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If you send certain PDF files over the internet, this guide will make your life significantly easier. A PDF file which is short for portable document format, is a specific type of digital file that allows you to send certain content that is readable by other users regardless of what software they use to view that type of file. In order for PDFs to adapt to various viewing systems, the file's text and images can't easily be modified once packaged into the format of a PDF. However it's not impossible for this to be done. No matter if you use a Mac or Windows device as your primary, there are tools available to you for editing the text and graphics within a document that has already been converted into a PDF. You can even do this type of change online, as well as convert PDFs back into Microsoft Word documents to edit your content in its originally designed format. It can be clearly seen that you need to install the program, Adobe Acrobat. First check that it's compatible with both Mac and Windows computers you are using. Not every version of Adobe Acrobat allows you to edit existing text files once you open your document in this program. The Adobe Acrobat Pro. The company which offers the following three editions in both product lines: Acrobat XI, and Acrobat DC. These editions below allow for some basic text and content editing, as well as the ability to export your document into Microsoft Word: Acrobat Pro DC and Acrobat Standard DC offer a host of other editing capabilities that Acrobat XI does not offer -- such as automatic spell-check, advanced photo editing, and editing from an iPad. Acrobat is one of the most popular ways to edit PDF files online, yet it's not the only method. There are other way to manually alter a file using free software that you can download. You don't necessarily have to go out and purchase the most expensive Adobe software that is available. Most other PDF editing websites equip you with just a manual content eraser and new text/image boxes you can drag and drop anywhere on the page. Here are a few other online editing tools: FormSwift: Add new content and even an e-signature. PDF escape: Add new content and start a new PDF from scratch. Smallpdf: Add new content, as well as save PDFs to platforms like Google Drive, Dropbox, and even Microsoft Word (more on this feature in a minute). The tool that suits your PDF will depend on what specifically you're looking to edit and the file size of your document. For example, because Sejda can't accept PDFs larger than 50 megabytes (MB), check the size of your document and identify an editing tool that is compatible with your PDF. 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Impressively, Coca-Cola can be used to help you clean, get rid of rust, and even help maintain your garden. Whether you are looking for a way to finally get rid of those pesky stains, or just want to find new ways to love this drink, these 20 jaw-dropping and unusual uses for Coca-Cola will blow you away. Kill pests in your garden. Whether you are looking for a way to finally get rid of those pesky stains, or just want to find new ways to love this drink, these 20 jaw-dropping and unusual uses for Coca-Cola will blow you away. Kill pests in your garden. Whether you are looking for a way to finally get rid of those pesky stains, or just want to find new ways to love this drink, these 20 jaw-dropping and unusual uses for Coca-Cola will blow you away. Kill pests in your garden. control method for your garden. To rid yourself of plant munching slugs and snails, pour a small bowl of Coca-Cola and place it near your garden or flowerbeds. The smell will attract these crawling bugs and the drink's acidity will kill them. Defrost your windshieldIncredibly, Coca-Cola can also defrost your windscreen in the wintertime. Simply pour Coke liberally across your windshield and wait about a minute. The ice should turn to slush for easy removal. Clean your pans coca-Cola is also useful in the kitchen, especially on burnt pans. For any pan with burnt on messes, pour a can of Coke into the pan and simmer. The mess should easily wipe away. You can also soak kettles and other kitchen items in Coca-Cola to remove scale and build up. Clean bugs from your windshield. Soak a cloth in coke, then rub across your windshield. Just be careful not to get any on your paint job. Remove rust from your carCoca-Cola is also useful when removing rust. The simplest method is to dip crumpled tinfoil in Coca-Cola, then give the metal a wipe. The bolt and screws will be one hundred percent in no time. Remove stains from your fabric Surprisingly, Coca-Cola is incredibly helpful when removing stains from clothing and fabric. Coke will easily remove grease stains, as well as blood spots. Remember that Coca-Cola itself is brown, so stains on light fabrics might be better removed another way. Remove oil spotsAnother way to use Coca-Cola is to remove oil stains from cement. Whether it's your garage or your driveway, soak the stain in Coca-Cola for a few hours then hose off. Relieve jellyfish stingsShould you be unwilling to neutralize a jellyfish sting the traditional way (with urine) pouring Coca-Cola on the sting will also do the job.Clean your car engineCoca-Cola is also an effective ways to clean your car engine and this technique for ages. Use it in cookingCoca-Cola is also a fantastic addition to many recipes. Using Coca-Cola to cook pot roast or steaks in will easily tenderize the meat for you. Mixing Coke with ketchup or barbecue sauce also makes for a delightfully sweet glaze. Clean your old coinsAnother way to use Coke to clean your tilesIncredibly, Coca-Cola can also be applied to tiles to effectively clean grout. Let Coke sit on the tiles that need cleaning for a few minutes, then wipe away. Supercharge your compost. The sugar in Coca-Cola feeds micro organisms, plus the acidity will help your compost break down faster. Remove gum from your hairCoca-Cola can also help you avoid a major hair disaster. If you have gum stuck in your hair, dip the gum into a small bowl of Coke and let it sit for a few minutes. The Coca-Cola breaks down the gum, allowing you to wipe it off. Fade unwanted hair dyeSimilarly, if you made a mistake with your hair dye, Coca-Cola comes to the rescue. It's probably best to get in the shower first, then pour Diet Coke over your hair. Let the soda sit for a few minutes, then wash your hair like normal. This method is effective in removing