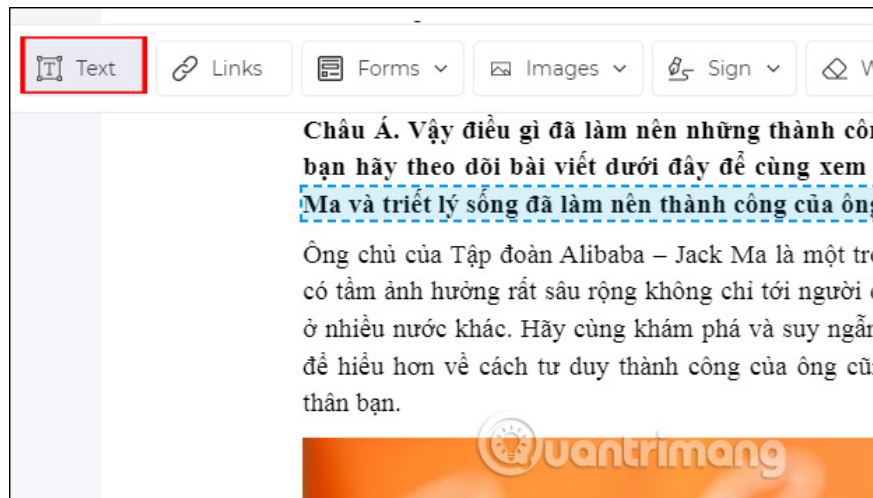
Step 2:

Switching to the editing interface we will see **the editing tool** displayed right on top of the interface. And this tool is always displayed on the interface even if we edit any location.

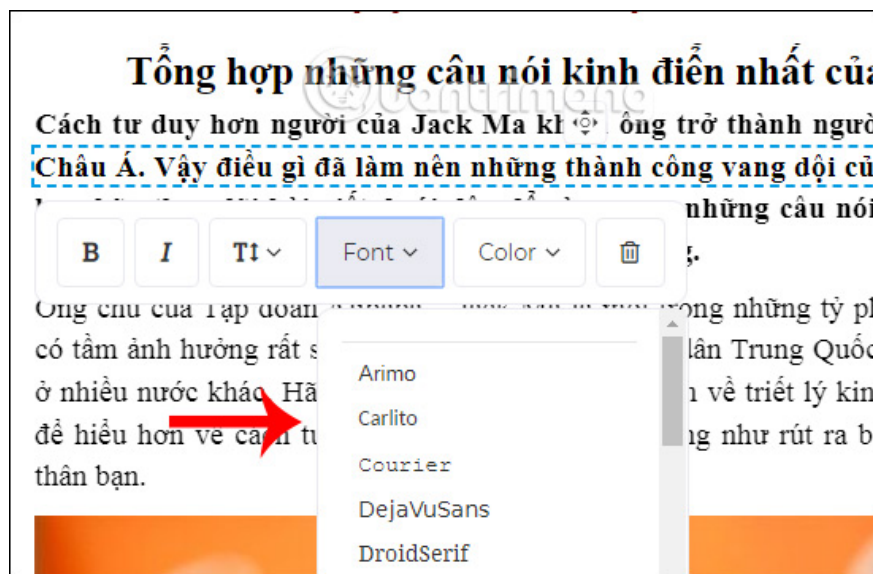


Step 3:

To **edit the text** , click on the **Text item** and then click on the content line to edit. This will display a blue dashed frame for us to enter new content.



In addition, the content editing section has additional formatting including size, color, .



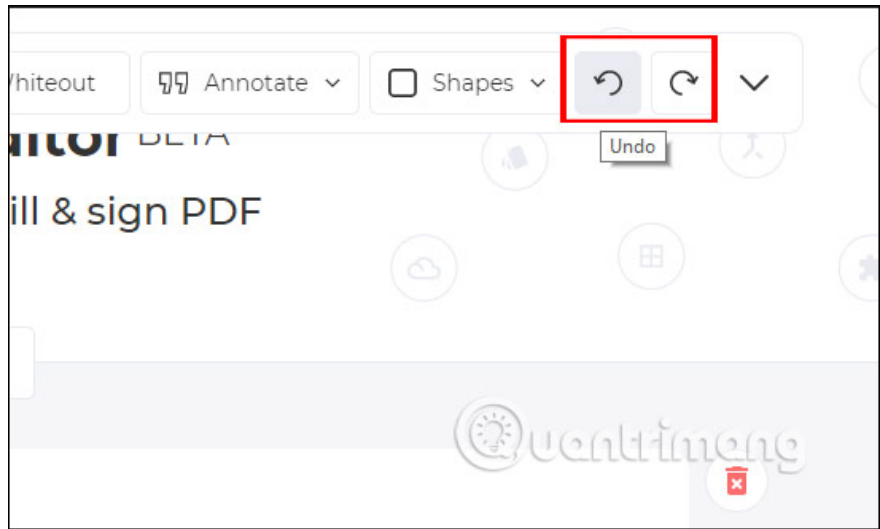
Step 4:

To **insert a link to the content** , click on the **Link section** and localize the content to insert the link. Then show the link insert table with 2 types of links Link to external URL (link to external link) and Link to internal (internal link with the same domain).



