PDF-XChange Editor

User Manual

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PDF-XChange Editor v5.x

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User **Manual**

Welcome to the PDF-XChange Editor help manual. Browse through the help pages by clicking on the icons below or selecting pages in the table of contents to the left. To quickly find specific product information, enter search criteria in the search box above and click the search button.

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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

Introduction

Please note that from Build 3.x of the PDF-XChange Editor our help files are provided in primarily via our online Help systems though a download of the entire contents is also generally provided in PDF format if required – any older Viewer Help files in 'CHM' HTML format are not up to date and should be deleted from your system.

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 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 functiuonality. 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.

Notice

PDF-XChange Editor is a new and 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:

N.B. This function was not available at the time of writing of this documentation revision.

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 .

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 Viewer 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.**

IMPORTANT! Evaluation mode vs. Licensed mode

Important Notes for the PDF-XChange Editor - Build 5.x and later!

+ +

All the features you have been used to 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 version - rest assured we have not simply used the offer of a FREE version 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 PRO/Paid for versions.

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

All features marked as 'PRO' can only be used in <u>evaluation mode</u> with the absence of a valid serial key.

If you save the file after having used these PRO features, it will be altered to include watermarks making it obvious it has been modified evaluation mode.

These watermarks CANNOT subsequently be removed!

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!

Do you already own a PDF-XChange Editor PRO License? You may and may not know it!!!

- If you own a license for PDF-Tools, or PDF-XChange PRO, you will also be licensed for the PDF-XChange Editor.

  - Simply copy your serial number from your receipt and paste it into the Editor installation when asked or after installation into the option:
  - Edit -> Preferences -> Registration -> Add new serial key -> Paste from clipboard
  - You may also choose to use the Automated method by opening your Personal.xcvault, which is downloadable from within your account. Please note that the Editor must not be running for the serial key to be correctly applied when using the Personal.xcvault method. More details can be found here: http://www.tracker-software.com/knowledgebase/469-What-is-an-XCVault-file-and-how-does-it-work
  - Your saved PDF files using the special 'PRO' features will then be saved without any trial watermarks!!!

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

What Mode Am I Running?

If you are not sure whether your Editor is running in **Evaluation** or **PRO** mode, simply open the **Edit -> Preferences -> Registration** and make sure you see your serial **key state is Valid**.

PDF-XChange PRO

3 6 6
MAINTENANCE
DAYS LEFT

License: 3 Users Pack
Key Data: PXP50-SMO48Mpl3Jhh ... ETEaKZ+EJDy=
Exp. Date: April 28, 2016 (366 maintenance days left)
Key State: **VALID**
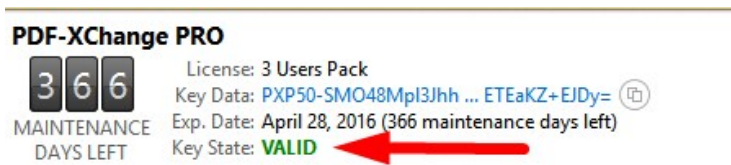
If you see the following under the Registration Info section, you are running in the unregistered **Evaluation** mode, and you must be careful not to save the PDF if you make certain kinds of changes to it.

Registration Info

Installed serial/license keys:

You have no license keys installed...

Remove   Add new Serial Key...

☐ Hide all licensed features from toolbars and menus
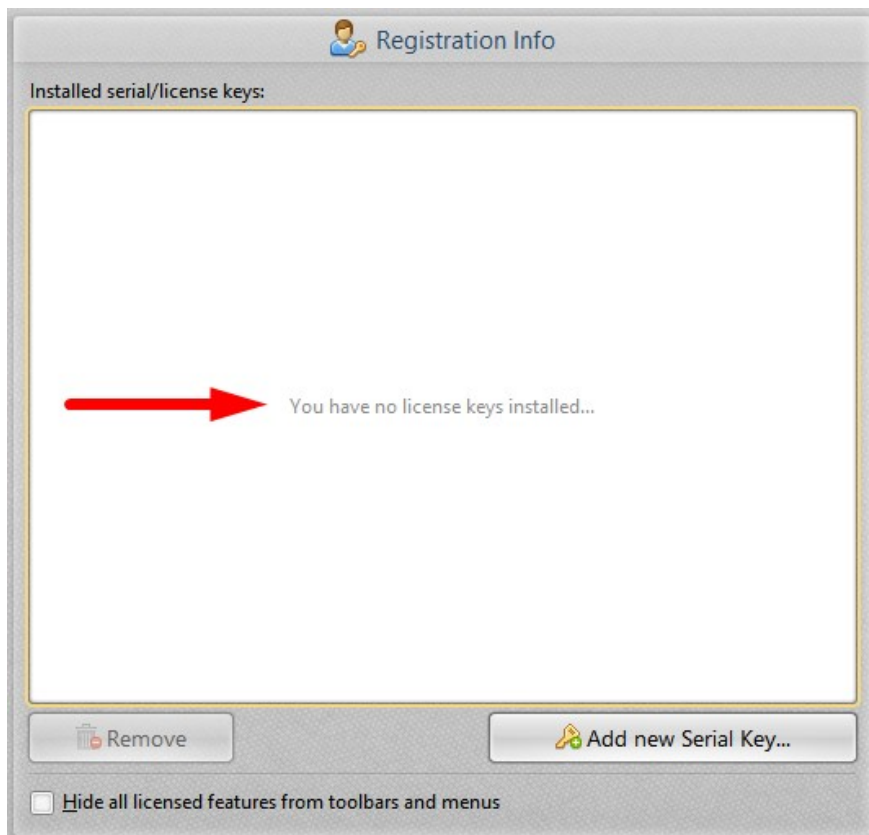
Version history and projected future features...

To check for the latest Version history - please see this page on our web site:

http://www.tracker-software.com/PDFXE_history.html

For the status of features available in Licensed mode (both current and up-coming):

http://www.tracker-software.com/product/pdf-xchange-editor/feature_list

Safety Feature

As a last resort, if you try to use a **PRO** feature in **FREE** mode, the following dialog will appear:
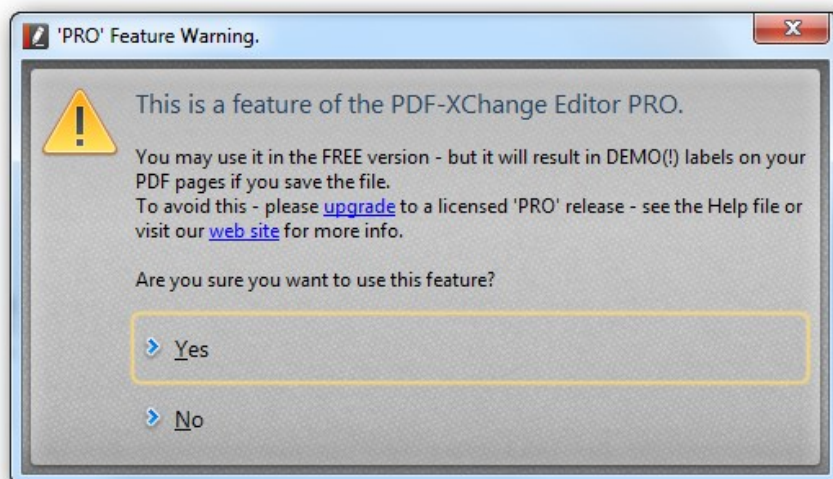
1. Click **Yes** and the feature will be used. If you then save the PDF it will have watermarks on each page.
2. Click **No** and the feature will not be used.

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.
/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"`

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.

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
```

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)
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>
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 Web Sites.

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 – installs 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_OptimizerPlugin - installs PDF Optimizer plugin. Requires F_Plugins.
		        F_BookmarksPlugin - installs advanced Bookmarks plugin. Requires F_Plugins.
		        F_PDFAPlugin - installs PDF/A support plugin, Requires F_Plugins.
		
		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, Chrome 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;
		
		F_Updater - Update for Tracker products
		
		F_KeyInstaller - the feature F_KeyInstaller is hidden from the UI and it installs the XCVault.exe file for key installation.

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.
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. (Available build 310)

* <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"
  ```

XCVault Utility - Network Administrators

XCVault Utility Overview

This utility can be used to install multiple license keys for Tracker's Products in one time, by processing special *.**xcvault** files. The *.**xcvault** file – is the container with list of license keys.
In addition, the utility might be used to change protection mode for already installed license keys.

Command Line Options

/Install Command

Makes the utility as default handler for ***.xcvault** files in the system. Requires administrative rights.

Example:

```
xcvault.exe /Install
```

/AddKeys Command

This command installs all license keys from ***.xcvault** files.

Syntax:

```
xcvault.exe [/AddKeys] [/M|/S|/R] <xcvault_file>
```

Examples:

```
xcvault.exe /AddKeys "c:\Personal.xcvault"
```

```
xcvault.exe "c:\Personal.xcvault"
```

- **/M** – when specified, new keys will be added in **HKEY_LOCAL_MACHINE** registry section and administrative rights required.

- **/R** – specifies that new keys should be added as unencrypted. It does not affect existing keys.

- **/S** – specifies that command is not permitted to show any error/information message, i.e. – it sets 'silent' mode.

/OpenKeys Command

This command removes protection for all installed protected license keys on the machine, i.e. - converts them to unencrypted and readable text. By default, for security reasons, the utility encrypts all newly added keys. Encrypted keys cannot be exported from registry and used on other machines. However, in special cases administrator may allow keeping that keys opened. This command might require administrator rights. In addition, the command sets in system registry special permanent flag that forces all Tracker's products to add new license keys without standard encryption.

Syntax:

```
xcvault.exe /OpenKeys [/M|/S]
```

Example:

```
xcvault.exe /OpenKeys
```

/M – when specified only keys stored in **HKEY_LOCAL_MACHINE** registry section will be converted, otherwise all keys in both **HKEY_CURRENT_USER** and **HKEY_LOCAL_MACHINE** sections will be converted. If option is not specified and the utility has no administrative rights, only **HKEY_CURRENT_USER** section will be processed.

/S – specifies that commands is not permitted to show any error/information message, i.e. – it sets 'silent' mode.

/ProtectKeys Command

This command is opposite to the /OpenKeys command. It encrypts all installed license keys on the machine. Might require administrator rights.

Syntax:

```
xcvault.exe /ProtectKeys [/M|/S]
```

Example:

```
xcvault.exe /ProtectKeys
```

/M – when specified only keys stored in **HKEY_LOCAL_MACHINE** registry section will be converted, otherwise all keys in both **HKEY_CURRENT_USER** and **HKEY_LOCAL_MACHINE** sections will be converted. If option is not specified and the utility has no administrative rights, only **HKEY_CURRENT_USER** section will be processed.

/S – specifies that command is not permitted to show any error/information message, i.e. – it sets 'silent' mode.

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

- 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.

Please note that system folders and registry entries will still be on your system once the program is uninstalled. This is to allow users to keeps settings in tact as well as to eliminate the need to relicense upon reinstallation.

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"

/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**.

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"
```

/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"
```

/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).

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 been 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"
```

/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);
```

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	Show/Hide All Bars	N/A
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	F11	Zoom Out	Ctrl+Num -
Last Page	End	Zoom To…	Ctrl+Shift+M
Layers	Ctrl+L	Show/Hide Toolbar	F8

*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.

PDF Editor Overview

When you first open the **PDF-XChange Editor**, it looks like this:
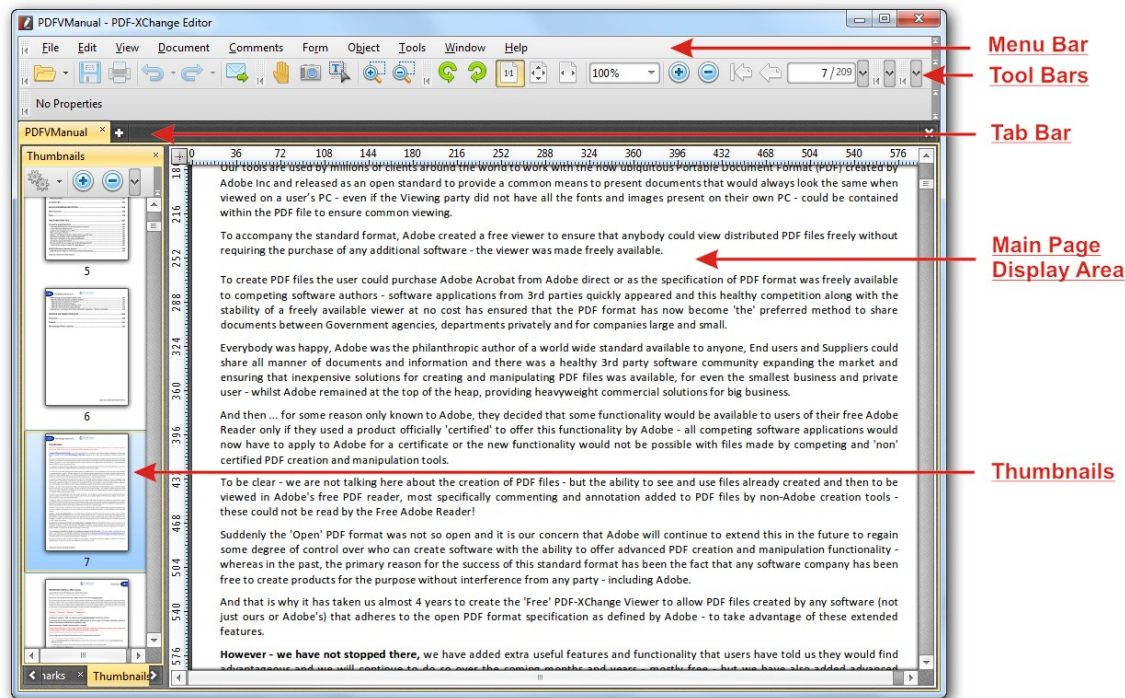
Although daunting at first glance, it is really quite simple to use.

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

1. **Menu Bar**. The program main menu. See **Main menu**.
2. **Tool Bars**. Toolbars for easy access to PDF display and modification tools. See **Toolbars Area**.
3. **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.
4. **Thumbnails**. List of active document pages presented as miniature pages. See **Thumbnails**.
5. **Main Page Display Area**. The area in which the PDF files are displayed. This occupies most of the window. See **PDF Display Area**.

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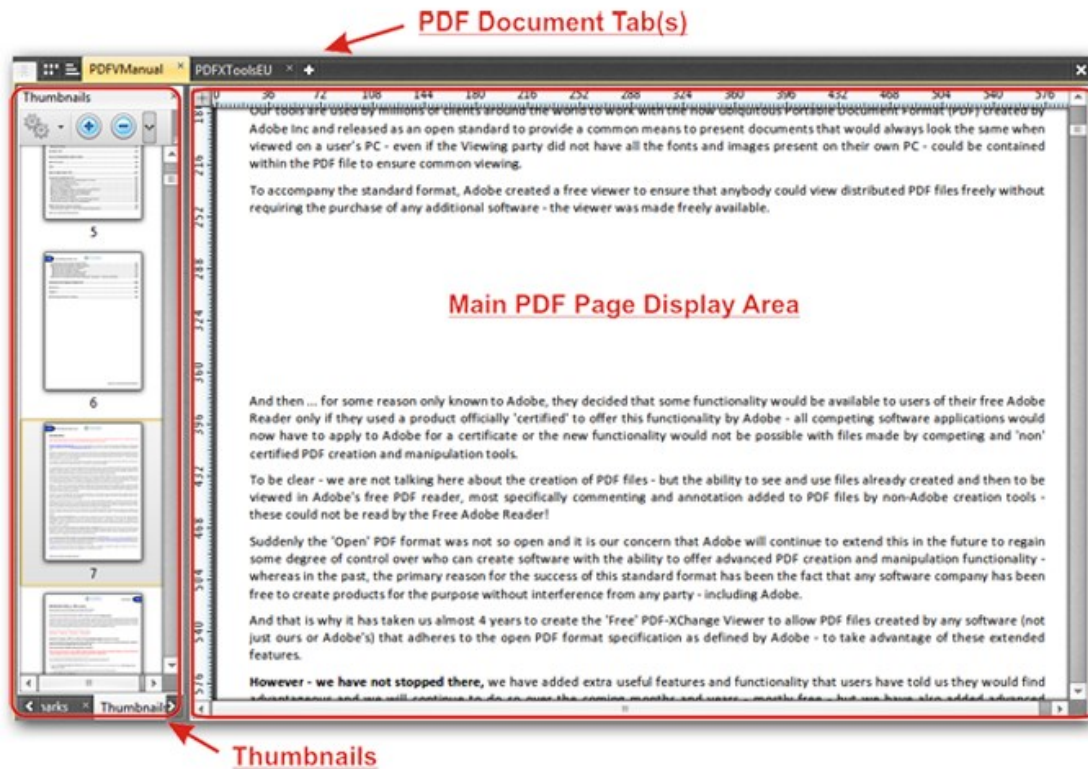
1. **PDF Document Tab(s)**. Permits quickly switching between loaded PDF files.
2. **Thumbnails & Bookmarks**. Allows you to quickly find the necessary page or section.
3. **Main PDF Page Display Area**. A place where the actual PDF content pages are displayed.

Main Menu
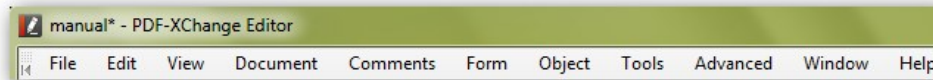
The **Main Menu** is the primary control for the **PDF-XChange Editor**. The functional areas are:

MAIN MENU	DESCRIPTION
File	File level operations including selecting files, document properties, forms data manipulation, and printing.
Edit	Editing functions on PDF files and forms. Also program preferences can be set here.
View	Editor information display control. Determines what PDF information is displayed and how.
Document	Controls for Rotating, Deleting, or Cropping pages.
Comments	Organizes the comments operations.
Form	Manages Form Data.
Object	Organizes the object operations.
Tools	Selection of the different PDF tools, including Hand, Snapshot, and Zoom controls.
Advanced	
Window	Organizes the layout of the PDF file window(s) currently opened.
Help	Accesses help information about the Editor and its operation.

Each menu area and item is discussed in detail its own section in the help file.

File

The **File** menu controls the opening, saving, printing, and closing of PDF files, and the display of Document Properties.
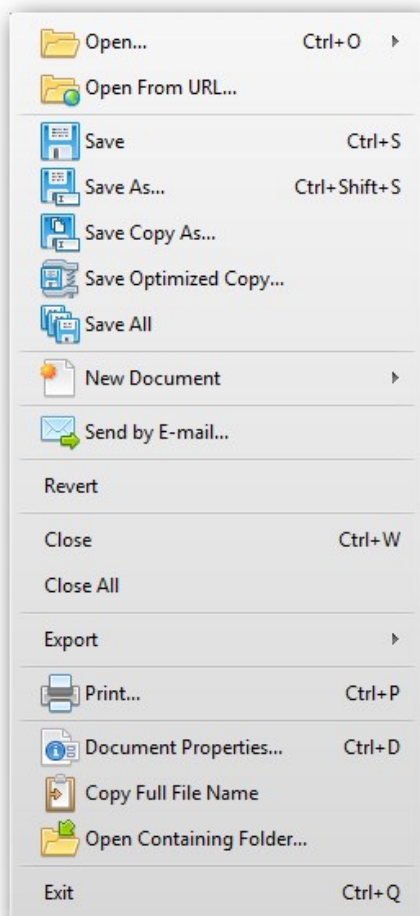
Open…
Open from URL…
Save
New Document
Send by E-mail
Revert
Close
Export
Print
Document Properties
Copy Full File Name
Open Containing Folder…
Exit

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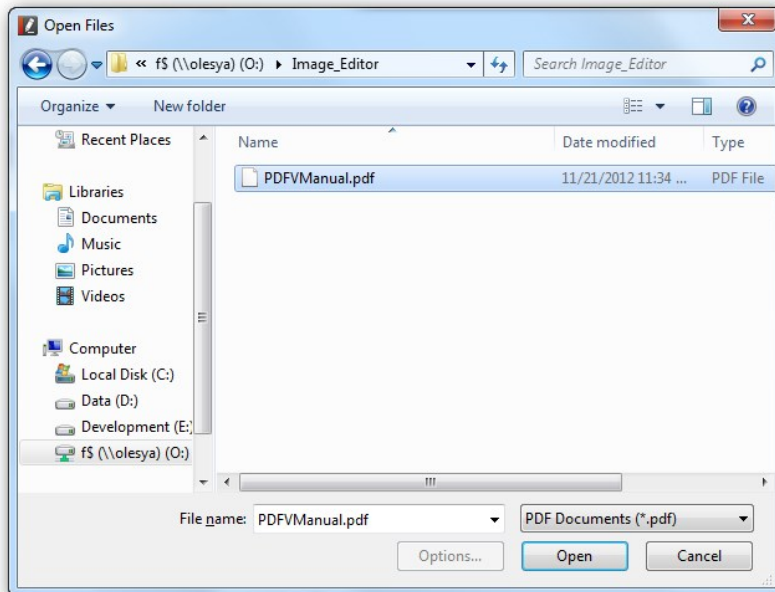
Open… calls the Windows Open File dialog box to allow selection of a PDF file to be viewed.

Select the file to be viewed and click the **Open…** button.

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.
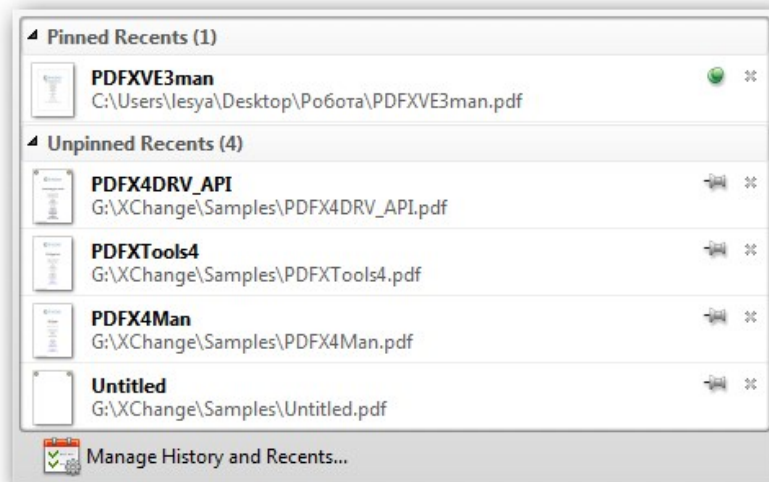
When you mouse over a specific file from the list, the first page and other properties of the document are displayed:
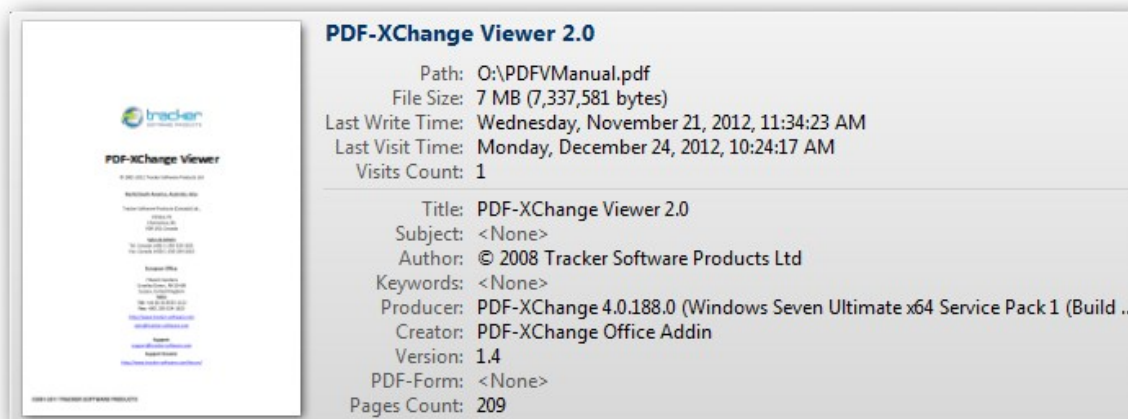
To adjust the history and recents options open the **Manage History and Recents...** dialog.
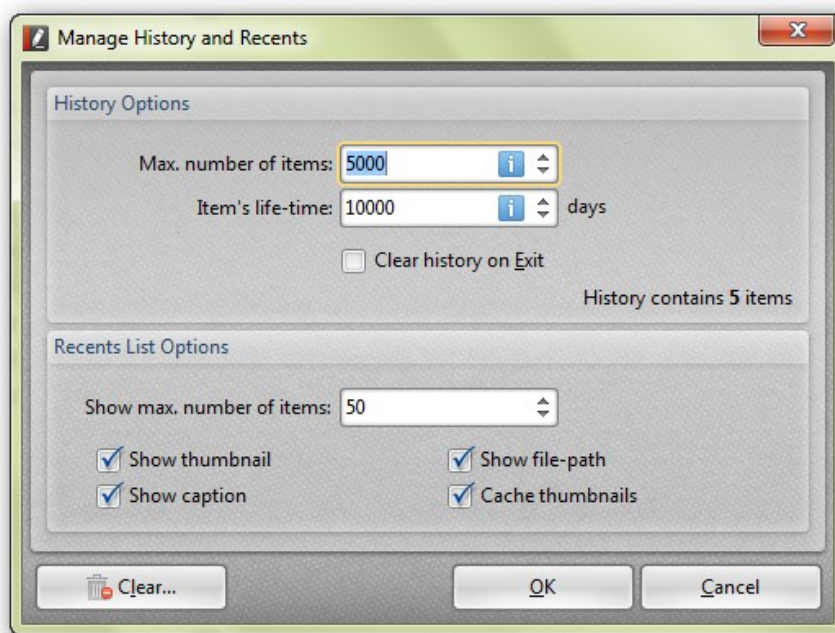
1. **History Options**.
    1. **Max. number of items**. You can set the maximum number of documents to be displayed in the Recent documents list.
    2. **Item's life-time**. Defines how long the unpinned documents remain in the list.
    3. **Clear history on exit**. Clears the history list completely on exit.

2. **Recents List Options**.
    1. **Show max. number of items**. The maximum number of items will be displayed in the Recents list.
    2. **Show thumbnail**. Displays the thumbnails of the documents listed in the Recents.
    3. **Show caption**.
    4. **Show file-path**. Displays the file path of the documents listed in the Recents.
    5. **Cache thumbnails**.

Open from URL...

Open from URL... allows you to open PDF files over a network or the Internet.
When selected, the following dialog appears:
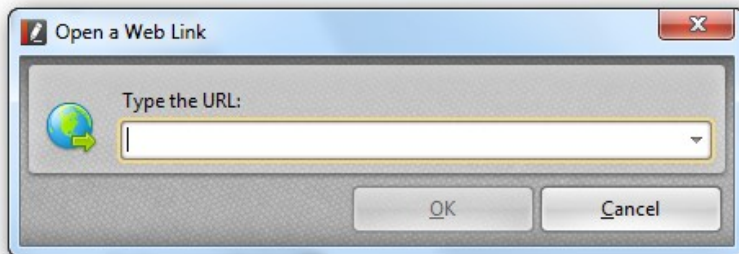
By entering a valid PDF URL in the entry field and clicking **OK**, the selected PDF will open.

Save

Save is only available if the currently displayed PDF file has been modified in any way.

Warning! It immediately saves the modified PDF over the original! There is NO warning of any kind!

If you wish to preserve the original file then use the **Save As...** option to save the modified version to a new file name.

Save As...

Save As allows you to save the currently displayed PDF file to a different name. The file does NOT have to be modified to use this setting.
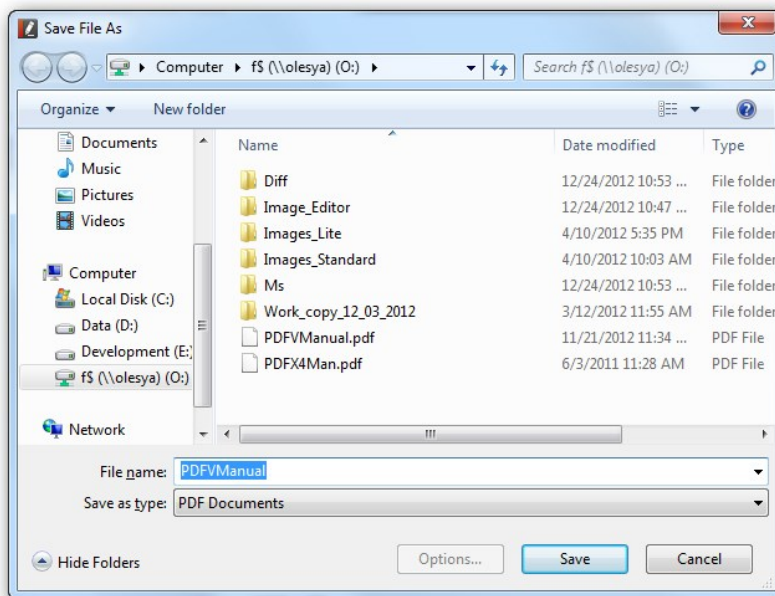
Enter the new file name in the **File name** field and click **Save**.

The Editor will:

1. Save document with new name.
2. Close original file.
3. Open new saved document.

Save Copy As...

Save Copy As... opens the Save dialog with the **File name**: field set to the name of the currently displayed PDF file with the word "Copy" appended. See below.
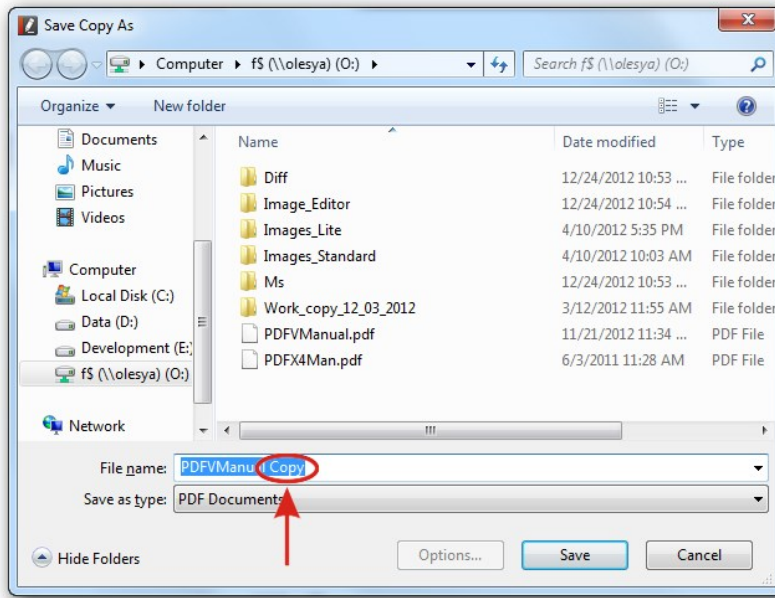
To save the file with this name, click **Save**; otherwise you may change the name as desired and click **Save**.

Save Optimized Copy...
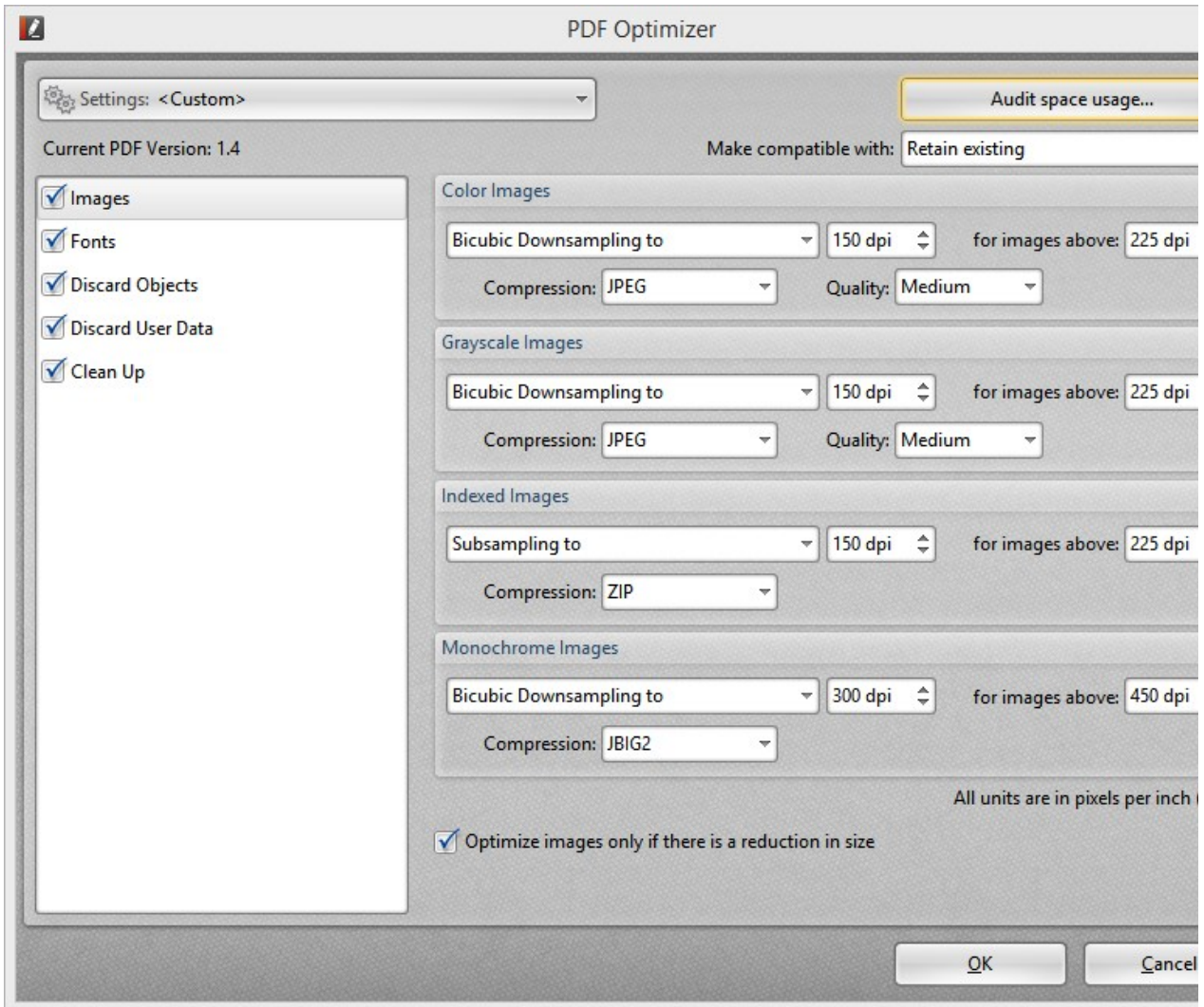
There are many options available for each section of the "PDF Optimizer" dialog.

- Images
- Fonts
- Discard Objects
- Discard User data
- Clean up

Images:

In the images section, you are given the ability to adjust downsampling, dpi, compression type, and quality for Colour, Grayscale, Indexed, and monochrome images. At the bottom, you will see the option "Optimize images only if there is a reduction in size". Choose that option to avoid any unnecessary loss of quality.

Fonts:
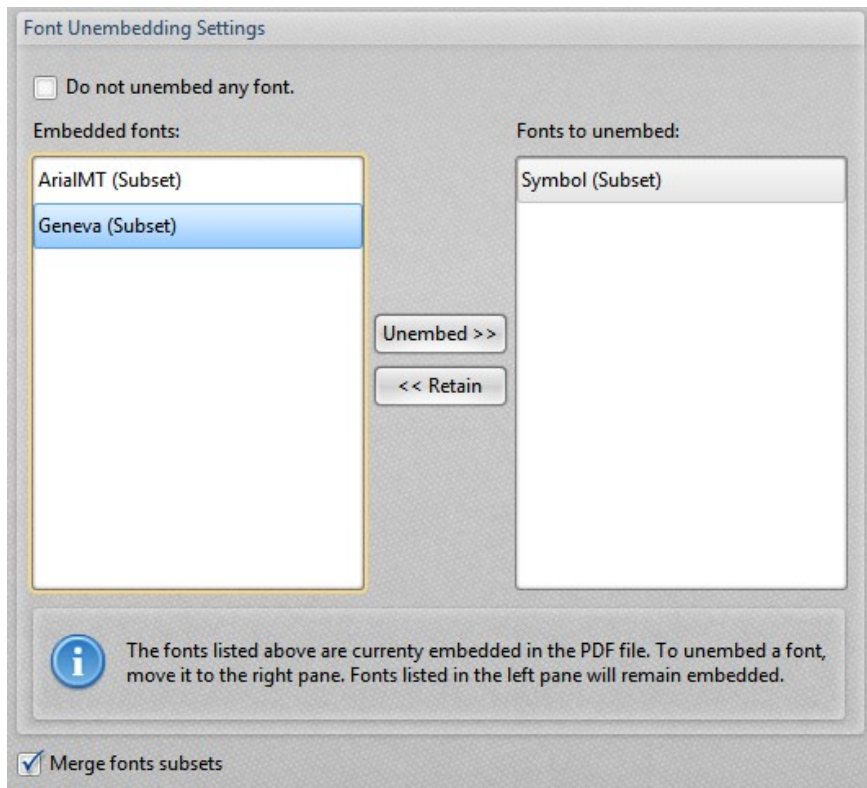
In this section, you can choose to unembed fonts from a PDF. An embedded font allows computers without that font to correctly display the PDF. If the font is not embedded, it will need to be installed on the computer for the document to be displayed as intended. In such cases where the font is not available to the PC, the PDF-XChange Editor will automatically use a substitution font which closely matches the original.

Discard Objects:
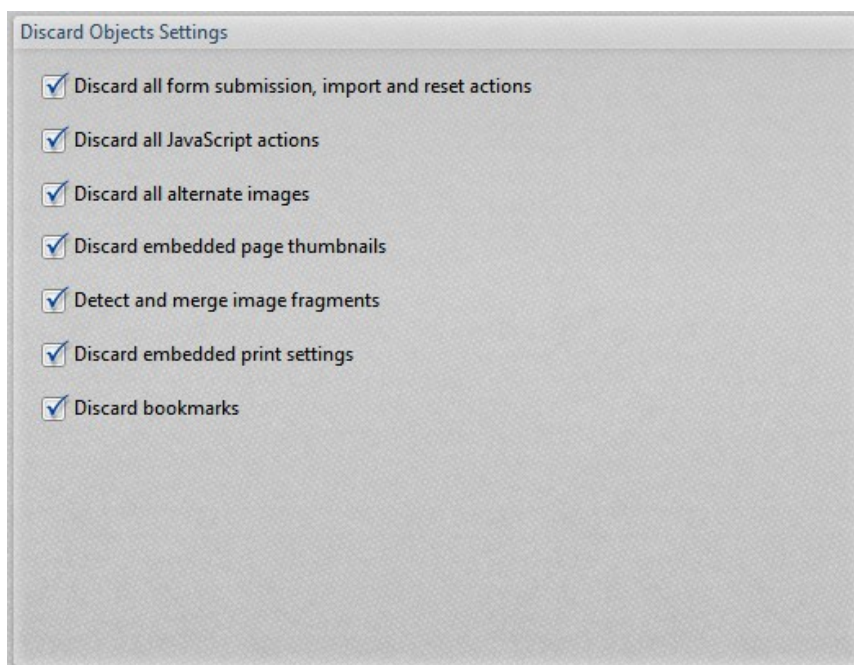
Selected options will be stripped from the PDF.

Discard User data:
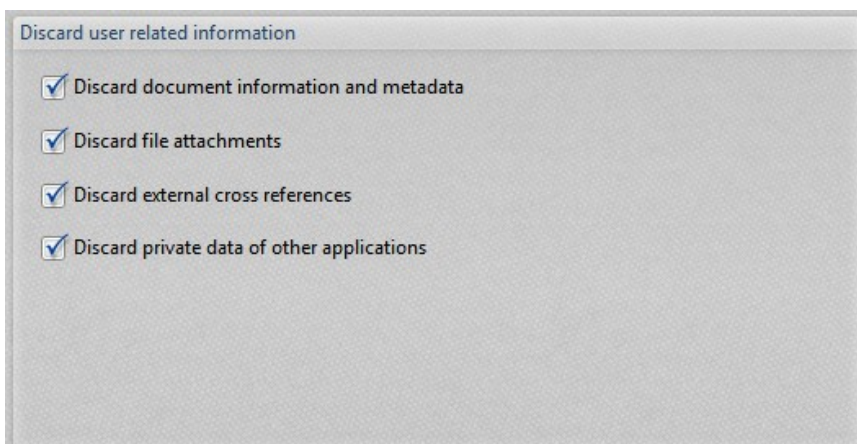
This will remove the selected information from the PDF.

Clean Up:
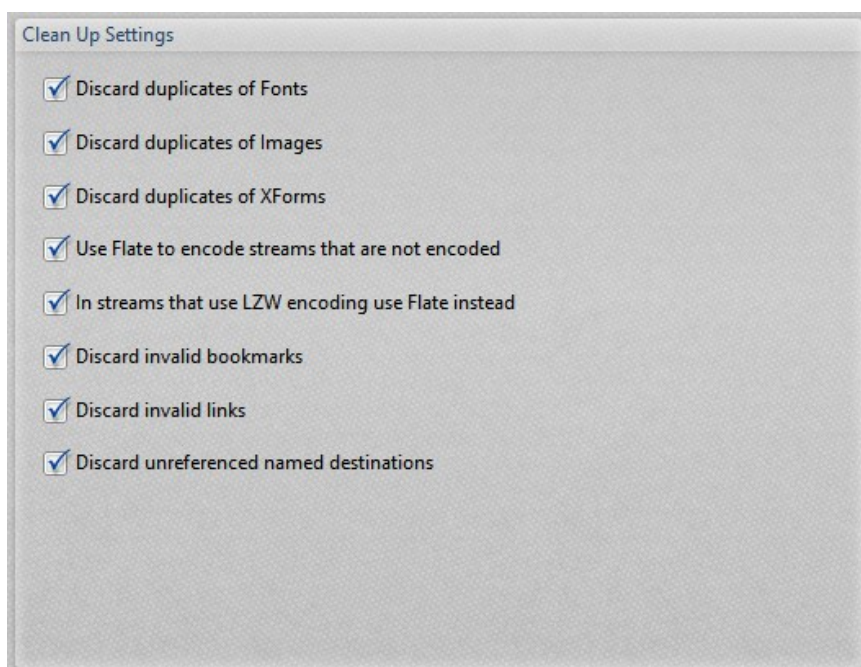
Removes some unneeded duplication and other miscellaneous options are available here.

Save All

N.B. This function was not available at the time of writing of this documentation revision.

Save All will save all opened documents. It is only available if the PDF files have been modified in any way.

Warning! It immediately saves the modified PDF over the original! There is NO warning of any kind!

New Document

New Document... allows you to create a new PDF document from a blank page, from a text file, from RTF file, image file or directly from scanner.

<div align="center">**IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information!**</div>

Selecting this option first takes you to the **New Document...** options submenu:
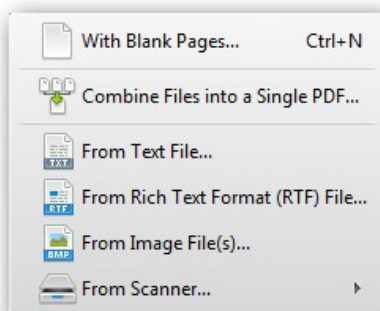
With Blank Pages...
Combine Files into a Single PDF...
From Text File...
From Rich Text Format (RTF) File...
From Image File(s)...
From Scanner...

With Blank Pages...

Clicking the **With Blank Pages...** option opens the **New Empty Document** dialog box:
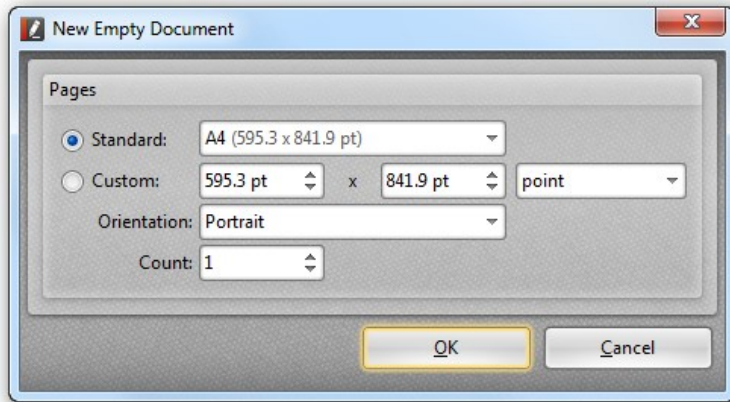
1. **Pages**. Specifies the description of the pages in the new document.
    1. **Standard**. Selecting this option allows you to choose the standard size of the page.
    2. **Custom**. Selecting this option allows you to specify the size of the page.
    3. **Orientation**. Sets the orientation of the page.
        1. **Portrait**. The longer side of the page runs vertically.
        2. **Landscape**. The longer side of the page runs horizontally.
    4. **Count**. Defines the number of empty pages to be created.

Combine Files into a Single PDF...

Combine Files into a single PDF... allows you to create one file out of many others.
You can set the page range to be added to the file. The file list may be sorted or deleted. The bookmarks are added into the created PDF file.
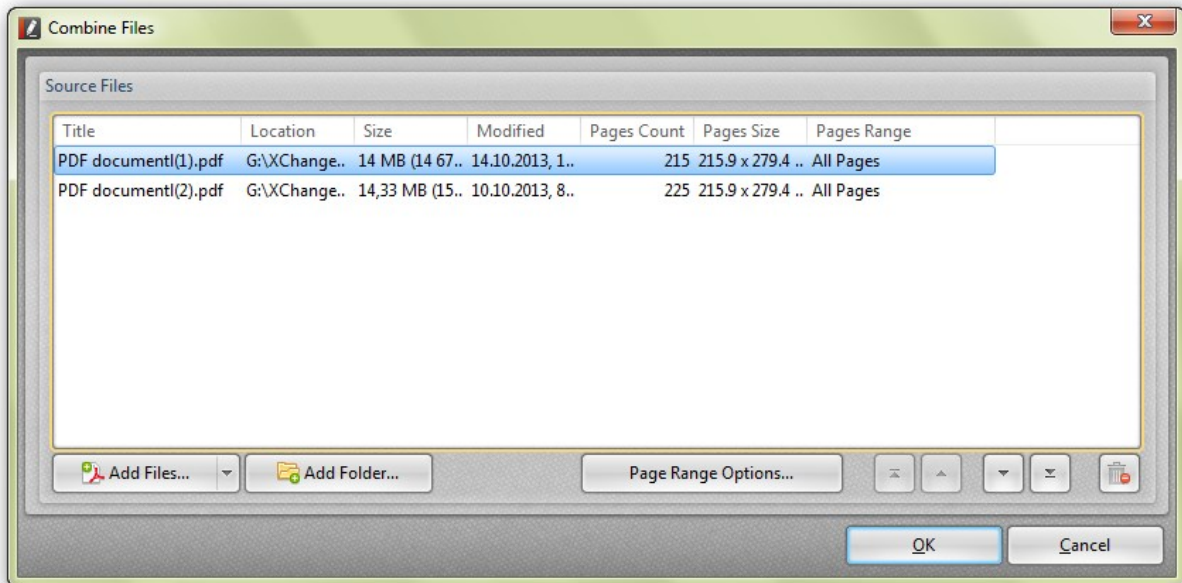
1. **Source Files**. Selects the PDF files which should be combined. It is possible to delete and sort files in the list.
2. **Add files...**. Opens the **Open Files** dialog box to select a necessary document. After you click an arrow, you will be able to select the **Add All Opened Documents** option or choose only one opened document.
3. **Add Folder...**. Opens the **Browse For Folder** dialog box to select a file from. After clicking an arrow, you will see **Options** option, which opens the **Add Files From Folder Options** dialog. Here you can customize the options, create, edit or remove custom filters or apply standard filters for choosing file types which should be added while searching folders.

4. **Page Range Options...**. Opens the Setup Pages Range dialog which allows you to specify the page(s) to be combined into one file.

5. **Up**. Moves the selected file up in the list.
6. **Down**. Moves the selected file down in the list.
7. **Remove**. Removes the selected file from the list.

From Text File...

Clicking the **From Text File...** option opens the **Convert text files to PDF** dialog box:
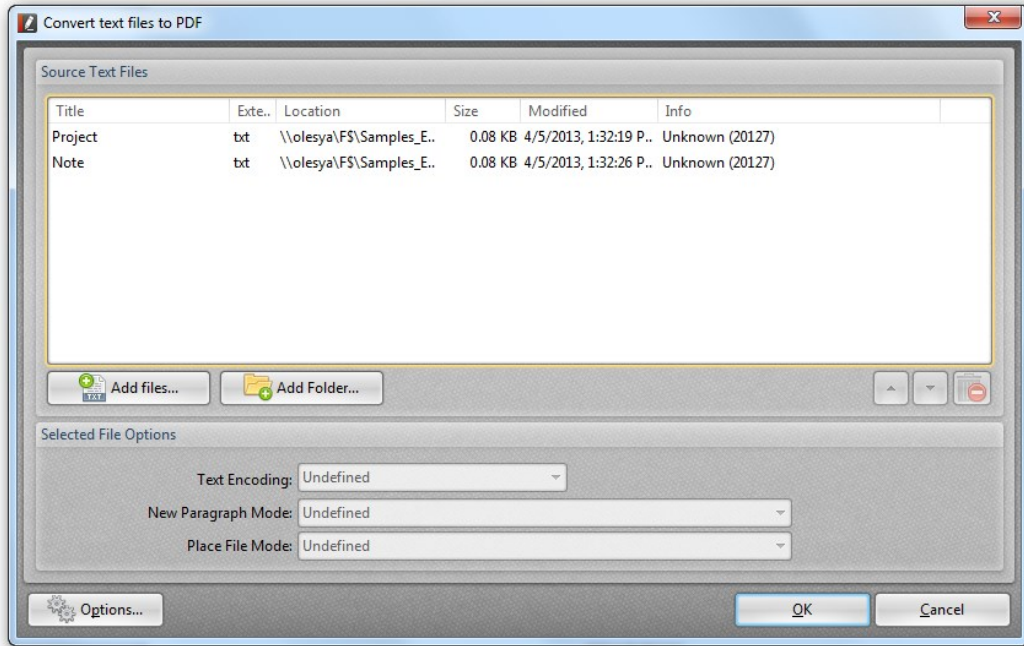
1. **Source Text Files**. Selects the text files for the new document to be created from.

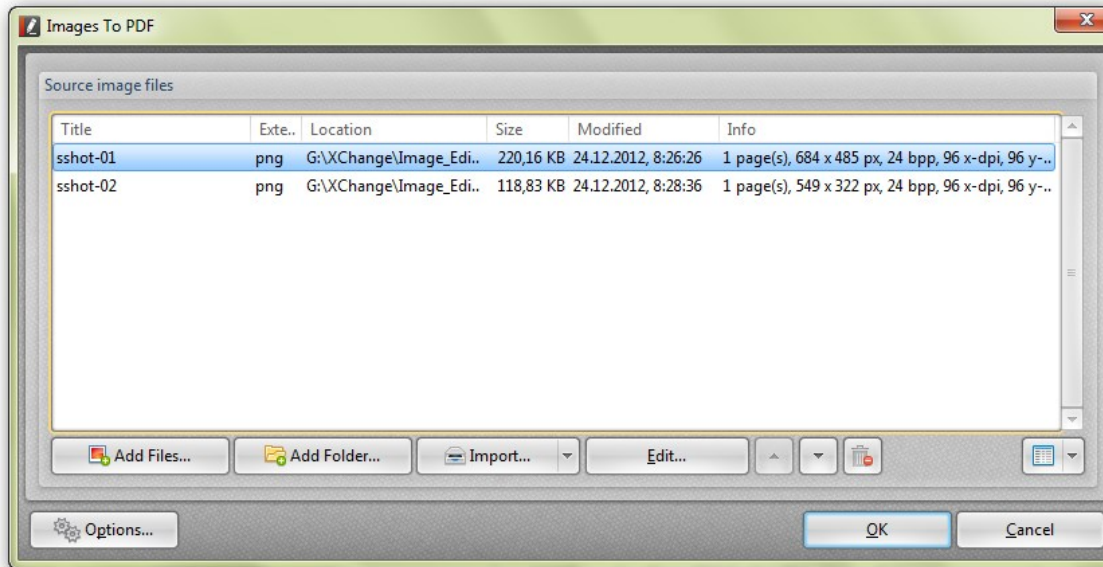   1. **Add files...**. Opens the **Open Files** dialog box to select a text file from.
   2. **Add Folder...**. Opens the **Browse For Folder** dialog box to add/select all text files contained in the selected folder.
   3. **Up**. Moves the selected file up in the list.
   4. **Down**. Moves the selected file down in the list.
   5. **Remove**. Removes the selected file from the list.
   6. **Selected File Options**. Allows you to set the appropriate file options.

      1. **Text Encoding**. Allows you to choose the appropriate text encoding.
      2. **New Paragraph Mode**. Defines the placing of the new paragraphs in the PDF document. The fields are self-explanatory.

         1. **Auto Detect**.
         2. **Each newline character starts a new paragraph**.
         3. **Double newline character starts a new paragraph, singles ignored**.
         4. **Double newline character starts a new paragraph, singles converted to space**.

      3. **Place File Mode**. Allows you to choose the way each file will be placed. The fields are self-explanatory.

         1. **Start each file from new paragraph**.
         2. **Start each file from new page**.

2. **Options...**. Defines additional settings for the text files.
   1. **New Page Options**. Allows you to set the page options.
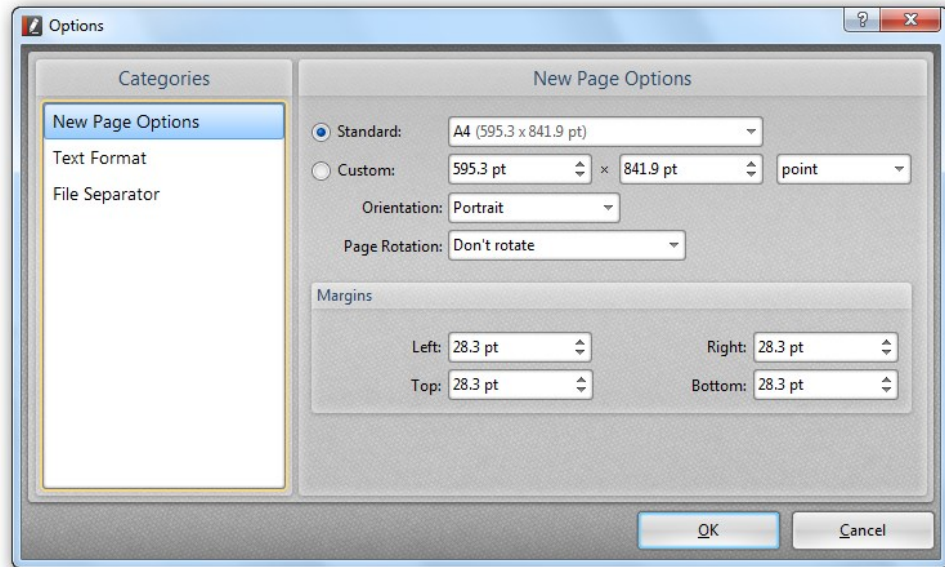
1. **Standard**. Selecting this option allows you to choose the standard size of the page.
2. **Custom**. Selecting this option allows you to specify the size of the page.
3. **Orientation**. Sets the orientation of the page.

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

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

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

2. **Text Format**. Allows you to put the text files into columns and define the settings of the columns. The fields are self-explanatory.
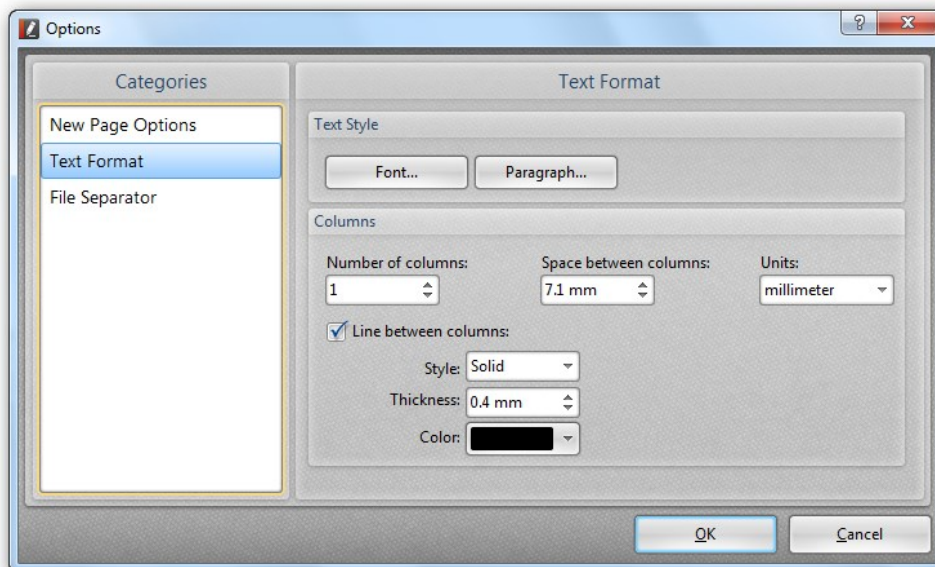
3. **File Separator**. Allows you to apply the separator for new text files and specify its options.
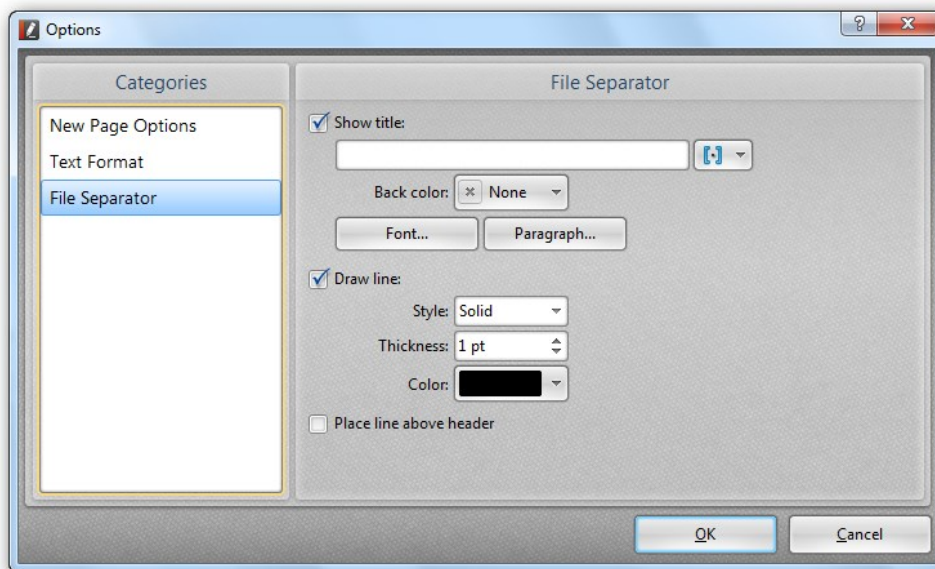
1. **Show title**. Shows the title header to separate each file. You may enter any valid name you like.

   1. In addition, 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
   2. **Back color**. Opens the standard color selection dialog to allow you to customize the background color for the header.
   3. **Font...**. Specifies the font settings for the header.
   4. **Paragraph...**. Specifies the paragraph settings for the header.

2. **Draw line**. Allows you to draw a line that would separate files one from another and specify the line's appearance.

   1. **Place line above header**. The line will be placed above the header.

From Rich Text Format (RTF) File...

Clicking the **From Rich Text Format (RTF) File...** option opens the **Convert RTF files to PDF** dialog box:
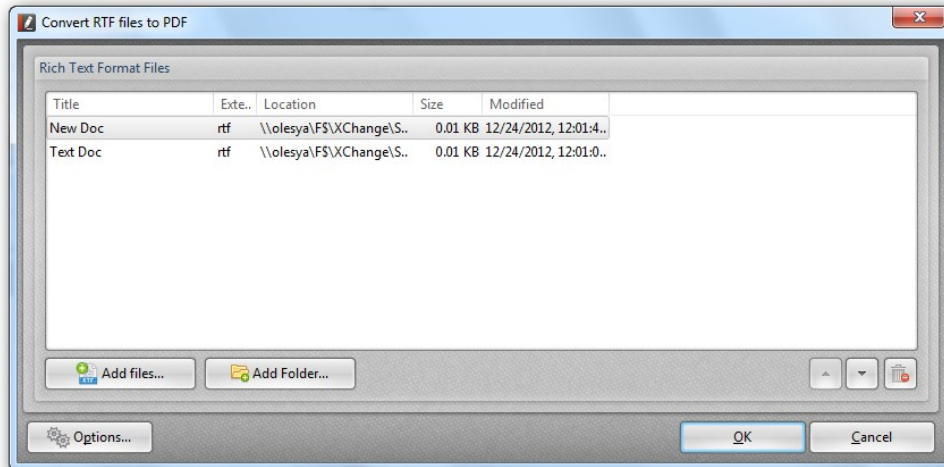
1. **Rich Text Format Files**. Selects the text files for the new document to be created from.

    1. **Add files...**. Opens the **Open Files** dialog box to select a text file from.
    2. **Add Folder...**. Opens the **Browse For Folder** dialog box to select a text file from.
    3. **Up**. Moves the selected file up in the list.
    4. **Down**. Moves the selected file down in the list.
    5. **Remove**. Removes the selected file from the list.

2. **Options...**. Defines additional settings for the text files.
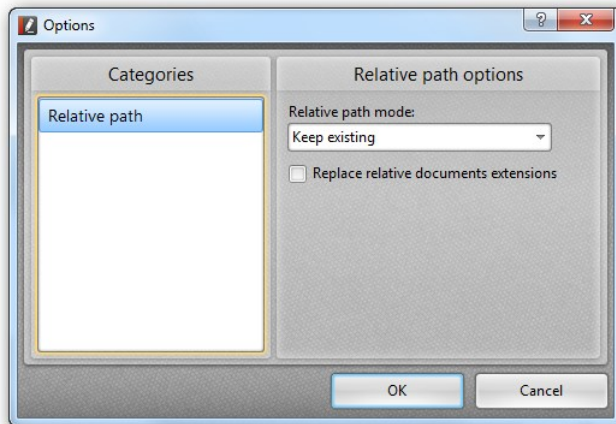
    1. **Relative path**. Allows you to set the relative path options.

        1. **Relative path mode**. Defines the RTF document.

            1. **Keep existing**. Does not change the relative paths.
            2. **Make absolute**. Makes the relative paths absolute.
            3. **Make relative**. Makes the relative paths relative.

        2. **Replace relative documents extensions**. If checked, PDF document will be created also out of the RTF file which is a relative document to the current RTF file.

From Image File(s)...

Clicking the **From Image File(s)...** option opens the **Images To PDF** dialog box:

1. **Source image files**. Selects the image files for the new document to be created from.

    1. **Add files...**. Opens the **Open** dialog box to select an image file from.
    2. **Add Folder...**. Opens the **Browse For Folder** dialog box to select an image file from.
    3. **Import...**. Opens the list of scanners installed on your computer.
    4. **Edit...**. Opens the **Edit Image** dialog box which allows you to modify the selected image.
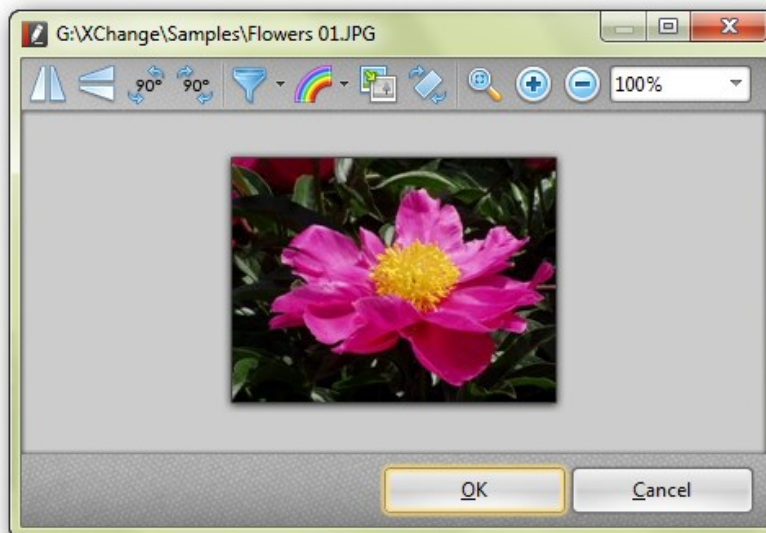
    1. **Flip Horizontal** button is used to rotate an image about a vertical axis through the center of the image.
    2. **Flip Vertical** button is used to rotate an image about a horizontal axis through the center of the image.
    3. **Rotate 90 CCW** button rotates the image by 90 degrees counterclockwise.

4. **Rotate 90 CW** button rotates the image by 90 degrees clockwise.
5. **Apply Filter**.
6. **Convert to**.
7. **Grayscale**.
8. **Deskew**.
9. **Fit Visible** button fits the image within the borders of the view pane.
10. **Zoom In** button increases the Zoom percentage of the image.
11. **Zoom Out** button decreases the Zoom percentage of the image.

5. **Up**. Moves the selected file up in the list.
6. **Down**. Moves the selected file down in the list.
7. **Remove**. Removes the selected file from the list.
8. The **Change view mode** button opens the list of views to be selected for viewing the files list.

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

   1. **New Page Options**. Allows you to set the page options.

   1. **Choose Paper Size by Source**. This option specifies the size of the page by the source.
   2. **Standard**. Selecting this option allows you to choose the standard size of the page.
   3. **Custom**. Selecting this option allows you to specify the size of the page.
   4. **Orientation**. Sets the orientation of the page.

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

5. **Page Rotation**. Allows you to rotate the page. The fields are self-explanatory.

    1. Don't rotate.
    2. Clockwise 90 degrees.
    3. 180 degrees.
    4. Counterclockwise 90 degrees.

6. **Margins**. Margins adjust the size of the page by setting non-zero margins using the selected "user units." The adjustments are:

    1. **Left**. The left margin is moved to the right by the amount specified in Units.
    2. **Right**. The right margin is moved to the left by the amount specified in Units.
    3. **Top**. The top margin is moved down by the amount specified in Units.
    4. **Bottom**. The bottom margin is moved up by the amount specified in Units.

2. **Images Layout Options**. Allows you to set the image layout options.

1. **Layout Rules**. Sets the layout rules options.

    1. **Horizontal count**. Specifies the number of columns for the horizontal layout.
    2. **Vertical count**. Specifies the number of columns for the horizontal layout.
    3. **Horizontal space**. Controls the amount of horizontal space around an image.
    4. **Vertical space**. Controls the amount of vertical space around an image.

2. **Align Images**. Sets the image alignment.

    1. **Fit**. When checked, the image will be sized to fit the new PDF page.
    2. **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.

    3. **Horizontal alignment**. Sets the horizontal alignment of the images.
        1. Left.

      2. Center.

      3. Right.

    4. **Vertical alignment**. Sets the vertical alignment of the images.

      1. Top.

      2. Middle.

      3. Bottom.

3. **Labels**. Allows you to set the image label options.

1. **Image Label**. Allows you to add a text label for the image.

    1. **Use special text label for each image**. Specifies the text label for each file. You may enter any valid name you like.

      1. **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.

    2. **Back color**. Opens the standard color selection dialog for you to customize the background color for the image label.

    3. **Paragraph...**. Specifies the paragraph settings for the text label.

    4. **Font...**. Specifies the font settings for the text label.

    5. **Place label above image**. If checked, the label will be placed above the image.

    6. **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.

4. **Image Processing.** Allows you to set the options of image's downsampling and conversion.

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

    1. **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.

        1. **No Downsampling**. Allows you to disable downsampling if the PDF file is to be printed at high resolution.
        2. **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.
        3. **Bilinear Downsampling to**. Adds pixels by averaging the color values of surrounding pixels. It produces results of medium quality.
        4. **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.

    2. **Conversion**. Allows you to change the images' color mode for grayscale, monochrome or black & white.

        1. **No Conversion**. No images will be converted.
        2. **Convert to Grayscale**. Images will be converted to grayscale.
        3. **Convert to Monochrome**. Images will be converted to monochrome.

4. **Convert to Black & White**. Images will be converted to black & white.
5. **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.

5. **Deskew**. If checked, it will straighten a skew scanned image.

5. **Image Compression**. Allows you to set the image compression options.

1. **True Color**. Applies image compression options for true color images.
2. **Grayscale**. Applies compression options for high color and grayscale images.
3. **Indexed**. Applies compression options for indexed images.
4. **Monochrome**. Applies compression options for monochrome images.

1. **Compression enabled**. If checked, it will compress image content depending on the image compression options selected.
    1. **Auto**. The best compression settings will be chosen on your behalf whilst retaining reasonable image quality.
    2. **JPEG**. Best used for colored images.
    3. **Flate**. Is used for text, graphics and images.
    4. **JPEG/ZIP**.
    5. **JPEG 2000**.
    6. **JPEG 2000/ZIP**.

2. **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.

6. **Image Post-processing**.

1. **Deskew**.
2. **Despeckle**.
3. **Run OCR**.

From Scanner…

Clicking the **From Scanner…** option opens the following menu:

Autodetect Color Mode
Color Document
Black & White Document
Grayscale Document
Color Image

Custom Scan…

Configure Presets…
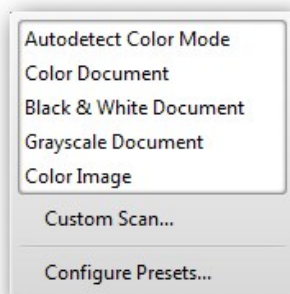
The **Custom Scan…** option opens the **Scan Properties** dialog box:
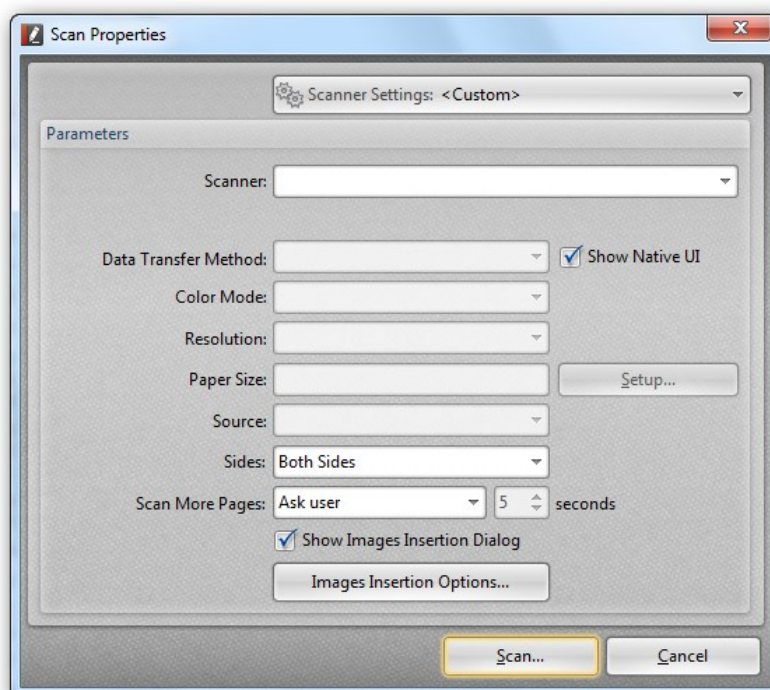
1. **Scanner Settings**.

2. **Parameters**. Sets the parameters for scanning.

   1. **Scanner**. Selects the scanner on which to scan the document.

   2. **Data Transfer Method**. Specifies in what way the data from scanner are received. There are two ways of transferring data:
      Native
      The Source allocates a single block of memory and writes the image data into the block. It passes a pointer to the application indicating the memory location. The application is responsible for freeing the memory after the transfer.
      Memory
      The transfer occurs through memory using one or more buffers. Memory for the buffers are allocated

and deallocated by the application. With the Memory mode, the application may need to loop repeatedly to obtain more than one buffer of data. Memory transfer offers the greatest flexibility, both in data capture and control. However, it is the least simple to implement.

3. **Color Mode**. Allows you to choose the color mode.

4. **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 dependent; some earlier Versions of Windows do not support DPI settings of such high values.

5. **Paper Size**. Allows you to choose an appropriate paper size.

6. **Source**.

7. **Sides**. Sets the scanning side. The options are:

    1. **Both Sides**. Scans both sides of pages.
    2. **Front Sides**. Scans only front sides of pages.

8. **Scan More Pages**. Lets you select one of the following options:

    1. **Disabled**. Disables the scanning of more pages.
    2. **Ask user**. When scanning is finished, you will be asked if you want to scan more pages.
    3. **Automatically after**. When the scanning session is finished, the next one will start automatically.

9. **Show Images Insertion Dialog**.

10. **Images Insertion Options...**. Defines additional image insertion options for the new document.

    1. **New Page Options**. Allows you to set the page options.
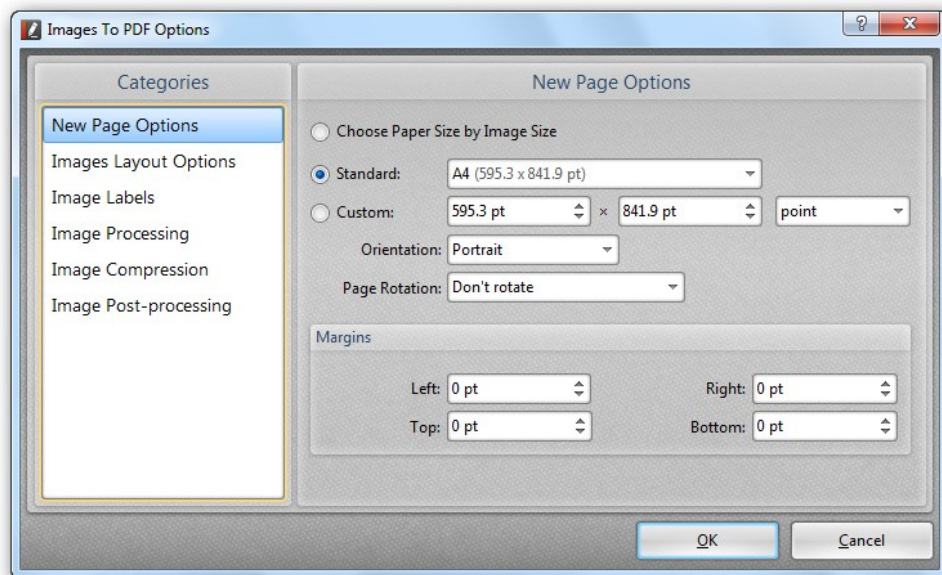
    1. **Choose Paper Size by Source**. This option specifies the size of the page by the source.

       For a printer with multiple paper sources, the one closest in size to the PDF document pages will be chosen.

    2. **Standard**. Selecting this option allows you to choose the standard size of the page.

    3. **Custom**. Selecting this option allows you to specify the size of the page.

4. **Orientation**. Sets the orientation of the page.

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

5. **Page Rotation**. Allows you to rotate the page. The fields are self-explanatory.

   1. Don't rotate.
   2. Clockwise 90 degrees.
   3. 180 degrees.
   4. Counterclockwise 90 degrees.

6. **Margins**. Margins adjust the size of the page by setting non-zero margins using the selected "user units." The adjustments are:

   1. **Left**. The left margin is moved to the right by the amount specified in Units.
   2. **Right**. The right margin is moved to the left by the amount specified in Units.
   3. **Top**. The top margin is moved down by the amount specified in Units.
   4. **Bottom**. The bottom margin is moved up by the amount specified in Units.

2. **Images Layout Options**. Allows you to set the image layout options.

1. **Layout Rules**. Sets the layout rules options.

   1. **Horizontal count**. Specifies the number of columns for the horizontal layout.
   2. **Vertical count**. Specifies the number of columns for the horizontal layout.
   3. **Horizontal space**. Controls the amount of horizontal space around an image.
   4. **Vertical space**. Controls the amount of vertical space around an image.

2. **Align Images**. Sets the image alignment.

   1. **Fit**. When checked, the image will be sized to fit the new PDF page.
   2. **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.

   3. **Horizontal alignment**. Sets the horizontal alignment of the images.
      1. Left.
      2. Center.

3. Right.

4. **Vertical alignment**. Sets the vertical alignment of the images.
   1. Top.
   2. Middle.
   3. Bottom.

3. **Image Labels**. Allows you to set the image label options.

1. **Image Label**. Allows you to add a text label for the image.

   1. **Use special text label for each image**. Specifies the text label for each file. You may enter any valid name you like.

      1. **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.
      2. **Back color**. Opens the standard color selection dialog for you to customize the background color for the image label.
      3. **Paragraph...**. Specifies the paragraph settings for the text label.
      4. **Font...**. Specifies the font settings for the text label.
      5. **Place label above image**. If checked, the label will be placed above the image.
      6. **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.

4. **Image Processing.** Allows you to set the options of image's downsampling and conversion.

1. **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.

2. **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.

   1. **No Downsampling**. Allows you to disable downsampling if the PDF file is to be printed at high resolution.
   2. **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.
   3. **Bilinear Downsampling to**. Adds pixels by averaging the color values of surrounding pixels. It produces results of medium quality.
   4. **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.

3. **Conversion**. Allows you to change the images' color mode for grayscale, monochrome or black & white.

   1. **No Conversion**. No images will be converted.
   2. **Convert to Grayscale**. Images will be converted to grayscale.
   3. **Convert to Monochrome**. Images will be converted to monochrome.
   4. **Convert to Black & White**. Images will be converted to black & white.
   5. **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.

4. **Deskew**. If checked, it will straighten a skew scanned image.

5. **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.

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

    1. **Auto**. The best compression settings will be chosen on your behalf whilst retaining reasonable image quality.
    2. **JPEG**. Best used for colored images.
    3. **Flate**. Is used for text, graphics and images.
    4. **JPEG/ZIP**.
    5. **JPEG 2000**.
    6. **JPEG 2000/ZIP**.

2. **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.

6. **Image Processing**.
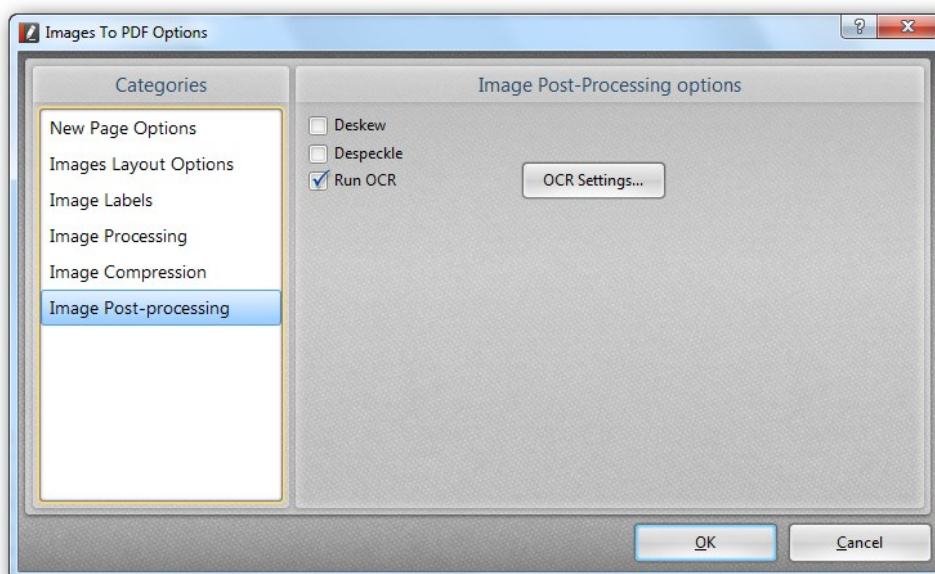
1. **Deskew**.
2. **Despeckle**.
3. **Run OCR**.
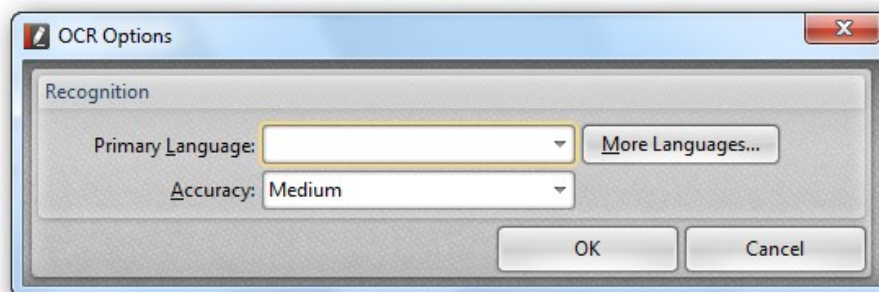
The **Configure Presets...** option opens the **Preferences** dialog box which is also available in the **View | Preferences... | Scanner Presets** category.
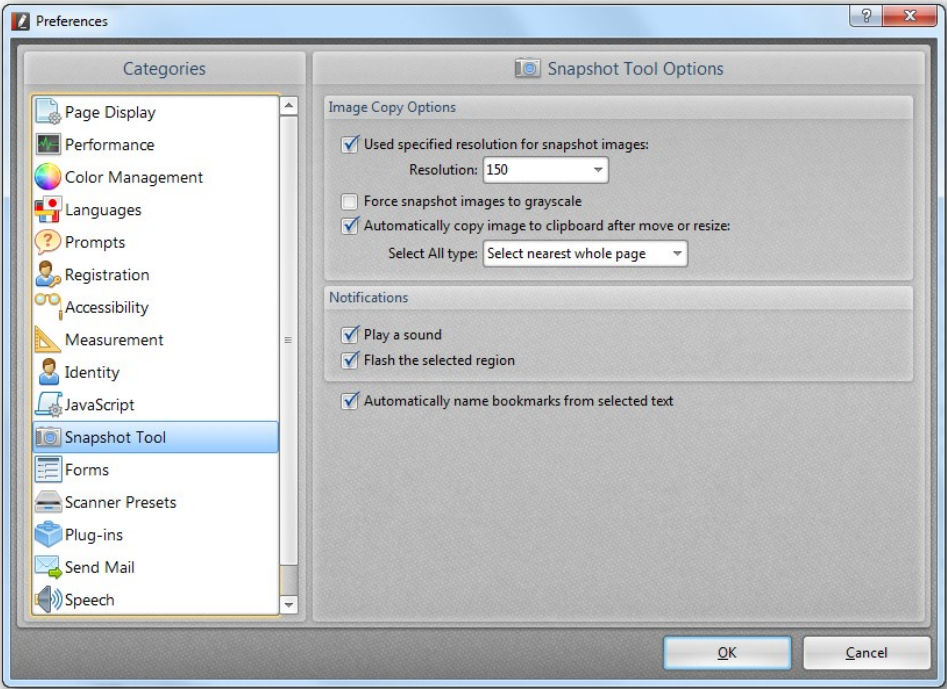
Send by E-mail

Send by E-mail... allows you to send a copy of the currently displayed PDF file to another user by e-mail.
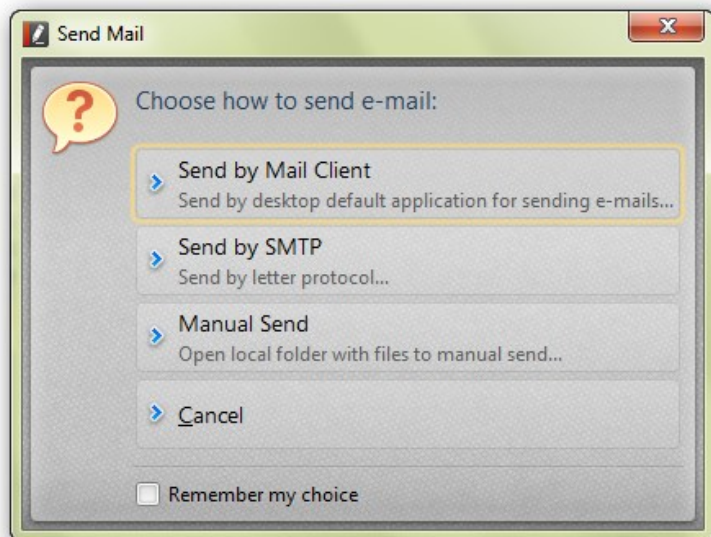
When you select the first option, the **PDF-XChange Editor** attempts to open the local **MAPI** client with the currently displayed PDF file as its attachment.

Revert

Revert cancels all the unsaved changes and reverts the document to its original state.
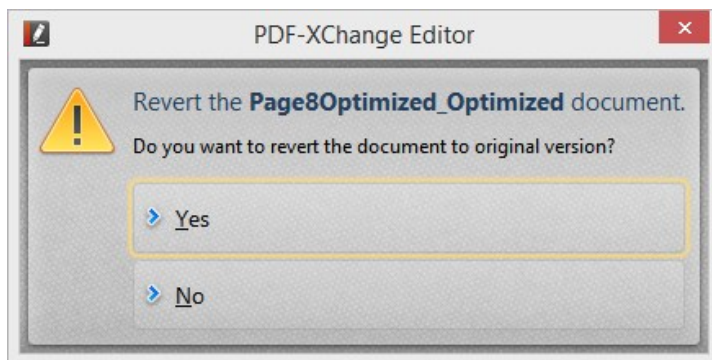
Close

Close closes the currently displayed PDF file.

Close All

Close All closes all opened PDF files.

Export

Export allows you to export a selected page(s) or selected area of a page as an image file.

Selecting this option first takes you to the **Export Options** submenu:
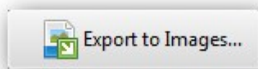
Export to Images...

At the current time only export to Image file is available.

