Using an Online PDF Editor on a PC or Mac

1. Go to https://smallpdf.com/edit-pdf. If you want to insert an image into an existing PDF file, you can do so for free using an online PDF editor like Smallpdf.com.
   - This method will allow you to paste an image into your PDF, however, you won’t be able to edit the existing text or formatting in the file.

2. Click **Choose file**. It’s in the green box at the top of the screen.

3. Select the PDF and click **Open**. This opens the PDF in your browser.

4. Scroll to the part of the PDF where you want to insert the image.

5. Click **ADD IMAGE**. It’s the second link at the top of the page.

6. Select the image and click **Open**. This pastes the image into the file.
   - If you need to move the image, click and drag it to the desired location.

7. Drag the corners of the image to resize it. Dragging any of the corners outward will enlarge the image, while dragging inward will reduce its size.

8. Click **Apply**. It’s at the bottom-right corner of the page. This saves the image to the file and creates a new version for you to download.

9. Click **Download File**. It’s under the "Success!" message near the top of the page.
   - This downloads a new version of the PDF to your computer.
   - You may have to choose a saving location and click **Save** to download the file.
1. **Open the PDF you want to edit in Preview.** Find and double-click the PDF file you want to edit on your computer.
   - If your default PDF reader is not Preview, right-click on the file, hover over **Open With**, and select Preview.
   - This method will allow you to paste an image into your PDF, however, you won't be able to move around any existing text or formatting in the file.
2 Click the **File** tab on the menu bar. You can find this button in the upper-left corner of your screen. It will open your file options on a drop-down menu.

3 Select **Export** on the **File** menu. This option will allow you to convert your PDF into a different file format.
   - You'll have to export your PDF as an image file in order to insert another image.
4. Select **PNG** as your file format. Click the **Format** drop-down at the bottom of the Export window, and select **PNG**.

5. Click **Save** in the Export window. This will create a new file from your original PDF. The file's name will be the same as your PDF, but instead of ending with `PDF`, it will end with `PNG`. The file will be saved in the `Downloads` directory.
6 Click the red x to close the file. It's at the top-left corner. The original PDF will be left unchanged.

7 Open the image you want to insert in Preview. Find the image you want to insert on your computer, and double-click on its icon to open it in Preview.
8. Press **Command + A** on your keyboard. This will select the entire image. You'll see a dashed outline around your selection.
   - If you don't want to insert the whole image, click and drag one of the blue dots on the dashed outline around your selection, and select the part of the image you want to copy to your PDF.

9. Press **Command + C** on your keyboard. This will copy your image selection to your clipboard. You can now paste it into your converted PNG file.
10 Open your PDF's PNG export in Preview. This is the "PNG" file you created when exporting your PDF as an image.

- Pasting an image into a PDF is not supported in Preview, so make sure you open the file that ends in "PNG" instead of "PDF."

11 Press [⌘ Command]+[V] on your keyboard. This will paste the image you've copied into your PNG file.
12 Click and drag the pasted image to position it. You can position your image anywhere in the PDF file.

13 Click and drag the blue dots to resize the image. You'll find blue dots around the outline of your pasted image. Click and drag any one of these to make your image bigger or smaller.
   - If you don't see an outline or blue dots, click on the image to select it. The outline should automatically show up.
14 Click the **File** tab on the menu bar. When you're done editing, click the **File** menu on the top-left corner of your screen.

15 Click **Export as PDF** on the **File** menu. This option will allow you to save your edited PNG file as PDF.
16 **Enter a file name for your PDF.** Click the **Save As** field at the top of the dialogue box, and enter a name for your new PDF file here.

- Alternatively, you can leave the file name unchanged, and replace your old PDF file with the new, edited PDF. To do this, click the **Replace** button in the confirmation box after clicking **Save**.

17 **Click **Save** in the Export window.** You’ll find this button in the lower-right corner of the dialogue box. It will create a new, separate PDF file out of your edited PNG, and save it to the same location as the original PNG file.