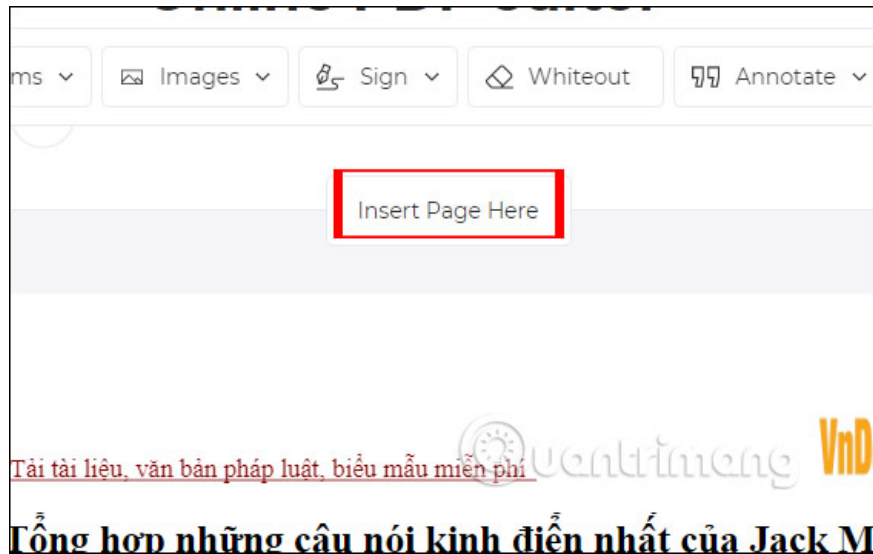
Step 5:

To change back to previous operations we will use 2 Undo and Indo tools.



Step 6:

To **add a new page** for the PDF file, click **the Insert Page Here button** .

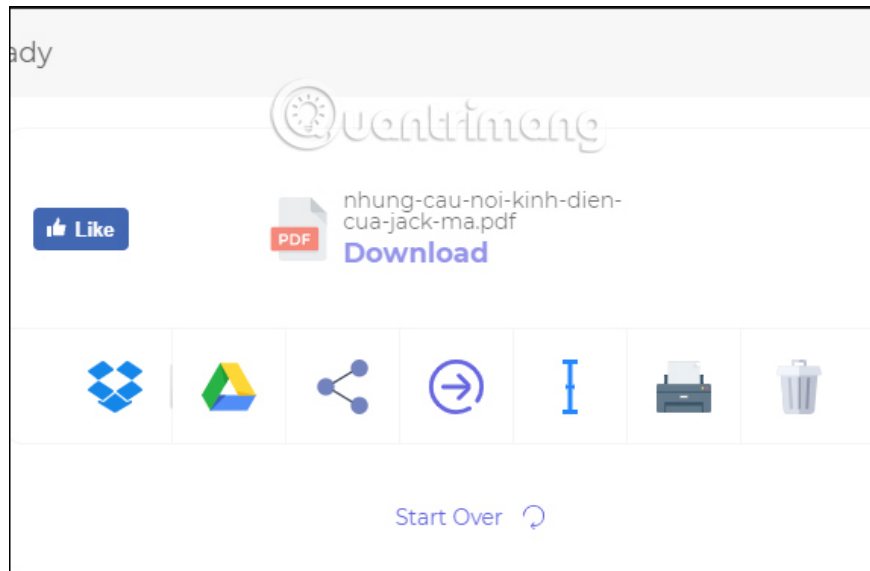


Other editing tools follow the instructions on the page. When you're done editing, click the **Apply Changes** button below.



Step 7:

