tracker
SOFTWARE PRODUCTS

PDF-XChange Editor/Editor Plus V6 USER MANUAL

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1 PDF-XChange Editor/Editor Plus V6

PDF-XChange Editor/Editor Plus v6.x

User **Manual**

Designed for anyone from home users to large corporate environments that wish to View/ Edit/Modify and even OCR Image based PDF files on their Windows PC's. There is now a FREE pdf reader alternative to the Adobe Reader that truly raises the bar! The PDF-XChange Editor is smaller, faster and more feature rich than any other FREE PDF Reader/ PDF Viewer/ PDF Editor available on the market. This free pdf editor download also allows users to try the extended functionality offered by the licensed PDF-XChange Editor in evaluation mode - for free. No PDF reader or Viewer offers more features than PDF-XChange - or does so without compromising performance, quality or security. Checkout the feature list below and save $100's in unnecessary expenditure on your PDF software solution today.

PDF-XChange Editor Plus is now available. The new version of the Editor includes all the features of the standard Editor plus a newly designed Fillable Forms Designer/Editor. It also provides the ability to Create Dynamic Stamps using the features of the new Forms designer.

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Ask Us

If you're unable to find what you're looking for in this help system, try these alternative resources:

Our Website
Knowledgebase
Support Forums

or contact our support team support@tracker-software.com

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2 Introduction

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Tracker Software Products Ltd are the authors and publishers of a number of award winning software applications and developer toolkits including the best-selling PDF-XChange and PDF-Tools products for the creation, manipulation, viewing, editing and printing of ISO standard compatible PDF files.

Our tools are used by millions of clients around the world to work with the now ubiquitous Portable Document Format (PDF) created by Adobe Inc and released as an open standard to provide a common means to present documents that would always look the same when viewed on a user's PC - even if the Viewing party did not have all the fonts and images present on their own PC - could be contained within the PDF file to ensure common viewing.

To accompany the standard format, Adobe created a free viewer to ensure that anybody could view distributed PDF files freely without requiring the purchase of any additional software - the viewer was made freely available.

To create PDF files the user could purchase Adobe Acrobat from Adobe direct or as the specification of PDF format was freely available to competing software authors - software applications from 3rd parties quickly appeared and this healthy competition along with the stability of a freely available viewer at no cost has ensured that the PDF format has now become 'the' preferred method to share documents between Government agencies, departments privately and for companies large and small.

Everybody was happy, Adobe was the philanthropic author of a world-wide standard available to anyone, End users and Suppliers could share all manner of documents and information and there was a healthy 3rd party software community expanding the market and ensuring that inexpensive solutions for creating and manipulating PDF files was available, for even the smallest business and private user - whilst Adobe remained at the top of the heap, providing heavyweight commercial solutions for big business.

And then ... for some reason only known to Adobe, they decided that some functionality would be available to users of their free Adobe Reader only if they used a product officially 'certified' to offer this functionality by Adobe - all competing software applications would now have to apply to Adobe for a certificate or the new functionality would not be possible with files made by competing and 'non' certified PDF creation and manipulation tools.

To be clear - we are not talking here about the creation of PDF files - but the ability to see, modify and use files already created and then to be viewed in Adobe's free PDF reader, most specifically

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commenting and annotation added to PDF files by non-Adobe creation tools - these could not be read by the Free Adobe Reader!

Suddenly the 'Open' PDF format was not so open and it was concern that Adobe would continue to extend this in the future to regain some degree of control over who can create software with the ability to offer advanced PDF creation and manipulation functionality - whereas in the past, the primary reason for the success of this standard format has been the fact that any software company has been free to create products for the purpose without interference from any party - including Adobe.

And that is why 6 years ago we decided to create the 'Free' PDF-XChange Viewer to allow PDF files created by any software (not just ours or Adobe's) that adheres to the open PDF format specification as defined by Adobe - to take advantage of these extended features.

However - we have not stopped there and we are now pleased to continue the legacy of the FREE PDF-XChange Viewer with the all NEW PDF-XChange Editor! We have added a host of useful features and functionality that users have told us they would find advantageous and usually only found in paid for software - such us our new Text Editing functionality. Further will continue to do so over the coming months and years - mostly free - but we have also added advanced functionality to Edit other content, modify, manipulate and create new PDF files, and for these extended features we do make a modest charge to allow us to continue in our endeavor's - however - feel free to restrict your use to the free functionality should you not find the enhanced functionality of the paid for 'PRO' version of use to you.

We commit to not making any functions for viewing content a chargeable extra in the PDF-XChange Editor and to treat all files in the PDF format as equal - no matter with which tool they have been created - whether Adobe's, ours or any other 3rd party software publishers - if the file has been created to conform and adhere to the PDF specification and uses functions supported by our Viewer and Editor - it will be viewable - irrespective of the origin of the creation Tools author.

A very important and significant change in the ongoing development of the PDF format is it is now no longer controlled and set by Adobe - the PDF format is now officially controlled and determined by the **ISO (International Organization for Standardization)** and its future wholly determined and controlled independently of Adobe Inc for the benefit of all users and independent software developers, making the PDF format a truly open document format in perpetuity. We hope you find this viewer robust and reliable for your purposes - should you need help or support - please visit our free user **support forums**. We welcome you ideas and suggestions on these forums as well.

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2.1 Notice

PDF-XChange Editor is a rapidly expanding product for Tracker Software Products, Ltd.

Due to the timing difference between the release of new versions of this product and the subsequent documentation, it is possible that certain functions may be active but not completely documented in the download that you receive.

Where we know that certain functions will be available but are not active at the time of documentation, we have marked these items with a legend **in red** such as:

> **Note:** *This function was not available at the time of writing of this documentation.*

Rest assured that we are aware of these and will be releasing new versions of the documentation as rapidly as we can to stay abreast of the latest features of **PDF-XChange Editor!**

This documentation is valid through version

2.2 System Requirements

PDF-XChange Editor supports all Windows (32/64 bit) operating systems from Windows XP** and later.

Version 5 (2012): Microsoft/Citrix Terminal Server compatible*.
Version 4: Microsoft/Citrix Terminal Server compatible*.
Version 3: Still available for Windows 95/98

***Note:** *Though many users have virtualized some of our component products such as the PDF-XChange Editor and PDF-Tools application using XenApp, we do not support this at this time. Particularly the printer drivers are not designed to work in a virtualized environment.*

** **Limitations to product support for Windows XP**

To experience the best performance of our products on all Windows operating systems, the onus is on users to ensure that they have all the latest available Microsoft Windows Service Packs & Updates installed.

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2.3 IMPORTANT! Evaluation mode vs. Licensed mode

Important Notes for the PDF-XChange Editor - Build 5.5 and later!

All the features you have been used to for free - are still available as free functions and do not require a payment for license to use without restriction - subject always to our License standard terms and conditions. We are constantly also adding new features to both the FREE and paid for (Licensed) states of the Editor - rest assured we have not simply used the offer of a FREE mode to capture users interest and then removed the ability to use these features subsequently and required payment - any features available freely now, will always be free to use - and we are committed to expanding both the FREE features and those available in the Licensed/Paid for versions.

Warning * Warning *** Warning *** Warning!!!!!**

All features marked as 'PRO' can only be used in evaluation mode with the absence of a valid license key.

If you save the file after having used these 'PROTECTED' features, it will be altered to include watermarks making it obvious it has been modified with an evaluation copy.

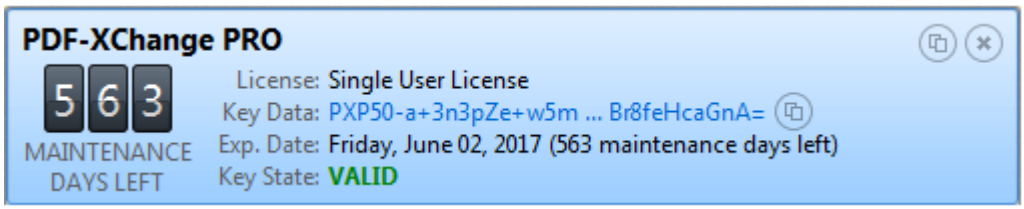
These watermarks CANNOT subsequently be removed without a valid license!

Please ensure that you do not modify original documents using these evaluation features if they cannot be recreated again and if it is important to you and cannot be reproduced!

For further information, please **Contact Us**!

2.3.1 In What Mode Am I Running?

If you are not sure whether your Editor is running in Evaluation or Licensed mode, simply open the **Edit> Preferences> Registration** and make sure you see your license **Key State Valid.** As shown in the screenshot below.



Key State Valid

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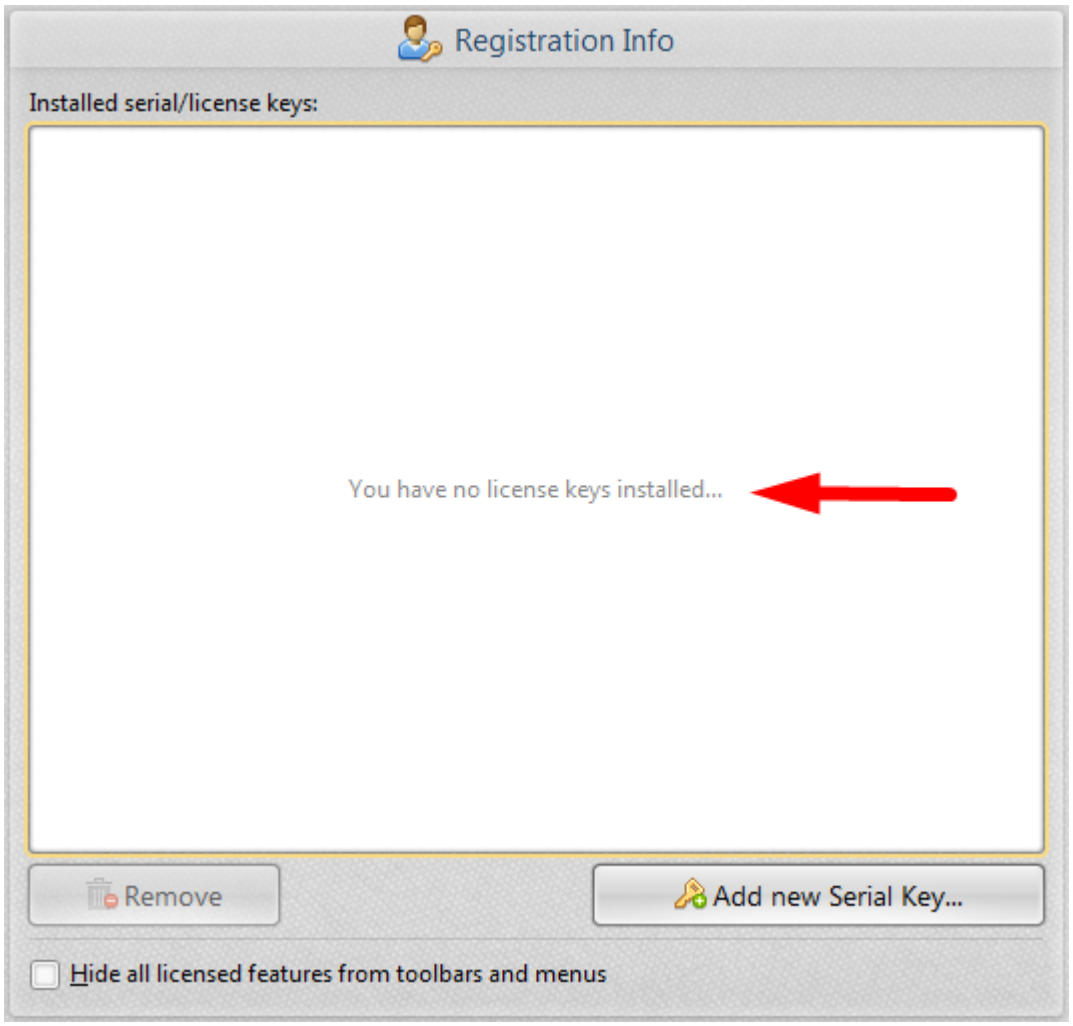
If you see the following under the Registration Info section, you are running in the unregistered Evaluation mode, and you must be careful not to save the PDF if you make certain kinds of changes to it.



Edit>Preferences>Registration: No License keys

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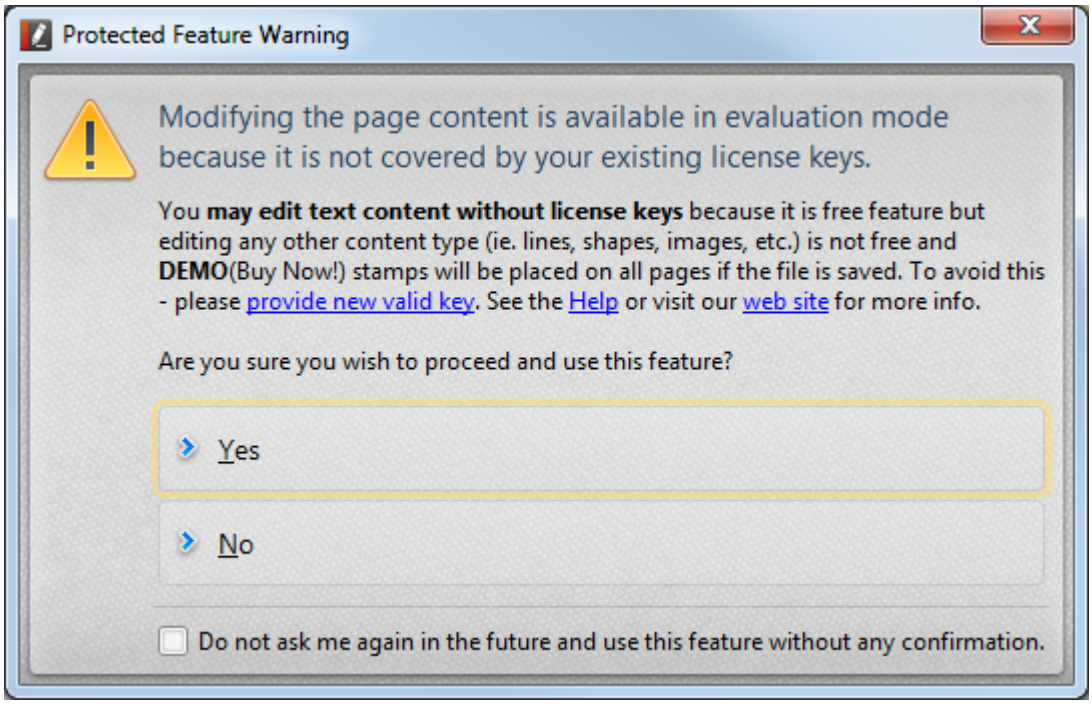
Safety Feature

As a last resort, if you try to use a Licensed feature in Evaluation mode, the following dialog will appear:



Protected Feature Warning Dialog

The Protected Feature dialog does not stop a user from accessing Licensed features, it only warns the user that "Buy now" watermarks will be placed on the document. These cannot be removed without a valid license. By choosing **Yes**, the feature can then be used with the understanding that the Evaluation mode limitations will be applied once the document is saved. Click **No** to Cancel the command.

Version History and Projected Features

See here for the history of features and fixes implemented for each Version and build.
http://www.tracker-software.com/PDFXE_history.html

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2.4 Switches for EXE installers

Command line Installation the PDF-XChange PDF Editor

Our binary 'EXE' installers support both 32 and 64 bit versions of MS Windows, whereas the MSI installers are separated into 32 or 64 Bit Windows installers as the Microsoft MSIN installer technology does not lend itself to a unified 32/64 bit installer type. If you are not sure if you have a 32/64 bit Windows operating system, please use either the EXE installer which will 'intelligently' make this choice for you - or use the 32 bit MSI installer as this will function correctly in both 32 or 64 bit Windows - albeit the 32 bit version will not take full advantage of your hardware/Windows capabilities and features available in Shell Extensions.

The latest downloads are available from **our web site downloads page**.

The PDF-XChange binary 'EXE' install file is downloaded as a 'ZIP' file from which you must extract the installer itself -: PDFXVE5.exe, whereas the MSI installers are offered without being 'wrapped' in ZIP archives.

Here is an example of the full command line string available for the Binary 'EXE' type installers (see the MSI section if that is the installer of choice!):

Most items are optional unless otherwise stated

C:\PDFXVE5.exe /quiet /norestart SET_AS_DEFAULT=1 KEYFILE="\\readable\path\to\licenseFile.xcvault"

Please note - parameters names are case sensitive.
Broken down into sections - these are the switches and what each does:

SWITCHES	DESCRIPTION
MAIN install executable and path	This is the full path to the installation executable, note it is the standard install executable - both silent and non silent installations are available from the single executable. C:\PDFXVE5.exe
/install <directory>	installs a complete local copy of the bundle in [directory]. Install is the default.
/repair <directory>	repairs a complete local copy of the bundle in [directory].
/uninstall <directory>	uninstalls a complete local copy of the bundle from [directory].
/passive	Displays minimal UI with no prompts during installation.
/quiet	Displays no UI and no prompts.

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/norestart	Suppress any attempts to restart. Beware PDF-XChange may require a reboot before updates will take effect. By default UI will prompt before restart.
/log=<filename>	Causes Setup to logs to a specific file. This can be a helpful debugging aid. The information contained in the log file is technical in nature and therefore not intended to be understandable by end users. Nor is it designed to be machine-parseable; the format of the file is subject to change without notice. /log "c:\logs\PDFXVE_INSTALL.txt"
SET_AS_DEFAULT=0|1	If parameter is specified and has a value other that 1, the Editor will not be set as default PDF application during installation. You can always set the Editor as default application later from the Editor's preferences.
VIEW_IN_BROWSERS=0|1	If specified and has value **1**, PDF files will be viewed in a browser. The view in browser option can also be turned on or off later via Editor's preferences.
KEYDATA=<serial_key>	Allows the Serial Key to be registered during silent installation - for live use. Without this information PDF-XChange will function in demo mode only Example: PDFXVE5.exe /KEYDATA="PVP20-YDQsF/ +TlsfTU3HHtV...PAnfXcPnrZJFGhLFgbON4s+="
KEYFILE=<xcvault file>	Allows the a license file (.xcvault) to be used for registration during silent installation by - for live use. A valid UNC path is required. Without this information PDF-XChange will function in demo mode only Example: PDFXVE5.exe /KEYFILE:"\path\to\xcvault\file.xcvault"
USERNAME=<name>	Allows the registered username to be specified during silent installation. Example: USERNAME="MY Name"
ORGANIZATION=<name>	Allows the Company details to be specified during silent installation. Example: ORGANIZATION="Tracker Software"
USEREMAIL=<email>	Allows the users email address details to be specified during silent installation. Example: USEREMAIL="my@email.com"

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EDITOR_LANGUAGE=<lang_id>	Sets a language lang_id as the default language for the User Interface. **none** - installer will preserve current settings for UI language; it is a default value **auto** - Editor will choose localization language based on the user's localization settings of the OS **builtin** - Editor will be forced to do not use localization (use built in strings) **<langID>** - Language ID of the language as shown in the ISO Code column in the list of available languages for the Editor (http://tracker-software.com/editor_lang); for example, de-DE - for German, uk-UA - for Ukrainian; Examples PDFXVE5.exe EDITOR_LANGUAGE="de-DE" msiexec.exe /i PDFXVE5.x86.msi EDITOR_LANGUAGE="fr-FR" msiexec.exe /i PDFXVE5.x64.msi EDITOR_LANGUAGE="it-IT"
DESKTOP_SHORTCUTS=0|1	If specified with value **1**, desktop icon(s) will be created during the installation.
PROGRAMSMENU_SHORTCUTS=0|1	If specified with value **1**, instructs Setup create a group for the PDF-XChange Editor in the Start menu.

2.4.1 Installation Command-line Examples

- Install the application in silent mode (no user input) without re-boot system:

  PDFXVE5.exe /norestart /quiet

- Install the application in silent mode (no user input) with registration information:

  PDFXVE5.exe /quiet KEYDATA="PVP20-YDQsF/+TlsfTU3HHtV...PAnfXcPnrZJFGhLFgbON4s+=" USERNAME="My Name" ORGANIZATION="Tracker software" USEREMAIL="my@email.com"

- Install the application for French, without any icons in Start Menu and desktop:

  PDFXVE5.exe DESKTOP_SHORTCUTS=0 PROGRAMSMENU_SHORTCUTS=0 EDITOR_LANGUAGE="fr-FR"

- Install the PDF-XChange Editor as default viewer for PDF-files and allow to view PDF-files in browsers:

  PDFXVE5.exe SET_AS_DEFAULT=1 VIEW_IN_BROWSERS=1

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2.5 Switches for MSI installers

Windows ® Installer. V 5.0.7100.0
Command-line for installation is:

msiexec /Option <Required Parameter> [Optional Parameter] [PROPERTY=PropertyValue]

Broken down into sections - these are the switches and what each does:

OPTIONS	PARAMETER	DEFINITION
Install Options		
/package or **/i**	<Product.msi>	Installs or configures a product
/a	<Product.msi>	Administrative install - Installs a product on the network
/j<u|m>	<Product.msi>	Advertises a product - **m** to all users, **u** to current user. Additional parameters can be used: [/t <Transform List>] [/g <Language ID>]
/uninstall | **/x**	<Product>	Uninstall the product. Parameter can be .msi file or Product Code.
Display Options		
/quiet		Quiet mode - Installs the application without user interaction
/passive		Unattended mode - progress bar only
/q[n|b|r|f]		Sets user interface level: **n** - No UI **b** - Basic UI **r** - Reduced UI **f** - Full UI (default)

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Restart Options		
/norestart		Do not restart after the installation is complete
/ promptrestart		Prompts the user for restart if necessary
/forcerestart		Always restart the computer after installation
Logging Options		
/l	<LogFile>	Defines logging level for installation. Possible modifiers are: **i** - Status messages **w** - Nonfatal warnings **e** - All error messages **a** - Start up of actions **r** - Action-specific records **u** - User requests **c** - Initial UI parameters **m** - Out-of-memory or fatal exit information **o** - Out-of-disk-space messages **p** - Terminal properties **v** - Verbose output **x** - Extra debugging information **+** - Append to existing log file **!** - Flush each line to the log ***** - Log all information, except for v and x options
/log	**<LogFile>**	Equivalent of **/l*** <LogFile>

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Repair Options		
/f	<Product>	Repairs a product. Parameter is an .msi file or Product Code. May have the following modifiers: **p** - only if file is missing **o** - if file is missing or an older version is installed (default) **e** - if file is missing or an equal or older version is installed **d** - if file is missing or a different version is installed **c** - if file is missing or checksum does not match the calculated value **a** - forces all files to be reinstalled **u** - all required user-specific registry entries (default) **m** - all required computer-specific registry entries (default) **s** - all existing shortcuts (default) **v** - runs from source and recaches local package

For additional options and more detailed description please refer to Microsoft's Web Site.

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Properties Public properties defined by PDF-XChange installation may be specified as well as standard MSI public properties.

For complete list of standard public properties please refer to: **http://msdn.microsoft.com/en-gb/library/aa370905(VS.85).aspx**

Most useful properties are:

Standard Properties		
ADDLOCAL	<list of features>	The value of the **ADDLOCAL** property is a list of features that are delimited by commas, and are to be installed locally. PDF-XChange Editor & PDF-XChange PRO installers define the following features: **F_Viewer** - PDF-XChange Editor and its components; **F_Plugins** - Plugins modules for the Editor (requires F_Viewer). If F_Plugins is specified, the following features can be used to install plugins: **F_Plugin_SP** – to install SpellChecker plugin. Requires F_Plugins **F_FileOpenPlugin** – install plugin that provide support for file secured by FileOpen. Requires F_Plugins **F_ReadOutLoudPlugin** – install the plugin that provides read out loud functionality. Requires F_Plugins **F_OCRPlugin** – install plugin that allow OCR image based PDF files in the Editor. Requires F_Plugins. **F_Updater** - Update for Tracker products **F_SPPlugin** - for sharepoint **F_OptimizerPlugin** - install plugin that allows to optimize existing PDF files to reduce size. Requires F_Plugins. **F_PDFAPlugin** - install plugin that allows to convert existing PDF files to PDF/A compatible files. Requires F_Plugins. **F_SPPlugin** - install plugin that allows the Editor to works with files located on SharePoint/Office 365 servers. Requires F_Plugins. **F_GDPlugin -** install plugin that allows the Editor to work with files located on Google Driver cloud storage. Requires F_Plugins. **F_OFCPlugin -** install plugin that allows to open MS Office documents directly in the Editor. Requires

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		F_Plugins. **F_BookmarksPlugin** - for bookmarks **F_PDFAPlugin** - for PDF/A plugin **F_VLangs** - Localization files for the Editor (requires F_Viewer). **F_BrowserPlugins** - plug-ins for web browsers (MS Internet explorer, Mozilla FireFox, Opera, Safari, and Chrome) which allows to view PDF files inside these browsers. This feature requires F_Viewer feature to be installed as well as F_IEPlugin and/or F_NPPlugin. **F_IEPlugin** - IE plugin. Requires F_BrowserPlugins and F_Viewer. **F_NPPlugin** - Firefox and Opera plugin. Requires F_BrowserPlugins and F_Viewer. **F_ShellExt** - Extensions for Windows Explorer and Windows shell. These extensions allow to view PDF thumbnails into Windows Explorer, show properties of PDF files, handling preview of PDF files into Windows Vista (and later) and Office 2007 (and later), provides IFilter component which allows Windows Desktop Search engine to make search inside PDF files;
INSTALLLOCATION		Specifies the folder where products will be installed.
Product specific properties		
SET_AS_DEFAULT		If not specified or specified and has value of "1", PDF-XChange Editor will be set as default application for PDF files.
VIEW_IN_BROWSERS		If not specified or specified and has value of "1", PDF-XChange Editor will be configured to open PDF files inside browsers..
DESKTOP_SHORTCUTS		If not specified or specified and has value of "1", installer will place shortcuts for installed application on Desktop.
PROGRAMSMENU_SHORTCUTS		If not specified or specified and has value of "1", installer will create program menu group for installed application and their components.
USERNAME	<username>	Specifies the username for which applications will be registered.
ORGANIZATION	<oname>	Specifies the organization name for which applications will be registered.
USERMAIL	<email>	Specifies the user email.

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KEYFILE	<xcvault file>	Specifies the UNC location of the license vault file <filename>.xcvault.
KEYDATA	<regkey>	Specifies registration key in plain text.
EDITOR_LANGUAGE=<id>*	<id>*	Specifies a language for the Editor. Requires F_Vlangs
NOUPDATER		If not specified or specified and has value of "0" Updater will be installed. A value of "1" will prevent Updater from being installed.
SCHEDULEUPDATER		If not specified or specified and has value of "1", installer will add a task to the Task Scheduler that allows to periodically check Tracker's products for available update.

<id> for your target language can be found here: **http://msdn.microsoft.com/en-us/library/ee825488(v=cs.20).aspx**

The "Language Culture Name" is used with EDITOR_LANGUAGE. – E.g. for German use de-DE

Command-line Examples:

- Install the application in quiet mode (no user input) to folder "C:\Program Files\Tracker":
  msiexec /i PDFXVE5.x86.msi /quiet INSTALLLOCATION="C:\Program Files\Tracker"
- Install the application in quiet mode to default folder. Specify the user license info:
  msiexec /i PDFXVE5.x86.msi /quiet USERNAME="Dave" USERMAIL="abc@a.b.c" KEYFILE="\UNC\path\to\xcvaultfile"
- Install PDF-XChange Editor with all features, German language and a 'basic' UI during install. Note that because ADDLOCAL is not being used here then all componants including F_VLangs are installed.
  msiexec /i PDFXVE5.x86.msi /qb EDITOR_LANGUAGE="de-DE"
- Install PDF-XChange Editor with specific features only. Editor with Spellcheck and OCR plugins but not FileOpen or ReadAloud plugins, Browser plugins for only IE, German language and a 'basic' UI during install. Because ADDLOCAL is being called to install specific features then only those features explicitly called will be installed, so in this case F_VLangs must be explicitly called :
  msiexec/i PDFXVE5.x86.msi /qb ADDLOCAL="F_Viewer,F_Plugins,F_Plugin_SP,F_OCRPlugin,F_VLangs,F_BrowserPlugins,F_IEPlugin" EDITOR_LANGUAGE="de-DE"
- Install PDF-XChange Editor with specific features only. Editor with Spellcheck and OCR plugins but not FileOpen or ReadAloud plugins, Browser plugins for only IE, German language and a 'basic' UI during install. Because ADDLOCAL is being called to install specific features then only those features explicitly called will be installed, so in this case F_VLangs must be explicitly called :
  msiexec /i PDFXVE5.x86.msi /qb ADDLOCAL="F_Viewer,F_Plugins,F_Plugin_SP,F_OCRPlugin,F_VLangs,F_BrowserPlugins,F_IEPlugin" EDITOR_LANGUAGE=de-DE

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2.6 Uninstalling the program

The PDF-XChange Editor may have been installed alone or as part of the PDF-XChange PRO package.

Windows XP

- In the **Control Panel** click **Add/Remove Programs**
- Find All instances of PDF-XChange Editor, PDF Editor, or PDF-XChange PRO by Tracker Software Products
- Click the **Remove** button and follow the instructions in the accompanying dialog boxes
- Restart your system

Windows Vista/Windows 7/Windows 8/ Windows 8.1/ Windows 10

- In the **Control Panel** click **Programs and Features**
- Find All instances of PDF-XChange Editor, PDF Editor, or PDF-XChange PRO by Tracker Software Products
- Click the Program so it is highlighted
- On the toolbar at the top, click **Uninstall** and follow the instructions in the accompanying dialog boxes
- Restart your system

The Program has now been removed from your system.

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2.7 Command Line option

Formal syntax

<*anytext*> - it means any text string.

<a>**|** <b> **-** means <a> ***or*** <b>

<filename> - full or relative path to file; when the path contains white spaces it should be enclosed in quotation marks. For example:
c:\MyDocuments\MyTestDocument.pdf ***but*** **"***c:\My Documents\My Test Document.pdf***"**

<pagesrange> - specifies the range of pages to be processed. For example:
1,3,10-20 // to process 1,3,10,11,12,..20 pages
50- // to process 50,51,... <LastPageNumber> pages
-50 // to process first fifty pages

[*expression***]** - means that *expression* is the optional part of command line. For example if syntax is:
/print[:[default[=yes|no]][&showui[=yes|no]]] <filename>
then will be correct:
/print **"**c:\example.pdf**"**
/print:default **"**c:\example.pdf**"**
/print:default&showui **"**c:\example.pdf**"**
/print:default=yes&showui=yes **"**c:\example.pdf**"**

/Print Command

Name:
/print
Description:
prints pages from specified document(s).
Syntax:
/print[:[default[=yes|no]][&showui[=yes|no]][&printer=<printername>][&pages=<pagesrange>]] <filename1> [<filename2> ... <filenameN>]
Parameters:

- **default** - if specified then default parameters(options) will be used for printing; by default application uses the last used print-parameters.
- **showui** - if specified then standard print dialogue will be displayed before printing; by default application prints pages silently, without UI.
- **printer** - use it to specify necessary printer exactly, otherwise the default printer will be used.
- **pages** - specify the pages range(s) that should be printed, otherwise all pages will be printed.

Example:
PDFXEdit.exe /print:default=yes&showui=yes&printer=**"**PDF-XChange Printer**" "**c:\example.pdf**"**

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/PrintTo Command

Name:

/printto

Description:

prints pages from specified document(s). The name of printer is required.

Syntax:

/printto[:[default[=yes|no]][&showui[=yes|no]][&pages=<pagesrange>]] <printername> <filename1> [<filename2> ... <filenameN>]

Parameters:

- **default** - if specified then default parameters(options) will be used for printing; by default application uses the last print-parameters.
- **showui** - if specified then standard print dialogue will be displayed before printing; by default application prints pages silently, without UI.
- **pages** - specify the pages range(s) that should be printed, otherwise all pages will be printed.

Note: if <printername> contains the white spaces then it should be enclosed in quotation marks.

Example:

PDFXEdit.exe /printto:default=yes&showui=yes "PDF-XChange Printer" "c:\example.pdf"

/ExportSettings Command

Name:

/exportsettings

Description:

exports settings of the application to a file on the disk; also you may use end-user's feature **Menu/Edit/ Export Settings**

Syntax:

/exportsettings[:<parameters>] <filename>

Parameters:

- **settings** – specify it to export all application's settings. Supported values: **yes, no, 1, 0, true, false**. Default value is **true**.
- **stamps** – specify it to export all custom stamps collections. Supported values: **yes, no, 1, 0, true, false**. Default value is **false**.
- **history** – specify it to export documents opening history(recents). Supported values: **yes, no, 1, 0, true, false**. Default value is **true**.
- **pluginsdata** - to export advanced plugins data (example: custom dictionaries for SpellChecker plugin). Supported values: **yes, no, 1, 0, true, false**. Default value is **false**.

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Example:

PDFXEdit.exe /exportsettings "c:\PDFXChangeEditorSettings.xcs"
PDFXEdit.exe /exportsettings:history=no "c:\PDFXChangeEditorSettings.xcs"
PDFXEdit.exe /exportsettings:history=no&stamps=yes&pluginsdata=yes "c:\PDFXChangeEditorSettings.xcs"

/ImportSettings Command

Name:

/importsettings

Description:

imports all settings from a file on the disk that was created by **/ExportSettings** command or by end-user's feature **Menu/Edit/Export Settings;** also you may use end-user's feature **Menu/Edit/Import Settings**

Syntax:

/importsettings[:<parameters>] <filename>

Parameters:

- **settings** – specify it to import all application's settings. Supported values: **yes, no, 1, 0, true, false**. Default value is **true**.
- **stamps** – specify it to import all custom stamps collections. Supported values: **yes, no, 1, 0, true, false**. Default value is **true**.
- **history** – specify it to import documents opening history(recents). Supported values: **yes, no, 1, 0, true, false, merge**. Default value is **true**. You may use **merge** value if you want to combine your existing history items with new ones during import.
- **pluginsdata** - to import advanced plugins data (example: custom dictionaries for SpellChecker plugin). Supported values: **yes, no, 1, 0, true, false**. Default value is **true**.

Example:

PDFXEdit.exe /importsettings "c:\PDFXChangeEditorSettings.xcs"
PDFXEdit.exe /importsettings:history=merge "c:\PDFXChangeEditorSettings.xcs"
PDFXEdit.exe /importsettings:history=merge&stamps=yes&settings=no "c:\PDFXChangeEditorSettings.xcs"

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/ImportP Command

Name:

/importp

Description:

launch the application, imports application's settings from the specified file to current storage of settings: system registry or special settings file (for portable application only). The input file must be in a special format (see **/ExportP**).

Note: use new **/ExportSettings** and **/ImportSettings** command instead of old **/ExportP** and **/ImportP**.

Syntax:

/importp <filename>

Example:

PDFXEdit.exe /importp "c:\PXCEditor.MySettings.dat"

/ExportP Command

Name:

/exportp

Description:

exports all application's settings to an specified file. It always creates a new file with special format and contains all non-default application's options.

Note: use new **/ExportSettings** and **/ImportSettings** command instead of old **/ExportP** and **/ImportP**.

Syntax:

/exportp <filename>

Example:

PDFXEdit.exe /exportp "c:\PXCEditor.MySettings.Backup.dat"

/UseP Command

Name:

/usep

Description:

instructs the application to use the input file as source of all settings.

Syntax:

/usep[:readonly[=yes|no]] <filename>

Parameters:

- **readonly** – if specified then an input file with application's settings will be used for read only and not be changed on exit of application.

Example:

PDFXEdit.exe /usep:readonly "c:\PXCEditor.MySettings.dat"

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/A Command

Name:

/A

Description:

opens document from an specified file and sets the custom view point, search words and highlight rectangles if necessary.

Syntax:

/A <param1>=<value1>[&<param2>=<value2>[&...]][=OpenParameters] <filename>

Parameters:

- **nameddest=<destName> -** specifies a named destination in the PDF document.
- **page=<pageNum> -** specifies a numbered page in the document, using an integer value. The document's first page has a pageNum value of 1.
- **comment=<commentID>** - specifies a comment on a given page in the PDF document. Use the **page** parameter before this command. For example:
  page=1&comment=452fde0e-fd22-457c-84aa-2cf5bed5a349
- **zoom=<scale>[,<left>,<top>]** - sets the zoom and scroll factors, using float or integer values. For example, a scale value of 100 indicates a zoom value of 100%. Scroll values left and top are in a coordinate system where 0,0 represents the top left corner of the visible page, regardless of document rotation.
- **view=Fit|FitH[,<top>]|FitV[,<left>]|FitB|FitBH[,<top>]|FitBV[,<left>]** - set the view of the displayed page, using the keyword values defined in the PDF language specification. For more information, see the PDF Reference. Scroll values left and top are floats or integers in a coordinate system where 0,0 represents the top left corner of the visible page, regardless of document rotation. Use the **page** parameter before this command.
- **viewrect=<left>,<top>,<width>,<height>** - sets the view rectangle using float or integer values in a coordinate system where 0,0 represents the top left corner of the visible page, regardless of document rotation. Use the **page** parameter before this command.
- **pagemode=<bookmarks|thumbs|none>** - displays bookmarks or thumbnails (*none* by default).
- **scrollbar=1|0** - turns scrollbars on or off.
- **search=<wordList>** - opens the **Search** panel and performs a search for any of the words in the specified word list. All matching words are highlighted in the document. The words list must be enclosed in quotation marks and separated by spaces. For example:
  search="word1 word2"

  You can search only for single words. You cannot search for a string of words.
- **highlight=<left>,<right>,<top>,<bottom>** - highlights a specified rectangle on the displayed page. Use the **page** parameter before it. The rectangle values are integers in a coordinate system where 0,0 represents the top left corner of the visible page, regardless of document rotation.
- **fullscreen[=yes|no]** - when specified then document will be opened in Full Screen mode.
- **password=<password>** - specify password string to open silently an password-protected document.
- **usept[=yes|no] -** when specified then all values for positioning are absolute and measured in points(1/72 inch).

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Example:

PDFXEdit.exe /A zoom=1000 "c:\example.pdf"
PDFXEdit.exe /A page=255&zoom=200&pagemode=thumbs&search="lazy dog" "c:\example.pdf"

/Open Command

Name:

/open

Description:

opens document from an specified file and sets the custom view point, searches words and highlights rectangles if necessary.

Syntax:

/open[:<param1>=<value1>[&<param2>=<value2>...]] <filename1> [<filename2> ... <filenameN>]

Note: to simple open document(s) you may not specify the **/open** keyword:

PDFXEdit.exe "c:\example1.pdf" "c:\example2.pdf"

Parameters:

See to parameters list of **/A** command.

/Close Command

Name:

/close

Description:

closes already opened document by specified source file name

Syntax:

/close[:[mode=]save|discard|ask]

Parameters:

- **mode=ask -** if document has changed then asks user about save changes before closing.
- **mode=discard** - close document silently, without asking about saving changes.
- **mode=save -** if document has been changed then it saves changes silently before closing.

Note: mode=ask - is by default.

Example:

PDFXEdit.exe /close "c:\example.pdf"
PDFXEdit.exe /close:mode=save "c:\example.pdf"
PDFXEdit.exe /close:discard "c:\example.pdf"

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/AddLang Command

Name:

/addlang

Description:

installs new UI-languages from special UI-languages pack. UI-languages pack is a zip-archive that contains one or more *.xcl files.

Syntax:

/addlang[:[mode=]ask|user|all]] <filename>

Parameters:

- **mode=ask -** asks user about installing mode: “for this user only” or “for all users on this machine”. This is default mode.
- **mode=user -** installs new UI-languages silently, for current user only.
- **mode=all -** installs new UI-languages silently, for all users on target machine.

/RunJS Command

Name:

/runjs

Description:

launches the JavaScript.

Syntax:

/runjs[:log[=yes|no]] <scriptfilename> [<filename1> ... <filenameN>]

Parameters:

- **log=yes|no -** if specified without any value or value is **yes** then application creates log of executing of this command. The log file **_RunJSLog.txt** will be placed to the our program folder in user's location.
- **<scriptfilename>** - full path to text file that containing the Adobe's JavaScript code.

Example:

```
// to add 'Draft' stamp to all pages in document
PDFXEdit.exe /runjs "c:\AddDraftStampToAllPages.txt" "c:\example.pdf"

// the file "c:\AddDraftStampToAllPages.txt" may contain text:
var numPages = this.numPages;
for (i = 0; i < numPages; i++)
{
     this.addAnnot({
            page: i,
            type: "Stamp",
            author: "Editor",
            name: "myStamp",
            rect: [200, 400, 350, 500],
            contents: "This page is draft!",
            AP: "Draft"
        });
}
app.execMenuItem("Save", this);
this.closeDoc(true);
```


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2.8 Keyboard Shortcuts

The Editor supports a number of **Keyboard Shortcuts**, which are detailed in the table below:

COMMAND*	KEYBOARD SHORTCUT	COMMAND*	KEYBOARD SHORTCUT
Actual Size	Ctrl+0 ("zero" not letter "O")	Show/Hide Menu Bar	F9
Bookmarks	Ctrl+B	Next Page	Right
Clear	Delete	Next View	Alt+Right
Clockwise (CW)	Ctrl+Shift+Num +	Open...	Ctrl+O (letter "O" not numeric "zero")
Close	Ctrl+W	Page...	Ctrl+Shift+N
Comments	Ctrl+M	Pages Thumbnails	Ctrl+T
Contents	F1	Paste	Ctrl+V
Copy	Ctrl+C	Preferences...	Ctrl+K
Counterclockwise (CCW)	Ctrl+Shift+Num -	Previous Page	Left
Crop Pages...	Ctrl+Shift+T	Previous View	Alt+Left
Cut	Ctrl+X	Print...	Ctrl+P
Delete	Delete	Properties Toolbar	Ctrl+E
Delete Pages...	Ctrl+Shift+D	Redo	Ctrl+Y
Document Properties...	Ctrl+D	Rotate Pages...	Ctrl+Shift+R
Fields	Ctrl+I	Save	Ctrl+S
Find	Ctrl+F	Save As	Ctrl+Shift+S
Find Next	F3	Search	Ctrl+Shift+F
Find Previous	Shift+F3	Select All	Ctrl+A
Search Selected Text	Ctrl+F+F	Select Entire Page	Ctrl+A
Search Selected Text	Ctrl+Alt+F	Full Screen	F11

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First Page	Home	Show/Hide Text Formatting Toolbar	Ctrl+E
Fit Page	Ctrl+1	Undo	Ctrl+Z
Fit Width	Ctrl+2	Zoom In	Ctrl+Num +
Full Screen	F12	Zoom Out	Ctrl+Num -
Last Page	End	Zoom To...	Ctrl+Shift+M
Layers	Ctrl+L	Show/Hide Toolbar	F8
Check Spelling	F7		

*The underlined letter is the Alt hotkey for the command when opened in a menu. To create shortcut keys in the Editor one should right-click at the Tool Bars area and choose **Customize...** When the Customize dialog appears, shortcut keys can be created by changing Properties in the Commands field.

To customize keyboard shortcuts, please see the **How to Customize Commands** 620 section.

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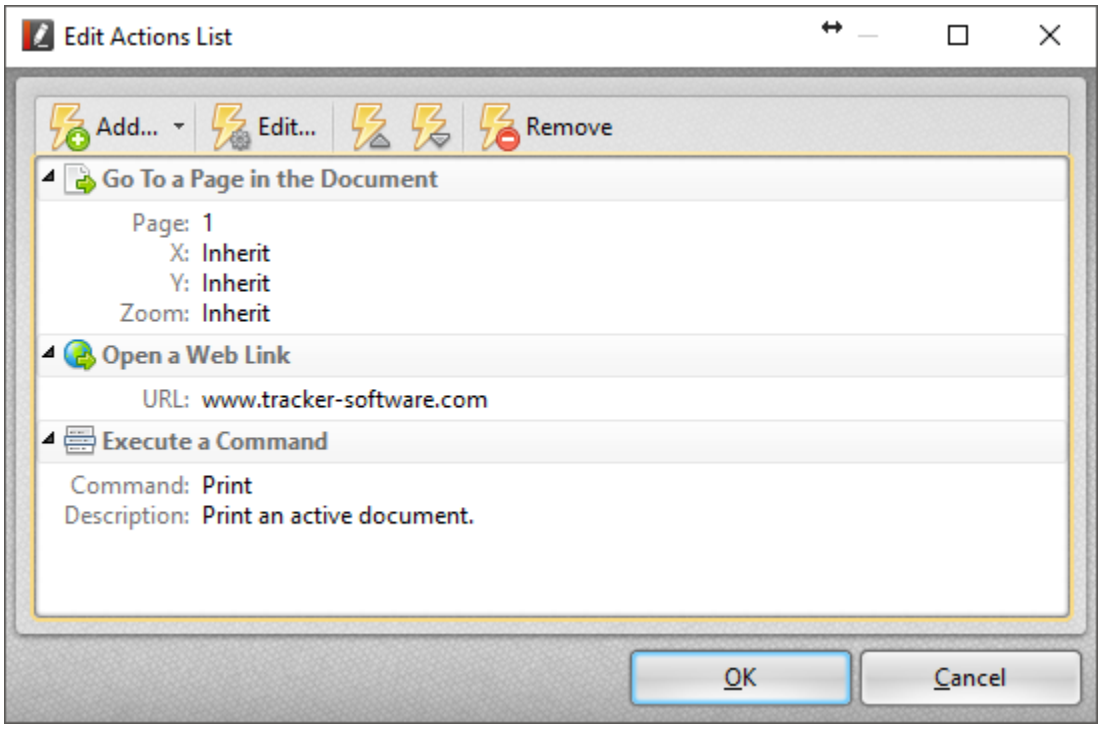
3 Common Actions

In PDF, many objects utilize the same actions; Bookmarks, Links, Form fields, Buttons, etc. can all use the same actions from the **Edit Actions List** window. Custom JavaScript actions are also supported. See the **JavaScript API reference** for more details.



Edit... Allows you to select an action.

Moves the selected action up in the list of actions.

Moves the selected action down in the list of actions.

Remove removes the selected action.

Add... opens a drop-down menu to allow you to choose an action. Click on the action name for more information.

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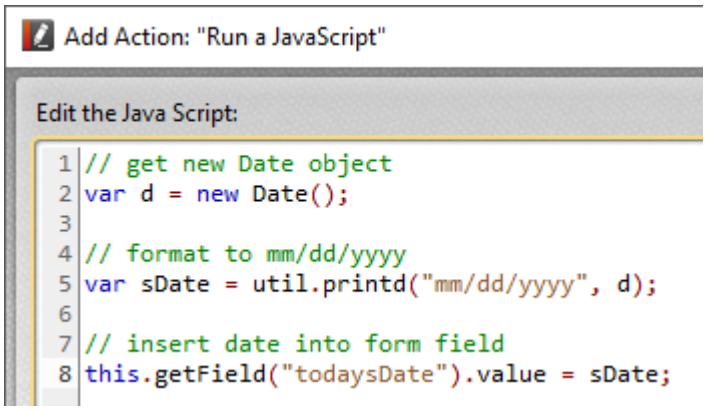
Go To a Page in the Document 36
Go To a Page in Another Document 38
Go To a Page in Embedded Document 40
Open a Web Link 43
Open a File 43
Execute a Command 45
Reset a Form 50
Submit a Form 51
Play a Sound 54
Show/Hide a Field 55
Read an Article 55

Run a JavaScript

Opens the **Add Action: "Run a JavaScript**" window where you can input your script. The PDF-XChange Editor has been designed to be compatible with most Adobe JavaScript actions. See the **JavaScript API reference** for more details.



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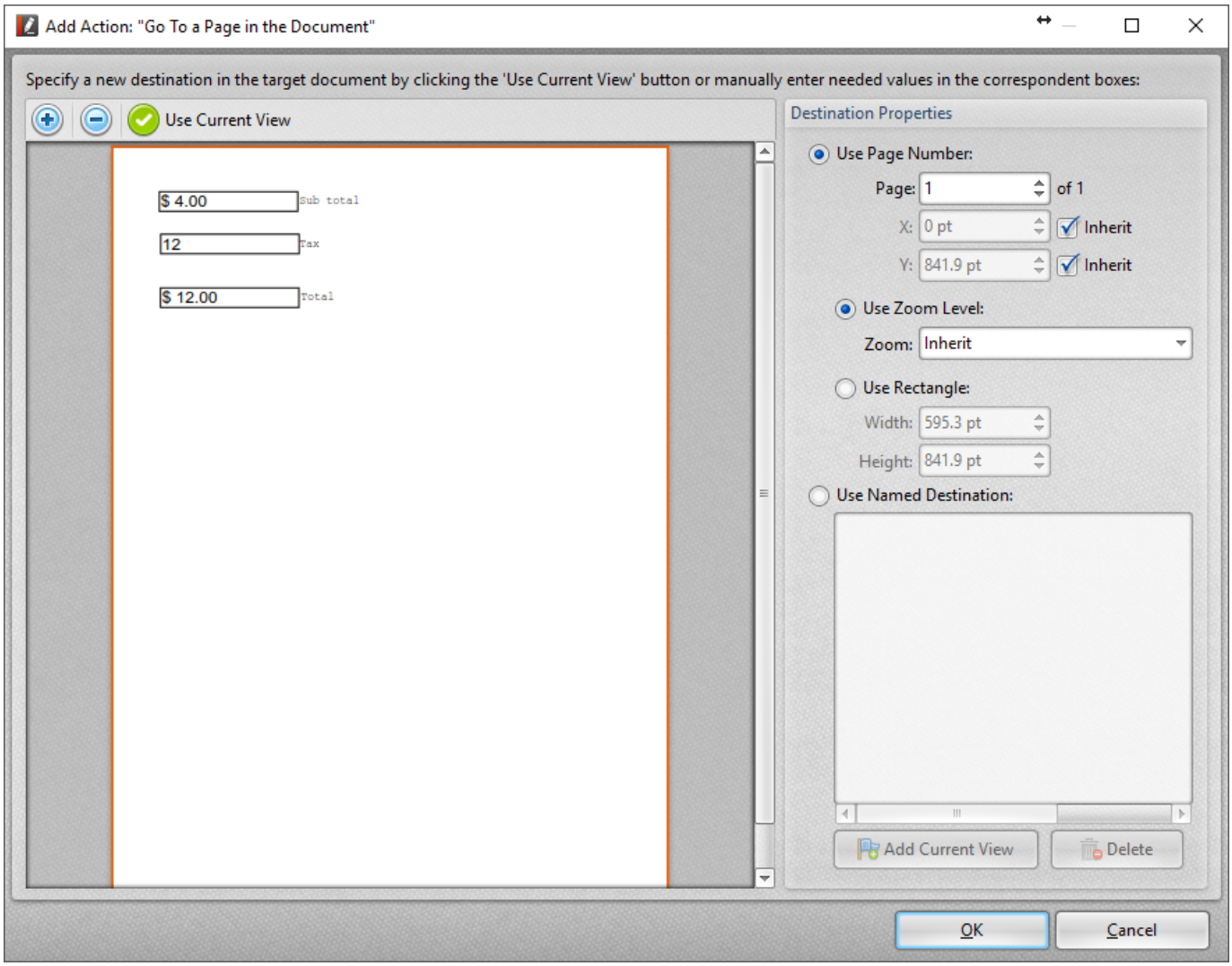
Go To a Page in the Document

Opens the **Add Action: "Go To a Page in the Document"** window. This allows you to set the destination for the action that will go to a page in the current document.



Add Action: "Go to a Page in the Document window.

Zoom in enlarges the preview.

Zoom out shrinks the preview.

Use Current View Will adjust the Destination Properties so that the destination matches the current preview.

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Destination properties
These options allow for the specific configuration of the target destination.

Use Page Number allows you to specify a page as well as coordinates on the page.

Page define the page you wish the to go to.
X: coordinates along the **X** axis in pt (point)
Y: coordinates along the **Y** axis in pt (point)

Use Zoom Level set or select the zoom level you desire.

- **Inherit** uses the current zoom level used to view the document.
- **Actual Size** sets the zoom level so that what is displayed on screen is 1:1 scale. Results may vary depending on the screen resolution, size and DPI.
- **Fit Page** adjusts the zoom level so that the full page is visible in the PDF display area.
- **Fit Width** fits the page width to to the PDF display area.
- **Fit Height** fits the page height to the PDF display area.
- **Fit Visible** is similar to fit page, but the document will be zoomed in to fit the contents of the page to the visible area of the PDF display area.
- **Fit Visible Width** is similar to fit width, but the document will be zoomed in to fit the widest content of the page to the visible width of the PDF display area.
- **Fit Visible height** is similar to fit height, but the document will be zoomed in to fit the highest contents of the page to the visible height of the PDF display area.
- **X%** defines the percentage of the zoom level.

Use Rectangle creates a resizable rectangle. The dimensions of the rectangle in the preview is determined by the **Use Rectangle** fields. The rectangles positions is determined by the values set in the X and Y coordinate fields.

Note: *The **Inherit** options for the X and Y axis coordinates are deactivated when **Use Rectangle** is selected.*

Use Named Destination will cause the "**Go To a Page in the Document**" action to go to a named destination. Use the **Add Current View** button to add a new named destination.

Add current View Adds the current view in the preview to the left as a new named destination.

Delete removes the selected named destination.

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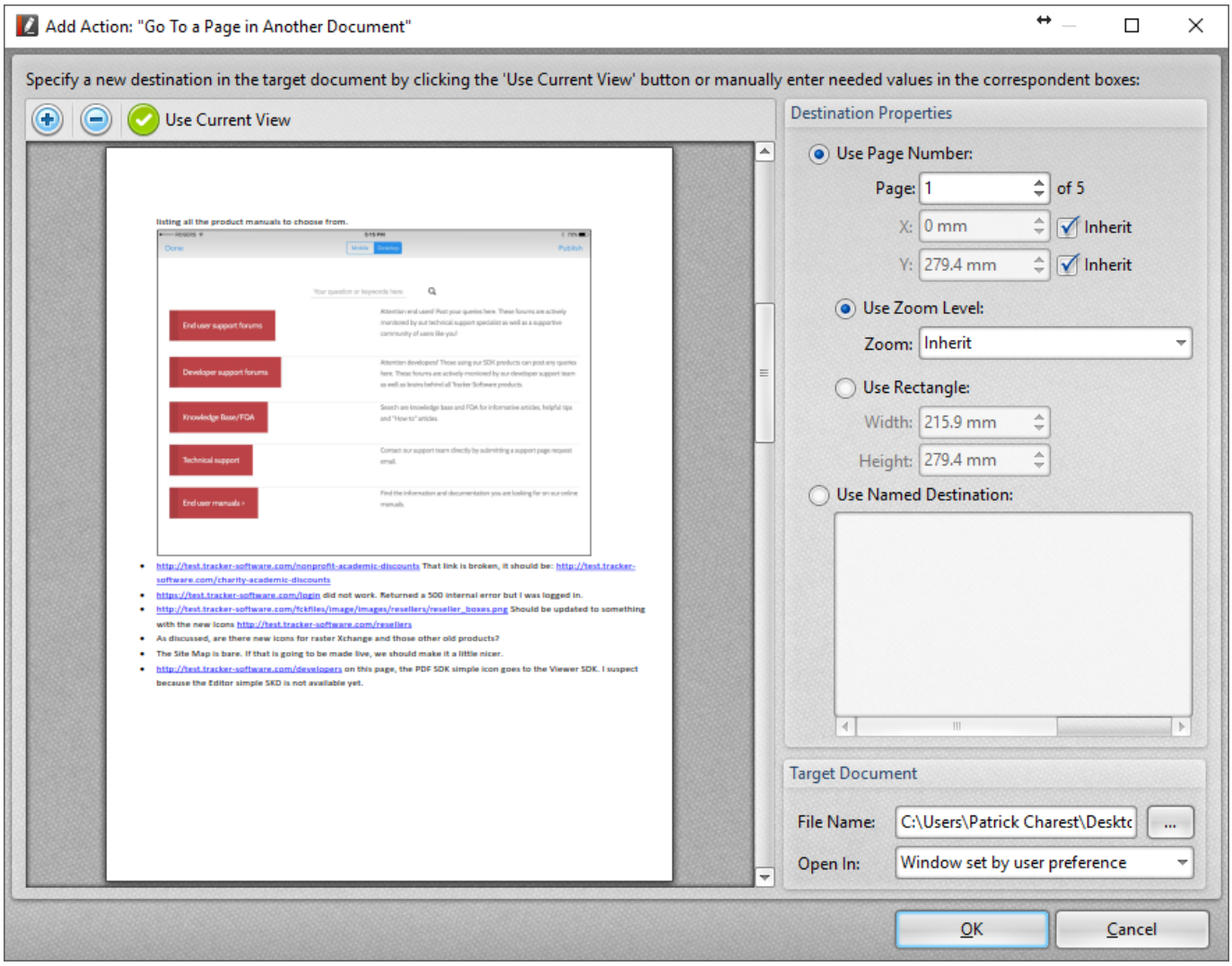
Go To a Page in Another Document

Creates an action that will open another document and navigate to a specified page within that document. The **Add Action "Go To a Page in Another Document"** window opens when this action is selected from the **Edit Actions List**. An **Open Files** window launches to allow for document selection.



Zoom in enlarges the preview.

Zoom out shrinks the preview.

Use Current View Will adjust the Destination Properties so that the destination matches the current preview.

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Destination properties
These options allow for the specific configuration of the target destination.

Use Page Number allows you to specify a page as well as coordinates on the page.

Page define the page you wish the to go to.
X: coordinates along the **X** axis in pt (point)
Y: coordinates along the **Y** axis in pt (point)

Use Zoom Level set or select the zoom level you desire.

- **Inherit** uses the current zoom level used to view the document.
- **Actual Size** sets the zoom level so that what is displayed on screen is 1:1 scale. Results may vary depending on the screen resolution, size and DPI.
- **Fit Page** adjusts the zoom level so that the full page is visible in the PDF display area.
- **Fit Width** fits the page width to to the PDF display area.
- **Fit Height** fits the page height to the PDF display area.
- **Fit Visible** is similar to fit page, but the document will be zoomed in to fit the contents of the page to the visible area of the PDF display area.
- **Fit Visible Width** is similar to fit width, but the document will be zoomed in to fit the widest content of the page to the visible width of the PDF display area.
- **Fit Visible height** is similar to fit height, but the document will be zoomed in to fit the highest contents of the page to the visible height of the PDF display area.
- **X%** defines the percentage of the zoom level.

Use Rectangle creates a resizable rectangle. The dimensions of the rectangle in the preview is determined by the **Use Rectangle** fields. The rectangles positions is determined by the values set in the X and Y coordinate fields.

Note: The **Inherit** options for the X and Y axis coordinates are deactivated when **Use Rectangle** is selected.
Use Named Destination will cause the "**Go To a Page in the Document**" action to go to a named destination.

Note: Because the document is only displayed rather than opened, it is not possible to add or modify named destinations.

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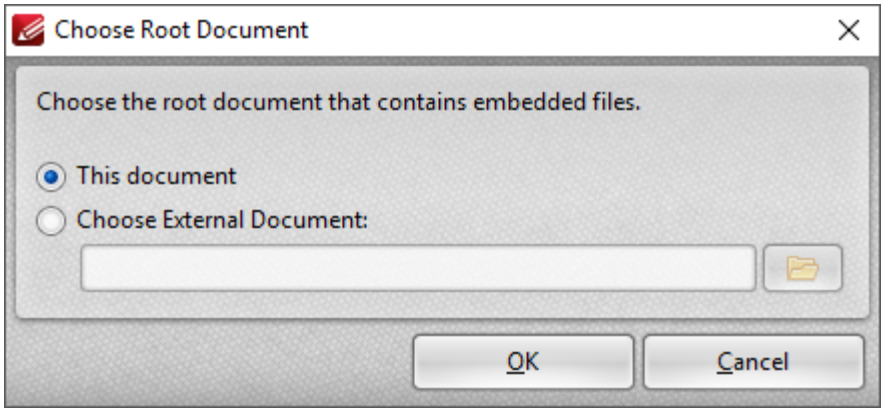
Target Document
Allows for the selection of the document to be opened by the action.

File Name: This field lists the name and location of the target file.
Open In: This field specifies the way the file is opened.

- **Window set by user preference** inherits the user's setting set in the **Edit> Preferences> Documents> Manage Tabs and Windows** 203 section.
- **Existing Window** opens the file within the existing window.
- **New Window** opens the file in a new window.

Go To a Page in Embedded Document

Adds an action that will go to a page within a file that is embedded within the parent document. When choosing this action, the **Choose Root Document** dialog is activated.



A root document must be chosen to define where to look for the embedded document to be opened.

This document will define the currently active document as the root document that contains the file to be opened.
Choose External Document defines an external document to be the root document.

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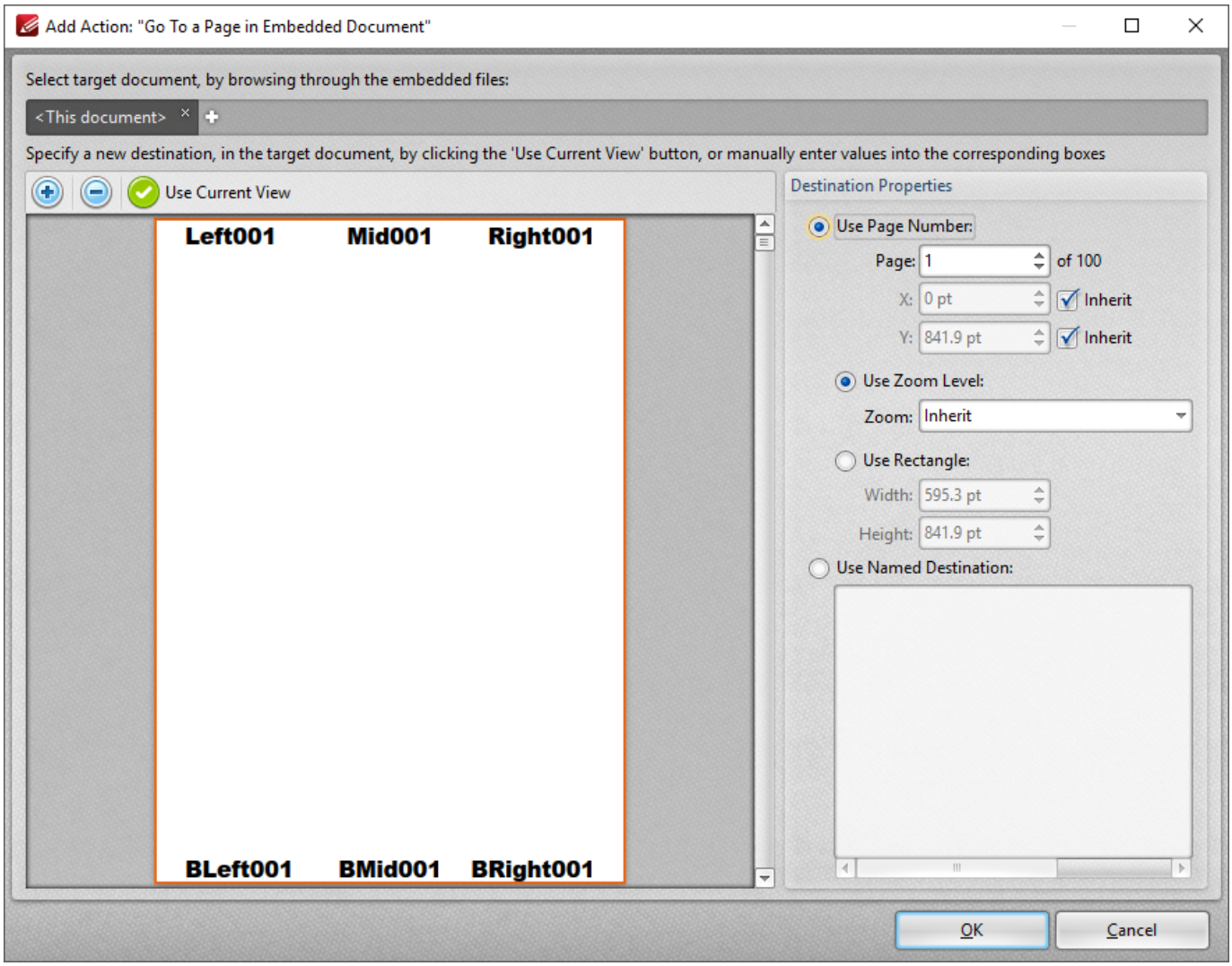
Once the root document is selected, click **OK** to open the **Add Action: "Go To a Page in Embeded Document"** window to define the destination within the Embedded document to open to.



Zoom in enlarges the preview.

Zoom out shrinks the preview.

Use Current View Will adjust the Destination Properties so that the destination matches the current preview.

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Destination properties
These options allow for the specific configuration of the target destination.

Use Page Number allows you to specify a page as well as coordinates on the page.

Page define the page you wish the to go to.
X: coordinates along the **X** axis in pt (point)
Y: coordinates along the **Y** axis in pt (point)

Use Zoom Level set or select the zoom level you desire.

- **Inherit** uses the current zoom level used to view the document.
- **Actual Size** sets the zoom level so that what is displayed on screen is 1:1 scale. Results may vary depending on the screen resolution, size and DPI.
- **Fit Page** adjusts the zoom level so that the full page is visible in the PDF display area.
- **Fit Width** fits the page width to to the PDF display area.
- **Fit Height** fits the page height to the PDF display area.
- **Fit Visible** is similar to fit page, but the document will be zoomed in to fit the contents of the page to the visible area of the PDF display area.
- **Fit Visible Width** is similar to fit width, but the document will be zoomed in to fit the widest content of the page to the visible width of the PDF display area.
- **Fit Visible height** is similar to fit height, but the document will be zoomed in to fit the highest contents of the page to the visible height of the PDF display area.
- **X%** defines the percentage of the zoom level.

Use Rectangle creates a resizable rectangle. The dimensions of the rectangle in the preview is determined by the **Use Rectangle** fields. The rectangles positions is determined by the values set in the X and Y coordinate fields.

Note: The **Inherit** options for the X and Y axis coordinates are deactivated when **Use Rectangle** is selected.

Use Named Destination will cause the "**Go To a Page in the Document**" action to go to a named destination. Use the **Add Current View** button to add a new named destination.

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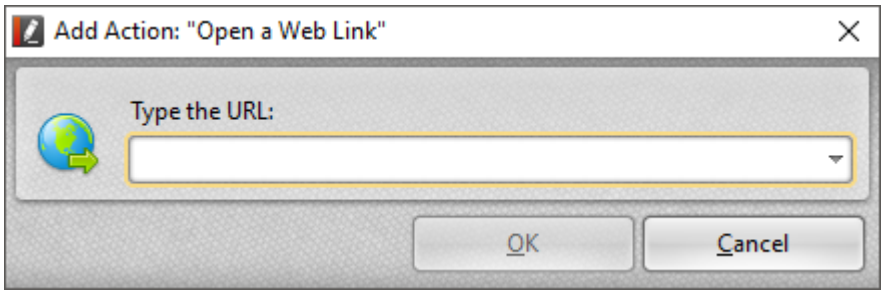
Open a Web Link

This is the default action when the Link tool is used, though the Link Tool 566 supports all the actions listed in this section. Selecting the Open a Web Link action launches the **Add Action "Open a Web Link"** window.



Add Action Open a Web Link window

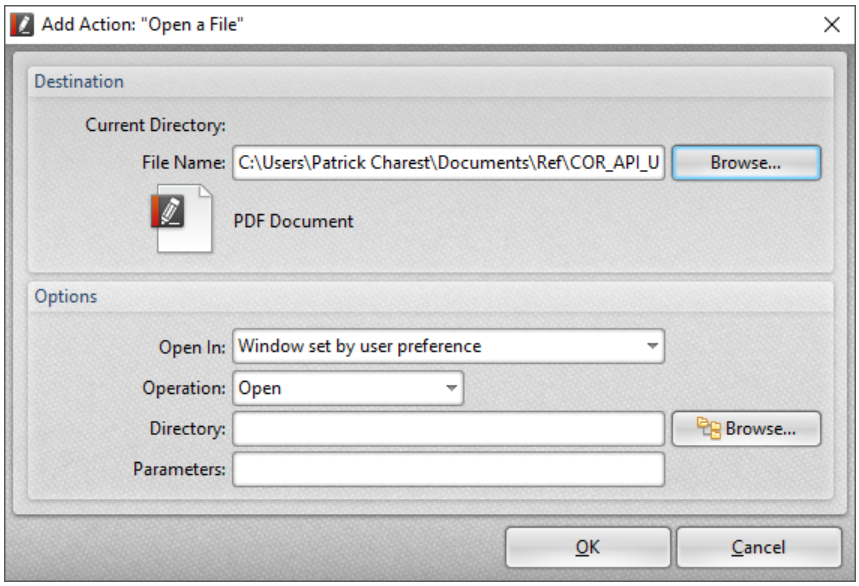
Type or Paste the link or URL into the field provided.

Note: Creating a link to send an email may require the addition of the "mailto:" tag before the email address. For example: mailto:support@tracker-software.com

---

Open a File

Adds an action to open a file. When the option is selected, the **Add Action: "Open a File"** window is launched



Add Action: "Open a File" window

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Destination

File Name: displays the name of the selected file.
Browse... launches the File Open window to select the file to be opened.

Options

Open In:

- **Window set by user preference** inherits the user's setting set in the **Edit> Preferences> Documents> Manage Tabs and Windows** 203 section.
- **Existing Window** opens the file within the existing window.
- **New Window** opens the file in a new window.

Operation:

- **Open** will open the file.
- **Print** will print the file.

Directory: Used when opening an application. The directory listed here should be the starting directory of the program file. This is somewhat akin to creating a desktop shortcut for a program or app. In the shortcut properties, the directory is listed and functions in the same respect here.

Browse... opens the a File Open window to select a file or folder.

Parameters: When opening a program, it is opened using command line parameters in the background. Add program specific parameters depending on the syntax and available parameters of the program or app being opened.

Note: The **Directory** and **Parameters** fields apply only when opening a Program using the **Open File** action. If there is data in these fields when opening a file (such as a .pdf) the data in those aforementioned fields will be ignored.

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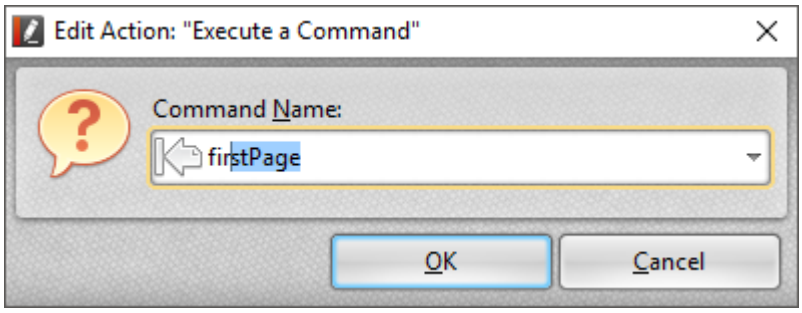
Execute a Command

A command within a PDF refers to an immediate action. A few example of When this action is selected, the **Edit Actions "Execute a Command"** window opens to allow the selection of the available commands.



Edit Action: "Execute a Command" window

Command Name: Type the first few letters of the desired command into this auto-complete field, or select the the command from the drop down menu.

Available Commands

AcroForm:FormData_ExportData exports the form data to a file.

AcroForm:Forms_ImportData imports form data from a file.

AcroSendMail:SendMail sends a copy of the active document through email.

ActualSize Sets the zoom level to 100% showing the document in its actual size

AddFileAttachment add a new attachment.

Annots:Tool:InkMenuItem activates the pencil tool to free-draw on the page.

AutoScroll activates scrolling through pages without using keystrokes or the mouse.

Clear delete the selection.

Close closes the active document.

COMP:AddBackground add a background to the document.

COMP:AddHeadFoot add headers and footers to the document.

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COMP:AddWatermarks add text or image based watermarks to the document.

Copy copies the selection to the clipboard.

CopyFileToClipboard copies the full file name to the clipboard.

CropPages crops the pages of the document by opening the Crop Pages 415 window.

Cut cuts the selection and places it on the clipboard.

DeletePages deletes pages from the active document.

DIGSIG:CertifyInvisible certify the document without placing a visible signature.

DIGSIG:ClearAll clears all digital signatures on the document.

DIGSIG:NextSigPullRight get existing or create new unsigned signature field then sign it.

DIGSIG:SaveAndAuthenticateTask certifies the document and adds a visible signature.

DIGSIG:ValidateAll validates all signature in the active document.

Editor:New create a new document with black pages.

ExtractPages opens the Extract Pages 406 window.

Find opens the Find Toolbar 189.

FindCurrentBookmark will locate and highlight the bookmark for the currently viewed page.

FindSearch Open an advanced search pane.

FirstPage Go to the first page in the document

FitHeight The page zoom will be modified so that the full height of the page can be viewed.

FitPage The page zoom will be modified so that the full page can be viewed.

FitVisible The page zoom will be modified so that all visible content can be viewed, with a small margin of white space around it.

FitWidth Page is fitted into display area so page width is displayed. This usually results in some of the page not being visible without scrolling.

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FullScreen View document in full screen.

GeneralInfo show the properties of the active document.

GeneralPrefs show application preferences dialog.

GoBack Navigate backwards.

GoBackDoc Go to previous document.

GoForward Navigate forward.

GoForwardDoc Go to the next document.

GoToPage Go to a specific page in the document.

HandMenuItem activates the Hand Tool 507. Click and pan around the document.

Highlight from file to be used in conjunction with an XML data file which defines a character count for character to be highlighted. This command is mostly for development purposes.

InsertPages Insert pages from another document into the current one. Same as going to Document> Insert Pages 361.

LastPage Go to the last page of the document.

LoupeMenuItem Activates the Loupe Tool 509 and shows the Loupe Window.

NewBookmark Creates a new bookmark.

NextPage Go to the next page in the document.

OneColumn show page by page continuously. This command is the same as Continuous page view.

Open Opens an existing PDF by launching an **Open File** window.

PanAndZoomMenuItem Show/Hide the Pan and Zoom pane 310.

Paste Add content from the clipboard to the document.

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PrevPage go to the previous page in the document.

Print print the active document.

PropertyToolbar Show the properties of the selected object.

Quit Closes the PDF-XChange Editor and prompts to save any changed documents.

Redo Redo the previously undone action.

ReplacePages Replace specified pages of the active document with pages from another document.

Revert Revert the active document to its original state since the previous save.

RotateCCW Rotates the current view counterclockwise. This does not apply any changes to the document.

RotateCW Rotates the current view clockwise. This does not apply any changes to the document.

RotatePages rotates the pages of the active document.

RotatePagesCCW rotates the selected page(s) 90 degrees counterclockwise.

RotatePagesCW rotates the selected page(s) 90 degrees counterclockwise.

RotatePagesCW180 rotates the selected page(s) 180 degrees.

Save saves the active document.

SaveAs Save the active document with a new name.

Scan create a new document using the custom scan options.

Scan:Create insert new pages from the scanned image files to the document.

SelectAll same as using the keyboard shortcut for select all (Ctrl+A). This command will select every object in the active object or focus area.

ShowCoverPage Display the first page separately in two pages view.

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ShowGaps show/hide a gap between pages.

ShowGrid toggles grid in the background of the document for perfect object alignment.

ShowGuides toggles the guides. See the Show Rulers 613 section for more details on guides.

ShowHideAnnotManager toggles the Comments pane 446.

ShowHideArticles toggles the Articles pane 305.

ShowHideBookmarks toggles the Bookmarks pane 284.

ShowHideContentPanel toggles the Contents pane 304.

ShowHideDestinations toggles the Destination pane 303.

ShowHideFileAttachment toggles the Attachments pane 309.

ShowHideOptCont toggles optional content.

ShowHideSignatures toggles the Signatures Pane 305.

ShowHideThumbnails toggles the Thumbnails Pane 296.

ShowRulers toggles the Rulers 613.

SinglePage switches to single page view method.

SnapToGrid enables snapping objects and annotations to grid. Visit the Snap 319 section for more details.

TwoColumns activates Two pages continuous View which shows two pages side by side continuously.

TwoPages activates Two Pages view which shows to pages side by side.

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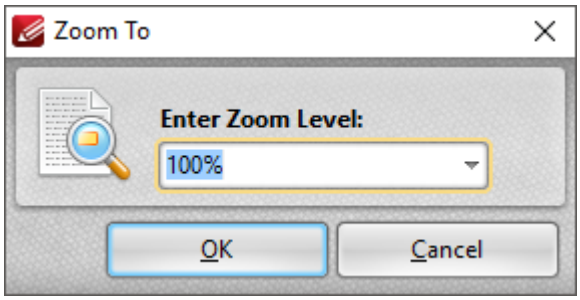
Undo undoes the most recent change.

ZoomTo opens the Zoom To window allowing for specific zoom adjustments.



ZoomViewIn increases the magnification of the document.

ZoomViewOut decreases the magnification.

Reset a Form

Resets all form fields to their default values.

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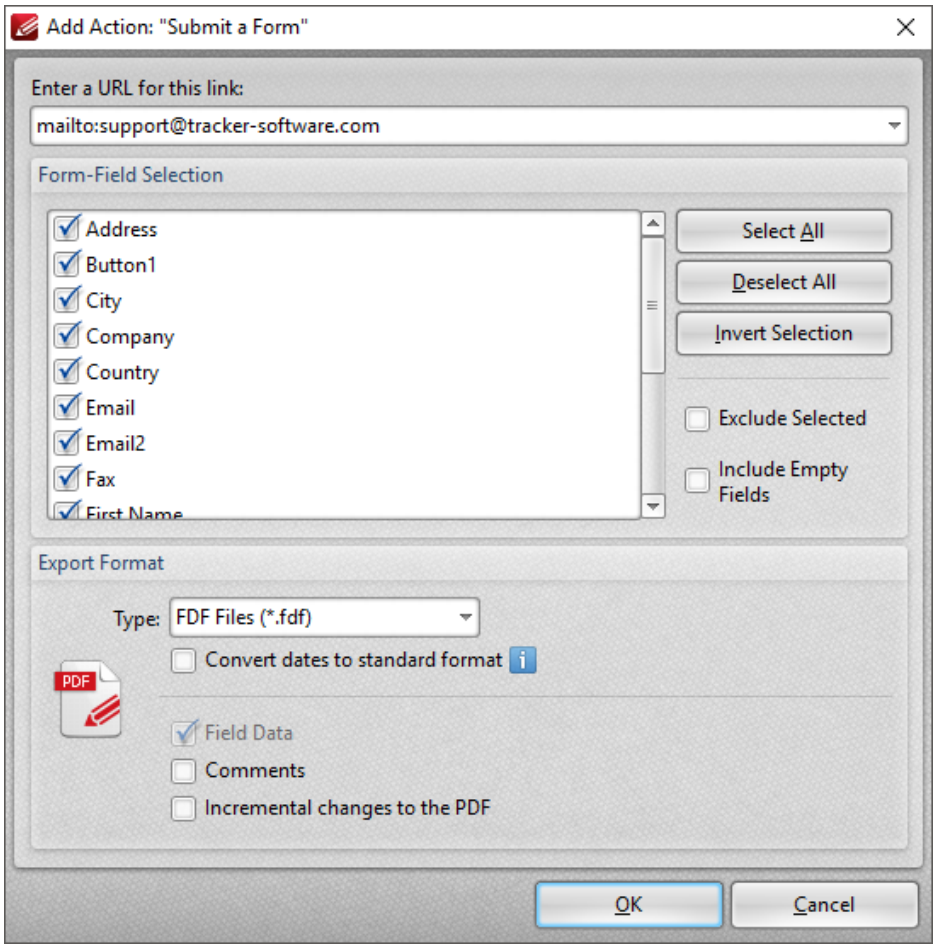
Submit a Form

Use this action to set up the parameters to submit a form. When the **Submit a Form** action is selected, the **Add Action: "Submit a Form"** window is opened to allow setup.



Enter a URL for this link: This field will allow submitting to an online entity, or as in the screenshot above, a mailto address to submit the form through email.
Form Field Selection lists all the fields in the document. Select the desired fields to export.
Select All selects all fields.
Deselect all deselects all fields.
Invert Selection reverses the selection so that fields that were selected have been deselected, and fields that were not selected will now be selected.
Exclude Selected this option reverses the way the Form-Field selection area works. With the Exclude selected option activated, the selected fields will not be submitted, but those that are not selected will.
Include Empty fields by default, empty fields do not export any data.

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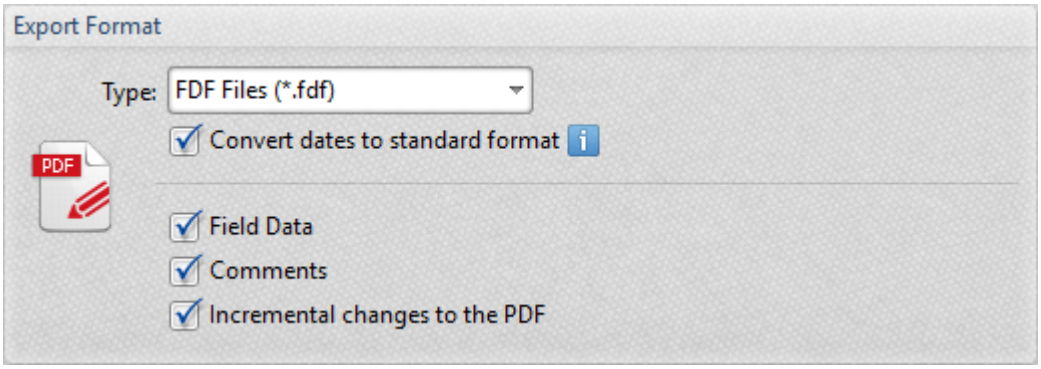
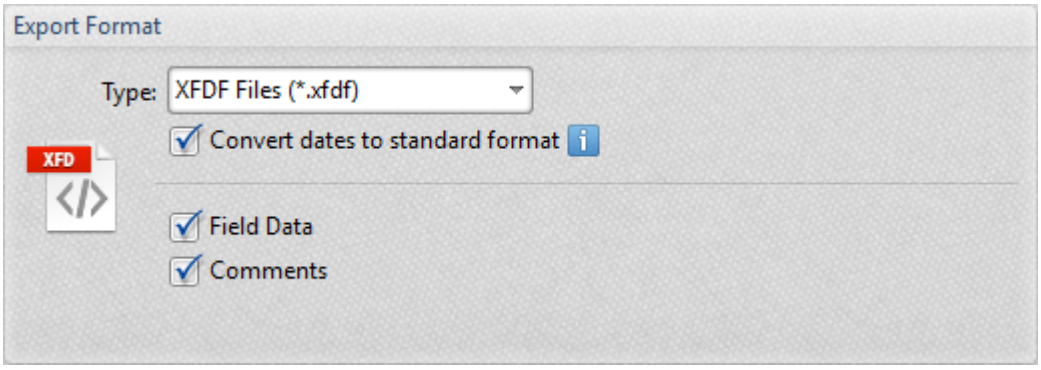
Export Format
Define the format in which the form will be exported.

Type: FDF Files (*.fdf)
FDF files are used for text files exported from .PDF files. FDF files are smaller than .PDF files because they only contain the form field data in text format, and not the entire form.



Convert dates to standard format all dates will be converted to D:YYYY/MM/DD format.
Field Data if selected, field data will be included.
Comments if selected, comments data will be included.
Incremental changes to the PDF if selected, incremental changes will be reported in the FDF data. **Note: This feature has not yet been implemented at time of documentation.**

Type: XFDF Files (*xfdf)
Exports as descriptions of page form elements and their values, such as the names and values for text fields; used for saving form data that can be imported into a PDF document.



Convert Dates to standard format all dates will be converted to D:YYYY/MM/DD format.
Field Data if selected, field data will be included.
Comments if selected, comments data will be included.

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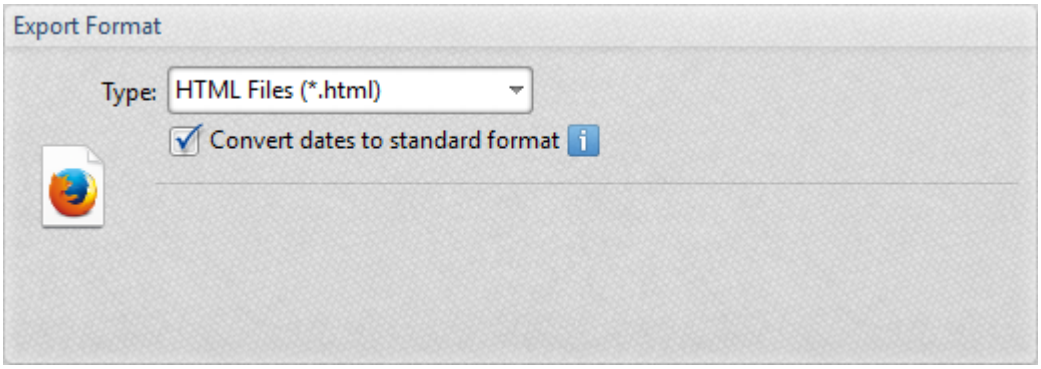
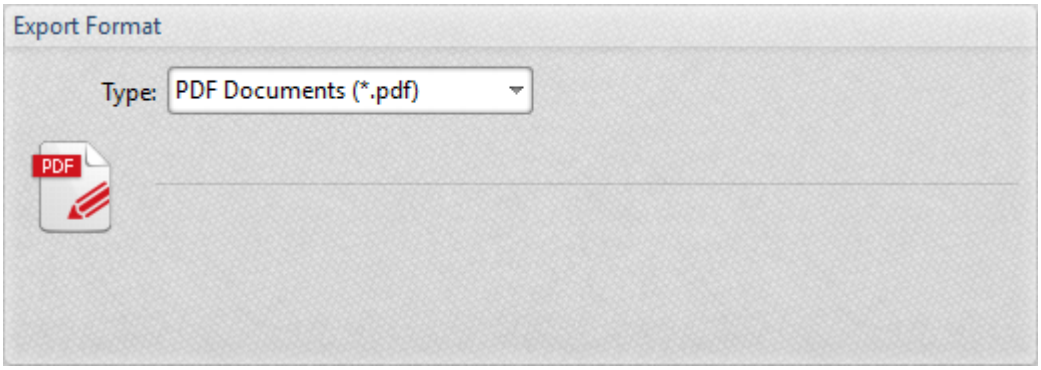
Type: HTML Files (*html)
Exports HTML instructions for reconstructing the form field data.



Convert dates to standard format all dates will be converted to D:YYYY/MM/DD format.

Type: PDF Files (*pdf)
The file format will not be converted.



When exporting as a PDF, no changes are made to the file or its data.

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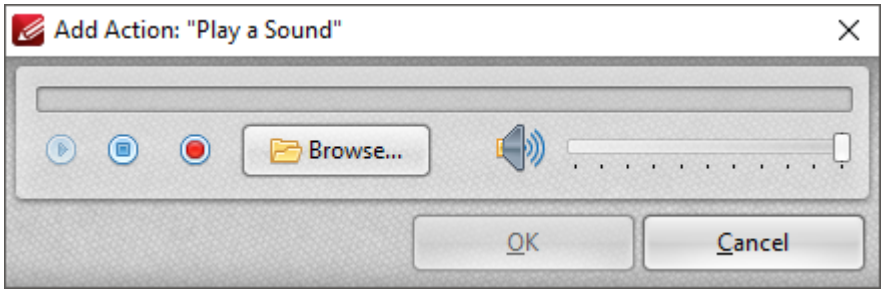
Play a Sound

Sets an action that plays a sound. Use this action to set up the parameters to a sound. When the **Play a Sound** action is selected, the **Add Action: "Play a Sound"** window is opened to allow recording and setup.



To use an existing sound file, use the **Browse** button. Otherwise, record a new sound clip using the **record** button.

Use the **Play** button to listen to the sound clip.
Use the **Stop** button to stop playing the sound clip.

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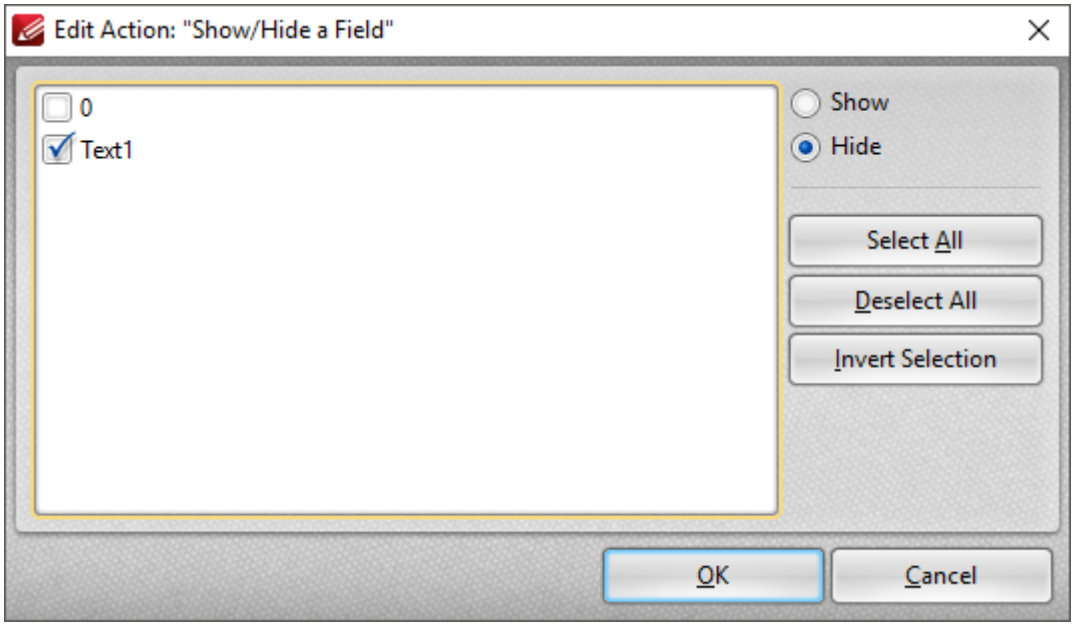
Show/Hide a Field

Depending on how this command is set, it will show or hide a field or set of fields. To set up this action, choose it in the **Edit Action** list and click on **Edit**. This opens the **Edit Action: "Show/Hide a Field** window.



Unfortunately this field does not currently function as a toggle, so it will either Show, or Hide a field, but not both. Select the fields desired for this action, then choose **Show** or **Hide**.

Select All selects all fields.
Deselect all deselects all fields.
Invert Selection reverses the selection so that fields that were selected have been deselected, and fields that were not selected will now be selected.

To confirm the action, click on **OK**.

Read an Article

Note: This feature has not yet been implemented at time of documentation.

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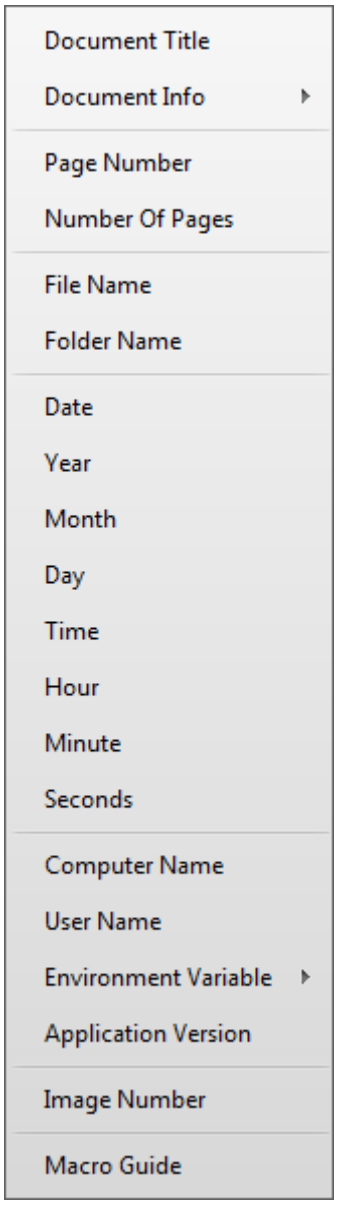
4 *Macros

Macros are Variables used to in place of static text for the purpose of saving a filename of a document(s), such as the current time, path, page number etc.

In **PDF-XChange Editor**, Macros can be used for creating names for Stamps, Watermarks and new Documents.
To use a **Macro,** click the button on the dialog box and select the Macro name from the drop-down list to place it in the field.



Document Title 60
Document Index 61
Document Info 63
Page Number 64
Number of Pages 65
File Name 66
Folder Name 67
Date 68
Year 69
Month 70
Day 70
Time 71
Hour 72
Minute 73
Seconds 73
Computer Name 74
User Name 74
Environment Variable 74
Application Version 75
Image Number 76
Auto Number 77

Using Macros with Editor operations 78

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A **Macro** is presented by its **Name** (see Macro names in the list above).

The **Macro** format is %[<Macro Name>] or, when it is customizable, %[<Macro Name>:<Parameter>]. <Parameter> is optional, it means, you can choose to use it or not.

Note: Be careful using **Macros** for creating File Names!

Symbols **/ \ : * ? " < > |** are not allowed to be a part of a document name, and, when they are added with Macro, they will be changed or removed:

" ***** " and " **?** " will be removed;

" **:**" will be replaced with "**-**";

"**/** ", " **** " , " **"** ", " **<** ", " **>** ", " **|** " will be replaced with "_"

Example: if you **Extract pages** from your document and put "**E:**" as **Destination Folder** and the string %[Env:HOMEDRIVE]%[Env:HOMEPATH] as **File Name**, where HOMEDRIVE is "**C:**" and HOMEPATH is " **\User\Kevin**", you will get a new document with a full name (path and name): "**E:\C-\User\Kevin.pdf**".

To check if the Macro name includes these symbols, move a mouse cursor to that Macro name and, in a pop-up window, check all text that might be added to a file name.

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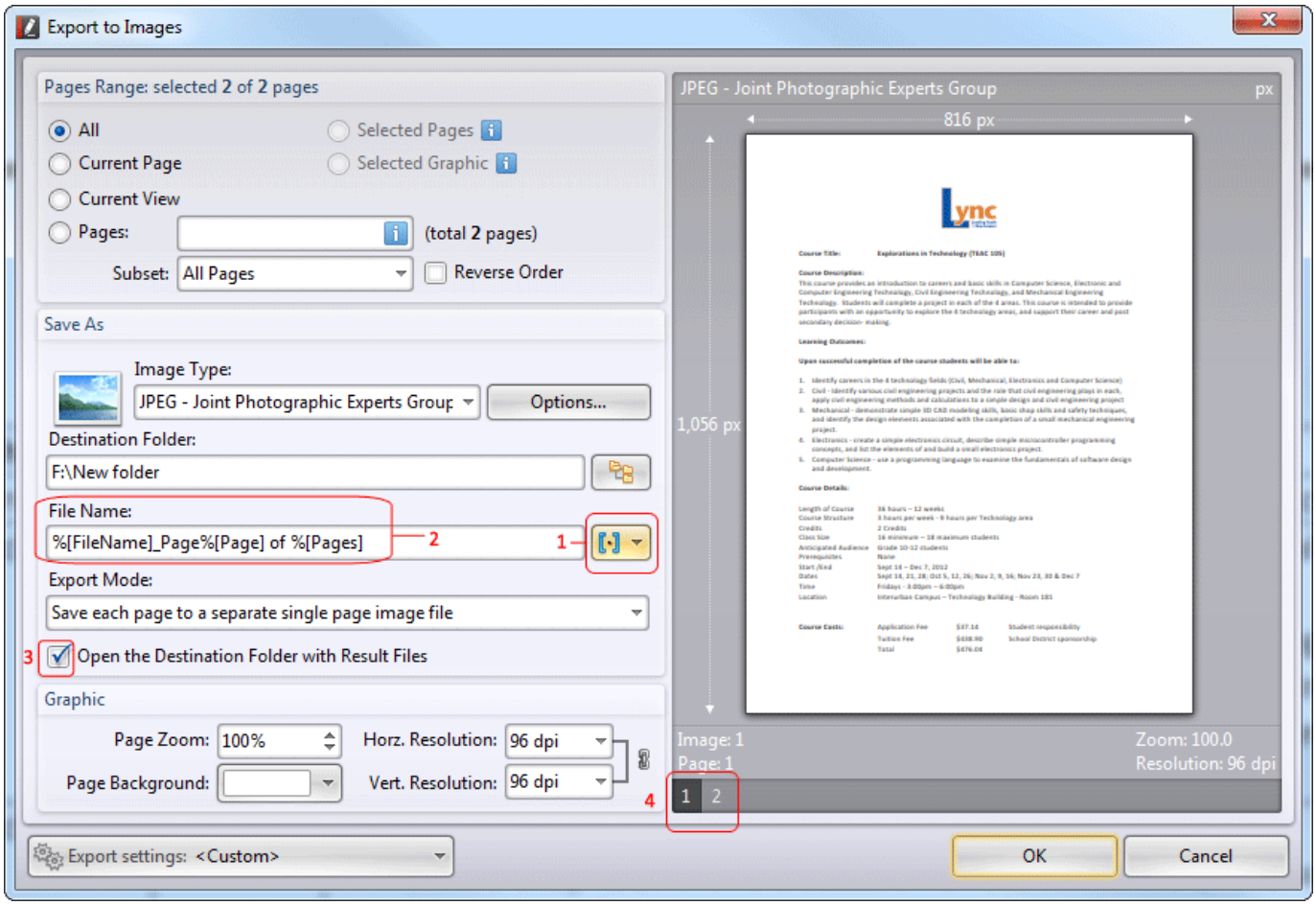
An example of using a Macro:

1. As a simple example of using macros, run the **Export to Image** and specify the **File Name** for newly generated image files with Macros **File Name**, **Page Number**, and **Number of Pages** from the drop-down list by clicking on [...]. Fill the the field **File Name** with: %[FileName]_Page%[Page] of %[Pages].

PDF document name is *Example.pdf*.



Export to Image window.
1. Choose **File Name** for image files with the **Macro panel**. **2.** The field **File Name**.
3. Option for viewing the resulting files in the Windows explorer window. **4.** **Preview** window shows **Page** and **Number of Pages** in the PDF Document.

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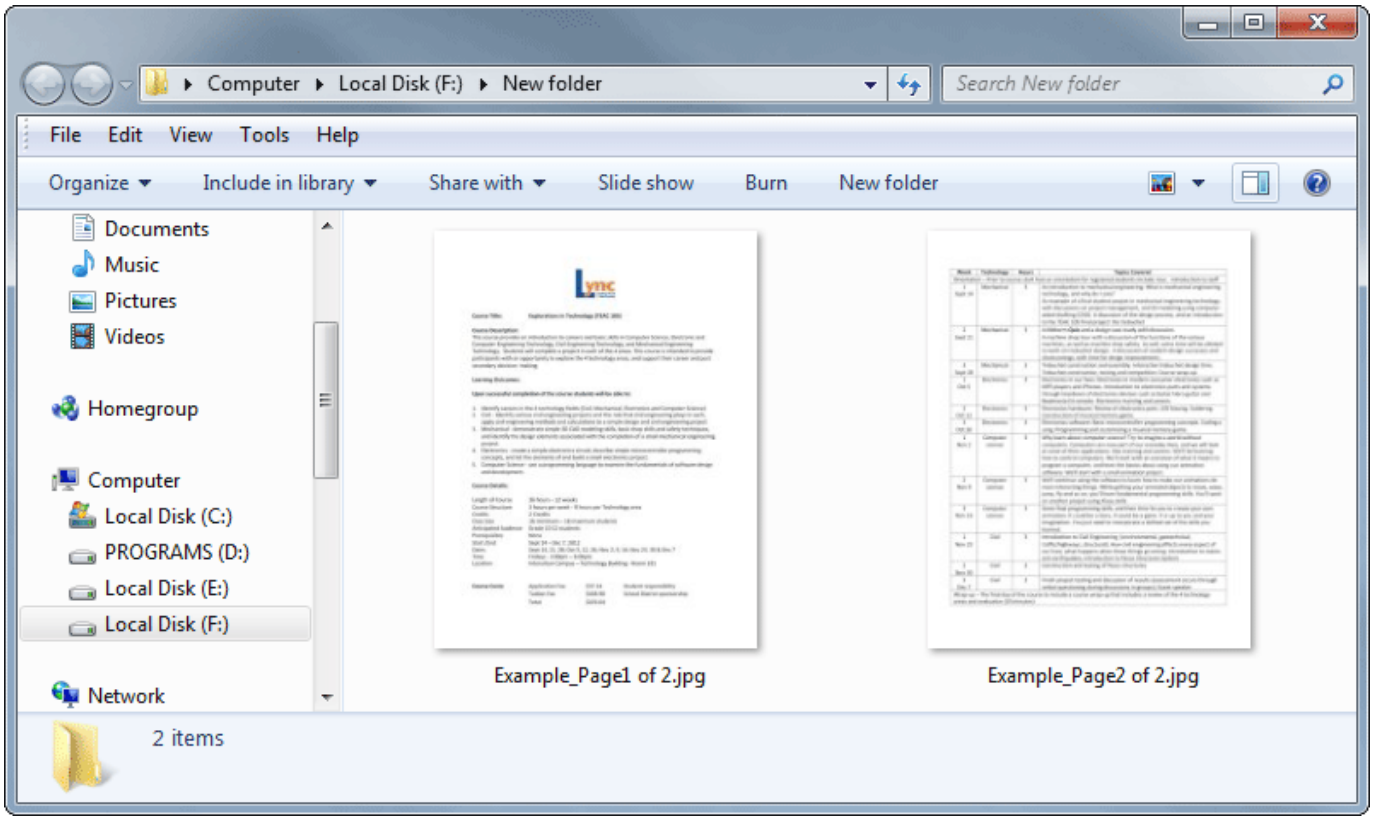
2. Press **OK** to perform the action **Extract to Images** and see the generated image files in the specified **Destination Folder** *F:\New Folder* with **File Name**(s) "*Example_Page1 of 2.jpg*" and "*Example_Page2 of 2.jpg*".



The resulting image files.

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1. Document Title

Name

DocTitle

Description

DocTitle represents the current **Document Title**, which can be specified in the Document's **Initial View** 180. This macro can be used only in operations with PDF documents.
It has one of the following values:

- *File Name* without extension if you set the **File Name** in the field **Show in Title (File > Document Properties > Initial View);**
- *Document Title* from the field **Document Title** in the **Description Info** 166 if it is set in **Show in Title** in **Initial View** 180;
- *File Name* without extension if the field **Document Title** in **Description Info** is empty.

Syntax

%[DocTitle]

Example

The File name is "*articles.pdf*";
The Document Title is "*ACDSee PDF Image.*" (with a period ".").
In the Document's Initial View, in the field Show in Title, set:

1) Document Title; 2) File Name.

For creating a Watermark choose the macro DocTitle and you will get:

1) "*ACDSee PDF Image.*"; 2) "*articles*".

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2. Document Index

Name

DocNumber

Description

DocNumber presents the **Document Index** and has the value of an index (the sequence number) of a file in a list of input files (e.g. in adding several files to a single PDF document) or output files (e.g. in extracting pages from a PDF document). **Document Index** starts from "1".

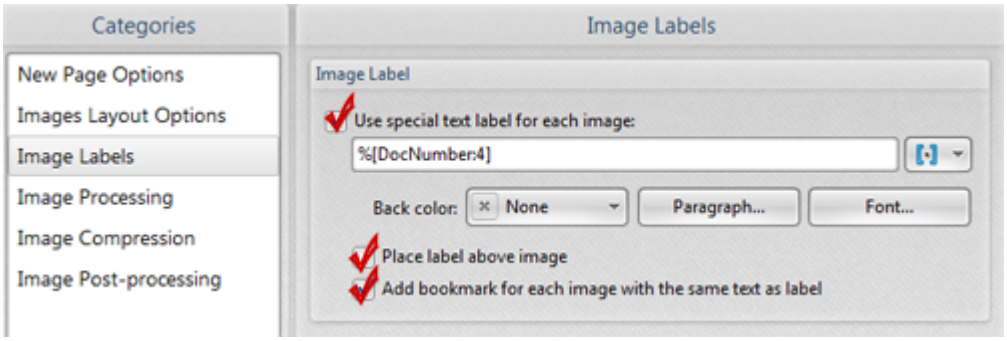
Syntax

%[DocNumber:<Parameter>]

Parameters

For the <parameter> you can enter an integer number: that number indicates minimum amount of digits for formatting the page number (e.g., the <parameter> is 4, and indexes are: "0001", "0002", etc.).

Example



If you are adding three pages from three image files to your active PDF document, and you want to put labels on the new pages using the macro Document Index.

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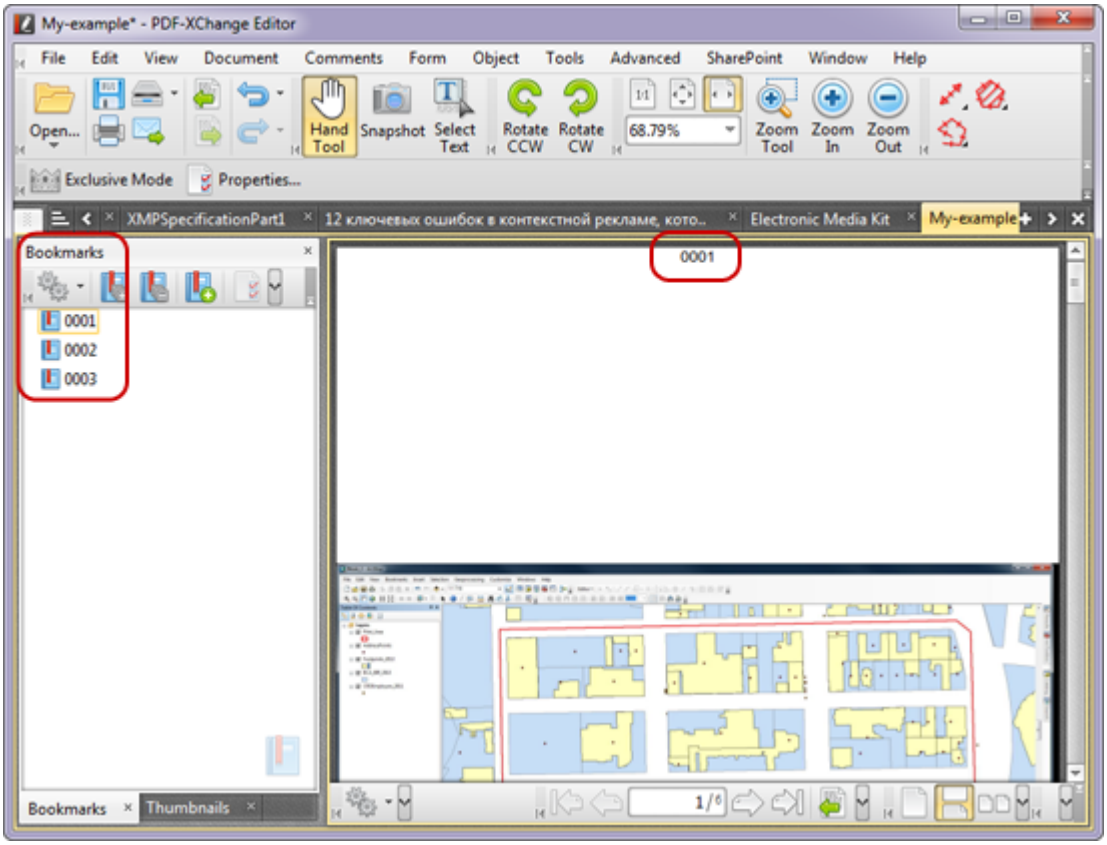
In the resulting file you will get the new pages with labels "0001", "0002", "0003" which appear on the place you specified (e.g., here, on the top center place of the page, and, also, as bookmark names on the Bookmark pane):



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3. Document Info

Name

DocInfo

Description

DocInfo represents Document Information and gets information about the PDF document from the Document Properties. This macro only works with PDF documents.

Syntax

%[DocInfo:<Parameter>]

Parameters

Choose a parameter from any field in **Main Menu> File> Document Properties> Description** 166:

Title	text from a field **Document Title**
Author	text from a field **Author**
Subject	text from a field **Subject**
Keywords	text from a field **Keywords**
Creator	text from a field in **Creator**
Producer	text from a field in **Keywords**
CreationDate	date when the document was **Created**
ModeDate	date when the document was **Modified**

Note: - As a parameter you may enter any text, but if it is not the name of the standard field, you will get an empty string as a result.

- You may also use a custom parameter. For example, the macro %[DocInfo:Trapped] displays an information about trapping, where **Trapped** is a custom parameter with a value from a field **Trapped** in **Main Menu> File> Document Properties> Advanced** 183.

- If you have already specified parameters in the JavaScript Console and substituted standard names for your custom names, you can use these names as a <parameter>. (For example, if you create the parameter Sample (and, in the JavaScript Console describe info.Sample="My Choice", with the Macro %[DocInfo:Sample], you will get the result "My Choice").

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4. Page Number

Name

Page

Description

Page represents the Page Number and has the value of a number of page (for example, in the operation Extracting pages) or the sequence number (for example, in the operation Adding images). Page Number is "1"-based.

Syntax

%[Page:<parameter>]

Parameters

r	Lower cased roman numbers: i, ii, iii, iv, v, vi, ... (Build 317 and up)
R	Upper cased roman numbers: I, II, III, IV, V, VI, ... (Build 317 and up)
L	Page labels if they are specified, otherwise page numbers (Build 317 and up)
<integer>	Any integer number (e.g., "4") indicates minimum amount of digits in presenting page number (e.g., here, not less the 4 digits: "0009", "0010", ...).

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5. Number of Pages

Name

Pages

Description

Pages automatically returns the number of selected pages:

- A *Number of document pages* if you choose *All* in *Pages Range*;
- "1" if you choose *Current Page*;
- *Number of pages*; it is different from *Number of pages in a document* if you choose select *Pages* and/or *Page Ranges* (e.g. these pages you can see in *Preview* Window).

Syntax

%[Pages:<parameter>]

Parameters

r	Lower cased roman numbers: i, ii, iii, iv, v, vi, ... (Build 317 and up)
R	Upper cased roman numbers: I, II, III, IV, V, VI, ... (Build 317 and up)
L	Page labels if they are specified, otherwise page numbers (Build 317 and up)
<integer>	Any integer number (e.g., "4") indicates the minimum number of digits used to display the formatted page number(e.g., here, not less the 4 digits: "0009", "0010", ...).

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6. File Name

Name

FileName

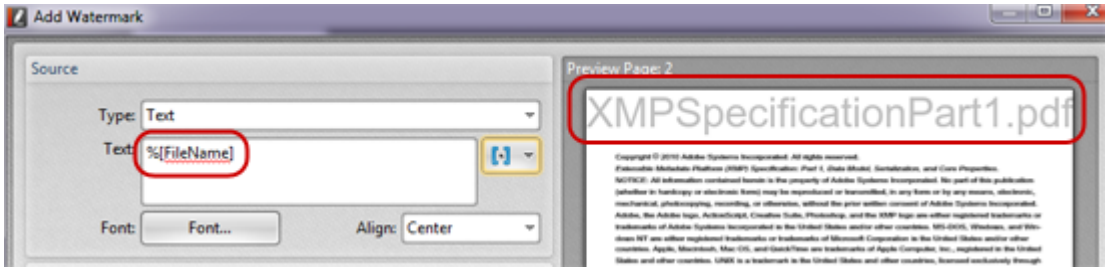
Description

FileName returns the file name without the extension (e.g., in the operation Extract Pages) or with the extension (e.g.. in the operation Add Watermarks).

Syntax

%[FileName]

Example



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7. Folder Name

Name

FolderName

Description

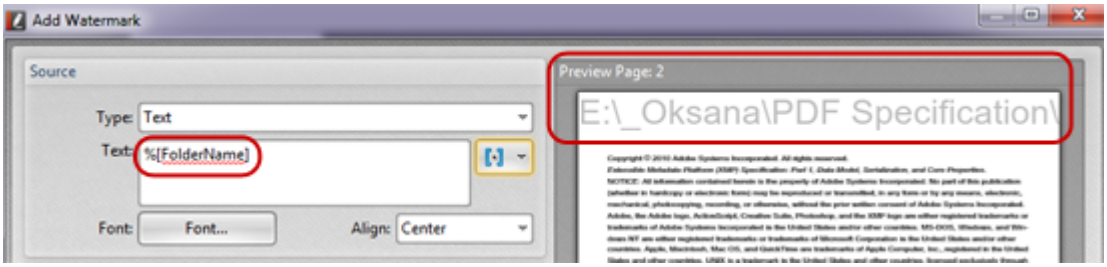
FolderName returns the path of the folder that contains the PDF file. For local files the folder name ends with "\".

Syntax

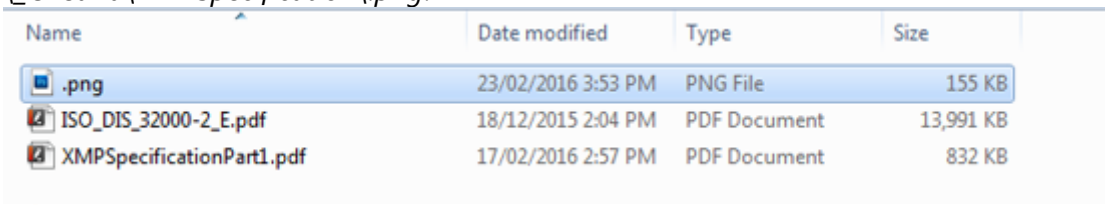
%[FolderName]

Example

1. If you are using this macro with the operation Add Watermarks; you will get a watermark on each page of document with the file's folder path as a result.



2. If you are using **Exporting to Images** (to a .PNG file) for the current page of the file *E:_Oksana\PDF Specification\XMPSpecificationPart1.pdf the resulting file name will be E:_Oksana\PDF Specification\.png*.



Note: If you only choose this Macro for an operation that outputs a file, you can see that this file has no name (<path>\.*, where <path> is full path to the file, and <*> is its extension).

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8. Date

Name

Date

Description

Date returns the current date. The value includes the information about the day, month, year or any combination of these parameters.

Syntax

%[Date:<Parameter>]

Parameter

As a parameter you can use the <date formatting string>.
Following the standard Windows date coding, the string <date formatting string> can be customized and presented as combinations of characters as shown below:

d	Day of month as digits with no leading zero for single-digit days ("4", but "24")
dd	Day of month as digits with leading zero for single-digit days ("04")
ddd	Day of week as a three-letter localized abbreviation ("Wed", "Fri")
dddd	Day of week as its full localized name ("Wednesday")
M	Month as digits with no leading zero for single-digit months (for September - number "9")
MM	Month as digits with leading zero for single-digit months (for September - number "09")
MMM	Month as a three-letter localized abbreviation (for September - "Sep")
MMMM	Month as its full localized name ("September")
y	Year as last two digits, with a leading zero for years less than 10 (for "2007" - "07"; the same for "1907" - "07")
yy	Year as last two digits, with a leading zero for years less than 10 (for "1998" - "98")
yyyy	Year represented by full four digits (for "1998" - "1998")

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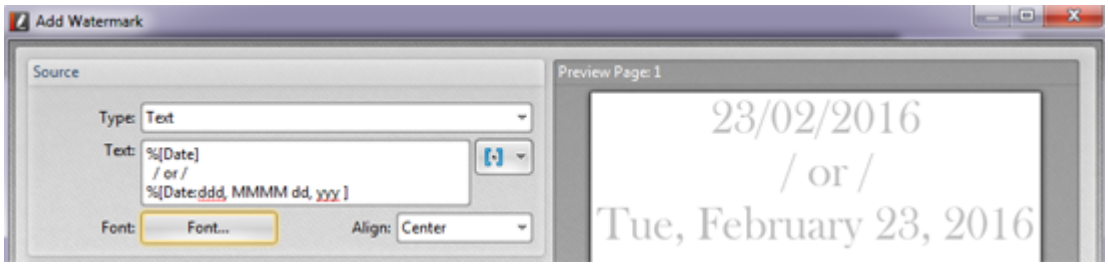
Example



- If you don't specify parameters, they will be taken from your OS parameters in the format dd/MM/yyy.
or
- With the string **%[Date:ddd, MMMM dd, yyyy]** in the field **Text** you will get the result **Tue, February 23, 2016**.

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---

9. Year

Name

Year

Description

Year returns the current year as a 4-digit number.

Syntax

%[Year]

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10. **Month**

Name

Month

Description

Month returns the current month as a 2-digit integer.

Syntax

%[Month]

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---

11. **Day**

Name

Day

Description

Day returns the current day as a 2-digit number.

Syntax

%[Day]

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12. Time

Name

Time

Description

Time returns the current time (day, month, year, AM or PM, or any combination of those values).

Syntax

%[Time] for standard Windows format;
%[Time:<Parameter>] for custom format.

Parameter

<Parameter> is a standard Windows <time formatting string>:

h Hours with no leading zero for single-digit hours; 12-hour clock ("7" for 7 o'clock and 19 o'clock)
hh Hours with leading zero for single-digit hours; 12-hour clock ("07" for 7 o'clock and 19 o'clock)
H Hours with leading zero for single-digit hours; 24-hour clock ("7" for 7 o'clock and "19" for 19 o'clock)
HH Hours with leading zero for single-digit hours; 24-hour clock ("07" for 7 o'clock and "19" for 19 o'clock)
m Minutes with no leading zero for single-digit minutes ("5" for "9 minutes")
mm Minutes with leading zero for single-digit minutes ("05" for "5 minutes")
s Seconds with no leading zero for single-digit seconds ("3" for "3 seconds ")
ss Seconds with leading zero for single-digit seconds ("03" for "3 seconds")
t One character time marker string, such as A or P ("7 A")
tt Two characters time marker string, such as AM or PM ("7 AM")

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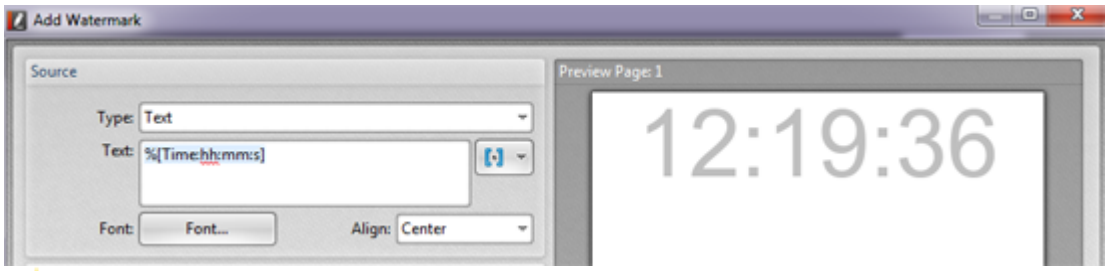
Example

1. **Export to Image** using the current page of the document and the macro **Time** as the **File Name.** Standard Windows format for **Time** looks like %[Time:HH:mm:ss tt] and returns the result "**13:32:08 PM**" or "**13-32-08 PM**" as a part of file name.

2. **Adding Watermarks** to the document using the macro **Time**.



Note: If the process lasts some time, the Data of **Time** is taken only on the start of the process.

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---

13. Hour

Name

Hour

Description

Hour returns the value of the current hour at the start of the operation being performed, as a 1 or 2-digit number (with no leading zero for single-digital hour).

Syntax

%[Hour]

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14. Minute

Name

Minute

Description

The macro **Minute** returns the value of current minute, at the start of the operation being performed, as a 1 or 2-digit number (with no leading zero for single-digital number).

Syntax

%[Minute]

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---

15. Seconds

Name

Second

Description

Second returns the value of the current second, at the start of the operation being performed, as a 1 or 2-digit number (with no leading zero for single-digital number).

Syntax

%[Second]

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16. Computer Name

Name

Computer

Description

Computer returns the name of the computer as set as the Windows Computer Name.

Syntax

%[Computer]

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---

17. User Name

Name

User

Description

User returns the name of the user account currently logged into Windows.

Syntax

%[User]

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---

18. Environment Variable

Name

Env

Description

Env returns the value of one of the parameters of the available Environment Variables.

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Syntax

%[Env:<Parameter>]

Parameter

ALLUSERSPROFILE	**HOMEDRIVE**	**ARCHITECTURE**	**SESSIONNAME**	**USERNAME**
APPDATA	**HOMEPATH**	**ProgramData**	**SystemDrive**	**USERPROFILE**
CommonProgramFiles	**LOCALAPPDATA**	**ProgramFiles**	**SystemRoot**	**windir**
CommonProgramFiles(x86)	**LOGOMSERVER**	**ProgramFiles(x86)**	**TEMP**	
CommonProgramFilesW6432	**OS**	**ProgramFilesW6432**	**TMP**	
COMPUTERNAME	**PROCESSOR**	**PUBLIC**	**USERDOMAIN**	

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---

19. Application Version

Name

AppVersion

Description

AppVersion returns value of the user's version and build of the PDF-XChange Editor that is currently installed.

Syntax

%[AppVersion]

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20. Image Number

Name

ImageNumber

Description

ImageNumber enumerates output images from one page in order.

Syntax

%[ImageNumber:<Parameter>]

Parameters

r	Lower cased roman numbers: i, ii, iii, iv, v, vi, ... (Build 317 and up)
R	Upper cased roman numbers: I, II, III, IV, V, VI, ... (Build 317 and up)
L	Page labels if they are specified, otherwise page numbers (Build 317 and up)
<integer>	Any integer number (e.g., "4") indicates the minimum number of digits used to display the formatted page number (e.g., here, not less the 4 digits: "0009", "0010", ...).

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21. Auto Number

Name

AutoNumber

Description

AutoNumber enumerates output files in consecutive order. Each time it adds the next in the sequence of the number series.

Syntax

%[AutoNumber:<Parameter>]

Parameters

r	Lower cased roman numbers: i, ii, iii, iv, v, vi, ... (Build 317 and up)
R	Upper cased roman numbers: I, II, III, IV, V, VI, ... (Build 317 and up)
L	Page labels if they are specified, otherwise page numbers (Build 317 and up)
<integer>	Any integer number (e.g., "4") indicates the minimum number of digits used to display the formatted page number (e.g., here, not less the 4 digits: "0009", "0010", ...).

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PDF-XChange Editor Operations that use Macros:

Bates Numbering 348	**Main Menu> Document> Bates Numbering> Add to Multiply Files...**
Extract Pages 406	**Main Menu> Document> Extract Pages**
Export to Images 148	**Main Menu> File> Export to Images...**
From Image File(s)... 129	1) **Main Menu> File> New Document> From Image File(s)...** click **Options...**, and, in the **Images to PDF Options** window Categories, click **Image Labels** 2) **Main Menu> Document> Insert Pages> Insert Images...** click **Options...**, and, in the **Images to PDF Options** window Categories, click **Image Labels**
From Text Files... 121	1) **Main Menu> File> New Document> From Text Files...** click **Options...**, and, in the **Images to PDF Options** window Categories , click **File Separator** 2) **Main Menu> Document> Insert Pages> Insert Text...** click **Options...**, and, in the **Options** window, click **File Separator** 3) **Main Menu> Document> Insert Pages> Insert RTF...** click **Options...**, and, in the **Options** window, clcik **File Separator**
Launch Applications 445	**Main Menu> Edit> Preferences> Launch Applications** click **New...** and open the **New Launch Application** window.
Stamps Palette 312	**Main Menu> Tools> Comment And Markup Tools> Stamps Pallet** and **Add New Stamp** by clicking on the icon .
Summarize Comments 448	**Main Menu> Comments> Summarize Comments**
Watermarks 335	**Main Menu> Document> Watermarks> Add...** (or **Manage...** then click **Add New...**)

Note: PDF-XChange Editor uses the same system of macros for all operations above except Launch Applications 445 and Bookmarks. 284

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Operation / Macro Name	Bates Numbering 348	Extract Pages 406	Export to Images 148	From Image File(s)... 129	From Text Files... 121	Stamps Palette 312	Summarize Comments 448	Watermarks 335
Document Title	Yes	Yes	Yes	NO	NO	Yes	Yes	Yes
Document Index	Yes	Yes	Yes	Yes	Yes	Yes	NO	NO
Document Info	Yes	Yes	Yes	NO	NO	Yes	Yes	Yes
Page Number	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Number of Pages	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
File Name	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Folder Name	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Date	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Year	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Month	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Day	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Time	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hour	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Minute	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Seconds	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Computer Name	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
User Name	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Environment Variable	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Application Version	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Image Number	Yes	Yes	NO	NO	Yes	Yes	Yes	NO
Auto Number	Yes	Yes	Yes	Yes	NO	Yes	Yes	NO

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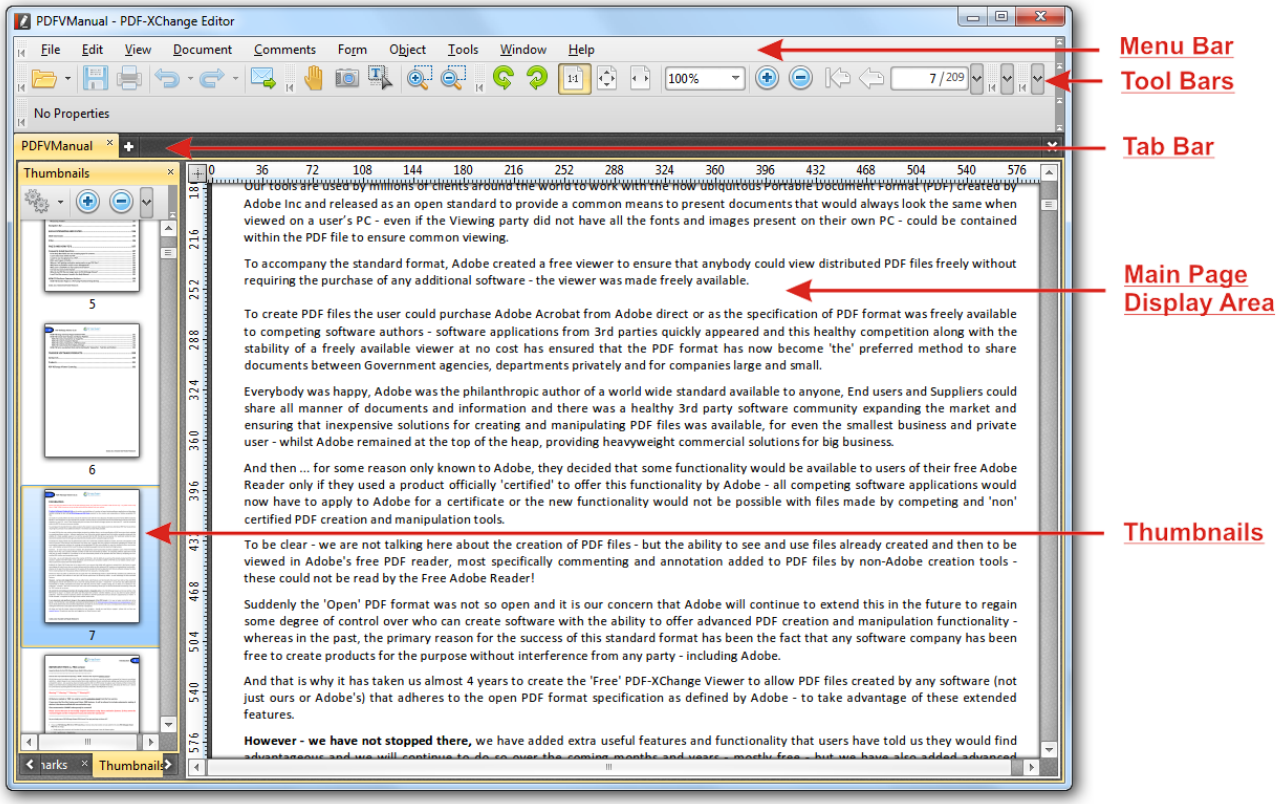
5 PDF Editor Overview

When you first open the **PDF-XChange Editor**, it looks like this:



Although daunting at first glance, it is really quite simple to use.

The screen is subdivided into five major bands. From top to bottom they are:

Menu Bar. The program main menu. See Main menu 86.
Tool Bars. Toolbars for easy access to PDF display and modification tools. See Toolbars Area 600.
Tab Bar. Shows all open documents. The selected document is displayed brightly; the rest are grayed out. There is a **Close Document** button to the right of each document name.
Thumbnails. List of active document pages presented as miniature pages. See Thumbnails 296.
Main Page Display Area. The area in which the PDF files are displayed. This occupies most of the window. See PDF Display Area 81.

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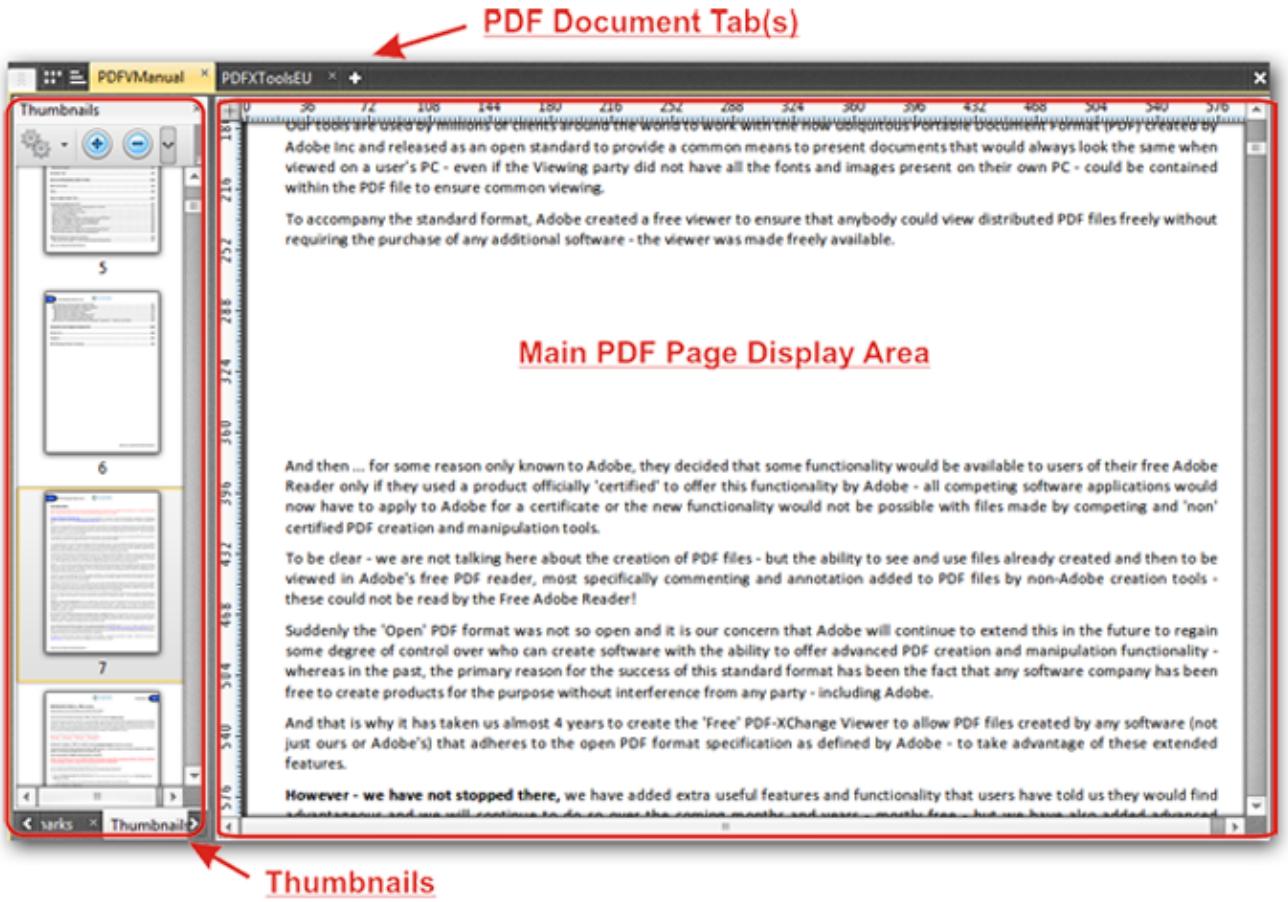
5.1 PDF Display Area



PDF Document Tab(s). Permits quickly switching between loaded PDF files.
Thumbnails & Bookmarks. Allows you to quickly find the necessary page or section.
Main PDF Page Display Area. A place where the actual PDF content pages are displayed.

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6 Page Content Editing

The new Full Page content editing feature is now available to users of PDF-XChange Editor. It allows you to make changes to a PDF page content quickly and easily.

First of all you need to choose the content object for editing:

1. Select the **Edit Content** button from the Comment And Markup toolbar.

2. Click the content item you wish to edit. If you need a certain area to be selected, click and drag the mouse. This will show a bounding box with selection handles around the object. The handles can be used for resizing or rotating the object.

   To move the object, place the pointer to the central circle and drag the object.

   To resize the object, pull one of the yellow handles.

   To rotate the object, click and drag the green handle above the object.

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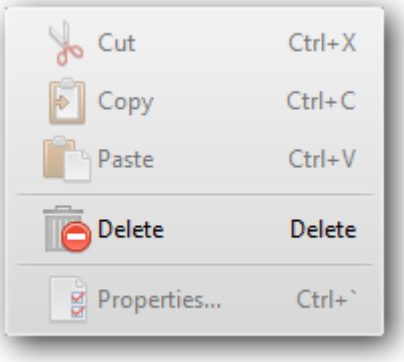
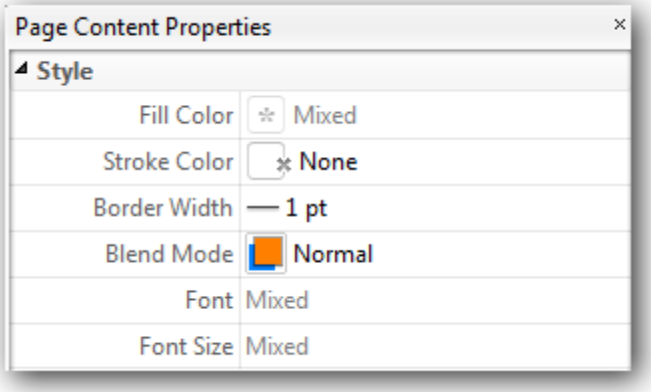
3. If you right-click on the selected object, the following menu appears:



4. **Properties**. To adjust the properties of the selected object, click at the ▾ arrow which appears when you select one of the properties.

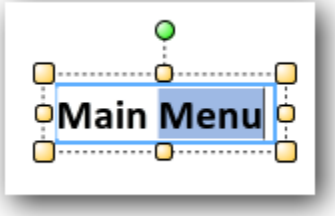


6.1 Editing Text

Except for editing images and annotations, you can edit the text or text blocks within your PDF document.

1. To edit the text block, select it with the help of the **Edit Content tool**. You can move, resize or rotate the whole text block.

2. To edit the text, double click the selected text block. This will allow you to select the text fragment for editing. You can type, cut, copy, paste the text, change its color, font, font size specify the Paragraph settings and apply the Text Style options to the text.



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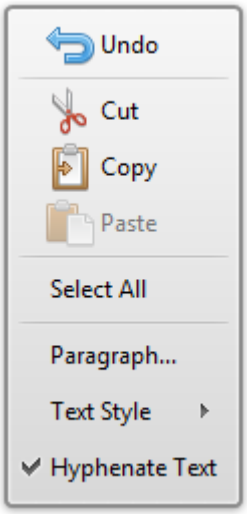
If you right-click on the selected text, the following context menu will be opened:



Undo. Reverses the last editing change made to the text.

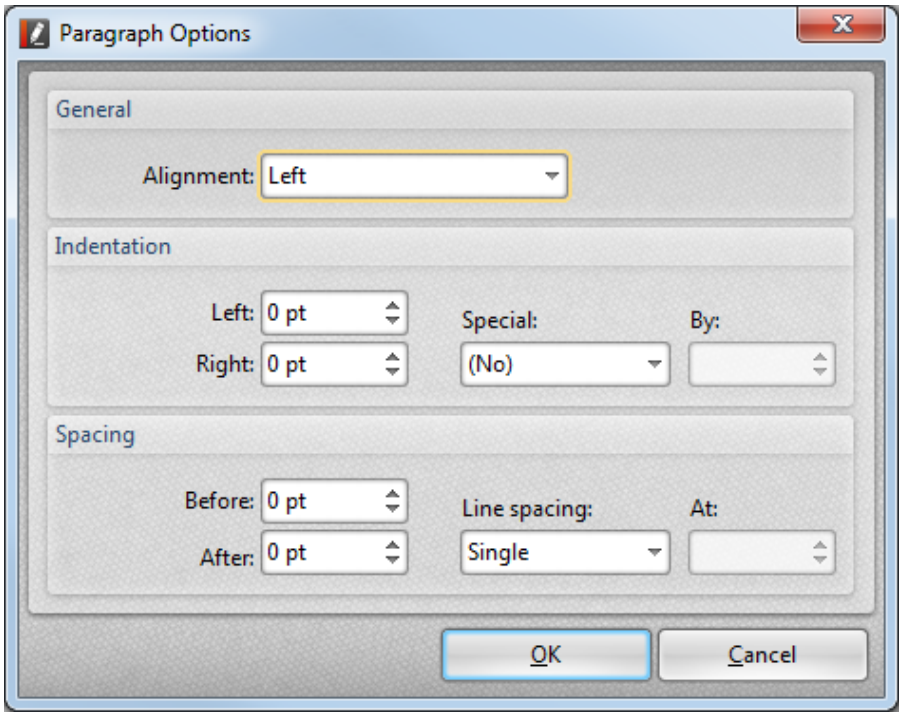
Cut. Allows you to remove selected text and copies it to the clipboard.

Copy. Copies selected text to the clipboard.

Paste. Pastes clipboard text to the selected location.

Select All. Allows you to select the whole text from the chosen text box for editing.

Paragraph.... Sets the paragraph options for the selected text.



Paragraph Options Window

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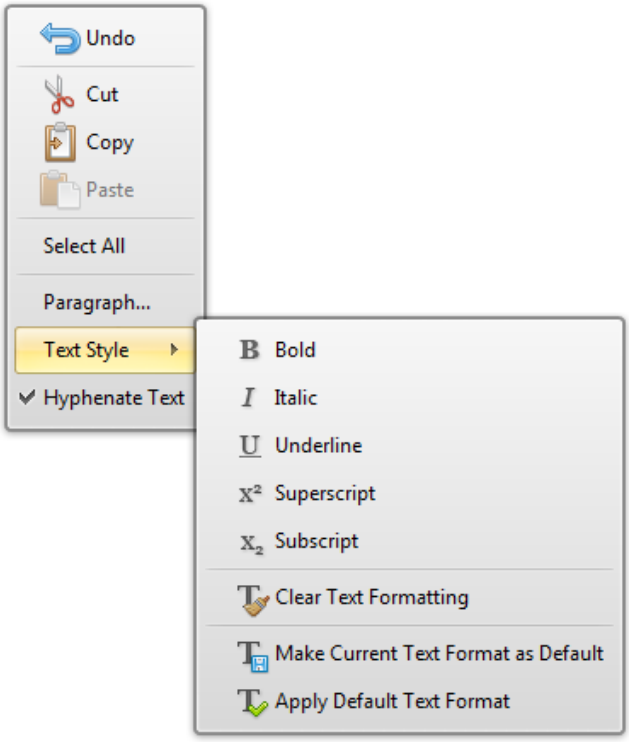
Text Style. Opens the following submenu of text formatting options



You may also change these properties through the Properties Toolbar which appears at the Toolbar area when the text fragment is selected, and the properties toolbar is activated. For details of each formatting option, please see the Properties Toolbar 601 section.

You may also use the following hot keys to format the text entry:

Ctrl+B - Bold
Ctrl+I - Italic
Ctrl+U - Underline
Ctrl+Shift+S - Strikethrough
Ctrl+Shift++ - Superscript
Ctrl+Shift+- - Subscript
The **Typewriter Toolbar** supports additional options for selecting **Font** and **Size**

Hyphenate Text will automatically hyphenate text when space in the line runs out.

Note: *that PDF files created from solely Image based content (e.g. scanned to PDF) cannot be text edited - there is no actual text within the PDF file - simply an image, even though the image may represent text. That is why you will be able only to move, resize or rotate such text.*

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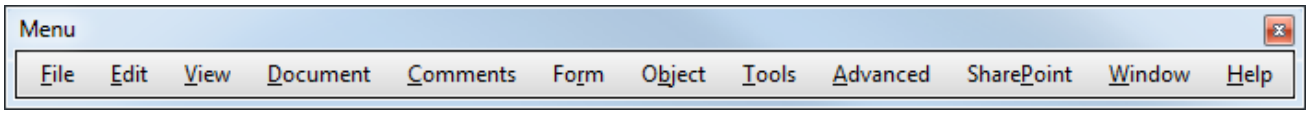
7 Main Menu



File 87 File level operations including selecting files, document properties, forms data manipulation, and printing.
Edit 189 Editing functions on PDF files and forms. Also program preferences can be set, exported and reset here.
View 282 Editor information display control. Determines what PDF information is displayed and how.
Document 327 Controls for Rotating, Deleting, or Cropping pages.
Comments 446 Organizes the comments operations.
Form 459 Manages Form Data.
Object 504 Organizes the object operations.
Tools 506 Selection of the different PDF tools, including Hand, Snapshot, and Zoom controls.
Advanced 574 Contains advanced functions such as the bookmarks plugin
SharePoint 591 Allows the user to Check in or check out a document located on a SharePoint server.
Window 595 Organizes the layout of the PDF file window(s) currently opened.
Help 597 Accesses help information about the Editor and its operation. The registration section and "report a bug" can also be found here.

Tip: *By pushing the **Alt** key, some letters in the menu bar become underlined. If a user presses one of those keys, that menu will expand. For example **Alt**, then P will open the **SharePoint** Menu.*

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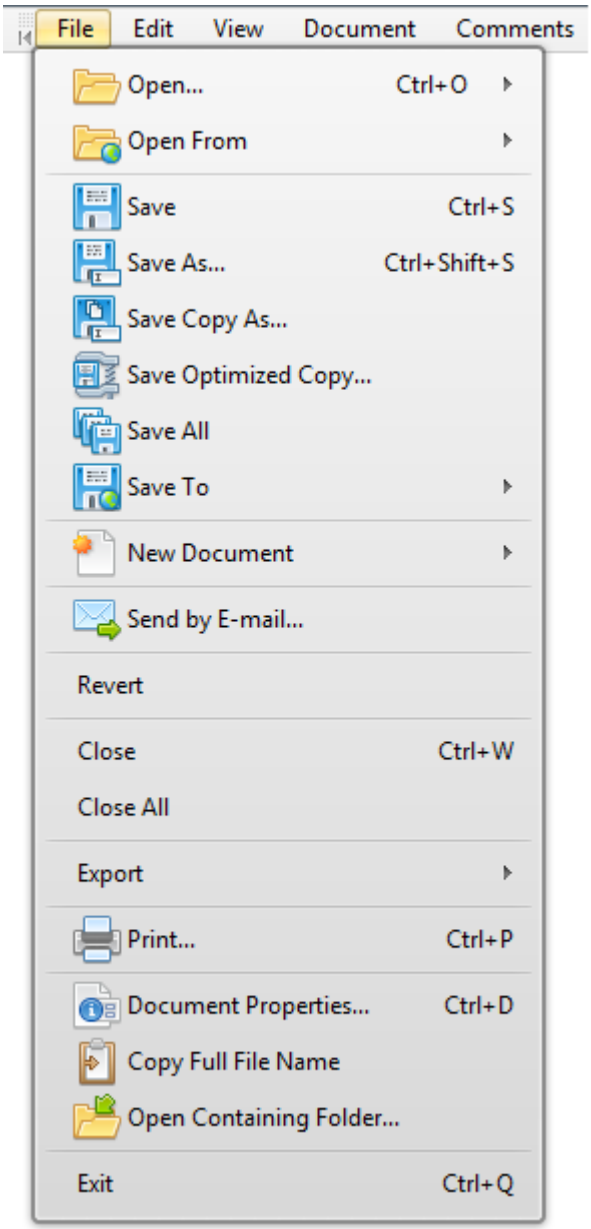
7.1 File

The **File** menu controls the opening, saving, printing, and closing of PDF files, and the display of Document Properties.



Open... 88
Open From 92
Save 96
Save As... 97
Save Copy As... 100
Save Optimized Copy 100
Save All 111
Save To 112
New Document 116
Send by E-mail... 146
Revert 147
Close 147
Close All 147
Export 147
Print 157
Document Properties... 165
Copy Full File Name 188
Open Containing Folder... 188
Exit 188

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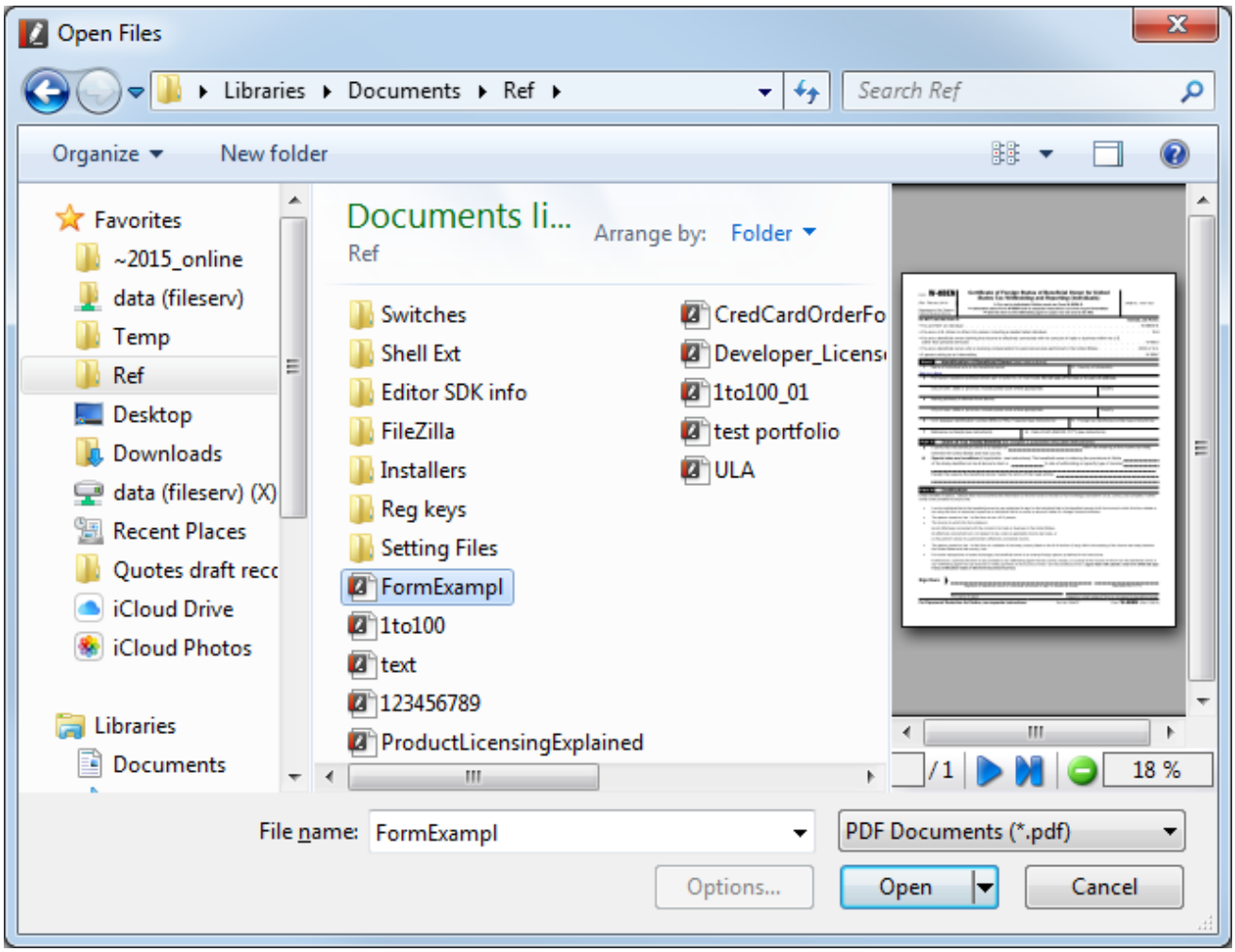
7.1.1 Open...

Clicking on **Open...** calls the Windows Open File dialog box to allow selection of a PDF file to be viewed.



Select the file to be viewed and click the **Open** button. Hovering over the **Open** option in the File window or clicking on the will bring up the Recents list.

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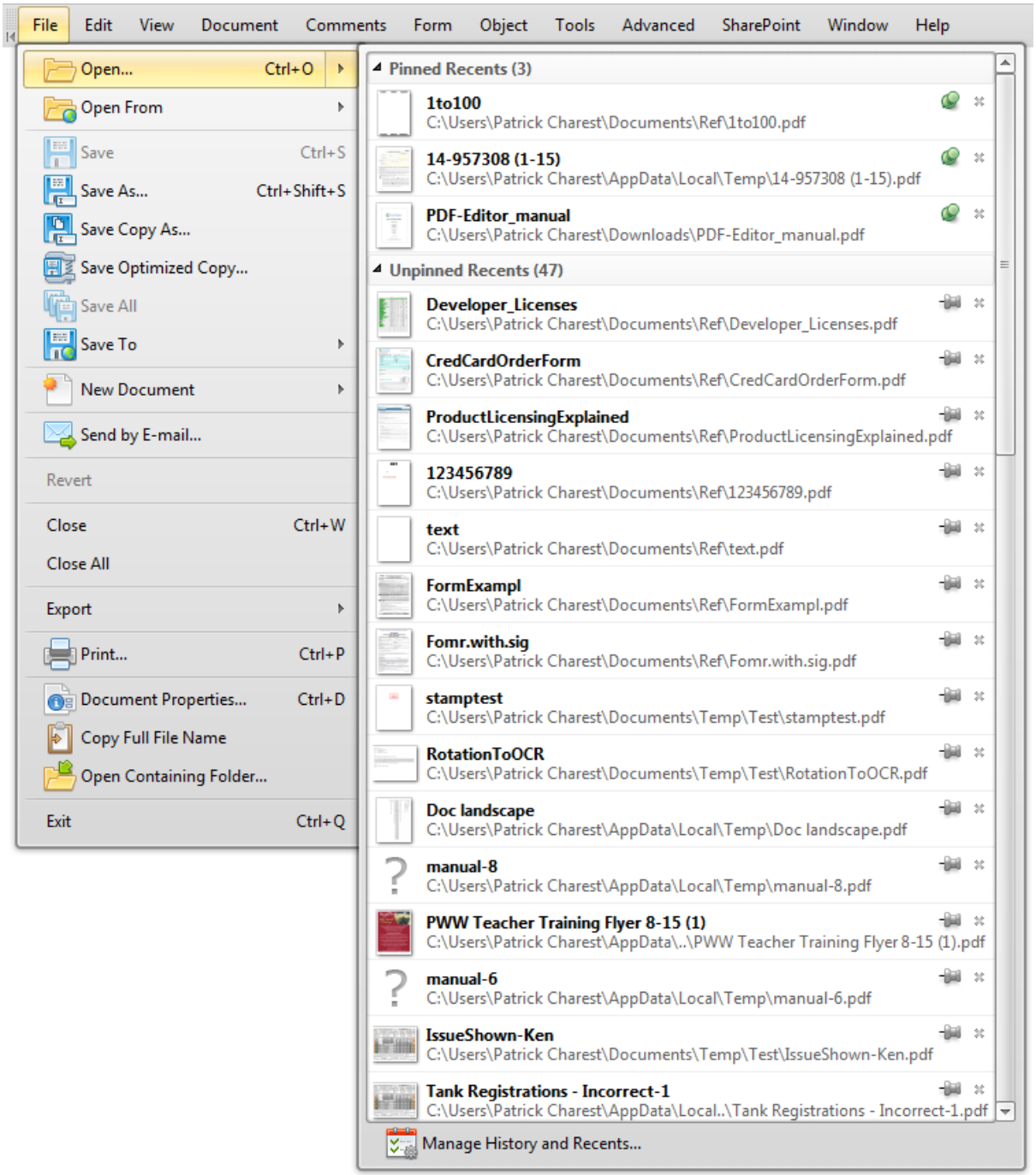
Recent File

Unpinned Recents displays a selection list of recently used files. Clicking the pushpin to the right of the document name in the **Unpinned Recents** will "pin" the document and move it to the **Pinned Recents** list so that it won't "fall off" the list if the maximum number of documents in the **Recent Files** list is exceeded. To unpin a document, click on the



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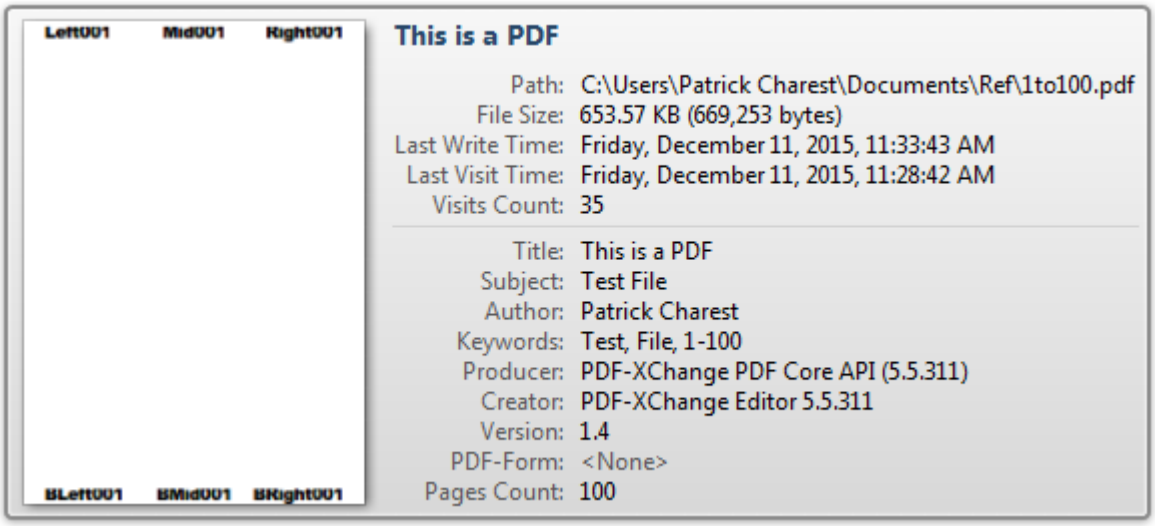
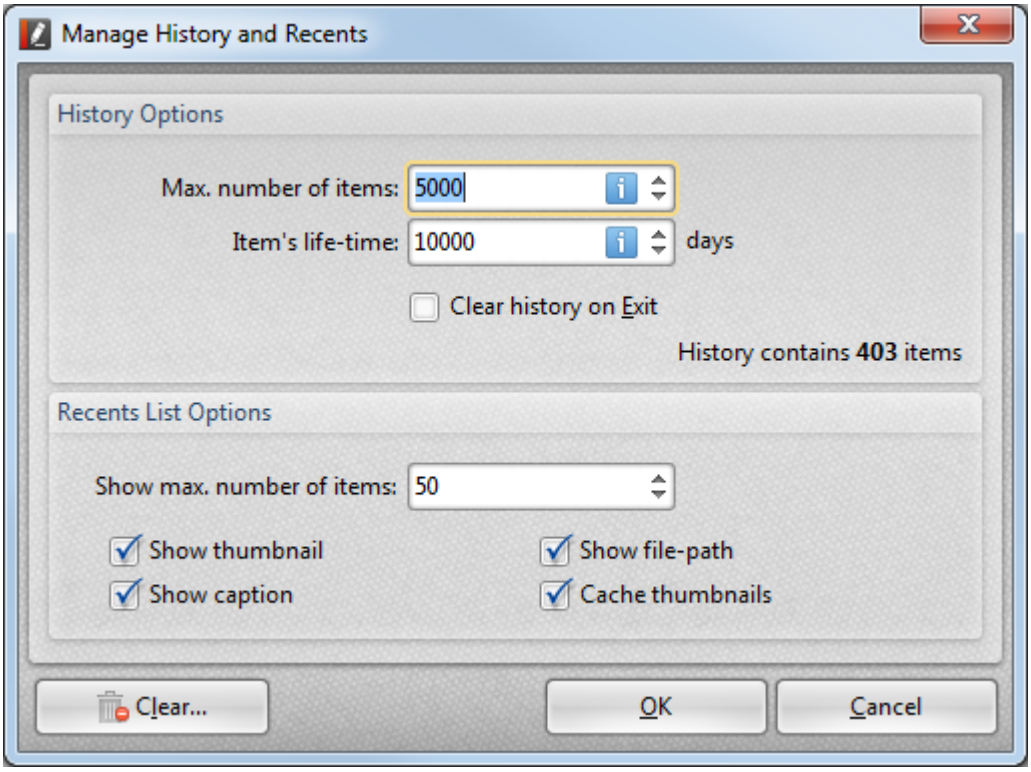
Moving the mouse over a specific file from the list, the first page and other properties of the document are displayed:



To adjust the history and recents options click the **Manage History and Recents...** button from the bottom of the **Recents List**.



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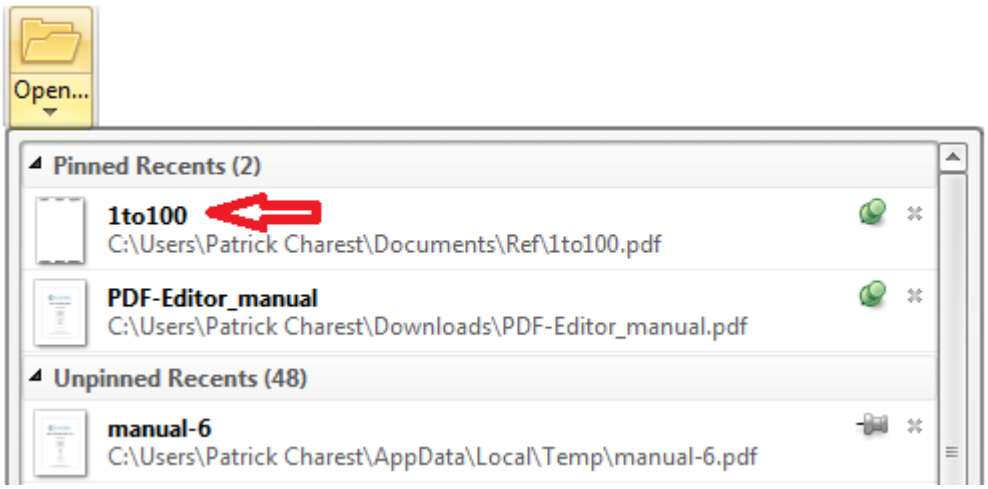
History Options

Max. number of items Sets the maximum number of documents to be displayed in the Recent documents list.
Item's life-time Defines how long the unpinned documents will remain in the list.
Clear history on exit Clears the history list completely on exit.

Recents List Options

Show max. number of items The maximum number of items will be displayed in the Recents list.
Show thumbnail Displays the thumbnails of the documents listed in the Recents.
Show caption Will show the document Title in the Recents List as indicated in the screenshot below.



Show file-path Displays the file path of the documents listed in the Recents.
Cache thumbnails Stores the images for thumbnail previews in cache memory so that the images can be loaded quickly each time you access the recents list.

Documents can also be opened from the **File Toolbar** 607.

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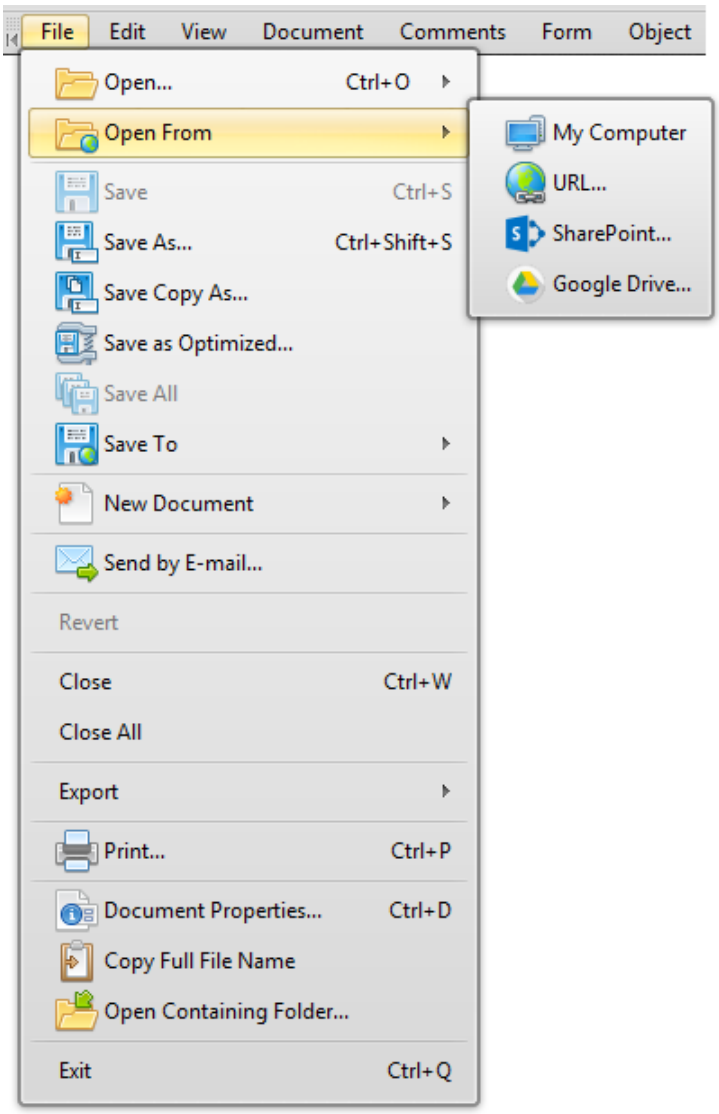
7.1.2 Open from

Open From Allows you to choose to open from your local machine (**My Computer**), from **URL** , **SharePoint** or **Google Drive™**.



Open From URL allows you to open a file saved on the internet. In the resulting dialog, type or paste the File's URL.

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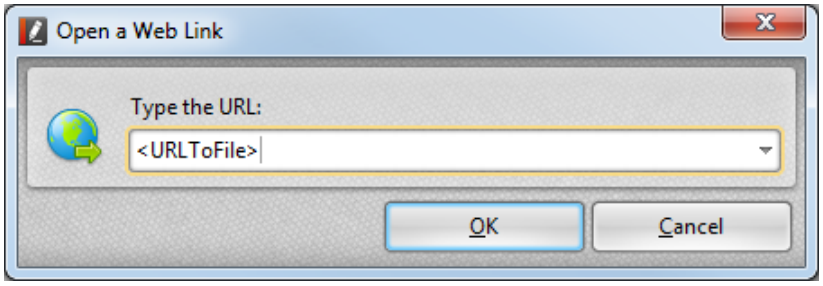
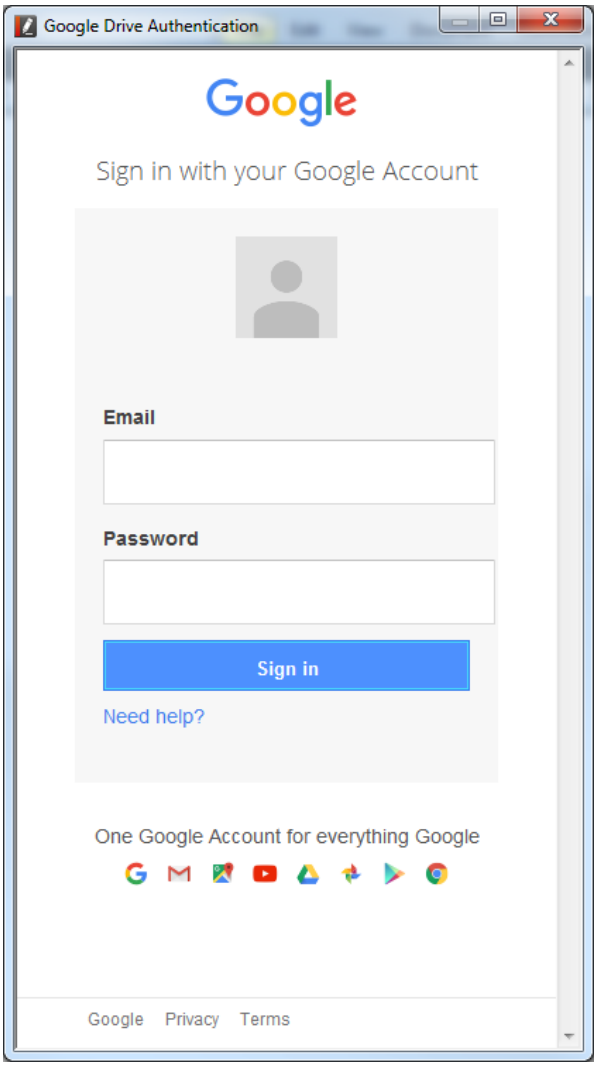


Open From SharePoint allows a user to open a document directly from a SharePoint location. For more details, see the SharePoint 587 menu section.

Open From Google Drive ™ allows you to open documents directly from your Google Drive. The first time you try to open from, or save to Google Drive you will be prompted to log in:



Google Drive™ authentication window

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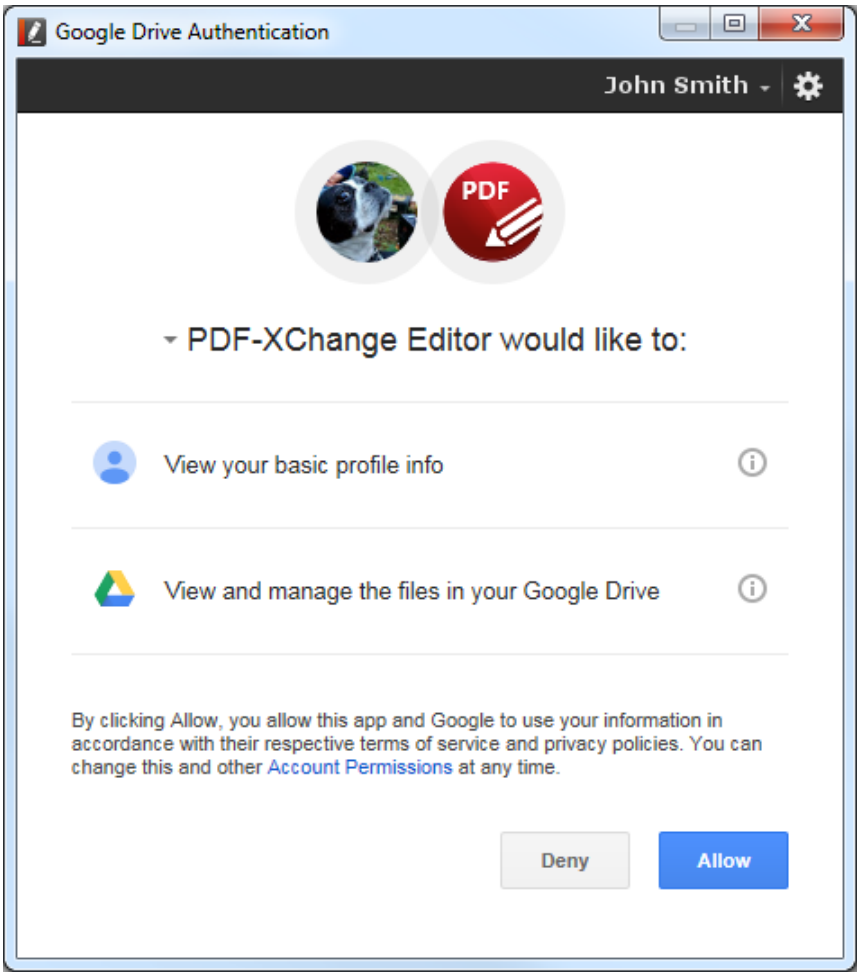
Once you have entered your Email and Password, you will need to allow the Editor to interact with Google Drive™ by clicking on **Allow**.



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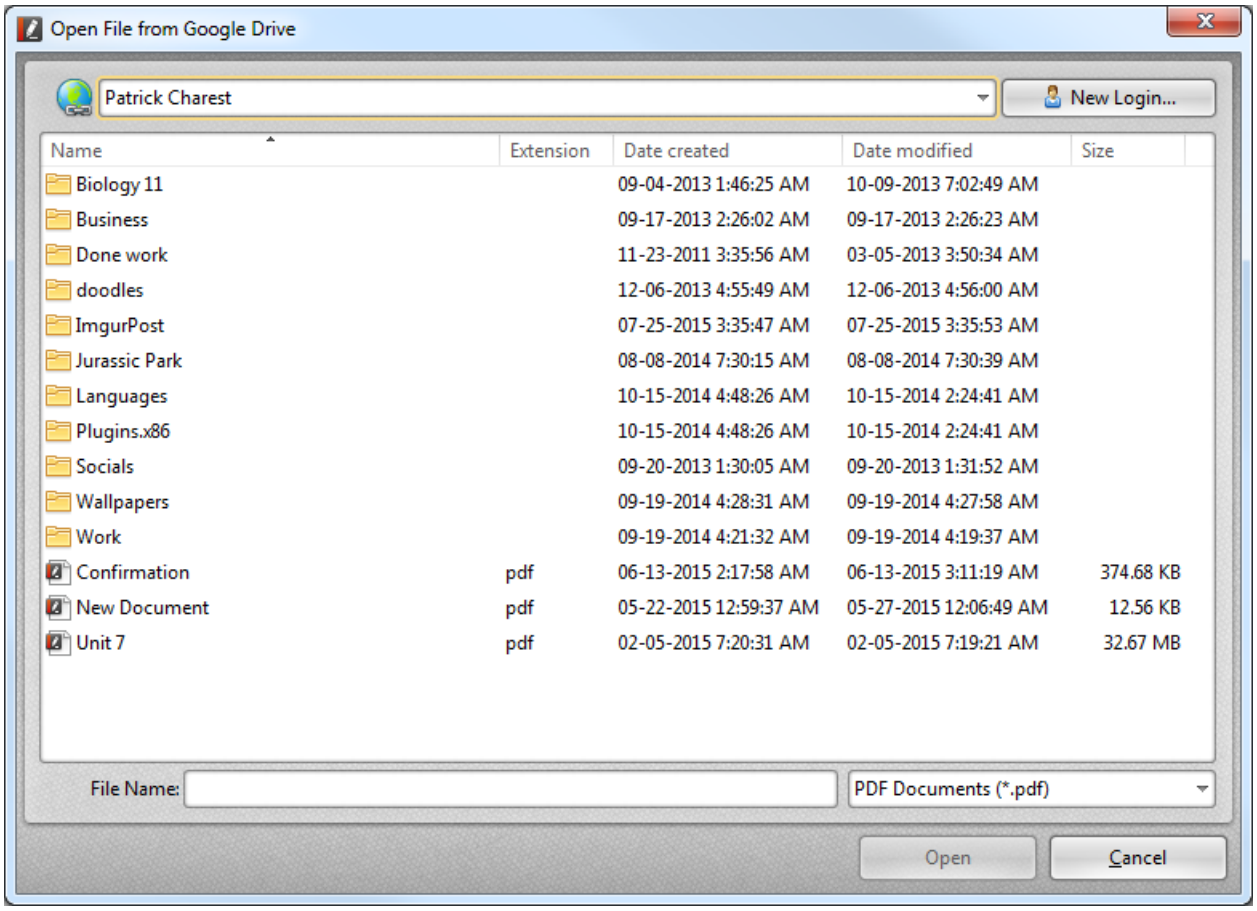
You will then be taken to the **Open File from Google Drive™ window**.



From here, you will be able to Select and open a folder or file. You can add a new log in to select from the Drop Down menu by clicking on **New Login...**

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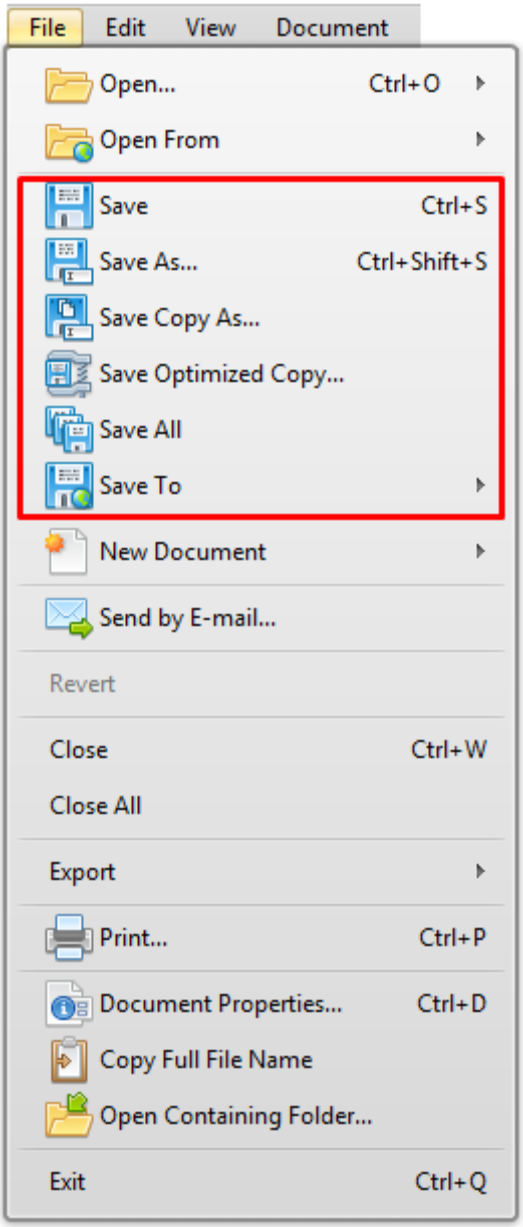
7.1.3 Save

The **Save** options of the File Menu allow you to save changes made to a PDF as well as **Save As** a new PDF, and save an optimized copy of the the PDF. Save is only available if the currently displayed PDF file has been modified. Save immediately saves the modified PDF over the original. Unless incremental save is activated, the original document will be replaced by the newly saved document. To preserve the original file you must use the **Save As...** options to save the modified version to a new file name.



Save

Save As... 97

Save Copy As... 100

Save Optimized Copy... 100

Save All 111

Save To 112

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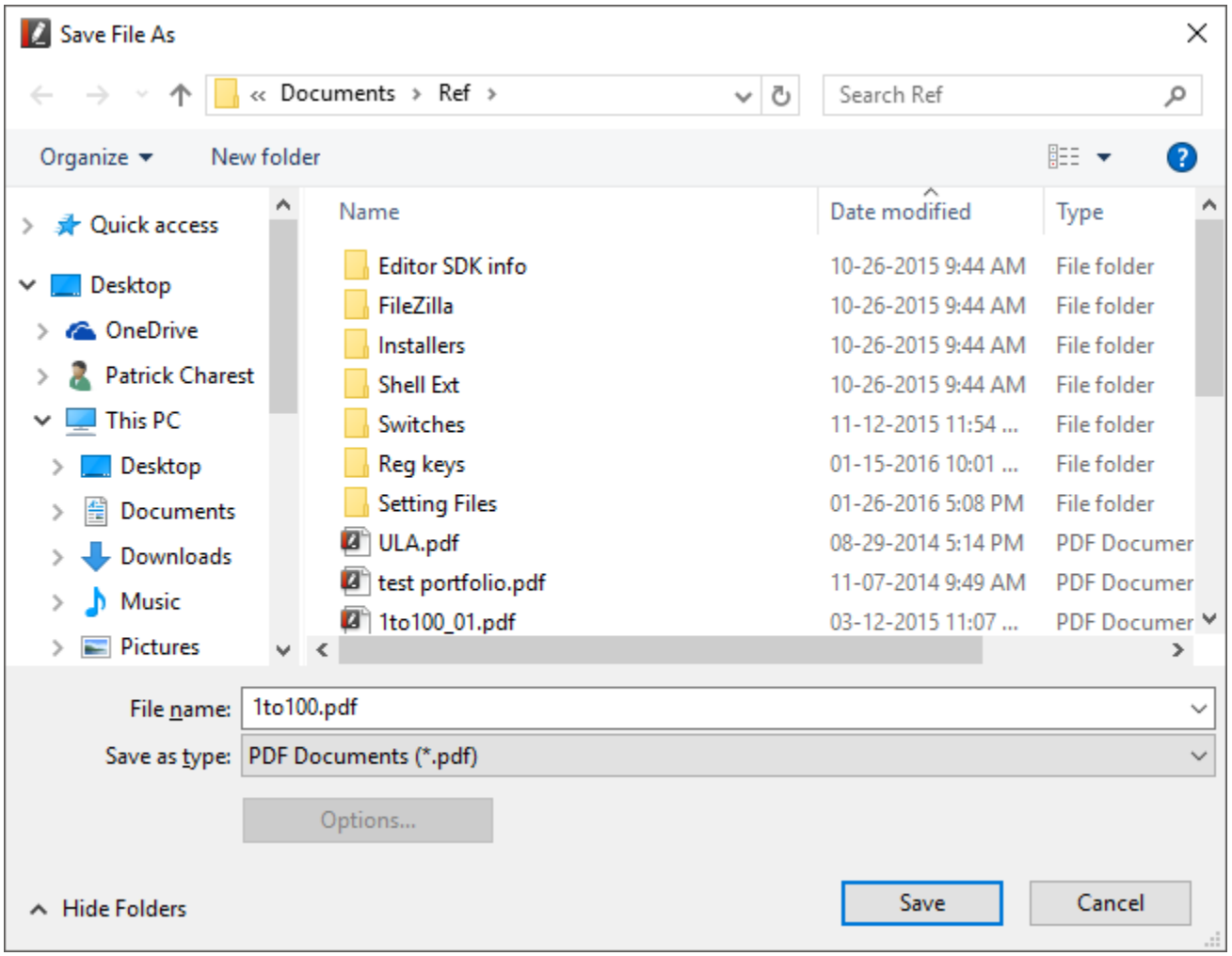
7.1.4 Save As...

Save As... is used to save the changes that have been made without corrupting the original content. Choosing **Save As...** will launch a **Save File As** window. There, type a new file name and choose the desired save directory.



Save as type allows you to chose from the following file types

- **PDF Document (*.pdf)**
- **Microsoft PowerPoint (*.pptx)** 98
- **PDF/A Document (*.pdf)** 99

The Options... button becomes active when the **Save as type** is set to Microsoft PowerPoint or PDF/A. Please see the respective sections below

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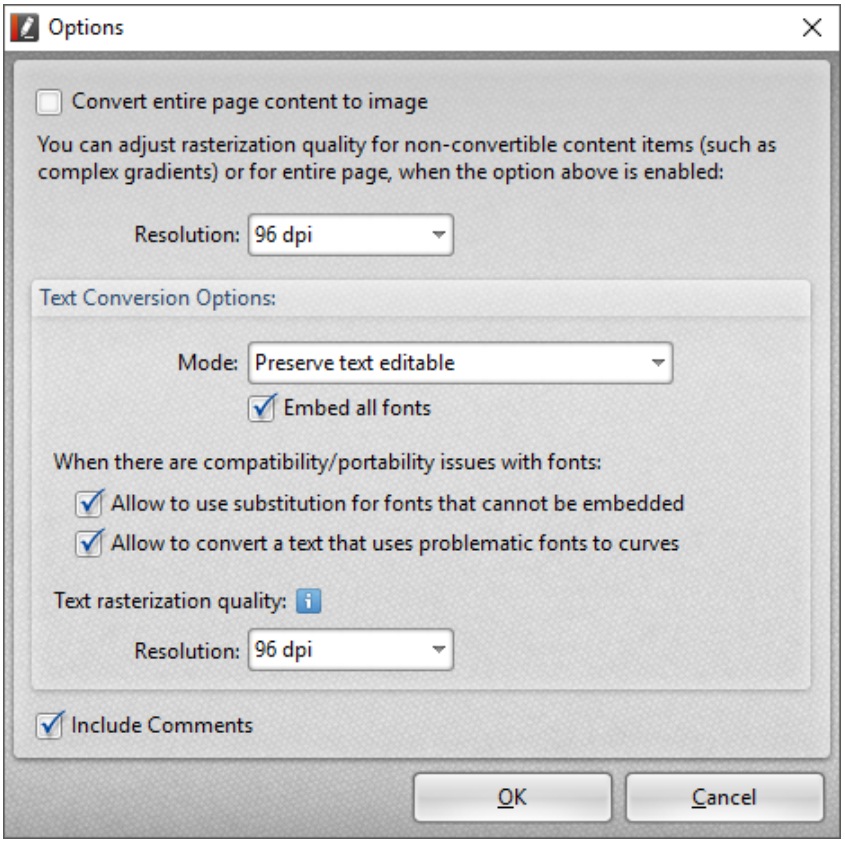
Microsoft PowerPoint Options



Export to Microsoft PowerPoint Presentation > Options window

Convert entire page content to image will cause every part of the PDF to be exported to an image based PowerPoint (.pptx) file.

Resolution in Dots Per Inch (dpi). Lowering the dpi will reduce the output quality, but increase speed, and reduce the file size.

Text Conversion Options:

Mode:

- **Preserve text editable** will allow the text in the resulting PowerPoint to remain modifiable.
- **Convert to curves** each letter is converted vector based description of itself.
- **Convert to Images** converts the text to images.

Embed all fonts will cause all the fonts in the PDF to be embedded in to the output file. This will eliminate the need to have the same fonts installed when opening the file on another system.

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Allow to use substitution for fonts that cannot be embedded will cause the application to render the text using the closest font to the original, to render the text.

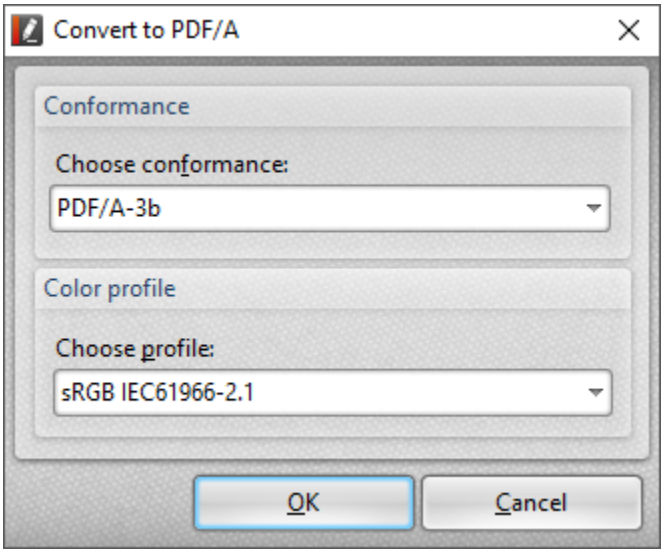
Allow to convert text that uses problematic fonts to curves If the fonts, or characters are detected as causing problems, they will be converted to curves.

Text rasterization quality allows you to select the rasterization quality (convert to raster image) of text in Dots Per Inch (dpi). Lowering the dpi will reduce the output quality, but increase speed, and reduce the file size.

Include Comments will cause any comments or markups present in the PDF to show up in the PowerPoint presentation file.

PDF/A Document

Clicking on Options... when **PDF/A** is the selected **Save as File Type**, the **Convert to PDF/A** window opens.



Convert to PDF/A window

Conformance allows you to define what kind of PDF/A your document will be saved under. For a description of the various PDF/A conformance specifications, please see the following link: **https://en.wikipedia.org/wiki/PDF/A#Conformance_levels_and_versions**

Color Profile allows you to choose between supported color profiles

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7.1.5 Save Copy As

Save Copy As... will save a copy of the document with its current changes, and lunch a Save As window.

7.1.6 Save Optimized Copy

The **Save Optimized Copy** option launches the **PDF Optimizer** window which provides many options available to reduce the size of a PDF.

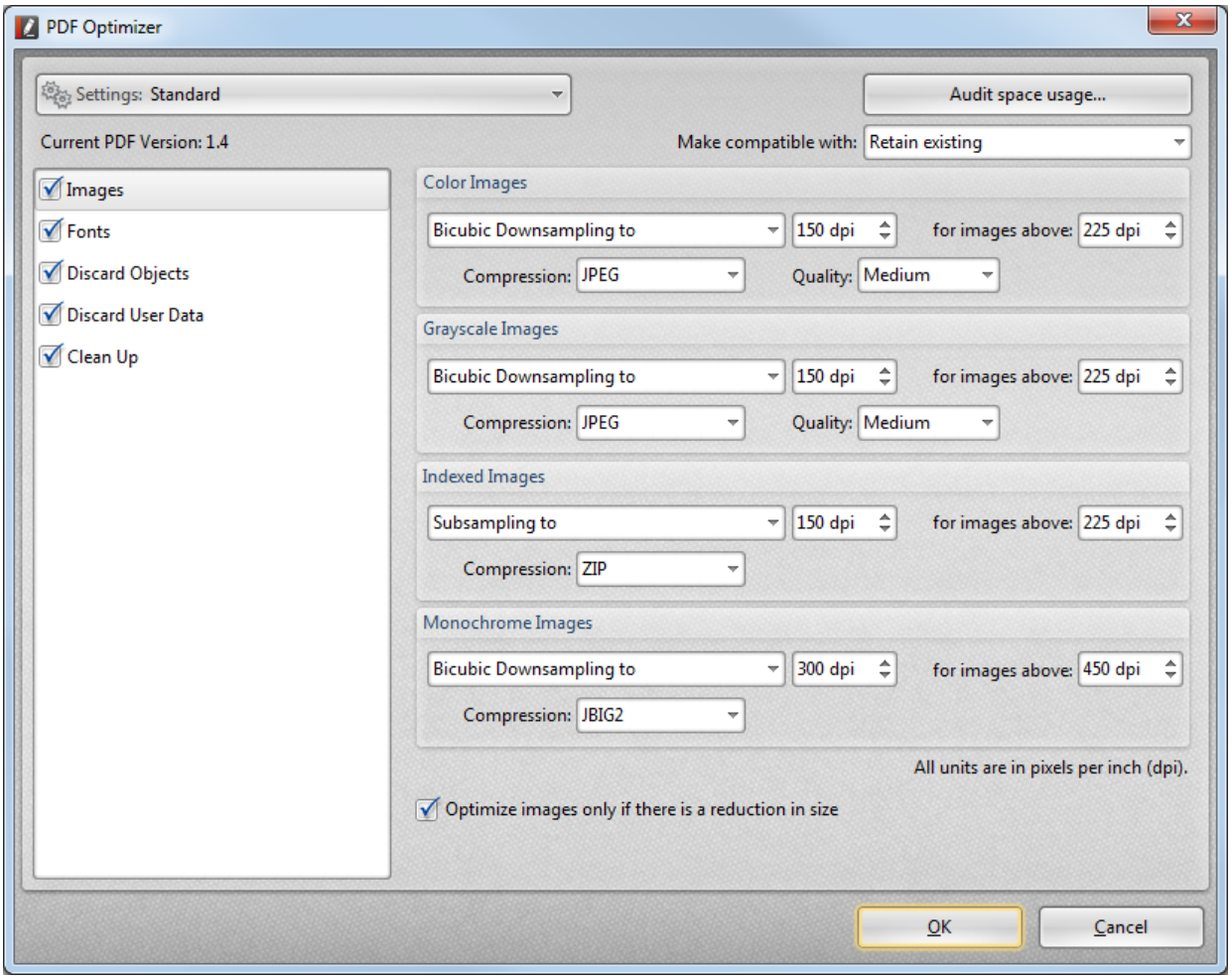

Figure 1: **PDF Optimizer** Window

Images 104: The images tab contains Image compression, and Downsampling options.
Fonts 107: The Fonts tab contains Unembedding option which allows the removal of font data from the file.
Discard Objects 108: The Discard Objects tab contains parameters which will allow the removal of unnecessary objects from the file.
Discard User Data 109: Discard User data will remove the user meta data from the the document properties of the file.
Clean up 110: The Clean Up tab contains various other optimization methods.

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Settings

The Settings drop-down menu provides options to chose from preexisting optimization settings, as well as save custom optimization settings.

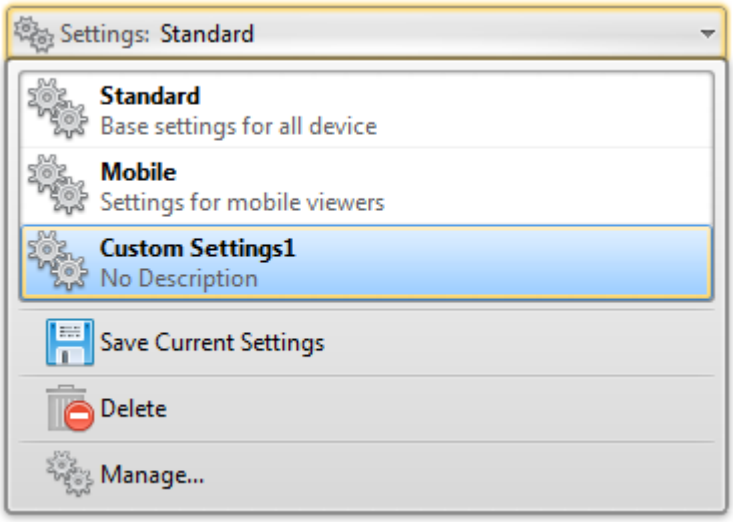

Figure 2: **Settings** Dropdown.

There are two default setting profiles: **Standard**, and **Mobile**. The **Standard** settings are general defaults that are best suited to optimize PDF that are intended for viewing on Computers. The **Mobile** settings create smaller files, suited best for mobile devices such as tablets and cell phones.

When custom settings are chosen, the **Save Current Settings** option becomes active. Allowing those current custom settings to be saved for future use. These custom settings show up in the drop-down menu as shown by the highlighted option in Figure2. Selected custom settings can be deleted by choosing the **Delete** option.

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Manage opens the Manage Presets Menu (Figure 3), where the name and description of user defined custom Presets can be edited, Cloned, and reordered in the Settings dropdown (Figure 2).

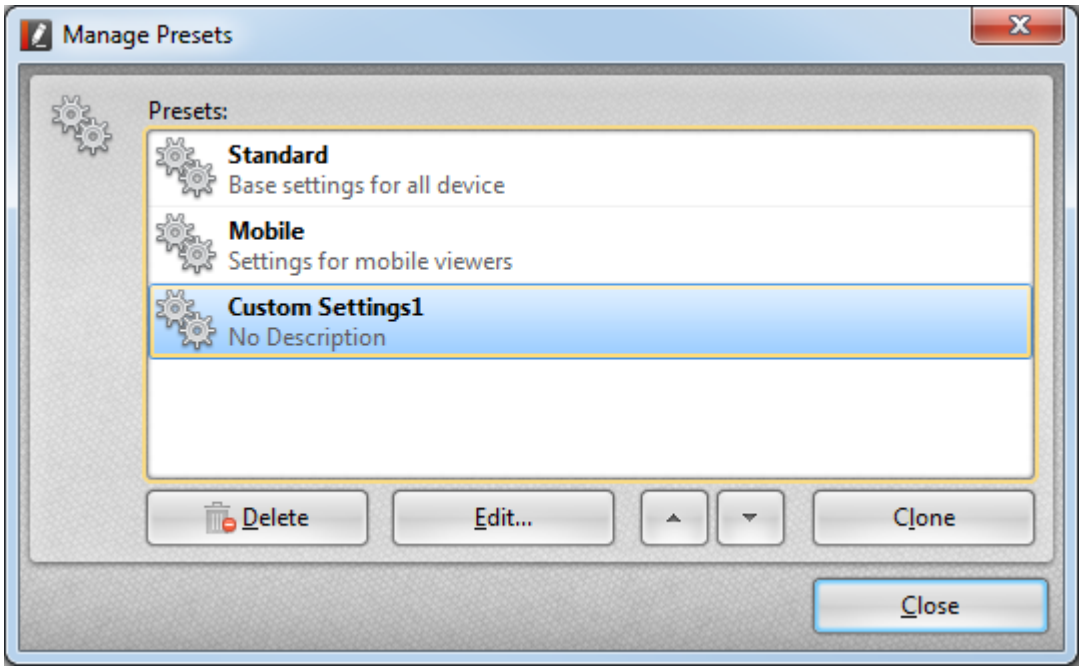

Figure 3: **Manage Presets** menu

The ▲ and ▼ will change the order of the Preset items in the list accordingly.

Make Compatible With: This drop-down menu allows the selection of the PDF compatibility method. The higher the number, the more features are compatible. For example, some earlier versions of PDF did not support commenting. It is recommended that this setting be left alone unless PDF Compatibility specifications are understood already.

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Audit Space Usage will bring up a dialog that reports what percentages of a file's size are composed of. See Figure 4 for example.

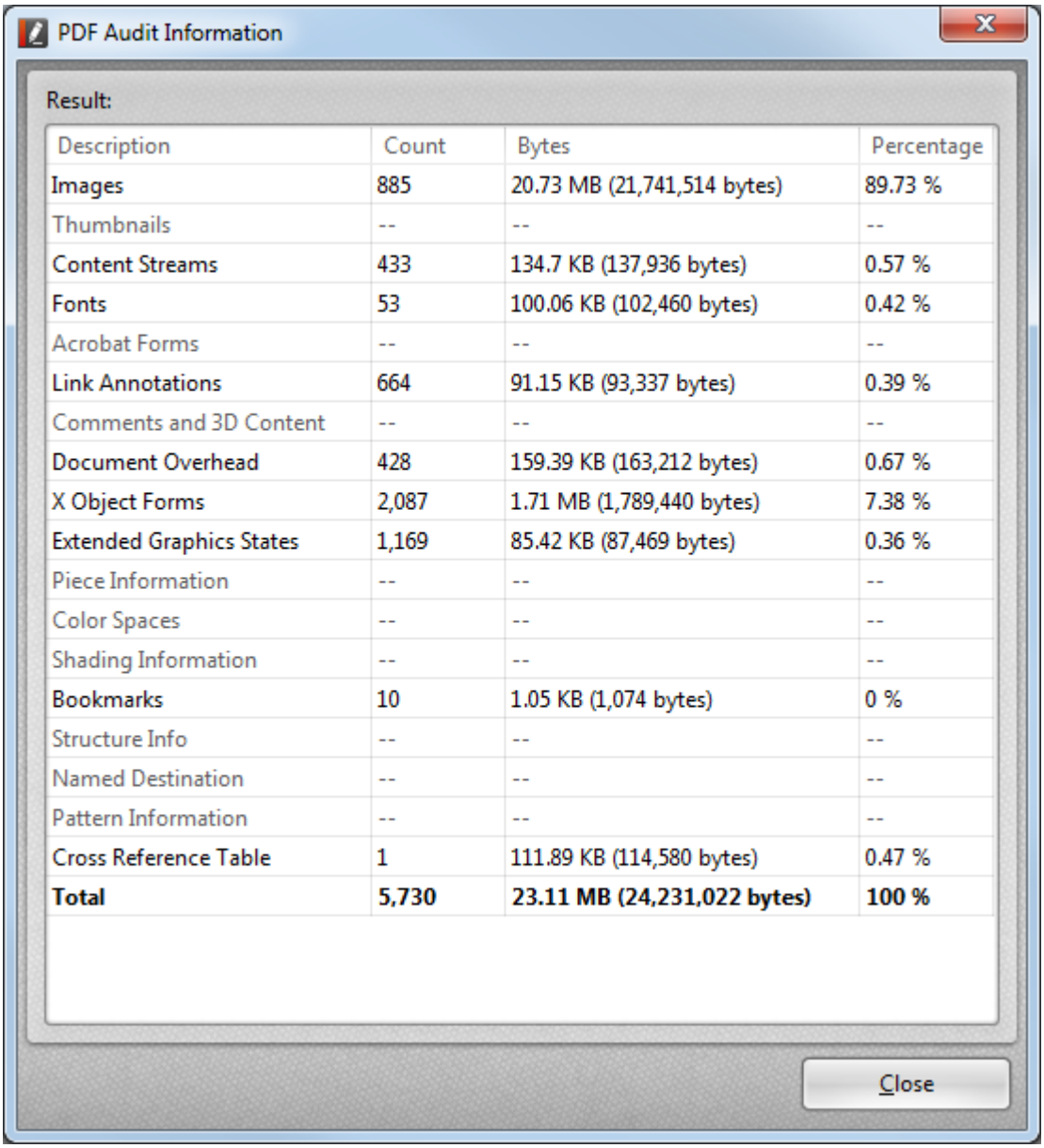

Figure 4: **PDF Audit Information** window

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7.1.6.1 Images

The Sub-sections of the **Images** Tab in the PDF optimizer Contains the same compression/ optimization options for **Color**, **Grayscale**, **Indexed**, and **Monochrome** Images.