Clicking the **Export to Image...** option opens the **Export to Image** dialog box:
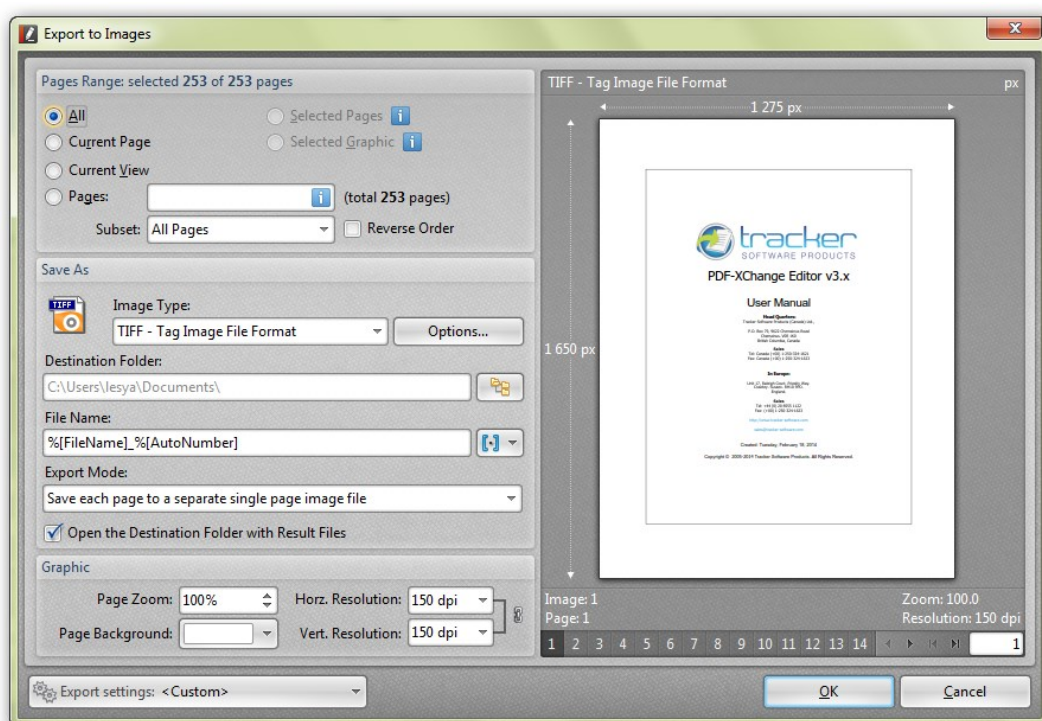
The entries on this dialog box are:

1. **Pages Range**. This selects the page(s) to be exported to image file(s). Valid options are:

    1. **All**. The entire document will be exported.
    2. **Current Page**. Only the currently selected page will be exported.
    3. **Current View**. Only pages appearing in the current view will be exported.
    4. **Selected Pages**. Only pages selected in the Thumbnail list will be exported.
    5. **Selected Graphic**. Only Graphic selected in the Thumbnail list will be printed.
    6. **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.
    7. **Subset**. This works in conjunction with the other Page Ranges to select groups based on order within the document. Valid values are:

        1. **All Pages**. All of the specified pages are exported.
        2. **Odd Pages Only**. Within the specified Page Range(s) only odd-numbered pages will be exported:

1, 3, 5, etc.

3. **Even Pages Only**. Within the specified Page Range(s) only even-numbered pages will be exported: 2, 4, 6, etc.

8. **Reverse Order**. Checking this checkbox will reverse the order of pages in the export image file.

2. **Save As**. Selects the output image options to use for export. Valid options are:

1. **Image Type**. It is a drop box that allows you to select which export image file format to use. After selecting an image type, you may click the **Options...** button to open a dialog box to tailor the output further. The options for each are different, but are relatively self-explanatory if you examine them. Valid export image file formats are:

BMP	Windows Bitmap
DCX	Multipage PCX
GIF	Compuserve GIF
JBIG2	Joint Bi-level Image experts Group v2
JNG	JPEG Network Graphic
JPEG	Joint Photographic Experts Group
JPEG2000	JPEG 2000
PBM	Portable Bitmap
PCX	PC Paintbrush File Format
PGM	Portable Graymap
PNG	Portable Network Graphic
PPM	Portable Pixelmap
TGA	Truevision Targa
TIFF	Tag Image File Format
WBMP	Wireless Bitmap format

2. **Options....** Clicking the **Options...** button opens an **Image Saving Options** dialog to change the default image format details for the selected **Image Type**. For example, for **TIFF** files, the dialog looks like:
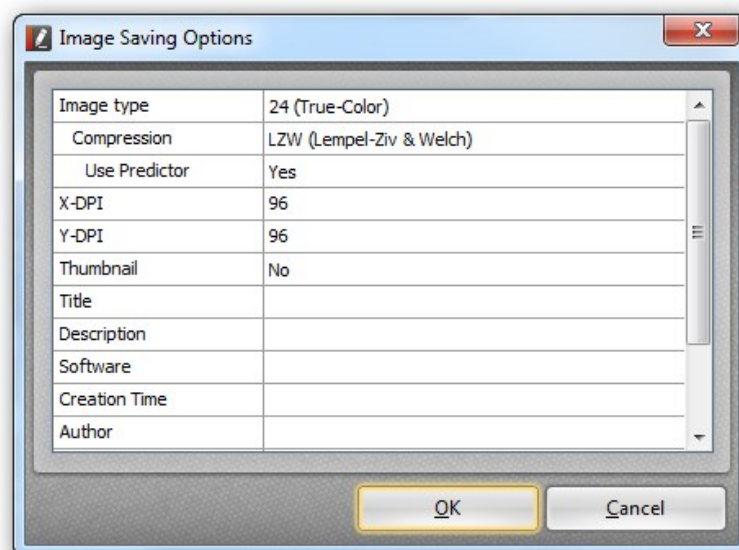
3. **Destination Folder**. Selects the destination folder to receive the image files. Note that you may not

simply type in the destination folder. Clicking the **Browse** button opens the **Browse for Folder**. Opens the dialog to select the destination folder:
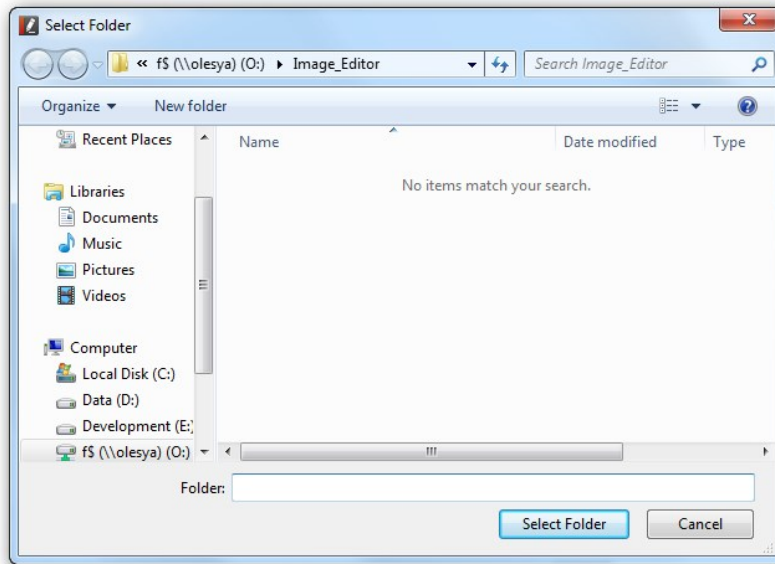
4. **File Name**. Specifies the name of the export file. You may enter any valid file name you like.
In addition, clicking the **Macros** button opens a submenu of file name macros that you can use to automatically generate file names.
This is especially useful for repeat jobs and to set the file numbering when single-page image files are being generated for multiple document pages:
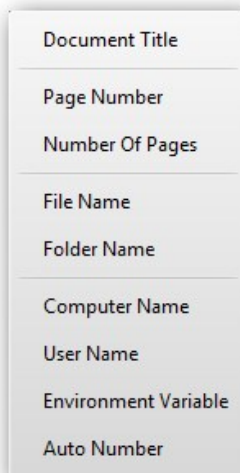
1. **Document Title**. Inserts the PDF document title in the export file name.
2. **Page Number**. For single-page image files, such as BMP files, inserts the current PDF document page number in the export file name. For multi-page image files (such as TIFF files), inserts the first selected PDF document page number in the export file name.
3. **Number Of Pages**. Inserts the total page count of the PDF document file in the export file name. This is often used in a "PAGE of PAGES" expression.
4. **File Name**. Inserts the PDF document file name in the export file name.
5. **Folder Name**. Inserts the document folder name in the export file name.
6. **Date**. Inserts the current date in the export file name, in month-day-year order. If this is not appropriate, the next three items allow you to tailor your own date format.
7. **Year**. Inserts the four-digit year in the export file name.
8. **Month**. Inserts the two-digit month in the export file name.

9. **Day**. Inserts the two-digit day of the month in the export file name.
10. **Time**. Inserts the current time in the export file name, in hour-minute-second order. If this is not appropriate, the next three items allow you to tailor your own time format.
11. **Hour**. Inserts the two-digit hour in the export file name. Hour is from 0 (midnight) to 23 (11PM).
12. **Minute**. Inserts the two-digit minute in the export file name.
13. **Seconds**. Inserts the two-digit second in the export file name.
14. **Computer Name**. Inserts the computer name in the export file name.
15. **User Name**. Inserts the user name in the export file name.
16. **Environment Variable**. Inserts the environment variable in the export file name.

> ALLUSERSPROFILE
> APPDATA
> CommonProgramFiles
> COMPUTERNAME
> HOMEDRIVE
> HOMEPATH
> LOCALAPPDATA
> LOGONSERVER
> OS
> PROCESSOR_ARCHITECTURE
> ProgramData
> ProgramFiles
> PUBLIC
> SESSIONNAME
> SystemDrive
> SystemRoot
> TEMP
> TMP
> USERDOMAIN
> USERNAME
> USERPROFILE
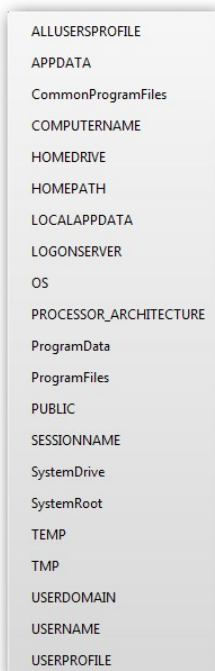
1. **Auto Number**. Inserts a counting number in the export file name. This is most useful when exporting multiple pages to single-page image files.

5. **Export Mode**. Determines how multiple PDF document pages are placed into multi-page export image files. Valid choices are:
    1. **Save all pages to a single multi page image file**. Self-explanatory.
    2. **Save each page range to a separate multi page image file**. When **Page Range** is set to **Pages**, each comma-separated range is placed in a different file.
    3. **Save each page to a separate single paged image file**. Each PDF document page is placed in a separate export image file.

6. **Open the Destination Folder with Result Files**. If checked, will open the folder with result files after saving.
3. **Graphic**. Defines the parameters for mapping the PDF document page to the export image file format.

    1. **Page Zoom**. Sets the zoom percentage of the PDF page that is exported to image file format.
    2. **Page Background**. Determines the color of the unmapped PDF page areas ("background") in the output image file. You may select the color from the dialog box by clicking the color button.
    3. **Resolution**. It is measured in dots-per-inch (DPI). The higher the resolution, the better the picture quality, but the larger the image file will be. Default is 300 DPI which seems to be a good compromise in most situations.

Once you have made the desired selections, click the **OK** button to export the image(s), or **Cancel** to cancel the operation.

When you select **OK** a progress screen of the export operation is displayed.

Print

Print... allows you to print the contents of the currently selected PDF document to a selected printer.

Warning! Page Scaling functions are a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.

Clicking this option opens the **Print** dialog:
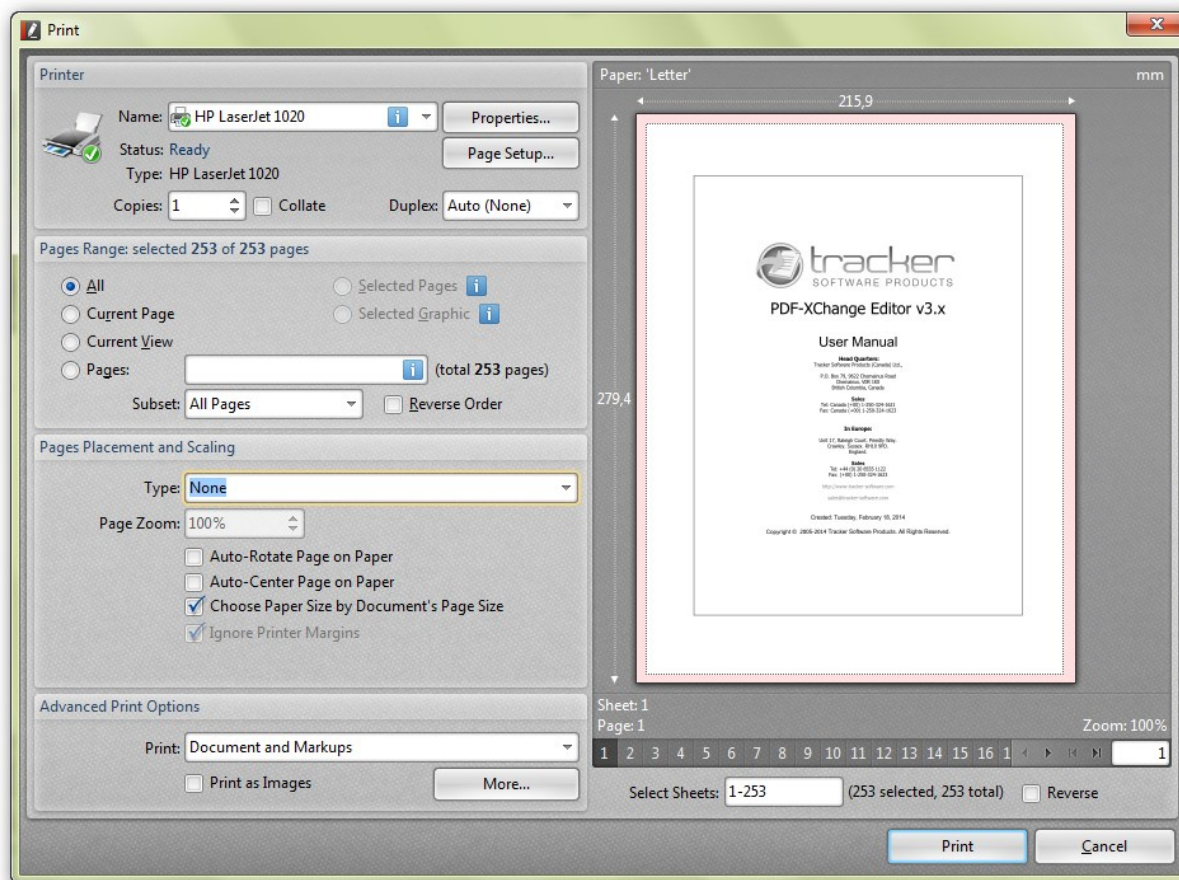
1. **Printer**. Selects the Printer on which to print the PDF document.

    1. **Name** It is a drop box of all available printers to allow you to select which printer to print to. The system default printer is displayed when you first open the dialog box.
    2. **Properties...**. Click this button after selecting your printer to set the printer properties as desired.
    3. **Page Setup...**. Opens the Page Setup dialog to adjust some print options.
    4. **Status** and **Type**. Display additional printer information.
    5. **Copies**. Specifies the number of copies to print.

        N.B. This only works for hardcopy printers. It is disabled for "printer drivers" such as PDF-XChange.

    6. **Collate**. When checked, the printer will be instructed to collate multiple copies. The exact interpretation of this is up to the printer software.

N.B. This only works for hardcopy printers. It is disabled for "printer drivers" such as PDF-XChange.

7. **Print to File**. When this box is checked and the OK button is clicked, the following dialog appears:

   The My Documents folder and the name of the document with the extension ".prn" is the default for the print file, but may be changed here. When you click Save, the document will be printed and saved to the indicated file. If you click Cancel, the print job is not done.

8. **Duplex**. Allows you to print on both sides of a paper automatically or manually if your printer supports such an option.

2. **Page Range**. This selects the page(s) to be printed. Valid options are:

   1. **All**. The entire document will be printed.
   2. **Current Page**. Only the currently selected page will be printed.
   3. **Selected Pages**. Only pages selected in the Thumbnail list will be printed.
   4. **Selected Graphic**. Only Graphic selected in the Thumbnail list will be printed.
   5. **Current View**. Only pages appearing in the current view will be printed.
   6. **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.
   7. **Subset**. This works in conjunction with the other Page Ranges to select groups based on order within the document. Valid values are:

      1. **All Pages**. All of the specified pages will be printed.
      2. **Odd Pages Only**. Within the specified Page Range(s) only odd-numbered pages will be printed: 1, 3, 5, etc.
      3. **Even Pages Only**. Within the specified Page Range(s) only even-numbered pages will be printed: 2, 4, 6, etc.

8. **Reverse order**. Checking this checkbox will reverse the order of pages to be printed.

3. **Pages Placement and Scaling**. Controls the fitting of the PDF document pages to the selected printer's physical page dimensions.

   1. **Type**. Controls the PDF page to printer margins.

      1. **None**. The PDF will not be scaled but will appear on the page at 100%. This can result in loss of page data by cropping.
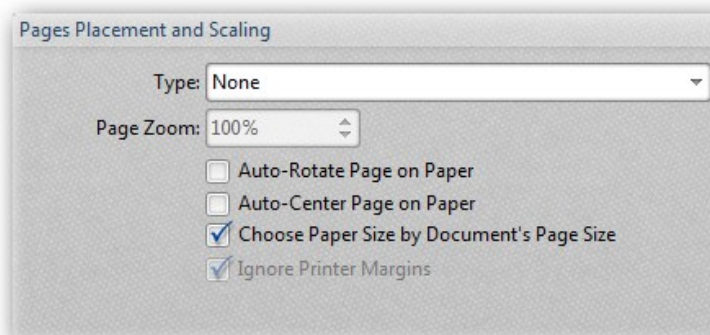
      1. **Auto-Rotate Page on Paper**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.
      2. **Auto-Centre Page on Paper**. Automatically centers undersize PDF pages on the printer page.
      3. **Choose Paper Size by Document's Page Size**. For a printer with multiple paper sources,

the one closest in size to the PDF document pages will be chosen.
4. **Ignore Printer Margins**.

2. **Fit to Printer Margins**. The page is fitted within the printer's margins, and may be expanded as necessary.
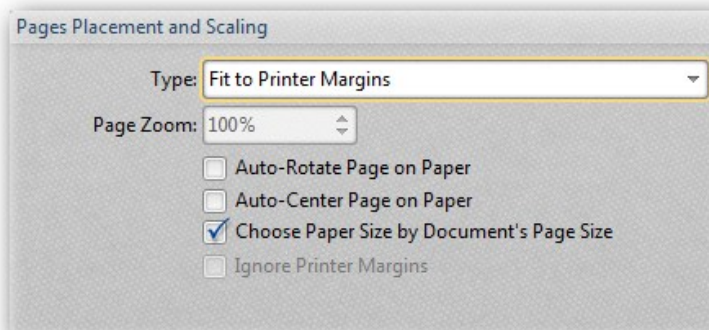
1. **Auto-Rotate Page on Paper**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.
2. **Auto-Centre Page on Paper**. Automatically centers undersize PDF pages on the printer page.
3. **Choose Paper Size by Document's Page Size**. For a printer with multiple paper sources, the one closest in size to the PDF document pages will be chosen.
4. **Ignore Printer Margins**.

3. **Reduce to Printer Margins**. Oversized pages are reduced to fit the printer margins, but undersized pages will not be expanded.
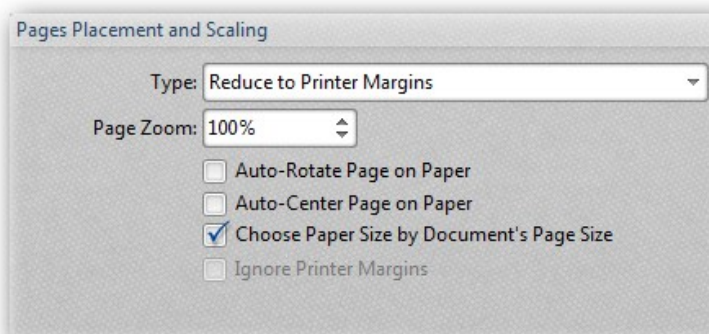
1. **Page Zoom**. Allows you to enter the zoom percentage of the PDF pages.
2. **Auto-Rotate Page on Paper**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.
3. **Auto-Centre Page on Paper**. Automatically centers undersize PDF pages on the printer page.
4. **Choose Paper Size by Document's Page Size**. For a printer with multiple paper sources, the one closest in size to the PDF document pages will be chosen.
5. **Ignore Printer Margins**.

4. **Custom Zoom**. Permits the user to print the PDF page after the page zoom is set.

1. **Page Zoom**. Allows you to enter the zoom percentage of the PDF pages.
2. **Auto-Rotate Page on Paper**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.
3. **Auto-Centre Page on Paper**. Automatically centers undersize PDF pages on the printer page.
4. **Choose Paper Size by Document's Page Size**. For a printer with multiple paper sources, the one closest in size to the PDF document pages will be chosen.
5. **Ignore Printer Margins**.

5. **Tile Large Pages**. Allows you to print a PDF page onto multiple sheets of paper if the page is larger than the page sizes available on your printer.
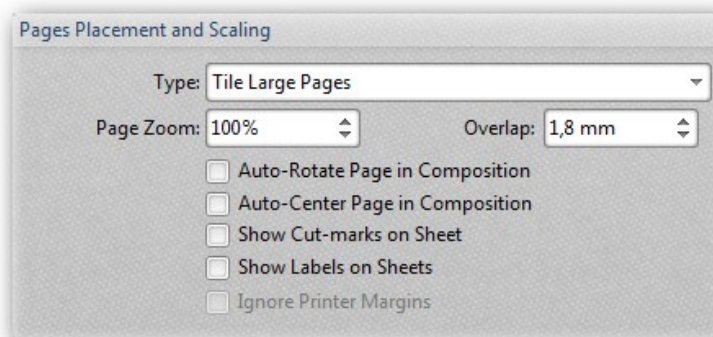
1. **Page Zoom**. Allows you to enter the zoom percentage of the PDF pages.
2. **Overlap**. Specifies the minimum amount of duplicated information you want printed on each tile for ease in assembly. The Overlap option uses the unit of measure specified for the document. The value should be greater than the minimum nonprinting margins for the printer.
3. **Auto-Rotate Page in Composition**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.
4. **Auto-Centre Page in Composition**. Automatically centers undersize PDF pages on the printer pages.
5. **Show Cut-marks on Sheet**. Prints marks on each corner of a tiled page for ease of assembly. This option is used in conjunction with the Overlap option. When you specify an overlapping edge and then superimpose those edges, you can use the cut marks to line up the tiles.
6. **Show Labels on Sheets**. Prints the tile coordinate on every sheet. Tile coordinates are used for reassembling the tiles.
7. **Ignore Printer Margins**.

6. **Tile All Pages**. Allows you to print all PDF pages onto multiple sheets of paper.
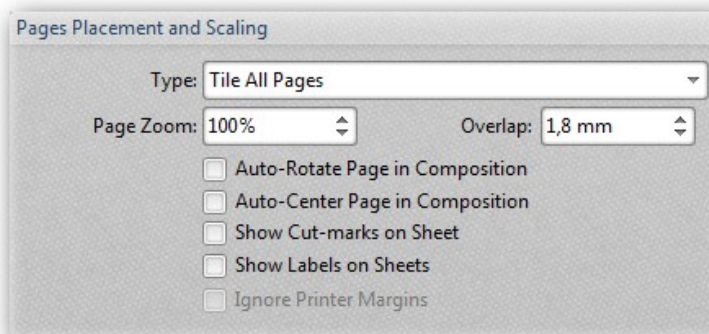
1. **Page Zoom**. Allows you to enter the zoom percentage of the PDF pages.
2. **Overlap**. Specifies the minimum amount of duplicated information you want printed on each tile for ease in assembly. The Overlap option uses the unit of measure specified for the document. The value should be greater than the minimum nonprinting margins for the printer.
3. **Auto-Rotate Page in Composition**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.
4. **Auto-Centre Page in Composition**. Automatically centers undersize PDF page.
5. **Show Cut-marks on Sheet**. Prints marks on each corner of a tiled page for ease of assembly. This option is used in conjunction with the Overlap option.
6. **Show Labels on Sheets**. Prints the tile coordinate on every sheet. Tile coordinates are used for reassembling the tiles.
7. **Ignore Printer Margins**.

7. **Multiple Pages per Sheet**. Multiple pages can be printed on the same sheet of paper.
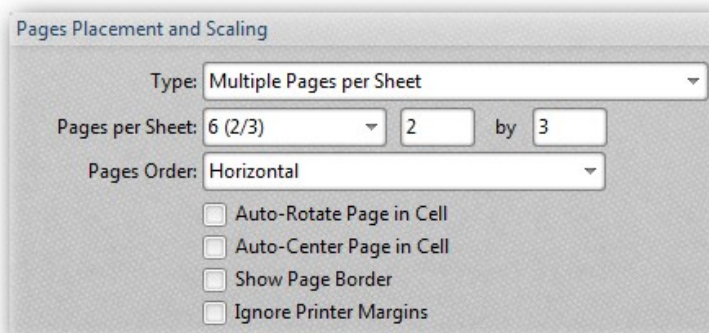
1. **Pages per Sheet**. Allows you to choose the number of pages that will appear on one printed page.

2. **Pages Order**. Defines the order of the PDF pages on the printer page.

    1. **Horizontal**. Places pages from left to right, top to bottom.
    2. **Horizontal Reversed**. Places pages from right to left, top to bottom.
    3. **Vertical**. Places pages top to bottom, left to right.
    4. **Vertical Reversed**. Places pages top to bottom, right to left.

3. **Auto-Rotate Page in Cell**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.
4. **Auto-Centre Page in Cell**. Automatically centers undersize PDF pages on the printer page.
5. **Show Page Border**. Draws the page boundary of PDF pages.
6. **Ignore Printer Margins**.

8. **Booklet**. Allows you to create a booklet with pages arranged on sheets of paper so that they are

in the correct order when the paper is collated, folded, and stapled.
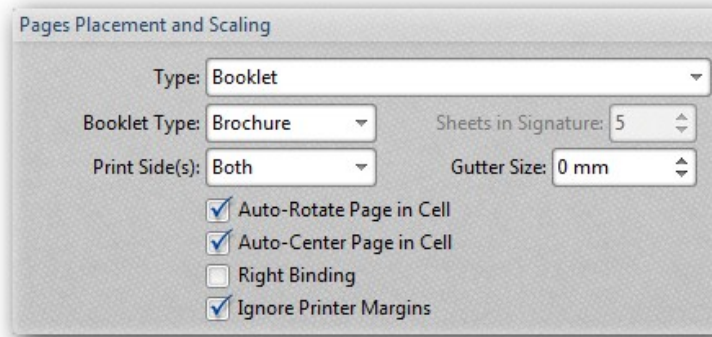
1. **Booklet Type**. Defines the type of the booklet to be printed.

    1. **Brochure**. Brochures are generally two or four pages in length and fit on a single sheet.
    2. **Book**. These have more that 2 or four pages, and are generally printed on both sides of large sheets, which are then folded and cut to produce a "signature". Many signatures may make up a single book.

2. **Print Side(s)**. Determines which sides of the paper to print.

    1. **Both**. Both sides of the paper are automatically printed. **N.B. Your printer must support automatic duplex printing.**
    2. **Front**. Prints only those pages that appear on the front side of the paper.
    3. **Back**. Prints the pages on the back side of the paper.

3. **Sheets in Signature**.
4. **Gutter Size**. Sets the size of the blank space at which two pages come together in a two-page spread.
5. **Auto-Rotate Page in Cell**. Pages whose aspect ratio differs significantly from the printer page may be rotated if these results in a better fit. Example: printing a "landscape" page to a "portrait" paper size.
6. **Auto-Centre Page in Cell**. Automatically centers undersize PDF pages on the printer page.
7. **Right Binding**. Sets the right-to-left orientation for the text.
8. **Ignore Printer Margins**.

4. **Advanced Print Options**. Determines if extra elements will be printed as well as the basic text.

    1. **Print**. This drop box selects which PDF elements to print. Valid values are:

        1. **Document**. Prints only the PDF document without any markups.
        2. **Document and Markups**. Prints the PDF document with Markup annotations.
        3. **Document and Stamps**. Prints the PDF document with Stamp annotations.
        4. **Form Fields Data Only**. Prints the Form Fields Data.
        5. **Markups Only**. Prints the Markup annotations.
        6. **Whole Content**. Prints the Whole Content of the PDF document.

    2. **Print as Images**. Converts all pages to images when printing.
    3. **More…**. Opens the **Advanced Print Option** dialog box:
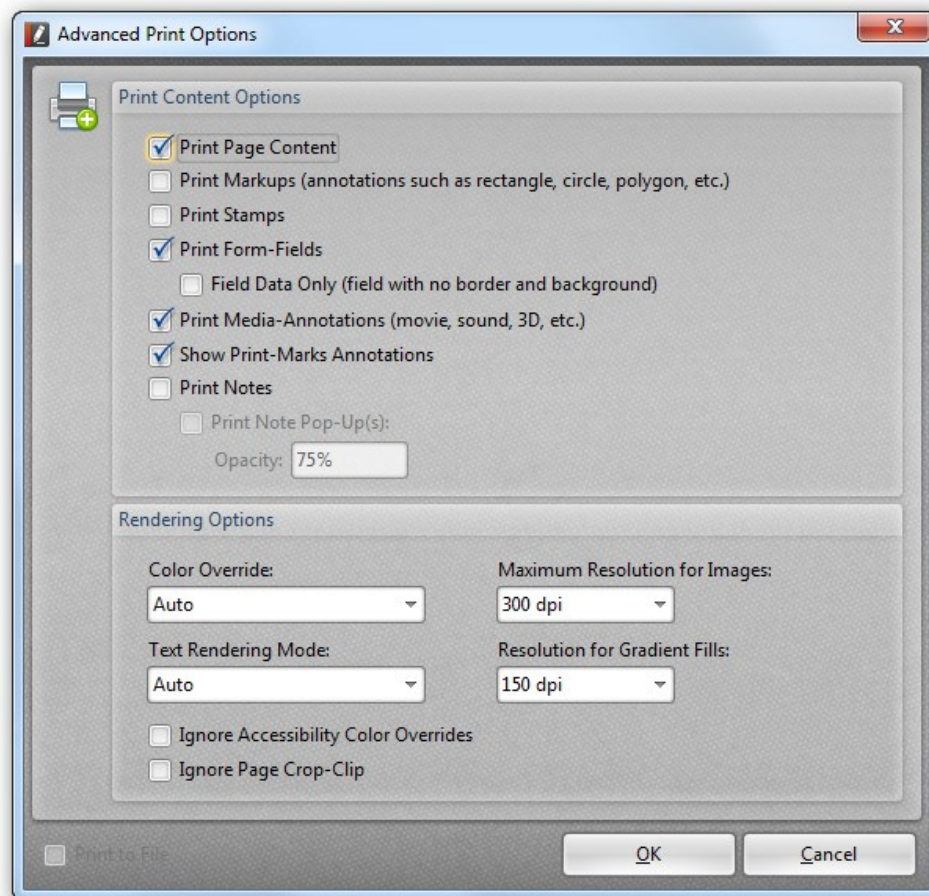
1. **Print Content Options**. Sets the options of printing the content of a PDF document.

    1. **Print Page Content**. Prints the page content of a PDF document.
    2. **Print Markups (annotations such as rectangle, circle, polygon, etc.)**. Prints the PDF document with Markups.
    3. **Print Stamps**. Prints the PDF document with Stamps.
    4. **Print Form-Fields**. Prints the PDF document with Form-Fields.

        1. **Field Data Only (field with no border and background)**. Prints the Form Fields Data.

    5. **Print Media-Annotations (movie, sound, 3D, etc.)**. Prints the PDF document with Media-Annotations.
    6. **Show Print-Marks Annotations**. Shows Print-Marks Annotations.
    7. **Print Notes**. Prints the PDF document with Notes.

        1. **Print Note Pop-Up(s)**. Prints the PDF document with Pop-Ups.
        2. **Opacity**. Sets the degree of opacity for Pop-Ups.

2. **Rendering Options**. Allows you to adjust the color and resolution settings.

    1. **Color Override**.
    2. **Text Rendering Mode**.
    3. **Maximum Resolution for Images**. Sets the maximum page resolution in pixels per inch (DPI) for Print as Images. Default is 300 DPI which seems to be a good compromise in most situations. Valid values are: 50, 72, 96, 100, 150, 300, 400, and 600 DPI.
    4. **Resolution for Gradient Fills**. Sets the page resolution in pixels per inch (DPI) for Gradient Fills. Valid values are: 50, 72, 96, 100, 150, 300, 400, and 600 DPI.

5. **Ignore Accessibility Color Overrides**.
6. **Ignore Page Crop-Clip**.

3. **Print to File**. Saves the print settings in order to print the document later using the different printer or computer.

Document Properties

Document Properties... opens a dialog to display additional information about the PDF document.

Note that Description and Fonts are display ONLY - you cannot modify these fields in any way.

There are the following tabs on this dialog:

1. **Description**. This tab displays the descriptive information for the document. The fields are self-explanatory.
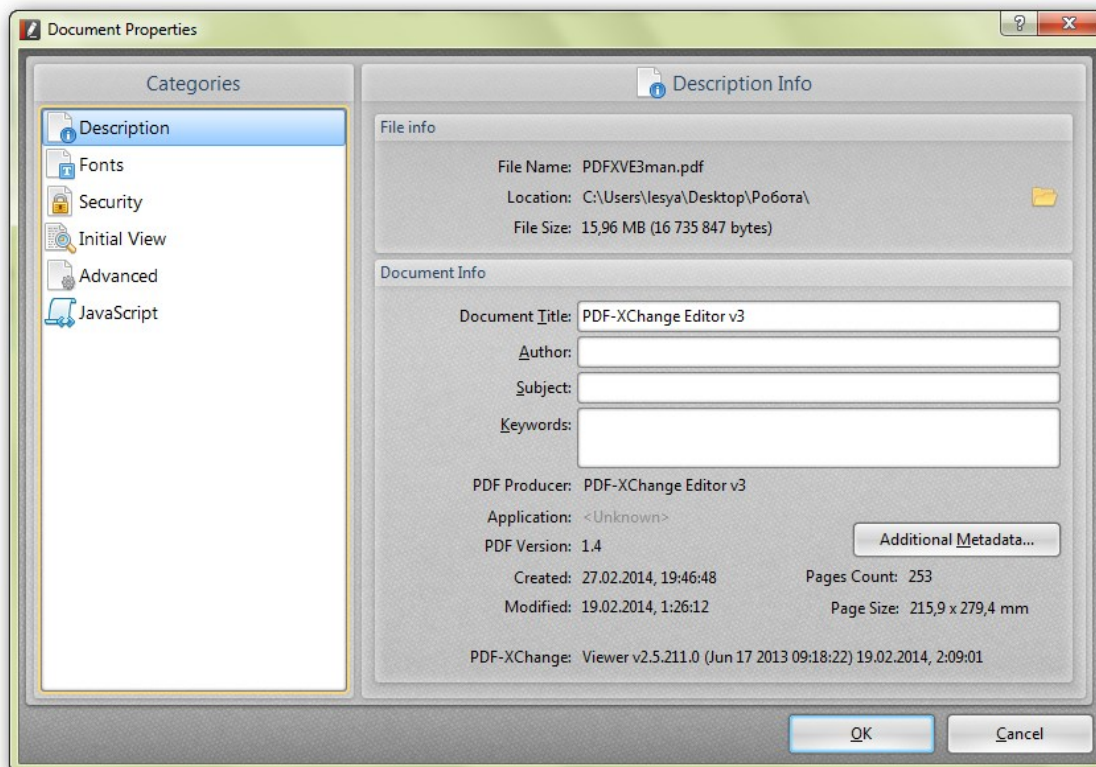
1. Note that **Document Title, Author, Subject** and **Keywords** may be changed as needed.
2. The **Additional Metadata...** button activates a dialog that shows customized Metadata fields that have been added to the standard data.

   From **PDF Reference 1.7**:
   10.2.1 Document Information Dictionary

   The optional Info entry in the trailer of a PDF file *(see Section 3.4.4, "File Trailer")* can hold a document information dictionary containing **metadata** for the document; Table 10.2 shows its contents. Any entry whose value is not known should be omitted from the dictionary rather than included with an empty string as its value.

   Please refer to **PDF Reference 1.7**, available as a free download from **http://www.adobe.com/**.

2. **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.
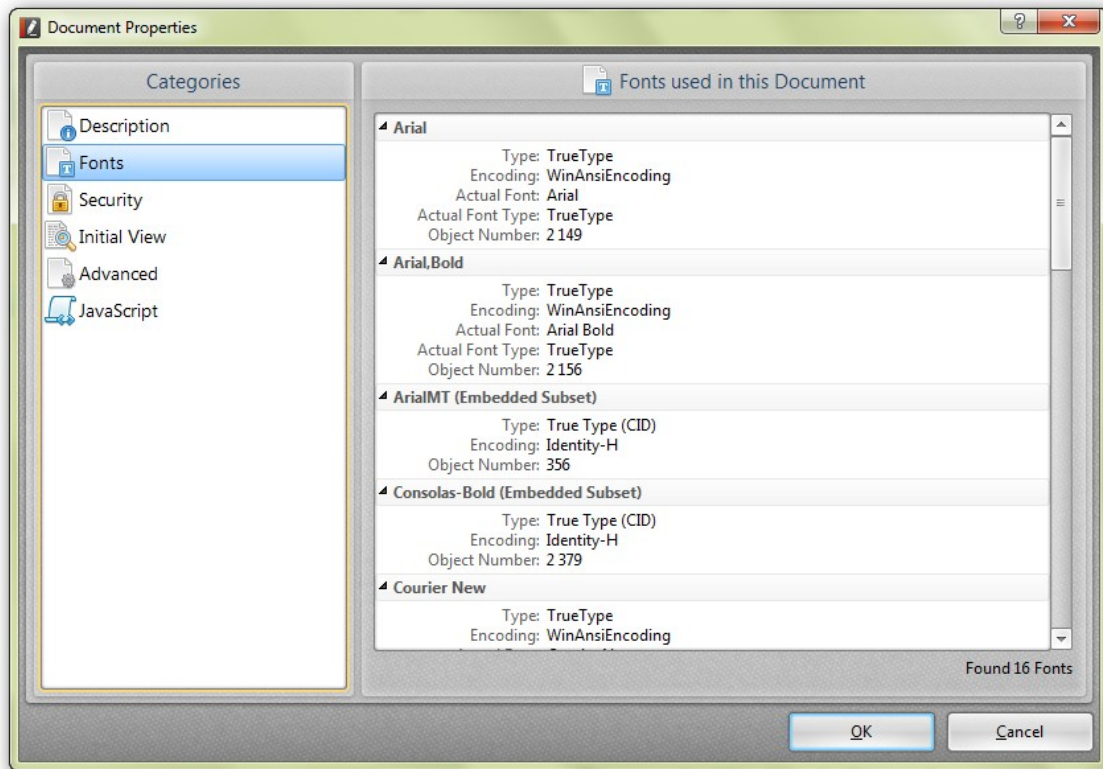
3. **Security**. Allows you to enable or disable the PDF document security.
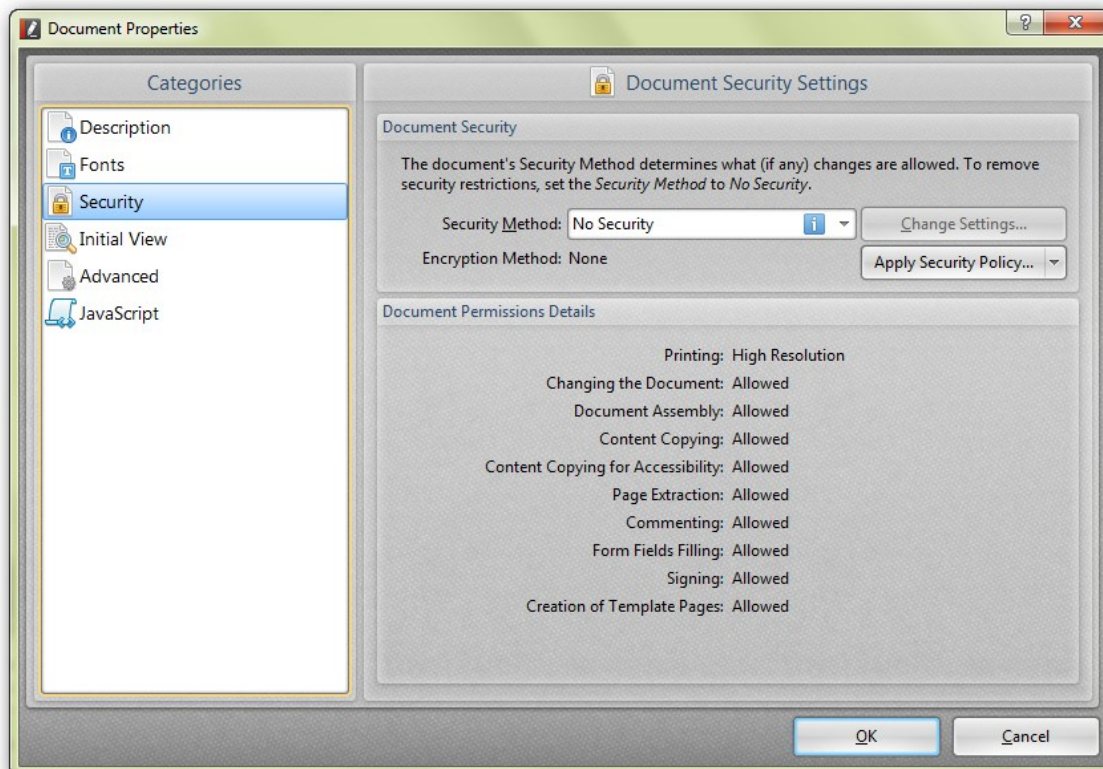
4. **Initial View**. Determines the settings of the page's initial view. The settings can be modified according to the user's preferences.
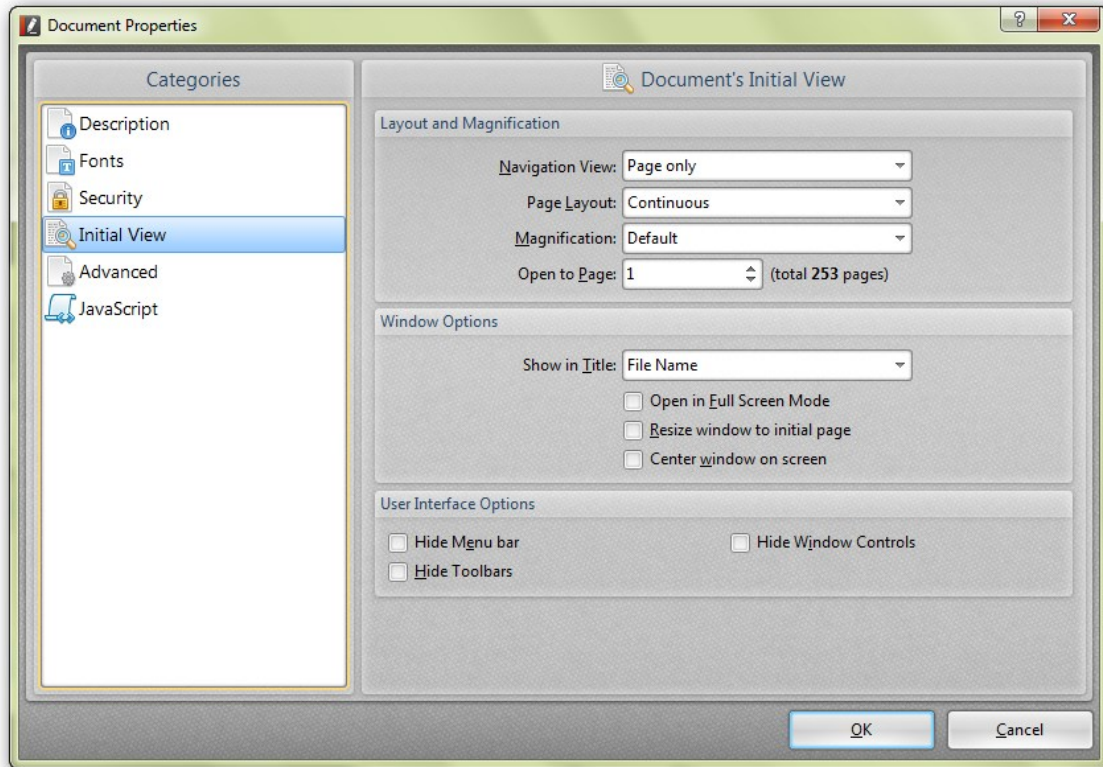
1. **Layout and Magnification**. Determines the appearance of the document.

   1. **Navigation View**. Specifies which panels and pages are displayed in the navigation pane.
      1. **Automatic**. Uses the page display information from the PDF to determine how the PDF is displayed.
      2. **Page only**. Displays only the page. No panels are displayed.
      3. **Bookmarks panel and page**. Displays Bookmarks and PDF pages.
      4. **Thumbnails panel and page**. Displays Thumbnails and PDF pages.
      5. **Layers panel and page**. Displays Layers and PDF pages.
      6. **Attachments panel and page**. Displays Attachments and PDF pages.

   2. **Page Layout**. Specifies how document pages are arranged.
      1. **Automatic**. Uses the page display information from the PDF to determine how the PDF is displayed.
      2. **Single Page**. Displays only a single page at a time. It is not possible to scroll the pages to see part of one and part of another.
      3. **Continuous**. May display parts of two or more pages simultaneously.
      4. **Facing**. Pages are displayed side by side in pairs, but only two pages may be scrolled.
      5. **Continuous - Facing**. Pages are displayed side by side and more than two pages may be scrolled.

   3. **Magnification**. Sets the zoom level the document will appear at when opened.
   4. **Open to Page**. Determines the page that appears when the document opens.

2. **Window Options**. Specifies how the window adjusts in the screen area when a user opens the document. These options apply to the document window itself in relationship to the screen area of the user's monitor.
   1. **Show in Title**. Displays the File Name or the Document Title in the title bar of the window. The document title is obtained from the Description panel of the Document Properties dialog box.
   2. **Open in Full Screen mode**. Maximizes the document window and displays the document without the menu bar, toolbar, or window controls.

3. **User Interface Options**. Allows you to hide some parts of the interface. If the menu bar and toolbars are hidden, users can apply commands and select tools only with the help of the keyboard shortcuts.
    1. **Hide Menu bar**. Menu bar will be hidden.
    2. **Hide Toolbars**. Toolbars will be hidden.
    3. **Hide Window Controls**. Window controls will be hidden.

5. **Advanced**.
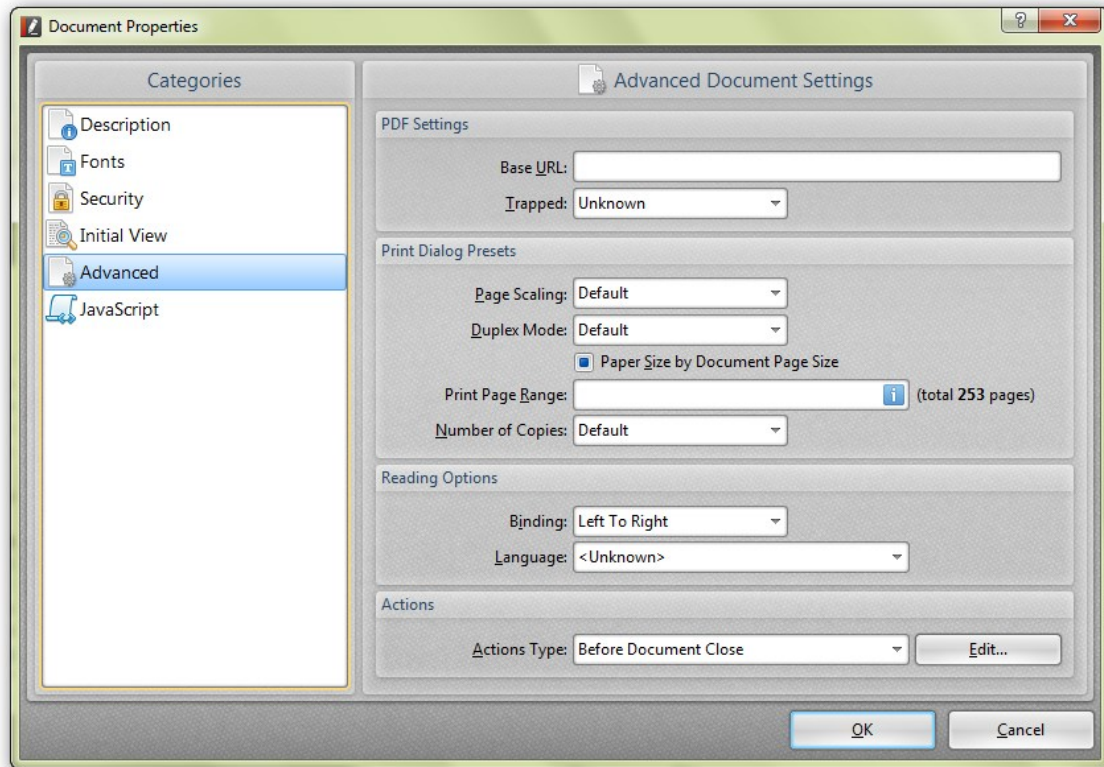
1. **PDF Settings**.
    1. **Base URL**. Specifies a base URL for web links in the pdf document. This makes it easy for you to manage web links to other websites. If the URL to the other site changes, you can simply edit the base URL and not have to edit each individual web link that refers to that site. The base URL is not used if a link contains a complete URL address.
    2. **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 you've consulted with your print service provider.

2. **Print Dialog Presets**. When these basic print options are preset, it will not be necessary to set them in the Print dialog box each time while printing any document.
    1. **Page Scalling**. Allows you to preset the Default or None Page Scalling option in the Print dialog box.
    2. **Duplex Mode**. This allows you to preset the options of printing on both sides of a paper if your printer supports such an option. There are four positions for you to choose:
        1. **Default**.
        2. **None**. Prints on one side of a paper.
        3. **Long Edge**. Prints on both sides of the paper, which flips along the long edge.
        4. **Short Edge**. Prints on both sides of the paper, which flips along the short edge.
    3. **Paper Size by Document Page Size**. Selects the option by the same name in the Print dialog box. Uses the PDF page size to determine the output tray rather than the page setup option. This option is useful for printing PDFs that contain multiple page sizes on printers that have different-sized output trays.
    4. **Print Page Range**. Presets the Pages box in the Print Range section of the Print dialog box with the page ranges you enter here. This setting is useful in a workflow where documents include both

instruction pages and legal pages. For example, if pages 1-2 represent instructions for filling out a form, and pages 3-5 represent the form, you can set up your print job to print multiple copies of only the form.

5. **Number of Copies**. Presets the Copies box in the Print dialog box. Choose a number from 2-5, or choose Default to use the application default, which is one copy. This limitation prevents multiple unwanted copies from being printed.

3. **Reading Options**. Determines how the PDF is read by a screen reader or other device.
    1. **Binding**. Specifies whether to display a PDF with left-side or right-side binding.
    2. **Language**. Setting the document language in a PDF enables some screen readers to switch to the appropriate language.

4. **Actions**. Sets the options for executing actions.
    1. **Actions Type**. Determines when the specified actions are executed. The available choices are: Before Document Close, Before Document Saving, After Document Saving, Before Document Printing, After Document Printing.
    2. **Edit...**. Opens the Edit Actions List for adjusting the actions.

6. **JavaScript**.
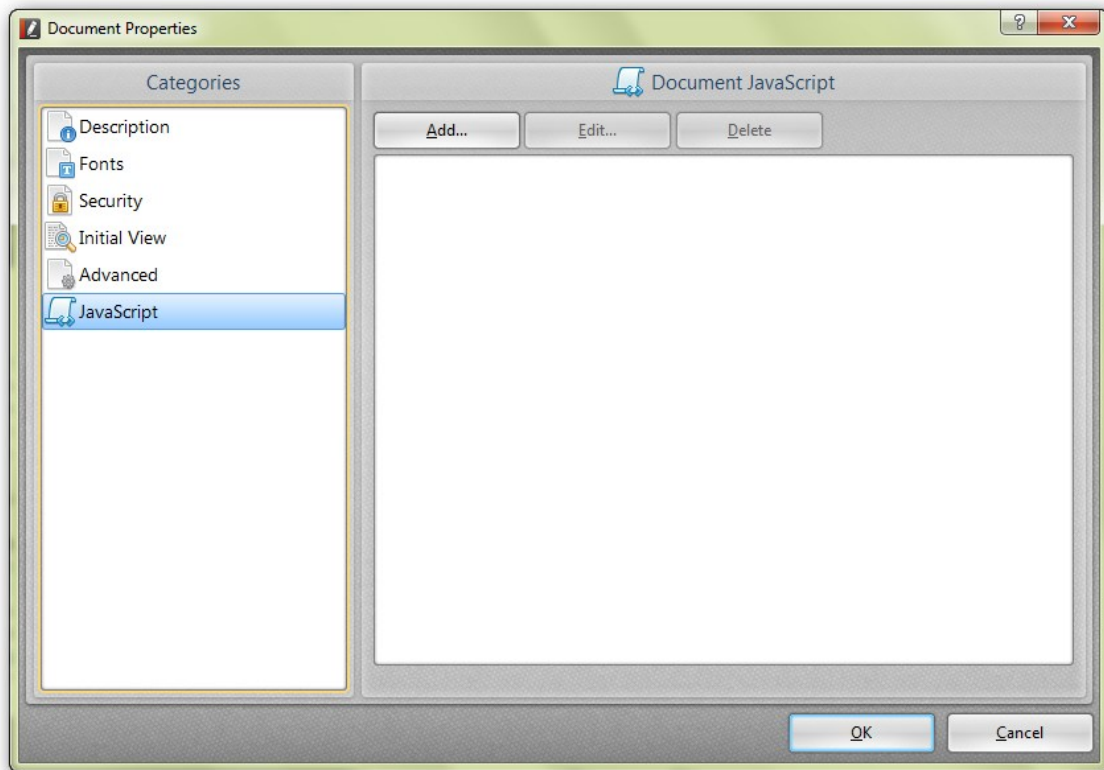
Copy Full File Name

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

Open Containing Folder...

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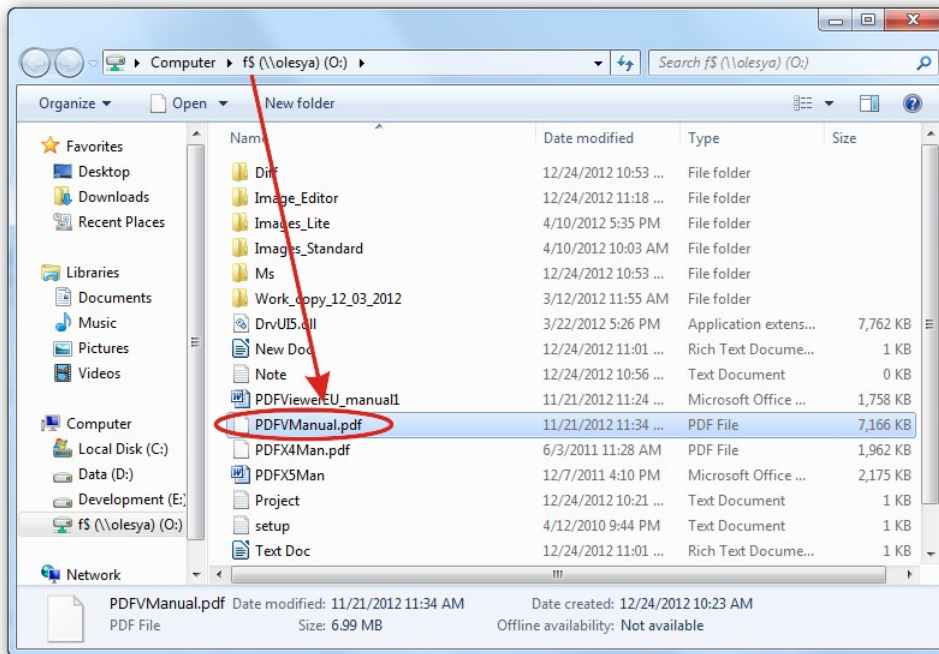
Exit

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

If you select this option with open PDF files that have been modified, you will be prompted whether or not to save the changes.

Edit

The **Edit** menu items are concerned with modifying PDF information.
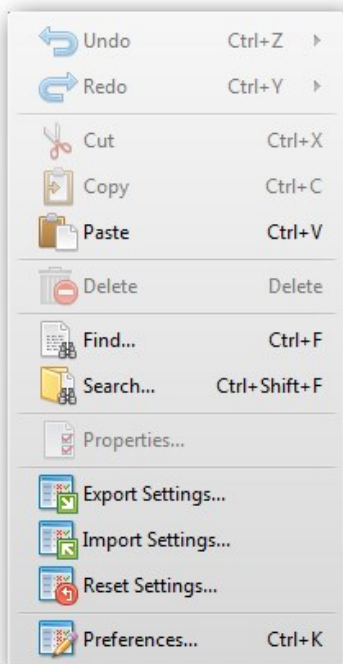
Find
Search
Properties
Export settings...
Import settings...
Reset Settings
Preferences

Undo

Undo reverses the last editing change made to the document. It can be used for editing text within text boxes.

Redo

Redo reverses the undo or advances the buffer to a more current state. It can be used for editing text within text boxes.

Cut

Cut stores a copy of the selected PDF area in the clipboard, and removes it from the document. It can be used for editing text within text boxes.

Copy

Copy stores a copy of an area of the active PDF page selected by the **Select Tool** into the clipboard. It can be used for editing text within text boxes. The **Copy** command is only active when something has been selected on a displayed PDF page.

Paste

Paste inserts the information from the clipboard at the selected location. It can be used for editing text within text boxes.

This function is partially realized in that you can mark and then copy PDF text using **Ctrl+C**, and then use **Ctrl+V** to

paste it into the text area of any of the **Comment and Markup Tools**, or into another application altogether.

Delete

Delete removes the selected PDF area from the document. It can be used for editing text within text boxes.

Find

Find allows you to locate specific text within the currently selected PDF document.

When you select this entry, it activates the Find toolbar. If the toolbar is already active, it flashes it twice.
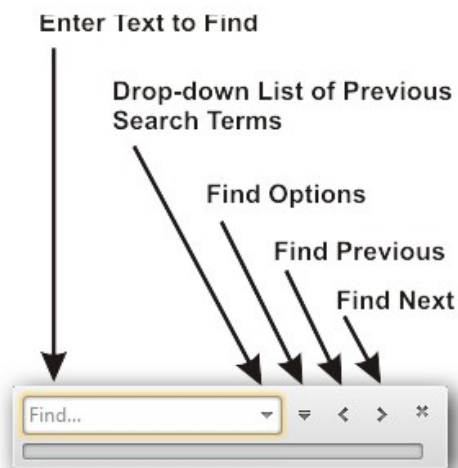
The controls on this toolbar are:

1. **Enter Text to Find**. Enter the text you wish to find.

2. **Drop-down List of Previous Search Terms**. Clicking this button drops a list of previous search terms.

3. **Find Options**. Sets the Find options.
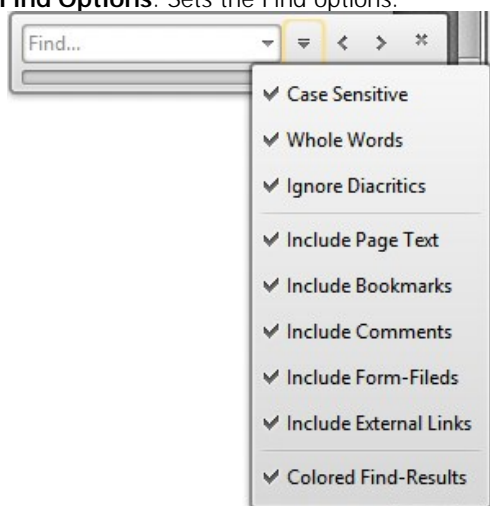
   1. **Case Sensitive**. Searches the words distinguishing between upper-case and lower-case letters.
   2. **Whole Words**. Searches the whole words.
   3. **Ignore Diacritics**. Ignores diacritics while searching.
   4. **Include Page Text**. Searches the text through pages content.
   5. **Include Bookmarks**. Searches the text of any bookmarks, as viewed in the Bookmarks panel.
   6. **Include Comments**. Searches the text of any comments added to the PDF, as viewed in the Comments panel.
   7. **Include form fields.** Includes form fields of the current document in the search.

8. **Include External links.** Include hyperlinks to external files and sites in search.
9. **Colored Find-Results.** Show colored find-results in the active document.

4. **Find Previous**. Clicking this finds the selected text just before the current cursor position.

5. **Find Next**. Clicking this finds the selected text just after the current cursor position.

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, even though the image may represent text. Such feature requires using OCR (optical character recognition) functionality.

Search

Search opens a dialog box to allow searching for text in PDF documents that are text-based.

It differs from **Find** in that it will search either the active PDF document, or multiple PDF's in selected Folders. After the search, you may click on a selection in the list to jump to that page.

When **Search** is opened the following window is displayed in a sidebar to the right of the main display area:
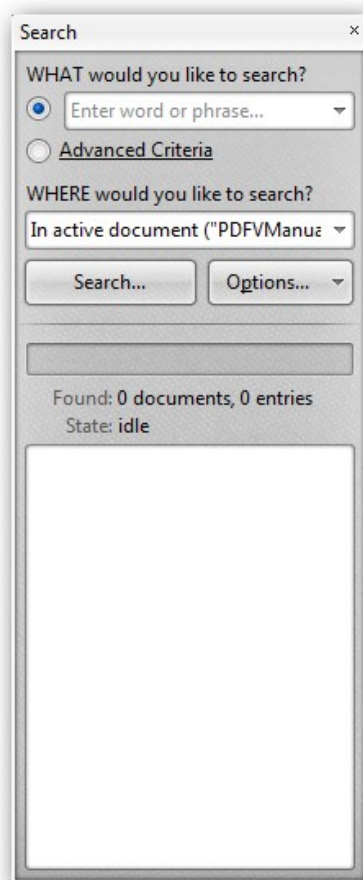
The controls on this screen are:

1. **WHAT would you like to search?** Enter the text you wish to search for in this field.
   Note that "Search" supports the following logical operators:

   AND. It can be used between two words to find both terms, in any order. Whitespace is used to specify logical AND, as it is the default operator for joining search terms.
   NOT. It is used before a search term to exclude any documents that contain that term.
   OR. It is used to search for all instances of either term.

   If you want these logical operators to be searched for, quote them: "and", "not", "or".
2. **Advanced Criteria**.

   1. **Custom**.
   2. **Find text with**.

3. **Search...**. Click this button to start searching.
4. **Options...**. Sets various **Search** options.
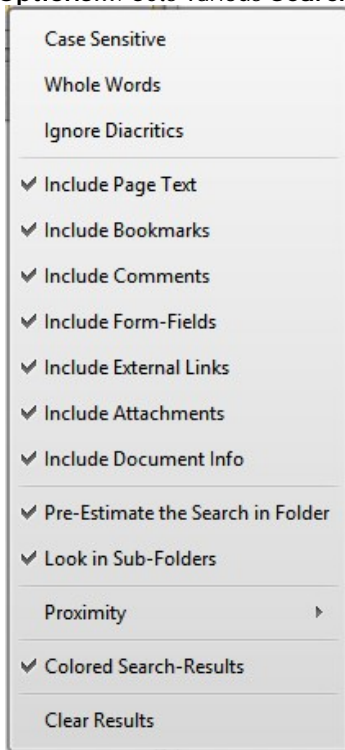
1. **Case Sensitive**. Searches the words distinguishing between upper-case and lower-case letters.
2. **Whole Words**. Searches the whole words.
3. **Ignore Diacritics**. Ignores diacritics while searching.
4. **Include Pages Text**. Searches the text through pages content.
5. **Include Bookmarks**. Searches the text through the bookmarks from Bookmarks panel.
6. **Include Comments**. Searches the text through the comments added to the PDF from the Comments panel.
7. **Include form fields.** Include form fields in search.
8. **Include External Links.** Search including hyperlinks to external files and sites.
9. **Include Document Info**. Searches the text through the information about the document.
10. **Include Signatures**. Searches the text of any signatures, as viewed in the Signatures panel.
11. **Include Attachments**. Searches the text of any attachments, as viewed in the Attachments panel.
12. **Pre-Estimate the Search**. Count number in the given folders to provide correct search progress
13. **Look in Sub-Folders**. Includes searching in sub-folders.
14. **Proximity**.
    1. **Only Adjacent Words**.
    2. **Words from the same Paragraph**.
    3. **Words from the same Page**.
    4. **Words from the same Document**.
15. **Colored Search Results.** Show colored search results in document.
16. **Clear Results**. Clears the selected search criteria.

WHERE would you like to search? Opens a drop-list of search locations:
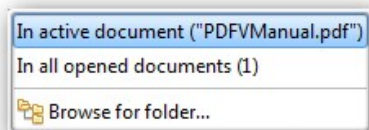
1. The first item on this list is the currently selected PDF file.
2. **In all opened document**. Choosing this option will allow you to search through the text in all opened

documents.
3. **<Browse for folder...>**. Opens a screen to select a folder not found in the standard list:

Properties

The **Properties** pane becomes active when an object on pdf page is selected. 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 looks like this:

Text Properties	x
▲ **Character**	
Fill Color	■ 0,0,0
Font	Courier New
Font Size	12 pt
Bold	False
Italic	False
Underline	False
Strikethrough	False
Script Style	No
▲ **Paragraph**	
Text Alignment	Left

While not typing somewhere, the properties pane is dependant on the active tool, or object:

Text Box Tool Properties

⊿ General	
Keep Selected	True
Exclusive Mode	False
⊿ Subject	
Subject Kind	Default
Subject	Text Box
⊿ Style	
Fill Color	255,255,255
Stroke Color	255,0,0
Border	Solid
Width	1 pt
Opacity	100%
Blend Mode	Normal
⊿ Default Text Format	
Text Color	0,0,0
Font	Arial
Font Size	12 pt
Text Alignment	Left

Typewriter Tool Properties

⊿ General	
Keep Selected	True
Exclusive Mode	False
⊿ Subject	
Subject Kind	Default
Subject	Typewriter
⊿ Style	
Fill Color	None
Stroke Color	0,0,0
Border	Solid
Width	0 pt
Opacity	100%
Blend Mode	Normal
⊿ Default Text Format	
Text Color	0,0,0
Font	Courier New
Font Size	12 pt
Text Alignment	Left

Rectangle Tool Properties	☒
◢ **General**	
Keep Selected	True
Exclusive Mode	False
◢ **Subject**	
Subject Kind	Default
Subject	Rectangle
◢ **Style**	
Fill Color	⬛ 0,0,0
Stroke Color	☐ 255,255,0
Border	── Solid
Width	▬ 10 pt
Opacity	▨ 100%
Blend Mode	◨ Normal

Stamp Tool Properties	☒
◢ **General**	
Keep Selected	True
Exclusive Mode	False
◢ **Subject**	
Subject Kind	Default
Subject	Stamp
◢ **Style**	
Stroke Color	☐ 255,0,0
Opacity	▨ 100%

Distance Tool Properties

⊿ General

Keep Selected	True
Exclusive Mode	False

⊿ Subject

Subject Kind	Default
Subject	Dimension Line

⊿ Style

Fill Color	✕ None
Stroke Color	☐ 255,0,0
Border	——— Solid
Width	— 1 pt
Opacity	▦ 100%
Blend Mode	■ Normal

⊿ Line Endings

Start	◁— Closed Arrow
End	—▷ Closed Arrow
Start Scale	Auto
End Scale	Auto

⊿ Leader

Leader Length	5.3 mm
Leader Extension	1.8 mm
Leader Offset	0 mm

⊿ Caption

Show Caption	Yes
Inline Caption	Yes

⊿ Size & Dimensions

Scale	1 mm 1 m

Link Creation Tool Properties

⊿ General

Keep Selected	True

⊿ Style

Stroke Color	✕ None
Border	——— Solid
Width	— 0 pt
Highlight Mode	abc Invert

Sticky Note Tool Properties

⊿ General

Keep Selected	True
Exclusive Mode	False

⊿ Subject

Subject Kind	Default
Subject	Sticky Note

⊿ Style

Fill Color	☐ 255,255,0
Icon	🗨 Comment
Opacity	▦ 100%

Sound Tool Properties

⊿ General

Keep Selected	True
Exclusive Mode	False

⊿ Subject

Subject Kind	Default
Subject	Sound

⊿ Style

Fill Color	■ 64,85,255
Icon	🔊 Sound
Opacity	▦ 100%

Clicking **Properties** opens the **Properties Pane** which displays the currently set properties for the selected object.

To change any of them you have to 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. Some items only provide information about an object but cannot be edited.

Export settings…

Export settings… exports the application's settings to the data file.
There are a few options to choose from when exporting settings:

1. **Program Options.** Exports user's preferences, settings, and customizations.
2. **History.** Exports user's document history.
3. **User Stamps collections**. Exports user's custom stamps collections.
4. **Digital Signature Appearance Templates.** Exports user's custom digital signatures and their respective appearance templates.
5. **Plug-ins Additional data.** Gives the ability to export data from various plug-ins.
   1. **Spell checker.** Exports the user's custom dictionary entries.

Import settings...

Import All Settings from Data File... imports the previously saved application's settings from the data file.
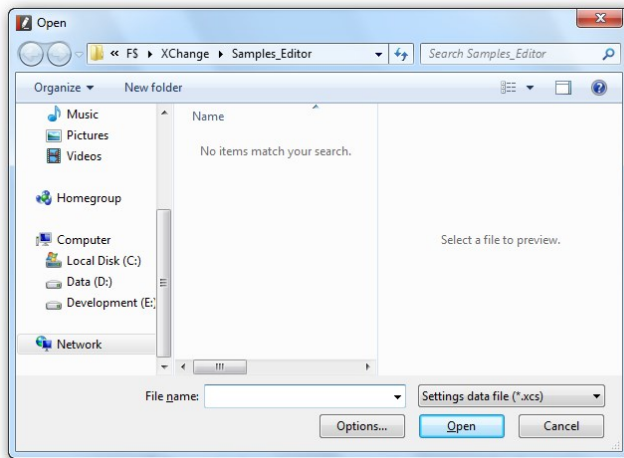
Reset Settings

Reset Settings... allows you to change the current application's settings into default ones.

Clicking the **Reset Settings...** option opens the **Reset Settings Options** dialog box:
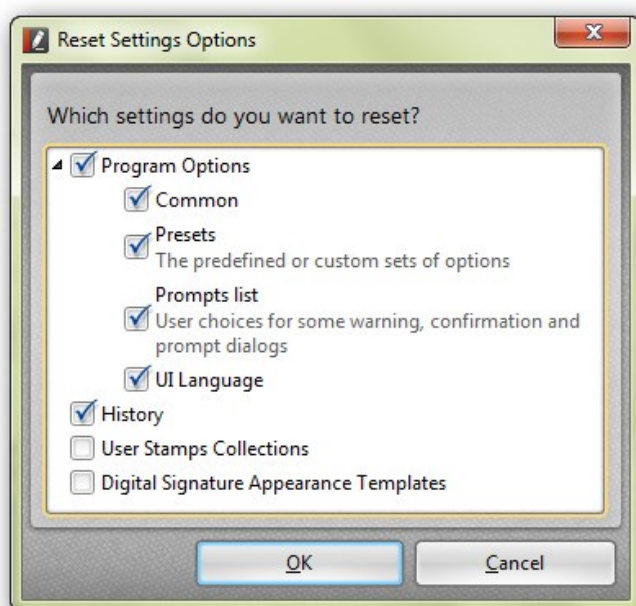
Preferences

Preferences allow you to set default values for the **PDF-XChange Editor** functionality.

There are 21 tabs on the **Preferences...** dialog:

1. **Documents** - options allow you to modify document opening, document creating, layout and saving preferences.
2. **Page Display** - options allow you to condition how a PDF is initially displayed. The display may be modified by the user as necessary.
3. **Page Text** - controls the text options.
4. **Full Screen** - controls the visual display of PDF pages when in Full Screen mode.
5. **Performance** - Options affect how well the program utilizes memory and other system resources to produce the best display.
6. **Color Management** - Allows you to adjust color settings for PDF printing and display.
7. **Languages** - Allow you to localize your copy of the editor to the language you are most comfortable with.
8. **Prompts** - allow you to restore the confirmation prompt box of the operation.
9. **File Associations** - Determines whether PDF-XChange Viewer will be used as the default viewer for PDF files or whether another previously-installed application should be used.
10. **Registration** - Allows you to register your copy of the **PDF-XChange Editor**.
11. **Accessibility** - Controls color options for displaying PDF pages for people with poor or limited eyesight.
12. **Measurement** - Determines the linear units to use for all displays.
13. **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 <u>never</u> exported without your knowledge and approval.**
14. **Security** -
15. **JavaScript** - Controls the behavior of JavaScript execution within the **PDF-XChange Editor**.
16. **Snapshot Tool** - Controls the behavior of the **Snapshot Tool**.
17. **Forms** - Allow you to control the options of form fields.
18. **Commenting** - Allows you to select two ways to copy circled text into Comments.
19. **Signatures** -
20. **Scanner Presets** - Control the options for scanning.
21. **Plug-ins** - Controls the behavior of the **Plug-ins**.
22. **Send Mail** - Allows you to adjust the options for sending an e-mail.
23. **Search Providers** -
24. **Speech** - Controls the behavior of the **Sound Tool**.

Documents

Documents options allow you to modify document opening, creating, layout and saving preferences.
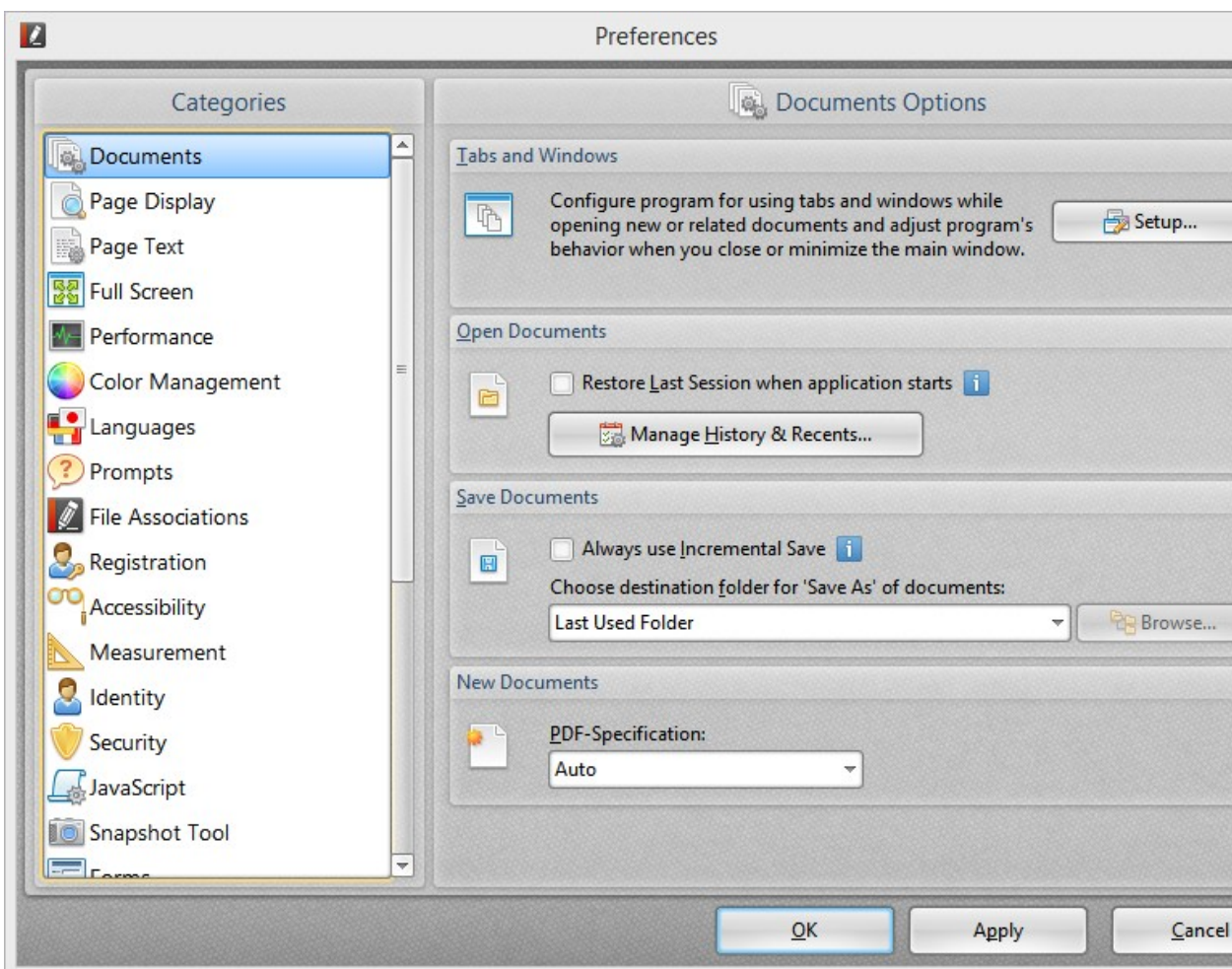
1. **Tabs and Windows**. Determines how PDF documents will be displayed by the PDF-XChange Editor. The **Setup...** button will open the Manage Tabs and Windows dialog box:
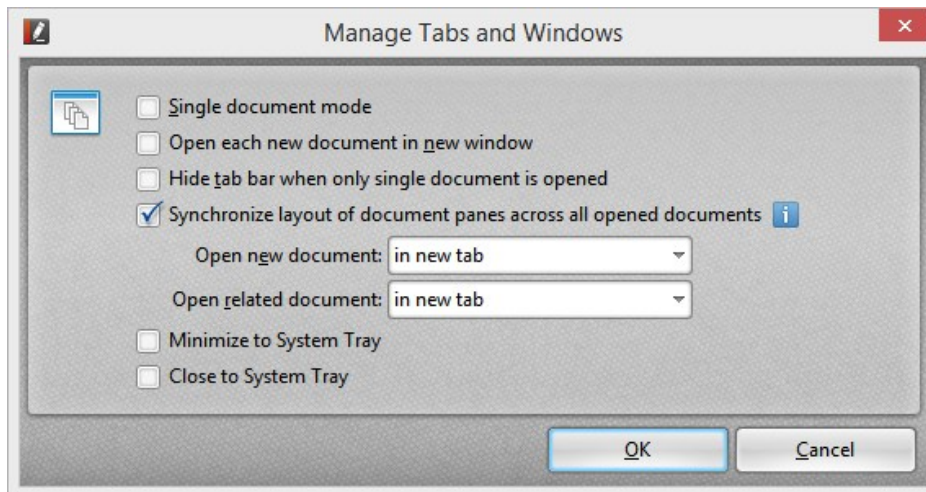
1. **Single document mode**. Each window of the program may display only a single document. Multiple windows must be opened to display multiple documents.
2. **Open each new document in new window**. Each document is displayed in a new window of one program instance.
3. **Hide tab bar when only single document is opened**. Hides the tab bar when a single document is opened.
4. **Synchronous layout of document panes across all opened documents**. Enable this to synchronize changes of the document panes layout across all opened documents (i.e. reordering, splitting, toggling panes, etc.)
5. **Open new document**.
   1. **New Tab -** Opens the new document in sequence with the rest of the tabs currently in use.
   2. **In new adjacent tab -** Opens the new document adjacent to the currently active document's tab.
6. **Open related document**.
   1. **New Tab -** Opens the new document in sequence with the rest of the tabs currently in use.
   2. **In new adjacent tab -** Opens the new document adjacent to the currently active document's tab.
7. **Minimize to System Tray.** When checked, the application will be minimized to system tray.
8. **Close to System Tray**. When checked, the application will be closed to system tray.
2. **Open Documents**. Determines how the **PDF-XChange Editor** responds to Open commands.

   1. **Restore Last Session when application starts**. When checked, the last work session will open automatically.
   2. **Manage History & Recents...**. Opens the **Manage History and Recents** dialog.
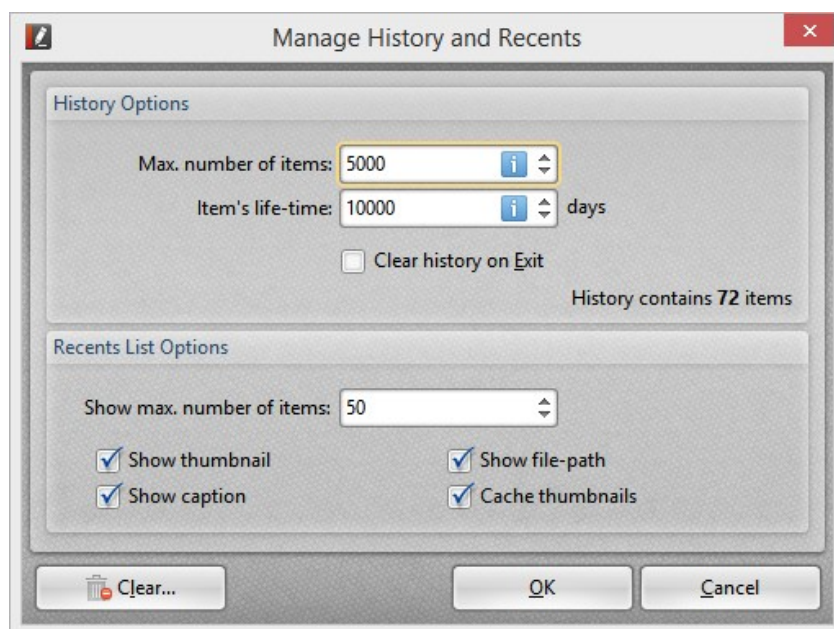
1. **History Options**.
    1. **Max. number of items**. You can set the maximum number of documents to be displayed in the Recent documents list.
    2. **Item's life-time**.
    3. **Clear history on Exit**. Clears the history list completely on exit.
2. **Recents List Options**.
    1. **Show max. number of items**. The maximum number of items will be displayed in the Recents list.
    2. **Show thumbnail**. Displays the thumbnails of the documents listed in the Recents.
    3. **Show caption**.
    4. **Show file-path**. Displays the file path of the documents listed in the Recents.
    5. **Cache thumbnails**.
3. **Save Documents**. Determines how the **PDF-XChange Editor** responds to Save commands.
    1. **Always use Incremental Save**. Incremental 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 and subsequently need to be verified.
    2. **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:
4. **New Documents**. Controls the creation of new documents.
    1. **PDF-Specification**. Allows you to choose the version of PDF-specification for new documents creation.

Page Display

Page Display options allow you to condition how a PDF is initially displayed.
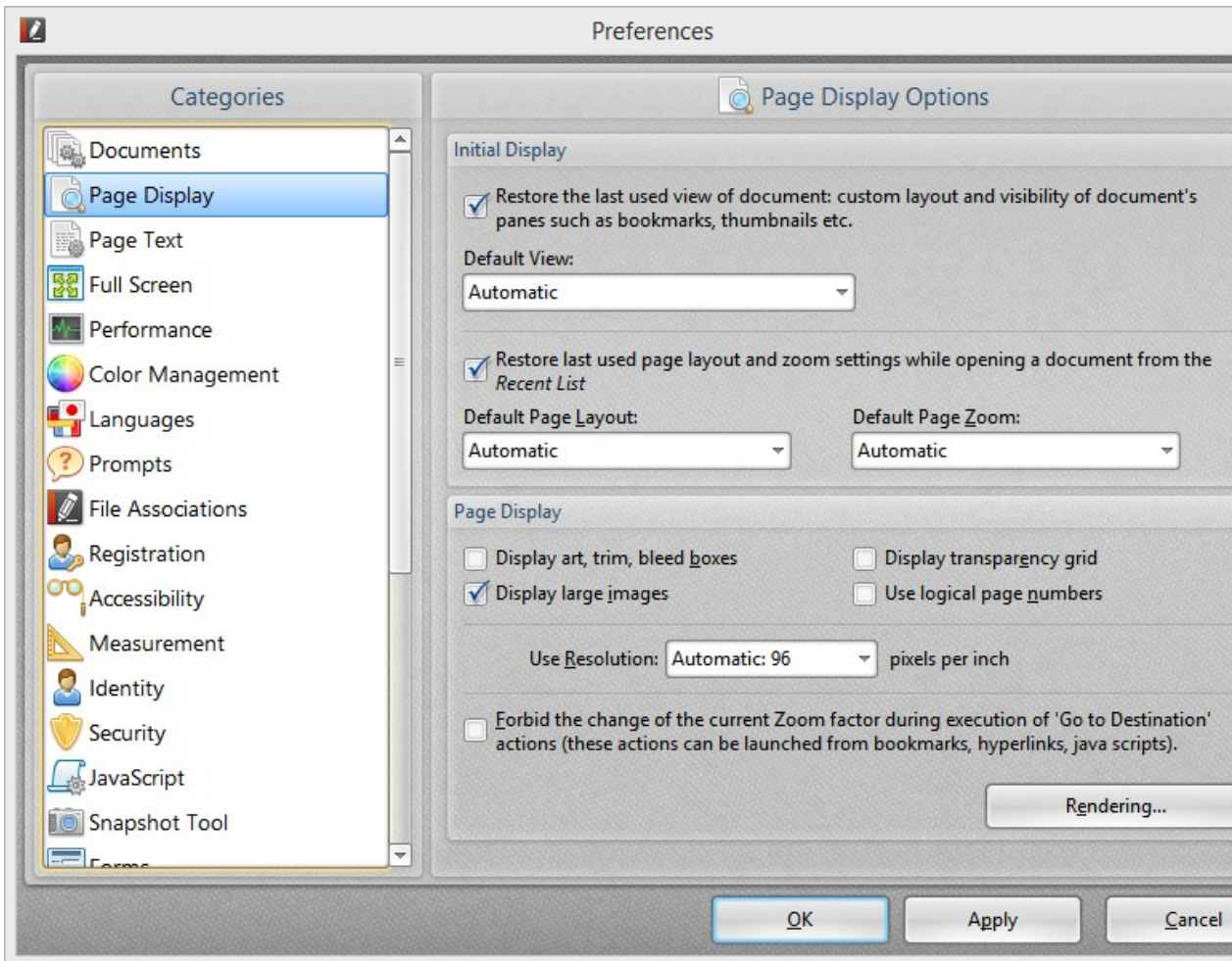
1. **Initial Display**. Determines the settings of the page's initial display.

