

PDF Studio 9 User Guide

Table of Contents

| | |
|--|----|
| Getting Started with PDF Studio..... | 2 |
| User Preferences..... | 4 |
| Keyboard Shortcuts..... | 11 |
| Integration with Google Drive and SharePoint | 13 |
| Creating and Rearranging PDFs | 19 |
| Create PDFs | 19 |
| Merge and Split Documents..... | 19 |
| Supported File Types..... | 19 |
| Scan to PDF | 20 |
| OCR..... | 22 |
| Modify PDF Pages..... | 23 |
| Split PDF Documents | 26 |
| Headers, Footers, and Watermarks..... | 32 |
| Undo | 36 |
| Comments and Annotations | 37 |
| Creating and Editing Annotations | 37 |
| Text Annotations..... | 43 |
| Graphics Annotations..... | 44 |
| Measurement | 46 |
| Media, Miscellaneous | 47 |
| Text Search and Markup Annotations | 48 |
| Rubber Stamps..... | 52 |
| File Attachments | 57 |
| Links..... | 59 |
| Import Annotations | 61 |
| Export Annotations..... | 61 |
| Comments Panel..... | 61 |
| My Comments | 62 |
| Editing and Managing PDFs | 63 |
| Content Editing..... | 63 |
| Redaction | 66 |
| Redaction Annotations | 66 |
| Applying Redactions | 67 |

| | |
|------------------------------------|-----|
| Redaction Properties..... | 67 |
| Batch Processing..... | 68 |
| Bookmarks & Outlines | 74 |
| Document Security..... | 78 |
| Document Properties | 91 |
| Compare, Loupe, Pan and Zoom | 92 |
| Invert Colors | 94 |
| Import and Export Pages | 95 |
| Snapshot Tool | 99 |
| Forms | 100 |
| Preflight Verification | 104 |

PDF Studio - Version 9

PDF Studio is a powerful, yet easy to use PDF creator, converter, and editor.

You can work with existing PDF documents created by other sources or [create your PDF documents](#) from other formats, [scan-to-PDF](#) and [OCR](#) or [create PDF forms](#).

You can then [markup text](#), add [annotations](#), [headers and footers](#), [bookmarks](#), [stamps](#) with text and images, [fill forms](#), [edit document content](#), and perform other functions such as [splitting and merging](#), setting [passwords](#), and 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.

Download User Guide as PDF

[PDF Studio 9 User Guide \(.PDF\)](#)

[PDF Studio 8 User Guide \(.PDF\)](#)

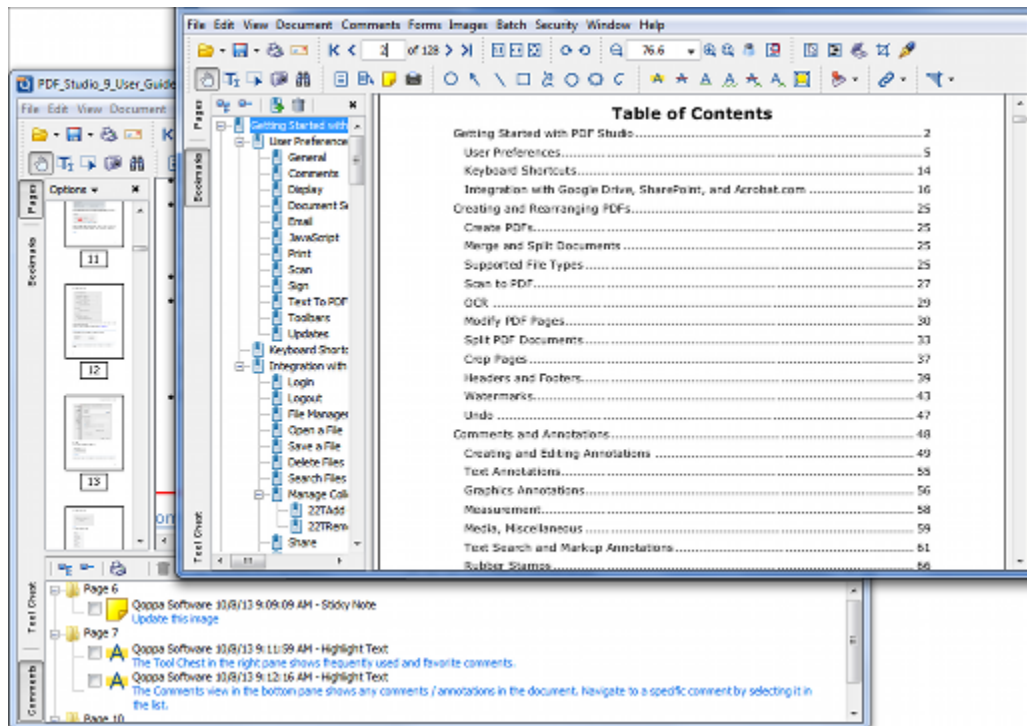
Useful Links

[PDF Studio Home](#)

[PDF Studio Knowledge Base](#)


Getting Started with PDF Studio

To start using PDF studio, simply launch and open a PDF document using either the File > Open menu or the Open button on the toolbar. Once a document is loaded, you can print, save, or navigate through the document at any time using the document toolbar.



Thumbnails and comments (bottom image)
Bookmarks (top image)

- **The main menu** contains the following entries:
 - File – functions to work with PDF files, including opening, creating, saving, reverting, etc.
 - Edit – Undo, search, tool selection, and Preferences.
 - View – Navigation panel selection, magnification options, and navigation.
 - Document – Manipulate pages, split, merge, rotate, add headers and footers.
 - Comments – Add new annotations and stamps, export, import, or delete comments.
 - Forms – Export and import form data, reset and flatten fields.
 - Images – Export pages as images and import images.

- Batch  – Print a batch, apply actions to a batch, set security to a batch, etc...
- Security – View and set document security, digitally sign a PDF
- Window – Cascade, tile, or minimize windows.
- Help – Access to documentation, send an email to support, information about PDF Studio.
- **The annotations toolbar** is used to add new annotations.
- **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:
 1. **Thumbnails Pane** – 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.
 2. **Bookmarks Pane** – view bookmarks or the document's table of contents, if present. [Bookmarks](#) allow navigation through bookmarked regions.
 3. **Signatures Pane** – view [digital signatures](#) that have been applied to the document.
 4. **Layers Pane** – view layers contained in the document, if any. You can toggle layers by checking them on or off.
- 1. The [My Comments](#) list in the right pane shows frequently used and saved comments.
- 2. The [Comments](#) view in the bottom pane shows any comments / annotations in the document. Navigate to a specific comment by selecting it in the list.

To unregister your copy of PDF Studio to move the license to another computer, go to **Help > License** Information and click the Unregister button.

User Preferences

[General](#)

[Annotations](#)

[Display](#)

[Document Services](#)

[Email](#)

[JavaScript](#)

[Print](#)

[Scan](#)

[Sign](#)

[Text to PDF](#)

[Toolbars](#)

[Updates](#)

General

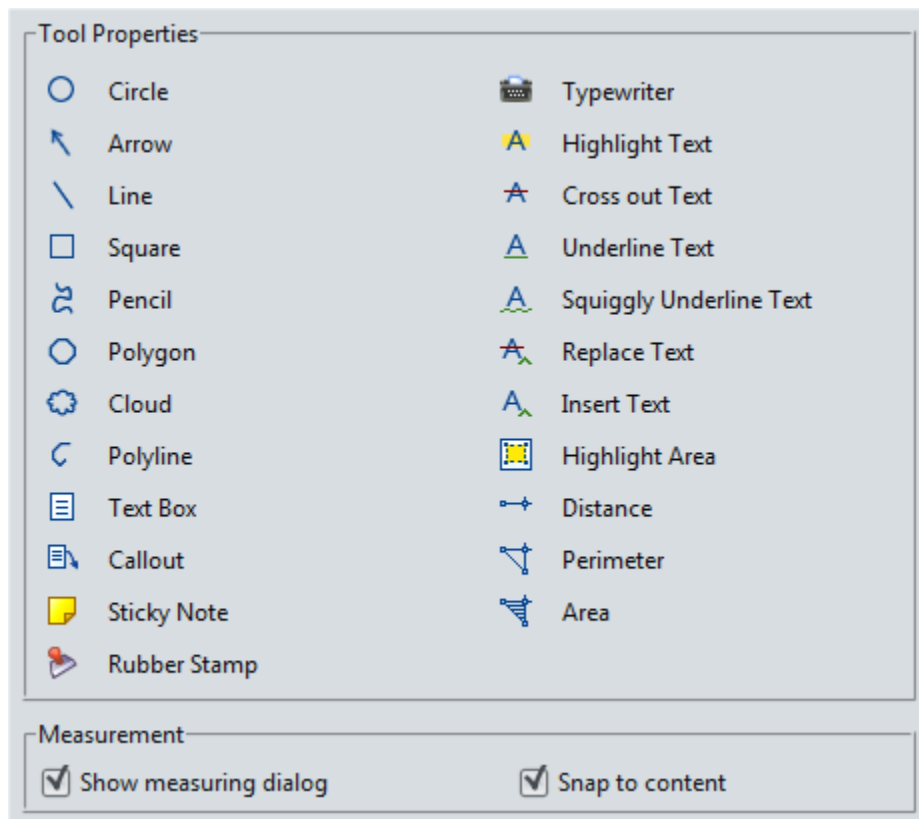
Choose Edit > Preferences (PDF Studio 8 > Preferences on Mac) from the menu.

The screenshot shows the 'General' preferences window. It contains several sections: 'Language' with a dropdown set to 'English' and a note 'Setting will be applied next session'; 'Author' with a text field containing 'Qoppa'; 'Default Page' with 'Size' set to 'Letter' and 'Orientation' set to 'Portrait'; 'Units' with a dropdown set to 'Inches'; 'Paste Images' with an unchecked checkbox 'Adjust To Zoom'; 'Snapshot' with a checked checkbox 'Save As', a dropdown set to 'PNG', and a 'Folder' field with 'C:\temp' and a folder icon button; and 'Other' with two checked checkboxes 'Use system file dialog' and 'Use temporary file on save', each followed by a question mark button.

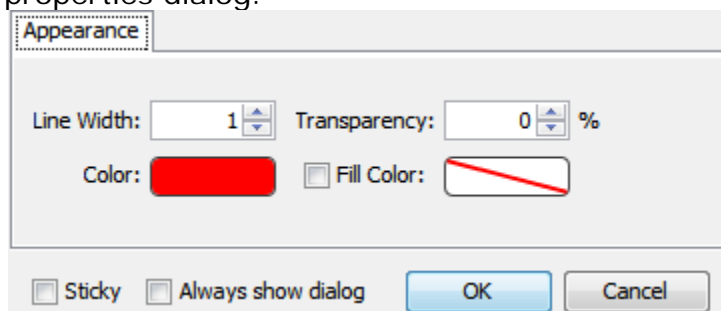
- **Language** – Select English, French, German, or Spanish. The default language will be determined from the language setting for the computer/operating system. Restart PDF Studio after changing this setting.

- **Author** – This name will be associated with annotations added to the document.
- **Default Page** – Sets the default page size and orientation
- **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.
- **Paste Images** – Sets whether or not adjust to zoom for the pasted images.
- **Snapshot** – When Save As is selected, the snapshot taken will save an image to the file system. The destination directory and format for the image will be determined from the extension selected in the textbox and the contents of the Folder text field.
- **Other**
 - Switch between the Java file dialog and System file dialog. This selection is available to Windows and Linux/Unix installations.
 - Create a temporary file when saving documents.

Comments

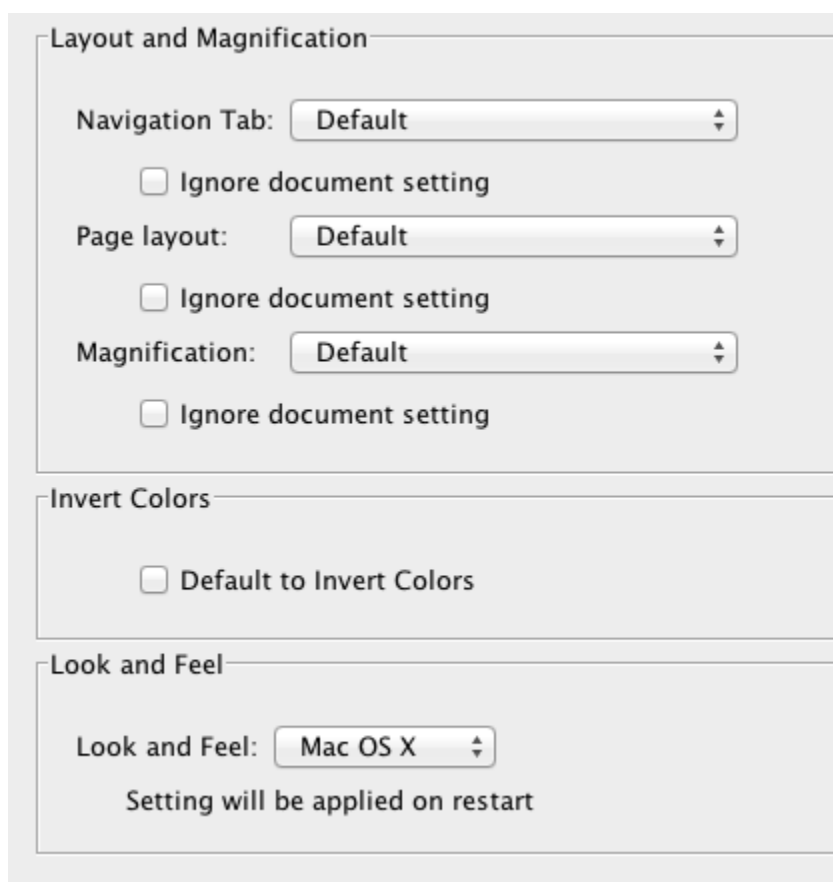


To edit the default values for an annotation, click on the tool's name to open its properties dialog.



If Show Measuring Dialog is selected, a dialog with measurement values will be displayed while measuring.
If Snap to Content is selected, annotation vertices will snap to lines in documents.


Display



Set the layout and magnification for displaying documents and choose a custom Look and Feel for PDF Studio.
Current Look and Feel options are displayed in our [knowledge base](#).

Document Services

Set additional sources from which PDF Studio can open files.

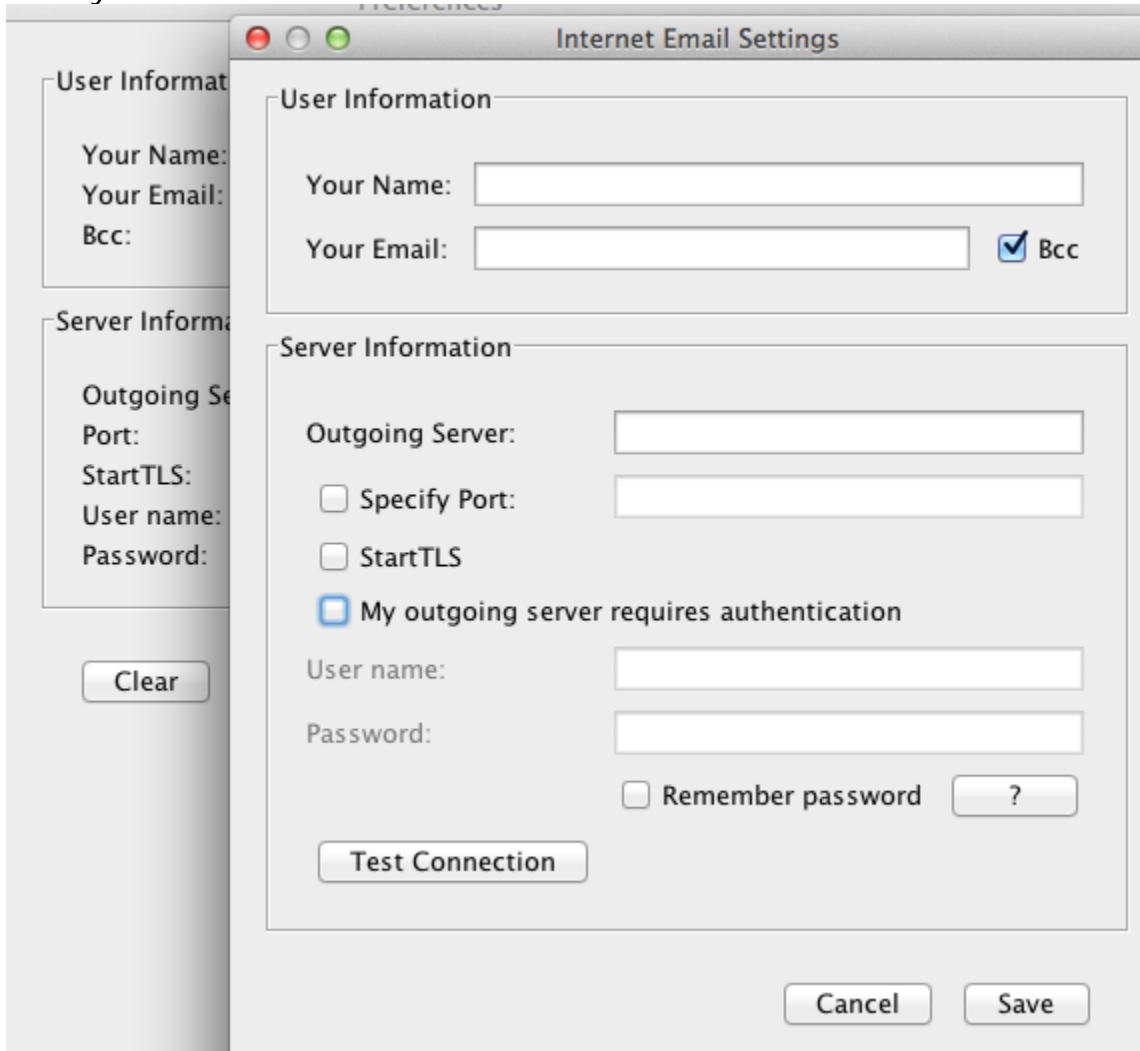


Document Services

| | |
|---|---|
| <input checked="" type="checkbox"/> Local File System | <input checked="" type="checkbox"/> Google Docs |
| <input checked="" type="checkbox"/> SharePoint | <input checked="" type="checkbox"/> Acrobat.com |

Email

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



Internet Email Settings

User Information

Your Name:

Your Email: ☒ Bcc

Server Information

Outgoing Server:

☐ Specify Port:

☐ StartTLS

☒ My outgoing server requires authentication

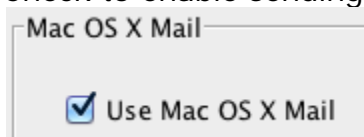
User name:

Password:

☐ Remember password

OS X only:

Check to enable sending directly from Mail

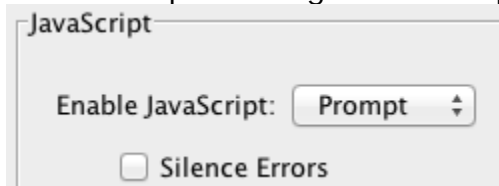


Mac OS X Mail

☒ Use Mac OS X Mail

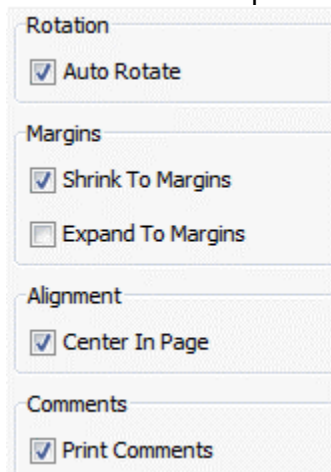
JavaScript

Enable the processing of JavaScript features in PDFs, and silence errors if desired.



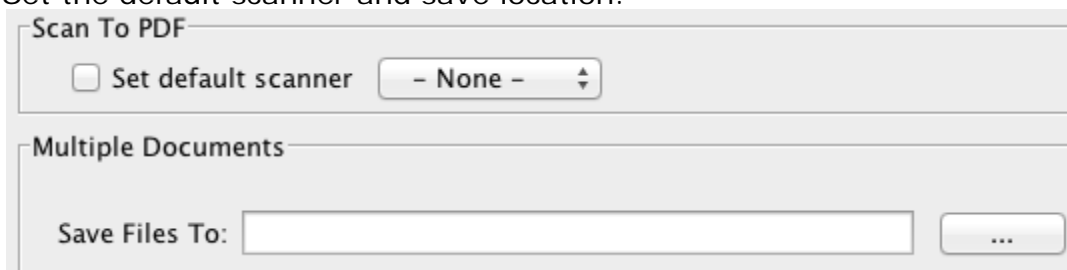
Print

Override default print settings.



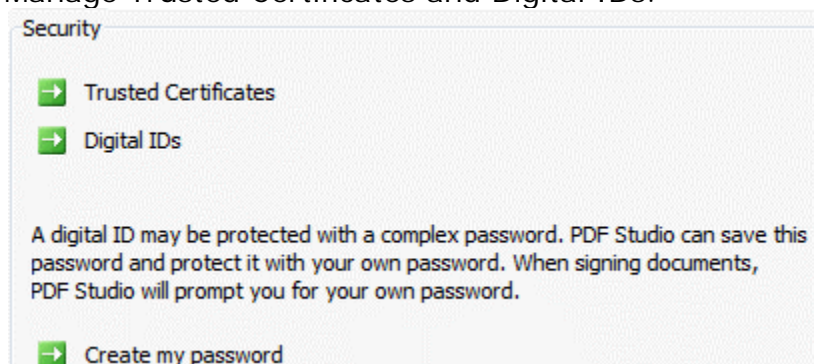
Scan

Set the default scanner and save location.



