I love PDF tool

Whether scanned from the copier, downloaded from the Internet, or received in an email, PDF files are by design easy to open but difficult to edit. This article demonstrates two of the many tools available to make changes to PDF files.

ilovepdf.com is a powerful collection of free PDF tools.

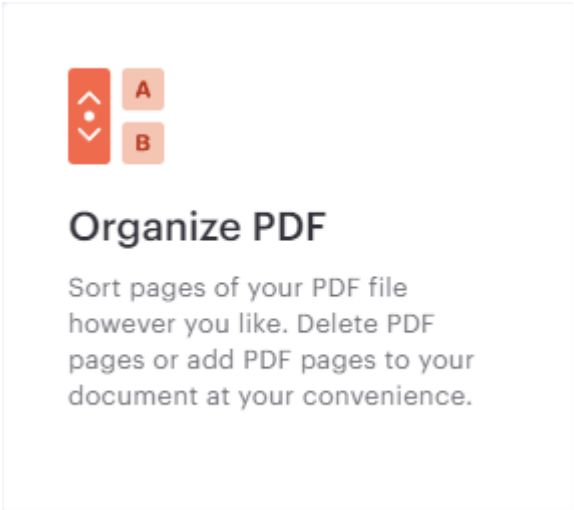
Logging in to the website is optional. If you choose to, you can log in with your Google credentials.

There are multiple tools in each of the following categories:
Organize PDF
Optimize PDF
Convert to PDF
Convert from PDF
Edit PDF
PDF Security

These tools are fairly intuitive to use. The rest of this document will be a demonstration of the tools we use on a regular basis in the tech office.

Tool#1 - Organize PDF

Click the Organize PDF button.



Select the PDF file you want to work with by: drag and drop, Clicking the Select PDF file button, or loading from Google Drive.

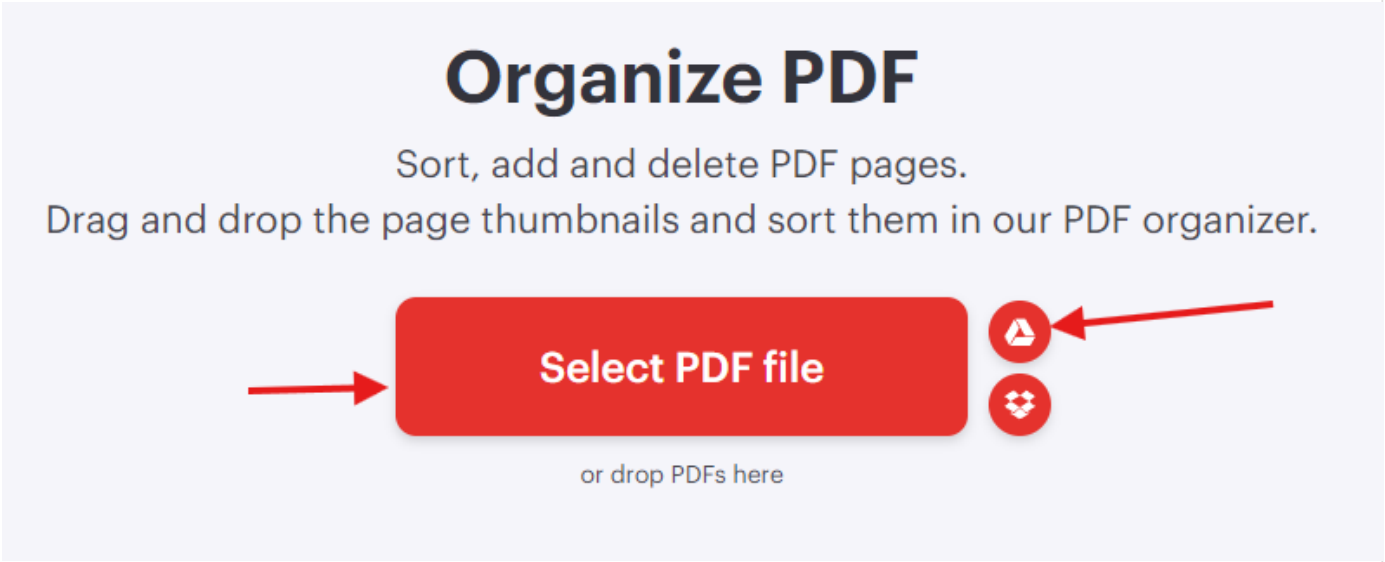


image797×322 19.8 KB

Select the file and click Open.

