Welcome to PDF Studio 2022

PDF Studio - Affordable, Powerful PDF Software for Windows, Mac, & Linux.

PDF Studio™ is an all-in-one, easy to use PDF editor that provides all PDF features needed at a fraction of the cost of Adobe® Acrobat® and other PDF editors. PDF Studio maintains full compatibility with the PDF Standard.

PDF Studio allows you to:

- Create PDFs from scratch, scanned documents, MS Word, MS Excel, MS PowerPoint, Text, and Image files
- Merge, Split & Assemble Documents
- Annotate PDFs with Comments and Text Markups
- Fill In & Save PDF Forms
- Secure Documents with Passwords and Permissions
- Add Bookmarks, Watermarks, Headers and Footers
- Create and edit Form Fields `Pro`
- Add text to a document using OCR (Text Recognition)
- Edit PDF content directly (Text, Images, Shapes) `Pro`
- Digitally Sign PDFs `Pro`
- Redact content from any document including images `Pro`
- Batch Process Multiple PDFs at once `Pro`
- Precision Measuring Tools including Distance, Perimeter and Area
- Validate and convert PDF documents to meet PDF/A ISO standards `Pro`
- and much more!

PDF Studio uses Qoppa Software's proprietary technology to view and modify PDF files. It is platform independent and can run on Windows, Mac OS X, and Linux. Simply download, install, and start working with PDF files immediately.

Customer Support

Users who have purchased PDF Studio receive free online and e-mail only technical support.

Online

PDF Studio Online Knowledge Base or **Help Tab > Knowledge Base**

Contains step-by-step tutorials as well as answers to most common questions on just about anything you would need for PDF Studio.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Within PDF Studio

Contact us from within PDF Studio by going to **Help Tab > Email Support** and sending us an email or question. This is the most effective way for us to assist you as it will provide us a copy of the PDF Studio error logs which will help us to resolve any problems you may have.

Email

studiosupport@qoppa.com

Only e-mail Technical Support directly if you encounter problems while using PDF Studio and are unable to send us an e-mail from within PDF Studio as listed above. When you contact us, please have a clear description of the problem, PDF Studio version, name and version of your operating system, as well as include any documents or screenshots showing the issue. To find the PDF Studio version and serial number, start PDF Studio and select About PDF Studio from the Help tab.

Release notes

For documentation updates and release notes, refer to our knowledge base here (PDF Studio 2022 change log)

System Requirements

Installation requirements

- 400 MB free hard disk space (OCR language packs will require additional space)
- Internet connection for product activation, internet services (i.e. Google Drive, DocuSign, etc..), OCR languages, and product updates
- Pointing device and keyboard

Minimum Hardware requirements

- 1024 MB free RAM (system memory)
- Screen resolution minimum 1024 x 768 (higher is highly recommended)

Operating systems

	Platform	Download	Instructions
	Windows 11, Windows 10, Windows 8 & 8.1, Windows 7	Windows 64-Bit	Windows Instructions
	11 (Big Sur), macOS X: 10.15 (Catalina) 10.14, 10.13	MacOS Download	Mac OS X Instructions
	Mint, Ubuntu, Elementary OS, Fedora, Arch Linux, Debian, OpenSuse, CentOS, etc… Not sure which Linux?	Linux 64-bit Download	Linux Instructions
	Linux 32-bit & Other Unix* – Raspbian (Raspberry Pi), AIX, Solaris Intel, Solaris Sparc, HP-UX*Native features (OCR, scanning) not available in Unix.	Unix Download	Unix Instructions

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

PDF Studio Installation Instructions

Follow the instructions below to install PDF Studio based on your specific operating system.

NOTE: *It is recommended that the installer is located on the actual machine rather than a mapped / shared drive.*

Windows Instructions:

- Instructions
  - After downloading, double-click PDFStudio_win64.exe.

Mac OS X Instructions:

- Instructions
  - Double click on the installation file PDFStudio_mac64.dmg to mount the disk image, then double click on the mounted image
  - Finally double click on the installer PDF Studio Installer.

Linux Instructions:

- Instructions
  After downloading the installer, open a Terminal window and type the following two commands:
  - "cd Downloads" or replace "Downloads" with the directory where you downloaded the installer
  - sh ./PDFStudio_linux64.sh.
  - This will start the installer.

Other Unix Instructions: AIX, Solaris, HP-UX

- Instructions
  - After downloading the installer, open a shell and, cd to the directory where you downloaded the installer.
  - At the prompt type: sh ./PDFStudio_unix.sh. This will start the installer.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Registration / Unregistration / Transfer

When running in demo version, a watermark will be added to documents upon saving them. To run in full production mode, PDF Studio needs to be activated with the license key that is emailed to you after your purchase.

Registration / Activation

Use one of the following methods below to register / activate PDF Studio

- Launch PDF Studio and a trial dialog will show up where you can click on the **Activate** button.
- If PDF Studio is already launched go to **Help Tab** > 🔑 **Activate**.

Then enter your license key and follow the instructions to activate the software

> **Note**: *If your computer is offline, put it online temporarily to activate the software. If the computer can not be put online, contact* *PDF Studio Customer Support* *for help.*

Unregister / Deactivate Device

Uninstalling PDF Studio from a computer does not automatically deactivate it. If you are moving computers, first deactivate PDF Studio from your old computer before activating it on your new computer.

If you have reached the maximum number of activations allowed on your license, you need to first deactivate PDF Studio on a computer you no longer use before activating it on another computer.

How to Unregister Single Device

Go to **Help Tab** > 🔑 **License Information** and click on the "**Unregister**" button.

> **Note:** *If your computer is offline, put it online temporarily to activate the software. If the computer can not be put online, contact* *PDF Studio Customer Support* *for help.*

To access the key management tool:

The License Key Management tool can be used to view or remove any current users & machines registered to your license key.

1. Launch PDF Studio on any of the machines currently registered
2. Go to the **Help Tab** > 🔑 **License Information** on the toolbar

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

3. Click on **Manage** to see the current list of registered users and devices associated with your key
   - · **Note**: *This option is only available for license keys with 10 or less Users*
4. Check the box next to each of the User(s) / Device(s) you wish to unregister
5. Click on the "Unregister" button

Transfer License Key

If you are moving computers or have reached the maximum number of activations allowed on your license, you need to first deactivate PDF Studio on a computer you no longer use before activating it on another computer.

1. Follow the directions above to deactivate the User(s) / Device(s) you no longer need to free up a spot
2. Once deactivated Download and install PDF Studio on the new device
3. User your license key to activate the new User(s) / Device(s)

Retrieve Current Registered User(s) / Device(s)

For keys with 10 users or less, use the new license key management tool to view the list of current users & machines registered to your license key.

To access the key management tool:

1. Launch PDF Studio on any of the machines currently registered
2. Go to the Help Tab then click on License Information
3. Click on Manage to see the current list of registered users and devices associated with your key

   Note: *This option is only available for license keys with 10 or less Users*

License Key Management for Volume (Multi Users / Multi Key) Licenses

For customers with over 10 licenses we offer a support & upgrade contract to access our new license key portal. This feature is currently only available by request.

To receive a quote for the PDF Studio Support & Upgrades contract and gain access to this new tool please contact sales@qoppa.com.

Once your account has been activated the new service can be accessed HERE

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

License Key Management Tool Features

The new license key management dashboard allows IT and Admins to easily keep track of and manage user registrations. It also provides easy access to add additional users as needed. The new tool comes with the following features with more planned for the future.

· Dashboard with quick links to key management and support tools
· Ability to claim multiple keys under a single login
· View license key details including: User count, transaction ID, subscription status
· View / export all user registration details per license key
· Unregister / deactivate users individually or in a batch

Feel free to submit any additional license key management feature requests to studiosupport@qoppa.com

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Removing Demo Watermarks

When running in demo version, a watermark will be added to documents upon saving them. If you have saved documents while PDF Studio was running in demo mode you can remove the demo watermarks once PDF Studio has been activated.

How To Remove Demo Watermarks

Go to **Help Tab >** **Remove Demo Watermark** and use one of the below options to remove the watermarks.

- **Current Document** - Removes the PDF Studio Demo watermark from the currently opened document
- **Batch** - Use this option to start a batch process and remove the PDF Studio Demo watermarks from multiple documents. See Selecting Batch Files for instructions on using the batch dialog.

Getting Started with PDF Studio

To start using PDF studio, simply launch the application and open a PDF document using the Welcome Screen, by going to **File Tab > Open**, or the using Open 📂 button on the toolbar. Once a document is loaded, you can being navigating, editing, printing, or saving the document as you wish.

Top Toolbar

The main Toolbar is located at the top of the PDF Studio window. Use the ribbon tabs to navigate between each set of tools available in PDF Studio. The Office Style Ribbon Toolbar is the default layout and where you will find all of the functions in PDF Studio. If you wish, you can switch to the Classic Toolbar in Toolbar Preferences.

Document View Area

The main center frame is used to display documents. By default documents are displayed using the tabbed interface to view multiple PDFs at once. Each new PDF that is opened will open in a in the same application frame only in a new tab. The tab names display the name of the PDF document opened in that tab and you can switch between the tabs by clicking the name of the file you wish to view.

To disable the tabbed document view go to General Preferences.

Welcome Screen

The Welcome Screen is located in the main frame of PDF Studio and is only displayed when no document is currently open. The welcome screen allows you to quickly open recent new files, create PDFs from various sources, or access the user guide and knowledge base.

Panes

Panes are where you will find additional tools or information on the current document. These pane can be resized by clicking and dragging the edge of the pane. Pane can also be completed closed by either clicking the "x" on the top right of the pane or using the toggle buttons on the left of the PDF Studio window.

Details of each of the panels are listed below.

Left Pane

The left pane can show one of four different views. The views can be toggled by their respective buttons on the left side of the screen, or from the View menu. The following views are available:

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Pages – view miniature versions of all the pages in the documents. Click a thumbnail to go to that page. Thumbnails can be dragged and dropped within a document to move pages, or across documents to copy pages into another document. You can also drag supported file types to the thumbnail pane to add them as PDF Pages.

Bookmarks – view bookmarks or the document's table of contents, if present. Bookmarks allow navigation through bookmarked regions.

Destinations - view, create, manage PDF Destinations

Attachments - view files that have been attached to the PDF document, if any. Attached files can be viewed, saved, or deleted.

Layers – view PDF Layers contained in the document, if any. You can toggle layers by checking them on or off.

Signatures – view digital signatures that have been applied to the document

Permissions - view document security that has been applied to the document

Content - content explorer provides a list of the content objects that make up the internal structure of the PDF

Tags - view, create, manage PDF Document Tags

Right Pane

Comments - shows any comments / annotations in the document. Navigate to a specific comment by selecting it in the list.

My Comments Toolchest - shows frequently used and saved comments. Click on any of the comments to quickly reuse a previous or saved annotation with just a single click.

Bottom Toolbar

The bottom toolbar contains basic document information as well as the navigation and page view options for the document.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Page Information

Page Size: The size of the current page in view

Cursor Coordinates: The current X & Y location on the page of the cursor using the units set in Preferences

Navigation

First Page: Navigates to the first page of the document.

Previous Page: Navigates to the previous page in the document.

Page Number: Displays the current page being viewed and the total number of pages. Type a number into the field and press "Enter" to navigate directly to that page. Documents using Page Labels will require the exact page label to be entered (i.e. iv, v, etc...)

Next Page: Navigates to the next page in the document.

Last Page: Navigates to the Last page in the document.

Previous View: Navigates to the last view within the document.

Next View: Navigates to the next view within the document.

Page Fit

Single: Displays only a single individual page at a time

Single Continuous: Displays all of the document's pages in a single column that can be continuously scrolled

Facing: Displays only two pages at a time side by side with odd pages on the left and even pages on the right

Facing Continuous: Displays all of the documents pages in two columns with odd pages on the left and even pages on the right

Zoom Out: Zoom out to view the content smaller.

Zoom To/Current Zoom: Displays the current zoom value. You can also select a preset zoom percentage or type in the field for a custom zoom value.

Zoom In: Zoom in to view the content larger.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Welcome Screen

The Welcome Screen is located in the main frame of PDF Studio and is only displayed when no document is currently open. The welcome screen allows you to quickly open recent new files, create PDFs from various sources, or access the user guide and knowledge base.

Welcome Screen Options

Recent Documents

The recent documents section displays the 5 most recent PDF files opened with PDF Studio. To open a file in this list just click on the name of the file that you wish to open.

Open File: Displays the file chooser to select a PDF document to open

Create PDF

Create PDF provides you with quick access to many of the PDF creation functions available throughout PDF Studio. Simply click on the function you wish to use to launch the tool.

From Image: Converts a Single Image File to PDF using any of the Supported Files Types

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

From MS Office: Converts Microsoft Office Word, Excel & PowerPoint files to PDF from the Supported Files Types

From Multiple Files: Merges/Converts Multiple Files at once to create a single PDF

From Scanner: Launches the Scanning Dialog to create a new PDF

Information

Online Knowledge Base - Link that opens the Online Knowledge Base for PDF Studio that contains additional information and tutorials

**PDF Studio User Guide** - Link that opens the online PDF Studio user guide

Options

Show Welcome Screen on Startup - Uncheck this option if you wish to not see this dialog at startup. This setting can be re-enabled in the General Preferences

PDF Studio Ribbon Toolbar

The Toolbar is located at the top of the PDF Studio window. Use the ribbon tabs to navigate between each set of tools available in PDF Studio. The Office Style Ribbon Toolbar is the default layout and where you will find all of the functions in PDF Studio. If you wish, you can switch to the Classic Toolbar in Toolbar Preferences. The default toolbar is setup as displayed below (Pro version).
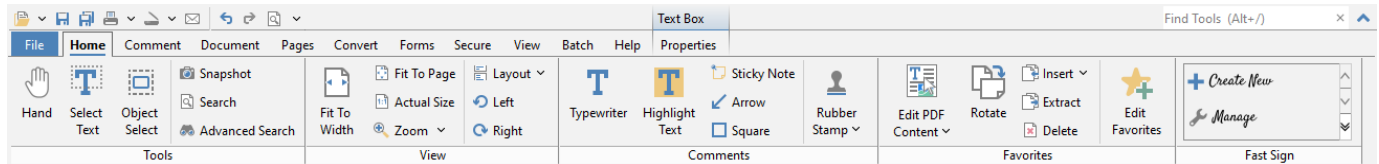
Toolbar Preferences

You can access the Toolbar Preferences dialog by going to **File Tab > Preferences** and selecting Toolbars.

Ribbon Toolbar Descriptions

File

Properties

Opens the Document Properties of the current open document

Create

Create PDF provides you with quick access to many of the PDF creation functions available throughout PDF Studio. Simply click on the function you wish to use to launch the tool.

From Image: Converts a Single Image File to PDF using any of the Supported Files Types

From MS Office: Converts Microsoft Office Word, Excel & PowerPoint files to PDF from the Supported Files Types

From Multiple Files: Merges/Converts Multiple Files at once to create a single PDF

From Scanner: Launches the Scanning Dialog to create a new PDF

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

From Blank Page: Creates a Blank PDF with no content

Open

Open a PDF document or convert any of the supported file types to a PDF.

Recent Documents: Displays a list of most recent 200 documents that have been opened. Use the search field on the top right to more easily find a specific document.

Sessions: Session manager allowing you to reopen last used or saved sessions

Computer: Opens local file chooser select a file to open

From URL: Open a PDF file from a specified web address

Google Drive: Open any supported file type directly from your linked Google Drive

Dropbox: Open any supported file type directly from your linked Dropbox

OneDrive: Open any supported file type directly from your linked OneDrive

Add Place: Pin a local directory to the list for quicker access in the future. This folder will be accessible in both the Open & Save As panels

- **Add Place**: Click the button to select the folder to be added to the list
- **Remove**: Click on the ✕ to remove the place from the open list

Save

Save the current document. This button will be disabled if no changes have been made to the document.

Save As

Save the current document as a new file.

Computer: Opens file chooser to save the file locally

Google Drive: Save your PDF document directly to your linked Google Drive

Dropbox: Save your PDF document directly to your linked Dropbox

OneDrive: Save your PDF document directly to your linked OneDrive

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Add Place: Pin a local directory to the list for quicker access in the future. This folder will be accessible in both the Open & Save As panels

- **Add Place**: Click the button to select the folder to be added to the list
- **Remove**: Click on the ✕ to remove the place from the open list

Reduce File Size

Launches the PDF Optimizer to create an optimized version of the document and reduce the file size. **Pro**

Email

Attaches the current document to an email using the email application set within Email Preferences.

Send

Sends the current document to additional integrations such as DocuSign and Word

Close

Closes the currently open document

Close All

Closes all documents currently open in PDF Studio

Revert/Reload

Closes and reopens the currently reopened document to it's last saved state

Print

Prints the current document using the PDF Studio printer dialog. To use the system print dialog see Print Preferences.

Action Wizard

Create and start document actions that can be used to run multiple tools on one or multiple sets of files

Preferences

Opens PDF Studio Preferences. Can also be accessed using Ctrl + K shortcut keys

Exit

Closes all currently open document and shuts down PDF Studio

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Home

Tools

Hand: Click and drag to scroll or move the pages.

Select Text: Click and drag to Select Text within the document.

Object Select: Used to Edit Interactive Objects within the PDF.

Take Snapshot: Used to save a portion of the document as an image.

Search: Starts the Quick Search tool

Advanced Search: Starts the Advanced Search tool

View

Fit to Width: Scales the view to fit the width of the document in the PDF Studio frame.

Fit to Page: Scales the view to fit the entire document within the PDF Studio frame.

Actual Size: Displays the document with a 1:1 ratio to match how the document would look if printed without any scaling.

Zoom: Select a preset zoom percentage or type in the field for a custom zoom value. The primary button will be the last used zoom tool.

Zoom In: Zoom in to view the content larger.

Zoom Out: Zoom out to view the content smaller.

Zoom Tool: Zooms to a selected area within a page. Click and drag to select the rectangle area you wish to zoom to.

Layout: Sets the page layout on the current document

Single: Displays only a single individual page at a time

Single Continuous: Displays all of the document's pages in a single column that can be continuously scrolled

Facing: Displays only two pages at a time side by side with odd pages on the left and even pages on the right

Facing Continuous: Displays all of the documents pages in two columns with odd pages on the left and even pages on the right

Cover: Displays the document just as when using Facing only the first page will be displayed alone

Cover Continuous: Displays the document just as when using Facing Continuous only the first page will be displayed alone

Rotate View Counter Clockwise: Rotates only the view within the document counter clockwise (**Note:** *This rotation will NOT be saved when the document is saved then reopened. To save the page rotation see* *Rotating Pages*).

Rotate View Clockwise: Rotates only the view within the document clockwise (**Note:** *This rotation will NOT be saved when the document is saved then reopened. To save the page rotation see* *Rotating Pages*).

Comments

Typewriter: Creates a typewriter annotation.

Highlight Text: Used to highlight text on a document.

Sticky Note: Creates a sticky note annotation.

Arrow: Creates an arrow annotation.

Square: Creates a square annotation.

Rubber Stamp: Used to place a rubber stamp on the document. Click directly on the button to reuse the last used stamp or click on the down arrow ▼ to select another stamp or choose between the following rubber stamp options.

· **Standard**: Standardized stamps included with PDF Studio such as: Approved, Not Approved, Draft, etc...
· **Dynamic**: Standardized stamps that also include a time and date that will automatically be set once placed.

- **Sign Here**: Standardized signature stamps included with PDF Studio such as: Sign Here, Initial Here, Witness, etc...

Favorites

The favorites is preset with the following popular defaults but can be customized in Toolbar Preferences to show any tools you wish. The favorites group is limited to 9 tools.

Edit PDF Content Pro: Allows you to Edit Content within the PDF using the selected option.

- **Edit Text & Images:** Allows you to Edit Text & Images directly inline in the PDF.
- **Text**: Edit individual text strings with the PDF
- **Images**: Edit images contained within the PDF
- **Paths**: Edit lines and shapes within the PDF
- **Shades**: Edit shade and gradient objects within the PDF

Rotate: Options to rotate pages in 90 degree increments.

> **Note:** *Rotating Pages is different then Rotating Page View in that it is not temporary and the changes made using this tool will permanently rotate the pages within the document when saved.*

Insert:

- **Add Blank Page**: Inserts a blank page into the document
- **Append Document**: Select a PDF file to add to the end to the currently open document
- **Insert Pages**: Insert other PDF documents to a location you specify within the PDF
- **Import Image as Page**: Import an image directly into the PDF as a page
- **From Scanner:** Creates a PDF from a scanne
  - **Scan with WIA / ICA / Sane Direct:** Scans using the PDF Studio dialog.
  - **Scan with Sane Daemon**: starts Sane Daemon Scanning

Extract: Options to extract pages from the PDF

Delete: Delete pages from the current PDF

Edit Favorites: Opens the preferences dialog to customize the Favorite Group tools

Fast Sign

The Fast Sign tool allows you to create electronic signature stamps that can be easily applied to documents.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux
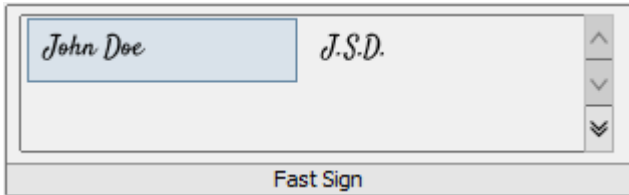
Note: *It's important to also understand that an "Electronic Signature" (Fast Sign) is not the same as a "Digital Signature". An electronic signature (Fast Sign)   is a graphical representation of a signature on pen and paper such as an image or drawing. A digital signature (which may also have a graphical representation) contains a unique encrypted ID to verify its authenticity.*

Comment

Tools

Hand: Click and drag to scroll or move the pages.

Select Text: Click and drag to Select Text within the document.

Object Select: Used to Edit Interactive Objects within the PDF.

Text

Typewriter: Creates a typewriter comment.

Callout: Creates a callout comment.

Text Box: Creates a text box comment.

Sticky Note: Creates a sticky note comment.

Markups

Highlight Text: Used to highlight text markup on a document.

Crossout Text: Used to cross out text markup on a document.

Underline Text: Used to underline text markup on a document.

Squiggly Underline Text: Used to squiggly underline text markup on a document.

Insert Text: Adds an insert text markup on the document.

Replace Text: Adds a replace text markup markup markup on the selected text.

Shapes

Circle: Creates a circle annotation.

Square: Creates a square annotation.

Area Highlight: Highlights an area on a document. Useful when trying to highlight scanned text.

Polyline: Creates a polyline annotation.

Polygon: Creates a polygon annotation.

Cloud: Creates a cloud annotation.

Line: Creates a line annotation.

Arrow: Creates an arrow annotation.

Pencil: Creates a pencil annotation.

Stamps

Rubber Stamp: Used to place a rubber stamp on the document. Click directly on the button to reuse the last used stamp or click on the down arrow ▼ to select another stamp or choose between the following rubber stamp options.

- **Standard**: Standardized stamps included with PDF Studio such as: Approved, Not Approved, Draft, etc...
- **Dynamic**: Standardized stamps that also include a time and date that will automatically be set once placed.
- **Sign Here**: Standardized signature stamps included with PDF Studio such as: Sign Here, Initial Here, Witness, etc...

Image: Adds an Image as a Rubber Stamp annotation to the document.

Create: Choose from the below options to create a stamp

- **Create Text Stamp:** Create a custom Text Stamp that will be added to the rubber stamps list.
- **Create Image Stamp:** Create a custom Image Stamp that will be added to the rubber stamps list.
- **Create PDF Stamp**: Create a PDF Stamp that will be added to the rubber stamp list
- **Create Custom Stamp:** Create a Custom Stamp that will be added to the rubber stamps list.

Manage: Opens the Rubber Stamp Manager to create/edit/delete rubber stamps.

Measure Pro

Distance: Used to measure the Distance between two points on the document.

Perimeter: Used to measure the Perimeter on the document using multiple connected lines.

Area: Used to measure a designated Area on the document.

Media

Link: Used to Create Links in a document.

- **Create Link**: Starts the link tool to create links in the document
- **Auto Create Links**: Tool used to automatically create links based on text found within the document
- **Remove All Links**: removes all links found within the document

Sound: Adds a Sound Comment attachment to the document.

Attach File: Attaches a file to the PDF without a comment. Click on the down arrow to attach a file to the document with a comment.

Add 3D: Used to create 3D content in the document

Comments

View: Displays the Comments Panel

Export: Options to Export All Comments into a separate file

Import: Options to Import Comments from either an FDF, XFDF, or PDF file into the current document.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Flatten: Flatten Comments directly on the page to which they belong so they are not editable anymore.

Delete: Delete all comments on the current page or entire document

Anonymize: Anonymize comments & annotations by deleting all personally identifying information from any comments or annotations within the PDF document.

Document

Tools

Hand: Click and drag to scroll or move the pages.

Select Text: Click and drag to Select Text within the document.

Object Select: Used to Edit Interactive Objects within the PDF.

Content

Redact Pro**:** Marks content for Redaction.

Edit PDF Content Pro**:** Allows you to Edit Content within the PDF using the selected option.

- **Edit Text & Images:** Allows you to Edit Text & Images directly inline in the PDF.
- **Text**: Edit individual text strings with the PDF
- **Images**: Edit images contained within the PDF
- **Paths**: Edit lines and shapes within the PDF
- **Shades**: Edit shade and gradient objects within the PDF

Add Text: Creates new text on the page

Add Image: Import images as content to be added to the document

Add Shape: Add new shape content (circle, square, line, etc...) to the PDF

Process PDF

OCR Pro**:** Allows you to add text to scanned documents or images so that the document can be searched or marked up as you would any other text document.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

OptimizePro: Compress images or remove objects in order to reduce the PDF file size. Contains the following drop down options.

- Optimize...: Starts the custom optimize dialog
- Audit: Performs an optimization audit to show what elements of the document are using the most space
- Aggressive: Starts the aggressive optimization profile - Light compression maintaining higher quality images
- Balanced: Starts the balanced optimization profile - Compression suitable for most standard needs
- Light: Starts the light optimization profile - High compression while sacrificing image quality

Fix Scan Pro: Enhance scans to deskew, optimize & add searchable text

Compare

OverlayPro: Visually compare documents by overlaying a second document onto the first using different colors to display any differences.

Side by Side Pro: Open two PDF documents in the same window next to each other to compare visually.

Print Production

Preflight: Compliance verification to verify the document meets various archival compliances defined by ISO PDF standards.

Imposition: Advanced Imposition Module that will allow you to preview and create PDF Imposition Layouts.

Output Preview: Simulates how the document will look based on different ICC color profiles to accurately preview how the printed version will look.

Form Data

Reset Fields: Resets the data in all fields in the form.

Flatten: Flatten all fields in the form.

Export: Export form data in the current document into a file in FDF, XFDF, XDP, or XML formats.

- **FDF**: File format created by Adobe that is supported by most PDF applications

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- **XFDF**: Extended FDF file format created by Adobe that is supported by most PDF applications
- **XDP**: An XML Data package created by Adobe that is supported by most PDF applications
- **CSV**: A plain text file containing a list of data separated by commas
- **XML**: File that use custom tags to describe the structure and other features of the document.
- **Text**: Plain text file that exports all form data in tab separated format

Import: Import form data in the current document into a file in FDF, XFDF, XDP, or XML formats.

- **FDF**: File format created by Adobe that is supported by most PDF applications
- **XFDF**: Extended FDF file format created by Adobe that is supported by most PDF applications
- **XDP**: An XML Data package created by Adobe that is supported by most PDF applications

Highlight Fields: Highlight all fields in the form, making them easier to locate.

Pages

Tools

Hand: Click and drag to scroll or move the pages.

Select Text: Click and drag to Select Text within the document.

Object Select: Used to Edit Interactive Objects within the PDF.

Navigation

Bookmarks: Create bookmarks within the PDF document.

- **Create Bookmark**: creates a bookmark using the current page location
- **Auto Create Bookmarks**: automatically creates bookmarks for every page of the document

Links:Used to Create Links in a document.

- **Create Link**: Starts the link tool to create links in the document
- **Auto Create Links**: Tool used to automatically create links based on text found within the document
- **Remove All Links**: removes all links found within the document

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Table of Contents: builds a Table of Contents using the existing document bookmarks

Page Marks

Header & Footer: Add or remove headers & footers

- **Add**: starts tool to add headers or footers to the document
- **Remove**: removes all headers and footers from every page of the document.

Watermark: Add or remove document watermarks

- **Add**: starts tool to add watermarks to the document
- **Remove**: removes all watermarks from every page of the document.

Pages

Insert: Options to insert various pages and content to the document

- **Add Blank Page**: Inserts a blank page into the document
- **Append Document**: Select a PDF file to add to the end to the currently open document
- **Append Multiple Documents**: Merges Multiple Files at once to append to the currently open document `Pro`
- **Insert Pages**: Insert other PDF documents to a location you specify within the PDF
- **Import Image as Page**: Import an image directly into the PDF as a page
- **From Scanner:** Creates a PDF from a scanner
    - **Scan with WIA / ICA / Sane Direct:** Scans using the PDF Studio dialog
    - **Scan with Sane Daemon**: starts Sane Daemon Scanning

Split: Tools to split PDF documents in a variety of ways. `Pro`

Rotate: Options to rotate pages in 90 degree increments.

Note: *Rotating Pages is different then Rotating Page View in that it is not temporary and the changes made using this tool will permanently rotate the pages within the document when saved.*

Crop Pages: Allows you to Crop PDF page(s)

Delete: Delete pages from the current PDF

Extract: Extract a portion of a PDF into a separate document.

Replace: Replace pages from a PDF using pages from another PDF

Reverse: Automatically reverse the order of the pages within a PDF.

Advanced Pro

Resize: Resize a page to a specified dimension. Pro

Templates: Create/Edit additional pages stored within the PDF that can be appended or shown based on a JavaScript trigger or action within a document. Pro

Label Pages: Set distinct names or numbers that can be different from bookmarks or standard page numbers. Pro

Convert

Tools

Hand: Click and drag to scroll or move the pages.

Select Text: Click and drag to Select Text within the document.

Object Select: Used to Edit Interactive Objects within the PDF.

Create PDF

From Scanner: Creates a PDF ftrom a scanner

- **Scan with WIA / ICA / Sane Direct:** Scans using the PDF Studio dialog.
- **Scan with Sane Daemon**: starts Sane Daemon Scanning

From Image: Create PDF from one of the supported image file types *png, *jpg, *jpeg, *jpe, *gif, *tif & *tiff. (Image To PDF settings are in the Preferences Dialog)

From Word: Create PDF from Word .doc and .docx files (Word to PDF font settings are in the Preferences Dialog)

From Excel: Create PDF from Excel .xlsx files only (Excel to PDF font settings are in the Preferences Dialog)

From Excel: Create PDF from PowerPoint .pptx files only (Excel to PDF font settings are in the Preferences Dialog)

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

New Document: Creates a Blank PDF with no content

From Multiple Files: Merges/Converts Multiple Files at once to create a single PDF
Pro

Convert To

Text: Extract all text contained within the PDF document to a plain text .txt file.

Rich Text: Extracts all text within the PDF to formatted .rtf file

Images: Convert the pages of a PDF document into the following image formats .jpg, .png, .tif, .gif

Fast Web View Pro: Convert to fast web view allowing large documents to load faster when downloading from a web.

HTML5 / SVG Pro: Convert PDF documents to an HTML5 web page.

WordPro: Has the following options:

- **Convert to .Docx**:This conversion option uses Qoppa Software's new custom conversion engine. This is a new feature released for 2022 and currently in BETA. Not all PDF features may be supported or created in the new Word file.
- **Send to Word**: Convert PDF documents to a Microsoft Word file using a direct connection with the Microsoft Office application installed on your computer. *Requires a valid version of Microsoft Word (2013 or later).*

PDF/A Pro: Convert files to the PDF/A format, a strict subset of the ISO PDF specification used to create archival versions of documents with the intent that they will always render exactly the same as when they were saved.

PDF/X Pro: Convert files to the PDF/X format, a strict subset of the ISO PDF specification with a series of printing-related requirements which do not apply to standard PDF files. These are done with the intent that the document will print exactly the same as when they were saved.

Forms Pro

Tools

Object Select: Used to Edit Interactive Objects within the PDF.

Typewriter: Creates a typewriter annotation.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Fields

Text Box: Creates a text box field

Check Box: Creates a check box

Radio Button: Creates a radio button. To create a new group of Radio Buttons click on the down arrow ▼ to the right of the Radio Button on the toolbar and then select **New**. This will start a new group for the Radio Buttons.

Combo Box: Creates a combo box

List Box: Creates a list box

Button: Creates a push button

Signature: Creates a digital signature field

Image Button: Creates an Image button

Date Field: Creates a date field using the following format m/d/yy

Form Data

Calculation Order: Allows you to set the form field calculation order in the document

Reset Fields: Resets the data in all fields in the form.

Export: Export form data in the current document into a file in FDF, XFDF, XDP, or XML formats.

· **FDF**: File format created by Adobe that is supported by most PDF applications
· **XFDF**: Extended FDF file format created by Adobe that is supported by most PDF applications
· **XDP**: An XML Data package created by Adobe that is supported by most PDF applications
· **CSV**: A plain text file containing a list of data separated by commas
· **XML**: File that use custom tags to describe the structure and other features of the document.
· **Text**: Plain text file that exports all form data in tab separated format

Import: Import form data in the current document into a file in FDF, XFDF, XDP, or XML formats.

- **FDF**: File format created by Adobe that is supported by most PDF applications
- **XFDF**: Extended FDF file format created by Adobe that is supported by most PDF applications
- **XDP**: An XML Data package created by Adobe that is supported by most PDF applications

Flatten: Flatten all fields in the form so they are not editable anymore.

View

Preview Form: Toggles form editing mode to allow testing the fields while remaining in the Forms tab

Show Tab Order: Displays the field's tab order number when in editing mode

Highlight Fields: Highlight all fields in the form, making them easier to locate

Show Rulers: Toggles display of rulers in document viewing area

Show Grid: Toggles the grid display on top of the PDF

Secure

Tools

Hand: Click and drag to scroll or move the pages

Select Text: Click and drag to Select Text within the document

Object Select: Used to Edit Interactive Objects within the PDF

Protect Document

Document Security: Change passwords and permissions on PDF documents

Sanitize: Converts the pages of the document to images and removes all sensitive information

Digitally Sign

Digitally Sign Pro: Allows you to Digitally Sign the current PDF

Certify Document Pro: Digitally Sign the current PDF with additional document security options to prevent the document from being modified.

Timestamp Pro: Adds a digital document timestamp to the PDF

Add Signature Field Pro: Creates a digital signature field

Digital IDs Pro: Manage the Digital IDs used by PDF Studio

Timestamp Servers Pro: Manage the Timestamp Servers used by PDF Studio

Trusted Certificates: Manage the Trusted Certificates used by PDF Studio

Docusign©: Allows you to send or sign the document using the DocuSign© service

Fast Sign

The Fast Sign tool allows you to create electronic signature stamps that can be easily applied to documents.

John Doe	J.S.D.	
Fast Sign		
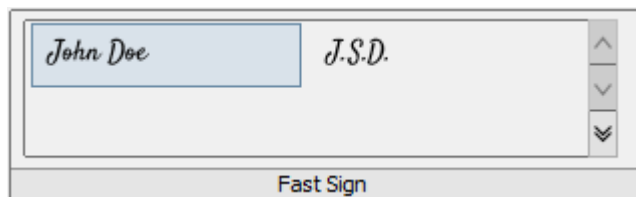
> **Note**: *It's important to also understand that an "Electronic Signature" (Fast Sign) is not the same as a "Digital Signature". An electronic signature (Fast Sign) is a graphical representation of a signature on pen and paper such as an image or drawing. A digital signature (which may also have a graphical representation) contains a unique encrypted ID to verify its authenticity.*

View

Zoom

Loupe Tool: Displays a zoom window that zooms in on the PDF to show the smallest detail.

Pan and Zoom: A window showing the portion of the page currently on screen. Drag the red box to adjust the view of the document.

Zoom: Select a preset zoom percentage or type in the field for a custom zoom value.

Zoom In: Zoom in to view the content larger.

Zoom Out: Zoom out to view the content smaller.

Zoom Tool: Zooms to a selected area within a page. Click and drag to select the rectangle area you wish to zoom to.

Fit to Width: Scales the view to fit the width of the document in the PDF Studio frame.

Fit to Page: Scales the view to fit the entire document within the PDF Studio frame.

Actual Size: Displays the document with a 1:1 ratio to match how the document would look if printed without any scaling.

Display

Rotate View Counter Clockwise: Rotates only the view within the document counter clockwise (**Note:** *This rotation will NOT be saved when the document is saved then reopened. To save the page rotation see* Rotating Pages).

Rotate View Clockwise: Rotates only the view within the document clockwise (**Note:** *This rotation will NOT be saved when the document is saved then reopened. To save the page rotation see* Rotating Pages).

Layout: Sets the page layout on the current document

Single: Displays only a single individual page at a time

Single Continuous: Displays all of the document's pages in a single column that can be continuously scrolled

Facing: Displays only two pages at a time side by side with odd pages on the left and even pages on the right

Facing Continuous: Displays all of the documents pages in two columns with odd pages on the left and even pages on the right

Cover: Displays the document just as when using Facing only the first page will be displayed alone

Cover Continuous: Displays the document just as when using Facing Continuous only the first page will be displayed alone

Show Rulers: Toggles display of rulers in document viewing area

Show Grid: Toggles the grid display on top of the PDF

Navigate

Previous Page: Navigates to the previous page in the document.

Next Page: Navigates to the next page in the document.

First Page: Navigates to the first page of the document.

Last Page: Navigates to the Last page in the document.

Previous View: Navigates to the last view within the document.

Next View: Navigates to the next view within the document.

View

Split View: Displays 2 separate views of the same currently opened document

Invert Colors: Invert colors when rendering a PDF document

Enhance Thin Lines: converts all lines to a minimum width of 1px

Cursor Position: Toggles display of the cursor coordinates

Modes

Reading Mode: Hide all of the toolbars and panes to enhance the reading experience.

Full Screen Mode: Displays only the document hiding the menu bar, toolbars, task panes, and window controls.

Touch Mode: Enables/Disables Touch mode

Read Out Loud: a Text-to-Speech (TTS) tool that reads the document text out loud to assist users with disabilities.

Window

Cascade: Rearrange all PDF Studio windows so that they are staggered on top of each other

Tile: Rearrange all PDF Studio windows horizontally or vertically in the entire screen area so that each frame is equal size and visible

Minimize All: Minimize all PDF Studio windows

Open Frames: Displays a preview of the each document open in PDF Studio. Click on the preview image to bring that PDF Studio window to the front.

Batch Pro

Action Wizard

Create and start document actions that can be used to run multiple tools on one or multiple sets of files

Run Action - Run a previously created actions

Create New Action - Create and save new custom actions

Manage Action - View and manage existing actions

Comments

Batch Delete All Comments: Deletes all comments and annotations from a batch of PDFs

Batch Export All Comments: Exports all comments to the specified format

Batch Flatten All Comments: Flattens all comments and annotations from a batch of PDFs

Document

Batch Merge Documents: Merge a batch of PDFs to a single document

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Batch OCR Documents: OCR a batch of PDFs to add searchable text

Batch Optimize: Optimize a batch of PDFs to reduce the file size

Batch Preflight: Verify document compliance using various PDF standards for a batch of PDFs

Batch Set Initial View: Set the initial view settings for a batch of PDFs

Batch Set Security: Set the security settings for a batch of PDFs

Batch Sign: Add a digital signature to a batch of PDFs

Pages

Batch Crop Pages: Crop a batch of PDFs

Batch Delete Pages: Deletes a selected page range from each of the PDFs in the batch

Batch Apply Header and Footer: Add a header and/or footer to a batch of PDFs

Batch Resize Pages: Change the document page size of PDFs

Batch Rotate Pages: Rotates all pages within a batch of PDFs

Batch Apply Watermark: Add a watermark to a batch of PDFs

Batch Print: Print a batch of PDFs

Batch Split Documents: Split a batch of documents

Convert To

Batch Convert to HTML5 / SVG: Convert a batch of PDFs to HTML5 / SVG files

Batch Extract Pages as Images: Convert the pages from a batch of PDFs to images

Batch Rasterize PDF: Re-creates the document using images of the pages instead of vector commands.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Batch Convert Files to PDF: Convert a batch of Supported Files to PDF

Batch Convert to PDF/A: Convert a batch of PDFs to PDF/A

Batch Extract Text from PDF: Extract text from a batch of PDFs

Forms

Batch Export Forms: Export form field data from a batch of PDFs

Batch Flatten All Fields: Flattens all fields from a batch of PDFs

Batch Reset Fields: Resets the field values from a batch of PDFs

Properties

Tools

Hand: Click and drag to scroll or move the pages.

Select Text: Click and drag to Select Text within the document.

Object Select: Used to Edit Interactive Objects within the PDF.

Font
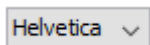
Helvetica **Font:** Sets the font for the selected annotation.

12 **Size:** Sets the font size for the selected annotation.

C **Text Color:** Sets the font color for the selected annotation.

B **Bold:** Makes the selected annotation or text **Bold**.

I **Italic:** Makes the selected annotation or text *Italic*.

U **Underline**: Makes the selected annotation or text underlined

S **Strikethrough**: Marks the selected annotation or text with a ~~strikethrough~~

Left Text Alignment: Sets the text alignment for the selected annotation.

Center Text Alignment: Sets the text alignment for the selected annotation.

Right Text Alignment: Sets the text alignment for the selected annotation.

Style

Fill Color: Allows you to select the fill color of the selected objects.

Border Color: Allows you to select the border color for the selected objects.

Line Width: Sets the border line width for the selected objects.

Transparency: Sets the transparency for the selected objects.

Align

Align Left: Aligns the selected objects to the left.

Align Center: Aligns the selected objects to the center.

Align Right: Aligns the selected objects to the right.

Align Top: Aligns the selected objects to the top.

Align Middle: Aligns the selected objects to the middle.

Align Bottom: Aligns the selected objects to the bottom.

Distribute

Distribute Horizontally: Evenly distributes the selected objects horizontally.

Distribute Vertically: Evenly distributes the selected objects vertically.

Size

Align Width: Aligns the width of the selected objects.

Align Height: Aligns the height of the selected objects.

Align Both: Aligns both the width and the height of the selected objects.

Bottom Toolbar

The bottom toolbar contains basic document information as well as the navigation and page view options for the document.

Page Information

Page Size: The size of the current page in view

Cursor Coordinates: The current X & Y location on the page of the cursor using the units set in Preferences

Navigation

First Page: Navigates to the first page of the document.

Previous Page: Navigates to the previous page in the document.

1 of 12 **Page Number:** Displays the current page being viewed and the total number of pages. Type a number into the field and press "Enter" to navigate directly to that page. Documents using Page Labels will require the exact page label to be entered (i.e. iv, v, etc...)

Next Page: Navigates to the next page in the document.

Last Page: Navigates to the Last page in the document.

Previous View: Navigates to the last view within the document.

Next View: Navigates to the next view within the document.

Page Fit

Single: Displays only a single individual page at a time

Single Continuous: Displays all of the document's pages in a single column that can be continuously scrolled

Facing: Displays only two pages at a time side by side with odd pages on the left and even pages on the right

Facing Continuous: Displays all of the documents pages in two columns with odd pages on the left and even pages on the right

Zoom Out: Zoom out to view the content smaller.

Zoom To/Current Zoom: Displays the current zoom value. You can also select a preset zoom percentage or type in the field for a custom zoom value.

Zoom In: Zoom in to view the content larger.

PDF Studio Classic Toolbar

The Office Style Ribbon Toolbar is the default layout and where you will find all of the functions in PDF Studio. If you wish, you can switch to the Classic Toolbar in Toolbar Preferences. The Classic Toolbar is where you will find all of the most commonly used functions in PDF Studio and the remaining features can be found in the top menus.
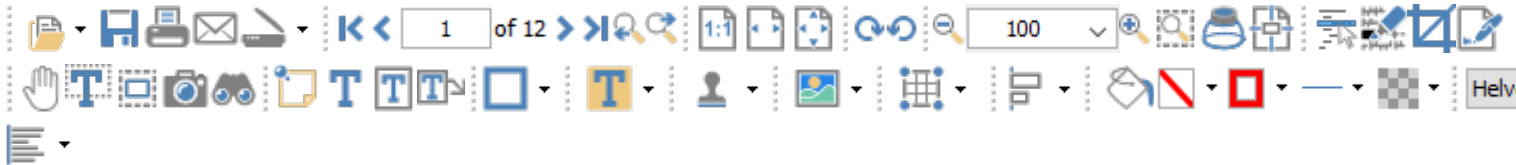
Drag and Drop

To rearrange the tools on the toolbar using drag and drop, click on the divider line ⋮ to the left of the tool group you wish to move, and then drag and drop it into new position. You can move any of the tool groups to any location on the toolbar. A third row can be created by dragging a tool group below the second row to create a third row.

You can also create a bottom toolbar by dragging the tools and dropping them on the bottom of the PDF Studio window

Toolbar Preferences

You can access the Toolbar Preferences dialog using either of the following methods:

- Right click on a blank space on the Toolbar and select "Customize Toolbar" option.
- Go to Edit > Preferences and select Toolbars.

Floating Tools

Tools can also be floated in other locations for easier access. To float any of the tools from the toolbar click on the divider line ⋮ to the left of the tool group you wish to float and drag your toolbar out of the toolbar section and then drop it into new position not on the top or bottom toolbar to leave it floating. To return it back to the toolbar either drag it back to a location on the toolbar or click the "X" button and it will return to its last location on the toolbar.

Reset Toolbar

To reset the toolbar back to the installation defaults right click a blank space on the toolbar section and select "Reset Toolbars" option. (Note: This cannot be undone)

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Classic Toolbar Descriptions

File

Open : Open a PDF document or convert any of the supported file types to a PDF. Click on the down arrow ▼ to choose a document from the Recent File History to open.

Save: Save the current document. This button will be disabled if no changes have been made to the document.

Print: Prints the current document using the PDF Studio printer dialog. To use the system print dialog see Print Preferences.

Email PDF: Attaches the current document to an email using the email application set within Email Preferences.

Scan to PDF: Creates a PDF from a scanner using either of the 2 available scanning dialogs. The last used option will be the default. Click on the down arrow ▼ to choose between the available scanner dialogs. (Note: Windows and Mac 64-bit installers will always use WIA/OCA and Linux will always use Sane for scanning)

· Scan with Twain: Scans using the default system print dialog.
· Scan with WIA/ICA: Scans using the PDF Studio dialog.

Navigation

First Page: Navigates to the first page of the document.

Previous Page: Navigates to the previous page in the document.

1 of 12 Page Number: Displays the current page being viewed and the total number of pages. Type a number into the field and press "Enter" to navigate directly to that page. Documents using Page Labels will require the exact page label to be entered (i.e. iv, v, etc...)

Next Page: Navigates to the next page in the document.

Last Page: Navigates to the Last page in the document.

Previous View: Navigates to the last view within the document.

Next View: Navigates to the next view within the document.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Page Fit

Actual Size: Displays the document with a 1:1 ratio to match how the document would look if printed without any scaling.

Fit to Width: Scales the view to fit the width of the document in the PDF Studio frame.

Fit to Page: Scales the view to fit the entire document within the PDF Studio frame.

View Rotation

Rotate View Clockwise: Rotates only the view within the document clockwise (Note: This rotation will NOT be saved when the document is saved then reopened).

Rotate View Counter Clockwise: Rotates only the view within the document counter clockwise (Note: This rotation will NOT be saved when the document is saved then reopened).

Zoom

Zoom Out: Zoom out to view the content smaller.

Zoom To/Current Zoom: Displays the current zoom value. You can also select a preset zoom percentage or type in the field for a custom zoom value.

Zoom In: Zoom in to view the content larger.

Zoom Tool: Zooms to a selected area within a page. Click and drag to select the rectangle area you wish to zoom to.

Loupe Tool: Displays a zoom window that zooms in on the PDF to show the smallest detail.

Pan and Zoom: A window showing the portion of the page currently on screen. Drag the red box to adjust the view of the document.

Document

Edit Content**Pro**: Allows you to Edit Content within the PDF.

Mark for Redaction**Pro**: Marks content for Redaction.

Crop Pages: Allows you to Crop the PDF pages(s).

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Sign Document**Pro**: Allows you to Digitally Sign the current PDF.

Standard

Drag and Scroll Page: Click and drag to scroll or move the pages.

Select Text: Click and drag to select text within the document.

Edit Interactive Objects: Used to edit interactive objects within the PDF.

Take Snapshot: Used to save a portion of the screen as an image.

Advanced Search: Used to search the text of a PDF document.

Text Comments

Sticky Note: Creates a sticky note annotation.

Typewriter: Creates a typewriter annotation.

Text Box: Creates a text box annotation.

Callout: Creates a callout annotation.

Shape Comments

Circle: Creates a circle annotation.

Arrow: Creates an arrow annotation.

Line: Creates a line annotation.

Square: Creates a square annotation.

Pencil: Creates a pencil annotation.

Polygon: Creates a polygon annotation.

Cloud: Creates a cloud annotation.

Polyline: Creates a polyline annotation.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Text Markups

Highlight Text: Used to highlight text on a document.

Crossout Text: Used to cross out text on a document.

Underline Text: Used to underline text on a document.

Squiggly Underline Text: Used to squiggly underline text on a document.

Insert Text: Adds an insert text markup on the document.

Replace Text: Adds a replace text markup on the selected text.

Area Highlight: Highlights an area on a document. Useful when trying to highlight scanned text.

Rubber Stamps

Rubber Stamp: Used to place a rubber stamp on the document. Click directly on the button to reuse the last used stamp or click on the down arrow ▼ to select another stamp or choose between the following rubber stamp options.

Standard: Standardized stamps included with PDF Studio such as: Approved, Not Approved, Draft, etc...

Dynamic: Standardized stamps that also include a time and date that will automatically be set once placed.

Sign Here: Standardized signature stamps included with PDF Studio such as: Sign Here, Initial Here, Witness, etc...

Create New: Choose from the below options to create a stamp

- Create Text Stamp: Create a custom text stamp that will be added to the rubber stamps list.
- Create Image Stamp: Create a custom image stamp that will be added to the rubber stamps list.
- Create PDF Stamp: Create a custom stamp from a PDF that will be added to the rubber stamp list
- Create Custom Stamp: Create a custom stamp that will be added to the rubber stamps list.

Manage Stamps: Opens the rubber stamps manager to create/edit/delete rubber stamps.

Multimedia

🔊 Sound: Adds a sound annotation attachment to the document.

🖼 Image: Adds an image as a rubber stamp annotation to the document.

🌐 Link: Used to create links in a document.

📎 Attach File: Attaches a file to the PDF without an annotation.

📄 Attach File as Comment: Attaches a file to the document with an annotation.

Measurements Pro

•—• Distance: Used to measure the distance between two points on the document.

⌐–⌐ Perimeter: Used to measure the perimeter on the document using multiple lines.

⊞ Area: Used to measure a designated area on the document.

Alignments

Align Left: Aligns the selected objects to the left.

Align Center: Aligns the selected objects to the center.

Align Right: Aligns the selected objects to the right.

Align Top: Aligns the selected objects to the top.

Align Middle: Aligns the selected objects to the middle.

Align Bottom: Aligns the selected objects to the bottom.

Distribute Horizontally: Evenly distributes the selected objects horizontally.

Distribute Vertically: Evenly distributes the selected objects vertically.

Align Width: Aligns the width of the selected objects.

Align Height: Aligns the height of the selected objects.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Align Both: Aligns both the width and the height of the selected objects.

Properties - Appearance

Fill Color: Allows you to select the fill color of the selected objects.

Border Color: Allows you to select the border color for the selected objects.

Line Width: Sets the border line width for the selected objects.

Transparency: Sets the transparency for the selected objects.

Properties - Text

Font: Sets the font for the selected annotation.

Size: Sets the font size for the selected annotation.

Text Color: Sets the font color for the selected annotation.

B Bold: Makes the selected annotation or text Bold.

I Italic: Makes the selected annotation or text Italic.

U Underline: Makes the selected annotation or text underlined

Strikethrough: Marks the selected annotation or text with a strikethrough

Horizontal Alignment: Sets the text alignment for the selected annotation.

Touch Mode

Touch Mode: Enables/Disables Touch mode

Others

Divider: separates each of the toolbar sections

Grouped Button/Options: used in one of the following

· choose between different options for the tool it is attached to

· to select other tools when toolbars are grouped (see Grouped Buttons in Toolbar Preferences)

Mini Toolbar

The mini toolbar is a small toolbar that is displayed when an Annotation, Link, or Form Field is selected. This toolbar allows you to easily access the properties or delete the selected object without needing to use the right click context menu or keyboard. The toolbar can be enabled or disabled in the Toolbar Preferences.

> **Note:** *The mini toolbar will only be displayed on form fields when in Form Editing Mode or when Selecting Objects.*

The Mini Toolbar has the following buttons

Border Color: Allows you to select the border color for the selected objects.

Fill Color: Allows you to select the fill color of the selected objects.

Text Color: Sets the font color for the selected annotation.

Properties: Opens the properties for the selected annotation, link, or form field

Delete: Deletes the selected annotation, link, or form field

Quick Access Toolbar

The Quick Access Toolbar is located on the top left above the Ribbon Toolbar and provides quick access to common functions. The quick access toolbar is different in that it remains persistent across all tabs so the tools and functions are always available. This toolbar can be customized to add any tool from the application for more convenient access.
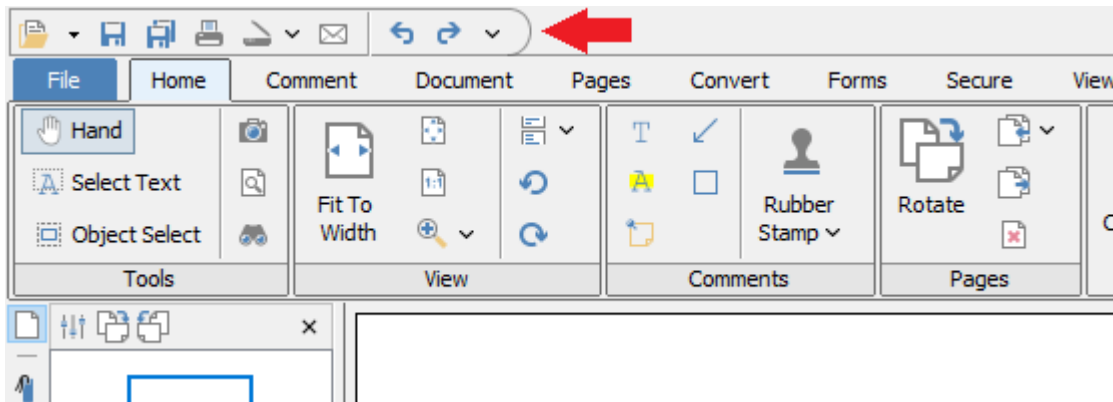
How to Customize the Quick Access Toolbar

The quick access toolbar can be customized by adding or removing any tool found in the ribbon toolbar. To do so follow the instructions below.

1. Click on the ˇ down arrow on the right side of the quick access toolbar
2. Using the menu click on the tool to toggle adding/removing from the quick access toolbar

Customization Options

Add Separator - Creates a vertical line separator to organize the tools

Remove Separator - Removes the separator currently furthest to the right

Remove All Buttons - Removes all buttons from the quick access toolbar to start over creating a custom set of tools

Restore Defaults - Restores the default tools set on installation

Minimize Ribbon - Toggles the minimized mode for the ribbon

Edit Favorites Ribbon Group - Opens preferences to customize the Favorite Tools section of the home tab

Opening Files

There are many ways to open a file in PDF Studio. The fastest and easiest way is to set PDF Studio as your default PDF application or drag and drop any PDF file directly into the PDF Studio frame. You can also use the various other methods such as the Welcome Screen or File tab which includes opening from local folders, recent documents, as well as cloud storage services such as Google Drive, Dropbox, & OneDrive.

> **Note**: *Using any of the below methods and selecting one of the Supported File Types will automatically convert the file to a PDF.*

Drag and Drop

Files can be dragged and dropped onto PDF Studio.

· Supported file types can be created into a new document by dragging the file onto a PDF Studio window with no document currently open.
· Supported file types can be inserted as new pages into an existing open document by dragging the file to the Thumbnail Pane.
· Pages can also be dragged and dropped across multiple open documents.

> **Note:** *Dropping a file onto the main document pane will open the document in a new frame.*

Welcome Screen

Recent Documents - The recent documents section displays the 5 most recent PDF files opened with PDF Studio. To open a file in this list just click on the name of the file that you wish to open.

Open File: Displays the file chooser to select a PDF document to open

File Tab

In the **Open** pane you will also find the following options to open files

Recent Documents: Displays a list of most recent 200 documents that have been opened. Use the search field on the top right to more easily find a specific document.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Sessions: Session manager allowing you to reopen last used or saved sessions

Computer: Opens local file chooser select a file to open

From URL: Open a PDF file from a specified web address

Google Drive: Open any supported file type directly from your linked Google Drive

Dropbox: Open any supported file type directly from your linked Dropbox

OneDrive: Open any supported file type directly from your linked OneDrive

Add Folder: Pin specified folder to the open list for one click future access. Multiple folders can be pinned.

Add Folder

The Add Folder feature allows you to pin a local directory to the list for quicker access in the future. This folder will be accessible in both the Open & Save As panels

Add Folder: Click this button to select the folder to be added to the list

✕ **Remove**: Removes the place from the open list

Recent File History

The recent file list in PDF Studio keeps track of recently opened PDF files (500 files total) in an organized and easy to use menu.

Access Recent File List

The Recent File list can be accessed by going to **File Tab > Open >** Recent **Documents** or clicking on the down arrow next to the Open icon on the toolbar.

Recent file search

Use the field at the top of the recent file list to filter out the recent documents based on the search term entered. As you type the results will be filtered out to show only files that match the entered word(s).

Most Recent Files

The Open icon drop down will display the 10 most recent files at the top of the list.

The **File Tab > Open >** Recent Documents panel will display the last 200 documents

Categories

The Open icon drop down categories will organize documents by:

· This Week
· Last Week
· 2 Weeks Ago
· 3 Weeks Ago
· Older

Clear Recent File List

In addition you can clear the recent file list from the recent file list menu. (**Note:** *This can not be undone*)

Google Drive

Google drive integration allows you to connect to your cloud storage to view, modify & save the files directly from within PDF Studio. Once done you can save it back to the Google Drive if needed.

> **Note**: *A Google account is required. Files are not edited directly on the server but instead a temporary local file is stored during editing. Once saved, the file is sent back to the server and the temp file is removed.*

How to use Google Drive

Opening Files

1. Go the **File Tab > Open** panel select ⛁ **Google Drive**
2. If not already logged in, follow the steps to log into your Google Drive account
3. Use the right pane to explore your Google drive directories and files just as you normally would
4. Double click to open the file, and you can begin editing the PDF as you normally would

Saving Files

Files can be saved directly to the drive it came from by just clicking on the **Save** button on the toolbar or using the Ctrl + S (Cmd + S on Mac) shortcut key.

1. If you wish to save the file with a new name or a new directory use the **Save As** panel in the **File** tab

2. Go to the **File Tab > Save As** panel and select ⛁ **Google Drive**
3. If not already logged in, follow the steps to log into your Google Drive account
4. Use the right pane to navigate to where you wish to save the file on your Google drive
5. Set a file name and click **Save**

Logging Out

1. Once logged in your access key is stored across sessions. If needed you can log out of your cloud drive service to ensure that another user cannot access your files.
2. Go to the **File Tab > Open** or **Save As** panel

3. Click on the logout button 🔛 to the right of the Google Drive label
4. Click YES to confirm and your account will be logged out

Additional Options

📁 **Add Folder** - Click to create a new folder in the current directory

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Refresh - Click to refresh the file/folder list in the current directory

Log Out - Click to log out of your Google Drive account

Dropbox

Dropbox integration allows you to connect to your cloud storage to view, modify & save the files directly from within PDF Studio. Once done you can save it back to the Dropbox if needed.

> **Note**: *A Dropbox account is required. Files are not edited directly on the server but instead a temporary local file is stored during editing. Once saved, the file is sent back to the server and the temp file is removed.*

How to use Dropbox

Opening Files

1. Go the **File Tab > Open** panel select **Dropbox**
2. If not already logged in, follow the steps to log into your Dropbox account
3. Use the right pane to explore your Dropbox directories and files just as you normally would
4. Double click to open the file, and you can begin editing the PDF as you normally would

Saving Files

Files can be saved directly to the drive it came from by just clicking on the **Save** button on the toolbar or using the Ctrl + S (Cmd + S on Mac) shortcut key.

1. If you wish to save the file with a new name or a new directory use the **Save As** panel in the **File** tab

2. Go to the **File Tab > Save As** panel and select **Dropbox**
3. If not already logged in, follow the steps to log into your Dropbox account
4. Use the right pane to navigate to where you wish to save the file on your Dropbox
5. Set a file name and click **Save**

Logging Out

1. Once logged in your access key is stored across sessions. If needed you can log out of your cloud drive service to ensure that another user cannot access your files.
2. Go to the **File Tab > Open** or **Save As** panel

3. Click on the logout button to the right of the Dropbox label
4. Click YES to confirm and your account will be logged out

Additional Options

 Add Folder - Click to create a new folder in the current directory

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Refresh - Click to refresh the file/folder list in the current directory

Log Out - Click to log out of your Dropbox account

OneDrive

OneDrive integration allows you to connect to your cloud storage to view, modify & save the files directly from within PDF Studio. Once done you can save it back to the OneDrive if needed.

> **Note**: *A OneDrive account is required. Files are not edited directly on the server but instead a temporary local file is stored during editing. Once saved, the file is sent back to the server and the temp file is removed.*

How to use OneDrive

Opening Files

1. Go the **File Tab** > **Open** panel select ☁ **OneDrive**
2. If not already logged in, follow the steps to log into your OneDrive account
3. Use the right pane to explore your OneDrive directories and files just as you normally would
4. Double click to open the file, and you can begin editing the PDF as you normally would

Saving Files

Files can be saved directly to the drive it came from by just clicking on the **Save** button on the toolbar or using the Ctrl + S (Cmd + S on Mac) shortcut key.

1. If you wish to save the file with a new name or a new directory use the **Save As** panel in the **File** tab

2. Go to the **File Tab** > **Save As** panel and select ☁ **OneDrive**
3. If not already logged in, follow the steps to log into your OneDrive account
4. Use the right pane to navigate to where you wish to save the file on your OneDrive
5. Set a file name and click **Save**

Logging Out

1. Once logged in your access key is stored across sessions. If needed you can log out of your cloud drive service to ensure that another user cannot access your files.
2. Go to the **File Tab** > **Open** or **Save As** panel

3. Click on the logout button ⤷ to the right of the Goole Drive label
4. Click YES to confirm and your account will be logged out

Additional Options

🗁 **Add Folder** - Click to create a new folder in the current directory

Refresh - Click to refresh the file/folder list in the current directory

Log Out - Click to log out of your OneDrive account

Saving PDFs

After creating or modifying your PDF you can save your changes to the original PDF document or as a new copy of the file. Documents that have been modified and not yet saved will be marked with an asterisk '*' next to the file name in the application title bar.

Additionally, PDF documents can also be exported or converted to other formats including images, HTML, Word and more by using the Conversion Tools available in PDF Studio.

Save a PDF

Use Save to write any changes you have made on to the original file. The Save feature will only be enabled once PDF Studio detects any changes to the open document.

Use any of the options below to Save your document at any time during the editing process:

· Save button 💾 on the Quick Access Toolbar
· Save option 💾 in the File Tab of the Ribbon Toolbar
· Ctrl + S shortcut keys

Save a Copy of a PDF

Use the Save As option allows you to save a copy of the current file to a different file name. This feature is always enabled and can be done even when there are no modifications made to the document.

Use any of the options below to Save your document at any time during the editing process:

· Save As button 💾 on the Quick Access Toolbar
· Save As option 💾 in the File Tab of the Ribbon Toolbar
· Ctrl + Shift + S shortcut keys

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Autosave Document Recovery

Autosave is a new feature available in PDF Studio that automatically saves your document as you work. This feature is enabled by default and will create a backup of the current modifications based on the specified time interval (defaulted to 5 minutes).

The autosave interval timer is not started until after the first document modification. At the specified autosave interval, the original file is not modified and instead, a separate temporary file is created that stores only the document modifications. This file will be updated at each interval until the the document is closed, saved or reverted, at which point the temporary file will be removed.

Note: *Changes made in between the time intervals will not be saved. If the autosave interval is set to 20 minutes and something happens at 19 minutes, then work will be lost back to the last autosave. The 5 minute default we have set is a good balance between performance and preventing loss of work.*

Enable / Disable Autosave

The auto save feature will be enabled by default on first install. However, you can enable / disable autosaving or adjust the autosave frequency by following the instructions below:

1. Go to **File Tab > Preferences**
2. Select **Application** from the panel on the left of the preferences dialog
3. Check / uncheck the Autosave option to enable / disable the feature
4. Use the Interval field to adjust the frequency of the saves

Recovering Lost Edits

PDF Studio will search for any autosaved files on each startup. When PDF Studio finds an autosave temporary file it will open the document recovery window for you to choose whether or not you wish to recover the saved changes. Once recovered the file should be saved as the temporary file will be removed.

Document Recovery ✕

Available Files

PDF Studio has recovered the following files. Select the files you wish to keep. All other temp files will be cleared.

☐ test01.pdf (11/17/2004 5:00:02 PM)
☐ alphabets.pdf (3/13/2007 12:03:33 PM)
☐ Zeitgeist players guide.pdf (10/18/2011 1:57:01 PM)
☐ Old News 19-4.pdf (4/26/2016 8:14:12 AM)

[Recover] [Select All] [Deselect All] [Cancel]
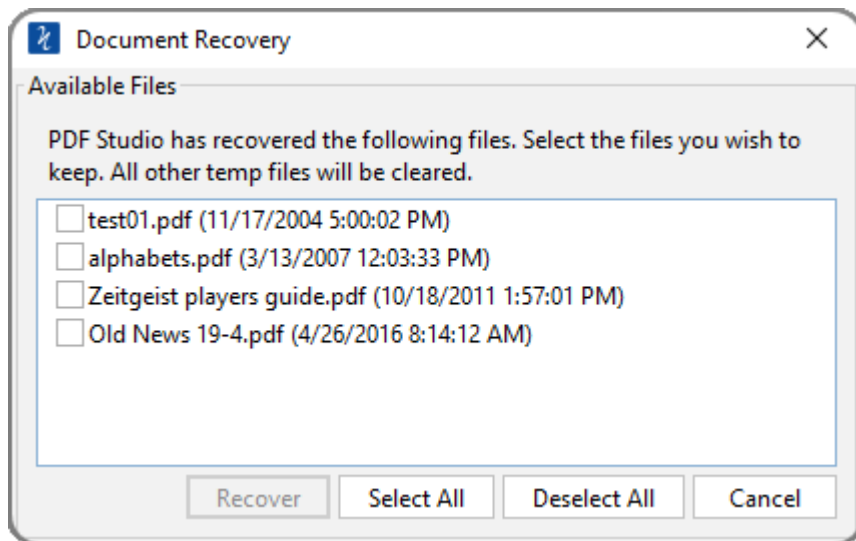
Alternatively you can also choose to not restore the autosave files at which point all of the temporary files will be deleted.

How to Restore Autosave Files

1. Launch or completely exit and restart PDF Studio (File Tab -> Exit) to begin autosave search
2. When prompted select the files you wish to restore and click OK
3. The document will be restored with the last saved edits
4. Make sure to save the file to avoid losing the changes again

Note: *Since only the modifications or changes are stored in the autosave temporary file, the original unedited file must still be available for files to be recovered. If the original file does not exist, the file can not be be recovered.*

Sessions

The sessions feature allows you to store the active list of documents opened in PDF Studio and then reopen that session again at a later time with a single click. Multiple sessions can be saved for ease of use when working across multiple projects. The stored session will retain the following:

- Documents that were open
- Tab order of the open documents
- Number of windows open (if documents open in separate windows)

Note: *To also restore the last page viewed when reopening the documents in your session go to Preferences -> Display and enable the* **Restore Last Page** *option.*

How to Use Sessions

To access the sessions panel go to **File Tab > Open > Sessions**. From there, you can save the current session, open an existing session or edit / delete existing sessions.

Session search

Use the field at the top of the sessions list to filter out the sessions documents based on the search term entered. As you type the results will be filtered out to show only sessions that match the entered word(s).

Save Current Session

1. Open the documents you wish to store in the session
2. Go to **File Tab > Open > Sessions**
3. Click on **Save current session**
4. Enter a name for the session and click OK to save

Open Previous Session

Existing sessions can be accessed by going to **File Tab > Open > Sessions** or clicking on the down arrow ▼ next to the Open icon on the Quick Acces Toolbar.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Edit / Delete Saved Session

Use the following buttons to edit / delete existing sessions

Edit: Opens dialog to rename the selected session

Delete: Removes the saved session

Selecting Text

Click on the Select text icon **T** on the toolbar, then drag the mouse to select the desired objects. When right-clicking on the mouse (Mac: Ctrl + Click), a menu will appear giving you the choice to copy the text to the clipboard; highlight, underline, cross out, squiggly underline, or replace the selected text; or insert new text after the selection.

> **Note** : *When copying text PDF Studio will preserve Font, Color, Size, Bold & Italic properties of the selected text.*

To exit the selection mode, simply click on the hand tool 🖐 or Esc on the keyboard.
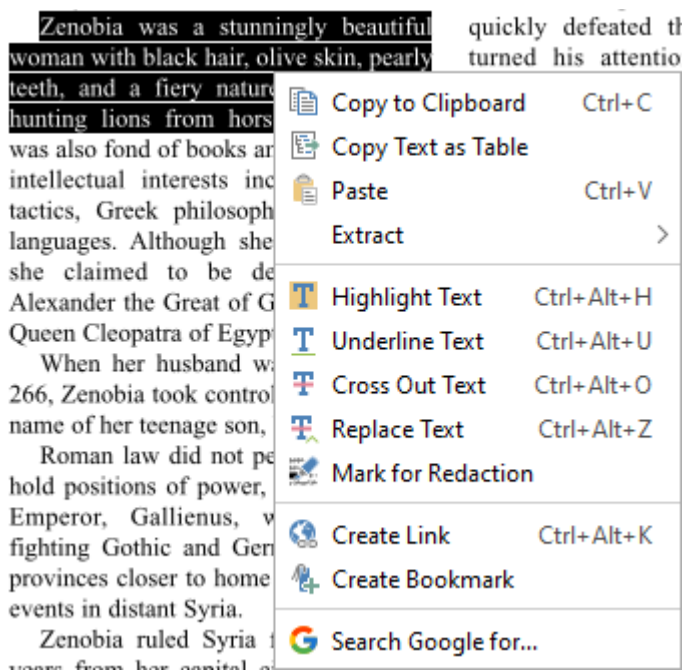
Rectangular Text Selection

For rectangular text selection, hold down Ctrl (Command for macOS) while dragging the mouse. The cursor will change to ⌷ to indicate that a different selection mode is active.

by Paul Chrastina
Zenobia Septimia was th
King Odenathus of Palmyra,
Roman province of Syria in
century AD.
Zenobia was a stunningl
woman with black hair, olive
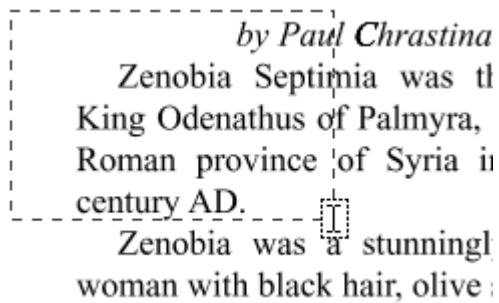
Text Selection Options

Copy to Clipboard - copies the selected text to the OS clipboard

Copy Text as Table - copies the selected text to the OS clipboard as a CSV comma delimited table

Paste - pastes the content currently stored in the OS clipboard into the document

- Text: will be pasted as a Text Box Comment
- Image: will be pasted as an image stamp
- File Data: will be pasted as an attachment

Extract - extract plain text or text as a table (CSV)

- Extract Text - selected text is extracted as plain text file .txt
- Extract Text as Table (CSV) - selected text is extracted as comma delimited CSV file

Markup Tools

Highlight Text - highlights the selected text

Underline Text - underlines the selected text

Cross Out Text - adds cross out to selected text

Replace Text - adds replace text markup to selected text

Mark for Redaction - add redaction annotation to selected text

Other

Create Link - creates an interactive link on the selected text

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Create Bookmark - creates a bookmark at the current position using the selected text

Search

Search Google for... - performs a Google search with the selected text

Selecting Objects

The object selection tool can be used to edit objects that are not a part of the actual PDF content. Below is a list of the objects that can be selected.

· Annotations
· Text Markups
· Form Fields
· Links
· File Attachment Comments
· 3D content

Using the Object Selection Tool

Click on the Object Selection icon ▣ on the toolbar, then click or drag an area with the mouse to select the desired objects. Once selected objects can be edited, moved, or deleted just the same as you would anything else.

To exit the selection mode, simply click on the hand tool ✋ or Esc on the keyboard.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Snapshot Tool

The snapshot tool can be used to save a portion of the screen as an image.

Select the snapshot tool under **Home Tab > 📷 Snapshot** from the toolbar then drag the mouse over the page to select the snapshot area.

> **E-mail** hmamem@woodruffcenter.org
>
> **Permanent and Lost Membership Cards**
> When you join, you receive a permanent plastic member-ship card for the duration of your membership. If you lose your card, please call the Membership Department to request a replacement. There is a $3 replacement fee per card.
>
> **Change of Name or Address**
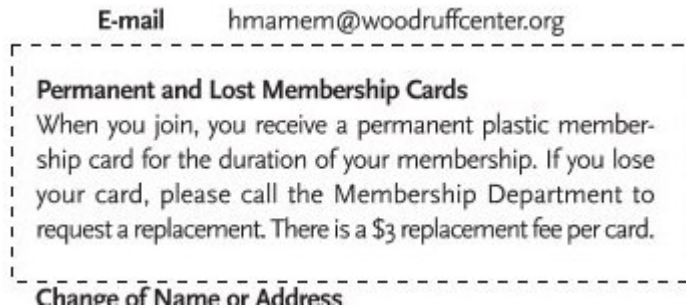
When the mouse button is released, an image will be created from the selected area. The image is always copied to the system clipboard and a dialog will be displayed with additional options for the created image.

Snapshot	×
The area has been copied to the clipboard.	
☑ Save As PNG ⌄	
Destination Folder: C:\Users\Qoppa Sofware\Screenshots [...]	
☐ Don't show again	
OK	
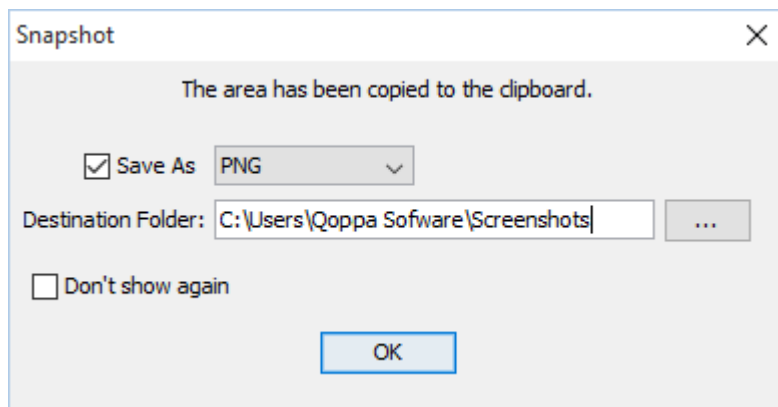
Options

- **Save As:** Allows you to save the image in the selected format to the directory specified. Once the options are selected click OK to save the file. The destination and format of the output image can also be set in General Preferences by going to **File Tab > Preferences** and selecting the General tab.
- **Don't show again:** Check this box to always use the selected options when taking a snapshot.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Quick Search

With PDF Studio, you can quickly search for text within a PDF document. The quick search tool allows you to search for just the next occurrence of the text within the document. To find a list of all occurrences within the document use the Advanced Search instead.
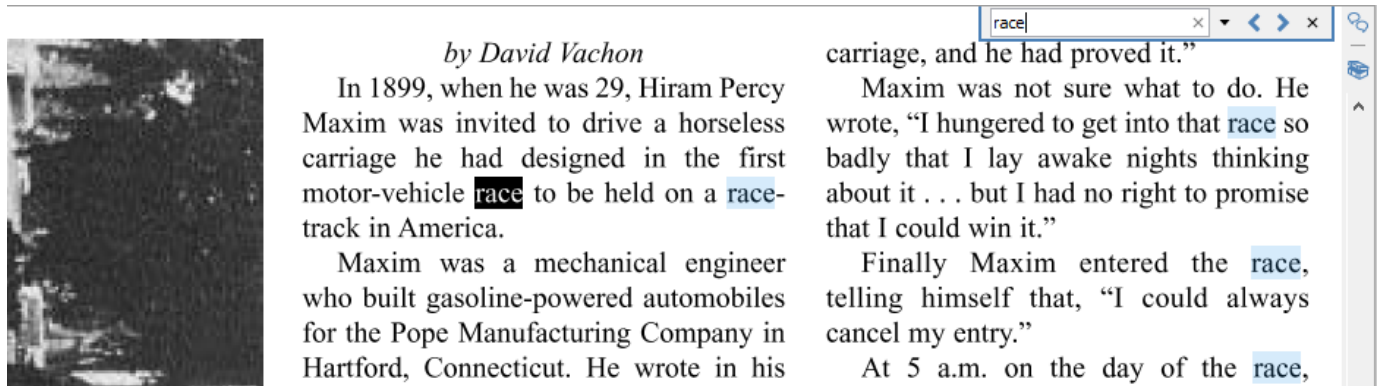
How to use Quick Search

1. Open the document that you wish to search
2. Open the quick search popup by going to **Home Tab >** **Search** or using the shortcut key Ctrl + F (Command + F on Mac)
3. Enter the text you wish to search for and press the "Enter" key to find the next occurrence of the text within the document

Quick Search Options

 Clear: Clear the search results

 Previous Occurrence: Navigates to the previous occurrence of the word in the document

 Next Occurrence: Navigates to the next occurrence of the word in the document

>   **Note**: *Pressing the "Enter" key will also continue to the next occurrence*

 Search Options: Used to set the quick search options. Click on the arrow to select the options you wish to use

- **Advanced Search**: This will open the Advanced Search and begin searching for the text currently in the search field.
- **Case-Sensitive:** If checked, searching for the string "The" will not return the same results as searching for the string "the".

- **Whole words only:** If checked, searching for "the" will not return occurrences of "they". But when this option is left unchecked, all occurrences of "they", and other words with the letters "the", will appear in the occurrence list.
- **Include comments:** If checked, the search will include text in annotation comments.
- **Include fields:** If checked, the search will include text in form fields. (this is on by default)

Advanced Search

PDF Studio comes with an Advanced Text Search tool that allows you to search only the currently opened document but also multiple documents at once. This tool allows you to see the results of the search in context with the text around the result to help locate the section of the document with the correct text. You can also use the Advanced Search Actions to add text markups or redactions to all the search results.
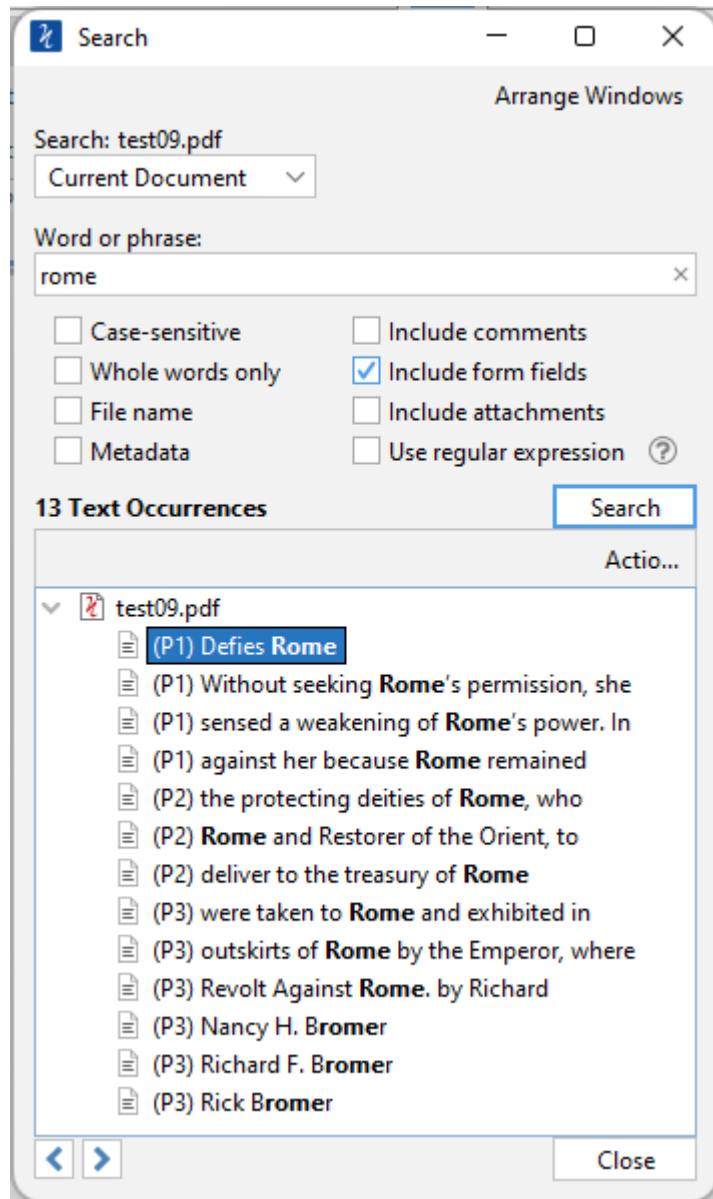
How to use Advanced Search

1. Open the document that you wish to search
2. Open the quick search popup by going to **Home Tab >** 👀 **Search** on the toolbar or press Ctrl + Shift + F (Cmd + Shift + F on Mac).

3. Enter the text to search in the text field and select any additional options, then press the Enter key or click on the Search button. All occurrences of the text in the document will appear in the occurrences list.

To navigate through the results:

- Use the Up arrow key (previous) and Down arrow key (next).
- Click on the Previous Occurrence or Next Occurrence buttons.
- Click on the result with the mouse

> **Note**: *When navigating the search results for multiple documents, highlighting or selecting another document will open it in a new PDF Studio window.*

Advanced Search Options

Search: Allows you to select where to search for the desired text. Choose from one of the following options

- Current Document: searches only the currently opened and active document.
- All Open Documents: searches all documents currently opened in PDF Studio
- Directory: searches all PDF documents within a selected directory. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder. Check the "Include Subfolders" option to include any documents found in any folders within the selected directory.
- Recent Documents: searches all documents in the Recent File History list

Word or Phrase: Enter the text you wish to search for

Case-Sensitive: If checked, searching for the string "The" will not return the same results as searching for the string "the".

Whole words only: If checked, searching for "the" will not return occurrences of "they". But when this option is left unchecked, all occurrences of "they" will appear in the occurrence list.

File Name: If checked, the search will include PDF documents with the text in the file name

Metadata: If checked, the search will include the Metadata found in Document Properties of any PDF files

Include comments: If checked, the search will include text in annotation comments.

Include form fields: If checked, the search will include text in form fields. (this is on by default)

Include attachments: If checked, will search the text within attached PDF documents.

Use regular expression: Allows you to user a regular expression to perform more advanced search queries

Examples:

- · US phone number: ((\(\d{3}\)?)|(\d{3}-))?\d{3}-\d{4}
- · US Social Security number: \d{3}-\d{2}-\d{4}
- · Email address: [\w-]+@([\w-]+\.)+[\w-]+
- · For more information: https://en.wikipedia.org/wiki/Regex

Result Navigation

Previous Occurrence: Navigates to the previous occurrence of the word in the document

Next Occurrence: Navigates to the next occurrence of the word in the document

Note: *Pressing the "Enter" key will also continue to the next occurrence*

Advanced Search Actions

Use the Actions options to apply markups or redactions to all the results found in the document.

Highlight Text - applies Text Highlight markups to the results

Cross Out Text - applies Cross Out text markups to the results

Underline Text - applies Underline text markups to the results

Squiggly Underline Text - applies Squiggly Underline text markups to the results

Create Bookmark - creates a Bookmark for each of the results found

Create Link - creates a Web Link for each of the results found using the selected options

Mark for Redaction - creates a Redaction Annotation for each for the results found

Note: *This only applies the redaction annotations so that you can first review the redaction before Applying Redactions*

Replace Text - replaces all instances of the text found with the new text you choose

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Note: *This will not reflow or change the layout of paragraphs. This tool is useful for small changes only.*

Printing PDFs

PDF documents can be printed from within PDF Studio. By default, PDF Studio will print using our custom dialog which provides additional advanced printing options as well as a live print preview. Start the print dialog by clicking on the 🖨 Print icon or press Ctrl + P (Cmd + P on Mac).

Print Dialog

- Print with Windows/Mac/Linux: Prints the PDF using the default system print dialog. The settings in this dialog will be determined by the operating system.
- Print with PDF Studio: Prints the PDF using the PDF Studio dialog. Below is a list of the available settings when using the PDF Studio Print Dialog

  Note: *If you wish to set the Operating System print dialog as the default, see Print Defaults in Preferences.*
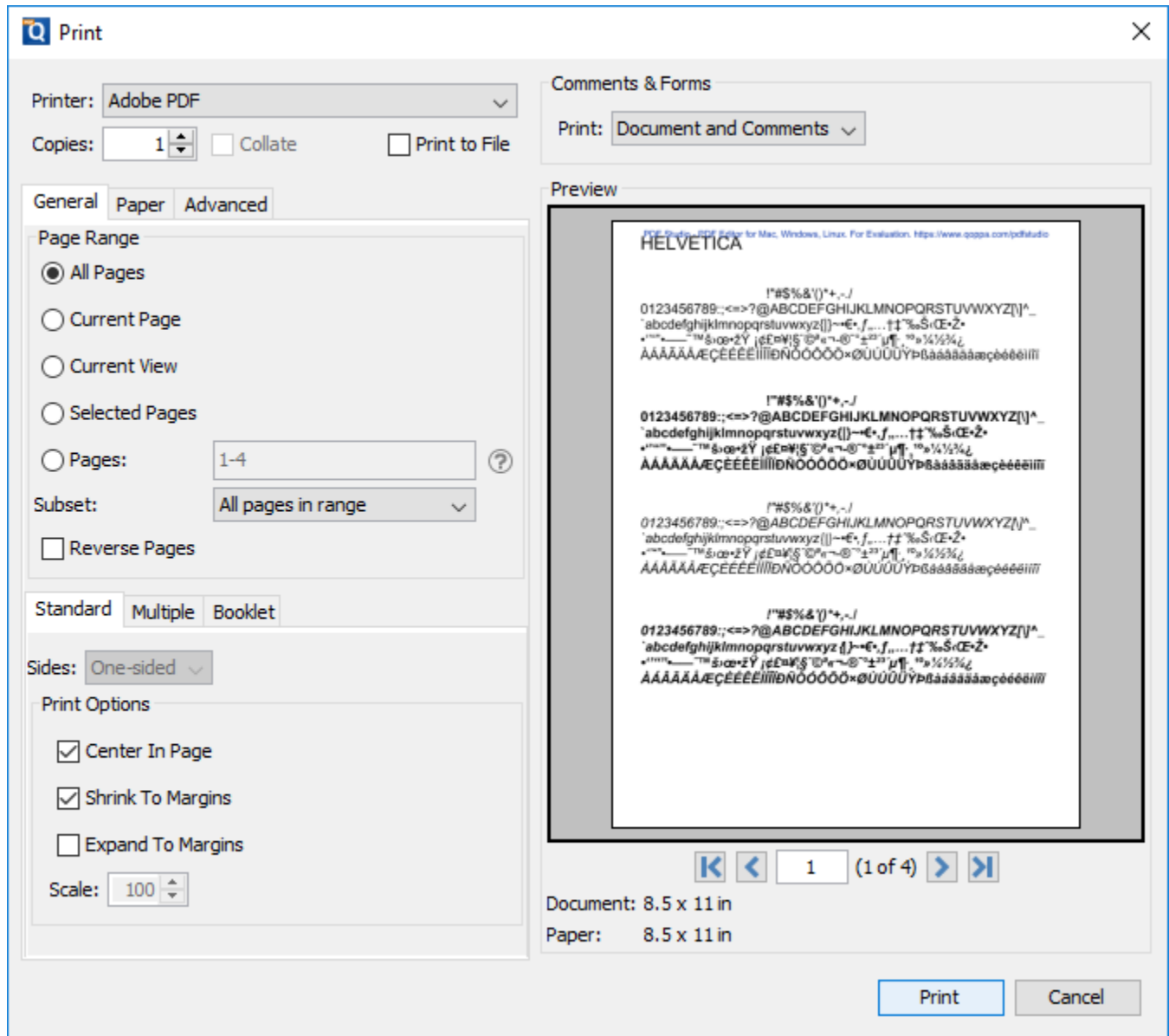
PDF Studio Print Options

The below print options are available when using the PDF Studio Print dialog. Settings options will be enabled and disabled based on what the printer tells PDF Studio is available.

> Note: *There may be some cases where the printer may support an option that is listed as disabled because it was not reported as available to PDF Studio. If this is the case you will need to use the System Print dialog instead.*

Printer - The name of the printer you wish to print to

Copies - The number of copies of the document to be printed

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Collate: Keeps pages in order when printing multiple copies. For example, if unchecked, two copies of a three-page document will print in this order: 1,1,2,2,3,3. If checked, the order will be 1,2,3,1,2,3. This option is not available when printing only one copy.

Print to File - Option to print to a .prn file instead of directly to the printer. This allows you to reprint the document without running or even having the original application that created the file. For example, if you need to send the document to a printing company that only prints on a specific printer.

General

Page Range

All Pages: all pages in the document

Current Page: the current page being displayed

Current View: prints the page exactly as it is displayed in the current PDF Studio frame. **Note**: *This option will be disabled if more than one page is currently being displayed.*

Selected Pages: prints the pages currently selected in the thumbnails pane

Pages: set custom range of pages if needed using values separated by commas. For example, to print only pages 2 to 4 & 6 to 12 & 20 of a 30 page document enter "2-4, 6-12, 20". Documents using Page Labels will require the exact page label to be entered (i.e. iv, v, etc...)

Subset: Subset of the currently set page range to print. Choose from the below options

- All pages in range: prints all the pages in the set range
- Even pages only: prints only the even pages in the set range (i.e. 2, 4, 6, etc...)
- Odd pages only: prints only the odd pages in the set range (i.e. 1, 3, 5, etc...)

Reverse Pages: reverse the order in which the pages will come out of the printer

Standard Printing

Sides - The options to print pages either one sided or on both sides of the paper

- One-sided: prints only one page on the front of each sheet of paper
- Two-Sided (short edge): prints two pages, one on front and one on back, per sheet of paper flipping the page on the short edge
- Two-Sided (long edge): prints two pages, one on front and one on back, per sheet of paper flipping the page on the long edge

Print Options - Additional print options to size the content to the page.

- Center In Page**:** center the page in the paper. No effect if the pages in a document are larger than the paper they are being printed on.

- Shrink To Margins: shrink pages so that they fit in the paper. No effect if the pages in a document are smaller than the paper they are being printed on.
- Expand To Margins: expand pages to fill the paper they are being printed on. No effect if the pages in a document are larger than the paper they are being printed on.
- Scale: Sets a custom scale to the document when printing. This option is only available when Shrink to Margins or Expand to Margins are not selected.

Multiple Pages per Sheet Printing

Pages per sheet: Number of pages from the document that should be printed per sheet. Pages will be added to the sheet using evenly spaced grids

Page order: Options to order the pages Horizontally from top to bottom or Vertically from left to right

Page margins: Adjusts the spacing between each of the page grids

Sides - The options to print pages either one sided or on both sides of the paper

- One-sided: prints only one page on the front of each sheet of paper
- Two-Sided (short edge): prints two pages, one on front and one on back, per sheet of paper flipping the page on the short edge
- Two-Sided (long edge): prints two pages, one on front and one on back, per sheet of paper flipping the page on the long edge

Auto-rotate individual pages in sheet: Rotates each individual page so that the width and length best fit each of the individual grids on the sheet.

Print border: When checked adds a border around each of the pages on the sheet

Booklet Printing

Booklet subset: Subset of the currently set page range options. Choose from the below options

- Both Sides (long edge): This will print all of the booklet pages on both sides of each sheet of paper so that when folded will create a booklet.
- Front sides only: Will work just as it currently does only printing the front sides of the booklet so the user can flip the pages and print the back sides to manually duplex if needed.
- Back sides only: Will work just as it currently does only printing the back sides of the booklet

Page margins: Adjusts the spacing between each of the page grids

Binding: Determines whether the binding (folded edge) of the booklet when folded should be on the left or the right

Auto-rotate individual pages in sheet: Rotates each individual page so that the width and length best fit each of the individual grids on the sheet.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Print border: When checked adds a border around each of the pages on the sheet

Paper

Paper Size - The size of the paper to be printed on. This sizes in the list are determined by the printer that is selected

Paper Tray - The tray on the printer where the paper will be coming from

Orientation - The layout and direction of the content being placed on the page

- Auto Rotate pages**:** rotate the printout to match the width and length with the paper. The portrait / landscape settings cannot be set by the user when this option is selected.
- Portrait: print the page portrait
- Landscape: print the page landscape
- Reverse Landscape: print the page landscape but reversed

Advanced

Chromaticity - Sets the color of the document to be printed

- Monochrome: will print in B&W or grayscale
- Color: will print the document in color

Quality - Sets the quality of the pages to be printed

- Draft: fast printing a low quality
- Normal: normal print quality at standard speed. Best for most printing situations
- High: high quality print for fine details. May take much longer to print

Performance - Sets additional advanced options to improve printing performance

- Print as image - instead of sending drawing commands to the printer sends single image per page. Useful when running into performance issues on documents with very large amounts of drawing commands on the page
- Scale image to output - tells the printer to rescale images to match output DPI, setting it to false sends the image in its original size and lets the printer resize it.

Comments & Forms

Print: Sets the printing options for documents with comments and forms

- Document and Comments: prints the document with all comments
- Document Only: prints the document without any comments. For a list of all comments that will be removed see Annotating and Commenting PDFs
- Form Fields Only: prints only the form fields and no other content.
- Comments Only: prints only the annotations & comments and no other content.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Summarize Comments - appends a text summary of the comments in annotations either by page or to the end of the document.

Preview

The print preview panel displays what the document will look like once printed based on the selected options, as well as contain navigation buttons allowing you to navigate the preview pages, and document properties showing selected paper and document sizes. Changing printing options will update the preview in real time.

> **Note**: *On Mac OS and Linux, some printers will always display "Color" even if the printer only prints in black & white.*

First Page: Navigates to the first page of the preview document.

Previous Page: Navigates to the previous page in the preview document.

1 of 12 **Page Number:** Displays the current page being viewed and the total number of pages. Type a number into the field and press "Enter" to navigate directly to that page.

Next Page: Navigates to the next page in the preview document.

Last Page: Navigates to the Last page in the preview document.

User Preferences

The Preferences dialog allows customization of various PDF Studio settings. Below is a list of the available sections in the preferences dialog.

To open the Preferences dialog:

- Go to **File Tab** > **Preferences**
- Use the **Ctrl** + **K** shortcut key

· General	· Forms	· Tools
· Accessibility	· JavaScript	· Digital IDs **Pro**
· Comments	· OCR **Pro**	· Timestamp Servers **Pro**
· Conversion **Pro**	· Preflight **Pro**	· Trusted Certificates
· Conversion MS Office **Pro**	· Print Defaults	· Application
· Display	· Rulers & Grids **Pro**	· Settings Manager
· Email	· Spell Check	
· Fonts	· Toolbars	

General Preferences

The General Preferences section contains all of the general settings for PDF Studio.

To open the General Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **General** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Language - Select English, French, German, Japanese, Italian, or Spanish. Additional locale options are listed after the language. The default language will be determined from the language setting for the computer/operating system. Restart PDF Studio after changing this setting.

Units – Define preferred measurement units (inches, centimeters, points, millimeters). Units will be used for the Crop dialog and in Document Properties when displaying the page size.

Default Page - Sets the default page size and orientation when Creating a Blank PDF or Adding a Blank Page.

- Size: the page size of the document using many of the global standards and also a custom option.
- Orientation: The orientation of the page, landscape or portrait.

Documents - Sets document behavior for opening additional documents

- Open documents in new tabs: Sets the application to open all documents as tabs within the frame.
- Open document links in same window: When checked, links to external documents will open in the same window
- Restore last session on startup: When checked, will restore all document tabs that were open when PDF Studio was last exited

Signatures - Digital signature display settings

- Show signature validity: When checked displays the Signature Validation directly on the signature on the page. Otherwise validity will need to be checked in the Signature Panel

Paste Images – Sets whether or not adjust to zoom for the pasted images.

- Adjust to zoom: When checked images pasted into PDF Studio will maintain the same size and scale as when viewed from the application it was pasted from.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Other

- **Use system file dialog**: Switch between the PDF Studio file dialog and System file dialog. This selection is available to Windows and Linux/Unix installations.
- **Use temporary file on save**: Create a temporary file when saving documents. Some document management applications that use a WebDAV server require writing directly to the original file to preserve the document history.
- **Show welcome screen on startup**: when checked, the Welcome Screen will be displayed on startup
- **Warn before deleting pages**: displays a warning before Deleting Pages.
- **Warn before changing security**: displays a warning when making changes to Document Security
- **Warn before sanitizing document**: displays a warning before Sanitizing Documents
- **Create Links from URLs**: Automatically detects text in a document that resembles a URL and makes it a clickable link
- **Warn before flattening all comments**: displays a warning before Flattening All Comments.
- **Warn before deleting all comments**: displays a warning before Deleting All Comments.
- **Warn before saving signed document**: Displays a warning before saving a document that contains a Digital Signature as this would invalidate the signature within the document.
- **Show '*' on title bar of modified document**: When a document is modified PDF Studio will append an asterisk '*' to the end of the file name displayed so to easily distinguish if the document has been modified or not.
- **Prompt for including subfolders on Batch -> Add folder**: Displays a warning before processing batch files with the "subfolders" option enabled
- **Show page options dialog when creating new document**: When checked, user will be prompted for new page size settings before creating a new document
- **Paste pages after current selection**: When checked, pages that are copied will be pasted AFTER the selected page in the thumbnails pane

Accessibility Preferences

The General Preferences section contains all of the accessibility settings for PDF Studio.

To open the General Preferences dialog:

1. Go to **File Tab > Accessibility**
2. Select **General** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Replace Document Colors: Select this option to enable the accessibility options you wish to use.

Use High Contrast Colors: Choose from a predefined list of high contrast color combinations

Custom Color: set your own color combination for page background and text color

· **Page background**: the color of the background displayed
· **Text Color**: color of all text in the document including content, annotations & form fields

Only change the color of black text or line art: when checked will ignore any text or line art that is not curently set to black

Change the color of line art as well as text: when checked will use the text color specified above to also colorize any path or line content within the document

Comments Preferences

The Comments Preferences section contains all of the comment, markup, and annotation settings for PDF Studio.

To open the Comments Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Comments** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Default Tool Properties - Contains the default preferences for each of the individual annotation tools. To edit the default values for an annotation, click on the tool's name to open its properties dialog. Then set the values you wish to be the default and click OK to save the changes.

Drawing

- Allow drawing overlapping comments: Allows annotations to be drawn directly on top of another annotation.
- Use Ctrl + Drag to copy selected annotations

    Note: *When "Allow drawing overlapping comments" is disabled, annotations can still be overlapped by first creating the annotation on a different part of the page then dragging it over the existing annotation.*

Rubber Stamp

- Display Stamp Previews: When enabled, a preview of the rubber stamps will be displayed in the menu. Otherwise, only the stamp's name will be displayed as text
- Copy stamp name to note: Adds the name of the stamp to the note as a way to categorize annotations on export.

Text Markups

- Copy text to note: when using text markup annotations the selected text will be copied into the annotation's note.

Author

- Author: This name will be associated with annotations added to the document

Comments Panel

- Show comments pane on opening a PDF with comments: When checked will automatically open the Comments Panel when a document that contains annotations is opened.

Viewing

- Enable text indicators & tooltips: When checked will display speech bubbles and tooltips on annotations that contain comments.

Conversion Preferences

The Conversion Preferences section contains all of the settings for PDF Studio when converting text documents & image files to a PDF.

To open the Conversion Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Conversion** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Text to PDF

Font - Font settings when .txt files are converted.

- Font: font to be used when converting the .txt document.
- Size: font size to be used when converting the .txt document.
- Bold: makes all text in the converted document **bold.**
- Italic: makes all text in the converted document *Italic.*

Page Size & Margins - Page size & margin settings when .txt files are converted.

- Units: units to be used for the page size and margin settings when converting .txt to PDF
- Width: width of the page in the units selected.
- Height: height of the page in the units selected.
- Top: top margin of the page in the units selected.
- Bottom: bottom margin of the page in the units selected.
- Left: left margin of the page in the units selected.
- Right: right margin of the page in the units selected.

Use Background - Sets an image that will be used as a background when converting a .txt file to PDF

Image to PDF

These settings apply to Converting Images to PDF or Importing Images as Pages.

Color Images - Settings used when color images are converted

Compression - Convert any image to either a JPEG, JPEG2000, FLATE, or JBIG2.

- JPEG: lossy compression that will reduce image quality and size
- JPEG2000: less lossy compression that will reduce size and some quality
- FLATE: Lossless compression does not reduce quality

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- JBIG2: Lossless compression that can only support black and white colors. Color images will be converted to black and white. Best for scanned documents with no images

   Note: *Anytime a change is made to "Color Space" or "DPI" the image will have to be re-compressed. When the "No Change" option is selected, PDF Studio will attempt to keep the current image compression format. If it is not supported, PDF Studio will re-compress to the closest matching supported compression.*

JPEG Quality - Allows the image quality to be adjusted between 10-100%.

- This will only affect JPEG or JPEG2000 images as these are the only formats that support image quality settings.

Color Space - Choose to either retain or convert the image colors to Grayscale or B&W.

- Gray: Only supported with JPEG, JPEG2000, or FLATE. Best for full color images
- B&W: Only supported by FLATE or JBIG2. Best for scanned documents with no images

   Note: *When the "No Change" option is selected, PDF Studio will attempt to keep the current image color space. If it is not supported, PDF Studio will change to the closest matching supported color space. JPEG images with CMYK color space will be converted to RGB due to a regression bug in JDK 1.7.*

Grayscale Images - Settings used when grayscale images are converted

Compression - Convert any image to either a JPEG, JPEG2000, FLATE, or JBIG2.

- JPEG: lossy compression that will reduce image quality and size
- JPEG2000: less lossy compression that will reduce size and some quality
- FLATE: Lossless compression does not reduce quality
- JBIG2: Lossless compression that can only support black and white colors. Color images will be converted to black and white. Best for scanned documents with no images

   Note: *Anytime a change is made to "Color Space" or "DPI" the image will have to be re-compressed. When the "No Change" option is selected, PDF Studio will attempt to keep the current image compression format. If it is not supported, PDF Studio will re-compress to the closest matching supported compression.*

JPEG Quality - Allows the image quality to be adjusted between 10-100%.