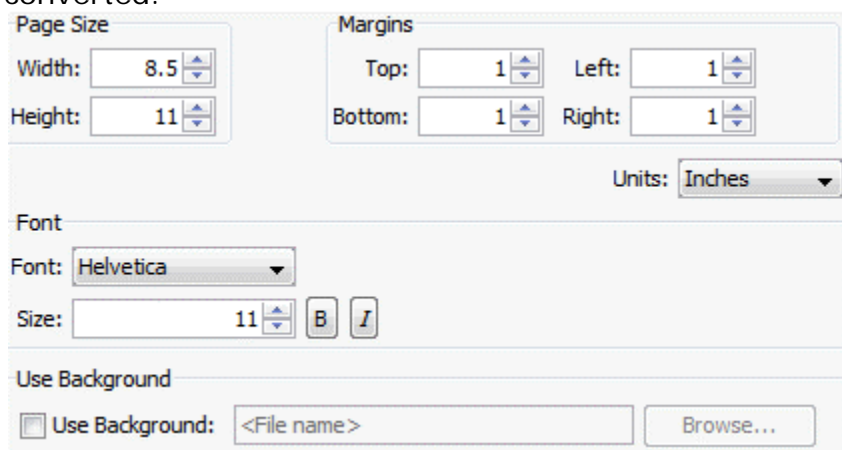
Sign

Manage Trusted Certificates and Digital IDs.



Text To PDF

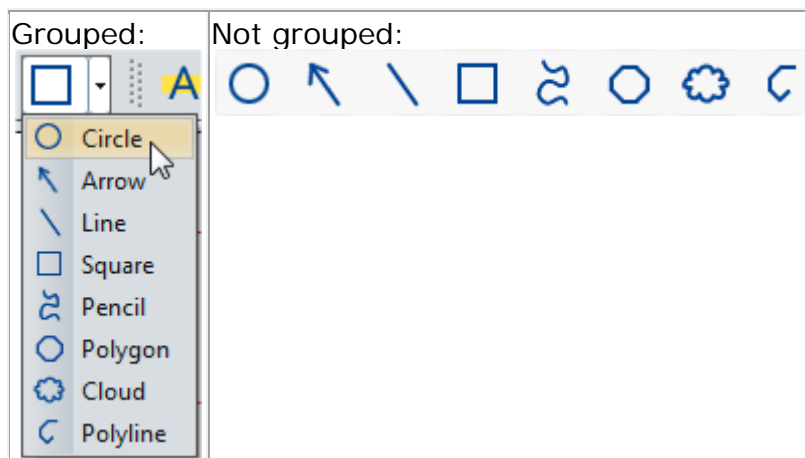
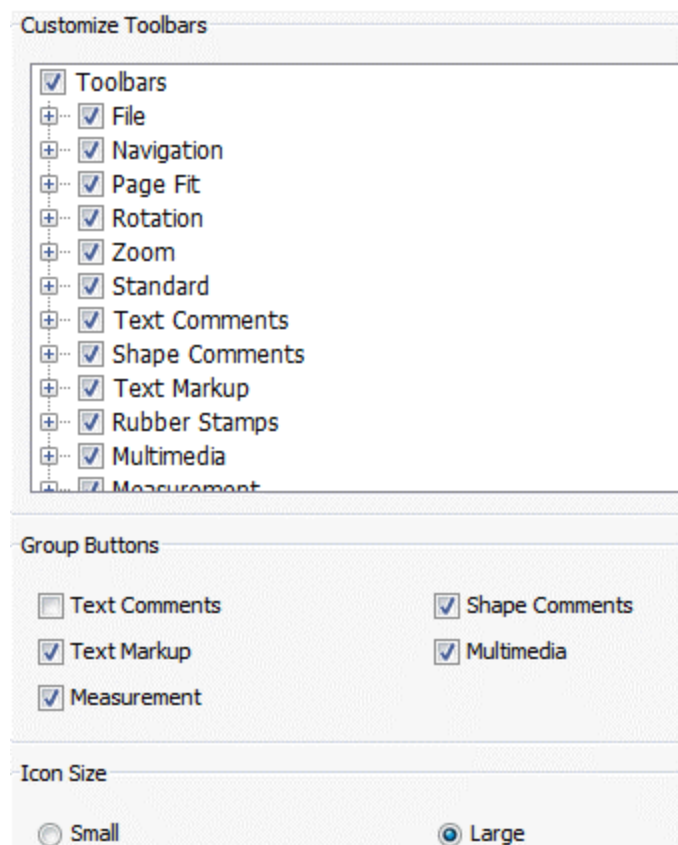
Set the default Text To PDF settings for the output PDF files when text files are converted.



Toolbars

Customize toolbar visibility and grouping.

In the toolbar tree, check groups on or off to show or hide that toolbar group. Below, check groups on or off to automatically group those buttons into one.



Updates

Check for the updated version of PDF Studio and set the automatic check interval. Options are Never, Monthly, Weekly, Daily, and On Every Start.

Keyboard Shortcuts

General Shortcuts

| Action | Windows/UNIX | Mac |
|------------------|------------------|--------------------------------|
| Close | Ctrl + W | ⌘ + W |
| Create blank PDF | Ctrl + N | ⌘ + N |
| Exit | Ctrl + Q | ⌘ + Q |
| Open | Ctrl + O | ⌘ + O |
| Print | Ctrl + P | ⌘ + P |
| Save | Ctrl + S | ⌘ + S |
| Save as | Ctrl + Shift + S | ⌘ + Shift + S |
| Undo | Ctrl + Z | ⌘ + Z |
| Redo | Ctrl + Y | ⌘ + Shift + Y |
| Show file path | n/a | ⌘ or Ctrl + click window title |

Document Shortcuts

| Action | Windows/UNIX | Mac |
|----------------------------|-----------------------|-----------------------|
| Create bookmark | Ctrl + B | ⌘ + B |
| Crop pages | Ctrl + Shift + T | ⌘ + Shift + T |
| Document properties | Ctrl + D | ⌘ + D |
| First Page | Home | Home |
| Last Page | End | End |
| Next view | Alt + → | Alt + → |
| Previous view | Alt + ← | Alt + ← |
| Next Page | PgDn or Space | PgDn or Space |
| Previous Page | PgUp or Shift + Space | PgUp or Shift + Space |
| Rectangular text selection | Ctrl + drag cursor | Cmd + drag cursor |
| Rotate clockwise | Ctrl + Shift + → | ⌘ + Shift + → |
| Rotate counter-clockwise | Ctrl + Shift + ← | ⌘ + Shift + ← |
| Rotate pages | Ctrl + Shift + R | ⌘ + Shift + R |
| Text search | Ctrl + F | ⌘ + F |
| 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 Cmd + Mouse wheel up |
| Zoom out | Ctrl + Minus or Ctrl + Mouse wheel down | Cmd + Minus or Cmd + Mouse wheel down |

Annotation Shortcuts

| Annotation | Windows/UNIX | Mac |
|------------------------|----------------|-------------|
| Area | Ctrl + Alt + E | ⌘ + Alt + E |
| Area Highlighter | Ctrl + Alt + I | ⌘ + Alt + I |
| Arrow | Ctrl + Alt + A | ⌘ + Alt + A |
| Attach File as Comment | Ctrl + Alt + F | ⌘ + Alt + F |
| Callout | Ctrl + Alt + V | ⌘ + Alt + V |
| Circle | Ctrl + Alt + C | ⌘ + Alt + C |
| Cloud | Ctrl + Alt + D | ⌘ + Alt + D |
| Cross out Text | Ctrl + Alt + O | ⌘ + Alt + O |
| Distance | Ctrl + Alt + D | ⌘ + Alt + D |
| Text Box | Ctrl + Alt + T | ⌘ + Alt + T |
| Highlight Text | Ctrl + Alt + H | ⌘ + Alt + H |
| Line | Ctrl + Alt + L | ⌘ + Alt + L |
| Pencil | Ctrl + Alt + P | ⌘ + Alt + P |
| Perimeter | Ctrl + Alt + R | ⌘ + Alt + R |
| Polygon | Ctrl + Alt + G | ⌘ + Alt + G |
| Polyline | Ctrl + Alt + Y | ⌘ + Alt + Y |
| Sound | Ctrl + Alt + S | ⌘ + Alt + S |
| Square | Ctrl + Alt + Q | ⌘ + Alt + Q |
| Sticky Note | Ctrl + Alt + N | ⌘ + Alt + N |
| Underline Text | Ctrl + Alt + U | ⌘ + Alt + U |
| Typewriter | Ctrl + Alt + W | ⌘ + Alt + W |

Integration with Google Drive and SharePoint

PDF Studio seamlessly integrates with Google Drive and SharePoint..

[Login](#)

[Logout](#)

[File Management](#)

[Open a file](#)

[Save a file](#)

[Delete Files](#)

[Share](#) *

[Search Files](#) *

[Manage Collections](#) *

[Download Documents](#) *

[Upload Documents](#)

[Drag and Drop](#) *

* = Google Drive only

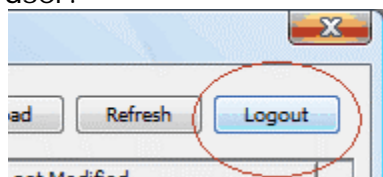
Login

Sign in is required only once per PDF Studio session (a "session" begins when PDF Studio loads and ends when it closes), after which, the log in dialog will not appear for the rest of the session.

Logout

*Google Drive only

Pressing the logout button in the upper right of the dialog will log out the current user.



File Management

Open the file manager dialog by selecting one of the following:

File > File Manager - Google Drive
File Manager - SharePoint

Open a File

Open the file chooser dialog by selecting: File > Open From > [Google Drive | SharePoint] or by clicking the arrow on the open icon and selecting [Google Drive | SharePoint].

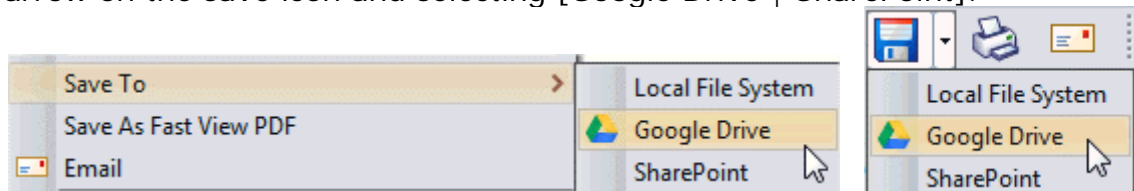
The selected file will be downloaded and opened in PDF Studio.

In Google Drive, documents, spreadsheets, presentations, and image files can be converted and opened as PDFs.

Save a File

Pressing the save button  will save over the source document.

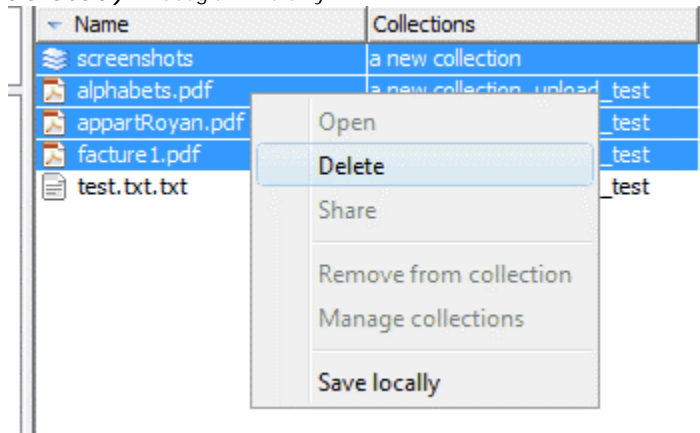
The save dialog may be used to save an open document to the repository. Open the save dialog with File > Save to > [Google Drive | SharePoint] or by clicking the arrow on the save icon and selecting [Google Drive | SharePoint]:



Delete Files

Documents and Collections may be deleted by right clicking on a selection and choosing Delete.

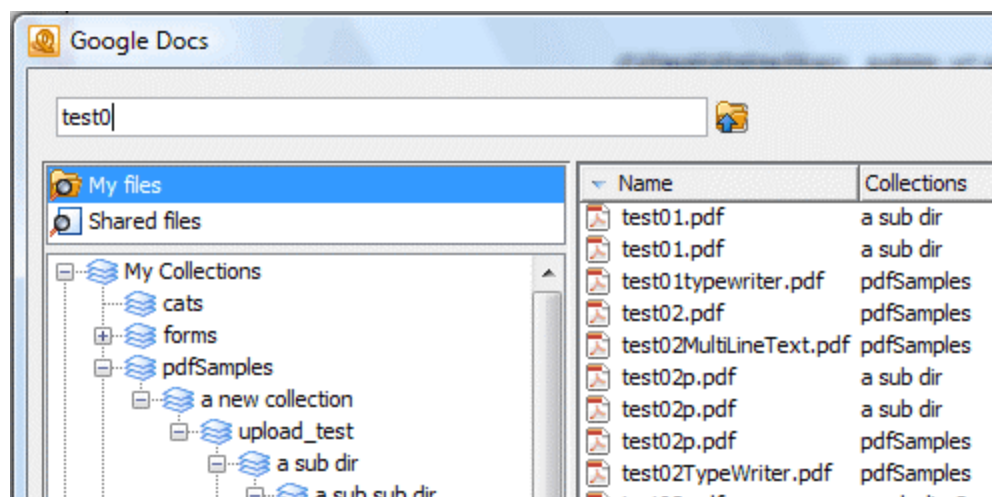
Deleting a collection, whether the collection is selected from the tree or the table, will delete the collection's entire hierarchy (all its sub-collections will also be deleted). *Google Drive only



Search Files

*Google Drive only

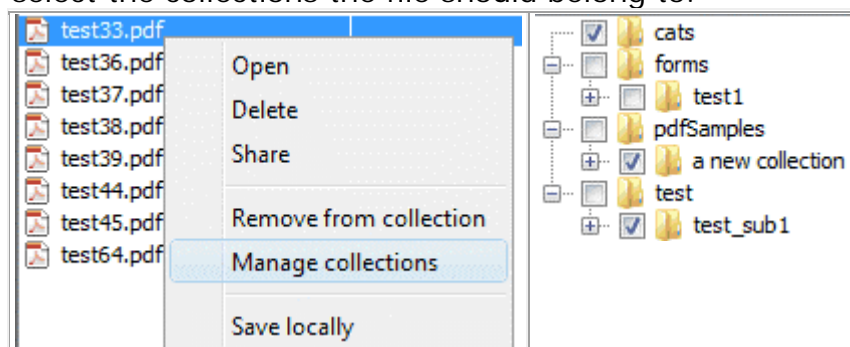
Files can be filtered by typing in the search text field in the upper left of the dialog. As text is typed, only files that start with the search text will be displayed. For example, when "test0" is entered, only files beginning with "test0" are displayed:



Manage Collections

*Google Drive only

A file may belong to multiple collections or none. Right click on a file and select Manage Collections. This dialog displays all collections as a tree. Use this dialog to select the collections the file should belong to:



Add Collections

Right click on a node in the collection tree and select Create Collection and enter a name for the collection.

Remove from Collections

Right click on the document and select Remove From Collection.

Share

*Google Drive only

Documents and collections can be shared with other Google Drive users. Right click on the item and select Share to display a list of users with access to the file.

To grant access to another user, click the Add User button. Enter a valid email address, select the permissions to grant, and click Ok.

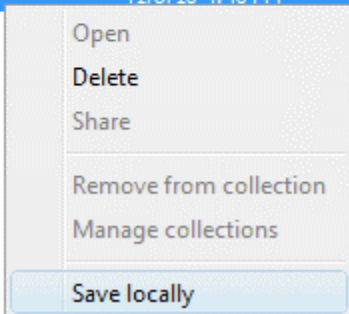
Permissions may be modified by selecting a new access level from the permissions drop down box.

Download Documents

*Google Drive only

Documents and collections can be downloaded to the local file system. If a collection is selected, its entire contents (sub-collections and documents) will be downloaded. Right click on a selection of collection nodes or table rows and selecting Save Locally.

| Name | Collections | Last Modified |
|-------------------------|-------------|----------------|
| a new collection | pdfSamples | 1/7/10 8:08 AM |
| alphabets.pdf | pdfSamples | 1/6/10 5:31 PM |
| appartRoyan.pdf | pdfSamples | 1/6/10 4:41 PM |
| arrow.pdf | pdfSamples | 1/6/10 4:41 PM |
| test01typewriter.pdf | pdfSamples | 1/6/10 4:39 PM |
| test02.pdf | pdfSamples | 1/6/10 4:40 PM |
| test02MultiLineText.pdf | pdfSamples | 1/6/10 4:40 PM |
| test02p.pdf | pdfSamples | 1/6/10 4:40 PM |
| test02TypeWriter.pdf | pdfSamples | 1/6/10 4:40 PM |
| test03.pdf | pdfSamples | |
| test04.pdf | pdfSamples | |
| test05.pdf | pdfSamples | |
| test05freetext.pdf | pdfSamples | |
| test05Permissions.pdf | pdfSamples | |
| test06.pdf | pdfSamples | |
| test06_01.pdf | pdfSamples | |
| test07.pdf | pdfSamples | |
| test08.pdf | pdfSamples | |
| test09.pdf | pdfSamples | |



Upload Documents

Upload a List of Files

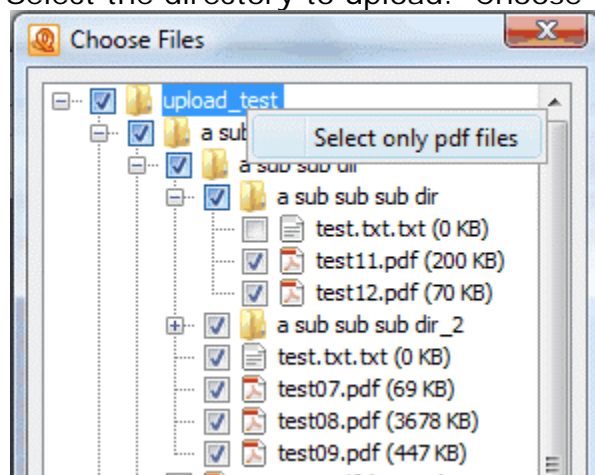
Select a collection node from the tree to upload to. Either right click on the node and select Upload Files or press the Upload Files button in the upper right of the dialog.

Click the Add Files button to add individual files to the List. Click the Add Folder button to select a folder and add its entire contents to the list (if Only add PDF Files is checked, only the PDF files in the selected folder will be added to the list). The trash and arrow keys remove and reorder items. Click OK to upload the list of files to the selected collection.

Upload a Directory

Alternatively, an entire directory structure may be uploaded. Select a collection node from the tree to upload to. Either right click on the node and select Upload Directory or press the Upload Directory button in the upper right of the dialog.

Select the directory to upload. Choose which files to upload from the tree:



Initially, all files and folders are selected to be uploaded. De-select an item to prevent it from being uploaded. Right click on a tree node and press Select Only PDF Files to de-select any non-PDF files. Press OK to start the upload.

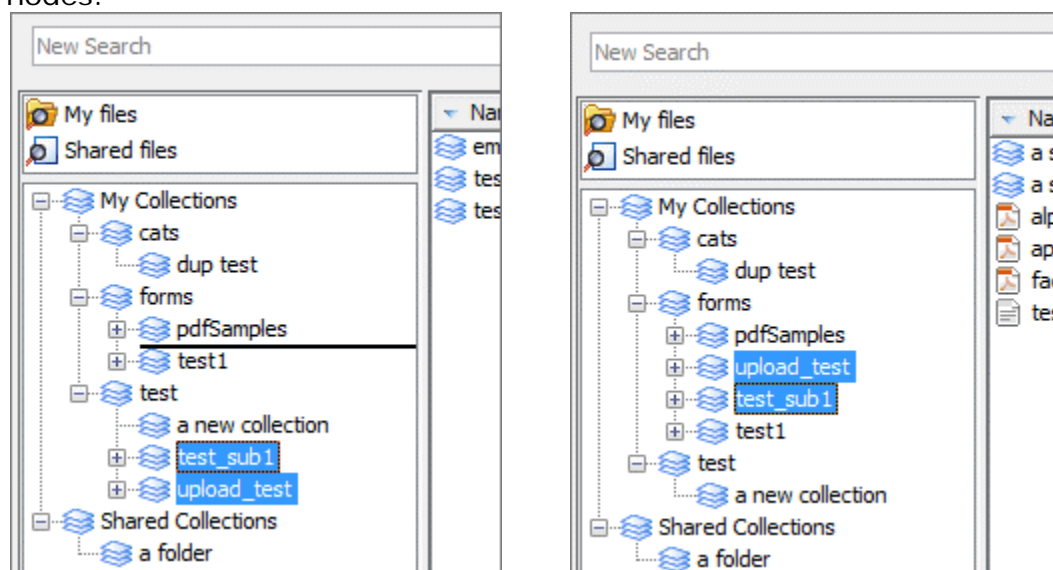
Drag and Drop

*Google Drive only

Drag and drop is supported for reorganization of collections, adding documents to a collection, and uploading.