Downsampling Options
If you plan to use the PDF file on the web, use downsampling to allow for higher compression. If you plan to print the PDF file at high resolution, do not use downsampling. Select the "**No Downsampling**" options from the the drop down menu to disable downsampling options for each image type listed above.

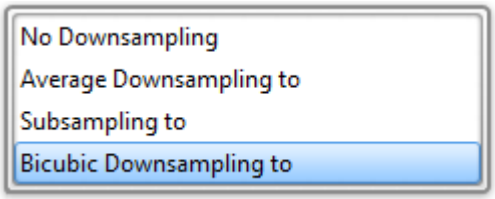

Figure 1: **Downsampling** Drop-down menu.

Downsampling Definitions

Downsampling refers to decreasing the number of pixels in an image. To **downsample** color, **grayscale**, or **monochrome** images, choose an interpolation method from the drop down menu (*Figure 1*). **Average Downsampling**, **Bicubic Downsampling**, or **Subsampling** - and enter the desired resolution (DPI) in the next fields.

Average Downsampling To [*specified DPI*] Averages the pixels in a sample area and replaces the entire area with the average pixel color at the specified resolution.

Subsampling To [*specified DPI*] Chooses a pixel in the center of the sample area and replaces the entire area with that pixel color. **Subsampling** significantly reduces the conversion time compared with **downsampling** but results in images that are less smooth and continuous.

Bicubic Downsampling To [*specified DPI*] Uses a weighted average to determine pixel color, which usually yields better results than the simple averaging method of downsampling. Bicubic is the slowest but most precise method, resulting in the smoothest gradations.

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Compression Options
Determines the type of compression that is used.

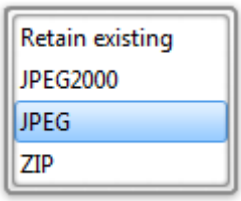

Figure 2

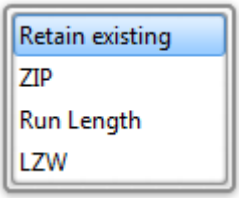

Figure 3

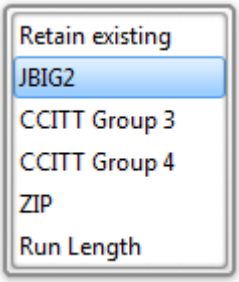

Figure 4

Figure 2: **Compression** Options for **Color** and **Grayscale** Images
Figure 3: **Compression** Options for **Indexed** images.
Figure 4: **Compression** Options for **Monochrome** images.

Retain Existing will not change the compression method.

JPEG2000 Is the new international standard for the compression and packaging of image data. Like JPEG compression, JPEG2000 compression is suitable for grayscale or color images. It also provides additional advantages, such as progressive display.

JPEG is suitable for grayscale or color images. JPEG compression is *lossy*, which means that it removes image data and may reduce image quality; however, it attempts to reduce file size with a minimal loss of information. Because JPEG compression eliminates data, it can achieve much smaller file sizes than ZIP compression.

Zip Works well on images with large areas of single colors or repeating patterns, and for black-and-white images that contain repeating patterns.

Run Length Run Length compression produces the best results for images that contain large areas of solid black or white.

LZW is the compression of a file into a smaller file using a table-based lookup algorithm. Works best for files containing lots of repetitive data. This is often the case with text and monochrome images. Files that are compressed but that do not contain any repetitive information at all can even grow bigger!

JBIG2 is an image compression standard for bi-level images, developed by the Joint Bi-level Image Experts Group. It is suitable for both lossless and lossy compression.

CCITT Group 4 (Consultative Committee on International Telegraphy and Telephony) compression is appropriate for black-and-white images and any images scanned with an image depth of 1 bit. Group 4 is a general-purpose method that produces good compression for most monochrome

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images.

CCITT Group 3 Group 3, used by most fax machines, compresses monochrome bitmaps one row at a time.

Quality
Determines the amount of compression that is applied For the Compression methods applicable to Color, and Grayscale image compression options. The options given are as follows: Minimum; Low; Medium; High; Maximum; and Lossless.

Note: ***Lossless compression*** *is a class of data* ***compression*** *algorithms that allows the original data to be perfectly reconstructed from the* ***compressed*** *data.* ***Lossy*** *is the class of data encoding methods that uses inexact approximations (or partial data discarding) to represent the content. These techniques are used to reduce data size for storage, handling, and transmitting content.*

Note: *DPI stands for Dots Per Inch (Pixels Per Inch)*

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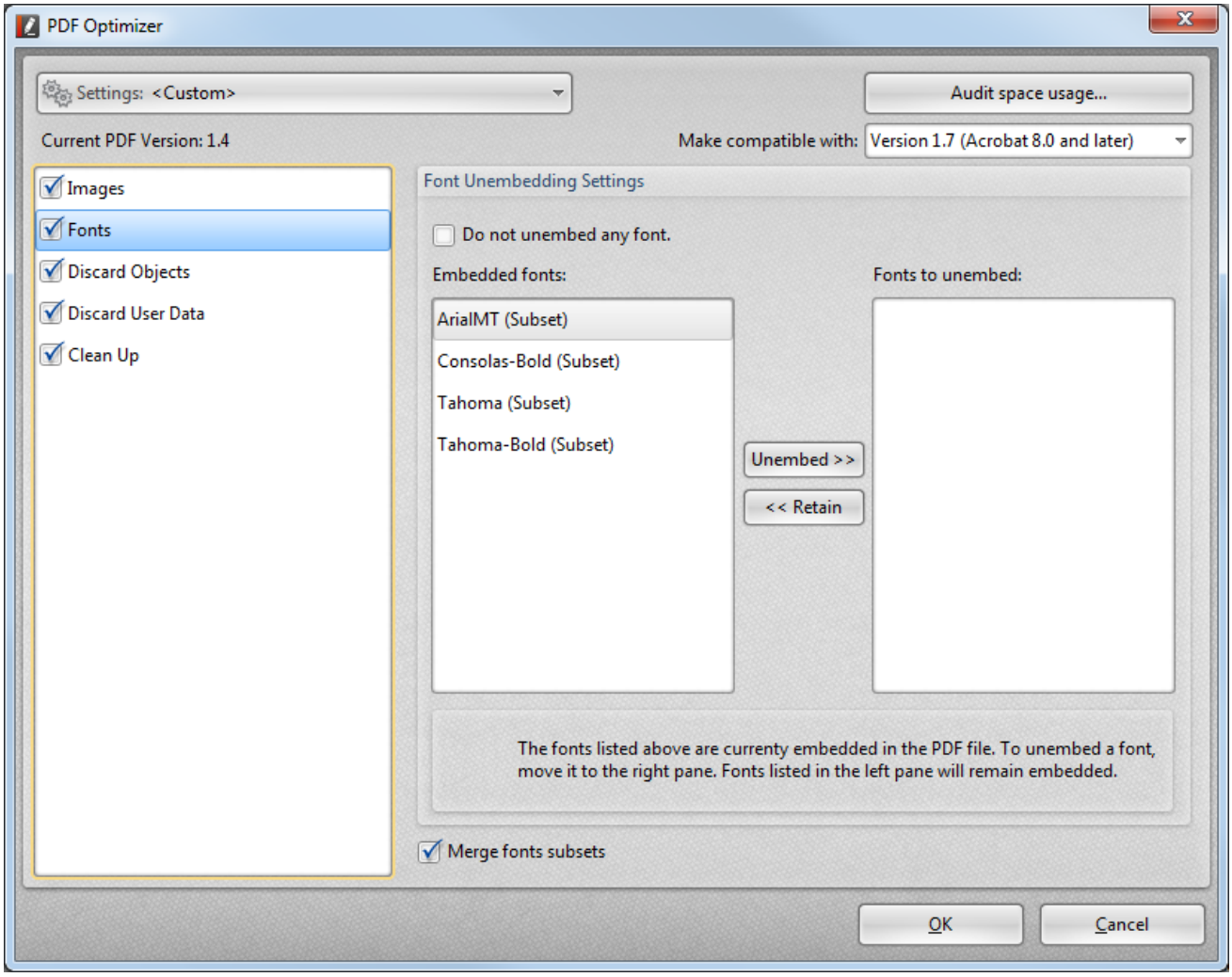
7.1.6.2 Fonts

In the **Fonts** section of the **PDF Optimizer** window, users can see the fonts included in the pages of a PDF and choose to unembed or retain font information.



PDF Optimizer Window > **Fonts**

When a font is **Unembedded**, there is a flag in the file, which calls the installed fonts on the computer the file is being accessed from to render that text. If that font does not exist on that computer, the Editor uses font substitution to render the text using the closest approximation of the original font.

Embedded Fonts cause the file size to increase slightly. However, the file will contain all the necessary font data for any PDF reader to render the file with that exact same font.

To **Unembed** a font, select it in the Left "**Embedded Fonts**" column, then choose **Unembed>>** to move it to the right "**Fonts to Unembed**" column.

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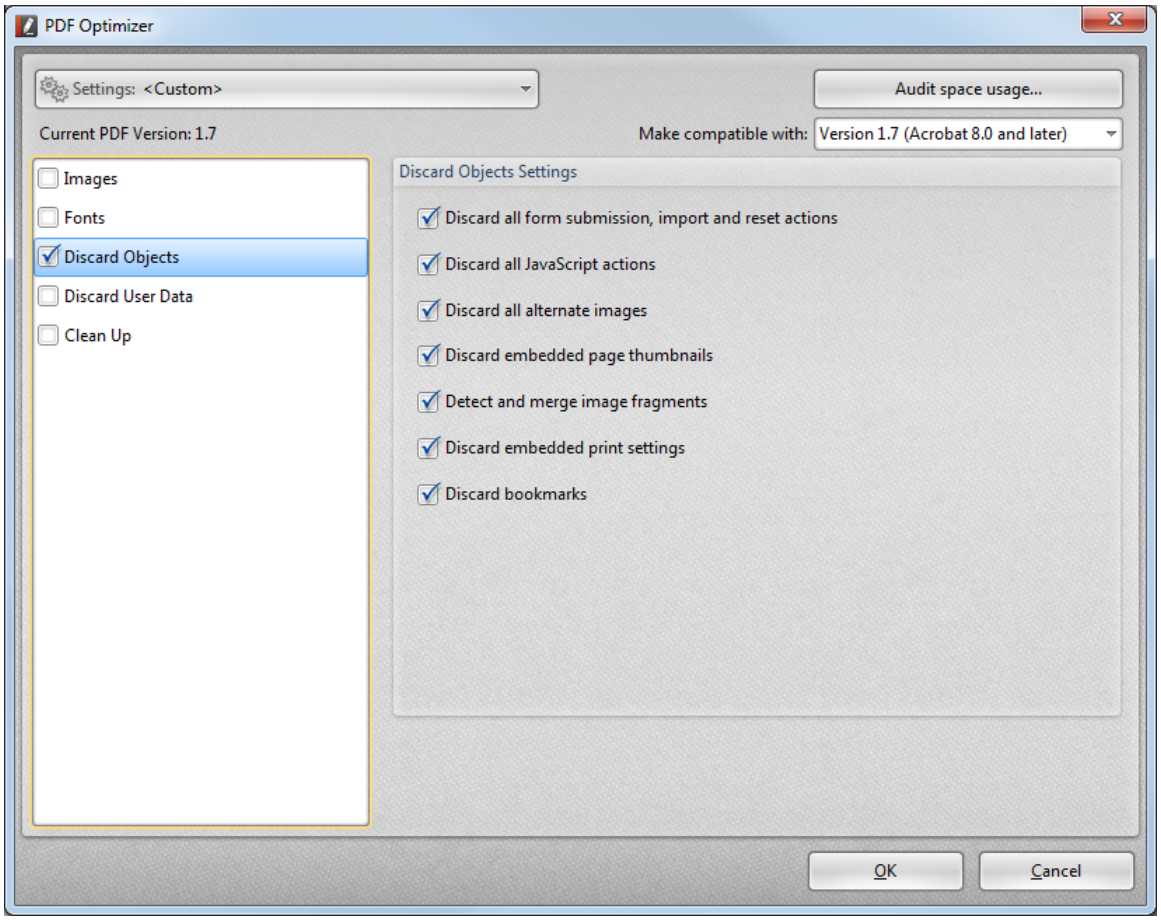
7.1.6.3 Discard Objects

The Discard Objects section of the PDF Optimizer window consists of a checklist for objects to be removed. Any option selected will remove all related objects when the optimization is finalized.



File > **Save Optimized Copy** > **Discard Objects** Window

Discard all Form submissions, import and reset actions These actions include items such as buttons to reset forms, submit forms. These types of actions will be removed from the PDF.

Discard all JavaScript actions If selected, all JavaScript will be removed from the PDF.

Discard all alternate images In some cases, though rarely used, a PDF may have two of the same image. This can be useful when a low resolution image is used to allow quick rendering, and a higher quality one is used when printing. Only the primary image will be kept if this option is selected.

Discard embedded page thumbnails This option will remove embedded custom page thumbnails.

Detect and merge image fragments Some images in PDF are created as multiple image sections spliced together. If this option is selected, those image sections will be merged to combine them to one image. This can sometimes reduce file sizes dramatically.

Discard embedded print settings This will discard left over encoding from when the document was created using a virtual printer.

Discard bookmarks This option will remove all Bookmarks from from the file.

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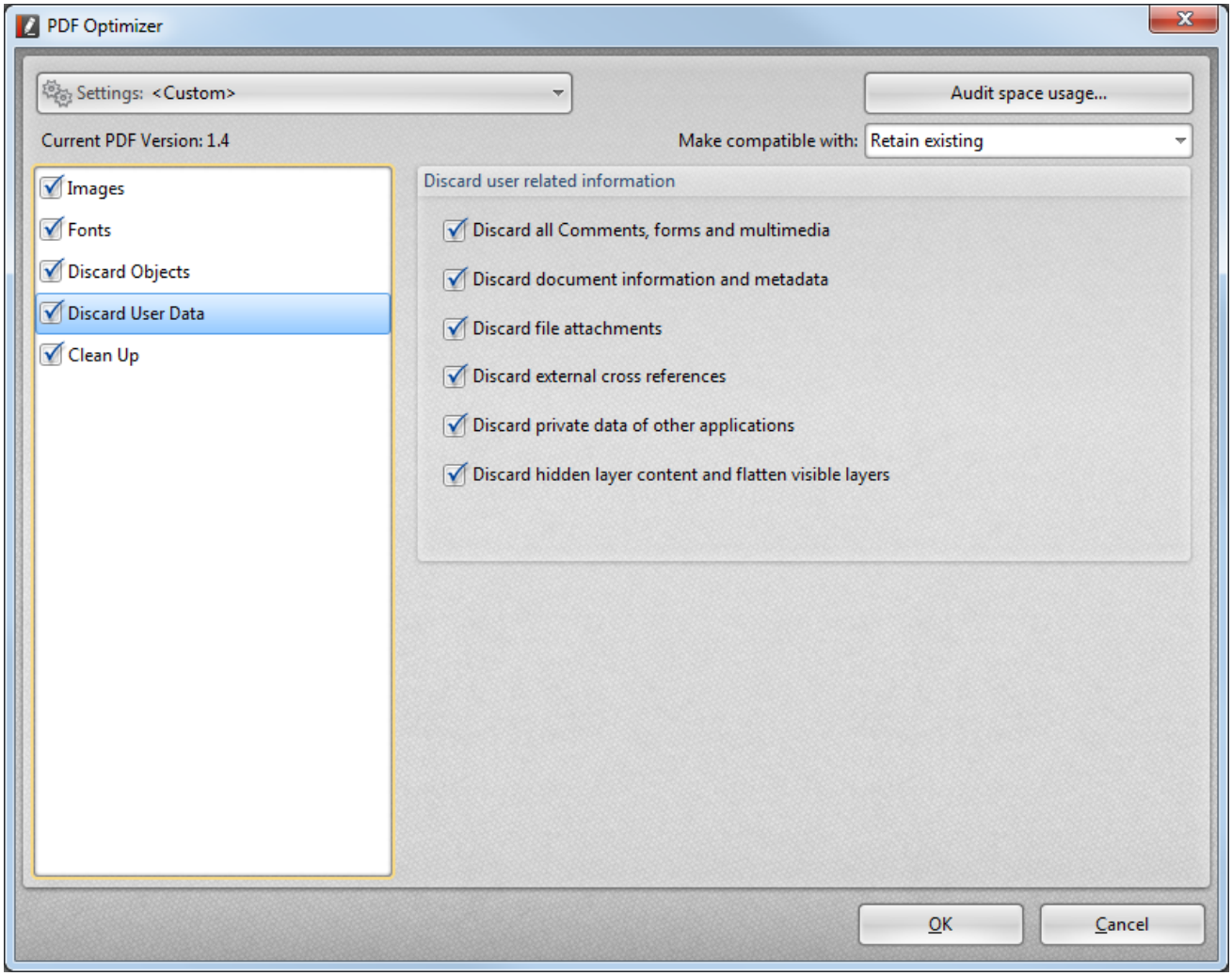
7.1.6.4 Discard User Data

The **Discard User Data** tab of the **PDF Optimizer** allows you to remove certain user specific data. Access these options by going to **File** > **Save Optimized Copy** > **Discard User Data.**



Discard All Comments, forms and multimedia will remove all form fields, comments, and annotations.
Discard document information and metadata will remove all document metadata as described in the **Document Properties > Description** 166 section.
Discard file attachments will remove any attached or embedded files.
Discard external cross references Removes links to other documents. Links that jump to other locations within the PDF are not removed.
Discard private data of other applications Strips information from a PDF document that is useful only to the application that created the document. This does not affect the functionality of the PDF, but it does decrease the file size.
Discard hidden layer content and flatten visible layers this will remove any hidden layers. The optimized document looks like the original PDF but doesn't contain any layer information.

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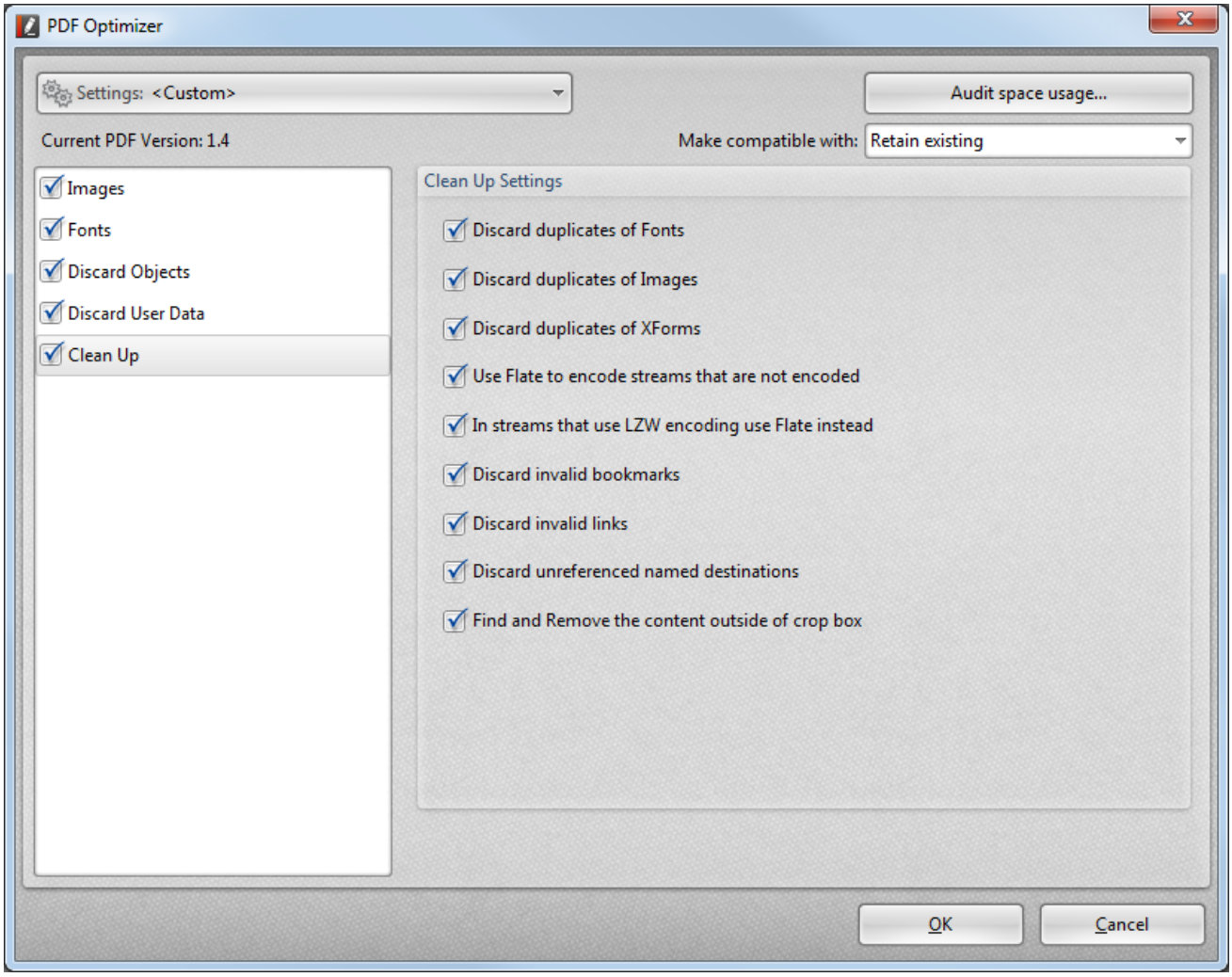
7.1.6.5 Clean Up

In the **Clean Up** tab of the **PDF Optimizer [File** > **Save Optimized Copy** > **Clean Up]**, there are miscellaneous options that can sometimes reduce file size.



Discard duplicates of Fonts will remove any redundant fonts.

Discard duplicates of Images Will remove any duplicate images. Some files have two sets of images that are rendered depending on the screen resolution and zoom level.

Discard Duplicates of XForms will remove any duplicate XForms data. XForms are graphical groups of objects.

Use Flate to encode streams that are not encoded Flate is an encoding method more commonly referenced to as .zip. In a PDF, there may be information that is set up to be encoded (archived/ compressed), but have not yet been. This option will apply .zip archiving algorithms to reduce the file size.

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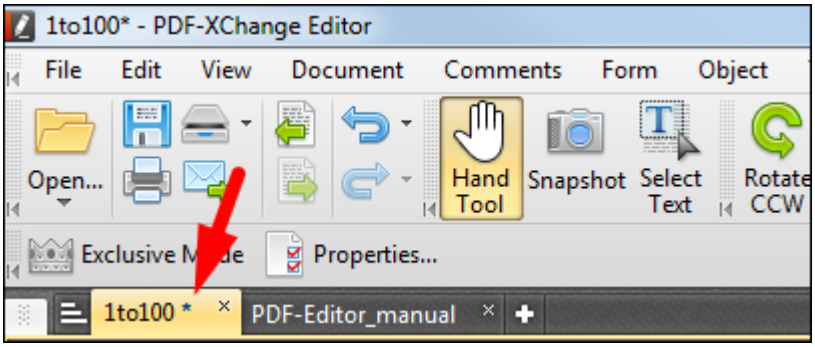
In streams that use LZW encoding use Flate instead will re-encode LZW streams to use Flate (.zip) encoding.

Note: *LZW encoding was a proprietary encoding method that required a license to use. The patent has expired, some software will still have issues reading LZW encoded streams. It is recommended to use Flate instead.*

Discard invalid bookmarks bookmarks without actions or working destinations will be removed.
Discard invalid links links that do not work will be removed. This includes bookmarks without actions.
Discard unreferenced named destinations destinations that are not referenced, such as when the target page is removed from a file, will be removed.
Find and Remove the content outside of crop box any content outside of the crop box will be removed. If this option is not selected, the content outside of the crop box will only be hidden.

7.1.7 Save All

Saves all modified documents. When there is an asterix (*) next to the file name in that document's tab, the document has been modified and is in an unsaved state, or the Save button becomes active in the File Toolbar 607.



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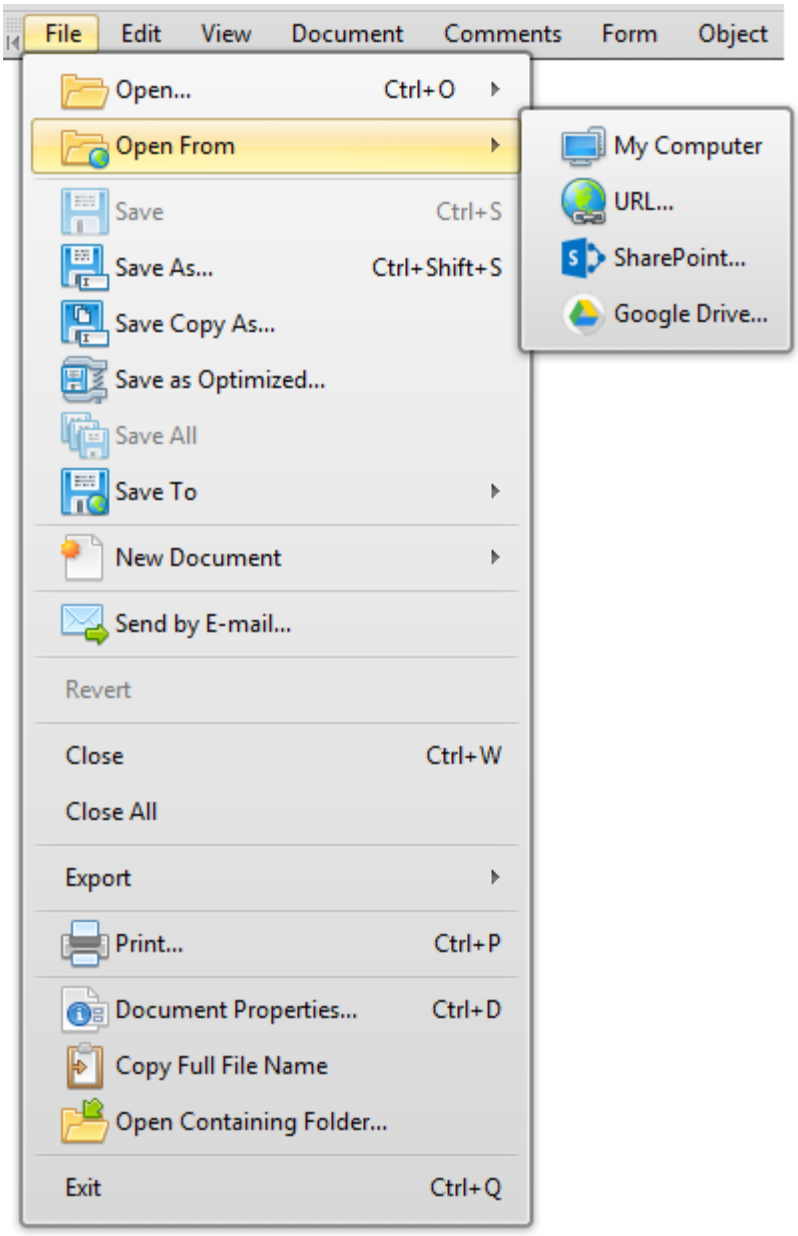
7.1.8 Save To

The **Save To** option allows saving a PDF file to **Google Drive™**, your computer (**My Computer**), and **SharePoint**.



My Computer will open a standard Save File As dialog as shown in the **Save As** section.

For information regarding the **SharePoint** plug-in, please see the SharePoint 591 section.

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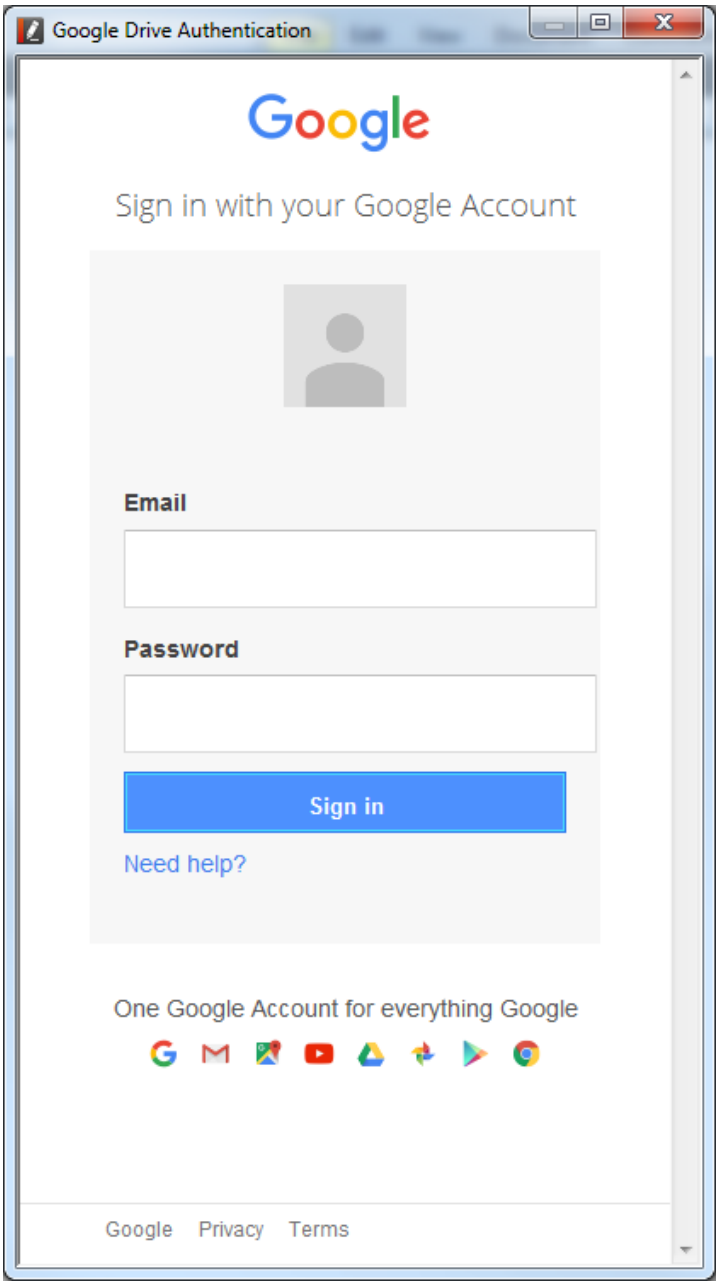
Google Drive™ will open the **Google Drive** window. The Google Drive plug-in allows documents to be opened directly from Google Drive. The first time a file is opened from, or saved to Google Drive™ the will a prompt to log in:



Google Drive™ authentication window

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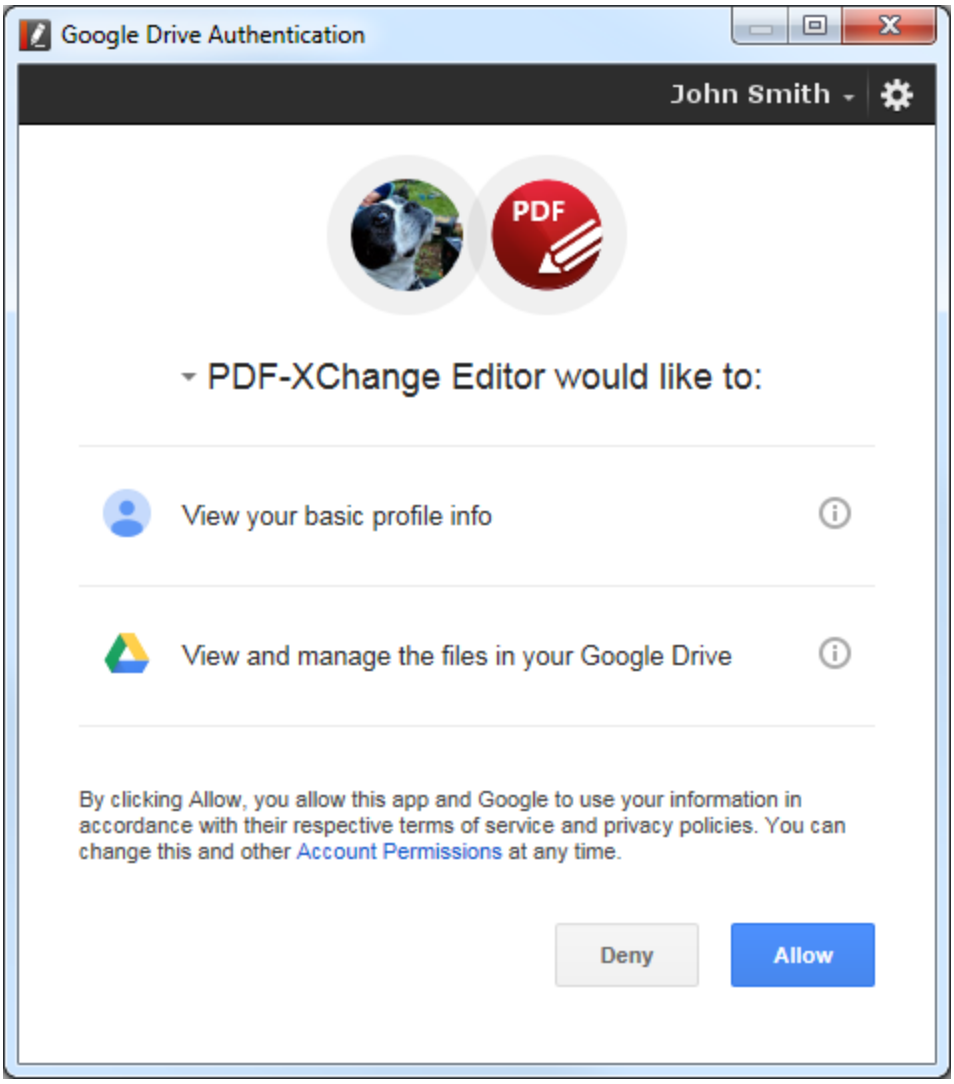
Once an Email and Password has been entered, the Editor will need to be allowed to interact with Google Drive™ by clicking on **Allow**.



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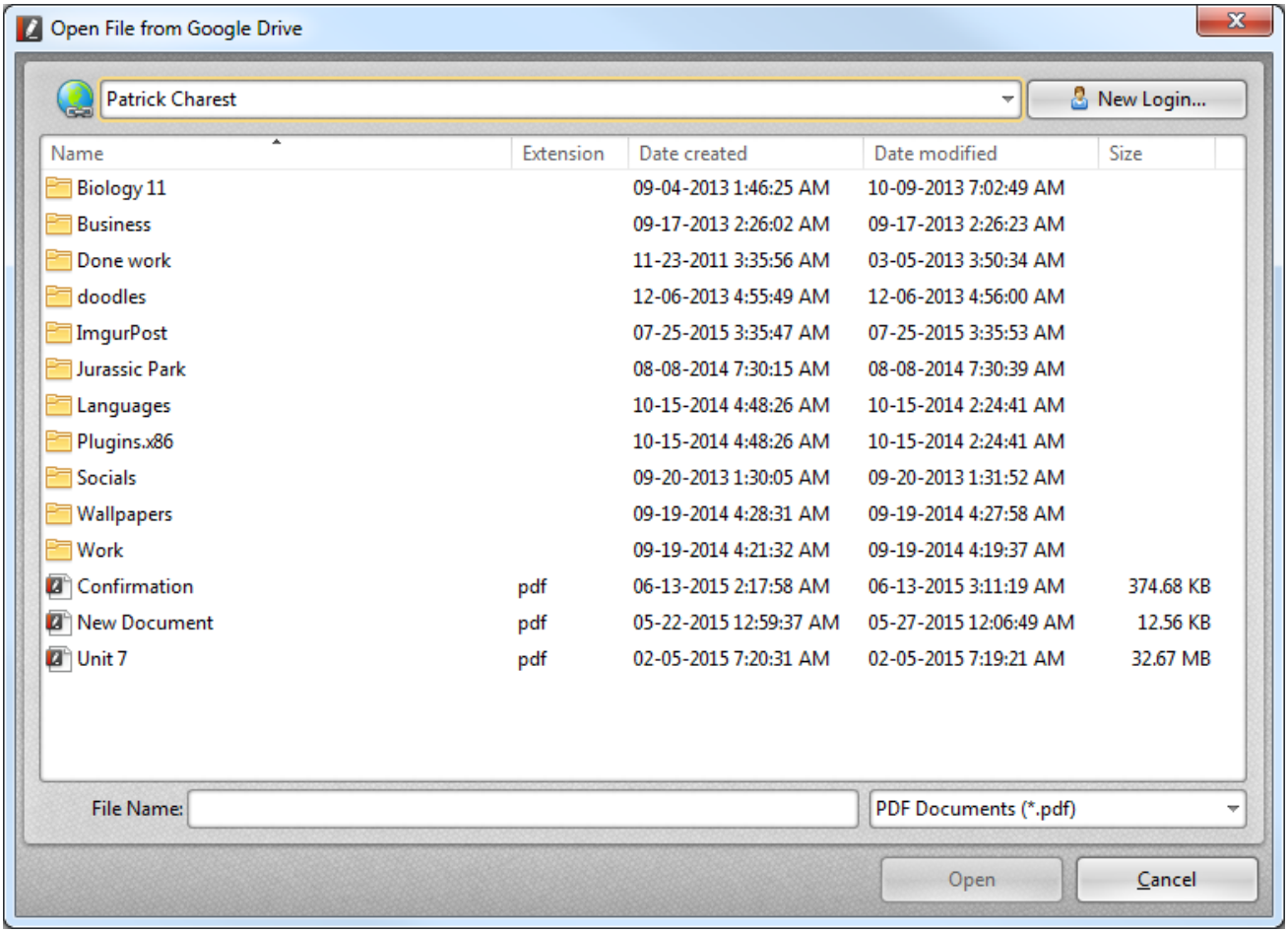
The **Save File To Google Drive™ window** will then open



From here, a folder or file will be able to be selected and opened. A new log in to select from the Drop Down menu can be added by clicking on **New Login...**

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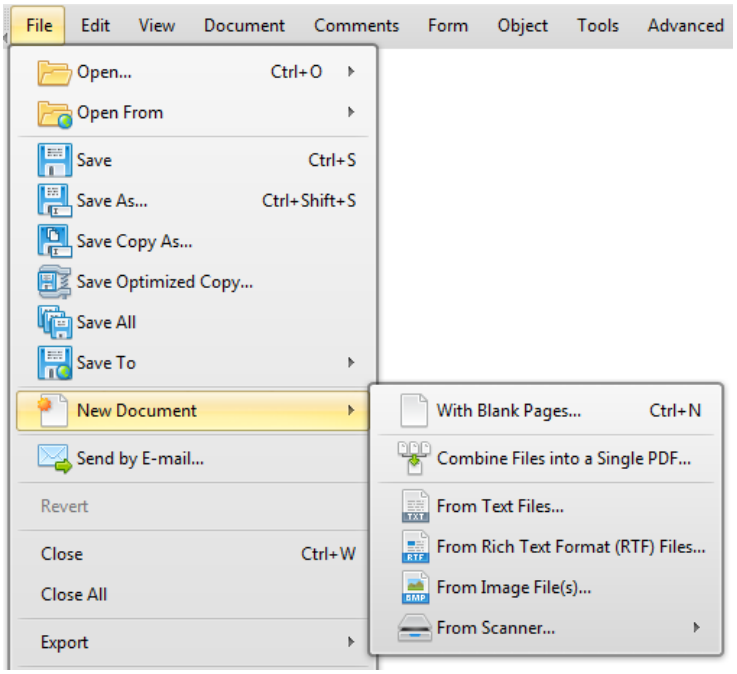
7.1.9 New Document

New Document... allows the creation of a new PDF document from a blank page, from a text file, from RTF file, image file or directly from scanner.

IMPORTANT! This is a Licensed feature, see IMPORTANT! Evaluation mode vs. Licensed mode 12 for more information!

Selecting this option first opens the **New Document...** submenu:



[With Blank Pages 117]

[Combine Files into a Single PDF... 118]

[From Text Files... 121]

[From Rich Text Format (RTF) Files... 127]

[From Image Files 129]

[From Scanner... 143]

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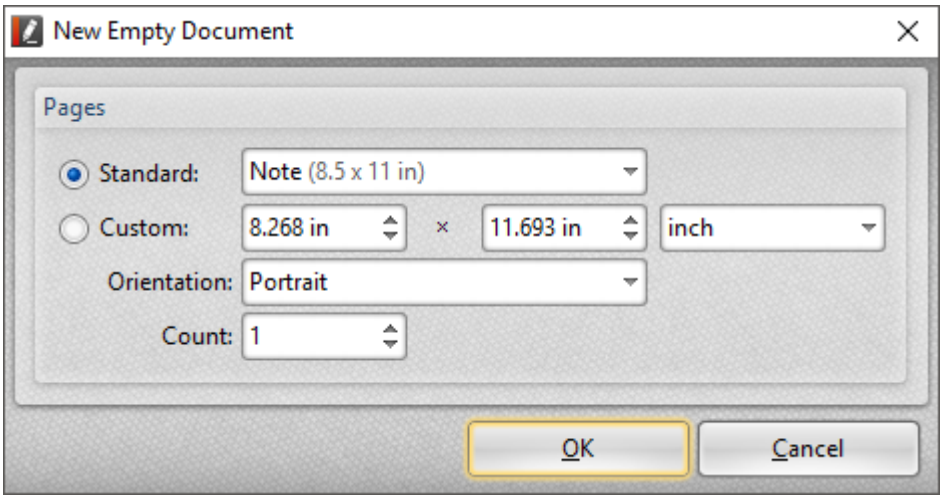
7.1.9.1 With Blank Pages...

Clicking the **With Blank Pages...** option opens the **New Empty Document** dialog box:



New Empty Document window

Pages. Specifies the description of the pages in the new document.
Standard. Allows the selection of the page size from a standard set of page sizes.
Custom. Selecting this option allows setting a custom size of the page. The unit of measurement can be changed from the drop down menu to the far right.
Orientation. Sets the orientation of the pages in the document. Choices are: **Portrait**, or **Landscape** orientation.

- **Portrait**. The longer side of the page runs vertically.
- **Landscape**. The longer side of the page runs horizontally.

Count. Defines the number of empty pages to be created.

Click on **OK** when satisfied to create the document.

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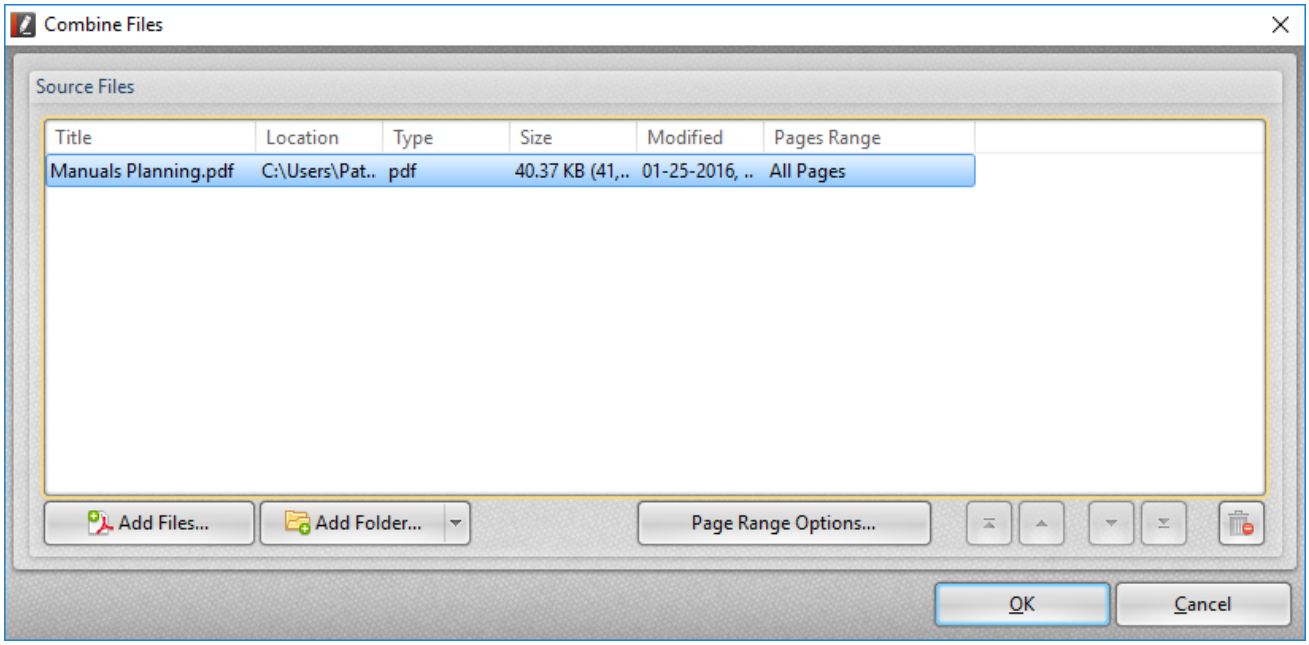
7.1.9.2 Combine Files into a Single PDF...

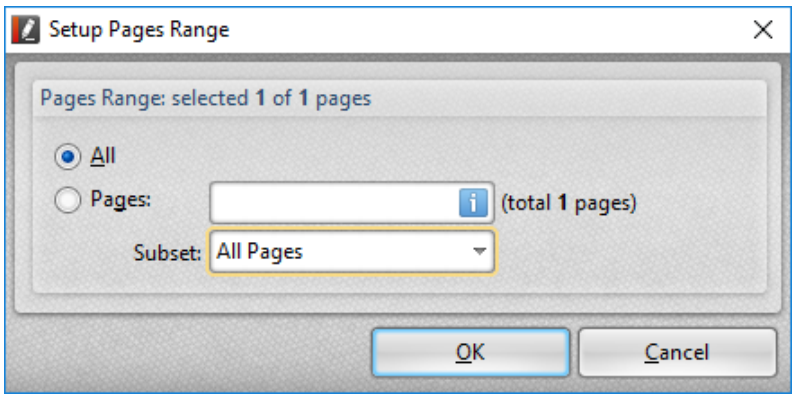
Combine Files into a single PDF... allows the creation of one PDF file from of many other files. Chose this option to bring up the **Combine Files** window.



Add Files... opens the **Open Files** window and allows the selection of a file to add to the list.

Add Folder... opens the Select folder window. Once a folder is selected, the **Add Files From Folder Options** window opens. There, the file types can be defined, that will be added to the new PDF.

Page Range Options... opens the **Setup Pages Range** dialog.



All will select all pages in the currently selected document.

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Pages type the desired page range here. Multiple page ranges should be separated by a coma. For example, fo pages 1 to 15, page 17, pages 20 to 46 and pages 88 to 100 of a 100 page document to be included in the new PDF, type the following: **1-15, 17, 20-46, 88-100**. If there is a disconnected hyphen (dash) in the page ranges, that page range will go to the beginning or end of the document like so: **-15, 17, 20-46, 88-**.
Subset allows the choice of a subset of pages of the selected file to be included in the new PDF.

- **All pages**
- **Odd pages Only**
- **Even pages Only**

To Top will move the selected file to the top of the documents list, as well as to the top of the resulting PDF.

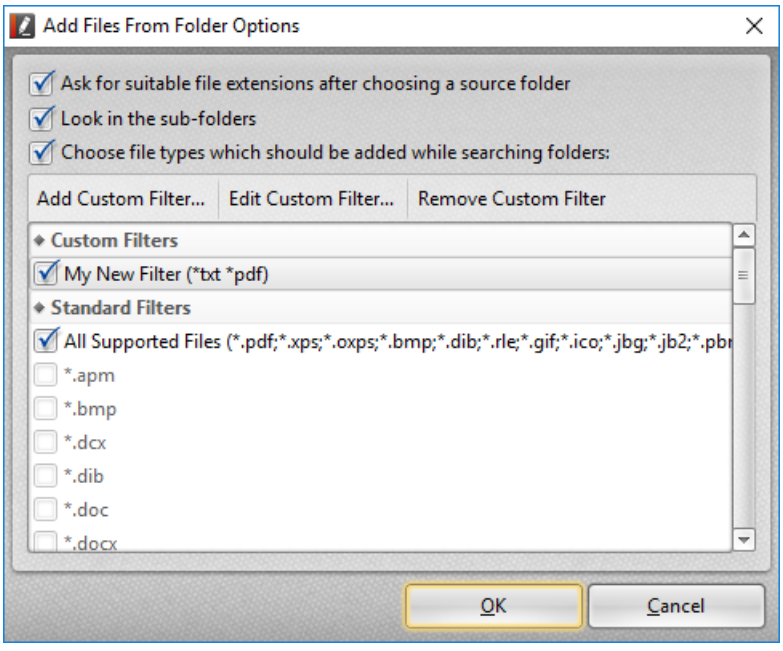
Up will move the selected file up one slot in the documents list, as well as the resulting PDF.

Down will move the selected file down one slot in the documents list, as well as the resulting PDF.

To Bottom will move the selected file to the bottom of the documents list, as well as to the bottom of the resulting PDF.

Remove. Removes the selected file from the list.

Add Files From Folder Options



Ask for Suitable extensions after choosing a source folder If selected, this dialog will be displayed each time a folder is selected using the **Add Folder** option.

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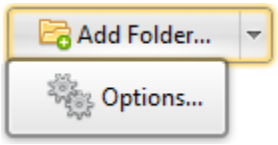
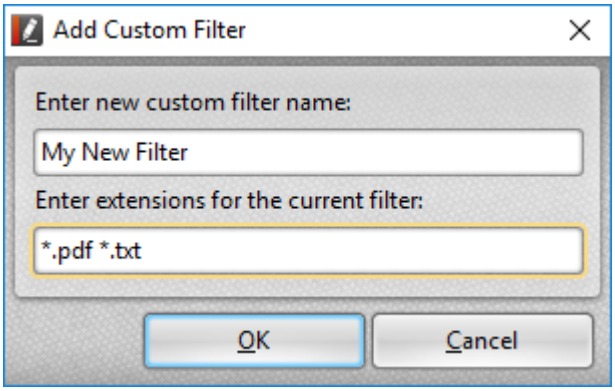
The **Add Files From Folder Options** dialog can be accessed by clicking on the drop-down menu button on the **Add Folder...** button as shown below.



Look in the sub-folders the Editor will collect files within sub-folders of the parent folder.

Choose file types which should be added while searching folders allows the choice of what file types are and are not added to the new document.

Add Custom Filter... and **Edit Custom Filter...** opens a small dialog that allows naming a new custom filter, and choosing the file extensions that filter will include. To define the file types to be included, type them beginning with an asterisk (*****), then a point (**.**) followed by the extension as shown in the screenshot of the **Add Custom Filter** dialog. Each new file type should be separated by a comma.



Remove Custom Filter will remove the selected custom filter.

Custom Filters allows the selection from the Custom Filters list. Multiple can be selected.

Standard Filters Choose **All Supported...** to include all the supported file types, or select the the supported file types individually from the list.

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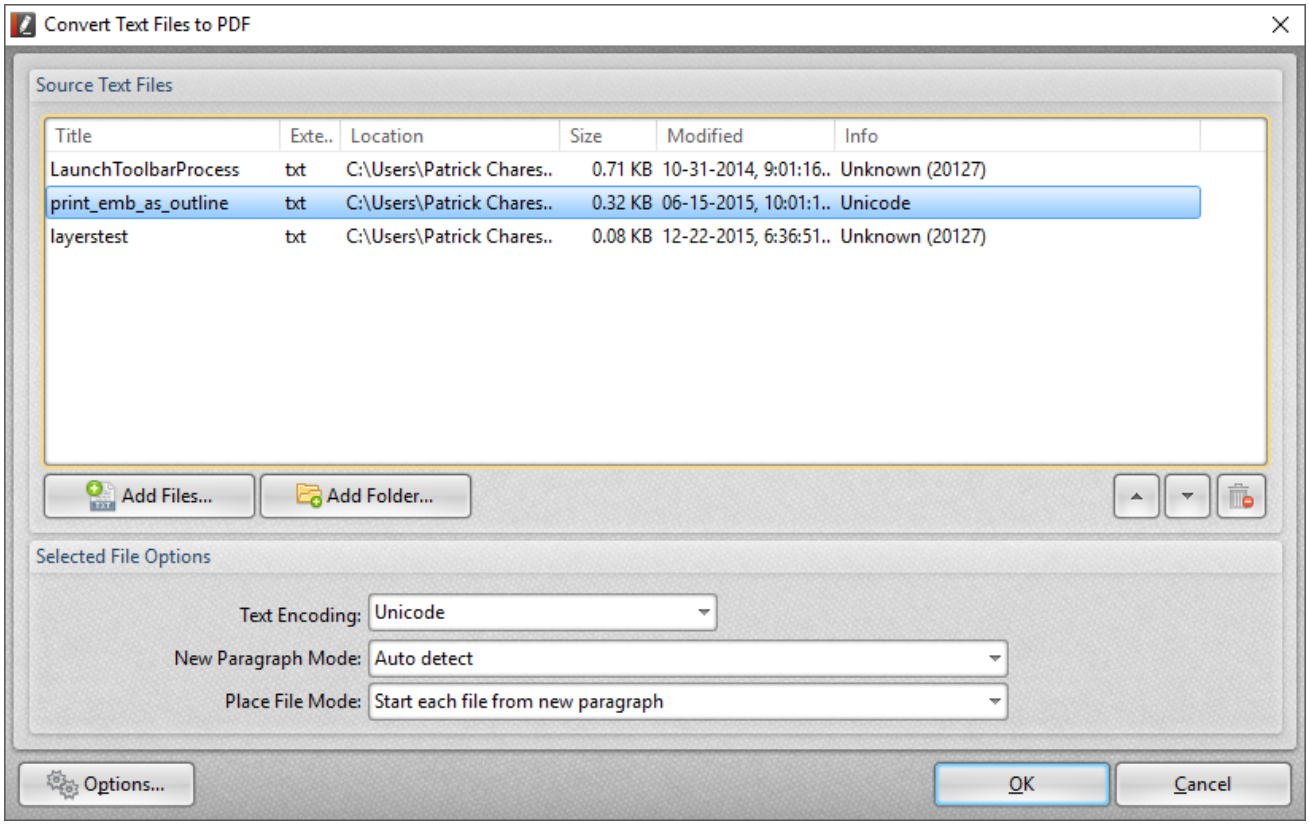
7.1.9.3 From Text Files...

Clicking the **From Text File...** option under **File> New Document** opens the **Convert Text Files to PDF** window



Convert Text Files to PDF window

Source Text Files. Displays the text files to be used to create a PDF. To modify a properties pertaining to one of these files, please select it from the list.

Add files.... Opens the **Open Files** window to select a text file from.

Add Folder.... Opens the **Browse For Folder** window to add/select all text files contained in the selected folder.

- **Up**. Moves the selected file up in the list.
- **Down**. Moves the selected file down in the list.

Remove. Removes the selected file from the list.

Selected File Options. Allows the setting of file options for the selected file.

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Text Encoding. Allows the setting of the text file's encoding. Text Encoding is the process of transforming bytes of data into readable characters for users of a system or program. More information can be found on text encoding on Microsoft MSDN at the link below:
https://msdn.microsoft.com/en-us/library/dn271702%28v=nav.90%29.aspx
New Paragraph Mode. Defines the placing of the new paragraphs in the PDF document.

- **Auto Detect.**
- **Each newline character starts a new paragraph.**
- **Double newline character starts a new paragraph, singles ignored.**
- **Double newline character starts a new paragraph, singles converted to space.**

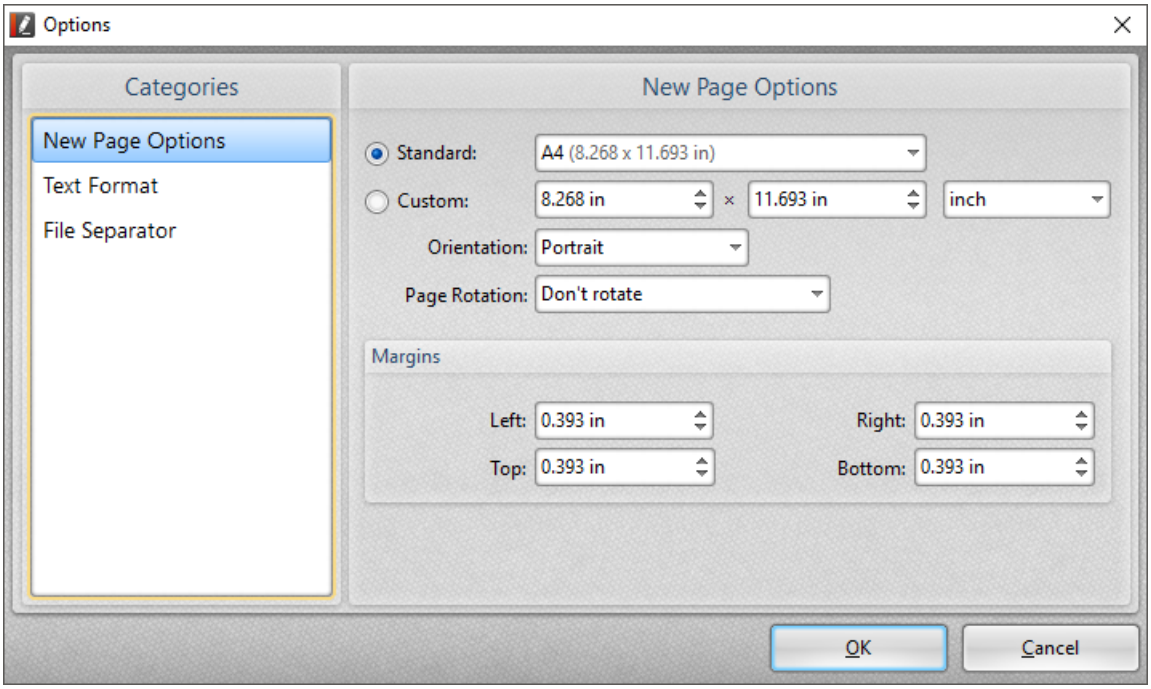
Place File Mode. Allows the choice of the way each file will be placed.

- **Start each file from new paragraph**.
- **Start each file from new page**.

Options.... Allows additional settings to be set for the text files.

New Page Options

Allows the page options such as page size, orientation and margins to be set.



New Page Options window

Standard. Selecting this option allows the choice of page size from a set of standard page sizes.
Custom. Selecting this option allows a custom page size to be set.

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Orientation. Sets the orientation of the page.

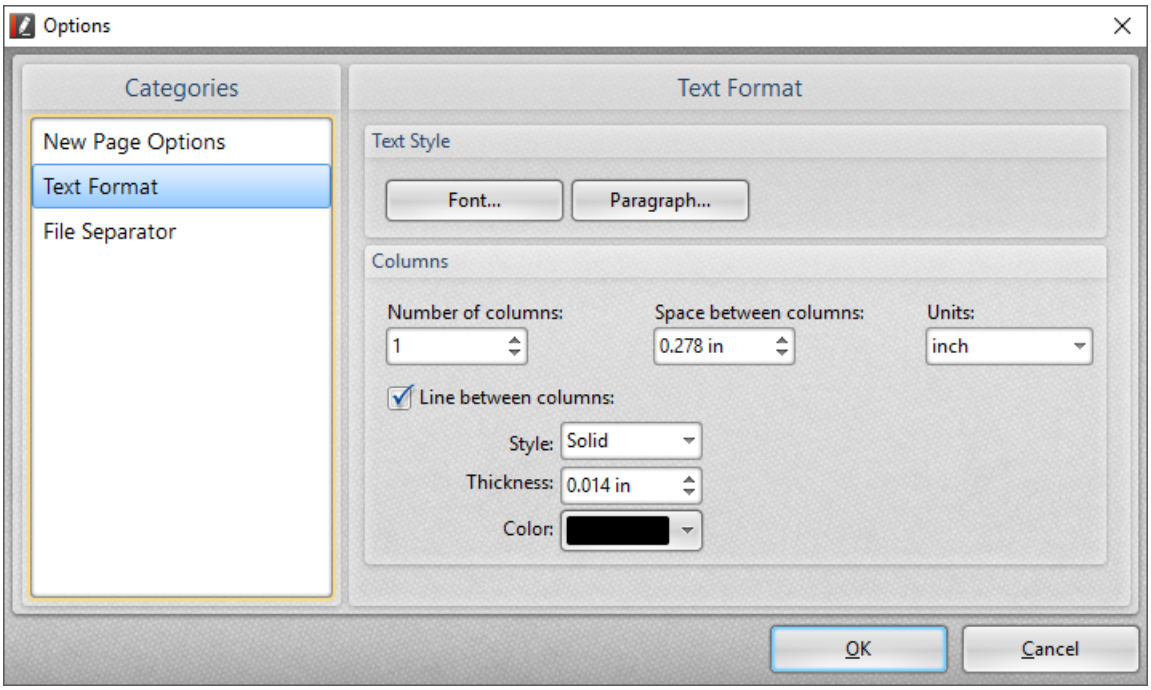
- **Portrait**. The longer side of the page runs vertically.
- **Landscape**. The longer side of the page runs horizontally.

Margins. Margins adjust the size of the page by setting non-zero margins using the units. The adjustments are:

- **Left**. The left margin is moved to the right by the amount specified in units.
- **Right**. The right margin is moved to the left by the amount specified in units.
- **Top**. The top margin is moved down by the amount specified in units.
- **Bottom**. The bottom margin is moved up by the amount specified in units.

Text Format

Allows setting the format in which the text within the PDF is rendered.



Text Format window

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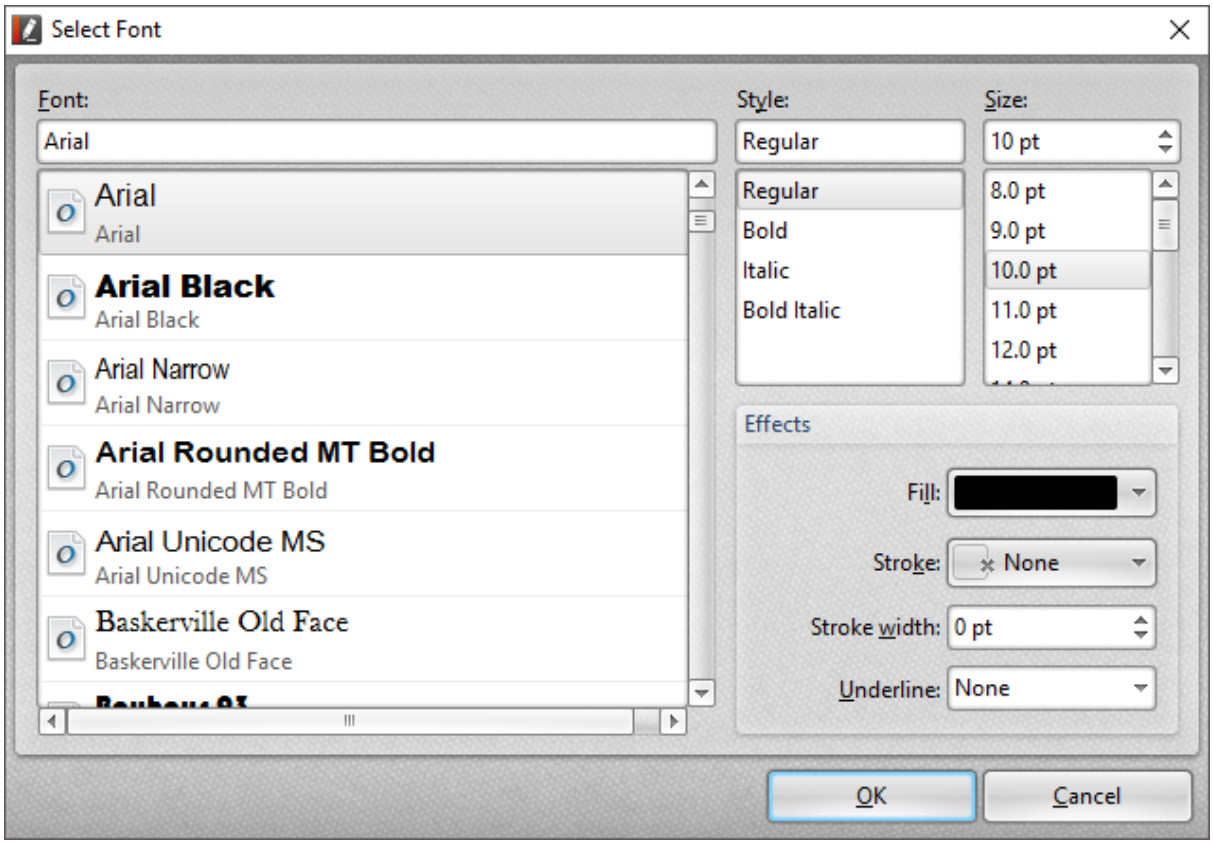
Text Style

Font Clicking on **Font** opens the **Select Font** window.



Select Font window

In the **Select Font** window, choose from installed fonts, the font style, font size, and color.

Effects allows the fine-tuning the look of the text within the file.

Fill defines the main color of the text.
Stroke defines the outline color of the text
Stroke Width defines the width of the stroke or outline
Underline Choose from no underline (**None**) and **Solid** underline.

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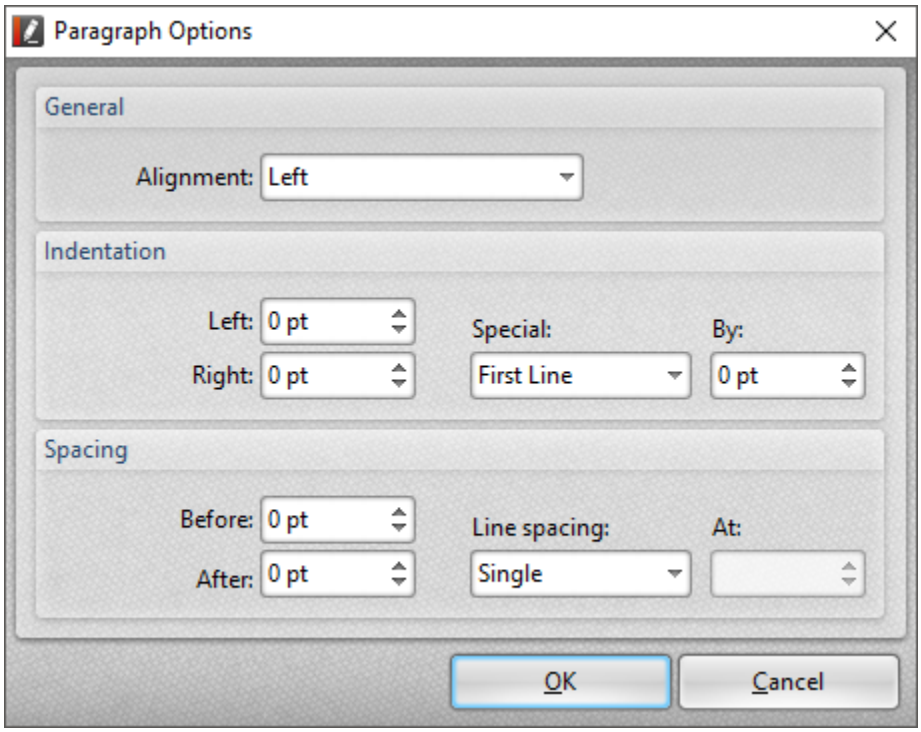
Paragraph allows setting how paragraphs are rendered in the PDF output.



Paragraph Options window

General

Alignment allows the setting of the paragraph text alignment.

- **Left**
- **Center**
- **Right**
- **Justify**

Indentation allows setting the paragraph indent in pt.

Special allows setting an exception to the indentation defined in the other fields.

- **First Line** causes the first line in a paragraph to be indented. Define the level of indentation in pt. in the **By** field.
- **Hanging** is the opposite of first line as the first line of the paragraphs will be indented as per the regular indentation, and the rest of the lines within a paragraph will be indented as defined by the **Special** and **By** fields.

Spacing allows adjusting the line spacing in between the lines.

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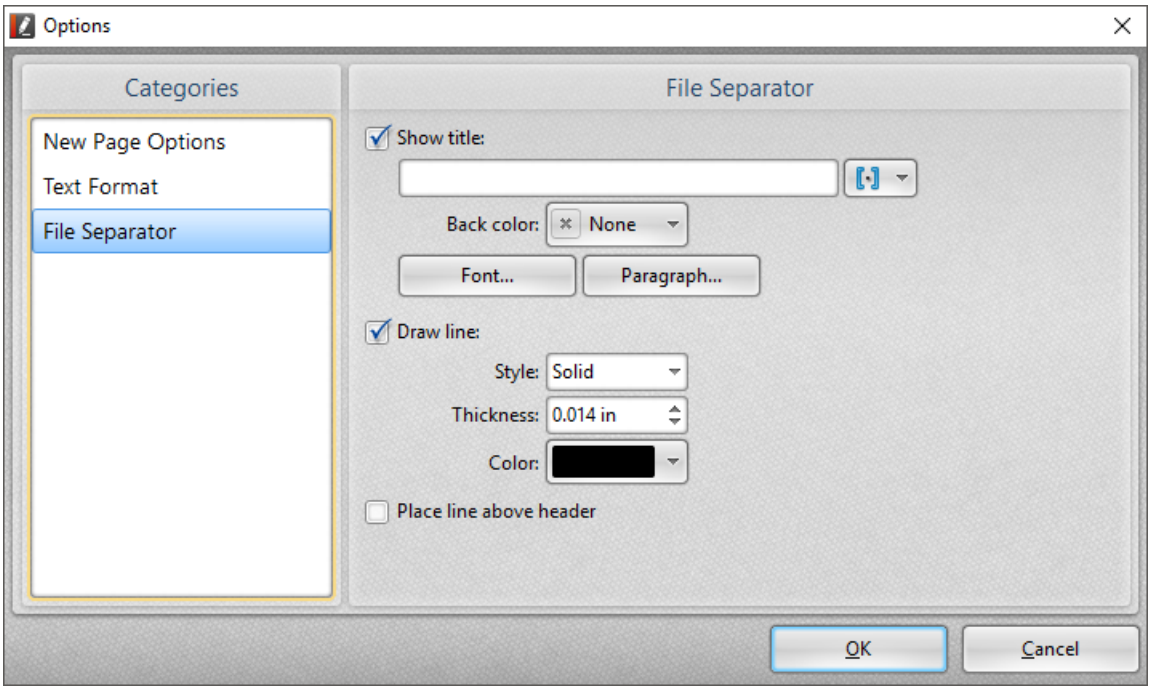
File Separator
Allows adding a separator for new text files and specify its options.



File Separator window

Show title. Shows the title header to separate each file. Enter any valid name. In addition, clicking the Macros 56 button opens a submenu of *macros* that automatically generates file names. For detailed information go to the *Macros 56 section.
Back color. Opens the standard color selection dialog to allows setting the background color for the header.
Font.... opens the **Font Select** window as described in the Text Style 124 section above.
Paragraph.... opens the **Paragraph Options** window as described in the Text Style 124 section above.
Draw line. Allows a line to be drawn that would separate files one from another and specify the line's appearance.
Place line above header. If this options is selected, the line will be placed above the header.

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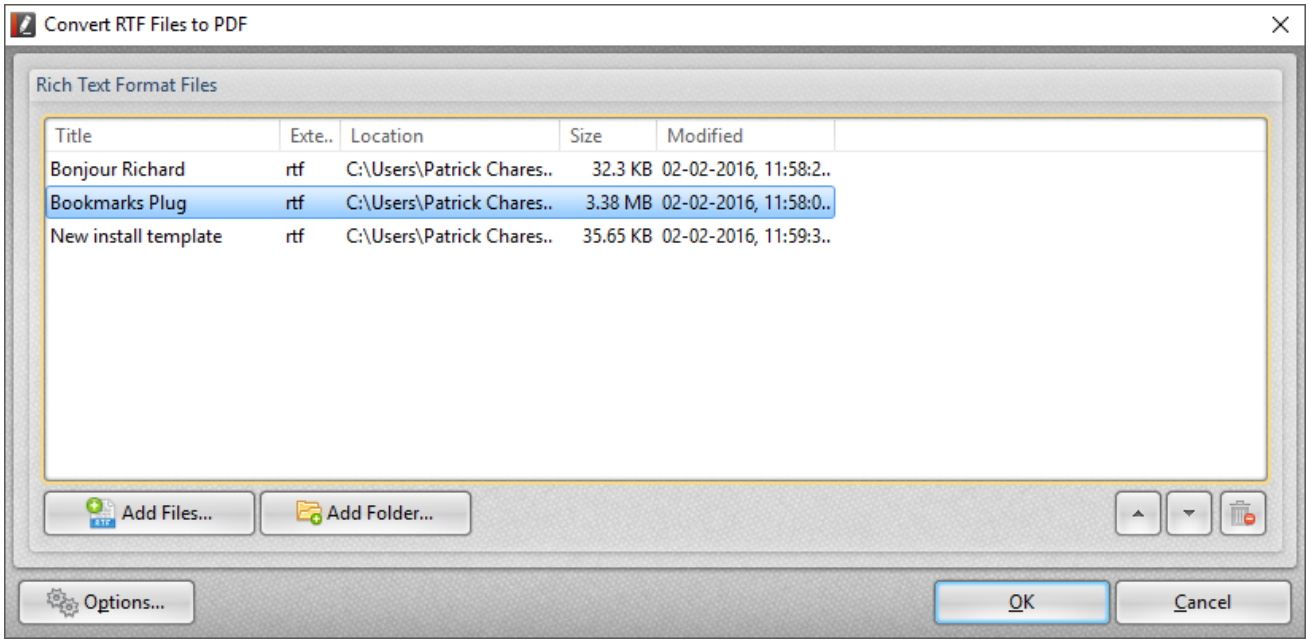
7.1.9.4 From Rich Text Format (RTF) File...

Clicking the **From Rich Text Format (RTF) File...** [**File**> **New Document**] option opens the **Convert RTF files to PDF** dialog box:



File> **New Document**> **From RTF**

Rich Text Format Files
Selects the text files for the new document to be created from.

Add files.... Opens the **Open Files** dialog box to select RTF files from. Use Ctrl+Click to select multiple files.

Add Folder.... Opens the **Browse For Folder** dialog box to select a folder.

Up Moves the selected file up in the list.

Down Moves the selected file down in the list.

Remove Removes the selected file from the list.

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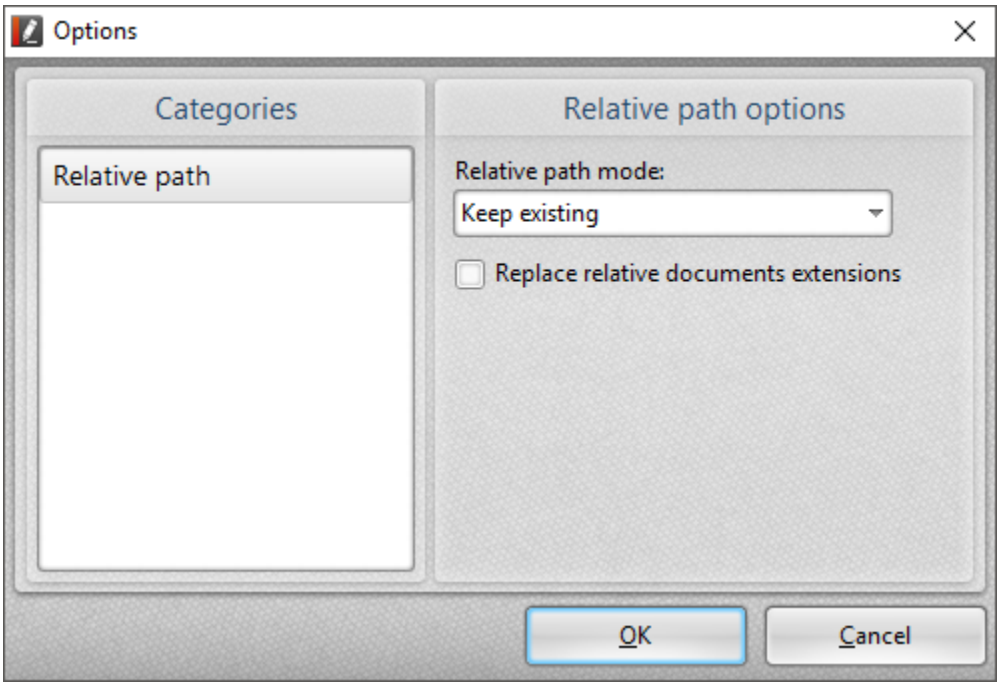
Options.... Defines additional settings for the RTF files.



Relative path Allows setting the relative path options for links to other files within an RTF file.

Relative path mode allows defining the behavior of the relative path options.

- **Keep existing** Does not change the relative paths.
- **Make absolute** Makes the relative paths absolute.
- **Make relative** Makes the relative paths relative.

Replace relative documents extensions. If ticked, a PDF document will be created from linked RTF files.

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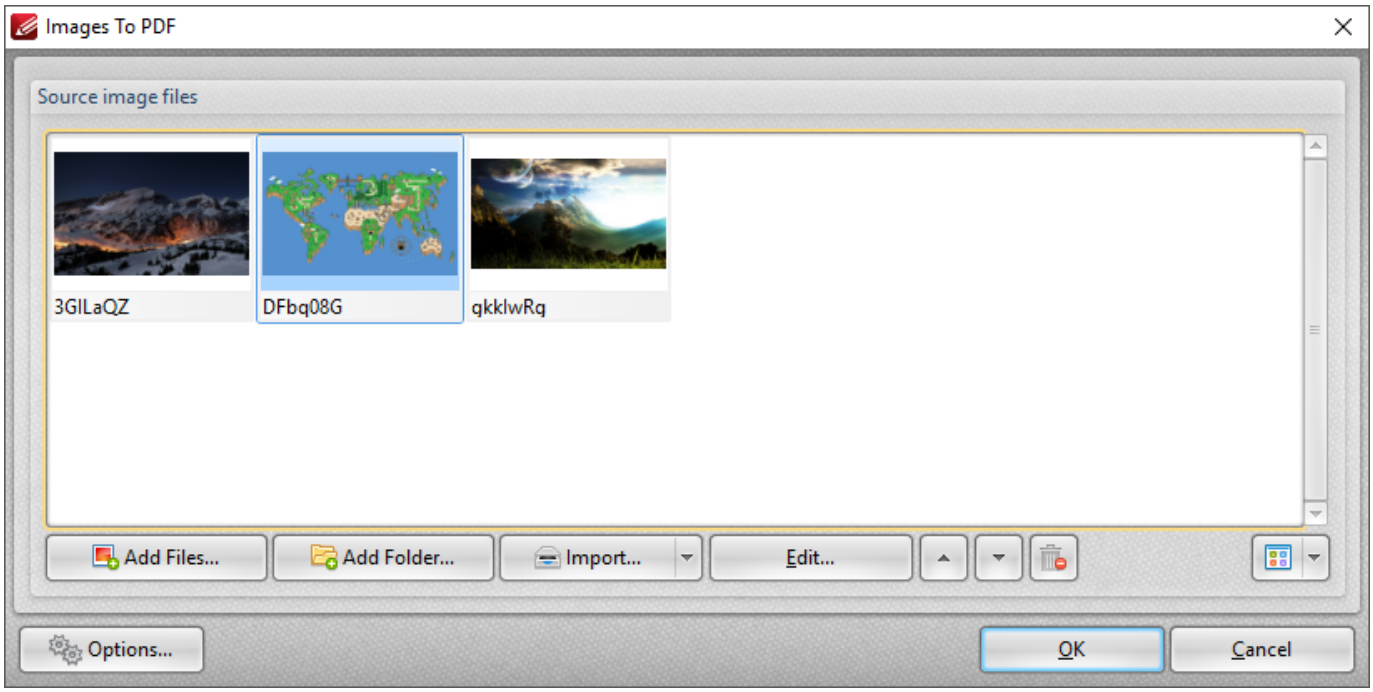
7.1.9.5 From Image File(s)...

Going to **File> New Document> From Image File(s)...** opens the **Images To PDF window**. Allowing the addition of multiple image files or folders of images from which to create PDF.



Images To PDF window

Source image files
Displays the image files to be used to create PDF.

Add files.... Opens the **Open** window to select an image file from.

Add Folder.... Opens the **Browse For Folder** window to add/select all image files contained in the selected folder.

Import.... Opens the list of scanners installed on your computer.

Edit.... Opens the **Edit Image** window which allows for the modification of the selected image.

Up. Moves the selected file up in the list.

Down. Moves the selected file down in the list.

Remove. Removes the selected file from the list.

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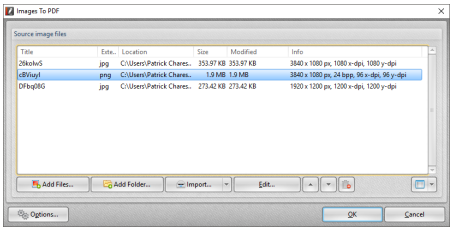
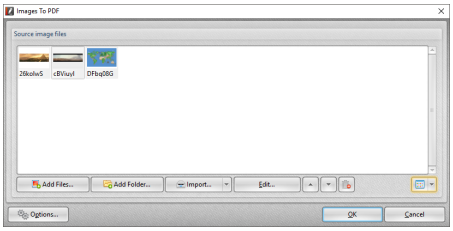
The **Change view mode** button opens the list of available view modes that can be selected for viewing the file list.

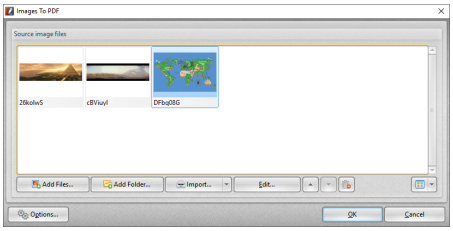
Details



Icons



Thumbnails



Destination

Define the location in the active document for the pages from the source file to be inserted.

Location define the rout location for placement of the selected pages from the source document.

- **Before** will place the pages before the option defined.
- **After** will place the pages after the option defined.

First Page the pages inserted from the source file will be located before or after the first page in the active document depending on the option selected in the **Location** drop-down menu.
Last Page the pages inserted from the source file will be located before or after the last page in the active document depending on the option selected in the **Location** drop-down menu.
Page: the pages inserted from the source file will be located before or after the page number indicated in the active document depending on the option selected in the **Location** drop-down menu.

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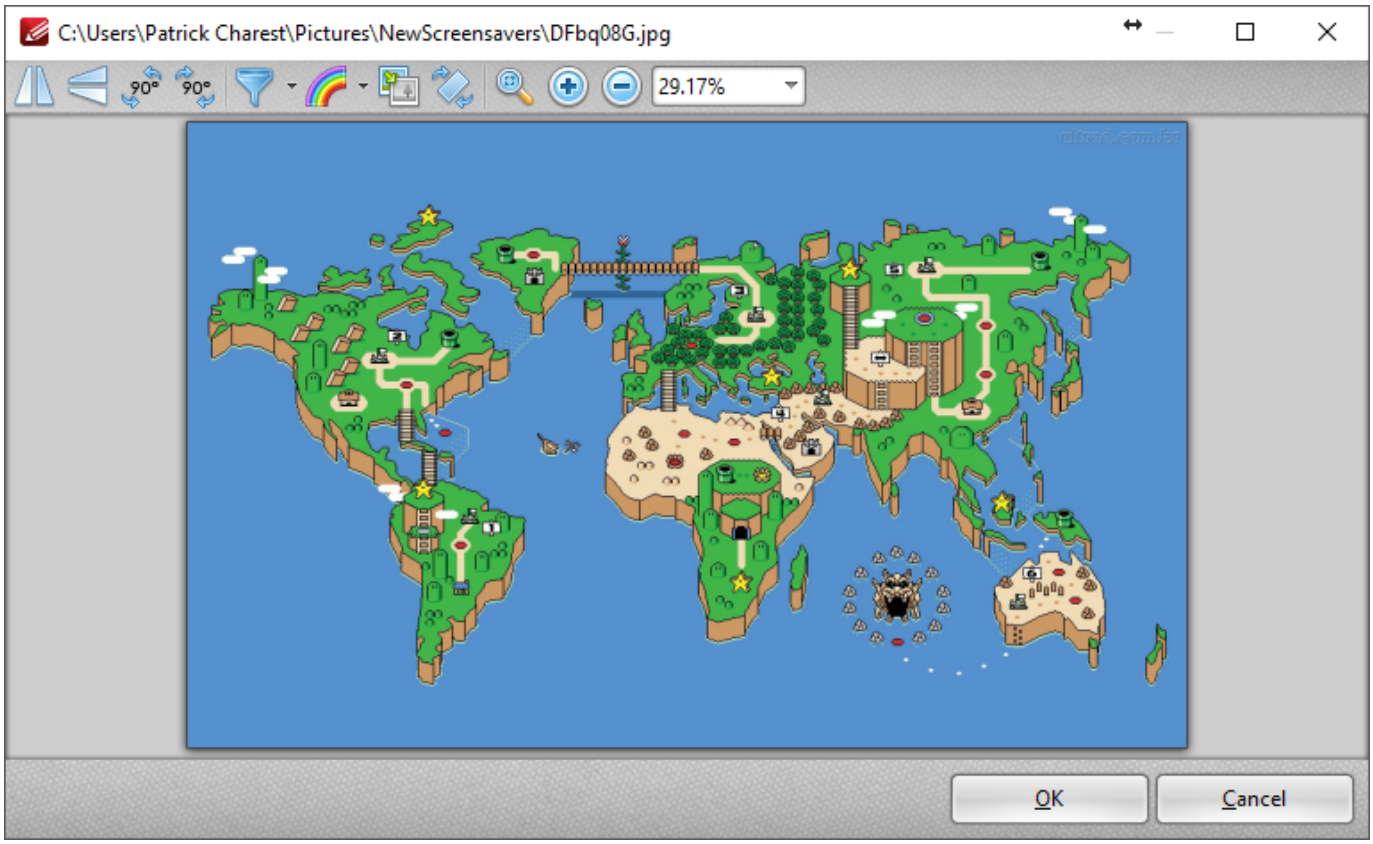
Edit Selected Image

Changes can be made to the image before it is inserted to the active document from this screen.



Edit Images window

Flip Horizontal button is used to rotate an image through its vertical axis.

Flip Vertical button is used to rotate an image through its horizontal axis.

Rotate 90 CCW button rotates the image by 90 degrees counterclockwise.

Rotate 90 CW button rotates the image by 90 degrees clockwise.

Apply Filter opens a drop down menu that allows you to apply the following filters:

- **Smooth**
- **Gaussian Blur**
- **Sharpen**
- **Mean Removal**
- **Emboss Laplascian**
- **Emboss All Directions**
- **Emboss Lossy**
- **Edge Detect**
- **Despeckle**

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Convert To

- **1bpp Indexed**
- **8bpp Indexed**
- **8bpp Grayscale**
- **Grayscale with Alpha**
- **24bpp**
- **32bpp**

Grayscale converts the image to Grayscale.

Deskew straightens the image.

Fit Visible button fits the image within the borders of the view pane.

Zoom In button increases the Zoom percentage of the image.

Zoom Out button decreases the Zoom percentage of the image.

Options.... Defines additional settings for the new document.

New Page Options 133
Image Layout Options 134
Image Labels 136
Image Processing 139
Image Compression 141
Image Post-processing 142

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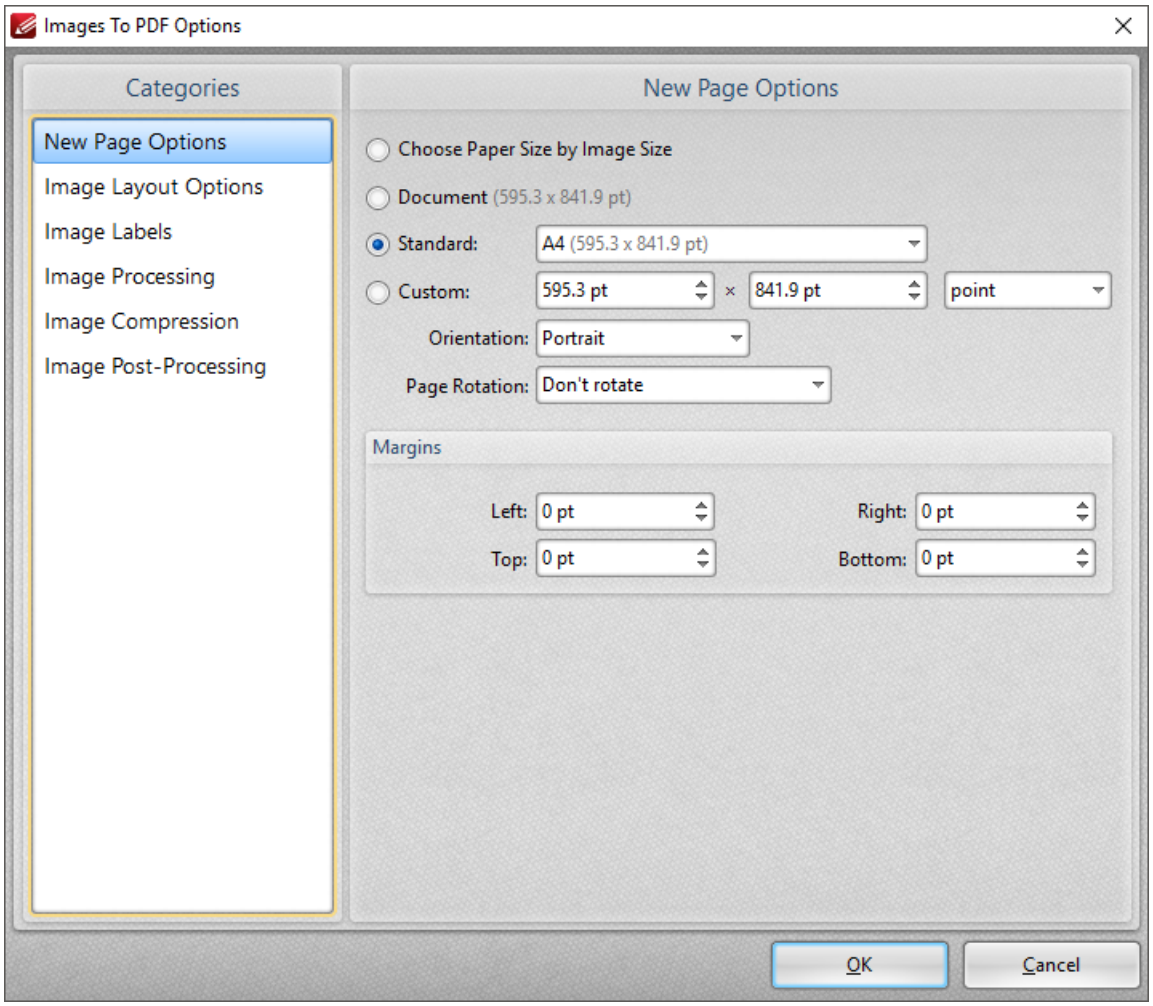
New Page Options
Allows setting the page options such as size, rotation and margins.



Images To PDF Options> New Page Options window

Choose Paper Size by Image Size will cause the resulting document size to be the size of the initial image.
Standard allows selecting the page size from a list of standard page sizes for the document.
Custom Specify custom document dimensions in the unit listed in the far right drop-down menu.
Orientation Sets the document rotation.

- **Portrait** The short edge of the page is at the top and bottom.
- **Landscape** The short edge of the page is at the Left and Right.

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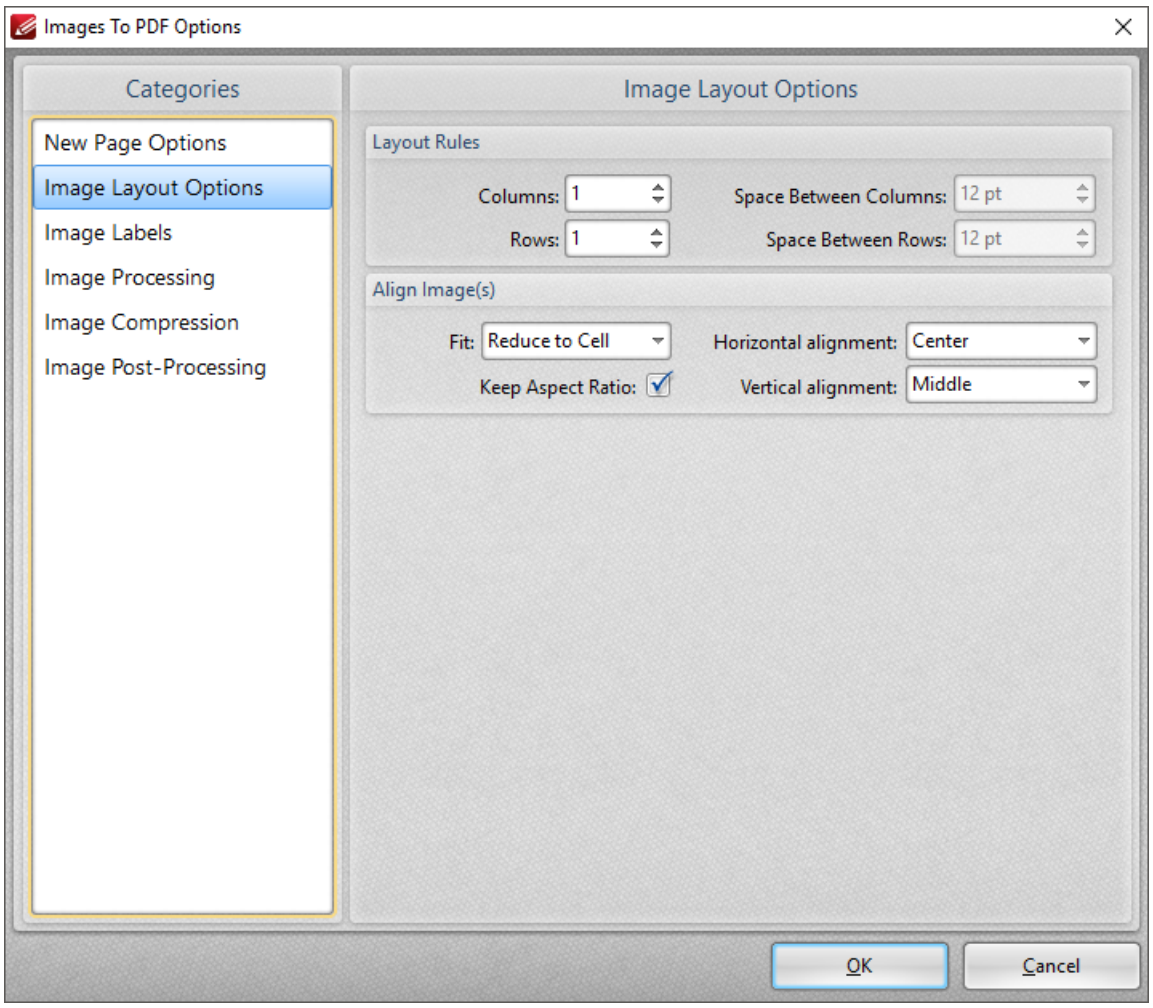
Page Rotation allows setting the rotation of the content on the page.

- **Don't Rotate** will not rotate the pages.
- **Clockwise 90 degrees**
- **180 degrees**
- **Counterclockwise 90 degrees**

Margins margins adjust the size of the page by setting non-zero margins using the selected units. Page margins are the blank space around the edges of the page.
Choose Paper Size by Source. This option specifies the size of the page by the source.
Standard. Selecting this option allows setting the standard size of the page.

Images Layout Options
Allows setting the way images are placed in the PDF.



Images To PDF Options> **Images Layout Options** window

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Layout Rules allow setting the layout options.

Columns: Specifies the number of columns for the vertical layout.	**Space between Columns** Controls the amount of horizontal space around an image.
Rows: Specifies the number of rows for the horizontal layout.	**Space between rows** Controls the amount of vertical space around an image**.**

Align Images allows settting the image alignment.

Fit defines how the images are placed sized to fit into each cell.

- **Reduce to cell** will reduce the dimension of the image to fit the cell only if the image is initially larger than the cell.
- **Fit to cell** will reduce, or increase the dimensions of the image to fit to the cell.
- **Off** will not change the size of the image to fit the cell.

Keep aspect ratio When ticked, the image may be resized to fit the new PDF page (cell), but there will be no distortion of the image.

Horizontal alignment Sets the horizontal alignment of the images.

- Left
- Center
- Right

Vertical alignment Sets the vertical alignment of the images.

- Top
- Middle
- Bottom

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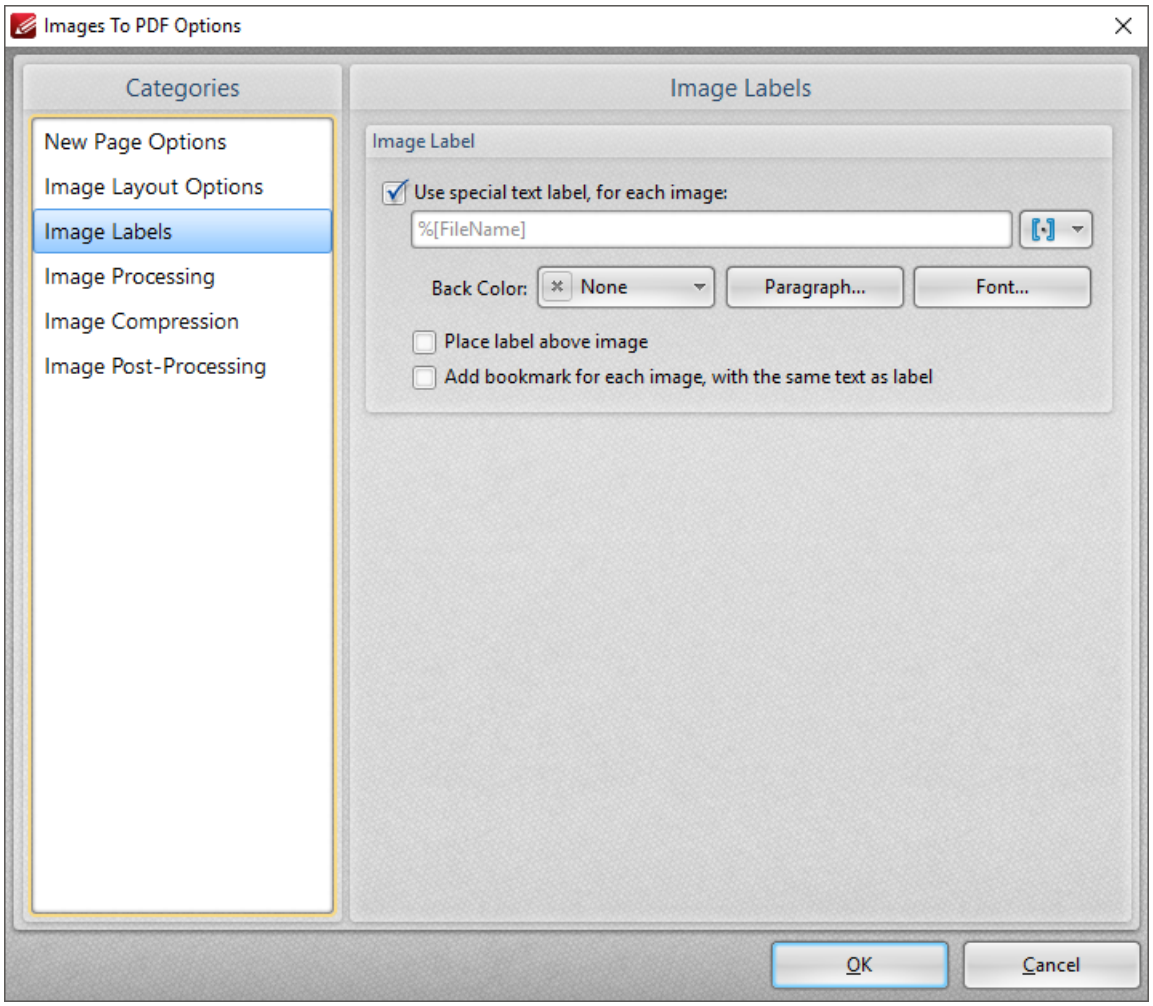
Image Labels
Allows for the addition of a text label to the image.



Images To PDF Options> Image Labels window

Use special text label for each image. Specifies the text label for each file. Enter any valid name.
Macros Clicking the **Macros** button [...] opens a *list of macros* that you can use to automatically generate file names. More detailed information can be found in the ***Macros** section.
Back color Opens the standard color selection dialog for setting the background color for the image label.

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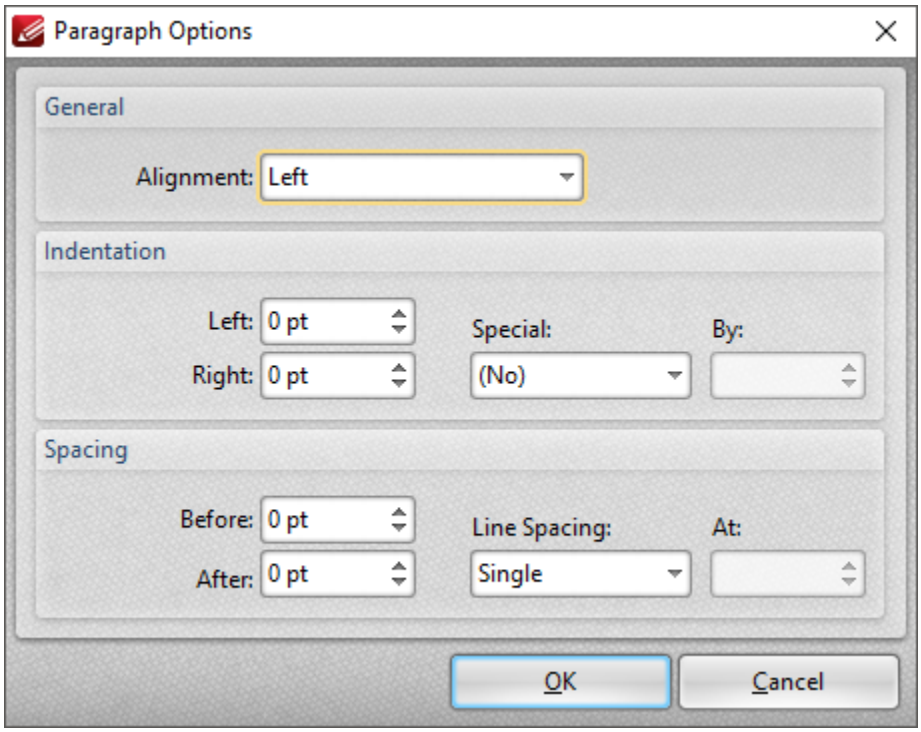
Paragraph.... Opens the **Paragraph Options** window to allows adjusting the paragraph settings for the text label.



Paragraph Options window

General

Alignment allows setting the paragraph text alignment.

- **Left**
- **Center**
- **Right**
- **Justify**

Indentation allows setting the paragraph indent in pt.

Special allows defining an exception to the indentation defined in the other fields.

- **First Line** causes the first line in a paragraph to be indented. Set the level of indentation in pt. in the **By** field.
- **Hanging** is the opposite of first line as the first line of the paragraphs will be indented as per the regular indentation,
  and the rest of the lines within a paragraph will be indented as defined by the **Special** and **By** fields.

Spacing allows adjusting the line spacing in between the lines.

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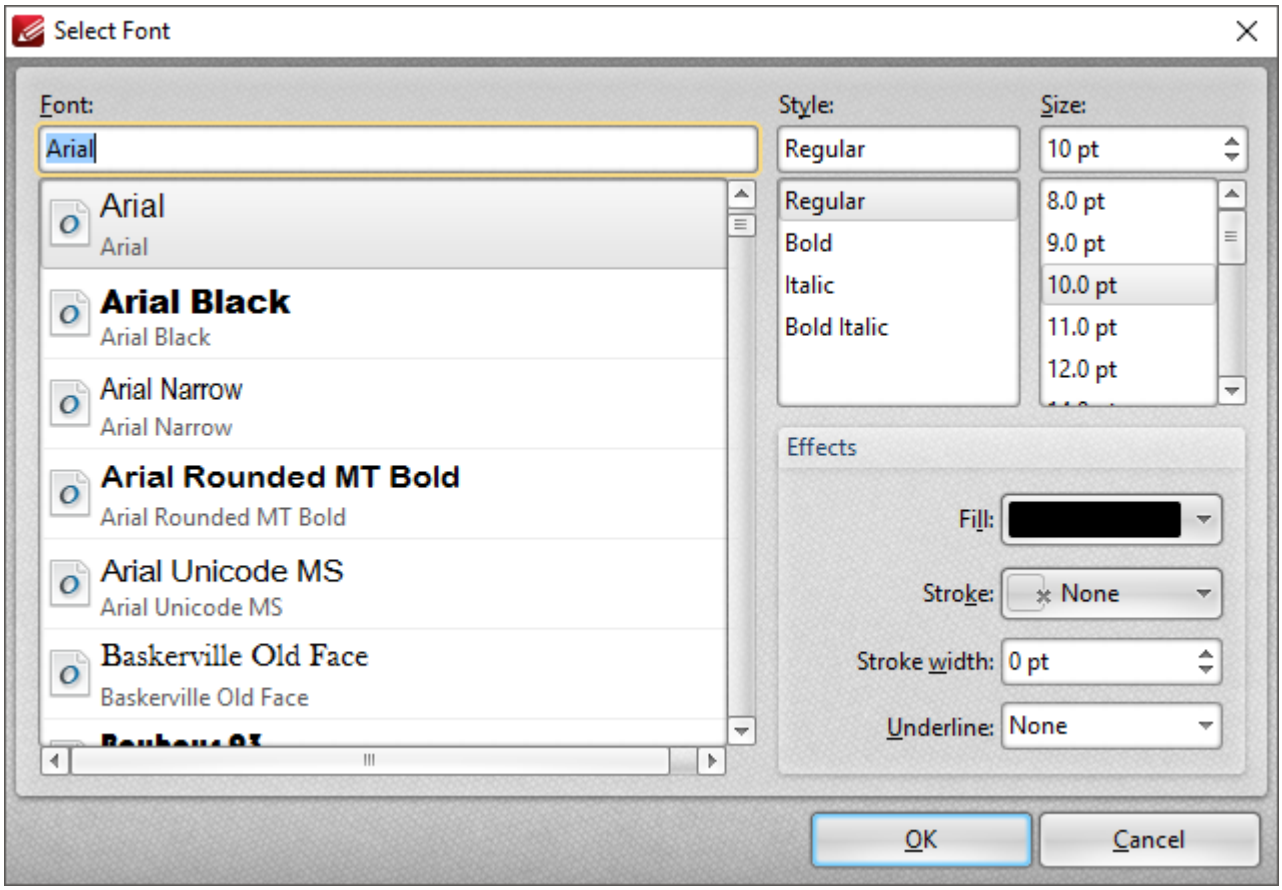
Font Clicking on **Font** opens the **Select Font** window.



Select Font window

In the **Select Font** window, choose from installed fonts, the font **Style**, font **Size**, and color.

Effects fine-tune the look of the text within the file.

Fill defines the main color of the text.
Stroke defines the outline color of the text
Stroke Width defines the width of the stroke or outline
Underline Choose from no underline (**None**) and **Solid** underline.

Place label above image If ticked, the label will be placed above the image.
Add bookmark for each image with the same text as label. If ticked, a bookmark will be created for all images with the same text as label specified.

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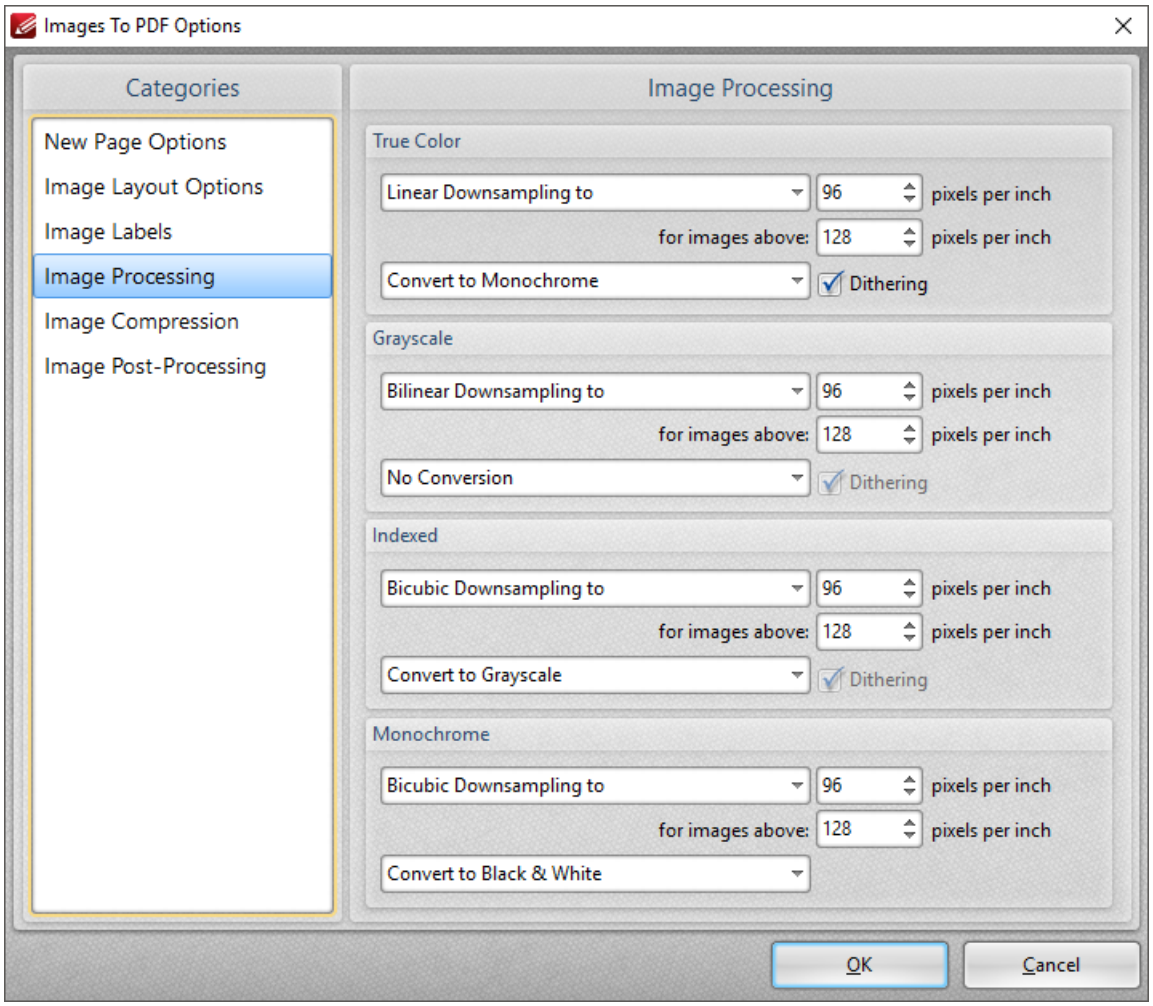
Image Processing
Allows setting the options of the image's downsampling and conversion.



Images To PDF Options> Image Processing window

Downsampling and Conversion.

True Color. Applies image downsampling and conversion options for true color images.
Grayscale. Applies downsampling or conversion options for high color and grayscale images.
Indexed. Applies downsampling or conversion options for indexed images.
Monochrome. Applies downsampling or conversion options for monochrome images.

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Downsampling. Downsampling decreases the number of pixels in an image. To downsample images, choose a downsampling method (linear, bilinear, or bicubic downsampling) and enter the desired resolution (in pixels per inch). Then enter a resolution in the *for images above* text box.

No Downsampling. Allows disabling downsampling if the PDF file is to be printed at high resolution.

Linear Downsampling to. The classical linear downsampling approach is based on the removal from the original image of those frequencies which are too high to be represented at a lower resolution level.

Bilinear Downsampling to. Adds pixels by averaging the color values of surrounding pixels. It produces results of medium quality.

Bicubic Downsampling To. Is a more precise downsampling method based on an examination of the values of surrounding pixels. Using more complex calculations, Bicubic downsampling produces smoother tonal gradations than Linear or Bilinear ones.

Conversion. Allows changing the images' color mode for grayscale, monochrome or black & white.

No Conversion. No images will be converted.

Convert to Grayscale. Images will be converted to grayscale.

Convert to Monochrome. Images will be converted to monochrome.

Convert to Black & White. Images will be converted to black & white.

Dithering. When the Dithering option is selected, Photoshop mixes colors in the destination color space to simulate a missing color that existed in the source space. Although dithering helps to reduce the blocky or banded appearance of an image**.**

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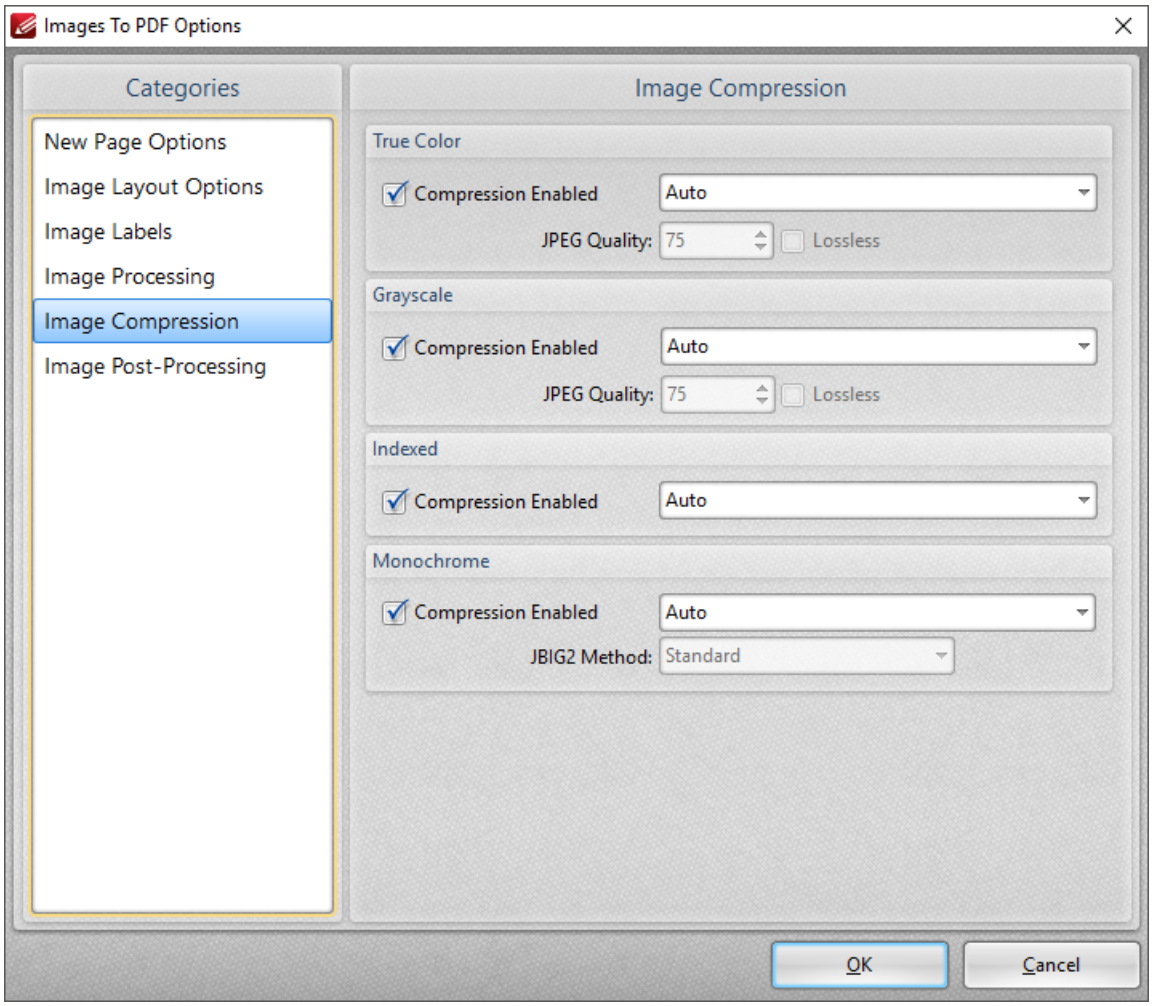
Image Compression
Allows setting the image compression options.



Images To PDF Options> Image Compression window

True Color. Applies image compression options for true color images.
Grayscale. Applies compression options for high color and grayscale images.
Indexed. Applies compression options for indexed images.
Monochrome. Applies compression options for monochrome images.

Compression enabled. If checked, it will compress image content depending on the image compression options selected.

- **Auto**. The best compression settings will be set by the application whilst retaining reasonable image quality.
- **JPEG**. Best used for colored images.
- **Flate**. Is used for text, graphics and images.
- **JPEG/ZIP**.

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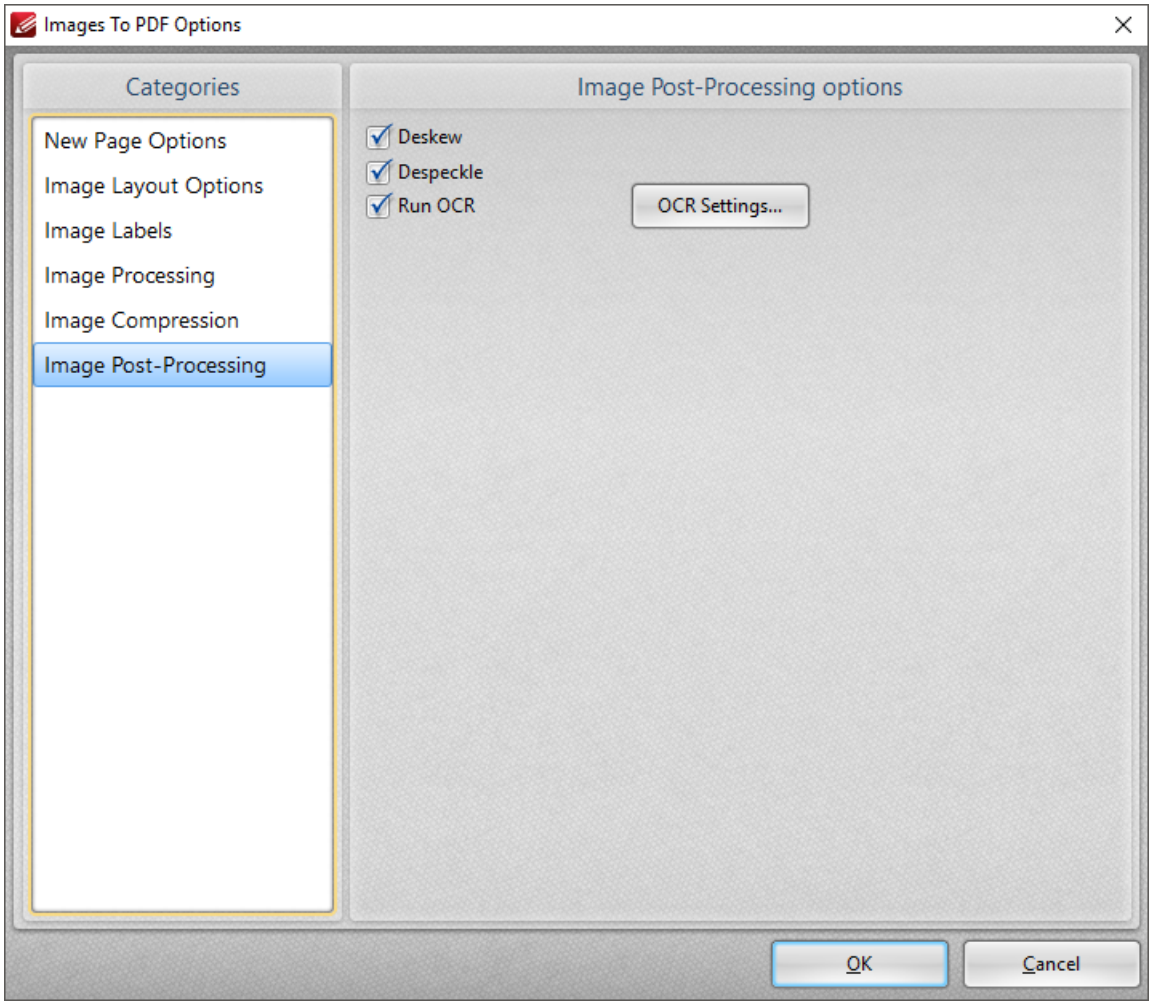
- **JPEG 2000**.
- **JPEG 2000/ZIP**.

JPEG Quality. A percentage value determining image content quality over compression - the higher the value entered the lower the compression setting applied and image quality is retained to a higher degree - lower values make smaller files.

Image Post-processing
Allows setting image modification actions, such as Deskew, Despeckle, and/or OCR the images after the PDF is created.



Images To PDF Options> Image Post-processing window

Deskew will straighten images if they are skewed or crooked.
Despeckle will detect and remove specks from the document.
Run OCR will run OCR on the pages in the resulting PDF.
OCR Settings See **Document> OCR pages** 430 **...** for more details.

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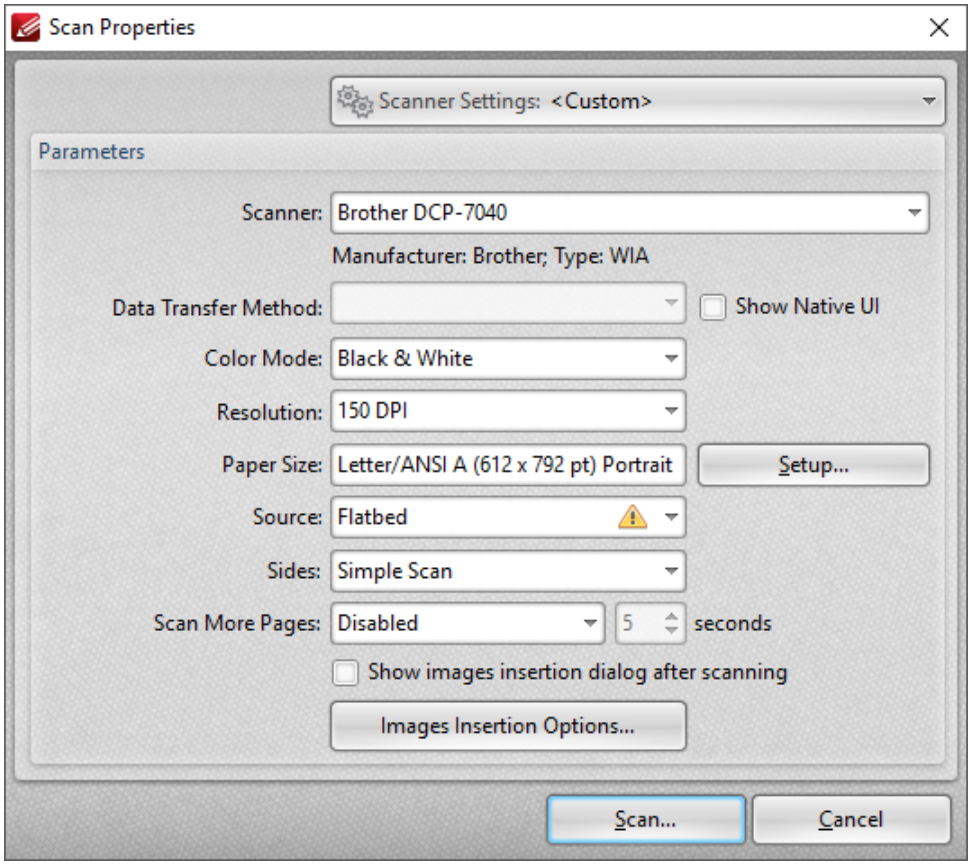
7.1.9.6 From Scanner...

To scan directly to PDF, go to **File> New document> From Scanner.** This launches the **Scan Properties** window where the preferences for scanning can be set.



Scan Properties Window

Scanner Properties allows the selection of custom scan settings. Adjust these settings in the Parameters section of the **Scan Properties** dialog.

Parameters
Adjust the settings and behavior when scanning.

Scanner displays the currently selected scanner. Select another scanning device from the drop-down list.

Data Transfer method:

- **Native Mode:** Every Source must support this transfer mode as It is the default mode and is the easiest for an application to implement. However, it is restrictive (i.e. limited to the DIB, PICT, or TIFF formats and limited by available memory).
- **Memory Mode:** Offers the greatest flexibility, both in data capture and control. However, it is more complicated to implement.

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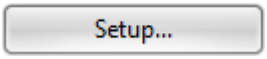
Color Mode: Choose the color mode for the scanned document from the drop down menu.

- **Color**
- **Grayscale**
- **Black & White**

Resolution:

Paper Size click on 

to open the **Paper Size** setup dialog.

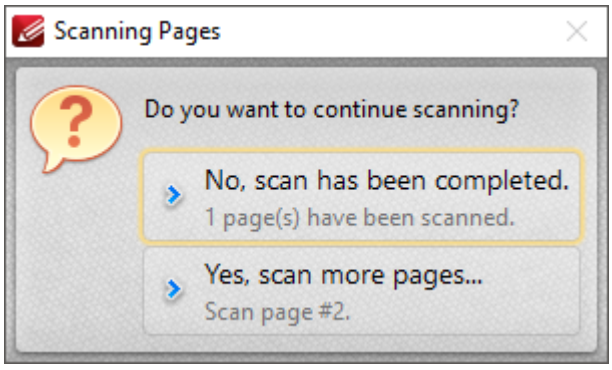
Source: This drop down menu will list the supported options for scanning. The scanner used in this example supports **Flatbed** scanning and scanning using the **Document** feeder.

Sides: These options facilitate duplex scanning whether the scanning device supports it or not.

- **Simple Scan** provides a simple, one sided scan.
- **Manual duplex** scans the front of all the sheets then the backs of the sheets. Back pages will be automatically interleaved in the order in which they were scanned. Eg. 10 pages (5 double sided originals) would scan pages 1,3,5,7 and 9, then pages 10,8,6,4,2, then collate as 1,2,3,4,5,6,7,8,9,10.
- **Manual Duplex Reversed** scans the front of all sheets then the backs. Back pages will be automatically interleaved in the reverse order in which they were scanned. Eg. 10 pages (5 double sided originals) would scan pages 1,3,5,7 and 9, then pages 10,8,6,4,2, then collate as 1,2,3,4,5,6,7,8,9,10.

Scan More Pages: Select the desired option from the drop-down menu.

- **Disabled** once the scan is complete, the Editor will not ask if there are more pages to be scanned.
- **Ask user** once the scan is complete as determined by the scanner itself, the Editor will ask if there are more pages to scan.



- **Automatically after** will automatically scan more pages after the set time in the adjacent field.

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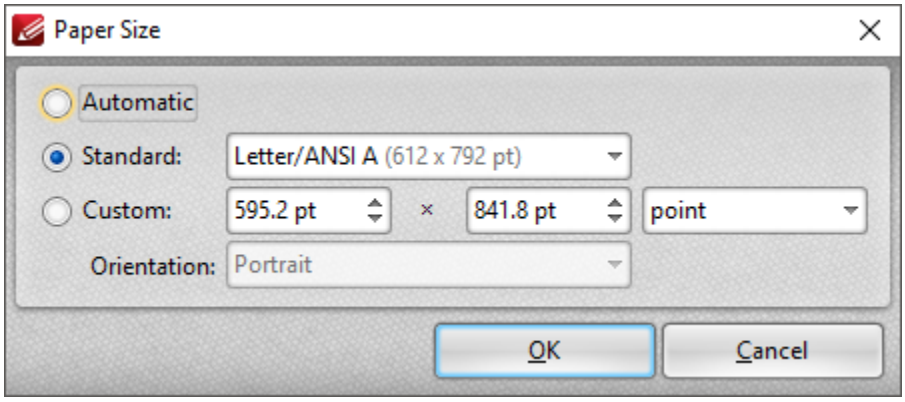
Show images insertion dialog after scanning will launch the image insertion dialog after scanning has completed. The Image Insertion Dialog allows for modification of Image To PDF options.

Images Insertion Options... **Launches the Images To PDF options window. See Image Insertion Options 132 section already documented in the New Document>From Image File(s)... page.**

Setup... opens the **Paper Size** setup dialog to select the desired paper size of the document to be scanned



Document> Insert Pages> Insert Scanned Pages> Paper size setup dialog.

Automatic allows for the Editor to automatically detect the size of the page(s) being scanned.
Standard select a standard page size from the drop-down menu.
Custom Defines a custom page size in the units selected.
Orientation choose from **Portrait**, or **Landscape** orientation. This option is not available when scanning pages.

Images Insertion Options... The image insertion options button opens the **Images To PDF Options** window.
See Image Insertion Options 132 section already documented in the New Document>From Image File(s)... page

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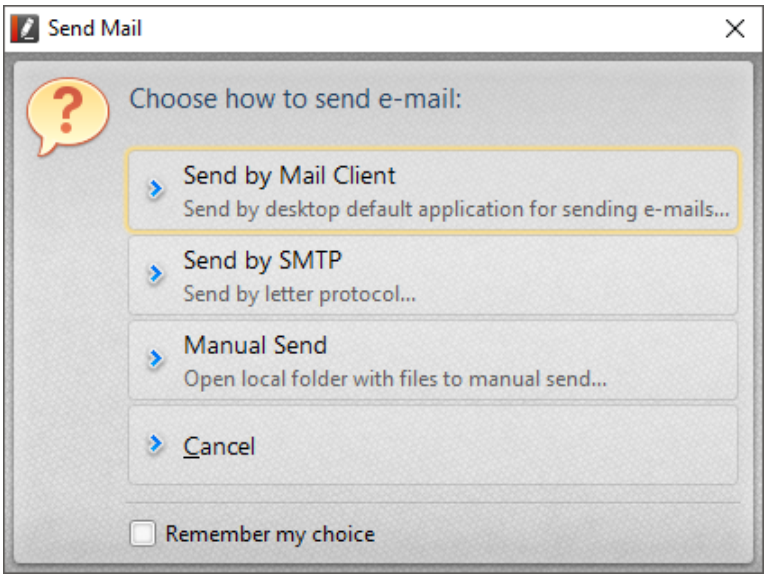
7.1.10 Send by E-mail

Send by E-mail... Sends a copy of the currently displayed PDF file to a recipient by e-mail. When selecting this Send by Email (**File**> **Send by E-mail...**) for the first time, the Send Mail options dialog is displayed. configuration of these mail settings can be set using **Edit> Preferences> Send Mail**.



File> **Send by E-mail...** dialog

Send by Mail Client launches the default mail client with the PDF as an attachment.

Note: A default mail client such as **Microsoft Outlook**™ or **Thunderbird** is required be set in Windows for this option to work

Send by SMTP send by letter protocol. This must be configured using **Edit> Preferences >Send Mail** 265.

Manual Send opens local folders containing the file to be manually sent.

Cancel cancels the operation.

Click on "**Remember my Choice**" When the send by mail is working correctly, the Editor will automatically select the option chosen and remember the option for future use..

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7.1.11 Revert

The **Revert** feature found under **File** > **Revert** becomes active when there are unsaved changes to a file. Using the **Revert** feature will undo any unsaved changes and revert to the "original" state of the document.

Note: Original state refers to the state of the file when it was opened in the current session. Previously saved changes will not be undone when the **Revert** feature is used.

7.1.12 Close

Close closes the currently displayed PDF file.

7.1.13 Close All

Close All closes all opened PDF files.

7.1.14 Export

Export exports selected page(s) or selected area of a page as an image file or PowerPoint presentation.

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Export to Microsoft PowerPoint Presentation... 155

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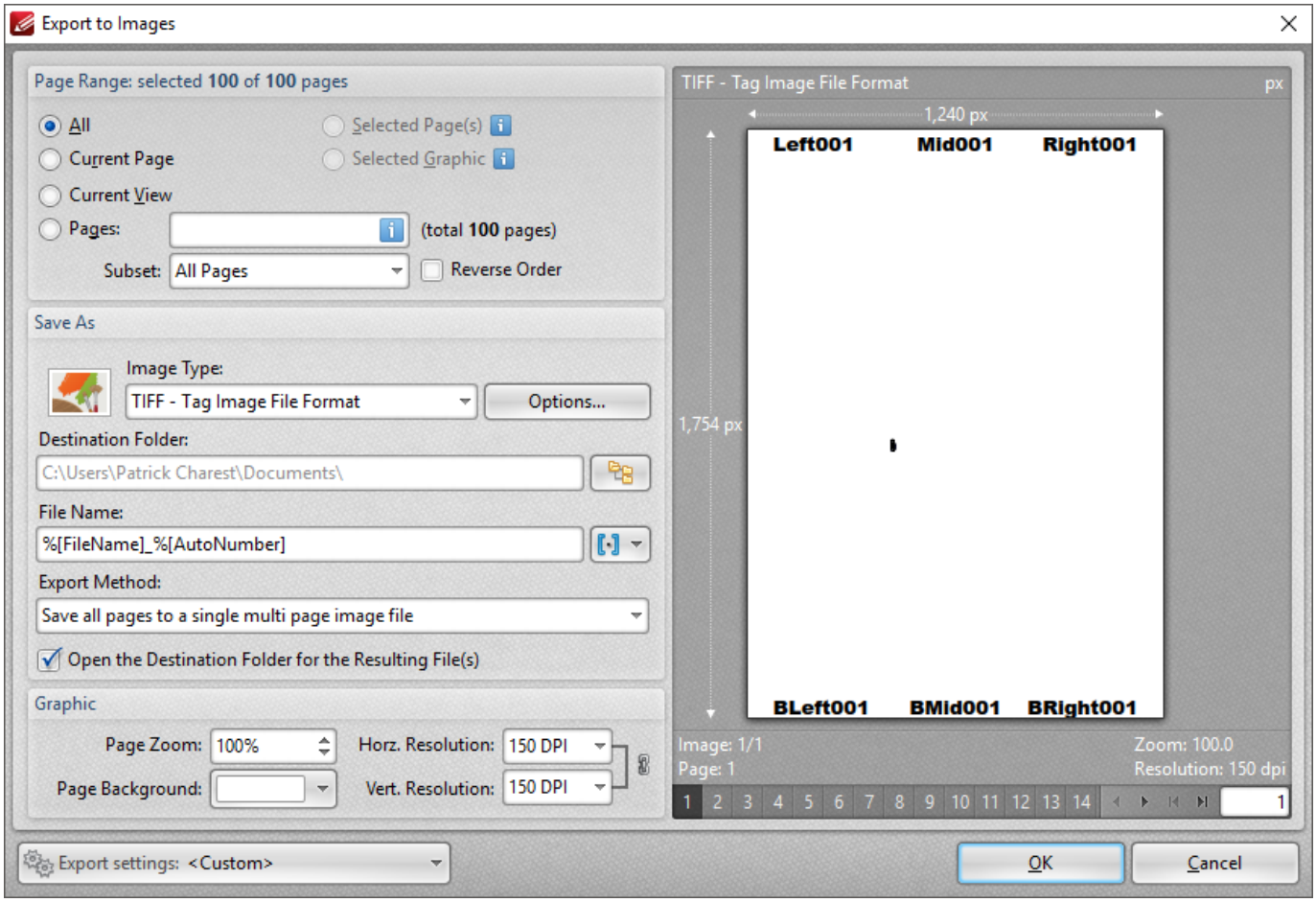
7.1.14.1 Export to Images

Exporting a PDF to an image can be accomplished by going to **File> Export> Export To Images...**



Page Range: Selected <#> **of** <#> **pages**
The page range selected defines the pages of of the document that will be exported to images.

All all pages will be exported to image.
Current Page the currently viewed page will be exported.
Current View the converted image will contain only what is currently shown in the PDF display area.
Pages type the desired page range here. Multiple page ranges should be separated by a coma.

Note: For exporting pages 1 to 15, page 17, pages 20 to 46 and pages 88 to 100 of a 100 page document, type the following: **1-15, 17, 20-46, 88-100**.
If there is a disconnected hyphen (dash) in the page ranges, that page range will go to the beginning or end of the document like so: **-15, 17, 20-46, 88-**.

Subset Select a subset of pages. Such as **Odd pages** or **Even Pages**. Only pages that fall within the selected subset will be exported.

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Save As

Defines the file type and save location for exported pages.

Image Type: Select the desired image type from the drop down menu. Clicking the **Options...** button opens an **Image Saving Options** dialog to change the default image format details for the selected **Image Type**. See the table below each bullet point for the **Options** relating to that image type.

- **BMP - Windows Bitmap**

Options	
Image Type	Choose the color type from the drop-down list • **32 (True-Color)** • **1 (Mono)** • **1 Indexed** • **4 Indexed** • **8 Indexed** • **15 (Hi-Color)** • **16 (Hi Color)** • **24 (True-Color)** • **32 (True-Color)**
Alpha	**Yes | No** If set to **Yes**, the converted file will contain an alpha channel.
Grayscale	**Yes | No** If set to **Yes**, the converted image will be created in grayscale.
X-DPI	Define the dots per inch across.
Y-DPI	Define the dots per inch from top to bottom.

- **PNG - Portable Network Graphic**

Options	
Image Type	Choose the image color type from the drop down list. • **Black&White** • **Indexed (1bpp)** • **Indexed (2bpp)** • **Indexed (4bpp)** • **Indexed (8bpp)** • **Gray (8bpp)** • **Gray (16bpp)** • **Gray with Alpha (8bpp)** • **Gray with Alpha (16bpp)** • **True Color (24bpp)** • **True Color (48bpp)** • **True Color with Alpha (32bpp)** • **True Color with Alpha (64bpp)**

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Convert To Gray	**Yes | No**
Interlaced	**Yes | No** Once exported if set to **Yes**, the image loads an early degraded version of the whole image as soon as possible and then progressively renders the image to clear state. If set to **No**, the image will load up in tiles showing clear image in each tile as it progresses to load in the image.
Compression Level	Set to 0 by default for lossless conversion. This can be elevated to compression level 10 for smaller file size.
Filter	Choose filter from drop-down list • **None** • **Sub** • **Up** • **Average** • **Paeth** • **Auto**
Horizontal DPI	Define the dots per inch across.
Vertical DPI	Define the dots per inch from top to bottom.
Title	Specify the desired document title. This information will be included into the image Metadata. **Note:** Document Title and file name are two different aspects of a file. Which is displayed in the tabs within the Editor can be set under **Edit> Preferences> Page Display> [Tabs and windows] Setup** 208
Author	Specify an author if desired. This information will be included into the image Metadata.
Description	Enter a description of the resulting file here. This information will be included into the image Metadata.
Copyright	Enter any relevant copywriter data. This information will be included into the image Metadata.
Creation Time	Enter the time at which the file was created. This information will be included into the image Metadata and functions independently of the actual time the image was created.
Software	Enter the software desired. This information will be included into the image Metadata.
Disclaimer	Enter any disclaimers related to the file/image. This information will be included into the image Metadata.
Warning	Enter any warnings related to the file/image. This information will be included into the image Metadata.
Source	Enter the source for the file/image. This information will be included into the image Metadata.
Comment	Enter a description of the content. This information will be included into the image Metadata.
Annotation	Enter a description of annotations. This information will be included into the image Metadata.

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URL	Enter a URL. This information will be included into the image Metadata.

- **GIF - CompuServe Graphics Interchange Format**

Options	
Image Type	Define the image type from the drop down menu. • **1 Bpp** • **2 Bpp** • **3 Bpp** • **4 Bpp** • **5 Bpp** • **6 Bpp** • **7 Bpp** • **8 Bpp**
Dither	**Yes | No** Dithering is the most common means of reducing the color range of images down to the 256 (or fewer) colors seen in 8-bit GIF images. Dithering is the process of juxtaposing pixels of two colors to create the illusion that a third color is present.
Convert to Grayscale	**Yes | No** If set to **Yes**, the converted image will be created in grayscale.
Comment	Add any desired comments to the image metadata.

- **PMB - Portable Bitmap**

Options	
Format	Choose the desired PMB format from the drop down menu. • **Binary** • **ASCII**
Use Dithering	**Yes | No** Dithering is the process of juxtaposing pixels of two colors to create the illusion that a third color is present.
Comment	Add any desired comments to the image metadata.

- **PGM - Portable Graymap** and **PPM - Portable Pixelmap**

Options	
Format	Choose the desired PMB format from the drop down menu. • **Binary** • **ASCII**
Comment	Add any desired comments to the image metadata.

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- **JBIG2 - Joint Bi-level Image experts Group**

Options	
Horizontal DPI	Define the dots per inch across.
Vertical DPI	Define the dots per inch from top to bottom.
Compression	Choose the compression level from the the drop down menu. • **ISO JBIG** • **MMR**
Encoding Type	Choose the encoding type from the drop down menu. • **General** • **Symbols**
File Organization	Choose the file organization from the drop down menu. • **Sequential** • **Random-Access**

- **JPEG2000- JPEG 2000**

Options	
Image Type	Choose the image color type from the drop down menu. • **TrueColor** • **Grayscale**
File Format	Choose the File Format from the drop down menu. • **JP2** • **JPC**
LossLess Compression	**Yes | No** With **Yes** selected, the image compression will be lossless. Lossless compression is a class of data compression algorithms that allows the original data to be perfectly reconstructed from the compressed data.
Jpeg2000 Quality	Define the quality level for the exported image. The higher the number (80/100 by default) the better the image quality, however it will also result in larger file sizes.
Horizontal DPI	Define the dots per inch across.
Vertical DPI	Define the dots per inch from top to bottom.

- **JPEG - Joint Photographic Experts Group**

Options	
Image Type	Choose the image color type from the drop down menu. • Gray (8bpp) • True Color (8bpp)
JPEG Quality	Define the quality level for the exported image. The higher the number the better the image quality, however it will also result in larger file sizes.
Horizontal DPI	Define the dots per inch across.
Vertical DPI	Define the dots per inch from top to bottom.

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- **WBMP - Wireless Mono Bitmap**

Options	
Use Dithering	**Yes | No** Dithering is the process of juxtaposing pixels of two colors to create the illusion that a third color is present.

- **PCX - PC Paintbrush File Format** and **DCX - Multipage PCX**

Options	
Image Type	Choose the image type from the drop down menu. • **1 (Mono)** • **4 (Indexed)** • **8 (Indexed)** • **24 (True-Color)**
Dither	**Yes | No** Dithering is the process of juxtaposing pixels of two colors to create the illusion that a third color is present. **Note:** Dithering for PCX is not available when the Image Type is set to **True-Color**
X-DPI	Define the dots per inch across.
Y-DPI	Define the dots per inch from top to bottom.

- **TGA - Truevision Targa** and **TIFF - Tag Image File Format**

Options	
Image Type	Select the image type from the drop down menu. • **Indexed** • **Grayscale** • **HiColor** • **HiColor with Alpha** • **TrueColor** • **TrueColor with Alpha**
Dither	**Yes | No** Dithering is the process of juxtaposing pixels of two colors to create the illusion that a third color is present. **Note:** Dithering for **TGA - Truevision Targa** and **TIFF - Tag Image File Format** is not available when working with any **True-Color** image types.
Compression	Choose the compression method from the drop down menu. • No Compression • Run-Length

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Title	Specify the desired document title. This information will be included into the image Metadata. **Note:** Document Title and file name are two different aspects of a file. Which is displayed in the tabs within the Editor can be set under **Edit> Preferences> Page Display> [Tabs and windows] Setup** 208.
Author	Specify an author if desired. This information will be included into the image Metadata.
Software	Enter the software desired. This information will be included into the image Metadata.
Comment	Enter a description of the content. This information will be included into the image Metadata.

Destination Folder Selects the destination folder to receive the image files. Clicking the **Browse** button opens the **Browse for Folder** window to allow for the selection of a target save location.

File Name. Specifies the name of the export file. Enter any valid file name.

In addition, clicking the **Macros** button opens a submenu of *file name macros* that can be used to automatically generate file names. This is especially useful for repeat jobs and to set the file numbering when single-page image files are being generated for multiple document pages. For more details regarding Macros, please see the ***Macros** 56 section.

Export Method Determines how multiple page PDF documents are placed into multi-page exported image file.

- **Save all pages to a single multi page image file**
- **Save each page range to a separate multi page image file**
- **Save each page to a separate single page image file**

Open the destination folder for the Resulting File(s) if checked, the folder containing the new image files will be opened.

Graphic

Define the graphics settings for the image.

Page Zoom: Increasing the zoom will increase the dimensions of the image.
Horz. Resolution and **Vert. Resolution** represent the horizontal and vertical resolution respectively. Use the link button to constrain the ratio.
Page Background choose the background color for the resulting image.

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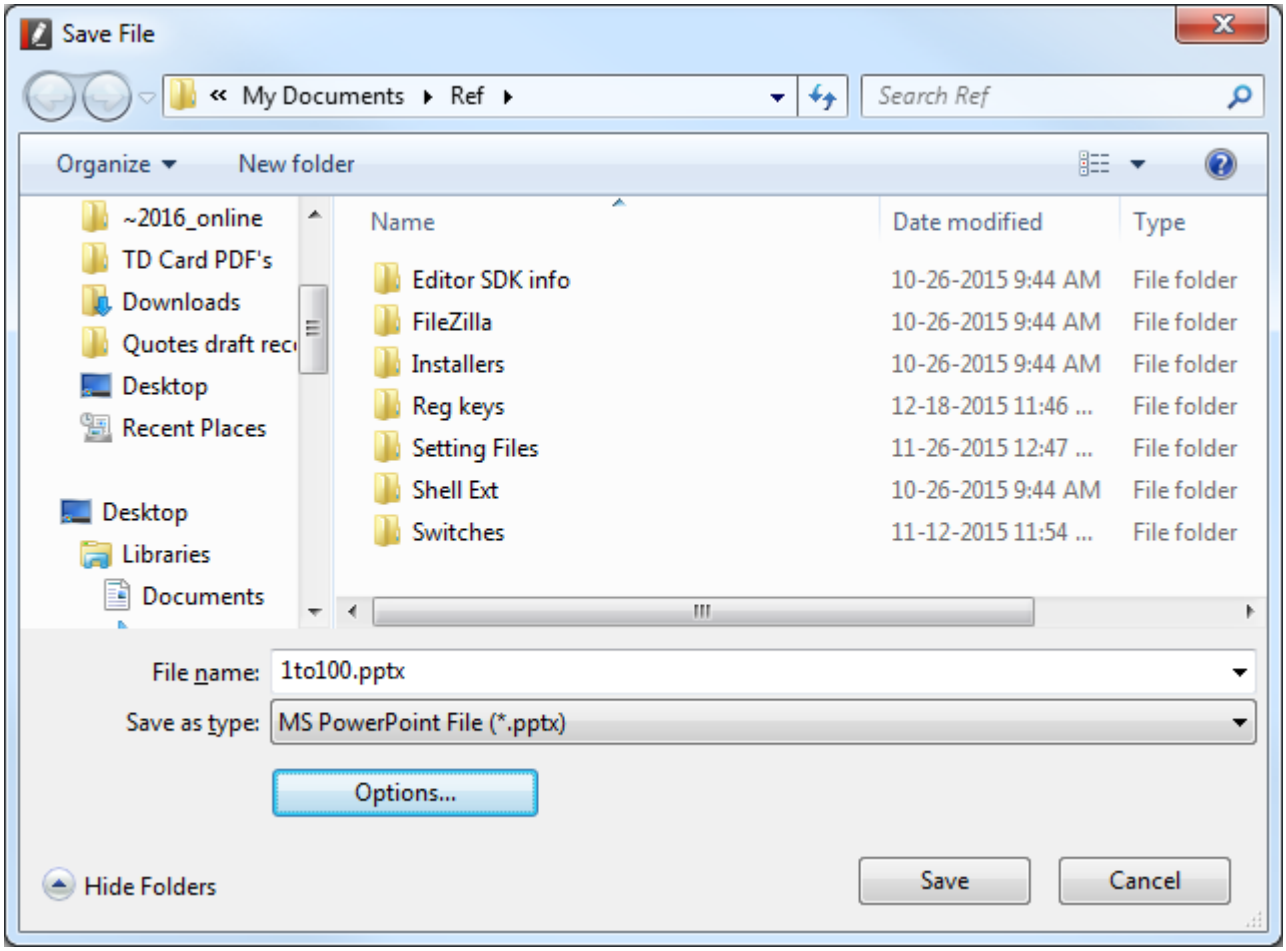
7.1.14.2 Export to Microsoft PowerPoint Presentation

Exports from PDF to PowerPoint by going to **File**> **Export**> **Export to Microsoft PowerPoint Presentation**. Choosing this feature will bring up a **Save File** dialog:



Save File window

From here, the PDF file can be saved directly to pptx. To adjust the properties and fine-tune the conversion options, click on **Options...** to bring up the **Options** window.

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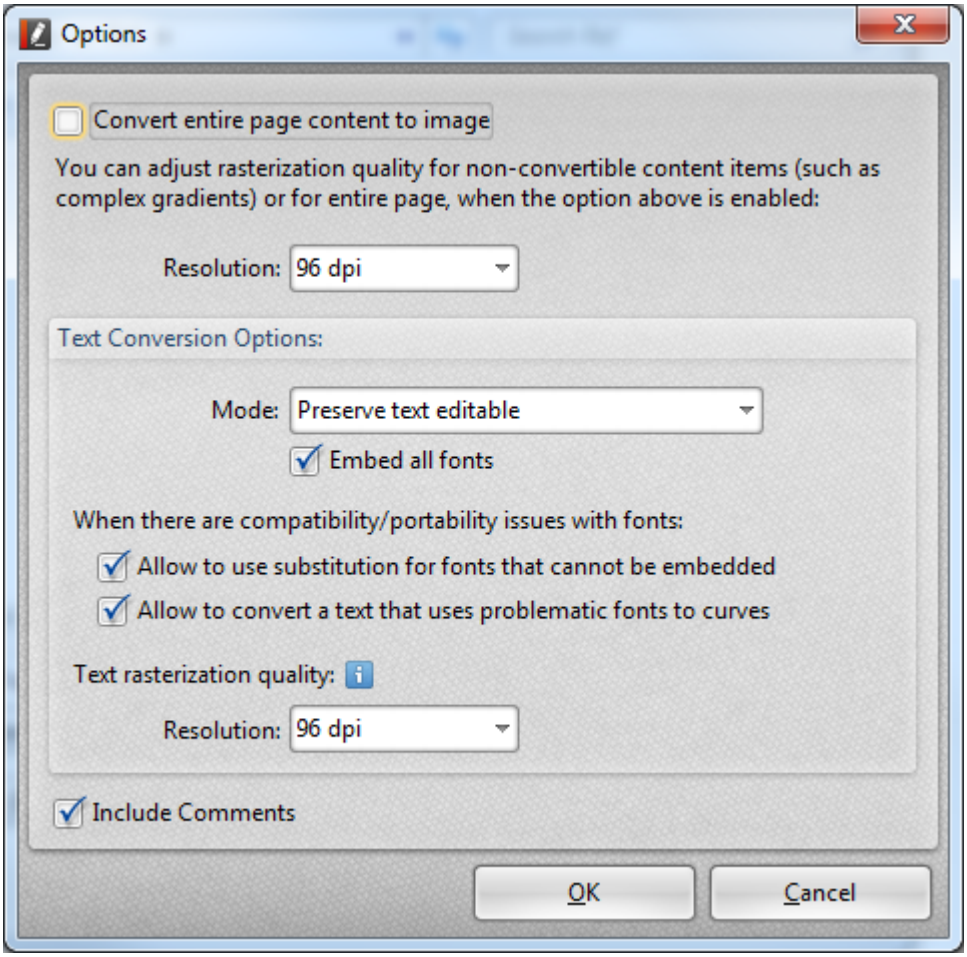

Export to Microsoft PowerPoint Presentation > Options window

Convert entire page content to image will cause every part of the PDF to be exported to an image based PowerPoint (.pptx) file.

Resolution in Dots Per Inch (dpi). Lowering the dpi will reduce the output quality, but increase speed, and reduce the file size.

Text Conversion Options:

Mode:

- **Preserve text editable** will allow the text in the resulting PowerPoint to remain modifiable.
- **Convert to curves** each letter is converted vector based description of itself
- **Convert to Images** converts the text to images.

Embed all fonts will cause all the fonts in the PDF to be embedded to the output file. This will eliminate the need to have the same fonts installed when opening the file on another system.

Allow to use substitution for fonts that cannot be embedded will cause the application to render the text using the closest font to the original to render the text.

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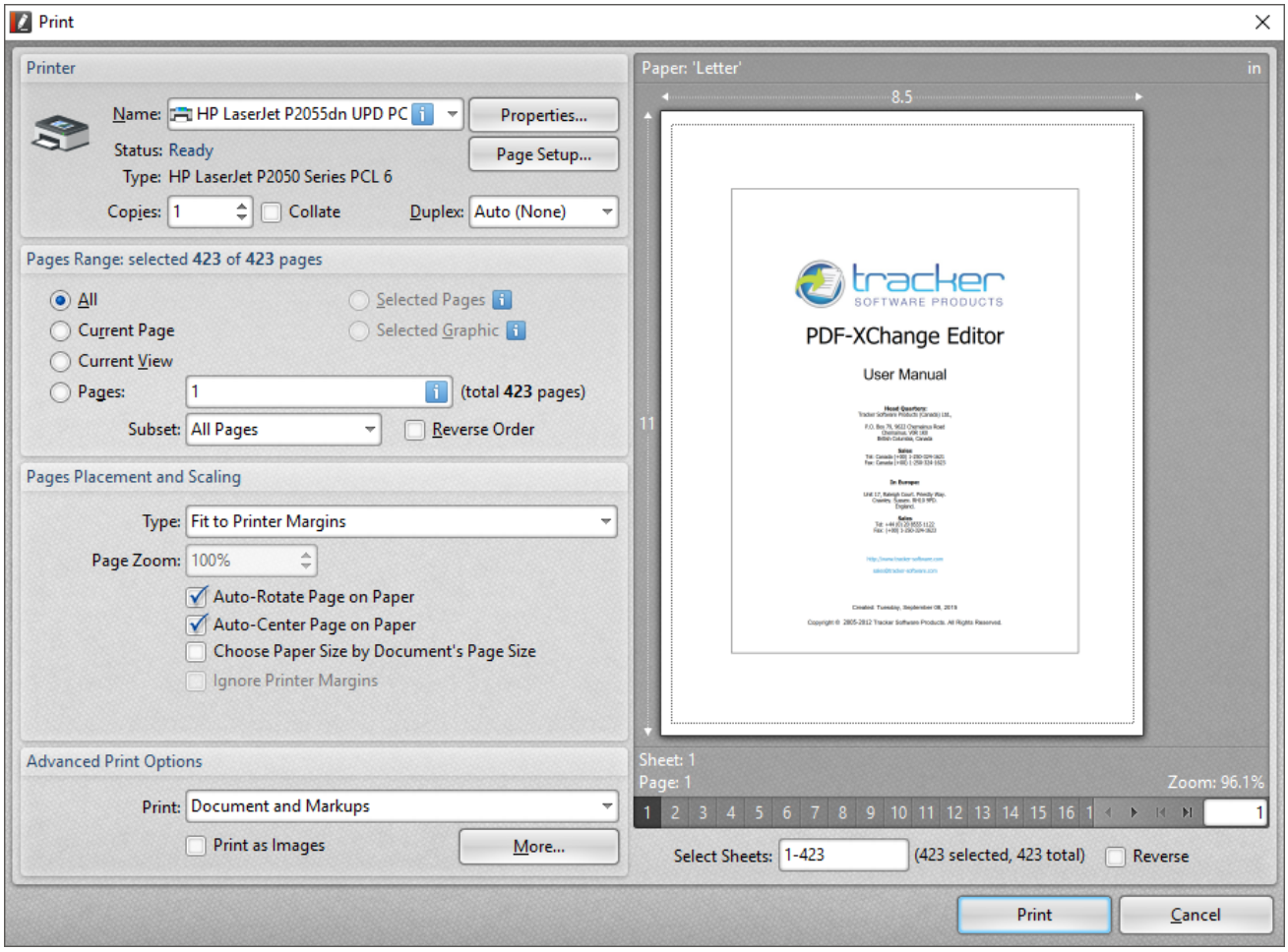
Allow to convert text that uses problematic fonts to curves If the fonts, or characters are detected as causing problems, they will be converted to curves.

Text rasterization quality selects the rasterization quality (convert to raster image) of text in Dots Per Inch (dpi). Lowering the dpi will reduce the output quality, but increase speed, and reduce the file size.

Include Comments will cause any comments or markups present in the PDF to show up in the PowerPoint presentation file.

7.1.15 Print

File> **Print** or [**Ctrl**+**P**] Prints the currently active file.



Printer

In this section, select from the list of installed printers.

Properties Opens the printing properties for the selected printer.

Page Setup... Opens the Page Setup window to modify basic page options.

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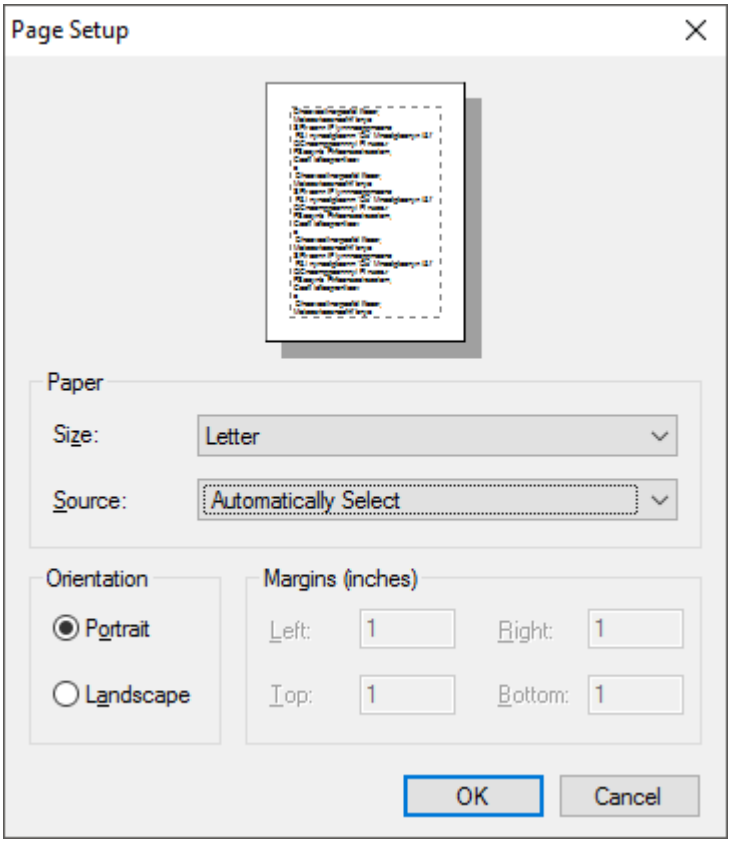

Page Setup window

Paper Size: Pick page size from a list of available page sizes to print to.
Paper Source: Select the type of paper being printed to.
Orientation Choose between **Portrait** and **Landscape** orientation.
Margins Define the size white space around the document

Pages Range: Selected _ of _ pages
Define the page range to be printed.

All all pages will be printed
Current Page the currently viewed page will be printed
Current View the print job will contain only what is shown in the PDF display area.
Pages type desired page range here. Multiple page ranges should be separated by a coma.

Note: For printing pages 1 to 15, page 17, pages 20 to 46 and pages 88 to 100 of a 100 page document to be included in the print job, type the following: **1-15, 17, 20-46, 88-100**. If there is a disconnected hyphen (dash) in the page ranges, that page range will go to the beginning or end of the document like so: **-15, 17, 20-46, 88-**.

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Selected Pages This option is available when there are pages selected in the **Thumbnails Pane** 296.

Selected Graphic This option is available when a portion of a PDF is selected using the **Snapshot Tool** 508.

Subset Select a subset of pages. Such as **Odd pages** or **Even Pages**.

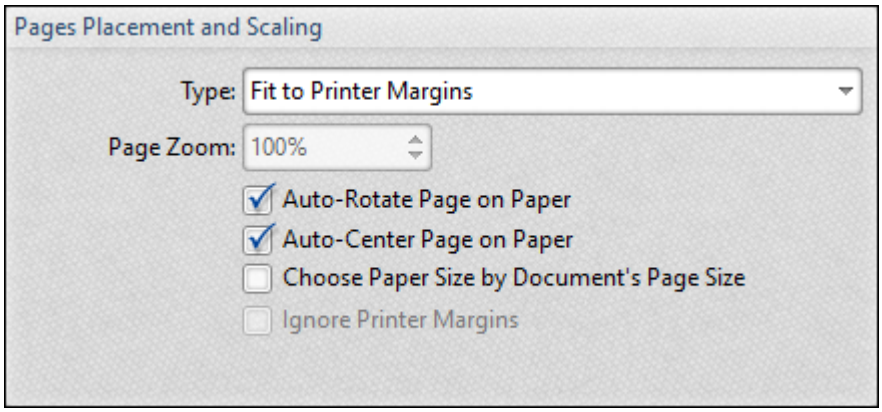
Pages Placement and Scaling

The page Placement and scaling options change depending on the **Type** selected from the **Type** drop-down menu.

Type:

None

No scaling or placement will be applied.



Page Zoom shows and allows changing the zoom level of the pages to be printed.
Auto-Rotate Page on Paper will automatically rotate the pages to best fit the printer's pages.
Auto Center Page on Paper will automatically center the pdf pages to the printed sheets.
Choose Paper Size by Document's Page size The paper size will be selected based on what the page sizes of the PDF are.
Ignore printer Margins will ignore the edges of the page's printable area. This may cause a portion of the document not to be printed.

Fit to Printer Margins

Will reduce, or enlarge the pages to fit to the printer's printable area.

Reduce to Printer Margins

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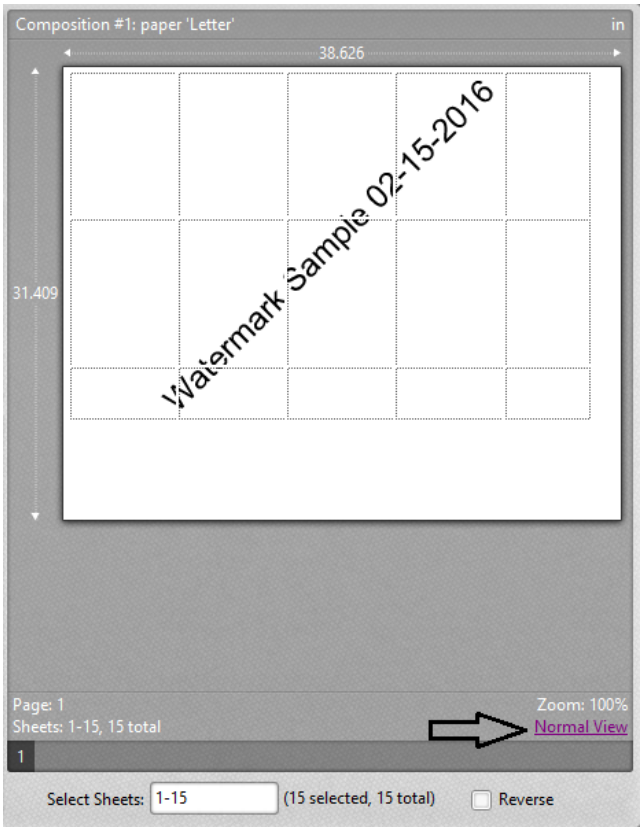
Will reduce large pages within a PDF to fit in the printer's printable area. Pages that are smaller or that already fit within the printer's margins will not be scaled.

Custom Zoom
Sets a custom zoom level.

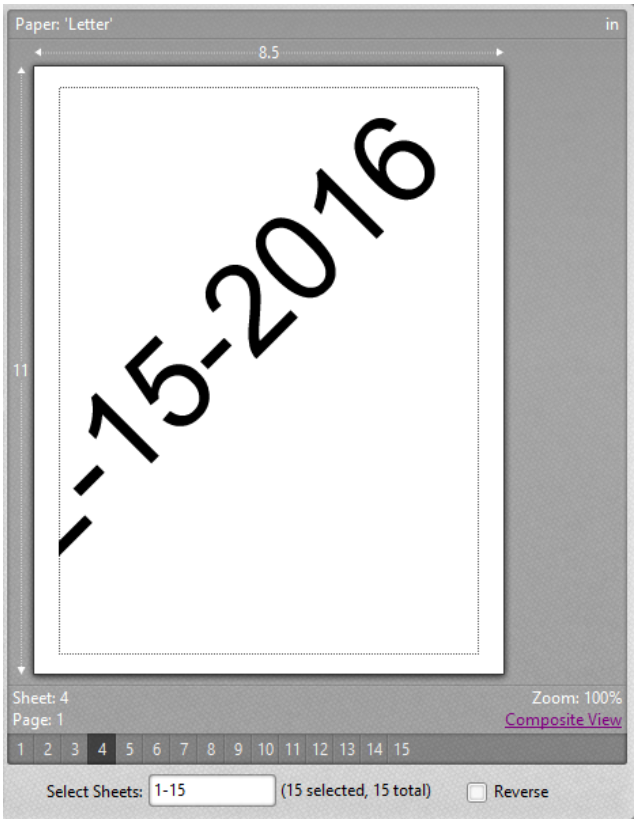
Tile Large Pages
Allows the printing of pages that are bigger than the available physical sheets.

> **Show Cut-marks on Sheet** shows where to cut the tiled sheets after printing so that all the pages line up correctly when combined or glued together.
> **Show Labels on Sheet** shows the page name and sheet number. E.G. **Page 1 (title 1 of 15)** at the top of each sheet.

Composite View will show all the pages and how they will be tiled. Click on **Normal View** to switch to it.



Normal View shows how each individual sheet will be printed. Click on **Composite View** to switch to it.



Multiple Pages per Sheet
Allows printing 2 or more pages on a sheet of paper

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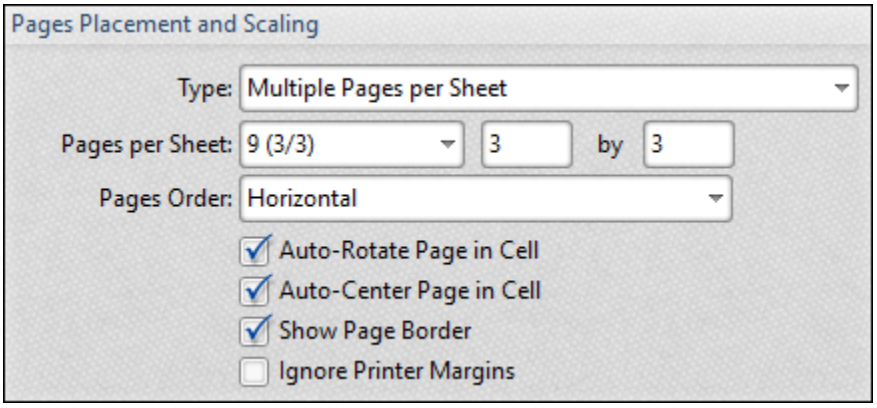
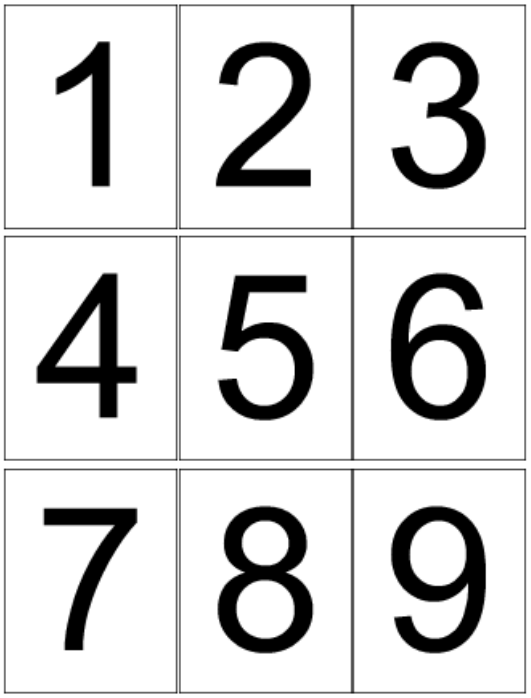
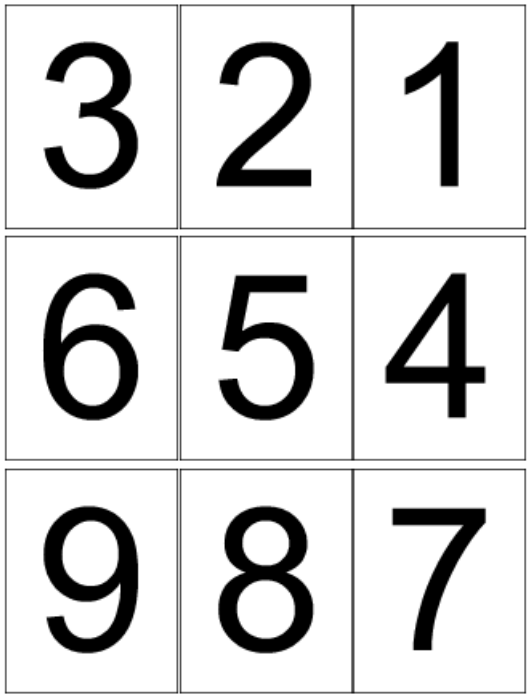


Pages per Sheet from this drop down menu, choose from the preset pages per sheet, or select custom to define custom number of pages per sheet.
Pages Order Defines the order the pages are to be placed on the sheet.

Horizontal



Horizontal Reversed



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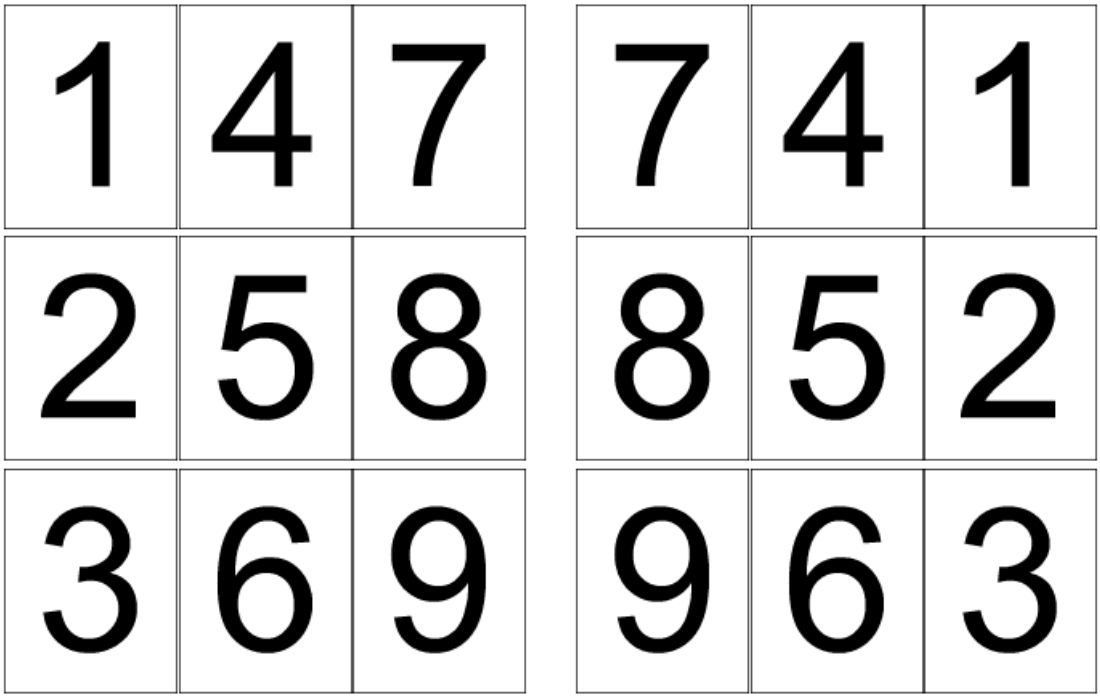
Vertical **Vertical reversed**



Show Page border will show a border around each page within the sheet**.**

Booklet
Booklet mode prints documents as books or brochures.

Booklet Type allows selection of the compilation method.

- **Book** When collated, folded, and stapled, the double-sided sheets result in a single book with the correct page order.
- **Brochure** Will print the document in the order as shown in the PDF, but will include multiple pages per sheet and modify the placement so that the front cover is to the correct side of the binding or fold.

Print Sides will dictate to which sides of the sheet the pages can be printed.

- **Both**
- **Front**
- **Back**

Gutter Size Defines the space between adjacent pages to make room for binding or folding.

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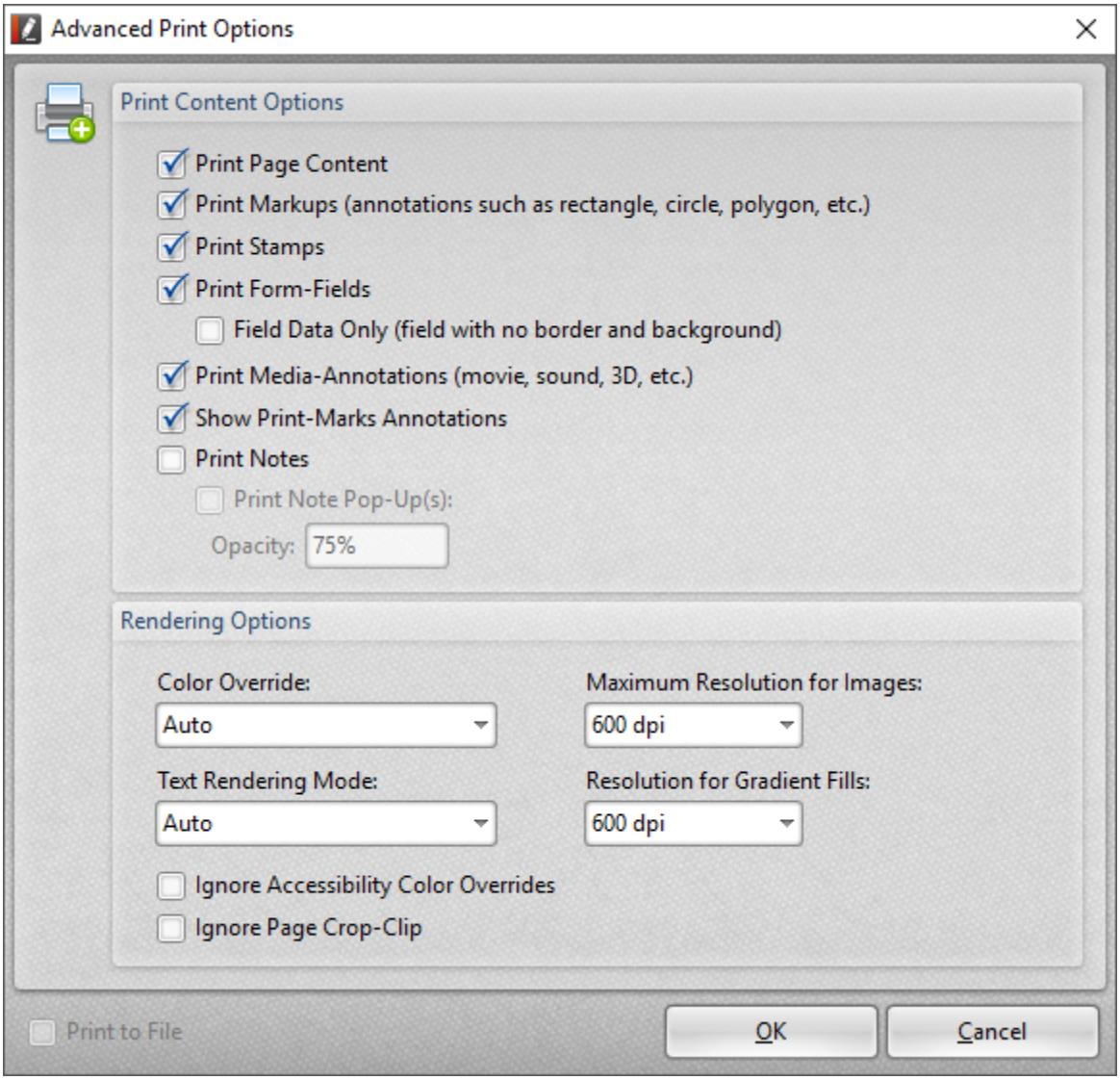
Advanced Print Options

Print:

- **Documents and Markups**
- **Document**
- **Document and Stamps**
- **Form Fields Data Only**
- **Markups Only**
- **Whole content**

Print as Images will send the printer an image rather than regular print data. Note that this may take longer to print if printing to a network printer.
More... Opens the **Advanced Print Options** menu.



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Print Content Options Options to fine tune the content that is printed on the sheet(s)

Print Page Content will print the base content of the pages.

Print Markups (annotations such as rectangle, circle, polygon, etc.)

Print Stamps will print stamp annotations

Print Form-Fields will print form fields with data.

Field Data only (field with no borders and backgrounds)

Print Media-Annotations (movie, Sound, 3D, etc.)

Show Print-Marks Annotations will turn on or turn off the printing of the Print-Marks.

Print Notes will print the note Icon to the sheet, but not the note itself.

Print Note Pop-up(s) will print the sticky note annotation associated with any notes.

Rendering options

Color Override overrides the existing color type when the document is printed.

- **Auto**
- **Grayscale**
- **Monochrome**
- **Color**

Text Rendering Mode allows the modification of the default text rendering mode that is sent to the printer.

- **Auto**
- **Outline for embedded fonts**
- **Outline Always**
- **Bitmap for embedded fonts**
- **Bitmap always**

Maximum Resolution for images Sets the maximum resolution for images in dpi (dots per inch)

Resolution for Gradient Fills Sets the maximum resolution for gradient fills in dpi (dots per inch)

Ignore Accessibility Color Overrides will ignore all color overrides or accessibility settings when printing. For more information on color overrides and accessibility, please see the **Accessibility** 237 section.

Ignore Page Crop-Clip will ignore the dimensions of crop boxes and print the content outside of cop margins.

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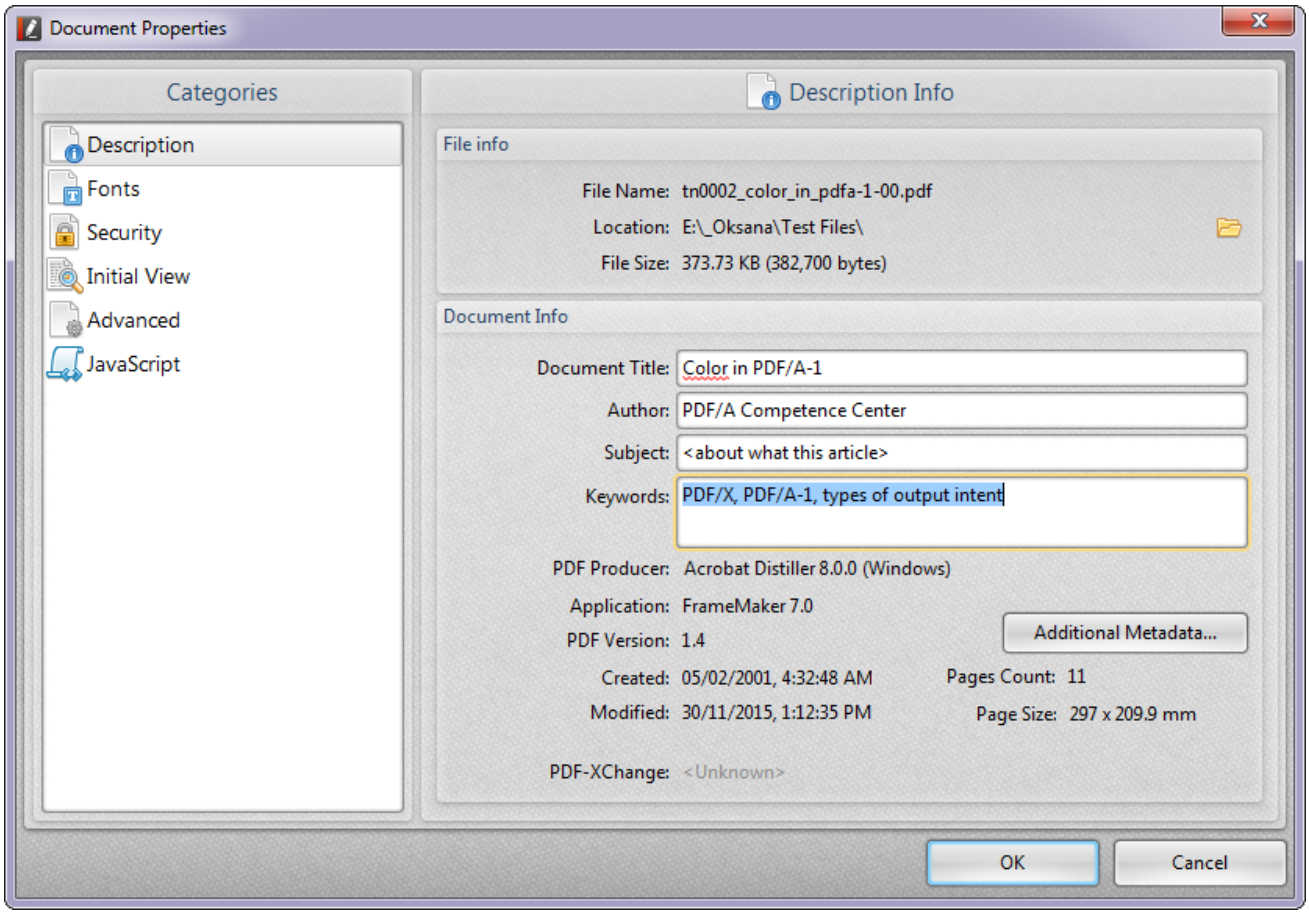
7.1.16 Document Properties

When a PDF document is opened in PDF-Change Editor, the ability is included to ***Read*** and ***Create*** information about the PDF file (info, security method, appearance, actions when a document is viewed, and more) in a window called **Document Properties.**

File > **Document Properties...** *(or CTRL + D)* opens a window where six **Categories** of document properties are accessible. Click on a ***Category*** in a left panel and read more about it in a new window. Closing the window returns to this page.



In a left panel of the window **Document Properties** offers six tabs with **Categories** of document properties. Right panel exposes the selected tab information (here, **Description** tab).

Description 166 **tab**: Read and Add/Change information**,** such as Document Title, Keywords, etc (for more narrow search, for example, through **Search** 192 > Include Document Info or using **Shell Extensions** 624).
Fonts 169 **tab**: Read information about all fonts in the document, their types, and encoding used to display the original fonts.
Security 170 **tab:** Set Security Method (password, certificate, etc) and ***Determine*** what changes are allowed in that document (content copying, signing, printing, etc.).
Initial View 180 **tab:** Set the initial viewing preferences for that document when it is opened in any

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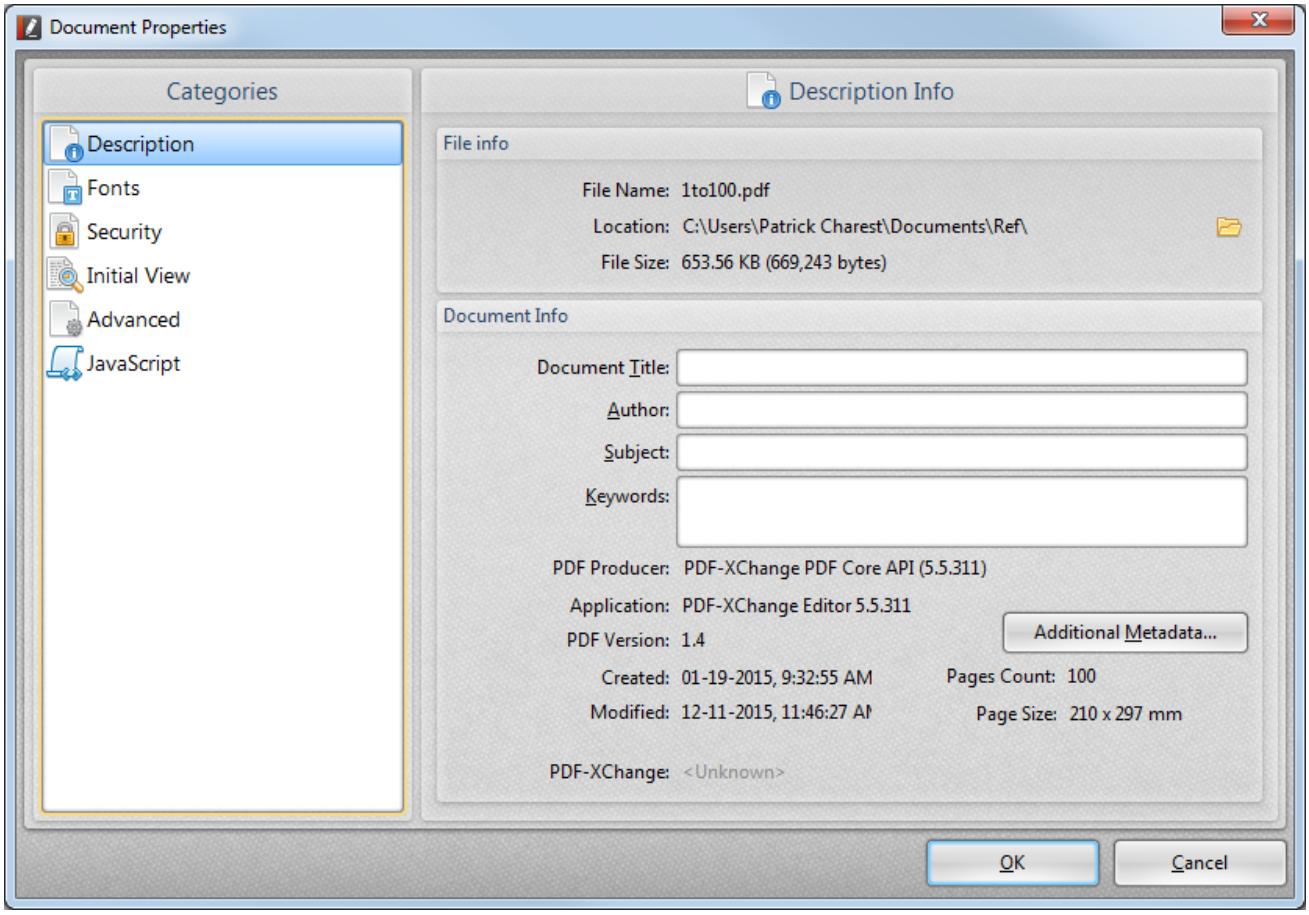
PDF application (what page and layout to display, what magnification level to set**,** what panels to open with the document, etc).
Advanced 183 **tab:** Set the Base URL for relative links in your document, the prepress options (trapping), options for printing (duplex mode, number of copies, etc), options for reading from a screen or other devices), and add Actions such as Execute a Command, Open a Link, Go to a Page, Run Java Script, Play a Sound, and more.
JavaScript 186 **tab:** Allows adding JavaScript scripts to the document.

7.1.16.1 Description

The **Description** Tab [**File> Document Properties> Description**] shows detailed information about the PDF document and allows setting custom information and properties. Document info can be used when searching documents within the Editor and Windows Explorer using the **Ifilter** 624 included in the **Shell extensions** 623 of the Editor installation.



Document Properties> Description window

File Info

The File Info section shows the file name, location and size as it is shown in File Explorer (also known as Windows Explorer). These figures change as the document itself changes.

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Document Info

Document Title: A document title can differ from the File name, and is customizable.

Note: The document Title can be displayed instead of the file name by choosing that option in the **Initial View** 180 section.

Author: This field is customizable.

Subject: This field is customizable.

Keywords: Separate keywords with comas to make searching the for the document quicker.

PDF Producer: Displays the name of the module or program that created the PDF.

Application: If known, the name of the application that created the PDF will be listed.

PDF Version: Refers to the version of PDF conformity as specified by the PDF specifications.

Created: Shows the date the file was created.

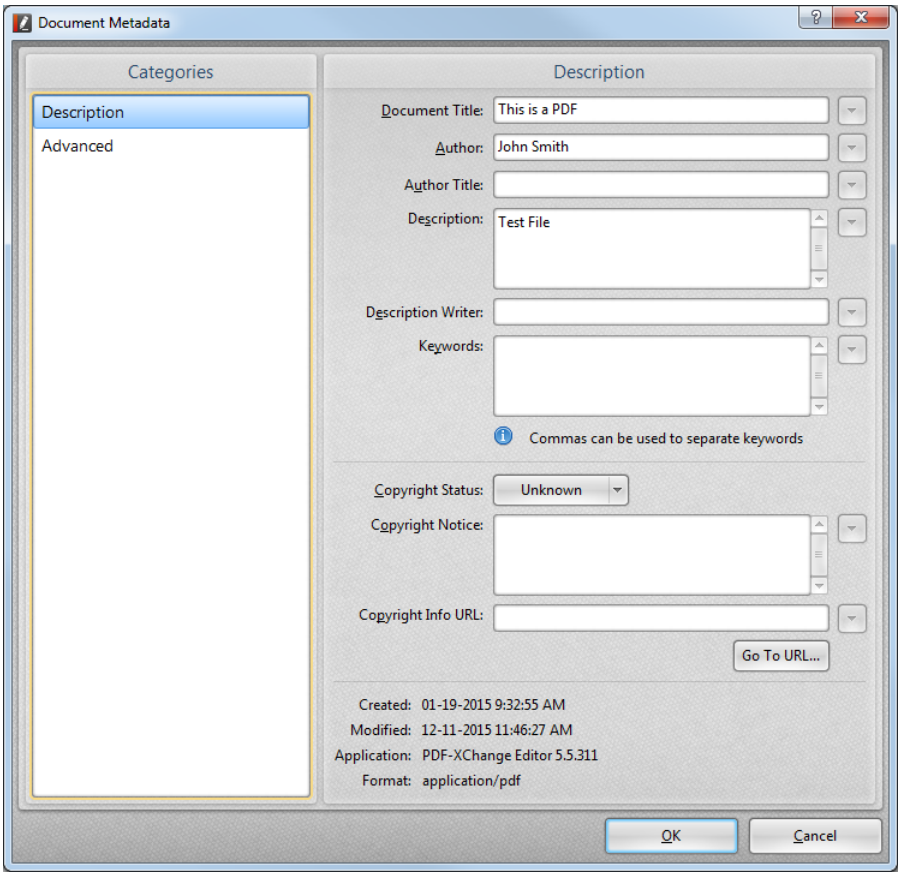
Modified: Shows the date when the file was most recently modified or changed.

Pages Count: Displays the number of pages in the file.

Page Size: Shows the pages size within the file.

Additional Metadata...

The Document Metadata window allows the ability to enter additional custom data into the fields of the Description section.



Document Properties> Document Metadata window

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Description: The Document Metadata window allows the entering of additional custom data into the fields of the **Description** section.

Description Writer

Copyright Status

- **Unknown**
- **Copyrighted**
- **Public Domain**

Copyright Notice is a notice of statutorily prescribed form that informs users of the underlying claim to copyright ownership in a published work.

Copywriting Info URL

Advanced: Advanced dialog shows raw structure of the XML metadata. It also will allow to export/ import/delete features.

Note: This feature was not implemented at time of documentation.

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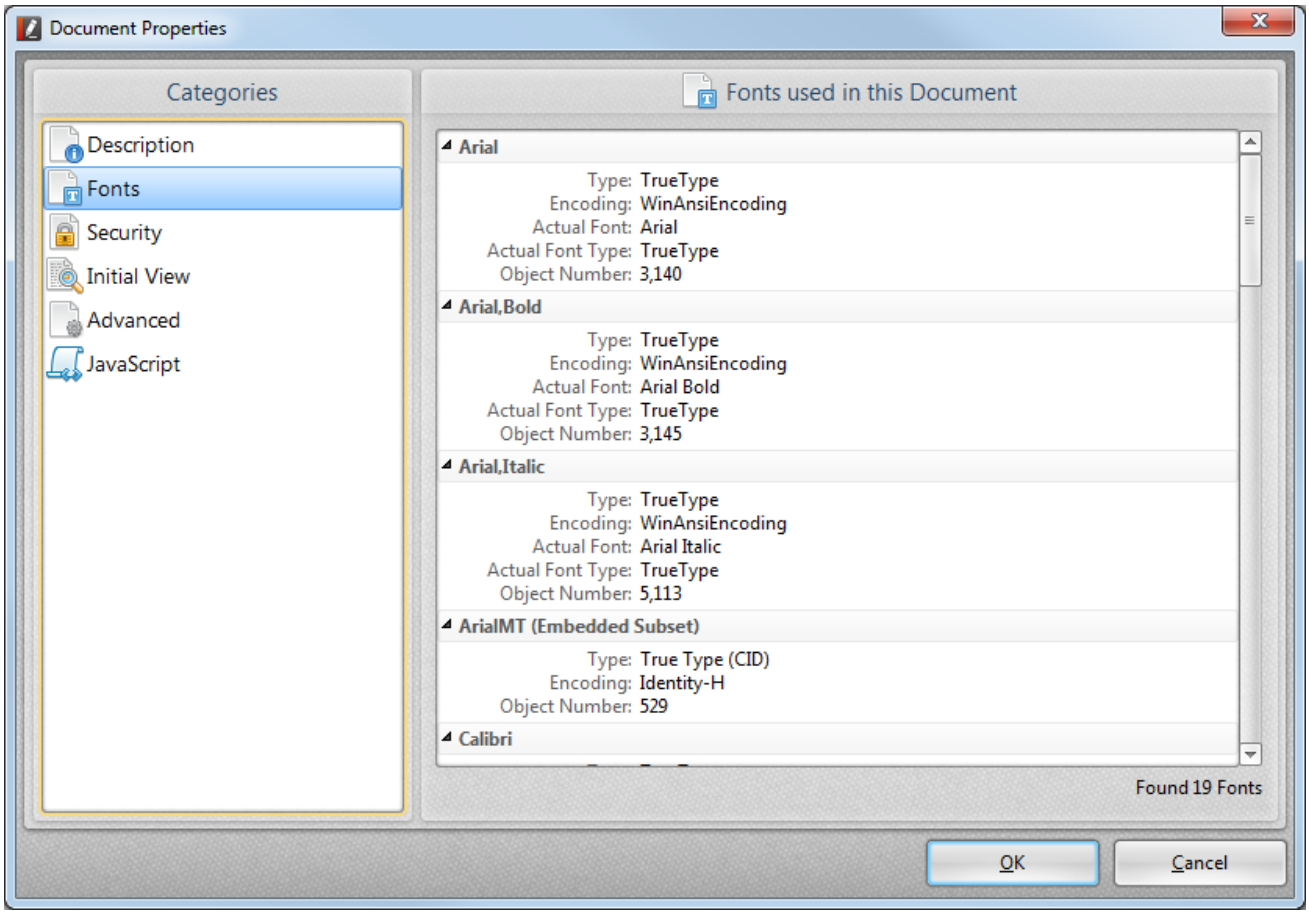
7.1.16.2 Fonts

The **Fonts** tab [**File** > **Document Properties** > **Fonts**] displays the font information for the PDF document. This can be quite useful in resolving PDF display issues across platforms, especially in the case of missing fonts.