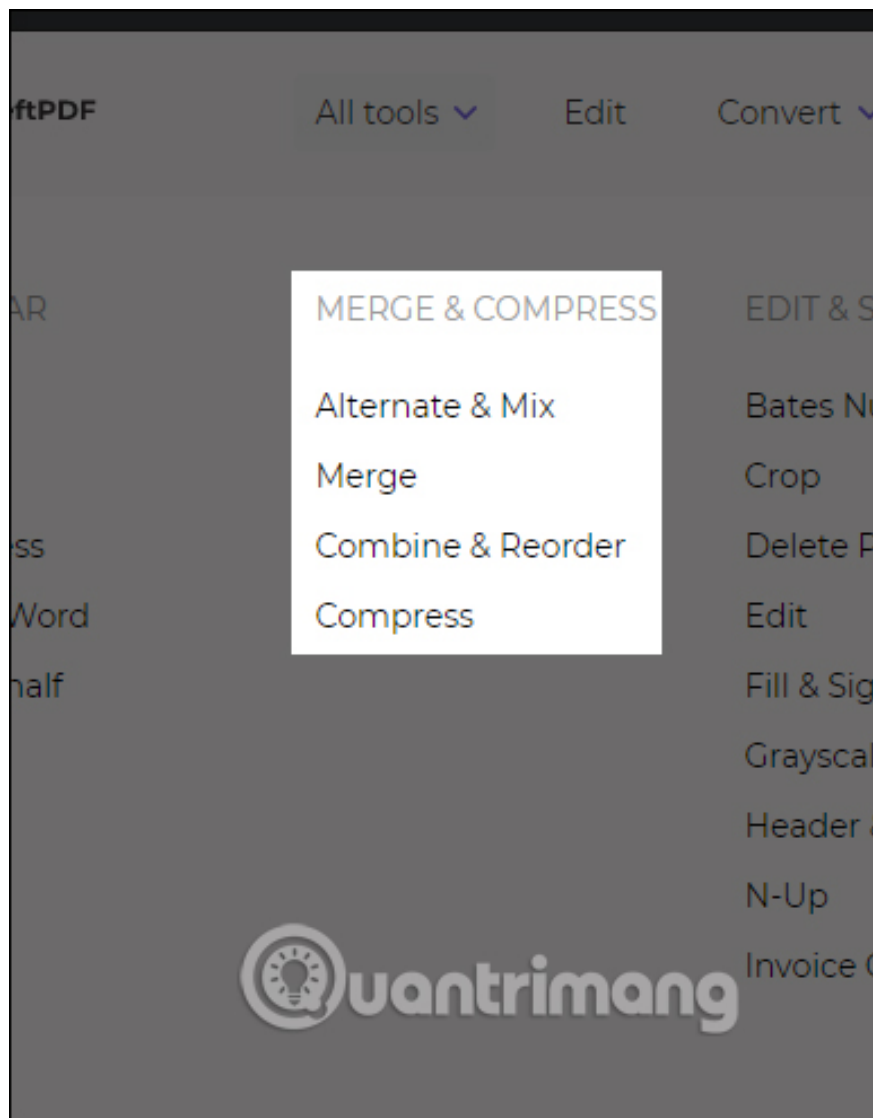
Display new PDF content to download to your computer, or you can upload files to other storage services.



2. Connect and compress PDF files (Merge & Compress)

Jointing PDF files together we have 3 options including:

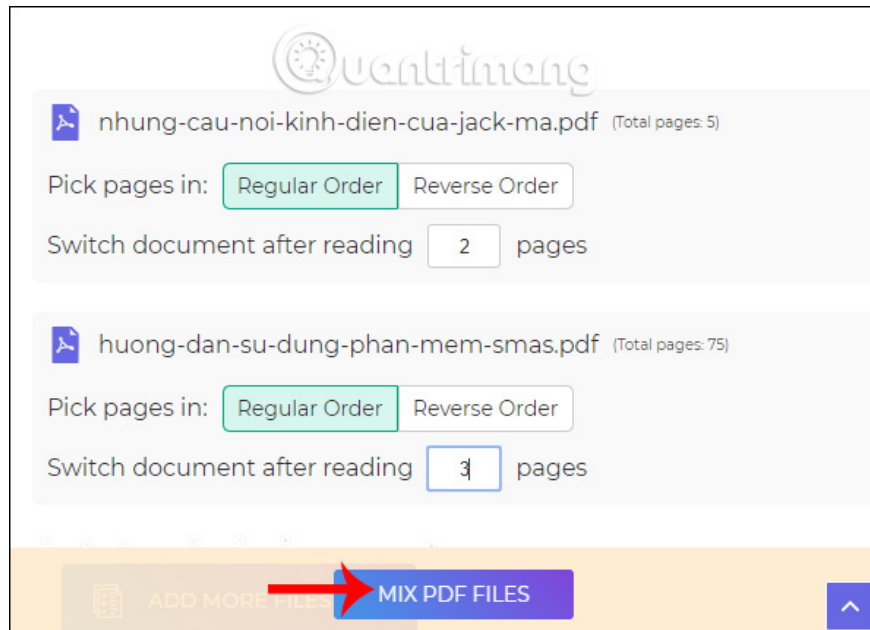
1. Alternate & Mix: create PDF from multiple PDF files with mixed pages.
2. Merge: create PDF from many PDF files and different images.
3. Combine & Reoder: create PDF from multiple PDF files in which the location, the way each page can be changed or deleted.



Step 1:

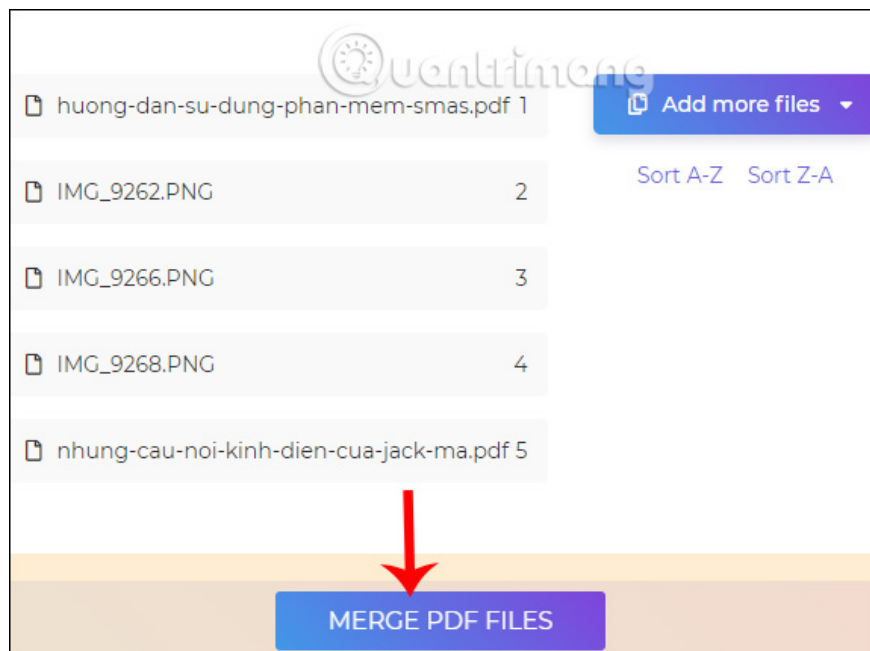
We also proceed to download the PDF files we want to merge into 1. Display the list of uploaded PDF files. With **Alternate & Mix** mode, you can choose the content mixing mode starting from which page in each PDF file.

Finally, click **Mix PDF Files** below to merge the content.



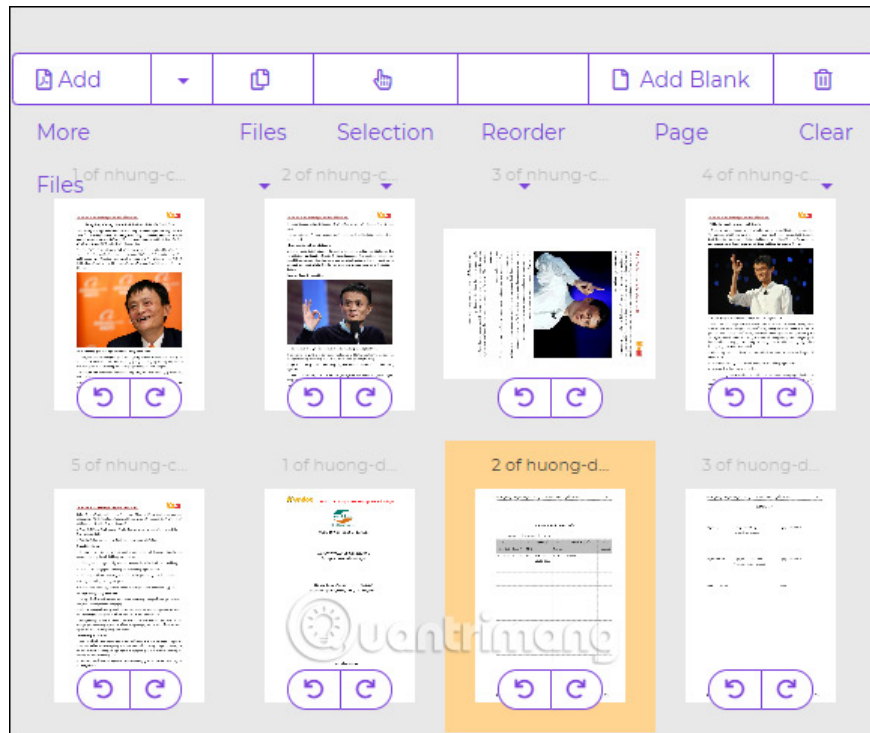
Step 2:

With **Merge mode**, users download PDF files and images they want to join together. In the list of uploaded files, click **Merge PDF Files** to proceed with the pairing.