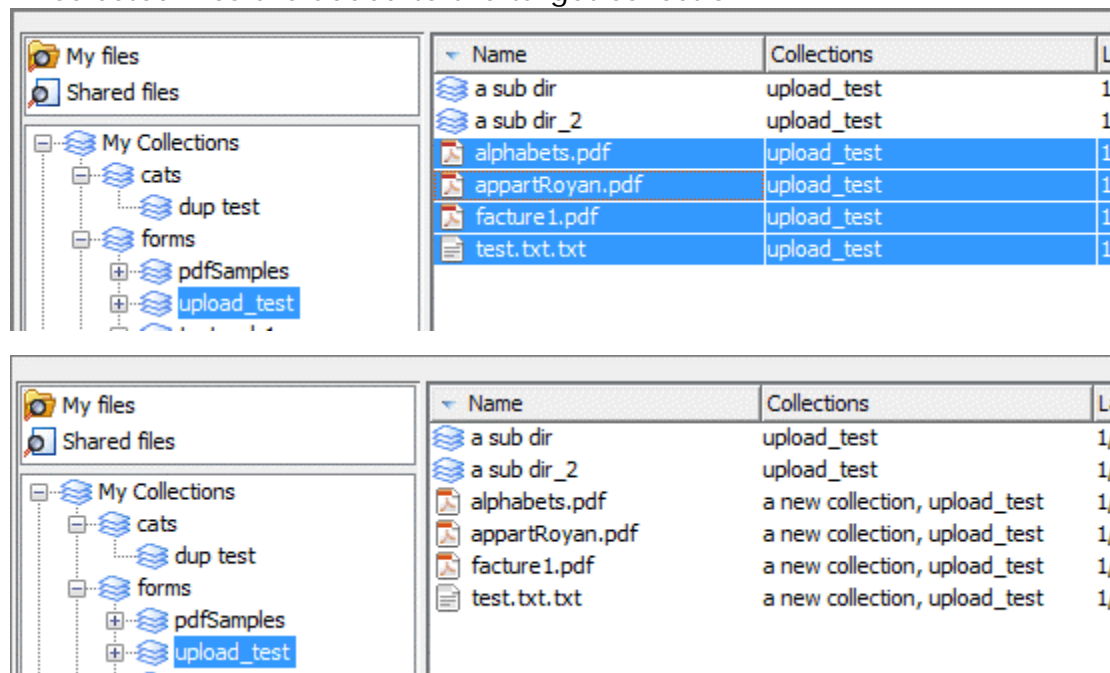
Reorganize Collections

Reorganize the collection hierarchy by dragging and dropping a selection of tree nodes:



Adding Documents to a Collection

Add documents to a collection by dragging a selection of file rows onto a tree node. All selected files are added to the target collection:



Uploading


Initiate file uploads by dragging files and folders from the local file system.

Dropping a selection of files/folders on a collection node will bring up the choose files tree.

Creating and Rearranging PDFs




Create PDFs

There are many ways to create a PDF file in PDF Studio. Under the File menu, if you choose Create PDF, you will find the following options:

- **From File** – Opens a file dialog. Supported non-PDF files be converted to PDF and then opened.
- **From Multiple Files**  – Opens the Create from Multiple Files dialog, which merges multiple documents in a single action. Supported non-PDF files be converted to PDF. The configuration options include [setting open passwords](#), and adding a bookmark for each merged document in the output document. This can also be found at File > Combine Files.
- **From Scanner** – Opens the [Scan To PDF](#) dialog.
- **From Blank Page** – Creates a new PDF Document with no content.

Merge and Split Documents

PDF Documents can also be created by Merging and Splitting Existing documents in several ways.

- **Drag and Drop** – 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.
- **Insert/Extract Pages** – Document > Insert Pages to [Insert PDF Pages](#) into an open document; Document > Extract Pages to [Extract Pages](#) from an open document into a new PDF document.
- **Create PDF from multiple files**  – File > Create PDF > From Multiple Files merges multiple documents in a single action. All [supported](#) non-PDF files will be converted to PDF.
- **Advanced Split**  – Document > Split Pages to create [Custom Split](#) configurations.
- **Batch Merge**  – Batch > Merge a Batch to merge multiple files into one PDF with [Batch Merge](#).


Supported File Types

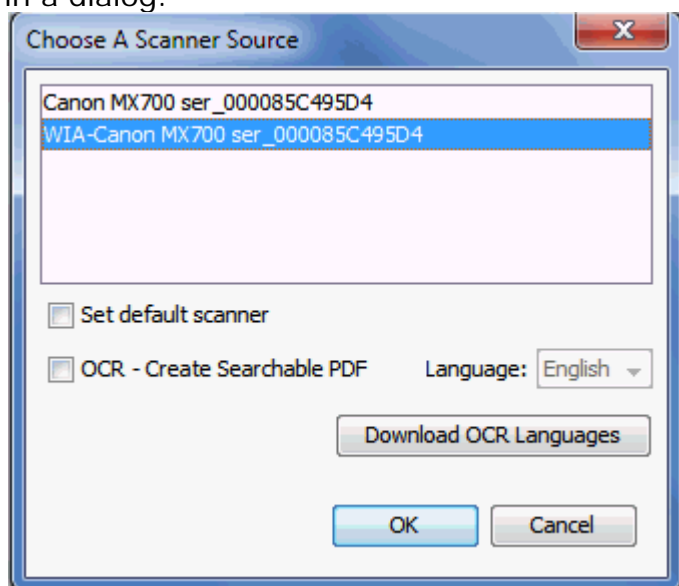
PDF Studio supports converting certain non-PDF file types into PDF Documents. The current supported types are:

- Image Files: GIF, PNG, TIFF, and JPEG
- Word Files: .doc and .docx
- Text Files: .txt ([Text To PDF](#) settings are in the Preferences Dialog)

Scan to PDF

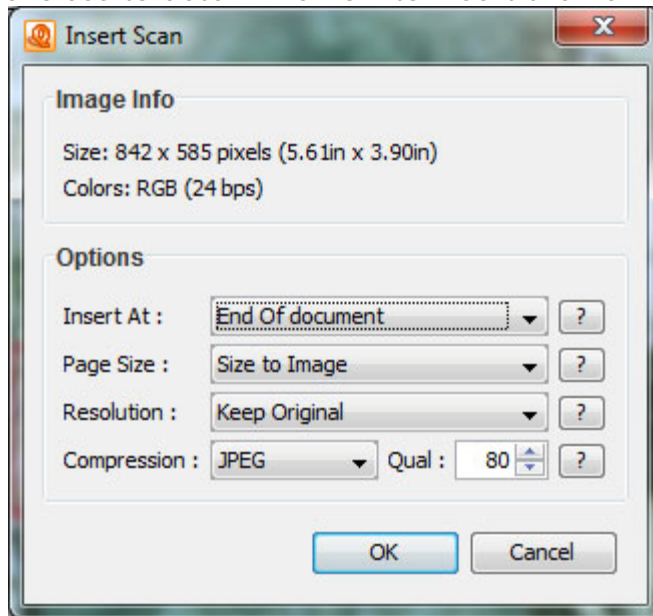
With PDF Studio, you can scan images into an existing or new PDF document using any TWAIN compliant scanner.

1. Click on the scanner button  on the toolbar, or choose Document > Scan To PDF, or File > Create PDF > From Scanner from the menu.
2. Choose the TWAIN source. TWAIN is the standard software interface to any scanner hardware. 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. After the scan button is pressed, available scanners will be shown in a dialog:



3. 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.
4. Check the box for [OCR - Create Searchable PDF](#) to add text to the document after scanning.
5. 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.
6. 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:



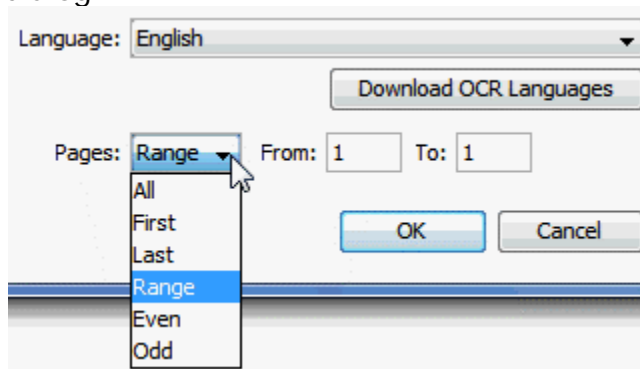
- Insert At – Where to insert the new image. Choose from End of Document, after the Current Page, Beginning of Document, in a New Document, or Interleave.
 - Interleave – When scanning multiple images, this option can be used to insert them at every other page. This is especially useful for scanning two-sided documents.
- 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 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.
- Resolution – What resolution to use when saving the image into the PDF document.
 - PDF Resolution (72DPI) – The image will be resized to 72 DPI, the standard resolution in PDF documents.
 - Keep Original – The image will be inserted at the scanned resolution. Scanners can scan images at very high resolutions (600+ DPI). If images are kept at their original resolution, the resulting PDF documents can be extremely large.

- Compression – What compression to use when saving the image into the PDF document.
 - JPEG (recommended compression)
 - Deflate (similar to Zip)
- Qual (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

OCR

Select Document > Create Searchable PDF from the menu.



Choose or download a language, then select the pages to be processed. Any page that has existing PDF text objects on it will be skipped and noted in the progress dialog.



If running OCR after scanning in a new document, each page will be processed to add text to it. This may take some time. A dialog (above) will provide updates on what page is currently being processed.

Modify PDF Pages

Choose among these options in the Document menu:

- [Append Document](#) – Append another PDF document to the current one.
- [Insert Pages](#) – Insert pages from another PDF document into the current one.
- [Extract Pages](#) – Extract pages from the current document into a new document.
- [Replace Pages](#) – Replace pages from the current document with pages from another document.
- [Delete Pages](#) – Delete pages from the current document.
- [Rotate Pages](#) – Rotate pages in the current document.
- [Reverse Pages](#) – Reverse the page order in the current document.
- [Drag and Drop Pages](#) - Drag pages within a document or across documents.
- [Cut, Copy, and Paste Pages](#) - Cut/Copy and Paste pages within a document or across documents.
- [Add Headers and Footers](#) such as Page numbers, Dates, Bates Numbers.
- [Merge Multiple Documents](#) 
- [Split a Document into Multiple Documents Based on Bookmarks, Page Count, Text](#) 

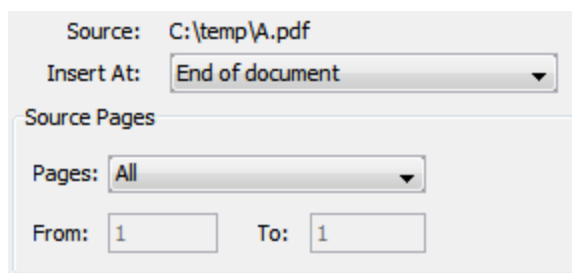
You can also move pages of a PDF document by [dragging and dropping](#) their thumbnails.

[Append Document](#)

Select Document > Append Document from the menu and choose a document to insert at the end of the current document.

[Insert Pages](#)

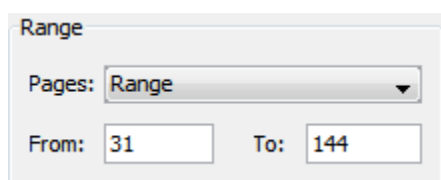
Select Document > Insert Pages from the menu and choose a document to insert into the current document. You can also insert pages from another PDF document by opening it and dragging the thumbnails of the desired pages into the current document.



Source: C:\temp\A.pdf
Insert At: End of document
Source Pages
Pages: All
From: 1 To: 1

Extract Pages

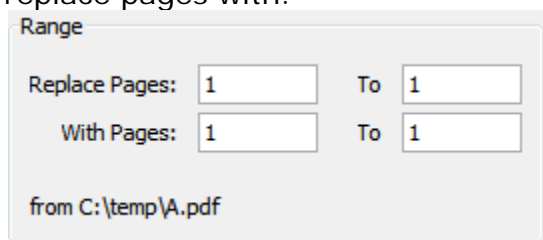
Select Document > Extract Pages from the menu to extract pages from the current document into a new one.



Range
Pages: Range
From: 31 To: 144

Replace Pages

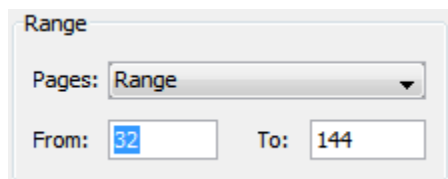
Select Document > Replace Pages from the menu and choose a document to replace pages with.



Range
Replace Pages: 1 To 1
With Pages: 1 To 1
from C:\temp\A.pdf

Delete Pages

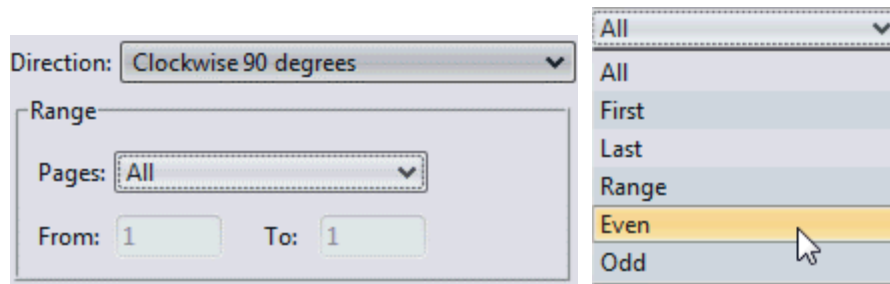
Select Document > Delete Pages from the menu to delete pages from the current document.



Range
Pages: Range
From: 32 To: 144

Rotate Pages

Select Document > Rotate Pages from the menu to rotate pages in the current document. Save the document to save the rotation of the 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.

[Reverse Page Order](#)

Select Document > Reverse Pages from the menu to reverse the page order in the current document.

[Drag and Drop](#)

Move and reorder pages within a document: Select and drag thumbnail pages to the desired location within the Thumbnail Pane.

Copy page across documents: Select and drag thumbnail pages from the source document to the destination document's Thumbnail pane.

Merge documents / insert documents: Documents of all supported file types can be inserted as new pages into a document by dragging files to the Thumbnail Pane directly.

[Cut, Copy, and Paste Pages](#)

Use the mouse to select thumbnail pages from the Thumbnail Pane and then:

- Right click (Mac: Ctrl+Click) or use keyboard shortcuts to **cut or copy the selected pages**.
- Right click (Mac: Ctrl+Click) or use keyboard shortcuts to **paste the selected pages** in the same document or into another document.

Split PDF Documents

[Split a PDF document / Create a new split configuration](#) 

[Split options](#)

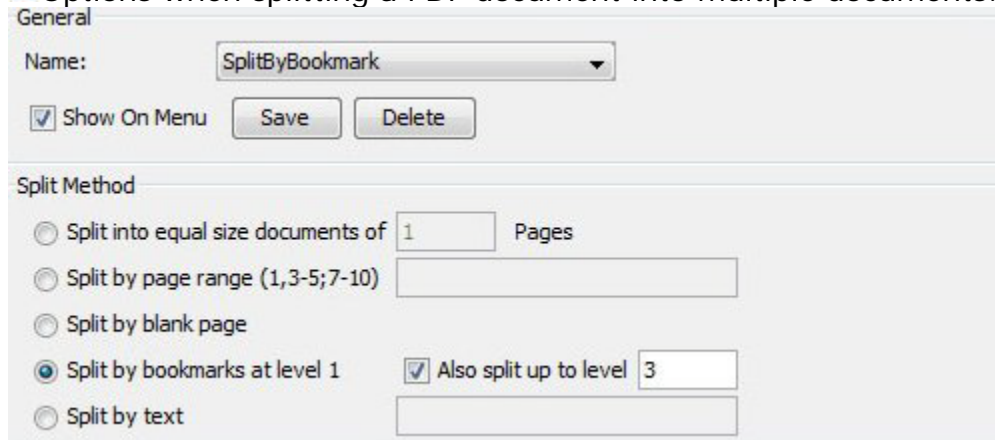
[Split a document using an existing split configuration](#)

Split a PDF document / Create a new split configuration

1. Open the document that you would like to split. This is not a required step if you only wish to create a split configuration without applying it immediately.
2. Select Document > Split Document from the menu. In the combo box the name for the new split configuration shows as <New Item>.
3. Fill in the desired options for the current split configuration.
4. **To split the current document**, click on the Apply button at the bottom of the dialog. You do not need to save the split configuration before splitting a document.
5. To **save** the current split configuration, click on the Save button and enter a name.

Split Options

 Options when splitting a PDF document into multiple documents:



General

Name:

☒ Show On Menu

Split Method

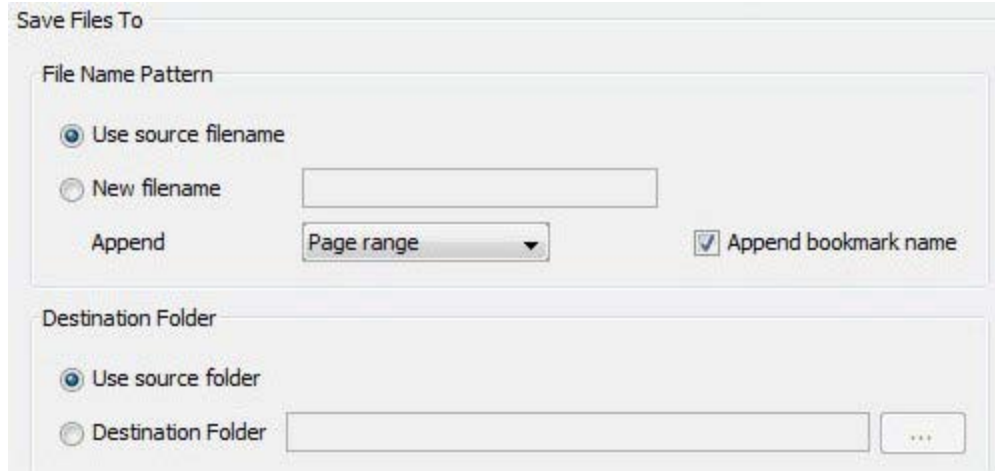
☐ Split into equal size documents of Pages

☐ Split by page range (1,3-5;7-10)

☐ Split by blank page

☒ Split by bookmarks at level 1 ☒ Also split up to level

☐ Split by text



The dialog has the following sections:

- **General** – Options associated with the current split configuration.
 - Name – Name of the configuration. The name is used on the drop downs and in the Split PDF menu.
 - Show on Menu – Whether to show this split configuration on the Split PDF menu for fast 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 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** – 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.
 - **Split by bookmarks** – 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 by 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.
- **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.
 - **Use Source filename** – When this option is selected, the original filename for the current PDF document (the document that is being split) will be used to name the output files.
 - **New filename** – When this option is selected, you will need to enter a new filename used for 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).
- 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.
- When **Incremental Counter** option is chosen, PDF Studio will append an incremental counter. The counter will be reset for each new incoming PDF file.
- **Append Bookmark Name** – 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.

- **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.
 - **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.

Split a PDF document using an existing split configuration

 **There are 2 ways to apply an existing split configuration:**

1. From the Split dialog. Open the document that you would like to split. Open the Split dialog from Document > Split Document. Choose the split configuration from the drop down list in the combo box, click on the Apply button at the bottom of the dialog.
2. From the Split Document menu. Open the document that you would like to split. Under the Document > Split Document menu, there is a list of all the split configurations that you have previously created. Note that only the ones for which you chose the Show on Menu option will appear on this list. Click on the split configuration in the list you'd like to apply.

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.

- 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.

Choose Document > Crop Pages from the top toolbar to type in crop values.

Box

☒ Crop Box ☐ Bleed Box ☐ Trim Box ☐ Art Box

Margins

Units:

Top: in

Bottom: in


Left: in

Right: in

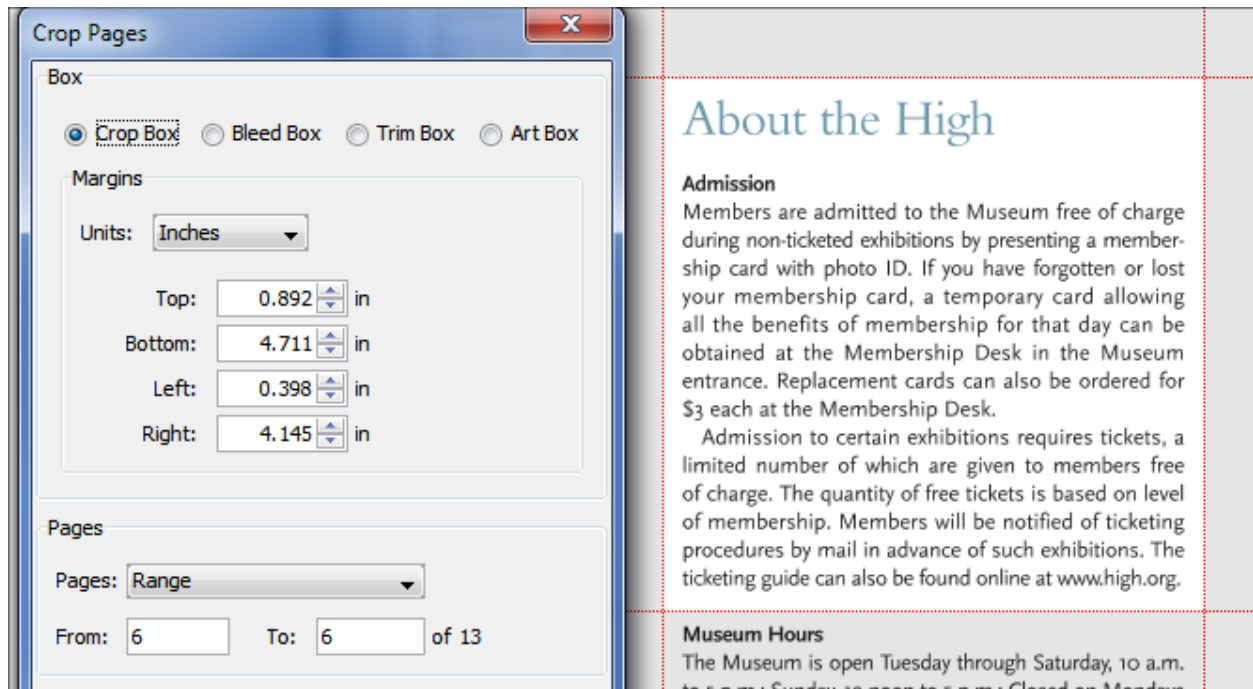
Pages

Pages:

From: To:

Or select the crop tool icon  from the toolbar and drag the mouse over the page to select the area to be cropped.

