

## PDF Editing

Applications that can open PDF files for editing include **Inkscape** and **LibreOffice Draw**.

Note that accurate editing requires that you have the fonts that are used in the PDF document installed on your system. Both Inkscape and Draw will substitute fonts, but if the metrics of the substituted fonts are not identical (which they probably won't be) then the text layout may suffer.

GIMP can import a single page from a PDF file, converting it to a bitmap image at whatever resolution you set when importing. The GIMP import routine uses the fonts embedded in the PDF file so can render the image very accurately.

## Manipulating PDF files

The **pdf2txt** or **pdftotext** command line utilities can extract text from a PDF file.

pdf2txt is part of the python-pdfminer Debian/Ubuntu package

pdftotext is part of the poppler-utils Debian/Ubuntu package

**pdftk** is command line tool that can do all kinds of manipulations with PDF documents including merging, page extraction, decrypting/encrypting, and completing or extracting PDF form data.

**PDF Shuffler** is one of several GUI tools that provide a front-end to pdftk, supporting a limited but useful range of its facilities.

## LibreOffice Writer

If you don't use **paragraph styles** you owe it to yourself to learn about them. They are huge timesavers if you produce any sort of structured document (ie with headings and sub-headings).

When you use paragraph styles to structure a document, you can add **heading numbering** using the outline numbering features. Tools → Outline Numbering...

When you use paragraph styles to manage your headings you can also use **cross-references** to refer to the pages or section numbers of headings which will automatically update as the document changes. Insert → Cross-reference...

Another underused feature in Writer is **auto-text**. This can easily insert "boilerplate text" by just typing a shorthand code. Tools → AutoText...

## Utilities

If you do any web development work, the **Screen Ruler** is great for measuring pixel dimensions on web pages.

The **Disk Usage Analyser** is an excellent tool for visualising which bits of your file system are eating up most of your disk space.