

# Instructions for creating and editing PDF on ZonePDF

ZonePDF supports creating and editing PDF files online for free without users having to install software with a simple implementation interface.

There are many online PDF editing tools available with many useful features such as merging PDF files, reducing the size of PDF files, converting PDF to Word or converting to many other text formats. ZonePDF is one of the free online PDF creation and file editing tools. The features that ZonePDF supports are divided into different categories for us to choose. The following article will guide you how to use ZonePDF to edit PDF files.

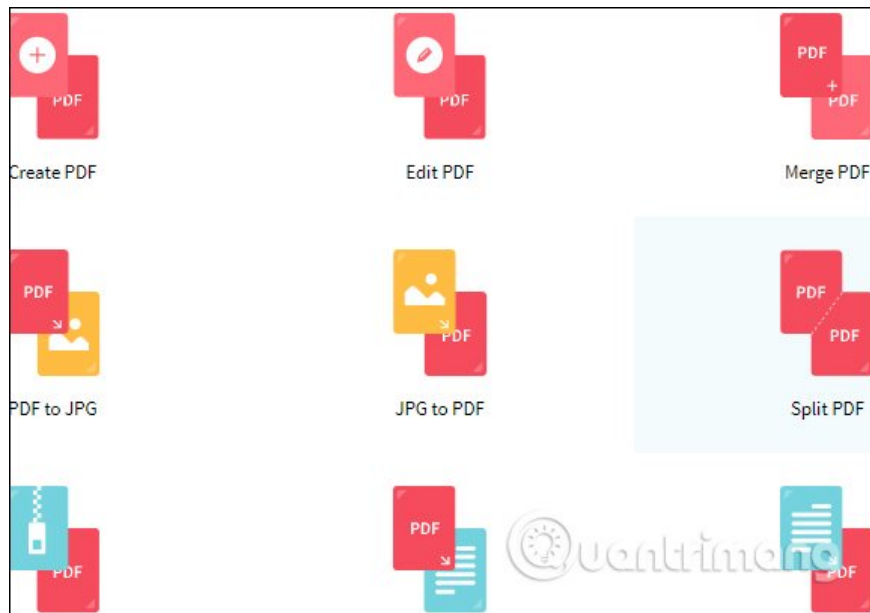
## Instructions to create and edit PDF files on ZonePDF

### Step 1:

Please visit the link below to access the homepage of ZonePDF. Note there are some features that require users to create an account, click Sign Up to create.

<https://zonepdf.com/>

Here users will see options that ZonePDF supports PDF file processing.