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.



Headers, Footers, and Watermarks

[Create and apply a new header, footer, or watermark](#)

[Options](#)

[Apply an existing header, footer, or watermark](#)

[Apply an existing header, footer, or watermark to a batch](#) 

The collective of header, footer, and watermark will be referred to on this page as "mark".

Creating and applying a new mark

1. Open the document to which you would like to add a mark. This is not a required step if you only wish to create a mark without applying it immediately. However, it is useful to be able to preview the header and footer on the document.
2. From the menu, go to Document > Header & Footer or Watermark > Add. In the combo box the name for the new mark shows as <New Item>.
3. Fill in the [desired options](#) for the mark. You can preview the mark on the document pages in the preview panes.
4. **To apply** the mark to the document, click on the Apply button at the bottom of the dialog. You do not need to save a mark before applying it to a document.
5. **To save** the mark, click on the Save button below the name combo box. You will be prompted to enter a name for your new mark.

Options

Marks have a set of attributes that determine the properties of the text to add to the document. Attributes of the text include the font, size and style, foreground and background color, and more. It is also possible to add the mark to only a subset of pages in the document.

Header and footer dialog:

General

Name:

☒ Show On Menu

Margins

Units:

Top: Bottom:

Left: Right:

Appearance

Font:

Border: ☐ Bgnd:

Pages

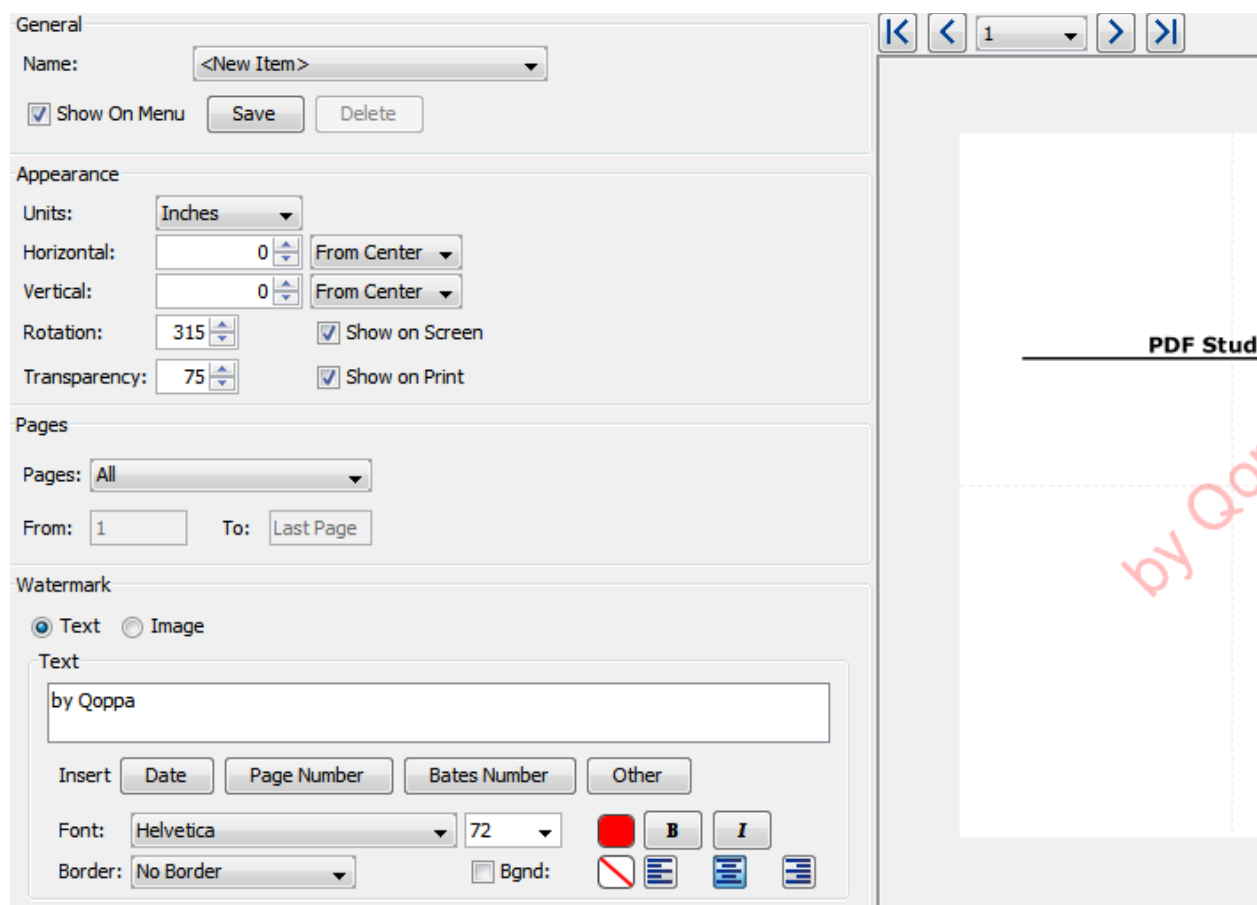
Pages:

From: To:

Header & Footer

| | | |
|----------------------|----------------------|----------------------|
| Header Left | Center | Right |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Footer Left | Center | Right |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Watermark dialog:



The options for a header and footer are as follows:

- General – Options associated with the current mark configuration: specify a mark with a name, and show the mark on the menu for easy access.
- Margins
 - Units – Units to use when calculating the position of the mark. This can be inches, centimeters, or points. Points are calculated in the PDF standard, 72 points per inch.
- Appearance – Format text, and add a background color
- Pages – determines on which page(s) the mark will appear
- Header and footer – Text content for the different mark areas in the document
 - Insert a date, page number, or Bates number, or use pre-defined keywords:
 - \$page – The page number
 - \$author – The username of the logged in account
 - \$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 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

Apply an existing mark

There are 2 ways to apply an existing mark:

1. From the mark's dialog. Open the document to which you'd like to apply a mark. Open the mark dialog from Document > Header & Footer or Watermark. Choose the mark's name from the drop down list in the combo box and click the Apply button at the bottom of the dialog. You can preview the mark before you decide to apply it.
2. From the mark menu. Open the document to which you'd like to apply a mark. Under the mark menu, there is a list of all the marks that you have previously created. Note that only the ones for which you chose the option Show On Menu will appear on this list. Click on a mark to apply it to the document.

Removing a mark

Select Document > Header & Footer or Watermark > Remove from the menu to delete any removable marks.

Undo

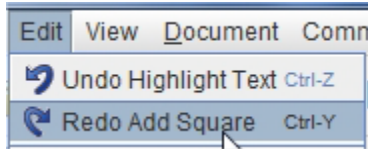
In PDF Studio 8, it is possible to undo most actions.

Undo or redo by selecting **Edit > Undo** or **Edit > Redo**, or by using the standard shortcut keys:

Undo = CTRL + Z; Cmd + Z on Mac OSX

Redo = CTRL + Y; Shift + Cmd + Z on Mac OSX

The edit menu will describe the action that can be undone/redone:



An up-to-date list of actions that can be undone/redone can be found in our [knowledge base](#).

Comments and Annotations

Comment or annotate a document with text, graphics, sound, and hyperlinks.

[Create an annotation](#)

[Set tool properties](#)

[Update an annotation](#)

[Move or resize an annotation](#)

[Delete an annotation](#)

[Flatten annotation](#)

[Copy and pasting annotations](#)

[Align annotations](#)

[Group annotations](#)

[Paste a clipboard image](#)

[Paste clipboard text](#)

[Set a status or check mark](#)




















[Hyperlink](#)

[Export annotations \(Pro\)](#)

[Import annotations \(Pro\)](#)

[Comments Panel](#)

PDF Studio supports the following annotations:

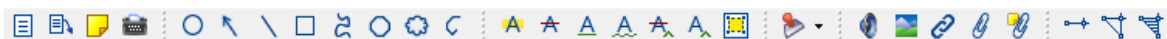
| Text Annotations | | Measurement Annotations | |
|---|-----------------------------|---|-----------------------------|
|  | Text Box |  | Distance |
|  | Callout |  | Perimeter |
|  | Typewriter |  | Area |
|  | Sticky Note | | |
| Graphics Annotations | | Media | |
|  | Circle |  | Sound |
|  | Line |  | Hyperlink |
|  | Arrow |  | Highlight |
|  | Square |  | Attach File |
|  | Polygon | | |
|  | Cloud | | |
|  | Pencil | | |
|  | Polyline | | |

Creating and Editing Annotations

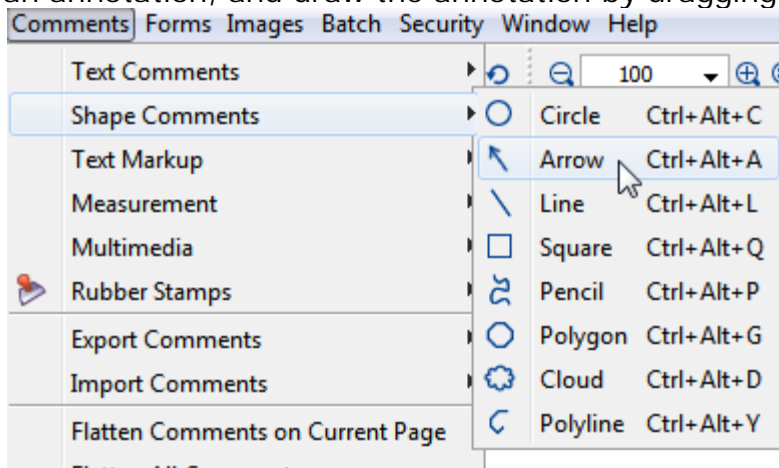
[Create an Annotation](#)

There are two ways to create a new annotation:

1. From the annotations toolbar, simply click on an annotation tool, and draw the annotation by dragging the mouse on the page.

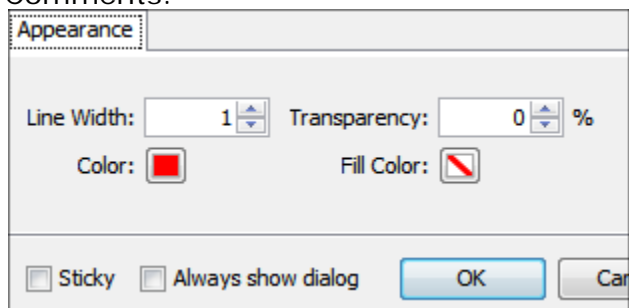


2. From the menu, choose Comments, select a comment category menu, click on an annotation, and draw the annotation by dragging the mouse on the page.



Set 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 the tool icon in the toolbar or by navigating to Edit > Preferences > Comments.

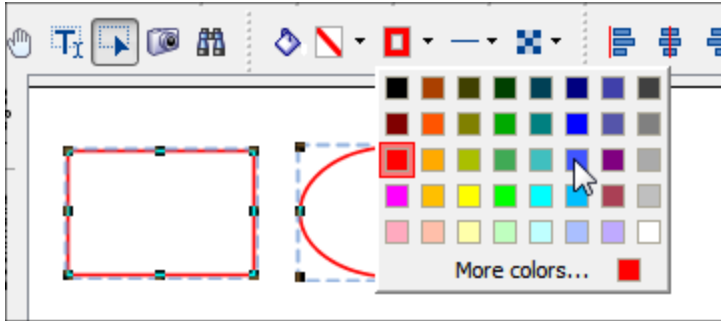


When the tool is "**sticky**", it tool remains selected after a new annotation is added to the document until it is turned off.

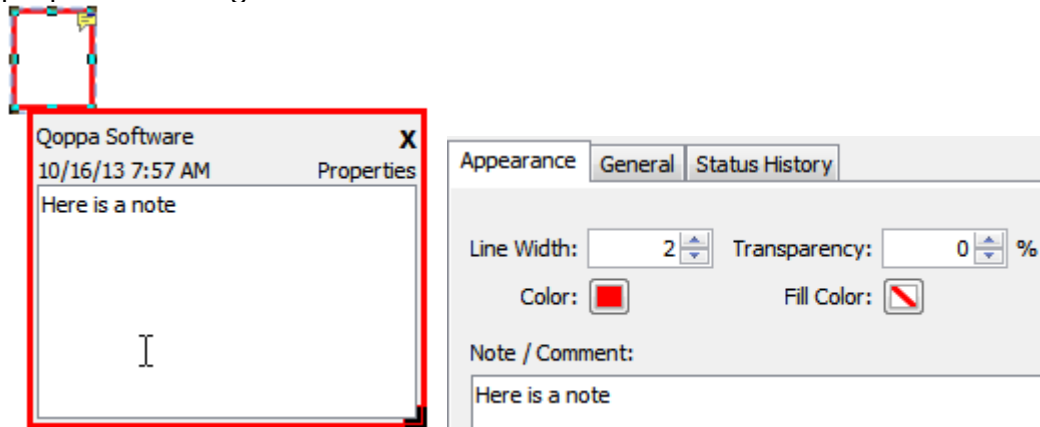
The **Always Show Dialog** check box determines whether the annotation properties dialog will be displayed after each new annotation is added to the document.

Edit an Annotation

To quickly edit an annotation's properties, select the annotation and choose from the options in the quick properties toolbar. You can select and edit multiple annotations at once by using the Edit Objects tool, as shown in the screen shot.



Edit an annotation's note by double-clicking it, or in the Note / Comment box of the properties dialog.



For the full properties dialog, right click (Mac: Ctrl+Click) on the annotation and choose Properties in the mouse menu. The annotation's properties dialog will be displayed. Each type of annotation has its own list of options.

| | Border Width | Border Color | Fill Color | Transp. % | Note | End Icons | Text Format |
|-------------|--------------|--------------|------------|-----------|------|-----------|-------------|
| Text | | | | | | | |
| Text Box | * | * | * | | * | | * |
| Callout | * | * | * | | * | | * |
| Typewriter | | | | | | | * |
| Sticky Note | | | * | * | * | | * |
| Graphics | | | | | | | |
| Circle | * | * | * | * | * | | |
| Line | * | * | | * | * | * | |
| Arrow | * | * | | * | * | * | |
| Square | * | * | * | * | * | | |
| Polygon | * | * | * | * | * | | |
| Cloud | * | * | * | * | * | | |
| Pencil | * | * | | * | * | | |

| | | | | | | | |
|--------------------|---|---|---|---|---|---|--|
| Polyline | * | * | | * | * | | |
| Measurement | | | | | | | |
| Distance | * | * | | * | | * | |
| Perimeter | * | * | | * | | | |
| Area | * | * | | * | | | |
| Multimedia | | | | | | | |
| Sound | | | * | | | | |
| Hyperlink | * | * | | | | | |
| Area Highlight | * | * | * | * | * | | |
| Attach File | | | | | | | |
| Text Markup | | | | | | | |
| Highlight | | | * | * | * | | |
| Cross Out | | | * | * | * | | |
| Underline | | | * | * | * | | |
| Squiggly Underline | | | * | * | * | | |
| Insert | | | * | * | * | | |
| Replace | * | | * | * | * | | |

Move or Resize an Annotation

Click on the annotation and drag it to its new location on the page.

In the same way, **to resize**, simply drag the corner or side handles to change the bounds of the annotation.

Delete an Annotation

To delete a specific annotation:

Click on the annotation with the hand tool, right-click on the annotation (CTRL + Click on Mac), choose "Delete" in the context menu.

To delete all annotations:

From the menu, choose Comments > Delete All Comments.

To delete all annotations on any given page:

From the menu, choose Comments > Delete Comments on Current Page.

Flatten an Annotation

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.

To flatten a specific annotation:

Right-click on the annotation (CTRL + Click on Mac), choose "Flatten" in the context menu.

To flatten all annotations on any given page:

From the menu, choose Comments > Flatten Page Comments.

To flatten all annotations:

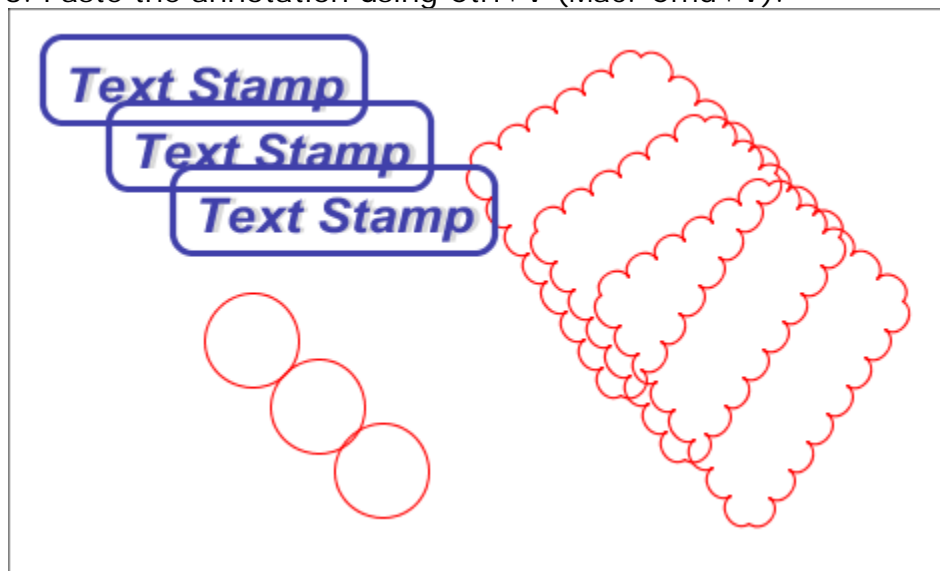
From the menu, choose Comments > Flatten Comments on Current Page.

Copy and Paste Annotations

All annotations can be copied using Ctrl+C (Mac: Cmd+C) and pasted using Ctrl+V (Mac: Cmd+V) or by right clicking and selecting copy or paste. The copy command will copy any selected annotation to the system clipboard. If an annotation is in the system clipboard when the paste command 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.

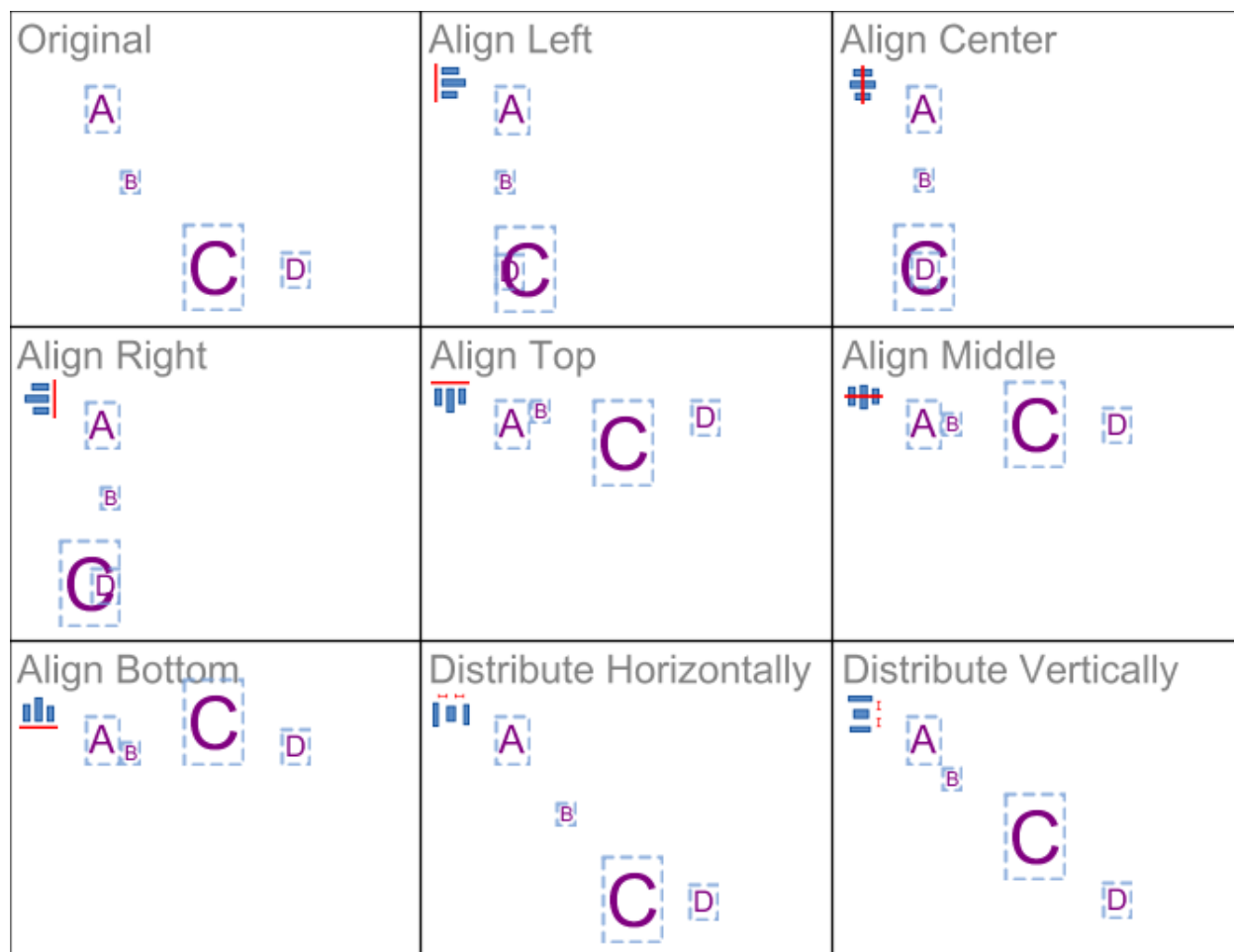
To paste an annotation onto a different page:

1. Navigate to the page.
2. Click on the page with the mouse to select the page.
3. Paste the annotation using Ctrl+V (Mac: Cmd+V).