   1. **Restore the last used view of document: custom layout and visibility of document's panes such as bookmarks, thumbnails etc**.

   2. **Default View**. Determines which parts of the PDF display are visible for the newly-opened document. The view may be changed by the user. Valid values are:

      1. Automatic. Uses the page display information from the PDF to determine how the PDF is displayed.
      2. Page only. Display only the page. No panels are displayed.
      3. Bookmarks panel and page. Displays Bookmarks and PDF pages.
      4. Thumbnails panel and page. Displays Thumbnails and PDF pages.

   3. **Restore last used page layout and zoom settings while opening a document from the Recent List**. When checked, **AND** you are opening a file listed on the Recent Files list, use the page display settings last used for that document.

4. **Default Page Layout**. Determines how the pages are arranged and whether to use continuous scrolling or discrete paging. The view may be changed by the user.
   Valid values are:

   1. Automatic. Uses the page display information from the PDF to determine how the PDF is displayed.
   2. 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.
   3. Continuous. May display parts of two or more pages simultaneously.
   4. Continuous - Facing. Pages are displayed side by side and more than two pages may be scrolled.
   5. Continuous - Cover Page.
   6. Facing. Pages are displayed side by side in pairs, but only two pages may be scrolled.
   7. Cover Page.

5. **Default Page Zoom**. Determines how the pages are initially fitted to the display window. The view may be changed by the user.
   Valid values are:

   1. Automatic. Uses the page display information from the PDF to determine how the PDF is displayed.
   2. 6400%.
   3. 3200%.
   4. 2400%.
   5. 1600%.
   6. 800%.
   7. 400%.
   8. 200%.
   9. 100%. Page is displayed as Actual Size.
   10. 50%. Page is displayed half-size.
   11. 25%. Page is displayed quarter-size.
   12. 12.5%. Page is displayed one-eighth size.
   13. 8.3%. Page is displayed one-twelfth size.
   14. Actual Size. Page is displayed actual size.
   15. 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.
   16. Fit Page. Page is fitted into display area so entire page is displayed.
   17. Fit Visible. Page is displayed without margins.

2. **Page Display**. Determines how the PDF is initially displayed.

   1. **Display art, trim, bleed boxes**. When checked, any art, trim, or bleed boxes defined for a document are displayed.
   2. **Display large images**. When checked, the large images are displayed.
   3. **Display transparency grid**. When checked, the grid behind transparent objects is displayed.
   4. **Use logical page numbers**.

   5. **Use Resolution**. Page resolution in pixels per inch (DPI).
      Valid values are:

      1. Automatic: 96. Standard display monitors are 96 DPI.
      2. 72.
      3. 96.
      4. 100.
      5. 120.
      6. 132.
      7. 150.
      8. 163.
      9. 264.
      10. 300.
   6. **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)**.
   7. **Rendering**. Controls the smoothing and contrast settings.
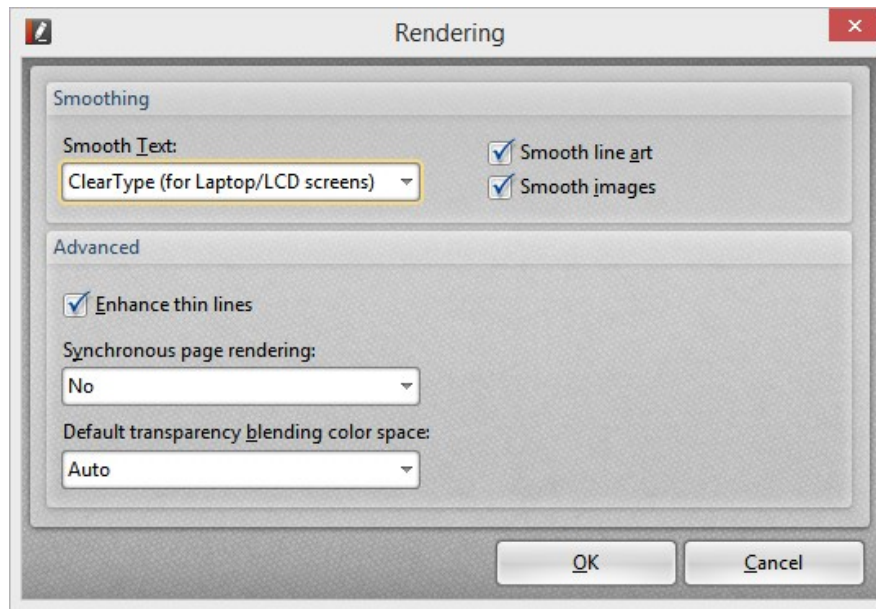
1. **Smoothing**. Results in a "softer" look but some fine detail may be lost.
    1. **Smooth Text**. Applies smoothing to the text.
    2. **Smooth line art**. Applies smoothing to remove abrupt angles in lines.
    3. **Smooth images**. Applies smoothing to minimize abrupt changes in images.
2. **Advanced**.
    1. Enhance thin lines.
    2. Synchronous page rendering.
    3. Default transparency blending color space.

Page Text

Page Text controls the text options.
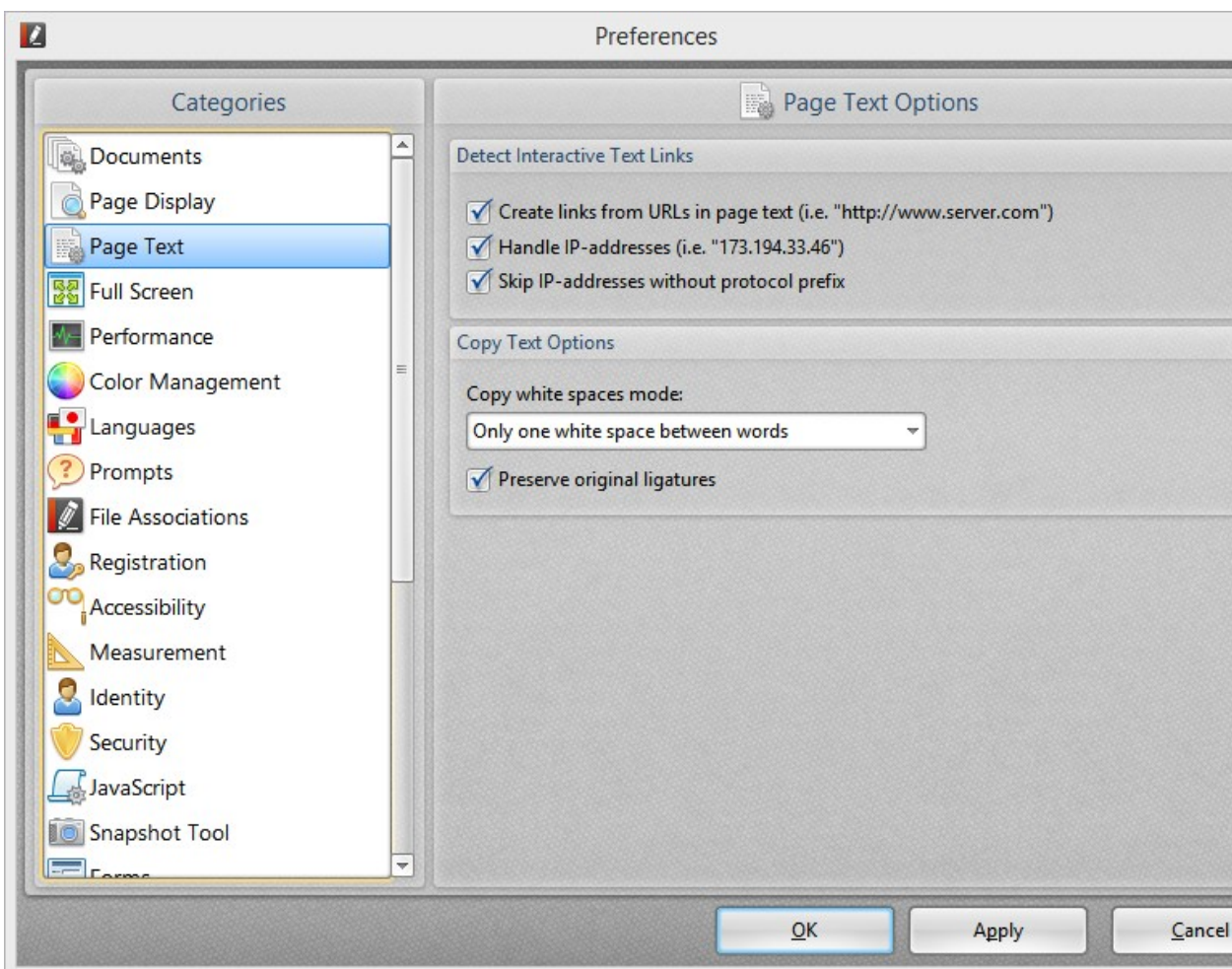
1. **Detect Interactive Text Links**. Creates annotation links on the basis of the text analysis. If the text contains a link to a web page but the object Link is not created, then it is possible to make the program read the text and allow opening those links.
    1. **Create links from URLs in page text (i.e. "http://www.server.com")**. When checked, URLs on the PDF pages become "active" and may be clicked to bring up additional content.
    2. **Handle IP-addresses (i.e. "173.194.33.46")**. If this option is checked the addresses, which contain IP-address instead of domen name (e.g. http://192.168.150.18/wakeonlan/) will be processed.
    3. **Skip IP-addresses without protocol prefix**. If this option is checked it will skip addresses which do not start from the protocol name (http://, https://, ftp:// and so on).
2. **Copy Text Options**. Determines what is to be put between the words while copying the text. If the words are distributed into some distance, you may define what to put between those words.
    1. **Copy white spaces mode**. Controls the white spaces copying.
        1. **Distance words proportionally**. White spaces are proportionally distributed between the words.
        2. **Only one white space between words**. Only one white space between each word is left.
        3. **Preserve original white spaces only**. White spaces are copied without changes.
    2. **Preserve original ligatures**. Ligatures will be copied without any changes.

Full Screen

Full Screen controls the visual display of PDF pages when in Full Screen mode. Full Screen mode is often used for presentations where a speaker may have the PDF pages displayed by a projector.

When not in full screen mode, you can adjust the preferences by going to Edit-->Preferences--> Fullscreen
At all times, you can access the preferences by using the keyboard shortcut Ctrl+K
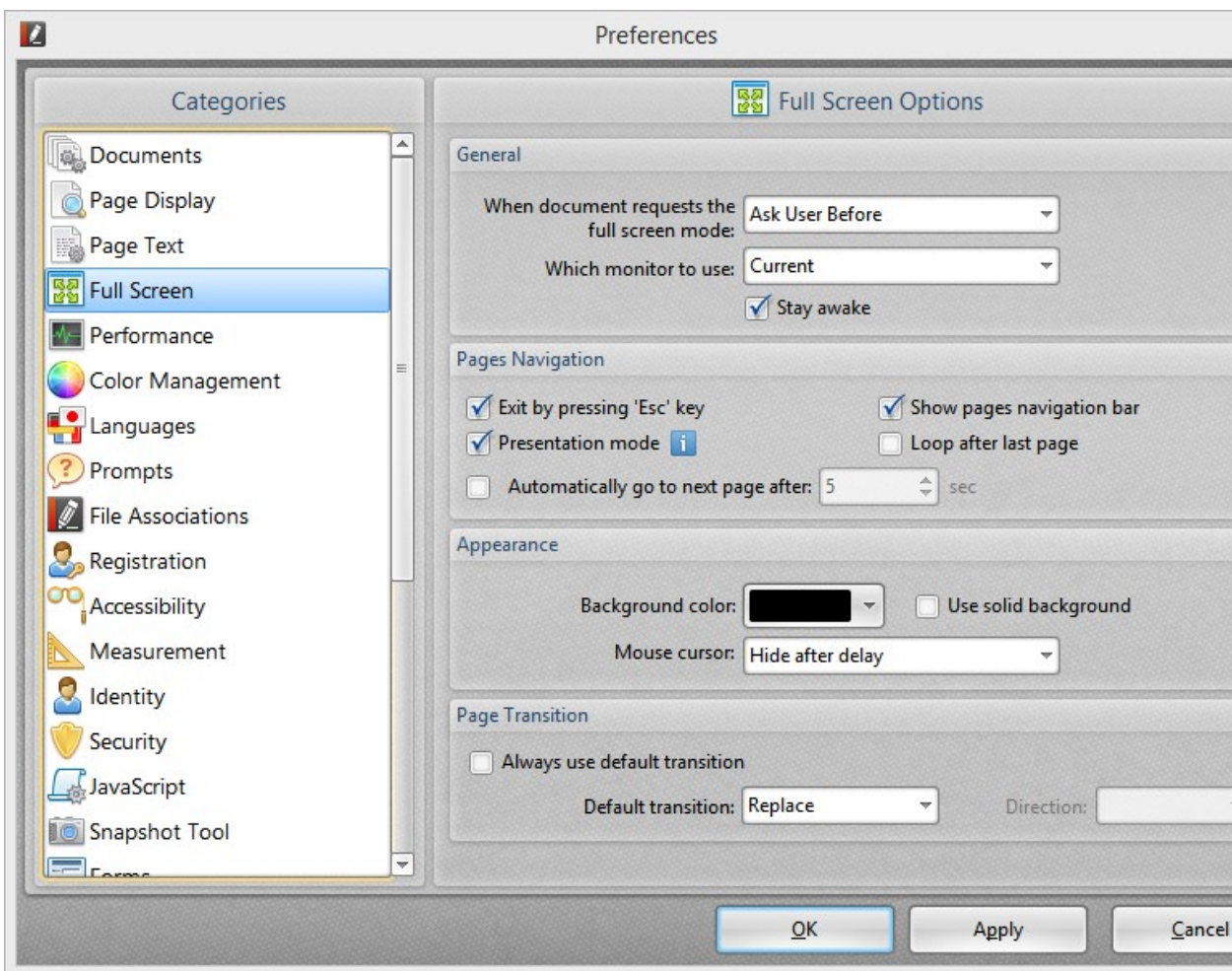
1. **General**.
    1. **When document requests the full screen mode.** The option to allow, Deny, or Ask User Before are provided. These come into effect when a document has a script that automatically wants to open in full screen.
    2. **Which monitor to use.** In instances where more than one monitor 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
    3. **Stay awake.** When this option is ticked, the screensaver will not activate and the computer will not go to sleep/hibernate.
2. **Pages Navigation**.
    1. **Exit by pressing 'Esc' key.** Specifies if pressing Esc key leaves full screen mode to return to regular desktop mode.
    2. **Presentation Mode.**

-Left Mouse click goes to Next Page, Right mouse click goes to Previous page
-Press "B" or "W" to make the whole screen black or white respectively
-Press "P" to pause the automatic turning of pages and press it again to resume.
-Commenting and form filling ar not accessible

3. Show pages navigation bar. This helps to navigate the document from buttons on the bottom corner:
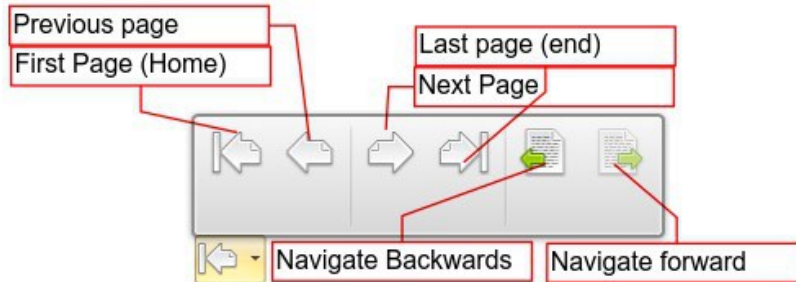
4. **Loop after last page.** When navigating through the pages of the document, the editor will revert to the first page when this option is selected and the last pages is passed.
5. **Automatically go to next page after.** This is for passive presentation. The Editor automatically goes to the next page after the time specified.

3. **Appearance**.
   1. **Background Color**. Opens the standard color selection dialog to allow you to customize the background color for the display. The default is black background.
   2. **Use solid background**. If not selected, the regular background type is used.
   3. **Mouse Cursor**. Determines the behavior of the mouse cursor after display. There are three options:
      1. **Hide after delay**. The cursor "disappears" after a short delay. It reappears if the mouse is moved.
      2. **Always visible**. The cursor remains visible at all times.
      3. **Always hidden**. The mouse disappears immediately after display.
4. **Page Transition**.
   1. Always use default transition.
   2. Default Transition.
   3. Direction.

See also: http://www.tracker-software.com/knowledgebase/455-Using-fullscreen-in-the-Editor-55309

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.
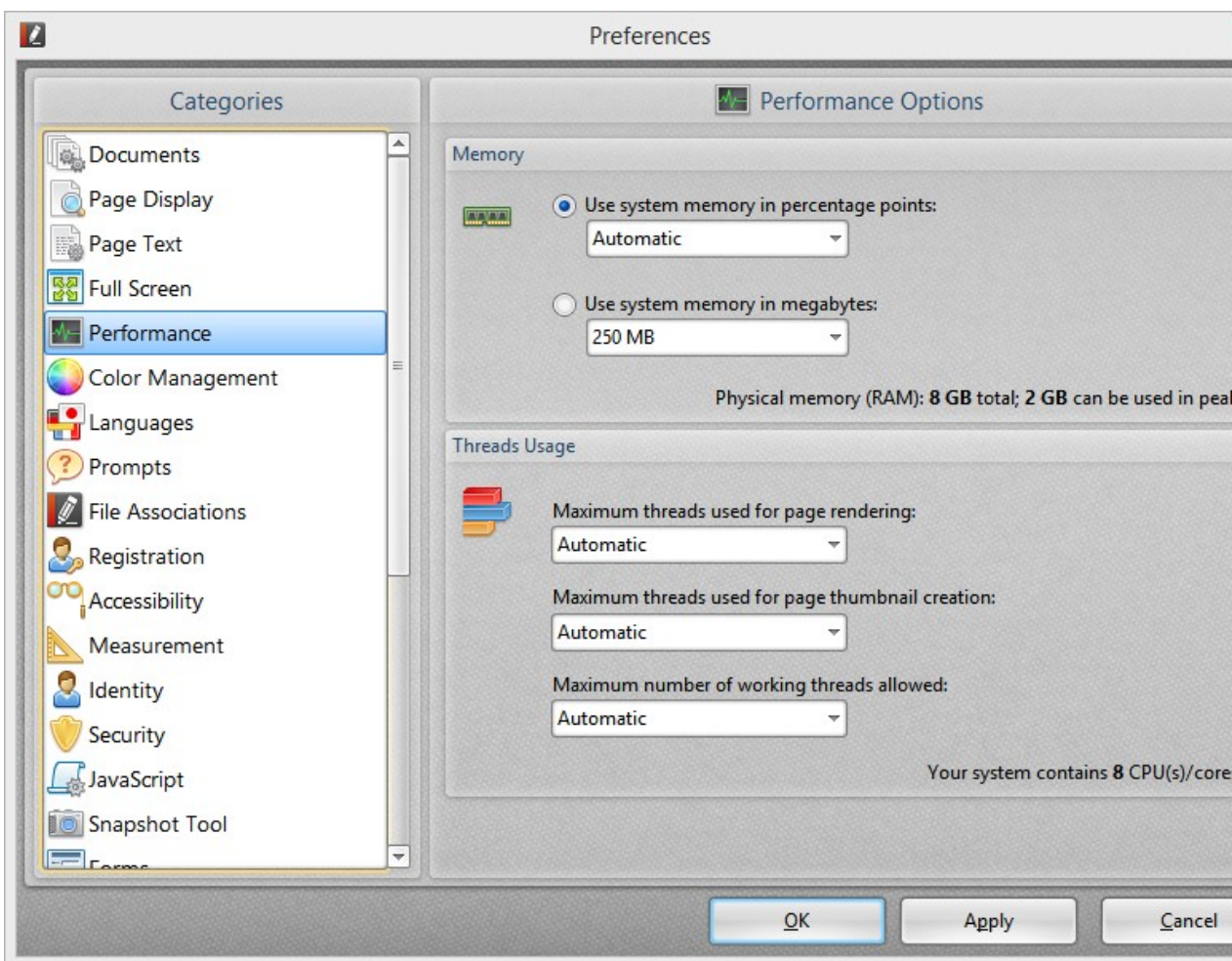
1. **Memory**. This determines the amount of system memory used by the Editor, in percent of Physical memory. The minimum used will be 40Mb, the amount specified by Automatic. Allocating more than this may improve Editor performance, but possibly at the expense of overall system performance.

    1. **Use system memory in percentage points**.
    2. **Use system memory in megabytes**.

2. **Threads Usage**. The values are Automatic, 1, 2, 4, 8. We strongly recommend leaving these set to Automatic.
3. Turn off all textured backgrounds to improve UI performance on terminal session.

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.
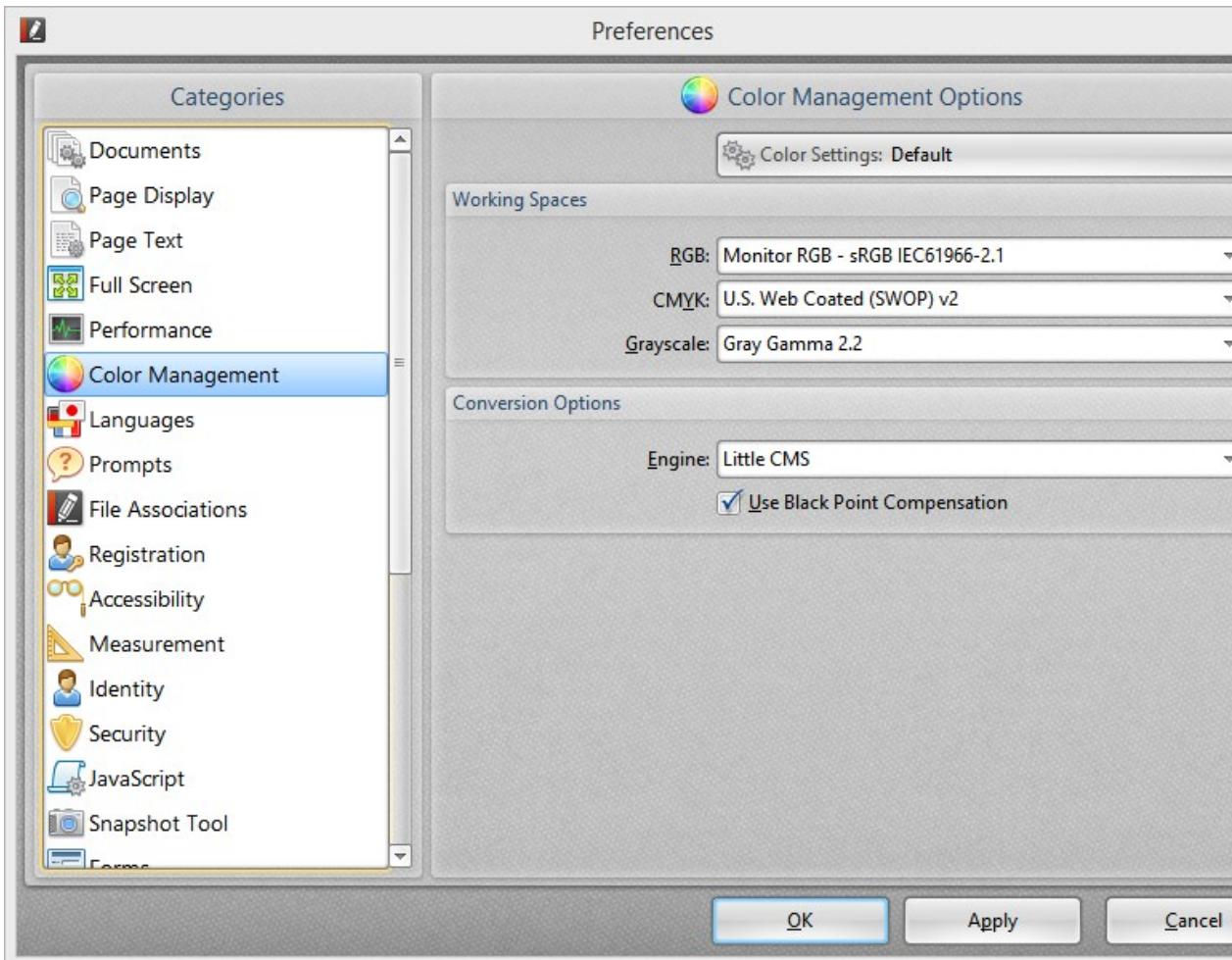
1. **Color Settings**. Drop box determines whether Color Management is to be used or not. The valid options are:

    1. Default.
    2. Save Current Settings.
    3. Delete.
    4. Manage...
    5. Off. No color management will be used.
    6. Custom. The remaining color settings will be used to condition the display of PDF images.

2. **Working Spaces**. Determine which specific settings apply to images saved with different color options.

    1. **RGB**. Conditions display of images using RGB settings. Valid options are:

        1. 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.

2. Adobe RGB (1998).
3. Generic Monitor Adobe1998RGB D65 WP 2.2 Gamma.
4. Generic Monitor AppleRGB D65 WP 1.8 Gamma.
5. Apple RGB.
6. CIE RGB.
7. ColorMatch RGB.
8. DiamondTron Monitor G22 D93.
9. Hitachi Monitor G22 D93.
10. RICOH RUSSIAN-SC 040402.
11. KODAK DC Series Digital Camera.
12. NEC Multisync Monitor G22 D93.
13. NTSC (1953).
14. PAL/SECAM.
15. ProPhoto RGB.
16. SMPTE-C.
17. sRGB IEC61966-2.1.
18. Trinitron Monitor G22 D93.
19. Wide Gamut RGB.

2. **CMYK**. Conditions display of images using CMYK settings. Valid options are:

   1. U.S. Web Coated (SWOP) v2. Specifies adaptation to standard coated printing papers.
   2. Coated FOGRA27 (ISO 12647-2:2004).
   3. Coated FOGRA39 (ISO 12647-2:2004).
   4. Euroscale Coated v2.
   5. Euroscale Uncoated v2.
   6. Japan Color 2001 Coated.
   7. Japan Color 2001 Uncoated.
   8. Japan Color 2002 Newspaper.
   9. Japan Web Coated (Ad).
   10. Photoshop 4 Default CMYK.
   11. Photoshop 5 Default CMYK.
   12. Uncoated FOGRA29 (ISO 12647-2:2004).
   13. U.S. Sheetfed Coated v2.
   14. U.S. Sheetfed Uncoated v2.
   15. U.S. Web Coated (SWOP) v2.
   16. U.S. Web Uncoated v2.
   17. Web Coated FOGRA28 (ISO 12647-2:2004).

3. **Grayscale**. Conditions display of grayscale images. The only valid option is:

   1. Gray Gamma 2.2.

3. **Conversion Options**. Allows you to adjust the color space conversion in a document.

   1. **Engine**. Determines which engine will be used for color space conversion. The only valid value is:

      1. Little CMS. LittleCMS is a CMM, a color management engine; it implements fast transforms between ICC profiles.

   2. **Use Black Point Compensation**.

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.

You can download more language packs here: http://www.tracker-software.com/editor_lang
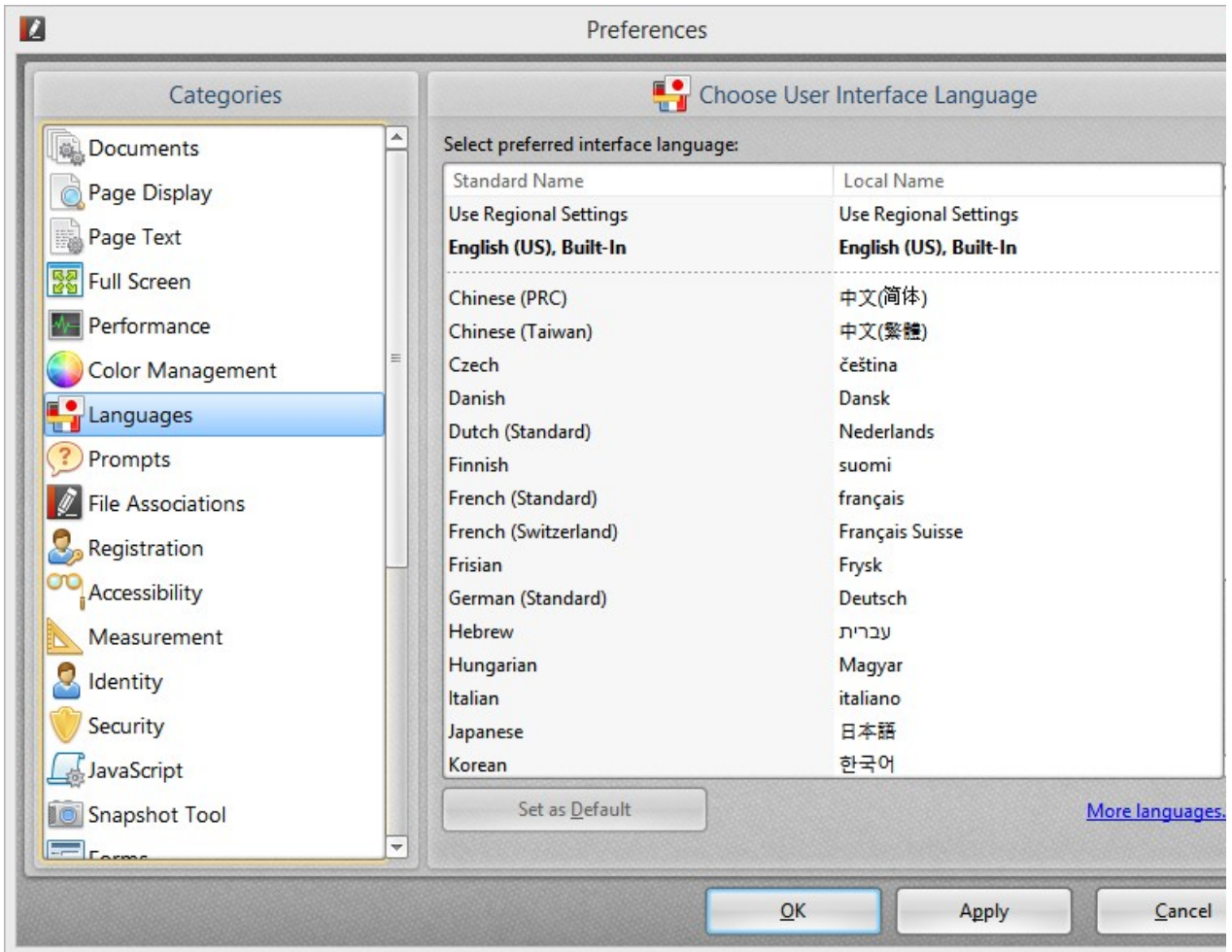
Options are:

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. Once you have chosen your prefered language, you must press **Set as Default** to apply the change.
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.

Prompts

Prompts allow you to restore the confirmation prompt box of the operation.
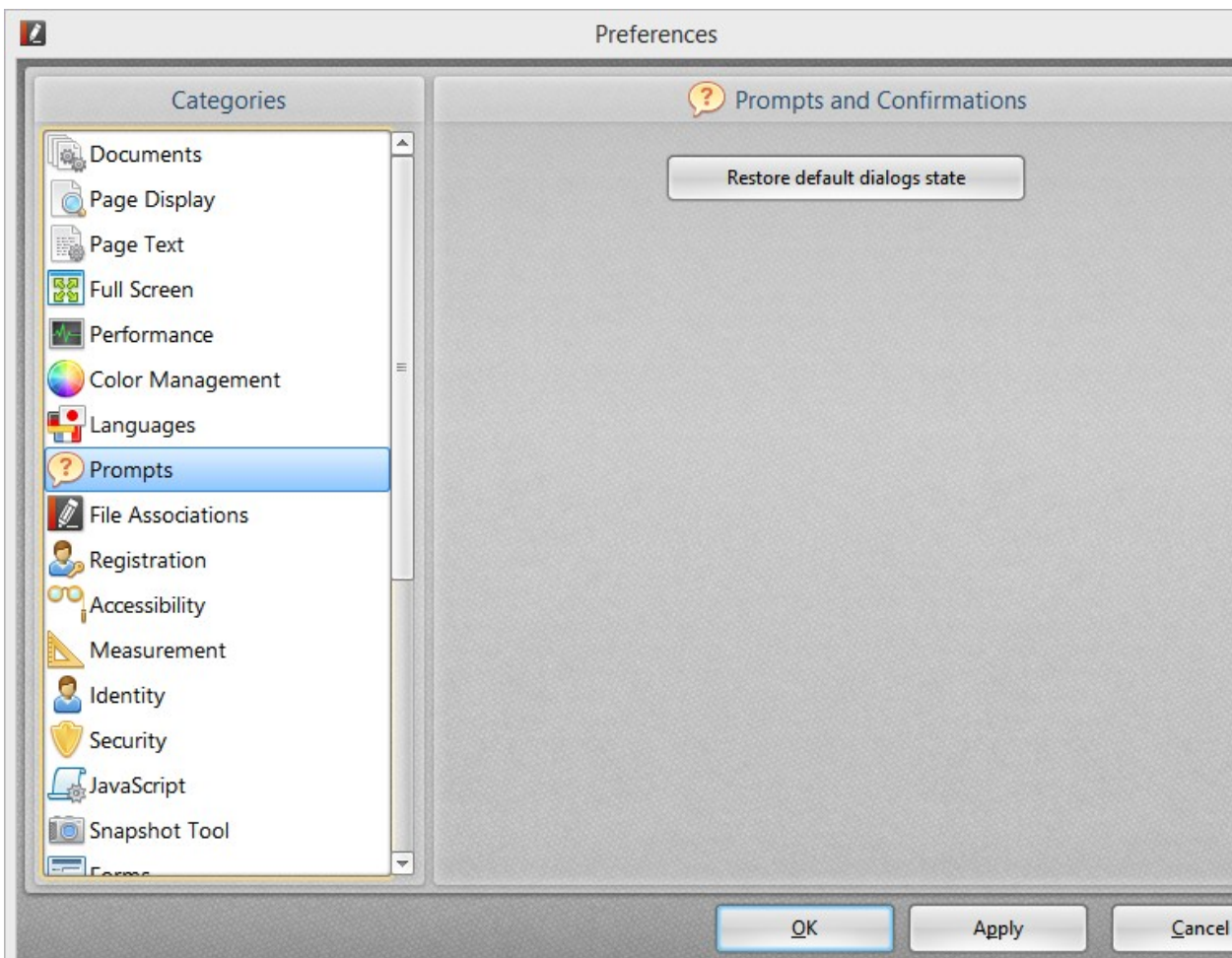
While performing some operations in PDF-XChange Editor, the program shows you a dialog box with a checkbox which allows you to save your choice for future, like in the following example:
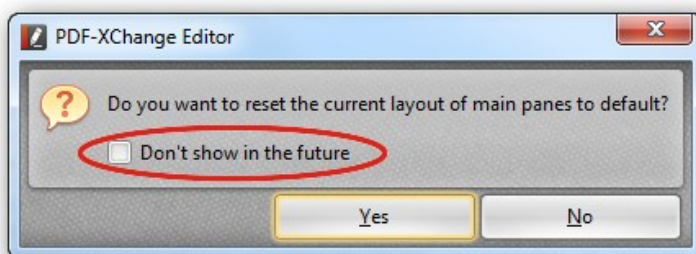
If you select the checkbox and click on **Yes** button, PDF-XChange Editor will remember your choice and will not show the warning message next time you try to perform the same operation.

To restore the warning message and confirmation prompt you have to click the **Restore default dialog state** button.

Prompts and Confirmations

Default dialogs state was successfully restored.

OK
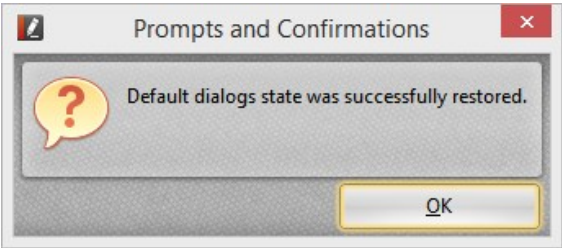
File Associations

File Associations determines whether PDF-XChange Editor will be used as the default viewer for PDF files or whether another previously-installed application should be used.
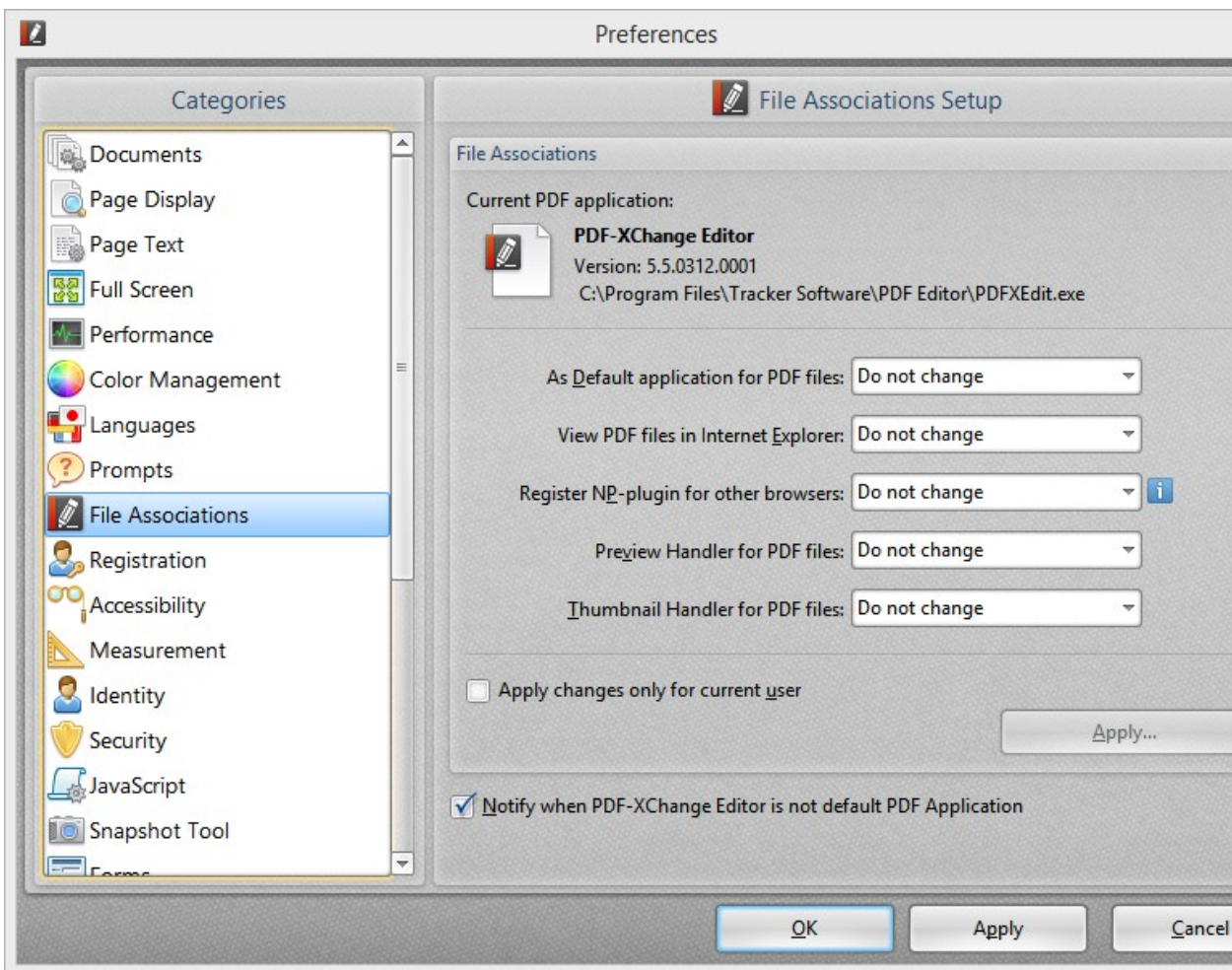
1. **File Associations**.

   1. **Current PDF application**. Shows the current default PDF application.
   2. **As Default application for PDF files**.
      1. **Do not change -** Does nothing. Note that after changes are applied, these options all revert back to "Don not change".
      2. **Make default -** Makes PDF-XChange Editor the default PDF viewer.
      3. **Restore -** Restores previous default for viewing PDF.
   3. **Register NP-plugin for other browsers**. Uses PDF-XChange Editor as the PDF viewer control inside Google Chrome and FireFox. N.B. A Plug-in for Opera is in development.
   4. **Preview Handler for PDF files**. Sets PDF-XChange Editor as the preview handler for PDF while browsing your file system.
   5. **Thumbnail Handler for PDF files**. Allows each document's thumbnail to be seen on the desktop.
   6. **Apply changes only for current user**. Excludes other users on the same machine (i.e. Guest account)

7. **Notify when PDF-XChange Editor is not default PDF Application**. If this option is selected, the PDF-XChange Editor will always verify that it is set as the default PDF application. If it is not the default, you will see this dialogue when launching the Editor:
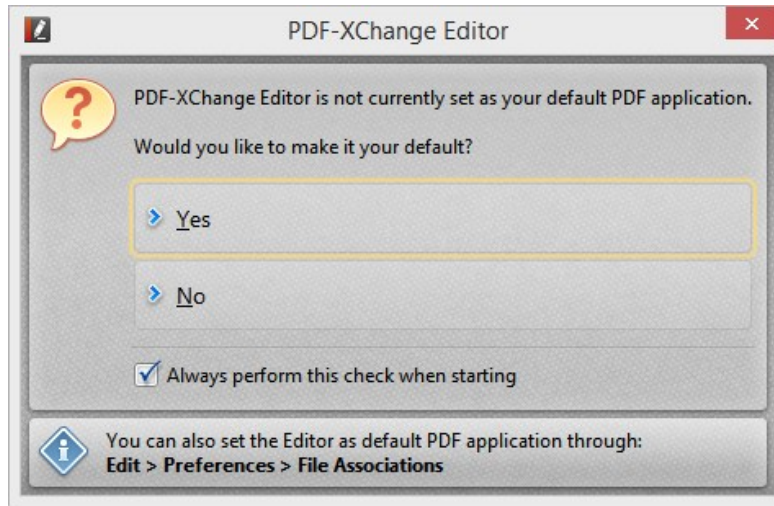
Registration

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 a license. When set to **Trial**, the program runs in the FREE Evaluation Mode. Please see **IMPORTANT! FREE vs. PRO version** for additional information.
When you install the serial key, your Editor's PRO features will be activated.
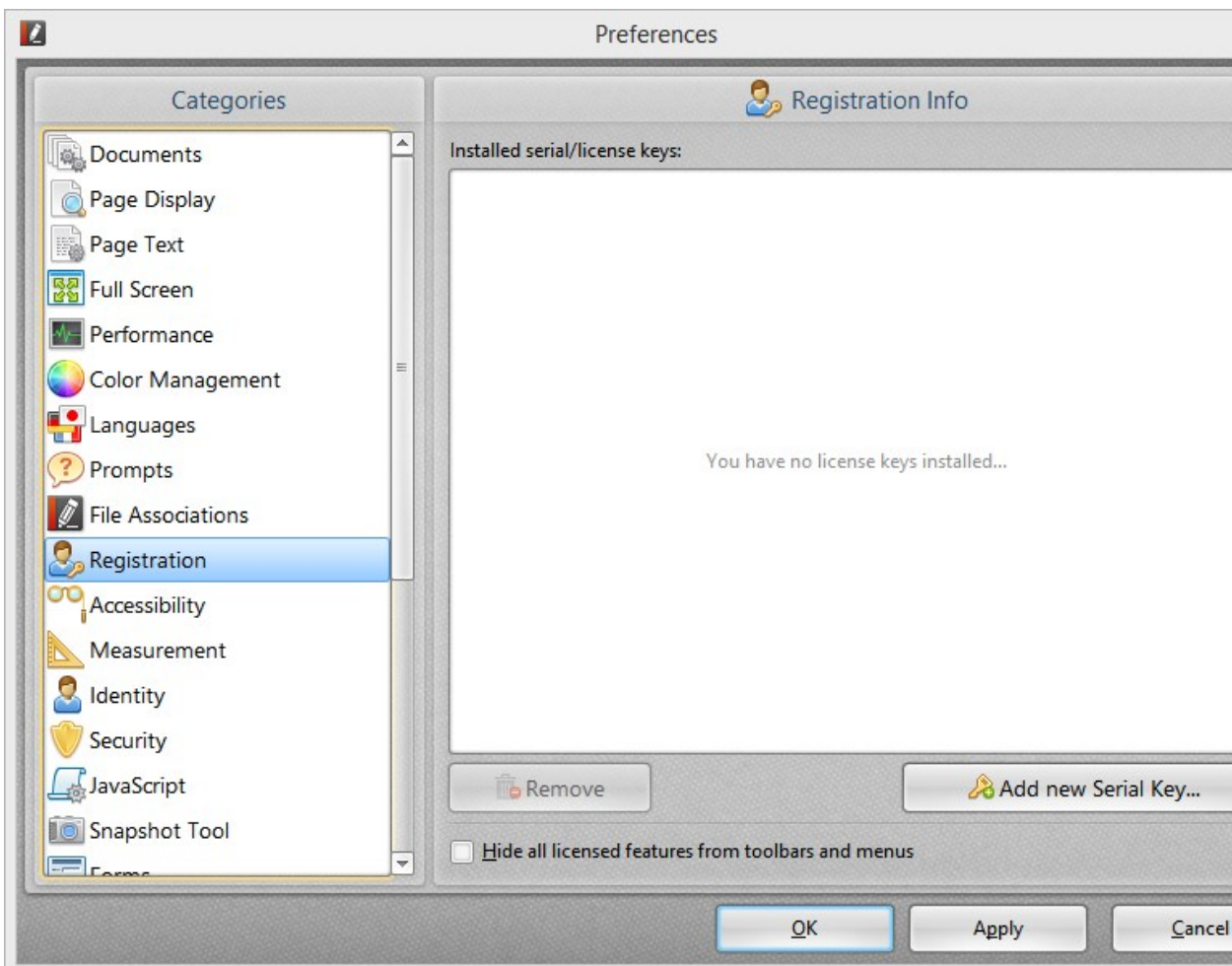
To install the serial key, copy your personal key into the Clipboard and then click the **Add new serial key...**button. You will see this dialogue:
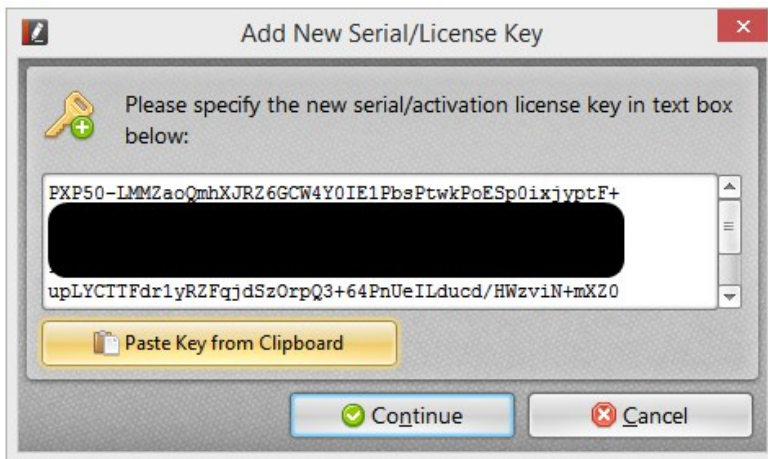
The key should automatically populate, if not; make sure the key is copied to your clipboard, then click on Paste Key from Clipboard, then click "Continue".

You may wish to choose the automated licensing method using your Personal.xcvault file. Make sure that all PDF-XChange programs are not running, then open your vault file. You can download your vault file from within your account. More information here.

If you are served an activation code (rather than a serial key) by one of our trusted resellers, you will see this dialog when placing your activation code into the **Add new serial key** field.
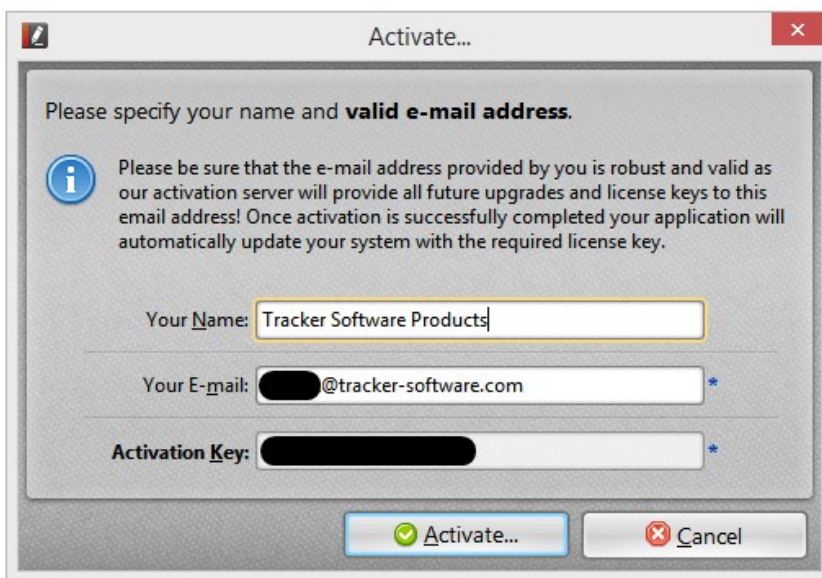
You will be notified of the procedure's success with the following message:
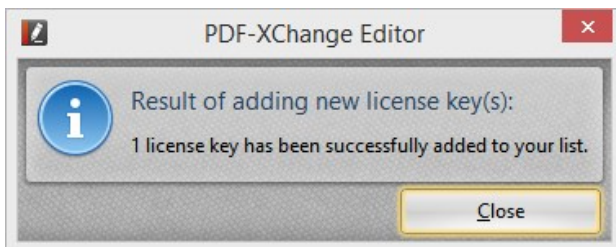
You can verify whether you are in Evaluation mode, or licensed mode by going to Edit -> Preferences -> Registration,

and making sure you see the key state as Valid. More information regarding Evaluation VS. Licensed mode here.

Hide all protected features in all toolbar and menus. When checked in **Evaluation** mode, items labeled **PRO** in the menus and tollbar 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.

Accessibility

Accessibility controls color options for displaying PDF pages for people with poor or limited eyesight.
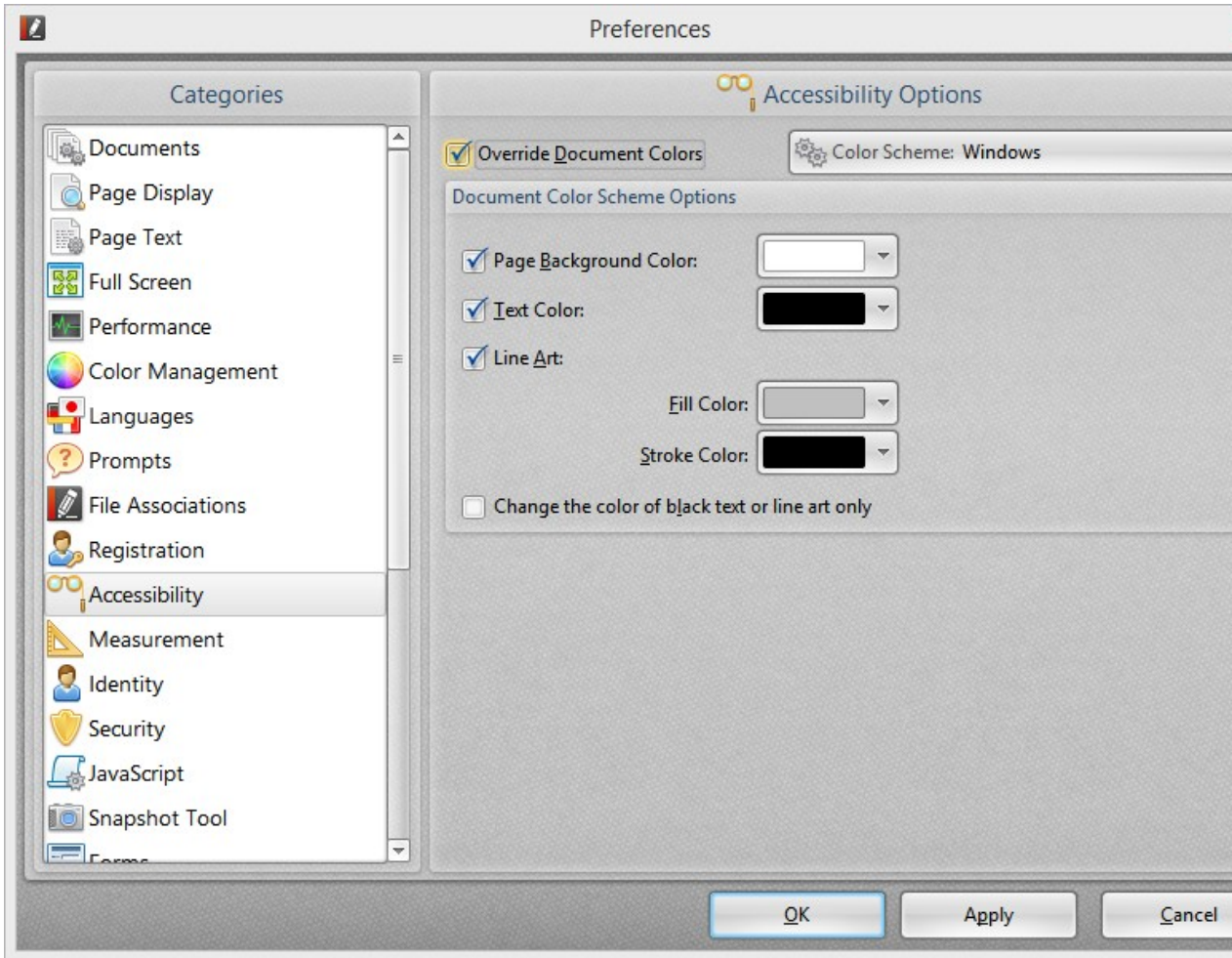
1. **Override Document Colors**. When checked, PDF document colors will be overridden and the other controls on the screen become active.
2. **Color Scheme**. Use Predefined High-Contrast Color Scheme:

    1. **Windows**. Use the color scheme from Windows accessibility options.
    2. **Green on Black**. Green text on Black background.
    3. **Yellow on Black**. Yellow text on Black background.
    4. **White on Black**. White text on Black background.
    5. **Black on White**. Black text on White background.
    6. **Save Current Settings**. Saves all current settings.
    7. **Delete**. Deletes the selected color scheme.
    8. **Manage...**. Opens the **Manage Presets** dialog, which allows you to delete, edit or clone any of the available color schemes.
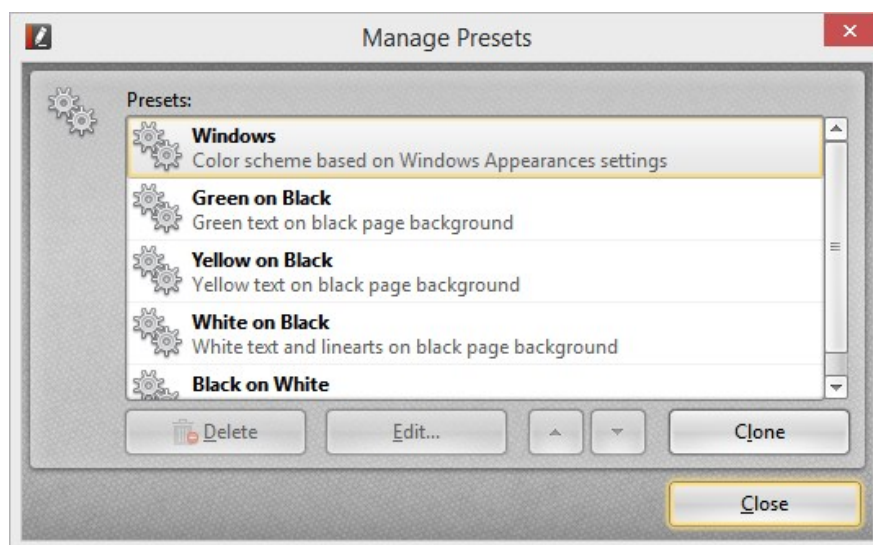
3. **Document Color Scheme Options**. Allows you to adjust the document color scheme.

   1. **Page Background**. This opens the standard Color Selection dialog to assist you in selecting a page background color.
   2. **Text Color**. When checked, this allows you to open the standard Color Selection dialog to assist you in selecting a text color.
   3. **Line Art**. When checked, this activates the following two controls:

      1. **Fill Color**. This opens the standard Color Selection dialog to assist you in selecting a Line Art Fill color.
      2. **Stroke Color**. This opens the standard Color Selection dialog to assist you in selecting a Line Art Stroke color.

4. **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.

Measurement

Measurement determines the linear units to use for all displays.
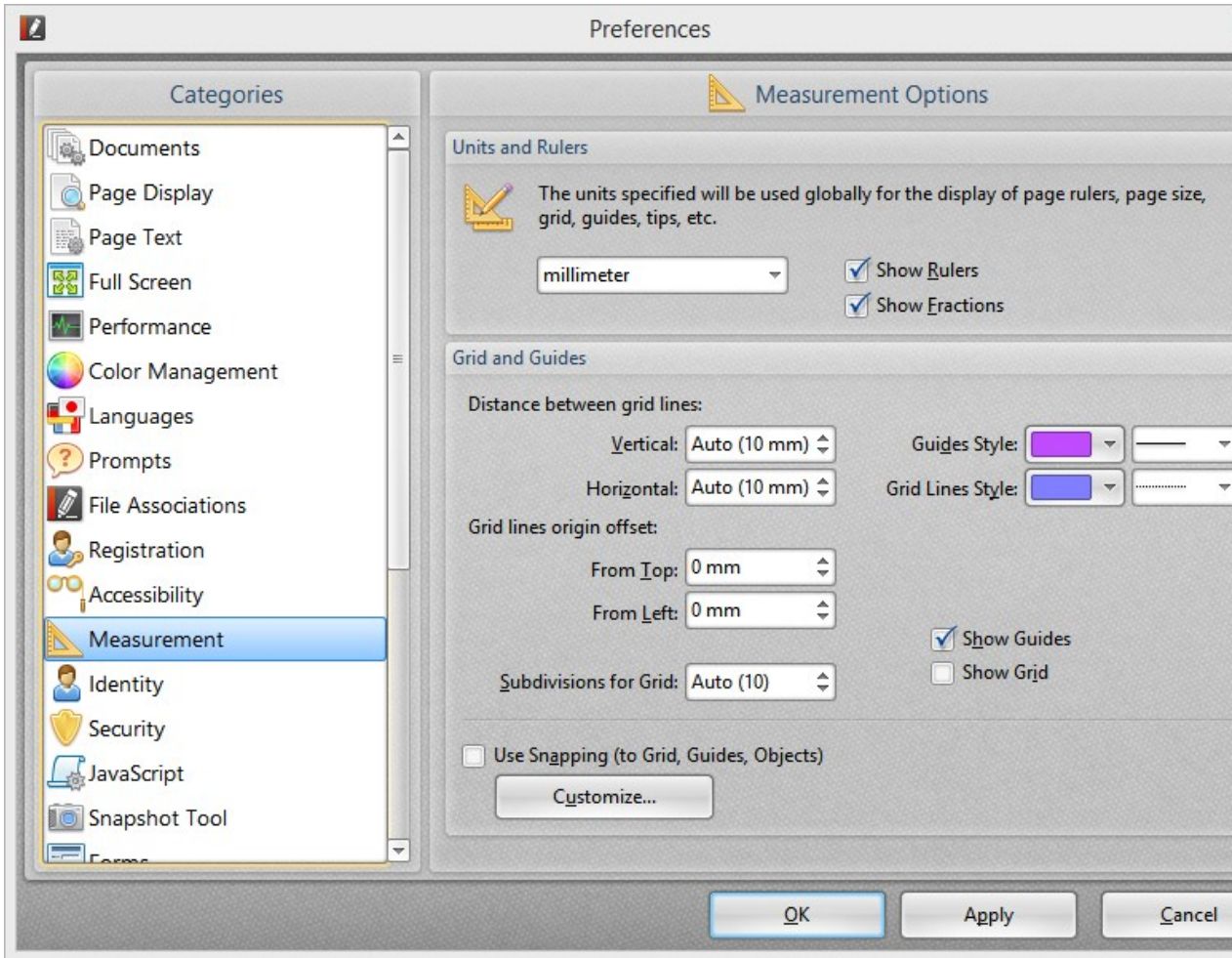
1. **Units and Rulers**. Valid unit values are:

    - 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.

    1. **Show Rulers**. Shows or hides rulers.
    2. **Show Fractions**. Shows or hides fractions.

2. **Grid and Guides**. Grids provide a visual reference for aligning objects vertically and\or horizontally to specific page positions according to Ruler increments.

    1. **Distance between grid lines**. Allows you to specify the distance between grid lines.
    2. **Grid lines origin offset**. Changes the grid offset.
    3. **Subdivisions for Grid**. Specifies the number of lines that appear within a given distance.

4. **Show Guides**. Shows or hides guides.
5. **Guides Style.** Allows you to specify the guide lines' style.
6. **Grid Lines Style.** Allows you to specify the grid lines' style.
7. **Use Snapping (to Grid, Guides, Objects)**. When this option is checked, snapping will be used.

    1. **Customize…**.
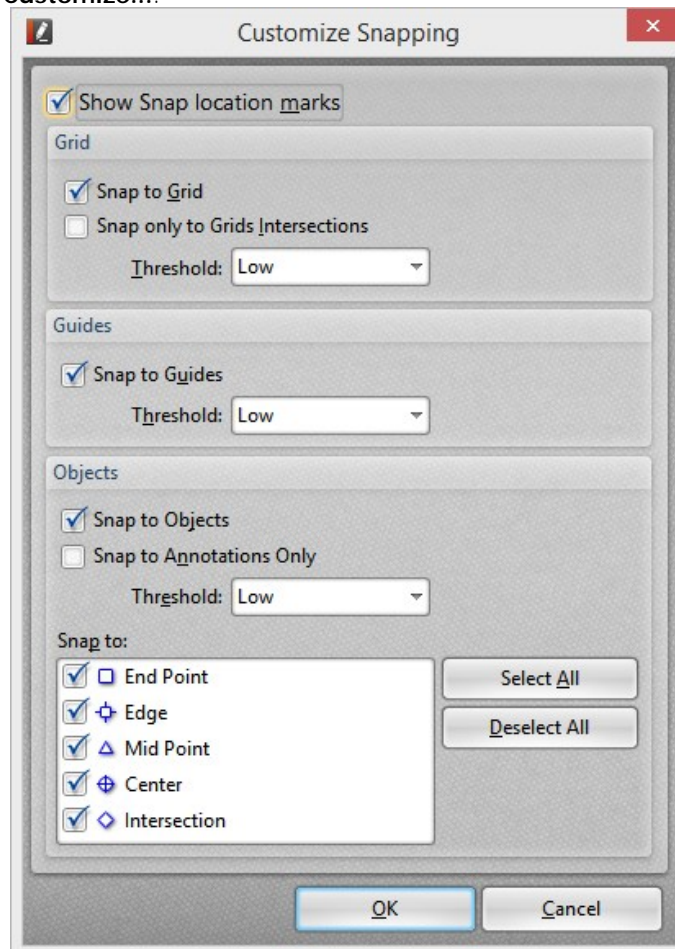
1. **Show Snap location marks**. Shows or hides snap location marks.

2. **Grid**.
   1. **Snap to Grid**. Aligns an object with the nearest grid line when you move the object.
   2. **Snap only to Grids Intersections**.
   3. **Threshold**. Allows you to choose the level of sensibility. Valid values are: Low, Medium, High.

3. **Guides**.
   1. **Snap to Guides**. Aligns an object with the guide lines when you move the object.
   2. **Threshold**. Allows you to choose the level of sensibility. Valid values are: Low, Medium, High.

4. **Objects**.
   1. **Snap to Objects**. Aligns shapes with other objects.
   2. **Snap to Annotations Only**. Allows snapping to annotations only.
   3. **Threshold**. Allows you to choose the level of sensibility. Valid values are: Low, Medium, High.

   4. **Snap to**:
      1. **End Point**. Allows snapping to end point of the object.

2. **Edge**. Allows snapping to the edge of the object.
3. **Mid Point**. Allows snapping to middle point of the object.
4. **Center**. Allows snapping to the center of the object.
5. **Intersection**.

5. **Select All**. Selects all.
6. **Deselect All**. Deselects all.

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 <u>never</u> exported without your knowledge and approval.
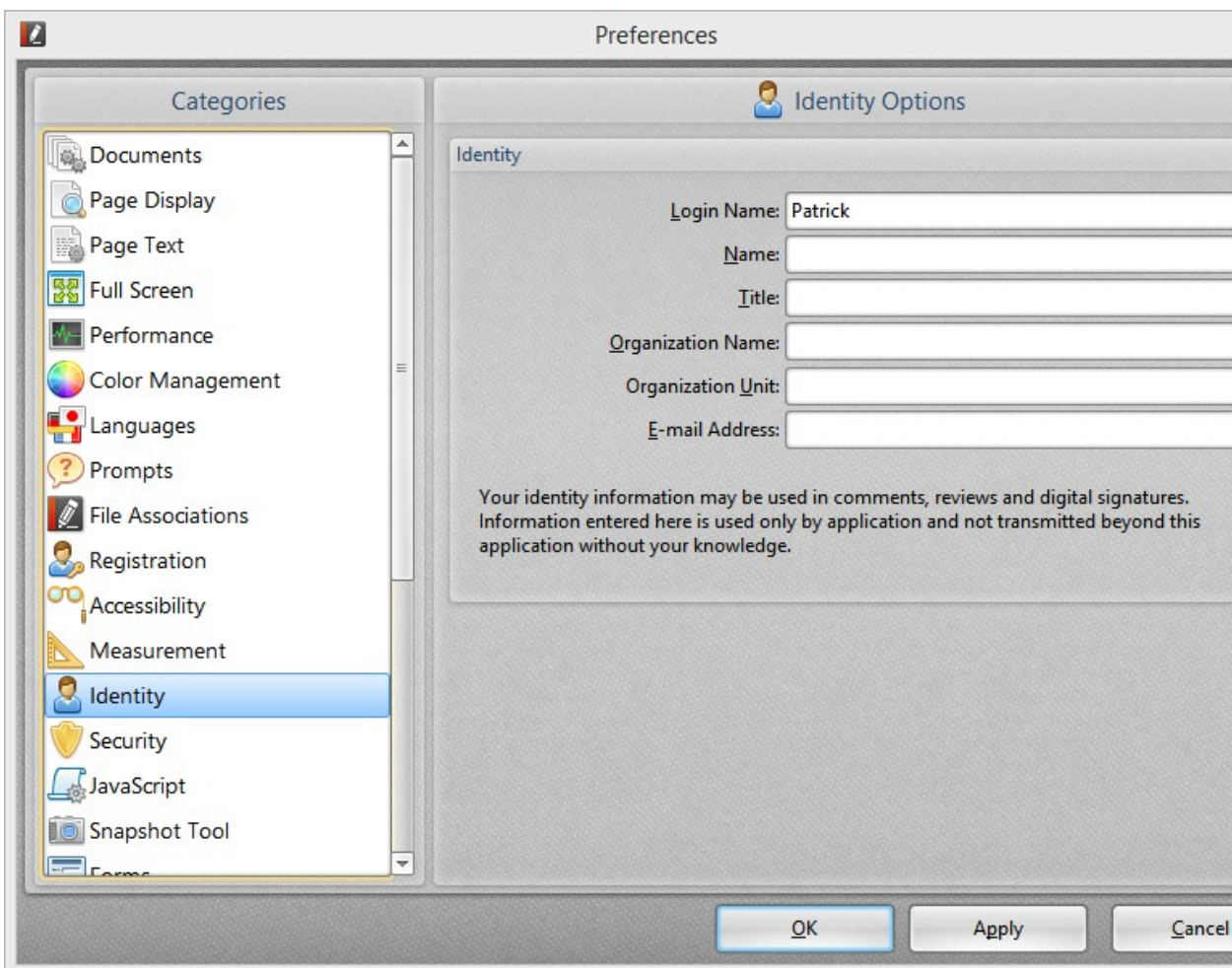
Login Name: Is automatically populated with the login name for that PC.
Name: Optional field
Title: Optional field
Organization Name: Optional field
Organization Unit: Optional field
E-Mail Address: Optional field

Security
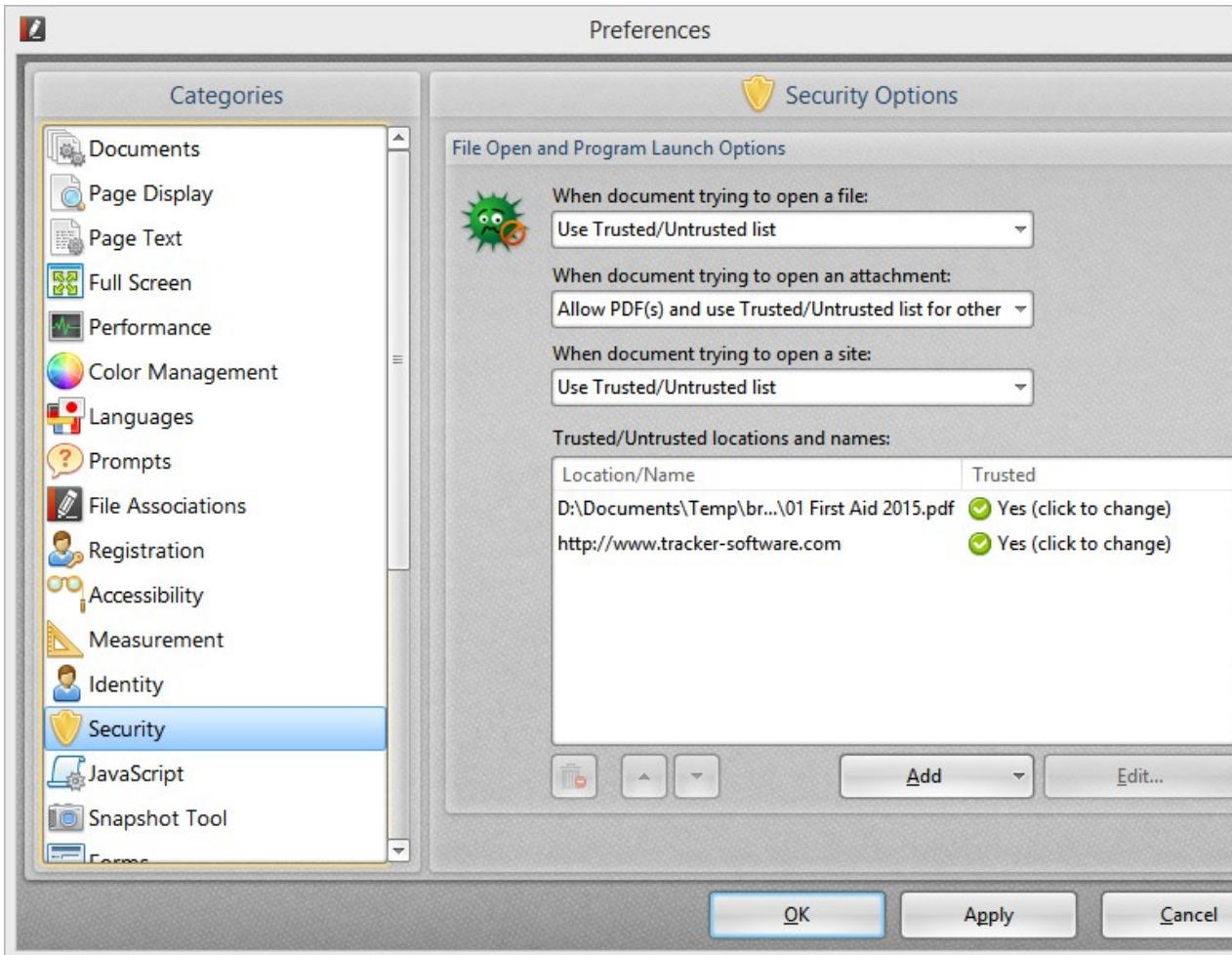
File Open and Program Launch options - Allows the user to manipulate permissions of certain launch and open actions.

1. When document trying to open a file:
2. When Document trying to open an attachment:
3. When Document trying to open a site

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.
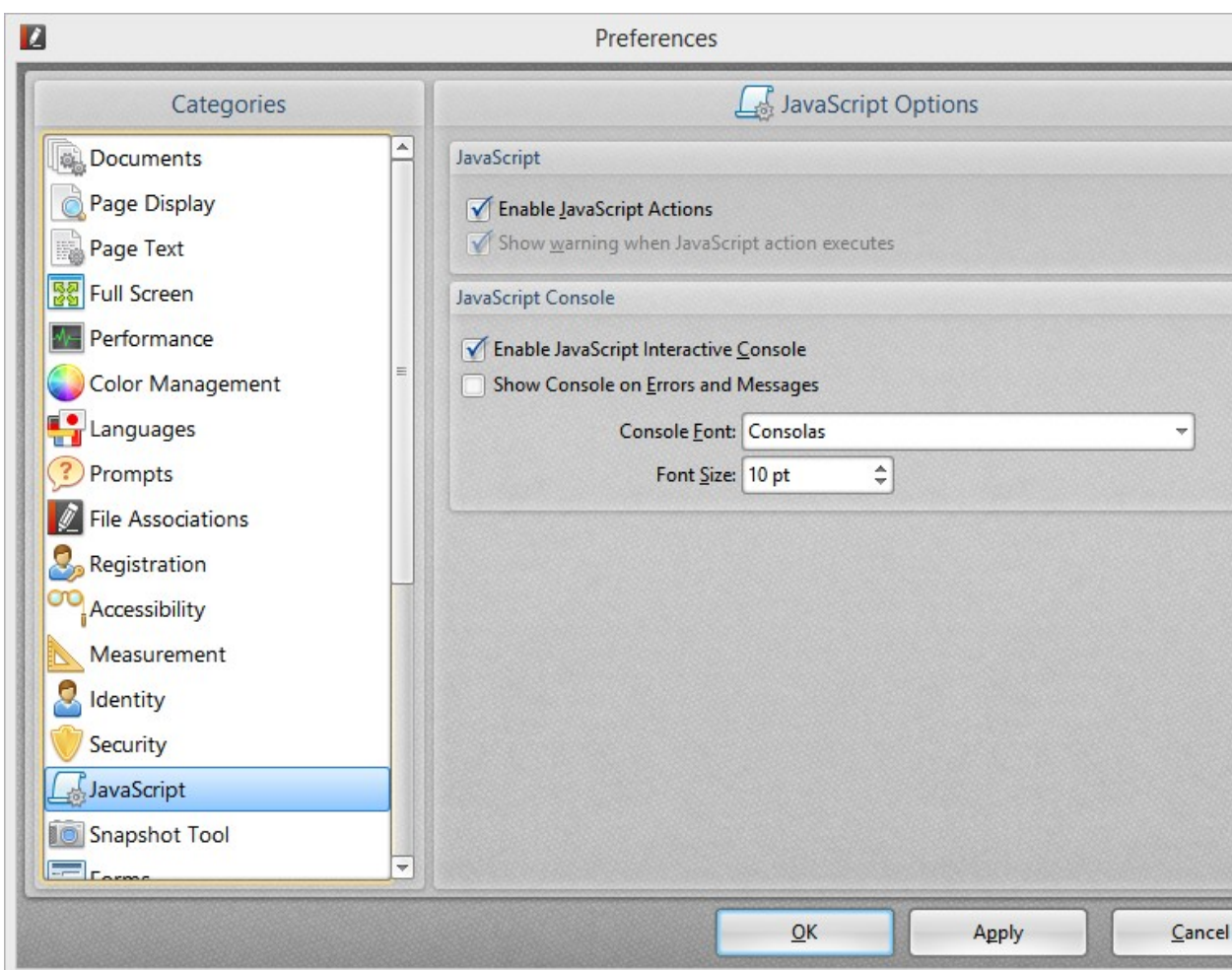
1. **JavaScript**. Enables or disables **JavaScript** actions.

    1. **Enable JavaScript Actions**. Checking this checkbox allows JavaScript to execute within the specified PDF document. If unchecked, the next checkbox becomes active.
    2. **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.

2. **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.

    1. **Enable JavaScript Interactive Console**. Checking this checkbox enables the JavaScript console

integral to the **PDF-XChange Editor**.
2. **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.

    1. **Console Font**. Specifies the Font to use when displaying the **JavaScript** console.
    2. **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**.

Snapshot Tool

This screen controls the behavior of the **Snapshot Tool**.
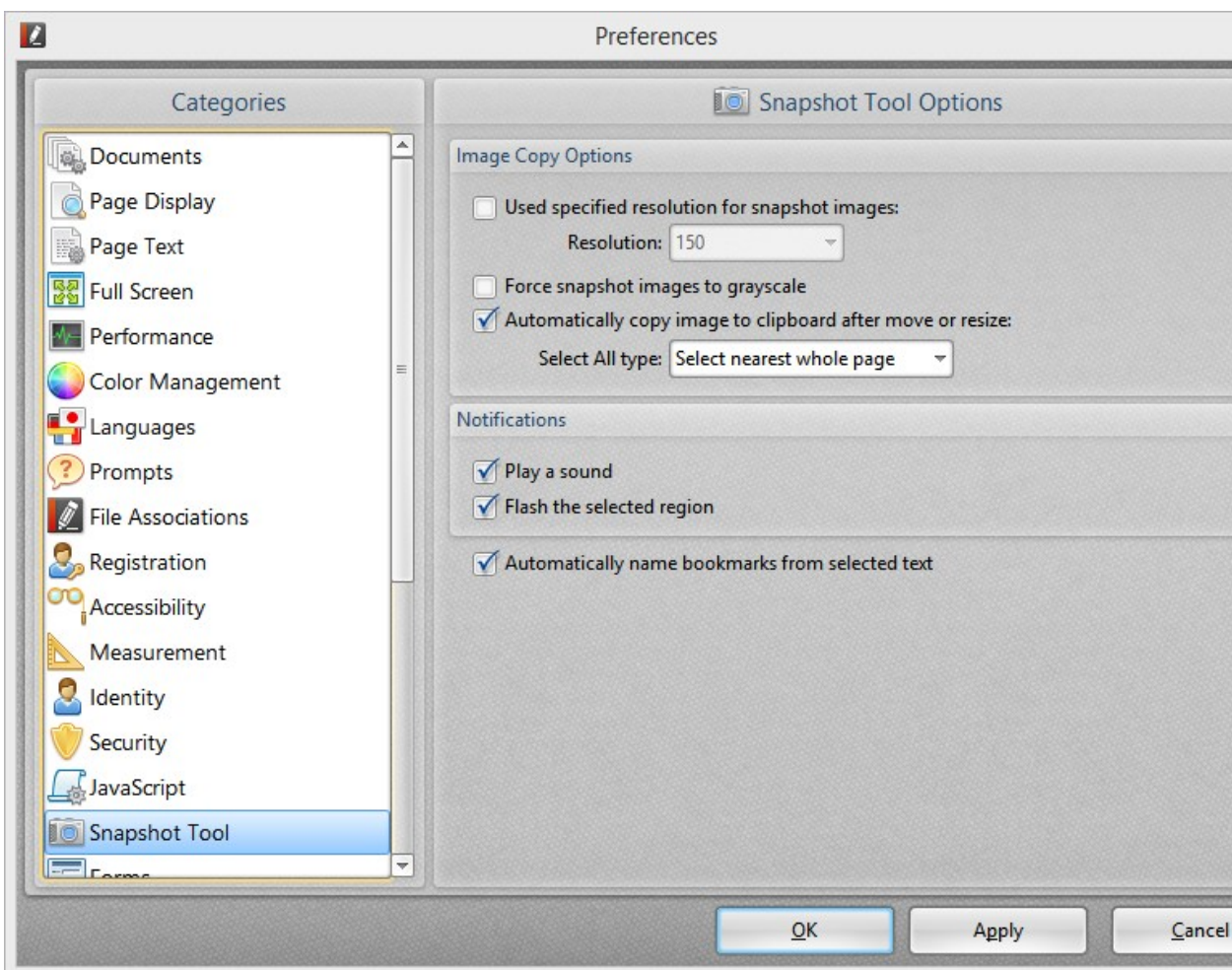
1. **Image Copy Options**. These control the images produced by the Snapshot Tool.

    1. **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.
    2. **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.
    3. **Automatically copy image to clipboard after move or resize**.

        1. **Select All type**.
            1. **Select visible portion of nearest page**. Copies a part of the nearest page.
            2. **Select nearest whole page**. Copies the whole nearest page.

2. **Notifications**.

    1. **Play a sound**. When checked, the sounds are made when the snapshot control is clicked to produce the

snapshot.
2. **Flash the selected region**. When checked, the selected region when the snapshot control is clicked to produce the snapshot.

3. **Automatically name bookmarks from selected text**.

Forms

Forms allow you to control the options of form fields.
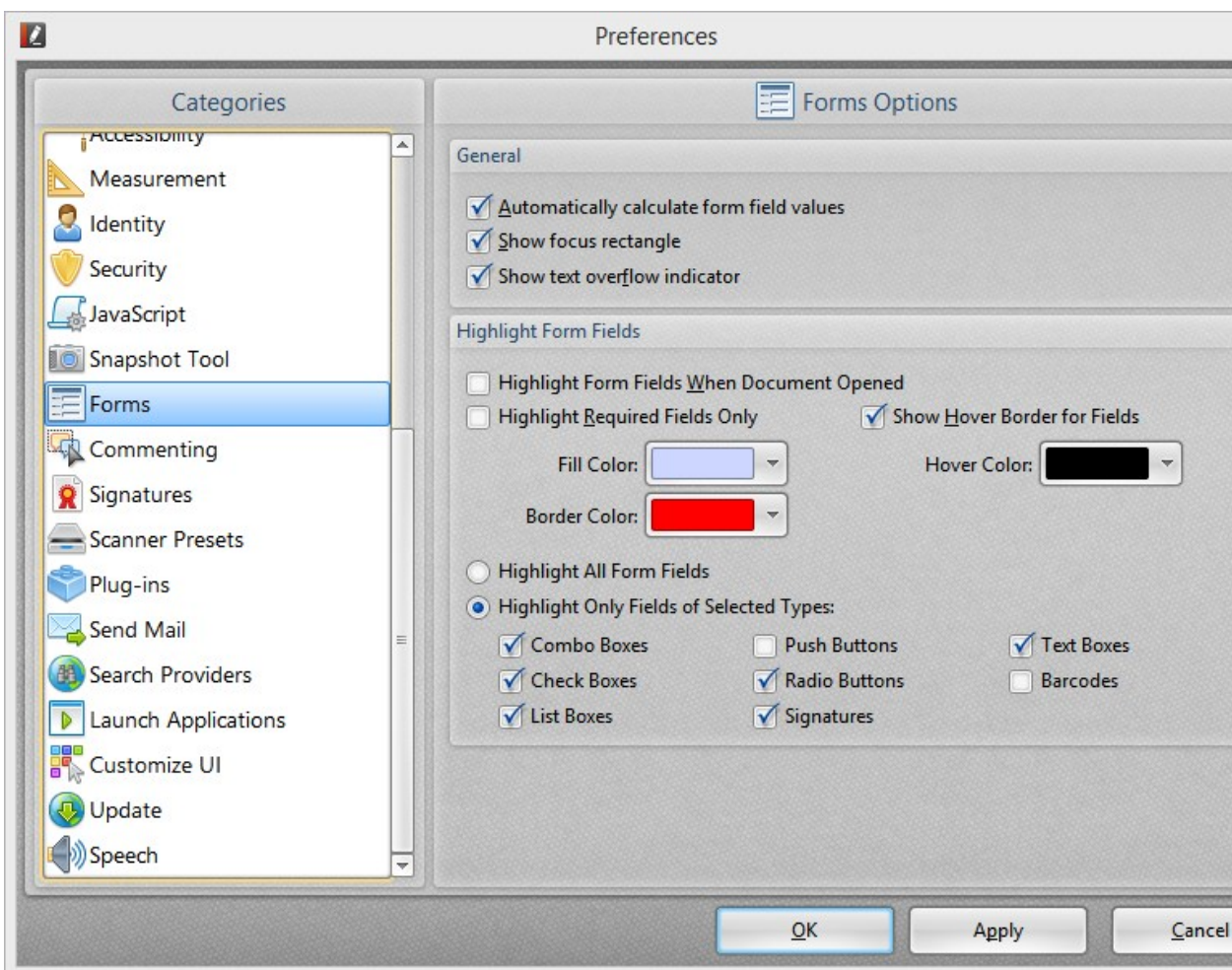
1. **General**. Allows you to set the general options for the form fields.

    1. **Automatically calculate form field values**. Automatically performs all field calculations upon user entry.
    2. **Show focus rectangle**. Indicates the form field which currently has the focus.
    3. **Show text overflow indicator**.

2. **Highlight Form Fields**. Allows you to set the highlight options for the form fields.

    1. **Highlight Form Fields When Document Opened**.
    2. **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.

        1. **Fill Color**. Opens the standard color selection dialog to assist you in selecting the color of highlighted form fields.
        2. **Border Color**. Opens the standard color selection dialog to assist you in selecting the border color of highlighted form fields.

3. **Show Hover Border for Fields**.

    1. **Hover Color**.

4. **Highlight All Form Fields**. Allows you to apply highlight options to all kinds of form fields.
5. **Highlight Only Fields of Selected Types**.

