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Now, you need to tell Excel how you want the file to appear in the spreadsheet. There are a few different options here. If you select "OK" without taking any further action in the "Object" window, the PDF file appears in Excel showing the contents of the PDF in its entirety. Alternatively, you can check the box next to "Display as icon" for a less intrusive option. This method, as the name suggests, inserts an icon that represents the contents of your file. Double-clicking the icon opens the file in your computer's default PDF viewer. Another solution would be to check the "Link to file" option. This option, as with the others, places the content of your PDF into Excel. The difference here is that it creates a link to the source file, making it a live document. Any changes to the source file would be reflected in your document. Also keep in mind that you can select both the "Link to file" and "Display as icon" options, creating a less intrusive method of accessing a live document. Once you've selected the option that works best for you, click "OK." Your PDF will now be inserted into Excel as an icon. You'll notice that once inserted, the PDF takes on an "In front of text" layout style and hovers above the cells. If you want to anchor the PDF to (and format with) a specific cell, then right-click the icon and select "Format Object" from the drop-down menu. The "Format Object" window will now appear. There are several different things you can do here, including changing the size and color, cropping, and even adding alt text to the object. What we're particularly interested in here, though, is object positioning. First, select the "Properties" tab. You'll find a few options concerning the positioning of the object. Here, select "Move and size with cells" and then click "OK." Note: If you don't want the icon to appear in the printed version of the sheet, untick the "Print object" checkbox. Now any changes made to the cell, including hiding or resizing, will also apply to the icon. Repeat these steps to insert multiple PDF files in your Excel sheet. Adobe isn't for every situation, whether it's hardware (bricks) or software (PDFs). If you need to create PDFs that you can view and use inside of the many free standalone PDF viewers, there's a versatile, compact alternative in the form of printer-based PDF tools such as Doro PDF Writer. Doro adds an additional printer to your system, but instead of connecting to an external device, it formats your documents and saves them as PDFs. You create PDFs simply by selecting Print and choosing Doro from your print menu. Doro PDF Writer is freeware. Doro PDF Writer installs normally, but it looks like a printer to your system, so you access its options a bit differently, beginning with its basic printer properties in Devices and Printers. Like other printer-based PDF clients, Doro's interface is essentially its print properties dialog. We simply pressed Print on a document, and Doro's tabbed interface appeared. We specified a name for our document and browsed to a destination for saving our PDFs. The General Settings let us add Keywords, Author, and Producer to our documents; specify passwords and 128-bit encryption; and select automatic updates. When we were ready, we pressed Create. Doro created and saved our document and also opened it inside our default PDF viewer, from which we could also save, print, and otherwise handle it normally, including selecting Print, choosing Doro, and resizing and altering the document. Doro also supports multiple interface languages. Doro PDF Writer creates PDFs quickly and easily from inside any Windows app that can open a printer. It's a great complement to PDF viewers that can't create documents, but it's also well worth having around even if you already have a full-featured PDF program. Unless you have a special requirement (like watermarks), clicking Print and using Doro PDF Writer is almost certainly going to be quicker than opening a big app. Need to resize a group of images quickly on Windows 10? With Microsoft's PowerToys utility, you can do it directly from File Explorer with a right-click—no need to open an image editor. Here's how to set it up and use it. What Is PowerToys Image Resizer? Easy bulk image resizing is just a few clicks away in Windows 10 thanks to the "Image Resizer" module included with Microsoft PowerToys, a free suite of utilities for Windows 10 users. When it's fully configured, Image Resizer lets you right-click on a set of images in File Explorer (or on your desktop) and resize them to a pre-configured or custom size. The resulting resized images are written to the same location as the source images. RELATED: All Microsoft's PowerToys for Windows 10 and 11, Explained Step 1: Install PowerToys and Enable Image Resizer First, if you don't have it already—it's not installed by default—you'll need to download Microsoft PowerToys from Microsoft's website. The latest release is usually listed toward the top of that download page. Look for an EXE file such as "PowerToysSetup-0.27.1-x64.exe". Download and run that file. After the installation process is complete, launch PowerToys from your desktop or Start menu and click "Image Resizer" in the sidebar. Then make sure that the "Enable Image Resizer" switch is in the "On" position. Next, you can close the PowerToys window and try resizing images in File Explorer. Step 2: Resize Images in File Explorer or Desktop With Image Resizer