Note: The information displayed here is View Only. Fonts can be embedded, or unembedded using the **Save Optimized Copy** feature.



Document Properties> Fonts Window

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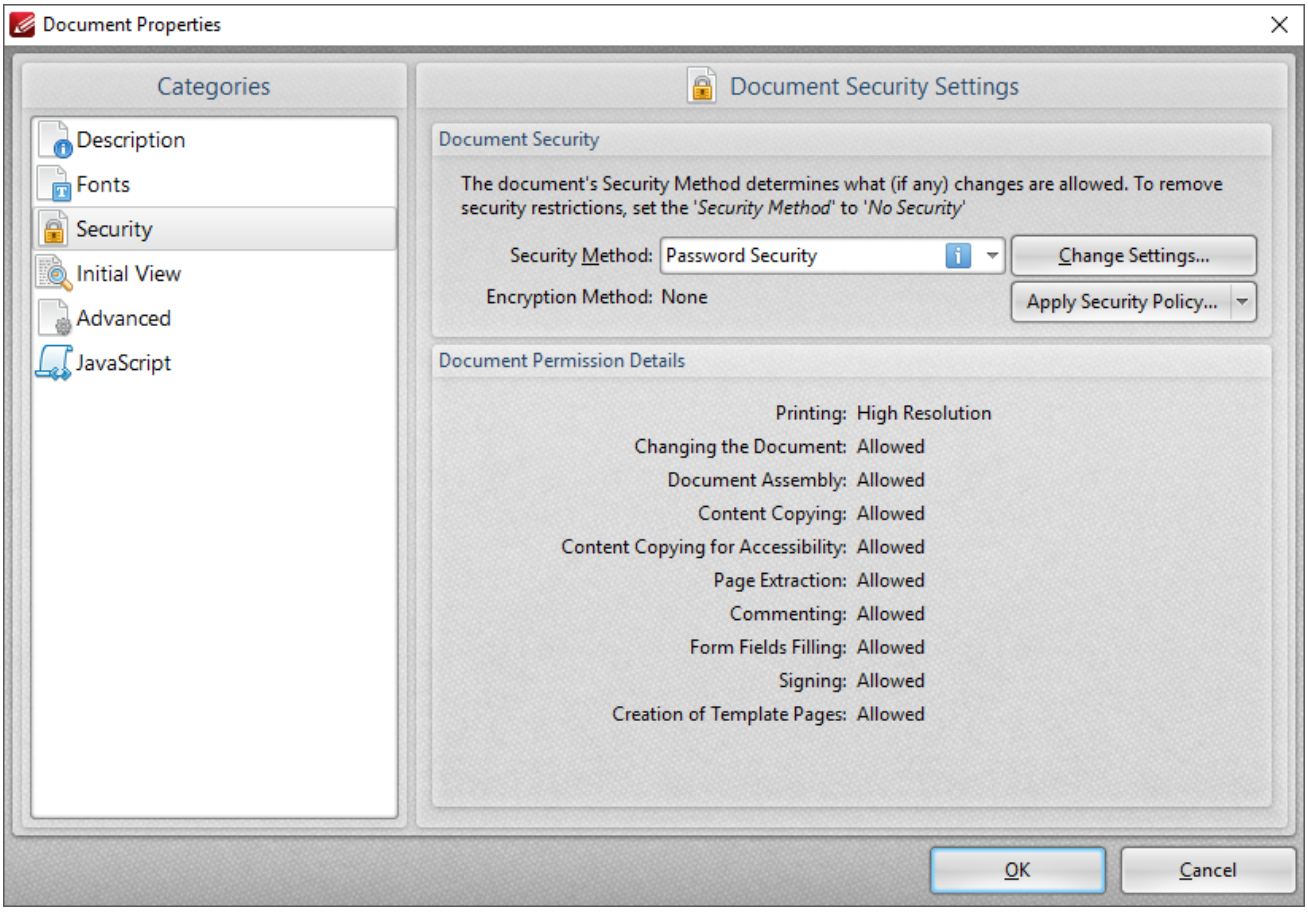
7.1.16.3 Document Security

The **Security** tab [**Document> Properties> Security**] allows the ability to view, implement, and manage document permissions, password, and certificate security policies.



Document Properties> Security window

Document Security

PDF documents have the ability to use encryption and passwords to secure a document such that it cannot be opened without the password. The **PDF-XChange Editor** supports a range of encryption strengths, depending on what Adobe version compatibility selected, the strongest security being compatible with only the latest versions of Adobe Reader.

Security Method selects the security method to apply. When a new security method is selected the appropriate settings window for that policy will open. Click on one of the links below to jump to that method's documentation section.

- **No Security**
- **Password Security** 170
- **Certificate Security** 170
- **File Open** 170

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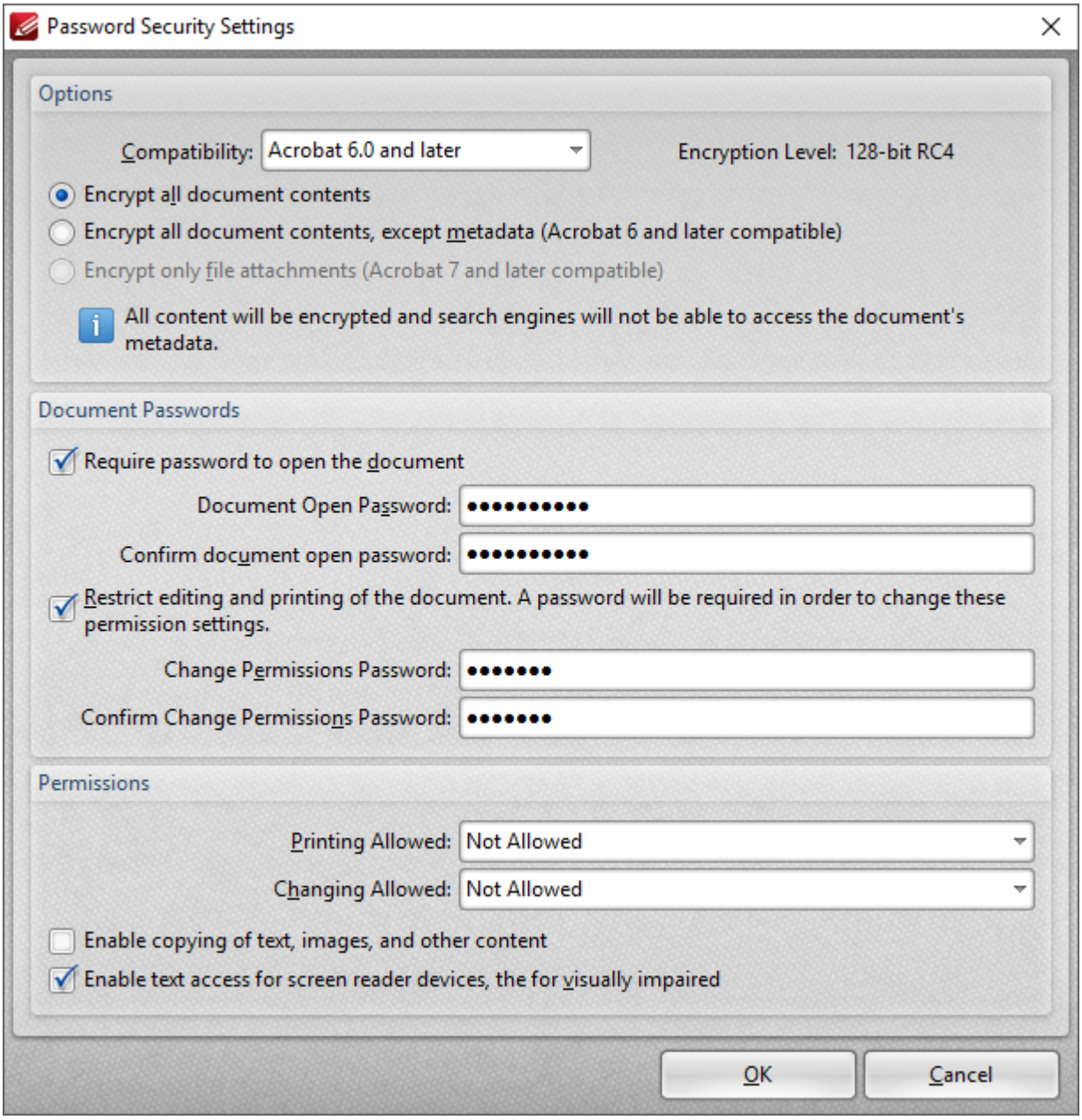
Encryption Method

Change Settings... Changes the settings of the currently active security method by launching the appropriate settings window for the policy.

Password Security



Password Security settings window

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Options

The options section sets the compatibility and encryption levels for the security policy.

Compatibility: newer compatibility will increase the strength of that security policy, however, files using the newer incompatibilities will only be compatible with later versions of most compliment PDF readers.

Encrypt all document contents will cause all the content in the document to be encrypted.

Encrypt all document contents except metadata allows the metadata to be accessed and modified.

Encrypt only file attachments will encrypt only documents that are attached to the current document.

Document Passwords

Create passwords for opening and/or modifying a PDF

Require password to open the document With this option selected, users will be prompted to enter a password when trying to open the document. In the **Document Open Password** field, type the password desired, then confirm the password in the field directly below.

Restrict editing and printing of the document. A password will be required in order to change these permission settings. This option will allow the document to be opened and viewed, but will restrict changes to the document depending on the **Permissions** selected.

Permissions

Specify the permissions for this security policy.

Printing Allowed: define printing permissions.

- **Not allowed** printing will not be allowed.
- **Low resolution** printing will only be available at low resolution.
- **High resolution** Printing is allowed at full resolution.

Changing Allowed defines the changes that can be made to the document after the security policy has been implemented.

- **Not allowed** no changes will be allowed.
- **Inserting, deleting, and rotating pages**
- **Filling in form fields and signing existing signature fields**
- **Commenting, form field filling, and signing existing signature fields**

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- **Any, except extracting pages**

Enable copying of text, images, and other content will allow for text to be copied out and modified.
Enable text access for screen reader devices, for the visually impaired.

Certificate Security

Certificate security will be shown only when a document already has a certificate security method implemented. To certify a document, go to **Document> Digital Signing> Certify (invisible)**.

For more information, see the **Digital signing** 430 section.

File Open
File Open security will be shown only when a document already has that security method implemented. File Open is a third party Digital Rights Management software.

Go to **http://www.fileopen.com/** for more details.

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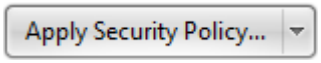
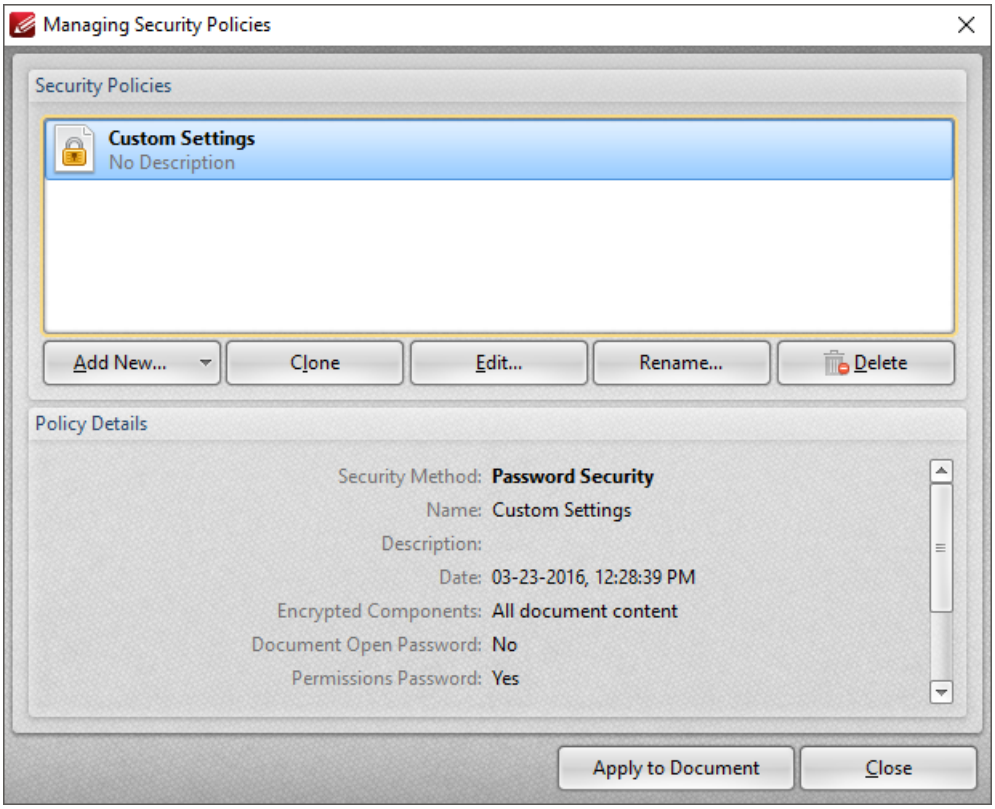


Opens the **Managing Security policies** window.



Managing Security Policies window

Add New adds a new security policy.
Clone copies the selected security policy
Edit... modifies the selected security policy.
Rename... renames the selected security policy.
Delete deletes the selected security policy.

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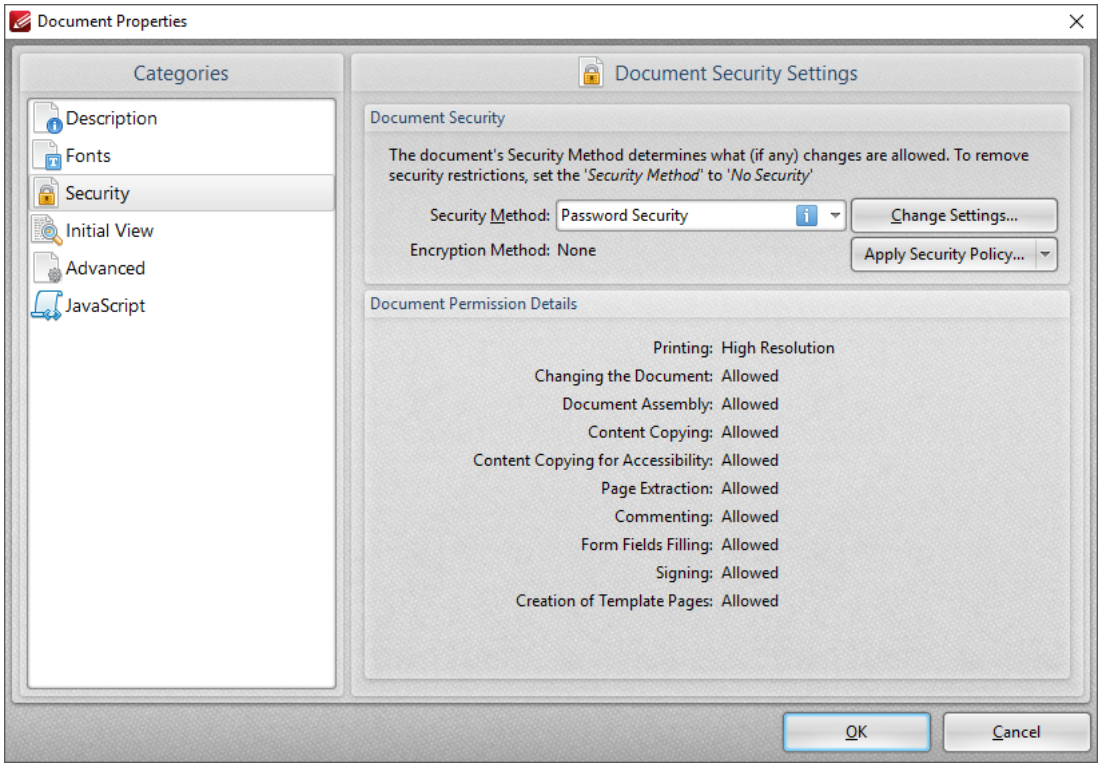
To secure a document with encryption and a password do the following:

1. Open the PDF document in **PDF-XChange Editor**
2. Click **File> Document Properties (CTRL+D)**
3. In the **Document Properties** window select **Security [categories] > Document Security > Security Method > Password Security** *[drop down menu]*, or **Apply Security Policy...**



4. This opens the **Password Security Settings** dialogue. Choose the encryption strength in the **Compatibility** field. Later versions of Adobe Reader support stronger encryption but the resultant document will be readable by fewer users.

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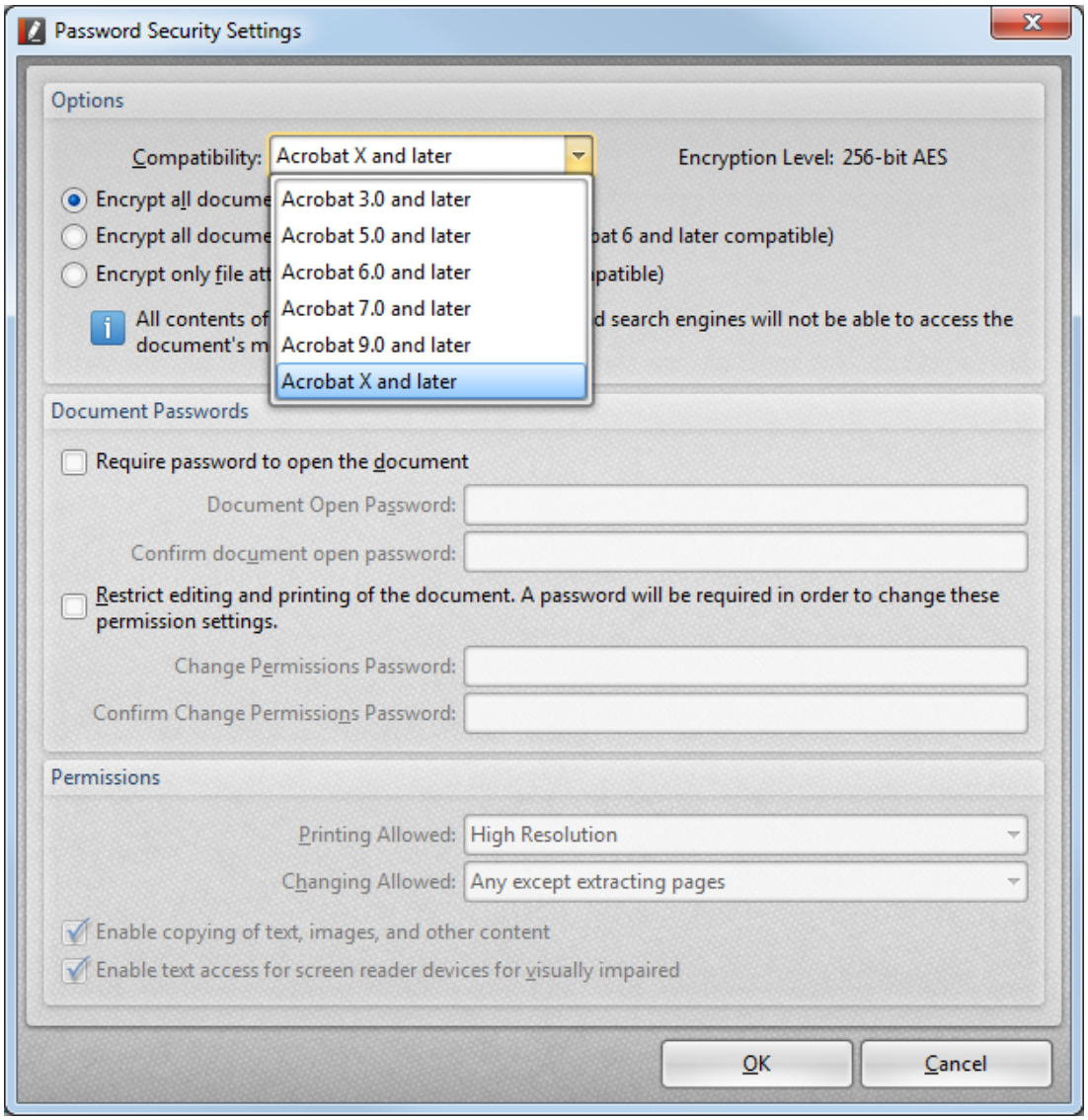

5. **Enter passwords where indicated and applicable.**
   In PDF XChange Editor, there are two separate password fields. These two MUST be different. The first password is for opening of the document, and that is the one that the author will send to general users. The second password is to set the permissions, remember this one to be able to change the document or to remove security from the document. This would be the "master password" so to speak.

See the bottom of this section for instructions on how to remove security.

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Managing Security Options:

In PDF-XChange Editor, you can set two passwords. One is required to open the document for viewing purposes, the other is set to restrict what can be done to the document. These passwords can be used together or independently.

Permissions:

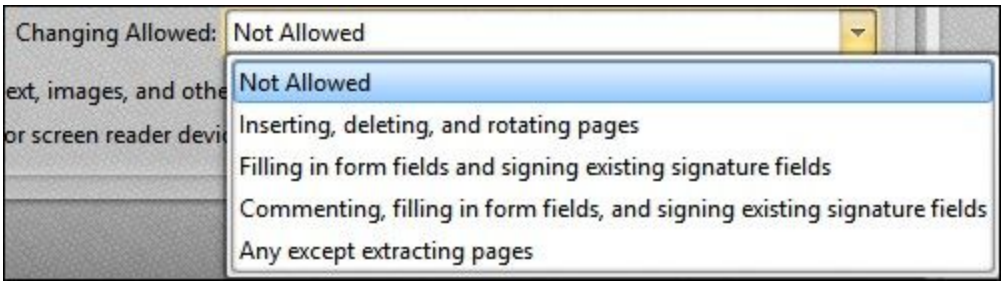
The default preferences should be set to not allow users to do anything but read the document.

Printing Allowed:

-Not allowed
-Low Resolution
-High Resolution

Setting printing permissions to either High Resolution or Low Resolution will set the program to not prompt for a password while printing.

Changing allowed:



Functions that are specified to not be allowed will not prompt for a password, they will simply be greyed out and unusable.

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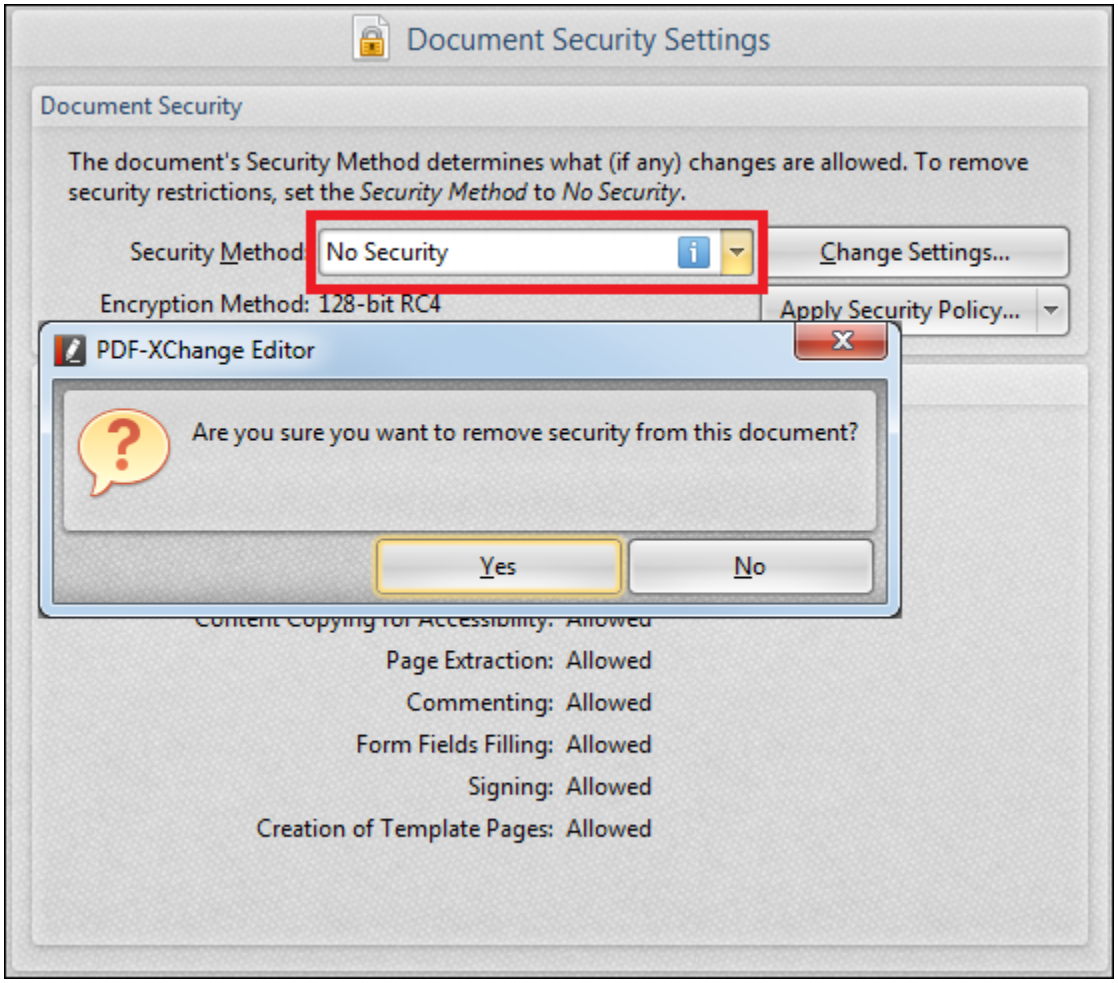
Removing Security

Please note that knowledge of all passwords attached to the document is required to remove security.

In the first security window: **File> Document Properties> Security** *[sidebar]* **>Security Method:** *[Change to]* **No Security**



File > **Document Properties** > **Security** Remove security warning

When opened, a dialog is displayed to type the previously mentioned "master" password, e.g. the one used to manage permissions for making changes to the document. If permissions editing has not been restricted there is no need to type a password at all. If a prompt is displayed simply type in the password used to open the document.

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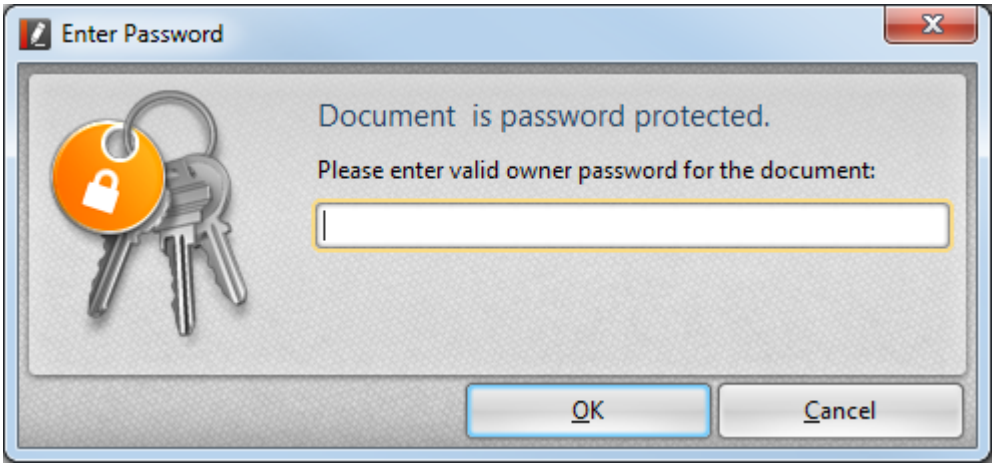

Please note that support provided by Tracker Software regarding security issues is very limited. Make sure to remember your password(s).

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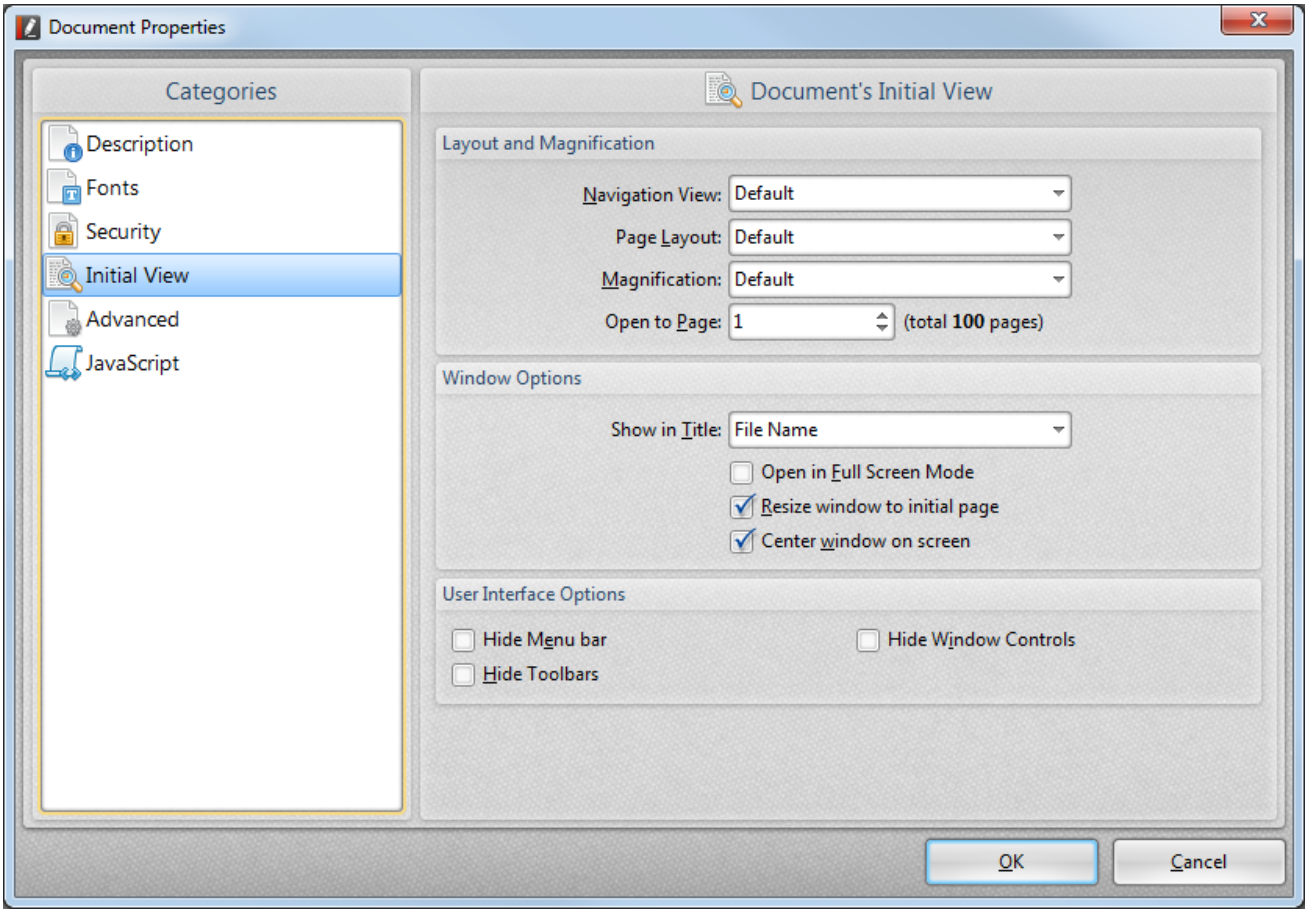
7.1.16.4 Initial View

The **Initial View** section [**File** > **Document Properties** > **Initial View**] allows specifying viewing parameters within a file when it is opened, regardless of the application used.



Document Properties > **Initial View** window

Layout and Magnification

Navigation View: The navigation view option allows which Panes are visible when the file is opened.

- **Default:** The viewing application's default settings will be used.
- **Page Only:** Only the File will be displayed.
- **Bookmarks pane and page:** The **Bookmarks Pane** 284 will be displayed with the file.
- **Thumbnails pane and page** The **Thumbnails Pane** 296 will be displayed with the file.
- **Layers pane and page** When the file is opened, the **Layers Pane** 306 will be displayed with the file.

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- **Attachments pane and page** When the file is opened, the **Attachments Pane** 309 will be displayed with the file.

Page Layout: Defines the default page layout for the document.

- **Default**
- **Single Page** Only one page can be viewed at a time unless otherwise specified.
- **Continuous** The pages will be displayed in a single smooth scrolling column.
- **Two Pages - Continuous** The pages will be displayed in 2 smooth scrolling columns. Page 1 on the left, page 2 to the Right, page 3 beneath page 1 and so on.
- **Continuous - Cover page** The pages will be displayed in 2 smooth scrolling columns with a cover page. Page 1 on the on to the right of a blank space, page 2 beneath the blank space, page three to the left of page 2**.** This mode helps show the pages in a book-like fashion.
- **Two Pages** Only 2 pages side by side will be shown at a time.
- **Cover Page** Only 2 pages will be shown at a time side by side, with a blank space at the beginning of the document like when continuous cover page is set.

Magnification: The option chosen here defines the default zoom level when the file is opened.

- **Actual Size** The file pages be displayed in its real size, as if it were printed. Results may vary depending on resolution and dpi.
- **Fit Page** the pages will be displayed so that the full page is visible.
- **Fit Width** The pages will be displayed so that their left and right sides are at the edge of the viewing area.
- **Fit Height** The pages will be displayed so that the top and bottom of the page are at the top and bottom of the viewing area.
- **Fit Visible** The pages will be displayed so the entire page is visible within the confines of the viewing area.
- Custom magnification percentage (**%**)

Open to Page: The number selected in this field indicates which page the document opens to by default.

Note: These settings can be overridden by the viewing application. The Editor will ignore the settings above if custom settings are used in the **Edit** > **Preferences** > **Page Display** 208 section.

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Window Options

Show in Title: This section defines what is shown in the document tab while the file is being viewed. **File Name**, Or **Document Title** as described in the **Descriptions** 166 section.
Open in Full Screen Mode: This will cause the document to automatically open in full screen if allowed by the viewing application.
Resize window to initial page: This option will resize the window frame to the same size as the first page viewed in the Document.
Center window on screen: This option centers the window on the monitor.

Note: The Editor Ignores the parameters "**Resize window to initial page**" and "**Center Window on screen**".

User Interface Options

Hide Menu bar A flag specifying whether to hide the interactive PDF processor's **menu** 603 bar (File, Edit, View...) when the document is active.
Hide Toolbars A flag specifying whether to hide the interactive PDF processor's **toolbars** 283 when the document is active.
Hide Window Controls A flag specifying whether to hide user interface elements in the document's window (such as scroll bars and navigation controls), leaving only the document's contents displayed.

Note: Many of these features can be overridden by the viewing application.

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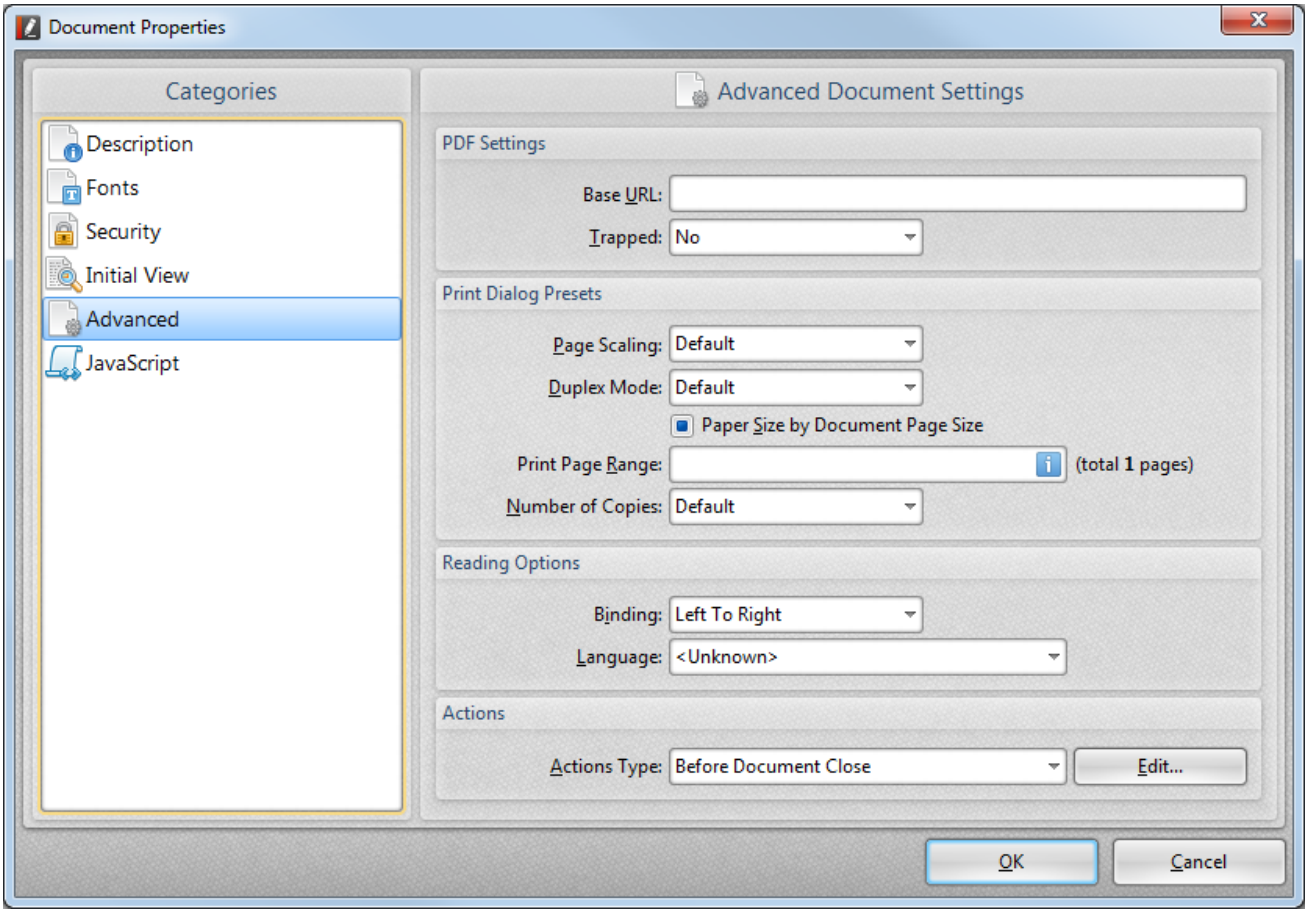
7.1.16.5 Advanced

The **Advanced** tab [**File** > **Document Properties** > **Advanced**] allows setting advanced properties for the document, such as print setting overrides and more.



Document Properties > **Advanced** window

PDF Settings

Base URL Specifies a base URL for web links in the PDF document. This makes it easy to manage web links to other websites. If the URL to the other site changes, simply edit the base URL and not have to edit each individual web link that refers to that site. The base URL is not used if a link contains a complete URL address.

Trapped Trapping is a complex process that depends on the interaction of various color, ink, and printing factors; the correct settings vary, depending on specific press conditions. Do not change the default trap settings unless your print service provider has been consulted.

- **Yes**
- **No**
- **Unknown**

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Print Dialog Presets The Print Dialog Presets override the viewing application's default print settings in favor of the ones customized in within the file.

Page Scaling

- **Default** The default print settings of the viewing application will be kept.
- **None** No page scaling will be used.

Duplex Mode Allows you to specify the default duplex mode for printing the file.

- **Default**
- **None**
- **Long Edge**
- **Short Edge**

Paper Size by Document Page Size If selected, the document's pages will not be scaled, and the pages size will be determined by the size of the pages in the PDF.
Print Page Range Individual pages are indicated by their numbers beginning with 1. Sequential page ranges may appear as hyphenated inclusive ranges, e.g. 2-5 will select pages 2, 3, 4, and 5. Multiple page ranges may be specified, separated from one another by commas.
Number of Copies

- **Default**
- **Custom number**

Reading Options Allows setting the default reading direction and language for the file. This is useful when delivering files in languages that use right to left reading to other users. If set properly, users should not need to manually set his or her reading direction or language for the file they have received.

Binding

- **Left To right** (LTR) Set this option for standard languages the read left to right such as English, French, Latin, German and many many more.
- **Right To Left** (RTL) Set this option for languages the read right to left such as Hebrew, Arabic, Persian, Urdu, Yiddish and more.

Language

- **Unknown**
- **Specified Language**

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Actions Actions can be set to do many tasks, such as go to a webpage, or open another file. The Link Tool 566 and Bookmarks 284 make use of these actions.

Action Type Actions can be defined at the times defined in the Action Type drop down menu

- **Before Document Closes**
- **Before Document Saving**
- **After Document Saving**
- **Before Document Printing**
- **After Document Printing**

Edit The Edit button corresponds to the currently selected Action Type from the adjacent drop down list. Clicking on the Edit button brings up the standard **Edit Actions List.** Each of these actions are defined in the Link Creation Tool 566 section.

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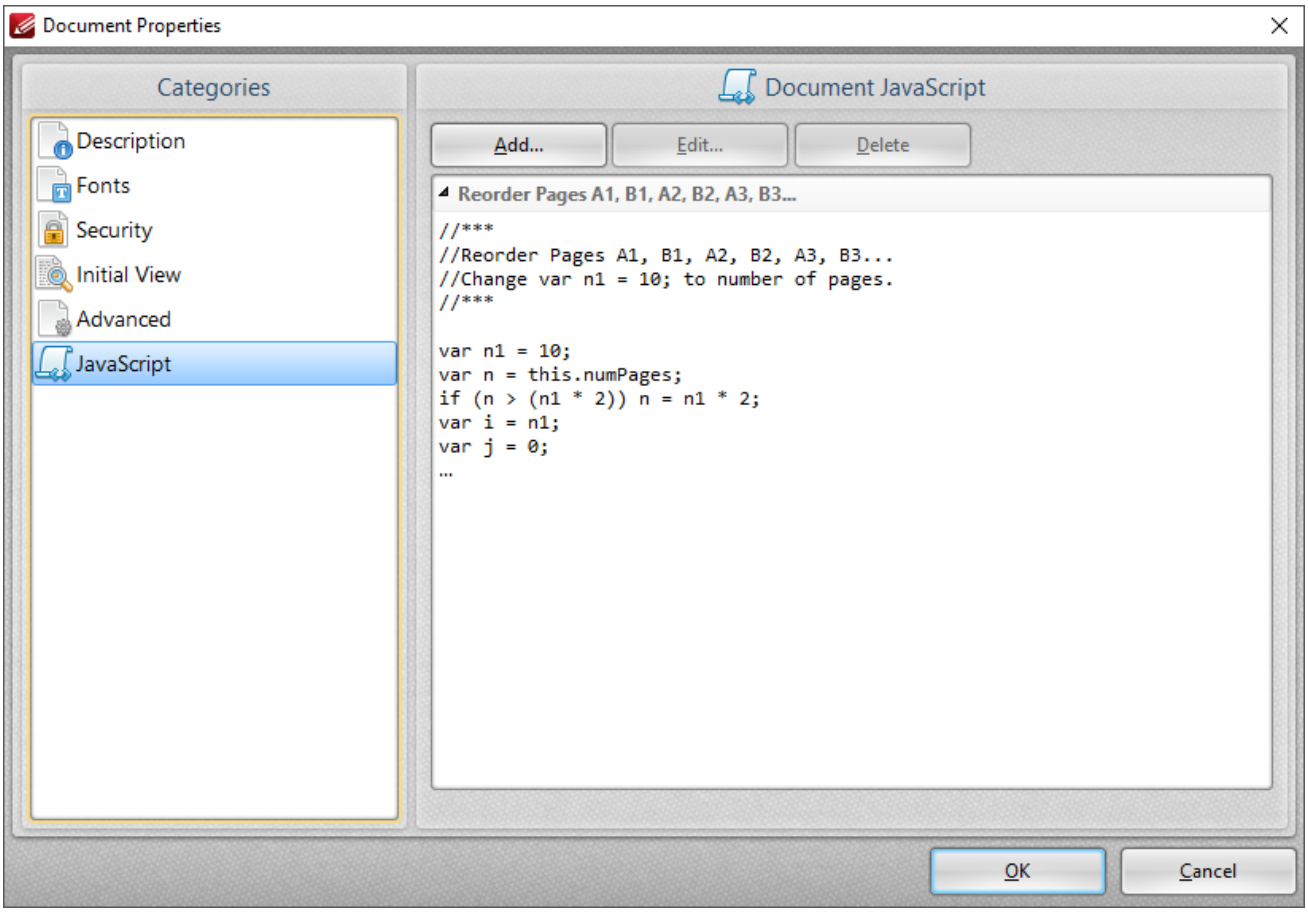
7.1.16.6 JavaScript

The **JavaScript** section of the Document Properties lists JavaScripts that may be acting on the document. New JavaScripts can be created and any existing ones can be modified from here. For more information for using JavaScript in PDF please see the **JavaScript API reference**.



Document Properties> JavaScript window

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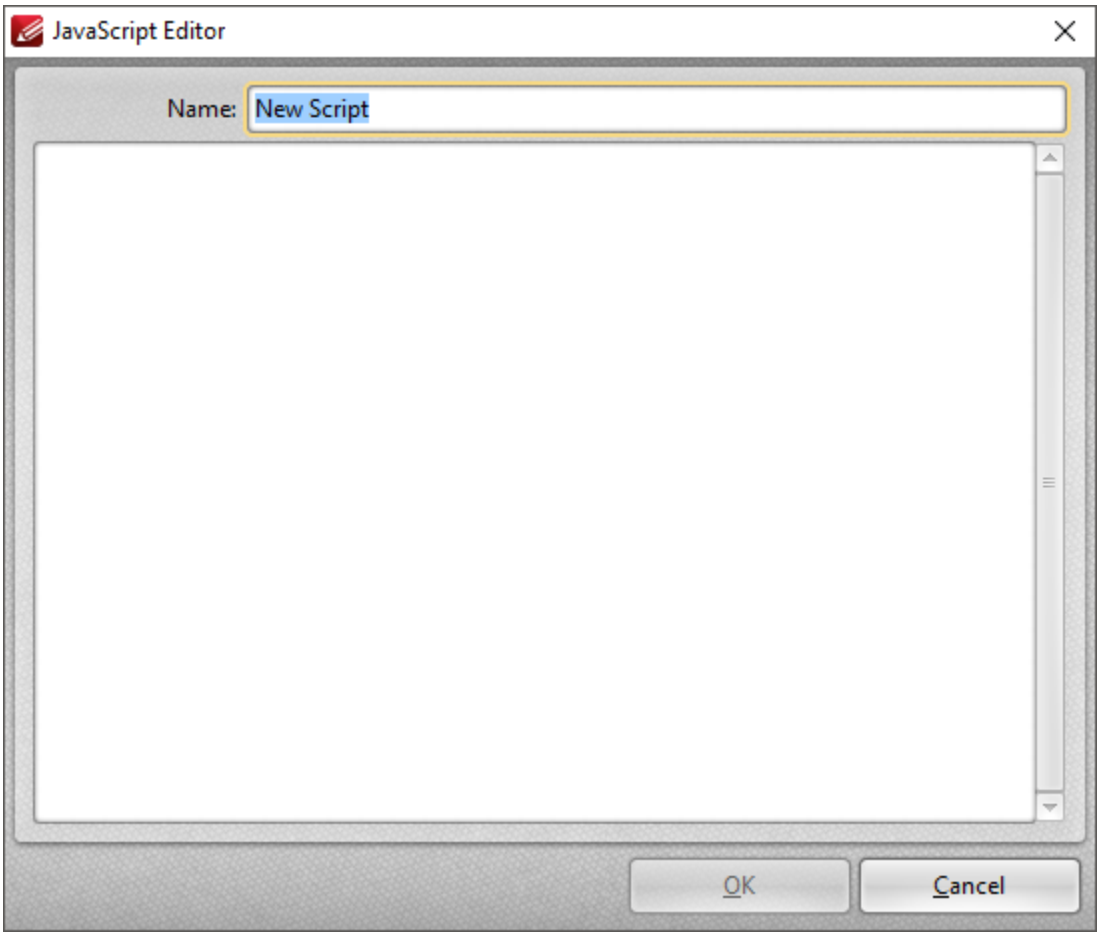
Add... opens the JavaScript Editor window where a new script can be implemented.



JavaScript Editor window

Edit... opens the JavaScript Editor for the selected JavaScript for modification.
Delete removes the selected JavaScript from the list.

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7.1.17 Copy Full File Name

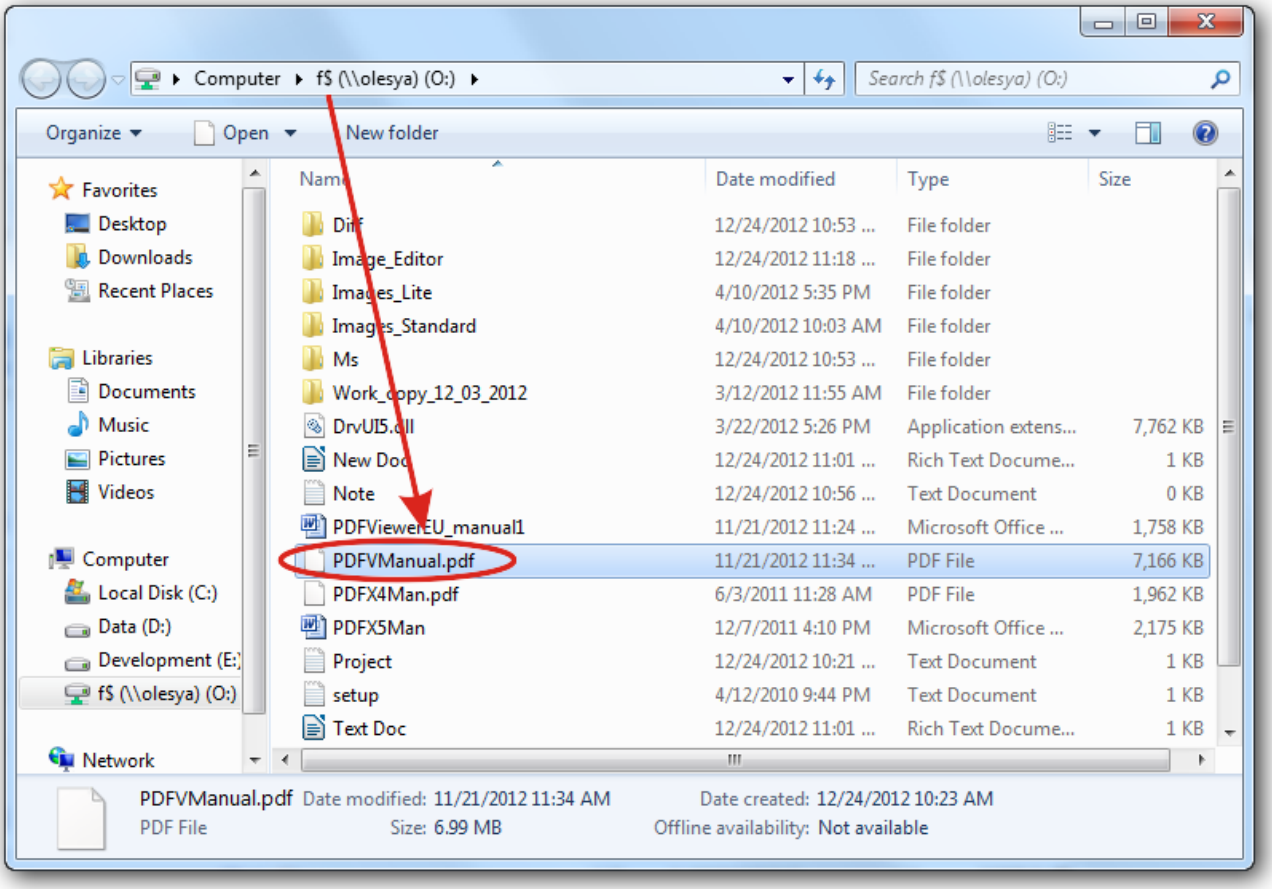
Copies the fully-qualified file name of the active PDF to the Clipboard.

For example, the copied path name for the demo file used in this documentation is:

F:\Samples_Editor\PDFVManual.pdf

7.1.18 Open Containing Folder...

Open Containing Folder allows opening the folder containing the active PDF document in Windows Explorer. When the folder opens, it does so with the active document selected:



7.1.19 Exit

Exits the **PDF-XChange Editor** program.

Selecting this option with open PDF files that have been modified, will prompt whether or not to save the changes.

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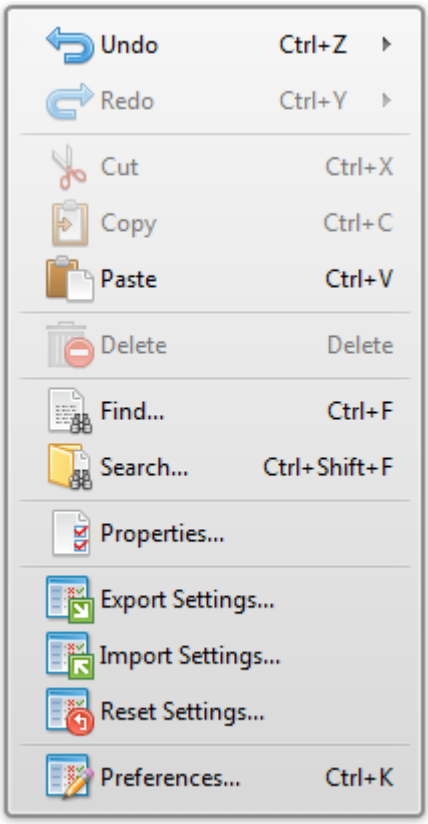
7.2 Edit

The **Edit** menu items are concerned with modifying PDF information.



Undo, **Redo** buttons control the last editing changes made to the document.

Cut, **Copy** and **Paste** interact with the windows clipboard.

Delete will delete the selected item.

Find... 189 Brings up the **Find bar.**

Search... 192 brings up the **Search Pane.**

Properties... 315 brings up the **Properties Pane.**

Export Settings... 199 Will export your settings to a data file.

Import Settings... 200 will bring up a dialogue for the user to navigate to a saved settings file.

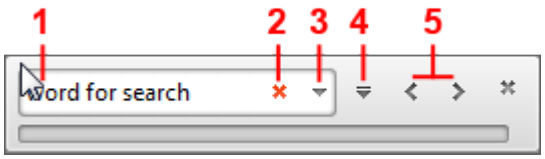
Reset Settings... 200 will reset all settings to their defaults.

Preferences... 201 will bring up the Preferences Menu

7.2.1 Find

Find quickly allows searching for specific text within the currently opened PDF document.

In the **Main Menu** choose **Edit > Find** or keyboard shortcut **[CTRL] + [F]**.



Find toolbar

The controls on this toolbar are:

1. **Enter Text to Find**. Search field to enter the text to be searched.
2. **Clear Search**. Deletes a word(s) from the Find search field.

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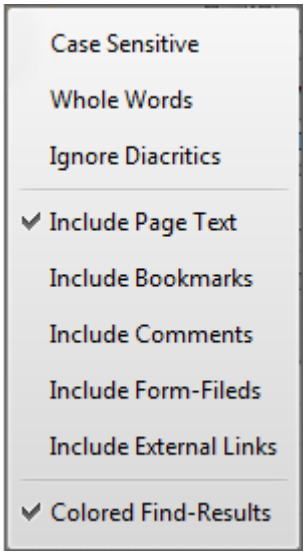
3. **Drop-down List of Previous Search Terms**. This button allows selection from a drop-down list of previously searched terms.
4. **Find Options**. Sets the Find options that specify how the search term will be searched, what objects are searched in the current PDF document and how the results will be presented.



Drop-down list of Find Options

Case Sensitive. Finds the words distinguishing between upper-case and lower-case letters. For example, if this option is chosen for the word "*WHO*" (World Health Organization), in the search results, only the words in all capital letters "*WHO*" are returned but there are no results for"*Who*" included.

Whole Words. Searches for whole words. For example, with this option your search the word "*theater*" will show you all occurrences the word "*theater*" but will not show any "*the*".

Ignore Diacritics. With this option you can search words with any variation of characters such as character with accent or tilde etc. For example, if you need to search a word in French, Polish text etc., you can tape a word without marks that is placed over, under, or through a letter: you can tape "*facon*" instead of "*façon*".

Include Page Text. Searches the text through pages content.

Include Bookmarks. Searches the text in the Bookmarks panel.

Include Comments. Searches the text of any comments added to the PDF, as viewed in the Comments panel.

Include Form-Field. Searches the text in the Form-Fields.

Include External Links. Searches the text in hyperlinks (non-visible text in links to web-sites or to the other documents) but doesn't do it in hypertext.

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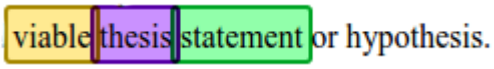
Colored Find-Results. Highlights each word of the searching text in a different color. For example, if you find the text "*Viable thesis statement*" with this option, results will look like



5. **Find Previous/Next Entries**. Allows to move to the next (right arrow) or previous (left arrow) entrance the sought text.

Note: It should be noted that PDF files created from solely Image based content (e.g. scanned to PDF) cannot be text searched - there is no actual text within the PDF file - simply an image of the page, even though the image may represent text. Such feature requires using OCR (optical character recognition) functionality available in **Document>** **OCR Pages...** 430

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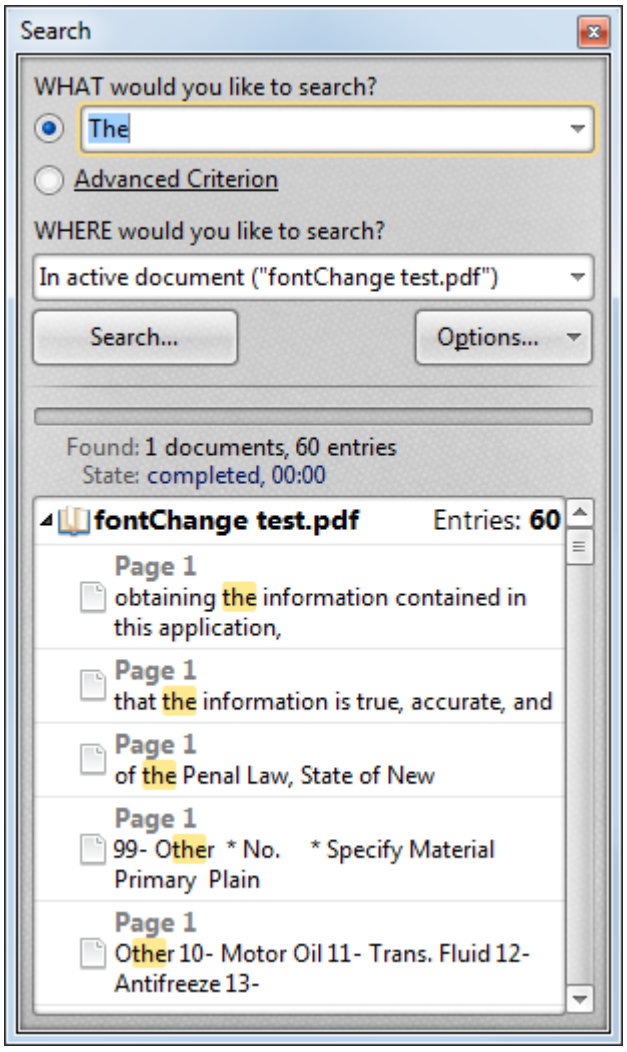
7.2.2 Search

Search can be used to search documents, folders, portfolios, comments, forms, and more. The **Search pane** is activated by going to **Edit >Search** from the main menu or using keyboard shortcut **[Ctrl]+[Shift]+[F]**.
It differs from **Find** in that it will search either the active PDF document, or multiple PDF's in selected Folders. Whereas **Find** will only search the active document.
After the search, you may click on any selection in the results list to jump to that page



Search Pane

WHAT would you like to search? In this field, users can type keywords or phrases (query). Users who wish to fine tune the search results should use the **Advanced Criterion options.**

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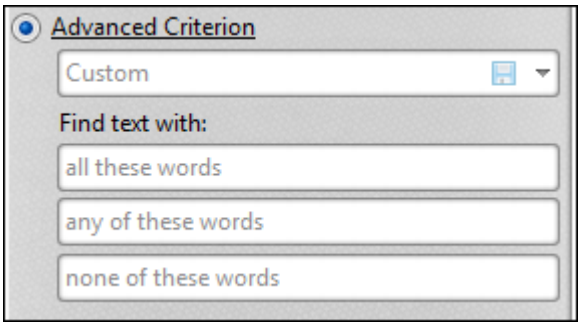
Advanced Criterion: Choosing this option will expand the search pane and provide the following fields which can be used to fine tune a search.



Advanced Criterion expanded fields

Custom: Choose from preexisting Advanced Criterion. If no saved advanced criteria exist, the option will not be active.
Once an advanced search criteria is entered, the save button becomes active allowing the user to save that search for future use.

Find Text with: The Advanced search criterion will only include **Find text with all these words**, **Find text with any of these words** and **Find text with none of these words**.

- **all these words:** Results will only include text strings with all the words typed into this field regardless of their order.
- **any of these words:** Results will include any of the words typed into this field.
- **none of these words:** Results containing words typed in this field will be excluded.

Note: These words can be adjacent or include other words between them. Check **Proximity** to set a location for included or excluded words. For example, if searching for "Conifer tree" but none of "larch", you can choose the option **Words from the same page** in **Proximity**. Result window will not show you entries of "Conifer tree" if the word "larch" is on the same page.

WHERE would you like to search? Here, choose in which document(s) or folder the search will be performed on.

- **In Active Document** sets the search to include only the active PDF opened in the Editor.
- **In all open documents** sets the search to include all PDF documents currently open in the Editor
- **Browse to folder** will open a file open dialog (also known as windows explorer), where a local or mapped network location folder can be navigated to and selected from which to search.

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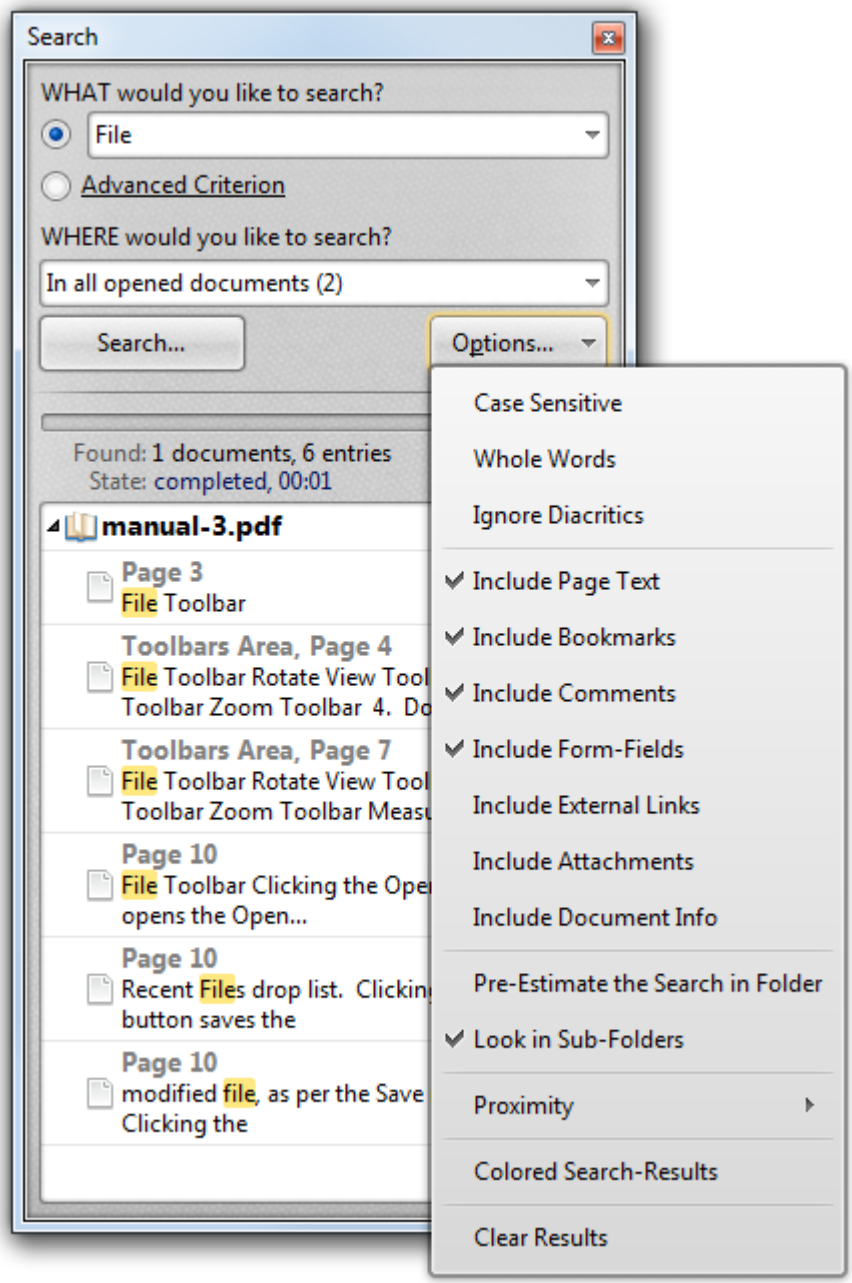
Search... button, executes the search and starts to look for the results based on specified criteria in the sections above.

Options... The options button will open a context menu, where further available options to fine tune the search criteria can be selected.



Search Options menu

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Search Options

Case Sensitive Only results which match the case of the query will be shown. (e.g. "Toolbar" and "toolbar")
Whole Words Words containing parts of the query will not be included in the results. E.g. when searching "Thermal Nuclear Radiation", if Whole Words is not selected, the results may include "The", or "clear".
Ignore Diacritics Finds the search terms with any variation of the alphabetical characters. For example, typing école finds both ecole and école. Likewise, typing ecole finds both versions. If this option isn't selected, typing ecole doesn't find école, and vice versa.
Include Page Text Page text will be included in the search results.
Include Bookmarks Text based bookmarks and bookmarks' text will be included in the search results.
Include Comments Text within comments will be included in the search results
Include Form Fields Text within form fields will be included in the search results
Include External Links Selected text within links will be included in the search results.
Include attachments Attached documents will be included in the search results. See the attachment section for more information. This also functions when working with Portfolios.
Include Document Info Document information as detailed in the document properties section will be included in the search results.
Pre-Estimate the search in folder This feature will provide a more accurate search progress for large searches that take some time to complete.
Look in Sub-Folders When using the Browse to folder search option, all sub-folders of the folder selected will be included in the search results if this setting is checked.
Proximity This sub-menu defines the search term proximity of the search results. Each proximity setting defines searches for two or more words that are separated as defined in the individual option:

- **Only Adjacent Words** Only words that are side by side will be included in the results.
- **Words from the same Paragraph** Only words that appear in the same paragraph will be included in the results.
- **Words from the same page** Only words that appear on the same page will be included in the results.
- **Words from the same Document** Only words that appear in the same document will be included in the results.

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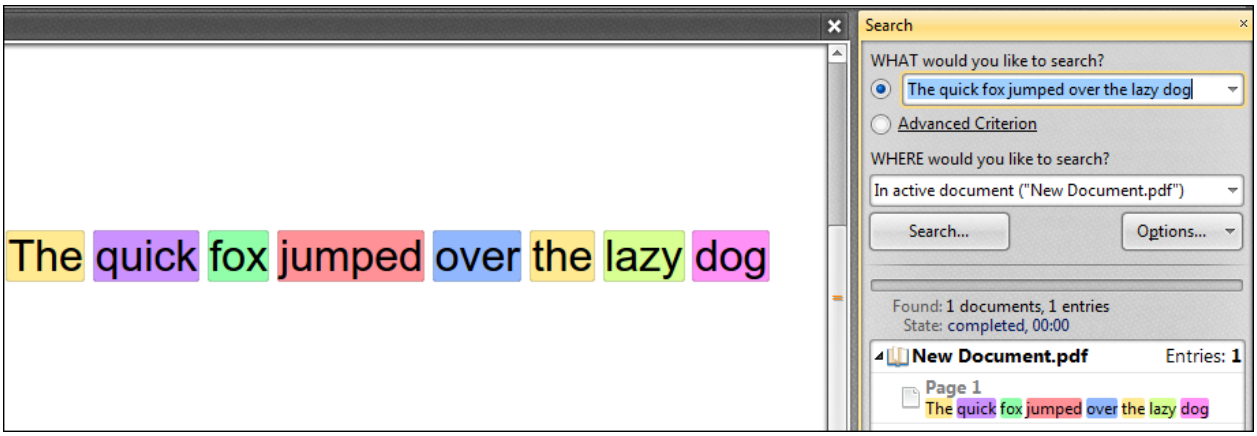
Colored Search-Results When selected, each word in a query will be displayed as different color to make the results more clear.



PDF-XChange Editor Window with **Search Pane** and **Colored search results** active

Clear results This option will clear all current results.

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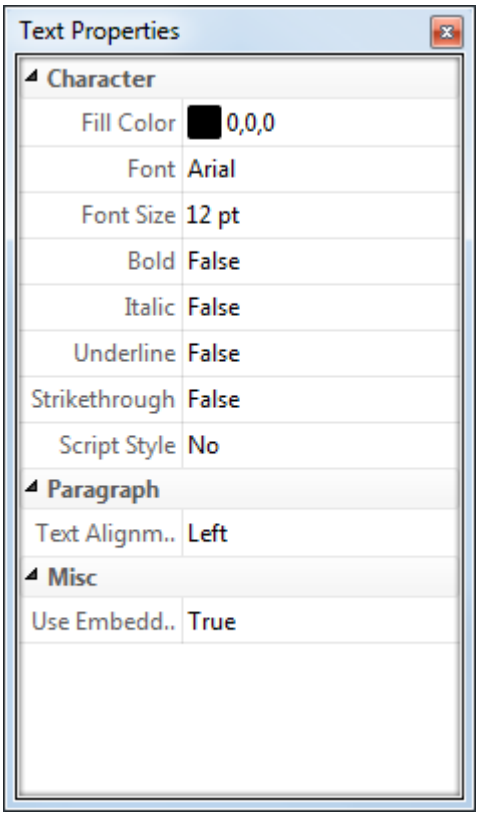
7.2.3 Properties

The **Properties Pane**, becomes active when an object in a PDF document is selected, allowing you to modify the look, feel and functionality of that tool or object. The options in the **Properties Pane** are dynamic and differ depending on what is selected. For example; while typing in somewhere like a typewriter annotation or text box, the properties pane will look like what is shown below.

Click **Edit >Properties** to toggle viewing the **Properties Pane** on or off from the menu or using keyboard shortcut [**Ctrl**¸**]+[`]**



This instance of the **Properties Pane** contains all the text dependent settings you will need to make the text within the annotation exactly how you need it.
While not typing somewhere, the Properties Pane is dependent of the active tool or object. Please see the small sample of screenshots below which illustrate this behavior.

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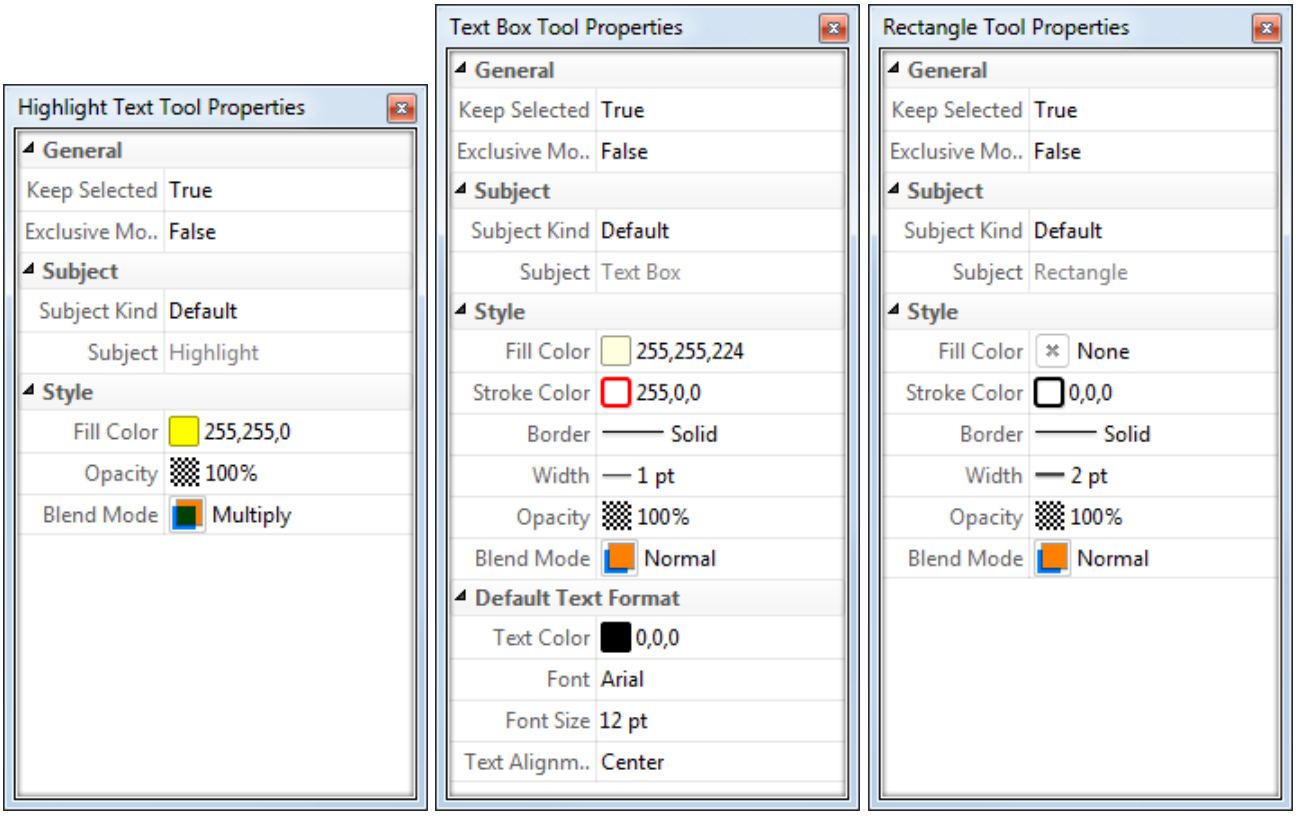

For a description of what each property does for a given tool and its related annotation, please see the **Tools section** 506.

Note: Most Properties can be modified using the **Properties Toolbar** 601.

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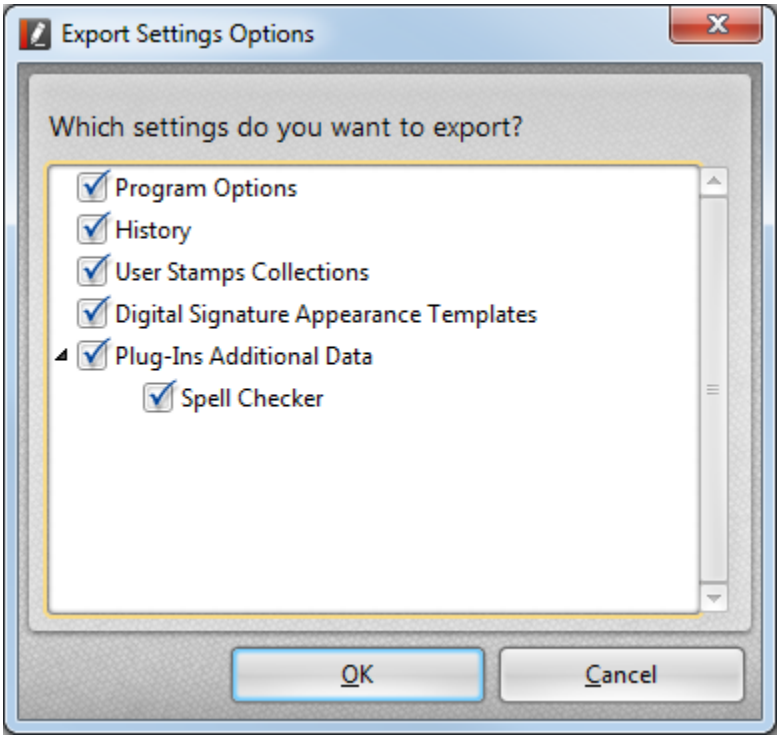
7.2.4 Export Settings...

Export settings... exports the application's settings to the data file. When the Export settings button is selected, the Export Settings Options dialog will come up.



From there, custom settings can be chosen, or excluded from the export settings function.

Program Options include all UI, toolbar, and custom comment styles.
History includes the recents list
User Stamps Collections if selected, user's custom stamp collections will be included in the settings file.
Digital Signature Appearance Templates if selected, digital signatures and templates will be included in the settings file.
Plug-Ins Additional Data Custom settings for Plug-Ins such as custom dictionaries will be included in the settings file.

Once satisfied with the options that will and will not be included in the settings file, click **Ok** to bring up the save dialog. The settings will then be saved and can be removed using the **Import Settings...** 200 option.

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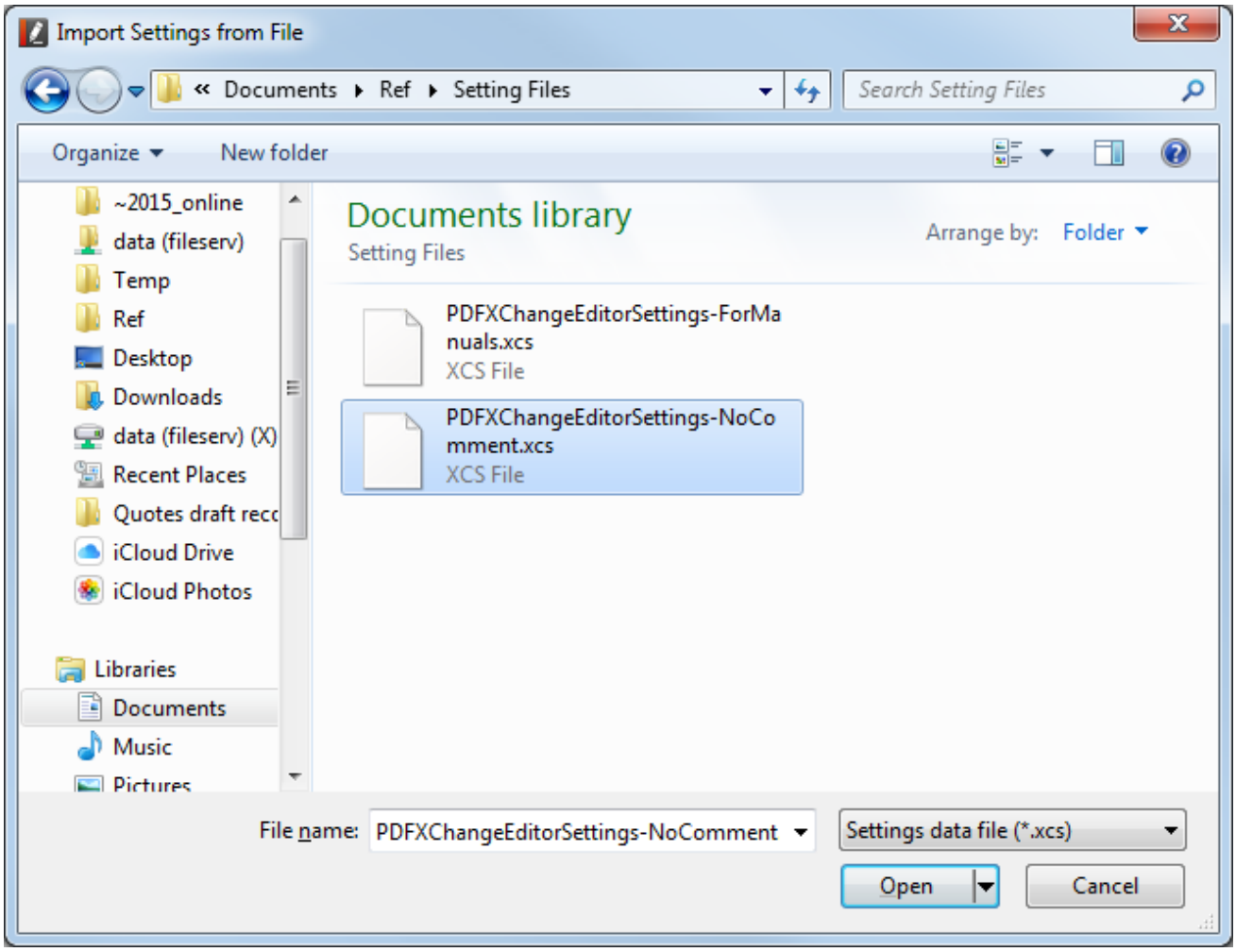
7.2.5 Import settings...

Import Settings... imports the previously saved application's settings from the data file. For instructions on creating a settings file, see the **Export Settings** 199 Section.



Note: Importing a settings file will overwrite your current settings. If you wish to retain your current settings for future use, please export them as described in the **Export Settings** 199 section

7.2.6 Reset Settings

The **Edit** > **Reset** Settings option resets all settings to the default ones.

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7.2.7 Preferences

The Preferences Section is where users have access to various application settings:

Documents 203 - options to modify document opening, document creating, layout and saving preferences.

Page Display 208 - options to condition how a PDF is initially displayed. The display may be modified by the user as necessary.

Page Text 221 - controls the text options.

Full Screen 223 - controls the visual display of PDF pages when in Full Screen mode.

Performance 226 - Options affect how well the program utilizes memory and other system resources to produce the best display.

Color Management 227 - Options to adjust color settings for PDF printing and display.

Languages 230 - Options to *localize* the editor to the chosen language.

Prompts 231 - Restore the confirmation prompt box of the operation.

File Associations 232 - Determines whether PDF-XChange Editor will be used as the default program for PDF files or whether another previously-installed application should be used.

Registration 235 - Register your copy of the **PDF-XChange Editor**.

Accessibility 237 - Controls color options for displaying PDF pages for people with poor or limited eyesight.

Measurement 239 - Determines the linear units to use for all displays.

Identity 242 - Store frequently-used information about yourself that can be added to PDF's that you are annotating. **Note:** *Such information is never exported without your knowledge and approval.*

Security 276 - The security options can be set here including interactions with external objects/ applications such as links or attachments.

JavaScript 243 - Controls the behavior of JavaScript execution within the **PDF-XChange Editor**.

Snapshot Tool 245 - Controls the behavior of the **Snapshot Tool**.

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Forms 247 - Sets the options of form fields.

Commenting 249 - Select between two ways to copy circled text into Comments.

Signatures 251 - Controls options for signature creation, setting the appearance of signatures, and how and when signatures are verified.

Scanner Presets 255 - Control the options for scanning.

Plug-ins 263 - Controls the behavior of the **Plug-ins**.

Send Mail 265 - Allows you to adjust the options for sending an e-mail.

Search Providers 279 **-** Custom search providers can be selected and defined from this screen.

Launch Applications 268 - The list of third party PDF viewers can be listed here for use in the **Launch Toolbar** .

Customize UI 271 - The user interface can be customized through this screen.

Update - The Tracker Updater can be launched from here to check for updates.

Speech 275 - Controls the behavior of the **Sound Tool**.

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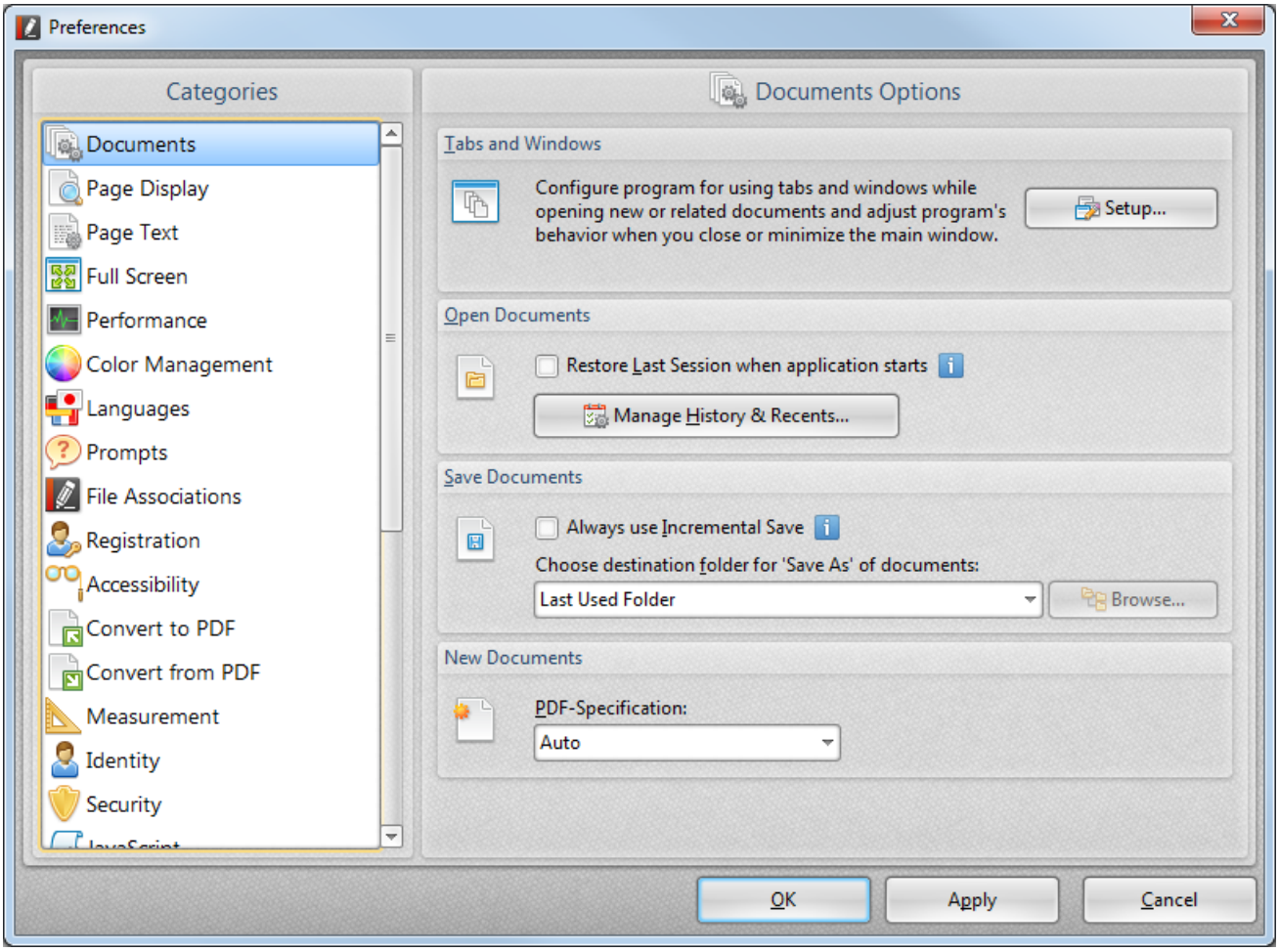
7.2.7.1 Documents

Documents preferences allow you to modify document opening, document creating, layout and saving preferences.



Preferences window >**Documents**

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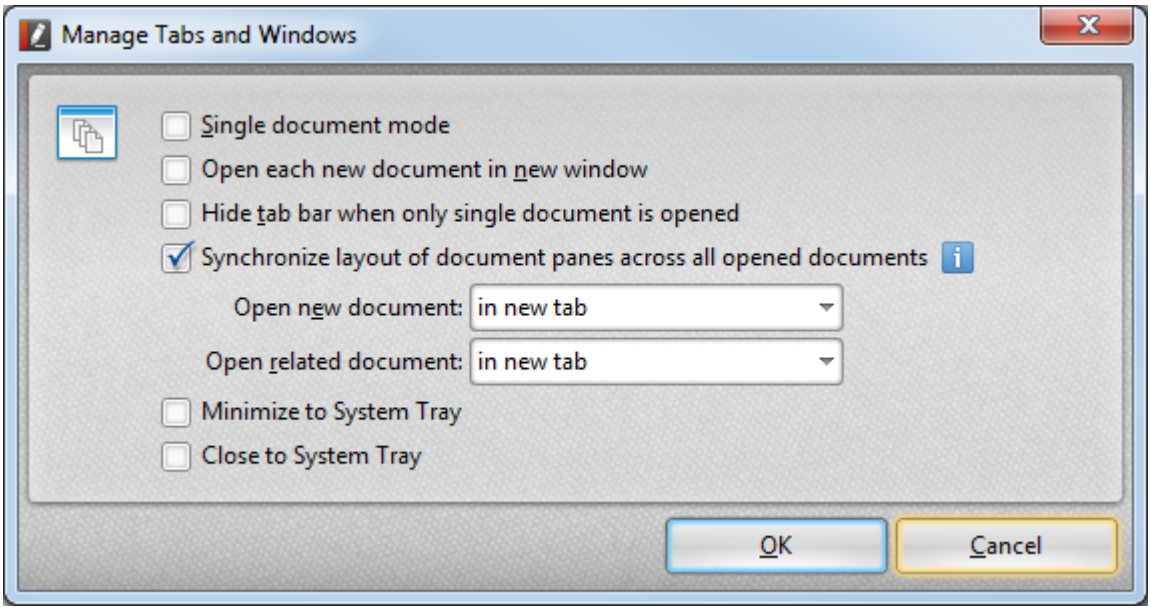
Tabs and Windows. Determines how PDF documents will be displayed by the PDF-XChange Editor. The **Setup...** button will open the following dialog box.



Single document mode. Each frame of the program may display only a single document. Multiple frames must be opened to display multiple documents.
Open each new document in new window. Each document is displayed in a new window of one program instance.
Hide tab bar when only single document is opened. Hides the tab bar when a single document is opened.
Synchronize document's panes layout across opened documents.
Open new document.

- **In new tab:** Will open new documents in a new tab to the right of all current tabs.
- **In new Adjacent tab**: Will open a new document in a tab adjacent to the currently active tab.

Open related document. A related document can be an attachment, or items found within a portfolio.

- **In new tab:** Will open related documents in a new tab to the right of all current tabs.
- **In new adjacent tab:** Will open a related document in a tab adjacent to the currently active tab.

Minimize to System Tray. When checked, the application will be minimized to system tray.
Close to System Tray. When checked, the application will be closed to system tray.

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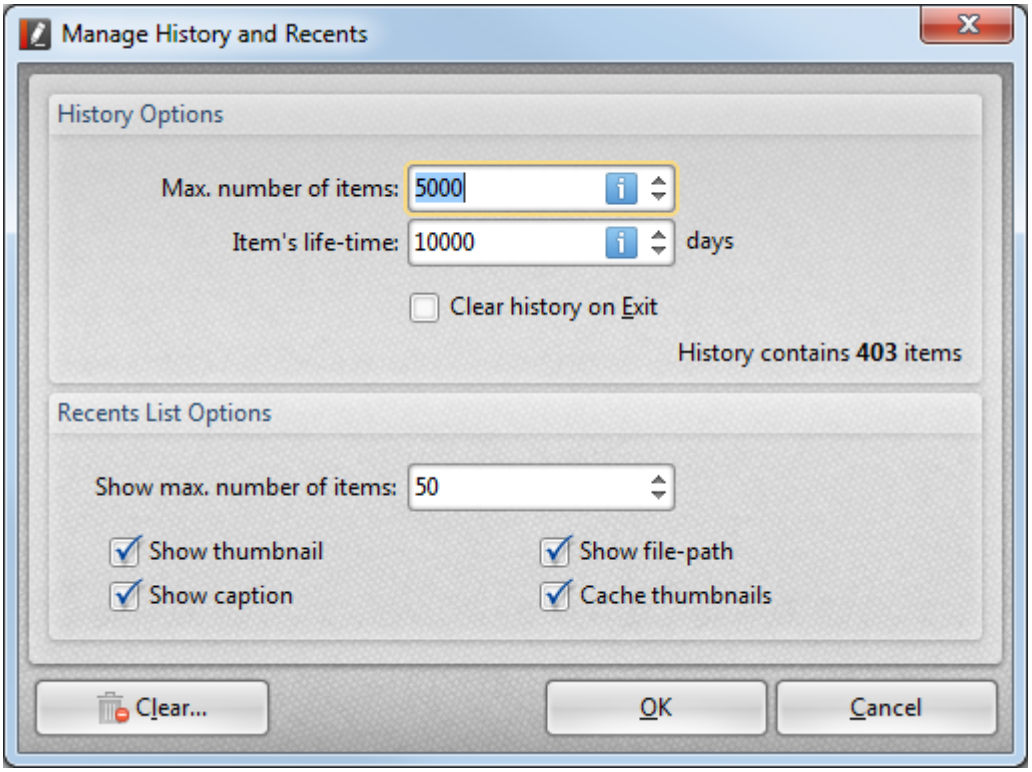
Open Documents. Determines how the **PDF-XChange Editor** responds to Open commands.

Restore Last Session when application starts. When checked, the last work session will open automatically.
Manage History & Recents.... Opens the **Manage History and Recents** dialog.



History Options.

Max. number of items. You can set the maximum number of documents to be displayed in the Recent documents list.
Item's life-time. Defines how long the unpinned documents will remain in the list.
Clear history on exit. Clears the history list completely on exit.

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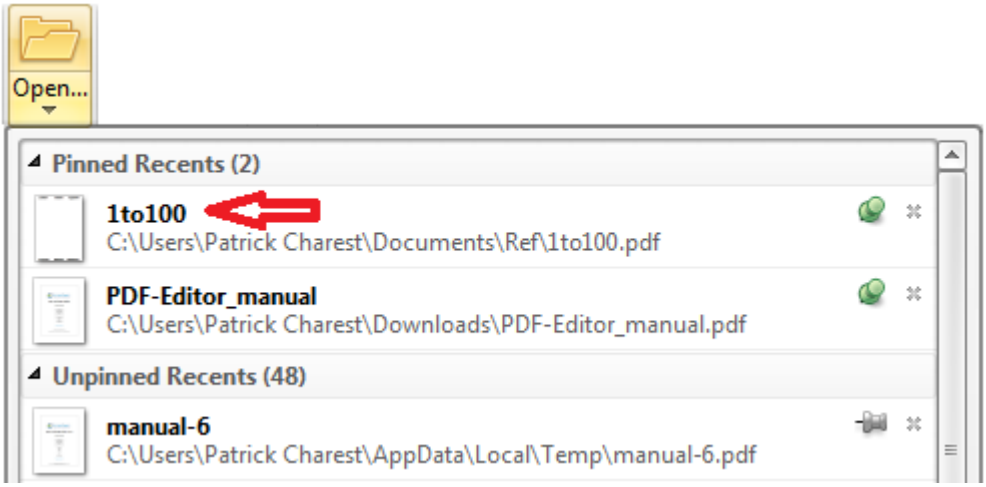
Recents List Options.

Show max. number of items. The maximum number of items will be displayed in the Recents list.
Show thumbnail. Displays the thumbnails of the documents listed in the Recents.
Show caption. Will show the document Title in the Recents List as indicated in the screenshot below.



Show file-path. Displays the file path of the documents listed in the Recents.
Cache thumbnails stores the images for thumbnail previews in cache memory so that the images can be loaded quickly each time you access the recents list.

Save Documents. Determines how the **PDF-XChange Editor** responds to Save commands.

Always use Incremental Save. Incremental save mode allows a file to be saved with both the original and modified data. The file size will be larger but all information will be saved in both its original and modified forms.

Users should not have to wait for the entire file - which can contain hundreds of pages or more - to be rewritten each time modifications to the document are saved. The PDF format allows modifications to be appended to a file, leaving the original data intact. The addendum appended when a file is incrementally updated contains *only those objects that were actually added or modified*, and includes an update to the cross-reference table. Incremental update allows an application to save modifications to a PDF document in an amount of time proportional to the size of the modification rath file.

In addition, because the original contents of the document are still present in the file, it is possible to undo saved changes by deleting one or more addenda. *The ability to recover the exact contents of an original document is critical when digital signatures have been applied*

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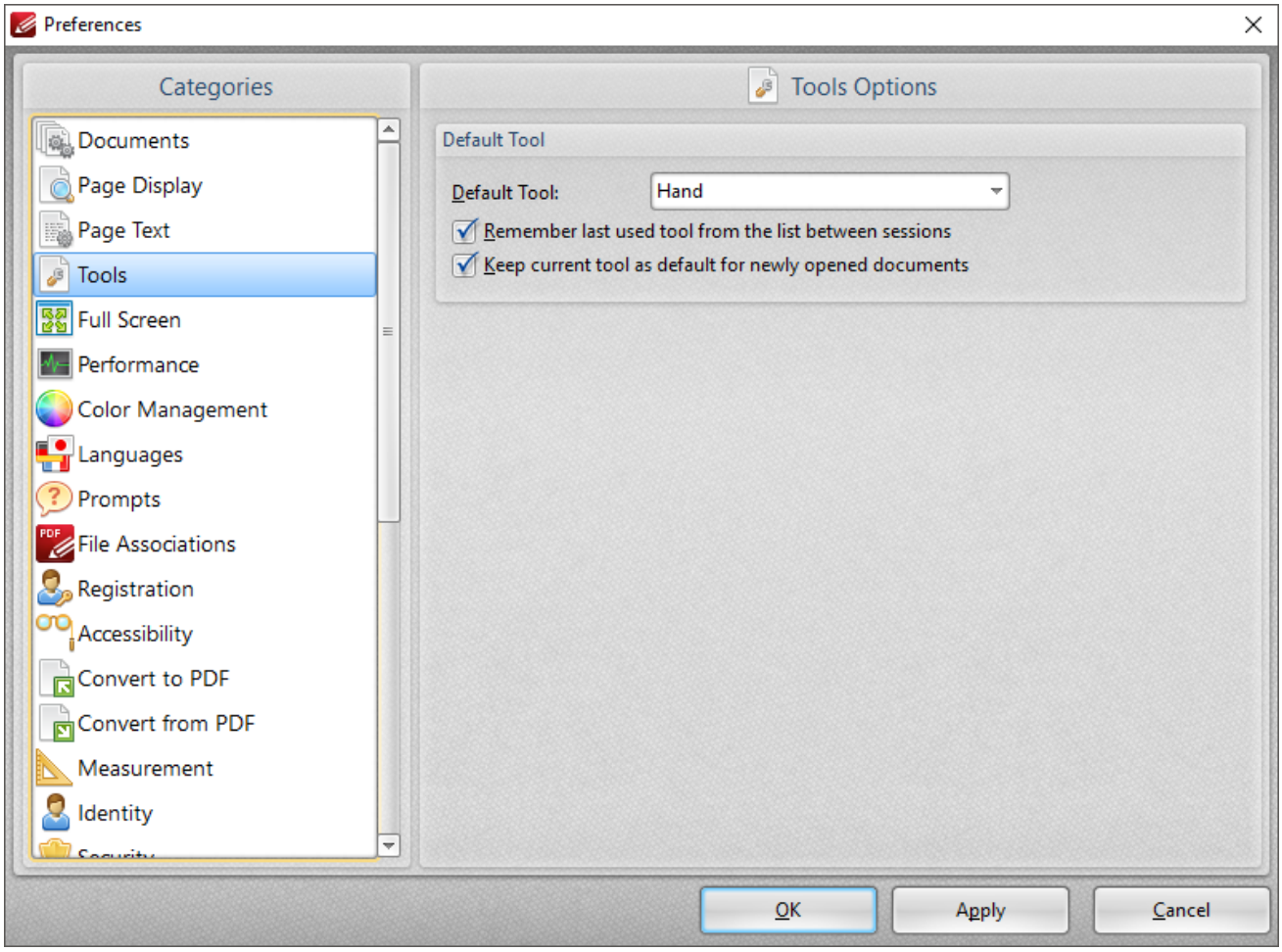
and subsequently need to be verified.
Choose destination folder for 'Save As' of documents. Selects the destination folder to receive 'Save As' Documents. Clicking the **Browse...** button opens the **Browse for Folder** dialog to select the destination folder.

New Documents. Controls the creation of new documents.

PDF-Specification. Sets the version of PDF-specification used for new document creation.

7.2.7.2 Tools

Tools Preferences allows for the selection of default tools.



Default Tool: Select from the list of

- Hand 507
- Select Text 508

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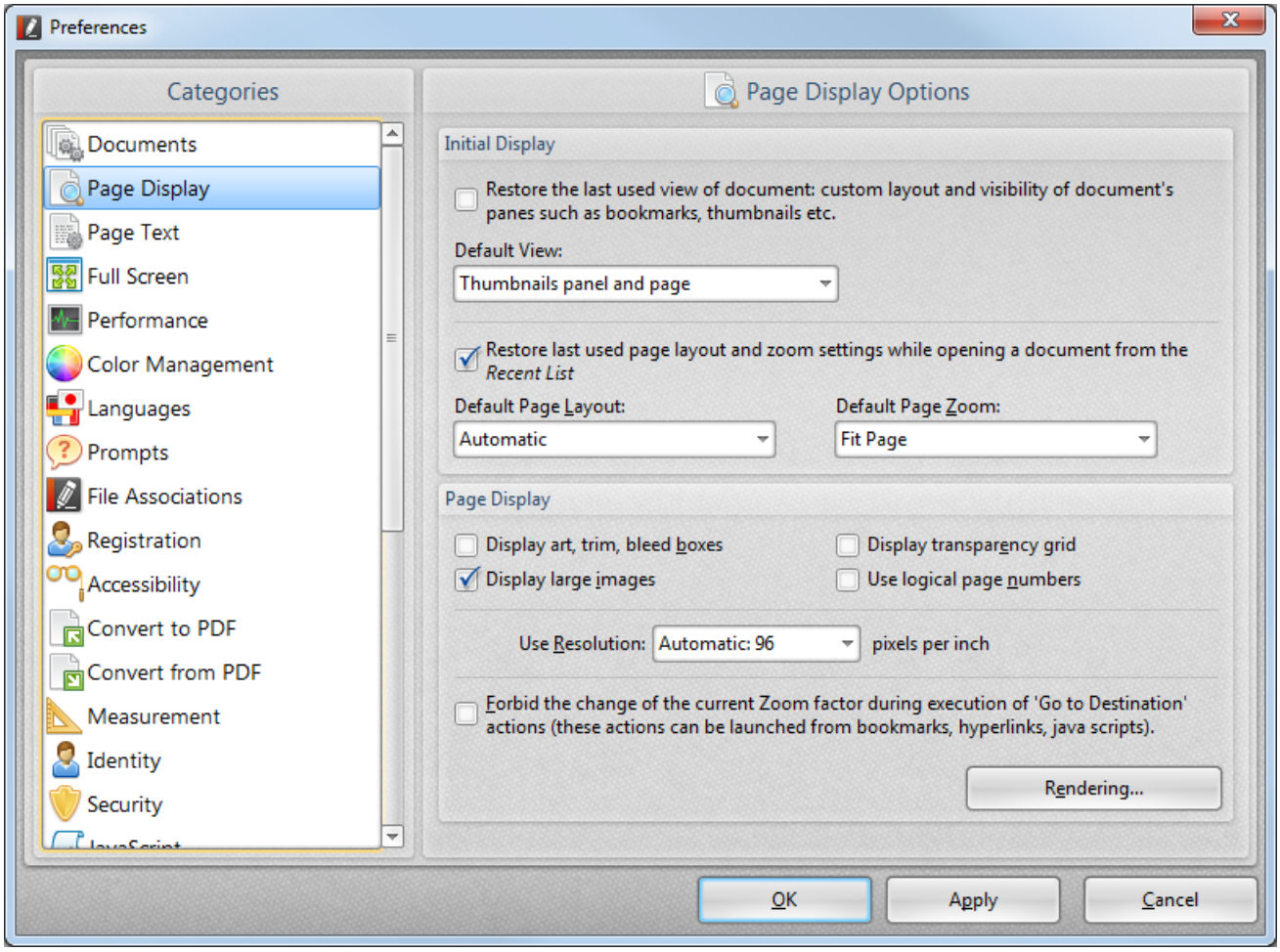
Remember last used tool from the list between sessions will remember the previously used tool when opening a document. The tools this feature function with are those available for selection in the Default Tool drop down menu.

Keep current tool default for newly opened documents Will keep the current tool selected when a new document is opened rather than reverting to the default tool.

7.2.7.3 Page Display

Page Display options allow for the configuration of the way that a PDF is initially displayed when it is opened.



Edit> Preferences> Page Display window

Initial Display
Determines the settings of the page's initial display.

Restore the last used view of document: custom layout and visibility of document's panes such as bookmarks, thumbnails etc.

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Default View. Determines which parts of the PDF display are visible for the newly-opened document and this view may be changed after the document is opened.
Valid values are:

- **Automatic** uses the page display information from the PDF to determine how the PDF is displayed.
- **Page only** display only the page. No panels are displayed.
- **Bookmarks panel and page** displays Bookmarks and PDF pages.
- **Thumbnails panel and page** displays Thumbnails and PDF pages.

Restore last used page layout and zoom settings while opening a document from the Recent List. When checked, and a file listed on the Recent Files list is opened, uses the page display settings last used for that document.

Default Page Layout Determines how the pages are arranged and whether to use continuous scrolling or discrete paging. The view may be changed after document is opened.
Valid values are:

- **Automatic** uses the page display information from the PDF to determine how the PDF is displayed.
- **Single Page** only displays a single page at a time. It is not possible to scroll the pages to see part of one and part of another.
- **Continuous** may display parts of two or more pages simultaneously.
- **Two pages Continuous** displays pages side by side and sections from more than two pages may be viewed simultaneously.
- **Continuous - Cover Page** will include a cover page. Most noticeable in two pages, and two page continuous.
  The first page of the document will display to the right of a blank space so that subsequent pages display like a book.
  For example, Page one is displayed, then pages 2 and 3; 4 and 5, and so on. The pages will scroll smoothly, but may display parts of two or more pages simultaneously.
- **Two Pages** are displayed side by side in pairs, but only two pages may be viewed at a time.
- **Cover Page** display will include a cover page. This is most noticeable in two pages, and two page continuous.
  The first page of the document will display to the right of a blank space so that subsequent pages display like a book.
  For example, Page 1 is displayed on the right, then pages 2 and 3; 4 and 5; 6 and 7, and so on.

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Default Page Zoom Determines how the pages are initially fitted to the display window. The view may be changed after opening the document. Valid values are:

- **Automatic** Uses the page display information from the PDF to determine how the PDF is displayed.
- **100%** Page is displayed as Actual Size.
- **50%** Page is displayed half-size.
- **25%** Page is displayed quarter-size.
- **12.5%** Page is displayed one-eighth size.
- **8.3%** Page is displayed one-twelfth size.
- **Actual Size** Page is displayed actual size (100%).
- **Fit Width** Page is fitted into display area so page width is displayed. This usually results in some of the page not being visible without scrolling.
- **Fit Page** Page is fitted into display area so entire page is displayed.
- **Fit Visible** Page is displayed without margins.

Page Display
Determines how the PDF is initially displayed.

Display art, trim, bleed boxes When ticked, any art, trim, or bleed boxes defined for a document are displayed.
Display large images When checked, the large images are displayed.
Display transparency grid When checked, the grid behind transparent objects is displayed.
Use logical page numbers Logical page numbers will allow for renaming of thumbnails in the **Thumbnails Pane** 296 and page number prefixes such as roman numerals for the table of contents. For instructions on how to make the best use of logical page numbering, and how to modify page number, please see the **How to Modify Page Labels** 213 section.

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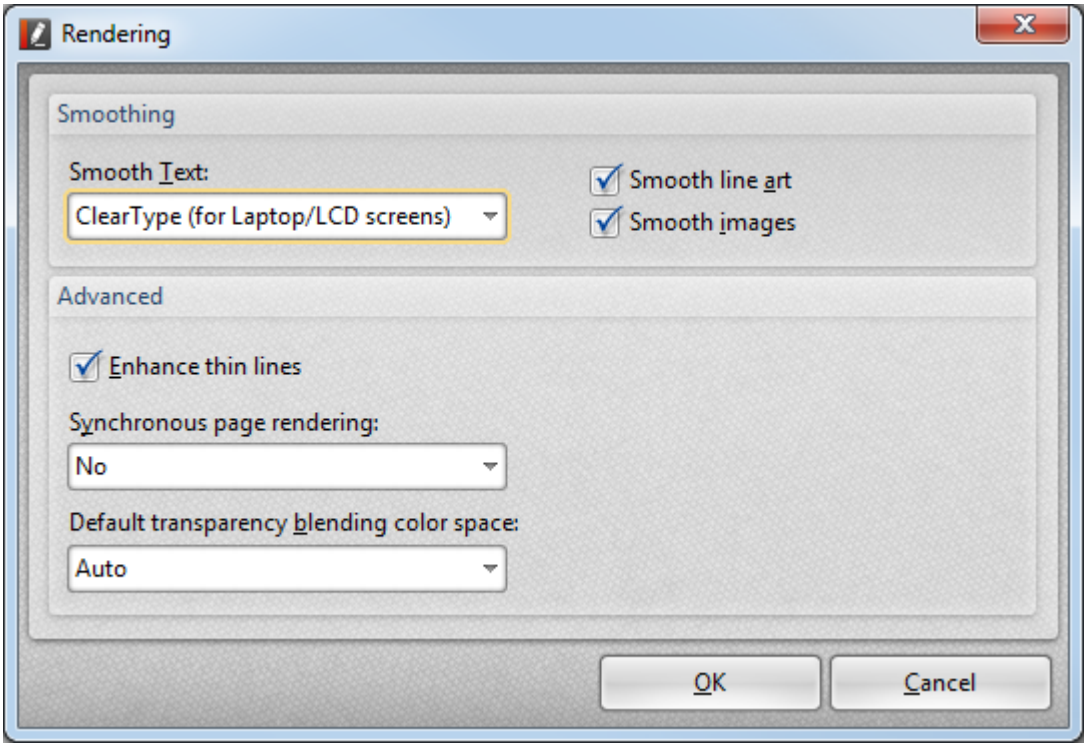
Use Resolution Page resolution in pixels per inch (DPI).

- **Automatic:** 96. Standard display monitors are 96 DPI.
- 72 DPI
- 96 DPI
- 100 DPI
- 120 DPI
- 132 DPI
- 150 DPI
- 163 DPI
- 264 DPI
- 300 DPI

Forbid the change of the current Zoom factor during execution of 'Go to Destination' actions (these actions can be launched from bookmarks, hyperlinks, java scripts).

Rendering
Opens the Rendering dialog that controls the smoothing and contrast settings.



Edit> Preferences> Page Display> Rendering window

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Smoothing
Results in a "softer" look but some fine detail may be lost.

Smooth Text Applies smoothing to the text.

Smooth line art Applies smoothing to remove abrupt angles in lines.

Smooth images Applies smoothing to minimize abrupt changes in images.

Advanced
These are advanced display options for color modes and object rendering.

Enhance thin lines when lines are defined in a metric measurement such a point (pt), the object may not line up well with the pixels on screen and result in some blurring. When this options is turned on, these lines will be rendered so that the edges line up well with the pixels on screen.

 Note: This option has not yet been implemented at the time of documentation (03-04-2016).

Synchronous page rendering defines the rendering method to be used.

- **Auto** This option may cause the Editor to wait for the current page to finish rendering before moving on to the next, but will render multiple pages when scrolling to optimize smoothness.
- **No** Pages will be rendered only when the current page has finished rendering. This may cause some lag when scrolling though long documents. Especially if the document contains many objects and images.
- **Yes** All pages will be rendered simultaneously. This may cause the editor to initially render slowly, but will remain smooth when finished.

Default transparency blending color space

- **Auto** will use RGB color when there is no transparency between intersecting objects, and will use CMYK when transparency exists.
- **Working RGB** will only use RGB color space.
- **Working CMYK** will only use CMYK color space, then convert it to RGB for displaying on screen.
- **Working Grayscale** will only use grayscale when rendering.

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7.2.7.3.1 How to Modify Page Labels

The **PDF-XChange Editor** permits one to type "xxiv" or the like into the page number field in the Page Navigation Toolbar 617 to reach a page (such as one finds in scholarly citations) without guessing at its absolute page number. It is also possible to to have the special page numbers displayed in the Thumbnails Pane 296 for each page.

In this example, I am using a PDF with pages watermarked 335 1-100, which currently corresponds with the actual page numbers as shown in *figure 1*.

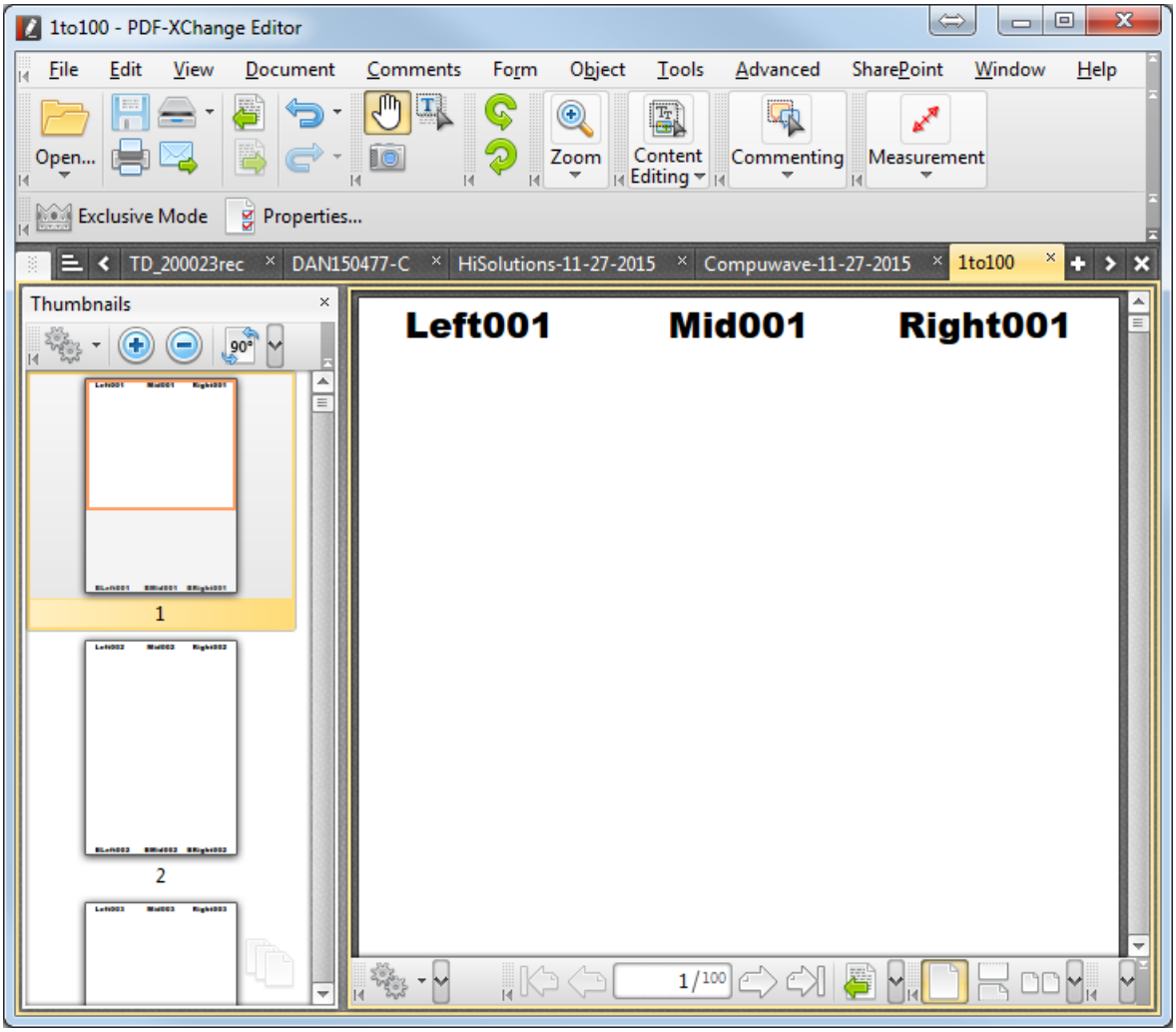

Figure 1: **Editor** Window with **Thumbnails Pane**

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The target is to set Page 1 as the Front Cover (FC), pages 2-10 labeled as roman numerals (I, II, III, IV, V, VI, VII, and IX,). Then Pages 11-99 labeled 1-88, and finally label the last page as the back cover (BC). Throughout this section , you will need the **Thumbnails Pane** 296 open as shown *Figure 1*. You can activate it using *Ctrl+T*, or by going to **View >Thumbnails**. You will also need to turn on "**Use Logical page numbers** 208 ". You will find that option under **Edit >Preferences >Page display** as shown in *Figure 2*.

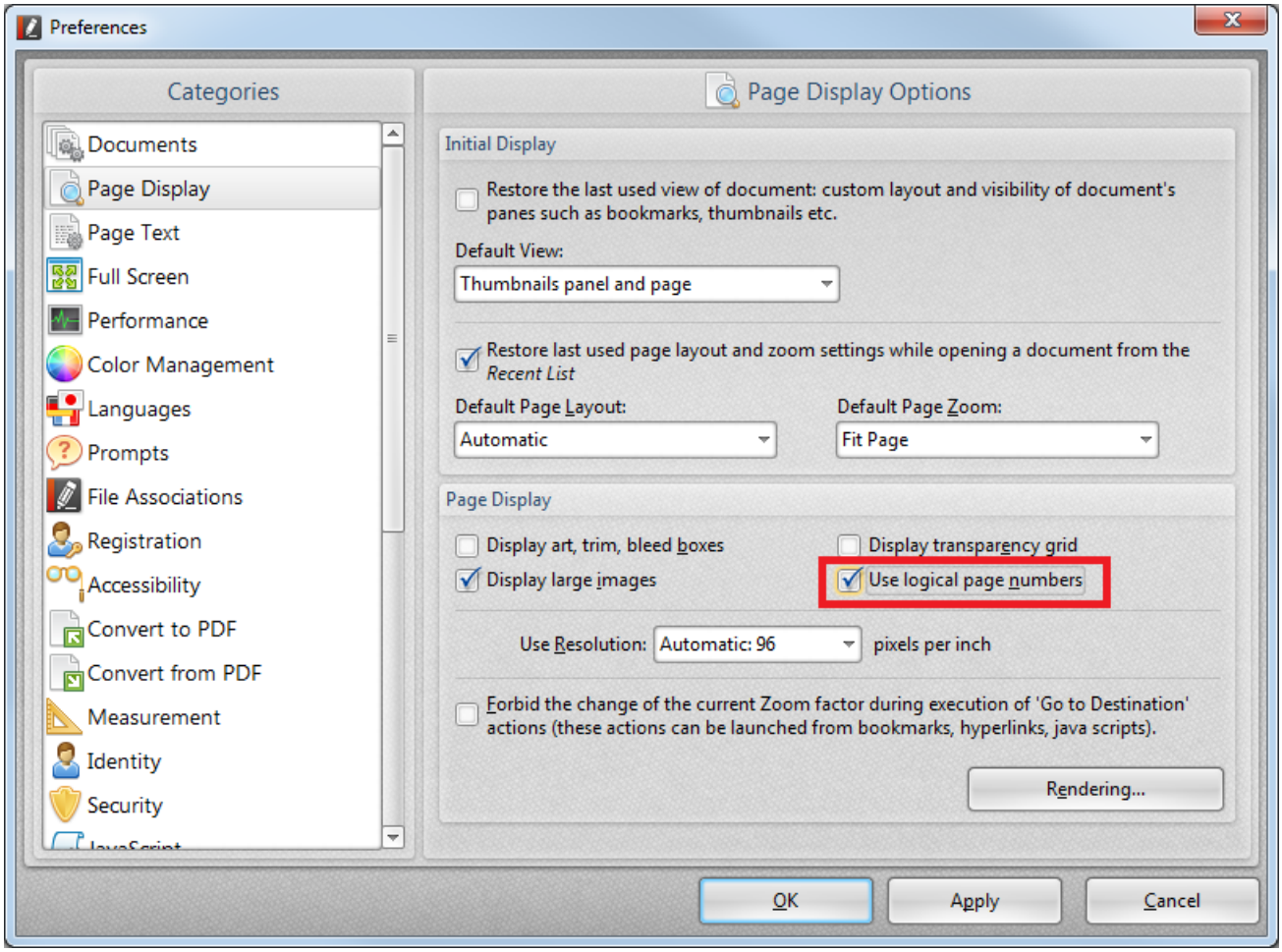

Figure 2: **Edit >Preferences >Page Display** Window

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Page Ranges

First, right click on that page's thumbnail, then go to "**Number Pages**"

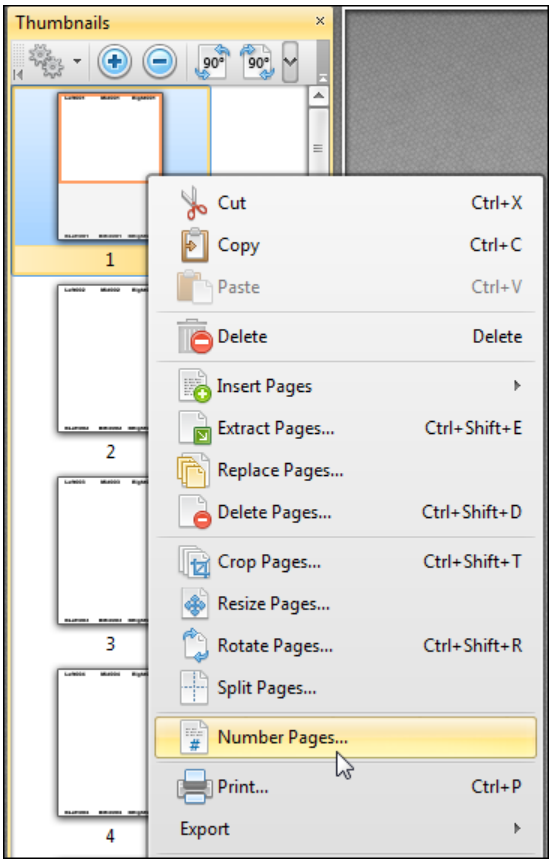

Figure 3: Right click **context menu** on Thumbnail in **Thumbnails Pane**

In the following dialogue, please set the the desired page ranges by choosing Add New Range.

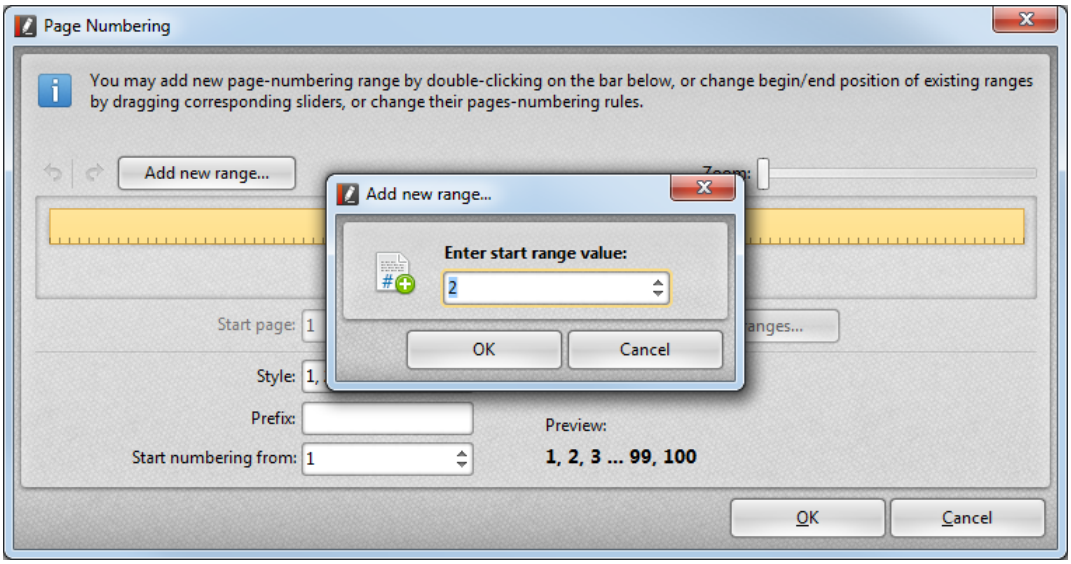

Figure 4: **Number Pages >Add New Range** Window

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Because a page range Starting at page 1 exists, you will need to Enter the start value of the next page range to indicate the end of the previous. Typing in 2, will result in page ranges 1, and 2-100 as indicated by the yellow range bar:

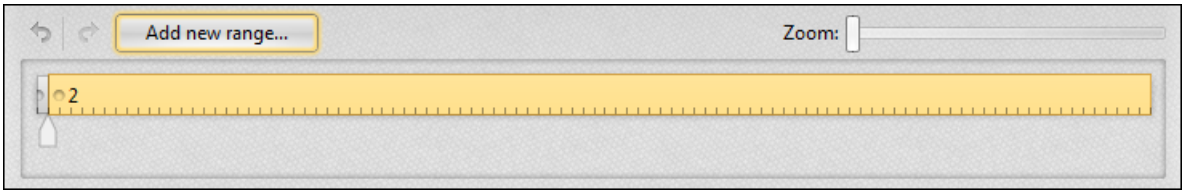

Figure 5: **Page ranges**

You will then need to add all the other page ranges (2-11,12-99,and 100). Once that is complete, you should see the following:

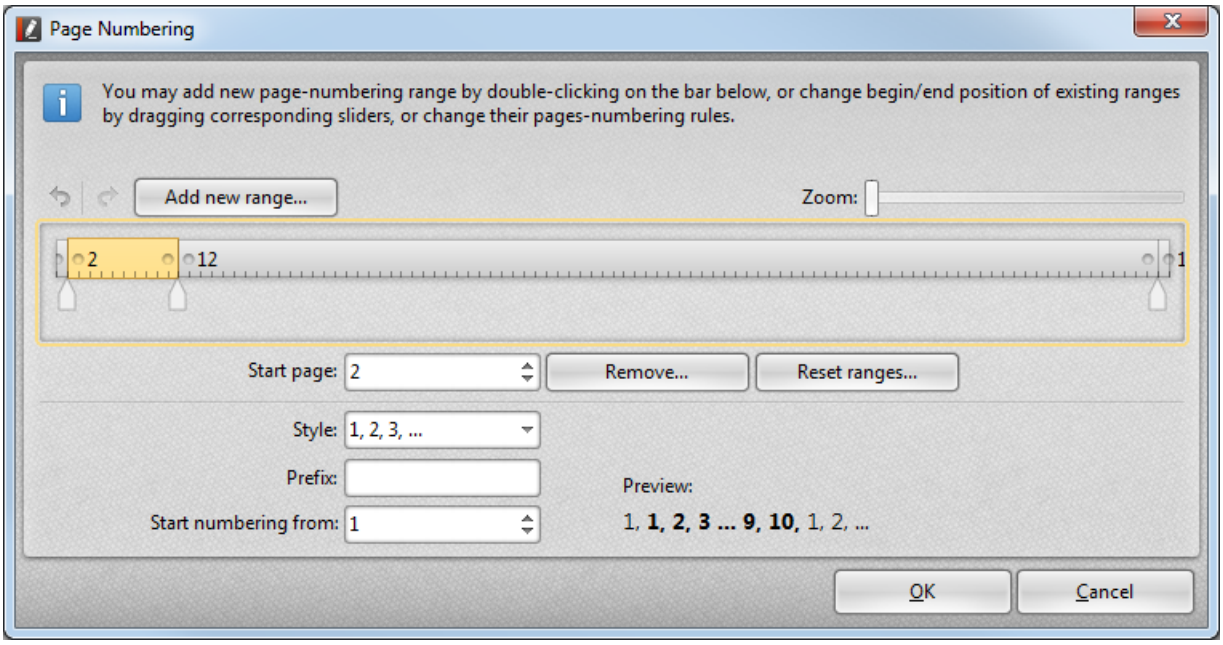

Figure 6: **Page Numbering** Window

Note: *The yellow indicates the currently selected page Range.*

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Front Cover (FC)

Select the 0-1 page range, then change the style to "None". You will then be able to add a Prefix such as "FC":

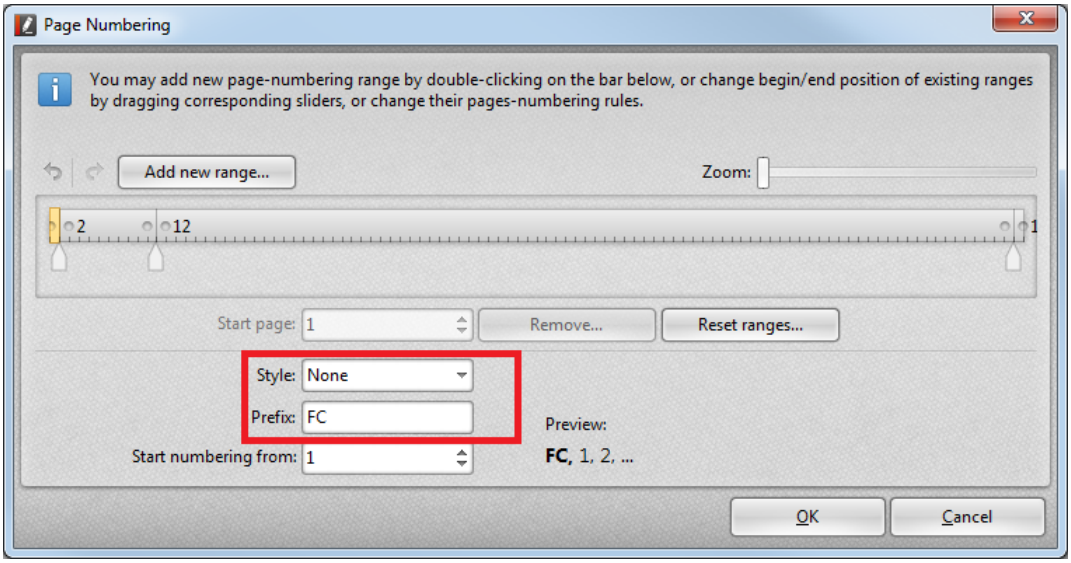

Figure 7: **Page Numbering** Window

Note: *In the Preview section of the "Page Numbering" dialogue, the **BOLD** section is the currently selected page range.*

You will see that now, the page which is actually the second page in the PDF is now labeled as Page 1 as shown by the close-up screenshot of the Thumbnails Pane 296 in *figure 8*.

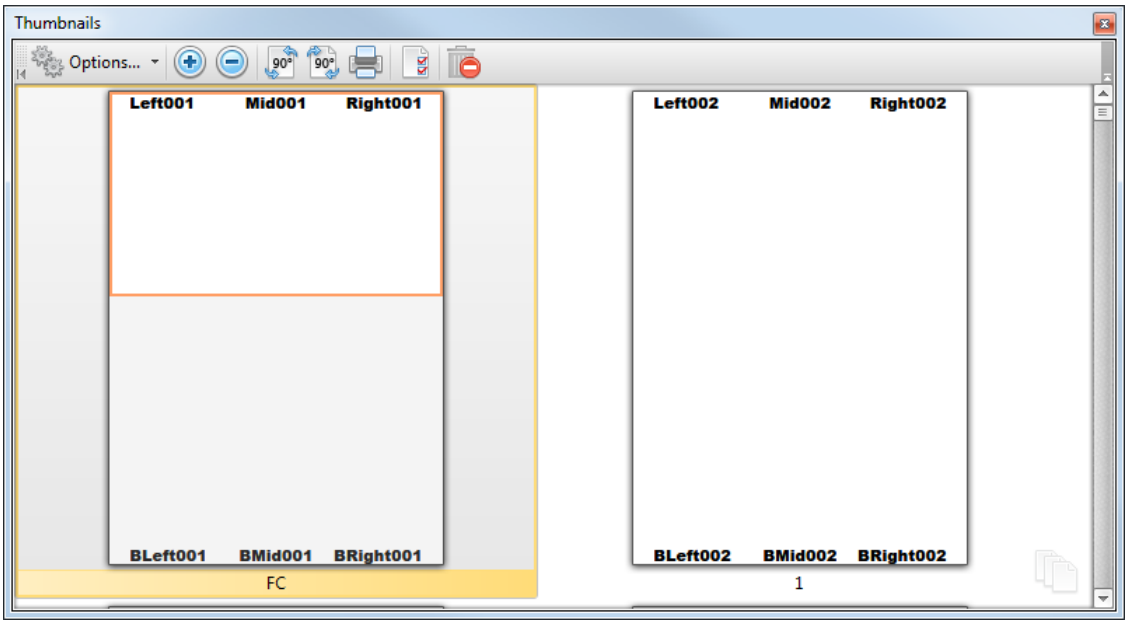

Figure 8: **Thumbnails Pane** Close-up

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Book Front Matter

Choose the pages 2-11 page range, and change the Style to roman numerals (or your desired style). Make sure you set the "**Start numbering from:**" option to **1.**

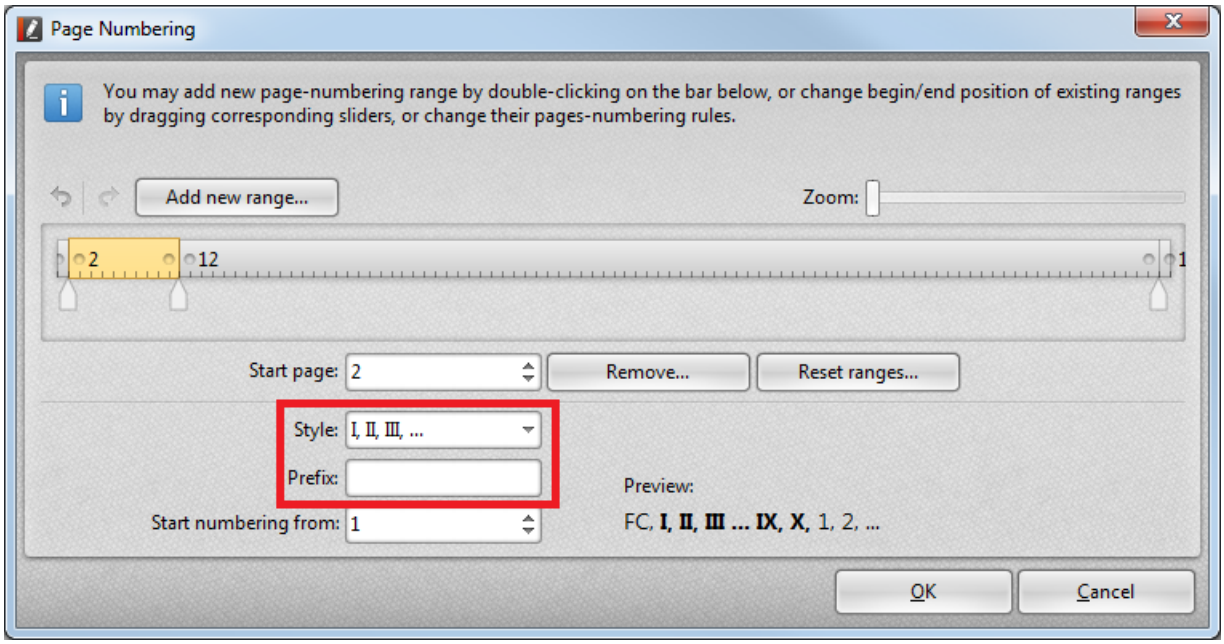

Figure 9: **Page Numbering** Window

Main Pages (12-99)

For the main pages, unless another convention is desired, simply leave the style as 1, 2, 3, ...

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Back Cover (BC)

Select the 100 page range, then change the style to "None". You will then be able to add a Prefix such as "BC":

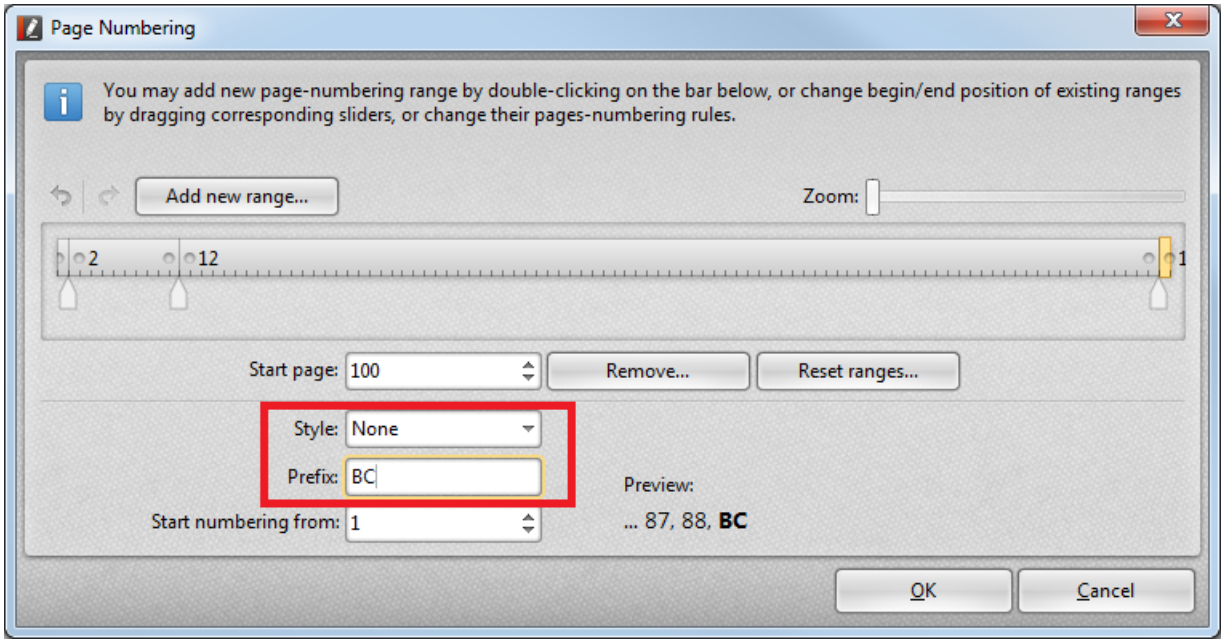

Figure 10: **Page Numbering** Window

Results:

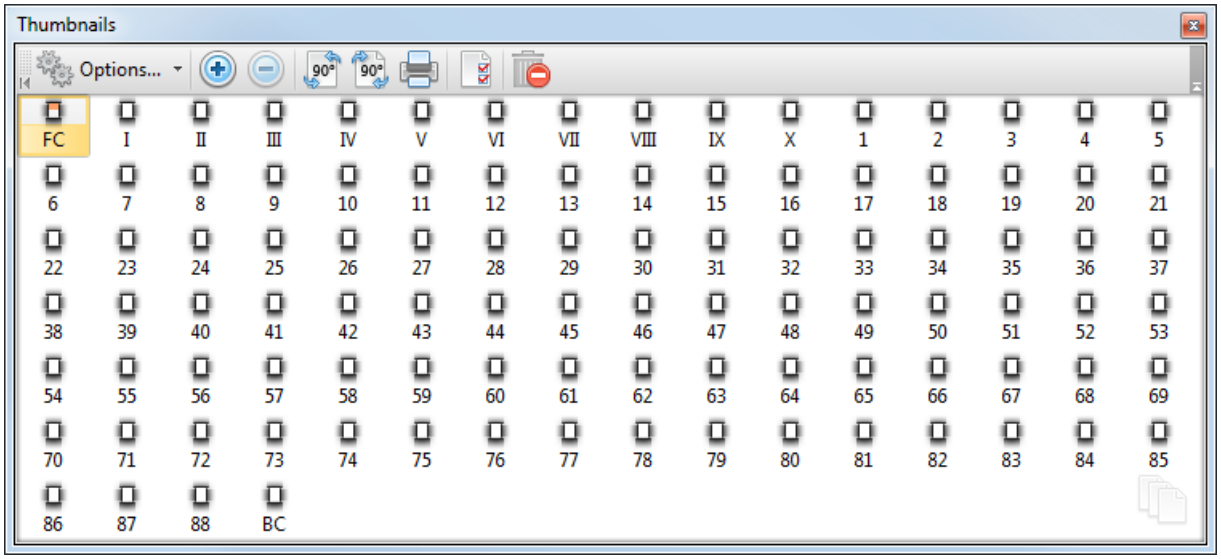

Figure 11: All pages **Thumbnails Pane**

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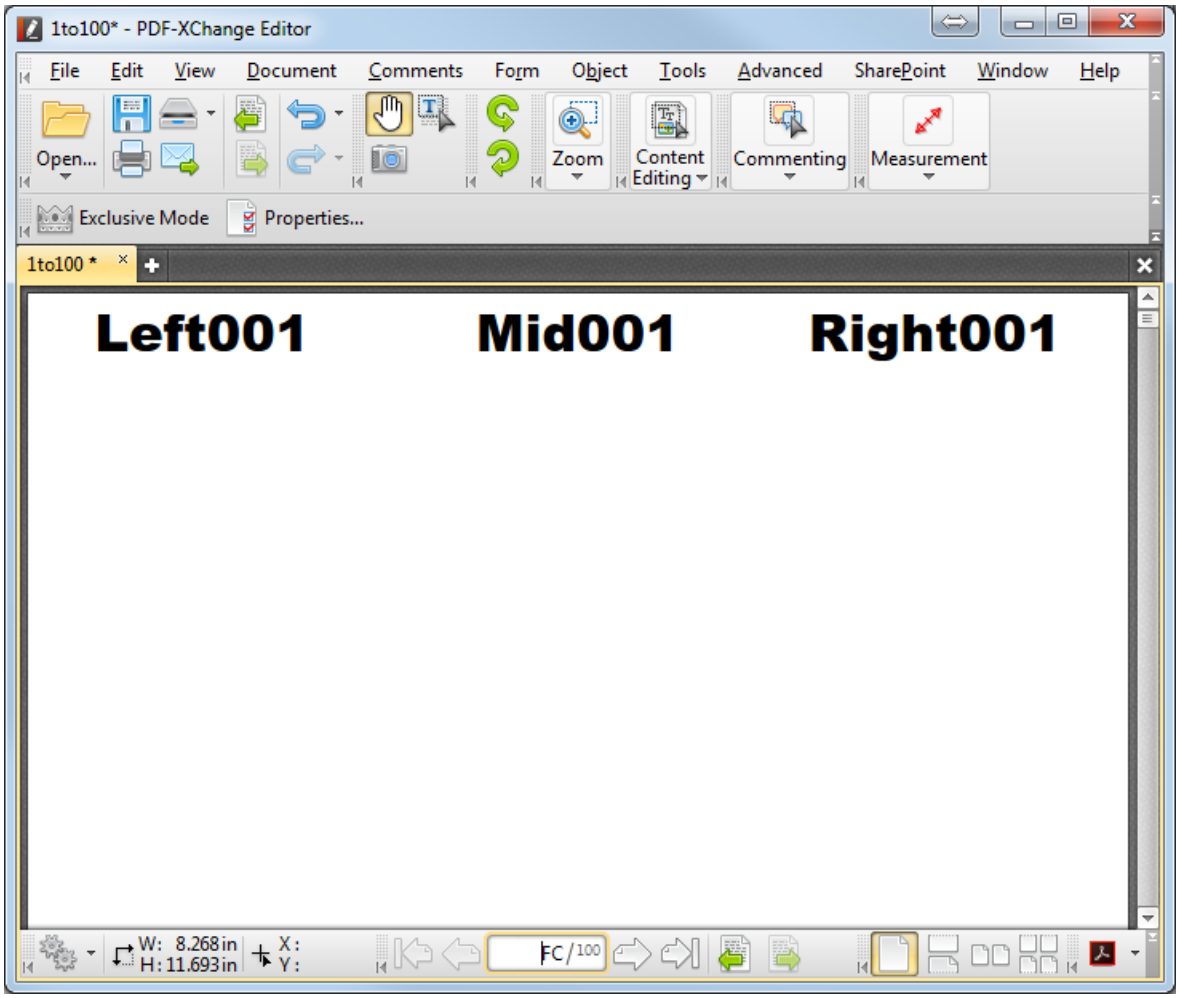

Figure 12: **Editor** Window showing the Front Cover (FC) in the **navigation Toolbar**.

Notice the page numbers for each thumbnail are now defined correctly to match the theorized document instead of the actual document's pages. As long as you have logical page numbers turned on as described at the top of this section, you should see the special page labels in the **Thumbnails Pane** 296 as well as the **Navigation Toolbar** 617.

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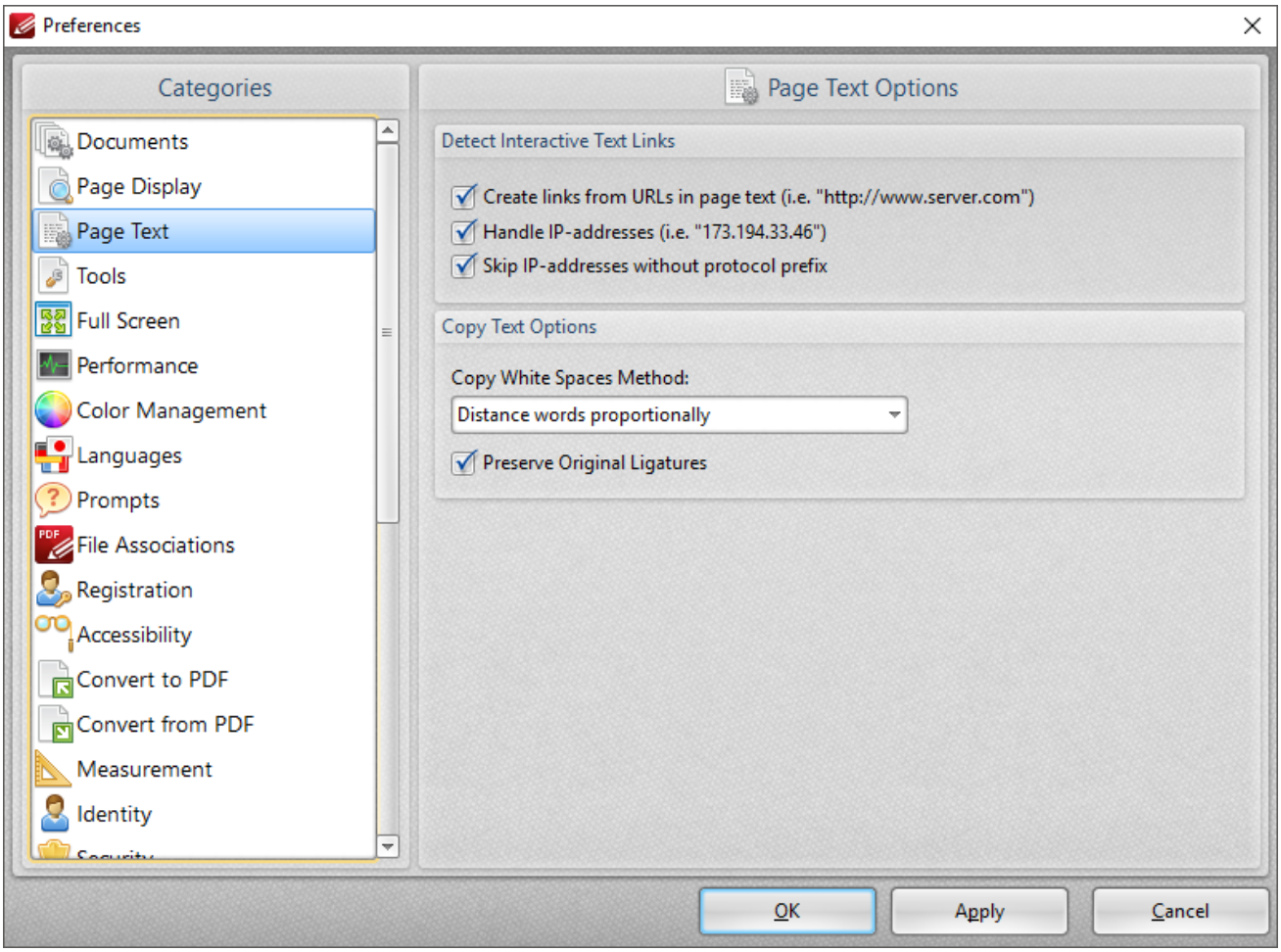
7.2.7.4 Page Text

Page Text

The **Edit> Preferences> Page Text** section contains options which can allow for links and ligature detection as well as white space adjustments when Copy/Pasting.



Edit> Preferences> Page Text window

Detect Interactive Text Links

Contains settings for detecting and applying links within text.

Create Links from URLs in page text (i.e. "Http://www.server.com") text recognized as a link or URL will automatically become active and can be clicked to bring up additional content.
Handle IP-addresses (i.e. "173.194.33.46") IP- addresses will be shown appropriately.
Skip IP-addresses without protocol prefix text without the necessary protocol prefix will be ignored.

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Copy Text Options

Determines the amount of space(s) put between words while copy/pasting the text.

Copy white spaces mode: From the drop down list, select the desired method for detecting white space.

- **Distance words proportionally**
- **Only one white space between words**
- **Preserve original white space only.**

Preserve original ligatures will preserver all original ligatures. Otherwise, a ligature may be populated with its individual parts.

Note: In writing and typography, a **ligature** occurs where two or more graphemes or letters are joined as a single glyph. An example is the character æ as used in English, in which the letters a and e are joined.

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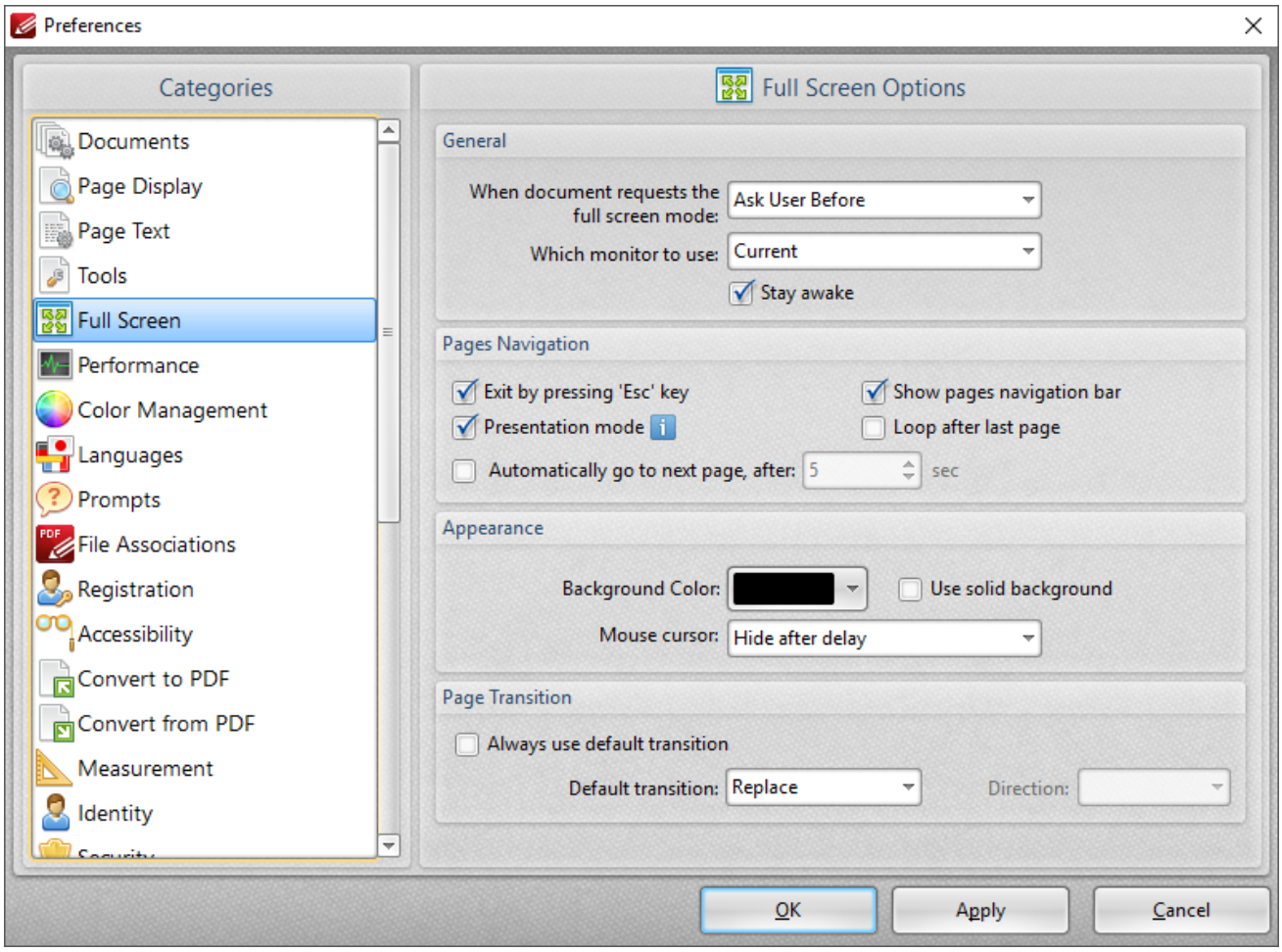
7.2.7.5 Full Screen

Basic Usage

Enter Fullscreen by pressing **F11.** Navigating the document is easy; users can make use of the mouse roller, keyboard, and Left click/Right click. Left click goes one page further into the document, right click goes back one page. Leave full screen mode by pressing **Esc**

Changing Preference

When not in full screen mode, Preferences can be adjust by going to **Edit> Preferences> Fullscreen**. At all times, using the keyboard shortcut **Ctrl+K** will access the **Edit> Preferences** window



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General

When document request full screen mode: The option to allow, Deny, or Ask User Before are provided. These come into effect when a document has a script that automatically wants to open in full screen.

Which monitor to use: In instances where more than one monitor is being used with a given computer, you may choose to always have full screen on any particular screen. Current, Tallest, Widest, biggest and primary are automatically pulled from the system's current information.

Stay awake: When this option is ticked, the screensaver will not activate and the computer will not go to sleep/hibernate

Page Navigation

Exit by pressing 'Esc' Specifies if pressing Esc key leaves full screen mode to return to regular desktop mode.

Presentation Mode: Switches the control to Presentation mode:

- Left mouse-click goes to the Next page, Right mouse-click goes to the previous page.
- Press the "B" or "W" key to make the whole screen black or white.
- Press the "P" key to pause the automatic turning of pages and press it again to resume.
- Commenting and form-filling are inaccessible.

Show pages Navigation Bar: This helps to navigate the document from buttons on the bottom corner.

Go to first Page

Go to Previous Page

Go to Next Page

Go to Last Page

Exit Fullscreen

Loop After last page: When navigating thought the pages of the document, the editor will revert to the first page when this option is selected and the last pages is passed.

Automatically go to next page after___: This is for passive presentation. The Editor automatically goes to the next page after the time specified has elapsed.

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Appearance

Background color: When "**use solid background**" is specified, you can choose the color that is used for the background in full screen mode.

Mouse Cursor: You can set to have the mouse disappear after 5 seconds (**Hide after delay**), never disappear (**always visible**), or never appear (**always hidden**)

Page Transition

Changing the default transitions defines the way the document shows navigation from one page to the next. Define the transition type in the **Default Transition** drop down list. Choose the transition direction if available in the **Direction** drop down list.

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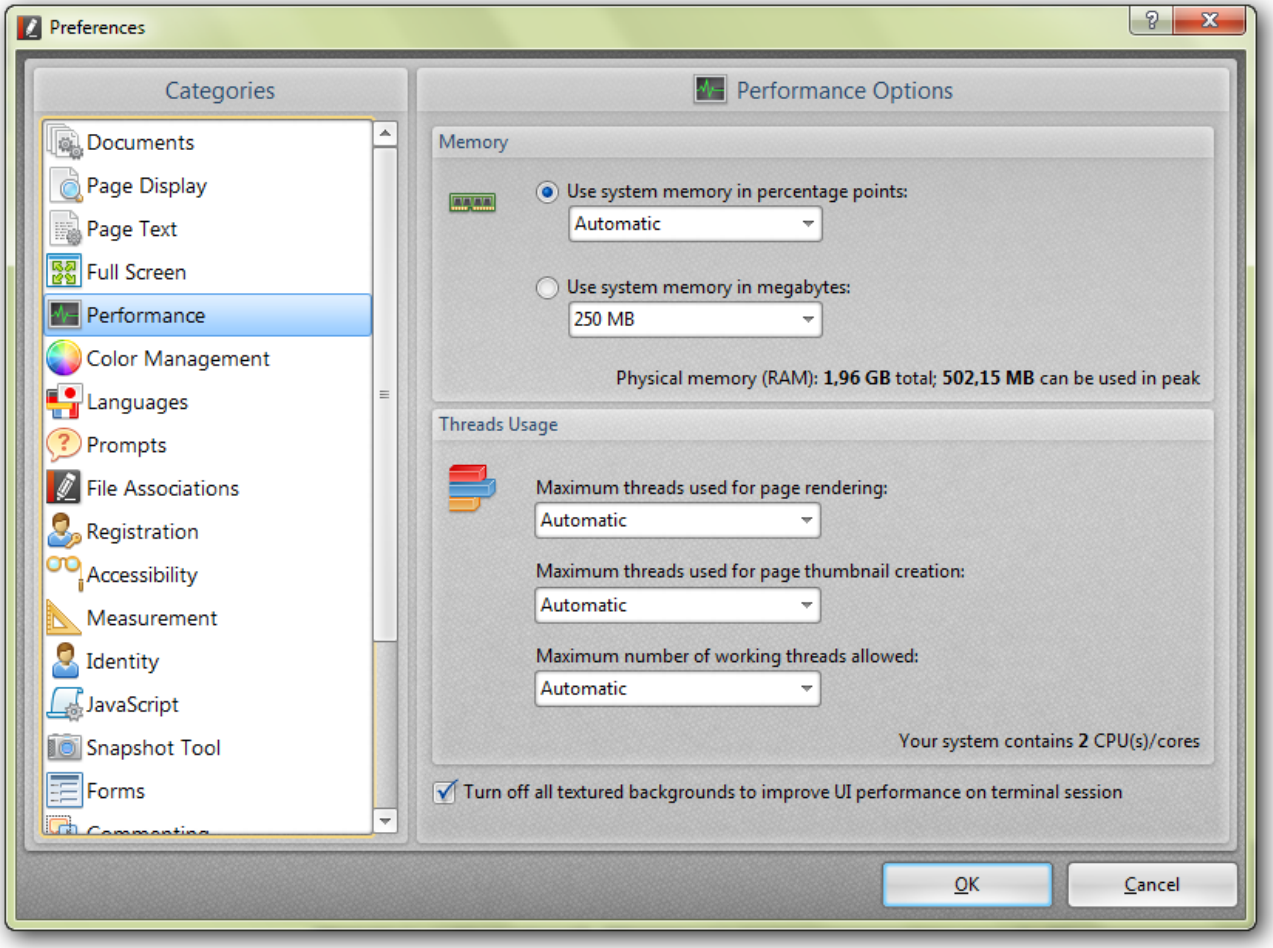
7.2.7.6 Performance

Performance options affect how well the program utilizes memory and other system resources to produce the best display.

N.B. Unless you know what you are doing, we suggest leaving all options set to *Automatic*.



Memory. This determines the amount of system memory used by the Editor, in percent of Physical memory. The minimum used will be 40Mb, the amount specified by Automatic. Allocating more than this may improve Editor performance, but possibly at the expense of overall system performance.

- **Use system memory in percentage points**.
- **Use system memory in megabytes**.

Threads Usage. The values are Automatic, 1, 2, 4, 8. We strongly recommend leaving these set to Automatic.

Turn off all textured backgrounds to improve UI performance on terminal session.

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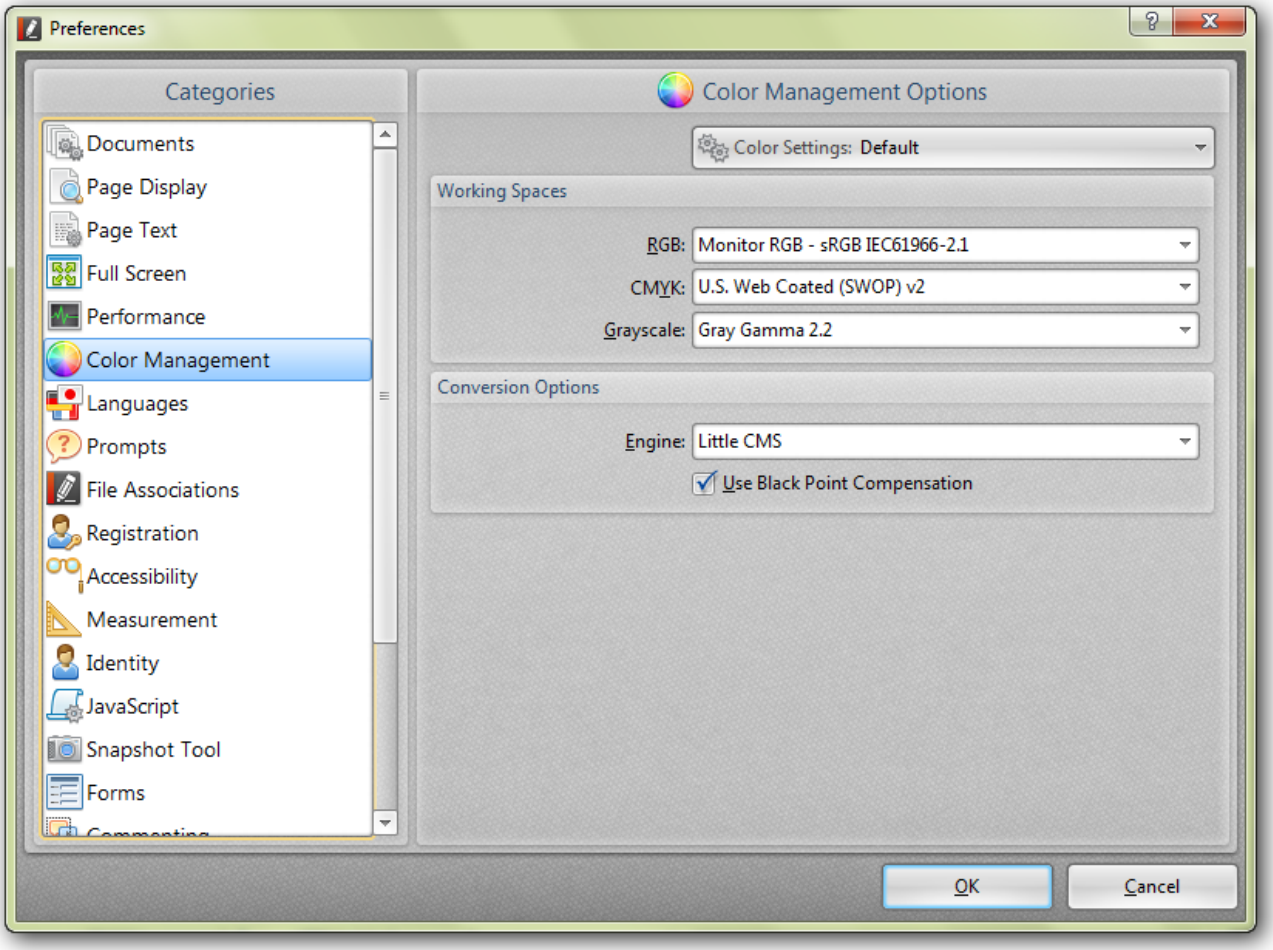
7.2.7.7 Color Management

Color Management allows you to adjust color settings for PDF printing and display. We recommend that only users with experience in Windows color management make adjustments to these properties.



Color Settings. Drop box determines whether Color Management is to be used or not. The valid options are:

- Default.
- Save Current Settings.
- Delete.
- Manage...
- *Off*. No color management will be used.
- *Custom*. The remaining color settings will be used to condition the display of PDF images.

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Working Spaces. Determine which specific settings apply to images saved with different color options.

RGB. Conditions display of images using RGB settings. Valid options are:

- *sRGB IEC61966-2.1*. Default setting. sRGB is a RGB color space proposed by HP and Microsoft because it approximates the color gamut of the most common computer display devices. Since sRGB serves as a "best guess" for how another person's monitor produces color, it has become the standard color space for displaying images on the internet. sRGB's color gamut encompasses just 35% of the visible colors specified by CIE. Although sRGB results in one of the narrowest gamuts of any working space, sRGB's gamut is still considered broad enough for most color applications.
- *Adobe RGB (1998)*.
- *Generic Monitor Adobe1998RGB D65 WP 2.2 Gamma*.
- *Generic Monitor AppleRGB D65 WP 1.8 Gamma*.
- *Apple RGB*.
- *CIE RGB*.
- *ColorMatch RGB*.
- *DiamondTron Monitor G22 D93*.
- *Hitachi Monitor G22 D93*.
- *RICOH RUSSIAN-SC 040402*.
- *KODAK DC Series Digital Camera*.
- *NEC Multisync Monitor G22 D93*.
- *NTSC (1953)*.
- *PAL/SECAM*.
- *ProPhoto RGB*.
- *SMPTE-C*.
- *sRGB IEC61966-2.1*.
- *Trinitron Monitor G22 D93*.
- *Wide Gamut RGB*.

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CMYK. Conditions display of images using CMYK settings. Valid options are:

- *U.S. Web Coated (SWOP) v2*. Specifies adaptation to standard coated printing papers.
- *Coated FOGRA27 (ISO 12647-2:2004)*.
- *Coated FOGRA39 (ISO 12647-2:2004)*.
- *Euroscale Coated v2*.
- *Euroscale Uncoated v2*.
- *Japan Color 2001 Coated*.
- *Japan Color 2001 Uncoated*.
- *Japan Color 2002 Newspaper*.
- *Japan Web Coated (Ad)*.
- *Photoshop 4 Default CMYK*.
- *Photoshop 5 Default CMYK*.
- *Uncoated FOGRA29 (ISO 12647-2:2004)*.
- *U.S. Sheetfed Coated v2*.
- *U.S. Sheetfed Uncoated v2*.
- *U.S. Web Coated (SWOP) v2*.
- *U.S. Web Uncoated v2*.
- *Web Coated FOGRA28 (ISO 12647-2:2004)*.

Grayscale. Conditions display of grayscale images. The only valid option is:

- *Gray Gamma 2.2*.

Conversion Options. Allows you to adjust the color space conversion in a document.

Engine. Determines which engine will be used for color space conversion. The only valid value is:

- *Little CMS*. *LittleCMS* is a CMM, a color management engine; it implements fast transforms between ICC profiles.

Use Black Point Compensation.

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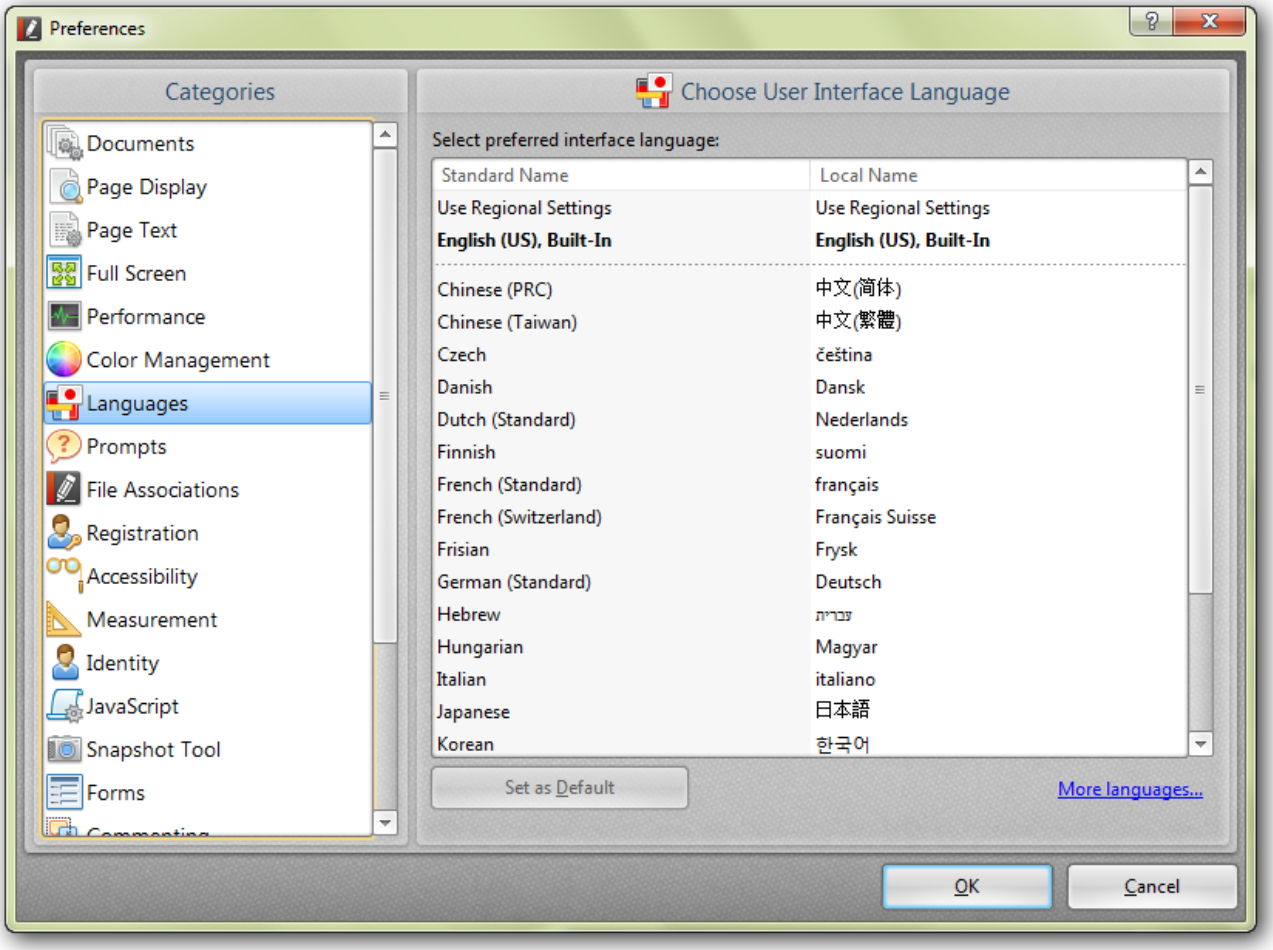
7.2.7.8 Languages

Languages allow you to *localize* your copy of the Editor to the language set you are most comfortable with. This adjusts all controls and labels to use the selected language.



Options are:

1. **Select preferred interface language**. Allows the user to select which alternate language to use from a list. Note that there are more languages available than indicated here.
2. **Use Regional Settings**. Sets to user's regional settings.
3. **English (US), Built-In**. This selects the application language which is English.
4. **Set As Default**. Sets the specified settings as default.

   Please contact [Tracker Software Products Ltd] for more information.

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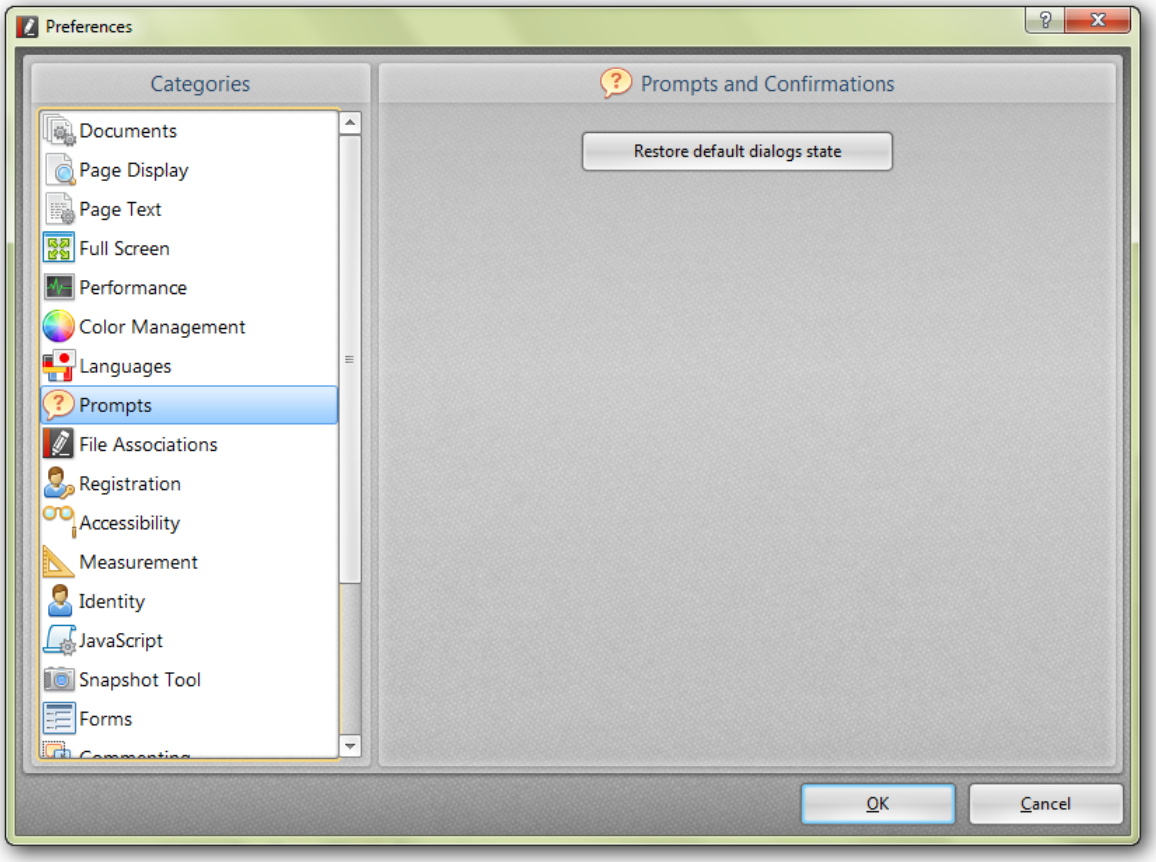
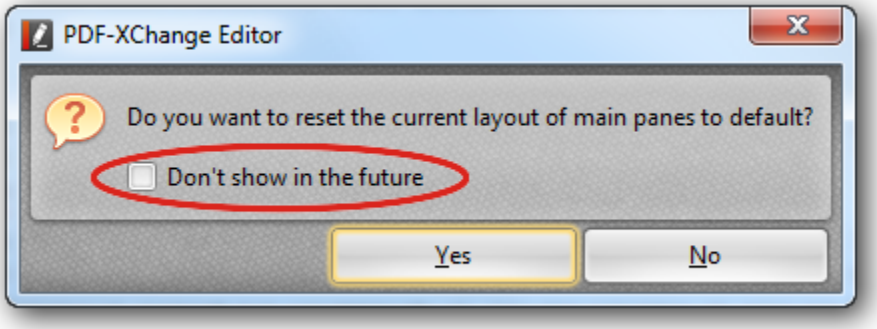
7.2.7.9 Prompts

Prompts allow you to restore the confirmation prompt box of the operation.



While performing some operations in PDF-XChange Editor, the program shows you a dialog box with a checkbox which allows you to save your choice for future, like in the following example:



If you select the checkbox and click on **Yes** button, PDF-XChange Editor will remember your choice and will not show the warning message next time you try to perform the same operation.

To restore the warning message and confirmation prompt you have to click the **Restore default dialog state** button.

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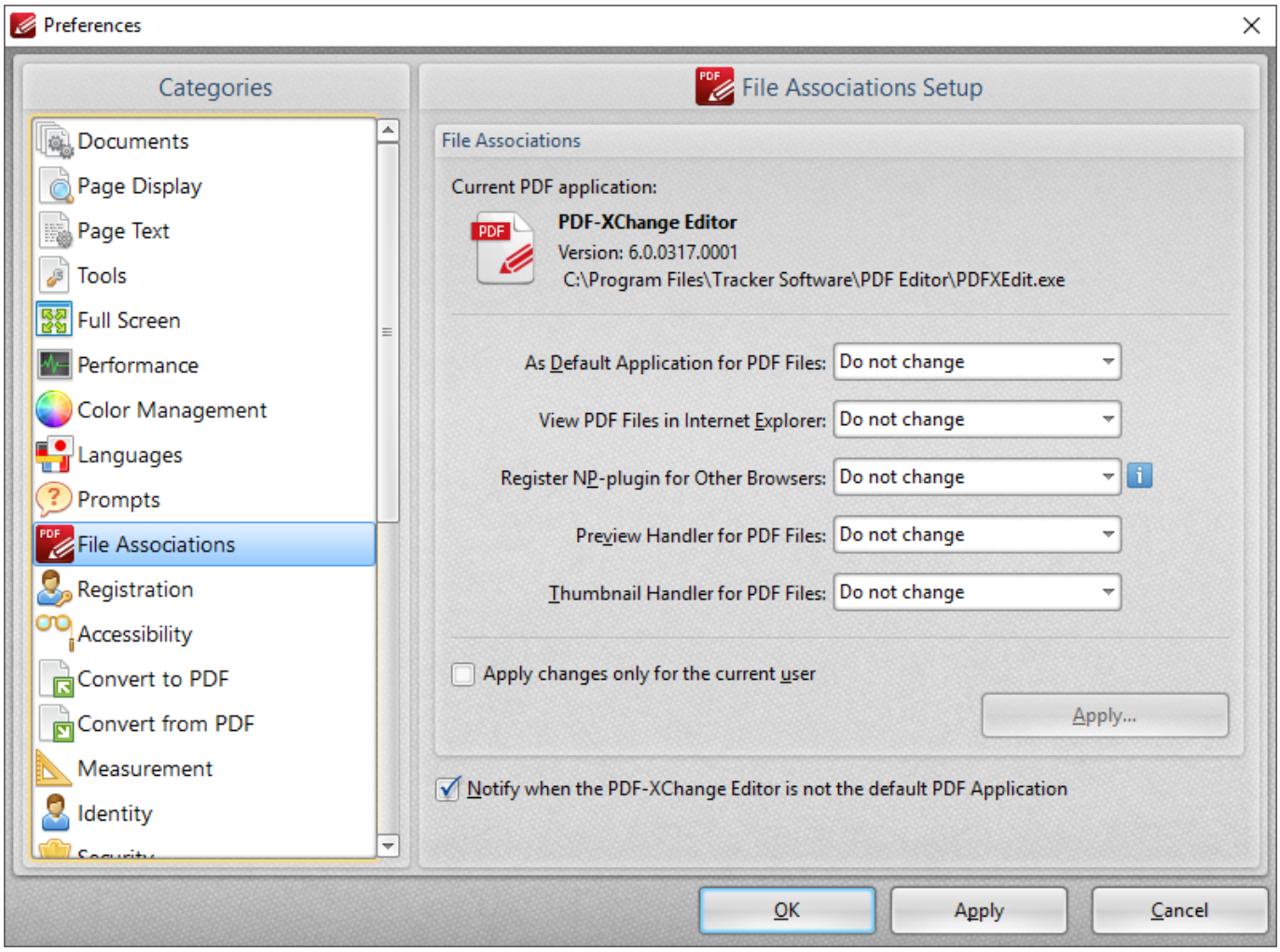
7.2.7.10 File Associations

File associations are how Windows identifies a file or file type with a particular program. These can be set within windows under "**Control Panel\Programs\Default Programs\Set Default Programs**" and "**Control Panel\Programs\Default Programs\Set Associations**". File associations for the PDF-XChange Editor can also be set by going to **Edit> Preferences> File associations** from within the Editor itself.

Note: Some file associations cannot be set through the Editor while running in Windows 10. Windows 10 users may need to manually set the file associations though windows.



Edit> Preferences> File Associations window

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The Current default PDF Application is shown at the top of this window.

Example wherein Microsoft Edge is set as the default.

The options listed for file associations offer 3 choices each:

- **Do not change** retains the existing associations.
- **Restore** Restores the previous associations
- **Make default/Yes** sets the option as default/on.

Note: When clicking on apply, these options will revert back to **Do not change.**

Set as Default Application for PDF files: Defines the default application for viewing PDF.
View PDF Files in Internet Explorer: When set to **Yes** PDF can be opened directly in Internet Explorer using the Editor Plug-in.
Register NP-Plugin for Other Browsers: Registers the NP-Plugin to view PDF in supported browsers.
Preview Handler for PDF Files: Defines the preview handler for previewing PDF in windows explorer.

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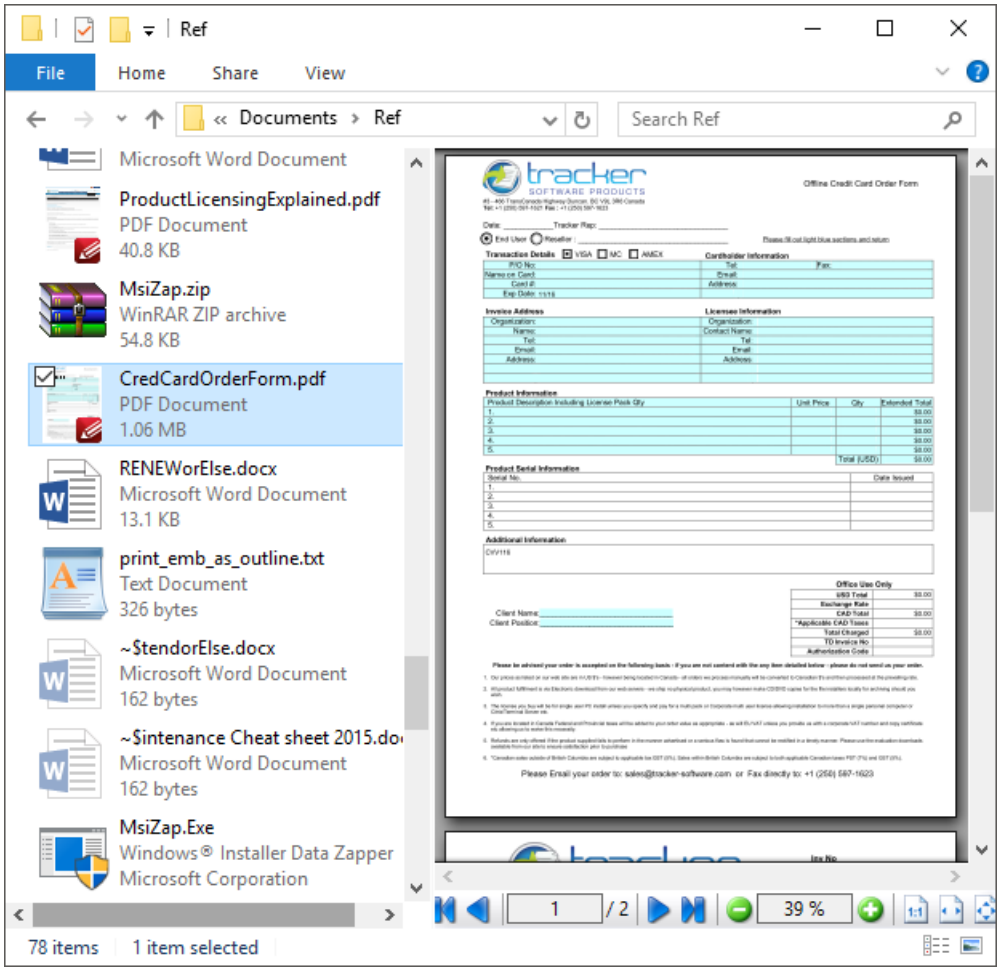
Thumbnails Handler for PDF Files: Defines how PDF thumbnails are shown in windows.



File Explorer (Windows Explorer) with Preview and Thumbnail examples

See the thumbnails displayed on the Left, and the Preview to the right.

Apply changes only to current user With this option selected, only the current user's associations will be modified.

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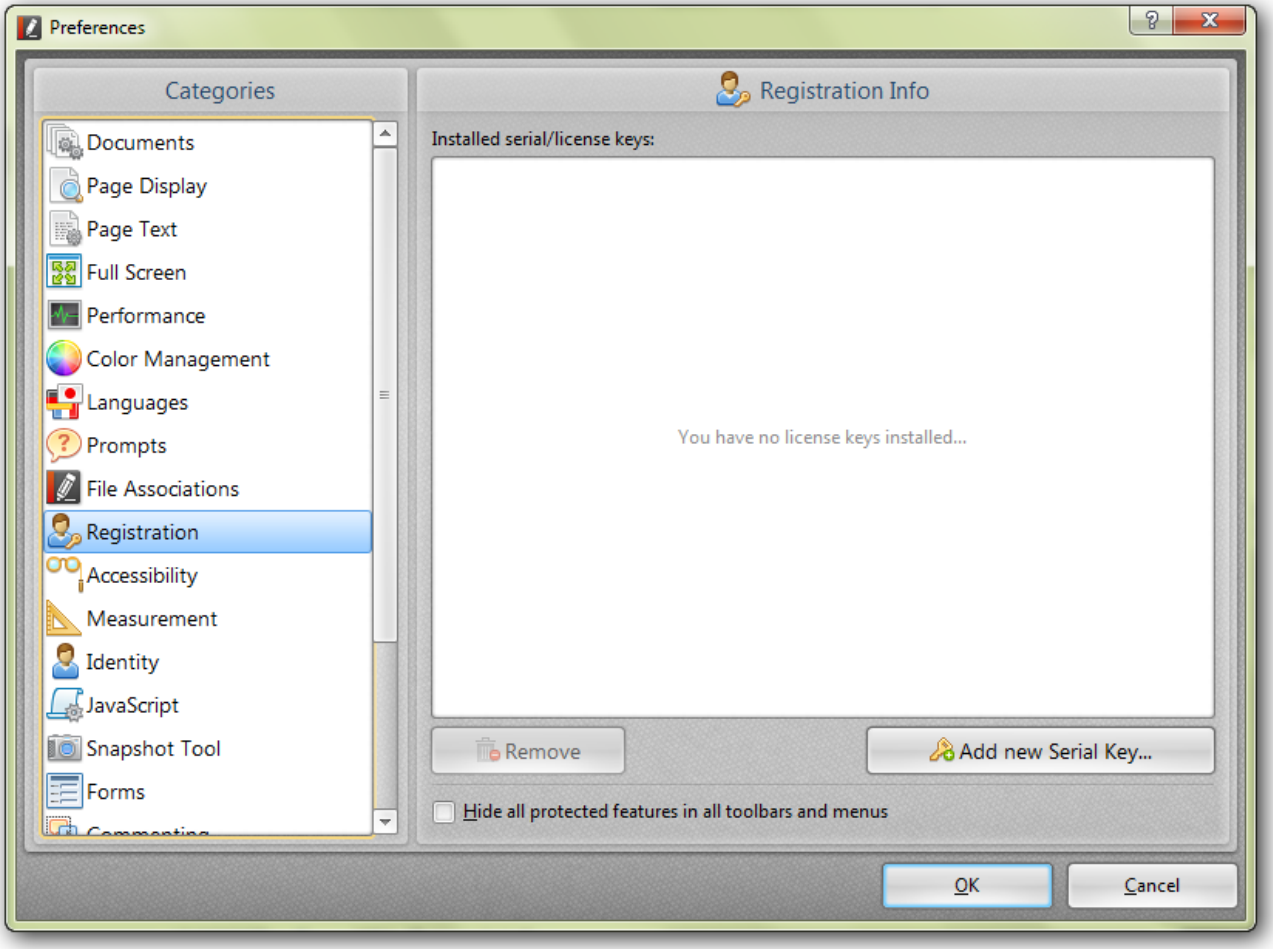
7.2.7.11 Registration

Registration allows you to register your copy of the **PDF-XChange Editor**.

The valid serial key is provided to the registering party when they purchase the PRO version. When set to **Trial**, the program runs in the *FREE Evaluation Mode*. Please see **IMPORTANT! FREE vs. PRO version** 12 for additional information.

When you install the serial key, your Editor's PRO features will be activated.



To install the serial key, copy your personal key into the Clipboard and then click the **Add Key from Clipboard...** button. The key will immediately appear in the list of Installed serial keys on the Registration tab followed by the message:

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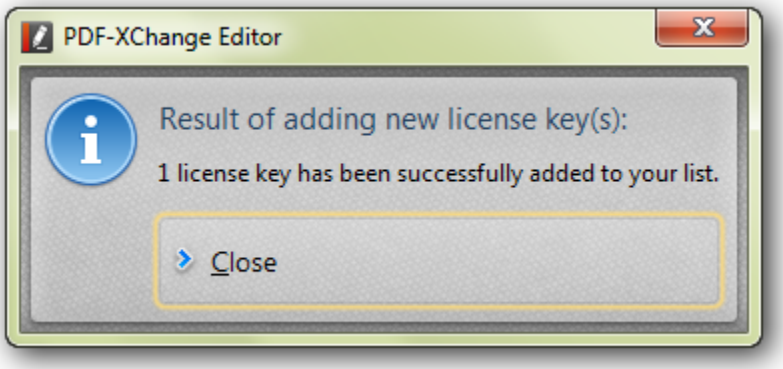
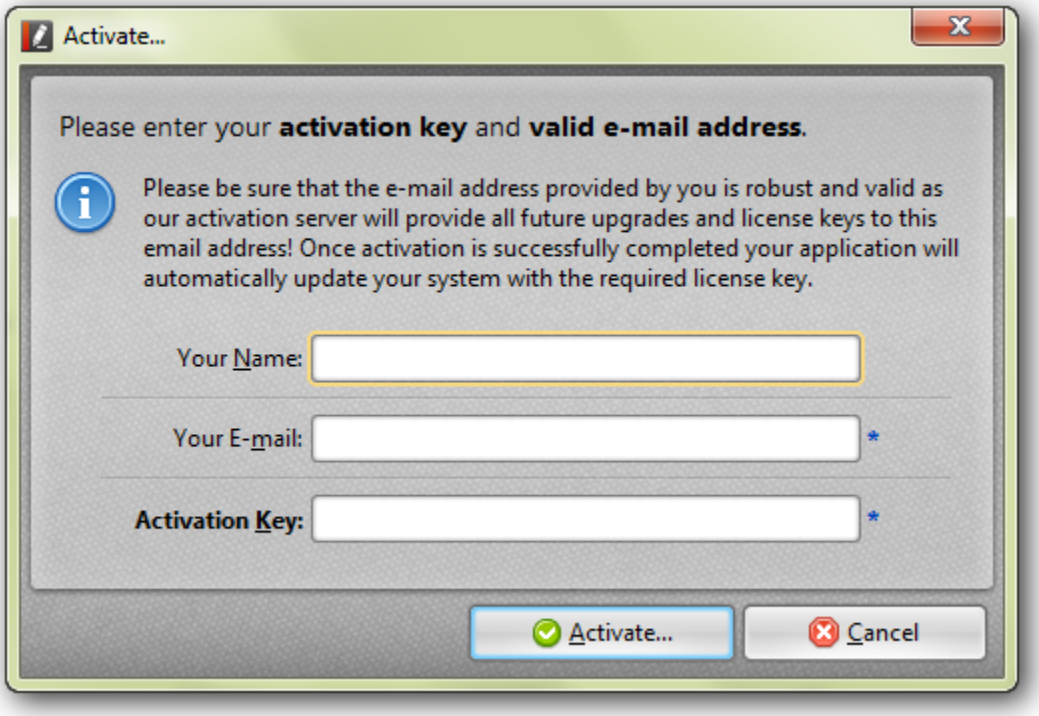


The **Activate...** button will help you in case you need to activate the existing license key. Just enter the necessary information into the following dialog box:



Hide all protected features in all toolbars and menus. When checked in 'FREE' mode, items labeled 'PRO' in the menus and toolbars will not be displayed, thus preventing accidentally modifying the PDF in a way that would cause the watermarks to appear in the PDF when saved.

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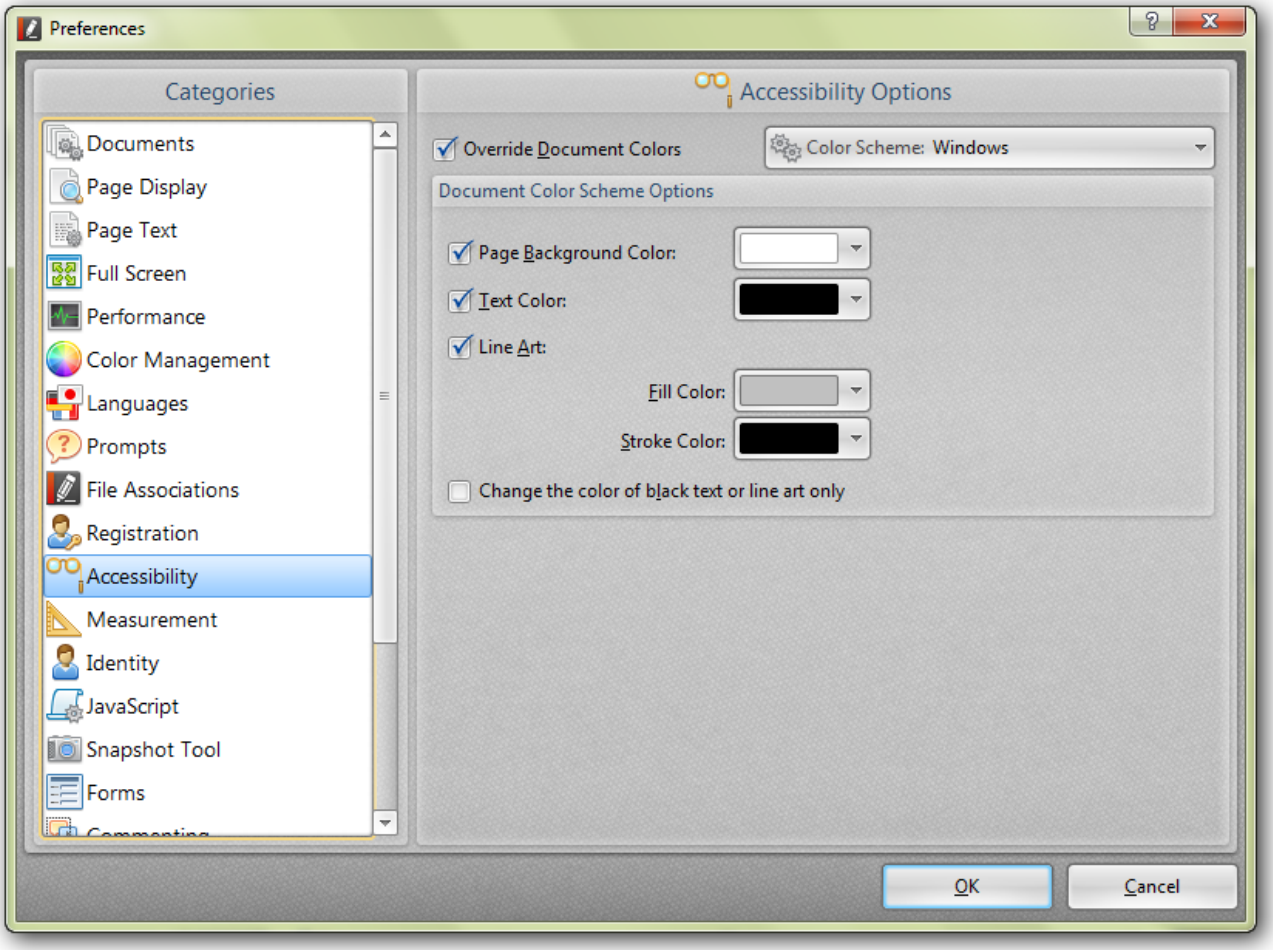
7.2.7.12 Accessibility

Accessibility controls color options for displaying PDF pages for people with poor or limited eyesight.



Override Document Colors. When checked, PDF document colors will be overridden and the other controls on the screen become active.

Color Scheme. Use Predefined High-Contrast Color Scheme:

- **Windows**. Use the color scheme from Windows accessibility options.
- **Green on Black**. Green text on Black background.
- **Yellow on Black**. Yellow text on Black background.
- **White on Black**. White text on Black background.
- **Black on White**. Black text on White background.
- **Save Current Settings**. Saves all current settings.
- **Delete**. Deletes the selected color scheme.