- This will only affect JPEG or JPEG2000 images as these are the only formats that support image quality settings.

Color Space - Choose to either retain or convert the image colors B&W.

- B&W: Only supported by FLATE or JBIG2. Best for scanned documents with no images

Note: *When the "No Change" option is selected, PDF Studio will attempt to keep the current image color space. If it is not supported, PDF Studio will change to the closest matching supported color space. JPEG images with CMYK color space will be converted to RGB due to a regression bug in JDK 1.7.*

Black and White Images - Settings used when black and white images are converted

Compression - Convert any image to either a FLATE or JBIG2.

· FLATE: Lossless compression does not reduce quality
· JBIG2: Lossless compression that can only support black and white colors. Color images will be converted to black and white. Best for scanned documents with no images

Note: *Anytime a change is made to "Color Space" or "DPI" the image will have to be re-compressed. When the "No Change" option is selected, PDF Studio will attempt to keep the current image compression format. If it is not supported, PDF Studio will re-compress to the closest matching supported compression.*

Optimize images only if there is a reduction in size - when checked image conversion will validate that the new image using the selected options is actually smaller in bytes than the original. If not the original image will remain in the newly created document.

MS Office Conversion Preferences

The MS Office Conversion Preferences section contains all of the settings for PDF Studio when converting Word and Excel documents to PDF and PDF to Word documents.

To open the MS Office Conversion Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Conversion MS Office** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Word to PDF

The Font Embedding settings allow you to set whether fonts are embedded or not when converting word documents (.doc or .docx) to PDFs. It also allows you to set a fallback font to be used when the font does not exist on the system.

> **Note**: *By default PDF Studio will use the DroidSansFallbackFull.ttf font that has been packaged with the installer as a fallback font.*

Do not embed fonts - fonts will not be embedded in the document when converted. Instead fonts will be referenced by name within the document and it will be up to the PDF viewer to find the font on the system to be displayed when viewing the document.

Embed fonts - fonts will be embedded into the PDF document when converted.

When embedding fails - Determines what PDF Studio will do if the font named in the Word document does not exist on the system.

- Throw error: if the font is not found on the system the document conversion will fail and display an error message in PDF Studio.
- Use PDF Studio fallback font: Will attempt to find the characters using the fallback font packaged with PDF Studio
- Use selected fallback font: will attempt to find the characters within the fallback font set below.

> **Note**: *When converting a word document PDF Studio will first look for the font on the system, then will attempt to find the characters within the fallback font set. If no characters are found within either the system or fallback font the entire document will fail conversion. It's important that, when selecting a fallback, a font is chosen with as many characters as possible to avoid conversion failures.*

Fallback font - The full path to the font file (.ttf) to use. Click on the "Browse..." button to open a file chooser and navigate to the font file (.ttf) you wish to use .

Max missing characters: Set the maximum number of unique unsupported characters allowed when falling back to the fallback font.Setting this option allows some control over whether conversion should succeed or not when the Fallback Font does not provide complete glyph support for characters it will be used to render.

Create bookmarks from headings - This option will create bookmarks using the Word heading styles (Header 1, Header 2, etc...)

Excel to PDF

Add a Bookmark for each sheet - Creates a bookmark in the PDF for each sheet in the workbook

Scaling - Determines how the spreadsheet will be broken up into pages when converting to PDF. PDF Studio will use page size and margin settings set within the Excel document when creating the PDF document.

- Fit to Page: shrinks the entire worksheet so that it all fits on a single page
- Fit to Width: shrinks the worksheet so that all columns fit on a single page. Rows will continue onto additional pages as needed
- Actual Size: no scaling, when the data does not fit on one page it will be broken up into pages using the Page Order set within the Excel file.

Max page count - Extremely large worksheets may take a very long time or run out of memory during conversion. This sets the max number of pages to attempt when converting a worksheet. The default setting is 2,000 pages.

Do not embed fonts - fonts will not be embedded in the document when converted. Instead fonts will be referenced by name within the document and it will be up to the PDF viewer to find the font on the system to be displayed when viewing the document.

Embed fonts - fonts will be embedded into the PDF document when converted.

> **Note**: *By default PDF Studio will use the DroidSansFallbackFull.ttf font that has been packaged with the installer as a fallback font.*

When embedding fails - Determines what PDF Studio will do if the font named in the Excel document does not exist on the system.

- Throw error: if the font is not found on the system the document conversion will fail and display an error message in PDF Studio.
- Use PDF Studio fallback font: Will attempt to find the characters using the fallback font packaged with PDF Studio
- Use selected fallback font: will attempt to find the characters within the fallback font set below.

> **Note**: *When converting a word document PDF Studio will first look for the font on the system, then will attempt to find the characters within the fallback font set. If no characters are found within either the system or fallback font the entire document will fail conversion. It's important that, when selecting a fallback, a font is chosen with as many characters as possible to avoid conversion failures.*

Fallback font - The full path to the font file (.ttf) to use. Click on the "Browse..." button to open a file chooser and navigate to the font file (.ttf) you wish to use .

Max missing characters: Set the maximum number of unique unsupported characters allowed when falling back to the fallback font.Setting this option allows some control over whether conversion should succeed or not when the Fallback Font does not provide complete glyph support for characters it will be used to render.

PowerPoint to PDF

Do not embed fonts - fonts will not be embedded in the document when converted. Instead fonts will be referenced by name within the document and it will be up to the PDF viewer to find the font on the system to be displayed when viewing the document.

Embed fonts - fonts will be embedded into the PDF document when converted.

When embedding fails - Determines what PDF Studio will do if the font named in the PowerPoint document does not exist on the system.

- Throw error: if the font is not found on the system the document conversion will fail and display an error message in PDF Studio.
- Use PDF Studio fallback font: Will attempt to find the characters using the fallback font packaged with PDF Studio
- Use selected fallback font: will attempt to find the characters within the fallback font set below.

  > **Note**: *When converting a word document PDF Studio will first look for the font on the system, then will attempt to find the characters within the fallback font set. If no characters are found within either the system or fallback font the entire document will fail conversion. It's important that, when selecting a fallback, a font is chosen with as many characters as possible to avoid conversion failures.*

Fallback font - The full path to the font file (.ttf) to use. Click on the "Browse..." button to open a file chooser and navigate to the font file (.ttf) you wish to use .

Max missing characters: Set the maximum number of unique unsupported characters allowed when falling back to the fallback font.Setting this option allows some control over whether conversion should succeed or not when the Fallback Font does not provide complete glyph support for characters it will be used to render.

Display Preferences

The Display Preferences section contains all of the display settings for PDF Studio.

To open the Display Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Display** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Look and Feel - Changes the look and feel (theme) of PDF Studio. Requires a restart to be applied.

Theme

· Auto: (default) will set light or dark colored theme to match the theme set in the OS
· Light: modern light styled flat user interface
· Dark: modern dark styled flat user interface

Icon Color

· Color: full color modern flat icons
· Monochrome: greyscale modern flat icons, better for dark mode

Full Screen Appearance

· Background: Sets the options used when PDF Studio is displaying a document in Full Screen Mode

Layout and Magnification - Sets the layout and magnification defaults for displaying documents.

By default, PDF Studio uses the initial view settings set within the document to display the panels on the left when opening a document. If no setting is set within the PDF document's initial view settings, the Pages panel will be opened by default. Selecting "Ignore document setting" on any of the options will force PDF Studio to ignore the document's settings and use the selected option.

Navigation Tab - sets the default behavior for the navigation tab when opening PDF documents.

· Default: Uses the PDF Studio default settings
· None (Document Only): No navigation tab will be displayed
· Bookmarks Panel: Displays the bookmarks panel when the document is opened
· Pages Panel: Displays the pages panel when the document is opened

- Attachments Panel: Displays the attachments panel when the document is opened

Page Layout - sets the default behavior for the page layout when opening PDF documents.

- Default: Uses the PDF Studio default settings
- Single: Displays only a single individual page at a time
- Single Continuous: Displays all of the document's pages in a single column that can be continuously scrolled
- Facing: Displays only two pages at a time side by side with odd pages on the left and even pages on the right
- Facing Continuous: Displays all of the documents pages in two columns with odd pages on the left and even pages on the right
- Cover: Displays the document just as when using Facing only the first page will be displayed alone
- Cover Continuous: Displays the document just as when using Facing Continuous only the first page will be displayed alone

Magnification - sets the default magnification to use when opening PDF documents.

- Default: Uses the PDF Studio default settings
- Actual: Displays the document with a 1:1 ratio to match how the document would look if printed without any scaling
- Fit to Page: Scales the view to fit the width of the document in the PDF Studio frame
- Fit to Width: Scales the view to fit the entire document within the PDF Studio frame
- %: Sets the zoom to the specified number value

Restore Last Page - when enabled PDF Studio reopen to the last page viewed when reopening the same PDF.

> **Note:** The "Default" and "None (document only)" options will use the initial view settings set within the PDF. If any other option is selected it will use the PDF Studio setting instead of the setting within the PDF document's initial view setting.

Invert Colors - Sets PDF Studio to always default to Invert Colors mode.

Binding - Specifies whether to display a PDF file with left-side or right-side binding. This setting affects the display of pages in the Facing Page - Continuous layout and the display of thumbnails side by side.

Document Resolution - Sets the resolution to be used when displaying PDFs. This only affects the size of the document when it is displayed on the screen. Ideally this should be set at a value so that when the zoom is set to 100% it will be the same size as the document once printed.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- System Setting: uses the resolution set by the system.
- Custom Resolution: allows you to set a custom resolution to be used.
    - By default PDF Studio will set a resolution value that will most accurately display the PDF size at 100% zoom. If the custom value is changed use the "Reset" button to restore the PDF Studio calculated default.

Rendering: Options for document content display

- Enhance thin lines: converts all lines to a minimum width of 1px

Email Preferences

The Email Preferences section contains all of the email settings for PDF Studio.

To open the Email Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Email** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Enter your email account information to send PDFs from within PDF Studio.

PDF Options - Options to perform on the document prior to sending via email.

· Flatten All Comments: Flattens all annotations including text boxes, shapes, highlights, and stamps directly onto the document so that they can no longer be edited.
  · Annotations such as the sticky note will have comments removed but the image will still be placed on the document

  Note: *The following annotations (file attachment annotations, links, sounds, and redaction annotations) will NOT be removed when flattening annotation*s*. Even though technically file attachment annotations, links, sounds, and redaction annotations are annotations, they contain actions that would also be removed if the annotation was flattened and so they remain to not interfere with the functions placed in the PDF.*

· Flatten All Fields: Flattens all fields including text boxes, check boxes, radio buttons, combo boxes, list boxes, buttons, and signature fields directly onto the document so that they can no longer be edited. All values within the fields will be flattened as well

Use Microsoft Outlook - Check to enable sending directly from Outlook (only on Windows)

Use Mac OS X Mail - Check to enable sending directly from Mail (only on Mac)

Use PDF Studio - Check this option to use the built in email function within PDF Studio. You will need to first setup your email account information in order for this to work.

Click on Edit to input your email settings.

· User Information
  · Your Name: Name to be displayed when sending the email.
  · Your Email: Email address of the account you wish to use.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- Server Information - these settings will need to be obtained from your email service provider.
  - Outgoing server
  - Server requires authentication
  - User Name
  - Password
  - Remember Password
  - Specify Port
  - Start TLS

Use the Test Connection button to make sure that your settings are correct before saving your settings.

Use other email application - Allows you to use a command line action to start an email application. Enter the 2 command lines fields to send email with or without attachments since you must use different command lines for each of them. This can happen when running Javascript actions or when starting the mail function in PDF Studio.

Command line email examples with a subject and an attachment

Outlook on Windows:

Command line: start outlook.exe /c ipm.note /m "&subject=$filename"

Command line (with Attachment): start outlook.exe /c ipm.note /m "&subject=$filename" /a "$filepath"

Thunderbird on Linux:

Command Line: thunderbird

Command Line (with Attachment): thunderbird -compose subject=$filename,attachment=$filepath

Thunderbird/Outlook on Mac:

Command Line: open -a "Microsoft Outlook.app"

Command Line (with Attachment): open -a "Microsoft Outlook.app" $filepath

You can also click on "Add variable" to add some pre-defined variables.

To verify your settings have worked correctly, open a document and click on the email ✉ button or go to **File > Email**.

Note: *At this moment, Mac users can only open the specific mail application without composing new email*

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Fonts Preferences

The Fonts Preferences section contains all of the font settings for PDF Studio.

To open the Fonts Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Fonts** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

CJK Font Defaults

This section determines the default fonts to use when rendering unembedded CJK fonts

Type - Lists each of the CJK font types used in PDF documents.

System Font - The font that is currently being used for the selected CJK font types. To edit, select the CJK font type and then choose the font from the system to be used when the font is not embedded. For each type of CJK font (Chinese, Simplified Chinese, Japanese, Korean, etc...), users can select what local font to use among all the fonts installed on their system. If no CJK fonts are available within the system font combo box, you will need to find and install new CJK fonts on your system. It is usually possible to install new fonts in ttf or ttc format. By default PDF Studio will have the below settings.

Default CJK Font Substitution Settings

When rendering a PDF document where CJK fonts are NOT embedded, PDF Studio will try and find CJK fonts on the system . We have examined recent versions of Windows, macOS and Linux to understand which CJK fonts are provided with the operating system.

From this information we have developed prioritized font lists for each OS. PDF Studio will look for the fonts and will select the first one that is found as the default substitute font for that CJK category.

Default CJK Fonts in Windows

PDF Studio will use the following CJK fonts that ship with Windows:

- Chinese Sans Serif - Microsoft JhengHei
- Chinese Serif - PmingLiu, MingLiu, SimSun
- Chinese Simplified - SimSun, NsimSun, Microsoft YaHei
- Japanese Sans Serif - Meiryo, MS PGothic, MS Gothic, Yu Gothic Regular
- Japanese Serif - MS PMincho, MS Mincho, SimSun, NSimSun

- Korean Sans Serif - Malgun Gothic, Dotum, Gulim
- Korean Serif - Batang, Gungsuh, Malgun Gothic

Default CJK Fonts on the Mac

PDF Studio will use the following CJK fonts that ship with Mac:

- Chinese Sans Serif - Apple LiGothic Medium, PingFang TC, STHeiti
- Chinese Serif - LiSong Pro, Biau Kai, STSongti-TC
- Chinese Simplified - STSong, STFangsong
- Japanese Sans Serif - Hiragino Kaku Gothic Pro W3, Apple Gothic, Hiragino Maru Gothic Pro W4, Osaka
- Japanese Serif - Hiragino Mincho Pro W3, PCMyungjo
- Korean Sans Serif - Apple Gothic, AppleSDGothicNeoR00
- Korean Serif - Appley Myungjo, PCMyungjo, PilGi

Default CJK Fonts in Linux

PDF Studio will use the following CJK fonts that ship with Linux:

- Chinese Sans Serif - UMingTW, UMingHK, Source Han Sans TW, DroidSan sFallback
- Chinese Serif - UMingTW, UMingHK, Source Han Sans TW, DroidSans Fallback
- Chinese Simplified - WenQuanYiMicroHei, WenQuanYiZenHei, DroidSans Fallback, Source Han Sans CN
- Japanese Sans Serif - Droid Sans Japanese, Takao PGothic, VL-Gothic-Regular, WenQuanYiMicroHei
- Japanese Serif - Droid Sans Japanese, Takao PGothic, VL-Gothic-Regular, WenQuanYiMicroHei
- Korean Sans Serif - Nanum Gothic, Nanum Barun Gothic
- Korean Serif - Nanum Myeongjo

Font Substitution Rules

During conversion, if the source document contains a font that is not available, the following table can be used to define your preferred replacement font. For Word to PDF conversion with font embedding, the Fallback Font set in Conversion MS Office preferences will be used as a last resort if no matching font defined here is available.

Use the "Always" option to replace the specified font regardless of whether or not it is available.

NOTE: *Font substitution can cause text layout differences if the substituted font's metrics differ from the original.*

➕ Add: Create a new font substitution rule

✏️ Edit: Edits the selected font substitution rule

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

🗑 Remove: Deletes the selected font substitution rule

Restore Defaults: when clicked restores the font rules back to the installation defaults

---

Forms Preferences

The Forms Preferences section contains all of the form settings for PDF Studio.

To open the Forms Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Forms** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Merging Forms - Settings used when merging documents containing form fields

· Rename Fields: When merging documents that have fields, the fields can either be renamed or fields with the same name can be merged. Fields with the same name but are different types will still be renamed.

Flatten - These settings are used when flattening fields within a PDF.

· Paint Push Buttons: will draw the button as an image when flattening.
    · Paint Image Buttons Only: will only draw a button as an image when flatting when the button contains an image. Standard text buttons will not be drawn.
· Paint Non Printable Fields: will still flatten a field that has the visibility property set as "Hide" or "Show/Don't Print".

Field Properties - This section contains the default preferences for each of the form editing tools. To edit the default appearance values when creating form fields, click on the field's name to open its properties dialog. Then set the values you wish to be the default and click OK to save the changes.

JavaScript Preferences

The JavaScript Preferences section contains all of the JavaScript settings for PDF Studio.

To open the JavaScript Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **JavaScript** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Enable JavaScript - Enable the processing of JavaScript features in PDFs, and silence errors if desired. JavaScript can be set to Always on, Never on, or Prompt when you open a document with JavaScript in it. Prompt is the default.

- Never: will never allow JavaScript to run within the PDF document.
- Prompt: will display a message prompting the user to allow JavaScript to run in the PDF document.
- Always: Will always run JavaScript within the PDF document. **Warning:** Make sure to only open documents from trusted sources.

Formatting Errors - Whether to Show Warning Message or Sound a Beep when there is JavaScript in the PDF Document.

Warn before submitting form - When checked will prompt before submitting a PDF form using JavaScript

Warn before emailing document - When checked will prompt before emailing a document using JavaScript

OCR Preferences

The OCR Preferences section contains all of the OCR (Optical Character Recognition) settings for PDF Studio.

To open the OCR Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **OCR** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Recognition Languages - Options to set the default OCR language and ability to download new languages.

· Primary Language: sets the default OCR language to be used.
· Enable Secondary Language: (Experimental) Enable this option when working with documents that contain multiple languages to recognize text for a secondary language as well as the default selected language.
· Download OCR Languages: opens the language download manager.

Image Processing - Settings used when passing the scanned image to the OCR engine to recognize text.

· DPI Resolution: Sets the resolution of the image to be sent to the OCR engine.

   Note: *From our testing, a resolution of 300 DPI produces good OCR results for most images. When dealing with scans containing noise, you may try using a lower DPI setting to get rid of the noise and obtain better OCR results.*

Available OCR Languages

The following language dictionary files are available for download directly from within PDF Studio OCR functions.

· Afrikaans
· Albanian – shqip
· Arabic – العربية
· Azerbaijani – azərbaycan
· Basque – euskara
· Belarusian – беларуская
· Bengali – বাংলা
· Bulgarian – български
· Catalan – català
· Galician – galego
· German - Deutsche
· Greek – Ελληνικά
· Hebrew – עברית
· Hindi – हिन्दी
· Hungarian – magyar
· Icelandic – íslenska
· Indonesian – Bahasa Indonesia
· Polish - Polskie
· Portuguese - Português
· Romanian – română
· Russian – русский
· Serbian – српски
· Slovakian – slovenčina
· Slovakian (Fraktur) – slovenčina (Fraktur)
· Slovenian – slovenščina

- Cherokee
- Chinese (Simplified) – 中文（简体中文）
- Chinese (Traditional) – 中文（繁體）
- Croatian – hrvatski
- Czech – čeština "da">Danish – dansk
- Danish – Dansk
- Danish (Fraktur) – Dansk (Fraktur)
- Dutch - Netherlandish
- English
- Estonian – eesti
- Finnish - Suomalainen
- French - Français
- Italian - Italiano
- Italian (old) – italino vecchio
- Japanese – 日本語
- Kannada – ಕನ್ನಡ
- Korean – 한국어
- Latvian – latviešu
- Lithuanian – lietuvių
- Macedonian – македонски
- Malay – Bahasa Melayu
- Malayalam – മലയാളം
- Maltese – Malti
- Math / Equations
- Norwegian - Norsk
- Spanish - Español
- Spanish (Old) – español (Antiguo)
- Swahili – Kiswahili
- Swedish - Svensk
- Tagalog
- Tamil – தமிழ்
- Telugu – తెలుగు
- Thai – ไทย
- Turkish – Türkçe
- Ukrainian – українська
- Vietnamese – Tiếng Việt

Using the appropriate language file will improve the accuracy of OCR results. See Tips on Improving OCR Results for additional information

Preflight Preferences

The Preflight Preferences section contains all of the Preflight settings (including PDF/A & PDF/X conversion and verification) for PDF Studio.

To open the Preflight Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Preflight** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

PDF/A Conversion - Settings that apply when converting a document to PDF/A

- Unsupported Annotations: whether to delete or warn when unsupported annotations are detected.
- Transparency: whether to remove or warn when transparency is detected in images.
- Embedded Files: whether to delete or warn when embedded files are detected.

PDF/X Conversion - Settings that apply when converting a document to PDF/X

- Unsupported Annotations: whether to delete or warn when unsupported annotations are detected.
- Transparency: whether to remove or warn when transparency is detected in images.
- Image Compression: The value of this setting is only used on images that must be modified because either their color space and/or their current compression type is not pdf/x compliant. Images already having a valid color space and a different but pdf/x compliant compression type will not be converted to use this compression type.
- Output Profile: Choose the ICC profile to set when converting images.
- Embedded Files: whether to delete or warn when embedded files are detected.

Options - Additional Preflight conversion settings

- Show information dialog: whether to show a dialog explaining how the below options will be handled before starting the conversion
- Enable saving to original file: Once modified, PDF Studio clears the PDF/A tag from the document. This option enables the "Save" button which allows the original file to be overwritten with no tag. Otherwise only "Save As" will be enabled to prevent overwriting the original document without the PDF/A tags.
- Retain PDF/A format on Save or Save As:O nce modified, PDF Studio clears the PDF/A tag from the document. When this option is enabled PDF Studio will attempt to reconvert the document back to the same PDF/A tag version (if supported).

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Print Defaults Preferences

The Print Defaults Preferences section allows you to select which Print dialog to use in PDF Studio as well as set the print options to use when printing with the System Print Dialog.

> To open the Print Defaults Preferences dialog:
>
> 1. Go to **File Tab > Preferences**
> 2. Select **Print Defaults** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Print dialog - allows you to choose which print dialog to use in PDF Studio.

- Print with Windows/Mac/Linux: Prints the PDF using the default system print dialog. The settings in this dialog will be determined by the operating system not PDF Studio. Below are additional settings that will be enabled when printing with the System.
- Print with PDF Studio: Prints the PDF using the PDF Studio dialog. When selected the settings below will be disabled because these settings are available directly in the PDF Studio print dialog.

Print with Windows/Mac/Linux Settings

Print Options - Additional print options to size the content to the page.

- Center In Page**:** center the page in the paper. No effect if the pages in a document are larger than the paper they are being printed on.
- Shrink To Margins: shrink pages so that they fit in the paper. No effect if the pages in a document are smaller than the paper they are being printed on.
- Expand To Margins: expand pages to fill the paper they are being printed on. No effect if the pages in a document are larger than the paper they are being printed on.

Orientation - The layout and direction of the content being placed on the page

- Auto Rotate pages**:** rotate the printout to match the width and length with the paper. The portrait / landscape settings cannot be set by the user when this option is selected.
- Scale image to output - tells the printer to rescale images to match output DPI, setting it to false sends the image in its original size and lets the printer resize it.

Comments & Forms: Sets the printing options for documents with comments and forms

- Document and Comments: prints the document with all comments

- Document Only: prints the document without any comments. For a list of all comments that will be removed see Annotating and Commenting PDFs
- Form Fields Only: prints only the form fields and no other content.
- Comments Only: prints only the comments and annotations and no other content

---

Rulers & Grids Preferences

The Rulers & Grids Preferences section contains all of the ruler and grid settings for PDF Studio.

To open the Rulers and Grids Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Rulers & Grids** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Units - Choose between using inches or centimeters when the rulers and grids are enabled

Grids - Spacing and color options used for the grid options below and when displayed

- Horizontal Spacing: horizontal space between each of the grid lines in the units selected above.
- Vertical Spacing: vertical space between each of the grid lines in the units selected above.
- Subdivisions: number of sub divider lines between each of the horizontal and vertical lines.
- Left Offset: left offset distance for the initial grid line.
- Top Offset: right offset distance for the initial grid line.
- Color: color of the grid lines when enabled.

Spell Check Preferences

The Spell Check Preferences section contains all of the spell check settings for PDF Studio used when entering text in Annotations or Form Fields.

To open the Spell Check Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Spell Check** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Options - General spell check options

Enable Spell Check - Enables or disables using spell check

Color - Sets the color of the squiggly line that is placed under the misspelled word

Ignore Words in ALL CAPS - When checked any words that are typed in all capital letters will not be marked as misspelled

Ignore Numbers in Words - When checked any words that contain numbers (i.e. "Studio11") will not be marked as misspelled

Dictionaries - Dictionary options including language and custom words

Language - Sets the language to be used when spell check is enabled. Checking more than one language will enable multi-language spell check. The following languages are available for spell check.

- · · Arabic
  - · Dutch
  - · English
  - · French
  - · German
  - · Italian
  - · Polish
  - · Russian
  - · Spanish

Custom Words - Displays a list of user defined words added to the spelling dictionary. Words in this list will not be marked as misspelled

 Add: Used to add a custom word to the custom dictionary

 Edit: Edit the selected word in the custom dictionary

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

🗑 Delete: Deletes the selected word from the custom dictionary

Toolbar Preferences

The Toolbar Preferences section contains all of the toolbar settings for PDF Studio.

To open the Toolbars Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Toolbar** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Toolbar Style - Choose between using the Ribbon Toolbar or the Classic Toolbar

Ribbon Toolbar Settings

Favorites Ribbon Group

Allows you to specify the buttons of the custom "Favorites" group on the Home tab of the ribbons. The list on the left shows all the available tools organized by tabs and the list on the right shows the current favorite list of tools

Add / Remove Tools

Use the **Add** >> and << **Remove** buttons to choose set the favorite tools you wish to have on the toolbar

Rearrange Tools

Use the ⌃ and ⌄ buttons to change the order of the buttons on the toolbar.

Classic Toolbar Settings

View Mode - Select which mode to change the settings for

· Standard: Settings to be used when in normal mode.
· Touch Mode: Settings to be used when in touch mode.

Customize Toolbars - In the toolbar tree, check groups on or off to show or hide that toolbar group. Each group can also be expanded to show or hide individual items within each group as well.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Group Buttons - Check groups on or off to automatically group those buttons into one button on the toolbar. When grouped the buttons will be combined into a single button with an arrow to the right of the button to select the other tools in the group.

Grouped: ▢ ▾   Not grouped: ○↙ ╱▢✎ ○△Ϛ

Icon Size - Change the icon size on the toolbar and comments panel to a specified size.

- Toolbars: Changes the icon sizes of the main top Toolbar in PDF Studio
- Comments Pane: Changes the sizes of the icons used in the Comments Panel.

Other Settings

Additional general toolbar settings

- **Show comment mini toolbar:** Enables or disables the comment Mini Toolbar ▢◥◲✖ displayed when editing annotations, links, and form fields.
- **Show cursor position**: Enables or disables the cursor position from being displayed in the bottom toolbar

Tools Preferences

The Tools Preferences section contains all of the tool settings for PDF Studio.

To open the Tools Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Tools** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

General

Make hand tool use mouse-wheel zooming - When checked changes the mouse wheel behavior from scrolling the document to zooming in / out of the document.

Active Tools

Default Tool - Default tool to be used when opening a new document or using the Esc key to exit an active tool.

Keep current tool active for newly opened documents - When checked the currently active tool will remain active when opening a new file.

Snapshot

Save As - When selected, the snapshot taken will save an image to the file system.

· Format: format of the image file to be saved (JPG, PNG, GIF, TIF)
· Folder:The destination directory to store the snapshots

Always Show Dialog - choose to always show the dialog to select the image format and save location when taking a snapshot.

Digital IDs Preferences

The Digital IDs Preferences section contains all of the digital ID settings for PDF Studio.

To open the Digital IDs Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Digital IDs** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

System IDs - Displays a list of digital IDs currently installed on the system

Enable signing with System Digital IDs: Choose whether or not to allow signing documents with system digital IDs.

My Digital IDs - Allows you to Manage Digital IDs used when signing documents.

Password - A digital ID may be protected with a complex password. PDF Studio can save this password and protect it with your own password. When signing documents, PDF Studio will prompt you for your own password. This makes it easier to sign documents without having to remember the complex passwords.

Linux Only

Other PKCS11 IDs (USB, Tokens, HSM, CAC) - Allows you to manage Smartcard / USB tokens that store certificate private keys required to apply digital signatures on a document. Configuration file is required - see Digitally Signing PDFs with smartcard USB token for more information.

Browse - use the file browser to navigate to and select your configuration file to use

Remove - clears the currently stored configuration file

Timestamp Servers Preferences

The Timestamp Server Preferences section contains all of the timestamp server settings for PDF Studio.

To open the Timestamp Servers Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Timestamp Servers** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Timestamp Servers - Allows you to add, edit, and remove time stamp servers as well as set the default timestamp server to be used with Digital IDs.

By default PDF Studio comes packaged with the following timestamp servers:

· Digicert - http://timestamp.digicert.com (⭐ Default)
· Entrust - http://timestamp.entrust.net/TSS/RFC3161sha2TS
· Time.certum - http://time.certum.pl
· zeitstempel - http://zeitstempel.dfn.de

Trusted Certificates Preferences

The Trusted Certificates Preferences section contains all of the trusted certificate settings for PDF Studio.

To open the Trusted Certificates Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Trusted Certificates** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

System Certificates - Displays a list of certificates from the system to be used when validating digital signatures.

· Trust System Root Certificate Authorities: Enable using the certificate authorities that are currently installed on your system.

PDF Studio Certificates - Displays a list of certificates packaged in PDF Studio to be used when validating digital signatures.

· Trust PDF Studio Root Certificate Authorities: Enable using the certificate authorities that come packaged within PDF Studio.

My Trusted Certificates - Allows you to Import and Manage additional trusted certificates to be used when validating digital signatures.

Application Preferences

The Update Preferences section contains all of the update settings for PDF Studio.

To open the Updates Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Application** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Updates - Check for the updated version of PDF Studio and set the automatic check interval.

- Monthly: will check only once every 30 days for updates
- Weekly: will check once a week for updates
- Never: will never check for updates

Check Now - Checks for updates when pressed

In-App Messaging - Enables or disables in-app messaging from Qoppa announcing new product releases.

Application - Settings that apply to the memory and performance of PDF Studio.

Run in Background - WINDOWS ONLY: Enables or disables the "Run in background" feature in PDF Studio. PDF Studio can remain open in the background after the first start to improve launch performance when opening PDF documents. When "Run in background" is set, PDF Studio will remain running as a background process until the computer is restarted or the application is quit by going to File > Exit.

Note: *IMPORTANT: While running as a background process, resources used by PDF Studio will not be released and will not be available to be used by other applications.*

Allocated Memory - Allows you to modify the amount of memory allocated to PDF Studio. When running intense processes in PDF Studio, you may get a "Heap Space" error or an image may not show up properly on the page. This happens when PDF Studio is running out of memory. Use the setting below to change the amount of memory allocated to PDF Studio.

Suggested maximums based on the amount of total memory available on your system.

System	PDF Studio
4GB	2GB (2048 MB)
6GB	3GB (3072 MB)
8GB	4GB (4096 MB)
10GB	5GB (5120 MB)
12GB	6GB (6144 MB)

Note: *Make sure you have enough memory remaining for other applications or your machine may start swapping and be unresponsive.*

Save Settings

Autosave file every - When checked enables the autosave feature using the specified number of minutes. For more information about the autosave feature and how to recover files see Saving PDFs

Settings Manager

The Settings Manager section contains options that allow you to export or import your PDF Studio Preferences, Stamps, or Digital IDs & Trusted Certificates as well as restore PDF Studio preferences to the installation defaults.

To open the Settings Manager dialog:

1. Go to **File Tab > Preferences**
2. Select **Settings Manager** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Export

Select the preference categories that you wish to export and then click on the "Export" button to generate the settings file.

Preferences - Options to export all PDF Studio preferences or import a previously exported preferences file.

Rubber Stamps - Options to export all rubber stamps stored in PDF Studio or import a previously exported stamps file.

Digital IDs & Trusted Certificates - Options to export all digital IDs and trusted certificates stored in PDF Studio or import previously exported digital IDs and trusted certificates file.

Note: *For security reasons, when exporting digital IDs and certificates only digital IDs and certificates created by PDF Studio will be exported. All other IDs and certificates that are found on the system will not be exported.*

Restore

Import - Click to select the settings file you wish to import.

Restore Defaults - Restores all PDF Studio settings to installation defaults.

Note: *This cannot be undone*

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Keyboard Shortcuts

Shortcut key for each function can be seen in the application by hovering over the icon on the toolbar. The function name and shortcut key will display in a tooltip.

General Shortcuts

Action	Windows / Linux	Mac
New Document	Ctrl + N	⌘ + N
Open	Ctrl + O	⌘ + O
Save	Ctrl + S	⌘ + S
Save as	Ctrl + Shift + S	⌘ + Shift + S
Close	Ctrl + W	⌘ + W
Revert/Reload	Ctrl + Shift + G	⌘ + Shift + G
Print	Ctrl + P	⌘ + P
Exit	Ctrl + Q	⌘ + Q
Undo	Ctrl + Z	⌘ + Z
Redo	Ctrl + Y	⌘ + Shift + Z
Show file path	n/a	⌘ or Ctrl + click window title
Open Preferences	Ctrl + K	⌘ + K

Document Shortcuts

Action	Windows / Linux	Mac
Create bookmark	Ctrl + B	⌘ + B
Add blank page	Ctrl + Shift + B	⌘ + Shift + B
Quick Search	Ctrl + F	⌘ + F
Advanced Search	Ctrl + Shift + F	⌘ + Shift + F
Rotate pages	Ctrl + Shift + R	⌘ + Shift + R
Crop Pages	Ctrl + Shift + C	⌘ + Shift + C
Document properties	Ctrl + D	⌘ + D
Preflight	Ctrl + Shift + X	⌘ + Shift + X
Optimize	Ctrl + Shift + O	⌘ + Shift + O

Navigation/View Shortcuts

Action	Windows / Linux	Mac
First Page	Home	Home
Last Page	End	End

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Next Page	PgDn or Space	PgDn or Space
Previous Page	PgUp or Shift + Space	PgUp or Shift + Space
Go to Page	Ctrl + Shift + P	⌘ + Shift + P
Scroll Down	Space Or ↓	Space Or ↓
Scroll Up	↑	↑
Next view	Alt + →	⌘ + [
Previous view	Alt + ←	⌘ +]
Rotate clockwise	Ctrl + Shift + →	⌘ + Shift + →
Rotate counter-clockwise	Ctrl + Shift + ←	⌘ + Shift + ←
Zoom to actual size	Ctrl + 1	⌘ + 1
Zoom to fit page	Ctrl + 0	⌘ + 0
Zoom to fit width	Ctrl + 2	⌘ + 2
Zoom in	Ctrl + Plus or Ctrl + Mouse wheel up	Cmd + Plus or Alt + Mouse wheel up
Zoom out	Ctrl + Minus or Ctrl + Mouse wheel down	Cmd + Minus or Alt + Mouse wheel down
Zoom Tool	Ctrl + Spacebar - Zoom In Ctrl + Alt + Spacebar - Zoom Out	Spacebar + Cmd- Zoom In Spacebar + Cmd + Option - Zoom Out
Cascade Windows	Ctrl + Shift + J	⌘ + Shift + J
Tile: Windows Horizontally	Ctrl + Shift + K	⌘ + Shift + K
Tile: Windows Vertically	Ctrl + Shift + L	⌘ + Shift + L
Enter/Exit Form Editor	Ctrl + Shift + M	⌘ + Shift + M
My Comments Pane	Ctrl + Shift + T	⌘ + Shift + T
Reading Mode	Ctrl + H	⌘ + Ctrl + H
Full Screen Mode	Ctrl + L	⌘ + L
Compare Side by Side	Ctrl + Shift + N	⌘ + Shift + N
Auto Scroll	Ctrl + Shift + H	⌘ + Shift + H
Reverse Auto Scroll Direction	- minus key	- minus key
Auto Scroll Speed	0-9 (0 slowest | 9 fastest)	0-9 (0 slowest | 9 fastest)
Ruler (show / hide)	Ctrl + R	Ctrl + R
Toggle Read Out Loud (activate/deactivate)	Ctrl + Shift + V	Ctrl + Shift + V
Read Out Loud current page	Ctrl + Shift + W	Ctrl + Shift + W
Read from current page to the end of the document	Ctrl + Shift + Z	Ctrl + Shift + Z
Pause/Resume Read Out Loud	Ctrl + J	Ctrl + J
Stop Read Out Loud	Ctrl + K	Ctrl + K

Select/Edit Tools

Tool/Action	Windows / Linux	Mac
Hand Tool	Esc or Hold Spacebar	Esc or Hold Spacebar
Select Text Cursor	Ctrl + T	⌘ + T
Rectangular text selection	Ctrl + drag cursor	Cmd + drag cursor
Edit Interactive Object	Ctrl + I	⌘ + I
Edit Content	Ctrl + Shift + E	⌘ + Shift + E
Redaction Tool	Ctrl + Shift + Y	⌘ + Shift + Y
Select All Text	Ctrl + A	⌘ + A
Deselect All Text	Ctrl + Shift + A	⌘ + Shift + A
Flatten All Form Fields	Ctrl + Shift + D	⌘ + Shift + D
Snapshot Tool	Ctrl + G	⌘ + G

Annotation Shortcuts

Annotation	Windows / Linux	Mac
Area	Ctrl + Alt + E	⌘ + Alt + E
Area Highlighter	Ctrl + Alt + I	⌘ + Alt + I
Arrow	Ctrl + Alt + A	⌘ + Alt + A
Attach File	Ctrl + Alt + F	⌘ + Alt + F
Callout	Ctrl + Alt + V	⌘ + Alt + V
Circle	Ctrl + Alt + C	⌘ + Alt + C
Cloud	Ctrl + Alt + B	⌘ + Alt + B
Cross out Text	Ctrl + Alt + O	⌘ + Alt + O
Distance	Ctrl + Alt + M	⌘ + Alt + M
Text Box	Ctrl + Alt + T / Ctrl + Alt + Shift + T	⌘ + Alt + T
Highlight Text	Ctrl + Alt + H	⌘ + Alt + Shift + H
Insert Image	Ctrl + Shift + I	⌘ + Shift + I
Insert Text	Ctrl + Alt + X	⌘ + Alt + X
Line	Ctrl + Alt + L / Ctrl + Alt + Shift + L	⌘ + Alt + L
Pencil	Ctrl + Alt + P	⌘ + Alt + P
Link	Ctrl + Alt + K	⌘ + Alt + K
Perimeter	Ctrl + Alt + R	⌘ + Alt + R
Polygon	Ctrl + Alt + G	⌘ + Alt + G
Polyline	Ctrl + Alt + Y	⌘ + Alt + Y
Replace Text	Ctrl + Alt + Z	⌘ + Alt + Z
Sound	Ctrl + Alt + S / Ctrl + Alt + Shift + S	⌘ + Alt + S
Square	Ctrl + Alt + Q	⌘ + Alt + Shift + R
Squiggly Underline	Ctrl + Alt + J	⌘ + Alt + J
Sticky Note	Ctrl + Alt + N	⌘ + Alt + N
Underline Text	Ctrl + Alt + U	⌘ + Alt + U
Typewriter	Ctrl + Alt + W	⌘ + Alt + W

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Text Annotation Shortcuts

These are used only when editing text in Typewriter, Callout, and Text Box annotations.

Action	Windows / Linux	Mac
Bold	Ctrl + B	⌘ + B
Italic	Ctrl + I	⌘ + I
Underline	Ctrl + U	⌘ + U
Increase Font Size	Ctrl + Shift + >	⌘ + Shift + >
Decrease Font Size	Ctrl + Shift + <	⌘ + Shift + <
Left Align	Ctrl + L	⌘ + L
Center Align	Ctrl + E	⌘ + E
Right Align	Ctrl + R	⌘ + R

Content Editing Shortcuts

These are used only when editing content in the PDF.

Action	Windows / Linux	Mac
Bring to Front	Ctrl + Shift + ↑	⌘ + Shift + ↑
Send to Back	Ctrl + Shift + ↓	⌘ + Shift + ↓
Send Forward	Ctrl + ↑	⌘ + ↑
Send Backwards	Ctrl + ↓	⌘ + ↓

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Touch Mode

Touch mode can be enabled on your device by clicking on the Touch Mode icon
under the **View Tab** on the toolbar.

Features added specifically for Touch Mode in PDF Studio.

· Enlarged re-size handles on annotations and form fields for easier control
· Enlarged fonts and rows in comments and thumbnail panes.
· Mini toolbar during object selection for quick access to delete & show properties

Fast Sign

The Fast Sign tool allows you to create electronic signature stamps that can be easily applied to documents. The stamps can be created using a signature font, drawing with your mouse, or importing an existing scanned image of your signature. Once the document is saved PDF Studio will flatten all form fields within the document to prevent further editing.

> **Note**: *It's important to also understand that an "Electronic Signature" (Fast Sign) is not the same as a "Digital Signature". An electronic signature (Fast Sign)   is a graphical representation of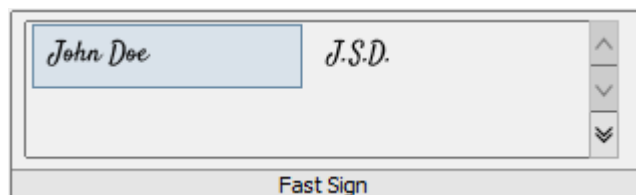 a signature on pen and paper such as an image or drawing. A digital signature (which may also have a graphical representation) contains a unique encrypted ID to verify its authenticity.*

Creating a Fast Sign Stamp

If NO Signature stamp is already created just click on " ➕ Create New" in the Fast Sign panel.

If a signature stamp already exists and you wish to create an additional one, click on the ⯆ double down arrow on the Fast Sign panel and choose **Create Signature**.

Fast Sign Stamp Settings

Category - Category to add this signature stamp to if you wish to organize the stamps. Click the **Add** button to create a new category

Name – Name of the signature stamp.

Type - Select what type of signature stamp you would like to create

> **Type My Signature**: Type your name and use one of the available fonts that resemble handwriting to create the signature.

> **Draw My Signature**: Use your mouse (also supports computer stylus) to draw your signature

> **Import Signature Image**: Import an existing scanned image of the your signature

Convert White to Transparent - when checked will change any white background to be transparent.

Tolerance - This option removes the white background from an image. Tolerance affects the range of colors that are considered "white" to be converted to transparent. Higher tolerance converts more pixels. For hand drawn signatures it is recommended to use a bold thick pen.

Require Password - When checked will require a password to be entered before the Fast Sign signature stamp can be placed on the page. Click on **Set Password** to designate the password.

Applying Fast Sign Signature

To apply the Fast Sign signature stamp:

1. Open the document you wish to apply the stamp to
2. Click on the signature stamp you wish to use
3. Click the document where you would like to apply the stamp. Resize and move placement if needed
4. Save the document to apply the stamp
   - Once document is saved PDF Studio will flatten all form fields within the document to prevent further editing.

Managing Fast Sign Stamps

Fast Sign stamps can be managed using the Fast Sign Signature Manager.

Accessing the Fast Sign Signature Manager

The Fast Sign Signature Manager can be accessed by clicking on the �^ **Manage** button or the ⌄ double down arrow on the Fast Sign panel.

Using the Fast Sign Signature Manager

The dialog shows a tree of fast sign stamps and a toolbar to work with the tree. The toolbar has the following buttons

- Create a new signature stamp
- Add a new folder to the tree.
- Brings up the edit dialog for the currently selected signature stamp or the name change dialog for the selected folder.
- Delete the currently selected item.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Undo

In PDF Studio, it is possible to undo most actions.

Undo or redo by clicking on the ↺ **Undo** or ↻ **Redo** buttons on the toolbar, or by using the standard shortcut keys:

> ↺ **Undo:** CTRL + Z (Cmd + Z on macOS)

> ↻ **Redo:** CTRL + Y (Shift + Cmd + Z on macOS)

Actions that can be undone / redone:

Annotations

(Textbox, callout, sticky note, typewriter, 8 shapes, sound, image, link, area highlight, measurements, stamp)

- Add
  - New
  - Paste
  - My Comments
  - Recent Comments
- Move
  - Mouse
- Keyboard
- Resize
- Change properties
- Flatten
- Delete
- Mark with Checkmark
- Review

Bookmarks

- Add
- Rename
- Delete
- Reorder

Content editing – text, path objects, image

- Redact (before being applied)
- Delete
- Move
- Edit text properties (text data, font, outline color, size, etc..).

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- Edit path object properties
- Resize path and image

Form

- Edit field contents

Markup   (highlight, crossout, underline, squiggly, replace, insert)

- Add
- Move
- Change properties
- Flatten
- Delete

Pages

- Rotate
- Crop
- Header/Footer/Watermark

Actions that reset the undo / redo stacks:

Document

- Save
- Security
    - Sign Field
    - Sign
    - Remove Signatures

Page

- Move
- Delete

Form

- Flatten form fields
- Reset form fields

Actions that are being ignored:

Document

- Attach file
- Add a blank page
- Insert pages

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Import Annotations

Command Line Arguments

PDF Studio supports various command line arguments allowing to customize the page view, the location in the PDF document or even which side pane is open when launching from the command line (or terminal).

How to Call PDF Studio from the Command Line

When calling PDF Studio from the command line (or terminal) make sure to use the full file path for the PDF document. See the below examples

Windows: "C:\Program Files\PDFStudio2021\pdfstudio2021.exe" C:\mydocument.pdf

Mac: open -a "PDF Studio 2021" –args "/Users/user/Desktop/mydocument.pdf"

Linux: ./pdfstudio2021 "/home/qoppa/Downloads/mydocument.pdf"

Command Line Argument Options

View options

- **zoom=scale**
  - **Windows:** pdfstudio2021.exe /A "zoom=150" "C:\temp\CommandLine.pdf"
  - **Linux:** ./pdfstudio2021 /A "zoom=150" "/home/user/CommandLine.pdf"
  - **Mac:** open -a "PDF Studio 2021" –args /A "zoom=150" "/Users/user/Desktop/CommandLine.pdf"
  - **Open From URL:** https://www.qoppa.com/files/pdfstudio/images/CommandLine.pdf?zoom=150
- **zoom=scale,top,left**
  - **Windows:** pdfstudio2021.exe /A "zoom=300,200,200" "C:\temp\CommandLine.pdf"
  - **Linux:** ./pdfstudio2021 /A "zoom=300,200,200" "/home/user/CommandLine.pdf"
  - **Mac:** open -a "PDF Studio 2021" –args /A "zoom=300,200,200" "/Users/user/Desktop/CommandLine.pdf"
  - **Open From URL:** https://www.qoppa.com/files/pdfstudio/images/CommandLine.pdf?zoom=300,200,200
- **view=Fit**
  - **Windows:** pdfstudio2021.exe /A "view=Fit" "C:\temp\CommandLine.pdf"
  - **Linux:** ./pdfstudio2021 /A "view=Fit" "/home/user/CommandLine.pdf"
  - **Mac:** open -a "PDF Studio 2021" –args /A "view=fit" "/Users/user/Desktop/CommandLine.pdf"

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- ◦ **Open From URL:** https://www.qoppa.com/files/pdfstudio/images/ CommandLine.pdf?view=Fit
- · **view=FitH**
  - ◦ **Windows:** pdfstudio2021.exe /A "view=FitH" "C:\temp\CommandLine.pdf"
  - ◦ **Linux:** ./pdfstudio2021 /A "view=FitH" "/home/user/CommandLine.pdf"
  - ◦ **Mac:** open -a "PDF Studio 2021" –args /A "view=FitH" "/Users/user/Desktop/ CommandLine.pdf"
  - ◦ **Open From URL:** https://www.qoppa.com/files/pdfstudio/images/ CommandLine.pdf?view=FitH
- · **view=FitH,top**
  - ◦ **Windows:** pdfstudio2021.exe /A "view=FitH,200" "C:\temp\CommandLine.pdf"
  - ◦ **Linux:** ./pdfstudio2021 /A "view=FitH,200" "/home/user/CommandLine.pdf"
  - ◦ **Mac:** open -a "PDF Studio 2021" –args /A "view=FitH,200" "/Users/user/ Desktop/CommandLine.pdf"
  - ◦ **Open From URL:** https://www.qoppa.com/files/pdfstudio/images/ CommandLine.pdf?view=Fit,200
- · **nameddest=destination – Specifies a named destination in the document**

Location options

- · **page=pagenum**
  - ◦ **Windows:** pdfstudio2021.exe /A "page=2" "C:\temp\CommandLine.pdf"
  - ◦ **Linux:** ./pdfstudio2021 /A "page=2" "/home/user/CommandLine.pdf"
  - ◦ **Mac:** open -a "PDF Studio 2021" –args /A "page=2" "/Users/user/Desktop/ CommandLine.pdf"
  - ◦ **Open From URL:** https://www.qoppa.com/files/pdfstudio/images/ CommandLine.pdf?page=2
- · **comment=commentID – Specifies a comment on a given page in the PDF document.**
  - ◦ Use the page command before this command.
  - ◦ For example: "page=3&comment=AA617F97B2482D900FE18B6DBEE431C2"

Studio pane options

- · **pagemode=bookmarks**
  - ◦ **Windows:** pdfstudio2021.exe /A "pagemode=bookmarks" "C: \temp\CommandLine.pdf"
  - ◦ **Linux:** ./pdfstudio2021 /A "pagemode=bookmarks" "/home/user/ CommandLine.pdf"
  - ◦ **Mac:** open -a "PDF Studio 2021" –args /A "pagemode=bookmarks" "/Users/user/ Desktop/CommandLine.pdf"
  - ◦ **Open From URL:** https://www.qoppa.com/files/pdfstudio/images/ CommandLine.pdf?pagemode=bookmarks
- · **pagemode=thumbs**
  - ◦ **Windows:** pdfstudio2021.exe /A "pagemode=thumbs" "C: \temp\CommandLine.pdf"
  - ◦ **Linux:** ./pdfstudio2021 /A "pagemode=thumbs" "/home/user/ CommandLine.pdf"

- **Mac:** open -a "PDF Studio 2021" –args /A "pagemode=thumbs" "/Users/user/Desktop/CommandLine.pdf"
- **Open From URL:** https://www.qoppa.com/files/pdfstudio/images/CommandLine.pdf?pagemode=thumbs
- **pagemode=none**
  - **Windows:** pdfstudio2021.exe /A "pagemode=none" "C:\temp\CommandLine.pdf"
  - **Linux:** ./pdfstudio2021 /A "pagemode=none" "/home/user/CommandLine.pdf"
  - **Mac:** open -a "PDF Studio 2021" –args /A "pagemode=none" "/Users/user/Desktop/CommandLine.pdf"
  - **Open From URL:** https://www.qoppa.com/files/pdfstudio/images/CommandLine.pdf?pagemode=none
- **pagemode=attachments**
  - **Windows:** pdfstudio2021.exe /A "pagemode=attachments" "C:\temp\CommandLine.pdf"
  - **Linux:** ./pdfstudio2021 /A "pagemode=attachments" "/home/user/CommandLine.pdf"
  - **Mac:** open -a "PDF Studio 2021" –args /A "pagemode=attachments" "/Users/user/Desktop/CommandLine.pdf"
  - **Open From URL:** https://www.qoppa.com/files/pdfstudio/images/CommandLine.pdf?pagemode=attachments

Combining Options / Flags:

If you need to use two or more of the above options, you can combine them using the "&" symbol. See below.

- **Windows:** pdfstudio2021.exe /A "zoom=150&pagemode=none" "C:\temp\CommandLine.pdf"
- **Linux:** https://www.qoppa.com/files/pdfstudio/images/CommandLine.pdf?zoom=150&pagemode=none
- **Mac:** open -a "PDF Studio 2021" –args /A "zoom=150&pagemode=none" "/Users/user/Desktop/CommandLine.pdf"
- **Open From URL:** https://www.qoppa.com/files/pdfstudio/images/CommandLine.pdf?zoom=150&pagemode=none

Creating PDFs

There are many ways to create a PDF file in PDF Studio.

File Tab

Under **File Tab > Create**, you will find the following options:

From Image: Converts a Single Image File to PDF using any of the Supported Files Types

From MS Office: Converts Microsoft Office Word, Excel & PowerPoint files to PDF from the Supported Files Types

From Multiple Files: Merges/Converts Multiple Files at once to create a single PDF Pro

From Scanner: Launches the Scanning Dialog to create a new PDF

From Blank Page: Creates a Blank PDF with no content

Convert Tab

Under **Convert Tab** on the toolbar you will find the following options:

From Scanner: Creates a PDF from a scanner.

- **Scan with WIA / ICA / Sane Direct:** Scans using the PDF Studio dialog.
- **Scan with Sane Daemon**: starts Sane Daemon Scanning

From Image: Create PDF from one of the supported image file types *png, *jpg, *jpeg, *jpe, *gif, *tif & *tiff. (Image To PDF settings are in the Preferences Dialog)

From Word: Create PDF from Word .doc and .docx files (Word to PDF font settings are in the Preferences Dialog) Pro

From Excel: Create PDF from Excel .xlsx files only (Excel to PDF font settings are in the Preferences Dialog) Pro

From Excel: Create PDF from PowerPoint .pptx files only (Excel to PDF font settings are in the Preferences Dialog) Pro

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

New Document: Creates a Blank PDF with no content

From Multiple Files: Merges/Converts Multiple Files at once to create a single PDF

Drag and Drop

Supported file types can be drag and dropped directly onto PDF Studio to convert the file to PDF.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Creating a Blank PDF

A blank PDF can be created in PDF Studio. To create a blank PDF, with no document currently open, do one of the following:

· Go to **File Tab > Create >** ☐ **New Document** or use the shortcut key Ctrl + N (⌘ + N on Mac) to create a blank document using the default settings set within the General Preferences.
· Go to **Pages Tab >** ⤴ **Insert >** ☐ **Add Blank Page** or use the shortcut key Ctrl + Shift + B (⌘ + Shift + B on Mac) to create a blank page using custom settings.

The newly created blank page will contain absolutely no content at all, the same as if it's a blank sheet of paper.

Settings

Same as Page - (only available when Adding a Blank Page) Allows you to match the new page settings to an existing page in the document

New Page Size - Allows you to select a page size from a list of predefined standard document sizes.

· Portrait: sets the selected page orientation size to portrait
· Landscape: sets the selected page size orientation to landscape

> **Note**: *Portrait and Landscape options are not available when selecting a "Custom" media size*

Count - number of blank pages to be created

Color - sets the background color of the new pages being created

---

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Converting Files to PDF

PDF Studio can convert non-PDF file types into PDF Documents. See Supported File Types for a list of the supported file types.

Converting Word to PDF - Converts Microsoft Word files to PDF.

Converting Excel to PDF - Converts Microsoft Excel files to PDF.

Converting PowerPoint to PDF - Converts Microsoft PowerPoint files to PDF.

Converting Images to PDF - Converts image files to PDF.

Converting Text to PDF - Converts text files to PDF.

Converting Word© to PDF

PDF Studio can convert Word© documents to PDF, both .doc (Word 97© to 2003) and .docx (Word 2007© and later) extensions are supported. By default fonts within the word document will be embedded into the created PDF. If you wish to change these options see Fonts Preferences.

Instructions:

Using the Welcome Screen

1. Launch PDF Studio
2. Using the Welcome Screen click on the **From MS Office** option under "Create PDF"
3. Navigate to the Word© file (*doc, *docx) you wish to covert and click "Open"

From the Toolbar

1. Go to **Convert Tab >** **From Word**
2. Navigate to the Word© file (*doc, *docx) you wish to covert and click "Open"

From the File Tab

1. Go to **File Tab > Create >** **From MS Office**
2. Navigate to the Word© file (*doc, *docx) you wish to covert and click "Open"

Drag and Drop

1. Drag and drop the Word© file (*doc, *docx) you wish to covert directly onto PDF Studio to convert the file to PDF.

Upon opening the file, PDF Studio will automatically convert the document to a PDF document that you can then save as new PDF document.

Converting Excel© to PDF

PDF Studio can convert Excel© documents to PDF. Only .xlsx files are supported. By default fonts within the Excel© document will be embedded into the created PDF.

Instructions:

Using the Welcome Screen

1. Launch PDF Studio
2. Using the Welcome Screen click on the **From MS Office** option under "Create PDF"
3. Navigate to the Excel© file (*xlsx) you wish to covert and click "Open"

From the Toolbar

1. Go to **Convert Tab >** **From Excel**
2. Navigate to the Excel© file (*xlsx) you wish to covert and click "Open"

From the File Tab

1. Go to **File Tab > Create >** **From MS Office**
2. Navigate to the Excel© file (*xlsx) you wish to covert and click "Open"

Drag and Drop

1. Drag and drop the Excel© file (*xlsx) you wish to covert directly onto PDF Studio to convert the file to PDF.

Upon opening the file, PDF Studio will automatically convert the document to a PDF document that you can then save as new PDF document.

Converting PowerPoint© to PDF

PDF Studio can convert PowerPoint© documents to PDF. Only the .pptx (PowerPoint 2007© and later) extensions are supported. By default fonts within the PowerPoint document will be embedded into the created PDF. If you wish to change these options see Fonts Preferences.

Instructions:

Using the Welcome Screen

1. Launch PDF Studio
2. Using the Welcome Screen click on the **From MS Office** option under "Create PDF"
3. Navigate to the PowerPoint© file (*pptx) you wish to covert and click "Open"

From the Toolbar

1. Go to **Convert Tab >** ![word icon] **From PowerPoint**
2. Navigate to the PowerPoint© file (*pptx) you wish to covert and click "Open"

From the File Tab

1. Go to **File Tab > Create >** ![MS Office icon] **From MS Office**
2. Navigate to the PowerPoint© file (*pptx) you wish to covert and click "Open"

Drag and Drop

1. Drag and drop the PowerPoint© file (*pptx) you wish to covert directly onto PDF Studio to convert the file to PDF.

Upon opening the file, PDF Studio will automatically convert the document to a PDF document that you can then save as new PDF document.

Converting Images to PDF

PDF Studio can convert Images to PDF. The following image types can be converted *png, *jpg, *jpeg, *jpe, *gif, *tif & *tiff. When converting images the Image Preferences settings will be used when creating the PDF.

Instructions:

From the Toolbar

1. Go to **Convert Tab >** **From Image**
2. Navigate to the Image file (*png, *jpg, *jpeg, *jpe, *gif, *tif & *tiff) you wish to covert and click "Open"

From the File Tab

1. Go to **File Tab > Create >** **From Image**
2. Navigate to the Image file (*png, *jpg, *jpeg, *jpe, *gif, *tif & *tiff) you wish to covert and click "Open"

Drag and Drop

1. Drag and drop the Image file (*png, *jpg, *jpeg, *jpe, *gif, *tif & *tiff) you wish to covert directly onto PDF Studio to convert the file to PDF.

Upon opening the file, PDF Studio will automatically convert the document to a PDF document that you can then save as new PDF document.

Converting Text to PDF

PDF Studio can convert text documents with a .txt extension to PDF. When converting .txt files the Text to PDF settings in preferences will be used to format the document.

Instructions:

From the File Tab

1. Go to **File Tab > Create >** **From File**
2. Navigate to the text file (*txt) you wish to covert and click "Open"

Drag and Drop

1. Drag and drop the text file (*txt) you wish to covert directly onto PDF Studio to convert the file to PDF.

Upon opening the file, PDF Studio will automatically convert the document to a PDF document that you can then save as new PDF document.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Merging/Converting Multiple Files to PDF

PDF Studio is able to merge/convert multiple files at once to create a single PDF. Only the Supported File Types are able to be merged/converted into a single PDF.

Instructions:

Using the Welcome Screen

1. Launch PDF Studio
2. Using the Welcome Screen click on the **From Multiple Files** option under "Create PDF"
3. Using **Add Files** or **Add Folder** select the files you wish to merge/convert into a single PDF.
4. Select any additional options when converting the files.
   - Add bookmarks for each merged document.
   - Results: Open or save new merged document
   - Passwords to try when opening documents
5. Once all of the options are selected click Start to begin merging/converting the files.
6. All files will be merged/converted in a single action. All Supported File Types will be converted to PDF.

From the Toolbar

1. Go to **Convert Tab >** From Multiple Files
2. Using Add Files or Add Folder select the files you wish to merge/convert into a single PDF.
3. Select any additional options when converting the files.
   - Add bookmarks for each merged document.
   - Results: Open or save new merged document
   - Passwords to try when opening documents
4. Once all of the options are selected click Start to begin merging/converting the files.
5. All files will be merged/converted in a single action. All Supported File Types will be converted to PDF.

From the File Tab

1. Go to **File Tab > Create >** From Multiple Files
2. Using Add Files or Add Folder select the files you wish to merge/convert into a single PDF.
3. Select any additional options when converting the files.
   - Add bookmarks for each merged document.
   - Results: Open or save new merged document
   - Passwords to try when opening documents
4. Once all of the options are selected click Start to begin merging/converting the files.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

5. All files will be merged/converted in a single action. All Supported File Types will be converted to PDF

Merge/Convert Settings

New Page

Page Size - Allows you to select a page size from a list of predefined standard document sizes.

- Portrait: sets the selected page orientation size to portrait
- Landscape: sets the selected page size orientation to landscape

    Note: *Portrait and Landscape options are not available when selecting a "Custom" media size*

Units - Select the measurement unit for the crop margins in either Inches, Points, Centimeters, or Millimeters

Width - Width of the page in the units selected

Height - Height of the page in the units selected

Keep Proportional - Toggles keeping the width and height values in sync

Current Page

Center - When checked this option will center the original page content in the new page size

Scale to Fit - Resizes the page content to best fit the new page size

Fit Crop to Page - Sets the crop box equal to the media box

Bookmarks

Add a bookmark for each merged document - This will create a separate bookmark for each merged file added to the document

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Delete - Removes the selected file(s) from the list.

⌃ **Move Up** - Moves the selected file(s) up the list.

⌄ **Move Down** - Moves the selected file(s) down the list.

⤒ **Move to Top** - Moves the selected file(s) to the top of the list.

⤓ **Move to Bottom** - Moves the selected file(s) to the bottom of the list.

Results

Open New Merged Document - After the merge is complete the new file will be displayed in PDF Studio

Append to Current Document - Appends the selected pages to the end of the currently open document

Save As - This option allows you to set a destination for the newly created merged file. You can type the destination manually or click on the "..." button to open a file chooser to set the destination for the newly created file

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process. Only PDF files with passwords are supported.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have be entered for each new batch process.*

Drag and Drop to Create PDF

Supported file types can be dragged and dropped onto PDF Studio to immediately convert to PDF. This will use the default conversion settings for the file types based on settings in Preferences.

· Supported file types can be created into a new document by dragging the file onto a PDF Studio window with no document currently open.
· Supported file types can be inserted as new pages into an existing open document by dragging the file to the Thumbnail Pane.
· Pages can also be dragged and dropped across multiple open documents.

> **Note:** *Dropping a file onto the main document pane will open the document in a new frame.*

Scanning Documents to PDF

With PDF Studio, you can scan images into an existing or new PDF document using any WIA/ICA, or Sane compliant scanner. The scanning driver (WIA/ICA, or Sane) options available will depend on the operating system being used.

To create a PDF from a scanner do one of the following:

- Using the Welcome Screen click on the ▭ **From Scanner** option under "Create PDF"
- Go to **File Tab > Create >** ▭ **From Scanner** on the menu bar.
- Go to **Convert Tab >** ▭ **From Scanner** on the toolbar.

Scanning Options

Below is a list of available scanning driver options when scanning to PDF for each operating system and PDF Studio version.

Windows

PDF Studio 32-bit

- WIA Scanning - Scan using the WIA drivers & PDF Studio scanning dialog
- Twain Scanning - Scan using the Twain native scanner interface

PDF Studio 64-bit

- WIA Scanning - Scan using the WIA drivers & PDF Studio scanning dialog

Mac

PDF Studio 64-bit

- ICA Scanning - Scan using the ICA drivers & PDF Studio scanning dialog

Linux

PDF Studio 64-bit

- Sane Direct Scanning - Scan using the PDF Studio scanning dialog with direct access to Sane drivers

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- Sane Network Daemon Scanning - Scan using the Sane Network Daemon native scanner interface

---

Scanning Profiles

PDF Studio allows you to create Scanning Profiles to set specific scanners and settings to be used again later. Once set, using the profiles allows for single click scanning with the specified settings.

> **Note**: *Scanning profiles are only supported when using the WIA/ICA scanning dialogs on Windows and Mac.*

Creating a Scanning Profile

1. Start the scanning dialog as normal
2. Set all of the options that you would like to have in your profile. You can either start from an existing profile or a blank template by selecting "<new profile>" from the drop down.
3. Once you have completed your settings, click on Save. This will bring up a window to name your profile.
4. If you are starting from a blank template this field will be blank. If you have previously used a profile the previous profile name will be displayed. If you would like to just update the previous profile leave the name and click OK. If you would like to create a new profile just type in the new name you would like to save it as and click OK.
5. Once complete your profile will now be available in the drop down menu

Note: *You do not need to create or save a scanning profile before scanning a document. To scan documents without saving settings just click Scan after selecting your scanning settings.*

Scanning a PDF Document Using an Existing Scanning Profile

There are 2 ways to use an existing optimizer profile:

From the Scanning dialog

Start the scanning dialog as you normally would. Choose the scanning profile from the drop down list in the combo box, click on the scan button to start scanning with your saved settings.

From the Toolbar

Click on the small down arrow to the right of the scanning button ▼ and select the profile you wish to scan with. This will immediately start scanning with the settings you chose for the profile.

> **Note**: *Only the ones for which you chose the Show on Menu option will appear on this list. Click on the optimizer profile in the list you'd like to run and it will begin immediately optimizing the PDF using the settings saved in the optimizer profile.*

Scan Options

Scanner - The scanner to be used

> **Set Default Scanner** - When checked this will make the selected scanner the default going forward

Source - What scanning input to use when scanning the document/image (i.e. flat bed or feeder)

> **Duplex** - If the scanner supports 2 sided scanning, select this option to scan both sides at the same time.

Color Format - Choose between Black and White, Greyscale, or Color when scanning

> **Note**: *If "(Conversion)" is listed next to the color option, then this option is not supported by your device. PDF Studio will convert the scanned image to the selected color space for you as a part of the scanning process.*

Page Size - Size of the document being scanned

DPI Resolution - What resolution to use when saving the image into the PDF document. Select a predefined value between 50 - 600 or type in your own custom value up to 1200. When selecting a DPI it's best to follow the below guidelines

Black-and-white documents

- Lowest acceptable resolution = 200 DPI (equal to "high" fax quality)
- Conventional resolution = 300 DPI
- Highest conventional resolution = 600 DPI

Color documents (and color compression)

- Lowest acceptable resolution = 150 DPI
- Conventional resolution = 200 DPI
- Highest conventional resolution = 300 DPI
- Archive resolution = 600 DPI

Scan More Pages - Options to continue scanning more pages if needed after initial scan is completed. Useful if for example if scanning a single page at a time from a flatbed scanner

- Disabled: Will create the new document as soon as the scan has complete
- Ask User: Prompts the user to see if additional pages need to be scanned
- Automatically After: Automatically starts another scan after the selected number of seconds

Brightness - Adjusts the brightness of the scanned document. Increase the value to make the document/image look lighter

Contrast - Adjusts the contrast of the scanned document. This affects the differences between light and dark on the document/image

PDF Options

Insert At - Where to insert the new image. Choose from the following options:

· Beginning Of Document: Inserts the scanned pages before the first page of the currently opened document
· Current Location: Inserts the scanned pages in front of the current page being displayed of the currently opened document
· End Of Document: Appends the scan at the end of the document.
· New Document: Creates a new document using only the scanned pages
· Interleave – When scanning multiple images, this option can be used to insert them at every other page. This is especially useful for scanning two-sided documents.
· Reverse Interleave: Insert the scan in the current document at every other page in reverse order starting after the last page of the document.
· Multiple documents - Use this option to create multiple documents when scanning multiple pages. When selected a dialog will be displayed to set the following options.
    · Pages per PDF - Number of pages before creating the next PDF
    · File Name Pattern - The file name to be used when creating the PDFs. Each file will have the number of the document appended to the end of the file name
    · Save files To - Where to save the created files
    · Save as Default - When checked this will make the selected options the default going forward

Page Size - What size to use when creating a new page to hold the image.

· Size to Image – The new page will be created the same size as the scanned image.
· Same as Document – The new page will be created the same size as the current open document. If the document is empty or if the Insert At choice is set to New Document the new page will be created at the same size as the scanned image.

Compression - What compression to use when saving the image into the PDF document.

· JPEG - Lossy compression (recommended compression)
    · Quality (for JPEG compression only) – If using JPEG, the compression quality can be adjusted from 1 to 100%.
        · 1 = high compression, very low quality
        · 100 = low compression, very high quality
        · Generally, 80=high quality, 50=medium quality, 20=low quality
· Flate - Lossless compression format
· JBIG2 B&W - Lossless compression format that only supports B&W color

Auto deskew images - When checked, if the document's text/images are slanting too far in one direction or is misaligned, PDF Studio will attempt to auto-rotate the document so that the alignment is corrected.

OCR Options

OCR - Create Searchable PDF - Check this to automatically OCR the document after scanning

Language - Language to be used if OCR is selected. Click on "Download OCR Languages" to download additional languages.

WIA / ICA / Sane Direct Scanning

WIA (Windows), ICA (Mac), & Sane Direct (Linux) are application interfaces or drivers included by the operating system that enables software to communicate with imaging hardware such as scanners and digital cameras. When scanning using one of these interfaces, PDF Studio will use our custom scanning dialog that will directly communicate with your scanners that support the WIA, ICA, or Sane Direct interface.

Scanning with WIA/ICA

1. Go to **File Tab > Create >** **From Scanner**
2. This will open the Scan to PDF options dialog
3. Select the scanner and the setting you wish to use.
4. Once you have selected all of your options click on either Preview or Scan
   - Preview - generates a quick preview using the scanning options that will be displayed on the right of the dialog
   - Scan - will use the selected options to scan and then create a new PDF or append the image to an existing PDF depending on the option selected.

WIA / ICA / Sane Direct Scan Settings

Scan to PDF Options

Profile - Allows you to add, edit, or delete scanning profiles

Scanner - The scanner to be used

Source - What scanning input to use when scanning the document/image (i.e. flat bed or feeder)

> **Duplex** - If the scanner supports 2 sided scanning, select this option to scan both sides at the same time.

Color Format - Choose between Black and White, Greyscale, or Color when scanning

> **Note**: If "(Conversion)" is listed next to the color option, then this option is not supported by your device. PDF Studio will convert the scanned image to the selected color space for you as a part of the scanning process.

Page Size - Size of the document being scanned

DPI Resolution - What resolution to use when saving the image into the PDF document. Select a predefined value between 50 - 600 or type in your own custom value up to 1200. When selecting a DPI it's best to follow the below guidelines

Black-and-white documents

- Lowest acceptable resolution = 200 DPI (equal to "high" fax quality)
- Conventional resolution = 300 DPI
- Highest conventional resolution = 600 DPI

Color documents (and color compression)

- Lowest acceptable resolution = 150 DPI
- Conventional resolution = 200 DPI
- Highest conventional resolution = 300 DPI
- Archive resolution = 600 DPI

Scan more pages: Sets the behavior after the scanning is completed

- Disabled: will not prompt to continue scanning
- Ask user: Prompts after completing the page scan to continue scanning additional pages
- Automatically after: waits the specified time before automatically starting another scan

Brightness - Adjusts the brightness of the scanned document. Increase the value to make the document/image look lighter

Contrast - Adjusts the contrast of the scanned document. This affects the differences between light and dark on the document/image

PDF Options

Insert At - Where to insert the new image. Choose from the following options:

- Beginning Of Document: Inserts the scanned pages before the first page of the currently opened document
- Current Location: Inserts the scanned pages in front of the current page being displayed of the currently opened document
- End Of Document: Appends the scan at the end of the document.
- New Document: Creates a new document using only the scanned pages
- Interleave – When scanning multiple images, this option can be used to insert them at every other page. This is especially useful for scanning two-sided documents.
- Reverse Interleave: Insert the scan in the current document at every other page in reverse order starting after the last page of the document.
- Multiple documents - Use this option to create multiple documents when scanning multiple pages. When selected a dialog will be displayed to set the following options.
    - Pages per PDF - Number of pages before creating the next PDF
    - File Name Pattern - The file name to be used when creating the PDFs. Each file will have the number of the document appended to the end of the file name

- Save files To - Where to save the created files
- Save as Default - When checked this will make the selected options the default going forward

Page Size - What size to use when creating a new page to hold the image.

- Size to Image – The new page will be created the same size as the scanned image.
- Same as Document – The new page will be created the same size as the current open document. If the document is empty or if the Insert At choice is set to New Document the new page will be created at the same size as the scanned image.

Compression - What compression to use when saving the image into the PDF document.

- JPEG - Lossy compression (recommended compression)
    - Quality (for JPEG compression only) – If using JPEG, the compression quality can be adjusted from 1 to 100%.
        - 1 = high compression, very low quality
        - 100 = low compression, very high quality
        - Generally, 80=high quality, 50=medium quality, 20=low quality
- Flate - Lossless compression format
- JBIG2 B&W - Lossless compression format that only supports B&W color

Auto deskew images - When checked, if the document's text/images are slanting too far in one direction or is misaligned, PDF Studio will attempt to auto-rotate the document so that the alignment is corrected.

OCR Options

OCR - Create Searchable PDF - Check this to automatically OCR the document after scanning

Language - Language to be used if OCR is selected. Click on "Download OCR Languages" to download additional languages.

Sane Daemon Scanning

Sane (Linux Only) is a scanning protocol that connects to scanners by providing a standardized interface. SANE only provides an interface with the hardware and displays the options available for each scanner. When scanning using Sane PDF Studio will first launch the scanning application, then once the scanning is complete import the scanned image to complete the Scan to PDF process.

Note: *For PDF Studio to connect to the scanner properly, you need to make sure that you have a* **saned daemon** *and at least one sane back-end installed. This is* **required** *for our scanning library to work properly. Note that this is not requirement for other products such as XSane and Gimp, so* **it is possible that XSane and Gimp work but PDF Studio doesn't** *. For more information on how to setup the saned daemon see* Scanning to PDF with Linux *on our Knowledge Base.*

1. Go to **Convert Tab >** ⬜ **From Scanner** click on the small down arrow to the right of the scanning button ▼ and select "Sane Daemon Scanning".
2. Choose a scanner from the list and click on the OK button to proceed. If there is an error with the selected scanner, the dialog will appear again with the previously tried scanner highlighted so you can choose a new scanner.
    · If the selected scanner had been a default option, you can use this dialog to change the default scanner by selecting the new scanner and checking the "Set default Scanner" option.
3. When the OK button is pressed, a standard scanning interface will be displayed. This is a separate program that will allow you to adjust the scan settings and then begin the scanning process.
4. Once the scan has been completed and PDF Studio has received the data from the scanner, PDF Studio will display a dialog box showing some information about the scan and will prompt you for a number of choices to determine how to insert the new image.
5. Once you've selected the options click OK to then create a new PDF or append the image to an existing PDF depending on the option selected.

Sane Scan Import Settings

Image Info

This sections displays some basic details on the image that was received from your scanners software

PDF Options

Insert At - Where to insert the new image. Choose from the following options:

· Beginning Of Document: Inserts the scanned pages before the first page of the currently opened document

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- Current Location: Inserts the scanned pages in front of the current page being displayed of the currently opened document
- End Of Document: Appends the scan at the end of the document.
- New Document: Creates a new document using only the scanned pages
- Interleave – When scanning multiple images, this option can be used to insert them at every other page. This is especially useful for scanning two-sided documents.
- Reverse Interleave: Insert the scan in the current document at every other page in reverse order starting after the last page of the document.
- Multiple documents - Use this option to create multiple documents when scanning multiple pages. When selected a dialog will be displayed to set the following options.
    - Pages per PDF - Number of pages before creating the next PDF
    - File Name Pattern - The file name to be used when creating the PDFs. Each file will have the number of the document appended to the end of the file name
    - Save files To - Where to save the created files
    - Save as Default - When checked this will make the selected options the default going forward

Page Size - What size to use when creating a new page to hold the image.

- Size to Image – The new page will be created the same size as the scanned image.
- Same as Document – The new page will be created the same size as the current open document. If the document is empty or if the Insert At choice is set to New Document the new page will be created at the same size as the scanned image.

Compression - What compression to use when saving the image into the PDF document.

- JPEG - Lossy compression (recommended compression)
    - Quality (for JPEG compression only) – If using JPEG, the compression quality can be adjusted from 1 to 100%.
        - 1 = high compression, very low quality
        - 100 = low compression, very high quality
        - Generally, 80=high quality, 50=medium quality, 20=low quality
- Flate - Lossless compression format
- JBIG2 B&W - Lossless compression format that only supports B&W color

Auto deskew images - When checked, if the document's text/images are slanting too far in one direction or is misaligned, PDF Studio will attempt to auto-rotate the document so that the alignment is corrected.

OCR Options

OCR - Create Searchable PDF - Check this to automatically OCR the document after scanning

Language - Language to be used if OCR is selected. Click on "Download OCR Languages" to download additional languages.

Supported File Types

PDF Studio supports converting certain non-PDF file types into PDF Documents. The current supported types are:

Image Files: *png, *jpg, *jpeg, *jpe, *gif, *tif & *tiff. (Image To PDF settings are in the Preferences Dialog)

Word Files: .doc and .docx (Word to PDF font settings are in the Preferences Dialog)

Excel Files: .xlsx files only (Excel to PDF font settings are in the Preferences Dialog)

PowerPoint FIles: .pptx files only (PowerPoint to PDF font settings are in the Preferences Dialog)

Text Files: .txt (Text To PDF settings are in the Preferences Dialog)

Viewing and Comparing PDFs

PDF Studio provides extensive functionality for viewing and comparing PDFs

Viewing PDFs

Navigating: General navigation tips and tools

Tabbed Document View: Working with multiple documents are displayed in Studio

Zooming: Zooming in/out of the document

Setting Page Layout: Setting how the pages are displayed

Rotating Page View: Rotating the view of the page

Loupe Tool: Magnify a small region of the page

Pan and Zoom Tool: Display a window with the current location on the document

Reading Mode: Hides all the toolbars and task panes to maximize the viewing area on your screen

Full Screen Mode: Displays only the document hiding the menu bar, toolbars, task panes, and window controls

Invert Colors Mode: Invert colors when displaying PDFs for accessibility

Split View: Show two separate parts of the same document

Show / Hide Layers: enable & disable layers.

Auto Scroll Document: Auto scroll the document for easy reading

Comparing PDFs

Side by Side Comparison **Pro**: Compare two different PDFs next to each other

Overlay Comparison **Pro**: Compare two different PDFs on top of each other highlighting the differences

---

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Navigating

PDF Studio has a variety of methods that can be used to navigate PDF documents.

Using the Mouse

The primary method for navigating within PDF documents is with the mouse. PDF Studio is compatible with all standard mice and supports the following actions using the 2 buttons and scroll wheel typically found on the mouse.

> **Note:** *On Mac if using a mouse with a single button you can right click by holding Ctrl and clicking the mouse button*

Left Mouse Button

- Click to select items
- Hold down to drag items

Scroll Wheel

- Scroll the pages in the document

Right Mouse Button

- Displays context menus with additional options

Panning/Moving Pages

With the hand tool 🖑 selected click and drag anywhere on the page to pan the document

Using the scroll wheel on the mouse you can move the document up and down

You can also use the vertical and horizontal scrollbars to pan the document by clicking and dragging on the scrollbar
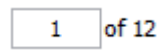
Using the Keyboard

The keyboard can also be used in some cases to quickly navigate the document using shortcut keys. The following shortcuts can be used.

Action	Windows/UNIX	Mac
First Page	Home	Home
Last Page	End	End
Next Page	PgDn or Space	PgDn or Space
Previous Page	PgUp or Shift + Space	PgUp or Shift + Space
Go to Page	Ctrl + Shift + P	⌘ + Shift + P
Scroll Down	Space or ↓	Space or ↓
Scroll Up	↑	↑
Next view	Alt + →	⌘ + [
Previous view	Alt + ←	⌘ +]

Using the Navigation Tools

The navigation tools are located on the bottom toolbar and can be used to navigate the document.

First Page: Navigates to the first page of the document.

Previous Page: Navigates to the previous page in the document.

Page Number: Displays the current page being viewed and the total number of pages. Type a number into the field and press "Enter" to navigate directly to that page. Documents using Page Labels will require the exact page label to be entered (i.e. iv, v, etc...)

Next Page: Navigates to the next page in the document.

Last Page: Navigates to the Last page in the document.

Previous View: Navigates to the last view within the document.

Next View: Navigates to the next view within the document.

Using Page Thumbnails

The page thumbnails can be found on the left side of the PDF Studio window. If not displayed the pane can be opened using the ⬜ Pages button on the left side of the screen

The page thumbnails show miniature versions of all the pages in the documents.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

· Click a thumbnail to go directly to that page.
· use the Left ← and Right → arrow keys to navigate to the Previous and Next pages

Using Bookmarks

The Bookmarks pane is located on the left of the PDF Studio window. If not displayed the pane can be opened using the ![icon] Bookmarks button on the left side of the screen.

Using bookmarks can be useful when navigating large PDFs that contain many pages. Often bookmarks are put in place to label chapters or sections within a document. Click on the bookmark to jump directly to that location in the document.

> **NOTE**: *the following icon* ![icon] *signifies an invalid bookmark with no destination.*

Using Destinations

The Destination pane is located on the left of the PDF Studio window. If not displayed the pane can be opened using the ![icon] Destinations button on the left side of the screen.

Using destinations can be useful when navigating large PDFs that contain many pages. Destinations are additional navigation tools put in place to label specific locations or sections within a document. Click on the destination name to jump directly to that location in the document.

Tabbed Document View

In PDF Studio documents will open using the tabbed interface to view multiple PDFs at once. Each new PDF that is opened will open in a in the same application frame only in a new tab.

The tab names display the name of the PDF document opened in that tab and you can switch between the tabs by clicking the name of the file you wish to view. When the number of opened document tabs can no longer fit in the tab area a Previous & Next button will display on the right side to navigate through the tabs. Use menu button to the right of the arrows to quickly jump between tabs.

Working With Document Tabs

The following functions are available when working with document tabs. Each action can be performed on a single tab or you an use the Ctrl + Click shortcut to select multiple tabs at once.

Managing Tabs

Move Tab to a New Location

- Click on the tab, then drag and drop it in between the two document tabs you would like it to be placed

Closing Tabs

To close a single document click on the ✕ icon to the right of the document name or right click on the document tab and choose from the following options:

- **Close**: closes the specified document
- **Close all**: closes all currently opened document leaving PDF Studio open
- **Close others**: leaves the selected document tab open and closes all other documents
- **Close tabs to the right**: closes all documents to the right of the selected tab leaving any documents to the left of the selected tab open

Create New Window

- Click on a tab, then **drag it outside** of the existing window and drop. This will create a new window.
- Right click on the tab and select "**Open in new window**".

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Move Across Windows

Each PDF Studio window can have multiple document tabs at once

- Click on a tab, drag and drop it into the tab area of another window. This will move the selected tabs from one window into another.

Working Across Tabs

PDF Studio supports operations across tabs as well as across separate PDF Studio windows. This can be useful when needing to copy pages or text from one document to another. Below are some examples:

- Drag pages across tabs: Open the thumbnail pane in both tabs, select the page to move then drag it and hover over the second document tab which will then display the second document. Continue dragging the page and drop it into the pages pane of the second document.
- Copy pages across tabs: Open the thumbnail pane in both tabs, select a page and right click to copy. Then click on the second document tab and right click in the thumbnail pane to paste the page.
- Copy text across tabs: Select text and you wish to copy in one document tab, and then paste it into desired location of another document tab.

Additional Options

The following additional actions can be performed when working with multiple document tabs open. These features are only available when using the Ctrl + Click shortcut to select multiple tabs at once.

File

- **Copy path to clipboard**: copies the file path to the system clipboard
- **Open containing folder**: opens the folder on the system where the document is stored

Document

- **Merge**: starts the Merge PDF tool with selected documents already set in the merge list
- **Compare overlay**: starts the Compare Overlay tool with the selected documents
- **Compare side by side**: only available with 2 documents - starts the Side by Side comparison view with the selected documents

Enable / Disable Tabbed Document view

To disable the tabbed document view go to General Preferences and uncheck the "**Open documents in new tabs**" option.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Zooming

When viewing a document there are several ways to zoom in/out of the document.

Using the Mouse

To zoom in or out on the document using the mouse hold down Ctrl (Alt on Mac) and scroll the mouse wheel up to zoom in and down to zoom out.

Using the Keyboard

The keyboard can also be used in some cases to quickly zoom on the document using shortcut keys. The following shortcuts can be used.

Zoom to actual size	Ctrl + 1	⌘ + 1
Zoom to fit page	Ctrl + 0	⌘ + 0
Zoom to fit width	Ctrl + 2	⌘ + 2
Zoom in	Ctrl + Plus	Alt + Plus
Zoom out	Ctrl + Minus	Alt + Minus

Using the Zoom Tools

The zoom tools are located on the bottom toolbar and can be used to zoom on the document.

Zoom Out: Zoom out to view the content smaller.

Zoom To/Current Zoom: Displays the current zoom value. You can also select a preset zoom percentage or type in the field for a custom zoom value.

Zoom In: Zoom in to view the content larger.

Zoom Tool: Zooms to a selected area within a page. Click and drag to select the rectangle area you wish to zoom to.

· Hold Ctrl key to zoom out while Zoom Tool is active.

Loupe Tool: Displays a zoom window that zooms in on the PDF to show the smallest detail.

Pan and Zoom: A window showing the portion of the page currently on screen. Drag the red box to adjust the view of the document.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Setting Page Layout

When viewing a document there are several page layout options available to choose from.

Page Layouts

By default the page layout will be determined by the Initial View Settings in the document or the default Page Layout Settings set in PDF Studio preferences. A different page layout can be selected when viewing the document by going to **Home Tab >** **Layout** on the tool bar and selecting the layout you wish to use.

Single: Displays only a single individual page at a time

Single Continuous: Displays all of the document's pages in a single column that can be continuously scrolled

Facing: Displays only two pages at a time side by side with odd pages on the left and even pages on the right

Facing Continuous: Displays all of the documents pages in two columns with odd pages on the left and even pages on the right

Cover: Displays the document just as when using Facing only the first page will be displayed alone

Cover Continuous: Displays the document just as when using Facing Continuous only the first page will be displayed alone

Page Views

By default the page view will be determined by the Initial View Settings in the document or the default Magnification Settings set in PDF Studio preferences. A different page view can be selected when viewing the document by going to **Home Tab** or **Bottom Toolbar** and selecting the view you wish to use.

Actual Size: Displays the document with a 1:1 ratio to match how the document would look if printed without any scaling.

Fit to Width: Scales the view to fit the width of the document in the PDF Studio frame.

Fit to Page: Scales the view to fit the entire document within the PDF Studio frame.

Rotating Page View

The pages of a document can be rotated temporarily, as if you were rotating a book or magazine in your hands. This can be accessed by clicking on the Rotate View 🔄 🔄 on the **Home Tab** of the toolbar.

Note: *This rotation will NOT be saved when the document is saved then reopened. To permanently rotate pages in the document when saved see Rotating Pages*

🔄 **Rotate View Clockwise:** Rotates only the view within the document clockwise

🔄 **Rotate View Counter Clockwise:** Rotates only the view within the document counter clockwise

Loupe Tool

The loupe tool is a draggable rectangle that zooms in on the PDF to show the smallest detail. When active a second window will be displayed showing the current content that you are magnifying.

Instructions:

1. Go to **View Tab** and click on the Loupe tool ⊖ button on the toolbar
2. Click on the part of the page you would like to magnify. This will display the magnification window.
3. Use either the handles on the corners of the blue zoom area or the slider in the magnification window to change the level of magnification when using the tool
4. When finished to close the tool either click on the "x" on the magnification window or press Esc on the keyboard

Pan and Zoom Tool

The Pan and Zoom tool is a second window will be displayed showing the portion of the page currently on screen. Drag the red box to adjust the view of the document.

Instructions:

1. Go to **View Tab** and click on the pan and zoom tool ⊞ button on the toolbar. A second window will then be displayed showing a portion of the page currently on the screen.
2. To adjust the view of the document drag the red box or use the navigation and zoom tools in the pan and zoom window
3. When finished to close the tool either click on the "x" on the magnification window or press Esc on the keyboard

Reading Mode

When reading a document you can hide all of the toolbars and panes to enhance the reading experience.

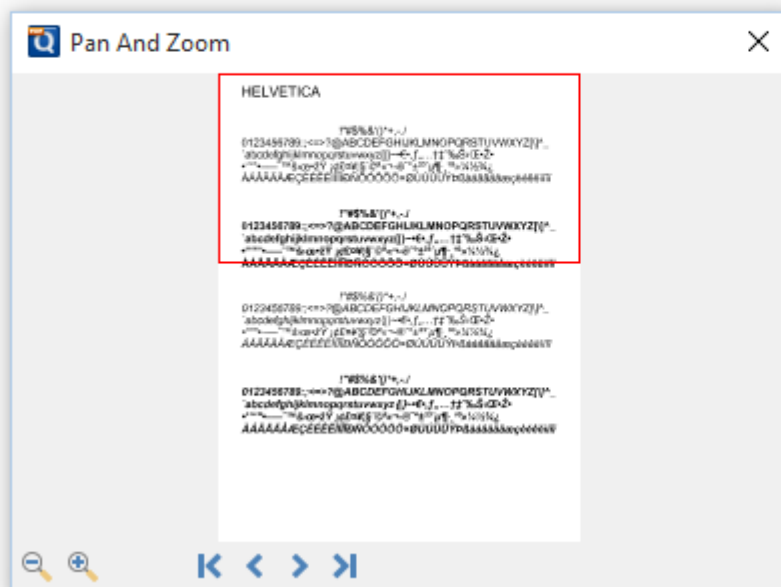   **Note**: *This mode will not fill the entire screen as the window title will still be shown. To cover as much of the screen as possible make sure to maximize the PDF Studio window.*

How to start Reading Mode

To enable reading mode go to **View Tab >** 📖 **Reading Mode** or use the shortcut key Ctrl + H (Cmd + Ctrl + H on the Mac)

Reading Mode Options

Once reading mode is enable Navigating the document using the keyboard or mouse works as it normally would.

In addition you can use the left ⬅ and right ➡ arrows that are displayed in reading mode to navigate to the next and previous pages.

Press the "esc" key to exit reading mode.

Full Screen Mode

Full screen mode displays only the document hiding the menu bar, toolbars, task panes, and window controls. When in this mode only the document is displayed with all remaining area made black.

How to start Full Screen Mode

To enable reading mode go to **View Tab** > **Reading Mode** or use the shortcut key Ctrl + L (Cmd + Ctrl + L on the Mac)

Reading Mode Options

Once full screen mode is enable Navigating the document using the keyboard or mouse works as it normally would.

Press the "esc" key to exit reading mode.

Invert Colors

Invert colors when rendering a PDF document by selecting **View Tab >** **Invert Colors** from the menu.

For typical documents, the display will change from "Black on White" to "White on Black". Inverting colors make things much easier to read on small screens, particularly when working in a dark room, on an airplane, or at night. This mode is available as a preference to invert colors on all documents or on any currently open document from the View menu.

Example Document with Invert Colors Enabled:
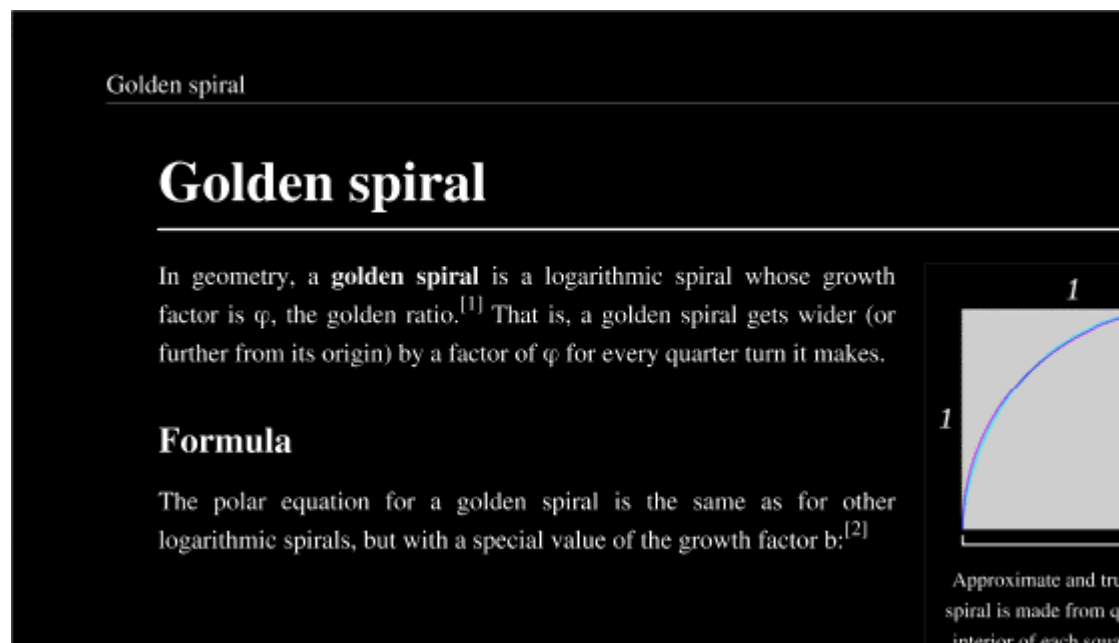
Split View

Split view allows you to have 2 separate views of the currently open document in the same window. This can be useful if you need to reference a different part of the document while viewing another.

How to Start Split View

1. Open any document
2. Go to **View Tab >** Split View on the toolbar
3. A new pane will be opened showing a separate view of the currently opened document

Split view options

Split Horizontally: Displays each pane of the split view horizontally

Split Vertically: Displays each pane of the split view vertically

---

Show/Hide Layers

When viewing a document layers can be toggled on and off to create different views.

Note: *Layers can be reset to their original state using the "Reset Layers" menu option.*

How to Show/Hide Layers in a PDF

1. Access the layers pane by clicking the **Layers** button on the left side of the screen.
2. Show or hide layers by clicking the check box next to the layers name
3. Continue working on the document as you normally would

   Note: *Toggling the layers on and off does not modify the document and will not be saved. To change the default state when opening the PDF see Layer Properties*

Auto Scroll Document

The auto scroll feature in PDF Studio allows you to scroll through pages without pressing any keystrokes. This is helpful for those that may be impaired as well as making it easier to scroll through long PDFs to find the information you need.

How to use Auto Scroll

Use the below shortcut keys

- Use **Ctrl + Shift + H** (**Command + Shift + H** on Mac) to start and stop auto scrolling
- Minus key "-" reverses scrolling direction
- Number keys 0-9 control scroll speed (0 for slowest & 9 for fastest)
- While scrolling down (normal reading direction), down arrow increases scroll speed and up arrow decreases.
- While scrolling up, arrow speed control is reversed to match expected behavior.
- Jump to next or previous pages using the Left & Right arrow keys

PDF Document Comparison

PDF Studio has multiple tools that can be used to compare PDF documents. These tools can be used to find changes and differences between one or more PDF documents.

Comparison Tools

Side by Side - Open two PDF documents in the same window next to each other to compare visually

Overlay Compare - Compare documents by overlaying a second document onto the first using different colors to find differences.

There are 2 features for overlay comparison in PDF Studio:

- Overlay PDF Compare: Create a new PDF that overlays 2 or multiple documents. The overlay comparison PDF is saved in vector format. It allows you to preview the scaling and compute the offset through a 3 point method and preview windows. Annotations can then be added to the newly created Overlay PDF.
- Live Overlay PDF: This is a live rendering mode that overlays 2 documents and that can only be accessed from the side by side comparison. Only allows 2 docs can be overlaid. Exported PDF is in image format. Annotations can be added only to the first document.

Overlay Color Options - How to set document color options for the overlay comparison

Side by Side Comparison

PDF Studio has a Side by Side PDF Comparison tool that allows you to open two PDF documents in the same window next to each other to compare visually. This can be useful when comparing PDF documents that may have text or image revisions.
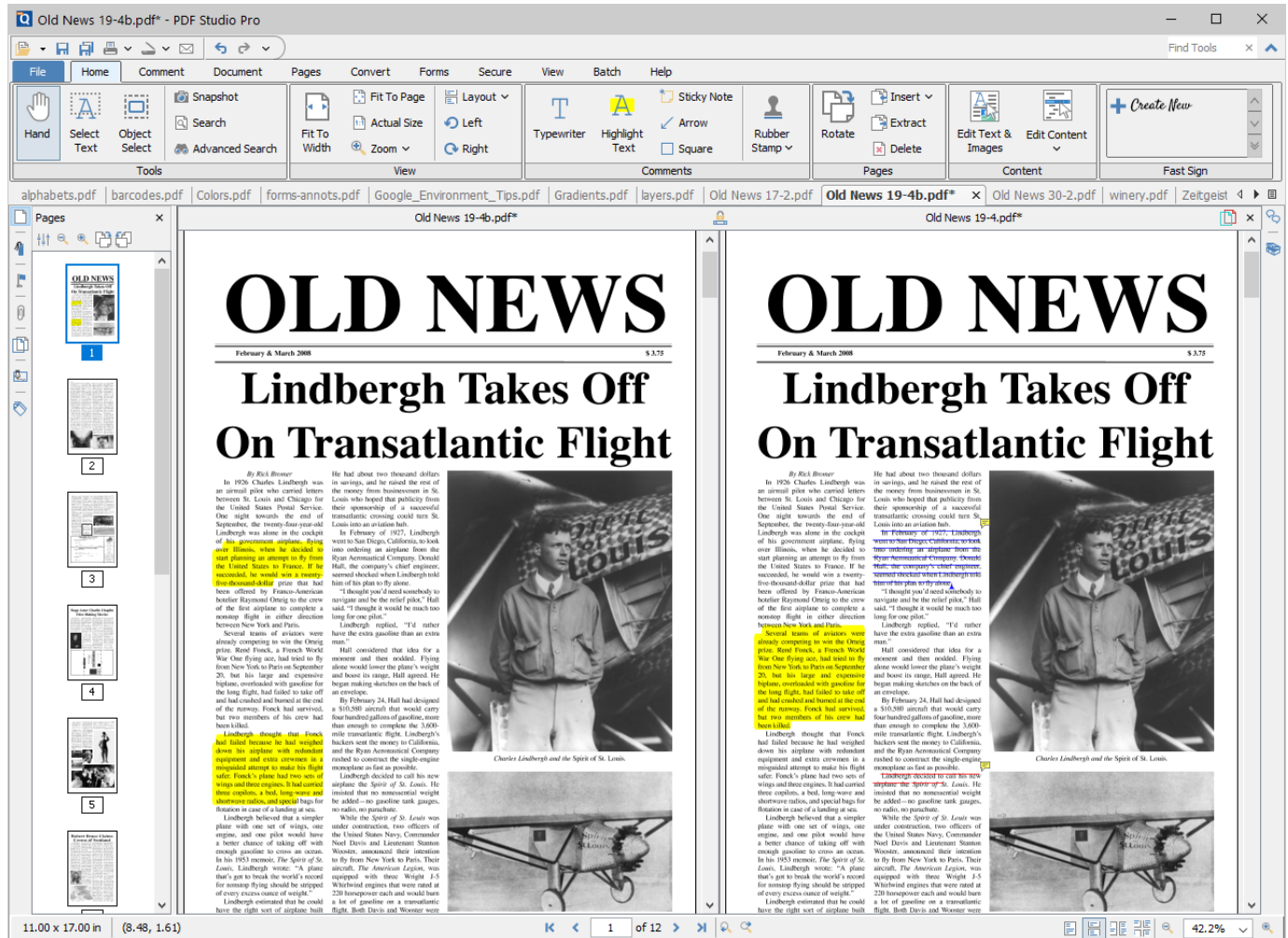
How to Compare Two Documents Side by Side:

1. Open the initial or first document in PDF Studio. This will become **Document A** in the Side by Side comparison
2. Go to **Document Tab >** ▢▢ **Compare Side by Side...** in the toolbar.
3. Select the second document that you wish to compare with Document A. This will become **Document B** in the Side by Side comparison
4. You will now see Document A (on the left) and Document B (on the right) opened side by side in the same PDF Studio window.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Annotating in Side by Side

- · At any time during the comparison, using the toolbar, you can only annotate or markup any changes onto Document A.
- · You can markup Document B by right clicking on Document B and selecting the tool that you wish to use. The tools available for document B are:
    - · Sticky Note
    - · Pencil
    - · Select Text
- · Once the text is selected you can right click on the highlighted and choose a text markup action.

Switching to Overlay View Pro

If you would like you can switch over to our Overlay Comparison mode by clicking on the **Overlay** button overlay on the main toolbar or in the top right corner of the above Document B.

> *Note: When switching over to Overlay Comparison if any changes have been made to Document B they will need to first be saved. PDF Studio will prompt you to do so when switching to Overlay Comparison.*

Side by Side Compare Options

 Switch to Live Overlay Comparison Mode - Switches the to the Live Overlay Comparison mode Pro

 Scroll Lock - Locks / unlocks the scroll panes in the view. When locked the document scrolling will be synchronized.