    1. **Combo Boxes**. Allow you either choose an item from a pop-up menu or type in a value.
    2. **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.
    3. **List Boxes**. Allow you to choose a displayed list of options.
    4. **Push Buttons. Initiates a change on the user's computer, such as opening a file or others.**
    5. **Radio Buttons**. Present a group of choices from which the user can select only one item.
    6. **Signatures**. Allow you electronically sign a PDF document with a digital signature.
    7. **Text Boxes**. Allow you to type in text.
    8. **Barcodes**.

Commenting

Commenting allows you to select two ways to copy text into Comments.
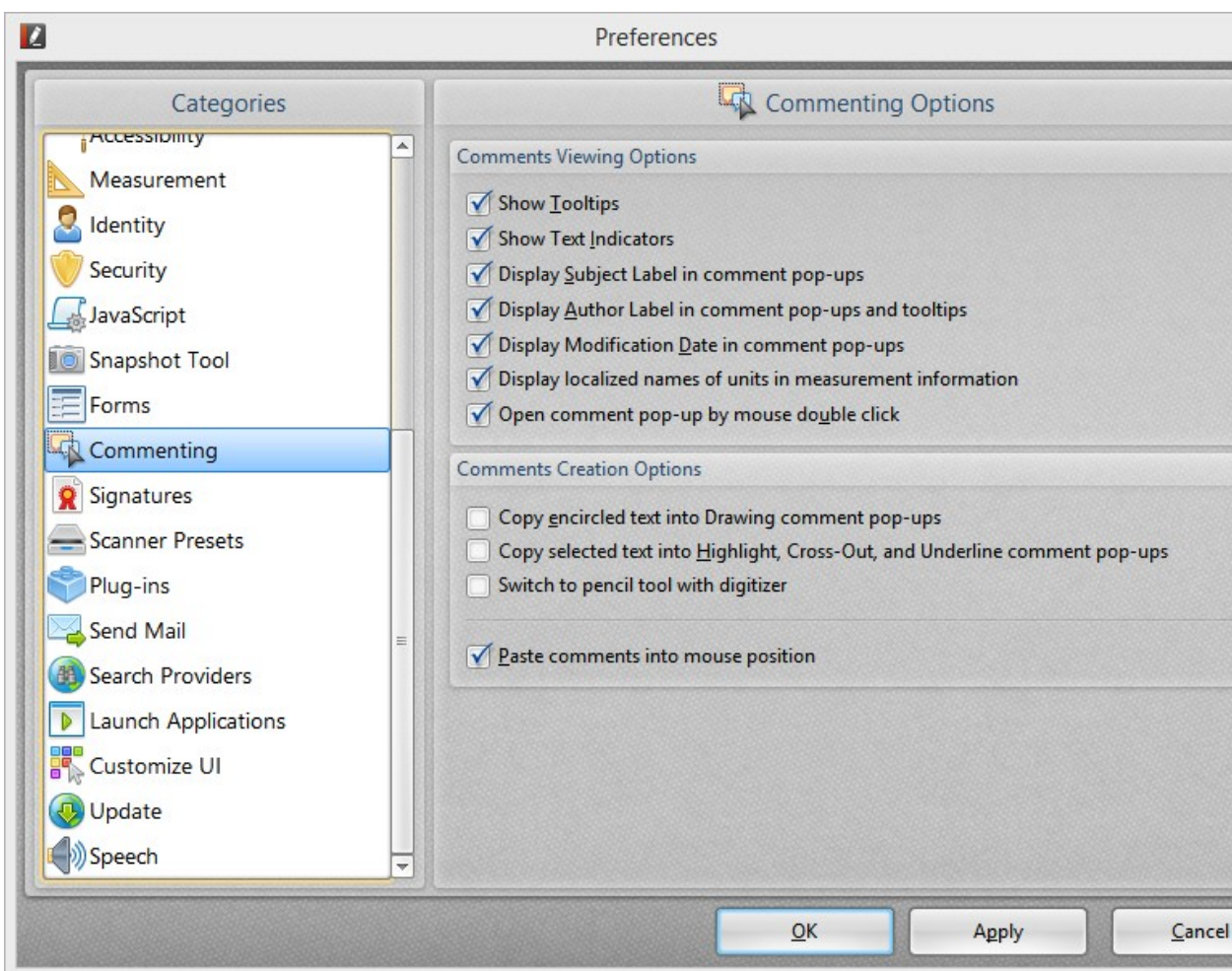
1. **Comments Viewing Options**.

    1. **Show Tooltips**.
    2. **Show Text Indicators**.
    3. **Display Subject Label in comment pop-ups**. The subject label will be displayed in comment pop-ups.
    4. **Display Author Label in comment pop-ups and tooltips**. The author label will be displayed in comment pop-ups and tooltips.
    5. **Display Modification Date in comment pop-ups**. The modification date will be displayed in comment pop-ups.
    6. **Display localized names of units in measurement information**.

2. **Comments Creation Options**.

    1. **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.
    2. **Copy selected text into Highlight, Cross-Out, and Underline comment pop-ups**. When using the

Select Tool, selected text will be copied into the pop-up comment, where it can be edited or further commented on.

3. **Paste comments into mouse position**. Copied comments will be pasted into mouse position.

Signatures

Signatures - Allows you to modify your preferences for digital signatures.
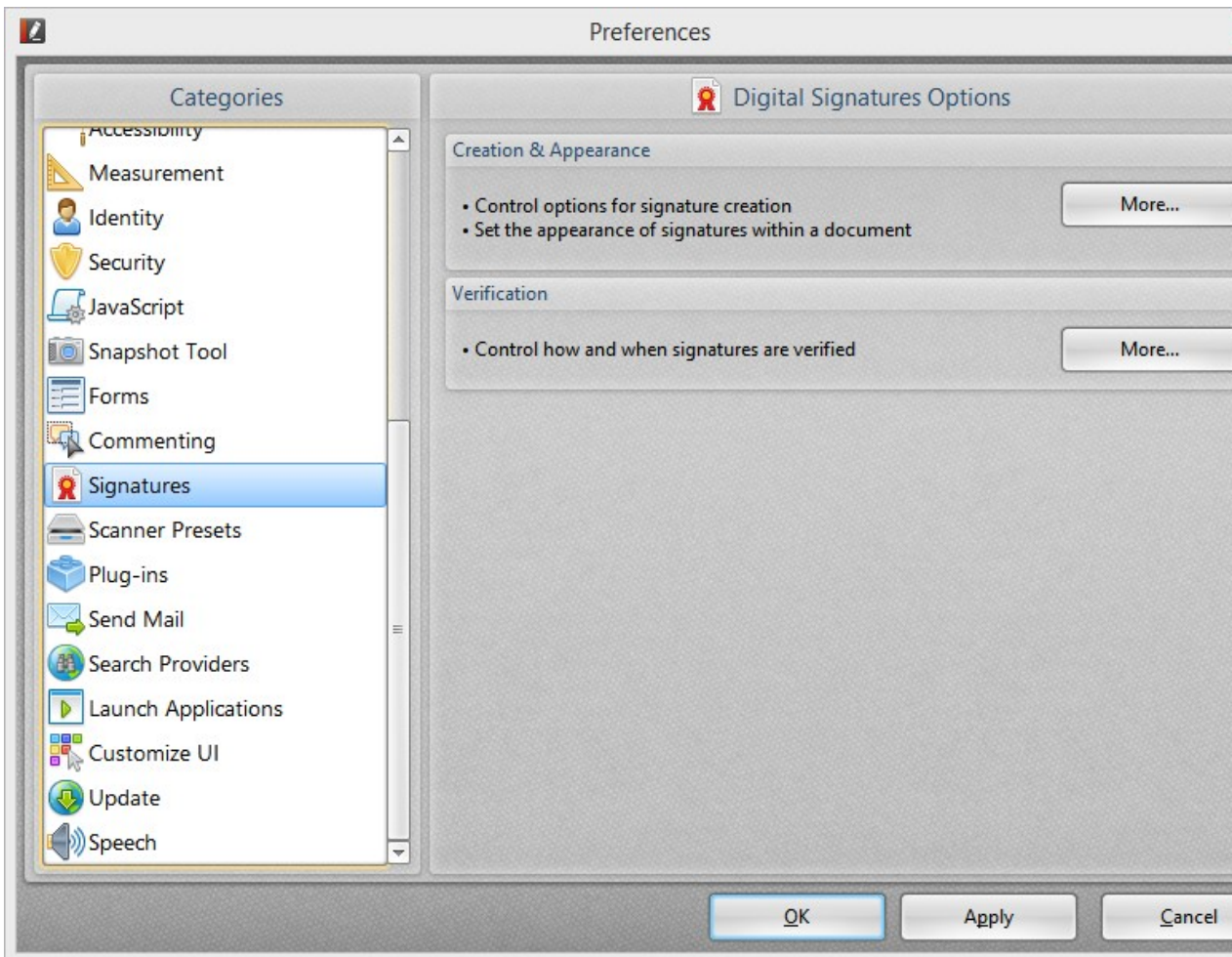
Creation and appearance
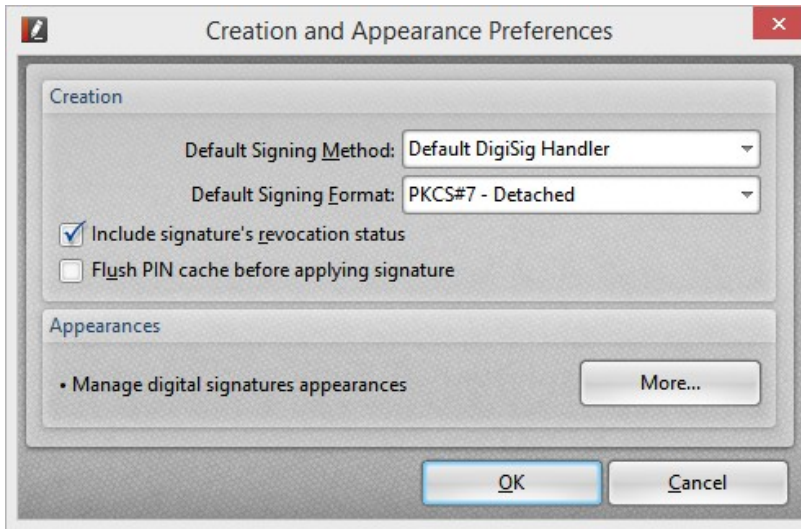
Verification
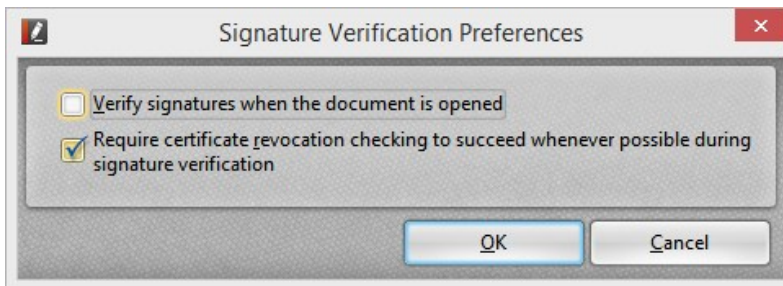
Scanner Presets

Scanner Presets control the default options for scanning.
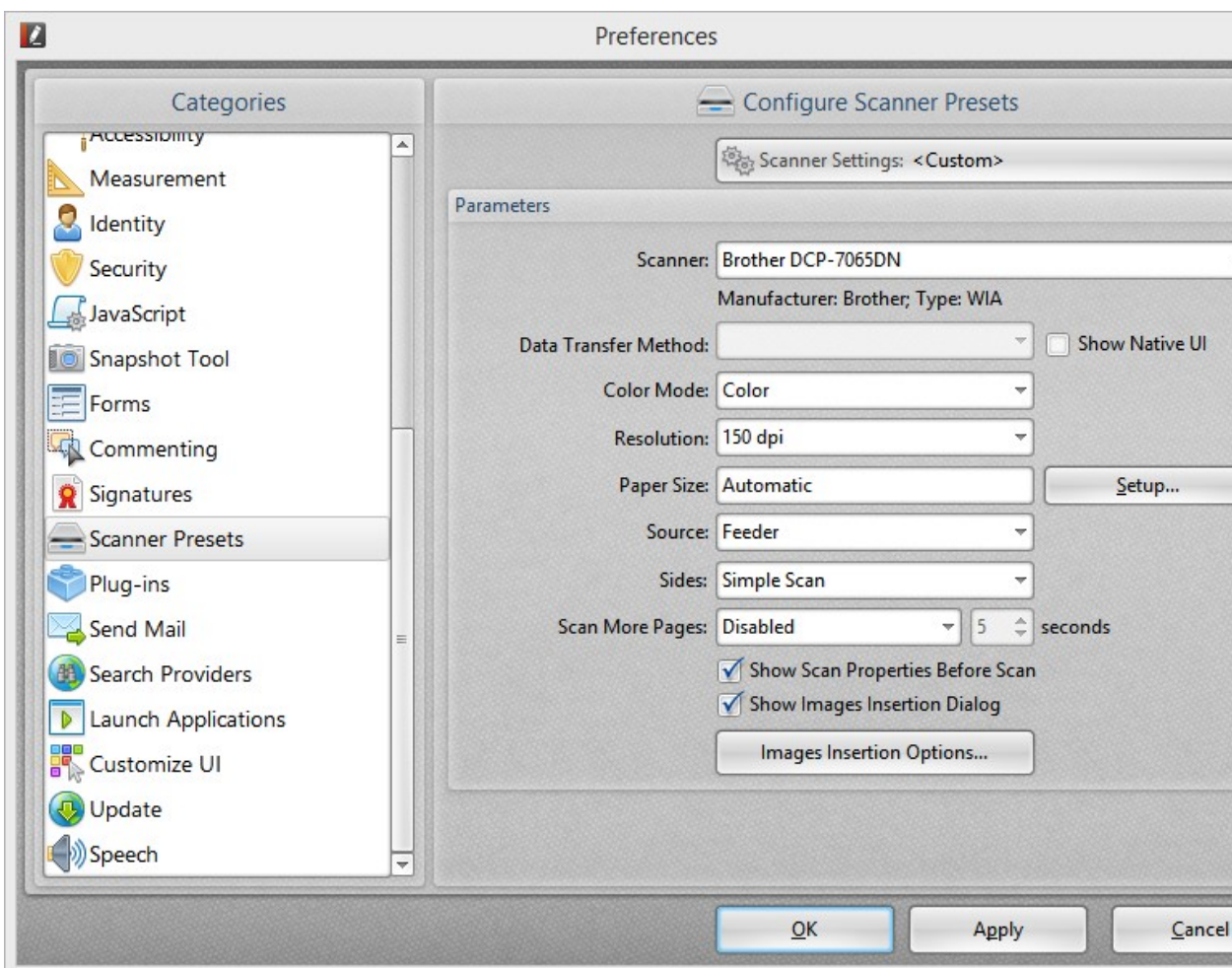
1. **Parameters**. Sets the parameters for scanning.

   1. **Scanner**. Selects the scanner on which to scan the document.
   2. **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).
   3. **Show Native UI**.
   4. **Color Mode**. Allows you to choose the color mode.
   5. **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.
   6. **Paper Size**. Allows you to choose an appropriate paper size.
   7. **Setup...**.
   8. **Sides**. Sets the scanning side. The options are:

      1. **Both Sides**. Scans both sides of pages.
      2. **Front Sides**. Scans only front sides of pages.

9. **Scan More Pages**. Lets you select one of the following options:

1. **Disabled**. Disables the scanning of more pages.
2. **Ask user**. When scanning is finished, you will be asked if you want to scan more pages.
3. **Automatically after**. When the scanning session is finished, the next one will start automatically.

10. **Show Presets Dialog**.
11. **Show Images Insertion Dialog**.
12. **Images Insertion Options...**. Defines additional image insertion options for the new document.

1. **New Page Options**. Allows you to set the page options.

1. **Choose Paper Size by Source**. This option specifies the size of the page by the source.
2. **Standard**. Selecting this option allows you to choose the standard size of the page.
3. **Custom**. Selecting this option allows you to specify the size of the page.
4. **Orientation**. Sets the orientation of the page.

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

5. **Page Rotation**. Allows you to rotate the page.

1. Don't rotate.
2. Clockwise 90 degrees.

3. 180 degrees.
4. Counterclockwise 90 degrees.

6. **Margins**. Margins adjust the size of the page by setting non-zero margins using the selected "user units." The adjustments are:

1. **Left**. The left margin is moved to the right by the amount specified in Units.
2. **Right**. The right margin is moved to the left by the amount specified in Units.
3. **Top**. The top margin is moved down by the amount specified in Units.
4. **Bottom**. The bottom margin is moved up by the amount specified in Units.

2. **Images Layout Options**. Allows you to set the image layout options.

1. **Layout Rules**. Sets the layout rules options.

1. **Horizontal count**. Specifies the number of columns for the horizontal layout.
2. **Vertical count**. Specifies the number of columns for the horizontal layout.
3. **Horizontal space**. Controls the amount of horizontal space around an image.
4. **Vertical space**. Controls the amount of vertical space around an image.

2. **Align Images**. Sets the image alignment.

1. **Fit**. When checked, the image will be sized to fit the new PDF page.
2. **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.

3. **Horizontal alignment**. Sets the horizontal alignment of the images.

    1. Left.
    2. Center.
    3. Right.

4. **Vertical alignment**. Sets the vertical alignment of the images.

    1. Top.
    2. Middle.
    3. Bottom.

3. **Image Labels**. Allows you to set the image label options.

1. **Image Label**. Allows you to add a text label for the image.

    1. **Use special text label for each image**. Specifies the text label for each file. You may enter any valid name you like.

        1. **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.
        2. **Back color**. Opens the standard color selection dialog for you to customize the background color for the image label.

3. **Paragraph...**. Specifies the paragraph settings for the text label.
4. **Font...**. Specifies the font settings for the text label.
5. **Place label above image**. If checked, the label will be placed above the image.
6. **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.

4. **Image Processing.** Allows you to set the options of image's downsampling and conversion.

1. **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.

2. **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.

   1. **No Downsampling**. Allows you to disable downsampling if the PDF file is to be printed at high resolution.
   2. **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.

    3. **Bilinear Downsampling to**. Adds pixels by averaging the color values of surrounding pixels. It produces results of medium quality.
    4. **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.

3. **Conversion**. Allows you to change the images' color mode for grayscale, monochrome or black & white.

    1. **No Conversion**. No images will be converted.
    2. **Convert to Grayscale**. Images will be converted to grayscale.
    3. **Convert to Monochrome**. Images will be converted to monochrome.
    4. **Convert to Black & White**. Images will be converted to black & white.
    5. **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.

4. **Deskew**. If checked, it will straighten a skew scanned image.

5. **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.

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

   1. **Auto**. The best compression settings will be chosen on your behalf whilst retaining reasonable image quality.
   2. **JPEG**. Best used for colored images.
   3. **Flate**. Is used for text, graphics and images.
   4. **JPEG/ZIP**.
   5. **JPEG 2000**.
   6. **JPEG 2000/ZIP**.

2. **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.

6. **Image Post-processing**.

1. **Deskew**. This will automatically deskew scanned pages.
2. **Despeckle**. Will remove unwanted specs
3. **Run OCR**. Will automatically OCR documents when scanning.

Plug-ins

This screen controls the behavior of the **Plug-ins**.
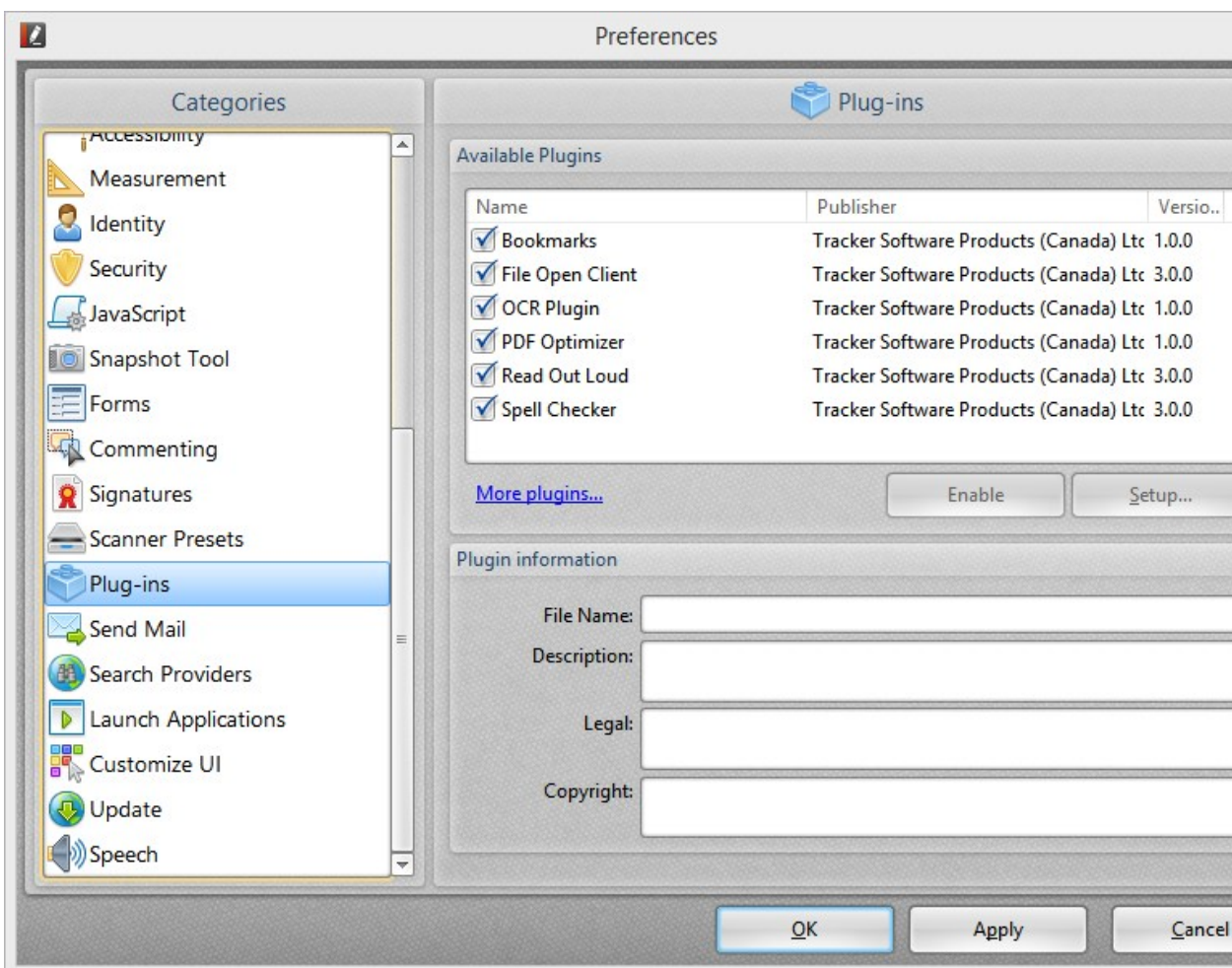
1. **Available Plugins**. Shows the list of all available plugins.

    1. **Enable/Disable**. Enables or disables the selected plugin.
    2. **Setup...**. Opens the dialog which allows you to adjust the additional settings of the selected plugin.

2. **Plugin information**. This tab displays the information for the plugin. The fields are self-explanatory.

Send Mail

Send Mail allows you to adjust the options for sending an e-mail.
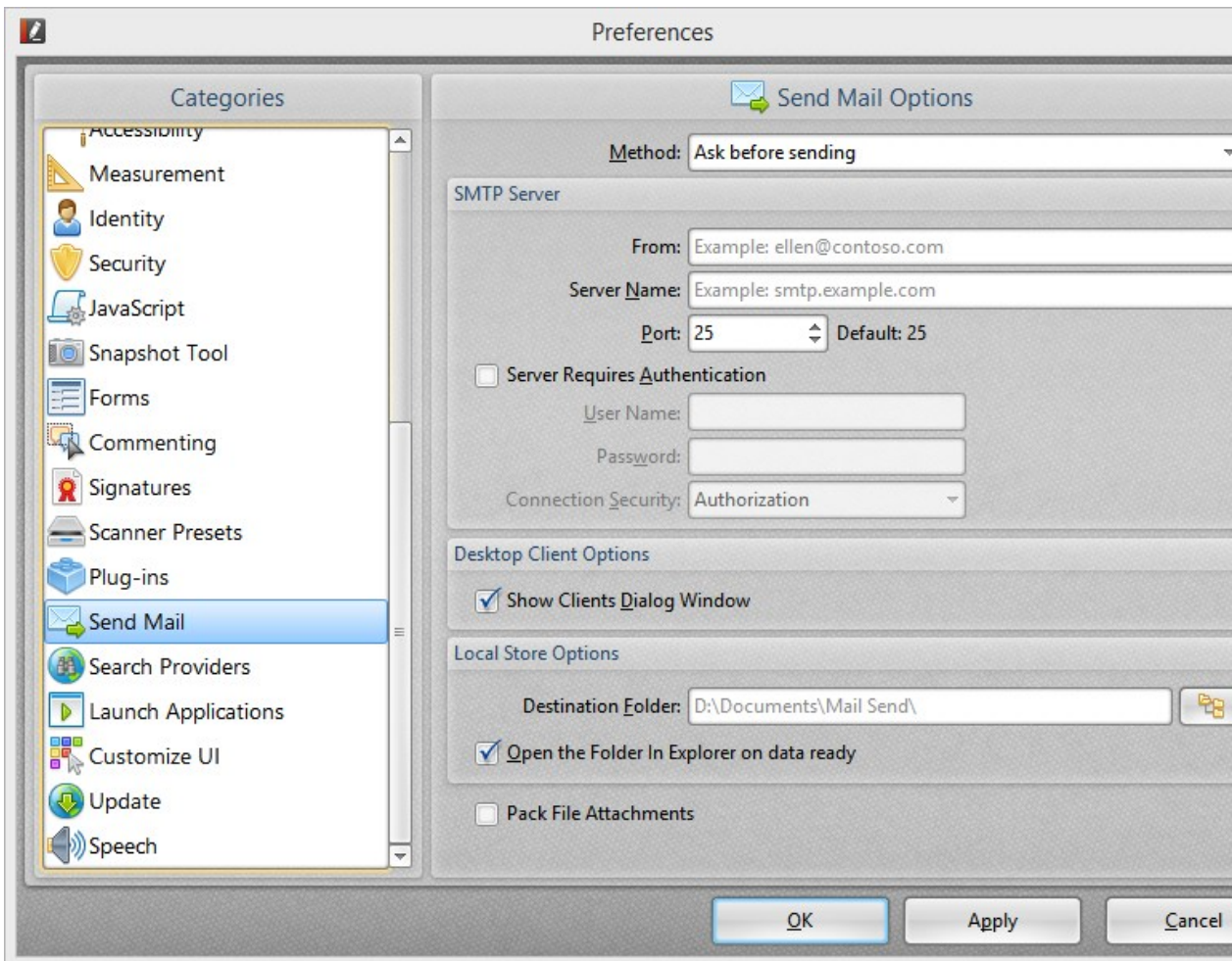
1. **Method**. There are several methods for you to email and send your PDF documents and other attachments.

   1. **Ask before sending**.
   2. **Mail Client**. Sends your completed message through your default e-mail client application with the properties filled as specified on this page. Same as option 1 - but no opportunity to edit the message or add additional attachments - other than the newly created PDF document.
   3. **SMTP**. Sends a letter bypassing your e-mail client application using the default values stored in the SMTP options within PDF-XChange. You can setup and use multiple SMTP servers using this option. For information on how to complete and setup your SMTP server information you will need to know your server settings - please consult your system administrator for advice as necessary.
   4. **Local**. Launches your default e-mail client application and creates a new email text with the required properties completed when you complete this page. This allows you to edit the letter, add additional attachments and send or cancel your message.

2. **SMTP Server**. Allows you to define the SMTP Server properties.

   1. **From**. Enter here your e-mail address.
   2. **Server Name**. Enter the server name.

3. **Port**. Specifies the port.
4. **Server Requires Authentication**. This check box allows you to specify the logon information for your server if required. If no authentication required please uncheck this box.

    1. **User Name**. Enter your e-mail user name here.
    2. **Password**. Enter your password.
    3. **Connection Security**. Allows you to specify security.

3. **Desktop Client Options**.

    1. **Show Clients Dialog Window**.

4. **Local Store Options**.

    1. **Destination Folder**.
    2. **Open the Folder In Explorer on data ready**.

5. **Pack File Attachments**.

Search Providers

Search Providers

Here you can adjust some settings, or add a custom search provider.
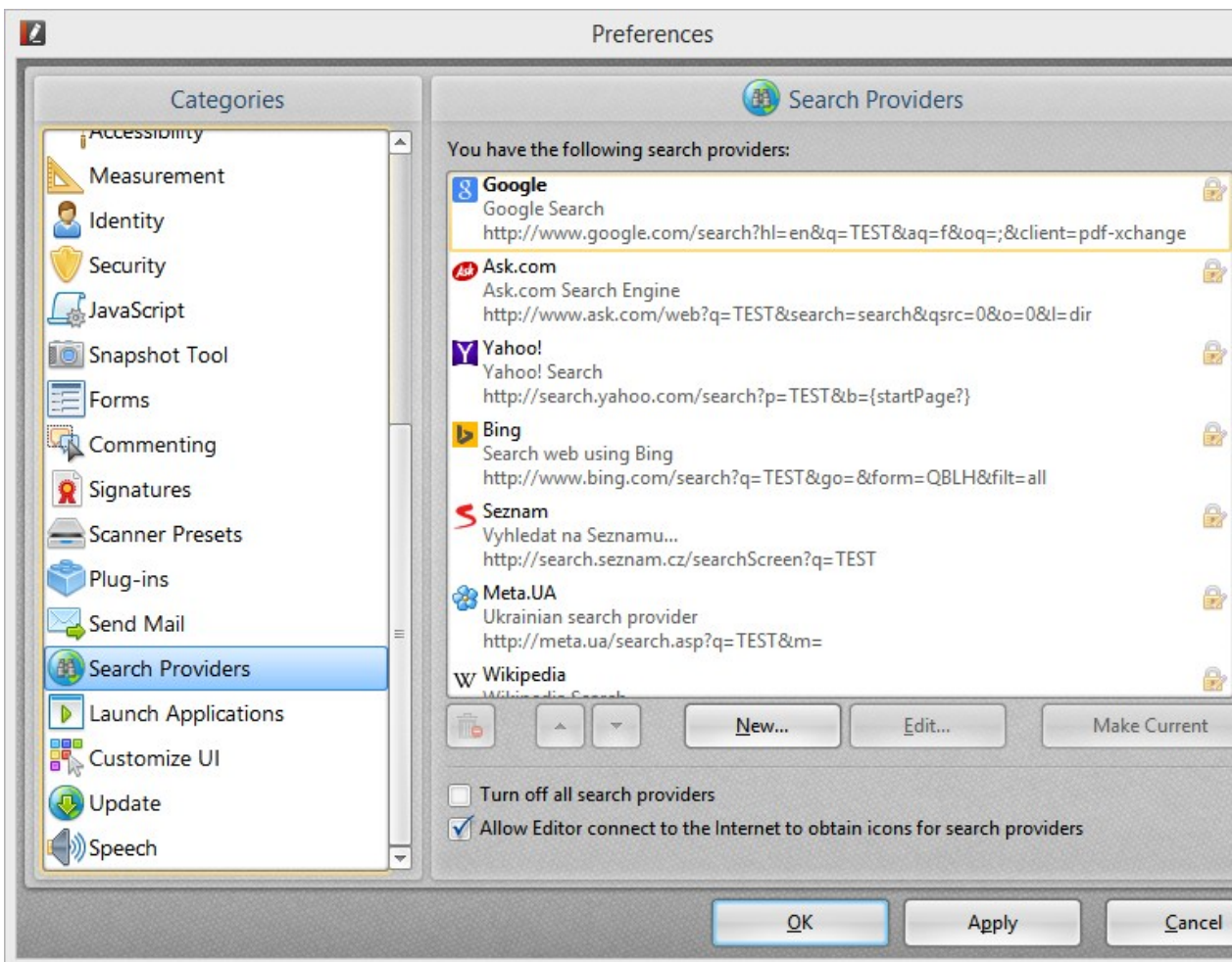
When you select text using the text select tool, you can access the context menu to search that text online. To adjust some settings, or add a custom search provider, go to Edit-> Preferences -> Search Providers.

Cute cat psychology

Copy	Ctrl+C
Copy as a Rich Text	
Paste	Ctrl+V
Highlight Text	
Underline Text	
Crossout Text	
Add Bookmark	Ctrl+Shift+B
Add Sticky Note	▶
Add Link...	▶
Hand Tool	
Snapshot Tool	
✓ Select Text Tool	
Zoom Tool	
Go To	▶
Print...	Ctrl+P
Internet Search by: Google	▶
Find...	Ctrl+F
Search...	Ctrl+Shift+F
Select All	Ctrl+A
Read Out Loud Selected Text	
Stop Reading	
Use Selected Text Style in Bookmark Generation...	

Google
Google Search

Ask.com
Ask.com Search Engine

Yahoo!
Yahoo! Search

Bing
Search web using Bing

Seznam
Vyhledat na Seznamu...

Meta.UA
Ukrainian search provider

Wikipedia
Wikipedia Search

Yandex.RU
Yandex.RU Search

Launch Applications

Launch Applications

Launch applications are used to launch PDF with another app. By default, all Adobe reader will be available, or if PDF-XChange is installed, it will be available too.
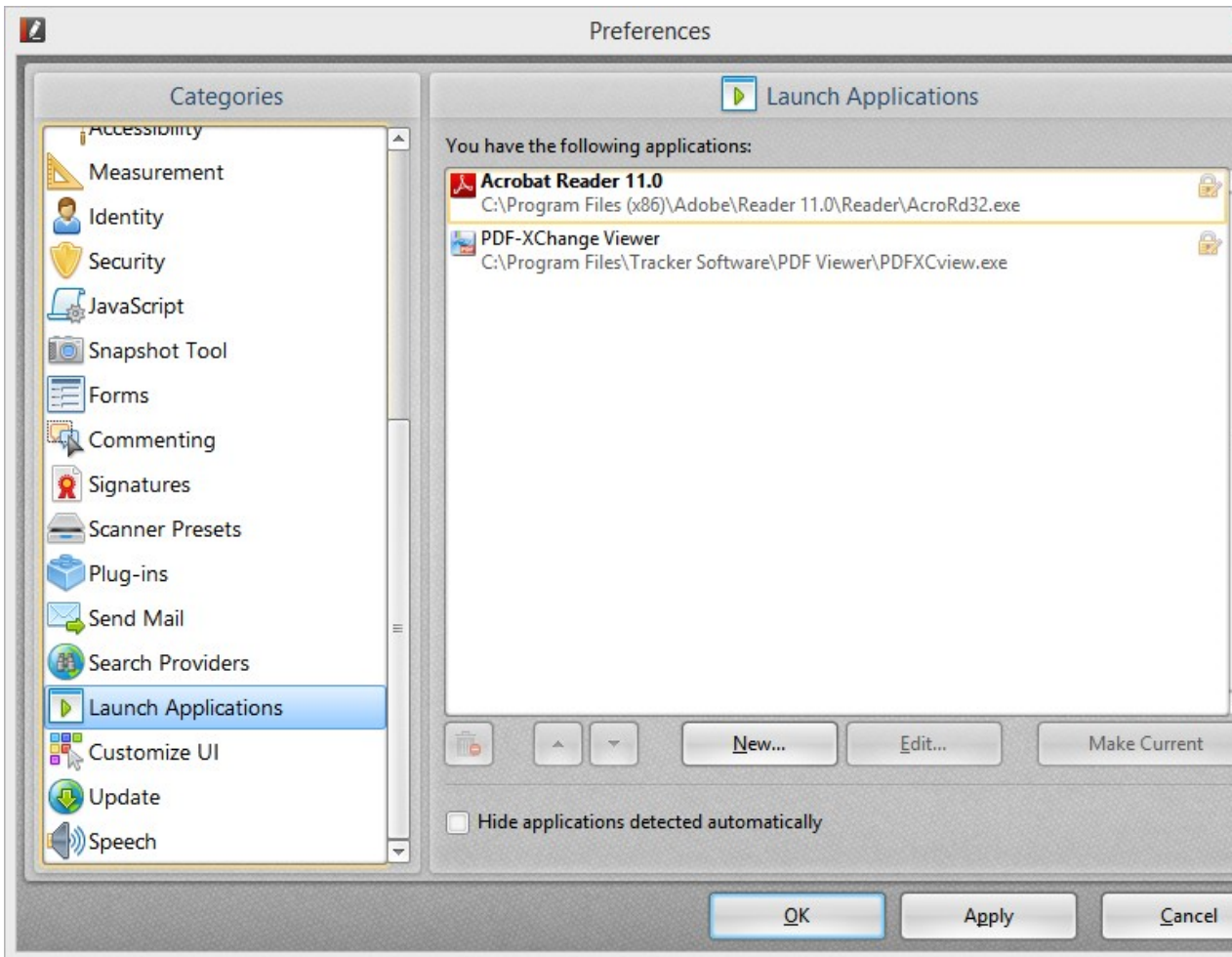
To add a new launch applications, go to New...
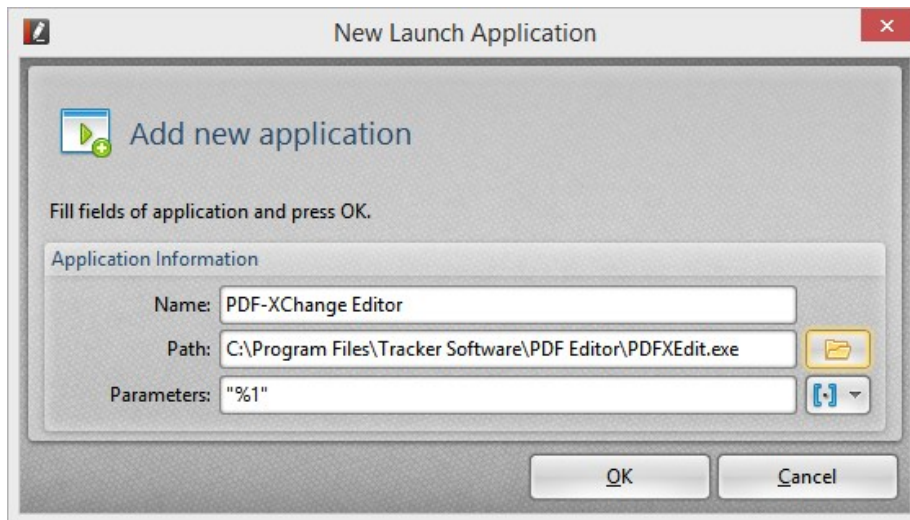
Name: You can set a custom name, or leave it blank to populate with the launch application's name.
Path: Must point to the install path of the app, such as C:\Program Files\Tracker Software\PDF Editor\PDFXEdit.exe
Parameter: This will automatically populate with the appropriate value.

Once satisfied, go to OK. You will immediately see the options in the lower right hand corner.
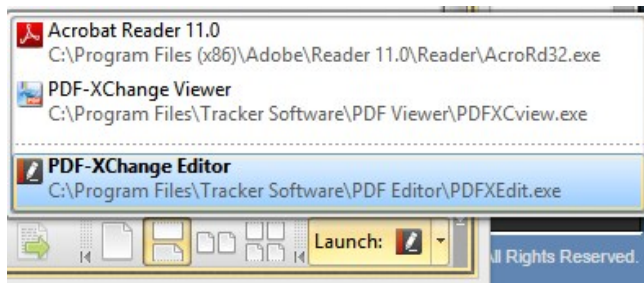
Customize UI

 Customizing the UI

To customize the UI, you must go to Edit-->Preferences-->Customize UI:
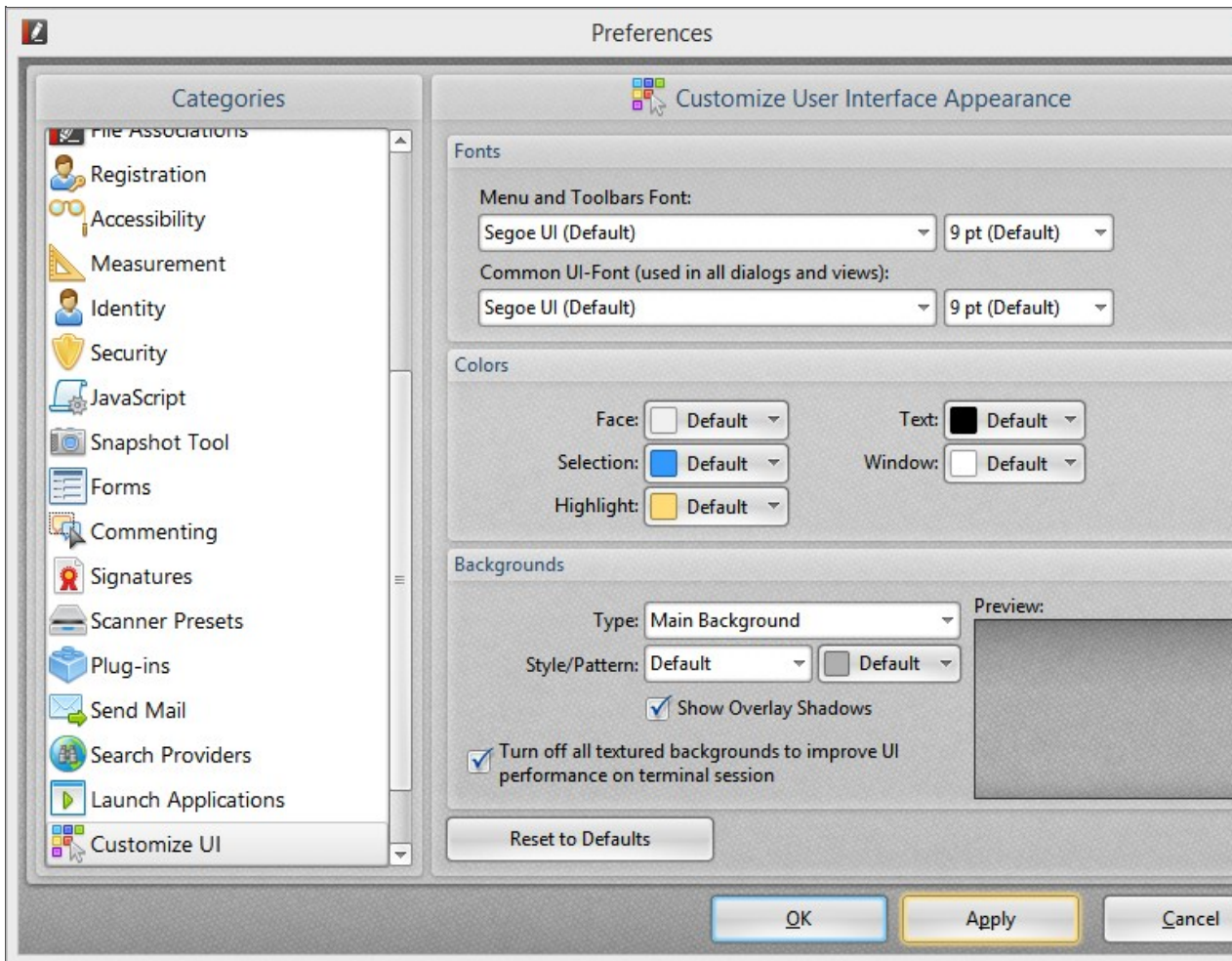
There, you will see three major groups: Fonts, Colors, and Backgrounds. As you can see in the screenshot above, I am currently using the UI Default settings.

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.
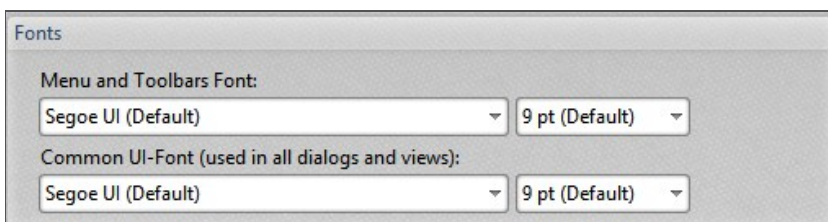
Toolbar and menu bar Fonts:
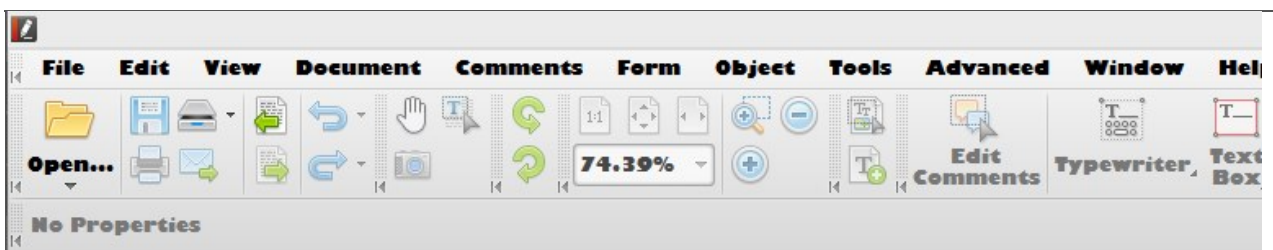
General UI font for windows and dialogs
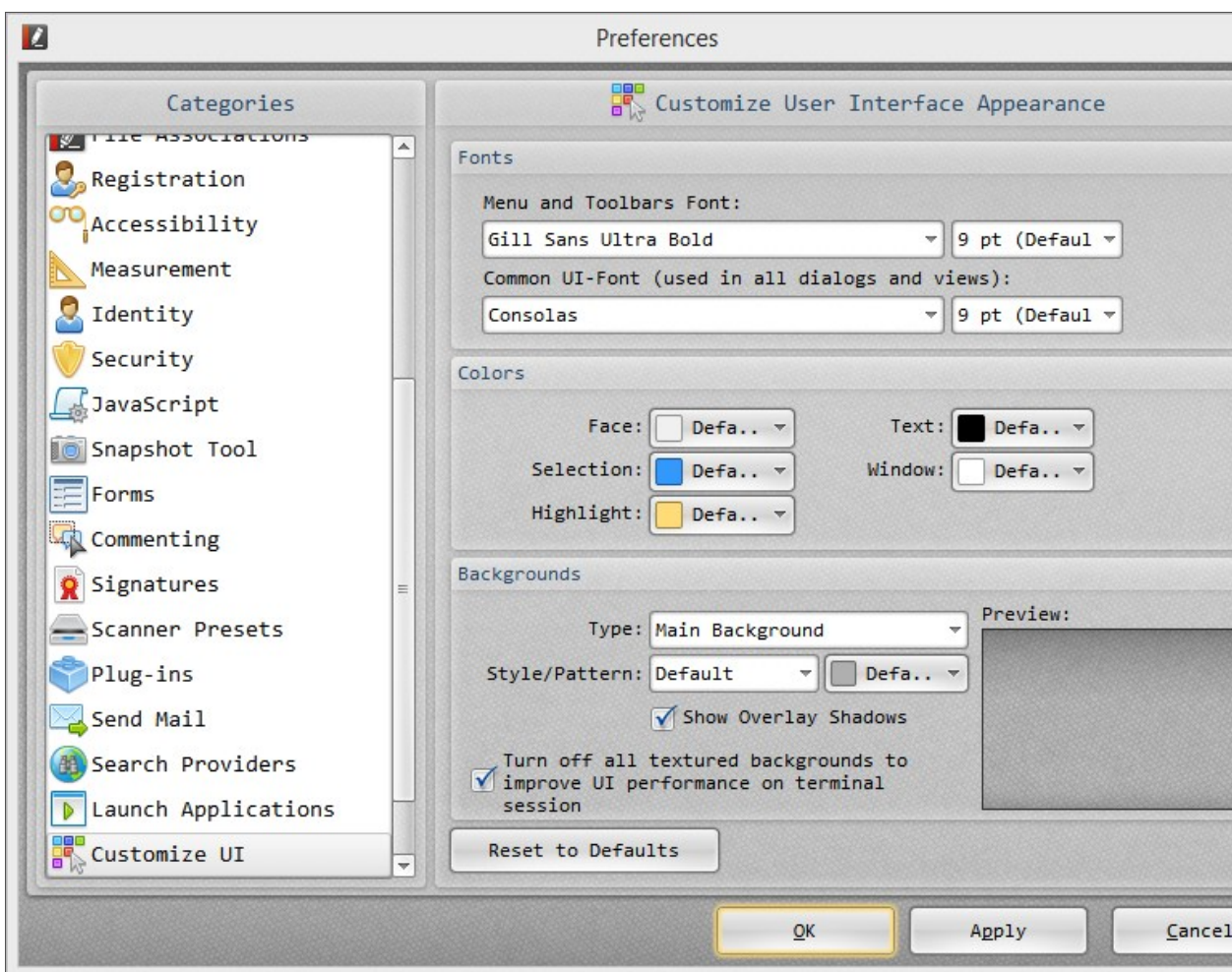
Colors

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. Changing the Highlight color will effect Selected Items in the UI such as Tabs and tools.
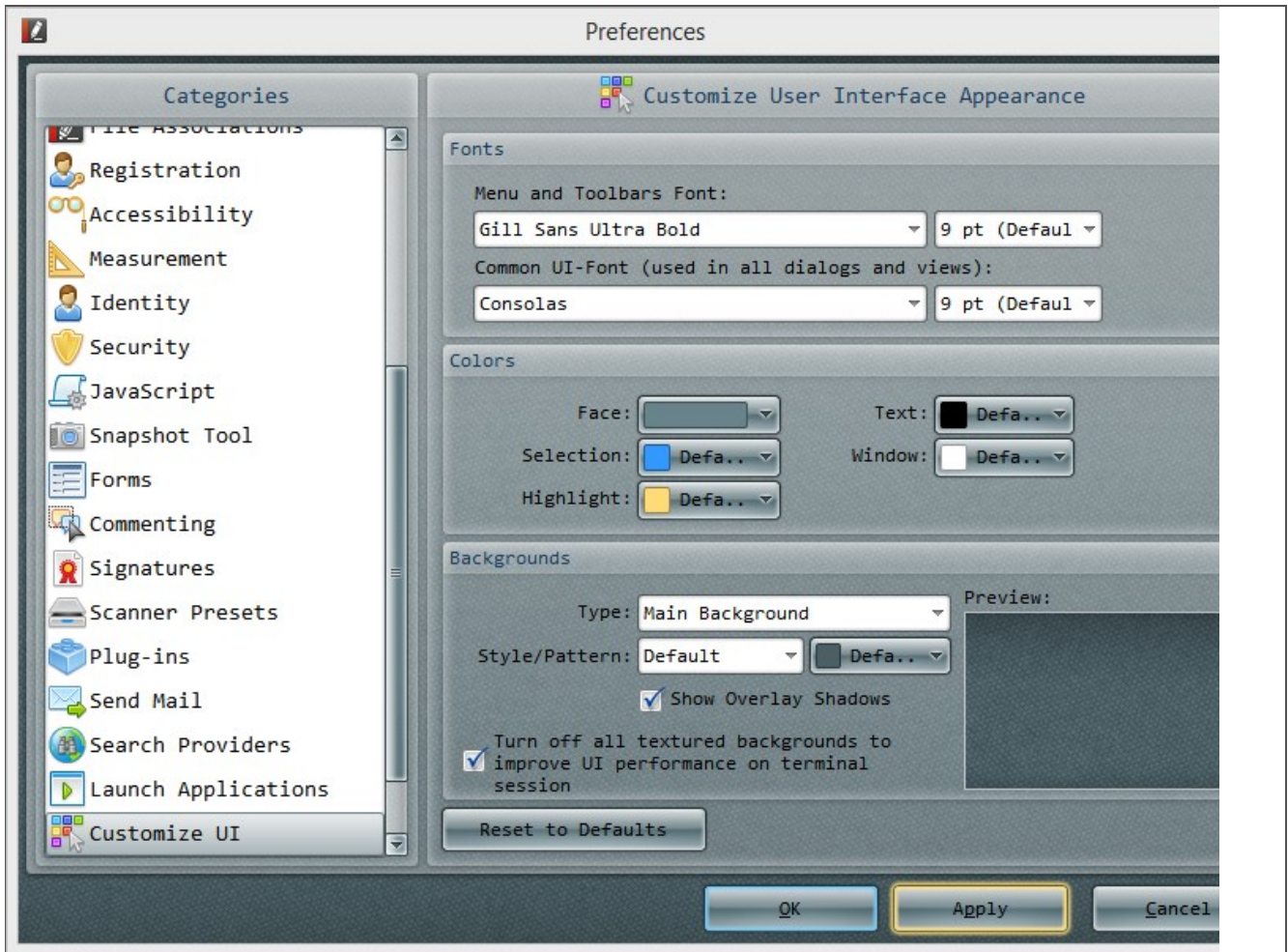
I find the darker face color to be easier on the eyes and does not conflict with the color of text. Of course the text color can be changed to accommodate darker UI. Window refers to the white space you see beneath some text items.

Backgrounds

Here you can choose the way the Editor looks.

1. **Type-** The currently selected background type. All changes you make in the background section will be applied to the selected type.
    1. **Main Background -** The scroll bar and other framework.
    2. **Pages Background -** The large area behind open pages of a document.
    3. **Dialog Background -** Dialog background is for all the context menus and setting dialogs
2. **Style/Pattern -** Changes the style and pattern of the selected type.
3. **Show overlay shadows -** When activated, shows a gradient from top to bottom.
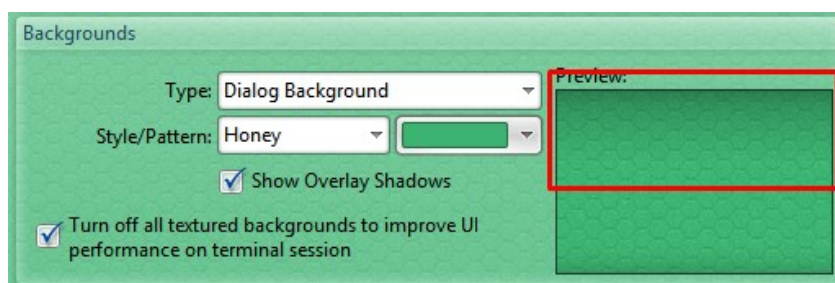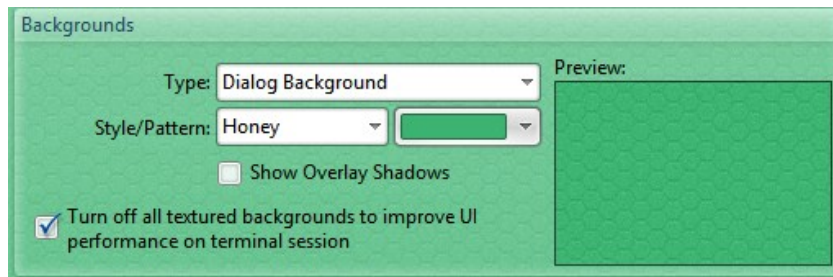
4. **Turn off all Textured backgrounds to improve UI performance on terminal session**

Update
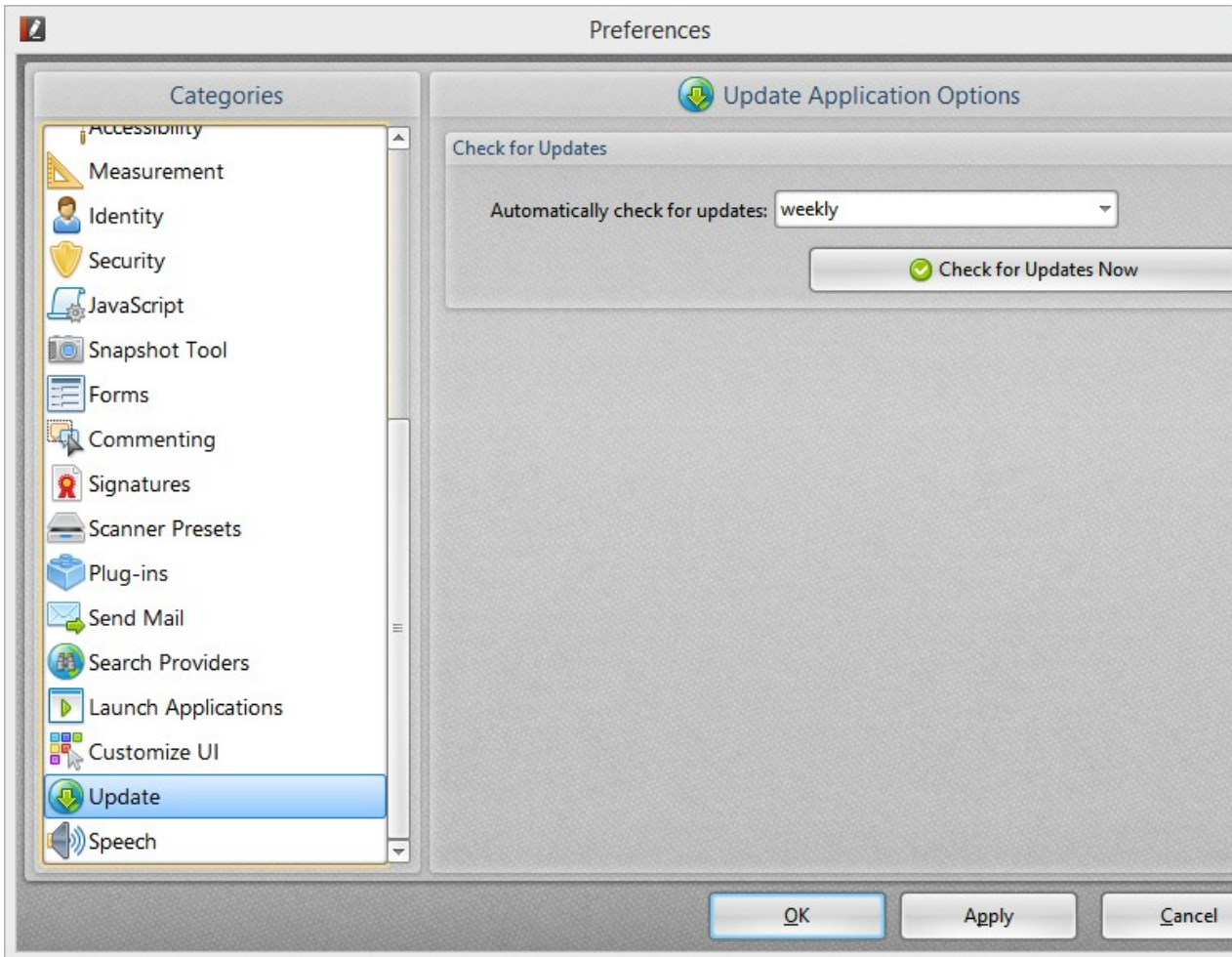
Speech

Speech controls the behavior of the **Sound Tool**.
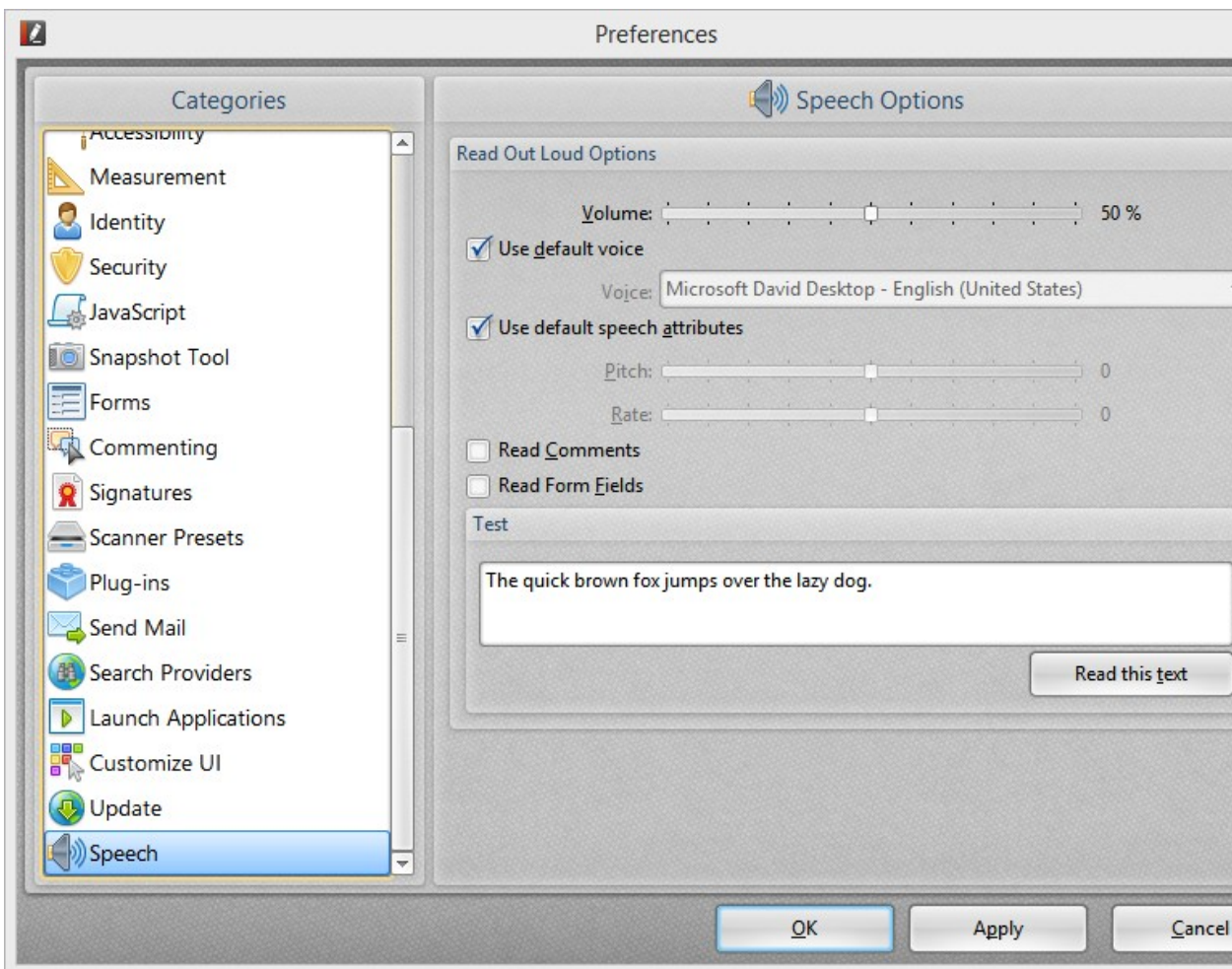
1. **Read Out Loud Options**. Set the options of reading the text in a PDF document.

    1. **Volume**. Controls the volume.
    2. **Use default voice**. The default voice will be used.

        1. **Voice**. Opens the list of possible voices for you to choose.

    3. **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.
    4. **Read Comments**. If checked, the text including comments will be read.
    5. **Read Form Fields**. If checked, the text including form fields will be read.
    6. **Test**. Allows you to test the voice settings.

View

The **View** menu determines what PDF information is displayed and how.

Toolbars
Rotate View
Bookmarks
Thumbnails
Other Panes
Page Layout
Zoom
Show
Snap
Go To
Portfolio
Full Screen Mode
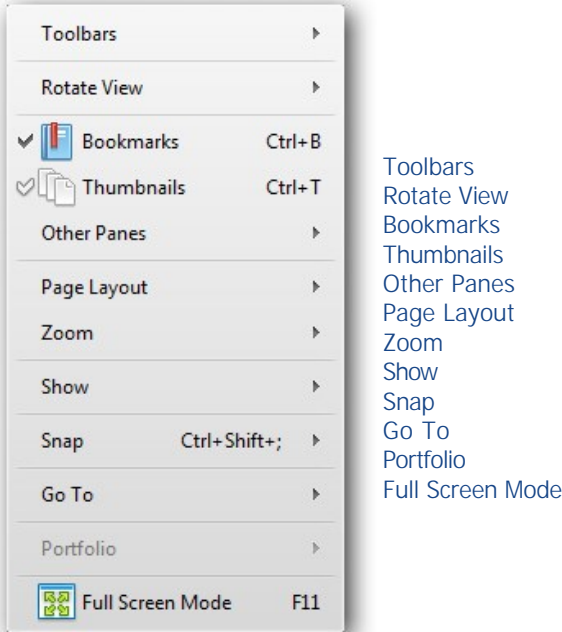
Note that **Bookmarks**, **Thumbnails**, and **Comments** may be "grabbed" and docked either as "Panes" (along the top of the PDF Display area), "Bars" (along the left or right sides of the PDF Display area) or left floating.

You can find some more view options **here**.

Toolbars

The **Toolbars** submenu selects or deselects the following toolbars to be displayed when you run the Editor:
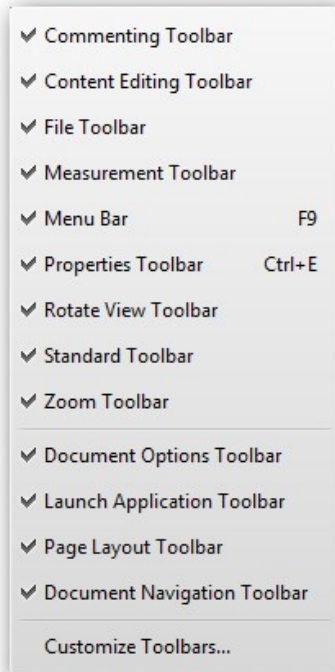
Please see the **Toolbars Area** for additional information on **Customize Toolbars...** item.

Rotate View

Rotate View rotates the PDF page view by 90 degrees clockwise or counterclockwise.
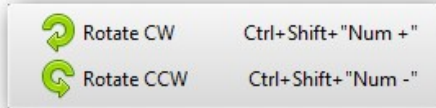
Please note that these changes are temporary. Akin to rotating your monitor. For permanent page rotation, please see here:
http://www.tracker-software.com/knowledgebase/247-I-have-a-problem-with-rotating-pages-in-a-document-not-being-saved

Bookmarks

Clicking the **Bookmarks** item shows the Bookmarks pane. If the **Thumbnails** pane is displayed, this hides it.
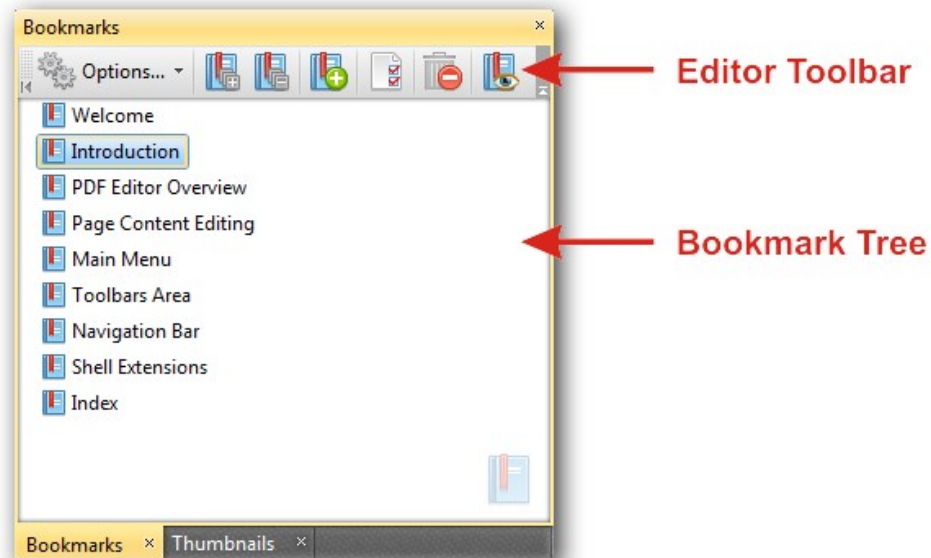
The **Bookmarks** pane has a **Bookmark Editor Toolbar** at the top of the page that will allow you to add, change, or remove Bookmarks from the active document. See **Bookmark Editor** for more information.

The **Bookmarks Tree** below the Editor Toolbar contains the list of Bookmarks for the active document.

Clicking the **Options** button or right-clicking any bookmark brings up the Bookmark pop-up menu:
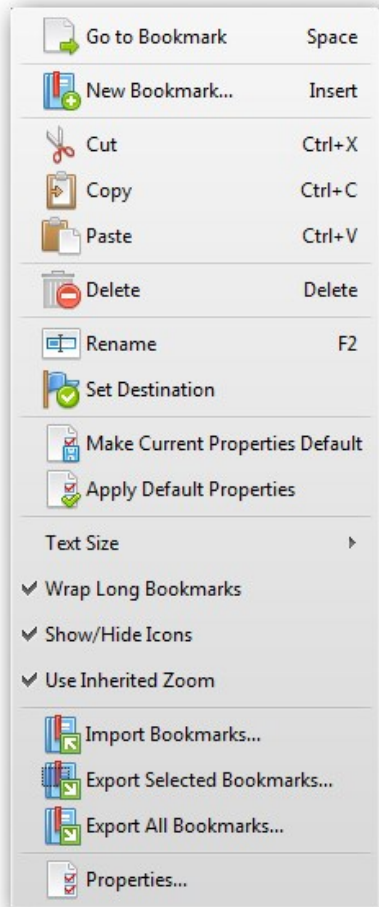
The menu options are:

1. **Go to Bookmark**. Changes the current displayed page to the one the bookmark points to.
2. **New Bookmark...**. Create a new bookmark. See **Bookmark Editor**.
3. **Cut**. Cuts the selected bookmark.
4. **Copy**. Copies the selected bookmark.
5. **Paste**. Pastes the copied bookmark.
6. **Delete**. Deletes the selected bookmark.
7. **Rename**. Allows you to rename the current bookmark.
8. **Set Destination**. Sets the bookmark to point to the currently selected page area.
9. **Make Current Properties Default**. Sets the default properties of all bookmarks to match the currently-selected bookmark.
10. **Apply Default Properties**. Applies the default properties to the selected bookmark(s).
11. **Text Size**. Sets bookmark font size. Valid values are: Small, Medium, Large.
12. **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.
13. **Show/Hide Icons**. Shows or hides bookmark icons.
14. **Use Inherited Zoom**.
15. **Import Bookmarks...**. Imports currently selected bookmarks.
16. **Export Selected Bookmarks...**. Exports currently selected bookmarks.
17. **Export All Bookmarks...**. Exports all bookmarks.
18. **Properties...**. See **Bookmark Properties and Actions**.

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 PRO feature, see IMPORTANT! FREE vs. PRO version 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**.
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.

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 PRO feature, see IMPORTANT! FREE vs. PRO version for more information.
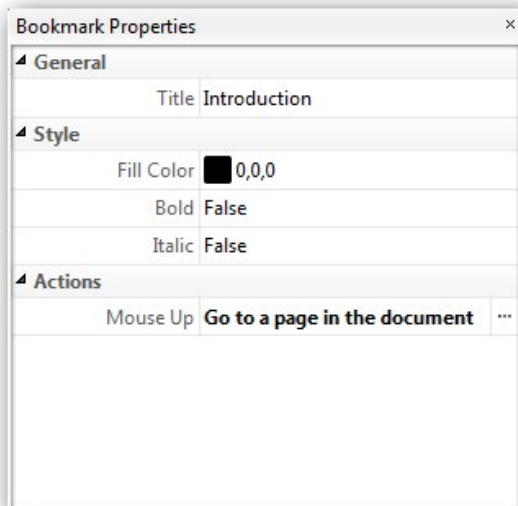
1. **General**. Specifies the text of the title to be displayed in the Bookmarks pane.

2. **Style**. Sets the font style.

3. **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 there is an editor toolbar for the Actions list:
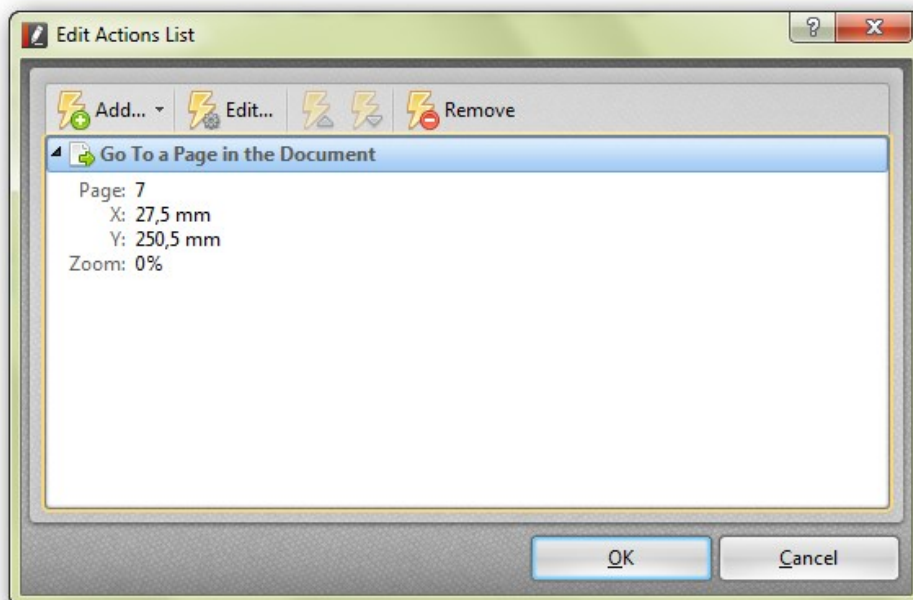
1. **Add...**. Adds a new Action to the list.
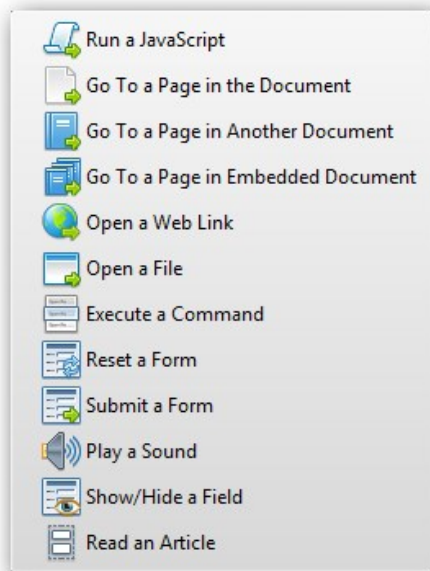
1. **Run a JavaScript**. Runs the previously specified JavaScript code.

2. **Go To a Page in the Document**. Goes to the specified destination in the current document.

3. **Go To a Page in Another Document**. Goes to the specified destination in another document.

4. **Go To a Page in Embedded Document**. Goes to the specified destination in embedded document.
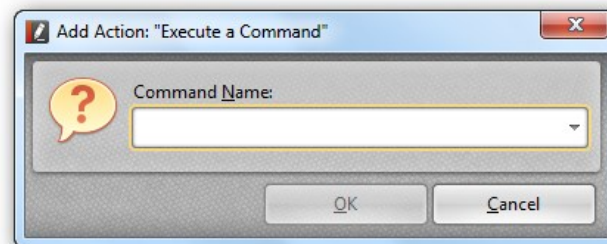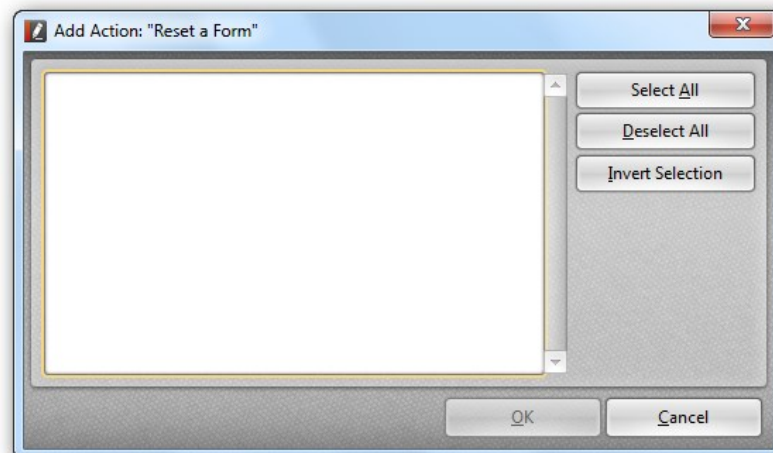
5. **Open a Web Link**. Opens the previously specified link on the Internet.

6. **Open a File**. Opens the specified file.

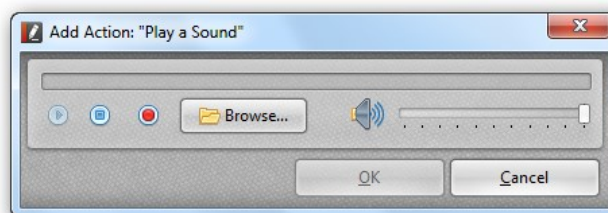7. **Execute a Command**. Executed the specified command from the menu.

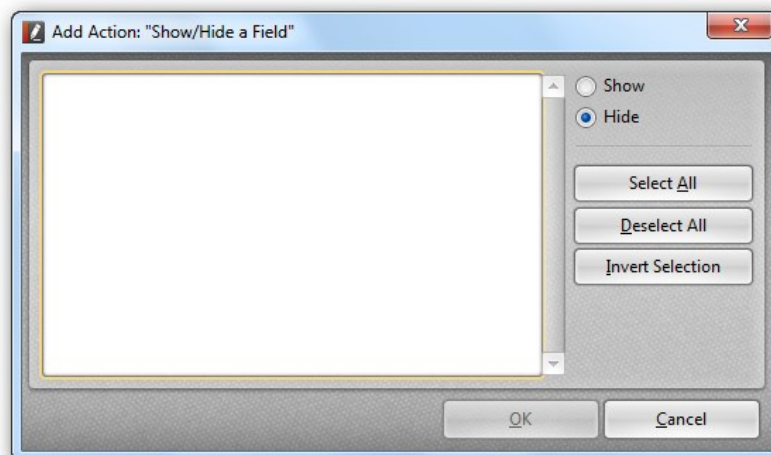8. **Reset a Form**. Resets the previously entered data in a form.

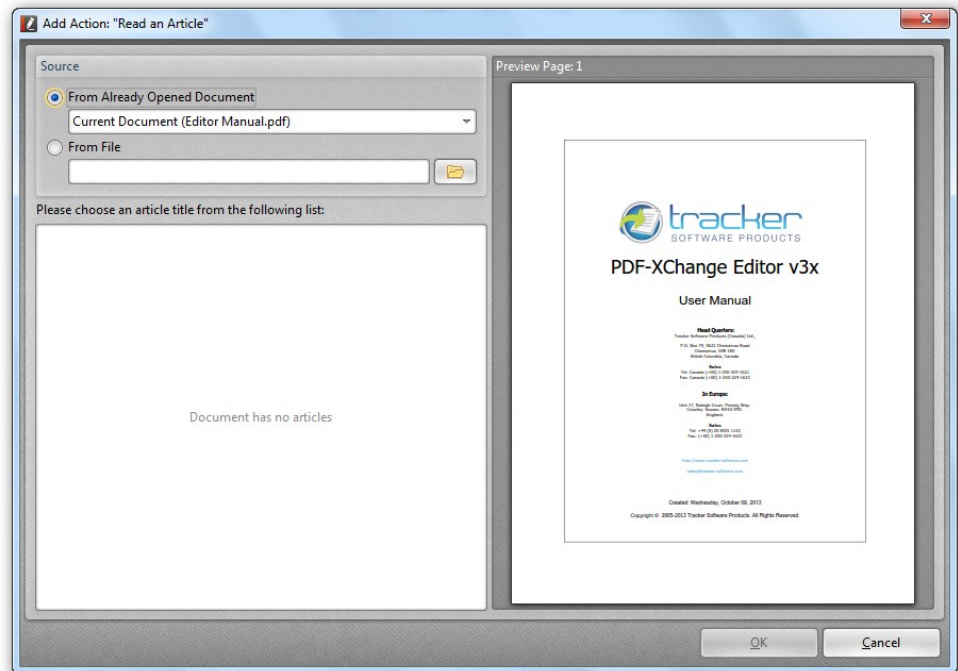9. **Submit a Form**. Sends the form data to the specified URL.

10. **Play a Sound**. Plays the previously specified sound file.

11. **Show/Hide a Field**. Shows or hides a field in a document. This action may be used for form fields.

12. **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.

Thumbnails

Clicking **Thumbnails** displays the thumbnail display which allows selecting pages and performing operations.

Pages can be selected in the **Thumbnails** pane by left clicking them. Page ranges can be selected by drawing selection rectangles with the mouse. Hold the **Ctrl** key while left clicking to select multiple pages, independently.

If the **Bookmarks** pane is displayed, then thumbnails are hidden.
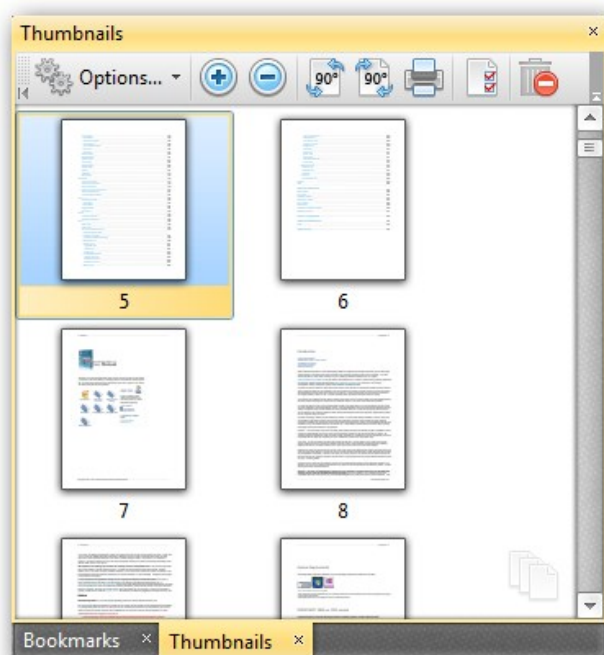
The **Thumbnails** pane has a **Pages Thumbnails Editor Toolbar** at the top of the page that will allow you to print, or export Pages from the active document.

1. **Pages Options**. Allows you to set the page options.
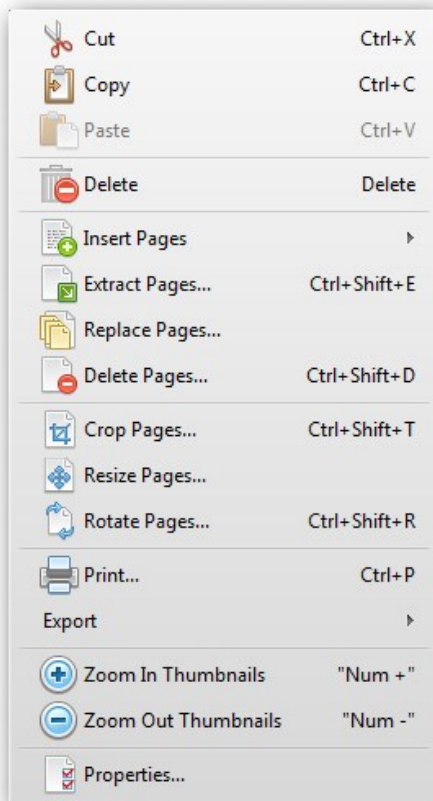
1. **Cut**. Cuts the selected thumbnail.
2. **Copy**. Copies the selected thumbnail.
3. **Paste**. Pastes the copied thumbnail.
4. **Delete**. Deletes the selected thumbnail.
5. **Insert Pages**. Allows you to insert pages from another PDF into the current document. See **Insert Pages**.
6. **Extract Pages…**. Allows you to extract selected pages from the current PDF to one or more PDF files. See **Extract Pages**.
7. **Replace Pages…**. Replaces specified pages of the active document by pages from another one. See **Replace Pages**.
8. **Delete Pages…**. Allows you to delete selected pages from the current PDF. See **Delete Pages**.
9. **Crop Pages…**. Allows you to crop the active document's pages. See **Crop Pages**.
10. **Resize Pages…**. Allows you to resize the pages of the active document. See **Resize Pages**.
11. **Rotate Pages…**. Allows you to rotate selected pages of the current PDF clockwise, counterclockwise, or inverted. See **Rotate Pages**.
12. **Print…**. Allows you to print the contents of the currently selected PDF document to a selected printer. See **Print…**.
13. **Export**. Allows you to export a selected page(s) of the current document as an image file. See **Export**.
14. **Zoom In Thumbnails**. Enlarges all pages thumbnails.
15. **Zoom Out Thumbnails**. Reduces all pages thumbnails.
16. **Properties…**. Opens the Page Properties pane.
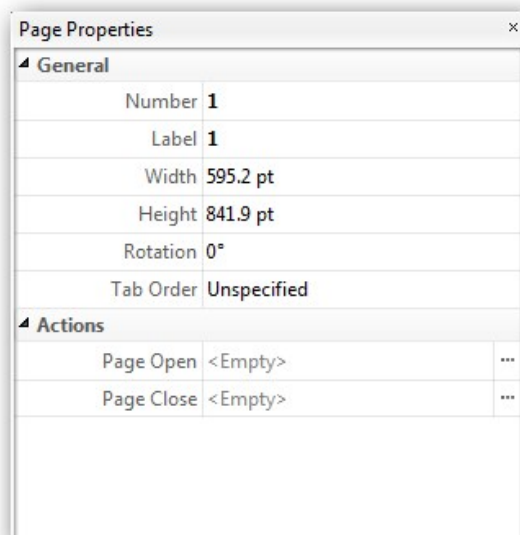
1. **General.** Defines the thumbnail's general properties.
2. **Actions**. Allows you to define the action(s) to be performed when a thumbnail is selected.

   1. **Run a JavaScript**. Runs the previously specified JavaScript.

   2. **Go To a Page in the Document**. Goes to the specified destination in the current document.

3. **Go To a Page in Another Document**. Goes to the specified destination in another document.

4. **Go To a Page in Embedded Document**. Goes to the specified destination in embedded document.

5. **Open a Web Link**. Opens the previously specified link on the Internet.

6. **Open a File**. Opens the specified file.

7. **Execute a Command**. Executed the specified command from the menu.

8. **Reset a Form**. Resets the previously entered data in a form.

9. **Submit a Form**. Sends the form data to the specified URL.