temporary hair dyes, but will likely only fade professionally applied dyes. Clean marker stains Coca-Cola is also an easy way to remove marker stains from carpet. Apply a small amount of Coke, scrub the spot, then clean with soapy water. Again, remember that Coca-Cola is brown, so removing stains on white or light-colored carpets might be better achieved with another method. Clean your toiletCoca-Cola can also help you clean elsewhere in the house. To easily clean a toilet, pour Coca-Cola all around the bowl and let it sit. There's no need to scrub, simply flush and your toilet should be sparkling clean. Feed your plants. Particularly with azaleas and gardenias, adding a small amount of Coca-Cola to the soil can deliver nutrients your plant may be low on. Get rid of bugs at a picnicThe last of our unusual uses for Coca-Cola is to safeguard your picnic or outdoor lunch from pests and wasps. Simply pour a small cup of Coca-Cola and set it out about a half hour before you start to eat. By placing the cup away from your site, bugs will be drawn to the soda and not your lunch. Featured photo credit: Omer Wazir via flickr.com Looking for a photo editor? The usual choices include Adobe Photoshop Elements (available online for about \$85 and up), which I use to demonstrate techniques here in Digital Focus, and Corel Paint Shop Pro (available for about \$70 and up). There are free options as well, like Paint.Net and GIMP. For serious RAW shooters, I recommend Adobe Lightroom (available for about \$220 and up). But these days there's a whole new way to edit your digital photos: using online photo editors that run from within a Web browser, like a photo equivalent to Google Docs or Zoho. On the upside, you don't have to install anything, and you can edit your photos anywhere you have an Internet connection. The downside? Just what you'd expect: These programs generally offer only a fraction of the features found in stand-alone image editors. Foto Flexer shows that you don't need to sacrifice all of the photo editing features you know from programs like Photoshop Elements to use an online photo editor. Once you upload a photo to the site, you'll see an interface that looks like a simplified photo editing program, complete with automatic exposure correction, red eye removal, and cropping control. But there's a ton of extra stuff here as well, including support for layers--you can load multiple images and control the opacity of each layer, just like in a commercial photo editor. The program also includes effects like blurred edges, grayscale and sepia conversion, and the ability to "cartoonify" your photos. There's even a Photoshop-like Curves tool for adjusting exposure, and a full-screen mode so you don't need to feel like you're working in a Web browser. Though it's not the most powerful option out there, I also like Flickr, Facebook, and Myspace. All the basics are here. You can rotate, crop, resize, and tweak the colors and exposure. Like Corel Paint Shop Pro, the red eye removal tool can handle both humans and pets. The Create tab is home to special effects filters, like black and white, sepia, color boost, and soft focus. Of all the Web tools I mention here, my favorite is Splashup. Splashup has the most traditional interface I've seen in an online photo editor, complete with a menu bar across the top of the page and a toolbar on the left side packed with all the usual tools. Like FotoFlexer, it includes support for layers, so you can combine photos or perform fine adjustments to your photos. Splashup even has its own file format, which preserves layer information, so you can open a project and continue editing later--just like Photoshop. You can load photos for editing from your computer or popular photo sharing sites like Facebook, Flickr, Picasa, and SmugMug.As nice as Splashup is, it isn't as refined as Adobe Photoshop Express, which is an online version of the familiar Photoshop Elements. You get the same basics as in FotoFlexer--crop, rotate, red-eye removal, exposure correction, for example--but there's no layer support or any of the more powerful editing and correction tools in Photoshop Elements. You will find some cool stuff like a fill light (which lets you adjust the foreground separately from the background), filters, and image distortion. And like the desktop version of Photoshop, you can choose from among several thumbnail variations of the same effect. Like the other Web tools, you can upload photos from your own PC or from sites like Facebook, Flickr, Photobucket, and Picasa. Adobe offers a generous 2GB of online storage, and there are subscribe options for additional photo storage as well. Get published, get famous! Each week, we select our favorite reader-submitted photo based on creativity, originality, and technique. Here's how to enter: Send us your photograph in JPEG format, at a resolution no higher than 640 by 480 pixels. Entries at higher resolutions will be immediately disqualified. If necessary, use an image editing program to reduce the file size of your photo along with a short description and how you photographed it. Don't forget to send your name, e-mail address, and postal address. Before entering, please read the full description of the contest rules and regulations. This Week's Hot Pic: "Saigon Opera House at Tet," by JD McClellan, Ho Chi Minh City, Vietnam JD writes: "I took this photo in Ho Chi Minh City during the Lunar New Year celebration. I used a Canon IXUS 960 IS." This Week's Runner-Up: "Tees" by Rob Castro, Chino Hills, CaliforniaRob writes: "This is a close up of a tablecloth used when celebrating Norooz [the Persian New Year]. I used my Canon Rebel XT with a LensBaby, coupled with macro filters."To see last month's Hot Pics, visit our slide show. Visit our Flickr gallery to browse past winners. Have a digital photo question? Send me your comments, questions, and suggestions about the newsletter itself. And be sure to sign up to have Digital Focus e-mailed to you each week. This story, "Edit Your Photos Online for Free" was originally published by PCWorld. Note: When you purchase something after clicking links in our articles, we may earn a small commission. Read our affiliate link policy for more details. In digital video and film production, online editing is used to describe editing footage at the original highest-quality. The opposite of online editing, which is the process of editing low-quality copies of the original footage.

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