Align Annotations

Annotations can be aligned or evenly distributed. Align the left, center, right, top, middle, or bottom of several annotations, or space them out vertically or horizontally.



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.

Paste a Clipboard Image 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. Doing so will paste the image as a Rubber Stamp annotation that can be moved around or resized.

If Adjust To Zoom is selected in 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.

Paste Clipboard Text as a Text Box

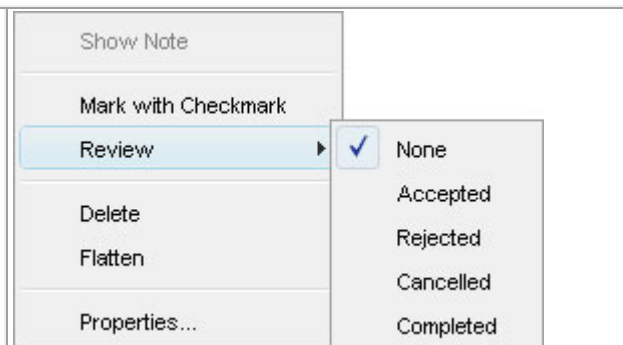
When text is on the system clipboard, it can be pasted onto a page by following the steps below:

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.

Set 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 on the annotation property dialog.

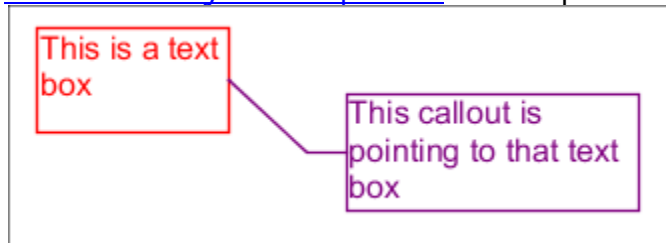
Text Annotations

| | |
|--|-----------------------------|
| | Text Box |
| | Callout |
| | Typewriter |
| | Sticky Note |

Text Box, Callout

Add text notes on the PDF. Resize the shapes to reflow the text within the boxes.

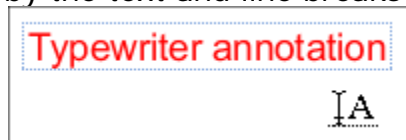
[Text on the System Clipboard](#) can be pasted into a PDF document as a Text Box.



Typewriter

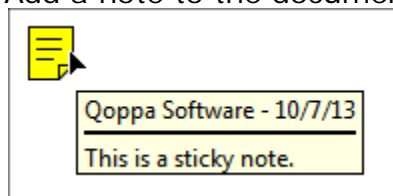
Type directly on to the page to add text to the document. Useful for adding text to PDF documents that do not have interactive forms.

Create line breaks manually - unlike the text box and callout, the typewriter is sized by the text and line breaks added to it.




Sticky Note

Add a note to the document that is hidden until clicked on or hovered over.



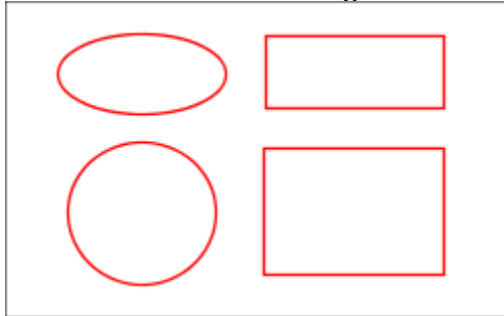
Graphics Annotations

| | |
|---|--------------------------|
|  | Circle |
|  | Line |
|  | Arrow |
|  | Square |
|  | Polygon |
|  | Cloud |
|  | Pencil |
|  | Polyline |

Circle, Square

Draw an ellipse or rectangle on the document.

Hold Shift while drawing to create a perfect circle or square.



[Line, Arrow](#)

Draw a straight line or arrow.

Hold Shift while drawing to make horizontal, vertical, or 45 degree angle lines.

Ending options:



[Pencil](#)

Draw free hand shapes and text.

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.

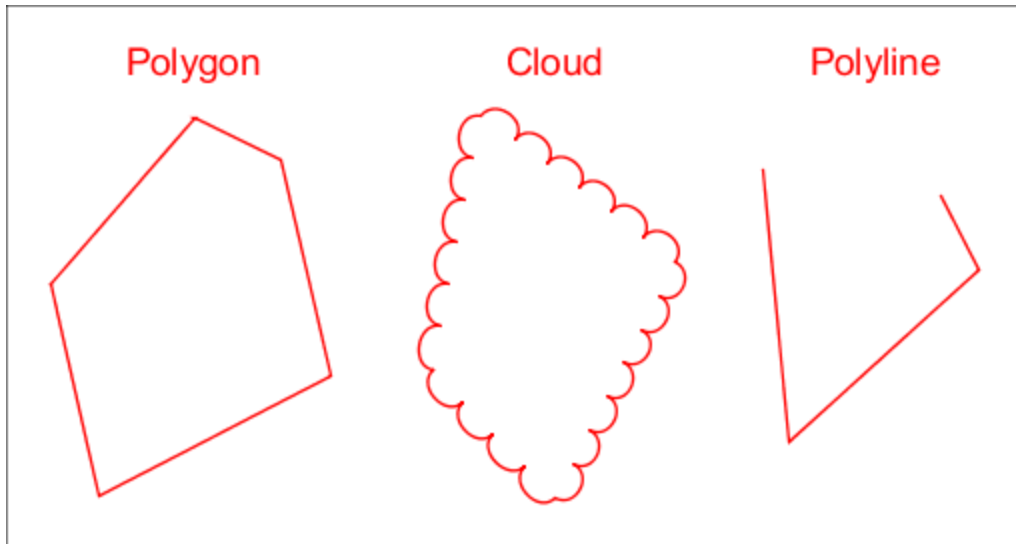
[Polygon, Cloud, Polyline](#)

Create shapes and outlines with an arbitrary number of sides.

Click on the document to draw the vertices.

When finished, double-click, press Enter on the keyboard, or right-click and select Complete from the menu.

Hold Shift while drawing to make horizontal, vertical, or 45 degree angle lines.



Measurement

| | |
|--|-----------------------------|
| | Distance |
| | Perimeter |
| | Area |
| | Calibration |

Distance, Perimeter, Area

Set the scale and precision (and [calibrate](#) if needed) for the measurement prior to drawing the annotation.

Hold Shift while drawing to make horizontal, vertical, or 45 degree angle lines.

Clone an area's bounds as a perimeter annotation by right clicking the Area and selecting "Create Perimeter" or "Convert to Perimeter".

| Measurement | | | |
|-------------|-------------|------|---------|
| Distance: | 0.71 in | Δ X: | 0.44 in |
| Angle: | 51.2° | Δ Y: | 0.55 in |
| Perimeter: | 4.17 in | | |
| Scale: | 1 in = 1 in | | |

| Scale | | | |
|--------------------------------|-----------------------------------|---|--|
| <input type="text" value="1"/> | <input type="text" value="in"/> | = | <input type="text" value="1"/> <input type="text" value="in"/> |
| Precision: | <input type="text" value="0.01"/> | | <input type="button" value="Calibrate"/> |

Calibration

Set the scale directly from measurement tools.

1. Start a measurement annotation tool (Distance, Perimeter, or Area) and click the Calibrate button.

| Scale | | | |
|--------------------------------|-----------------------------------|---|--|
| <input type="text" value="1"/> | <input type="text" value="in"/> | = | <input type="text" value="1"/> <input type="text" value="in"/> |
| Precision: | <input type="text" value="0.01"/> | | <input type="button" value="Calibrate"/> |

| | |
|---|--|
| <ol style="list-style-type: none"> Click OK on the dialog and draw a line between two points on the document. Enter the measurement and the new scale will show up in the measurement dialog. | |
|---|--|

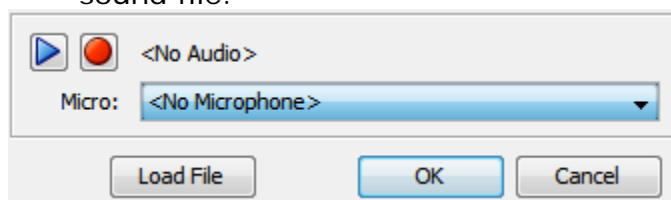
Media, Miscellaneous

| | |
|---|-----------------------------|
|  | Sound |
|  | Hyperlink |
|  | Highlight |
|  | Attach File |

Sound Recording or Importing

Add a sound annotation to a page and choose from the following options:

- Record from a **microphone**: Choose the microphone in the microphone combo box. Then click the arrow button to start recording from a microphone and the red circle button to stop the recording.
- Load an **existing file**: Click Load File and browse to an .au, .aiff, or .wav sound file.



Hyperlink










[Add a hyperlink](#)

Area Highlight

Add highlights to scanned documents without text objects.


An area highlight annotation is simply a square annotation with a transparent background and no border (line width = 0).

Text Search and Markup Annotations

| | |
|---|---|
|  | Search Text |
|  | Extract Text |
|  | Select Text |
|  | Highlight Text |
|  | Cross Out Text |
|  | Underline Text |
|  | Squiggly Underline Text |
|  | Insert Text |
|  | Replace Text |

Search Text

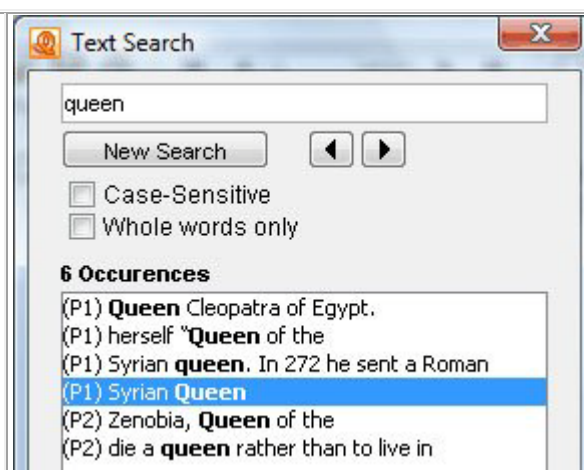
With PDF Studio, you can search the text of a PDF document.

Click on the Text Search button  on the toolbar, press Ctrl-F (Cmd-F on Mac), or choose Edit > Text Search from the menu.

Enter the text to search for in the text field, and press the Enter key or click on the New Search button. All occurrences of the string 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 next to the New Search button with the Left and Right arrow icons.
- Use the F3 (next) and Shift F3 (previous) keys.



Searches can be customized with the following options:

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

Extract Text

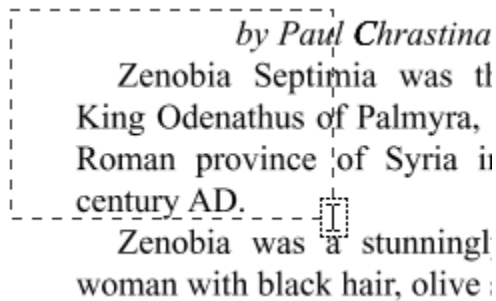
Select Document > Extract Text from the menu to extract text from the current document and choose the name of the text file where the text will be extracted to


Select Text

Click on the Select text icon in the menu, then drag the mouse to select the desired text. 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.




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



To exit the selection mode, simply click on the mouse icon  or Escape on the keyboard.

[Highlight](#) | [Cross out](#) | [Underline](#) | [Squiggly Underline](#)


Click on the annotation's icon on the toolbar, then drag the mouse to select the desired text.

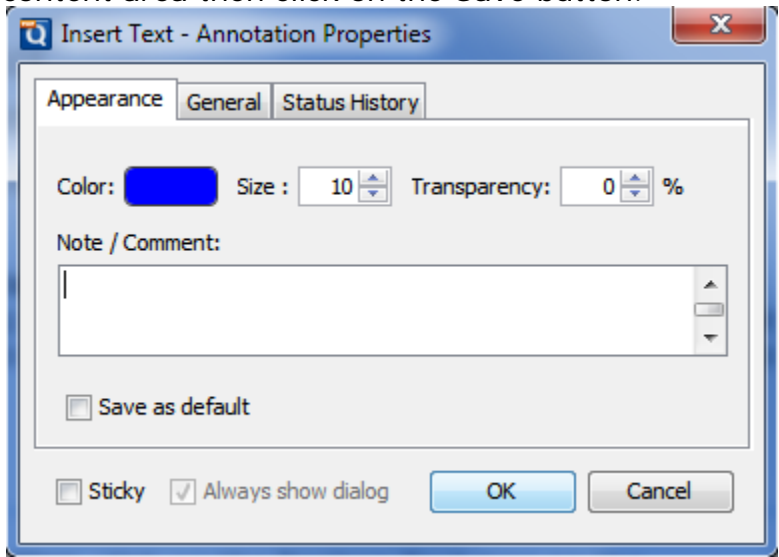

teeth, and a fiery nature. She enjoyed hunting lions from horseback, but she was also fond of books and learning. Her intellectual interests included military tactics, Greek philosophy, and foreign languages. Although she was an Arab, she claimed to be descended from Alexander the Great of Greece and from Queen Cleopatra of Egypt.

All text contained in the selected area will be impacted.

| Highlight | Cross Out | Underline | Squiggly Underline |
|---|---|---|---|
| teeth, and a fiery nature. hunting lions from horseb was also fond of books and intellectual interests inclu tactics, Greek philosophy, languages. Although she v she claimed to be desc Alexander the Great of Gre Queen Cleopatra of Egypt. | teeth, and a fiery nature. hunting lions from horseb was also fond of books and intellectual interests inclu tactics, Greek philosophy, languages. Although she v she claimed to be desc Alexander the Great of Gre Queen Cleopatra of Egypt. | teeth, and a fiery nature. hunting lions from horseb was also fond of books and <u>intellectual interests inclu</u> tactics, Greek philosophy, <u>languages.</u> Although she v she claimed to be desc Alexander the Great of Gre Queen Cleopatra of Egypt. | teeth, and a fiery nature. hunting lions from horseb was also fond of books and <u>intellectual interests inclu</u> tactics, Greek philosophy, <u>languages.</u> Although she v she claimed to be desc Alexander the Great of Gre Queen Cleopatra of Egypt. |


Insert Text

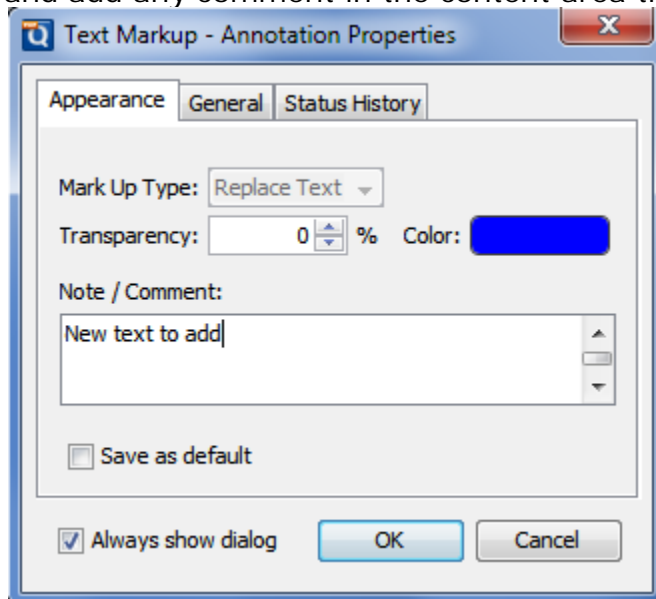
Click on the Insert Text icon  on the toolbar. The cursor will become a crosshair. Click the crosshair on the desired location for the insert text annotation. In the properties dialog, select the color of the annotation and add any comment in the content area then click on the Save button.



Version 1.1 or any later
Sections, with no Front-
included in the section

Replace Text

Click on the Replace Text icon  on the annotation toolbar then drag the mouse to select the desired text. In the properties dialog, select the color of the strikethrough and add any comment in the content area then click on the Save button.



0123456789:;<=>?@ABCI
`abcdefghijklmnopqrstuvw
•‘””•——~™š>œ•žŸıç£¤¥ı\$
ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒ

Rubber Stamps

[Apply a stamp](#)

[Manage stamps](#)

[Create an image stamp](#)

[Create a text stamp](#)

[Create a custom stamp](#)

[Paste a clipboard image as a stamp](#)

[Apply a rubber stamp](#)

There are three ways to apply a stamp:

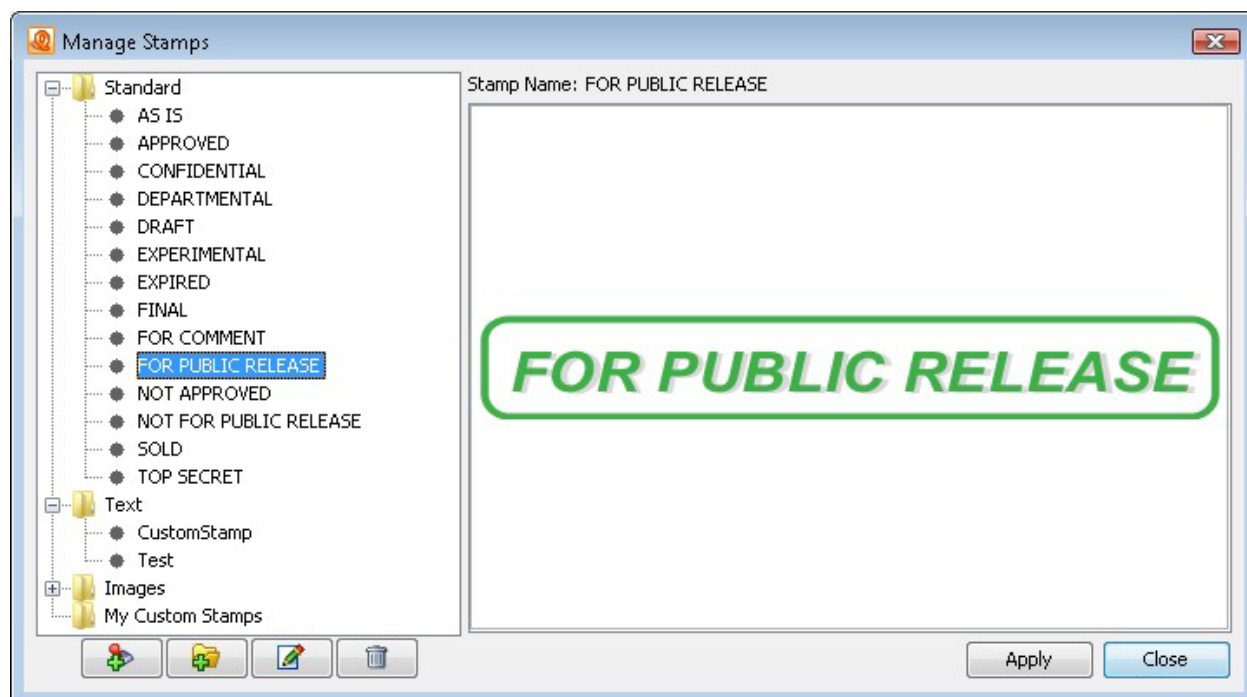
1. Select Comments > Add Stamp from the menu, then click the document where you would like to apply the stamp.
2. From the annotations toolbar, click on the down arrow on the Stamps button, then click the document where you would like to apply the stamp.
3. From the annotations toolbar, click on the Stamps button, 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.