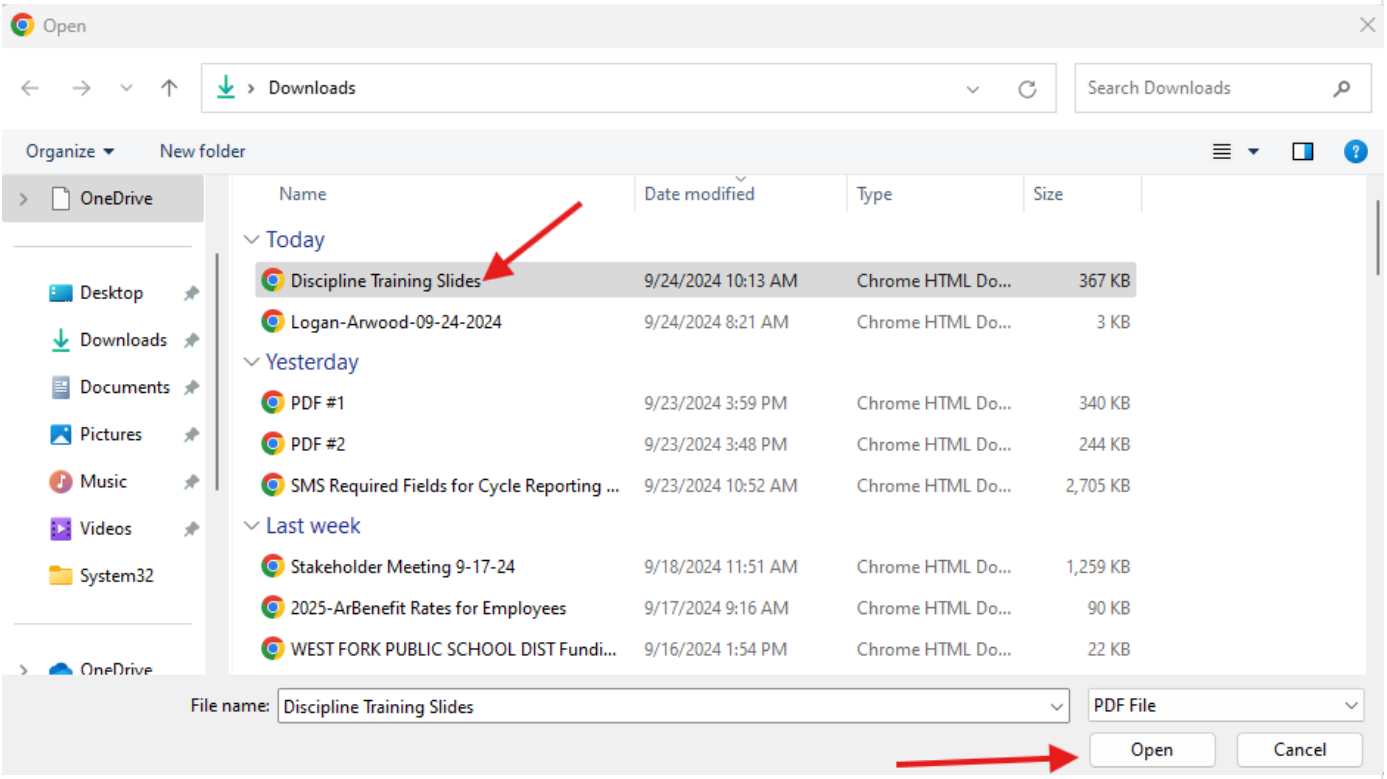
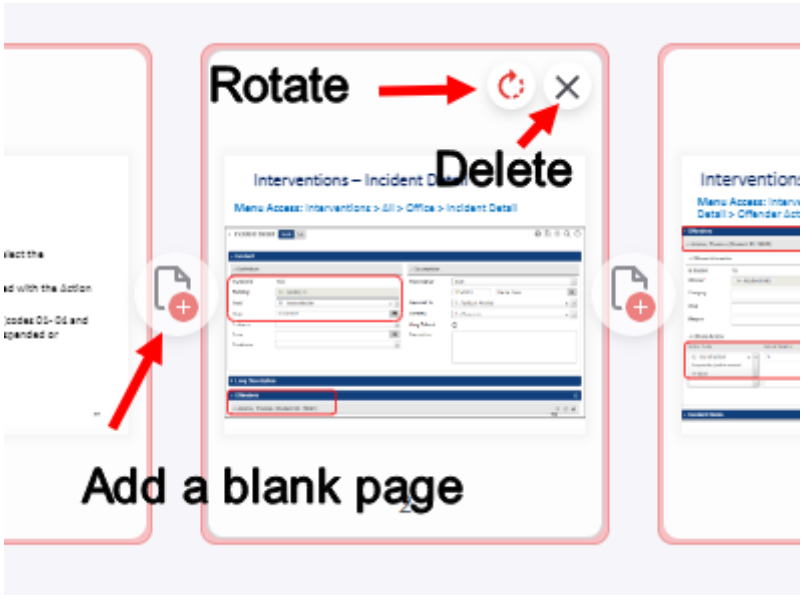
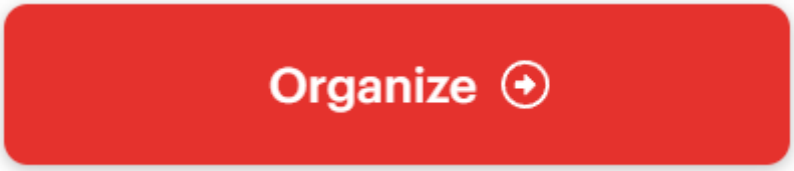