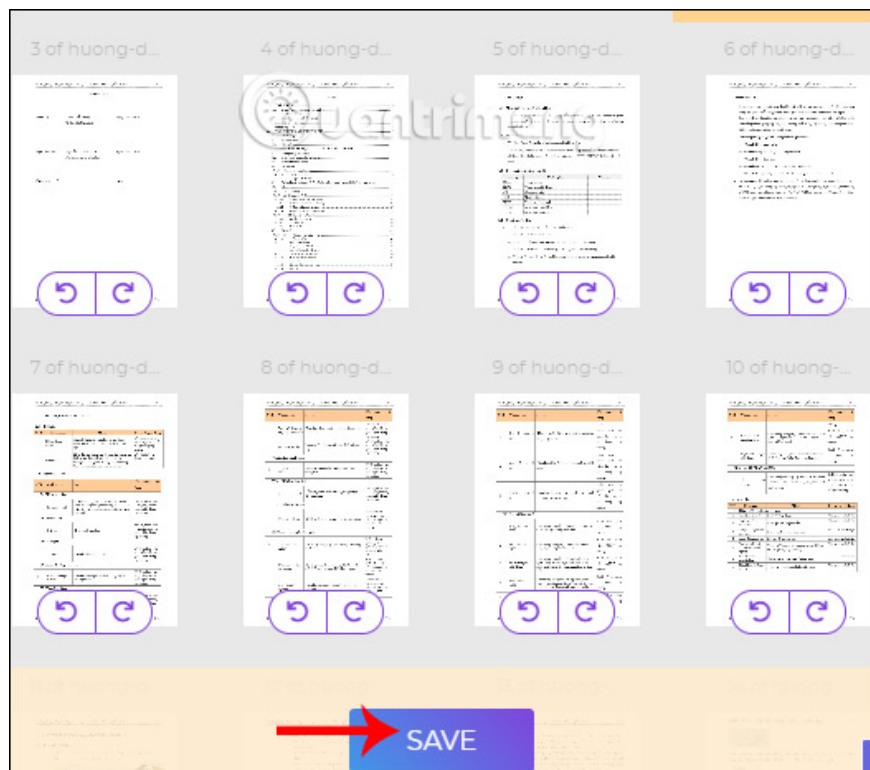


Step 3:

With **Combine & Reorder mode**, we will merge PDF files together and then edit each page. Then display all pages in the PDF file. Click on a page in the file and then select the horizontal or vertical mode, delete the page if you want.

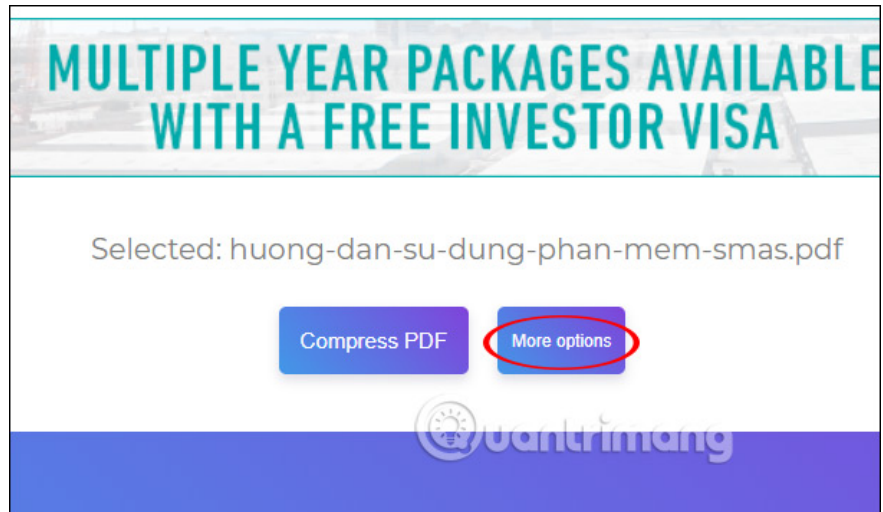


After you have changed the page, click **the Save button** below to save it.

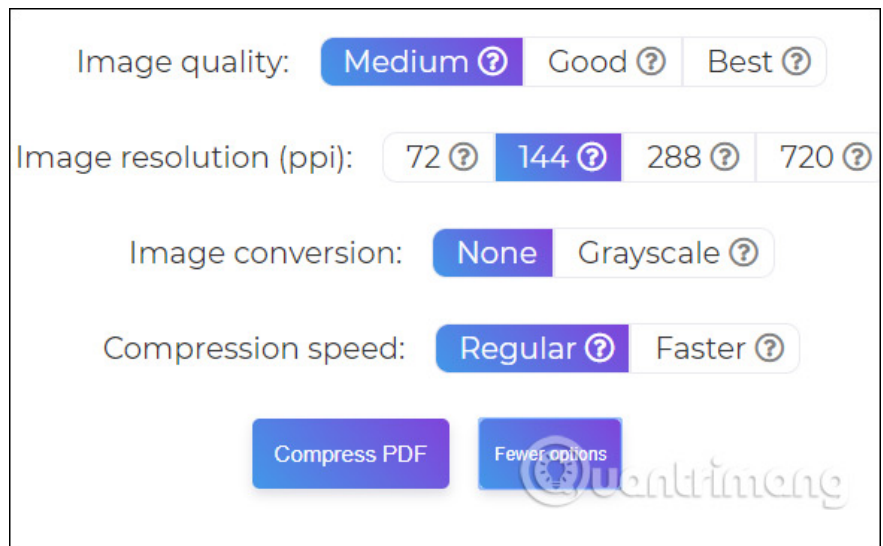


Step 4:

With the **Compress option**, you can download multiple PDF files at the same time. In the next interface click on **More options** to add customizations to the file.