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- **Manage...**. Opens the **Manage Presets** dialog, which allows you to delete, edit or clone any of the available color schemes.

Document Color Scheme Options. Allows you to adjust the document color scheme.

Page Background. This opens the standard Color Selection dialog to assist you in selecting a page background color.

Text Color. When checked, this allows you to open the standard Color Selection dialog to assist you in selecting a text color.

Line Art. When checked, this activates the following two controls:

Fill Color. This opens the standard Color Selection dialog to assist you in selecting a Line Art Fill color.

Stroke Color. This opens the standard Color Selection dialog to assist you in selecting a Line Art Stroke color.

Change the color of black text or line art only. When checked, color changes will *only* occur for text and line art that appear as *black on white*. Other color combinations will not change.

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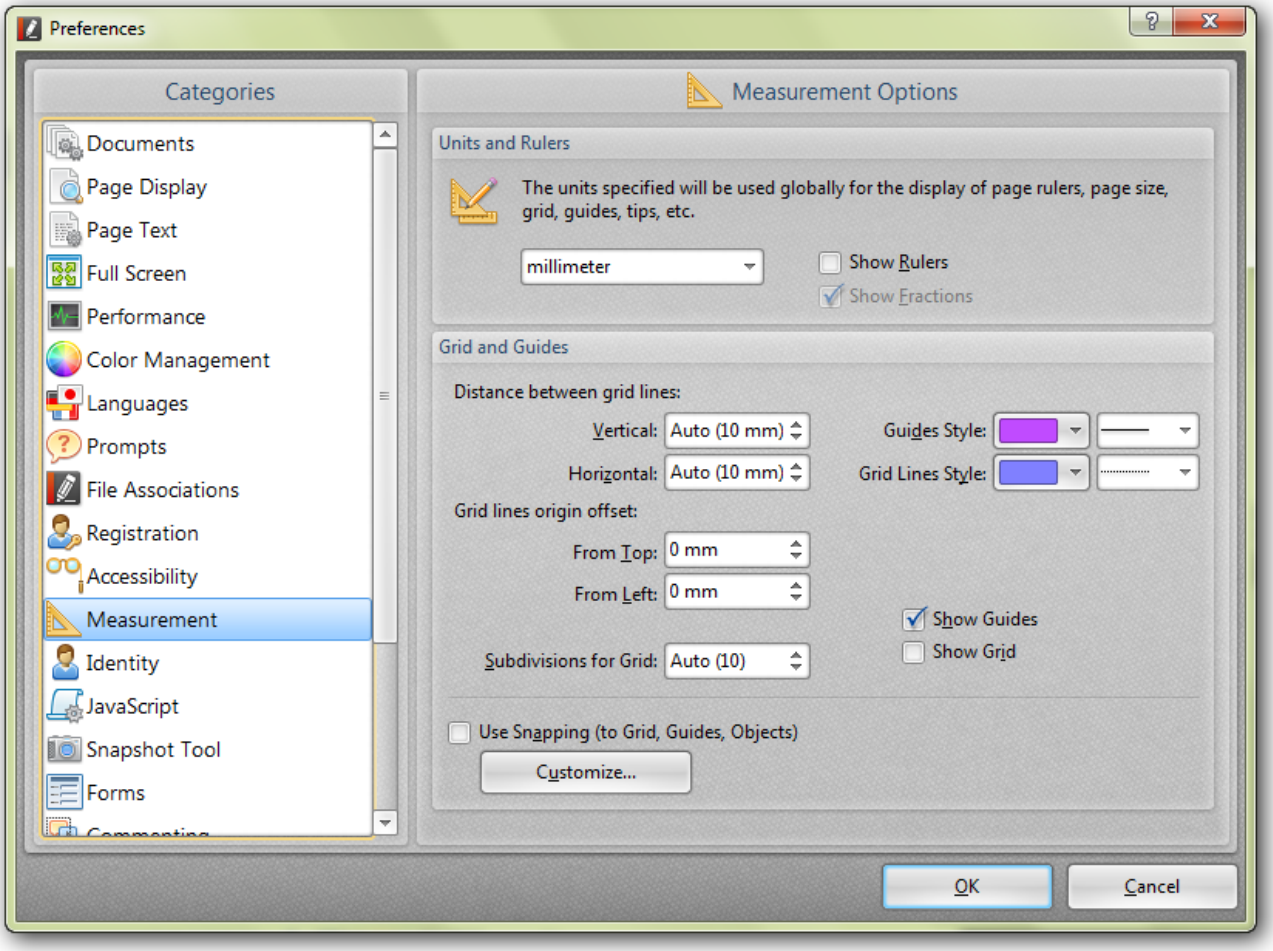
7.2.7.13 Measurement

Measurement determines the linear units to use for all displays.



Units and Rulers. Valid unit values are:

- *Point*. 1/72 inch.
- *Inch*.
- *Centimeter*.
- *Millimeter*.
- *Pica* equal 1/72 of a foot and so to 1/6 inch. There are 12 points in the pica.

Show Rulers. Shows or hides rulers.

Show Fractions. Shows or hides fractions.

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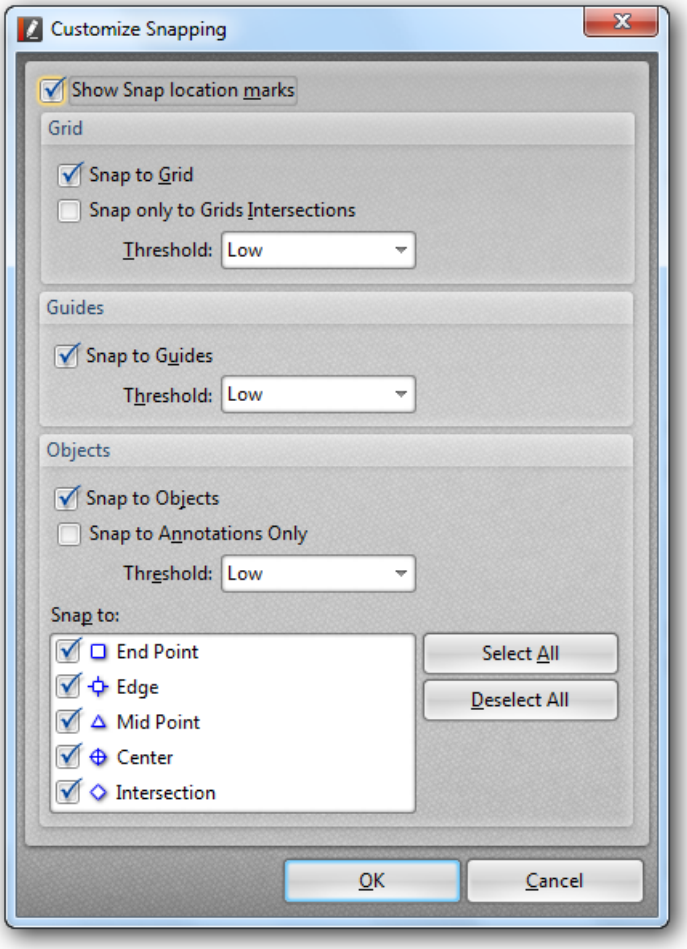
Grid and Guides. Grids provide a visual reference for aligning objects vertically and\or horizontally to specific page positions according to Ruler increments.

- **Distance between grid lines**. Allows you to specify the distance between grid lines.
- **Grid lines origin offset**. Changes the grid offset.
- **Subdivisions for Grid**. Specifies the number of lines that appear within a given distance.
- **Show Guides**. Shows or hides guides.
- **Guides Style**. Allows you to specify the guide lines' style.
- **Grid Lines Style**. Allows you to specify the grid lines' style.
- **Use Snapping (to Grid, Guides, Objects)**. When this option is checked, snapping will be used.

Customize....



Show Snap location marks. Shows or hides snap location marks.

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Grid.

Snap to Grid. Aligns an object with the nearest grid line when you move the object.

Snap only to Grids Intersections.

Threshold. Allows you to choose the level of sensibility. Valid values are: *Low, Medium, High*.

Guides.

Snap to Guides. Aligns an object with the guide lines when you move the object.

Threshold. Allows you to choose the level of sensibility. Valid values are: *Low, Medium, High*.

Objects.

Snap to Objects. Aligns shapes with other objects.

Snap to Annotations Only. Allows snapping to annotations only.

Threshold. Allows you to choose the level of sensibility. Valid values are: *Low, Medium, High*.

Snap to:

End Point. Allows snapping to end point of the object.

Edge. Allows snapping to the edge of the object.

Mid Point. Allows snapping to middle point of the object.

Center. Allows snapping to the center of the object.

Intersection.

Select All. Selects all.

Deselect All. Deselects all.

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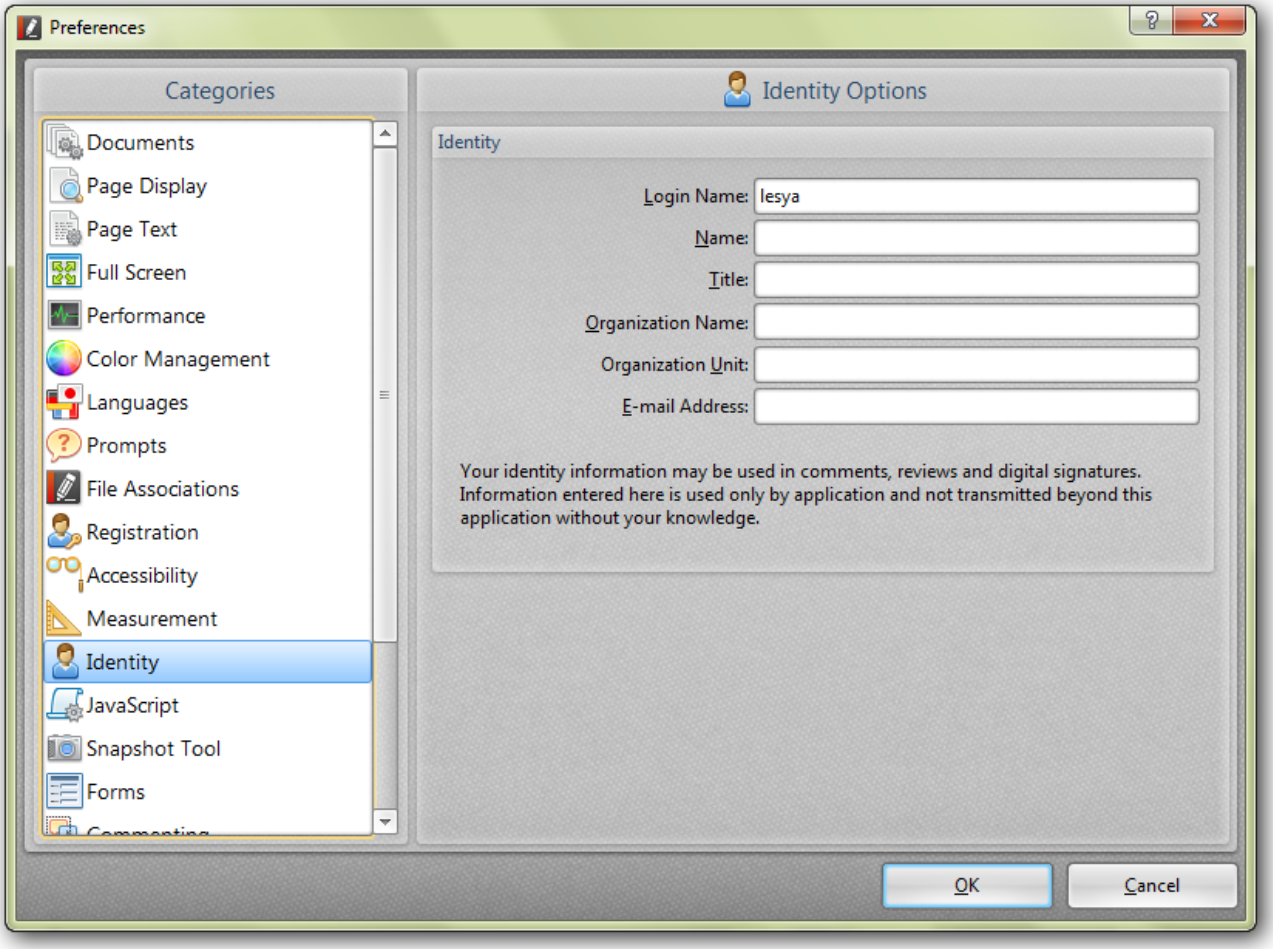
7.2.7.14 Identity

Identity allows you to store frequently-used information about yourself that can be added to PDF's that you are annotating.

N.B. Such information is never exported without your knowledge and approval.



The fields are self-explanatory.

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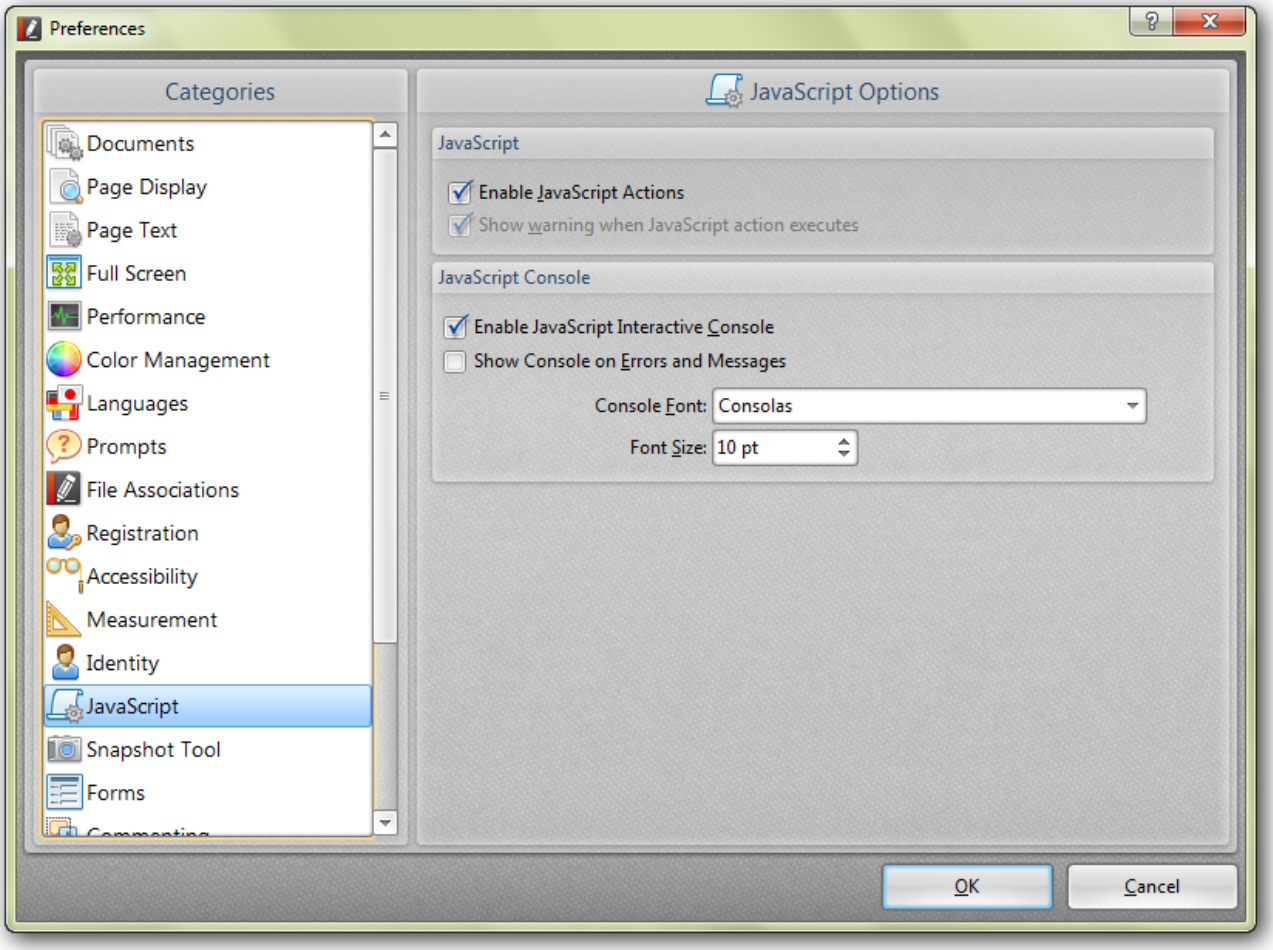
7.2.7.15 JavaScript

JavaScript controls the behavior of JavaScript execution within the **PDF-XChange Editor**.
N.B. Use of JavaScript capabilities is a programmer-level task! You have been warned.

JavaScripts may be embedded in PDF documents and activated by either **AcroForm** controls or by events generated by manipulating the document in various ways.



JavaScript. Enables or disables **JavaScript** actions.

Enable JavaScript Actions. Checking this checkbox allows JavaScript to execute within the specified PDF document. If unchecked, the next checkbox becomes active.

Show warning when JavaScript action executes. When **Enable JavaScript Actions** is not checked, checking this box will pop up a warning screen when a JavaScript attempts to execute.

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JavaScript Console Enables or disables the **JavaScript** *console*. The JavaScript console is a part of the JavaScript environment that allows you to view an embedded JavaScript and also allows you to execute JavaScript commands.

Enable JavaScript Interactive Console. Checking this checkbox enables the JavaScript console integral to the **PDF-XChange Editor**.

Show Console on Errors and Messages. When checked, the **JavaScript** console will be activated if the **JavaScript** being executed either encounters an error or if it displays a message.

Console Font. Specifies the Font to use when displaying the **JavaScript** console.

Font Size. Specifies the size of the Font to use when displaying the **JavaScript** console.

To open the JavaScript Console use shortcut keys **[Ctrl]+[J]** or go to **View** menu-> **Show JavaScript Console**.

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7.2.7.16 Snapshot Tool

This screen controls the behavior of the **Snapshot Tool**.

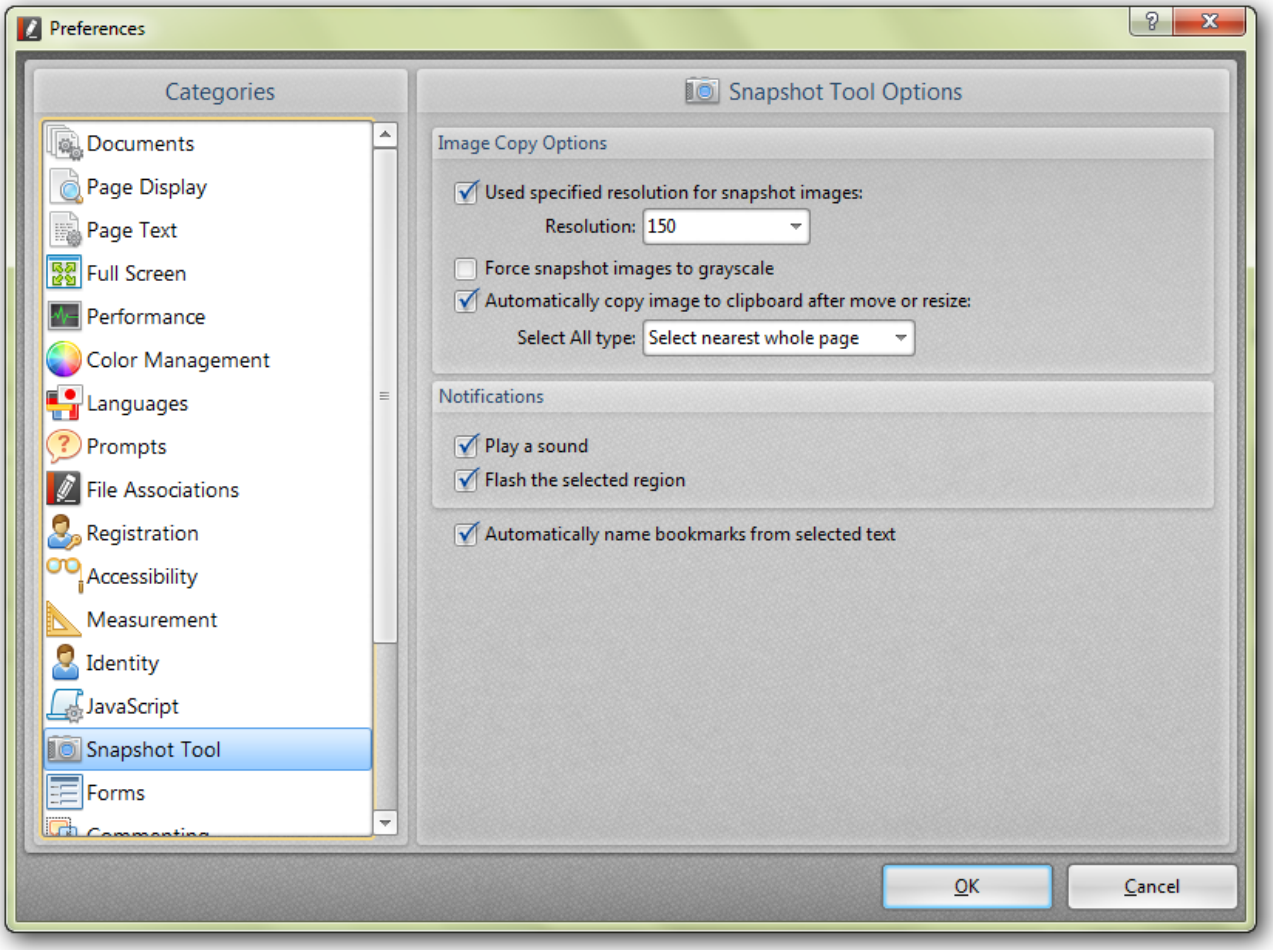

Image Copy Options. These control the images produced by the Snapshot Tool.

Used specified resolution for snapshot images. When checked, all snapshot images will be produced at the resolution specified by the Resolution drop box.
Valid values are: 72, 96, 100, 150, 300, 400, 600, 1200, and 2400 DPI.

Force snapshot images to grayscale. Checking this checkbox converts the image from colored to grayscale.
This can reduce the image size quite a lot especially at higher resolutions.

Automatically copy image to clipboard after move or resize.

Select All type.

Select visible portion of nearest page. Copies a part of the nearest page.

Select nearest whole page. Copies the whole nearest page.

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Notifications.

Play a sound. When checked, the sounds are made when the snapshot control is clicked to produce the snapshot.

Flash the selected region. When checked, the selected region when the snapshot control is clicked to produce the snapshot.

Automatically name bookmarks from selected text.

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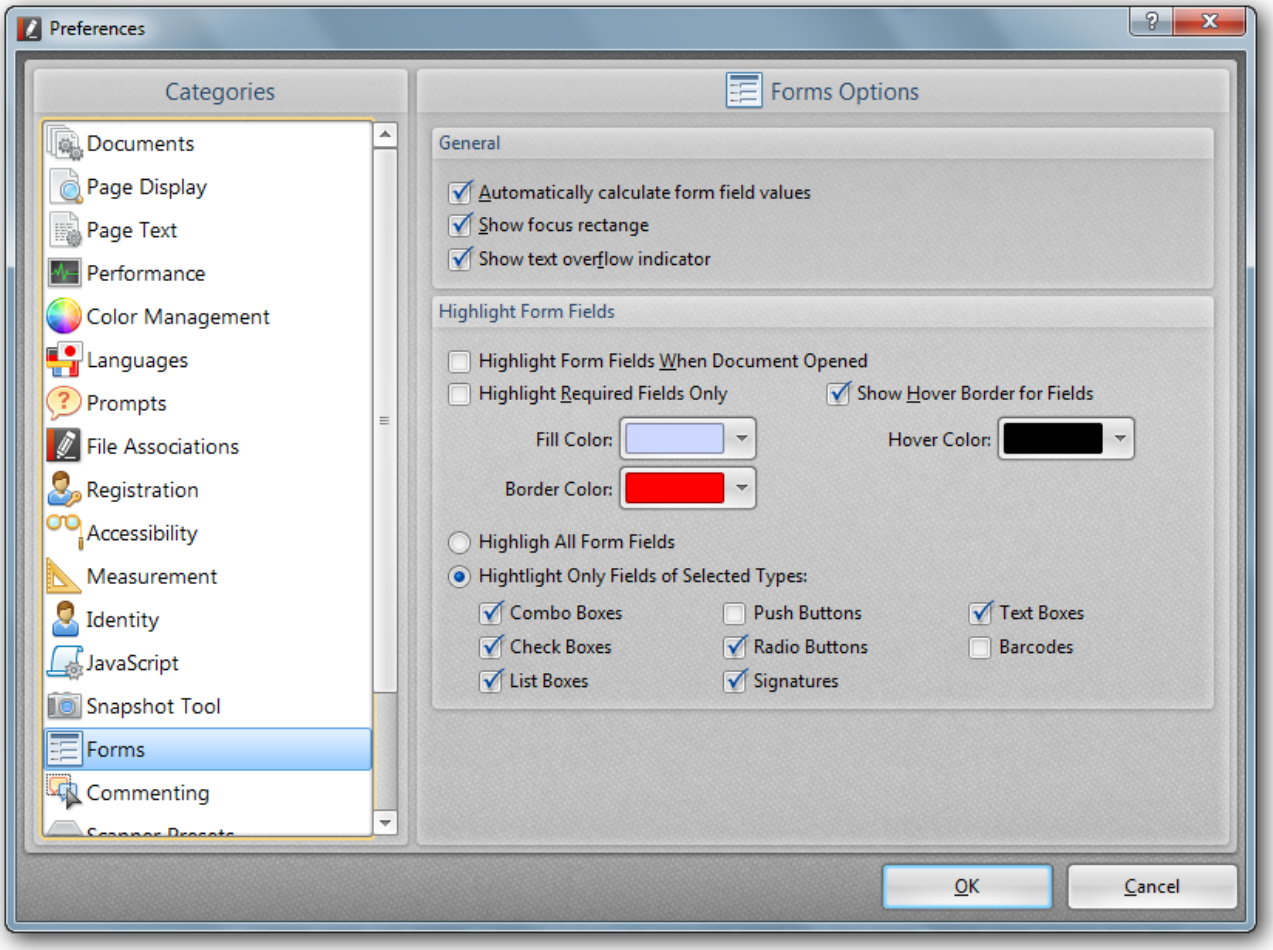
7.2.7.17 Forms

Forms allow you to control the options of form fields.



General. Allows you to set the general options for the form fields.

Automatically calculate form field values. Automatically performs all field calculations upon user entry.

Show focus rectangle. Indicates the form field which currently has the focus.

Show text overflow indicator.

Highlight Form Fields. Allows you to set the highlight options for the form fields.

Highlight Form Fields When Document Opened.

Highlight Required Fields Only. Allows you to select a border color of form fields. The border appears for required form fields only after you attempt to submit the form.

Fill Color. Opens the standard color selection dialog to assist you in selecting the color of highlighted form fields.

Border Color. Opens the standard color selection dialog to assist you in selecting the border color of highlighted form fields.

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Show Hover Border for Fields.

Hover Color.

Highlight All Form Fields. Allows you to apply highlight options to all kinds of form fields.

Highlight Only Fields of Selected Types.

Combo Boxes. Allow you either choose an item from a pop-up menu or type in a value.

Check Boxes. Present yes-or-no choices for individual items. If the form contains multiple check boxes, the user can typically select as many or few of these as wanted.

List Boxes. Allow you to choose a displayed list of options.

Push Buttons. Initiates a change on the user's computer, such as opening a file or others.

Radio Buttons. Present a group of choices from which the user can select only one item.

Signatures. Allow you electronically sign a PDF document with a digital signature.

Text Boxes. Allow you to type in text.

Barcodes.

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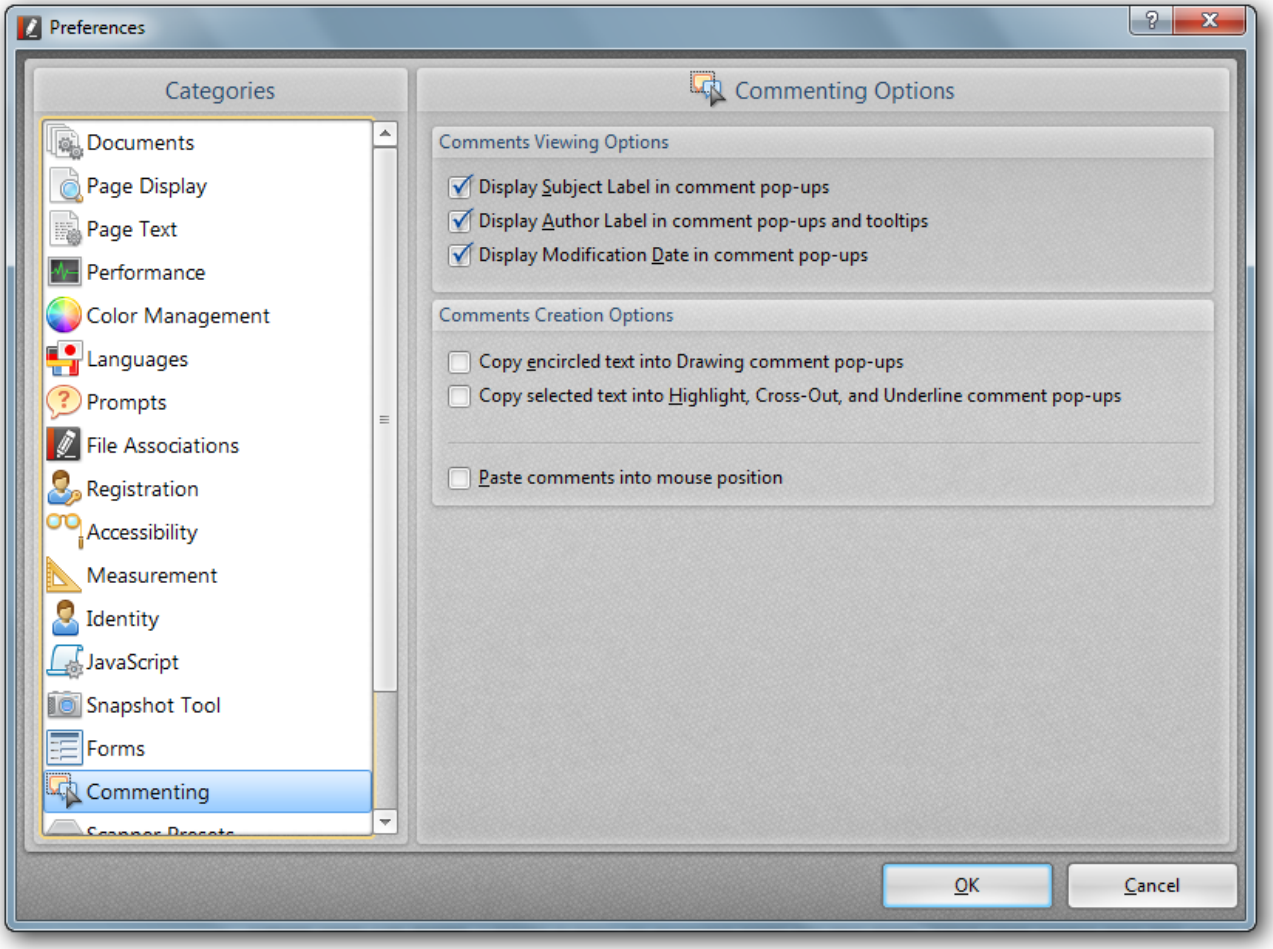
7.2.7.18 Commenting

Commenting allows you to select two ways to copy text into Comments.



Comments Viewing Options.

Display Subject Label in comment pop-ups. The subject label will be displayed in comment pop-ups.

Display Author Label in comment pop-ups and tooltips. The author label will be displayed in comment pop-ups and tooltips.

Display Modification Date in comment pop-ups. The modification date will be displayed in comment pop-ups.

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Comments Creation Options.

Copy encircled text into Drawing comment pop-ups. For drawing-type comments, encircled text will be copied into the pop-up comment, where it can be edited or further commented on.

Copy selected text into Highlight, Cross-Out, and Underline comment pop-ups. When using the **Select Tool** 508, selected text will be copied into the pop-up comment, where it can be edited or further commented on.

Paste comments into mouse position. Copied comments will be pasted into mouse position.

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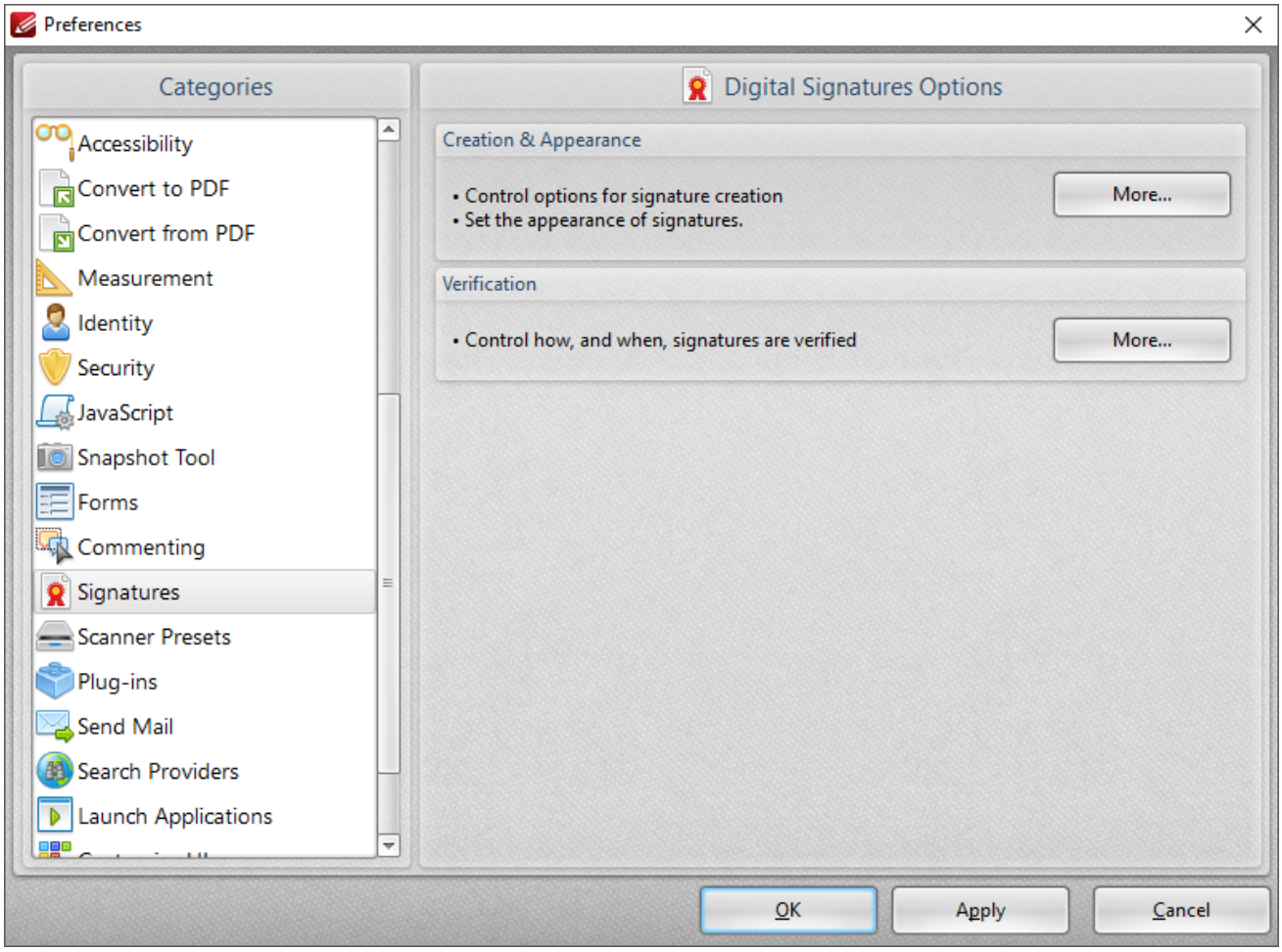
7.2.7.19 Signatures

Digital signatures can be used for many types of documents where traditional pen-and-ink signatures were used in the past. However, the mere existence of a digital signature is not adequate assurance that a document is what it appears to be. Moreover, government and enterprise settings often need to impose additional constraints on their signature workflows, such as restricting user choices and document behavior during and after signing.

Place a digital signature to any unsecured document by going to **Document> Digital Signing**. See the **Digital Signing** 432 section for more details. See bellow for help with configuring Creation and Appearance, and Verification of digital signatures. These preferences are located under **Edit> Preferences> Signatures**.



Edit> Preferences> Signatures window

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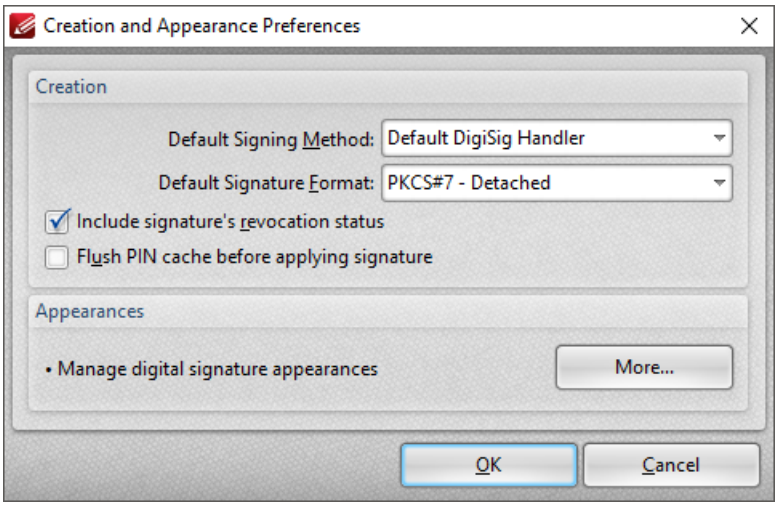
Creation and Appearance
Control options for signature creation and set the appearance of signatures. Click on **More...** to launch the **Creation and Appearance Preferences** window.



Creation and Appearance Preferences window

Creation define how the signatures are created in this section.

Default Signing Method define the default method for signing such as a signature pad or other hardware.

- **Default DigiSig Handler** is the default plug in library used to apply digital signatures and certificates to PDF documents. If no other signing method is detected, only the DigiSig will be available.

Default Signature Format

- **PKCS#7 - Detached** Ensures that certificates are encoded in Abstract Syntax Notation One (ASN.1) format, where ASN.1 is an ISO/IEC standard for encoding rules used in ANSI X.509 certificates and PKCS documents.
- **CAdES** An electronic signature that has been created in compliance with eIDAS has the same legal value as a handwritten signature.

Include signature's revocation status Signature revocation can be used with a remotely controlled signature or certificate. Such a certificate can be revoked by the issuer. This option will simply display whether or not the certificate/signature has or has not bee revoked.
Flush PIN cache before applying signature Some certificates require a personal identification number to be used. In some cases the PIN is cached in memory for a short time so that the PIN is not requested. Flushing the PIN cache will force the prompt to enter the PIN if the certificate requires it.

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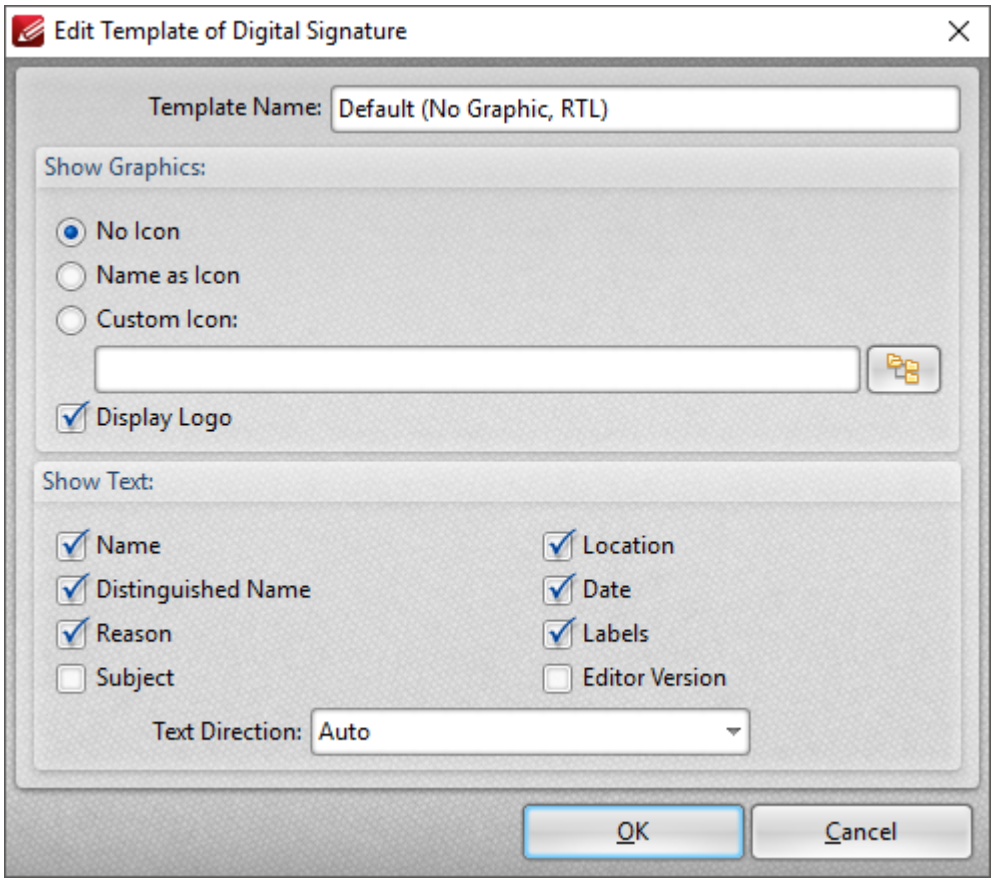
Appearances click on **More...** to access the **Digital Signature Appearance Templates** window.

Note: Click on one of the default templates and click **Edit** to edit its appearance. Otherwise, click on **Clone** to copy the template, then edit the copy to preserve the original.



Show Graphics will specify an image, or Icon to use with the digital signature. To display any Icon/log, insure that the **Display Logo** option is selected.

No Icon will cause the signature not to use any image, only the parameters set in the **Show Text** section will be displayed.
Name as Icon will use the signer's name instead of an Icon
Custom Icon define a path to a desired image to be used as an Icon. Most commonly used with digital copies of handwritten signatures. Click on the **Browse** button to select the desired file.

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Show Text: Select the text information to be populated in the signature.

Name displays the signers name.

Distinguished Name combines a key to each value the prefaces the name. E.g. "Digitally signed by Jack Jones" with the option active, and "Jack Jones" with it inactive.

Reason will display the reason defined at time of signing.

Subject the subject is taken from the digital certificate's subject.

Location lists the country the document was signed in. For example, **CA** for Canada.

Date displays the date at the time of placement.

Labels will add labels before the data displayed in the signature. such as **C= CA** for Country = Canada instead of listing only the values without the labels.

Editor Version displays the version of the Editor used to place the signature.

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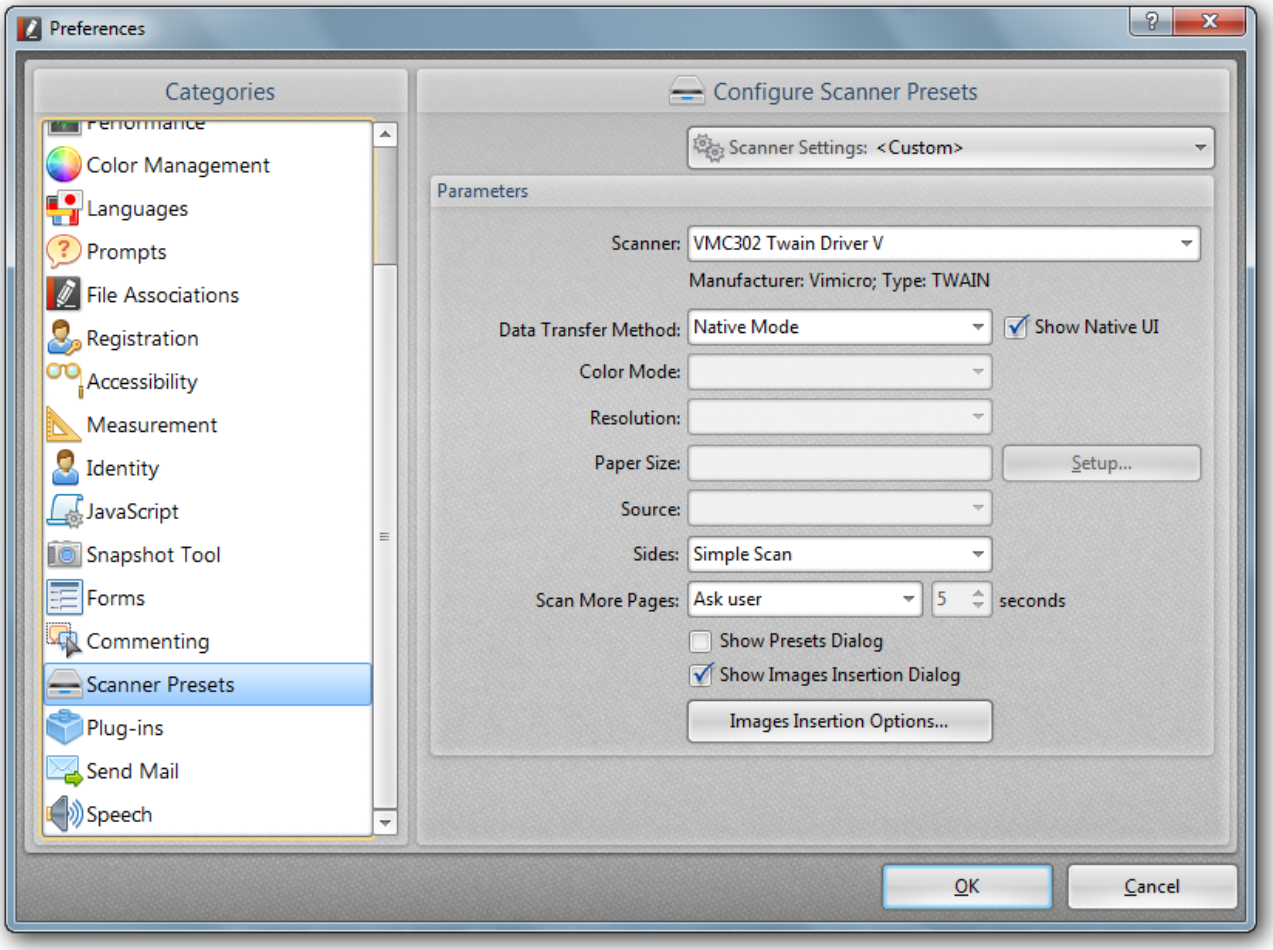
7.2.7.20 Scanner Presets

Scanner Presets control the options for scanning.



Parameters. Sets the parameters for scanning.

Scanner. Selects the scanner on which to scan the document.

Data Transfer Method.
Native Mode transfers in the default mode for your scanner. Memory Mode is automatically selected for scanning in resolutions over 600 dots per inch (dpi).

Show Native UI.

Color Mode. Allows you to choose the color mode.

Resolution. Sets the desired 'DPI' (Dots per inch) for the file pages. This can be any value from 50 to 2400 DPI - though this is also MS Windows OS dependant; some earlier Versions of Windows do not support DPI settings of such high values.

Paper Size. Allows you to choose an appropriate paper size.

Setup....

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Sides. Sets the scanning side. The options are:

- **Both Sides**. Scans both sides of pages.
- **Front Sides**. Scans only front sides of pages.

Scan More Pages. Lets you select one of the following options:

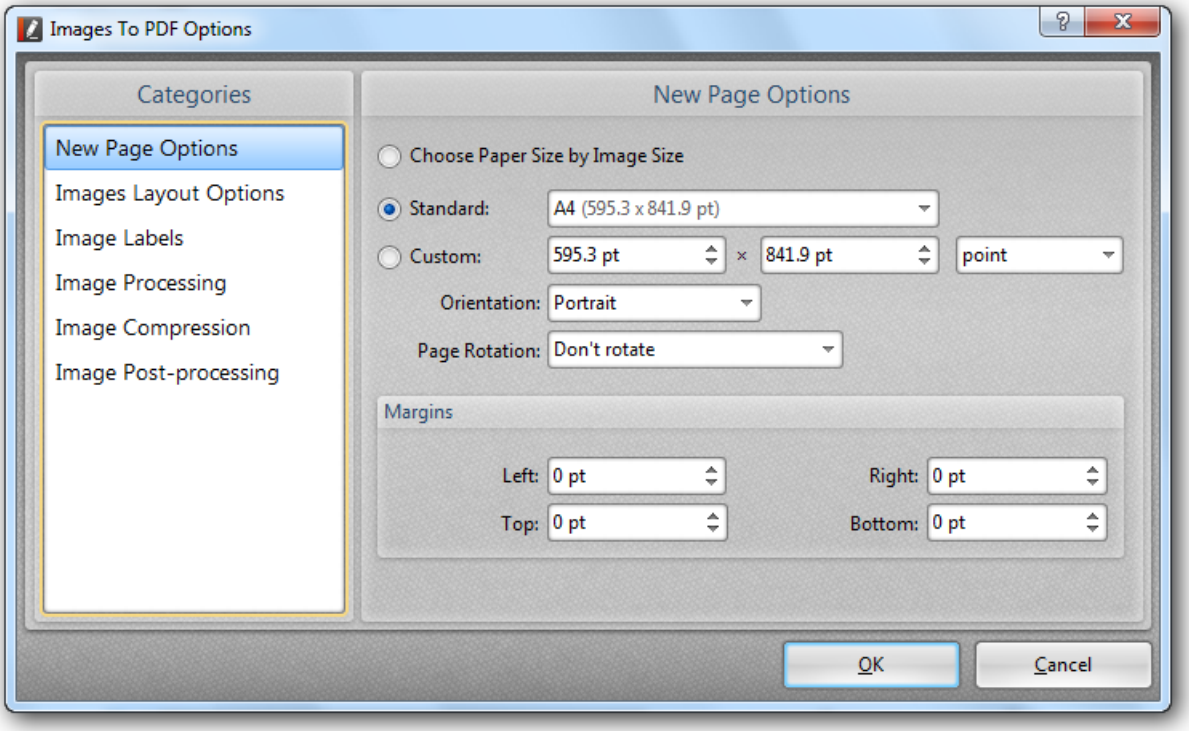
- **Disabled**. Disables the scanning of more pages.
- **Ask user**. When scanning is finished, you will be asked if you want to scan more pages.
- **Automatically after**. When the scanning session is finished, the next one will start automatically.

Show Presets Dialog.

Show Images Insertion Dialog.

Images Insertion Options.... Defines additional image insertion options for the new document.

New Page Options. Allows you to set the page options.



Choose Paper Size by Source. This option specifies the size of the page by the source.

Standard. Selecting this option allows you to choose the standard size of the page.

Custom. Selecting this option allows you to specify the size of the page.

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Orientation. Sets the orientation of the page.

- **Portrait**. The longer side of the page runs vertically.
- **Landscape**. The longer side of the page runs horizontally.

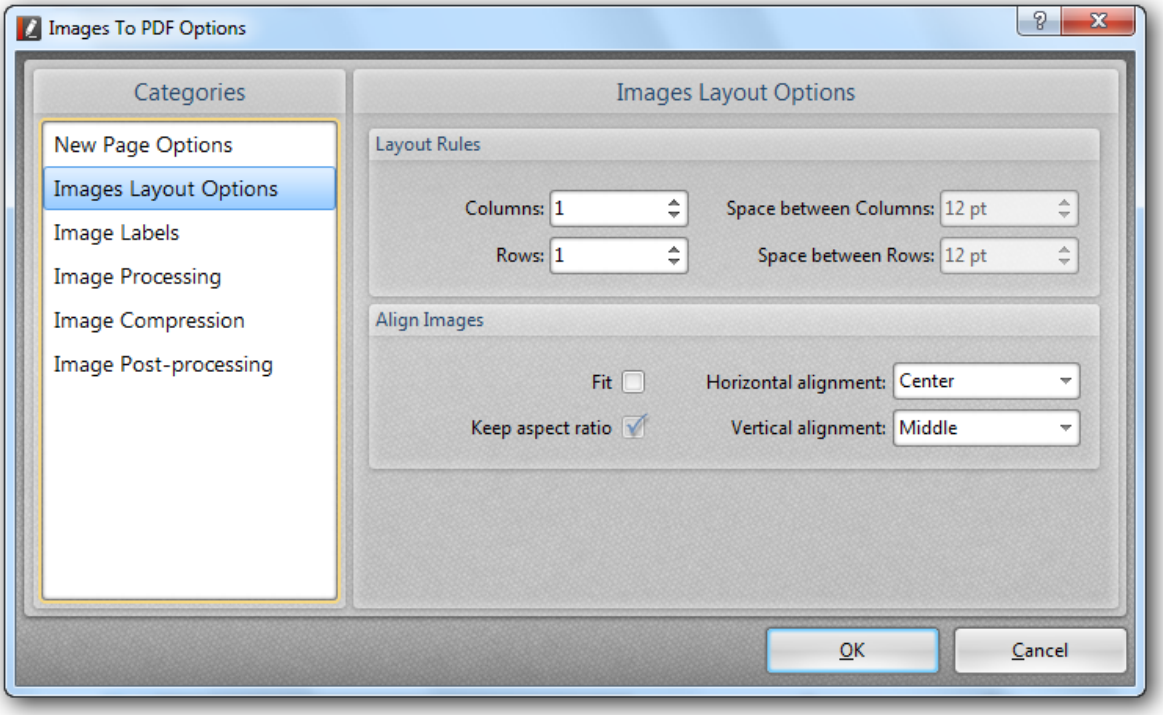
Page Rotation. Allows you to rotate the page. The fields are self-explanatory.

- *Don't rotate*.
- *Clockwise 90 degrees*.
- *180 degrees*.
- *Counterclockwise 90 degrees*.

Margins. Margins adjust the size of the page by setting non-zero margins using the selected "user units." The adjustments are:

- **Left**. The left margin is moved to the right by the amount specified in Units.
- **Right**. The right margin is moved to the left by the amount specified in Units.
- **Top**. The top margin is moved down by the amount specified in Units.
- **Bottom**. The bottom margin is moved up by the amount specified in Units.

Images Layout Options. Allows you to set the image layout options.



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Layout Rules. Sets the layout rules options.
Horizontal count. Specifies the number of columns for the horizontal layout.

Vertical count. Specifies the number of columns for the horizontal layout.

Horizontal space. Controls the amount of *horizontal space* around an image.

Vertical space. Controls the amount of vertical *space* around an image.

Align Images. Sets the image alignment.
Fit. When checked, the image will be sized to fit the new PDF page.

Keep aspect ratio. Depends on Fit. When checked, the image will be resized to fit the new PDF page, but there will be no distortion of the page.

Horizontal alignment. Sets the *horizontal* alignment of the images.

- *Left*.
- *Center*.
- *Right*.

Vertical alignment. Sets the *vertical* alignment of the images.

- *Top*.
- *Middle*.
- *Bottom*.

Image Labels. Allows you to set the image label options.

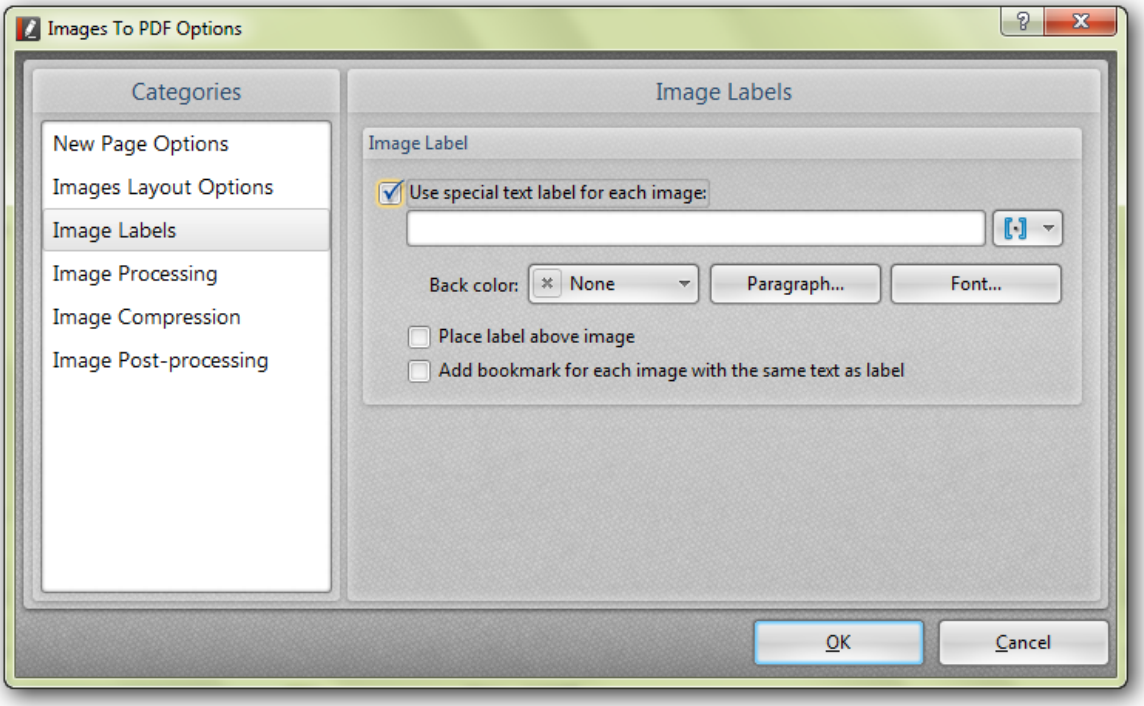

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Image Label. Allows you to add a text label for the image.

Use special text label for each image. Specifies the text label for each file. You may enter any valid name you like.

Macros. Clicking the **Macros** button opens a submenu of *file name macros* that you can use to automatically generate file names.
The fields are self-explanatory.

Back color. Opens the standard color selection dialog for you to customize the background color for the image label.

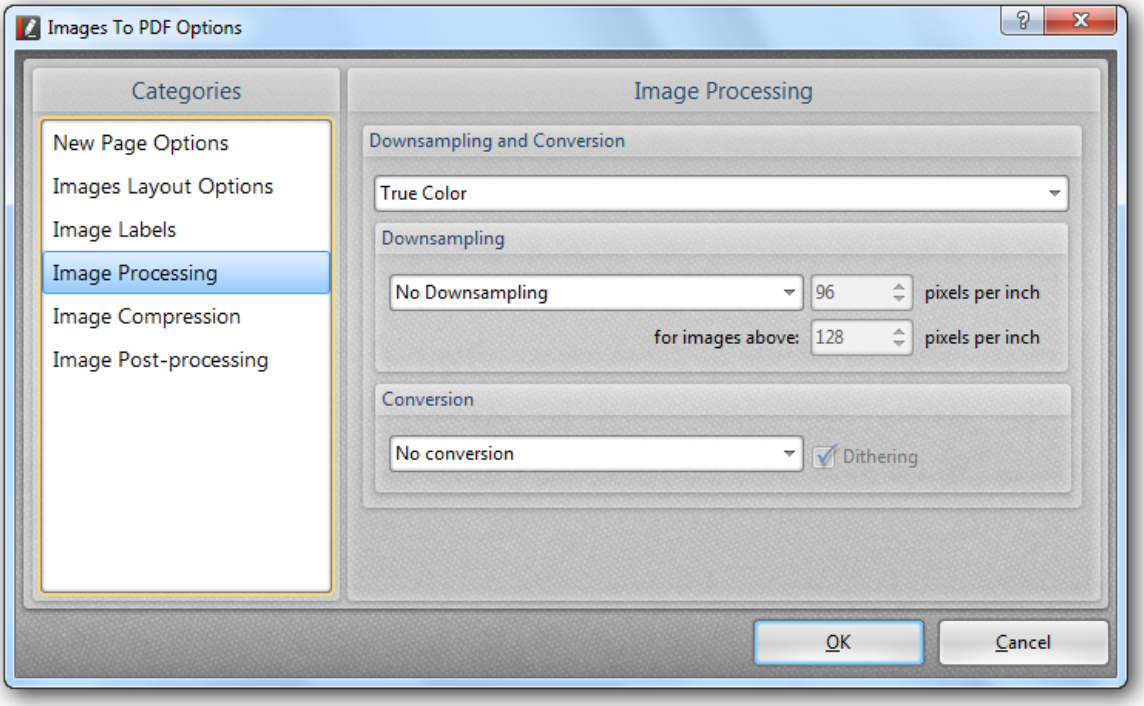
Paragraph.... Specifies the paragraph settings for the text label.

Font.... Specifies the font settings for the text label.

Place label above image. If checked, the label will be placed above the image.

Add bookmark for each image with the same text as label. If checked, a bookmark will be created for all images with the same text as label.

Image Processing. Allows you to set the options of image's downsampling and conversion.



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Downsampling and Conversion.

- **True Color**. Applies image downsampling and conversion options for true color images.
- **Grayscale**. Applies downsampling or conversion options for high color and grayscale images.
- **Indexed**. Applies downsampling or conversion options for indexed images.
- **Monochrome**. Applies downsampling or conversion options for monochrome images.

Downsampling. Downsampling decreases the number of pixels in an image. To downsample images, choose a downsampling method (linear, bilinear, or bicubic downsampling) and enter the desired resolution (in pixels per inch). Then enter a resolution in the *for images above* text box.

- **No Downsampling**. Allows you to disable downsampling if the PDF file is to be printed at high resolution.
- **Linear Downsampling to**. The classical linear downsampling approach is based on the removal from the original image of those frequencies which are too high to be represented at a lower resolution level.
- **Bilinear Downsampling to**. Adds pixels by averaging the color values of surrounding pixels. It produces results of medium quality.
- **Bicubic Downsampling To**. Is a more precise downsampling method based on an examination of the values of surrounding pixels. Using more complex calculations, Bicubic downsampling produces smoother tonal gradations than Linear or Bilinear ones.

Conversion. Allows you to change the images' color mode for grayscale, monochrome or black & white.

- **No Conversion**. No images will be converted.
- **Convert to Grayscale**. Images will be converted to grayscale.
- **Convert to Monochrome**. Images will be converted to monochrome.
- **Convert to Black & White**. Images will be converted to black & white.
- **Dithering**. When the Dithering option is selected, Photoshop mixes colors in the destination color space to simulate a missing color that existed in the source space. Although dithering helps to reduce the blocky or banded appearance of an image.

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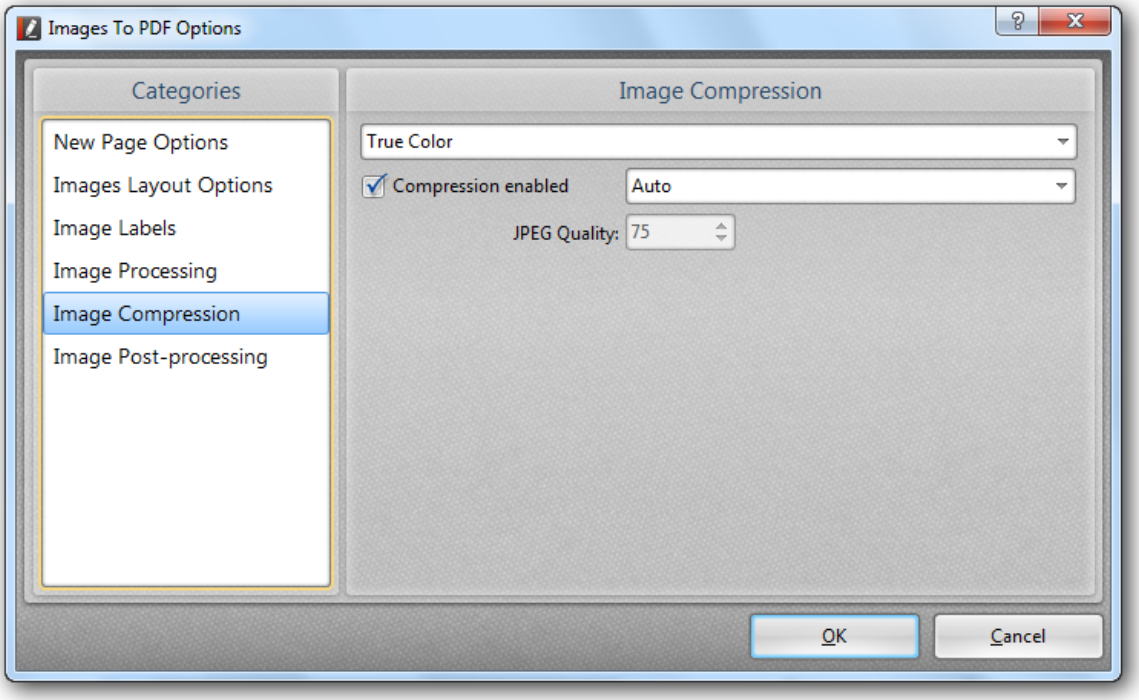
Deskew. If checked, it will straighten a skew scanned image.

Image Compression. Allows you to set the image compression options.



- **True Color**. Applies image compression options for true color images.
- **Grayscale**. Applies compression options for high color and grayscale images.
- **Indexed**. Applies compression options for indexed images.
- **Monochrome**. Applies compression options for monochrome images.

Compression enabled. If checked, it will compress image content depending on the image compression options selected.

- **Auto**. The best compression settings will be chosen on your behalf whilst retaining reasonable image quality.
- **JPEG**. Best used for colored images.
- **Flate**. Is used for text, graphics and images.
- **JPEG/ZIP**.
- **JPEG 2000**.
- **JPEG 2000/ZIP**.

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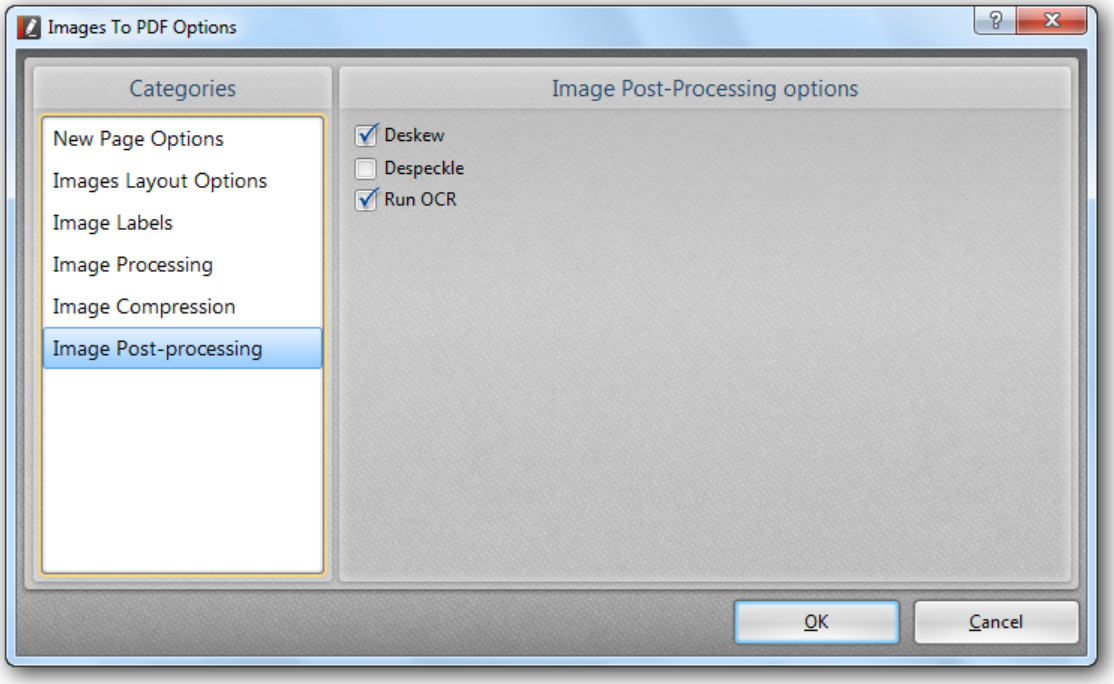
JPEG Quality. A percentage value determining image content quality over compression - the higher the value entered the lower the compression setting applied and image quality is retained to a higher degree - lower values make smaller files.

Image Post-processing.



- **Deskew**.
- **Despeckle**.
- **Run OCR**.

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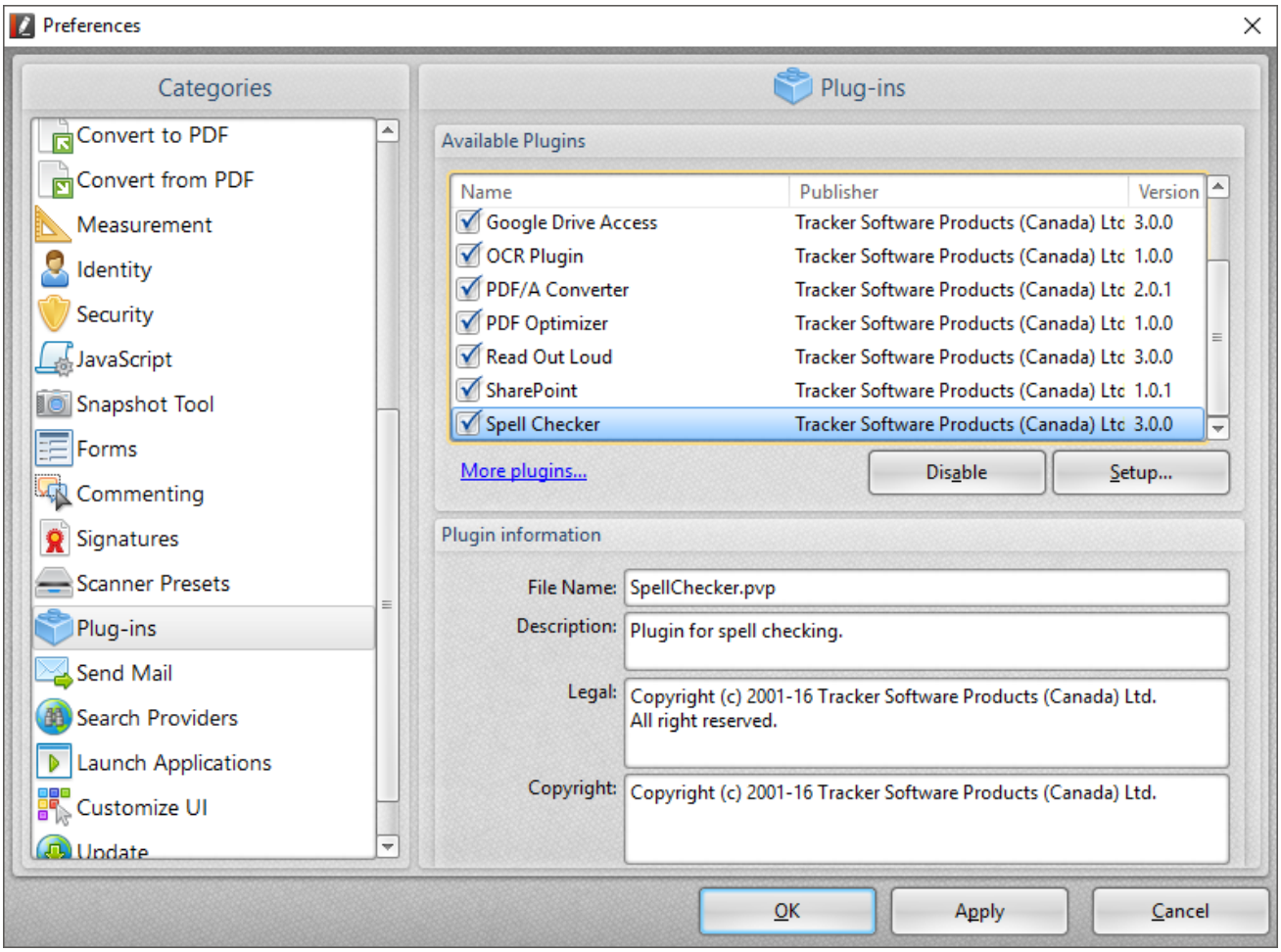
7.2.7.21 Plug-ins

This sections displays a list of the installed **Plug-ins**, provides options to enable/disable specific Plug-ins, and access to additional settings for the selected plug-in if available.



Edit> Preferences> Plug-ins window

Available Plugins Shows the list of all available installed plugins.

- **Bookmarks** plugin options can be accessed and adjusted from the Main Menu 86> Advanced 574> Bookmarks 287
- **PDF Converter** is the plugin used when saving a file as a **MSPowerPoint** file. Please see File 87> Save As 97 or File 87>Export 155 for more information.
- **File Open client** this plugin functions silently in the background. It allows the Editor to open file protected by **File Open Digital Rights Management** software.
  Find more information at http://www.fileopen.com/

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- **Google Drive access** Google Drive™ functions can be accessed under File 88 > Open From 92, and File 111 > Save to 112
- **OCR** the OCR feature and settings can be accessed through Document 327 > OCR pages... 430
- **PDF/A Converter** allows the conversion of PDF files to PDF/A archival specifications. These functions can be found under File 87 > Save As 97
- **PDF Optimizer** allows the optimization of PDF file sizes under File 87 > Save Optimized Copy 100
- **Read out loud** The functions of the Read out loud plugin are available through the context menu when interacting with selected text. The settings can be found under Edit 189 > Preferences 201 > Speech 275
- **Share Point** The functions, and setup instructions for the SharePoint plugin are documented under Main Menu 587 > SharePoint 591
- **Spell Checker** The spell checker can be used when interacting with text within a document. Please see View> 282 Other Panes 302 > 302 Spell Checker 443 for configuration settings. These settings can also be accessed by clicking on **Setup** from the **Plug-ins** window.

Enable/Disable Enables or disables the selected plugin.
Setup.... Opens the dialog which allows the adjustment of additional settings for the selected plugin. Some plug-ins are not modifiable from this section. Please see below setup options for each plug in.

Plugin information displays additional information for a selected plugin.

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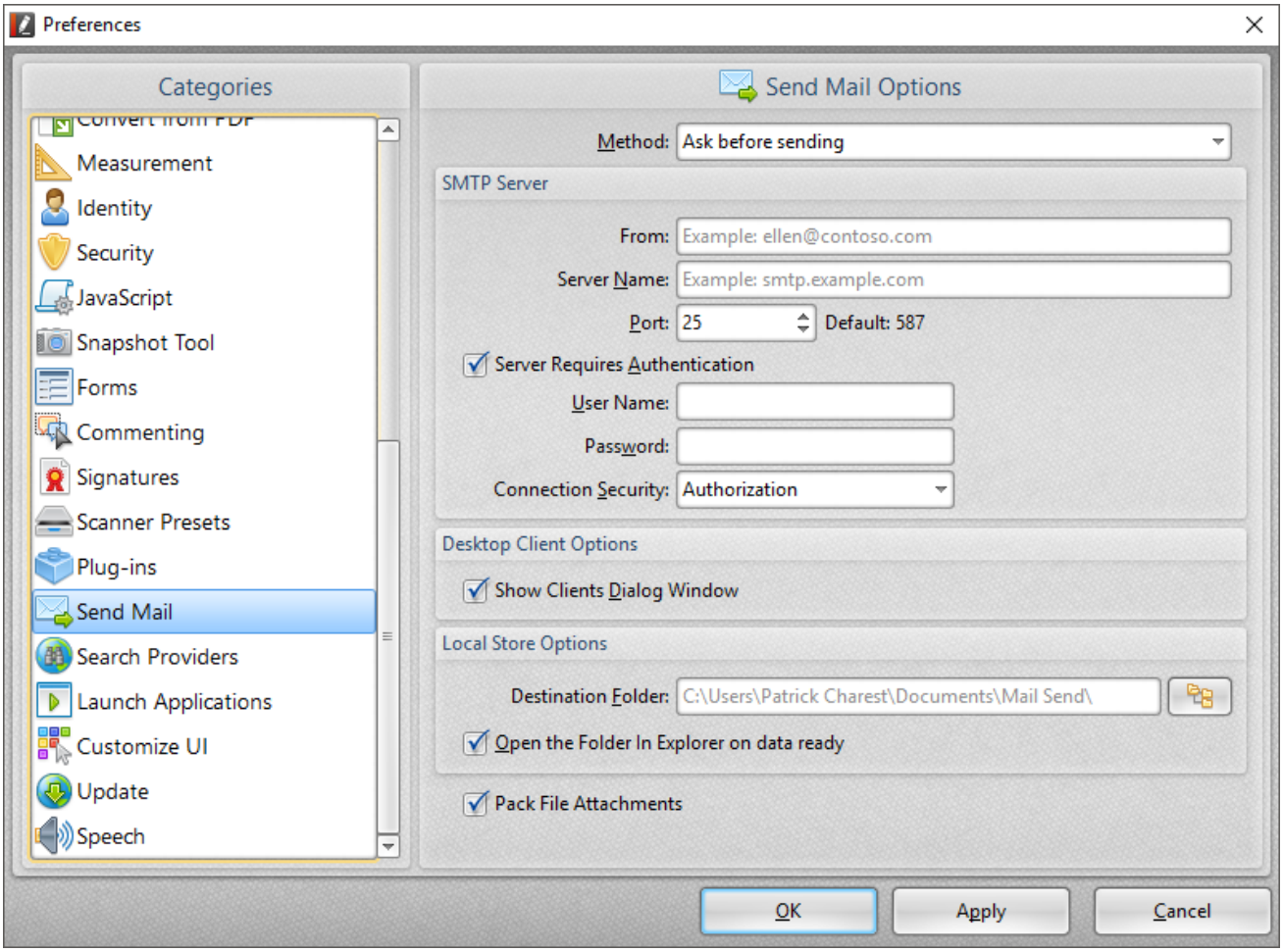
7.2.7.22 Send Mail

Send Mail preferences allow adjusting the options for sending a PDF file by e-mail, using the PDF-XChange Editor.



Edit> Preferences> Send Mail Options window

Method: There are several methods used to send PDF documents and other attachments by e-mail.

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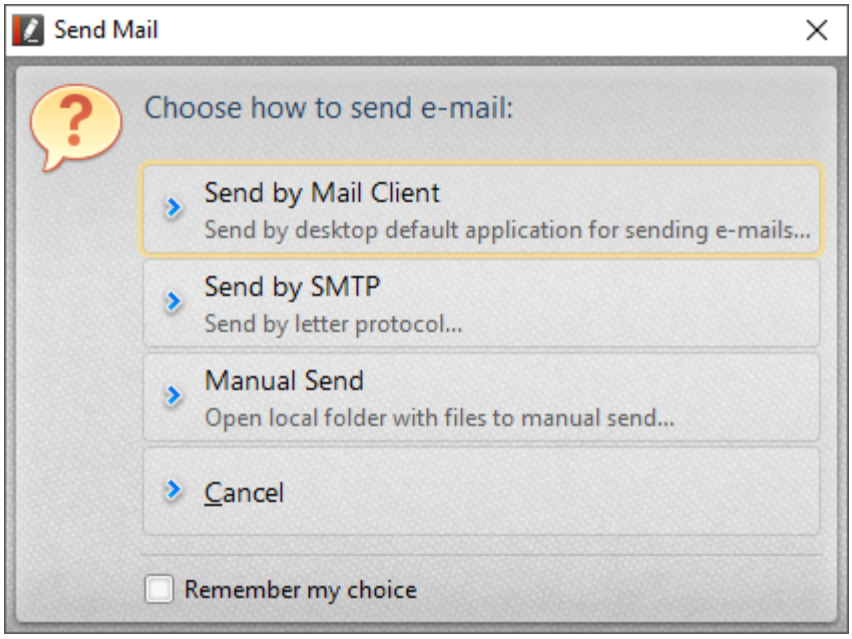
- **Ask before sending** will cause the **Send Mail** dialog to open each time using the send by E-mail feature.



Send Mail dialog

- **Mail Client** Sends e-mail message through the default e-mail client application currently setup as the default Windows e-mail client, with the properties filled as specified on this preference page. Same as option 1 - but no opportunity to edit the message or add additional attachments - other than the active PDF document.
- **SMTP** Sends e-mail message, bypassing the e-mail client application using the default values stored in the SMTP options within the PDF-XChange Editor. Setup and use multiple SMTP servers using this option. For information on setting up the SMTP server information, knowledge of the SMTP server settings are required - please consult a system administrator for advice as necessary.
- **Local** Launches the default e-mail client application and creates a new email text with the properties set here. This saves the e-mail to the e-mail client`s local folder, allowing editing the e-mail, adding additional attachments and send or cancel your message.

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SMTP Server
Sets the SMTP Server properties.

From. Enter an e-mail address.
Server Name. Enter the server name.
Port. Specifies the port of the SMTP server.
Server Requires Authentication. This check box specifies the login information for the SMTP server if required. If no authentication required please uncheck this box.

User Name. Enter e-mail user name here.
Password. Enter password.
Connection Security. Specify connection security level.

Desktop Client Options
Modifies the behavior of the default mail client application.

Show Clients Dialog Window will cause the mail client to launch the email in its own window.

Local Store Options.
Define setting where to store email files for sending locally.

Destination Folder where the file will be saved
Open the Folder In Explorer on data ready causes File Explorer (also known as Windows Explorer) to launch and open to the destination folder.

Pack File Attachments the Editor will compress files into a .zip folder before sending.

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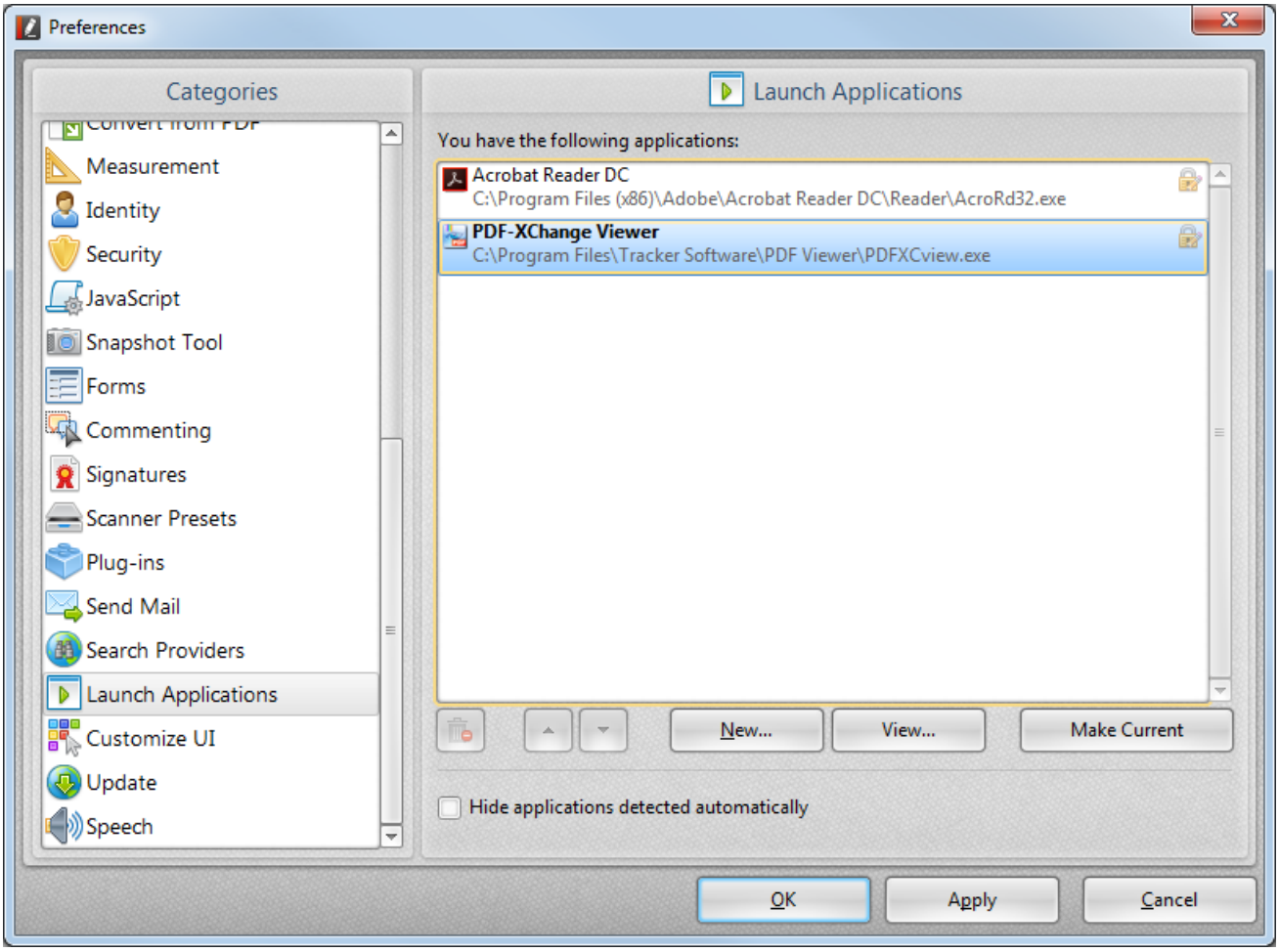
7.2.7.23 Launch Applications

The Launch applications section of the Preferences menu allows the addition of custom third party applications to the Launch Toolbar 619.



Preferences> Launch Applications window

To add an application to the Launch Toolbar. Click on **New...** This will open the **New Launch Application** window.

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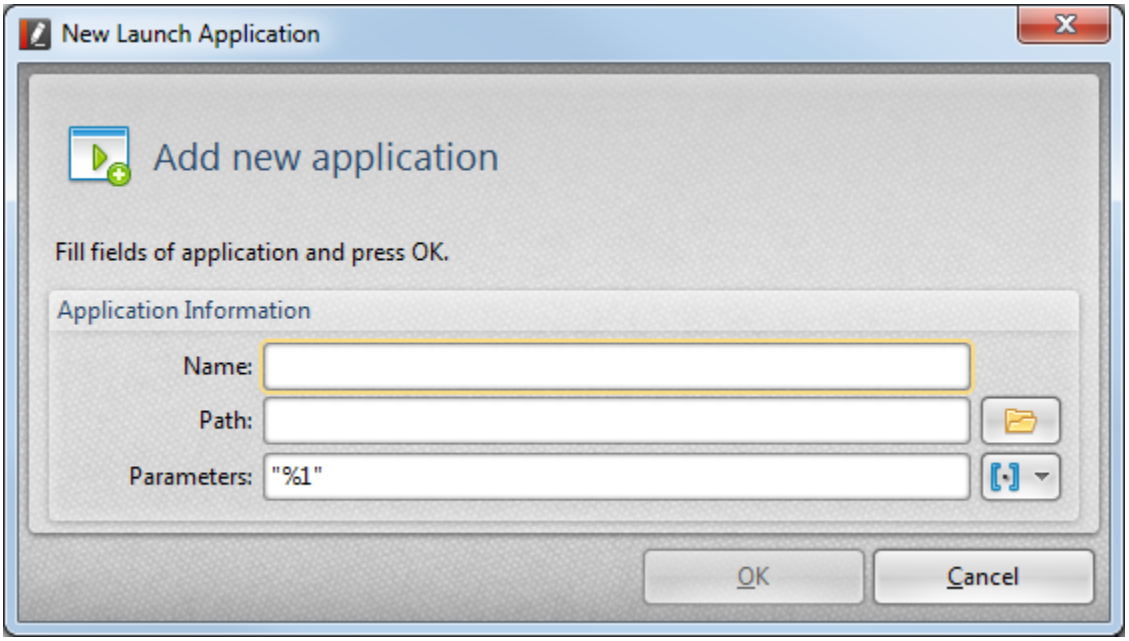
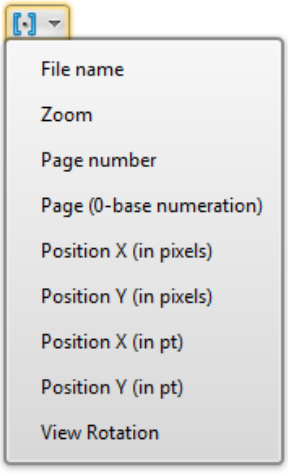


New Launch Application window

Name: In the Name field, specify the name to be displayed in the Launch Toolbar for that application.

Path: If the path to the file executable is known, type or paste it into this field. Otherwise, browse for the file by clicking the button.

Parameters: Parameters are variables which inherit real values of the current document which are then passed to the command that launches the third party application. These **Parameters** are Macros 56, type or paste them into this field. Otherwise, click on the button to expand the parameters dropdown menu:



Parameter Name	Variable	Definition
File Name	%1	Required - Inherits the file name and path
Zoom	%z	Inherits the zoom level
Page Number	%p	Inherits the currently viewed page number
Page (0-base numeration)	%p0	inherits the page number beginning in 01, 02...
Position X (in pixels)	%vx	Inherits the position viewed along the x axis
Position Y (in pixels)	%vy	Inherits the position viewed along the y axis
Position X (in pt)	%px	Inherits the position viewed along the x axis in pt
Position Y (in pt)	%py	Inherits the position viewed along the y axis in pt
View Rotation	%vr	Inherits the rotated view 610 of documents.

Parameters drop list

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How to use Parameters: To use these parameters and their variables, users must know the launch commands used to for the launch application that they are setting up. In this example, we will use the **PDF-XChange Viewer** as a launch application. The Viewer's command line options can be found in the **Viewer manual**. The command line options there state, that to open a file with the Viewer, to a certain page, the **/A "page=<page_number>"** command must be used. In the Parameters field, type **/A "page=%p" "%1"**

The variable %p is substituted by the current page number when the application is launched. Each parameter muse be separated by an **&** and contained in **"**double quotations**"**. The **File name** (**%1**) variable must be contained in its own double quotations. To open a file in using the Viewer as a launch application, where the page number, and zoom levels are inherited, enter **/A "page=%p&zoom=%z" "%1"**

 Note: Some applications may not support opening files with some, or any of these variables.

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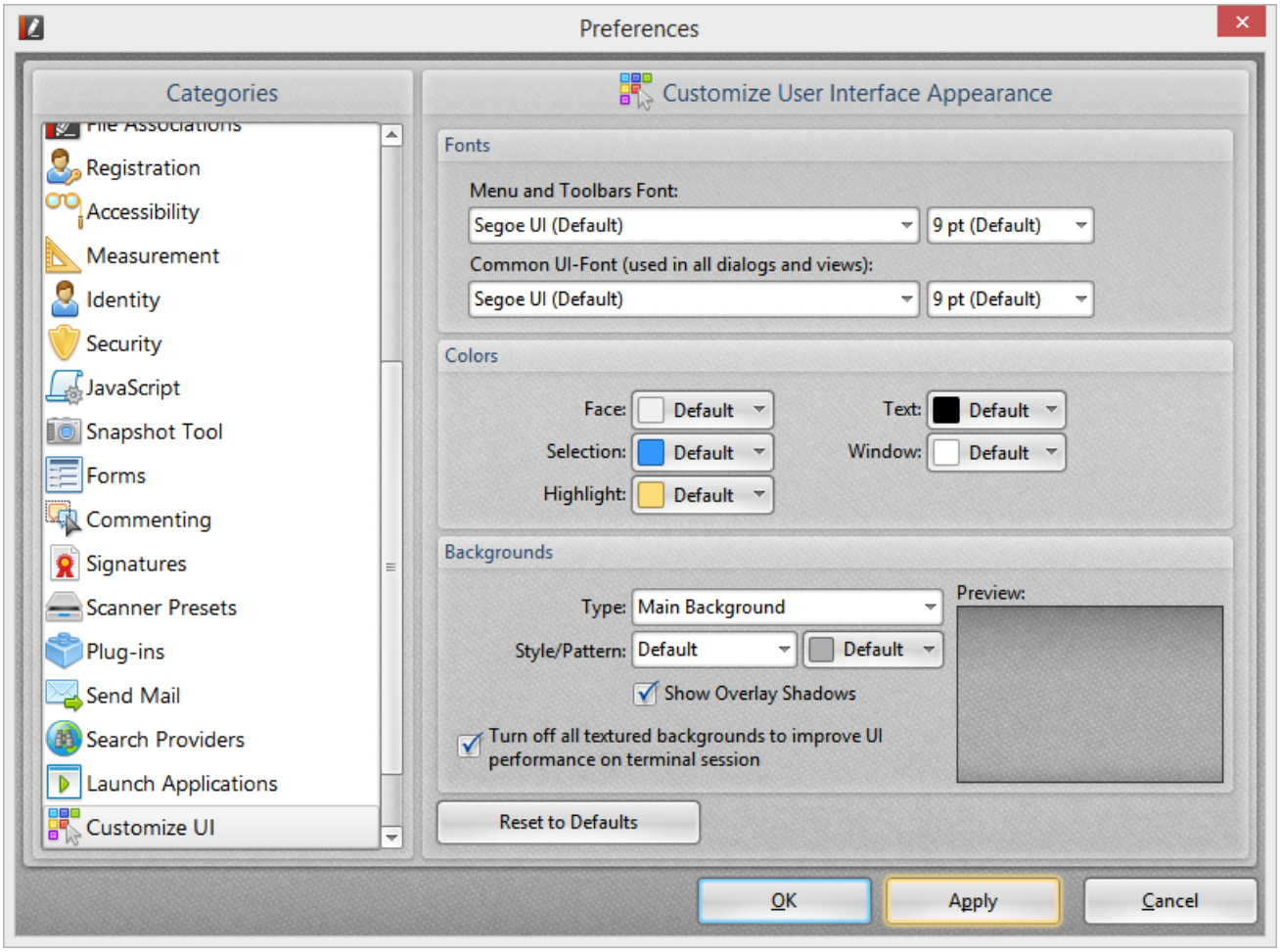
7.2.7.24 Customize UI

To customize the UI, you must go to **Edit> Preferences> Customize UI**:

Note: You can customize and create custom toolbars as well. For more information, please see the How to customize toolbars 620 section.



Edit> Preferences> Customize UI Window

There, you will find three major groups: **Fonts**, **Colors**, and **Backgrounds**. As you can see in the screenshot above, I am currently using the Default UI settings.

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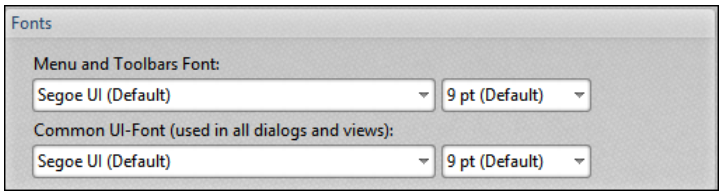
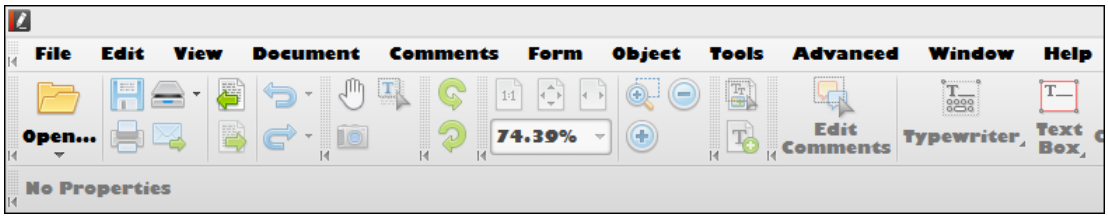
Fonts

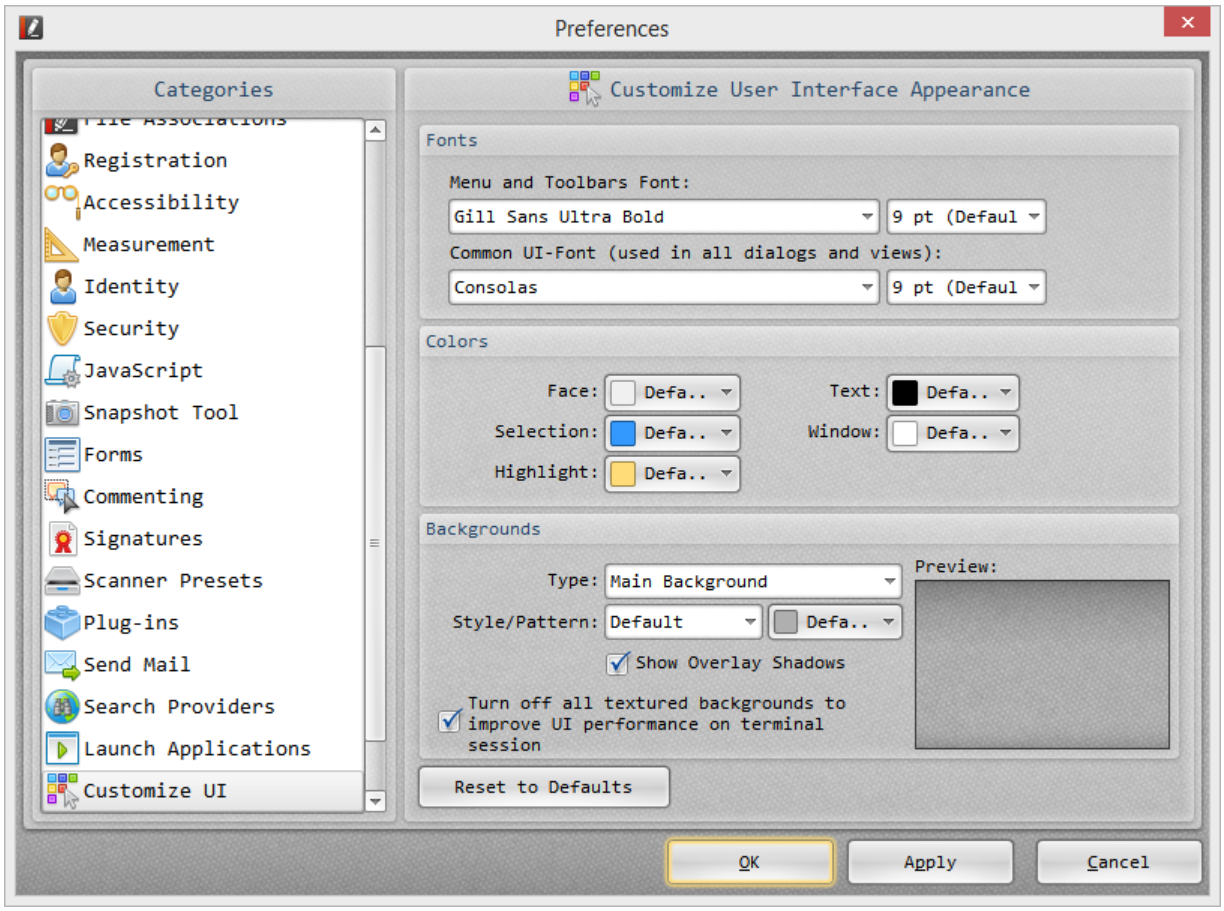
Here you will see two sections: One for the font in the Toolbars, and the other for fonts within windows and dialogs as well as their respective font size.



Toolbar and menu bar Fonts:



General UI font for windows and dialogs



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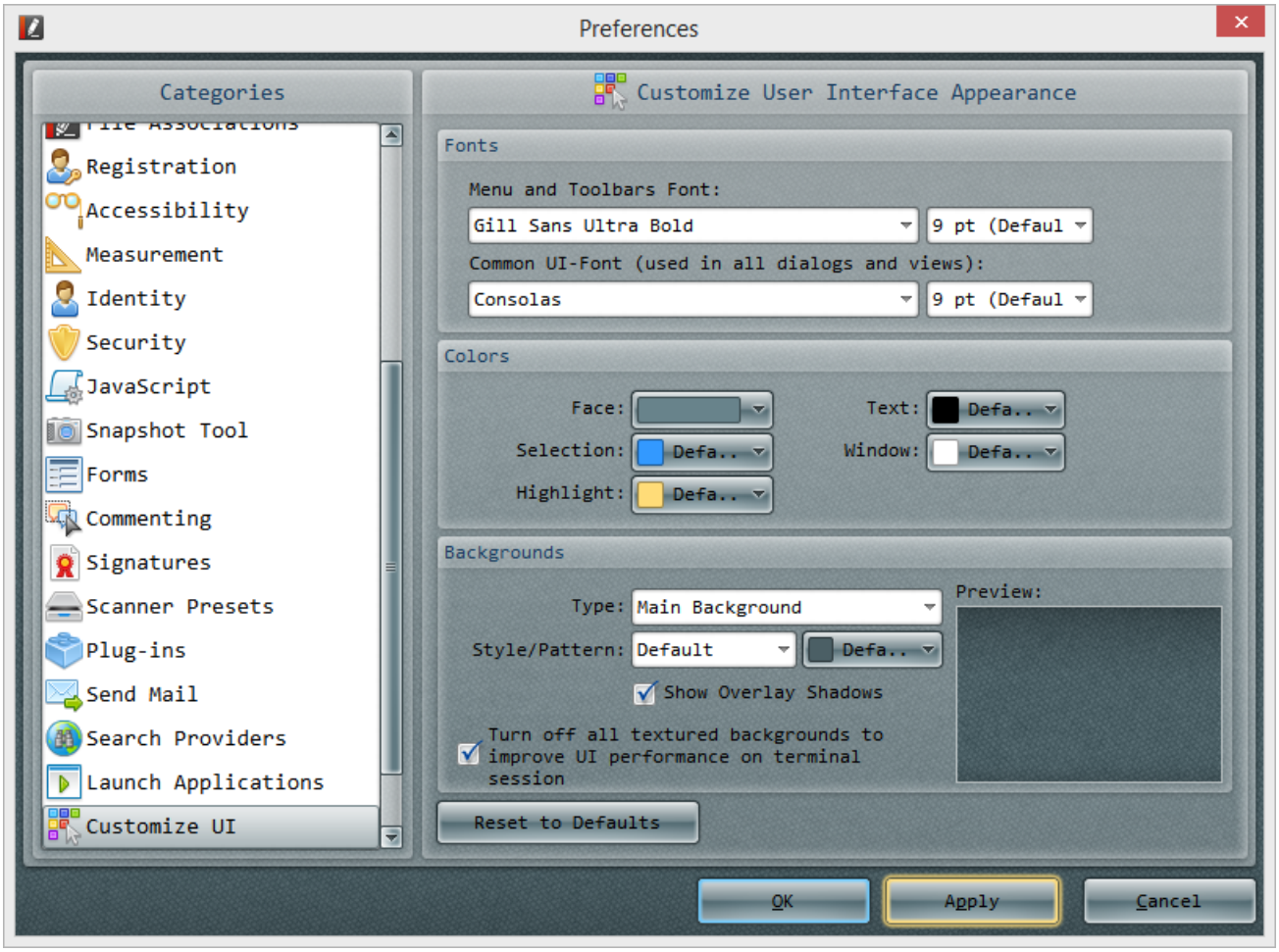
Colors

In Colors, you will see a few sections where you can change the default color. For **Face**, I choose a darker color which you can see in the screenshot below. **Selection Color** refers to the currently active button such as the **Ok** Button showed below.. Changing the **Highlight Color** will effect Selected Items in the UI such as Tabs and tools as shown by the **Apply** button bellow.



We find the darker face color to be easier on the eyes and does not conflict with the color of text. Of course the text color can be changed to accommodate a darker UI.

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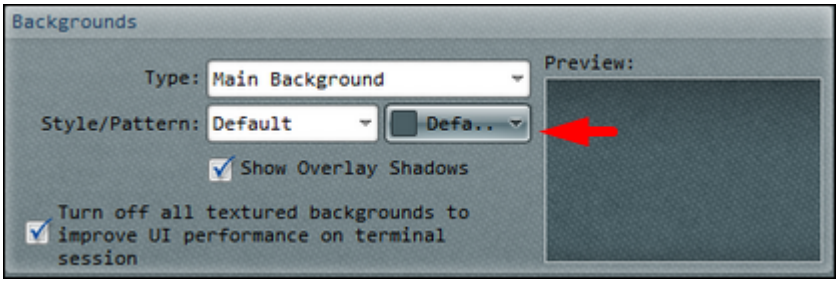
Backgrounds

In the backgrounds section, users can choose from different background types, and colors.
Type: The Type drop down menu allows the user to select which background area is currently being modified by the other options in the **Backgrounds** section of the **Customize UI** Window.

- **Main Background** secondary UI items such as scroll bars and borders.
- **Pages Background** Refers to the background in the PDF display area.
- **Dialog Background** is the background for all dialogues.

Style/Pattern can be used to specify a special texture for each of the **Type** options from the Drop Down menu. The color overlay for these background options can be chosen from the drop down menu to right of the Style/pattern drop down menu as shown by the screenshot below:



Backgrounds

To apply the changes, go to **Apply**, or Click on **OK.**

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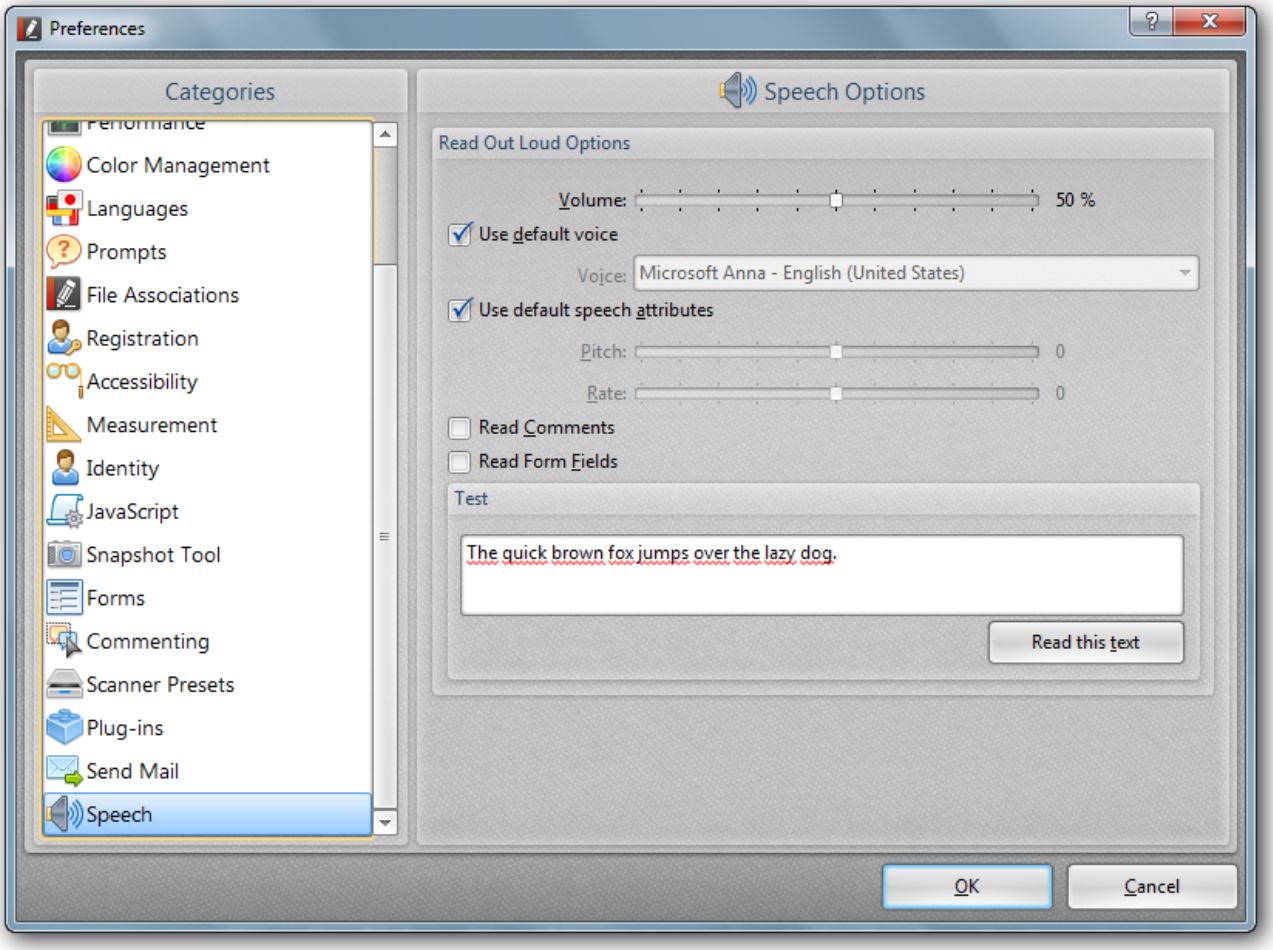
7.2.7.25 Speech

Speech controls the behavior of the **Sound Tool**.



Read Out Loud Options. Set the options of reading the text in a PDF document.

Volume. Controls the volume.

Use default voice. The default voice will be used.

Voice. Opens the list of possible voices for you to choose.

Use default speech attributes. If checked, the pitch and rate will be set by default. If this option is not checked, you can change the pitch and rate of the voice manually.

Read Comments. If checked, the text including comments will be read.

Read Form Fields. If checked, the text including form fields will be read.

Test. Allows you to test the voice settings.

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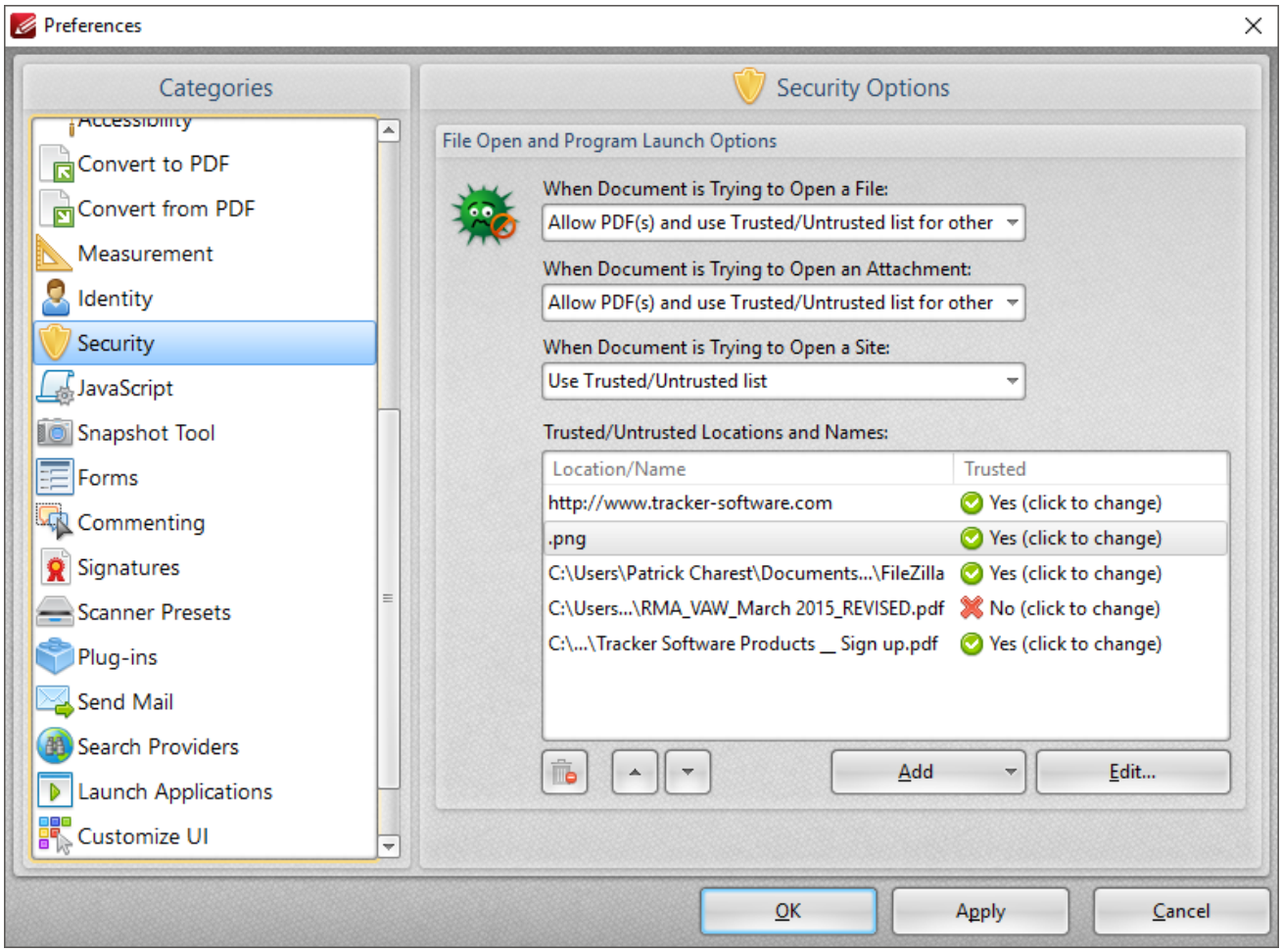
7.2.7.26 Security

Find global security options under **Edit> Preferences> Security**. The settings found here are specific to the PDF-XChange Editor File Open and Program Launch options and do not apply to any particular document.



When Document is Trying to Open a File define the behavior when a document tries to open a file.

- **Use Trusted/Untrusted list** will refer to the trusted/untrusted list. If undefined in the list, the Editor will prompt to open the file.
- **Prevent it** the file will not be opened, and there will be no prompt.
- **Allow it** opens the file without user input or warning.
- **Allow PDF(s) and use Trusted/Untrusted list for other** PDF files will be allowed to open, however other files will refer to the Trusted/Untrusted list. If undefined in the list, the Editor will prompt to open the file.

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When Document is Trying to Open an Attachment defines the behavior when documents attached to the current document try to open.

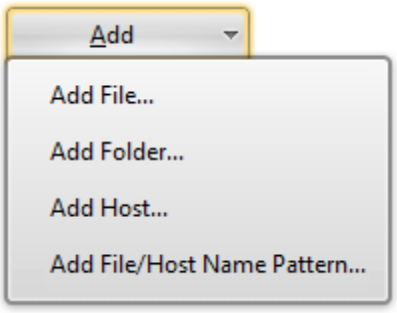
- **Use Trusted/Untrusted list** will refer to the trusted/untrusted list. If undefined in the list, the Editor will prompt to open the file.
- **Prevent it** the file will not be opened, and there will be no prompt. Open attachments from the **Attachment Pane** 309.
- **Allow it** opens the file without user input or warning.
- **Allow PDF(s) and use Trusted/Untrusted list for other** PDF files will be allowed to open, however other files will refer to the Trusted/Untrusted list. If undefined in the list, the Editor prompt to open the file.

When Document is Trying to Open a Site

- **Use Trusted/Untrusted list** will refer to the trusted/untrusted list. If undefined in the list, the Editor prompt to open the link.
- **Prevent it** will prevent links from opening.
- **Allow it** will allow links to open
- **Allow PDF(s) and use Trusted/Untrusted list for other** if the link points to a web-based PDF, it will open. Will refer to the **Trusted/List** for all other links. If undefined in the list, the Editor prompt to open the link.

Trusted/Untrusted Locations and Names: This contains a list of trusted and untrusted items. Click on **Add** to add a new Trusted or Untrusted Item. Click on **Edit...** to modify an Item selected in the **Trusted/Untrusted list.**

Clicking on **Add** opens a drop-down menu that allows for the addition of a File, Folder, Host or File/Host Pattern.



Add File launches a standard **File Open** window to select a file to mark as trusted or untrusted. **Add Folder** launches a standard **Folder Select** window to select a folder to mark as trusted or untrusted.

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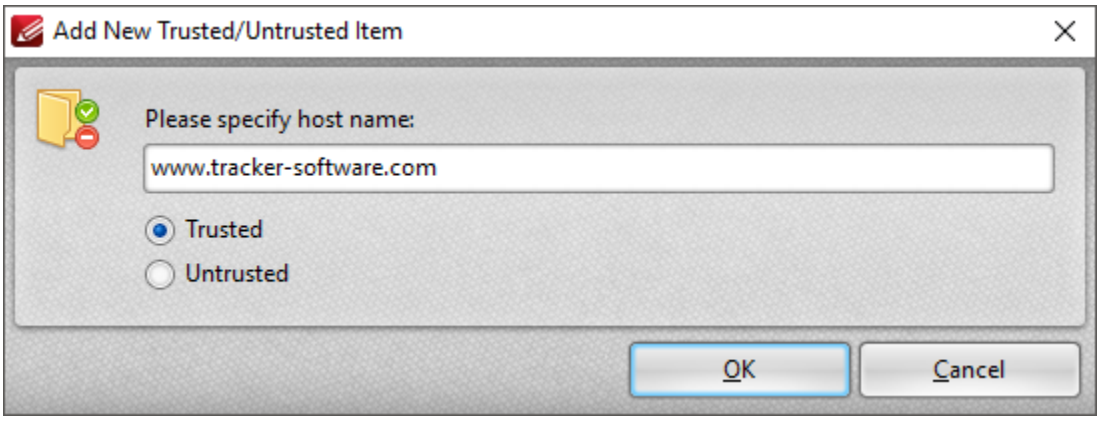
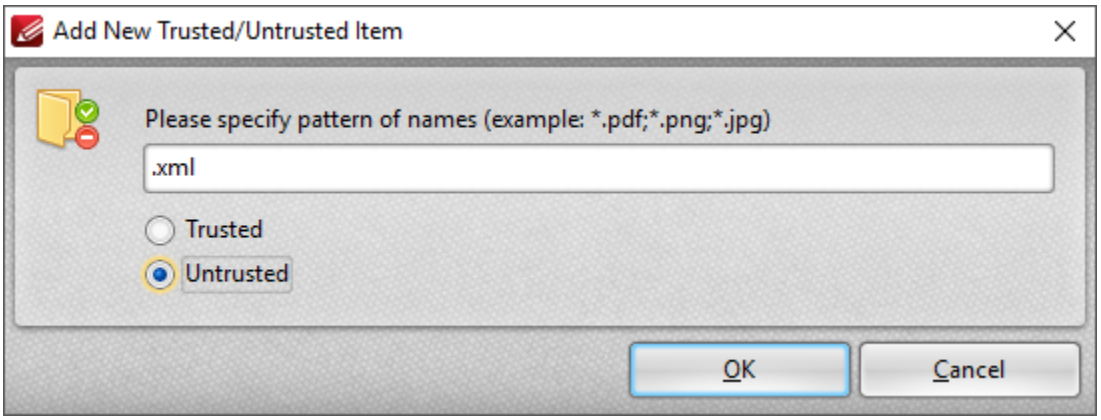
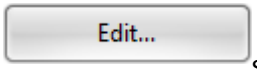
Add Host opens the **Add New Trusted/Untrusted Item** dialog to add a host address such a link to mark as trusted or untrusted.



Add File/Host Name Pattern opens the **Add New Trusted/Untrusted Item**. Specify a pattern to be recognized as trusted or untrusted. Patterns can include virtually any text, but are typically used for file extensions.





Edit opens the appropriate **Add New Trusted/Untrusted Item** window for the selected item.

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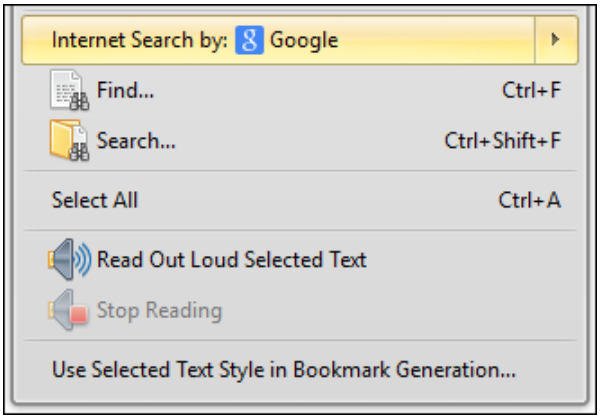
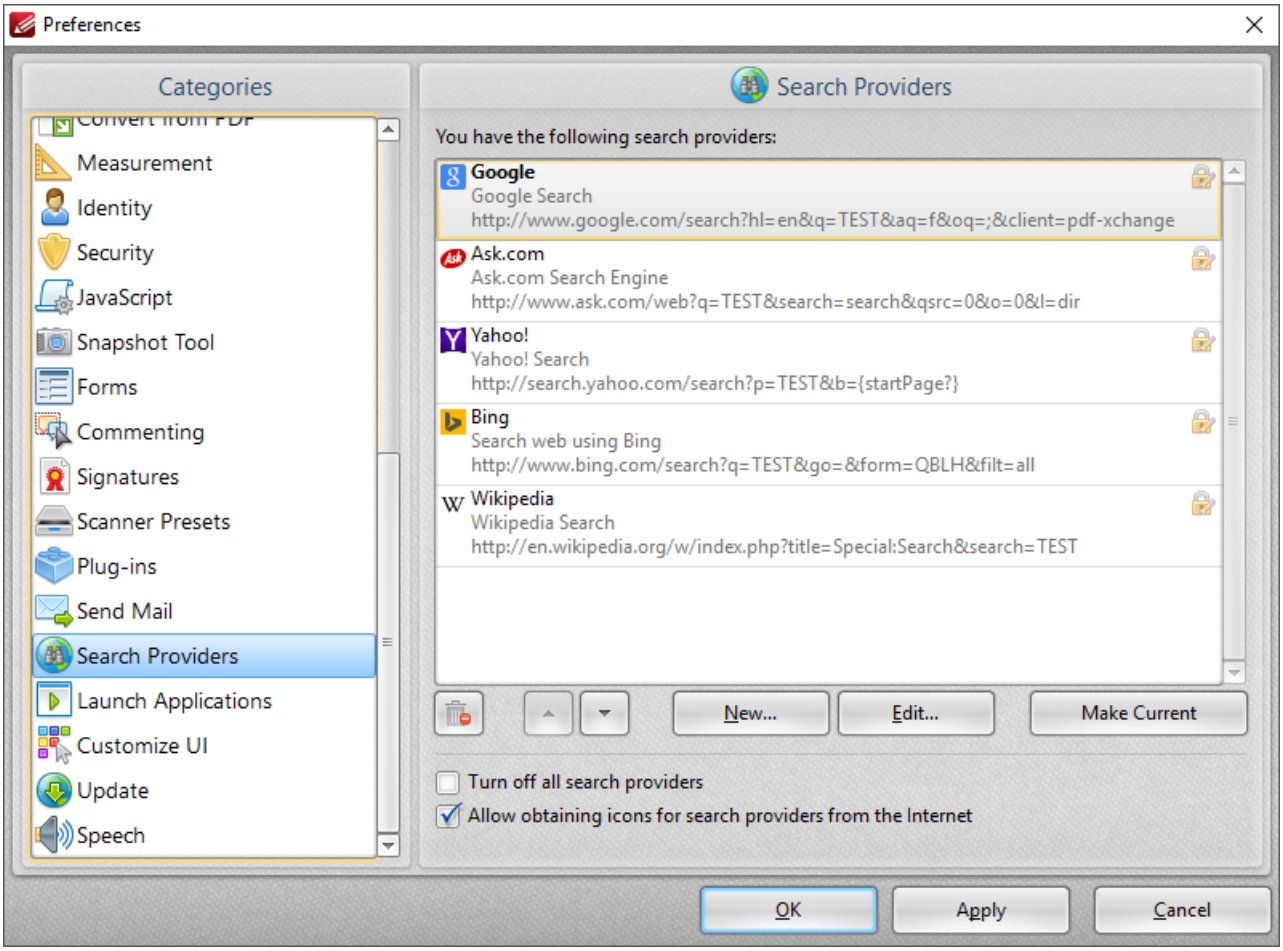
7.2.7.27 Search Providers

PDF-XChange Editor has the ability to search the internet for selected words or phrases. Simply select a word or phrase, then right click; in the right click context menu, select the search option.



Right Click click context menu with text highlighted example 1

To configure, or add new search options, go to **Edit> Preferences> Search Providers**.



Edit> Preferences> Search Providers window

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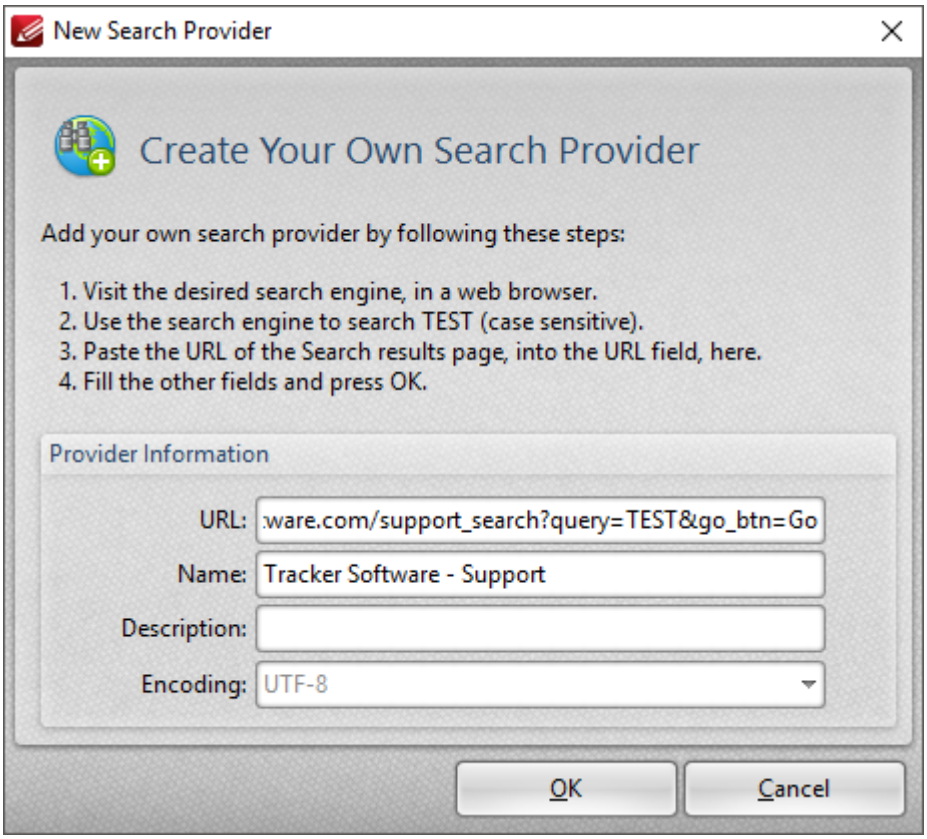
Up Moves the selected search provider up in the list.
Down Moves the selected search provider down in the list.
Remove Delete the selected search provider.

Turn off all search providers makes all search providers unavailable.
Allow obtaining icons for search providers from the Internet will fetch the icon for a search provider from the URL provided.

New... To add a new search provider click on the **New...** button. Doing so opens the **New Search Provider** dialog.



New search provider window

As described in the dialog, first go to the web page of the "search provider" and search "**TEST**" without the quotation marks. Then, copy the URL from the search results into the **URL** field. For example going to **http://www.tracker-software.com/support** and searching TEST in the search field results in the following URL: **http://www.tracker-software.com/support_search?query=TEST&go_btn=Go**

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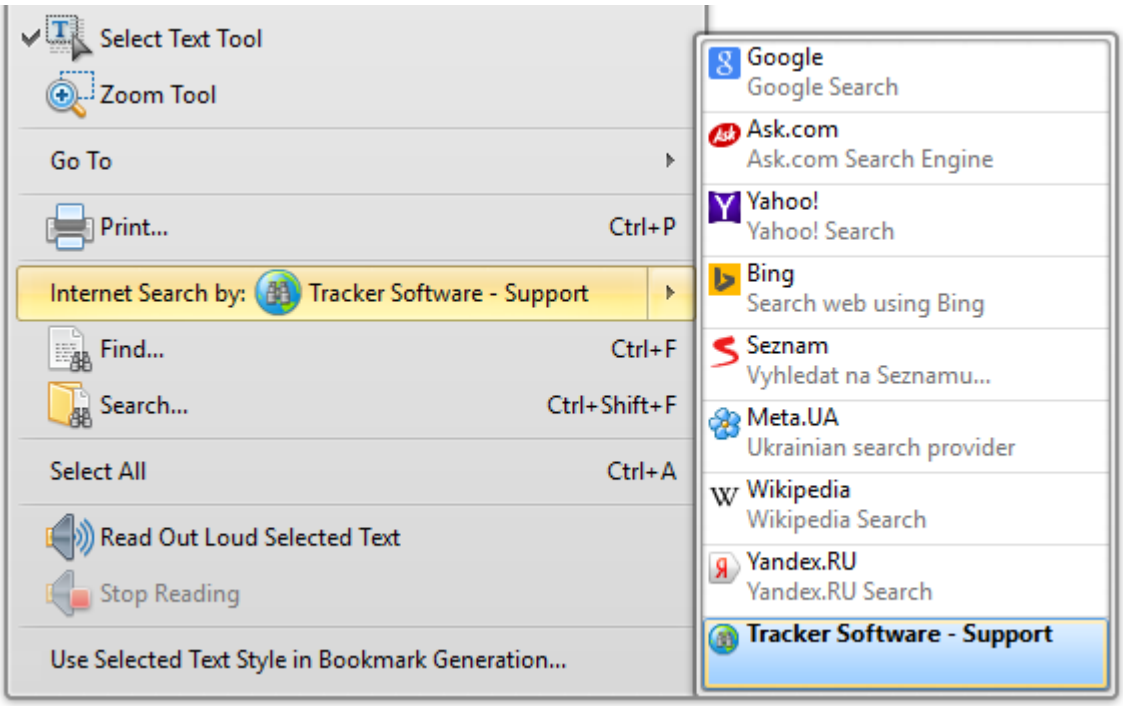
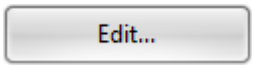
Once set up, the option to search Tracker Software Support from a selected word or phrase will be available.

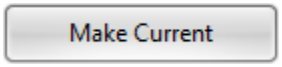


Right Click click context menu with text highlighted example 2

Name: Type the name for the search option.
Description: Provide an optional description of the search provider.
Encoding: UTF-8 is a character encoding method capable of encoding all possible characters, or code points, defined by Unicode. The encoding is variable-length and uses 8-bit code units.



To edit an existing search provider, click on the **Edit** button. Doing so opens the **Edit Search Provider** dialog. From here, the settings can be adjusted. See the **New** section above for a description of the fields and values. Default search providers cannot be modified.



To set a search provider as the current one, select the search provider and click on **Make Current**. This causes the selected search provider to populate in the right click context menu as shown above. The most recently used search provider is automatically set as current.

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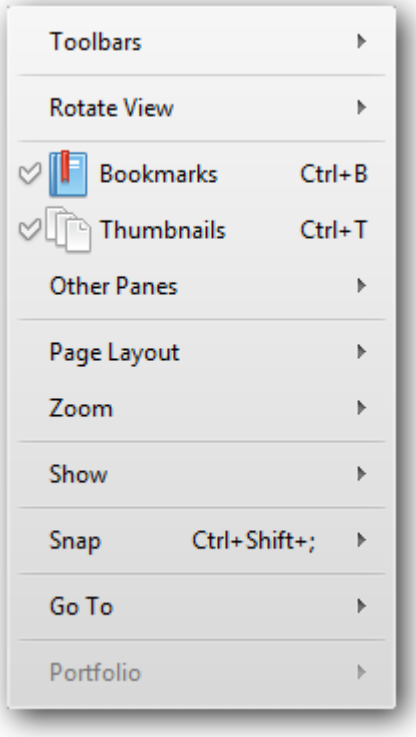
7.3 View

The **View** menu offers features for what additional PDF information is displayed in panes alongside the PDF document.

As well, access to options for how the document is displayed, hiding or showing rulers, guides and snapping preferences for use when creating and editing PDF files.



Toolbars 283
Rotate View 610
Bookmarks 284
Thumbnails 296
Other Panes 302
Page Layout 618
Zoom 315
Show 318
Snap 319
Go To 321
Portfolio 322

Note: Bookmarks, **Thumbnails**, and **Comments** may be docked either as "Panes" (along the top of the PDF Display area), "Bars" (along the left or right sides of the PDF Display area) or left as floating dialog boxes.

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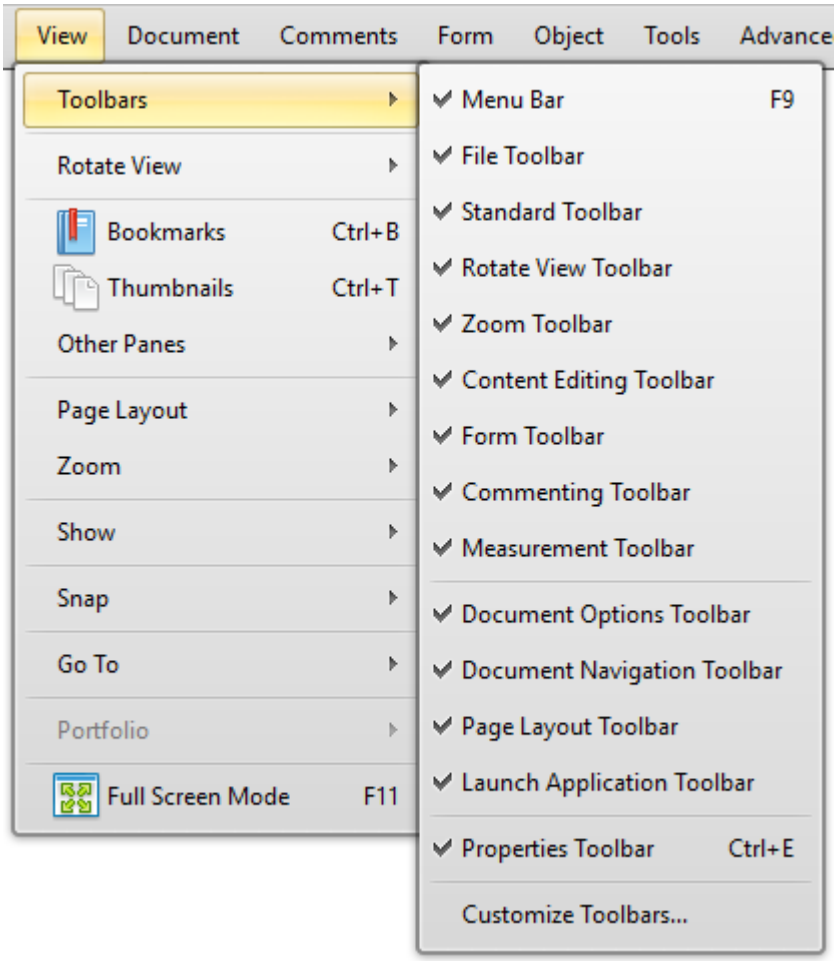
7.3.1 Toolbars

The **Toolbars** submenu selects or deselects the following toolbars to be displayed.



[Menu Bar](#) 603

[File Toolbar](#) 607

[Standard Toolbar](#) 610

[Rotate View Toolbar](#) 610

[Zoom Toolbar](#) 611

[Content Editing Toolbar](#) 606

Form Toolbar

[Commenting Toolbar](#) 604

[Measurement Toolbar](#) 609

[Document Options Toolbar](#) 612

[Document Navigation Toolbar](#) 617

[Page Layout Toolbar](#) 618

[Launch Application Toolbar](#) 619

[Properties Toolbar](#) 601

[Customize Toolbars...](#) 620

Please see the [Toolbars Area](#) 600 for additional information. See the [How to Customize Toolbars](#) 620 section for instructions on customizing and creating toolbars.

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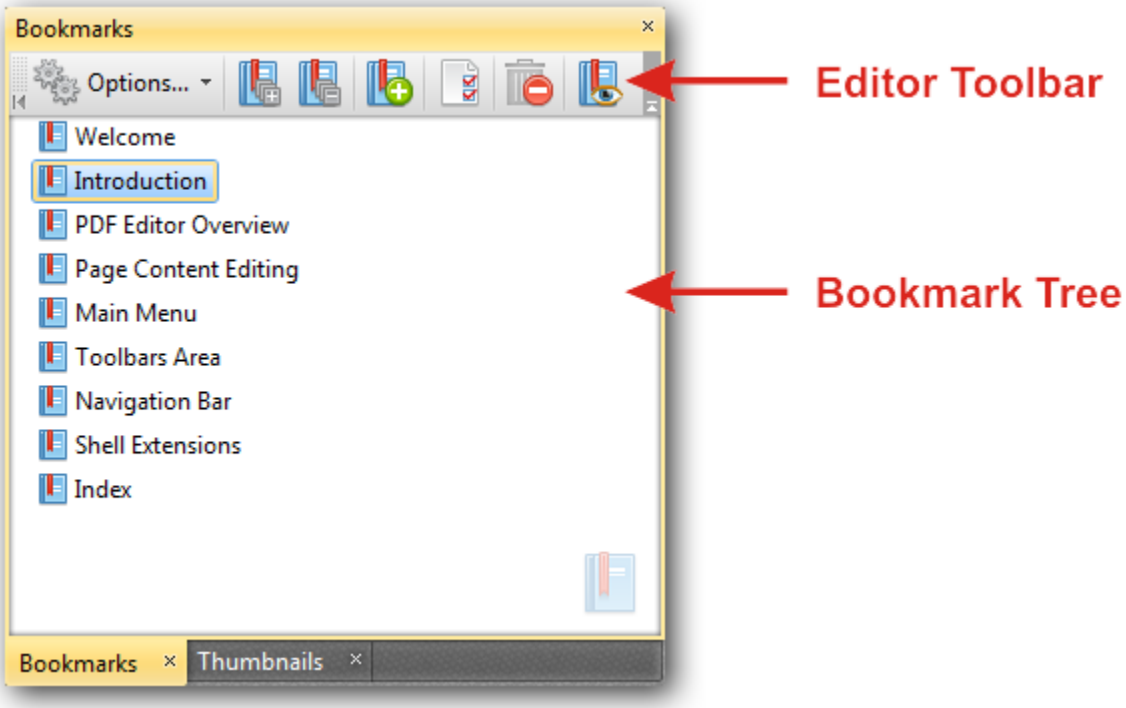
7.3.2 Bookmarks

Clicking the **Bookmarks** item shows the Bookmarks pane. If the **Thumbnails** pane is displayed, this hides it.



The **Bookmarks** pane has a **Bookmark Editor Toolbar** at the top of the page that will allow you to add, change, or remove Bookmarks from the active document.

See **Bookmark Editor** 287 for more information.

The **Bookmarks Tree** below the Editor Toolbar contains the list of Bookmarks for the active document.

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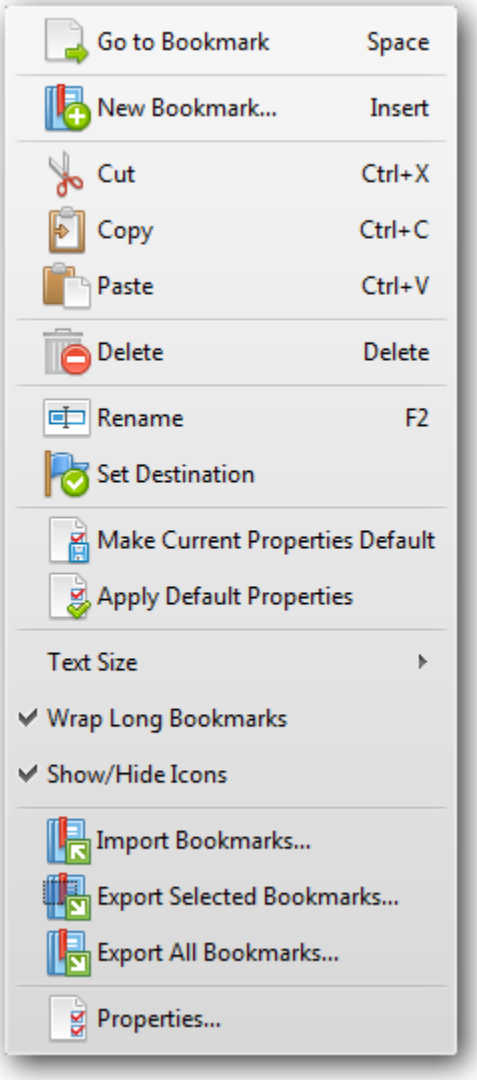
Clicking the **Options** button or right-clicking any bookmark brings up the Bookmark pop-up menu:



The menu options are:

Go to Bookmark. Changes the current displayed page to the one the bookmark points to.

New Bookmark.... Create a new bookmark. See **Bookmark Editor** 287.

Cut. Cuts the selected bookmark.

Copy. Copies the selected bookmark.

Paste. Pastes the copied bookmark.

Delete. Deletes the selected bookmark.

Rename. Allows you to rename the current bookmark.

Set Destination. Sets the bookmark to point to the currently selected page area.

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Make Current Properties Default. Sets the default properties of all bookmarks to match the currently-selected bookmark.

Apply Default Properties. Applies the default properties to the selected bookmark(s).

Text Size. Sets bookmark font size. Valid values are: *Small*, *Medium*, *Large*.

Wrap Long Bookmark. Toggling this on allows long bookmark text to wrap to multiple lines. If this is unchecked, then long bookmarks will take up only one line but will appear truncated in the bookmarks pane.

Show/Hide Icons. Shows or hides bookmark icons.

Import Bookmarks.... Imports currently selected bookmarks.

Export Selected Bookmarks.... Exports currently selected bookmarks.

Export All Bookmarks.... Exports all bookmarks.

Properties.... See **Bookmark Properties and Actions** 288.

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7.3.2.1 Bookmark Editor

The **Bookmark Editor** feature allows you to Add, Change, or Delete bookmarks in the active document's Bookmark tree.

IMPORTANT! This is a Licensed feature, see IMPORTANT! Evaluation mode vs. Licensed mode 12 for more information!

The Editor is controlled by the **Bookmark Editor Toolbar:**

Each button on the toolbar has a tooltip that appears when you hover the mouse over the button, so if you cannot remember which button does what, the tooltip will help to remind you.

In addition, each button also has a **keyboard shortcut** associated with it:

OPERATION	KEYBOARD SHORTCUT	ACTION
Expand All Bookmarks	<none>	Expands all of the bookmarks in Bookmarks View.
Collapse All Bookmarks	<none>	Collapse all of the bookmarks in Bookmarks View.
New Bookmark...	Insert	Inserts a new bookmark after the selected bookmark Other New Bookmark options are: **Alt+Insert** - add bookmark before currently selected **Ctrl+New** - add a bookmark as a last child of currently selected (if current bookmark has no children, a new one will be added) **Ctrl+Alt+Insert** - add a bookmark as a first child of currently selected bookmark.
Properties...	Ctrl+'	Opens Bookmark Properties screen. See **Bookmark Properties** 288.
Delete	Delete	Deletes selected bookmark(s). More than one bookmark may be selected for deletion.
Ensure visibility of corresponding bookmark	<none>	Ensures that all of the parent bookmark items of the selected bookmark will be visible when the document is opened.

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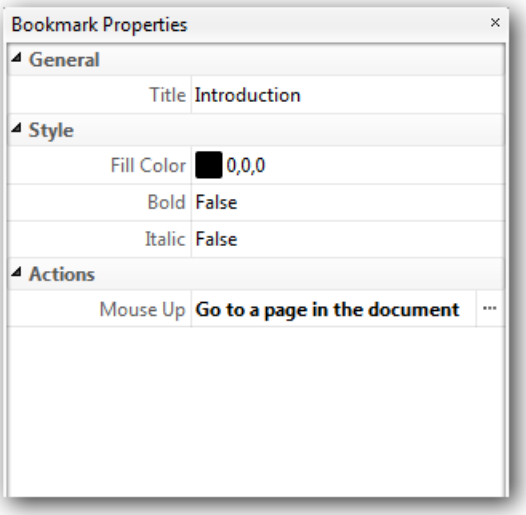
7.3.2.2 Bookmark Properties & Actions

The Bookmark Properties pane may be opened either by selecting a Bookmark in the Bookmark list and clicking the Bookmark **Edit** button, or simply right-clicking the selected Bookmark.

IMPORTANT! This is a Licensed feature, see IMPORTANT! Evaluation mode vs. Licensed mode for more information!

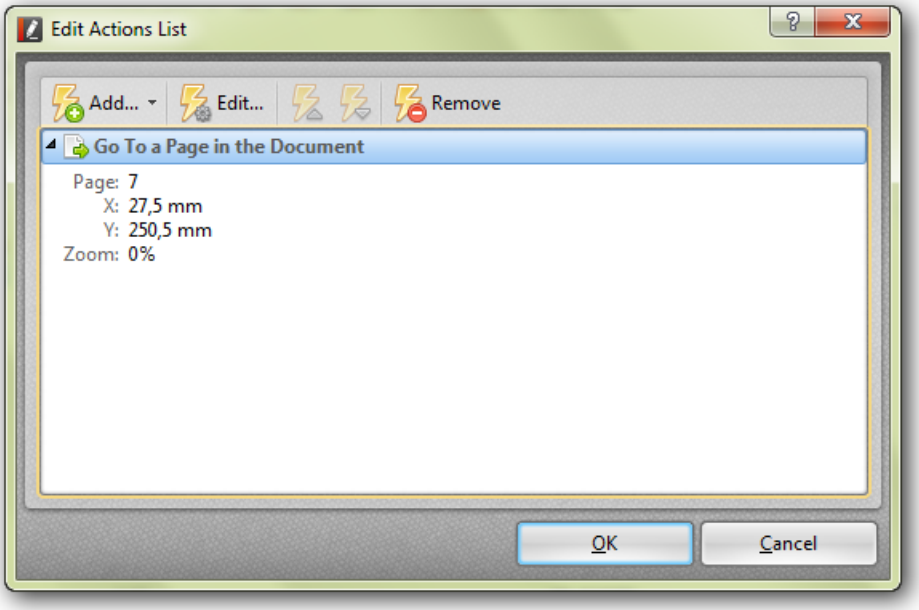


General. Specifies the text of the title to be displayed in the Bookmarks pane.

Style. Sets the font style.

Actions. Defines the action(s) to be performed when the Bookmark is selected.

The **Actions list** lists the action(s) to be performed when the Bookmark is selected. At the top of the list is an editor toolbar for the Actions list:



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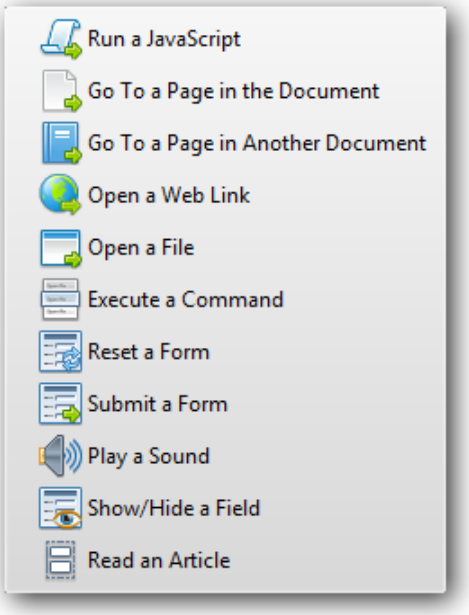
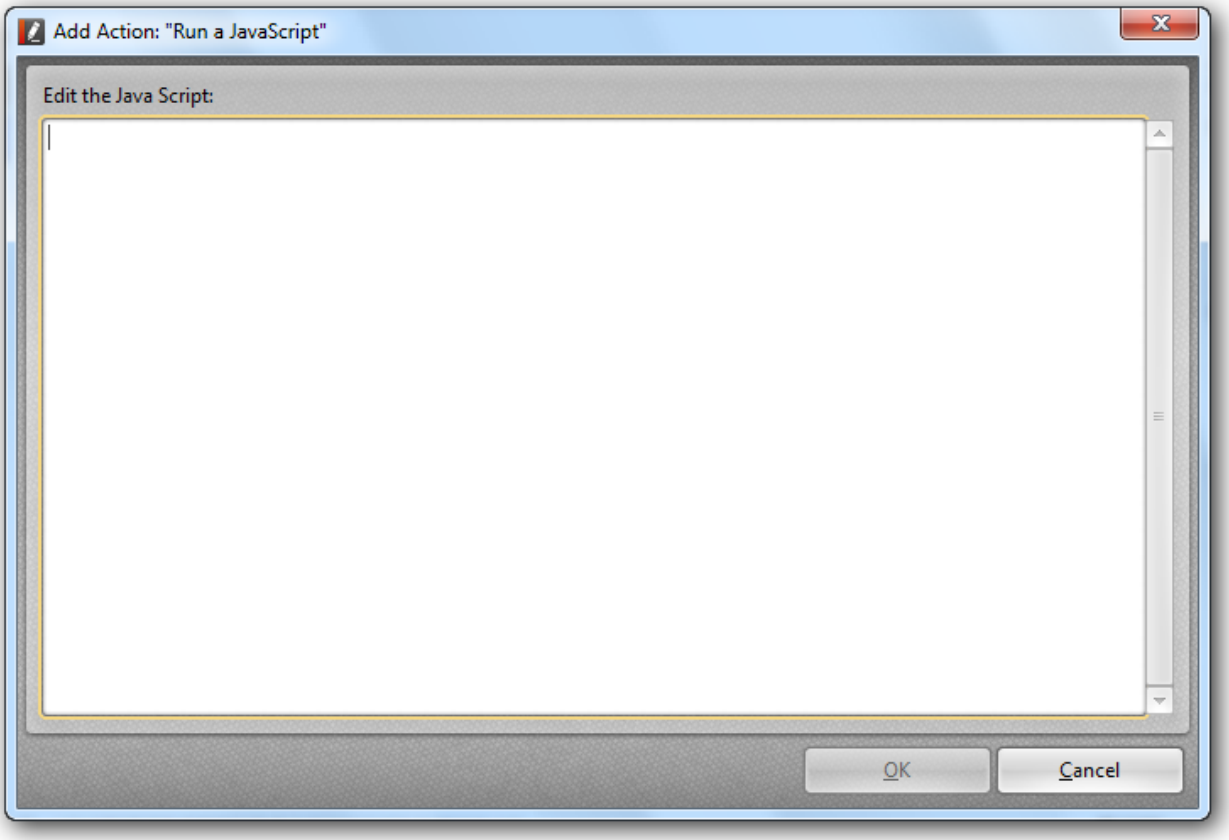
1. Add... Adds a new Action to the list.



Run a JavaScript. Runs the previously specified JavaScript.



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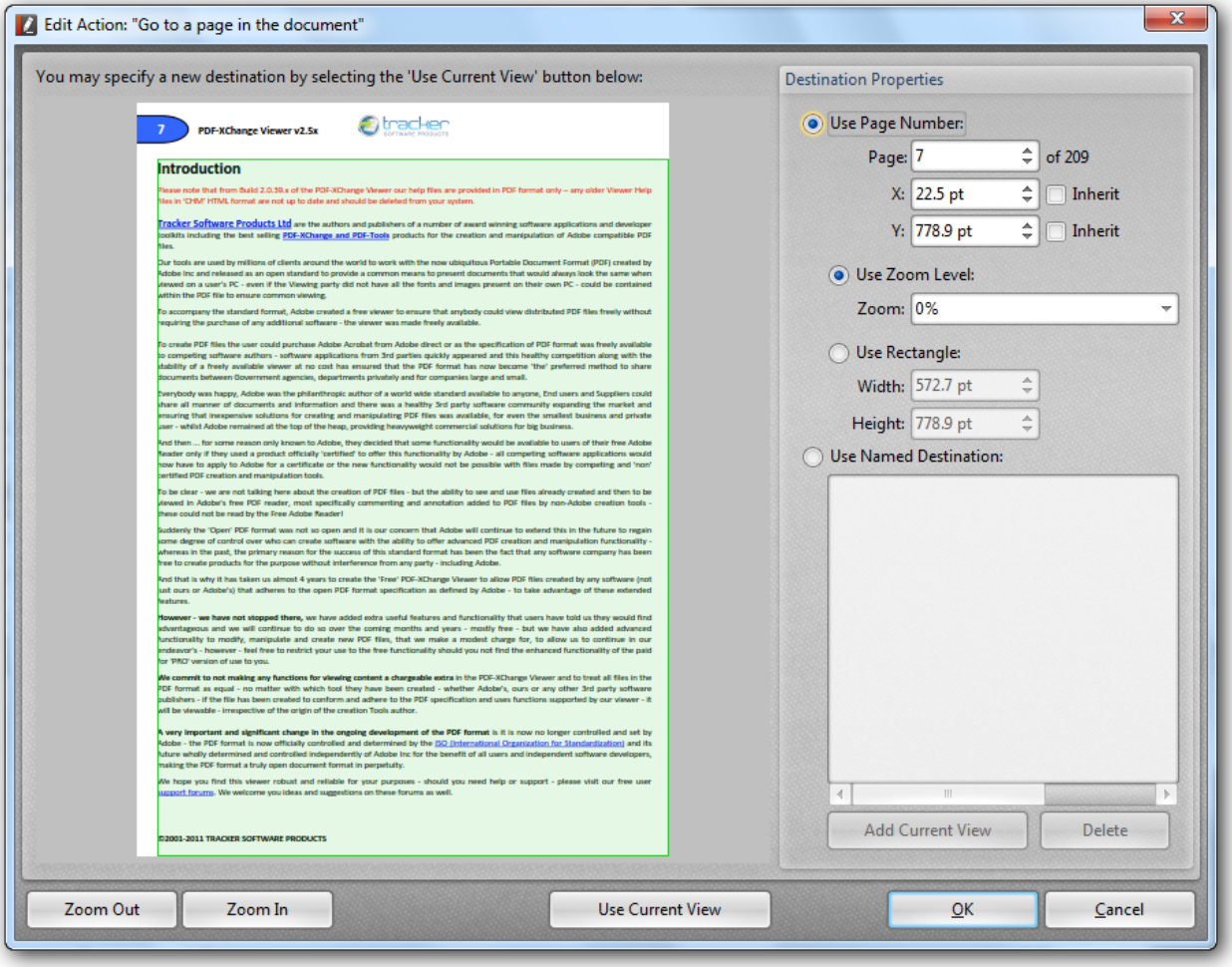
Go To a Page in the Document. Goes to the specified destination in the current document.



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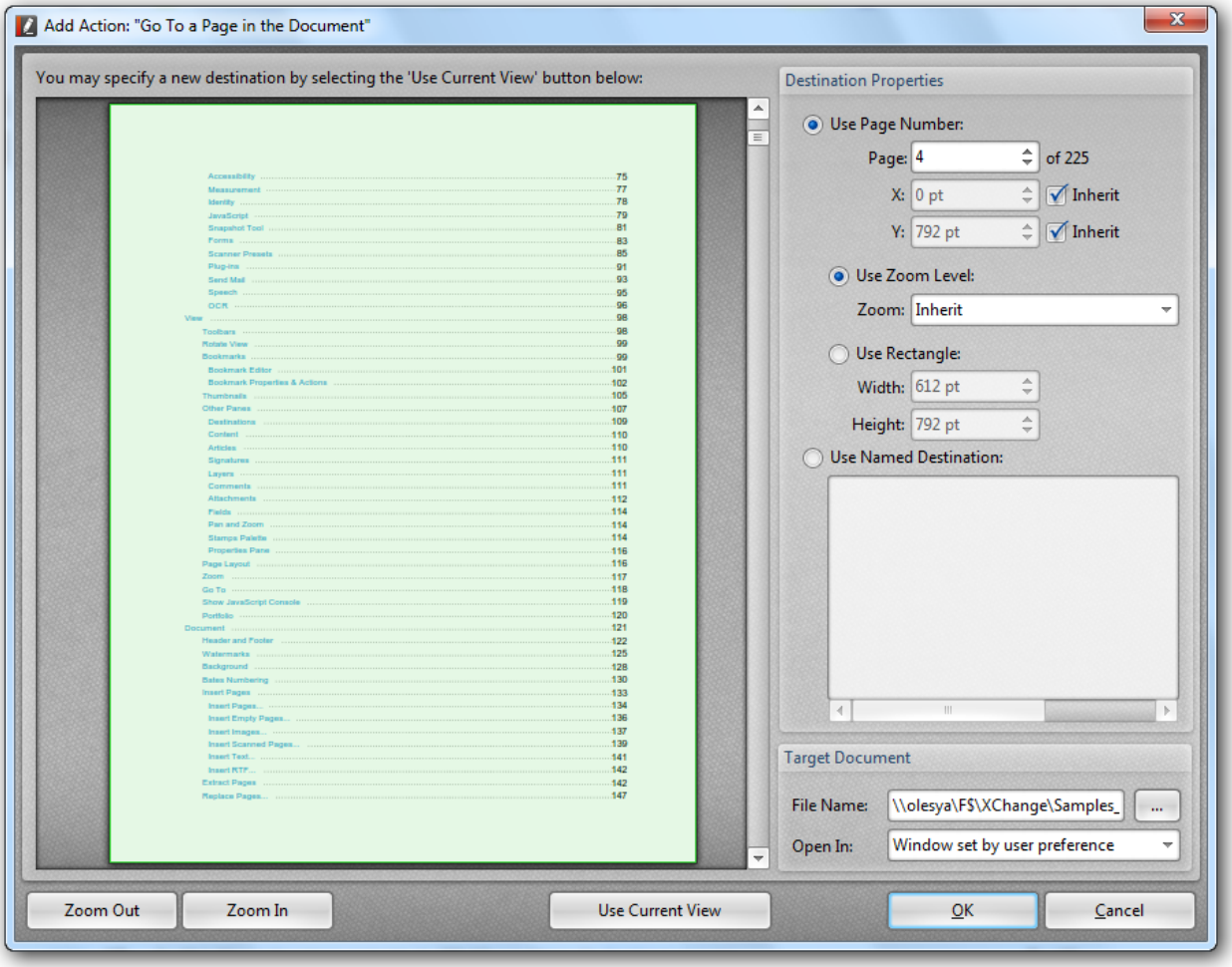
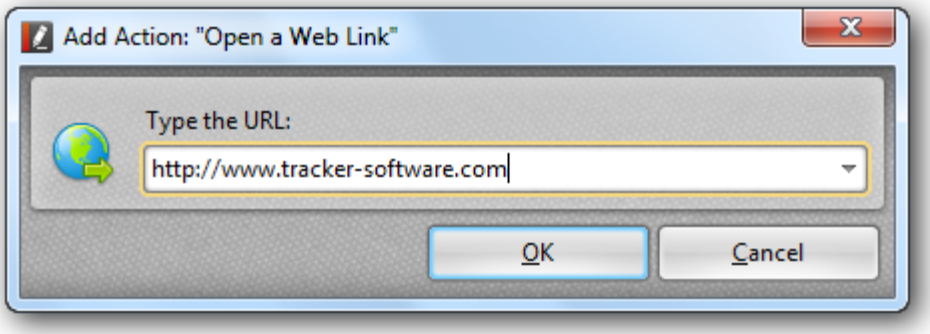
Go To a Page in Another Document. Goes to the specified destination in another document.



Open a Web Link. Opens the previously specified link on the Internet.



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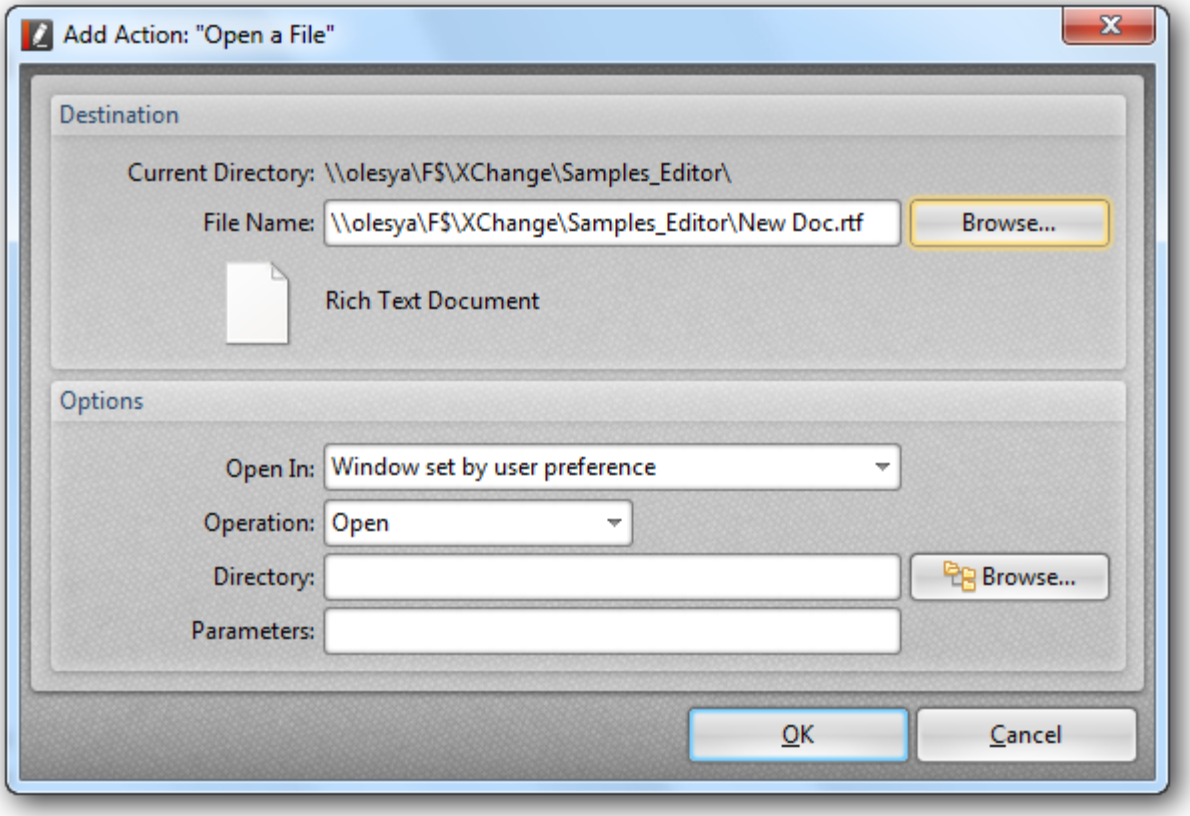
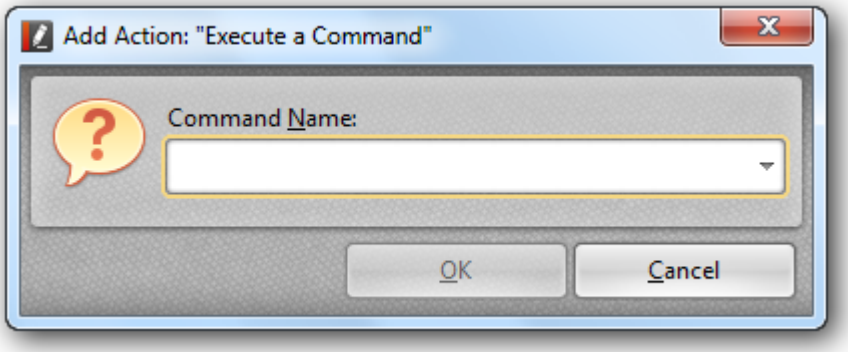
Open a File. Opens the specified file.



Execute a Command. Executed the specified command from the menu.



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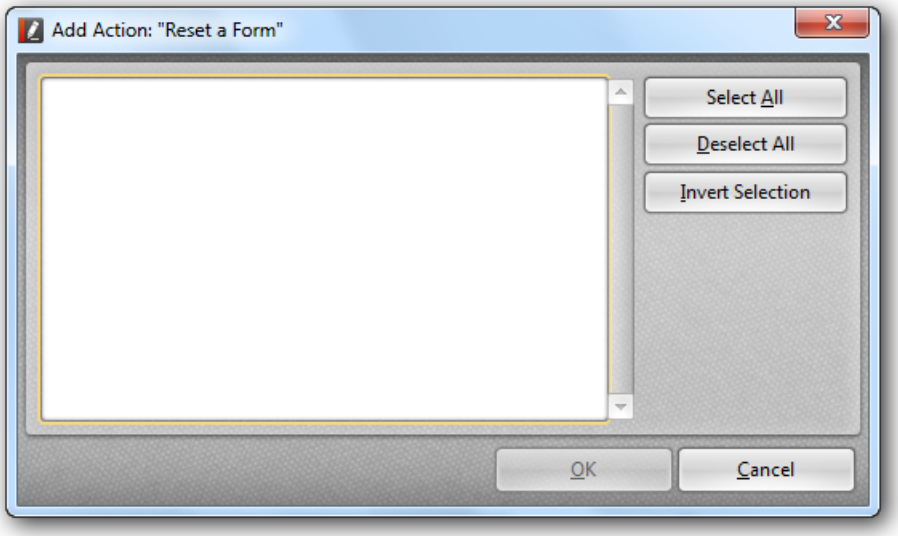
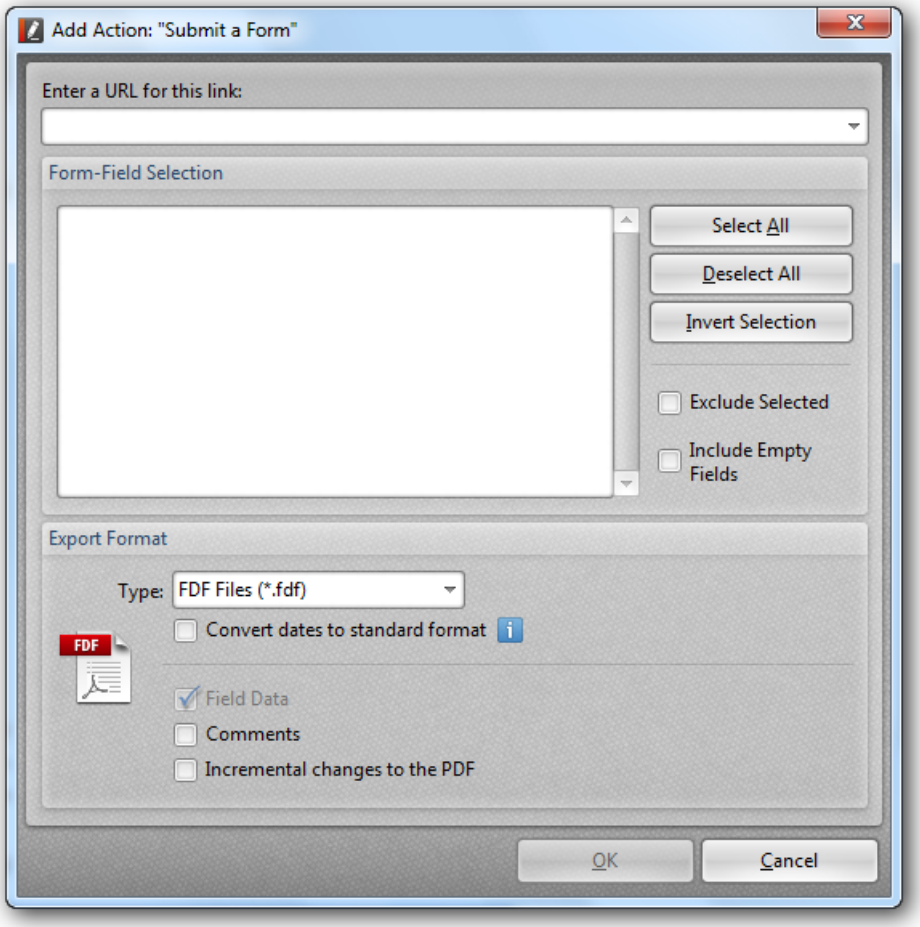
Reset a Form. Resets the previously entered data in a form.



Submit a Form. Sends the form data to the specified URL.



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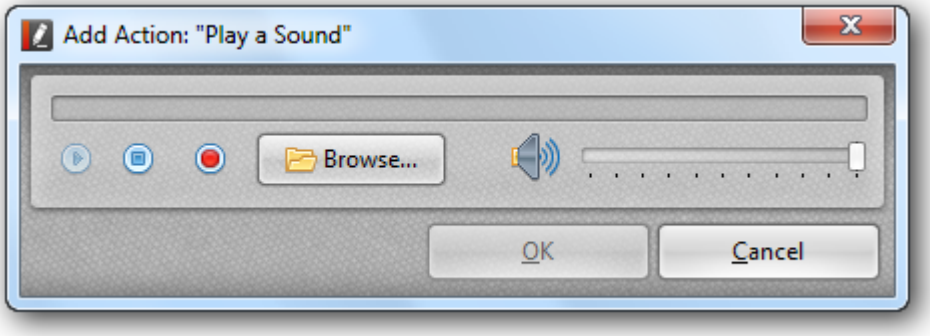
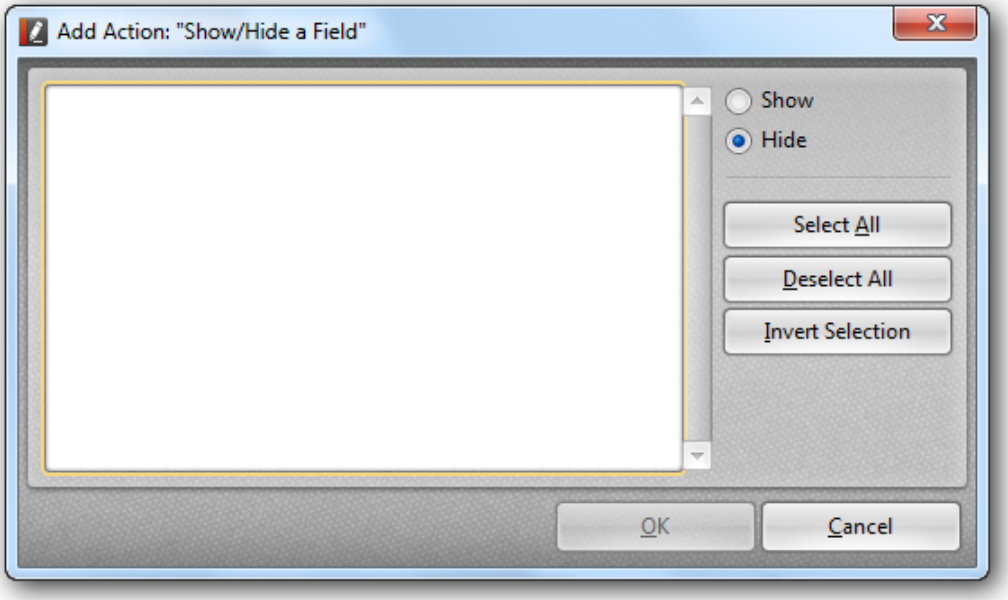
Play a Sound. Plays the previously specified sound file.



Show/Hide a Field. Shows or hides a field in a document. This action may be used for form fields.



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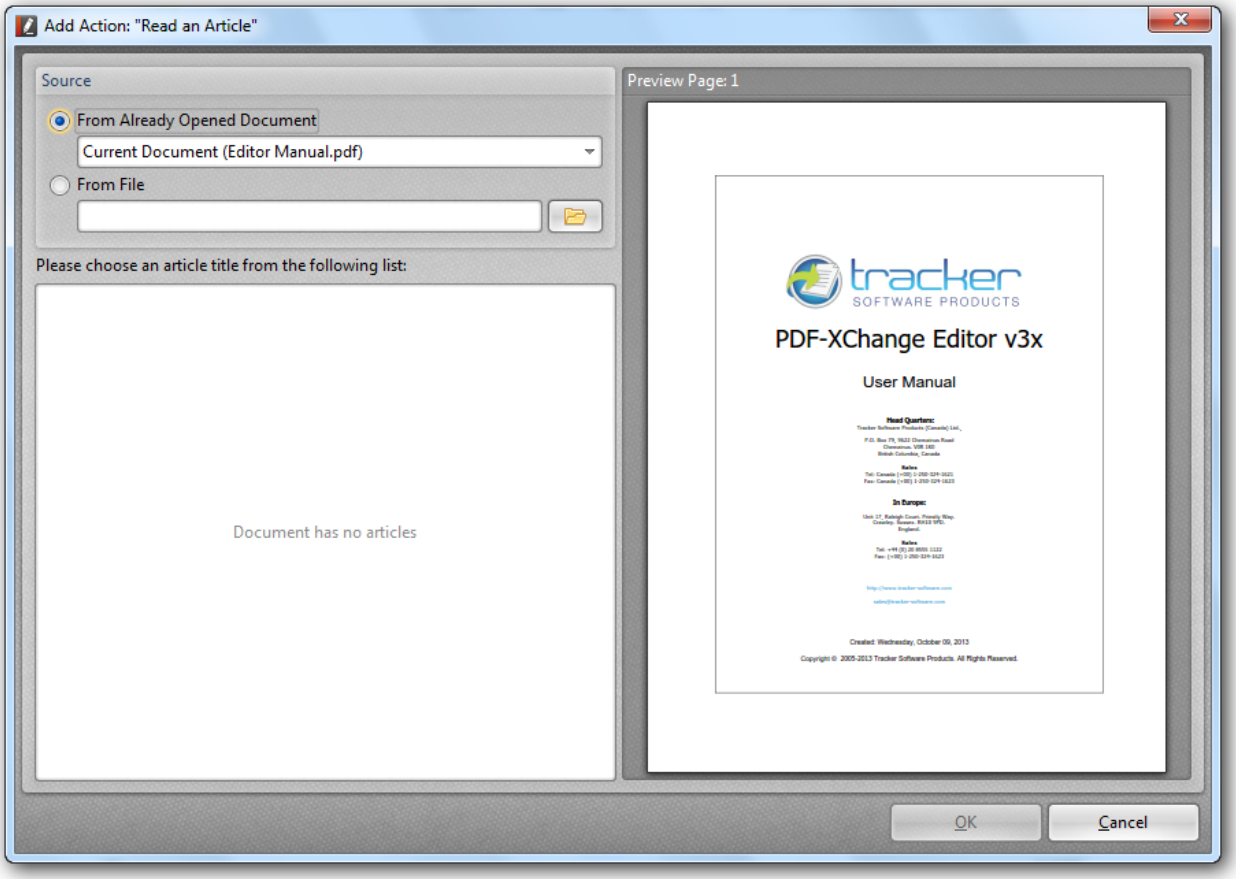
Read an Article. Allows you to follow an article in a PDF document.



2. **Edit...**. Edits the selected Action.
3. **Up**. Moves the selected action up in the list.
4. **Down**. Moves the selected action down in the list.
5. **Remove...**. Deletes the selected Action.

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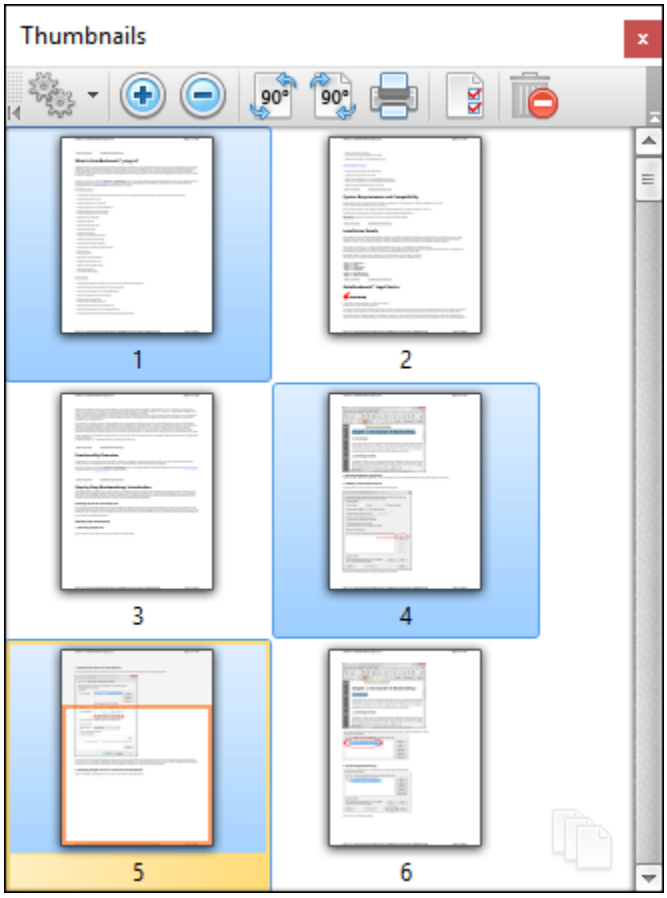
7.3.3 Thumbnails

The thumbnails pane can be toggled using **[Ctrl]**+**[T]** or by going to **View> Thumbnails** from the main menu. The **Thumbnails Pane** displays a smaller representation of each page in the active document. Pages can be inserted, Reordered, deleted and more using the **Thumbnails Pane**. By default, the Thumbnails Pane is snapped to the left of the PDF Display Area, but like most panes can be moved to another location, or floated.



Multiple Thumbnails can be selected at a time by holding **Ctrl** and left clicking on the thumbnails to be selected. A group of Thumbnails can also be selected by selecting the first thumbnail, and while holding **Shift**, select the last thumbnail in to be selected. All thumbnails in between the first and last selected will also be selected.

To insert pages from another document to the **Thumbnails Pane**, simply select the thumbnails from one document, and drag/drop them to the location in the target document's **Thumbnail Pane**.

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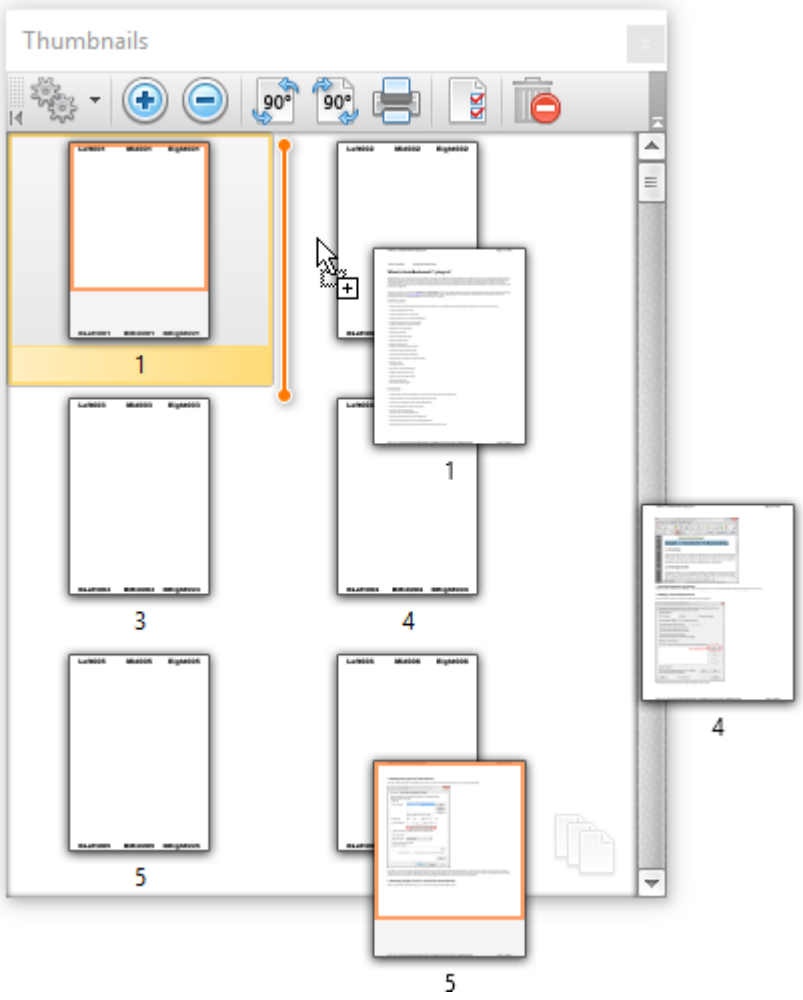

To Delete pages from the Thumbnails Pane, use the Delete key or click on to delete the selected pages.

Note: The Thumbnail highlighted in yellow is the currently viewed page.

Zoom In increases the magnification of the thumbnails, but not the pages viewed in the PDF Display area.

Zoom out decreases the magnification of the thumbnails, but not the pages viewed in the PDF Display area.

Rotate Clockwise 90° degrees rotates the selected pages 90° degrees to the right.

Rotate Counterclockwise 90° degrees rotates the selected pages 90° degrees to the left.

Print opens the Print dialog. If thumbnails are selected, the settings will be automatically updated to print only those selected pages.

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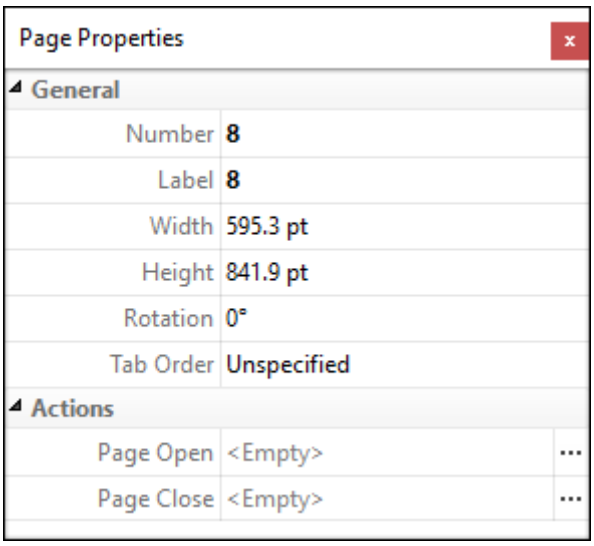
Properties opens the Properties Pane for the active selected page.



Page Properties (Single Page/Thumbnail selected)	
General	
Number	Shows the actual page number within the PDF.
Label	Shows the page label. For instructions on how to modify page labels, please see the **How to Modify Page Labels** 213 section.
Width	Shows the width of the page.
Height	Shows the height of the page.
Rotation	Shows the rotation of the page. 0° represents no rotation. • **0°** returns to original rotation. • **90°** rotates 90° degrees to the right. • **180°** flips the page upside down. • **270°** flips the page 90° to the left.
Tab Order	Specifies the order of tabulation for moving focus trough objects, fields and annotations using the **Tab** key. Select the available options from the drop down menu. • **Unspecified** • **Use Row order** tabs through objects from Left to right. • **Use Column order** tabs through objects from top to bottom. • **Use Document order** use the order defined in the document. • **Use Annotation Array Order** use the order in which comments were placed. • **Use Widget Order** use the order of object widgets.

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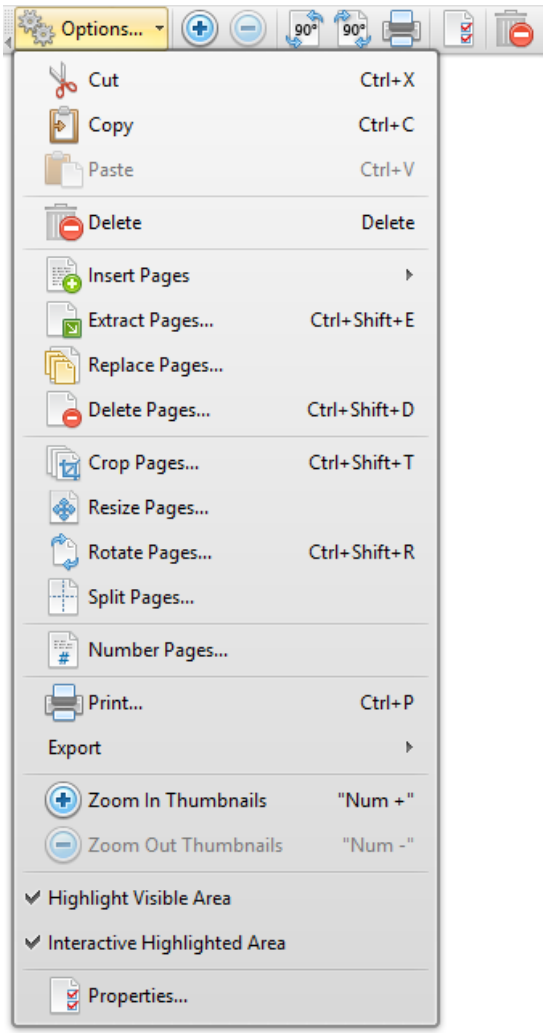
Actions	
Note: See the Common Actions 34 section for more information about available actions.	
Page Open	Initiate listed action focus is switched to this page. Click on the **...** button to set up an action.
Page Close	Initiate action when page is no longer in focus. Click on the **...** button to set up an action.

Delete removes the selected pages from the document.

Options opens the options menu, which is identical to the right click context menu when used on selected thumbnails.



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Cut Cuts the selected pages to the clipboard.

Copy Copies the selected pages to the clipboard.

Paste Pastes copied pages

Delete Deletes the selected pages.

Insert Pages Launches the Insert Pages window.
See the **Document> Insert Pages** 361 sections for more details.

Extract Pages Launches the **Extract Pages** window.
See the **Document> Extract Pages** 406 section for more details.

Replace Pages Launches the Replace Pages window.
See the **Document> Replace Pages** 411 section for more details.

Delete Pages Launches the Delete Pages window.
See the **Document> Delete Pages** 414 section for more details.

Crop Pages Launches the Crop Pages window.
See the **Document> Crop Pages** 415 section for more details.

Resize Pages Launches the Resize Pages window.
See the **Document> Resize Pages** 420 section for more details.

Rotate Pages Launches the Rotate Pages window.
See the **Document> Rotate Pages** 422 section for more details.

Split Pages Launches the Split Pages window.
See the **Document> Split Pages** 425 section for more details.

Number Pages... Launches the Number Pages window.
See the **Document> Number Pages** 428 or the **How to Modify Page Labels** 213 Section for more details.

Print Launches the Print dialog. See the File> Print section for more details.

Export **Export to Images**

Launches the Export to Images window.

See the **File> Export> Export to Images** 148 section for more details.

Zoom In Thumbnails Zooms in so that the thumbnails in the **Thumbnails Pane** appear bigger with more detail.

Zoom Out Thumbnails Zooms out so that the thumbnails in the **Thumbnails Pane** appear smaller allowing for more to fit within the pane.

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Highlight Visible Area With this option selected, the currently viewed portion of a page is highlighted in the thumbnails.

Highlight Visible Area: On

Highlight Visible Area: Off

Interactive Highlighted Area With **Highlight Visible Area** active, the viewed area can be moved by moving the highlighted section when clicking on and moving the .

Properties opens the **Properties Pane** for the active selected page.

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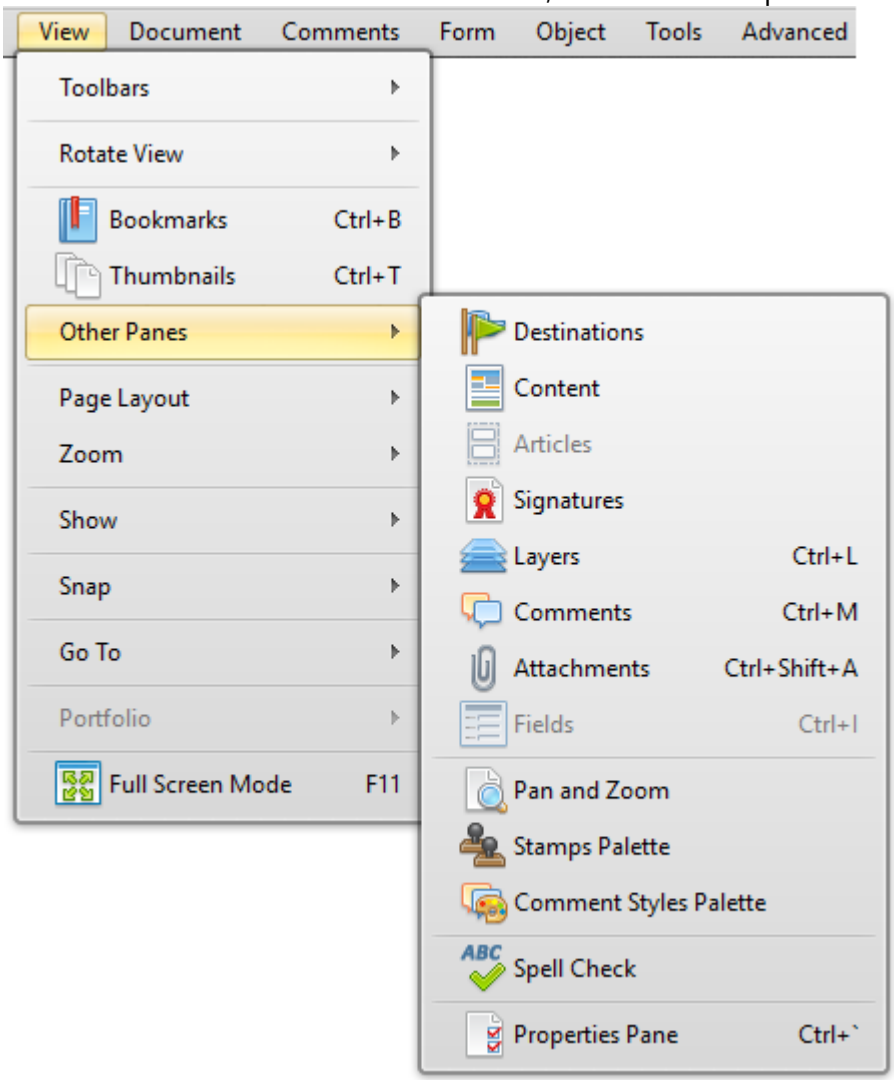
7.3.4 Other Panes

In addition to Bookmarks and Thumbnails, there are other panes that may be shown or hidden.



Destinations 303 Opens a pane with a list of destinations.
Content 304 Selecting this option opens a pane within the PDF display area that displays the content.
Articles 305 Selecting this option opens a pane within the PDF display area that displays the articles.
Signatures 305 Selecting this option opens a pane within the PDF display area that displays the list of digital signatures added to the PDF document.
Layers 306 Correspond to what Adobe® calls "Optional content." Selecting this option opens a pane within the PDF display area that displays the optional content layers.
Comments 446 Display a list of comments, annotations and markups.
Attachments 309 Open a pane within the PDF display area that displays the attached files and allows you to attach PDFs and other types of files to a PDF document.

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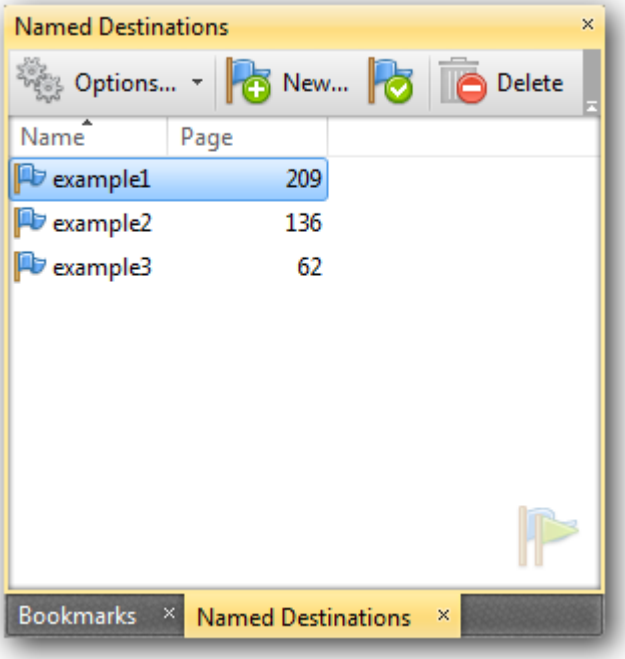
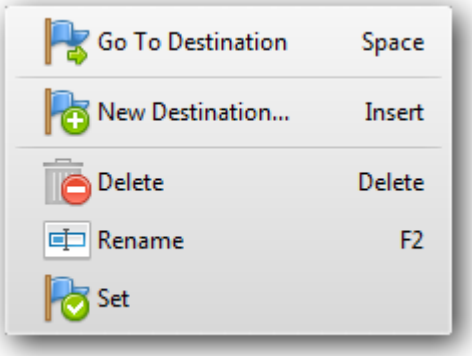
Fields 310 Fields are found within Adobe® Acrobat® Forms. Selecting this option opens a pane within the PDF display area that displays the Form fields.
Pan and Zoom 310 The Pan and Zoom window shows a representation of the current page(s) with a Blue rectangle that shows the area being displayed in the main window in a reduced form.
Stamps Palette 546 Opens a selection list of available stamps organized by Palette type.
Comment Styles Palette 457 Opens the palette with the list of comments' styles.
Spell Check 443 utilizes the Spell Checker Plugin to actively spell check a document
Properties Pane 315 Opens the properties pane

7.3.4.1 Destinations

The **Destinations** pane displays the list of named destinations.



Options. Displays the list of options for controlling named destinations.



Go To Destination. Moves to the selected destination.

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New Destination.... Creates the destination at the currently displayed page.

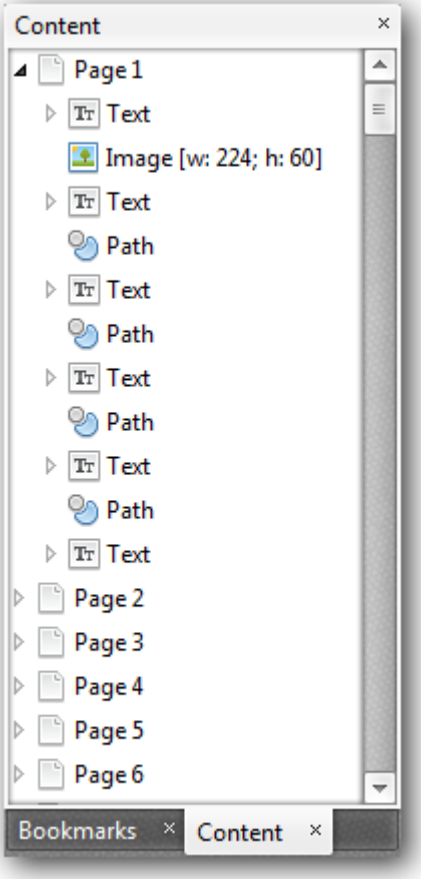
Delete. Deletes the selected destination.

Rename. Allows you to rename the selected destination.

Set. Sets the target of the destination to the currently displayed page.

7.3.4.2 Content

The **Content** pane displays the list of pages with a set of objects for each page. The objects are shown due to their order on the page.



If you click any object from the content pane list, it will be selected on a page with a blue bounding box. If you wish to move, resize or rotate the object, choose the **Edit Content** button from the Comment And Markup toolbar. The bounding box with selection handles will appear.

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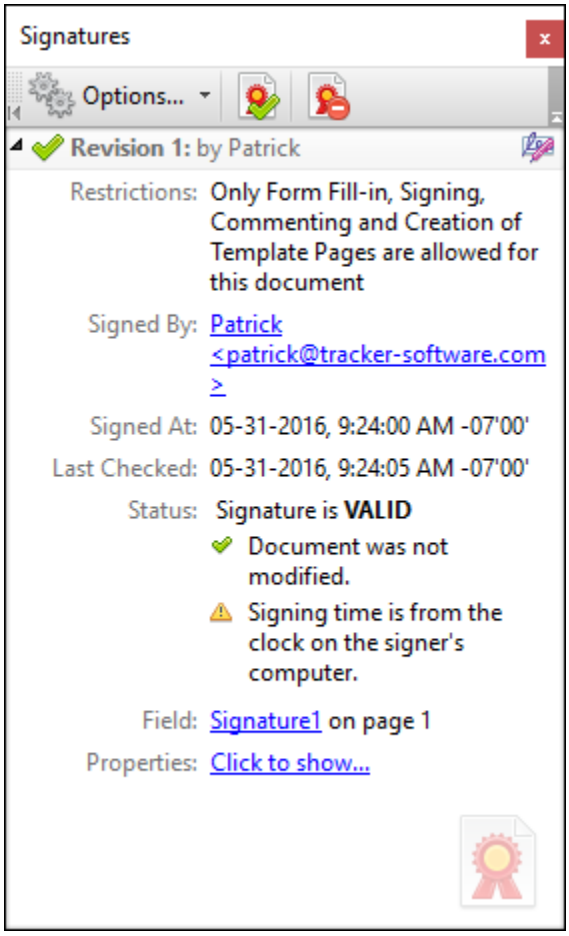
7.3.4.3 Articles

Selecting this option opens a pane within the PDF display area that displays the articles.

Note: This function was not available at the time of writing of this documentation revision.

7.3.4.4 Signatures

The Signatures Pane provides information regarding any signatures within a PDF. Going to View> Other Panes> Signatures opens the Signatures pane.