enabled, resizing images is only a few clicks away. First, locate the images that you want to resize in File Explorer or on your desktop. Select a group of images with your mouse, then right-click them. In the menu that pops up, select "Resize pictures." An Image Resizer window will open. Choose the image size that you want from the list (or enter a custom size), select the options that you want, and then click "Resize." After that, the resized images will appear in the same folder as the source images. You can do this with as many images as you'd like. Pretty handy! Optional: Configure Image Resizer Settings If you'd like to configure the image sizes listed in the Image Resizer window that appears when you resize images, launch PowerToys, then click "Image Resizer" in the sidebar. On the Image Resizer options page, you'll see three main sections that let you configure how Image Resizer works. First, you'll see a section called "Image sizes" that defines a set of profiles that you will choose from when you run Image Resizer (There's also an option for a custom size when you run it.). Here, you can edit any one of the included profiles or add your own pre-defined custom size. Next, you'll see an "Encoding" section. By default, Image Resizer will save the resized image in the source file format, but if it fails, it will save the image in the format specified in the "Fallback encoder" option here. You can also specify JPEG quality level, PNG interlacing, or TIFF compression. Finally, the "File" section lets you specify the resized images' file name format. The default includes the original file name plus the size you selected. Technically, you don't need to change any of these settings to use Image Resizer, but it's good to be familiar with them in case you want to tweak how it works later. Have fun resizing! When you are out of space, or your Windows 10 is extremely slow, you can resize your hard drive partition to increase partition space. There are three ways to resize a partition in Windows 10. Here are the ways. The first solution is to resize a partition with EaseUS Partition Master. It is a reliable disk management tool that has helped many users in increasing C drive space, merging partitions, converting MBR to GPT, and more. How to Resize/Move Partitions with EaseUS Partition Master Resize/Move partition function in EaseUS Partition Master will help you: Extend partition - extend system partition to maximize computer performance, solve low disk space problems. Shrink partition - manage disk space better for different usage. Move partition - make the unallocated space behind the partition you want to extend. Free Download Windows 11/10/8/7100% Secure Download and install EaseUS Partition Master, and follow the steps below to resize a partition in Windows 10. Step 1. Locate the Target Partition. Go to Partition Manager, locate the target partition and select "Resize/Move". Step 2. Extend the Target Partition. Drag the partition panel rightward or leftward to add the unallocated space into your current partition and click "OK" to confirm. Extra Option: Get Space from Another Drive If there is not enough unallocated space on your disk, right-click on a big partition with enough free space, select "Allocate space". Then select the target partition that you want to extend at the allocate space to column. Step 3. Execute Operations to Extend Partition. Drag the dots of the target partition into the unallocated space and click "OK". Then Click the "Execute Task" button and click "Apply" to keep all the changes. How to Resize Partition Using Disk Management in Windows 10 If you prefer a manual way, you can turn to Disk Management. Windows has a built-in tool: Disk Management. It enables you to extend, shrink, and adjust partition size. Follow the steps below to resize the partition with Disk Management. Shrink Volume in Windows 10 Disk Management Step 1. Press Windows + X, select "Computer Management" from the list. Step 2. Right-click the target partition and select "Shrink Volume". Step 3. In the pop-up window, enter the amount of space and click "Shrink" to execute. Extend Partition in Disk Management on Windows 10 Step 1. Press Windows + X, select "Disk Management" from the list. Step 2. Right-click the target partition and select "Extend Volume". Step 3. Click "Next" in the Extend Volume Wizard window. Step 4. Adjust the space that you need to extend the target volume. Click "Finish" to confirm. How to Resize Partition Using Diskpart in Windows 10 If you are familiar with the CMD command, you can resize the partition with Diskpart. Follow the steps below to resize the partition with Diskpart. Step 1. Press Windows + R to bring up the Run box. Step 2. Type diskpart and hit Enter. Step 3. Type the following command lines and hit Enter each time: list volume. (Note the number of the volume you want to shrink.) select volume X ("x" refers to the target volume number.) shrink desired=10240 After shrinking the partition, you can extend the partition in Diskpart. In Diskpart, type the following command. list volume select volume X extend size Type exit to finish and close Diskpart Conclusion You have learned about three ways to resize partition in Windows 10/8/7. If you are a beginner, EaseUS Partition Master is the best shot. If you have unallocated space, Disk Management can satisfy your needs easily. If you are an expert, you can try Diskpart. Free Download Windows 11/10/8/7100% Secure

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