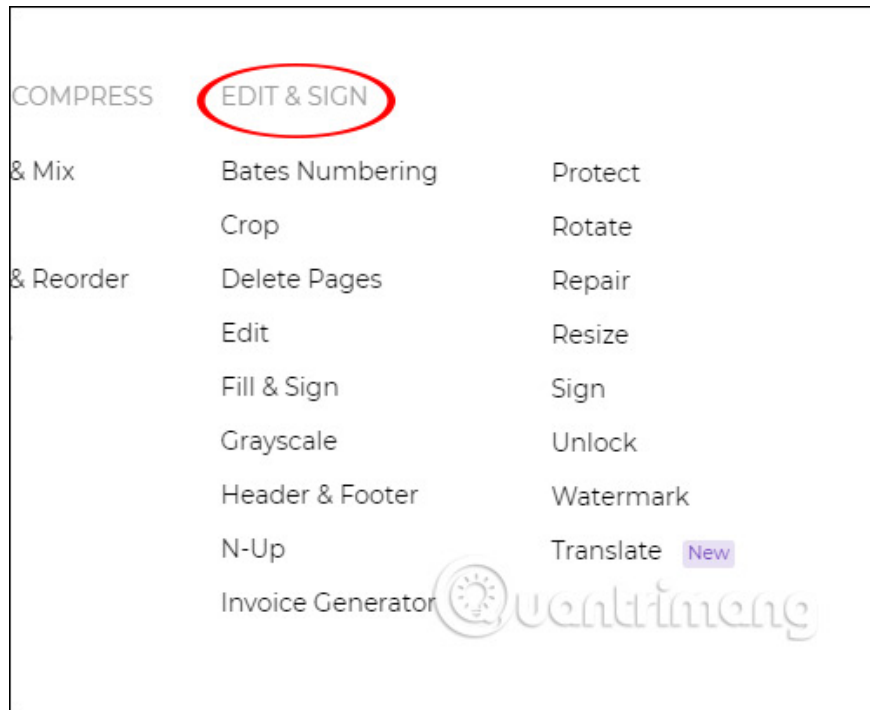


Display options to adjust the quality of the content in the PDF file. After finishing editing press **Compress PDF**



3. Customizing and asking others to edit PDF (Edit & Sign)

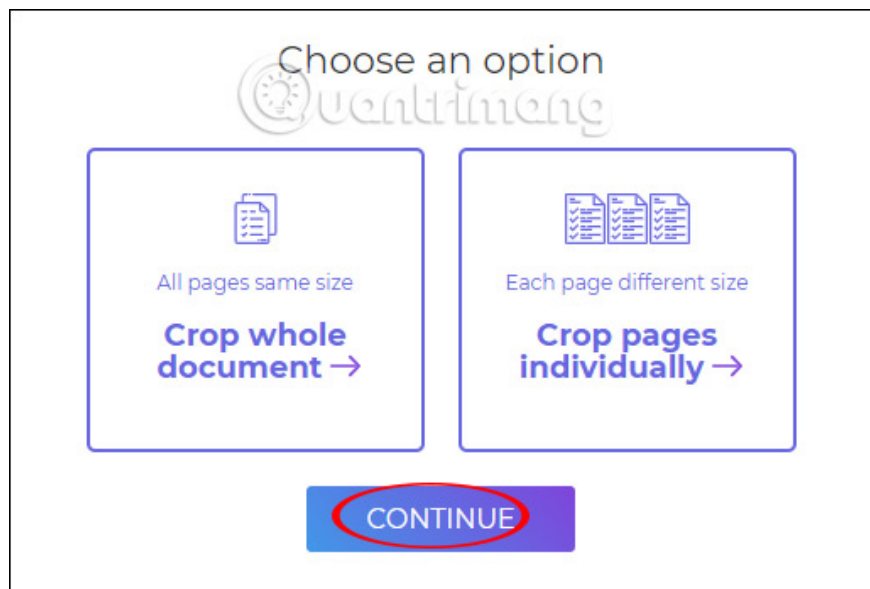
With this section there will be a number of user options that can be edited and asked by others.



1. Change PDF page size (Crop)

Step 1:

When we upload a PDF file, there are two options: changing the PDF page size (Crop pages individually) and changing the entire PDF whole page size. After selecting, click Continue to continue.



Step 2:

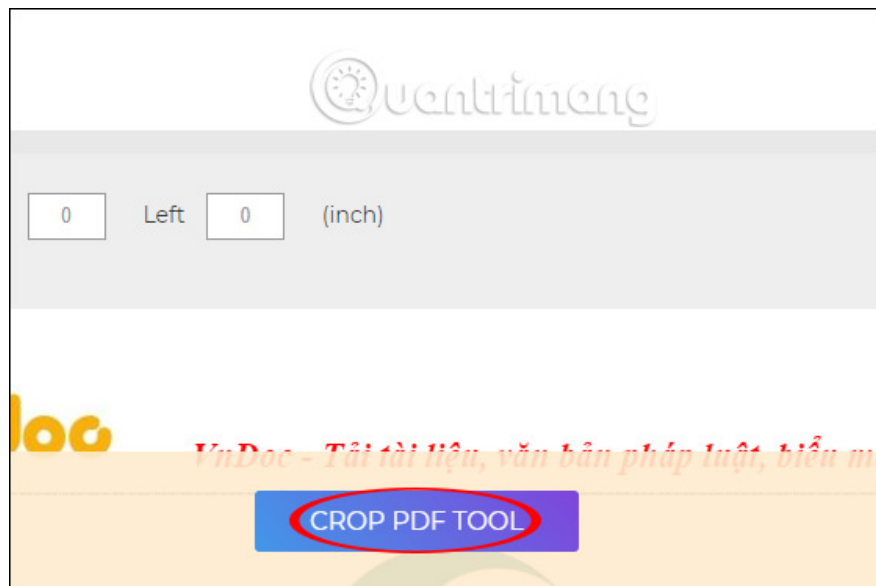
If you choose to cut each page, then at each PDF page displays the size as shown below. You can enter the size directly, or drag the PDF page cut frame and the size entered into the box itself.