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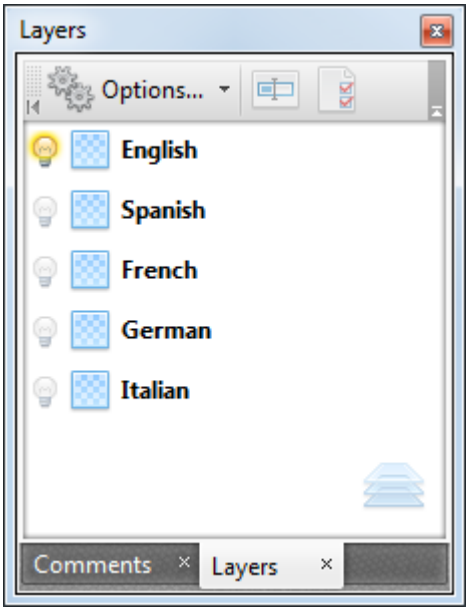
Options
Lists some options for placing and validating digital signatures and certificates. See the **Document> Digital Signing** section for more details regarding each option and for instructions for creating and placing digital signatures and certificates.

Sign Document
Place signature
Certify (Visible)
Certify (Invisible)
Timestamp
Validate all signatures
Clear all signatures

7.3.4.5 Layers

Layers correspond to what Adobe® calls "Optional content." Selecting this option [**View** > **Other Panes** > **Layers**] opens a pane within the PDF display area that displays the optional content layers.



It is possible to show or hide content using layers. Content with a lit bulb is visible, where as content with the light bulb off is currently hidden.
Options. Allows you to set the layer options.

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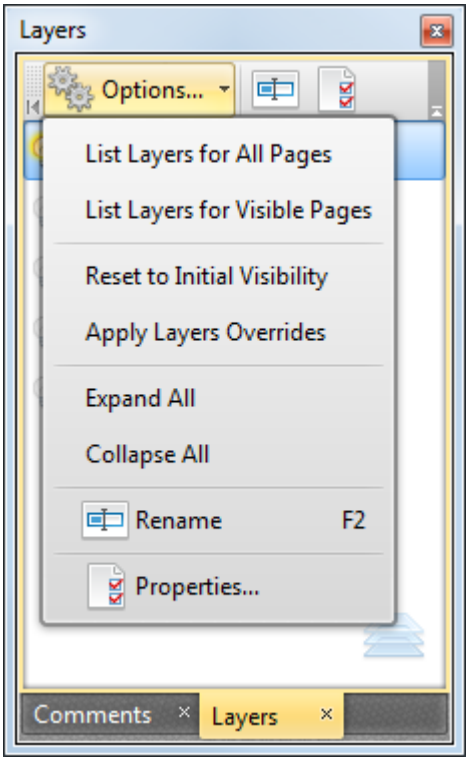

List Layers for All Pages. Shows each layer across every page of the document.
List Layers for Visible Pages. Shows layers only on the currently visible pages.
Reset to Initial Visibility. Allows you to reset layers to their default state.
Apply Layers Overrides. Displays all layers, even those which that are not listed in the Layers panel.
Expand All. Expands the layers tree if they are structured that way.
Collapse All. Collapses the layers tree if they are structured that way.
Rename. Allows you to rename the current layer.
Properties.... Opens the layer Properties pane.

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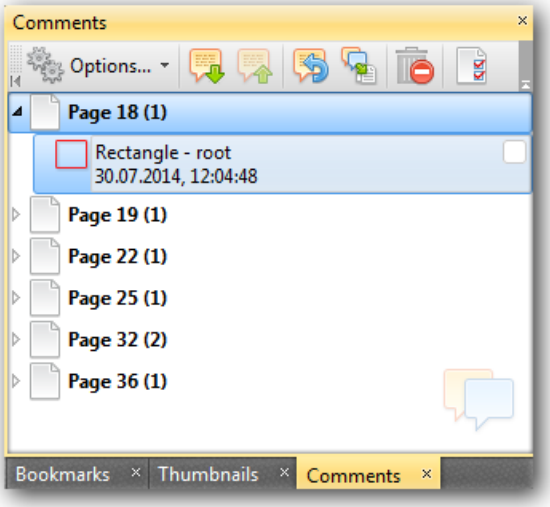
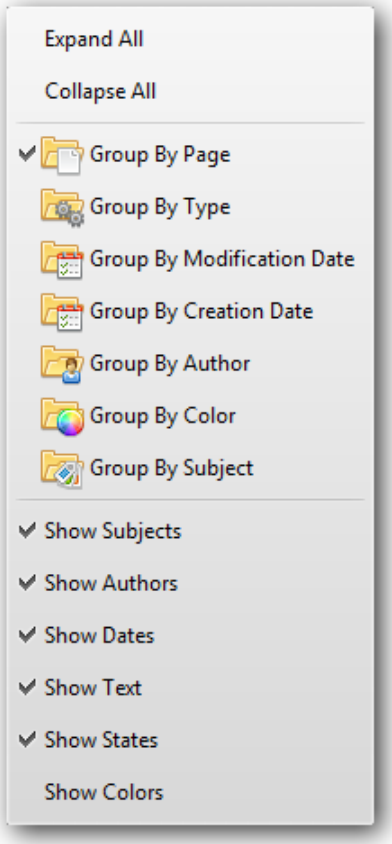
7.3.4.6 Comments

Comments displays a list of Comments, Annotations and Markups:



This displays a list of all Annotations by page. Note that you can go to the page and Annotation by clicking on the comment in this list. Clicking on an Annotation also opens the appropriate toolbar for the comment.



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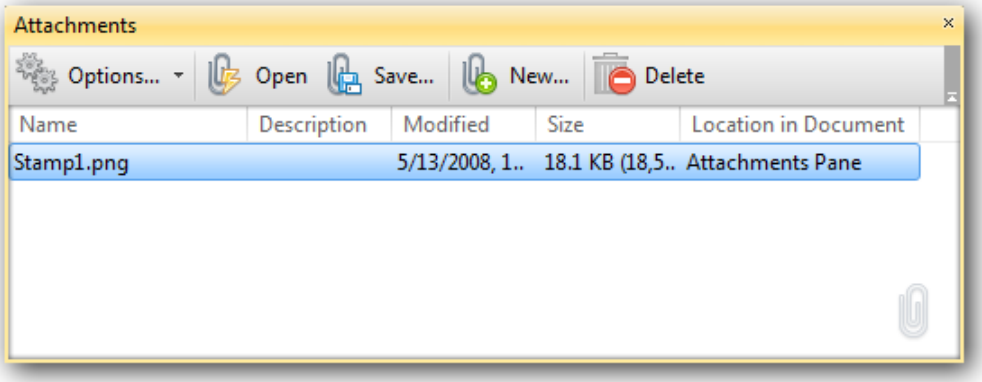
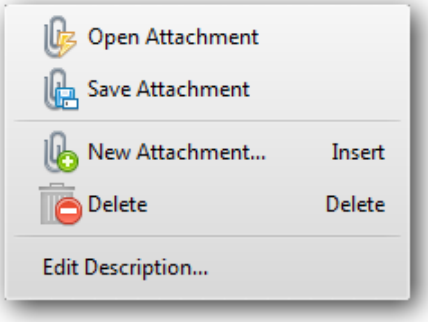
7.3.4.7 Attachments

Attachments opens the Attachments pane which allows you to attach PDFs and other types of files to a PDF.

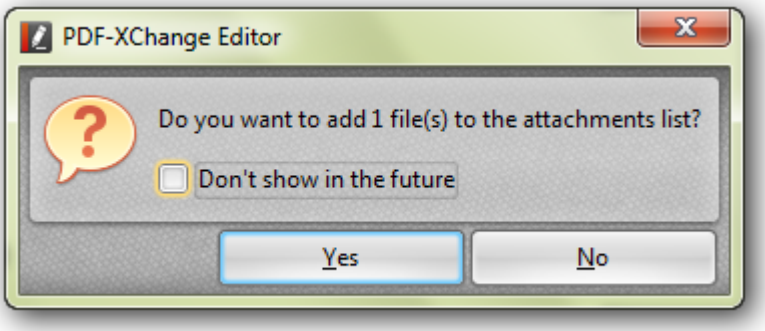
The **Attachments** pane has the **Attachments Editor Toolbar** that will allow you to open, save, add new or delete the existing files from the active document.



Options.... Displays the list of options for controlling the attachments.



Open Attachment. Opens the selected attached file.
Save Attachment. Saves the selected attachment into an external file.
New Attachment.... Opens the standard **Open Files** dialog for choosing a necessary file. Besides, it is possible to add a new attachment file using the Drag&Drop option. When you drag the file to the Attachment List field and drop it, the following question appears:



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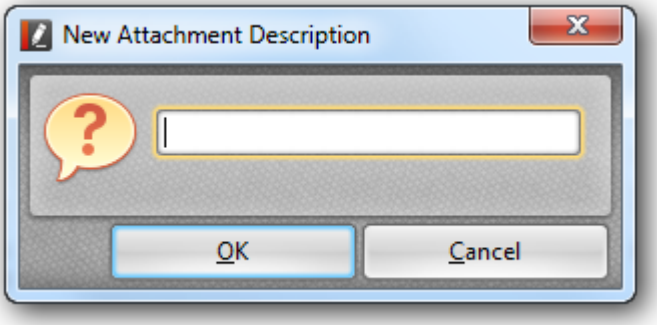
Delete. Deletes the selected attachment.

Edit Description.... Allows you to add a description to the attached file in the opened **New Attachment Description** dialog box.



7.3.4.8 Fields

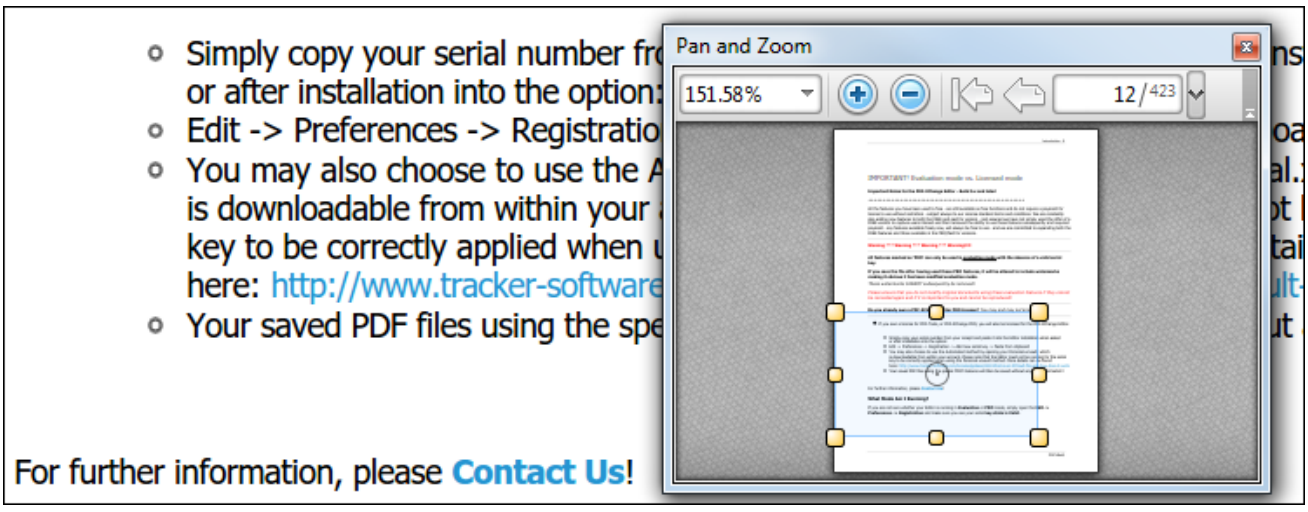
Fields are found within Adobe® Acrobat® Forms. Selecting this option opens a pane within the PDF display area that displays the Form fields. Note that the fields are listed alphabetically, not in the order they may appear to be in on the page.

Each field is identified by its name and type. You may click on a field to highlight its entry in the pane, or double click a field in the pane to highlight the form field.

N.B. This function was not available at the time of writing of this documentation revision.

7.3.4.9 Pan and Zoom

When the **Pan and Zoom tool** is selected, the **Pan and Zoom** window appears:



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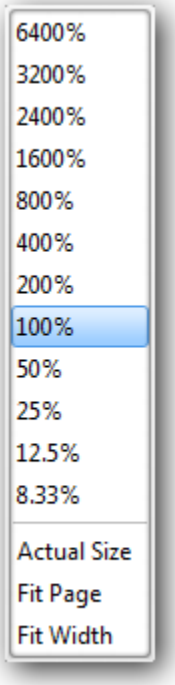
The Pan and Zoom window shows a representation of the current page(s) with a Blue rectangle that shows the area being displayed in the main window. You may use the **Hand** 507 control to move the blue rectangle and the main display window will automatically follow that movement.

The control bar at the top of the window shows the current display area's zoom factor. The and buttons may be used to change the zoom factor, or you may click the down arrow to open a list of standard zoom factors:



To go to the **First Page**, click on or use the **Home** key. Clicking on or using the **End** key will take you to the **Last Page** in the document.

Clicking on takes you to the **Previous Page** in the document, and takes you to the **Next Page**.

The Camera button allows you to make a **Snapshot** 508 of the highlighted area of the page.

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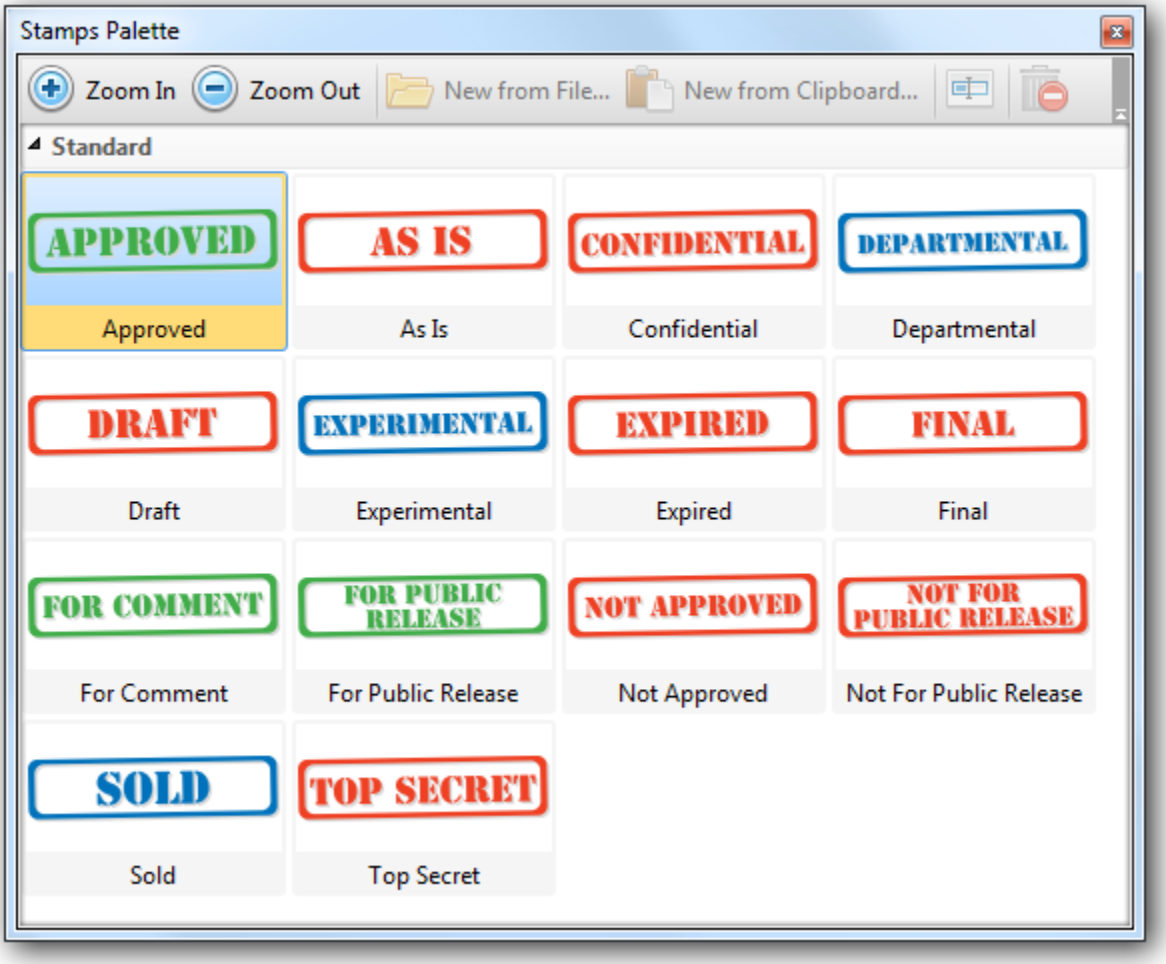
7.3.4.10 Stamps Palette

Stamps Palette opens the **Stamps Palette** dialog with a selection list of available stamps organized by Palette type.



Zoom In. Enlarges the size of the thumbnail images in the Stamps area.

Zoom Out. Reduces the size of the thumbnail images in the Stamps area.

New from File.... Creates a stamp from a selected image file or PDF document page.
You could also scan your signature into a file to allow you to then 'Stamp' a document with your physical signature
- ***however, should you do this we strongly recommend*** you use the **Flatten Comments** 446 option to ensure your signature is not easily interfered with in the final PDF once distributed.

New from Clipboard.... Creates a stamp from an image contained in the clipboard.

Rename. Allows you to change an existing stamp's name.

Delete. Deletes the selected stamp from the collection.

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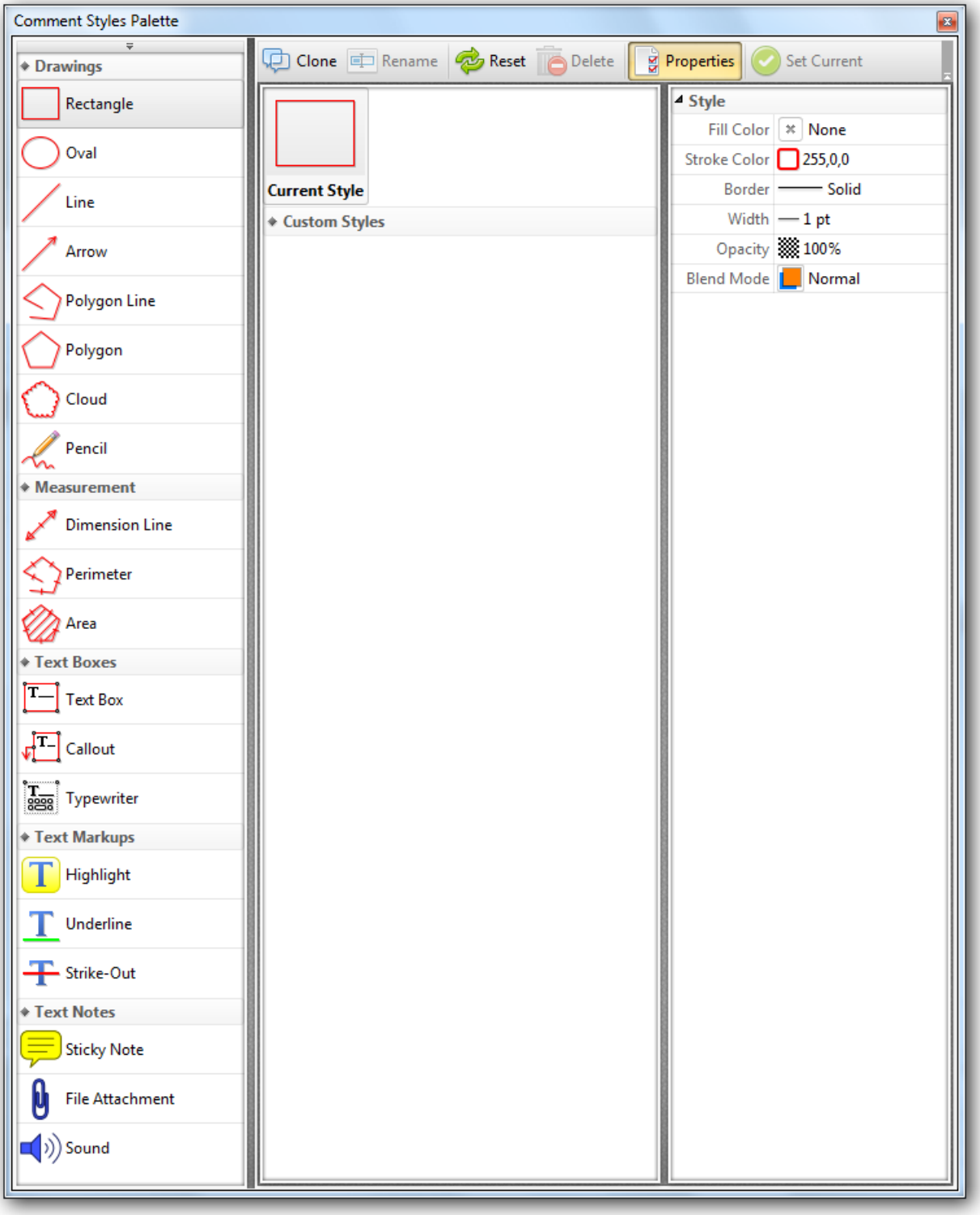
7.3.4.11 Comment Styles Palette

Comments Styles Palette opens the palette with the list of comments' styles.



The toolbar at the top allows you to do the following things:

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Reset. Resets the style of the selected comment to default. All custom styles except for the default ones will be removed.

Clone. Creates the style of the comment, identical to the selected one.

Rename. Allows you to rename the selected style.

Reset. Resets the style of the selected comment to default. All custom styles except for the default ones will be removed.

Delete. Deletes the selected comment style.

Properties. If you select the **Properties** item, the pane appears with the tabs which allow you to adjust the appearance and other properties of the selected tool.

Set Current. Sets the selected custom style to the current tool's style.

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7.3.4.12 Properties Pane

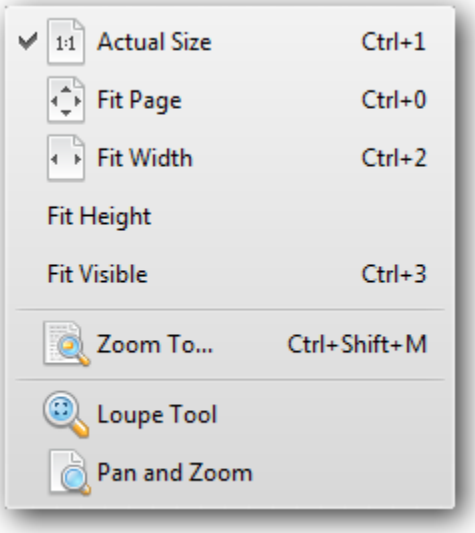
The **Properties Pane** appears when you select the **Properties...** item from the **View**> **Other panes**> **Properties pane**. To change any property you must click it. In the end of a box with property's name there appears an arrow. After you click the arrow, you will see available options for changing each of the properties. The options in the **Properties Pane** are dynamic and differ depending on what is selected allowing you to modify the look, feel and functionality of that tool or object. For a simplified and more user-friendly properties device, please see the **Properties Toolbar** 601.

Descriptions for each property of each tool and function can be found on that tool or function's help section.

Note: If you are viewing this help in a PDF, you can use the **Search** 192 function to find the section you are looking for.

7.3.5 Zoom

Zoom opens a dialog box to allow you to select or enter the zoom percentage to use to display the PDF pages.



Actual Size. Sets the Zoom percentage to 100%, forcing the PDF page to display at actual size.

Fit Page. Fits the entire PDF page within the borders of the view pane.

Fit Width. Fits the PDF to the width of the view pane. Scroll bars are provided to enable you to scroll the PDF page as desired.

Fit Height. Fits the PDF to the height of the view pane.

Fit Visible. Page is displayed without margins.

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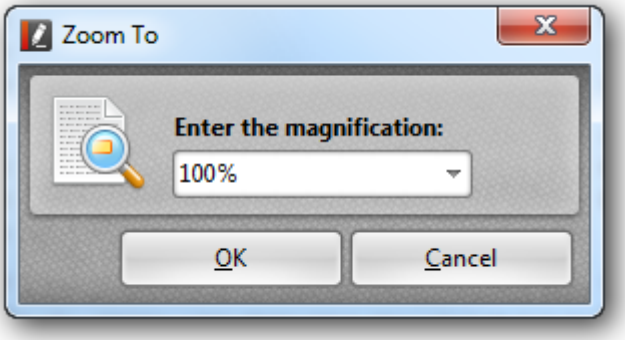
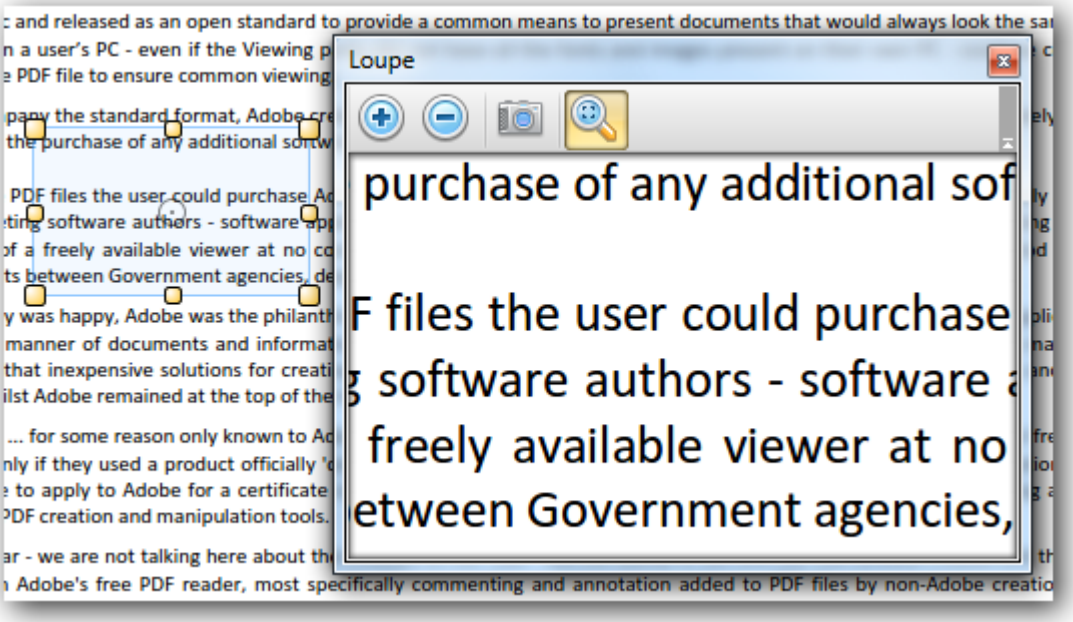
Zoom To.... Opens a dialog box to allow you to select or enter the zoom percentage to use to display the PDF pages.



Loupe Tool.

The **Loupe Tool** opens a special dialog window that is linked to a scrollable, resizable rectangular that acts as a cursor and permits the selection of a portion of the PDF page/file. The selected area can be resized and its contents view size zoomed larger or smaller to suit. Further - like the main 'snapshot' tool - the defined Loupe content area can also be copied to the clip board and used as required.



The toolbar at the bottom of the page allows you to change the zoom percentage, and clicking the Snap shot (camera) icon copies the displayed area to the clipboard as a bitmap.

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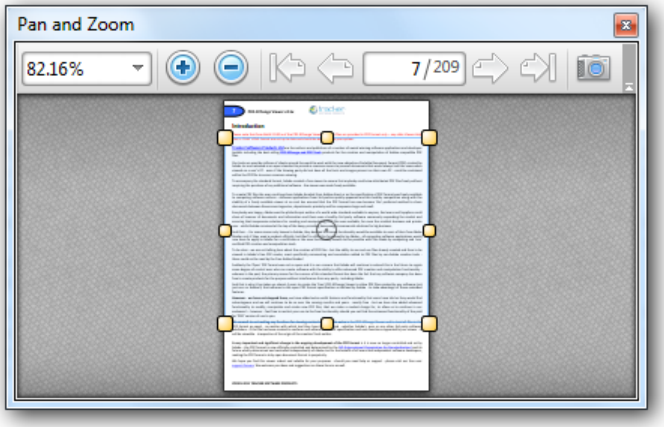
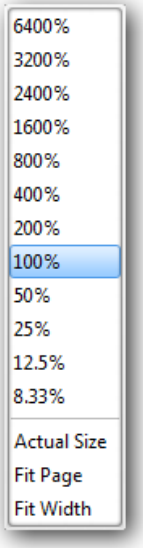
Pan and Zoom.

When this is selected, the **Pan and Zoom** window appears:



The Pan and Zoom window shows a representation of the current page(s) with a Blue rectangle that shows the area being displayed in the main window in a reduced form. You may use the **Hand** control to move the blue rectangle and the main display window will automatically follow that movement.

The control bar at the bottom of the window shows the current display area's zoom factor. The blue + and - buttons may be used to change the zoom factor, or you may click the down arrow to open a list of standard zoom factors:



The white arrow buttons navigate to the various pages of the currently displayed PDF document.

The Camera button allows you to make a snapshot of the highlighted area of the page.

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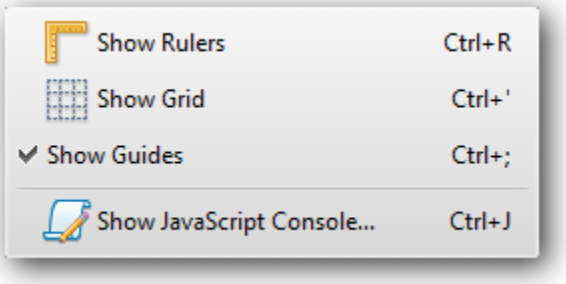
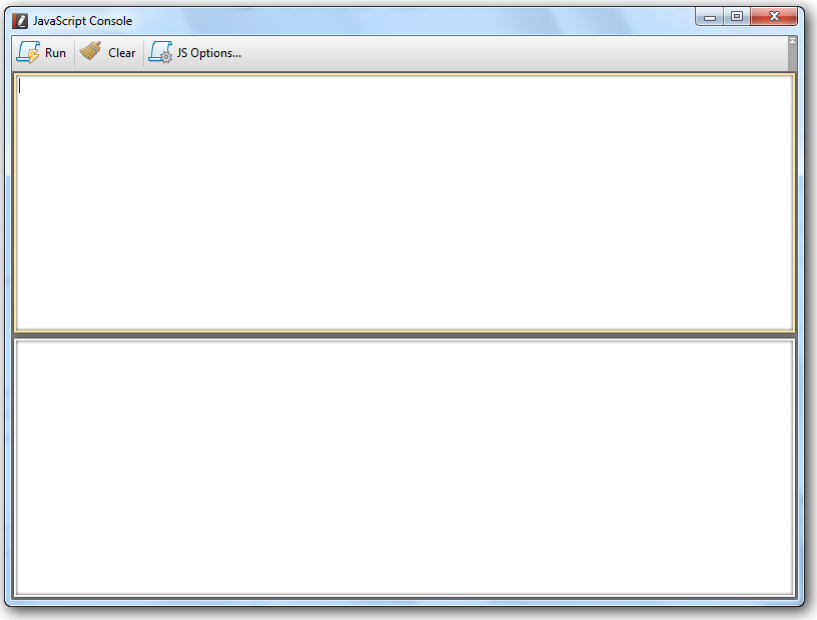
7.3.6 Show

Show opens a dialog to allow you to select the displaying of rulers, grid, guides or JavaScript Console.



Show Rulers shows horizontal and vertical rulers, which let you check the size of objects in your documents.
Show Grid displays the grid behind transparent objects. Grid is used to accurately line up text and objects in a document.
Show Guides shows the guides for lining up objects, such as form fields.
To create a guide, drag down from the horizontal ruler, or drag to the right of the vertical ruler.
Show JavaScript Console. To perform a JavaScript action on a PDF, launch the **JavaScript Console** with the keyboard shortcut CTRL+J or go to **View Menu | Show JavaScript Console**.



When the **JavaScript Console** opens, paste or write your JavaScript code into the top of the two windows and click the **Run...** button. The code will run and if there are any errors the message will be displayed in the window below your code.

The **Clear** button removes the error message from the window below. The **Options...** button opens the JavaScript 243 tab from the **Preferences...**.

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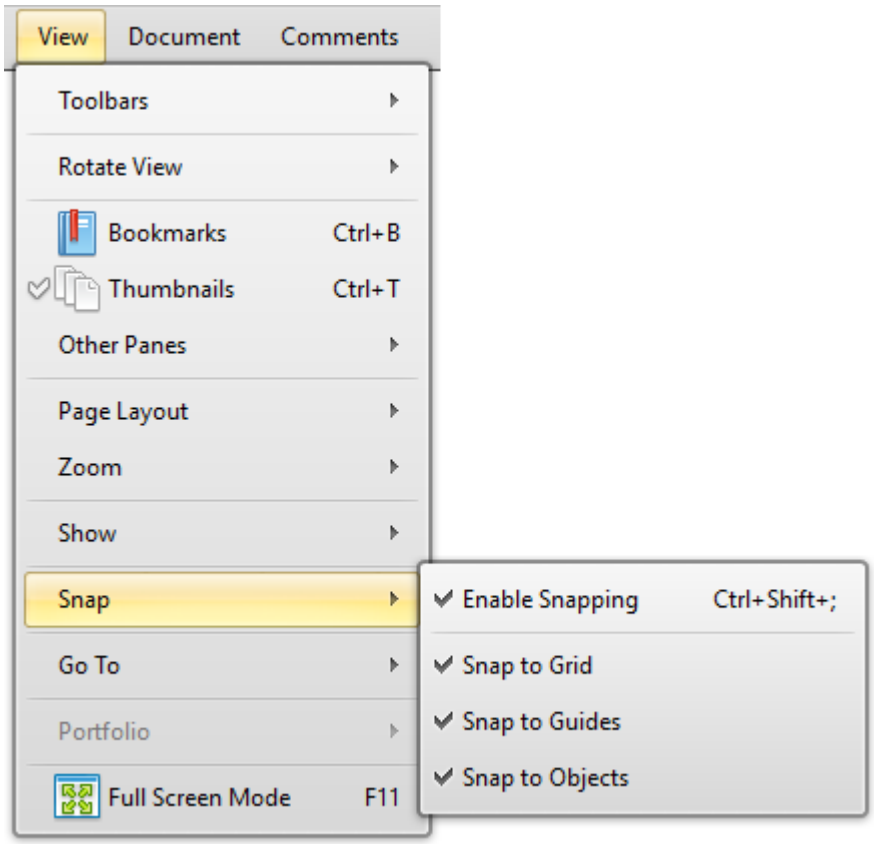
7.3.7 Snap

Snapping is used to help with precise measurements and placement of annotations or comments. When snapping is enabled, the pointer will automatically move to a snapping point when within the threshold. Snapping can be toggled under **View> Snap> Enable Snapping** or **[Ctrl]+[Shift]+[;]**



Specify which items to snap to by selecting or deselecting the options. See the View> Show 318 section for more details on **Grid** and **Guides**. Enabling snap to objects will allow an object to be used as a snapping point. To configure detailed settings for the snapping function go to **Edit> Preferences> Measurement> Customize Snapping (to Grid, Guides, Objects)**.

Snapping Indicators

Snap can sometimes snap to different portions of the same object such as the **End point**, **Edge**, **Mid Point**, **Center**, or **Intersection**. Each snap point type has its own Icon to indicate which is currently used.

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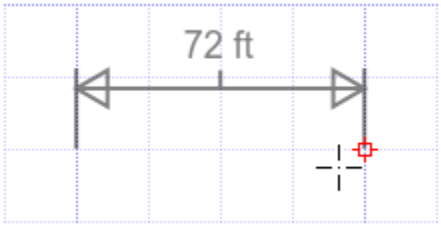
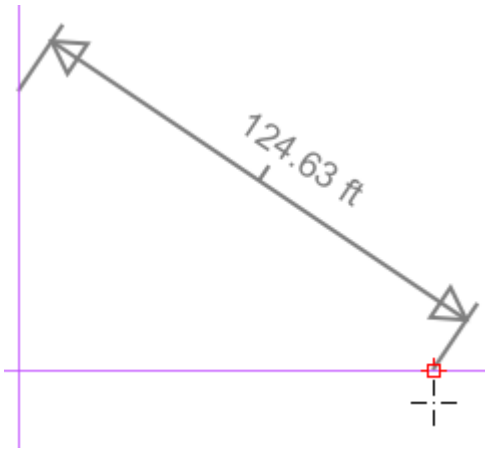
Snap to Grid
Show the grid under **View> Show> Grid**. This allows the snapping function to snap to grid lines as shown in the screenshot below:



Notice that the cross hairs are not where the annotation ends. This is because the Snapping function has detected a snapping point on the grid. The snap location is Identified by a small red square to indicate the location.

Snap to Guides
Guides can be placed when working with rulers. When **Snap to Guides** is activated, the guides will be detected as snapping points.



Snap to Objects
Snap to objects allows for annotations, comments and base content alike to be detected as snapping points.

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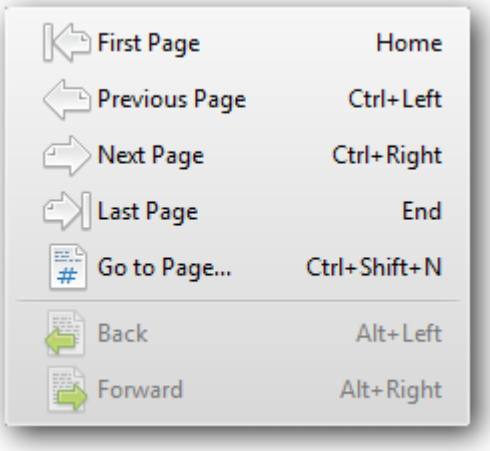
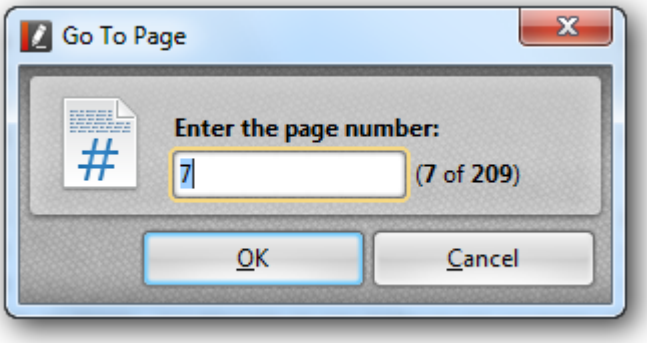
7.3.8 Go To

Selecting **Go To** opens the Page Selection submenu:



The **Go To** options are:

First Page. Moves the view to the top of the first page of the document. This option is disabled if the first page is the active page.
Previous Page. Moves the view to the top of the previous page of the document. This option is disabled if the first page is the active page.
Next Page. Moves the view to the top of the next page of the document. This option is disabled if the last page is the active page.
Last Page. Moves the view to the top of the last page of the document. This option is disabled if the last page is the active page.
Go to Page.... Opens a dialog box to allow you to enter a page number.



Back. Moves to the previous view. If you are on the first view, this option is disabled. Reopens closed documents that have been viewed during the session.
Forward. Moves to the next view. If you are on the last view, this option is disabled.

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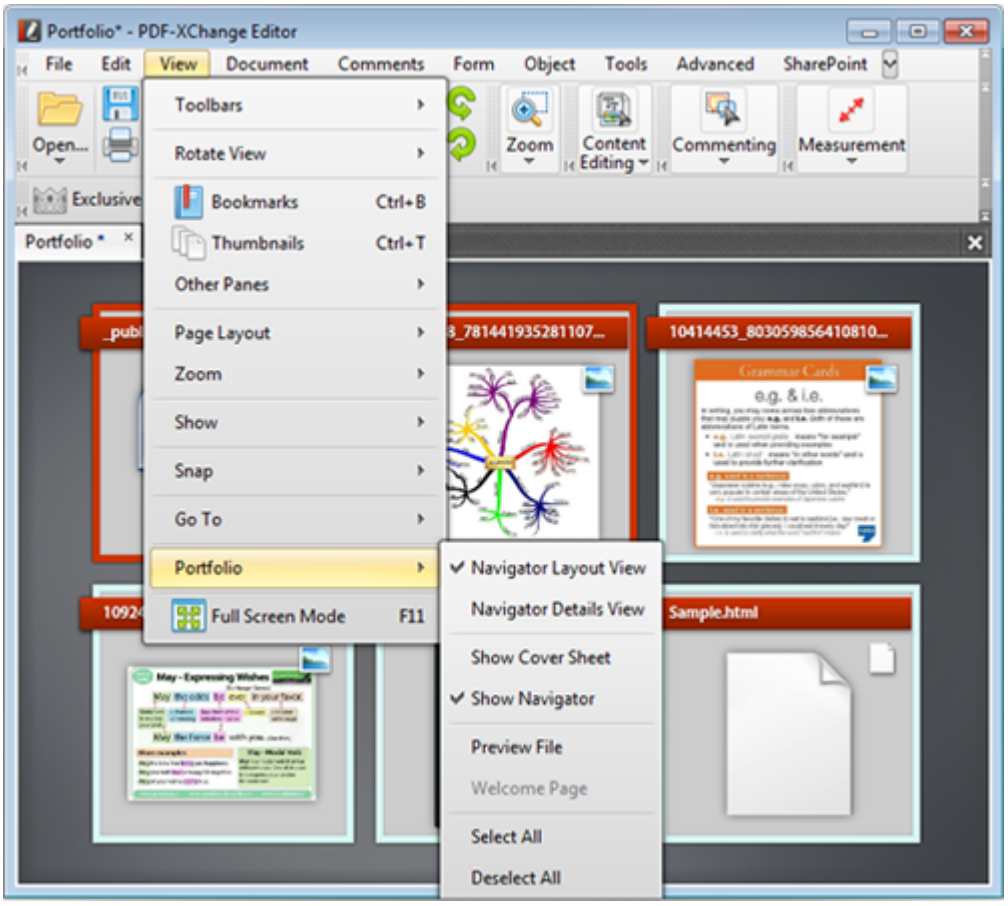
7.3.9 Portfolio

A PDF Portfolio is a PDF container that may include a wide range of files created in different applications (e.g. text files from Microsoft Word, AutoCAD drawings, Excel, PowerPoint presentations, images, e-mail messages etc).
The documents are wrapped in the PDF file and can be opened by applications which support PDF format and specifically PDF Portfolio files.

The PDF-XChange Editor can ***Open***, ***View***, and ***Edit*** PDF Portfolio files.

To ***Open*** a PDF Portfolio file, from the **Main Menu** choose **File > Open** (or *Ctrl+O*) or **Open From**... , select the PDF Portfolio file, and click the button **Open**.

To ***View*** a PDF Portfolio, from the **Main Menu** choose **View > Portfolio:**



Viewing a Portfolio in **Navigator Layout View mode**.

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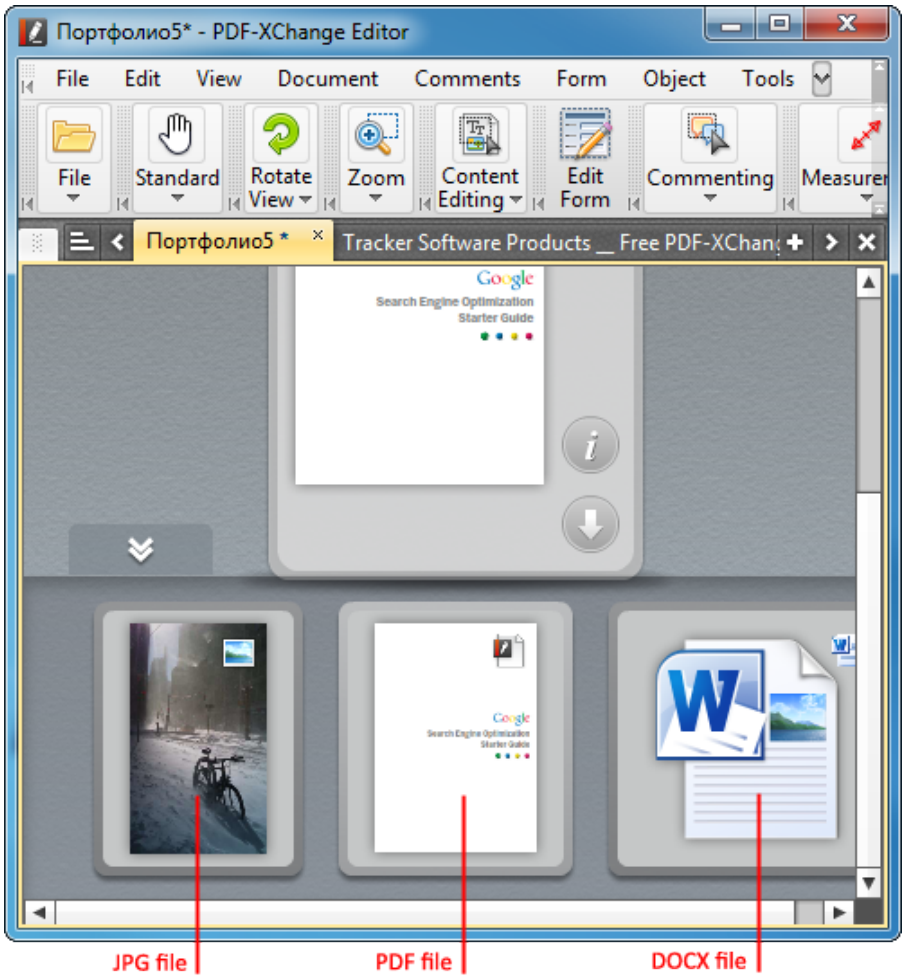
Portfolio Sub-menu

The Portfolio sub-menu shows Portfolio viewing options that change the way the files embedded in the Portfolio are presented.

Check **Show Navigator** to see the Content of Portfolio (all embedded documents like *.pdf, *.docx, *.html, *.jpg etc).

Navigator Layout View mode shows thumbnails of the embedded documents (tiles with image previews, names of files and icons).



Navigator Layout View mode. The example PDF portfolio includes JPG file, PDF file, and DOCX file.

Right-click on the thumbnail to open the context menu for quick access to:

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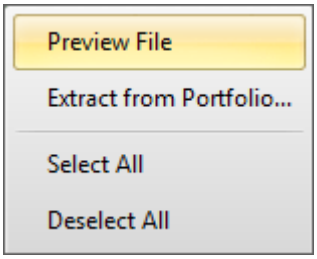
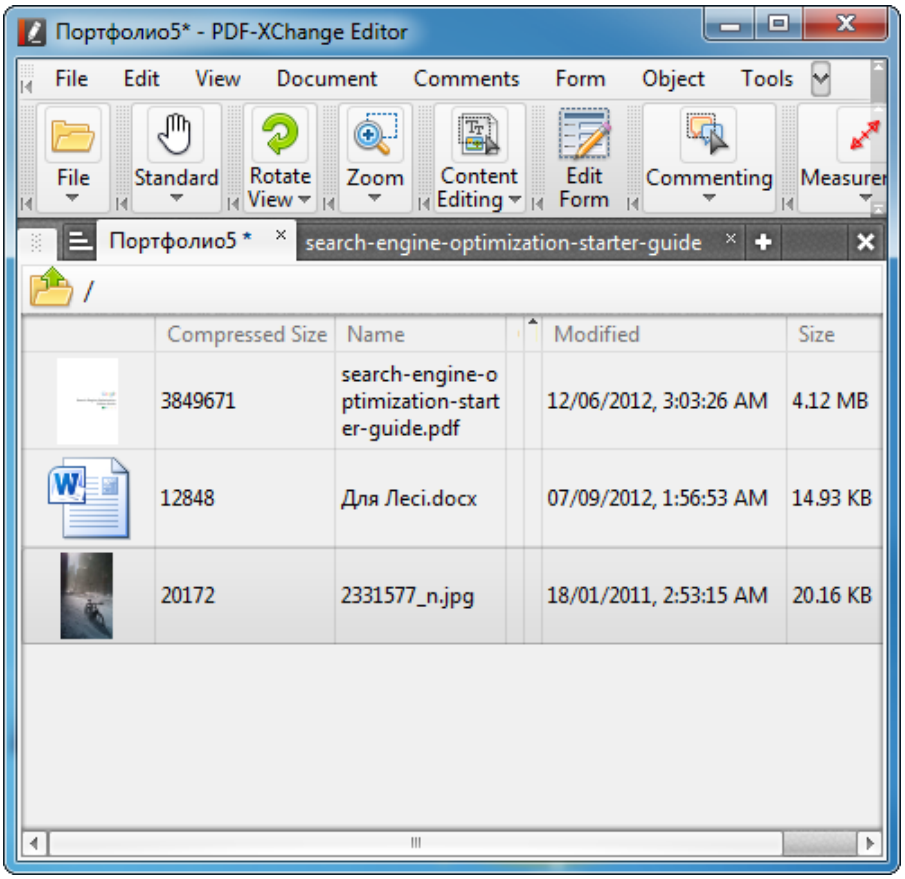


- **Preview File** to open the selected file in its native application (set by default for that type of document).
- **Extract from Portfolio** to extract and save the selected file to a destination folder. Extracting does not delete the file from the PDF Portfolio.
- **Select All** to select all embedded components of the portfolio.
- **Deselect All** to annul selection of all files.

Navigator Details View shows the list of included documents with details and properties (creation or modification date, size, description, etc).
Sort the list by clicking on the column title of the property field.



Viewing a PDF Portfolio in the **Navigator Detail View** mode.

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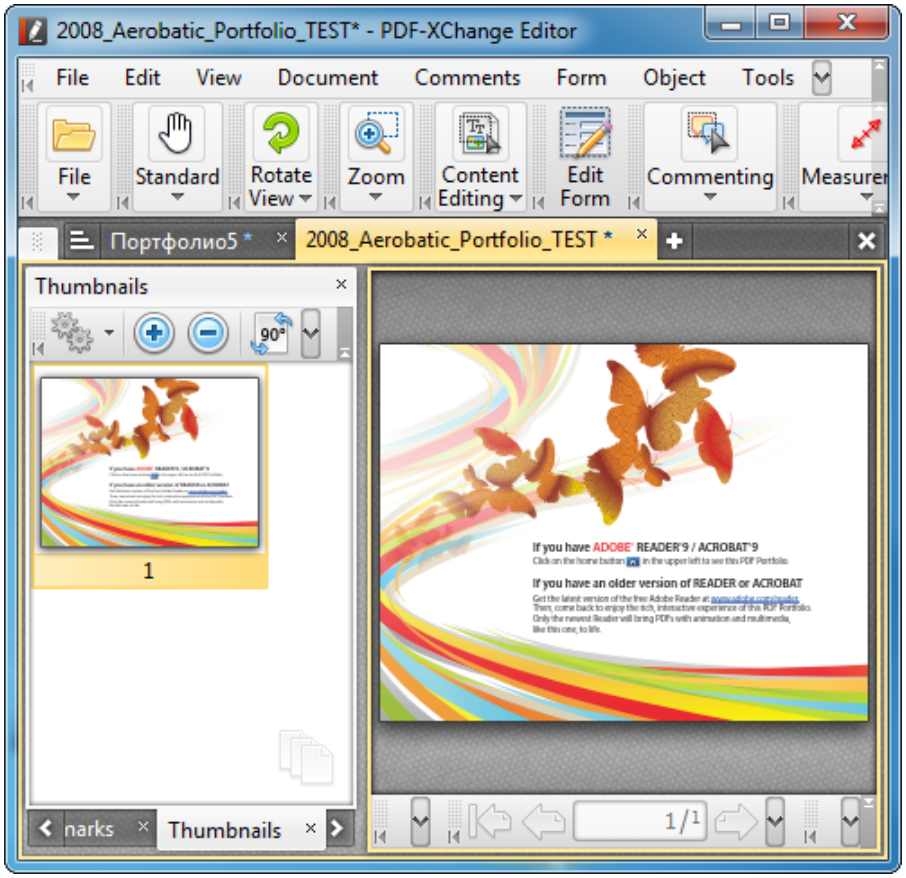
Check **Show Cover Sheet** to display the Portfolio standard Cover Sheet or any page(s) that can be set as the Cover page(s).



Custom **Cover Sheet**. **Thumbnails** pane exposes this Cover Sheet and allows to manage it.

A PDF Portfolio is, essentially, a PDF cover-sheet document that contains embedded files and information about each of those files. The Cover Sheet is the page(s) that distinguishes a PDF Portfolio file from a regular PDF file.

Usually **Cover Sheet** serves for providing the information about the portfolio creator.

To ***Edit*** PDF Portfolio, in **Main Menu** choose **View > Portfolio**, and then check **Show Cover Sheet**.

Next, open pane with **Attachments** 309 and/or **Thumbnails** 296 by **View > Other Panes > Attachments** (or *Ctrl+Shift+A*) and/or **View > Thumbnails** (or *Ctrl+T*) and Edit PDF Portfolio like PDF file with attached documents.

The editing PDF Portfolio through the **Attachments** and **Thumbnails** panes is the same as editing any PDF document.

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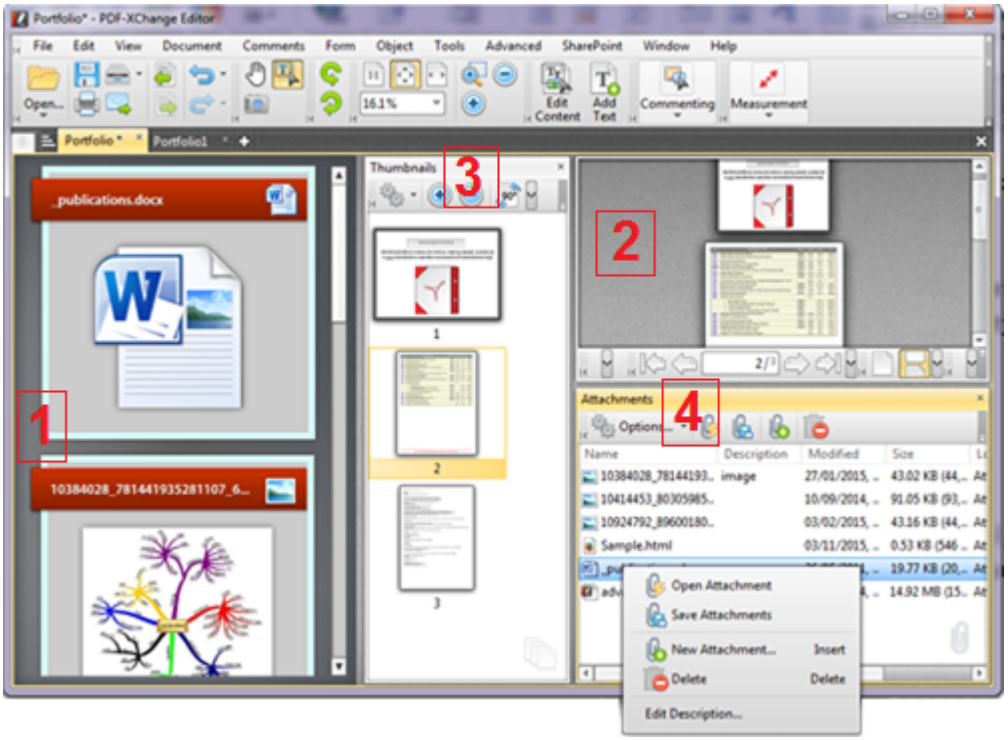

The PDF Portfolio with marked **Show Cover Sheet** and **Show Navigator** options, with opened **Thumbnails** and **Attachments** panes.

To get the view of all possible panes, choose:

1 - View > Portfolio > Show Navigator;
2 - View > Portfolio > Show Cover Sheet;
3 - View > Thumbnails;
4 - View > Other Panes > Attachments.

Through the **Attachments** 309 pane you can *add* new document(s) to the PDF Portfolio, *delete*, *extract* file(s), *open* them in their native application, etc.

Through the **Thumbnails** 296 pane you can manage the **Cover Sheet** (*add*, *rotate* page(s), etc.).

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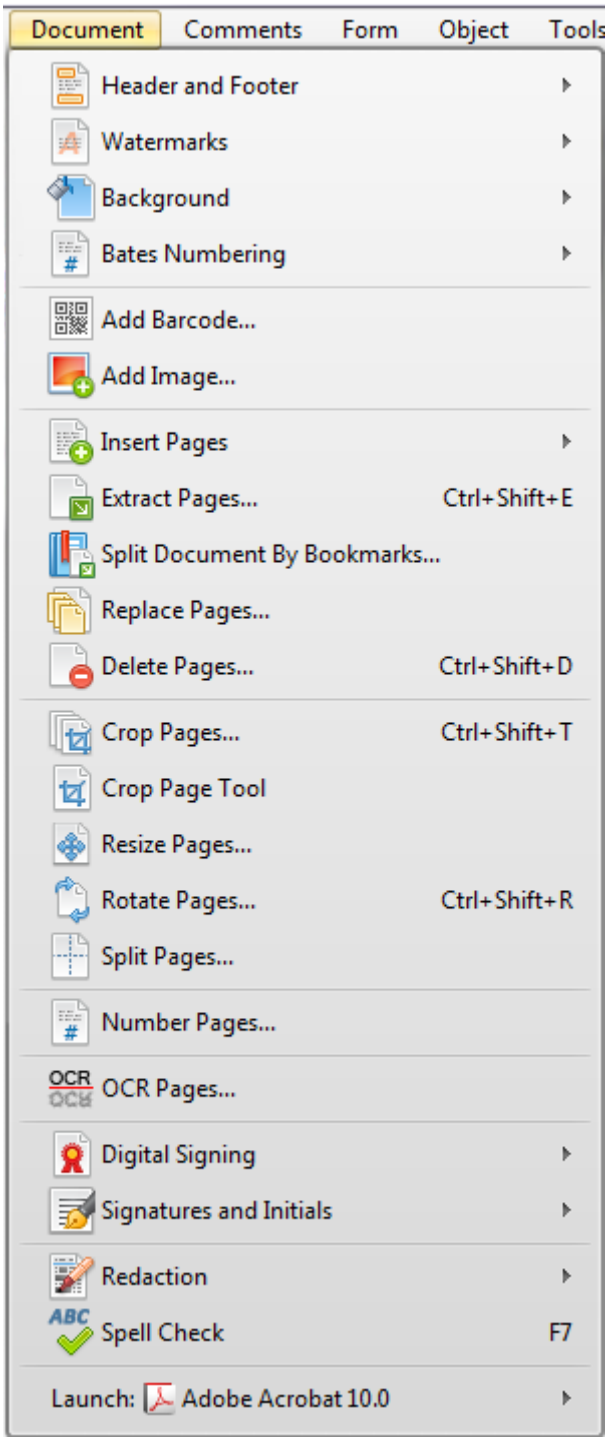
7.4 Document

The **Document** menu allows you to manipulate pages in a document. For example, you can **Insert, Extract, Delete, Rotate,** or **Crop** pages, **Sign** or **Redact** the document.

For a detailed descriptions of each feature, click the links to the right of the menu:



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[Digital Signing](#) 430

[Signatures and Initials](#) 430

[Redaction](#) 436

[Spell Check](#) 438

[Launch:](#) 443

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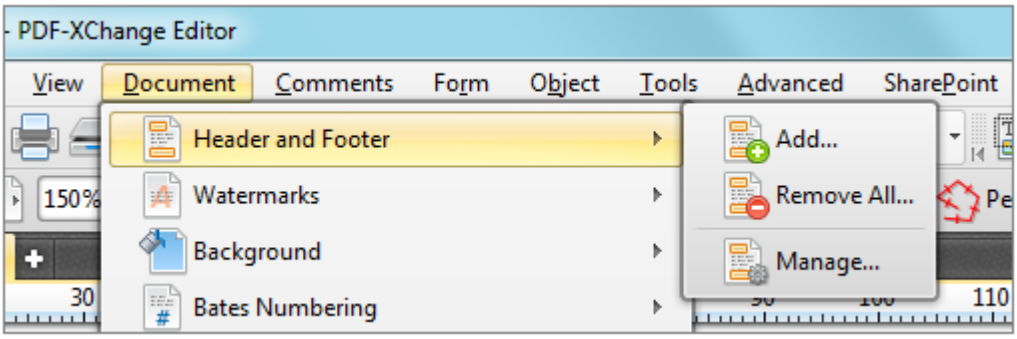
Note: *In* ***FREE*** *mode you can use:*
Add Barcode,
Add Image,
Split Documents by Bookmarks,
Replace Pages,
Rotate Pages,
OCR,
create ***Signatures and Initials*** *(but cannot* ***Apply****),*
Mark for Redaction *(but cannot* ***Apply All Redaction****).*
You can also try the other features in ***EVALUATION*** *mode, but it will cause the saved PDF to have watermarks.*

IMPORTANT! Most of these functions are Licensed features, see IMPORTANT! Evaluation mode vs. Licensed 12 mode for more information!

7.4.1 Header and Footer

Header and Footer are areas at the top and the bottom margins of the PDF document where the additional information can be inserted.
Additional information can include both static text and dynamic variables, such as a page number, a file name, a current date, a document title, or document properties.

To add, remove, or edit the header and footer, go to **Main Menu> Documents> Headers and Footers> Add**, **Remove All**, or **Manage**.



Documents> Headers and Footers Sub-menu

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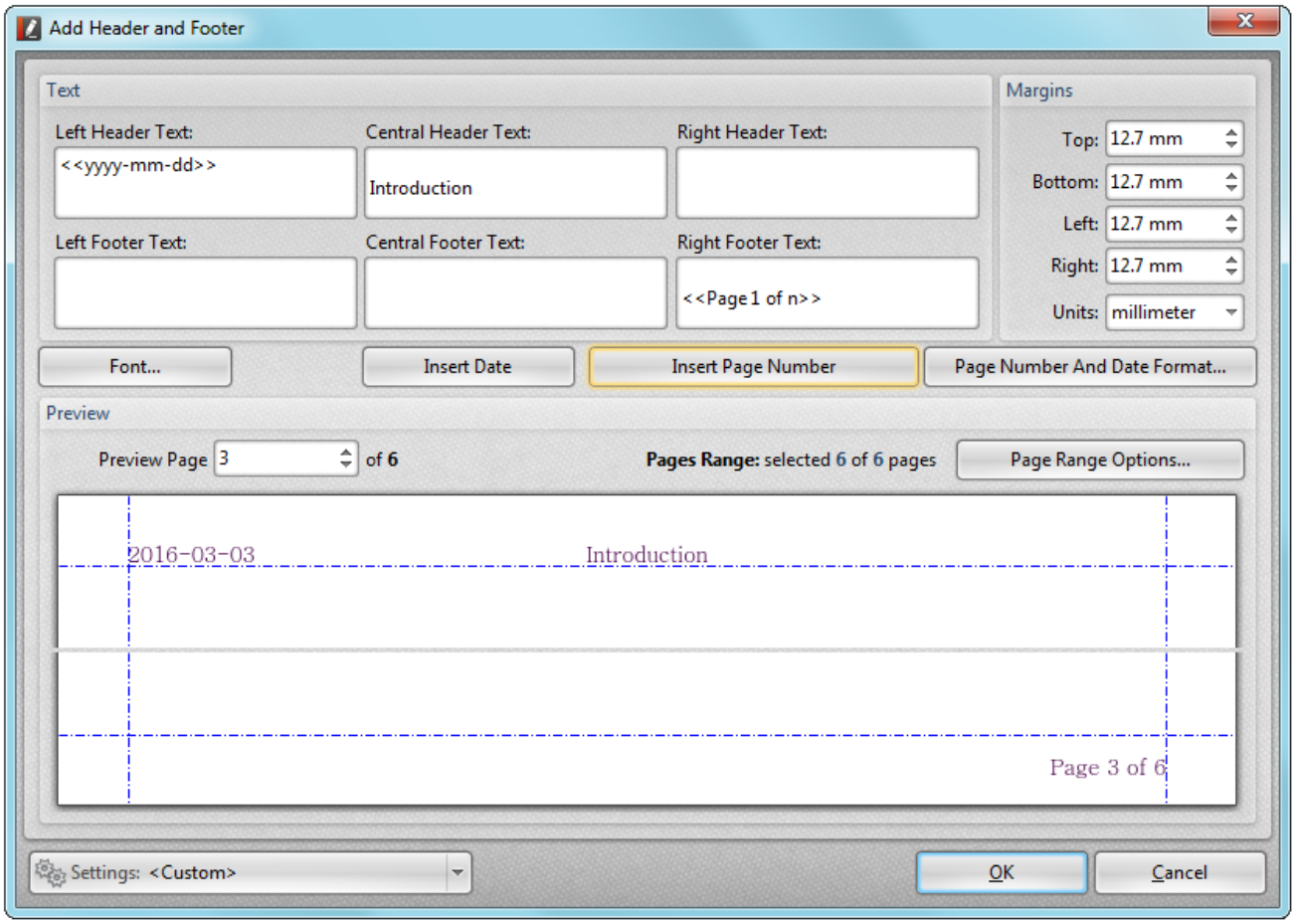
Add Header and Footer

To insert information in the header and/or footer, click **Add...**. The **Preview** pane shows the header and footer of the PDF document before applying to.



Add Header and Footer Window

Text settings section allows text or variables to be inserted into specific header and footer regions of the page.

- **Left Header Text:** inserts text to be displayed in the left header of the page.
- **Central Header Text:** inserts text to be displayed in the center header of the page.
- **Right Header Text:** inserts text to be displayed in the right header of the page.
- **Left Footer Text:** inserts text to be displayed in the left footer of the page.
- **Central Footer Text:** inserts text to be displayed in the central footer of the page.
- **Right Footer Text:** inserts text to be displayed in the right footer of the page.

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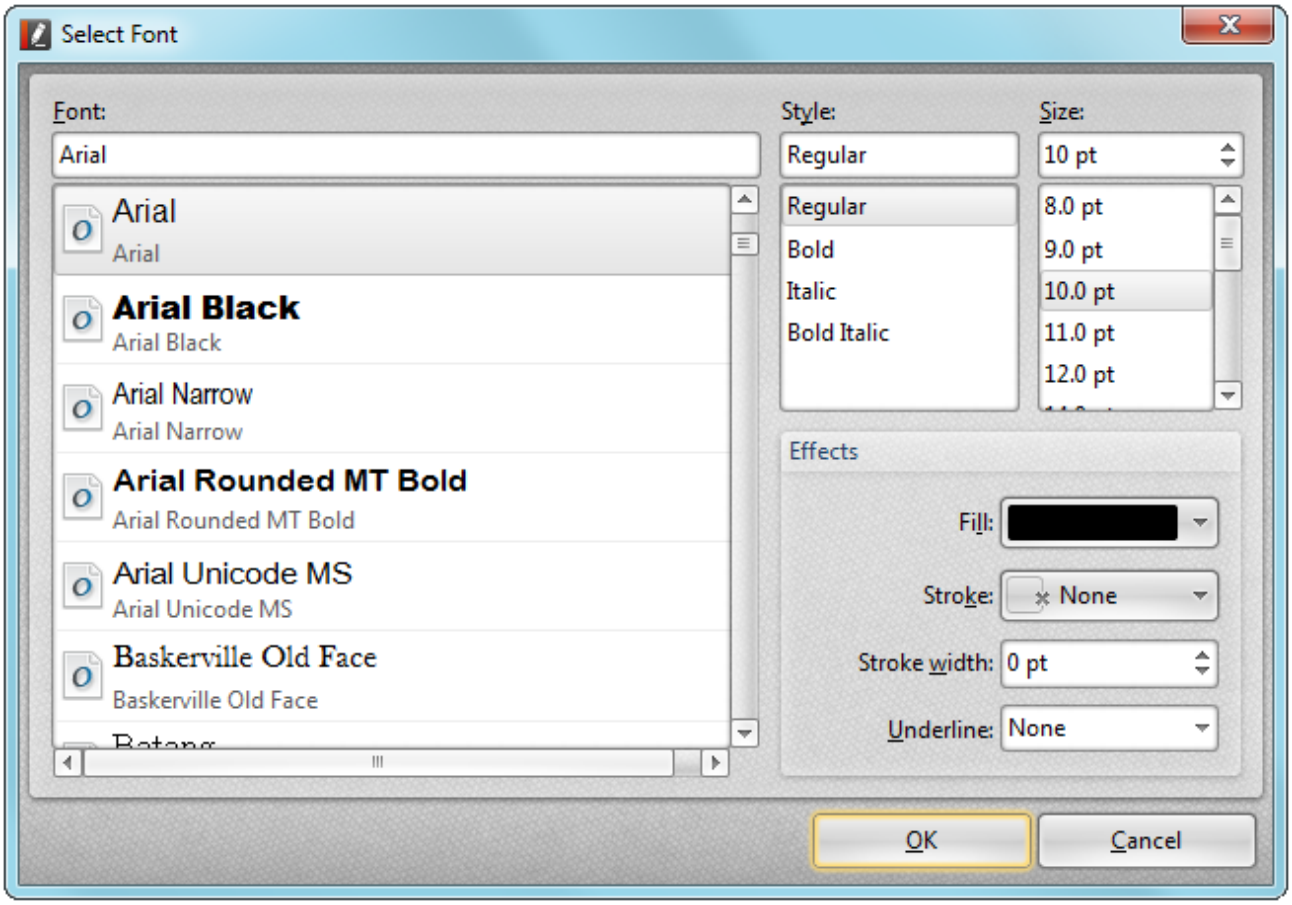
Margins setting adjusts the distance of the header and footer from the edge of the page by setting non-zero margins using the selected "**Units**".

- **Top:** moves the margin down from the top edge of the page by the specified amount of **Units** selected.
- **Bottom:** moves margin up from the bottom edge of the page by the specified amount of **Units** selected.
- **Left:** moves margin to the right from the left edge of the page by the specified amount of **Units** selected.
- **Right:** moves margin to the left from the right edge of the page by the specified amount of **Units** selected.
- **Units** drop-down box sets the units of measurement used for the margin movements. Options are: *point*, *inch*, *centimeter*, *millimeter* and *pica*.

Font... button provides options for the font settings, such as **Font name**, **Font Style**, **Font Size**, **Color** applied to the header and footer text.



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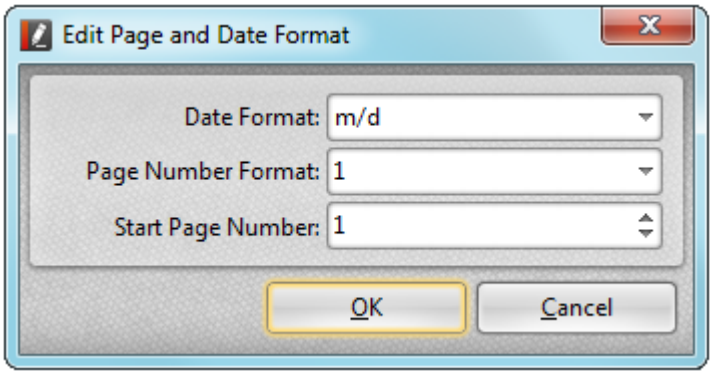
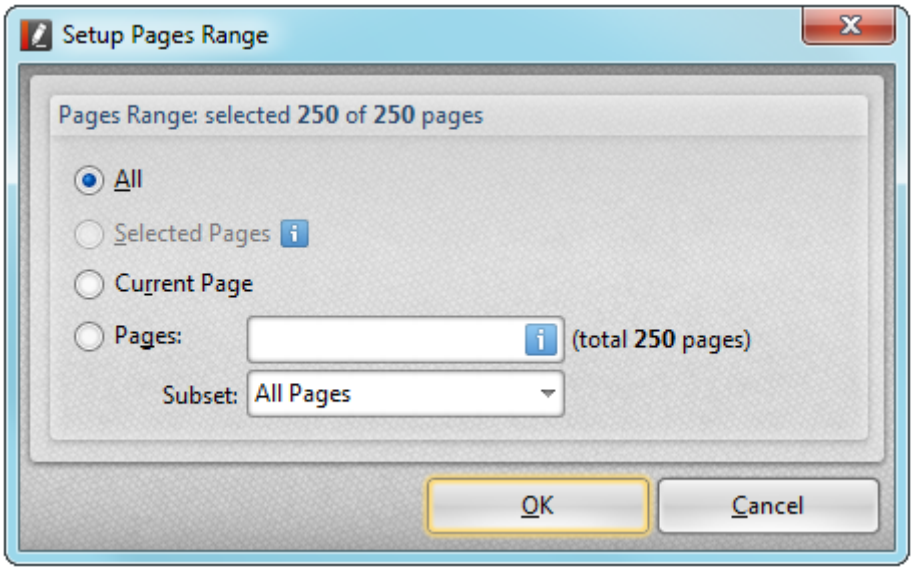
Insert Date inserts the formatted current date into the chosen header or footer region.
Insert Page Number inserts the formatted page number into the chosen header or footer region.
Page Number And Date Format...opens a window for formatting the date, the number of the page and for adjusting the start page number.



Preview Page settings set a range of pages with a preview of the header and footer before applying them to the document.

- **Preview Page** option selects the number of a page for previewing it in the **Preview** pane.
- **Pages Range Options...** specifies the page range that the header and footer preview will be shown on.



- **All** button adds the header and footer to all pages of the document.
- **Selected Page** button adds the header and footer to the selected page only.
- **Current Page** button adds the header and footer to the current page only.

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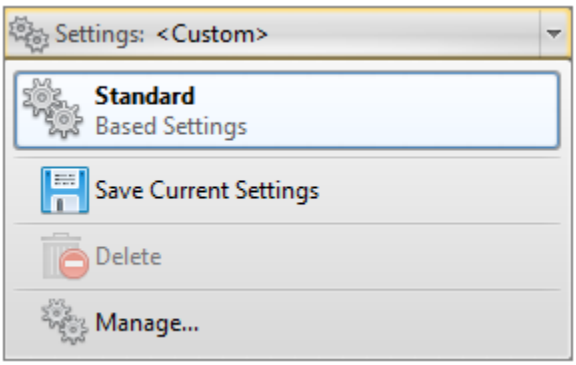
- **Pages** field adds the header and footer to the individual page or a range of pages. Individual pages are indicated by their numbers beginning with 1.
  Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5.
  Multiple page ranges may be specified, separated from one another by commas.

The **Subset** drop-down list provides options for selecting the group(s) of pages based on an order within a document.

- **All Pages** adds the header and footer to all of the specified pages.
- **Odd Pages Only** adds the header and footer to odd-numbered pages only: 1, 3, 5, etc.
- **Even Pages Only** adds the header and footer to even-numbered pages only: 2, 4, 6, etc.

The **Settings** drop-down menu allows the selection and application of pre-existing Header and Footer settings or to save the current Header and Footer settings to a new Custom Settings Template.



When custom settings are chosen, the **Save Current Settings** option becomes active, allowing current custom settings to be saved for future use. These custom settings show up in the drop-down menu as shown by the highlighted option. Selected custom settings can be deleted by clicking **Delete**.

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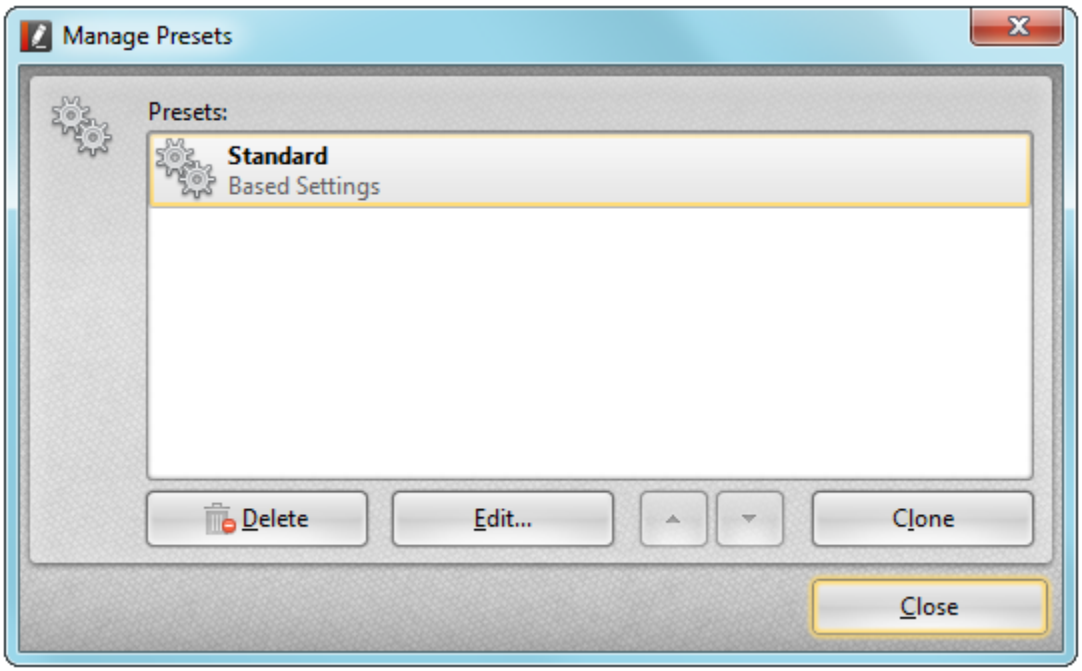
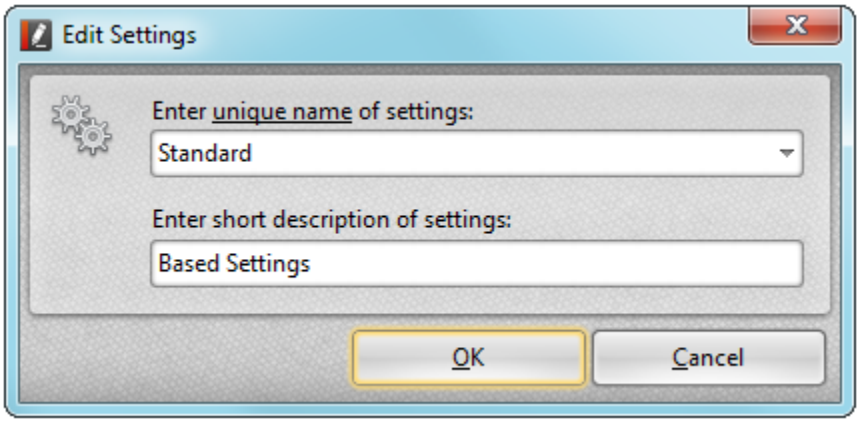
Manage opens the **Manage Presets** menu, where the name and description of user defined custom header and footer presets can be edited, cloned, or reordered in the **Settings:** drop-down list. By clicking on an existing Preset, additional actions will be activated for working with the template.



- The and will change the order of the Preset items in the list accordingly.
- **Edit...** button opens the **Edit Settings** window for entering a unique name and short description of the edited settings.



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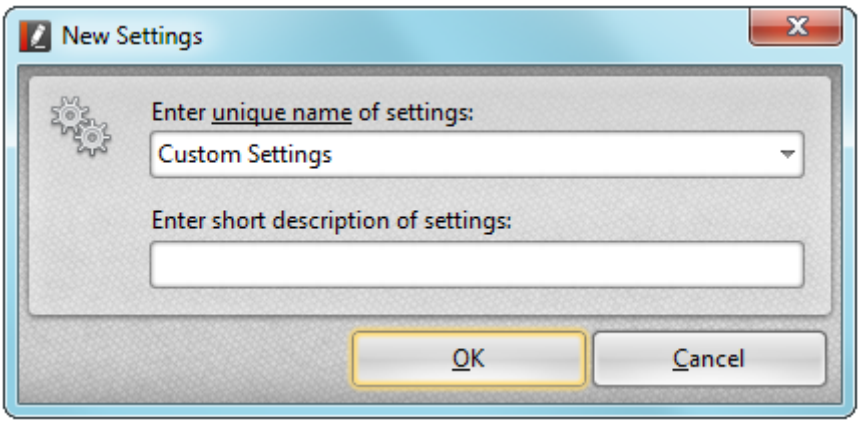
- **Clone** button opens the **New Settings** window for entering a unique name and short description of the cloned settings preset.



- **OK** button saves the cloned Header and Footer template to a new preset using the name and description provided.
- **Cancel** button cancels the New Settings action and closes the dialog window.

Remove Header and Footer option removes all existing headers and/or footers from the active PDF document.

Manage Header and Footer option allows managing and editing Header and Footer presets (See **Add...** 329 option), edit, remove the existing settings, or remove all header and footer presets.

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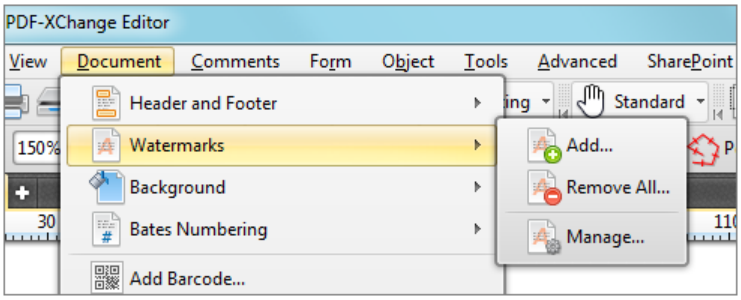
7.4.2 Watermarks

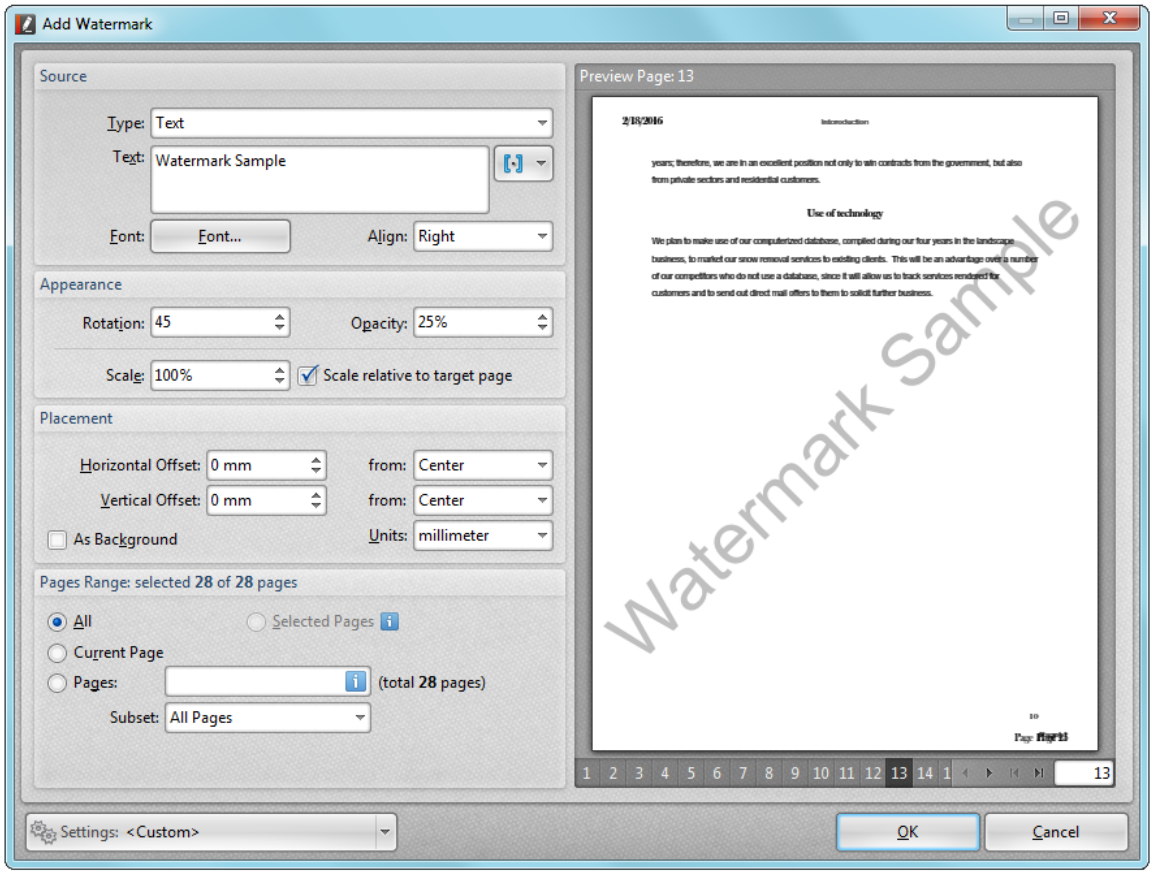
Watermarks are text or images displayed over top or underneath content in a PDF file. For example, to indicate the document's status or to place a logo on the document.
To add, remove, or edit the Watermarks go to **Main Menu> Documents> Watermarks> Add...**, **Remove All...**, or **Manage...**



Document>Watermarks Sub-menu

Add...

To insert watermarks in the PDF document, click **Add...**. The **Preview** pane shows the watermarks on the PDF page before applying the watermark to the document..



Add Watermark Window

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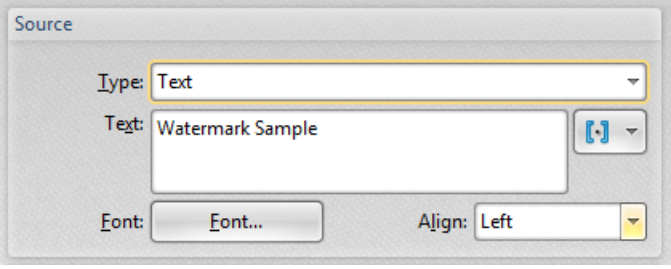
Source settings specify the type of watermark and the content to be applied.

Type sets the type of watermark to be applied

- **Text** applies a text based watermark of the contents typed into the **Text** field below the drop down when this Type is selected.
- **File** applies an image based watermark of the contents of the file selected

Text Watermarks

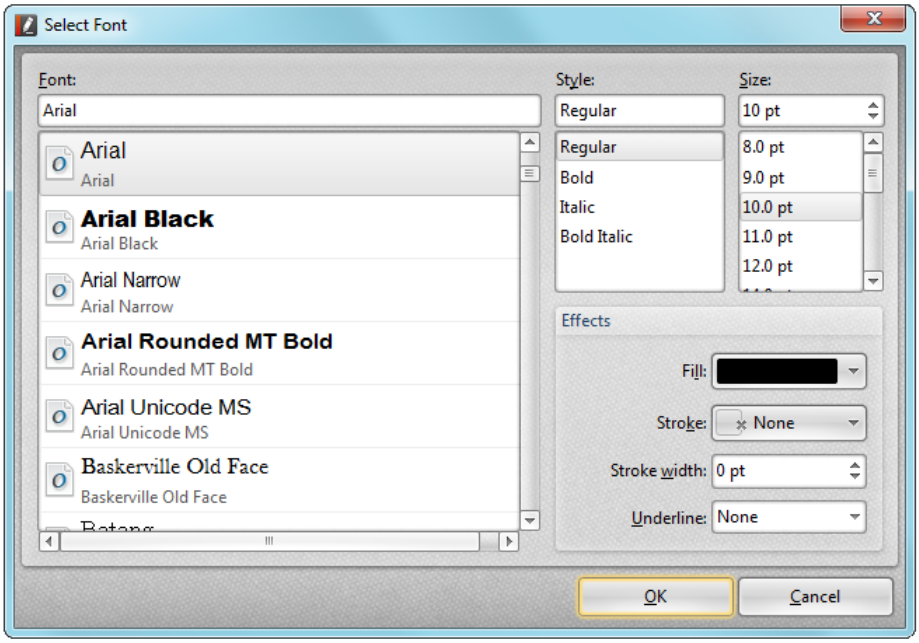
To insert a text watermark, select **Text** in the **Type** drop-down list and enter text in the **Text** field provided.



Source options for Text Watermark

The [Macros](#) 56 button [...] opens a drop-list of macros that can be used to automatically generate watermarks content such as filename, date or time.

Font button opens the Select Font window for setting font options for the Text Watermark, such as **Font Name**, **Font Style**, **Font Size**, **Color** and different **Effects** for the watermark text.



Select Font Options

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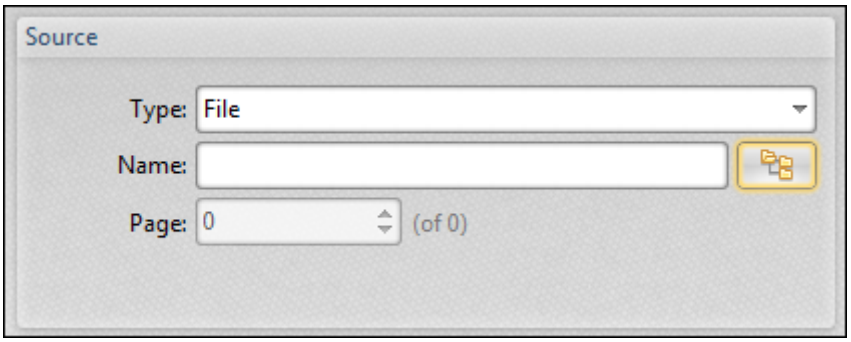
Align drop-list selects the text alignment for the Watermark and can be set to: **Left, Center, Right.**

File Watermarks

To insert an image file or another PDF file as a watermark, select the **File** option in the **Type** drop-down list and click the button to browse to the file to be used for the watermark.



Source options for File Watermarks

Once a file is selected through the file browser, the filename will appear in the **Name** field.

Note: File types that can be selected for watermarks include all supported raster image files (ie, PNG, GIF, JPG, etc) as well as TIFF and PDF files which can contain a single page or multiple pages.
If a multi-page TIFF or PDF file is chosen as the **Watermark Source**, use **Page** to set which page of the file to use for the Watermark

Page sets the page of a multi-page File to use as the Watermark.
Appearance settings customize the appearance of the watermark in the PDF Document.
Rotation: adjusts the orientation of a watermark on the page (Zero degree is a horizontal line).
Opacity: adjusts the transparency of a watermark on the page.
Scale: increases or decreases the size of the watermark on the page.
Scale relative to target page: When selected, this option overrides Font Size setting for **Text Watermarks** and scales the text to the meet the limits of the page margins; for **File Watermarks** it automatically scales the image of the file to meet the limits of the page margins.

Placement settings adjust the specific position of a watermark on the page.
Horizontal Offset: applies a horizontal alignment offset of a watermark, from a choice of position on a page in the Units selected.

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Vertical Offset: applies a vertical alignment offset of a watermark, from a choice of position on a page in the Units selected.

From: allows specify the watermark position from the **Center**, **Left** or **Right** edge of the document page.

Units: values are *points, inches, centimeters, millimeters, or picas.*

As Background inserts a watermark underneath existing content of the PDF document.

Note: If the PDF that the watermark is being applied to was created from an image file or scanned document, the content of the PDF page is an image (a picture of a page in the case of scans)
If the page is an image without a transparent background, the **As Background** option will hide the **Watermark** completely under the existing content of the this kind of PDF, and will not be seen..

Pages Range settings specify the page range for applying the watermark to the PDF document.

All button adds a watermark to all pages of the document.

Selected Page button adds a watermark to the selected page(s) only.

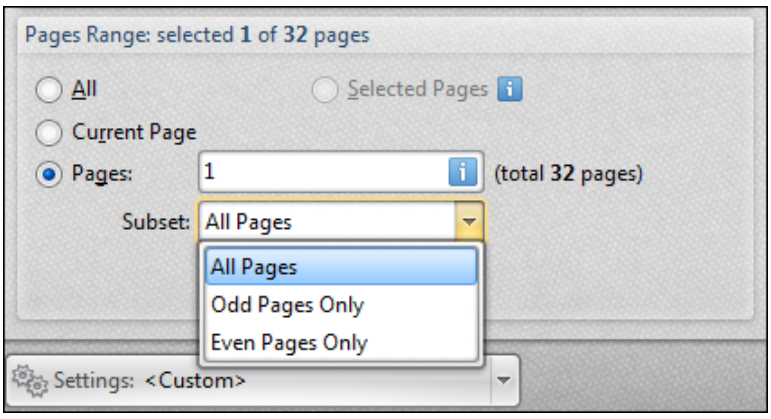
Current Page button adds watermark to the active page only.

Pages button adds a watermark to an individual page or a range of pages. Individual pages are indicated by their numbers beginning with 1.

Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5.

Multiple page ranges may be specified, separated from one another by commas.

Subset drop-down list is used in conjunction with the other **Pages Range** to select groups of pages based on an order within a document.



- **All Pages** adds a watermark to all of the specified pages.
- **Odd Pages Only** adds a watermark only to odd-numbered pages only: 1, 3, 5, etc**.**

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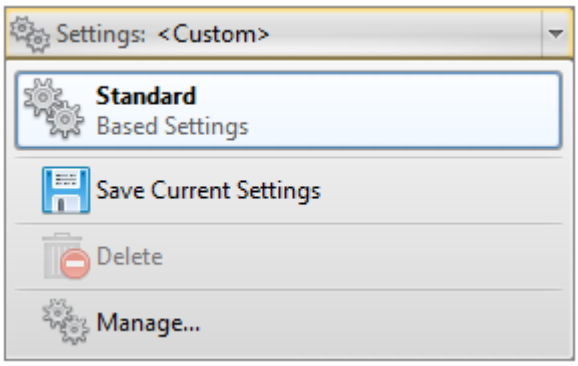
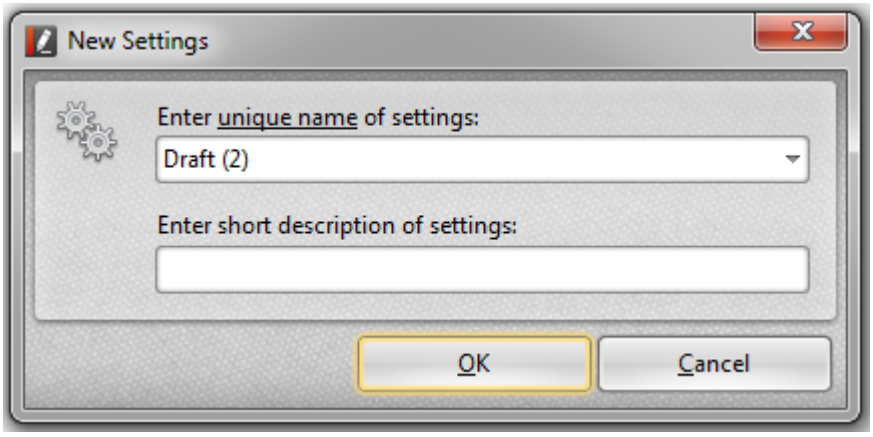
- **Even Pages Only** adds a watermark,within the specified **Pages Range**, to even-numbered pages only: 2, 4, 6, et

Settings <Custom> button allows saving the current Watermark settings as a Custom Preset template for future use or selecting and loading an already saved Watermark Preset to be applied to the document.



Watermark Presets (white background) Existing Watermark presets are listed at the top, click the Preset settings that you would like to load for the Watermark.

Save Current Settings button allows saving the current Watermark settings as a Preset for future use. Clicking this will open the **New Settings** Window and prompt to enter a Unique Preset name and short description.



Delete with a Preset selected, in blue, use the Delete button to delete the preset and remove it from the list. A prompt will be displayed asking for confirmation that the Preset is to be deleted.

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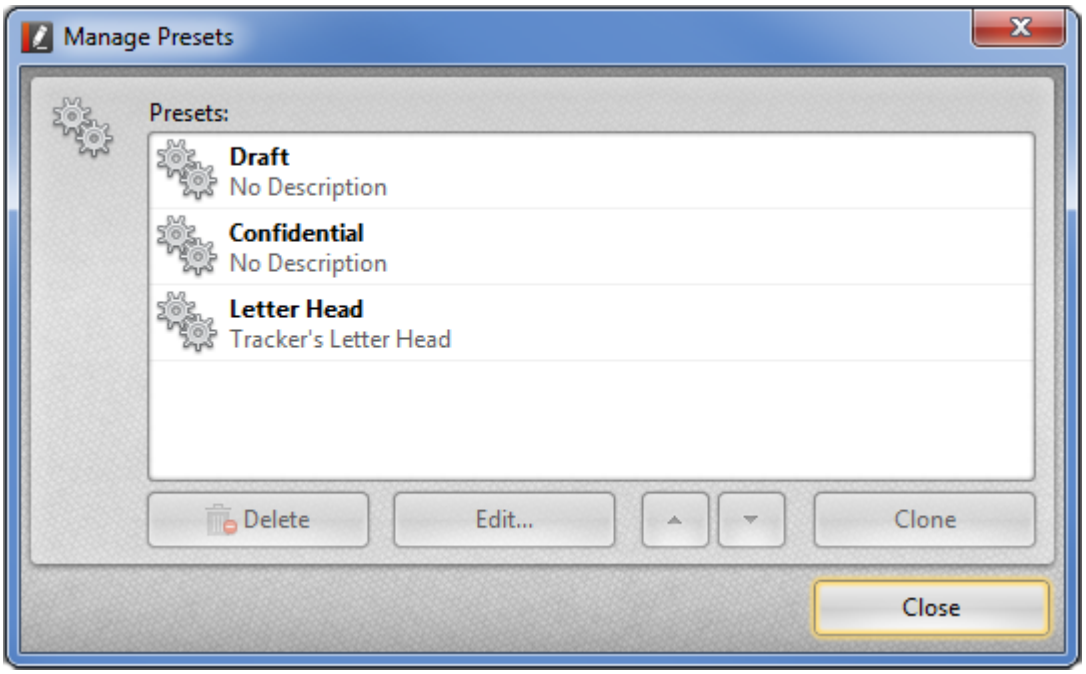
Manage... opens the **Manage Presets Window** where Watermark Presets can be **Deleted**, **Edited**, Reordered or Cloned.

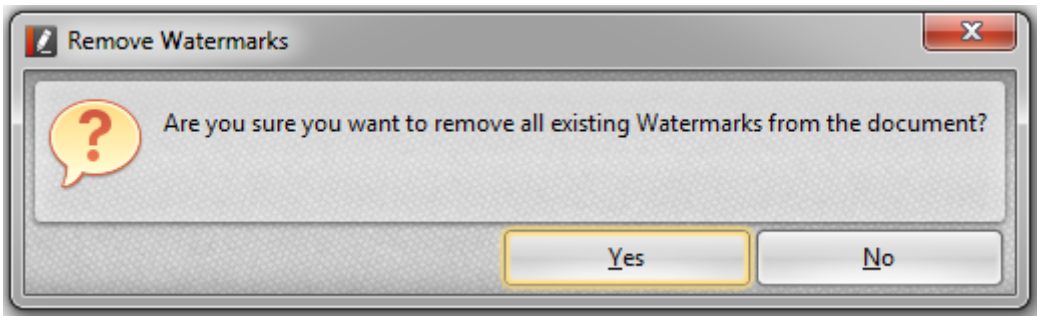


Manage Presets Window

- **Delete** will delete the selected Preset and remove it from the Presets List
- **Edit...** will allow editing the Preset's name and short description
- **Up** and **Down** arrows move the selected Preset up or down in the list.
- **Clone** Copies an existing Preset as a New Preset and prompts for a new **name** and **short description** for the **Cloned** preset.
- **Close** closes the Manage Presets window

Remove All...

Removes all watermarks from the document.



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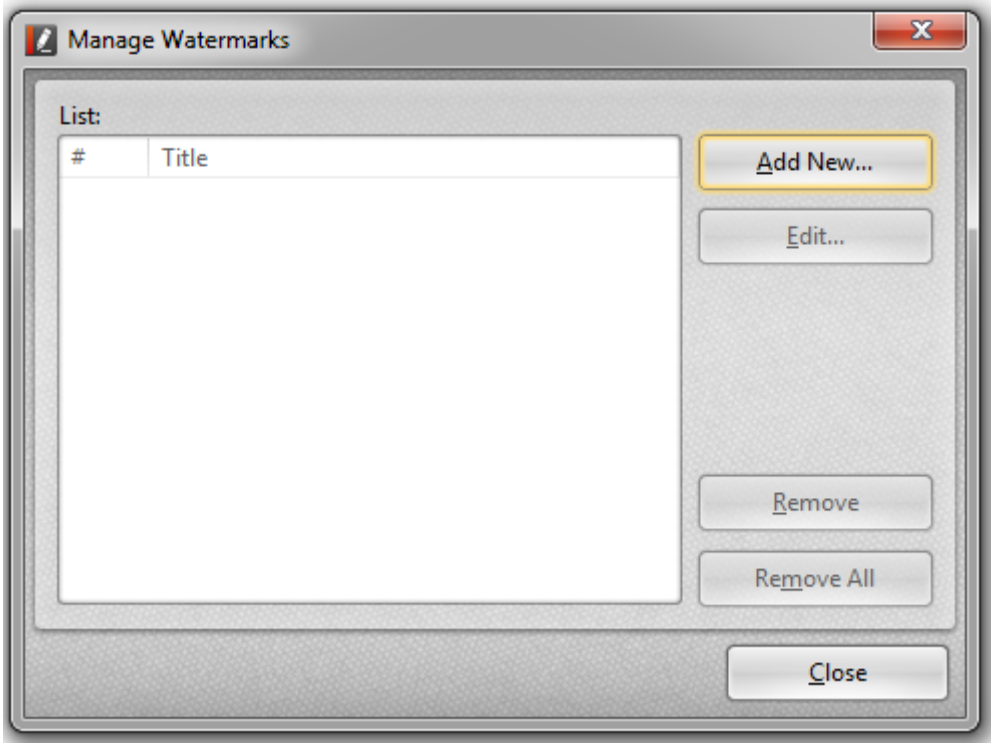
Manage...

Clicking **Manage...** opens the **Manage Watermarks Window** where Watermark Presets can be **Added**, **Edited** or **Cloned** and saved as a new Watermark Settings Preset



Manage Watermarks Window

- **List** displays the list of all watermarks that have been applied to the PDF document.
- **Add New** button opens the **Add Watermark** dialog box for adding new watermarks.
- **Edit...**.button opens the **Edit Watermark** dialog box for editing the selected watermark.
- **Remove**. Removes the selected watermark.
- **Remove All** button removes all watermarks.
- **Close** button closes the dialog.

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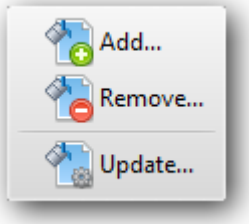
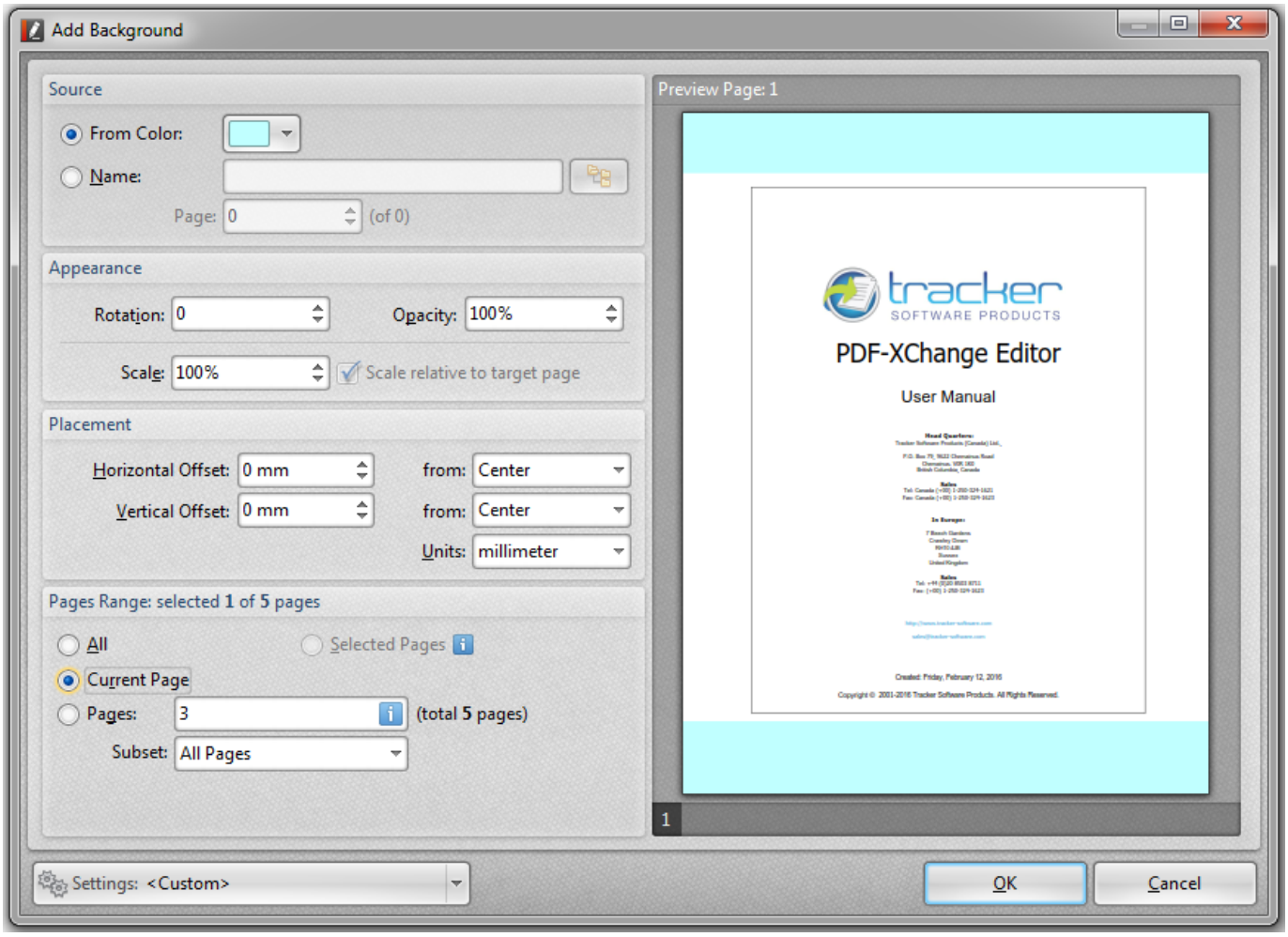
7.4.3 Background

Background option allows you to add a background to your PDF document. It may be created of an image file or just a color and it may be applied to the whole document or the selected pages only.

Main Menu > **Documents** > **Background** > **Add**, **Remove All** or **Update.**



Add... Opens the Add Background Window and displays the options for adding a background to the PDF document.



Add Background Window

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Source settings specify whether a background is created using a Color, or choosing an Image or PDF file to use as the background for the PDF file.

From Color: drop-down list contains the standard color selection or click More Colors for customizing the background color for PDF document.

By default, using **From Color** as the source of the background adds a rectangle of the selected color the size of the PDF page to the bottom page layer of the PDF document.

Name: This option allows selecting any supported raster image or PDF file to set as the background of the PDF document.

To insert an image file or another PDF file as a background, select the Name option in the Source settings and click the button to browse to the file to be used for the background.

Once a file is selected through the file browser, the filename will appear in the **Name** field.

Note: File types that can be selected for backgrounds include all supported raster image files (ie, PNG, GIF, JPG, etc) as well as TIFF and PDF files which can contain a single page or multiple pages.

If a multi-page TIFF or PDF file is chosen as the **Background Source**, use **Page** to set which page of the file to use for the background.

Page: sets the page of a multi-page File to use as the Watermark.

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Appearance settings customize the appearance of the background in the PDF document.

Rotation: adjusts the orientation of a watermark on the page (Zero degree is a horizontal line).

Opacity: adjusts the transparency of a watermark on the page.

Scale: increases or decreases the size of the watermark on the page.

Scale relative to target page: When selected for **Backgrounds** applied using an image of PDF file, this option automatically scales the image of the file to meet the limits of the page margins. This option is not available for **From Color** backgrounds.

 Note: Appearance settings applied to a **From Color** background, manipulate the page sized rectangle of selected color which can be rotated, scaled and have its opacity adjusted to the desired amount.

Placement settings adjust the specific position of the background object on the page.

Horizontal Offset: applies a horizontal alignment offset of the background object, from a choice of position on a page in the Units selected.

Vertical Offset: applies a vertical alignment offset of background object, from a choice of position on a page in the Units selected.

From: allows specify the background object's position from the **Center**, **Left** or **Right** edge of the document page.

Units: values are *points, inches, centimeters, millimeters, or picas*.

Pages Range settings specify the page range for applying the background to the PDF document.

All: adds a background to all pages of the document.

Selected Page: adds a background to the selected page(s) only.

Current Page: adds a background to the active page only.

Pages: adds a background to an individual page or a range of pages. Individual pages are indicated by their numbers beginning with 1.

Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5.

Multiple page ranges may be specified, separated from one another by commas.

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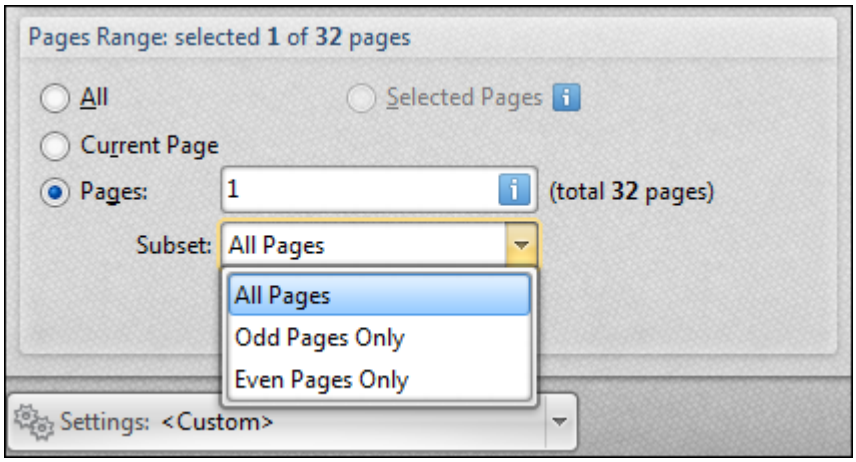
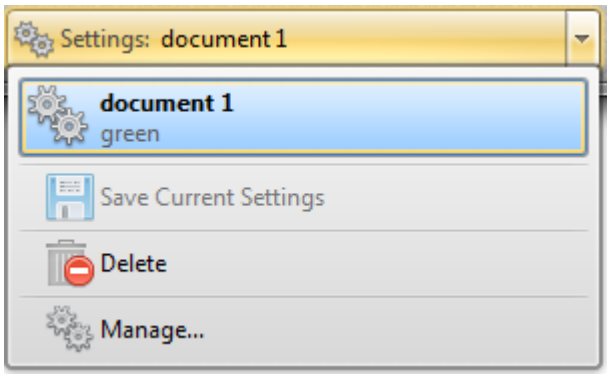
Subset drop-down list is used in conjunction with the other **Pages Range** to select groups of pages based on an order within a document.



- **All Pages** adds a background to all of the specified pages.
- **Odd Pages Only** adds a background only to odd-numbered pages only: 1, 3, 5, etc**.**
- **Even Pages Only** adds a background,within the specified **Pages Range**, to even-numbered pages only: 2, 4, 6, etc.

Setting <Custom> Allows creating, loading, editing & deleting **Background** preset templates.



Background Presets (white background) Existing Background presets are listed at the top, click the desired Preset settings to load for the Background.

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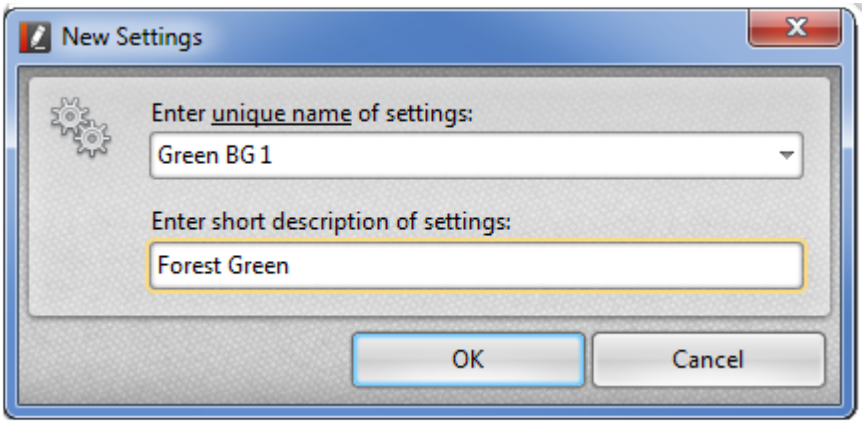
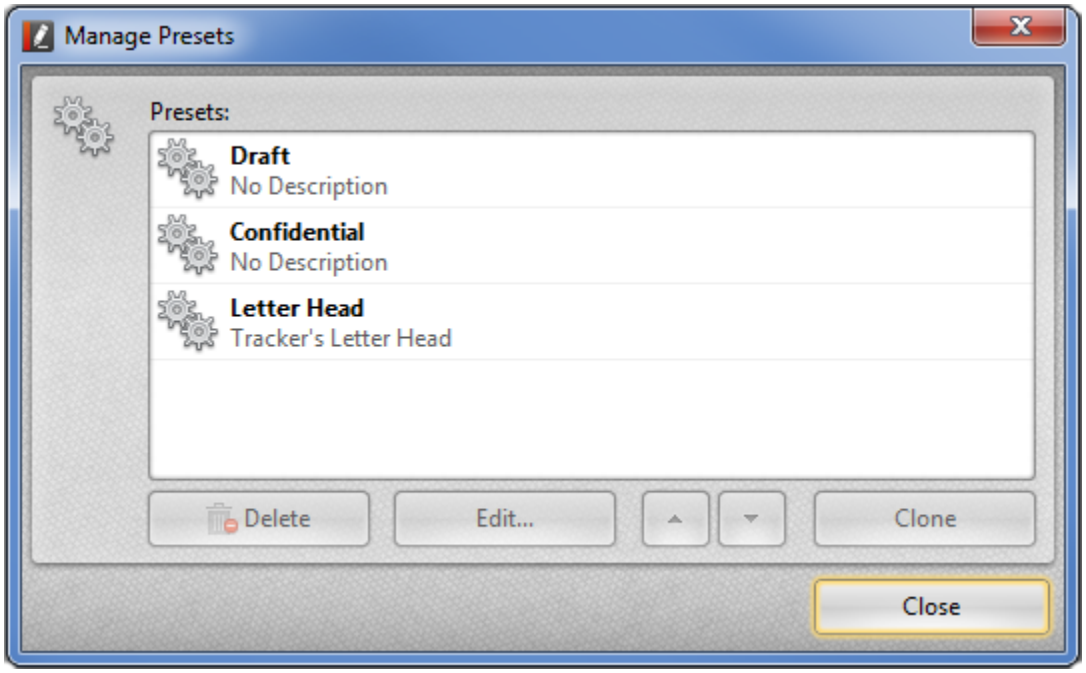
Save Current Settings button allows saving the current Background settings as a Preset for future use. Clicking this will open the **New Settings** Window and prompt to enter a Unique Preset name and short description.



Delete with a Preset selected, in blue, use the Delete button to delete the preset and remove it from the list. A prompt will be displayed asking for confirmation that the Preset is to be deleted.

Manage... opens the **Manage Presets Window** where Background Presets can be **Deleted**, **Edited**, **Reordered** or **Cloned**.



Manage Presets Window

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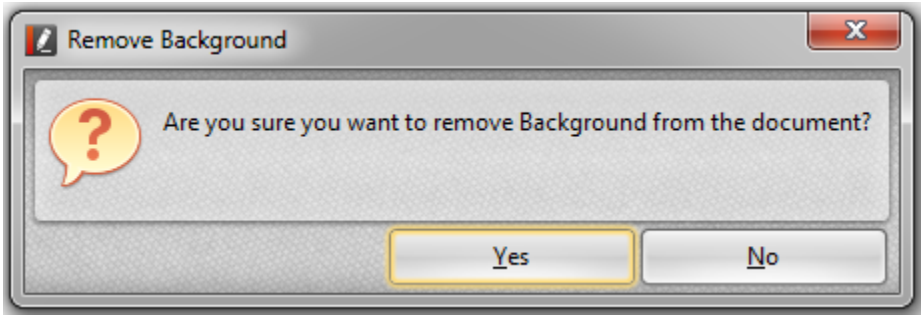
- **Delete** will delete the selected Preset and remove it from the Presets List
- **Edit...** will allow editing the Preset's name and short description
- **Up** and **Down** arrows move the selected Preset up or down in the list.
- **Clone** Copies an existing Preset as a New Preset and prompts for a new **name** and **short description** for the **Cloned** preset.
- **Close** closes the Manage Presets window

Remove... removes the current background from the document**.**



Update.... button opens the **Edit Background** dialog box for editing the active background. The **Edit Background** window is identical to the **Add Background** window shown at the top of this page, but displays all the settings of the currently active Background that has been applied to the PDF document.

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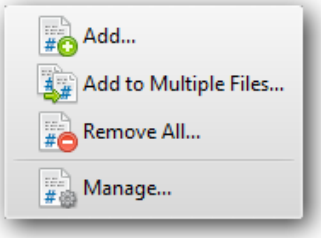
7.4.4 Bates Numbering

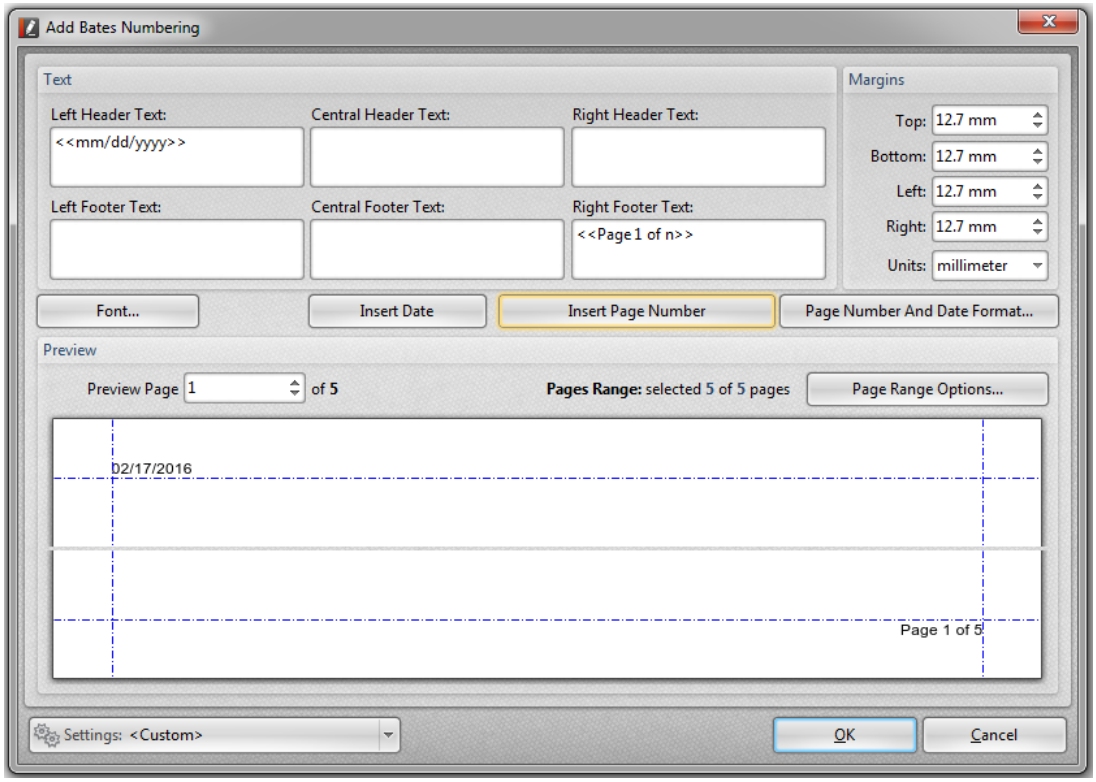
Bates Numbering is a useful method of indexing legal documents for easy identification and retrieval by adding an electronic number and date to each page of the PDF document.This option allows you to add Bates identification numbers to one or more PDF documents

Clicking the **Main Menu> Documents> Bates Numbering>** will display the Bates Numbering Sub-menu.



Add... opens the **Add Bates Numbering window** with options to add bates numbering to PDF documents.

The top half of the window contains settings and options, while the bottom half includes a Preview area that shows how the applied Bates Numbering will look once added to the PDF.
Under the **Page Preview** area is the **Custom Settings** drop down, which allows to save Bates Numbering settings as a Preset templates and includes option for managing these Presets.



Add Bates Numbering window

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Like the Header and Footer feature, Bates Numbers can be placed in one of 6 header or footer regions.

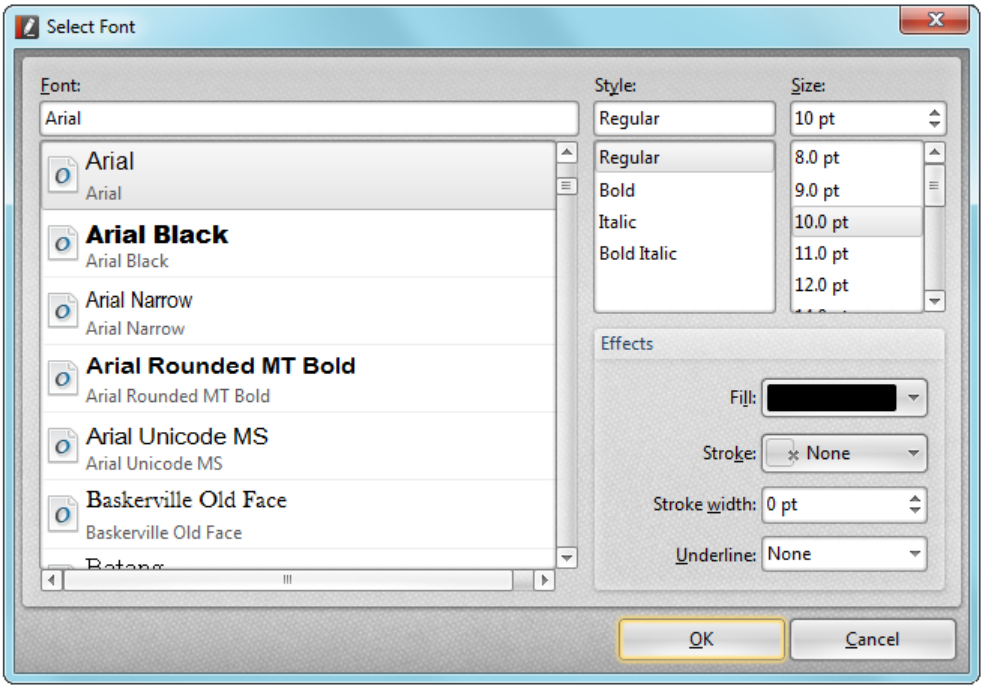
Text settings section allows text or variables to be inserted into specific header and footer regions of the page.

- **Left Header Text:** inserts text to be displayed in the left header of the page.
- **Central Header Text:** inserts text to be displayed in the center header of the page.
- **Right Header Text:** inserts text to be displayed in the right header of the page.
- **Left Footer Text:** inserts text to be displayed in the left footer of the page.
- **Central Footer Text:** inserts text to be displayed in the central footer of the page.
- **Right Footer Text:** inserts text to be displayed in the right footer of the page.

Margins setting adjusts the distance of the header and footer from the edge of the page by setting non-zero margins using the selected "**Units**".

- **Top:** moves the margin down from the top edge of the page by the specified amount of **Units** selected.
- **Bottom:** moves margin up from the bottom edge of the page by the specified amount of **Units** selected.
- **Left:** moves margin to the right from the left edge of the page by the specified amount of **Units** selected.
- **Right:** moves margin to the left from the right edge of the page by the specified amount of **Units** selected.
- **Units** drop-down box sets the units of measurement used for the margin movements. Options are: *point*, *inch*, *centimeter*, *millimeter* and *pica*.

Font... button provides options for the font settings, such as **Font name, Font Style, Font Size, Color** applied to the header and footer text.



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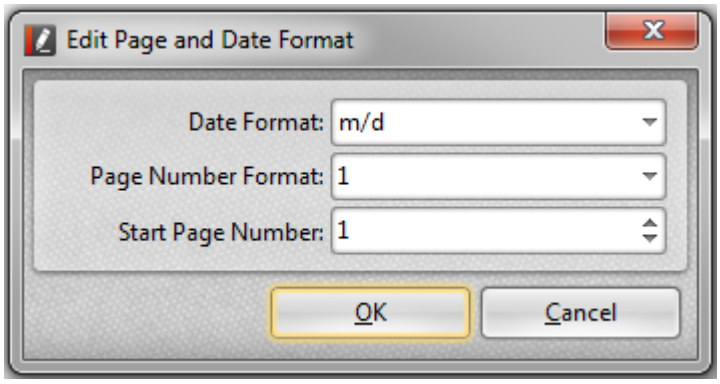
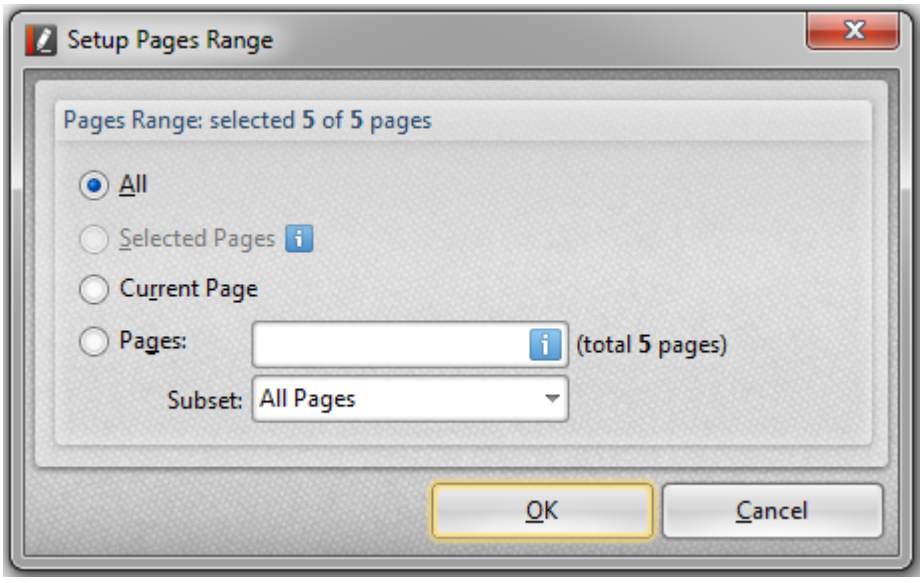
Insert Date inserts the formatted current date into the chosen header or footer region.
Insert Page Number inserts the formatted page number into the chosen header or footer region.
Page Number and Date Format... opens a window for formatting the date, the number of the page and for adjusting the start page number.



Preview Page settings set a range of pages with a preview of the Bates Numbering before applying them to the document.

- **Preview Page** option selects the number of a page for previewing it in the **Preview** pane.
- **Pages Range Options...** specifies the page range that the header and footer preview will be shown on.



- **All** button adds the **Bates Number** to all pages of the document.
- **Selected Page** button adds the **Bates Number** to the selected page only.
- **Current Page** button adds the **Bates Number** to the current page only.

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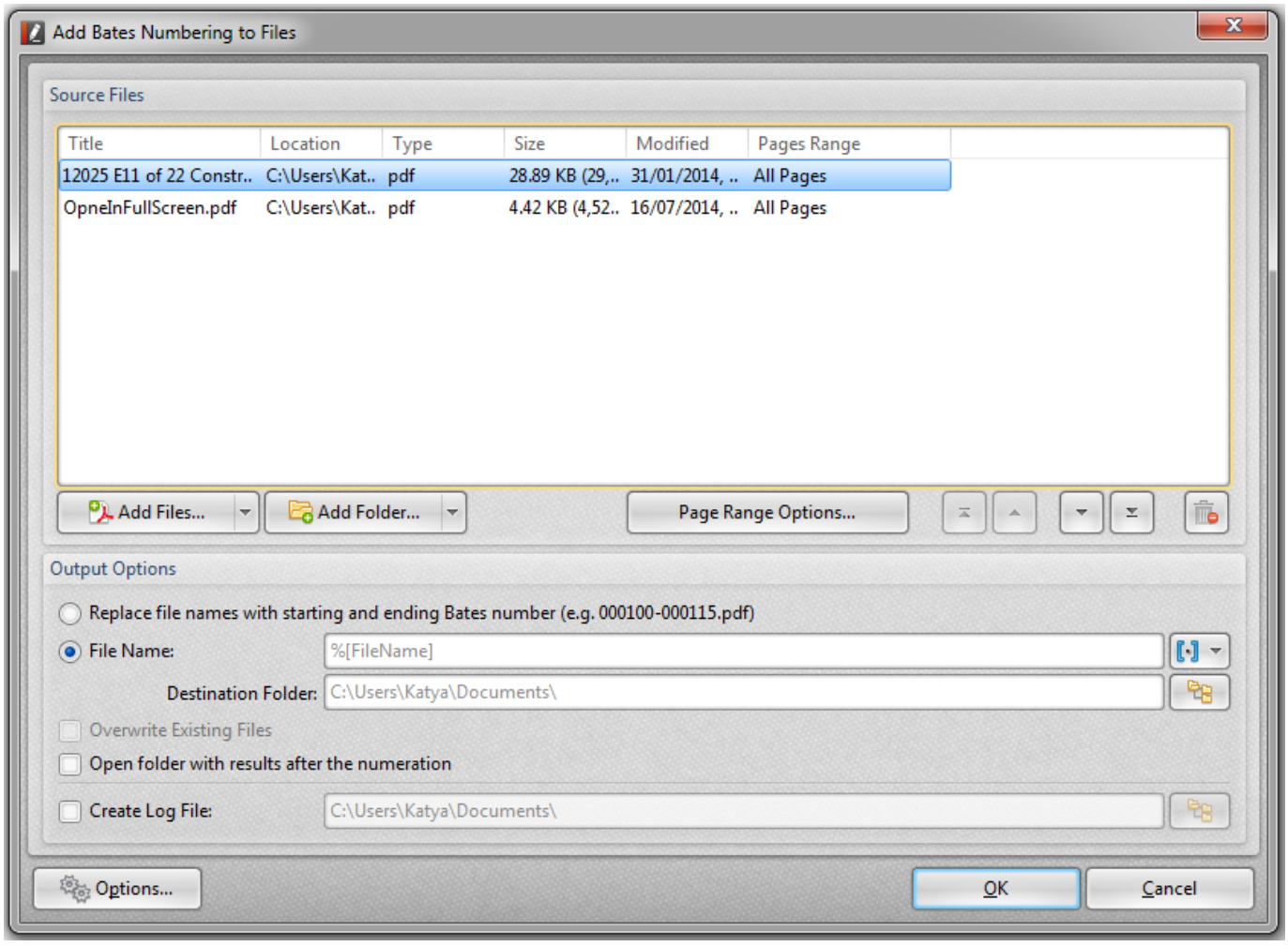
- **Pages** field adds the **Bates Number** to the individual page or a range of pages. Individual pages are indicated by their numbers beginning with 1.
  Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5.
  Multiple page ranges may be specified, separated from one another by commas.

The **Subset** drop-down list provides options for selecting the group(s) of pages based on an order within a document.

- **All Pages** adds the header and footer to all of the specified pages.
- **Odd Pages Only** adds the header and footer to odd-numbered pages only: 1, 3, 5, etc.
- **Even Pages Only** adds the header and footer to even-numbered pages only: 2, 4, 6, etc.

Add to Multiple Files... menu item opens the Add Bates Numbering to Files Windows with option for applying Bates Numbering across a group of selected



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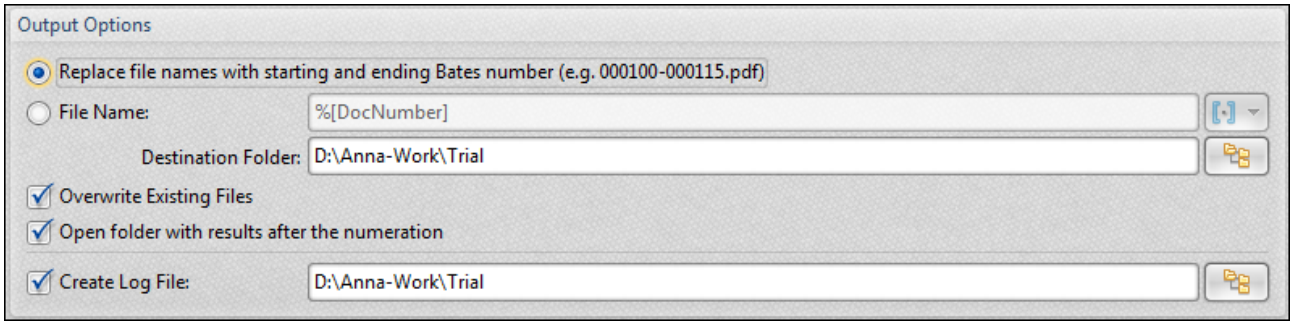
Source Files dialog box, you can select the files for adding the Bates numbering.

Add Files... button opens the **Open Files** dialog box to select PDF files to add Bates Numbering to.
Add Folder... button opens the **Browse For Folder** dialog box to add all the PDF files which are contained in the selected folder.
Page Range Options... button opens the Setup Pages Range 350 window as described earlier in the chapter.

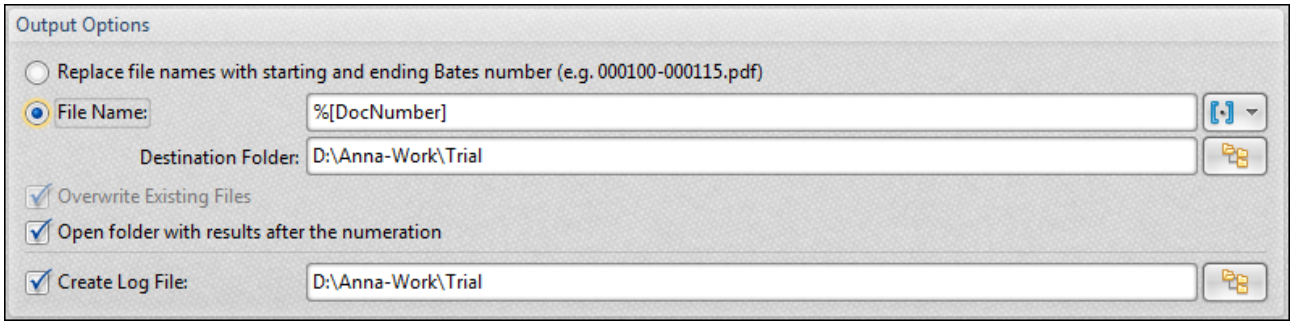
Up button moves the selected file up in the list of files.
Down button moves the selected file down in the list of files.
To Bottom moves the selected file to the bottom of the list of files.
Remove button allows to remove selected file(s) from the list.

The **Output Options** section, includes options for naming and saving the file(s) that the Bates Numbering is applied to.

Replace file names starting and ending Bates numbers (e.g.000100-000115.pdf) option specifies that the selected files in the list will be renamed using the Bates Number format selected.



File Name option allows setting the name of the output file. You may enter any valid file name or use the Macros button to use available variable name when naming output files.



The Macros 56 button opens a submenu of file name macro variables that can be used to automatically generate the file names.
(For detailed information please the manual chapter on Macros 56).

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Destination Folder sets the folder where this operation will save the processed files**.**

Browse folders button opens the select folder window, which allows navigation to the folder where the processed files are to be saved.

Overwrite Existing Files check box overwrites existing files of the same name which are located in the **Destination Folder**.

Open folder with results after the numeration check box when checked opens the **Destination Folder** in Windows Explorer after numbering the files.

Create Log File check box creates a text file in the **Destination Folder** with information on the files that have been processed.

Options button opens the Add Bates Numbering 348 window to setup the template of how the Bates Number will be formatted and applied to the selected files.

Remove All... button removes all existing bates numbering from the active document.

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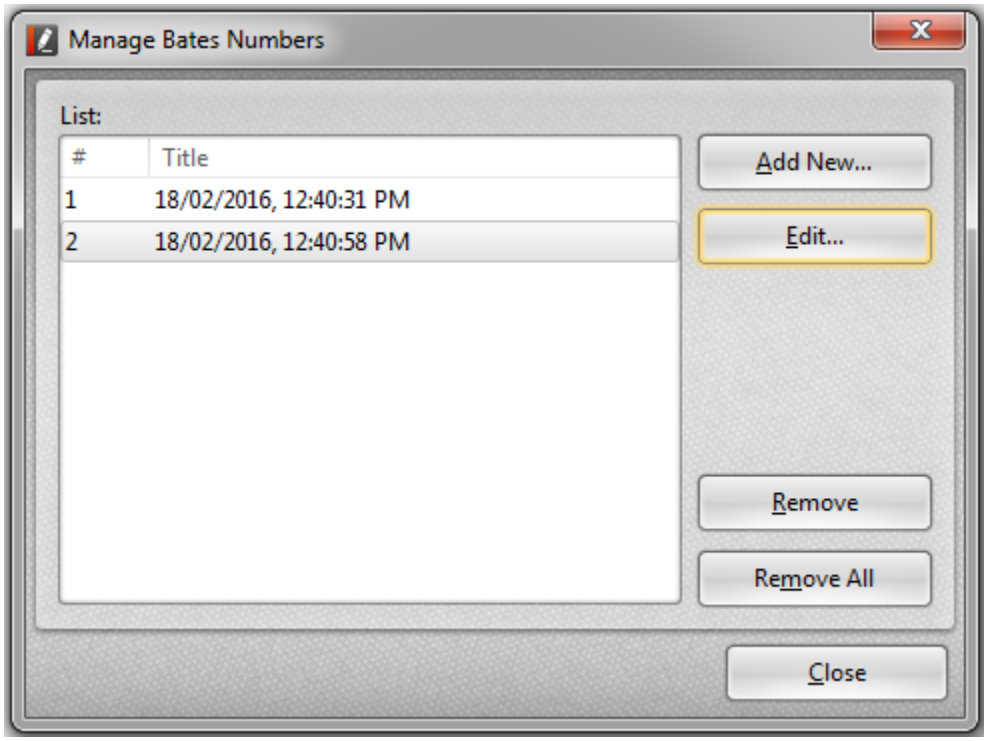
Manage... button opens the **Manage Bates Numbers** Window, allowing the addition, deletion, and editing of **Bates Numbers** that have been applied to the document.



Manage Bates Number window

List section displays a list of all Bates numbers that were added to the document.

Add New... button opens the **Add Bates Numbering** 348 window for adding new Bates Numbers to the document.
Edit... button opens the **Add Bates Numbering** 348 window for editing the selected Bates Numbering applied to the document.
Remove button removes the selected Bates Numbers from the document.
Remove All button removes all Bates Numbering from the active document.
Close closes the window and returns to the active PDF document open.

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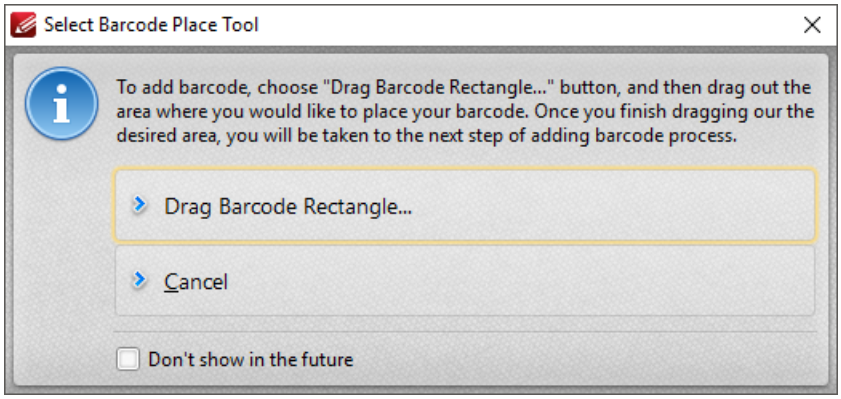
7.4.5 Add Barcode

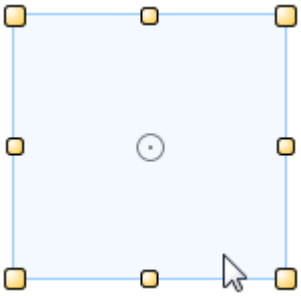
A **Barcode** can be added to a PDF document for providing information accessible to barcode readers and mobile devices such as smartphones and tablets. The created barcode can be scanned, interpreted, and incorporated into a database. Using the barcode saves time from manually reading and recording data and bypasses data-entry errors that may otherwise occur.

To place a new barcode, go to **Document> Add Barcode**. This opens the **Select Barcode Place Tool** window. Select the area for the barcode placement by clicking on **Drag Barcode Rectangle...**



Select Barcode Place Tool window

Create the rectangle using the mouse to click and drag.



Once the placement is selected, the **Add Barcode** window is opened.

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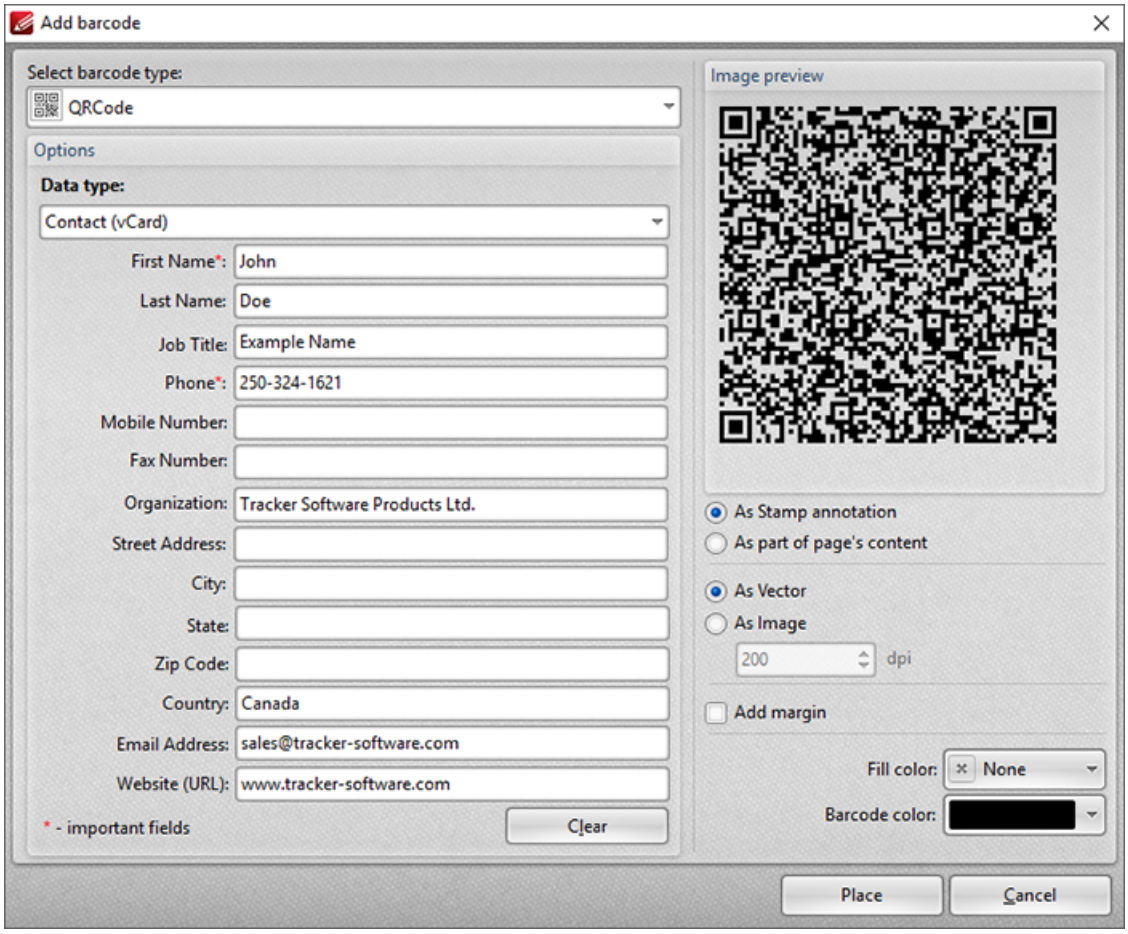

Document> Add barcode window

Select barcode type: select the type of barcode desired

- **QR Code** consists of black modules (square dots) arranged in a square grid on a white background, which can be read by an imaging device (such as a camera, scanner, etc.). The required data is then extracted from patterns that are present in both horizontal and vertical components of the image.

Options

Fill these fields with the required data to be scanned from the barcode.

Data Type: Select the data type from this drop-down menu. The options fields available differ depending on the **Data Type** selected.

- **Contact (vCard)** all contact details entered will be scanned. See **Add barcode** window above for an example of the options available using this **Data Type**.

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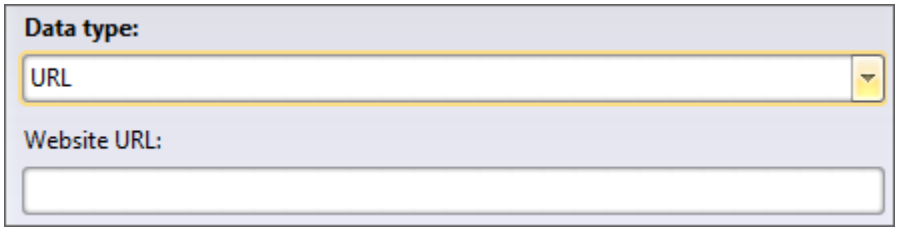
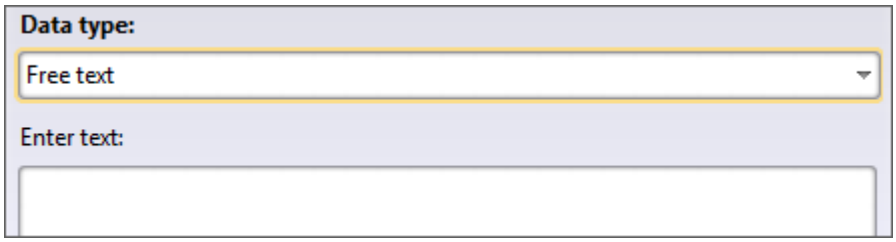
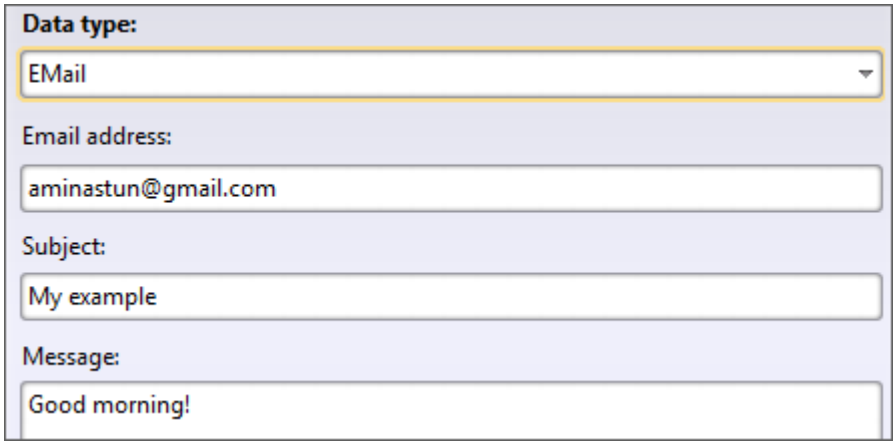
- **URL** Only the web address will be scanned.



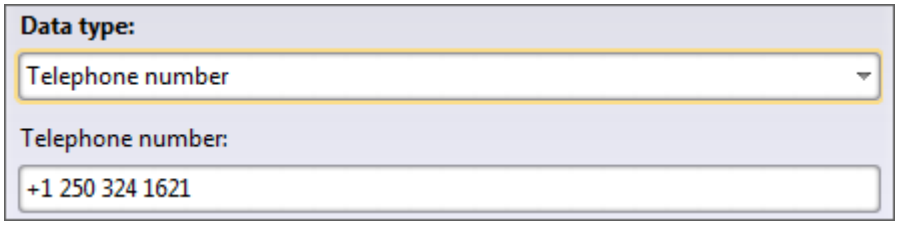
- **Free text** any text can be entered in the field here:



- **EMail** choose an **Email address**, **Subject** and **Message** in the respective fields. When scanned, the barcode will start writing the email. Results may vary depending on the scanner used.



- **Telephone number** type the desired phone number into this field.



Clear will remove all the data entered in the fields above.

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Image Preview
Provides a live preview of the barcode. Changes made to any of the fields will change the preview as well.

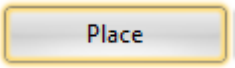
As Stamp annotation places the barcode as a **Stamp**. Visit the **Stamp section** 541 for more details on using, and resizing stamps annotations.
As Part of the page's content places the barcode as part of the base content of the PDF.

As Vector will create a vector object of the barcode. Vector images do not lose quality when zoomed at any level.
As image will place the barcode as an image.

Note: Select the image quality in dpi (dots per inch) in the adjacent field.

Add Margin select this option to add a blank area around the barcode.

Fill color select the fill color (background) for the barcode. Default is no color.
Barcode Color select the color of the barcode. Default is black.

Once satisfied with all the settings and parameters, click on 

to place the barcode on the page.

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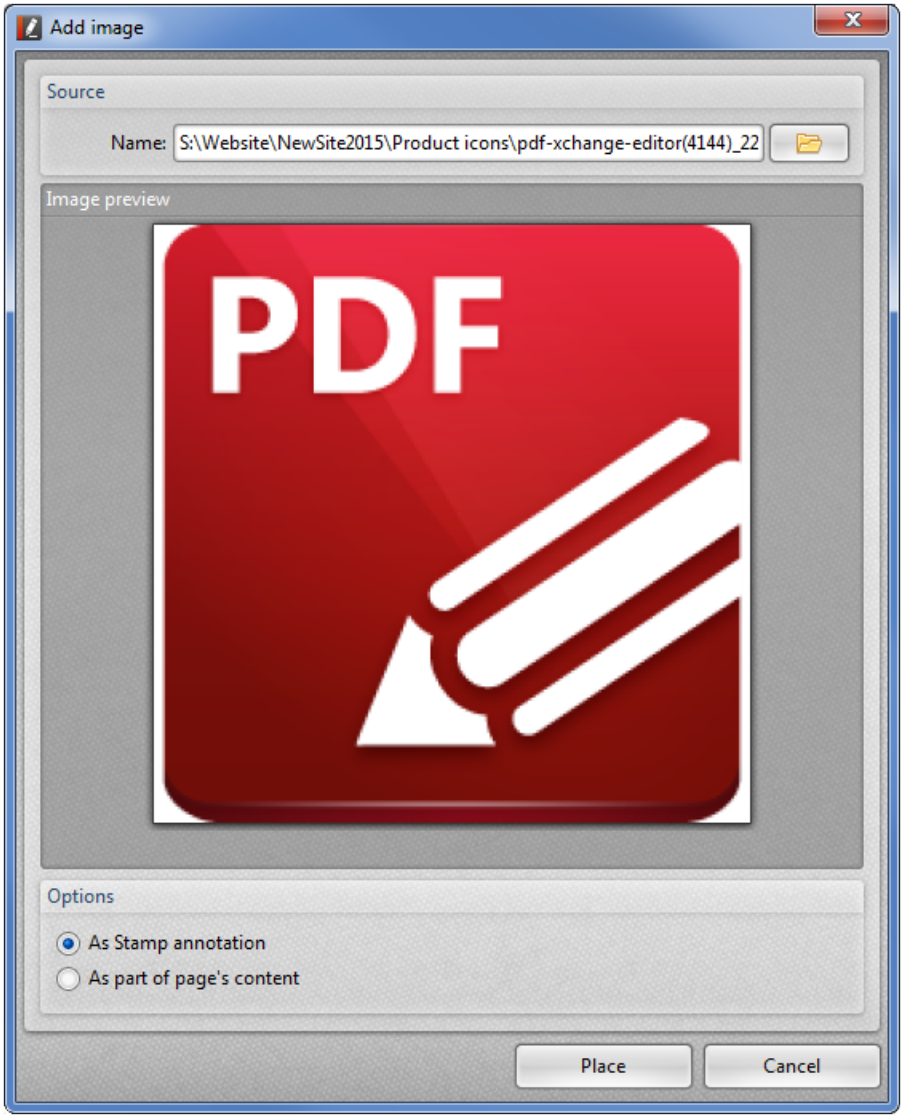
7.4.6 Add Image

Add Image... menu item allows adding an image to the PDF document.

Click **Main Menu> Document> Add Image...** to open the **Open Files** window and navigate to and select the desired image file to add to the PDF document.

Once the image file is chosen, it will be opened up in the **Add Image Window.**



Add Image Window

Source Settings

Name: displays the full path and file name of the image file selected to add to the page.

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Open File button opens the Open File window in Windows explorer and allows navigating to and selecting a different image to add to the document.

Image preview displays the image that is currently selected to add to a document;

Options settings provides 2 methods of adding the selected image to the document

- **As Stamp annotation** option imports the selected image as a **Stamp Annotation** 541 and allows placement, resizing and editing the properties of the image "stamp" prior to adding it to the document.

  Once an image has been placed as a **Stamp annotation** it can be edited by clicking the **Edit Comments** 523 tool on the toolbar (move, resize, change properties) or **Tools> Comments and Markup Tool> Edit Multiple Comments.**

   Note: This option that is available in the **Free** or **Licensed** version of the Editor and is set as the default method for adding an image.
- **As part of page's content** option allows adding an image as a part of the PDF page's base content content . To edit image click on the **Edit Content** (move, resize, change properties) or through **Tools** > **Content Editing Tools** > **Edit Content Tool** 511.

 Note: Editing content like images is a Licensed feature. This feature can used in Evaluation mode, but it will add demo stamps to the PDF page after saving the PDF document.

The **Place** button applies the chosen image to the PDF document.

The **Cancel** button cancels all operations.

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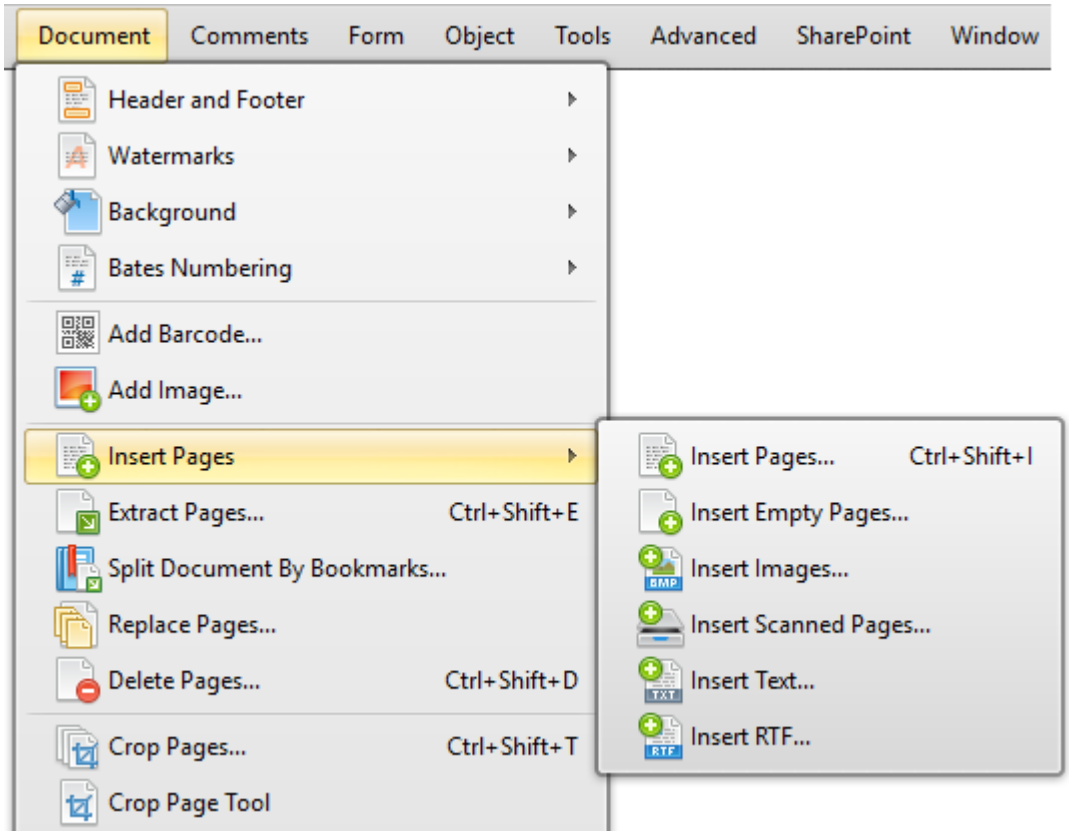
7.4.7 Insert Pages

The **Insert Pages** options facilitate the addition of pages from other documents, without the need to move each page manually using the Thumbnails Pane 296. With Insert pages, simply define the required preferences with the desired output, then click **OK** to finalize the insertion of pages from another file.



Insert Empty Pages... 366
Insert Images... 368
Insert Scanned Pages... 384
Insert Text... 398
Insert RTF... 404

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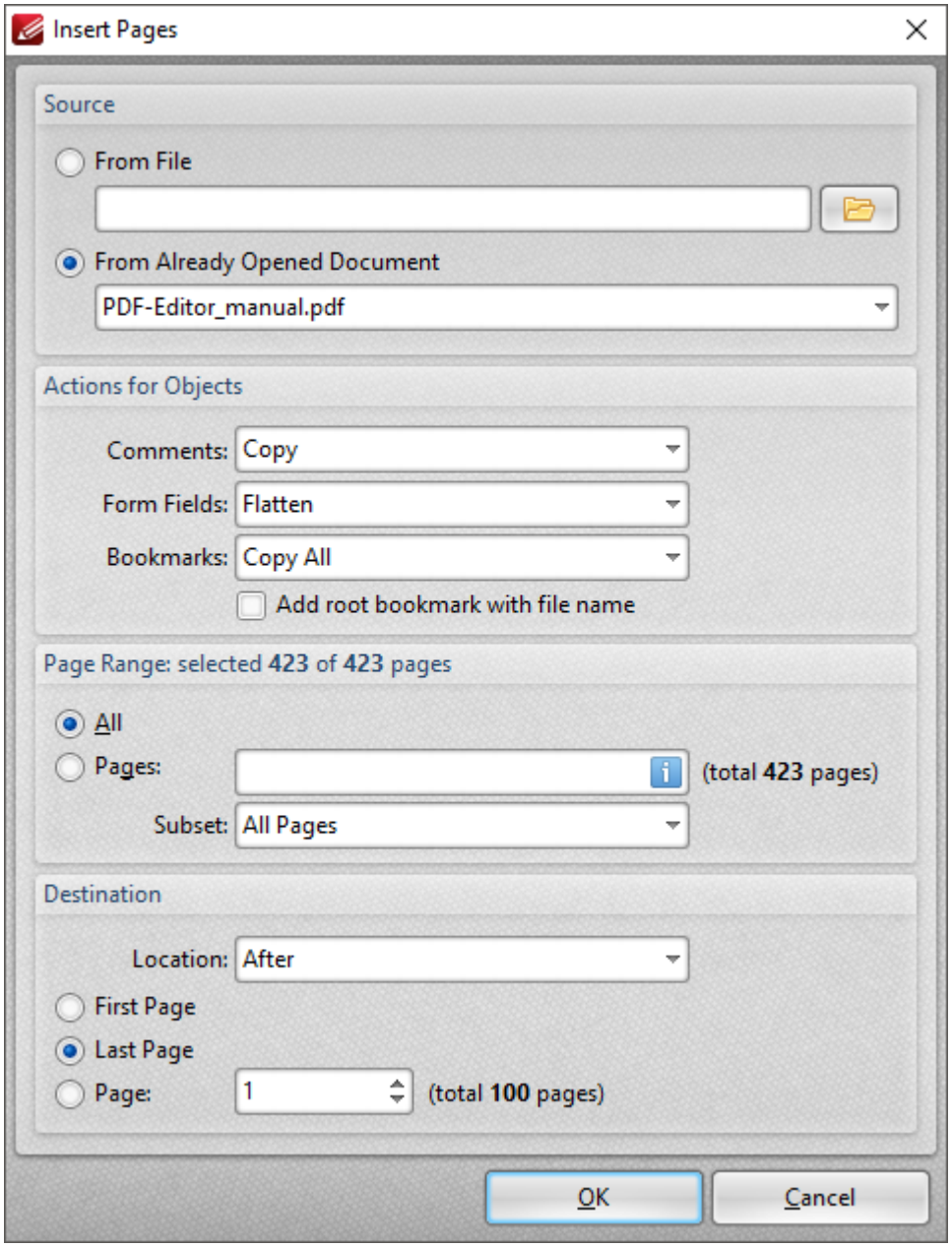
To **Insert Pages** from other files to the currently active file, go to **Document> Insert Pages** or use **Ctrl+I** to open the Insert Pages dialog.



Insert pages dialog

Within the insert pages dialog, find the necessary functions and settings for desired result when the page insertion is executed. To finally insert the pages from the source file to the active file, click on the **OK** button.

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Source
Define the file from which to insert pages.

From File click on the browse button to open a standard Windows File select window.
From Already Opened Document select an already open document from the drop-down list.

Actions for Objects
Define the behavior of objects on the inserted pages.

Comments: Interacts with comments on the document to be inserted.
- **Copy** copies all comments.
- **Flatten** will flatten comments on the source file. Visually, the comments will exist on the inserted pages, but as base content objects.
- **Do not copy** will not copy any comments from the source file to the current file.

Form Fields: Interacts with fillable form fields.
- **Copy** will copy the form fields themselves as well as the filled content to the current file.
- **Flatten** will flatten form data and remove the interactive elements of the form field.
- **Do not copy** will simply ignore any forms or form data.

Bookmarks: Interacts with bookmarks from the source file.
- **Do not copy** will not copy bookmarks from the source file.
- **Copy All** will copy all bookmarks from the source file.
- **Copy related** will only copy valid bookmarks from the source file. A bookmark is invalid when it refers to an action that can no longer be performed do to changes to the document.

Add root bookmark with file name adds a bookmark to the active document that points to the inserted pages.

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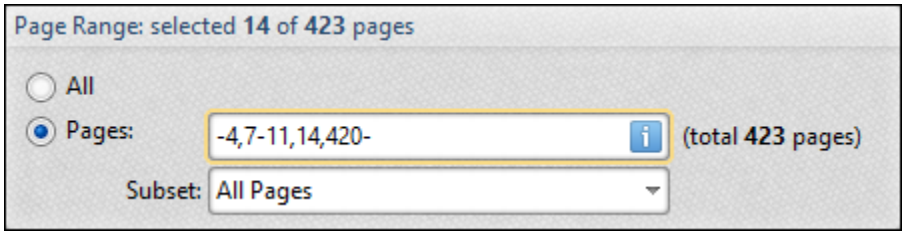
Page Range: Selected <#> **of** <#> **pages**
Select the page(s) to be inserted from the source file. The <#> represent a variable where the number of pages and the number of pages selected is displayed. In the **Insert Pages** dialog image above, notice that **423 of 423 pages** have been selected for insertion from the source file.

When changing the page range, the Page Range selected value in the title of this portion of the **Insert Pages** dialog changes as shown in the image below.



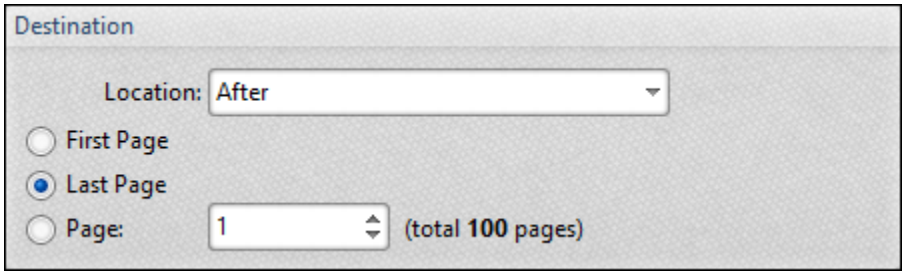
Insert Pages> Page Range: Selected 14 of 423

All will include all documents from the source file.
Pages: type desired page range here. Multiple page ranges should be separated by a coma.

Note: For printing pages 1 to 15, page 17, pages 20 to 46 and pages 88 to 100 of a 100 page document to be included in the print job, type the following: **1-15, 17, 20-46, 88-100**. If there is a disconnected hyphen (dash) in the page ranges, that page range will go to the beginning or end of the document like so: **-15, 17, 20-46, 88-**.

Subset Select a subset of pages. Such as **All Pages, Odd pages** or **Even Pages**.

Destination
Define the location in the active document for the pages from the source file to be inserted.



Insert Pages> Destination

Location define the rout location for placement of the selected pages from the source document.

- **Before** will place the pages before the option defined.
- **After** will place the pages after the option defined.

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First Page the pages inserted from the source file will be located before or after the first page in the active document depending on the option selected in the **Location** drop-down menu.
Last Page the pages inserted from the source file will be located before or after the last page in the active document depending on the option selected in the **Location** drop-down menu.
Page: the pages inserted from the source file will be located before or after the page number indicated in the active document depending on the option selected in the **Location** drop-down menu.

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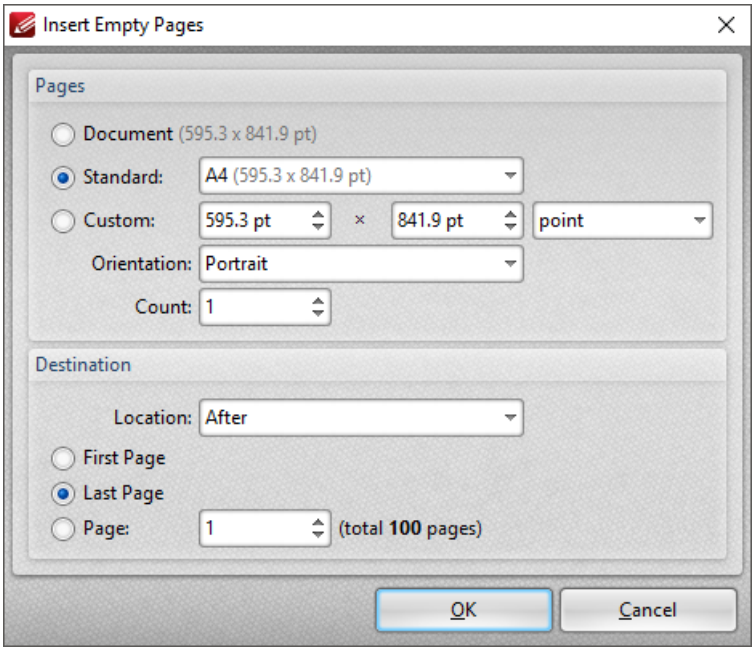
7.4.7.1 Insert Empty Pages...

To insert blank pages to the currently active document, select the **Insert Empty pages** option found under **Document> Insert Pages> Insert Empty pages**. Selecting this option opens the **Insert Empty Pages** dialog.



Insert Empty Pages dialog

Pages
Select the page size, and orientation of the blank pages to be inserted.

Document will insert pages that match the active document's page size.
Standard select a standard page size from the drop-down menu.
Custom defines a custom page size in the units selected.
Orientation choose from **Portrait**, or **Landscape** orientation.
Count defines the number of empty pages to be inserted to the active file.

Destination
Define the location in the active document for the pages from the source file to be inserted.

Location define the rout location for placement of the selected pages from the source document.

- **Before** will place the pages before the option defined.
- **After** will place the pages after the option defined.

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First Page the pages inserted from the source file will be located before or after the first page in the active document depending on the option selected in the **Location** drop-down menu.
Last Page the pages inserted from the source file will be located before or after the last page in the active document depending on the option selected in the **Location** drop-down menu.
Page: the pages inserted from the source file will be located before or after the page number indicated in the active document depending on the option selected in the **Location** drop-down menu.

Once the parameters have been set to the required location and dimensions, click on **OK** to insert the pages to the active document.

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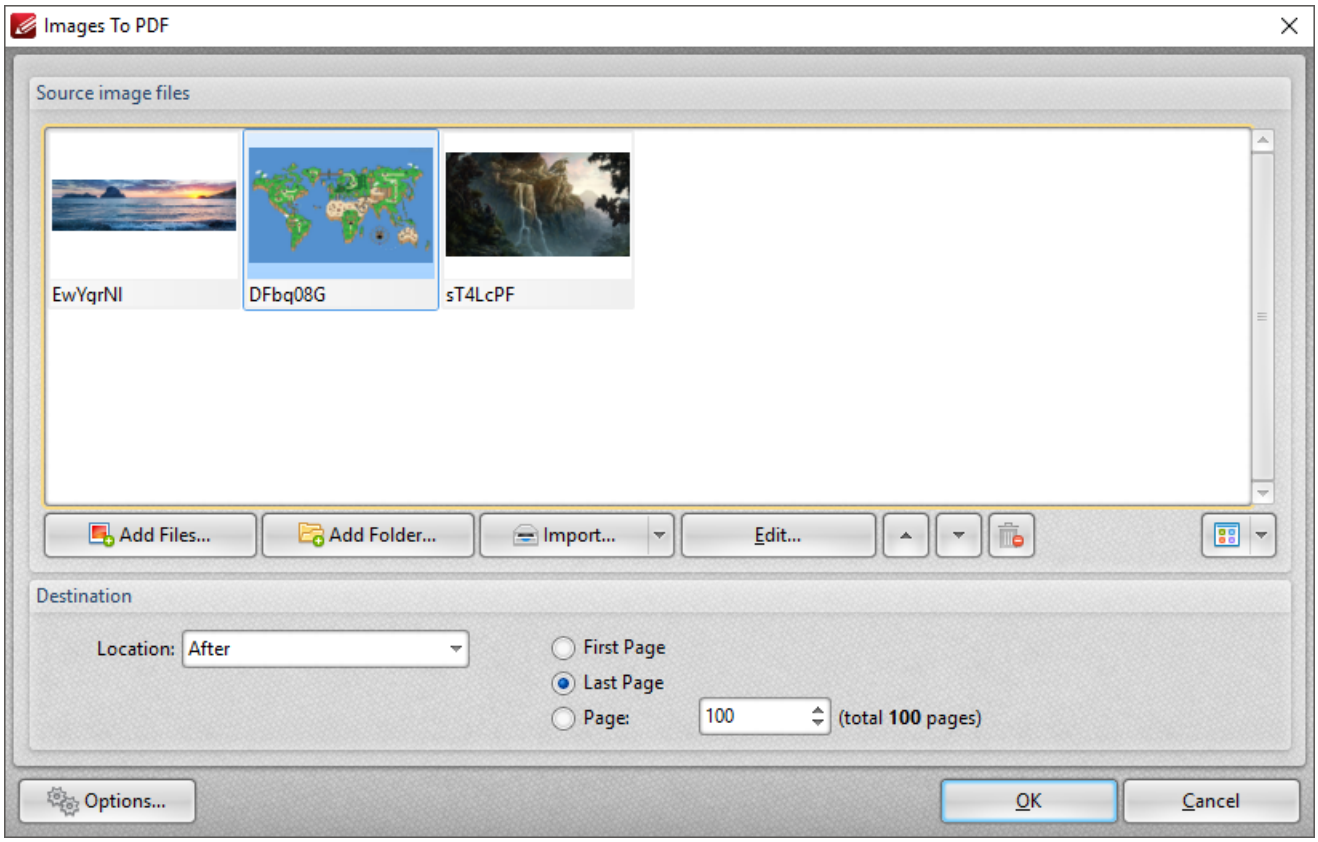
7.4.7.2 Insert Images...

To insert images to the active document, use the **Insert Images** feature located in **Document> Insert Pages> Insert Images.**



Images To PDF window

Source image files
Displays the image files to be used to create PDF.

Add files.... Opens the **Open** window to select an image file from.

Add Folder.... Opens the **Browse For Folder** window to add/select all image files contained in the selected folder.

Import.... Opens the list of scanners installed on your computer.

Edit.... Opens the **Edit Image** window which allows for the modification of the selected image.

Up. Moves the selected file up in the list.

Down. Moves the selected file down in the list.

Remove. Removes the selected file from the list.

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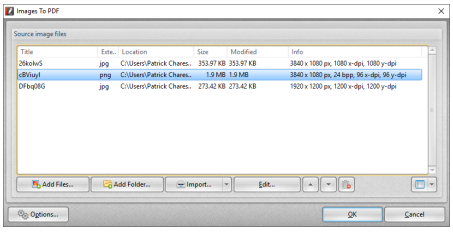
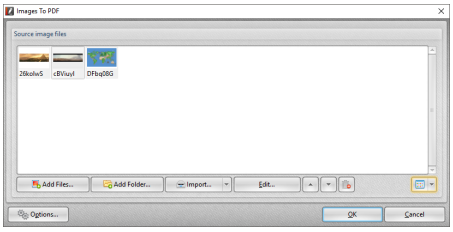
The **Change view mode** button opens the list of available view modes that can be selected for viewing the file list.

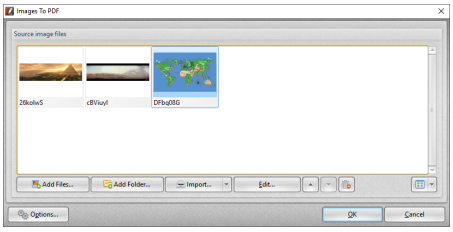
Details



Icons



Thumbnails



Destination

Define the location in the active document for the pages from the source file to be inserted.

Location define the rout location for placement of the selected pages from the source document.

- **Before** will place the pages before the option defined.
- **After** will place the pages after the option defined.

First Page the pages inserted from the source file will be located before or after the first page in the active document depending on the option selected in the **Location** drop-down menu.

Last Page the pages inserted from the source file will be located before or after the last page in the active document depending on the option selected in the **Location** drop-down menu.

Page: the pages inserted from the source file will be located before or after the page number indicated in the active document depending on the option selected in the **Location** drop-down menu.

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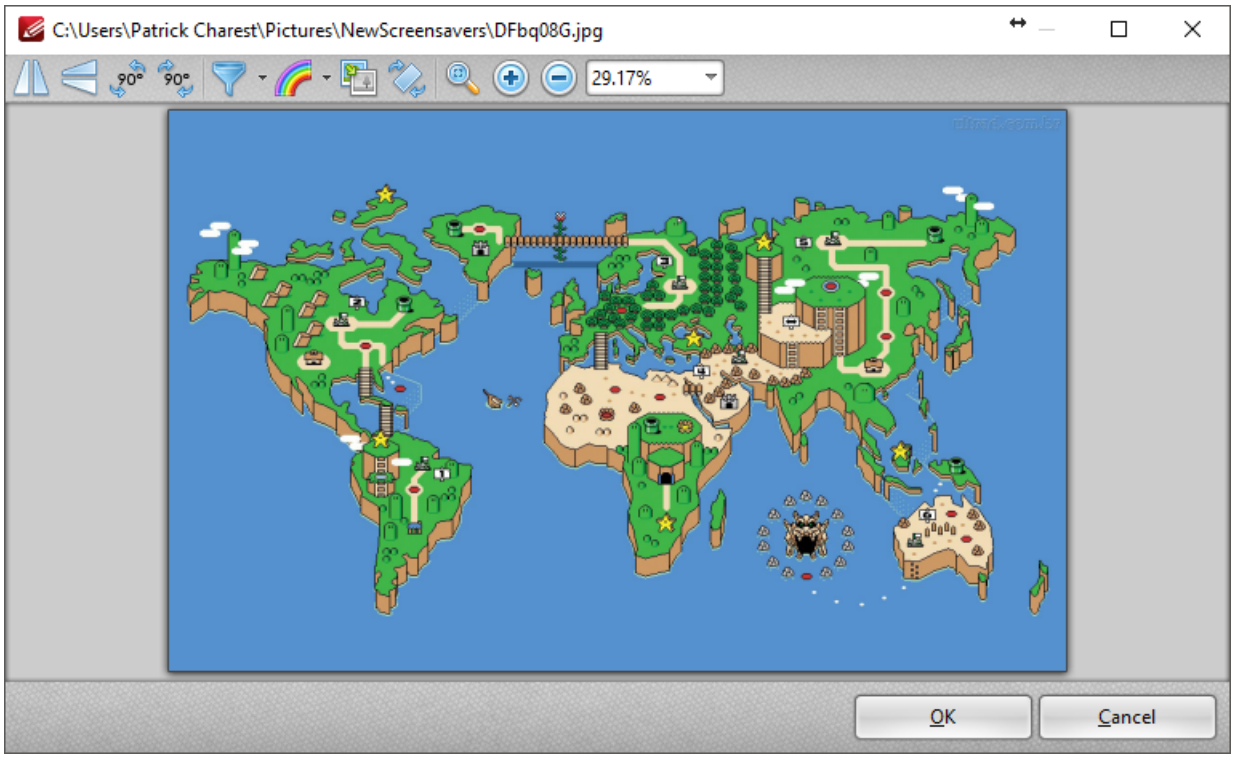
Edit Selected Image

Changes can be made to the image before it is inserted to the active document from this screen.



Edit Images window

Flip Horizontal button is used to rotate an image through its vertical axis.

Flip Vertical button is used to rotate an image through its horizontal axis.

Rotate 90 CCW button rotates the image by 90 degrees counterclockwise.

Rotate 90 CW button rotates the image by 90 degrees clockwise.

Apply Filter opens a drop down menu that allows you to apply the following filters:

- **Smooth**
- **Gaussian Blur**
- **Sharpen**
- **Mean Removal**
- **Emboss Laplascian**
- **Emboss All Directions**
- **Emboss Lossy**
- **Edge Detect**
- **Despeckle**

Convert To

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- **1bpp Indexed**
- **8bpp Indexed**
- **8bpp Grayscale**
- **Grayscale with Alpha**
- **24bpp**
- **32bpp**

Grayscale converts the image to Grayscale.

Deskew straightens the image.

Fit Visible button fits the image within the borders of the view pane.

Zoom In button increases the Zoom percentage of the image.

Zoom Out button decreases the Zoom percentage of the image.

Options.... Defines additional settings for the new document.

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Image Layout Options 374
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Image Processing 379
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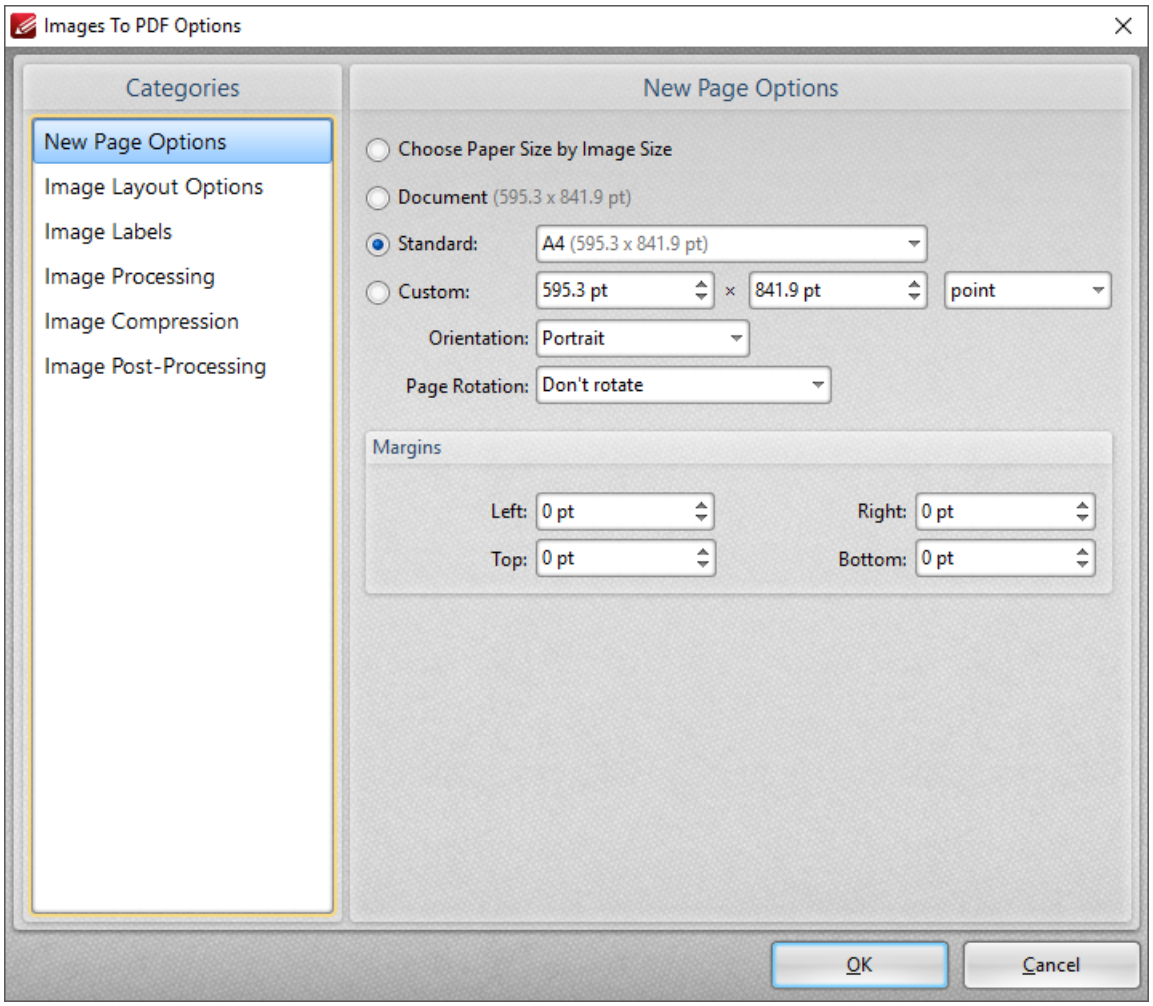
New Page Options
Allows setting the page options such as size, rotation and margins.



Images To PDF Options> New Page Options window

Choose Paper Size by Image Size will cause the resulting document size to be the size of the initial image.
Standard allows selecting the page size from a list of standard page sizes for the document.
Custom Specify custom document dimensions in the unit listed in the far right drop-down menu.
Orientation Sets the document rotation.

- **Portrait** The short edge of the page is at the top and bottom.
- **Landscape** The short edge of the page is at the Left and Right.

Page Rotation allows setting the rotation of the content on the page.

- **Don't Rotate** will not rotate the pages.
- **Clockwise 90 degrees**
- **180 degrees**

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- **Counterclockwise 90 degrees**

Margins margins adjust the size of the page by setting non-zero margins using the selected units. Page margins are the blank space around the edges of the page.
Choose Paper Size by Source. This option specifies the size of the page by the source.
Standard. Selecting this option allows setting the standard size of the page.

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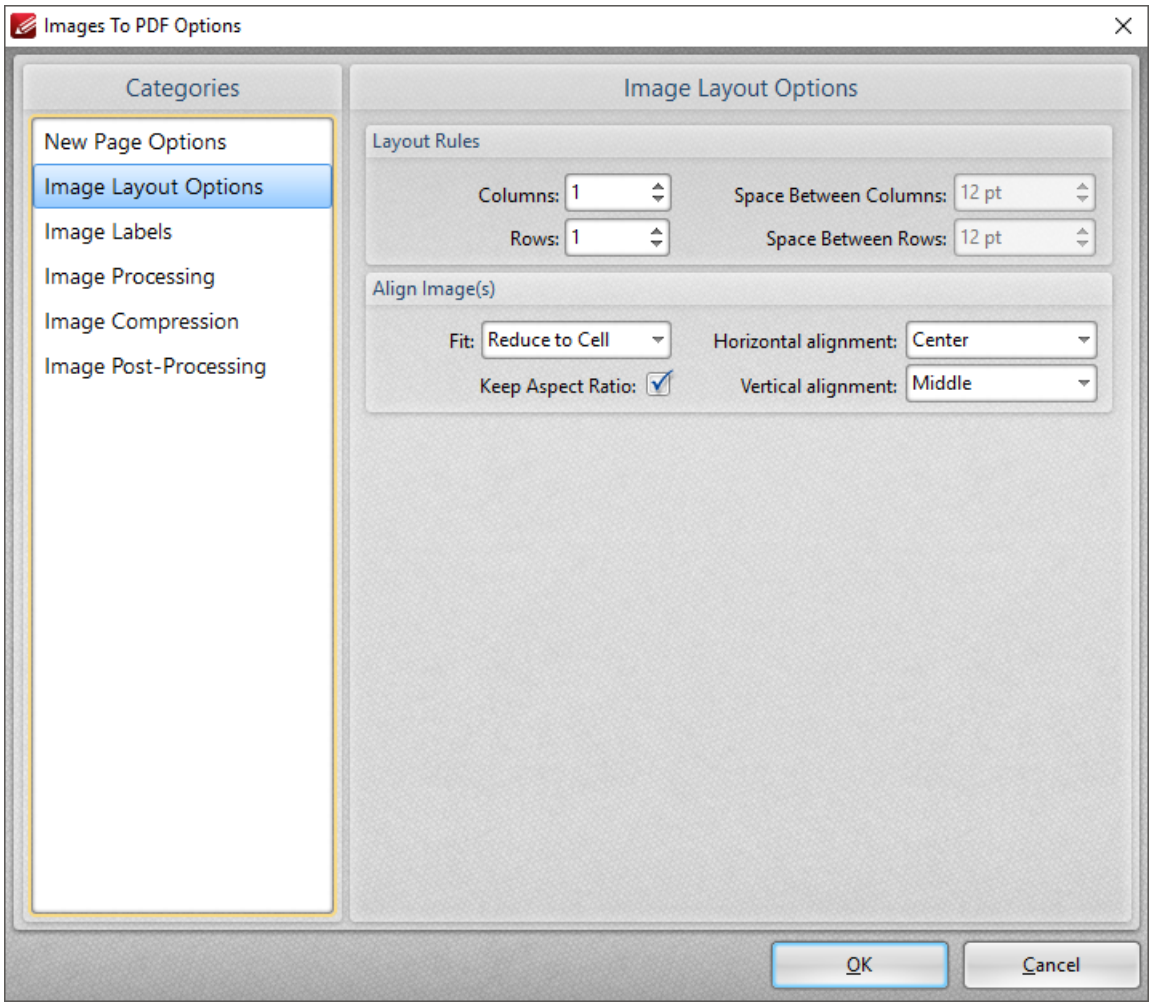
Images Layout Options
Allows setting the way images are placed in the PDF.



Images To PDF Options> **Images Layout Options** window

Layout Rules allow setting the layout options.

Columns: Specifies the number of columns for the vertical layout.	**Space between Columns** Controls the amount of horizontal space around an image.
Rows: Specifies the number of rows for the horizontal layout.	**Space between rows** Controls the amount of vertical space around an image**.**

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Align Images allows settting the image alignment.

Fit defines how the images are placed sized to fit into each cell.

- **Reduce to cell** will reduce the dimension of the image to fit the cell only if the image is initially larger than the cell.
- **Fit to cell** will reduce, or increase the dimensions of the image to fit to the cell.
- **Off** will not change the size of the image to fit the cell.

Keep aspect ratio When ticked, the image may be resized to fit the new PDF page (cell), but there will be no distortion of the image.

Horizontal alignment Sets the horizontal alignment of the images.

- Left
- Center
- Right

Vertical alignment Sets the vertical alignment of the images.

- Top
- Middle
- Bottom

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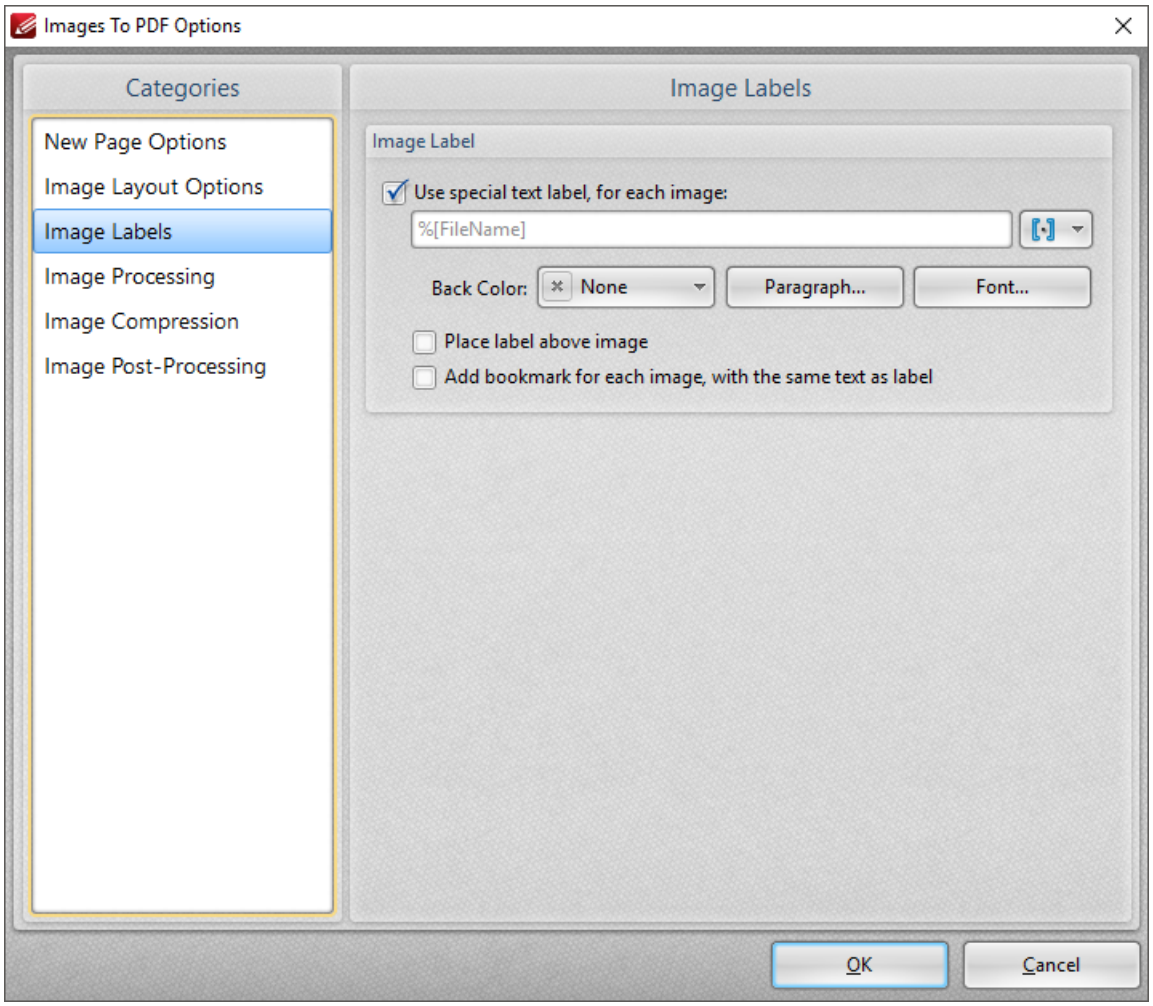
Image Labels
Allows for the addition of a text label to the image.



Images To PDF Options> Image Labels window

Use special text label for each image. Specifies the text label for each file. Enter any valid name.

Macros Clicking the **Macros** button [...] opens a *list of macros* that you can use to automatically generate file names. More detailed information can be found in the ***Macros** 56 section.

Back color Opens the standard color selection dialog for setting the background color for the image label.

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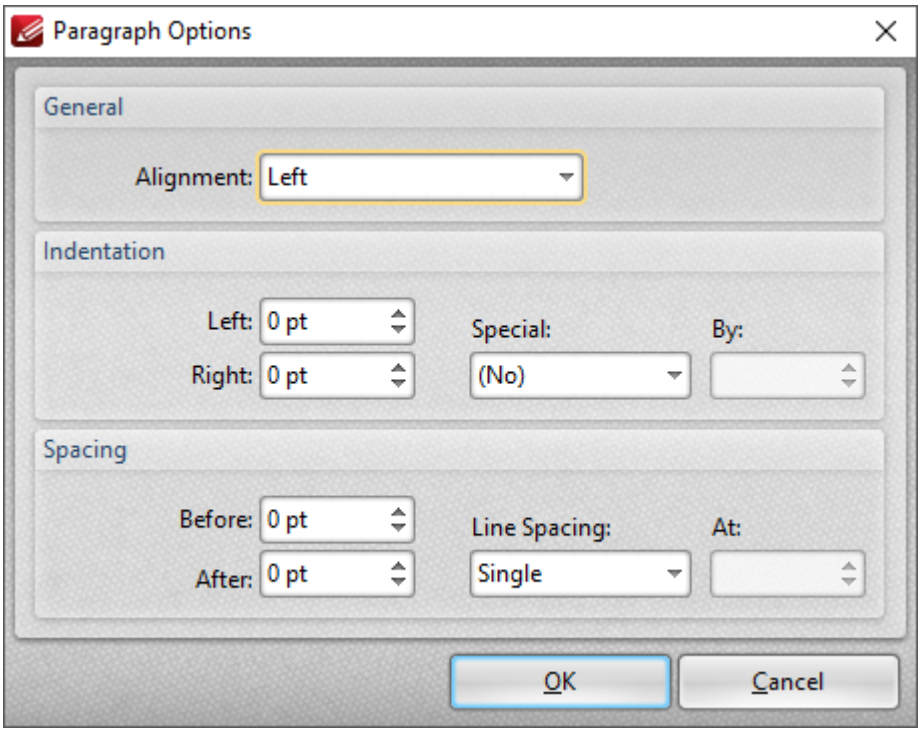
Paragraph.... Opens the **Paragraph Options** window to allows adjusting the paragraph settings for the text label.



Paragraph Options window

General

Alignment allows setting the paragraph text alignment.

- **Left**
- **Center**
- **Right**
- **Justify**

Indentation allows setting the paragraph indent in pt.

Special allows defining an exception to the indentation defined in the other fields.

- **First Line** causes the first line in a paragraph to be indented. Set the level of indentation in pt. in the **By** field.
- **Hanging** is the opposite of first line as the first line of the paragraphs will be indented as per the regular indentation,
  and the rest of the lines within a paragraph will be indented as defined by the **Special** and **By** fields.

Spacing allows adjusting the line spacing in between the lines.

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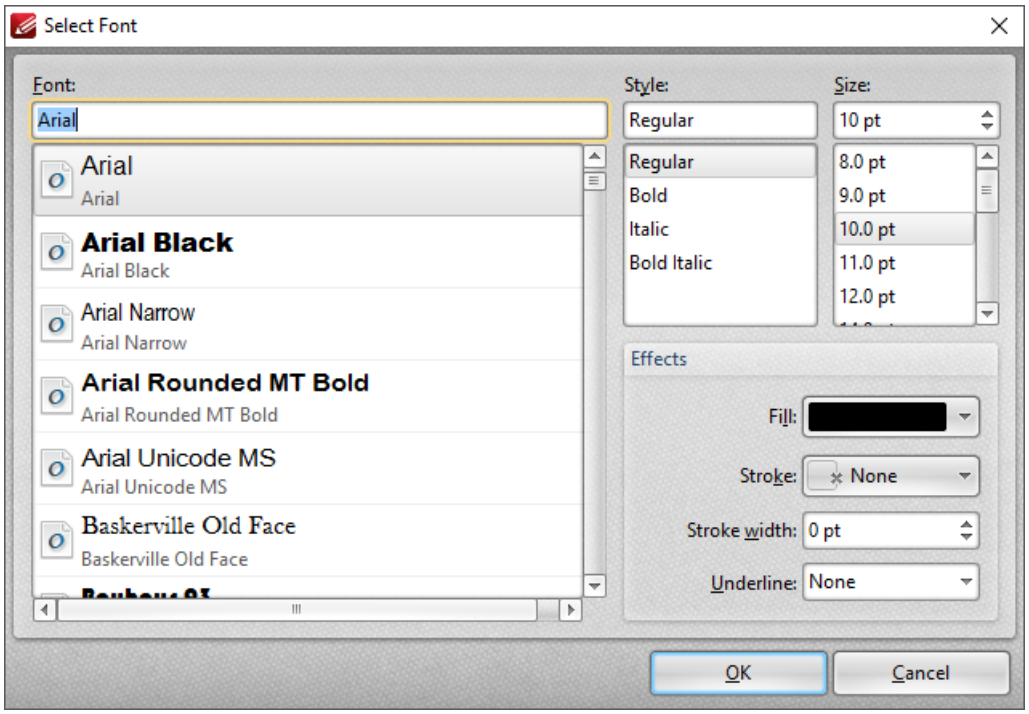
Font Clicking on **Font** opens the **Select Font** window.



