

Can I edit a PDF in Google Drive?

It can be difficult to share documents between offices located in different areas of the country, or the world. This problem can affect anyone working on the same floor or in the same building. Google Sheets and Google Docs allow you to collaborate in real-time, provide you with a document authoring tool, and store your files online. Multiple users can edit the same document simultaneously and view any changes instantly. Google is widely used for word processing and online file storage. You can also store and use a [PDF editor](#) in this framework.

Google Drive PDF

The PDF file can also be opened in Google Docs if it was created from a text-based document such as Microsoft Word, Notepad or Microsoft Word.

Google Docs: Open it

Click the "File Upload" icon.

Click "Upload" or drag and drop your PDF file to the area. File upload on Google Drive

These steps will be followed once you have uploaded the PDF file:

To open the [PDF editor app](#), click on the link.

You'll find a drop-down menu at the top of your window. Click on "Open with" and choose "Google Docs."

You can edit the text as you wish.

Google Drive Edit PDF

Select "Download as" from the File menu.

Choose "PDF Document (.pdf).

The PDF will convert your document and be downloaded to your computer.

Google Docs Save as a PDF

How can I compress PDF?

It is not difficult to understand that PDF files can become large and cumbersome, making it difficult to upload or send to the internet. The file's size and data can quickly grow depending on how it was saved. If you need to send a PDF to a printer for commercial purposes and have 5,000 copies to hand at a trade show, then saving it as "high-quality print" is the best option. You don't have to save the file this large if you are sending it to someone to proofread.

A robust PDF editor tool makes it easy to reduce the file size. Apple's Preview app is included on Macs. It can do almost everything when it comes PDF editing.

Here are some ways to reduce the size of your PDF on a Mac

1. The Preview app will open the PDF.
2. Click on "Export as PDF" under the "File" menu.  
export item under file menu
3. Click "Show details" and select "Reduce file size" from the dropdown menu.  
Reduce PDF size
4. You can save the smaller PDF version.

How to reduce PDF size using Acrobat DC ([pdf editor on Mac](#) & Windows)

1. Adobe Acrobat will open your file.
2. Click on "File" and then "Save as Another."
3. From the drop-down menu, select "Reduce Size PDF ...".
4. It is best to determine your compatibility. You can change it to an older version of Adobe Acrobat if you have a very small file.
5. Select "OK."
6. If you wish to create a smaller file of the original, rename it. You can keep the original large file. You can overwrite the original file if you keep the file name and location the same.
7. Select "Save".
8. Acrobat will ask you if you want to overwrite the original file. If you're happy to replace the file, click "Replace."