image938×523 36.4 KB

Once the file is open a thumbnail of each page will be displayed.
Drag and drop the pages to change the order.
Hover over the thumbnail to Add, Delete, or Rotate a page.



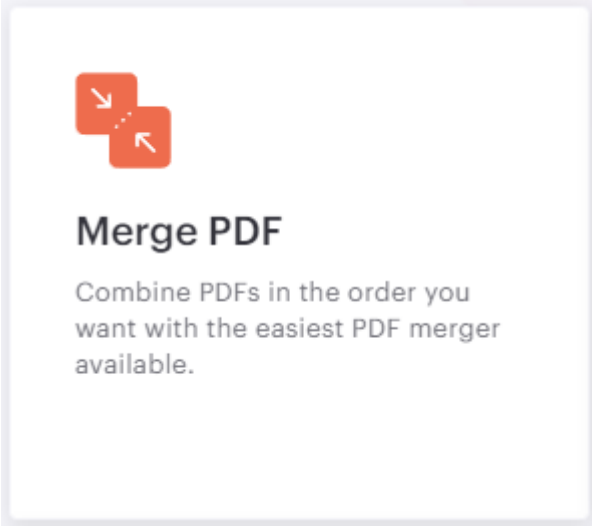
When done, click the Organize button.



The file can now be renamed and downloaded.

Tool #2 - Merge PDF

Click the Merge PDF button.



Select the PDF files you want to work with by: drag and drop, Clicking the Select PDF file button, or loading from Google Drive.