Overlay Comparison

PDF Studio comes with an Overlay Comparison feature that allows you visually compare 2 or more documents by overlaying additional document(s) onto the first using different colors to display any differences. This feature is especially useful for architects and engineers to visually identify even small differences in architectural drawing and blue prints. It can be used not only to compare PDF documents but also scans, images or Word documents that have been converted to PDFs using PDF Studio.
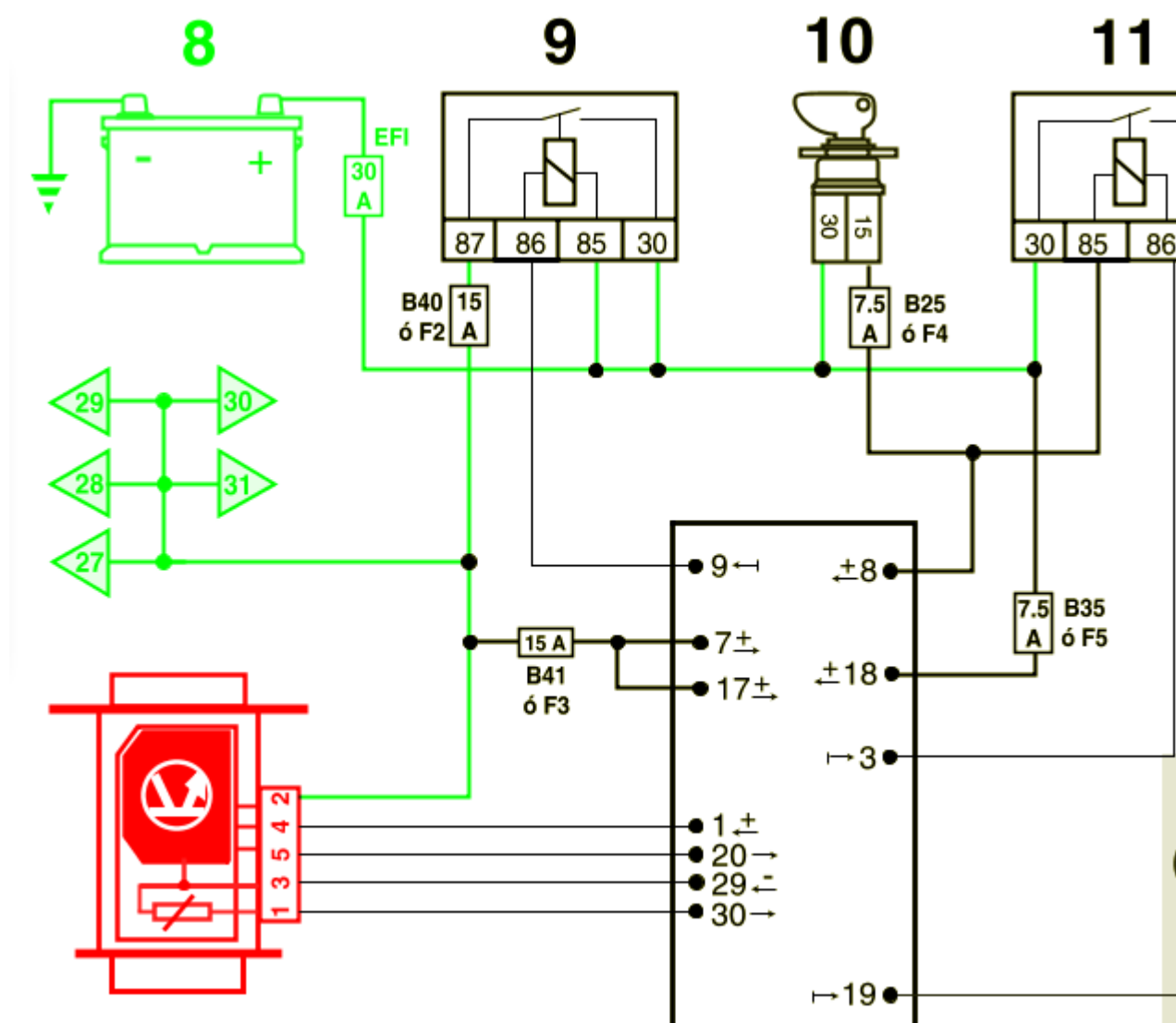
How to compare two documents using Vector Overlay Comparison

1. Open the initial or first document in PDF Studio. This will become Document A (in Green) in the Overlay Comparison.
2. On the toolbar go to **Document Tab >** **Overlay**
3. This will launch the Create Comparison dialog

4. Select the documents you wish to compare
5. Set the options for each of the documents
6. Click **Start** and it will create the new overlay document and open it in a separate window

Vector Overlay Options

Below are the options available when setting up the overlay comparison

File List

Add Files - Displays a file chooser to add one or more files to the list

Edit - Opens the layer options for the selected layer

Align Points - Starts the automated alignment tool, see **How to Align Documents** below

🗑 - Removes the selected file(s) from the list.

∧ - Moves the selected file(s) up the list.

∨ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⊻ - Moves the selected file(s) to the bottom of the list.

Layer Options

Layer

File - Displays the file name and path of the selected document

Layer Name - Sets the name to be used for the comparison layer

Color - Select the color for the document (the default colors generally provide the best results). See Choosing colors for overlay PDF comparison.

Pages - Set the pages of the document to be compared using the From and To options

Position

Rotate - Adjust the rotation of the document if needed

Offset X & Y - Adjust the X & Y location values of the document move it left, right, up, or down

Scale X & Y - Adjust the scale values to increase or decrease the size of the document

How to Align Documents

1. Add all of the documents you wish to compare to the document list
2. Click on **Align Points** to begin the process
3. Each document in the list will be opened in order. For each document: select the same 3 points, in the same order to align the pages
   - **Note**: *For best results, the points should be far apart (close to the corners)*
4. Once completed the documents will be automatically aligned when the overlay document is created

Once the alignment has been set the **Position** values in the **Layer Options** dialog will be disabled. If needed you can click on **Clear Alignment** to remove the automatically set alingment and set a manual alignment instead.

Choosing Colors for Overlay Comparison

The Overlay Comparison feature allows to customize the colors of the 2 documents that are being compared. When changing from the default colors, we suggest using complementary colors when comparing PDF documents using the Overlay Comparison feature in PDF Studio. Complementary colors are colors that add up to black which will ensure that the common elements on the two drawings / documents are displayed in black (overlay of the 2 complementary colors).

Using RGB (Red, Green, Blue) values, complementary colors are colors that add up to (255, 255, 255). See below for a few color pairs of complementary colors. The number in parenthesis represent the color in RGB values.

Example Colors

- Cyan (51, 204, 204) / Dark Red (204, 51, 51) These are the default colors in PDF Studio.
- Green (0, 204, 51) / Dark Pink (255, 51, 204)
- Blue (0, 125, 255) / Orange (0, 125, 255)
- Green (0, 255, 0) / Red (0, 255, 0) **Note:** *that the common elements in both drawings will not be as black in this color pair as the colors above because the colors do not add up to black.*

Annotating and Commenting PDFs

Annotations and comments allow you to markup parts of the PDF. While annotations and comments are contained within the PDF they are not a part of the PDF original content. This allows them to be moved, edited, or deleted more easily. This section covers the tasks associated with annotations and comments and also provides examples of each of the markups that can be used in PDF Studio.

Topics covered in this section:

Creating Annotations

Setting Annotation Tool Properties

Set a Status or Check Mark

Export Annotations

Editing Annotations

Moving Annotations

Deleting Annotations

Import Annotations

Flattening Annotations

Align Annotations

Group Annotations

Pasting Clipboard Text

Pasting a Clipboard Image

Copy and Paste Annotations

Available Annotation Types:

Below is a list of each of the annotation types and available annotations. You can comment or annotate a document with text, graphics, sound, and add hyperlinks.

Text Annotations

Text Box
Callout
Typewriter
Sticky Note

Shape Annotations

Circle
Square
Highlight Area
Polyline
Polygon
Cloud
Arrow
Line
Pencil

Text Markups

Highlight Text
Cross out Text
Underline Text
Squiggly Underline Te
Replace Text
Insert Text

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Rubber Stamp Annotations

Rubber Stamp

Image Stamp

Measurement Annotations

Distance

Perimeter

Area

Media & Other Annota

Hyperlink

Sound

Attach File

Attach File as Commen

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Creating Annotations

There are multiple ways to create annotations based on your use case and needs

From the Toolbar

From the Comments Tab, simply click on an annotation tool, and draw the annotation using the mouse on the page.
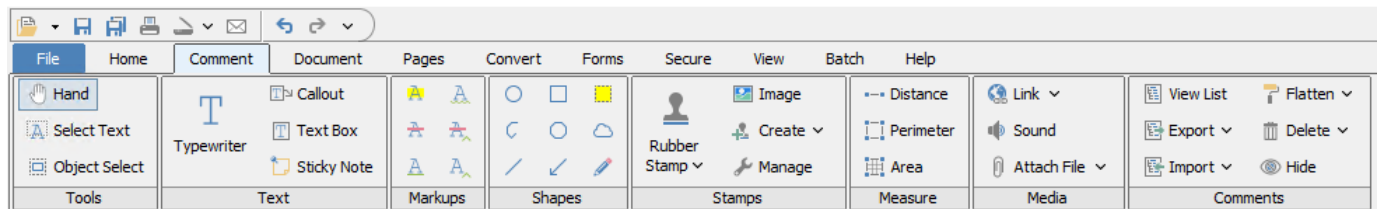
Quick Color Picker

If needed annotations can be quickly created in different colors using the quick color picker. Just Right Click on any of the annotation buttons and select the color you wish to use and the tool will be started in that color.

> **NOTE**: *The color only applies for the next annotation created. To set the default color for the annotation see* Setting Annotation Tool Properties.
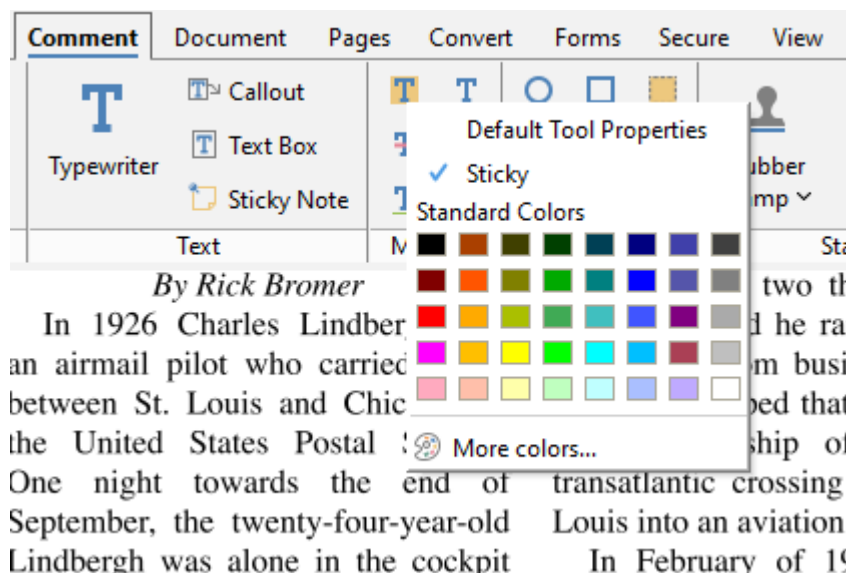
Using Shortcut Keys

Using shortcut keys. Press the keyboard shortcut for the annotation tool you wish to use then draw the annotation as you normally would.

Annotation	Windows / UNIX	Mac

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Area	Ctrl + Alt + E	⌘ + Alt + E
Area Highlighter	Ctrl + Alt + I	⌘ + Alt + I
Arrow	Ctrl + Alt + A	⌘ + Alt + A
Attach File	Ctrl + Alt + F	⌘ + Alt + F
Callout	Ctrl + Alt + V	⌘ + Alt + V
Circle	Ctrl + Alt + C	⌘ + Alt + C
Cloud	Ctrl + Alt + B	⌘ + Alt + B
Cross out Text	Ctrl + Alt + O	⌘ + Alt + O
Distance	Ctrl + Alt + M	⌘ + Alt + M
Text Box	Ctrl + Alt + T / Ctrl + Alt + Shift + T	⌘ + Alt + T
Highlight Text	Ctrl + Alt + H	⌘ + Alt + Shift + H
Insert Image	Ctrl + Shift + I	⌘ + Shift + I
Insert Text	Ctrl + Alt + X	⌘ + Alt + X
Line	Ctrl + Alt + L / Ctrl + Alt + Shift + L	⌘ + Alt + L
Pencil	Ctrl + Alt + P	⌘ + Alt + P
Link	Ctrl + Alt + K	⌘ + Alt + K
Perimeter	Ctrl + Alt + R	⌘ + Alt + R
Polygon	Ctrl + Alt + G	⌘ + Alt + G
Polyline	Ctrl + Alt + Y	⌘ + Alt + Y
Replace Text	Ctrl + Alt + Z	⌘ + Alt + Z
Sound	Ctrl + Alt + S / Ctrl + Alt + Shift + S	⌘ + Alt + S
Square	Ctrl + Alt + Q	⌘ + Alt + Shift + Q
Squiggly Underline	Ctrl + Alt + J	⌘ + Alt + J
Sticky Note	Ctrl + Alt + N	⌘ + Alt + N
Underline Text	Ctrl + Alt + U	⌘ + Alt + U
Typewriter	Ctrl + Alt + W	⌘ + Alt + W

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Text Annotations

PDF Studio has the following text annotation tools available.

T Typewriter**:** Creates a sticky note annotation.

T Text Box: Creates a text box annotation.

T Callout**:** Creates a callout annotation

Sticky Note**:** Creates a typewriter annotation.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Typewriter Annotations

The Typewriter tool creates text directly on the document. Useful for adding text to PDF documents that do not have interactive forms. Once created you can edit additional properties using the Quick Properties or Mini Toolbars.

> **Note:** *Line breaks must be created manually - unlike the text box and callout, the typewriter is sized by the text and line breaks added to it.*

Typewriter annotation

Creating a Typewriter Annotation

1. Start the Typewriter tool by clicking the T in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + W (Command + Alt + W on Mac)
2. Click on the page where you would like to add some text
3. Type the text you wish to add
4. To finish press Esc or click elsewhere on the document

Annotation Properties

To access the Typewriter properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button edit on the Mini Toolbar. The Typewriter annotation contains the following property settings.

Appearance

Text Color - Sets the text color

Font - Sets the font of the text

Size - Sets the font size of the text

B - Makes all of the text **Bold**

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

I - Makes all of the text *Italic*

<u>U</u> - Makes the selected annotation text <u>underlined</u>

S - Marks the selected annotation text with a ~~strikethrough~~

Transparency - Sets the transparency of the text annotation

Save as default - When checked this will make the selected appearance settings the default for any new Typewriter annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Text Box Annotations

The Text Box tool creates a text note on the document. The text is contained within a box that is created when placing a text box on the page. Once placed you can resize the shapes to reflow the text within the boxes as well as edit additional properties using the Quick Properties or Mini Toolbars.

This is a text
box annotation

Creating a Text Box

1. Start the Text Box tool by clicking the [T] in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + T (Cmd + Alt + T on Mac) (Ctrl + Alt + Shift + T on Linux)
2. Click and drag to create the rectangle for the text box
3. Type the text you wish to add in the text box
4. To finish press Esc or click elsewhere on the document

Tip: *Text on the System Clipboard can be pasted into a PDF document as a Text Box.*

Annotation Properties

To access the Text Box properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button [✎] on the Mini Toolbar. The Text Box annotation contains the following property settings.

Appearance

Border Width - Sets the width of the border line

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Border Color - Sets the color of the border

Fill Color - Sets the fill color

Text Color - Sets the text color

Horiz Align - Sets the horizontal alignment of the text

Font - Sets the font of the text

Size - Sets the font size of the text

B - Makes all of the text **Bold**

I - Makes all of the text *Italic*

U - Makes the selected annotation text underlined

S - Marks the selected annotation text with a ~~strikethrough~~

Transparency - Sets the transparency of the text annotation

Save as default - When checked this will make the selected appearance settings the default for any new Text Box annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Callout Annotations

The callout tool creates a text note with an arrow on the document that can point to a specific spot on the page. The text is contained within a box that is created when placing the callout on the page. Once placed you can move the arrow or resize the box to reflow the text within the as well as edit additional properties using the Quick Properties or Mini Toolbars.
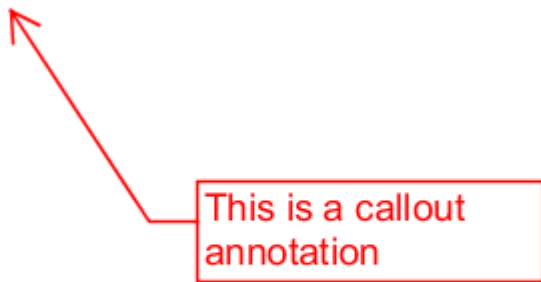
Creating a Callout

1. Start the Callout tool by clicking the in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + W (⌘ + Alt + W on Mac)
2. First click where you would like the point of the arrow to be placed then move the cursor to where you would like the attached text box to be placed
3. Type the text you wish to add in the callout
4. To finish press Esc or click elsewhere on the document

Annotation Properties

To access the Callout properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button on the Mini Toolbar. The Callout annotation contains the following property settings.

Appearance

Border Width - Sets the width of the border line

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...) **Note:** *Choosing the cloud style on a callout only changes the text box. The line and arrow will remain solid*

Border Color - Sets the color of the border

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Fill Color - Sets the fill color

Text Color - Sets the text color

Horiz Align - Sets the horizontal alignment of the text

Font - Sets the font of the text

Size - Sets the font size of the text

B - Makes all of the text **Bold**

I - Makes all of the text *Italic*

U - Makes the selected annotation text <u>underlined</u>

S - Marks the selected annotation text with a ~~strikethrough~~

Transparency - Sets the transparency of the text annotation

Save as default - When checked this will make the selected appearance settings the default for any new Callout annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Sticky Note Annotations

The Sticky Note tool places a note on the document that is hidden until double clicked on or hovered over with the mouse. This is useful if you want to add comments to the document and not have them displayed until needed. Once created you can edit additional properties using the Quick Properties or Mini Toolbars.

Qoppa Software - 10/7/13
This is a sticky note.
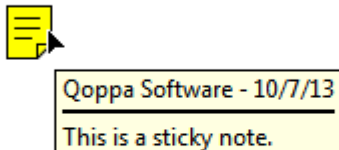
Creating a Sticky Note Annotation

1. Start the Sticky Note tool by clicking the in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + N (Command + Alt + N on Mac)
2. Click on the page where you would like to add the note. Once placed the Sticky Note properties dialog will be displayed to allow you to add text to the note
3. Type the text you wish to add in the Note / Comment field
4. Once finished click on OK to create the note

Annotation Properties

To access the Sticky Note properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button on the Mini Toolbar. The Sticky Note annotation contains the following property settings.

Appearance

Icon - Allows you to set the icon of the sticky note to one of the following: Check, Checkmark, Circle, Comment, Cross, Crosshairs, Help, Insert, Key, New Paragraph, Note, Paragraph, Right Arrow, Right Pointer, Star, Up Arrow, Up Left Arrow

Transparency - Sets the transparency of the sticky note icon

Icon Color - Sets the color of the sticky note icon

Open Initially - When this property is set, when the document is initially opened the sticky note text will automatically be opened and displayed on the screen.

> **Note**: *In order for "Open Initially" to work correctly the application must also support this feature. PDF Studio at this time can set the option but is not able to automatically display the notes when the document is opened.*

Note / Comment - Contains the text added to the Sticky Note

Save as default - When checked this will make the selected appearance settings the default for any new Sticky Note annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

**Subject** - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Text Markups

PDF Studio has the following Text Markup tools available.

Highlight Text: Creates a text highlight annotation

Cross Out Text: Creates a text crossout annotation

Underline Text: Creates a text underline annotation

Squiggly Underline Text: Creates a squiggly underline text annotation

Replace Text: Creates a replace text annotation

Insert Text: Creates an insert text annotation

Text Highlight Markup

The Text Highlight tool allows you to select and highlight text, similar to using a highlighter on paper, within the document.

teeth, and a fiery nature. She enjoyed hunting lions from horseback, but she was also fond of books and learning. Her intellectual interests included military tactics, Greek philosophy, and foreign languages. Although she was an Arab, she claimed to be descended from Alexander the Great of Greece and from Queen Cleopatra of Egypt.

Creating a Text Highlight Markup

1. Select the Text Highlight tool by clicking the [T] on the toolbar or using the shortcut key Ctrl + Alt + H (Command + Alt + Shift + H on Mac)
2. Click and drag the mouse over the text that you wish to markup
   · For rectangular text selection, hold down Ctrl (Command for macOS) while dragging the mouse. The cursor will change to $\mathbb{I}$ to indicate that a different selection mode is active.
3. To finish, release the mouse and all text within the selected area will be impacted

Annotation Properties

To access the Text Highlight properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar. The Text Highlight Markup contains the following property settings.

Appearance

Markup Type - Allows you to change the type of text markup on the selected text

Transparency - Sets the transparency of the text markup

Color - Allows you to set the color of the text markup

Note / Comment - A note can be added to text markups that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Text Highlight markups going forward

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

**Subject** - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Cross Out Text Markup

The Cross Out Text tool allows you to select and cross out text, similar to drawing a line through text on a page, within the document.

teeth, and a fiery nature. She enjoyed hunting lions from horseback, but she was also fond of books and learning. ~~Her intellectual interests included military tactics, Greek philosophy, and foreign languages.~~ Although she was an Arab, she claimed to be descended from Alexander the Great of Greece and from Queen Cleopatra of Egypt.

Creating a Cross Out Text Markup

1. Select the Cross Out Text tool by clicking the 🇹 on the toolbar or using the shortcut key Ctrl + Alt + O (Command + Alt + O on Mac)
2. ClmacOS and drag the mouse over the text that you wish to markup
   - For rectangular text selection, hold down Ctrl (Command for OSX) while dragging the mouse. The cursor will change to ⌶ to indicate that a different selection mode is active.
3. To finish, release the mouse and all text within the selected area will be impacted

Annotation Properties

To access the Cross Out Text properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 📝 on the Mini Toolbar. The Cross Out Text Markup contains the following property settings.

Appearance

Markup Type - Allows you to change the type of text markup on the selected text

Transparency - Sets the transparency of the text markup

Color - Allows you to set the color of the text markup

Note / Comment - A note can be added to text markups that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Cross Out Text markups going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Text Underline Markup

The UnderlineText tool allows you to select and underline text, similar to drawing a line under text on a page, within the document.

teeth, and a fiery nature. She enjoyed hunting lions from horseback, but she was also fond of books and learning. Her intellectual interests included military tactics, Greek philosophy, and foreign languages. Although she was an Arab, she claimed to be descended from Alexander the Great of Greece and from Queen Cleopatra of Egypt.

Creating an Underline Text Markup

1. Select the Underline Text tool by clicking the ⊥ on the toolbar or using the shortcut key Ctrl + Alt + U (Command + Alt + U on Mac)
2. ClmacOS and drag the mouse over the text that you wish to markup
   · For rectangular text selection, hold down Ctrl (Command for OSX) while dragging the mouse. The cursor will change to ⊥ to indicate that a different selection mode is active.
3. To finish, release the mouse and all text within the selected area will be impacted

Annotation Properties

To access the Underline Text properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 📝 on the Mini Toolbar. The Underline Text Markup contains the following property settings.

Appearance

Markup Type - Allows you to change the type of text markup on the selected text

Transparency - Sets the transparency of the text markup

Color - Allows you to set the color of the text markup

Note / Comment - A note can be added to text markups that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Underline Text markups going forward

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Squiggly Underline Text Markup

The Squiggly UnderlineText tool allows you to select and add a squiggly underline below the text on the document.

teeth, and a fiery nature. She enjoyed
hunting lions from horseback, but she
was also fond of books and learning. Her
intellectual interests included military
tactics, Greek philosophy, and foreign
languages. Although she was an Arab,
she claimed to be descended from
Alexander the Great of Greece and from
Queen Cleopatra of Egypt.

Creating a Squiggly Underline Text Markup

1. Select the Squiggly Underline Text tool by clicking the ⊥ on the toolbar or using the shortcut key Ctrl + Alt + J (Command + Alt + J on Mac)
2. ClmacOS and drag the mouse over the text that you wish to markup
   · For rectangular text selection, hold down Ctrl (Command for OSX) while dragging the mouse. The cursor will change to I to indicate that a different selection mode is active.
3. To finish, release the mouse and all text within the selected area will be impacted

Annotation Properties

To access the Squiggly Underline Text properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar. The Squiggly Underline Text Markup contains the following property settings.

Appearance

Markup Type - Allows you to change the type of text markup on the selected text

Transparency - Sets the transparency of the text markup

Color - Allows you to set the color of the text markup

Note / Comment - A note can be added to text markups that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Squiggly Underline Text markups going forward

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Text Insert Markup

The Insert Text tool allows you to mark a specific point on the page with an annotation showing that text needs to be inserted at that location.

Version 1.1 or any later
Sections, with no Front-
 included in the section

Creating an Insert Text Markup

1. Select the Insert Text tool by clicking the T on the toolbar or using the shortcut key Ctrl + Alt + X (Command + Alt + X on Mac)
2. The cursor will become a crosshair. Click the crosshair on the desired location for the insert text annotation.
3. To finish, release the mouse and all text within the selected area will be impacted
4. In the properties dialog, select the color of the annotation and add a comment in the content area then click on the Save button.

Annotation Properties

To access the Insert Text properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 🖊 on the Mini Toolbar. The Insert Text Markup contains the following property settings.

Appearance

Color - Allows you to set the color of the text markup

Size - Sets the size of the insert text annotation symbol

Transparency - Sets the transparency of the text markup

Note / Comment - A note can be added to text markups that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Insert Text markups going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

---

Replace Text Markup

The Replace Text tool allows you to mark text for deletion and to replace it with something else using a single annotation.

0123456789:;<=>?@ABCI
`abcdefghijklmnopqrstuvw)
•''""•——˜™š›œ•žŸ ¡¢£¤¥¦§
ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒ
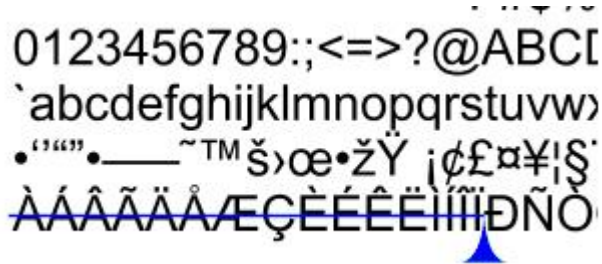
Creating a Replace Text Markup

1. Select the Replace Text tool by clicking the 📝 on the toolbar or using the shortcut key Ctrl + Alt + Z (Command + Alt + Z on Mac)
2. ClmacOS and drag the mouse over the text that you wish to markup
   - For rectangular text selection, hold down Ctrl (Command for OSX) while dragging the mouse. The cursor will change to ⌶ to indicate that a different selection mode is active.
3. To finish, release the mouse and all text within the selected area will be impacted
4. In the properties dialog, select the color of the annotation and add a comment in the content area then click on the Save button.

Annotation Properties

To access the Replace Text properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 📝 on the Mini Toolbar. The Replace Text Markup contains the following property settings.

Appearance

Markup Type - Allows you to change the type of text markup on the selected text

Transparency - Sets the transparency of the text markup

Color - Allows you to set the color of the text markup

Note / Comment - A note can be added to text markups that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Replace Text markups going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Shape Annotations

PDF Studio has the following shape annotation tools available.

⭕ Circle: Creates a circle annotation.

◻️ Square: Creates a square annotation.

🟨 Area Highlight: Highlights an area on the page

↻ Polyline: Creates a polyline annotation.

⬡ Polygon: Creates a polygon annotation.

☁️ Cloud: Creates a cloud annotation.

╱ Line: Creates a line annotation.

↙ Arrow: Creates an arrow annotation.

✏️ Pencil: Creates a pencil annotation.

Circle Annotations

The Circle tool allows you to draw a circle or ellipse on the document. Hold the Shift key while drawing to create a perfect circle. Once placed shapes can be modified by dragging any of the resize handles on the shape.

Creating a Circle Annotation

1. Start the Circle tool by clicking the ⭕ in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + C (Command + Alt + C on Mac)
2. Click and drag to create your shape (**Note:** *Hold the Shift key while drawing to create a perfect circle.*)
    · you can also create a simple shape by just clicking on the page

Annotation Properties

To access the Circle properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 📝 on the Mini Toolbar. The Circle annotation contains the following property settings.

Appearance

Line Width - Sets the width of the border line

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Color - Sets the color of the border

Fill Color - Sets the fill color

Transparency - Sets the transparency of the shape

Note / Comment - A note can be added to shapes that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Circle annotations going forward

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Square Annotations

The Square tool allows you to draw a square or rectangle on the document. Hold the Shift key while drawing to create a perfect square. Once placed shapes can be modified by dragging any of the resize handles on the shape.

Creating a Square Annotation

1. Start the Square tool by clicking the ☐ in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + Q (Command + Alt + Shift + Q on Mac)
2. Click and drag to create your shape (**Note:** *Hold the Shift key while drawing to create a perfect square.*)
    · you can also create a simple shape by just clicking on the page

Annotation Properties

To access the Square properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar. The Square annotation contains the following property settings.

Appearance

Line Width - Sets the width of the border line

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Color - Sets the color of the border

Fill Color - Sets the fill color

Transparency - Sets the transparency of the shape

Note / Comment - A note can be added to shapes that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Square annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Area Highlight

Add highlights to scanned documents without text objects.

> **Note**: *An area highlight annotation is simply a square annotation with a transparent background and no border (line width = 0).*

Creating an Area Highlight

1. Start the Area Highlight tool by clicking the ▢ in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + I (Command + Alt + I on Mac)
2. Click and drag to highlight an area (**Note:** *Hold the Shift key while drawing to create a perfect square.*)

Annotation Properties

To access the Area Highlight properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button ✎ on the Mini Toolbar. The Area Highlight annotation contains the following property settings.

Appearance

Line Width - Sets the width of the border line

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Color - Sets the color of the border

Fill Color - Sets the fill color

Transparency - Sets the transparency of the shape

Note / Comment - A note can be added to shapes that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Area Highlights going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

---

Polyline Annotation

The Polyline tool allows you to create shapes and outlines with an arbitrary number of sides on the document. The Polyline works exactly the same as the Polygon only it can have an open ending or side. Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines. Once placed shapes can be modified by dragging any of the resize handles on the vertices of the shape.
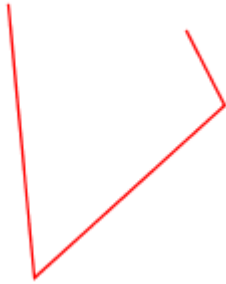
Creating a Polyline Annotation

1. Select the Polyline tool by clicking the ⌇ in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + Y (Command + Alt + Y on Mac)
2. Click where you would like the first line to begin
3. Continue clicking on the document to create as many vertices as you need (**Note:** *Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines.*)
4. When finished, double-click, press Enter on the keyboard, or right-click and select Complete from the menu to complete the shape

Annotation Properties

To access the Polyline properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar. The Polyline annotation contains the following property settings.

Appearance

Line Width - Sets the width of the border line

Line Start - Sets the shape to be used at the beginning of the line

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Line End - Sets the shape to be used at the end of the line

Color - Sets the color of the border

Transparency - Sets the transparency of the shape

Note / Comment - A note can be added to shapes that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Polyline annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Polygon Annotations

The Polygon tool allows you to create shapes and outlines with an arbitrary number of sides on the document. Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines. Once placed shapes can be modified by dragging any of the resize handles on the vertices of the shape.
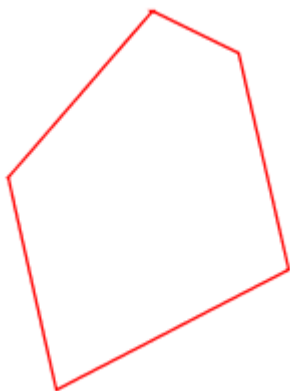
Creating a Polygon Annotation

1. Select the Polygon tool by clicking the ⬡ in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + G (Command + Alt + G on Mac)
2. Click where you would like the first line to begin
3. Continue clicking on the document to create as many vertices as you need (**Note:** *Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines.*)
4. When finished, double-click, press Enter on the keyboard, or right-click and select Complete from the menu to complete the shape

Annotation Properties

To access the Polygon properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar. The Polygon annotation contains the following property settings.

Appearance

Line Width - Sets the width of the border line

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Color - Sets the color of the border

Fill Color - Sets the fill color

Transparency - Sets the transparency of the shape

Note / Comment - A note can be added to shapes that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Polygon annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

**Subject** - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Cloud Annotations

The Cloud tool allows you to create shapes and outlines with an arbitrary number of sides on the document. The cloud is essentially a Cloud with a default line style using a cloud shape. Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines. Once placed shapes can be modified by dragging any of the resize handles on the vertices of the shape.
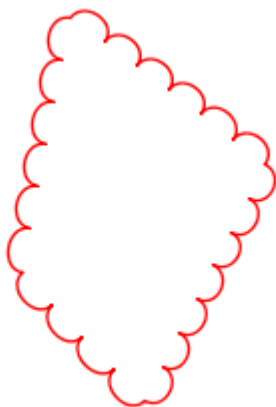
Creating a Cloud Annotation

1. Select the Cloud tool by clicking the ☁ in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + B (Command + Alt + B on Mac)
2. Click where you would like the first line to begin
3. Continue clicking on the document to create as many vertices as you need (**Note:** *Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines.*)
4. When finished, double-click, press Enter on the keyboard, or right-click and select Complete from the menu to complete the shape

Annotation Properties

To access the Cloud properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 🖊 on the Mini Toolbar. The Cloud annotation contains the following property settings.

Appearance

Line Width - Sets the width of the border line

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Color - Sets the color of the border

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Fill Color - Sets the fill color

Transparency - Sets the transparency of the shape

Note / Comment - A note can be added to shapes that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Cloud annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Line Annotations

The Line tool allows you to draw a line on the document. Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines. Once placed shapes can be modified by dragging any of the resize handles on the shape.

Creating a Line Annotation

1. Select the Line tool by clicking the ✏ in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + L (Command + Alt + L on Mac) (Ctrl + Alt + Shift + L on Linux)
2. Click where you would like the line to begin and then move the cursor where you would like the line to end and click again to place the line on the page (**Note:** *Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines.*)

Annotation Properties

To access the Line properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button on the Mini Toolbar. The Line annotation contains the following property settings.

Appearance

Line Width - Sets the width of the border line

Line Start - Sets the shape to be used at the beginning of the line

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Line End - Sets the shape to be used at the end of the line

Color - Sets the color of the border

Fill Color - Sets the fill color of the shapes at the end of the line

Transparency - Sets the transparency of the shape

Note / Comment - A note can be added to shapes that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Line annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

**Subject** - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Arrow Annotations

The Arrow tool allows you to draw an arrow on the document. The arrow is essentially a line with a default ending using an arrow shape. Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines. Once placed shapes can be modified by dragging any of the resize handles on the shape.
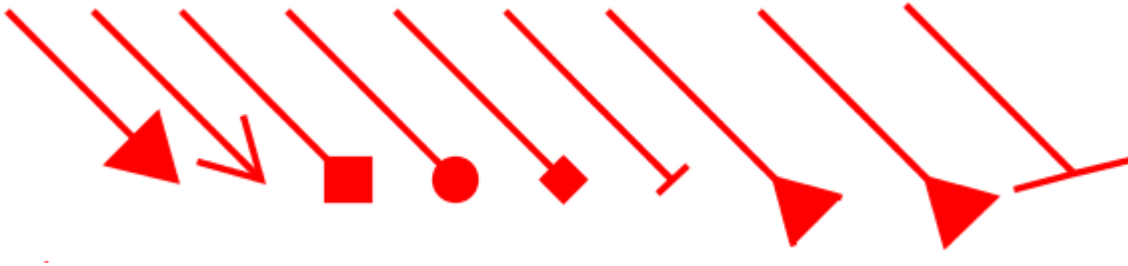
Creating an Arrow Annotation

1. Select the Arrow tool by clicking the ↙ in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + A (Command + Alt + A on Mac)
2. Click where you would like the arrow to begin and then move the cursor where you would like the arrow to end and click again to place the arrow on the page (**Note:** *Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines.*)

Annotation Properties

To access the Arrow properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 📝 on the Mini Toolbar. The Arrow annotation contains the following property settings.

Appearance

Line Width - Sets the width of the border line

Line Start - Sets the shape to be used at the beginning of the line

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Line End - Sets the shape to be used at the end of the line

Color - Sets the color of the border

Fill Color - Sets the fill color of the shapes at the end of the line

Transparency - Sets the transparency of the shape

Note / Comment - A note can be added to shapes that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Arrow annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Pencil Annotations

The Pencil tool allows you to draw free hand shapes and text on the document. Pencil annotations can consist of multiple marks or gestures. The Delay property on the pencil tool specifies the amount of time to wait before completing the pencil annotation. Once created pencil shapes can be resized by dragging any of the resize handles on the shape.

Creating a Pencil Annotation

1. Select the Pencil tool by clicking the ✏ in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + P (Command + Alt + P on Mac)
2. Click and drag to create your free hand shape.
3. Release the mouse to complete the line
   - **Note:** *There is a delay between when the mouse is released and when the annotation is placed. This is to allow you to create multiple lines (such as drawing a signature) that can be a part of the same single annotation. Use the Space key to pause the timer. This delay can be adjusted in Comments Preferences or by changing the Pencil default using the properties dialog.*

Annotation Properties

To access the Pencil properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 🖊 on the Mini Toolbar. The Pencil annotation contains the following property settings.

Appearance

Line Width - Sets the width of the border line

Color - Sets the color of the border

Transparency - Sets the transparency of the shape

Note / Comment - A note can be added to shapes that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Pencil annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Delay Setting

The Delay property on the pencil tool specifies the amount of time to wait before completing the pencil annotation. This is to allow you to create multiple lines (such as drawing a signature) that can be a part of the same single annotation.

Rubber Stamp Annotations

PDF Studio is able to apply Rubber Stamp annotations to PDF Documents. PDF Studio comes with some standard rubber stamps but additional text, image, and custom stamps can also be created. In addition, you can also create a rubber stamp from an existing PDF document.

Rubber Stamp Annotation: Creating a rubber stamp annotation

Rotating Rubber Stamps: How to rotate rubber stamps

Managing Rubber Stamps: Managing rubber stamps

Creating an Image Stamp: Creating an image stamp

Creating a Text Stamp: Creating a text stamp

Creating a PDF Stamp: Creating a rubber stamp from a PDF document

Creating a Custom Stamp: Creating a custom stamp

Importing Image as Stamp: How to quickly import an image as a stamp

Rubber Stamp Annotation

The Rubber Stamp tool allows you to place a designated stamp on the page similar to using an ink stamp on paper.

APPROVED

Applying a Rubber Stamp Annotation

There are two ways to apply a stamp:

1. From the **Comment Tab** toolbar, click on the down arrow ▼ on the Rubber Stamp button, and select the stamp that you wish to use. Then click the document where you would like to apply the stamp.

2. Click directly on the Rubber Stamp in the **Comment Tab** on the toolbar and then click the document where you would like to apply the stamp.
   - This method will change the pointer to the most recently used stamp, or the default stamp if one has been selected. Hovering the mouse over the Stamps button will display a tooltip with the name of the stamp currently saved. If no stamp has been used, and no stamp is set as a default stamp, the tooltip will say "RubberStamp," and clicking on the button will display the drop down menu of stamps. A stamp can be set to default by editing the stamp from the Manage Stamps dialog, and selecting the 'Save as default' check box on the edit stamp dialog.

Annotation Properties

To access the Rubber Stamp properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button on the Mini Toolbar. The Rubber Stamp contains the following property settings.

Appearance

Transparency - Sets the transparency of the rubber stamp

Rotation - Allows you to set the Rotation of the rubber stamp

Note / Comment - A note can be added to rubber stamps that will be displayed when hovered over by the mouse

Save as default - When checked this will make the selected appearance settings the default for any new Rubber Stamps going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Image Annotation

Images can be imported directly as a stamp without having to create and save the stamp. Any of the supported image formats (*png, *jpg, *jpeg, *jpe, *gif, *tif & *tiff.) can be used.

> **Note:** *When importing an image directly as a stamp the image will be converted to a JPEG and inserted as is.*

Creating an Image Annotation

1. Select the Image tool by clicking the 🖼 in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Shift + I (Command + Shift + I on Mac)
2. Use the file chooser select the image you wish to use
3. Click on the page where you would like to add the image annotation.

To create an image stamp that can be reused instead of an "on-the-fly" stamp, create a custom image stamp.

Annotation Properties

To access the Image Stamp properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 📝 on the Mini Toolbar. The Image contains the following property settings.

Appearance

Transparency - Sets the transparency of the image

Rotation - Allows you to set the Rotation of the image

Note / Comment - A note can be added to image stamps that will be displayed when hovered over by the mouse

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Rotating a Rubber Stamp

There are two ways to rotate a stamp:

Using the Stamp Rotation Handle

Select the stamp that you wish to rotate. Then click and drag the handle to rotate the stamp.

Note: Hold the Shift key while dragging to rotate the stamp in set increments.

Using the Stamp Properties

To access the Rubber Stamp properties, right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button on the Mini Toolbar. Then change the rotation value to the desired rotation
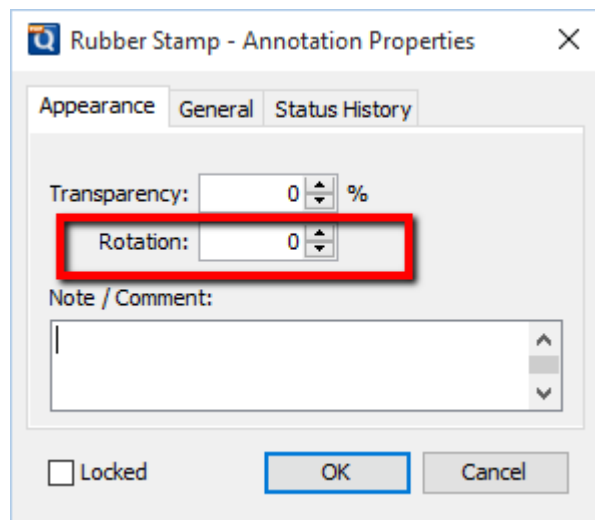
tml>

Managing Rubber Stamps

Existing rubber stamps as well as newly created stamps can be managed using the Rubber Stamp Manager.

Accessing the Rubber Stamp Manager

The Rubber Stamp Manager can be accessed using one of the two methods listed below.

1. From the **Comments Tab** toolbar, click on the down arrow ▼ on the Rubber Stamp button, and click on Manage Stamps.
2. Clicking on the 🔧 icon in the Comments Tab

Using the Stamp Manager

The dialog shows a tree of existing stamps and a stamp toolbar to work with the tree. The stamp toolbar has buttons to create, delete, and edit stamps and folders.

The tree will initially have a folder named Standard which contains the following stamps:

As Is, Approved, Confidential, Completed, Confidential, Departmental, Draft, Experimental, Expired, Final, For Comment, For Public Release, Information Only, Not Approved, Not For Public Release, Preliminary Results, Sold, Top Secret, Void.
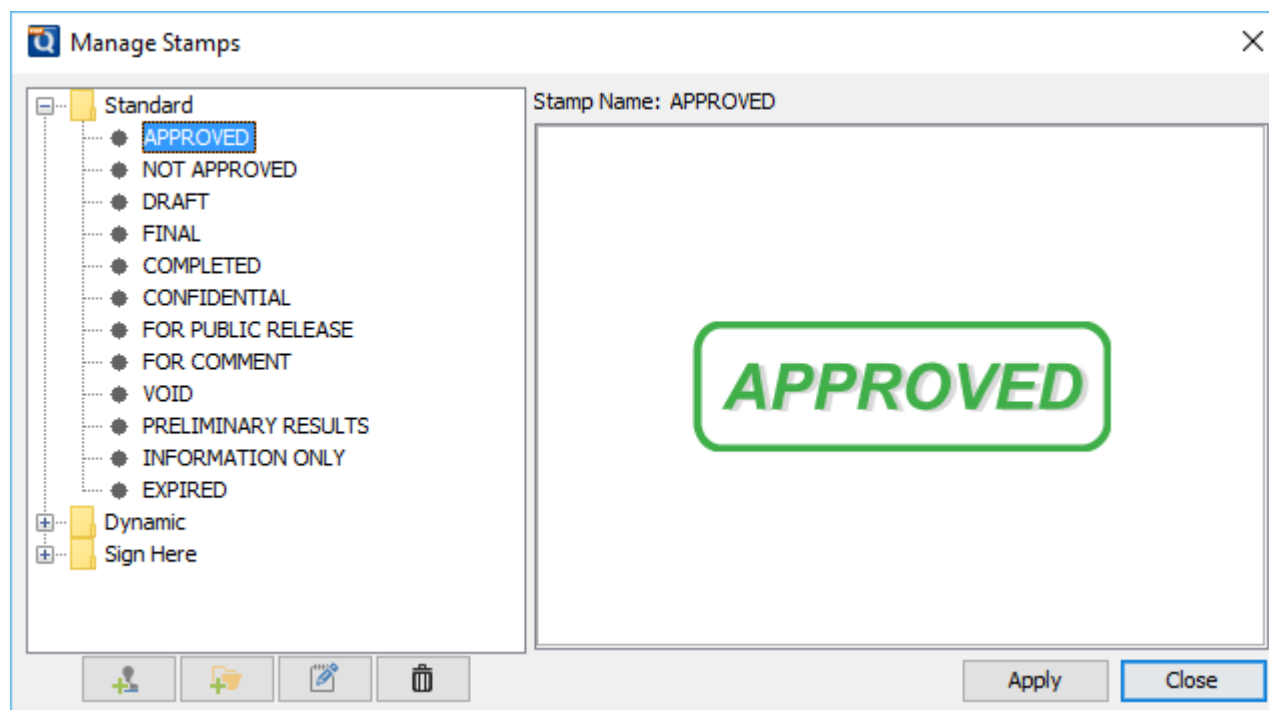
The stamp tree can be modified using the buttons in the stamp toolbar:
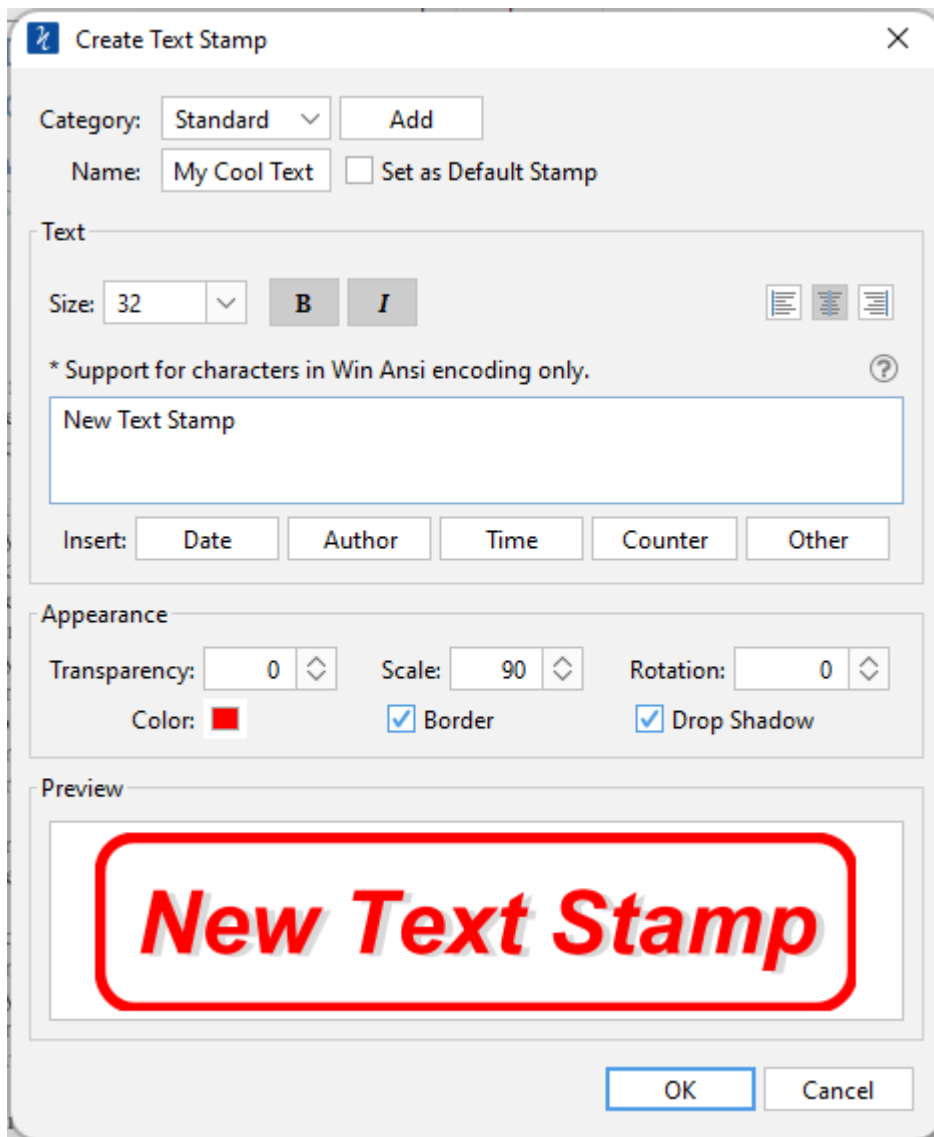
- Create a new stamp
- Add a new folder to the tree.
- Brings up the edit dialog for the currently selected stamp or the name change dialog for the selected folder.
- Delete the currently selected node.

Creating a Text Stamp

Text stamps can be created to apply custom text or keywords to a document.

How to Create a Text Stamp

1. Go to the **Comments Tab >** 🖊 **Create > Create Text Stamp** from the menu
2. Enter the options for the new stamp
3. Once complete click on OK to save the new stamp

Create Text Stamp Settings

The options for Text Stamps are as follows:

Category - Category to add this stamp to. Click the Add button to create a new category

Name – Name of the stamp. The name that will be displayed in the Stamps menu

Set as Default Stamp – Check this to set this stamp as the default stamp

Text

Size - Sets the font size for the text stamp.

B - Makes all of the text **Bold**

I - Makes all of the text *Italic*

Alignment - choose how the text should be aligned

- Aligns the text to the left
- Aligns the text in the center
- Aligns the text to the right

Insert - Use these options to insert custom variables within the content sections. Place the cursor where you would like the text and then click on the variable option you want to insert. These variables will be dynamically generated when the stamp is placed on the document.

- Date - displays a dialog to select a date format to insert into the stamp
- Author - inserts the Author name set in Comments Preferences
- Time - inserts a time variable
- Other - displays a list of other supported variables
    - $page – The page number
    - $author – Inserts the Author name set in Comments Preferences
    - $pagelabel - The bookmark for this page
    - $bookmark - The label for this page
    - $totalpages – The number of pages in the document
    - $filename – The file name (no extension) that the document was opened from
    - $filepath – The full file path that the document was opened from
    - $date – The current date formatted as Nov 28, 2007
    - $shortdate – The current date formatted as 11/28/07
    - $time – The current time
    - $day – The current day of the month
    - $month – The current month, using two digits

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- · $year – The current year, using four digits
- · $shortyear – The current year, using two digits
- · $second – The current second
- · $minute – The current minute
- · $hour – The current hour, 1-12
- · $ampm – AM or PM
- · $longhour – The current hour, 0-23
- · $env(VAR_NAME) - Any OS environment label. Replace "VAR_NAME" with the variable you wish to use from your Operating System.

Appearance

Transparency – Transparency of the stamp

Scale – Change the scale of the entire text stamp

Rotation - The angle the text stamp should be rotated

Color – Color of the stamp

Border - Adds a border to the text stamp

Drop Shadow - Adds a small shadow behind only the text of the stamp

Creating an Image Stamp

Image stamps can be created from any from any of the supported image (*png, *jpg, *jpeg, *jpe, *gif, *tif & *tiff.) formats to apply as a stamp to any document.

How to create an Image Stamp

1. **Go to the Comments Tab >** 🖼 **Create > Create Text Stamp** from the menu
2. Enter the options for the new stamp
3. Once complete click on OK to save the new stamp
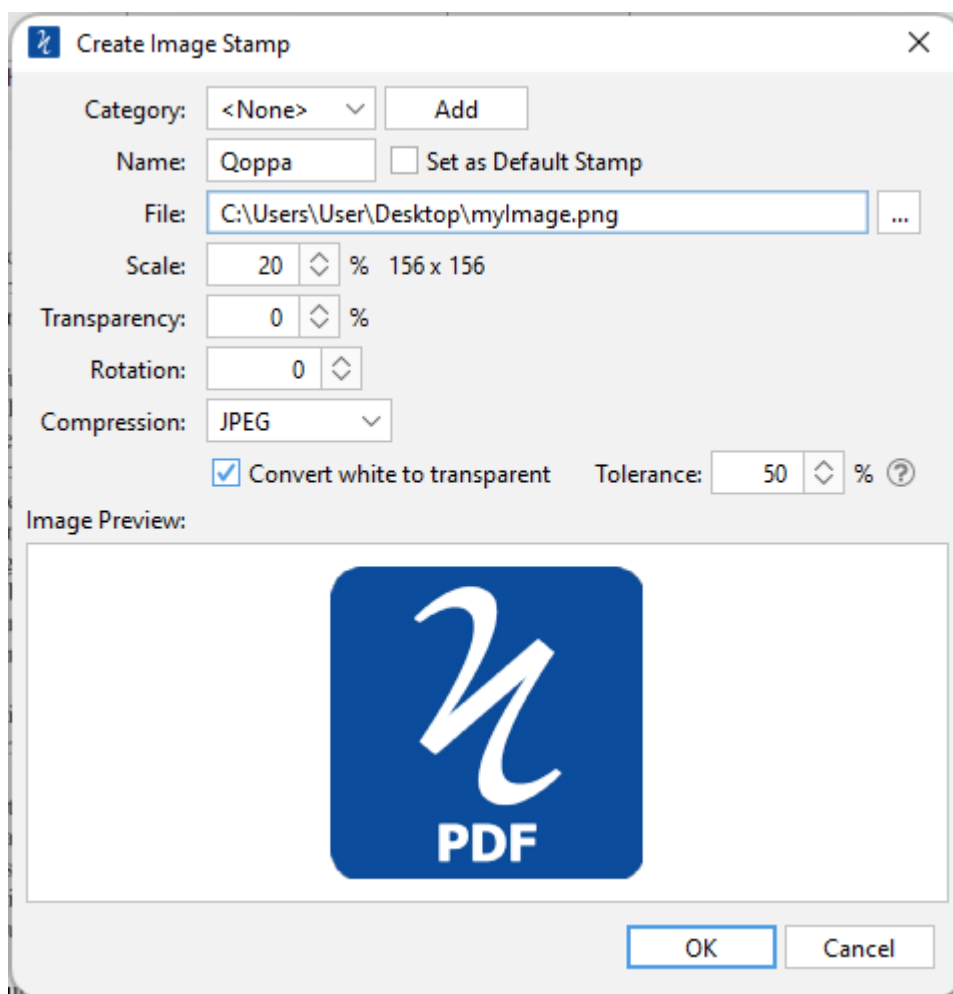
Create Image Stamp Settings

The options for Image Stamps are as follows:

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Category - Category to add this stamp to.

Name – Name of the stamp. The name that will be displayed in the Stamps menu.

Set as Default Stamp – Check this to set this stamp as the default stamp

File – The full path to the image file used in the stamp. Click on the "..." button to open a file chooser and navigate to the image you wish to use.

Transparency – Transparency of the stamp

Scale – Change the original image to the size you want your stamp to be

Rotation - The angle the image should be rotated

Compression - The image compression to use when creating the image stamp. Only PDF compatible image compression can be chosen.

 · JPEG: lossy compression that will reduce image quality and size
 · JPEG2000: less lossy compression that will reduce size and some quality
 · FLATE: Lossless compression does not reduce quality
 · JBIG2: Lossless compression that can only support black and white colors. Color
   images will be converted to black and white.

Convert White to Transparent - when checked will change any white background to be transparent.

Tolerance - This option removes the white background from an image. Tolerance affects the range of colors that are considered "white" to be converted to transparent. Higher tolerance converts more pixels. For hand drawn signatures it is recommended to use a bold thick pen.

Creating a PDF Stamp

PDF Stamps can be created from any PDF document. Only a single page of the PDF can be used to create the stamp. After selecting the PDF you can use the preview to select the page you wish to use. Once chosen only that page will be stored within PDF Studio.

How to Create a PDF Stamp

1. **Go to the Comments Tab >** 🗟 **Create > Create PDF Stamp** from the menu
2. Enter the options for the new stamp
3. Once complete click on OK to save the new stamp
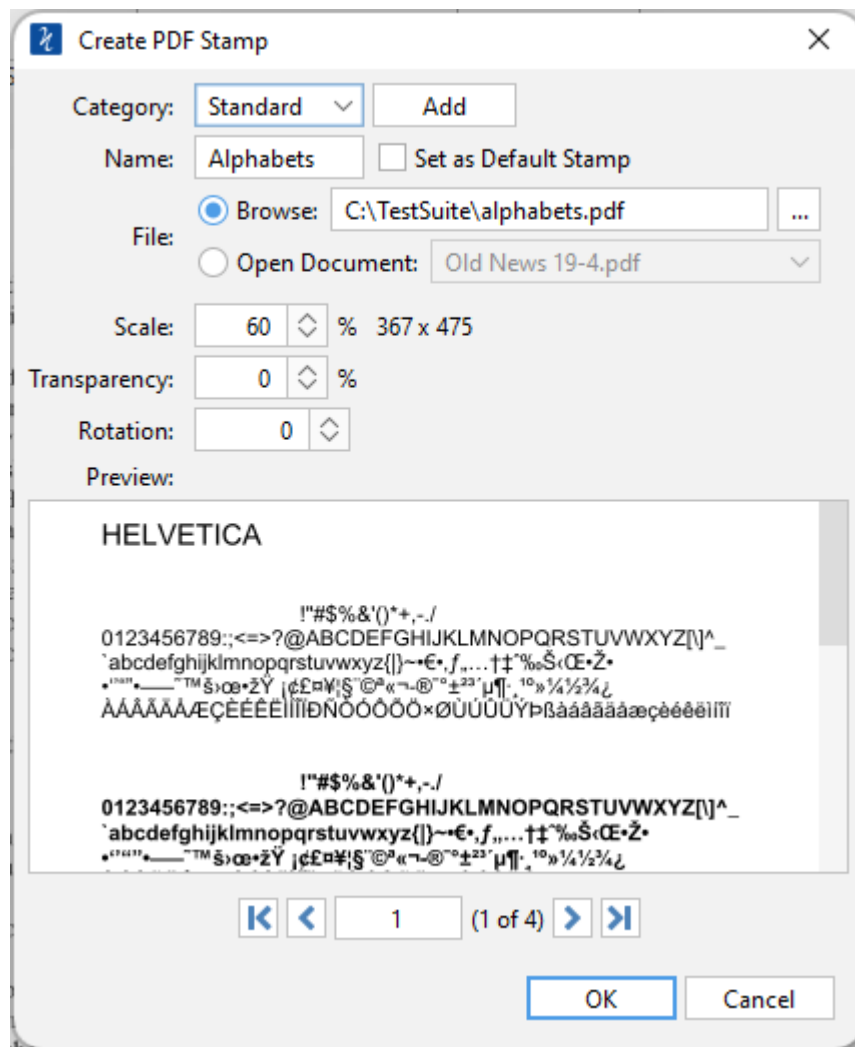
Create PDF Stamp Settings

The options for PDF Stamps are as follows:

Category - Category to add this stamp to.

Name – Name of the stamp. The name that will be displayed in the Stamps menu.

Set as Default Stamp – Check this to set this stamp as the default stamp

File – The PDF document to use for the stamp

- Browse: The full path to the PDF file used in the stamp. Click on the "..." button to open a file chooser and navigate to the PDF you wish to use.
- Open Document: Select from one of the currently open documents to use for the stamp

Scale – Change the original PDF to the size you want your stamp to be

Transparency – Transparency of the stamp

Rotation - The angle the text should be rotated

Page Selection - Use the arrow buttons to navigate to the page you wish to use

K **First Page:** Navigates to the first page of the document.

‹ **Previous Page:** Navigates to the previous page in the document.

1 of 12 **Page Number:** Displays the current page being viewed and the total number of pages. Type a number into the field and press "Enter" to navigate directly to that page.

› **Next Page:** Navigates to the next page in the document.

›I **Last Page:** Navigates to the Last page in the document.

Creating a Custom Stamp

Custom stamps can be created from a combination of images, shapes, and custom text or keywords that can be applied as a single stamp to a document.

1. **Go to the Comments Tab >** ![icon] **Create > Create Custom Stamp** from the menu
2. Enter the options for the new stamp
3. Use the tools above and to the right of the preview panel to create your custom stamp
4. Once complete click on OK to save the new stamp
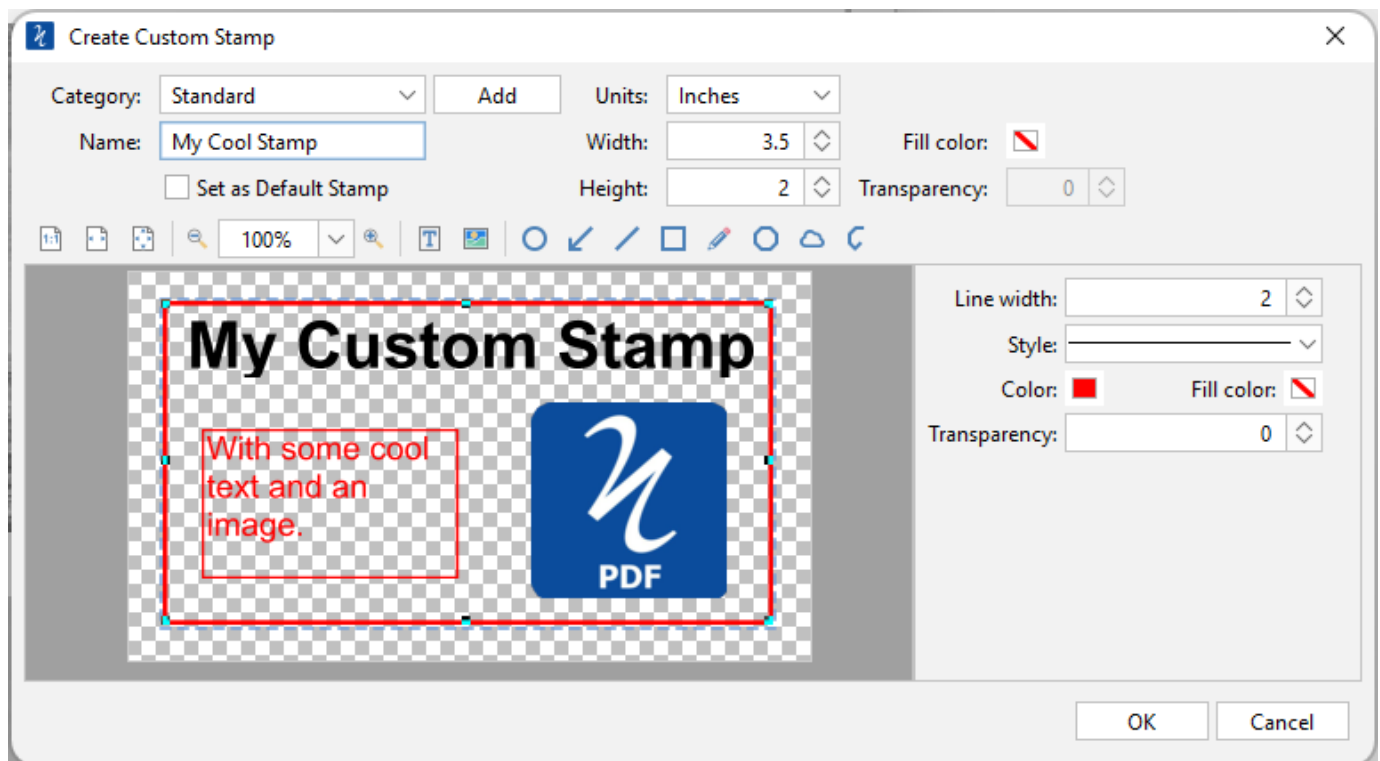
Create Custom Stamp Settings

The options for a custom stamp are as follows:

Category - Category to add this stamp to. Click the Add button to create a new category

Name – Name of the stamp. The name that will be displayed in the Stamps menu

Set as Default Stamp – Check this to set this stamp as the default stamp

Units – Enter the units for the size for the custom stamp

> **Width** - The width of the stamp in the units selected

Height - The height of the stamp in the units selected

Fill Color - Choose a color for your custom stamp background.

Transparency - Enter a transparency value for the stamp's fill color.

Custom Stamp Drawing Tools

The following tools are available to use when creating the custom stamp. The tools function as they normally would on a PDF document except these will only be applied to the custom stamp.

Actual Size: Displays the stamp with a 1:1 ratio to match how the document would look if printed without any scaling.

Fit to Width: Scales the view to fit the width of the stamp in the preview window.

Fit to Page: Scales the view to fit the entire stamp within the preview window.

Zoom Out: Zoom out to view the stamp content smaller.

Zoom To/Current Zoom: Displays the current zoom value. You can also select a preset zoom percentage or type in the field for a custom zoom value.

Zoom In: Zoom in to view the stamp content larger.

Text Box: Creates a text box annotation. Use this to add text to the custom stamp

Image: Adds an image to the stamp.

Circle: Creates a circle.

Arrow: Creates an arrow.

Line: Creates a line.

Square: Creates a square.

Pencil: Creates a pencil.

Polygon: Creates a polygon.

Cloud: Creates a cloud.

Polyline: Creates a polyline.

Creating a Dynamic PDF Stamp

Dynamic PDF Stamps are special PDF Documents containing JavaScript code that will either prompt the user for additional information or dynamically generate additional details on the stamp such as current date and time.

How to Create a Dynamic PDF Stamp

1. Open an existing PDF Stamp template
   · Alternatively you can also Create a Blank PDF and choose the dimensions for your new stamp
2. Start Form Editing Mode and create a text field where you would like the dynamic text to be displayed on the stamp
3. Using the ⬚ **Object Selection Tool**, select the Field
4. Access the field properties by right clicking (Mac: Ctrl + Click) on the field and choose **Properties** in the mouse menu

   · or click on the edit button 🖊 on the Mini Toolbar.
5. In the Properties window select the **Calculate** tab
6. Choose the **This field has a custom calculation** option and enter the JavaScript code to generate the dynamic data for the stamp. Once you have completed setting your calculations click on OK
7. Repeat steps 2- 5 to create as many fields with dynamic calculations as you need.
8. Once all calculations are complete save the document
9. Follow the instructions to Create a PDF Stamp using the PDF document you just created above
10. Your dynamic stamp is now ready to use

Sample Dynamic JavaScript Calculations

Below are some JavaScript code samples showing how to create a dynamic stamp data.

Prompt for User Name

```
var cAsk = "Please enter a name";
var cTitle = "Document State For Stamp";
var cMsg = app.response(cAsk, cTitle);
event.value = cMsg;
```

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Display Current Date & Time

```
event.value = util.printd("h:MM tt, mmm dd yyyy", new Date);
```

Importing Image as Stamp

Images can be imported directly as a stamp without having to create and save the stamp. Any of the any of the supported image formats (*png, *jpg, *jpeg, *jpe, *gif, *tif & *tiff.) can be used.

> **Note:** *When importing an image directly as a stamp the image will be converted to a JPEG and inserted as is.*

Directions

1. Select the Image tool by clicking the on the toolbar or using the shortcut key Ctrl + Shift + I (Command + Shift + I on Mac)

Once an image stamp has been applied to a page, it is possible to flatten it so the image is painted directly into the content of the PDF document itself instead of being an annotation sitting on top of it.

To create an image stamp that can be reused instead of an "on-the-fly" stamp, create a custom image stamp.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Measurement Annotations

PDF Studio is able to create measurement annotations to measure distance, perimeter, and area within a PDF.

Distance Annotation: Creates a distance measurement

Perimeter Annotation: Creates a perimeter measurement

Area Annotation: Creates an area measurement

Calibrating Measurement Annotations: How to calibrate measurements

---

Distance Annotation

The Distance Measurement Annotation is used to calculate the length a single linear measurement. Once placed measurements can be modified by dragging any of the vertices on the measurement and the values will be updated as well.
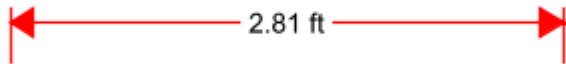
Creating a Distance Measurement

1. Select the Distance tool by clicking the ●—● in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + M (Command + Alt + M on Mac)
2. The measurement dialog will be displayed where you can set the scale and precision (and calibrate if needed) for the measurement prior to drawing the annotation.
3. Click where you would like the measurement to begin and then move the cursor where you would like the measurement to end and click again to place the measurement on the page (**Note:** *Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines.*)

Measurement Options

The following options can be set before the measurement is created.

Scale

Options to set the scale and precision (and calibrate if needed) for the measurement prior to drawing the annotation. By default the horizontal and vertical scale will be the same.

Check the "Separate Vertical Scale" option to specify a different vertical scale for the measurement.

Other

Snap to Content - each point of the measurement will automatically attempt to snap to the nearest content item when clicked

Display Measurements - show / hide the measurement label on the measurement line

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Always used fixed angles (shift key) - forces all measurements to make horizontal, vertical, or 45 degree angle lines only

Annotation Properties

To access the Distance properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button ✎ on the Mini Toolbar. The Distance measurement contains the following property settings.

Appearance

Line Width - Sets the width of the line

Line Start - Sets the shape to be used at the beginning of the line

Style - Sets the style for the line (i.e. dotted, dashed, cloud, etc...)

Line End - Sets the shape to be used at the end of the line

Color - Sets the color of the line

Fill Color - Sets the fill color of the shapes at the end of the line

Transparency - Sets the transparency of the measurement

Length - The current length of the measurement annotation. Can be manually edited if needed to set a specific value and will adjust the annotation on the page accordingly.

Note / Comment - a comment field that allows you to add an additional comment to the measurement if needed

Save as default - When checked this will make the selected appearance settings the default for any new Distance annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

---

Perimeter Annotation

The Perimeter Measurement Annotation is used to calculate the length of all sides of a shape or a multi-segment line. Once placed measurements can be modified by dragging any of the vertices on the measurement and the values will be updated as well.

6.75 ft
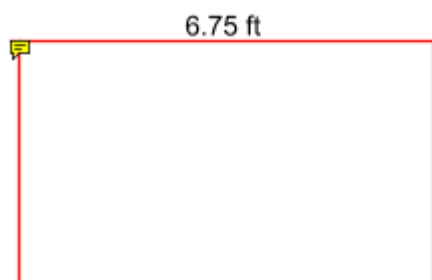
Creating a Perimeter Measurement

1. Select the Perimeter tool by clicking the ⬚ in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + R (Command + Alt + R on Mac)
2. The measurement dialog will be displayed where you can set the scale and precision (and calibrate if needed) for the measurement prior to drawing the annotation.
3. Click where you would like the first line to begin
4. Continue clicking on the document to create as many vertices as you need (**Note:** *Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines.*)
5. When finished, double-click, press Enter on the keyboard, or right-click and select Complete from the menu to complete the measurement shape

Measurement Options

The following options can be set before the measurement is created.

Scale

Options to set the scale and precision (and calibrate if needed) for the measurement prior to drawing the annotation. By default the horizontal and vertical scale will be the same.

Check the "Separate Vertical Scale" option to specify a different vertical scale for the measurement.

Other

Snap to Content - each point of the measurement will automatically attempt to snap to the nearest content item when clicked

Display Measurements - show / hide the measurement label on the measurement line

Always used fixed angles (shift key) - forces all measurements to make horizontal, vertical, or 45 degree angle lines only

Annotation Properties

To access the Perimeter properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar. The Perimeter measurement contains the following property settings.

Appearance

Line Width - Sets the width of the line

Style - Sets the style for the line (i.e. dotted, dashed, cloud, etc...)

Color - Sets the color of the line

Transparency - Sets the transparency of the measurement

Note / Comment - Contains two fields. The first is a comment field that allows you to add an additional comment to the measurement if needed. The second is the measurement value and can not be edited.

Save as default - When checked this will make the selected appearance settings the default for any new Perimeter annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

---

Area Annotation

The Area Measurement Annotation is used to calculate the area of a given shape. Once placed measurements can be modified by dragging any of the vertices on the measurement and the values will be updated as well.
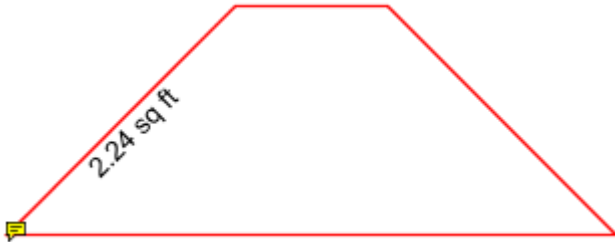
Creating an Area Measurement

1. Select the Area tool by clicking the ⊞ in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + E (Command + Alt + E on Mac)
2. The measurement dialog will be displayed where you can set the scale and precision (and calibrate if needed) for the measurement prior to drawing the annotation.
3. Click where you would like the first line to begin
4. Continue clicking on the document to create as many vertices as you need (**Note:** *Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines.*)
5. When finished, double-click, press Enter on the keyboard, or right-click and select Complete from the menu to complete the measurement shape

Measurement Options

The following options can be set before the measurement is created.

Scale

Options to set the scale and precision (and calibrate if needed) for the measurement prior to drawing the annotation. By default the horizontal and vertical scale will be the same.

Check the "Separate Vertical Scale" option to specify a different vertical scale for the measurement.

Other

Snap to Content - each point of the measurement will automatically attempt to snap to the nearest content item when clicked

Display Measurements - show / hide the measurement label on the measurement line

Always used fixed angles (shift key) - forces all measurements to make horizontal, vertical, or 45 degree angle lines only

Annotation Properties

To access the Area properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar. The Area measurement contains the following property settings.

Appearance

Line Width - Sets the width of the line

Style - Sets the style for the line (i.e. dotted, dashed, cloud, etc...)

Color - Sets the color of the line

Transparency - Sets the transparency of the measurement

Fill Color - Sets the fill color of the area annotation

Note / Comment - Contains two fields. The first is a comment field that allows you to add an additional comment to the measurement if needed. The second is the measurement value and can not be edited.

Save as default - When checked this will make the selected appearance settings the default for any new Area annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Layer - Only available when the document contains layers. Sets the layer that the annotation belongs to. For more information see Assigning Comments to Layers

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

---

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Calibrating Measurement Annotations

Measurements can be calibrated prior to being placed on the page. This can be done manually if the scale is known or automatically using the calibrate tool. If needed a separate scale can be set for both the X and Y axis. This allows you to make accurate measurements based on the scale determined by the PDF.

How to Calibrate Measurements

Manual Calibration

Set the measurement scale manually

1. Start a measurement annotation tool (Distance, Perimeter, or Area)
2. In the dialog enter the scale and units using the fields provided.
3. Once complete you can continue measuring with the tool selected as normal.

Calibration Tool

Set the scale directly from an existing measurement on the page.

1. Start a measurement annotation tool (Distance, Perimeter, or Area)
2. Click the Calibrate button.
3. A dialog will be displayed with instructions on how to calibrate the measurements "Select two points to calibrate the measuring tool", click OK
4. Find a known length on the document (for example a scale an architectural drawing or previously measured segment)
5. Click on the beginning point of the known scale then click on the end point of the known scale to finish the line. (**Note:** *Hold the Shift key while drawing to make horizontal, vertical, or 45 degree angle lines.*)
6. Enter the distance and the units between the two points that the line represents.
7. Click OK to apply this scale to the measurement dialog.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

8. Once complete you can continue measuring with the tool selected as normal.

Media and Other Annotations

Link: Links that can have actions

Sound: Embedded audio files that can be played when clicked

Attach File: Attaches a file within the PDF

Attach File as Comment: Attaches a file within the PDF and displays an icon that can be clicked on to view the file

Hyperlinks

Use the link tool to create and edit links within the PDF. Links can also be automatically generated and removed.

Creating Links: How to create links

Custom Link Actions: Actions available when creating a link

Auto Create Links: Using the auto create link tool

Remove All Links: Removing all links from a document

Creating Links

The Link tool allows you to designate an area within the PDF that can be linked to a web page, pages in a PDF document, or even have custom actions.

How to Create Links

1. Select the Link tool by clicking the 🌐 in the **Pages Tab** on the toolbar or using the shortcut key Ctrl + Alt + K (Command + Alt + K on Mac)
2. Click and drag to select the area that you wish to make a link (**Note:** *Hold the Shift key while drawing to create a perfect square.*)
   - You can also select the desired text area and right-click on the selected text (CTRL + Click on Mac), choose "Create Link" in the context menu.
3. After the link annotation is added, the Link Properties dialog is displayed.
4. Set the options for the link:
   - **Appearance**
      - Border Width - Sets the width of the border line
      - Border Color - Sets the color of the border line
   - **Action**
      - Open a web link. Examples of valid links:
         - http://www.qoppa.com
         - ftp://ftp.site.com
         - file:c:\qoppa\temp.txt
         - mailto:johndoe@gmail.com
      - Go to a page in this document
         - Page
            - Number - the page number of the document to link to
            - Zoom - Set the page fit when navigating to the page
            - Percent - The zoom level for Custom zoom setting
            - Set Visually - Allows you to set the location of the link visually
         - Destination - choose from a named Destination already set within the PDF
      - Go to a page in another document
         - New Window - opens the document in a completely new window of the PDF application
         - Existing Window - will open the document in the current window of the PDF application replacing the currently open document
         - Page Number - the page number to show when opening the other document
         - Document - The full path to the file to open. Click on the "..." button to open a file chooser and navigate to the file you wish to select.
         - Destination - choose from a named Destination already set within the PDF
      - Custom link - Allows you to add custom Link Actions from a list of available actions.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

5. Once complete, click OK to create the link

Link Properties

To access the Link properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button on the Mini Toolbar. Links contain the following property settings.

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

Appearance

Border Width - Sets the width of the border line

Border Color - Sets the color of the border line

Style - Sets the border style for the link

- Solid: Creates a solid line
- Dashed: Creates a dashed line
- Underlined: Creates a bottom line only

Action

The Action Panel displays a list of the current actions associated with the link. Actions can be added, edited, or deleted using the buttons below the actions list.

Add - Adds a custom Link Action from a list of available actions.

Edit - Edits the currently selected action from the list

Remove - Removes the currently selected action from the list

Custom Link Actions

When adding a link to a PDF document custom actions can be created instead of the standard link options. Below is a list of the each of the custom actions and their settings.

Go to a page in this document

Sets the link to go to a page within the current document

· Page Number - the page number of the document to link to
· Zoom - Set the page fit when navigating to the page
· Percent - The zoom level for Custom zoom setting
· Set Visually - Allows you to set the location of the link visually

Go to a page in another document

Sets the link to go to a page within a different designated document

· Page Number - the page number of the document to link to
· Document - The full path to the document to open. Click on the "..." button to open a file chooser and navigate to the file you wish to select.

   Note: *When sending this document to other users this action may not work if the file is not in the same location on the users computer. To make sure the file is included with the PDF when sending to another user try using a* File Attachment *instead.*

Show/Hide Fields

Sets the link to either Show or Hide selected fields within the document

· Show - Will show the selected fields when clicked
· Hide - Will hide the selected fields when clicked
· Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click to select separate fields or Shift + Click to select a group of fields

Open File

Sets the link to open a specific file.

· File - The full path to the file to open. Click on the "..." button to open a file chooser and navigate to the file you wish to select.

Note: *When sending this document to other users this action may not work if the file is not in the same location on the users computer. To make sure the file is included with the PDF when sending to another user try using a* File Attachment *instead.*

Open a web link

Set's the link to open a specific web page or start an email. Examples of valid links:

· http://www.qoppa.com
· ftp://ftp.site.com
· file:c:\qoppa\temp.txt
· mailto:johndoe@gmail.com

Reset Form Fields

Sets the link to reset the selected fields within the document

· All Fields - When checked will reset all the fields within the document
· Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click to select separate fields or Shift + Click to select a group of fields

JavaScript Action

Sets the link to perform a custom Supported JavaScript action that can be typed into the field.

Submit Form

Sets the link to send the form field values to a designated location in one of 4 formats. This can be used to have an automatic way to send back forms or values once a user has completed the form.

· URL - The destination to send the selected file to. Examples of valid links:
    · http://www.qoppa.com
    · ftp://ftp.site.com
    · file:c:\qoppa\temp.txt
    · mailto:johndoe@gmail.com
· FDF - Sends an FDF file containing the selected field values
· XFDF - Sends an XFDF file containing the selected field values
· PDF - Sends a copy of the entire PDF
· HTML - Sends an HTML file containing the selected field values
· Fields - Sets the options when sending the field values
    · All Fields - Will send all fields regardless of value
    · Include - Will include the selected fields in the list when sending the file
    · Exclude - Will exclude the selected fields in the list when sending the file

- Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click to select separate fields or Shift + Click to select a group of fields
- Send Empty Fields - When checked will send the selected fields values even when fields are empty

Show/Hide Layers

Sets the link to either Show or Hide selected layers within the document

- Use Current Visibility - Sets the action to display the layers as they are currently being displayed so that if layers are turned off later they will return to the current state
- Other - Sets a new action for the layer using the blow options
    - Show - Will show the selected layers in the list
    - Hide - Will hide the selected layers in the list
    - Toggle - Will switch the selected layer(s) state from hidden to displayed or displayed to hidden depending on the layers current state
    - Layers List - Displays a list of the layers in the document to select. To select more than one layer use Ctrl + Click to select separate layers or Shift + Click to select a group of layers

Named Action

Sets the link to perform one of standard predefined actions listed below.

- NextPage - Goes to the next page in the document
- PrevPage - Goes to the previous page in the document
- FirstPage - Goes to the first page in the document
- LastPage - Goes to the last page in the document
- Print - Starts the print dialog to print the current document
- Save - Saves the current document
- Open - Displays the open file dialog

Auto Create Links

The Auto Create Links tool within PDF Studio allows you to search the entire document to automatically create links for the defined criteria set by the user. Once the text is found using the defined settings links can be automatically applied to the document at each of the text locations.

Note: *The PDF must contain searchable text in order for the Auto Create Links tool to work*

Automatically Creating Links

Search for

1. Select **Comments Tab > Link > Auto Create Links**.
2. Set the search options for the type or specific text you wish to find in the document using the below settings
   - Web Links - Searches for text strings that contains "http://" or "www."
   - Email Links - Searches for emails matching the standard "...@..." format
   - Search - Searches for specific text defined by the user
      - Case Sensitive - When checked will only find the specific text matching the exact case (i.e. searching for capital "A" will ignore lowercase "a")
      - URL - Defines what web address to set as the link when searching by text
3. Click Find to search the document for text that appears depending on which "search for" options are selected. The matching text that is found based on the search options set will be displayed in the table below.
4. Check the boxes in the "Make" column of the text you wish to add links to.
5. The link to be created is displayed in the "Link" column of the table. This value can be edited by double clicking on the Link you wish to edit. Once finished editing click anywhere else to finish editing.
   - Examples of valid links:
      - http://www.qoppa.com
      - ftp://ftp.site.com
      - file:c:\qoppa\temp.txt
      - mailto:johndoe@gmail.com
6. Set the options for the Links that will be created for the selected text
   - Border Width - Sets the width of the border line
   - Border Color - Sets the color of the border line
   - Text Color - This will change the color of the text that was found. Useful if you want others to know that the text is now a link.
7. Click on the Make button to create the links in the document

Once created the links function just as normal Link Annotations and can be edited as normal.

Removing all Links

To automatically remove all links from a document, select **Comments Tab > Link > Remove All Links**. Once the removal is confirmed, all links in the document will be deleted.

Sound Annotation

The Sound annotation tool allows you to add a sound annotation to a page either from an existing file (.au, .aiff, or .wav sound file) or a microphone recording.
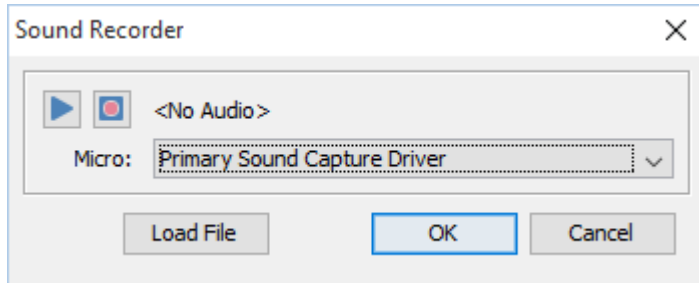
Creating a Sound Annotation

1. Select the Sound tool by clicking the 🔊 in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Alt + S (Command + Alt + S on Mac) (Ctrl + Alt + Shift + S on Linux)
   · **Note:** *If   the multimedia annotation tools are grouped you may need to click on the down arrow* ▼ *to the right of the current active multimedia tool to select the tool you need.*
2. Click on the page where you would like to add the sound annotation. Once placed the Sound properties dialog will be displayed showing the microphone recording tools.
   · Alternatively, you can attach an existing file by clicking Load File and then browse to the file you wish to attach. (only .au, .aiff, or .wav files are supported)
3. Select a microphone and then click the 🔴 button to start recording and the ⬛ to stop recording. To listen to the recording click on the ▶ button
4. Once finished click on OK to save and create the sound annotation

Annotation Properties

To access the Sound annotation properties or listen to the audio double click on the sound annotation, right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu, or click on the edit button 📝 on the Mini Toolbar. The Sound annotation contains the following property settings.

Icon Color - The color of the sound annotation icon

Sound Properties - The properties of the attached audio file or recording

▶ - Allows you to play the attached audio file

- Stops the playing audio

File Attachment Annotations

PDF Studio allows you to attach files to a PDF either as an attachment or as a comment. Attached files can also be opened, saved, and deleted with PDF Studio.

Attaching a File: How to embed a file to the PDF

Attaching a File as a Comment: Embedding a file with a comment

Opening an Attached File: Opening attached files from the PDF

Saving Attached File: Saving attached files from the PDF

Deleting an Attached File: Deleting attached files from the PDF

Attaching a File

Files can be attached directly to a PDF Document. When files are attached directly to a PDF document they are embedded within the PDF file directly so that when the PDF is sent to another user they can still have access to the file. Once a file is attached the file will be displayed in the Attachments Pane on the left of the PDF Studio window.

> **Note:** *Attaching a file does increase the size of the PDF. If size is a concern try using a* Link *instead that will open the file from another location.*

Using the File Attachment Tool

1. Select the Attach File tool by clicking the ⫞ in the **Comment Tab** on the toolbar or using the shortcut key Ctrl + Shift + F (Command + Shift + F on Mac)
2. A file chooser dialog will be displayed where you can navigate and select the file you wish to attach.
3. Once complete, click Open to attach the file

> **Note:** *You can also drag and drop files onto the attachments tab to attach them as an embedded file.*

Using Paste Shortcut Keys

Any file or document currently on the clipboard for your OS can also be attached to the document by just using the Paste shortcut keys with the PDF Studio frame active.

Once pasted the file attachment can be viewed in the Attachments Pane.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Attaching a File as a Comment

When attaching a file as a comment an icon is added to the page letting the user know that a file has been attached. Files attached as a comment are still embedded within the PDF just the same as when attaching a file without a comment. When files are attached directly to a PDF document they are embedded within the PDF file directly so that when the PDF is sent to another user they can still have access to the file.

> **Note:** *Attaching a file as a comment does increase the size of the PDF. If size is a concern try using a* Link *instead that will open the file from another location.*

How to Attach a File as a Comment

1. Select the Attach File tool by going to **Comment Tab >** 📎 **Attach File >** 🗎 **Attach File as Comment** on the toolbar
2. Click on the page where you would like to add the file comment.
3. Once placed, a file chooser dialog will be displayed where you can navigate and select the file you wish to attach. Once you've selected the file click Open.
4. The File Attachment properties dialog will be displayed. Set the options for the comment and then click OK to place the note on the page
   - **Icon** - Sets the icon to be used for the file comment
   - **Transparency** - Sets the transparency of the file comment icon

Using Right Click Context Menu

Any file or document currently on the clipboard for your OS can also be attached to the document by just using the right click context menu.

1. Using the Hand Tool ✋ or Object Selection Tool ⬚ Right-click on page (CTRL + Click on Mac) where you wish to add the file comment
2. Select the 📋 **Paste File as Comment** option to create the file attachment comment annotation

File Comment Properties

To access the File Comment properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or

click on the edit button on the Mini Toolbar. The File Comment contains the following property settings.

Appearance

Icon - Sets the icon to be used for the file comment

Transparency - Sets the transparency of the file comment icon

File - Displays the file name associated with this file comment icon

Opening Attached File

Files attached to PDFs can easily be opened. Depending on how the file is attached use one of the two methods below to open the file.

> **Note:** *PDF Studio simply sends the file to your operating system for opening. If your operating system doesn't recognize the type of file or doesn't have the appropriate application to open the file, nothing will happen.*

Embedded Files

· If the file is attached as an embedded file, go to the attachments tab where the list of attached files is displayed, and double-click on the attached file. You can also right-click (Mac: Ctrl+Click) on the attached file and choose Open File.

Files Attached as Comment

· If the file is attached as a comment, double-click on the file attachment comment on the page. You can also right-click (Mac: Ctrl+Click) on the file attachment comment and choose Open File. You can also open the file from the attachments tab as you would embedded files.

Saving Attached File

Files attached to PDFs can easily be saved directly to your computer so that they no longer have to be accessed through the PDF. Depending on how the file is attached use one of the two methods below to save attached files.

Embedded Files

- If the file is attached as an embedded file, go to the attachments tab where the list of attached files is displayed, right-click (Mac: Ctrl+Click) on the attached file and choose Save File.

Files Attached as Comment

- If the file is attached as a comment, right-click (Mac: Ctrl+Click) on the file attachment comment on the page or in the attachments tab and choose Save File.

Deleting Attached File

Files attached to PDFs can easily be deleted so that they are no longer a part of the PDF. Depending on how the file is attached use one of the two methods below to delete attached files.

Embedded Files

· If the file is attached as an embedded file, go to the attachments tab where the list of attached files is displayed, right-click (Mac: Ctrl+Click) on the attached file and choose the option Delete.

Files Attached as Comment

· If the file is attached as a comment, select the file attachment comment on the page and click delete. You can also right-click (Mac: Ctrl+Click) on the file attachment comment and choose Delete. You can also delete the file from the attachments tab as you would embedded files.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

3D Media Annotation

Use the 3D annotation tools to add 3D content and export embedded 3D data. The add 3D tool allows you to designate an area within the PDF to add 3D annotation to the page. The embedded 3D data file can also be exported if you wish to view in a separate application.

   NOTE: *PDF Studio has limited support for 3D objects stored in PDFs. 3D content can be added to the page but cannot be viewed from within PDF Studio. To view the file first export then view in a compatible 3D application.*

How to Add 3D Annotations

1. Select the ⬡ Add 3D tool in the **Comments Tab** on the toolbar
2. Click and drag to select the area that you wish to add the 3D annotation (**Note:** *Hold the Shift key while drawing to create a perfect square.*)
3. After the 3D annotation is added, the 3D Properties dialog is displayed.
4. Set the options for the 3D annotation:
    - File: the path to the 3d file (only .prc & .u3d files are currently supported)
    - Image: a placeholder image to be shown when the PDF viewer does not support full 3D rendering
    - Icon: When checked will display a default 3D icon ⬡ for the placeholder image (disabled when an image is file is set)
    - Border Width: creates a small border around the 3D annotation object
    - Border Color: color of the border
5. Once complete, click OK to finish adding the 3D annotation to the page

3D Annotation Properties

At this time, 3D annotation properties are not supported. To edit any of the above settings set when creating the 3D annotation you will need to first delete the 3D annotation and then create new one.

Exporting Embedded 3D Data

3D data embedded within the annotations can be exported to view in another 3D application.

1. Using the Hand Tool ✋ or Object Selection Tool ⬚ Select the 3D media that you wish to export.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

2. Right click (Mac: Ctrl + Click) and select the **Export** option
3. Choose where to save the file and click OK

Editing Annotations

PDF Studio allows you to edit existing annotations in the PDF Document using a variety of methods.

Editing the Annotation Comment: Edit the comment associated with the annotation using the Comment popup

Quick Properties Toolbar: Edit the properties using the Quick properties toolbar

Annotation Properties Dialog: Edit the annotation properties using the full properties dialog

Moving Annotations: Moving annotations on the page

Deleting Annotations: Deleting annotations on the page

Flattening Annotations: Flattening annotations on the page

Unflatten Annotations: Restores flattened annotations

Copy & Paste Annotations: Copy and Pasting annotations on the page or across documents

Aligning Annotations: Aligning annotations on the page

Grouping Annotations: Grouping annotations together

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Moving & Resizing Annotations

Annotations can be moved or resized after being placed on the page.

Using the Hand Tool 🖑 or Object Selection Tool ▣ Select the annotation that you wish to edit.

>   **Note:** *More than one annotation can be selected at a time*

Move

Click on the annotation and drag it to its new location on the page.

Use the arrow keys to move the annotations in small increments. Hold down Shift and use the arrow keys to move the annotations in larger increments.

>   **Note:** *Text markups cannot be moved*

Resize

Simply drag the corner or vertex handles to change the bounds of the annotation. Hold down Shift when resizing the annotation to maintain the aspect ratio.

For line & arrow anotations, Shift will draw the line at fixed angles.

Text box 1

Callout 1

APPROVED
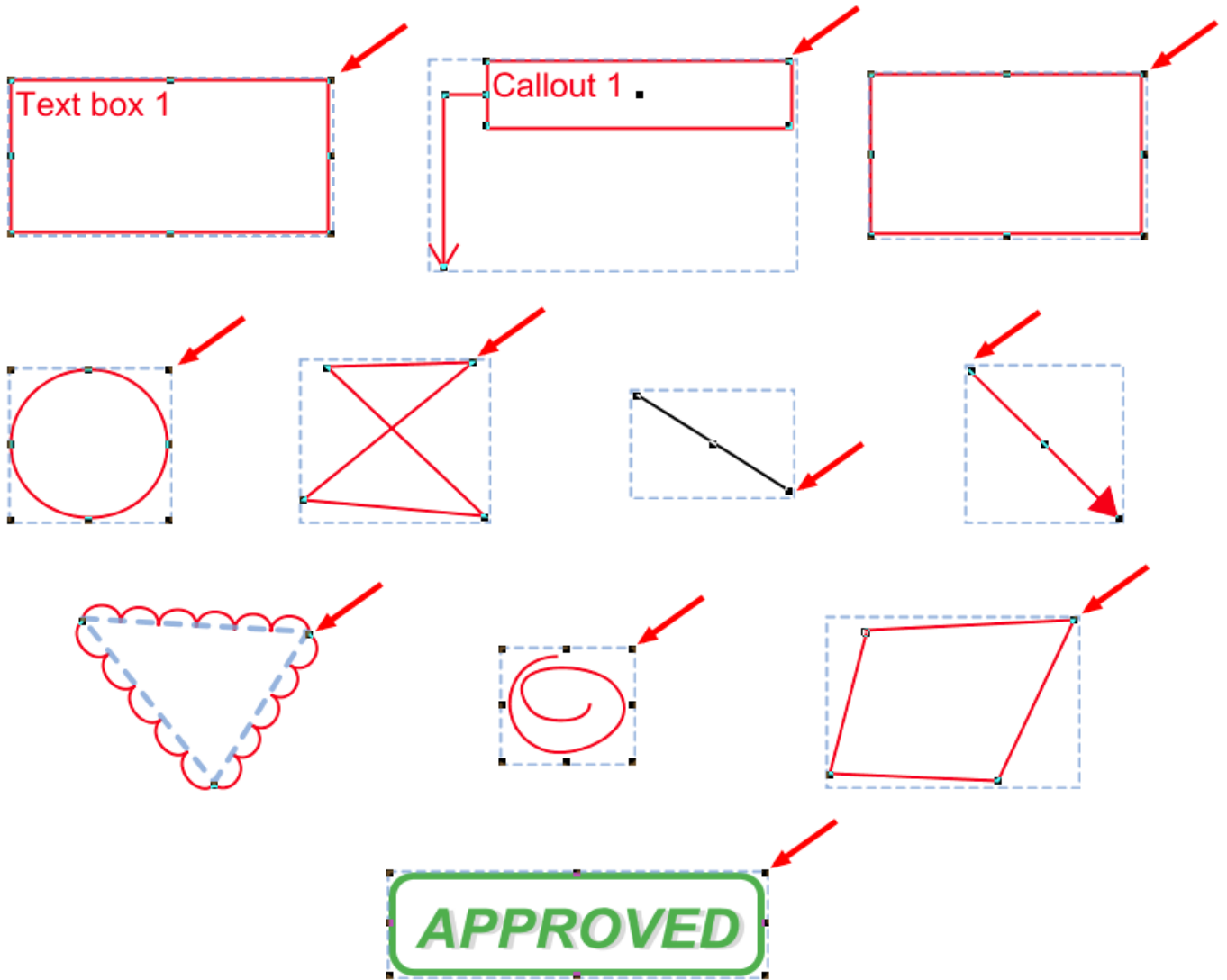
Deleting Annotations

Annotations on the page can be deleted using any of the below options

Delete a Specific Annotation:

1. Using the Hand Tool 🖐 or Object Selection Tool ⬚ Select the annotation that you wish to delete.
2. Delete the annotation by pressing the Del key, click on the Delete button ✖ on the Mini Toolbar, or right-click on the annotation (CTRL + Click on Mac), choose "Delete" in the context menu.

Delete All Annotations:

From the menu, choose **Comments > Delete All Comments**.

Delete All Annotations on Any Given Page:

From the menu, choose **Comments > Delete Comments on Current Page**.

Editing the Annotation Comment

Annotations can contain additional stored comment information. These can be used to provide additional details on the reason for then annotation being placed ont the page.

From the comment bubble

An annotation's note can be edited by double-clicking directly on the annotation. This will display a small pop that will allow you to edit just the comment on the annotation. Type in the field to add, change, or delete the comment on the note. Once done click on the "x" or any where on the page to save the comment.

Qoppa Software	**X**
5/5/17 11:39:48 AM	Properties
This is a note added to an annotation	
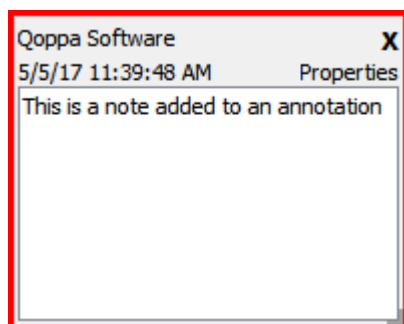
From the comments panel

Select the annotation from the Comments Panel, then double click on the annotation in the list you wish to add a comment to. Once you have completed the comment clicking elsewhere or pressing the Esc key.

Annotation Properties

To access the annotation's properties go to the **Properties Tab** on the toolbar or to open the properties dialog right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button on the Mini Toolbar.
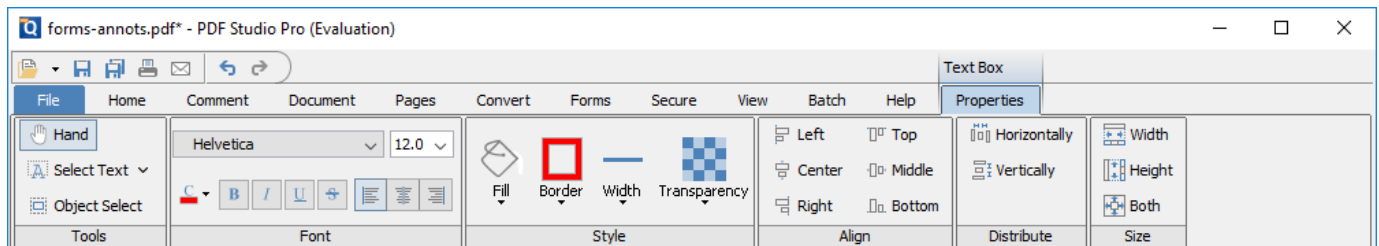
Each type of annotation has its own list of options. For a more detailed description of each of the annotation's available properties go to that specific annotation's page.
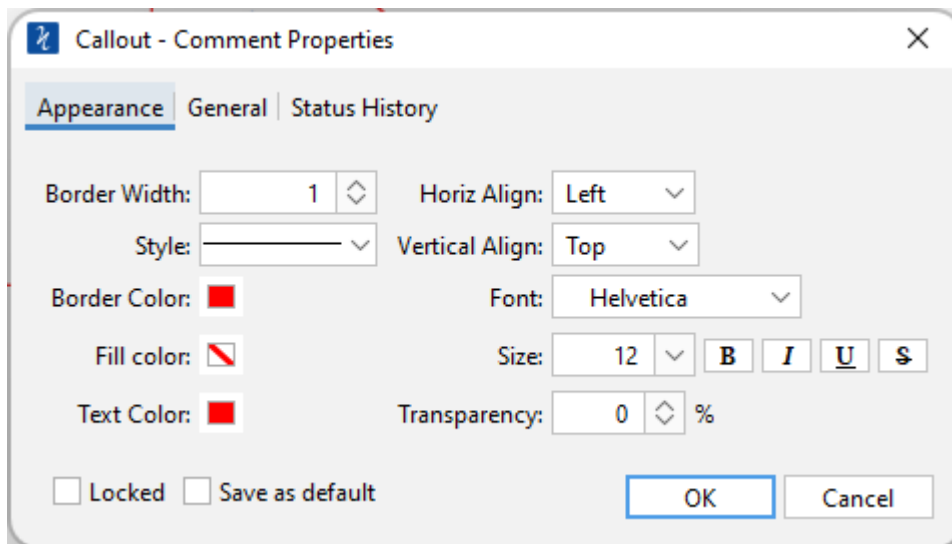
Property Dialog Tabs

Appearance

Where to edit all of the appearance settings of the annotation as well as the comment and default settings

General

Displays the author and subject information of the comment

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

tml>

Flattening Annotations

Flattening annotations is the act of painting the annotations directly on the page to which they belong so they are not editable anymore. This will permanently write an annotation into the document. For instance, a custom signature stamp can be flattened so the signature is added to the document itself and doesn't sit on a document as an annotation anymore.

> **Note**: *The following annotations (file attachment annotations, links, sounds, and redaction annotations) will NOT be flattened when flattening annotations. Even though technically file attachment annotations, links, sounds, and redaction annotations are annotations, they contain actions that would also be removed if the annotation was flattened and so they remain to not interfere with the functions placed in the PDF.*

Flatten a Specific Annotation:

1. Using the Hand Tool 🖑 or Object Selection Tool ⬚ Select the annotation that you wish to flatten.
2. Right-click on the annotation (CTRL + Click on Mac), choose "Flatten" in the context menu.

Flatten Multiple Annotations:

From the **Comments Tab** choose 🖌 **Flatten**

Options

Pages - The range of pages to be exported as images

- · All Pages: all pages in the document
- · Current: only the current page in view
- · Page Range: set the pages to be exported using the From and To options
- · Even Pages Only: only export the even pages of the document
- · Odd Pages Only: only export the odd pages of the document

Allow Unflattening - When checked allows the flattening process to be reversed at a later time. Flattening is irreversible if the PDF is flattened without this option checked.

> **NOTE**: *Any additional document or content changes performed on any page could affect unflattening so it is recommended as a final step before saving the document.*

Assign to Layer - Adds the comment to the selected layer before flattening.

All Types - Flattens all annotations found in the document

Selected Types - Flattens only the annotation types checked in the list. Any annotations not checked will remain as an interactive annotation.

Unflatten Annotations

If the "Allow Unflattening" option was chosen when Flattening Annotations you can then unflatten the annotations at a later time.

> **NOTE**: *Any additional document or content changes performed on any page could affect unflattening so it is recommended as a final step before saving the document.*

How to Unflatten Annotations:

From the **Comments Tab** choose ![icon] **Flatten dropdown** -> **Unflatten Comments**

Options

Pages - The range of pages to be exported as images

- · All Pages: all pages in the document
- · Page Range: set the pages to be exported using the From and To options
- · Even Pages Only: only export the even pages of the document
- · Odd Pages Only: only export the odd pages of the document

Copy and Paste Annotations

All annotations can be copied using one of the following methods below: Annotations can be copied to anywhere within the document or across document opened in PDF Studio.

Using the System Shortcuts

The copy command Ctrl+C (Mac: Cmd+C) will copy any selected annotation to the system clipboard. If an annotation is in the system clipboard when the paste command Ctrl+V (Mac: Cmd+V) is pressed, a copy of that annotation will be placed in the center of the screen. On subsequent pastes at the same location, the annotation will be pasted at a slight offset so that they are not placed directly on top of each other.