10. **Play a Sound**. Plays the previously specified sound file.

11. **Show/Hide a Field**. Shows or hides a field in a document. This action may be used for form fields.

12. **Read an Article**. Allows you to follow an article in a PDF document.

2. **Zoom In Thumbnails**. Enlarges all pages thumbnails.
3. **Zoom Out Thumbnails**. Reduces all pages thumbnails.
4. **Rotate CCW 90° Pages...**. Rotates selected pages of the current PDF counterclockwise.
5. **Rotate CW 90° Pages...**. Rotates selected pages of the current PDF clockwise.
6. **Print...**. Allows you to print the contents of the currently selected PDF document to a selected printer. See **Print...**.
7. **Properties...**. Opens the Page Properties pane.
8. **Delete**. Deletes selected pages from the current PDF.

Each Button on the toolbar has a tooltip that appears if you hover the mouse over the button, so if you cannot remember which button does what, the tooltip will help to remind you.

Right-clicking any Page Thumbnail brings up the pop-up menu.

Other Panes

In addition to Bookmarks and Thumbnails, there are other panes that may be shown or hidden.
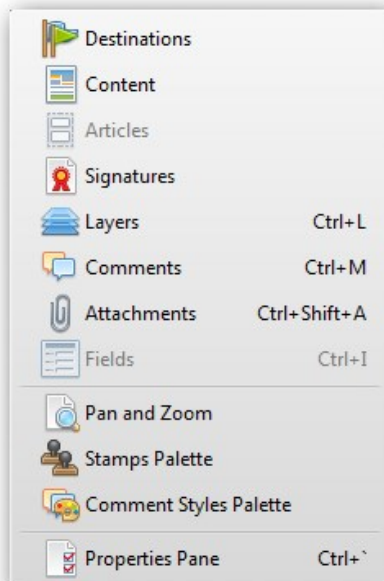
1. **Destinations**. Opens a pane with a list of destinations.
2. **Content**. Selecting this option opens a pane within the PDF display area that displays the content.
3. **Articles**. Selecting this option opens a pane within the PDF display area that displays the articles.
4. **Signatures**. Selecting this option opens a pane within the PDF display area that displays the list of digital signatures added to the PDF document.
5. **Layers**. Correspond to what Adobe® calls "Optional content." Selecting this option opens a pane within the PDF display area that displays the optional content layers.
6. **Comments**. Display a list of comments, annotations and markups.
7. **Attachments**. 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.
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.
9. **Pan and Zoom**. 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.
10. **Stamps Palette**. Opens a selection list of available stamps organized by Palette type.
11. **Comment Styles Palette**. Opens the palette with the list of comments' styles.
12. **Properties Pane**. Opens a pane with the properties list.

Destinations

The **Destinations** pane displays the list of named destinations.
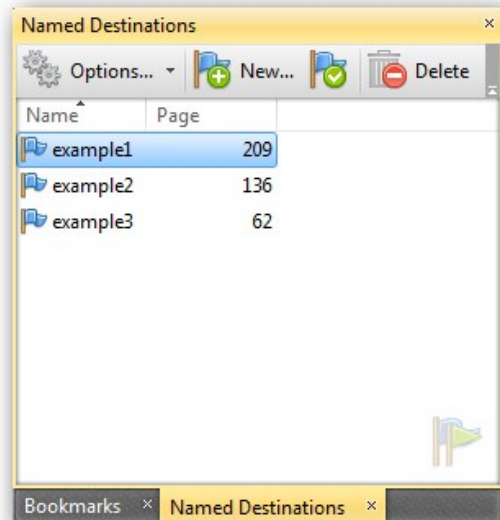
1. **Options**. Displays the list of options for controlling named destinations.
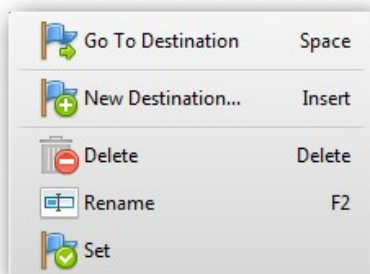
1. **Go To Destination**. Moves to the selected destination.
2. **New Destination...**. Creates the destination at the currently displayed page.
3. **Delete**. Deletes the selected destination.
4. **Rename**. Allows you to rename the selected destination.
5. **Set**. Sets the target of the destination to the currently displayed page.

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.
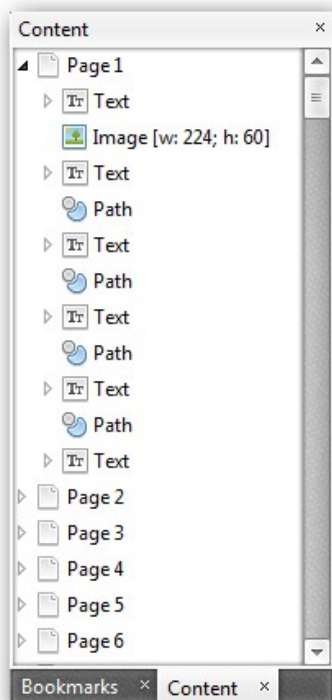
If you click any object from the content pane list, it will be selected on a page with a blue bounding box. If you wish to move, resize or rotate the object, choose the **Edit Content** button from the Comment And Markup toolbar. The bounding box with selection handles will appear.

It is also possible to change properties of content items that are selected in contents pane, even if Edit Content tool isn't active.

Articles

Selecting this option opens a pane within the PDF display area that displays the articles.

N.B. This function was not available at the time of writing of this documentation revision.

Signatures

Signatures opens a pane within the PDF display area that displays the list of digital signatures added to the PDF document.
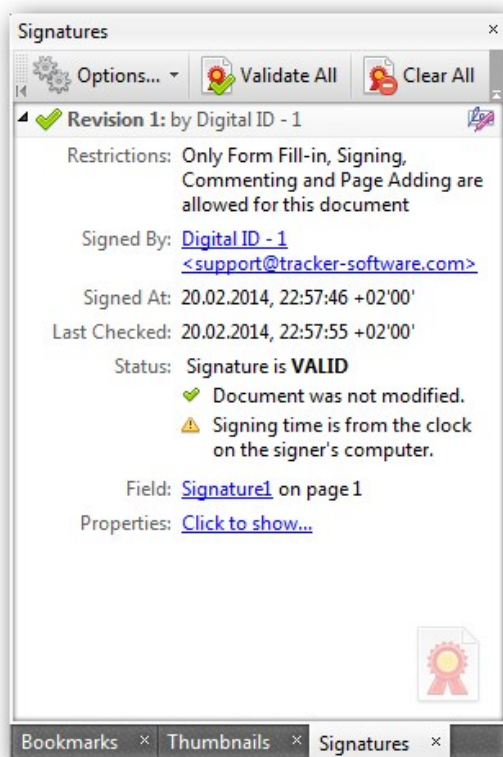
1. **Options**. See **Signing** for more information on the following options.
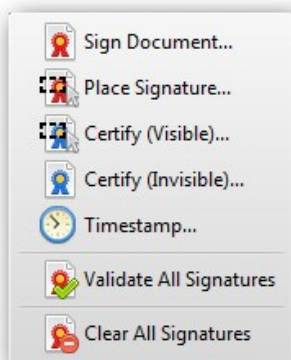
2. **Validate All Signatures**. Allows you to validate all digital signatures.
3. **Clear All Signatures**. Clears all digital signatures.

Layers

Layers correspond to what Adobe®calls "Optional content." Selecting this option opens a panel within the PDF display area that displays the optional content layers.
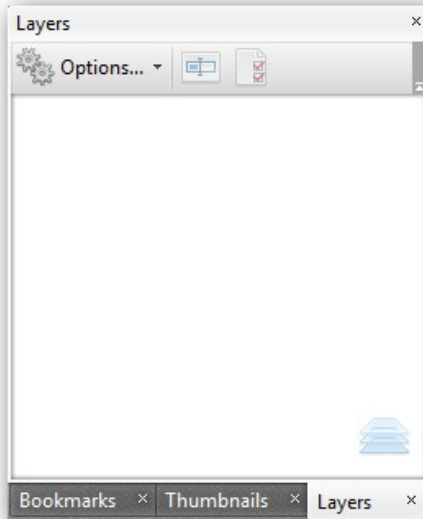
It is possible to show or hide content using layers.

1. **Options**. Allows you to set the layer options.
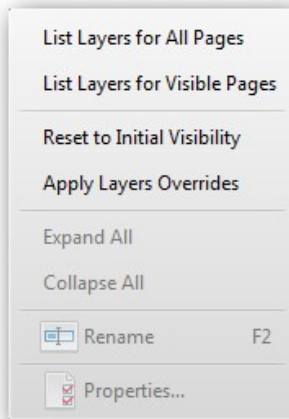
    1. **List Layers for All Pages**. Shows each layer across every page of the document.
    2. **List Layers for Visible Pages**. Shows layers only on the currently visible pages.
    3. **Reset to Initial Visibility**. Allows you to reset layers to their default state.
    4. **Apply Layers Overrides**. Displays all layers, even those which that are not listed in the Layers panel.
    5. **Expand All**. Expands the layers tree if they are structured that way.
    6. **Collapse All**. Collapses the layers tree if they are structured that way.
    7. **Rename**. Allows you to rename the current layer.
    8. **Properties...**. Opens the layer Properties pane.

2. **Rename**. Allows you to rename the current layer.
3. **Properties...**. Opens the layer Properties pane.

Comments

Comments displays a list of Comments, Annotations and Markups:
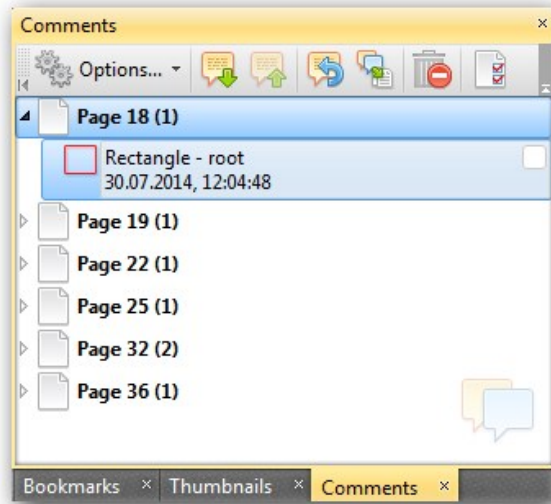
This displays a list of all Annotations by page. Note that you can go to the page and Annotation by clicking on the comment in this list. Clicking on an Annotation also opens the appropriate toolbar for the comment.
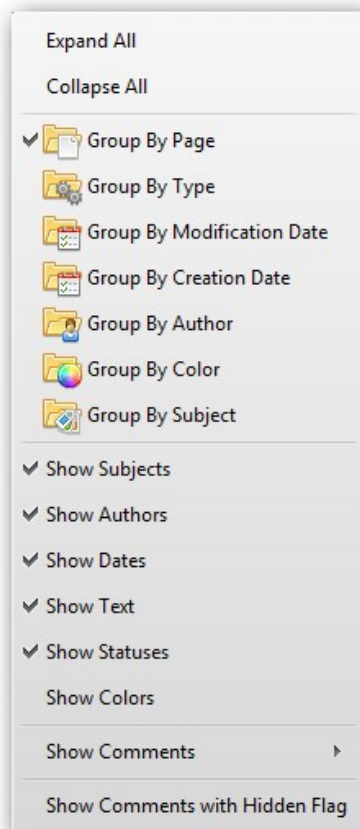
Attachments

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.
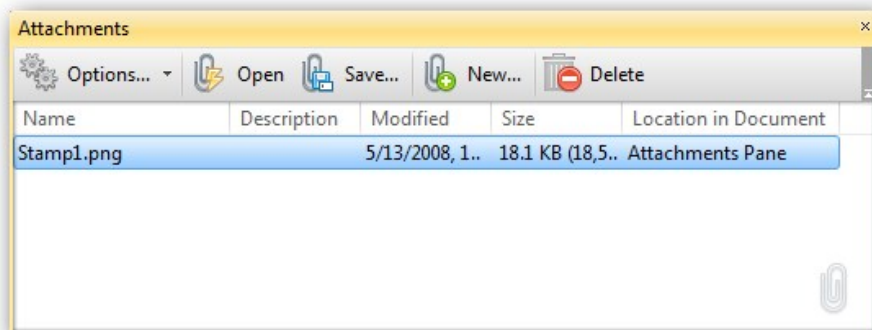
1. **Options...**. Displays the list of options for controlling the attachments.
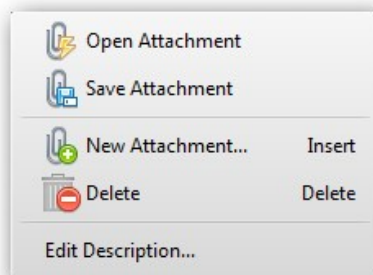
1. **Open Attachment**. Opens the selected attached file.
2. **Save Attachment**. Saves the selected attachment into an external file.
3. **New Attachment...**. Opens the standard **Open Files** dialog for choosing a necessary file.
   Besides, it is possible to add a new attachment file using the Drag&Drop option. When you drag the file to the Attachment List field and drop it, the following question appears:
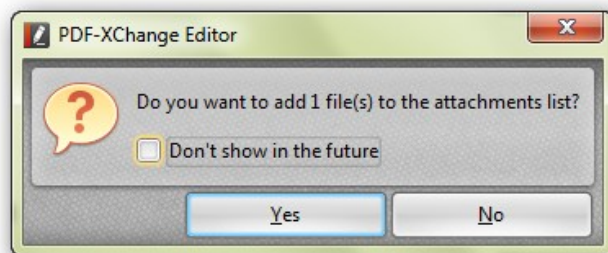
4. **Delete**. Deletes the selected attachment.
5. **Edit Description...**. Allows you to add a description to the attached file in the opened **New Attachment Description** dialog box.
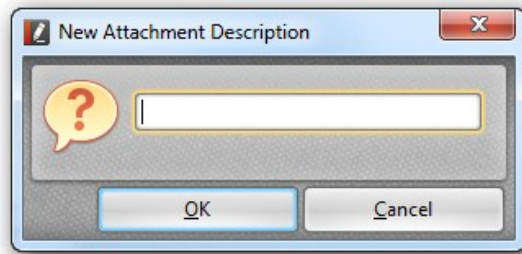
Fields

Fields are found within PDF 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.

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.

1. The control bar at the top 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.
2. The white arrow buttons navigate to the various pages of the currently displayed PDF document.
3. The Camera button allows you to make a snapshot of the highlighted area of the page.

Stamps Palette

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.

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:

1. **Reset**. Resets the style of the selected comment to default. All custom styles except for the default ones will be removed.
2. **Clone**. Creates the style of the comment, identical to the selected one.
3. **Rename**. Allows you to rename the selected style.
4. **Reset**. Resets the style of the selected comment to default. All custom styles except for the default ones will be removed.
5. **Delete**. Deletes the selected comment style.
6. **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.
7. **Set Current**. Sets the selected custom style to the current tool's style.

Properties Pane

The **Properties** pane becomes active when an object on pdf page is selected. 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 looks like this:

While not typing somewhere, the properties pane is dependant on the active tool, or object:

Text Box Tool Properties	✕
⊿ **General**	
Keep Selected	True
Exclusive Mode	False
⊿ **Subject**	
Subject Kind	Default
Subject	Text Box
⊿ **Style**	
Fill Color	☐ 255,255,255
Stroke Color	☐ 255,0,0
Border	—— Solid
Width	— 1 pt
Opacity	▦ 100%
Blend Mode	◻ Normal
⊿ **Default Text Format**	
Text Color	■ 0,0,0
Font	Arial
Font Size	12 pt
Text Alignment	Left

Typewriter Tool Properties	✕
⊿ **General**	
Keep Selected	True
Exclusive Mode	False
⊿ **Subject**	
Subject Kind	Default
Subject	Typewriter
⊿ **Style**	
Fill Color	✕ None
Stroke Color	☐ 0,0,0
Border	—— Solid
Width	— 0 pt
Opacity	▦ 100%
Blend Mode	◻ Normal
⊿ **Default Text Format**	
Text Color	■ 0,0,0
Font	Courier New
Font Size	12 pt
Text Alignment	Left

Rectangle Tool Properties	⊠
⊿ **General**	
Keep Selected	True
Exclusive Mode	False
⊿ **Subject**	
Subject Kind	Default
Subject	Rectangle
⊿ **Style**	
Fill Color	0,0,0
Stroke Color	255,255,0
Border	Solid
Width	10 pt
Opacity	100%
Blend Mode	Normal

Stamp Tool Properties	⊠
⊿ **General**	
Keep Selected	True
Exclusive Mode	False
⊿ **Subject**	
Subject Kind	Default
Subject	Stamp
⊿ **Style**	
Stroke Color	255,0,0
Opacity	100%

Distance Tool Properties

◢ General

Keep Selected	True
Exclusive Mode	False

◢ Subject

Subject Kind	Default
Subject	Dimension Line

◢ Style

Fill Color	✳ None
Stroke Color	☐ 255,0,0
Border	── Solid
Width	── 1 pt
Opacity	▓ 100%
Blend Mode	◻ Normal

◢ Line Endings

Start	◁── Closed Arrow
End	──▷ Closed Arrow
Start Scale	Auto
End Scale	Auto

◢ Leader

Leader Length	5.3 mm
Leader Extension	1.8 mm
Leader Offset	0 mm

◢ Caption

Show Caption	Yes
Inline Caption	Yes

◢ Size & Dimensions

Scale	1 mm 1 m

Link Creation Tool Properties

◢ General

Keep Selected	True

◢ Style

Stroke Color	✳ None
Border	── Solid
Width	── 0 pt
Highlight Mode	abc Invert

Sticky Note Tool Properties

◢ General

Keep Selected	True
Exclusive Mode	False

◢ Subject

Subject Kind	Default
Subject	Sticky Note

◢ Style

Fill Color	☐ 255,255,0
Icon	🗩 Comment
Opacity	▓ 100%

Sound Tool Properties

◢ General

Keep Selected	True
Exclusive Mode	False

◢ Subject

Subject Kind	Default
Subject	Sound

◢ Style

Fill Color	☐ 64,85,255
Icon	🔊 Sound
Opacity	▓ 100%

Clicking **Properties** opens the **Properties Pane** which displays the currently set properties for the selected object. To change any of them you have to 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. Some items only provide information about an object but cannot be edited.

See also
Destinations
Content
Articles
Signatures
Layers
Comments
Attachments
Fields
Pan and Zoom
Stamps Palette
Comment Styles Palette

Page Layout

Page Layout determines how pages are arranged in the PDF document pane.
Selecting **Page Layout** opens the layout submenu:
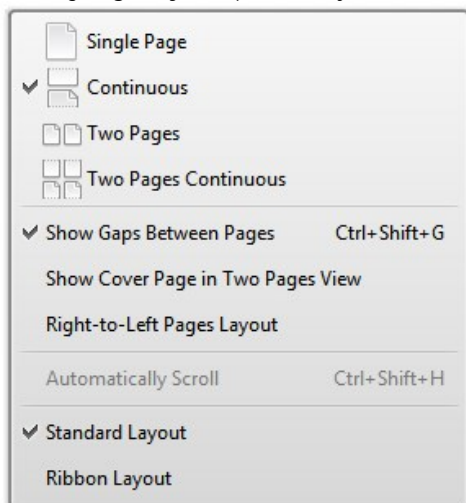
1. **Single Page**. Only one page at a time is displayed. To change pages you must use the **Go To menu** or the page selection toolbar.
2. **Continuous**. The pages are displayed as a scrollable pane. This allows you to view the bottom of one page and the top of the next simultaneously.
3. **Two Pages**. Two pages are displayed side by side. The left page is always an even-numbered page and the right page is the next odd-numbered page.
4. **Two Pages Continuous**. The pages are displayed two-up as a scrollable pane. This allows you to view the bottom of one page and the top of the next simultaneously.
5. **Show Gaps Between Pages**. Shows or hides gaps between pages.
6. **Show Cover Page in Two Pages View**. The cover page is displayed in facing mode.
7. **Right-to-Left pages Scroll.** View pages from right to left rather than left to right.
8. **Automatically Scroll**. Allows you to scroll through pages without using keystrokes or mouse actions.
9. **Standard Layout**. Changes scrolling between pages to vertical mode.
10. **Ribbon Layout**. Changes scrolling between pages to horizontal mode.

Zoom

Zoom opens a dialog box to allow you to select or enter the zoom percentage to use to display the PDF pages.

✓ 1:1	Actual Size	Ctrl+1
	Fit Page	Ctrl+0
	Fit Width	Ctrl+2
	Fit Height	
	Fit Visible	Ctrl+3
	Zoom To...	Ctrl+Shift+M
	Loupe Tool	
	Pan and Zoom	
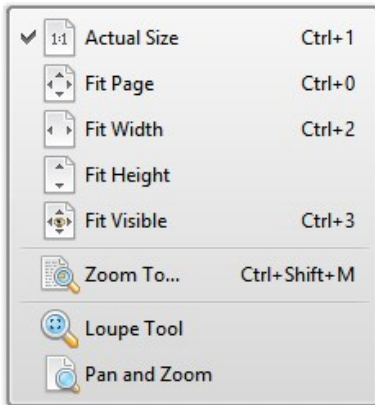
1. **Actual Size**. Sets the Zoom percentage to 100%, forcing the PDF page to display at actual size.
2. **Fit Page**. Fits the entire PDF page within the borders of the view pane.
3. **Fit Width**. Fits the PDF to the width of the view pane. Scroll bars are provided to enable you to scroll the PDF page as desired.
4. **Fit Height**. Fits the PDF to the height of the view pane.
5. **Fit Visible**. Page is displayed without margins.
6. **Zoom To...**. Opens a dialog box to allow you to select or enter the zoom percentage to use to display the PDF pages.

   Zoom To

   Enter the magnification:
   100%

   OK   Cancel
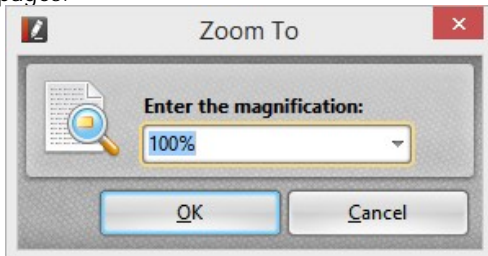
7. **Loupe Tool**.

   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.
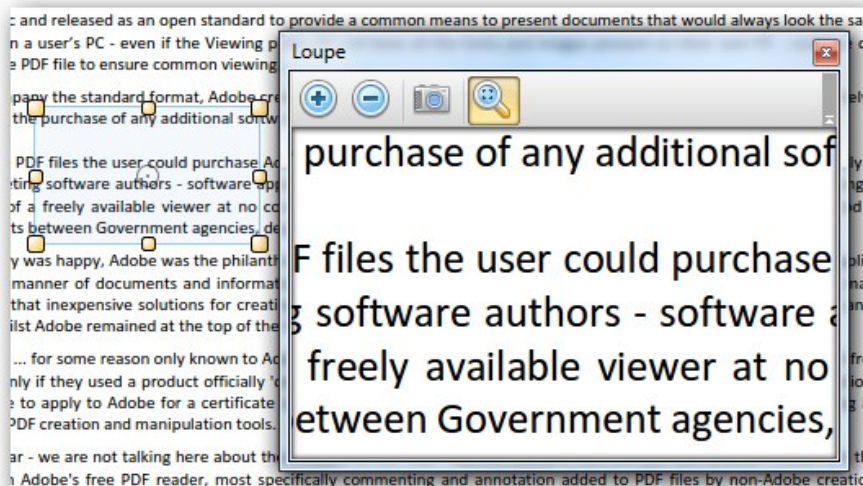
The toolbar at the bottom of the page allows you to change the zoom percentage, and clicking the Snap shot (camera) icon copies the displayed area to the clipboard as a bitmap.

8. **Pan and Zoom**.
   When this is selected, the **Pan and Zoom** window appears:
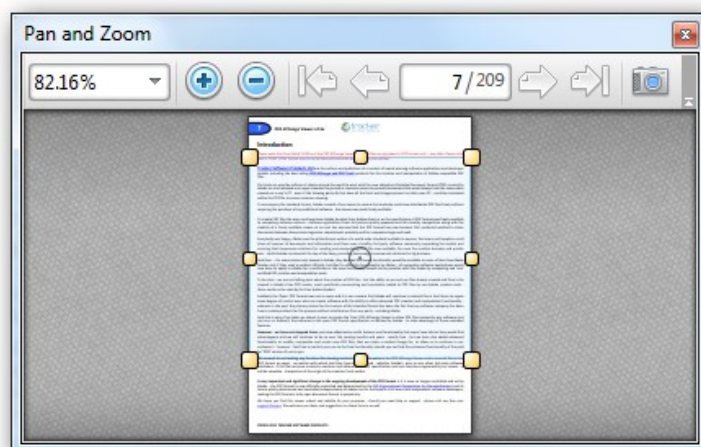
The Pan and Zoom window shows a representation of the current page(s) with a Blue rectangle that shows the area being displayed in the main window in a reduced form. You may use the **Hand** control to move the blue rectangle and the main display window will automatically follow that movement.

1. 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:
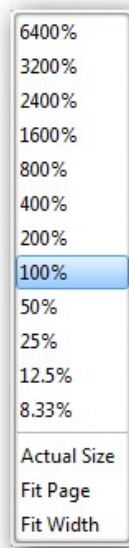
2. The white arrow buttons navigate to the various pages of the currently displayed PDF document.
3. The Camera button allows you to make a snapshot of the highlighted area of the page.

Show

Show opens a dialog to allow you to select the displaying of rulers, grid, guides or JavaScript Console.
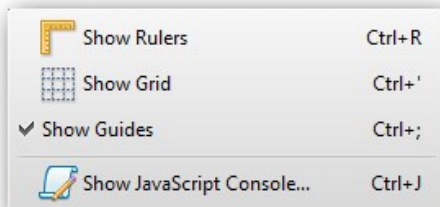
1. **Show Rulers** shows horizontal and vertical rulers, which let you check the size of objects in your documents.
   Show Grid displays the grid behind transparent objects. Grid is used to accurately line up text and objects in a document.
2. **Show Guides** shows the guides for lining up objects, such as form fields.
   To create a guide, drag down from the horizontal ruler, or drag to the right of the vertical ruler.
3. **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**.
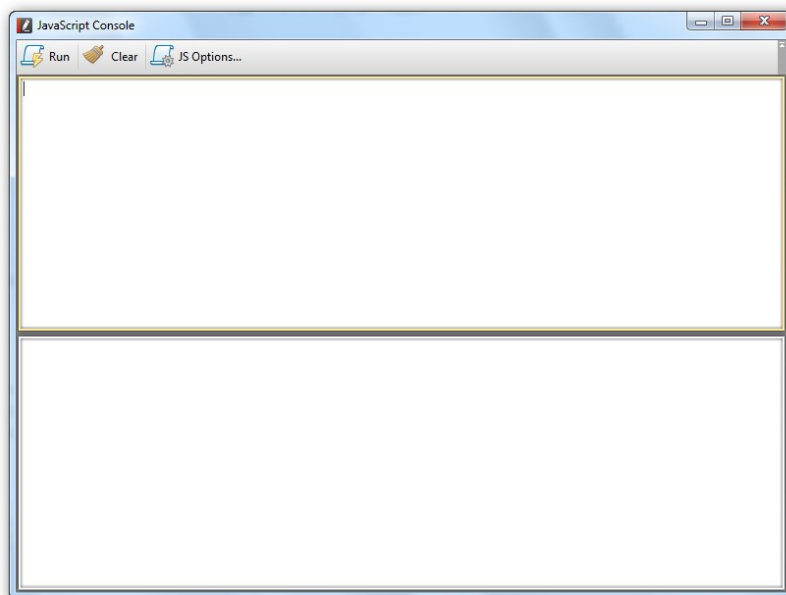
When the **JavaScript Console** opens, paste or write your JavaScript code into the top of the two windows and click the **Run...** button. The code will run and if there are any errors the message will be displayed in the window below your code.

The **Clear** button removes the error message from the window below. The **Options...** button opens the **JavaScript** tab from the **Preferences...**.

Snap

Snap allows you to control how drawing objects "snap" to various things such as grid lines, guides and other objects. This feature helps to save time when you're using line drawing tools.
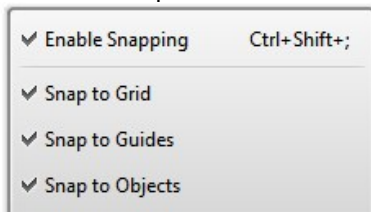
1. **Snap to Grid**. The objects snap to grid intersection points.
2. **Snap to Guides**. Objects snap to align with vertical or horizontal guidelines.
3. **Snap to Objects**. When objects are set to snap to each other, they use snap points on either the source or target object. Snap points are set using options.

See more information regarding snapping preferences here.

Go To

Selecting **Go To** opens the Page Selection submenu:
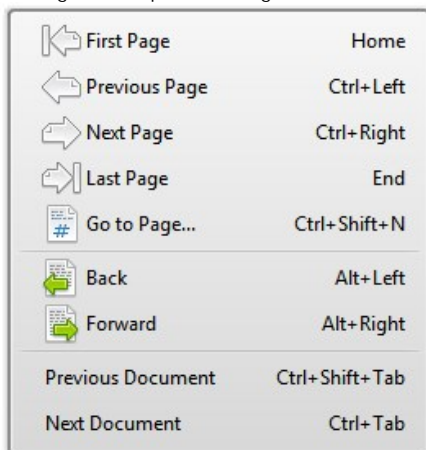
The options are:

1. **First Page**. Moves the view to the top of the first page of the document. If you are on the first page, this option is disabled.
2. **Previous Page**. Moves the view to the top of the previous page of the document. If you are on the first page, this option is disabled.
3. **Next Page**. Moves the view to the top of the next page of the document. If you are on the last page, this option is disabled.
4. **Last Page**. Moves the view to the top of the last page of the document. If you are on the last page, this option is disabled.
5. **Go to Page...**. Opens a dialog box to allow you to enter a page number.
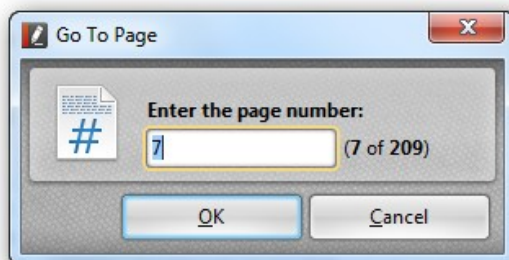
6. **Back**. Moves to the previous view. If you are on the first view, this option is disabled. Reopens closed documents that have been viewed during the session.
7. **Forward**. Moves to the next view. If you are on the last view, this option is disabled.
8. **Previous Document.** Goes to the previous tab (left).
9. **Next Document.** Goes to the next tab (right).

Portfolio

N.B. This function was not available at the time of writing of this documentation revision.

Full Screen Mode

Full Screen Mode is used for presentations where a speaker may have the PDF pages displayed by a projector.

Please see the **Full Screen** from Preferences for additional information on Full Screen Mode.

Document

The **Document** menu allows you to **Insert, Extract, Delete, Rotate,** or **Crop** pages, or **Sign** the document.

Warning! If you are running in FREE mode, using any function from this menu except Rotate Pages will cause the saved PDF to have unremovable watermarks!

IMPORTANT! These functions are mostly PRO features, see IMPORTANT! FREE vs. PRO version for more information!

Header and Footer
Watermarks
Background
Bates Numbering
Insert Pages
Extract Pages
Replace Pages…
Delete Pages
Crop Pages
Crop Page Tool
Resize Pages…
Rotate Pages
OCR Pages…
Signing
Redaction

Header and Footer

To add, remove or edit the Header and Footer, click **Add...**, **Remove All...** or **Manage...**.
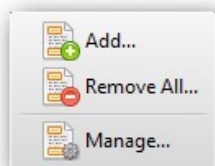
1. **Add...**. To add header or footer to PDF document you have to type text into the appropriate box. The results will be shown in the preview.
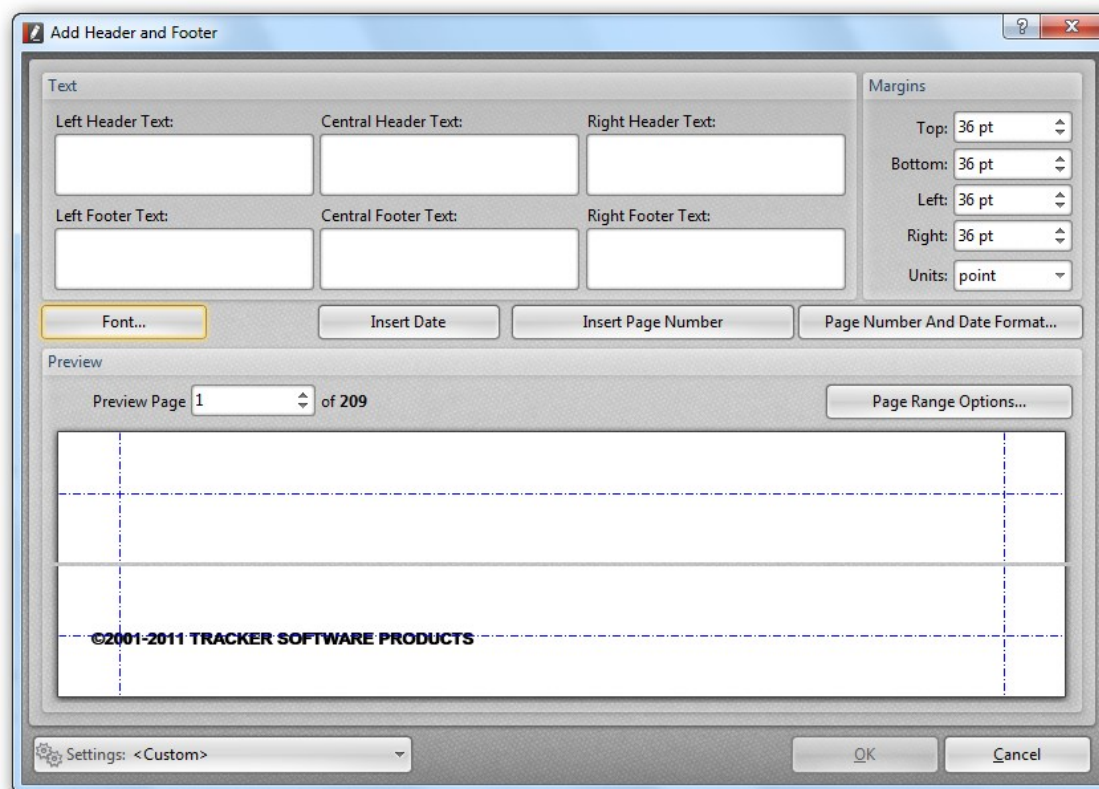
1. **Text**. The text to be displayed in the document's header and footer.

   1. **Left Header Text**. The text to be displayed in the left header.
   2. **Central Header Text**. The text to be displayed in the central header.
   3. **Right Header Text**. The text to be displayed in the right header.
   4. **Left Footer Text**. The text to be displayed in the left footer.
   5. **Central Footer Text**. The text to be displayed in the central footer.
   6. **Right Footer Text**. The text to be displayed in the right footer.
2. **Margins**. Margins adjust the size of the page by setting non-zero margins using the selected "user units". The adjustments are:

   1. **Top**. The top margin is moved down by the amount specified in Units.
   2. **Bottom**. The bottom margin is moved up by the amount specified in Units.

3. **Left**. The left margin is moved to the right by the amount specified in Units.
4. **Right**. The right margin is moved to the left by the amount specified in Units.
5. **Units**. The units of measure to use for the margin movements. Valid values are: point, inch, centimeter, millimeter and pica.

3. **Font...**. Specifies the Font to use when displaying the Header and Footer text.
4. **Insert Date**. Inserts the date to be shown in the Header and Footer text.
5. **Insert Page Number**. Inserts the page number to be shown in the Header and Footer text.
6. **Page Number And Date Format...**. Adjusts the format of the page number and date.
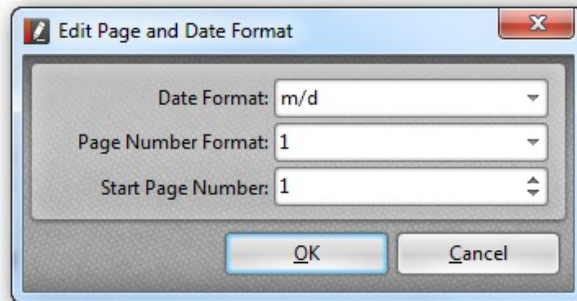
7. **Preview**. Shows the change of the header's or the footer's appearance before you add them to the document.

1. **Preview Page**. Sets the page number to be shown in the preview window.
2. **Pages Range Options...**. Specifies the page(s) for adding header and footer.
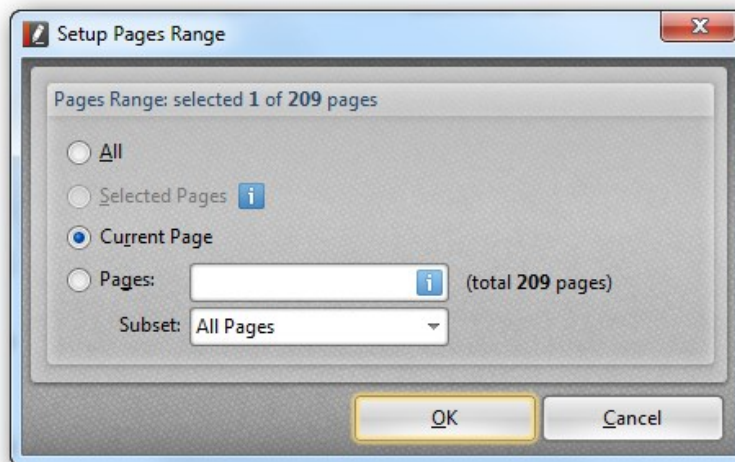
1. **All**. Header and footer will be added to all pages.
2. **Selected Pages**. Header and footer will be added to the selected pages only.
3. **Current Page**. Header and footer will be added to the current page only.
4. **Pages**. Individual pages are indicated by their numbers beginning with 1. Sequential 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.
5. **Subset**. This works in conjunction with the other Pages Range to select groups based on order within the document.

1. **All Pages**. Header and footer will be added to all of the specified pages.
2. **Odd Pages Only**. Within the specified Pages Range header and footer will be added to odd-numbered pages only: 1, 3, 5, etc.
3. **Even Pages Only**. Within the specified Pages Range header and footer will be added to even-numbered pages only: 2, 4, 6, etc.

8. **Settings**. Allows you to save the current settings and manage presets.

2. **Remove All...**. Removes all headers and footers from the document.
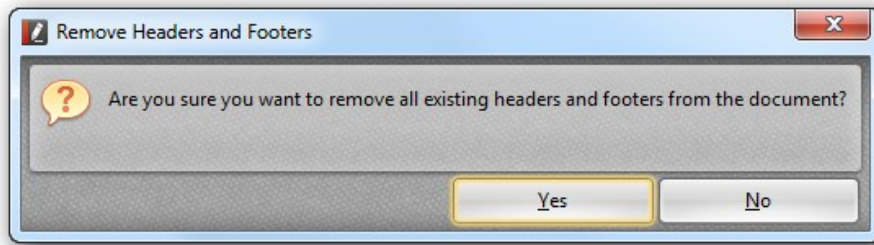

3. **Manage...**. Allows you to adjust headers and footers.
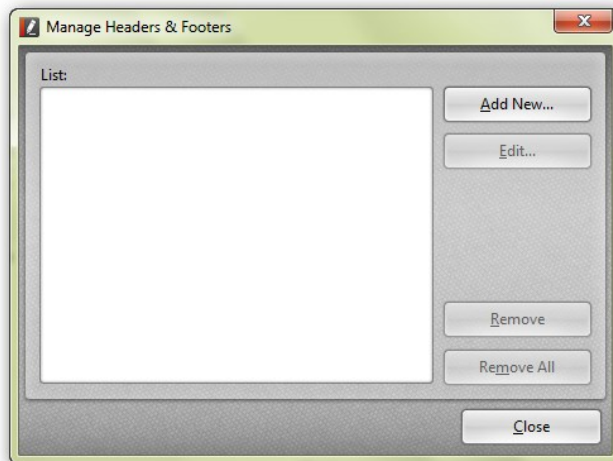
1. **List**. Displays the list of all headers and footers that were added to the document.
2. **Add New...**.Opens the **Add Header and Footer** dialog box for adding new headers and footers.
3. **Edit...**. Opens the **Add Header and Footer** dialog box for editing the selected header or footer.
4. **Remove**. Removes the selected header or footer.
5. **Remove All**. Removes all headers and footers.
6. **Close**. Closes the dialog.

Watermarks

You can add text and graphic's based watermarks to your document, remove or edit them.
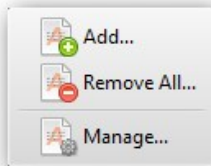
1. **Add...**. Allows you to create a Text or Image watermark, which will be added to the page(s) of your PDF document.
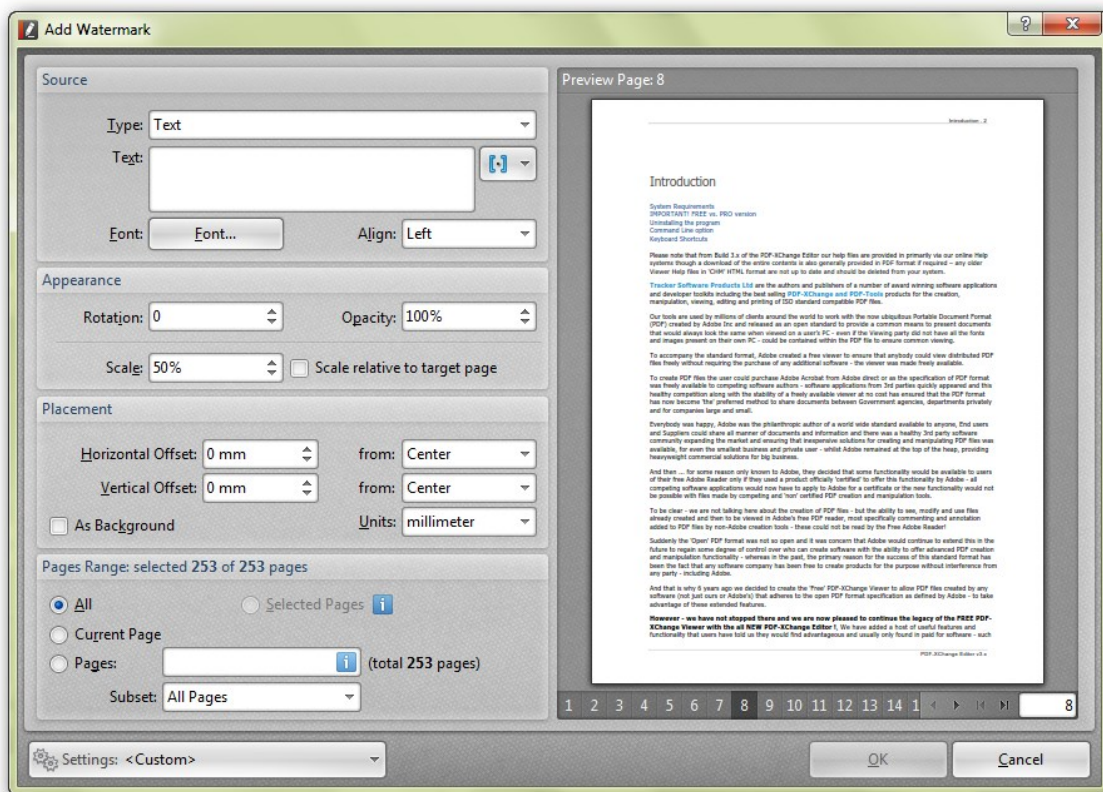
   1. **Source**. Specifies the settings of the watermark.

   1. **Type**. The type of the watermark.

         1. **Text**. While creating a text watermark you may set up the font, color and size of the text. Also you may set the opacity of the watermark and the degree of text rotation.

            1. **Text**. The text to be displayed on the page.
            2. **Macros**. Clicking the **Macros** button opens a submenu of file name macros that you can use to automatically generate watermarks names. The fields are self-explanatory.
               □
            3. **Font**. Specifies the font to use when displaying the watermark.
            4. **Align**. Sets the text watermark alignment.

    2. **File**. If you are adding image watermarks you are able to set up the size, rotation, opacity and placement of the watermark on the page.

        1. **File**. The Browse button opens a standard **Open Files** dialog box to select the necessary image file.
        2. **Page**. Sets the page of an image of which the watermark will be created.

2. **Appearance**. Specifies the appearance of the watermark.

    1. **Rotation**. Determines the rotation of the watermark. Zero degrees is horizontal.
    2. **Opacity**. Allows you to set the percentage of the watermark transparency.
    3. **Scale**. Allows you to enter the zoom percentage of the watermark.
    4. **Scale relative to target page**.

3. **Placement**. The placement fields offer you a quick and convenient way to position a watermark wherever you need to on the PDF page.

    1. **Horizontal Offset**. Once you have positioned the Watermark to one of the 9 starting positions, you may "tune" the position by applying horizontal offset values to the watermark. The Units may be mm, inches, or points.
    2. **Vertical Offset**. Once you have positioned the Watermark to one of the 9 starting positions, you may "tune" the position by applying vertical offset values to the watermark. The Units may be mm, inches, or points.
    3. **Positions**. Selecting one option from each of these buttons will position the watermark to one of 9 starting positions on the page.
    4. **Units**. The valid Unit values are points, inches, centimeters, millimeters, or picas.
    5. **As Background**. The watermark will be placed as a background.

4. **Pages Range**. Allows you to select the page(s) for adding a watermark.

    1. **All**. Watermark will be added to all pages.
    2. **Selected Pages**. Watermark will be added to the selected pages only.
    3. **Current Page**. Watermark will be added to the current page only.
    4. **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.
    5. **Subset**. This works in conjunction with the other Pages Range to select groups based on order within the document.

        1. **All Pages**. Watermark will be added to all of the specified pages.
        2. **Odd Pages Only**. Within the specified Pages Range watermark will be added to odd-numbered pages only: 1, 3, 5, etc.
        3. **Even Pages Only**. Within the specified Pages Range watermark will be added to even-numbered pages only: 2, 4, 6, etc.

2. **Remove All...**. Removes all watermarks from the document.
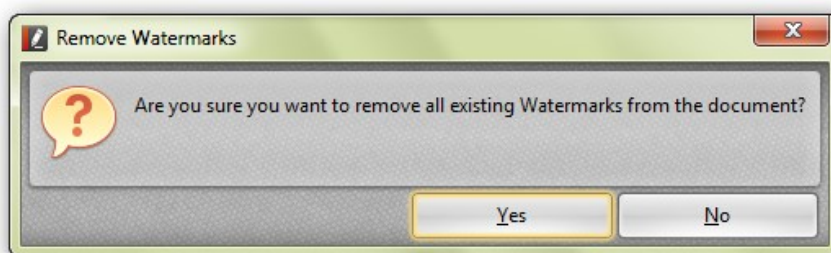

3. **Manage...**. Allows you to adjust watermarks.
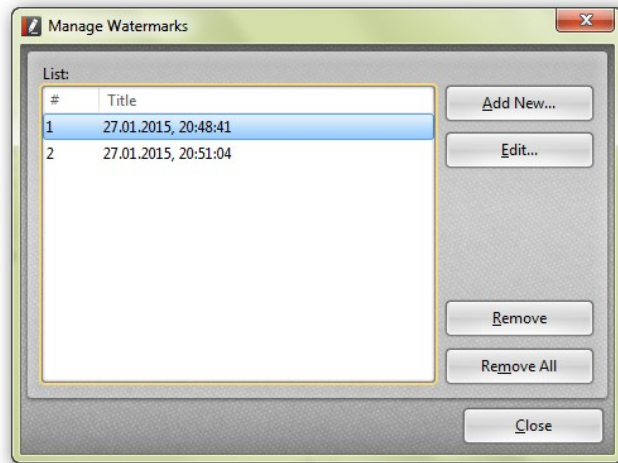
1. **List**. Displays the list of all watermarks that were added to the document.
2. **Add New....**Opens the **Add Watermark** dialog box for adding new watermarks.
3. **Edit...**. Opens the **Edit Watermark** dialog box for editing the selected watermark.
4. **Remove**. Removes the selected watermark.
5. **Remove All**. Removes all watermarks.
6. **Close**. Closes the dialog.

Background

Background 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.

1. **Add…**. Allows you to create a background, which will be added to the page(s) of your PDF document.
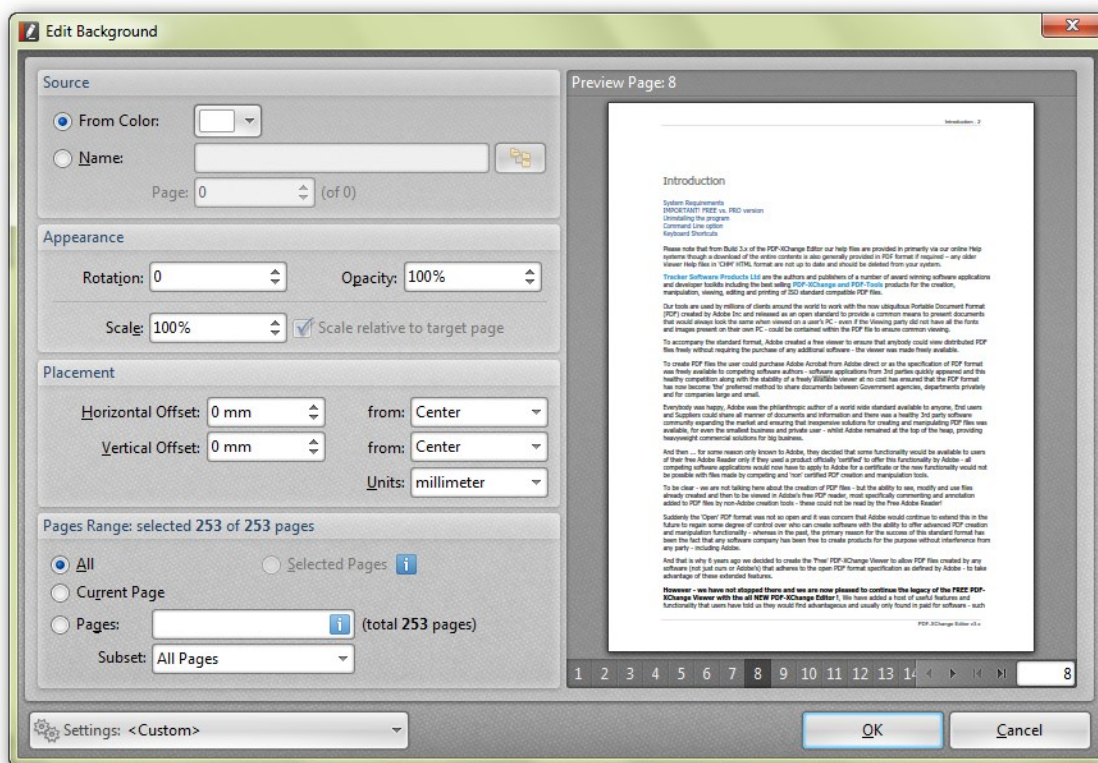
1. **Source**. Specifies the settings of the background.

    1. **From color**. Opens the standard color selection dialog for you to customize the background color for the document.
    2. **File**. The Browse button opens a standard **Open Files** dialog box to select the necessary image file.
    3. **Page**. Sets the page of an image of which the background will be created.

2. **Appearance**. Specifies the appearance of the background.

    1. **Rotation**. Determines the rotation of the background image. Zero degrees is horizontal.
    2. **Opacity**. Allows you to set the percentage of the background transparency.
    3. **Scale**. Allows you to enter the zoom percentage of the background image.

3. **Placement**. The placement fields offer you a quick and convenient way to position the background

image wherever you need to on the PDF page.

1. **Horizontal Offset**. Once you have positioned the image file to one of the 9 starting positions, you may "tune" the position by applying horizontal offset values to the irhemage. The Units may be mm, inches, or points.
2. **Vertical Offset**. Once you have positioned the image file to one of the 9 starting positions, you may "tune" the position by applying vertical offset values to the image. The Units may be mm, inches, or points.
3. **Positions**. Selecting one option from each of these buttons will position the image to one of 9 starting positions on the page.
4. **Units**. The valid Unit values are points, inches, centimeters, millimeters, or picas.

4. **Page Range**. Allows you to select the page(s) for adding the background.

1. **All**. The background will be added to all the pages in the document.
2. **Selected Pages**. The background will be added only to the selected pages.
3. **Current Page**. The background will be added only to the current page.
4. **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.

5. **Subset**. This works in conjunction with the other Page Ranges to select groups based on order within the document. Valid values are:

1. **All Pages**. The background will be added to all of the specified pages.
2. **Odd Pages Only**. The background will be added to odd-numbered pages within the specified Page Range(s) only: 1, 3, 5, etc.
3. **Even Pages Only**. The background will be added to even-numbered pages within the specified Page Range(s) only: 2, 4, 6, etc.

2. **Remove...**. Removes the background from the document.
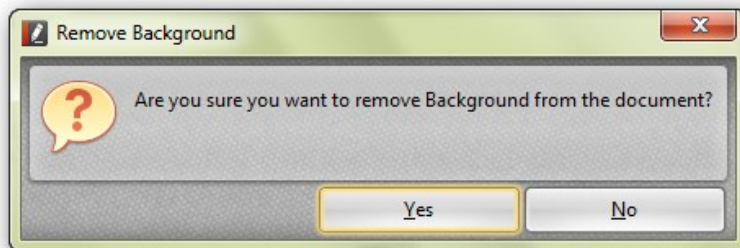
3. **Update...**. Opens the **Edit Background** dialog box for editing the background.

Edit Background

Source

- ⦿ From Color:
- ◯ Name:
  - Page: 0 (of 0)

Appearance

Rotation: 0

Opacity: 100%

Scale: 100%

☑ Scale relative to target page

Placement

Horizontal Offset: 0 mm   from: Center

Vertical Offset: 0 mm   from: Center

Units: millimeter

Pages Range: selected 253 of 253 pages

- ⦿ All
- ◯ Current Page
- ◯ Pages: (total **253** pages)
- ◯ Selected Pages ⓘ

Subset: All Pages

⚙ Settings: <Custom>

OK   Cancel

Preview Page: 8

1 2 3 4 5 6 7 8 9 10 11 12 13 14 ◄ ► ⏮ ⏭   8

Bates Numbering

Bates Numbering is used to add an identifying electronic number or date to each page of the PDF document when it is necessary to label the document.
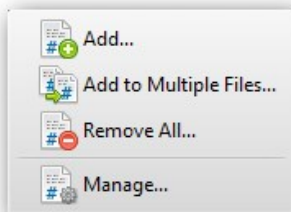
1. **Add...**. Allows you to add bates number to the PDF document. The results will be shown in the preview.
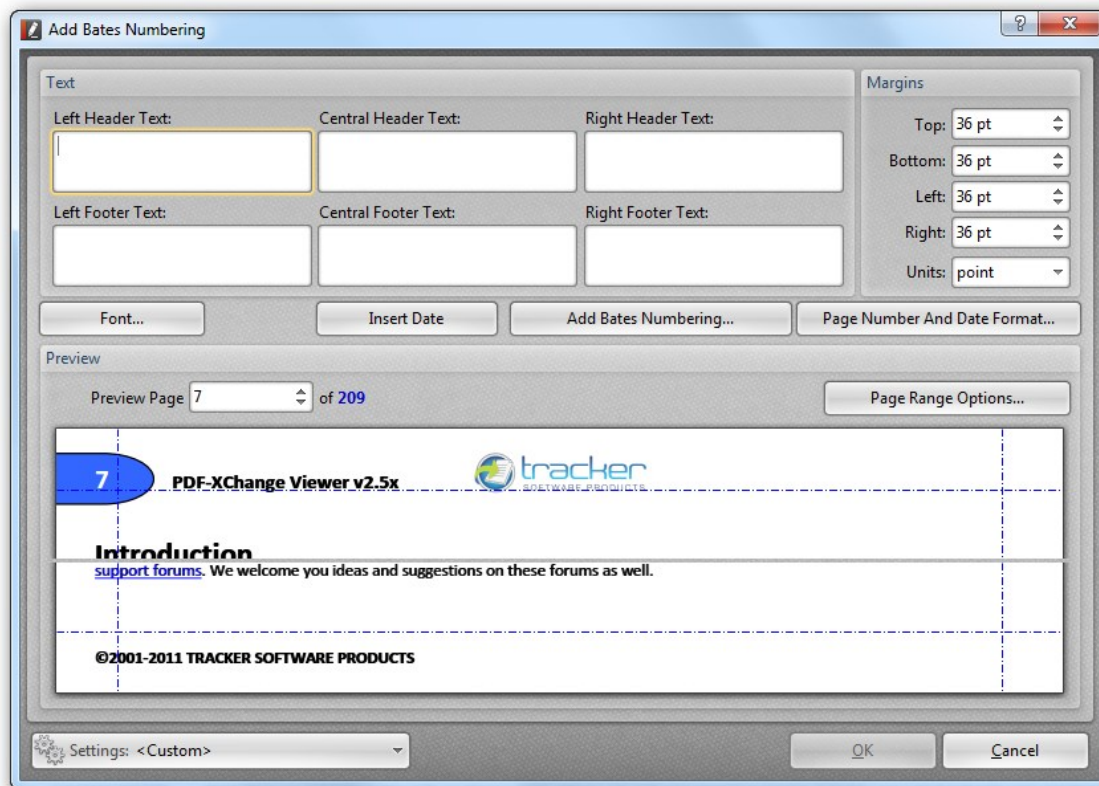
1. **Text**. The text to be displayed in the document's header or footer.

    1. **Left Header Text**. The text to be displayed in the left header.
    2. **Central Header Text**. The text to be displayed in the central header.
    3. **Right Header Text**. The text to be displayed in the right header.
    4. **Left Footer Text**. The text to be displayed in the left footer.
    5. **Central Footer Text**. The text to be displayed in the central footer.
    6. **Right Footer Text**. The text to be displayed in the right footer.

2. **Margins**. Margins adjust the size of the page by setting non-zero margins using the selected "user units". The adjustments are:

    1. **Top**. The top margin is moved down by the amount specified in Units.
    2. **Bottom**. The bottom margin is moved up by the amount specified in Units.

3. **Left**. The left margin is moved to the right by the amount specified in Units.
4. **Right**. The right margin is moved to the left by the amount specified in Units.
5. **Units**. The units of measure to use for the margin movements. Valid values are: point, inch, centimeter, millimeter and pica.

3. **Font...**. Specifies the Font to use when displaying the bates number.
4. **Insert Date**. Inserts the date to be shown in the Header and Footer text.
5. **Add Bates Numbering...**. Allows you to adjust the bates numbering settings.
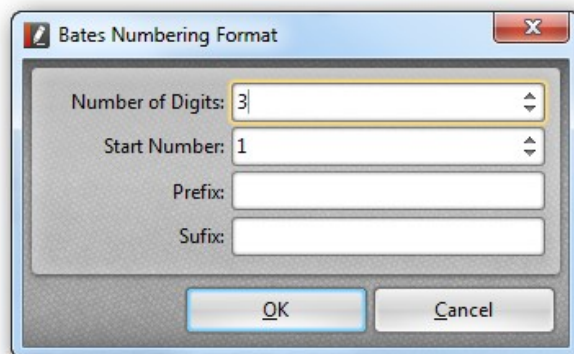
6. **Page Number And Date Format...**. Adjusts the format of the page number and date.
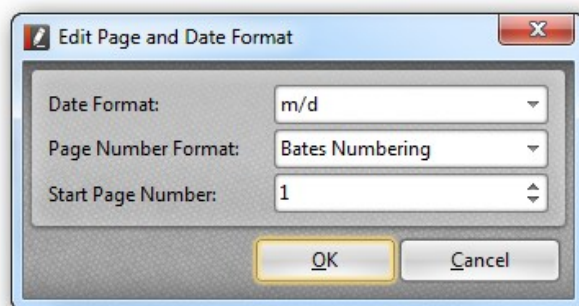
7. **Preview**. Shows the change of the bates number's appearance before you add it to the document.

    1. **Preview Page**. Sets the page number to be shown in the preview window.
    2. **Pages Range Options...**. Specifies the page(s) for adding the bates number.
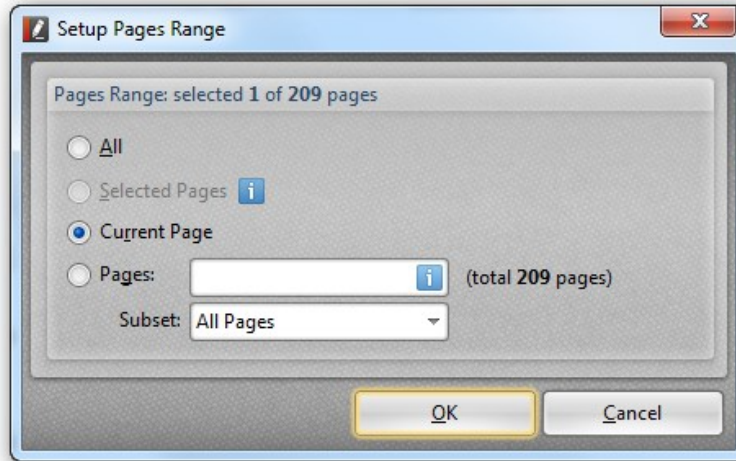
    1. **All**. The bates numbering will be added to all pages.
    2. **Selected Pages**. The bates numbering will be added to the selected pages only.
    3. **Current Page**. The bates numbering will be added to the current page only.
    4. **Pages**. Individual pages are indicated by their numbers beginning 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.
    5. **Subset**. This works in conjunction with the other Pages Range to select groups based on order within the document.

        1. **All Pages**. The bates numbering will be added to all of the specified pages.
        2. **Odd Pages Only**. Within the specified Pages Range the bates numbering will be added to odd-numbered pages only: 1, 3, 5, etc.
        3. **Even Pages Only**. Within the specified Pages Range the bates numbering will be added to even-numbered pages only: 2, 4, 6, etc.

2. **Add to Multiple Files...**. Allows you to add bates number to more than one PDFdocument.
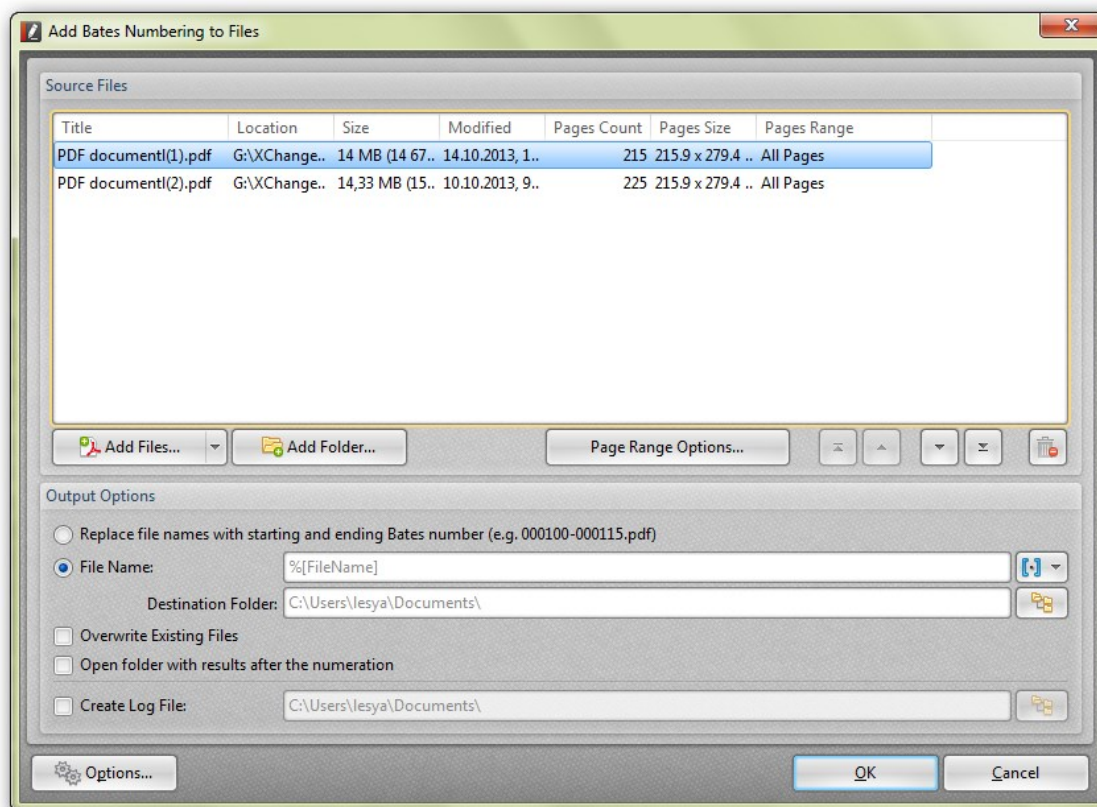
1. **Source Files…**. Selects the files for adding the bates numbering.
2. **Add Files…**. Opens the **Open Files** dialog box to select a file from.
3. **Add Folder…**. Opens the **Browse For Folder** dialog box to add/select all text files contained in the selected folder.
4. **Page Range Options…**. Opens the Setup Pages Range dialog which allows you to specify the page(s) for adding the bates number.
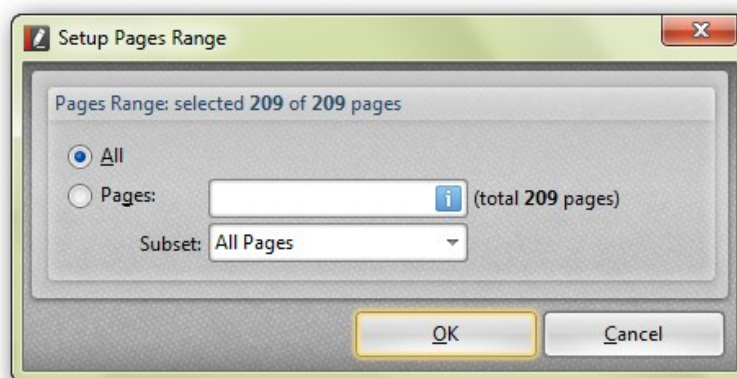
5. **To Top**. Moves the selected file to the top of the list.
6. **Up**. Moves the selected file up in the list.
7. **Down**. Moves the selected file down in the list.
8. **To Bottom**. Moves the selected file to the bottom of the list.
9. **Remove**. Removes the selected file from the list.
10. **Output Options**. Allows you to set the appropriate output options.
    1. **Replace file names with starting and ending Bates number (e.g. 000100-000115.pdf)**.
    2. **File Name**. Specifies the name of the output 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.

    1. **Destination Folder**. Selects the destination folder to receive the output files. Note that you may not simply type in the destination folder. Clicking the **Browse** button opens the **Browse for Folder**.

3. **Overwrite Existing Files**.
4. **Open folder with results after the numeration**.
5. **Create Log File**.

11. **Options...**.

3. **Remove All...**. Removes all bates numbers from the document.

4. **Manage...**. Allows you to adjust bates numbers.
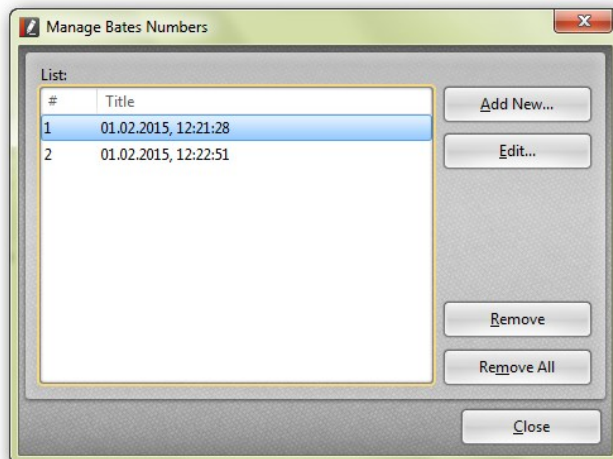
1. **List**. Displays the list of all bates numbers that were added to the document.
2. **Add New...**.Opens the **Add Bates Numbering** dialog box for adding new bates numbers.
3. **Edit...**. Opens the **Add Bates Numbering** dialog box for editing the selected bates numbers.
4. **Remove**. Removes the selected bates numbers.
5. **Remove All**. Removes all bates numbers.
6. **Help**.
7. **Close**. Closes the dialog.

Insert Pages

The **Insert Pages** allows you to insert new PDF pages from another PDF document, insert empty pages, insert images, scanned pages and text to the document.
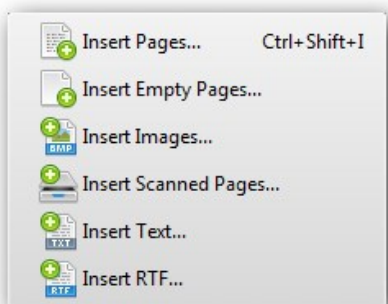
Insert Pages…
Insert Empty Pages…
Insert Images…
Insert Scanned Pages…
Insert Text…
Insert RTF…

Insert Pages...

Insert Pages... allows you to insert pages from another PDF into the current document.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.
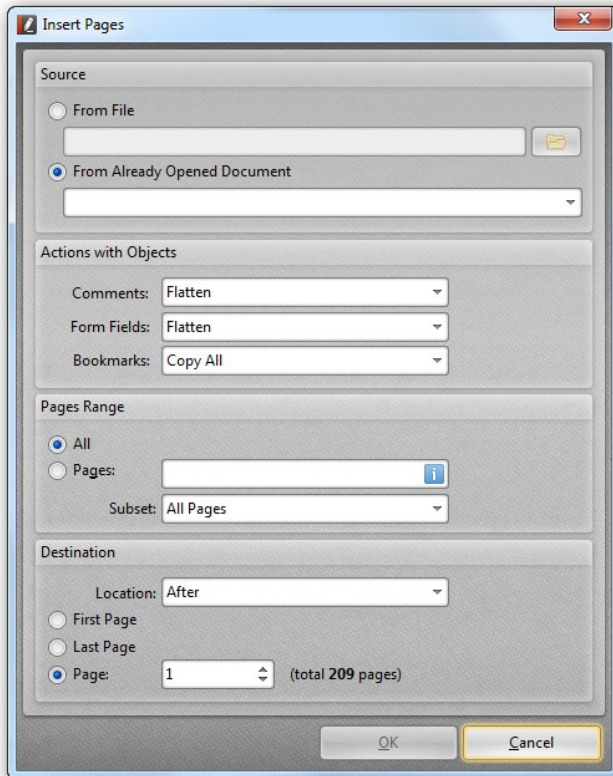
1. **Source**. Selects the source PDF for the pages to insert.

    1. **From File**. Selecting this option allows you to enter a file name.

        1. **File**. Field to enter fully-qualified path name of PDF file to select pages from.
        2. **Browse...**. Opens a standard Open File dialog box to select a PDF file to select pages from.

    2. **From Already Opened Document**. Selecting this option allows you to select one of the other PDF files already open in the Editor. The Drop list allows you to select one of the currently-open PDF files.

2. **Actions with Objects**. Determines the actions with comments, form fields and bookmarks in the process of page insertion.

    1. **Comments**. Possible choices are:

        1. **Copy**. Comments will be copied in the process of insertion.
        2. **Flatten**. Comments will be flattened in the process of insertion.
        3. **Do Not Copy**. Comments will not be copied in the process of insertion.

    2. **Form Fields**. Possible choices are:

        1. **Copy**. Form fields will be copied in the process of insertion.
        2. **Flatten**. Form fields will be flattened in the process of insertion.

3. **Do Not Copy**. Form fields will not be copied in the process of insertion.

3. **Bookmarks**. Possible choices are:

1. **Do Not Copy**. Bookmarks will not be copied in the process of insertion.
2. **Copy All**. All bookmarks will be copied in the process of insertion.
3. **Copy Related**. Only related bookmarks will be copied in the process of insertion.

3. **Pages Range**. Specifies the page(s) to be inserted.

1. **All**. All pages will be inserted.
2. **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.
3. **Subset**. This works in conjunction with the other Pages Range to select groups based on order within the document. Valid options are:

1. **All Pages**. All of the specified pages are inserted.
2. **Even Pages Only**. Within the specified Pages Range only even-numbered pages will be inserted: 2, 4, 6, etc.
3. **Odd Pages Only**. Within the specified Pages Range only odd-numbered pages will be inserted: 1, 3, 5, etc.

4. **Destination**. Specifies where in the current document to insert the selected pages.

1. **Location**. Determines if the selected pages will be inserted **Before** or **After** the target page.
2. **First Page**. Selects the first page as the target page.
3. **Last Page**. Selects the last page as the target page.
4. **Page**. Allows you to select a target page from a spin box of all possible pages.

Insert Empty Pages...

Insert Empty Pages allows you to insert empty pages into the current document.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version **for more information.**
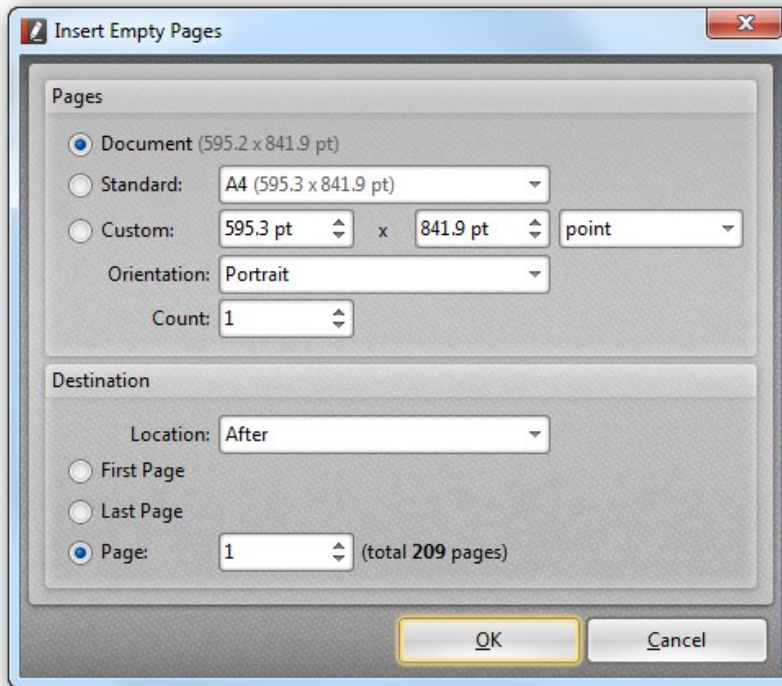

1. **Pages**. Specifies the description of the pages to insert.

   1. **Document**. Selecting this option automatically specifies the size of the inserted page which will fit the document size.
   2. **Standard**. Selecting this option allows you to choose the standard size of the inserted page.
   3. **Custom**. Selecting this option allows you to specify the size of the inserted page.
   4. **Orientation**. Sets the orientation of the page.

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

   5. **Count**. Defines the number of empty pages to be inserted.

2. **Destination**. Specifies where in the current document to insert empty pages.

   1. **Location**. Determines if the empty pages will be inserted **Before** or **After** the target page.
   2. **First Page**. Selects the first page as the target page.
   3. **Last Page**. Selects the last page as the target page.
   4. **Page**. Allows you to select a target page from a spin box of all possible pages.

Insert Images...

Insert Images... allows you to insert images into the current document.
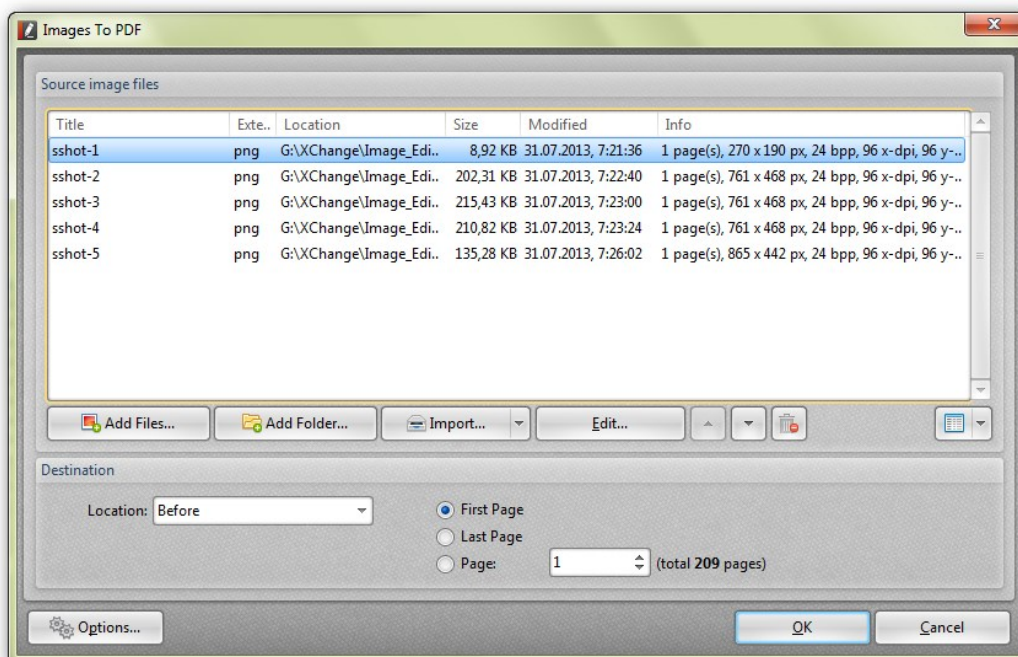
1. **Source image files**. Selects the image files to be inserted to the document.

    1. **Add files...**. Opens the **Open** dialog box to select an image file from.
    2. **Add Folder...**. Opens the **Browse For Folder** dialog box to select an image file from.
    3. **Import...**. Opens the **Scan Properties** dialog.
   4. **Edit...**. Opens the **Edit Image** dialog box which allows you to modify the selected image.
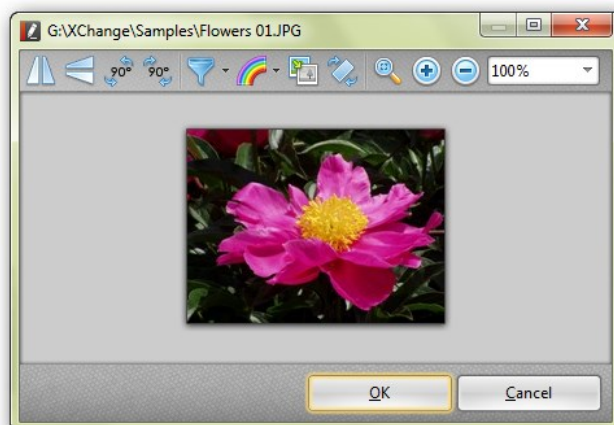
        1. **Flip Horizontal** button is used to rotate an image about a vertical axis through the center of the image.
        2. **Flip Vertical** button is used to rotate an image about a horizontal axis through the center of the image.
        3. **Rotate 90 CCW** button rotates the image by 90 degrees counterclockwise.
        4. **Rotate 90 CW** button rotates the image by 90 degrees clockwise.
        5. **Apply Filter**. Applies one of the following filters to the image.
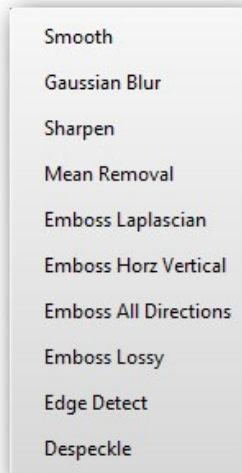
6. **Convert to**. Allows you to convert the image.
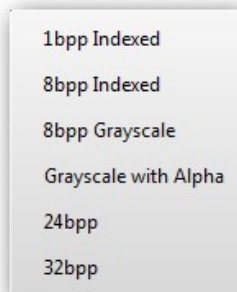
7. **Grayscale**.
8. **Deskew**.
9. **Fit Visible** button fits the image within the borders of the view pane.
10. **Zoom In** button increases the Zoom percentage of the image.
11. **Zoom Out** button decreases the Zoom percentage of the image.
5. **Up**. Moves the selected file up in the list.
6. **Down**. Moves the selected file down in the list.
7. **Remove**. Removes the selected file from the list.
8. The **Change view mode** button opens the list of views to be selected for viewing the files list.
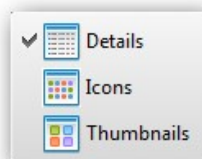
9. **Options...**. Defines additional settings for the new document.

2. **Destination**. Specifies where in the current document to insert Image files.

1. **Location**. Determines if the Image files will be inserted **Before** or **After** the target page.
2. **First Page**. Selects the first page as the target page.
3. **Last Page**. Selects the last page as the target page.
4. **Page**. Allows you to select a target page from a spin box of all possible pages.

Insert Scanned Pages...

Insert Scanned Pages... allows you to insert scanned pages into the current document.

1. **Parameters**. Sets the parameters for scanning.

    1. **Scanner**. Selects the scanner on which to scan the document.
    2. **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).
    3. **Show Native UI**.
    4. **Color Mode**. Allows you to choose the color mode.
    5. **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 dependent; some earlier Versions of Windows do not support DPI settings of such high values.
    6. **Paper Size**. Allows you to choose an appropriate paper size.
    7. **Source**.
    8. **Sides**. Sets the scanning side. The options are:

        1. **Both Sides**. Scans both sides of pages.
        2. **Front Sides**. Scans only front sides of pages.

    9. **Scan More Pages**. Lets you select one of the following options:

        1. **Disabled**. Disables the scanning of more pages.
        2. **Ask user**. When scanning is finished, you will be asked if you want to scan more pages.

3. **Automatically after**. When the scanning session is finished, the next one will start automatically.

10. **Show Images Insertion Dialog**.
11. **Images Insertion Options...**. Allows you to adjust additional image insertion options for the scanned pages.

2. **Destination**. Specifies where in the current document to insert scanned files.

1. **Location**. Determines if the scanned files will be inserted **Before** or **After** the target page.
2. **First Page**. Selects the first page as the target page.
3. **Last Page**. Selects the last page as the target page.
4. **Page**. Allows you to select a target page from a spin box of all possible pages.

Insert Text…

**Insert Text…** allows you to insert text files into the current document.
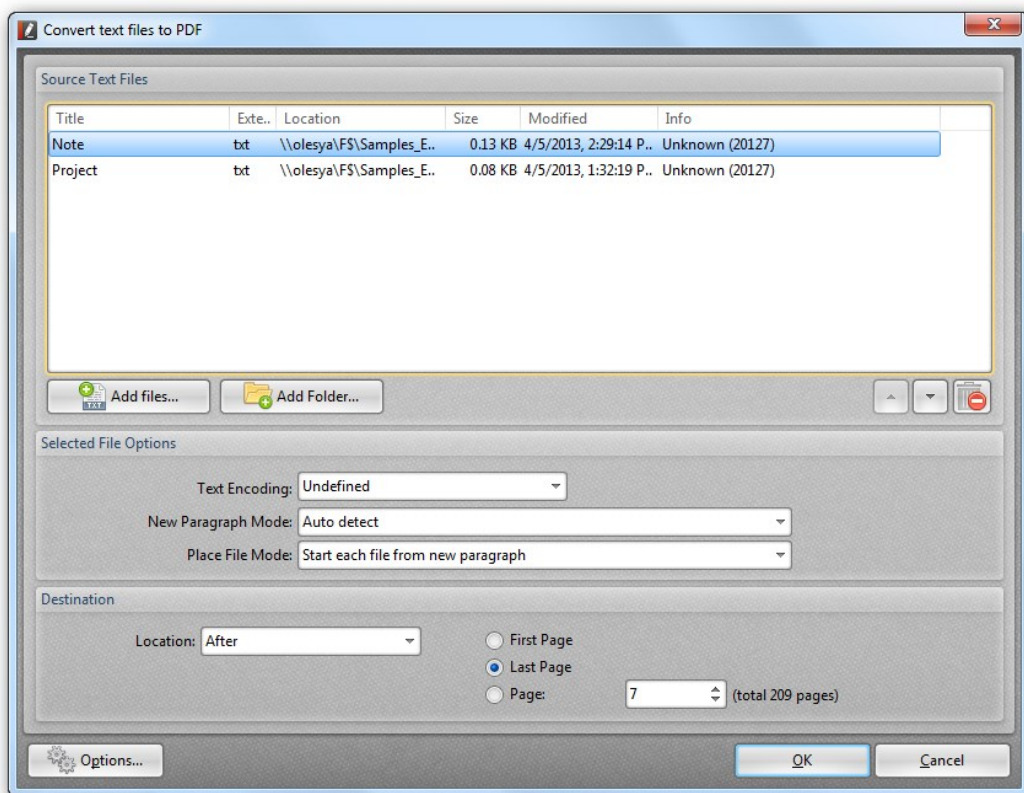
1. **Source text files**. Selects the source PDF for the text files to insert.

    1. **Add files…**. Opens the **Create New Document…** dialog box to select a text file from.
    2. **Add Folder…**. Opens the **Browse For Folder** dialog box to select a text file from.
    3. **Up**. Moves the selected file up in the list.
    4. **Down**. Moves the selected file down in the list.
    5. **Remove**. Removes the selected file from the list.

2. **Selected File Options**. Allows you to set the appropriate file options.

    1. **Text Encoding**. Allows you to choose the appropriate text encoding.
    2. **New Paragraph Mode**. Defines the placing of the new paragraphs in the PDF document. The fields are self-explanatory.

        1. **Auto Detect**.
        2. **Each newline character starts a new paragraph**.
        3. **Double newline character starts a new paragraph, singles ignored**.
        4. **Double newline character starts a new paragraph, single converted**.

3. **Place File Mode**. Allows you to choose the way each file will be placed. The fields are self-explanatory.

   1. **Start each file from new paragraph**.
   2. **Start each file from new page**.

3. **Destination**. Specifies where in the current document to insert Text files.

   1. **Location**. Determines if the Text files will be inserted **Before** or **After** the target page.
   2. **First Page**. Selects the first page as the target page.
   3. **Last Page**. Selects the last page as the target page.
   4. **Page**. Allows you to select a target page from a spin box of all possible pages.

