

KitForma.

PRACTICAL FIELD GUIDE

PDF Workflows That Survive Delivery

A practical workbook for page order, borders, searchable text, forms, and checked releases

01

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SAMPLE EDITION

ENGLISH / 1.0 / 2026

How to use this guide

People who prepare small document packets, reusable forms, and printable learning or business materials.

Book by KitForma. An original practical field guide with a fictional six-page packet, source fixtures, ten chapters, measurable exercises, and a worked answer key. Public tool guides remain free; this manuscript adds its own connected capstone and review records.

- Build a page map and verify a four-page output by identity and order.
- Predict crop geometry and test borders and print scale.
- Proofread OCR against an explicit source reference.
- Test editable forms through saving and reopening.
- Release separate reading, editable, and static files with a useful review record.

Scope and limitations

- No legal advice, signature validation, accessibility certification, or universal privacy assurance.
- Source fixtures are text instructions and data, not pre-rendered PDF files.
- Tool availability and behavior may change; catalog references were checked against KitForma source 63f6c40 on 2026-10-01.
- The exercises use small fictional packets; larger files and your own readers require separate acceptance checks.

Published by KitForma. Edition 1.0. Sources checked 1 October 2026. People and businesses in worked examples are fictional. This is an independent publication, not endorsed by the platforms mentioned.

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Define a deliverable before editing

A successful PDF job starts with a sentence about what the recipient must do. A reader may need to print four pages, search a scanned inventory, or complete a form and save it. Those are different deliverables. Write the intended action, the required content, and the properties that must survive. For this workbook, the fictional Harbor Learning Club needs a four-page reading packet and a separate editable application. A smaller file that loses the application fields does not satisfy that brief.

Create three working locations: original, working, and release. Copy the supplied material into original and keep that copy unchanged. Use working for experiments with descriptive filenames such as schedule-crop-test.pdf. Move only checked outputs into release. A directory structure is useful because it makes an accidental overwrite visible; it is not a backup strategy by itself. Keep a recoverable copy appropriate to your own work. Do not bring private documents into these exercises.

Before choosing a tool, inspect the input in a PDF reader. Count pages, look for blank or repeated pages, try selecting a sentence, and click any expected fields. Note whether a signature panel or restriction message appears. Record page dimensions if the reader exposes them. Distinguish a property you observed from one you merely expected. 'Page four looks scanned' is an observation; 'all text will be searchable after export' still needs a test.

Use stable page identifiers in the practice packet. P04 always means the supply page even when it becomes the third page of the output. This prevents a common mistake: giving an instruction about page four after another person has removed page three. Your inventory connects source

position, page identifier, role, and destination. It also gives the reviewer a small independent reference instead of asking them to remember every edit.

This is a Book by KitForma, built around original fixtures, decision records, exercises, and a worked capstone. The referenced public help pages remain freely available. They explain source facts; they are not the manuscript. The supplied text fixtures describe material that you create in your document editor. They are not pre-rendered PDFs, and no specialist commercial editor is required by the exercises.

Write the acceptance contract

Using packet-source.txt, write three acceptance sentences: one for the reading packet, one for the editable form, and one for the static example. Include a page count and one functional check in each. Do not describe success merely as 'looks professional'.

Sources and tools

[S1] Adobe Acrobat: Crop PDF pages

<https://helpx.adobe.com/ca/acrobat/classic/crop-pdf-pages.html>

Checked: 2026-10-01

[S2] Adobe Acrobat: Permissions and limitations of signed PDFs

https://helpx.adobe.com/id_en/acrobat/desktop/e-sign-documents/learn-about-signatures/signed-pdf-limitations.html

Checked: 2026-10-01

[S3] W3C PDF7: Performing OCR on a scanned PDF document

<https://www.w3.org/WAI/WCAG22/Techniques/pdf/PDF7>

Checked: 2026-10-01

[S4] W3C PDF3: Ensuring correct tab and reading order

<https://www.w3.org/WAI/WCAG22/Techniques/pdf/PDF3>

Checked: 2026-10-01

Extract PDF pages

Select reading pages from the original page map.

<https://kitforma.com/en/pdf-extract-pages/>

Crop PDF pages

Run the visible-boundary experiment.

<https://kitforma.com/en/pdf-crop-pages/>

Searchable PDF with OCR

Recognize the fictional English/Turkish scan and proofread it.

<https://kitforma.com/en/pdf-ocr/>

Create fillable PDF fields

Create the four practice AcroForm fields.

<https://kitforma.com/en/pdf-create-form/>

Fill PDF form

Fill supported fields for the persistence test.

<https://kitforma.com/en/pdf-fill-form/>

Flatten PDF form

Create a separate static example.

<https://kitforma.com/en/pdf-flatten/>

Annotate and draw on PDF

Create review artwork, with explicit signature and redaction limits.

<https://kitforma.com/en/pdf-annotate/>

Permanently redact PDF

Run the fictional-token exercise and inspect the image-only output.

<https://kitforma.com/en/pdf-redact/>

Compress PDF

Compare output size with required behavior.

<https://kitforma.com/en/pdf-compress/>

Inside the complete guide

Build a page map that survives rearrangement

Control borders, cropping, and print geometry

Separate selectable text from OCR guesses

Make forms behave after download

Distinguish markup, redaction, and signatures

Optimize without losing required behavior

Package a release another person can verify

Capstone: release the Harbor workshop packet

Answer key and repair decisions