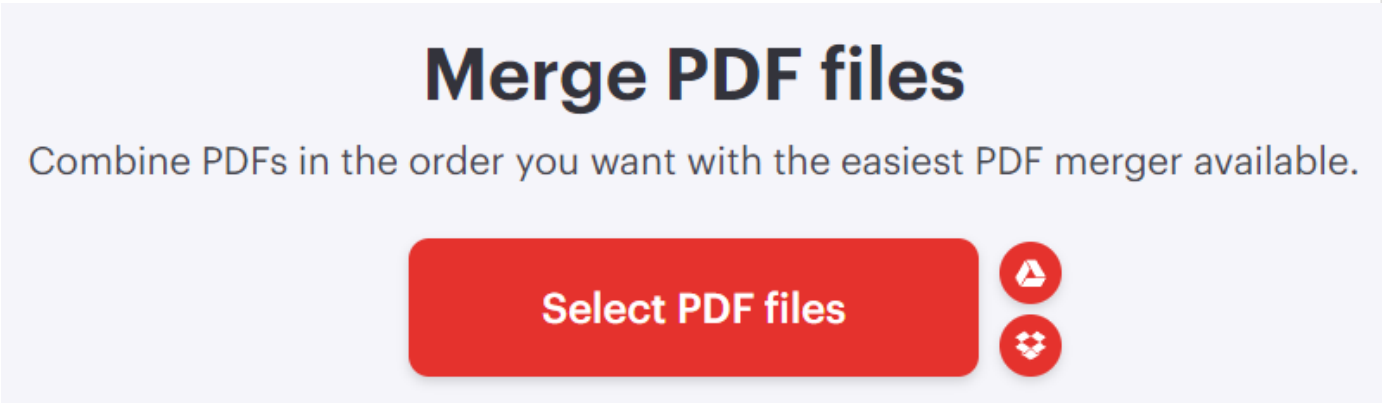


image800×278 15.8 KB

In this example, PDF#1 and PDF#2 are selected and opened.