Select Font window

In the **Select Font** window, choose from installed fonts, the font **Style**, font **Size**, and color.

Effects fine-tune the look of the text within the file.

Fill defines the main color of the text.
Stroke defines the outline color of the text
Stroke Width defines the width of the stroke or outline
Underline Choose from no underline (**None**) and **Solid** underline.

Place label above image If ticked, the label will be placed above the image.
Add bookmark for each image with the same text as label. If ticked, a bookmark will be created for all images with the same text as label specified.

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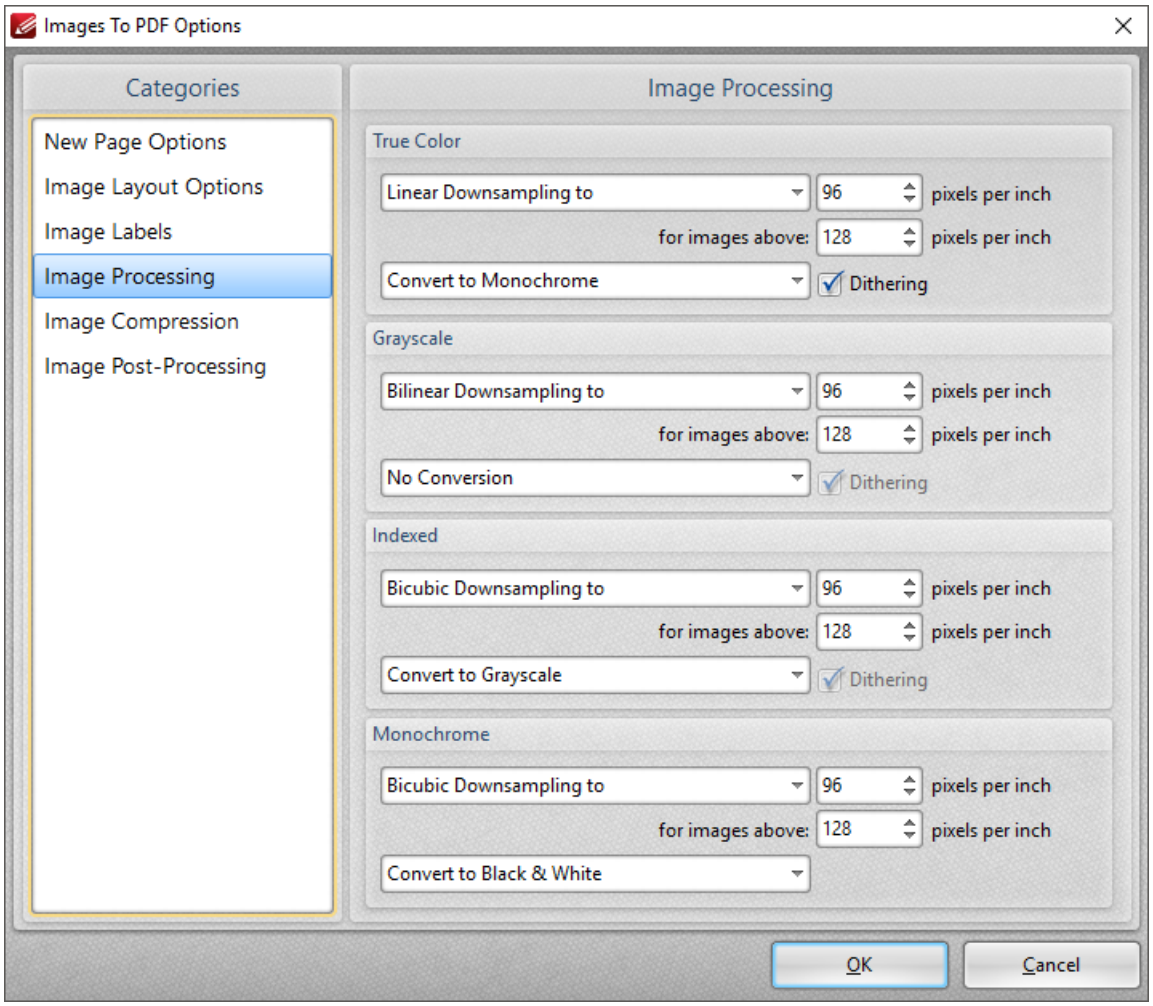
Image Processing
Allows setting the options of the image's downsampling and conversion.



Images To PDF Options> Image Processing window

Downsampling and Conversion.

True Color. Applies image downsampling and conversion options for true color images.
Grayscale. Applies downsampling or conversion options for high color and grayscale images.
Indexed. Applies downsampling or conversion options for indexed images.
Monochrome. Applies downsampling or conversion options for monochrome images.

Downsampling. Downsampling decreases the number of pixels in an image. To downsample images, choose a downsampling method (linear, bilinear, or bicubic downsampling) and enter the desired resolution (in pixels per inch). Then enter a resolution in the *for images above* text box.

No Downsampling. Allows disabling downsampling if the PDF file is to be printed at high resolution.

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Linear Downsampling to. The classical linear downsampling approach is based on the removal from the original image of those frequencies which are too high to be represented at a lower resolution level.
Bilinear Downsampling to. Adds pixels by averaging the color values of surrounding pixels. It produces results of medium quality.
Bicubic Downsampling To. Is a more precise downsampling method based on an examination of the values of surrounding pixels. Using more complex calculations, Bicubic downsampling produces smoother tonal gradations than Linear or Bilinear ones.

Conversion. Allows changing the images' color mode for grayscale, monochrome or black & white.

No Conversion. No images will be converted.
Convert to Grayscale. Images will be converted to grayscale.
Convert to Monochrome. Images will be converted to monochrome.
Convert to Black & White. Images will be converted to black & white.
Dithering. When the Dithering option is selected, Photoshop mixes colors in the destination color space to simulate a missing color that existed in the source space. Although dithering helps to reduce the blocky or banded appearance of an image**.**

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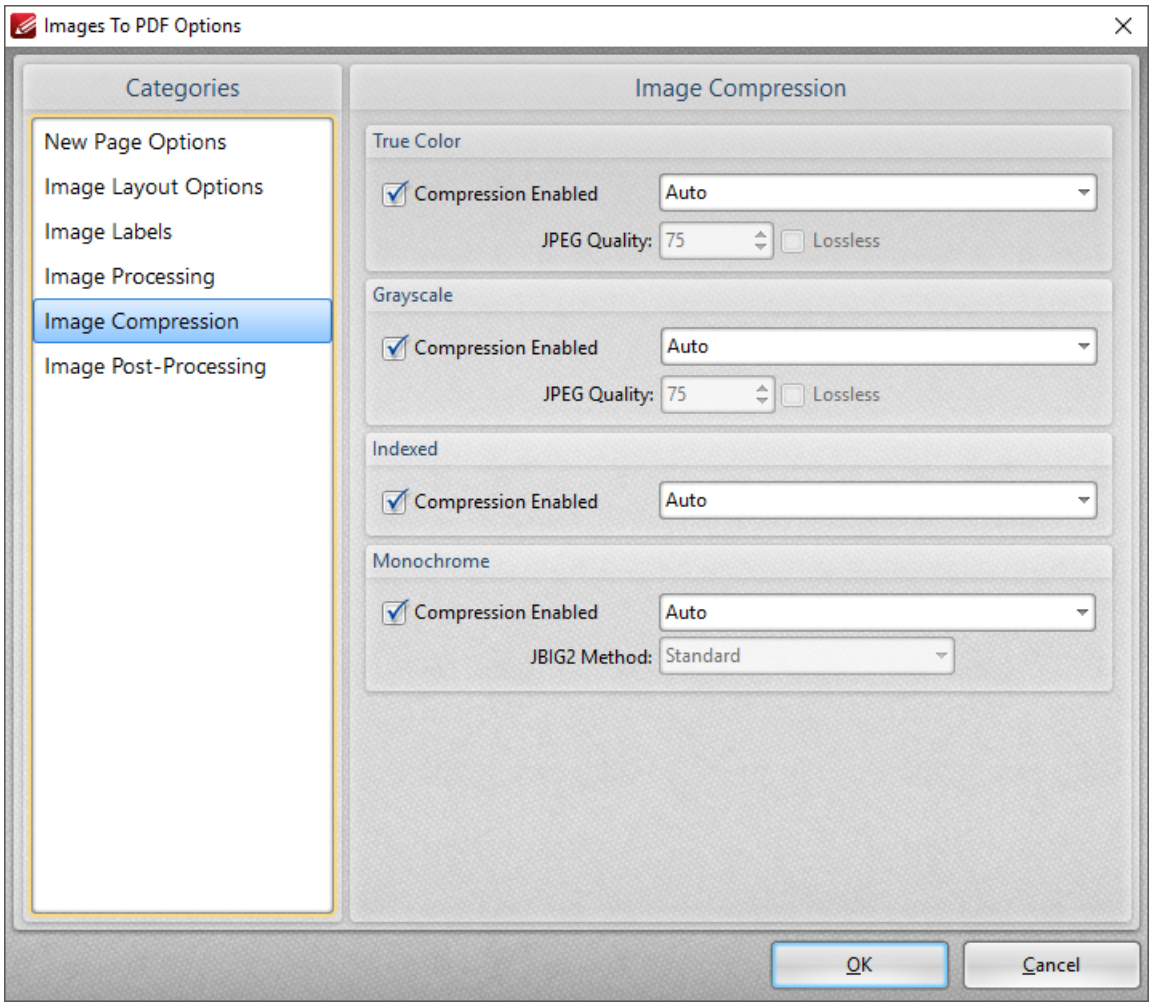
Image Compression
Allows setting the image compression options.



Images To PDF Options> Image Compression window

True Color. Applies image compression options for true color images.
Grayscale. Applies compression options for high color and grayscale images.
Indexed. Applies compression options for indexed images.
Monochrome. Applies compression options for monochrome images.

Compression enabled. If checked, it will compress image content depending on the image compression options selected.

- **Auto**. The best compression settings will be set by the application whilst retaining reasonable image quality.
- **JPEG**. Best used for colored images.
- **Flate**. Is used for text, graphics and images.
- **JPEG/ZIP**.

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- **JPEG 2000**.
- **JPEG 2000/ZIP**.

JPEG Quality. A percentage value determining image content quality over compression - the higher the value entered the lower the compression setting applied and image quality is retained to a higher degree - lower values make smaller files.

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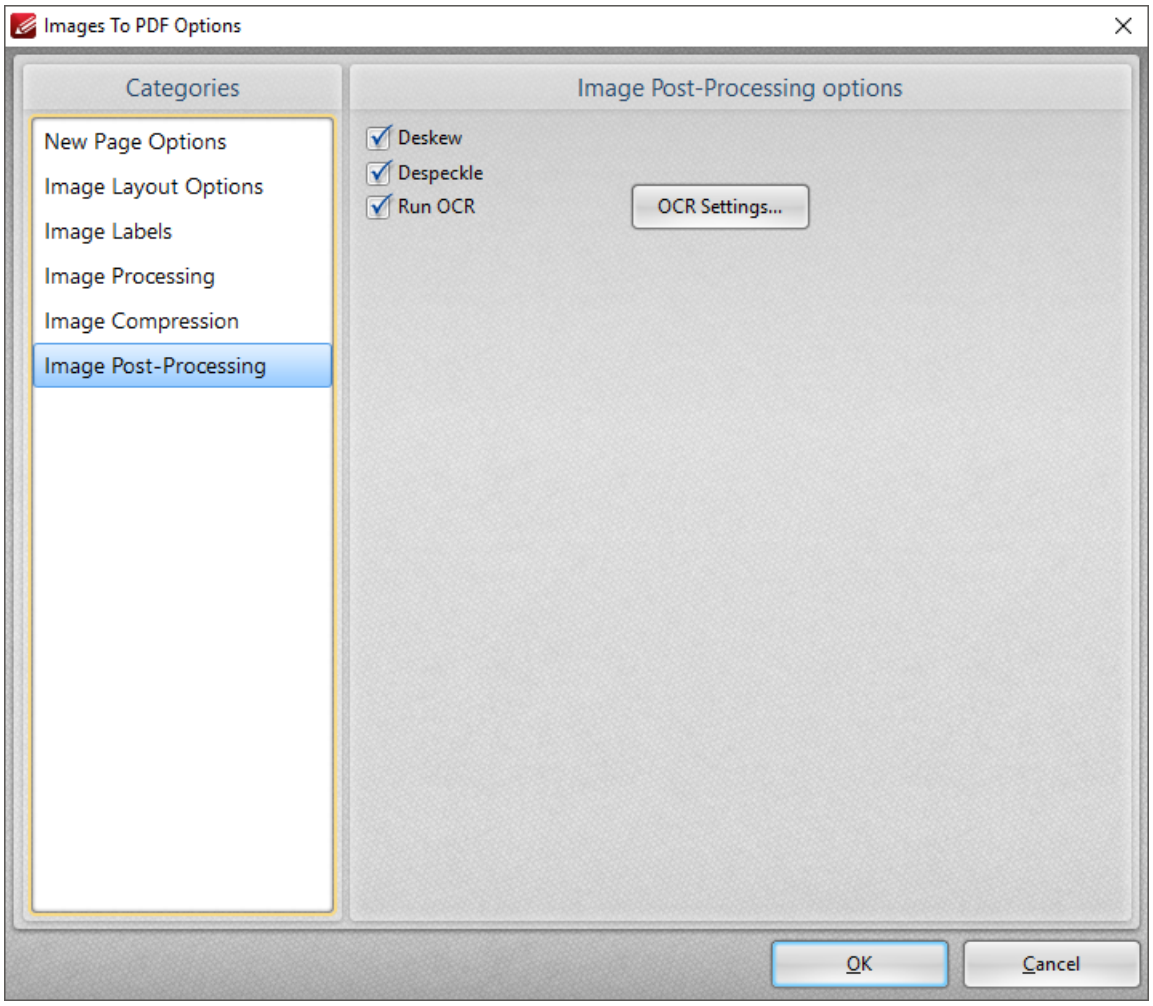
Image Post-processing
Allows setting image modification actions, such as Deskew, Despeckle, and/or OCR the images after the PDF is created.



Images To PDF Options> Image Post-processing window

Deskew will straighten images if they are skewed or crooked.
Despeckle will detect and remove specks from the document.
Run OCR will run OCR on the pages in the resulting PDF.
OCR Settings See **Document> OCR pages** 430... for more details.

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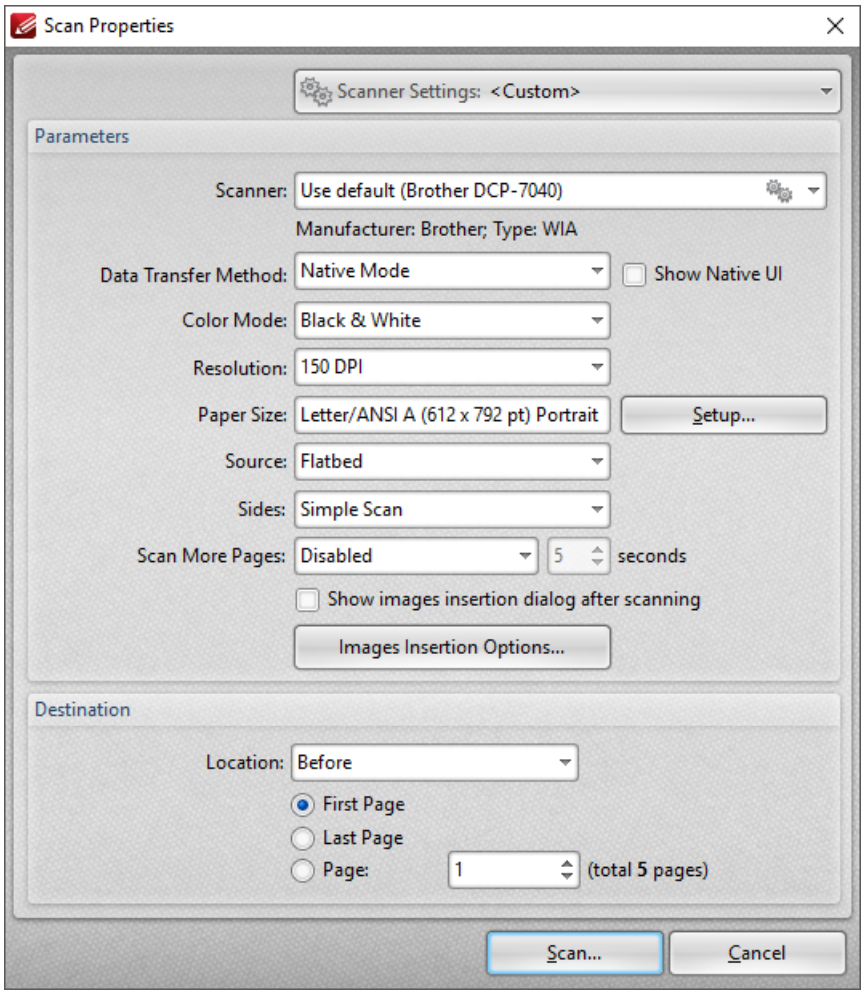
7.4.7.3 Insert Scanned Pages...

Insert Pages from a scanned document by selecting the **Insert Scanned Pages** feature found under **Document> Insert Pages> Insert Scanned pages**. This opens the **Scan Properties** dialog.



Scan Properties Window

Scanner Properties allows the selection of custom scan settings. Adjust these settings in the Parameters section of the **Scan Properties** dialog.

Parameters
Adjust the settings and behavior when scanning.

Scanner displays the currently selected scanner. Select another scanning device from the drop-down list.

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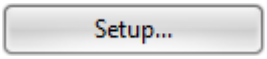
Data Transfer method:

- **Native Mode:** Every Source must support this transfer mode as It is the default mode and is the easiest for an application to implement. However, it is restrictive (i.e. limited to the DIB, PICT, or TIFF formats and limited by available memory).
- **Memory Mode:** Offers the greatest flexibility, both in data capture and control. However, it is more complicated to implement.

Color Mode: Choose the color mode for the scanned document from the drop down menu.

- **Color**
- **Grayscale**
- **Black & White**

Resolution:

Paper Size click on 

to open the **Paper Size** setup dialog.

Source: This drop down menu will list the supported options for scanning. The scanner used in this example supports **Flatbed** scanning and scanning using the **Document** feeder.

Sides: These options facilitate duplex scanning whether the scanning device supports it or not.

- **Simple Scan** provides a simple, one sided scan.
- **Manual duplex** scans the front of all the sheets then the backs of the sheets. Back pages will be automatically interleaved in the order in which they were scanned. Eg. 10 pages (5 double sided originals) would scan pages 1,3,5,7 and 9, then pages 10,8,6,4,2, then collate as 1,2,3,4,5,6,7,8,9,10.
- **Manual Duplex Reversed** scans the front of all sheets then the backs. Back pages will be automatically interleaved in the reverse order in which they were scanned. Eg. 10 pages (5 double sided originals) would scan pages 1,3,5,7 and 9, then pages 10,8,6,4,2, then collate as 1,2,3,4,5,6,7,8,9,10.

Scan More Pages: Select the desired option from the drop-down menu.

- **Disabled** once the scan is complete, the Editor will not ask if there are more pages to be scanned.

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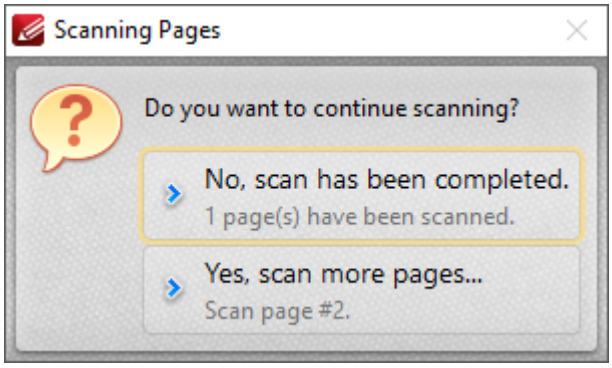
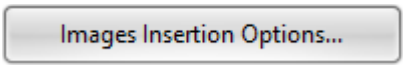
- **Ask user** once the scan is complete as determined by the scanner itself, the Editor will ask if there are more pages to scan.



- **Automatically after** will automatically scan more pages after the set time in the adjacent field.

Show images insertion dialog after scanning will launch the image insertion dialog after scanning has completed. The Image Insertion Dialog allows for modification of Image To PDF options. See **Image Insertion Option** 387 section below.



Launches the **Images To PDF options** window. See **Image Insertion Option** 387 section below.

Destination

Define the location in the active document for the pages from the source file to be inserted.

Location define the rout location for placement of the selected pages from the source document.

- **Before** will place the pages before the option defined.
- **After** will place the pages after the option defined.

First Page the pages inserted from the source file will be located before or after the first page in the active document depending on the option selected in the **Location** drop-down menu.
Last Page the pages inserted from the source file will be located before or after the last page in the active document depending on the option selected in the **Location** drop-down menu.
Page: the pages inserted from the source file will be located before or after the page number indicated in the active document depending on the option selected in the **Location** drop-down menu.

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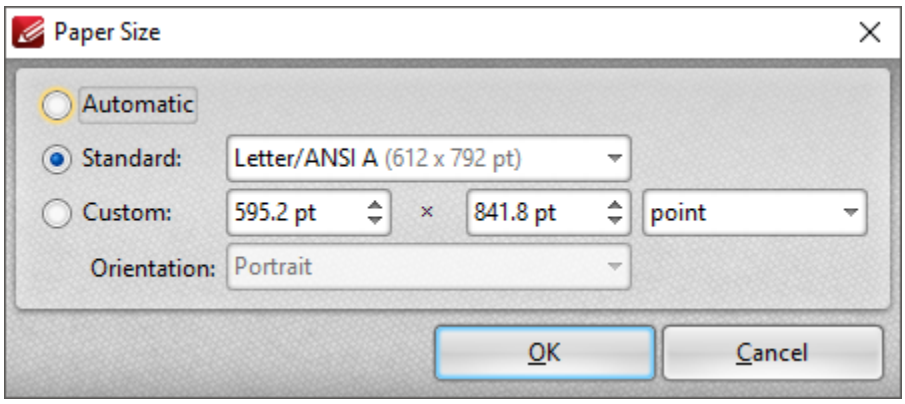
Setup... opens the **Paper Size** setup dialog to select the desired paper size of the document to be scanned



Document> Insert Pages> Insert Scanned Pages> Paper size setup dialog.

Automatic allows for the Editor to automatically detect the size of the page(s) being scanned.
Standard select a standard page size from the drop-down menu.
Custom Defines a custom page size in the units selected.
Orientation choose from **Portrait**, or **Landscape** orientation. This option is not available when scanning pages.

Images Insertion Options...

The image insertion options button opens the **Images To PDF Options** window.

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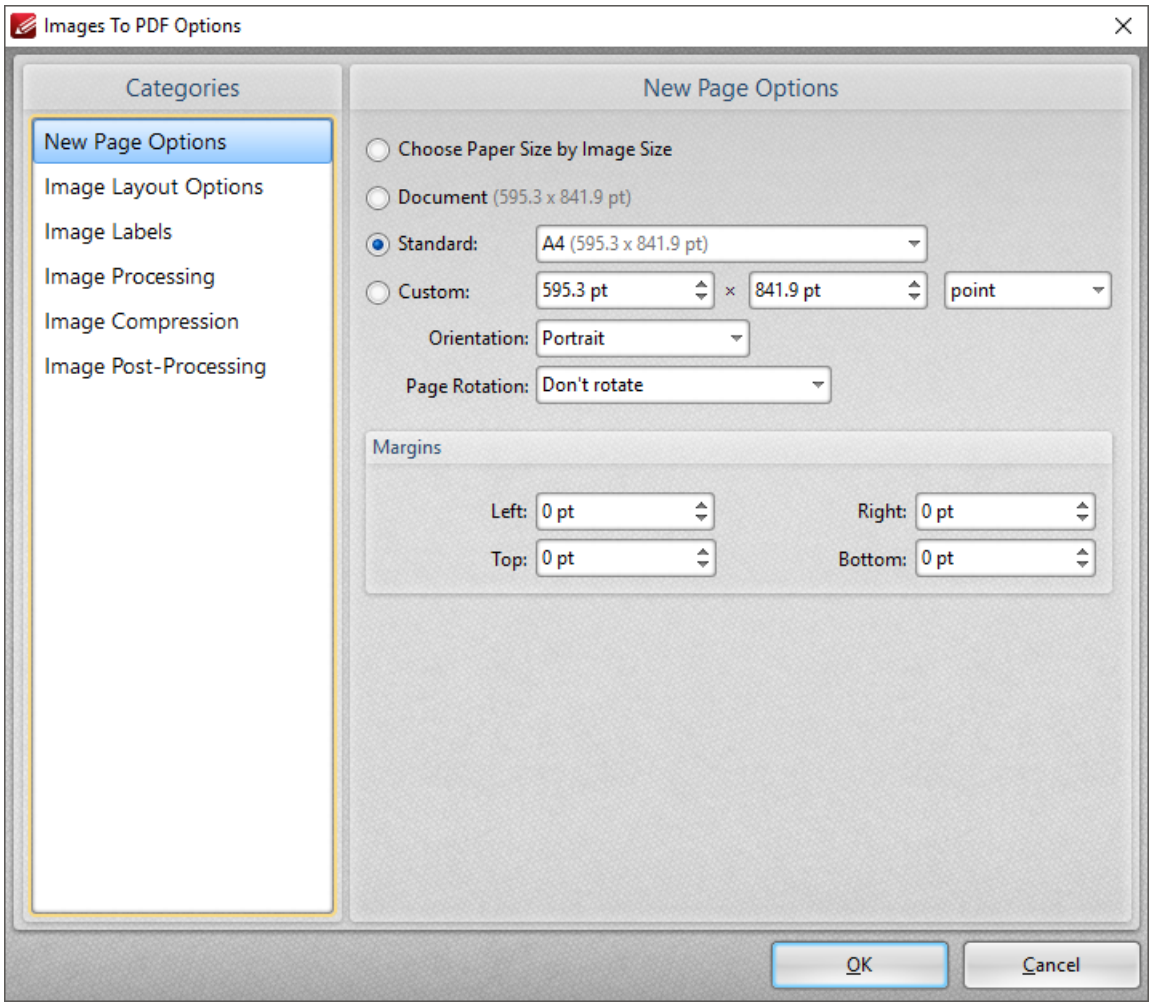
New Page Options
Allows setting the page options such as size, rotation and margins.



Images To PDF Options> New Page Options window

Choose Paper Size by Image Size will cause the resulting document size to be the size of the initial image.
Standard allows selecting the page size from a list of standard page sizes for the document.
Custom Specify custom document dimensions in the unit listed in the far right drop-down menu.
Orientation Sets the document rotation.

- **Portrait** The short edge of the page is at the top and bottom.
- **Landscape** The short edge of the page is at the Left and Right.

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Page Rotation allows setting the rotation of the content on the page.

- **Don't Rotate** will not rotate the pages.
- **Clockwise 90 degrees**
- **180 degrees**
- **Counterclockwise 90 degrees**

Margins margins adjust the size of the page by setting non-zero margins using the selected units. Page margins are the blank space around the edges of the page.

Choose Paper Size by Source. This option specifies the size of the page by the source.

Standard. Selecting this option allows setting the standard size of the page.

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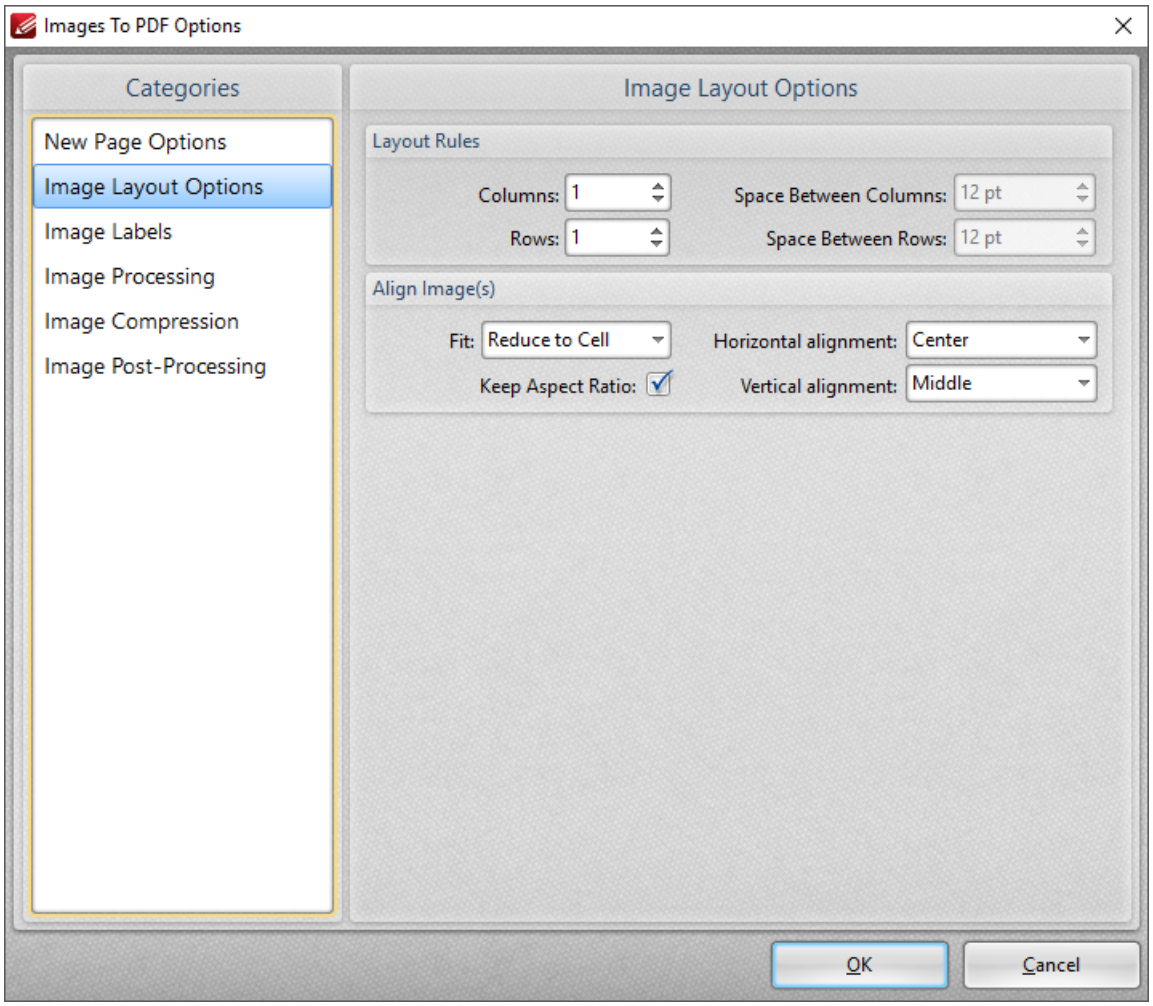
Images Layout Options
Allows setting the way images are placed in the PDF.



Images To PDF Options> **Images Layout Options** window

Layout Rules allow setting the layout options.

Columns: Specifies the number of columns for the vertical layout.	**Space between Columns** Controls the amount of horizontal space around an image.
Rows: Specifies the number of rows for the horizontal layout.	**Space between rows** Controls the amount of vertical space around an image**.**

Align Images allows settting the image alignment.

Fit defines how the images are placed sized to fit into each cell.

- **Reduce to cell** will reduce the dimension of the image to fit the cell only if the image is initially larger than the cell.
- **Fit to cell** will reduce, or increase the dimensions of the image to fit to the cell.

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- **Off** will not change the size of the image to fit the cell.

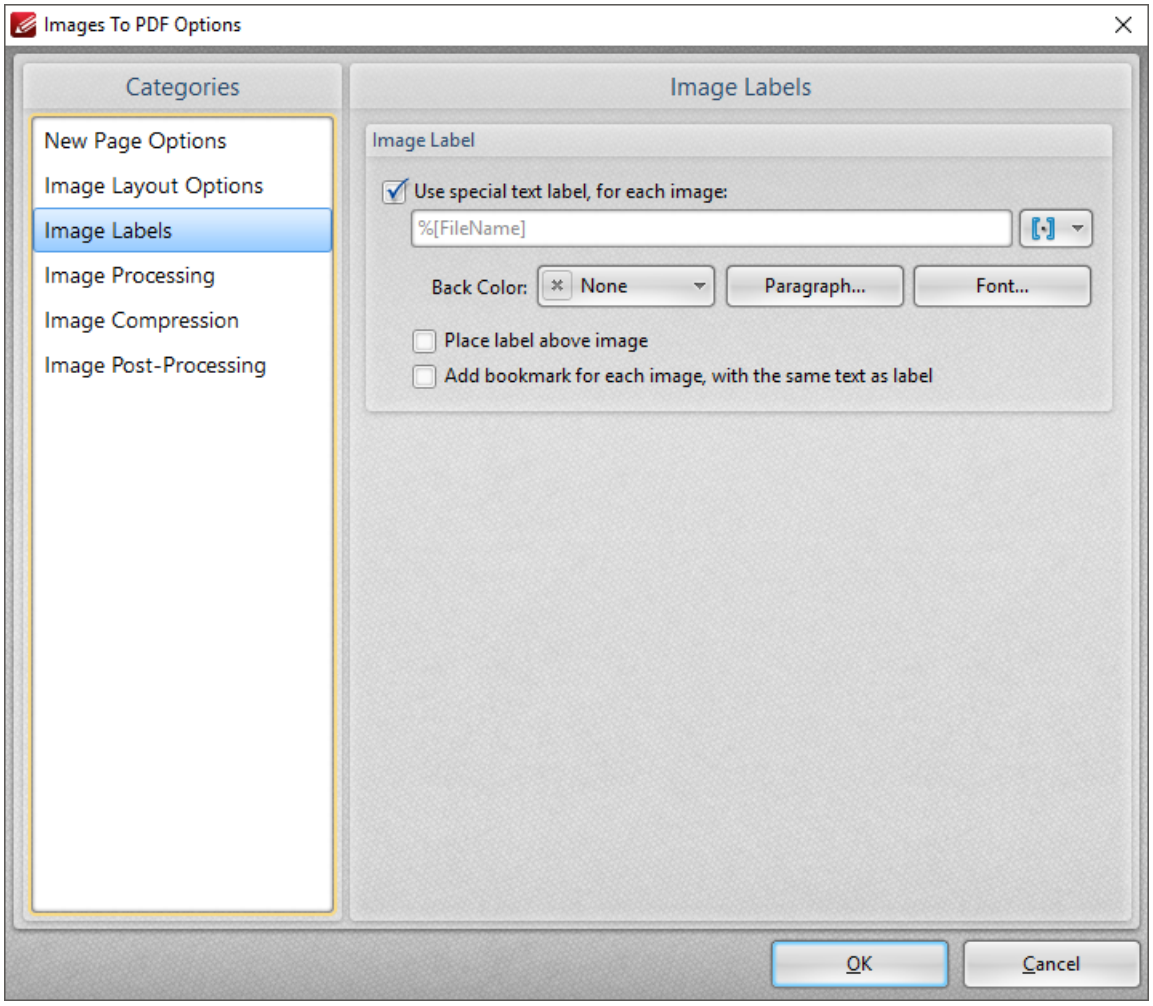
Keep aspect ratio When ticked, the image may be resized to fit the new PDF page (cell), but there will be no distortion of the image.
Horizontal alignment Sets the horizontal alignment of the images.

- Left
- Center
- Right

Vertical alignment Sets the vertical alignment of the images.

- Top
- Middle
- Bottom

Image Labels
Allows for the addition of a text label to the image.



Images To PDF Options> Image Labels window

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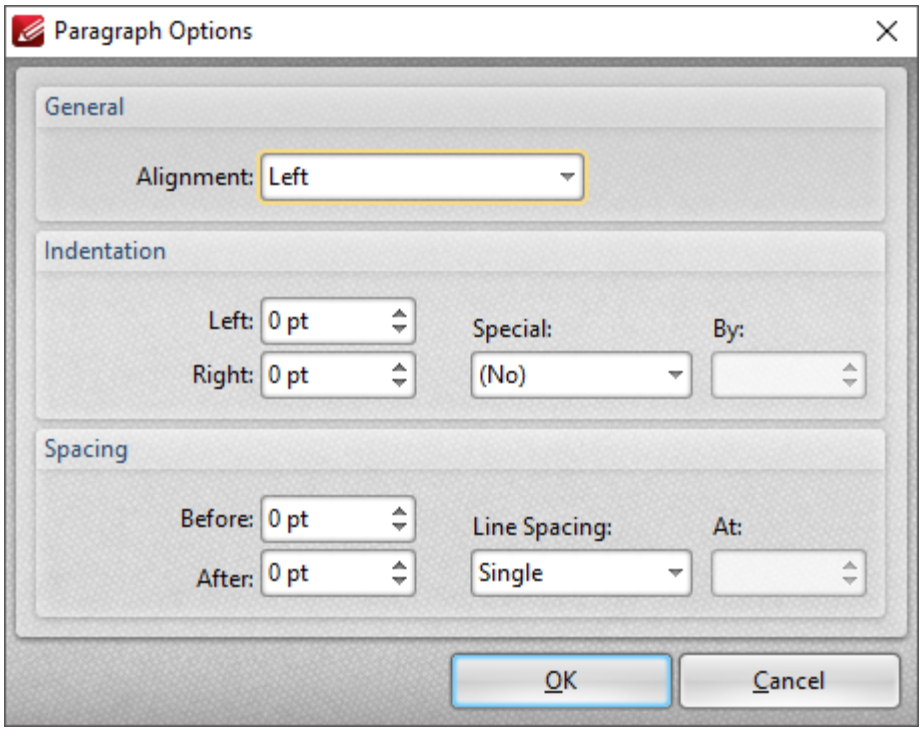
Use special text label for each image. Specifies the text label for each file. Enter any valid name.
Macros Clicking the **Macros** button [...] opens a *list of macros* that you can use to automatically generate file names. More detailed information can be found in the *Macros 56 section.
Back color Opens the standard color selection dialog for setting the background color for the image label.
Paragraph.... Opens the **Paragraph Options** window to allows adjusting the paragraph settings for the text label.



Paragraph Options window

General

Alignment allows setting the paragraph text alignment.

- **Left**
- **Center**
- **Right**
- **Justify**

Indentation allows setting the paragraph indent in pt.

Special allows defining an exception to the indentation defined in the other fields.

- **First Line** causes the first line in a paragraph to be indented. Set the level of indentation in pt. in the **By** field.

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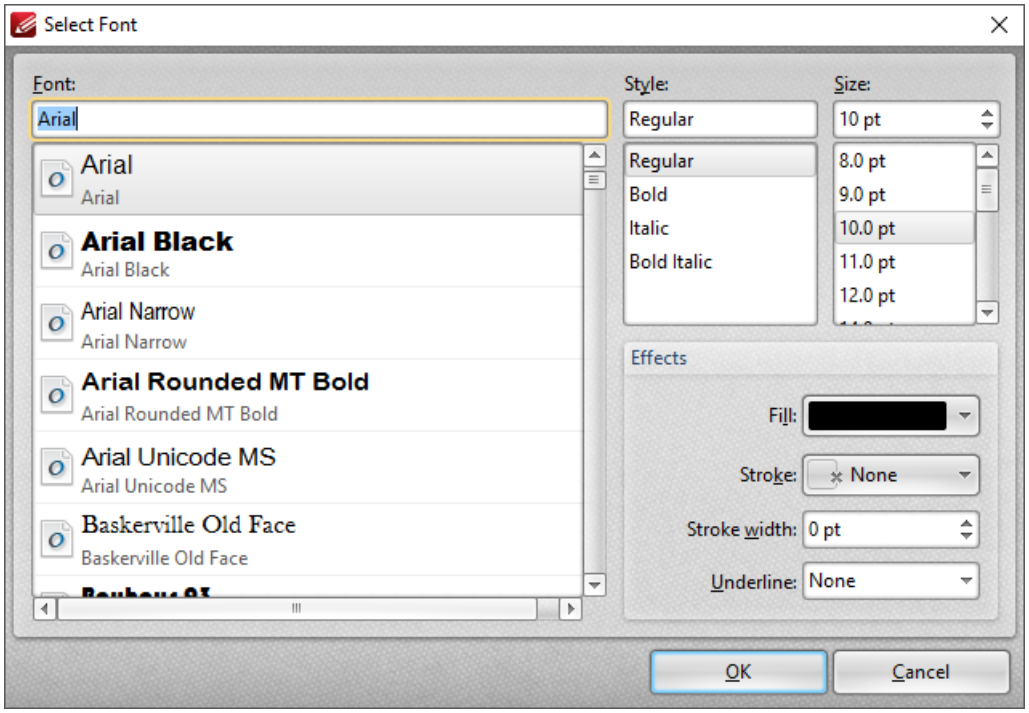
- **Hanging** is the opposite of first line as the first line of the paragraphs will be indented as per the regular indentation,
  and the rest of the lines within a paragraph will be indented as defined by the **Special** and **By** fields.

Spacing allows adjusting the line spacing in between the lines.

Font Clicking on **Font** opens the **Select Font** window.



Select Font window

In the **Select Font** window, choose from installed fonts, the font **Style**, font **Size**, and color.

Effects fine-tune the look of the text within the file.

Fill defines the main color of the text.
Stroke defines the outline color of the text
Stroke Width defines the width of the stroke or outline
Underline Choose from no underline (**None**) and **Solid** underline.

Place label above image If ticked, the label will be placed above the image.
Add bookmark for each image with the same text as label. If ticked, a bookmark will be created for all images with the same text as label specified.

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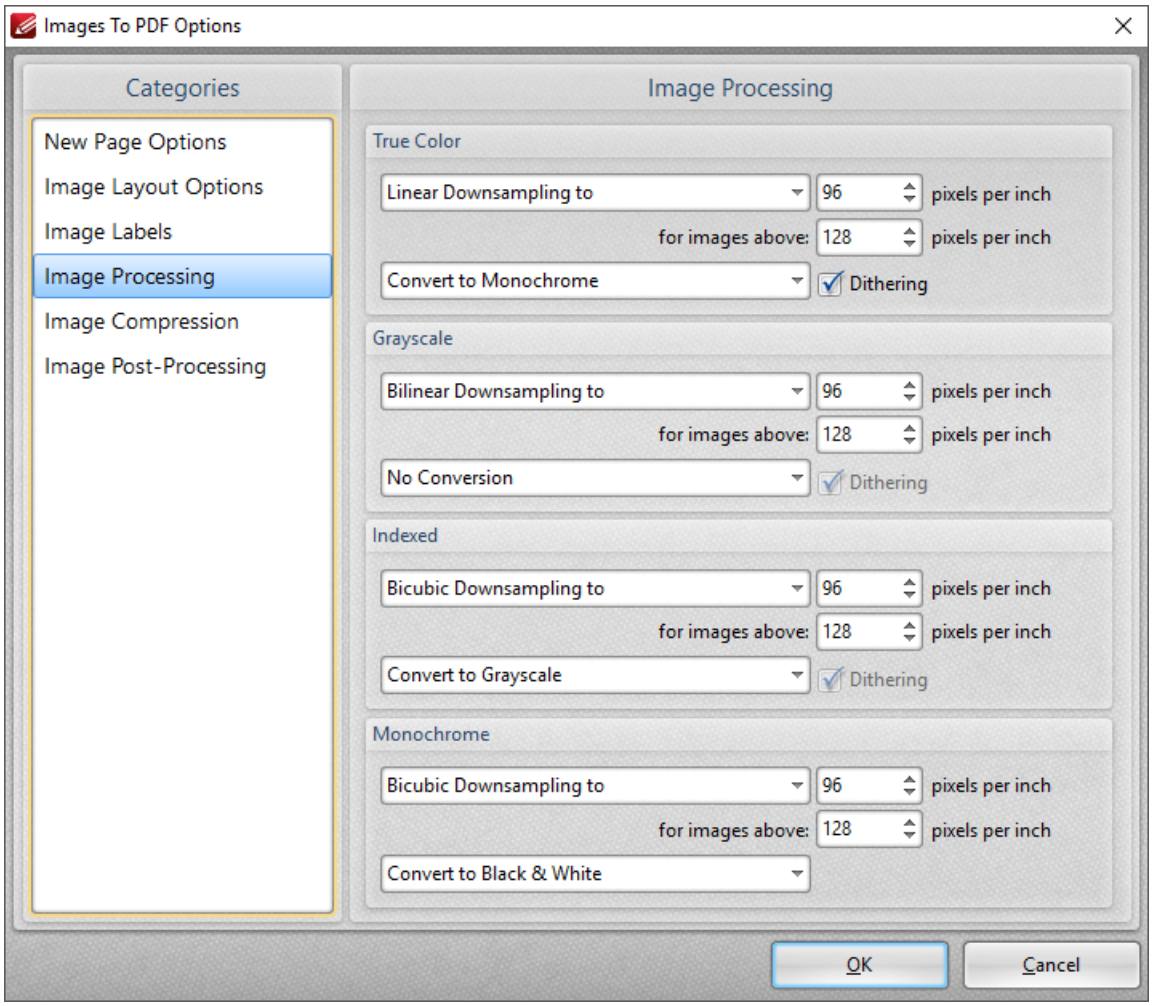
Image Processing
Allows setting the options of the image's downsampling and conversion.



Images To PDF Options> Image Processing window

Downsampling and Conversion.

True Color. Applies image downsampling and conversion options for true color images.
Grayscale. Applies downsampling or conversion options for high color and grayscale images.
Indexed. Applies downsampling or conversion options for indexed images.
Monochrome. Applies downsampling or conversion options for monochrome images.

Downsampling. Downsampling decreases the number of pixels in an image. To downsample images, choose a downsampling method (linear, bilinear, or bicubic downsampling) and enter the desired resolution (in pixels per inch). Then enter a resolution in the *for images above* text box.

No Downsampling. Allows disabling downsampling if the PDF file is to be printed at high resolution.

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Linear Downsampling to. The classical linear downsampling approach is based on the removal from the original image of those frequencies which are too high to be represented at a lower resolution level.
Bilinear Downsampling to. Adds pixels by averaging the color values of surrounding pixels. It produces results of medium quality.
Bicubic Downsampling To. Is a more precise downsampling method based on an examination of the values of surrounding pixels. Using more complex calculations, Bicubic downsampling produces smoother tonal gradations than Linear or Bilinear ones.

Conversion. Allows changing the images' color mode for grayscale, monochrome or black & white.

No Conversion. No images will be converted.
Convert to Grayscale. Images will be converted to grayscale.
Convert to Monochrome. Images will be converted to monochrome.
Convert to Black & White. Images will be converted to black & white.
Dithering. When the Dithering option is selected, Photoshop mixes colors in the destination color space to simulate a missing color that existed in the source space. Although dithering helps to reduce the blocky or banded appearance of an image**.**

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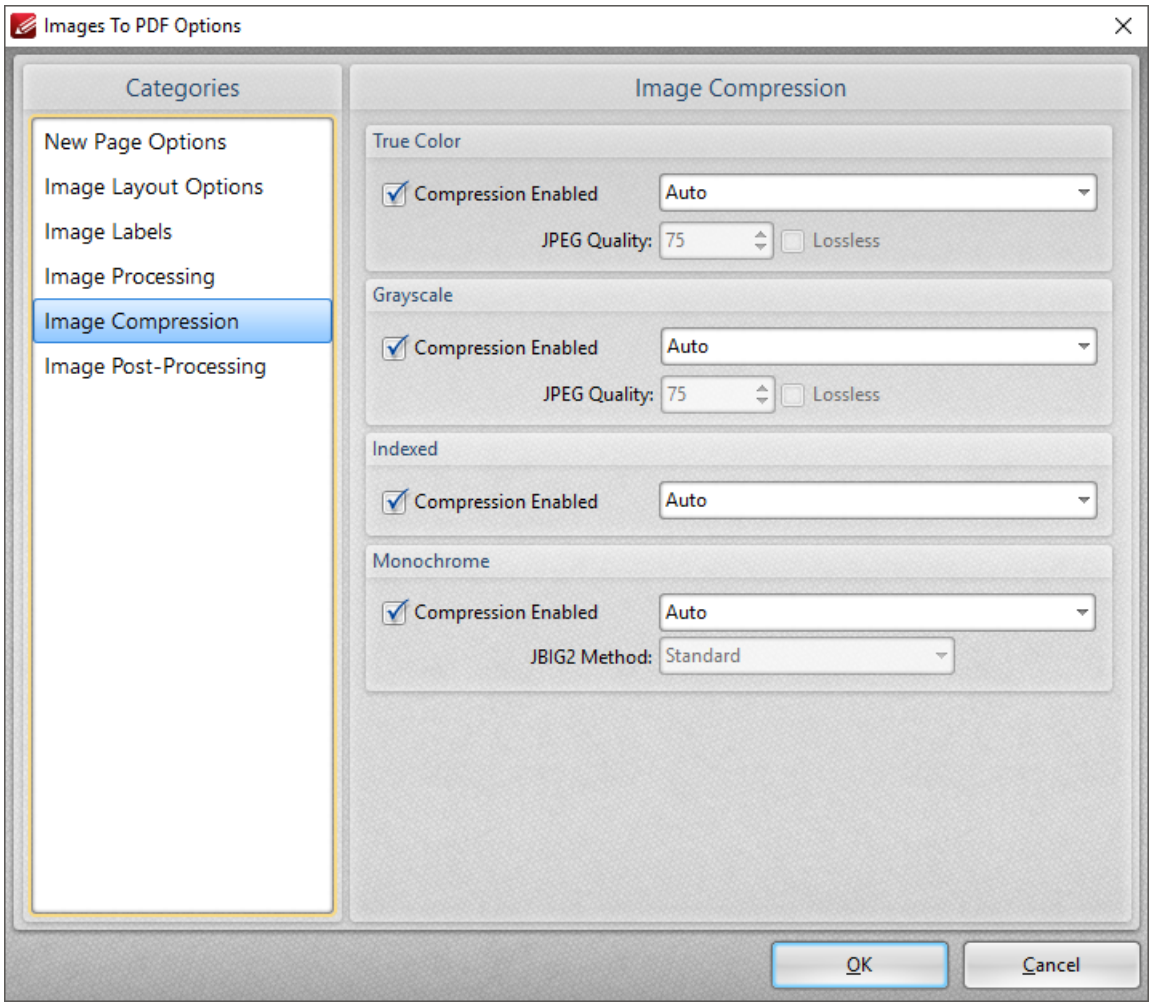
Image Compression
Allows setting the image compression options.



Images To PDF Options> Image Compression window

True Color. Applies image compression options for true color images.
Grayscale. Applies compression options for high color and grayscale images.
Indexed. Applies compression options for indexed images.
Monochrome. Applies compression options for monochrome images.
Compression enabled. If checked, it will compress image content depending on the image compression options selected.

- **Auto**. The best compression settings will be set by the application whilst retaining reasonable image quality.
- **JPEG**. Best used for colored images.
- **Flate**. Is used for text, graphics and images.
- **JPEG/ZIP**.
- **JPEG 2000**.
- **JPEG 2000/ZIP**.

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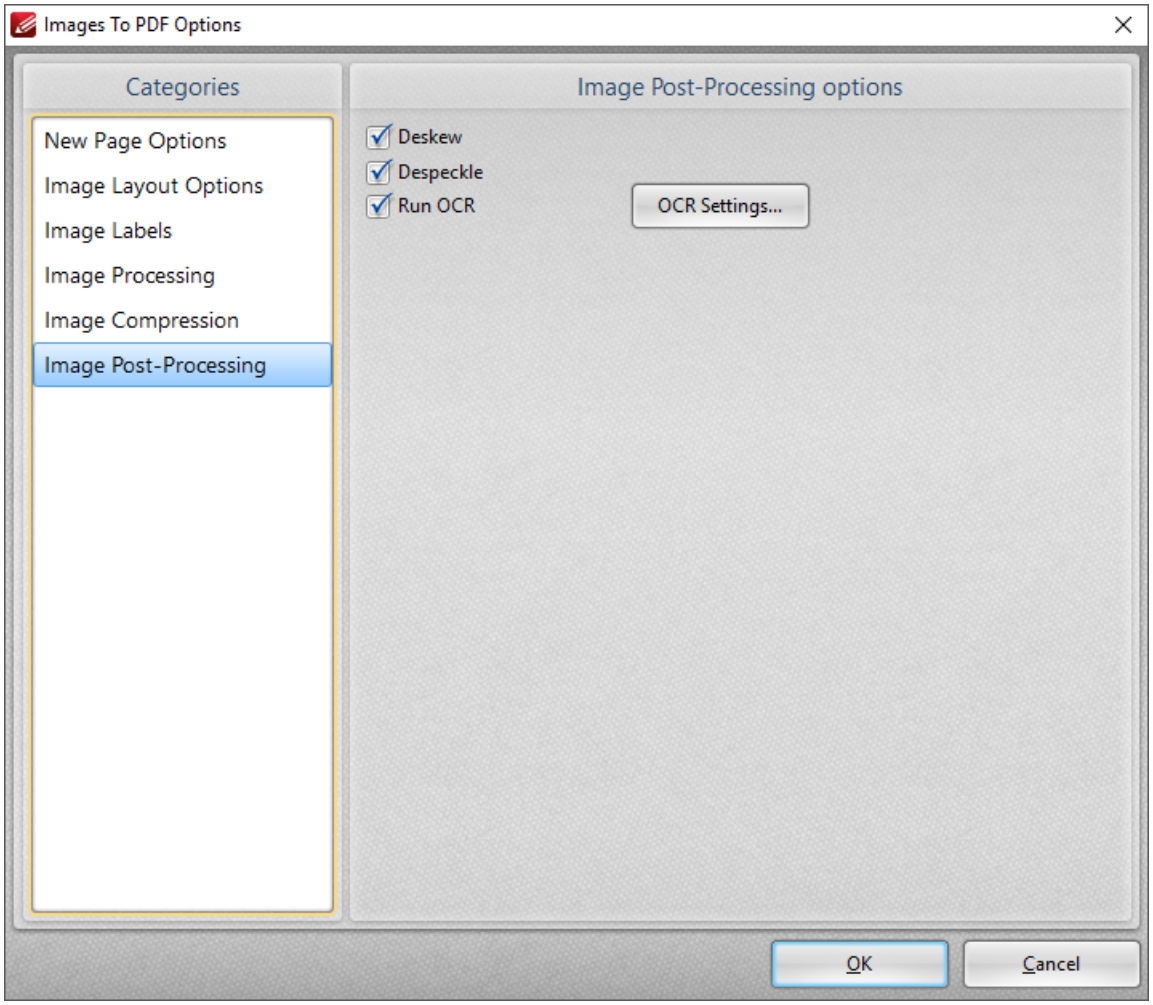
JPEG Quality. A percentage value determining image content quality over compression - the higher the value entered the lower the compression setting applied and image quality is retained to a higher degree - lower values make smaller files.

Image Post-processing
Allows setting image modification actions, such as Deskew, Despeckle, and/or OCR the images after the PDF is created.



Images To PDF Options> Image Post-processing window

Deskew will straighten images if they are skewed or crooked.
Despeckle will detect and remove specks from the document.
Run OCR will run OCR on the pages in the resulting PDF.
OCR Settings See **Document> OCR pages** 430... for more details.

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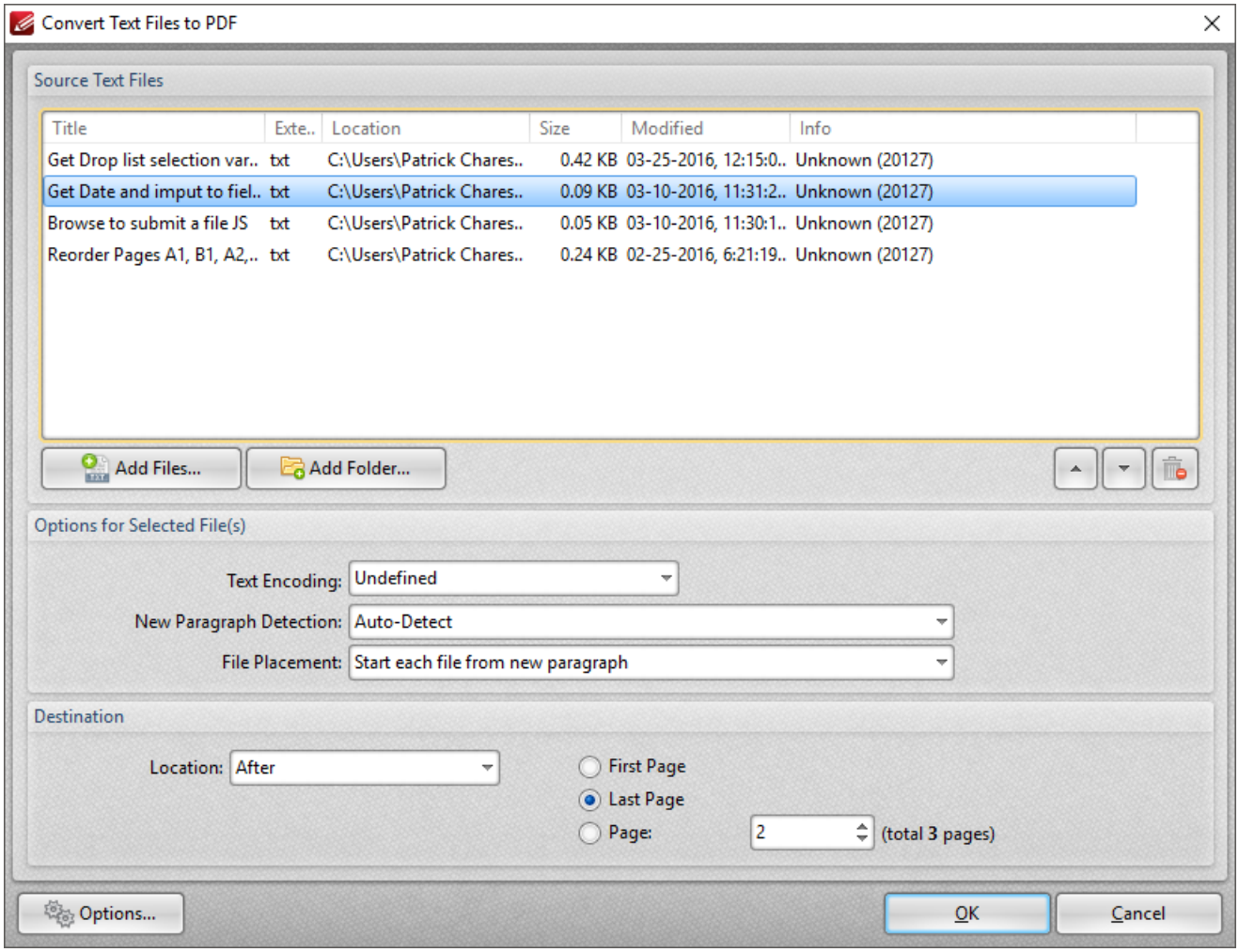
7.4.7.4 Insert Text...

To insert text files to an existing file, select the Insert Text option found under **Document> Insert Pages> Insert Text** to open the **Convert Text Files To PDF** window.



Convert Text Files To PDF window

First, choose the source file(s) or folder(s) using the **Add Files...** and **Add Folder** buttons respectively. Selecting a folder will include all text files contained within that folder, and sub-folders. Select one of the files to change file-specific behavior at the time of insertion.

Once the destination and options are correctly defined, select **OK** to insert the pages to active file. See below for more details.

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Source Files
This section allows for the selection of text files to be added to the currently active PDF file.

Add files.... Opens the **Open** window to select an text file from.

Add Folder.... Opens the **Browse For Folder** window to add/select all text files contained in the selected folder.

Up. Moves the selected file up in the list.

Down. Moves the selected file down in the list.

Remove. Removes the selected file from the list.

Options for Selected File(s)

Text Encoding defines the language of the text in the file.
New Paragraph Detection define how the Editor recognizes paragraph structure for the selected text file.

- **Auto Detect**
- **Each newline character starts a new paragraph**
- **Two newline characters starts a new paragraph, single is ignored**
- **Double newline character starts a new paragraph, single is converted to space**

File Placement define the location and placement behavior for the selected text file.

- **Start each file from new paragraph**
- **Start each file from new page**

Destination
Define the location in the active document for the pages from the source file to be inserted.

Location define the rout location for placement of the selected pages from the source document.

- **Before** will place the pages before the option defined.
- **After** will place the pages after the option defined.

First Page the pages inserted from the source file will be located before or after the first page in the active document depending on the option selected in the **Location** drop-down menu.
Last Page the pages inserted from the source file will be located before or after the last page in the active document depending on the option selected in the **Location** drop-down menu.

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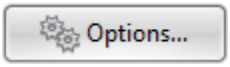
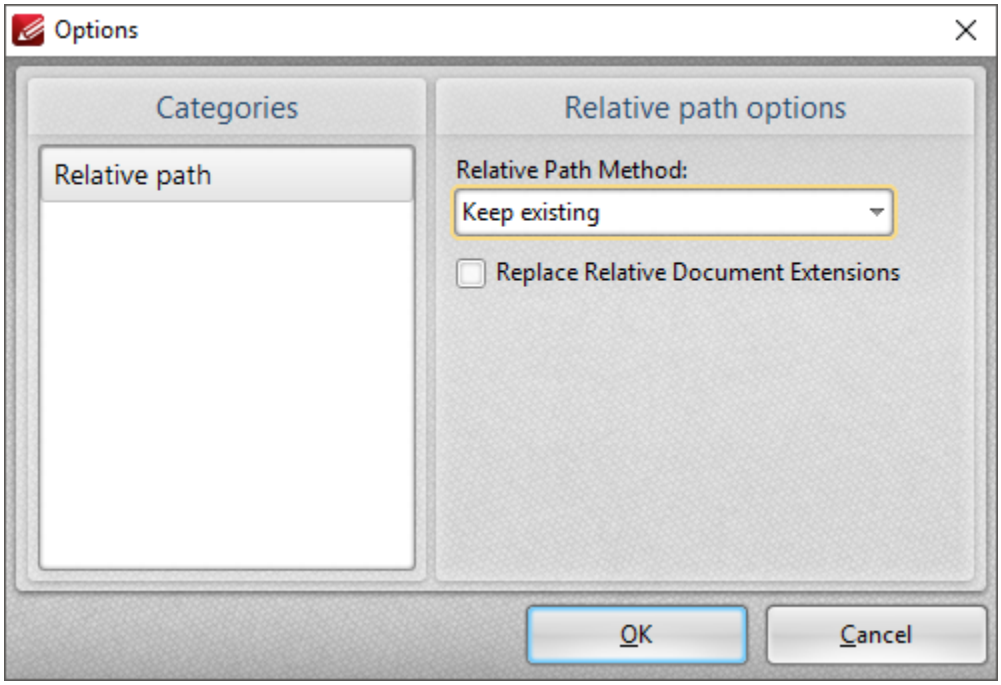
Page: the pages inserted from the source file will be located before or after the page number indicated in the active document depending on the option selected in the **Location** drop-down menu.



The **Options** button lunches the options window. There, options such as text formatting, Page sizes and more can be defined.

New Page Options



Options> New Page Options window

Document the page size of the currently active PDF will be used for the inserted pages.
Standard choose from a list of standard page sizes.
Custom Define a custom page size in the adjacent fields using the units selected.

Margins Define the margin in the unit selected.

Left: Defines the white space between the left edge of the page, and the content.
Right: Defines the white space between the right edge of the page, and the content.
Top: Defines the white space between the top edge of the page, and the content.
Bottom: Defines the white space between the bottom edge of the page, and the content.

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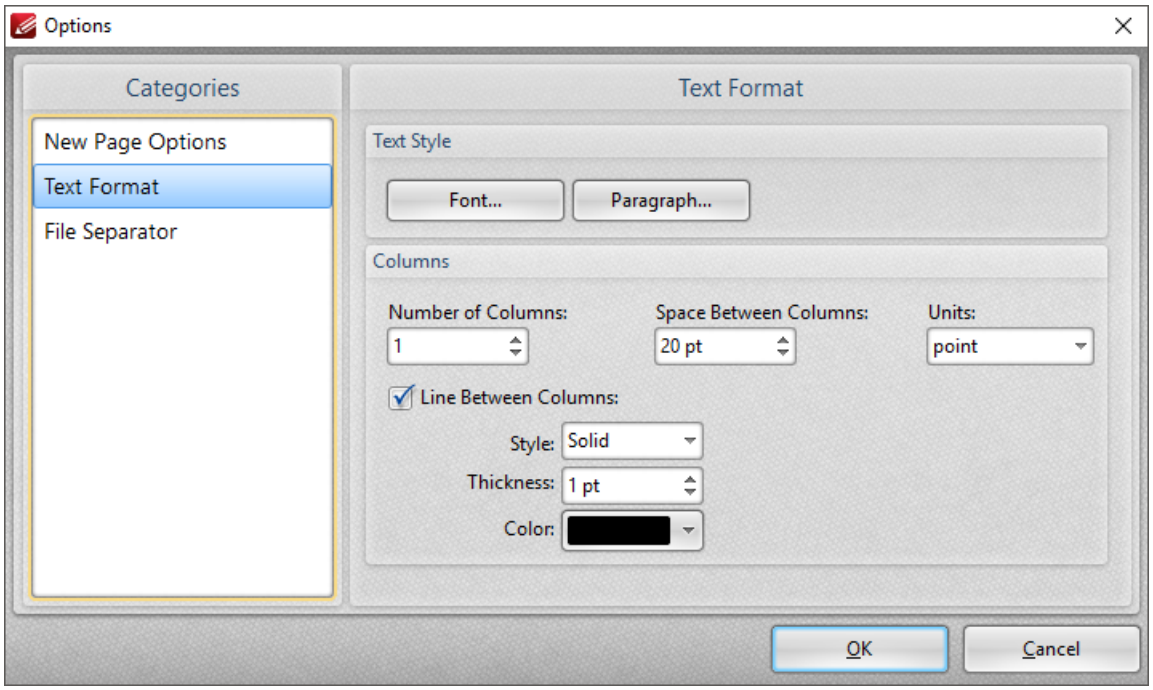
Text Format

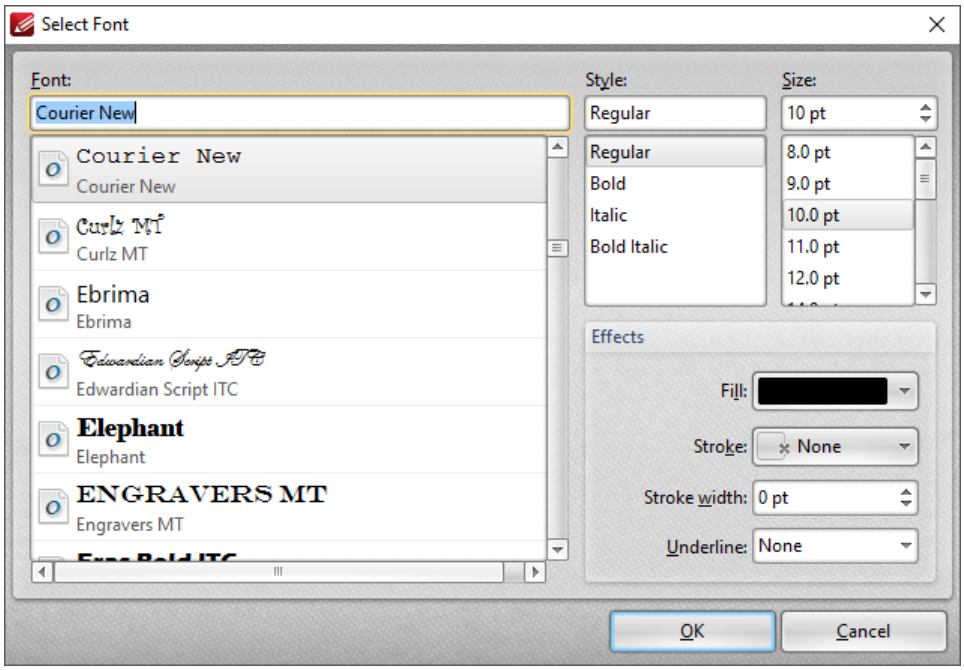
Allows setting the format in which the text within the PDF is rendered.



Options> Text Format window

Text Style

Font... opens the **Select Font** window.



Select Font window

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In the **Select Font** window, choose from installed fonts, the font style, font size, and color.

Effects allows for fine-tuning the look of the text within the file.

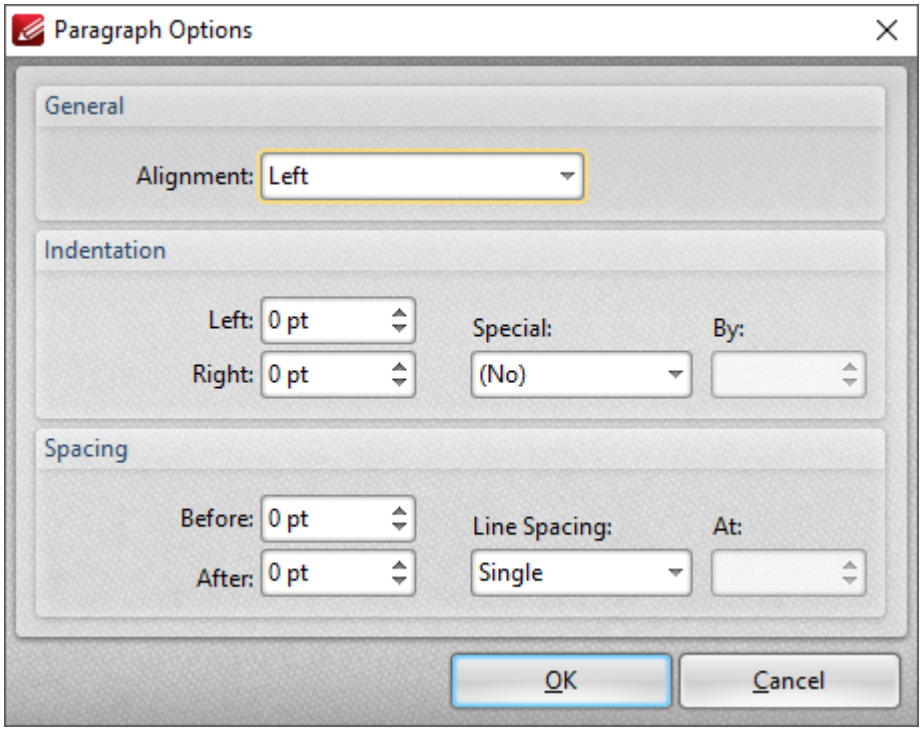
Fill defines the main color of the text.

Stroke defines the outline color of the text

Stroke Width defines the width of the stroke or outline

Underline Choose from no underline (**None**) and **Solid** underline.

Paragraph... allows setting how paragraphs are rendered in the PDF output.



Paragraph Options window

General

Alignment allows the setting of the paragraph text alignment.

- **Left**
- **Center**
- **Right**
- **Justify**

Indentation allows setting the paragraph indent in pt.

Special allows setting an exception to the indentation defined in the other fields.

- **First Line** causes the first line in a paragraph to be indented. Define the level of indentation in pt. in the **By** field.

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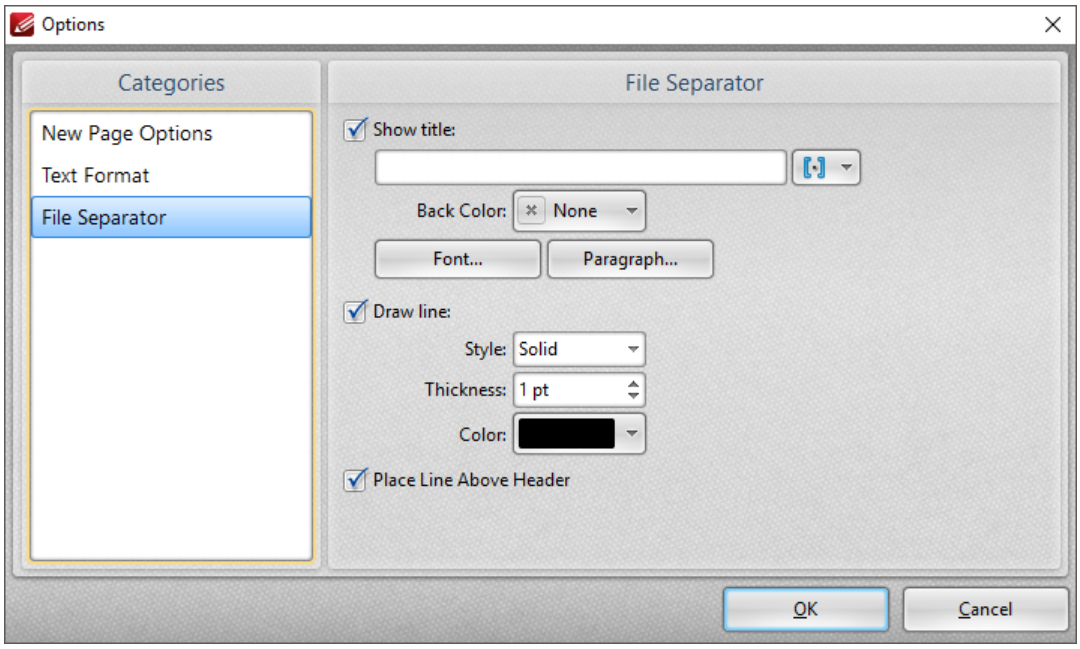
- **Hanging** is the opposite of first line as the first line of the paragraphs will be indented as per the regular indentation, and the rest of the lines within a paragraph will be indented as defined by the **Special** and **By** fields.

Spacing allows adjusting the line spacing in between the lines.

Before defines the line spacing above each line in Points (pt)
After defines the line spacing below each line in Points (pt)
Line Spacing select the line spacing method.

File Separator
Allows for the addition of a file separator for new text files and to specify its options.



Options File Separator window

Show title. Shows the title header to separate each file. Enter any valid name. In addition, clicking the Macros 56 button opens a submenu of *macros* that automatically generates file names. For detailed information go to the *Macros 56 section.
Back color: Opens the standard color selection dialog to allows setting the background color for the header.
Font.... opens the **Font Select** window as described in the Text Style 401 section above.
Paragraph.... opens the **Paragraph Options** window as described in the Text Style 401 section above.
Draw line. Allows a line to be drawn that would separate files one from another and specify the line's appearance.
Place line above header. If this option is selected, the line will be placed above the header.

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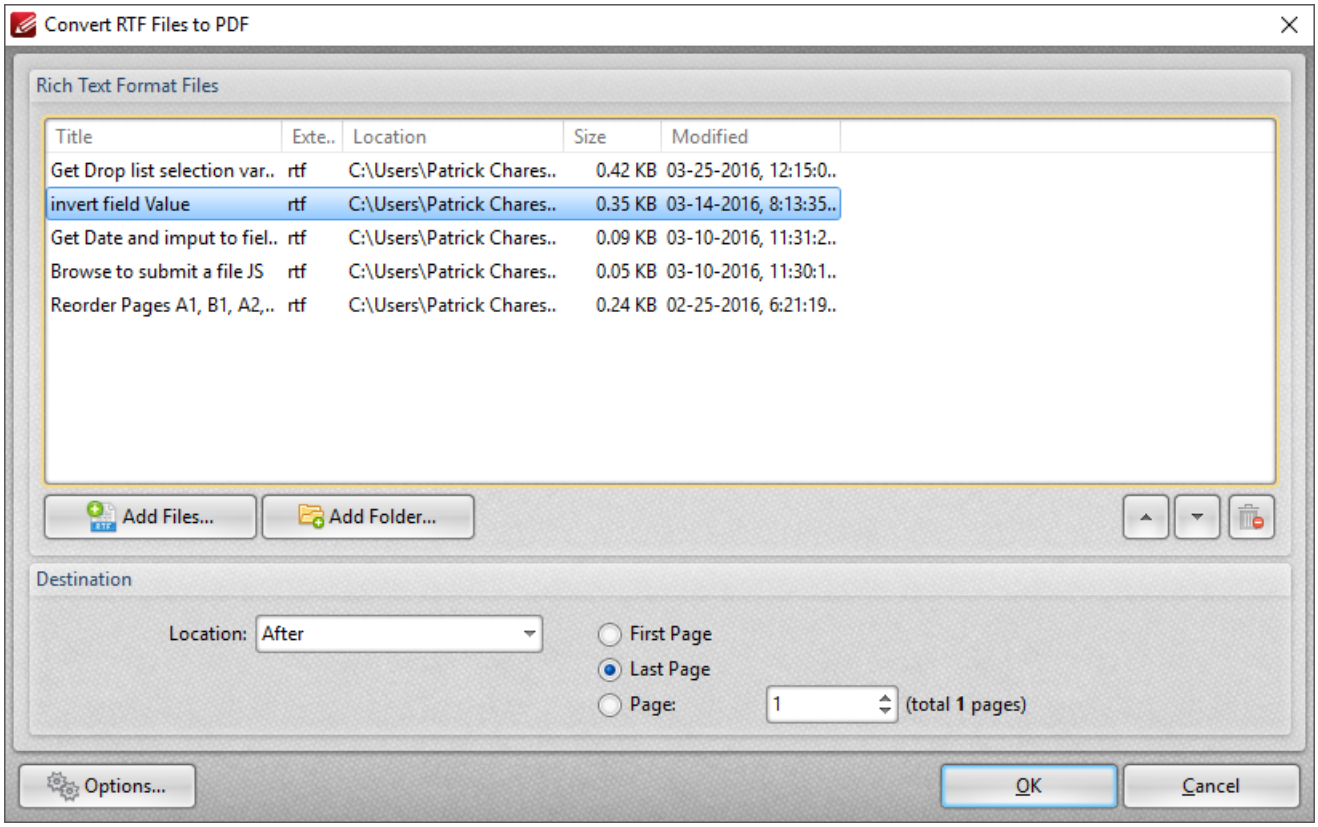
7.4.7.5 Insert RTF...

To insert RTF (Rich Text Format) files to an existing file, select the Insert RTF option found under **Document> Insert Pages> Insert RTF** to open the **Convert RTF Files To PDF** window.



Convert RTF Files to PDF Window

First, choose the source file(s) or folder(s) using the **Add Files...** and **Add Folder** buttons respectively. Selecting a folder will include all RTF files contained within that folder, and sub-folders. Select one of the files to change file specific behavior at the time of insertion.

Once the destination and options are correctly defined, click **OK** to insert the pages to active file. See below for more details.

Source Files

This section allows for the selection of RTF files to be added to the currently active PDF file.

Add files.... Opens the **Open** window to select an RTF file from.

Add Folder.... Opens the **Browse For Folder** window to add/select all RTF files contained in the selected folder.

Up. Moves the selected file up in the list.

Down. Moves the selected file down in the list.

Remove. Removes the selected file from the list.

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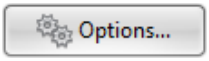
Destination
Define the location in the active document for the pages from the source file to be inserted.

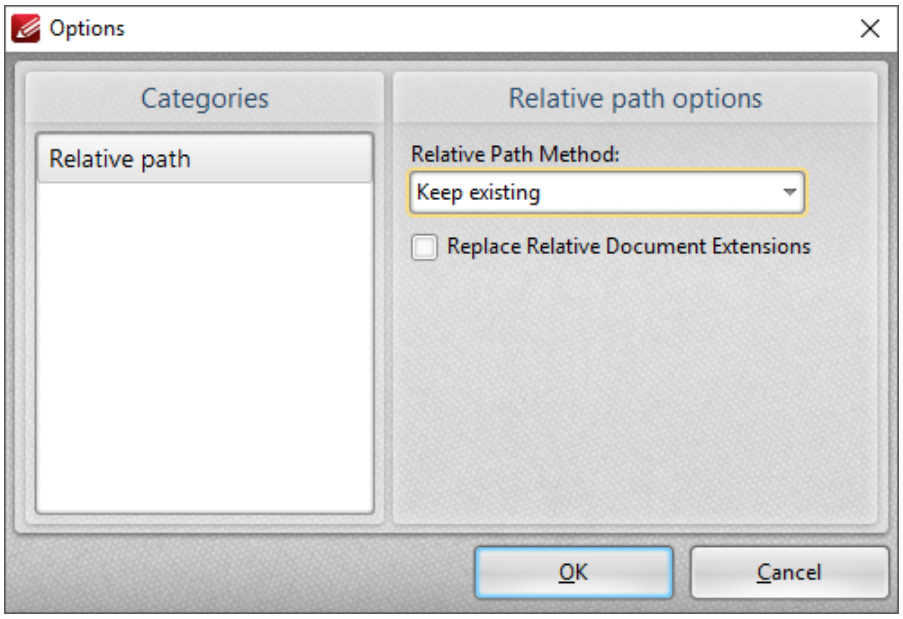
Location define the page insertion location for placement of the selected pages from the source document.

- **Before** will place the pages before the destination page defined.
- **After** will place the pages after the destination page defined.

First Page the pages inserted from the source file will be located before or after the first page in the active document depending on the option selected in the **Location** drop-down menu.
Last Page the pages inserted from the source file will be located before or after the last page in the active document depending on the option selected in the **Location** drop-down menu.
Page: the pages inserted from the source file will be located before or after the page number indicated in the active document depending on the option selected in the **Location** drop-down menu.



Options opens the Options window.



Relative Path Options define the path from which to call the selected RTF file. .

Keep existing keeps the current file path.
Make absolute Creates an absolute file path pointing directly to the RTF.
Make Relative Creates a path relative to the active PDF file pointing to the RTF file.

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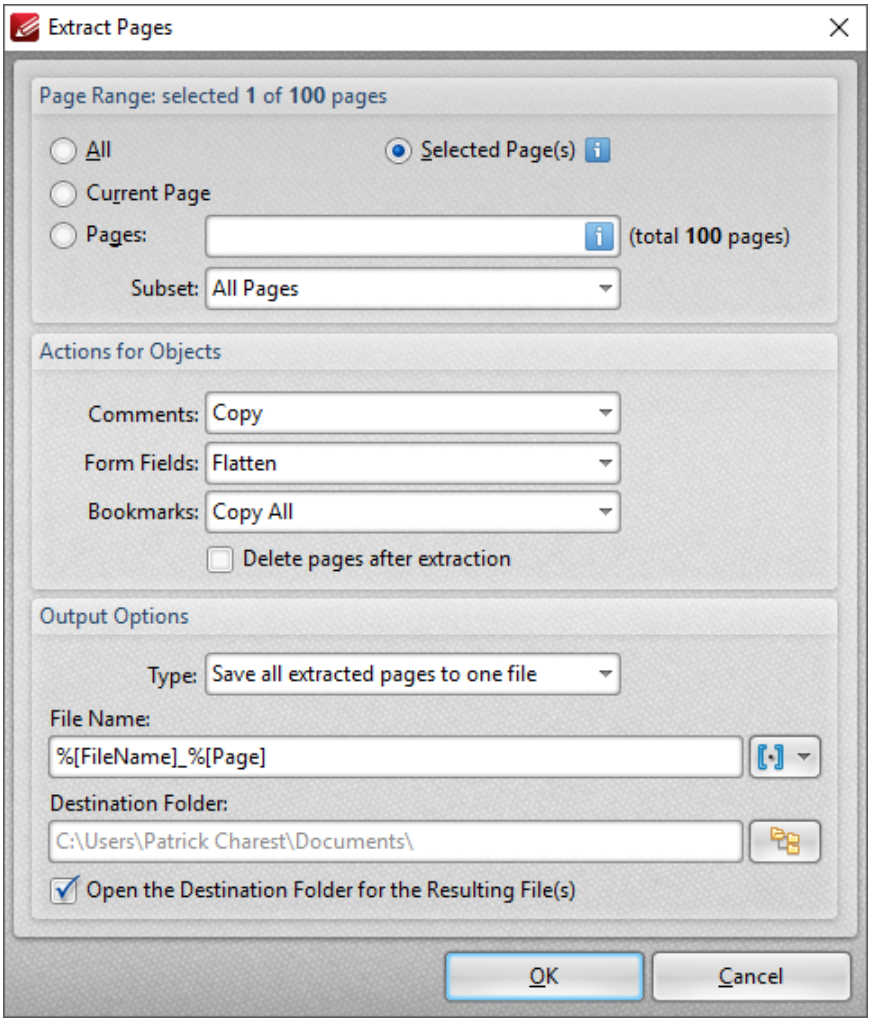
7.4.8 Extract Pages

To **Extract Pages** from a document to a new document or documents, go to **Document> Extract Pages**. This opens the Extract Pages window.



Page Range: Selected <#> **of** <#> **pages**

Define the page range to be extracted.

All all pages will be extracted.

Current Page the currently viewed page will be extracted.

Pages type the desired page range here. Multiple page ranges should be separated by a coma.

Note: For printing pages 1 to 15, page 17, pages 20 to 46 and pages 88 to 100 of a 100 page document to be included in the print job, type the following: **1-15, 17, 20-46, 88-100**. If there is a disconnected hyphen (dash) in the page ranges, that page range will go to the beginning or end of the document like so: **-15, 17, 20-46, 88-**.

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Selected Pages This option is available when there are pages selected in the **Thumbnails Pane** 296.

Subset Select a subset of pages. Such as **Odd pages** or **Even Pages**.

Actions for Objects

Define the actions to perform on each of the objects.

Comments: Define the behavior for comments and annotations.

- **Copy:** Copies the object to the new document.
- **Flatten** flattens the objects so they appear to be copied, but are in fact base content objects instead of comments.
- **Do not copy:** Will not copy comments to the new document.

Form Fields: Define the behavior for form fields.

- **Copy** copy form fields and entered data to the new document.
- **Flatten** flattens form fields and their content to the new document.
- **Do not copy** does not extract form data or fields to the new document.

Bookmarks: Define the actions for bookmarks.

- **Copy All** Copy all the bookmarks from the original document to the new document.
- **Do not copy** does not copy bookmarks to the new document.
- **Copy related** copies only bookmarks related to the pages included in the extraction.

Delete Pages after extraction: Will remove the pages from the original document after extraction.

Output Options define the preferences for the resulting document.

Type: defines the output for each page extracted.

- **Extract all pages to a new document** all extracted pages will be extracted to a new, unsaved document.
- **Save all extracted pages to one file** all extracted pages will be in a single resulting document.

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- **Save each page to a separate file** each extracted page will be extracted to its own document.
- **Save each page range to a separate file** Pages within a single page range will be extracted to a single document. For example, if the page range is defined as 3-4, 9-26, 43-49 the result will be 3 documents.

File Name: Macros can be used in this field to define the file name programmatically. For a guide to using Macros, please see the *Macros 56 page. A custom name can be manually typed into this field as well.

Destination Folder Define the folder to which the new document(s) will be saved.

Open Destination folder for the resulting files will open the folder that the extracted pages have been saved to.

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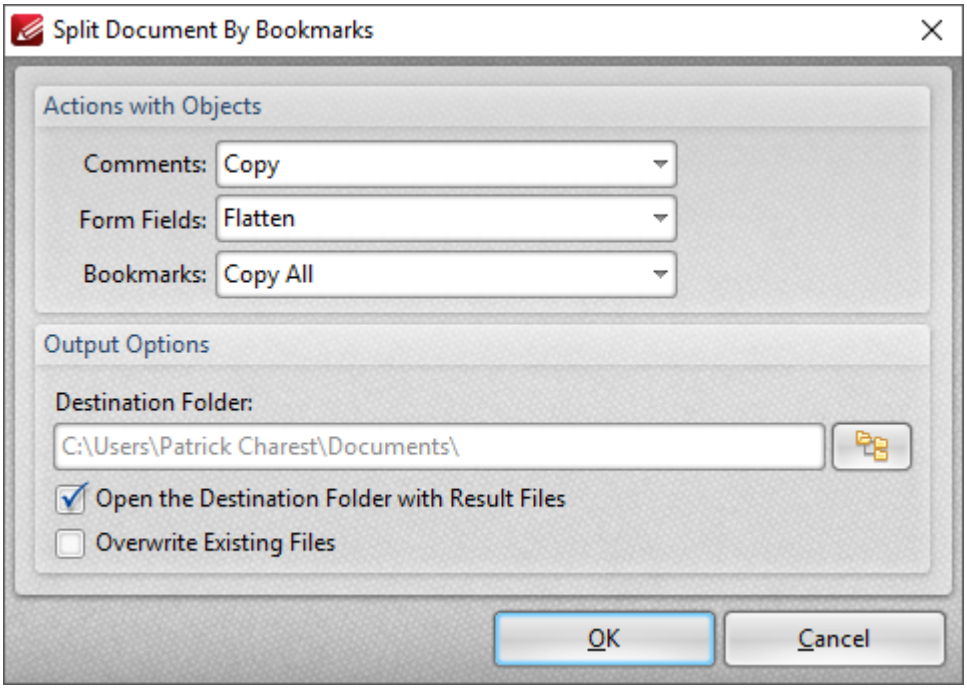
7.4.9 Split Document By Bookmarks

Split Document by Bookmarks allows splitting of the current PDF document into multiple smaller-size PDF documents from Top Level Bookmarks (Root Bookmarks).
This feature can split a big PDF document (e.g., a book) into individual chapters.

From the **Main Menu** choose **Document> Split Document by Bookmarks** to launch the **Split Document By Bookmarks** window and split the PDF document. Each new file will inherit the name of the related root bookmark.



Split Document By Bookmarks window

Actions with Objects
Actions related to objects that are included in the original PDF document, such as **Comments**, **Form Fields**, and child **Bookmarks**, can be included to the new documents; can be converted to the part of the new content or ignored in the resulting documents.

Comments:

- **Copy** adds the related comments as **Comments** 446 to the new documents.
- **Flatten** adds the related comments as part of the documents content - **Flatten Comments** 446.
- **Do Not Copy** discards all comments and creates the resulting documents without comments.

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Form Fields:

- **Flatten** adds the content of the form fields to the content of the resulting documents.
- **Do Not Copy** discards all form field content.

Bookmarks:

- **Do Not Copy** discards all bookmarks and creates the resulting documents without bookmarks.
- **Copy All** adds all bookmarks to the new documents. Bookmarks related to the current root bookmark will not perform the same action in the new file. Bookmarks that do not relate to the resulting document will only be listed in the **Bookmarks** 284 Pane.
- **Copy Related** adds only the related bookmarks to the new documents.

Output Options
These options define the results of the new documents.

Destination Folder, which may already exist, or can be created for the resulting documents to be saved to. The documents will get the names of the root bookmarks.

Further to this options include:

Open the Destination Folder with Result Files and see the new files once saved, named as related root bookmarks.

Overwrite Existing Files and save the new documents over existing files in the folder with the same names. Use this option when you attempt to split the original PDF document more than one time.

Press **OK** to split the PDF document by bookmarks into new PDF documents or **Cancel** to cancel the operation.

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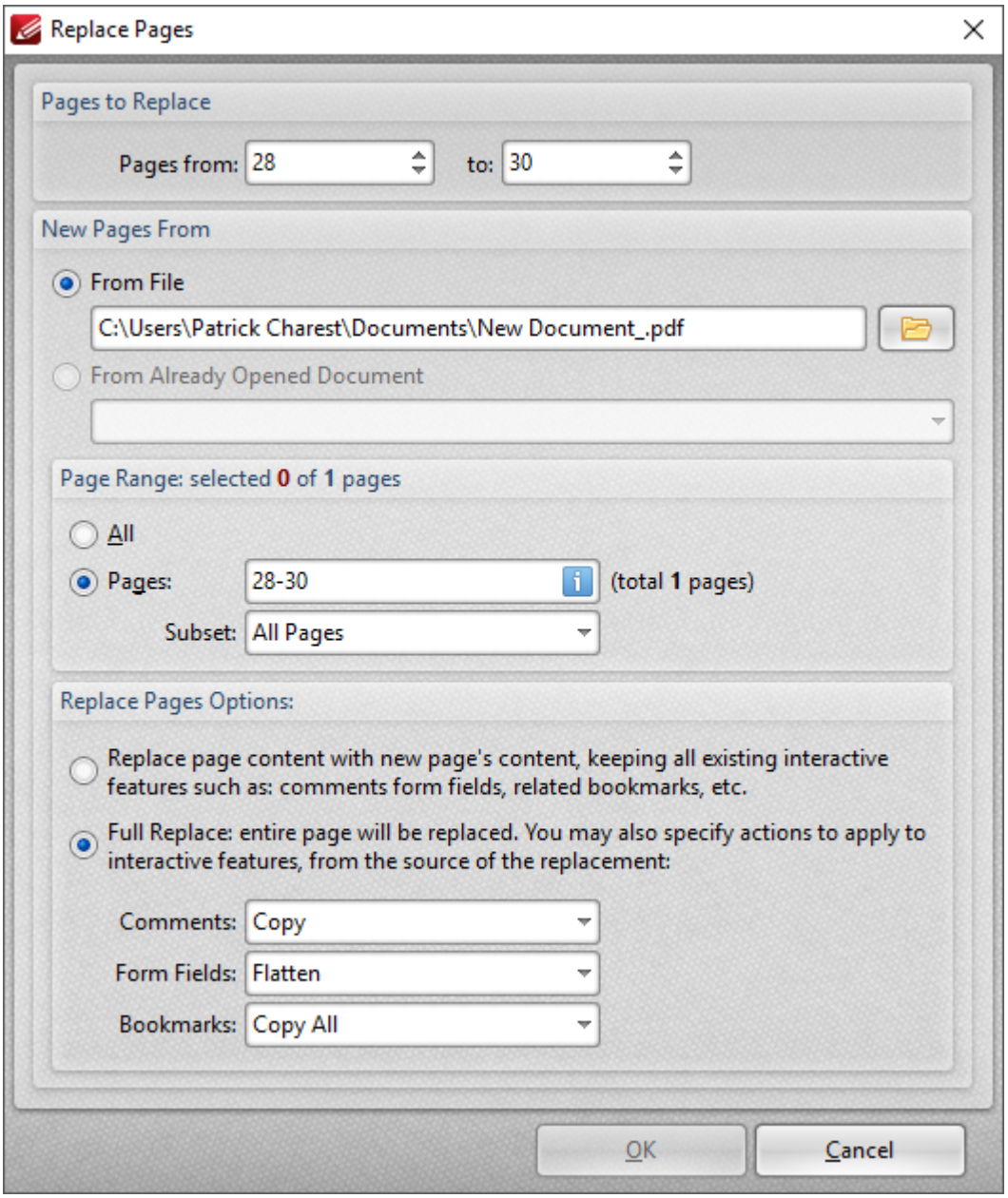
7.4.10 Replace Pages...

Replace Pages replaces existing pages of an open PDF document with pages from another already opened PDF document or a Supported file type located in an available folder.

Main Menu> Document> Replace Pages... opens the Replace Pages Window.

Replace pages can also be accessed using the **Thumbnails** 296 pane: Select the pages to be replaced and then open the context menu by right-clicking the mouse and selecting Replace pages...



Replace Pages window

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Pages to Replace
Sets the range of pages of the active PDF document to replace, using the Pages From: and To: fields

New Pages From
Sets the document that contains the new pages to replace the existing ones.

From File selects a file using the standard Windows **Open File** dialog to navigate to a folder on your computer or network to select a file.

Note: The types of files containing replacement page(s) must be supported by PDF-XChange Editor.

From Already Opened Document selects a file that is already opened in the Editor using the drop-down list provided.

Page Range sets the page(s) to be inserted into the original document.

All inserts all pages from the document.

Pages: selects individual pages from the document. The pages will be indicated by their numbers beginning with 1.
Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5.
Multiple page ranges may be specified, separated from one an other by commas.

Subset drop-list provides the option to select groups based on an order within the document.

- **All Pages** option inserts all of the specified pages.
- **Even Pages** Only option inserts, within the specified Pages Range, only even-numbered pages: 2, 4, 6, etc.
- **Odd Pages** Only option inserts, within the specified Pages Range, only odd-numbered pages: 1, 3, 5, etc.

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Replace Pages Options

With the new pages you may want to place not only their content, but also the objects from these pages, such as Comments, Form Fields, and Bookmarks.

Only content if you want to replace only content (text, images, which are the part of content) of selected pages from an active document with content of new pages.

Note: All links, comments, bookmarks from the original pages will remain their places.
Actions and bookmarks, associated with replaceable pages, will be unavailable.
With this option you can replace only the same number of pages (for example, if you attempt to replace pages 5,6 with pages 5-8, you are able to replace only pages 5 and 6.)

Or

Content of comments, form fields, and bookmarks. delete all content and annotations (comments, links) from the original pages and bring new pages their content, related links, and objects such as:

Comments:

- Copy comments to add related comments to the new documents as **Comments** 446;
- Flatten comments to add these comments as part of the documents content - **Flatten Comments** 446;
- Do Not Copy comments to discard all comment and get the result documents without comments.

Form Fields:

- Flatten form fields to add the content of form fields (but not fields themselves) to the resulting documents' content;
- Do Not Copy to discard all form fields.

Bookmarks:

- Do Not Copy bookmarks to discard all bookmark and get the result document without bookmarks;
- Copy All bookmarks to all bookmarks to the new document. Bookmarks, that are not related to the current root bookmark, in a new document will not perform any action; they will be only listed in the **Bookmark** 284 Pane.
- Copy Related to add only related bookmarks to the new document.

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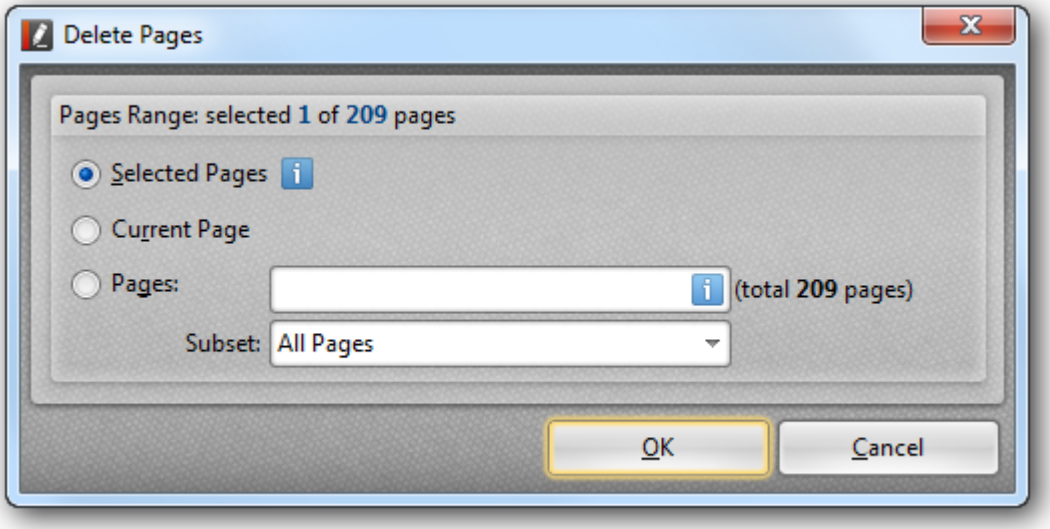
7.4.11 Delete Pages

Delete Pages allows you to select pages to be deleted from the active PDF.
IMPORTANT! This is a Licensed feature, see IMPORTANT! Evaluation mode vs. Licensed mode for more information!



Pages Range. There are three ways that page(s) may be selected for deletion:

Selected Pages. If you select one or more pages in the Thumbnails display, this option will be available. Clicking **OK** will cause those selected pages to be removed.

Current Page. Selecting this option will cause the current page of the active document to be deleted.

Pages. This option allows you to enter Pages Range. Individual pages are indicated by their numbers beginning with 1.
Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5.
Multiple page ranges may be specified, separated from one another by commas.

Subset. When Pages is selected, this drop box becomes active. The valid values are:

All Pages. All pages in the specified range will be removed.

Odd Pages Only. Only ODD numbered pages will be removed.
If you specify a range of "1-5", only pages 1, 3, and 5 will be removed.

Even Pages Only. Only EVEN numbered pages will be removed.
If you specify a range of "1-5", only pages 2 and 4 will be removed.

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7.4.12 Crop Pages

IMPORTANT! This is a Licensed feature, see IMPORTANT! Evaluation mode vs. Licensed mode 12 for more information!

The **Portable Document Format** (PDF) file encapsulates a complete description (the content and appearance) of a document. Among the other parameters, it stores the sizes of the document page. It includes the 5 various descriptions of page sizes (page boxes): Media Box, Crop Box, Bleed Box, Trim Box, Art Box. Media Box defines the size of sheet of paper for print (the width and height). If the PDF file has not been prepared to the printing office, the size of the Media Box equals the actual page size.

A finished (*physical*) page appears as a sheet of paper (for example, as in a book); its size is shown in the **Measurement Info** 616 (in the left bottom corner) or in the **Preview** in the **Print** 157 window. The *intermediate* page is distinguished from the *finished* page. It includes additional information for the printing office, such as bleeds, printer marks outside of the boundaries of the finished page.

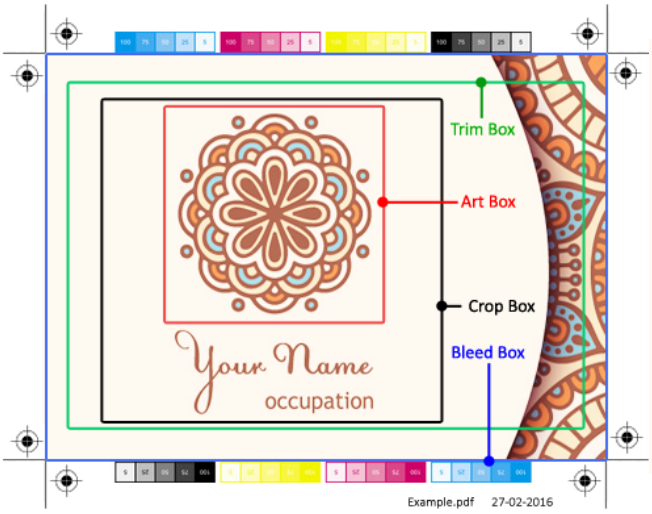

Fig.1

Fig.2

Fig.1. The example of a PDF page (Media Box) with the visual borders of all boxes, printing marks and data outside of the Bleed Box. It looks ready to the printing establishment.
Fig.2. The example of a PDF page as a *physical* page (as a book page after trimming).

Crop Pages can define all sizes of boxes for a PDF page (*Crop Box, Trim Box, Bleed Box, Art Box*) and crop the selected pages to the prescribed boundaries. This feature allows to adjust the visible area and helps to prepare the PDF document for the prepress process.

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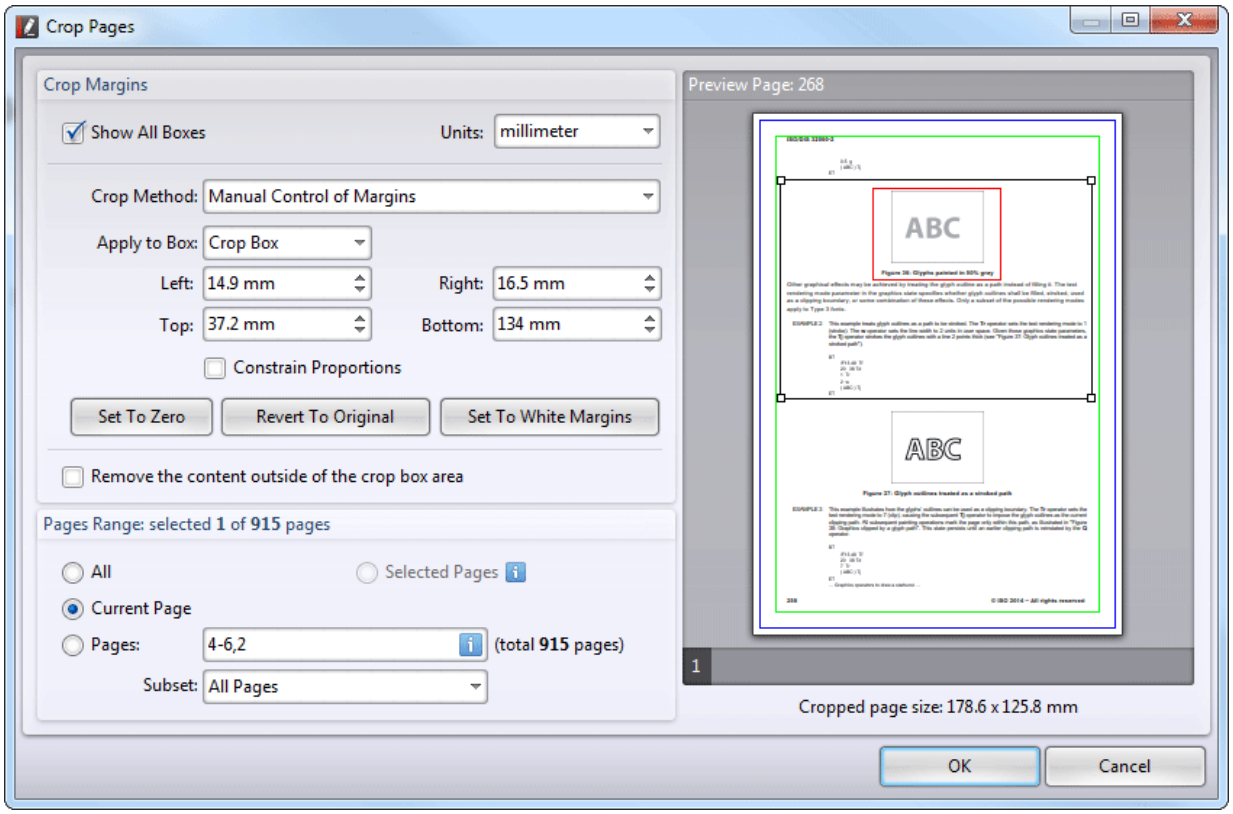
In a **Main Menu** choose **Document** > **Crop Pages** (or press *Ctrl+Shif+T*):



First, set the **Page Range** to which you want to describe the box.
Second, choose the **Box** and set the value of its **Margins**. For **Crop Box** decide what to do with the content outside of the box.
At the end, click **OK** to approve the changes or **Cancel** to discard them.

Crop Margins dialog allows to set and change margins for **Crop**, **Trim**, **Bleed**, and **Art Boxes**.

Choose the **Crop Method** to work with all boxes or just to cut the white edges from the page.

- **Manual Control of Margins** on *Crop Box*, *Bleed Box*, *Trim Box*, and *Art Box* to set the parameters of margins by typing their values or by dragging the edges of the box with a mouse.
- **Remove White Spaces** to crop all vertical and horizontal white spaces on the page(s) without additional settings. It is the easiest way to remove all white margins from the displaying and printing area of document pages.
- **Remove Vertical White Spaces** to crop white spaces on the top and the bottom of the page(s) without additional settings.

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- **Remove Horizontal White Spaces** to crop left and right white spaces on the page(s) without additional settings.

In the field **Apply to box** choose a box for further setting.

- **Crop Box** defines the region for screen display or printing (visual page). The page content outside of *Crop Box* will be clipped. Usually identical to the *Media Box*, *Trim Box*, or both. For prepress use *Crop Box* is irrelevant.
- **Trim Box** defines the actual, final page size (after trimming when professionally printed). The *Trim Box* is taken from the document setup.
- **Bleed Box** is wider and taller than the *Trim Box*. Images or other elements touching an outer edge of a printed page need to extend beyond the edge of the paper to compensate for inaccuracies in trimming the page. Information is sourced from the margin section of the print dialog box or is in a requirement list from a printing office.
- **Art Box** defines a rectangular within a page for special interest. As example of using the *Art Box* is to handle ads: the *Art Box* can define the size of that ad on a with an advertisement. This allows you to place that PDF on another page but only use the ad from that PDF.

Show All Boxes. Check this option to see all boxes in the **Preview** window. They are displayed as the rectangles in assigned colors.

Note: To make the boxes visible on the page(s), choose the option **Display art, trim, bleed boxes** in the **Main Menu** > **Edit** > **Preferences** > Page Display 208.

Manual Control of Margins allows to set the value of margins for the selected box. Also, using the arrows *up*/*down*, increase and decrease the value of the margins in the **Left**, **Right**, **Top**, and **Bottom** fields.
In the **Units** field choose the desired unit of measurement: *millimeter*, *centimeter*, *inch*, *pica* (1/6 inch or 12 pt), *point* (1/72 inch).

Constrain to Proportions allows to set all margins with the same value. Choose this option to set all margins automatically after changing one of them.

Note: Also, in the **Preview** window, you can move the borders of the rectangular with the mouse to adjust them approximately.

For annul manual changes press the button:

Set to Zero to set all margins for the selected box back to "0". It means the box will not have margins.

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Revert To Original to reset the original margins - the margins approved before changes.

Set To White Margins to adjust the boundaries of the current box to the white margins on the selected pages.

Remove the content outside of the crop box area for permanent delete the content outside of the Crop Box. This option may reduce the size of image based PDF document. To return the outside content to previous, click **Undo** 189(**Edit** > **Undo**) or *Ctrl+Z*.

Page Range

The options in that dialog allow to define which pages to be effected by the **Crop**, **Trim**, **Bleed**, or **Art Box** settings.

In the **Page Range** dialog, click the radio button to choose the range of pages for the selected box:

All Pages to select all pages within the file the box settings will be the same.

Selected Pages to apply the following box settings for only pages selected in the **Thumbnails Pane** 296.

Current page to apply the following box settings for the currently viewed page.

Pages to type numbers and/or page ranges separated by commas for further apply the box settings (for example, 2-5,7,10-12)

Click:

- **OK** to apply changes.
- **Cancel** to annul changes.

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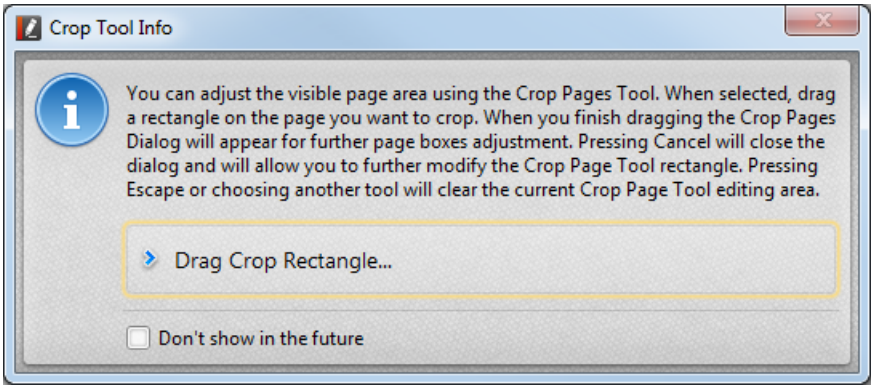
7.4.13 Crop Page Tool

The **Crop Pages Tool** allows users to crop the active document's pages based on setting Margins for the individual boxes.

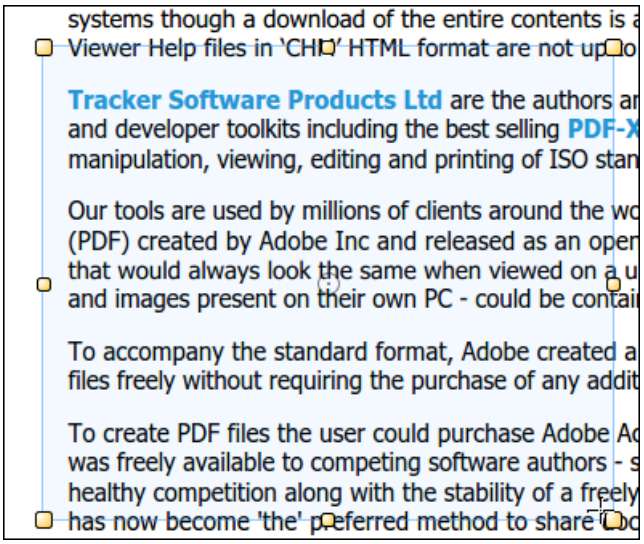
This is most often necessary if the PDF is being used to transmit information for printing or faxing and user control over the information display must be maintained.

IMPORTANT! This is a Licensed feature, see IMPORTANT! Evaluation mode vs. Licensed mode 12 for more information!

The crop Pages tool is used to select an area of a page for which to crop. When the Tool is activated, a dialog will pop up with instructions to use Crop Tool.



To start, click on **Drag Crop Rectangle...** then select the desired area to be cropped:



Area selected for cropping

Once the Area is selected, the Crop Pages 415 dialog will launch, allowing the user to fine-tune the area to be cropped. For Further information regarding the Crop Pages dialog, please see the Crop Pages 415 section.

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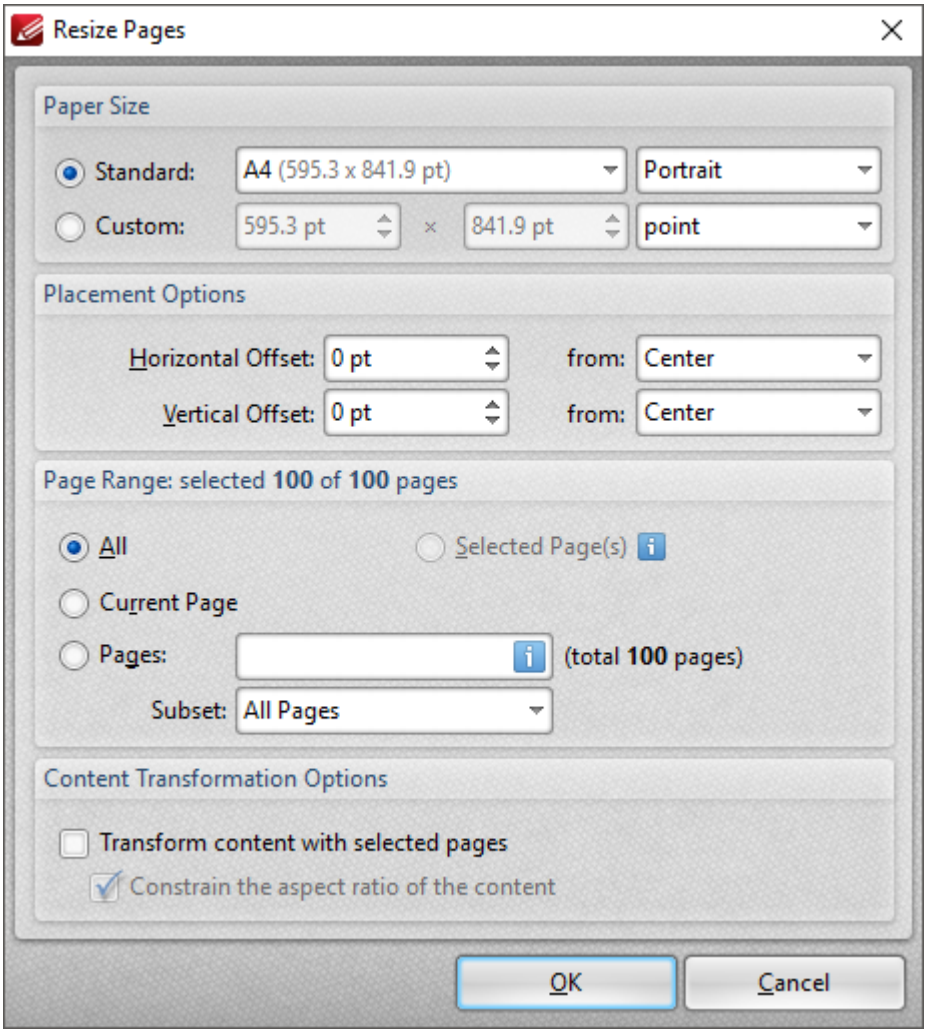
7.4.14 Resize Pages...

The **Resize Pages** utility found under **Document> Resize Pages** can redefine the size of a page or pages.



Paper Size
Dictates the size of the page(s) after resizing.

Standard Choose from the standard page size list. Choose either Portrait or Landscape orientation of the page from the second drop down menu.
Custom Selecting this option allows for the specification of the page size using the Units selected in the adjacent drop down menu.

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Placement Options
The placement fields allow the definition of the position of a resized area on a PDF page.

Vertical Offset. Once the area is resized to one of the 9 starting positions, "Fine tune" the position by applying vertical offset values to the resized area.
Horizontal Offset. Once the area is resized to one of the 9 starting positions, "Fine tune" the position by applying horizontal offset values to the resized area.
From Positions. Selecting one option from each of these buttons will position the resized area to one of 9 starting positions on the page by choosing a horizontal, and vertical value from the drop down menu.

- **Left**
- **Center**
- **Right**

Pages Range: Selected _ of _ pages
Define the page range to be resized.

All all pages will be resized.
Current Page the currently viewed page will be resized
Pages type desired page range here. Multiple page ranges should be separated by a coma.

Note: For resizing pages 1 to 15, page 17, pages 20 to 46 and pages 88 to 100 of a 100 page document to be resized, type the following: **1-15, 17, 20-46, 88-100**. If there is a disconnected hyphen (dash) in the page ranges, that page range will go to the beginning or end of the document like so: **-15, 17, 20-46, 88-**.

Selected Pages This option is available when there are pages selected in the **Thumbnails Pane** 296.
Subset Select a subset of pages. Such as **Odd pages** or **Even Pages**.

- **Odd Pages Only**. Only ODD numbered pages will be resized. If you specify a range of "1-5", only pages 1, 3, and 5 will be resized.
- **Even Pages Only**. Only EVEN numbered pages will be resized. If you specify a range of "1-5", only pages 2 and 4 will be resized.

Content Transform Options
Allows for the content of the page to be resized relative to the page resizing.

Transform Content with selected pages turning on this option will cause content to be resized with the pages.
Constrain the aspect ratio of the content content will not be distorted, stretched or squished.

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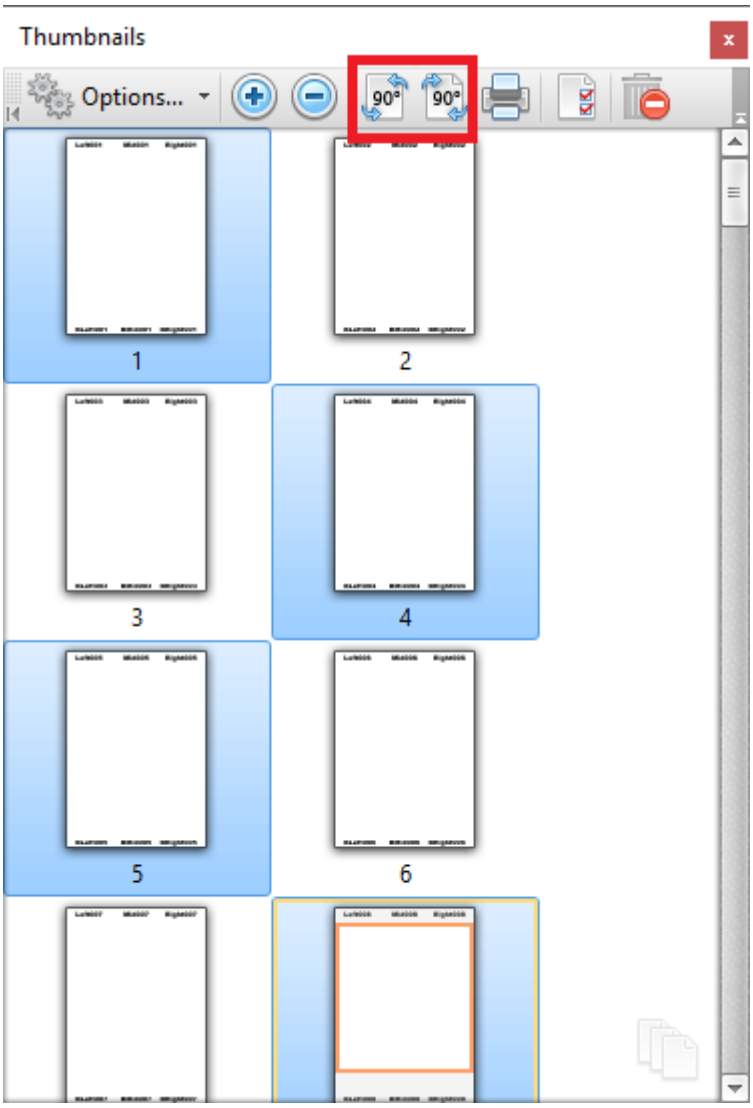
7.4.15 Rotate Pages

There are a few ways to rotate pages in the PDF-XChange Editor. Pages selected within the **Thumbnails Pane** 296 can be rotated by clicking on one of the rotate options at the top of the Thumbnails Pane, or by **Right Click> Rotate Pages**.



Thumbnails Pane floating window

Rotate Clockwise will rotate the pages 90° degrees to the right.

Rotate Counterclockwise will rotate the pages 90° degrees to the left.

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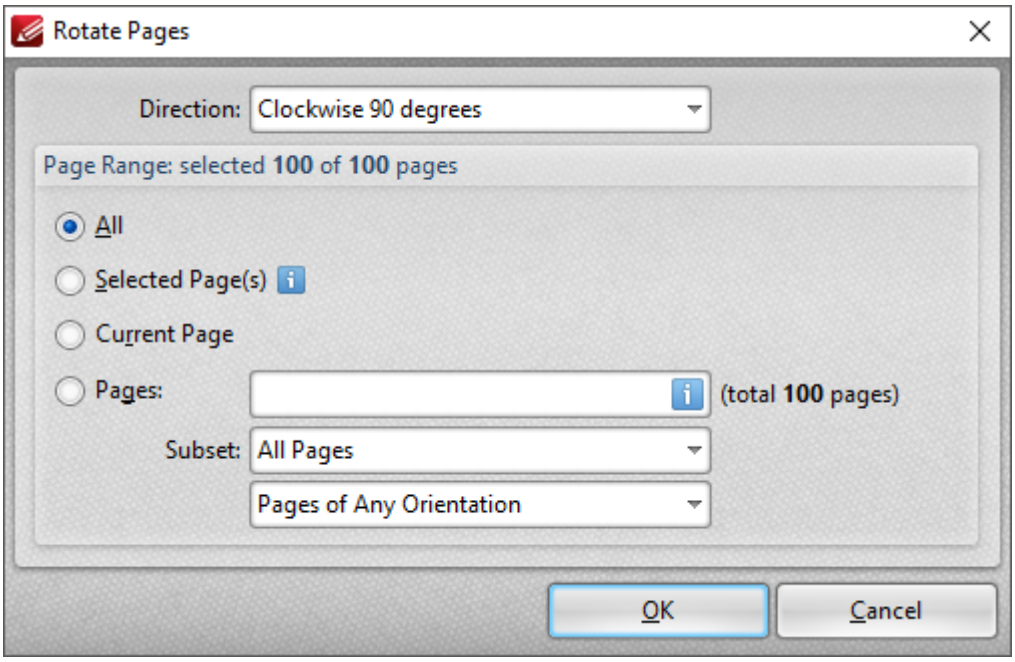
Otherwise, Pages can be rotated using the options found under **Document> Rotate Pages**.



Rotate Pages window

Direction Select one of the available rotation directions from the drop down menu.

- **Clockwise 90 degrees** will rotate the pages 90° degrees to the right.
- **180 Degrees** will flip the document so that the top and bottom of the page(s) are now inverted.
- **Counterclockwise 90 degrees** will rotate the pages 90° degrees to the left.

Pages Range: Selected _ of _ pages

Define the page range to be resized.

All all pages will be rotated.

Current Page the currently viewed page will be rotated.

Pages type desired page range here. Multiple page ranges should be separated by a coma.

Note: For rotating pages 1 to 15, page 17, pages 20 to 46 and pages 88 to 100 of a 100 page document, type the following: **1-15, 17, 20-46, 88-100**. If there is a disconnected hyphen (dash) in the page ranges, that page range will go to the beginning or end of the document like so: **-15, 17, 20-46, 88-**.

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Selected Pages This option is available when there are pages selected in the **Thumbnails Pane** 296.

Subset Select a subset of pages. Such as **Odd pages** or **Even Pages**.

- **Odd Pages Only**. Only ODD numbered pages will be resized. If you specify a range of "1-5", only pages 1, 3, and 5 will be rotated.
- **Even Pages Only**. Only EVEN numbered pages will be resized. If you specify a range of "1-5", only pages 2 and 4 will be rotated.

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7.4.16 Split Pages

The Split Pages feature allows users to split pages into multiple pages. Please take a look at the video below on how you can split pages with the PDF-XChange Editor, or read on to the written instructions bellow.

To split pages, go to **Document> Split pages**. This will bring up the **Split pages** dialog.

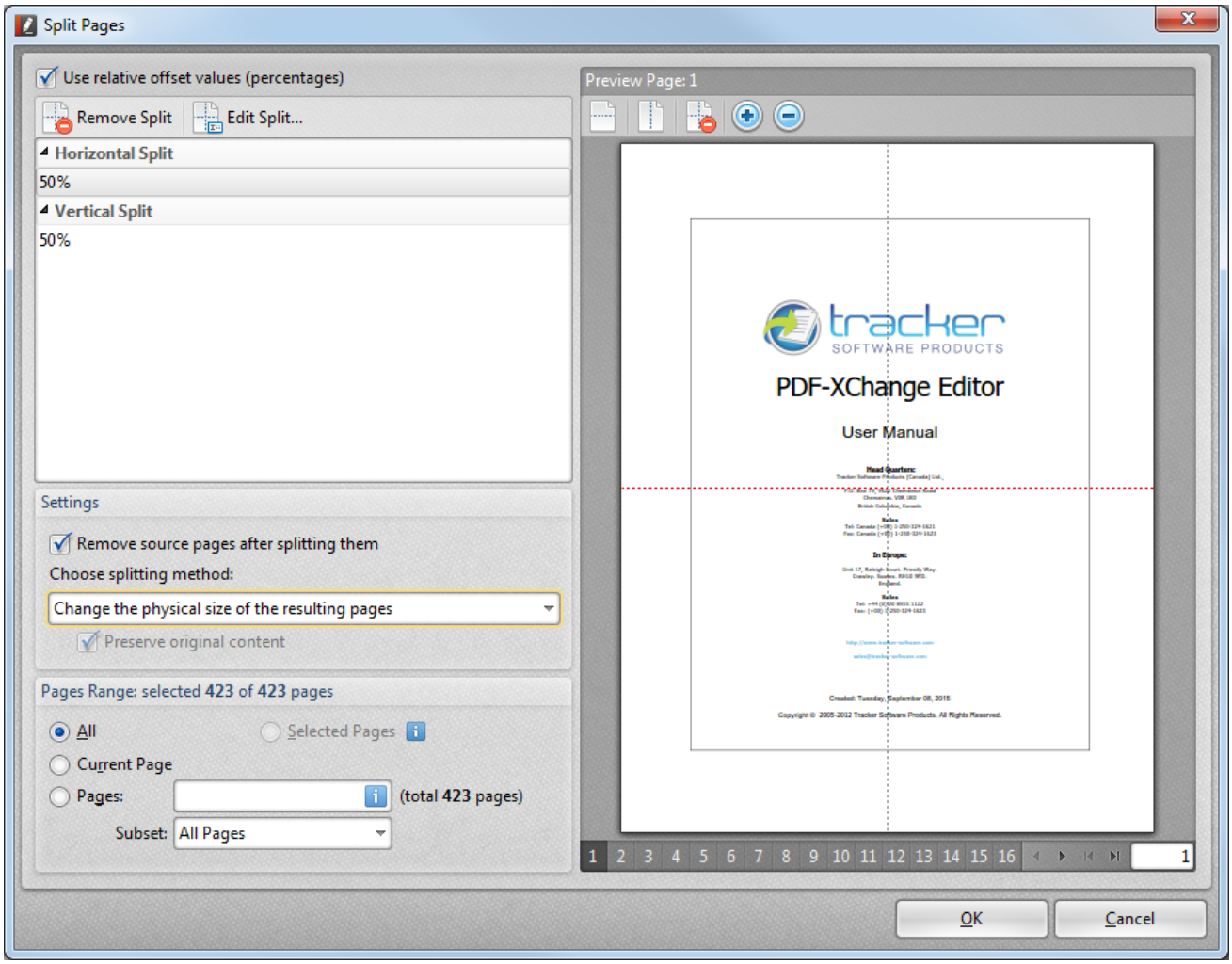

Figure 1: **Split pages** Dialog

To add a new vertical split, click on , to add a new horizontal split, click on the . Use the to remove a selected split.

The and buttons allow the user to zoom in and out respectively on the preview.

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A split can be Edited by mousing over, and adjusting the dotted line as shown in figure 2. You will also notice the values of that split boundary in the left section.

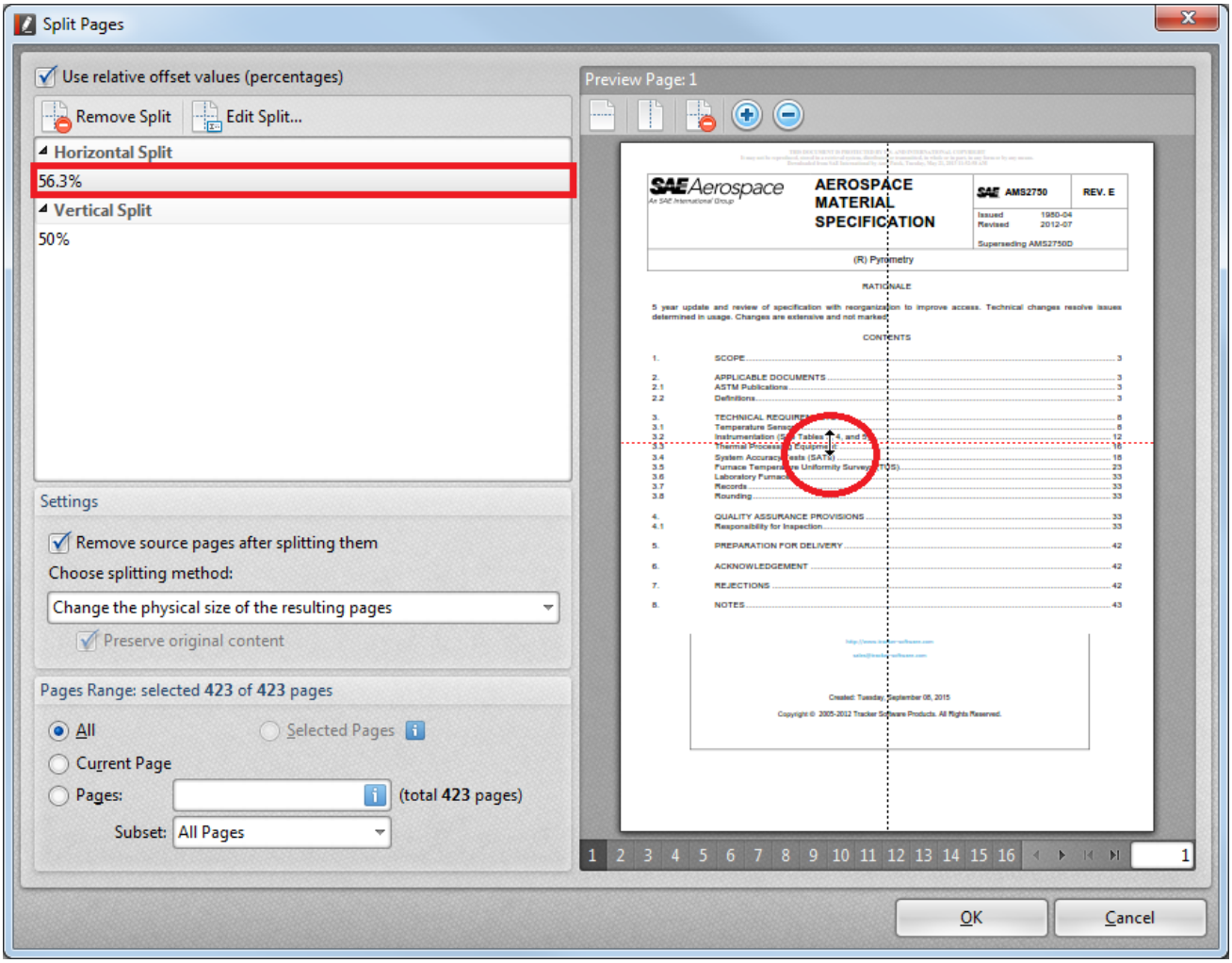

Figure 2: **Split pages** Dialog

Note: The currently selected split boundary will show as a red dotted line red in the Preview section.

Users can Edit the selected boundary using the **Edit Split...** option. This will allow the user to enter a custom value.

Settings

Remove source pages after splitting them will remove the original pages from the PDF instead of adding the split pages to the PDF.

Choose splitting method:

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- **Change the physical size of the resulting pages** This option will remove any data outside of each split area, so that the page info contains only what is visible.
- **Change the Crop box of resulting pages** This option will cause the Crop Pages function to work on behalf of the Split pages. The visual results will be the same, however all the original page's underlying data exists on each of the resulting pages.

Preserve Original content: This option is only available while using the **Change the Crop box of resulting pages** option. It will cause the page's original content to be preserved.

Pages Range

Pages. Individual pages are indicated by their numbers beginning with 1. Sequential page ranges may appear as hyphenated inclusive ranges For example: 2-5 will select pages 2, 3, 4, and 5. Multiple page ranges may be specified, separated from one another by commas. Page ranges beginning or ending with a "-" will indicate the beginning or end of the document. For example if 2- is indicated as the page range, all pages after page 2 will be effected.

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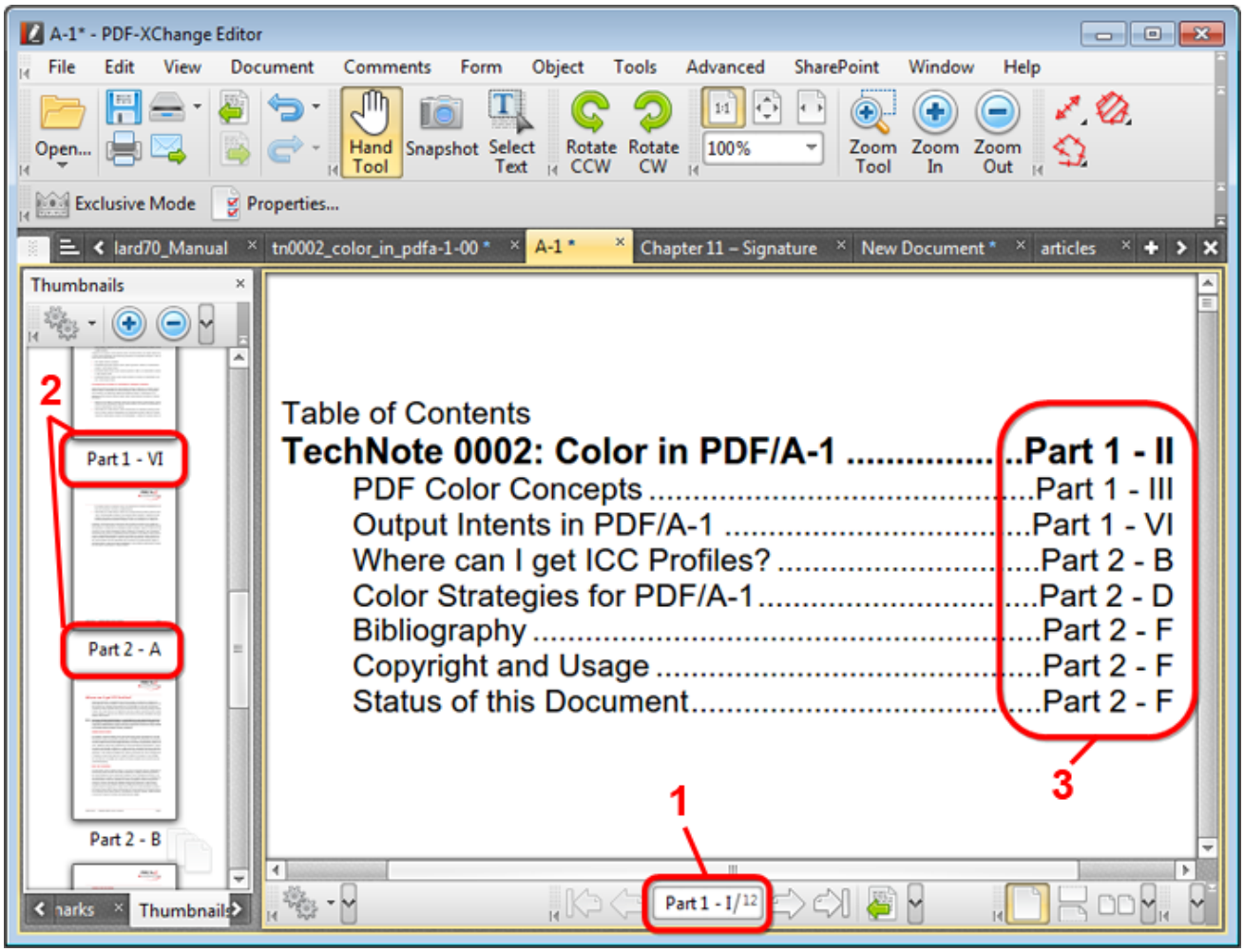
7.4.17 Number Pages

For better ***visual organizing*** PDF document with a Cover Page, Table of Contents, and complex Content the Free feature **Number Pages** can be very effective.
It allows you to put labels on the document for easiest navigation.

Note: For physical adding page-numbering ranges to a PDF document use the Licensed feature Header and Footer 328.



The result of applying the **Number Pages**:
1 - a label for the current page (the first page from the range pages 1-6) includes prefix "Part 1" and number "I";
2 - using the page numbering affects the page thumbnails (Thumbnails pane);
3 - the labels can be included in the Table of Content.

To apply labels to different ranges of pages in **Main Menu** choose **Document** > **Number Pages...**
To add a new page-numbering range click on the bar **Add new range...**, or drag the corresponding slider to the beginning position of the new range, or type the number of the first page of the new range in the field **Start page**.

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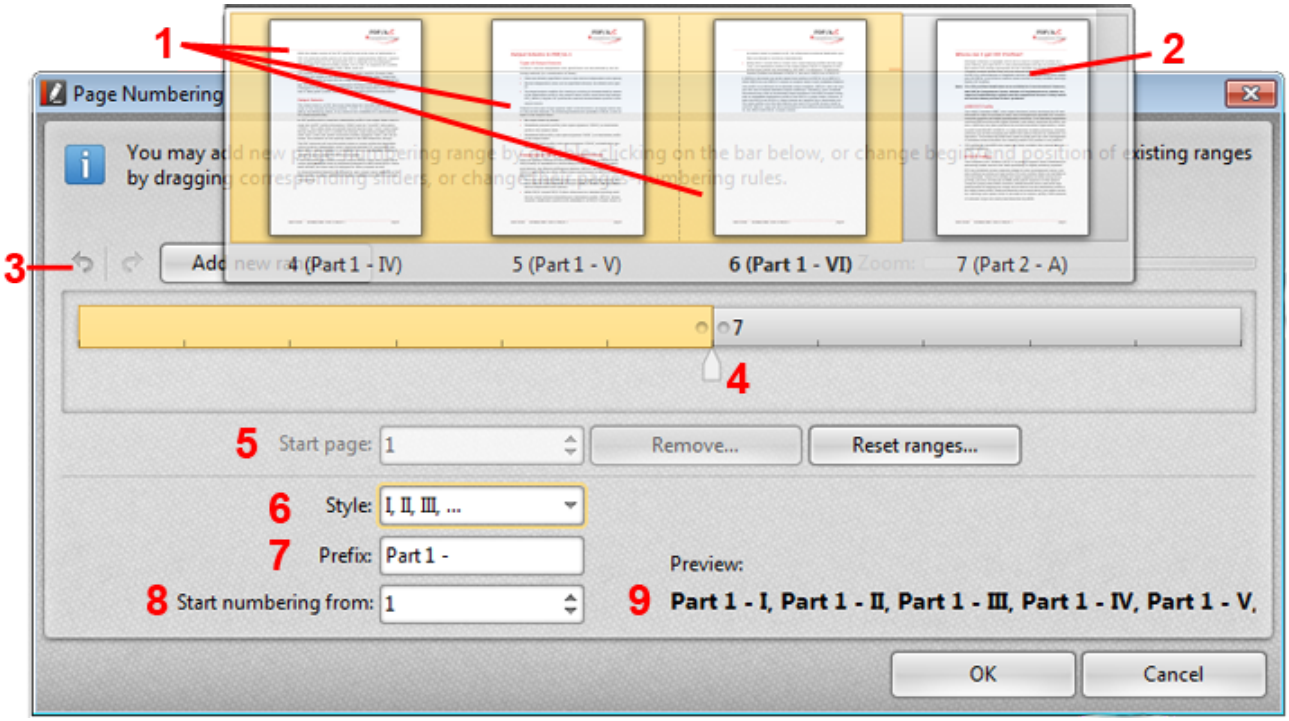
Remove... will allow you to cancel the operation.
Reset ranges.. will delete all ranges
Style: of numbers inside the chosen range can be "integer" (1, 2, 3, ...), "Roman numeral" (I, II, III, IV, ...), "Letter" (A, B, C, ...), etc.
Prefix: can be applied before the number for customize the range.
Start numbering from: allows you to put the first label for the range on the any desire page inside the diapason.



Window **Page Numbering**:
1 - first range (pages 1-6) is highlighted; **2** - next range starts from page 7; **3** - Undo/Redo allows you cancel or repeat previous changing the range; **4** - adding new range by using a slider; **5** - adding a new range by taping a number of the page from what this range will start; **6** - style of numbering can differ in each range; **7** - type a prefix to each range; **8** - numbering in a new range can start on any page inside the range; **9** - preview the results.

Note: To add the labels to content, use the Licensed feature Build Table of Contents 576
(**Advanced** > **Bookmarks** > **Build Table of Content**, section Page Numbering)

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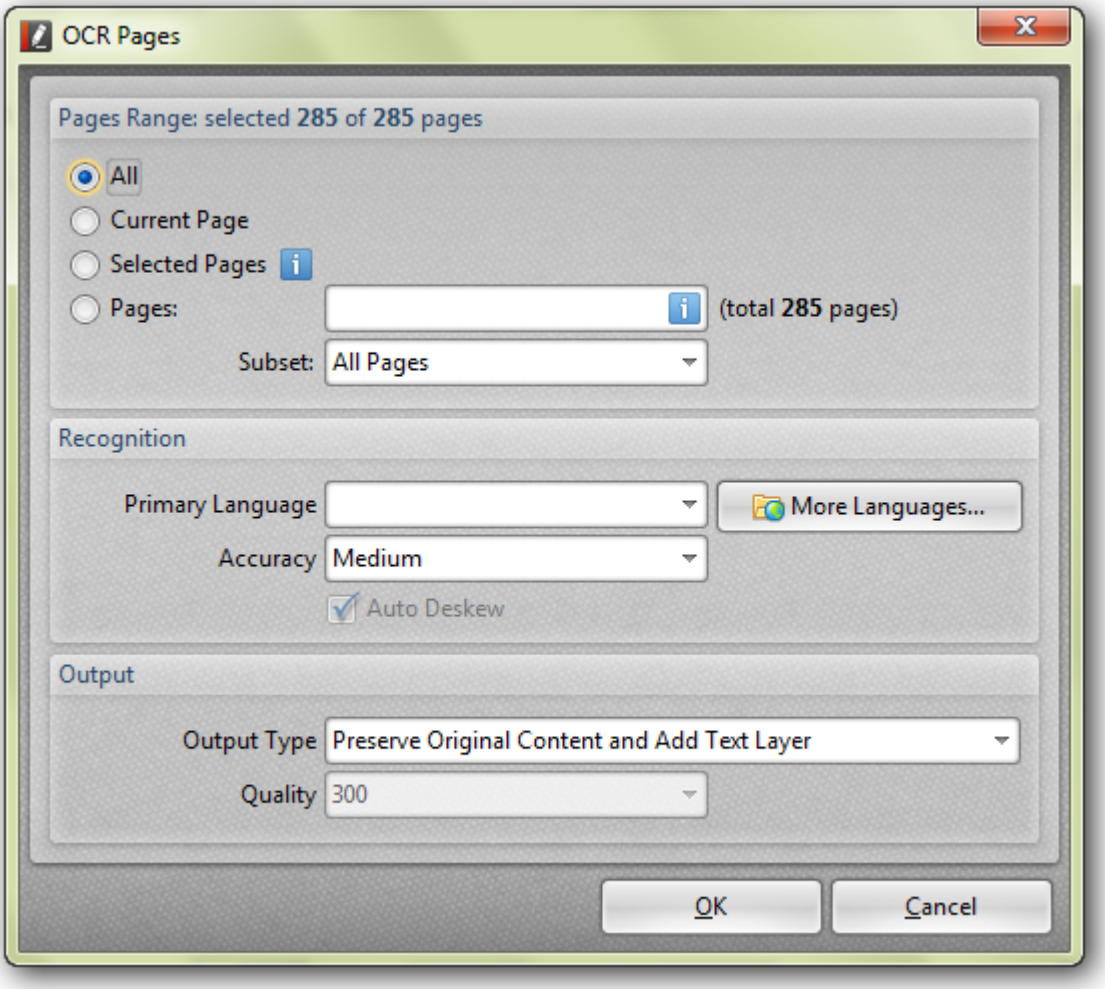
7.4.18 OCR Pages...

When there is no current page selection, the "Selected Pages" option will be unavailable.

If the current output type is set to "Create New Searchable PDF" a new document containing only the pages from the selection will be created. **OCR Pages...** recognizes the text of the previously scanned PDF document to make the scanned text searchable and selectable.
Selecting this menu option opens the **OCR Pages** dialog:



In addition to selecting pages for OCR, this dialog allows you to temporarily change the OCR settings for the current task, if you wish, without saving them for next time. The options available under **Recognition** and **Output** are the same as those found in the preferences. Please see the documentation for Edit | Preferences | Scanner Presets 255 for details. You must use the preferences page if you want to save your settings for the future.

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Pages Range. This group allows pages or page ranges to be selected for OCR.

All. Selects all document pages for OCR.

Current Page. OCR only the current page.

Selected Pages. Select pages with the "Thumbnails" view: see **View | Thumbnails** 288 for details.

Pages. Allows a range to be typed into the range box. The format for page range specification should be familiar, with commas separating ranges, and ranges specified with hyphens. For example, **1-3,5,9** selects pages 1 to 3, then page 5, and finally page 9. A hyphen at the start or end of the selection indicates the minimum or maximum. For example, you could write **7-** to select all pages from 7 to the end of the document.

Subset. Specifies a filter to apply to the main selection. Choices are **Odd, Even** and **All**.

When there is no current page selection, the "Selected Pages" option will be unavailable. If the current output type is set to "Create New Searchable PDF" a new document containing only the pages from the selection will be created.

Recognition. Specifies the settings for recognizing the text.

Primary Language. Specifies the language which will be used for identifying the characters.

More Languages.... Allows you to select other languages.

Accuracy.

Auto Deskew.

Output. Specifies the output settings.

Output Type. Allows you to select one of the following output types for a PDF document.

Create New Searchable PDF.

Preserve Original Content and Add Text Layer.

Quality. Determines the resolution of the new PDF document.

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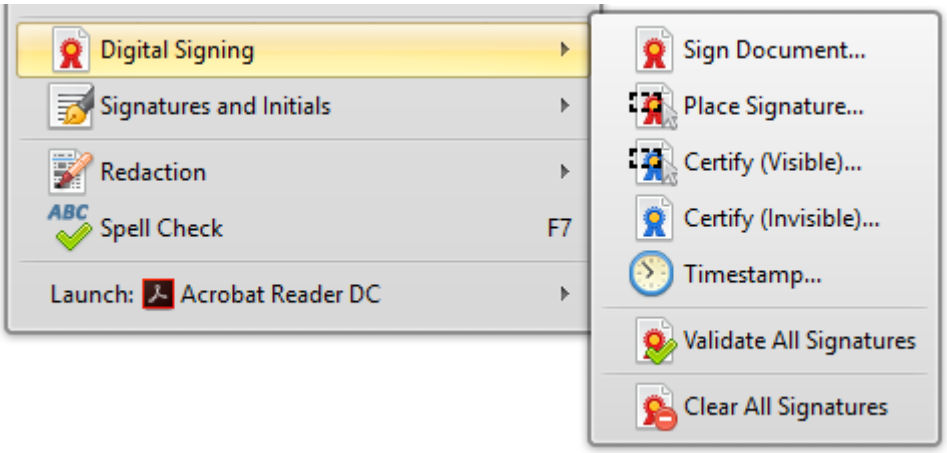
7.4.19 Digital Signing

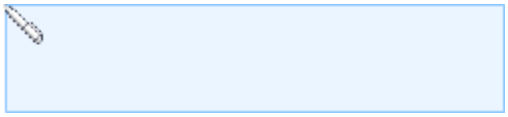
Digital signatures can be used for many types of documents where traditional pen-and-ink signatures were used in the past. However, the mere existence of a digital signature is not adequate assurance that a document is what it appears to be. Moreover, government and enterprise settings often need to impose additional constraints on their signature workflows, such as restricting user choices and document behavior during and after signing.

Place a digital signature to any unsecured document by going to **Document> Digital Signing**. See the **Edit> Preferences> Signatures** 249 section for help with configuring Creation and Appearance, and Verification of digital signatures.



Sign Document

When Sign Document is activated, choose an area to place the signature by clicking and dragging using the left mouse button.



Once the area is defined, the **Sign Document** window is automatically opened. There, select the certificate and signature template.

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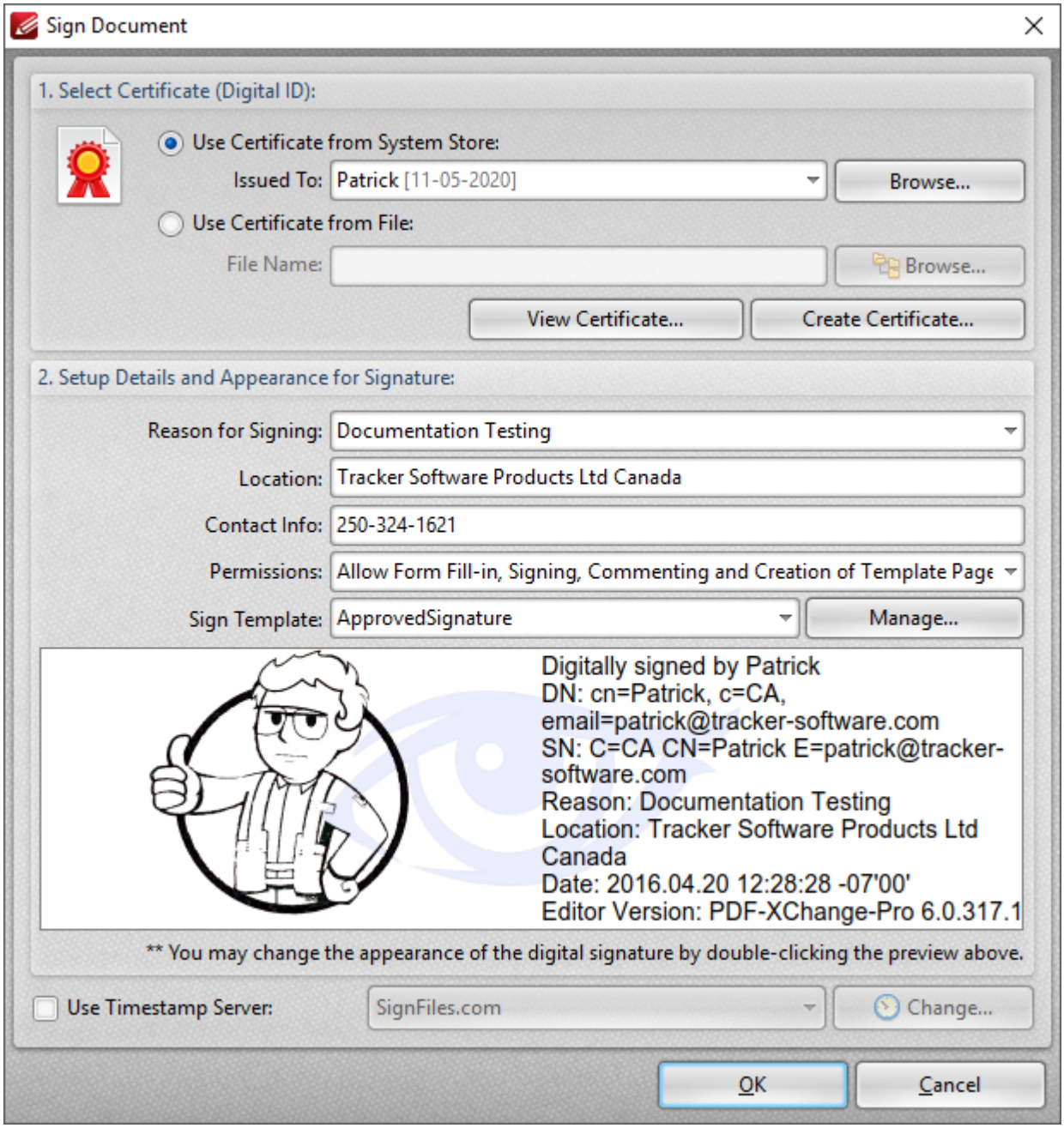

Sign Document window

Select Certificate (Digital ID):

Use Certificate from System Store: uses a certificate from the windows certificate store.
Use Certificate from File: uses a digital certificate from a file. Click on **Browse** to select a certificate file.

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Setup Details and Appearance for Signature:

Reason for Signing: Select from the list of predefined reasons, or type the reason manually.
Location: Manually type the desired value(s) for this field.
Contact Info: Manually type the desired value(s) for this field.
Permissions: Define the permissions to be governed by the signature from the drop-down list

- **No changes allowed**
- **Allow Form Fill-in, Signing and Creation of Template Pages**
- **Allow Form Fill-in, Signing, Commenting and Creation of Template pages.**

Sign Template: Choose from existing signature templates in the drop-down menu, or select **Manage** to open the **Digital Signature Appearance Templates** window. From there, templates can be cloned, deleted, and modified.

Note: Click on one of the default templates and click **Edit** to edit its appearance. Otherwise, click on **Clone** to copy the template, then edit the copy to preserve the original.
See the **Edit> Preferences> Signatures** 251 section for more details.

Use Timestamp Server: If selected, a 3 party Timestamp server will provide official information on when the document was signed.

Place Signature
Place Signature works in much the same way as Sign Document. **Place Signature** will create and place a Digital signature/Certificate on the document. **Sign Document** will usually work the same way as **Place**

Signature unless there exists already, in the document, an unsigned signature field. If there is only one of these in the document then **Sign Document** will go straight to the **Sign Document** window (above) and add the signature to the existing signature field. If there is more than one unsigned signature field **Sign Document** will prompt a message to the effect that there is more than one to choose from, and to please select the one you want to sign, then the sign document window will again open.

Certify (Visible)
Creating a visible signature will place a visible signature on the PDF page when the document is printed.

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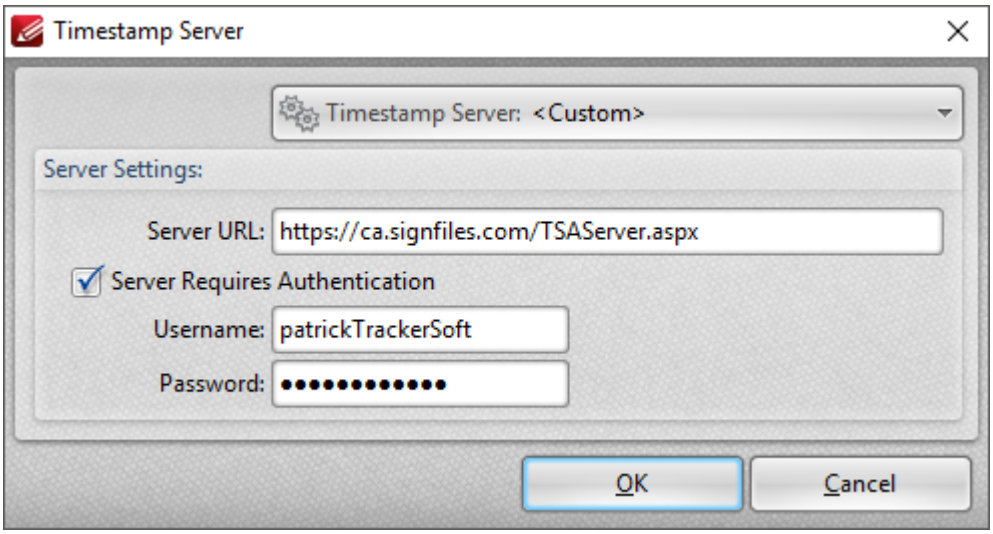
Certify (Invisible)
Will digitally sign the document, but will not place a visible signature.

Timestamp
Time stamping is an important mechanism for the long-term preservation of digital signatures, time sealing of data objects to prove when they were received, protecting copyright and intellectual property and for the provision of notarization services. Find more information at https://www.signfiles.com/timestamping/



Server URL: Selects the Timestamp server to use.
Server Requires Authentication some Timestamp servers require a username and password to validate the signature/document. If so, select the option and fill in the fields below for **Username** and **Password**.
Once satisfied, click on **Ok** to apply the time stamp certificate and save the document.

Validate All Signatures
When a signed document is received, some may want to validate its signature(s) to verify the signer and the signed content. Validation may occur automatically. Signature validity is determined by checking the authenticity of the signature's digital ID certificate status and document integrity

Clear All Signatures
Clears all digital signatures and certificates.

Note: Some digital certificates/signatures cannot be removed without a password.

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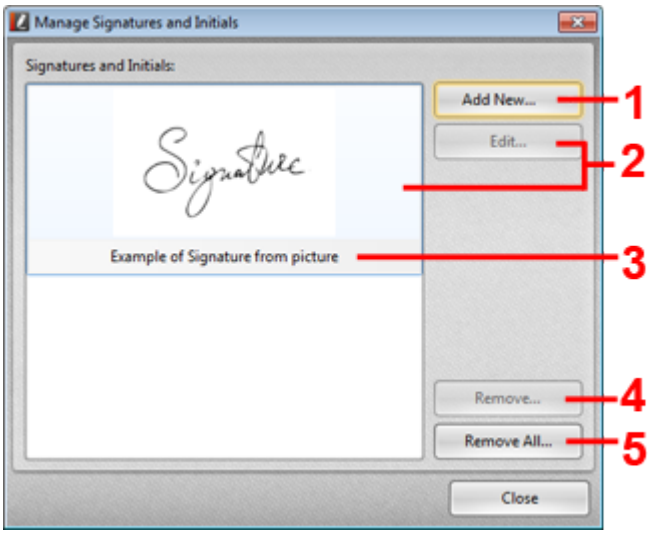
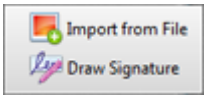
7.4.20 Signatures and Initials

You can add visual picture with your own Signature or Initials to your PDF document from an image or directly draw in a special window.
In **Main Menu** choose **Document** > **Signatures and Initials** > **Manage**.



Window for managing your Signatures and Initials:
1 - with this option you can **Add New** signature from a file or draw it in a special window; **2** - you can **Edit** selected picture (give a name and password); **3** - name of your Signature; **4** - **Remove** selected; **5** - **Remove all** existing Signatures and Initials.

Add New.. You can add or create pictures with signatures and apply to every PDF document you want.



Import from File With this option you will get a signature from an image file.

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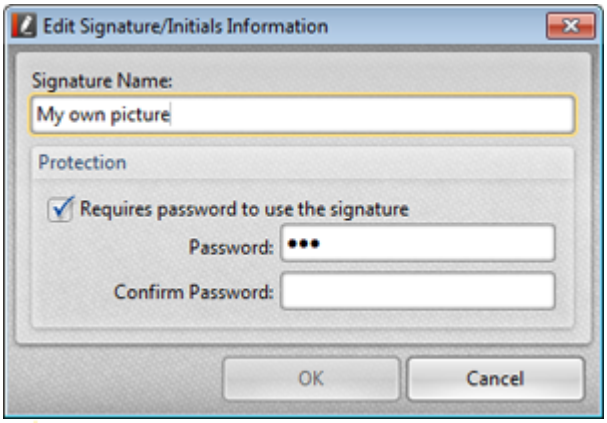
Draw Signature will open a window where you can draw your own signature or initials by the mouse or stylus. Choose color from a giving palette or add custom color.

Edit... 1. After adding a signature press **OK** and open a window where you can name your signature and protect it with a password.

2. You can choose any existing Signature from your list Signature and Initials and change its name and protection.

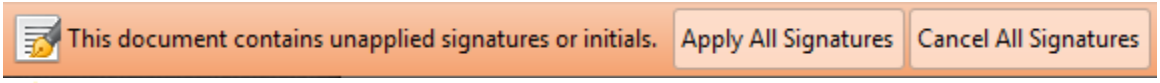


Note: Adding a Signature is similar to adding Stamp 541. Any manipulation with Signature (rotations, changing its size, pop-up notes etc) is valid too, but, as additional, you can protect you Signature with password.

Remove... will delete selected Signature.

Remove All... will delete all Signatures.

After adding **Signature** (-s) to your document you will be prompted to **Apply All Signatures** or **Cancel All Signatures**.



Note: If you have Licensed PDF-XChange Editor, you can press **Apply All Signature**. In another case you will get **DEMO** signs on your document.

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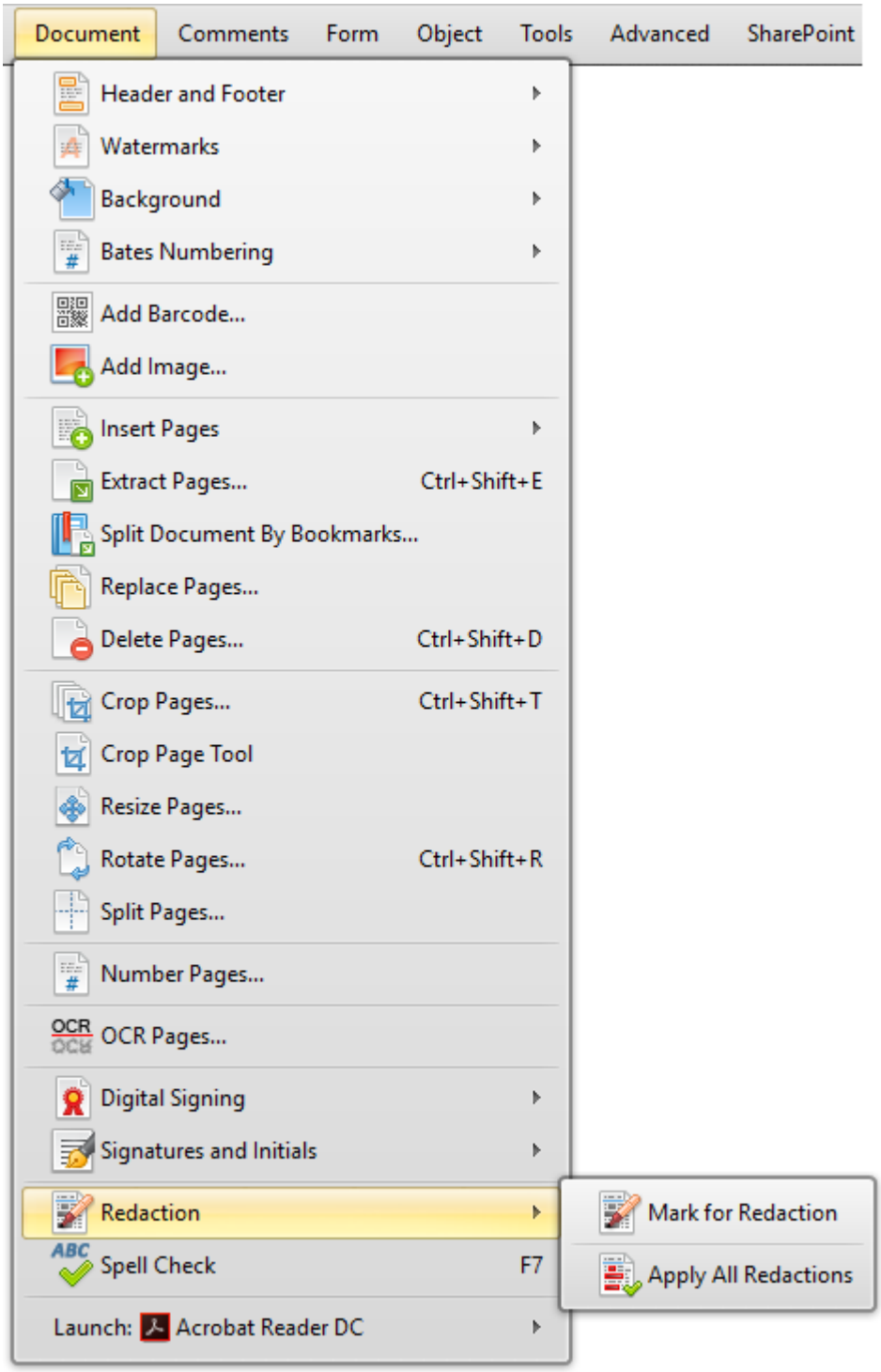
7.4.21 Redaction

To completely remove content from a PDF, so that it can not be recovered, the **Redaction** tool must be used. No other tool will remove content so that it can never be recovered. Find the Redaction tools located under **Document> Redaction**.



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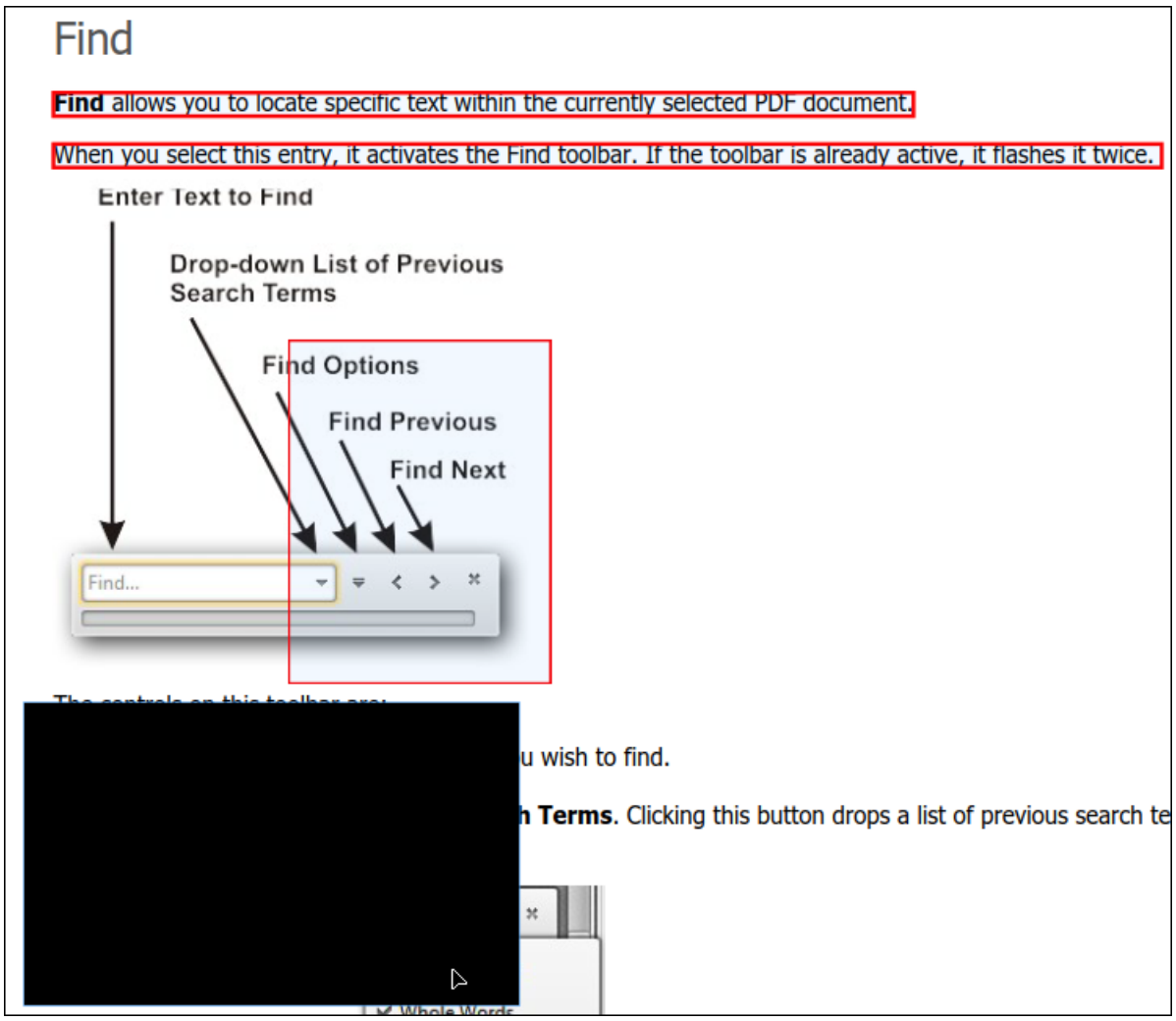
The first step in redacting a document is to select **Mark for Redaction**, and mark the area on the PDF to be redacted. To mark some text, simply use the Mark for Redaction tool to highlight the text. For larger areas, a block can be redacted simply by click and dragging from one corner of the area to be redacted to the opposite corner.

Areas marked for redaction will be shown as a red rectangle by default over the marked area. The red border in the **Redaction Preview example** screenshot below can be modified using the Stroke Color property. Hovering the mouse over the marked area displays a preview of the result after redaction is applied.

Choose **Apply All Redactions** to apply the redaction. The redaction can be undone until the document is saved; at which point the data will have been fully removed from the document and can not be recovered.



Redaction Preview example

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Use the **Redaction Properties** toolbar to to change the output result and preview of the redaction. The Redaction Properties toolbar is activated in the standard **Properties Toolbar** 601 when the **Mark for Redaction** tool is active, or when an area marked for redaction is selected.

Fill color defines the color used for the body of the preview. (Black as default)

Stroke color defines the color of the border that represents the area marked for redaction.

Opacity defines the translucency of the redaction. Regardless of the Opacity selected, all content within the bounds of the marked area will be removed.

Keep Selected will keep the Redaction tool selected unless another tool is explicitly activated.

Exclusive Mode (on) sets the active tool so it will ignore existing comments or annotations that are already placed on the PDF page.

This allows for overlapping the placement of new comments, annotations or shapes without activating the existing object already occupying the same area.
As well this mode allows access to objects or base content beneath an existing annotation.

For an example to illustrate this functionality, create a new PDF by going to **File >New Document >With blank pages**.
Once the document is created, use the **Add Text tool** to add some base content text. Now use the **Rectangle tool** 538 and cover the text. With exclusive mode turned off you will notice that no tool can interact with the text without moving the rectangle annotation first. Now turn on Exclusive mode, and try to select the text using the text select tool. You should find that the rectangle annotation in ignored, and you are now able to select the underlying text.

Redact Fill color defines the color of the area once redaction has been applied.

Text Color defines the color of overlay text.

Note: The **Properties Pane** must be used to create a text overlay for the selected redaction area.

Font selects the font to be used in the overlay text.
Font Size defines the size of the font for the overlay text.

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Align Text Left aligns the text from the left margin of the redaction area.

Center Text centers the text in the redaction area.

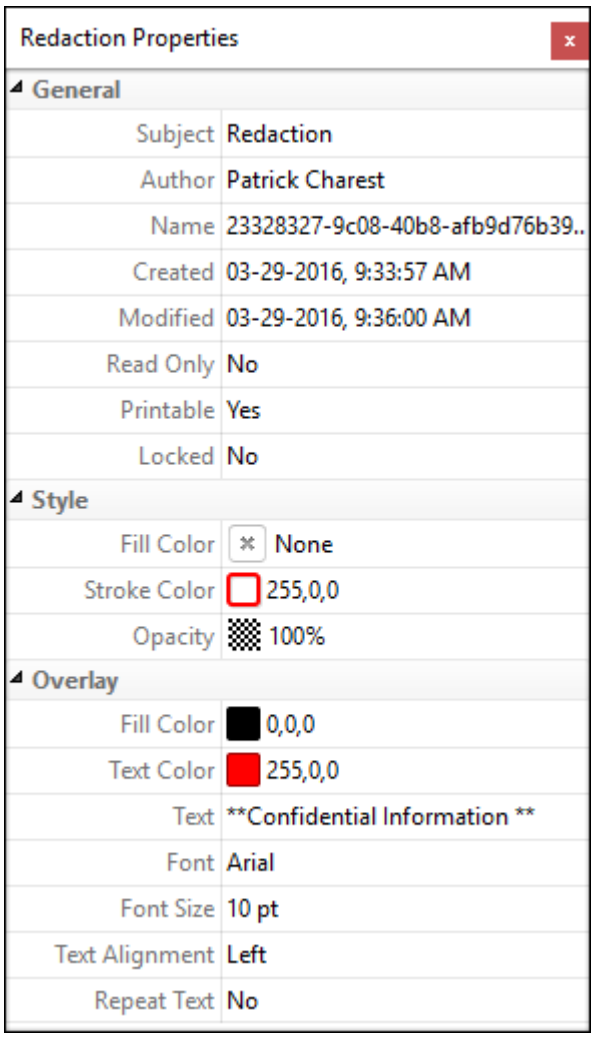
Align Test Right aligns the text from the right margin of the redaction area.

Repeat Overlay Text use this flag to repeat the overlay text so that it fills the redaction area.

Properties opens the **Properties Pane.**

Properties Pane

The Properties Pane is another location where the behavior and display of an object can be modified.



Redaction Properties (specific for currently selected area marked for redaction)

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General Properties	
Subject	Sets the subject for the redaction. This property should not be modified.
Author	Displays the user's name that placed the redaction.
Name	Shows the programmatic name of the selected area marked for redaction.
Created	Shows the creation date and time of the selected area marked for redaction.
Modified	Shows the most recent modification date and time of the selected area marked for redaction.
Read Only	**Yes | No** If set to **Yes**, the area marked for redaction cannot be modified. The redaction will be applied when the **Apply Redaction** command is used.
Printable	**Yes | No** If set to **Yes**, the redaction preview will be printed. After the redaction is applied, the redaction will always be printed as the underlying data no longer exists.
Locked	**Yes | No** If set to **Yes**, the area marked for redaction cannot be moved or resized.

Style Properties	
Fill Color	Defines the color used for the body of the preview. (Black as default)
Stroke Color	Defines the color of the border that represents the area marked for redaction.
Opacity	Opacity defines the translucency of the redaction. Regardless of the Opacity selected, all content within the bounds of the marked area will be removed.

Overlay	
Fill Color	Defines the color of the area once redaction has been applied.
Text Color	Defines the color of overlay text.
Text	Type in this property to define the overlay text. Blank by default.
Font	Define the font for the overlay text.
Font Size	Define the size of the font for the overlay text.
Text alignment	Define the desired text alignment for the overlay text.
Repeat	**Yes | No** If set to **Yes**, repeats the overlay text so that it fills the redaction area.

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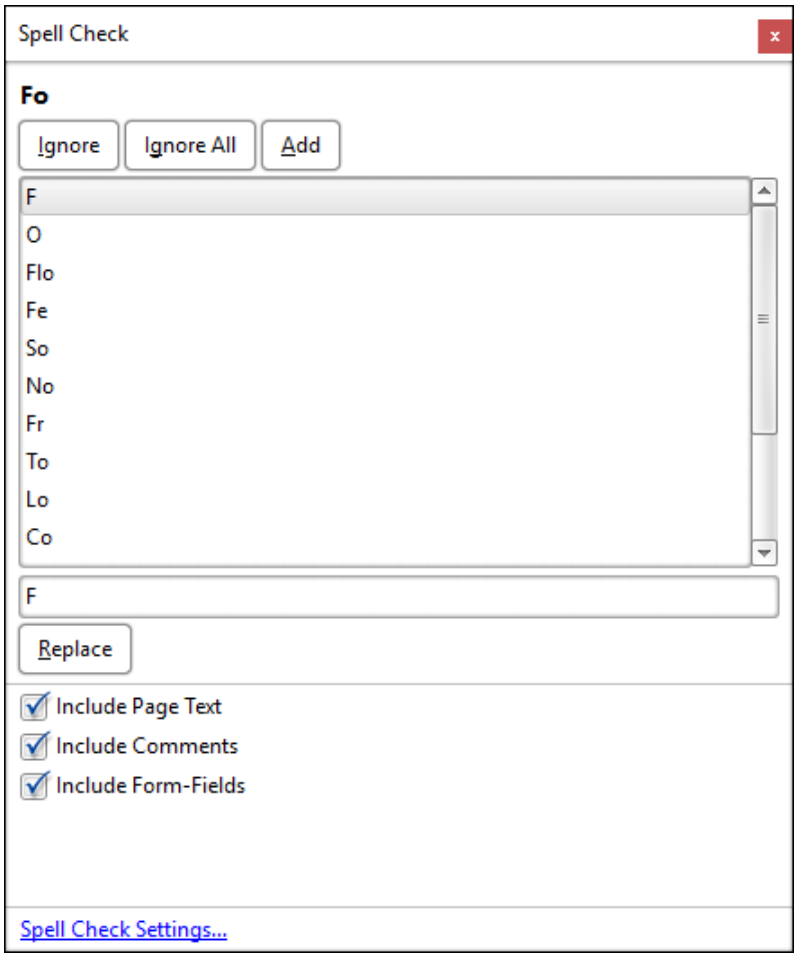
7.4.22 Spell Check

To Check the spelling of contents in a document go to **Document> Spell Check.** Doing so will show the **Spell Check** pane.



Spell Check pane

As shown by the screenshot above, the Spell Check is trying to correct the word "FO". Select the correct spelling from the list below, then click **Replace**. In this case "FO" is an incorrect spacing for the word "for", so it will need to be modified manually to remove the space. Clicking on **Ignore** or **Ignore all** will move to the next incorrectly spelled word or unrecognized string. Click on **Add** to add the word or string to the custom word list. Words listed in the Custom Word list will not be recognized as incorrect.

Note: The word currently being spell checked is highlighted in the PDF display area.

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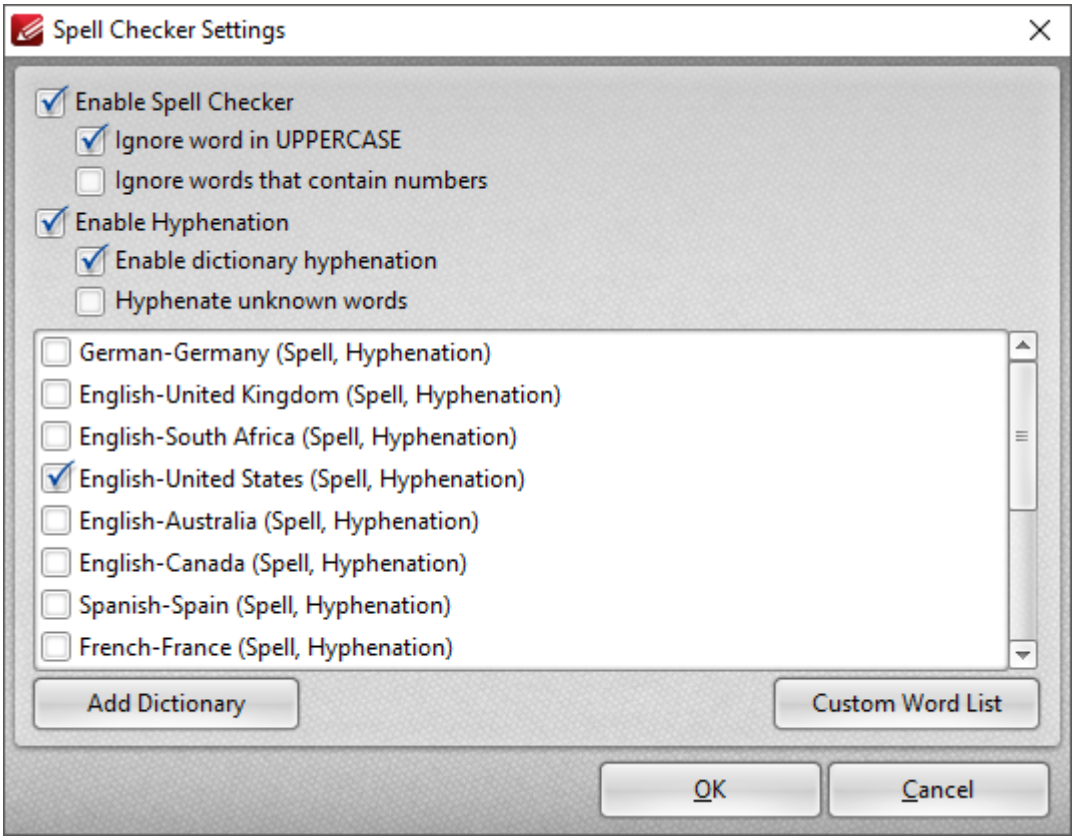
Include Page Text The text on the page will be spell checked.
Include Comments Text within comments and annotations will be spell checked.
Include Form-Fields Text within form fields will be spell checked.

Spell Check Settings...
Spell checker settings can be accessed by clicking on the **Spell Check Settings** option, or by going to **Edit> Preferences> Plug-ins> Spell Checker> Setup**.



Enable Spell Checker allows the Spell Checker to perform its duties.

Ignore word in UPPERCASE will cause the Spell Checker to skip words written in all capitol letters.

Ignore words that contain numbers will cause the Spell Checker to skip words that contain numeric characters.

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Enable Hyphenation Allows the Spell Checker to place a hyphen (dash "-") to words that do not fit on the same line.

Enable dictionary hyphenation will allow the Spell Checker to add hyphen to words that should have hyphens in them as defined by the dictionary.

Hyphenate unknown words will allow the insertion of a hyphen to words even if they do not exist in the dictionary.

Select the desired language(s) and dialect(s) in the list.

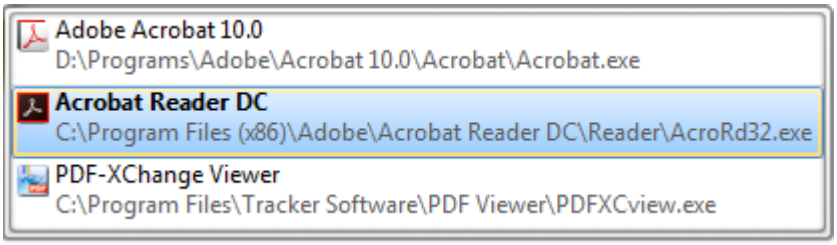
Add Dictionary
Allows for the addition of a spell check dictionary from file. Go to **http://fmg-www.cs.ucla.edu/geoff/ispell-dictionaries.html** to download more dictionaries.

Custom Word List
Allows for the addition of non-standard words to the dictionary. Words in the Custom Word List will not be recognized as incorrect.

7.4.23 Launch

When a PDF document is open in **the PDF-XChange Editor**, it can be launched to open in a third party application that also supports PDF files directly from the Editor.

In **Main Menu**, choose **Document> Launch:**



The list of third party applications shows all applications set to launch with their file location.

In the **Launch Application Toolbar** 619 click

located in the right bottom corner of the **PDF-XChange Editor** window.

Note: To create and manage the list of the possible applications to launch in **Launch Application** 265 open **Main Menu> Edit> Preferences> Launch Applications.**

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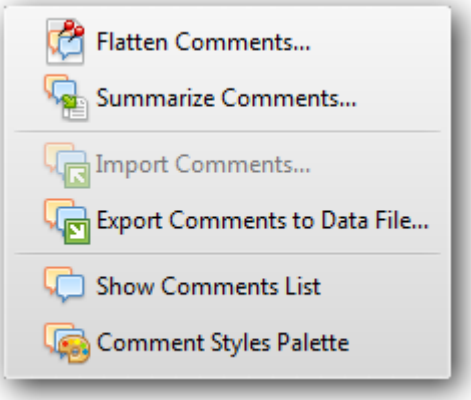
7.5 Comments

The **Comments menu** allows you to **Flatten, Summarize, Import, Export Comments to Data File** and view **Comments List** and **Styles Palette**.



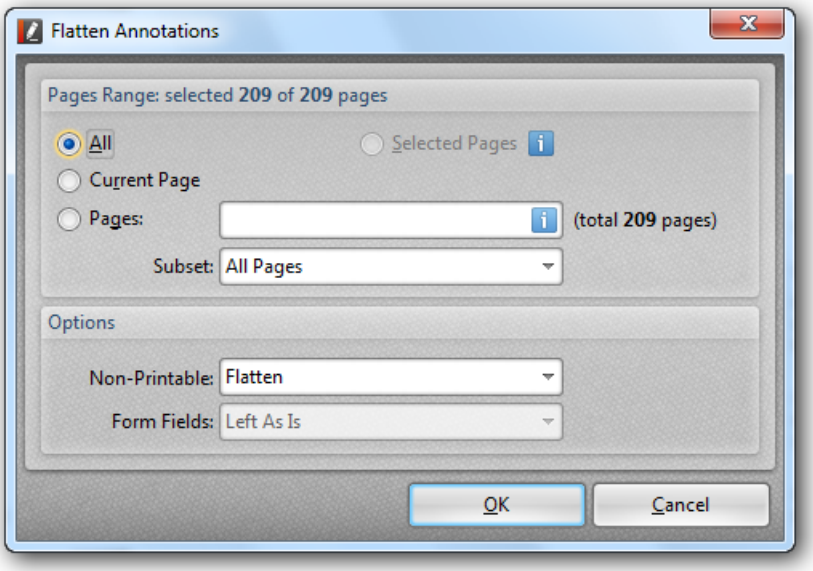
Flatten Comments 446
Summarize Comments 446
Import Comments 448
Export Comments to Data File 454
Show Comments List 455
Comment Styles Palette 455

7.5.1 Flatten Comments

Flatten Comments... flattens the annotations in case you want to make it impossible to change them.

This is a one way operation and cannot be reversed, so save a copy prior to doing this if you still wish to have your annotations editable yourself.

Flattening comments as well removes clickable hyperlinks, and flattens fillable PDF form fields to selectable text.



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Pages Range. Allows you to select the page(s) with the comments for flattening.

All. All pages with the comments will be flattened.

Selected Pages. Only selected pages will be flattened.

Current Page. Only the current page with the comments will be flattened.

Pages. Individual pages are indicated by their numbers beginning with 1.
Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5.
Multiple page ranges may be specified, separated from one another by commas.

Subset. This works in conjunction with the other Pages Range to select groups based on order within the document.
Valid values are:

All Pages. All of the specified pages with the comments will be flattened.

Odd Pages Only. Within the specified Pages Range only odd-numbered pages will be flattened: 1, 3, 5, etc.

Even Pages Only. Within the specified Pages Range only even-numbered pages will be flattened: 2, 4, 6, etc.

Options. Valid options are:

Non-Printable. Defines a certain action for non-printable comments.

Flatten. Non-Printable comments will be flattened.

Left As Is. Non-Printable comments will be left as they are.

Remove. Non-Printable comments will be removed.

Form Fields. Defines a certain action for form fields.

Flatten. Form fields will be flattened.

Left As Is. Form fields will be left as they are.

Remove. Form fields will be removed.

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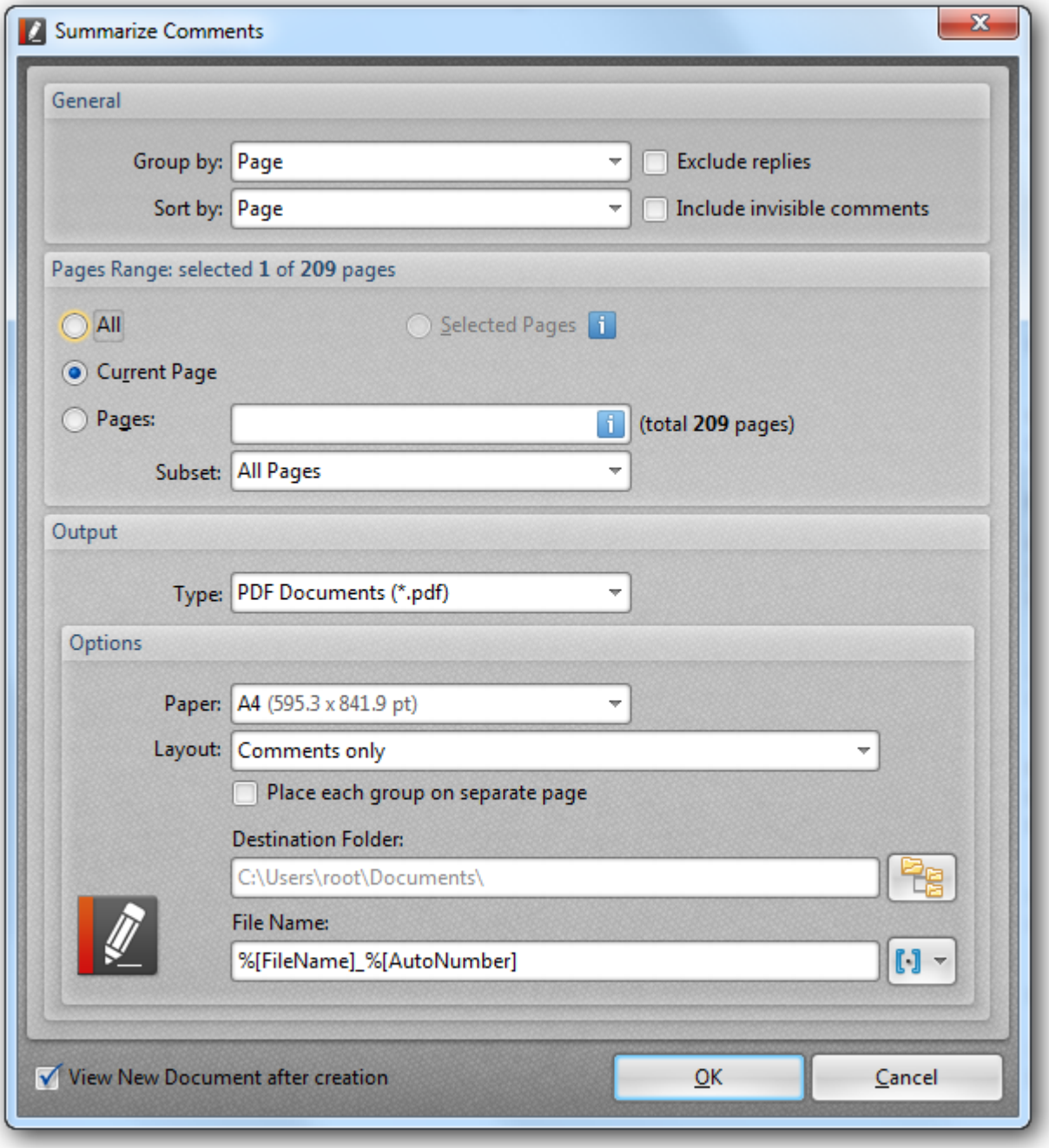
7.5.2 Summarize Comments

Summarize Comments... allows you to get a summary of all the comments associated with a PDF to view them as a new PDF Document, Rich Text Format, Plain Text or HTML Page.



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General. Allows you to set the general options for summarizing comments.

Group by. Defines the parameters by which the comments can be grouped. Valid values are:

Page. The comments are grouped by page.

Type. The comments are grouped by type.

Author. The comments are grouped by author.

Date. The comments are grouped by date.

Subject. The comments are grouped by subject.

Sort by. Defines the parameters by which the comments can be sorted within a group. Valid values are:

Page. The comments are sorted by page.

Type. The comments are sorted by type.

Author. The comments are sorted by author.

Date. The comments are sorted by date.

Subject. The comments are sorted by subject.

Exclude replies. When specified, the replies to the comments are not included into the summary.

Include invisible comments. When specified, the invisible comments are included into the summary.

Pages Range. Allows you to select the page(s) with the comments to be summarized.

All. All pages with the comments will be summarized.

Selected Pages. Only selected pages with the comments will be summarized.

Current Page. Only the current page with the comments will be summarized.

Pages. Individual pages are indicated by their numbers beginning with 1.
Sequential page ranges may appear as hyphenated inclusive ranges, viz. 2-5 will select pages 2, 3, 4, and 5.
Multiple page ranges may be specified, separated from one another by commas.

Subset. This works in conjunction with the other Page Ranges to select groups based on order within the document. Valid values are:

All pages. All of the specified pages with the comments will be summarized.

Odd pages. Within the specified Page Range(s) only odd-numbered pages with the comments will be summarized: 1, 3, 5, etc.

Even pages. Within the specified Page Range(s) only even-numbered pages with the comments will be summarized: 2, 4, 6, etc.

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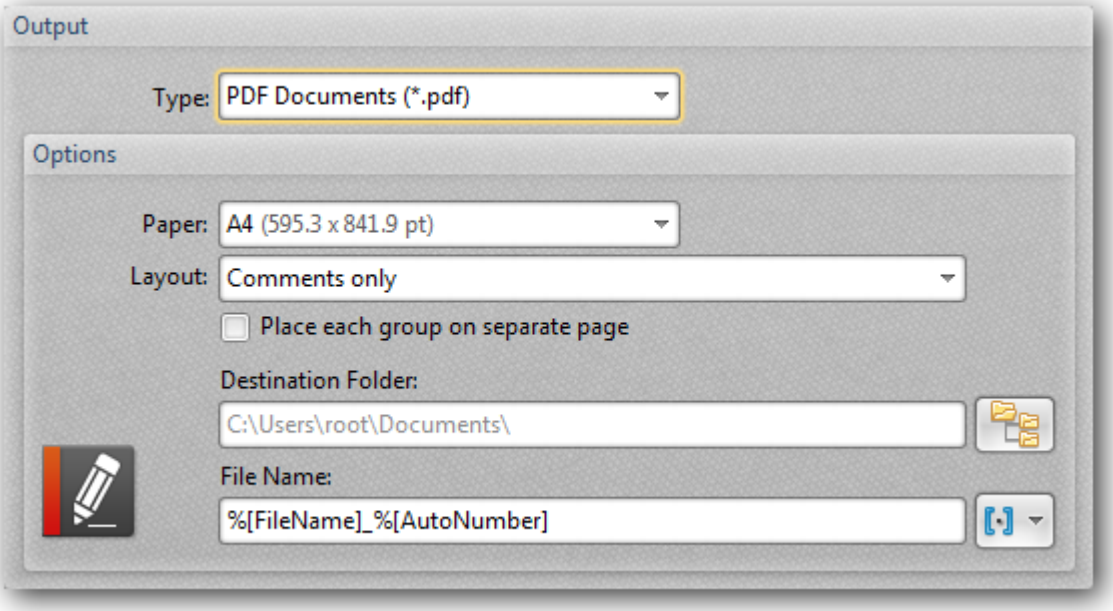
Output. Depending on the type of the comment summary output, the paper and layout options are changed correspondingly.

Type. PDF Document (*.pdf)



Options. Valid options are:

Paper. Selecting this option allows you to choose the standard size of the page.

Layout. Determines how pages are arranged in the PDF document pane.

Place each group on separate page. Allows you to place each group of summarized comments on separate pages.

Destination Folder. Selects the destination folder to receive the comments. Note that you may not simply type in the destination folder.
Clicking the **Browse** button opens the **Browse for Folder** dialog to select the destination folder.

File Name. Specifies the name of the export file. You may enter any valid file name you like.
In addition, clicking the **Macros** button opens a submenu of *file name macros* that you can use to automatically generate file names.
This is especially useful for repeat jobs and to set the file numbering when single-page image files are being generated for multiple document pages.