If Auto crop is clicked, the tool automatically fits the page content, eliminating all excess white at 4 sides.



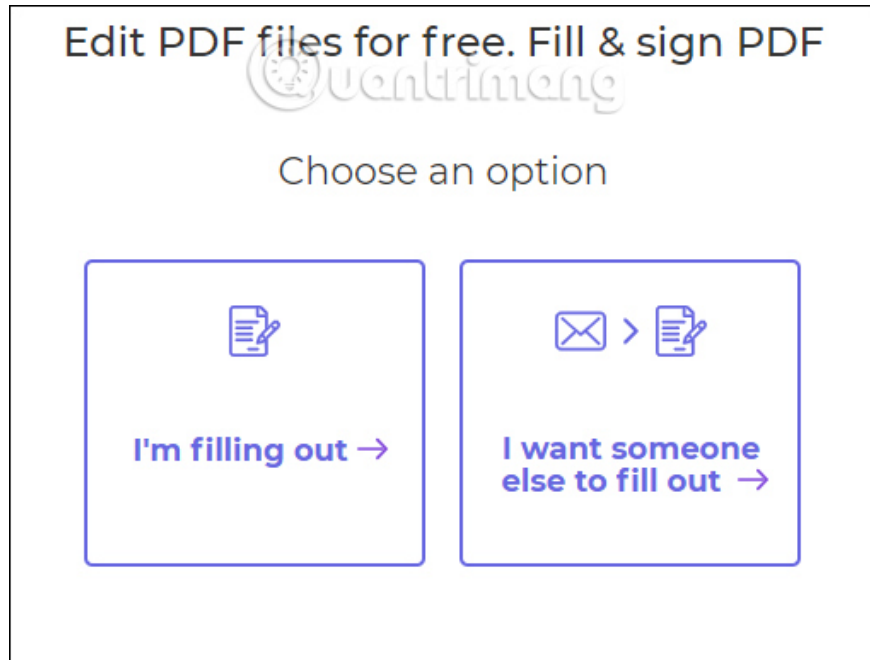
Step 3:

Finally press **Crop PDF Tool** to cut tran PDF with the selected size.



2. Customizing and editing (Fill & Sign)

When users upload files, they will display the option of **self filling out** or **ask others to edit (I want someone else to fill out)** .



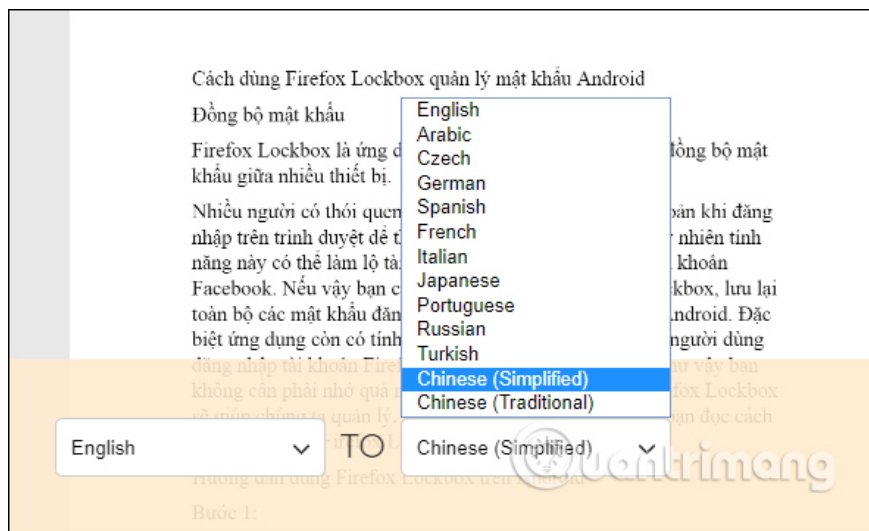
If I click I'm filling out, the editing interface is similar to the part 1. If you **ask other people to adjust** , you have **a proposal** as below.

We need to fill in the email who wants to edit the household at Recipient's email, your email at Your email, add a message at Add a note. Finally **click Send requests** . Time is 30 days to complete the edit content.

The screenshot shows a form for sending a request. It has three input fields: "Recipient's email", "Your email", and "Add a note (optional)". Below the fields, it says "They will have 30 days to fill out the form. ⓘ". There is a blue "SEND REQUEST" button. At the bottom, it says "Done! Request has been sent to" followed by the Quantimeng logo.