[Manage stamps](#)

Select Comments > Add Stamp > Manage Stamps from the menu. 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, Departmental, Draft, Experimental, Expired, Final, For Comment, For Public Release, Not Approved, Not for Public Release, Sold, and Top Secret.*



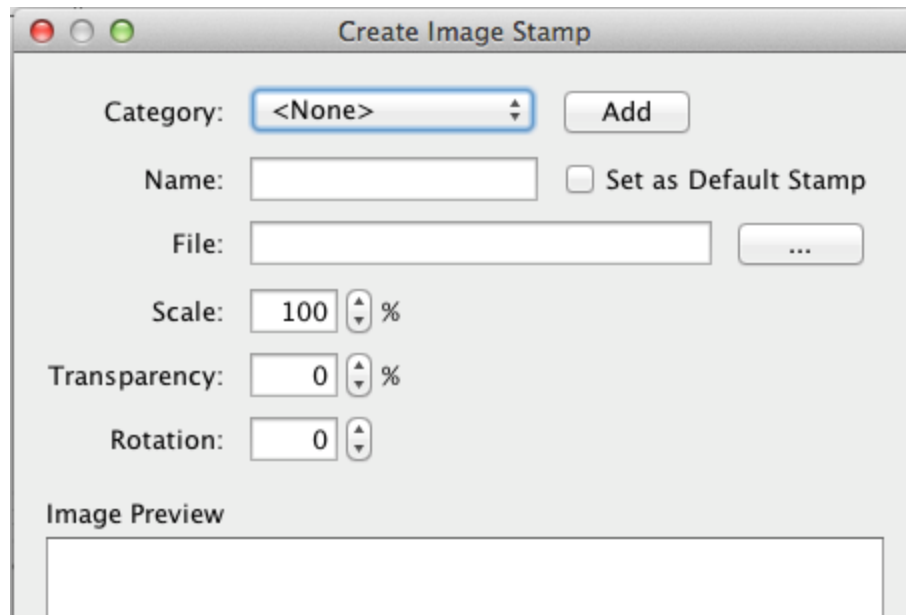
The stamp tree can be modified using the buttons in the stamp toolbar:

- Add a new stamp to the tree.
- Add a new folder to the tree.
- Bring up the edit dialog for the currently selected stamp.
- Delete the currently selected node.

Create an image stamp

Image stamps can be created from any from any image (jpg or gif format) available image, e.g., an existing image of a signature.

1. Select Comments > Add Stamp > Create Image Stamp from the menu.
2. Enter the options for the image stamp.



The options for an image stamp are as follows:

- Category – Category to add this stamp to.
- Name – Name of the stamp. The name is used 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.
- Scale – Change the size of the original image to the size you want your stamp to be
- Transparency – Transparency of the stamp
- Rotation - The angle the image should be rotated

[Create a text stamp](#)

Text stamps can be used to apply custom text or keywords to a document.

1. Select Comments > Add Stamp > Create Text Stamp from the menu.
2. Enter the options for the new stamp

Category: <None> Add

Name: ☐ Set as Default Stamp

Text: ?

Transparency: Color:

Scale: % 131 x 110

Rotation:

The options for a text stamp are as follows:

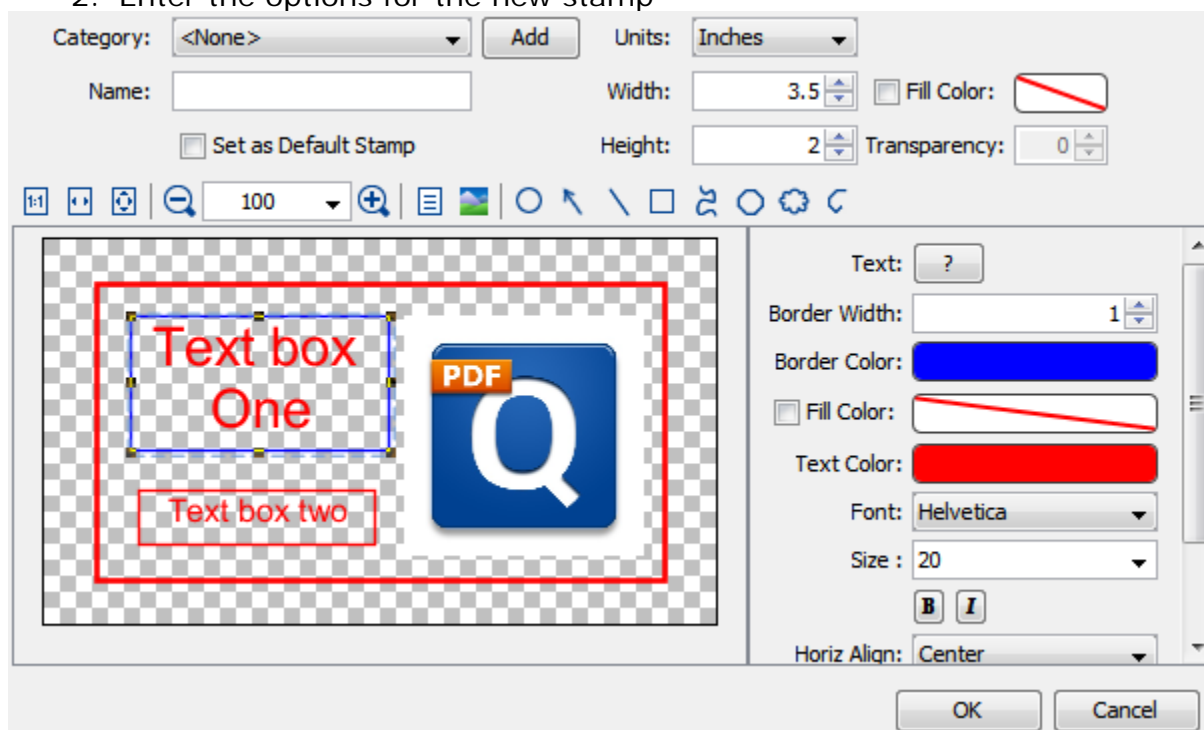
- Category – Category to add this stamp to.
- Name – Name of the stamp. The name is used in the Stamps menu.
- Set as Default Stamp – Check this to set this stamp as the default stamp
- Text – Text to be displayed on the stamp.
- Predefined keywords:
 - \$page – The page number
 - \$author – The username of the logged in account
 - \$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 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
- Color – Color of the stamp.
- Transparency – Transparency of the stamp
- Scale – Change the original image to the size you want your stamp to be
- Rotation - The angle the text should be rotated

Create a custom stamp

Custom stamps can apply a combination of images, shapes, and custom text or keywords to a document.

1. Select Comments > Add Stamp > Create Custom Stamp from the menu.
2. Enter the options for the new stamp



The options for a custom stamp are as follows:

- Category – Category to add this stamp to.
- Name – Name of the stamp. The name is used in the Stamps menu.
- Units/Width/Height – Enter the size for the custom stamp.
- Fill Color - Choose a color for your custom stamp background.
- Transparency - Enter a transparency value for the stamp's fill color.
- Set as Default Stamp – Check this to set this stamp as the default stamp

File Attachments

[Attach a file](#)

[Delete an attached file](#)

[Open an attached file](#)

[Save an attached file on your computer](#)

Attach a file

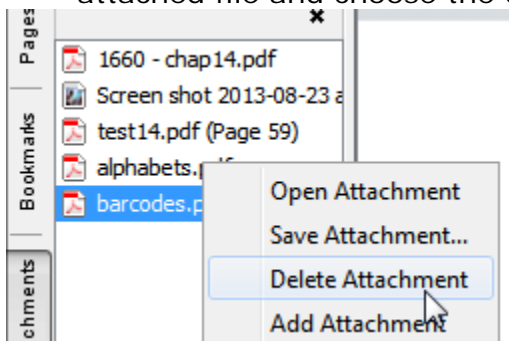
Click on the small down-arrow on the Media toolbar. Choose to attach the file as an embedded file or as a comment. If the file is attached as an comment, the cursor will become a cross cursor and you can choose a location on the page where the file should be attached.

You can also drag and drop files onto the attachments tab to attach them as an embedded file.



Delete an attached file

- 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.
- 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.



Open an attached file

- 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.
- 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.

Note that 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.

Save the attached file to your computer

- 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.
- 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.

Links

Links may be automatically generated and removed.

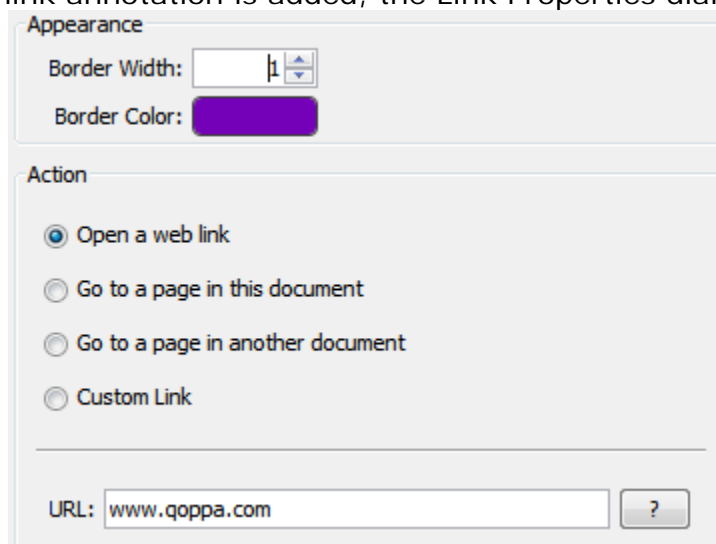
[Create a link](#)

[Auto create links](#)

[Auto remove links](#)

Create a link

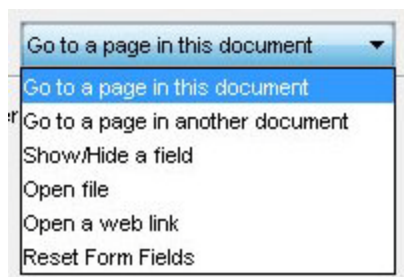
Add a hyperlink to a page by following the standard instructions to [create an annotation](#). You can also select the desired text area and right-click on the selected text (CTRL + Click on Mac), choose "Create Link" in the context menu. After the link annotation is added, the Link Properties dialog is displayed.



The screenshot shows the 'Link Properties' dialog box. It is divided into two sections: 'Appearance' and 'Action'. In the 'Appearance' section, there is a 'Border Width' field with a value of 1 and a 'Border Color' field with a purple color swatch. In the 'Action' section, there are four radio button options: 'Open a web link' (selected), 'Go to a page in this document', 'Go to a page in another document', and 'Custom Link'. At the bottom, there is a 'URL' field containing 'www.qoppa.com' and a question mark icon.

Link Properties:

- Border Width
- Border Color
- Action
 - Open a web link. Some 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.
 - Go to a page in another document.
 - Custom link to add multiple actions from a list of available actions:



Auto create links

Select Comments > Multimedia > Auto Create Links. Click Find to search the document for text that appears to be either a web link or an email link, depending on which "search for" options are selected. The link to be created is displayed in the "Link" column of the table. This value may be edited. When the "Make" button is pressed, the selected links are created.

 A screenshot of the 'Auto Create Links' dialog box. At the top, there's a 'Search for' section with checkboxes for 'Web links' (checked), 'Email links' (checked), and 'Text Search' (unchecked). There's also a 'Case-Sensitive' checkbox (unchecked) and a 'URL:' field. Below this is a 'Find' button and a 'Page 1' indicator with left and right navigation arrows. The main part of the dialog is a table with three columns: 'Make', 'Text', and 'Link'. The table contains two rows of data. The first row has a checked 'Make' checkbox, the text 'support@qoppa.com', and the link 'mailto:support@qoppa.com'. The second row has a checked 'Make' checkbox, the text 'www.qoppa.com', and the link 'www.qoppa.com'. Below the table is a 'Links' section with a 'Border Color' selector (a black square) and a 'Border Width' spinner set to '1'. At the bottom right are 'Make' and 'Close' buttons.

| Make | Text | Link |
|-------------------------------------|-------------------|--------------------------|
| <input checked="" type="checkbox"/> | support@qoppa.com | mailto:support@qoppa.com |
| <input checked="" type="checkbox"/> | www.qoppa.com | www.qoppa.com |

Auto remove links

To automatically remove all links from a document, select Comments > Multimedia > Remove All Links. Once the removal is confirmed, all links will be deleted.

Import Annotations

Pro Import data from a file into the current form fields. The file can be in FDF or XFDF format. Comments from [Text Annotations](#), [Graphics Annotations](#), and [Sound Annotations](#) will be imported. [Hyperlinks](#) are not considered comments in PDF format and thus are not imported.

1. From the menu, choose Comments > Import
2. Select whether to import in FDF or XFDF format
3. Select the file to import from.

Export Annotations

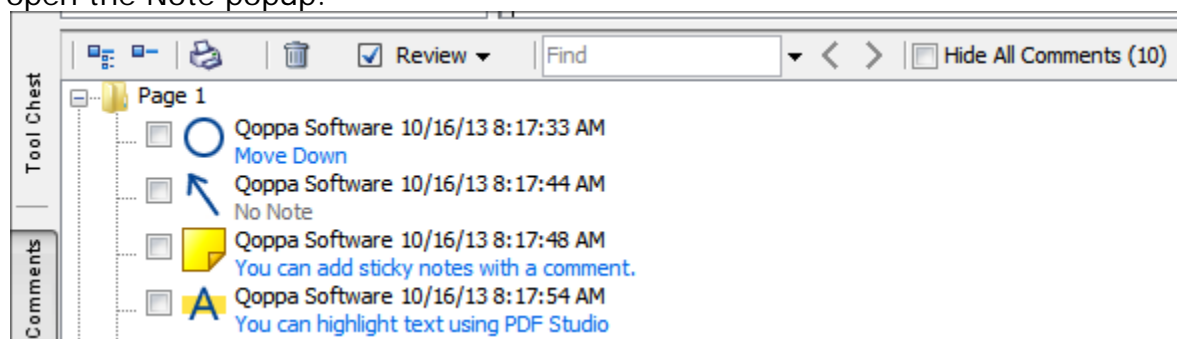
Pro Export comments from the current document into a file in FDF or XFDF format. Comments from [Text Annotations](#), [Graphics Annotations](#), and [Sound Annotations](#) will be exported. [Hyperlinks](#) are not considered comments in PDF format and thus are not exported.

1. From the menu, choose Comments > Export
2. Select whether to export in FDF or XFDF format
3. Select the file to export to.

Comments Panel

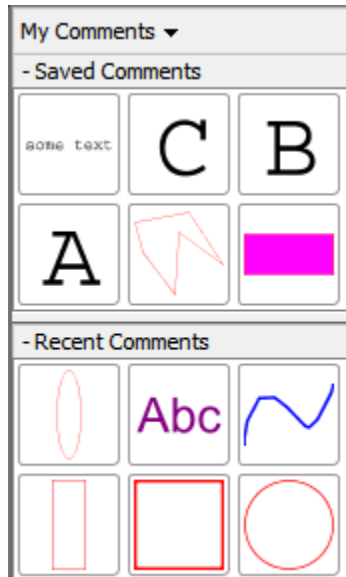
View the comments panel by selecting View > Comments or by clicking the Comments button in the bottom left corner of PDF Studio. From this panel, you can view, search, and modify all the comments in the document.

Highlight an annotation and press space bar to toggle the checkbox. Press Enter to open the Note popup.



My Comments

PDF Studio stores frequently used comments and annotations. To show the My Comments list, select **View > My Comments** from the menu. To add a saved annotation to a document, click the annotation in Saved or Recent Comments, and then click the location on the document to place the annotation.



Saved and 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 Delete.
- To resize, select the arrow next to My Comments and choose Small, Medium (default), or Large.

[Saved Comments](#)
[Recent Comments](#)

Saved Comments


Saved comments and annotations can be found in the **Saved Comments** section of My Comments. To save an annotation, right-click (Mac: Ctrl+click) on it to show the context menu and select **Save Comment** from the menu.

Recent Comments


Recently used annotations are listed in the Recent Comments section of My Comments. 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. 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.

Editing and Managing PDFs


Content Editing

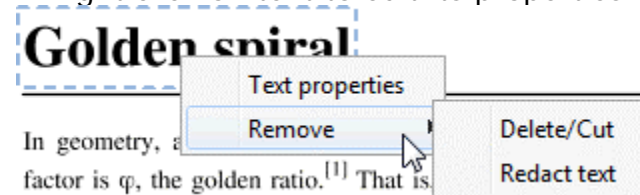
Content editing  is a powerful tool to change the characteristics of text or objects in a PDF document. You can also redact or delete text and images in your PDFs.

For redaction annotations, see [Redaction](#).

Activate the tool by clicking on the Edit Content button , then select the object(s) that you want to modify.

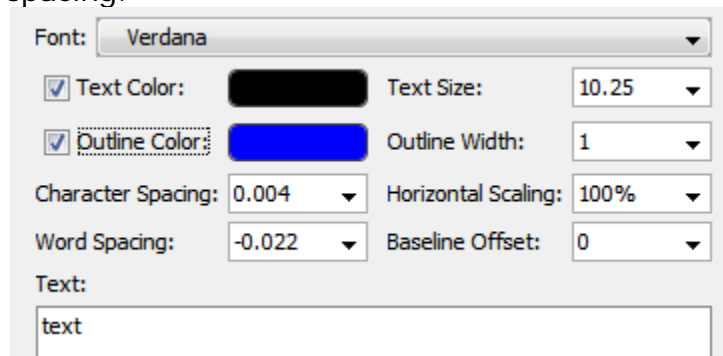
Edit Text

 Right click on text to edit its properties or remove it.



Text Properties

From the Properties window, you can edit the text's font, color, content, and spacing.



Selecting multiple pieces of text will let you update the properties for all pieces at once, but you will not be able to modify the text as a group.

If you have multiple object types selected, the type that you right click on will drive what options you have available to you. For example, right clicking on the text object will give you the text menu, right clicking on the path object will give you the path menu.

The options for text properties are as follows:

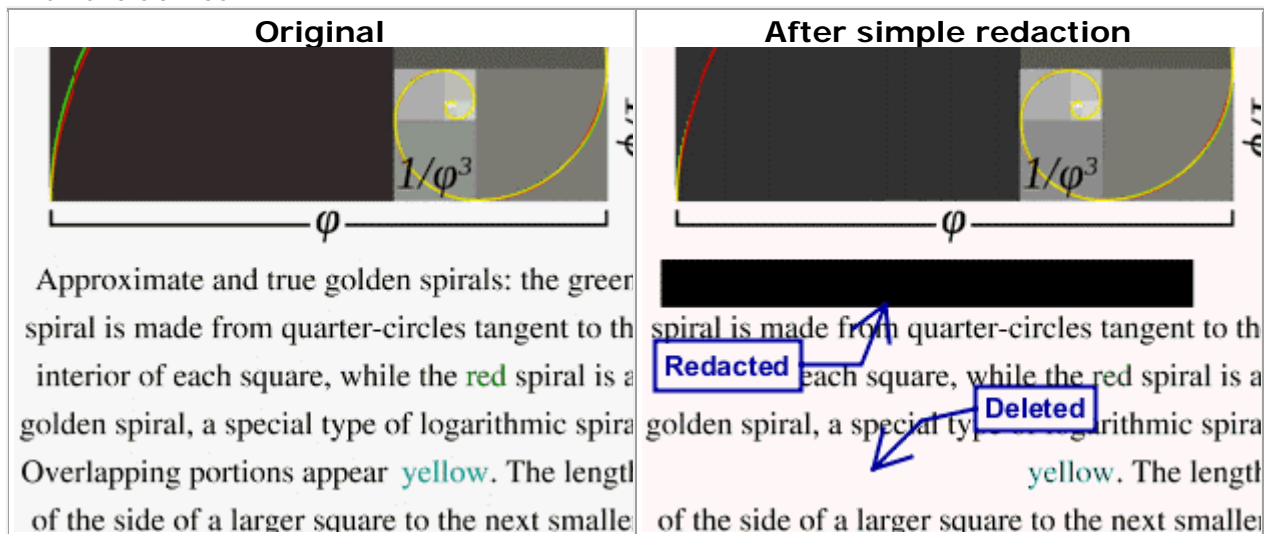
- Font – choose a new font for the selected text from the list
- Text Color – change the color of the text
- Text Size – edit the font size

- Outline Color – add or adjust the outline of the text
- Outline Width – increase or decrease the width of the outline
- Character Spacing – increase the space between each letter
- Word Spacing – increase the space between each word
- Horizontal Scaling – increase or decrease the spacing between each letter
- Baseline Offset – move line of text above or below the surrounding text; create super- or sub-scripts
- Text – change the wording of the text

Removing Text

There are two options for removing text: delete/cut and redact.

Delete/cut will remove the text from the document and add it to your clipboard; pasting (Ctrl-V) will add the text back to its original position. Redact will replace it with a black bar.



Edit Images

Pro Right click on an image to view its properties, save it, or remove it.

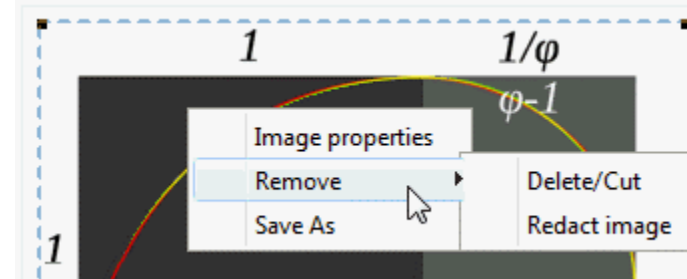
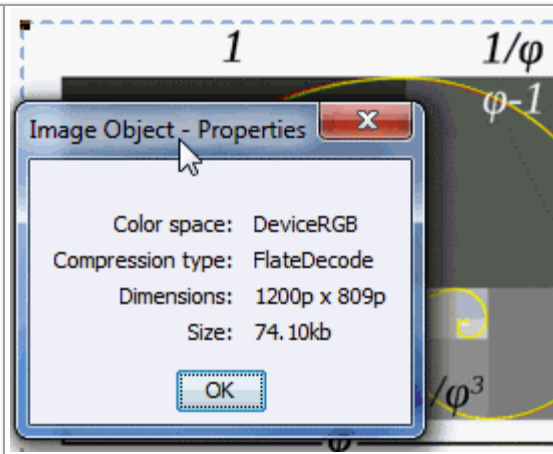


Image properties will report the following items:

- Color space
- Compression type
- Dimensions
- Size



Saving Images

Selecting Save As will allow you to choose a location to save the image to.