Using Ctrl + Drag

Any selected annotation can be duplicated by holding the Ctrl (Cmd on Mac) key and then clicking on the selected annotation and dragging to where you would like to place the copied annotation. This will also work when more than one annotation is selected at a time.

Duplicate Across Pages

Annotations can also be duplicated on a specified page range within the document. This will replicate the annotation on the same location of each page. To do so follow the instructions below.

1. Select the annotation to duplicate
2. Right Click (Ctrl + Click on Mac) and select the **Duplicate** option
3. Specify the page range
4. Click OK to apply the changes

Pasting Clipboard Images as a Stamp

When an image is on the system clipboard, it can be pasted onto a page by following the steps below.

1. Navigate to the page.
2. Click on the page with the mouse to select the page.
3. Paste the image using Ctrl+V (Mac: Cmd+V) onto the page. This will paste the image as a Rubber Stamp annotation that can be moved around or resized after it has been placed.

   Note: *When importing an image directly as a stamp the image will be converted using the compression set in the Rubber Stamp Tool Properties. If Adjust To Zoom is selected in General Preferences, the initial size of the pasted image will depend on the zoom level of the document.   Otherwise, the image will be pasted at its original size.*

Pasting Clipboard Text as a Text Box

When text is on the system clipboard, it can be pasted onto a page by following the steps below:

1. Navigate to the page.
2. Click on the page with the mouse to select the page.
3. Paste the text using Ctrl+V (Mac: Cmd+V) onto the page. Doing so will paste the text as a Text Box Annotation using default properties. The annotation can be moved around and resized after it has been placed.

Aligning Annotations

Annotations can be aligned or evenly distributed on the page if needed. Annotations can be aligned using any of the below methods. When aligning annotations 2 or more annotations must be selected.

From the Toolbar
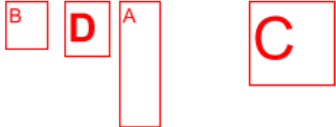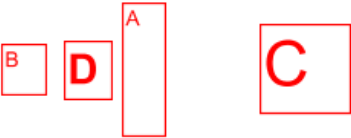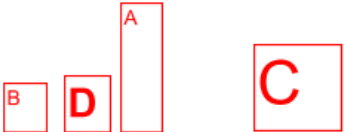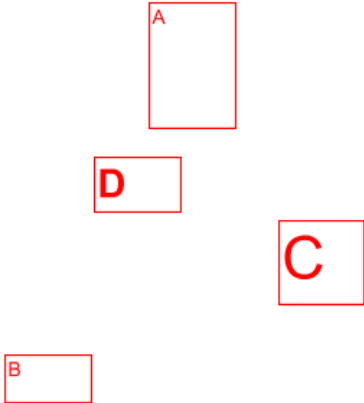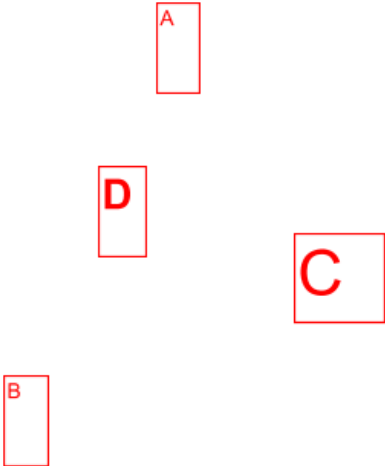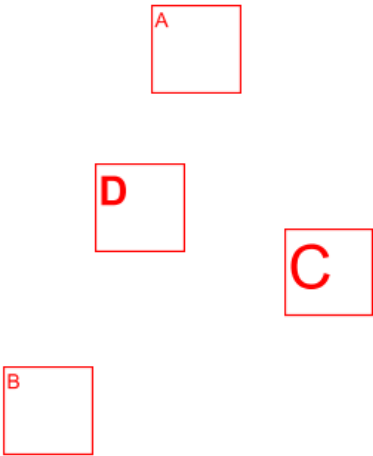
1. Using the Hand Tool 🖐 or Object Selection Tool ⬚ Select the annotations that you wish to align.
2. Click the button in the **Properties Tab** on the toolbar to align the annotation

From Right Click Context Menu

1. Using the Hand Tool 🖐 or Object Selection Tool ⬚ Select the annotations that you wish to align.
2. Right click, (Mac: Ctrl + Click) on any of the selected annotations and go to Alignment and select the alignment you wish to perform

Alignment Examples

Align Left

Align Center

Align Right

Align Top

Align Middle

Align Bottom

Align Width

Align Height

Align Both

Changing Z Order

Z order is the overlapping of 2 dimensional objects on a page to move a piece content either in front of or behind of another item on the page. Z order of annotations can easily be changed following the instructions below.

From Right Click Context Menu

1. Using the Hand Tool 🖐 or Object Selection Tool ⬚
2. Select the content items that you wish to change the z order.
3. Right click, (Mac: Ctrl + Click) on any of the selected Content and go to Move and select where you wish to move the annotation to.

Options

Bring to Front - Moves the selected item to the top above all other items

Send to Back - Moves the selected item to the bottom below all other items

Bring Forward - Moves the selected item one step above it's current location

Send Backwards - Moves the selected item one step below it's current location

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Group Annotations

A group of annotations is comprised of one parent annotation and one or more child annotations. Any operation (delete, move, etc.) performed upon one annotation in a group will also be performed on the rest of group. Also, all children will display their parent's comments.

Create a group by selecting two or more annotations, right-clicking (Mac: Ctrl+click) on one of them, and choosing Group from the mouse context menu. The annotation that was right-clicked will be the parent.

Annotations may be ungrouped by right-clicking (Mac: Ctrl+click) on an annotation group and choosing Ungroup from the mouse context menu.

> *Note:* that the following annotations cannot be included in a group: sound and text replace annotations.

Assigning Comments to Layers

Comments can be assigned to a specific layer in the document. When the comment is associated with a layer showing or hiding the layer also affects the comments. You can either designate a layer as the Comments Layer, or Move Comments to a new layer. Comments that are associated with No Layer will be a part of the primary PDF content.

Designating the Comments Layer

When a layer is designated as the comments layer all new comments going forward will be added to this layer

1. Access the layers pane by clicking the **Layers** button on the left side of the screen.
2. Right click (Mac: Ctrl + Click) on the layer you want to set as the comments layer
3. Choose the **Comments Layer** option in the right click menu
4. Click OK to confirm
5. Continue working on the document as you normally would

   Note: *Repeat steps 1-3 to undesignate the layer as the comments layer*

Moving Comments to a New Layer

Existing comments can be moved to a new layer using the properties dialog

1. Access the Comment properties by right clicking (Mac: Ctrl + Click) on the annotation and choosing **Properties** in the right click menu or clicking on the edit button on the Mini Toolbar.
   · Note: *Multiple annotations can be edited at once by using Ctrl + Click to first select all the annotations you wish to edit*
2. Go to the General tab
3. In the Layer option, select the layer you wish to move the annotation to
4. Click OK to apply the changes

   Note: *If the layer selected is currently hidden the annotation will disappear until the layer is displayed again.*

Setting Annotation Tool Properties

The tool's properties determine its default appearance and how the tool behaves after the annotation is created. The default properties can be accessed by right clicking (Mac: Ctrl+click) the tool icon in the toolbar or by going to Comments Preferences.

You can also set an existing annotations style as the default by right clicking (Mac: Ctrl+click) on any annotation and selecting **Set style as Default**. This will apply all "Appearance" settings as the default for the selected annotation type going forward.
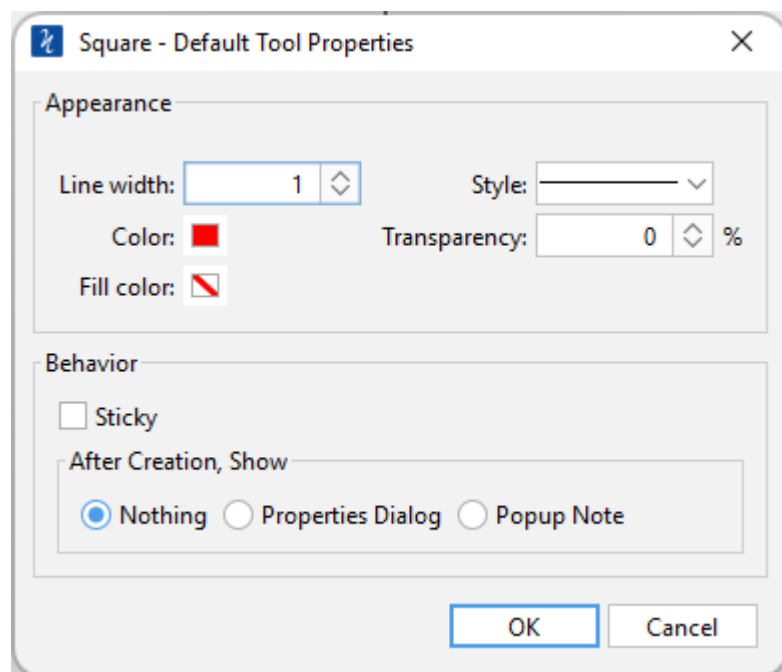
Appearance

Each type of annotation has its own list of options. For a more detailed description of each of the annotation's available properties go to that specific annotation's page.

Behavior

Sticky - When the tool is "sticky", the tool remains selected after a new annotation is added to the document until it is turned off. This allows you to place many annotations without having to reselect the tool. Once active click the button on the toolbar again to deactivate the tool.

After Creation Show

Determines whether the annotation properties dialog or popup note will be displayed after each new annotation is added to the document.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Setting a Status or Check mark

Setting the status or marking an annotation can be useful for keeping track of which annotations you have already reviewed. To set a status or checkmark, right click (Mac: Ctrl-Click) on the annotation and select Mark with Checkmark or select a status from the Review submenu.

The active annotation's checkmark can also be toggled in the Comments Pane with the Spacebar.
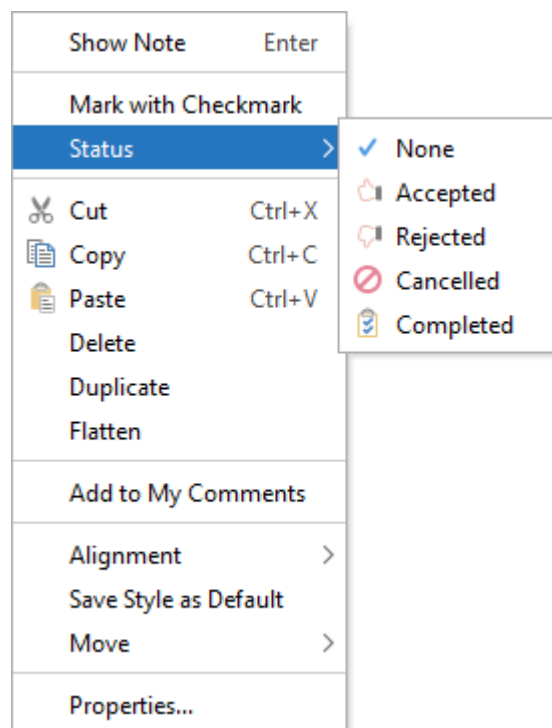
The review history is saved each time the annotation status is modified and can be viewed in the Status History tab in the Annotation Properties Dialog.

Comments Panel

The comments panel displays a list of all comments within the PDF document grouped by page. It provides an easy way to view and navigate comments within the document. The icon next to each comment will be displayed in the same color as the annotation displayed on the page.
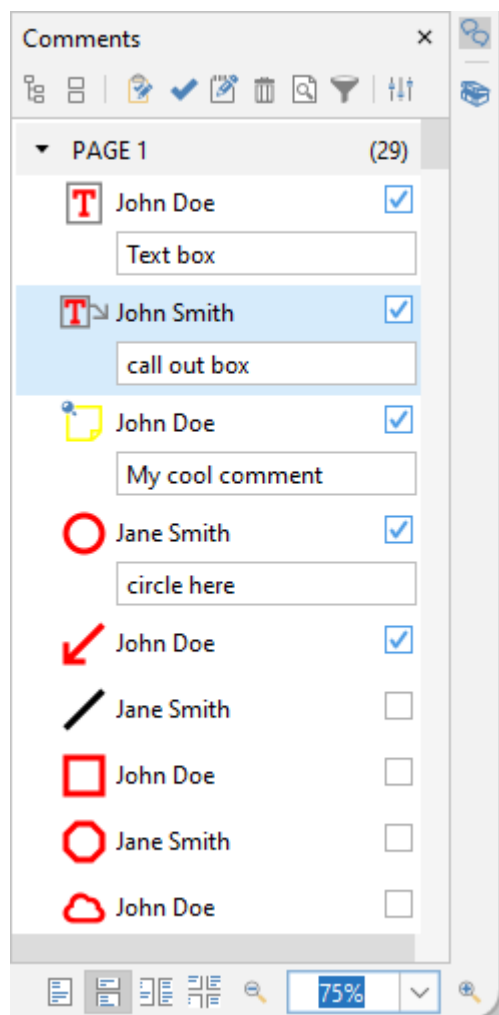
Accessing the Comments Panel

View the comments panel by clicking the comments button in the top right corner of PDF Studio. From this panel, you can view, search, and modify all the comments in the document.

The mouse is primarily used to navigate the comments panel. Clicking on any of the annotations listed will navigate the document to where the annotation is located on the page and select the current annotation. The following keyboard shortcuts can be used as well to navigate the comments panel.

· Arrow Keys - Up and Down can be used to navigate up and down the annotation list

- Spacebar - Highlight an annotation and press space bar to toggle the check box.
- Enter - Press Enter on a selected annotation to open the Note popup, then type the note you wish to add. Once complete press Esc to close the popup.

Comments Panel Toolbar

The following options are available at the top of the comments panel.

Expand: Expands the comment tree to show all pages and review markups

Collapse: Collapses the tree to only show the page folders

Status ▼ : Marks the selected annotation with a review status. See Setting Status or Check Marks

Properties: Opens the properties for the selected annotation(s)

Mark with Check Mark: Marks the selected annotation with a check mark. See Setting Status or Check Marks

Delete: Deletes the selected comment

Search: Enter text and press Enter to search for the text within the annotation comments

> **Previous Search Result**: Goes to the previous search result

< **Next Search Result**: Goes to the next search result

Filter: Allows you to filter out comments based on the following properties. Check the properties you wish to be shown and all annotations that do not have a property matching the selection will be hidden in the comments pane and on the page.

- **All**: Select the "All" option to restore showing all the annotations.
- **Author**: list of authors found in the document
- **Type**: list of annotation types found in the document
- **Marked**: list of marked annotations in the document
- **Status**: list of statuses found in the document
- **Color**: list of annotation colors found in the document

Options: Contains additional comment panel options

- Export: Export comments into a separate file.
  - **FDF**: File format created by Adobe that is supported by most PDF applications

- ◦ **XFDF**: Extended FDF file format created by Adobe that is supported by most PDF applications
- ◦ **Text**: Simple text file (.txt) that will contain all of the annotation information
- ◦ **XML**: File format that is similar to an Excel file that will contain all of the annotation information
- ◦ **CSV**: Exports all comment data into the .csv format allowing you to view in any spreadsheet editor such as Microsoft Excel
- ◦ **highlighted Text**: Creates a plain text file with all highlighted text separated by pages.
- · Print: Allows you to print the comments in the tree
  - ◦ Text: Prints just a simple text tree with all comments
  - ◦ Tree: Prints the entire tree exactly as it is displayed in the Comments Panel
- · Hide All Comments: When checked will hide all the comments from being displayed
- · View: turns on and off individual details displayed in the comments panel

Anonymize Comments

Anonymize comments allows you to completely delete all personally identifying information from any comments or annotations within the PDF document. This is useful for example in academic peer reviews or scholarly articles, when authors wish for their comments or feedback to remain anonymous.

How to Anonymize Comments in a PDF

To anonymize comments or annotation information (see below list) you can do the following:

1. On the toolbar go to Comments Tab > Sanitize
2. Select the comment properties you would like to remove or replace
3. Select to anonymize all comments or only comments from a specific author
4. Click apply to make the changes

Settings

The following settings are available when anonymizing comments in a PDF

Options - Set which data types are removed or replaced

Apply to - Choose to anonymize either all comments or a specified subset by author

Comment Types

The anonymize tool applies changes to the following comment types:

· **Text Annotations**: text box, callout, typewriter, sticky note.
· **Shape Annotations**: circle, square, highlight area, polyline, polygone, cloud, line, pencil.
· **Text Markups**: highlight text, cross out text, underline text, squiggly underline text, replace text, insert text.
· **Rubber Stamps**: text and image stamps
· **Measurement Annotations**: distance, perimeter, area
· **Media:** sound, attach file as comment

My Comments Toolchest

PDF Studio stores frequently used comments and annotations so that they can be used again later with just a single click.

My Comments: Stores any comments that have been saved by the user to be used again later.

Recent Comments: Stores the last 30 comments used.

Showing the Toolchest

To show the toolchest click on the My Comments button on the top right side of the PDF Studio window or using the shortcut key Ctrl + Shift + T (⌘ + Shift + T on Mac).

My Comments

Saved comments and annotations can be found in the My Comments section of the My Comments Toolchest.

Saving Annotations to My Comments

To save an annotation, right-click (Mac: Ctrl+click) on it to show the context menu and select Add to My Comments from the menu.

Using Saved Comments

To add a saved annotation to a document, click the annotation in My Comments, and then click the location on the document to place the annotation. Once placed the annotation can be edited as normal.

Managing Saved Comments

Saved comments can be reordered, deleted, or resized.

- To reorder, select one or more comments and drag to the desired location.
- To delete, select one or more comments and press Delete, or right-click and select Remove.
- To resize, select the down arrow ▼ next to My Comments and choose Small, Medium (default), or Large.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Recent Comments

Recently used annotations are listed in the Recent Comments section of the My Comments Toolchest. Annotations that are added to a document or modified on a document will automatically be added to this list. This list keeps the 30 most recently used annotations.

Saving Recent Comments

To permanently keep an item from the Recent Comments list, right-click (Mac: Ctrl+click) the annotation in the Recent Comments list and select Save Comment from the context menu.

Using Saved Comments

To add a Recent annotation to a document, click the annotation in Recent Comments, and then click the location on the document to place the annotation. Once placed the annotation can be edited as normal.

Managing Recent Comments

Recent comments can be reordered, deleted, or resized.

· To reorder, select one or more comments and drag to the desired location.
· To delete, select one or more comments and press Delete, or right-click and select Remove.
· To resize, select the down arrow ▼ next to My Comments and choose Small, Medium (default), or Large.

Importing and Exporting Annotations

Annotations can be imported into or exported from a PDF document.

Exporting Comments: Exports annotations from the current document

Importing Comments: Imports annotations into the existing document

---

Importing Annotations

Comments can be imported from either an FDF, XFDF, or PDF file into the current document. Comments from Text Annotations, Graphics Annotations, and Sound Annotations will be imported. When imported the comments will show up in the exact same location on the page as when they were exported.

Comments can be imported using the following formats

FDF: File format created by Adobe that is supported by most PDF applications

XFDF: Extended FDF file format created by Adobe that is supported by most PDF applications

PDF: Takes any comments found in the selected PDF file and duplicates them in the current PDF

How to Import Annotations

1. From the **Comments Tab** choose **Import**
2. Select whether to import an FDF, XFDF, or PDF file. This will display a file chooser dialog.
3. Navigate to the location of the FDF, XFDF, or PDF file and then click Open

Exporting Annotations

Comments can be exported from the current document into a file in FDF, XFDF, .txt, XML & CSV format. Comments from Text Annotations, Graphics Annotations, and Sound Annotations will be exported. Hyperlinks are not considered comments in PDF format and thus are not exported.

Comments can be exported in the following formats

FDF: File format created by Adobe that is supported by most PDF applications

XFDF: Extended FDF file format created by Adobe that is supported by most PDF applications

Text: Simple text file (.txt) that will contain all of the annotation information

XML: File format that is similar to an Excel file that will contain all of the annotation information

CSV: Exports all comment data into the .csv format allowing you to view in any spreadsheet editor such as Micrsoft Excel

Highlighted Text: Creates a plain text file with all highlighted text separated by pages.

How to Export Annotations

1. From the **Comments Tab** choose **Export**
2. Select format to export and this will display the save dialog.
3. Select the location and name of the file to export to and click Save

Editing and Manipulating PDFs

PDF Studio comes with advanced tools to edit and manipulate PDF documents including content editing, redaction, modifying and splitting pages, and creating bookmarks, headers, footers, and watermarks.

Content Editing: Edit text, images, and content within the PDF

Redaction: Securely redact text and images from the PDF

Modifying PDF Pages: Edit pages including, cropping, appending, inserting, extracting, deleting, and more

Splitting PDF Documents: Split PDF documents by number of pages, bookmarks, blank page, text, and more

Optimizing PDFs: Reduce the file size of the PDF by optimizing specific parts of the PDF

Bookmarks: Create, edit, and delete bookmarks

Links: Create, edit, and delete links

Destinations: Create, edit, and delete PDF destinations

Headers and Footers: Create, edit, and delete headers and footers

Watermarks: Create, edit, and delete watermarks

OCR PDF: Recognize text on scanned images

Bookmarks

PDF Studio has the following options available to create, edit, or manage bookmarks within a PDF.

Creating Bookmarks: how to create bookmarks in a PDF

Deleting Bookmarks: how to delete bookmarks in a PDF

Moving Bookmarks: how to move or rearrange bookmarks in a PDF

Bookmarking Selected Text: add a bookmark for the currently selected text

Renaming a Bookmark: editing or changing a bookmarks name

Set Bookmark Location: set the location of the bookmark when clicked

Editing Bookmark Actions: edit the actions associated with bookmarks

Custom Bookmark Actions: a list of all the available actions that can be set on bookmarks

Editing Bookmark Appearance : edit the appearance of bookmarks

Automatically Create Bookmarks: automatically create bookmarks within the PDF

Creating Bookmarks

PDF Studio is able to create bookmarks in a PDF. This is useful when creating a table of contents or list of shortcuts to specific sections within the PDF. Typically a bookmark will only have one action associated with it and will be a Go To Page action. However, in the PDF format definition, bookmarks can have many different Bookmark Actions associated with them.

How to Create Bookmarks

Bookmarks may be added as parents or as children to existing bookmarks. In both cases, the new bookmark is added as a Go To Page action for the current page view (the current page number, magnification, and scrollbar values). Clicking on a bookmark will move to the bookmarked page and the scrollbars and scale are also set as they were when the bookmark was created.

> **Note:** *If any text is selected on the document, it will be used as the name of the bookmark. If not, the bookmark name will be based on the page number.*

Create Bookmark as a Parent

To add a bookmark as a parent do one of the following:

· Go to the **Pages Tab > Bookmarks**, or use the shortcut key Ctrl + B (Command + B on Mac)
· Click the add bookmark button ![icon] at the top of the bookmark panel
  · **Note**: *If the bookmark panel is not visible (this happens when a document doesn't have any bookmarks defined), click the* ![icon] *icon on the left side of the* PDF Studio window
· Right click on an existing bookmark and go to **Add** in the right click menu and select **Before** or **After**

Create Bookmark as a Child (under a parent)

To create a bookmark as a child (underneath or a subgroup of the parent)

· Right click (Mac: Ctrl + Click) on an existing bookmark and go to **Add** in the right click menu and select **Child**

Bookmark Properties

To access the bookmark properties right click (Mac: Ctrl + Click) on the bookmark and choose Properties in the mouse menu. Bookmarks contain the following property settings.

Action

Bookmark Title - this is the label for the bookmark that will be displayed in the bookmarks pane

Bookmark Actions - After creation the bookmark's actions can be modified using this section. See Editing Bookmark Actions for a complete list of the available actions.

Appearance

Text Color - Sets the text color

Font Style - Sets the bookmark font to be either **Bold** or *Italic*

> **B** - Makes all of the text **Bold**

> **I** - Makes all of the text *Italic*

Save as default - When checked this will make the selected appearance settings the default for any new bookmarks going forward

---

Deleting Bookmarks

PDF Studio is able to delete existing or created bookmarks from a PDF.

How to Delete Bookmarks

There are three ways that a bookmark can be deleted:

- Select the bookmark with the mouse and press Delete on your keyboard
- Select the bookmark with the mouse and click on the delete button 🗑 at the top of the bookmark panel
- Right-click (Mac: Ctrl + Click) on the bookmark in the bookmark tree and choose the Delete option in the mouse menu

    Note: *Hold down SHIFT or CTRL (Command on Mac) to edit multiple bookmarks.*

Moving Bookmarks

PDF Studio can be used to move and reorganize bookmarks within the PDF document.

How to Move Bookmarks

Bookmarks can be moved using either drag and drop or by using the cut and paste functions.

> **Note**: *Hold down SHIFT or CTRL (Command on Mac) to edit multiple bookmarks.*

Using Drag and Drop

Bookmarks can be reorganized simply by dragging and dropping them to the desired location in the tree. When a bookmark is dragged to a target, a horizontal black line appears on the screen under the target bookmark. The length of the black line indicates whether the dragged bookmark will be inserted underneath the target bookmark, or added as a child to the target bookmark.
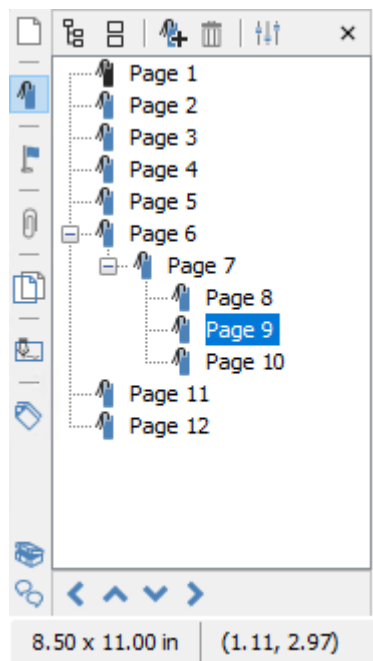
This bookmark will become a child of Page 6.	This bookmark will become a child of Page 7.
The longer line designates the bookmark will be inserted underneath page 7 as a child of page 6	The shorter line designates that the bookmark will be added as a child of page 7
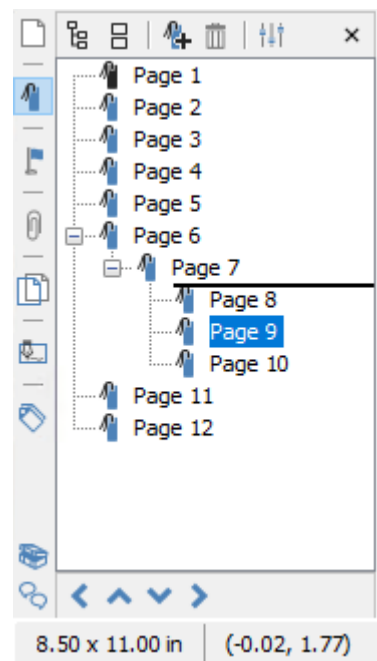
Using Toolbar Buttons

Bookmarks can also be moved by using the ❮ ^ ⌄ ❯ buttons located at the bottom of the bookmarks pane. Multiple bookmarks can be selected at once when moving them using the buttons.

Note: *The buttons will only be enabled when the bookmark is able to be moved*

❮ **Left** - Moves the selected bookmarks to the left making it a parent bookmark

^ **Up** - Moves the bookmark up so it's before the one above it

⌄ **Down** - Moves the bookmark down so it's after the one below it

❯ **Right** - Moves the bookmark to the right making it a child of the bookmark above it

Using Cut & Paste

Cut and Paste can also be used to reorganize bookmarks. You can cut a bookmark from the tree by right-clicking (Mac: Ctrl + Click) on it and selecting cut or by using the keyboard shortcut, Ctrl+X (Mac: Cmd + C). Then paste the bookmark onto its new parent by right-clicking (Mac: Ctrl + Click) on an existent bookmark and selecting Paste or by using the keyboard shortcut, Ctrl+V (Mac: Cmd + V).

Bookmarking Selected Text

If a bookmark is created while some text is selected in a document, the bookmark will be created for the current page view and the selected text will be used as its name.

How to Create a Bookmark from Selected Text

1. Click on the Select Text icon ![icon] on the toolbar
2. Drag the mouse to select the desired text
3. Once you have the word or text selected, create the bookmark using one of the methods below:

Create Bookmark from Text as a Parent

To add a bookmark as a parent do one of the following:

· Go to the **Pages Tab > Bookmarks**, or use the shortcut key Ctrl + B (Command + B on Mac)
· Click the add bookmark button ![icon] at the top of the bookmark panel
    · **Note**: *If the bookmark panel is not visible (this happens when a document doccument doesn't have any bookmarks defined), click the* ![icon] **icon on the left side of the PDF Studio window**
· Right click on an existing bookmark and go to **Add** in the right click menu and select **Before** or **After**

Create Bookmark from Text as a Child (under a parent)

To create a bookmark as a child (underneath or a subgroup of the parent)

· Right click (Mac: Ctrl + Click) on an existing bookmark and go to **Add** in the right click menu and select **Child**

Renaming Bookmarks

By default the bookmark name will be the page number which may not be as useful to the reader. Bookmarks can be renamed after creation so the reader can understand exactly where it will lead them.

How to rename a Bookmark

Bookmarks can be renamed using one of the following methods below:

· Double-click on the bookmark in the bookmark tree and the bookmark label will become editable. Enter the new name for the bookmark then to save the new name press Enter or click somewhere else
· Right-click (Mac: Ctrl + Click) on the bookmark in the bookmark tree and select the Rename option in the mouse menu and enter a new name.

Setting Bookmark Location

A bookmarks location is where the user will be taken within the document when clicked. By default this will be the exact same view and scale set when the bookmark was created. The destination can easily be changed if needed after being created.

How to Set a Bookmark Location

A bookmark's location can be changed using one of the following methods below:

Using Set Destination

1. Navigate to the location in the document that you want the bookmark to go to
2. Then Right-click (Mac: Ctrl + Click) on the bookmark in the bookmark tree and select Set Destination.
    - **Note**:   *This will remove any actions currently associated with the bookmark and replace them with a Go To Page action for the current page and view.*

    Note: *A bookmark destination is just the location stored within the bookmark. This is different then a PDF Destination which is a named end point (similar to an anchor in HTML) stored within the page.*

Using the Properties Dialog

1. Right click (Mac: Ctrl + Click) on the bookmark you wish to edit and choose Properties in the mouse menu.
2. Click on the Edit button below the Bookmark Actions section
3. Enter the details for the destination you would like the bookmark to go to
    - Page
        - Number - the page number of the document to link to
        - Zoom - the zoom to use if needed
            Percent: only available if Custom is selected in Zoom
    - Percent - The zoom level for Custom zoom setting
    - Set Visually - Allows you to set the destination by navigating to a point in the document. Once set the bookmark will go to the exact location and zoom level in the document that is set when using this function.
    - Destination - choose from a named Destination already set within the PDF
4. Click OK to apply the changes

Editing Bookmark Actions

When a bookmark is created it will typically only have one action associated with it and that is the Go To Page action. However, in the PDF format definition, bookmarks can have many different Bookmark Actions associated with them. When adding a bookmark to a PDF document Custom Bookmark Actions can be created instead of the standard Go To Page action.

> **Note**: *If a bookmark has multiple actions associated with it, actions will be executed in the order they were added to the bookmark.*

Modifying Bookmark Actions

Actions can be added, edited, and removed from a bookmark by following the instructions below

Adding Bookmark Actions

New actions can be added to a bookmark

1. Right click (Mac: Ctrl + Click) on the bookmark you wish to add an action to and choose Properties in the mouse menu.
2. The Action tab will display a list of actions currently associated with the bookmark.
3. Click on the Add button below the Bookmark Actions section
4. The Action Dialog will be displayed where the Custom Bookmark Actions can be set for the bookmark
5. Once complete click OK on the Action dialog and OK again to save the action

Editing Bookmark Actions

Existing actions in a bookmark can be edited

1. Right click (Mac: Ctrl + Click) on the bookmark you wish to edit and choose Properties in the mouse menu.
2. The Action tab will display a list of actions currently associated with the bookmark.
3. Click on the Edit button below the Bookmark Actions section
4. The Action Dialog will be displayed showing the properties for the currently selected action
5. Make the changes needed to the action
6. Once complete click OK on the Action dialog and OK again to save the action

Removing Bookmark Actions

Existing actions in a bookmark can be removed

1. Right click (Mac: Ctrl + Click) on the bookmark you wish to remove and choose Properties in the mouse menu.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

2. The Action tab will display a list of actions currently associated with the bookmark.
3. Click on the Remove button below the Bookmark Actions section to delete the action from the bookmark
4. Once complete click OK to save the changes
     · **Note**: *It is possible to have a bookmark with no actions set.*

Custom Bookmark Actions

Below is a list of the each of the custom bookmark actions and their settings.

Go to a page in this document

Sets the bookmark to go to a page within the current document

- Page
    - Number - the page number of the document to link to
    - Zoom - Set the page fit when navigating to the page
    - Percent - The zoom level for Custom zoom setting
    - Set Visually - Allows you to set the location of the link visually
- Destination - choose from a named Destination already set within the PDF

Go to a page in another document

Sets the bookmark to go to a page within a different designated document

- New Window - opens the document in a completely new window of the PDF application
- Existing Window - will open the document in the current window of the PDF application replacing the currently open document
- Page Number - the page number to show when opening the other document
- Document - The full path to the file to open. Click on the "..." button to open a file chooser and navigate to the file you wish to select.
- Destination - choose from a named Destination already set within the PDF

    Note: *When sending this document to other users this action may not work if the file is not in the same location on the users computer. To make sure the file is included with the PDF when sending to another user try   using a File Attachment instead.*

Show/Hide Fields

Sets the bookmark to either Show or Hide selected fields within the document

- Show - Will show the selected fields when clicked
- Hide - Will hide the selected fields when clicked
- Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click (⌘ + Click for Mac) to select separate fields or Shift + Click to select a group of fields

Open File

Sets the bookmark to open a specific file.

- File - The full path to the file to open. Click on the "..." button to open a file chooser and navigate to the file you wish to select.

    Note: *When sending this document to other users this action may not work if the file is not in the same location on the users computer. To make sure the file is included with the PDF when sending to another user try using a File Attachment instead.*

Open a web link

Set's the bookmark to open a specific web page or start an email. Examples of valid links:

- http://www.qoppa.com
- ftp://ftp.site.com
- file:c:\qoppa\temp.txt
- mailto:johndoe@gmail.com

Reset Form Fields

Sets the bookmark to reset the selected fields within the document

- All Fields - When checked will reset all the fields within the document
- Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click (⌘ + Click for Mac) to select separate fields or Shift + Click to select a group of fields

JavaScript Action

Sets the bookmark to perform a custom Supported JavaScript action that can be typed into the field.

Submit Form

Sets the bookmark to send the form field values to a designated location in one of 4 formats. This can be used to have an automatic way to send back forms or values once a user has completed the form.

- URL - The destination to send the selected file to. Examples of valid links:
    - http://www.qoppa.com
    - ftp://ftp.site.com
    - file:c:\qoppa\temp.txt
    - mailto:johndoe@gmail.com
- FDF - Sends an FDF file containing the selected field values
- XFDF - Sends an XFDF file containing the selected field values
- PDF - Sends a copy of the entire PDF
- HTML - Sends an HTML file containing the selected field values
- Fields - Sets the options when sending the field values
    - All Fields - Will send all fields regardless of value

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- Include - Will include the selected fields in the list when sending the file
- Exclude - Will exclude the selected fields in the list when sending the file
- Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click (⌘ + Click for Mac) to select separate fields or Shift + Click to select a group of fields
- Send Empty Fields - When checked will send the selected fields values even when fields are empty

Show/Hide Layers

Sets the bookmark to either Show or Hide selected layers within the document

- Use Current Visibility - Sets the action to display the layers as they are currently being displayed so that if layers are turned off later they will return to the current state
- Other - Sets a new action for the layer using the blow options
  - Show - Will show the selected layers in the list
  - Hide - Will hide the selected layers in the list
  - Toggle - Will switch the selected layer(s) state from hidden to displayed or displayed to hidden depending on the layers current state
  - Layers List - Displays a list of the layers in the document to select. To select more than one layer use Ctrl + Click (⌘ + Click for Mac) to select separate layers or Shift + Click to select a group of layers

Named Action

Sets the bookmark to perform one of standard predefined actions listed below.

- NextPage - Goes to the next page in the document
- PrevPage - Goes to the previous page in the document
- FirstPage - Goes to the first page in the document
- LastPage - Goes to the last page in the document
- Print - Starts the print dialog to print the current document
- Save - Saves the current document
- Open - Displays the open file dialog

Editing Bookmark Appearance

A bookmark's appearance can be edited to give the text a different color or style. This can be used when organizing the bookmarks to highlight or color code topics

How to Edit a Bookmark's Appearance

1. Right-click (Mac: Ctrl + Click) on the bookmark in the bookmark tree and select the Properties option in the mouse menu.
   - **Note:** *Hold down SHIFT or CTRL (Command on Mac) to edit multiple bookmarks.*
2. Then go to the Appearance tab and set the below settings
3. Once complete click OK to save the changes

Appearance Settings

Text Color - Sets the text color

Font Style - Sets the bookmark font to be either **Bold** or *Italic*

B - Makes all of the text **Bold**

I - Makes all of the text *Italic*

Save as default - When checked this will make the selected appearance settings the default for any new bookmarks going forward

Automatically Create Bookmarks

Bookmarks can automatically be created for every page within the PDF document.

How to Automatically Create Bookmarks

1. **Go to the Pages Tab > Bookmarks > Auto Create Bookmarks**. This will display the Auto Create Bookmarks dialog.
2. Select the options to automatically create bookmarks
    · Create bookmarks for all pages: this will add Go To Page action bookmarks for ever page in the document
    · Create bookmarks for selected pages: This will add Go To Page action bookmarks for each page in the given range.
3. Once the bookmarks have been created bookmarks can be rearranged or edited as normal.

PDF Content

The PDF Content tools allow you to edit existing content or add new content to a PDF. Content can be moved, edited or deleted as needed.

> **Note:** *Annotations are not a part of the PDF content as they are considered "interactive objects" and so these can not be edited by the Content Editing tool. To edit annotations see* Editing Annotations.

Editing Existing Content

Below are the available editing tools used to modify existing content found within the document.

Edit Text & Images: Edit text directly on the page with paragraphs and sentences automatically wrapping on the page as well as moving & rearranging images. (Default)

Edit Text: Modify or change individual text strings

Edit Images: Move or resize images contained within the PDF

Edit Paths: Edit, move & resize lines and shapes within the PDF

Edit Shades: Edit, move & resize shade and gradient objects within the PDF

Adding New Content

The following tools can be used to create new content on the document when needed.

Add Text: Creates new text on the page

Add Image: Import images as content to be added to the document

Add Shape: Add new shape content (circle, square, line, etc...) to the PDF

Other Content Tools

Additional content tools that can be used when editing or creating new content.

Aligning Content: Align or evenly distribute selected content on the page

Changing Z Order of Content: Move a piece content either in front of or behind of another content item on the page.

Content Explorer: Tree based hierarchical view of the content objects that make up the internal structure of the PDF.

Editing Existing Content

The Edit PDF Content tool allows you to edit any existing content found within the PDF. By default this tool will will be in Edit Text & Images Mode, which allows you to edit the text and images in the document similar to a word processor. Additional modes can also be selected to edit only a specific content type (for example: images only).

Starting the Edit PDF Content tool

There are two ways to start editing existing content.

1. From the **Document Tab** on the toolbar, click on the down arrow ▼ on the 🖼 Edit PDF Content button, and select the Content Editing Mode you wish to use. Then click or drag an area with the mouse to select the desired content.

2. Click directly on the 🖼 Edit PDF Content in the **Document Tab** on the toolbar and it will use the last previously selected mode.

Once the tool has been started selected, content can be edited, moved or deleted following the instructions for the content types listed below.

Content Editing Modes

Each of the content editing modes below can be used to edit various types of content.

Simplified Editing

🖼 Text Reflow & Images: Edit text directly on the page with paragraphs and sentences automatically wrapping on the page as well as moving & rearranging images. (Default)

· **NOTE**: *This mode can not be activated at the same time as the other modes below.*

Advanced Editing

Each of the modes below can be toggled on / off in any combination so that you can work with the specific content types you need. For example you can enable only editing Text & Paths which will disable selection of Images and Shades in the document.

🖼 Edit Text: Modify or change individual text strings

🖼 Edit Images: Move or resize images contained within the PDF

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Edit Paths: Edit, move & resize lines and shapes within the PDF

Edit Shades: Edit, move & resize shade and gradient objects within the PDF

Text Reflow & Images

This tool is an easy edit mode for working on the document similar to a word processor. Text can be edited directly on the page with paragraphs and sentences automatically wrapping on the page.

A font program written in the PostScript language is a program that is an organized collection of procedures describing character shapes. Elements of this collection are accessed by character code with theshow operator, as described in the*PostScript Language Reference Manual*. Different font programs contain different amounts of diverse information, this information is collected into a dictionary. The dictionary contains required and optional entries, and is the data object that the PostScript interpreter ref- erences for all font operations.

Note: *When using this mode only Text or Image content can be edited. In some cases a text or image may actually be paths or shape objects. To edit any other content within the PDF use the Edit Content tool.*

Starting the Text Reflow & Images Mode

1. Activate the tool by clicking on the ⬚ Edit PDF Content button on the **Document Tab** making sure the "Text Reflow & Images" option is selected in the ▼ down arrow.
2. Once the Text Reflow & Images mode has been started areas that can be edited will display a border around them.
3. Then click or drag an area with the mouse to select the desired content. Once selected, content can be edited, moved or deleted following the instructions below.

Editing Text

1. Select the text you wish to edit
2. Move or Edit the text by doing the following
   · **Move**: Click on the text and drag it to its new location on the page.
   · **Edit**: Double click on the text to enter in line editing mode. Begin typing just as you normally would to edit text directly on the page. Text will automatically reflow and wrap based on the original paragraph size within the document.
3. Once complete, to exit Content Editing, simply click on the hand tool 🖐 or Esc on the keyboard

Editing Images

1. Select the text you wish to edit
2. Move or edit the image by doing the following:
   - **Move**: Click on the text and drag it to its new location on the page.
   - **Edit**: Double click on the image to access the Image Properties. Click on the "Edit" button to display the image editing options. Choose the options you wish to change for the selected image and click OK when done.
     - **Note**: *Editing the image properties cannot be undone without reopening the original document. Make sure to select the settings appropriately.*

3. Once complete, to exit Content Editing mode, simply click on the hand tool 🖐 or Esc on the keyboard

Editing Text Content

The Edit PDF Content tool is capable of editing the raw strings of text stored in the PDF content. Text can be moved, edited, deleted, or redacted using the content editing tool. This advanced option is useful when needing to make only minor edits or as a fallback when the Edit Text & Images Mode is unable to correctly detect paragraphs.

> **Note:** *Not all text displayed in a PDF is considered text content. In some cases the text may actually be an image or even path objects. Text content that is either a path or image will not function the same and have limited editing abilities.*

How to Edit Text Content

1. Activate the tool by clicking on the ⊞ Edit Content button on the **Document Tab** making sure the "Text" option is selected in the ▼ drop down arrow.
2. Then click or drag an area with the mouse to select the desired text content. Once selected, content can be edited, moved or deleted following the instructions below.
   - **Note:** *Selecting multiple pieces of content will let you update the properties for all pieces at once*
3. Once complete, to exit Content Editing mode, simply click on the hand tool 🖐 or Esc on the keyboard

Move or Edit Properties

Move or Edit the text by doing the following

- **Move**: Click on the text and drag it to its new location on the page.
- **Edit**: To access the Text properties, right click (Mac: Ctrl + Click) and choose Properties in the mouse menu or double click on the selected text.

Text Content Properties

Text Content contains the following property settings:

Font – choose a new font for the selected text from the list

> **Note:** *When choosing a font only   fonts that are embedded in the document can be selected. In addition, if the font is subset not all of the font characters may be available and may show up as either an incorrect or missing character when editing the text.*

Text Color – change the color of the text

Outline Color – add or adjust the outline of the text

Text Size – edit the font size

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Outline Width – increase or decrease the width of the outline

Character Spacing – increase the space between each letter

Horizontal Scaling – increase or decrease the spacing between each letter

Word Spacing – increase the space between each word

Baseline Offset – move line of text above or below the surrounding text; create super- or sub-scripts

Text – change the wording of the text

Cut, Copy, & Paste Text Content

Cut or Copy text by doing the following

· **Cut**: Cut the Text by using the shortcut key Ctrl + X (Mac: Cmd + X) or right-click on the text (CTRL + Click on Mac) and choose **Cut** in the context menu.
· **Copy**: Copy the Text by using the shortcut key Ctrl + C (Mac: Cmd + C) or right-click on the text (CTRL + Click on Mac) and choose **Copy** in the context menu.
· **Paste**: Navigate to the location you wish to paste the text and use the shortcut key Ctrl + V (Mac: Cmd + V) or right click (Mac: Ctrl + Click) and select **Paste** in the context menu

Remove Text Content

Delete or Redact text by doing the following

· **Delete**: Delete the Text by pressing the Del key or right-click on the text (CTRL + Click on Mac) and choose **Delete** in the context menu.
· **Redact**: Redact the Text by right-click on the text (CTRL + Click on Mac) and choose **Redact Text** in the context menu.

Note: *The Redact option in Content editing functions exactly the same as using the* PDF Redaction *and will completely remove the selected text and replace it with a black bar.*

Editing Image Content

The Edit PDF Content tool is capable of editing images that are a part of the PDF. Images can be moved, deleted, or redacted using the content editing tool. The content editing tool can also change the compression, color space, and DPI of individual images within the document. Images from within the PDF can also be saved directly to your computer by using Save As which will allow you to choose a location to save the image to.

> **Note:** *Not all images displayed in a PDF are actually image content. In some cases the images may actually be many path objects combined together to form an image. Image content that is a path will not function the same and have limited editing abilities.*

How to Edit Image Content

1. Activate the tool by clicking on the ⬚ Edit Content button on the **Document Tab** making sure the "Image" option is selected in the ▼ drop down arrow.
2. Then click or drag an area with the mouse to select the desired image content. Once selected, content can be edited, moved or deleted following the instructions below.
   - **Note:** *Selecting multiple pieces of content will let you update the properties for all pieces at once*
3. Once complete, to exit Content Editing mode, simply click on the hand tool 🖑 or Esc on the keyboard

Move or Edit Properties

Move or Edit the image by doing the following

- **Move**: Click on the text and drag it to its new location on the page.
- **Edit**: To access the Image properties, right click (Mac: Ctrl + Click) and choose Properties in the mouse menu or double click on the selected image. Click on the "Edit" button to display the image editing options. Choose the options you wish to change for the selected image and click OK when done.
  - **Note**: *Editing the image properties cannot be undone without reopening the original document. Make sure to select the settings appropriately.*

Image Content Properties

Image Content contains the following property settings:

Compression type: displays the image compression format used for the image

Mask Type - displays the image mask type (if exists) used on the image

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Color space: displays the color format details of the image

BPC - Bits per component

DPI Resolution: displays the DPI (dots per inch) of the image

Dimensions: the dimensions of the image in pixels

Size: the file size of just the selected image

Edit Image Options

The following options are available when editing the image.

Compression: Convert any image to either a JPEG, JPEG2000, FLATE, or JBIG2.

JPEG - lossy compression that will reduce image quality and size

JPEG2000 - less lossy compression that will reduce size and some quality

FLATE - Lossless compression does not reduce quality but may not always reduce file size

JBIG2 - Lossless compression that can only support black and white color space. Color images will be converted to black and white. Best for scanned documents with no images

Quality: Allows the image quality to be adjusted between 10-100%.

This will only affect JPEG or JPEG2000 images as these are the only formats that support image quality settings.

Color Space: Choose to either retain or convert the image colors to Grayscale or B&W.

Grayscale - Only supported with JPEG, JPEG2000, or FLATE. Best for full color images

B&W - Only supported by FLATE or JBIG2. Best for scanned documents with no images

DPI: Adjust the image resolution of all images that are larger than the option selected

Preset options include retain, 50, 100, 150, 200, 300, & 600 DPI

Custom option allows user to set any value between 50-1200 DPI

Cut, Copy, & Paste Image Content

Cut or Copy image by doing the following

- **Cut**: Cut the image by using the shortcut key Ctrl + X (Mac: Cmd + X) or right-click on the text (CTRL + Click on Mac) and choose **Cut** in the context menu.
- **Copy**: Copy the image by using the shortcut key Ctrl + C (Mac: Cmd + C) or right-click on the text (CTRL + Click on Mac) and choose **Copy** in the context menu.
- **Paste**: Navigate to the location you wish to paste the image and use the shortcut key Ctrl + V (Mac: Cmd + V) or right click (Mac: Ctrl + Click) and select **Paste** in the context menu

Replace Image Content

Image content can be replaced with a new image if needed. For example when updating the logo on an existing document. To do so follow the instructions below

1. Right-click on the text (CTRL + Click on Mac) and choose **Replace Image…** in the context menu
2. Select the new image file from your machine and click OK
3. The new image will replace the selected image using the exact same position and size

 Reloading New Images

After an image has been replaced you can reload / refresh the new image until the image content has been deselected. This is useful for example if you need to make additional small changes and want to refresh the new file to make sure it looks correct without having to do the full replace image action.

Remove Image Content

Delete or Redact image by doing the following

- **Delete**: Delete the image by pressing the Del key or right-click on the text (CTRL + Click on Mac) and choose **Delete** in the context menu.
- **Redact**: Redact the image by right-click on the image (CTRL + Click on Mac) and choose **Redact Text** in the context menu.

    Note: *The Redact option in Content editing functions exactly the same as using the PDF Redaction and will completely remove the selected image and replace it with a black bar.*

Save Images

1. Select the image you wish to save to your computer and right-click (CTRL + Click on Mac) on the image and choose Save As.
   - **Note:** *Only 1 image can be saved at a time.*
2. Select the location on your computer where you would like to save the image, choose a file name and an image format then click Save.

3. Once complete, to exit Content Editing mode, simply click on the hand tool or Esc on the keyboard

You can use the Export All Images tool to save all the images within the document to your computer at once.

Editing Path Content

Path content are lines and shape objects within the PDF. Paths are two-dimensional shapes created using a set of points to generate lines or shapes. Paths can be used to create anything from shapes and dividers to even text and images. The Content editing tool is capable of editing paths that are a part of the PDF. Paths can be moved, edited, or deleted using the content editing tool.

How to Edit Path Content

1. Activate the tool by clicking on the [icon] Edit Content button on the **Document Tab** making sure the "Path" option is selected in the ▼ drop down arrow.
2. Then click or drag an area with the mouse to select the desired content. Once selected, content can be edited, moved or deleted following the instructions below.
    - **Note:** *Selecting multiple pieces of content will let you update the properties for all pieces at once*
3. Once complete, to exit Content Editing mode, simply click on the hand tool [icon] or Esc on the keyboard

Move or Edit Properties

Move or Edit the path by doing the following

- **Move**: Click on the path and drag it to its new location on the page.
- **Edit**: To access the path properties, right click (Mac: Ctrl + Click) and choose Properties in the mouse menu or double click on the selected path.

Path Content Properties

Path Content contain the following property settings:

Fill Color: the fill color of the path

Fill Transparency: Sets the transparency of the fill color

Stroke Color: the border color of the path

Stroke Transparency: Sets the transparency of the stroke color

Border Width: the width of the border line of the path

Line Cap: Sets the shape to be used at the end of the line

Line Join: Sets the shape to be used on the corners or joints of the line

Blend Mode: settings to determine how the path object colors will be blended together when overlayed on top of each other

- **Normal**: edits or paints each pixel to make it the result color. This is the default mode.
- **Multiply**: multiplies the RGB channel numbers for each pixel from the top layer with the values for the corresponding pixel from the bottom layer. The result is always a darker picture; since each value is less than 1, their product will be less than either of the initial values.
- **Screen**: values of the pixels in the two layers are inverted, multiplied, and then inverted again. This yields the opposite effect to multiply, and results in a brighter picture.
- **Overlay**: overlay combines Multiply and Screen blend modes. The parts of the top layer where the base layer is light become lighter, the parts where the base layer is dark become darker. Areas where the top layer are mid grey are unaffected.
- **Darken**: creates a pixel that retains the smallest components of the foreground and background pixels.
- **Lighten**: the opposite action of *Darken*. It selects the maximum of each component from the foreground and background pixels.
- **ColorDodge**: divides the bottom layer by the inverted top layer. This lightens the bottom layer depending on the value of the top layer: the brighter the top layer, the more its color affects the bottom layer. Blending any color with white gives white. Blending with black does not change the image.
- **ColorBurn**: divides the inverted bottom layer by the top layer, and then inverts the result. This darkens the top layer increasing the contrast to reflect the color of the bottom layer. The darker the bottom layer, the more its color is used. Blending with white produces no difference.
- **HardLight**: a combination of Multiply and Screen. Hard Light affects the blend layer's relationship to the base layer in the same way Overlay affects the base layer's relationship to the blend layer. The inverse relationship between Overlay and Hard Light makes them "commuted blend modes".
- **SoftLight**: closely related to Overlay and is only similar to Hard Light by name. Applying pure black or white does not result in pure black or white
- **Difference**: subtracts the bottom layer from the top layer or the other way round, to always get a non-negative value. Blending with black produces no change, as values for all colors are 0.
- **Exclusion**: Creates an effect similar to Difference but lower in contrast. Blending with white inverts the base color values. Blending with black produces no change.

Cut, Copy, & Paste Path Content

Cut or Copy path by doing the following

- **Cut**: Cut the path by using the shortcut key Ctrl + X (Mac: Cmd + X) or right-click on the path (CTRL + Click on Mac) and choose **Cut** in the context menu.
- **Copy**: Copy the path by using the shortcut key Ctrl + C (Mac: Cmd + C) or right-click on the path (CTRL + Click on Mac) and choose **Copy** in the context menu.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

· **Paste**: Navigate to the location you wish to paste the path and use the shortcut key Ctrl + V (Mac: Cmd + V) or right click (Mac: Ctrl + Click) and select **Paste** in the context menu

Remove Path Content

Delete the path by pressing the Del key or right-click on the path (CTRL + Click on Mac) and choose **Delete** in the context menu.

Editing Shade Content

Shade content is very similar to paths except instead of a solid color fill a gradient or shade formula is used to create colors that gradually change across the shape. Shades can be used to create anything from shapes and dividers to even logos and images. The Content editing tool is capable of editing shades that are a part of the PDF. Shades can be moved, edited, or deleted using the content editing tool.

How to Edit Shade Content

1. Activate the tool by clicking on the ⬚ Edit Content button on the **Document Tab** making sure the "Shade" option is selected in the ▼ drop down arrow.
2. Then click or drag an area with the mouse to select the desired content. Once selected, content can be edited, moved or deleted following the instructions below.
   - **Note:** *Selecting multiple pieces of content will let you update the properties for all pieces at once*
3. Once complete, to exit Content Editing mode, simply click on the hand tool 🖐 or Esc on the keyboard

Move or Edit Properties

Move or Edit the shade by doing the following

- **Move**: Click on the shade and drag it to its new location on the page.
- **Edit**: To access the shade properties, right click (Mac: Ctrl + Click) and choose Properties in the mouse menu or double click on the selected shade.

Shade Content Properties

Shade Content contain the following property settings:

Fill Color: the fill color of the shade

Stroke Color: the border color of the shade

Border Width: the width of the border line of the shade

Cut, Copy, & Paste Shade Content

Cut or Copy shade by doing the following

- **Cut**: Cut the shade by using the shortcut key Ctrl + X (Mac: Cmd + X) or right-click on the shade (CTRL + Click on Mac) and choose **Cut** in the context menu.
- **Copy**: Copy the shade by using the shortcut key Ctrl + C (Mac: Cmd + C) or right-click on the shade (CTRL + Click on Mac) and choose **Copy** in the context menu.

- **Paste**: Navigate to the location you wish to paste the shade and use the shortcut key Ctrl + V (Mac: Cmd + V) or right click (Mac: Ctrl + Click) and select **Paste** in the context menu

Remove Shade Content

Delete the shade by pressing the Del key or right-click on the shade (CTRL + Click on Mac) and choose **Delete** in the context menu.

Adding New Content

In addition to Editing Existing Content you can also add / create new content. The following content types can be added to a document.

Note: *Content is different than adding annotations as they are created as permanent objects into the page and are not interactive. For information on adding annotations / comments to the document see Annotating & Commenting PDFs*

Content Types

Add Text: Creates new text on the page

Add Image: Import images as content to be added to the document

Add Shape: Add new shape content (circle, square, line, etc...) to the PDF

Add Text Content

The Add Text Content tool allows you to add / create new text content in a PDF document. This can be useful when for example you need to add new line items to a list or new rows in a table.

Starting the Add Text Content tool

1. Start the Add Text tool by clicking the on the **Document Tab** of the toolbar
2. Click on the page where you would like to add some text
3. Type the text you wish to add
4. To finish press Esc or click elsewhere on the document

Once you have completed adding all the text content you need to the page, use the Edit PDF Content tools to modify it further if needed.

Text Content Properties

To access the Text Content properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the toolbar button and click Default Tool Properties. The following default settings can be applied to Text Content.

Appearance

Text Color - Sets the text color

Font - Sets the font of the text

Size - Sets the font size of the text

B - Makes all of the text **Bold**

I - Makes all of the text *Italic*

U - Makes the selected annotation text underlined

S - Marks the selected annotation text with a ~~strikethrough~~

Transparency - Sets the transparency of the text annotation

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Behavior

Sticky - When the tool is "sticky", the tool remains selected after a new content is added to the document until it is turned off. This allows you to create multiple content items without having to reselect the tool. Once active, press Esc or click the button on the toolbar again to deactivate the tool.

After Creation Show

Determines whether the properties dialog will be displayed after each new content item is added to the document.

Add Image Content

The Add Image Content tool allows you to add / create new image content in a PDF document. This can be useful when for example you need to add new reference images or tables to a report.

Starting the Add Text Content tool

1. Start the Add Image tool by clicking the on the **Document Tab** of the toolbar
2. Click on the page where you would like to place the image
3. To finish press Esc or click elsewhere on the document

Once you have completed adding all the image content you need to the page, use the Edit PDF Content tools to modify it further if needed.

Image Content Properties

To access the Image Content properties right click (Mac: Ctrl + Click) on the toolbar button and click Default Tool Properties. The following default settings can be applied to image Content.

Appearance

Transparency - Sets the transparency of the text annotation

Compression: Convert any image to either a JPEG, JPEG2000, FLATE, or JBIG2.

- **JPEG** - lossy compression that will reduce image quality and size
- **JPEG2000** - less lossy compression that will reduce size and some quality
- **FLATE** - Lossless compression does not reduce quality but may not always reduce file size
- **JBIG2** - Lossless compression that can only support black and white color space. Color images will be converted to black and white. Best for scanned documents with no images

Behavior

After Creation Show

Determines whether the properties dialog will be displayed after each new content item is added to the document.

Add Shape Content

The Add Shape Content tool allows you to add / create new shape content in a PDF document. This can be useful when for example you need to new divider lines or markers to the page content.

Starting the Add Shape Content tool

1. Start the Add Shape tool by clicking the ⟳ on the **Document Tab** of the toolbar
2. Select the shape you wish to draw
3. Click and drag on the page to create the new shape at the size you need
4. To finish press Esc or click elsewhere on the document

Once you have completed adding all the shape content you need to the page, use the Edit PDF Content tools to modify it further if needed.

Available Content Shape Types

- ⃝ Circle - Creates a circle shape.
- ▢ Square - Creates a square shape.
- ⌇ Polyline - Creates a polyline shape.
- ⬡ Polygon - Creates a polygon shape.
- ☁ Cloud - Creates a cloud shape.
- ╱ Line - Creates a line shape.
- ↙ Arrow - Creates an arrow shape.
- ✏ Pencil - Creates a pencil shape.

Shape Content Properties

To access the Shape Content properties right click (Mac: Ctrl + Click) on the toolbar button option and click Default Tool Properties. Each shape will have it's o

Appearance

Line Width - Sets the width of the border line

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Color - Sets the color of the border

Fill Color - Sets the fill color

Transparency - Sets the transparency of the shape

Behavior

Sticky - When the tool is "sticky", the tool remains selected after a new content is added to the document until it is turned off. This allows you to create multiple content items without having to reselect the tool. Once active, press Esc or click the button on the toolbar again to deactivate the tool.

After Creation Show

Determines whether the properties dialog will be displayed after each new content item is added to the document.

Aligning Content

PDF content can be aligned or evenly distributed on the page if needed. Content can be aligned using any of the below methods. When aligning Content 2 or more Content must be selected.

From the Toolbar

1. Activate the Content Edit tool by clicking on the ⇥ Edit Content button on the Document Tab
2. Select the content items that you wish to align.
3. Click the button in the Properties Tab on the toolbar to align the content

From Right Click Context Menu

1. Activate the Content Edit tool by clicking on the ⇥ Edit Content button on the Document Tab
2. Select the content items that you wish to align.
3. Right click, (Mac: Ctrl + Click) on any of the selected Content and go to Alignment and select the alignment you wish to perform

Alignment Examples

Below are examples showing how the objects will be aligned for each of the settings.

- Distribute Horizontally & Vertically
    - For 3 or more objects the alignment is based on first and last objects selected that will remain in place
- All other alignments
    - The last object will be used to position the rest of the selected objects

Align Left

Some text on a page

APPROVED

Align Center

Some text on a page

APPROVED

Align Right

Some text on a page

APPROVED

Align Top

APPROVED   Some text on a page

Align Middle

APPROVED   Some text on a page

Align Bottom

APPROVED   Some text on a page

Align Width

Some text on a page

APPROVED

Align Height

Some text on a page

APPROVED

Align Both

Some text on a page

APPROVED

Changing Z Order

Z order is the overlapping of 2 dimensional objects on a page to move a piece content either in front of or behind of another content item on the page. Z order of content items can easily be changed following the instructions below.

From Right Click Context Menu

1. Activate the Content Edit tool by clicking on the ⬛ Edit Content button on the Document Tab
2. Select the content items that you wish to change the z order.
3. Right click, (Mac: Ctrl + Click) on any of the selected Content and go to Move and select where you wish to move the content to.

Options

Bring to Front - Moves the selected item to the top above all other items

Send to Back - Moves the selected item to the bottom below all other items

Bring Forward - Moves the selected item one step above it's current location

Send Backwards - Moves the selected item one step below it's current location

Content Explorer Panel

The Content Explorer Panel provides a tree based hierarchical view of the content objects that make up the internal structure of the PDF. These include the pages and content objects including Containers, Form XObjects, Text, Images, Paths and Shades. The content in the tree matches the same order in which the content is written within the document and so may not match the reading order on the page.

NOTE: *This panel is primarily used for viewing the document structure. To make edits to the PDF see Content Editing.*

How to Open the Content Panel

1. Open any document
2. Click on the [icon] Content button on the left side of the PDF Studio window
3. Once loaded the left pane will display the document content structure tree

Viewing / Navigating Content

Use the content tree to view and navigate to the content in the document. Use the arrow icons to expand or collapse items and click on the content element to highlight the content on the page.

The [icon] expand and [icon] collapse all buttons can also be used to show and hide all the children in the content tree at once.

Content Types

[icon] **Container**: a group of related graphics objects that can be processed as a single unit and can be located in different parts of the document. For example: content grouped into Layers across the PDF that can be toggled on or off.

[icon] **Form XObject**: a group of graphics objects that can be referenced from different places within the PDF so It can be reused and drawn multiple times.For example: a company logo drawn on every page.

[icon] **Text**: text content stored as strings within the document

   · **Note:** *Not all text displayed in a PDF is considered text content. In some cases the text may actually be an image or even path objects. Text content that is*

either a path or image will not function the same and have limited editing abilities

Images: image content stored as graphical image ojects within the document

- **Note:** *Not all images displayed in a PDF are actually image content. In some cases the images may actually be many path objects combined together to form an image. Image content that is a path will not function the same and have limited editing abilities.*

Paths: a sequence of connected and disconnected points, lines, and curves that together create shapes.

Shades: Similar to path except using a gradient fill that produces a smooth transition between colors across the area.

Viewing Content Properties

Double Click on any content in the tree (or Right click and select the Properties option) to view additional details for the selected content.

Destinations

A Destination is a named end point (similar to an anchor in HTML) stored within the pages of the PDF document. Destinations allow you to set navigation locations that can be used either within the same PDF or across multiple PDFs. Using a destination is often recommended because, unlike a Bookmark or Hyperlink to a specific page, destinations are not affected by the addition or deletion of pages within the document.

Creating Destinations: How to view and create Destinations

Linking to Destinations: How to link to Destinations in the same or another PDF

Deleting Destinations: How to remove Destinations

Renaming Destinations: How to set a new name for the Destination

Setting Destination Location: Setting a new location for the destination

Creating Destinations

A Destination is a named end point (similar to an anchor in HTML) stored within the pages of the PDF document. Destinations allow you to set navigation locations that can be used either within the same PDF or across multiple PDFs. Using a destination is often recommended because, unlike a Bookmark or Hyperlink to a specific page, destinations are not affected by the addition or deletion of pages within the document.

How to Create a Destination

To create a destination with the PDF follow the steps below:

1. Open the Destinations pane by clicking on the ⚑ button on the left side of the PDF Studio window
2. Set the Zoom and page location to the way you want it on the screen
3. Click on the ⊞ Create Destination button
4. Give the destination a name and Click OK to apply the changes

· **Note**: *Using a name that does not have any spaces makes it easier to link to afterwards*

Once the destination has been created it can now be linked to from either a Bookmark or Hyperlink.

Linking to Destinations

Once a destination has been created it needs to be linked to so that when the user clicks on the bookmark or link the PDF file will be opened to the Destination location that was created. Unlike a Bookmark or Hyperlink to a specific page, destinations are not affected by the addition or deletion of pages within the document.

How to Link to a Destination in a PDF

There are 3 ways to link to a Destination set within a PDF file.

Bookmark to Destination

1. Create a bookmark by doing one of the following:
   - Go to the **Pages Tab > Bookmarks**, or use the shortcut key Ctrl + B (Command + B on Mac)
   - Click the add bookmark button at the top of the bookmark panel
     - **Note**: If the bookmark panel is not visible (this happens when a document doesn't have any bookmarks defined), click on the icon on the left side of the PDF Studio window
   - Right click on an existing bookmark and go to **Add** in the right click menu and select **Before** or **After**
2. Right click (Mac: Ctrl + Click) on the bookmark you wish to link to a destination and choose Properties in the mouse menu.
3. Click on the Edit button below the Bookmark Actions section
4. Choose either **Go to a page in this document** or **Go to a page in another document**
5. Select the **Destination** option and then choose the named destination from the drop down
6. Click OK to apply the changes

Now when the Bookmark is clicked it will navigate to the specified destination.

PDF Link to Destination

1. Select the Link tool by clicking the in the **Pages Tab** on the toolbar or using the shortcut key Ctrl + Alt + K (Command + Alt + K on Mac)
2. Click and drag to select the area that you wish to make a link (**Note:** *Hold the Shift key while drawing to create a perfect square.*)
   - You can also select the desired text area and right-click on the selected text (CTRL + Click on Mac), choose "Create Link" in the context menu.
3. After the link annotation is added, the Link Properties dialog is displayed.
4. In the link options choose either **Go to a page in this document** or **Go to a page in another document**
5. Select the **Destination** option and then choose the named destination from the drop down

6. Once complete, click OK to create the link

Now when the link is clicked it will navigate to the specified destination.

Webpage Link to Destination

If the PDF file is stored on a web server Destinations can also be used in an HTML URL to point to a specified destination by adding #[destination name] to the end of the links URL.

> **Note**: *This requires the browser or PDF viewer plugin (currently supported by most major applications) to support the destination property in the URL. If it does not it will just open to the first page of the document.*

For example, the following Web URL will open a destination named "index" in a PDF file named sample.pdf:

http://www.example.com/sample.pdf#index

Or, you can use this HTML tag in a web page to open the destination named "index" in a PDF file named sample.pdf:

link text

Deleting Destinations

PDF Studio is able to delete existing or created destinations from a PDF.

How to Delete Destinations

There are three ways that a destination can be deleted:

- Open the Destinations pane by clicking on the ⚑ button on the left side of the PDF Studio window
- Select the destination with the mouse and press Delete on your keyboard
- Select the destination with the mouse and click on the delete button 🗑 at the top of the destination panel
- Right-click (Mac: Ctrl + Click) on the destination in the list and choose the Delete option in the mouse menu

> **Note**: *Hold down SHIFT or CTRL (Command on Mac) to edit multiple destinations.*

Renaming Destinations

By default the destination name will be the page number which may not be as useful to the reader. Destinations can be renamed after creation so the reader can understand exactly where it will lead them.

How to rename a Destination

Destination can be renamed

- Open the Destinations pane by clicking on the button on the left side of the PDF Studio window
- Then Right-click (Mac: Ctrl + Click) on the destination in the list and select the Rename option in the mouse menu and enter a new name.

  Note: *Using a name that does not have any spaces makes it easier to link to afterwards*

Setting Destination Location

A Destination's location is where the user will be taken within the document when clicked. By default this will be the exact same view and scale set when the destination was created. The destination can easily be changed if needed after being created.

How to Set a Destination Location

A destination's location can be changed by doing the following:

1. Open the Destinations pane by clicking on the ⚑ button on the left side of the PDF Studio window
2. Set the Zoom and page location to the way you want it on the screen
3. Then Right-click (Mac: Ctrl + Click) on the destination in the list and select Set Destination.

Headers and Footers

PDF Studio has the following options available when working with Headers and Footers on a PDF.

Creating Headers and Footers: How to create and apply a header and footer to a PDF

Header and Footer Options: The options available when adding headers and footers

Header and Footer Profiles: Using and managing existing header and footer profiles

Removing Headers and Footers: Removing headers and footers from a document

---

Creating Headers and Footers

PDF Studio can add custom headers and footers on a PDF. This can be used to add page numbers to a document or add a custom label to pages within the document.

How to Create and Apply Headers and Footers

1. Open the document that you would like to add a header and/or footer to
   - **Note:** *This is not a required step if you only wish to create a watermark profile without applying it immediately.*
2. Go to the **Pages Tab >** **Header & Footer > Add** on the toolbar
3. Fill in the desired Header and Footer Options. A name for a Header and Footer Profile can also be set during this step to save the settings to be reused later.
   - **Note**: *You do not need to create or save a header and footer profile before applying them to a document. To save the current header and footer configuration, click on the Save button and enter a name.*
4. To apply the headers and/or footers to the document, click on Apply

Header and Footer Options

Below are the options available when adding headers and footers to a PDF document.

Settings

The options for a header and footer are as follows:

Profile

Name - Name of the header and footer profile (if created). To create a new profile select "<new profile>" and click Save. Then enter a name for the new profile

Show on Menu - Whether to show this header and footer configuration on the header and footer menu for faster access.

Margins

Units - Units to use when calculating the position of the header and footer. This can be inches, centimeters, or points. Points are calculated in the PDF standard, 72 points per inch.

Top - The distance of the margin from the top

Bottom - The distance of the margin from the bottom

Left - The distance of the margin from the left

Right - The distance of the margin from the right

Shrink Document - Shrinks the document based on Top and Bottom margins to prevent the Header or Footer from overlapping original document content.

Appearance

Font - The font for the header and footer

Font Size - The font size for the header and footer

Font Color - The font color for the header and footer

B - Makes all of the text **Bold**

I - Makes all of the text *Italic*

Border - Sets a border around the header and footer text

Border Color - Sets the color of the border

Width - Sets the width of the border

Background - Background color settings for the header and footer text

Pages

Page Range - The range of pages to apply headers and footers.

- All Pages: all pages in the document
- Page Range: set the page range using the From and To options
- Even Pages Only: only adds headers and footers the even pages
- Odd Pages Only: only adds headers and footers the odd pages

Header & Footer

This section defines the text content for the different mark areas in the document

Header Left - Text placed in the left of the header

Header Center - Text placed in the center of the header

Header Right - Text placed in the right of the header

Footer Left - Text placed in the left of the footer

Footer Center - Text placed in the center of the footer

Footer Right - Text placed in the right of the footer

Insert - Use these options to insert custom variables within the content sections. Place the cursor where you would like the text and then click on the variable option you want to insert. These variables will be used when the headers and footers are placed on the document

- Date - creates a date variable
- Page Number - creates a page number variable
- Bates Number - creates a bates number variable
- Other - displays a list of other supported variables
  - $page – The page number
  - $author – Inserts the Author name set in Comments Preferences
  - $pagelabel - The bookmark for this page
  - $bookmark - The label for this page
  - $totalpages – The number of pages in the document
  - $filename – The file name that the document was opened from
  - $filepath – The full file path that the document was opened from
  - $date – The current date formatted as Nov 28, 2007
  - $shortdate – The current date formatted as 11/28/07

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- $time – The current time
- $day – The current day of the month
- $month – The current month, using two digits
- $year – The current year, using four digits
- $shortyear – The current year, using two digits
- $second – The current second
- $minute – The current minute
- $hour – The current hour, 1-12
- $ampm – AM or PM
- $longhour – The current hour, 0-23

Preview Section

Allows you to see how the header and footer will look on the document once placed. Use the arrow buttons and drop down to navigate and preview a different page in the document.

Header and Footer Profiles

Header and footer Profiles allow you to save custom header and footer settings as templates that can be used again later to add a header and footer to documents. There is also an option available to "Show on Menu" and when this is set for the profile it will be put under **Pages Tab > Header & Footer** so that the profile can be run in just two clicks from the document menu.

> **Note**: *You do not need to create or save a header and footer configuration before adding a header and footer to a document. To add a header and footer to a*
>
> *document without saving settings just go to* **Pages Tab >** ▱ **Header & Footer > Add** *and choose the settings to use and click Apply to run the header and footer settings without saving a profile.*

Creating a Header and Footer Profile

1. Go to the **Pages Tab >** ▱ **Header & Footer > Add** on the toolbar.
2. Fill in the desired Header and Footer Options for the current header and footer configuration.
3. Set all of the options that you would like to have in your profile. You can either start from an existing profile or a blank template by selecting "<new item>" from the drop down.
4. Once you have completed your settings, click on Save. This will bring up a window to name your profile.
5. If you are starting from a blank template this field will be blank. If you started from a previous profile the previous profiles name will be displayed. If you would like to just update the previous profile leave the name and click OK. If you would like to create a new profile just type in the new name you would like to save it as and click OK.
6. Once complete your profile will now be available in the drop down menu as well as the quick options in the menu bar

Add a Header and/or Footer to a PDF Document Using an Existing Profile

There are 2 ways to apply an existing header and footer profile:

From the Header and Footer Dialog

Open the document that you would like to add a header and footer to. Open the header and footer dialog from **Pages Tab >** ▱ **Header & Footer > Add**. Choose the header and footer profile from the drop down list in the combo box, click on the Apply button at the bottom of the dialog.

From the Header and Footer Menu

Open the document that you would like to add a header and footer to. Under the **Pages Tab >** ⬜ **Header & Footer** menu, there is a list of all the header and footer profiles that you have previously created. Click on the header and footer profile in the list you'd like to run and it will begin immediately using the settings saved in the header and footer profile.

> **Note**: *Only the ones for which you chose the Show on Menu option will appear on this list. Click on the header and footer profile in the list you'd like to run and it will begin immediately using the settings saved in the header and footer profile.*

Removing Headers and Footers

PDF Studio can remove existing Headers and footers from PDF Documents. This function will remove all headers and footers from every page of the document.

> **Note**: *Not all text at the top or the bottom of the page is a header or a footer. In order for PDF Studio to remove headers and footers the text must have been added to the document as a header and footer following the PDF standards. If not, the headers and footers will not be removed by this feature. Instead you will need to use Content Editing to remove them*

How to Remove All Headers and Footers

Select **Pages Tab >** **Header & Footer > Remove** from the menu. This will remove all headers and footer from every page within the entire document.

Hyperlinks

Use the link tool to create and edit links within the PDF. Links can also be automatically generated and removed.

Creating Links: How to create links

Custom Link Actions: Actions available when creating a link

Auto Create Links: Using the auto create link tool

Remove All Links: Removing all links from a document

Creating Links

The Link tool allows you to designate an area within the PDF that can be linked to a web page, pages in a PDF document, or even have custom actions.

How to Create Links

1. Select the Link tool by clicking the 🌐 in the **Pages Tab** on the toolbar or using the shortcut key Ctrl + Alt + K (Command + Alt + K on Mac)
2. Click and drag to select the area that you wish to make a link (**Note:** *Hold the Shift key while drawing to create a perfect square.*)
    - You can also select the desired text area and right-click on the selected text (CTRL + Click on Mac), choose "Create Link" in the context menu.
3. After the link annotation is added, the Link Properties dialog is displayed.
4. Set the options for the link:
    - **Appearance**
        - Border Width - Sets the width of the border line
        - Border Color - Sets the color of the border line
    - **Action**
        - Open a web link. Examples of valid links:
            - http://www.qoppa.com
            - ftp://ftp.site.com
            - file:c:\qoppa\temp.txt
            - mailto:johndoe@gmail.com
        - Go to a page in this document
            - Page
                - Number - the page number of the document to link to
                - Zoom - Set the page fit when navigating to the page
                - Percent - The zoom level for Custom zoom setting
                - Set Visually - Allows you to set the location of the link visually
            - Destination - choose from a named Destination already set within the PDF
        - Go to a page in another document
            - New Window - opens the document in a completely new window of the PDF application
            - Existing Window - will open the document in the current window of the PDF application replacing the currently open document
            - Page Number - the page number to show when opening the other document
            - Document - The full path to the file to open. Click on the "..." button to open a file chooser and navigate to the file you wish to select.
            - Destination - choose from a named Destination already set within the PDF
        - Custom link - Allows you to add custom Link Actions from a list of available actions.

5. Once complete, click OK to create the link

Link Properties

To access the Link properties go to the **Properties Tab** on the toolbar or right click (Mac: Ctrl + Click) on the annotation and choose Properties in the mouse menu or click on the edit button ✎ on the Mini Toolbar. Links contain the following property settings.

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

Appearance

Border Width - Sets the width of the border line

Border Color - Sets the color of the border line

Style - Sets the border style for the link

- Solid: Creates a solid line
- Dashed: Creates a dashed line
- Underlined: Creates a bottom line only

Action

The Action Panel displays a list of the current actions associated with the link. Actions can be added, edited, or deleted using the buttons below the actions list.

Add - Adds a custom Link Action from a list of available actions.

Edit - Edits the currently selected action from the list

Remove - Removes the currently selected action from the list

Custom Link Actions

When adding a link to a PDF document custom actions can be created instead of the standard link options. Below is a list of the each of the custom actions and their settings.

Go to a page in this document

Sets the link to go to a page within the current document

- Page Number - the page number of the document to link to
- Zoom - Set the page fit when navigating to the page
- Percent - The zoom level for Custom zoom setting
- Set Visually - Allows you to set the location of the link visually

Go to a page in another document

Sets the link to go to a page within a different designated document

- Page Number - the page number of the document to link to
- Document - The full path to the document to open. Click on the "..." button to open a file chooser and navigate to the file you wish to select.

    Note: *When sending this document to other users this action may not work if the file is not in the same location on the users computer. To make sure the file is included with the PDF when sending to another user try using a File Attachment instead.*

Show/Hide Fields

Sets the link to either Show or Hide selected fields within the document

- Show - Will show the selected fields when clicked
- Hide - Will hide the selected fields when clicked
- Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click to select separate fields or Shift + Click to select a group of fields

Open File

Sets the link to open a specific file.

- File - The full path to the file to open. Click on the "..." button to open a file chooser and navigate to the file you wish to select.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Note: *When sending this document to other users this action may not work if the file is not in the same location on the users computer. To make sure the file is included with the PDF when sending to another user try using a File Attachment instead.*

Open a web link

Set's the link to open a specific web page or start an email. Examples of valid links:

· http://www.qoppa.com
· ftp://ftp.site.com
· file:c:\qoppa\temp.txt
· mailto:johndoe@gmail.com

Reset Form Fields

Sets the link to reset the selected fields within the document

· All Fields - When checked will reset all the fields within the document
· Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click to select separate fields or Shift + Click to select a group of fields

JavaScript Action

Sets the link to perform a custom Supported JavaScript action that can be typed into the field.

Submit Form

Sets the link to send the form field values to a designated location in one of 4 formats. This can be used to have an automatic way to send back forms or values once a user has completed the form.

· URL - The destination to send the selected file to. Examples of valid links:
    · http://www.qoppa.com
    · ftp://ftp.site.com
    · file:c:\qoppa\temp.txt
    · mailto:johndoe@gmail.com
· FDF - Sends an FDF file containing the selected field values
· XFDF - Sends an XFDF file containing the selected field values
· PDF - Sends a copy of the entire PDF
· HTML - Sends an HTML file containing the selected field values
· Fields - Sets the options when sending the field values
    · All Fields - Will send all fields regardless of value
    · Include - Will include the selected fields in the list when sending the file
    · Exclude - Will exclude the selected fields in the list when sending the file

- Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click to select separate fields or Shift + Click to select a group of fields
- Send Empty Fields - When checked will send the selected fields values even when fields are empty

Show/Hide Layers

Sets the link to either Show or Hide selected layers within the document

- Use Current Visibility - Sets the action to display the layers as they are currently being displayed so that if layers are turned off later they will return to the current state
- Other - Sets a new action for the layer using the blow options
  - Show - Will show the selected layers in the list
  - Hide - Will hide the selected layers in the list
  - Toggle - Will switch the selected layer(s) state from hidden to displayed or displayed to hidden depending on the layers current state
  - Layers List - Displays a list of the layers in the document to select. To select more than one layer use Ctrl + Click to select separate layers or Shift + Click to select a group of layers

Named Action

Sets the link to perform one of standard predefined actions listed below.

- NextPage - Goes to the next page in the document
- PrevPage - Goes to the previous page in the document
- FirstPage - Goes to the first page in the document
- LastPage - Goes to the last page in the document
- Print - Starts the print dialog to print the current document
- Save - Saves the current document
- Open - Displays the open file dialog

Auto Create Links

The Auto Create Links tool within PDF Studio allows you to search the entire document to automatically create links for the defined criteria set by the user. Once the text is found using the defined settings links can be automatically applied to the document at each of the text locations.

Note: *The PDF must contain searchable text in order for the Auto Create Links tool to work*

Automatically Creating Links

Search for

1. Select **Comments Tab > Link > Auto Create Links**.
2. Set the search options for the type or specific text you wish to find in the document using the below settings
   - Web Links - Searches for text strings that contains "http://" or "www."
   - Email Links - Searches for emails matching the standard "...@..." format
   - Search - Searches for specific text defined by the user
     - Case Sensitive - When checked will only find the specific text matching the exact case (i.e. searching for capital "A" will ignore lowercase "a")
     - URL - Defines what web address to set as the link when searching by text
3. Click Find to search the document for text that appears depending on which "search for" options are selected. The matching text that is found based on the search options set will be displayed in the table below.
4. Check the boxes in the "Make" column of the text you wish to add links to.
5. The link to be created is displayed in the "Link" column of the table. This value can be edited by double clicking on the Link you wish to edit. Once finished editing click anywhere else to finish editing.
   - Examples of valid links:
     - http://www.qoppa.com
     - ftp://ftp.site.com
     - file:c:\qoppa\temp.txt
     - mailto:johndoe@gmail.com
6. Set the options for the Links that will be created for the selected text
   - Border Width - Sets the width of the border line
   - Border Color - Sets the color of the border line
   - Text Color - This will change the color of the text that was found. Useful if you want others to know that the text is now a link.
7. Click on the Make button to create the links in the document

Once created the links function just as normal Link Annotations and can be edited as normal.

Removing all Links

To automatically remove all links from a document, select **Comments Tab > Link > Remove All Links**. Once the removal is confirmed, all links in the document will be deleted.

Modifying PDF Pages

PDF Studio has the following options available to modify pages within a PDF document.

Editing Page Properties - View page properties and options to add actions to pages

Adding a Blank Page - Adds a blank page into the document

Cropping Pages - Crop pages within the PDF Document

Appending Document – Append another PDF document to the current one.

Inserting Pages – Insert pages from another PDF document into the current one.

Extracting Pages – Extract pages from the current document into a new document.

Replacing Pages – Replace pages from the current document with pages from another document.

Resizing Pages - Change the physical page size of the document as well as content to fit.

Deleting Pages – Delete pages from the current document.

Rotating Pages – Rotate pages in the current document.

Reversing Pages – Reverse the page order in the current document.

Move, Cut, Copy, and Paste Pages - Cut/Copy and Paste pages within a document or across documents.

Importing Images as Pages - Takes a selected image and inserts the image as a page within the PDF

Page Templates - Additional pages stored within the PDF that can be appended or shown based on a JavaScript trigger or action within a document.

Page Labels - Change the page numbers to display custom text instead of numbers

Editing Page Properties

PDF Studio can modify view the properties and add actions to individual pages within a PDF document. Actions added to the page can be triggered either when the page enters or exits the viewing area.
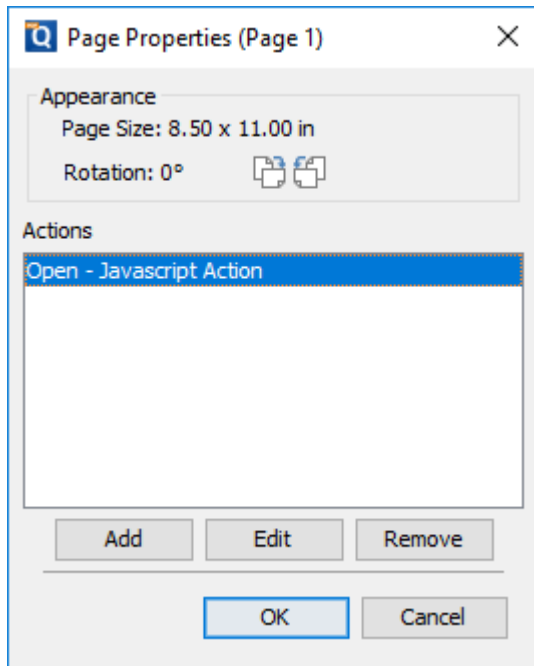
Viewing Page Properties

Using the mouse right right click (Mac: Ctrl+Click) a single page you wish to view the properties and select **Page Properties**. The following details and options are available.

Appearance - Displays the page dimensions of the selected page

Rotation - Displays the current rotation set on the page

Actions - The Action Panel displays a list of the current actions associated with the page. Actions can be added, edited, or deleted using the buttons below the actions list.

- · Add: Adds an action to the page from the list of Available Page Actions below
- · Edit: Edits the currently selected action in the list
- · Remove: Removes the currently selected action from the list

Page Action Options

When adding an action to a page the following options are available

Page - Determines when the action is triggered on the page

- Open: triggers the action the moment the page is within view
- Close: triggers the action when the page is no longer visible

Action - Choose from the available page actions below to be added to the page

Available Page Actions

Go to a page in this document

Sets the link to go to a page within the current document

- Page Number - the page number of the document to link to
- Zoom - Set the page fit when navigating to the page
- Percent - The zoom level for Custom zoom setting
- Set Visually - Allows you to set the location of the link visually

Go to a page in another document

Sets the link to go to a page within a different designated document

- Page Number - the page number of the document to link to
- Document - The full path to the document to open. Click on the "..." button to open a file chooser and navigate to the file you wish to select.

    Note: *When sending this document to other users this action may not work if the file is not in the same location on the users computer. To make sure the file is included with the PDF when sending to another user try using a* File Attachment *instead.*

Show/Hide Fields

Sets the link to either Show or Hide selected fields within the document

- Show - Will show the selected fields when clicked
- Hide - Will hide the selected fields when clicked
- Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click to select separate fields or Shift + Click to select a group of fields

Open File

Sets the link to open a specific file.

- File - The full path to the file to open. Click on the "..." button to open a file chooser and navigate to the file you wish to select.

    Note: *When sending this document to other users this action may not work if the file is not in the same location on the users computer. To make sure the file is*

included with the PDF when sending to another user try   using a File Attachment instead.

Open a web link

Set's the link to open a specific web page or start an email. Examples of valid links:

- http://www.qoppa.com
- ftp://ftp.site.com
- file:c:\qoppa\temp.txt
- mailto:johndoe@gmail.com

Reset Form Fields

Sets the link to reset the selected fields within the document

- All Fields - When checked will reset all the fields within the document
- Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click to select separate fields or Shift + Click to select a group of fields

JavaScript Action

Sets the link to perform a custom Supported JavaScript action that can be typed into the field.

Submit Form

Sets the link to send the form field values to a designated location in one of 4 formats. This can be used to have an automatic way to send back forms or values once a user has completed the form.

- URL - The destination to send the selected file to. Examples of valid links:
    - http://www.qoppa.com
    - ftp://ftp.site.com
    - file:c:\qoppa\temp.txt
    - mailto:johndoe@gmail.com
- FDF - Sends an FDF file containing the selected field values
- XFDF - Sends an XFDF file containing the selected field values
- PDF - Sends a copy of the entire PDF
- HTML - Sends an HTML file containing the selected field values
- Fields - Sets the options when sending the field values
    - All Fields - Will send all fields regardless of value
    - Include - Will include the selected fields in the list when sending the file
    - Exclude - Will exclude the selected fields in the list when sending the file
    - Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click to select separate fields or Shift + Click to select a group of fields
    - Send Empty Fields - When checked will send the selected fields values even when fields are empty

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Show/Hide Layers

Sets the link to either Show or Hide selected layers within the document

- Use Current Visibility - Sets the action to display the layers as they are currently being displayed so that if layers are turned off later they will return to the current state
- Other - Sets a new action for the layer using the blow options
  - Show - Will show the selected layers in the list
  - Hide - Will hide the selected layers in the list
  - Toggle - Will switch the selected layer(s) state from hidden to displayed or displayed to hidden depending on the layers current state
  - Layers List - Displays a list of the layers in the document to select. To select more than one layer use Ctrl + Click to select separate layers or Shift + Click to select a group of layers

Named Action

Sets the link to perform one of standard predefined actions listed below.

- NextPage - Goes to the next page in the document
- PrevPage - Goes to the previous page in the document
- FirstPage - Goes to the first page in the document
- LastPage - Goes to the last page in the document
- Print - Starts the print dialog to print the current document
- Save - Saves the current document
- Open - Displays the open file dialog

Adding a Blank Page

PDF Studio can add blank pages directly to a PDF. This can be useful if needing to create a divider or to add additional pages for content.
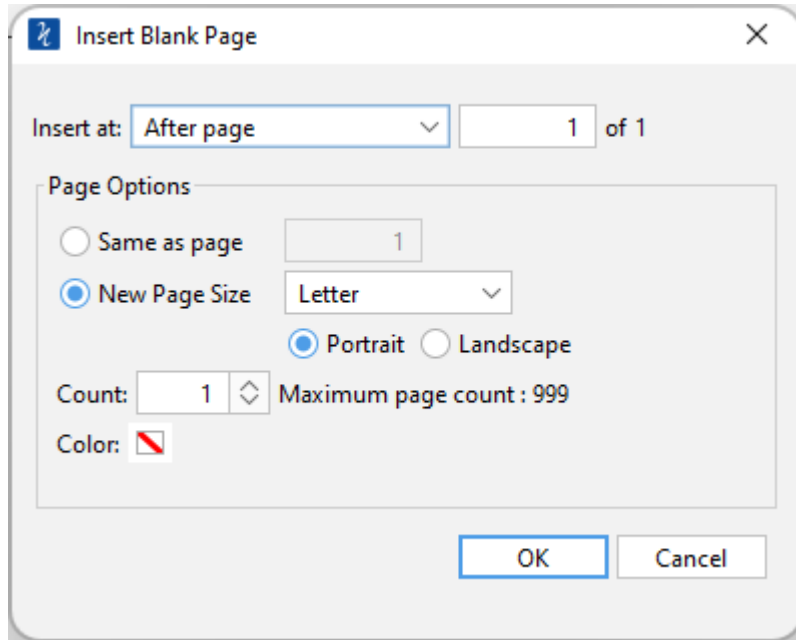
How to Add a Blank Page

1. Go to the **Pages Tab >** **Insert >** **Add Blank Page** on the toolbar or use the shortcut key Ctrl + Shift + B (⌘ + Shift + B on Mac)
2. This will display the Insert Blank Page dialog. Enter the settings you wish to use for your new blank page
3. Click OK to add the page to the document

Blank Page Settings

Insert At - Where in the document to insert the blank page.

· Beginning of document: inserts the blank page as page 1 of the document
· End of document: inserts the blank page after the last page of the document
· After page: inserts the blank page after the specified page of the document

Page Size - The size of the newly created page

· Same as page: creates the page with the same dimensions and orientation as the set page number
· Size: creates a page using the size and orientation settings set in the drop downs

Appending Documents

PDF Studio can append any of the Supported File Types to a PDF. When non-PDF files are selected they will be automatically converted to PDF before being appended to the document. Files can also be appended by dragging files directly onto the Thumbnail Pane directly.

Using the Menu

Appending a Single Document

Select the **Pages Tab >** Insert **> Append Document** on the toolbar and choose the file to insert at the end of the current document.

Appending Multiple Documents

1. Select the **Pages Tab >** Insert **> Append Multiple Document s**
2. Set the options you wish to use. For more details see Batch Merge
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Using Drag & Drop

Use the mouse to select thumbnail page(s) from the thumbnail pane and then:

- Copy - Select and drag thumbnail pages from the source document to the destination document's Thumbnail pane of the second document.
- Move - Select thumbnail pages from the source document. While holding Ctrl, drag the pages to the desired location within the Thumbnail Pane of the second document.

Inserting Pages

PDF Studio can insert other PDF documents to a location you specify within the PDF. This is useful when combining multiple PDFs into a single document and the document's pages need to be inserted at a specific location. You can also insert pages from another PDF document by opening it and dragging the thumbnails of the desired pages into the current document.
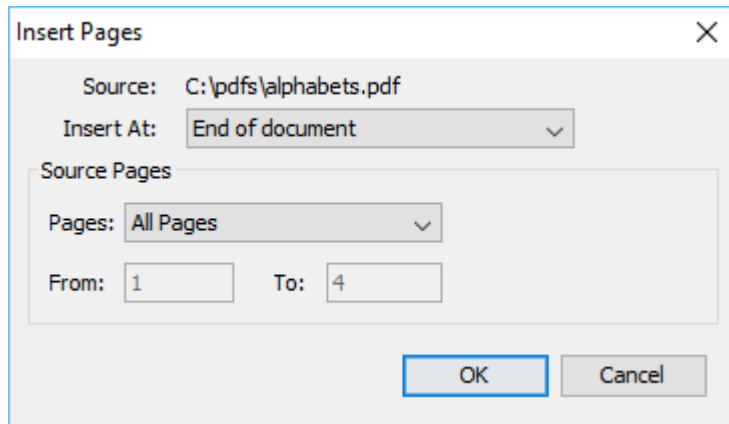
Using the Menu

Select the **Pages Tab >** **Insert > Insert Pages** on the toolbar and choose a document to insert into the current document.

Insert Page Options

Source - select the document the pages will be coming from

- Browse: locate and select a file stored on your machine
- Open Document: use the drop down to select from one of the currently opened documents in PDF Studio

Insert At - Where to insert the pages from the chosen document

- End of the Document: Inserts the pages at the end of the document
- Beginning of the Document: Inserts the pages at the beginning of the document
- After page: Inserts the pages after the specified page number
- Interleave: This option can be used to insert them at every other page. This is especially useful on two-sided documents.

Source Pages - The pages from the chosen document that will be inserted in the PDF

- All Pages: all pages in the document
- Page Range: set the pages to be inserted using the From and To options

- Even Pages Only: only the even pages
- Odd Pages Only: only the odd pages

Using Drag & Drop

Use the mouse to select thumbnail page(s) from the thumbnail pane and then:

- Copy - Select and drag thumbnail pages from the source document to the destination document's Thumbnail pane of the second document.
- Move - Select thumbnail pages from the source document. While holding Ctrl, drag the pages to the desired location within the Thumbnail Pane of the second document.

Extracting Pages

PDF Studio can extract pages from a PDF to a new PDF. This is useful if you need to extract a section of a PDF into a separate document. You can also extract pages by selecting the thumbnails of the desired pages you wish to extract and then dragging the selected pages outside of PDF Studio and into a folder or on your desktop.
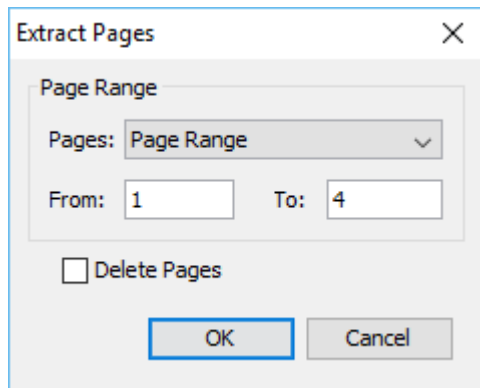
Using the Menu

Select the **Pages Tab >** **Extract** on the toolbar to extract pages from the current document into a new one.

Extract Page Options

Page Range - The range of pages to be extracted

- All Pages: all pages in the document
- Page Range: set the pages to be extracted using the From and To options
- Even Pages Only: only the even pages
- Odd Pages Only: only the odd pages

Delete Pages - When checked, will delete the pages from the PDF as they are being extracted. The original document will still need to be saved in order to keep the changes.

Using Drag & Drop

Use the mouse to select thumbnail page(s) from the thumbnail pane and then:

- Copy - Select and drag thumbnail pages from the document to a folder or on your desktop.
- Move - Select thumbnail pages from the source document. While holding Ctrl, drag the pages to a folder or on your desktop.

Replacing Pages

PDF Studio can replace pages from a PDF using pages from another PDF. This is useful if you need to substitute pages in an existing document with pages from another document.
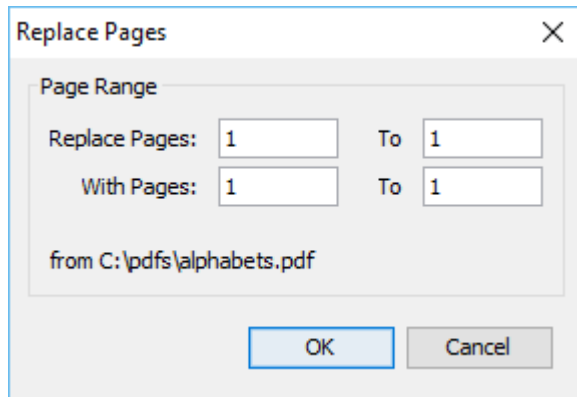
Using the Menu

Select the **Pages Tab >** **Replace** on the toolbar and choose a document to replace pages with. Then choose the page range in the current document to replace with the page range in the selected document.

Replacing Page Options

Replace Pages: The pages in the currently opened document that will be replaced

With Pages: The pages of the new document to replace the pages of the current document

Source - select the document the pages will be coming from

- Browse: locate and select a file stored on your machine
- Open Document: use the drop down to select from one of the currently opened documents in PDF Studio

Replace Content Only: Replaces only the page content with new page content keeping all existing interactive features such as comments, form fields, and bookmarks.

Deleting Pages

PDF Studio can delete pages from within a PDF document. This can be done using either the menu or the thumbnail pane.
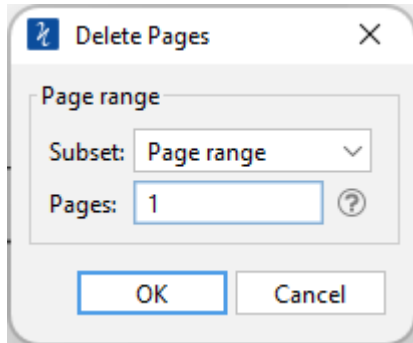
Using the Menu

Select the **Pages Tab** > **Delete** on the toolbar to delete pages from the current document.

Deleting Page Options

Page Range - The range of pages to be deleted

- Page Range: set the pages to be deleted using the From and To options
- Even Pages Only: only the even pages
- Odd Pages Only: only the odd pages
- Blank Pages: Deletes only blank pages within the document.
    - Analyze Pages - Checking this option will analyze each individual page to determine how much of the page is actually blank in comparison to others. Adjust the tolerance settings if needed to improve results.
    - Tolerance - This value increases the tolerance for artifacts on the page. Increase this value if the blank pages contain marks such as scan lines or fold lines to get better results.

    Note: *If the page was created from a scanned document the page may appear bank but will actually contain a solid white image and so the page is not considered as blank.*

Using the Page Thumbnails

In the page thumbnails pane select either a single or group of the pages you wish to delete then:

- Press the Del key on the keyboard
- Right click (Mac: Ctrl+Click) on any of the selected pages and then click "Delete Pages"

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Rotating Pages

PDF Studio can rotate multiple pages of a document at once. This is useful if the document was scanned upside down or is currently being displayed in the wrong direction. Pages can only be rotated in 90 degree increments.

> **Note:** *Rotating Pages is different then Rotating Page View in that it is not temporary and the changes made using this tool will permanently rotate the pages within the document when saved.*
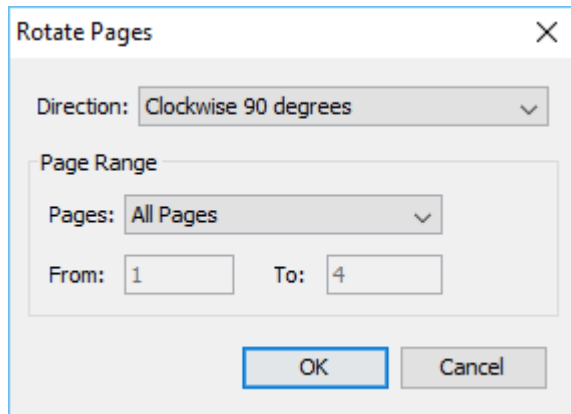
Using the Menu

Select the **Pages Tab** > **Rotate** on the toolbar or use the shortcut key Ctrl + Shift + R (⌘ + Shift + R on Mac) to rotate pages in the current document. Save the document to save the rotation of the pages.

Rotating Page Options

Direction - The direction and amount to rotate the pages

· Clockwise 90 degrees: Rotates the pages 90 degrees (1/4 turn) to the right
· 180 degrees: rotates the pages 180 degrees
· Counterclockwise 90 degrees: Rotates the pages 90 degrees (1/4 turn) to the left

Page Range - The range of pages to be rotated

· All Pages: all pages in the document
· Page Range: set the pages to be rotated using the From and To options
· Even Pages Only: only the even pages
· Odd Pages Only: only the odd pages

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Using the Page Thumbnails

Using the Page Rotation Buttons

1. In the page thumbnails pane select either a single or group of the pages you wish to rotate
2. At the top of the thumbnails pane click on one of the icons to rotate the page

   Rotate Clockwise: Rotates the pages 90 degrees (1/4 turn) to the right

   Rotate Counterclockwise: Rotates the pages 90 degrees (1/4 turn) to the left

Using the Right Click Menu

1. In the page thumbnails pane select either a single or group of the pages you wish to rotate
2. Right click (Mac: Ctrl+Click) on any of the selected pages and then highlight "Rotate Pages". You will have the following 3 options available
   · **Clockwise 90 degrees**: Rotates the pages 90 degrees (1/4 turn) to the right
   · **180 degrees**: rotates the pages 180 degrees
   · **Counterclockwise 90 degrees**: Rotates the pages 90 degrees (1/4 turn) to the left
3. Click on the option you want to rotate the selected pages

   Note: This will update the rotation property for the pages rotated in the document itself and the rotation will be saved when the document is saved. To rotate pages temporarily in the current view only, use the Rotate Clockwise and Rotate Counterclockwise buttons on the Toolbar or in the View menu.