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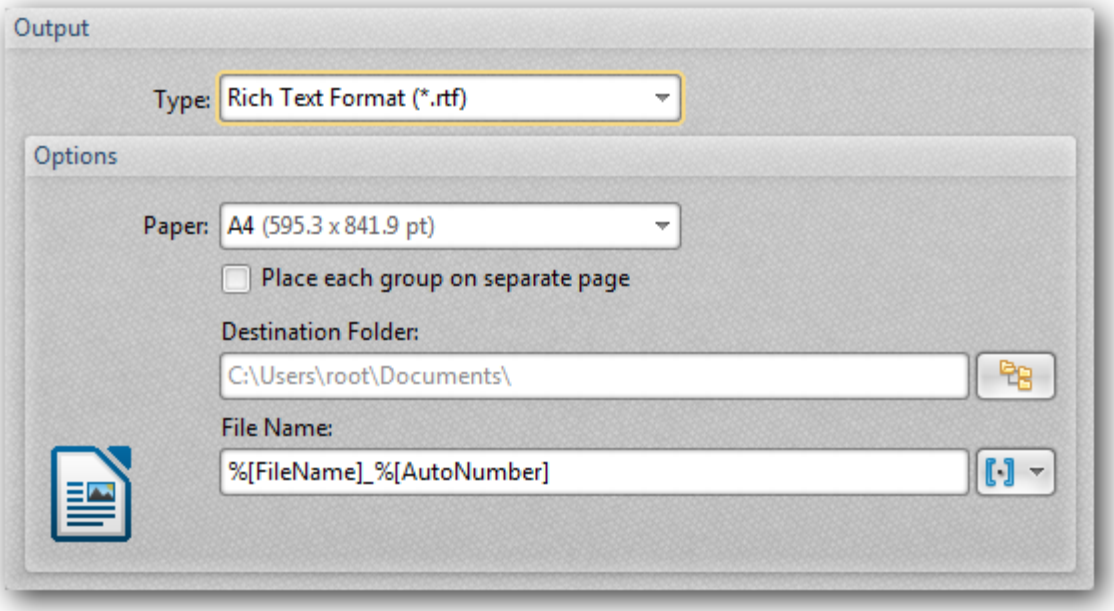
Type. Rich Text Format (*.rtf)



Options. Valid options are:

Paper. Selecting this option allows you to choose the standard size of the page.

Place each group on separate page. Allows you to place each group of summarized comments on separate pages.

Destination Folder. Selects the destination folder to receive the comments. Note that you may not simply type in the destination folder.
Clicking the **Browse** button opens the **Browse for Folder** dialog to select the destination folder.

File Name. Specifies the name of the export file. You may enter any valid file name you like.
In addition, clicking the **Macros** button opens a submenu of *file name macros* that you can use to automatically generate file names.
This is especially useful for repeat jobs and to set the file numbering when single-page image files are being generated for multiple document pages.

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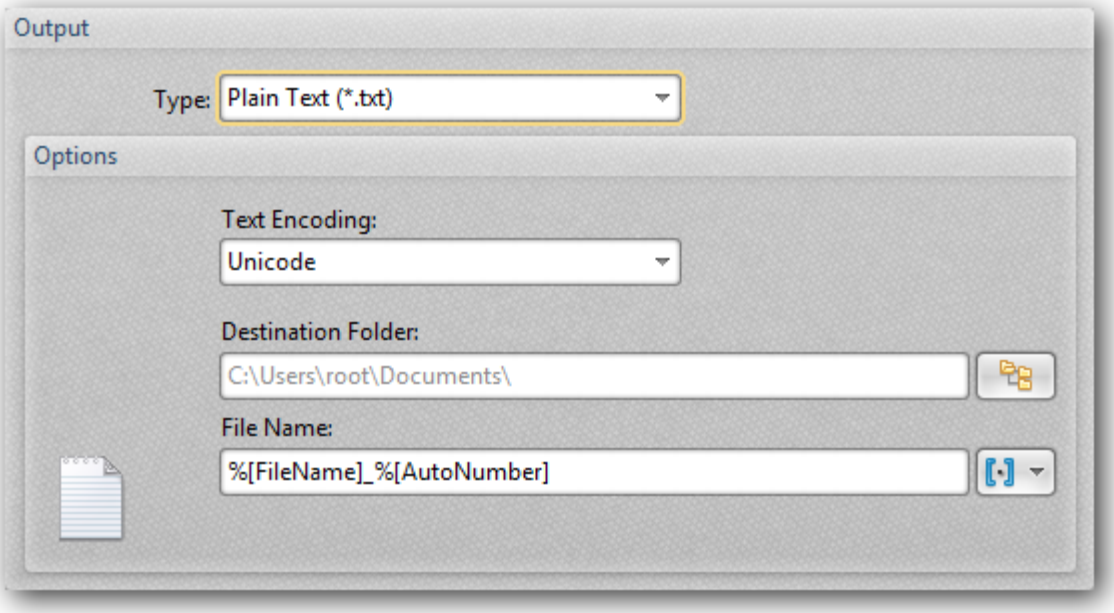
Type. Plain Text (*.txt)



Options. Valid options are:

Text Encoding. Allows you to choose the appropriate text encoding.

Destination Folder. Selects the destination folder to receive the comments. Note that you may not simply type in the destination folder.
Clicking the **Browse** button opens the **Browse for Folder** dialog to select the destination folder.

File Name. Specifies the name of the export file. You may enter any valid file name you like.
In addition, clicking the **Macros** button opens a submenu of *file name macros* that you can use to automatically generate file names.
This is especially useful for repeat jobs and to set the file numbering when single-page image files are being generated for multiple document pages.

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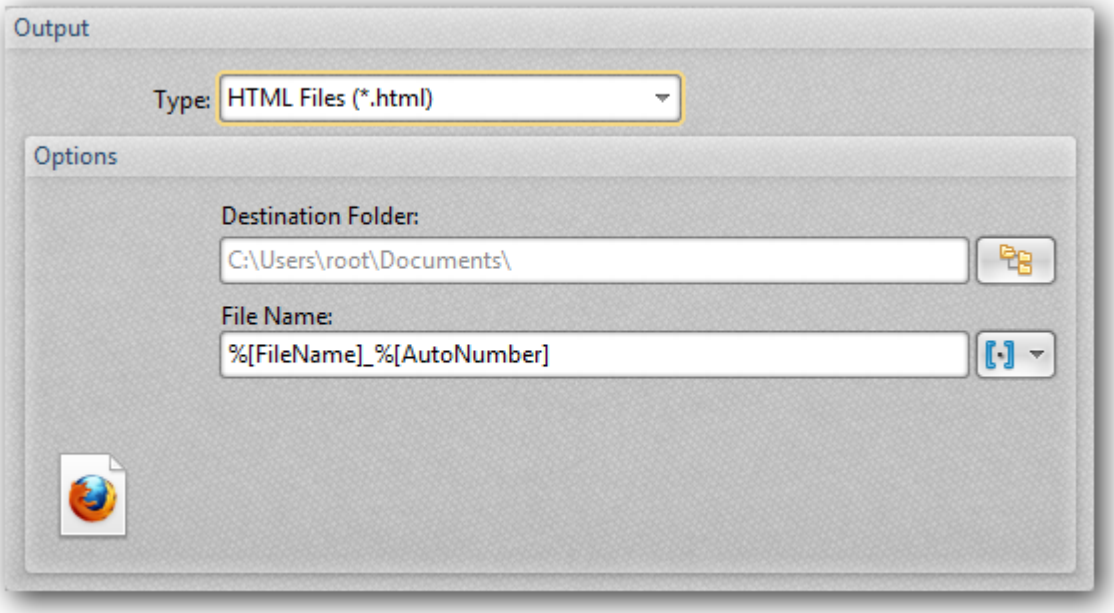
Type. HTML Files (*.html)



Options. Valid options are:

Destination Folder. Selects the destination folder to receive the comments. Note that you may not simply type in the destination folder.
Clicking the **Browse** button opens the **Browse for Folder** dialog to select the destination folder.

File Name. Specifies the name of the export file. You may enter any valid file name you like.
In addition, clicking the **Macros** button opens a submenu of *file name macros* that you can use to automatically generate file names.
This is especially useful for repeat jobs and to set the file numbering when single-page image files are being generated for multiple document pages.

View New Document after Creation. Allows you to view the document after summarizing comments.

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7.5.3 Import Comments

Comments can be imported from a PDF document by going to **Comment** > **Import Comments**. Comments can also be imported from a Form Data Format (FDF) file or an XFDF file, which is an XML-based FDF file.

From **PDF Reference 1.7**:

8.6.6 Forms Data Format

Forms Data Format (FDF) is the file format used for interactive form data (PDF 1.2). FDF is used when submitting form data to a server, receiving the response, and incorporating it into the interactive form. It can also be used to export form data to stand-alone files that can be stored, transmitted electronically, and imported back into the corresponding PDF interactive form.

Please refer to **PDF Reference 1.7**, available as a free download from **http://www.adobe.com/**.

The comment positioning matches that of the file from which they were imported. If comments appear out of place, the source and recipient PDF documents are likely different. For example, if you import comments from a ten-page document to a two-page document, only comments from the first two pages appear.

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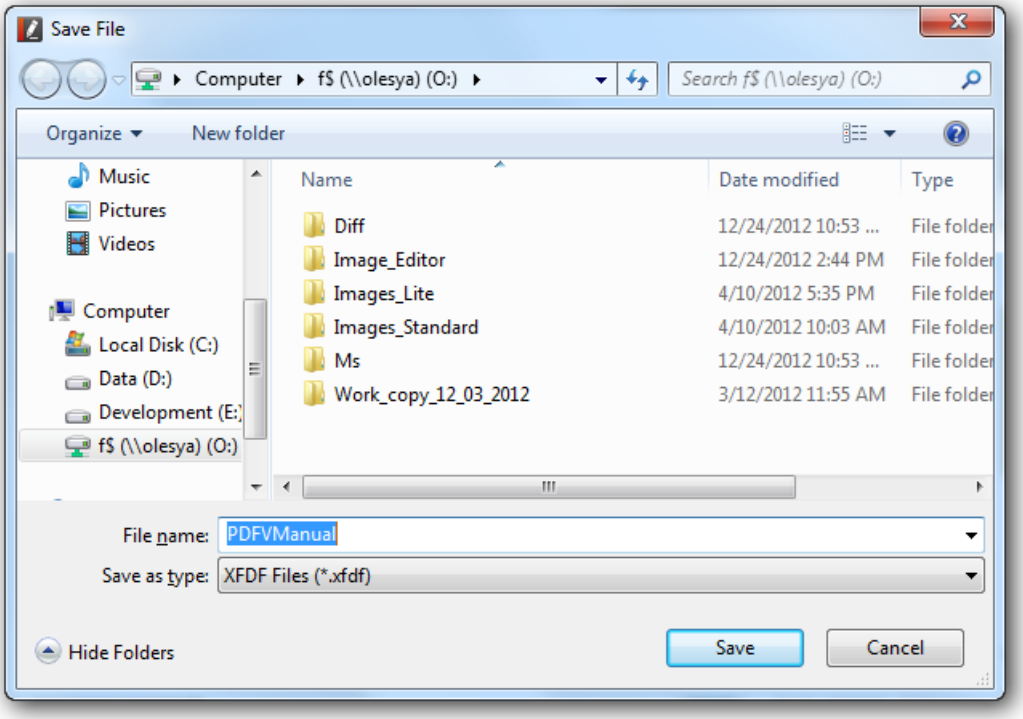
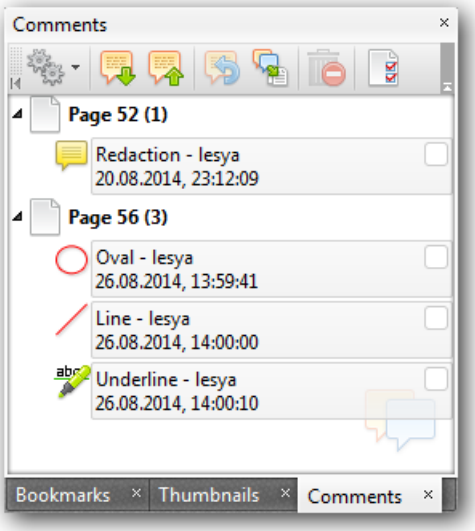
7.5.4 Export Comments to Data File

Export Comments to Data File... allows you to export comments in order to publish or send them to someone.



7.5.5 Show Comments List

Show Comments List opens a scrollable list of all comments above the PDF Display Area, in the "Other Panes" area:



As you select different comments, the PDF Display will reposition to the correct place in the document.

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Options. Determines the options of the comments.

Expand All. Allows you to expand all groups of comments in the list.

Collapse All. Allows you to contract all groups of comments in the list.

Group By Page. Groups comments by page.

Group By Type. Groups comments by type.

Group By Modification Date. Groups comments by modification date.

Group By Creation Date. Groups comments by creation date.

Group By Author. Groups comments by author.

Group By Color. Groups comments by color.

Group By Subject. Groups comments by subject.

Show Subjects. Shows subjects of all comments.

Show Authors. Shows authors of all comments.

Show Dates. Shows dates of all comments.

Show Text. Shows text of all comments.

Show Statuses. Shows statuses of all comments.

Show Colors. Shows colors of all comments.

The toolbar at the top allows you to do several things:

Next Comment and **Previous Comment** allow you to scroll up and down the list of comments.

Add Reply allows you to generate a reply to the selected comment.

Summarize Comments... allows you to summarize comments.

Delete deletes the selected comment, or the selected comments Group.

Properties opens comment properties pane.

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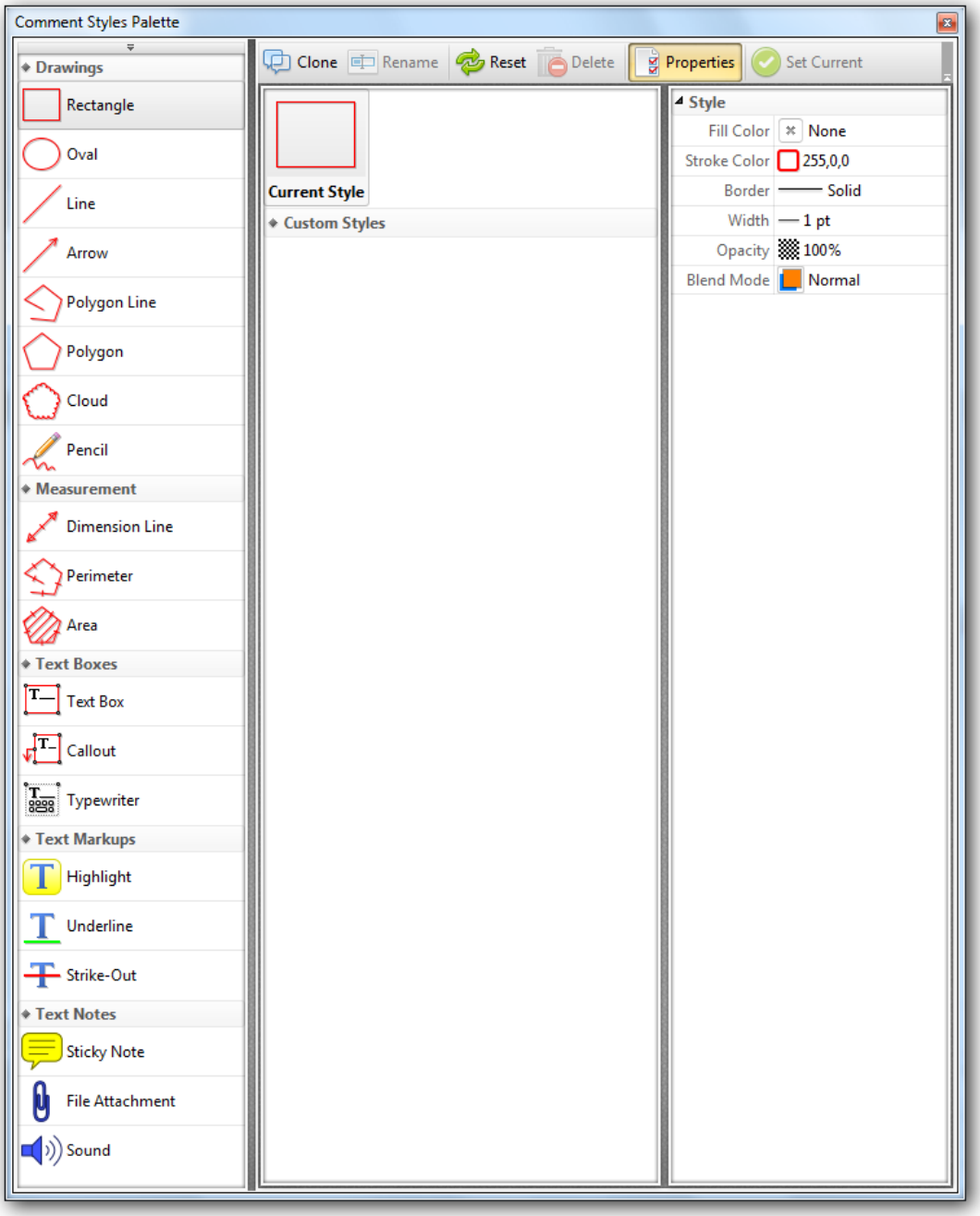
7.5.6 Comment Styles Palette

Comments Styles Palette opens the palette with the list of comments' styles.



The toolbar at the top allows you to do the following things:

Reset. Resets the style of the selected comment to default. All custom styles except for the default ones will be removed.

Clone. Creates the style of the comment, identical to the selected one.

Rename. Allows you to rename the selected style.

Reset. Resets the style of the selected comment to default. All custom styles except for the default ones will be removed.

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Delete. Deletes the selected comment style.
Properties. If you select the **Properties** item, the pane appears with the tabs which allow you to adjust the appearance and other properties of the selected tool.
Set Current. Sets the selected custom style to the current tool's style.

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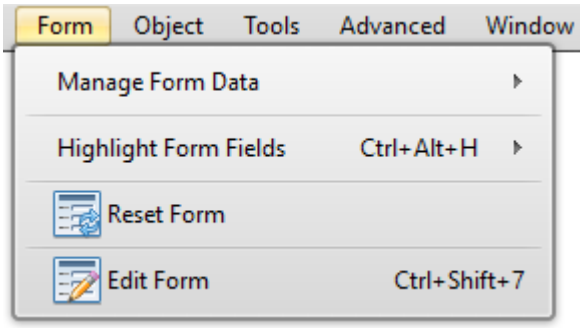
7.6 Form

Main Menu> **Forms** allows you to access features to fill, clear, edit, manipulate, create and highlight form fields.



Manage Form Data 459

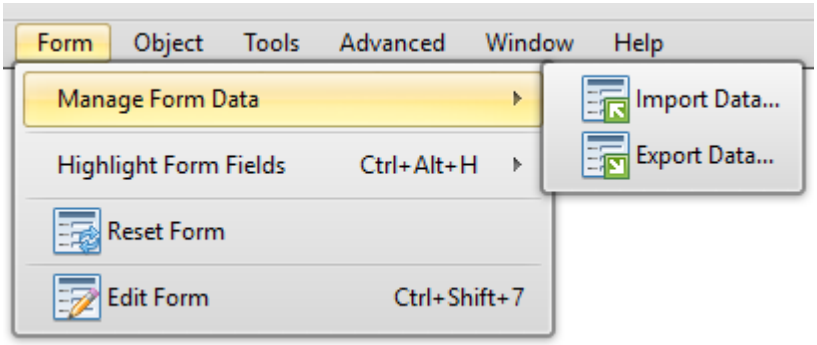
Highlight Form Fields 460

Reset Form 461

Edit Form 461

7.6.1 Manage Form Data

You can manage form Data from the Form> Manage form Data menu.



Import Data... allows you to import data from an Adobe© Acrobat© FDF file to an **AcroForm**.

Note: A PDF AcroForm with matching field names as the form data FDF file must be the Active document for this to work.

Select the saved form data file that matches the fields in the open form document, by default **%Docname-data.fdf**, where %Docname is the name of the active AcroForm© document.

Click **Open**, and the fields in the active document will then contain the data from the FDF form data file.

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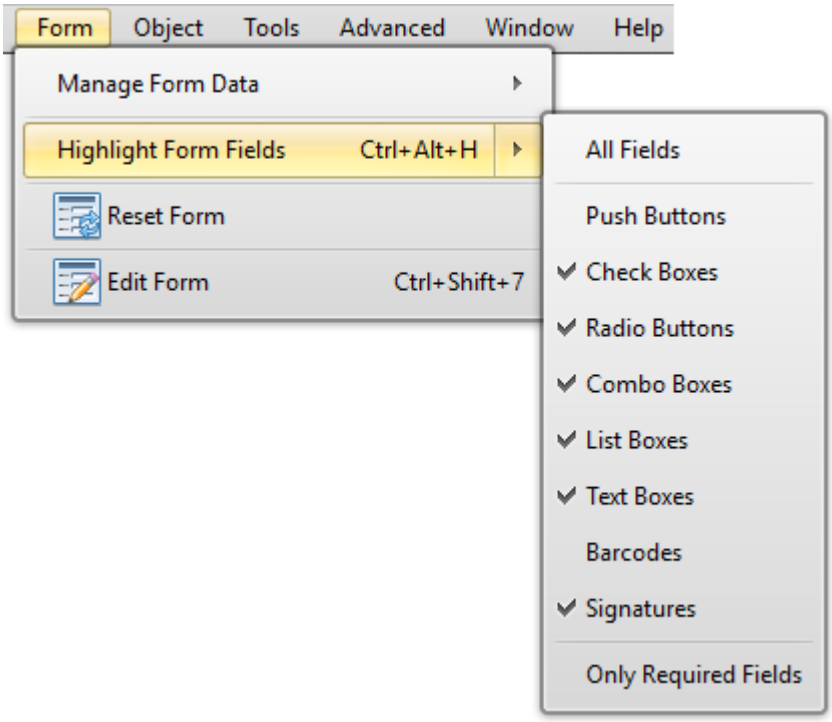
Export Data... allows you to export data from an **AcroForm** to an Adobe© Acrobat© FDF file.

Note: A PDF AcroForm with matching field names as the form data FDF file must be the Active document for this to work.

The default name of the saved form data file is defined as **%Docname-data.fdf**, where %Docname is the name of the Active document. Simply accept or specify the name you wish to use for the form data, and an Adobe® Acrobat® FDF format file will be created.

7.6.2 Highlight Fields

Highlight Fields. Allows you to set the highlight options for the form fields.



All Fields. Allows you to apply highlight options to all form fields.
Push Buttons. Highlights buttons which initiate a change on the user's computer, such as opening a file or others.
Check Boxes. Highlights boxes which present yes-or-no choices for individual items. If the form contains multiple check boxes, the user can typically select as many or few of these as wanted.
Radio Buttons. Highlights buttons which present a group of choices from which the user can select only one item.
Combo Boxes. Highlights boxes which allow you either choose an item from a pop-up menu or type in a value.

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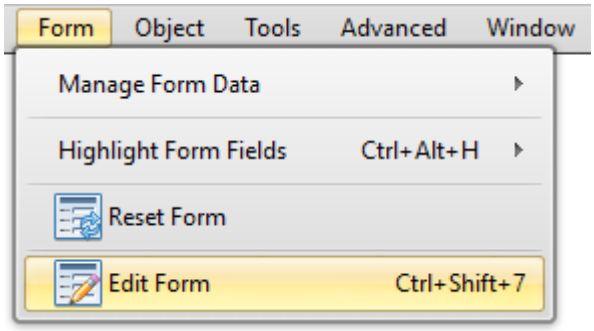
List Boxes. Highlights boxes which allow you to choose from a displayed list of options.
Text Boxes. Highlights boxes which allow you to type in text.
Barcodes. Highlights barcode fields.
Signatures. Allow you to electronically sign a PDF document with a digital signature.
Only Required Fields. Allows you to select a border color of form fields. The border appears for required form fields only after you attempt to submit the form.

7.6.3 Reset Form

Reset Form resets all of the form fields, removing all changes to the initial state of the form.

7.6.4 Edit Form

Edit and create fillable forms using the **Edit Form** option under the Forms menu.



PDF-XChange Editor Plus supports most **Adobe™ JavaScript actions** for advanced interaction with forms and actions.

To use the functions of the **Edit Form** feature, the **Properties Toolbar** 601 [**View**> **Toolbars**> **Properties**] and the **Properties Pane** 315 [**View**> **Other Panes**> **Properties**] should be activated. All the variations and form field types can be accessed from the **Properties Toolbar**, and the properties such as actions, display, and other parameters can be accessed through the **Properties Pane**.
The same operations can be accessed using the right click context menu.

Note: Though not necessary, the **Fields Pane** found under **View> Other Panes> Fields Pane** 310 can be very useful when organizing the various form fields within a PDF form.

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Edit Form Properties Toolbar

To skip ahead to the pages that define each form field type and how to use them, please click on the appropriate link below:
Text Field 470
Check Box 479
Radio Button 482
List Box 485
Dropdown 488
Button 493
Digital Signature 497
Barcode 500

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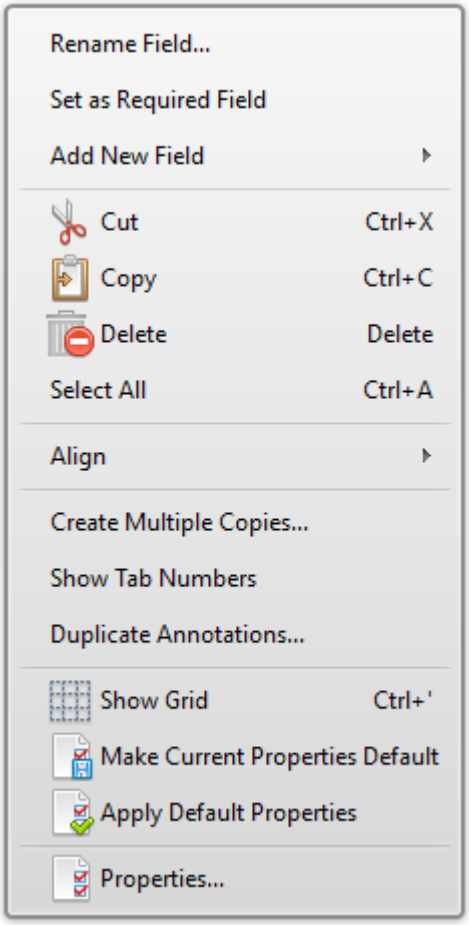
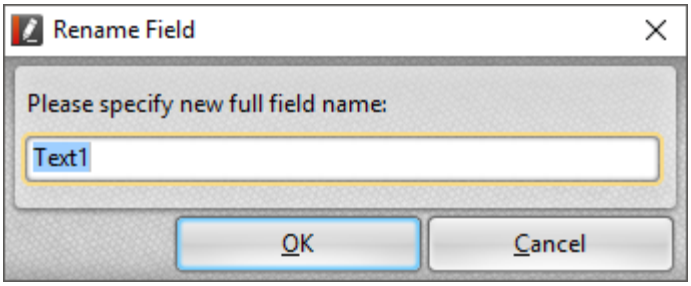
Edit Form object Right-Click context menu

When a form field item is selected the right click context menu contains the following options:



Rename Field renames the selected field and opens the **Rename Field** window.



Rename Field window

Set as Required Field sets the field as required.

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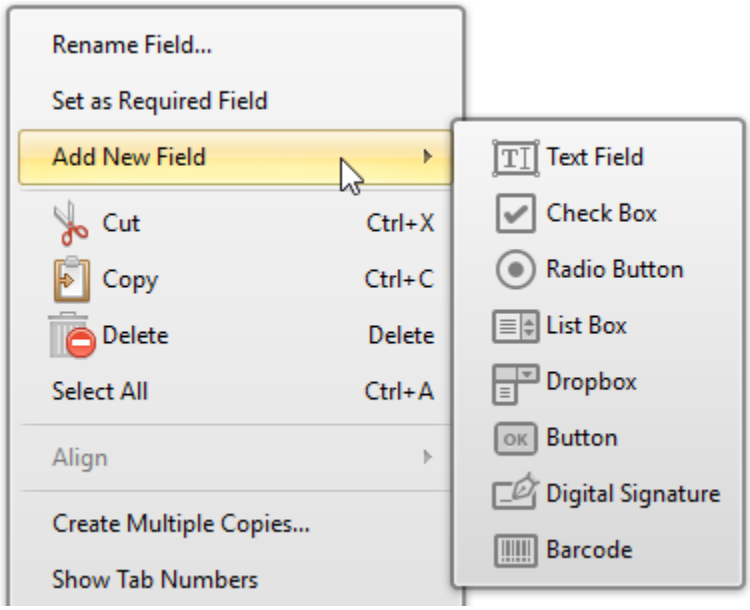
Add new Field allows for the creation of a new form field.



Cut cuts the selection and places it in the clipboard.
Copy copies the selection to the clipboard.
Delete deletes the selection
Select All selects all form fields.
Align allows for the alignment of the selected fields. This option is only available when multiple fields are selected, and interacts only with those fields.

Align Left Edges
Align Right Edges
Align Top Edges
Align Bottom Edges
Align Horizontal Centers
Align Vertical Centers
Distribute Horizontally
Distribute Vertically
Make Same Width
Make Same Height
Make Same Size

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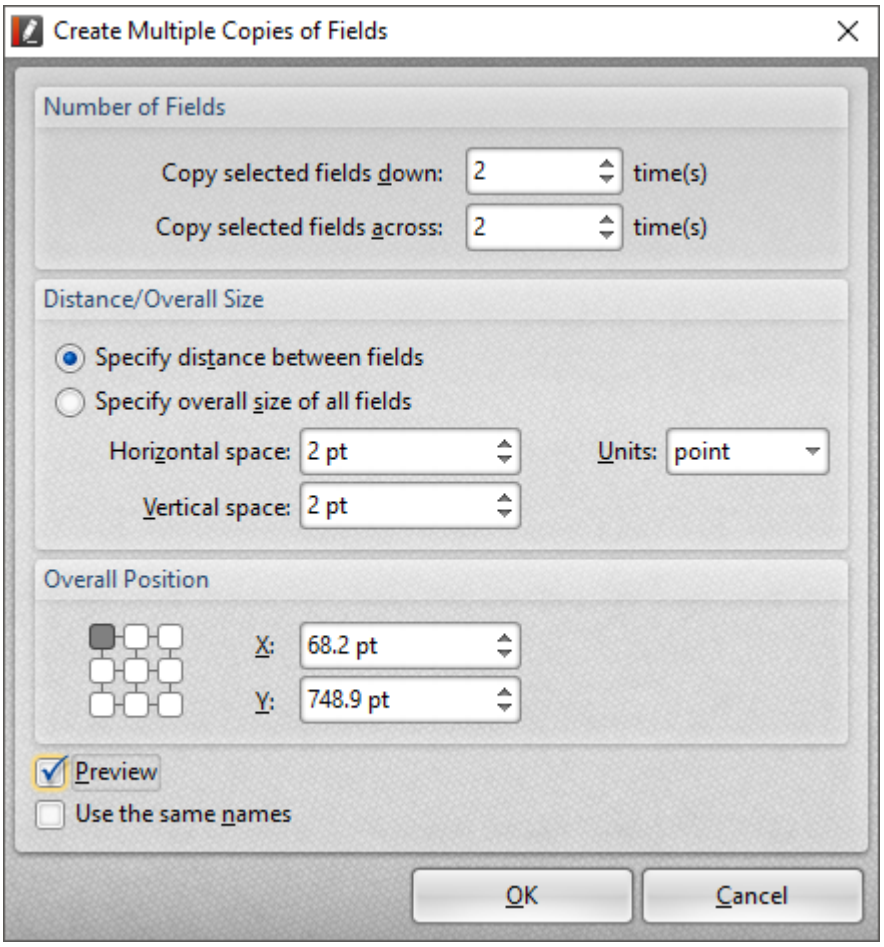
Create multiple Copies... opens the **Create Multiple Copies of Fields** window to allow for duplication of the selected form fields to be placed on the form.



Number of Fields defines how many copies of the selected field will be made.

Copy Selected fields down: In this field, enter the number of copies desired to be placed vertically below the parent field.
Copy Selected fields across: In this field, enter the number of desired copies to be placed horizontally from the parent field.

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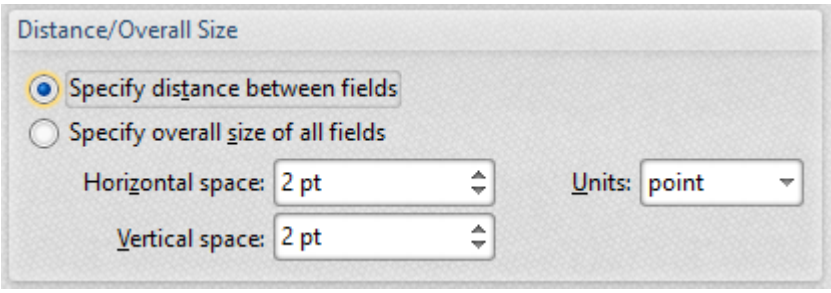
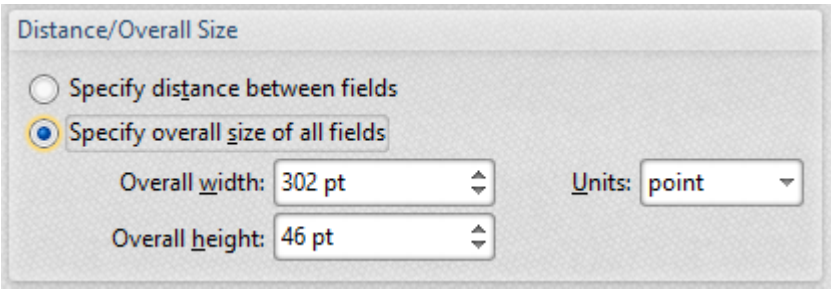
Distance/Overall Size modifies the distance and size of form fields.

Specify distance between fields using the units defined in the **Units** field.



Horizontal Space defines the horizontal space between fields.
Vertical Space defines the vertical space between fields.
Units selects the units used in the Horizontal and Vertical space fields.

Specify overall size of all fields defines the of the area the fields will be multiplied within. Setting a larger with width than the fields require causes the resulting fields to be spaced further apart.



Overall width defines the overall width of the area the field will be multiplied within.
Overall height defines the overall height of the area the field will be multiplied within.
Units selects the units used in the Overall Height and Width space fields.

Overall Position
Allows modification of the overall position by modifying the **X:** and **Y:** axis fields. Select the square within the grid to determine the starting point for all measurements and positions when creating multiple copies.

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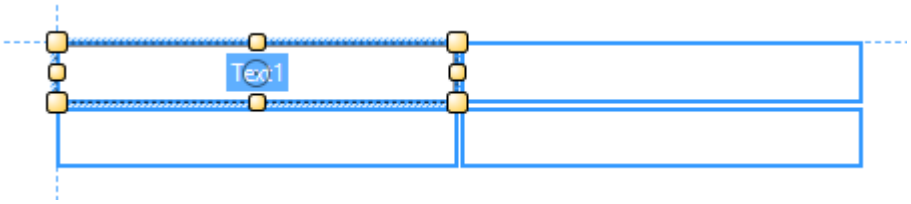
Preview places a preview on the document before applying the duplication.



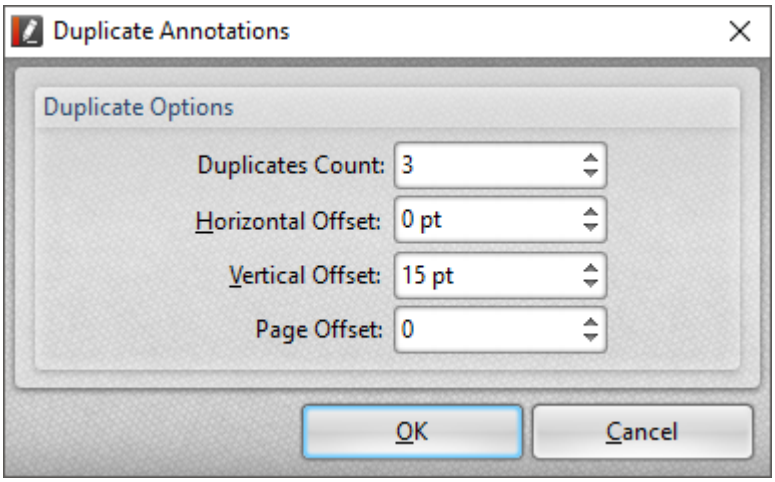
Preview example

Use the Same Names causes all duplicated fields to have the same name as the original. This can be useful for fields that require the same user data input such as their name, or today's date, allowing the data to populate in each instance of that field.

Note: Actions for each instance of fields with the same name interact only with the current instance of the field rather than all of them. For more information regarding actions, see the **Common Actions** 34 section.

Show Tab Numbers shows a small number in the left of each form field that represents the tab order when using **Tab** to move through and fill the form. The Tab order can be modified by drag and dropping the items to the desired order within the **Fields Pane** 310.

Duplicate Annotations... opens the Duplicate Annotations window to allow simple duplication of the selected object.



Duplicates Count defines how many times the selected object will be duplicated.
Horizontal Offset defines the horizontal offset from the original object.
Vertical Offset defines the vertical offset from the original object.
Page Offset defines the page offset from the original object.

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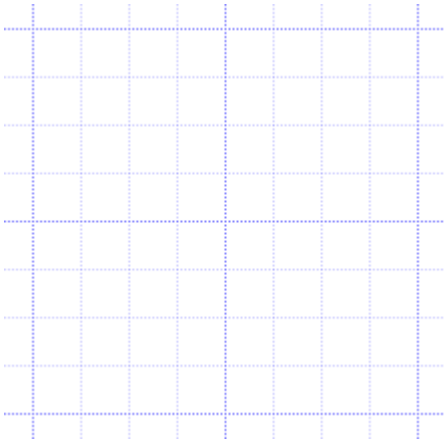
Show Grid overlay a grid on the PDF to help with object alignment.



Make Current Properties Default applies the properties of the selected object as default.
Apply Default Properties applies the default properties to the selected object.
Properties opens the **Properties Pane** .

Form Fields
Find a list of the form field options and a brief description of what each mean below. For more detail, please see that form field type's sub section.

Select Fields
The Select Fields allows the selection, and Edit existing form fields. Please see one of the sections below for information pertaining to each form field type.

Text Field
The Text Field allows for the placement a fillable text field on the form. See the **Text Field section** 470 for more details.

Check Box
The Check Box option can place a check box on the form. See the **Check Box section** 479 for more details.

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Radio Button

The Radio Button option places a radio button on the form. See the Radio Button section 482 for more details.

List Box

The List Box options places a list box on the form containing items that can be selected. See the List Box section 485 for more details.

Dropdown (drop-down menu)

The drop-down menu option places a drop-down menu on the form containing items that can be selected. See the Dropdown section 488 for more details.

Button

The button option places a button on the form. You can edit the action(s) from the properties pane. See the Button section 493 for more details.

Digital signature

The digital signature option places a signature field on the form. These can be used in conjunction with the Sign document feature. See the Digital Signature section 497 for more details.

Barcode

The Barcode option allows you to place a barcode on the form. See the Barcode section 500 for more details.

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7.6.4.1 Text Field

While using the **Edit Form** feature under **Form> Edit Form**, select the field to be interacted with and modify.

The **Properties Pane** 315 will reflect the parameters and properties of the selected field. A **Text Field** can be filled with text data, numeric values and more. See the options and modifiable properties below.

General	
Read Only	**Yes | No** If set to **Yes**, the field will not be editable.
Locked	**Yes | No** If set to **Yes**, the field cannot be moved, and the properties cannot be modified.
Field name	Type the name desired for the field. This name will be displayed in the field before it is filled
Tooltip	Type a tooltip, or hint into this field.
Mapping name	For mapping purposes, give this field a technical or programmatic name.
Orientation	Set the orientation of the form field.
Visibility	Sets the visibility of the form field: • **Visible** • **Hidden** • **Visible but does not print** • **Hidden but printable**
Required	**Yes | No** If set to **Yes,** marks the selected field as required.
Exportable	**Yes | No** If set to **Yes**, the selected field's data can be exported from the form.

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Style Properties	
Fill Color	Select the fill color for the text field
Stroke Color	Set the color for the border of the text field
Border Style	Choose the border style for the selected field: • ——— Solid • ····· Dashed (2 white, 2 black) • - - - - - - Dashed (3 white, 3 black) • - - - - - Dashed (4 white, 4 black) • - - - - - - - Dashed (4-3-2-3) • - — - – Dashed (4-3-16-3) • – - - – - Dashed (8-4-4-4) • abc Beveled • abc Insert • abc Underline
Border Width	Sets the border width.

Default Text Format	
Font	Defines the font of the text when the field is filled.
Font Size	Allows for the selection the required font size. **Note:** If specified , the text within the field will not be shrunk to fit when it becomes to large.
Text Color	Specify the color of the text within the selected form field.

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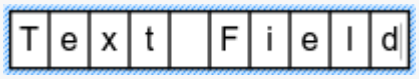
Options	
Alignment	Sets the alignment for the text within the field when filled.
Default Value	Specify a default value in this field. The field will revert to its default value when the form is reset under **Form> Reset Form** 461.
File Select	**Yes | No** If set to **Yes**, the text entered in the field represents the path name of a file whose contents shall be submitted as the value of the field. **JavaScript Example:** field.browseForFileToSubmit If invoked on a text field for which the **fileSelec**t flag is set to **Yes**, opens a standard file-selection dialog box. The path entered through the dialog box is automatically assigned as the value of the text field. If invoked on a text field in which the fileSelect flag is set to **No**, an exception is thrown.
Password	**Yes | No** Sets the field as a password field that can not be copied.
Check Spelling	**Yes | No** If set to **Yes**, the words entered to the form field will be spellchecked.
Multi Line	**Yes | No** If set to **Yes**, the text field will allow multiple lines of text.
Scroll	**Yes | No** If set to **Yest,** allows a scroll bar to the right of the Text Field when there is not enough space for all the contents.
Allow Rich Text	**Yes | No** If set to **Yes**, the text field will allow Rich text.
Comb	**Yes | No** Adds line separators between each character space in the text field. The amount of comb lines corresponds directly with the **Character Limit**. 
Character Limit	Set a character limit for the selected form field.

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Actions	
Note: See the Common Actions 34 section for more information about available actions.	
Mouse Down	Initiate action when pressing on the left mouse button Click on the **...** button to set up an action.
Mouse Up	initiate action when depressing the left mouse button. Click on the **...** button to set up an action.
Mouse Enter	Initiate action when the mouse pointer hovers over. Click on the **...** button to set up an action.
Mouse Leave	Initiate action when the mouse pointer leaves the area. Click on the **...** button to set up an action.
On Focus	Initiate action when focus is switched to the selected text field. Click on the **...** button to set up an action.
On Blur	Initiate action when focus leaves the selected text field. Click on the **...** button to set up an action.

Format Value	
Category	Select a category for more options
None	No specific format is required in the field.
Number	Restricts the field input to numbers only. **Decimal places** Specify the amount of decimal places available **Separator Style** Select from available separator types. • **1,234.56** • **1234.56** • **1.234,56** • **1234,56** • **1'234.56** **Currency Symbol** Choose from available currency symbols. **Symbol Location** Dictates where the currency symbol will show • **Before** the number • **After** the number **Add Space** if set to **Yes**, adds a space between the currency symbol and the numbers themselves. **Negative Number Style** Select the way negative numbers are shown. • **Regular** -$100

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	• **Red Text** $100.00 • **In parentheses** ($100.00) • **Red text in parentheses** ($100.00)
Percentage	Restricts the field input to a percentage only. **Decimal Places** Specify the amount of decimal places available **Separator Style** Select from available separator types. • **1,234.56** • **1234.56** • **1.234,56** • **1234,56** • **1'234.56**
Date	Restricts the field input to date only. **Date Format** Specifies the date display format. • **m/d** • **m/d/yy** • **mm/dd/yy** • **mm/yy** • **d-mmm** • **d-mmm-yy** • **yy-mm-dd** • **mmm-yy** • **mmmm-yy** • **mmm d, yyy** • **m/d/yy h:MM tt** • **m/d/yy HH:MM**
Time	Restricts the field input to time only. **Time Format** • **HH:MM** • **h:MM tt** • **HH:MM:ss** • **h:MM:ss tt**

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Special	Restricts the field input to the special format specified only. **Special Format** • **ZIP Code** • **ZIP Code + 4** • **Phone Number** • **Social Security**
Custom Action	Allows the addition of a custom action using JavaScript. **Format Action** | **Run a JavaScript**. Click on the **...** icon to launch the JavaScript Console and write a script. **Keystroke Action** | **Run a JavaScript**. Click on the **...** icon to launch the JavaScript Console and write a script.

Value Validation	
Validation	Select the validation type from the drop-down menu.
None	No value validation.
Value in range	Sets a range for the value within the selected text field. **From** specify the minimum value for the selected form field. **To** specify the maximum value for the selected form field.
Custom Action	**Validation action | Run JavaScript** Click on the **...** button to launch the JavaScript console and write a script.

Value calculation	
Note: All examples used below are calculating the **Sub Total** and **Tax** fields created in an example document. To follow these examples, please create 2 text fields with the following properties: **Sub Total** Field and **Tax** Field**: Format Value = Number** no other properties are necessary, though naming the fields appropriately will simplify selecting them from the **Field Selection** window. **Total** Field: **Format Value = Number** the **Value Calculation** will depend on the type of calculation required.	
Calculation	Choose a calculation type from the drop-down menu.
None	No calculation.

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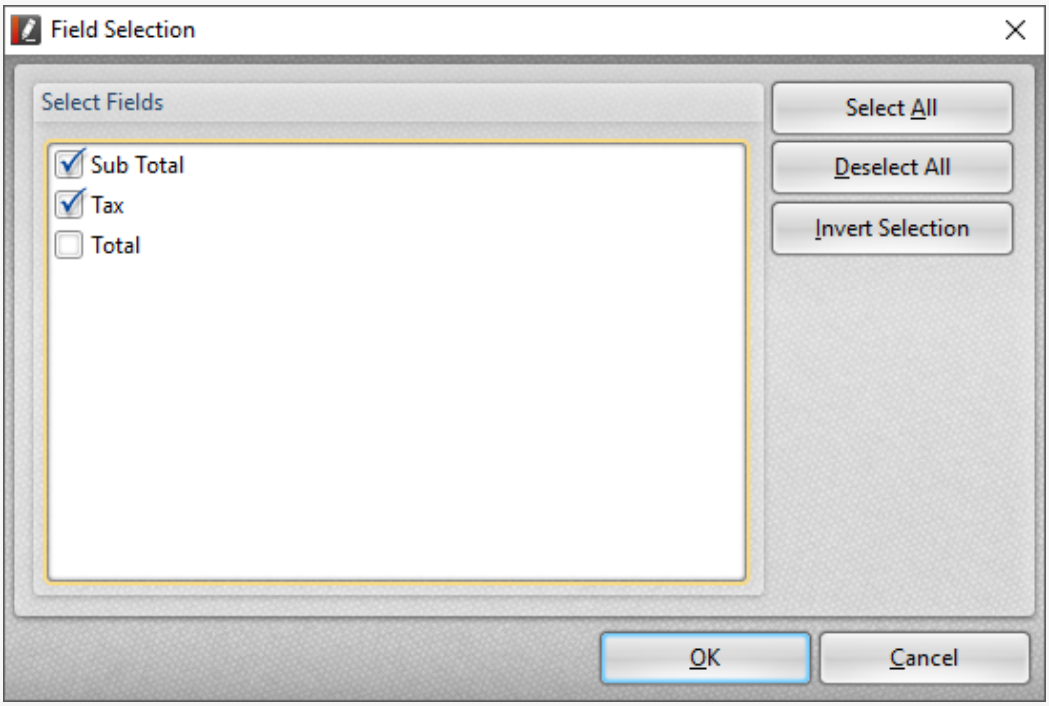
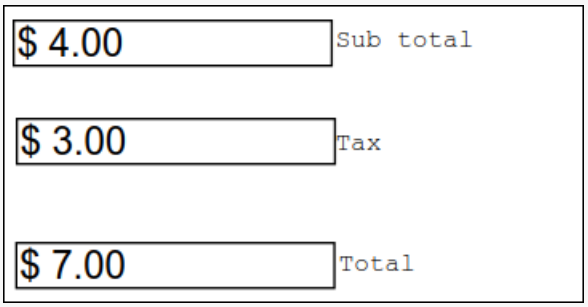
Sum (+)

Will calculate the **sum**. To add a field that will be used in the calculation click on the **...** icon to the left of the **Fields** property. Doing so will launch the **Field Selection** window. There, select the name of the fields to be calculated.



Field Selection window

The result from the example above in the "Total" Field will be the sum of the "Sub Total" and "Tax" fields.



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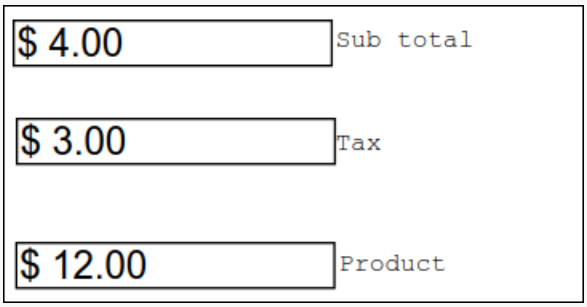
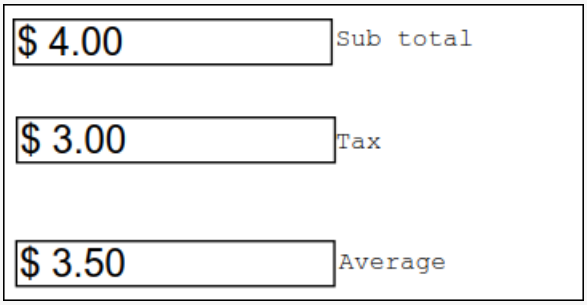
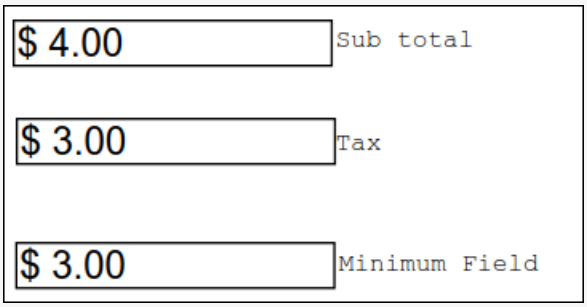
Product (*)	Will calculate the **Product** of the chosen fields.  To add a field that will be used in the calculation click on the **...** icon to the left of the **Fields** property. Doing so will launch the **Field Selection** window. There, select the name of the fields to be calculated.
Average	Will calculate the **Average** of the chosen fields.  To add a field that will be used in the calculation click on the **...** icon to the left of the **Fields** property. Doing so will launch the **Field Selection** window. There, select the name of the fields to be calculated.
Minimum	Will show the minimum or smallest number of all the fields included in the **Fields** property.  To add a field that will be used in the calculation click on the **...** icon to the left of the **Fields** property. Doing so will launch the **Field Selection** window. There, select the name of the fields to be calculated.

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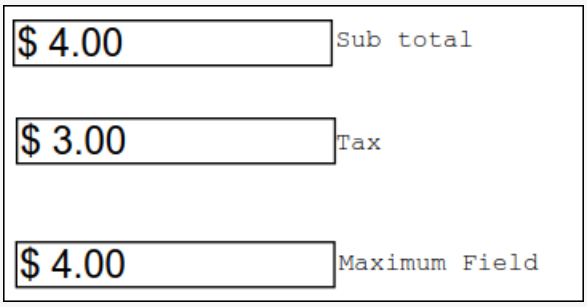
Maximum	Will show the minimum or smallest number of all the fields included in the **Fields** property.  To add a field that will be used in the calculation click on the **...** icon to the left of the **Fields** property. Doing so will launch the **Field Selection** window. There, select the name of the fields to be calculated.
Simplified Notation	Write a calculation in the **Simple Notation** property using the field names and standard mathematical notation.
Custom Action	Set up a custom JS action for the calculation **Run a JavaScript** click on the **...** to launch the JavaScript console and write a script. A moderate understanding and working knowledge of JavaScript is required to use this action.

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7.6.4.2 Check Box

While using the **Edit Form** feature under **Form> Edit Form**, select the field to be interacted with and modify.
The **Properties Pane** will reflect the parameters and properties of the selected field.

The **Check Box** option places a check box into the custom form.

General	
Read Only	**Yes | No** If set to **Yes**, the field will not be editable.
Locked	**Yes | No** If set to **Yes**, the field cannot be moved, and the properties cannot be modified.
Field name	Type the name desired for the field. This name will be displayed in the field before it is filled
Tooltip	Type a tooltip, or hint into this field.
Mapping name	For mapping purposes, this field can given a technical or programmatic name.
Orientation	Set the orientation of the form field.
Visibility	set the visibility of the form field: • **Visible** • **Hidden** • **Visible but does not print** • **Hidden but printable**
Required	Marks the selected field as required.
Exportable	**Yes | No** If set to **Yes**, the selected field's data can be exported from the form.

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Style	
Fill Color	Select the fill color for the check box.
Stroke Color	Set the color for the border of the check box
Border Style	Choose the border style for the selected field: • ——— Solid • ····· Dashed (2 white, 2 black) • - - - - - - - Dashed (3 white, 3 black) • - - - - - Dashed (4 white, 4 black) • - - - - - - - Dashed (4-3-2-3) • - — - - Dashed (4-3-16-3) • — - - — - Dashed (8-4-4-4) • abc Beveled • abc Insert • abc Underline
Border Width	Sets the border width and thickness.

Default Text Format	
Font Size	Allows for the selection the required font size. **Note:** If specified , the text within the field will not be shrunk to fit when it becomes to large.
Text Color	Specify the color of the text within the selected form field.

Options	
Check Box Style	Style Example **Check** **Circle** **Cross** **Diamond** **Square** **Star**

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Export Value	Define a custom value when the field is exported. **Note:** For a working example, create a Check box on a new document and specify a value in the **Export Value** property, then open the JavaScript console. In the JavaScript console, enter the script below: getField("Check Box1").value The result will list the export value.
Checked By default	**Yes** | **No** If set to **Yes**, the field will be checked by default.

Actions	
Note: See the **Common Actions** 34 section for more information about available actions.	
Mouse Down	Initiate action when pressing on the left mouse button Click on the **...** button to set up an action.
Mouse Up	initiate action when depressing the left mouse button. Click on the **...** button to set up an action.
Mouse Enter	Initiate action when the mouse pointer hovers over. Click on the **...** button to set up an action.
Mouse Leave	Initiate action when the mouse pointer leaves the area. Click on the **...** button to set up an action.
On Focus	Initiate action when focus is switched to the selected field. Click on the **...** button to set up an action.
On Blur	Initiate action when focus leaves the selected field. Click on the **...** button to set up an action.

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7.6.4.3 Radio Button

Radio Buttons are similar to **Check Boxes** but their intent is for multiple choice. A Radio Button should be used where only one option can be selected; such as when two options are mutually exclusive.

General Properties	
Read Only	If set to **Yes**, the field will not be editable.
Locked	if set to **Yes**, the field cannot be moved
Field name	Type the name desired for the field. Add the same name for radio buttons in the same group.
Tooltip	Type a tooltip, or hint into this field.
Mapping name	For mapping purposes, give this field a technical or programmatic name.
Orientation	Set the orientation of the form field.
Visibility	Sets the visibility of the selected form field: • **Visible** • **Hidden** • **Visible but does not print** • **Hidden but printable**
Required	Marks the selected field as required.
Exportable	**Yes | No** If set to **Yes**, the selected field's data can be exported from the form.

Style Properties	
Fill Color	Select the fill color for the radio button.
Stroke Color	Set the color for the border of the radio button.
Border Style	Choose the border style for the selected field: • ——— Solid • ..... Dashed (2 white, 2 black) • - - - - - - - Dashed (3 white, 3 black) • - - - - - Dashed (4 white, 4 black) • - - - - - - - Dashed (4-3-2-3) • - — - - Dashed (4-3-16-3) • — - - — - Dashed (8-4-4-4) • abc Beveled • abc Insert • abc Underline
Border Width	Set the border width.

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Default Text Format	
Font Size	Select the desired font size **Note:** If specified , the text within the field will not be shrunk to fit when it becomes to large.
Text Color	Specify the color of the text within the selected form field.

Options	
Radio Button Style	Style Example **Check** **Circle** **Cross** **Diamond** **Square** **Star**
Export Value	Define a custom value when the field is exported. **Note:** For a working example, create a Check box on a new document and specify a value in the **Export Value** property, then open the JavaScript console. In the JavaScript console, enter the script below: getField("Check Box1").value The result will list the export value.
Checked By Default	**Yes | No** If set to **Yes**, the field will be checked by default.

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Actions	
Note: See the Common Actions 34 section for more information about available actions.	
Mouse Down	Initiate action when pressing on the left mouse button Click on the **...** button to set up an action.
Mouse Up	initiate action when depressing the left mouse button. Click on the **...** button to set up an action.
Mouse Enter	Initiate action when the mouse pointer hovers over. Click on the **...** button to set up an action.
Mouse Leave	Initiate action when the mouse pointer leaves the area. Click on the **...** button to set up an action.
On Focus	Initiate action when focus is switched to the selected field. Click on the **...** button to set up an action.
On Blur	Initiate action when focus leaves the selected field. Click on the **...** button to set up an action.

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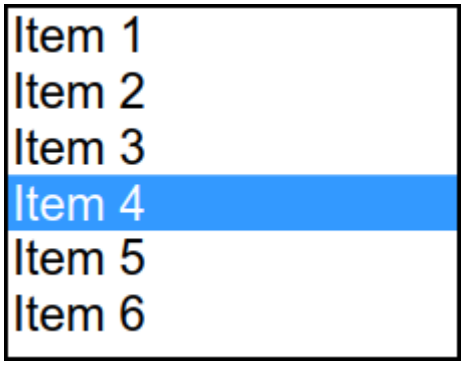
7.6.4.4 List Box

Items in a **List Box** can be selected. See below for manipulation and creation properties.



List Box example

General Properties	
Read Only	**Yes | No** If set to **Yes**, the field will not be editable.
Locked	**Yes | No** if set to **Yes**, the field cannot be moved
Field name	Type the desired name for the field.
Tooltip	Type a tooltip, or hint into this property.
Mapping name	For mapping purposes, give this property a technical or programmatic name for the field.
Orientation	Set the orientation of the form field.
Visibility	Sets the visibility of the form field: • **Visible** • **Hidden** • **Visible but does not print** • **Hidden but printable**
Required	**Yes | No** If set to **Yes,** marks the selected field as required.
Exportable	**Yes | No** If set to **Yes**, the selected field's data can be exported from the form.

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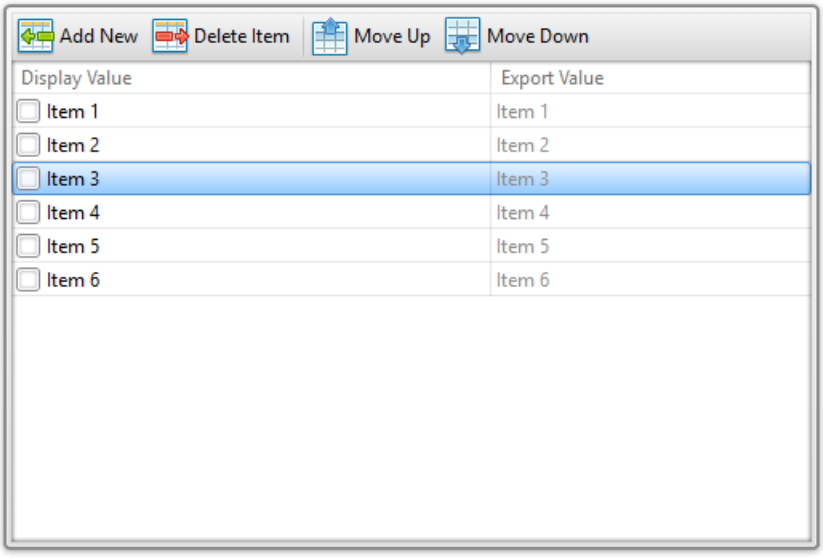
Style Properties	
Fill Color	Select the fill color for the text field
Stroke Color	Set the color for the border of the text field
Border Style	Choose the border style for the selected field: • ——— Solid • ····· Dashed (2 white, 2 black) • - - - - - - - Dashed (3 white, 3 black) • - - - - - Dashed (4 white, 4 black) • - - - - - - - Dashed (4-3-2-3) • - — - - Dashed (4-3-16-3) • — - - — - Dashed (8-4-4-4) • abc Beveled • abc Insert • abc Underline
Border Width	Sets the border width in pt (point).

Default Text Format	
Font	Specify the desired font.
Font Size	Define the font size.
Text Color	Define the Text Color.

Options	
List box Items	Click on this property to open the List Box Items dialog and add, sort and name list items.



List Box Items dialog

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	Add New Adds a new item to the list. **Delete Item** Deletes the selected item from the list. **Move Up** Moves the item up in the list. **Move Down** Moves the selected item down in the list. List items ticked in the **List Box Items** dialog reflect the selected items in the List Box.
Sort Items	**Yes | No** Sorts the items in the list.
Multiple Selections	**Yes | No** If set to **Yes**, will allow multiple list items to be selected.
Imminently commit	**Yes | No** If set to **Yes**, fields that depend on the selection will immediately change when a List Item is selected. If set to **No**, the dependent fields will only populate with the required data once focus changes from the List Box.

Actions	
Note: See the Common Actions 34 section for more information about available actions.	
Mouse Down	Initiate action when pressing on the left mouse button Click on the **...** button to set up an action.
Mouse Up	Initiate action when depressing the left mouse button. Click on the **...** button to set up an action.
Mouse Enter	Initiate action when the mouse pointer hovers over. Click on the **...** button to set up an action.
Mouse Leave	Initiate action when the mouse pointer leaves the area. Click on the **...** button to set up an action.
On Focus	Initiate action when focus is switched to the selected text field. Click on the **...** button to set up an action.
On Blur	Initiate action when focus leaves the selected text field. Click on the **...** button to set up an action.

Selection Change	
Action	Click on the **...** button to set up an action that initiates when the selection is changed.

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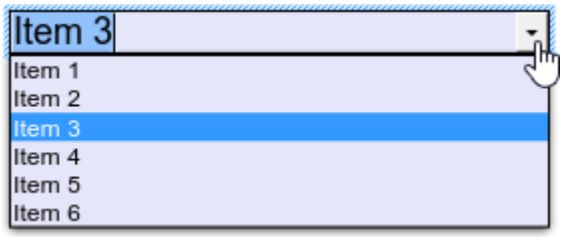
7.6.4.5 Dropdown

The **Dropdown** option is used to create drop down menus otherwise known as combo boxes.



Dropdown form field example

General Properties	
Read Only	**Yes | No** If set to **Yes**, the field will not be editable.
Locked	**Yes | No** if set to **Yes**, the field cannot be moved
Field name	Type the desired name for the field.
Tooltip	Type a tooltip, or hint into this property.
Mapping name	For mapping purposes, give this property a technical or programmatic name for the field.
Orientation	Set the orientation of the form field.
Visibility	Sets the visibility of the form field: • **Visible** • **Hidden** • **Visible but does not print** • **Hidden but printable**
Required	**Yes | No** If set to **Yes,** marks the selected field as required.
Exportable	**Yes | No** If set to **Yes**, the selected field's data can be exported from the form.

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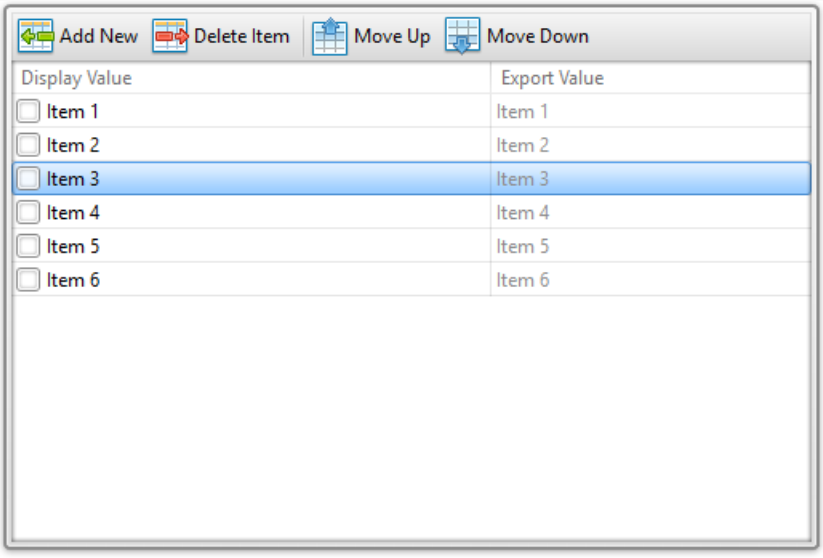
Style Properties	
Fill Color	Select the fill color for the drop down menu
Stroke Color	Set the color for the border of the drop down menu
Border Style	Choose the border style for the selected field: : • ——— Solid • ····· Dashed (2 white, 2 black) • - - - - - - - Dashed (3 white, 3 black) • - - - - - Dashed (4 white, 4 black) • - - - - - - - Dashed (4-3-2-3) • - — - - Dashed (4-3-16-3) • — - - — - Dashed (8-4-4-4) • abc Beveled • abc Insert • abc Underline
Border Width	Sets the border width in pt (point).

Default Text Format	
Font	Specify the desired font.
Font Size	Define the font size.
Text Color	Define the Text Color.

Options	
List box Items	Click on this property to open the Drop Box Items dialog and add, sort and name list items.



Drop Box Items dialog

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	Add New Adds a new item to the list. **Delete Item** Deletes the selected item from the list. **Move Up** Moves the item up in the list. **Move Down** Moves the selected item down in the list. List items ticked in the **List Box Items** dialog reflect the selected items in the List Box.
Sort Items	**Yes | No** Sorts the items in the list.
Multiple Selections	**Yes | No** If set to **Yes**, will allow multiple list items to be selected.
Imminently commit	**Yes | No** If set to **Yes**, fields that depend on the selection will immediately change when a List Item is selected. If set to **No**, the dependent fields will only populate with the required data once focus changes from the List Box.

Actions	
Note: See the **Common Actions** 34 section for more information about available actions.	
Mouse Down	Initiate action when pressing on the left mouse button Click on the **...** button to set up an action.
Mouse Up	initiate action when depressing the left mouse button. Click on the **...** button to set up an action.
Mouse Enter	Initiate action when the mouse pointer hovers over. Click on the **...** button to set up an action.
Mouse Leave	Initiate action when the mouse pointer leaves the area. Click on the **...** button to set up an action.
On Focus	Initiate action when focus is switched to the selected text field. Click on the **...** button to set up an action.
On Blur	Initiate action when focus leaves the selected text field. Click on the **...** button to set up an action.

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Format Value	
Category	Select a category for more options
None	No specific format is required in the field.
Number	Restricts the field input to numbers only. **Decimal places** Specify the amount of decimal places available **Separator Style** Select from available separator types. • **1,234.56** • **1234.56** • **1.234,56** • **1234,56** • **1'234.56** **Currency Symbol** Choose from available currency symbols. **Symbol Location** Dictates where the currency symbol will show • **Before** the number • **After** the number **Add Space** if set to **Yes**, adds a space between the currency symbol and the numbers **Negative Number Style** Select the way negative numbers are shown. • **Regular** -$100 • **Red Text** $100.00 • **In parentheses** ($100.00) • **Red text in parentheses** ($100.00)
Percentage	Restricts the field input to a percentage only. **Decimal Places** Specify the amount of decimal places available **Separator Style** Select from available separator types. • **1,234.56** • **1234.56** • **1.234,56** • **1234,56** • **1'234.56**

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Date	Restricts the field input to date only. **Date Format** Specifies the date display format. • **m/d** • **m/d/yy** • **mm/dd/yy** • **mm/yy** • **d-mmm** • **d-mmm-yy** • **yy-mm-dd** • **mmm-yy** • **mmmm-yy** • **mmm d, yyy** • **m/d/yy h:MM tt** • **m/d/yy HH:MM**
Time	Restricts the field input to time only. **Time Format** • **HH:MM** • **h:MM tt** • **HH:MM:ss** • **h:MM:ss tt**
Special	Restricts the field input to the special format specified only. **Special Format** • **ZIP Code** • **ZIP Code + 4** • **Phone Number** • **Social Security**
Custom Action	Allows for the addition of a custom action using JavaScript. **Format Action** | **Run a JavaScript**. Click on the **...** icon to launch the JavaScript Console and write a script. **Keystroke Action** | **Run a JavaScript**. Click on the **...** icon to launch the JavaScript Console 243 and write a script.

Value Validation	
Validation	Select the validation type from the drop-down menu.
None	No value validation.
Value in range	Set a range for the value within the selected text field. **From** specify the minimum value for the selected form field. **To** specify the maximum value for the selected form field.
Custom Action	**Validation action | Run JavaScript** Click on the **...** button to launch the JavaScript console 243 and write a script.

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7.6.4.6 Button

A **Button** can be set to perform virtually any action through the use of JavaScript or preset actions. Please see the **Common Actions** 34 page for details regarding preset actions.

See below for the standard properties of the **Button** field.

Button example

General Properties	
Read Only	**Yes | No** If set to **Yes**, the button will not be editable.
Locked	**Yes | No** if set to **Yes**, the button cannot be moved
Field name	Type the desired name for the button.
Tooltip	Type a tooltip, or hint into this property.
Mapping name	For mapping purposes, this property can be given a technical or programmatic name for the field.
Orientation	Set the orientation of the button.
Visibility	The visibility of the button can be set: • **Visible** • **Hidden** • **Visible but does not print** • **Hidden but printable**
Required	**Yes | No** If set to **Yes,** marks the selected field as required.
Exportable	**Yes | No** If set to **Yes**, the selected field's data can be exported from the form, and later imported if need be.

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Style Properties	
Fill Color	Select the fill color for the drop down menu
Stroke Color	Set the color for the border of the drop down menu
Border Style	Allows for the selection of the border style: • ——— Solid • ····· Dashed (2 white, 2 black) • - - - - - - - Dashed (3 white, 3 black) • - - - - - Dashed (4 white, 4 black) • - - - - - - - Dashed (4-3-2-3) • - — - - Dashed (4-3-16-3) • — - - — - Dashed (8-4-4-4) • abc Beveled • abc Insert • abc Underline
Border Width	Sets the border width in pt (point).

Options	
Layout	Defines the layout options for the button label, and Icon. See "**Up Icon**" property to add an icon. • Label only • Icon only • Icon top, label bottom • Label top, icon bottom • Icon left, label right • Label Left, icon right • Label over icon
Behavior	Defines the visual behavior of the button when it is pressed, or clicked on. • abc None • abc Invert • abc Outline • abc Push
Up Label	Defines the button label. In the example used above 493, the label is defined as "Button".

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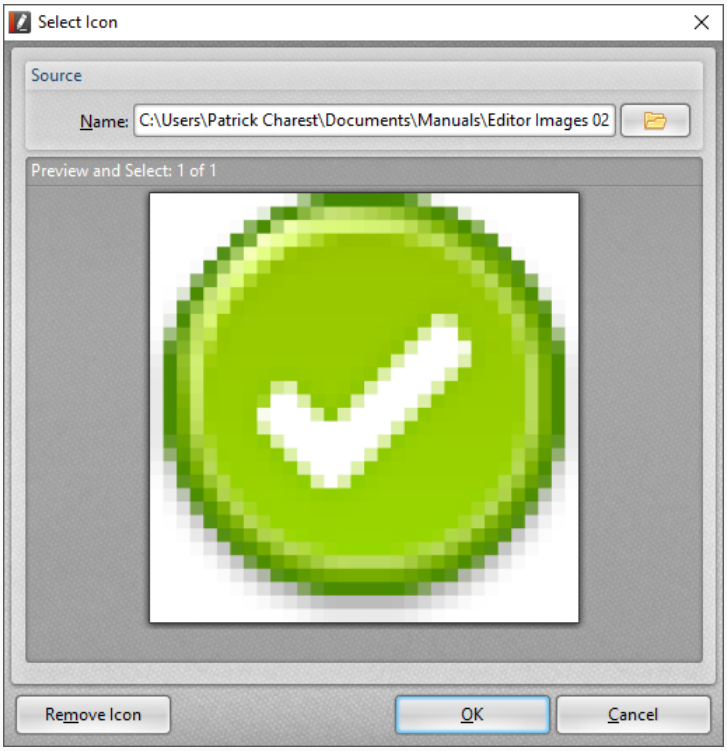
Up Icon	Click on the **...** button to open the **Select Icon** window and select the desired icon.  **Select Icon** window **Name** The name field shows the chosen icon's file name. click on to select the icon from an existing file.

Icon Placement Properties	
When to Scale	Defines in what situation the Icon will be scaled. • Always • Never • Icon is too big • Icon is too small
Scale	**Proportionally** will retain the aspect ratio of the icon. Proportional scaling example **Non-Proportionally** will not retain aspect ratio. Non proportional scaling example

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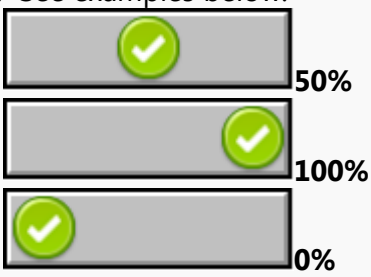
Fit to Bounds	**Yes | No** If set to **Yes**, the icon will be be made to fit in the bounds of the button.
Horizontal Position	Sets the horizontal position of the icon within the button. 50% positions the icon in the middle, 100% positions it to the far right, and 0% to the far left within the confines of the button. See examples below:  **50%** **100%** **0%**
Vertical Position	Sets the vertical position of the icon within the button. 50% positions the icon in the middle, 100% positions it at the very top, and 0% to the bottom within the confines of the button.

Actions	
Note: See the **Common Actions** 34 section for more information about available actions.	
Mouse Down	Initiate action when pressing on the left mouse button Click on the **...** button to set up an action.
Mouse Up	initiate action when depressing the left mouse button. Click on the **...** button to set up an action.
Mouse Enter	Initiate action when the mouse pointer hovers over. Click on the **...** button to set up an action.
Mouse Leave	Initiate action when the mouse pointer leaves the area. Click on the **...** button to set up an action.
On Focus	Initiate action when focus is switched to the selected field. Click on the **...** button to set up an action.
On Blur	Initiate action when focus leaves the selected field. Click on the **...** button to set up an action.

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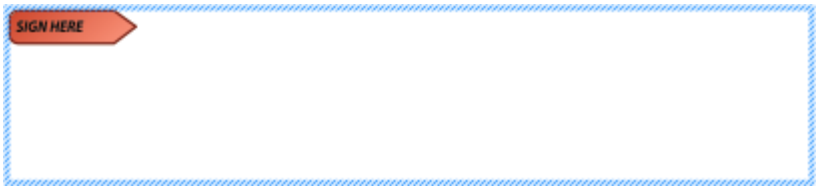
7.6.4.7 Digital Signature

The **Digital Signature** field places a "sign here" form field that can be filled by going to [Document> Digital Signing> Sign Document](#) 432.



Example Signature field

When clicked on, the signature field will open the [Sign Document](#) 432 window.

General Properties	
Read Only	**Yes | No** If set to **Yes**, the field will not be editable.
Locked	**Yes | No** if set to **Yes**, the field cannot be moved
Field name	Type the desired name for the field.
Tooltip	Type a tooltip, or hint into this property.
Mapping name	For mapping purposes, this property can be given a technical or programmatic name for the field.
Orientation	Set the orientation of the field.
Visibility	The visibility of the field can be set: • **Visible** • **Hidden** • **Visible but does not print** • **Hidden but printable**
Required	**Yes | No** If set to **Yes,** marks the selected field as required.
Exportable	**Yes | No** If set to **Yes**, the selected field's data can be exported from the form, and later imported if need be.

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Style Properties	
Fill Color	Select the fill color for the field.
Stroke Color	Set the color for the border of the field
Border Style	Choose the border style for the selected field: • ——— Solid • ····· Dashed (2 white, 2 black) • - - - - - - - Dashed (3 white, 3 black) • - - - - - Dashed (4 white, 4 black) • - - - - - - - Dashed (4-3-2-3) • - — - - Dashed (4-3-16-3) • — - - — - Dashed (8-4-4-4) • abc Beveled • abc Insert • abc Underline
Border Width	Sets the border width in pt (points).

Default Text Format	
Font	Specify the desired font.
Font Size	Define the font size.
Text Color	Define the Text Color.

Actions	
Note: See the Common Actions 34 section for more information about available actions.	
Mouse Down	Initiate action when pressing on the left mouse button Click on the **...** button to set up an action.
Mouse Up	initiate action when depressing the left mouse button. Click on the **...** button to set up an action.
Mouse Enter	Initiate action when the mouse pointer hovers over. Click on the **...** button to set up an action.
Mouse Leave	Initiate action when the mouse pointer leaves the area. Click on the **...** button to set up an action.
On Focus	Initiate action when focus is switched to the selected field. Click on the **...** button to set up an action.
On Blur	Initiate action when focus leaves the selected field. Click on the **...** button to set up an action.

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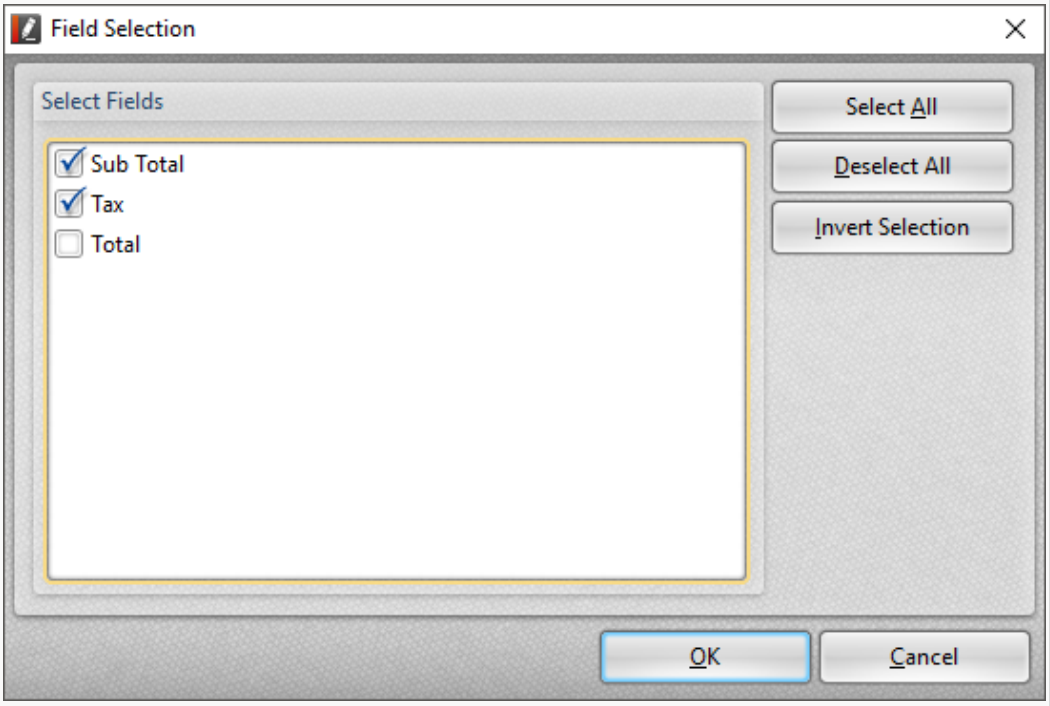
Signed	
When Signed	Select the the behavior of the form when the signature field is signed.
Do Nothing	Does not change the behavior of the fields in the form.
Mark as Read-only	Will mark fields as read-only as described in the **Fields Range** property. **Fields Range** • **All Fields** • **Just Specified Fields** • **All fields except specified** **Fields** opens the **Field Selection** window. To add a field click on the **...** icon to the left of the **Fields** property. Doing so will launch the **Field Selection** window. There, select the name of the fields to be include.  **Field Selection** window
Custom action	**Action | Run JavaScript** Click on the **...** button to launch the [JavaScript console](#) 243 and write a script.

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7.6.4.8 Barcode

Barcode fields translate a user's form entries into a visual pattern that can be scanned, interpreted, and incorporated into a database.

General	
Read Only	**Yes | No** If set to **Yes**, the field will not be editable.
Locked	**Yes | No** if set to **Yes**, the field cannot be moved or modified.
Field Name	Type the desired name for the field.
Tooltip	Type a tooltip, or hint into this property.
Mapping Name	For mapping purposes, this property can be given a technical or programmatic name for the field.

Style Properties	
Fill Color	Select the fill color for the field.
Stroke Color	Set the color for the border of the field
Border Style	Choose the border style for the selected field: • ——— Solid • ····· Dashed (2 white, 2 black) • - - - - - - - Dashed (3 white, 3 black) • - - - - - Dashed (4 white, 4 black) • - - - - - - - Dashed (4-3-2-3) • - — - - Dashed (4-3-16-3) • — - - — - Dashed (8-4-4-4) • abc Beveled • abc Insert • abc Underline
Border Width	Sets the border width in pt (points).

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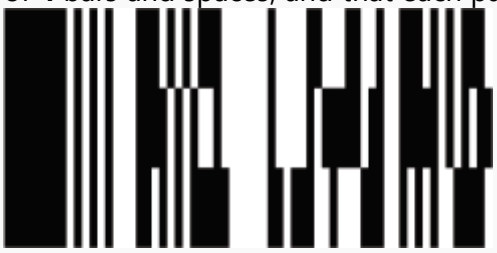
Options	
Symbology	Selects the symbology of the barcode. • **PDF417** is a stacked linear barcode symbol format used in a variety of applications, primarily transport, identification cards, and inventory management. The **417** signifies that each pattern in the code consists of **4** bars and spaces, and that each pattern is **17** units long.  • **QR Code** consists of black modules (square dots) arranged in a square grid on a white background, which can be read by an imaging device (such as a camera, scanner, etc.). The required data is then extracted from patterns that are present in both horizontal and vertical components of the image. • **Data Matrix** is a two-dimensional **matrix** barcode, which encodes text or raw data in a pattern of black and white square modules. Usual data size is from a few bytes up to 2 KB. By adding error correction codes (according to the ECC200 standard) the symbols can be read even if they are partially damaged.
Compress Data	**Yes | No** Will cause the data scanned to be compressed in a .zip archive. This is not recommended for mobile scanners as they typically are not able to open .zip files.

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Ecc Level	**ECC** (Error Correction Capability) **level** compensates for dirt, damage or fuzziness of a barcode. A high **ECC level** adds more redundancy at the cost of using more space.Ecc Level properties change depending on the symbology used. **PDF417** • **0** • **1** • **2** • **3** • **4** • **5** • **6** • **7** • **8** **QR Code** • **L** low ECC • **M** medium ECC • **Q** medium-high ECC • **H** high ECC
X Dimensions	Changes the size of the Barcode data.
X/Y Ratio	Available only with with PDF417 symbology.

Actions	
Note: See the **Common Actions** 34 section for more information about available actions.	
Mouse Down	Initiate action when pressing on the left mouse button Click on the **...** button to set up an action.
Mouse Up	initiate action when depressing the left mouse button. Click on the **...** button to set up an action.
Mouse Enter	Initiate action when the mouse pointer hovers over. Click on the **...** button to set up an action.
Mouse Leave	Initiate action when the mouse pointer leaves the area. Click on the **...** button to set up an action.
On Focus	Initiate action when focus is switched to the selected field. Click on the **...** button to set up an action.
On Blur	Initiate action when focus leaves the selected field. Click on the **...** button to set up an action.

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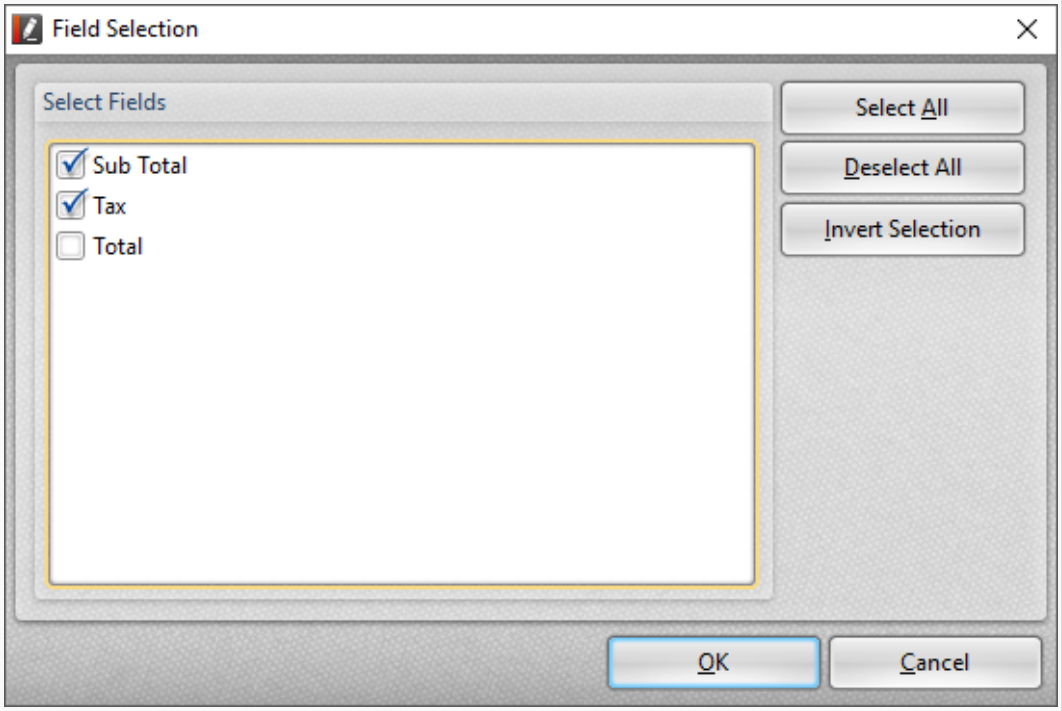
Value Calculation	
Calculation Type	Select the required calculation type
Encode Using Tab Delimited format	**Fields |** To add a field that will be included in the barcode data click on the **...** icon to the left of the Fields property. Doing so will launch the **Field Selection** window. There, select the name of the fields to be included.  **Field Selection** window **Include Field names |** If set to **Yes**, Field names will be included in the scanned data. **Reference |** This property has no programmatic bearing on behavior. It is typically used to specify the file from which the scanned data was extracted. A Reference Line is added to the text data so that anybody looking at the data will know from which file the data was extracted.
Encode Using XML Format	**Fields |** To add a field that will be included in the barcode data click on the **...** icon to the left of the Fields property. Doing so will launch the **Field Selection** window. There, select the name of the fields to be included. **Reference |** This property has no programmatic bearing on behavior. It is typically used to specify the file from which the scanned data was extracted. A Reference Line is added to the XML data so that anybody looking at the data will know from which file the data was extracted.
Custom Script	**Calculation Script | Run a JavaScript** Click on the **...** button to launch the JavaScript console and write a script.

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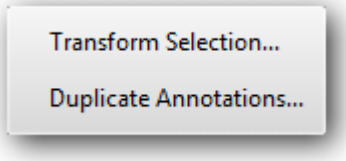
7.7 Object

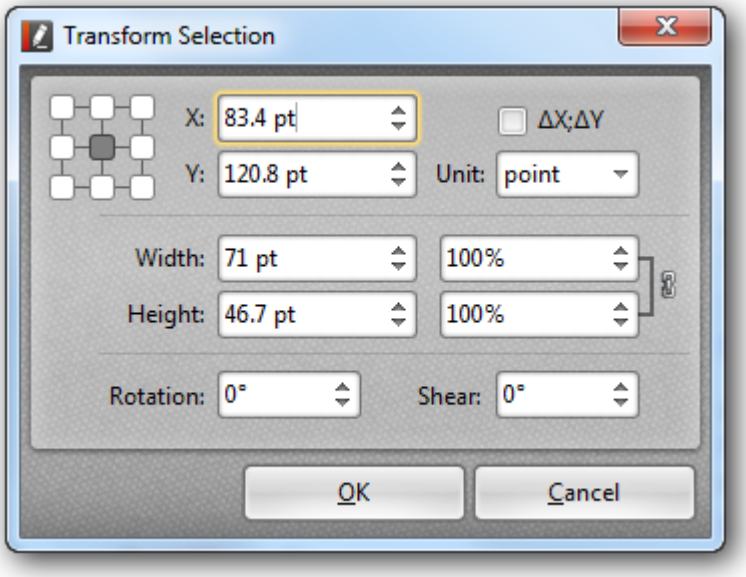
The **Object** menu allows you to **Transform** the selected objects in the document.



Transform Selection 504
Duplicate Annotations... 505

7.7.1 Transform Selection

Transform Selection allows you to control the position, size and rotation of the selected object (comments, content objects).
To select a content object, you may use the **Edit Content** button from the Comment And Markup Toolbar 513.



X and Y. Allow you to position an object wherever you need to on the PDF page by applying X (horizontal) and Y (vertical) offset values to the object. You may alter the location by changing the spin boxes directly by entering position values or by clicking the spin box up and down arrows. The PDF page coordinate system measures vertical position upwards from the lower left corner.

ΔX; ΔY. If checked, will allow you to set the offset values relative to the current position of the object.

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Unit. The Units may be points, inches, centimeters, millimeters or picas.

Width. Horizontal size of object on page, in Units or percentage points.

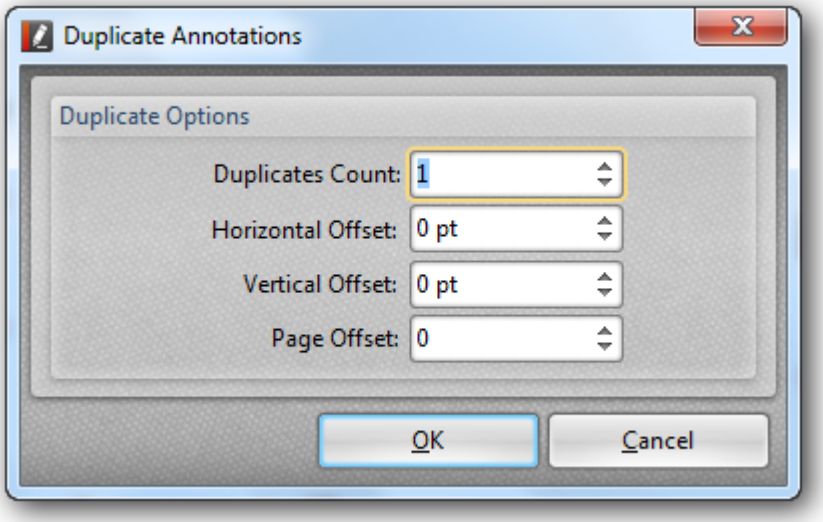
Height. Vertical size of object on page, in Units or percentage points.

Rotation. This box allows you to rotate the object clockwise or counterclockwise.

Shear. Slants an object along a horizontal axis. To shear the object, enter a desired shear angle into the spin box.

7.7.2 Duplicate Annotations...

Duplicate Annotations... Duplicates selected annotations from the current page to the next one using specified parameters.



To duplicate the annotations open the **Duplicate Annotations** dialog box and set the options:

Duplicates Count. Sets the number of copies.

Horizontal Offset. Sets the horizontal offset.

Vertical Offset. Sets the vertical offset.

Page Offset. Sets the number of pages, which will be left without annotations.

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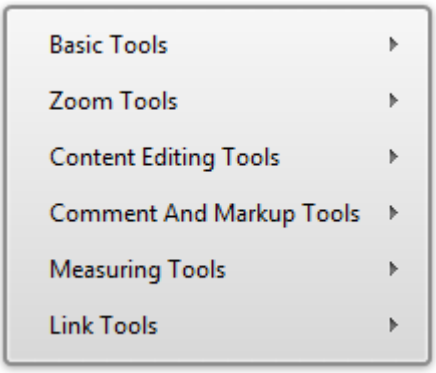
7.8 Tools

Through the **Tools** menu users can access features to manipulate the PDF document.

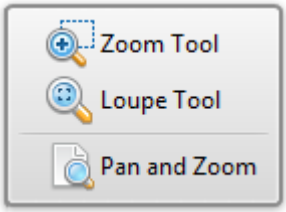


Basic Tools 507
Zoom Tools 509
Content Editing tools 511
Comment And Markup Tools 513
Measuring Tools 553
Link Tools 566

In the **Basic Tools** submenu there are three options:

Hand Tool 507
Snapshot Tool 508
Select Text tool 508

In the **Zoom Tools** submenu there are three options:



Zoom Tool 509
Loupe Tool 509
Pan and Zoom 510

The Content Editing Tools 511 submenu allows selection of the following two options:

Edit Content Tool 511
Add Text Tool 511

The Comment & Markup Tools 513 submenu hosts 22 tools. See the Comment & Markup Tools 513 section for the complete list.

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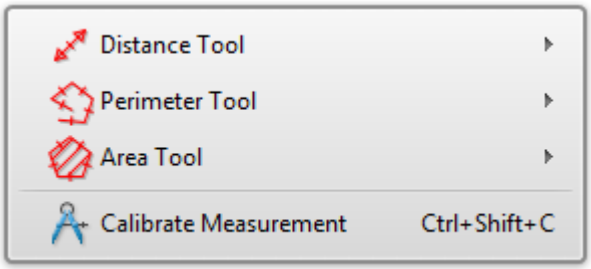
The [Measuring Tools](553) submenu contains of three options:



[Distance Tool](553)

[Perimeter Tool](556)

[Area Tool](558)

[Calibrate Measurement Tool](560)

The **Link Tools** submenu contains the Link Creation tool:

[Link creation tool](566)

7.8.1 Basic Tools

Selecting **Basic Tools** submenu allows selection of one of three options:

See the subtopics for a description of each tool.

Hand Tool

activates the **Hand Tool** and changes the cursor to a hand.

Hand Tool mode permits you to "grab" the PDF page and move it within the pane by clicking and dragging the page you can also select another page as it comes into view as you scroll through a file and reselect an alternate page and effectively scroll through the entire file in this way by changing the 'grabbed' page area or indeed the page selected.

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Snapshot Tool

Permits copying a rectangular area of a PDF page or the entire *visible* page area to the clipboard as a Bitmap, which can be pasted into a bitmap editor such as Microsoft® Paint® or indeed any other Windows application that allows the copy/pasting of content from the Windows clipboard. When selected, the cursor is changed to a **Camera** icon. Clicking on a page will copy the entire page, or you may click-and-drag to outline a rectangular area of the page. When you release the left mouse button, the outlined area will be copied to the clipboard as a bitmap. Clicking on the **Hand** 507 or **Select** 508 tools will clear the selection.

Select Tool

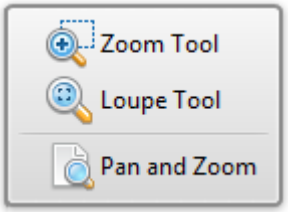
The **Select Tool** allows you to select text on the screen for editing using the **Edit** menu items.

You can use the Copy and Paste commands to copy the selected text into another application. If you hold the pointer over the text selection, a menu appears that lets you copy, highlight, or underline the text, among other options.

Basic Tools Properties The **Hand Tool**, and **Select Text Tool** properties include only **Exclusive mode**. Activate exclusive mode by clicking on the button. To Deactivate exclusive mode, click on the button. For more information regarding **Exclusive mode**, please see the **Properties Toolbar section** 601. The snapshot tool has no properties.

7.8.2 Zoom Tools

Selecting the **Zoom Tools** submenu allows selection of one of four options:



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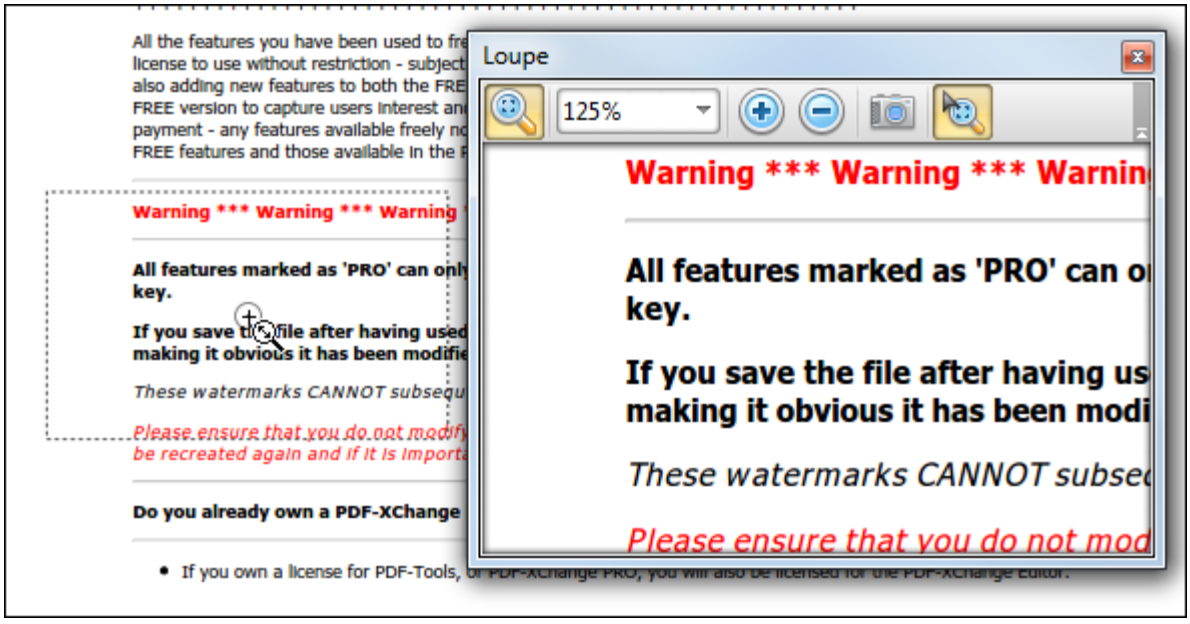
Zoom Tool

The **Zoom Tool** increases or decreases the Zoom percentage, enlarging or shrinking the PDF page within the pane.

Loupe Tool

The **Loupe Tool** opens a special dialog window that is linked to a scrollable, resizable rectangle that acts as a cursor and permits the selection of a portion of the page.

The selected area can be resized and its contents view size zoomed larger or smaller to suit. Further - like the main Snapshot Tool 508 - the defined Loupe content area can also be copied to the clip board using the and used as required.



The toolbar at the top of the page allows you to change the zoom percentage with the and buttons, and clicking the Snap shot icon copies the displayed area to the clipboard as a bitmap.

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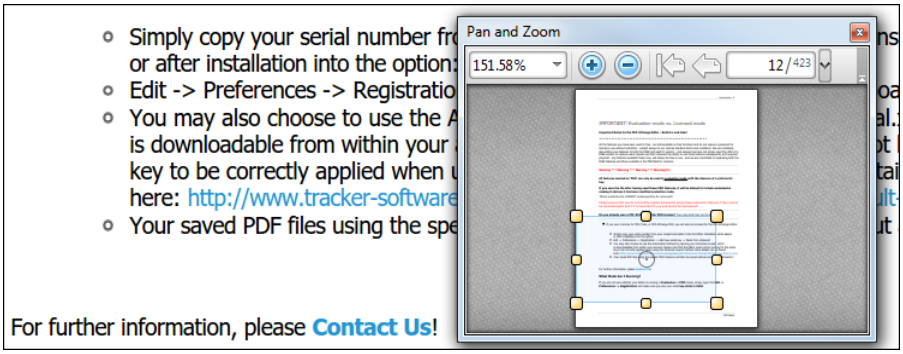
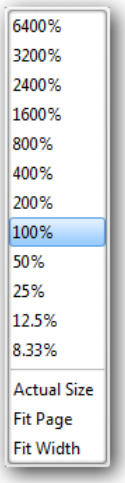
Pan and Zoom

When the **Pan and Zoom tool** is selected, the **Pan and Zoom** window appears:



The Pan and Zoom window shows a representation of the current page(s) with a Blue rectangle that shows the area being displayed in the main window. You may use the **Hand** 507 control to move the blue rectangle and the main display window will automatically follow that movement.

1. The control bar at the top of the window shows the current display area's zoom factor. The and buttons may be used to change the zoom factor, or you may click the down arrow to open a list of standard zoom factors:



2. To go to the **First Page**, click on or use the **Home** key. Clicking on or using the **End** key will take you to the **Last Page** in the document.

Clicking on takes you to the **Previous Page** in the document, and takes you to the **Next Page**.

3. The Camera button allows you to make a **Snapshot** 508 of the highlighted area of the page.

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7.8.3 Content Editing Tools

Edit Content Tool

The Edit Content tool allows for editing base content within PDF.

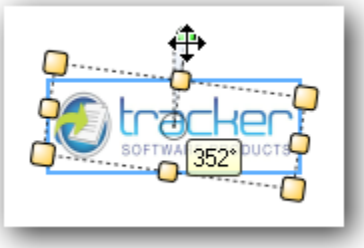
1. Select the **Edit Content** button from the Comment And Markup toolbar.

2. Click the content item you wish to edit. If you need a certain area to be selected, click and drag the mouse. This will show a bounding box with selection handles around the object. The handles can be used for **resizing, moving** or **rotating** the object.

   To **move** the object, place the pointer to the central circle and drag the object.

   To **resize** the object, pull one of the yellow handles.

   To **rotate** the object, click and drag the green handle above the object.

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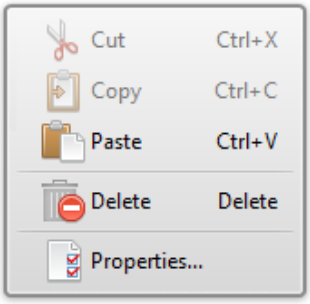
3. If you right-click on the selected object, the following context menu appears:



Cut

Copy

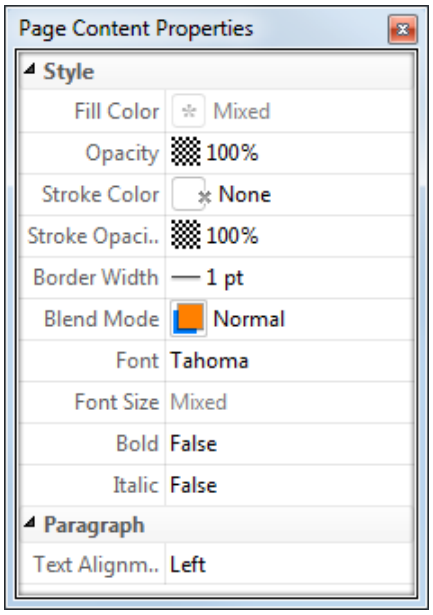
Paste

Delete

Properties

Note: Copy/paste of base content is not yet fully supported. When Editing base content such as text, other text can be pasted as base content, and the text can be selected, then copied from the base content. Copy and Paste of base content such as images are not yet supported. When an image is pasted into a PDF, that image becomes a stamp annotation. The stamp can later be Flattened by going to **Comments> Flatten** 446 **Comments** 446

Properties. To adjust the properties of the selected object, click on the arrow which appears when you select one of the properties.



Add Text tool

The **Add Text Tool** will add base content text to a PDF. Click anywhere on the page to start typing. This tool makes use of the **Text properties** state of the **Properties Toolbar.** 601

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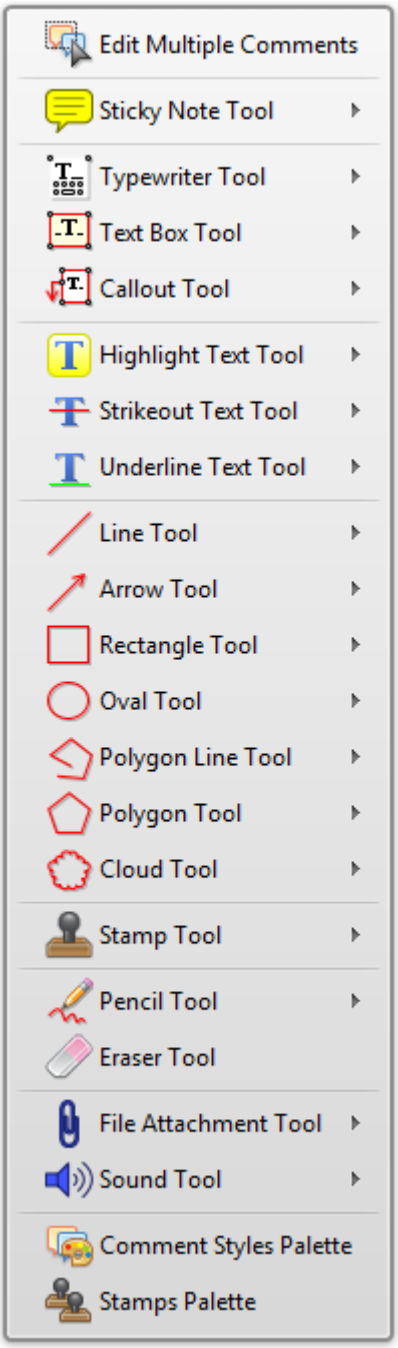
7.8.4 Comment And Markup Tools

The **Comment and markup** submenu contains the tools necessary to mark up, comment on or annotate PDF pages. Please see each tool's section for information regarding that tool.



Edit Multiple Comments 523
Sticky Note Tool 526
Typewriter Tool 528
Text Box Tool 533
Callout Tool 534
Highlighting Text Tool 534
Strikeout Text Tool 535
Underline Text Tool 535
Line Tool 536
Arrow Tool 536
Rectangle Tool 538
Oval Tool 538
Polygon Line tool 539
Polygon Tool 539
Cloud Tool 540
Stamp Tool 541
Pencil Tool 540
Eraser Tool 541
File Attachment Tool 551
Sound Tool 551
Comment Styles Palette 457
Stamps Pallet 312

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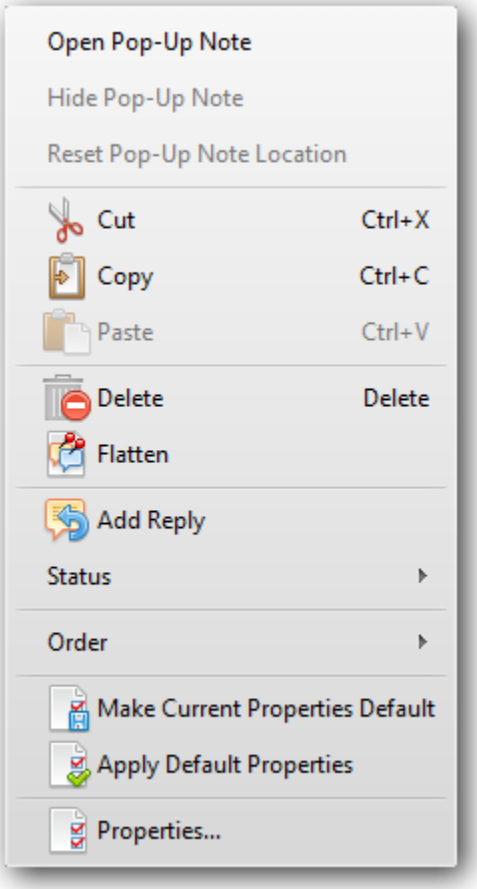
7.8.4.1 Important! Please read!

All of the **Comment And Markup Tools** have one thing in common: they each support TWO different Properties screens; one for the "contents" and a common one for the "container".

1. If you right-click on a container, you will get the common container pop-up menu:



See **Container Properties** 515 for additional information on this common menu and its items.

2. To access the **Contents Properties** pop-up, you must first *double click* on the contents inside the container. Each tool has its own contents properties, and will be discussed with the tool.

3. Some **Comment And Markup Tools** also support *Property Toolbars* for both the container and contents. See the individual tools for examples of these.

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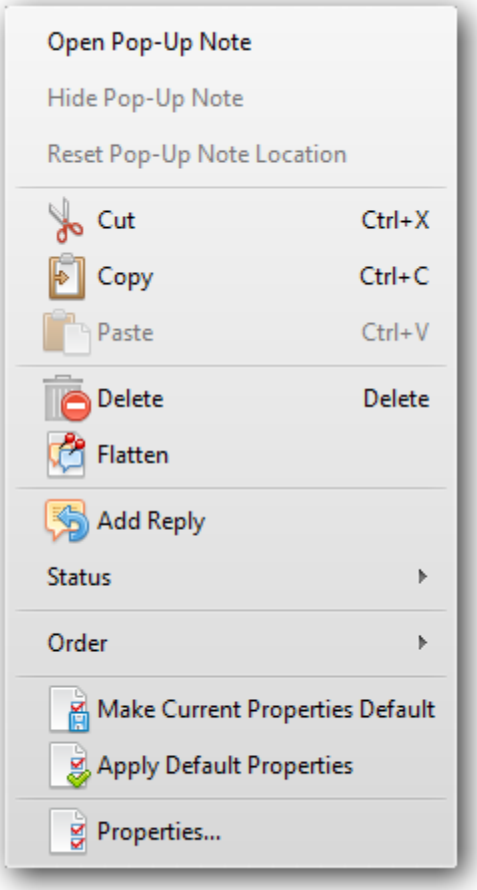
7.8.4.1.1 Container Properties

The **Container Properties** menu allows you to:



1. **Open Pop-Up Note**. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered.
   You may now enter any text you wish in the lighter portion of the note.
2. **Hide Pop-Up Note**. Hides the note.
3. **Reset Pop-Up Note Location**. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.
4. **Cut**. Cuts the selected container.
5. **Copy**. Copies the selected container.
6. **Paste**. Pastes the copied container.
7. **Delete**. Deletes the annotation's container (and contents).
8. **Flatten**. Flattens the container in case you want to make it impossible to change it later.
9. **Add Reply**. Adds a reply area to the note.

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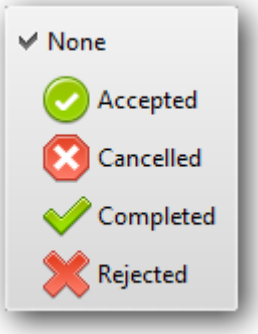
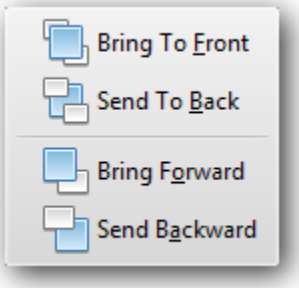
10. **Status**. Defines the status of the container.



11. **Order**. Allows you to set the order of the containers.



12. **Flip Line**. Allows you to turn the line around.
13. **Make Current Properties Default**. Sets the current properties as the default ones for all future containers of this type.
14. **Apply Default Properties**. Allows you to change the properties of the markup for the one, saved as default.
15. **Properties...**. If you select the **Properties...** item, the pane appears with the tabs which allow you to adjust the appearance and other properties of the container:

    The **General** tab allows you to enter additional information about the notation.

    The **Style**

    The **Appearance** tab allows you to adjust the container's visual appearance.

    The **Advanced** button allows you to either set the current container's Appearance properties to the default values, or to set the default values for future containers of this markup.

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7.8.4.1.2 Comment And Markup Example

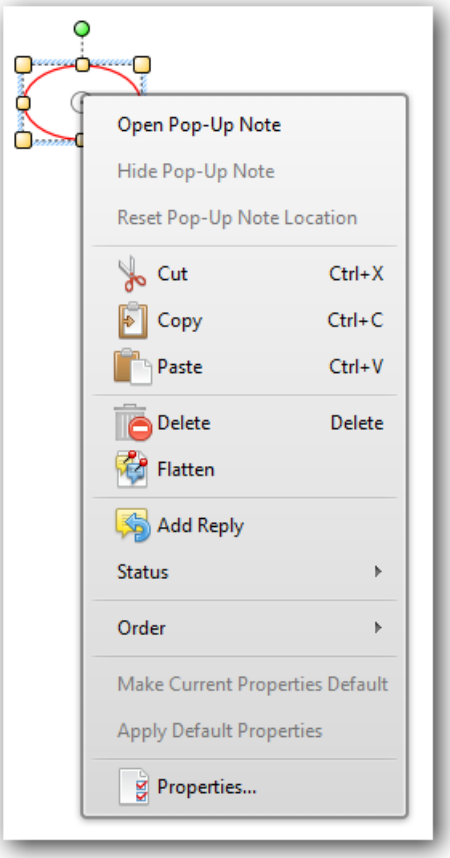
This is an example of creating a **Comment** or **Markup** using the **Annotation** feature by adding a pop-up to an **Oval** markup. The steps apply to ALL comment and markup tools.

Select the **Oval Tool** from the toolbar or menu. This displays a thin crosshair cursor.

Position the cursor at the upper left corner of the area you want to mark, and then left-click and drag the cursor to the lower right position.

When you release the mouse button a "bounding rectangle" will appear. If you move the cursor to the corners or edges of the rectangle, the cursor will change to standard resizing arrow, enabling you to adjust the boundaries of the oval to more closely match the area of interest. If you move the cursor inside the rectangle then it will change to a four-way arrow cursor, allowing you to click-and-drag the entire oval to a new location without changing its size. The blue rectangle will disappear when the document is saved.

In addition, if you right-click with the four-way arrow cursor visible, the following pop-up menu becomes visible.



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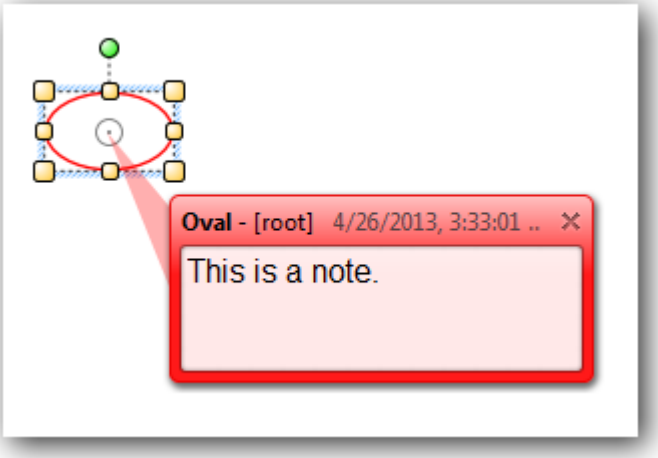
The menu items are:

Open Pop-up Note. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered. You may now enter any text you wish in the lighter portion of the note.



Reset Pop-up Note Location. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.

Cut. Cuts the Markup and note.

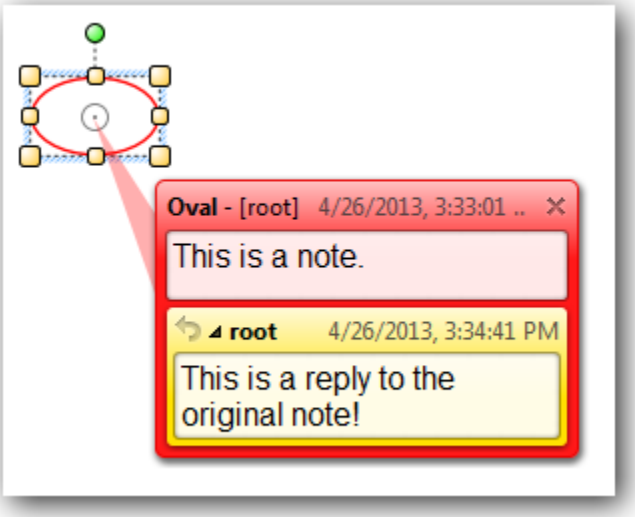
Copy. Copies the selected Markup and note.

Paste. Pastes the copied Markup and note.

Delete. Deletes the Markup and note.

Flatten. Flattens the Markup in case you want to make it impossible to change it later.

Add Reply. Adds a reply area to the note.



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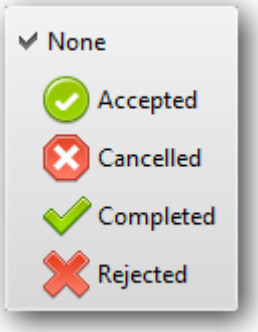
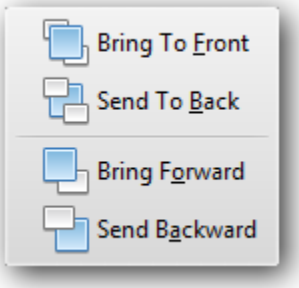
Status. Defines the status of the note.



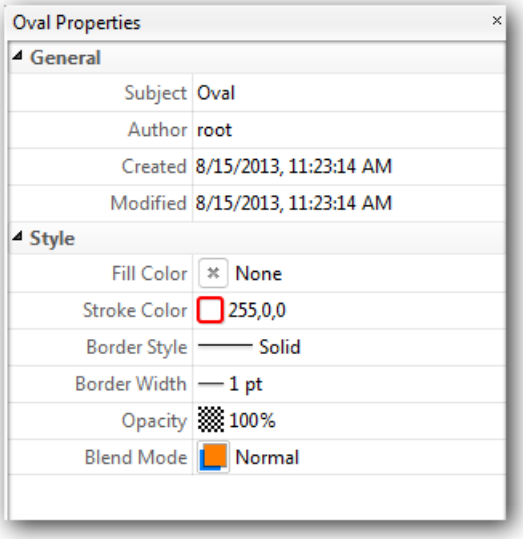
Order.Allows you to set the order of the notes.



Make Current Properties Default. Sets the current properties of the markup as the default ones for new markups of the same type.

Apply Default Properties. Allows you to change the properties of the markup to the ones, saved as default.

Properties.... Opens a pane that allows you to change the properties of the markup shape and note.



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General. Allows you to change the heading fields of the markup.

Style. Allows you to change the markup area to something more useful.

Fill Color. Allows you to select the fill color.

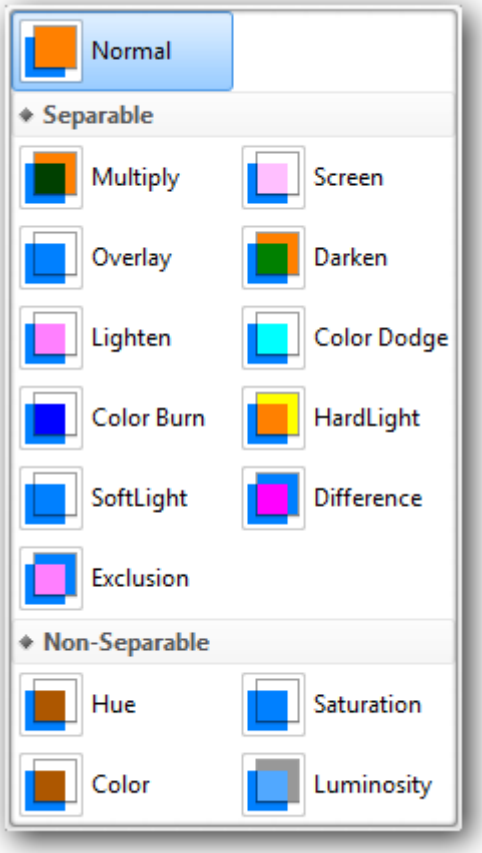
Stroke Color. Allows you to select the stroke color.

Border Style. Allows you to select the style of the border.

Border Width. Allows you to select the width of the border.

Opacity. Allows you to select the opacity percentage.

Blend Mode. Controls the image editing in a way that two layers of the image are blended into each other. There is a standard set of blend modes. Separable blend modes are the following: Normal, Multiply, Screen, Overlay, Darken, Lighten, Color Dodge, Color Burn, Hard Light, Soft Light, Difference and Exclusion. Nonseparable blend modes are Hue, Saturation, Color, and Luminosity.



Normal. This is the default mode. It does not change an image by mixing its two layers and uses only the top layer.

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Multiply. This mode is used for darkening the images. It overlays the color of the bottom layer on the top one. If the top layer is white, nothing will be changed.

Screen. This mode is opposite to Multiply and is used for lightening the images. It overlays the inverted top layer on the bottom one what makes the picture brighter.

Overlay. This is the combination of Multiply and Screen modes. It mixes the top and bottom layers. As a result, the light parts of the top layer become lighter and the dark ones become darker.

Darken. It combines the colors of the top and bottom layers and mixes the pixels in those parts where the top layer is darker than the bottom one. It replaces the lighter top layer pixels with the darker ones from the bottom layer. If the color of the top layer is darker than the bottom layer color, the pixels remain unchanged.

Lighten. This mode is opposite to Darken. It replaces the darker top layer pixels with the lighter ones from the bottom layer. If the color of the top layer is lighter than the bottom layer color, the pixels remain unchanged.

Color Dodge. The brighter parts of the top layer enhance the brightness of the bottom layer. If the top layer is black, the image will remain unchanged.

Color Burn. The darker parts of the top layer enhance the darkness of the bottom layer. If the top layer is white, the image will remain unchanged.

Hard Light. It uses the same method as the Overlay mode, but the result is more intense. The top layer is changed in the same way as in the Multiply or Screen blend modes, depending on the layer's color. If the top layer is lighter than 50% gray, the picture is lightened. If the top layer is darker than 50% gray, the picture is darkened. If the top layer is exactly 50% gray, there will be no effect.

Soft Light. This mode also uses the same method as the Overlay mode, but the result is softer. The top layer is changed in the same way as in the Color Dodge or Color Burn blend modes, depending on the layer's color. If the top layer is lighter than 50% gray, the picture is lightened. If the top layer is darker than 50% gray, the picture is darkened. If the top layer is exactly 50% gray, there will be no effect.

Difference. Subtracts the top layer from the bottom one or the bottom layer from the top one, depending on which of those is

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brighter. Blending with black does not give the result. Blending with white inverts the image.

Exclusion. This mode is similar to Difference but this one is lower in contrast.

Hue. Combines Hue of the top layer with Saturation and Luminance of the bottom layer.

Saturation. Combines the Saturation of the top layer with Hue and Luminance of the bottom layer.

Color. Combines the Hue and Saturation of the top layer with the Luminance of the bottom layer.

Luminosity. Combines the Luminance of the top layer with the Hue and Saturation of the bottom layer.

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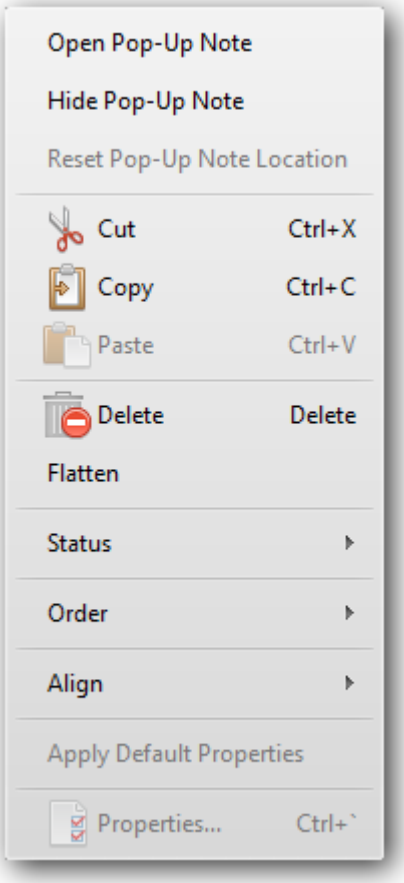
7.8.4.2 Edit multiple Comments

Clicking the **Edit Multiple Comments** button you can select a group of comments with the help of the mouse cursor.

To move the group of comments, drag the selected area with your mouse. To resize the group of comments, drag one of the resize (yellow) handles. To rotate the group of comments, drag the rotate (green) handle.

To edit the text, double click the text area and select the necessary text fragment.

If you right-click on the selected area the following menu appears:



Open Pop-Up Note. Opens the new or existing notes for all of the items. Your user name and the date and time of the notes are automatically entered.
You may now enter any text you wish in the lighter portion of the notes.

Hide Pop-Up Note. Hides all of the notes.

Reset Pop-Up Note Location. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.

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Cut. Cuts the selected group of containers.

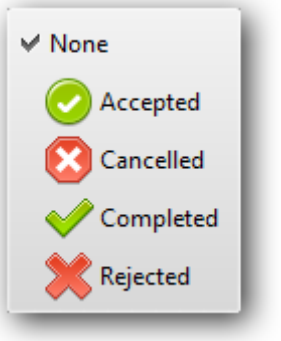
Copy. Copies the selected group of containers.

Paste. Pastes the copied group of containers.

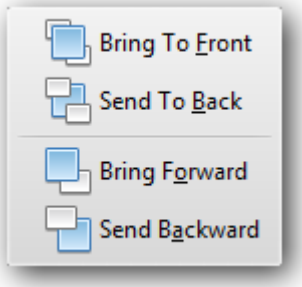
Delete. Deletes the group of annotation's containers (and contents).

Flatten. Flattens the group of containers in case you want to make it impossible to change them later.

Status. Defines the status of the containers.



Order. Allows you to set the order of the containers.



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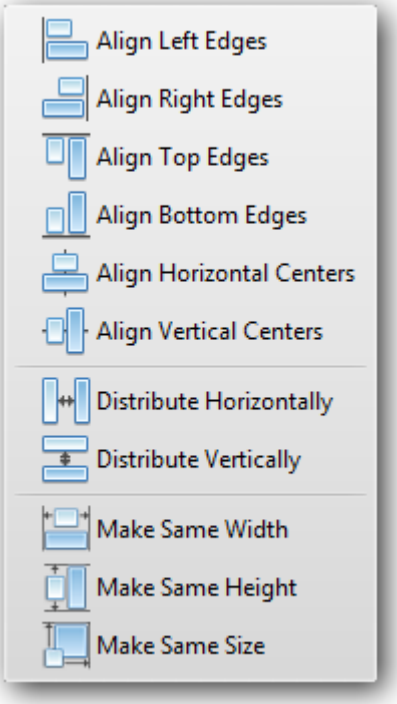
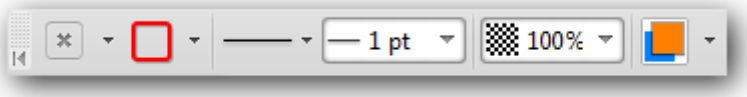
Align. Allows you to control the alignment distribution and size of the whole group of comments.



Apply Default Properties. Allows you to change the properties of the comments for the ones, saved as default.

Properties.... Opens the Properties pane for the selected group of comments.
Besides, you may change the properties of the comments with the help of the **Properties Toolbar** which appears at the Toolbar area when the group of comments is selected:



See the **Comment And Markup Tools** 513 menu section for more information on the Markup tools.

You can move a toolbar to a new location in or out of the toolbar area. To move a toolbar you should grab it at the left edge and move to the necessary place. If you drag a toolbar out of the toolbar area, a floating toolbar will be created.

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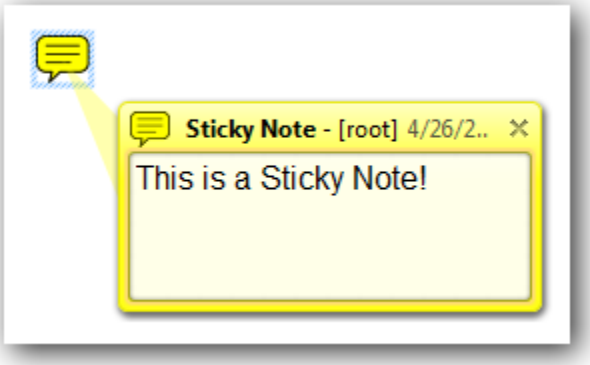
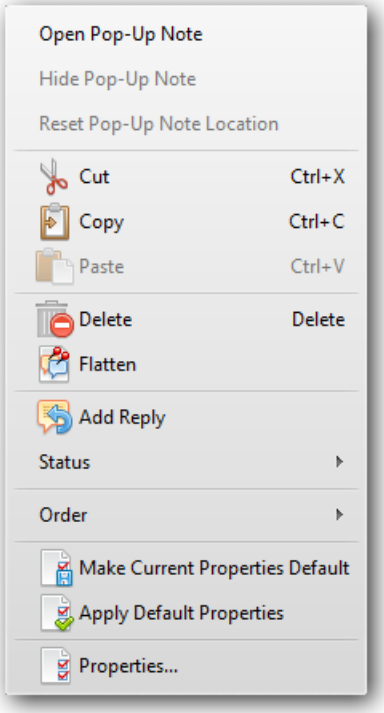
7.8.4.3 Sticky Note Tool

The **Sticky Note Tool** adds a Sticky Note wherever you need one for commenting.

Simply select the tool and a "sticky note cursor" appears. Place the cursor where you want the note and click it and a pop-up note appears:



1. You may move the note by clicking on the frame and dragging the note where you like.
2. You may edit the pop-up note by clicking inside the light colored area and typing whatever text you like.
3. You may click **Ctrl-E** to display the Sticky Note toolbar.
4. You may also change the properties of the note by right-clicking inside the frame (yellow area in the example) and the following menu appears:



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Open Pop-up Note. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered.
You may now enter any text you wish in the lighter portion of the note.

Reset Pop-up Note Location. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.

Cut. Cuts the selected note.

Copy. Copies the selected note.

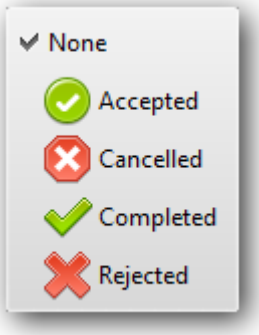
Paste. Pastes the copied note.

Delete. Deletes the note (and contents).

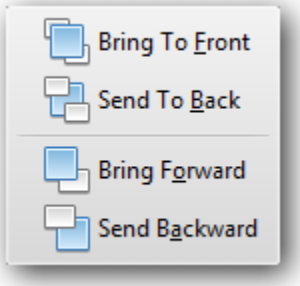
Flatten. Flattens the note in case you want to make it impossible to change it later.

Add Reply. Opens a reply area under the main text area of the note so others can add additional text or comments.

Status. Defines the status of the note.



Order. Allows you to set the order of the notes.



Make Current Properties Default. Sets the current properties of the **Sticky Note** as the default ones for new markups of the same type.

Apply Default Properties. Allows you to change the properties of the markup for the ones, saved as default.

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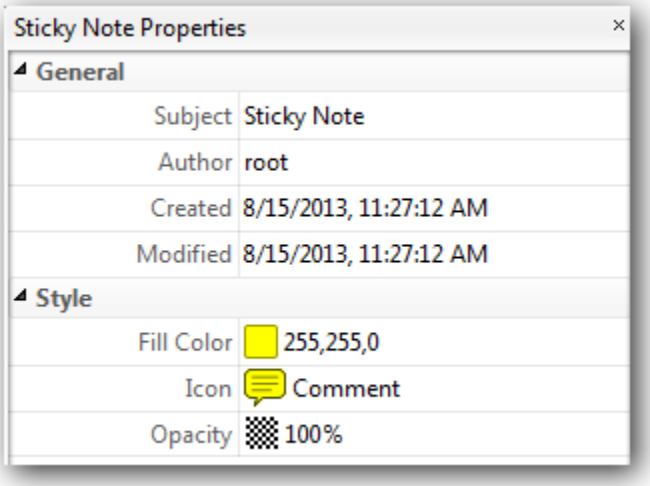
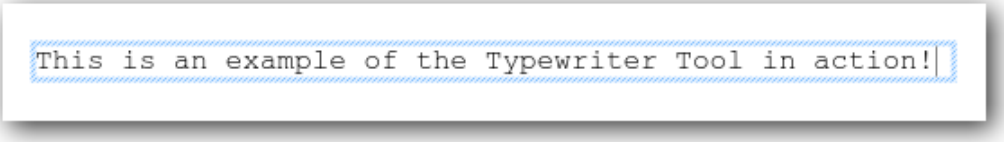
Properties.... Opens the Properties dialog for the Sticky Note.



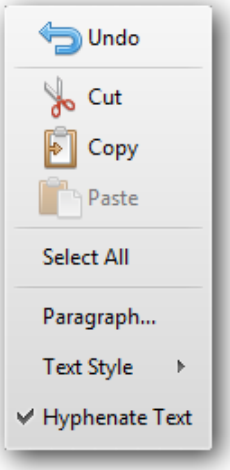
See **Comment and Markup Example** 517 for additional information on manipulating the Sticky Note properties.

7.8.4.4 Typewriter Tool

The **Typewriter Tool** allows you to enter text comments into a PDF page:



1. Click the **Typewriter Tool** button and then click the starting position for the text entry. Then just type.
2. Press **Enter** to start a new line.
3. If you right-click on the typed text you open the following menu:



Undo. Reverses the last editing change made to the typed text.

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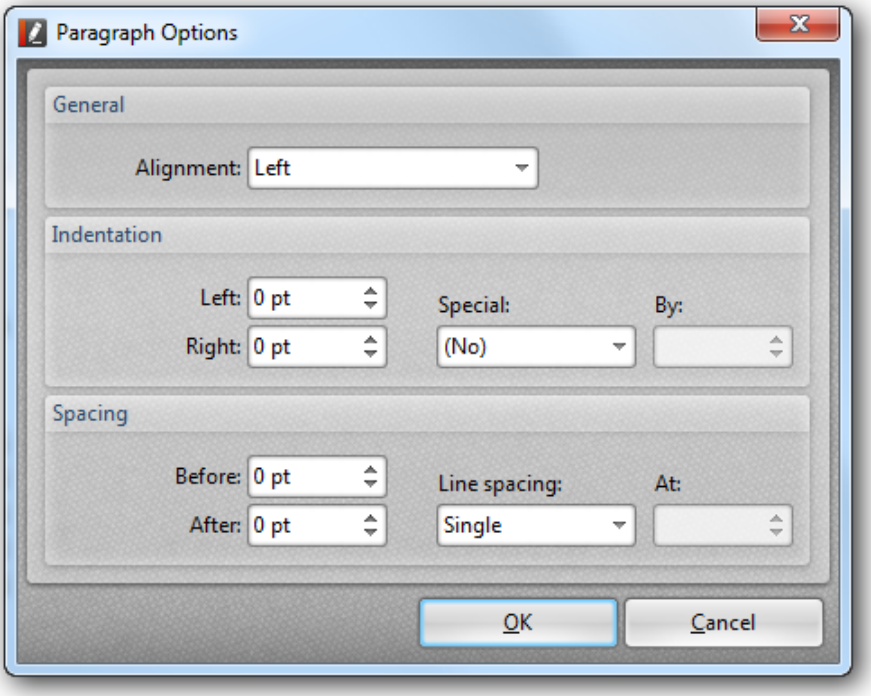
Cut. Allows you to remove selected typed text and copies it to the clipboard.

Copy. Copies selected typed text to the clipboard.

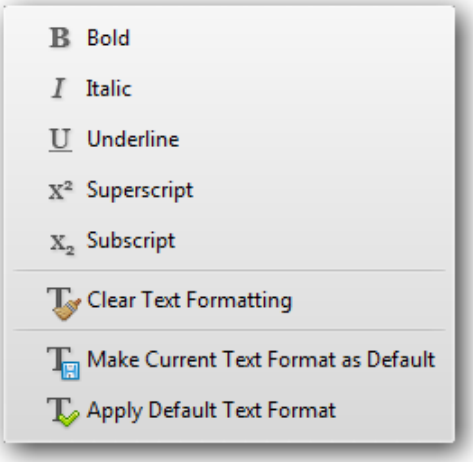
Paste. Pastes clipboard text to the chosen location.

Select All. Allows you to select the whole typed text for editing.

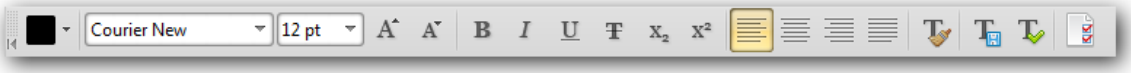
Paragraph.... Sets the paragraph options for the Typewriter text.



Text Style. Opens the following submenu of formatting options:



Besides, you may change the properties of the text with the help of the **Properties Toolbar** which appears at the Toolbar area when the Typewriter Text is selected:



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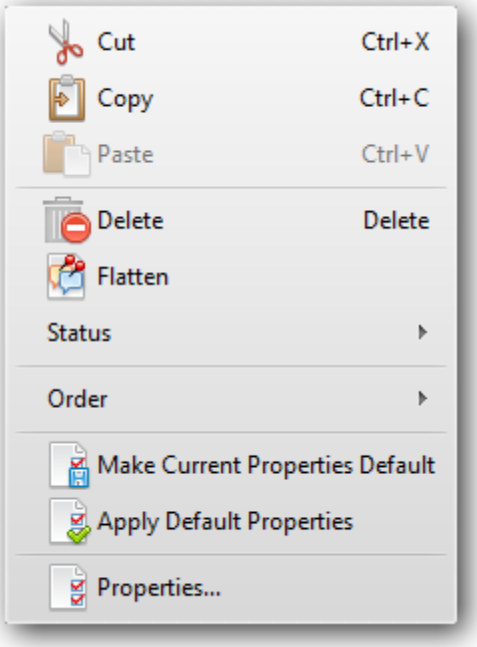
You may also use the following hot keys to format the text entry:

- **Ctrl+B** - Bold
- **Ctrl+I** - Italic
- **Ctrl+U** - Underline
- **Ctrl+Shift+S** - Strikethrough
- **Ctrl+Shift++** - Superscript
- **Ctrl+Shift+-** - Subscript
- The **Typewriter Toolbar** supports additional options for selecting **Font** and **Size**.

4. If you right-click on the container you open the following menu:



Cut. Cuts the selected container.

Copy. Copies the selected container.

Paste. Pastes the copied container.

Delete. Deletes the annotation's container (and contents).

Flatten. Flattens the container in case you want to make it impossible to change it later.

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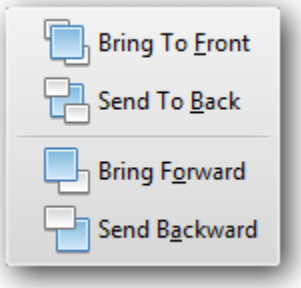
Status. Defines the status of the container.

Order. Allows you to set the order of the containers.



Make Current Properties Default. This allows you to set the currently selected Font, Font size etc as the default font/size etc - whenever you select the Typewriter tool.

Apply Default Properties. Allows you to change the appearance of the Typewriter tool for the one, saved as default.

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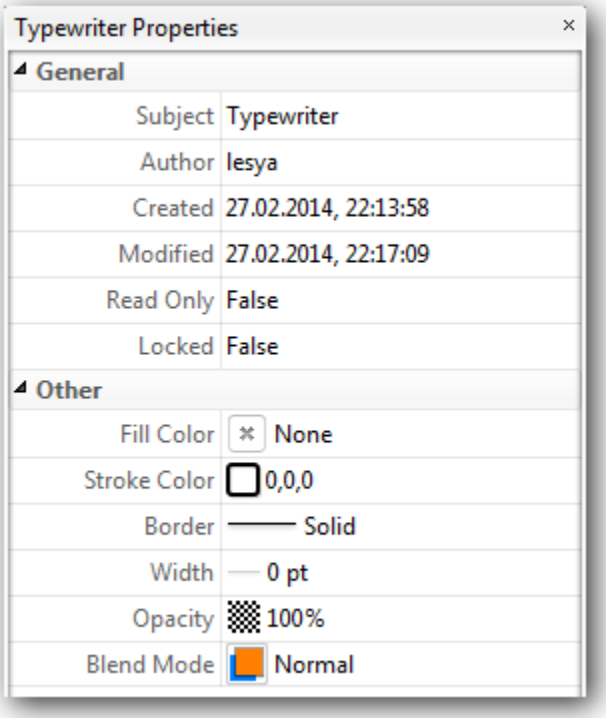
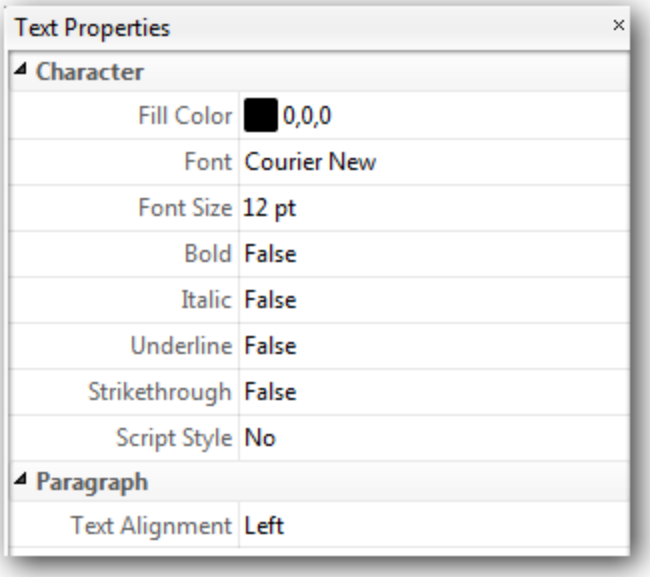
Properties.... Opens the Properties dialog for the Typewriter Tool.





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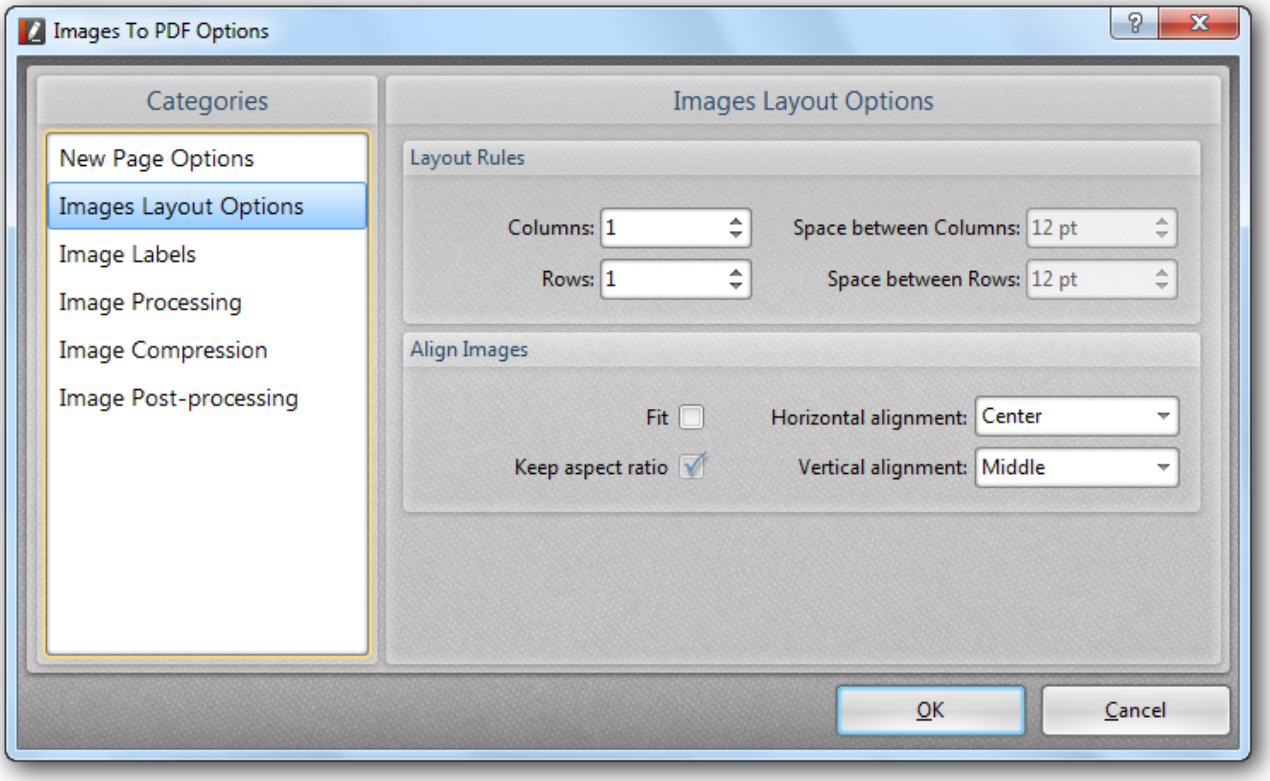
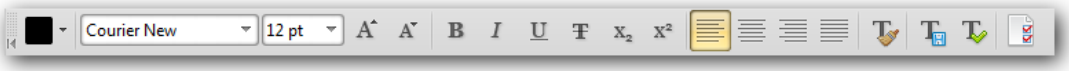
7.8.4.5 Textbox Tool

The **Textbox Tool** allows you to add text on a page in a text box.



1. To use the tool, click the tool in either the menu or the toolbar, and a cross cursor will appear at the upper left corner Drag the resulting text box away from the click point and the arrow will appear.
2. Click inside the box to begin typing text.
   In addition,clicking the edge of the box restores the small resizing boxes, permitting you to change the size of the text box.
3. The **Textbox Toolbar** supports additional options for selecting **Font** and **Size**.
   You may change the properties of the text with the help of the **Toolbar** which appears at the Toolbar area when the Typewriter Text is selected:



TIP - Whilst editing existing page content is for the most part - not currently possible - replacing existing content is...

For example - if you want to cover up some existing text or content on a PDF page - use the text box tool to apply replacement content (or no content if required) set the background color to match the existing page and also set the box borders to match - and then **Flatten** 446 the box and content so it cannot be moved or erased to reveal the original content.

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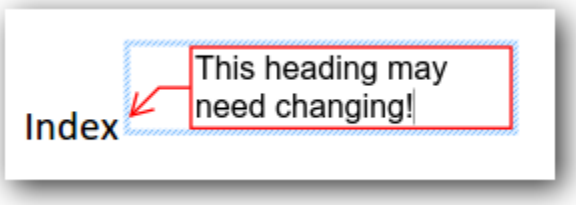
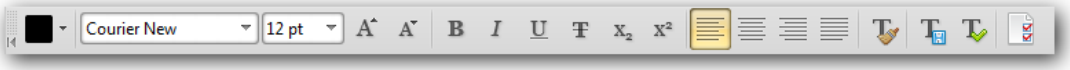
7.8.4.6 Callout Tool

The **Callout Tool** allows you to add a text box with an arrow pointing to a selected location on the page.



1. To use the tool, click the tool in either the menu or the toolbar, and a cross cursor will appear.
2. Move the cursor to where you want the point of the arrow to appear.
3. Click and then drag the resulting text box away from the click point and the arrow will appear.
4. Click inside the box to begin typing text.
5. In addition, clicking the edge of the box restores the small boxes, permitting you to change the look and size of the arrow and text box.
6. The **Callout Toolbar** supports additional options for selecting **Font** and **Size**.
   You may change the properties of the text with the help of the **Toolbar** which appears at the Toolbar area when the Typewriter Text is selected:



7.8.4.7 Highlight Text Tool

The **Highlight Text Tool** permits you to highlight text within the PDF document, and works like the Select Tool 508.

Note: You cannot Highlight image based text!

For example if you scan a page to PDF - there is no text in that file can be modified - only image based content!

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To use the **Highlight Text Tool**, click on the menu item, and a selection cursor will appear. Click and drag the selection cursor over the text to be highlighted. When you release the mouse button, the selected text will then appear to be highlighted with color, like a highlighter pen.

Right-clicking inside the highlighted area will open the pop-up menu. See Sticky Note Tool 526 for more information on the pop-up menu.

N.B. If you select the Delete option from the pop-up menu, only the highlighting will be deleted. The underlying text is not changed in any way!

7.8.4.8 StrikeoutText Tool

The **Strikeout Text Tool** permits you to cross out the selected text.

Note: You cannot Strikeout image based text!

For example if you scan a page to PDF - there is no text in that file can be modified - only image based content!

To use the Strikeout Text Tool, click on the menu item, and a selection cursor will appear. Click and drag the selection cursor over the text to be crossed out. When you release the mouse button, the selected text will then appear to be crossed out.

Right-clicking inside the crossed out area will open the pop-up menu. See Sticky Note Tool 526 for more information on the pop-up menu.

N.B. If you select the Delete option from the pop-up menu, only the crossouts will be deleted. The underlying text is not changed in any way!

7.8.4.9 Underline Text Tool

The **Underline Text Tool** permits you to underline the selected text.

Note: however that you cannot Underline image based text!
For example if you scan a page to PDF - there is no text in that file can be modified - only image based content!

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To use the **Underline Text Tool**, click on the menu item, and a selection cursor will appear. Click and drag the selection cursor over the text to be underlined. When you release the mouse button, the selected text will then appear to be underlined.

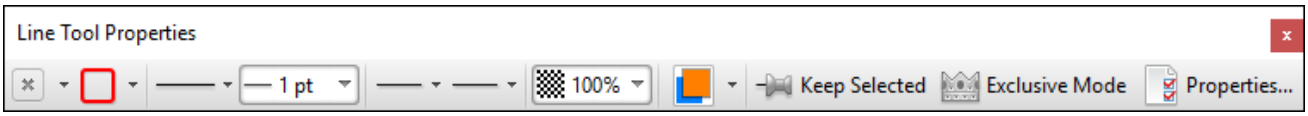
Right-clicking inside the underlined area will open the pop-up menu. See Sticky Note Tool 526 for more information on the pop-up menu.

N.B. If you select the Delete option from the pop-up menu, only the underlining will be deleted. The underlying text is not changed in any way!

7.8.4.10 Line and Arrow Tools

The **Line** and **Arrow Tools** are two forms of the same markup control. By default, the Line tool is a solid line, and the Arrow tool has an arrow at the leading end. For both tools, click the appropriate button and a small cross-hair cursor appears. Select the starting point and then click-and-drag the cursor to the ending point. For the Arrow tool, an arrow head appears at the end of the arrow when drawn.

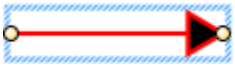
After drawing the line or arrow, you can add a pop-up note. See Comment And Markup Example 515 for more information.



Properties Toolbar for **Line** and **Arrow Tools**

*The options listed below are in order from left to right as they are shown in the **Properties Toolbar** for the **Line** and **Arrow tools***

Fill Color is not an available property for the **Line** and **Arrow** tools unless there is a closed **Starting Type**, or **Ending Type** such as a **Closed Arrow** as shown below.



Stroke Color defines the color of the line and border of any line **Ending Type** or Line **Starting Type**.

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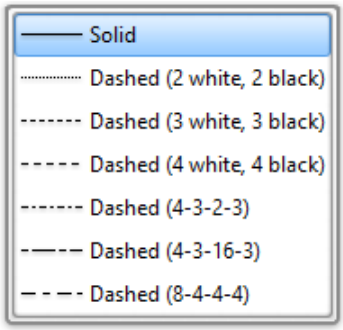
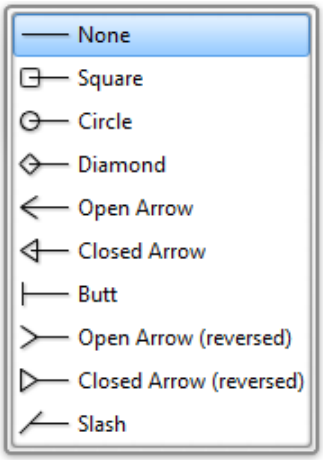
Border Style controls the type of line that is displayed.



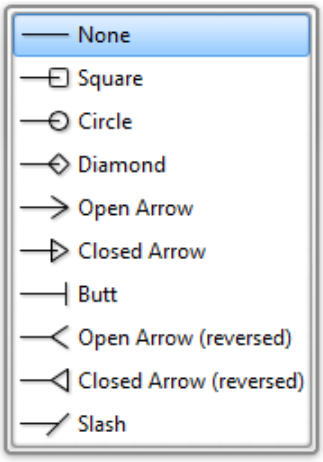
Border Width dictates the thickness of the Line and Arrow.

Note: Using **Ctrl+5** will toggle between the actual width of the line, and 1pt view to make documents with numerous lines more clear. If the document is printed, the actual Border Width will be

Line Staring Type dictates the object if any at the beginning of the **Line** or **Arrow**.



Line Ending Type dictates the object if any at the end of the **Line** or **Arrow**.



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Opacity allows you to set the transparency of the annotation.

Blend Mode Controls the image editing in a way that two layers of the image are blended into each other. There is a standard set of blend modes. Separable blend modes are the following: Normal, Multiply, Screen, Overlay, Darken, Lighten, Color Dodge, Color Burn, HardLight, Soft Light, Difference and Exclusion. Nonseparable blend modes are Hue, Saturation, Color, and Luminosity.
Keep Selected Keeps that selected tool active across all opened document unless otherwise specified.

Exclusive Mode Excludes annotations that might be overlapping the target text so that the text can be selected.

Note: You will not be able to Edit comments or annotations when this option is turned on.

Properties opens the Properties Pane 197.

7.8.4.11 Rectangle Tool

The **Rectangle Tool** allows you to draw a rectangle on the currently displayed PDF document page.

To draw the **Rectangle**, click the **Rectangle** button and a small cross-hair cursor appears. Position the cursor at the upper left corner of the area you want to mark, and then left-click and drag the cursor to the lower right position.

After drawing the rectangle, you may add a pop-up note. See Comment And Markup Example 517 for more information.

7.8.4.12 Oval (Circle) Tool

The **Oval (Circle) Tool** allows you to draw ovals and circles on the currently displayed PDF document page.

See Comment And Markup Example 517 for an example of using the **Oval (Circle) Tool**.

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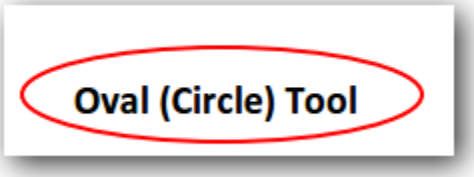

7.8.4.13 Polygon Line Tool

The **Polygon Line Tool** is an extension of the basic **Line Tool** that allows you to draw multiple connected line segments:

To draw the **Polygon Line**, click the **Polygon Line Tool** button and a small cross-hair cursor appears. Select a starting point and click-and-drag the cursor to the next point. When you get there, click again to start a new segment that is automatically connected to the first. Repeat until you reach your stopping point and then double click to end the line.

After you complete the **Polygon Line**, you may add a pop-up note. See **Comment And Markup Example** 517 for more information.

You may adjust the ends of the line or arrow by selecting **Properties...** from the pop-up menu, and setting the Line Starting and Line Ending Styles for the Start or End of the line.

7.8.4.14 Polygon Tool

The **Polygon Tool** draws a polygon outline around selected parts of the PDF page to highlight them:

To draw the polygon, click the **Polygon** markup button and a small cross-hair cursor appears. Click a series of points around the area of interest to draw the outline. At the starting point of the polygon there appears a small blue circle. To end the polygon, you have to click at that circle.

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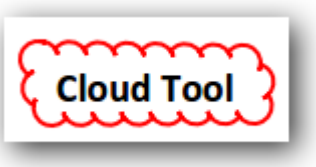
After you complete the **Polygon**, you may add a pop-up note. See **Comment And Markup Example** 517 for more information.

You may also adjust the Properties of the Polygon by selecting **Properties...**.

7.8.4.15 Cloud Tool

The **Cloud Tool** draws a "cloud" outline around selected parts of the PDF page to highlight them:



To draw the cloud, click the **Cloud** markup button and a small cross-hair cursor appears. Click a series of points around the area of interest to draw the cloud outline. At the starting point of the cloud there appears a small blue circle. To end the cloud outline, you have to click at that circle.

Note that for best results you should click the area in a clockwise motion. You are not restricted to using a rectangle and you are not restricted to four sides at right angles.

After you complete the Cloud markup, you may add a pop-up note. See **Comment And Markup Example** 517 for more information.

You may also adjust the Properties of the Cloud by selecting **Properties...**.

7.8.4.16 Pencil Tool

The **Pencil Tool** allows you to draw a freehand shape on the document.

After you complete the Pencil shape, you may add a pop-up note. See **Comment And Markup Example** 517 for more information.

You may also adjust the Properties of the Pencil shape by selecting **Properties...**.

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7.8.4.17 Eraser Tool

In conjunction with the Pencil tool, an **Eraser tool** has been added that permits you to erase any part of a Pencil-drawn annotation.

7.8.4.18 Stamp Tool

The **Stamps** submenu allows you to apply standard stamps to the currently displayed PDF document page.

You may select the stamp type by selecting the **Stamp Tool** option from the **Comment And Markup Tools** menu or selecting the **Stamps Palette** option from the **Other Panes** menu. A selection list of available stamps organized by Palette type will be opened:

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1. Simply click on the desired stamp type you want to use, which will set the cursor to a "stamp" cursor.

2. After selecting the stamp type, position the cursor at the upper left corner of the position where you want to place the stamp, and click:

3. After placing, you may click-and-drag the stamp to a better position. You may also resize the stamp by click-and-dragging any of the 4 small boxes at the corners of the stamp.

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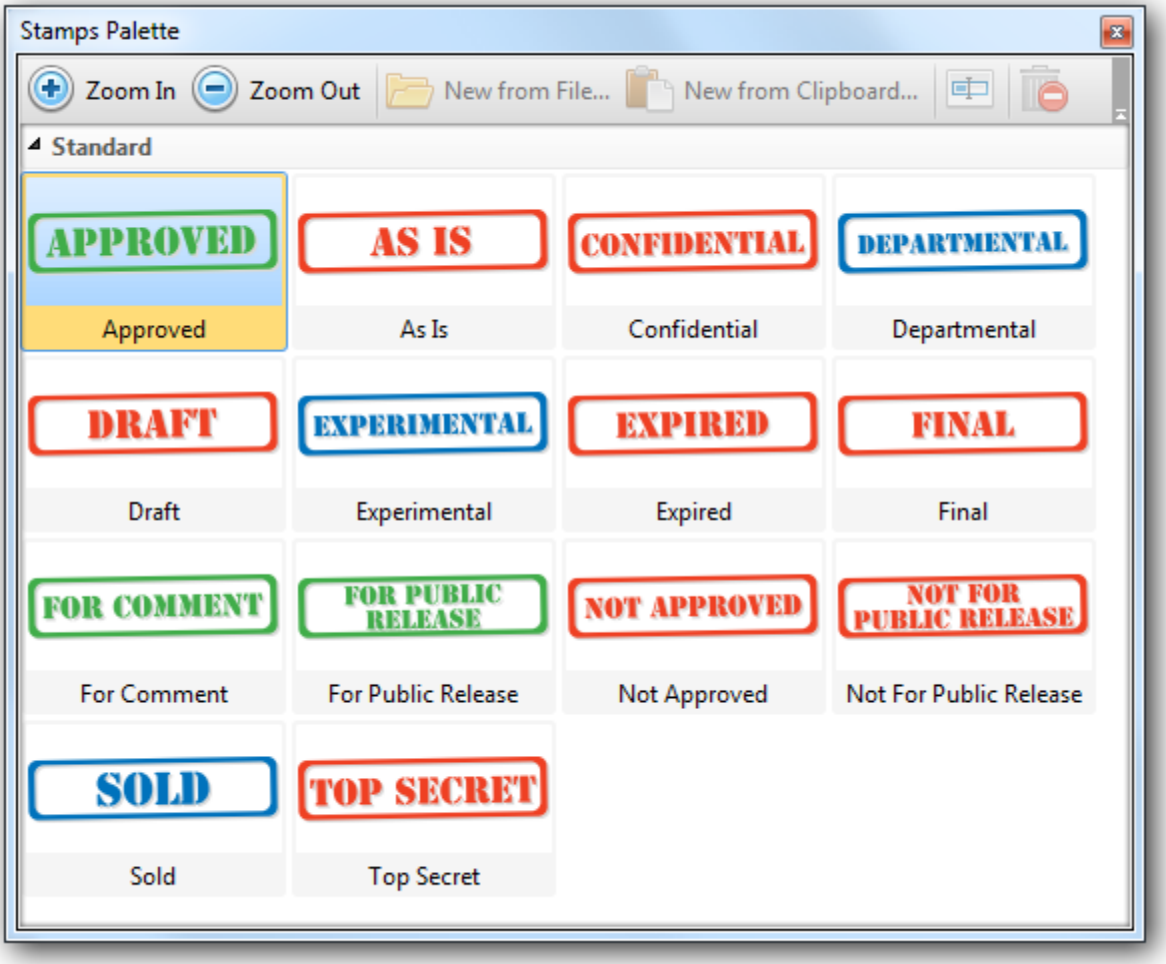
Stamps Palette opens the **Stamps Palette** dialog with a selection list of available stamps organized by Palette type.



1. **Zoom In**. Enlarges the size of the thumbnail images in the Stamps area.
2. **Zoom Out**. Reduces the size of the thumbnail images in the Stamps area.
3. **New from File...**. Creates a stamp from a selected image file or PDF document page. You could also scan your signature into a file to allow you to then 'Stamp' a document with your physical signature - however - should you do this - we strongly recommend you use the **Flatten Comments** option to ensure your signature is not easily interfered with in the final PDF once distributed.
4. **New from Clipboard...**. Creates a stamp from an image contained in the clipboard.
5. **Rename**. Allows you to change an existing stamp's name.
6. **Delete**. Deletes the selected stamp from the collection.

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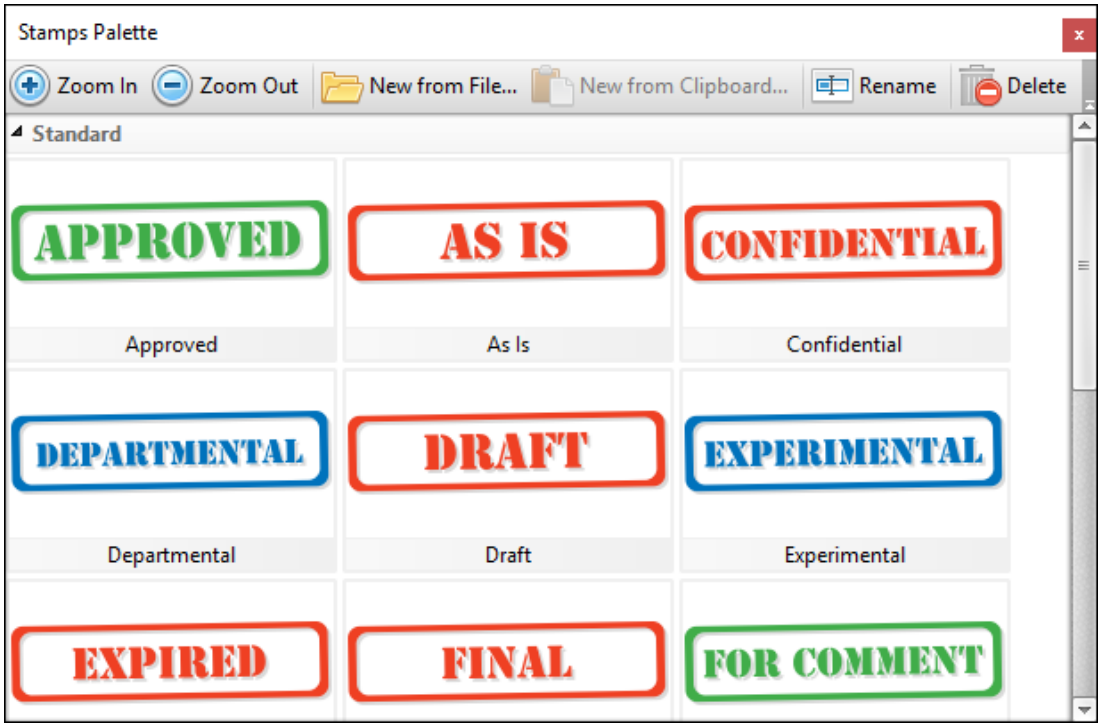
7.8.4.18.1 How to create dynamic stamps

Dynamic stamps are special stamps that contain a variable field(s) that change depending on any number of factors (ie today's date, the current user logged in the computer using the Editor, etc). A basic to moderate working knowledge of JavaScript is required to create dynamic stamps, but many dynamic stamps JavaScript examples are available on the internet, that can easily be incorporated into created stamps.
For full description of actions supported under JavaScript, please see the **JavaScript API reference**.

Creating a dynamic stamp from an existing image or PDF file

1. Go to the **Stamps pallet** found under **Tools> Comment And Markup Tools> Stamp Tool> Stamps Pallet**.

2. Click on **New From File...** and browse to, and select the desired file from which to create a stamp.



Stamps Pallet

3. Close the **PDF-XChange Editor**, and navigate to the stamps directory to locate the newly created stamp.
Custom stamps are typically stored under **C:\Users\<User>\AppData\Roaming\Tracker Software\PDFXEditor\3.0\Stamps**

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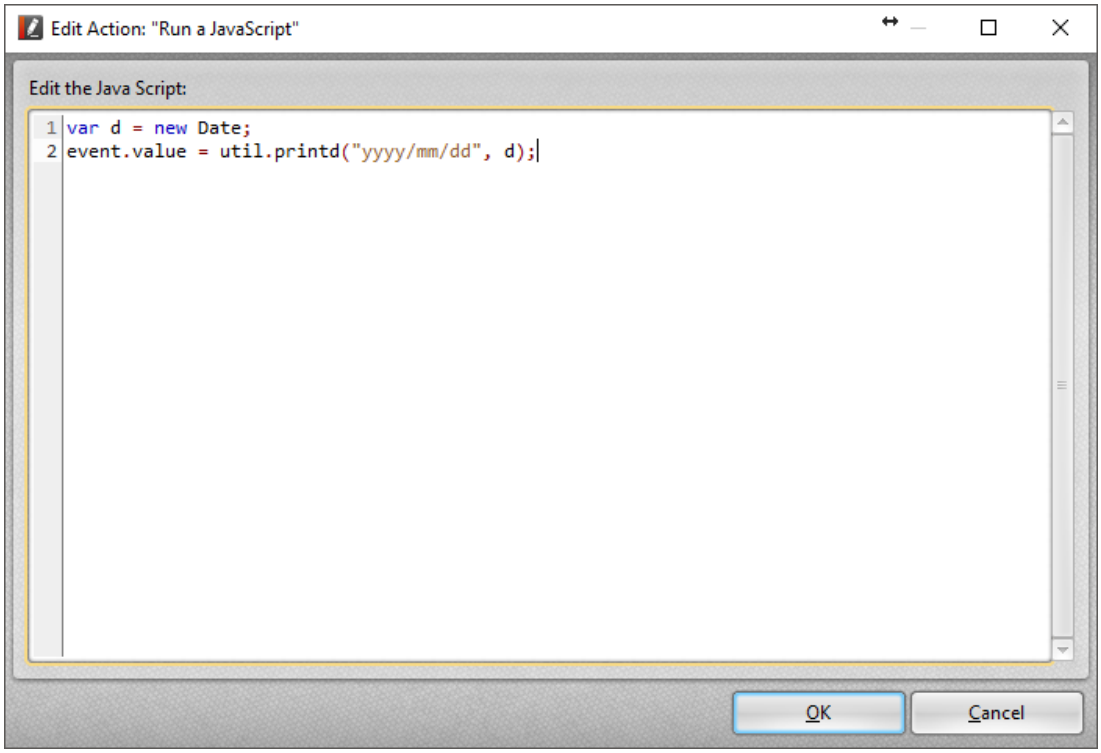
4. Move the newly created stamp out of the stamps directory, then open it with the **PDF-XChange Editor Plus**.

Note: If the file is opened from the Stamps directory, changes made cannot be saved.

5. Add a Text Form Field 470 using the Edit Form 461 feature found under **Form> Edit Form** with the **Value calculation** property set to **Custom Action.**
Custom actions can be created by pressing the [**...**] button to bring up the **Edit Action: "Run a JavaScript"** window and enter a new JavaScript.



Edit Action: "Run a JavaScript" window

Inherit today's date JavaScript Example:

```
var d = new Date;
event.value = util.printd("yyyy/mm/dd", d);
```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Inherit Username JavaScript Example:

```
if((identity.name != null) && !/^\s*$/.test(identity.name))
event.value = identity.name;
else
event.value = identity.loginName.replace(/\./g," ").replace(/\./g,"
").replace(/\b(\w)/g,function(Word,cFst){return
cFst.toUpperCase()});
```

6. Once the fields have been positioned on the stamp, and the data has been entered correctly, save the file, then close the **PDF-XChange Editor**.

7. Move the stamp file back into the stamps directory (**C:\Users\<User>\AppData\Roaming\Tracker Software\PDFXEditor\3.0\Stamps**).

   The dynamic stamp will then be available in the stamps collection specified.

7.8.4.18.2 Stamp Palette

Use the *Stamps Palette* to add a custom stamp to the Stamp Tool 541 **PDF-XChange Editor** has a feature called the **Stamp Tool**. The **Stamp Tool** can place an image on the page as though you were using a rubber stamp. It comes with a number of default stamps, and you can also create your own custom stamps. This is a very convenient way to repeatedly add the same content to documents.

Stamps can be created from image files or PDF documents. To create your own stamp to use with the **Stamp Tool** you need to open the **Stamps Palette** and add a new item. Click the small arrow beneath the **Stamp Tool** to display all currently available stamps in a pop up window.

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At the bottom of this window you can select **"Show Stamps Palette"** to open up the **Stamps Palette** dialogue box where you can add, rename and delete stamps from your palette.

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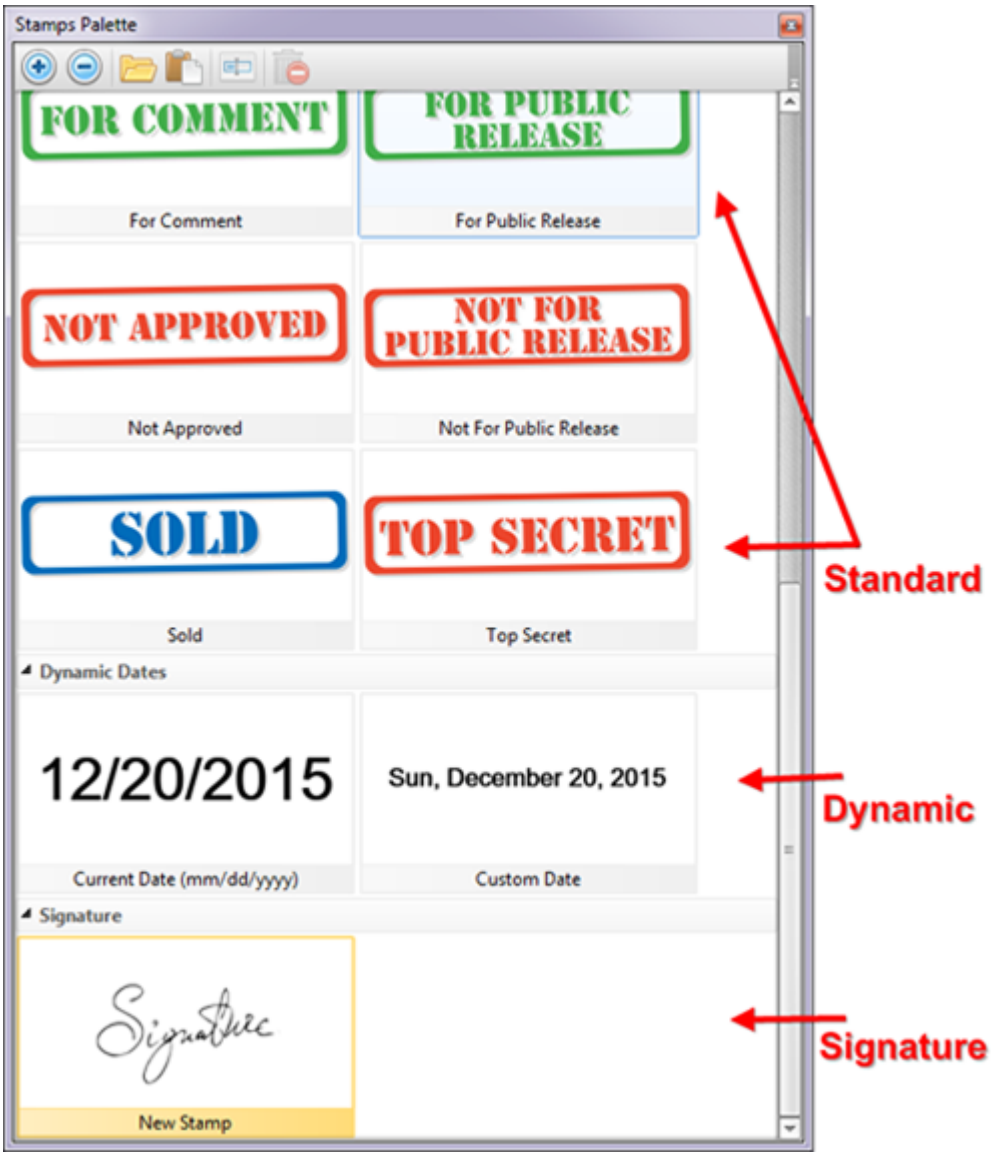
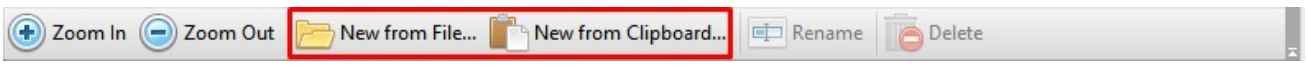


This picture shows palette of **Standard** stamps, **Dynamic Dates** stamps, and **Customer** stamp (here it's named **Signature**)

New stamps can be made from most image file formats or PDF documents; either from a file or the Windows "Clipboard".



Create a Stamp from a PDF

The first thing that needs to be done here is to locate or create a PDF with the content you want. You can use PDF-XChange Viewer/Editor to create a new PDF file or PDF-XChange 4 Printer to convert something from another program to PDF and use that. For this example I used Microsoft Word to create a cloud with an appropriately sized page, then used the PDF-XChange Office Addin to convert it to PDF.

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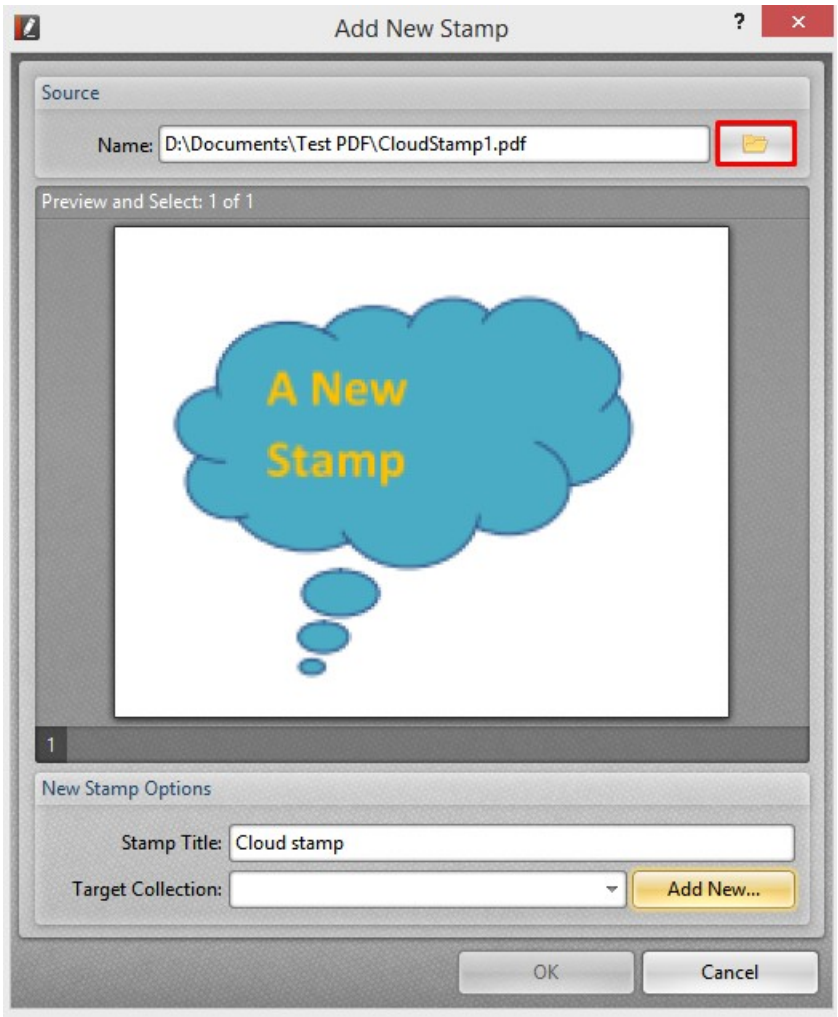
To use this as the basis for a new Stamp, click the "new from file" icon in the Stamps Palette, browse for the desired file you wish to use as a stamp, then name it.



Next to target collection, click **Add New...**

note: I*f you already have a custom stamp pallet you will not need to create a new one, however if you only have the standard stamps pallet, a new one must be added*

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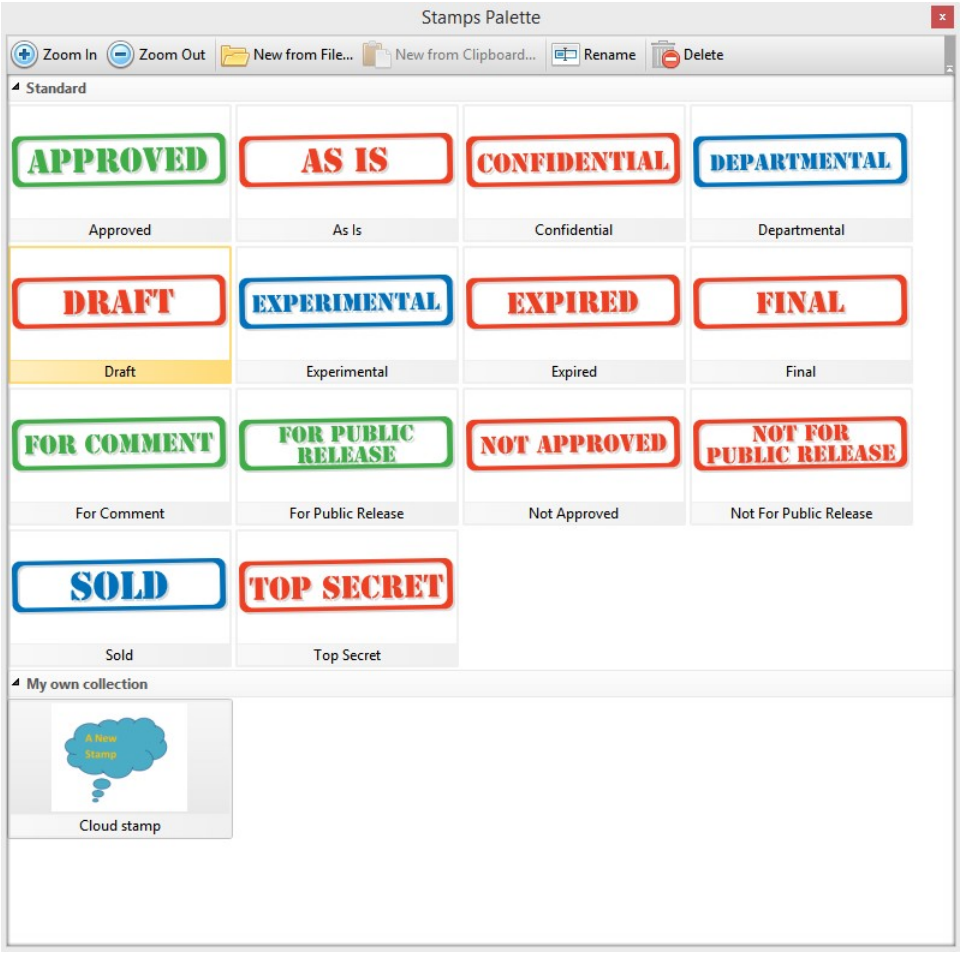
Click **OK** to add the new stamp collection then click ok to add your new stamp.

You should now have a new stamp available to put on documents.



Creating a stamp from an image is done in a very similar way. Some detail is available here: [KB#62]

Next, close the Stamps Palette and your new stamp should now be available, from within the Stamp tool, to use on your documents:

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Click the small arrow bellow the stamp tool Icon to open the stamp collections

Click on the stamp you wish to use and you are ready to stamp up your document.

Things to consider when creating a stamp:

- Most Image files are in a Raster format, and will pixelate when zoomed to a high degree, so make your stamp from an image pre-sized to what you need.
- PDF documents can be either raster or vector based so be sure you understand what type you have.
- If you want to have a transparent background to your stamp, you will need to use a suitable image format (.gif or .png being two common ones, but not jpg) or pdf.
- For more detail on creating stamps from images, see this article: KB#62

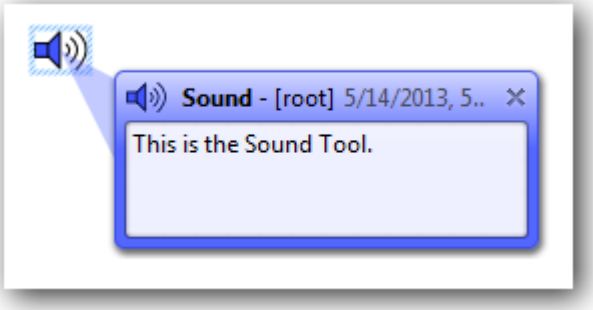
7.8.4.19 File Attachment Tool

File Attachment Tool allows you to pin the attachment to any place on a page. After choosing the File Attachment Tool you should click on the page. It opens the standard **Open Files** dialog box which allows you to attach PDFs and other types of files to a PDF document.

See **Attachments** 309 for more information.

7.8.4.20 Sound Tool

The **Sound Tool** allows you to add a sound comment to the selected location on the PDF page.



1. To create a sound comment, select the **Sound Tool** from the **Tools|Comment And Markup Tools** and click to a necessary area on the page. The following dialog box will appear:

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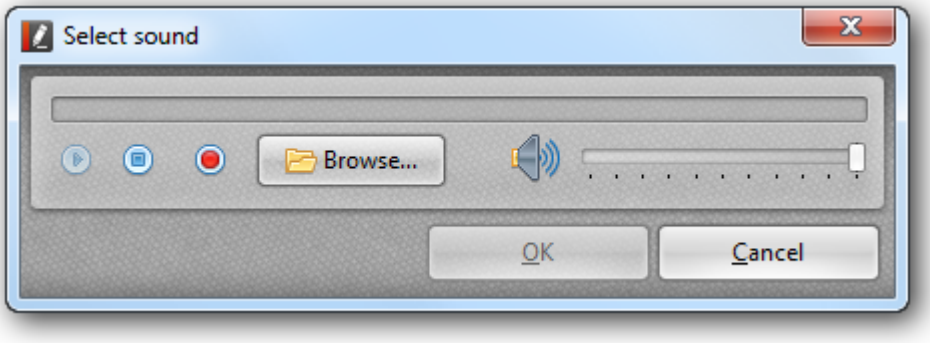
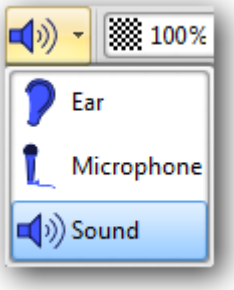


This will allow you to browse for a previously saved file or record a new sound file.

2. To listen to the sound comment, you should double click the Sound Tool icon on the PDF page.

3. The appearance of the Sound Tool icon may be changed with the help of the Properties Toolbar:

Here you can choose one of the three available icons and change their color.



See **Comment And Markup Example** 517 for more information.

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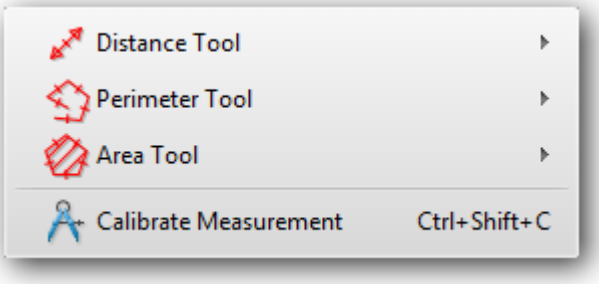
7.8.5 Measuring Tools

Selecting **Measuring Tools** submenu allows selection of one of three options:



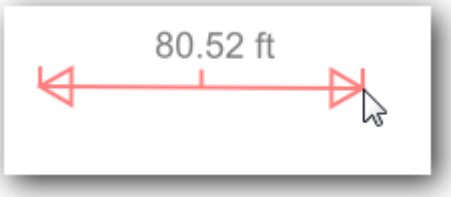
Distance Tool 553
Perimeter Tool 556
Area Tool 558
Calibrate Measurement 560

See the subtopics for a description of each tool.

7.8.5.1 Distance Tool

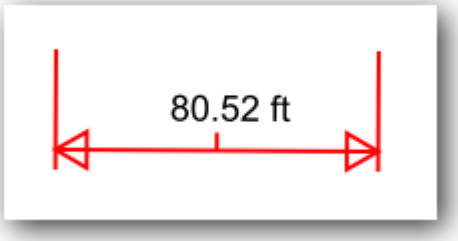
Distance Tool permits measuring the distance between two points.

To measure the distance between two points, click the **Distance tool** markup button and a small cross-hair cursor appears. Select the starting point and then click-and-drag the cursor to the ending point. The measurements appear in the process of dragging the cursor.



After you click the last point, drag the dimension line to figure out the leader line and then click again.

After you complete the Line, you may add a pop-up note. See Comment And Markup Example 517 for more information.



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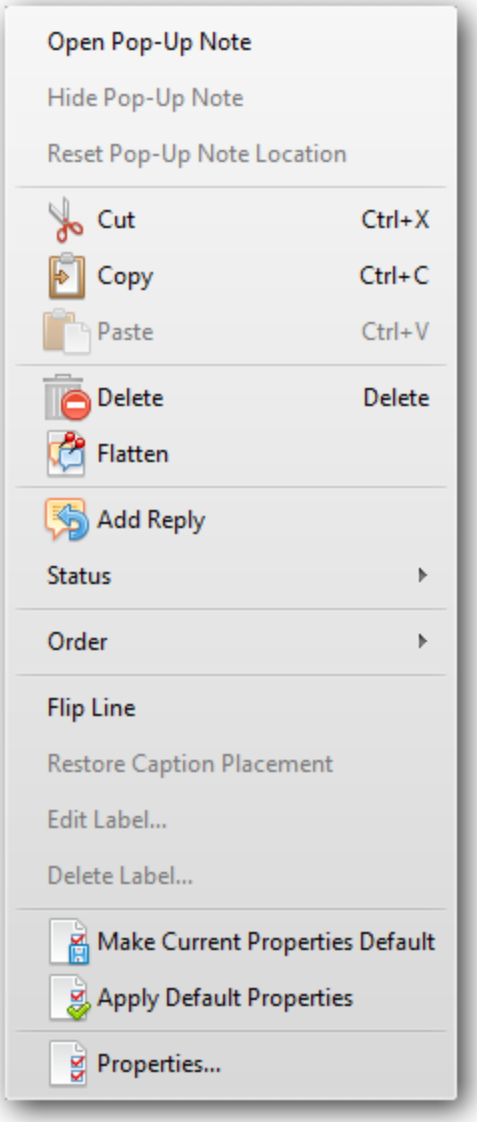
If you right-click on the dimension line you open the following menu:



Open Pop-Up Note. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered. You may now enter any text you wish in the lighter portion of the note.

Hide Pop-Up Note. Hides the note.

Reset Pop-Up Note Location. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.

Cut. Cuts the selected dimension line.

Copy. Copies the selected dimension line.

Paste. Pastes the copied dimension line.

Delete. Deletes the following dimension line and the note.

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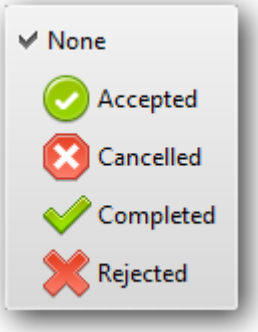
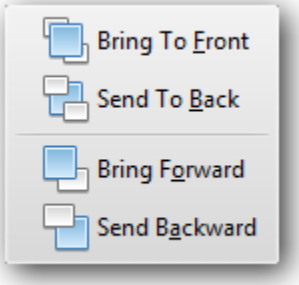
Flatten. Flattens the dimension line in case you want to make it impossible to change the note later.

Add Reply. Adds a reply area to the note.

Status. Defines the status of the dimension line.



Order. Allows you to set the dimension line's order.



Flip Line. Allows you to turn the dimension line around.

Restore Caption Placement. Allows you to return caption to its former placement.

Edit Label.... Allows you to add a text label to the dimension line.

Delete Label.... Deletes a text label from the dimension line.

Make Current Properties Default. Sets the currently selected properties as a default ones for all new **Distance tools** of the same type.

Apply Default Properties. Allows you to change the properties of the **Distance tool** for the ones, saved as default.

Properties.... Opens the Properties dialog for **Distance tool**.

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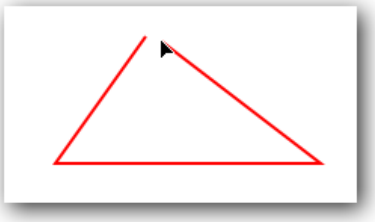
7.8.5.2 Perimeter Tool

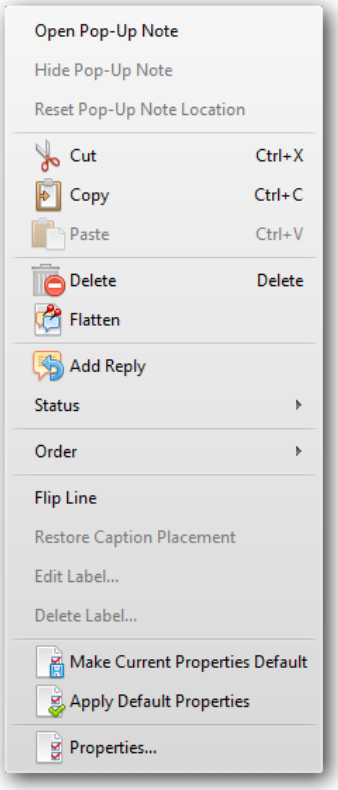
Perimeter tool allows you to measure a set of distances between multiple points.

To measure the distance between multiple points, click the **Perimeter tool** markup button and a small cross-hair cursor appears. Select a starting point and click-and-drag the cursor to the next point. When you get there, click again to start a new segment that is automatically connected to the first. Repeat until you reach your stopping point and then double click to end the measurement.



After you complete the line, you may add a pop-up note. See **Comment And Markup Example** 517 for more information.

If you right-click on the **Dimension Polyline** you open the following menu:



Open Pop-Up Note. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered. You may now enter any text you wish in the lighter portion of the note.

Hide Pop-Up Note. Hides the note.

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Reset Pop-Up Note Location. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.

Cut. Cuts the selected dimension polyline.

Copy. Copies the selected dimension polyline.

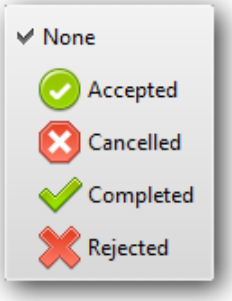
Paste. Pastes the copied dimension polyline.

Delete. Deletes the following dimension polyline and the note.

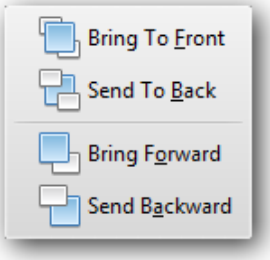
Flatten. Flattens the dimension polyline in case you want to make it impossible to change the note later.

Add Reply. Adds a reply area to the note.

Status. Defines the status of the dimension polyline.



Order. Allows you to set the dimension polyline's order.



Control Points.

- **Add Point**. Creates new point.
- **Delete Point**. Deletes new point.

Edit Label.... Allows you to add text label to the dimension polyline.

Delete Label.... Deletes text label from the dimension polyline.

Make Current Properties Default. Sets the currently selected properties as a default ones for all new **Distance tools** of the same type.

Apply Default Properties. Allows you to change the properties of the **Distance tool** for the ones, saved as default.

Properties.... Opens the Properties dialog for **Distance tool**.

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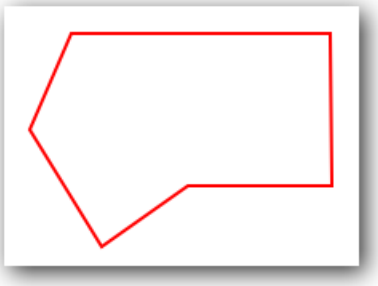
7.8.5.3 Area Tool

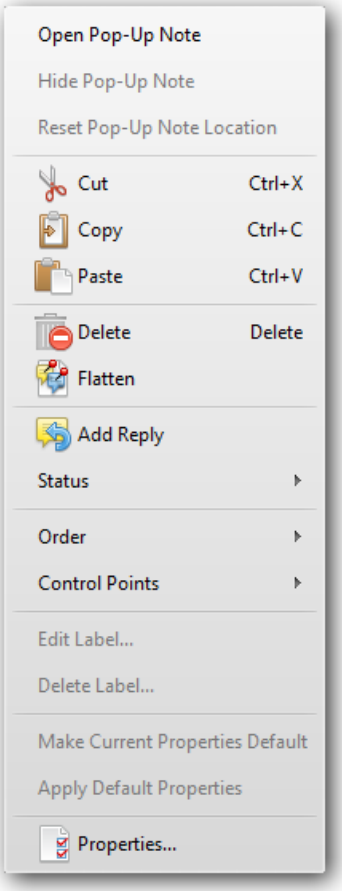
Area tool allows you to measure the area within the line segments that you draw.

To measure the area within the line segments that you draw, click the **Distance tool** markup button and a small cross-hair cursor appears. Click a series of points around the area of interest to draw the outline. At the starting point of the line there appears a small blue circle. To end the outline, you have to click at that circle.



After you complete the line, you may add a pop-up note. See **Comment And Markup Example** 517 for more information.

If you right-click on the dimension line you open the following menu:



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Open Pop-Up Note. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered. You may now enter any text you wish in the lighter portion of the note.

Hide Pop-Up Note. Hides the note.

Reset Pop-Up Note Location. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.

Cut. Cuts the selected dimension polygon.

Copy. Copies the selected dimension polygon.

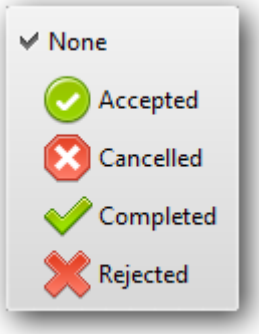
Paste. Pastes the copied dimension polygon.

Delete. Deletes the following dimension polygon and the note.

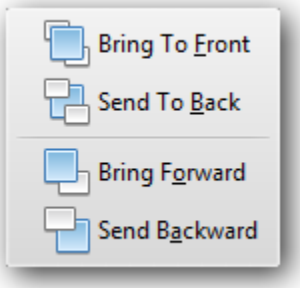
Flatten. Flattens the dimension polygon in case you want to make it impossible to change the note later.

Add Reply. Adds a reply area to the note.

Status. Defines the status of the dimension polygon.



Order. Allows you to set the dimension polygon's order.



Control Points.

- **Add Point**.
- **Delete Point**.

Edit Label.... Allows you to add text label to the dimension polygon.

Delete Label.... Deletes text label from the dimension polygon.

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Make Current Properties Default. Sets the currently selected properties as a default ones for all new **Distance tools** of the same type.

Apply Default Properties. Allows you to change the properties of the **Distance tool** for the ones, saved as default.