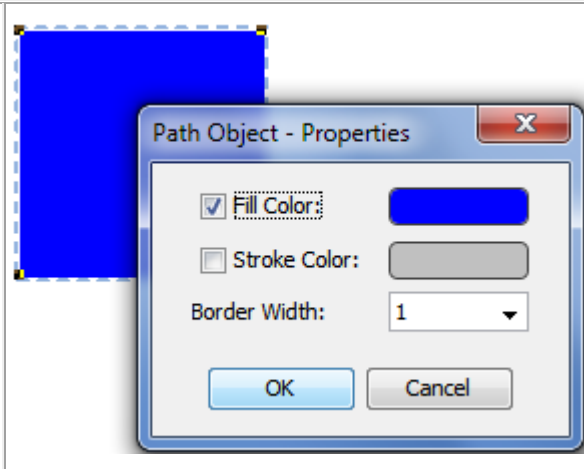
Removing Images

As with text, you have two options for removing images: delete/cut and redact. Delete/cut will remove the image from the document and add it to your clipboard; pasting (Ctrl-V) will add the image back to its original position. Redact will replace it with a black rectangle.

Edit Paths

Pro Right click on a path object to edit its colors or to remove it.

Delete/cut will remove the object from the document and add it to your clipboard; pasting (Ctrl-V) will add the object back to its original position.



Redaction


Pro PDF Studio Pro can easily and permanently remove sensitive images, text, and drawings from confidential PDFs.

Redaction occurs in two parts.

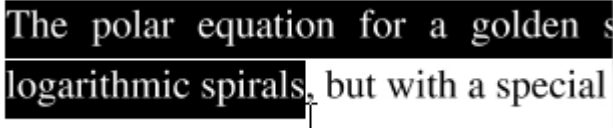
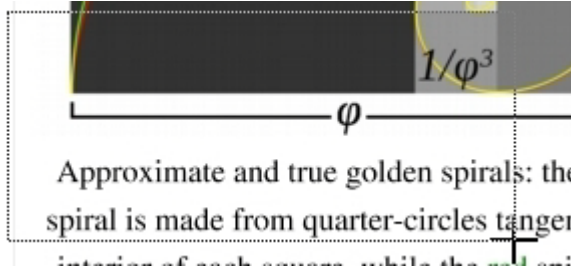
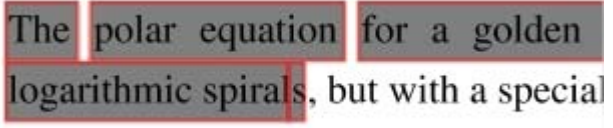
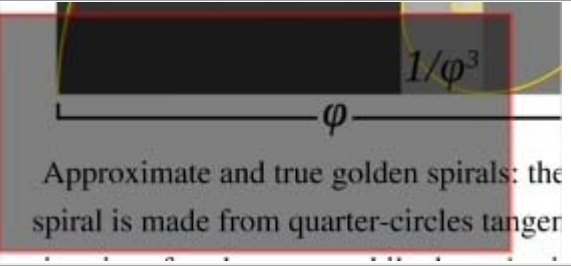
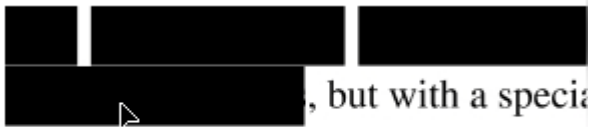
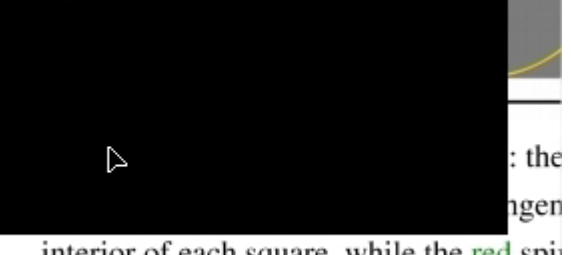
The first part is adding redaction annotations to the document. This offers a preview of what the document will look like after redaction, and also allows time for adjusting redaction colors.

The second part is applying the redactions. This "burns in" the annotations and removes any text, image, or drawing from the document that is within the annotation's area.

Redaction Annotations

Activate the tool by clicking on the Redaction icon  and then drag a rectangle or click objects to add a redaction annotation.

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 |
|--|---|
|  |  |
|  |  |
|  <p>Qoppa Software - 9/6/13</p> |  <p>Qoppa Software - 9/6/13</p> |

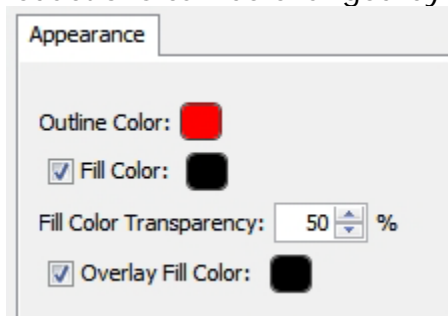
Applying Redactions

Once all the redaction annotations are correctly placed, right click on one to apply the redaction.

"Apply Redaction" applies the one that was clicked on; "Apply All Redactions" applies every redaction annotation in the document.

Redaction Properties

The annotation and redaction colors can be adjusted. For an individual redaction, select Properties in the right-click menu prior to burning in. The color of all future redactions can be changed by right clicking the Redaction button in the tool bar.



Batch Processing

Batch processing ^{Pro} is a simple, fast way to modify multiple documents. A batch process is configured by choosing the [documents to be modified](#), [setting any necessary passwords](#), and configuring the job specific options:

[Apply Headers and Footers to a Batch](#)

[Apply Watermarks to a Batch](#)

[Convert a Batch](#)

[Crop a Batch](#)

[Extract Images from a Batch](#)

[Extract Text from a Batch](#)

[Merge a Batch](#)

[Preflight a Batch](#)

[Print a Batch](#)

[Set Initial View for a Batch](#)

[Set Security on a Batch](#)

[Split a Batch](#)

Each Batch dialog has the same parts:

Batch-specific options (if applicable), file list, save options, and passwords

Select Header & Footer

BatesNumber Header Sample Add Edit

File List

Add files Add folder

☐ Set a default directory Dropbox/Attachments

Drag and drop files or folders into the File List

| File name | File path | Size | Last Modified |
|-----------|-----------|------|---------------|
| File List | | | |

Save Files To

☐ Overwrite Source Files

☒ Destination Folder:

Save options

☐ Overwrite files

Passwords to try when opening documents

Password 1: Edit

Password 2: Edit

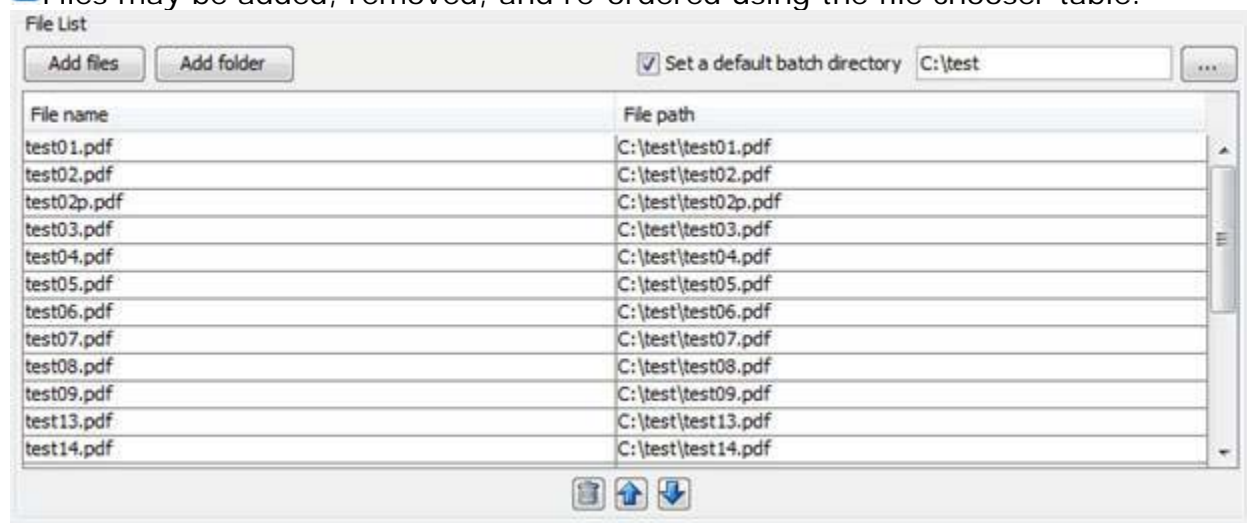
Password 3: Edit

Password 4: Edit

Passwords

[Choose Batch Files](#)

Pro Files may be added, removed, and re-ordered using the file chooser table:



| | |
|---|---|
| | Produces a file chooser to add individual files to the list. |
| | Produces a file chooser that adds the contents of a directory to the list. |
| | Removes the selected file(s) from the list. |
| | Moves the selected file(s) up the list. |
| | Moves the selected file(s) down the list. |
| <input checked="" type="checkbox"/> Set a 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. |

Set Open Passwords, Configure Output

Pro Some files may require a password to be opened. Enter up to four passwords for the batch process to use to attempt to open any password protected files.

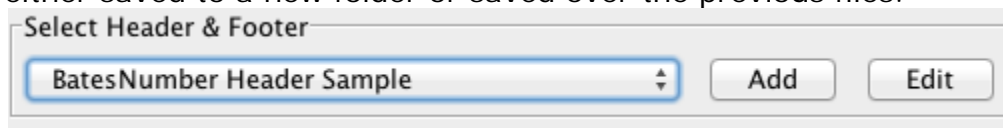
Passwords to try when opening documents

| | | |
|-------------|----------------------|-------------------------------------|
| Password 1: | <input type="text"/> | <input type="button" value="Edit"/> |
| Password 2: | <input type="text"/> | <input type="button" value="Edit"/> |
| Password 3: | <input type="text"/> | <input type="button" value="Edit"/> |
| Password 4: | <input type="text"/> | <input type="button" value="Edit"/> |

In the "Save to Files" section, select either "Overwrite Source Files" or "Destination Folder." If the "Overwrite Source Files" is selected, output files will be saved over the source files. If "Destination Folder" is selected, output files will be saved to the directory listed. If files are saved to a new folder, checking "Overwrite Files" will overwrite any files in that folder with the same name. If this option is not checked, a number will be appended to the output file name, to avoid duplicate file names.

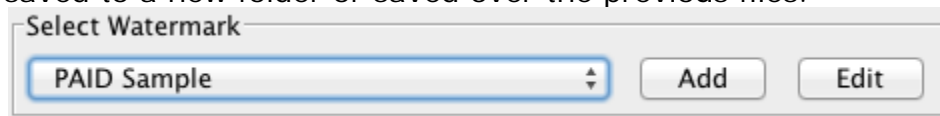
Apply Headers and Footers to a Batch

Pro Add a header or footer to a batch of documents. The processed documents are either saved to a new folder or saved over the previous files.



Apply Watermark to a Batch

Pro Add a watermark to a batch of documents. The processed documents are either saved to a new folder or saved over the previous files.

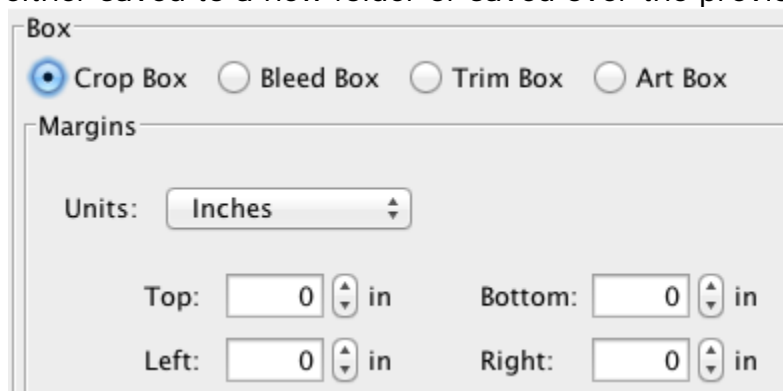


Convert a Batch

Pro Convert all [supported](#) non-PDF files into PDF.

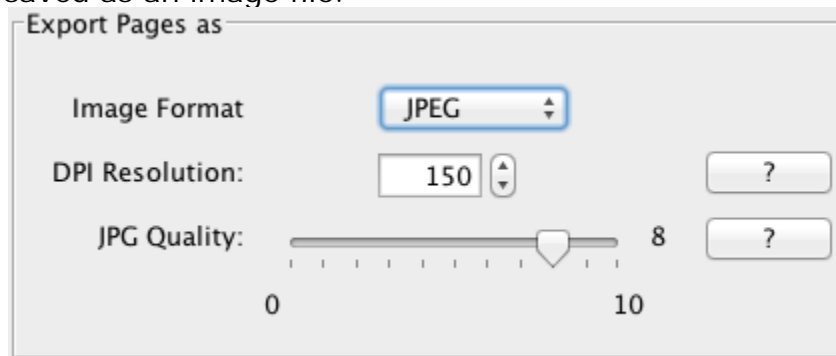
Crop a Batch

Pro Adjust the crop margins of a batch of documents. The processed documents are either saved to a new folder or saved over the previous files.



Extract Images for Batch

Pro Extract a batch of documents as images. Each page of each document will be saved as an image file.



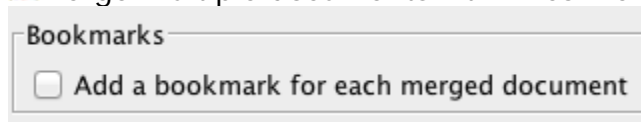
- Image Format – Choose from JPEG, PNG, TIFF, GIF.
- DPI Resolution – Set the resolution used to render the page.
- JPEG quality – The quality of JPEG compression, ranges from 0 to 10.
Generally 8 is high quality, 5 is medium quality, and 2 is low quality.

Extract Text from a Batch

Pro Extract text from multiple PDF documents. Each document will output a text file with the text contents of that document.

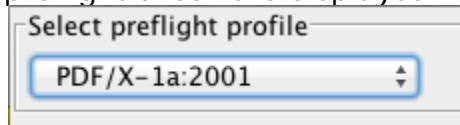
Merge a Batch

Pro Merge multiple documents. It will convert all [supported](#) non-PDF files into PDF.



Preflight a Batch

Pro Preflight a batch of documents. After the process completes, the results of the preflight check are displayed in a dialog.



Select a preflight compliance standard:

- PDF/X-1A: 2001
- PDF/X-1A: 2003
- PDF/X-3: 2002
- PDF/X-2: 2003

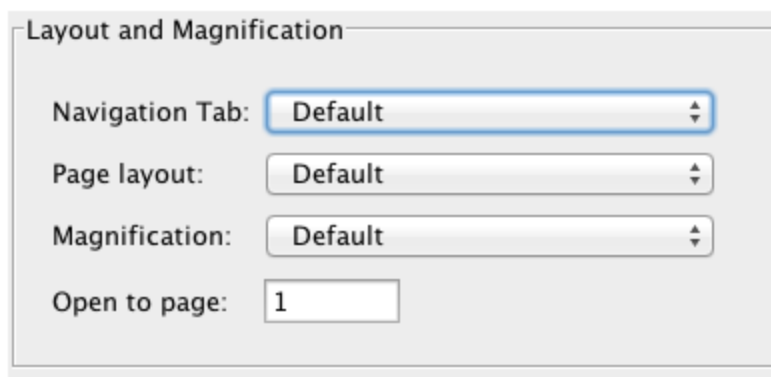
In addition to displaying the preflight results dialog, results can be saved in a variety of configurable ways. If preflighting encounters any errors, these errors can be added to the document as annotations and/or a report detailing the errors can be created. The report is either appended to the document or saved as a new document. The modified document and/or the new report document are saved to the destination folder.

Print a Batch

Pro Print multiple PDF documents.

Set Initial View for a Batch

Pro Modify the initial display properties of multiple PDF documents.



- **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.

Set Security on a Batch

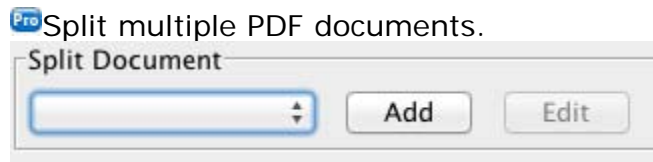
Pro Modify the security settings (using the same passwords and permissions) of multiple PDF documents.



- **Passwords** – set passwords to protect the documents:
 - **Password to Open Document** – also known as the user password, it is the password that will be required when the documents are opened.
 - **Password to Change Permissions** – also known as the permissions password or owner password, it is the password that will be required when trying to change permissions and passwords on the documents.
- **Permissions** – set specific permissions for the documents:
 - **Allow Printing High Definition** – automatically grants the "Allow Printing" permission.
 - **Allow Printing**
 - **Allow Text & Graphics Extraction** – automatically grants the "Allow Extraction for Accessibility" permission.
 - **Allow Extraction for Accessibility** – in support of accessibility to disabled or other purposes.

- **Allow Change Document** – automatically grants Allow Document Assembly, Allow Annotations & Comments, and Allow Form Filling & Signing
- **Allow Document Assembly** – inserting, rotating, or deleting pages; creating bookmarks or thumbnail images.
- **Allow Annotations & Comments** – automatically grants Allow Form Filling & Signing.
 - If Allow Change Document permission is also granted, creating or modifying interactive form fields (including signature fields) is allowed.
- **Allow Form Filling & Signing**

Split a Batch



Select a split configuration from the "split document" drop down box. Or add a new split configuration with the "new" button.

Bookmarks & Outlines

Typically a bookmark will only have one action associated with it and will be a Go To Page action. By default, created bookmarks will be Go To Page actions 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.

However, in the PDF format definition, bookmarks can have many different actions associated with them: go to a page in another document, show or hide a form field, open a file, or open a web link. If a bookmark has multiple actions associated with it, actions will be executed in the order they were added to the bookmark.

[Add a bookmark](#)

[Remove a bookmark](#)

[Move bookmarks](#)

[Bookmark from selected text](#)

[Rename a bookmark](#)

[Set destination](#)

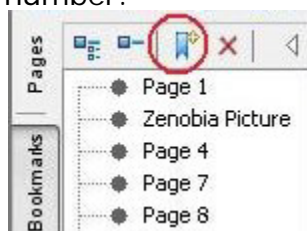
[Edit properties of a bookmark](#)

[Automatically create bookmarks](#)

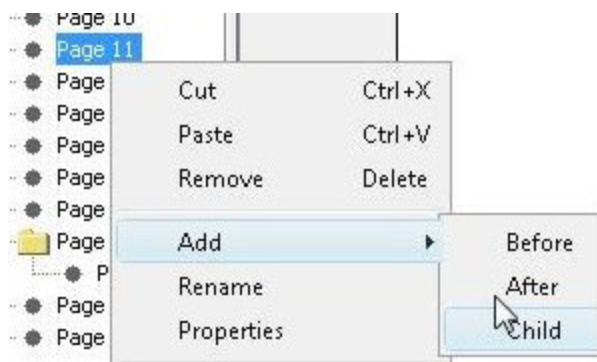
Add a Bookmark

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 actions for the bookmark can be modified after creation: [Editing actions of a bookmark](#).

To add a bookmark as a root, choose Document > Create Bookmark, use the keyboard shortcut Ctrl+B), or click the new bookmark button at the top of the bookmark panel. If the bookmark panel is not visible (this happens when a document doesn't have any bookmarks defined), click on View > Bookmarks to display the bookmarks pane. 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.

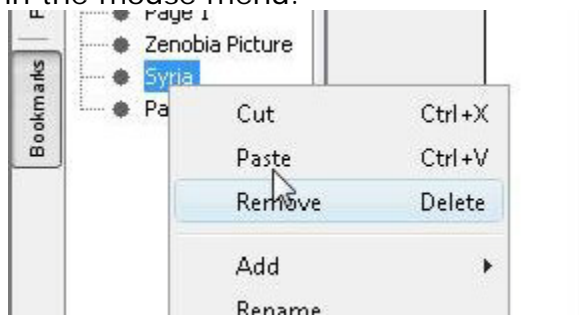


To add a bookmark as a child, right-click on a bookmark and select add child:



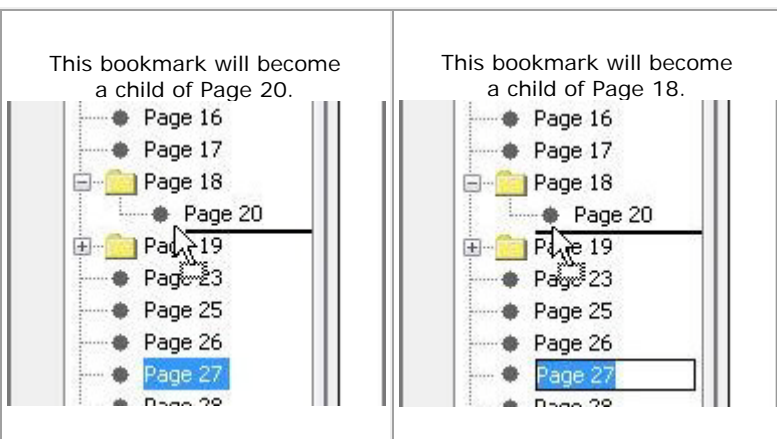
Remove a Bookmark

Either select the bookmark and press delete on your keyboard or right-click (Mac: Ctrl+ Click) on the bookmark in the bookmark tree and choose the remove option in the mouse menu.