Reversing Pages

PDF Studio can automatically reverse the order of the pages within a PDF. This can be done from the menu and is useful for example if a document was scanned in reverse.

Using the Menu

Select the **Pages Tab** > **Reverse** on the toolbar from the menu to reverse the page order in the current document.

Cropping Pages

PDF Studio can adjust the crop box, bleed box, trim box, and art box on PDF documents. Documents may be cropped using the cropping dialog or the cropping tool. Units can be specified in inches, points, centimeters or millimeters. Cropping can be applied to a single page, a range of pages, or all pages.

How to Crop Pages

Using the Dialog

1. Go to **Pages Tab > ▱ Crop Pages** clicking on the ▼ down arrow and selecting **Box Margins** on the toolbar or use the shortcut key Ctrl + Shift + C (⌘ + Shift + C on Mac)
2. Type in the crop settings and values for the document
3. Click OK to apply the settings

Using Drag & Crop

1. Activate the Crop tool by clicking on the ▱ Crop Tool button on the **Document Tab**
2. Then click and drag an area on the page with the mouse to select the desired area you wish keep.
3. When the mouse button is released, the page crop margins will appear and the crop dialog will open so that the crop values can be manually adjusted.
4. Click OK to apply the settings

Crop Settings

Box

Crop box – the region to which the contents of the page are to be or cropped when displayed or printed.

Bleed box – the bounds to which the contents of the page should be clipped when output in a production environment.

Trim box – the intended dimensions of the finished page after trimming.

Art box – the extent of the page's meaningful content (including potential white space) as intended by the document creator.

Margins

Size - Displays what the size of the page will be once cropped

Units - Select the measurement unit for the crop margins in either Inches, Points, Centimeters, or Millimeters

Top - The distance of the margin from the top

Bottom - The distance of the margin from the bottom

Left - The distance of the margin from the left

Right - The distance of the margin from the right

Pages

All Pages: all pages in the document

Current Page: the current page being displayed

Pages: set custom range of pages if needed using values separated by commas. For example, to print only pages 2 to 4 & 6 to 12 & 20 of a 30 page document enter "2-4, 6-12, 20".

Subset: Subset of the currently set page range to print. Choose from the below options

- All pages in range: prints all the pages in the set range
- Even pages only: prints only the even pages in the set range (i.e. 2, 4, 6, etc...)
- Odd pages only: prints only the odd pages in the set range (i.e. 1, 3, 5, etc...)

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Resizing Pages

PDF Studio can resize a page to a specified dimension. This tool can be used to scale pages so that the content better fits the page or to increases borders and margins. Units can be specified in inches, points, centimeters or millimeters. Resizing can be applied to a single page, a range of pages, or all pages.

How to Resize Pages

Using the Dialog

1. Go to **Pages Tab** > [icon] **Resize Pages** on the toolbar
2. Choose the page size settings and values for the document
3. Click OK to apply the settings

Using the Page Thumbnails

1. In the page thumbnails pane select either a single or group of the pages you wish to resize
2. Right click (Mac: Ctrl+Click) on any of the selected pages and then select "Resize Pages"
3. Choose the page size settings and values for the document
4. Click OK to apply the settings

Resize Settings

New Page

New Page Size - Allows you to select a page size from a list of predefined standard document sizes.

- Portrait: sets the selected page orientation size to portrait
- Landscape: sets the selected page size orientation to landscape

    Note: *Portrait and Landscape options are not available when selecting a "Custom" media size*

Units - Select the measurement unit for the crop margins in either Inches, Points, Centimeters, or Millimeters

Width - Width of the page in the units selected

Height - Height of the page in the units selected

   [icon] **Keep Proportional** - Toggles keeping the width and height values in sync

Current Page

Location - Choose the location of the current page within the new page size.

    Custom - Set the location of the page using the x & y coordinates

- · x - Sets the left position of the original document content relative to the left side of the page
  - · y - Sets the top position of the original document content relative to the bottom of the page

    Center - Will center the original page content in the new page size

Rotation - The angle in degrees to rotate the original page content

    Note: *Comments and forms will not be rotated.*

Scale - Set the scale of the current page within the new page size

- · Custom - Scale the page using a set percentage value
- · Scale to Fit - Resizes the page content to best fit the new page size

Other

Fit Crop to Page - Sets the crop box equal to the media box

Reset - Resets the options to the original document values

Pages

All Pages: all pages in the document

Current Page: the current page being displayed

Pages: set custom range of pages if needed using values separated by commas. For example, to resize only pages 2 to 4 & 6 to 12 & 20 of a 30 page document enter "2-4, 6-12, 20".

Subset: Subset of the currently set page range to print. Choose from the below options

- · All pages in range: prints all the pages in the set range
- · Even pages only: prints only the even pages in the set range (i.e. 2, 4, 6, etc...)
- · Odd pages only: prints only the odd pages in the set range (i.e. 1, 3, 5, etc...)

Labeling Pages

PDF Studio can add page labels to PDF documents. Page labels allow you to set distinct names or numbers that can be different from bookmarks or standard page numbers. For example using lower case roman numerals (iii,iv,v,vi) for a Preface at the beginning of a document. Page labels can be styled using various numbering styles including prefixes. Page labels can be applied to a single page, a range of pages, or all pages.

How to Change Page Labels

Using the Dialog

1. Go to **Pages Tab** > ⬡ **Resize Pages** on the toolbar
2. Choose the page label settings and values for the document
3. Click OK to apply the settings

Using the Page Thumbnails

1. In the page thumbnails pane select either a single or group of the pages you wish to resize
2. Right click (Mac: Ctrl+Click) on any of the selected pages and then select "Label Pages"
3. Choose the page label settings and values for the document
4. Click OK to apply the settings

Resize Settings

Page Range

All Pages - all pages in the document

Selected - only the pages selected in the thumbnail pane

Page Range - set the pages to be rotated using the From and To options

Label

Style - Set's the style for the page numbering values

· None
· Standard (1, 2, 3)
· Lower Case Roman Numerals (iii, iv, v, vi)
· Upper Case Roman Numerals (III, IV, V, VI)
· Lower Case AlphaNumerics (a, b, c)
· Upper Case AlphaNumerics (A, B, C)

Prefix - Text to be displayed before the chosen number style

Start - The number to start labeling the chosen pages using the style selected and prefix options selected

---

Move, Cut, Copy, & Paste Pages

You can use the page thumbnails in the thumbnails pane to copy or move pages within a document or between different documents.

When you drag a page thumbnail in the page thumbnails pane, a bar appears between other page thumbnails, indicating the position in which the page will be moved to.

Within a PDF, using the Page Thumbnails

Use the mouse to select thumbnail page(s) from the thumbnail pane and then:

Using Drag and Drop

- Move - Select and drag thumbnail pages to the desired location within the Thumbnail Pane.

Using Right Click (Mac: Ctrl+Click)

- Copy - Right click (Mac: Ctrl+Click) or use keyboard shortcuts to copy the selected pages.
- Move - Right click (Mac: Ctrl+Click) or use keyboard shortcuts to cut the selected pages.
- Paste - Right click (Mac: Ctrl+Click) or use keyboard shortcuts to paste the copied or cut pages in the same document.

Between PDFs, Using the Page Thumbnails

Use the mouse to select thumbnail page(s) from the thumbnail pane and then:

Using Drag and Drop

- Copy - Select and drag thumbnail pages from the source document to the destination document's Thumbnail pane of the second document.
- Move - Select thumbnail pages from the source document. While holding Ctrl, drag the pages to the desired location within the Thumbnail Pane of the second document.

Using Right Click (Mac: Ctrl+Click)

- Copy - Right click (Mac: Ctrl+Click) or use keyboard shortcuts to copy the selected pages.
- Move - Right click (Mac: Ctrl+Click) or use keyboard shortcuts to cut the selected pages.
- Paste - Right click (Mac: Ctrl+Click) or use keyboard shortcuts to paste the copied or cut pages in the same document.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Import Images as Pages

PDF Studio can import an image directly into the PDF as a page. This can be useful when adding scanned pages or charts to a document for example. The following image types can be imported: *png, *jpg, *jpeg, *jpe, *gif, *tif & *tiff.

Using the Menu

1. Select the **Pages Tab >** **Insert > Import Images as Pages** on the toolbar
2. Using Add Files or Add Folder select the files you wish to insert as pages.
3. Once all of the files are added click Start to begin merging/converting the files.
4. All images will be converted in a single action and appended to the end of the document.

Using Drag & Drop

Use the mouse to select the image(s) from a folder or your desktop and then drag them directly into the thumbnail pane of the document to have them converted into a page.

Page Templates

Page templates are additional pages stored within the PDF that can be appended or shown based on a JavaScript trigger or action within a document. Page templates can be used to create more dynamic PDFs by being able to add pages that don't appear to originally be a part of the document.

For example: If you wanted to create an inspection form with the option to add additional pages for details you can create a page template of the additional details page and set a button to add additional pages to the PDF as needed.

How to Create Page Templates

1. Open/create a PDF document
   - **Note**: *The page you wish to use as a template must already exist in the document*
2. Launch the Page Template dialog by going to the **Pages Tab > Templates**
3. Click "Add" and set the settings for the page template
4. Once done click OK to set the page template

After the page template has been created you will need to set an event or trigger to use the Page Template. To do this, you can add JavaScript to the document that will create the new page referencing the page template name set in step 3

expTplt = getTemplate("{template name here}");

expTplt.spawn(insertAtPage,renameFields,newPage);

expTplt.spawn() options:

- - insertAtPage: page number to insert page
  - renameFields: true/false to rename fields on page template being inserted
  - newPage: true = add page on top of existing page / false = create new page

Page Template Settings

Name: The name of the page template. Used to reference the template later in the JavaScript used to generate the templates

Visible: Whether or not the page set as a template is initially visible within the document

Page Selection: Use the page navigation tools and preview to select the page to use in the template

Page Labels

Page labels allow you to set distinct names or numbers that can be different from bookmarks or standard page numbers. For example, you can renumber pages using lower case roman numerals (iii,iv,v,vi) for a Preface at the beginning of a document. Page labels can be styled using various numbering styles including prefixes. Page labels can be applied to a single page, a range of pages, or all pages.
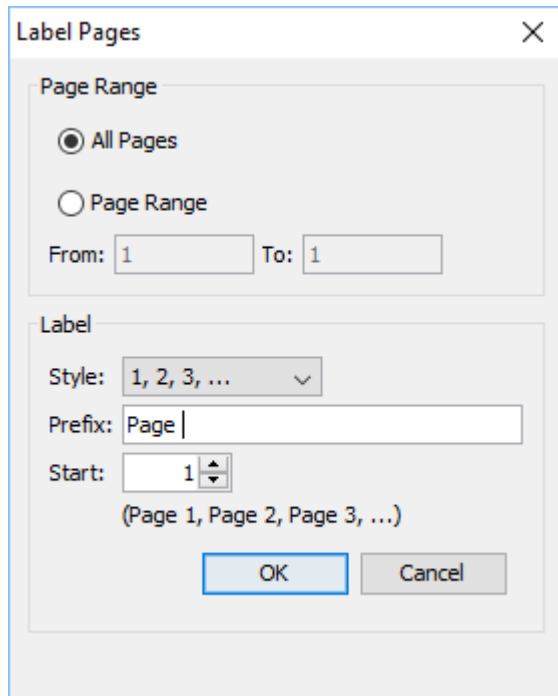
How to Label Pages

Using the Dialog

1. Go to the **Pages Tab > Label Pages** on the toolbar
2. Choose the page label settings for the document
3. Click OK to apply the settings

Using the Page Thumbnails

1. In the page thumbnails pane select either a single or group of the pages you wish to label
2. Right click (Mac: Ctrl+Click) on any of the selected pages and then select "Label Pages"
3. Choose the page label settings for the document
4. Click OK to apply the settings

Page Label Settings

Page Range

All Pages: all pages in the document

Page Range: set the pages to be extracted using the From and To options

Label

Style: Set's the style for the page numbering values

· None
· Standard (1, 2, 3)
· Lower Case Roman Numerals (iii, iv, v, vi)
· Upper Case Roman Numerals (III, IV, V, VI)
· Lower Case AlphaNumerics (a, b, c)
· Upper Case AlphaNumerics (A, B, C)

Prefix: Text to be displayed before the chosen number style

Start: The number to start labeling the chosen pages using the style selected and prefix options selected

---

Optimizing PDFs

PDF Studio has the following functions available when optimizing PDF documents.

Optimizing a PDF: How to optimize a PDF using Optimizer in PDF Studio

Optimizer Settings: Options available when optimizing PDF documents

Optimizer Profiles: Using and managing existing PDF optimizer profiles

Optimizing a PDF

PDF Studio is capable of optimizing PDF documents. Optimizing a PDF document is useful if you need to compress images or remove objects in order to reduce the PDF file size. There are many different optimization options available in PDF Studio.

How to Optimize a PDF document

1. On the toolbar go to **Document Tab >** 🖥️ **Optimize** or use the shortcut key Ctrl + Shift + O (Command + Shift + O on Mac)
2. This will display the Optimizer Settings dialog
3. Select an Optimizer Profile or the settings that you wish to use to optimize your document
4. Once complete click on Optimize. This will prompt you for a location to save the document
   · **Note**: *If the document is protected or locked you will not be able to optimize the document until it is unlocked.*
5. Once you have set the save location for your document and click save and your document will be optimized and saved to the location you chose.
6. After optimization is complete the new file will automatically be opened and an optimization report will be displayed so that you can review the results.

Analyze PDF

Prior to optimizing, the document can be analyzed to determine what specific document elements including Fonts, Images, Annotations, etc... are within the document. You can then use the report to determine the best options to effectively reduce the file size.

Open the Optimizer Settings dialog and click on the "Analyze" button to generate the report.

Optimizer Settings

Below is a list of each of the PDF optimizer settings and a description of their functions.

PDF Optimize Options:

Profile

PDF Studio comes with 3 default profiles for optimizing PDFs that generally cover most scenarios. Users can create custom Optimizer Profiles to fit their specific needs that can be saved and reused later without having to re-enter settings.

Defaults Profiles Included:

· Light - light compression maintaining higher quality images
· Balanced - compression suitable for most standard needs
· Aggressive - high compression while sacrificing image quality

Image Processing

PDF Studio can process images contained within the document using a variety of settings:

Image Compression	Convert any image to either a JPEG, JPEG2000, FLATE, or JBIG2. · JPEG - lossy compression that will reduce image quality and size · JPEG2000 - less lossy compression that will reduce size and some quality · FLATE - Lossless compression does not reduce quality but may not always reduce file size · JBIG2 - Lossless compression that can only support black and white color space. Color images will be converted to black and white. Best for scanned documents with no images **Note:** *Note - Anytime a change is made to "Color Space" or "DPI" the image will have to be re-compressed. When the "No Change" option is selected, PDF Studio will attempt to keep the current image compression format. If it is not supported, PDF Studio will re-compress to the closest matching supported compression.*
Image Quality	Allows the image quality to be adjusted between 10-100%.

	· This will only affect JPEG or JPEG2000 images as these are the only formats that support image quality settings.
Image Color Space	Choose to either retain or convert the image colors to Grayscale or B&W. · Grayscale - Only supported with JPEG, JPEG2000, or FLATE. Best for full color images · B&W - Only supported by FLATE or JBIG2. Best for scanned documents with no images **Note:** *When the "No Change" option is selected, PDF Studio will attempt to keep the current image color space. If it is not supported, PDF Studio will re-compress to the closest matching supported color space. When the retain option is selected JPEG images with CMYK color space will be converted to RGB due to a regression bug in JDK 1.7.*
DPI (Dots per Inch) Resolution	Adjust the image resolution of all images that are larger than the option selected · Preset options include retain, 50, 100, 150, 200, 300, & 600 DPI · Custom option allows user to set any value between 50-1200 DPI

Object Removal

PDF Studio can remove the following objects from within a PDF:

Alternate Images	Removes alternate embedded image dictionaries that are used for high resolution printing to reduce file size. Only visible images displayed on the PDF while viewing will be kept in the document.
Bookmarks	Removes all bookmarks from the PDF document
Document Info	Removes any document information located in the document properties (**File > Document Properties**) that would include the following:

	· Title · Author · Subject · Keywords · Producer
JavaScript Actions	This will remove all JavaScript actions from the PDF document but retain any objects that may have had JavaScript actions such as form fields, push buttons, etc...
Embedded Thumbnails	Removes page thumbnails that are stored in the PDF document. Once removed the page thumbnails will just be rendered each time the document is loaded.
Unused Resources	Removes resources that are located within the document but are never referenced by any objects in the PDF document.
Comments	Removes all annotations and comments from the PDF document
Links	Removes all links from the PDF document
Attachments	Removes any attachments that are stored within the document
Form Fields	Removes all form fields that are on the PDF document
Advanced Metadata	Removes all additional or extra Metadata from the PDF Document

Other Options

PDF Studio has the following additional options available to further compress the PDF document:

Flatten All Comments	Flattens all annotations including text boxes, shapes, highlights, and stamps directly onto the document so that they can no longer be edited.

· Annotations such as the sticky note will have comments removed but the image will still be placed on the document

Note: *The following annotations (file attachment annotations, links, sounds, and redaction annotations) will NOT be removed when flattening annotations. Even though technically file attachment annotations, links, sounds, and redaction annotations are annotations, they contain actions that would also be removed if the annotation was flattened and so they remain to not interfere with the functions placed in the PDF.*

Flatten All Fields	Flattens all fields including text boxes, check boxes, radio buttons, combo boxes, list boxes, buttons, and signature fields directly onto the document so that they can no longer be edited. All values within the fields will be flattened as well
Flatten All Layers	Merges all of the currently visible layers onto the main page content.
Merge Duplicate Images	Merges any duplicate images within the PDF so that all objects are referencing the same image resource rather then multiple of the same resource
Merge Duplicate Fonts	Merges any duplicate fonts or font subsets within the PDF so that all objects are referencing the same font resource rather then multiple of the same resource
Compress Streams	Compresses any additional PDF elements within the document such as page descriptions that have not been optimized by any other process to further reduce file size
Compress Document Objects	This option will compress any other document objects that can be compressed into object streams. An object stream contains a sequence of PDF objects. The purpose of object streams is to allow a greater number of PDF objects to be compressed, thereby substantially reducing the size of PDF files. The objects in the stream are referred to as compressed objects.
Clear Signatures	Removes all signatures that are on the PDF Document but will leave the signature field

Fast Web View

Convert to Fast Web View	When checked, converts the document to Fast Web View. Converting to fast web view allows large documents to load faster when downloading from a web. Having the document structure and content in a linearized (from beginning to end) order allows a browser to immediately display the first page as the remainder of the document is still being loaded.

Report

Generate Results Log	When checked, outputs creates a text file logging the changes to the document in the same directory as the new optimized file.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Optimizer Profiles

To make the optimization process easier, PDF Studio allows you to create Optimizer Profiles which allow you to save your settings to use later. PDF Studio comes with 3 default profiles that you can use or you can create your own from either a blank template or by modifying one of the existing default profiles.

> **Note**: *You do not need to create or save an optimizer configuration before optimizing a document. To optimize documents without saving settings just go to Document Tab > ▣ Optimize > Optimize... and choose the settings to use and click Apply to run the optimize settings without saving a profile.*

Creating an Optimizer Profile

1. On the toolbar go to **Document Tab > ▣ Optimize > Optimize...** or use the shortcut key Ctrl + Shift + O (Command + Shift + O on Mac)
2. This will display the Optimizer Settings dialog
3. Set all of the options that you would like to have in your profile. You can either start from an existing profile or a blank template by selecting "<New Item>" from the drop down.
4. Once you have completed your settings, click on Save. This will bring up a window to name your profile.
5. If you are starting from a blank template this field will be blank. If you have previously used a profile the previous profile name will be displayed. If you would like to just update the previous profile leave the name and click OK. If you would like to create a new profile just type in the new name you would like to save it as and click OK.
6. Once complete your profile will now be available in the drop down menu as well as the quick optimize options in the menu bar

Optimize a PDF Document Using an Existing Optimizer Profile

There are 2 ways to use an existing optimizer profile:

From the Optimize dialog

Open the document that you would like to optimize. Open the optimizer dialog from **Document Tab > ▣ Optimize > Optimize...** or use the shortcut key Ctrl + Shift + O (Command + **Shift + O on Mac)**. Choose the optimizer profile from the drop down list in the combo box, click on the Apply button at the bottom of the dialog.

From the Optimize menu

Open the document that you would like to optimize. Under the **Document Tab >**
Optimize menu, there is a list of all the optimize profiles that you have previously created.

> **Note**: *Only the ones for which you chose the Show on Menu option will appear on this list. Click on the optimizer profile in the list you'd like to run and it will begin immediately optimizing the PDF using the settings saved in the optimizer profile.*

Default Optimizer Profile Settings

Light

Light compression maintaining higher quality images

- Color Images
    - Compression = JPEG - Quality = 8
    - DPI = 600
- Grayscale Images
    - Compression = JPEG - Quality = 8
    - DPI = 600
- B&W Images
    - Compression = JBIG2
    - DPI = 600
- Object Removal
    - Alternate Images, Unused Resources, Embedded Thumbnails
- Other
    - Flate Uncompressed Streams, Merge Duplicate Images, Merge Duplicate Fonts

Balanced

Compression suitable for most standard needs

- Color Images
    - Compression = JPEG - Quality = 5
    - DPI = 150
- Grayscale Images
    - Compression = JPEG - Quality = 5
    - DPI = 150
- B&W Images
    - Compression = JBIG2
    - DPI = 300
- Object Removal
    - Alternate Images, Unused Resources, Embedded Thumbnails
- Other
    - Flatten All Comments, Flate Uncompressed Streams, Merge Duplicate Images, Merge Duplicate Fonts

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Aggressive

High compression while sacrificing image quality

- Color Images
    - Compression = JPEG2000 - Quality = 3
    - DPI = 100
- Grayscale Images
    - Compression = JPEG2000 - Quality = 3
    - DPI = 100
- B&W Images
    - Compression = JBIG2
    - DPI = 150
- Object Removal
    - Alternate Images, Attachments, Metadata, Unused Resources, Embedded Thumbnails, Comments
- Other
    - Flatten All Fields, Flate Uncompressed Streams, Merge Duplicate Images, Merge Duplicate Fonts

PDF Layers

PDF layers allow documents to have content placed either above or below other content within the document. Individual layers within a PDF can be displayed or hidden by the user if needed. Each layer can also have it's own set of comments associated with them that can be assigned to another layer or even flatten to the current layer. PDF Studio supports the following layer functions:

>   **Note**: *In order to work with Layers you will first need to open the Layers Pane.*

Show/Hide Layers: How to show or hide selected layers

Adding a Blank Layer **Pro** : Adding a new blank layer to a PDF

Importing PDF as Layer **Pro** : Import a PDF as a new layer

Assigning Comments to Layer: How to designate the layer comments will be added to and move existing comments to a new layer

Flattening Comments to Layer: How to flatten comments on a specific layer

Merge Layers **Pro** - Select specific layers to join together into a single layer

Flatten Layers **Pro** - Flattens all layers to base content

Layer Properties **Pro**: Layer properties and settings available

Displaying the Layers Pane

The layers pane is located on the left of the PDF Studio window. If not displayed the pane can be opened using the 🗋 **Layers** button on the left side of the screen.

Show/Hide Layers

When viewing a document layers can be toggled on and off to create different views.

Note: *Layers can be reset to their original state using the "Reset Layers" menu option.*

How to Show/Hide Layers in a PDF

1. Access the layers pane by clicking the ▯ **Layers** button on the left side of the screen.
2. Show or hide layers by clicking the check box next to the layers name
3. Continue working on the document as you normally would

   Note: *Toggling the layers on and off does not modify the document and will not be saved. To change the default state when opening the PDF see Layer Properties*

Adding a Blank Layer

A blank layer can be added to a document in PDF Studio. This is useful if you want to place all comments on a separate layer from the document. When adding a layer to a PDF it will always be placed above all other layers currently in the PDF.

How to Add a Blank Layer in a PDF

1. Access the layers pane by clicking the **Layers** button on the left side of the screen.
2. Click on the **Add Layer** button in the top of the layers pane
3. Enter the name for the new layer
4. Click OK to create the new layer

> **Note**: *When adding a layer to a PDF it will always be placed above all other layers currently in the PDF.*

Importing PDF as Layer

PDF Studio allows you to import a separate PDF as a new layer into an existing PDF. This is useful if you want to merge several documents on top of one another.

How to Import PDF as a layer

1. Access the layers pane by clicking the ▢ **Layers** button on the left side of the screen.
2. Click on the ▢ **Import PDF as Layer** button in the top of the layers pane
3. Select the PDF file you wish to import as the new layer
4. Set the options for the new layer
5. Once complete, click OK to create the new layer

Import PDF as Layer Options

Source Pages

Page Range - The range of pages to be cropped

- All Pages: all pages in the document
- Page Range: set the pages to be cropped using the From and To options
- Even Pages Only: only crops the even pages
- Odd Pages Only: only crops the odd pages

Import Options

Layer - The layer to import the PDF document into. Select <New Layer> to create a new layer

Layer Name - The name of the layer the document will be imported to. If <New Layer> is selected you will need to enter a name for the new layer

Starting at Page - The page within the current document to begin adding the layers

Show on Print - Whether or not the layer will be displayed when the document is printed.

Insert - Choose to insert the layer on top of or behind the current page content

Assigning Comments to Layers

Comments can be assigned to a specific layer in the document. When the comment is associated with a layer showing or hiding the layer also affects the comments. You can either designate a layer as the Comments Layer, or Move Comments to a new layer. Comments that are associated with No Layer will be a part of the primary PDF content.

Designating the Comments Layer

When a layer is designated as the comments layer all new comments going forward will be added to this layer

1. Access the layers pane by clicking the **Layers** button on the left side of the screen.
2. Right click (Mac: Ctrl + Click) on the layer you want to set as the comments layer
3. Choose the **Comments Layer** option in the right click menu
4. Click OK to confirm
5. Continue working on the document as you normally would

> **Note**: *Repeat steps 1-3 to undesignate the layer as the comments layer*

Moving Comments to a New Layer

Existing comments can be moved to a new layer using the properties dialog

1. Access the Comment properties by right clicking (Mac: Ctrl + Click) on the annotation and choosing **Properties** in the right click menu or clicking on the edit button on the Mini Toolbar.
   - Note: *Multiple annotations can be edited at once by using Ctrl + Click to first select all the annotations you wish to edit*
2. Go to the General tab
3. In the Layer option, select the layer you wish to move the annotation to
4. Click OK to apply the changes

> **Note**: *If the layer selected is currently hidden the annotation will disappear until the layer is displayed again.*

Flattening Comments on Layer

Flattening annotations is the act of painting the annotations directly on the layer to which they belong so they are not editable anymore. This will permanently write an annotation into the document. For instance, a custom signature stamp can be flattened so the signature is added to the document itself and doesn't sit on a document as an annotation anymore.

> **Note**: *The following annotations (links, sounds, and redaction annotations) will NOT be removed when flattening annotations. Even though technically, links, sounds, and redaction annotations are annotations, they contain actions that would also be removed if the annotation was flattened and so they remain to not interfere with the functions placed in the PDF.*

How to Flatten all Comments on Layer

1. Access the layers pane by clicking the **Layers** button on the left side of the screen.
2. Right click (Mac: Ctrl + Click) on the layer you want to flatten comments and select the **Flatten Comments** option
3. Click OK to confirm

> **Note**: *This cannot be undone. Make sure to save a copy before completing this action.*

Merge Layers

PDF Studio allows you to merge multiple layers into a single target layer. All content belonging to the selected layers will become part of the target layer. This can be used to join similar layers together to reduce the number of layer options in the document.

How to Merge Layers in a PDF

1. Access the layers pane by clicking the ⬚ **Layers** button on the left side of the screen.
2. Click on the ⬚ **Options** button and select **Merge Layers**
3. Select one or more layers to merge from the "Layers to merge" list.
   - *Hold down SHIFT or CTRL (Command on Mac) to select multiple layers.*
4. In the "Target Layer" list, select the layer you wish to merge the layers selected in step #3 into
5. Click Merge to begin the process

Flatten Layers

The Flatten Layers function merges all of the currently visible layers onto the main page content. This essentially consolidates all of the layers in the document into the main content of the page.

How to Flatten Layers in a PDF

1. Access the layers pane by clicking the **Layers** button on the left side of the screen.
2. Click on the **Options** button and select **Flatten Layers**
3. Save the document to keep the changes

Delete Layers

The Delete Layers function removes the selected layer and all of it's associated content.

How to Flatten Layers in a PDF

1. Access the layers pane by clicking the **Layers** button on the left side of the screen.
2. Click on the **Options** button and select **Delete Layers**
3. Save the document to keep the changes

Layer Properties

PDF Studio allows you to change the properties of layers within the PDF.

How to Access the Layer Properties

1. Access the layers pane by clicking the **Layers** button on the left side of the screen.
2. Right click (Mac: Ctrl + Click) on the layer and choose Properties in the mouse menu
3. Set the Layer Property Options you wish to use
4. Click OK to apply the changes

Layer Property Options

Name - The name of the layer

Default State - The default state for the layer when the document is first opened

Show on Print - Options to set whether or not the layer will be displayed when printed.

Lock Layer - When checked, if the document is protected will lock the layer from being changed

Redaction

The Redaction tool completely removes all traces of the redacted content from the document. Not only does it remove text, annotations and form fields, but it is also capable of redacting partial and entire images.

> **Note**: *If you wish you can further sanitize any hidden information within the document using the Sanitize Document tool.*

What is Redaction?

PDF Redaction *is when you remove any information from a document prior to publication or distribution. This is often necessary when you have confidential or private information that you do not want others to see or have access to but still want to make part of the document available. The most common example of this is a black rectangle covering portions of text.*

It's **EXTREMELY** important that when redacting text/objects from a document that it is done properly. Not all redactions are the same and if done incorrectly an individual can still retrieve the information. Take for example the text below, it appears that part of the text has been redacted and you don't know what it is.

My bank account number is ███████ and routing number is █████.

If you use your cursor to highlight the above text you be able to easily see the text. Just covering the text with a black opaque rectangle appears to have hidden the words but in reality the information is still there. Anyone can just copy and paste the information into any other document. The same also applies to attempting to cover up text with a Black Square Annotation. The text still exists beneath the annotation and can easily be accessed by deleting the annotation or extracting text.

Redaction Steps:

1. Redaction Annotations: Adds redaction annotations to the document that offer a preview of what the document will look like after redaction, and also allows you to adjust Redaction Properties before being applied.
2. Applying Redactions: This "burns in" the annotations and removes any text, image, annotations, form fields or drawings from the document that is underneath the annotation's area.

Starting the Redaction Tool

1. Activate the tool by clicking on the Redaction Tool button 🖾 on the **Document Tab** or using the shortcut key Ctrl + Shift + Y (⌘ + Shift + Y on Mac)
2. Then click or drag an area with the mouse to select the desired text, images, or areas you wish to redact.

3. Once selected right click (Mac: Ctrl + Click) and choose Apply All Redactions in the mouse menu or go to the Redaction Tool button on the **Document Tab**, click on the down arrow and select **Apply All Redactions**.

4. To exit the selection mode, simply click on the hand tool or Esc on the keyboard.

Redaction Annotations

The first step of redaction is to Add Redaction Annotations. Adding redaction annotations to the document provides a preview of what the document will look like after redaction, and also allows you to adjust redaction properties before being applied.

1. Activate the tool by clicking on the Redaction Tool button 🖍 on the **Document Tab** or using the shortcut key Ctrl + Shift + Y (⌘ + Shift + Y on Mac).
2. Then click or drag an area with the mouse to select the desired text, images, or areas you wish to redact.
3. Once selected right click (Mac: Ctrl + Click) and choose Apply All Redactions in the mouse menu or go to the Redaction Tool button 🖍 on the **Document Tab**, click on the ▾ down arrow and select **Apply All Redactions**.
4. To exit the selection mode, simply click on the hand tool 🖐 or Esc on the keyboard.

> **Note**: *When the mouse pointer is a cursor, you can select text to be redacted. When the pointer is a plus sign, you can drag a rectangle to encompass sections of images, drawings, and text in the area.*
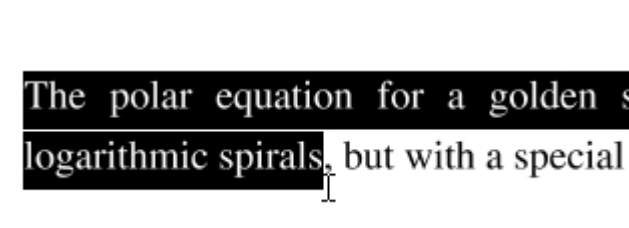
Cursor selection	Rectangle selection
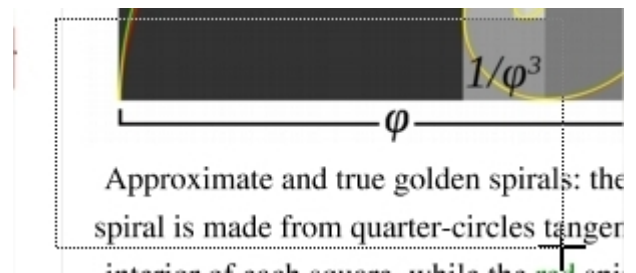
How to Create Redaction Annotations

You can securely redact PDF Documents in PDF Studio by following the directions below. It's important that you complete all the steps listed below in order to ensure your document is properly redacted. The Redaction tool only removes PDF Content.

> **Note**: *If you wish you can further sanitize any hidden information within the document using the Sanitize Document tool.*

Redaction Steps

1. Activate the tool by clicking on the Redaction Tool button 🖍 on the **Document Tab** or using the shortcut key Ctrl + Shift + Y (⌘ + Shift + Y on Mac).
2. Begin marking the content that you wish to be redacted. This can be done in 3 different ways:

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- **Text**: Text can be marked for redaction by using the cursor to highlight the text you wish to be redacted.
- **Other Objects/Images**: Other objects that cannot be selected (for example: images, scanned text, paths) can be marked for redaction by using Ctrl + Click (⌘ + Click on Mac) and dragging to create a box over the content you would like redacted.
- **Alternate Selection Method**: Double click on a word or image to highlight just that word or image for redaction.

3. Each of the items that you mark for redaction will show a transparent black box with a red outline. **IMPORTANT**: The text has not yet been redacted. These marks are just there as an indication of what will be redacted and allows you to verify what will be removed prior to redaction.

4. **EXTREMELY IMPORTANT** Once you have completed marking all of your items for redaction you then need to actually redact the content from the document. You can do so by right clicking (Mac: Ctrl + Click) and choose Apply All Redactions in the mouse menu or go to the Redaction Tool button on the **Document Tab**, click on the down arrow and select **Apply All Redactions**.

5. Once complete, to exit the Redaction Tool, simply click on the hand tool or Esc on the keyboard

Redaction Properties

When redacting content from within the PDF there are a variety of options that can be set. These options can apply to either the redaction annotation or the redaction once applied.

Redaction Annotation Properties

To access the Redaction Annotation properties right click (Mac: Ctrl + Click) on the redaction annotation and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar. Redaction Annotations contain the following property settings.

Appearance

Annotation

Outline Color - Sets the color of the border for only the redaction annotation

Fill Color - Sets the fill color for only the redaction annotation

Transparency - Sets the transparency of the shape for only the redaction annotation

Redaction

Fill Color - Sets the fill color of the redaction once it is applied

> **Note:** *Selecting the No Color option erases the content and will not place any square where the content used to be once the redaction has been applied.*

Text - This will apply text on top of the redaction square once applied

Font - The font of the text placed on top of the redaction

Font Size - The font size of the text placed on top of the redaction

Font Color - The color of the text placed on top of the redaction

Alignment - The alignment of the text placed on top of the redaction

Repeat Text - Weather or not to continuously repeat the text placed on top of the redaction

Note / Comment - A note can be added to shapes that will be displayed when hovered over by the mouse

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Save as default - When checked this will make the selected appearance settings the default for any new Redaction annotations going forward

Locked - When checked prevents the following on the annotation: being moved or resized, editing appearance properties, & deleting the annotation.

General

Author - Allows you to edit the author

Subject - Allows you to edit the subject

Status History

This tab will display and changes to the review status of the annotation including Author, Status, and Timestamp. For more details see Setting Status or Check Marks on Annotations

Applying Redactions

Applying the redaction is an important step to ensure that the selected content will actually be removed. This "burns in" the annotations and removes any text, image, annotations, form fields or drawings from the document that is underneath the annotation's area.

Applying Redactions

To complete the redaction process after the Redaction Annotations have been applied, follow the steps below.

1. Right click on the redaction annotation (Mac: Ctrl + Click) and choose Apply All Redactions in the mouse menu or go to the Redaction Tool button ![icon] on the **Document Tab**, click on the ▼ down arrow and select **Apply All Redactions**.
2. The document is now redacted and all of the marked items will now be solid black squares (unless a different color option was selected in Redaction Properties).
3. Make sure to save your document. If you would like to confirm that the document is in fact redacted you can confirm by following the steps listed below.
4. Once complete, to exit the Redaction Tool, simply click on the hand tool ![icon] or Esc on the keyboard

> **Note**: *If you wish you can further sanitize any hidden information within the document using the Sanitize Document tool.*

Checking if Your PDF Document is Redacted Correctly

You can check if your document was redacted correctly in PDF Studio by using the Text Selection, Text Search, and Content Editor tool to see if you can select any of the content that you were trying to redact.

Using the Text Selection Tool

1. Open the Redacted PDF Document you wish to check
2. Using the Text Selection Tool highlight the line of text that contains the redacted words
3. Copy the highlighted text to your clipboard by using the shortcut keys CTRL + C (⌘ + C on a Mac)
4. Open up any text editor (Word, Notepad, Text Edit, etc...)
5. Paste the text you highlighted using CTRL + V (⌘ + V on a Mac)
6. If you redacted correctly then only the non redacted text should be displayed. If you see the text you were trying to remove than it was not done correctly.

Using the Advanced Search Tool

1. Open the Redacted PDF Document you wish to check

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

2. Open the Advanced Search Tool by clicking on the **Home Tab >** 👀 **Search** on the toolbar or pressing Ctrl-F (Cmd + F on Mac)
3. Type in the word you redacted and click on New Search
4. This will bring up a list of all the text matching what you typed in the search box. Once the results appear you can click on each of the results to see where in the document that text is located.
5. If you redacted correctly then only the non redacted text should be displayed and highlighted in the search results. If you see the text you were trying to remove than it was not done correctly.

Using the Content Editor

1. Open the Redacted PDF Document you wish to check

2. Start the Content Edit tool by clicking on the 📝 Edit Content button on the **Document Tab**, or using the shortcut key Ctrl + Shift + E (⌘ + Shift + E on Mac)
3. Select any of the redaction boxes on your document by clicking on it and then either move or delete the box.
4. If you redacted correctly then nothing should remain under where the redaction box was. If you see the text you were trying to remove than it was not done correctly.

   Note: *When redacting part or all of an image sometimes the redaction square will become a part of the image and you will not be able to move or delete the actual square. During the redaction process if an image does not have a transparency value the removed data will just be converted to a solid black color. As long as the black square is now a part of the image and moves with the image it is properly redacted.*

Splitting PDF Documents

PDF Studio has the following options available when splitting a PDF document.

Splitting a PDF: How to split PDF documents

Split PDF Options: Options available when splitting PDF documents

Split PDF Profiles: Using and managing existing PDF split profiles

---

Splitting a PDF

PDF Studio can split PDF documents in a variety of ways. The available split options are listed below:

- **Equal Size Documents**: Splits the document into equal number of pages
- **Page Ranges**: Splits the document by a set of defined page ranges
- **By Blank Page**: Spits the documents by blank page
- **By Bookmarks**: Splits the document by bookmarks
- **Before Text**: Splits the document before specified text
- **After Text**: Splits the document after specified text

How to Split a PDF

1. Open the document that you would like to split.
   - **Note:** *This is not a required step if you only wish to create a split profile without applying it immediately.*
2. Go to the **Pages Tab >** ⬍ **Split > Custom Split** on the toolbar
3. Fill in the desired Split PDF Options for the current split configuration. A name for a Split PDF Profile can also be set during this step to save the settings to be reused later.
   - **Note**: *You do not need to create or save a split configuration before splitting a document. To save the current split configuration, click on the Save button and enter a name.*
4. To split the current document, click on Apply

Split PDF Options

Below are the options available when splitting a PDF document into multiple documents:

Settings

The available settings are broken into sections based on the settings available within the dialog.

General

Options associated with the current split profile.

Name

Name of the split profile (if created).

To create a new profile select "<new profile>" and click Save. Then enter a name for the new profile

Show on Menu

Whether to show this split configuration on the Split PDF menu for faster access.

Split Method

Use this section to tell PDF Studio how to split the document into multiple documents. The available options in this section are:

Split into equal size documents of

Use this method to split the document into equal size documents of a given number of pages. Enter the page count in the text field.

Split by page range (1,3-5;7-10)

Use this method to split the document into multiple documents based on page range. Enter the page range in the text field. Dash is used for a page range, comma to separate pages within the same document, semicolon to separate documents. So for instance, 1, 3-5; 7-10 will output two documents, the first document with pages 1, 3, 4, and 5, and the second document with pages 7, 8, 9, and 10.

Split by blank page

Use this method to split the document when a white page is encountered. The white page will be used as a separator between documents and will be discarded. There are two methods of detecting white pages:

Standard - will split the documents by blank pages that contain no content.

> **Note:** *If the page was created from a scanned document the page may appear bank but will actually contain a solid white image and so the page is not considered as blank.*

Analyze Pages - Checking this option will analyze each individual page to determine how much of the page is actually blank in comparison to others. Adjust the tolerance settings if needed to improve results.

Tolerance - This value increases the tolerance for artifacts on the page. Increase this value if the blank pages contain marks such as scan lines or fold lines to get better results.

Split by bookmarks at level

Use this method to split the document based on bookmarks at level 1. You can also choose to split up to a higher level, for instance up to level 3. In this case, the document will be split at bookmark level 1, level 2, and level 3. In this method, we assume that the bookmarks contain Go To Page actions within the PDF document itself and that the bookmarks have been created in ascending page order.

Split before text

Use this method to split the document when specific text in the document is encountered. When the text is encountered in a page, this page will become the first page of the next document.

Split after text

Use this method to split the document when specific text in the document is encountered. When the text is encountered in a page, this page will become the last page of the document and the following page will become the first page of the next document.

Save Files To

This section is about the output PDF files (the PDF documents obtained by splitting the incoming document)

File Name Pattern

This section is to determine the pattern of the output files.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Use Source filename

When this option is selected, the original filename for the current PDF docuemnt (the document that is being split) will be used to name the output files.

Append

For each output PDF file, you can choose to append the page range or an incremental counter starting at any given number. PDF Studio will start with the original PDF file name (note that the original PDF file name can first be altered using the Change the PDF File Name section below).

- Page Range: When the Page Range option is chosen, PDF Studio will append a string containing the page range (for instance, test_p4-p6.pdf). When Split by Page Range method was selected, the page range formula will be appended as a string (for instance, the page range formula 1,3,5-10 will create a new file with the name test_1_3_5-10.pdf). Note that an underscore character precedes the page range formula and commas are replaced with an underscore character.
- Starting Number At: When this option is chosen, PDF Studio will append an incremental counter. The counter will be reset for each new incoming PDF file.
- Current Bookmark – This option is only available when the Split by Bookmarks method was selected. This will append the name of the starting bookmark to the output document names (for instance, if "Cover Page" is the first bookmark name, the first output document could be named test_p1-p1_CoverPage.pdf). Only letters, numbers, hyphen and underscore characters are preserved in the bookmark name to guarantee that all operating systems will accept this file name. Commas are replaced by underscores.
- Bookmark Hierarchy: This option is only available when the Split by Bookmarks method was selected. This will append the name of the Parent and Child bookmark names to the output document names (for instance, if "Cover Page" is the first bookmark name, the first output document could be named test_p1-p1_CoverPage.pdf). Only letters, numbers, hyphen and underscore characters are preserved in the bookmark name to guarantee that all operating systems will accept this file name. Commas are replaced by underscores.

New filename

When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

- $sourcefilename - The name of the source file
- $counter - a number starting at 1
- $pagerange - the page range
- $firstpage - the first page in the range
- $lastpage - the last page in the range
- $date - the current date
- $pagelabel - The page label

Destination Folder

This section determines the destination folder where the output PDF files will be saved.

Use Source Folder

When this option is selected, the original folder for the current PDF document (the document that is being split) will be used to save the output files.

Prompt for Folder

When set, the profile will prompt for a directory to save the output files before performing the split

Destination Folder

When this option is selected, you will need to enter the folder of your choice where output files should be saved. You can browse to a folder by clicking on the Browse button.

Overwrite Files

When this option is selected if a file of the same name is encountered during the split process the file will be overwritten. Otherwise, when not selected the file will have a number appended to the end.

Split PDF Profiles

Split PDF Profiles allow you to save custom split settings as templates that can be used again later to split documents. There is also an option available to "Show on Menu" and when this is set for the profile it will be put under **Document > Rearrange Pages > Split Document** so that the profile can be run in just two clicks from the document menu.

> **Note**: *You do not need to create or save a split configuration before splitting a document. To split documents without saving settings just go to the* **Pages Tab >** ⬍ **Split > Custom Split** *and choose the settings to use and click Apply to run the split settings without saving a profile.*

Creating a Split PDF Profile

1. Go to the **Pages Tab >** ⬍ **Split > Custom Split** on the toolbar
2. Fill in the desired Split PDF Options for the current split configuration.
3. Set all of the options that you would like to have in your profile. You can either start from an existing profile or a blank template by selecting "<new item>" from the drop down.
4. Once you have completed your settings, click on Save. This will bring up a window to name your profile.
5. If you are starting from a blank template this field will be blank. If you started from a previous profile the previous profiles name will be displayed. If you would like to just update the previous profile leave the name and click OK. If you would like to create a new profile just type in the new name you would like to save it as and click OK.
6. Once complete your profile will now be available in the drop down menu as well as the quick options in the menu bar

Split a PDF Document Using an Existing Split Profile

There are 2 ways to apply an existing split profile:

From the Split dialog

Open the document that you would like to split. Go to the **Pages Tab >** ⬍ **Split > Custom Split** on the toolbar. Choose the split profile from the drop down list in the combo box, click on the Apply button at the bottom of the dialog.

From the Split Document menu

Open the document that you would like to split. Go to the **Pages Tab >** ⬍ **Split** on the toolbar menu, there is a list of all the split profiles that you have previously created.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Click on the split profile in the list you'd like to run and it will begin immediately using the settings saved in the split profile.

> **Note**: *Only the ones for which you chose the Show on Menu option will appear on this list.*

Watermarks

PDF Studio has the following options available when working with Watermarks on a PDF.

Creating a Watermark: How to create and apply a watermark to a PDF

Watermark Options: The options available when adding watermarks

Watermark Profiles: Using and managing existing watermark profiles

Removing Watermarks: Removing watermarks from a document

Creating a Watermark

PDF Studio can add custom watermarks to a PDF. This can be used to add either a company logo or a label such as "Confidential" to pages within the document.

How to Create and Apply Watermarks

1. Open the document that you would like to add a watermark to
   · **Note:** *This is not a required step if you only wish to create a watermark profile without applying it immediately.*
2. Go to **Pages Tab >** **Watermark > Add**
3. Fill in the desired Watermark Options. A name for a Watermark Profile can also be set during this step to save the settings to be reused later.
   · **Note**: *You do not need to create or save a watermark profile before applying them to a document. To save the current watermark configuration, click on the Save button and enter a name.*
4. To apply the watermark to the document, click on Apply

Watermark options

Below are the options available when adding watermarks to a PDF document.

Settings

The options for a watermark are as follows:

Profile

Name - Name of the watermark profile (if created). To create a new profile select "<new profile>" and click Save. Then enter a name for the new profile

Show on Menu - Whether to show this watermark configuration on the watermark menu for faster access.

Appearance

Units - Units to use when calculating the position of the watermark. This can be inches, centimeters, millimeters, or points. Points are calculated in the PDF standard, 72 points per inch.

Horizontal – The horizontal location is relative to the left, right, or center of the page according to the choice in the drop down box. The number entered here is interpreted in units.

Vertical – The vertical location is relative to the top, bottom, or center of the page according to the choice in the drop down box. The number entered here is interpreted in units.

Rotation – Rotate the watermark (text or image) by the given degrees clockwise.

Transparency – Transparency of the watermark. 100% is invisible and 0% is opaque.

Show on Screen - Whether or not to show the watermark when viewing the document

Show on Print - Whether or not to show the watermark when the document is printed

Behind Page Content - Places the watermark under the page content instead of on top

Pages

Page Range - The range of pages to be cropped

- All Pages: all pages in the document
- Page Range: set the pages to be cropped using the From and To options
- Even Pages Only: only crops the even pages

- Odd Pages Only: only crops the odd pages

Watermark

You have the option to add either a text or image watermark to the document. The options will change based on whether or not text or image is selected.

Text Watermark Options

Font - The font for the watermark

Font Size - The font size for the watermark

Font Color - The font color for the watermark

B - Makes all of the text **Bold**

I - Makes all of the text *Italic*

Alignment - choose how the text should be aligned

- Aligns the text to the left
- Aligns the text in the center
- Aligns the text to the right

Text - Enter the text to be displayed on the watermark

Insert - Use these options to insert custom variables within the content sections. Place the cursor where you would like the text and then click on the variable option you want to insert. These variables will be used when the headers and footers are placed on the document

- Date - creates a date variable
- Page Number - creates a page number variable
- Bates Number - creates a bates number variable
- Other - displays a list of other supported variables
    - $page – The page number
    - $author – Inserts the Author name set in Comments Preferences
    - $pagelabel - The bookmark for this page
    - $bookmark - The label for this page
    - $totalpages – The number of pages in the document
    - $filename – The file name that the document was opened from
    - $filepath – The full file path that the document was opened from
    - $date – The current date formatted as Nov 28, 2007
    - $shortdate – The current date formatted as 11/28/07
    - $time – The current time
    - $day – The current day of the month
    - $month – The current month, using two digits

- · $year – The current year, using four digits
- · $shortyear – The current year, using two digits
- · $second – The current second
- · $minute – The current minute
- · $hour – The current hour, 1-12
- · $ampm – AM or PM
- · $longhour – The current hour, 0-23

Border - Sets a border around the watermark text

Border Color - Sets the color of the border

Width - Sets the width of the border

Background - Background color settings for the watermark text

Image Watermark Options

File – The path to the image file. Accepted formats are jpg, png, gif, & tiff.

Scale – The scale to apply to the image (100% for the full-size image)

Preview Window

Allows you to see how the watermark will look on the document once placed. Use the arrow buttons and drop down to navigate and preview a different page in the document.

Watermark Profiles

Watermark profiles allow you to save custom watermark settings as templates that can be used again later to add watermarks to documents. There is also an option available to "Show on Menu" and when this is set for the profile it will be put under **Pages Tab > Watermarks** so that the profile can be run in just two clicks from the document menu.

> **Note**: *You do not need to create or save a watermark configuration before adding a watermark to a document. To add a watermark to a document without saving settings just go to **Pages Tab >* 📝 *Watermark > Add** and choose the settings to use and click Apply to run the watermark settings without saving a profile.*

Creating a Watermark Profile

1. Go to the **Pages Tab >** 📝 **Watermark > Add** on the toolbar.
2. Fill in the desired Watermark Options for the current watermark configuration.
3. Set all of the options that you would like to have in your profile. You can either start from an existing profile or a blank template by selecting "<new item>" from the drop down.
4. Once you have completed your settings, click on Save. This will bring up a window to name your profile.
5. If you are starting from a blank template this field will be blank. If you started from a previous profile the previous profiles name will be displayed. If you would like to just update the previous profile leave the name and click OK. If you would like to create a new profile just type in the new name you would like to save it as and click OK.
6. Once complete your profile will now be available in the drop down menu as well as the quick options in the menu bar

Add a watermark to a PDF Document Using an Existing Profile

There are 2 ways to apply an existing watermark profile:

From the Watermark Dialog

Open the document that you would like to apply a watermark to. Open the Watermark dialog from **Pages Tab >** 📝 **Watermark > Add**. Choose the watermark from the drop down list in the combo box, click on the Apply button at the bottom of the dialog.

From the Watermark Menu

Open the document that you would like to add a watermark to. Under the **Pages Tab >** 📄 **Watermark** menu, there is a list of all the watermark profiles that you have previously created. Click on the watermark profile in the list you'd like to run and it will begin immediately using the settings saved in the watermark profile.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Note: *Only the ones for which you chose the Show on Menu option will appear on this list. Click on the watermark profile in the list you'd like to run and it will begin immediately using the settings saved in the watermark profile.*

Removing a Watermark

PDF Studio can remove existing watermarks from PDF Documents. This function will remove all watermarks from every page of the document.

> **Note**: *Not all text or images above text is a watermark. In order for PDF Studio to remove watermarks the text must have been added to the document as a watermark following the PDF standards. If not, the watermarks will not be removed by this feature. Instead you will need to use Content Editing to remove them*

How to Remove All Watermarks

Select **Pages Tab >** **Watermark > Remove** from the menu. This will remove all watermarks from every page within the entire document.

Build Table of Contents

The Build Table of Contents tool allows you to create a table of contents in the PDF document using the existing bookmark structure.

How to Build a Table of Contents

1. On the toolbar go to **Pages Tab** 🗐 **Table of Contents**
2. This will display the Build Table of Contents dialog
3. Select an existing profile or the settings that you wish to use for the Table of Contents
4. Once complete click the **Create** button

Build Table of Contents Options

Profile

Custom profiles can be created to fit specific needs and can be saved to be reused later without having to re-enter settings.

Options

Title - Text to be used as the Title on the first page of the Table of Contents

Insert At - Location to insert the Table of Contents pages once created

Page Size

Same as Page - (only available when Adding a Blank Page) Allows you to match the new page settings to an existing page in the document

New Page Size - Allows you to select a page size from a list of predefined standard document sizes.

- Portrait: sets the selected page orientation size to portrait
- Landscape: sets the selected page size orientation to landscape

   Note: *Portrait and Landscape options are not available when selecting a "Custom" media size*

Margins

Size - Displays what the size of the page will be once cropped

Units - Select the measurement unit for the crop margins in either Inches, Points, Centimeters, or Millimeters

Top - The distance of the margin from the top

Bottom - The distance of the margin from the bottom

Left - The distance of the margin from the left

Right - The distance of the margin from the right

Format

Line Spacing - sets the distance between each line of the table of contents

Style - sets the style of the content items

Indent - determines how large the indent for each content level should be

Use page labels - When checked will use the page labels instead (if set in the document) of the page number

Fix Scan

The fix scan tool allows you to perform various repair functions on scanned documents. This is useful if you do not have access to the original document or scanner to rescan and fix alignment or size issues.

The options include:

- OCR - Add searchable text to the pages
- Optimize - Reduce the file size of the document
- Deskew - Attempts to auto-rotate the document so that the alignment is corrected

How to Fix a Scanned PDF document

1. On the toolbar go to **Document Tab** > Fix Scan
2. This will display the Fix Scan dialog
3. Select an existing profile or the settings that you wish to use to fix the scan
4. Once complete click on Apply. This will prompt you for a location to save the document
   - **Note**: *If the document is protected or locked you will not be able to fix the document until it is unlocked.*
5. Once you have set the save location for your document and click save PDF Studio will begin fixing the scan with the settings chosen and save it to the location you chose.
6. After the process is complete the new file will automatically be opened so that you can review the results.

Fix Scan Options

Profile

PDF Studio comes with 2 default profiles for fixing scans. Custom profiles can be created to fit specific needs and can be saved to be reused later without having to re-enter settings.

Defaults Profiles Included:

- Current page - Performs all fix scan functions on the current page
- Entire Document - Performs all fix scan functions on the entire document

Pages

All Pages: all pages in the document

Current Page: the current page being displayed

Pages: set custom range of pages if needed using values separated by commas. For example, to print only pages 2 to 4 & 6 to 12 & 20 of a 30 page document enter "2-4, 6-12, 20". Documents using Page Labels will require the exact page label to be entered (i.e. iv, v, etc...)

OCR Options

OCR - Create Searchable PDF - Check this to create text searchable text within the document

Language - Language to be used if OCR is selected. Click on "Download OCR Languages" to download additional languages.

Optimize Pro

Profile - Click on the drop down choose the Optimizer Profile to be used

Add - Use Add to create a new profile to be used for this batch process

Edit - Click edit to modify the currently selected profile in the drop down

Options

Auto deskew images - When checked, if the document's text/images are slanting too far in one direction or is misaligned, PDF Studio will attempt to auto-rotate the document so that the alignment is corrected.

Reduce Noise - This filter reduces light noise in an image. It tries to move each pixel closer in value to its neighbors. As it only has a small effect, you may need to apply it several times. This is good for removing small levels of noise from an image but does give the image some fuzziness.

Despeckle - This filter smooths areas in which noise is noticeable while leaving complex areas untouched. The effect is that grain or other noise is reduced without severely affecting edges.

OCR PDF

PDF Studio is capable of OCRing documents using any of the available OCR languages to add text to documents. OCR allows you to add text to scanned documents or images so that the document can be searched or marked up as you would any other text document. PDF Studio 2022 also introduces the ability to run OCR with two languages at once. For more information on OCRing with two languages see OCR Preferences.

What is OCR?

> *Optical character recognition (OCR) is the mechanical or electronic conversion of images of typed or printed text into machine-encoded searchable text data.*

From Existing Document

Text can be added to an existing document using OCR

1. Launch PDF Studio and open the PDF document that you wish to add searchable text to
2. Go to the **Document Tab > OCR** from the toolbar
3. From the Language drop down select the language you wish to use
   - **Note**: *The first time using OCR you will need to download the language packs. To do so click on "Download OCR Languages", then select the languages you wish to use and click on "Download".*
4. Select the Page Range and Resolution that you wish to use
   - **Note**: *A resolution of 300 DPI produces good OCR results for most images. When dealing with scans containing noise, you may try using a lower DPI setting to get rid of the noise and obtain better OCR results.*
5. Choose additional options
   - Discard Invisible Text - removes any previous OCR text that has been added to the page.
   - Auto Deskew Images - When checked, if the document's text/images are slanting too far in one direction or is misaligned, PDF Studio will attempt to auto-rotate the document so that the alignment is corrected.
6. Click on "OK" to begin the OCR process
7. You will see a progress dialog showing you the current page being processed. Once complete click on "OK" to close the dialog
8. Your document is now ready to be searched, edited, or marked up with highlights, underlined, crossed-out or used with caret annotations.

When Scanning a Document

OCR can add text to a document at the same time it is being scanned with PDF Studio

1. Start the Scanning Dialog as normal
2. In the scanning dialog you will see an option to OCR the document after scanning
3. From the Language drop down select the language you wish to use

- **Note**: *The first time using OCR you will need to download the language packs. To do so click on "Download OCR Languages", then select the languages you wish to use and click on "Download".*

4. After setting all of your scanning and OCR settings click on "Scan" to begin scanning the document
5. Once the scanning completes the OCR process will begin and you will see a progress dialog showing you the current page being processed. Once complete click on "OK" to close the dialog
6. Your document is now ready to be searched, edited, or marked up with highlights, underlined, crossed-out or used with caret annotations.

Available OCR Languages

The following language dictionary files are available for download directly from within PDF Studio OCR functions. Using the appropriate language file will improve the accuracy of OCR results. See Tips on Improving OCR Results for additional information

- Afrikaans
- Albanian – shqip
- Arabic – العربية
- Azerbaijani – azərbaycan
- Basque – euskara
- Belarusian – беларуская
- Bengali – বাংলা
- Bulgarian – български
- Catalan – català
- Cherokee
- Chinese (Simplified) – 中文（简体中文）
- Chinese (Traditional) – 中文（繁體）
- Croatian – hrvatski
- Czech – čeština "da">Danish – dansk
- Danish – Dansk
- Danish (Fraktur) – Dansk (Fraktur)
- Dutch - Netherlandish
- English
- Estonian – eesti
- Finnish - Suomalainen
- French - Français
- Galician – galego
- German - Deutsche
- Greek – Ελληνικά
- Hebrew – עברית
- Hindi – हिन्दी
- Hungarian – magyar
- Icelandic – íslenska
- Indonesian – Bahasa Indonesia
- Italian - Italiano
- Italian (old) – italino vecchio
- Japanese – 日本語
- Kannada – ಕನ್ನಡ
- Korean – 한국어
- Latvian – latviešu
- Lithuanian – lietuvių
- Macedonian – македонски
- Malay – Bahasa Melayu
- Malayalam – മലയാളം
- Maltese – Malti
- Math / Equations
- Norwegian - Norsk
- Polish - Polskie
- Portuguese - Português
- Romanian – română
- Russian – русский
- Serbian – српски
- Slovakian – slovenčina
- Slovakian (Fraktur) – slovenčina (Fraktur)
- Slovenian – slovenščina
- Spanish - Español
- Spanish (Old) – español (Antiguo)
- Swahili – Kiswahili
- Swedish - Svensk
- Tagalog
- Tamil – தமிழ்
- Telugu – తెలుగు
- Thai – ไทย
- Turkish – Türkçe
- Ukrainian – українська
- Vietnamese – Tiếng Việt

Sanitize a PDF

PDF Studio is capable of sanitizing PDF documents to remove all hidden sensitive information from the PDF. This can be very useful when working with sensitive documents that you want to ensure have any possible hidden information removed.

> **Note**: *All document changes must be completed BEFORE sanitizing the document. Once sanitization is complete it will no longer be possible to edit items on the pages as they will be converted to images.*

The sanitize function will convert all pages of the document to images removing sensitive information including the following:

- Metadata
- Document Info
- Attachments
- JavaScript Actions
- Links
- Form Fields
- Comments
- Unused Resources
- Unreferenced Data
- Hidden Layers
- Hidden Data
- Overlapping Objects
- Embedded Search Indexes

How to Sanitize a PDF document

1. On the toolbar go to **Secure Tab >** **Sanitize**
2. This will prompt you for a location to save the document
3. Once you have set the save location for your document and click save and your document will be sanitized and saved to the location you chose.
4. After sanitizing is complete the new file will automatically be opened for you to review

> **Note**: *To protect the document further use the Document Security settings to add additional permissions.*

Batch Processing

Batch processing is a simple, fast way to modify multiple documents at once. A batch process is configured by Selecting Batch Files, Configuring Batch Output, Setting Open Passwords, and configuring the job specific options:

Comments

Delete Comments: Deletes all comments and annotations from a batch of PDFs

Batch Export Comments: Exports all comment data from a batch of PDFs

Flatten Comments: Flattens all comments and annotations from a batch of PDFs

Document

Merge Documents: Merge a batch of PDFs to a single document

OCR Documents: OCR a batch of PDFs to add searchable text

Optimize: Optimize a batch of PDFs to reduce the file size

Preflight: Verify document compliance using various PDF standards for a batch of PDFs

Set Initial View: Set the initial view settings for a batch of PDFs

Set Security: Set the security settings for a batch of PDFs

Pages

Crop Pages: Crop a batch of PDFs

Delete Pages: Deletes a selected page range from each of the PDFs in the batch

Header and Footer: Add a header and/or footer to a batch of PDFs

Resize Pages: Change the document page size of PDFs

Rotate Pages: Rotates all pages within a batch of PDFs

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Watermark: Add a watermark to a batch of PDFs

Print: Print a batch of PDFs

Split: Split a batch of documents

Convert To

HTML5/SVG: Convert a batch of PDFs to HTML / SVG files

Extract Pages as Images: Convert the pages from a batch of PDFs to images

Rasterize PDF: Re-creates the document using images of the pages instead of vector commands.

Convert to PDF: Convert a batch of Supported Files to PDF

Convert to PDF/A: Convert a batch of PDFs to PDF/A

Extract Text: Extract text from a batch of PDFs

Forms

Export Forms: Export form field data from a batch of PDFs

Flatten Fields: Flattens all fields from a batch of PDFs

Reset Fields: Resets the field values from a batch of PDFs

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Selecting Batch Files

PDF Studio has the ability to batch process files allowing you to modify or change many files at once. The first step of any batch process is to first select the files that need to be processed. The File List section is where files or documents can be added, removed, and reordered for the batch process.

File name	File path	Size	Last Modified
alphabets.pdf	C:\temp\alphabets.pdf	5 KB	3/13/07 12:03 PM
barcodes.pdf	C:\temp\barcodes.pdf	42 KB	10/9/09 4:49 PM
Gradients.pdf	C:\temp\Gradients.pdf	5084 KB	4/23/18 12:02 PM
layers.pdf	C:\temp\layers.pdf	917 KB	6/10/15 9:45 AM
test01.pdf	C:\temp\test01.pdf	413 KB	11/17/04 5:00 PM
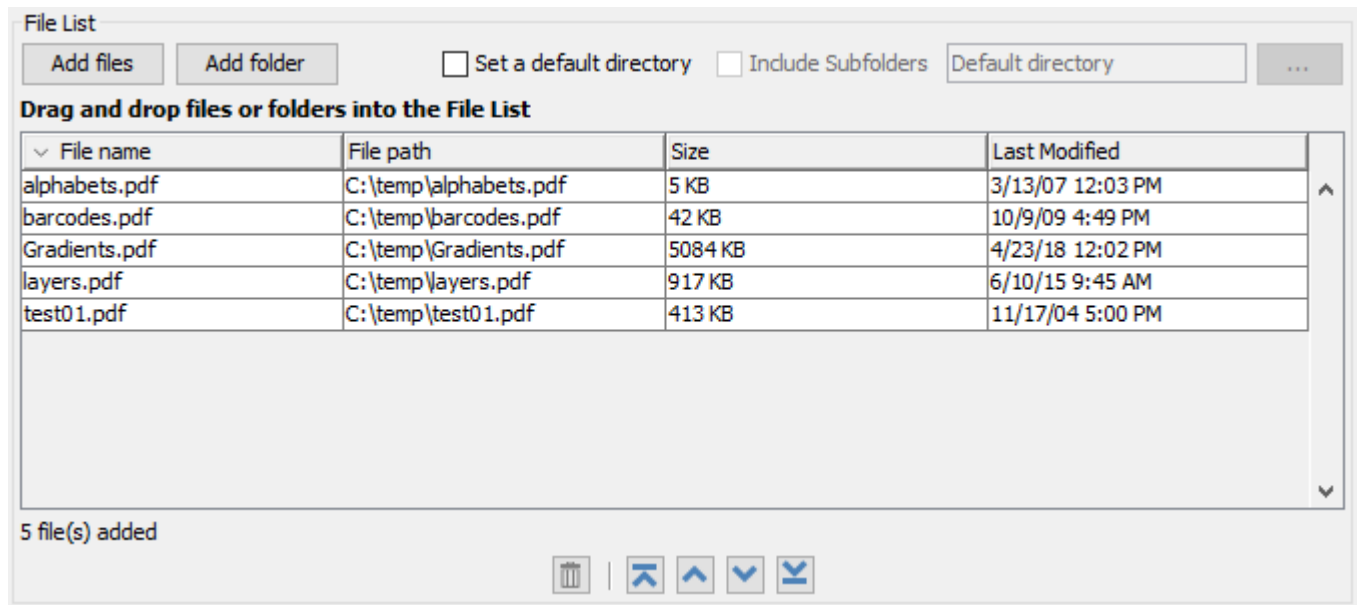
5 file(s) added

Using the File List

When adding files for a batch process the following options are available:

Adding Batch Files

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Drag & Drop - Files and folders can be dragged and dropped from your desktop or folder directly into the File List.

- Files: dragging and dropping files will add only those specific files to the File List
- Folders: dragging and dropping folders will add all files within the folder to the File List

> **Note**: *The type of files that can be added to the File List will depend on the batch process being used.*

Deleting Batch Files

🗑 - Removes the selected file(s) from the list.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Delete - Press the Delete key on your keyboard to remove the selected file(s) from the list.

>   **Note**: *Multiple files can be selected at once by holding down CTRL (Command on Mac) and then clicking on each file in the list.*

Reorganizing Batch Files

⌃ - Moves the selected file(s) up the list.

⌃ - Moves the selected file(s) down the list.

⌅ - Moves the selected file(s) to the top of the list.

⌄ - Moves the selected file(s) to the bottom of the list.

>   **Note**: *Multiple files can be selected at once by holding down CTRL (Command on Mac) and then clicking on each file in the list.*

Setting Directory Defaults

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include subfolders - When checked, will include any supported file types found within sub folder of the chosen default batch directory.

Configuring Batch Output Settings

When processing multiple PDF files during a batch the process a location will need to be specified for the PDF files once they have been processed. These settings are configured per batch.

Batch Output Settings

The following output settings are available when working with batches.

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may

also be used to further distinguish each of the file separations. The available variables are:

- $filename - The file name (no extension) that the document was opened from
- $counter - An automatically incrementing number
- $day - The day of the month
- $month - The current month, using two digits
- $year - The current year, using four digits
- $shortyear - The current year, using two digits
- $second - The current second
- $minute - The current minute
- $hour - The current hour, 1-12
- $ampm - AM or PM
- $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Setting Open Passwords on Batch

When processing multiple PDF files during a batch some files may require a password to be opened. Up to four possible passwords can be added to batch settings that can be used to attempt to open any password protected files. These settings are configured per batch.

Batch Open Password Settings

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have be entered for each new batch process.*

Batch Export Comments

Batch export all comments allow you to export comment data from PDF files in FDF, XFDF, .txt, XML & CSV formats.. Each document will be handled individually using the chosen settings during the batch process.

How to Batch Export All Comments

1. On the toolbar bar go to the **Batch Tab > Comments >** **Export**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Export All Comments Settings

Format

FDF: File format created by Adobe that is supported by most PDF applications

XFDF: Extended FDF file format created by Adobe that is supported by most PDF applications

Text: Simple text file (.txt) that will contain all of the annotation information

XML: File format that is similar to an Excel file that will contain all of the annotation information

CSV: Exports all comment data into the .csv format allowing you to view in any spreadsheet editor such as Microsoft Excel

Highlighted Text: Creates a plain text file with all highlighted text separated by pages.

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⤒ - Moves the selected file(s) to the top of the list.

⤓ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

· $filename - The file name (no extension) that the document was opened from
· $counter - An automatically incrementing number
· $day - The day of the month
· $month - The current month, using two digits
· $year - The current year, using four digits
· $shortyear - The current year, using two digits
· $second - The current second
· $minute - The current minute
· $hour - The current hour, 1-12
· $ampm - AM or PM

- $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Extract Text from PDF

Batch extract text from PDF allows you to extract text from multiple PDF documents. For each document the batch process will output a separate text file with the text contents of that document.

> **Note**: *If the document does not contain text (for example: scanned documents or images) it will need to be OCR'd first so that there is text to extract.*

How to Extract Text from a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab > Convert to >** 🗎 **Text**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Extract Text Settings

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⤒ - Moves the selected file(s) to the top of the list.

⤓ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

· $filename - The file name (no extension) that the document was opened from
· $counter - An automatically incrementing number
· $day - The day of the month
· $month - The current month, using two digits
· $year - The current year, using four digits
· $shortyear - The current year, using two digits
· $second - The current second
· $minute - The current minute
· $hour - The current hour, 1-12
· $ampm - AM or PM
· $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Note: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Convert to HTML5 ⬛ / SVG

PDF Studio allows you to convert PDF documents to an HTML5 web page. This makes it possible to easily publish the content of PDF document onto any website, as HTML5 is supported by all browsers, without the need of a viewer plug-in. The PDF to HTML5 conversion engine in PDF Studio preserves fonts and uses the SVG format to preserve vector graphics. Sample PDF documents that have been converted to HTML5 can be found HERE.

How to Convert a Batch of PDFs to HTML

1. On the toolbar bar go to the **Batch Tab > Convert To >** ⬛ **HTML5 / SVG**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Select the HTML5 conversion settings you wish to use
   - Using the File List select the files that need to be processed
   - Set the results settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Convert to HTML5 / SVG Settings

HTML5 Conversion Options

The options in the are as follows:

Convert to - Select the output type

- Single HTML per document: creates a single HTML file for each document being processed
- Single SVG per document : creates a single SVG file for each document being processed
- Separate SVG per page: creates individual SVG files for each page of each document being processed

Pages - The range of pages to be exported as images

- All Pages: all pages in the document
- Page Range: set the pages to be exported using the From and To options
- Even Pages Only: only export the even pages of the document
- Odd Pages Only: only export the odd pages of the document

Show Page Border - When checked ads a 1px border to the created pages. This makes it easier to distinguish the page are on white documents

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Compress Images - When checked will compress images found in the PDF to JPEG in order to reduce the size of the output

JPG Quality – Select the desired quality of JPG compression. Based on the quality parameter. Some guidelines for the quality value: 8 high quality, 5 medium quality, 2 low quality.

- · 0 – very high compression, very low quality
- · 10 – low compression, very high quality

Results

In addition to displaying the preflight results dialog, results can be saved in a variety of configurable ways. If preflighting encounters any errors, these errors can be added to the document as annotations and/or a report detailing the errors can be created. The report is either appended to the document or saved as a new document. The modified document and/or the new report document are saved to the destination folder.

Add comments for preflight errors - whether or not to add annotations to the original document for preflight errors

Create Preflight report - whether or not to create a separate report for the preflight errors using the below options

> **Append report to document** - appends an error report to the beginning of the document

> **Create new document for report** - creates a separate document for the error report that will be exported to the below destination folder

File List

Add Files - Displays a file chooser to add individual files to the list.

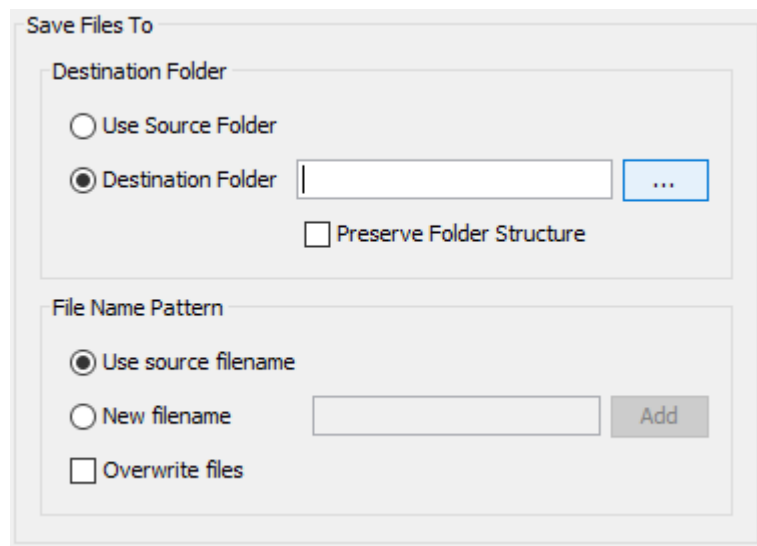**Add Folder** - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⩔ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:
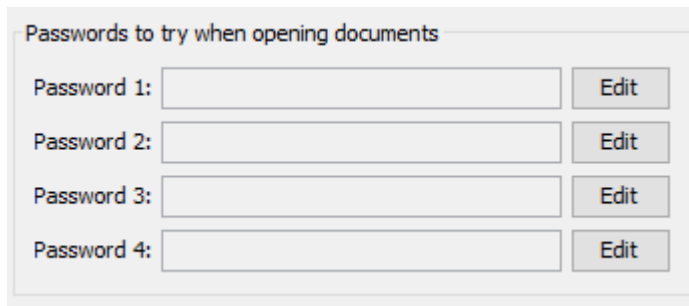
· $filename - The file name (no extension) that the document was opened from
· $counter - An automatically incrementing number
· $day - The day of the month
· $month - The current month, using two digits
· $year - The current year, using four digits
· $shortyear - The current year, using two digits
· $second - The current second
· $minute - The current minute
· $hour - The current hour, 1-12
· $ampm - AM or PM
· $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Convert Files to PDF

Batch convert files to PDF allows you to convert supported non-PDF files into PDF documents. This function is similar to Converting Files to PDF except it will convert many files at once.

How to Batch Convert Files to PDF

1. On the toolbar bar go to the **Batch Tab > Convert to >** **PDF**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Convert Settings

New Page

Page Size - Allows you to select a page size from a list of predefined standard document sizes.

- Portrait: sets the selected page orientation size to portrait
- Landscape: sets the selected page size orientation to landscape

   Note: *Portrait and Landscape options are not available when selecting a "Custom" media size*

Units - Select the measurement unit for the crop margins in either Inches, Points, Centimeters, or Millimeters

Width - Width of the page in the units selected

Height - Height of the page in the units selected

 Keep Proportional - When checked keeps the width and height values in sync

Current Page

Center - When checked this option will center the original page content in the new page size

Scale to Fit - Resizes the page content to best fit the new page size

Fit to Crop Page - Sets the crop box equal to the media box

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⊻ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

· $filename - The file name (no extension) that the document was opened from

- · $counter - An automatically incrementing number
- · $day - The day of the month
- · $month - The current month, using two digits
- · $year - The current year, using four digits
- · $shortyear - The current year, using two digits
- · $second - The current second
- · $minute - The current minute
- · $hour - The current hour, 1-12
- · $ampm - AM or PM
- · $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Convert to PDF/A

Batch convert to PDF/A allows you to convert all PDF documents to PDF/A. Each document will be handled individually using the chosen settings during the batch process. Use the settings below to create a conversion report if needed.

Profile

Convert to PDF/A-1b

PDF/A Conversion Problems

☐ Create conversion problem report

⦿ Report only   ◯ Original PDF with comments

◯ Original PDF with report   ◯ Original PDF with report and comments

How to Batch Convert PDFs to PDF/A

1. On the toolbar bar go to the **Batch Tab > Convert to >** ⬚ **PDF/A**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - Set the PDF/A conversion problem settings
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch PDF/A Convert Settings

Profile

Select the PDF/A profile you wish to convert the documents to:

- PDF/A-1b
- PDF/A-2b
- PDF/A-3b

PDF/A Conversion Problems

Create Conversion Problem Report - Check this box to produce an error report using one of the settings below for any PDFs that were unable to be converted to PDF/A

- Report only: generates a PDF showing only the errors
- Original PDF with report: generates a separate PDF that has the error report appended to the beginning of the document
- Original PDF with annotations: generates a separate PDF with annotation marks on all errors

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- Original PDF with report and annotations: generates a separate PDF with annotation marks on all errors as well as an error report appended to the beginning of the document

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

🔺 - Moves the selected file(s) up the list.

🔻 - Moves the selected file(s) down the list.

⤒ - Moves the selected file(s) to the top of the list.

⤓ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

- Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may

also be used to further distinguish each of the file separations. The available variables are:

- $filename - The file name (no extension) that the document was opened from
- $counter - An automatically incrementing number
- $day - The day of the month
- $month - The current month, using two digits
- $year - The current year, using four digits
- $shortyear - The current year, using two digits
- $second - The current second
- $minute - The current minute
- $hour - The current hour, 1-12
- $ampm - AM or PM
- $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Crop

Batch crop allows you to adjust the crop margins on a batch of documents. Each document will be handled individually using the chosen settings during the batch process.

How to Crop a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab > Pages >** **Crop Pages**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Set the crop settings for the batch
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Crop Settings

Crop Box

Box

Crop box – the region to which the contents of the page are to be or cropped when displayed or printed.

Bleed box – the bounds to which the contents of the page should be clipped when output in a production environment.

Trim box – the intended dimensions of the finished page after trimming.

Art box – the extent of the page's meaningful content (including potential white space) as intended by the document creator.

Margins

> **Units** - Select the measurement unit for the crop margins in either Inches, Points, Centimeters, or Millimeters
>
> **Top** - The distance of the margin from the top
>
> **Bottom** - The distance of the margin from the bottom
>
> **Left** - The distance of the margin from the left
>
> **Right** - The distance of the margin from the right

File List

> **Add Files** - Displays a file chooser to add individual files to the list.
>
> **Add Folder** - Displays a file chooser that adds the contents of a directory to the list.
>
> **Set Default Batch Directory** - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.
>
> **Include Subfolders** - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.
>
> 🗑 - Removes the selected file(s) from the list.
>
> ⌃ - Moves the selected file(s) up the list.
>
> ⌄ - Moves the selected file(s) down the list.
>
> ⤒ - Moves the selected file(s) to the top of the list.
>
> ⤓ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

> **Use Source Folder** - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.
>
> **Destination Folder** - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder
>
> · Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

- $filename - The file name (no extension) that the document was opened from
- $counter - An automatically incrementing number
- $day - The day of the month
- $month - The current month, using two digits
- $year - The current year, using four digits
- $shortyear - The current year, using two digits
- $second - The current second
- $minute - The current minute
- $hour - The current hour, 1-12
- $ampm - AM or PM
- $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Batch Delete All Comments

Batch delete all comments allow you to delete all comments and annotations from a batch of PDFs. Each document will be handled individually using the chosen settings during the batch process.

How to Batch Delete All Comments

1. On the toolbar bar go to the **Batch Tab > Comments >** 🗑 **Delete**
2. Set the options for the batch process. Additional details for each of the settings are available below.
     · Using the File List select the files that need to be processed
     · Set the destination settings for the processed batch files
     · If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Delete All Comments Settings

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⏫ - Moves the selected file(s) to the top of the list.

⏬ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

- Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

- $filename - The file name (no extension) that the document was opened from
- $counter - An automatically incrementing number
- $day - The day of the month
- $month - The current month, using two digits
- $year - The current year, using four digits
- $shortyear - The current year, using two digits
- $second - The current second
- $minute - The current minute
- $hour - The current hour, 1-12
- $ampm - AM or PM
- $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Delete Pages

Batch delete pages allows you to delete pages from a batch of PDFs. Each document will be handled individually using the chosen settings during the batch process.

How to Delete Pages from a Batch

1. On the toolbar bar go to the **Batch Tab > Pages >** ⬚ **Delete Pages**
2. Set the options for the batch process. Additional details for each of the settings are available below.
    - Set range of pages to delete
    - Using the File List select the files that need to be processed
    - Set the destination settings for the processed batch files
    - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Delete Settings

Page Range

Pages - The range of pages to be deleted

- Page Range: set the pages to be deleted using the From and To options
- Even Pages Only: only the even pages
- Odd Pages Only: only the odd pages

   Note: *When processing the batch PDF Studio will only delete the selected page range if they exist within the PDF. If the pages do not exist no pages will be deleted. For example, if set to delete pages 5-7 and the document only has 3 pages nothing will be deleted and the document will remain the same.*

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⊻ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

· $filename - The file name (no extension) that the document was opened from
· $counter - An automatically incrementing number
· $day - The day of the month
· $month - The current month, using two digits
· $year - The current year, using four digits
· $shortyear - The current year, using two digits
· $second - The current second
· $minute - The current minute
· $hour - The current hour, 1-12
· $ampm - AM or PM

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

· $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*
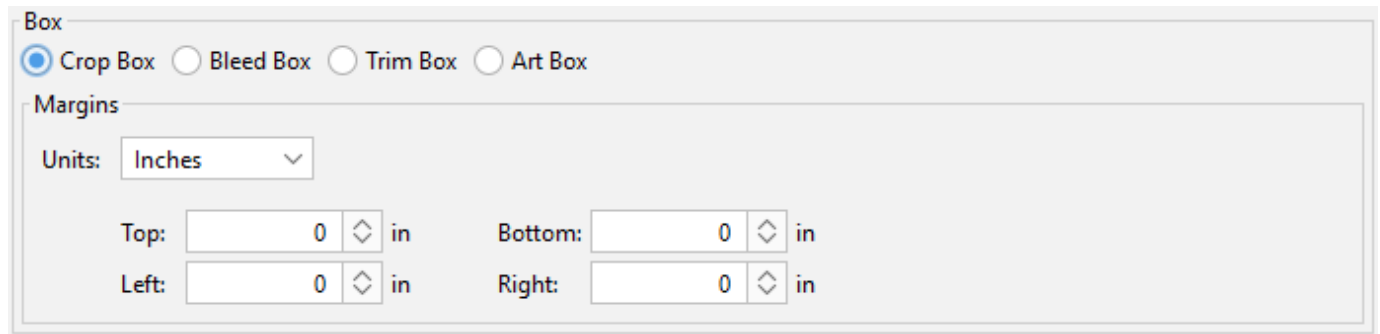
Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Export Forms

Batch export forms allows you to export forms to FDF, XFDF, XDP, or XML from multiple documents at once. Each document will be handled individually using the split profile selected during the batch process.

Export Form for Batch

Export Form: FDF ▾

How to Export Forms from a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab > Forms >** **Export**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Set the type of file to export to
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Form Export Settings

Select Export Type

Select to export the document's forms as either an FDF, XFDF, XDP, or XML

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⤒ - Moves the selected file(s) to the top of the list.

⤓ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

- Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

- $filename - The file name (no extension) that the document was opened from
- $counter - An automatically incrementing number
- $day - The day of the month
- $month - The current month, using two digits
- $year - The current year, using four digits
- $shortyear - The current year, using two digits
- $second - The current second
- $minute - The current minute
- $hour - The current hour, 1-12
- $ampm - AM or PM
- $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

Note: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Extract Pages as Image

Batch extract pages as image allows you to extract the pages from a batch of documents as images. Each page of each document will be saved as a separate image file. Each document will be handled individually using the chosen settings during the batch process.
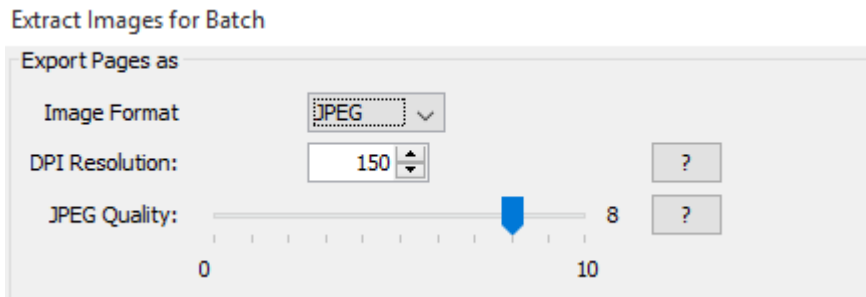
How to Extract Pages as Image for a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab > Convert To >** **Extract Pages as Image**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Set the image format and settings
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Extract Pages as Image Settings

Select Image Settings

DPI Resolution - Resolution in DPI used to render the page, 72 is the PDF native resolution.

Image Format - The image format used when converting the PDF documents to images

   JPEG - lossy compression that will reduce image quality and size

   · ◦ ▪ Quality: This is the quality of JPEG compression. It varies from 0 (very high compression, very low quality), to 10 (low compression, very high quality) based on the quality parameter. Some guidelines for the quality value: 8 high quality, 5 medium quality, 2 low quality.

   PNG - Lossless compression does not reduce quality and has no additional options

TIFF - Lossless compression does not reduce quality but allows for more than one image per file and additional compression formats

- ◦ ▪ Compression: Select the specific compression type for the TIFF image. The available TIFF compressions are: CCITT_RLE(B&W), Group 3 Fax (B&W), Group 4 Fax (B&W), Pack Bits, LZW, ZLib, Deflate, JPEG, No Compression.

    Note: *CCITT RLE, Group 3 Fax, and Group 4 Fax are compressed black and white formats.*

- ◦ ▪ Export all pages as a single tiff: By default, a default separate TIFF images will be generated for each page. Check this option export a single file containing multiple images.

GIF - Lossless compression format for image files that does not reduce quality but supports both animated and static images.

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⊻ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

- $filename - The file name (no extension) that the document was opened from
- $counter - An automatically incrementing number
- $day - The day of the month
- $month - The current month, using two digits
- $year - The current year, using four digits
- $shortyear - The current year, using two digits
- $second - The current second
- $minute - The current minute
- $hour - The current hour, 1-12
- $ampm - AM or PM
- $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Flatten All Comments

Batch flatten all comments allow you to flatten all comments and annotations from a batch of PDFs. Flattening annotations is the act of painting the annotations directly on the page to which they belong so they are not editable anymore. This will permanently write an annotation into the document. For instance, a custom signature stamp can be flattened so the signature is added to the document itself and doesn't sit on a document as an editable annotation anymore. Each document will be handled individually using the chosen settings during the batch process.

> **Note**: *Annotations such as the sticky note will have comments removed but the image will still be placed on the document. The following annotations (file attachment annotations, links, sounds, and redaction annotations) will NOT be removed when flattening annotation*s *. Even though technically file attachment annotations, links, sounds, and redaction annotations are annotations, they contain actions that would also be removed if the annotation was flattened and so they remain to not interfere with the functions placed in the PDF.*

How to Batch Flatten All Comments

1. On the toolbar bar go to the **Batch Tab > Comments >** 🖌 **Flatten**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Flatten All Comments Settings

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

⌄ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⊻ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

- Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

- $filename - The file name (no extension) that the document was opened from
- $counter - An automatically incrementing number
- $day - The day of the month
- $month - The current month, using two digits
- $year - The current year, using four digits
- $shortyear - The current year, using two digits
- $second - The current second
- $minute - The current minute
- $hour - The current hour, 1-12
- $ampm - AM or PM
- $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Flatten All Fields

Batch flatten all fields allow you to flatten all fields from a batch of PDFs. Fields will be painted directly in the content page to which they belong and will not be editable anymore. Each document will be handled individually using the chosen settings during the batch process.

How to Batch Flatten All Fields

1. On the toolbar bar go to the **Batch Tab > Forms >** 🖌 **Flatten**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Flatten All Fields Settings

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⊻ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

· $filename - The file name (no extension) that the document was opened from
· $counter - An automatically incrementing number
· $day - The day of the month
· $month - The current month, using two digits
· $year - The current year, using four digits
· $shortyear - The current year, using two digits
· $second - The current second
· $minute - The current minute
· $hour - The current hour, 1-12
· $ampm - AM or PM
· $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

Note: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Note: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Apply Header and Footer

Batch apply header and footer allows you to add headers and footers to multiple PDF documents at once. Each document will be handled individually using the chosen settings during the batch process.

Apply Header to a Batch

Select Header & Footer

| BatesNumber Header Sample ⌄ | Add | Edit |

How to Apply Headers and Footers to a Batch

1. On the toolbar bar go to the **Batch Tab > Pages >** ⬚ **Header & Footer**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Select an existing profile from the drop down, click on Add to create a new one, or click on Edit to modify an existing profile
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Header and Footer Settings

Select Header & Footer

Profile - Click on the drop down choose the Header and Footer Profile to be used for the batch process

Add - Use Add to create a new profile to be used for this batch process

Edit - Click edit to modify the currently selected profile in the drop down

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⤒ - Moves the selected file(s) to the top of the list.

⤓ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

- Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

- $filename - The file name (no extension) that the document was opened from
- $counter - An automatically incrementing number
- $day - The day of the month
- $month - The current month, using two digits
- $year - The current year, using four digits
- $shortyear - The current year, using two digits
- $second - The current second
- $minute - The current minute
- $hour - The current hour, 1-12
- $ampm - AM or PM
- $longhour - The current hour, 0-23

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Merge a Batch Documents

Batch merge documents allows you to merge any of the Supported File Types to a single PDF. This batch process functions exactly the same as Merging/Converting multiple files to PDF.

How to Merge/Convert a Batch of Files to PDFs

1. On the toolbar bar go to the **Batch Tab > Document >** **Merge**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Merge/Convert Settings

New Page

Page Size - Allows you to select a page size from a list of predefined standard document sizes.

- Portrait: sets the selected page orientation size to portrait
- Landscape: sets the selected page size orientation to landscape

   Note: *Portrait and Landscape options are not available when selecting a "Custom" media size*

Units - Select the measurement unit for the crop margins in either Inches, Points, Centimeters, or Millimeters

Width - Width of the page in the units selected

Height - Height of the page in the units selected

 Keep Proportional - When checked keeps the width and height values in sync

Current Page

Center - When checked this option will center the original page content in the new page size

Scale to Fit - Resizes the page content to best fit the new page size

Fit to Crop Page - Sets the crop box equal to the media box

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Options

Add a bookmark for each merged document - This will create a separate bookmark for each merged file added to the document

Set page labels based on original file name - When set, creates page labels for every page using the following format "*[document file name]_[page number]*"

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

︿ - Moves the selected file(s) up the list.

﹀ - Moves the selected file(s) down the list.

⤒ - Moves the selected file(s) to the top of the list.

⤓ - Moves the selected file(s) to the bottom of the list.

Results

Open New Merged Document - After the merge is complete the new file will be displayed in PDF Studio

Save As - This option allows you to set a destination for the newly created merged file. You can type the destination manually or click on the "..." button to open a file chooser to set the destination for the newly created file

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process. Only PDF files with passwords are supported.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Batch OCR Documents

Batch OCR documents adds text to any documents that do not contain text using any of the supported OCR languages. Each document will be handled individually using the chosen settings during the batch process. PDF Studio 2022 also introduces the ability to run OCR with two languages at once. For more information on OCRing with two languages see OCR Preferences.

What is OCR?

Optical character recognition (OCR) is the mechanical or electronic conversion of images of typed or printed text into machine-encoded searchable text data.

How to OCR a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab > Document >** OCR
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Select a language from the drop down or click on Download OCR Languages to download a new one.
   - Choose additional OCR options
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch OCR Settings

Select Language

Language - Select the language to OCR the documents with

Download OCR Languages - Opens the language download manager

Discard Invisible Text - Removes any previous OCR text that has been added to the page.

Auto Deskew Images - When checked, if the document's text/images are slanting too far in one direction or is misaligned, PDF Studio will attempt to auto-rotate the document so that the alignment is corrected.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

︿ - Moves the selected file(s) up the list.

﹀ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⊻ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

· $filename - The file name (no extension) that the document was opened from

- · $counter - An automatically incrementing number
- · $day - The day of the month
- · $month - The current month, using two digits
- · $year - The current year, using four digits
- · $shortyear - The current year, using two digits
- · $second - The current second
- · $minute - The current minute
- · $hour - The current hour, 1-12
- · $ampm - AM or PM
- · $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Optimize

Batch optimize allows you to optimize all selected documents using the profile options selected at the top. Choose an existing preset profile or click on "Add" to create a new one to use in optimizing the batch. Each document will be handled individually using the split profile selected during the batch process.

How to Optimize a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab > Document >** 🖥 **Optimize**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Select an existing profile from the drop down, click on Add to create a new one, or click on Edit to modify an existing profile
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Optimize Settings

Select Optimizer Settings

Profile - Click on the drop down choose the Optimizer Profile to be used for the batch process

Add - Use Add to create a new profile to be used for this batch process

Edit - Click edit to modify the currently selected profile in the drop down

Report

Generate Results Log - When checked, outputs creates a text file logging the changes to the document in the same directory as the new optimized file.

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⤒ - Moves the selected file(s) to the top of the list.

⤓ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder
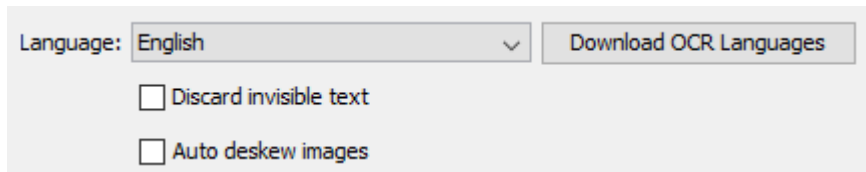
- Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

- $filename - The file name (no extension) that the document was opened from
- $counter - An automatically incrementing number
- $day - The day of the month
- $month - The current month, using two digits
- $year - The current year, using four digits

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- · $shortyear - The current year, using two digits
- · $second - The current second
- · $minute - The current minute
- · $hour - The current hour, 1-12
- · $ampm - AM or PM
- · $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Preflight Documents

Batch preflight documents allows you to verify the compliance of a batch of PDF documents against a selected archival standard. Each document will be handled individually using the split profile selected during the batch process. After the process completes, the results of the preflight check are displayed in a dialog.

Preflight a Batch

Select preflight profile

PDF/X-1a:2001
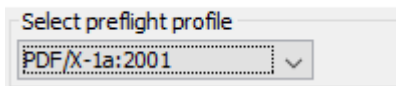
How to Preflight a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab > Document >** Preflight
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Select the verification profile to be used
   - Using the File List select the files that need to be processed
   - Set the results settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Preflight Settings

Select Preflight Profile

Profile - Click on the drop down choose the Preflight Verification Profile to be used for the batch process

- PDF/X-1a:2001 – ISO 15930-1
- PDF/X-1a:2003 – ISO 15930-4
- PDF/X-3:2002 – ISO 15930-3
- PDF/X-3:2003 – ISO 15930-6
- PDF/A-1a
- PDF/A-1b
- PDF/A-2b
- PDF/A-2u
- PDF/A-3b

Results

In addition to displaying the preflight results dialog, results can be saved in a variety of configurable ways. If preflighting encounters any errors, these errors can be added to the document as annotations and/or a report detailing the errors can be created. The

report is either appended to the document or saved as a new document. The modified document and/or the new report document are saved to the destination folder.

Add comments for preflight errors - whether or not to add annotations to the original document for preflight errors

Create preflight report - whether or not to create a separate report for the preflight errors using the below options

> **Append report to document** - appends an error report to the beginning of the document

> **Create new document for report** - creates a separate document for the error report that will be exported to the below destination folder

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⤒ - Moves the selected file(s) to the top of the list.

⤓ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

- Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

- $filename - The file name (no extension) that the document was opened from
- $counter - An automatically incrementing number
- $day - The day of the month
- $month - The current month, using two digits
- $year - The current year, using four digits
- $shortyear - The current year, using two digits
- $second - The current second
- $minute - The current minute
- $hour - The current hour, 1-12
- $ampm - AM or PM
- $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*
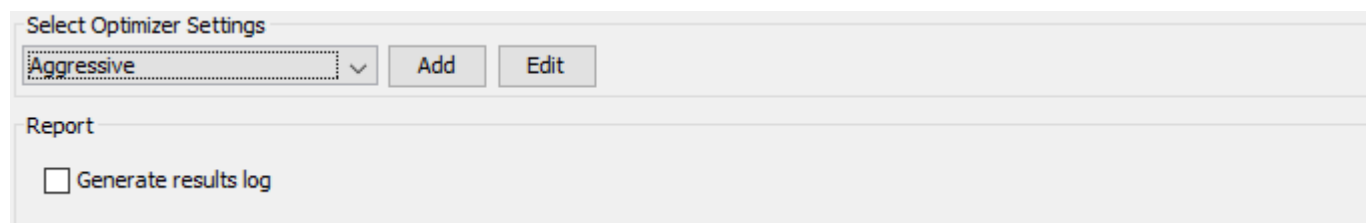
Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Print

Batch print allows you to print multiple PDF documents at the same time to a specific printer.

> **Note**: *The last used printer dialog will be used when printing a batch. For more information on each of the printing dialogs see* *Printing PDFs*

How to Print a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab** > **Pages** > 🖨 **Print**
2. Set the options for the batch process. Additional details for each of the settings are available below.
    - Using the File List select the files that need to be processed
    - Set the destination settings for the processed batch files
    - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to display the batch print dialog.
4. Choose the settings you wish to use and then click Print to print all of the documents.

> **Note**: When printing each document will be handled individually using the chosen settings from the print dialog.

Batch Print Settings

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

︿ - Moves the selected file(s) up the list.

﹀ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⩔ - Moves the selected file(s) to the bottom of the list.

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Rasterize PDF

Batch rasterize PDF re-creates the document using images of the pages instead of vector commands. It functions the same as exporting a PDF to images and then re-importing the images into a new PDF. Each document will be handled individually using the chosen settings during the batch process.

How to Rasterize a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab > Convert To >** ▦ **Rasterize PDF**
2. Set the options for the batch process. Additional details for each of the settings are available below.
    - Set the image format and additional settings
    - Using the File List select the files that need to be processed
    - Set the destination settings for the processed batch files
    - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Rasterize Settings

Page Range

Pages - The range of pages to be rasterized

- All Pages: Rasterizes all the pages of each document
- Page Range: Set the pages to be rasterized using the From and To options
- Even Pages Only: only the even pages
- Odd Pages Only: only the odd pages

> **Note**: *When processing the batch PDF Studio will only rasterize the selected page range if they exist within the PDF. If the pages do not exist no pages will be*

rasterized. For example, if set to rasterize pages 5-7 and the document only has 3 pages nothing will be rasterized and the document will remain the same.

Compression

Compression - Sets the image format when rasterizing the PDFs. Only images compatible with the PDF format can be chosen.

· JPEG - lossy compression that will reduce image quality and size
· JPEG2000 - less lossy compression that will reduce size and some quality
· FLATE - Lossless compression does not reduce quality but may not always reduce file size
· JBIG2 - Lossless compression that can only support black and white color space. Color images will be converted to black and white. Best for scanned documents with no images

JPEG Quality - This is the quality of JPEG compression. It varies from 0 (very high compression, very low quality), to 10 (low compression, very high quality) based on the quality parameter. Some guidelines for the quality value: 8 high quality, 5 medium quality, 2 low quality.

DPI Resolution - Resolution in DPI used to render the page, 72 is the PDF native resolution.

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⊻ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

· $filename - The file name (no extension) that the document was opened from
· $counter - An automatically incrementing number
· $day - The day of the month
· $month - The current month, using two digits
· $year - The current year, using four digits
· $shortyear - The current year, using two digits
· $second - The current second
· $minute - The current minute
· $hour - The current hour, 1-12
· $ampm - AM or PM
· $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Note: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Reset Fields

Batch reset fields allow you to reset all fields within documents from a batch of PDFs. Reset fields will have their values either set to blank or the default value if specified. Each document will be handled individually using the chosen settings during the batch process.

How to Batch Reset Fields

1. On the toolbar bar go to the **Batch Tab > Forms >** **Reset**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Reset Fields Settings

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⊻ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

· $filename - The file name (no extension) that the document was opened from
· $counter - An automatically incrementing number
· $day - The day of the month
· $month - The current month, using two digits
· $year - The current year, using four digits
· $shortyear - The current year, using two digits
· $second - The current second
· $minute - The current minute
· $hour - The current hour, 1-12
· $ampm - AM or PM
· $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*
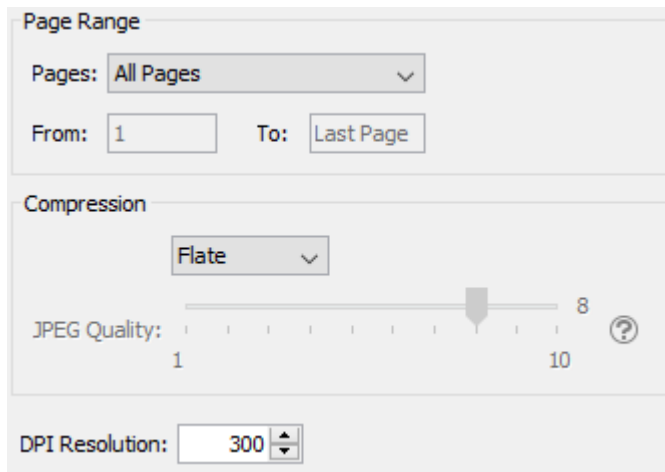
Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Note: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Resize Pages

Batch resize pages allows you to scale pages so that the content better fits the page or to increases borders and margins.. Each document will be handled individually using the chosen settings during the batch process.