Insert RTF…

Insert RTF… allows you to insert RTF files into the current document.
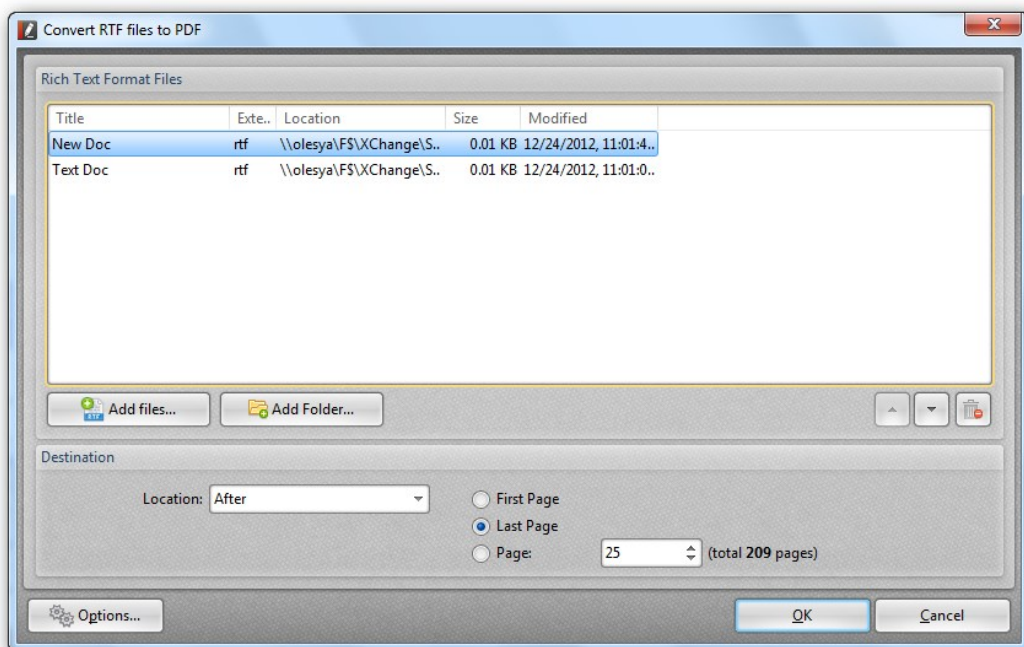
1. **Source Rtf files**. Selects the source PDF for the RTF files to insert.

    1. **Add files…**. Opens the **Create New Document…** dialog box to select the RTF file from.
    2. **Add Folder…**. Opens the **Browse For Folder** dialog box to select the RTF file from.
    3. **Up**. Moves the selected file up in the list.
    4. **Down**. Moves the selected file down in the list.
    5. **Remove**. Removes the selected file from the list.

2. **Destination**. Specifies where in the current document to insert RTF files.

    1. **Location**. Determines if the RTF files will be inserted **Before** or **After** the target page.
    2. **First Page**. Selects the first page as the target page.
    3. **Last Page**. Selects the last page as the target page.
    4. **Page**. Allows you to select a target page from a spin box of all possible pages.

Extract Pages

Extract Pages allows you to extract selected pages from the current PDF to one or more PDF files.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.
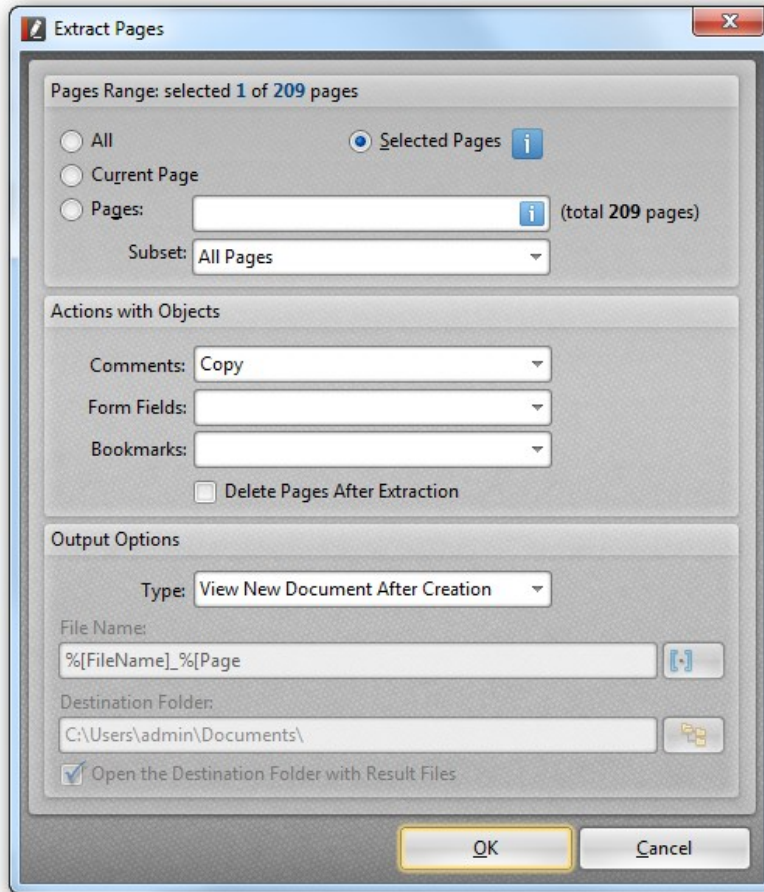
1. **Pages Range**. Allows you to select the page(s) for extraction.

    1. **All**. All pages will be extracted.
    2. **Selected Pages**. Only pages selected in the Thumbnail display in the currently displayed PDF document will be extracted.
    3. **Current Page**. Only the current page will be extracted.
    4. **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.
    5. **Subset**. This works in conjunction with the other Pages Range to select groups based on order within the document. Valid values are:

        1. **All Pages**. All of the specified pages will be extracted.
        2. **Odd Pages Only**. Within the specified Pages Range only odd-numbered pages will be extracted: 1, 3, 5, etc.
        3. **Even Pages Only**. Within the specified Pages Range only even-numbered pages will be extracted: 2, 4, 6, etc.

2. **Actions with Objects**. Determines the actions with comments, form fields and bookmarks in the process of page extraction.

    1. **Comments**. Possible choices are:

        1. **Copy**. Comments will be copied in the process of extraction.
        2. **Flatten**. Comments will be flattened in the process of extraction.
        3. **Do Not Copy**. Comments will not be copied in the process of extraction.

    2. **Form Fields**. Possible choices are:

        1. **Copy**. Form fields will be copied in the process of extraction.
        2. **Flatten**. Form fields will be flattened in the process of extraction.
        3. **Do Not Copy**. Form fields will not be copied in the process of extraction.

    3. **Bookmarks**. Possible choices are:

        1. **Do Not Copy**. Bookmarks will not be copied in the process of extraction.
        2. **Copy All**. All bookmarks will be copied in the process of extraction.
        3. **Copy Related**. Only related bookmarks will be copied in the process of extraction.

    4. **Delete Pages After Extraction**. The selected pages will be deleted from the current document after they are extracted.

        Use with care.

3. **Output Options**. Specifies handling of pages.

    1. **Type**. Defines the output type of the extraction.

        1. **View New Document After Creation**. The pages will be extracted to a new tab in the Editor.
NO file is created at this time! The new tab has an asterisk next to an assigned file name.
To save the extracted pages, use the File | Save As menu option to assign a folder and file name to the extracted pages.

        2. **Save all extracted pages to one document**. The pages will be extracted to separate file named and located according to the **File Name** and **Destination Folder** fields.

            1. **File Name**. Specifies a macro-based file name to use for the created file(s). The default value is <File Name>-<Page Number> which specifies that the files will use the name of the current document from which the pages are being extracted, and appends a dash followed by the page number of the page within the original document. This macro should always contain the <Page Number> macro for creating multiple unique files.
Macros. Clicking this button will open a menu of possible file naming macros to simplify building unique file names based on a number of criteria. The fields are self-explanatory.

Document Title

Document Index

Document Info

Page Number

Number Of Pages

File Name

Folder Name

Date

Year

Month

Day

Time

Hour

Minute

Seconds

Computer Name

User Name

Environment Variable

Auto Number

    2. **Destination Folder**. Specifies the fully-qualified name of the folder to receive the new single-page PDF files.

    3. **Browse…**. Opens a standard Save Folder Dialog. This dialog allows you to select an existing folder or create a new one as needed.

    4. **Open the Destination Folder with Result Files**. If checked, a folder with the extracted files will be opened after extraction.

3. **Save each page to separate document**. Each page will be extracted to separate file named and located according to the **File Name** and **Destination Folder** fields.

4. **Save each page range to separate document**. Each page range will be extracted to separate file named and located according to the **File Name** and **Destination Folder** fields.

Replace Pages...

Replace Pages allows you to replace the selected PDF pages with different PDF pages.
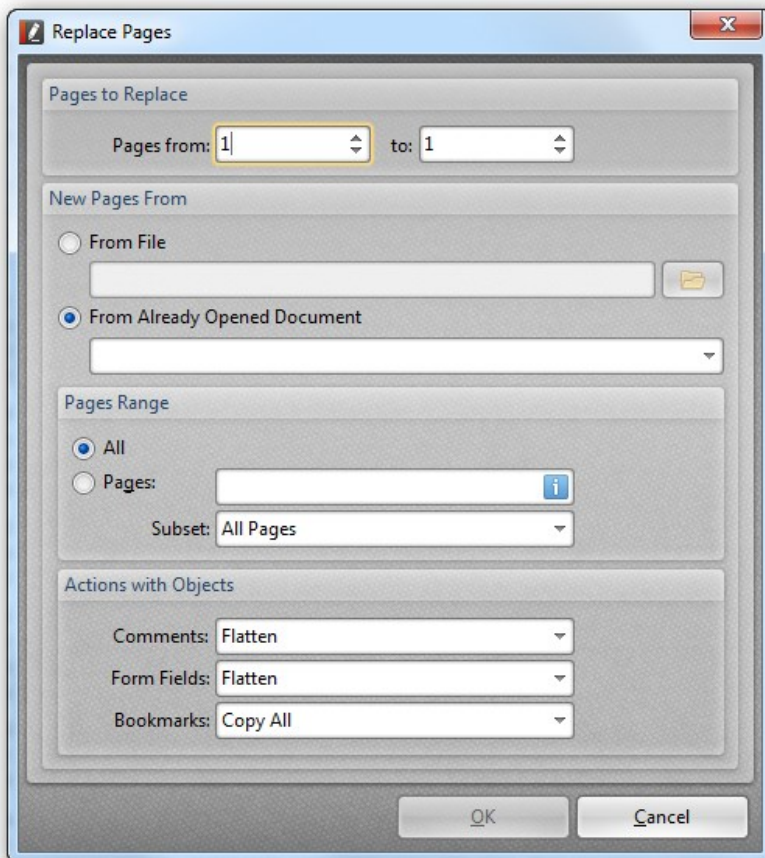
1. **Pages to Replace**. Allows you to specify the range of pages that will be replaced.
2. **New Pages From**. Selects the source PDF that will replace the content in your open document.

    1. **From File**. Selecting this option allows you to enter a file name.

        1. **File**. Field to enter fully-qualified path name of PDF file to select pages from.
        2. **Browse...**. Opens a standard Open File dialog box to select a PDF file to select pages from.

    2. **From Already Opened Document**. Selecting this option allows you to select one of the other PDF files already open in the Editor. The Drop list allows you to select one of the currently-open PDF files.
    3. **Pages Range**. Specifies the page(s) that will replace the pages in the original document.

        1. **All**. All pages will replace the selected pages in the original document.
        2. **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.
        3. **Subset**. This works in conjunction with the other Pages Range to select groups based on order within the document. Valid values are:

            1. **All Pages**. All of the specified pages will replace the selected pages in the original document.
            2. **Odd Pages Only**. Within the specified Pages Range only odd-numbered pages will replace the selected pages in the original document: 1, 3, 5, etc.

3. **Even Pages Only**. Within the specified Pages Range only even-numbered pages will replace the selected pages in the original document: 2, 4, 6, etc.

4. **Actions with Objects**. Determines the actions with comments, form fields and bookmarks in the process of page replacement.

1. **Comments**. Possible choices are:

    1. **Copy**. Comments will be copied in the process of replacement.
    2. **Flatten**. Comments will be flattened in the process of replacement.
    3. **Do Not Copy**. Comments will not be copied in the process of replacement.

2. **Form Fields**. Possible choices are:

    1. **Copy**. Form fields will be copied in the process of replacement.
    2. **Flatten**. Form fields will be flattened in the process of replacement.
    3. **Do Not Copy**. Form fields will not be copied in the process of replacement.

3. **Bookmarks**. Possible choices are:

    1. **Do Not Copy**. Bookmarks will not be copied in the process of replacement.
    2. **Copy All**. All bookmarks will be copied in the process of replacement.
    3. **Copy Related**. Only related bookmarks will be copied in the process of replacement.

Delete Pages

Delete Pages allows you to select pages to be deleted from the active PDF.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version **for more information.**
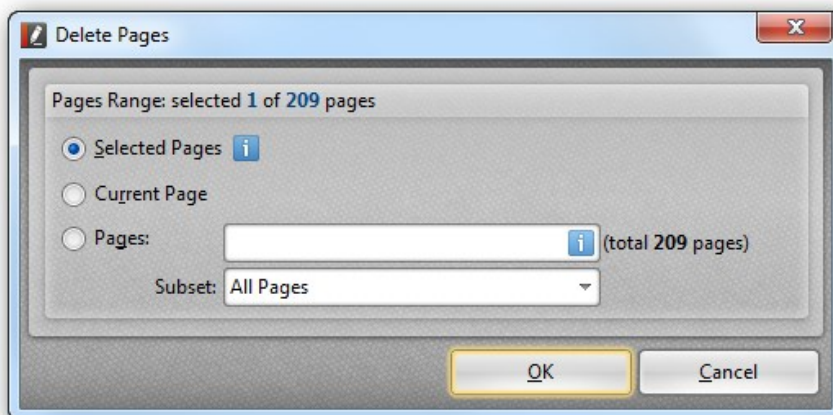
1. **Pages Range**. There are three ways that page(s) may be selected for deletion:

   1. **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.
   2. **Current Page**. Selecting this option will cause the current page of the active document to be deleted.
   3. **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.

      1. **Subset**. When Pages is selected, this drop box becomes active. The valid values are:

         1. **All Pages**. All pages in the specified range will be removed.
         2. **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.
         3. **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.

Crop Pages

Crop Pages allows you 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 PRO feature, see IMPORTANT! FREE vs. PRO version for more information.
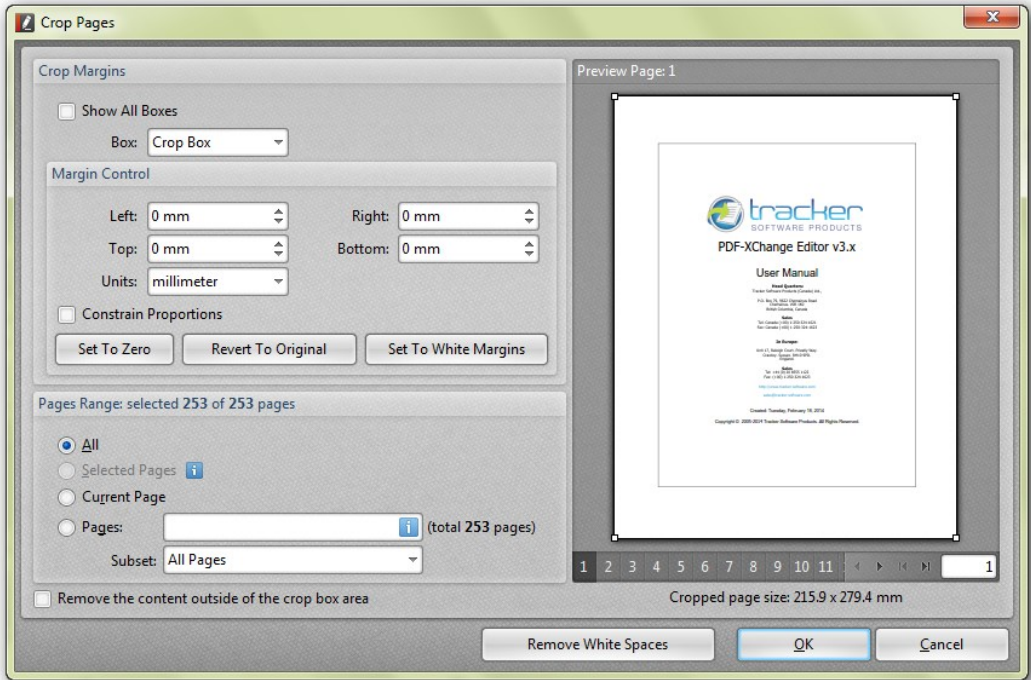
1. **Crop Margins**.

    1. **Show All Boxes**. Irrespective of the box selected by the **Box** drop box, all boxes are displayed as rectangles using their assigned colors:

BOX NAME	COLOR
Crop Box	Black
Bleed Box	Blue
Trim Box	Green
Art Box	Red

    2. **Box**. Selects which box to display and adjust margins. Possible choices are:

        1. **Crop Box**. A rectangle, expressed in default user space units, defining the visible region of default user space.
        When the page is displayed or printed, its contents are to be clipped (cropped) to this rectangle and then imposed on the output medium in some implementation-defined manner.
        2. **Bleed Box**. A rectangle, expressed in default user space units, defining the region to which the contents of the page should be clipped when output in a production environment.
        Default value: the value of **Crop Box**.
        3. **Trim Box**. A rectangle, expressed in default user space units, defining the intended dimensions of the finished page after trimming.

Default value: the value of **Crop Box**.

4. **Art Box**. A rectangle, expressed in default user space units, defining the extent of the page's meaningful content (including potential white space) as intended by the page's creator.
    Default value: the value of **Crop Box**.
    For a further discussion, refer to *PDF Reference sixth edition, Adobe® Portable Document Format* Version 1.7, Section 10.10.1, "Page Boundaries".

3. **Margin Control**. Margin control adjust the size of the selected box by setting non-zero margins using the selected "user units."
    The adjustments are:

    1. **Left**. The left margin is moved to the right by the amount specified in **Units**.
    2. **Right**. The right margin is moved to the left by the amount specified in **Units**.
    3. **Top**. The top margin is moved down by the amount specified in **Units**.
    4. **Bottom**. The bottom margin is moved up by the amount specified in **Units**.
    5. **Units**. The units of measure to use for the margin movements.
        Valid values are: Centimeters, Inches, Millimeters, Picas, and Points.
    6. **Constrain Proportions**. When adjusting margin values, adjusting one margin will adjust all settings by an equal amount.
    7. **Set To Zero**. When clicked, all margin settings are set to zero.
    8. **Revert To Original**. When clicked, all margins settings are restored to their original values before adjustments were made.
    9. **Set To White Margins**. When clicked, the margins will be set to bind the smallest area that includes all of the page information.

2. **Pages Range**. This selects the page(s) to be cropped.
    Valid options are:

    1. **All**. All pages will be cropped.
    2. **Selected Pages**. Only selected pages will be cropped.
    3. **Current Page**. Only the current page will be cropped.
    4. **Pages**. Individual pages are indicated by their numbers beginning with 1. Sequential page range 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.
    5. **Subset**. This works in conjunction with the other Pages Range to select groups based on order within the document. Valid values are:

        1. **All pages**. All of the specified pages will be cropped.
        2. **Odd Pages Only**. Within the specified Pages Range only odd-numbered pages will be cropped: 1, 3, 5, etc.
        3. **Even Pages Only**. Within the specified Pages Range only even-numbered pages will be cropped: 2, 4, 6, etc.

3. **Remove the content outside of the crop box area**. If there is any content outside the crop box area, it will be removed after cropping the pages.
4. **Remove White Spaces**. Automatically sets the cropping margins so that the white margins of the page are cropped.

Crop Page Tool

Crop Page Tool allows you to adjust the visible page area.

When selected, drag a rectangle on the page you want to crop. When you finish dragging, the Crop Pages Dialog will appear for further page boxes adjustment. Pressing Cancel will close the dialog and will allow you to further modify the Crop Page Tool rectangle. Pressing Escape or choosing another tool will clear the current Crop Page Tool editing area.

For more information, see **Crop Pages**.

Resize Pages…

Resize Pages allows you to resize the selected PDF pages.
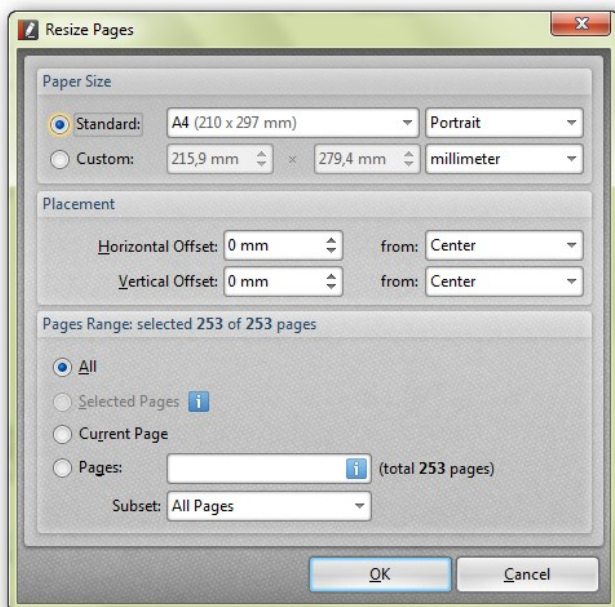
1. **Paper Size**. Specifies the size for pages resizing.
    1. **Standard**. Selecting this option allows you to choose the standard size of the resized page. You can also choose either Portrait or Landscape orientation of the page from the second drop box.
    2. **Custom**. Selecting this option allows you to specify the size of the resized page.

2. **Placement**. The placement fields allows you to define the position of a resized area on a PDF page.
    1. **Horizontal Offset**. Once you have positioned the resized area to one of the 9 starting positions, you may "tune" the position by applying horizontal offset values to the resized area.
    2. **Vertical Offset**. Once you have positioned the resized area to one of the 9 starting positions, you may "tune" the position by applying vertical offset values to the resized area.
    3. **Positions**. Selecting one option from each of these buttons will position the resized area to one of 9 starting positions on the page.

3. **Pages Range**. Allows you to select the page(s) for resizing.
    1. **All**. Resizes all pages in the currently displayed PDF document.
    2. **Selected Pages**. Resizes pages selected in the Thumbnail display in the currently displayed PDF document.
    3. **Current Page**. Resizes the current page of the currently displayed PDF document.
    4. **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.
    5. **Subset**. This works in conjunction with the other Pages Range to select groups based on order within the document.
        1. **All Pages**. All pages in the specified range(s) will be resized.
        2. **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.
        3. **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.
4. **Content Transforming Options**.
    1. **Transform content together with selected pages**.
        1. **Constraint the aspect ratio of the content**.

Rotate Pages

Rotate Pages allows you to rotate pages with more control than the simple toolbar controls.
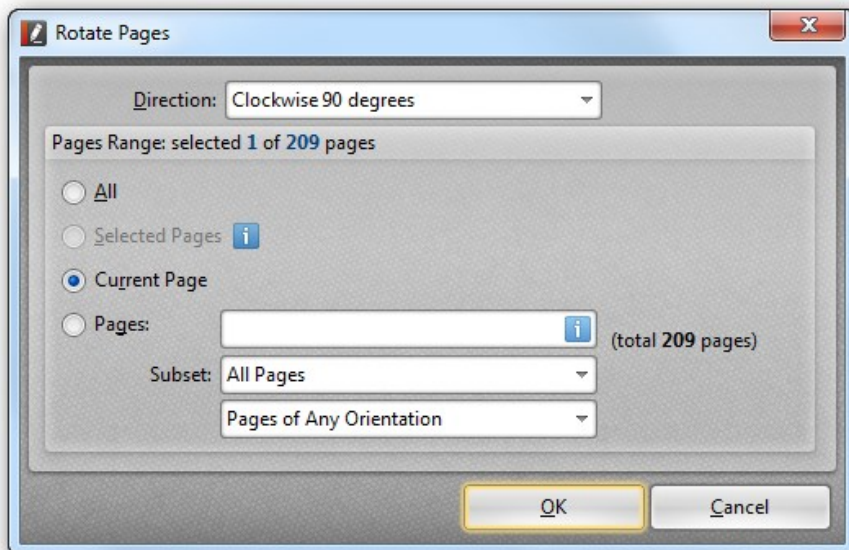
1. **Direction**. Determines how to rotate the pages. There are three options:

    1. Clockwise 90 degrees.
    2. Counterclockwise 90 degrees.
    3. 180 degrees.

2. **Pages Range**. Allows you to select the page(s) for rotation.

    1. **All**. Rotates all pages in the currently displayed PDF document.
    2. **Selected Pages**. Rotates pages selected in the Thumbnail display in the currently displayed PDF document.
    3. **Current Page**. Rotates the current page of the currently displayed PDF document.
    4. **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.
    5. **Subset**. Specifies what pages are to be rotated.

        1. The first drop box selects pages based on odd or even numbering within the **Pages Range**.

            1. **All Pages**. All pages in the specified range(s) will be rotated.
            2. **Odd Pages Only**. Only ODD numbered pages will be rotated. If you specify a range of "1-5", only pages 1, 3, and 5 will be rotated.
            3. **Even Pages Only**. Only EVEN numbered pages will be rotated. If you specify a range of "1-5", only pages 2 and 4 will be rotated.

        2. The second drop box selects pages based on current orientation - Portrait or Landscape - within the **Pages Range**.

            1. **Pages of Any Orientation**. All pages will be rotated.
            2. **Portrait Pages**. Only pages with portrait orientation will be rotated.
            3. **Landscape Pages**. Only pages with landscape orientation will be rotated.

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:
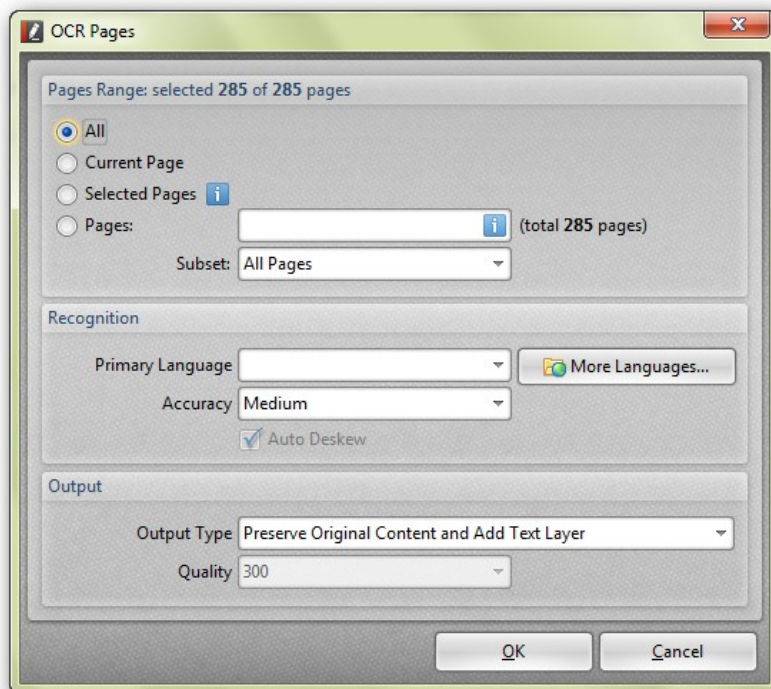
In addition to selecting pages for OCR, this dialog allows you to temporarily change the OCR settings for the current task, if you wish, without saving them for next time. The options available under **Recognition** and **Output** are the same as those found in the preferences. Please see the documentation for **Edit | Preferences | OCR** for details. You must use the preferences page if you want to save your settings for the future.

1. **Pages Range**. This group allows pages or page ranges to be selected for OCR.
    1. **All**. Selects all document pages for OCR.
    2. **Current Page**. OCR only the current page.
    3. **Selected Pages**. Select pages with the "Thumbnails" view: see **View | Thumbnails** for details.
    4. **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.
    5. **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.

2. **Recognition**. Specifies the settings for recognizing the text.

   1. **Primary Language**. Specifies the language which will be used for identifying the characters.
   2. **More Languages...**. Allows you to select other languages.
   3. **Accuracy**. Allows you to choose the quality of recognizing text.
   4. **Auto Deskew**. Automatically rotates a scanned image or text in order to align them if they have been slanted.

3. **Output**. Specifies the output settings.

   1. **Output Type**. Allows you to select one of the following output types for a PDF document.
      1. **Create New Searchable PDF**. Creates a searchable PDF document with the recognized text.
      2. **Preserve Original Content and Add Text Layer**. Creates a new document with the original text as a background, which is overlayed with the other document with the recognized text.
   2. **Quality**. Determines the resolution of the new PDF document.

Signing

A PDF document can be signed to indicate your approval. When you sign a document, your digital signature appears in the signature field. The appearance of the signature can be changed according to the selected options.
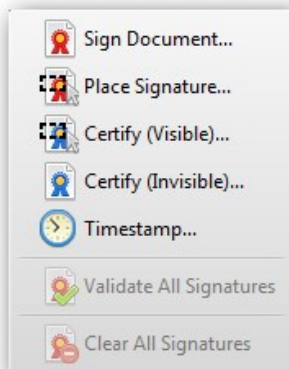
1. **Sign Document...**. Allows you to choose the place where the Digital Signature will be put. When the place is chosen, the following dialog box appears.
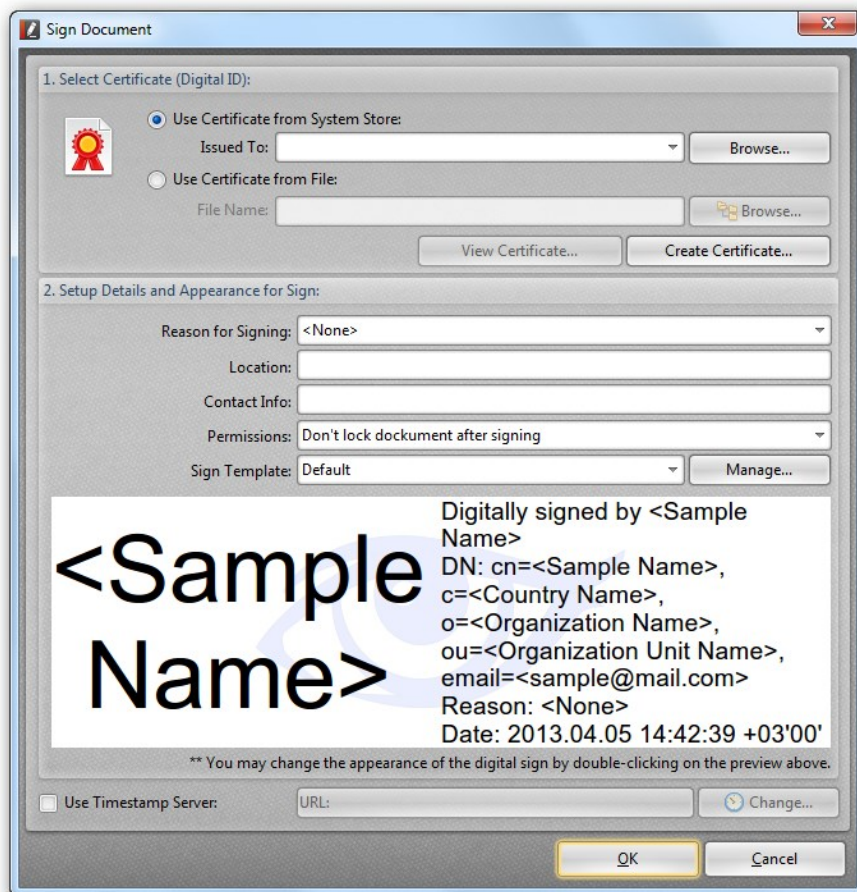
   1. **Select Certificate (Digital ID)**.

      1. **Use Certificate from System Store**. Allows you to choose the digital ID from the system store.
      2. **Use Certificate from File**. Allows you to choose the digital ID from file.

3. **View Certificate...**. Allows you to see the details of the certificate.
4. **Create Certificate...**. Allows you to create a new certificate.

2. **Setup Details and Appearance for Sign**.

   1. **Reason for Signing**. Allows you to choose a reason for signing the document.
   2. **Location**. Allows you to type your location information.
   3. **Contact Info**. Allows you to type your contact information.
   4. **Permissions**. Opens a drop-list of permissions to choose.
   5. **Sign Template**. Allows you to choose the sign template.

3. **Use Timestamp Server**. If checked, the time stamp server will be used.

2. **Place Signature....** If you haven't specified a digital ID, you're prompted to find or create one.
3. **Certify (Visible)...**. Creating a visible signature will put a visible sign on the PDF page when the document is printed.

4. **Certify (Invisible)...**. An invisible signature shows no visible characteristics of signing the PDF document. It is necessary when you do not want to change the PDF content as a result of the signing process.
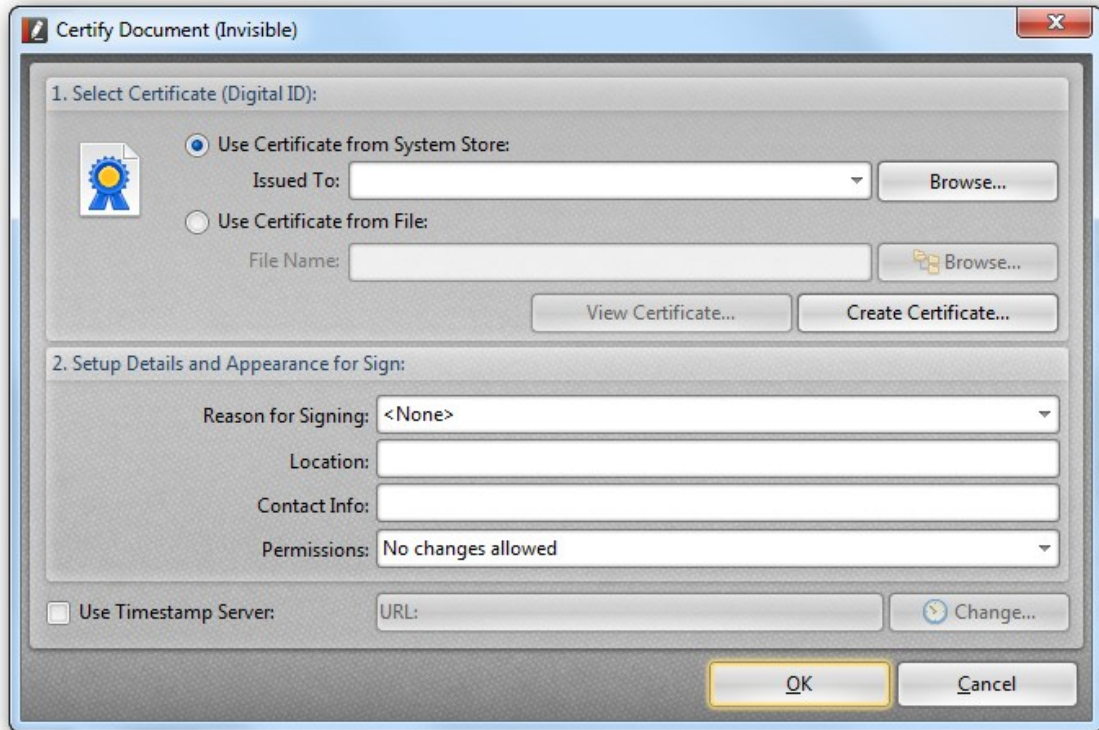
5. **Timestamp...**. Allows you to add the date and time of signing the document as part of your signature.
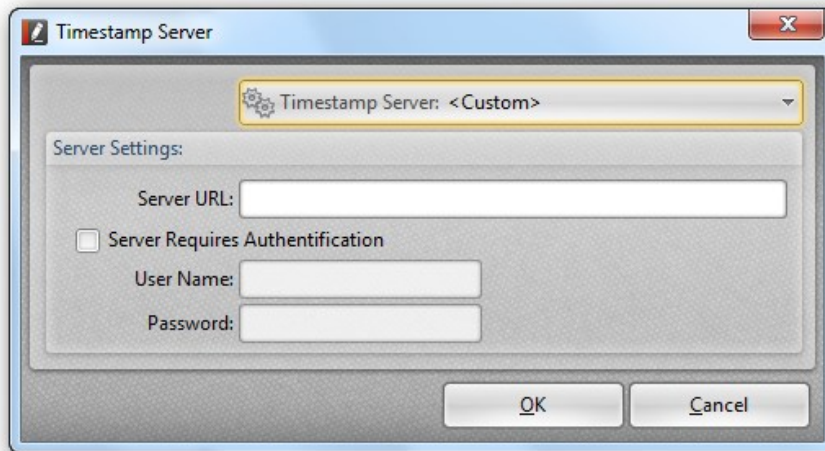
1. **Server Settings**. Specifies the server settings.
   1. **Server URL.** The URL of the new time stamp server.
   2. **Server Requires Authentication**. If checked, the server will require authentication.
   3. **User Name**. User name required for authentication.
   4. **Password**. Password required for authentication.

6. **Validate All Signatures...**. Allows you to validate all digital signatures.
7. **Clear All Signatures...**. Allows you to clear all digital signatures.

Redaction

Redaction allows you to permanently hide the selected text or images. The visible content is substituted by colored boxes or a blank area.
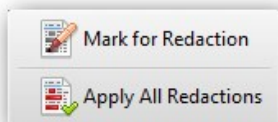
1. **Mark for Redaction**. This tool is used to mark the text or images, which are to be hidden.
2. **Apply All Redactions**. Finishes the process of redaction after all necessary items have been selected. You are able to edit the appearance of the redaction boxes in the Properties toolbar.

You may change the properties of the text with the help of the **Properties Toolbar** which appears at the Toolbar area when the Redaction is made:

Comments

The **Comments menu** allows you to **Flatten, Summarize, Import, Export Comments to Data File** and view **Comments List** and **Styles Palette**.
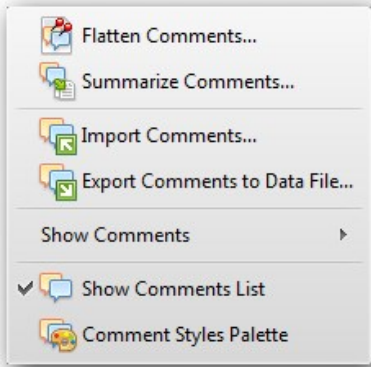
Flatten Comments
Summarize Comments
Import Comments
Export Comments to Data File
Show Comments
Show Comments List
Comment Styles Palette

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.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.
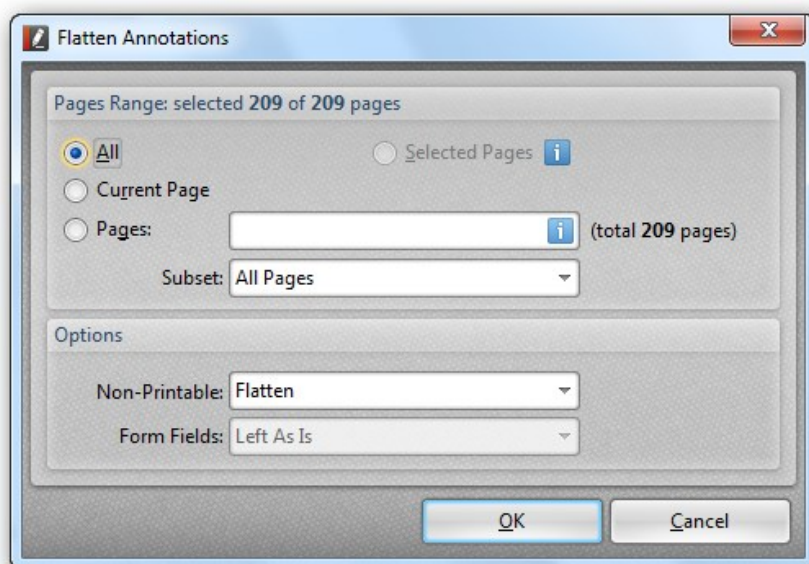
1. **Pages Range**. Allows you to select the page(s) with the comments for flattening.

    1. **All**. All pages with the comments will be flattened.
    2. **Selected Pages**. Only selected pages will be flattened.
    3. **Current Page**. Only the current page with the comments will be flattened.
    4. **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.
    5. **Subset**. This works in conjunction with the other Pages Range to select groups based on order within the document.
       Valid values are:

        1. **All Pages**. All of the specified pages with the comments will be flattened.
        2. **Odd Pages Only**. Within the specified Pages Range only odd-numbered pages will be flattened: 1, 3, 5, etc.
        3. **Even Pages Only**. Within the specified Pages Range only even-numbered pages will be flattened: 2, 4, 6, etc.

2. **Options**. Valid options are:

    1. **Non-Printable**. Defines a certain action for non-printable comments.

        1. **Flatten**. Non-Printable comments will be flattened.

2. **Left As Is**. Non-Printable comments will be left as they are.
3. **Remove**. Non-Printable comments will be removed.

2. **Form Fields**. Defines a certain action for form fields.

    1. **Flatten**. Form fields will be flattened.
    2. **Left As Is**. Form fields will be left as they are.
    3. **Remove**. Form fields will be removed.

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.

IMPORTANT! This is a PRO feature, see IMPORTANT! FREE vs. PRO version for more information.
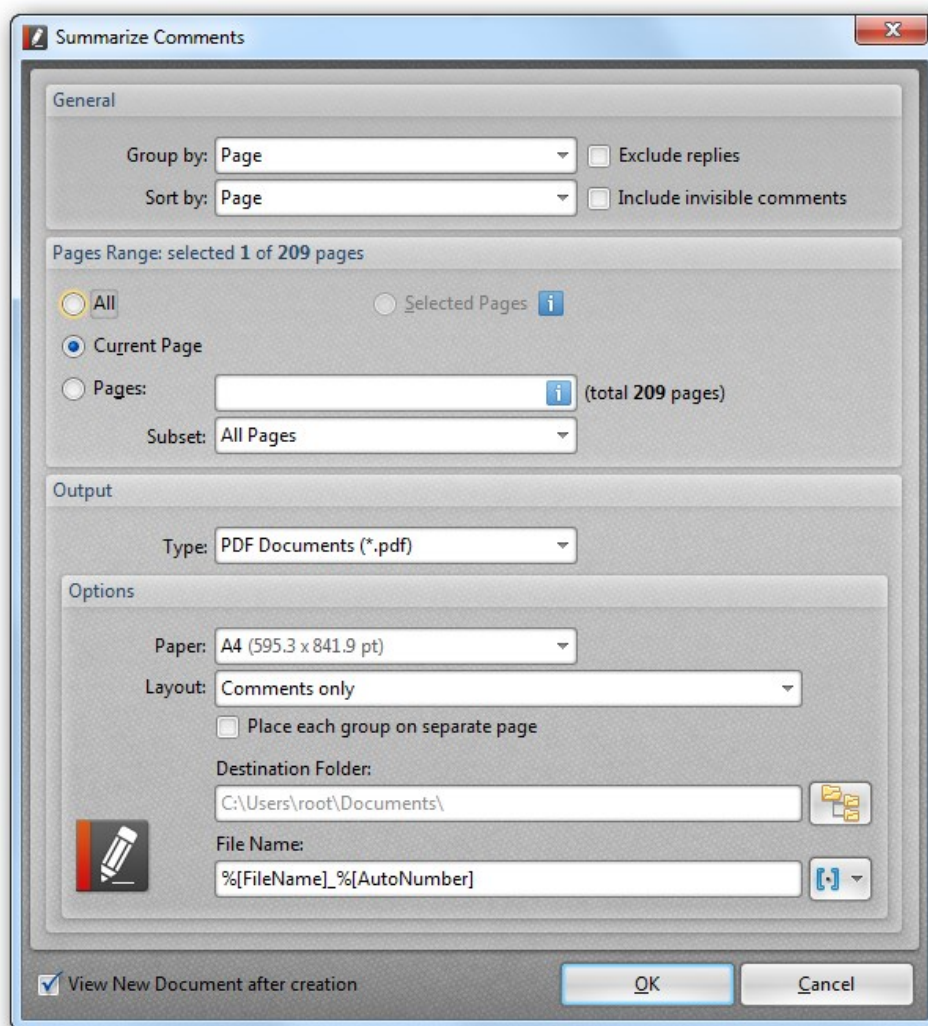
1. **General**. Allows you to set the general options for summarizing comments.

   1. **Group by**. Defines the parameters by which the comments can be grouped. Valid values are:

      1. **Page**. The comments are grouped by page.
      2. **Type**. The comments are grouped by type.
      3. **Author**. The comments are grouped by author.
      4. **Date**. The comments are grouped by date.
      5. **Subject**. The comments are grouped by subject.

   2. **Sort by**. Defines the parameters by which the comments can be sorted within a group. Valid values are:

      1. **Page**. The comments are sorted by page.

   2. **Type**. The comments are sorted by type.
   3. **Author**. The comments are sorted by author.
   4. **Date**. The comments are sorted by date.
   5. **Subject**. The comments are sorted by subject.

  3. **Exclude replies**. When specified, the replies to the comments are not included into the summary.
  4. **Include invisible comments**. When specified, the invisible comments are included into the summary.

2. **Pages Range**. Allows you to select the page(s) with the comments to be summarized.

  1. **All**. All pages with the comments will be summarized.
  2. **Selected Pages**. Only selected pages with the comments will be summarized.
  3. **Current Page**. Only the current page with the comments will be summarized.
  4. **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.
  5. **Subset**. This works in conjunction with the other Page Ranges to select groups based on order within the document. Valid values are:

   1. **All pages**. All of the specified pages with the comments will be summarized.
   2. **Odd pages**. Within the specified Page Range(s) only odd-numbered pages with the comments will be summarized: 1, 3, 5, etc.
   3. **Even pages**. Within the specified Page Range(s) only even-numbered pages with the comments will be summarized: 2, 4, 6, etc.

3. **Output**. Depending on the type of the comment summary output, the paper and layout options are changed correspondingly.

  1. **Type**. PDF Document (*.pdf)
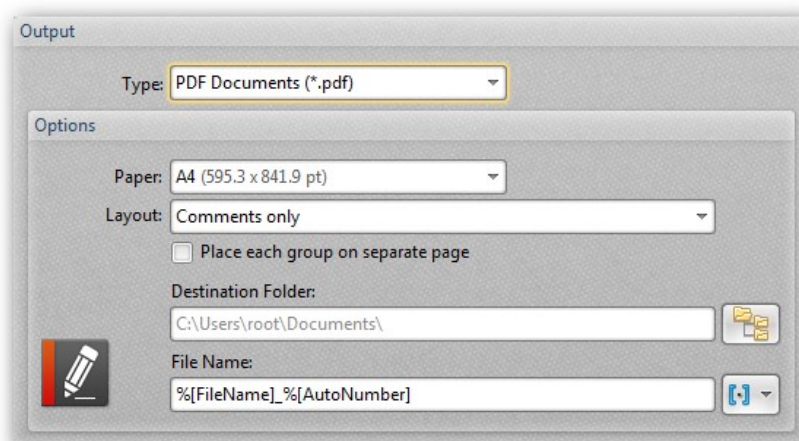
  1. **Options**. Valid options are:

   1. **Paper**. Selecting this option allows you to choose the standard size of the page.
   2. **Layout**. Determines how pages are arranged in the PDF document pane.
   3. **Place each group on separate page**. Allows you to place each group of summarized comments on separate pages.
   4. **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.
   5. **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.

2. **Type**. Rich Text Format (*.rtf)
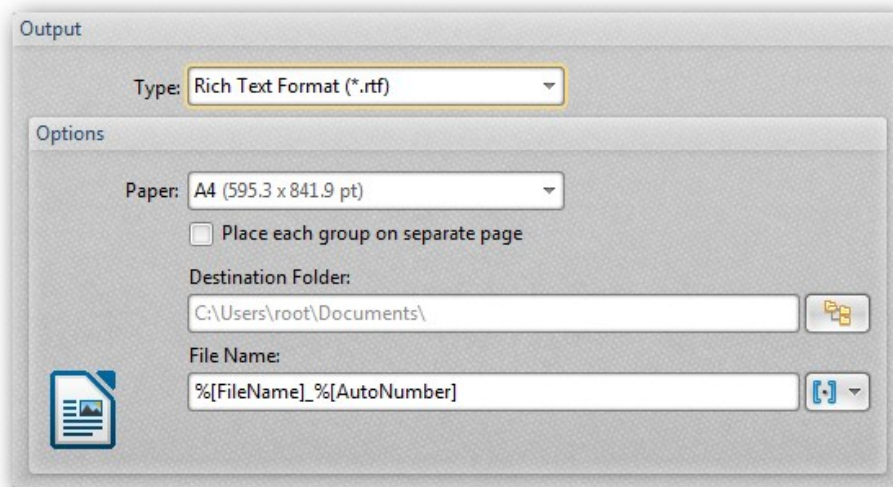
1. **Options**. Valid options are:

    1. **Paper**. Selecting this option allows you to choose the standard size of the page.
    2. **Place each group on separate page**. Allows you to place each group of summarized comments on separate pages.
    3. **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.
    4. **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.

3. **Type**. Plain Text (*.txt)
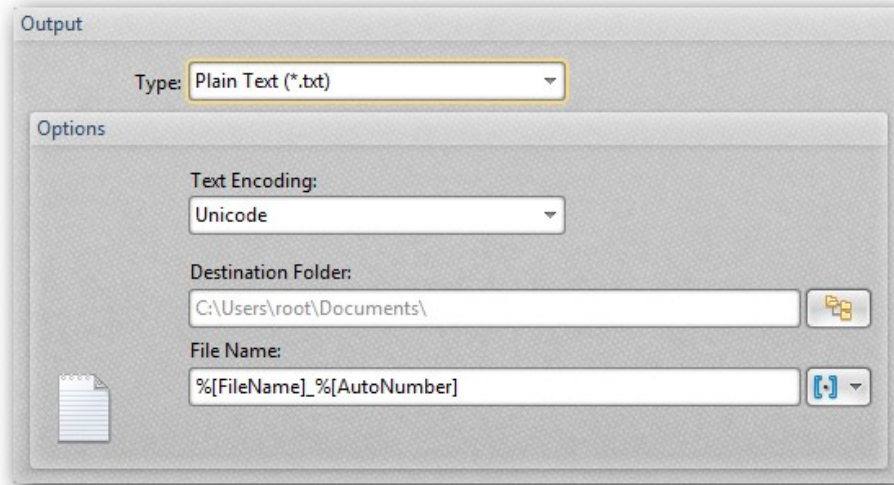
1. **Options**. Valid options are:

   1. **Text Encoding**. Allows you to choose the appropriate text encoding.
   2. **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.
   3. **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.

4. **Type**. HTML Files (*.html)
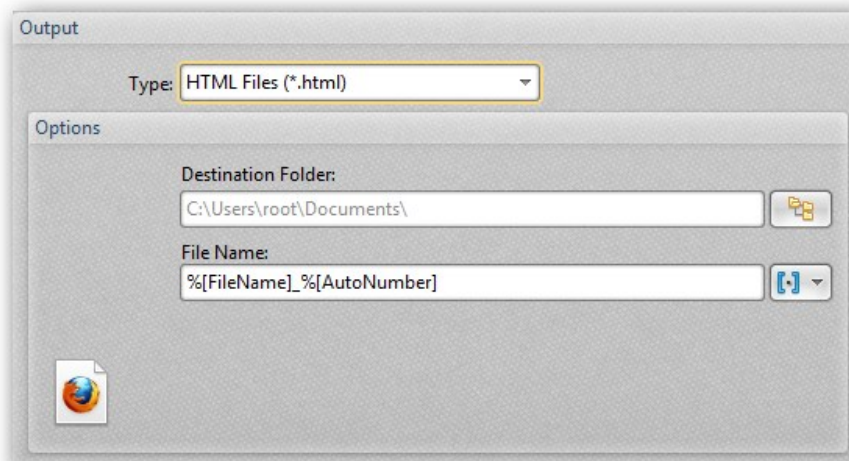
1. **Options**. Valid options are:

   1. **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.

2. **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.

4. **View New Document after Creation**. Allows you to view the document after summarizing comments.

Import Comments

Comments can be imported from a PDF document. You can also import comments 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.

Export Comments to Data File

Export Comments to Data File... allows you to export comments in order to publish or send them to someone.
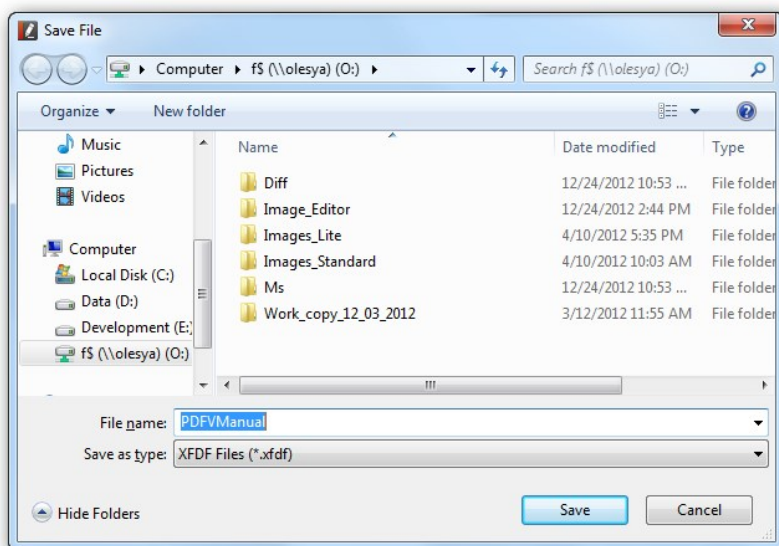
Show Comments

Show Comments defines which comments will be displayed in the document.
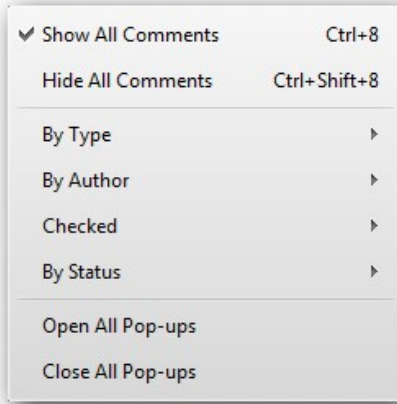
1. **Show All Comments**. Displays all comments in the document.
2. **Hide All Comments**. Hides all comments in the document.
3. **By Type**. Displays comments by type.
4. **By Author**. Displays comments by author.
5. **Checked**. Displays comments which are marked or unmarked in the Comments List.
6. **By Status**. Displays comments by status.
7. **Open All Pop-ups**. Opens all pop-up notes.
8. **Close All Pop-ups**. Closes all pop-up notes.

Show Comments List

Show Comments List opens a scrollable list of all comments above the PDF Display Area, in the "Other Panes" area:
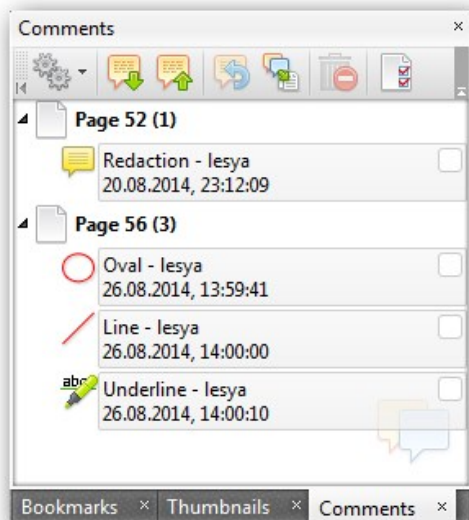
As you select different comments, the PDF Display will reposition to the correct place in the document.

1. **Options**. Determines the options of the comments.
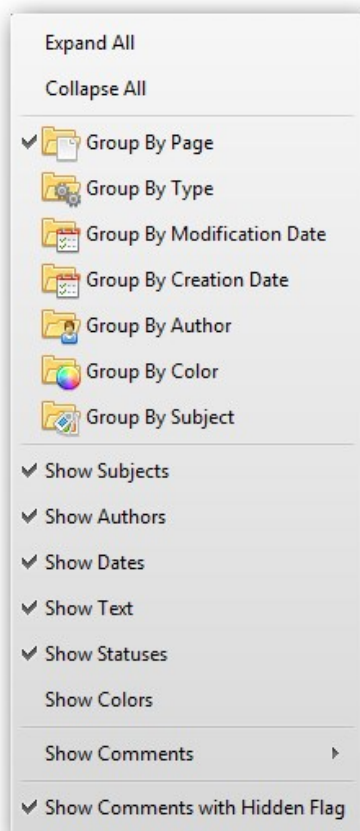
1. **Expand All**. Allows you to expand all groups of comments in the list.

2. **Collapse All**. Allows you to contract all groups of comments in the list.
3. **Group By Page**. Groups comments by page.
4. **Group By Type**. Groups comments by type.
5. **Group By Modification Date**. Groups comments by modification date.
6. **Group By Creation Date**. Groups comments by creation date.
7. **Group By Author**. Groups comments by author.
8. **Group By Color**. Groups comments by color.
9. **Group By Subject**. Groups comments by subject.
10. **Show Subjects**. Shows subjects of all comments.
11. **Show Authors**. Shows authors of all comments.
12. **Show Dates**. Shows dates of all comments.
13. **Show Text**. Shows text of all comments.
14. **Show Statuses**. Shows statuses of all comments.
15. **Show Colors**. Shows colors of all comments.
16. **Show Comments**. Defines which comments will be displayed in the document.
    1. **Show All Comments**. Displays all comments in the document.
    2. **Hide All Comments**. Hides all comments in the document.
    3. **By Type**. Displays comments by type.
    4. **By Author**. Displays comments by author.
    5. **Checked**. Displays comments which are marked or unmarked in the Comments List.
    6. **By Status**. Displays comments by status.
    7. **Open All Pop-ups**. Opens all pop-up notes.
    8. **Close All Pop-ups**. Closes all pop-up notes.
17. **Show Comments with the Hidden Flag**.

The toolbar at the top allows you to do several things:

1. **Next Comment** and **Previous Comment** allow you to scroll up and down the list of comments.
2. **Add Reply** allows you to generate a reply to the selected comment.
3. **Summarize Comments...** allows you to summarize comments.
4. **Delete** deletes the selected comment, or the selected comments Group.
5. **Properties** opens comment properties pane.

Comment Styles Palette

Comments Styles Palette opens the palette with the list of comments' styles.
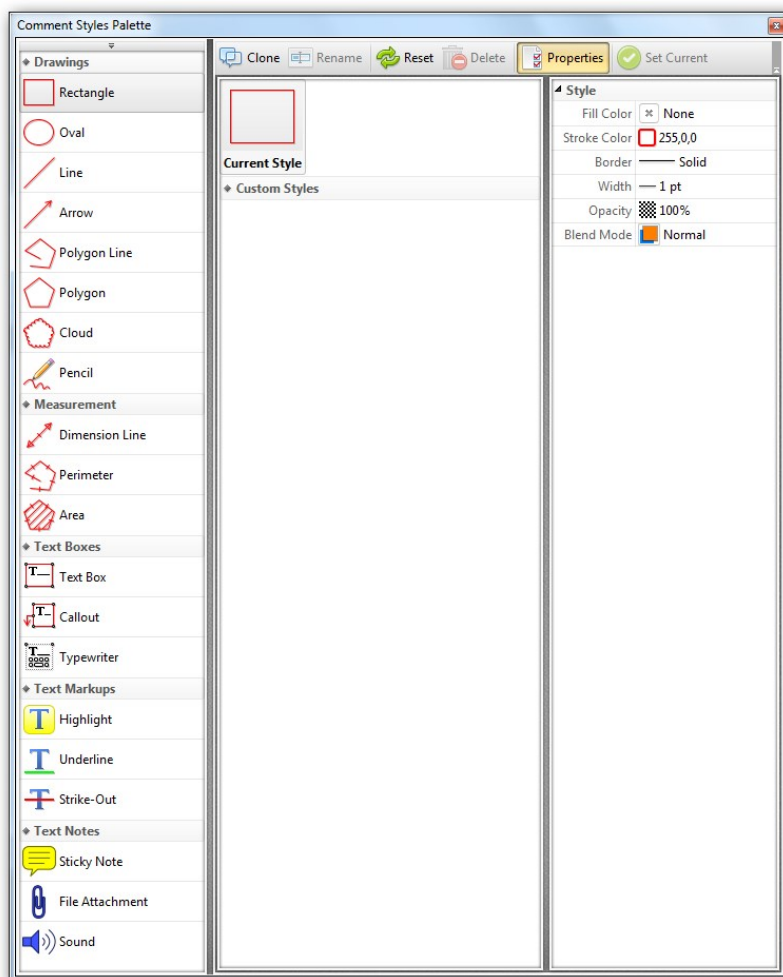
The toolbar at the top allows you to do the following things:

1. **Clone**. Creates the style of the comment, identical to the selected one.
2. **Rename**. Allows you to rename the selected style.
3. **Reset**. Resets the style of the selected comment to default. All custom styles except for the default ones will be removed.
4. **Delete**. Deletes the selected comment style.
5. **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.
6. **Set Current**. Sets the selected custom style to the current tool's style.

Form

Form allows you to enter and retrieve data from Adobe© Acrobat© Forms.

Clicking this menu item opens a submenu of choices:

Manage Form Data
Highlight Fields
Reset Form
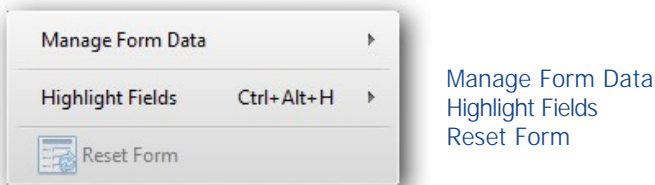
Manage Form Data

Import Data...
Export Data...

Import Data...

Import Data to Form... allows you to import data from an FDF file to an **AcroForm**.

N.B. A PDF AcroForm with matching field names as the form data FDF file must be the Active document for this to work.

When you select this option, the following dialog appears:

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.

Export Data...

Export Data from Form... allows you to export data from an **AcroForm** to an Adobe© Acrobat© FDF file.

N.B. A PDF with Form data must be the Active document for this to work. When you select this option, the following dialog appears:

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.

Highlight Fields

Highlight Fields. Allows you to set the highlight options for the form fields.
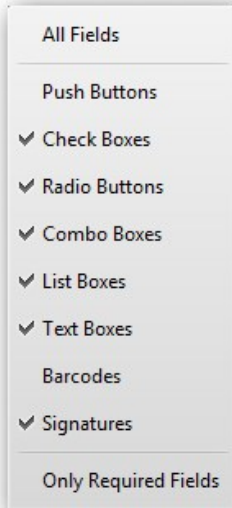
1. **All Fields**. Allows you to apply highlight options to all kinds of form fields.
2. **Push Buttons.** Highlights buttons which initiates a change on the user's computer, such as opening a file or others.
3. **Check Boxes**. Highlights boxes which present yes-or-no choices for individual items. If the form contains multiple check boxes, the user can typically select as many or few of these as wanted.
4. **Radio Buttons**. Highlights buttons which present a group of choices from which the user can select only one item.
5. **Combo Boxes**. Highlights boxes which allow you either choose an item from a pop-up menu or type in a value.
6. **List Boxes**. Highlights boxes which allow you to choose a displayed list of options.
7. **Text Boxes**. Highlights boxes which allow you to type in text.
8. **Barcodes**. Highlights barcode fields.
9. **Signatures**. Allow you electronically sign a PDF document with a digital signature.
10. **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.

Reset Form

Reset Form resets the form fields, removing all changes to the initial state.

Object

The **Object** menu allows you to **Transform** the selected objects in the document.
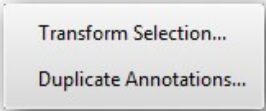
Transform Selection
Duplicate Annotations…

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**.
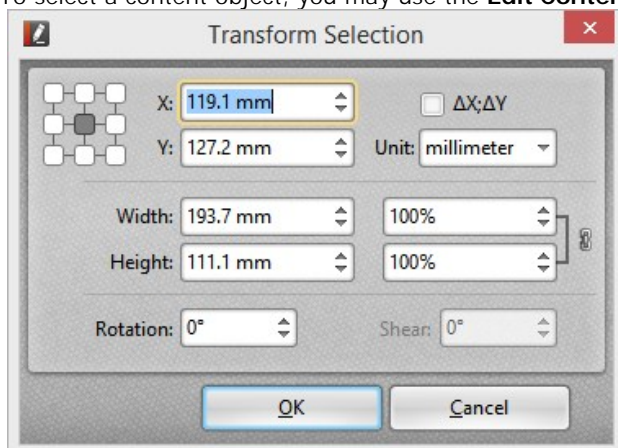
1. **X and Y**. Allow you to position an object wherever you need to on the PDF page by applying X (horizontal) and Y (vertical) offset values to the object. You may alter the location by changing the spin boxes directly by entering position values or by clicking the spin box up and down arrows. The PDF page coordinate system measures vertical position upwards from the lower left corner.
2. **ΔX; ΔY**. If checked, will allow you to set the offset values relative to the current position of the object.
3. **Unit**. The Units may be points, inches, centimeters, millimeters or picas.
4. **Width**. Horizontal size of object on page, in Units or percentage points.
5. **Height**. Vertical size of object on page, in Units or percentage points.
6. **Rotation**. This box allows you to rotate the object clockwise or counterclockwise.
7. **Shear**. Slants an object along a horizontal axis. To shear the object, enter a desired shear angle into the spin box.

Duplicate Annotations...

Duplicate Annotations... Duplicates selected annotations from the current page to the next one using specified parameters.
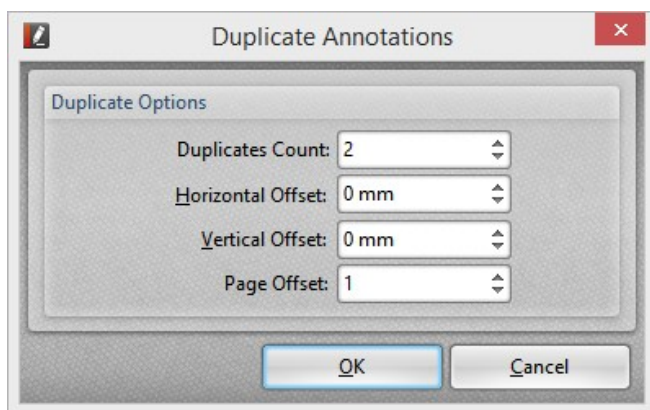
To duplicate the annotations open the **Duplicate Annotations** dialog box and set the options:

1. **Duplicates Count**. Sets the number of copies.
2. **Horizontal Offset**. Sets the horizontal offset.
3. **Vertical Offset**. Sets the vertical offset.
4. **Page Offset**. Sets the number of pages, which will be left without annotations.

Tools

The **Tools** menu activates features to manipulate the PDF document display.

Basic Tools
Zoom Tools
Content Editing Tools
Comment And Markup Tools
Measuring Tools
Link Tools
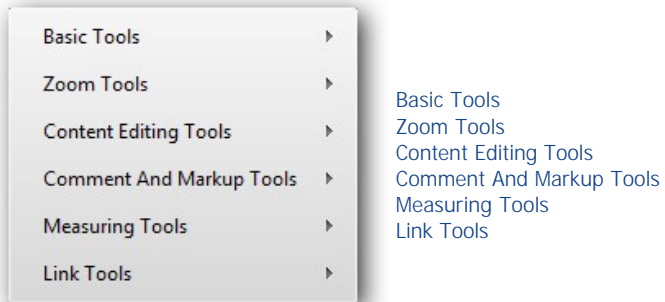
Selecting **Basic Tools** submenu allows selection of one of three options:

Selecting the **Zoom Tools** submenu allows selection of one of three options:
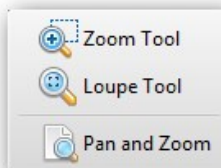
The **Content Editing Tools** submenu allows selection of the following option:
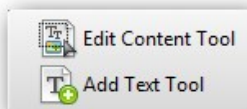
The **Comment & Markup** menu hosts the Markup tools, plus the **File Attachment Tool**, **Sound Tool** and the **Show Drawing Toolbar** option:
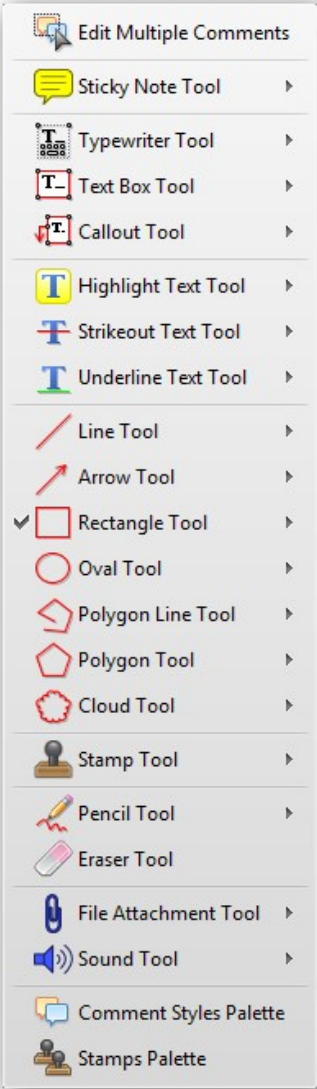
Selecting **Measuring Tools** submenu allows selection of one of three options:
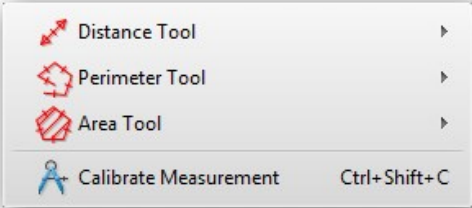
Selecting **Link Tools** submenu allows selection of the following option:
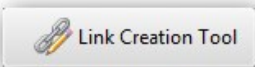
Basic Tools

Selecting **Basic Tools** submenu allows selection of one of three options:

See the subtopics for a description of each tool.

Hand 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.

Snapshot Tool

(Camera Icon) 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** or **Select** 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.

Zoom Tools

Selecting the **Zoom Tools** submenu allows selection of one of four options:

See the subtopics for a description of each tool.

Zoom Tool

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 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.
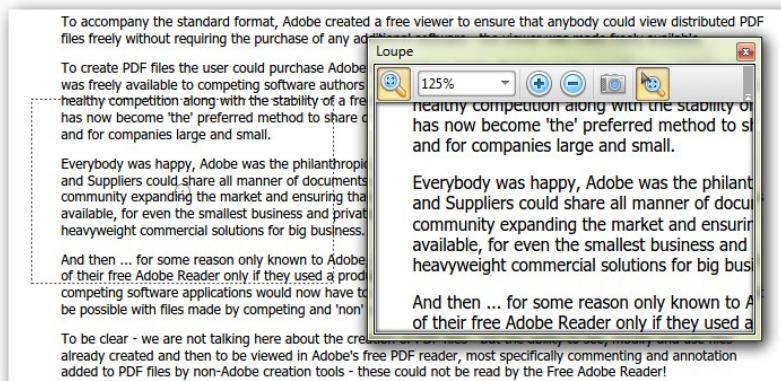
The toolbar at the top of the page allows you to change the zoom percentage, and clicking the Snap shot (camera) icon copies the displayed area to the clipboard as a bitmap.

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.

1. The control bar at the top 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:

2. The white arrow buttons navigate to the various pages of the currently displayed PDF document.
3. The Camera button allows you to make a snapshot of the highlighted area of the page.

Content Editing Tools

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.

Edit Content Tool

Edit Content Tool allows you to move or resize the content items like images or text blocks and edit text in them.

To edit the page content you need to choose the content object for editing:

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

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

    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.

3. If you right-click on the selected object, the following menu appears:
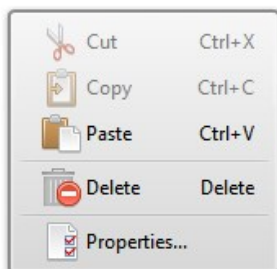
4. **Cut.** Allows you to Cut base content for pasting.
5. **Copy.** Allows you to Copy base content for pasting.
6. **Paste.** Allows you to paste base content.
    N.B. Cut, Copy, Paste of base content is not available at the time this documentation was written.
7. **Properties**. To adjust the properties of the selected object, click at the arrow which appears when you select

one of the properties.
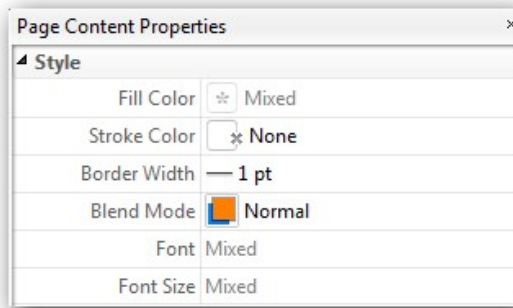
Except for editing images, you can edit the text blocks or text within your PDF document.

1. To edit the text block, select it with the help of the **Edit Content Tool** button. 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.
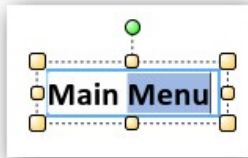
3. If you right-click on the selected text, the following menu will be opened:
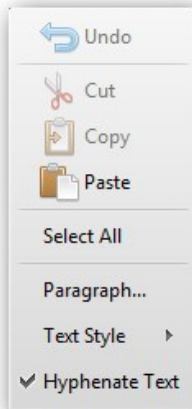
    1. **Undo**. Reverses the last editing change made to the text.

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

    3. **Copy**. Copies selected text to the clipboard.

    4. **Paste**. Pastes clipboard text to the selected location.

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

    6. **Paragraph...**. Sets the paragraph options for the selected text.
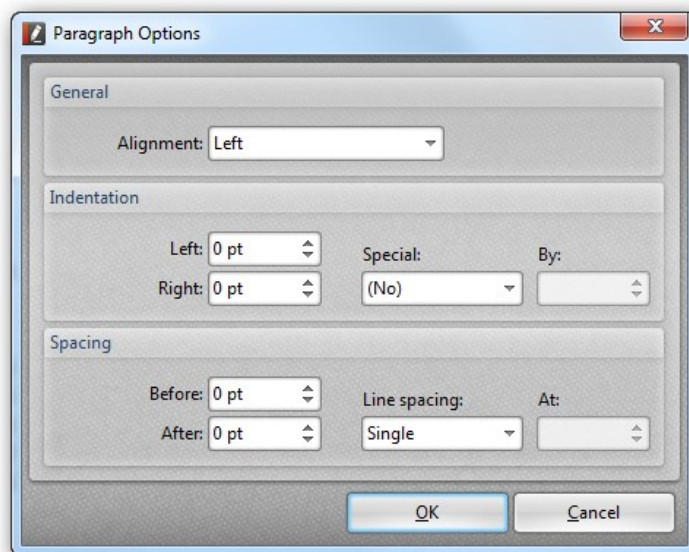
7. **Text Style**. Opens the following submenu of formatting options:
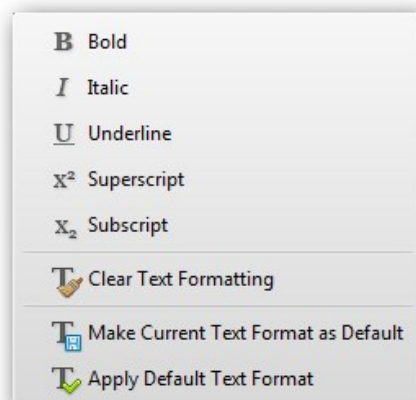
8. **Hyphenate Text**. Allows the automatic hyphenation of the text.

Besides, you may change the properties of the text with the help of the **Properties Toolbar** which appears at the Toolbar area when the text fragment is selected:

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

1. **Ctrl+B** - Bold
2. **Ctrl+I** - Italic
3. **Ctrl+U** - Underline
4. **Ctrl+Shift+S** - Strikethrough
5. **Ctrl+Shift++** - Superscript
6. **Ctrl+Shift+- -** Subscript
7. The **Typewriter Toolbar** supports additional options for selecting **Font** and **Size**.

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.

Add Text Tool

To add the text to a pdf page you need to choose the text for editing:

1. Select the **Add Text Tool** button from the Content Editing Tools toolbar.

2. Click where you want to add text and type the text.
   See **Editing Content** for more information on text editing.

Comment And Markup Tools

The **Comment And Markup** menu hosts:
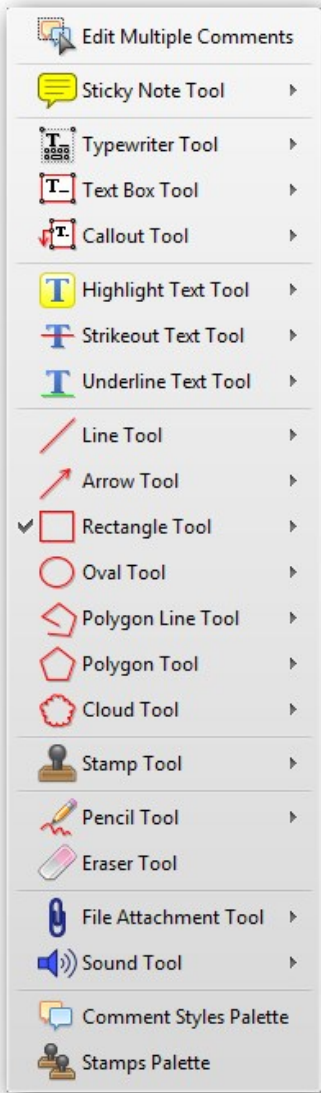
Important! Please read!
Container Properties
Comment And Markup Example
Edit Multiple Comments
Sticky Note Tool
Notation Tools
Text Highlighting Tools
Markup Tools

Note that it is entirely possible to add Sticky Notes and Markups to a document, save them, and then remove them at a later time!

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:
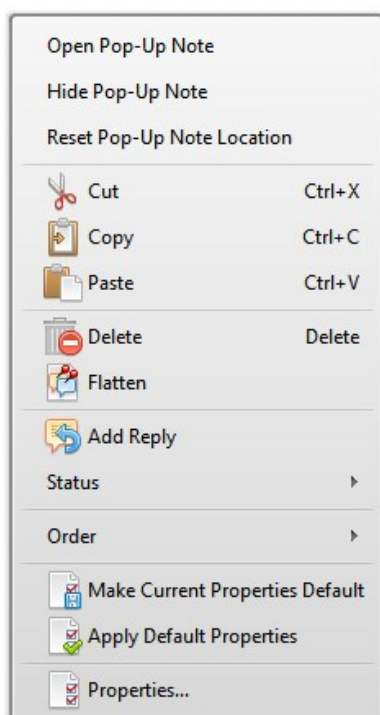
See **Container Properties** for additional information on this common menu and its items.

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.

Container Properties

The **Container Properties** menu allows you to:
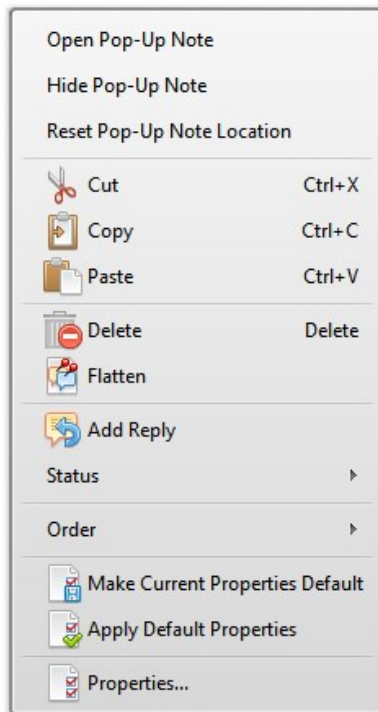
1. **Open Pop-Up Note**. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered.
   You may now enter any text you wish in the lighter portion of the note.
2. **Hide Pop-Up Note**. Hides the note.
3. **Reset Pop-Up Note Location**. Selecting 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.
10. **Status**. Defines the status of the container.
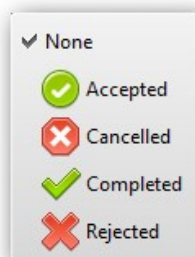
11. **Order**. Allows you to set the order of the containers.
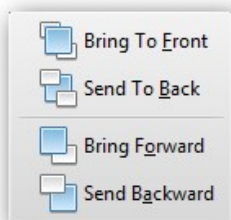
12. **Flip Line**. Allows you to turn the line around.
13. **Make Current Properties Default**. Sets the current properties as the default ones for all future containers of this type.
14. **Apply Default Properties**. Allows you to change the properties of the markup for the one, saved as default.
15. **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:

1. The **General** tab allows you to enter additional information about the notation.
2. The **Style**
3. The **Appearance** tab allows you to adjust the container's visual appearance.
4. 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.

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.

1. Select the **Oval Tool** from the toolbar or menu. This displays a thin crosshair cursor.
2. 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.
3. 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.
4. In addition, if you right-click with the four-way arrow cursor visible, the following pop-up menu becomes visible.
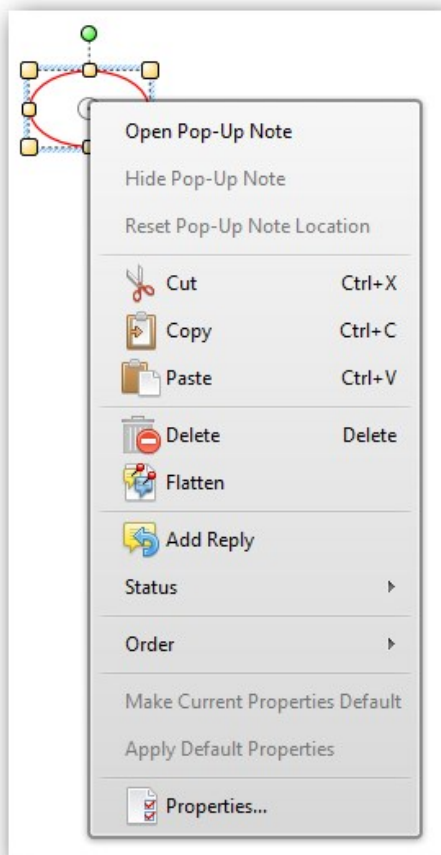
The menu items are:

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.
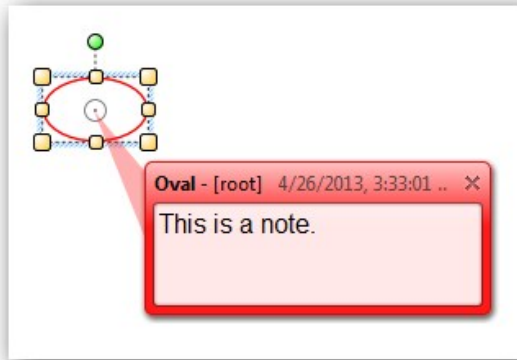
2. **Reset Pop-up Note Location**. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.
3. **Cut**. Cuts the Markup and note.
4. **Copy**. Copies the selected Markup and note.
5. **Paste**. Pastes the copied Markup and note.
6. **Delete**. Deletes the Markup and note.
7. **Flatten**. Flattens the Markup in case you want to make it impossible to change it later.
8. **Add Reply**. Adds a reply area to the note.
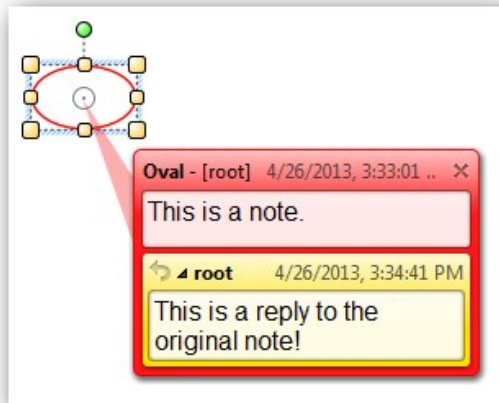
9. **Status**. Defines the status of the note.

10. **Order**. Allows you to set the order of the notes.
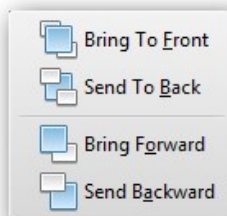
11. **Make Current Properties Default**. Sets the current properties of the markup as the default ones for

new markups of the same type.
12. **Apply Default Properties**. Allows you to change the properties of the markup to the ones, saved as default.
13. **Properties…**. Opens a pane that allows you to change the properties of the markup shape and note.
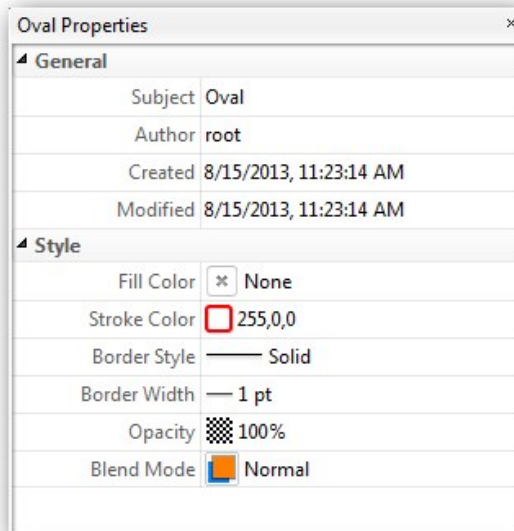
1. **General**. Allows you to change the heading fields of the markup.
2. **Style**. Allows you to change the markup area to something more useful.
   1. **Fill Color**. Allows you to select the fill color.
   2. **Stroke Color**. Allows you to select the stroke color.
   3. **Border Style**. Allows you to select the style of the border.
   4. **Border Width**. Allows you to select the width of the border.
   5. **Opacity**. Allows you to select the opacity percentage.
   6. **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.
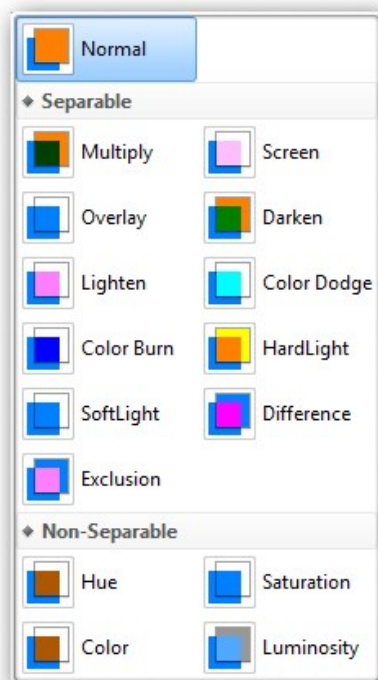
1. **Normal**. This is the default mode. It does not change an image by mixing its two layers and uses only the top layer.
2. **Multiply**. This mode is used for darkening the images. It overlays the color of the bottom layer on the top one. If the top layer is white, nothing will be changed.
3. **Screen**. 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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.
9. **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.
10. **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.
11. **Difference**. Subtracts the top layer from the bottom one or the bottom layer from the top one, depending on which of those is brighter. Blending with black does not give the result. Blending with white inverts the image.