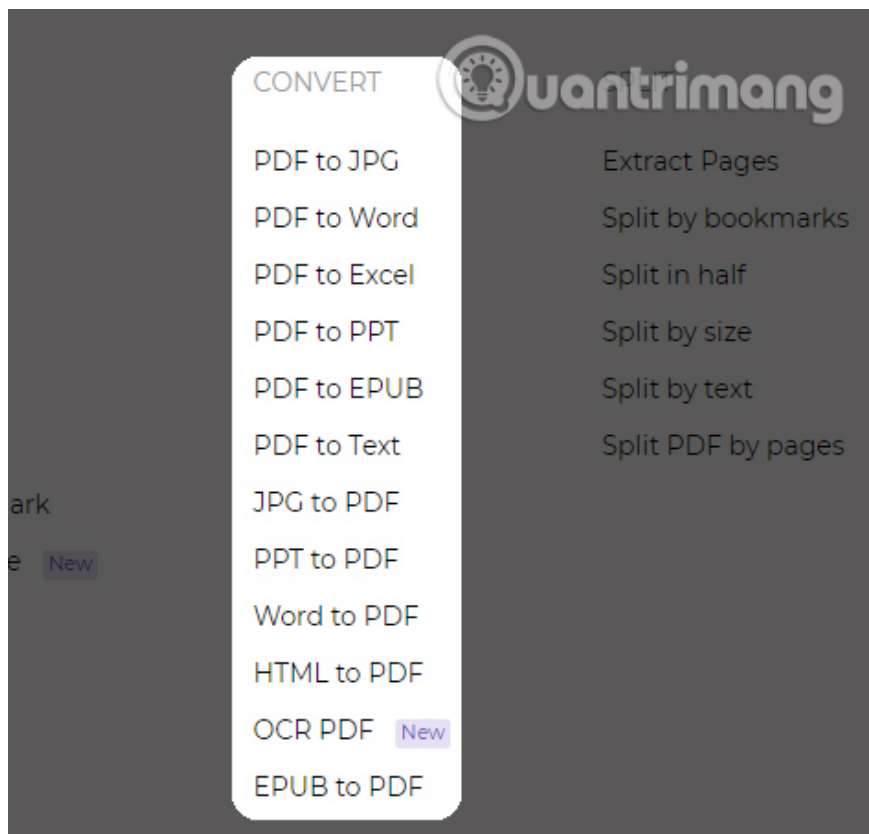
3. Translate text, PDF (Translate)

This feature supports you to download PDF files or text files that want to switch languages. However, DeftPDF does not currently support Vietnamese.



4. Convert PDF file

There are many options to convert Word to PDF or PDF to Word, along with popular formats today.



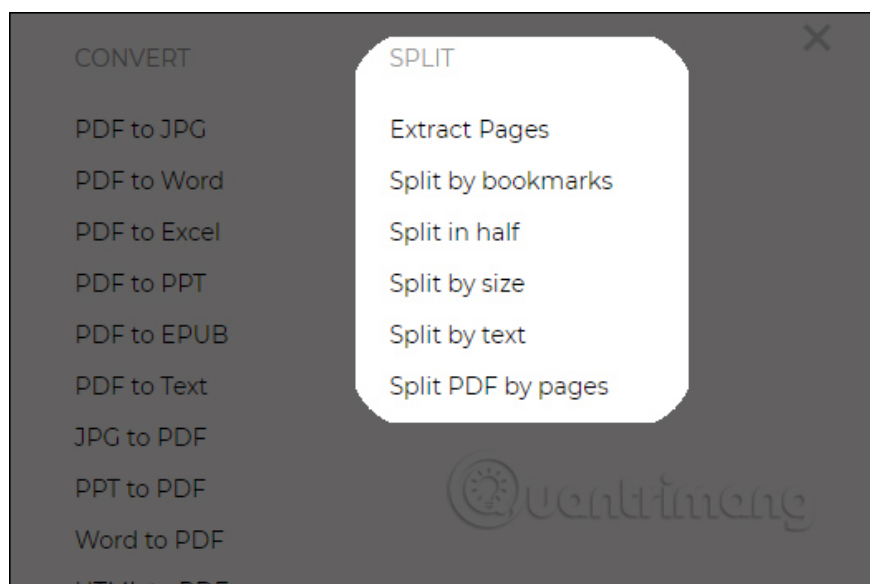
We proceed to download PDF files or download files as usual. After uploading, click on More options to add custom for output file. Depending on the type of convert we have different custom sections.



5. Split PDF file (Split)

In the PDF file split includes editing tools:

1. Extract Pages: Create new PDFs with the removed pages you choose.
2. Split by bookmarks: Extract chapters to separate documents based on bookmarks in the table of contents.
3. Split in half: Divide the page as A3 into double A4 or A4 into double A5.
4. Split by size: Create a new PDF with the size of your choice.
5. Split by text: Split PDF by words, phrases you choose.
6. Split PDF by pages: Create new PDFs extracted from each page in the PDF file of your choice.



In each split content we will have different separation options. For example, with Split by size, users can choose to split files to a maximum of 10KB or 10MB.



Above is an introduction article through some PDF content editing tools on DeftPDF. PDF files are downloaded in zip file format. Each tool has a detailed guide below to know how to do it.

I wish you all success!

You finished reading the article "**DeftPDF usage for PDF editing online**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.