How to Resize a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab** > **Pages** > **Resize Pages**
2. Set the options for the batch process. Additional details for each of the settings are available below.
    - Set the page size options for the batch
    - Using the File List select the files that need to be processed
    - Set the destination settings for the processed batch files
    - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Resize Pages Settings

New Page

Page Size - Allows you to select a page size from a list of predefined standard document sizes.

- Portrait: sets the selected page orientation size to portrait
- Landscape: sets the selected page size orientation to landscape

    Note: *Portrait and Landscape options are not available when selecting a "Custom" media size*

Units - Select the measurement unit for the crop margins in either Inches, Points, Centimeters, or Millimeters

Width - Width of the page in the units selected

Height - Height of the page in the units selected

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Keep Proportional - When checked keeps the width and height values in sync

Current Page

Center - When checked this option will center the original page content in the new page size

Scale to Fit - Resizes the page content to best fit the new page size

Fit to Crop Page - Sets the crop box equal to the media box

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

- Removes the selected file(s) from the list.

- Moves the selected file(s) up the list.

- Moves the selected file(s) down the list.

- Moves the selected file(s) to the top of the list.

- Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

- $filename - The file name (no extension) that the document was opened from
- $counter - An automatically incrementing number
- $day - The day of the month
- $month - The current month, using two digits
- $year - The current year, using four digits
- $shortyear - The current year, using two digits
- $second - The current second
- $minute - The current minute
- $hour - The current hour, 1-12
- $ampm - AM or PM
- $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Rotate Pages

Batch rotate pages allows you to rotate pages from a batch of PDFs. Each document will be handled individually using the chosen settings during the batch process.

Direction:	Clockwise 90 degrees	⌄
Page range		
Subset:	Page range	⌄
Pages:		⑦

How to Rotate Pages from a Batch

1. On the toolbar bar go to the **Batch Tab** > **Pages** > 🗔 **Rotate Pages**
2. Set the options for the batch process. Additional details for each of the settings are available below.
    - Set direction and range of pages to rotate
    - Using the File List select the files that need to be processed
    - Set the destination settings for the processed batch files
    - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Rotate Settings

Direction - The direction and amount to rotate the pages

- Clockwise 90 degrees: Rotates the pages 90 degrees (1/4 turn) to the right
- 180 degrees: rotates the pages 180 degrees
- Counterclockwise 90 degrees: Rotates the pages 90 degrees (1/4 turn) to the left

Page Range

Pages - The range of pages to be rotated

- Page Range: set the pages to be rotated using the From and To options
- Even Pages Only: only the even pages
- Odd Pages Only: only the odd pages

> **Note**: *When processing the batch PDF Studio will only rotate the selected page range if they exist within the PDF. If the pages do not exist no pages will be rotated. For example, if set to rotate pages 5-7 and the document only has 3 pages nothing will be rotated and the document will remain the same.*

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⊻ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

· $filename - The file name (no extension) that the document was opened from

- · $counter - An automatically incrementing number
- · $day - The day of the month
- · $month - The current month, using two digits
- · $year - The current year, using four digits
- · $shortyear - The current year, using two digits
- · $second - The current second
- · $minute - The current minute
- · $hour - The current hour, 1-12
- · $ampm - AM or PM
- · $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents
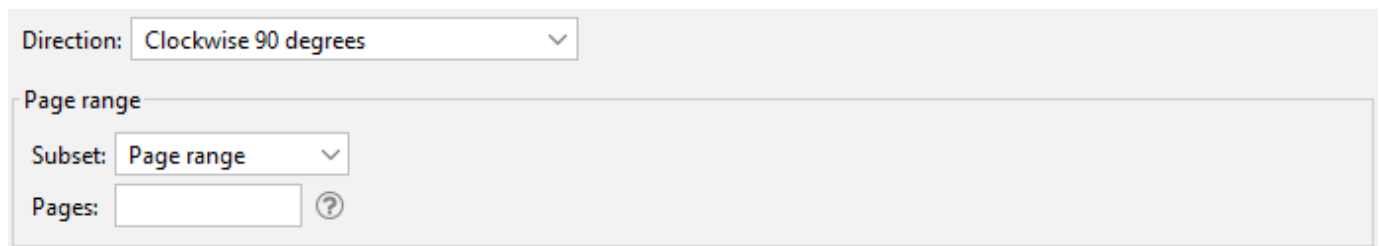
To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Set Initial View

Batch set initial view allows you to modify the initial display properties of multiple PDF documents. Each document will be handled individually using the chosen settings during the batch process.

Set Initial View for a Batch

Layout and Magnification

Navigation Tab:	Default ∨
Page layout:	Default ∨
Magnification:	Default ∨
Open to page:	1

How to Set the Initial View Settings to a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab** > **Document** > 📄 **Set Initial View**
2. Set the options for the batch process. Additional details for each of the settings are available below.
    - Set the initial view options for the documents
    - Using the File List select the files that need to be processed
    - Set the destination settings for the processed batch files
    - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Set Initial View Settings

Select Layout & Magnification Options

Navigation Tab – Set which navigation tab if any is automatically opened when the document is opened.

Page Layout – Set whether there will be a single page or two facing pages as the layout, and whether or not the layout will be continuous.

Magnification – Set the initial magnification level for the document.

Open To Page – Set the page the document is opened to.

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

︿ - Moves the selected file(s) up the list.

﹀ - Moves the selected file(s) down the list.

⎯︿ - Moves the selected file(s) to the top of the list.

⎯﹀ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

· $filename - The file name (no extension) that the document was opened from
· $counter - An automatically incrementing number
· $day - The day of the month
· $month - The current month, using two digits
· $year - The current year, using four digits
· $shortyear - The current year, using two digits
· $second - The current second

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- $minute - The current minute
- $hour - The current hour, 1-12
- $ampm - AM or PM
- $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Set Security

Batch set security allows you to modify the security settings of multiple PDF documents at once. This will set the EXACT same password and security settings on all documents in the list.

How to Set Security on a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab >** 🔒 **Set Security**
2. Set the options for the batch process. Additional details for each of the settings are available below.
    - Set the password and permission settings to be set for the documents
    - Using the File List select the files that need to be processed
    - Set the destination settings for the processed batch files
    - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Set Security Settings

Passwords

Security Method - The current encryption being used to secure the document. The options are either Acrobat 5.0 (High 128-bit RC4) and later or Acrobat 7.0 (High 128-bit AES) and later.

Open Password – also known as the user password, it is the password that will be required when the documents are opened.

Permissions Password – also known as the owner password, it is the password that will be required when trying to change permissions and passwords on the documents.

Permissions

Allow Printing High Res – Print the document at high resolution. When this permission is granted, the following permission 'Printing' is also automatically granted.

> **Allow Printing** - Allow printing the document

Allow Text & Graphics Extraction – Copy or otherwise extract text and graphics from the document. When this permission is granted, the following permission 'Extraction for Accessibility' is also automatically granted.

> **Allow Extraction for Accessibility** – Extract text and graphics in support of accessibility to disabled users or other purposes

Allow Document Changes – Modify the document. When this permission is granted, the following 3 permissions (Document Assembly, Comments and Form Filling) are also automatically granted. When this permission is not granted, the following 3 permissions (Document Assembly, Comments and Form Filling) can independently be granted.

> **Allow Document Assembly** – Assemble the document: insert, rotate or delete pages and create bookmarks or thumbnail images

> **Allow Annotations & Comments** – Add or modify text annotations. When this permission is granted, the following permission 'Filling Form Fields & Signing' is automatically granted. When this permission is not granted, then the following permission 'Form Filling & Signing' can be granted independently. And when this permission is granted and the 'All Changes' permission is also granted, creating or modifying interactive form fields (including signature fields) is allowed.

> > **Allow Filling Form Fields & Signing** - Fill in existing interactive form fields including signature fields.

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⤒ - Moves the selected file(s) to the top of the list.

⤓ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

· $filename - The file name (no extension) that the document was opened from
· $counter - An automatically incrementing number
· $day - The day of the month
· $month - The current month, using two digits
· $year - The current year, using four digits
· $shortyear - The current year, using two digits
· $second - The current second
· $minute - The current minute
· $hour - The current hour, 1-12
· $ampm - AM or PM
· $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Note: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Sign

Batch Sign allows you to Apply Digital Signatures multiple PDF documents at once. This will use the EXACT same signature for all documents in the list.

How to Sign on a Batch of PDFs

1. On the toolbar bar go to the **Batch Tab > ✎ Sign**
2. Set the options for the batch process. Additional details for each of the settings are available below.
   - Set the digital signature settings to be set for the documents
   - Using the File List select the files that need to be processed
   - Set the destination settings for the processed batch files
   - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Sign Settings

Options

Create field when missing - Check this option to create a signature even if there is no signature field present in the document

- Create invisible signature - will create an invisible signature within the document
- Create visible signature at - will create a signature at the location specified below

Location - Enter additional location details

- X: the "X" location of the top left corner of the signature
- Y: the "Y" location of the top left corner of the signature
- Width: the width in pixels of the signature
- Height: the height in pixels of the signature
- Page: the page to place the signature in the document. You can set the First Page, Given Page, or Last Page.

File List

Add Files - Displays a file chooser to add individual files to the list.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

︿ - Moves the selected file(s) up the list.

﹀ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⊻ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

- Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

- $filename - The file name (no extension) that the document was opened from
- $counter - An automatically incrementing number
- $day - The day of the month
- $month - The current month, using two digits
- $year - The current year, using four digits

- · $shortyear - The current year, using two digits
- · $second - The current second
- · $minute - The current minute
- · $hour - The current hour, 1-12
- · $ampm - AM or PM
- · $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

> **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Split Documents

Batch split documents allows you to split multiple PDF documents into separate files using an existing profile. Each document will be handled individually using the split profile selected during the batch process.

Split Document		
Split by Blank Pages ⌄	Add	Edit
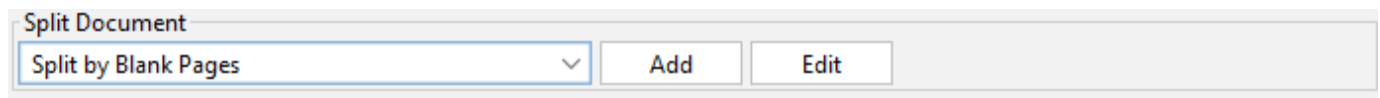
How to Split a Batch of PDF Documents

1. On the toolbar bar go to the **Batch Tab > Pages >** ⬍ **Split**
2. Set the options for the batch process. Additional details for each of the settings are available below.
    - Select an existing profile from the drop down, click on Add to create a new one, or click on Edit to modify an existing profile
    - Using the File List select the files that need to be processed
    - Set the destination settings for the processed batch files
    - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Split Settings

Select Split Profile

Profile - Click on the drop down choose the Split Profile to be used for the batch process

Add - Use Add to create a new profile to be used for this batch process

Edit - Click edit to modify the currently selected profile in the drop down

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

🗑 - Removes the selected file(s) from the list.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⊼ - Moves the selected file(s) to the top of the list.

⊻ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

- Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

> **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Batch Apply Watermark

Batch apply watermark allows you to add watermarks to multiple PDF documents at once. Each document will be handled individually using the chosen settings during the batch process.
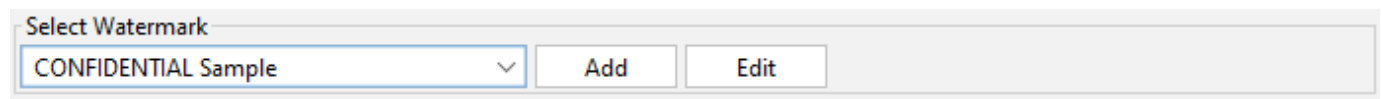
How to Apply Watermarks to a Batch

1. On the toolbar bar go to the **Batch Tab > Pages >** 🖉 **Watermark**
2. Set the options for the batch process. Additional details for each of the settings are available below.
    - Select an existing profile from the drop down, click on Add to create a new one, or click on Edit to modify an existing profile
    - Using the File List select the files that need to be processed
    - Set the destination settings for the processed batch files
    - If needed, set any open passwords to be attempted when processing files
3. Once all of the settings are complete, click on Start... to begin the batch process.

Batch Watermark Settings

Select Watermark

Profile - Click on the drop down choose the Watermark Profile to be used for the batch process

Add - Use Add to create a new profile to be used for this batch process

Edit - Click edit to modify the currently selected profile in the drop down

File List

Add Files - Displays a file chooser to add individual files to the list.

Add Folder - Displays a file chooser that adds the contents of a directory to the list.

Set Default Batch Directory - When checked, all files from the default batch directory will be added to the File List each time a batch dialog is opened.

Include Subfolders - When checked, will include any supported file types found within sub folder of the chosen default bartch directory.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

🗑 - Removes the selected file(s) from the list.

⌃ - Moves the selected file(s) up the list.

⌄ - Moves the selected file(s) down the list.

⤒ - Moves the selected file(s) to the top of the list.

⤓ - Moves the selected file(s) to the bottom of the list.

Save Files To

Destination Folder

Use Source Folder - When this option is selected, the original folder for the PDF document (in the batch process) will be used to save the output files.

Destination Folder - This option allows you to set a destination folder to place all of the processed files. You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

· Preserve Folder Structure: When checked, the output files will be placed within a new folder (within the specified destination folder) using the file's parent directory name.

File Name Pattern

Use Source Filename - Will save the document using the same original name. If another file exists in the directory, a number will be appended to the output file name, to avoid duplicate file names.

New Filename - When this option is selected, you will need to enter a new filename used for the output files. Each document name will have an incremental counter starting at zero appended to the file name entered in this field. Custom variables may also be used to further distinguish each of the file separations. The available variables are:

· $filename - The file name (no extension) that the document was opened from
· $counter - An automatically incrementing number
· $day - The day of the month
· $month - The current month, using two digits
· $year - The current year, using four digits
· $shortyear - The current year, using two digits
· $second - The current second
· $minute - The current minute
· $hour - The current hour, 1-12
· $ampm - AM or PM
· $longhour - The current hour, 0-23

Overwrite Files - When set, if a file with the same name already exists in the directory it will be overwritten with the newly output document.

>   **Note**: *This CAN NOT be undone. Make sure that you have all your settings correct prior to starting the batch process*

Passwords to try when opening documents

To set a password click in the password field or on the Edit button. Then enter the password you want to be used. Do this for up to four passwords to try on password protected PDFs during the batch process.

>   **Note**: *The passwords entered here will only be used for this batch process and will not be stored anywhere else. Passwords will have to be entered for each new batch process.*

Action Wizard

The Action Wizard allows you to automate a series of routine tasks that need to be done to a PDF. Actions are custom processes created by a user that define a specific series of commands that can be started with a single click. These actions can be performed on either a single document or a chosen set of multiple documents.

Actions can also be exported and imported so they can be shared with others if needed.

Action Wizard Tools

Create New Action - Create and save new custom actions

Run Action - Run a previously created actions

Manage Action - View and manage existing actions

Action Wizard Pane - Panel showing current action progress and remaining list of documents and/or steps to be performed

---

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Create New Action

Custom actions can be created to streamline work performed in PDF Studio by automating a series of routine tasks that need to be done to a PDF. Once an action has been created it can be started with a single click to process single (or multiple) documents.

Saved actions can also be exported and imported using Manage Actions if it needs be shared with others.

How to Create a New Action Sequence

1. Go to **File Tab > Action Wizard** and click on [icon] Create New Action to open the New Action wizard
2. Choose the Files to Process
   - Current open file as default: starts the action using the currently opened file
   - Single File: specific file to begin processing the action
   - Folder: begins processing the action on all PDF files found in the specified folder
3. Select the tool in the from the Tool List on the left and click on **Add >** to add the step to your action
4. Choose the settings you wish to use for the selected action

   - [icon] Specify Settings: Opens the tool dialog (when applicable) to specify the default settings to use in that step

   - [icon] Prompt User: When checked will display the tool settings dialog to the user when the action is processed
5. Continue adding any additional tools as needed
6. Once completed click on Save and specify the name and description for your new action

New Action Options

The following options are available when creating your new action:

Files to Process

Select the default files to use when running the action. If none are selected, the currently open file can be used as the default. If needed, you can also choose any of the other Supported file types to process (i.e. to convert Word files to PDF). All files will be immediately converted to a PDF when the action is started using the default conversion settings for the file types based on settings in Preferences.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- Current open file as default: starts the action using the currently opened file
- ☐ Single File: choose a specific file to use when starting the action
- 📂 Folder: begins processing the action on all PDF files found in the specified folder

Default Option - defines the default button behavior for adding additional files when running the action

- ☐ Add Files - displays a file chooser to add individual files to the list of files to be processed
- 📁 Add Folder - displays a file chooser that adds the contents of a directory to the list of files to be processed
- 📄 Add Open Files - adds any files opened before the action was started ot the list of files to be processed

Steps Options

➕ **Add >** - moves the selected tool to the list of steps to run in the action

🎛 Specify Settings - when available allows you to specify the default settings to use in the action for the selected tool

🖥 Prompt User - when checked will prompt the user for input before completing the step in the action

🔼 Move Up - moves the selected action up the list

🔽 Move Down - moves the selected action down the list

🗑 Remove - deletes the selected action from the list

Action Tools to Add

Below is a list of tools available to be added as steps in your action.

Comments

🗑 **Delete Comments**: Delete all comments on the current page or entire document

🖌 **Flatten Comments**: Flatten Comments directly on the page to which they belong so they are not editable anymore.

👤 **Add Stamp:** Used to place a rubber stamp on the document.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Document

OCR: Allows you to add text to scanned documents or images so that the document can be searched or marked up as you would any other text document.

Optimize: Compress images or remove objects in order to reduce the PDF file size.

Preflight: Compliance verification to verify the document meets various archival compliances defined by ISO PDF standards.

Initial View - Set the initial view settings for a batch of PDFs

Document Security: Change passwords and permissions on PDF documents

Sign Document: Allows you to Digitally Sign the current PDF

Sanitize: Sanitize PDF documents to remove all hidden sensitive information from the PDF

Mark for Redaction: Add redaction annotations to the document provides a preview of what the document will look like after redaction

Apply Redactions: "Burns in" the annotations and removes any text, image, annotations, form fields or drawings from the document that is underneath the annotation's area.

Pages

Crop Pages: Allows you to Crop PDF page(s)

Delete Pages: Delete pages from the current PDF

Header & Footer: Add or remove headers & footers

Resize Pages: Resize a page to a specified dimension.

Rotate Pages: Options to rotate pages in 90 degree increments.

Watermark: Add or remove document watermarks

Print - Prints the current document using the PDF Studio printer dialog. To use the system print dialog see Print Preferences.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Split: Tools to split PDF documents in a variety of ways.

Fix Scan: Perform various repair functions on scanned documents.

Convert To

Export Images: Convert the pages of a PDF document into the following image formats .jpg, .png, .tif, .gif

HTML5 / SVG: Convert PDF documents to an HTML5 web page.

Rasterize PDF - Re-creates the document using images of the pages instead of vector commands

Extract Text: Extract all text contained within the PDF document to a plain text .txt file.

Forms

Export Forms: Export form data in the current document into a file in FDF, XFDF, XDP, or XML formats.

Flatten Forms: Flatten all fields in the form so they are not editable anymore.

Reset Forms: Resets the data in all fields in the form

Save

Save: Saves the document

Save As: Saves the document using a new file

Run Action

Actions allow you to streamline work performed on documents by automating routine tasks. Once an action has been created it can be started with a single click to process single (or multiple) documents.

How to Run an Action

1. Go to **File Tab > Action Wizard** and click on [icon] Run Action
2. Click on any action in the list to start the process
3. Once started, the Action Pane will open on the right side of the PDF Studio window
4. (Optional) In addition to any default files / folders specified in the action, you can

    add more files to process by clicking on [icon] **Add Files**

    - Click on the down arrow ▼ to instead **Add Folder** or **Add Open Files**
    - If needed, you can also choose any of the other Supported file types to process (i.e. to convert Word files to PDF). All files will be immediately converted to a PDF when the action is started using the default conversion settings for the file types based on settings in Preferences.
    - **NOTE**: cloud drive files must be saved locally before they can be processed by an action.
5. Once all the files have been selected click **Start**
6. (Optional) If prompted, complete any additional inputs or settings needed during the Action steps. Each file will be saved automatically once it has been processed.
7. When all the files have been processed the **Done** button will be displayed

Additional Action Features

Status Icons

[icon] Processing - the current file being processed

[icon] Completed - all actions have been completed for this file

[icon] Failed - did not complete action due to error in file

Pause / Resume

Action steps can be paused at any point by either closing the options dialog or exiting the currently active action tool. To resume the action, click on the **Resume** button in the action panel to continue processing the remaining steps and files.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Exit Running Action

Running actions can be completed stopped at any point by doing the following:

· Clicking on the **Exit Action** button on the upper right of the action panel
· Quitting the PDF Studio application entirely

If any document has not yet been saved, you will be prompted to do so when exiting the action sequence.

Modifying the File List

The action file list can be modified at any point during the action sequence. This is useful if you need to process additional documents after the process has been started or realize one of the documents in the list is no longer needed.

· **Adding Files** - additional files can be added to the list by clicking on **Add Files** button while the process is running.
   ◦ Click on the down arrow ▼ to instead **Add Folder** or **Add Open Files**

    NOTE: *once the action has started documents can only be added to the END of the processing list.*

· **Removing files** - any files that have NOT been processed can be deleted from the list by selecting the item and then pressing the Delete key

Manage Actions

Use the Manage Actions tool to view the list of available actions and modify any existing actions if needed. You can edit, rename, copy, export/import actions from the action manager dialog.

How to Edit an Action

1. Go to **File Tab** > **Action Wizard** and click on Manage Actions
2. In the following dialog select the action you wish to modify and choose from one of the options

Edit Action Options

Edit - Opens the action editor to make changes to the sequence or action settings

Rename - Change the action name or description

Copy - Creates a duplicate of the action appending " (Copy)" to the name. You can then edit/rename the new copy as needed

Remove - Deletes the action

Move Up - Used to rearrange the order of the actions by moving the selected action up the list

Move Down - Used to rearrange the order of the actions by moving the selected action down the list

Export - Exports the selected action to move to another device or share with others

Import - Allows you to import a previously exported action (only supports PDF Studio action files)

Action Wizard Pane

The action wizard panel is displayed on the right side of the PDF Studio frame while an action is in process. This panel provides useful information such as which files have been processed as well as a visual guide on the list of steps to be performed on each file. The pane will only be displayed while an action is currently active.

Action Pane Status Icons

⚙ Processing - the current file being processed

✔ Completed - all actions have been completed for this file

⊗ Failed - did not complete action due to error in file

Action Pane Options

Pause / Resume

Action steps can be paused at any point by either closing the options dialog or exiting the currently active action tool. To resume the action, click on the **Resume** button in the action panel to continue processing the remaining steps and files.

Exit Running Action

Running actions can be completed stopped at any point by doing the following:

· Clicking on the 🔚 **Exit Action** button on the upper right of the action panel
· Quitting the PDF Studio application entirely

If any document has not yet been saved, you will be prompted to do so when exiting the action sequence.

Modifying the File List

The action file list can be modified at any point during the action sequence. This is useful if you need to process additional documents after the process has been started or realize one of the documents in the list is no longer needed.

· **Adding Files** - additional files can be added to the list by clicking on 📄 **Add Files** button while the process is running.

○ Click on the down arrow ▼ to instead **Add Folder** or **Add Open Files**

NOTE: *once the action has started documents can only be added to the END of the processing list.*

· **Removing files** - any files that have NOT been processed can be deleted from the list by selecting the item and then pressing the Delete key

---

Creating and Editing PDF Forms

PDF Studio supports standard form fields in PDF documents and allows you to create, edit, and fill out PDF forms in PDF documents.

Filling PDF Forms: Filling and completing existing PDF forms

Exporting PDF Form Data **Pro**: Exporting form field data from PDFs

Importing PDF Form Data **Pro**: Importing form field data into PDFs

Resetting Form Fields: Resetting existing PDF form fields to their default values

Flattening Form Fields: Flatten form fields and their data onto the page

Highlighting Form Fields: Highlights existing form fields on the page to make them more noticeable

Show Field Tab Order - Display a number on the field in form editing mode showing the tab order

Creating Interactive PDF Forms **Pro**: How to create, edit, and delete form fields on PDFs

PDF Form JavaScript: Custom JavaScript actions that are supported in form fields

---

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Filling PDF Forms

PDF Studio can be used to fill and complete existing interactive form fields within a PDF. Once complete the form can be printed or saved just as any other PDF document.
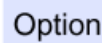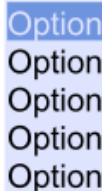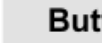
> **Note:** *To fill a non-interactive form, when the form is simply a scanned page and there are no active fields on it, you can use the Typewriter Tool.*

How to fill PDF form Fields

To fill a PDF interactive form, simply open the document by clicking **File Tab > Open** and fill the forms using the instructions for each field type below. Use the Tab key to navigate to the next field and Shift + Tab to go to the previous field. To save all of the data entered into the PDF form, simply save the PDF document by going to **File Tab > Save** or clicking on the save button 💾.

> **Note:** *LiveCycle XFA forms – also called dynamic XFA forms – are not supported in PDF Studio. For more information on these special form fields see our knowledge base here.*

The following form field types are supported in PDF Studio:

Text Fields	Allows you to enter text into the field. In some cases there may be formatting rules in place that will only allow you to enter a specific type of information. For example: time or date fields.	Text Fie
Check Boxes	Can either be checked or unchecked. Multiple check boxes can be checked at once.	✔
Radio Buttons	Similar to a check box except radio buttons belong to groups and so only one button in each group can be checked at a time	◯
Combo Boxes	A drop down menu that displays a list of choices. Click on the down arrow to display the list of available options. In some cases this field will also allow custom text to be entered	Option
List Box	Displays a list of multiple choice items in a box that can be selected. In some cases the field will also allow multiple items to be selected at once. To select more than one item at a time, hold down Ctrl or Shift and click on each of the options.	Option Option Option Option Option
Buttons	Performs an action when clicked	But
Signature Fields	A designated location to apply a Digital Signature to the document. Click on the field to place a signature	Sign Here

Exporting Form Data

Form data can be exported from the current document into a file in FDF, XFDF, XDP, CSV or XML formats. Form field data from all Form Field Types will be exported during this process.

Forms can be exported in the following formats

> **FDF**: File format created by Adobe that is supported by most PDF applications
>
> **XFDF**: Extended FDF file format created by Adobe that is supported by most PDF applications
>
> **XDP**: An XML Data package created by Adobe that is supported by most PDF applications
>
> **CSV**: A plain text file containing a list of data separated by commas
>
> **XML**: File that use custom tags to describe the structure and other features of the document.
>
> **Text**: Plain text file that exports all form data in tab separated format

How to Export Form Data

1. From the menu, choose **Forms Tab >** **Export Forms**
2. Select whether to export in FDF, XFDF, XDP, or CSV XML format. This will display a save dialog.
3. Select the location and name of the file to export to and click Save

Importing Form Data

Form field data can be imported from either an FDF, XFDF, or XDP file into the current document. Any form data from any of the Form Field Types will be imported.

Note: *Form data can only be imported into the exact same form as it was exported from meaning that both the field type and name have to be exactly the same in order for the data to be imported.*

Comments can be imported using the following formats

FDF: File format created by Adobe that is supported by most PDF applications

XFDF: Extended FDF file format created by Adobe that is supported by most PDF applications

XDP: An XML Data package created by Adobe that is supported by most PDF applications

How to Import Form Data

1. From the menu, choose **Forms Tab >** **Import Forms**
2. Select whether to import an FDF, XFDF, or XDP file. This will display a file chooser dialog.
3. Navigate to the location of the FDF, XFDF, or XDP file and then click Open

Resetting Form Fields

Reset Form Fields will reset the data in all fields in the form. When resetting a field, data will be set to the field's default value or to null if the field has no default value.

How to Reset Form Field Values

Select **Forms Tab >** **Reset Fields** from the menu.

> **Note**: *This cannot be undone. Make sure to save a copy before completing this action.*

Flattening Form Fields

Flatten Form Fields will flatten all fields in the form. Fields will be painted directly in the content page to which they belong and will not be editable anymore. See Forms Preferences for additional flattening settings.

How to Flatten Form Fields

Select **Forms Tab >** **Flatten All Fields** from the menu.

> **Note**: *This cannot be undone. Make sure to save a copy before completing this action.*

Highlighting Form Fields

PDF Studio can highlight all fields in the form, making them easier to locate. When highlighted a light colored box will be placed over each field within the document. This option is enabled by default but can be turned off or back on by doing the following.

> **Note**: *Hidden fields will not be highlighted in the document. To view hidden fields you will need to be in Creating PDF Forms mode.*

How to Enable Highlighting Form Fields

There are 2 ways to highlight the fields on the page.

· Select **View Tab >** Highlight Fields from the menu. The same step will toggle the field highlights off.
· Select **Forms Tab >** Highlight Fields from the menu. The same step will toggle the field highlights off.

Creating Interactive PDF Forms

PDF Studio is capable of adding form fields in order to create an interactive PDF form or edit form fields in an existing PDF form.. Form fields are useful for when you have information that needs to be selected or filled out in a document. There are many different type of field options available in PDF Studio.

Form Editing Mode: Starts the form editing mode to begin creating PDF forms

Form Field Editor Toolbar: Tools available when creating and editing PDF forms

Creating Form Fields: How to create and edit form fields

Form Field Types: The available form field types and their functions

Moving & Resizing Form Fields - How to move and resize form field elements

Creating Multiple Form Field Copies - Creates multiple copies of the same field on a single page

Duplicate Form Fields - Creates multiple copies of the same field across multiple pages

Aligning Form Fields: How to align form fields in the document

Custom Field Formatting: Setting custom formatting such as number, percentage, dates, zip codes, social security number in form fields

Adding Calculations to Form Fields: How to add number calculations to form fields

Set Field Calculation Order - Set the order in which linked field data is calculated

Form Field Validation - Set validation rules to restrict the type of data entered into the form field

Editing Field Tab Order: How to edit the order of the fields when the Tab key is pressed

Linking Form Fields: How to link fields together so that they share a value

Form Editing Mode

In order to create forms on a PDF you must first be in form editing mode. In form editing mode, most tools will be hidden and only navigation, form fields, properties, and alignment options will remain. Once the form is completed close the form editing mode to return to the viewing the document as normal.

- The object selection tool on the toolbar can select one or more fields/ annotations to move, align, or edit their properties. This tool is also available in the standard document view to allow for quick editing/moving of fields.
- The typewriter annotation $\mathbf{T}$ is included on this toolbar so that labels can be created in form editing mode. To make them permanent, flatten the typewriter annotations once the form has been created.
- The Page Thumbnails tab is hidden by default but can be shown by clicking on icon on the left side of the PDF Studio frame.

Starting/Stopping Form Editing Mode

Ribbon Toolbar

When using the Ribbon Toolbar just click on the Forms Tab to activate form editing mode.

Classic Toolbar

1. Open any document in PDF Studio
2. On the menu bar select **Forms > Create/Edit Form** or use the shortcut keys Ctrl + Shift + M (⌘ + Shift + M on Mac).
3. This will open up the Form Field Editor Toolbar. In form editing mode, most toolbars will be hidden; navigation, form fields, properties, and alignment options will remain.
4. You can now edit the Create/Edit forms on the PDF document as needed.
    - **Note:** *If the document is protected or locked you will not be able to edit the form fields until they are unlocked*
5. Once complete click on Stop Form Editing to close the toolbar
6. Save the document and the fields will be ready for use

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Form Field Editor Ribbon Toolbar

Entering the Forms tab starts the Form Editing mode. This mode allows you to edit/ modify field settings, location, size, & options.

To view the form as a user would click on the ⊡ preview button to test the fields while remaining in the Forms tab
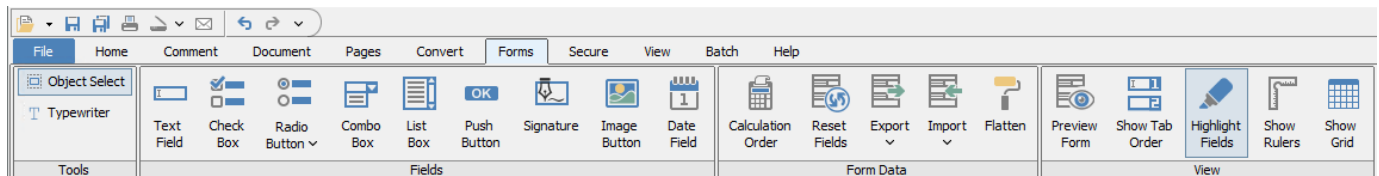
Toolbar Descriptions

Tools

Object Select: Used to Edit Interactive Objects within the PDF.

Typewriter: Creates a typewriter annotation.

Fields

Text Box: Creates a text box field

Check Box: Creates a check box

Radio Button: Creates a radio button. To create a new group of Radio Buttons click on the down arrow ▼ to the right of the Radio Button on the toolbar and then select **New**. This will start a new group for the Radio Buttons.

Combo Box: Creates a combo box

List Box: Creates a list box

Button: Creates a push button

Signature: Creates a digital signature field

Image Button: Creates an Image button

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Date Field: Creates a date field using the following format m/d/yy

Form Data

Calculation Order: Allows you to set the form field calculation order in the document

Reset Fields: Resets the data in all fields in the form.

Export: Export form data in the current document into a file in FDF, XFDF, XDP, XML, CSV, or Text formats.

Import: Import form data in the current document into a file in FDF, XFDF or XDP formats.

Flatten: Flatten all fields in the form.

View

Preview Form: Toggles form editing mode to allow testing the fields while remaining in the Forms tab

Highlight Fields: Highlight all fields in the form, making them easier to locate.

Show Rulers: Toggles display of rulers in document viewing area

Show Grid: Toggles the grid display on top of the PDF

Form Field Editor Classic Toolbar

The Office Style Ribbon Toolbar is the default layout and where you will find all of the functions in PDF Studio. If you wish, you can switch to the Classic Toolbar in Toolbar Preferences.

The form field editor toolbar is enabled when in form editing mode. To start form editing mode and show the toolbar go to **Forms > Create/Edit Form** on the menu or use the shortcut keys Ctrl + Shift + M (⌘ + Shfit + M on Mac). In form editing mode, most tools will be hidden and only navigation, form fields, properties, and alignment options will remain.

The default form editor toolbar is setup as displayed above but can be customized using one of the methods below:

Drag and Drop

To rearrange the tools on the toolbar using drag and drop, click on the divider line ⋮ to the left of the tool group you wish to move, and then drag and drop it into new position. You can move any of the tool groups to any location on the toolbar. A third row can be created by dragging a tool group below the second row to create a third row.

You can also create a bottom toolbar by dragging the tools and dropping them on the bottom of the PDF Studio window

Floating Tools

Tools can also be floated in other locations for easier access. To float any of the tools from the toolbar click on the divider line ⋮ to the left of the tool group you wish to float and drag your toolbar out of the toolbar section and then drop it into new position not on the top or bottom toolbar to leave it floating. To return it back to the toolbar either drag it back to a location on the toolbar or click the "X" button and it will return to its last location on the toolbar.

Toolbar Descriptions

Navigation

▐◀ **First Page:** Navigates to the first page of the document.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Previous Page: Navigates to the previous page in the document.

| 1 | of 12 **Page Number:** Displays the current page being viewed and the total number of pages. Type a number into the field and press "Enter" to navigate directly to that page.

Next Page: Navigates to the next page in the document.

Last Page: Navigates to the Last page in the document.

Previous View: Navigates to the last view within the document.

Next View: Navigates to the next view within the document.

Page Fit

Actual Size: Displays the document with a 1:1 ratio to match how the document would look if printed without any scaling.

Fit to Width: Scales the view to fit the width of the document in the PDF Studio frame.

Fit to Page: Scales the view to fit the entire document within the PDF Studio frame.

View Rotation

Rotate View Clockwise: Rotates only the view within the document clockwise (**Note:** *This rotation will NOT be saved when the document is saved then reopened*).

Rotate View Counter Clockwise: Rotates only the view within the document counter clockwise (**Note:** *This rotation will NOT be saved when the document is saved then reopened*).

Zoom

Zoom Out: Zoom out to view the content smaller.

| 100 | ⌄ | **Zoom To/Current Zoom:** Displays the current zoom value. You can also select a preset zoom percentage or type in the field for a custom zoom value.

Zoom In: Zoom in to view the content larger.

Zoom Tool: Zooms to a selected area within a page. Click and drag to select the rectangle area you wish to zoom to.

Loupe Tool: Displays a zoom window that zooms in on the PDF to show the smallest detail.

Pan and Zoom: A window showing the portion of the page currently on screen. Drag the red box to adjust the view of the document.

Form Fields

Edit Interactive Objects: Used to edit interactive objects within the PDF which include annotations and form fields.

Text Box: Creates a text box field

Check Box: Creates a check box

Radio Button: Creates a radio button. To create a new group of Radio Buttons click on the down arrow ▼ to the right of the Radio Button on the toolbar and then select **New**. This will start a new group for the Radio Buttons.

Combo Box: Creates a combo box

List Box: Creates a list box

Button: Creates a push button

Signature: Creates a digital signature field

Typewriter: Creates a typewriter annotation.

Alignments

Align Left: Aligns the selected objects to the left.

Align Center: Aligns the selected objects to the center.

Align Right: Aligns the selected objects to the right.

Align Top: Aligns the selected objects to the top.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Align Middle: Aligns the selected objects to the middle.

Align Bottom: Aligns the selected objects to the bottom.

Distribute Horizontally: Evenly distributes the selected objects horizontally.

Distribute Vertically: Evenly distributes the selected objects vertically.

Align Width: Aligns the width of the selected objects.

Align Height: Aligns the height of the selected objects.

Align Both: Aligns both the width and the height of the selected objects.

Properties - Appearance

Fill Color: Allows you to select the fill color of the selected objects.

Border Color: Allows you to select the border color for the selected objects.

Line Width: Sets the border line width for the selected objects.

Text Color: Sets the font color for the selected annotation.

Helvetica ∨ **Font:** Sets the font for the selected annotation.

12 ∨ **Size:** Sets the font size for the selected annotation.

Stop Form Editing

Stop Form Editing   **Stop Form Editing:** Ends and closes the form editing mode

Others

Divider: separates each of the toolbar sections

▼ **Grouped Button/Options:** used in one of the following

· choose between different options for the tool it is attached to
· to select other tools when toolbars are grouped (see Grouped Buttons in Toolbar Preferences)

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Creating Form Fields

PDF Studio can create form fields within PDF documents. In order to create fields first the form editor must be started then you can create fields using any of the two methods below.

> **Note**: *When creating multiple fields at once you can enable "Sticky" mode to place multiple of the same field type at a time. To enable "Sticky" mode right click on the form icon on the toolbar and then select the "Sticky" option to toggle it on or off.*

Single Click

Fields can be created on the page using a standard size with just a single click.

> **Note**: *To change the default form field size place one on the page and then resize to the default size you wish to use. Then Right Click (Ctrl + Click on Mac) and select Save as Default Size used for that specific field type going forward.*

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the Form Field Type you wish to create. The cursor will then change to show the field type currently selected
3. Using the mouse move to the location you want to place the field and then click to place the field

Click and Drag

Using Click and Drag allows you to create custom size fields on the page without having to resize them afterwards.

1. Start the Form Editing Mode by going to **Forms Tab**
2. Click on the Form Field Type you wish to create. The cursor will then change to show the field type currently selected
3. Using the Top Left corner of the field move to the section on the page where the Top Left of the field should begin
4. Click and while holding down the mouse button drag the mouse to create the custom field size needed
5. Once complete release the mouse to place the field

Form Field Types

The following form field types are available when creating PDF forms in PDF Studio

Text box: Store text, numbers, dates, etc. Format the field for specific data types, or use in calculations

Check box: Select or deselect an option

Radio button: Select one of a group of mutually exclusive options

List box: Select one or more items from a list

Combo Box: Select one item from a list or add a value not in the list

Button: Starts an action, calculation, validation, etc

Image Button: Button used to import an image onto the page

Date Field: Creates a date field with a pop up calendar

Signature: Apply a secure digital signature to a document

Form Text Box

PDF Studio is capable of creating text fields. Text fields are used when creating documents that will have sections that need to be filled out by typing in information. To create text fields follow the steps below.

Text Field

Creating Text Fields

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the Text Field ⬚ button located on the tool bar. The cursor will then change to show a preview of the field
3. Using the mouse move to the location you want to place the field and then click to place the field or click and drag to create a custom field size.
4. Repeat steps 1-3 to create as many fields as you need
5. To finish placing text fields press Esc or click on the ⬚ button on the toolbar

Text Field Properties

To access the Text Field properties right click (Mac: Ctrl + Click) on the field and choose Properties in the mouse menu or click on the edit button 🖊 on the Mini Toolbar. The Text Field contains the following property settings.

Appearance

Name - The name of the field

Tooltip - The tip that is shown when the mouse is hovered over the field

Style

Font - Sets the font of the text

Size - Sets the font size of the text

Text Color - Sets the text color

Border Color - Sets the color of the border

Line Width - Sets the width of the border line

Fill Color - Sets the fill color

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Save as default - When checked this will make the selected style settings the default for any new Text Fields going forward

Properties

Rotation - Sets the field rotation in 90 degree increments

Required - When checked will display a red outline on the field letting them know the field is required

Visibility - Sets one of four visibility options for the field

- Show: the default setting makes the field visible
- Hide: hides the field from being displayed when viewing the document
- Show/Do not print: shows the field but will not print the field or it's values
- Hide/Print: hides the field but the field and its value will be printed

Read Only - Makes the field uneditable and will just display the value currently set in the field

Locked - When checked prevents the following on the field: being moved or resized, editing appearance properties, & deleting the annotation.

Options

Alignment - The alignment of the text that will be typed in the field

Default - The default value of the field. This is the value that will be displayed if the field is empty or when Resetting Form Fields

Multiline - Allows users to type using multiple lines

Scroll Long Text - When checked will scroll if the text being entered is longer than the field. Unchecking this will limit the text to the length of the field

Password - When checked will hide the text and display dots · · · · instead of the text typed into the field

Spell Check - When checked enables the "Spell Check" property of the field. When the Spell Check property is set, if the PDF viewer/editor supports spell checking it will be enabled only on fields with this property set.

Comb - Sets the number of vertical lines between each typed character. Useful when adding fields to forms that have a separate box for each character

Character Limit - Limits the number of characters that can be entered in the field

Allow Rich Text - Allows special formatted characters to be entered in the field (i.e. Bold, Italic, Underline, etc...)

Format

Sets the formatting rules for the field based on the option and settings selected. When a format is selected the formatting will be enforced using JavaScript and the user will not be able to enter any other value other then what is set in the rules. See Field Formatting for additional details.

None - Default value, sets no formatting rules and any text can be entered into the field

Number - Sets the field to only accept numbers based on the settings selected

Percentage - Sets the field to display a percentage based on the settings selected

Date - Sets the field to only accept date, time, or date-time values based on the settings selected.

> **Note**: *When a date or date-time setting is selected when viewing the document PDF Studio will display a calendar button on the field. This button will allow users to select a date using a calendar picker instead of typing in the field if they wish.*

Time - Sets the field to only accept time values based on the settings.

Special - Allows you to select from a list of common predefined field formatting rules

Custom JavaScript - Allows you to create your own custom formatting rules using the supported PDF Form JavaScript

Calculate

Sets the calculation rules for the field based on the option and settings selected. When a calculate is set it will be enforced using JavaScript. See Form Field Calculations for additional details

No Calculation for this field - Default value, sets no calculation rules and any text can be entered into the field

Field value has simple calculation - When selected allows you to set a single math calculation on either all or a selection of fields.

This field has a custom calculation - When selected you will need to use Form JavaScript to create custom calculations

Simple Field Notation - When checked this allows you to use simple calculation commands (+ - / *) instead of JavaScript. See Form Field Calculations for additional details

Validate

Sets validation rules for the field based on the option selected. Validation is different from format in that validation restricts what values are allowed to be entered into the field

No validation for this field - Default value, sets no validation rules and any value can be entered into the field

Field value has a range - Only available when Format is set to a Number or Percentage.

This field has custom validation - When selected you will need to use Form JavaScript to create custom validations

Actions

The Action Panel displays a list of the current actions associated with the field. Actions can be added, edited, or deleted using the buttons below the actions list.

Add - Adds a custom Form Field Actions from a list of available actions.

Edit - Edits the currently selected action from the list

Remove - Removes the currently selected action from the list

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Form Check Box

PDF Studio is capable of creating Check Boxes. Check Boxes are used to allow users to select either a single or multiple choice options on a PDF form.

Creating Check Boxes

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the Check Box ⊟ button located on the toolbar. The cursor will then change to show a preview of the field
3. Using the mouse move to the location you want to place the field and then click to place the field or click and drag to create a custom field size.
4. Repeat steps 1-3 to create as many fields as you need
5. To finish placing Check Boxes press Esc or click on the ⬚ button on the toolbar

Check Box Properties

To access the Check Box properties right click (Mac: Ctrl + Click) on the field and choose Properties in the mouse menu or click on the edit button 📝 on the Mini Toolbar. The Check Box contains the following property settings.

Appearance

Name - The name of the field

Tooltip - The tip that is shown when the mouse is hovered over the field

Style

Font - This field is disabled as a specific font has to be set for the check boxes to work

Size - Sets the size of the check mark symbol

Text Color - Sets the check mark color

Border Color - Sets the color of the border

Line Width - Sets the width of the border line

Fill Color - Sets the fill color

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Save as default - When checked this will make the selected style settings the default for any new Check Boxes going forward

Properties

Rotation - Sets the field rotation in 90 degree increments

Required - When checked will display a red outline on the field letting them know the field is required

Visibility - Sets one of four visibility options for the field

- Show: the default setting makes the field visible
- Hide: hides the field from being displayed when viewing the document
- Show/Do not print: shows the field but will not print the field or it's values
- Hide/Print: hides the field but the field and its value will be printed

Read Only - Makes the field uneditable and will just display the value currently set in the field

Locked - When checked prevents the following on the field: being moved or resized, editing appearance properties, & deleting the annotation.

Options

Button Style - Sets the symbol to be used when the button is checked

Export Value - The value to be exported when the field is checked

Selected by Default - Sets the default value of the field to checked or unchecked

Actions

The Action Panel displays a list of the current actions associated with the field. Actions can be added, edited, or deleted using the buttons below the actions list.

Add - Adds a custom Form Field Actions from a list of available actions.

Edit - Edits the currently selected action from the list

Remove - Removes the currently selected action from the list

Form Radio Button

PDF Studio is capable of creating Radio Buttons. Radio Buttons are used to allow users to select either a single option from a list of options in a PDF form. Radio buttons are created in groups. This is because radio buttons are used when only one option from the list should be selected. If another option in the same radio button group is selected then the other option will be unselected. By default PDF Studio will make all Radio Buttons that are created part of the same group.

Creating Radio Buttons

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the Radio Button ⊙▬ button located on the tool bar. The cursor will then change to show a preview of the field
3. Using the mouse move to the location you want to place the field and then click to place the field or click and drag to create a custom field size.
    - To create a new group of Radio Buttons click on the small down arrow ▼ to the right of the Radio Button on the toolbar and then select **New**. This will create a new group for the Radio Buttons.
    - If you need to go back to a previous group click on the small arrow to the right of the Radio Button and select the group you wish to create more Radio buttons for
4. Repeat steps 1-3 to create as many fields as you need
5. To finish placing Radio Buttons press Esc or click on the ▣ button on the toolbar

Radio Button Properties

To access the Radio Button properties right click (Mac: Ctrl + Click) on the field and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar. The Radio Button contains the following property settings.

Appearance

Name - The name of the radio button group. All radio buttons containing the same name will be a part of the same group.

Tooltip - The tip that is shown when the mouse is hovered over the field

Style

Font - This field is disabled as a specific font has to be set for the Radio Buttons to work

Size - Sets the size of the checked button symbol

Text Color - Sets the check mark color

Border Color - Sets the color of the border

Line Width - Sets the width of the border line

Fill Color - Sets the fill color

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Save as default - When checked this will make the selected style settings the default for any new Radio Buttons going forward

Properties

Rotation - Sets the field rotation in 90 degree increments

Required - When checked will display a red outline on the field letting them know the field is required

Visibility - Sets one of four visibility options for the field

- Show: the default setting makes the field visible
- Hide: hides the field from being displayed when viewing the document
- Show/Do not print: shows the field but will not print the field or it's values
- Hide/Print: hides the field but the field and its value will be printed

Read Only - Makes the field uneditable and will just display the value currently set in the field

Locked - When checked prevents the following on the field: being moved or resized, editing appearance properties, & deleting the annotation.

Options

Button Style - Sets the symbol to be used when the button is checked

Radio Button Choice - This defines the choice number for the radio button group

Selected by Default - Sets the default value of the field to checked or unchecked

Border Shape - Sets the shape of the border for the radio button to either a circle or square

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Actions

The Action Panel displays a list of the current actions associated with the field. Actions can be added, edited, or deleted using the buttons below the actions list.

Add - Adds a custom Form Field Actions from a list of available actions.

Edit - Edits the currently selected action from the list

Remove - Removes the currently selected action from the list

Actions

Form Combo Box

PDF Studio is capable of creating Combo Boxes (drop down fields). Combo Boxes are used to allow users to select an option from a list of available text options from a drop down menu. If set, users can also be allowed to enter their own custom value.

Creating Combo Boxes

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the Combo Box 🖿 button located on the tool bar. The cursor will then change to show a preview of the field
3. Using the mouse move to the location you want to place the field and then click to place the field or click and drag to create a custom field size.
4. The Combo Box Properties dialog will then be displayed so that you can add the options to the list as it will initially be blank.
5. Click on the Options tab
6. Type in each of the options that you wish to add in the Item field and then click on Add or press Enter on your keyboard. Your new item will be displayed in the list below. Continue adding all the items that you need and once complete click on OK to set the list options
7. Repeat steps 1-6 to create as many fields as you need
8. To finish placing Combo Boxes press Esc or click on the 🔲 button on the toolbar

Combo Box Properties

To access the Combo Box properties right click (Mac: Ctrl + Click) on the field and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar. The Combo Box contains the following property settings.

Appearance

Name - The name of the field

Tooltip - The tip that is shown when the mouse is hovered over the field

Style

  Font - Sets the font of the text

  Size - Sets the font size of the text

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Text Color - Sets the text color

Border Color - Sets the color of the border

Line Width - Sets the width of the border line

Fill Color - Sets the fill color

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Save as default - When checked this will make the selected style settings the default for any new Combo Boxes going forward

Properties

Rotation - Sets the field rotation in 90 degree increments

Required - When checked will display a red outline on the field letting them know the field is required

Visibility - Sets one of four visibility options for the field

- Show: the default setting makes the field visible
- Hide: hides the field from being displayed when viewing the document
- Show/Do not print: shows the field but will not print the field or it's values
- Hide/Print: hides the field but the field and its value will be printed

Read Only - Makes the field uneditable and will just display the value currently set in the field

Locked - When checked prevents the following on the field: being moved or resized, editing appearance properties, & deleting the annotation.

Options

Item - Type the name of the item you would like to add to the combo list

Add - Adds the text in the Item field to the combo list

Export Value - The value to be exported when the Item is selected in the combo box

Default - When checked, this will make the selected option the default value of the field. This is the value that will be displayed if the field is empty or when Resetting Form Fields

🗑 **Delete** - Deletes the selected items from the list

⌃ **Move Up** - Moves the selected item up the list

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

⌄ **Move Down** - Moves the selected item down the list

Allow Custom Text - When checked, allows the user to enter custom text in the field. Otherwise, the user must select an option

Sort Items - Will alphabetically sort all of the items in the list

> **Note**: *This cannot be undone after it has been sorted you will need to manually resort the items*

Commit Selected Immediately - When using Form Field Calculations this will submit the value to the calculation (if set) immediately. Otherwise, it will need to be triggered using another method.

Spell Check - When checked enables the "Spell Check" property of the field. When the Spell Check property is set, if the PDF viewer/editor supports spell checking it will be enabled only on fields with this property set.

> **Note**: *This option will only be enabled if "Allow Custom Text" is enabled.*

Format

Sets the formatting rules for the field based on the option and settings selected. When a format is selected the formatting will be enforced using JavaScript and the user will not be able to enter any other value other then what is set in the rules. See Field Formatting for additional details.

None - Default value, sets no formatting rules and any text can be entered into the field

Number - Sets the field to only accept numbers based on the settings selected

Percentage - Sets the field to display a percentage based on the settings selected

Date - Sets the field to only accept date, time, or date-time values based on the settings selected.

> **Note**: *When a date or date-time setting is selected when viewing the document PDF Studio will display a calendar button on the field. This button will allow users to select a date using a calendar picker instead of typing in the field if they wish.*

Time - Sets the field to only accept time values based on the settings.

Special - Allows you to select from a list of common predefined field formatting rules

Custom JavaScript - Allows you to create your own custom formatting rules using the supported PDF Form JavaScript

Calculate

Sets the calculation rules for the field based on the option and settings selected. When a calculate is set it will be enforced using JavaScript. See Form Field Calculations for additional details

No Calculation for this field - Default value, sets no calculation rules and any text can be entered into the field

Field value has simple calculation - When selected allows you to set a single math calculation on either all or a selection of fields.

This field has a custom calculation - When selected you will need to use Form JavaScript to create custom calculations

Simple Field Notation - When checked this allows you to use simple calculation commands (+ - / *)instead of JavaScript. See Form Field Calculations for additional details

Validate

Sets validation rules for the field based on the option selected. Validation is different from format in that validation restricts what values are allowed to be entered into the field

No validation for this field - Default value, sets no validation rules and any value can be entered into the field

Field values has a range - Only available when Format is set to a Number or Percentage.

This field has custom validation - When selected you will need to use Form JavaScript to create custom validations

Actions

The Action Panel displays a list of the current actions associated with the field. Actions can be added, edited, or deleted using the buttons below the actions list.

Add - Adds a custom Form Field Actions from a list of available actions.

Edit - Edits the currently selected action from the list

Remove - Removes the currently selected action from the list

Form List Box

PDF Studio is capable of creating List Boxes. List Boxes are used to allow users to select an option from a list of available text options from a scrollable window within the PDF document.

Option 1
Option 2
Option 3
Option 4
Option 5
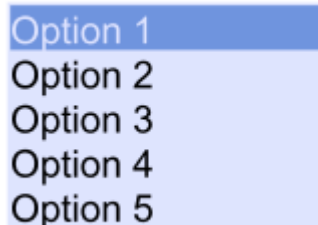
Creating List Boxes

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the List Box button located on the tool bar. The cursor will then change to show a preview of the field
3. Using the mouse move to the location you want to place the field and then click to place the field or click and drag to create a custom field size.
4. The List Box Properties dialog will then be displayed so that you can add the options to the list as it will initially be blank.
5. Click on the Options tab
6. Type in each of the options that you wish to add in the Item field and then click on Add or press Enter on your keyboard. Your new item will be displayed in the list below. Continue adding all the items that you need and once complete click on OK to set the list options
7. Repeat steps 1-6 to create as many fields as you need
8. To finish placing List Boxes press Esc or click on the button on the toolbar

List Box Properties

To access the List Box properties right click (Mac: Ctrl + Click) on the field and choose Properties in the mouse menu or click on the edit button on the Mini Toolbar. The List Box contains the following property settings.

Appearance

Name - The name of the field

Tooltip - The tip that is shown when the mouse is hovered over the field

Style

Font - Sets the font of the text

Size - Sets the font size of the text

Text Color - Sets the text color

Border Color - Sets the color of the border

Line Width - Sets the width of the border line

Fill Color - Sets the fill color

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Save as default - When checked this will make the selected style settings the default for any new List Boxes going forward

Properties

Rotation - Sets the field rotation in 90 degree increments

Required - This option is not available on List Boxes

Visibility - Sets one of four visibility options for the field

- Show: the default setting makes the field visible
- Hide: hides the field from being displayed when viewing the document
- Show/Do not print: shows the field but will not print the field or it's values
- Hide/Print: hides the field but the field and its value will be printed

Read Only - Makes the field uneditable and will just display the value currently set in the field

Locked - When checked prevents the following on the field: being moved or resized, editing appearance properties, & deleting the annotation.

Options

Item - Type the name of the item you would like to add to the List Box list

Add - Adds the text in the Item field to the List Box list

Export Value - The value to be exported when the Item is selected in the List box

Default - When checked, this will make the selected option the default value of the field. This is the value that will be displayed if the field is empty or when Resetting Form Fields

🗑 **Delete** - Deletes the selected items from the list

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

⌃ **Move Up** - Moves the selected item up the list

⌄ **Move Down** - Moves the selected item down the list

Allow Multi Select - When checked, allows the user to select multiple options using either Shift or Ctrl + Click

Sort Items - Will alphabetically sort all of the items in the list

> **Note**: *This cannot be undone after it has been sorted you will need to manually resort the items*

Commit Selected Immediately - When using Form Field Calculations this will submit the value to the calculation (if set) immediately. Otherwise, it will need to be triggered using another method.

Selection Change

Allows you to set an action to occur when a selection is changed. Only JavaScript can be used when setting change actions.

Do nothing on selection change - Default value, sets no validation rules and any value can be entered into the field

Do custom script on selection change - When selected you will need to use Form JavaScript to create custom validations

Actions

The Action Panel displays a list of the current actions associated with the field. Actions can be added, edited, or deleted using the buttons below the actions list.

Add - Adds a custom Form Field Actions from a list of available actions.

Edit - Edits the currently selected action from the list

Remove - Removes the currently selected action from the list

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Form Button

PDF Studio is capable of creating Push Buttons. Push Buttons allow you to create custom buttons on the PDF document that will perform an action when pressed. PDF Studio does include some basic actions that can be added without any coding required. For more advanced options you can program the actions using JavaScript. You will need to have advance knowledge in programming JavaScript in order to create the actions for the buttons. For more information regarding JavaScript in PDF Studio see Supported JavaScript in PDFStudio

Button

Creating Buttons

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the Button OK button located on the tool bar. The cursor will then change to show a preview of the field
3. Using the mouse move to the location you want to place the field and then click to place the field or click and drag to create a custom field size.
4. The Button Properties dialog will then be displayed so that you can add the action to the button as it will initially do nothing.
5. Click on the Actions tab
6. Click on Add to create an action for the button. See Form Field Actions for a list of available actions and their options
7. Once the actions have been added click on OK to set the actions
8. Repeat steps 1-7 to create as many Buttons as you need
9. To finish placing Buttons press Esc or click on the 🔲 button on the toolbar

Button Properties

To access the Button properties right click (Mac: Ctrl + Click) on the field and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar. The Button contains the following property settings.

Appearance

Name - The Button field

Tooltip - The tip that is shown when the mouse is hovered over the field

Style

   Font - Sets the font of the text on the button

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Size - Sets the font size of the text on the button

Text Color - Sets the text color on the button

Border Color - Sets the color of the border on the button

Line Width - Sets the width of the border line on the button

Fill Color - Sets the fill color on the button

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...) on the button

Save as default - When checked this will make the selected style settings the default for any new Buttons going forward

Properties

Rotation - Sets the field rotation in 90 degree increments

Required - This option is not available on Buttons

Visibility - Sets one of four visibility options for the field

- Show: the default setting makes the field visible
- Hide: hides the field from being displayed when viewing the document
- Show/Do not print: shows the field but will not print the field or it's values
- Hide/Print: hides the field but the field and its value will be printed

Read Only - Makes the field uneditable and will just display the value currently set in the field

Locked - When checked prevents the following on the field: being moved or resized, editing appearance properties, & deleting the annotation.

Options

Style - Sets the style of the Button

- None: The button will have no effect when pushed
- Invert: The entire button will highlight when pressed
- Outline: Only the outline of the button will be highlighted when pressed. Change to a larger line width to see it more
- Push: Allows you to define separate labels for each of the below interactions with the button
  - Up: when the button is not being acted on
  - Down: when the button is pressed
  - Mouse Over: When the mouse is hovered over the button

Label - Sets whether the button has a label and it's location

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Image - Sets whether the button has an image in the background and it's location

> **Note**: *Any of the supported image formats (JPEG, PNG, GIF, & TIFF) or a PDF document can be set as the image on the button*

Actions

The Action Panel displays a list of the current actions associated with the field. Actions can be added, edited, or deleted using the buttons below the actions list.

Add - Adds a custom Form Field Actions from a list of available actions.

Edit - Edits the currently selected action from the list

Remove - Removes the currently selected action from the list

Form Signature Field

PDF Studio is capable of creating Signature Fields. Signature Fields allow you to create fields that your users can use to digitally sign the PDF document. See Applying Digital Signatures for instructions on how to sign a document.

Creating Signature Fields

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the Signature Field [icon] button located on the tool bar. The cursor will then change to show a preview of the field
3. Using the mouse move to the location you want to place the field and then click to place the field or click and drag to create a custom field size.
4. The Signature Field Properties dialog will then be displayed so that you can add the options to the list as it will initially be blank.
5. Click on the Options tab
6. Type in each of the options that you wish to add in the Item field and then click on Add or press Enter on your keyboard. Your new item will be displayed in the list below. Continue adding all the items that you need and once complete click on OK to set the list options
7. Repeat steps 1-6 to create as many fields as you need
8. To finish placing Signature Fields press Esc or click on the [icon] button on the toolbar

Signature Field Properties

To access the Signature Field properties right click (Mac: Ctrl + Click) on the field and choose Properties in the mouse menu or click on the edit button [icon] on the Mini Toolbar. The Signature Field contains the following property settings.

Appearance

Name - The name of the signature field

Style

> **Font** - Sets the font of the text used in the digital signature once it is applied

> **Size** - This option does not apply to signature fields

> **Text Color** - Sets the text color

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Border Color - Sets the color of the border

Line Width - Sets the width of the border line

Fill Color - Sets the fill color

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...)

Save as default - When checked this will make the selected style settings the default for any new Signature Fieldes going forward

Properties

Rotation - Sets the field rotation in 90 degree increments

Required - This option is not available on Signature Fields

Visibility - Sets one of four visibility options for the field

- Show: the default setting makes the field visible
- Hide: hides the field from being displayed when viewing the document
- Show/Do not print: shows the field but will not print the field or it's values
- Hide/Print: hides the field but the field and its value will be printed

Read Only - Makes the field uneditable and will just display the value currently set in the field

Locked - When checked prevents the following on the field: being moved or resized, editing appearance properties, & deleting the annotation.

Signed

Allows you to set an action to occur when the field is signed. Only JavaScript can be used when setting change actions.

Do nothing on sign - Default value, sets no validation rules and any value can be entered into the field

Set the following read only on sign - When selected, use the drop down to set which fields to mark as "Read Only" when the document is signed.

- All Fields: marks all the fields in the document as Read Only
- Just These Fields: allows you to select which fields to mark as Read Only. To select more than one item at a time, hold down Ctrl or Shift and click on each of the options.
- All Fields Except: allows you to select which fields NOT to mark as Read Only. To select more than one item at a time, hold down Ctrl or Shift and click on each of the options.

Do custom script on sign - When selected you will need to use Form JavaScript to create custom validations

Actions

The Action Panel displays a list of the current actions associated with the field. Actions can be added, edited, or deleted using the buttons below the actions list.

Add - Adds a custom Form Field Actions from a list of available actions.

Edit - Edits the currently selected action from the list

Remove - Removes the currently selected action from the list

Form Image Button

PDF Studio is capable of creating an image import button to allow users to insert images into the PDF document when completing a form. This button is the same as a standard button only that it has specific settings and JavaScript set automatically to make it work as an image import button.

Click to insert image
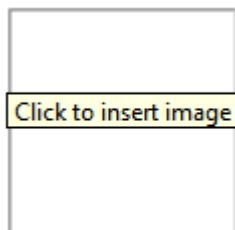
Creating Image Buttons

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the Image Button ![icon] button located on the tool bar. The cursor will then change to show a preview of the field
3. Using the mouse move to the location you want to place the field and then click to place the field or click and drag to create a custom field size.
4. Repeat to create as many Image Buttons as you need
5. To finish placing Image Buttons press Esc or click on the ![icon] button on the toolbar

Button Properties

To access the Image Button properties right click (Mac: Ctrl + Click) on the field and choose Properties in the mouse menu or click on the edit button ![icon] on the Mini Toolbar. The Image Button contains the following property settings.

Appearance

Name - The Image Button field

Tooltip - The tip that is shown when the mouse is hovered over the field

Style

Font - Sets the font of the text on the button

Size - Sets the font size of the text on the button

Text Color - Sets the text color on the button

Border Color - Sets the color of the border on the button

Line Width - Sets the width of the border line on the button

Fill Color - Sets the fill color on the button

Style - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...) on the button

Save as default - When checked this will make the selected style settings the default for any new Image Buttons going forward

Properties

Rotation - Sets the field rotation in 90 degree increments

Required - This option is not available on Image Buttons

Visibility - Sets one of four visibility options for the field

- Show: the default setting makes the field visible
- Hide: hides the field from being displayed when viewing the document
- Show/Do not print: shows the field but will not print the field or it's values
- Hide/Print: hides the field but the field and its value will be printed

Read Only - Makes the field uneditable and will just display the value currently set in the field

Locked - When checked prevents the following on the field: being moved or resized, editing appearance properties, & deleting the annotation.

Options

NOTE: These options have been preset to make the Image Button function correctly. Changing these settings may cause the Image Button to no longer work.

Style - Sets the style of the Image Button

- None: The button will have no effect when pushed
- Invert: The entire button will highlight when pressed
- Outline: Only the outline of the button will be highlighted when pressed. Change to a larger line width to see it more
- Push: Allows you to define separate labels for each of the below interactions with the button
    - Up: when the button is not being acted on
    - Down: when the button is pressed
    - Mouse Over: When the mouse is hovered over the button

Label - Sets whether the button has a label and it's location

Image - Sets whether the button has an image in the background and it's location

> **Note**: *Any of the supported image formats (JPEG, PNG, GIF, & TIFF) or a PDF document can be set as the image on the button*

Actions

NOTE: These options have been preset to make the Image Button function correctly. Changing these settings may cause the Image Button to no longer work.

The Action Panel displays a list of the current actions associated with the field. Actions can be added, edited, or deleted using the buttons below the actions list.
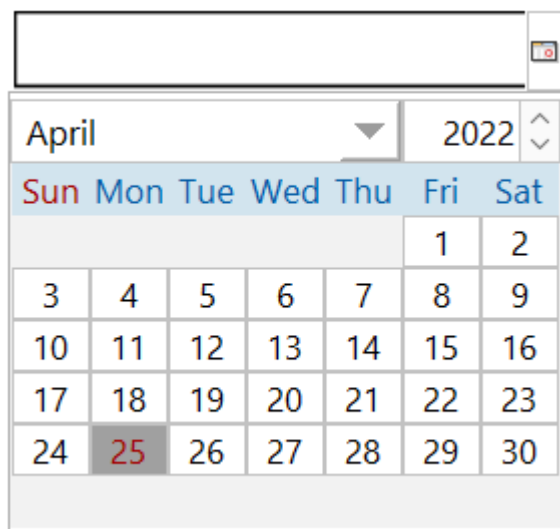
Add - Adds a custom Form Field Actions from a list of available actions.

Edit - Edits the currently selected action from the list

Remove - Removes the currently selected action from the list

Form Date Field Button

PDF Studio is capable of creating an Date Field button to allow users to insert Date Fields into the PDF document when completing a form. This button is the same as a text field only that it has specific settings and JavaScript set automatically to make it work as an Date Field button.

Note: *By default the date field formating will match the locale of the user that created the form field.*

Creating Date Field Buttons

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the Date Field button located on the tool bar. The cursor will then change to show a preview of the field
3. Using the mouse move to the location you want to place the field and then click to place the field or click and drag to create a custom field size.
4. Repeat to create as many Date Fields as you need
5. To finish placing Date Fields press Esc or click on the button on the toolbar

Button Properties

To access the Date Field properties right click (Mac: Ctrl + Click) on the field and choose Properties in the mouse menu or click on the edit button on the Mini Toolbar. The Date Field contains the following property settings.

Appearance

Name - The Date Field field name

Tooltip - The tip that is shown when the mouse is hovered over the field

Style

> **Font** - Sets the font of the text on the button

> **Size** - Sets the font size of the text on the button

> **Text Color** - Sets the text color on the button

> **Border Color** - Sets the color of the border on the button

> **Line Width** - Sets the width of the border line on the button

> **Fill Color** - Sets the fill color on the button

> **Style** - Sets the style for the border line (i.e. dotted, dashed, cloud, etc...) on the button

> **Save as default** - When checked this will make the selected style settings the default for any new Date Field Buttons going forward

Properties

> **Rotation** - Sets the field rotation in 90 degree increments

> **Required** - This option is not available on Date Field Buttons

> **Visibility** - Sets one of four visibility options for the field

>> · Show: the default setting makes the field visible
>> · Hide: hides the field from being displayed when viewing the document
>> · Show/Do not print: shows the field but will not print the field or it's values
>> · Hide/Print: hides the field but the field and its value will be printed

> **Read Only** - Makes the field uneditable and will just display the value currently set in the field

Locked - When checked prevents the following on the field: being moved or resized, editing appearance properties, & deleting the annotation.

Options

Alignment - The alignment of the text that will be typed in the field

Default - The default value of the field. This is the value that will be displayed if the field is empty or when Resetting Form Fields

Multiline - Allows users to type using multiple lines

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Scroll Long Text - When checked will scroll if the text being entered is longer than the field. Unchecking this will limit the text to the length of the field

Password - When checked will hide the text and display dots · · · · instead of the text typed into the field

Spell Check - When checked enables the "Spell Check" property of the field. When the Spell Check property is set, if the PDF viewer/editor supports spell checking it will be enabled only on fields with this property set.

Comb - Sets the number of vertical lines between each typed character. Useful when adding fields to forms that have a separate box for each character

Character Limit - Limits the number of characters that can be entered in the field

Allow Rich Text - Allows special formatted characters to be entered in the field (i.e. Bold, Italic, Underline, etc...)

Format

> **NOTE**: *These options have been preset to make the Date Field function correctly. Changing these settings may cause the Date Field Button to no longer work.*

Sets the formatting rules for the field based on the option and settings selected. When a format is selected the formatting will be enforced using JavaScript and the user will not be able to enter any other value other then what is set in the rules. See Field Formatting for additional details.

None - Default value, sets no formatting rules and any text can be entered into the field

Number - Sets the field to only accept numbers based on the settings selected

Percentage - Sets the field to display a percentage based on the settings selected

Date/Time - Sets the field to only accept date, time, or date-time values based on the settings selected.

> **Note**: *When a date or date-time setting is selected when viewing the document PDF Studio will display a calendar button on the field. This button will allow users to select a date using a calendar picker instead of typing in the field if they wish.*

Other - Allows you to select from a list of common predefined field formatting rules

Custom - Allows you to create your own custom formatting rules using the supported PDF Form JavaScript

Calculate

Sets the calculation rules for the field based on the option and settings selected. When a calculate is set it will be enforced using JavaScript. See Form Field Calculations for additional details

No Calculation for this field - Default value, sets no calculation rules and any text can be entered into the field

Field value has simple calculation - When selected allows you to set a single math calculation on either all or a selection of fields.

This field has a custom calculation - When selected you will need to use Form JavaScript to create custom calculations

Simple Field Notation - When checked this allows you to use simple calculation commands (+ - / *) instead of JavaScript. See Form Field Calculations for additional details

Validate

Sets validation rules for the field based on the option selected. Validation is different from format in that validation restricts what values are allowed to be entered into the field

No validation for this field - Default value, sets no validation rules and any value can be entered into the field

Field value has a range - Only available when Format is set to a Number or Percentage.

This field has custom validation - When selected you will need to use Form JavaScript to create custom validations

Actions

The Action Panel displays a list of the current actions associated with the field. Actions can be added, edited, or deleted using the buttons below the actions list.

Add - Adds a custom Form Field Actions from a list of available actions.

Edit - Edits the currently selected action from the list

Remove - Removes the currently selected action from the list

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Moving & Resizing Form Fields

Form fields can be resized after they have been created if needed.

1. Click on the Object Selection icon ▣ on the toolbar, then click with the mouse to select the desired object.
   - **Note:** *More than one form field can be selected at a time*
2. Move or resize the desired object as needed.

Move

Click on the form field and drag it to its new location on the page.

Resize

 Use the black dots on the corners and edges to resize the shape of the box so that it fits the area that you need.
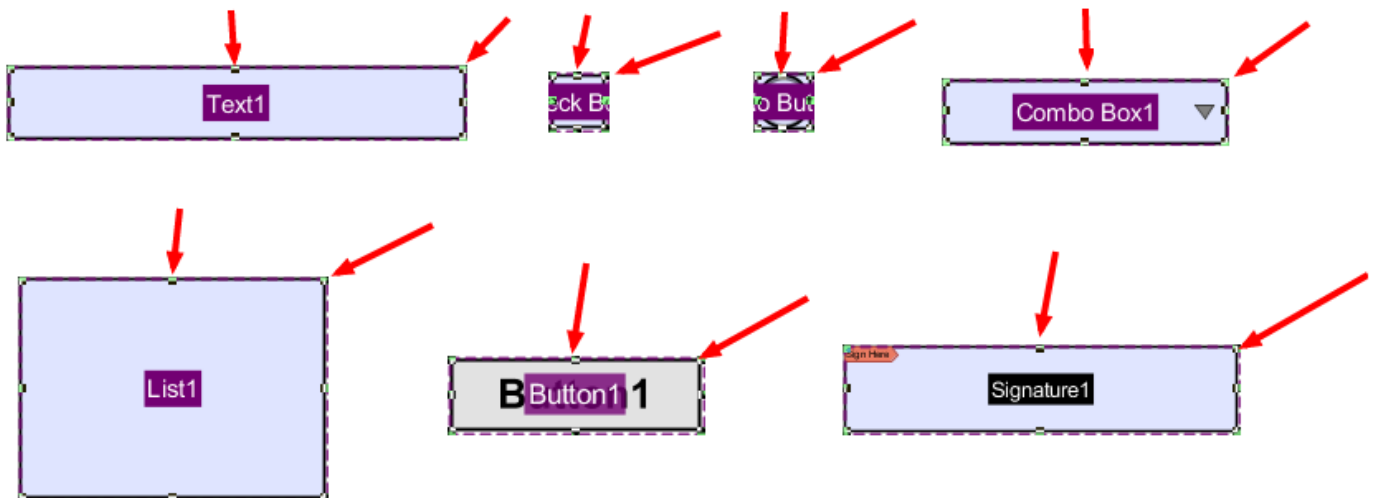
Create Multiple Form Field Copies

Sometimes when creating a form you may need multiple copies of the same field created on a single page. The Create Multiple Copies tool allows you to create replicas of the same field that are even spaced based on a specified number of rows and columns. This for example can be useful when creating multi-row forms such as an invoice or order form.

How to create multiple form field copies

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the Form Field Type you wish to create. The cursor will then change to show the field type currently selected
3. Using the mouse move to the location you want to place the field and then click to place the field
4. Apply any settings you want to use on the field BEFORE the next step
5. Right Click on the field and select **Create Multiple Copies…**
6. Set the preferred options
7. Click OK to finish creating the new fields

Options

Number of fields across - sets the number of duplicate fields to create horizontally

Number of fields down - sets the number of duplicate fields to create vertically

Distance between fields - set the distance between the duplicated fields

  · Horizontal Spacing: spacing between the horizontal rows
  · Vertical Spacing: spacing between the vertical rows

Dimension of full Grid - sets the overall size of the entire grid of fields

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- Grid width: width of the grid from the left side of the first field and the right side of the last field
- Grid height: height of the grid from the top of the upper most field and the bottom of the lowest field

Units - Units to use when calculating the position of the fields. This can be inches, centimeters, millimeters, or points. Points are calculated in the PDF standard, 72 points per inch.

Position - sets the position of the field copies based on the top left corner of the original field

- X: the "X" location of the top left corner of the original field
- Y: the "Y" location of the top left corner of the original field

Use same names/link fields - when checked all created fields will be set to the same name to link them together. See Linking Form Fields for more information.

Duplicate Form Fields

Sometimes when creating a form you may need multiple copies of the same field across multiple pages. The Duplicate feature allows you to create replicas of the selected field in the exact same position across the specified pages. This for example can be useful when creating an ID number that needs to be displayed in the header of every page of the document.

By default duplicated fields are linked together so that same data populates each instance of the field within the document. See Linking Form Fields for more information.

How to Duplicate Form Fields

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the Form Field Type you wish to create. The cursor will then change to show the field type currently selected
3. Using the mouse move to the location you want to place the field and then click to place the field
4. Apply any settings you want to use on the field BEFORE the next step
5. Right Click on the field and select **Duplicate**
6. Set the preferred options
7. Click OK to finish creating the new fields

Options

Pages - The range of pages to create the duplicated fields

· All Pages: all pages in the document
· Page Range: specify the page range using the From and To options
· Even Pages Only: only copy fields to the even pages of the document (i.e. 2, 4, 6, 8, etc..)
· Odd Pages Only: only copy fields to the odd pages of the document (i.e. 1, 3, 5, 7, etc...)

Use same names/link fields - when checked all created fields will be set to the same name to link them together. See Linking Form Fields for more information.

Aligning Form Fields

Form fields can be aligned or evenly distributed on the page if needed. Form fields can be aligned using any of the below methods. Two or more form fields must be selected in order to use the alignment tools.
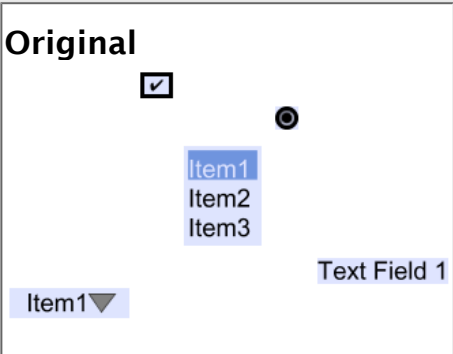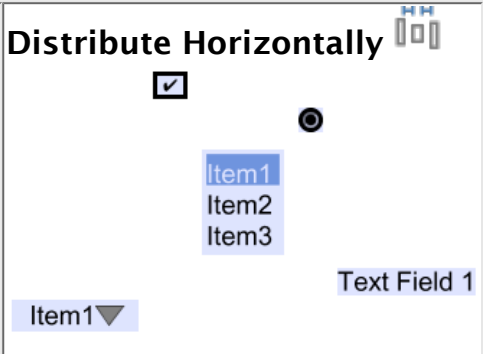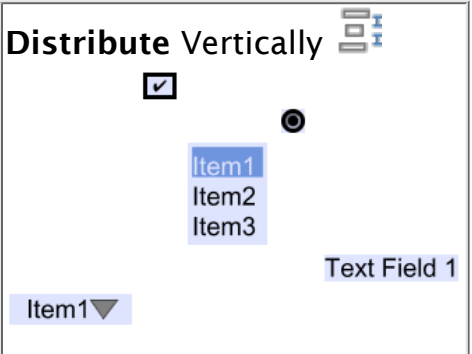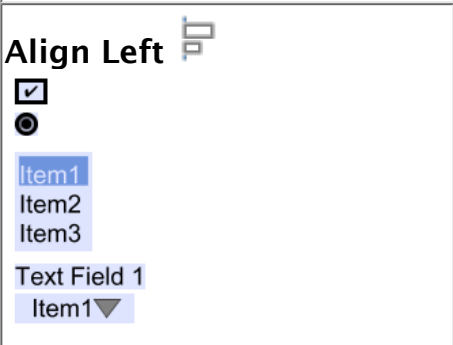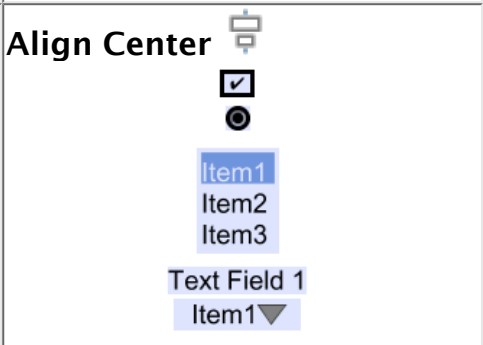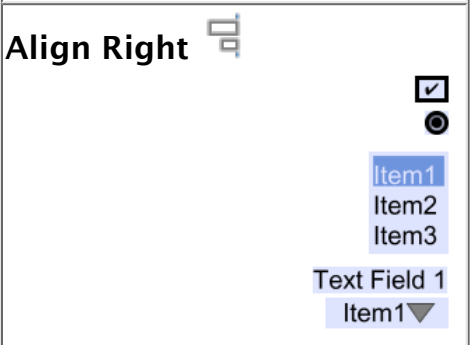
From the Toolbar

1. Using the Object Selection Tool 🔲 select the form fields that you wish to align.
   - **Note**: *More than one field must be selected in order to align them.*
2. Click the button in the Properties Tab to align the fields

From Right Click Context Menu

1. Using the Object Selection Tool 🔲 select the form fields that you wish to align.
   - **Note**: *More than one field must be selected in order to align them.*
2. Right click, (Mac: Ctrl + Click) on any of the selected form fields and go to Alignment and select the alignment you wish to perform

Alignment Examples

Original	**Distribute Horizontally**	**Distribute** Vertically
Align Left	**Align Center**	**Align Right**

Align Top

Item1 ▼ ☑ Item1
         Item2
         Item3 ◉ Text Field 1

Align Middle

                    Item1
Item1 ▼ ☑ Item2
                    Item3 ◉ Text Field 1

Align Bottom

                              Item1
                              Item2
Item1 ▼ ☑ Item3 ◉ Text Field 1

Align Width

☑

◉

Item1
Item2
Item3

Text Field 1

Item1 ▼

Align Height

☑

◉

Item1

Text Field 1

Item1 ▼

Align Both

☑

◉

Item1

Text Field

Item1 ▼
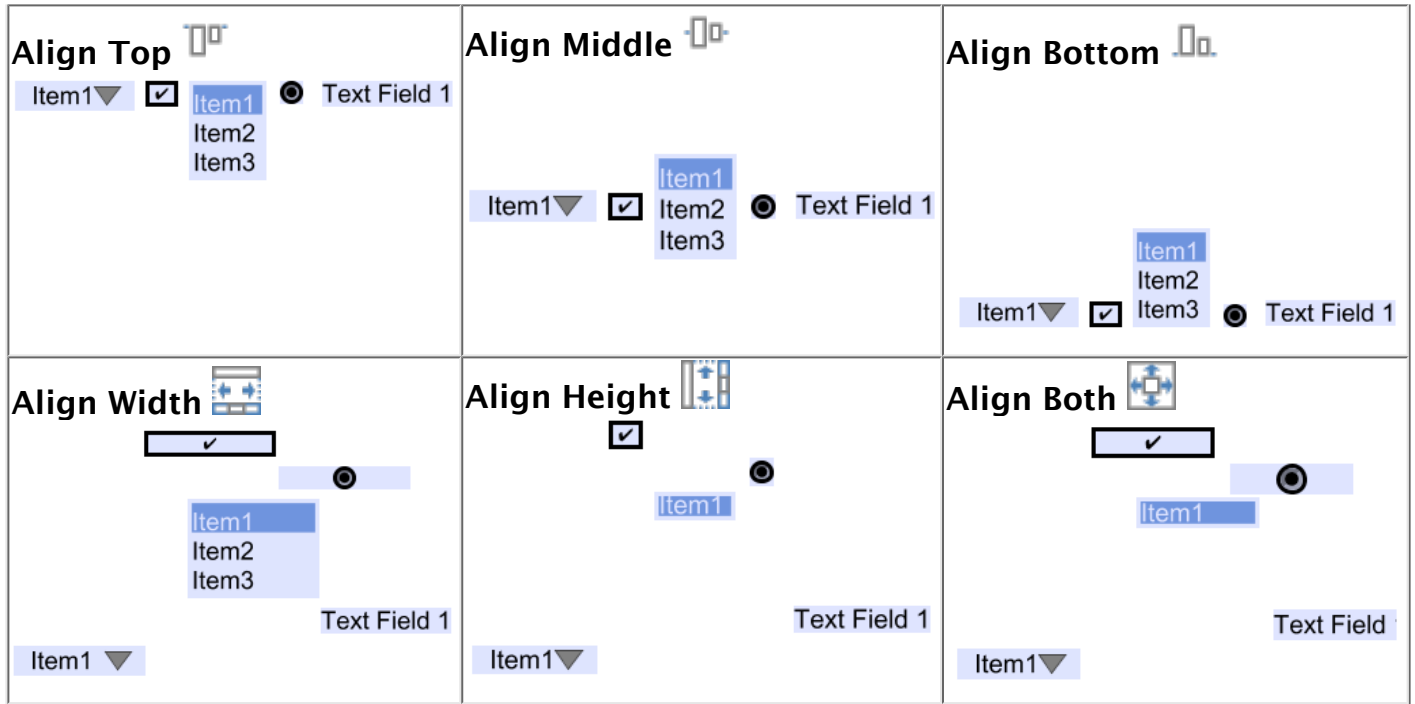
Form Field Formatting

When creating or editing a form field, it is possible to define formatting rules which are enforced through JavaScript. Field Formatting allows you to define how the values or text within a field will be displayed. For Example: Making currency always show 2 decimal places or a date that shows a 2 digit month, day, and year.

Note: *Formatting options are only available for* text boxes *and* combo boxes.

Setting Custom Field Formatting

1. Access the field properties by right clicking (Mac: Ctrl + Click) on the field and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar.
2. Click on the Format Tab
3. Set the options below to be applied to the selected field

Field Formatting Options

None - Default value, sets no formatting rules and any text can be entered into the field

Number - Sets the field to only accept numbers based on the settings selected

- Decimal Places: number of decimal places to use
- Separator Style: separators to use for thousands and decimal places
- Currency Symbol: currency symbol to be used
- Symbol Placement: the location of the currency symbol
- Negative Number Style: the style of the text when the value is a negative number
    - Use red text: turns the negative number red
    - Use parenthesis: puts the negative number inside parenthesis

Percentage - Sets the field to display a percentage based on the settings selected

- Decimal Places: number of decimal places to use
- Separator Style: separators to use for thousands and decimal places

Date/Time - Sets the field to only accept date, time, or date-time values based on the settings selected.

- Options List: Select any of the predefined date/time formats that come with PDF Studio
- Custom: Create your own custom date/time format using the below date/time codes
    - yyyy = four-digit year
    - yy = two-digit year
    - mm = two-digit month (01=January, etc.)

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- mmm = three letter month abbreviation (Jan=January, etc.)
- mmmm = full month name
- dd   = two-digit day of month (01 through 31)
- HH   = two digits of hour (00 through 23) (AM/PM NOT allowed)
- MM   = two digits of minute (00 through 59)
- ss   = two digits of second (00 through 59)
- h = two digit hour using 12-hour AM/PM format
- tt = displays AM/PM based on the time

Note: *When a date or date-time setting is selected when viewing the document PDF Studio will display a calendar button on the field. This button will allow users to select a date using a calendar picker instead of typing in the field if they wish.*

Other - Allows you to select from a list of common predefined field formatting rules

- US Zip Code: standard 5 digit US zip code
- US Zip Code + 4: standard 5 digit US zip code plus the additional 4 digit geographic segment
- US Phone Number: US phone number format (XXX) XXX-XXXX
- US Social Security Number: US social security number format XXX-XX-XXXX
- Custom: set a custom format using the below letter codes
  - 9 to allow numbers
  - A to allow letters
  - O (the letter) to allow numbers and letters
  - X to allow printable characters

Custom - Allows you to create your own custom formatting rules using the supported PDF Form JavaScript

Sample Format Examples

Date/Time

- Year: yyyy (eg 1997)
- Year and month: yyyy-mm (eg 1997-07)
- Complete date: yyyy-mm-dd (eg 1997-07-16)
- Complete date plus hours and minutes: yyyy-mm-dd HH:MM (eg 1997-07-16 19:20)

Other / Custom

- A phone number in France such as "05 44 06 72 25" would be represented by the following custom format: "99 99 99 99 99"
- A phone number in Sweden such as "46 71 123 456" would be represented by the following custom format: "99 99 999 999"
- A seat on a flight such as "99C" would be represented by the following custom format: "99A"

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Form Field Calculations

PDF Studio is capable of creating PDF forms with custom calculations. You have the ability to use some of the preset simple calculations or advanced custom calculations using JavaScript. This is very useful for when you want values entered into a form calculated automatically. For example: summing up a total on an invoice sheet to give to a customer.

Adding Calculations to Forms

1. Start the Form Editing Mode by going to the **Forms Tab**
   - **Note:** *Make sure to create all of the Fields that you need in the document first. For more information regarding on how to create Fields see Creating Text Fields. Also, Make sure that you have correctly named all of the Form Fields in your document to make it easier to setup the calculations*
2. Using the Object Selection Tool ⬚ select the Field that you would like to perform the calculation
3. Access the field properties by right clicking (Mac: Ctrl + Click) on the field and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar.
4. In the Properties window select the Calculate tab
5. Use this screen to set any of the Form Field Calculation Options listed below. Once you have completed setting your calculations click on OK
6. Repeat steps 2- 5 to create as many fields with calculations as you need.
7. Once all calculations are complete click on the Stop Form Editing button on the toolbar to close the form editor and save the document
8. The Form Calculations will now be ready for you to use

Form Field Calculation Options

No Calculation for this field

Default value, sets no calculation rules and any text can be entered into the field

Field value has simple calculation

 When selected this option allows you to set a single math calculation on either all or a selection of fields. To Setup a simple calculation follow the steps below

1. Select the option for "Field value has a simple calculation:"
2. Then select the type of calculation you would like from the drop down menu. You have the below options available for simple calculations:
   - Sum (+) – adds the fields together
   - Product (x) – multiplies the fields together
   - Average – returns the average value of all the fields
   - Minimum – Returns the lowest value from all the fields

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

· Maximum – Returns the highest value of all the fields
3. Select the fields from the list you would like to be included in the calculation. To select more than one field from the list either click and drag the mouse or hold Ctrl and click the fields that you need from the list. **Only highlighted fields will be used in the calculation.**
    · **Note**: *(You can also select other fields such as Combo or List Boxes to be used in calculations)*

This field has a custom calculation

The Custom Calculation allows you to perform more advanced calculations using JavaSript. You will need to have advance knowledge in programming JavaScript in order to create the calculations. For more information regarding using JavaScript in PDF Studio see PDF Form JavaScript.

Select the option "This field has a custom calculation:" and then type in the JavaScript calculation that you would like to perform.

Simple Field Notation

Simple field notation allows you to use simple calculation commands (+ - / *) instead of JavaScript. For Example to add Text1 to Text 2 you would type "Text1 + Text2". Once complete PDF Studio will convert the simple annotation into JavaScript that is compatible with the PDF format.

1. Select the option "This field has a custom calculation:" and check the box for "Simple Field Notation"
2. Then use the custom calculation field to enter your calculations.

Note: *When creating custom calculations the field name must exactly match the name set in the field properties in order for the calculation to work.*

 The following math functions are available:

· **+**: adds the two fields
· **-**: subtracts the two fields
· **x**: multiplies the two fields together
· **/**: divides the two fields
· **()**: groups the equations within the parenthesis as a separate function

Set Field Calculation Order

The field calculation order determines the order in which linked field data is calculated. If there are fields that have calculations using results from other field calculations if not done in the correct order the values will be incorrect.

For example: on an invoice document you would want to calculate the tag BEFORE you calculate the total.

How to set the Field Calculation Order

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Click on the 🖩 **Calculation Order** button to start the tool
3. Select one or more fields from the list
   · *Hold down SHIFT or CTRL (Command on Mac) to select multiple fields.*
4. Fields will be calculated in order from **Top** to **Bottom**. Use the buttons on the right side of the list to reorder the selected fields in the list
5. Once complete click OK to apply the changes
6. Confirm the calculation order is correct by entering a new value in any of the calculated fields

Field Calculation Order Options

⌃ **Move Up** - Moves the selected field(s) up the list.

⌄ **Move Down** - Moves the selected field(s) down the list.

⌅ **Move to Top** - Moves the selected field(s) to the top of the list.

⌆ **Move to Bottom** - Moves the selected field(s) to the bottom of the list.

Form Field Validation

Form field validation sets validation rules for the field based on the option selected. Validation is different from format in that validation restricts what values are allowed to be entered into the field

Note: *Field validation settings are only available for text and combo boxes.*

Adding Validation to Fields

1. Start the Form Editing Mode by going to the **Forms Tab**
2. Using the Object Selection Tool ▣ select the Field that you would like to add validation to
3. Access the field properties by right clicking (Mac: Ctrl + Click) on the field and choose Properties in the mouse menu or click on the edit button 🖉 on the Mini Toolbar.
4. In the Properties window select the Validate tab
5. Use this screen to set any of the Form Field Validation Options listed below. Once you have completed setting your validation click on OK
6. Repeat steps 2- 5 to set as many fields with validations as you need.
7. Once all validations are set click on the Stop Form Editing button on the toolbar to close the form editor and save the document
8. The Form Validations will now be ready to use

Form Field Validation Options

No validation for this field

Default value, sets no validation rules and any value can be entered into the field

Field values has a range

Only available when Format is set to a Number or Percentage.

This field has custom validation

When selected you will need to use Form JavaScript to create custom validations

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Form Field Actions

PDF Studio has the available actions that can be added to form fields. For form fields you must set both an Event and Action to be used.

Events

Mouse Up: When the mouse button is released

Mouse Down: When the mouse button is pressed

Mouse Entered: When the mouse cursor enters the field boundary (not clicking, just hovering)

Mouse Exited:When the mouse cursor exits the field boundary (not clicking, just hovering)

On Blur: When the field has lost focus and is no longer active (i.e. clicking else where or tabbing to the next field)

On Focus: When the field has gained focus and is now active (i.e. clicking on or tabbing to the field)

Actions

Go to a page in this document

Sets the link to go to a page within the current document

- Page Number - the page number of the document to link to
- Zoom - Set the page fit when navigating to the page
- Percent - The zoom level for Custom zoom setting
- Set Visually - Allows you to set the location of the link visually

Go to a page in another document

Sets the link to go to a page within a different designated document

- Page Number - the page number of the document to link to
- Document - The full path to the document to open. Click on the "..." button to open a file chooser and navigate to the file you wish to select.

Note: *When sending this document to other users this action may not work if the file is not in the same location on the users computer. To make sure the file is included with the PDF when sending to another user try   using a File Attachment instead.*

Show/Hide Fields

Sets the link to either Show or Hide selected fields within the document

- Show - Will show the selected fields when clicked
- Hide - Will hide the selected fields when clicked
- Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click to select separate fields or Shift + Click to select a group of fields

Open File

Sets the link to open a specific file.

- File - The full path to the file to open. Click on the "..." button to open a file chooser and navigate to the file you wish to select.

Note: *When sending this document to other users this action may not work if the file is not in the same location on the users computer. To make sure the file is included with the PDF when sending to another user try   using a File Attachment instead.*

Open a web link

Set's the link to open a specific web page or start an email. Examples of valid links:

- http://www.qoppa.com
- ftp://ftp.site.com
- file:c:\qoppa\temp.txt
- mailto:johndoe@gmail.com

Reset Form Fields

Sets the link to reset the selected fields within the document

- All Fields - When checked will reset all the fields within the document
- Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click to select separate fields or Shift + Click to select a group of fields

JavaScript Action

Sets the link to perform a custom Supported JavaScript action that can be typed into the field.

Submit Form

Sets the link to send the form field values to a designated location in one of 4 formats. This can be used to have an automatic way to send back forms or values once a user has completed the form.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- URL - The destination to send the selected file to. Examples of valid links:
    - http://www.qoppa.com
    - ftp://ftp.site.com
    - file:c:\qoppa\temp.txt
    - mailto:johndoe@gmail.com
- FDF - Sends an FDF file containing the selected field values
- XFDF - Sends an XFDF file containing the selected field values
- PDF - Sends a copy of the entire PDF
- HTML - Sends an HTML file containing the selected field values
- Fields - Sets the options when sending the field values
    - All Fields - Will send all fields regardless of value
    - Include - Will include the selected fields in the list when sending the file
    - Exclude - Will exclude the selected fields in the list when sending the file
    - Field List - Displays a list of the fields in the document to select. To select more than one field use Ctrl + Click to select separate fields or Shift + Click to select a group of fields
    - Send Empty Fields - When checked will send the selected fields values even when fields are empty

Show/Hide Layers

Sets the link to either Show or Hide selected layers within the document

- Use Current Visibility - Sets the action to display the layers as they are currently being displayed so that if layers are turned off later they will return to the current state
- Other - Sets a new action for the layer using the blow options
    - Show - Will show the selected layers in the list
    - Hide - Will hide the selected layers in the list
    - Toggle - Will switch the selected layer(s) state from hidden to displayed or displayed to hidden depending on the layers current state
    - Layers List - Displays a list of the layers in the document to select. To select more than one layer use Ctrl + Click to select separate layers or Shift + Click to select a group of layers

Named Action

Sets the link to perform one of standard predefined actions listed below.

- NextPage - Goes to the next page in the document
- PrevPage - Goes to the previous page in the document
- FirstPage - Goes to the first page in the document
- LastPage - Goes to the last page in the document
- Print - Starts the print dialog to print the current document
- Save - Saves the current document
- Save As - Opens a file chooser dialog to save the file in a user specified location
- Open - Displays the open file dialog

Editing Field Tab Order

PDF Studio allows you to set the tab order of fields within a document. This allows you to designate what field comes next when the user is tabbing through the document to make it easier to complete. Follow the instructions below to rearrange the field tab order in a PDF form.

> **Note**: *By default the tab order is created in the order that the fields are created. It's usually best practice to either create the fields in the correct order or rearrange them afterwards as many users will be confused if the when pressing tab they are taken to a completely different section of the page.*

Changing the Field Tab Order

1. Start the Form Editing Mode by going to the **Forms Tab**
2. On the left hand side of the PDF Studio frame will be the Fields Pane
   - **Note**: *You may need to click on the "Fields" button to open the pane*
3. In this pane you will see a list of all the fields per page within the document. To field tab order in the document goes from the top of the field tree to the bottom of the field tree. To edit the field tab order drag and drop the items into the order that you want the fields to tab starting with the first at the top and the last at the bottom of the list.
   - **Note**: *You can choose to Show Field Tab Order option to see the tab order directly on the fields on the page*
4. Once complete click on Stop Form Editing to close the tool bar
5. Save the document and the fields will be ready for use

Linking Form Fields

PDF Studio allows you to link multiple form fields in a document together. Linking one or more fields together makes the same data populate each instance of the field within the document. This is helpful for putting dates or client names on every page of the document.

> **Note**: *Only fields of the same type can be linked together.*

How to Link Form Fields

1. First create the form fields that you need in your document. For more information on creating form fields see Creating Form Fields
2. To link the fields all you need to do is give each of the fields the same name either when creating them or by editing them.
3. Once you click **OK** to confirm the field name setting you will get a message asking if you would like to link the fields. Click on OK to save the field name and link the fields
4. Repeat steps 1-3 to link as many form fields as you need.
5. Once complete click on the Stop Form Editing button on the toolbar to close the form editor and save the document
6. The fields will now be ready for you to begin typing in information

> **Note:** *Radio buttons can be grouped in a similar way, by giving them the same name, you will also have to make sure the Radio Button Choice under the Options tab is also labeled the same.*

PDF Form JavaScript

In PDF Studio when creating custom functions/actions for specific items such as form fields or buttons you will need to use JavaScript for the commands. JavaScript can perform calculations, button actions (adding images, submitting forms, or populating other fields), validate field input, and set field formatting, among many other things.

Note: *PDF Studio only supports Acroform (non-LiveCycle) JavaScript in PDF forms.*

You will need to have advance knowledge in programming JavaScript in order to create the actions for the buttons. For additional details on how to use these functions, take a look at the tutorials and lessons on this site http://www.w3schools.com/js/js_intro.asp

PDF Studio supports the following JavaScript commands for each of the below items.

Supported JavaScript

Annotation

Properties:

author
page
points
strokeColor
type
width

Doc

Methods:

addAnnot
addField
calculateNow
closeDoc
flattenPages
getAnnots3D
getDataObjectContents
getField
getNthFieldName
getOCGs
getPageBox
getPageRotation
getTemplate
gotoNamedDest
importAnFDF

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

mailDoc
print
resetForm
spawnPageFromTemplate
submitForm

Properties:

URL
calculate
info
numFields
numPages

Field

Methods:

buttonGetCaption
buttonImportIcon
buttonSetCaption
checkThisBox
clearItems
deleteItemAt
getArray
getItemAt
insertItemAt
isBoxChecked
setAction
setFocus
setItems
signatureInfo

Properties:

borderColor
borderStyle
borderWidth
calcOrderIndex
charLimit
comb
commitOnSelChange
currentValueIndices
defaultValue
delay
display
doNotScroll
doNotSpellCheck
doc

editable
exportValues
fileSelect
fillColor
hidden
lineWidth
multiline
multipleSelection
name
numItems
page
password
readonly
rect
required
strokeColor
style
submitName
textColor
type
userName
value
valueAsString

Global

Methods:

setPersistent

Identity

Properties:

corporation
email
loginName
name

Matrix2D

Methods:

fromRotated
transform

MenuItem

Properties:

bEnabled
bMarked
cName
cReturn
oSubMenu

OCG

Methods:

getIntent
setAction
setIntent

Properties:

initState
locked
name
state

ReadStream

Methods:

read

SignatureInfo

Properties:

date
reason

Template

Methods:

spawn

Util

Methods:

printd
printf
printx
scand
stringFromStream

Digital Signatures

PDF Studio supports both adding a digital signature field to a PDF or applying digital signatures to existing fields. Digital Signatures are a way of authenticating the contents of a document. A document with a valid signature is guaranteed not to have been changed since being signed.

Create Digital Signature Fields **Pro**: Create new unsigned digital signature fields

Modify Digital Signature Fields **Pro**: Modify existing field including clearing, moving, and properties

Apply Digital Signatures **Pro**: How to apply digital signatures to a document

Create Self-Signed Digital IDs **Pro**: Creating digital IDs within PDF Studio to be used when signing documents

Import Digital IDs **Pro**: Importing an existing or third-party digital ID to be used when signing documents

Digital Signature Options **Pro**: Options available when digitally signing a PDF

Digital Signature Appearance **Pro**: Appearance settings when applying a digital signature

Validate Digital Signatures **Pro**: How to validate a digital signature

Trust Digital Signatures: How to add a digital signature to your trusted certificates

Manage Trusted Certificates: Manage the trusted certificate options

Manage Digital IDs **Pro**: Create, edit, and remove digital IDs

Manage Timestamp Servers **Pro**: Manage the timestamp servers that are used when digitally signing PDFs

Displaying the Signatures Pane

The layers pane is located on the left of the PDF Studio window. If not displayed the pane can be opened using the ⊡ **Signatures** button on the left side of the screen.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Creating Digital Signature Fields

PDF Studio can create new, unsigned digital signature fields in a document. This is can be used to create a document that requires a signature and to add a signature field so that a digital signature can be applied.

How to Create a Digital Signature Field

1. Open a document to add a digital signature field to
2. On the toolbar or go to the **Secure Tab** > 🖊 **Add Signature Field** button
3. When the tool is started, the cursor will become a crosshair to mark the location for the new field on the document. Drag a rectangle to create the desired signature field size
4. After the field is created, a signature can be immediately applied or the field can be clicked on to apply a digital signature.