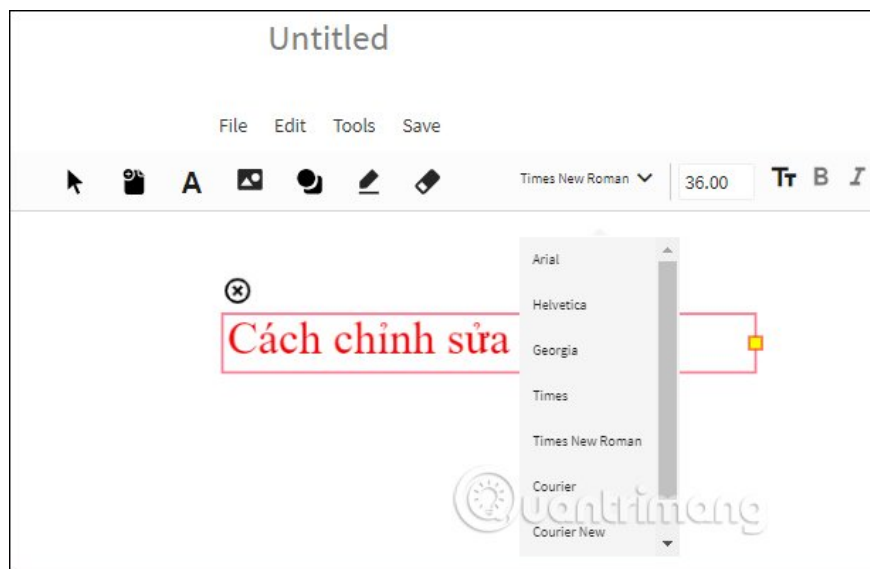


## Step 2:

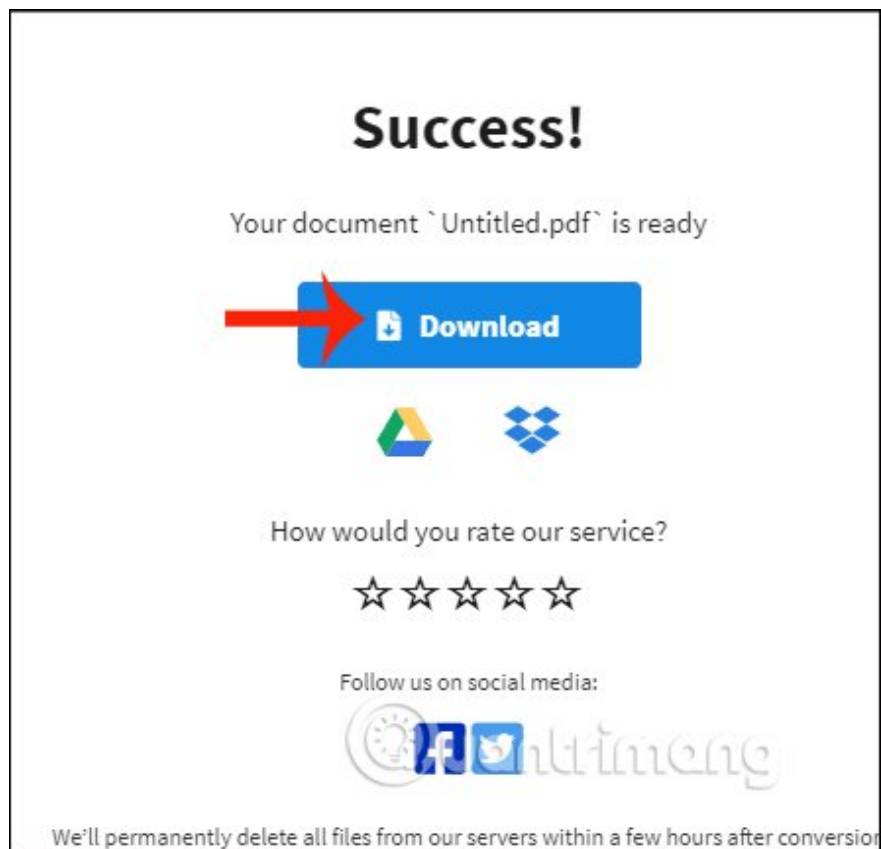
To **create a PDF file** click on **Create PDF** . This feature allows you to enter content and save in many different formats such as PDF, Word, Excel, Powerpoint .

In this interface, users will see icons with different functions:

1. Mouse icon: Select and move objects such as text, images, .
2. New page icon: Add a new page, press the X below the small icon on the right to delete the page, or click Undo to restore the deleted page.
3. Upper case A: Insert text on the page, there are settings for font size, font, text format, font color .
4. Picture symbol: Insert background image for PDF. Note you need to insert the background image beforehand so the text can write on the wallpaper.
5. Square, square icons: Insert circles, arrows, arrows into PDF .
6. Pen icon: Draw a picture.
7. Eraser icon: Delete the shapes you have just drawn.
8. Once you've entered the content for the PDF file, click Untitled PDF to rename the file.

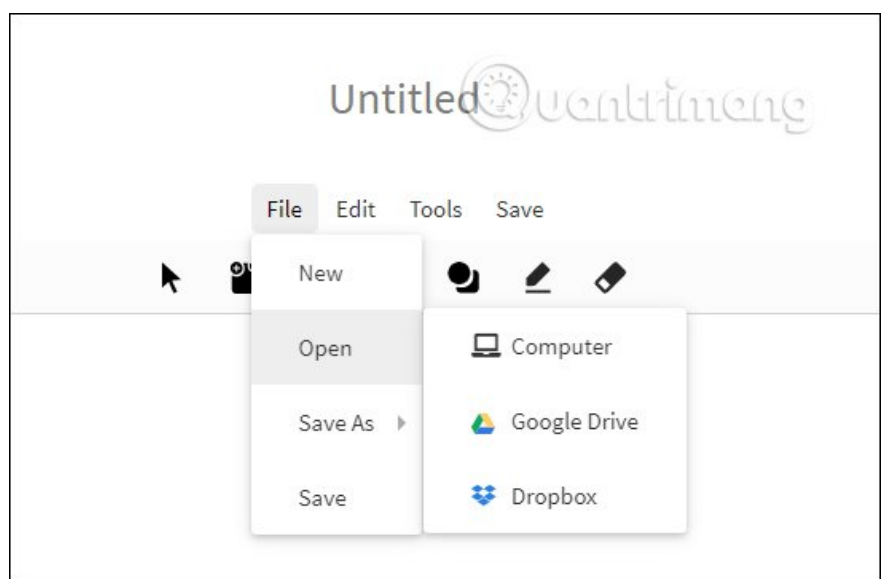


To **save the file as a PDF**, click the word **Save** above, if saved as a different file, then immediately click **File> Save As** and select the format. Display the **Download** button to click download, or you can also upload to supported cloud storage services at once.