12. **Exclusion**. This mode is similar to Difference but this one is lower in contrast.
13. **Hue**. Combines Hue of the top layer with Saturation and Luminance of the bottom layer.
14. **Saturation**. Combines the Saturation of the top layer with Hue and Luminance of the bottom layer.
15. **Color**. Combines the Hue and Saturation of the top layer with the Luminance of the bottom layer.
16. **Luminosity**. Combines the Luminance of the top layer with the Hue and Saturation of the bottom layer.

Edit Multiple Comments

Clicking the **Edit Multiple Comments** button you can select a group of comments by clicking and dragging 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.

If you right-click on the selected area the following menu will appear:
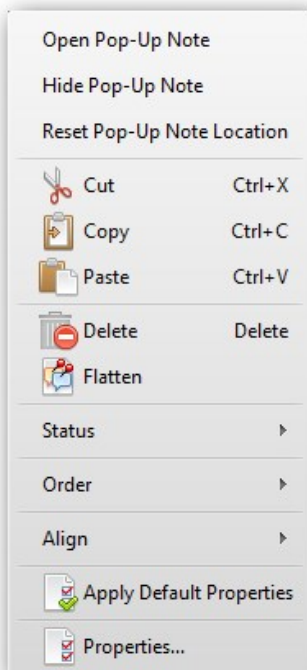
1. **Open Pop-Up Note**. Opens the new or existing notes for all of the items. Your user name and the date and time of the notes are automatically entered.
   You may now enter any text you wish in the lighter portion of the notes.
2. **Hide Pop-Up Note**. Hides all of the notes.
3. **Reset Pop-Up Note 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 group of containers.
5. **Copy**. Copies the selected group of containers.
6. **Paste**. Pastes the copied group of containers.
7. **Delete**. Deletes the group of annotation's containers (and contents).
8. **Flatten**. Flattens the group of containers in case you want to make it impossible to change them later.
9. **Status**. Defines the status of the containers.
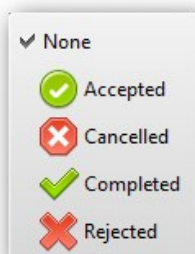
10. **Order**. Allows you to set the order of the containers.
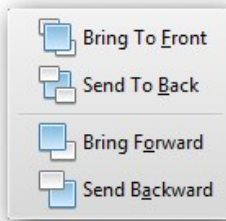
11. **Align**. Allows you to control the alignment distribution and size of the whole group of comments.
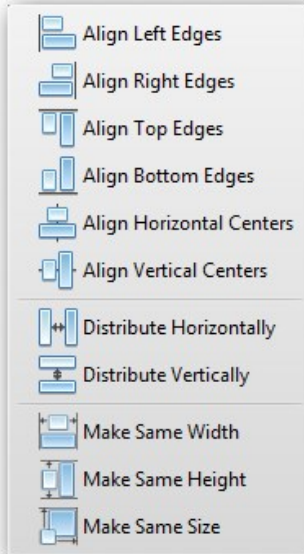
12. **Apply Default Properties**. Allows you to change the properties of the comments for the ones, saved as default.
13. **Properties...**. Opens the Properties pane for the selected group of comments.
Besides, you may change the properties of the comments with the help of the **Properties Toolbar** which appears at the Toolbar area when the group of comments is selected:
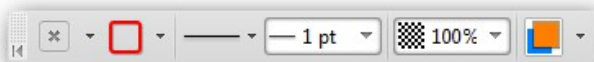
Sticky Note Tool

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:
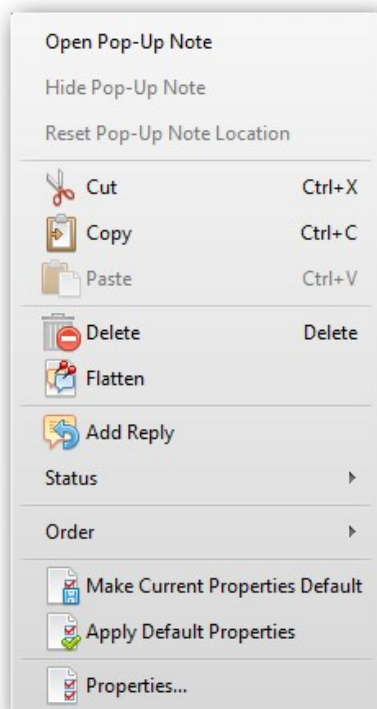
1. **Open Pop-up Note**. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered.
   You may now enter any text you wish in the lighter portion of the note.
2. **Reset Pop-up Note Location**. Selecting this allows you to position the cursor in the pop-up heading and then click-and-drag the pop-up to a more convenient location.
3. **Cut**. Cuts the selected note.

4. **Copy**. Copies the selected note.
5. **Paste**. Pastes the copied note.
6. **Delete**. Deletes the note (and contents).
7. **Flatten**. Flattens the note in case you want to make it impossible to change it later.
8. **Add Reply**. Opens a reply area under the main text area of the note so others can add additional text or comments.
9. **Status**. Defines the status of the note.

10. **Order**. Allows you to set the order of the notes.
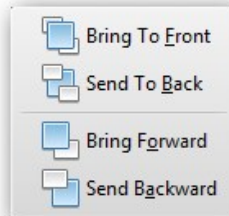
11. **Make Current Properties Default**. Sets the current properties of the **Sticky Note** as the default ones for new markups of the same type.
12. **Apply Default Properties**. Allows you to change the properties of the markup for the ones, saved as default.
13. **Properties…**. Opens the Properties dialog for the Sticky Note.
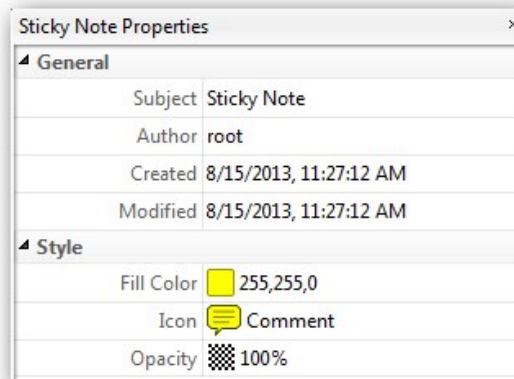
See **Comment and Markup Example** for additional information on manipulating the Sticky Note properties.

Notation Tools

Typewriter Tool
Textbox Tool
Callout Tool

Typewriter Tool

The **Typewriter Tool** allows you to enter text comments into a PDF page:

This is an example of the Typewriter Tool in action!|

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 and selected text, you open the following menu:
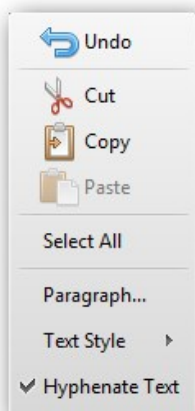
1. **Undo**. Reverses the last editing change made to the typed text.
2. **Cut**. Allows you to remove selected typed text and copies it to the clipboard.
3. **Copy**. Copies selected typed text to the clipboard.
4. **Paste**. Pastes clipboard text to the chosen location.
5. **Select All**. Allows you to select the whole typed text for editing.
6. **Paragraph...**. Sets the paragraph options for the Typewriter text.
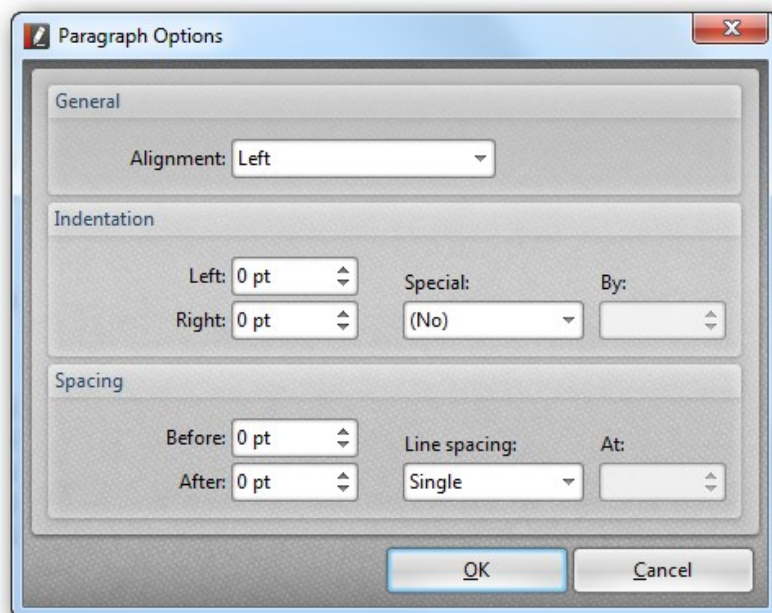
7. **Text Style**. Opens the following submenu of formatting options:
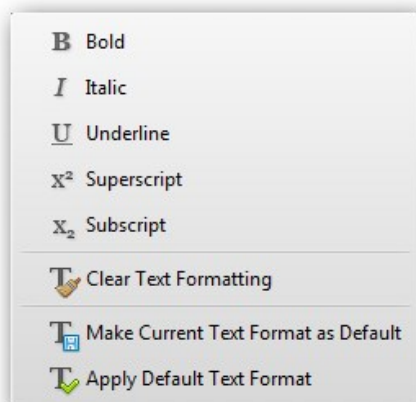
Besides, you may change the properties of the text with the help of the **Properties Toolbar** which appears at the Toolbar area when the Typewriter Text is selected. You can toggle the Properties toolbar by using CTRL+E:


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

1. **Ctrl+B** - Bold
2. **Ctrl+I** - Italic
3. **Ctrl+U** - Underline
4. **Ctrl+Shift+S** - Strikethrough
5. **Ctrl+Shift++** - Superscript
6. **Ctrl+Shift+- -** Subscript
7. The **Typewriter Toolbar** supports additional options for selecting **Font** and **Size**.

4. If you right-click on the container you open the following menu:
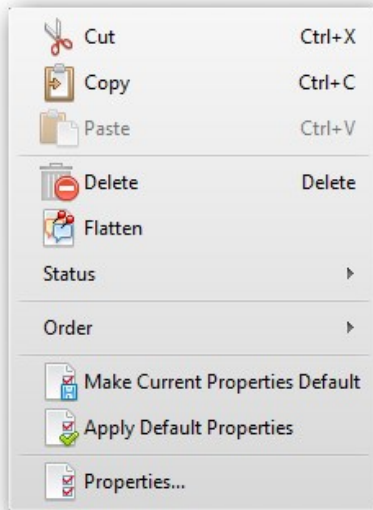
1. **Cut**. Cuts the selected container.
2. **Copy**. Copies the selected container.
3. **Paste**. Pastes the copied container.
4. **Delete. Deletes the annotation's container (and contents).**
5. **Flatten**. Flattens the container in case you want to make it impossible to change it later.
6. **Status**. Defines the status of the container.
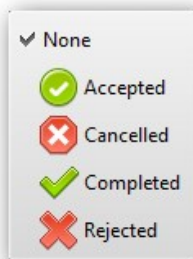
7. **Order**. Allows you to set the order of the containers.
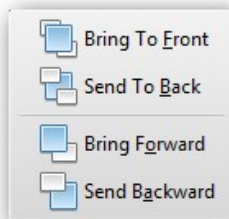
8. **Make Current Properties Default**. This allows you to set the currently selected Font, Font size etc as the default font/size etc - whenever you select the Typewriter tool.
9. **Apply Default Properties**. Allows you to change the appearance of the Typewriter tool for the one, saved as default.
10. **Properties…**. Opens the Properties dialog for the Typewriter Tool.

Typewriter Properties ×

▲ **General**

Subject	Typewriter
Author	lesya
Created	27.02.2014, 22:13:58
Modified	27.02.2014, 22:17:09
Read Only	False
Locked	False

▲ **Other**

Fill Color	✖ None
Stroke Color	☐ 0,0,0
Border	── Solid
Width	── 0 pt
Opacity	▨ 100%
Blend Mode	▧ Normal

Text Properties ×

▲ **Character**

Fill Color	■ 0,0,0
Font	Courier New
Font Size	12 pt
Bold	False
Italic	False
Underline	False
Strikethrough	False
Script Style	No

▲ **Paragraph**

Text Alignment	Left

Textbox Tool

The **Textbox Tool** allows you to add text on a page in a text box.
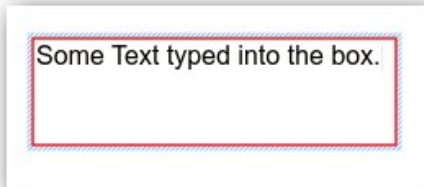
1. To use the tool, click the tool in either the menu or the toolbar, and a cross cursor will appear at the upper left corner Drag the resulting text box away from the click point and the arrow will appear.
2. Click inside the box to begin typing text.
   In addition,clicking the edge of the box restores 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** the box and content so it cannot be moved or erased to reveal the original content.

Callout Tool

The **Callout Tool** allows you to add a text box with an arrow pointing to a selected location on the page.
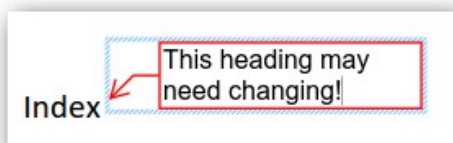
1. To use the tool, click the tool in either the menu or the toolbar, and a cross cursor will appear.
2. Move the cursor to where you want the point of the arrow to appear.
3. Click and then drag the resulting text box away from the click point and the arrow will appear.
4. Click inside the box to begin 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:

You can change the properties of the annotation by selecting to container. See more information about annotation containers here.

Text Highlighting Tools

Highlight Text Tool
Crossout Text Tool
Underline Text Tool

Highlight Text Tool

The **Highlight Text Tool** permits you to highlight text within the PDF document, and works like the **Select Tool**.

Note however that 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!

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.

You can change properties such as Color, blend mode and opacity from the properties Toolbar (Use Ctrl+E to toggle)

1. **Keep Selected.** Keeps that selected tool active across all opened document unless otherwise specified.
2. **Exclusive Mode.** Excludes annotations that might be overlapping the target text so that the text can be selected. Please note that you will not be able to Edit comments or annotations when this option is turned on.
3. **Properties.** Opens the properties pane

Right-clicking inside the highlighted area will open the pop-up menu. See **Sticky Note Tool** 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!

Crossout Text Tool

The **Crossout Text Tool** permits you to cross out the selected text.

Note however that you cannot Crossout 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 Crossout 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.

~~Crossout~~ Tool

You can change properties such as Color, blend mode and opacity from the properties Toolbar (Use Ctrl+E to toggle)

1. **Keep Selected.** Keeps that selected tool active across all opened document unless otherwise specified.
2. **Exclusive Mode.** Excludes annotations that might be overlapping the target text so that the text can be selected. Please note that you will not be able to Edit comments or annotations when this option is turned on.
3. **Properties.** Opens the properties pane

Right-clicking inside the crossed out area will open the pop-up menu. See **Sticky Note Tool** 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!

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!

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.
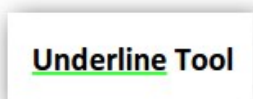
You can change properties such as Color, blend mode and opacity from the properties Toolbar (Use Ctrl+E to toggle)

1. **Keep Selected.** Keeps that selected tool active across all opened document unless otherwise specified.
2. **Exclusive Mode.** Excludes annotations that might be overlapping the target text so that the text can be selected. Please note that you will not be able to Edit comments or annotations when this option is turned on.
3. **Properties.** Opens the properties pane

Right-clicking inside the underlined area will open the pop-up menu. See **Sticky Note Tool** 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!

Markup Tools

The **Markup Tools** allow you to insert shapes in the currently displayed PDF document page. They allow you to comment the document in many creative ways.

After you **complete** any shape using one of the tools, you may then comment it with a pop-up message!

See **Comment And Markup Example** for a general discussion of how to use the Markup Tools and Comments.

Line and Arrow Tools

The **Line** and **Arrow Tools** are simply two forms of the same markup control.

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 may add a pop-up note. See **Comment And Markup Example** 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.

Properties Toolbar for Line and Arrow Tools

1. **Fill Color.** Does not apply to line or arrow annotations.
2. **Stroke Color.** Changes the color of the line or arrow.
3. **Border.** Provides more border styles:

4. **Width.**
5. **Line Start.** Provides a variety of line starts:

6. **Line End.**

7. **Opacity.** Adjust the opacity.
8. **Blend mode.** Chose from various blend mode options.
9. **Keep Selected.** Keeps that selected tool active across all opened document unless otherwise specified.
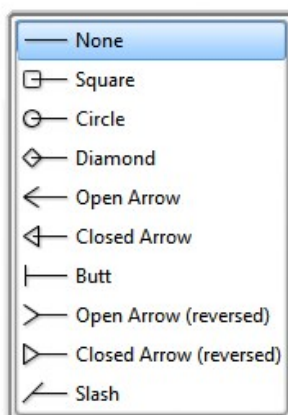10. **Exclusive Mode.** Excludes annotations that might be overlapping the target text so that the text can be selected. Please note that you will not be able to Edit comments or annotations when this option is turned on.
11. **Properties.** Opens the properties pane

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.

Properties Toolbar for Rectangle Tool
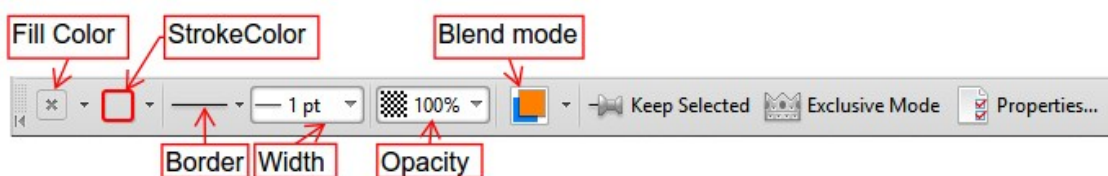
1. **Fill Color.** Changes the background color.
2. **Stroke Color.** Changes the color of the border.
3. **Border.** Provides more border styles:
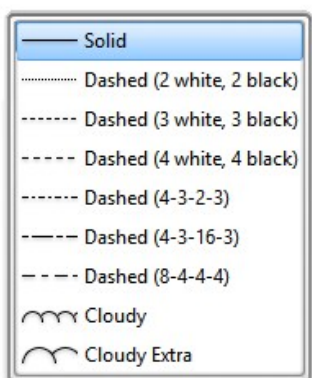
4. **Width.** Adjusts the border width.
5. **Opacity.** Changes the opacity of the annotation.
6. **Blend mode.** Changes the Blend mode.
7. **Keep Selected.** Keeps that selected tool active across all opened document unless otherwise specified.
8. **Exclusive mode.** Keeps that selected tool active across all opened document unless otherwise specified.
9. **Properties.** Opens the properties pane

After drawing the rectangle, you may add a pop-up note. See **Comment And Markup Example** for more information.

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** for an example of using the **Oval (Circle) Tool**.
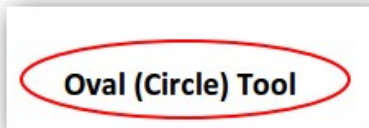
Properties Toolbar for Oval Tool
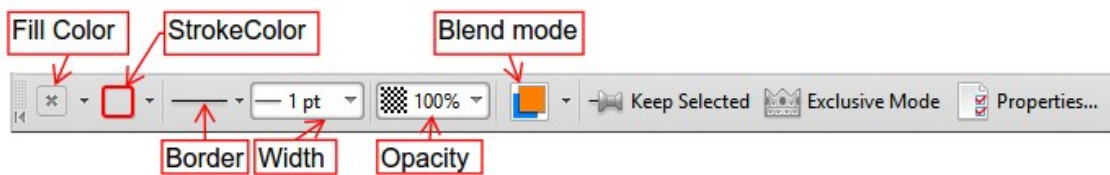
1. **Fill Color.** Changes the background color.
2. **Stroke Color.** Changes the color of the border.
3. **Border.** Provides more border styles:
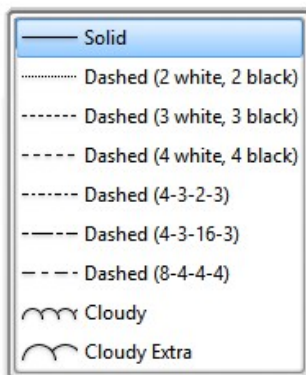
4. **Width.** Adjusts the border width.
5. **Opacity.** Changes the opacity of the annotation.
6. **Blend mode.** Changes the Blend mode.
7. **Keep Selected.** Keeps that selected tool active across all opened document unless otherwise specified.
8. **Exclusive mode.** Keeps that selected tool active across all opened document unless otherwise specified.
9. **Properties.** Opens the properties pane

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.

Properties Toolbar for the Polygon Line Tool

1. **Fill Color.** Does not apply to line or arrow annotations.
2. **Stroke Color.** Changes the color of the line or arrow.
3. **Border.** Provides more border styles:

4. **Width.**
5. **Line Start.** Provides a variety of line starts:

6. **Line End.**

7. **Opacity.** Adjust the opacity.
8. **Blend mode.** Chose from various blend mode options.
9. **Keep Selected.** Keeps that selected tool active across all opened document unless otherwise specified.
10. **Exclusive Mode.** Excludes annotations that might be overlapping the target text so that the text can be selected. Please note that you will not be able to Edit comments or annotations when this option is turned on.
11. **Properties.** Opens the properties pane

After you complete the **Polygon Line**, you may add a pop-up note. See **Comment And Markup Example** 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.

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:
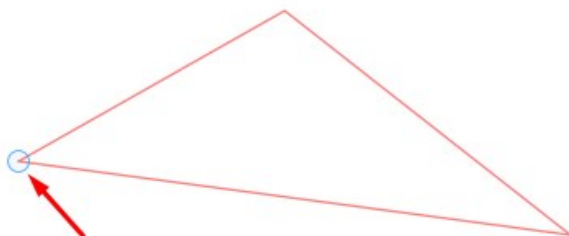
Properties Toolbar for Polygon Tool
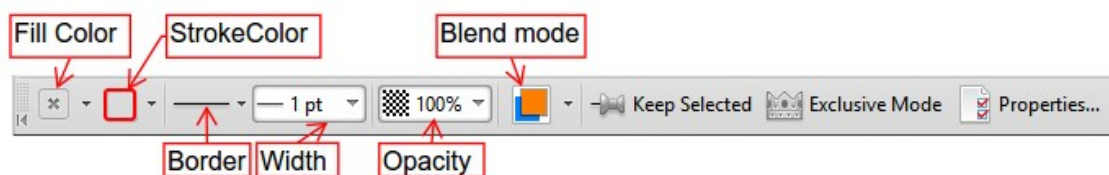
1. **Fill Color.** Changes the background color.
2. **Stroke Color.** Changes the color of the border.
3. **Border.** Provides more border styles:

4. **Width.** Adjusts the border width.
5. **Opacity.** Changes the opacity of the annotation.
6. **Blend mode.** Changes the Blend mode.
7. **Keep Selected.** Keeps that selected tool active across all opened document unless otherwise specified.
8. **Exclusive mode.** Keeps that selected tool active across all opened document unless otherwise specified.
9. **Properties.** Opens the properties pane

After you complete the **Polygon**, you may add a pop-up note. See **Comment And Markup Example** for more information.

You may also adjust the Properties of the Polygon by selecting **Properties...**.

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.
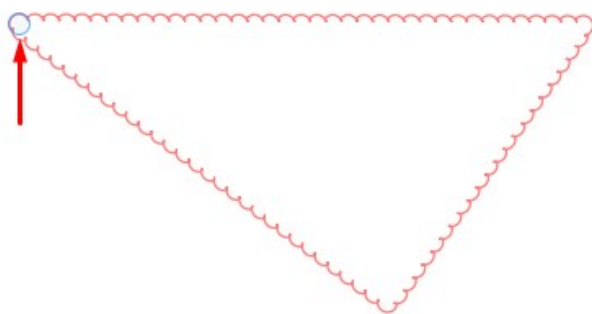
Note that for best results you should click the area in a clockwise motion. You are not restricted to using a rectangle and you are not restricted to four sides at right angles.

For options in manipulating the properties, please see **Polygon Tool**.

After you complete the Cloud markup, you may add a pop-up note. See **Comment And Markup Example** for more information.

You may also adjust the Properties of the Cloud by selecting **Properties...**.

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:

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.

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.

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** for more information.

Properties Toolbar for pencil Tool
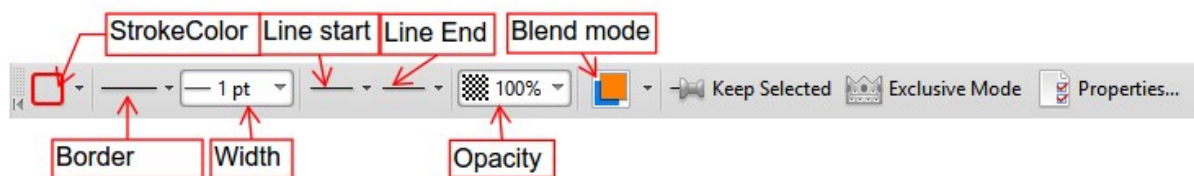
1. **Stroke Color.** Changes the color of the line or arrow.
2. **Border.** Provides more border styles:
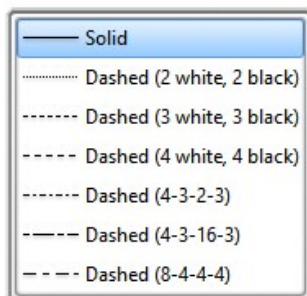
3. **Width.**
4. **Opacity.** Adjust the opacity.
5. **Blend mode.** Choose from various blend mode options.
6. **Keep Selected.** Keeps that selected tool active across all opened document unless otherwise specified.
7. **Exclusive Mode.** Excludes annotations that might be overlapping the target text so that the text can be selected. Please note that you will not be able to Edit comments or annotations when this option is turned on.
8. **Properties.** Opens the properties pane

You may also adjust the Properties of the Pencil shape by selecting **Properties...**.

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.

Properties Toolbar for Eraser Tool
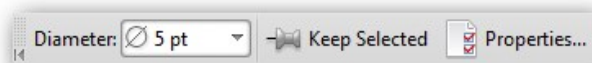
1. **Diameter**. Changes the diameter of the eraser tool.
2. **Keep Selected.** Keeps that selected tool active across all opened document unless otherwise specified.
3. **Properties**. Opens the Properties pane.

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** for more information.

Sound Tool

The **Sound Tool** allows you to add a sound comment to the selected location on the PDF page.
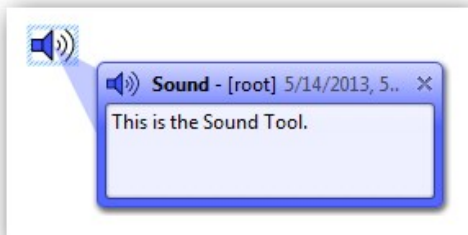
1. To create a sound comment, select the **Sound Tool** from the **Tools|Comment And Markup Tools** and click to a necessary area on the page. The following dialog box will appear:
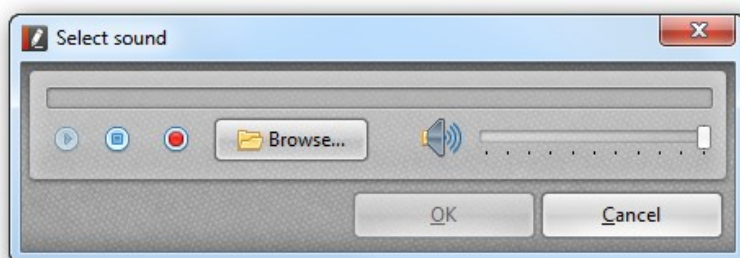
   This will allow you to browse for a previously saved file or record a new sound file.

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** for more information.

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:

1. **Reset**. Resets the style of the selected comment to default. All custom styles except for the default ones will be removed.
2. **Clone**. Creates the style of the comment, identical to the selected one.
3. **Rename**. Allows you to rename the selected style.
4. **Reset**. Resets the style of the selected comment to default. All custom styles except for the default ones will be removed.
5. **Delete**. Deletes the selected comment style.
6. **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.
7. **Set Current**. Sets the selected custom style to the current tool's style.

Stamps Palette

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.

Measuring Tools

Selecting **Measuring Tools** submenu allows selection of one of three options:

Distance Tool
Perimeter Tool
Area Tool
Calibrate Measurement
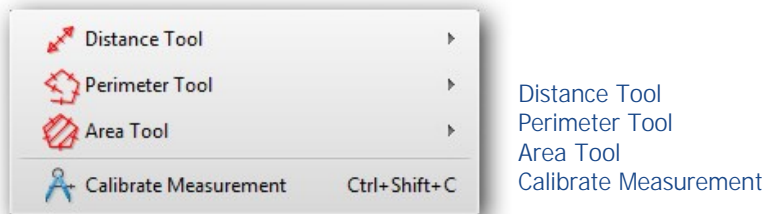
See the subtopics for a description of each tool.

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** for more information.

If you right-click on the dimension line you open the following menu:

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 dimension line.
5. **Copy**. Copies the selected dimension line.
6. **Paste**. Pastes the copied dimension line.
7. **Delete**. Deletes the following dimension line and the note.
8. **Flatten**. Flattens the dimension line in case you want to make it impossible to change the note later.
9. **Add Reply**. Adds a reply area to the note.
10. **Status**. Defines the status of the dimension line.
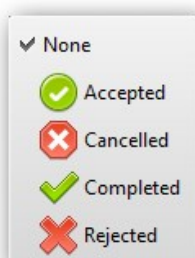
11. **Order.** Allows you to set the dimension line's order.
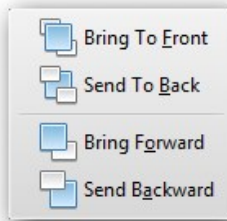
12. **Flip Line**. Allows you to turn the dimension line around.
13. **Set Scale**. Sets the scale of a measurement.
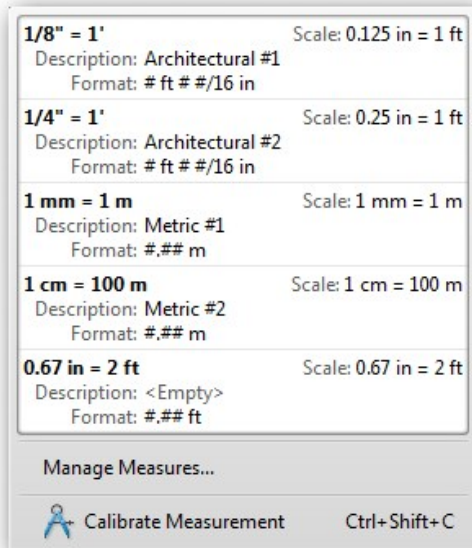
    1. **Manage Measures...**. Opens the Manage Presets dialog which allows you to change the measures.
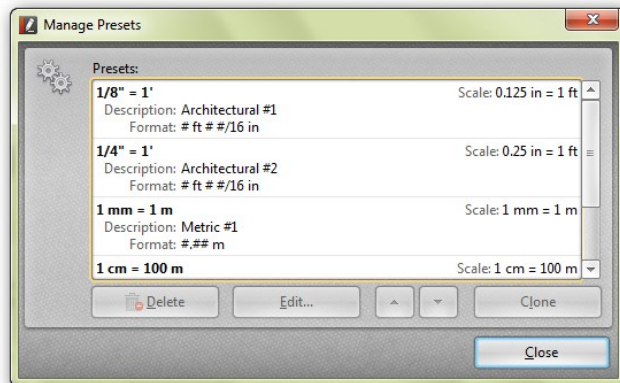
    2. **Calibrate Measurement**. Sets the scale for an object measurement. See **Calibrate Measurement** for more information.

14. **Export Measurements to CSV File...**.
15. **Restore Caption Placement**. Allows you to return caption to its former placement.
16. **Edit Label...**. Allows you to add a text label to the dimension line.
17. **Delete Label...**. Deletes a text label from the dimension line.
18. **Make Current Properties Default**. Sets the currently selected properties as a default ones for all new **Distance tools** of the same type.
19. **Apply Default Properties**. Allows you to change the properties of the **Distance tool** for the ones, saved as default.
20. **Properties...**. Opens the Properties dialog for **Distance tool**.

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.
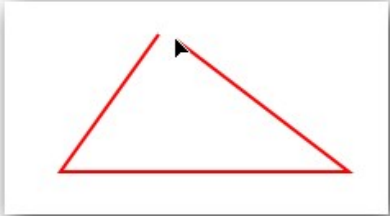

After you complete the line, you may add a pop-up note. See **Comment And Markup Example** for more information.

If you right-click on the **Dimension Polyline** you open the following menu:
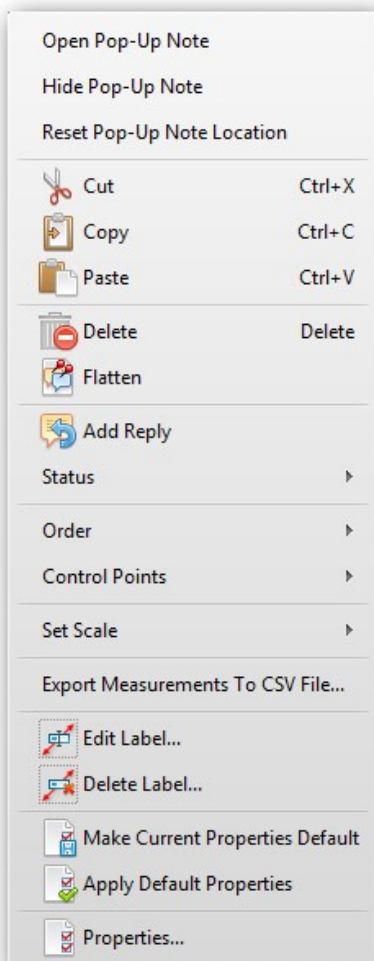
1. **Open Pop-Up Note**. Opens a new or existing note for the item. Your user name and the date and time of the note are automatically entered. You may now enter any text you wish in the lighter portion of the note.
2. **Hide Pop-Up Note**. Hides the note.
3. **Reset Pop-Up Note Location**. Selecting 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 dimension polyline.
5. **Copy**. Copies the selected dimension polyline.
6. **Paste**. Pastes the copied dimension polyline.
7. **Delete**. Deletes the following dimension polyline and the note.
8. **Flatten**. Flattens the dimension polyline in case you want to make it impossible to change the note later.
9. **Add Reply**. Adds a reply area to the note.
10. **Status**. Defines the status of the dimension polyline.
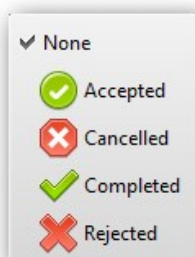
11. **Order.** Allows you to set the dimension polyline's order.
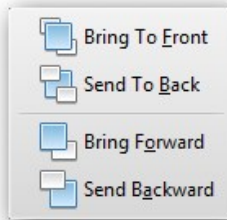
12. **Control Points**.
    1. **Add Point**. To add a new point, right click on any line segment and select the Control Points option.
    2. **Delete Point**. To delete a point, right click on any existing point and select the Control Points option.

13. **Set Scale**. Sets the scale of a measurement.
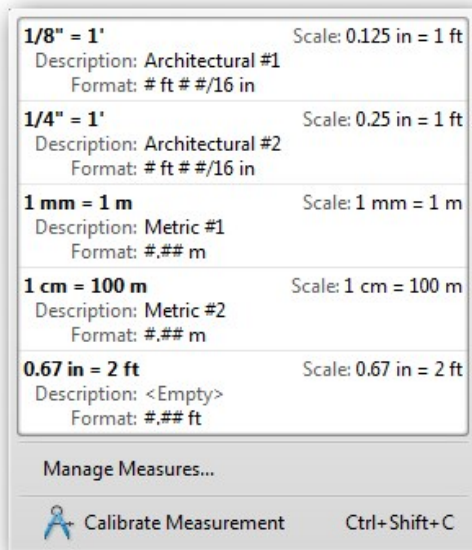
1. **Manage Measures…**. Opens the Manage Presets dialog which allows you to change the measures.
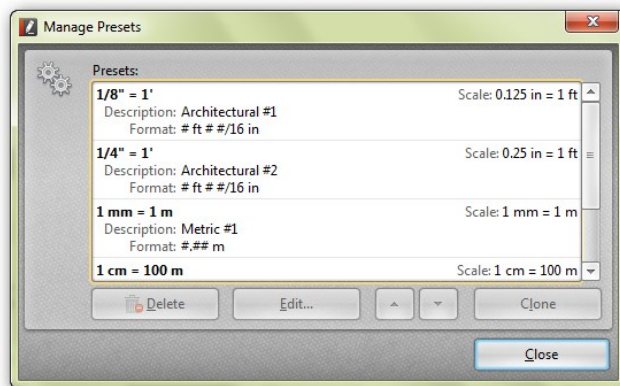
2. **Calibrate Measurement**. Sets the scale for an object measurement. See **Calibrate Measurement** for more information.
14. **Export Measurements to CSV File…**.
15. **Edit Label…**. Allows you to add text label to the dimension polyline.
16. **Delete Label…**. Deletes text label from the dimension polyline.
17. **Make Current Properties Default**. Sets the currently selected properties as a default ones for all new **Distance tools** of the same type.
18. **Apply Default Properties**. Allows you to change the properties of the **Distance tool** for the ones, saved as default.
19. **Properties…**. Opens the Properties dialog for **Distance tool**.
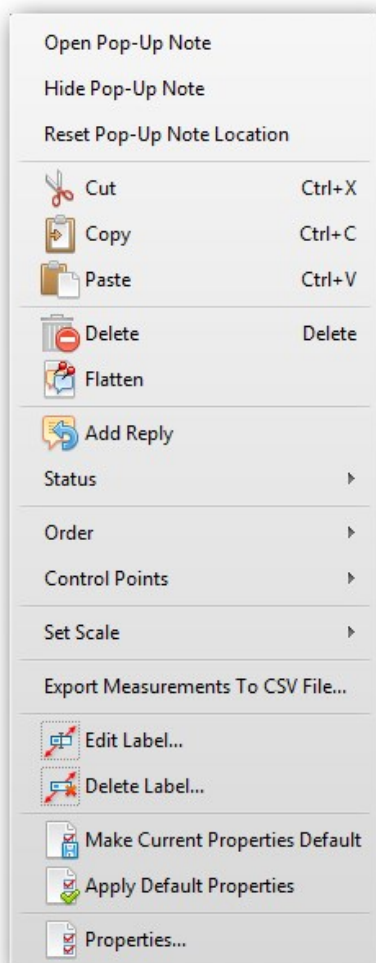
Area Tool

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.
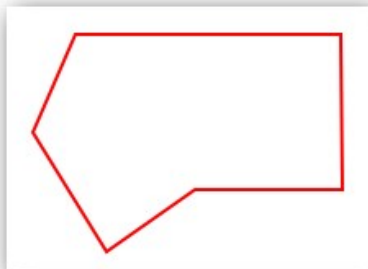

After you complete the line, you may add a pop-up note. See **Comment And Markup Example** for more information.

If you right-click on the dimension line you open the following menu:

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 dimension polygon.
5. **Copy**. Copies the selected dimension polygon.
6. **Paste**. Pastes the copied dimension polygon.
7. **Delete**. Deletes the following dimension polygon and the note.
8. **Flatten**. Flattens the dimension polygon in case you want to make it impossible to change the note later.
9. **Add Reply**. Adds a reply area to the note.
10. **Status**. Defines the status of the dimension polygon.
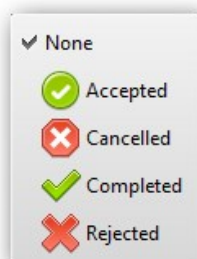
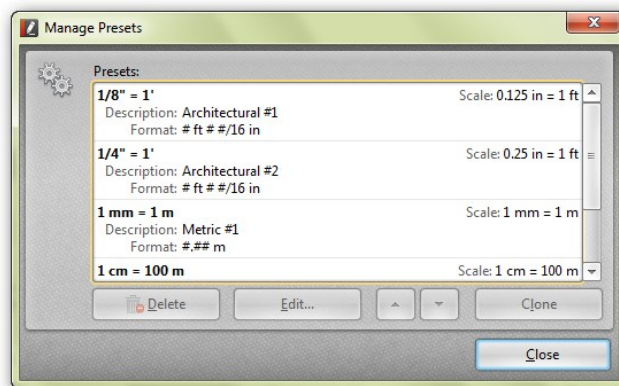11. **Order.** Allows you to set the dimension polygon's order.
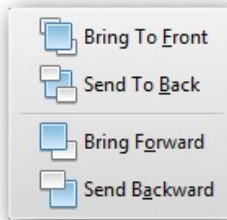
12. **Control Points**.
    1. **Add Point**. To add a new point, right click on any line segment and select the Control Points option.
    2. **Delete Point**. To delete a point, right click on any existing point and select the Control Points option.
13. **Set Scale**. Sets the scale of a measurement.
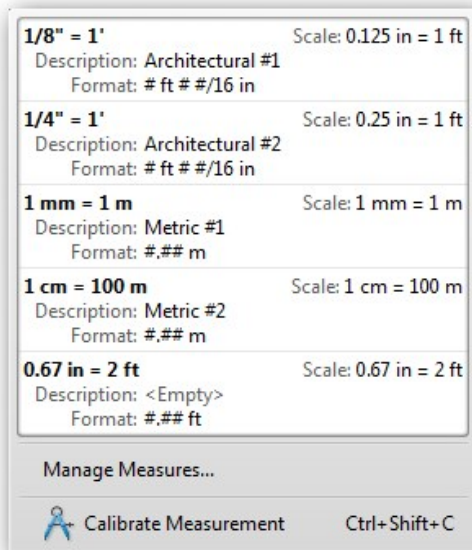
    1. **Manage Measures…**. Opens the Manage Presets dialog which allows you to change the measures.

    2. **Calibrate Measurement**. Sets the scale for an object measurement. See **Calibrate Measurement** for more information.
14. **Export Measurements to CSV File…**.
15. **Edit Label…**. Allows you to add text label to the dimension polygon.
16. **Delete Label…**. Deletes text label from the dimension polygon.
17. **Make Current Properties Default**. Sets the currently selected properties as a default ones for all new **Distance tools** of the same type.
18. **Apply Default Properties**. Allows you to change the properties of the **Distance tool** for the ones, saved as default.
19. **Properties…**. Opens the Properties dialog for **Dimension Polygon Tool**.

Calibrate Measurement

Calibrate Measurement is used for setting a scale of an object measurement. To set the scale you must find any two points with a known distance between them and then select these points.

First you must 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.
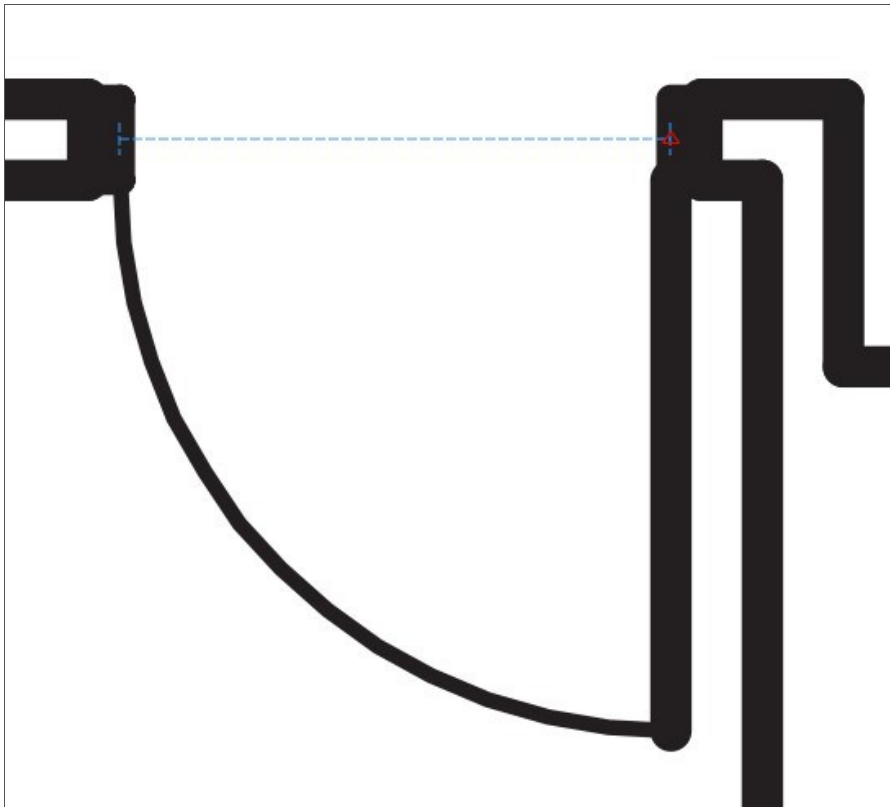
Note: *With snapping turned on, I have reliable consistency in placing my measurements along lines, or in this case, inside the middle of the door jam (indicated by the red triangle) see* here *for more details and how to use/ implement the snapping function.*

When the calibration is placed, the following window will show up:

In the highlighted feild, 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 formating displayed. For exaple if I want the following format **5' 6 1/2"** I would place **3' 0/12"**

Note: All units available in the Editor are available to use in the calibration up to as many decimal points or fraction acuaracy spacified in the highlited field above. for example 1.0000000000000m (meters).
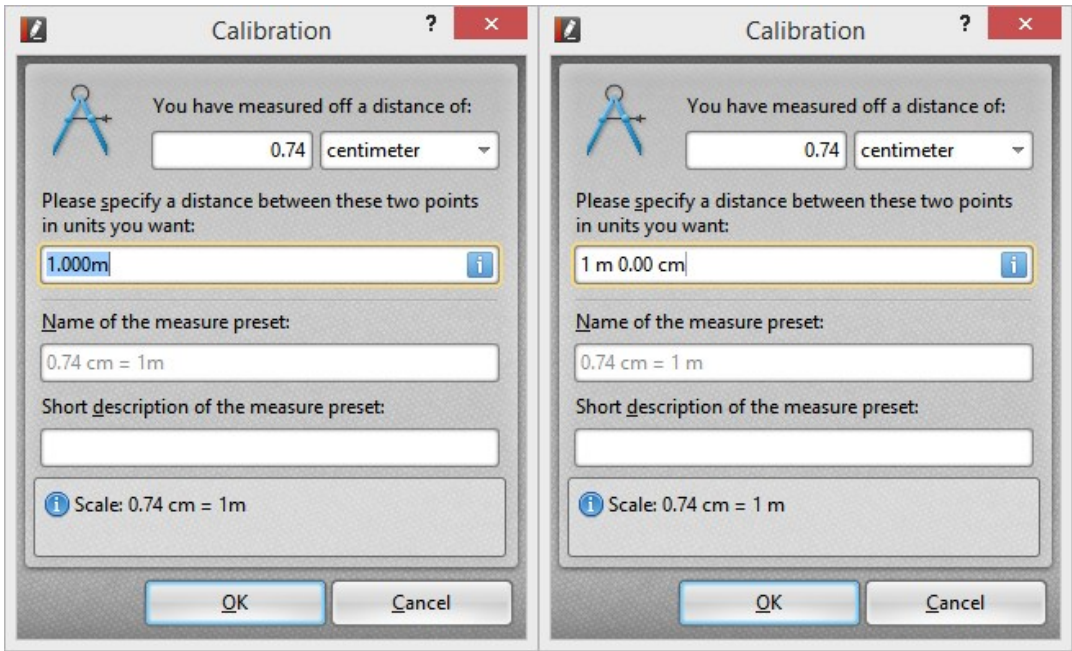
Now you will be able to place all future measurements using this scale.

You can manage the format/scale later by right clicking on a measurment, set scale:
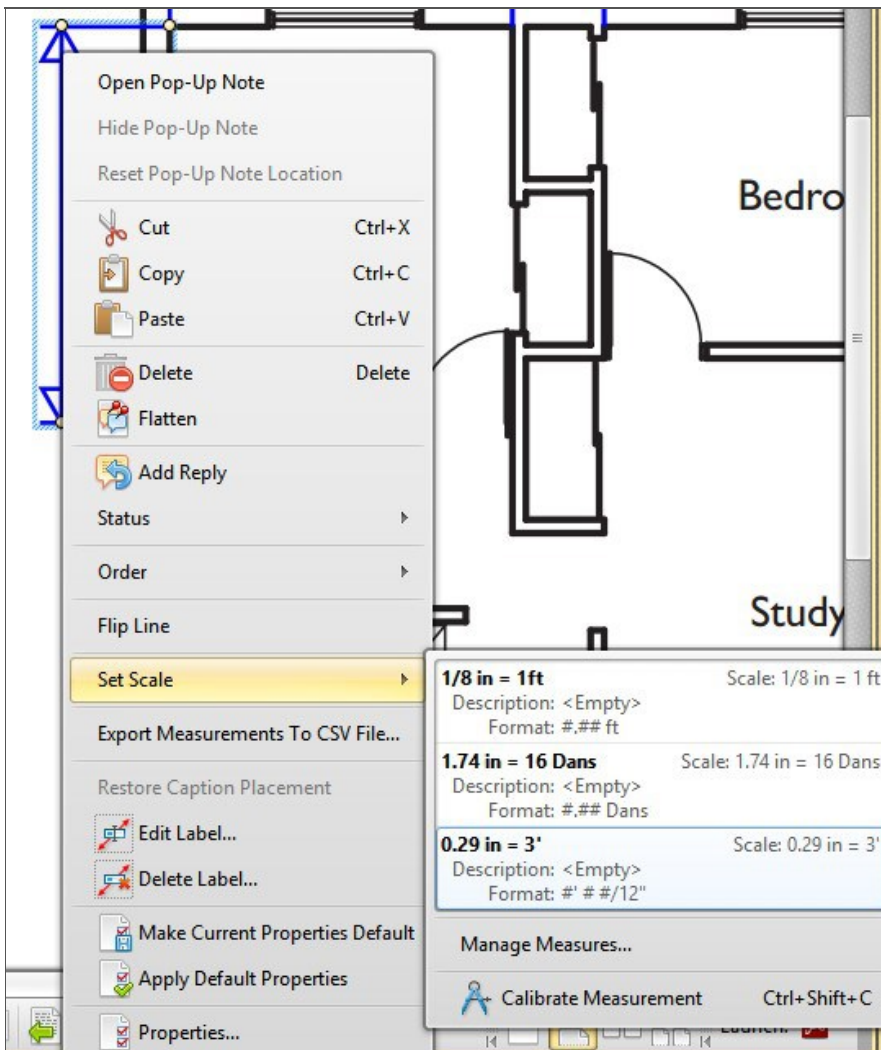
In the screenshot below, I have encased the measurement of the initial calibration. All measurements placed after calibration are blue.
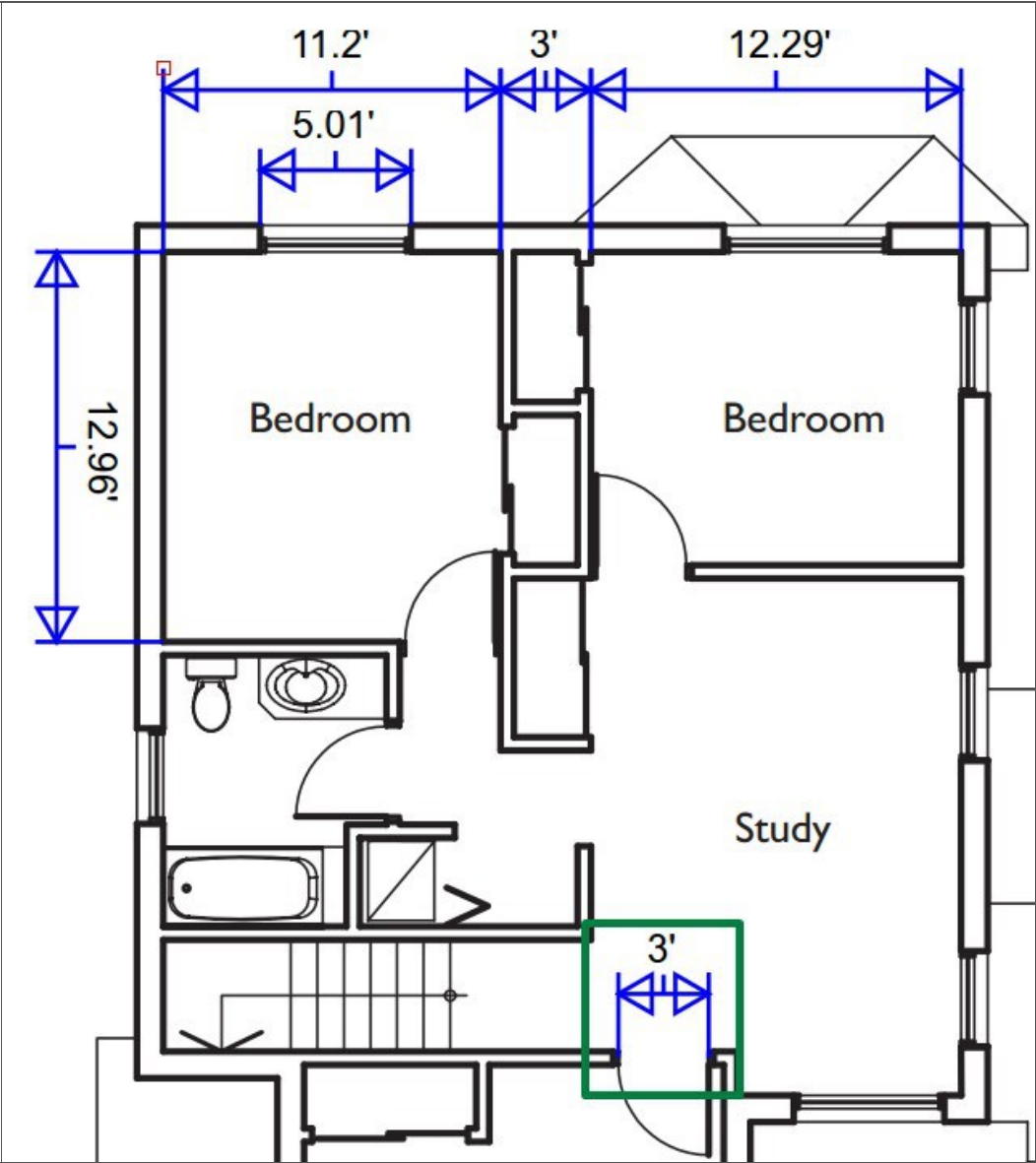
Notice the difrent format in the screenshot below. The scale is the same, only the format in which it is displayed is different.
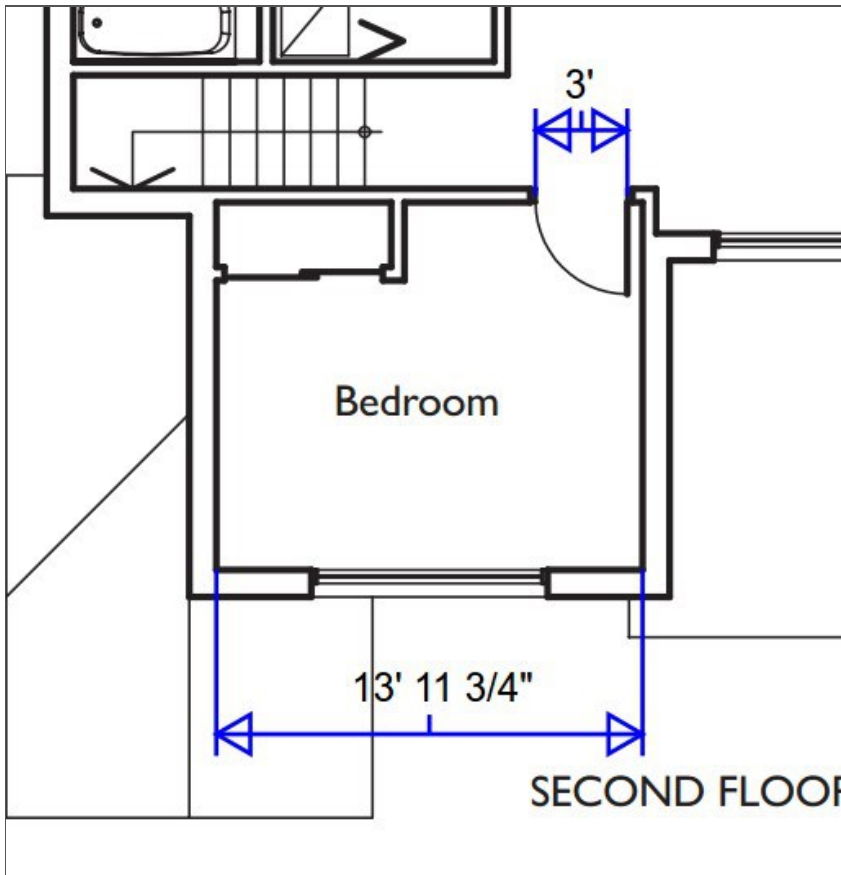
If you have any questions or concerns, please email your detailed question to support@tracker-software.com

Link Tools

Selecting **Link Tools** submenu allows selection of the following option:

 Link Creation Tool

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.
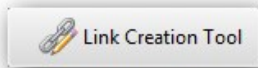
A link can be edited at any time. You can change its position or associated link action, delete or resize the link rectangle, or change the destination of the link.

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.

If you right-click on the link you open the following menu:
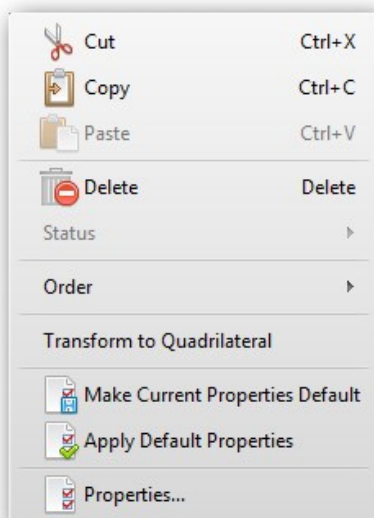
1. **Cut**. Cuts the selected link.
2. **Copy**. Copies the selected link.
3. **Paste**. Pastes the copied link.
4. **Delete**. Deletes the following link.
5. **Status**. Defines the status of the link.

6. **Order.** Allows you to set the link's order.
   Valid values are:
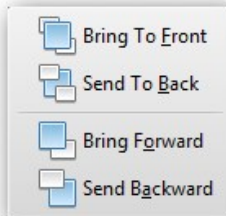
7. **Transform to Quadrilateral**. Allows you to transform the Rectangle link tool to Quadrilateral and vice versa.
8. **Make Current Properties Default**. This allows you to set the currently selected properties as default for **Link Tools** of the same type.
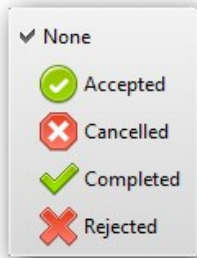9. **Apply Default Properties**. Applies the default properties to the selected link(s).
10. **Properties…**. Opens the Properties pane for the **Link Tool**.
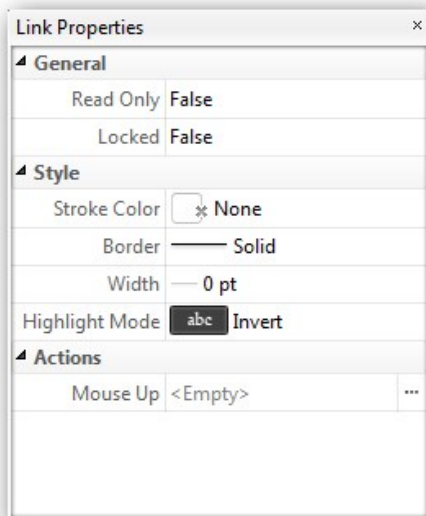
1. **General**. Specifies the general properties of the link.

2. **Style**. Sets the style properties of the link.

3. **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:
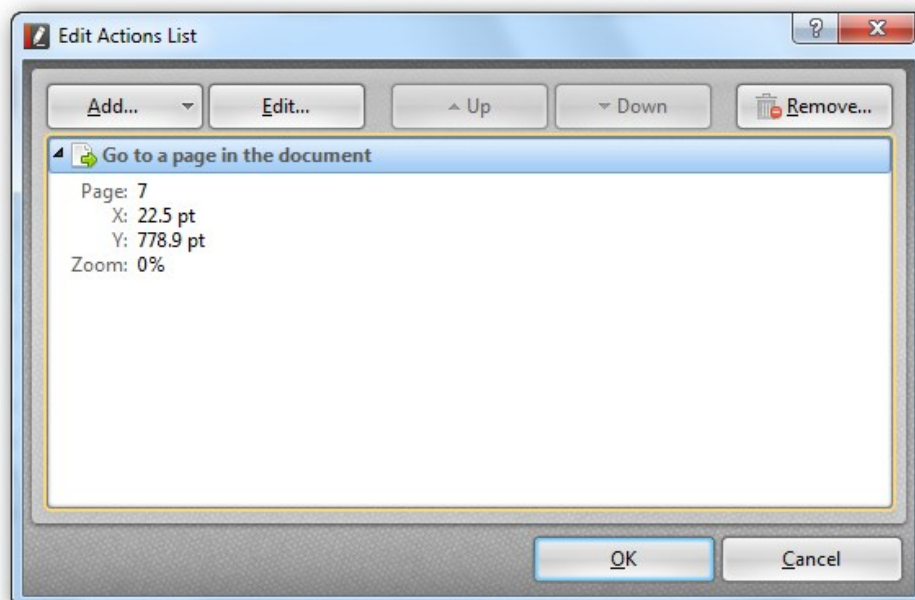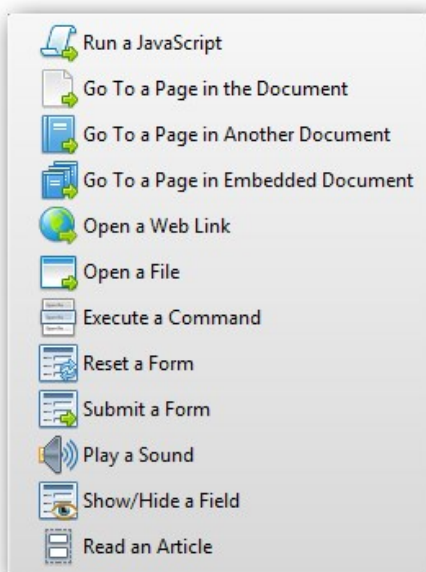
1. **Add…**. Adds a new Action to the list.

1. **Run a JavaScript**. Runs the previously specified JavaScript.
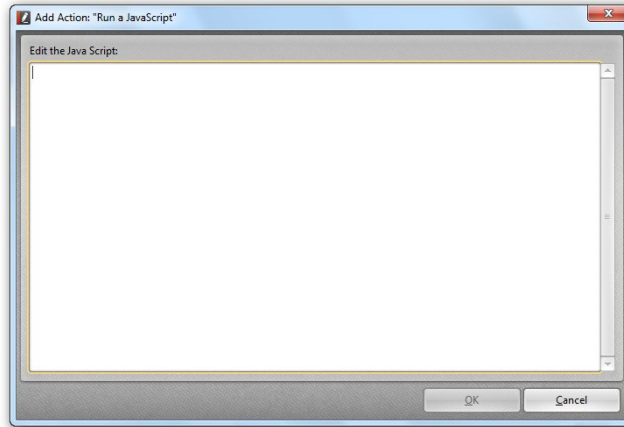
2. **Go To a Page in the Document**. Goes to the specified destination in the current document.
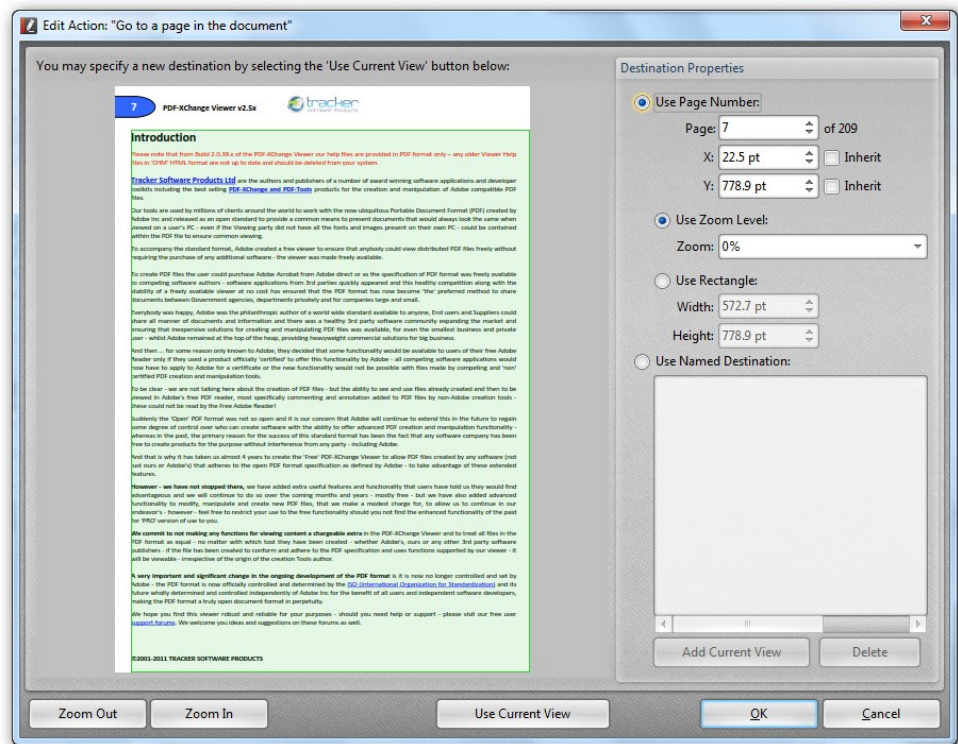
3. **Go To a Page in Another Document**. Goes to the specified destination in another document. Choose the necessary document with the help of the **Browse** button in the **Target Document** section.

4. **Go To a Page in Embedded Document**. Goes to the specified destination in embedded document.

5. **Open a Web Link**. Opens the previously specified link on the Internet.

6. **Open a File**. Opens the specified file.

7. **Execute a Command**. Executed the specified command from the menu.

8. **Reset a Form**. Resets the previously entered data in a form.

9. **Submit a Form**. Sends the form data to the specified URL.
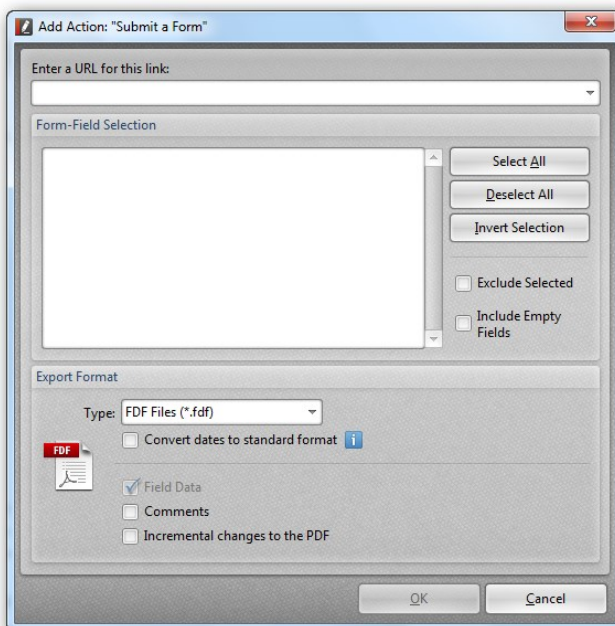
10. **Play a Sound**. Plays the previously specified sound file.

11. **Show/Hide a Field**. Shows or hides a field in a document. This action may be used for form fields.

12. **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.

More information can be found for each variation of the link tool **here**.

Advanced

Bookmarks

The **Bookmarks Plugin** gives you a wide range of features to add, edit, organize and maintain bookmarks in the PDF documents.

Bookmark Table of Contents...
Generate Bookmarks From Page Text...
Generate Bookmarks From Text File...
Bookmark Every Nth Page...

Add Text to Bookmark Title...
Change Bookmark Case...
Convert To Named Destinations...
Convert Named Destinations To Page Numbers...
Find And Replace Bookmark Text...

Build Table of Contents...
Sort Bookmarks...
Validate Bookmarks...
Export Bookmarks To HTML File...
Export Bookmarks To Text File...

Bookmark Table of Contents

The **Bookmark Table of Contents** operation is used to add bookmarks to pages based on the selected table of contents (TOC) entries. Select text that represents TOC using **Select Text** tool to use this operation.
If a document has a TOC in one of the following formats, you can use it to automatically create bookmarks from it and/or create links to the items of the table of contents:

1) Dot as a separator:
Title iv
Section One 5
Section Two 6

2) Space as a separator:
Title   iv
Section One   5
Section Two   6

3) Underscore as a separator:
Title _____iv
Section One_____5
Section Two_____6

Separate bookmarks pointing to the corresponding page will be created for each TOC entry optionally with or without links for each of the entries.
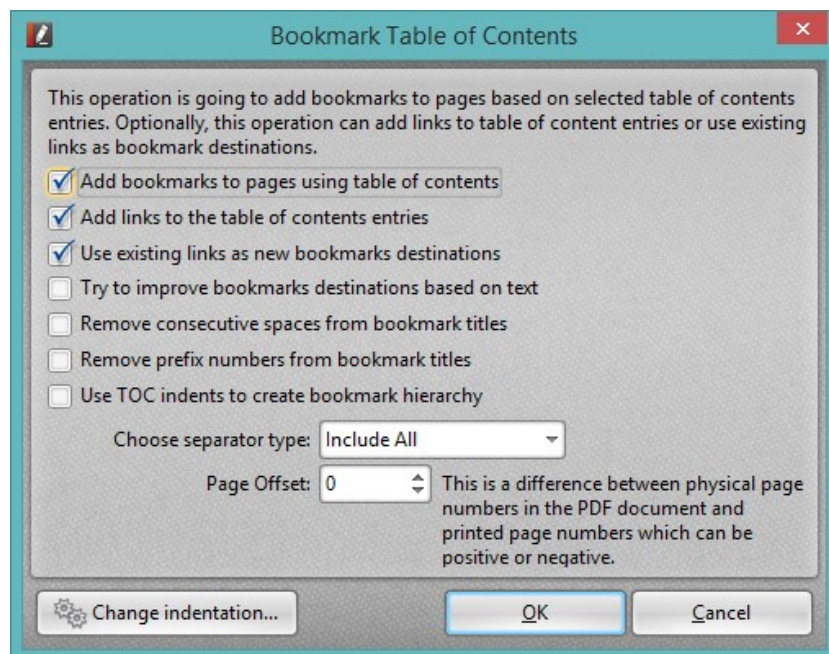
1. **Add bookmarks to pages using table of contents.** Select whether the bookmarks, generated from TOC will be added to the document bookmarks tree.
2. **Add links to the table of contents entries.** Select whether the links, pointing to the corresponding page will be added to the entries of the TOC.
3. **Use existing links as new bookmarks destinations.** Select whether the bookmarks, generated from TOC will use action lists from already existing links, used in TOC entries.
4. **Try to improve bookmarks destinations based on text.** Selecting this option will result in the searching of the topmost text on the entry page which is equal to the title of the TOC entry and updating coordinates of the GoTo action, so it will point to that text.

5. **Remove consecutive spaces from bookmark titles.** Select whether to shrink consecutive spaces to one space inside of the generated bookmark titles.

6. **Remove prefix numbers from bookmark titles.** Select whether to remove prefix numbers, used in the TOC entries, from the generated bookmark titles.

7. **Use TOC indents to create bookmarks hierarchy.** Select whether to use indents, used in the TOC entries, to create bookmark tree hierarcy. Note, that this option will not work correctly on the scanned documents.

8. **Choose separator type.** Choose what separator type is used in the selected text of the TOC to speed up the operation work.

9. **Page offset.** Choose a difference between physical page number in the PDF document and printed page numbers

10. **Change indentation...** Used for the restriction of the text borders. For example when you need to exclude headers or footers for the multi-page TOC.

1. **Top Indent.** Used for the restriction of the selected text in the operation work from page top.
2. **Bottom Indent.** Used for the restriction of the selected text in the operation work from page bottom.
3. **Units.** The units of measure to use for the indents. Valid values are: point, inch, centimeter, millimeter and pica.
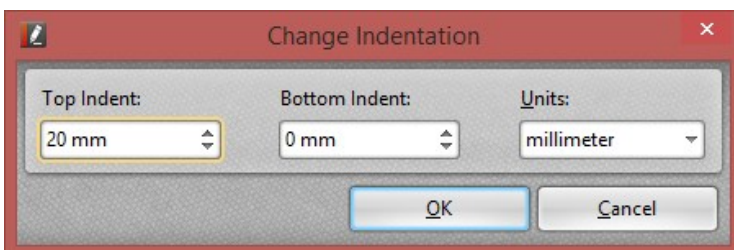
Generate Bookmarks From Page Text

The **Generate Bookmarks From Page Text** operation creates new bookmarks from page text based on the given matching criteria which is updated in the **Level Generation Tree (LGT).**
The **LGT** levels correspond to the newly created bookmarks levels. The operation runs through text and matches its style going from root level of the **LGT** to its innermost child. If some of the parent levels are missing (for example previously generated bookmark by given criteria was a first level bookmark and next matched style is third level of the **LGT**) the <Untitled> bookmarks are generated in place of the missing parent levels.
The main dialog is non-modal and allows you to select proper text for the level generation to automatically apply its style to the newly generated level criteria.
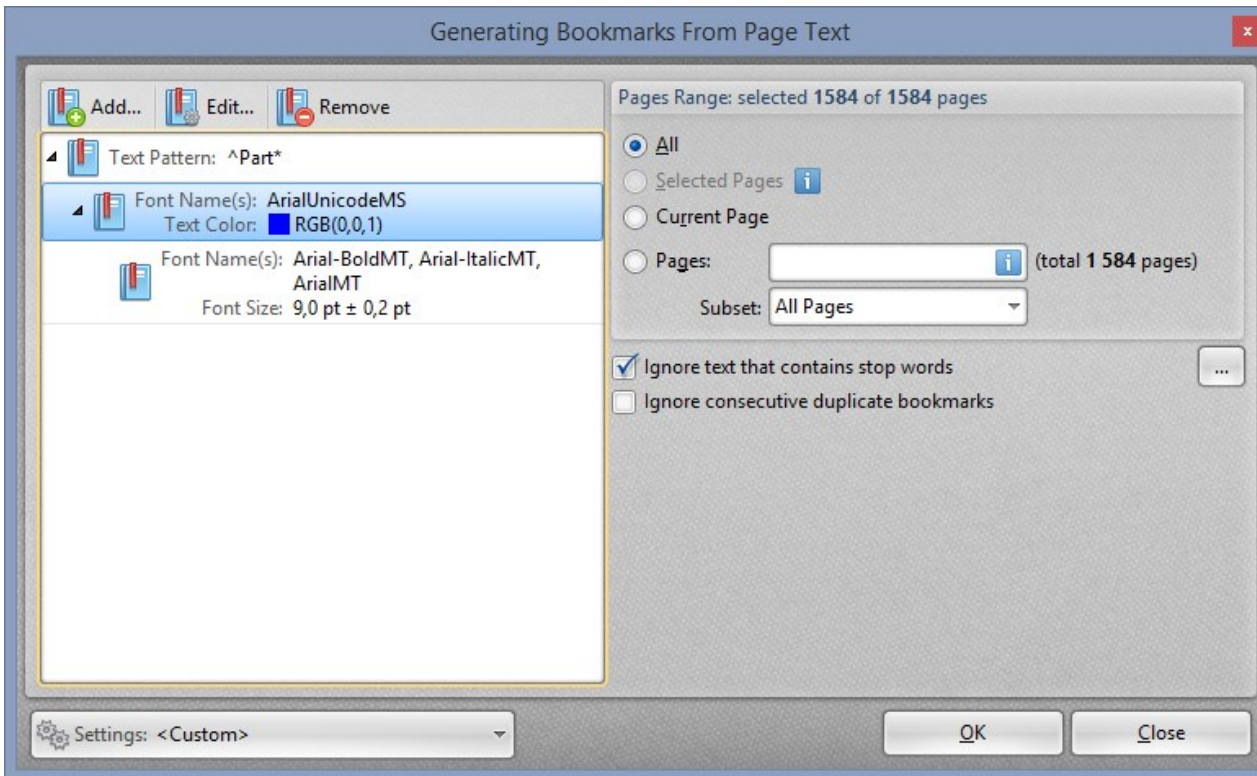
1. **Level Generation Tree.** Used for creating matching criteria level structure which will be used for the new bookmark generation.

   1. **Add...** Opens the **Bookmark Generation Properties** dialog with settings for the new matching criteria. By clicking **OK** in it the new level will be generated in the **LGT.** Also, the **Bookmark Generation Properties** dialog can be opened (and thus the new level can be added) by directly selecting text on the page of the currently opened document and selecting **Use Selected Text Style in Bookmark Generation...** option from the drop-down menu which is available even with already opened **Generating Bookmarks From Page Text** dialog due to its non-modality.
   2. **Edit...** Opens the **Bookmark Generation Properties** dialog to edit the current **LGT** level.
   3. **Remove.** Removes the current level of the **LGT** without it's children.

2. **Pages Range**. This selects the page(s) used in the bookmark generation.

   1. **All**. All pages will be used.
   2. **Selected Pages**. Only selected pages will be used.
   3. **Current Page**. Only the current page will be used.
   4. **Pages**. Individual pages are indicated by their numbers beginning with 1. Sequential page range 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.

5. **Subset**. This works in conjunction with the other Pages Range to select groups based on order within the document. Valid values are:

1. **All pages**. All of the specified pages will be used.
2. **Odd Pages Only**. Within the specified Pages Range only odd-numbered pages will be used: 1, 3, 5, etc.
3. **Even Pages Only**. Within the specified Pages Range only even-numbered pages will be used: 2, 4, 6, etc.

3. **Ignore text that contains stop words.** Checking this item will turn on the option which will ignore text used for bookmark generation when it will include one of the words used in the **Stop Words List.**

1. **Stop Words List.** Text which contains these stop words will be ignored and not used to create bookmarks.
   1. **Add...** Adds new stop word or several words to the list.
   2. **Edit...** Edit current stop word or expression.
   3. **Remove.** Remove selected stop words from the list.
2. **Match text case.** When selected, the operation looks only for the occurrences that match the uppercase and lowercase characters you enter in the stop words text box.
3. **Match while words.** Searches only for whole words, rather than matching the text as it occurs within words.
4. **Use regular expressions.** When selected, indicates that the use of certain characters in the stop words text box represent notations for patterns of text rather than the literal character. Note, that the operation uses ECMAScript for the regular expressions. For more details, see ECMAScript syntax.
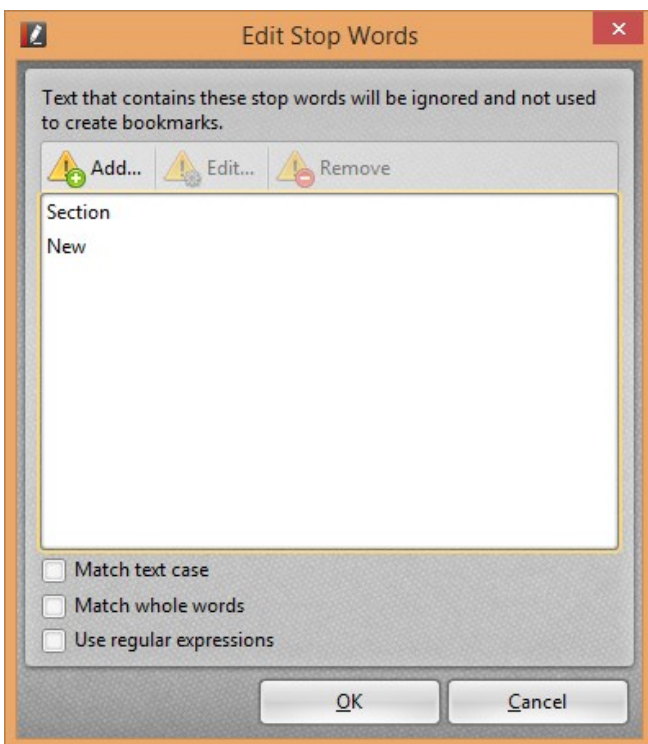
4. **Ignore consecutive duplicate bookmarks.** Check this option to skip consecutive bookmarks that have the same title. Only the first bookmark will be retained.

5. **Settings.** Allows you to save current settings and manage presets.

Text Matching Options

The **Text Matching Options** sub-dialog allows you to configure text matching criteria for the current level in the **Level Generation Tree (LGT).** Note, that at least one of the matching options must be selected. The matching options are: **Font Name(s)**, **Font Size**, **Text Color** and **Match Text Pattern**.
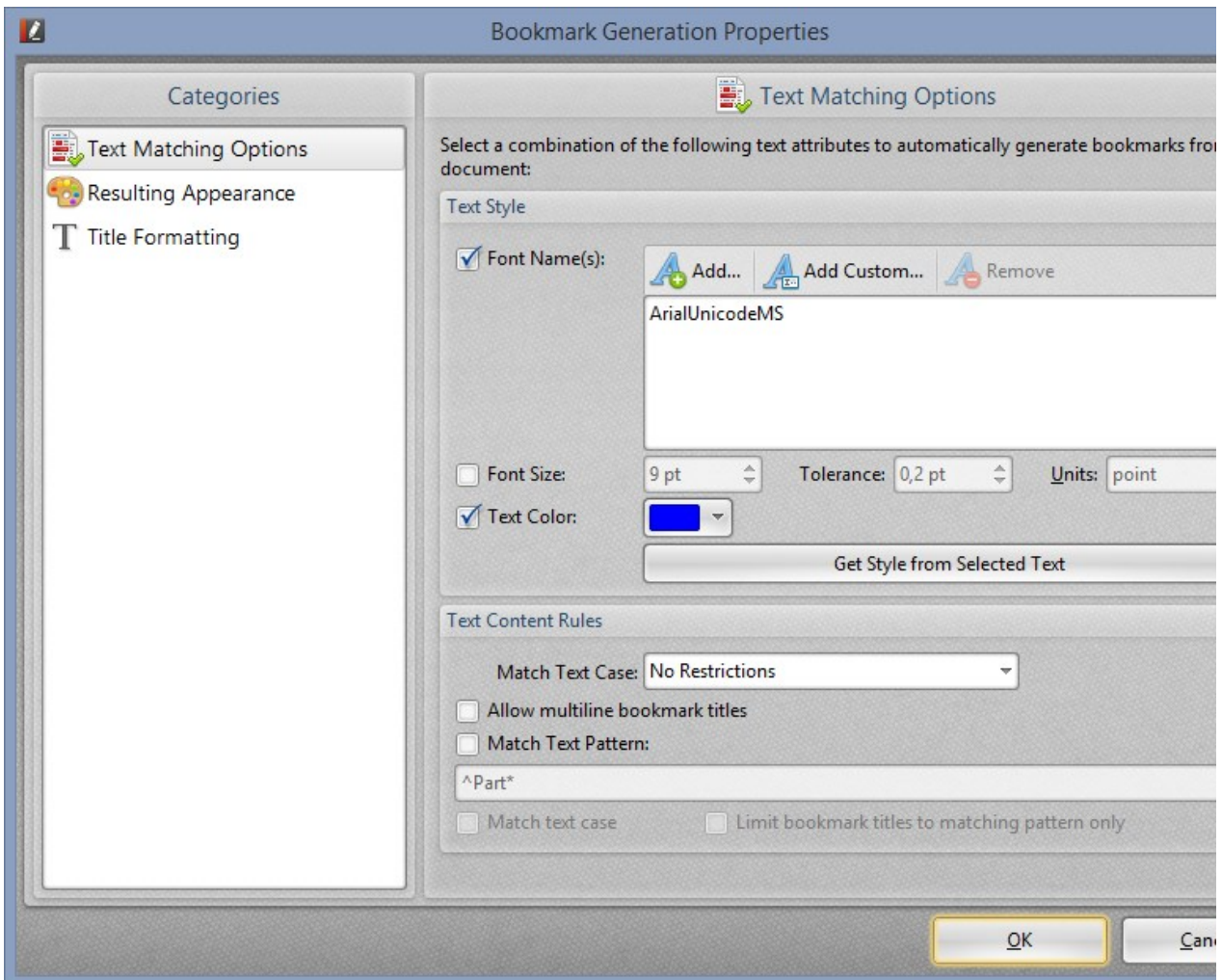
1. **Text Style.** Configure text style which will be compared to the page text style and used in the current bookmark level generation.

   1. **Font Name(s).** Check this if you want to compare font names from the fonts list with page text font names.
       1. **Add...** Adds new fonts from the fonts list used in the current document.
       2. **Add Custom...** Adds custom font to the fronts list.
       3. **Remove.** Removes selected fonts from the fonts list.
   2. **Font Size.** Check this if you want to match selected font size with selected tolerance to the page text font size. Note, that the lower tolerance means more precision but it's not recommended to use 0 tolerance due to floating point numbers.
   3. **Text Color.** Check this if you want to match selected font color to the page text font color.

2. **Text Content Rules.** Other options for configuring text matching criteria.

   1. **Match Text Case.** Configure text case matching criteria.