   Note: *To create a signature field using the form editing mode instead see how to add a Form Signature field.*

Modifying Digital Signature Fields

Signature fields can be modified using any of the available options below. The options will vary depending on whether the digital signature field has been signed.

To access the digital signature field options Right Click (Ctrl + Click on Mac) on the field and then a mouse context menu will be displayed showing the available options. Any text that has been greyed out is a disabled option.

Unsigned Digital Signature Fields

The Following options are available for an unsigned digital signature field.

Apply Signature - Starts the Applying Digital Signatures dialog

Apply Certifying Signature - Starts the Applying Digital Signatures dialog except with the certifying signature option already selected

Move - Allows you to move or resize the unsigned field on the page. When finished click anywhere on the page or pres Esc to finish editing.

· Move: click on the signature field and drag it to its new location on the page.
· Resize: use the black dots on the corners and edges to resize the shape of the box so that it fits the area that you need.

Properties - Displays the properties dialog for the field. See Form Signature Field for a description of the available properties

Save As Default Size - Sets the default size of future created signature fields to the same size as the selected field

Delete - Deletes the selected signature field

Details - Displays the details for the signature field.

> **Note**: *When unsigned this will just display a "Signature field has not been signed" message as there are no details to display.*

Signed Digital Signature Fields

The following options are available for signed digital fields

Clear Signature - Removes the signature from the signature field

Details - Displays the details for the signature field to help in Validating a Digital Signature

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Creating Self-Signed Digital IDs

In order to sign documents, you must first have a digital ID. If you do not have an existing ID you can use PDF Studio to create a new digital ID to be used when signing documents. When creating a digital ID with PDF Studio it is considered a Self-Signed Digital ID which means that it is not using a third-party to validate the signature.

> **Note**: *When creating a Self-Signed Digital ID with PDF Studio the signature will not show as validated on other users computer as the trusted certificate will currently only be on your computer. You will need to send your newly created digital certificate to your recipients and they will need to install them before your signatures can be validated.*

How to Create Self-Signed Digital ID

1. Access the Add Digital ID dialog using one of the methods below
   - Go to **File Tab > Preferences** and select **Digital IDs** from the panel on the left of the preferences dialog and click on Add Digital ID.
   - When applying a digital signature, select **New Digital ID** from the drop down
   - Go to **Secure Tab > Digital IDs** and click on Add Digital ID.
2. Select Create New Digital ID Now
3. Fill out the information for digital ID. Name and Email Address are required
   - Valid Until: The expiration date of the digital ID
   - Name: Name of the signer
   - Organizational Unit: Name of the organizational unit
   - Organization Name: Name of the organization
   - Locality/City: city where the signer is located
   - State: state where the signer is located
   - Country: country where the signer is located
   - Email: Email address of the signer
4. Choose a location to save the digital ID and set a password
   - **Note**: *By default the location will be stored in the PDF Studio user settings folder*
5. Click Finish to create the digital ID
6. The newly created ID will be added to PDF Studio's list of IDs and can now be used when Applying Digital Signatures

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Importing Digital IDs

In order to sign documents, you must first have a digital ID. If you have an existing digital ID either exported from another application or from a third-party Certificate Authority, it can be imported directly into PDF Studio to be used when signing documents. PDF Studio supports importing digital IDs in either .pfx or .p12 formats.

When using a digital ID from a third-party certificate authority there is no need to first send your digital certificate to your recipients because the OS will usually be able to validate the certificate from third-party vendors.

How to Import a Digital ID

1. Access the Add Digital ID dialog using one of the methods below
   · Go to **Edit > Preferences** and select **Digital IDs** from the panel on the left of the preferences dialog and click on Add Digital ID.
   · When applying a digital signature, select **New Digital ID** from the drop down
   · Go to **Secure Tab > Digital IDs** and click on Add Digital ID.
2. Select Import my existing digital ID from a file and click Next
   · **Note**: *Only .pfx or .p12 formats can be imported*
3. Click on Browse to open the file dialog and locate the digital ID you wish to use
4. Enter the password for the selected digital ID file and click Next
   · **Note**: *If your digital ID has a complex password that is hard to remember you can select the "Use my password" option to save this password and protect it with your own password. When signing documents, PDF Studio will prompt you for your own password. This makes it easier to sign documents without having to remember the complex passwords.*
5. Some digital ID files may contain more than one digital ID and the following page will display a list of digital IDs that will be imported. Click on Finish to complete importing the digital ID.
6. The imported ID will be added to PDF Studio's list of IDs and can now be used when Applying Digital Signatures

---

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Applying a Digital Signature

PDF Studio supports both digital signatures and certified digital signatures. It's important to understand the differences between each type of digital signature prior to applying one to a PDF. In order to sign documents, you must first have a digital ID. You can either Create a New Digital ID or Import A Digital ID to be used when digitally signing documents.

> **Note**: *It's important to also understand that a digital signature is not the same as an electronic signature. An electronic signature is a graphical representation of a signature on pen and paper such as an image or drawing. A digital signature (which may also have a graphical representation) contains a unique encrypted ID to verify its authenticity.*

Digital Signatures

A Digital Signature is similar to actually signing a physical document in that it identifies the person signing the document. The difference between a digital and hand written signature is that a digital signature contains encrypted information that is unique to the signer so it cannot be forged. The signer's certificate or issuing third-party Certificate Authority will need to be trusted by the user receiving the PDF in order for the signature to be considered valid. . Once signed, if the document is modified in any way the signature will no longer be considered valid.

Certified Digital Signatures

A certified digital signature is similar in that it contains an encrypted ID unique to the signer. However, a certified signature provides additional document security options to prevent the document from being modified. The signer has the option to prevent any further changes or allow some limited changes (i.e. filling forms, adding comments, or adding digital signatures) to the document once it has been signed .

How to Apply a Digital Signature

A digital signature can be applied to an existing signature field or a new signature field can be created to apply a signature to a document

Applying Signature to Existing Field

1. Click on the signature field, or click on the Digitally Sign button on the **Secure Tab**
   - **Note**: *If there is more than one signature field in the document you will need to sign by clicking on the signature field*
2. This will display the Sign Document dialog. Select the Digital ID and enter the Password for the Digital ID
   - **Note**: *If this is your first signing a document you will be asked to either import an existing ID or create a new one.*

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

3. Select the Digital Signature Options and Digital Signature Appearance settings that you wish to use
4. Once complete click on Sign
5. This will then prompt you to select a location on your computer to save the signed document
6. Click Save to complete signing and save the document

Applying Signature When No Field Exists

1. Click on the signature field, or click on the Digitally Sign button on the **Secure Tab**
2. When the tool is started, the cursor will become a crosshair to mark the location for the new field on the document. Drag a rectangle to create the desired signature field size
3. After the field is created, the Sign Document dialog will be displayed. Select the Digital ID and enter the Password for the Digital ID
    · **Note**: *If this is your first signing a document you will be asked to either import an existing ID or create a new one.*
4. Select the Digital Signature Options and Digital Signature Appearance settings that you wish to use
5. Once complete click on Sign
6. This will then prompt you to select a location on your computer to save the signed document
7. Click Save to complete signing and save the document

How to Apply a Certified Digital Signature

A Certified digital signature can be applied to a document using the instructions below. When applying a certified signature without a field the signature can be either visible or invisible. Invisible signatures are stored using the same encryption only there is no visual representation of the signature on any of the document's pages.

Applying a Certified Signature to Existing Field

1. Click on the signature field, or click on the Certify Document button on the **Secure Tab**
    · **Note**: *If there is more than one signature field in the document you will need to sign by clicking on the signature field*
2. This will display the Sign Document dialog. Select the Digital ID and enter the Password for the Digital ID
    · **Note**: *If this is your first signing a document you will be asked to either import an existing ID or create a new one.*
3. Choose the Digital Signature Options and Digital Signature Appearance settings that you wish to use
    · **Note**: *Make sure that "Certifying Signature" is selected for the signature Type*
4. Select the certifying signature permissions from the drop down
5. Once complete click on Sign

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

6. This will then prompt you to select a location on your computer to save the signed document
7. Click Save to complete signing and save the document

Applying a Certified Signature When No Field Exists

1. Click on the signature field, or click on the 🎖 Certify Document button on the **Secure Tab** and choose **Visible**
2. When the tool is started, the cursor will become a crosshair to mark the location for the new field on the document. Drag a rectangle to create the desired signature field size
3. After the field is created, the Sign Document dialog will be displayed. Select the Digital ID and enter the Password for the Digital ID
   · **Note**: *If this is your first signing a document you will be asked to either import an existing ID or create a new one.*
4. Select the Digital Signature Options and Digital Signature Appearance settings that you wish to use
   · **Note**: *Make sure that "Certifying Signature" is selected for the signature Type*
5. Select the certifying signature permissions from the drop down
6. Once complete click on Sign
7. This will then prompt you to select a location on your computer to save the signed document
8. Click Save to complete signing and save the document

Applying an Invisible Certified Digital Signature

1. Click on the signature field, or click on the 🎖 Certify Document button on the **Secure Tab** and choose **Invisible**
2. The Sign Document dialog will be displayed. Select the Digital ID and enter the Password for the Digital ID
   · **Note**: *If this is your first signing a document you will be asked to either import an existing ID or create a new one.*
3. Select the Digital Signature Options and Digital Signature Appearance settings that you wish to use
   · **Note**: *Make sure that "Certifying Signature" is selected for the signature Type*
4. Select the certifying signature permissions from the drop down
5. Once complete click on Sign
6. This will then prompt you to select a location on your computer to save the signed document
7. Click Save to complete signing and save the document

Digital Signature Options

When applying a digital signature the following options are available to change either the appearance, signature type, or signature information. These settings are not saved and have to be set each time a signature is applied.

Digital ID

Digital ID - The digital ID combo will list all digital IDs saved in PDF Studio or available in your OS certificate store. A new digital ID can be added by selecting the New Digital ID... option in the list. See Create a New Digital ID or Import A Digital ID for more information.

Password - The password for the selected digital ID. You must enter the correct password in order to be able to digitally sign the document

Timestamp Server - Allows you to select a timestamp server to be used when signing. See Managing Timestamp Servers for more information

Details - Allows you to see the specific details for the selected digital ID

Appearance:

This section will display a preview of the digital signature as it will display on the document once applied. A different appearance can be selected from the drop down. Choose "Create New Appearance..." to create a new custom appearance. See Digital Signature Appearance for more information

Signature Type:

Select the type of signature to be applied to the when signing

Signature - A digital signature contains encrypted information that is unique to the signer so it cannot be forged. The signer's certificate or issuing third-party Certificate Authority will need to be trusted by the user receiving the PDF in order for the signature to be considered valid. Once signed, if the document is modified in any way the signature will no longer be considered valid.

Certifying Signature - A certified signature provides additional document security options to prevent the document from being modified. When choosing certifying signature, a combo box will show, allowing to specify which changes are permitted on the certified document.

- Disallow Changes: Does not allow any further changes to the document once signed
- Allow Form fill and Signatures: Allows users to fill forms and complete signatures once signed

- Allow Form fill, Signatures, and Comments: Allows users to fill forms, complete signatures, and add comments to the document once signed

Signature Information:

This section allows you to add additional details to the signature if needed. This information will not be displayed in the appearance but will be listed with the signature details

Reason - Select a reason the document was signed from the list from the below options

- I approve this document
- I am the author of this document
- I have reviewed this document
- I attest to the accuracy and integrity of this document
- I agree to the terms defined by this document

Location - Enter additional location details

Contact Info - Enter additional contact information for the signature

---

Digital Signature Appearance

PDF Studio allows you to customize the appearance of a digital signature to display only specific information that you choose. Multiple appearances can be created for different situations if needed. Created appearances can be used on any digital ID. Additionally, an image can be used for the signature appearance.

> **Note:** *Altering a signature's appearance does not remove any of the details from the signature.*

How to Create a New Digital Signature Appearance

1. Begin signing a document to access the Sign Document dialog using one of the methods below
    - Click on the signature field
    - Click on the Sign Document ![icon] button
2. Select "Create New Appearance..." in the Appearance drop down
3. Enter a title and the signature appearance options you wish to use
4. Once the options have been set click on OK to save the appearance

Signature Appearance Options

The following appearance options are available in PDF Studio.

Title

This will be the name of the created appearance that will display in the Digital Signature Options when applying a signature

Preview

Displays a preview of how the digital signature will look once applied to a document

> **Note**: *The preview displays the signature in a standard dimension. If the field within the document is a different size the contents of the signature appearance will be resized to fit the field*

Image

Show Image - When checked an image can be added to the background of the digital stamp appearance

Transparency - Transparency setting for the image

File - The full path to the image file used in the signature. Click on the "..." button to open a file chooser and navigate to the image you wish to use .

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Align - Allows you to align the image on the left, center, or right of the signature

Text

Show - The options below, when checked, set which digital signature properties will be displayed on the signature

- Name: The large text that will display the name
- Digitally signed by: Adds the text "Digitally signed by" before the Common Name
- Date: Date the signature was completed
- Common Name: The name associated with the digital ID
- Organizational Unit: The organizational unit associated with the digital ID
- Organization Name: The organization name associated with the digital ID
- Locality/City: the locality/city associated with the digital ID
- State: The state associated with the digital ID
- Country: The country associated with the digital ID
- Email: The email associated with the digital ID
- Reason: The reason chosen when digitally signing the document

Orientation - Sets the digital signature text to be displayed with one of two options

- Left to Right: Displays the Name on the left and all other properties in smaller text on the right
- Right to Left: Displays the Name on the right and all other properties in smaller text on the left

Applying Document Timestamps

A Document Timestamp is an internal dictionary that allows an individual to validate the exact contents of the PDF at the time indicated in the timestamp token. It is similar to a Digital Signature except there is no personal identity assicated with the certificate.

How to Apply a Document Timestamp

1. Click on the ⬛ Timestamp button on the **Secure Tab**
2. From the list of available Timestamp servers select the one you wish to use
3. This will then prompt you to select a location on your computer to save the document
4. Click Save to complete adding the Document Timestamp and save the document

Add / Edit Timestamp Servers

To add or edit timestamp servers that can be used see Managing Timestamp Servers in preferences

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Validating Digital Signatures

PDF Studio validates any digital signatures upon opening a document. PDF Studio will first check that the digital signatures in the document use valid certificates and that the document has not been changed. It will then check that the certificate used to issue the digital ID in the signature was issued by a trusted certificate authority.

Validating Digital Signatures

Signature Validation Banner

When opening a document that contains a digital signature a blue notification banner is displayed that will show information based on the validation of the signatures found in the document. Click on **Signature Panel** button to see additional signature information.

The signature validated correctly, that there were no changes made to the document, and that the issuing certificate authority is trusted.

The signature validated correctly, but there might be some problems, such as the digital ID being issued by a certificate authority that is not trusted.

Signature Validation Marks

Depending on the results of the validation, PDF Studio will display one of three icons on the signature:

The signature validated correctly, that there were no changes made to the document, and that the issuing certificate authority is trusted.

The signature validated correctly, but there might be some problems, such as the digital ID being issued by a certificate authority that is not trusted.

There were problems validating the signature. The problems can include any changes to the document after the signature was applied.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Checking Additional Validation Details

1. Using the Hand Tool ✋ select the signature that you wish to validate.
2. This will display a dialog showing the Signature Validation Status
3. To view further information click on the Details button
4. Once complete, to close the dialog, click on Close or press Esc on the keyboard

---

Trusting Digital Signatures

Digital signatures can be added to your trusted certificates list from other users that you trust. Once added to your list, anytime a document is signed using the same digital ID it will be listed as trusted.

> **Note**: *It's important that you only trust certificates from someone you know and have already established a mutual trust.*

How to Trust a Digital ID

Trusted IDs can be added either from an existing signature field or by importing a trusted certificate

Using an Existing Signed Field

1. Using the Hand Tool 🖐 click on the signature that you wish to validate.
2. This will display a dialog showing the Signature Validation Status
3. Click on the Details button
4. Select a certificate on the left and click on the Trust Certificate button to add the digital ID as a trusted certificate

Importing Trusted Certificates

1. Go to **File > Preferences**
2. Select **Trusted Certificates** from the panel on the left of the preferences dialog
3. Click on the Import 🖼 button. This will open a file chooser dialog
4. Navigate to the certificate you wish to import
   · **Note**: *Only .cer or .crt formats can be imported*
5. Click on Open to import the certificate and add the digital ID as a trusted certificate

---

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Managing Trusted Certificates

When PDF Studio validates digital IDs, it checks that the digital ID was issued by a trusted certificate authority. The trusted certificate authorities can be managed using the preferences available in PDF Studio. By default, PDF Studio will also trust Oracle root certificate authorities, as well as those from your operating system.

Accessing the Trusted Certificate Settings

To access the trusted certificate preferences do one of the following

· Go to **Secure Tab >** 🖼️ **Trusted Certificates** on the toolbar
· Go to **File > Preferences** then select **Trusted Certificates** from the panel on the left

Trusted Certificate Options

The additional certificate settings allow you to enable or disable the PDF Studio or System root certificates. You can also double click on any of the certificates in the list to see their details.

System Certificates

PDF Studio will also trust any system root certificate authorities by default. Uncheck the box next to "Trust System root Certificate Authorities" if you wish to not trust these authorities

PDF Studio Certificates

By default, PDF Studio will trust Oracle root certificate authorities. Uncheck the box next to "Trust PDF Studio root Certificate Authorities" if you wish to not trust these authorities

My Trusted Certificates

My Trusted Certificates allows you to import, view, or delete any additional trusted certificates added to PDF Studio.

> **Note**: *When a digital ID is created or imported, its issuing authority is automatically added to the "My Trusted Certificates" list.*

Importing Trusted Certificates

Click on the Import 🖼️ button. Then navigate to the certificate you wish to import and click on Open to import the certificate and add the digital ID as a trusted certificate

> **Note**: *Only .cer or .crt formats can be imported*

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Viewing Trusted Certificate Details

Click on the Details button to display the additional details of the selected certificate

Deleting Trusted Certificates

Click on the Delete button to delete the selected certificate

> **Note**: *This cannot be undone. You will need to reimport the certificate if you wish to trust it again.*

Managing Digital IDs

PDF Studio allows you to manage digital IDs digital IDs that have been created with PDF Studio or Imported into PDF Studio. The My Password settings can also be managed from this screen as well.

> **Note**: *Digital IDs found in the system will need to be managed by the system digital ID manager*

Accessing the Digital ID Settings

To access the digital ID preferences do one of the following

- Go to **Secure Tab >** ▦ **Digital IDs** on the toolbar
- Go to **File > Preferences** then select **Digital IDs** from the panel on the left

Digital ID Options

System IDs

If you have IDs stored in your operating system, you can use those in PDF Studio as well. Uncheck the box next to "Enable Signing with System Digital IDs" if you wish to make these digital IDs available when signing

My Digital IDs

Add Digital ID

Click on the Add Digital ID 🔑 button to open a dialog and either create or import a digital ID

Change Display Name

Click on the Change Display Name 📝 button to change the display name of the selected digital ID

Remove

Click on the Delete 🗑 button to delete the selected digital ID

> **Note**: *This cannot be undone. You will need to create or reimport the digital ID if you wish to trust it again.*

My Password

If your digital ID has a complex password that is hard to remember you can select the "Use my password" option to save this password and protect it with your own password. When signing documents, PDF Studio will prompt you for your own password. This makes it easier to sign documents without having to remember the complex passwords.

Click on the Create My Password button to setup a single password to be used when signing documents. This will open a dialog where you will enter the new password and create a password hint if needed.

> **Note**: *Make sure to use a password you can remember because you will need the password in order to apply any digital signature or to change and remove the My Password.*

Managing Timestamp Servers

PDF Studio allows you to manage the timestamp servers that can be used when digitally signing PDFs.
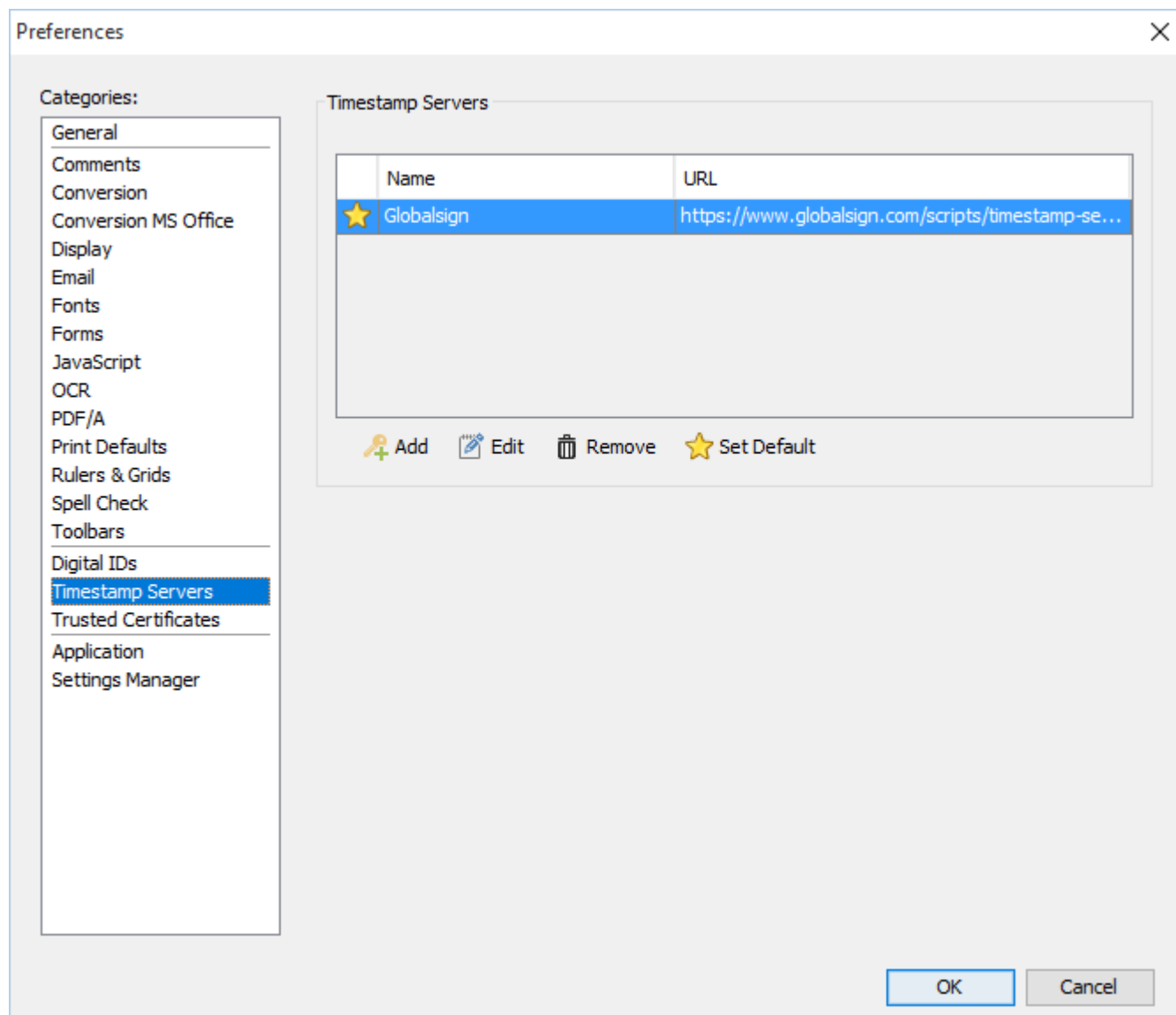
Accessing the Timestamp Server Settings

To access the timestamp server preferences do one of the following

· Go to **Secure Tab** > ![icon] **Timestamp Servers** on the toolbar
· Go to **File** > **Preferences** then select **Digital IDs** from the panel on the left

Timestamp Server Options

Timestamp Servers

Add

Click on the Add button to add a new timestamp server. Use the dialog to set the settings for the server

- Server Information
    - Display Name: the name displayed in the Digital Signature Options when applying a stamp
    - URL: the URL of the timestamp server
        - Make this my default TSA: when checked, this timestamp server will be used as the default when signing
- User Information
    - TSA requires authentication: check this box if the server requires authentication
    - User name: the user name for authentication on the timestamp server
    - Password: the password for authentication on the timestamp server

Edit

Click on the Edit button to change the details of the selected timestamp server

Remove

Click on the Delete button to delete the selected timestamp server

> **Note**: *This cannot be undone. You will need to re-add the timestamp server again if needed*

Set Default

Click on the Set Default button to set the selected server as the default.

> **Note**: *A default must be selected for a timestamp server to be used with signing or certifying.*

DocuSign

The DocuSign integration allows you to take any document created / edited and add online signatures directly from within PDF Studio.

Using the integration in just a single click you can sign into your DocuSign account and sign or email documents directly from your DocuSign account saving time and extra steps normally needed.

Sign with DocuSign: Upload current document to digitally sign with your DocuSign account

Email with DocuSign: Upload the current document, create signature fields and send to other users to request a signature

Log out of DocuSign: Log out of your DocuSign account

Sign with DocuSign

The DocuSign integration allows you to sign and send PDF documents directly from within PDF Studio integrating directly into your business processes and workflows.

How to Sign with DocuSign

1. Open the document you wish to sign
2. Go to the **Secure Tab** and click on the DocuSign button then **Sign with DocuSign**
3. Log into your DocuSign account
   - **Note**: *DocuSign account required to use this service.*
4. Complete the signature using the DocuSign service. For more information see DocuSign Support

Email with DocuSign

The DocuSign integration allows you send a document for signature through the DocuSign service directly from within PDF Studio integrating directly into your business processes and workflows.

How to Email with DocuSign

1. Open the document you wish to sign
2. Go to the **Secure Tab** and click on the DocuSign button then **Email with DocuSign**
3. Log into your DocuSign account
   - **Note**: *DocuSign account required to use this service.*
4. Complete the signature using the DocuSign service. For more information see DocuSign Support

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Log Out of DocuSign

When using the DocuSign service within PDF Studio once logged in your account will stay signed in until the application is closed. This allows you to work with multiple documents without having to sign into your account multiple times. However, if needed you can manually log out to prevent other users from using your DocuSign account.

How to Log Out of DocuSign

1. Open any PDF Studio window
2. Go to the **Secure Tab** and click on the ![DS] DocuSign button then **Log Out**
3. Your account information will now be completely cleared from the application

Note: *You can also just exit PDF Studio (File Tab > Exit) which will also log out of your account.*

Document Properties

Additional document information such as the title, the fonts used, initial view, security settings, and document JavaScript can be viewed using PDF Studio. Some settings can also be modified using this dialog.

These settings are separated into the following tabs

General: View and edit the PDF's title, author, subject, and keywords

Security:View and edit document security settings

Initial View: Modify the properties that determine how the document will be initially displayed

Fonts: Displays a list of fonts used in the document

JavaScript: Displays the document JavaScript actions and allows actions to be added or edited

Custom: View / Edit custom metadata properties set in the PDF

Advanced: Set reading options including binding direction and language
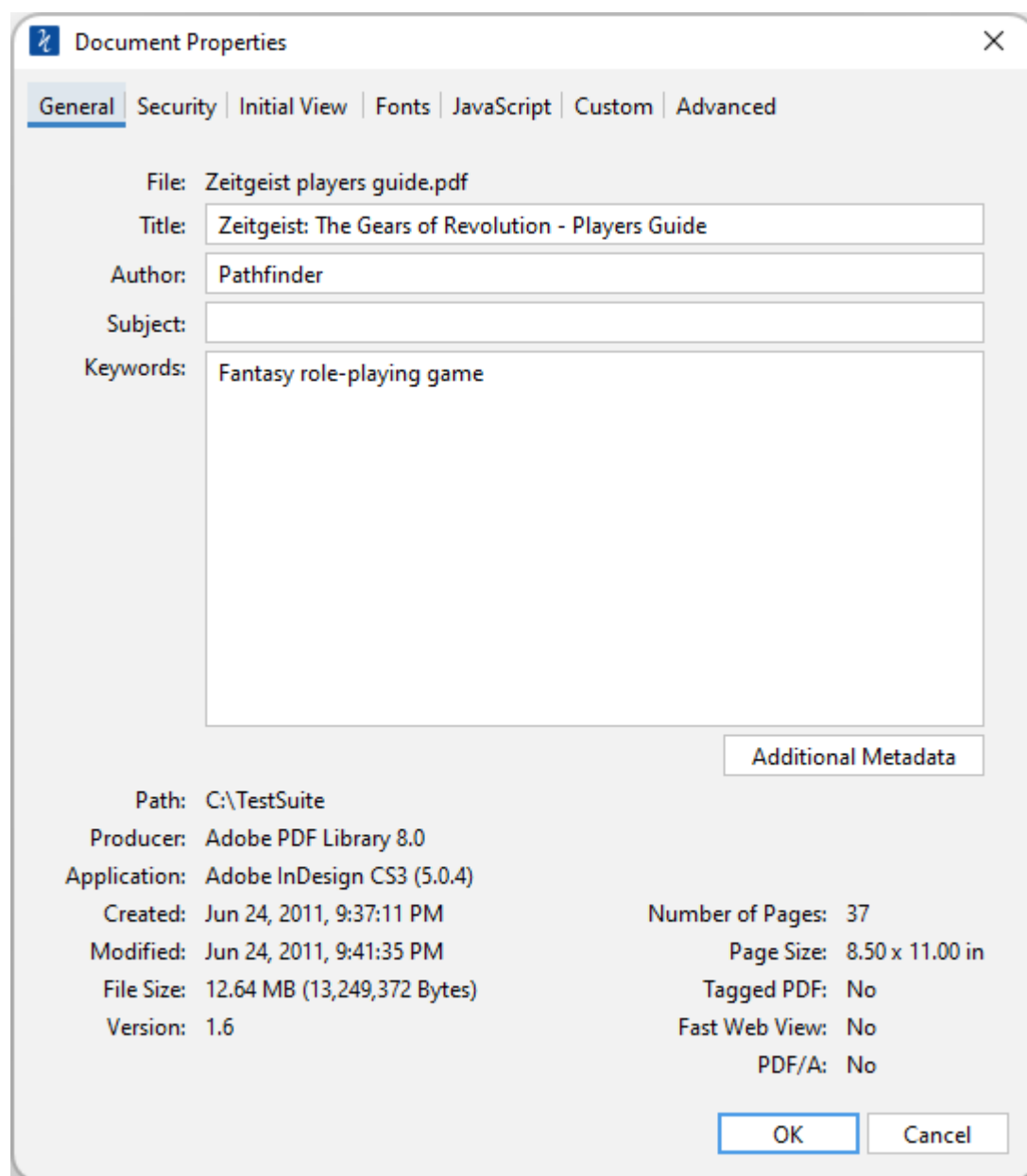
Accessing Document Properties

The document properties can be accessed by going to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).

General Document Properties

The General document properties tab displays basic information about the document including Title, Author, Subject, and Keywords that were set by the document's creator. Additional file details such as the producer, created date, modified date, file size, page size, and file metadata are also displayed on this page. Only the Title, Author, Author Title, Subject, Writer and Keywords can be edited (unless the Document Security has been set)

> **Note**: *These fields are not required information in a PDF and so may be left blank.*

How to View the General Document Properties

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the **General** Tab

Document Properties

File - Name of the file stored on the system

Title - Displays the current Title of the document.

Author - Displays the current Author of the document.

Subject - Displays the current Subject of the document.

Keywords - Displays the current Keywords of the document.

Path - The full address of where PDF file is stored on the computer

> **Note**: *For new documents created in PDF Studio this will be blank until the file is saved*

Producer - Name of the application that generated the PDF file

> **Note**: *This value may be empty if the application failed to include the name in the file properties*

Created - Date the document was created

Modified - Date the document was last modified

File Size - Amount of file space needed to store the PDF

Version - The PDF standards version of the PDF document

Number of pages - Number of pages in the document

Page Size - Displays the height and width of the document in either inches or millimeters depending on your local settings

> **Note**: *For document's with multiple page sizes this value will show the size of the current page being displayed*

Tagged PDF - Whether or not the document has been tagged for accessibility

Fast Web View - Whether or not the document has been saved using the Fast Web View (linearized) format

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

PDF/A - Whether or not the document meets the PDF/A standards

Additional Metadata

When clicked, opens a new dialog showing additional internal document metadata including copyrights, XML tree and raw XMP Metadata output. The following additional details are accessible.

Description

Description

Title - Displays the current Title of the document.

Author - Displays the current Author of the document.

Author Title - Displays the current Author title of the document.

Description - Displays the current Description of the document.

Description writer - Displays the name of the person who wrote the description

Keywords - Displays the current Keywords of the document. Commas can be used to separate keywords.

Copyrights

Copyright Status - Displays the current status of the copyright for the document

Copyright notice - Displays the details of the copyright information

Copyright info URL - Displays the URL to access the copyright information if available. Click the icon on the right of the field to open the webpage in your default web browser

Metadata

Created - Date the document was created

Modified - Date the document was last modified

Application - Name of the application that generated the PDF file

Note: *This value may be empty if the application failed to include the name in the file properties*

Format - Mimetype of the currently opened file

Advanced

This tab displays additional metadata found within the document using a tree structure to explore if needed. This section is for reference only.

XMP Metadata

This tab displays raw XMP Metadata output in an XML format just as it is stored within the document. This information can be selected and copied if needed but can not be edited.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Document Security

PDF Studio can set or change passwords and permissions on PDF documents. The document's permissions can be configured to restrict the ways a document may be modified and accessed. A documents existing permissions can also be edited or removed.

Note: *Secured documents will have (SECURED) after the file name in the title bar.*
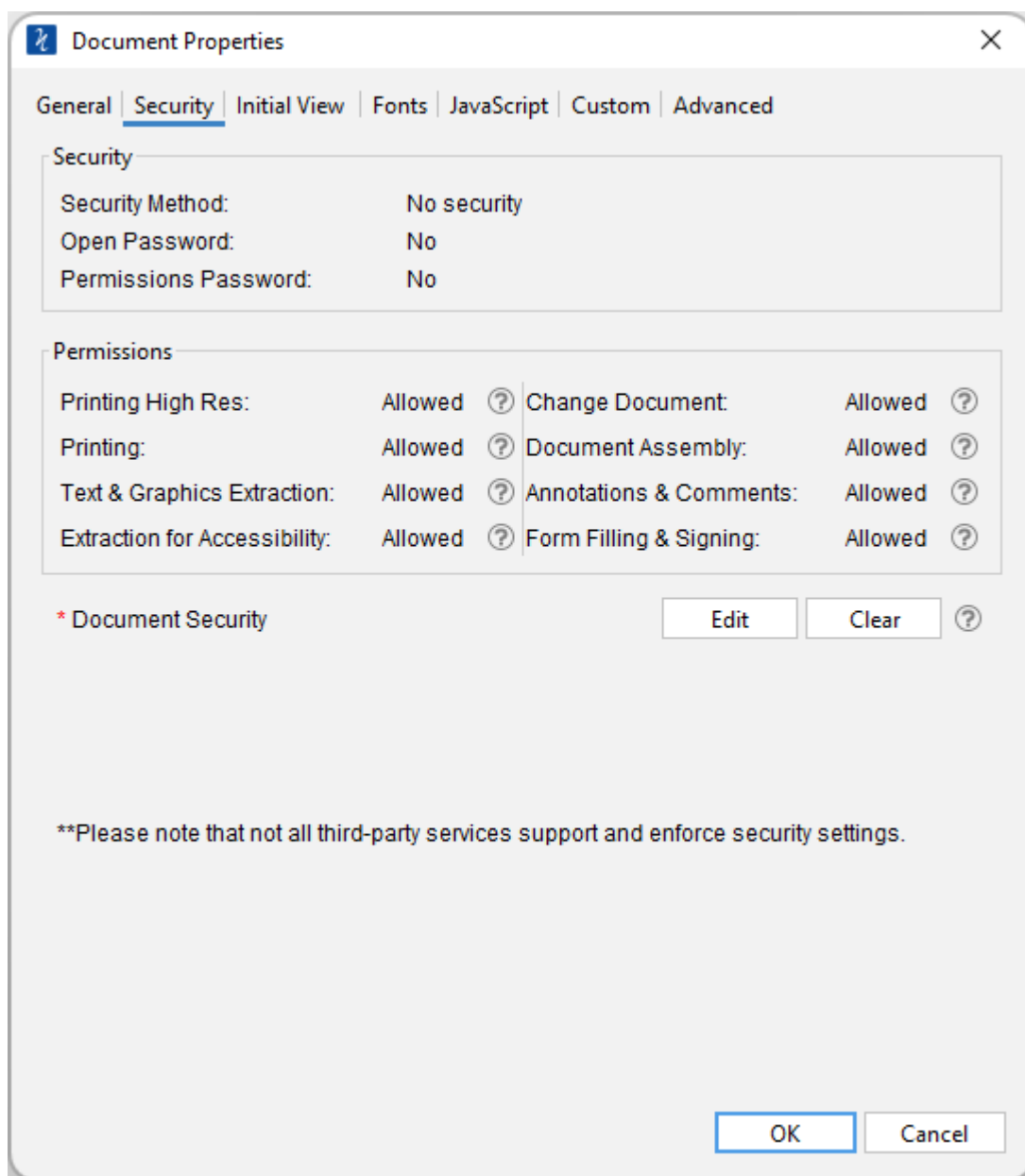
How to View the Document Security

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the Security Tab

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Document Security Settings

Security

Security Method - The current encryption being used to secure the document

Open Password – Also known as the user password, it is the password that will be required when the documents are opened.

Permissions Password – Also known as the owner password, it is the password that will be required when trying to change permissions and passwords on the documents.

Permissions

Allow Printing High Res – Print the document at high resolution. When this permission is granted, the following permission 'Printing' is also automatically granted.

Allow Printing - Allow printing the document

Allow Text & Graphics Extraction – Copy or otherwise extract text and graphics from the document. When this permission is granted, the following permission 'Extraction for Accessibility' is also automatically granted.

Allow Extraction for Accessibility – Extract text and graphics in support of accessibility to disabled users or other purposes

Allow Document Changes – Modify the document. When this permission is granted, the following 3 permissions (Document Assembly, Comments and Form Filling) are also automatically granted. When this permission is not granted, the following 3 permissions (Document Assembly, Comments and Form Filling) can independently be granted.

>**Allow Document Assembly** – Assemble the document: insert, rotate or delete pages and create bookmarks or thumbnail images

>**Allow Annotations & Comments** – Add or modify text annotations. When this permission is granted, the following permission 'Filling Form Fields & Signing' is automatically granted. When this permission is not granted then the following permission 'Form Filling & Signing' can be granted independently. And when this permission is granted and the 'All Changes' permission is also granted, creating or modifying interactive form fields (including signature fields) is allowed.

>>**Allow Filling Form Fields & Signing** - Fill in existing interactive form fields including signature fields.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

How to Edit/Create Document Security Settings

Two passwords may be set for a document: an open password and a permissions password. If set, the open password must be entered to open the document. The permissions password prevents anyone without the password from modifying the document's permissions.

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the Security Tab and then click on the Edit button
3. Choose the desired Document Security Settings
4. Click OK to set the settings
5. Save the document to save the new security settings

   Note: *You must SAVE the document in order for the security settings to be set. Just setting them in the document properties does not apply them to the document*

How to Remove Document Security Settings

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the Security Tab
3. Click on the Edit button
4. Enter the Change Permissions password for the document and Click OK
5. Save the document to save the new security settings

   Note: *You must SAVE the document in order for the security settings to be removed. Just clearing them in the document properties does not remove them to the document*

Document Initial View

The Initial View tab displays the initial view settings that determine how the document will be initially displayed when opened. These settings can be changed to control how the document appears the next time it is opened.

> **Note**: If "*Ignore document setting*" *has been set on any of the options in the* Display Preferences, *PDF Studio to ignore the document's settings and use the selected option instead of the options set in the initial view settings of the document*

How to View/Edit the Initial View Settings

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the Initial View Tab
3. Select the initial view settings you wish to use
4. Click OK to set the settings
5. Save the document to save the new initial view settings

> **Note**: *You must SAVE the document in order for the initial view settings to be set. Just setting them in the document properties does not apply them to the document.*

Initial View Settings

Layout & Magnification

Navigation tab - Sets the default behavior for the navigation tab when the document is opened

- Default: Uses the default settings for the application the document is opened in
- None (Document Only): No navigation tab will be displayed
- Bookmarks Panel: Displays the bookmarks panel when the document is opened
- Pages Panel: Displays the pages panel when the document is opened
- Attachments Panel: Displays the attachments panel when the document is opened
- Full Screen Mode: Displays the document in full screen mode when opened

Page Layout - Sets the default behavior for the page layout when the document is opened

- Default: Uses the default settings for the application the document is opened in
- Single: Displays only a single individual page at a time
- Single Continuous: Displays all of the document's pages in a single column that can be continuously scrolled
- Facing: Displays only two pages at a time side by side with odd pages on the left and even pages on the right
- Facing Continuous: Displays all of the documents pages in two columns with odd pages on the left and even pages on the right
- Cover: Displays the document just as when using Facing only the first page will be displayed alone
- Cover Continuous: Displays the document just as when using Facing Continuous only the first page will be displayed alone

Magnification - Sets the default magnification for the document when opened

- Default: Uses the default settings for the application the document is opened in
- Actual: Displays the document with a 1:1 ratio to match how the document would look if printed without any scaling
- Fit to Page: Scales the view to fit the width of the document in the PDF Studio frame
- Fit to Width: Scales the view to fit the entire document within the PDF Studio frame

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

· %: Sets the zoom to the specified number value

Open to Page - Sets the page number to be displayed when the document is opened

Window Options

Resize window to initial page* - When set will resize the window to match the initial page size at 100%. This is an Acrobat only feature.

Center window on screen - Centers the application frame in the center of the monitor / screen

Open in Full Screen Mode - Opens the file directly into Full Screen Mode

Show - Choose whether to show the File Name or Document Title in the titlebar of the PDF Studio application frame

User Interface Options

Hide menu bar - Hides the top menu bar when document is opened.

Note: *menu bars are only shown when using the Classic Toolbar*

Hide tool bars - Collapses the toolbar when the document is opened. Toolbar can be reopenen by clicking on the tab name or the ⌄ down arrow icon on the toolbar

Hide Window Controls - Hides the scrollbars from the document viewing area

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Document Fonts

The Fonts tab in document properties allows you to view the fonts that are used in the document. The dialog will provide information on both the font type and the font properties.
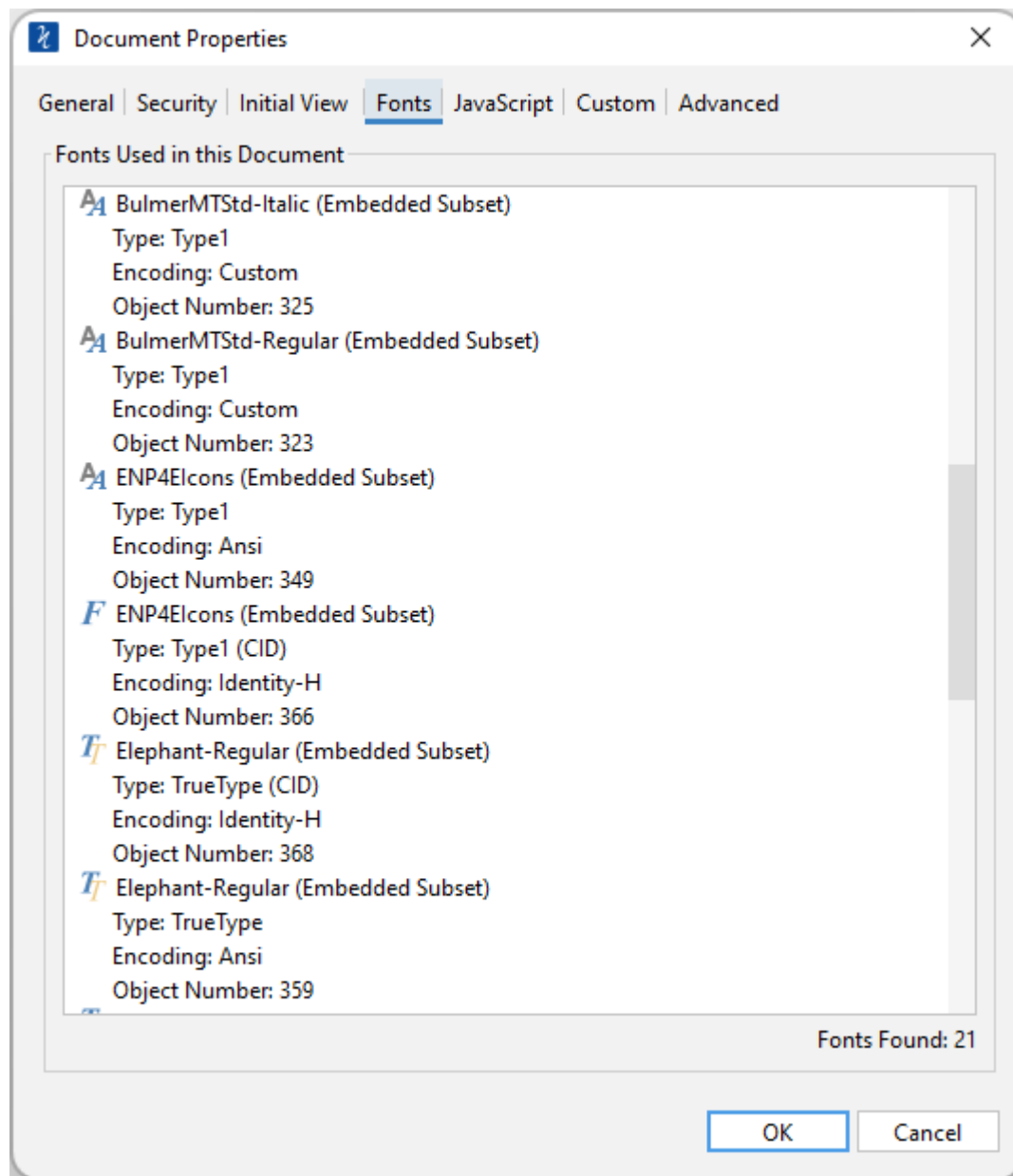
How to View the Document Fonts

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the Fonts Tab

Font Types

Depending on the type of fonts within the documents, PDF Studio will display one of the follow

A_A - Signifies any font that is not either a Type 1 (CID), Type 3, or TrueType

F - Used when the font is either a Type 1 (CID) or Type 3

T_T - All TrueType fonts will display this symbol

Font Properties

Each font within the document can have its own properties. Below is a description of the properties that are associated with each font.

(Embedded) - An embedded font has the entire font stored within the PDF document. This means that if the font is not available on the system the text will still be displayed correctly.

(Embedded Subset) - An embedded subset font has portions of the font stored within the PDF. This means that not every character available in the font will be available. While the original document text will be displayed correctly, if any characters are added or modified that are not one of the embedded characters they may not show up correctly within the document

Type - The complete font type name

Encoding - The character encoding used in the font

Actual Font - If a substitute font is being used (when a font is not embedded) this will display the name of the font that replaced the Font listed

Actual Type - If a substitute font is being used (when a font is not embedded) this will display the type of the font that replaced the Font listed

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Document JavaScript

The JavaScipt tab in document properties allow you to view and edit a document's JavaScript actions. These are actions that occur at the document level based on certain events. These events can be on open, close, before saving, after saving, before printing, and after printing. Actions can be added, edited, or deleted using the options in this tab.
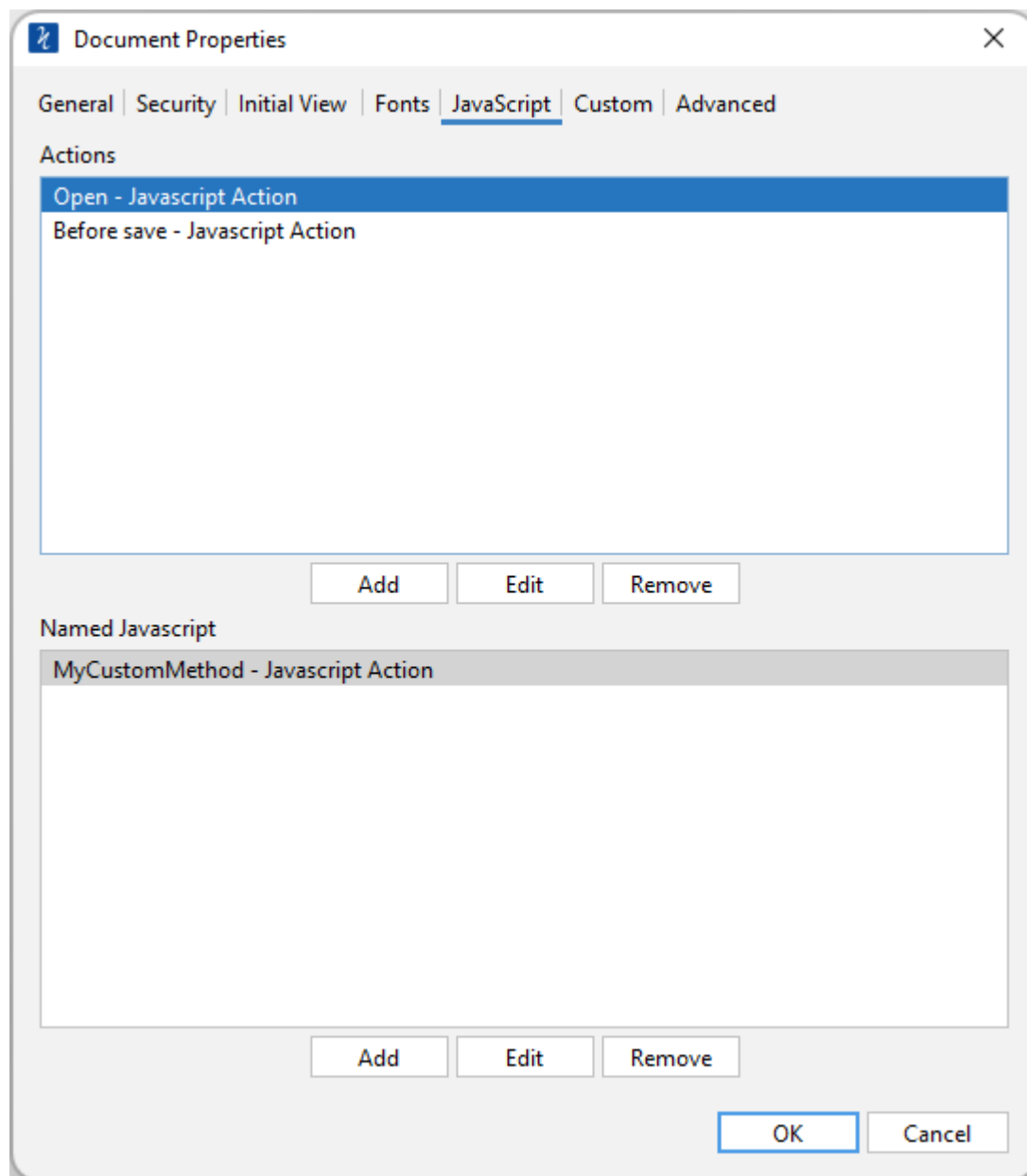
How to View/Edit the Document JavaScript Actions

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the JavaScript Tab

3. The current actions will be displayed in the dialog. Use the Add, Edit, or Remove options to modify the JavaScript actions if needed
4. Click OK to apply the changes
5. Save the document to save the new Document JavaScript settings

Options

Add - Opens the action dialog to add an action to the document

Edit - Edits the currently selected action from the list

Remove - Removes the currently selected action from the list

Document Actions

Document actions define JavaScript actions to be performed following a predefined event.

Event

Open: Open actions will be triggered when the document is opened

Close: Close actions will be triggered when the document is closed

Before Save: Before save actions will be triggered when the document is saved but before the file on the system is actually updated. For example, if you wanted to update a date value with the exact time saved

After Save: After save actions will be triggered once the file has been saved

Before Print: Before print actions will be triggered when the document is printed but before the file is actually sent to the printer. For example, if you wanted to update a date value with the exact time printed

After Print: After print actions will be triggered after the document is printed

JavaScript Action

Sets the Action to perform a custom Supported JavaScript action that can be typed into the field. Type the JavaScript you wish to be used into the text box.

Named JavaScript

Named JavaScript is used to define fucntions that can be referenced by other JavaScript calls within the document. These can be referenced when the document is opened or at any other point in time needed. This is useful when you have a common function that needs to be performed on different triggers and actions across the document and helps limit writing duplicate JavaScript code.

Name

Use the name field to define the name to be used when referencing this specific action in the future

JavaScript Action

Type the JavaScript fuctions you wish to be used into the text box. Sets the Action to perform a custom Supported JavaScript action that can be typed into the field.

Document Custom Properties

The Custom Properties tab allows you to add custom document properties that store additional metadata, such as the version number, company name, or any other values directly in the PDF.

> **Note**: *Properties you create must have unique names that do not appear in the other tabs in the Document Properties dialog.*
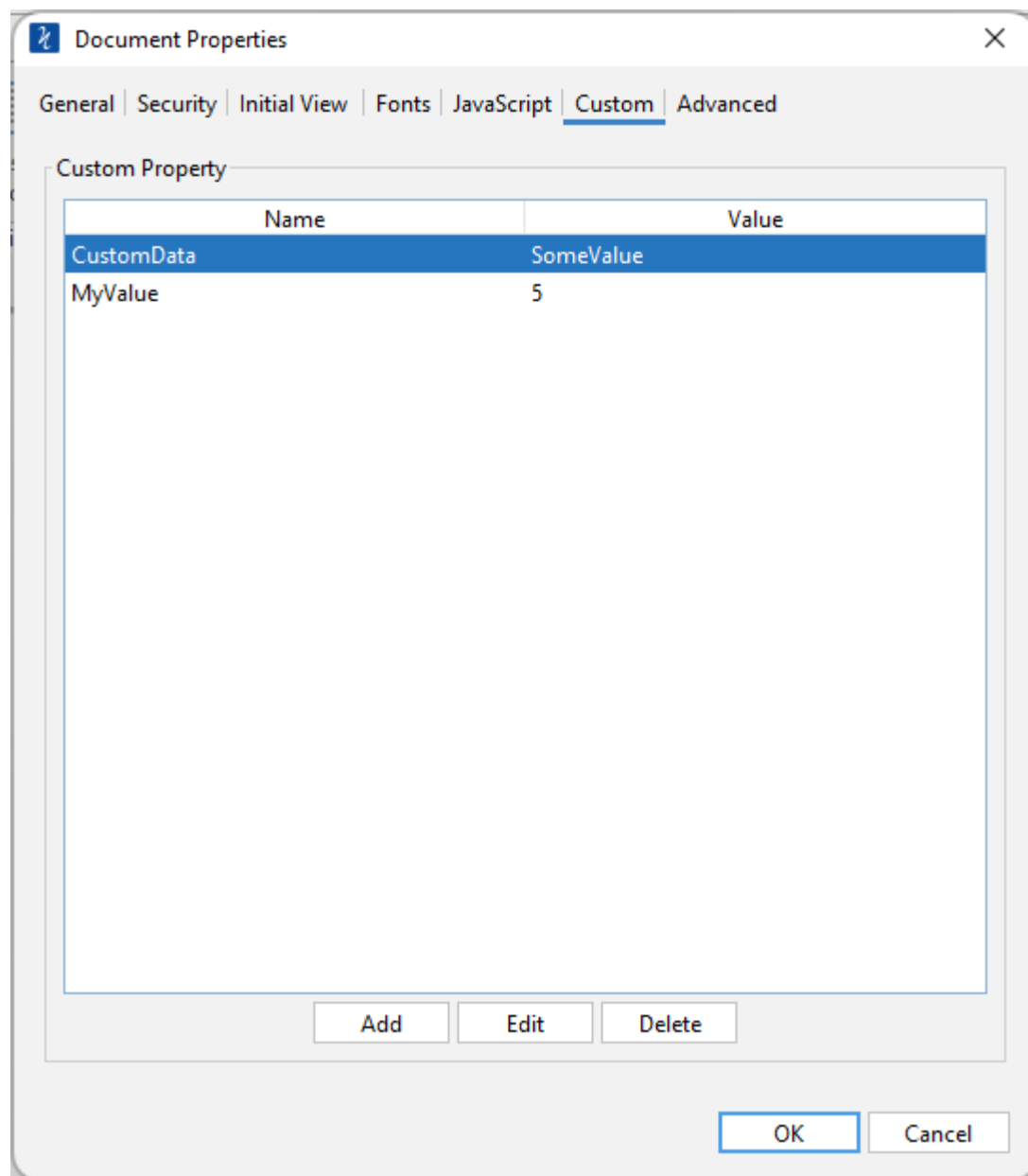
How to View/Edit the Document Custom Properties

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the **Custom** Tab

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

3. The current properties will be displayed in the dialog. Use the Add, Edit, or Remove options to modify the custom properties if needed
4. Click OK to apply the changes
5. Save the document to save the new Document Custom Property settings

Options

Add - Opens the action dialog to add a new custom property to the document

Edit - Edits the currently selected property from the list

Delete- Removes the currently selected property from the list

Custom Property Settings

Name: Name of the property stored within the PDF

Value: Value associated with the named property

Advanced Document Properties

The Advanced tab allows you to set additional options for the document. These include reading options such as binding and language for user accessibility needs. Setting the document language in a PDF enables some screen readers to switch to the appropriate language.

How to View/Edit the Advanced Document Settings

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the **Advanced** Tab
3. Select the settings you wish to use
4. Click OK to apply the changes

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

5. Save the document to save the new Advanced Document settings

Options

Binding - Sets the order to display the pages in Facing or Cover view modes.

· Left Edge: For documents that read from Left to Right (i.e. English, French, etc...)
· Right Edge: For documents that read from Right to Left (Arabic, Hebrew, etc...)

Note: *This does not affect page order in the thumbnails pane.*

Language - Sets the langauge for the entire documents. See Tagging PDFs for details on setting the language for specific text within the document.

Note: *If the language doesn't appear in the drop-down list, you can enter the ISO 639 code for the language in the Language field.*

Supported Document JavaScript

In PDF Studio when creating custom functions/actions for specific items such as form fields, bookmarks, or document actions you will need to use JavaScript for the commands. JavaScript can perform calculations, button actions (adding images, submitting forms, or populating other fields), validate field input, and set field formatting, among many other things.

> **Note:** *PDF Studio only supports Acroform (non-LiveCycle) JavaScript in PDF forms.*

You will need to have advance knowledge in programming JavaScript in order to create the actions for the buttons. For additional details on how to use these functions, take a look at the tutorials and lessons on this site http://www.w3schools.com/js/js_intro.asp

PDF Studio supports the following JavaScript commands for each of the below items.

Annotation

Properties:

author
page
points
strokeColor
type
width

Doc

Methods:

addAnnot
addField
calculateNow
closeDoc
flattenPages
getAnnots3D
getDataObjectContents
getField
getNthFieldName
getOCGs
getPageBox
getPageRotation
getTemplate
gotoNamedDest
importAnFDF
mailDoc

print
resetForm
spawnPageFromTemplate
submitForm

Properties:

URL
calculate
info
numFields
numPages

Field

Methods:

buttonGetCaption
buttonImportIcon
buttonSetCaption
checkThisBox
clearItems
deleteItemAt
getArray
getItemAt
insertItemAt
isBoxChecked
setAction
setFocus
setItems
signatureInfo

Properties:

borderColor
borderStyle
borderWidth
calcOrderIndex
charLimit
comb
commitOnSelChange
currentValueIndices
defaultValue
delay
display
doNotScroll
doNotSpellCheck
doc
editable

exportValues
fileSelect
fillColor
hidden
lineWidth
multiline
multipleSelection
name
numItems
page
password
readonly
rect
required
strokeColor
style
submitName
textColor
type
userName
value
valueAsString

Global

Methods:

setPersistent

Identity

Properties:

corporation
email
loginName
name

Matrix2D

Methods:

fromRotated
transform

MenuItem

Properties:

bEnabled
bMarked
cName
cReturn
oSubMenu

OCG

Methods:

getIntent
setAction
setIntent

Properties:

initState
locked
name
state

ReadStream

Methods:

read

SignatureInfo

Properties:

date
reason

Template

Methods:

spawn

Util

Methods:

printd
printf
printx

scand
stringFromStream

Converting PDF Documents

PDF Studio is able to convert PDF documents to the following formats

Fast Web View (Linearized): Optimizes the document for faster web viewing

HTML5/SVG: Converts the document to an SVG image wrapped in an HTML header to display PDFs in a web browser without needing a PDF viewer

Images: Converts PDF documents into any of the following formats JPEG, TIFF, PNG, or GIF

PDF/A-1b: Converts the document to meet the PDF/A-1b compliance standards

Text: Extracts all text from a PDF document and creates a standard .txt file

RTF: Converts all text in the document to a .rtf formatted text file

Microsoft Word®: Integrates with Microsoft Office 2013 and up to convert PDF documents to Word files

---

Converting PDF to Fast Web View

PDF Studio allows you to convert PDF documents to fast web view (or linearized). Fast web view restructures the documents internal structure and content so that the pages load in order. When converting to Fast Web View the content is just reorganized internally. No content is altered or removed so the PDF will be displayed exactly the same as it was prior to conversion.

Converting to fast web view allows large documents to load faster when downloading from a web. Having the document structure and content in a linearized (from beginning to end) order allows a browser to immediately display the first page as the remainder of the document is still being loaded.

> **Note**: *In order to see the complete speed benefits the server where the PDF is being hosted must also support page by page loading.*

How to Convert a PDF to Fast Web View

1. Open the PDF Document you wish to convert
2. Go to **File Tab > Convert To >** **Fast Web View** on the toolbar
3. Choose a file name and location to save the document
4. Click Save to create the document

Verify that Existing Document has Fast Web View Enabled

1. Go to **File Tab > Properties** or use the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "Fast Web View" label that will show "Yes" if the document has Fast Web View Enabled.

Convert PDF to HTML5 /SVG

PDF Studio allows you to convert PDF documents to an HTML5 web page. This makes it possible to easily publish the content of PDF document onto any website, as HTML5 is supported by all browsers, without the need of a viewer plug-in. The PDF to HTML5 conversion engine in PDF Studio preserves fonts and uses the SVG format to preserve vector graphics. Sample PDF documents that have been converted to HTML5 can be found HERE.

How to Convert a PDF to HTML 5

1. Open the PDF Document you wish to convert
2. Go to the **File Tab > Convert To >** **HTML5/SVG**
3. Choose a file name and location to save the document
4. Click Save to create the document

Once the conversion is complete you can use the created HTML5 document in any application that supports HTML5 to view the document.

HTML5 Conversion Options

The options in the are as follows:

Destination Folder – You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

Remember Folder - When checked the selected folder will be remembered for the next time pages are exported as images

File Name Pattern – Enter the desired pattern for the output file names.

> **Note**: *Current page number and file extension will be appended to the pattern to create the final file name.*

Convert to - Select the output type

· Single HTML per document: creates a single HTML file for each document being processed
· Single SVG per document : creates a single SVG file for each document being processed
· Separate SVG per page: creates individual SVG files for each page of each document being processed

Pages - The range of pages to be exported as images

· All Pages: all pages in the document
· Page Range: set the pages to be exported using the From and To options

- Even Pages Only: only export the even pages of the document
- Odd Pages Only: only export the odd pages of the document

Show Page Border - When checked ads a 1px border to the created pages. This makes it easier to distinguish the page are on white documents

Compress Images - When checked will compress images found in the PDF to JPEG in order to reduce the size of the output

JPG Quality – Select the desired quality of JPG compression. Based on the quality parameter. Some guidelines for the quality value: 8 high quality, 5 medium quality, 2 low quality.

- 0 – very high compression, very low quality
- 10 – low compression, very high quality

Converting PDF to Images

PDF Studio is able to convert the pages of a PDF document into the following image formats. When converting to an image all page content that is displayed is flattened and then exported using one of the below file types.

Export pages as JPEG: Exports the pages of the current document as JPEG images

Export pages as TIFF: Exports the pages of the current document as TIFF images

Export pages as PNG: Exports the pages of the current document as PNG images

Export pages as GIF: Exports the pages of the current document as GIF images

Export All Images: Exports all the images from within the document content to individual image files

Rasterized PDF: Re-creates the document using images of the pages instead of vector commands

Export Pages as JPEG

PDF Studio is able export the pages of a PDF document as JPEG images. When exporting a PDF as an image all of the page content will be flattened and rasterized into a separate image for each page of the document.

How to Export PDF Pages as a JPEG Image

1. Go to the **File Tab >** Images **> Export Pages as JPEG** on the toolbar
2. Set the JPEG image export options you wish to use
3. Click OK to begin exporting the images
4. Once complete each page of the document will be exported as a separate file in the destination folder chosen

JPEG Image Export Options

The options in the Export Pages as JPEG dialog are as follows:

Destination Folder – You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

> **Note**: *If the document has many pages it is best to select specific or empty folder because a separate image file will be created for every single page. If you select a folder that already contains images or other files the folder may become overwhelming*

Remember Folder - When checked the selected folder will be remembered for the next time pages are exported as images

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

File Name Pattern – Enter the desired pattern for the output file names.

> **Note**: *Current page number and file extension ".jpg" will be appended to the pattern to create the final file name.*

Pages - The range of pages to be exported as images

- All Pages: all pages in the document
- Page Range: set the pages to be exported using the From and To options
- Even Pages Only: only export the even pages of the document
- Odd Pages Only: only export the odd pages of the document

DPI Resolution – Choose the desired resolution in DPI used to render the page. 72 is the PDF native resolution. When selecting a DPI it's best to follow the below guidelines

Black-and-white documents

- Lowest acceptable resolution = 200 DPI (equal to "high" fax quality)
- Conventional resolution = 300 DPI
- Highest conventional resolution = 600 DPI

Color documents (and color compression)

- Lowest acceptable resolution = 150 DPI
- Conventional resolution = 200 DPI
- Highest conventional resolution = 300 DPI
- Archive resolution = 600 DPI

JPG Quality – Select the desired quality of JPG compression. Based on the quality parameter. Some guidelines for the quality value: 8 high quality, 5 medium quality, 2 low quality.

- 0 – very high compression, very low quality
- 10 – low compression, very high quality

Export Pages as TIFF

PDF Studio is able export the pages of a PDF document as a TIFF image. When exporting a PDF as an image, by default all of the page content will be flattened and rasterized into a separate image for each page of the document. The TIFF image format does allow all pages to be exported into a single file which can be enabled in the export dialog in PDF Studio.

Export Pages as TIFF		✕
Destination Folder:	C:\Qoppa Software\MyImages	...
	☐ Remember folder	
File Name Pattern:	mydoc_page	?
Pages:	All Pages	
DPI resolution:	150	?
Compression:	Group 4 Fax	?
	☐ Export all pages as a single tiff	
	OK Cancel	

How to Export PDF Pages as a TIFF Image

1. Go to the **File Tab** > 🖼 **Images > Export Pages as TIFF** on the toolbar
2. Set the TIFF image export options you wish to use
3. Click OK to begin exporting the images
4. Once complete each page of the document will be exported as a separate file in the destination folder chosen

TIFF Image Export Options

The options in the Export Pages as TIFF dialog are as follows:

Destination Folder – You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

> **Note**: *If the document has many pages it is best to select specific or empty folder because a separate image file will be created for every single page. If you select a folder that already contains images or other files the folder may become overwhelming*

Remember Folder - When checked the selected folder will be remembered for the next time pages are exported as images

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

File Name Pattern – Enter the desired pattern for the output file names.

> **Note**: *Current page number and file extension ".tiff" will be appended to the pattern to create the final file name.*

Pages - The range of pages to be exported as images

· All Pages: all pages in the document
· Page Range: set the pages to be exported using the From and To options
· Even Pages Only: only export the even pages of the document
· Odd Pages Only: only export the odd pages of the document

DPI Resolution – Choose the desired resolution in DPI used to render the page. 72 is the PDF native resolution. When selecting a DPI it's best to follow the below guidelines

Black-and-white documents

· Lowest acceptable resolution = 200 DPI (equal to "high" fax quality)
· Conventional resolution = 300 DPI
· Highest conventional resolution = 600 DPI

Color documents (and color compression)

· Lowest acceptable resolution = 150 DPI
· Conventional resolution = 200 DPI
· Highest conventional resolution = 300 DPI
· Archive resolution = 600 DPI

Compression – Choose the compression to use when exporting pages. The most standard one is Group 4 Fax, which is optimized for faxing.

· CCIT RLE
· Group 3 Fax
· Group 4 Fax
· Pack Bits
· LZW
· ZLib
· Deflate
· No Compression

Export all pages as a Single TIFF - The TIFF image format allows multiple images to be stored within a single document. When the image is opened in a supported viewer the image viewer will display page navigation tools just like in the document. This makes it easier to send a large number of pages as a single file instead of multiple files.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Export Pages as PNG

PDF Studio is able export the pages of a PDF document as PNG images. When exporting a PDF as an image all of the page content will be flattened and rasterized into a separate image for each page of the document.
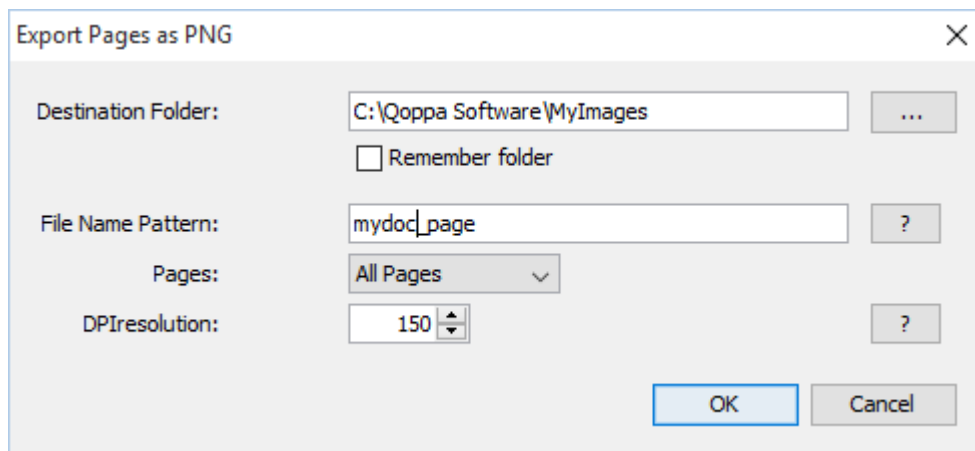
How to Export PDF Pages as a PNG Image

1. Go to the **File Tab >** 🖼 **Images > Export Pages as PNG** on the toolbar
2. Set the PNG image export options you wish to use
3. Click OK to begin exporting the images
4. Once complete each page of the document will be exported as a separate file in the destination folder chosen

PNG Image Export Options

The options in the Export Pages as PNG dialog are as follows:

Destination Folder – You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

> **Note**: *If the document has many pages it is best to select specific or empty folder because a separate image file will be created for every single page. If you select a folder that already contains images or other files the folder may become overwhelming*

Remember Folder - When checked the selected folder will be remembered for the next time pages are exported as images

File Name Pattern – Enter the desired pattern for the output file names.

> **Note**: *Current page number and file extension ".png" will be appended to the pattern to create the final file name.*

Pages - The range of pages to be exported as images

· All Pages: all pages in the document
· Page Range: set the pages to be exported using the From and To options
· Even Pages Only: only export the even pages of the document
· Odd Pages Only: only export the odd pages of the document

DPI Resolution – Choose the desired resolution in DPI used to render the page. 72 is the PDF native resolution. When selecting a DPI it's best to follow the below guidelines

Black-and-white documents

· Lowest acceptable resolution = 200 DPI (equal to "high" fax quality)
· Conventional resolution = 300 DPI
· Highest conventional resolution = 600 DPI

Color documents (and color compression)

· Lowest acceptable resolution = 150 DPI
· Conventional resolution = 200 DPI
· Highest conventional resolution = 300 DPI
· Archive resolution = 600 DPI

Export Pages as GIF

PDF Studio is able export the pages of a PDF document as GIF images. When exporting a PDF as an image all of the page content will be flattened and rasterized into a separate image for each page of the document.
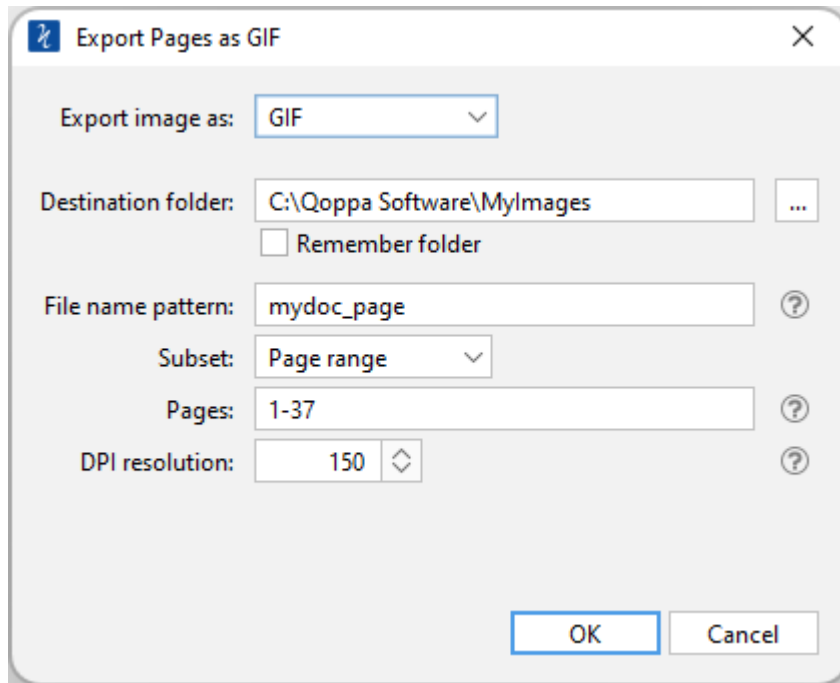
How to Export PDF Pages as a GIF Image

1. Go to the **File Tab > 🖼 Images > Export Pages as GIF** on the toolbar
2. Set the GIF image export options you wish to use
3. Click OK to begin exporting the images
4. Once complete each page of the document will be exported as a separate file in the destination folder chosen

GIF Image Export Options

The options in the Export Pages as GIF dialog are as follows:

Destination Folder – You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

> **Note**: *If the document has many pages it is best to select specific or empty folder because a separate image file will be created for every single page. If you select a folder that already contains images or other files the folder may become overwhelming*

Remember Folder - When checked the selected folder will be remembered for the next time pages are exported as images

File Name Pattern – Enter the desired pattern for the output file names.

>   **Note**: *Current page number and file extension "*.gif*" will be appended to the pattern to create the final file name.*

Pages - The range of pages to be exported as images

- All Pages: all pages in the document
- Page Range: set the pages to be exported using the From and To options
- Even Pages Only: only export the even pages of the document
- Odd Pages Only: only export the odd pages of the document

DPI Resolution – Choose the desired resolution in DPI used to render the page. 72 is the PDF native resolution. When selecting a DPI it's best to follow the below guidelines

>   Black-and-white documents
>
>   - Lowest acceptable resolution = 200 DPI (equal to "high" fax quality)
>   - Conventional resolution = 300 DPI
>   - Highest conventional resolution = 600 DPI
>
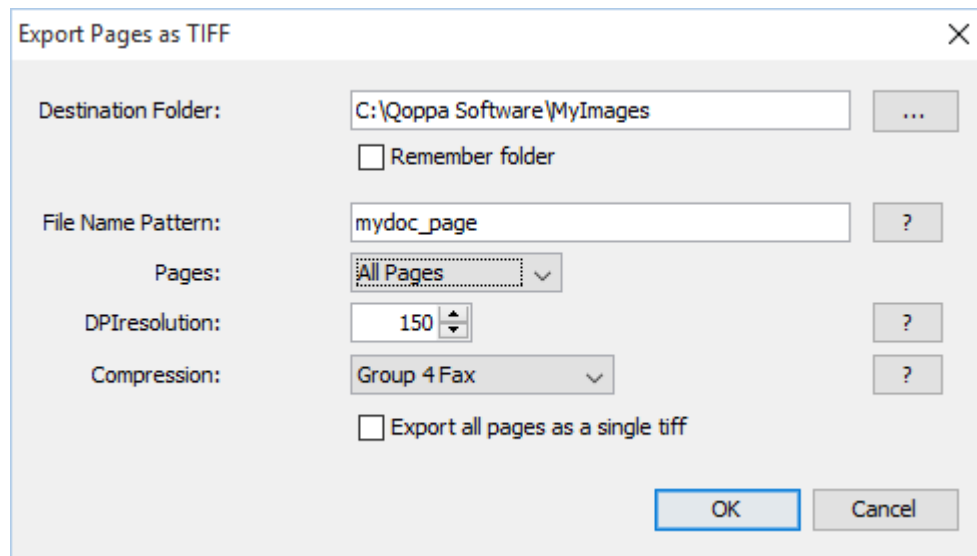>   Color documents (and color compression)
>
>   - Lowest acceptable resolution = 150 DPI
>   - Conventional resolution = 200 DPI
>   - Highest conventional resolution = 300 DPI
>   - Archive resolution = 600 DPI

Export Pages as JPEG

PDF Studio is able export the pages of a PDF document as JPEG images. When exporting a PDF as an image all of the page content will be flattened and rasterized into a separate image for each page of the document.

How to Export PDF Pages as a JPEG Image

1. Go to the **File Tab >** 🖼 **Images > Export Pages as JPEG** on the toolbar
2. Set the JPEG image export options you wish to use
3. Click OK to begin exporting the images
4. Once complete each page of the document will be exported as a separate file in the destination folder chosen

JPEG Image Export Options

The options in the Export Pages as JPEG dialog are as follows:

Destination Folder – You can type the destination manually or click on the "..." button to open a directory chooser to set the destination folder

> **Note**: *If the document has many pages it is best to select specific or empty folder because a separate image file will be created for every single page. If you select a folder that already contains images or other files the folder may become overwhelming*

Remember Folder - When checked the selected folder will be remembered for the next time pages are exported as images

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

File Name Pattern – Enter the desired pattern for the output file names.

> **Note**: *Current page number and file extension ".jpg" will be appended to the pattern to create the final file name.*

Pages - The range of pages to be exported as images

- All Pages: all pages in the document
- Page Range: set the pages to be exported using the From and To options
- Even Pages Only: only export the even pages of the document
- Odd Pages Only: only export the odd pages of the document

DPI Resolution – Choose the desired resolution in DPI used to render the page. 72 is the PDF native resolution. When selecting a DPI it's best to follow the below guidelines

> Black-and-white documents
>
> - Lowest acceptable resolution = 200 DPI (equal to "high" fax quality)
> - Conventional resolution = 300 DPI
> - Highest conventional resolution = 600 DPI
>
> Color documents (and color compression)
>
> - Lowest acceptable resolution = 150 DPI
> - Conventional resolution = 200 DPI
> - Highest conventional resolution = 300 DPI
> - Archive resolution = 600 DPI

JPG Quality – Select the desired quality of JPG compression. Based on the quality parameter. Some guidelines for the quality value: 8 high quality, 5 medium quality, 2 low quality.

- 0 – very high compression, very low quality
- 10 – low compression, very high quality

Rasterize PDF

Rasterize PDF re-creates the document using images of the pages instead of vector commands. It functions the same as exporting a PDF to images and then re-importing the images into a new PDF. After rasterizing the new document will be opened.
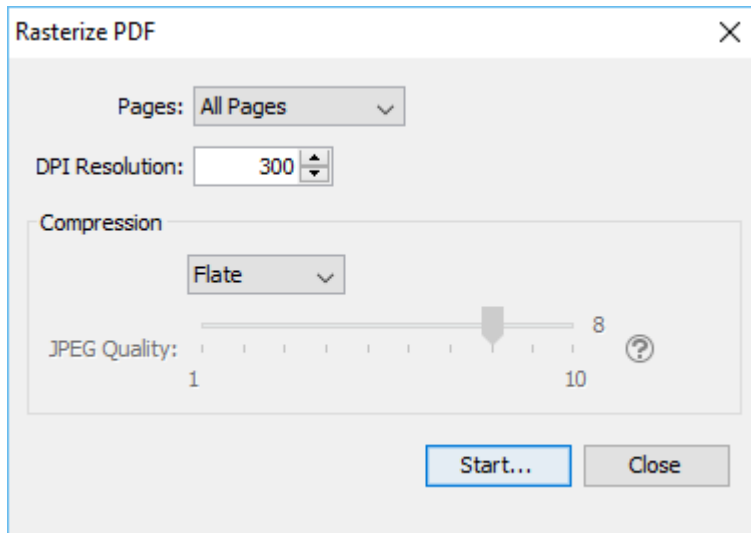
How to Rasterize a PDF

1. Go to the **File Tab > Images > Rasterize PDF** on the toolbar
2. Set the rasterize options. Additional details for each of the settings are available below.
    · Set the page range
    · Set the resolution
    · Set the compression options
3. Once all of the settings are complete, click on Start... to begin the process.
4. Once the document has been rasterized the new document will be opened

Rasterize PDF Settings

Page Range

Pages - The range of pages to be rasterized

· All Pages: Rasterizes all the pages of the document
· Page Range: Set the pages to be rasterized using the From and To options
· Even Pages Only: only the even pages
· Odd Pages Only: only the odd pages

DPI & Compression

DPI Resolution - Resolution in DPI used to render the page, 72 is the PDF native resolution.

Compression - Sets the image format. Only images compatible with the PDF format can be chosen.

- JPEG - lossy compression that will reduce image quality and size
- JPEG2000 - less lossy compression that will reduce size and some quality
- Flate - Lossless compression does not reduce quality but may not always reduce file size
- JBIG2 B&W - Lossless compression that can only support black and white color space. Color images will be converted to black and white. Best for scanned documents with no images

JPEG Quality - This is the quality of JPEG compression. It varies from 0 (very high compression, very low quality), to 10 (low compression, very high quality) based on the quality parameter. Some guidelines for the quality value: 8 high quality, 5 medium quality, 2 low quality.

Extracting Text from PDF

PDF Studio is able to extract all text contained within a PDF document. During this process PDF Studio will extract all text in the document and export the raw text data to the .txt file. The text can then be copied into a text editor to be formatted if needed.

> **Note**: *The text will be exported with no formatting except for return characters (designates move to the next line). PDF Studio does not currently support exporting PDFs into the Microsoft Word format.*

How to Extract Text from a PDF

1. Open the PDF Document you wish to convert
2. Go to the **Convert Tab > Convert To >** 📄 **Text** on the toolbar
3. Choose a file name and location to save the .txt document that will contain the extracted text
4. Click Save to extract the text and to the file selected

> **Note**: *Only documents that contain text using font characters can be extracted. If the PDF contains scanned images of documents or text created using* Path Content *you will first need to* OCR the PDF *in order to be able to extract text.*

Converting a PDF to RTF Document

PDF Studio is able to converr text contained within a PDF document to an RTF formatted document. During this process PDF Studio will extract only the text data and export it to a new .rtf file. The RTF file can then be edited with any word processor that supports the RTF format.

> **Note**: *PDF Studio does not currently support exporting images in RTF conversion.*

How to Extract Text from a PDF

1. Open the PDF Document you wish to convert
2. Go to the **Convert Tab > Convert To >** **Rich Text** on the toolbar
3. Choose a file name and location to save the .rtf document
4. Click Save to begin the conversion process

> **Note**: *Only documents that contain text using font characters can be extracted. If the PDF contains scanned images of documents or text created using Path Content you will first need to OCR the PDF in order to be able to extract text.*

Convert PDF to Microsoft Word®

PDF Studio allows you to convert PDF documents to a Microsoft Word file using the PDF Studio conversion engine or a direct connection with the Microsoft Office application installed on your computer.

How to Convert a PDF to a Microsoft Word Document

PDF Studio has 2 different methods to convert a PDF document to a Microsoft Word file.

Converting with PDF Studio Conversion Engine

This conversion option uses Qoppa Software's new custom conversion engine. This is a new feature released for 2022 and currently in BETA. Not all PDF features may be supported or created in the new Word file.

1. Open the PDF Document you wish to convert
2. Go to the **Convert Tab > Convert To >** **Convert to .docx** on the toolbar
3. Choose the location to save the Word file and click OK to begin conversion

Converting with Microsoft Word integration

This conversion option is only available on Windows with a valid version of Microsoft Office installed and requires a valid version of Microsoft Word (2013 or later). See Conversion Preferences for more details.

1. Open the PDF Document you wish to convert
2. Go to the **Convert Tab > Convert To >** **Send to MS Word** on the toolbar
3. Microsoft Word will then be launched with the PDF document to complete the conversion
4. Once converted make sure to save the Word file

Preflight Conversion

PDF Studio allows you to convert PDF documents to ISO PDF formats. These document formats were designed so that they will always render or display exactly the same as when they were saved.

Below are the available PDF standards that PDF Studio is able to convert to.

- PDF/A-1b
- PDF/A-2b
- PDF/A-2u
- PDF/A-3b
- PDF/A-3u
- PDF/X-1a:2003
- PDF/X-3:2003

How to Convert PDF Documents

1. Open the PDF Document you wish to convert
2. Go to the **Convert Tab** on the toolbar and select the profile you wish to use
   - **PDF/A** - Archival formats
   - **PDF/X** - Print Production & Prepress formats
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to the selected profile

If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfully the problems list will not be shown and the newly converted document will be opened.

Unsupported Features in Preflight Conversion:

Below is a list of features that may cause errors during the conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running Preflight conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running Preflight conversion.
- The PDF document contains a digital signature. Converting to Preflight would invalidate any digital signature.

- **Workaround**: Users should clear or remove digital signature fields before running Preflight conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Preflight Conversion Problems

Results List - Lists any content in the document that was not converted with the selected profile.

 - Items that could NOT be fixed by PDF Studio.

 - Items that are not PDF/A compliant and that COULD be fixed by Preflight Conversion depending on user settings in Preflight Preferences.

 Expand - Expands the results tree to show all preflight error results

 Collapse - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

After reviewing the conversion problems you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

- **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
- **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

 Export

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

- **Text** - Simple text file (.txt) that will contain all of the preflight report information
- **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- **Text** - Plain text list of the preflight results
- **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

Verify that an Existing Document is Compliant

You can also use the Preflight Verification tool in PDF Studio to verify that the document complies with the various Preflight profiles.

Converting PDF to PDF/A-1b

PDF Studio has the ability to convert files in the PDF/A-1b format. PDF/A-1b is a strict subset of the ISO PDF specification used to create archival versions of documents with the intent that they will always render exactly the same as when they were saved.

When converting to PDF Studio will attempt to convert the PDF to the PDF/A-1b format by making the following changes to the document

- Graphics will be converted to a device-independent format. If any device dependent color spaces are used, they will be defined by embedding a color profile for these color spaces
- Fonts will be embedded
- Transparency may be removed
- Unsupported annotations (e.g., video, audio, 3D) will be removed
- JavaScript (mostly used in Forms) will be removed
- All embedded files and external hyperlinks will be removed
- Form fields will be flattened

How to Convert a PDF to PDF/A-1b

1. Open the PDF Document you wish to convert
2. Go to the **Convert Tab >** ⬚ **PDF/A > PDF/A-1b** on the menu
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/A-1b

   If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfuly the problems list will not be shown and the newly converted document will be opened.

PDF/A Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/A-1b requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed.

Results List - Lists any content in the document that was not converted with the selected profile.

   ❌ - Items that could NOT be fixed by PDF Studio.

   ⚠ - Items that were not fixed due to user settings in PDF/A Preferences.

Expand - Expands the results tree to show all preflight error results

Collapse - Collapses the results tree to only show the preflight error categories

Print - Prints the entire tree exactly as it is displayed in the preflight results list

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/A-1b Conversion:

Below is a list of features that may cause errors during the PDF/A-1b conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running PDF/A conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running PDF/A conversion.
- The PDF document contains a digital signature. Converting to PDF/A would invalidate any digital signature.
  - **Workaround**: Users should clear or remove digital signature fields before running PDF/A conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/A-1b Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/A-1b compliant a blue notification "This document is tagged as PDF/A-1b compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/A-1b compliance in the document properties dialog.

1. Go to **File Tab > Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/A" label that will show "Yes" if the document meets the PDF/A-1b compliance standards

Using Preflight Verification

You can also use the PDF/A-1b Preflight Validation to verify that the document complies with the PDF/A-1b standards

Converting PDF to PDF/A-2b

PDF Studio has the ability to convert files in the PDF/A-2b format. PDF/A-2b is a strict subset of the ISO PDF specification used to create archival versions of documents with the intent that they will always render exactly the same as when they were saved.

When converting to PDF Studio will attempt to convert the PDF to the PDF/A-2b format by making the following changes to the document

- Graphics will be converted to a device-independent format. If any device dependent color spaces are used, they will be defined by embedding a color profile for these color spaces
- Fonts will be embedded
- Transparency may be removed
- Unsupported annotations (e.g., video, audio, 3D) will be removed
- JavaScript (mostly used in Forms) will be removed
- Non-PDF/A embedded files and external hyperlinks will be removed
- Form fields will be flattened

How to Convert a PDF to PDF/A-2b

1. Open the PDF Document you wish to convert
2. Go to **the Convert Tab >** ![icon] **PDF/A > PDF/A-2b** on the menu
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/A-2b

    If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfuly the problems list will not be shown and the newly converted document will be opened.

PDF/A Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/A-2b requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed.

Results List - Lists any content in the document that was not converted with the selected profile.

   ❌ - Items that could NOT be fixed by PDF Studio.

   ⚠ - Items that were not fixed due to user settings in PDF/A Preferences.

Expand - Expands the results tree to show all preflight error results

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Collapse - Collapses the results tree to only show the preflight error categories

Print - Prints the entire tree exactly as it is displayed in the preflight results list

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/A-2b Conversion:

Below is a list of features that may cause errors during the PDF/A-2b conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
    - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
    - **Workaround**: Users should clear any security on a document before running PDF/A conversion.
- The PDF documents has user rights enabled.
    - **Workaround**: Users should clear user rights before running PDF/A conversion.
- The PDF document contains a digital signature. Converting to PDF/A would invalidate any digital signature.
    - **Workaround**: Users should clear or remove digital signature fields before running PDF/A conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
    - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/A-2b Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/A-2b compliant a blue notification "This document is tagged as PDF/A-2b compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/A-2b compliance in the document properties dialog.

1. Go to **File Tab > Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/A" label that will show "Yes" if the document meets the PDF/A-2b compliance standards

Using Preflight Verification

You can also use the PDF/A-2b Preflight Validation to verify that the document complies with the PDF/A-2b standards

Converting PDF to PDF/A-2u

PDF Studio has the ability to convert files in the PDF/A-2u format. PDF/A-2u is a strict subset of the ISO PDF specification used to create archival versions of documents with the intent that they will always render exactly the same as when they were saved.

When converting to PDF Studio will attempt to convert the PDF to the PDF/A-2u format by making the following changes to the document

- Graphics will be converted to a device-independent format. If any device dependent color spaces are used, they will be defined by embedding a color profile for these color spaces
- Fonts will be embedded
- Transparency may be removed
- Unsupported annotations (e.g., video, audio, 3D) will be removed
- JavaScript (mostly used in Forms) will be removed
- Non-PDF/A embedded files and external hyperlinks will be removed
- Form fields will be flattened

How to Convert a PDF to PDF/A-2u

1. Open the PDF Document you wish to convert
2. Go to **the Convert Tab >** **PDF/A > PDF/A-2u** on the menu
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/A-2u

   If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfuly the problems list will not be shown and the newly converted document will be opened.

PDF/A Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/A-2u requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed.

Results List - Lists any content in the document that was not converted with the selected profile.

 - Items that could NOT be fixed by PDF Studio.

 - Items that were not fixed due to user settings in PDF/A Preferences.

Expand - Expands the results tree to show all preflight error results

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Collapse - Collapses the results tree to only show the preflight error categories

Print - Prints the entire tree exactly as it is displayed in the preflight results list

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/A-2u Conversion:

Below is a list of features that may cause errors during the PDF/A-2u conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running PDF/A conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running PDF/A conversion.
- The PDF document contains a digital signature. Converting to PDF/A would invalidate any digital signature.
  - **Workaround**: Users should clear or remove digital signature fields before running PDF/A conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/A-2u Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/A-2u compliant a blue notification "This document is tagged as PDF/A-2u compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/A-2u compliance in the document properties dialog.

1. Go to **File Tab > Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/A" label that will show "Yes" if the document meets the PDF/A-2u compliance standards

Using Preflight Verification

You can also use the PDF/A-2u Preflight Validation to verify that the document complies with the PDF/A-2u standards

Converting PDF to PDF/A-3b

PDF Studio has the ability to convert files in the PDF/A-3b format. PDF/A-3b is a strict subset of the ISO PDF specification used to create archival versions of documents with the intent that they will always render exactly the same as when they were saved.

When converting to PDF Studio will attempt to convert the PDF to the PDF/A-3b format by making the following changes to the document

- Graphics will be converted to a device-independent format. If any device dependent color spaces are used, they will be defined by embedding a color profile for these color spaces.
- Fonts will be embedded.
- Unsupported annotations (e.g., video, audio, 3D) will be removed.
- JavaScript (mostly used in Forms) will be removed.
- External hyperlinks will be removed.

How to Convert a PDF to PDF/A-3b

1. Open the PDF Document you wish to convert
2. Go to **the Convert Tab >** 🅰 **PDF/A > PDF/A-3b** on the menu
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/A-3b

   If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfuly the problems list will not be shown and the newly converted document will be opened.

PDF/A Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/A-3b requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed.

Results List - Lists any content in the document that was not converted with the selected profile.

❌ - Items that could NOT be fixed by PDF Studio.

⚠ - Items that were not fixed due to user settings in PDF/A Preferences.

Expand - Expands the results tree to show all preflight error results

Collapse - Collapses the results tree to only show the preflight error categories

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Print - Prints the entire tree exactly as it is displayed in the preflight results list

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/A-3b Conversion:

Below is a list of features that may cause errors during the PDF/A-3b conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running PDF/A conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running PDF/A conversion.
- The PDF document contains a digital signature. Converting to PDF/A would invalidate any digital signature.
  - **Workaround**: Users should clear or remove digital signature fields before running PDF/A conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/A-3b Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/A-3b compliant a blue notification "This document is tagged as PDF/A-3b compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/A-3b compliance in the document properties dialog.

1. Go to **File Tab > Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/A" label that will show "Yes" if the document meets the PDF/A-3b compliance standards

Using Preflight Verification

You can also use the PDF/A-3b Preflight Validation to verify that the document complies with the PDF/A-3b standards

Converting PDF to PDF/A-3u

PDF Studio has the ability to convert files in the PDF/A-3u format. PDF/A-3u is a strict subset of the ISO PDF specification used to create archival versions of documents with the intent that they will always render exactly the same as when they were saved.

When converting to PDF Studio will attempt to convert the PDF to the PDF/A-3u format by making the following changes to the document

- Graphics will be converted to a device-independent format. If any device dependent color spaces are used, they will be defined by embedding a color profile for these color spaces.
- Fonts will be embedded with Unicode support.
- Unsupported annotations (e.g., video, audio, 3D) will be removed.
- JavaScript (mostly used in Forms) will be removed.
- External hyperlinks will be removed.

How to Convert a PDF to PDF/A-3u

1. Open the PDF Document you wish to convert
2. Go to **the Convert Tab >** 𝄏A **PDF/A > PDF/A-3u** on the menu
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/A-3u

   If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfully the problems list will not be shown and the newly converted document will be opened.

PDF/A Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/A-3u requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed.

Results List - Lists any content in the document that was not converted with the selected profile.

❌ - Items that could NOT be fixed by PDF Studio.

⚠ - Items that were not fixed due to user settings in PDF/A Preferences.

Expand - Expands the results tree to show all preflight error results

Collapse - Collapses the results tree to only show the preflight error categories

Print - Prints the entire tree exactly as it is displayed in the preflight results list

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/A-3u Conversion:

Below is a list of features that may cause errors during the PDF/A-3u conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running PDF/A conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running PDF/A conversion.
- The PDF document contains a digital signature. Converting to PDF/A would invalidate any digital signature.
  - **Workaround**: Users should clear or remove digital signature fields before running PDF/A conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/A-3u Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/A-3u compliant a blue notification "This document is tagged as PDF/A-3u compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/A-3u compliance in the document properties dialog.

1. Go to **File Tab > Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/A" label that will show "Yes" if the document meets the PDF/A-3u compliance standards

Using Preflight Verification

You can also use the PDF/A-3u Preflight Validation to verify that the document complies with the PDF/A-3u standards

Print Production & Prepress

PDF Studio has various Print Production & Prepress functions to verify document compliance and preview print output.

PDF Preflight: Options to analyze the content of a PDF based on a selected profile to determine if the format meets the standards required by the profile as well as convert documents to PDF/A-1b.

Output Preview: Simulates how the PDF will look based on different ICC color profiles to accurately preview how the printed version will look.

PDF Imposition: Advanced Imposition Module that will allow you to preview and create PDF Imposition Layouts.

PDF Preflight

PDF Studio can both verify document compliance and convert PDFs to meet various ISO PDF archival compliance standards.

Preflight Verification - The following formats can be verified in PDF Studio

- PDF/A-1a
- PDF/A-1b
- PDF/A-2b
- PDF/A-2u
- PDF/A-3b
- PDF/A-3u
- PDF/A-3b ZUGFeRD
- PDF/UA
- PDF/X-1a:2001
- PDF/X-1a:2003
- PDF/X-3:2002
- PDF/X-3:2003

Preflight Conversion - PDF Studio can convert to the following formats

- PDF/A-1b
- PDF/A-2b
- PDF/A-2u
- PDF/A-3b
- PDF/A-3u
- PDF/X-1a:2003
- PDF/X-3:2003

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Preflight Verification

PDF Studio provides preflight and compliance verification to verify the document meets various archival compliances defined by ISO PDF standards. When verifying documents PDF Studio will generate a report listing the errors. Errors can then be exported or appended to the current PDF if needed.

Below are the available PDF archival standards that PDF Studio is able to verify.

- PDF/A-1a
- PDF/A-1b
- PDF/A-2b
- PDF/A-2u
- PDF/A-3b
- PDF/A-3u
- PDF/A-3b ZUGFeRD
- PDF/UA
- PDF/X-1a:2001
- PDF/X-1a:2003
- PDF/X-3:2002
- PDF/X-3:2003

How to Run Preflight Verification on a PDF

1. Open the document you wish to verify
2. Select **Document Tab >** 🔏 **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

⚠x - Items that are not PDF/A compliant and that COULD be fixed by Preflight Conversion depending on user settings in PDF/A Preferences .

⚠ - Items that are not PDF/A compliant and that WILL be fixed by PDF Studio PDF/A Conversion.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Expand - Expands the results tree to show all preflight error results

Collapse - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

· **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
· **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

Export

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

· **Text** - Simple text file (.txt) that will contain all of the preflight report information
· **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
· **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

· **Text** - Plain text list of the preflight results
· **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF/A-1a Validation

PDF Studio provides PDF/A-1a preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed.

How to Validate PDF/A-1a Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🖨️ **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

🗂️ **Expand** - Expands the results tree to show all preflight error results

🗂️ **Collapse** - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

· **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
· **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

📤 **Export**

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

· **Text** - Simple text file (.txt) that will contain all of the preflight report information

- **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- **Text** - Plain text list of the preflight results
- **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF/A-1b Validation

PDF Studio provides PDF/A-1b preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed.

How to Validate PDF/A-1b Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🖨️ **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

⚠️✗ - Items that are not PDF/A compliant and that COULD be fixed by Preflight Conversion depending on user settings in PDF/A Preferences .

⚠️ - Items that are not PDF/A compliant and that WILL be fixed by PDF Studio PDF/A Conversion.

🔡 **Expand** - Expands the results tree to show all preflight error results

🔲 **Collapse** - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

· **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
· **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

Export

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

- **Text** - Simple text file (.txt) that will contain all of the preflight report information
- **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- **Text** - Plain text list of the preflight results
- **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF/A-2b Validation

PDF Studio provides PDF/A-2b preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed.

How to Validate PDF/A-2b Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🖨️ **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

⚠️✗ - Items that are not PDF/A compliant and that COULD be fixed by Preflight Conversion depending on user settings in PDF/A Preferences .

⚠️ - Items that are not PDF/A compliant and that WILL be fixed by PDF Studio PDF/A Conversion.

🔲 **Expand** - Expands the results tree to show all preflight error results

🔲 **Collapse** - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

· **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
· **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Export

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

- · **Text** - Simple text file (.txt) that will contain all of the preflight report information
- · **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- · **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- · **Text** - Plain text list of the preflight results
- · **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF/A-2u Validation

PDF Studio provides PDF/A-2u preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed.

How to Validate PDF/A-2u Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🖨️ **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

⚠️✗ - Items that are not PDF/A compliant and that COULD be fixed by Preflight Conversion depending on user settings in PDF/A Preferences .

⚠️ - Items that are not PDF/A compliant and that WILL be fixed by PDF Studio PDF/A Conversion.

🔲 **Expand** - Expands the results tree to show all preflight error results

🔳 **Collapse** - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

· **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
· **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Export

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

· **Text** - Simple text file (.txt) that will contain all of the preflight report information
· **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
· **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

· **Text** - Plain text list of the preflight results
· **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF/A-3b Validation

PDF Studio provides PDF/A-3b preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed.

How to Validate PDF/A-3b Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🖨 **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

⚠✗ - Items that are not PDF/A compliant and that COULD be fixed by Preflight Conversion depending on user settings in PDF/A Preferences .

⚠ - Items that are not PDF/A compliant and that WILL be fixed by PDF Studio PDF/A Conversion.

⊟ **Expand** - Expands the results tree to show all preflight error results

⊟ **Collapse** - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

· **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
· **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Export

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

- **Text** - Simple text file (.txt) that will contain all of the preflight report information
- **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- **Text** - Plain text list of the preflight results
- **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF/A-3u Validation

PDF Studio provides PDF/A-3u preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed.

How to Validate PDF/A-3u Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🖨️ **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

⚠️✗ - Items that are not PDF/A compliant and that COULD be fixed by Preflight Conversion depending on user settings in PDF/A Preferences .

⚠️ - Items that are not PDF/A compliant and that WILL be fixed by PDF Studio PDF/A Conversion.

🗃️ **Expand** - Expands the results tree to show all preflight error results

🗂️ **Collapse** - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

· **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
· **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Export

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

- · **Text** - Simple text file (.txt) that will contain all of the preflight report information
- · **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- · **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- · **Text** - Plain text list of the preflight results
- · **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF/A-3b ZUGFeRD Validation

PDF Studio provides PDF/A-3b ZUGFeRD preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed.

How to Validate PDF/A-3b ZUGFeRD Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🖨️ **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

Expand - Expands the results tree to show all preflight error results

Collapse - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

- **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
- **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

📇 Export

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

- **Text** - Simple text file (.txt) that will contain all of the preflight report information

- **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- **PDF** - Creates a new PDF document with the preflight results

🖨 Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- **Text** - Plain text list of the preflight results
- **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF/UA Validation

PDF Studio provides PDF/UA (PDF User Accessibility) preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed. See What is PDF Accessibility for more information.

How to Validate PDF/UA Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🔍 **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

Expand - Expands the results tree to show all preflight error results

Collapse - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

· **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
· **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

Export

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

· **Text** - Simple text file (.txt) that will contain all of the preflight report information

- **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- **Text** - Plain text list of the preflight results
- **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF/X-1a:2001 – ISO 15930-1 Validation

PDF Studio provides PDF/X-1a:2001 – ISO 15930-1 preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed.