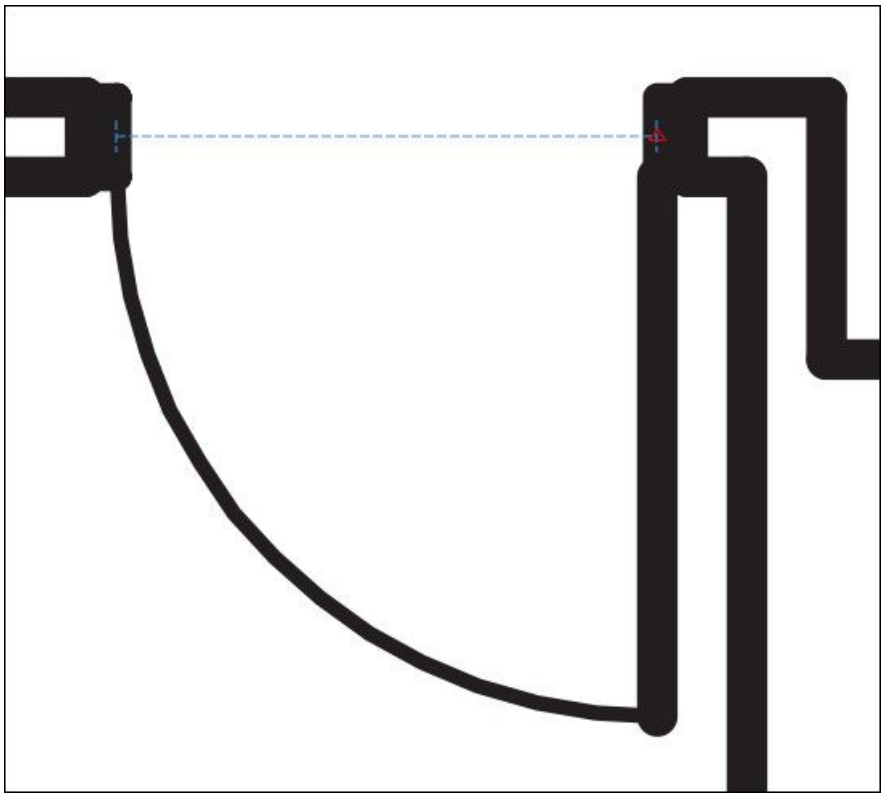
Properties.... Opens the Properties dialog for **Dimension Polygon Tool**.

7.8.5.4 Calibrate Measurement

To set a scale for an entire drawing, you must use the calibration tool.To use the calibration tool you must first find a known distance, once you have, you can set all future measurements based upon that one.

Go to **tools> Measuring tools> Calibrate measurement** [*Ctrl+Shift+C*] and choose two points with a known distance between them. In the example, I have chosen to calibrate the measurements using a doorway of three feet (3').

Holding shift while placing the calibration will keep the tool horizontal, 45 degrees or vertical.



Note: With snapping turned on, I have reliable consistency in placing my measurements along lines, or in this case, inside the middle of the door jam (indicated by the red triangle) see the

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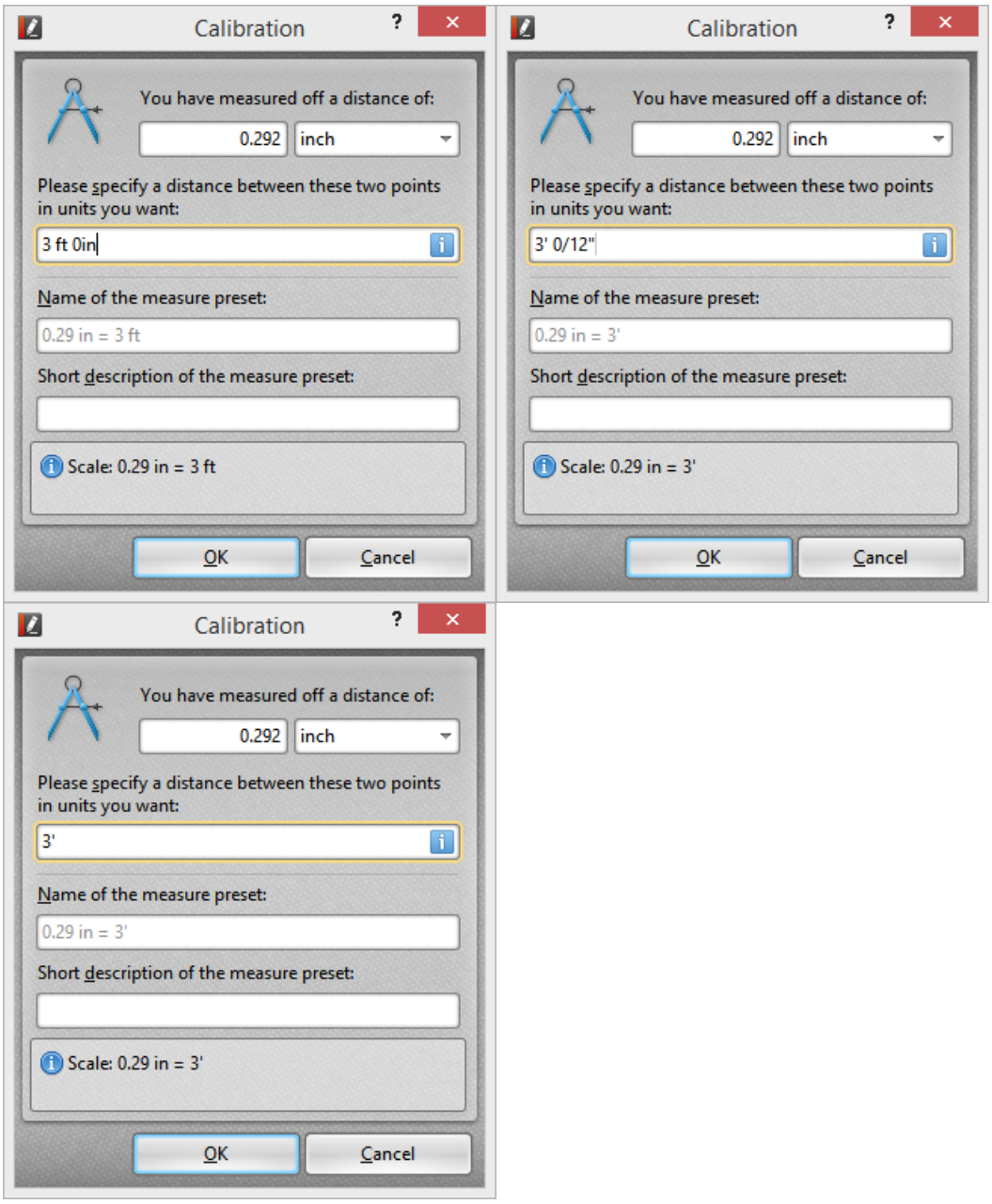
[Measurement Section](237) for more details and how to use/ implement the snapping functions.

When the calibration is placed, the following window will show up:



In the highlighted field, place the desired measurement. Notice that I have placed **3'** to indicate three feet for a scale of 0.29"=3' then press OK.

Note: The formatting you use in this field, will be the formatting displayed. For example if I want the following format **5' 6 1/2"** I would place **3' 0/12"**

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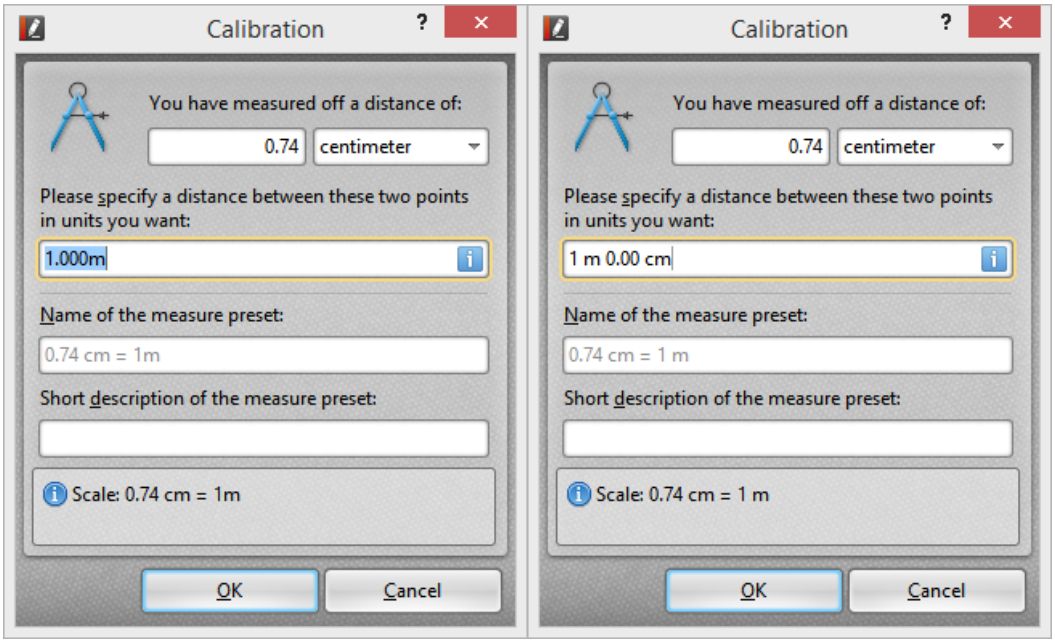
Note: All units available in the Editor are available to use in the calibration, up to as many decimal points, or any fraction accuracy specified in the highlighted field above. For example 1.0000000000000m (meters).

If no decimal places are specified (e.g. 3 ft or 3'), **Measurement Tools** 553 will round to the nearest whole number when measuring.



Now you will be able to place all future measurements using this scale.

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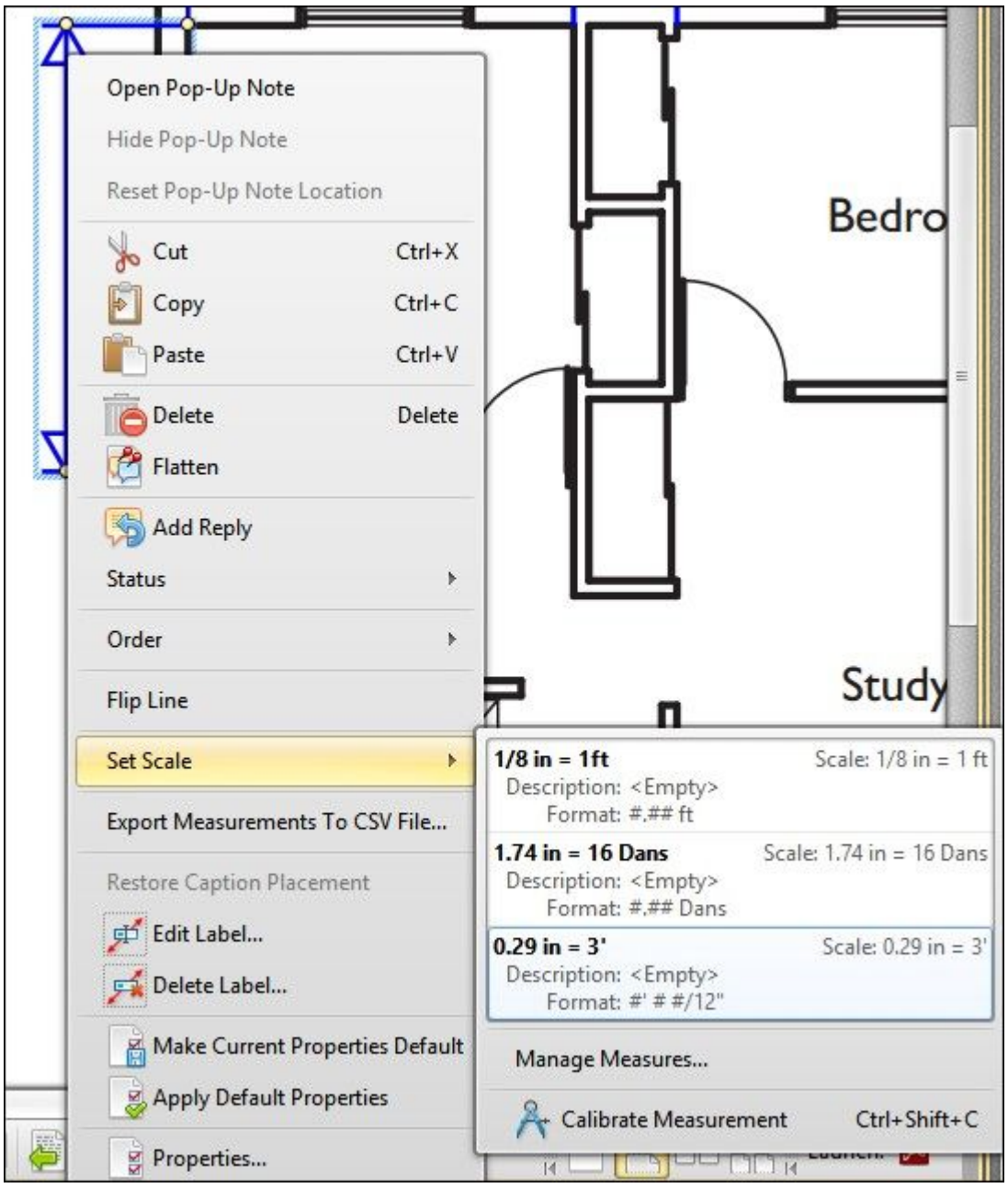
You can manage the format or scale later by right clicking on a measurement> set scale:



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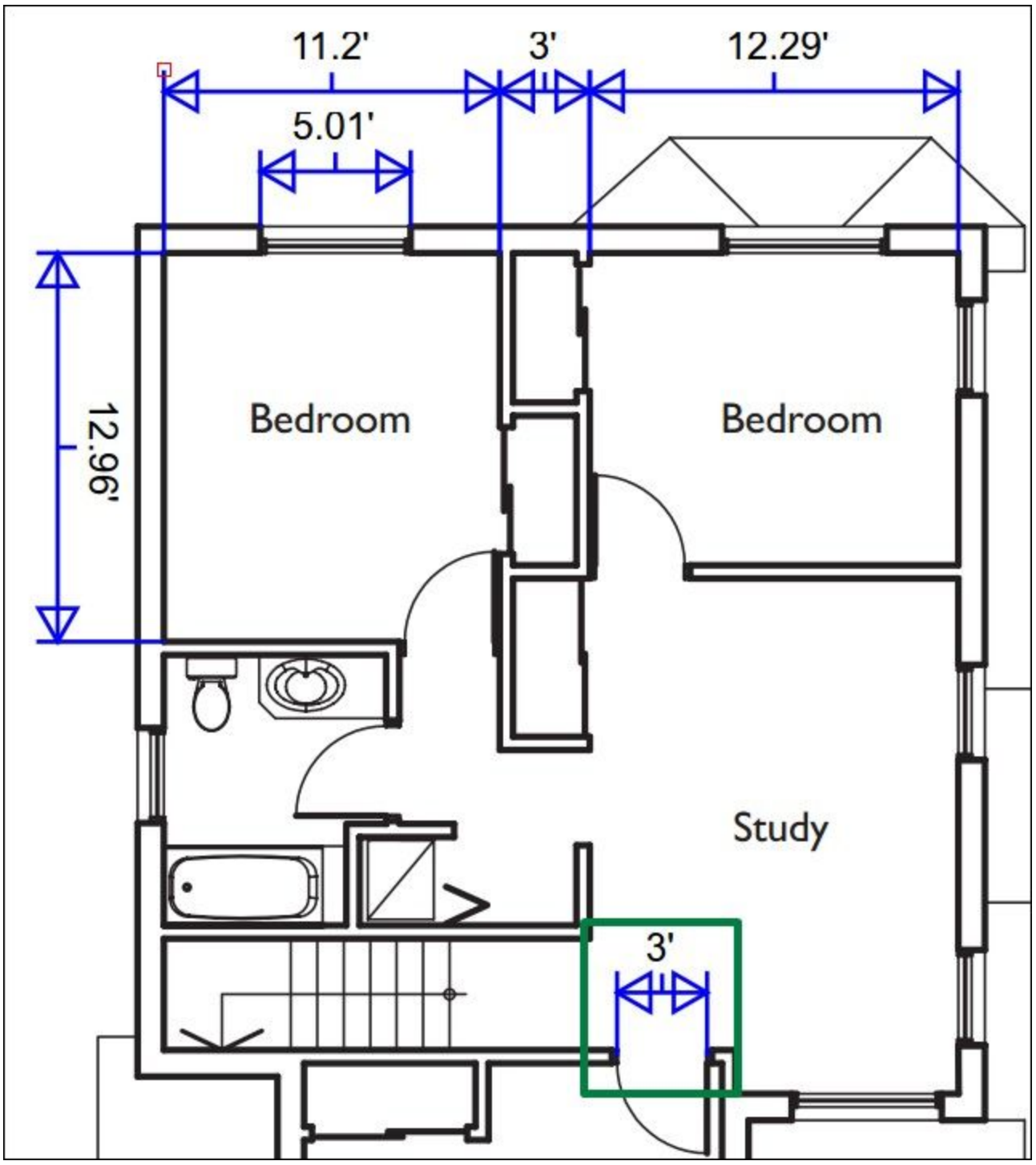
In the screenshot below, we have encased the measurement of the initial calibration. All measurements placed after calibration are blue.



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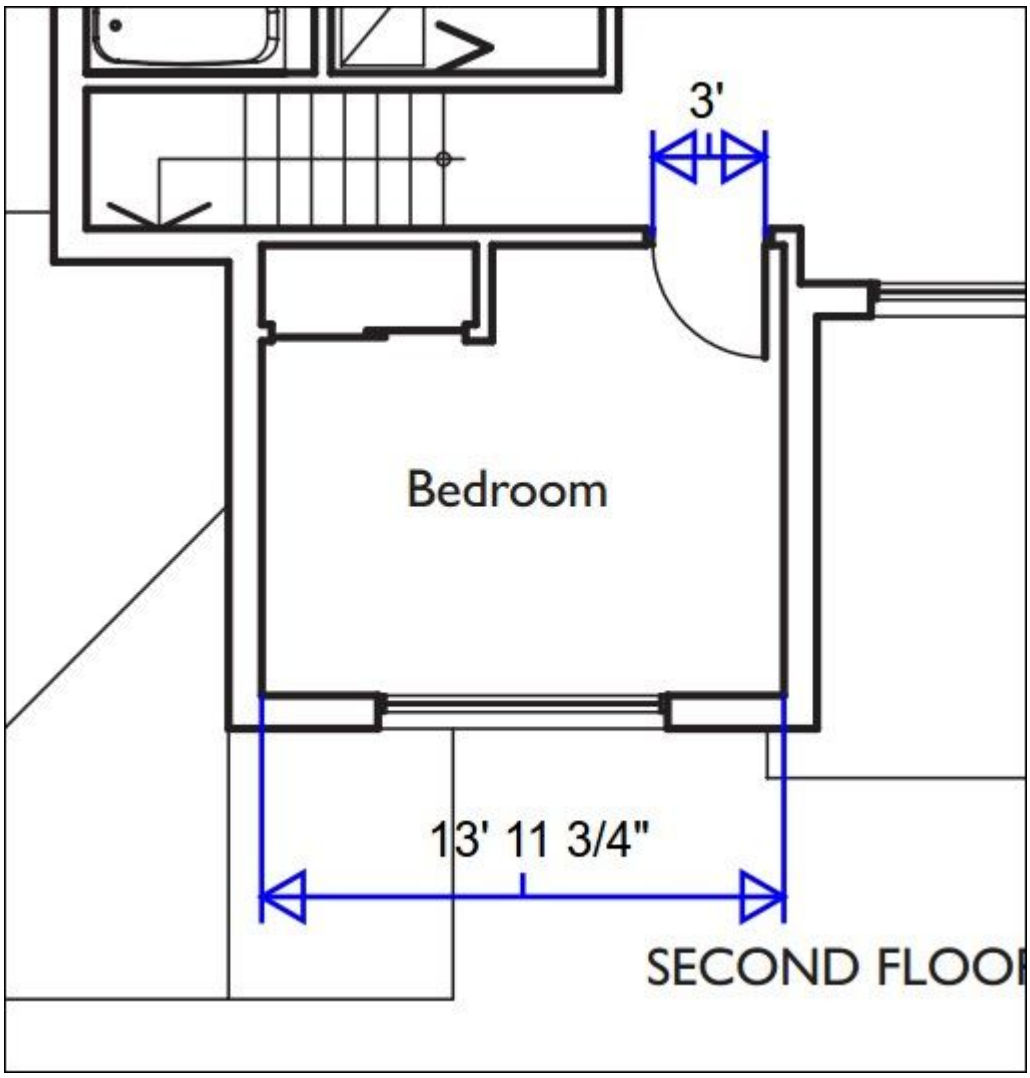
Notice the different format in the screenshot below. The scale is the same, only the format in which it is displayed is different.



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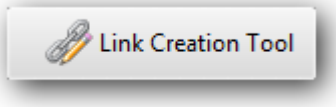
7.8.6 Link Tools

Selecting **Link Tools** submenu allows selection of the following option:



Link Creation Tool
566

7.8.6.1 Link Creation Tool

Link Tool allows you to create a link in order to jump to other locations in the same document or to websites.

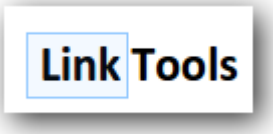
To create a Link, click the **Link Tool** markup button and a small cross-hair cursor appears. Position the cursor at the upper left corner of the area you want to mark, and then left-click and drag the cursor to the lower right position.

A link can be edited at any time. You can change its position or associated link action, delete or resize the link rectangle, or change the destination of the link.

Changing the properties of an existing link affects only the currently selected link. If a link isn't selected, the properties will apply to the next link you create.

To change the properties or position of multiple link objects you should drag a rectangle to select them using the Link tool while holding the CTRL key.

To move the link rectangle, drag it. To resize the link rectangle, drag any corner point.



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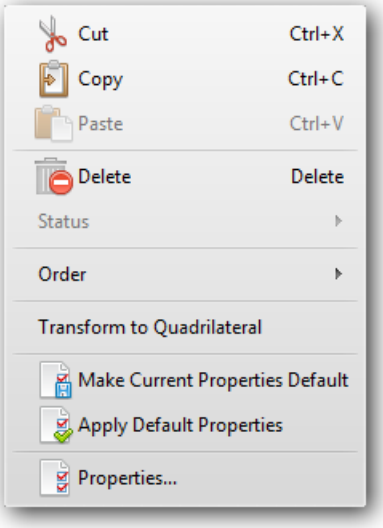
If you right-click on the link you open the following menu:



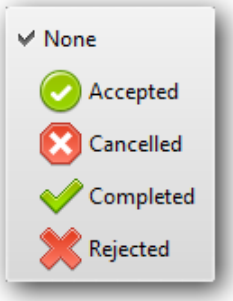
Cut. Cuts the selected link.

Copy. Copies the selected link.

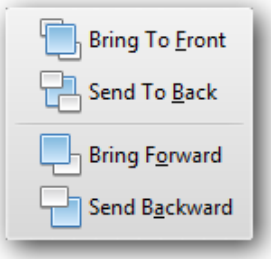
Paste. Pastes the copied link.

Delete. Deletes the following link.

Status. Defines the status of the link.



Order. Allows you to set the link's order.
Valid values are:



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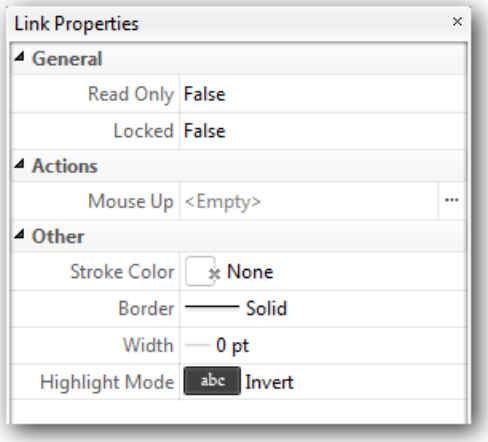
Transform to Quadrilateral. Allows you to transform the Rectangle link tool to Quadrilateral and vice versa.

Make Current Properties Default. This allows you to set the currently selected properties as default for **Link Tools** of the same type.

Apply Default Properties. Applies the default properties to the selected link(s).

Properties.... Opens the Properties pane for the **Link Tool**.

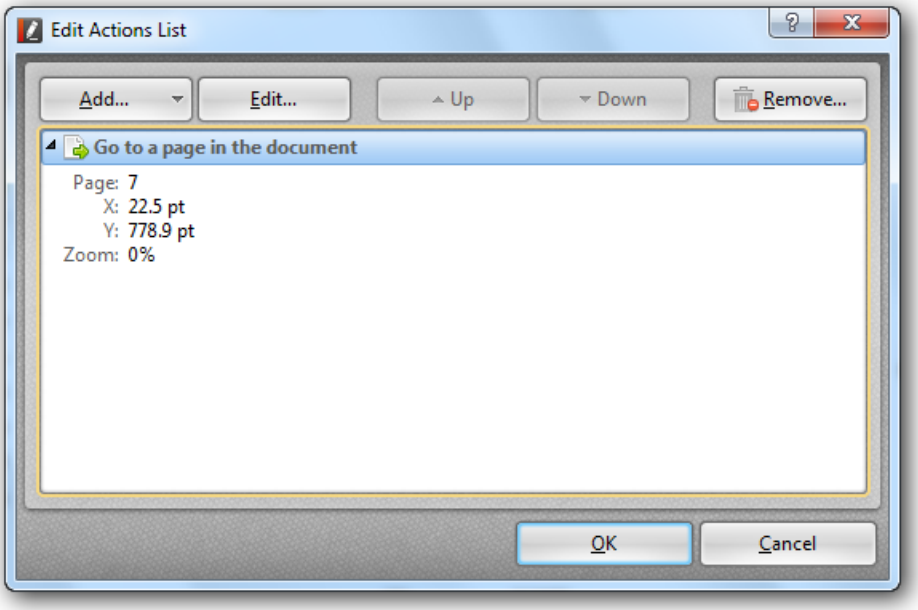


General. Specifies the general properties of the link.

Style. Sets the font style of the link.

Actions. Defines the action(s) to be performed when the link is selected.

The **Actions list** lists the action(s) to be performed when the Bookmark is selected. At the top of the **Edit Actions List** dialog is an editor toolbar for the Actions list:



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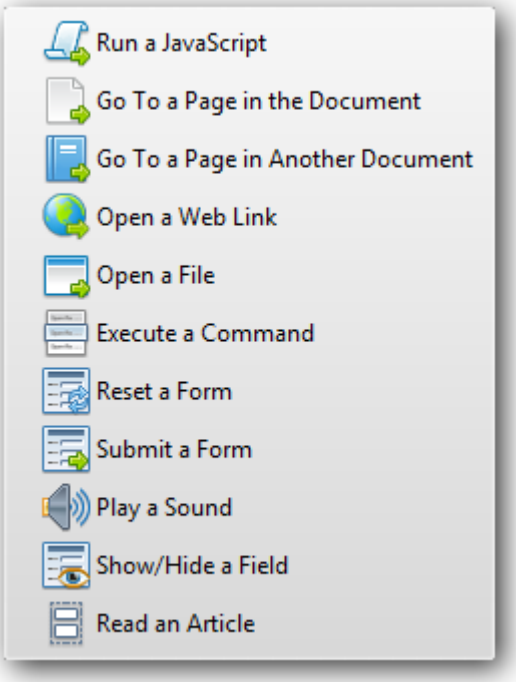
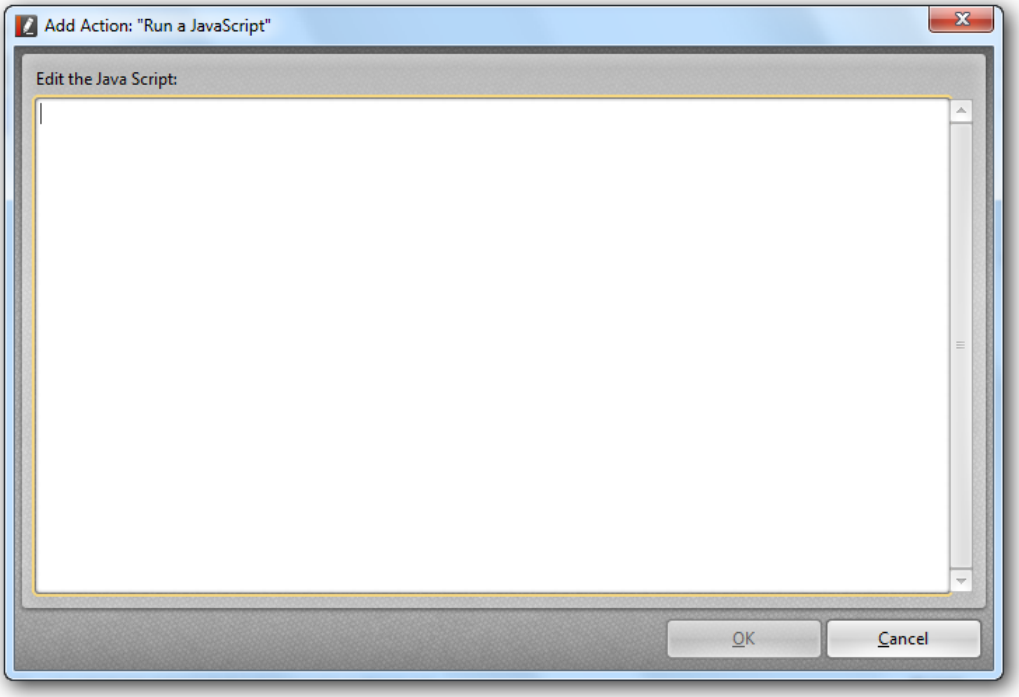
Add.... Adds a new Action to the list.



Run a JavaScript. Runs the previously specified JavaScript.



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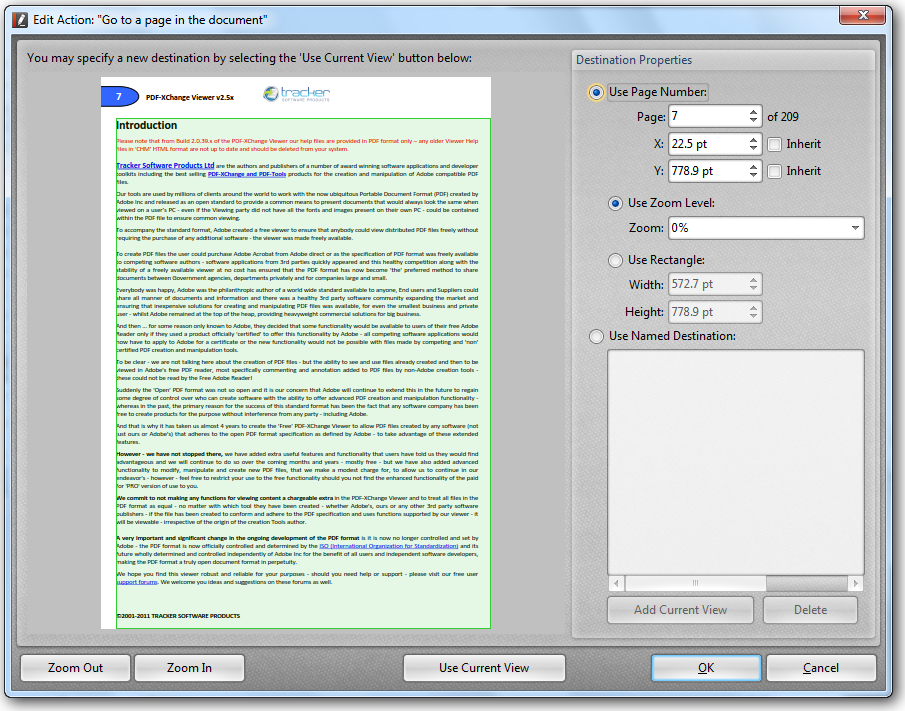
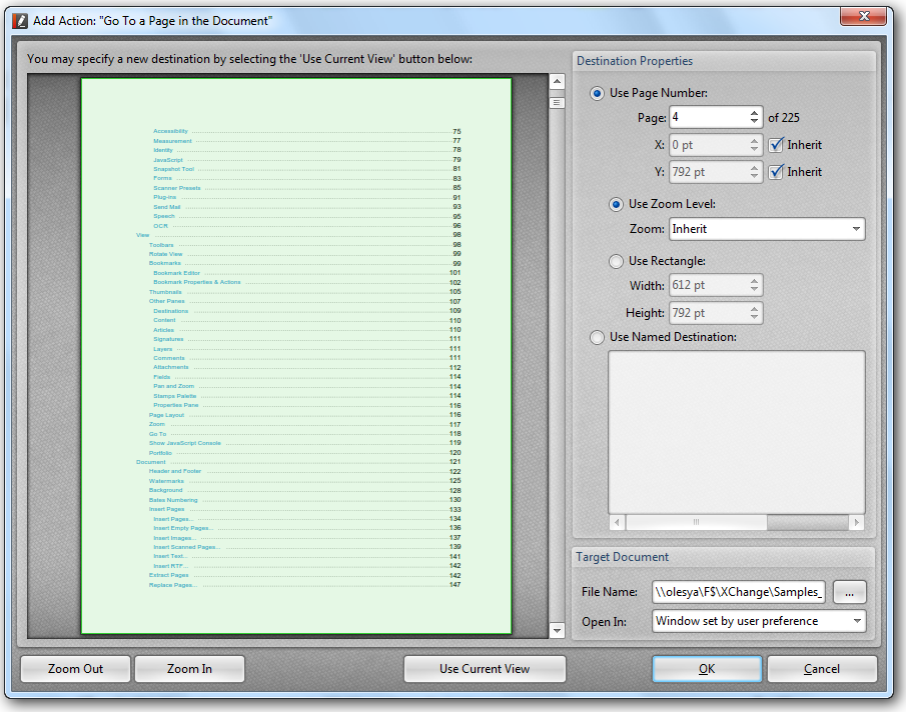
Go To a Page in the Document. Goes to the specified destination in the current document.



Go To a Page in Another Document. Goes to the specified destination in another document. Choose the necessary document with the help of the **Browse** button in the **Target Document** section.



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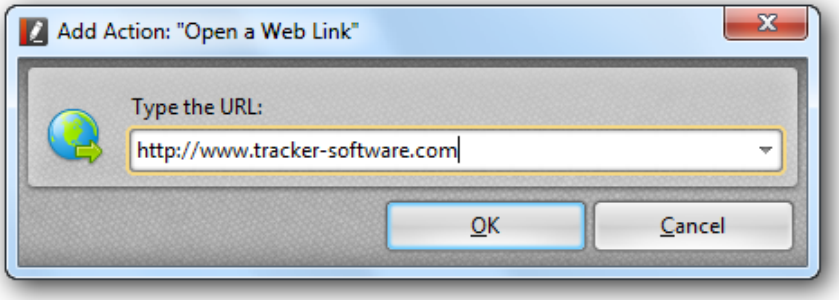
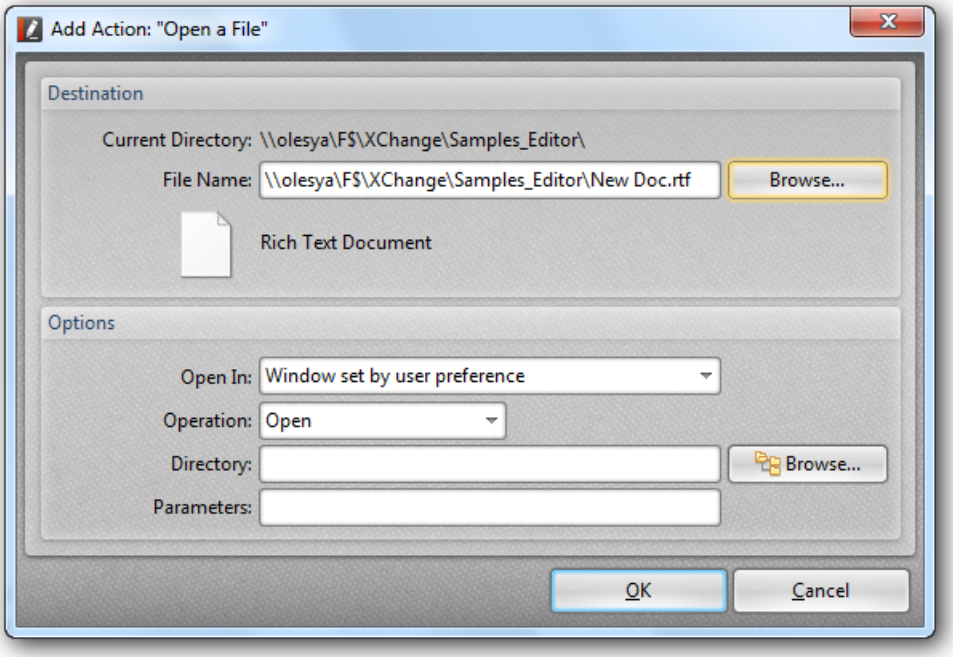
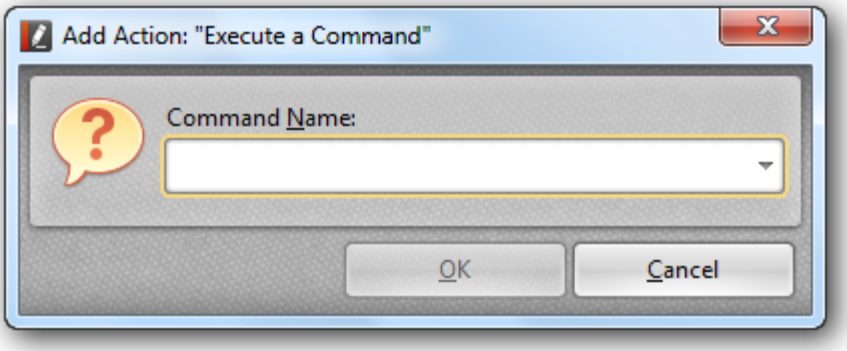
Open a Web Link. Opens the previously specified link on the Internet.



Open a File. Opens the specified file.



Execute a Command. Executed the specified command from the menu.



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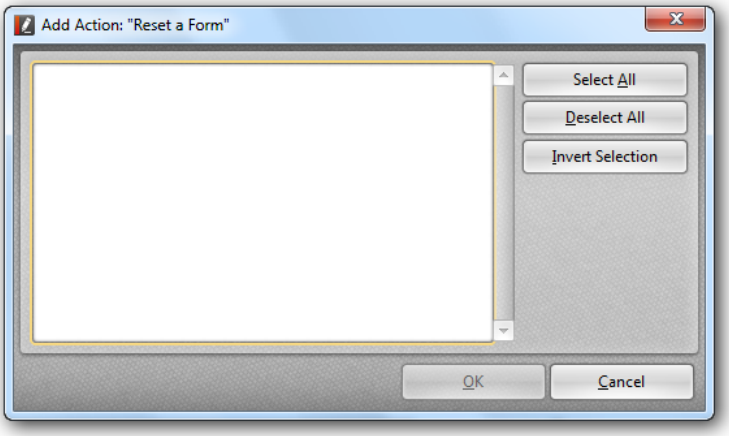
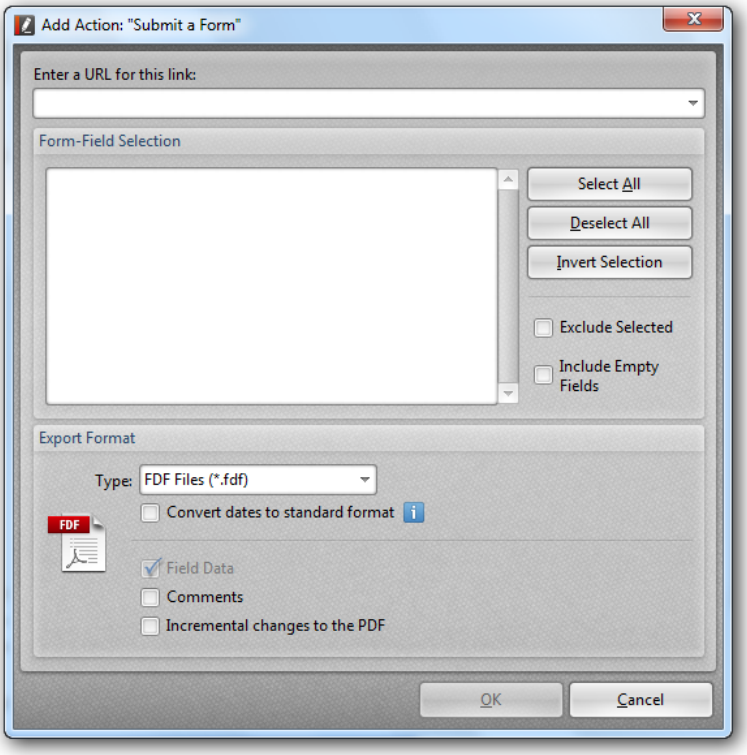
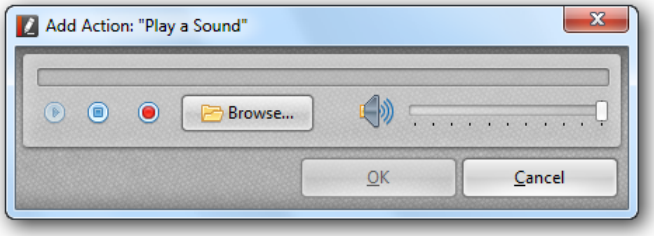
Reset a Form. Resets the previously entered data in a form



Submit a Form. Sends the form data to the specified URL.



Play a Sound. Plays the previously specified sound file.



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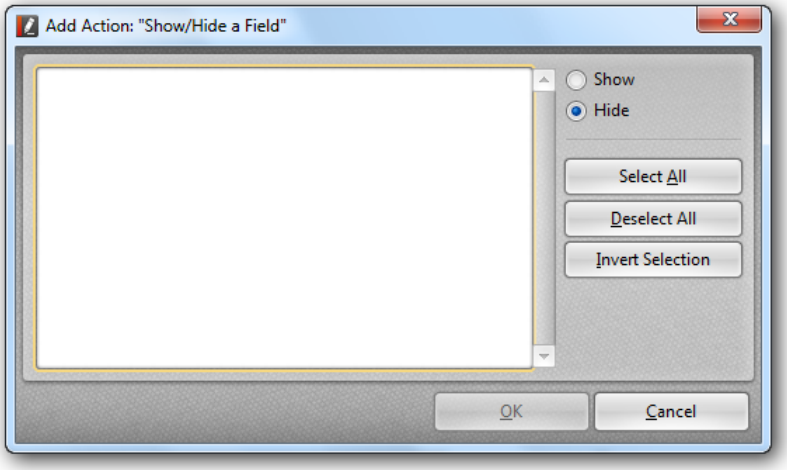
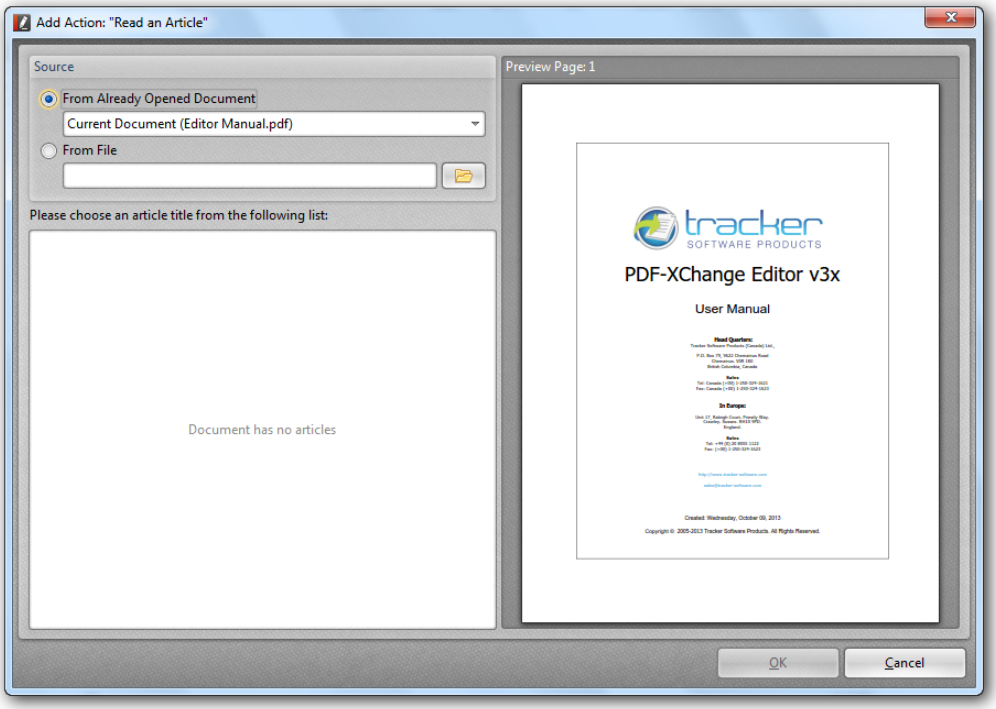
Show/Hide a Field. Shows or hides a field in a document. This action may be used for form fields.



Read an Article. Allows you to follow an article in a PDF document.



Edit. Edits the selected Action.

Up. Moves the selected action up in the list.

Down. Moves the selected action down in the list.

Remove.... Deletes the selected Action.

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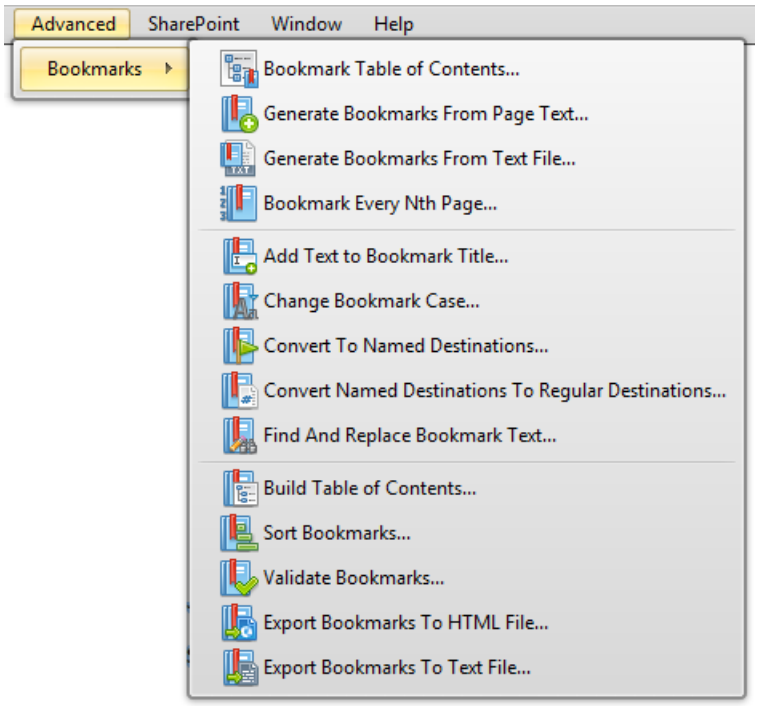
7.9 Advanced

The Advanced Menu allows for advanced manipulation of the document.

Bookmarks 574

7.9.1 Bookmarks



Bookmark Table Of Contents... 574
Generate Bookmarks From Page Text... 574
Generate Bookmarks From Text File... 575
Bookmark Every Nth Page... 575
Add Text to Bookmarks Tile... 575
Change Bookmark Case... 575
Convert To Named Destinations... 575
Convert Named Destinations To regular Destinations... 575
Find And Replace Bookmark Text... 575
Build Table of Contents... 575
Sort Bookmarks... 575
Validate Bookmarks... 575
Export Bookmarks To HTML File... 576
Export Bookmarks To Text File... 576

Bookmark Table Of Contents...

Creates bookmarks from an existing Table of contents.

Generate Bookmarks From Page Text...

This feature allows you to create bookmarks from the text within a document. The text can be specified by font style, size, color, and/ or phrase. Please see the Generate Bookmarks From Page Text 578 section.

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Generate Bookmarks From Text File...

This feature creates bookmarks from an existing text file containing programmatic instructions on creating bookmarks. Please see the Generate Bookmarks From Text File 587 section.

Bookmark Every Nth Page...

This feature has not yet been documented

Add Text to Bookmarks Tile...

This feature has not yet been documented

Change Bookmark Case...

This feature has not yet been documented

Convert To Named Destinations...

This feature has not yet been documented

Convert Named Destinations To regular Destinations...

This feature has not yet been documented

Find And Replace Bookmark Text...

This feature has not yet been documented

Build Table of Contents...

This feature has not yet been documented

Sort Bookmarks...

This feature has not yet been documented

Validate Bookmarks...

This feature has not yet been documented

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Export Bookmarks To HTML File...

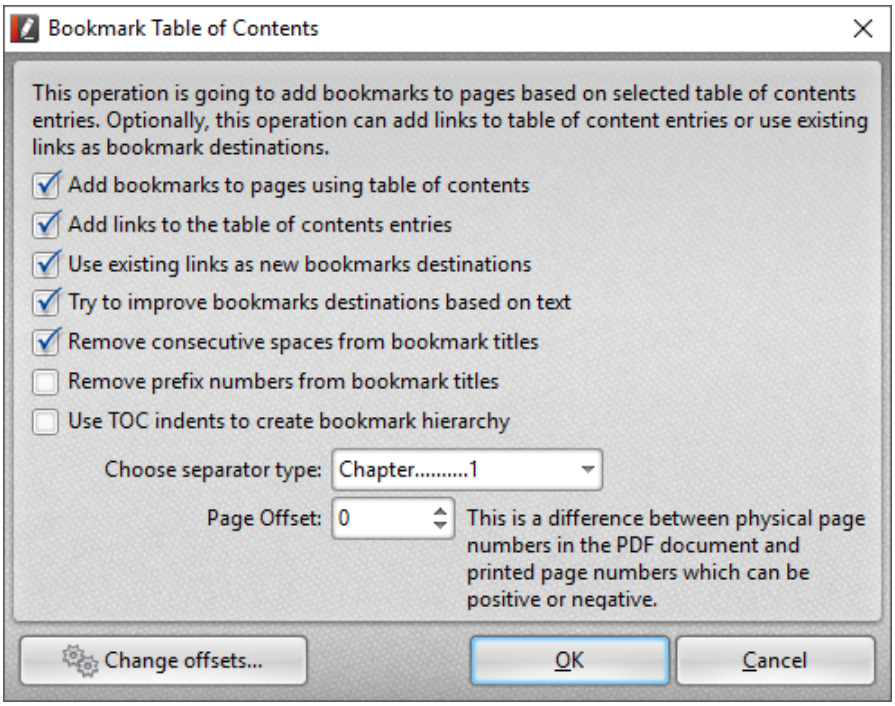
This feature has not yet been documented

Export Bookmarks to Text File...

This feature creates a simple text file containing instructions for recreating the same bookmarks in a text (.txt) file. Please see the Export Bookmarks to Text File 587 section

7.9.1.1 Bookmark Table Of Contents

The **Bookmark Table of contents** feature interacts with selected text within a PDF document, to help easily create a clickable table of contents.
Going to **Advanced> Bookmarks> Bookmark table of contents** will open the **Bookmark Table of Contents** window.



Bookmark Table of Contents window

Add bookmarks to pages using table of contents adds bookmarks to the bookmarks tree, pointing to the corresponding location in the file based on the existing TOC entries.
Add links to the table of contents entries adds click-able links to the TOC entries to navigate to the correct page for each link.

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Use existing links as new bookmarks destinations This feature allows for the addition of bookmarks and link annotations with **GoTo** actions assigned to the corresponding pages. Links will be placed on top of the TOC entries.

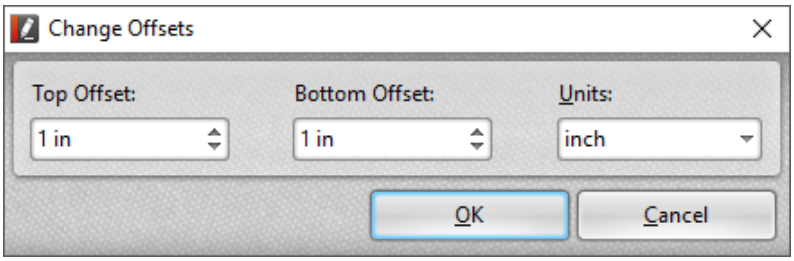
Note that if the TOC entry already has a link pointing somewhere, the new link will not be created. These existing link annotations can be used as a **GoTo** action source for newly created bookmarks, (the action will be copied from them into the corresponding bookmarks).

Try to improve bookmarks destinations based on text Normally the bookmark will point to the top left corner of the page specified in the TOC entry. This checkbox allows searching for the topmost text that will match the entry text. This could somewhat slow bookmarks/links generation.
Remove consecutive spaces from bookmark titles will remove any extra spaces in the titles of bookmarks.
Use TOC indents to create bookmarks hierarchy will use the Table of Contents indents to create bookmarks with the same parent-child relationship as the Table of Contents.
Choose Separator type select the separator type corresponding to the existing separator in the table of contents.

- **Include all**
- **Chapter.....1**
- **Chapter_____1**
- **Chapter 1**

Page Offset specifies the difference between the actual page number and the marked page number.

Change Offsets
The text inside the specified offsets parameters from the top and bottom of the page will be ignored. This is used to ignore text in headers and footers.



Change Offsets window

Top Offset: Specify the offset from the top of each page.
Bottom Offset: Specify the offset from the bottom of each page.
Units: Select the units for measurement.

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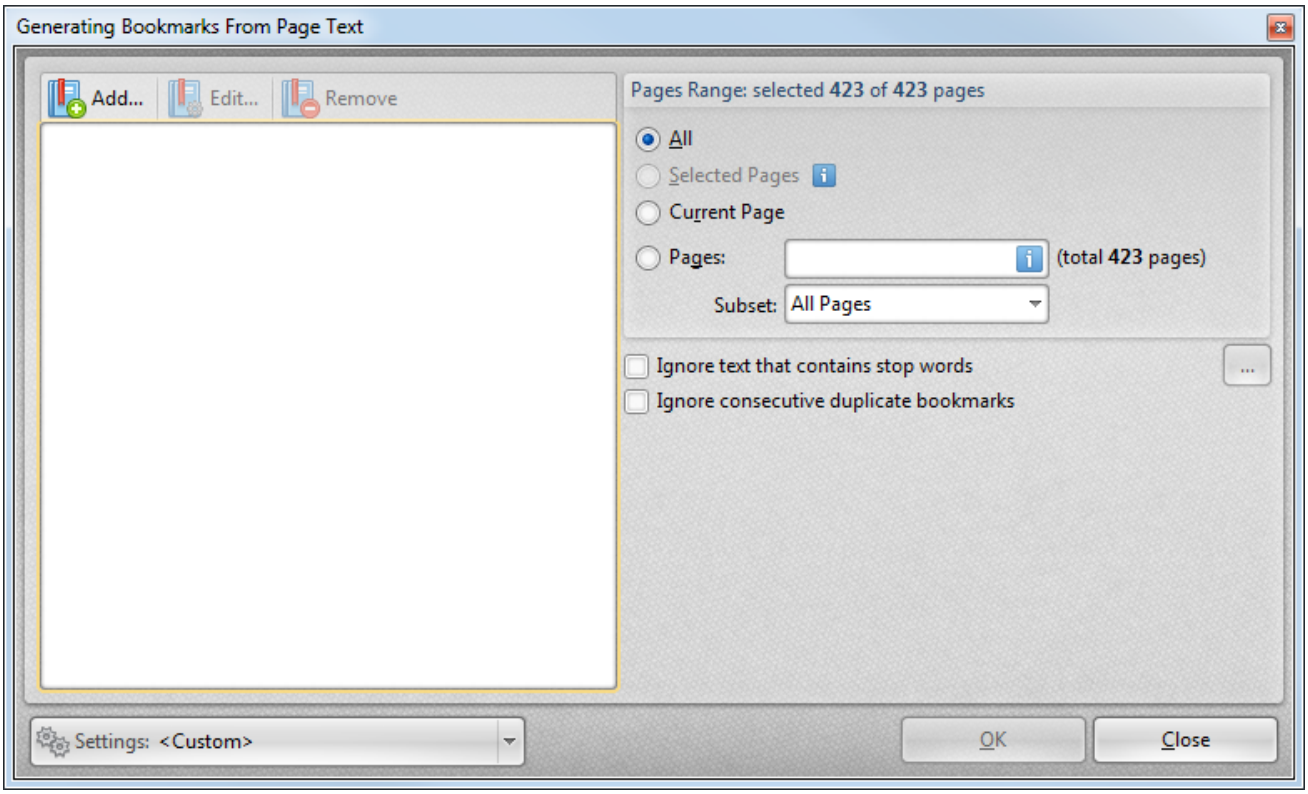
7.9.1.2 Generate Bookmarks From Page Text

The **Generate Bookmarks from Page Text** feature allows for the creation of bookmarks, using the location and style of existing text within a file. By going to **Advanced** > **Bookmarks** > **Generate Bookmarks from Page text**, the **Generating Bookmarks From page Text** window will appear.



Advanced> **Bookmarks**> **Generating Bookmarks From Page Text** window

Page Range Selected <#> **of** <#> **pages**

The Page Range options elect the pages that will be included in the bookmark generation. The total number of pages will be listed in bold as shown in the screenshot of the **Generating Bookmarks From Page Text** window.

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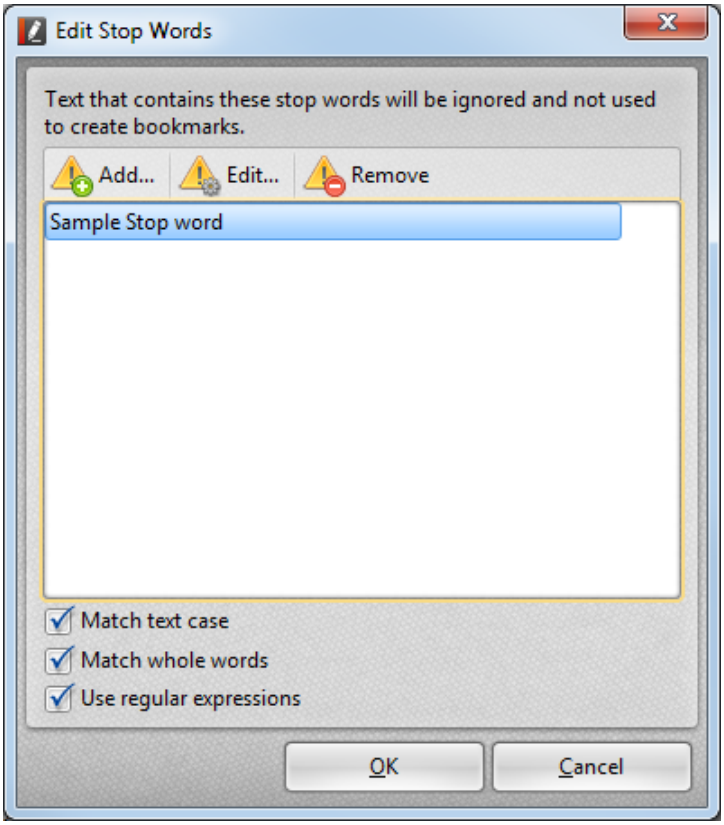
Ignore text that contains stop words allows setting of specific words that stop the generation of bookmarks. Click on the [**...**] button to add new, or manage existing stop words and bring up the **Edit Stop Words** window. If one of these words will be inside the text that matches the generation criteria then this text will be ignored and the bookmark won't be created from it.



Edit Stop words window

Add... adds a new **Stop Word**

Edit... edits the selected **Stop Word**

Remove removes the selected **Stop Word**

Match text case Stop words that do not match the the case exactly will be not function as a Stop Word.

Match whole words Portions of words will not be accepted as a Stop Word.

Use regular expressions The expressions are using the **http://www.cplusplus.com/reference/regex/ECMAScript/**

Ignore consecutive duplicate bookmarks will stop identical bookmarks from being generated side-by-side.

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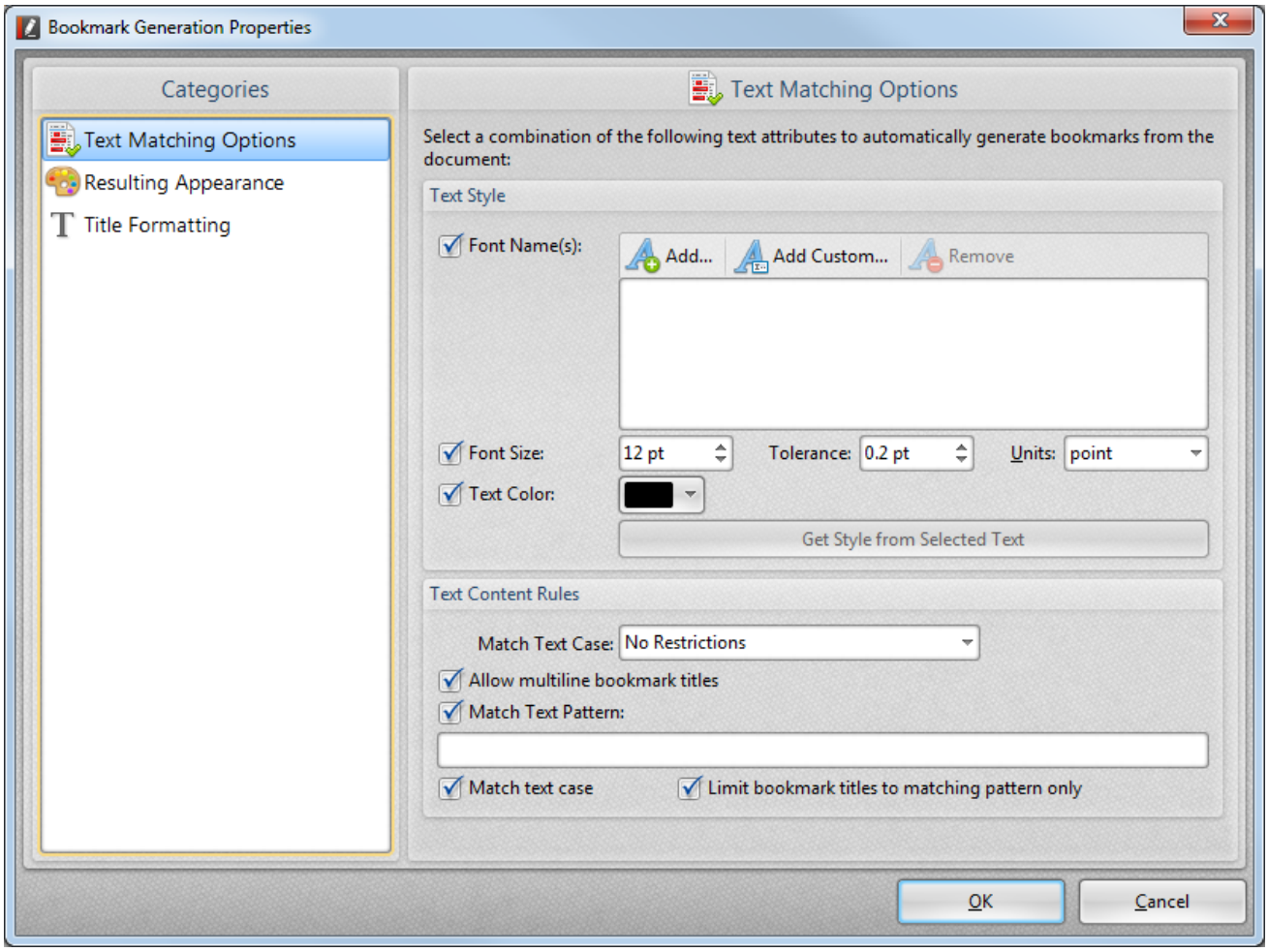
Click on **Add...** to add a new bookmarking rule. This will launch the **Bookmark Generation Properties** window where the **Text Matching Options**, **Resulting Appearance**, and **Title Formatting** can be manipulated.

Text Matching Options

Specifies the details of the text from which to generate a bookmark.



Bookmark Generation Properties> **Text Matching Options**

Text Style

Select the text style of the text to be used in the bookmark generation.

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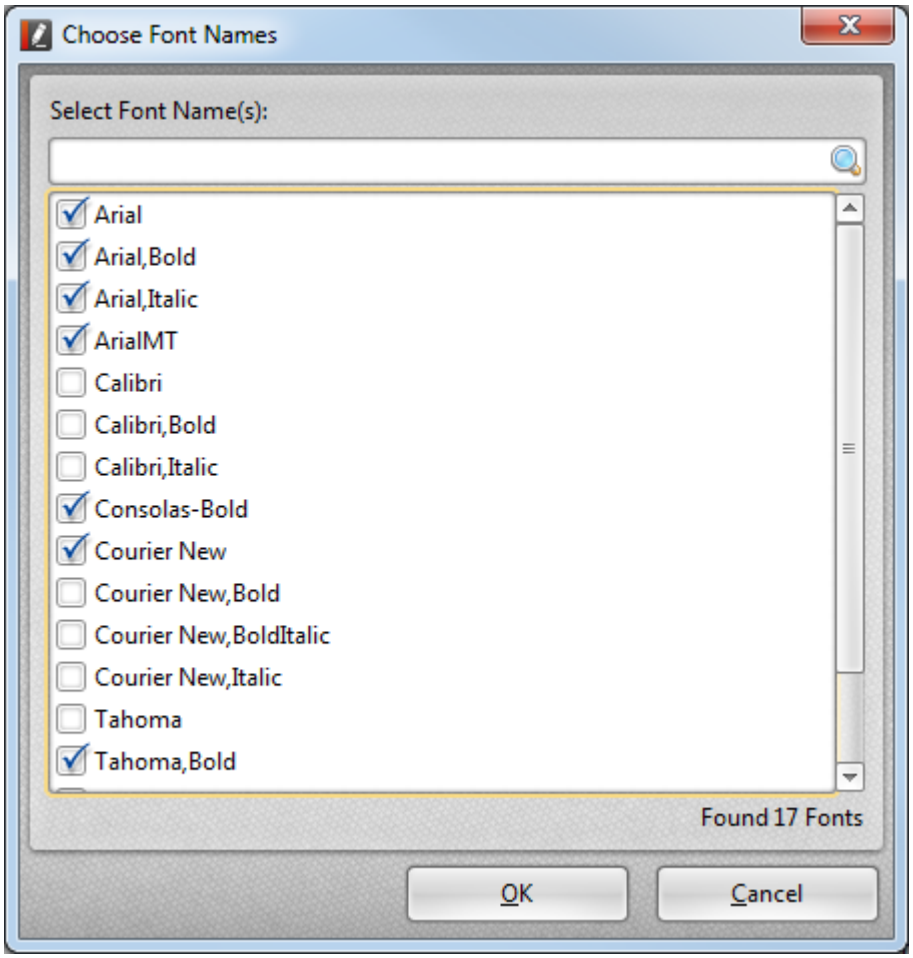
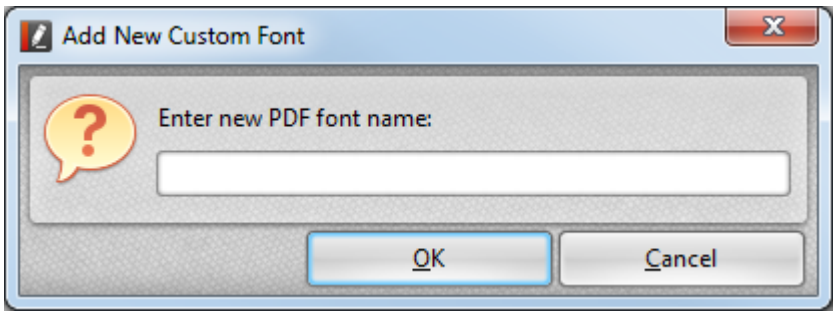
Font Names choose font name(s) that will be used to search and generate the bookmarks.

Click on **Add...** to choose fonts from a list of fonts currently used in the document.



Bookmark Generation Properties> **Text Matching Options**> **Add**

To add a custom font from which to create bookmarks, click on **Add Custom...** then type the name of the font in the field provided.



Add New Custom Font window

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Fine-tune the results by specifying a **Font Size** and **Text Color**.

Font Size can be specified in the first field.

Tolerance Specify how many units that the font size can differ from what is specified in the **Font Size** field. For example; if 12pt is the specified size, with a tolerance of 2pt, fonts at the size of 10pt, 11pt, 12pt, 13pt, 14pt and anything in between will be included.

Units drop down defines the way the Font Size is measured.

- **Point** (pt)
- **Inch** (in)
- **Centimeter** (cm)
- **Millimeter** (mm)
- **Pica** (pc)

Font Color specifies the color of the font to be used to generate the bookmark(s)

Get Style From Selected Text will automatically populate all the fields in the **Text Style** section of the **Bookmark Generation Properties**> **Text Matching Options** window with the properties from the selected text in a file using the **Text Select** 508 tool.

Text Content Rules Specify the details of the text to be used in generating the bookmark(s).

Match Text Case Specify the restrictions to be used when generating the bookmarks.

- **No restrictions** the rules for bookmark generation will not be case sensitive.
- **All Characters are Capital** All Characters must be upper case (capital) for it to be used in generating bookmarks.
- **First Character is Capital** The first letter of the text string must be upper case (capital) for it to be used in generating bookmarks.
- **First Character is Digit** The first character must be a number for it to be used in generating bookmarks.

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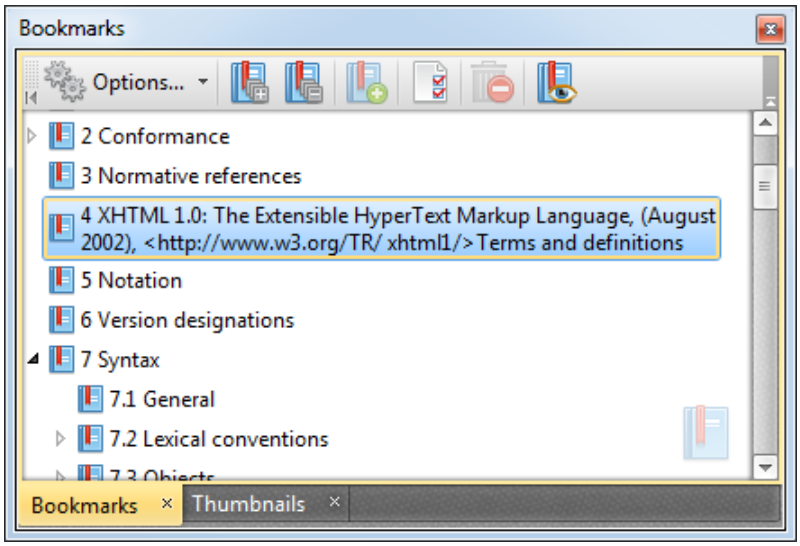
Allow multiline Bookmark titles Titles can be have take up more than one line of text such as is shown in the screenshot below



Bookmarks Pane

Match Text Pattern requires the pattern of text to match. A pattern typically would include a word or phrase, but could be based off of any combination of text patterns. This feature makes use of regular expression.
Match Text Case will ensure that the case used in the text pattern matches exactly before a bookmark can be created.
Limit Bookmark titles to matching patterns only will only allow bookmarks the are of same text pattern to be created.

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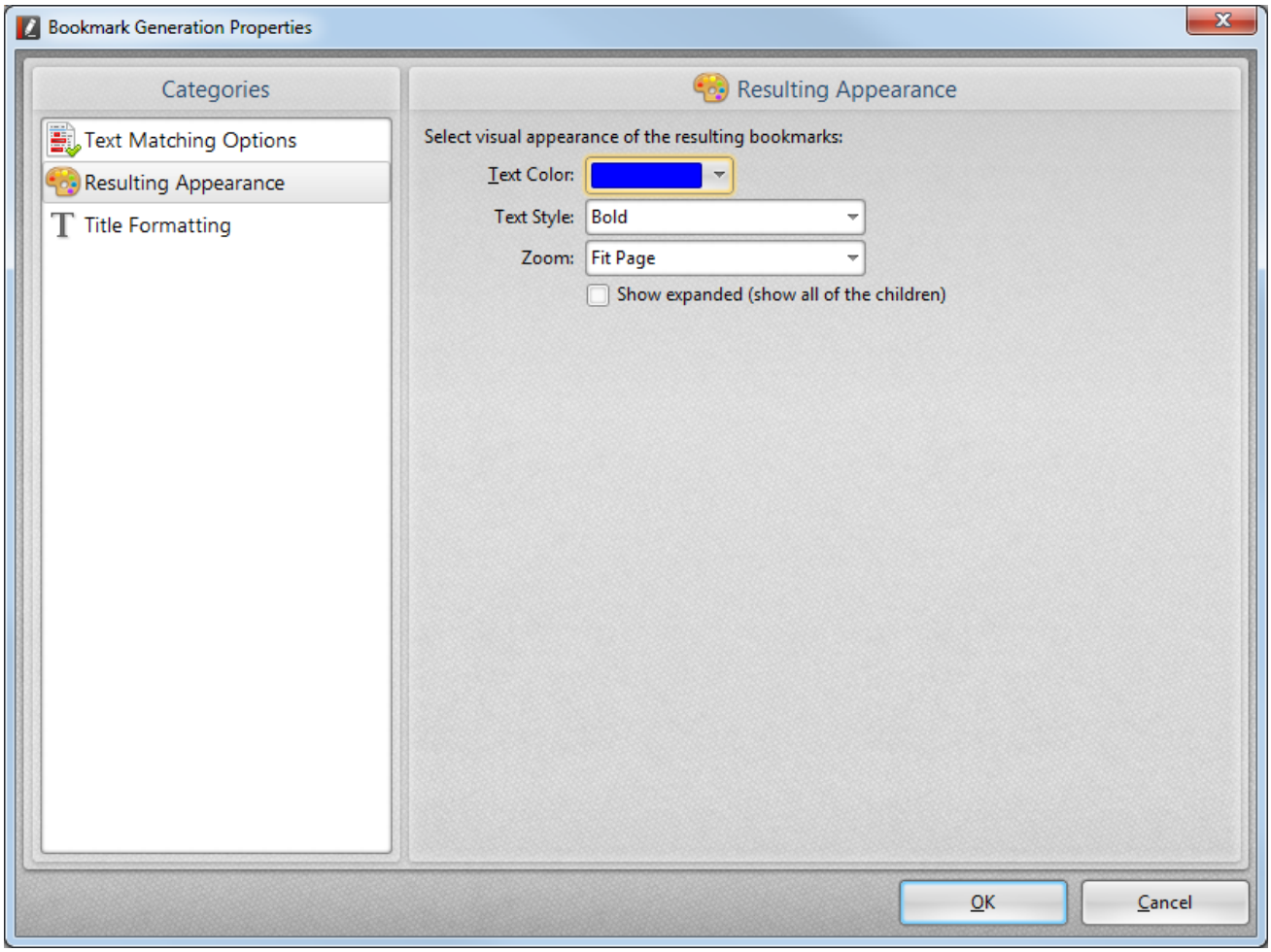
Resulting Appearance

Customizes the resulting appearance of the bookmarks within the **Bookmarks Pane** 284.



Bookmarks Generation Properties> **Resulting Appearance** window.

Text Color the color shown here will be the resulting color of the bookmarks' text.
Text Style defines the style of the text within the bookmark.

- Normal
- *Italics*
- **Bold**
- ***Bold and Italics***

Zoom specifies the zoom level of the page when clicking on the bookmark.

- **Inherit** will use the existing zoom level.
- **Actual Size** sets the PDF page to its actual size within the view pane. This is the same as selecting 100% in the Zoom drop down list. This may result in the page exceeding the limits of the viewable space; however, scroll bars are provided to enable scrolling through the PDF page as desired.
- **Fit Page** fits the entire PDF page within the borders of the view pane.

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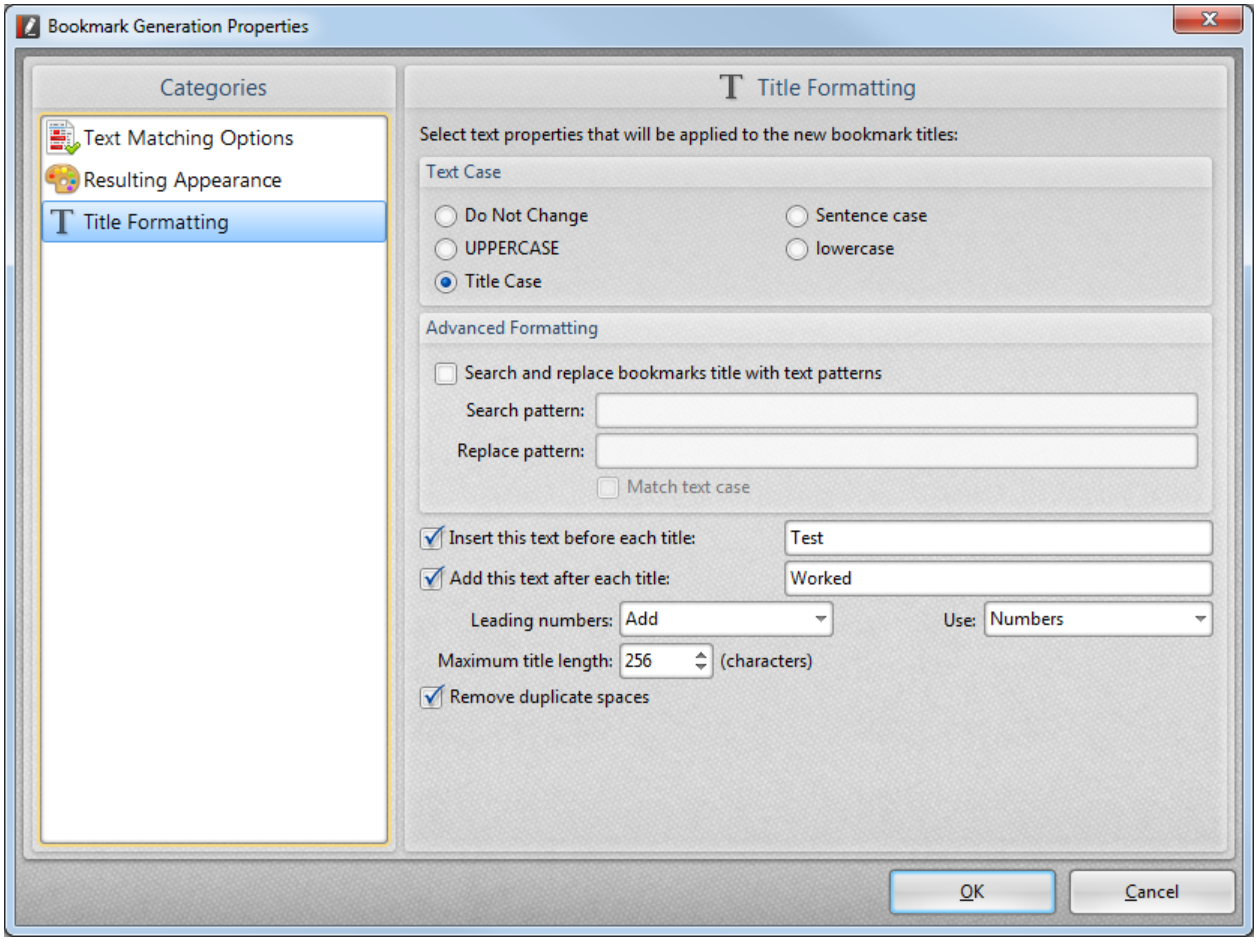
- **Fit Width** fits the PDF to the width of the view pane. Scroll bars are provided to enable scrolling through the PDF page as desired.
- **Fit Height** fits the full height of the page to the top and bottoms of the viewing area.
- **Fit Visible** fits visible content to the viewing area with a small boarder. Results may vary depending on the PDF.
- **Fit visible Width** fits visible content to the left and right of the viewing area with a small boarder.
- **Fit visible Height** fits visible content to the top and bottom of the viewing area with a small boarder.

Show Expanded will cause the resulting bookmarks and children to be shown expanded.

Title Formatting

Modify text properties that will be applied to the new bookmark title(s).



Bookmark Generation Properties> **Title Formatting** window

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Text Case these settings are used to define the case of the bookmarks. The examples are shown by the way each option is named.

Do not change
UPPERCASE will cause all the resulting bookmark titles to be in all caps (capitalized)
Title Case will generate bookmarks that follow English title conventions. (E.G: The Chronicles of Narnia; Jurassic Park; The Emperor's New Groove)*
Sentence case Will capitalize only the first letter.
lowercase all characters will be lower case.
*All titles used in this example are owned and trademarked. Tracker Software Products does not claim to own these titles, or any rights to them.

Advanced Formatting

Search and replace bookmarks title with text patterns
Search Pattern type the text pattern or regular expression to find text.
Replace Pattern specify the text desired in place of the text found using the above field.
Insert this text before each title The text entered in this field will be prepend to the bookmark's title.

Add this text after each title The text entered in this field will be appended to the bookmark's title.

Leading numbers are numbers that prefix the title of the bookmark.

- **No change**
- **Add**
- **Remove**

Use

- **Numbers** 1, 2, 3, 4, 5, 6...
- **Letters** A, B, C, D....
- **Roman numerals** I, II, III, IV, V, VI, VII, VIII, IX, X

Maximum title length dictates how many character spaces can be used in the bookmark title.

Remove duplicate spaces removes any instances where two blank characters spaces are placed together.

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7.9.1.3 Generate Bookmarks From Text File

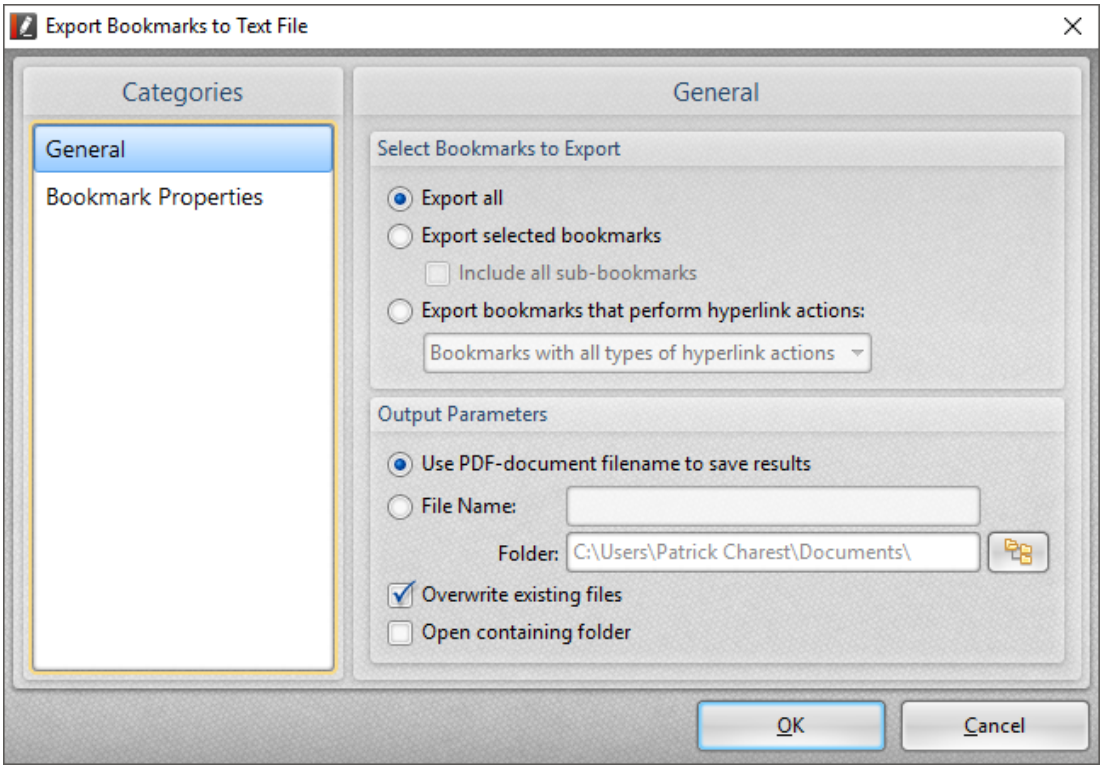
Generate Bookmarks From Text File creates bookmarks from an existing text file containing programmatic instructions on creating bookmarks. If the desired bookmarks exist in another PDF file, simply use the **Export Bookmarks To Text file option** 587 with that file to create the required text file.

Otherwise, the conventions must be known to manually create a text file that will generate the appropriate bookmarks.

7.9.1.4 Export Bookmarks To Text File

Export Bookmarks To Text File creates a simple text file containing instructions for recreating the same bookmarks in a text (.txt) file. This feature is best used when the intent is to later import the same bookmarks to another PDF file using the **Generate Bookmarks From Text File** 587 option. Selecting the **Export Bookmarks To Text File** option opens the **Export Bookmarks to Text File** window.

General
Allows specification of the bookmarks to be Exported and how those bookmarks will be exported.



Export Bookmarks to Text File> General window

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Select Bookmarks to Export

Export All will export all bookmarks in the currently active file.

Export Selected Bookmarks will export only the bookmarks selected in the **Bookmarks Pane** 284.

Include all sub-bookmarks will include all child bookmarks in the bookmarks tree of the selected bookmark.

Export bookmarks that perform hyperlink actions select the desired hyperlink action for the bookmarks to be exported. For a complete list and description of available actions, please see the **Common Actions section** 34.

- **Bookmarks with all types of hyperlink actions** bookmarks containing any actions will be exported.
- **Bookmarks with Go-To Page actions** bookmarks containing Go-To Page actions will be exported.
- **Bookmarks with Open File actions** bookmarks containing Open File actions will be exported.
- **Bookmarks with Open Web Link actions** bookmarks containing Open Web link actions will be exported.
- **Bookmarks with Go-To Remote actions** bookmarks that contain an action to go to a page in another document will be exported.
- **Bookmarks with JavaScript actions** bookmarks containing JavaScript actions will be exported.

Output Parameters

Use PDF-document filename to save results the name of the PDF will be used as the name for the bookmarks' text file.

File Name: Specify the desired file name in this field.

Folder: Specify the folder to save the text file to. Select the button to open a **Select Folder** window and browse to the desired save location.

Overwrite existing files will overwrite files of the same name.

Open containing folder causes file explorer (also known as windows explorer) to open the folder containing the new text file after exportation.

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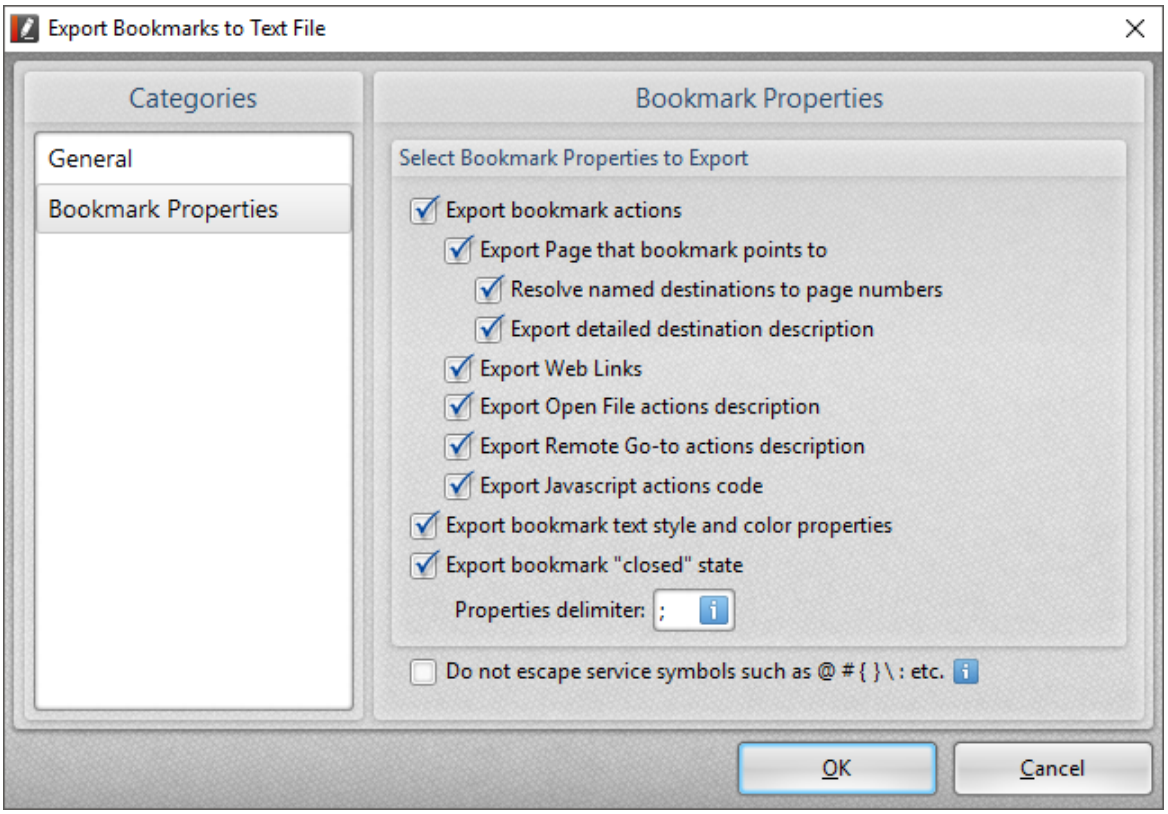
Bookmark Properties
Allows for the modification of the bookmark properties to be included in the resulting text file.



Export Bookmark to Text File> Bookmark Properties window

Export Bookmark actions will export the action set for the bookmark and that action's properties.
Export Page that bookmark points to adds the page number to the bookmarks properties.
Resolve names destination to page numbers Check "Resolve named destinations" option to resolve named destination references to a page number. If bookmark action uses a named reference to a
specific location within a document and this option is off, then a named destination title will be exported instead of a page number.
Export detailed destination description exports a more detailed description of the destination for the bookmark.
Export Web Links will export the web links to the text file.
Export Open File actions description will export the description of the "Open File" action. This is necessary to later recreate the same action.
Export Remote Go-To actions description a GoTo remote action typically points to an external PDF. Select this option if you wish the bookmark description to include a path to the external file.
Export JavaScript actions code will export any JavaScript action's code to the text file.
Export bookmark text style and color properties will export the the bookmark's text style and color properties.
Export bookmark "closed" state if the state of the bookmark will be exported. Bookmark will

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appear in the “closed” state (not showing its children).
Properties delimiter specifies the delimiter that separates each property of a bookmark in the text file.
Do not escape service symbols such as @ # { } \ : etc. all of the service symbols (\ { } @ # :), line breaks and delimiter symbol should be escaped inside of the bookmarks attributes (title and action settings)

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7.10 SharePoint

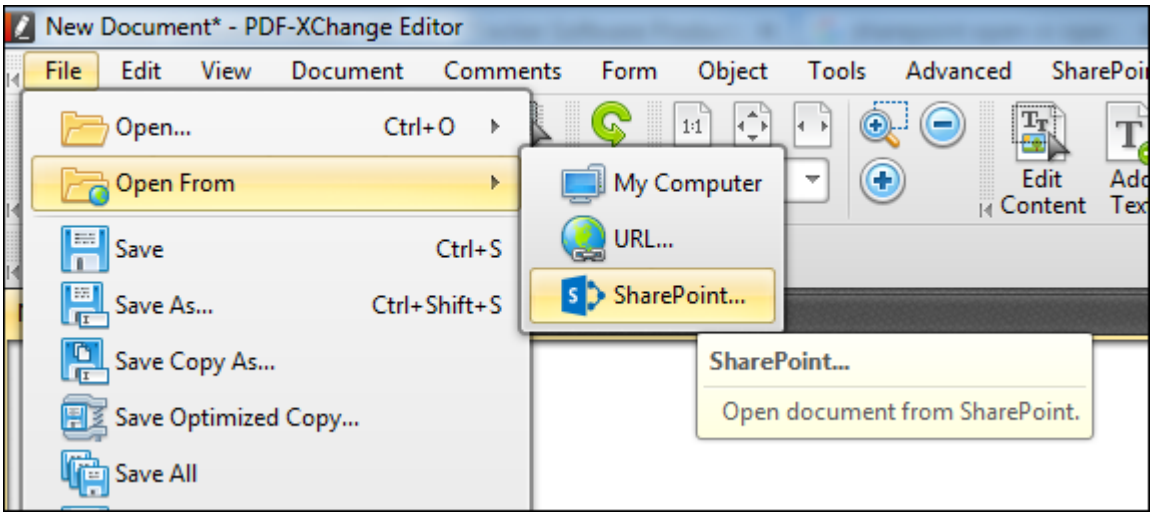
PDF-XChange Editor has a plugin (installed by default) to allow users to open, modify and save PDF documents from and to a SharePoint server directly.

Note: The way SharePoint works with a web browser one cannot simply expect to click a file in your SharePoint shares from your web browser have it open in your browser PDF plugin then save directly to your SharePoint server. The credentials to do so are not available to the plugin, it will save a local copy you must then upload to SharePoint.

PDF-XChange Editor does however have SharePoint integration available directly from the Editor itself. The process to work directly on SharePoint PDF files in the PDF-XChange Editor is to open the file using the Editor's **File >Open From >SharePoint** feature. This will then allow your SharePoint credentials to be saved in the Editor itself.

Opening a SharePoint file in PDF-XChange Editor

Start PDF-XChange Editor and select **File >Open From >SharePoint**



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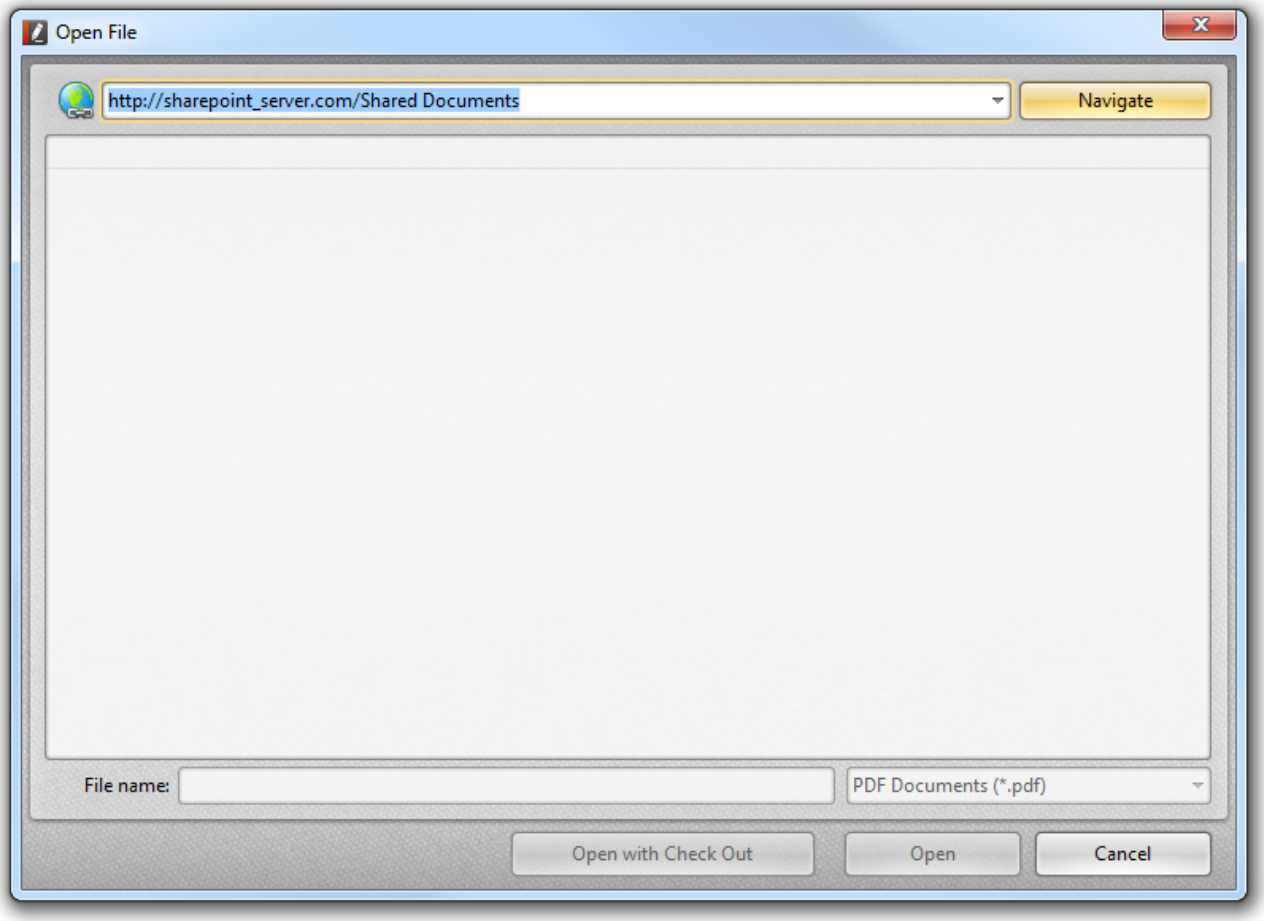
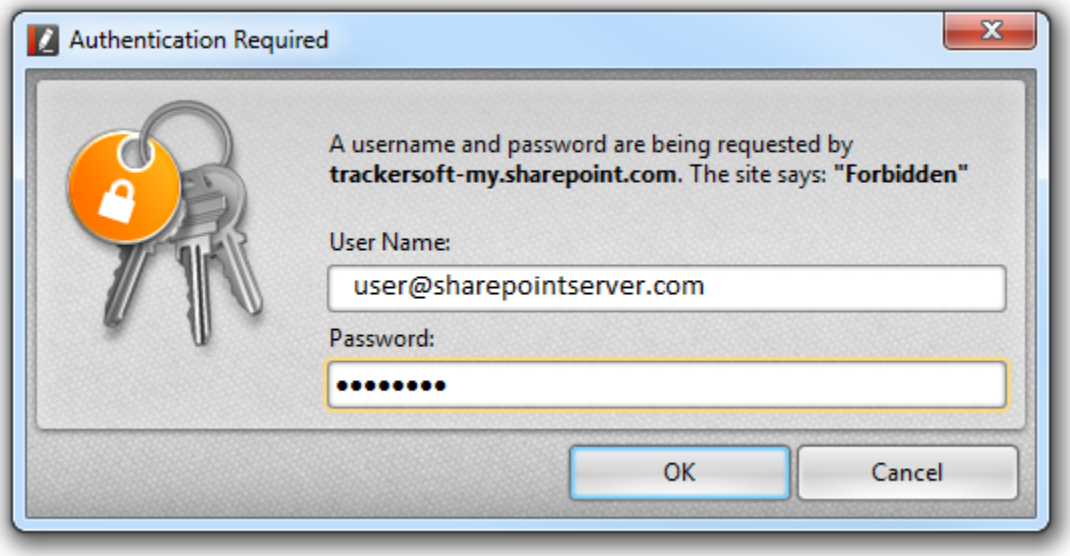
Enter the URL for the SharePoint share and click “Navigate”.



You will be prompted to enter your SharePoint credentials:



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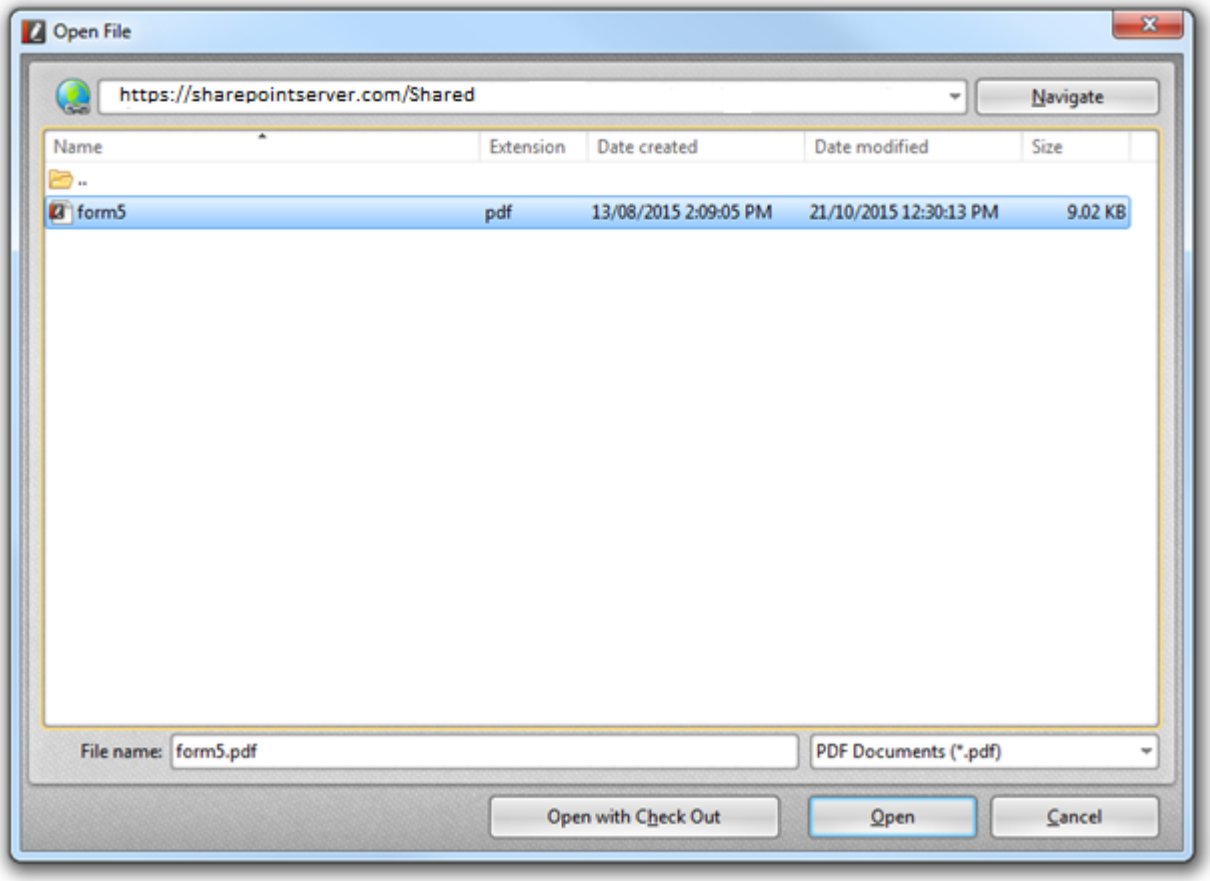
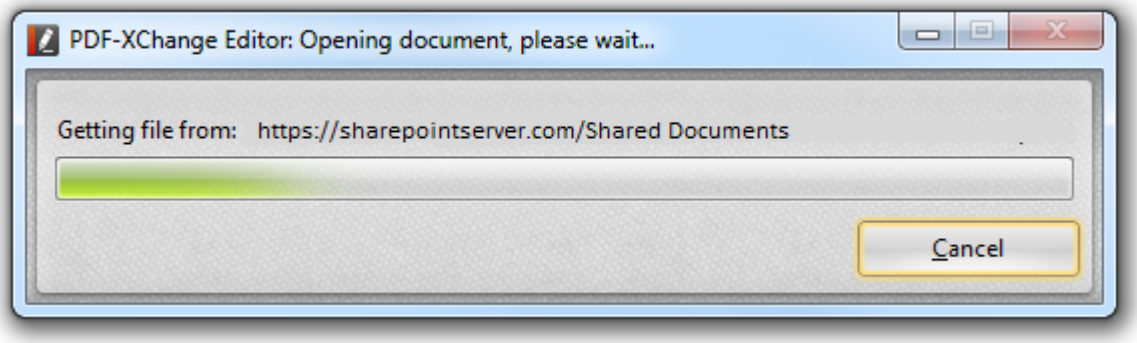
Once authenticated browse to the PDF file you want to open:



You can either open the PDF or open and check out the file:



Now you can save the PDF directly to your SharePoint server directly using the Editor's regular Save features:

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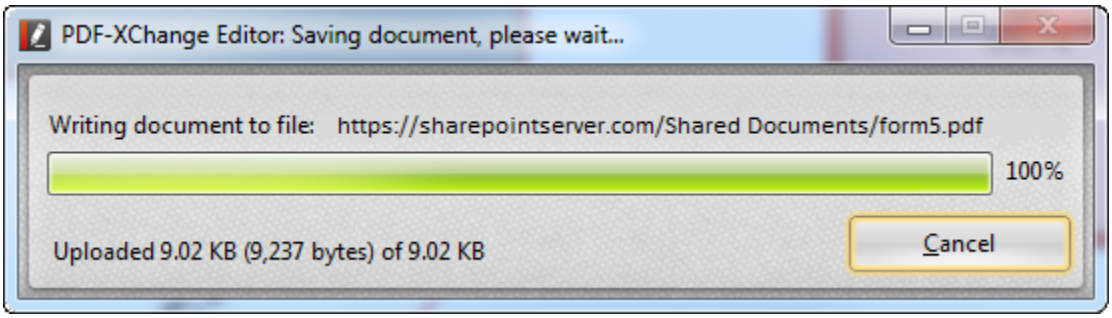
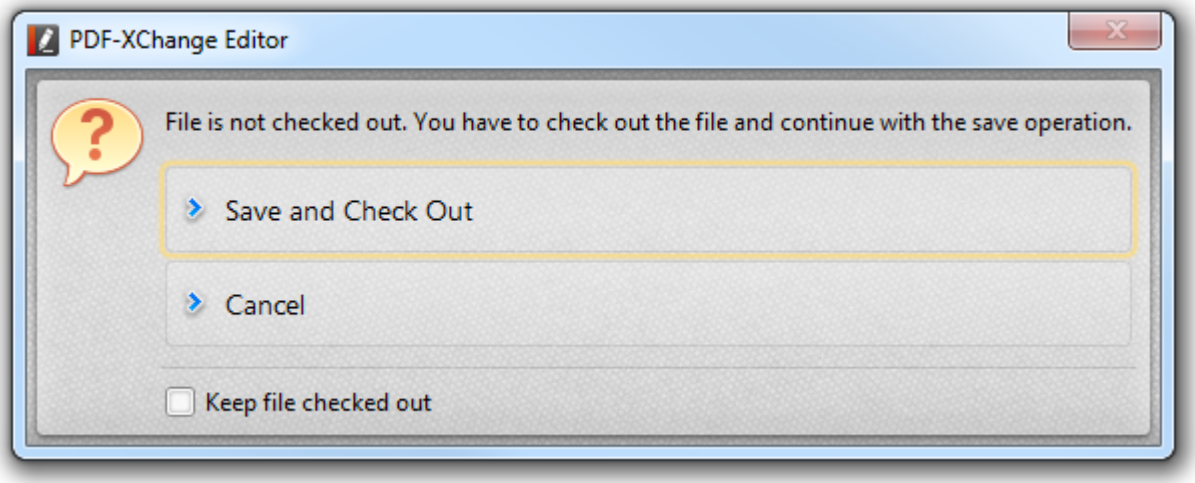


Depending on whether you opened or checked out the file you may be prompted to choose again whether to Save and Check Out:



See here for details on the use of Open and Check Out files in SharePoint: **https://support.office.com/en-us/article/Open-or-check-out-Office-files-from-a-SharePoint-library-b4221e42-d47c-49fc-92a6-04ed88befc0c**

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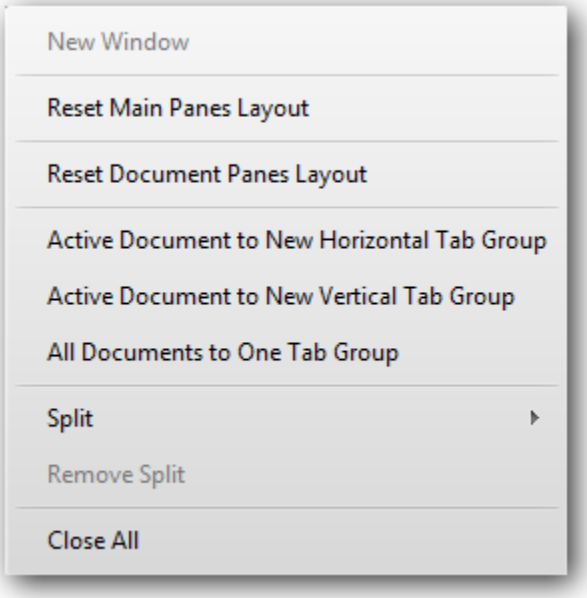
7.11 Window

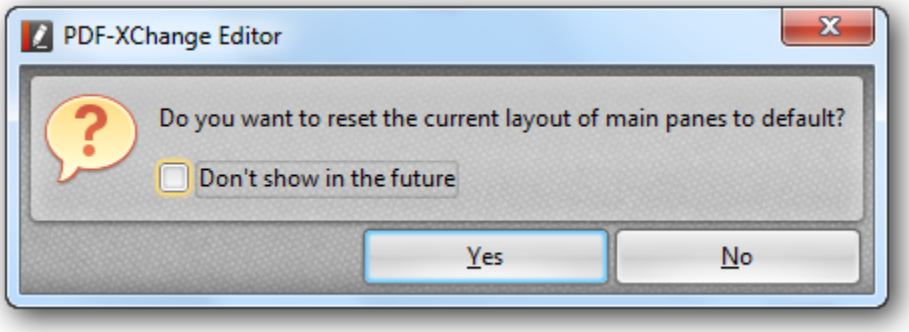
Window activates a pull down of window options. These control how the various windows are arranged on your screen. PDF Document display control is on the View menu.

Window menu is activated when **Tabbed Documents** from the **Edit | Preferences | General** and **Navigation Tabs** from the **View** menu are unchecked.



New Window. **Note: This function was not available at the time of writing of this documentation revision.**

Reset Main Panes Layout. Resets the current position and size of main panes to default, removing all changes. Main panes are those which cannot be closed simultaneously with the document (e.g. Search, Properties, etc.).



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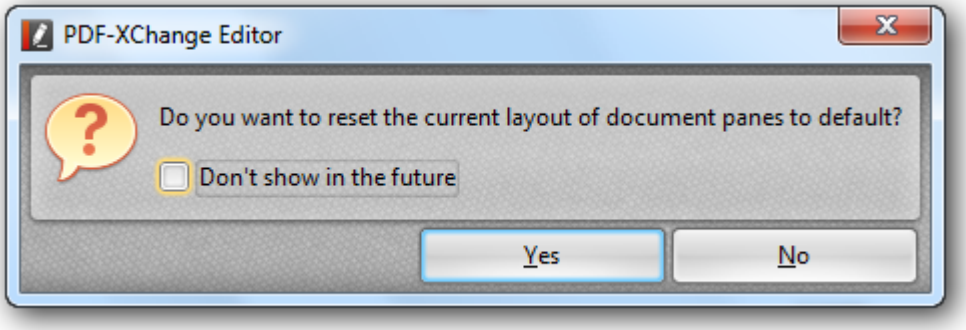
Reset Document Panes Layout. Resets the current position and size of document panes to default, removing all changes. Document panes are those which are closed simultaneously with the document (e.g. Bookmarks, Thumbnails, etc.).



Active Document to New Horizontal Tab Group. Places the active document to the right side of a horizontal tab group.

Active Document to New Vertical Tab Group. Places the active document at the bottom of a vertical tab group.

All Documents to One Tab Group. Arranges all open documents to one tab group.

Split. Allows you to arrange the Minitab windows.

Horizontal Split. Arranges all open Minitab windows horizontally so they fit next to each other on the desktop and do not overlap.

Vertical Split. Arranges all open Minitab windows vertically so they fit next to each other on the desktop and do not overlap.

Remove Split. Removes the window split.

Close All. Closes all the open PDF files.

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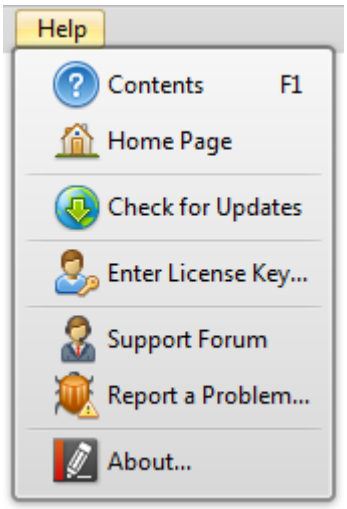
7.12 Help

Help opens the Help menu.



[Contents](#) 597

[Home Page](#) 597

[Check for updates](#) 597

[Enter License Key...](#) 597

[Support Forum](#) 597

[Report a Problem](#) 597

[About](#) 597

Contents Opens the online help manual

Home Page Links to the [Tracker Software Products](#) website.

Check for updates calls the **Tracker Updater** to checks for updates.

Enter License Key... Brings up the **Edit** > **Preferences** > [Registration](#) 232 window.

Support Forum Opens a link to the Tracker Software Products, Ltd. support forums.

Note:You must register (free) to login and View the Forums - otherwise you will not see the full forums list of previously reported issues and answers etc - or be able to post problems of your own and receive support. If you require support, but do not wish to register on the Forums, please send an email to **support@tracker-software.com**.

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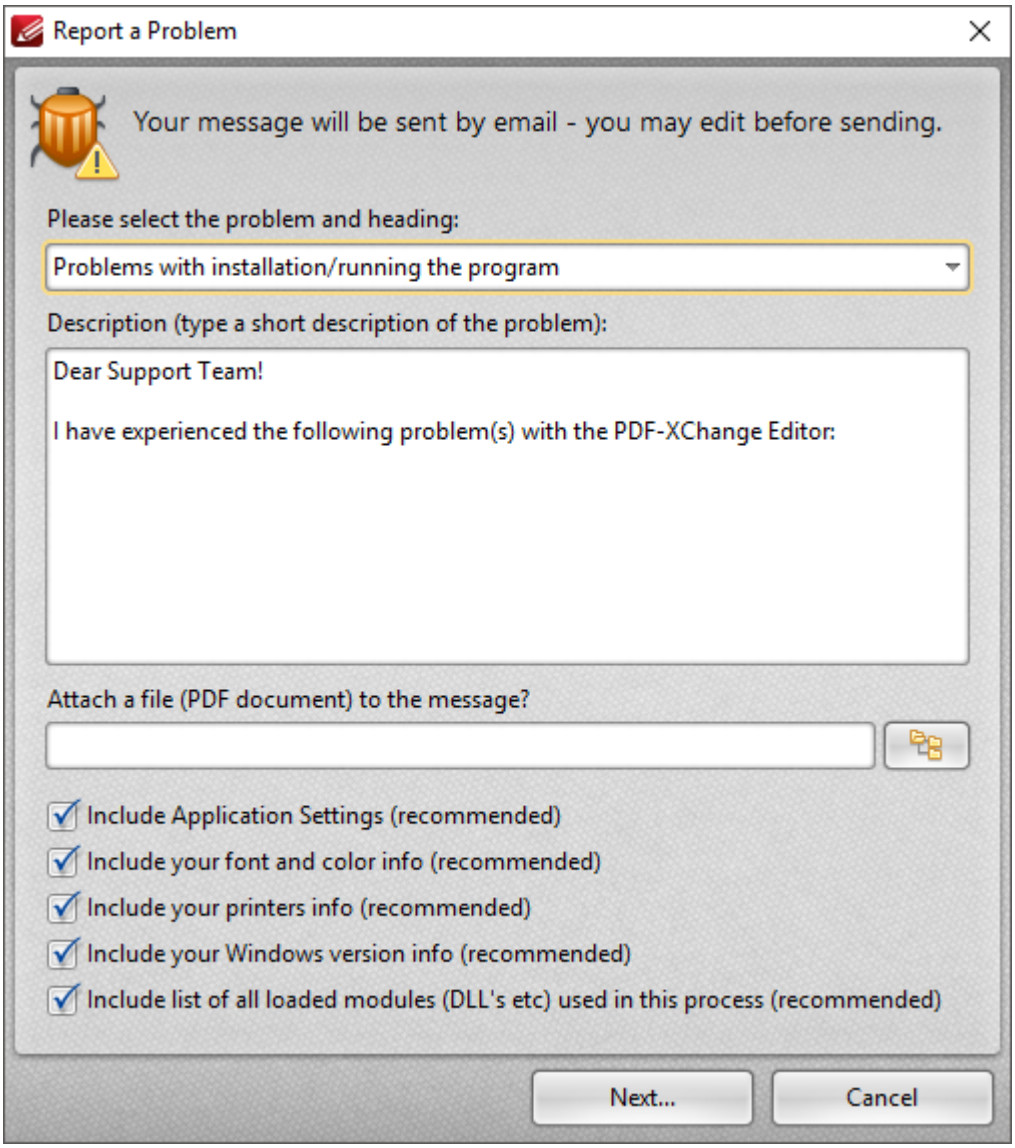
Report a Problem Opens the **Report a Problem** window to permit clients to report any problems directly to **Tracker Software Products, Ltd.** by email:



Please ensure you include all relevant info in your message and whenever possible leave all the options above checked.

A sample PDF file is usually an essential item in any problem report!

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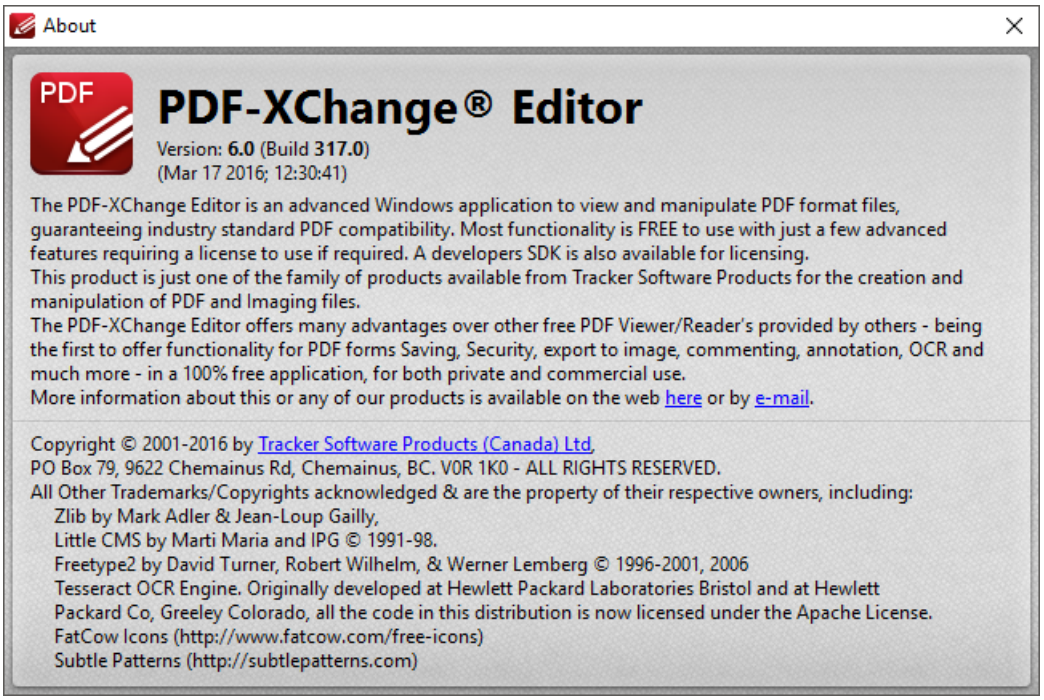
About Opens a dialog box that displays version and license information for the PDF-XChange Editor.



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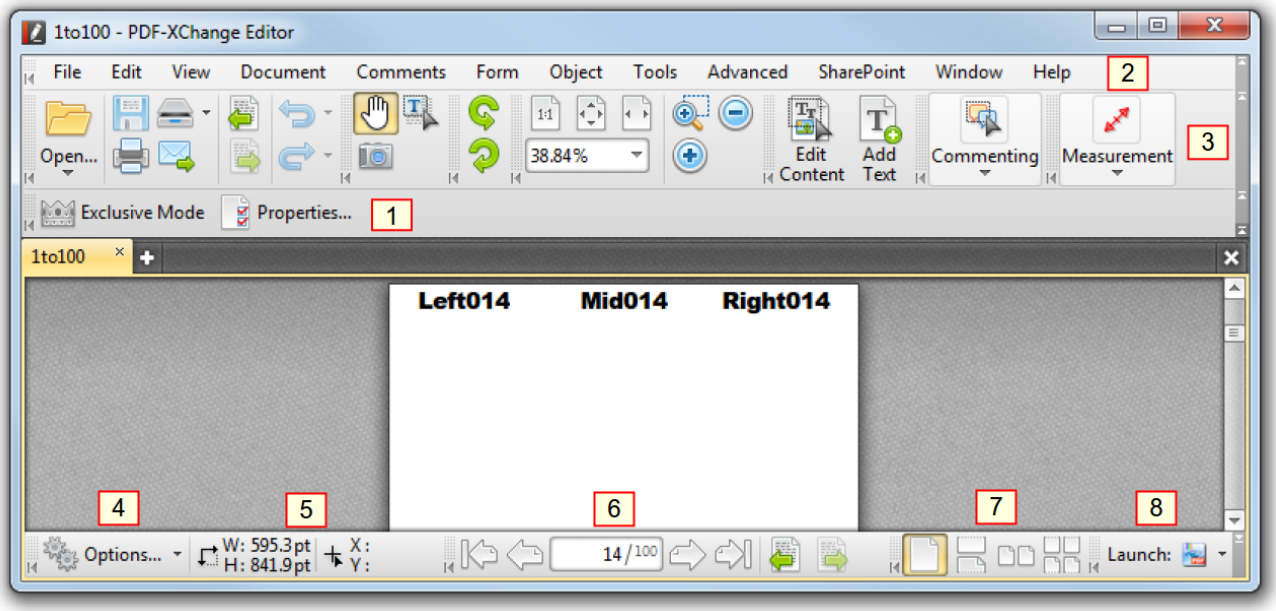
8 Toolbars Area

You can move a toolbar to a new location in or out of the toolbar area. To move a toolbar you should grab it at the left edge and move to the necessary place. If you drag a toolbar out of the toolbar area, a floating toolbar will be created. Toolbars are highly customizable. For instructions and information regarding customizing toolbars, please see the How to Customize Toolbars 620 section.

Note: The Document options, Page Measurement info, Page navigation, page display, and launch applications toolbars cannot be floated or customized.



Properties Toolbar 601
Menu Toolbar 603
Main Toolbar Area 604
- Commenting Toolbar 604
- Content Editing Toolbar 606
- File Toolbar 607
- Rotate View Toolbar 610
- Zoom Toolbar 611

Document Options Toolbar 612
Page Measurement info 616
Page Navigation 617
Page Layout 618
Launch Applications 619

See also How to Customize Toolbars 620 and How to Customize Commands 623 section.

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8.1 Properties Toolbar

The **Properties Toolbar** [***Ctrl+E*** *or* ***View > Toolbars > Properties*** *to toggle*] becomes active when an object in a PDF is selected, which allows the modification of the look, feel and functionality of that tool or object.
The options in the **Properties Toolbar** are dynamic and differ depending on what is selected. For example, while typing text into a typewriter annotation or text box, the **Properties Toolbar** will look like what is shown below.

This instance of the **Properties Toolbar** contains all the text dependent settings and properties needed to make the text within the annotation exactly as desired.

From Left to right, the first Item on the toolbar is the **Fill Color** option, which allows modification of the text color. Next is the **Font selection** Drop down menu, followed by the **Font Size** field.
From here, many default or installed fonts can be selected from the drop-down list, and any font size desired can be set by typing the numbers in the **Text Size** field or again selecting standard font sizes from the drop-down list.

- Increases the font size by 1 pt
- Decreases the font size by 1 pt
- Activates **Bold** text style
- Activates *Italic* text style
- Activates Underlined text.
- Activates ~~Strikethrough~~ text.
- Changes the text to the subscript level.
- Changes the text to the superscript level.

Align text using the **Left Justify** , **Center** , **Right Justify** and **Justify** buttons.

- **Clear Style** remove all text formatting
- **Make Default Style** saves the current text properties as default.

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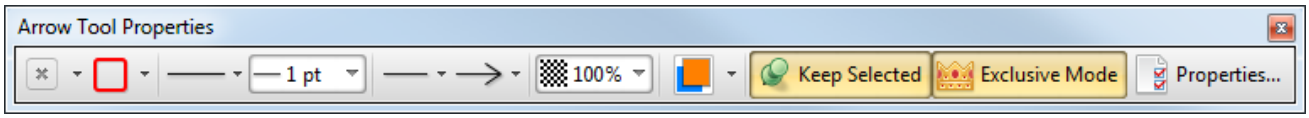
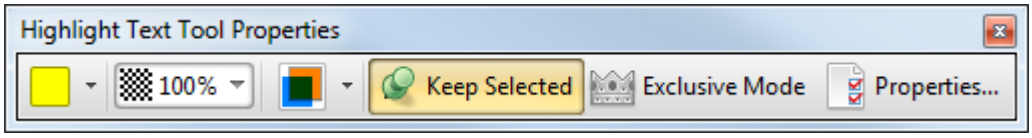
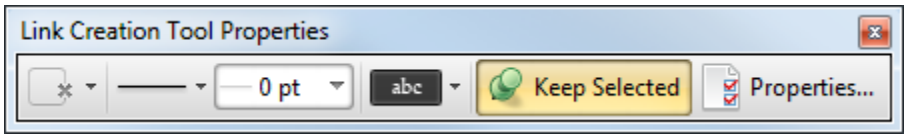
Apply Default Style applies the current default text style.

While not typing anywhere, the Properties Toolbar is dependent of the active tool or object. Please see the small sample of screenshots below which illustrate this behavior.

Note: Notice the labels at the top left of each properties toolbar that show which tool or object is being used and/or affected by the properties displayed.







Exclusive Mode sets the active tool so it will ignore existing comments or annotations that are already placed on the PDF page.

This allows for overlapping the placement of new comments, annotations or shapes without activating the existing object already occupying the same area.
As well this mode allows access to objects or base content beneath an existing annotation.

For an example to illustrate this functionality, create a new PDF by going to **File >New Document >With blank pages**.

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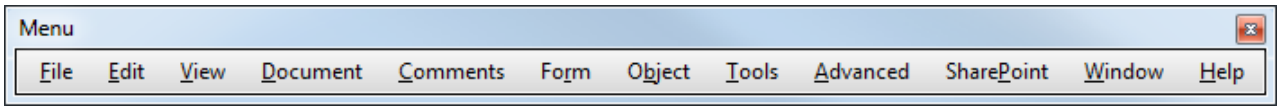
Once the document is created, use the **Add Text tool** to add some base content text. Now use the **Rectangle tool** 538 and cover the text. With exclusive mode turned off you will notice that no tool can interact with the text without moving the rectangle annotation first. Now turn on Exclusive mode, and try to select the text using the text select tool. You should find that the rectangle annotation in ignored, and you are now able to select the underlying text.

Keep Selected when activated, the current tool will not revert to the hand tool after an annotation is placed.
For a description of what each property does for a given tool and its related annotation, please see the **Tools section** 506.

8.2 Menu Toolbar



File 87 File level operations including selecting files, document properties, forms data manipulation, and printing.
Edit 189 Editing functions on PDF files and forms. Also program preferences can be set, exported and reset here.
View 282 Editor information display control. Determines what PDF information is displayed and how.
Document 327 Controls for Rotating, Deleting, or Cropping pages.
Comments 446 Organizes the comments operations.
Form 459 Manages Form Data.
Object 504 Organizes the object operations.
Tools 506 Selection of the different PDF tools, including Hand, Snapshot, and Zoom controls.
Advanced 574 Contains advanced functions such as the bookmarks plugin
SharePoint 591 Allows the user to Check in or check out a document located on a SharePoint server.
Window 595 Organizes the layout of the PDF file window(s) currently opened.
Help 597 Accesses help information about the Editor and its operation. The registration section and "report a bug" can also be found here.

You can move a toolbar to a new location in or out of the toolbar area. To move a toolbar you should grab it at the left edge and move to the necessary place. If you drag a toolbar out of the toolbar area, a floating toolbar will be created. Toolbars are highly customizable. For instructions and information regarding customizing toolbars, please see the **How to Customize Toolbars** 620 section.

Note: By pushing the **Alt** key, some letters in the menu bar become underlined. If a user presses one of those keys, that menu will expand. For example **Alt**, then P will open the **SharePoint** Menu.

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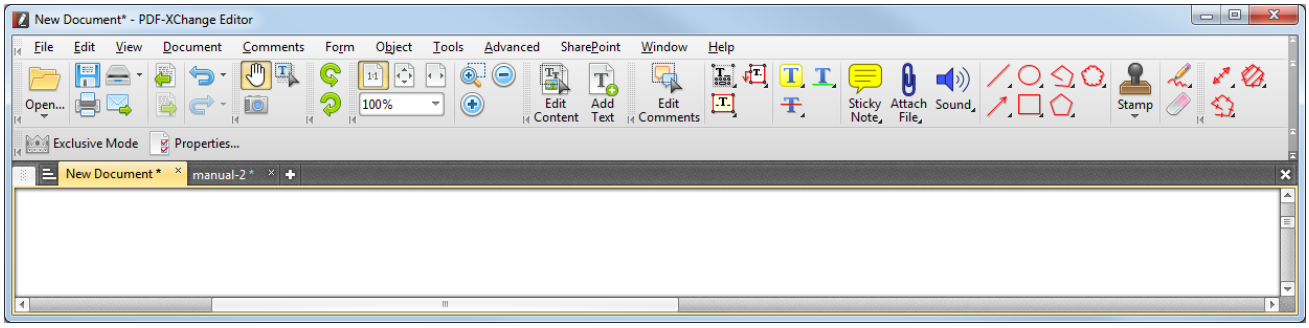
8.3 Main Toolbar Area

You Can move a toolbar to a new location in our out of the toolbar area. To move a toolbar, you can grab it at the left edge and move it to the necessary place. If you drag a toolbar out of the toolbar area, a floating toolbar will be created. Toolbars are highly customizable. For instructions and information regarding customizing toolbars, please see the How to Customize Toolbars 620 section.

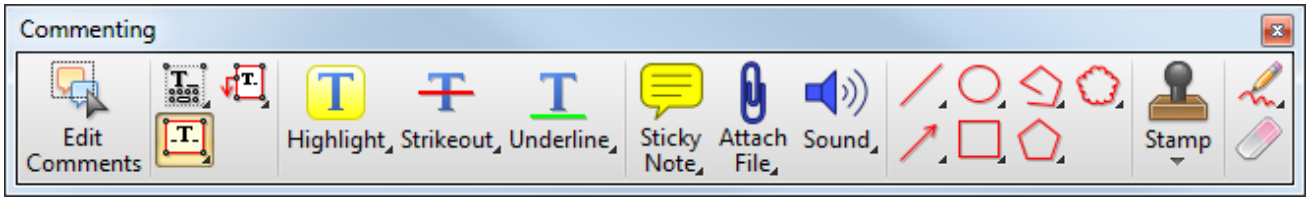


Main Toolbar Area [Top]

Commenting Toolbar 604
Content Editing Toolbar 606
File Toolbar 607
Measuring Toolbar 609
Rotate View Toolbar 610
Standard Toolbar 610
Zoom Toolbar 611

8.3.1 Commenting Toolbar

The default **Commenting Toolbar** contains some of the commenting tools, this toolbar is highly customizable. For more details on customizing toolbars, please see the How to Customize Toolbars 620 section.



For details of each tool found within the default Commenting Toolbar, please see the Comments and Markup Tools 511 section, or the corresponding links below.

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Edit Comments Tool 523 is used to Edit existing comments. Clicking the **Edit Comments** button you can select a group of comments with the help of the mouse cursor. To move the group of comments, drag the selected area with your mouse. To resize the group of comments, drag one of the resize (yellow) handles. To rotate the group of comments, drag the rotate (green) handle. To edit the text, double click the text area and select the necessary text fragment.

Typewriter Tool 528 To type on a page like a typewriter. The typewriter is not constricted by bounding boxes.

Callout Tool 534 used to place a **Callout** annotation.

Highlight Tool 534 used to place a highlight annotation to text on a page

Strikeout Tool 535 used to cross out text on a page

Underline Tool 535 Underlines text on a page

Sticky Note Tool 526 used to apply a sticky note annotation

Attach File Tool 551 used to attach document, file, images, portfolios and more.

Sound Tool 551 used to add a sound to a page.

Line Tool 536 used to place a line annotation

Oval Tool 538 used to place oval annotation. Use the **Alt** key to constrain the annotation to a circle.

Polygon Line Tool 539 Used to create an open multi side line annotation. Single click to start a new segment, double click to finish.

Cloud Tool 540 Used to create a closed cloud. Single click to add new segments, double click or return to starting point to finish.

Arrow Tool 536 used to create an arrow annotation.

Rectangle Tool 538 used to place a rectangle annotation.

Polygon Tool 539 used to create a polygon, multi side closed annotation. Single click to add a segment, double click or return to the starting point to finish.

Stamp Tool 541 used to place stamps. Stamps can be selected from the Stamps Palette 312.

Pencil Tool 540 Used to draw on a page.

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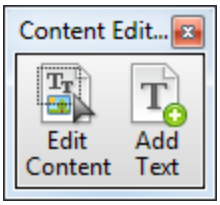
Eraser Tool 541 used to remove pencil tool markups.

You can move a toolbar to a new location in or out of the toolbar area. To move a toolbar you should grab it at the left edge and move to the necessary place. If you drag a toolbar out of the toolbar area, a floating toolbar will be created. Toolbars are highly customizable. For instructions and information regarding customizing toolbars, please see the **How to Customize Toolbars** 620 section.

8.3.2 Content Editing Toolbar

The **Content Editing Toolbar** contains the Edit Content tool and the Add text tool.



For details of the content Editing options, please see the **Content Editing Tools** 511 Section or the corresponding links below.

Edit Content Tool to edit existing base content.

Add Text Tool to add base content text.

You can move a toolbar to a new location in or out of the toolbar area. To move a toolbar you should grab it at the left edge and move to the necessary place. If you drag a toolbar out of the toolbar area, a floating toolbar will be created. Toolbars are highly customizable. For instructions and information regarding customizing toolbars, please see the **How to Customize Toolbars** 620 section.

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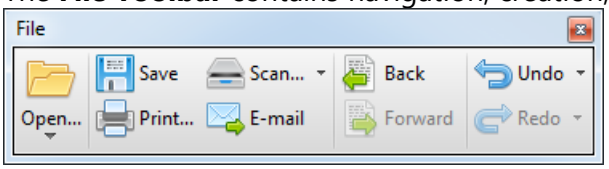
8.3.3 File Toolbar

The **File Toolbar** contains navigation, creation, saving and opening options.



Clicking the **Open** button opens the **Open...** 88 dialog box. Clicking the down arrow opens the **Recent Files** drop list.

Clicking the **Save** button saves the modified file, as per the **Save** 96 menu item.

Clicking the **Print...** button (Printer icon) opens the **Print** 157 dialog.

Clicking the **From Scanner**... button (Scanner icon) opens the **Scan Properties** dialog.

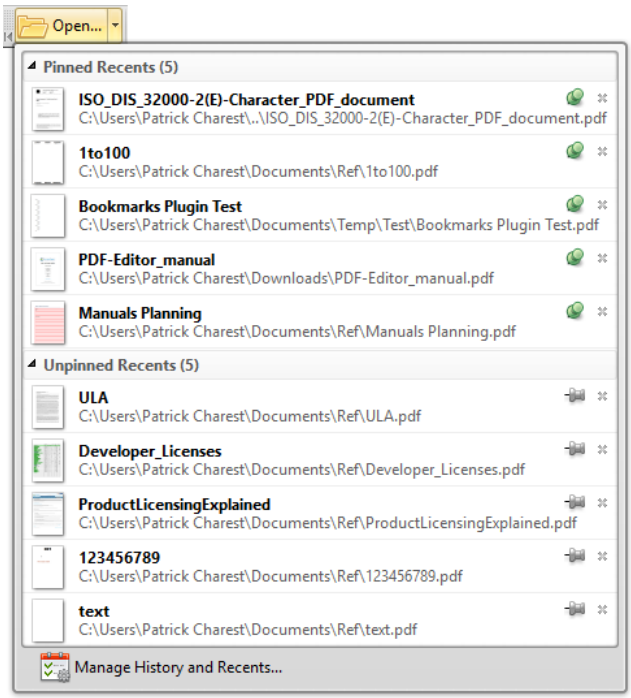
Clicking the **Send by E-mail** button (mail icon) opens the **Send by E-mail** dialog.

Clicking the **Previous View** or **Next View** button moves to the previous or next view.

Clicking the **Undo** , **Redo** buttons control the last editing changes made to the document.

Recent Files

Unpinned Recents displays a selection list of recently used files. Clicking the pushpin to the right of the document name in the **Unpinned Recents** will "pin" the document and move it to the **Pinned Recents** list so that it won't "fall off" the list if the maximum number of documents in the recent files list is exceeded. To unpin a document, click on the



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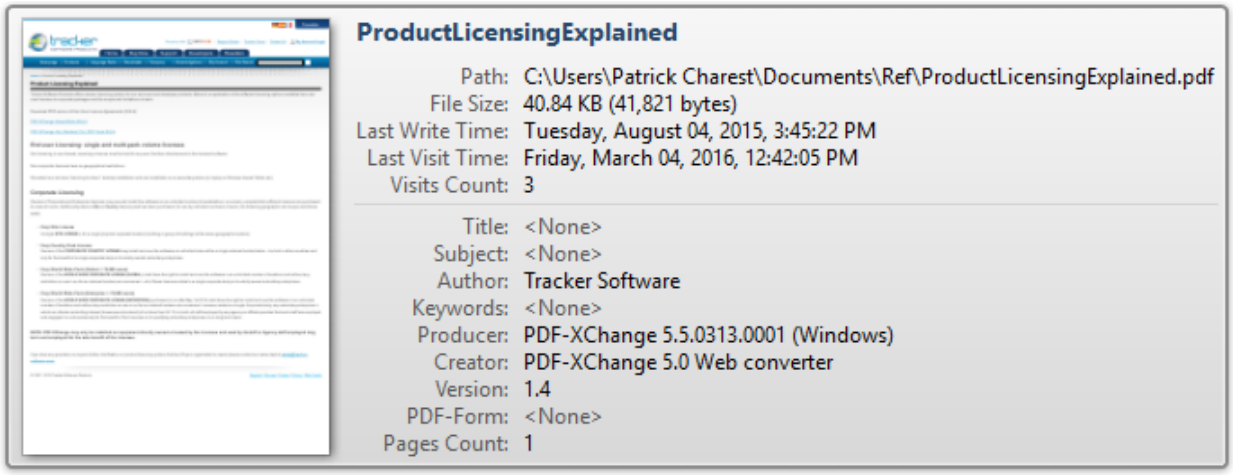
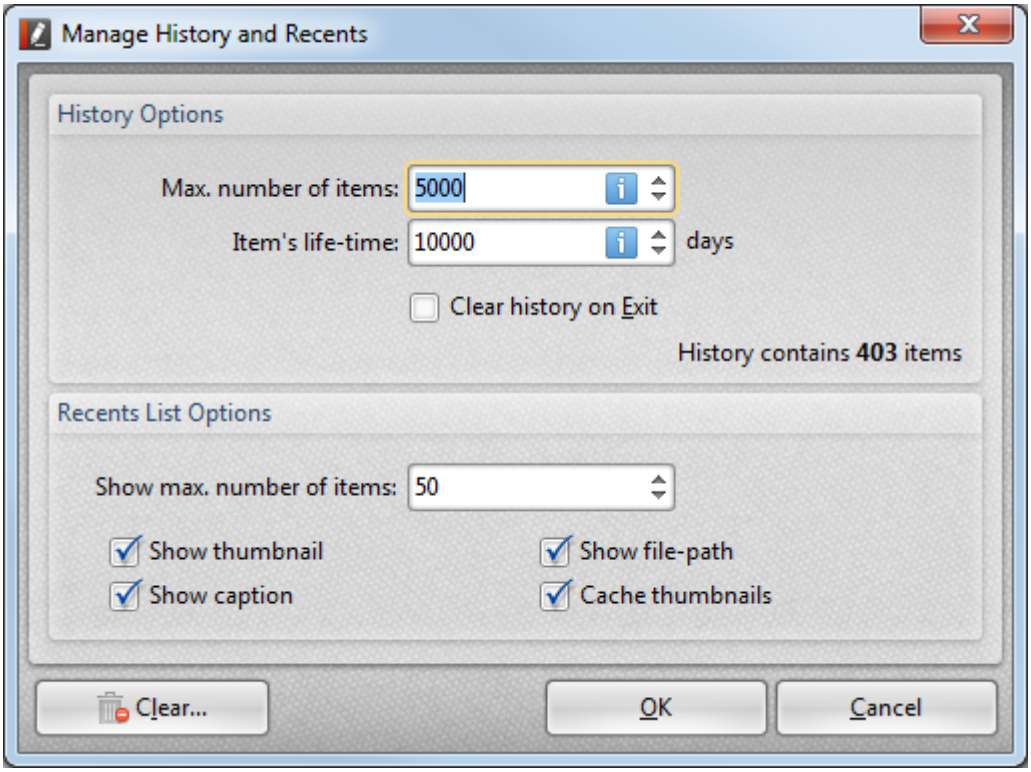
When you mouse over a specific file from the list, the first page and other properties of the document are displayed:



To adjust the history and recents options open the **Manage History and Recents...** dialog from the bottom of the **Recents List**.



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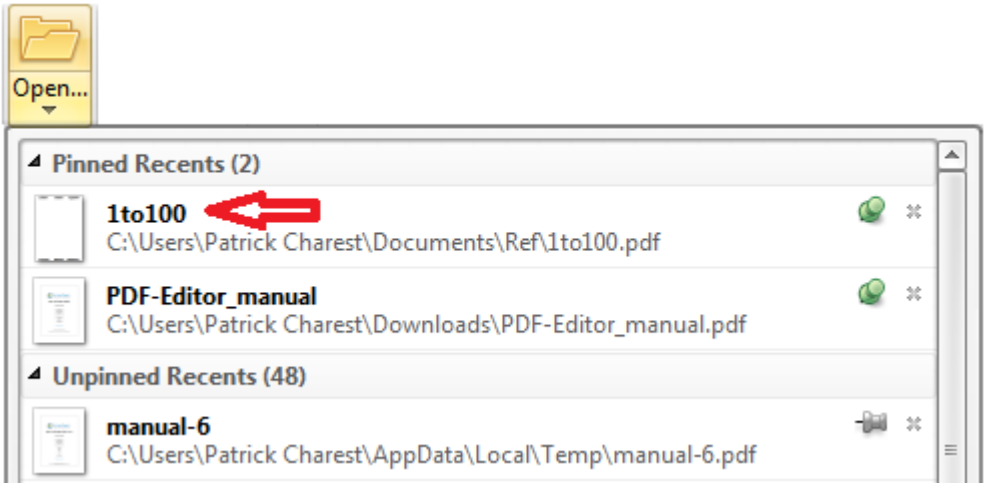
History Options.

Max. number of items. You can set the maximum number of documents to be displayed in the Recent documents list.
Item's life-time. Defines how long the unpinned documents will remain in the list.
Clear history on exit. Clears the history list completely on exit.

Recents List Options.

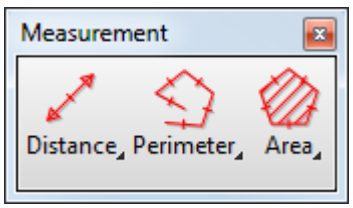
Show max. number of items. The maximum number of items will be displayed in the Recents list.
Show thumbnail. Displays the thumbnails of the documents listed in the Recents.
Show caption. Will show the document Title in the Recents List as indicated in the screenshot below.



Show file-path. Displays the file path of the documents listed in the Recents.
Cache thumbnails stores the images for thumbnail previews in cache memory so that the images can be loaded quickly each time you access the recents list.

You can move a toolbar to a new location in or out of the toolbar area. To move a toolbar you should grab it at the left edge and move to the necessary place. If you drag a toolbar out of the toolbar area, a floating toolbar will be created. Toolbars are highly customizable. For instructions and information regarding customizing toolbars, please see the **How to Customize Toolbars** 620 section.

8.3.4 Measuring Toolbar



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Clicking the button switches to the **Distance Tool** 553.

Clicking the button switches to the **Perimeter Tool** 556.

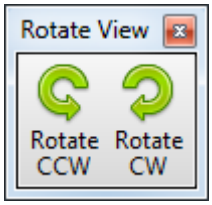
Clicking the button switches to the **Area Tool** 558.

You can move a toolbar to a new location in or out of the toolbar area. To move a toolbar you should grab it at the left edge and move to the necessary place. If you drag a toolbar out of the toolbar area, a floating toolbar will be created.Toolbars are highly customizable. For instructions and information regarding customizing toolbars, please see the **How to Customize Toolbars** 620 section.

8.3.5 Rotate View Toolbar

The Rotate View Toolbar can be used to change the viewing orientation of a document.

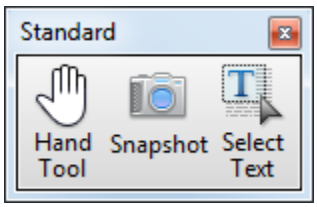
Note: Rotate View is not a permanent change! It is more akin to rotating your monitor. When reopened, the document will revert rotation. To permanently rotate pages, please use the Rotate Pages function found under **Document > Rotate Pages** 422.



Clicking the Rotation buttons rotates the PDF view clockwise or counterclockwise 90 degrees. You can move a toolbar to a new location in or out of the toolbar area. To move a toolbar you should grab it at the left edge and move to the necessary place. If you drag a toolbar out of the toolbar area, a floating toolbar will be created. Toolbars are highly customizable. For instructions and information regarding customizing toolbars, please see the **How to Customize Toolbars** 620 section.

8.3.6 Standard Toolbar

The **Standard toolbar** contains the basic tools necessary for viewing PDF.



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Clicking the button switches to the Hand Tool 507.

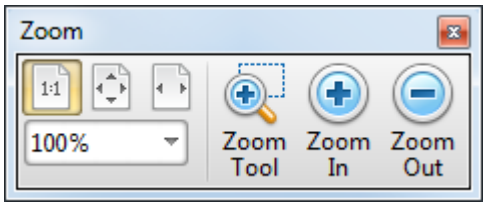
Clicking the button switches to the Snapshot Tool 508.

Clicking the button switches to the Text Select Tool 508.

You can move a toolbar to a new location in or out of the toolbar area. To move a toolbar you should grab it at the left edge and move to the necessary place. If you drag a toolbar out of the toolbar area, a floating toolbar will be created. Toolbars are highly customizable. For instructions and information regarding customizing toolbars, please see the How to Customize Toolbars 620 section.

8.3.7 Zoom Toolbar

The tools included in the default **Zoom Toolbar** can be used to manipulate the Zoom level of a PDF



Clicking the **Actual Size** button sets the PDF page to its actual size within the view pane. This is the same as selecting 100% in the Zoom drop list. This may result in the page exceeding the limits of the viewable space; however, scroll bars are provided to enable you to scroll the PDF page as desired.

Clicking the **Fit Page** button fits the entire PDF page within the borders of the view pane.

Clicking the **Fit Width** button fits the PDF to the width of the view pane. Scroll bars are provided to enable you to scroll the PDF page as desired.

The **Zoom drop box** may be uased to select standard zoom settings or to enter any zoom percentage you need.

Clicking the **Zoom In Tool** button increases the Zoom percentage of the selected area.

Clicking the **Zoom In** button increases the Zoom percentage. Clicking the **Zoom Out** button decreases the Zoom percentage.

You can move a toolbar to a new location in or out of the toolbar area. To move a toolbar you should grab it at the left edge and move to the necessary place. If you drag a toolbar out of the toolbar area, a floating toolbar will be created. Toolbars are highly customizable. For instructions and information regarding customizing toolbars, please see the How to Customize Toolbars 620 section.

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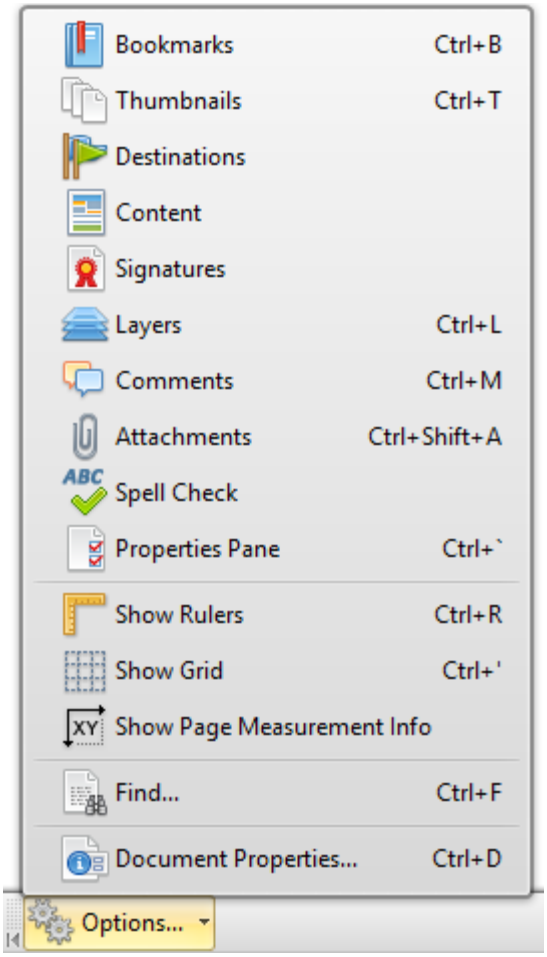
8.4 Document Options Toolbar

Found in the bottom left, Clicking on the **Options Toolbar** brings up the following menu



Bookmarks 284 toggles the Bookmarks Pane

Thumbnails 296 toggles the Thumbnails Pane

Destinations 303 toggles the Destinations Pane

Content 304 toggles the Content Pane

Signatures 305 toggles the signatures Pane

Layers 306 toggles the Layers Pane

Comments 446 toggles the comments Pane

Attachments 309 toggles the attachments Pane

Spell Check 443 allows you to spell check the whole document

Properties Pane 315 Toggles the Properties Pane

Show Rulers 613 shows document rulers

Show Grid 616 shows a gird overlay on the PDF

Show Page Measurement Info 616 toggles the Measurement info

Find 189 toggles the Find bar

Document Properties... 165 Opens the document properties dialog

Note: *This feature has not yet been implemented at the time of documentation.*

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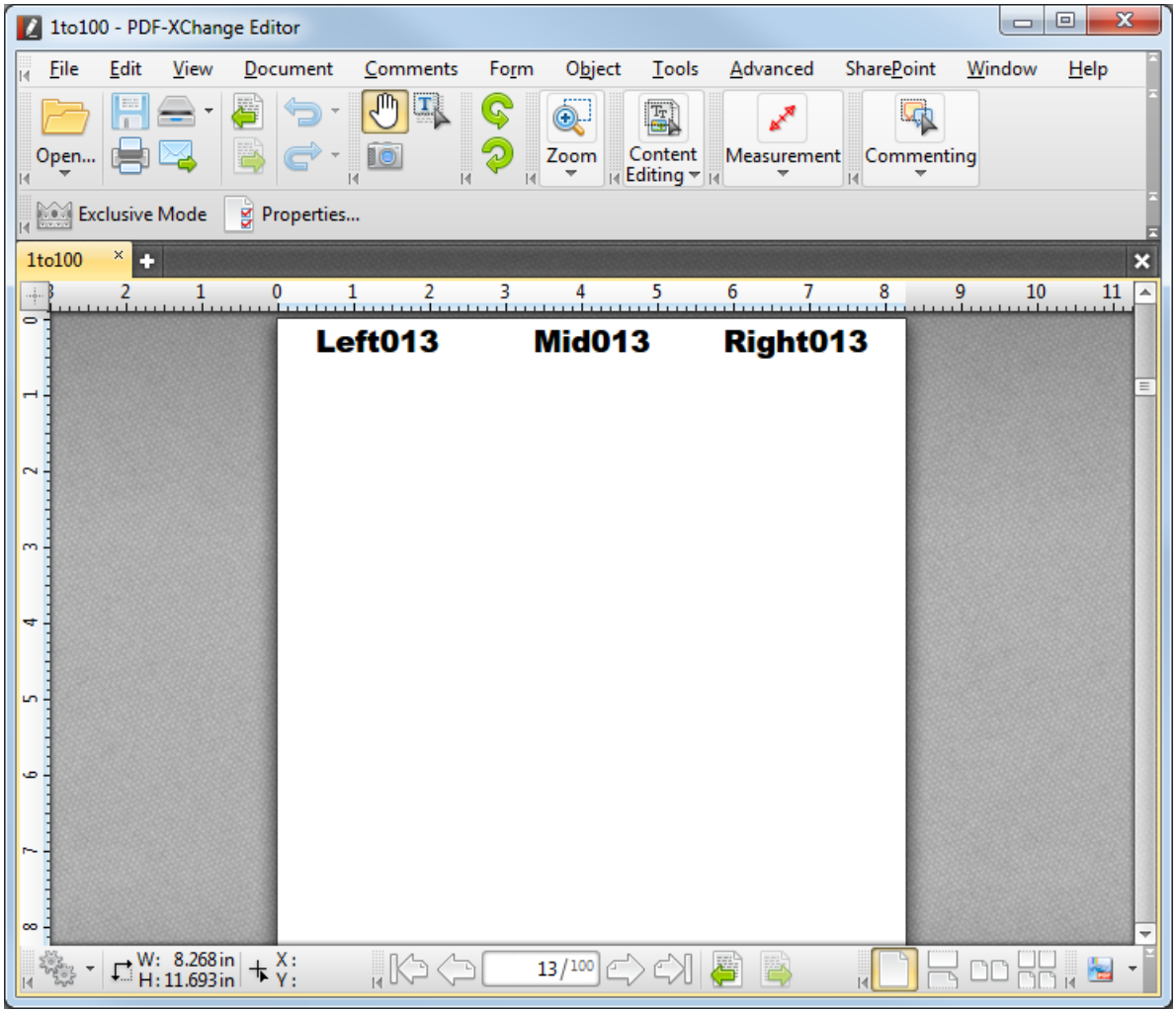
8.4.1 Show Rulers

The **Show Rulers** options will activate the rulers around the PDF Display area as shown below.



Note: *There are small red lines on the rulers that show the position of the cursor relative to that ruler.*

Guides can be added by clicking and dragging from the rulers. Guides can be used as **snapping points.** 318

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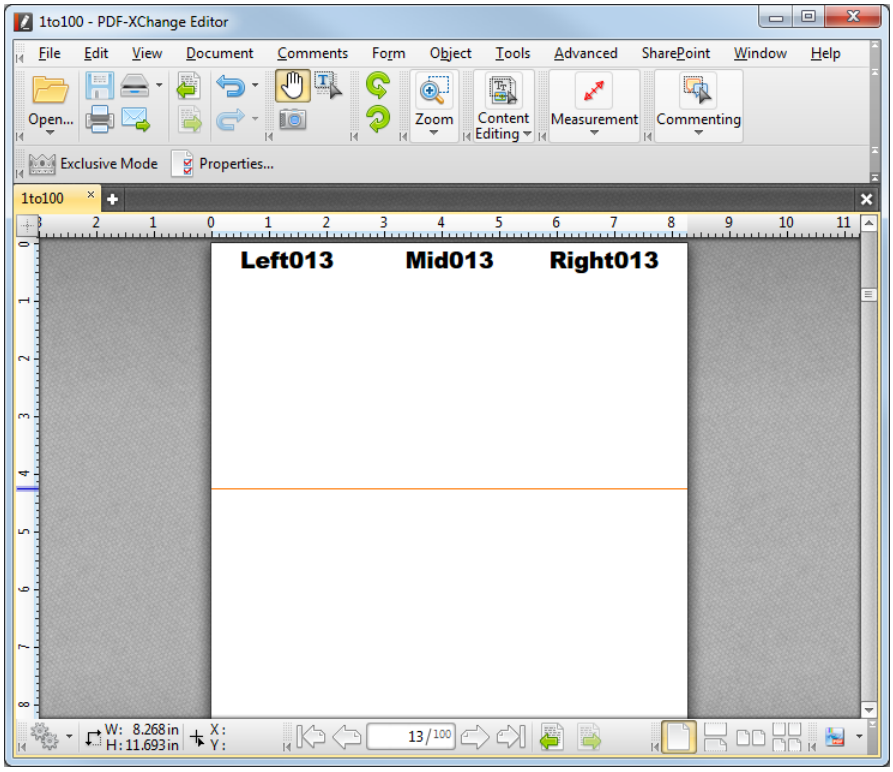
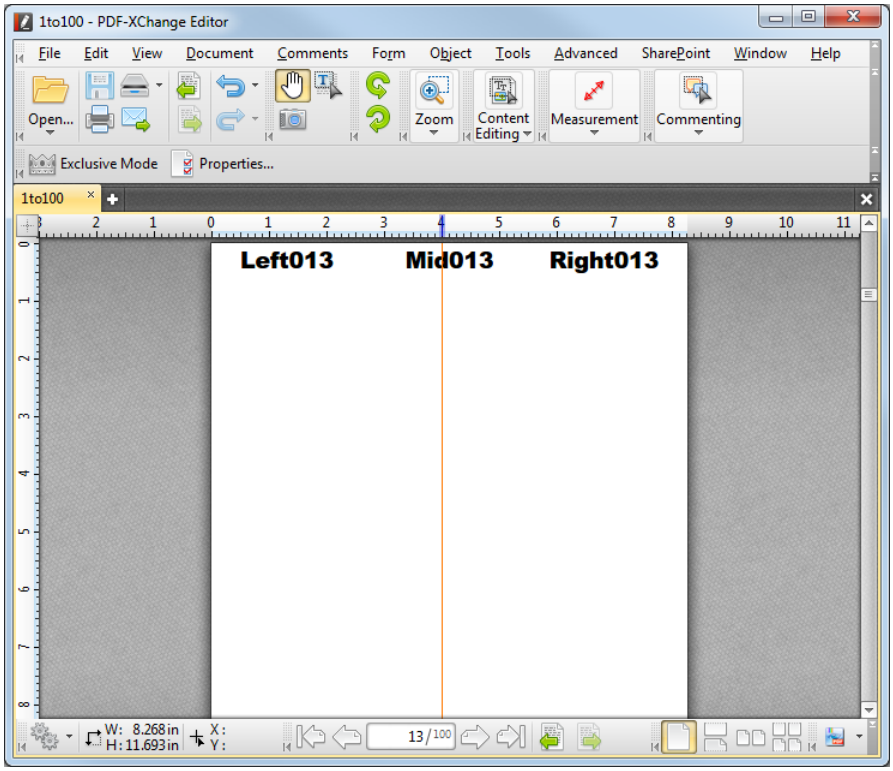
From Horizontal Ruler:



From Vertical Ruler:



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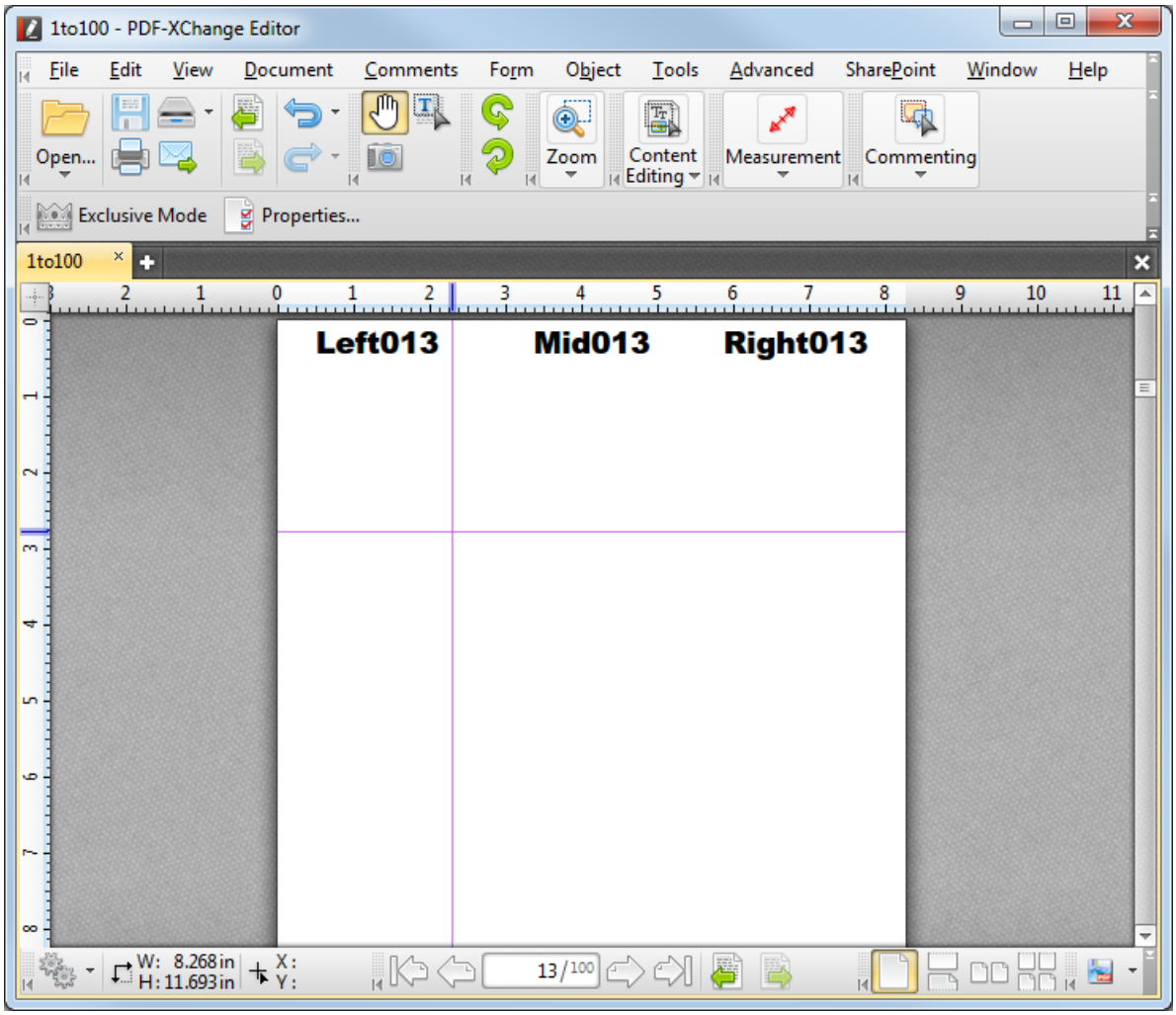
You can add a cross section by clicking and dragging from the point where the rulers meet :



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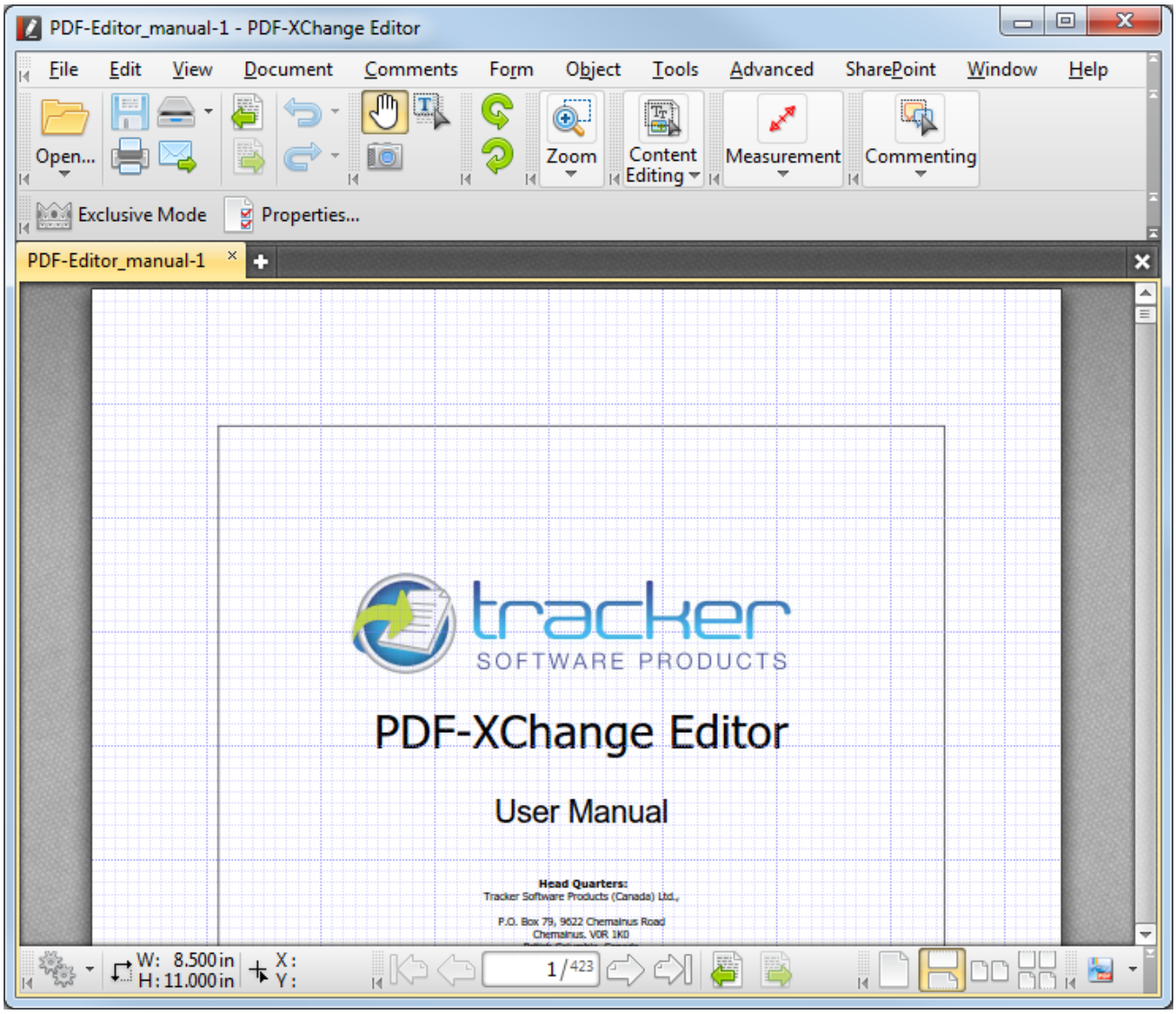
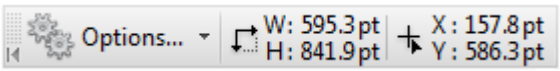
8.4.2 Show Grid

The **Show Grid** option will overlay pages with a grid which can be used as snapping points.



8.4.3 Show Page Measurement Info

The **Show Page Measurement Info** will show the size of the currently active page next to the as well as the mouse pointer's current coordinates next to the in whatever unit is set in the Measurement sections of the **Preferences** menu.



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8.5 Page Navigation

The **Document Navigation** toolbar contains the necessary tools to navigate within a PDF document.

Document Navigation toolbar

To go to the **First Page**, click on or use the Home key. Clicking on or using the End key will take you to the **Last Page** in the document.

Clicking on takes you to the **Previous Page** in the document, and takes you to the **Next Page**.

Clicking on takes you to the **Previous View**, and clicking on takes you to the **Next View**.

Note: Next View is only active after going to Previous View.

The Field will display the current and total page number and total pages. The screenshot above [**Document Navigation Toolbar**] is an example of a document viewed on page 2 out of 54 (2/54).

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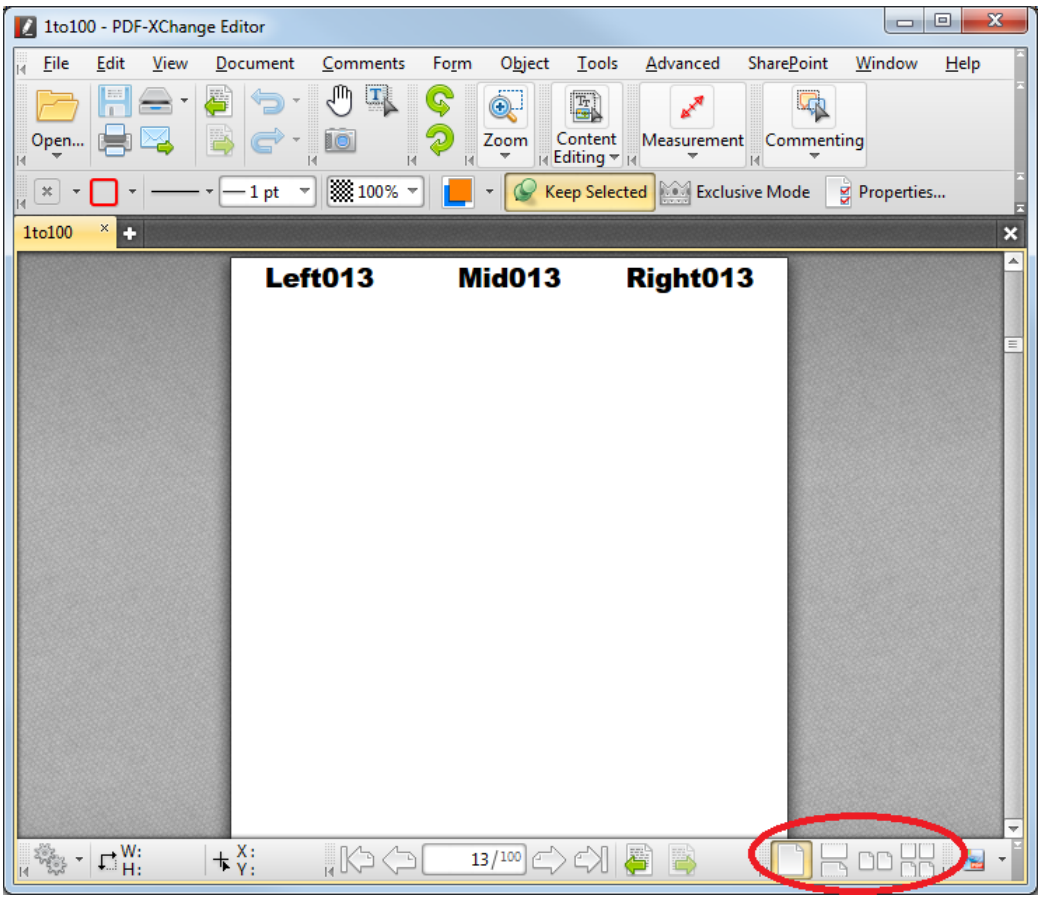
8.6 Page Layout

In the page layout toolbar, you van set how the pages are viewed in the document display area. By default, the page Layout Toolbar is found in the lower right corner of the Editor window.



PDF-XChange Editor main Window.

Single Page: Will show only one page pf the PDF at a time.

Continuous: Will scroll continuously and smoothly. The document display area can show parts of two adjacent pages. (For example, the bottom of page 2, and the top of page 3 with a small gap between the pages.)

Two pages: Similar to single page. Only two pages will be shown adjacently at a time.

Two pages continuous: Display area will scroll continuously and smoothly. Document display area will contain two columns of pages.

More detailed settings for page display can be found in the Page Display 208 section of the Preferences dialog.

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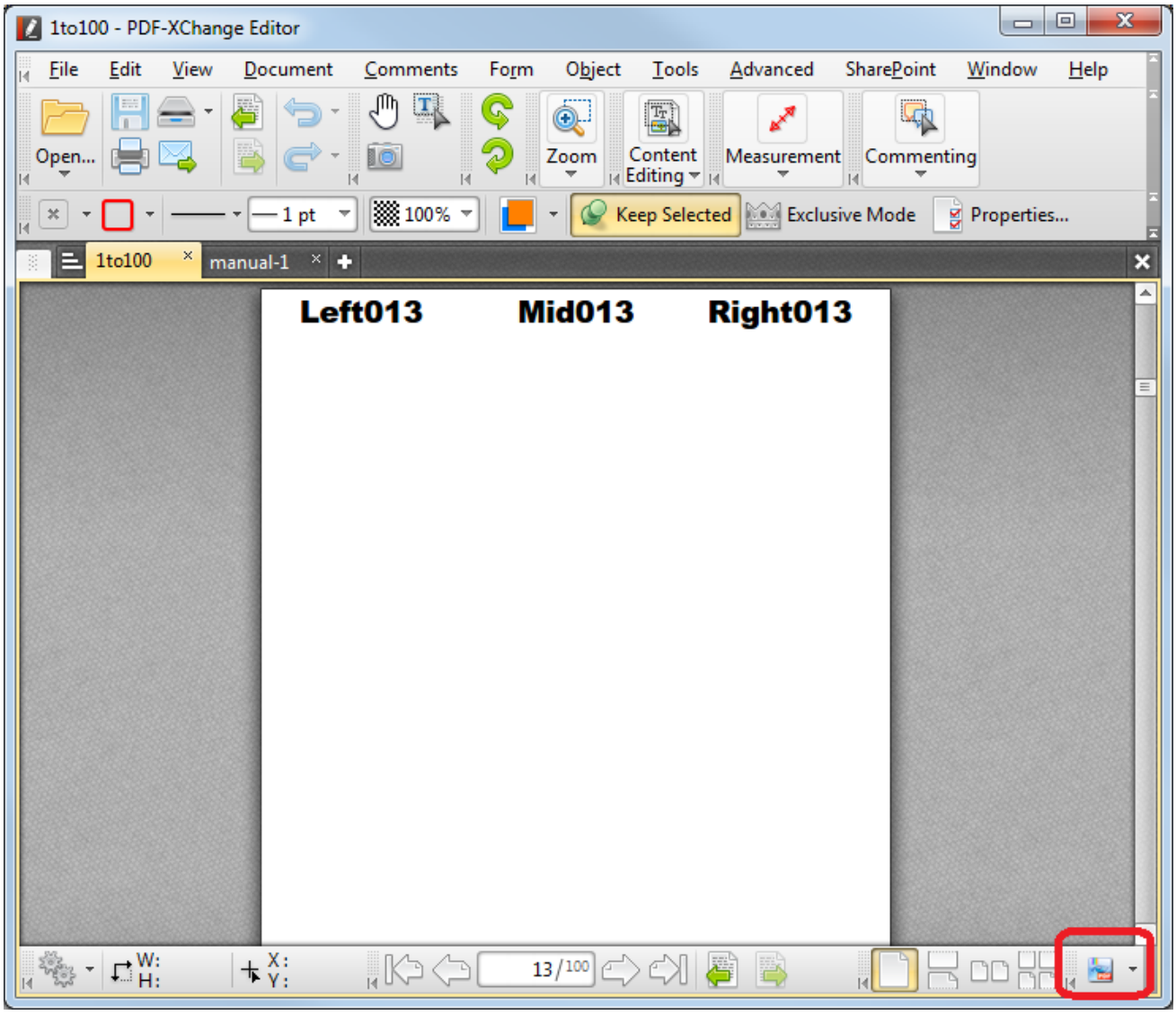
8.7 Launch Applications Toolbar

The Launch Application Toolbar allows the user to select any third party application to launch the currently active PDF. For instructions on how to add a new launch application, please see the Launch Application 268 section of the Preferences 201 Menu.



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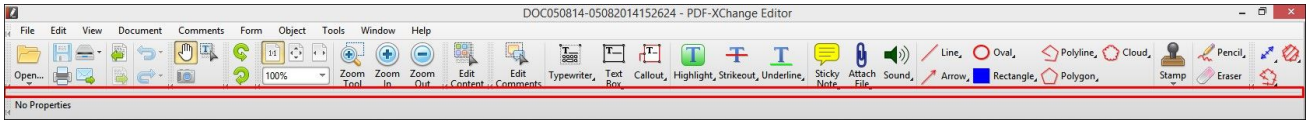
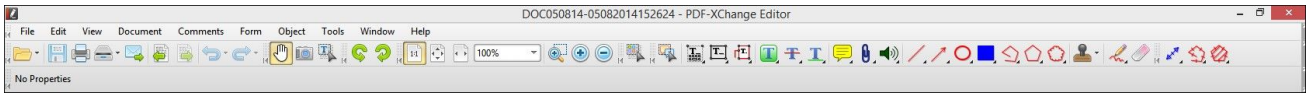
8.8 How to customize toolbars

Making the Editor's toolbars and tool buttons smaller in one easy step:

Mousing over this line (see screenshot) you will see the arrow allowing you to compress the toolbar.



By clicking and dragging, you will have the following result:

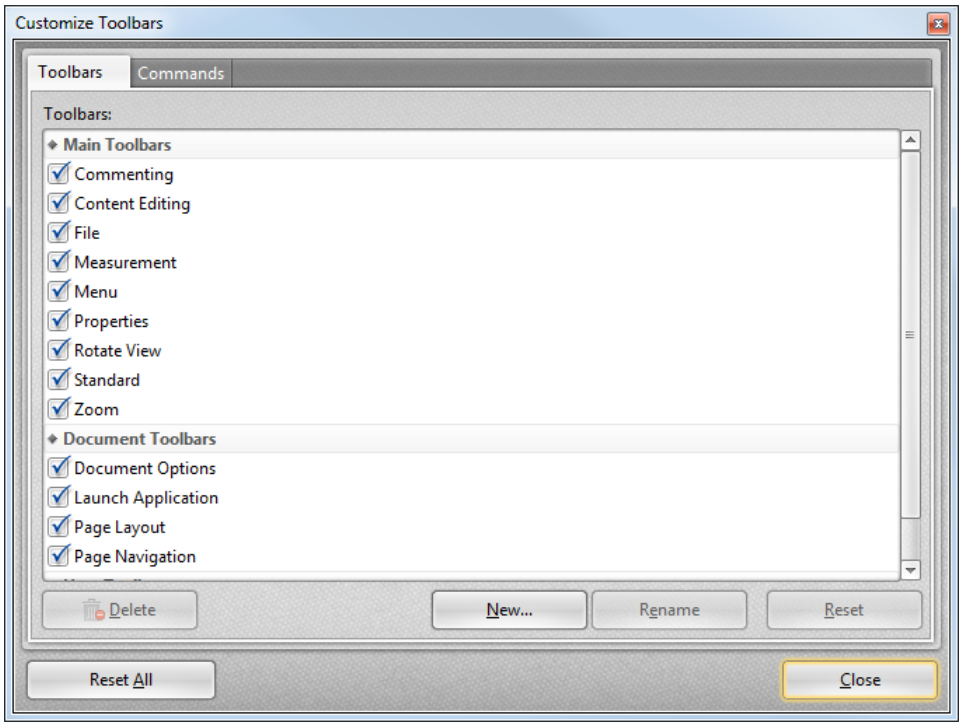


Note: The toolbar is thinner, and the buttons for each tool has shrunk and their positions changes accordingly.

Show/Hide specific toolbars

On occasion, even the above might prove to take up too much space.

Right click on a blank piece of **toolbar >Customize toolbars** or go to **View >Toolbars> Customize**. There, users can choose which toolbars are, and are not displayed.



Customize Toolbars Window

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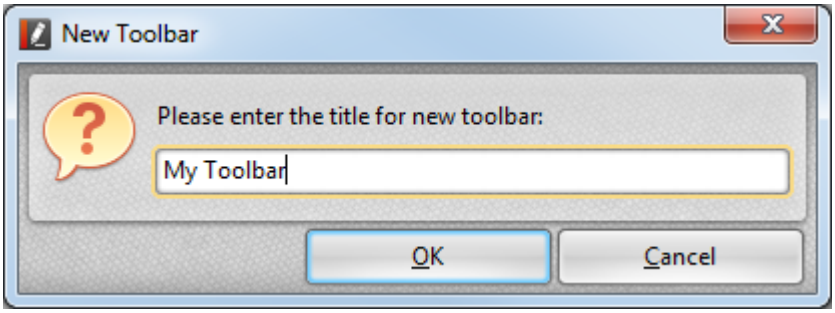
Add Remove and Reset Toolbars

To add custom toolbars, click on the **New...** button. A window will pop up asking you to name the new toolbar.



Once named, click **Ok**. The newly created toolbar will populate as an empty floating toolbar.

Add tools to this Toolbar by dragging and dropping various commands as described in the next section of this article.

The new toolbar will show up under the **User Toolbars** list in the Customize window. When selected, the **Rename** button becomes active to allow you to rename the toolbar.

Note: Only custom toolbars can be renamed or deleted.

The **Reset** button will reset the currently selected toolbar to its default settings, whereas the **Reset All** button will reset all toolbars to default settings.

Changing and Moving the Tools Within Toolbars

With the Customize toolbar window open (**View> toolbars >Customize toolbars**) users can add/ remove and move tools within the toolbar. The tools can also be floated in their own independent toolbar.

Moving tools: By clicking and dragging an existing tool in the toolbar, you can move it to your desired location. To remove it, simply drag the icon into the **Customize...** window.

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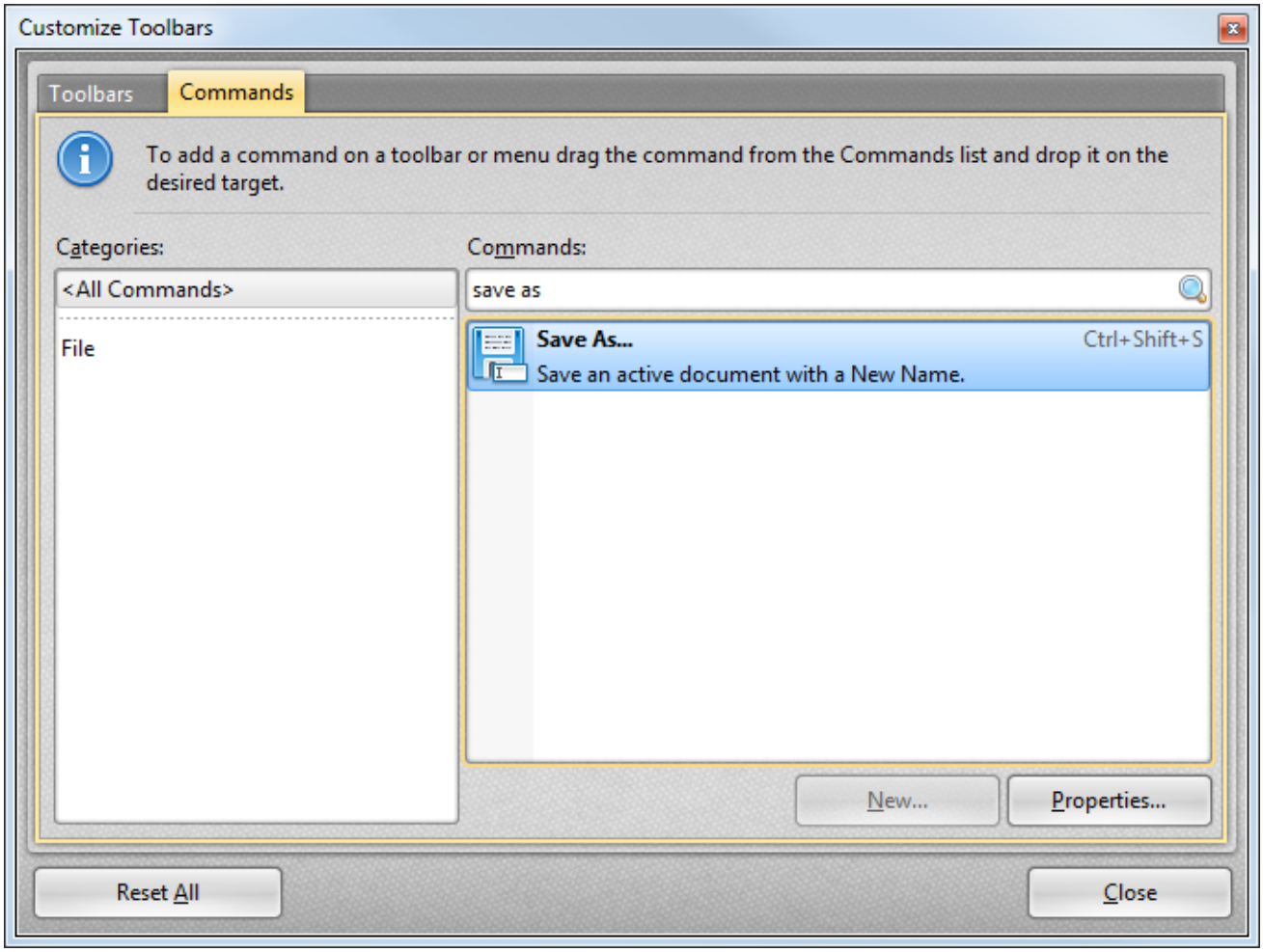
Add Tools

To add tools to the toolbars Navigate to the **Commands** tab. From there, you can type the name of the tool/command you would like to add. For example, I like to use "save as" frequently, so I wish to add it to my toolbar:



I can drag the tool to my desired location within the toolbar.

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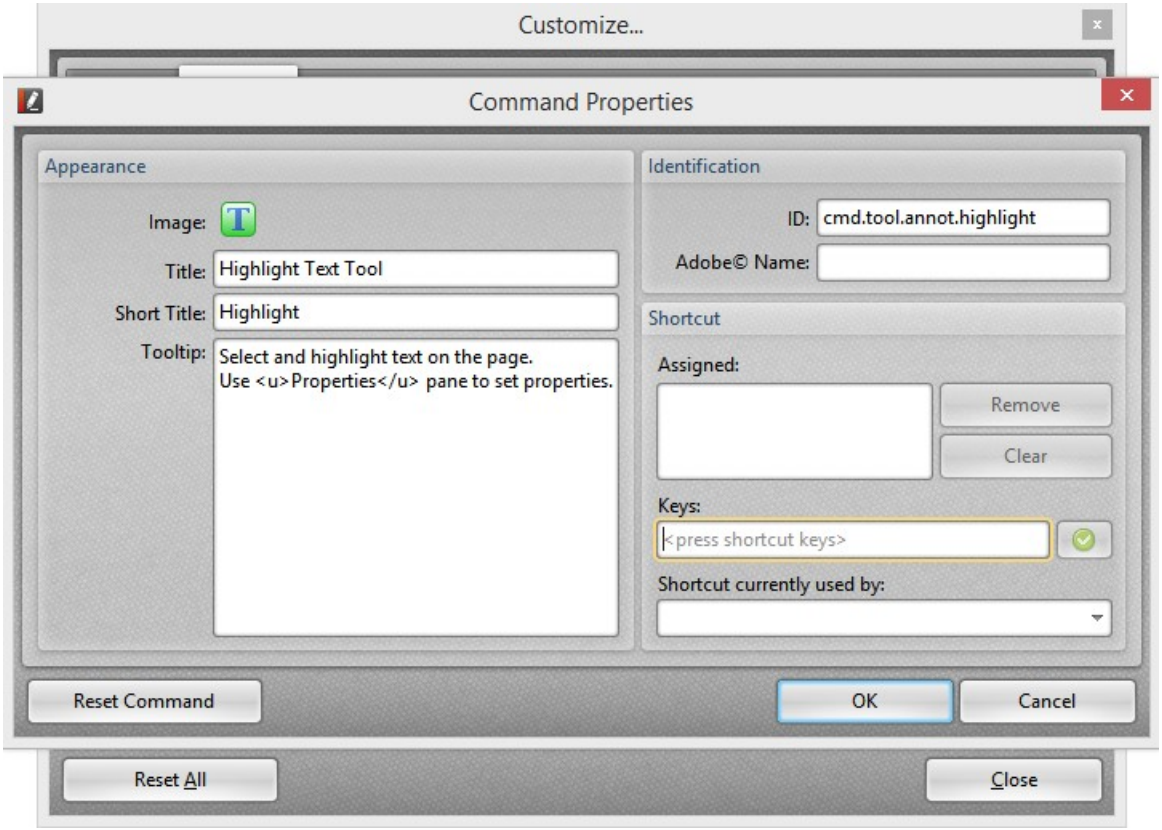
8.9 How to customize commands

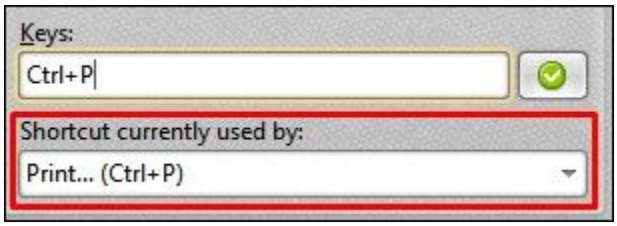
By searching for a tool in the commands section of the **Customize toolbars** 620 window, you can add or change keyboard shortcuts associated with certain tools. For example, I use the Highlight text tool often and mousing over to it can be tiresome. I will create a keyboard shortcut by searching for the tool, selecting it from the search results then click on to properties.



I have chosen **Alt+H** as my shortcut, then I click on the green check mark to assign it.

Note: *that you must use the desired action when assigning (e.g. pushing the two keys instead of typing a,l,t,+,H)*

If there is a conflict, the Editor will provide a warning and the shortcut will not work.



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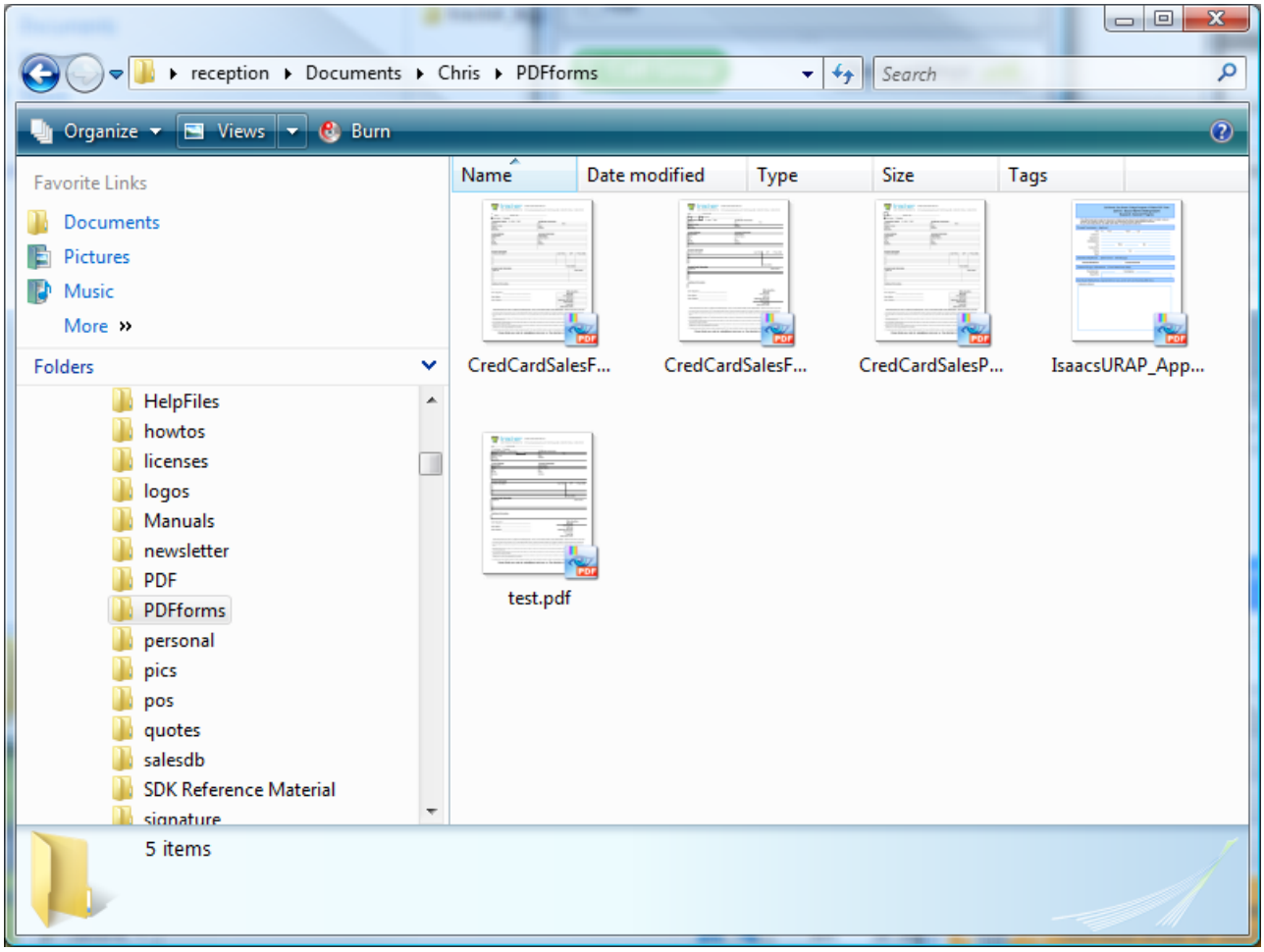
9 Shell Extensions

The latest version of PDF-XChange Editor now includes a Windows shell extension to display thumbnails of PDF files in Windows Explorer. When using thumbnail mode view in Windows Explorer, thumbnails of the first page in a document are shown instead of standard PDF document icons when the folder is set to view medium, large, or extra-large icons.



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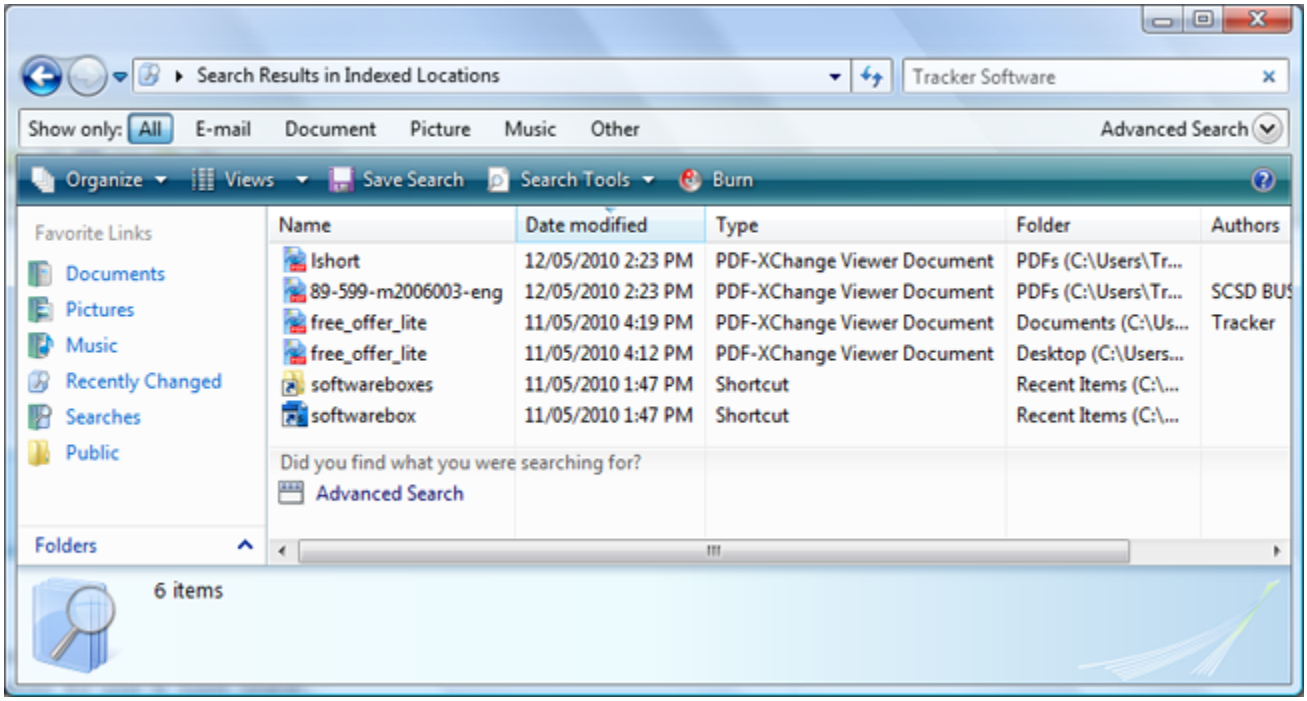
9.1 iFilter

Additionally, the Shell Extensions include a very powerful search tool – the PDF iFilter, designed for end users or administrators who wish to index PDF documents using Microsoft iFilter indexing. This allows the user to easily search for text within PDF documents, including all text in content, annotations, bookmarks, document XMP information (title, author, keywords, etc.), and even files attached/embedded within a PDF.



Key Benefits:

- Integrates with existing Windows operating systems on your home computer or computers within your company.
- Provides an easy solution to search text within PDF documents located on your computer, company network, and company intranet.
- Greatly increases your ability to accurately locate many forms of information contained within a PDF document.

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