1. **No Restrictions.** No text case restrictions are applied when matching page text.
2. **All Characters Are Capital.** Only page text with all capital letters will be matched.
3. **First Character Is Capital.** Only page text with first capital letter will be matched.
4. **First Character Is Digit.** Only page text with first digit character will be matched.

2. **Allow multiline bookmark titles.** Check this if you want bookmarks to be generated from more then a single line of page text.
3. **Match Text Pattern.** Check this if you want to specify a text matching pattern. A regular expression is a pattern that is matched against a subject string from left to right. Most characters stand for themselves in a pattern, and match the corresponding characters in the subject. Note, that the operation uses ECMAScript for the regular expressions. For more details, see ECMAScript syntax.
4. **Match Text Case.** Check this option if you want a precise text case matching with the text pattern.
5. **Limit bookmark titles to matching pattern only.** Check this option if you want to limit bookmark titles to the text that is present in the matching pattern.

Resulting Appearance

The **Resulting Appearance** dialog is used for the configuration of the newly created bookmarks style.
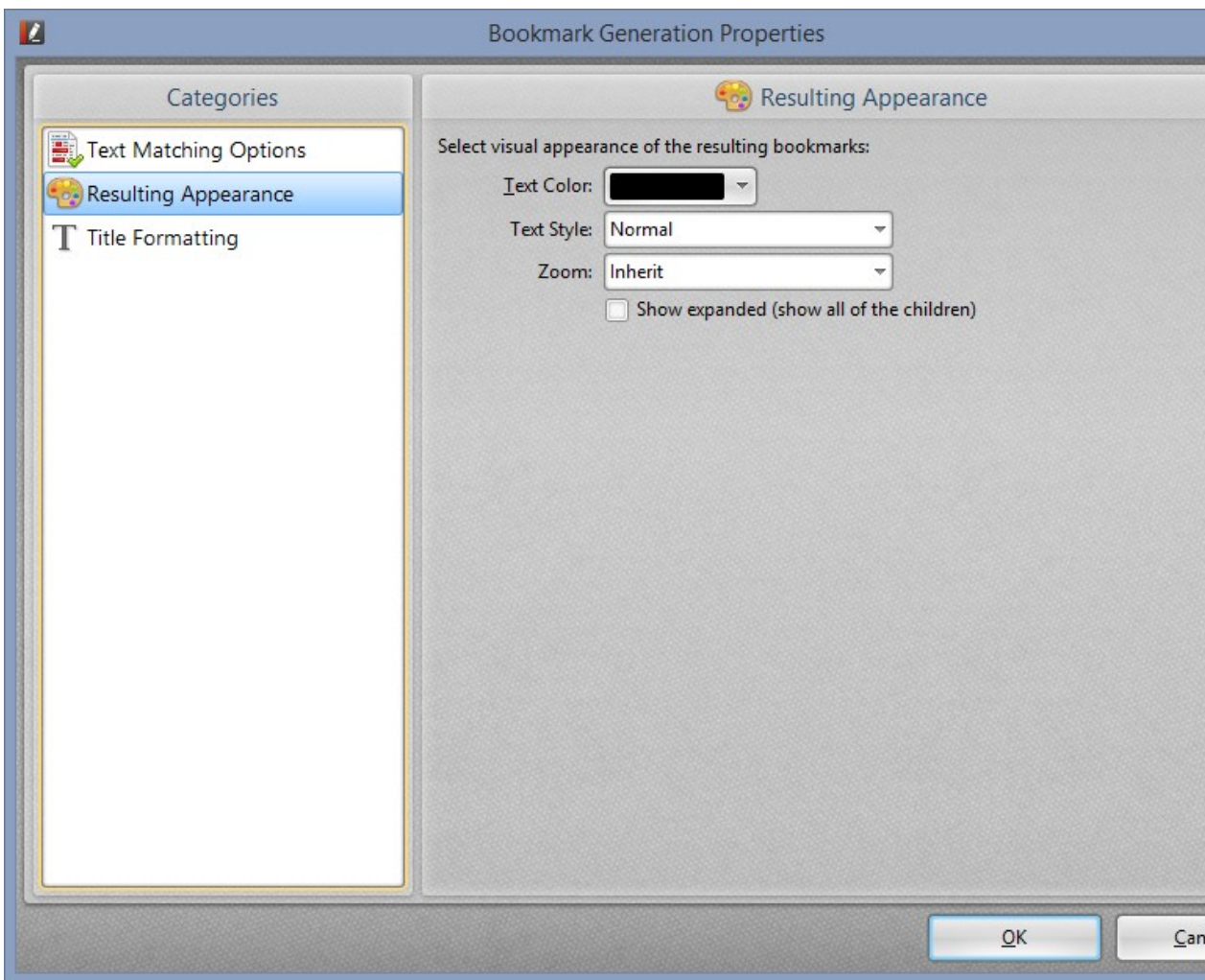
1. **Text Color.** Title color which will be used for the newly created bookmarks.
2. **Text Style.** Title style which will be used for the newly created bookmarks (can be normal, bold, italic or bold and italic).
3. **Zoom.** Select zoom type for the newly created bookmarks.
4. **Show expanded (show all of the children).** Select whether the bookmarks of the current level will be opened or closed.

Title Formatting

The **Title Formatting** dialog is used for more precise formatting of the matched text when creating bookmark titles.
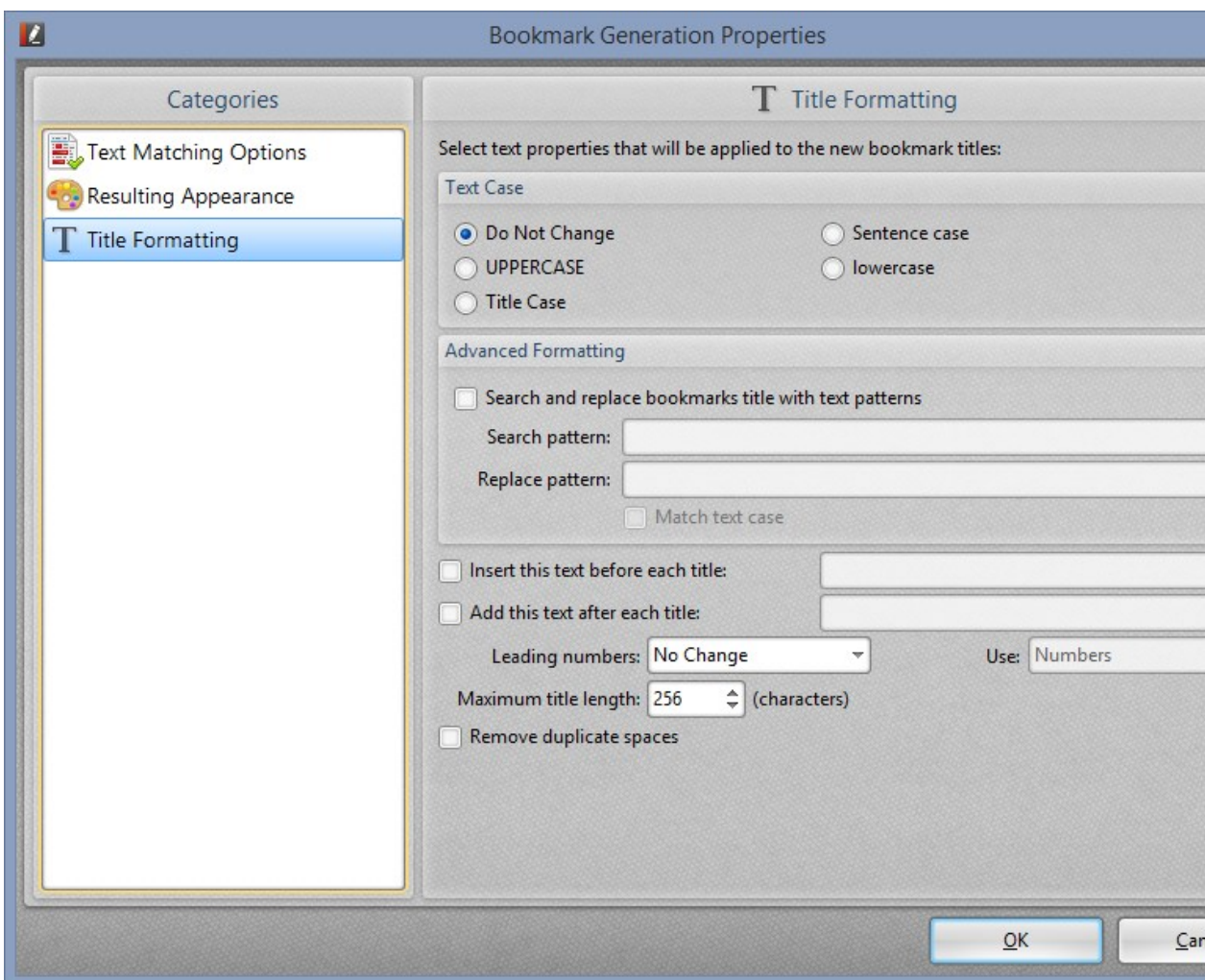
1. **Text Case.** Choose how to format text case for the resulting bookmark titles.

    1. **Do Not Change.** Choose this option to leave text case as it is.
    2. **UPPERCASE.** Choose this option to convert all of the text into the uppercase.
    3. **Title Case.** Choose this options to make all words to start from the uppercase letter.
    4. **Sentence case.** Choose this option to make only the first word of the title to start from the uppercase letter.
    5. **lowercase.** Choose this option to convert all of the letters in the generated bookmark title into the lowercase.

2. **Advanced Formatting.** Allows you to search and replace some elements in the generated bookmark titles using regular expressions. Note, that the operation uses ECMAScript for the regular expressions. For more details, see ECMAScript syntax.

    1. **Search and replace bookmarks title with text patterns.** Check this option to search and replace some elements inside the generated bookmark titles.
    2. **Search pattern.** Enter the regular expression or text to look for in the matched text.
    3. **Replace pattern.** Enter the regular expression or text to replace the found pattern with.
    4. **Match text case.** Check this to match the exact text case when searching for the pattern in the matched

text.

3. **Insert this text before each title.** Check this option to enter prefix for the bookmark titles of this level.

4. **Add this text after each title.** Check this option to enter suffix for the bookmark titles of this level.

5. **Leading numbers.** Choose whether to add, remove leading numbers in the text or leave them unchanged. When adding numbers you can choose between Numbers, Letters or Roman Letters.

6. **Maximum title length.** If the newly generated bookmark title exceeds the entered length the number of characters will be reduced to the entered length.

7. **Remove duplicate spaces.** Select this options to remove duplicate spaces or convert other space symbols into one space in the newly created bookmark titles.

Bookmark Every Nth Page

The **Bookmark Every Nth Page** operation creates bookmarks with links to every N-th page in the selected range of pages. The first created bookmark will link to the first page of the page range, the next one - to 1+Nth page, etc.
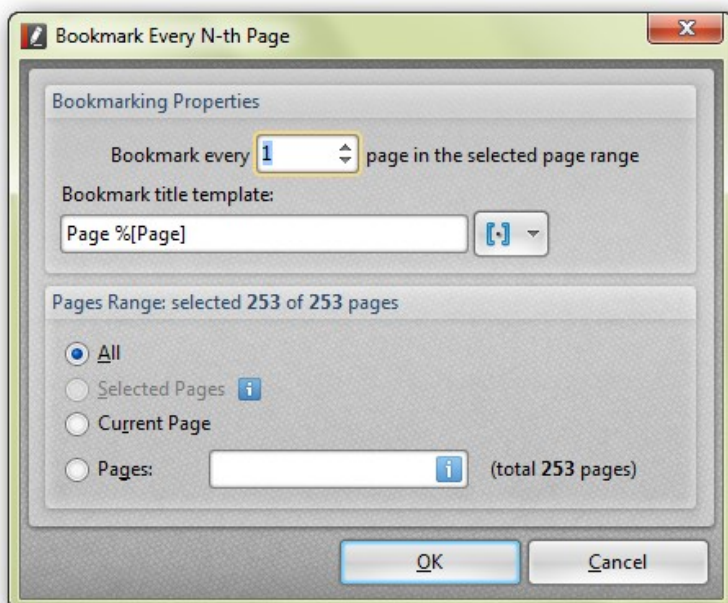
1. **Bookmarking Properties**. Specifies the properties of creating bookmarks. Here you may set the pages that will be bookmarked in the selected page range. A minimum value is 1, a maximum is 10000.
    1. **Bookmark title template**. Specifies the title of the bookmark. You may enter any valid name you like. In addition, clicking the **Macros** button opens a submenu of title name macros that you can use to automatically generate bookmark titles.
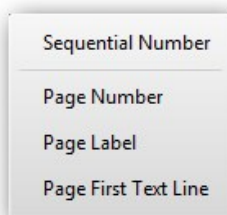
        - Sequential number - **%[SeqNum]** - inserts sequential number of every bookmark in a selected range, starting from 1 by default. Start number can be changed by passing custom number as a macro parameter after ':' , e.g. **%[SeqNum:0] %[SeqNum:100]** etc.
        - Page number - **%[Page]** - inserts page number that bookmark is pointing to. If bookmark is not pointing to a page, it won't insert anything.
        - Page Label - **%[Label]** - inserts page label of a page that bookmark is pointing to. If bookmark is not pointing to a page, it won't insert anything.
        - Page First Text Line -
2. **Pages Range**. This selects the page(s) used in the bookmark creation.
    1. **All**. All pages will be used.
    2. **Selected Pages**. Only selected pages will be used.
    3. **Current Page**. Only the current page will be used.
    4. **Pages**. Individual pages are indicated by their numbers beginning with 1. Sequential page range 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.

Add Text to Bookmark Title

The **Add Text To Bookmark Title** operation is used to insert text before and after original bookmark titles. Insert any plain text, or use available macros to add specific "dynamic" text, such as current date and time, page that particular bookmark points to, page label, bookmark index etc.
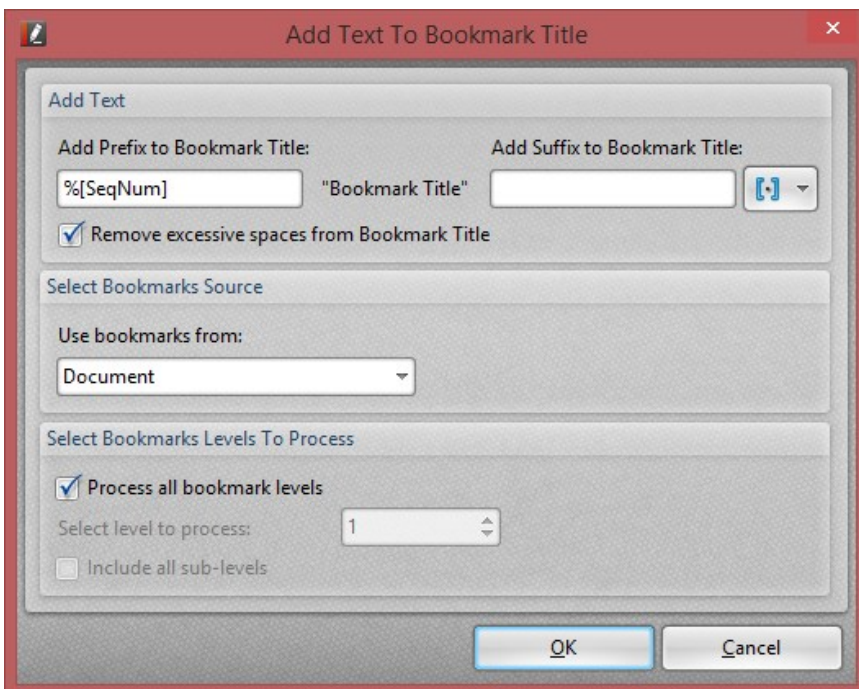
1. **Add Text.** Select prefix and suffix to add to the bookmark title.

    1. **Add Prefix to Bookmark Title.** Input prefix text that will be inserted before the original title. Enter any plain text, or click macro button at the right and select desirable macro(s) in drop-down list to insert specific information.
    2. **Add Suffix to Bookmark Title.** Input suffix text that will be appended to the original title. Enter any plain text, or click macro button at the right and select desirable macro(s) in drop-down list to insert specific information.
    3. **Remove excessive spaces from original Bookmark Title.** Removes starting and ending space-symbols from original bookmark title. Also if there are more than 1 consecutive space-symbols within bookmark title, each such occurrence will be replaced to a single space.
    4. **Macro button**. To insert some specific information, such as date, time, bookmark index, page number that bookmark points to, number of bookmark etc., click macro button and use macros from a drop-down list. For instance, to insert current system time, click "Time" in drop-down menu and macro mask **%[Time]** will be inserted into active edit. On *OK* it will be replaced to current time and added as text to every bookmark in a range. As well, to add specific bookmark index in a bookmark tree - select "Hierarchical index" macro. Mask **%[HierIndex]** will be inserted into active edit and on *OK* it will be replaced to particular bookmark hierarchical index, depending on bookmark position in a tree, such as "1", "1.1", "1.2", "1.2.1", "1.2.4.6" etc.

        Some macros have additional parameters, that specify macro behavior or their representation and are set next to colon after the macro name (e.g. **%[SeqNum:0]**, *0* is parameter). For example, you can set time format to display only hours and minutes, avoiding seconds and so forth. You may combine as many different macros in both edits as you need. Full list of available macros and their parameters is available below in documentation.

        Available macros are:

- Hierarchical index - **%[HierIndex]** - inserts bookmark index in bookmark tree, depending on its location in there. For instance, 1.1 and 1.2 values stand for bookmarks of the second level that are 1st and 2nd in their parent, whose parent is 1st bookmark on the first level. As well, 1.2.4 stands for bookmark number 4 of bookmark with index 1.2 and so forth.
- Level of bookmark - **%[Level]** - inserts nesting level of bookmark in a bookmark tree.
- Index in parent - **%[IndexInPar]** - inserts bookmark index in its parent bookmark. If the bookmark is already on the 1st level (has no evident parents), inserts bookmark's sequential number in a bookmark tree among bookmarks of the 1st level.
- Sequential number - **%[SeqNum]** - inserts sequential number of every bookmark in a selected range, starting from 1 by default. Start number can be changed by passing custom number as a macro parameter after ':' , e.g. **%[SeqNum:0] %[SeqNum:100]** etc.
- Page number - **%[Page]** - inserts page number that bookmark is pointing to. If bookmark is not pointing to a page, it won't insert anything.*
- Named Destination - **%[Dest]** - inserts named destination that bookmark is pointing to. If bookmark is not pointing to destination, it won't insert anything.*
- Page Label - **%[Label]** - inserts page label of a page that bookmark is pointing to. If bookmark is not pointing to a page, it won't insert anything.*
- Web Link to Open - **%[URI]** - inserts a web URL if bookmark is pointing to any, otherwise it won't insert anything. **
- File to Open - **%[File]** - inserts a name of file if bookmark is pointing to any, otherwise it won't insert anything. **
- Document Title - **%[DocTitle]** - inserts a title of the current document.
- Number Of Pages - **%[PagesCount]** - inserts total number of pages in the current document.
- Date - **%[Date]** - inserts current system date. Date macro can be used with parameters after colon: y - year, M - month, d - day, e.g. **%[Date:yyyyMMdd]**. Date format depends on what parameters you have passed and on count of these parameters. If used without parameters, date will be formatted according to system settings. Date parameters are:

  y, yy - inserts two last numbers of current year, yyy, yyyy - inserts all numbers of current year.
  M,MM - inserts current month number, MMM - inserts shortened month name (e.g. Mar), MMMM - full month name (e.g. March)
  d, dd - inserts current calendar day number, ddd - inserts shortened day name (e.g. Wed), dddd - full name of the day (e.g. Wednesday).
  Also, you may use other symbols to separate one parameter from others (spaces, dashes, commas etc.) . For instance, macro %[Date: MMM dd, yy] can insert Mar 31, 15. Macro %[Date: dddd, MMMM dd] - will insert Wednesday, March 31.

- Time - **%[Time]** - inserts current system time formatted according to system settings. Time format can be changed using available parameters: hh - hours, mm - minutes, ss - seconds. Macro **%[Time: hh - mm - ss]** will insert 6 - 57 - 13, **%[Time: mm]** will insert only minutes.
- Environment variables - **%[Env:..]** - inserts selected environment variable value. Environment variable is passed as a parameter for **%[Env:..]** macro instead of "..". To insert necessary variable click Macro button - Environment variable - and select an item in displayed menu . Available variables are: ALLUSERSPROFILE, APPDATA, CommonProgramFiles, CommonProgramFiles(x86), CommonProgramW6432, COMPUTERNAME, HOMEDRIVE, HOMEPATH, LOCALAPPDATA, LOGONSERVER, OS, Path, PROCESSOR_ARCHITECTURE, ProgramData, ProgramFiles, ProgramFiles(x86), ProgramW6432, PUBLIC, SESSIONNAME, SystemDrive, SystemRoot, TEMP, TMP, USERDOMAIN, USERDOMAIN_ROAMINGPROFILE, USERNAME, USERPROFILE, windir.

* if bookmark has more than one page it points to, macro will insert information about the last of them. Also, if **%[Dest]** macro is selected and the last page that bookmark points to is not set by named destination, **%[Dest]** will insert nothing.
** if bookmark is pointing to more than one web link or more than one file to open, **%[URI]** and **%[File]** macros will insert the first web link and filename respectively.

2. **Select Bookmarks Source.** Adding text to bookmarks can be applied to all bookmarks, bookmarks of certain level(s), or to selected bookmarks, with (or without) sub-bookmarks, depending on what following options were selected.
3. **Select Bookmarks Levels To Process.** Choose bookmarks levels from Bookmark Tree which should be processed when adding text to bookmark title.

1. **Process all bookmark levels.** Process all bookmarks available in a document.
2. **Select level to process.** Allows you to specify bookmarks of certain level to be processed. (e.g. only *level 3*). This option requires unselected *Process all bookmark levels* feature. If you want to process all levels from certain to deepest (e.g. levels *3, 4, 5,.. to the deepest available*), select **Include sub-levels** checkbox.
3. **Include sub-levels** - allows you to process all bookmarks located on levels starting from specified level in **Select level to process** edit to the deepest. If level to process is 3, then with **Include sub-levels** option processing levels are *3, 4, 5, ... to the deepest available.*

# Convert Named Destinations To Regular Destinations

If a bookmark points to a destination, the **Convert Named Destinations To Regular Destinations** operation converts all Go-to actions with destinations to page numbers, to which points the destination.
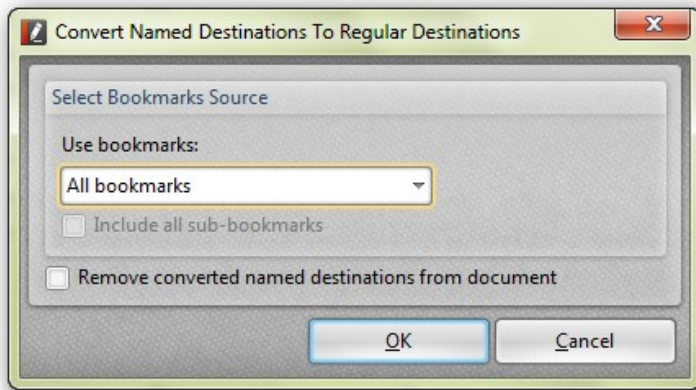
1. **Select Bookmark Source**. Defines the bookmarks which should be converted.
   1. **Use bookmarks**. Choose whether to convert all bookmarks or selected ones.
   2. **Include all sub-bookmarks**. If checked, it will convert sub-bookmarks as well.
2. **Remove converted named destinations from document**. Deletes all named destinations, which were converted to a bookmark's page number. Prior to deleting, this option is checking all locations, where the same named destination may be used. If that named destination is found in any other location (not converted bookmarks, links, document actions, etc.), it will not be removed from the list of all destinations.

Build Table of Contents

The **Build Table of Contents** operation inserts table of contents (TOC) into the currently opened document. The TOC is generated from the bookmarks tree by printing bookmarks titles as text. Links with action lists from the respective bookmarks are automatically added to the TOC entries. TOC appearance can be customized by selecting different font parameters.
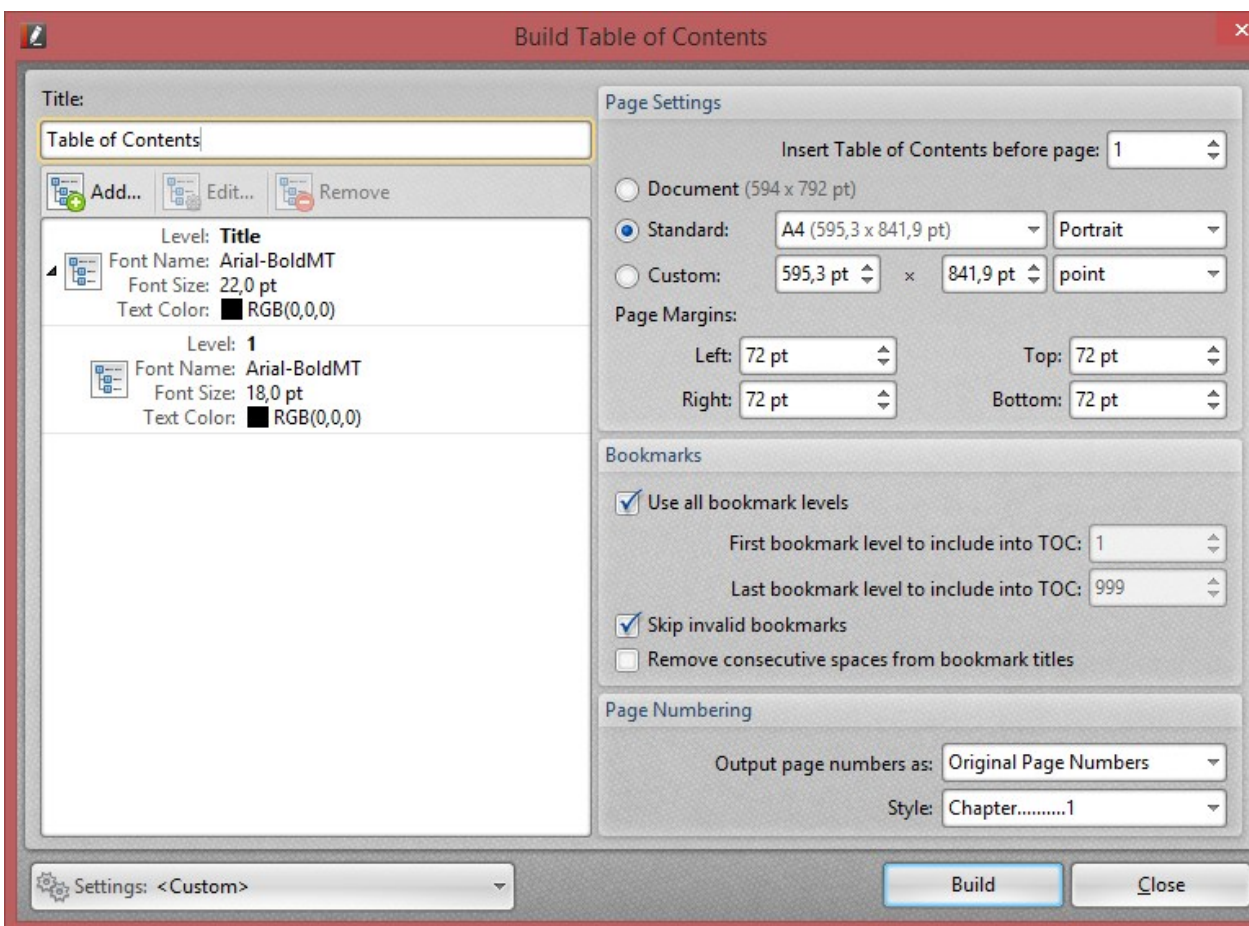
1. **Title.** Enter new title of the table of contents.
2. **Style Tree.** Specifies the styles of the hierarchical levels of the TOC entries. Note, that the Title style and the style of the first hierarchical level must be specified. The other levels which are not specified in the **Style Tree** will have the same style as the last entered level in the **Style Tree**.

   1. **Add...** Adds a new TOC hierarchical level font specification.
   2. **Edit...** Edit font specification of the currently selected TOC hierarchical level.
   3. **Remove.** Removes currently selected TOC hierarchical level font specification with all of it's children. Note, that Title level and the first level could not be removed.
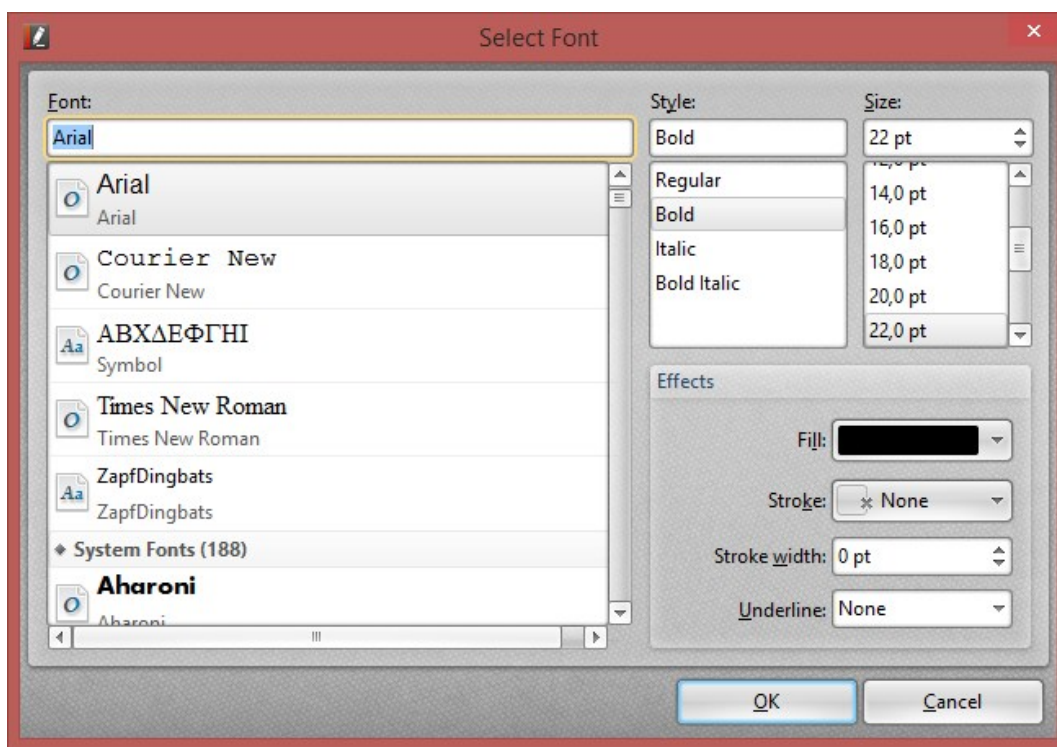
3. **Page Settings.** Select parameters of the new pages which will be created with the table of contents.

   1. **Insert Table of Contents before pages.** Select where the new TOC pages will be inserted.
   2. **Document.** The newly created pages will have the same size as document first page
   3. **Standard.** Select one of the predefined page sizes and it's orientation.
   4. **Custom.** Select custom page size.
   5. **Page Margins.** Enter text margins on the newly created pages.

      1. **Left.** Enter left text margin.
      2. **Right.** Enter right text margin.
      3. **Top.** Enter top text margin.
      4. **Bottom.** Enter bottom text margin.

4. **Bookmarks.** Select which bookmarks to include into TOC entries creation.

   1. **Use all bookmark levels.** Generate TOC from all of the bookmarks from the Bookmark Tree.
   2. **First bookmark level to include into TOC.** Select first bookmark level from the Bookmark Tree to include into TOC entries.
   3. **Last bookmark level to include into TOC.** Select last bookmark level from the Bookmark Tree to include into TOC entries.
   4. **Skip invalid bookmarks.** Skip bookmarks which have no GoTo actions or have invalid titles.
   5. **Remove consecutive spaces from bookmark titles.** Remove consecutive spaces from bookmark titles when getting them from the Bookmark Tree structure.

5. **Page Numbering.** Select how to number pages of the new TOC entries.

   1. **Output page numbers as.** Choose how to display page numbers in the TOC entries. It could either be a GoTo action page number, or a page label (if that page has one), or a bates numbering used on that page (if that page has one).
   2. **Style.** Choose one of the given separator styles for the TOC entries.

6. **Settings.** Allows you to save current settings and manage presets.

Sort Bookmarks

The **Sort Bookmarks** operation is used to sort bookmarks into desired order. The operation provides two methods of sorting: alphabetical and based on the referencing page number. Bookmarks can be sorted on different levels with or without child bookmarks.
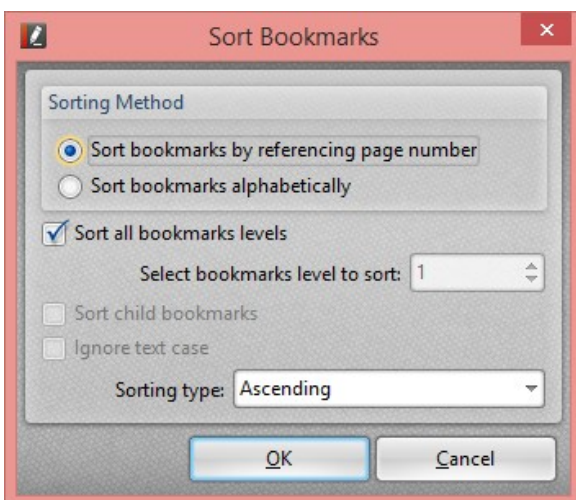

1. **Sorting Method.** Specifies method of sorting

    1. **Sort bookmarks by referencing page number.** Use referencing page numbers to sort bookmarks in desired order. Note that this option uses last GoTo action from the bookmarks action list.
    2. **Sort bookmarks alphabetically.** Use bookmark titles to sort bookmarks in desired order.

2. **Sort all bookmarks levels.** Choose whether to sort all of the bookmarks from bookmarks tree.
3. **Select bookmarks level to sort.** Enter bookmark level that needs to be sorted.
4. **Sort child bookmarks.** Choose whether to sort child bookmarks starting from the selected level.
5. **Ignore text case.** Choose whether to ignore text case when sorting alphabetically.
6. **Sorting type.** Choose whether to sort by ascending or descending order based on the sorting method.

Validate Bookmarks

The **Validate Bookmarks** operation is used for checking bookmarks titles and action lists for possible invalid parameters and errors.
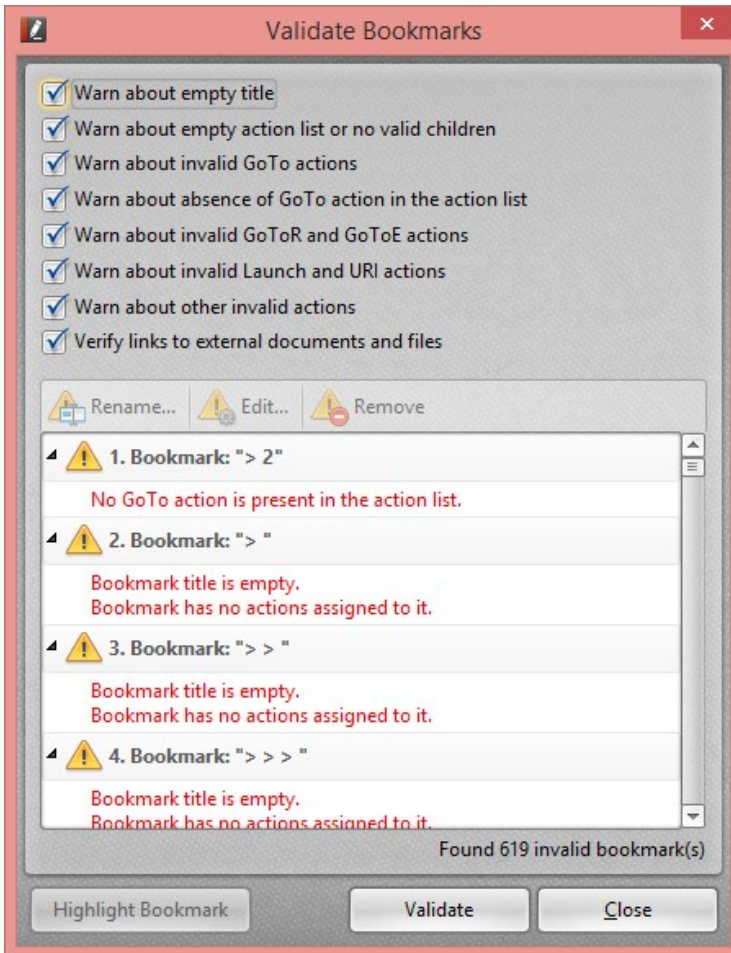
1. **Warn about empty title.** Search for bookmarks which have empty title.
2. **Warn about empty action list or no valid children.** Search for bookmarks with empty action lists or when action lists don't have any valid children.
3. **Warn about invalid GoTo actions.** Search for invalid GoTo actions inside bookmarks action lists.
4. **Warn about absence of GoTo actions in the action list.** Search for bookmarks which do not have at least one GoTo action.
5. **Warn about invalid GoToR and GoToE actions.** Search for bookmarks with GoToR and GoToE actions which do not have proper file names in their data.
6. **Warn about invalid Launch and URI actions.** Search for bookmarks with empty URI or Launch actions.
7. **Warn about other invalid actions.** Search for bookmarks which have other invalid actions in their action lists.
8. **Verify links to external documents and files.** Verify GoToR and Launch actions file names for physical existence on hard drive.
9. **Invalid Bookmarks List.** Displays found invalid bookmarks based on the validation criteria. After the modification of the invalid bookmarks title and/or action list selected bookmark goes through the validation process one more time.

   1. **Rename...** Change title of the selected bookmark.
   2. **Edit...** Edit action list of the selected bookmark.
   3. **Remove.** Remove selected bookmarks from the Bookmark Tree in the current document. Note, that

bookmark is physically deleted from the Tree, not just from the **Invalid Bookmarks List**. The invalid bookmarks can be removed with or without children. When removing the invalid bookmarks without children, their respective children are moved to the same level where their parents were.

10. **Highlight Bookmark.** Highlights invalid bookmark inside the current documents Bookmark Tree.

Export Bookmarks To HTML File

The **Export Bookmarks To HTML File** operation exports the bookmarks to a file with HTML format. The hierarchy is saved.
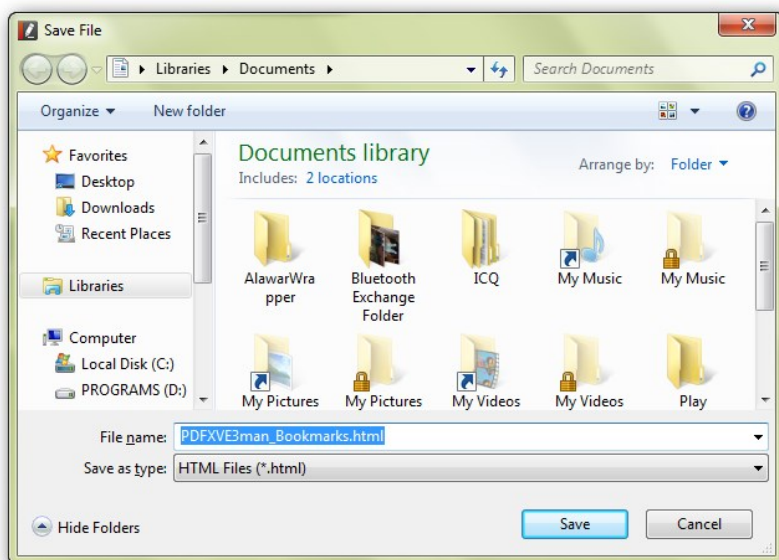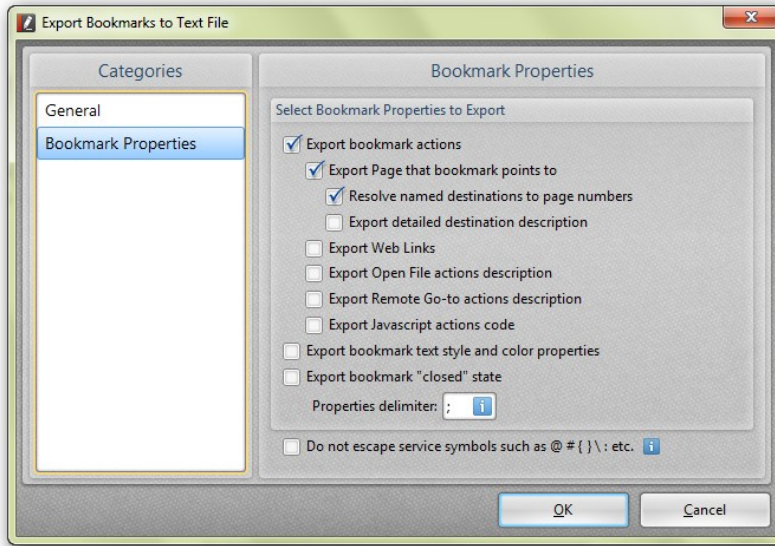
Export Bookmarks to Text File

The **Export Bookmarks to Text File** operation exports the bookmarks into the text file. It is possible to export all, selected bookmarks or only those which perform hyperlink actions. The output file can be saved using PDF-document filename or a file name and destination folder determined by a user.
Except for the bookmarks, the bookmark properties can also be exported.
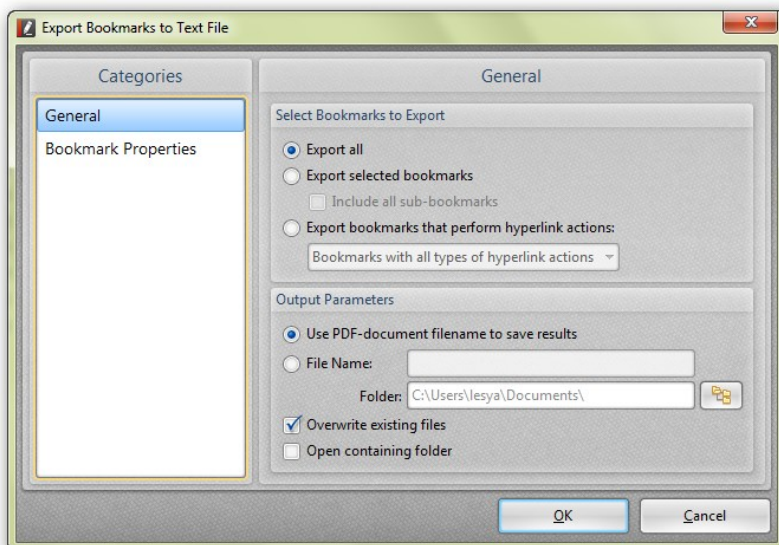
1. **Select Bookmarks to Export**. Specifies which bookmarks will be exported.
   1. **Export all**. Exports all bookmarks.
   2. **Export selected bookmarks**. Exports bookmarks which are selected with the mouse cursor on the Bookmarks pane.
   3. **Include all sub-bookmarks**. If checked, it will export sub-bookmarks as well.
   4. **Export bookmarks that perform hyperlink actions**. Exports only those bookmarks which perform hyperlink actions. The following options are given to specify this parameter:
   - Bookmarks with all types of hyperlink actions
   - Bookmarks with Go-to Page actions
   - Bookmarks with Open File actions
   - Bookmarks with Open Web Link actions
   - Bookmarks with Go-to Remote actions
   - Bookmarks with Javascript actions

2. **Output Parameters**. Specifies the parameters of the output file.
   1. **Use PDF-document filename to save results**.
   2. **File name**. Specifies the name of the output file. You may enter any valid file name you like.
   3. **Folder**. Selects the destination folder to receive the image files. Note that you may not simply type in the destination folder. Clicking the **Browse** button opens the **Browse for Folder**.
   4. **Overwrite existing files**. If checked, it will overwrite the existing files.
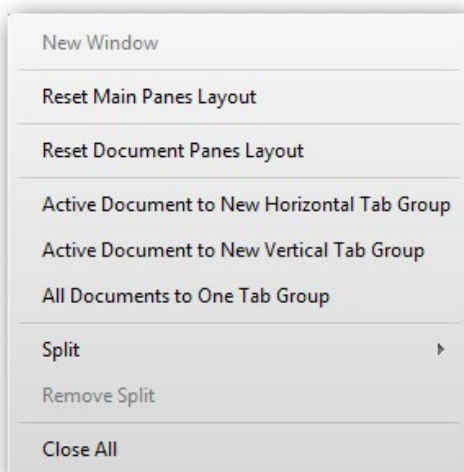   5. **Open containing folder**. If checked, it will open the folder with result files after saving.

1. **Select Bookmark Properties to Export**. Specifies the bookmark properties which will be exported.
    1. **Export bookmark actions**. Exports bookmark actions to the output file.
        1. **Export Page that bookmark points to**. Exports the specified page to which points the bookmark.
            1. **Resolve named destinations to page numbers**.
            2. **Export detailed destination description**.
        2. **Export Web Links**. Exports the web links to which point the bookmark.
        3. **Export Open File actions description**. Exports
        4. **Export Remote Go-to actions description**. Exports
        5. **Export Javascript actions code**. Exports the Javascript code attached to the bookmark.
    2. **Export bookmark text style and color properties**. Exports the bookmark appearance properties determined by a user.
    3. **Export bookmark "closed" state**.
    4. **Properties delimiter**.
2. **Do not escape service symbols such as @ # { } \ : etc**. If checked, it will not escape the specified service symbols. This function is not recommended if the output file will be used with "Generate Bookmarks From text File" feature in future.

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
Reset Main Panes Layout
Reset Document Panes Layout
Active Document to New Horizontal Tab Group
Active Document to New Vertical Tab Group
All Documents to One Tab Group
Split ▸
Remove Split
Close All

1. **New Window**. **N.B. This function was not available at the time of writing of this documentation revision.**
2. **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.).
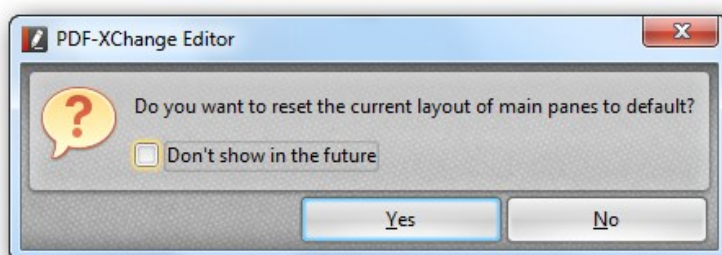
3. **Reset Document Panes Layout**. Resets the current position and size of document panes to default, removing all changes. Document panes are those which are closed simultaneously with the document (e.g. Bookmarks, Thumbnails, etc.).
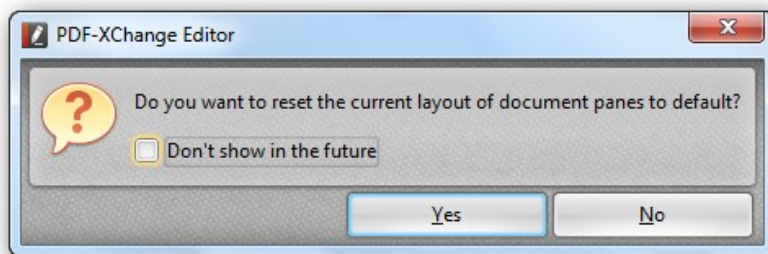
4. **Active Document to New Horizontal Tab Group**. Places the active document to the right side of a

horizontal tab group.
5. **Active Document to New Vertical Tab Group**. Places the active document at the bottom of a vertical tab group.
6. **All Documents to One Tab Group**. Arranges all open documents to one tab group.
7. **Split**. Allows you to arrange the Minitab windows.

    1. **Horizontal Split**. Arranges all open Minitab windows horizontally so they fit next to each other on the desktop and do not overlap.
    2. **Vertical Split**. Arranges all open Minitab windows vertically so they fit next to each other on the desktop and do not overlap.

8. **Remove Split**. Removes the window split.
9. **Close All**. Closes all the open PDF files.

For more information about panes and windows, please see **here.**
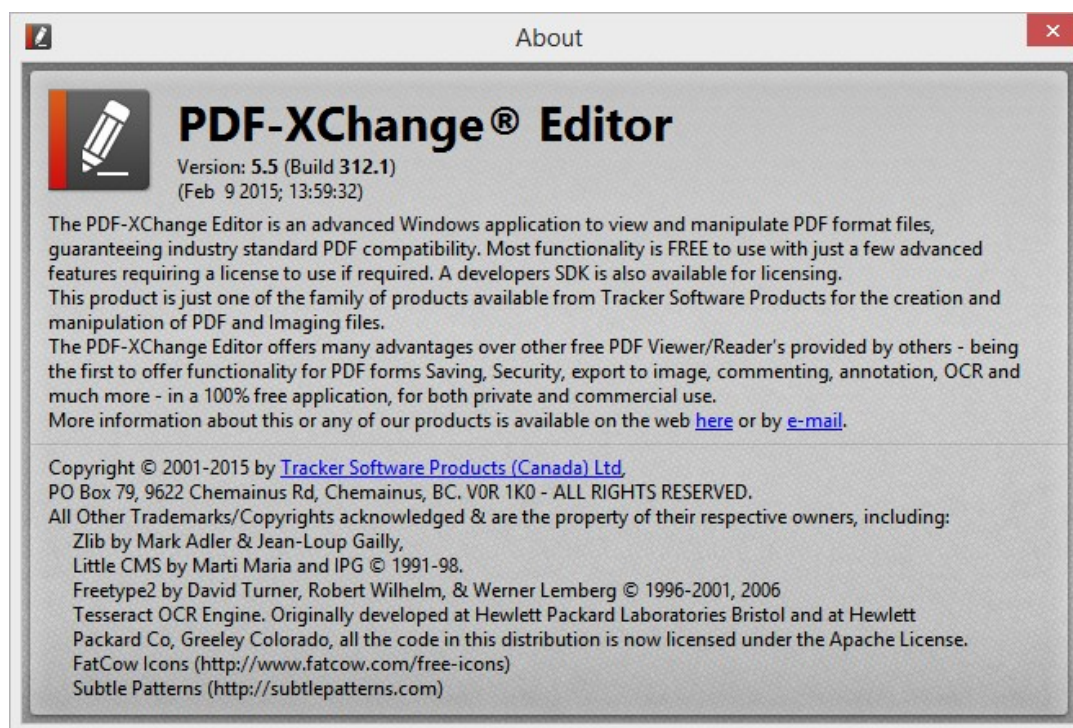
Help

Help opens the Help menu.
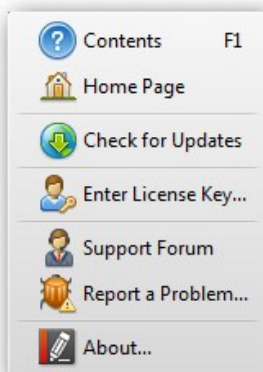
1. **Contents**. Opens this help file.
2. **Home Page**. Takes you to the **Tracker Software Products** website.
3. **Check for Updates**. Will check for new updates.
4. **Enter License Key...**. Clicking this opens the **Registration** tab from the **Preferences...**.
5. **Support Forum**. Opens a link to the Tracker Software Products, Ltd. support forums. Please 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.
6. **Report a Problem...**. Opens a dialog to permit you to report a problem directly to **Tracker Software Products, Ltd.** by email:
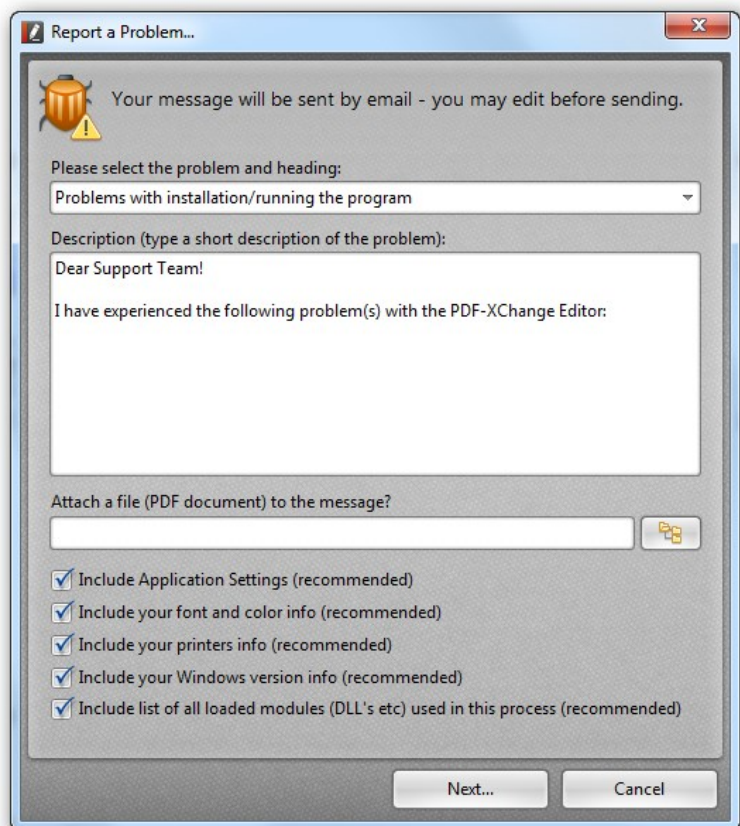
Please ensure you include all relevant info in your message and whenever possible leave all the options above checked.

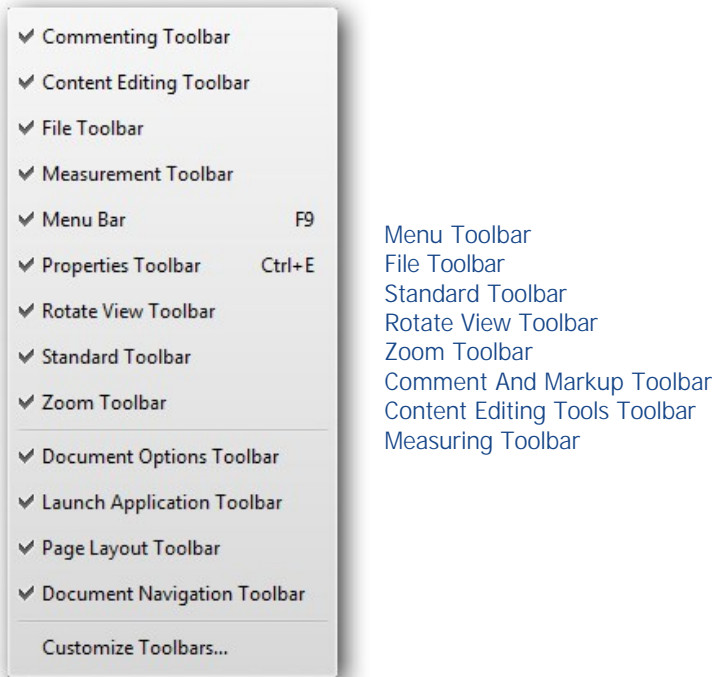**A sample PDF file is usually an essential item in any problem report!**

7. **About...**. Opens a dialog box that displays version and license information for the PDF-XChange Editor.

About

PDF-XChange® Editor

Version: 5.5 (Build 312.1)
(Feb 9 2015; 13:59:32)

The PDF-XChange Editor is an advanced Windows application to view and manipulate PDF format files, guaranteeing industry standard PDF compatibility. Most functionality is FREE to use with just a few advanced features requiring a license to use if required. A developers SDK is also available for licensing.
This product is just one of the family of products available from Tracker Software Products for the creation and manipulation of PDF and Imaging files.
The PDF-XChange Editor offers many advantages over other free PDF Viewer/Reader's provided by others - being the first to offer functionality for PDF forms Saving, Security, export to image, commenting, annotation, OCR and much more - in a 100% free application, for both private and commercial use.
More information about this or any of our products is available on the web here or by e-mail.

Copyright © 2001-2015 by Tracker Software Products (Canada) Ltd,
PO Box 79, 9622 Chemainus Rd, Chemainus, BC. V0R 1K0 - ALL RIGHTS RESERVED.
All Other Trademarks/Copyrights acknowledged & are the property of their respective owners, including:
Zlib by Mark Adler & Jean-Loup Gailly,
Little CMS by Marti Maria and IPG © 1991-98.
Freetype2 by David Turner, Robert Wilhelm, & Werner Lemberg © 1996-2001, 2006
Tesseract OCR Engine. Originally developed at Hewlett Packard Laboratories Bristol and at Hewlett Packard Co, Greeley Colorado, all the code in this distribution is now licensed under the Apache License.
FatCow Icons (http://www.fatcow.com/free-icons)
Subtle Patterns (http://subtlepatterns.com)

Toolbars Area

The **Toolbars** area hosts all but the Navigation Bar.

1. To bring up the Toolbars menu which selects or deselects the following toolbars, go to the **Customize Toolbars...** from **View menu|Toolbars**:

✔ Commenting Toolbar	
✔ Content Editing Toolbar	
✔ File Toolbar	
✔ Measurement Toolbar	
✔ Menu Bar F9	
✔ Properties Toolbar Ctrl+E	
✔ Rotate View Toolbar	
✔ Standard Toolbar	
✔ Zoom Toolbar	
✔ Document Options Toolbar	
✔ Launch Application Toolbar	
✔ Page Layout Toolbar	
✔ Document Navigation Toolbar	
Customize Toolbars...	

Menu Toolbar
File Toolbar
Standard Toolbar
Rotate View Toolbar
Zoom Toolbar
Comment And Markup Toolbar
Content Editing Tools Toolbar
Measuring Toolbar

2. **Customize Toolbars...**. Modifies the Toolbars according to a user's individual requirements. There are two tabs here:

   1. **Toolbars**. Allows you to select or deselect the given toolbars and also create the new ones.
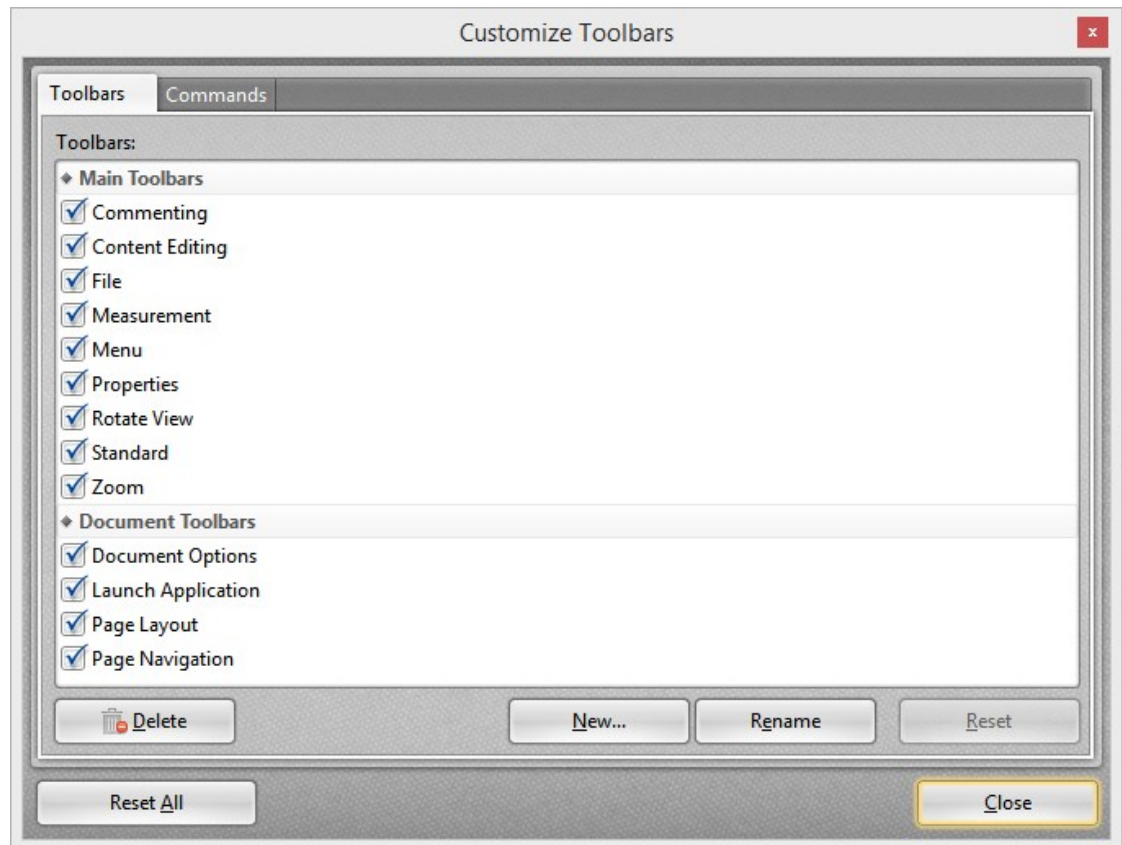
1. **New…**. Allows you to create a new toolbar.
2. **Delete.** Deletes the selected toolbar
3. **Rename.** Renames the selected toolbar.
4. **Reset**. Changes all current settings into default ones.

2. **Commands**. Allows you to add commands to the toolbars or menus.
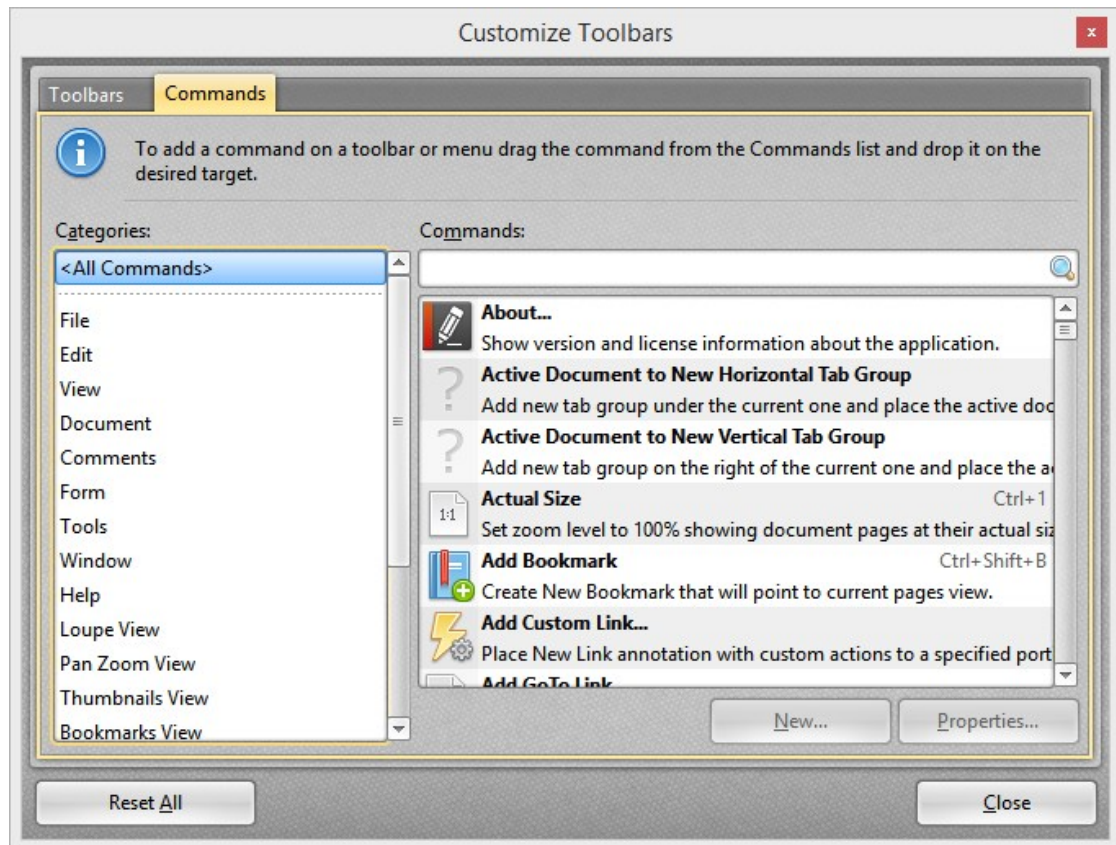
1. **New**. N.B. This function was not available at the time of writing of this documentation revision.
2. **Properties…**. Opens a Command Properties dialog.
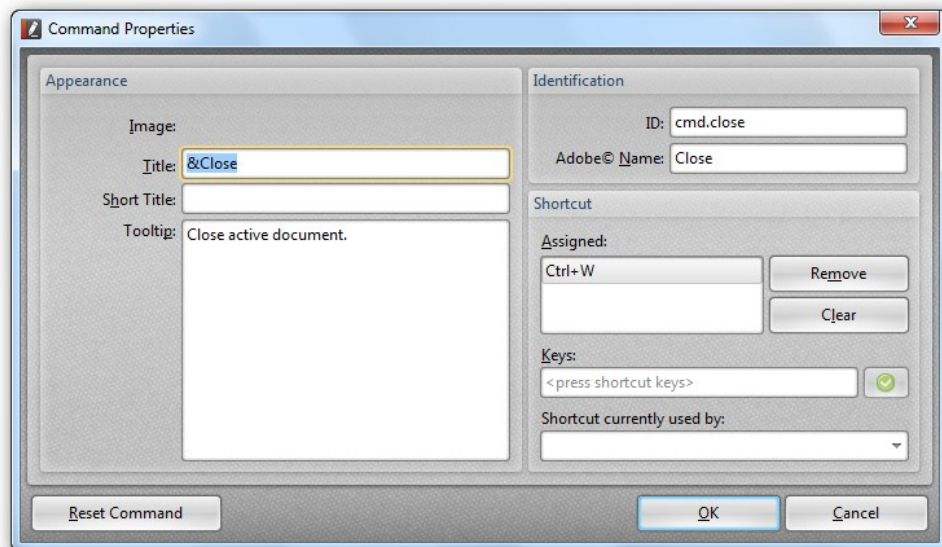
1. **Appearance**. Displays the appearance of a specific command: **Image, Title, Tooltip, Status Text, and Short Title**.
2. **Identification**. Displays the identification of a specific command like the **ID** number, **Name** and **Name (c) Adobe**.
3. **Shortcut**. Allows you to add a new shortcut or to change the existing one.
   If the shortcut you want to use is already assigned for some other command, it will create a conflict.
   You'll be warned about the existence of any conflicts by the message under the **Keys** field.
   Clicking the **Remove** button changes the current shortcut into the default one.

Clicking the **Clear** button deletes the shortcut.

Menu Toolbar
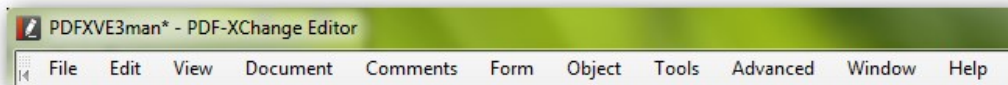
See **Main Menu** section.

File Toolbar

1. Clicking the **Open** button opens the **Open…** dialog box. Clicking the down arrow opens the **Recent Files** drop list.
2. Clicking the **Save** button saves the modified file, as per the **Save** menu item.
3. Clicking the **Print…** button (Printer icon) opens the **Print** dialog.
4. Clicking the **From Scanner**… button (Scanner icon) opens the **Scan Properties** dialog.
5. Clicking the **Send by E-mail** button (mail icon) opens the **Send by E-mail** dialog.
6. Clicking the **Previous View** or **Next View** button moves to the previous or next view.
7. Clicking the **Undo**, **Redo** buttons control the last editing changes made to the document.

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.

Standard Toolbar

1. Clicking the Hand Tool button switches to the **Hand Tool**.
2. Clicking the Snapshot Tool button switches to the **Snapshot Tool**.
3. Clicking the Select Tool button switches to the **Select Tool**.

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.

Rotate View Toolbar

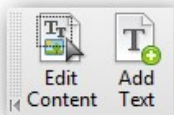Clicking the Rotation buttons rotates the PDF view clockwise or counterclockwise 90 degrees. You can move a toolbar to a new location in or out of the toolbar area. To move a toolbar you should grab it at the left edge and move to the necessary place. If you drag a toolbar out of the toolbar area, a floating toolbar will be created.

Zoom Toolbar

1. 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.
2. Clicking the **Fit Page** button fits the entire PDF page within the borders of the view pane.
3. 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.
4. The **Zoom drop box** may be used to select standard zoom settings or to enter any zoom percentage you need.
5. Clicking the **Zoom In Tool** button increases the Zoom percentage of the selected area.
6. Clicking the **Zoom In** button increases the Zoom percentage.
7. 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.

Comment And Markup Toolbar

These tools are used to Add or Edit Comments including Text, Drawn Objects, Images, Sound etc.

See the **Comment And Markup Tools** 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.

Content Editing Tools Toolbar

1. Clicking the **Edit Content Tool** button allows you to move or resize the content items like images or text blocks and edit text in them.
2. Clicking the **Add Text** button allows you to add the text to a pdf document.

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.

Measuring Toolbar
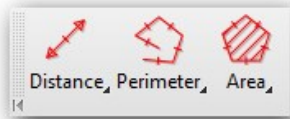
1. Clicking the Distance Tool button switches to the **Distance Tool**.
2. Clicking the Perimeter Tool button switches to the **Perimeter Tool**.
3. Clicking the Area Tool button switches to the **Area Tool**.

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.

Navigation Bar

The **Navigation Toolbar** controls permit moving about in the document. The arrows move by pages.

1. **Options**. Displays the following menu:
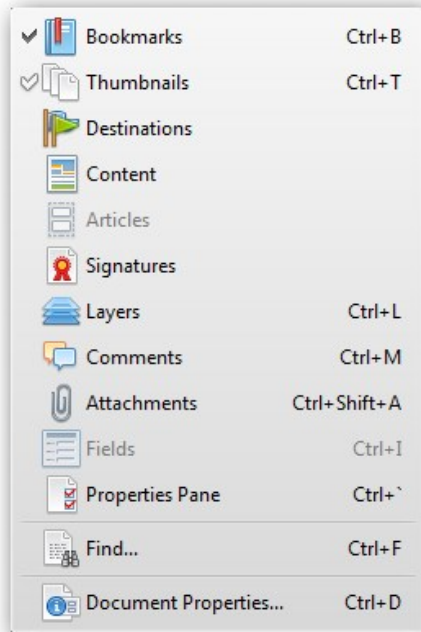
   1. **Bookmarks**. Opens a pane with the list of bookmarks.
   2. **Thumbnails**. Shows the thumbnails pane which allows selecting pages and performing operations.
   3. **Destinations**. Opens a pane with a list of destinations.
   4. **Content**. Selecting this option opens a pane within the PDF display area that displays the content.
   5. **Articles**. Selecting this option opens a pane within the PDF display area that displays the articles.
   6. **Signatures**. Selecting this option opens a pane within the PDF display area that displays the list of digital signatures added to the PDF document.
   7. **Layers. Correspond to what Adobe® calls "Optional** content." Selecting this option opens a pane at the top of the PDF display area that displays the optional content layers.
   8. **Comments**. Displays a list of comments, annotations and markups.
   9. **Attachments**. Opens 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.
   10. **Fields. Are found within Adobe® Acrobat® Forms.** Selecting this option opens a pane at the top of the PDF display area that displays the Form fields.
   11. **Properties Pane**. Shows or hides a pane with properties of the selected object.
   12. **Find...**. Allows you to locate specific text within the currently selected PDF document.
   13. **Document Properties...**. Opens a dialog to display additional information about the PDF document. See **Document Properties**.
2. **First Page** button moves the view to the top of the first page of the document. If you are on the first page, this option is disabled.
3. **Previous Page** button moves the view to the top of the previous page of the document. If you are on the first page, this option is disabled.
4. **Next Page** button moves the view to the top of the next page of the document. If you are on the last page, this option is disabled.
5. **Last Page** button moves the view to the top of the last page of the document. If you are on the last page, this option is

disabled.
6. **Back** button 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.
7. **Forward** button moves to the next view. If you are on the last view, this option is disabled.
Single Page button 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.
8. **Continuous** button may display parts of two or more pages simultaneously.
9. **Two Pages** button displays pages side by side in pairs, but only two pages may be scrolled.
10. **Two Pages Continuous** button displays pages side by side and more than two pages may be scrolled.

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.
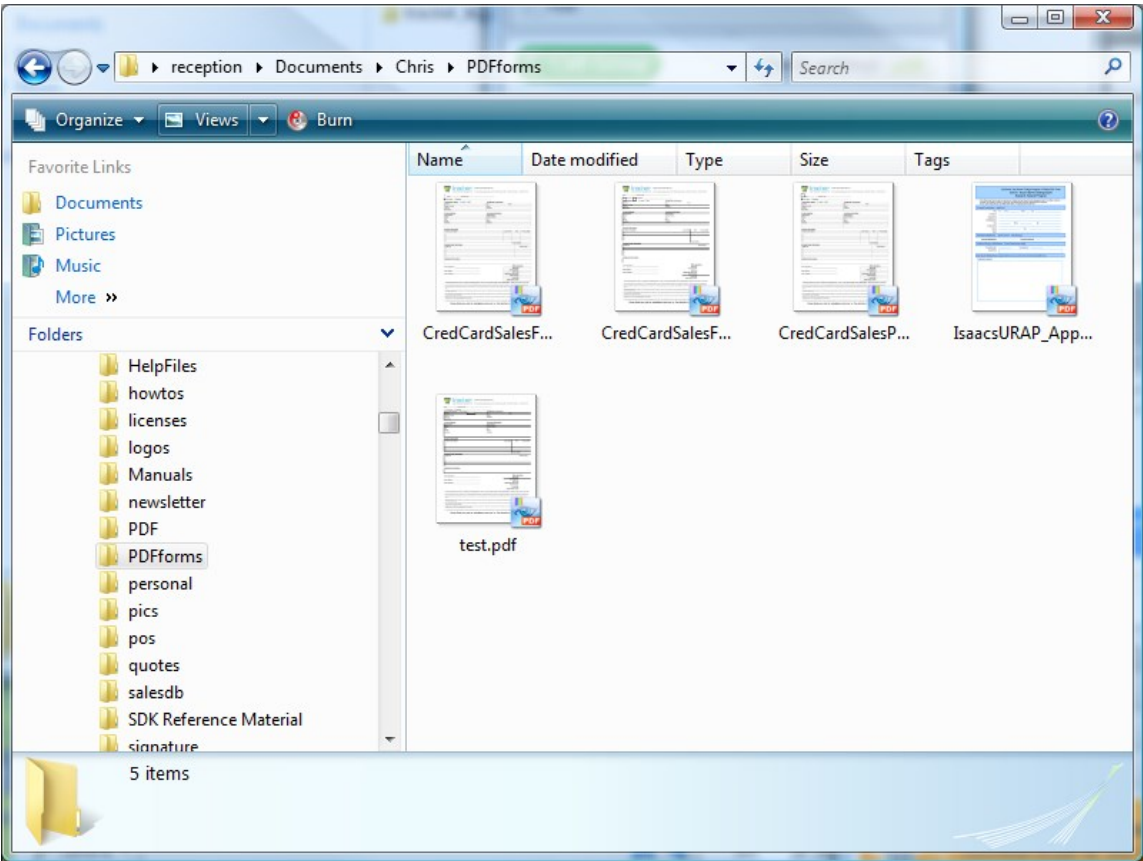
iFilter

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.
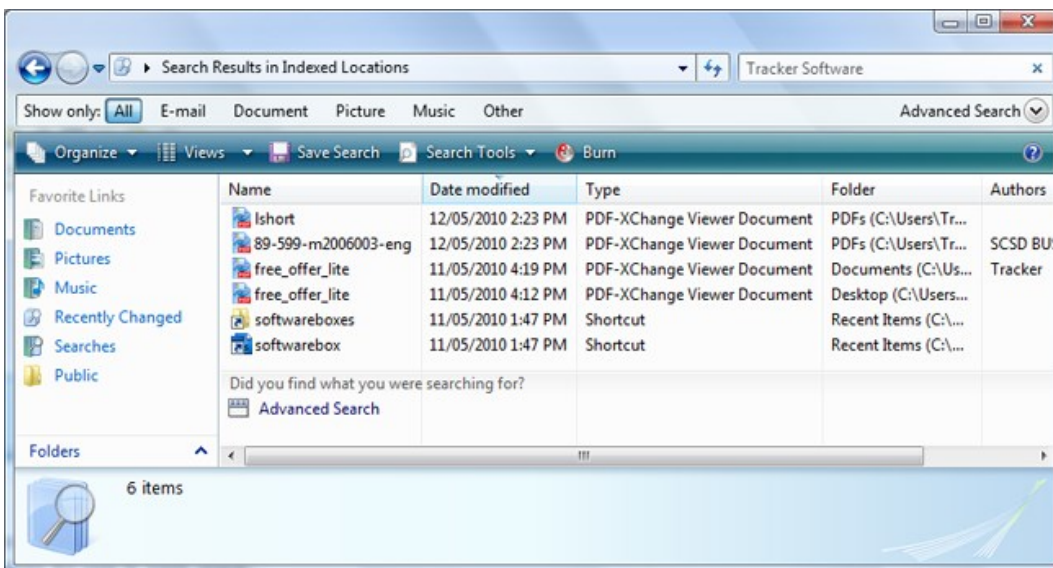
Key Benefits:

- 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.

Tracker Update

The **Tracker Update** helps you ensure the PDF-XChange products are up to date quickly and easily. It is installed in the process of PDF-XChange Editor installation.

The Tracker Update runs automatically, due to the schedule, or manually from the PDF-XChange Editor Help menu or from computer Start menu. After it is activated, you may find it in the System Trey. At the start the updater automatically searches for new available versions of our products and of the updater itself.
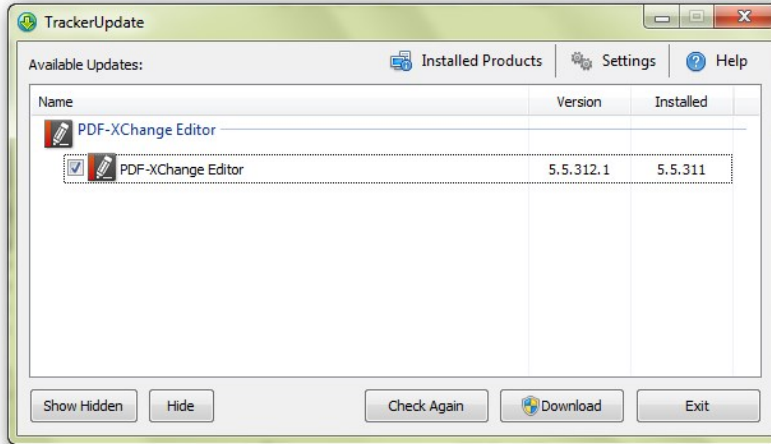
At the main window the available updates are displayed.

1. **Installed Products**. Opens the list of installed PDF-XChange products.
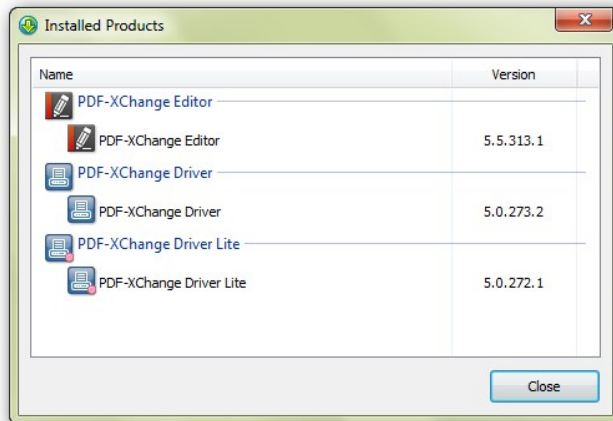
2. **Settings**. Adjusts the proxies settings for accessing the Internet, schedule check for updates and showing or hiding the incompatible updates.
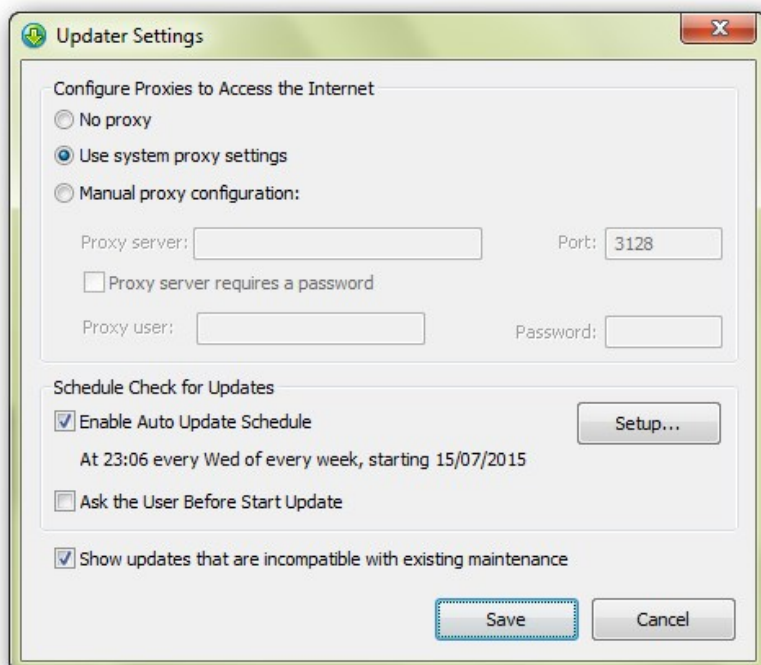
1. **Configure Proxies to Access the Internet**. Determines the type of proxy for accessing the Internet. Available choices are:
    1. **No proxy**. Proxy will not be used.
    2. **Use system proxy settings**. The existing system proxy settings will be used for accessing the Internet.
    3. **Manual proxy configuration**. This setting allows you to enter the proxy server name and the port number manually. It is also possible to set an access to proxy server using a password. To specify a password, check the **Proxy server requires a password** field, then enter a **Proxy user** name and a **Password** into the corresponding boxes.
2. **Schedule Check for Updates**. Sets the computer to look for available updates due to a determined schedule.
    1. **Enable Auto Update Schedule**. If checked, it will automatically search for updates at the time, determined by the schedule. To set or change the Auto Update Schedule, click the **Setup...** button.
    2. **Ask the User Before Start Update**. If checked, the user will be asked before starting new updates.
3. **Show updates that are incompatible with existing maintenance**. If you own a licensed program, there is a certain maintenance period when the program is updated for free. There are several new versions of the PDF-XChange Editor available within that period. After the maintenance period is finished, you should not update the Editor. Otherwise it will lose its license and start working in an **Evaluation** mode. Checking this flag allows you to see the hidden updates, but we recommend you to be careful using this feature.
3. **Help**. Opens the Help Manual page.
4. **Show Hidden**. Shows the hidden updates.
5. **Hide**. If there are checked updates in the list, clicking this button will hide them.
6. **Check Again**. Looks for available updates.
7. **Download**. If an update is chosen, clicking this button will download and install it to your computer.
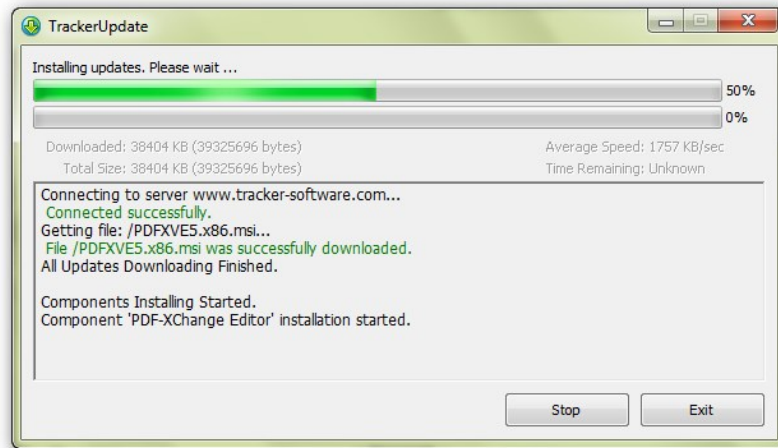
8. **Exit**. Exits the Tracker Update.

Command Line Arguments

-RegServer Command

Name:
-RegServer
Description:
Registers COM Server.

-UnregServer Command

Name:
-UnregServer
Description:
Unregisters COM Server.

-Automation Command

Name:
-Automation
Description:
Starts up as an OLE automation server.

-Embedding Command

Name:
-Embedding
Description:
Starts up to edit an embedded OLE item.

-Silent Command

Name:
-Silent
Description:
Silent mode (actions are performed without user's confirmation).

-CheckUpdates Command

Name:
-CheckUpdates
Description:
Checks for new updates and launches them automatically.

-AskBeforeUpdate Command

Name:
-AskBeforeUpdate
Description:
Asks a user for permission to run the automatic update.

-ShowExpiration Command

Name:

-ShowExpiration

Description:

Shows expiration updates, that do not fit into the maintenance period of a product.

-ConnectionType:DIRECT Command

Name:

-ConnectionType:DIRECT

Description:

Type of connection to the Internet. Available values: DIRECT, EXPLORER, PROXY.

-ProxyHost:"http://updateralt.test/" Command

Name:

-ProxyHost:"http:"

Description:

Settings for proxy server, IP or host for connection.

-ProxyUser:"Zeus" Command

Name:

-ProxyUser:"Zeus"

Description:

User's login for authorization on a proxy server.

-ProxyPassword:"password" Command

Name:

-ProxyPassword:"password"

Description:

A password for authorization on a proxy server.

-ProxyPort:8080 Command

Name:

-ProxyPort:8080

Description:

Port of a proxy server.

-CacheTimeout:300 Command

Name:

-CacheTimeout:300

Description:

Time in seconds of information relevance of cached files.

-BaseConfig:"http://updater.test/TrackerUpdater.xml" Command

Name:

-BaseConfig:"http://updater.test/TrackerUpdater.xml"

Description:

Base URL for reviewing updates.

-BaseRef:"http://updateralt.test/" Command

Name:

-BaseRef:"http://updateralt.test/"

Description:

Base URL for reviewing updates.

-DebugLevel:1 Command

Name:

-DebugLevel:1

Description:

Output mode of debugging information to debug.log {0..4}. If the value is not "0", a **Detailed Log Window**... menu option is available in the system menu of the Updater.

-Language:[uk-UA] Command

Name:

-Language:[uk-UA]

Description:

Sets the initial interface language.

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