How to Validate PDF/X-1a:2001 – ISO 15930-1 Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🔍 **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

🗂 **Expand** - Expands the results tree to show all preflight error results

🗂 **Collapse** - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

· **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
· **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

🗂 **Export**

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

· **Text** - Simple text file (.txt) that will contain all of the preflight report information

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- **Text** - Plain text list of the preflight results
- **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF/X-1a:2003 – ISO 15930-4 Validation

PDF Studio provides PDF/X-1a:2003 – ISO 15930-4 preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed.

How to Validate PDF/X-1a:2003 – ISO 15930-4 Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🔍 **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

📇 **Expand** - Expands the results tree to show all preflight error results

🗄 **Collapse** - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

· **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
· **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

📑 **Export**

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

· **Text** - Simple text file (.txt) that will contain all of the preflight report information

- · **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- · **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- · **Text** - Plain text list of the preflight results
- · **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF/X-3:2002 – ISO 15930-3 Validation

PDF Studio provides PDF/X-3:2002 – ISO 15930-3 preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed.

How to Validate PDF/X-3:2002 – ISO 15930-3 Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🖨️ **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

🖿 **Expand** - Expands the results tree to show all preflight error results

🖿 **Collapse** - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

· **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
· **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

🖺 **Export**

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

· **Text** - Simple text file (.txt) that will contain all of the preflight report information

- **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- **Text** - Plain text list of the preflight results
- **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF/X-3:2003 – ISO 15930-6 Validation

PDF Studio provides PDF/X-3:2003 – ISO 15930-6 preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed.

How to Validate PDF/X-3:2003 – ISO 15930-6 Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🖨️ **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

⌸ **Expand** - Expands the results tree to show all preflight error results

⊟ **Collapse** - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

- **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
- **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

📑 **Export**

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

- **Text** - Simple text file (.txt) that will contain all of the preflight report information

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- **PDF** - Creates a new PDF document with the preflight results

🖨 Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- **Text** - Plain text list of the preflight results
- **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

Preflight Conversion

PDF Studio allows you to convert PDF documents to ISO PDF formats. These document formats were designed so that they will always render or display exactly the same as when they were saved.

Below are the available PDF standards that PDF Studio is able to convert to.

- PDF/A-1b
- PDF/A-2b
- PDF/A-2u
- PDF/A-3b
- PDF/A-3u
- PDF/X-1a:2003
- PDF/X-3:2003

How to Convert PDF Documents

1. Open the PDF Document you wish to convert
2. Go to the **Convert Tab** on the toolbar and select the profile you wish to use
   - **PDF/A** - Archival formats
   - **PDF/X** - Print Production & Prepress formats
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to the selected profile

If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfully the problems list will not be shown and the newly converted document will be opened.

Unsupported Features in Preflight Conversion:

Below is a list of features that may cause errors during the conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running Preflight conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running Preflight conversion.
- The PDF document contains a digital signature. Converting to Preflight would invalidate any digital signature.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- **Workaround**: Users should clear or remove digital signature fields before running Preflight conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Preflight Conversion Problems

Results List - Lists any content in the document that was not converted with the selected profile.

 - Items that could NOT be fixed by PDF Studio.

 - Items that are not PDF/A compliant and that COULD be fixed by Preflight Conversion depending on user settings in Preflight Preferences.

 Expand - Expands the results tree to show all preflight error results

 Collapse - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

After reviewing the conversion problems you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

- **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
- **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

 Export

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

- **Text** - Simple text file (.txt) that will contain all of the preflight report information
- **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- **PDF** - Creates a new PDF document with the preflight results

🖶 Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- **Text** - Plain text list of the preflight results
- **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

Verify that an Existing Document is Compliant

You can also use the Preflight Verification tool in PDF Studio to verify that the document complies with the various Preflight profiles.

Converting PDF to PDF/A-1b

PDF Studio has the ability to convert files in the PDF/A-1b format. PDF/A-1b is a strict subset of the ISO PDF specification used to create archival versions of documents with the intent that they will always render exactly the same as when they were saved.

When converting to PDF Studio will attempt to convert the PDF to the PDF/A-1b format by making the following changes to the document

- Graphics will be converted to a device-independent format. If any device dependent color spaces are used, they will be defined by embedding a color profile for these color spaces
- Fonts will be embedded
- Transparency may be removed
- Unsupported annotations (e.g., video, audio, 3D) will be removed
- JavaScript (mostly used in Forms) will be removed
- All embedded files and external hyperlinks will be removed
- Form fields will be flattened

How to Convert a PDF to PDF/A-1b

1. Open the PDF Document you wish to convert
2. Go to the **Convert Tab >** ⬚ **PDF/A > PDF/A-1b** on the menu
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/A-1b

    If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfuly the problems list will not be shown and the newly converted document will be opened.

PDF/A Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/A-1b requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed.

Results List - Lists any content in the document that was not converted with the selected profile.

 ❌ - Items that could NOT be fixed by PDF Studio.

 ⚠ - Items that were not fixed due to user settings in PDF/A Preferences.

Expand - Expands the results tree to show all preflight error results

Collapse - Collapses the results tree to only show the preflight error categories

Print - Prints the entire tree exactly as it is displayed in the preflight results list

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/A-1b Conversion:

Below is a list of features that may cause errors during the PDF/A-1b conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running PDF/A conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running PDF/A conversion.
- The PDF document contains a digital signature. Converting to PDF/A would invalidate any digital signature.
  - **Workaround**: Users should clear or remove digital signature fields before running PDF/A conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/A-1b Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/A-1b compliant a blue notification "This document is tagged as PDF/A-1b compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/A-1b compliance in the document properties dialog.

1. Go to **File Tab > Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/A" label that will show "Yes" if the document meets the PDF/A-1b compliance standards

Using Preflight Verification

You can also use the PDF/A-1b Preflight Validation to verify that the document complies with the PDF/A-1b standards

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Converting PDF to PDF/A-2b

PDF Studio has the ability to convert files in the PDF/A-2b format. PDF/A-2b is a strict subset of the ISO PDF specification used to create archival versions of documents with the intent that they will always render exactly the same as when they were saved.

When converting to PDF Studio will attempt to convert the PDF to the PDF/A-2b format by making the following changes to the document

- Graphics will be converted to a device-independent format. If any device dependent color spaces are used, they will be defined by embedding a color profile for these color spaces
- Fonts will be embedded
- Transparency may be removed
- Unsupported annotations (e.g., video, audio, 3D) will be removed
- JavaScript (mostly used in Forms) will be removed
- Non-PDF/A embedded files and external hyperlinks will be removed
- Form fields will be flattened

How to Convert a PDF to PDF/A-2b

1. Open the PDF Document you wish to convert
2. Go to **the Convert Tab >** 📄 **PDF/A > PDF/A-2b** on the menu
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/A-2b

   If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfuly the problems list will not be shown and the newly converted document will be opened.

PDF/A Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/A-2b requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed.

Results List - Lists any content in the document that was not converted with the selected profile.

❌ - Items that could NOT be fixed by PDF Studio.

⚠️ - Items that were not fixed due to user settings in PDF/A Preferences.

Expand - Expands the results tree to show all preflight error results

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Collapse - Collapses the results tree to only show the preflight error categories

Print - Prints the entire tree exactly as it is displayed in the preflight results list

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/A-2b Conversion:

Below is a list of features that may cause errors during the PDF/A-2b conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running PDF/A conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running PDF/A conversion.
- The PDF document contains a digital signature. Converting to PDF/A would invalidate any digital signature.
  - **Workaround**: Users should clear or remove digital signature fields before running PDF/A conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/A-2b Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/A-2b compliant a blue notification "This document is tagged as PDF/A-2b compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/A-2b compliance in the document properties dialog.

1. Go to **File Tab > Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/A" label that will show "Yes" if the document meets the PDF/A-2b compliance standards

Using Preflight Verification

You can also use the PDF/A-2b Preflight Validation to verify that the document complies with the PDF/A-2b standards

Converting PDF to PDF/A-2u

PDF Studio has the ability to convert files in the PDF/A-2u format. PDF/A-2u is a strict subset of the ISO PDF specification used to create archival versions of documents with the intent that they will always render exactly the same as when they were saved.

When converting to PDF Studio will attempt to convert the PDF to the PDF/A-2u format by making the following changes to the document

- Graphics will be converted to a device-independent format. If any device dependent color spaces are used, they will be defined by embedding a color profile for these color spaces
- Fonts will be embedded
- Transparency may be removed
- Unsupported annotations (e.g., video, audio, 3D) will be removed
- JavaScript (mostly used in Forms) will be removed
- Non-PDF/A embedded files and external hyperlinks will be removed
- Form fields will be flattened

How to Convert a PDF to PDF/A-2u

1. Open the PDF Document you wish to convert
2. Go to **the Convert Tab >** **PDF/A > PDF/A-2u** on the menu
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/A-2u

   If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfuly the problems list will not be shown and the newly converted document will be opened.

PDF/A Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/A-2u requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed.

Results List - Lists any content in the document that was not converted with the selected profile.

 - Items that could NOT be fixed by PDF Studio.

 - Items that were not fixed due to user settings in PDF/A Preferences.

Expand - Expands the results tree to show all preflight error results

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Collapse - Collapses the results tree to only show the preflight error categories

Print - Prints the entire tree exactly as it is displayed in the preflight results list

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/A-2u Conversion:

Below is a list of features that may cause errors during the PDF/A-2u conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running PDF/A conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running PDF/A conversion.
- The PDF document contains a digital signature. Converting to PDF/A would invalidate any digital signature.
  - **Workaround**: Users should clear or remove digital signature fields before running PDF/A conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/A-2u Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/A-2u compliant a blue notification "This document is tagged as PDF/A-2u compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/A-2u compliance in the document properties dialog.

1. Go to **File Tab > Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/A" label that will show "Yes" if the document meets the PDF/A-2u compliance standards

Using Preflight Verification

You can also use the PDF/A-2u Preflight Validation to verify that the document complies with the PDF/A-2u standards

Converting PDF to PDF/A-3b

PDF Studio has the ability to convert files in the PDF/A-3b format. PDF/A-3b is a strict subset of the ISO PDF specification used to create archival versions of documents with the intent that they will always render exactly the same as when they were saved.

When converting to PDF Studio will attempt to convert the PDF to the PDF/A-3b format by making the following changes to the document

- Graphics will be converted to a device-independent format. If any device dependent color spaces are used, they will be defined by embedding a color profile for these color spaces.
- Fonts will be embedded.
- Unsupported annotations (e.g., video, audio, 3D) will be removed.
- JavaScript (mostly used in Forms) will be removed.
- External hyperlinks will be removed.

How to Convert a PDF to PDF/A-3b

1. Open the PDF Document you wish to convert
2. Go to **the Convert Tab >** ⍰ **PDF/A > PDF/A-3b** on the menu
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/A-3b

   If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfuly the problems list will not be shown and the newly converted document will be opened.

PDF/A Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/A-3b requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed.

Results List - Lists any content in the document that was not converted with the selected profile.

❌ - Items that could NOT be fixed by PDF Studio.

⚠ - Items that were not fixed due to user settings in PDF/A Preferences.

Expand - Expands the results tree to show all preflight error results

Collapse - Collapses the results tree to only show the preflight error categories

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Print - Prints the entire tree exactly as it is displayed in the preflight results list

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/A-3b Conversion:

Below is a list of features that may cause errors during the PDF/A-3b conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running PDF/A conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running PDF/A conversion.
- The PDF document contains a digital signature. Converting to PDF/A would invalidate any digital signature.
  - **Workaround**: Users should clear or remove digital signature fields before running PDF/A conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/A-3b Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/A-3b compliant a blue notification "This document is tagged as PDF/A-3b compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/A-3b compliance in the document properties dialog.

1. Go to **File Tab > Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/A" label that will show "Yes" if the document meets the PDF/A-3b compliance standards

Using Preflight Verification

You can also use the PDF/A-3b Preflight Validation to verify that the document complies with the PDF/A-3b standards

Converting PDF to PDF/A-3u

PDF Studio has the ability to convert files in the PDF/A-3u format. PDF/A-3u is a strict subset of the ISO PDF specification used to create archival versions of documents with the intent that they will always render exactly the same as when they were saved.

When converting to PDF Studio will attempt to convert the PDF to the PDF/A-3u format by making the following changes to the document

- Graphics will be converted to a device-independent format. If any device dependent color spaces are used, they will be defined by embedding a color profile for these color spaces.
- Fonts will be embedded with Unicode support.
- Unsupported annotations (e.g., video, audio, 3D) will be removed.
- JavaScript (mostly used in Forms) will be removed.
- External hyperlinks will be removed.

How to Convert a PDF to PDF/A-3u

1. Open the PDF Document you wish to convert
2. Go to **the Convert Tab >** ⬚ **PDF/A > PDF/A-3u** on the menu
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/A-3u

    If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfully the problems list will not be shown and the newly converted document will be opened.

PDF/A Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/A-3u requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed.

Results List - Lists any content in the document that was not converted with the selected profile.

❌ - Items that could NOT be fixed by PDF Studio.

⚠ - Items that were not fixed due to user settings in PDF/A Preferences.

Expand - Expands the results tree to show all preflight error results

Collapse - Collapses the results tree to only show the preflight error categories

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Print - Prints the entire tree exactly as it is displayed in the preflight results list

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/A-3u Conversion:

Below is a list of features that may cause errors during the PDF/A-3u conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running PDF/A conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running PDF/A conversion.
- The PDF document contains a digital signature. Converting to PDF/A would invalidate any digital signature.
  - **Workaround**: Users should clear or remove digital signature fields before running PDF/A conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/A-3u Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/A-3u compliant a blue notification "This document is tagged as PDF/A-3u compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/A-3u compliance in the document properties dialog.

1. Go to **File Tab > Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/A" label that will show "Yes" if the document meets the PDF/A-3u compliance standards

Using Preflight Verification

You can also use the PDF/A-3u Preflight Validation to verify that the document complies with the PDF/A-3u standards

Converting PDF to PDF/X-1a

PDF Studio has the ability to convert files in the PDF/X-1a format. PDF/X-1a is a strict subset of the ISO PDF specification with a series of printing-related requirements which do not apply to standard PDF files. These are done with the intent that the document will print exactly the same as when they were saved.

When converting to PDF Studio will attempt to convert the PDF to the PDF/X-1a format by making the following changes to the document

- Colors and/or Color Spaces of Vector (paths and text) and raster (images) graphics objects may be converted to be compatible with the PDF/X Output Intent's color profile
- Fonts will be embedded
- Transparency will be removed
- Annotations may be removed or flattened
- JavaScript (mostly used in Forms) will be removed
- Image encoding / compression types may be changed

How to Convert a PDF to PDF/X-1a

1. Open the PDF Document you wish to convert
2. Go to the **Convert Tab >** **PDF/X > PDF/X-1a** on the menu
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/X-1a

   If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfully the problems list will not be shown and the newly converted document will be opened.

PDF/X Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/X-1a requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed.

Results List - Lists any content in the document that was not converted with the selected profile.

 - Items that could NOT be fixed by PDF Studio.

 - Items that were not fixed due to user settings in PDF/X Preferences.

Expand - Expands the results tree to show all preflight error results

Collapse - Collapses the results tree to only show the preflight error categories

Print - Prints the entire tree exactly as it is displayed in the preflight results list

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/X-1a Conversion:

Below is a list of features that may cause errors during the PDF/X-1a conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running PDF/X conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running PDF/X conversion.
- The PDF document contains a digital signature. Converting to PDF/X would invalidate any digital signature.
  - **Workaround**: Users should clear or remove digital signature fields before running PDF/X conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/X-1a Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/X-1a compliant a blue notification "This document is tagged as PDF/X-1a compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/X-1a compliance in the document properties dialog.

1. Go to **File Tab > Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/X" label that will show "Yes" if the document meets the PDF/X-1a compliance standards

Using Preflight Verification

You can also use the PDF/X-1a Preflight Validation to verify that the document complies with the PDF/X-1a standards

Converting PDF to PDF/X-3

PDF Studio has the ability to convert files in the PDF/X-3 format. PDF/X-3 is a strict subset of the ISO PDF specification with a series of printing-related requirements which do not apply to standard PDF files. These are done with the intent that the document will print exactly the same as when they were saved. PDF/X-3
accepts calibrated RGB and CIELAB colors, while retaining most of the other restrictions of PDF/X-1a.

When converting to PDF Studio will attempt to convert the PDF to the PDF/X-3 format by making the following changes to the document

- Colors and/or Color Spaces of Vector (paths and text) and raster (images) graphics objects may be converted to be compatible with the PDF/X Output Intent's color profile
- Fonts will be embedded
- Transparency will be removed
- Annotations may be removed or flattened
- JavaScript (mostly used in Forms) will be removed
- Image encoding / compression types may be changed

How to Convert a PDF to PDF/X-3

1. Open the PDF Document you wish to convert
2. Go to the **Convert Tab >** **PDF/X > PDF/X-3** on the menu
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/X-3

   If any problems occur during preflight conversion, a results list will be displayed showing the content items that could not be fixed. If the conversion completes successfully the problems list will not be shown and the newly converted document will be opened.

PDF/X Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/X-3 requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed.

Results List - Lists any content in the document that was not converted with the selected profile.

 - Items that could NOT be fixed by PDF Studio.

⚠️ - Items that were not fixed due to user settings in PDF/X Preferences.

Expand - Expands the results tree to show all preflight error results

Collapse - Collapses the results tree to only show the preflight error categories

Print - Prints the entire tree exactly as it is displayed in the preflight results list

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/X-3 Conversion:

Below is a list of features that may cause errors during the PDF/X-3 conversion.

- The PDF document contains non-embedded fonts that do not exist on the system
  - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
  - **Workaround**: Users should clear any security on a document before running PDF/X conversion.
- The PDF documents has user rights enabled.
  - **Workaround**: Users should clear user rights before running PDF/X conversion.
- The PDF document contains a digital signature. Converting to PDF/X would invalidate any digital signature.
  - **Workaround**: Users should clear or remove digital signature fields before running PDF/X conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
  - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/X-3 Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/X-3 compliant a blue notification "This document is tagged as PDF/X-3 compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/X-3 compliance in the document properties dialog.

1. Go to **File Tab > Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/X" label that will show "Yes" if the document meets the PDF/X-3 compliance standards

Using Preflight Verification

You can also use the PDF/X-3 Preflight Validation to verify that the document complies with the PDF/X-3 standards

Output Preview

Output preview simulates how the PDF will look based on different ICC color profiles to accurately preview how the printed version will look. When sending documents to the printer, different inks and printing methods can generate slightly different colors than displayed on the screen. Selecting the appropriate ICC color profile and options in output preview can help ensure that what is displayed on the screen will match the printed output.

> **Note**: *In order to get the best color match, your monitor must also be calibrated correctly. Changes in the monitor's display settings (colors, brightness, contrast, etc...) can also alter the displayed colors making them appear different than the printed output.*
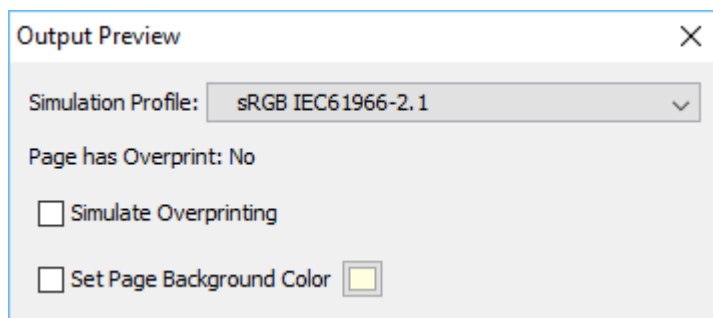
How Preview Document Output:

1. Open the document in PDF Studio.
2. Go to the **Document Tab >** **Output Preview...** in the menu bar. This will launch the Output Preview settings dialog
3. Modify settings as needed, the changes will be reflected in real time in the displayed document
4. Once you have completed reviewing the document close the dialog to exit the Output Preview mode

Output Preview Options

Simulation profile - Select the ICC profile to simulate in the document. PDF Studio comes with the following default ICC profiles and will also display additional profiles installed in your OS.

- sRGB IEC61966-2.1
- KODAK Grayscale Conversion - Gamma 1.0
- Qoppa Software Gray Profile - Gamma 1.4
- Qoppa Software Gray Profile - Gamma 1.8
- Agfa : Swop Standard

Page has Overprint - Displays whether or not any of the document's content has the overprint property.

>   **What is Overprint?** - Overprint is the process of printing one color on top of another. In an advanced printing press, such as one that uses plates of color to print colors, overlapping layers are blended together to create different colors. In some cases, overlapping content can have unintended color blending results. The overprint property is designed to account for the blending of colors in these advanced printing scenarios to accurately represent the physical printed output.

Simulate Overprinting - Check this box to simulate blending of colors in overprinting output.

>   **Note**: *If the document does not contain any overprint content you will not see any changes.*

Set Page Background Color - Sets the color of the page background to simulate printing on different colored sheets of paper.
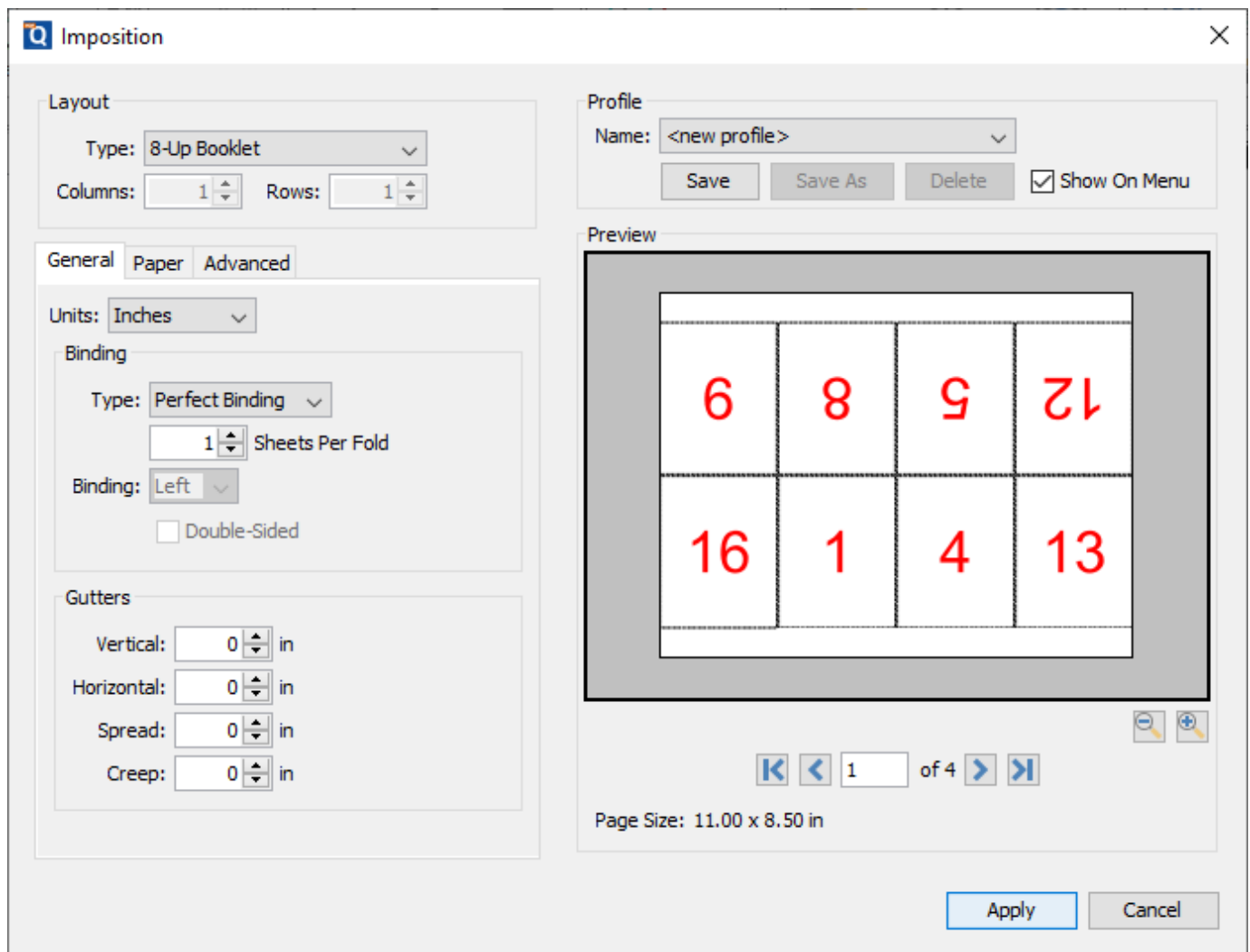
PDF Imposition

PDF Studio comes with a new Advanced Imposition Module that will allow you to preview and create PDF Imposition Layouts. Imposition layouts can be created using many different industry standard layout and binding methods including: 2, 4, & 8 up booklets; cut stacks; sequential, step and repeat.

What is Imposition?

Imposition is one of the fundamental steps in the prepress printing process. It consists in the arrangement of the printed product's pages on the printer's sheet, in order to obtain faster printing, simplify binding and reduce paper waste.

Correct imposition minimizes printing time by maximizing the number of pages per sheet of paper, reducing cost of press time and materials. To achieve this, the printed sheet must be filled as fully as possible.

How to Start the PDF Imposition Tool

1. Open the document in PDF Studio.
2. Go to the **Document Tab >** ⊕ **Imposition > New Imposition** on the tool bar. This will launch the Imposition settings dialog.
3. Modify settings as needed, the changes will be reflected in the preview pane to the right
4. Once you have completed reviewing the document click Apply to create a new document using the settings chosen

Imposition Settings

Layout

Type - the imposition layout choices available

- 2-Up Booklet: fits 2 pages side by side on a sheet
- 4-Up Booklet: fits 4 pages (2 rows & 2 pages per row) on a sheet
- 8-Up Booklet: fits 8 pages (2 rows & 4 pages per row) on a sheet
- Cut stacks: fits the pages per sheet using the column and row settings so that once cut each stack can be placed on each other maintain the page order for binding
- Sequential: fits multiple pages per sheet using the column and row settings in sequential order from right to left top to bottom
- Step and Repeat: creates multiple copies of the each page on separate sheets based on the number rows and columns set

Columns - Sets the number of vertical columns for Cut Stacks, Sequential, & Step and Repeat

Rows - Sets the number of horizontal rows for Cut Stacks, Sequential, & Step and Repeat

Profiles

Name - Name of the header and footer profile (if created).

Save - Saves the current settings to the selected profile. To create a new profile select "<new profile>" and click Save. Then enter a name for the new profile.

Save As - Saves a copy of the current settings. It differs from the Save command, which saves the current settings to the currently selected profile.

Delete - Deletes the currently selected profile

Show on Menu - Whether to show this imposition configuration on the imposition menu for faster access.

General

Units - Select the measurement unit for the imposition

Binding

Type - determines how the pages will be bound together once printed

- Saddle-Stitching: staples each of the pages along a center fold such as a magazine, or catalog.
- Perfect Binding: the sheets are split into stacks designated by the "Sheets per fold". Then the spine edge is trimmed from each stack and then glue is applied to the spine so the cover can be adhered to spine to create a book.

Sheets per fold - designates the number of pages per stack when using Perfect Binding

Binding (left/right) - Determines whether the binding (folded edge) of the booklet when folded should be on the left or the right

Double Sided - Rearranges the pages so that pages are printed on the front and back per imposition sheet based on the binding type selected

Gutters

Vertical - The space between each column of pages

> **Note**: *for 8-up pages the "Spread" value is used for the center column between the 2nd & 3rd column.*

Horizontal - The space between each row of pages

Spread - Used only for 8-up layout, this is the space between the 2nd & 3rd columns

Creep - Specifies the distance pages move away from the spine to accommodate paper thickness and folding in Saddle Stitch and Perfect Bound layouts

Paper

Media

Autosize Media - Resizes the sheet to fit the

Fit to Media Size - Allows you to select a sheet size from a list of predefined standard sizes or set a sheet custom size.

- Portrait: sets the selected page orientation size to portrait
- Landscape: sets the selected page size orientation to landscape

Note: *Portrait and Landscape options are not available when selecting a "Custom" media size*

Width - Width of the page in the units selected

Height - Height of the page in the units selected

Auto-rotate - Rotates each individual page so that the width and length best fit on the sheet.

Auto Scale - shrink pages so that they fit in the paper. No effect if the pages in a document are smaller than the paper they are being printed on.

Margins

Top - The distance of the margin from the top

Bottom - The distance of the margin from the bottom

Left - The distance of the margin from the left

Right - The distance of the margin from the right

Advanced

Printer Marks

Trim Marks - Horizontal and vertical marks that define where the page should be trimmed.

Bleed Marks - Displays the bleed crop box on the page. Useful when a document has images or elements that touch the edge of the page, extending beyond the trim edge and leaving no white margin.

Registration Marks - Small targets outside the page area for aligning pages and colors separations in a document.

Page Information - Labels the sheet in the top left corner with the document name, page number, date & time.

Read Out Loud - Text to Speech (TTS)

Read Out Loud is a Text-to-Speech (TTS) tool that reads the document text out loud to assist users with disabilities.

Note: *Only documents containing text content can be read out loud. For documents with scanned images you will first need to run the* OCR Tool.

How to Start Read Out Loud Tool

The Read Out Loud mode must first be activated before it can be used. To activate / deactivate Read Out Loud use one of the methods below.

Using the Toolbar

- Go to **View Tab** and click on **Read Out Loud**

Keyboard Shortcuts

- **Ctrl + Shift + V**: Toggles Read Out Loud mode (activate/deactivate)

Using Read Out Loud

Once activated the following options are available for Read Out Loud.

Toolbar

A read out loud toolbar will be shown with the following functions.

- **Play**: Begin reading the current page
- **Pause**: Pause reading at the current location
- **Stop**: Stops reading and resets back to the beginning of the page
- **Speed**: Use the slider to set the reading speed of the TTS engine
- **Continue to Next Page**: When selected the TTS engine will continue reading to the next page until it reaches the end of the document

Keyboard Shortcuts

- **Ctrl + Shift + V**: Toggle Read Out Loud (activate/deactivate)
- **Ctrl + Shift + W**: Read current page

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- **Ctrl** + **Shift** + **Z**: Read from current page to the end of the document
- **Ctrl** + **J**: Pause/Resume
- **Ctrl** + **K**: Stop

What is PDF Accessibility

PDF Accessibility (typically called PDF/UA which stands for "User Accessibility" or ADA stands for "Americans with Disabilities Act")means the PDF document contains features that make it more accessible for people with disabilities, such as mobility impairments, blindness, and low vision.

PDF/UA

PDF/UA is the informal name for ISO 14289, the International Standard for accessible PDF technology. A technical specification intended for developers implementing PDF writing and processing software, PDF/UA provides definitive terms and requirements for accessibility in PDF documents and applications. For those equipped with appropriate software, conformance with PDF/UA ensures accessibility for people with disabilities who use assistive technology such as screen readers, screen magnifiers, joysticks and other technologies to navigate and read electronic content.

– Wikipedia: PDF/UA

ADA Compliance

ADA compliance refers to the Americans with Disabilities Act requirements that companies and organizations make every effort to make education accessible to those with disabilities including those who are visually and audibly impaired.

Format Details

PDF/UA and ADA Compliance is not a separate file-format, but instead uses the PDF format and features invented by Adobe Systems to ensure documents are accessible to all users.

Some of the features of a PDF/UA or ADA compliant PDF include:

· Searchable text
· Bookmarks for documents over 9 pages
· Document tags
· Alt Text used to describe an image to one visually impaired
· Logical reading order (left-to-right) in tables
· No background images or watermarks
· Table rows that don't split across pages
· Document Title
· Form fields with tool-tips (descriptions)

Accessibility in PDF Studio

These features and/or settings built into PDF Studio make reading PDF documents more accessible to users.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- Accessibility Display Preferences - additional options to change color of documents for higher contrast and easier reading
- Invert Colors Mode - inverts document and text colors to create higher contrast for easier reading
- Zooming - increase the size of the document when viewing to see content easier
- Pan and Zoom Tool - displays a window highlighting the currently viewed area within the document
- Loupe Tool - draggable rectangle that zooms in on the PDF to show an enlarged view
- Keyboard Shortcuts - keyboard hotkeys to start application tools without the menu or toolbar
- Highlight Form Fields - highlight all fields in the form, making them easier to locate
- Layout and Magnification Preferences - set the default view of documents opened within the application
- Navigation Tools - use bookmarks, page thumbnails and keyboard shortcuts to easily navigate the document

Operating System Accessibility tools

Accessibility tools in Windows

Windows operating systems have built-in tools that provide increased or alternate access to information on the computer screen. Narrator is a light version of a screen reader. Magnifier is a screen magnification tool.

For more information on the accessibility tools in the Windows, see the Microsoft Accessibility website.

Accessibility tools in Mac OS

macOS has built-in tools that provide increased or alternate access to information on the computer screen.

For more information on the accessibility tools in the Mac operating system, see the Apple Accessibility website.

Accessibility tools in Linux

Accessibility tools are not available in all Linux distributions. Check your Linux version documentation for more information on what is available.

Below are some known Linux distros with accessibility tools.

- Debian Accessibility
- Fedora Accessibility
- Ubuntu Accessibility
- ArchLinux Accessibility

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Accessibility Reading Features

These features and/or settings built into PDF Studio make reading PDF documents more accessible to users.

- Accessibility Preferences - additional options to change color of documents for higher contrast and easier reading
- Invert Colors Mode - inverts document and text colors to create higher contrast for easier reading
- Zooming - increase the size of the document when viewing to see content easier
- Pan and Zoom Tool - displays a window highlighting the currently viewed area within the document
- Loupe Tool - draggable rectangle that zooms in on the PDF to show an enlarged view
- Keyboard Shortcuts - keyboard hotkeys to start application tools without the menu or toolbar
- Highlight Form Fields - highlight all fields in the form, making them easier to locate
- Layout and Magnification Preferences - set the default view of documents opened within the application
- Navigation Tools - use bookmarks, page thumbnails and keyboard shortcuts to easily navigate the document
- Auto Scrolling - automatically scroll through the document
- Read Out Loud - Text to Speech (TTS) - Reads the document text out loud to assist users with disabilities.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Accessibility Preferences

The General Preferences section contains all of the accessibility settings for PDF Studio.

To open the General Preferences dialog:

1. Go to **File Tab > Accessibility**
2. Select **General** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Replace Document Colors: Select this option to enable the accessibility options you wish to use.

Use High Contrast Colors: Choose from a predefined list of high contrast color combinations

Custom Color: set your own color combination for page background and text color

- **Page background**: the color of the background displayed
- **Text Color**: color of all text in the document including content, annotations & form fields

Only change the color of black text or line art: when checked will ignore any text or line art that is not curently set to black
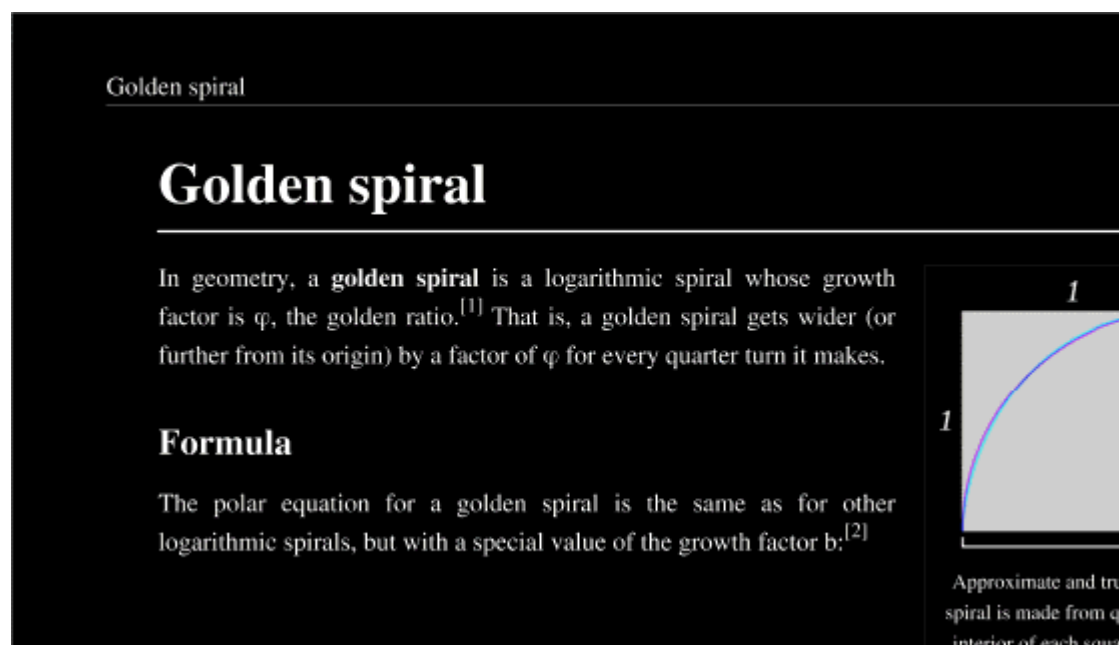
Change the color of line art as well as text: when checked will use the text color specified above to also colorize any path or line content within the document

Invert Colors

Invert colors when rendering a PDF document by selecting **View Tab > 🔵 Invert Colors** from the menu.

For typical documents, the display will change from "Black on White" to "White on Black". Inverting colors make things much easier to read on small screens, particularly when working in a dark room, on an airplane, or at night. This mode is available as a preference to invert colors on all documents or on any currently open document from the View menu.

Example Document with Invert Colors Enabled:

Zooming

When viewing a document there are several ways to zoom in/out of the document.

Using the Mouse

To zoom in or out on the document using the mouse hold down Ctrl (Alt on Mac) and scroll the mouse wheel up to zoom in and down to zoom out.

Using the Keyboard

The keyboard can also be used in some cases to quickly zoom on the document using shortcut keys. The following shortcuts can be used.
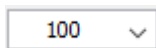
Zoom to actual size	Ctrl + 1	⌘ + 1
Zoom to fit page	Ctrl + 0	⌘ + 0
Zoom to fit width	Ctrl + 2	⌘ + 2
Zoom in	Ctrl + Plus	Alt + Plus
Zoom out	Ctrl + Minus	Alt + Minus

Using the Zoom Tools

The zoom tools are located on the bottom toolbar and can be used to zoom on the document.

Zoom Out: Zoom out to view the content smaller.

Zoom To/Current Zoom: Displays the current zoom value. You can also select a preset zoom percentage or type in the field for a custom zoom value.

Zoom In: Zoom in to view the content larger.

Zoom Tool: Zooms to a selected area within a page. Click and drag to select the rectangle area you wish to zoom to.

· Hold Ctrl key to zoom out while Zoom Tool is active.

Loupe Tool: Displays a zoom window that zooms in on the PDF to show the smallest detail.

Pan and Zoom: A window showing the portion of the page currently on screen. Drag the red box to adjust the view of the document.
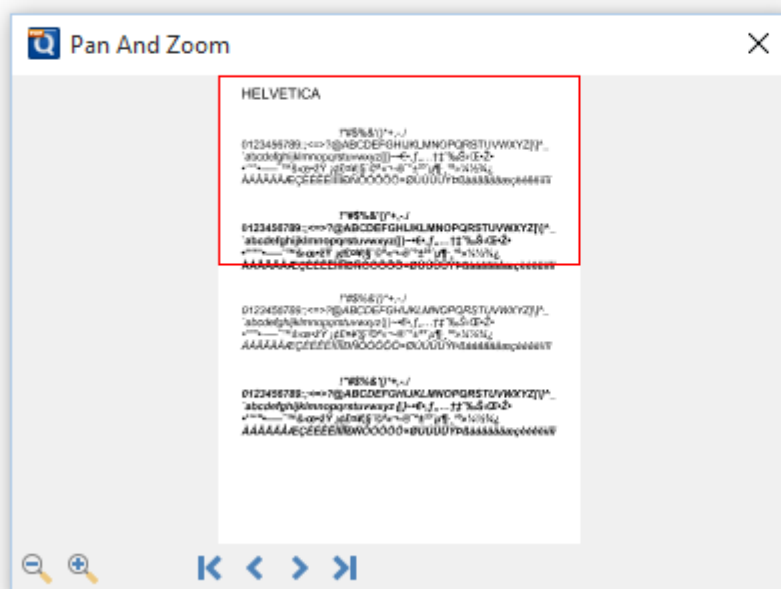
Pan and Zoom Tool

The Pan and Zoom tool is a second window will be displayed showing the portion of the page currently on screen. Drag the red box to adjust the view of the document.

Instructions:

1. Go to **View Tab** and click on the pan and zoom tool ⊞ button on the toolbar. A second window will then be displayed showing a portion of the page currently on the screen.
2. To adjust the view of the document drag the red box or use the navigation and zoom tools in the pan and zoom window
3. When finished to close the tool either click on the "x" on the magnification window or press Esc on the keyboard
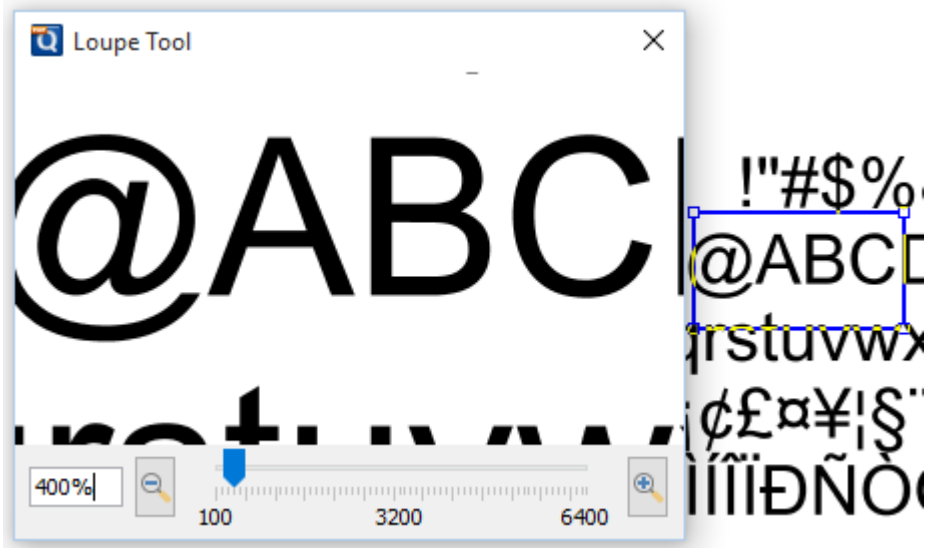
Loupe Tool

The loupe tool is a draggable rectangle that zooms in on the PDF to show the smallest detail. When active a second window will be displayed showing the current content that you are magnifying.

Instructions:

1. Go to **View Tab** and click on the Loupe tool button on the toolbar
2. Click on the part of the page you would like to magnify. This will display the magnification window.
3. Use either the handles on the corners of the blue zoom area or the slider in the magnification window to change the level of magnification when using the tool
4. When finished to close the tool either click on the "x" on the magnification window or press Esc on the keyboard

Keyboard Shortcuts

Shortcut key for each function can be seen in the application by hovering over the icon on the toolbar. The function name and shortcut key will display in a tooltip.

General Shortcuts

Action	Windows / Linux	Mac
New Document	Ctrl + N	⌘ + N
Open	Ctrl + O	⌘ + O
Save	Ctrl + S	⌘ + S
Save as	Ctrl + Shift + S	⌘ + Shift + S
Close	Ctrl + W	⌘ + W
Revert/Reload	Ctrl + Shift + G	⌘ + Shift + G
Print	Ctrl + P	⌘ + P
Exit	Ctrl + Q	⌘ + Q
Undo	Ctrl + Z	⌘ + Z
Redo	Ctrl + Y	⌘ + Shift + Z
Show file path	n/a	⌘ or Ctrl + click window title
Open Preferences	Ctrl + K	⌘ + K

Document Shortcuts

Action	Windows / Linux	Mac
Create bookmark	Ctrl + B	⌘ + B
Add blank page	Ctrl + Shift + B	⌘ + Shift + B
Quick Search	Ctrl + F	⌘ + F
Advanced Search	Ctrl + Shift + F	⌘ + Shift + F
Rotate pages	Ctrl + Shift + R	⌘ + Shift + R
Crop Pages	Ctrl + Shift + C	⌘ + Shift + C
Document properties	Ctrl + D	⌘ + D
Preflight	Ctrl + Shift + X	⌘ + Shift + X
Optimize	Ctrl + Shift + O	⌘ + Shift + O

Navigation/View Shortcuts

Action	Windows / Linux	Mac
First Page	Home	Home
Last Page	End	End

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Next Page	PgDn or Space	PgDn or Space
Previous Page	PgUp or Shift + Space	PgUp or Shift + Space
Go to Page	Ctrl + Shift + P	⌘ + Shift + P
Scroll Down	Space Or ↓	Space Or ↓
Scroll Up	↑	↑
Next view	Alt + →	⌘ + [
Previous view	Alt + ←	⌘ +]
Rotate clockwise	Ctrl + Shift + →	⌘ + Shift + →
Rotate counter-clockwise	Ctrl + Shift + ←	⌘ + Shift + ←
Zoom to actual size	Ctrl + 1	⌘ + 1
Zoom to fit page	Ctrl + 0	⌘ + 0
Zoom to fit width	Ctrl + 2	⌘ + 2
Zoom in	Ctrl + Plus or Ctrl + Mouse wheel up	Cmd + Plus or Alt + Mouse wheel up
Zoom out	Ctrl + Minus or Ctrl + Mouse wheel down	Cmd + Minus or Alt + Mouse wheel down
Zoom Tool	Ctrl + Spacebar - Zoom In Ctrl + Alt + Spacebar - Zoom Out	Spacebar + Cmd- Zoom In Spacebar + Cmd + Option - Zoom Out
Cascade Windows	Ctrl + Shift + J	⌘ + Shift + J
Tile: Windows Horizontally	Ctrl + Shift + K	⌘ + Shift + K
Tile: Windows Vertically	Ctrl + Shift + L	⌘ + Shift + L
Enter/Exit Form Editor	Ctrl + Shift + M	⌘ + Shift + M
My Comments Pane	Ctrl + Shift + T	⌘ + Shift + T
Reading Mode	Ctrl + H	⌘ + Ctrl + H
Full Screen Mode	Ctrl + L	⌘ + L
Compare Side by Side	Ctrl + Shift + N	⌘ + Shift + N
Auto Scroll	Ctrl + Shift + H	⌘ + Shift + H
Reverse Auto Scroll Direction	- minus key	- minus key
Auto Scroll Speed	0-9 (0 slowest | 9 fastest)	0-9 (0 slowest | 9 fastest)
Ruler (show / hide)	Ctrl + R	Ctrl + R
Toggle Read Out Loud (activate/deactivate)	Ctrl + Shift + V	Ctrl + Shift + V
Read Out Loud current page	Ctrl + Shift + W	Ctrl + Shift + W
Read from current page to the end of the document	Ctrl + Shift + Z	Ctrl + Shift + Z
Pause/Resume Read Out Loud	Ctrl + J	Ctrl + J
Stop Read Out Loud	Ctrl + K	Ctrl + K

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Select/Edit Tools

Tool/Action	Windows / Linux	Mac
Hand Tool	Esc or Hold Spacebar	Esc or Hold Spacebar
Select Text Cursor	Ctrl + T	⌘ + T
Rectangular text selection	Ctrl + drag cursor	Cmd + drag cursor
Edit Interactive Object	Ctrl + I	⌘ + I
Edit Content	Ctrl + Shift + E	⌘ + Shift + E
Redaction Tool	Ctrl + Shift + Y	⌘ + Shift + Y
Select All Text	Ctrl + A	⌘ + A
Deselect All Text	Ctrl + Shift + A	⌘ + Shift + A
Flatten All Form Fields	Ctrl + Shift + D	⌘ + Shift + D
Snapshot Tool	Ctrl + G	⌘ + G

Annotation Shortcuts

Annotation	Windows / Linux	Mac
Area	Ctrl + Alt + E	⌘ + Alt + E
Area Highlighter	Ctrl + Alt + I	⌘ + Alt + I
Arrow	Ctrl + Alt + A	⌘ + Alt + A
Attach File	Ctrl + Alt + F	⌘ + Alt + F
Callout	Ctrl + Alt + V	⌘ + Alt + V
Circle	Ctrl + Alt + C	⌘ + Alt + C
Cloud	Ctrl + Alt + B	⌘ + Alt + B
Cross out Text	Ctrl + Alt + O	⌘ + Alt + O
Distance	Ctrl + Alt + M	⌘ + Alt + M
Text Box	Ctrl + Alt + T / Ctrl + Alt + Shift + T	⌘ + Alt + T
Highlight Text	Ctrl + Alt + H	⌘ + Alt + Shift + H
Insert Image	Ctrl + Shift + I	⌘ + Shift + I
Insert Text	Ctrl + Alt + X	⌘ + Alt + X
Line	Ctrl + Alt + L / Ctrl + Alt + Shift + L	⌘ + Alt + L
Pencil	Ctrl + Alt + P	⌘ + Alt + P
Link	Ctrl + Alt + K	⌘ + Alt + K
Perimeter	Ctrl + Alt + R	⌘ + Alt + R
Polygon	Ctrl + Alt + G	⌘ + Alt + G
Polyline	Ctrl + Alt + Y	⌘ + Alt + Y
Replace Text	Ctrl + Alt + Z	⌘ + Alt + Z
Sound	Ctrl + Alt + S / Ctrl + Alt + Shift + S	⌘ + Alt + S
Square	Ctrl + Alt + Q	⌘ + Alt + Shift + R
Squiggly Underline	Ctrl + Alt + J	⌘ + Alt + J
Sticky Note	Ctrl + Alt + N	⌘ + Alt + N
Underline Text	Ctrl + Alt + U	⌘ + Alt + U
Typewriter	Ctrl + Alt + W	⌘ + Alt + W

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Text Annotation Shortcuts

These are used only when editing text in Typewriter, Callout, and Text Box annotations.

Action	Windows / Linux	Mac
Bold	Ctrl + B	⌘ + B
Italic	Ctrl + I	⌘ + I
Underline	Ctrl + U	⌘ + U
Increase Font Size	Ctrl + Shift + >	⌘ + Shift + >
Decrease Font Size	Ctrl + Shift + <	⌘ + Shift + <
Left Align	Ctrl + L	⌘ + L
Center Align	Ctrl + E	⌘ + E
Right Align	Ctrl + R	⌘ + R

Content Editing Shortcuts

These are used only when editing content in the PDF.

Action	Windows / Linux	Mac
Bring to Front	Ctrl + Shift + ↑	⌘ + Shift + ↑
Send to Back	Ctrl + Shift + ↓	⌘ + Shift + ↓
Send Forward	Ctrl + ↑	⌘ + ↑
Send Backwards	Ctrl + ↓	⌘ + ↓

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Highlighting Form Fields

PDF Studio can highlight all fields in the form, making them easier to locate. When highlighted a light colored box will be placed over each field within the document. This option is enabled by default but can be turned off or back on by doing the following.

> **Note**: *Hidden fields will not be highlighted in the document. To view hidden fields you will need to be in* Creating PDF Forms *mode.*

How to Enable Highlighting Form Fields

There are 2 ways to highlight the fields on the page.

· Select **View Tab >** Highlight Fields from the menu. The same step will toggle the field highlights off.

· Select **Forms Tab >** Highlight Fields from the menu. The same step will toggle the field highlights off.

Display Preferences

The Display Preferences section contains all of the display settings for PDF Studio.

To open the Display Preferences dialog:

1. Go to **File Tab > Preferences**
2. Select **Display** from the panel on the left of the preferences dialog to view or modify these preferences.

Settings

Look and Feel - Changes the look and feel (theme) of PDF Studio. Requires a restart to be applied.

Theme

· Auto: (default) will set light or dark colored theme to match the theme set in the OS
· Light: modern light styled flat user interface
· Dark: modern dark styled flat user interface

Icon Color

· Color: full color modern flat icons
· Monochrome: greyscale modern flat icons, better for dark mode

Full Screen Appearance

· Background: Sets the options used when PDF Studio is displaying a document in Full Screen Mode

Layout and Magnification - Sets the layout and magnification defaults for displaying documents.

By default, PDF Studio uses the initial view settings set within the document to display the panels on the left when opening a document. If no setting is set within the PDF document's initial view settings, the Pages panel will be opened by default. Selecting "Ignore document setting" on any of the options will force PDF Studio to ignore the document's settings and use the selected option.

Navigation Tab - sets the default behavior for the navigation tab when opening PDF documents.

· Default: Uses the PDF Studio default settings
· None (Document Only): No navigation tab will be displayed
· Bookmarks Panel: Displays the bookmarks panel when the document is opened
· Pages Panel: Displays the pages panel when the document is opened

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- Attachments Panel: Displays the attachments panel when the document is opened

Page Layout - sets the default behavior for the page layout when opening PDF documents.

- Default: Uses the PDF Studio default settings
- Single: Displays only a single individual page at a time
- Single Continuous: Displays all of the document's pages in a single column that can be continuously scrolled
- Facing: Displays only two pages at a time side by side with odd pages on the left and even pages on the right
- Facing Continuous: Displays all of the documents pages in two columns with odd pages on the left and even pages on the right
- Cover: Displays the document just as when using Facing only the first page will be displayed alone
- Cover Continuous: Displays the document just as when using Facing Continuous only the first page will be displayed alone

Magnification - sets the default magnification to use when opening PDF documents.

- Default: Uses the PDF Studio default settings
- Actual: Displays the document with a 1:1 ratio to match how the document would look if printed without any scaling
- Fit to Page: Scales the view to fit the width of the document in the PDF Studio frame
- Fit to Width: Scales the view to fit the entire document within the PDF Studio frame
- %: Sets the zoom to the specified number value

Restore Last Page - when enabled PDF Studio reopen to the last page viewed when reopening the same PDF.

> **Note:** The "Default" and "None (document only)" options will use the initial view settings set within the PDF. If any other option is selected it will use the PDF Studio setting instead of the setting within the PDF document's initial view setting.

Invert Colors - Sets PDF Studio to always default to Invert Colors mode.

Binding - Specifies whether to display a PDF file with left-side or right-side binding. This setting affects the display of pages in the Facing Page - Continuous layout and the display of thumbnails side by side.

Document Resolution - Sets the resolution to be used when displaying PDFs. This only affects the size of the document when it is displayed on the screen. Ideally this should be set at a value so that when the zoom is set to 100% it will be the same size as the document once printed.

- System Setting: uses the resolution set by the system.
- Custom Resolution: allows you to set a custom resolution to be used.
    - By default PDF Studio will set a resolution value that will most accurately display the PDF size at 100% zoom. If the custom value is changed use the "Reset" button to restore the PDF Studio calculated default.

Rendering: Options for document content display

- Enhance thin lines: converts all lines to a minimum width of 1px

Navigating

PDF Studio has a variety of methods that can be used to navigate PDF documents.

Using the Mouse

The primary method for navigating within PDF documents is with the mouse. PDF Studio is compatible with all standard mice and supports the following actions using the 2 buttons and scroll wheel typically found on the mouse.

Note: *On Mac if using a mouse with a single button you can right click by holding Ctrl and clicking the mouse button*

Left Mouse Button

- Click to select items
- Hold down to drag items

Scroll Wheel

- Scroll the pages in the document

Right Mouse Button

- Displays context menus with additional options

Panning/Moving Pages

With the hand tool 🖑 selected click and drag anywhere on the page to pan the document

Using the scroll wheel on the mouse you can move the document up and down

You can also use the vertical and horizontal scrollbars to pan the document by clicking and dragging on the scrollbar

Using the Keyboard

The keyboard can also be used in some cases to quickly navigate the document using shortcut keys. The following shortcuts can be used.

Action	Windows/UNIX	Mac
First Page	Home	Home
Last Page	End	End
Next Page	PgDn or Space	PgDn or Space
Previous Page	PgUp or Shift + Space	PgUp or Shift + Space
Go to Page	Ctrl + Shift + P	⌘ + Shift + P
Scroll Down	Space or ↓	Space or ↓
Scroll Up	↑	↑
Next view	Alt + →	⌘ + [
Previous view	Alt + ←	⌘ +]

Using the Navigation Tools

The navigation tools are located on the bottom toolbar and can be used to navigate the document.

First Page: Navigates to the first page of the document.

Previous Page: Navigates to the previous page in the document.

Page Number: Displays the current page being viewed and the total number of pages. Type a number into the field and press "Enter" to navigate directly to that page. Documents using Page Labels will require the exact page label to be entered (i.e. iv, v, etc...)

Next Page: Navigates to the next page in the document.

Last Page: Navigates to the Last page in the document.

Previous View: Navigates to the last view within the document.

Next View: Navigates to the next view within the document.

Using Page Thumbnails

The page thumbnails can be found on the left side of the PDF Studio window. If not displayed the pane can be opened using the ☐ Pages button on the left side of the screen

The page thumbnails show miniature versions of all the pages in the documents.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

· Click a thumbnail to go directly to that page.
· use the Left ← and Right → arrow keys to navigate to the Previous and Next pages

Using Bookmarks

The Bookmarks pane is located on the left of the PDF Studio window. If not displayed the pane can be opened using the Bookmarks button on the left side of the screen.

Using bookmarks can be useful when navigating large PDFs that contain many pages. Often bookmarks are put in place to label chapters or sections within a document. Click on the bookmark to jump directly to that location in the document.

NOTE: *the following icon signifies an invalid bookmark with no destination.*

Using Destinations

The Destination pane is located on the left of the PDF Studio window. If not displayed the pane can be opened using the Destinations button on the left side of the screen.

Using destinations can be useful when navigating large PDFs that contain many pages. Destinations are additional navigation tools put in place to label specific locations or sections within a document. Click on the destination name to jump directly to that location in the document.

Auto Scroll Document

The auto scroll feature in PDF Studio allows you to scroll through pages without pressing any keystrokes. This is helpful for those that may be impaired as well as making it easier to scroll through long PDFs to find the information you need.

How to use Auto Scroll

Use the below shortcut keys

· Use **Ctrl + Shift + H** (**Command + Shift + H** on Mac) to start and stop auto scrolling
· Minus key "-" reverses scrolling direction
· Number keys 0-9 control scroll speed (0 for slowest & 9 for fastest)
· While scrolling down (normal reading direction), down arrow increases scroll speed and up arrow decreases.
· While scrolling up, arrow speed control is reversed to match expected behavior.
· Jump to next or previous pages using the Left & Right arrow keys

Read Out Loud - Text to Speech (TTS)

Read Out Loud is a Text-to-Speech (TTS) tool that reads the document text out loud to assist users with disabilities. This feature is only available in **English** at this time.

Note: *Only documents containing text content can be read out loud. For scanned document images, text will need to first be added using the* OCR Tool.

How to Start Read Out Loud Tool

The Read Out Loud mode must first be activated before it can be used. To activate / deactivate Read Out Loud use one of the methods below.

Using the Toolbar

- Go to **View Tab** and click on **Read Out Loud**

Keyboard Shortcuts

- Ctrl + Shift + V: Toggles Read Out Loud mode (activate/deactivate)

Using Read Out Loud

Once activated the following options are available for Read Out Loud.

Toolbar

A read out loud toolbar will be shown with the following functions.

- **Play**: Begin reading the current page
- **Pause**: Pause reading at the current location
- **Stop**: Stops reading and resets back to the beginning of the page
- **Speed**: Use the slider to set the reading speed of the TTS engine
- **Continue to Next Page**: When selected the TTS engine will continue reading to the next page until it reaches the end of the document

Keyboard Shortcuts

- **Ctrl + Shift + W**: Read current page
- **Ctrl + Shift + Z**: Read from current page to the end of the document

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- · **Ctrl** + **J**: Pause/Resume
- · **Ctrl** + **K**: Stop

Creating Accessible PDFs

These features allow you to create more accessible PDFs that are compatible with other applications such as screen readers or other assistive devices.

- PDF/UA Validation `Pro` - check the document against PDF/UA (PDF User Accessibility) standards
- PDF Document Tags - Create / Edit document tags `Pro`
    - Check if a Document is Tagged - How to see if a document is marked as tagged and/or contains tags
    - Tags Explorer Panel - View the tag tree structure of the document `Pro`
    - Create Document Tag - Create a new document level tag `Pro`
    - Create Content Tags - Create tags from existing document content `Pro`
    - Edit Tags - Edit existing tags in the document `Pro`
    - Set Alternative Text - Set alternative text for figures, shapes or other languages `Pro`
    - Standard PDF Tag Types - A list of standard tag types defined by the PDF specifications
- Bookmark Creation / Editing - create / edit bookmarks to help users navigate the document
- OCR PDF `Pro` - add text to the document that is searchable and able to be read by screen readers
- Set Field Tab Order `Pro` - designate what field comes next when the user is tabbing through the document to make it easier to complete
- Form Field Tooltips `Pro` - set descriptions on fields with additional information on completing the forms
- General Document Properties - set properties such as title, author and keywords for screen readers
- Document Initial View - set how the documet will be initially displayed when opened
- Advanced Document Properties - set reading options such as binding and language for user accessibility needs

PDF/UA Validation

PDF Studio provides PDF/UA (PDF User Accessibility) preflight and compliance verification. Once verification is complete the results can be reviewed, appended to the document or exported if needed. See What is PDF Accessibility for more information.

How to Validate PDF/UA Compliance

1. Open the document you wish to verify
2. Select **Document Tab >** 🔍 **Preflight** or use the shortcut key Ctrl + Shift + X (Mac: ⌘ + Shift + X) to show the Preflight dialog.
3. Select the standard that you wish to verify.
4. Click on **Verify** to begin the verification process

Preflight Verification Results

Results List - details the content in the document that is not compliant with the selected profile and whether or not it can be fixed with Preflight Conversion.

❌ - Items that are not compliant and that can NOT be fixed by PDF Studio Preflight Conversion.

🗂 **Expand** - Expands the results tree to show all preflight error results

🗂 **Collapse** - Collapses the results tree to only show the preflight error categories

Preflight Result Options

Annotations & Reports

Once the validation is completed you can use the following options to add comments or append results to the document. Select the result options you wish to use and then click Apply to add the chosen options.

· **Add comments for preflight errors** - When checked, will add an annotation for each preflight error with the details of the error in the annotation comment
· **Include report** - Choose whether to Append / Prepend a Preflight Results report to the document that was tested.

🗐 **Export**

Preflight results can exported to various formats. To do so click on the export button on the top of the results list. Then choose from one of the following options.

· **Text** - Simple text file (.txt) that will contain all of the preflight report information

- **XML** - File format that is similar to an Excel file that will contain all of the preflight report information
- **PDF** - Creates a new PDF document with the preflight results

Print

Preflight results can printed if needed. To do so click on the print button on the top of the results list. Then choose from one of the following options.

- **Text** - Plain text list of the preflight results
- **Tree** - Prints the entire tree exactly as it is displayed in the preflight results list

PDF Document Tags

The PDF format defines a standard set of tag types that can be applied to a PDF. These standard types are designed to help accessibility software like screen readers understand the document structure to present the information to the user in an understandable way.

PDF Studio Tagging Features:

Check if a Document is Tagged - How to see if a document is marked as tagged and/or contains tags

Tags Panel Explorer - View the tag tree structure of the document

Create Document Tag - Create a new document level tag

Create Content Tags - Create tags from existing document content

Create Artifact Tags - Mark decoative images so they are ignored

Edit Tags - Edit existing tags in the document

Set Alternative Text - Set alternative text for figures, shapes or other languages

Standard PDF Tag Types - A list of standard tag types defined by the PDF specifications

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Check if Document is Tagged

A Tagged PDF is a PDF file that contains additional metadata information around each of the content elements within the PDF. This information is used to help accessibility software like screen readers understand the document structure to present the information to the user in an understandable way.

For more information on tags in a PDF see Standard PDF Tags.

How to Check if a Document is Tagged

Use one of the following options to check if document is tagged.

PDF/UA Validation

Run the PDF/UA Validation tool in PDF Studio to verify the document is tagged correctly.

Document Properties

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the **General** Tab
3. Make sure the **Tagged PDF** property in the bottom left column says **Yes**

Tags Panel

Access the Tags pane by clicking the 🏷 **Tags** button on the left side of PDF Studio. Then confirm the following:

· There is a tag tree structure in the pane showing a logical order of page contents.
· Click on the ⚙ **Options** button and make sure the **Document is Tagged PDF** option is checked.

Tags Panel

The Tags Panel allows you to view the tag tree structure of the document. These include content items such as headings, paragraphs, and tables within the PDF. PDF tags are used by accessibility tools (such as screen readers) to present the document contents to the user in a logical and understandable way.

How to Open the Tags Panel

1. Open any document
2. Click on the ⬧ Tags button on the left side of the PDF Studio window
3. Once loaded the left pane will display the document tag tree

Viewing / Navigating Tags

Use the tag tree to view and navigate to the tags in the document. Use the + and - icons to expand or collapse items and click on the tag to highlight the tagged content on the page.

The ⬓ expand and ⬓ collapse all buttons can also be used to show and hide all the children in the tags tree at once.

Viewing Tag Properties

Right click on any tag in the tree and select the Properties option to view additional details for the selected tag.

Tags Panel Options

Tag Content - Starts the tool to create Content Tag

Create New Tag - Allows you to create a Document Tag

Delete Tag - Delete the selected tag

Options - Additional tag options

- Document is Tagged PDF: Sets the "Tagged Document" flag in the document
- Highlight Content: Option to highlight the selected tag content on the page
- Properties: View additional details for the selected tag

Create Document Level Tag

Document level tags are embedded meta data not associated with any content on the page. These types of tags are use to help provide additional organization to the tags tree structure in the PDF.

It is highly recommended that a document is tagged by the authoring application when converted to PDF. The original authoring application will be more fully able to interpret the document elements during conversion to properly apply the tags in a logical structure within the document.

However, if the original document or authoring application is unavailable PDF Studio can be used to manually create document level tags within the document. To do so follow the steps below:

How to Create Document Level Tags

1. Access the Tags pane by clicking the **Tags** button on the left side of PDF Studio
2. Click on the **Create New Tag** button
3. Set the Tag Type and Title
4. Click OK to apply the changes and the new tag will now be shown in the Tags Panel
5. Once added you can Edit the tags to better organize the tree structure

Content Tag Options

Type - Select the type of content being tagged from the drop down. See Standard PDF Tag Types for a description of each

Title - The title for the element being tagged. This is an additional label to further identify the type of tag

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Create Content Tags

Content tags are embedded meta data surrounding page level content in a PDF file. These can include paragraph styles, layouts, tables, etc...This information is used to help accessibility software like screen readers understand the document structure to present the information to the user in an understandable way.

It is highly recommended that a document is tagged by the authoring application when converted to PDF. The original authoring application will be more fully able to interpret the document elements during conversion to properly apply the tags in a logical structure within the document.

However, if the original document or authoring application is unavailable PDF Studio can be used to manually create content tags within the document. To do so follow the steps below:

How to Create Content Tags

1. Access the Tags pane by clicking the 🏷 **Tags** button on the left side of PDF Studio
2. Click on the 🖱 **Tag Content** button to start the tool
3. Using the cursor select then content you wish to tag
    · Select text by clicking and draggig the mouse over the text
    · Select image content by clicking on the image with the cursor
4. Create a tag by either double clicking on the content or Right Clicking and selecting **Tag Content**
5. Set the Tag Type and Title
6. Click OK to apply the changes and the new tag will now be shown in the Tags Panel

Content Tag Options

Type - Select the type of content being tagged from the drop down. See Standard PDF Tag Types for a description of each

Title - The title for the element being tagged. This is an additional label to further identify the type of tag

Create Artifact Tags

Artifact are graphics objects or other markings that are not part of the authored content. Examples of artifacts include page header or footer information, lines or other graphics separating sections of the page, or decorative images. This information is used to help accessibility software like screen readers understand the document structure to present the information to the user in an understandable way.

It is highly recommended that a document is tagged by the authoring application when converted to PDF. The original authoring application will be more fully able to interpret the document elements during conversion to properly apply the tags in a logical structure within the document.

However, if the original document or authoring application is unavailable PDF Studio can be used to manually create artifact tags within the document. To do so follow the steps below:

How to Create Content Tags

1. Access the Tags pane by clicking the **Tags** button on the left side of PDF Studio
2. Click on the **Artifacts** tab
3. Click on the **Tag Artifact** button to start the tool
4. Using the cursor select then content you wish to tag
    · Select text by clicking and dragging the mouse over the text
    · Select image content by clicking on the image with the cursor
5. Create a tag by either double clicking on the content or Right Clicking and selecting **Tag Artifact**
6. Set the Tag Type and Title
7. Click OK to apply the changes and the new tag will now be shown in the Tags Panel

Edit Tags

Existing tags in a document can be edited if needed using the below options.

Change Tag Properties

1. Right click (Mac: Ctrl + Click) on the tag you wish to edit and choose Properties in the mouse menu.
2. Set the tag property options you wish to use
3. Click OK to apply the changes

Tag Property Options

Type - Select the type of content being tagged from the drop down. See Standard PDF Tag Types for a description of each

Title - The title for the element being tagged. This is an additional label to further identify the type of tag

Actual Text - Actual text displayed in the page content

Alternate Text - Additional explanitory text related to the text or image content (i.e. a caption for an image)

ID - Unique identifier for the tag

Language - Sets the langauge for the entire documents. See Tagging PDFs for details on setting the language for specific text within the document.

> **Note**: *If the language doesn't appear in the drop-down list, you can enter the ISO 639 code for the language in the Language field.*

Move Tags

Tags can be moved using either drag and drop or by using the cut and paste functions.

> **Note**: *Hold down SHIFT or CTRL (Command on Mac) to edit multiple tags.*

Using Drag and Drop

tags can be reorganized simply by dragging and dropping them to the desired location in the tree. When a tag is dragged to a target, a horizontal black line appears on the screen under the target tag. The length of the black line indicates whether the dragged tag will be inserted underneath the target tag, or added as a child to the target tag.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

This Tag will become a child of Page 6.

This Tag will become a child of Page 7.
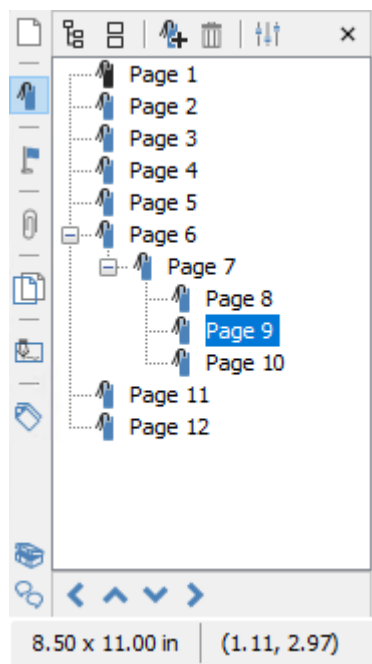
The longer line designates the tag will be inserted underneath page 7 as a child of page 6
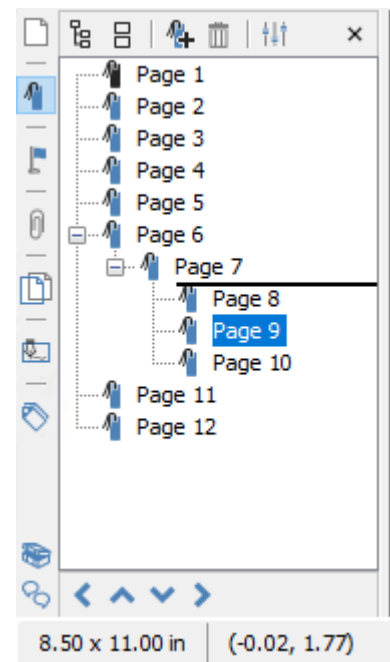
The shorter line designates that the tag will be added as a child of page 7

Using Cut & Paste

Cut and Paste can also be used to reorganize tag. You can cut a tag from the tree by right-clicking (Mac: Ctrl + Click) on it and selecting cut or by using the keyboard shortcut, Ctrl+X (Mac: Cmd + C). Then paste the tag onto its new parent by right-clicking (Mac: Ctrl + Click) on an existent tag and selecting Paste or by using the keyboard shortcut, Ctrl+V (Mac: Cmd + V).

Delete Tags

There are three ways that a tag can be deleted:

- Select the tag with the mouse and press Delete on your keyboard
- Select the tag with the mouse and click on the delete button 🗑 at the top of the tag panel
- Right-click (Mac: Ctrl + Click) on the tag in the tag tree and choose the Delete option in the mouse menu

    Note: *Hold down SHIFT or CTRL (Command on Mac) to edit multiple tag.*

tml>

_____

Set Alternative Text

While all content in the PDF must be tagged sometimes additional information is neccessary to make the document fully compliant. Tags such as figures or shapes should contain additional alternate text that helps describe the image to the user. Alternative text can also be used to provide additional explanations (such as a portion of text in another language) to tagged text content as well.

When setting alternate text on a tag it's important that a Language value is set to ensure accessibility tools such as screen readers know how interpret the contents of the alternate text.

Follow the instructions below to set alternate text on any tagged content within the PDF.

How to Set Alternative Text

1. Access the Tags pane by clicking the ⬡ **Tags** button on the left side of PDF Studio
2. Right click (Mac: Ctrl + Click) on the tag you wish to edit and choose Properties in the mouse menu.
3. In the tag property dialog set the Alternative Text you wish to use
4. Click OK to apply the changes

Standard PDF Tag Types

Below is a list of the standard set of tag types defined by the PDF format. These standard types are designed to help accessibility software like screen readers understand the document structure to present the information to users with disabilities in an understandable way.

> **Note**: *PDF Studio only supports creating or editing the standard types defined by the PDF standards, however additional applications can choose to set custom tag values not part of the standard types. In this case PDF studio will just display the name of the custom tag value set by the authoring application.*

Container

Container elements are the highest level elements in the tag structure

Document - Root element of a document's tag tree.

Part - Large division of a document; may group smaller units of content together, such as division, article, or section elements.

Division - Generic block element or group of elements.

Article - Self-contained body of text considered to be a single narrative.

Section - General container element type that is usually a component of a Part or Article element

Heading and Paragraph

Heading and paragraph are block elements that include specific level heading and paragraph tags.

H1 to **H6** - The title or heading of a section within the text content

P - A distinct section of a piece of writing, usually dealing with a single theme and indicated by a new line or indentation

Label and List

Label and list elements are used to mark content such as a list or bulleted items

List - A group of similar items that are related to each other.

List Item - A single item of a list element, may have a label element (optional) and a list body element is required as a child

Label - A marker such as a bullet, name or number that identifies an element from others in the list

List Item Body - Contains the description of the list item

Special Text

Special text elements mark content that is not considered a heading or paragraph

Block Quote - A large portion of text referencing work from another author

Caption - Text that is used to describe a table or a figure on the page

Index - A list of items, typically at the end of a document, that list the locations of specific keywords within the document

Table of Contents- A list of items, sometimes hierarchical, that contain page numbers to locate that specific item in the document

Table of Contents Item - Specific item found in the table of contents element

Table

Table elements define a section of content organized into rows and columns

Table - Data like text, images, etc. arrented into rows and columns of cells.

Table Header - A cell in a data table that contains header label describing the contents of the column

Table Row - A single row of cell elements within a table

Table Data Cell - An element stored within a single Data cell within at table

Inline

Inline-level elements identify a span of text that has specific formatting or behavior. They are differentiated from block-level elements. Inline-level elements may be contained in or contain block-level elements.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Bibliography Entry - Text information referring the user to where the cited text can be found

Quote - A portion of text referencing work from another author, different from a block quote in that it is a single string of text found inline with other text.

Span - An inline segment of text that is formatted differently then the surrounding text, usually to provide emphasis such as Bold or Italic.

Special inline

Similar to inline-level elements, special inline-level elements describe an inline portion of text that has special formatting or behavior.

Code - Text used for computer programming language

Figure - An image or graphic that is referenced by the text

Form - A editable PDF field used to complete a form

Formula - A scientific or mathematical formula element

Link - Hyperlink element that when clicked can navigate a user to a website or location within the current or different PDF file

Note - Additional text or information, such as an endnote or footnote, that is referred to in some previous text

Reference - A text citation in reference to data found elsewhere in the document

Bookmarks

PDF Studio has the following options available to create, edit, or manage bookmarks within a PDF.

Creating Bookmarks: how to create bookmarks in a PDF

Deleting Bookmarks: how to delete bookmarks in a PDF

Moving Bookmarks: how to move or rearrange bookmarks in a PDF

Bookmarking Selected Text: add a bookmark for the currently selected text

Renaming a Bookmark: editing or changing a bookmarks name

Set Bookmark Location: set the location of the bookmark when clicked

Editing Bookmark Actions: edit the actions associated with bookmarks

Custom Bookmark Actions: a list of all the available actions that can be set on bookmarks

Editing Bookmark Appearance : edit the appearance of bookmarks

Automatically Create Bookmarks: automatically create bookmarks within the PDF

OCR PDF

PDF Studio is capable of OCRing documents using any of the available OCR languages to add text to documents. OCR allows you to add text to scanned documents or images so that the document can be searched or marked up as you would any other text document. PDF Studio 2022 also introduces the ability to run OCR with two languages at once. For more information on OCRing with two languages see OCR Preferences.

What is OCR?

Optical character recognition (OCR) is the mechanical or electronic conversion of images of typed or printed text into machine-encoded searchable text data.

From Existing Document

Text can be added to an existing document using OCR

1. Launch PDF Studio and open the PDF document that you wish to add searchable text to
2. Go to the **Document Tab > OCR** from the toolbar
3. From the Language drop down select the language you wish to use
   - **Note**: *The first time using OCR you will need to download the language packs. To do so click on "Download OCR Languages", then select the languages you wish to use and click on "Download".*
4. Select the Page Range and Resolution that you wish to use
   - **Note**: *A resolution of 300 DPI produces good OCR results for most images. When dealing with scans containing noise, you may try using a lower DPI setting to get rid of the noise and obtain better OCR results.*
5. Choose additional options
   - Discard Invisible Text - removes any previous OCR text that has been added to the page.
   - Auto Deskew Images - When checked, if the document's text/images are slanting too far in one direction or is misaligned, PDF Studio will attempt to auto-rotate the document so that the alignment is corrected.
6. Click on "OK" to begin the OCR process
7. You will see a progress dialog showing you the current page being processed. Once complete click on "OK" to close the dialog
8. Your document is now ready to be searched, edited, or marked up with highlights, underlined, crossed-out or used with caret annotations.

When Scanning a Document

OCR can add text to a document at the same time it is being scanned with PDF Studio

1. Start the Scanning Dialog as normal
2. In the scanning dialog you will see an option to OCR the document after scanning
3. From the Language drop down select the language you wish to use

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- **Note**: *The first time using OCR you will need to download the language packs. To do so click on "Download OCR Languages", then select the languages you wish to use and click on "Download".*

4. After setting all of your scanning and OCR settings click on "Scan" to begin scanning the document
5. Once the scanning completes the OCR process will begin and you will see a progress dialog showing you the current page being processed. Once complete click on "OK" to close the dialog
6. Your document is now ready to be searched, edited, or marked up with highlights, underlined, crossed-out or used with caret annotations.

Available OCR Languages

The following language dictionary files are available for download directly from within PDF Studio OCR functions. Using the appropriate language file will improve the accuracy of OCR results. See Tips on Improving OCR Results for additional information

- Afrikaans
- Albanian – shqip
- Arabic – العربية
- Azerbaijani – azərbaycan
- Basque – euskara
- Belarusian – беларуская
- Bengali – বাংলা
- Bulgarian – български
- Catalan – català
- Cherokee
- Chinese (Simplified) – 中文（简体中文）
- Chinese (Traditional) – 中文（繁體）
- Croatian – hrvatski
- Czech – čeština "da">Danish – dansk
- Danish – Dansk
- Danish (Fraktur) – Dansk (Fraktur)
- Dutch - Netherlandish
- English
- Estonian – eesti
- Finnish - Suomalainen
- French - Français
- Galician – galego
- German - Deutsche
- Greek – Ελληνικά
- Hebrew – עברית
- Hindi – हिन्दी
- Hungarian – magyar
- Icelandic – íslenska
- Indonesian – Bahasa Indonesia
- Italian - Italiano
- Italian (old) – italino vecchio
- Japanese – 日本語
- Kannada – ಕನ್ನಡ
- Korean – 한국어
- Latvian – latviešu
- Lithuanian – lietuvių
- Macedonian – македонски
- Malay – Bahasa Melayu
- Malayalam – മലയാളം
- Maltese – Malti
- Math / Equations
- Norwegian - Norsk
- Polish - Polskie
- Portuguese - Português
- Romanian – română
- Russian – русский
- Serbian – српски
- Slovakian – slovenčina
- Slovakian (Fraktur) – slovenčina (Fraktur)
- Slovenian – slovenščina
- Spanish - Español
- Spanish (Old) – español (Antiguo)
- Swahili – Kiswahili
- Swedish - Svensk
- Tagalog
- Tamil – தமிழ்
- Telugu – తెలుగు
- Thai – ไทย
- Turkish – Türkçe
- Ukrainian – українська
- Vietnamese – Tiếng Việt

Editing Field Tab Order

PDF Studio allows you to set the tab order of fields within a document. This allows you to designate what field comes next when the user is tabbing through the document to make it easier to complete. Follow the instructions below to rearrange the field tab order in a PDF form.

> **Note**: *By default the tab order is created in the order that the fields are created. It's usually best practice to either create the fields in the correct order or rearrange them afterwards as many users will be confused if the when pressing tab they are taken to a completely different section of the page.*

Changing the Field Tab Order

1. Start the Form Editing Mode by going to the **Forms Tab**
2. On the left hand side of the PDF Studio frame will be the Fields Pane
   - **Note**: *You may need to click on the "Fields" button to open the pane*
3. In this pane you will see a list of all the fields per page within the document. To field tab order in the document goes from the top of the field tree to the bottom of the field tree. To edit the field tab order drag and drop the items into the order that you want the fields to tab starting with the first at the top and the last at the bottom of the list.
   - **Note**: *You can choose to Show Field Tab Order option to see the tab order directly on the fields on the page*
4. Once complete click on Stop Form Editing to close the tool bar
5. Save the document and the fields will be ready for use

General Document Properties

The General document properties tab displays basic information about the document including Title, Author, Subject, and Keywords that were set by the document's creator. Additional file details such as the producer, created date, modified date, file size, page size, and file metadata are also displayed on this page. Only the Title, Author, Author Title, Subject, Writer and Keywords can be edited (unless the Document Security has been set)

> **Note**: *These fields are not required information in a PDF and so may be left blank.*

How to View the General Document Properties

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the **General** Tab

Document Properties

File - Name of the file stored on the system

Title - Displays the current Title of the document.

Author - Displays the current Author of the document.

Subject - Displays the current Subject of the document.

Keywords - Displays the current Keywords of the document.

Path - The full address of where PDF file is stored on the computer

> **Note**: *For new documents created in PDF Studio this will be blank until the file is saved*

Producer - Name of the application that generated the PDF file

> **Note**: *This value may be empty if the application failed to include the name in the file properties*

Created - Date the document was created

Modified - Date the document was last modified

File Size - Amount of file space needed to store the PDF

Version - The PDF standards version of the PDF document

Number of pages - Number of pages in the document

Page Size - Displays the height and width of the document in either inches or millimeters depending on your local settings

> **Note**: *For document's with multiple page sizes this value will show the size of the current page being displayed*

Tagged PDF - Whether or not the document has been tagged for accessibility

Fast Web View - Whether or not the document has been saved using the Fast Web View (linearized) format

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

PDF/A - Whether or not the document meets the PDF/A standards

Additional Metadata

When clicked, opens a new dialog showing additional internal document metadata including copyrights, XML tree and raw XMP Metadata output. The following additional details are accessible.

Description

Description

Title - Displays the current Title of the document.

Author - Displays the current Author of the document.

Author Title - Displays the current Author title of the document.

Description - Displays the current Description of the document.

Description writer - Displays the name of the person who wrote the description

Keywords - Displays the current Keywords of the document. Commas can be used to separate keywords.

Copyrights

Copyright Status - Displays the current status of the copyright for the document

Copyright notice - Displays the details of the copyright information

Copyright info URL - Displays the URL to access the copyright information if available. Click the icon on the right of the field to open the webpage in your default web browser

Metadata

Created - Date the document was created

Modified - Date the document was last modified

Application - Name of the application that generated the PDF file

Note: *This value may be empty if the application failed to include the name in the file properties*

Format - Mimetype of the currently opened file

Advanced

This tab displays additional metadata found within the document using a tree structure to explore if needed. This section is for reference only.

XMP Metadata

This tab displays raw XMP Metadata output in an XML format just as it is stored within the document. This information can be selected and copied if needed but can not be edited.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Document Initial View

The Initial View tab displays the initial view settings that determine how the document will be initially displayed when opened. These settings can be changed to control how the document appears the next time it is opened.

> **Note**: If "Ignore document setting" has been set on any of the options in the Display Preferences, PDF Studio to ignore the document's settings and use the selected option instead of the options set in the initial view settings of the document

How to View/Edit the Initial View Settings

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the Initial View Tab
3. Select the initial view settings you wish to use
4. Click OK to set the settings
5. Save the document to save the new initial view settings

> **Note**: *You must SAVE the document in order for the initial view settings to be set. Just setting them in the document properties does not apply them to the document.*

Initial View Settings

Layout & Magnification

Navigation tab - Sets the default behavior for the navigation tab when the document is opened

- Default: Uses the default settings for the application the document is opened in
- None (Document Only): No navigation tab will be displayed
- Bookmarks Panel: Displays the bookmarks panel when the document is opened
- Pages Panel: Displays the pages panel when the document is opened
- Attachments Panel: Displays the attachments panel when the document is opened
- Full Screen Mode: Displays the document in full screen mode when opened

Page Layout - Sets the default behavior for the page layout when the document is opened

- Default: Uses the default settings for the application the document is opened in
- Single: Displays only a single individual page at a time
- Single Continuous: Displays all of the document's pages in a single column that can be continuously scrolled
- Facing: Displays only two pages at a time side by side with odd pages on the left and even pages on the right
- Facing Continuous: Displays all of the documents pages in two columns with odd pages on the left and even pages on the right
- Cover: Displays the document just as when using Facing only the first page will be displayed alone
- Cover Continuous: Displays the document just as when using Facing Continuous only the first page will be displayed alone

Magnification - Sets the default magnification for the document when opened

- Default: Uses the default settings for the application the document is opened in
- Actual: Displays the document with a 1:1 ratio to match how the document would look if printed without any scaling
- Fit to Page: Scales the view to fit the width of the document in the PDF Studio frame
- Fit to Width: Scales the view to fit the entire document within the PDF Studio frame

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

- %: Sets the zoom to the specified number value

Open to Page - Sets the page number to be displayed when the document is opened

Window Options

Resize window to initial page* - When set will resize the window to match the initial page size at 100%. This is an Acrobat only feature.

Center window on screen - Centers the application frame in the center of the monitor / screen

Open in Full Screen Mode - Opens the file directly into Full Screen Mode

Show - Choose whether to show the File Name or Document Title in the titlebar of the PDF Studio application frame

User Interface Options

Hide menu bar - Hides the top menu bar when document is opened.

> **Note**: *menu bars are only shown when using the Classic Toolbar*

Hide tool bars - Collapses the toolbar when the document is opened. Toolbar can be reopenen by clicking on the tab name or the ⌄ down arrow icon on the toolbar

Hide Window Controls - Hides the scrollbars from the document viewing area

---

Advanced Document Properties

The Advanced tab allows you to set additional options for the document. These include reading options such as binding and language for user accessibility needs. Setting the document language in a PDF enables some screen readers to switch to the appropriate language.

How to View/Edit the Advanced Document Settings

1. Go to **File Tab > Properties** or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the **Advanced** Tab
3. Select the settings you wish to use
4. Click OK to apply the changes

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

5. Save the document to save the new Advanced Document settings

Options

Binding - Sets the order to display the pages in Facing or Cover view modes.

- Left Edge: For documents that read from Left to Right (i.e. English, French, etc...)
- Right Edge: For documents that read from Right to Left (Arabic, Hebrew, etc...)

   Note: *This does not affect page order in the thumbnails pane.*

Language - Sets the langauge for the entire documents. See Tagging PDFs for details on setting the language for specific text within the document.

   Note: *If the language doesn't appear in the drop-down list, you can enter the ISO 639 code for the language in the Language field.*

Show Field Tab Order

PDF Studio allows you to show the field tab order directly on the page. When enabled this option displays a number directly on the form field showing the order in when a user navigates the form fields using the Tab key.

> **Note**: *The field tab order is only displayed in Form Editing Mode to assist in Editing Field Tab Order.*

How to Show the Field Tab Order

- Select **Forms Tab >** 🔲 **Show Tab Order** from the menu to toggle the field tab order numbers on or off.

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

Copyright © 2002-Present Qoppa Software. All rights reserved.

Quick Properties Toolbar

The quick properties toolbar allows you to edit the selected object's properties without having to access the object's properties dialog. The quick properties toolbar options will enable and disable based on the available options of the selected objects. More than one object's properties can be edited at the same time as well.

Using the Quick Properties Toolbar

1. Using the Hand Tool 🖐 or Object Selection Tool 🔲 Select the object (annotations, markups, or form fields) that you wish to edit
   - **Note:** *More than one object can be selected at a time to edit all similar properties at once*
2. Use the buttons on the toolbar to quickly edit any of the available properties that you wish to change

- **Note:** *The quick properties toolbar options will enable and disable based on the available options of the selected objects.*
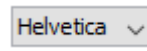
Quick Properties Options

Appearance

Fill Color: Allows you to select the fill color of the selected objects.

Border Color: Allows you to select the border color for the selected objects.

Line Width: Sets the border line width for the selected objects.

Transparency: Sets the transparency for the selected objects.

Text

When editing text annotations properties can be applied to either the entire annotation or individual letters or words within the comment.

Font: Sets the font for the selected annotation.

Size: Sets the font size for the selected annotation.

Text Color: Sets the font color for the selected annotation.

Bold: Makes the selected annotation text **Bold**.

Italic: Makes the selected annotation text *Italic*.

Underline: Makes the selected annotation text underlined

Strikethrough: Marks the selected annotation text with a ~~strikethrough~~

Horizontal Alignment: Sets the text alignment for the selected annotation.

TWAIN Scanning

TWAIN (Windows and Mac) is a scanning protocol that connects scanners and applications together by providing standard interface. TWAIN allows applications to acquire images from TWAIN compliant devices (scanners, digital cameras, etc.). Most scanners come with TWAIN drivers that are installed automatically when you install the scanner in your computer. Please refer to your scanner documentation if there are no TWAIN sources available. When scanning using TWAIN PDF Studio will first launch the scanning application provided by the hardware, then once the scanning is complete import the scanned image to complete the Scan to PDF process.

> **Note:** *The TWAIN protocol is only supported in 32-bit installations of PDF Studio on Windows and Mac If you are using the 64-bit PDF Studio installation this option will not be available.*

1. Go to **Convert Tab >** ✎ **From Scanner** click on the small down arrow to the right of the scanning button ▼ and select "Scan to PDF (Twain)".
2. Choose a scanner from the list and click on the OK button to proceed. If there is an error with the selected scanner, the dialog will appear again with the previously tried scanner highlighted so you can choose a new scanner.
   - If the selected scanner had been a default option, you can use this dialog to change the default scanner by selecting the new scanner and checking the "Set default Scanner" option.
3. When the OK button is pressed, your scanner's custom scanning application will open. This is a separate program that will allow you to preview the scan, choose a region to scan, adjust the scan resolution, and then accept the scan using the software that came with your scanner.
4. Once the scan has been accepted and PDF Studio has received the data from the scanner software, PDF Studio will display a dialog box showing some information about the scan and will prompt you for a number of choices to determine how to insert the new image.
5. Once you've selected the options click OK to then create a new PDF or append the image to an existing PDF depending on the option selected.

TWAIN Scan Import Settings

Image Info

This sections displays some basic details on the image that was received from your scanners software

PDF Options

Insert At - Where to insert the new image. Choose from the following options:

- Beginning Of Document: Inserts the scanned pages before the first page of the currently opened document

- Current Location: Inserts the scanned pages in front of the current page being displayed of the currently opened document
- End Of Document: Appends the scan at the end of the document.
- New Document: Creates a new document using only the scanned pages
- Interleave – When scanning multiple images, this option can be used to insert them at every other page. This is especially useful for scanning two-sided documents.
- Reverse Interleave: Insert the scan in the current document at every other page in reverse order starting after the last page of the document.
- Multiple documents - Use this option to create multiple documents when scanning multiple pages. When selected a dialog will be displayed to set the following options.
    - Pages per PDF - Number of pages before creating the next PDF
    - File Name Pattern - The file name to be used when creating the PDFs. Each file will have the number of the document appended to the end of the file name
    - Save files To - Where to save the created files
    - Save as Default - When checked this will make the selected options the default going forward

Page Size - What size to use when creating a new page to hold the image.

- Size to Image – The new page will be created the same size as the scanned image.
- Same as Document – The new page will be created the same size as the current open document. If the document is empty or if the Insert At choice is set to New Document the new page will be created at the same size as the scanned image.

Compression - What compression to use when saving the image into the PDF document.

- JPEG - Lossy compression (recommended compression)
    - Quality (for JPEG compression only) – If using JPEG, the compression quality can be adjusted from 1 to 100%.
        - 1 = high compression, very low quality
        - 100 = low compression, very high quality
        - Generally, 80=high quality, 50=medium quality, 20=low quality
- Flate - Lossless compression format
- JBIG2 B&W - Lossless compression format that only supports B&W color

Auto deskew images - When checked, if the document's text/images are slanting too far in one direction or is misaligned, PDF Studio will attempt to auto-rotate the document so that the alignment is corrected.

OCR Options

**OCR** - Create Searchable PDF - Check this to automatically OCR the document after scanning

Language - Language to be used if OCR is selected. Click on "Download OCR Languages" to download additional languages.

Live Overlay Comparison Mode

PRO

PDF Studio comes with a Live PDF Overlay Comparison feature that allows you to overlay a second document onto the first in real time for a quick difference comparison.
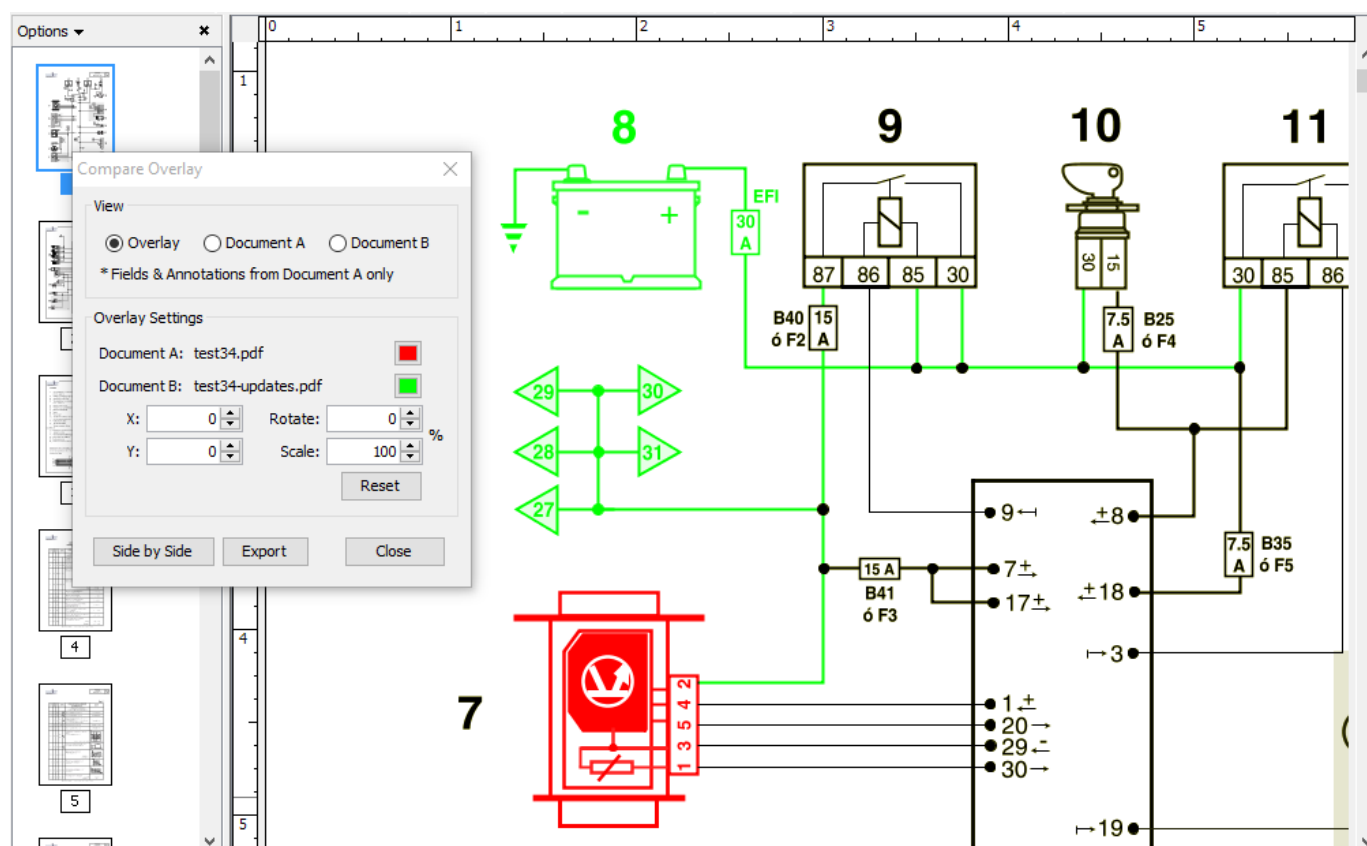
How to compare two documents using Live Overlay Comparison

1. Open the initial or first document in PDF Studio. This will become **Document A** in the comparison

2. Go to **View Tab > Compare Side by Side...** in the toolbar.

3. Select the second document that you wish to compare with Document A. This will become **Document B** in the comparison

4. You will now see Document A (on the left) and Document B (on the right) opened side by side in the same PDF Studio window.

5. Click on the **Live Overlay Mode** button on the top right of the viewing area

6. You will now see Document B overlayed onto Document A and the Compare Overlay dialog that can be used to make any alignment changes to Document B (in real time) if needed to correctly match up the documents.

> **Note**: *The overlay view can also be printed by printing the document while the overlay view is enabled.*

Image Overlay Options:

View

Choose to display both or each document individually

Click on the icon to minimize the overlay comparison settings dialog. It will be docked at the bottom right corner of the PDF Studio window. Click on the docked button to restore the dialog.

Settings

Color - select the color of each document (the default colors generally provide the best results). See Choosing colors for overlay PDF comparison.

X & Y - adjust the X & Y values of Document B to move it left, right, up, or down

Rotate- adjust the rotation of Document B if needed

Scale - make Document B smaller or larger if needed.

> **Note**: *The scale option has a minimum of 1 and a maximum value of 999.*

Additional Options

Annotations & Markups - At any time during the comparison you can only annotate or markup any changes in Document A.*

> **Note:** *It is worth noting that all annotation and text markup tools, as well as other PDF editing tools, are still active while in comparison overlay view, allowing to mark up and modify the original PDF.   One can also easily switch back and forth between the overlay comparison view and the side by side comparison view (where the 2 documents are displayed side by side in a synchronized way). In side by side comparison, it is possible to annotate the second document to add sticky notes and text highlights (look under the right-click context menu).*

Switching Comparison Modes - You can also switch over to our Side by Side Comparison mode by clicking on the **Side by Side** button in the Overlay Comparison dialog. When switching back and forth the scale values will be remembered until a new document is opened for comparison.

Exporting - Once you've completed your comparison you can export the comparison into a single document with the Overlay Comparison View as the as the base layer and Documents A & B as layers within the document. If you have completed your comparison and want to exit the comparison mode just close the comparison tool to return back to Document A.

- The Overlay comparison - Layer 1 (on by default) and will be rasterized (turned into an image per page).
- The original Document A - Layer 2
- The original Document B - Layer 3

> **Note**: *The overlay view can also be printed by printing the document while the overlay view is enabled.*

Converting PDF to PDF/A-1B
Click here to see this page in full context

Converting PDF to PDF/A-1b

PDF Studio provides the ability to convert files to the PDF/A-1b format. PDF/A-1b is a strict subset of the ISO PDF specification used to create archival versions of documents with the intent that they will always render exactly the same as when they were saved. PDF/A-1b is growing in popularity as international governments, libraries, newspapers, and legal systems recognize the need for digital documents to be preserved in a consistent format for a long period of time.

When converting to PDF Studio will attempt to convert the PDF to the PDF/A-1b format by making the following changes to the document

- Graphics will be converted to a device-independent format. If any device dependent color spaces are used, they will be defined by embedding a color profile for these color spaces.
- Fonts will be embedded.
- Transparency may be removed.
- Unsupported comments (e.g., video, audio, 3D) may be removed.
- JavaScript (mostly used in Forms) will be removed.
- Embedded files and external hyperlinks may be removed.

- Form fields will be flattened

How to Convert a PDF to PDF/A-1b

1. Open the PDF Document you wish to convert
2. Go to the **Convert Tab > Convert To >** 📄 **PDF/A-1b** on the toolbar
3. A dialog will be displayed showing the changes that will be made to the document
4. Choose a file name and location to save the document
5. Click Save to convert the document to PDF/A-1b

PDF/A Conversion Results

PDF Studio will attempt to convert every file but due to the PDF/A-1b requirements some files may not be able to be converted. If the conversion fails a dialog will be displayed showing the reasons that the conversion failed. A red ❌ symbol will be displayed next to the items that are not PDF/A compliant and can not be fixed by PDF Studio PDF/A conversion.

> **Note**: *When the conversion is successful no dialog will be displayed as the conversion process completed and saved the new document correctly*

Unsupported Features in PDF/A-1b Conversion:

Below is a list of features that may cause errors during the PDF/A-1b conversion.

- The PDF document contains non-embedded, non standard system fonts. Only the standard 14 PDF fonts can be embedded. Non standard system fonts will not be embedded.
    - **Workaround**: There is no workaround for fixing this other then recreating the PDF document using different fonts.
- The PDF document is secured / encrypted with passwords and permissions.
    - **Workaround**: Users should clear any security on a document before running PDF/A conversion.
- The PDF documents has user rights enabled.
    - **Workaround**: Users should clear user rights before running PDF/A conversion.
- The PDF document contains a digital signature. Converting to PDF/A would invalidate any digital signature.
    - **Workaround**: Users should clear or remove digital signature fields before running PDF/A conversion.
- The PDF document contains unsupported PDF commands or operators. Often these documents can not render in PDF Studio or will have pages that do not render properly.
    - **Workaround**: Users may be able delete the invalid pages.

Verify that Existing Document is PDF/A-1b Compliant

Viewing the Document or Document Properties

When opening a document that is PDF/A-1b compliant a blue notification "This document is tagged as PDF/A-1b compliant" will be displayed at the bottom of the PDF Studio window. You can also confirm the PDF/A-1b compliance in the document properties dialog.

1. Go to the **File Tab> Properties** from the menu or using the shortcut keys Ctrl + D (Cmd + D on Mac).
2. Click on the General Tab
3. In the lower right corner of the general document properties there will be a "PDF/A" label that will show "Yes" if the document meets the PDF/A-1b compliance standards

Using Preflight Verification

You can also use the PDF/A-1b Preflight Verification to verify that the document complies with the PDF/A-1b standards

---

Affordable, Powerful PDF Software / PDF Editor for Windows, macOS, Linux

---