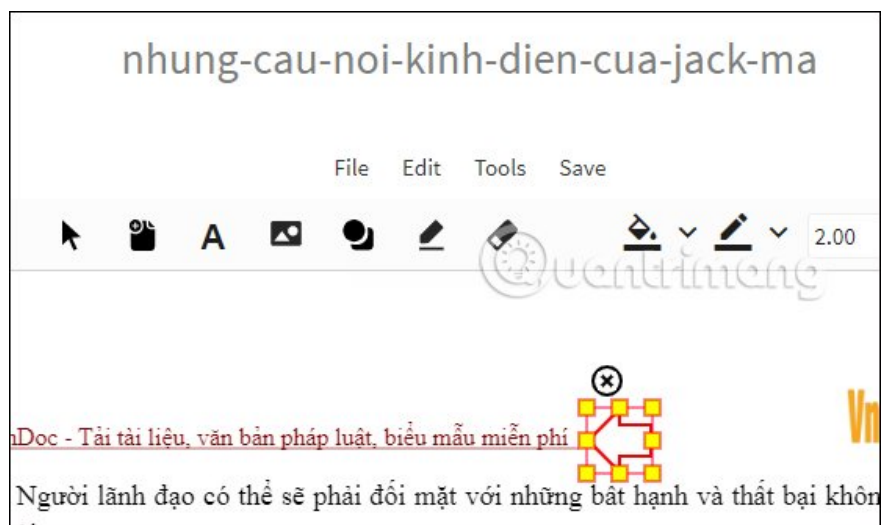


## Step 2:

Return to the homepage of ZonePDF. To **edit a PDF file**, click **Edit PDF**. In this interface you choose where to upload files, from your computer or from Drive and Dropbox to conduct editing. Click File> Open to choose a download location.



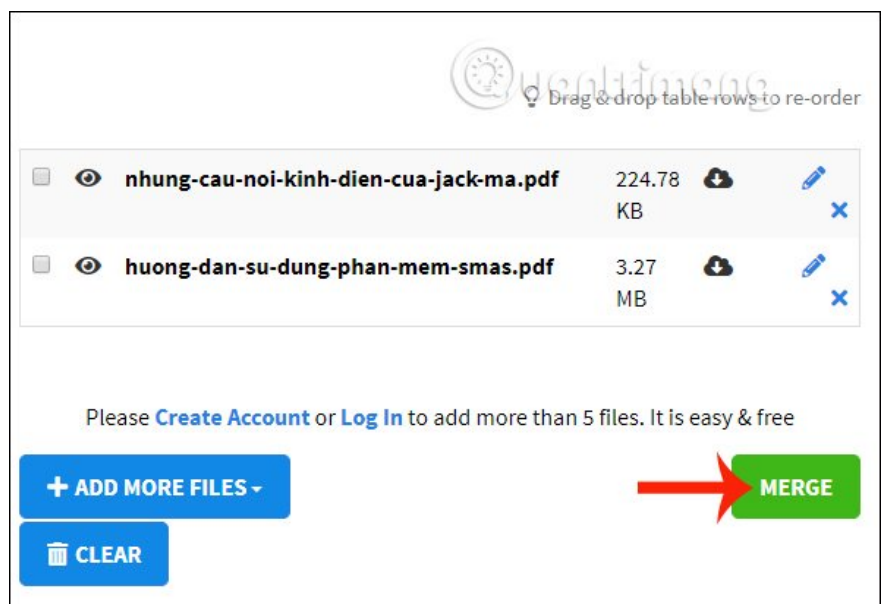
Next, use the tools in the interface to edit the PDF content.



### Step 3:

To **merge multiple PDF files into one**, click **Merge PDF**. The PDF files uploaded to ZonePDF for editing will be saved. If you do not want to use, click on Clear. Click **Add more files** to download multiple PDF files at once. Note that if you have an account, it is supported transplant 5 files or more.

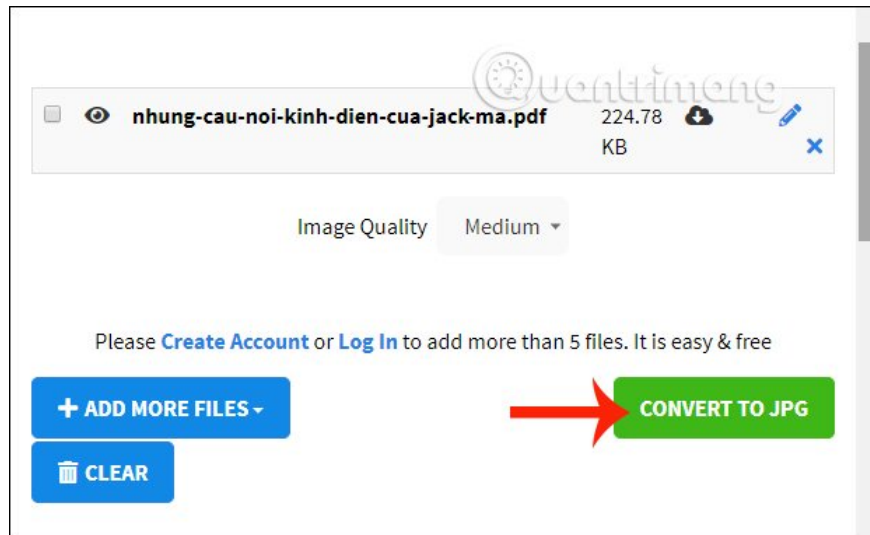
Select the file, then **click Merge** to proceed with the transplant.



### Step 4:

If you want to convert PDF to JPG, click PDF to JPG. Then choose the image quality in Image Quality and then click **Convert to JPG**.

The other features we do the same with the interface and the way is very simple.



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