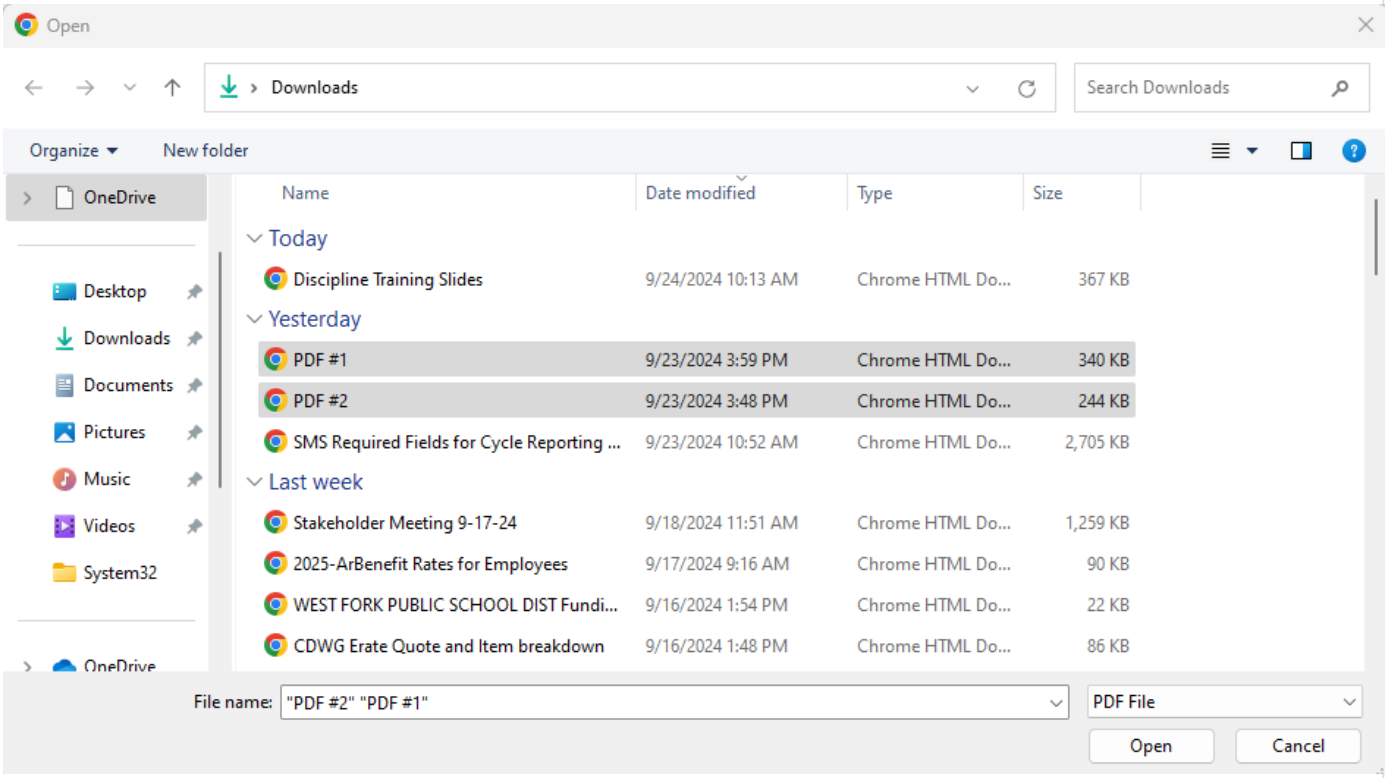
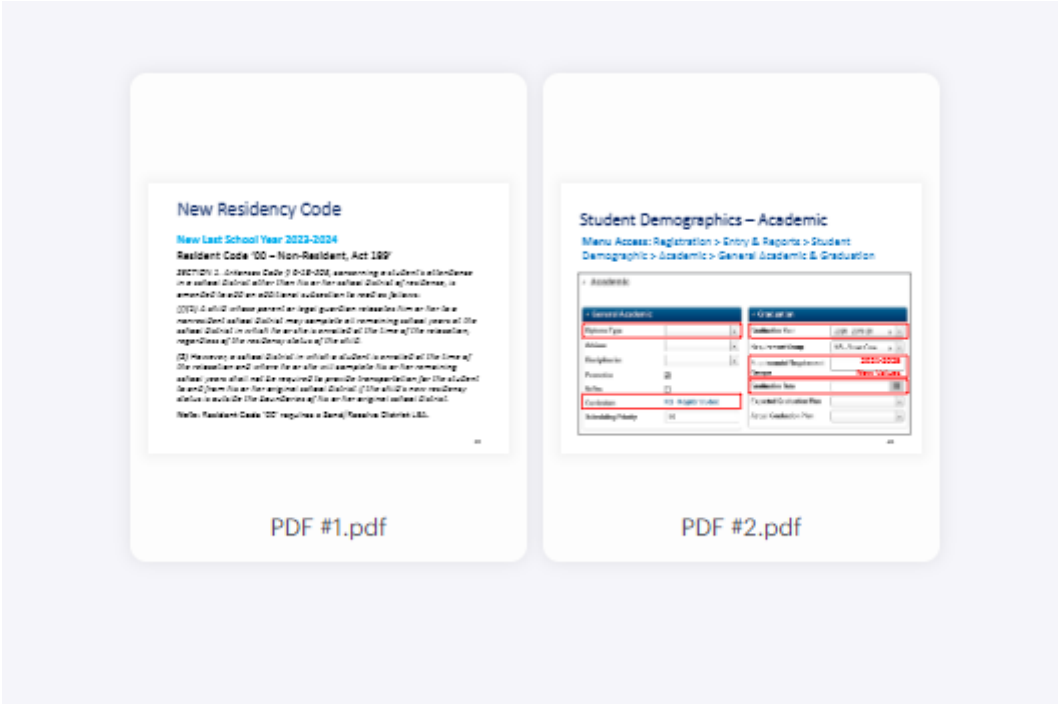


image942×525 34.4 KB

A thumbnail of each file will be shown. You can drag and drop to reorder.



Click the Merge PDF button.

Merge PDF

The merged file can now be renamed and downloaded.

Revision #1
Created 2026-10-29 20:53:01 UTC by Carl Clements
Updated 2026-10-29 20:53:01 UTC by Carl Clements