Move Bookmarks

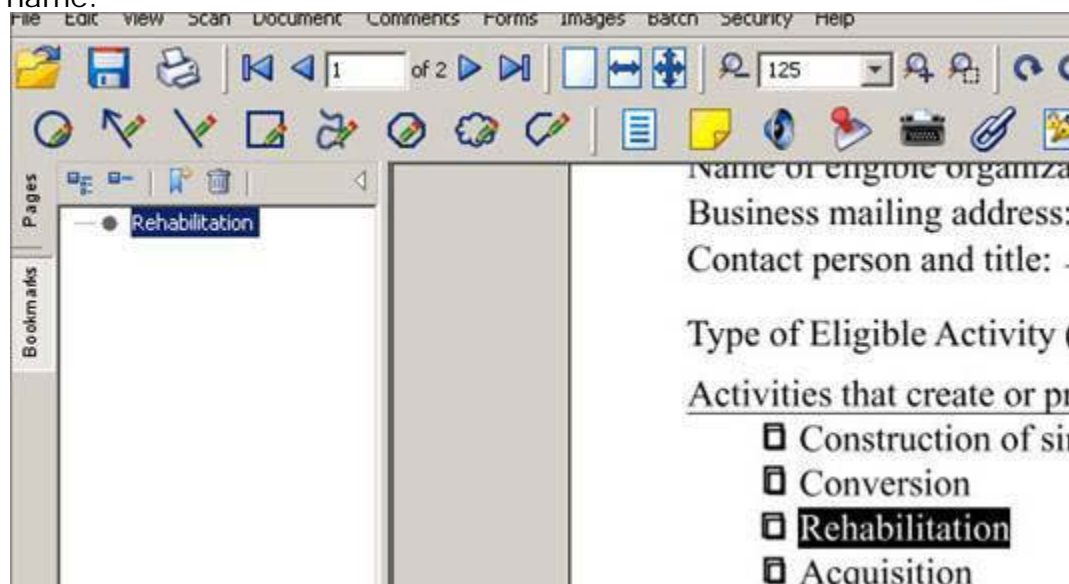
Drag and Drop can be used to move and reorganize bookmarks. When a bookmark is dragged to a target, a horizontal black line appears on the screen under the target bookmark. The length of the black line indicates whether the dragged bookmark will be inserted underneath the target bookmark, or added as a child to the target bookmark.



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. Then paste the bookmark onto its new parent by right-clicking on an existent bookmark and selecting Paste or by using the keyboard shortcut, Ctrl+V.

Bookmark from 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.

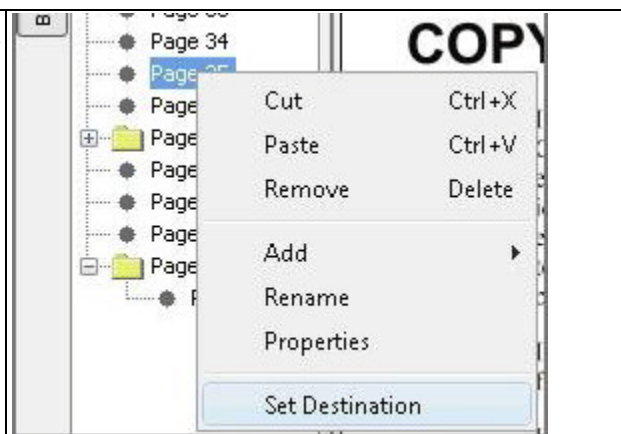


Rename a Bookmark

Double-click on the bookmark in the bookmark tree or right-click (Mac: Ctrl+Click) and select Rename. The bookmark label will become editable. You can enter the new name for the bookmark.

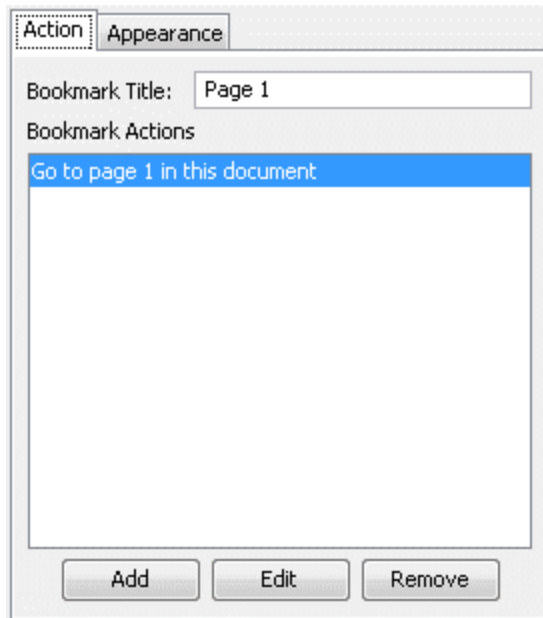
Set Destination

Right-click (Mac: Ctrl+Click) on a bookmark in the tree and select Set Destination. 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.

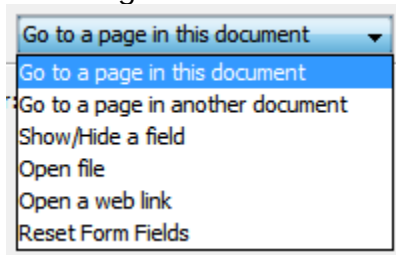


Edit Properties of a Bookmark

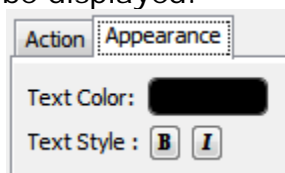
To edit actions of a bookmark, Right-click (Mac: Ctrl+Click) on the bookmark in the bookmark tree. Choose the Properties option in the bookmark menu. Select the Action Tab in the dialog. The Bookmark Properties dialog will be displayed:



Selecting Add or Edit will show the action dialog:



To edit appearance of a bookmark, right-click (Mac: Ctrl+Click) on the bookmark in the bookmark tree. Choose the Properties option in the bookmark menu. Select the Appearance Tab in the dialog. The Bookmark Properties dialog will be displayed:



This can be used to give the bookmark color and text style.

Automatically Create Bookmarks

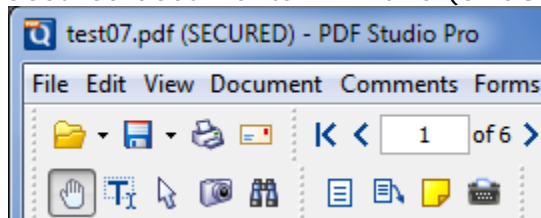
Select Document > Auto Create Bookmarks. This will display the Auto Create Bookmarks dialog.

Select the range of pages to automatically create bookmarks on and click the start button. This will add Go To Page action bookmarks for each page in the given range.

Document Security

PDF Studio can set or change passwords and permissions on PDF documents. 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. The document's permissions can be configured to restrict the ways a document may be modified and accessed.

Secured documents will have (SECURED) after the file name in the title bar.



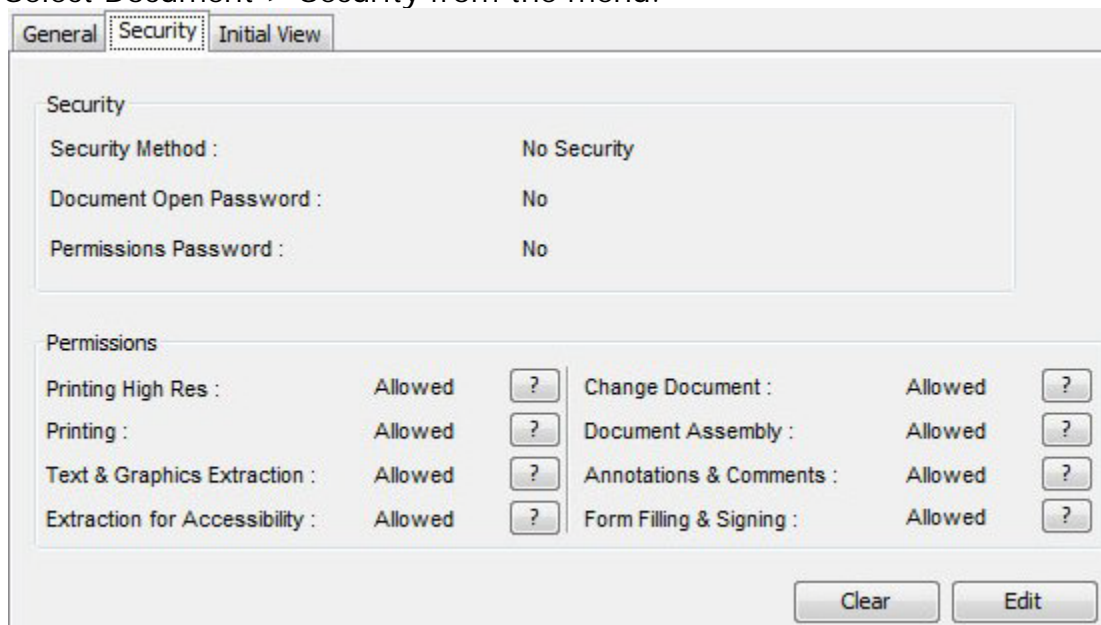
[View Security Settings](#) – View passwords and permissions for the current PDF document

[Change Security Settings](#) – Update passwords and permissions for the current PDF

[Set Security on a Batch](#) – Apply the same security settings to multiple files in a single action

View Current Security Settings

Select Document > Security from the menu.



- Passwords
 - **Password to Open Document** – This is also known as the user password. It is the password that is required to open the document.

- **Password to Change Permissions** – This is also known as the permissions password or owner password. It is the password that is required when trying to change permissions and passwords on the document.
- Permissions – Specific permissions for the document:
 - **Printing High Definition** – Permission to print the document at high resolution. When this permission is granted, the following permission Printing is automatically granted.
 - **Printing** – Permission to print the document.
 - **Text & Graphics Extraction** – Permission to copy or extract text and graphics from this document. When this permission is granted, the following permission Extraction for Accessibility is automatically granted.
 - **Extraction for Accessibility** – Permission to extract text or graphics from this document in support of accessibility to the disabled or other purposes.
 - **Change document** – Permission to make changes to this document, for instance by creating form fields.
 - 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 be granted independently.
 - **Document Assembly** – Permission to assemble the document: insert, rotate, or delete pages and create bookmarks or thumbnail images.
 - **Annotations & Comments** – Permission to Add or Modify text annotations.
 - If granted, Form Filling and Signing, is also automatically granted.
 - If not granted, Form Filling and Signing can be granted independently.
 - If granted and the Change Document permission is also granted, creating or modifying interactive form fields (including signature fields) is allowed.
 - **Form Filling & Signing** – Fill in existing interactive form fields including signature fields.

Change Current Security Settings

1. Select Document > Security from the menu.
2. Click on the Edit button
3. Choose the desired options in the dialog (see options below)
4. Save the document to save the new security settings

Compatibility

Compatibility: Acrobat 7.0 and later High (128-bit AES)

Password

☐ Password To Open Document Retype Password

☐ Password to Change Permissions Retype Password

Permissions

| | | | |
|--|----------------|---|----------------|
| <input checked="" type="checkbox"/> Allow Printing High Res | ? | <input checked="" type="checkbox"/> Allow All Changes | ? |
| <input checked="" type="checkbox"/> Allow Printing | ? | <input checked="" type="checkbox"/> Allow Document Assembly | ? |
| <input checked="" type="checkbox"/> Allow Text & Graphics Extraction | ? | <input checked="" type="checkbox"/> Allow Annotations and Comments | ? |
| <input checked="" type="checkbox"/> Allow Extraction for Accessibility | ? | <input checked="" type="checkbox"/> Allow Filling Form Fields & Signing | ? |

Set Security on a Batch

To set security on a PDF document that is not opened in PDF Studio or to set security on multiple PDF documents in a single action, use the Set Security to a Batch function. See our documentation of [Setting Security on a Batch](#) in the [Batch Process](#) documentation page.

Digital Signatures

Digital Signatures ^{Pro} 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. A valid signature has a digital ID issued by a trusted certificate authority. In order to sign documents, a digital ID may be imported or PDF Studio can create a self-signed digital ID.

[Create a Signature Field](#) ^{Pro}

[Modify a Signature Field](#) ^{Pro}

[Apply a Signature](#) ^{Pro}

[Validate Digital Signatures](#)

[Manage Trusted Certificates](#) ^{Pro}

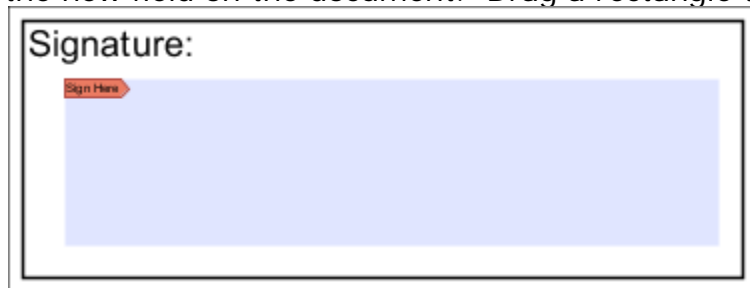
[Manage Digital IDs](#) ^{Pro}

Create a Digital Signature Field

^{Pro}PDF Studio can create new, unsigned digital signature fields in a document. To do so, select Add Signature Field from the Security menu.



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 the desired signature field size:



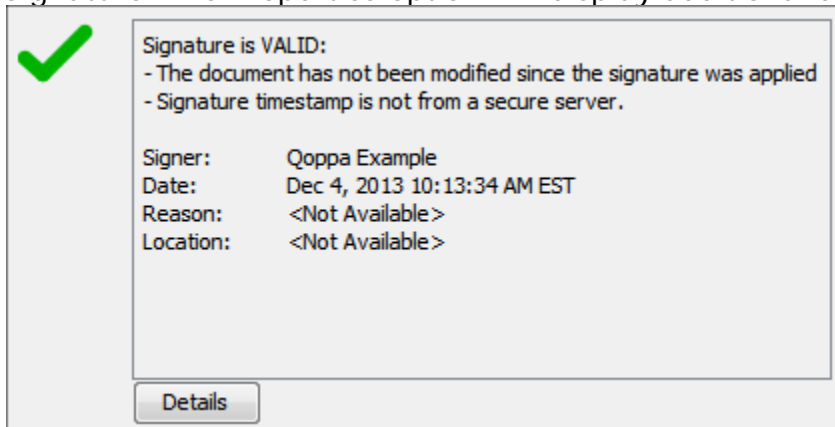
After the field is created, it can be clicked on to apply a digital signature.

Modify a Digital Signature Field

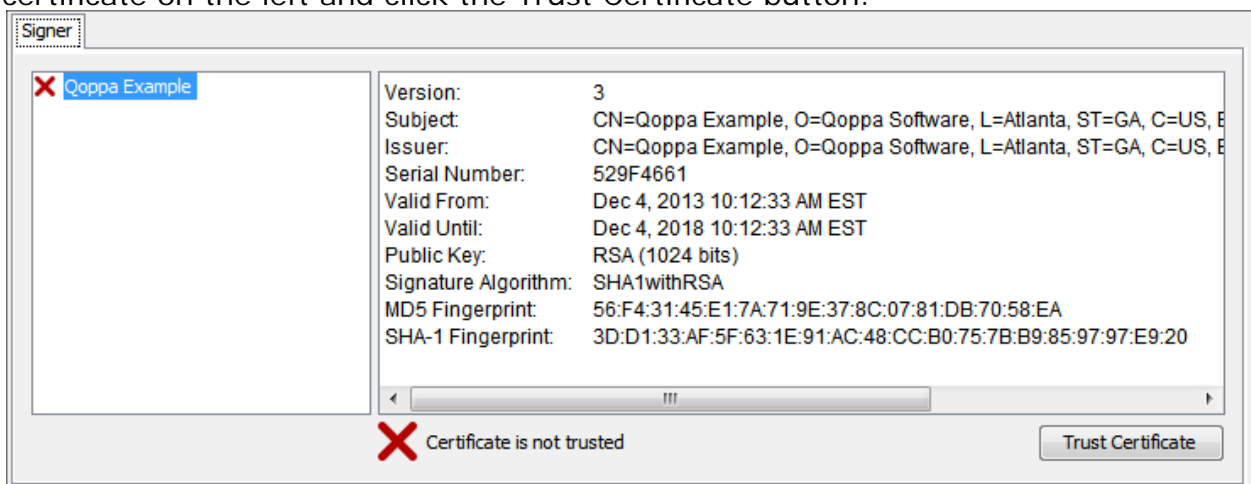
^{Pro}To modify a digital signature field, right-click on the signature field (Mac: Ctrl-Click). A mouse context menu will appear.



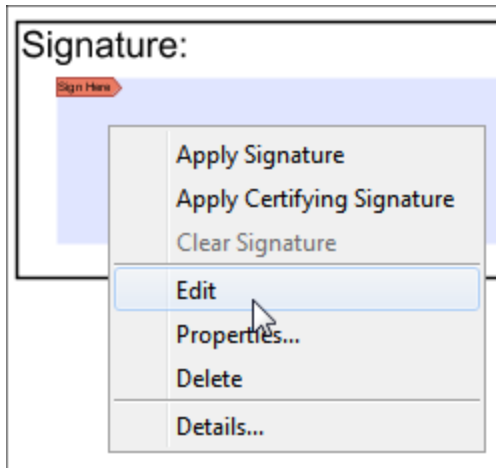
If the field is signed, the only enabled menu options are Properties and Clear Signature. The Properties option will display additional details about the signature:



To add an ID or certificate to your trusted list, click the Details button. Select a certificate on the left and click the Trust Certificate button.



The Clear Signature option will remove the signature from the signature field. In the context menu for an unsigned field, the other menu items will be enabled.



The Edit option will allow the empty field to be modified (moved or resized). The Delete option will remove the field. The Apply Signature option will apply a digital signature.

Apply a Digital Signature

Pro Digital signatures may be applied to documents using digital IDs contained within PKCS#12 files. To apply a signature, click on a signature field or select Sign Document from the Security menu. If digital IDs are available in your OS store or in PDF Studio, a list of existing IDs will be shown.

Create or import a digital ID

If there are no digital IDs available, a new ID can be created or an existing ID imported.

In order to sign a document you must use a **digital ID**. You can either import one from a file (PKCS12 format, .p12, .pfx) or you can create a self-signed ID with PDF Studio.

- ☒ **Import my existing digital ID from a file**
- ☐ **Create a new digital ID now**

Import digital ID from file

To import digital IDs in .pfx or .p12 format, browse for the digital ID file and enter the password to add this digital ID to PDF Studio. You will be required to enter the password whenever you use the digital ID.

Browse for a digital ID. Digital ID files are password protected and require a password in order to be opened.

File name:

C:\PDFStudio\sign\Qoppa Software.p12

Password:

☐ Use my password

Digital ID files may be protected with a complex password that is difficult to remember. The **Use my password** option will allow you to create your own password. PDF Studio will prompt you for your password instead of the file's password when you sign documents. The digital ID file will not be modified, but the file's password will be securely stored and can only be retrieved with your password.

Password:

☒ Use my 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.

Enter your password to use when signing documents with this digital ID.

My Password:

Confirm Password:

Password Hint:

Create new digital ID

To create a self-signed digital ID:

Enter the following information to create your digital ID.

| | |
|----------------------|--|
| Valid Until: | <input type="text" value="12/4/18"/> |
| Name: | <input type="text" value="Qoppa Example"/> |
| Organizational Unit: | <input type="text"/> |
| Organization Name: | <input type="text" value="Qoppa Software"/> |
| Locality/City: | <input type="text" value="Atlanta"/> |
| State: | <input type="text" value="GA"/> |
| Country: | <input type="text" value="US"/> |
| Email: | <input type="text" value="studiosupport@qoppa.com"/> |

The newly created ID will be added to PDF Studio's list of IDs and can be applied to the document.

[Choosing Signature Options](#)

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 with the **New Digital ID...** option in the list. Read more about [creating or adding a new digital ID](#).

Sign Document

Digital ID: John Mater

Password: ••••••••

Timestamp Server: <None>

Certificate Issuer: John Mater

Details...

Appearance

Created 2014.09.15 16:04:58

John Mater

Digitally signed by John Mater
 cn=John Mater, ou= Marketing,
 o= IBM, l= Atlanta, st= GA, c=
 US, email= john.mater@ibm.
 com
 Date: 2014.09.15 16:7:48 EDT

Signature Type

☒ Signature

☐ Certifying Signature

Signature Information

Reason: I approve this document

Location: Atlanta, GA, USA

Contact Info: 404-333-1122

Sign Close

Appearance:

A preview of the digital signature as it will display on the document. Choose "Create New Appearance" to customize the appearance. Read more about [customizing the signature appearance](#).

Signature Type:

Select "Signature" for a standard digital signature.

Select "Certifying Signature" for a certifying signature, which is the first signature on a document, usually applied by the document creator. When choosing certifying signature, a combo box will show, allowing to specify which changes are permitted on the certified document. The options are: Disallow changes, Allow Form fill and Signatures, Allow Form fill, Signatures and Comments.

Signature Information:

Enter reason, location and contact information to be saved as part of the digital signature.

Pressing the **Sign** button will apply the signature and prompt you for a file name for the signed document.

Customize Signature Appearance

To modify the signature appearance that is created when the document is signed, select **Create New Appearance...** from the Appearance list. There are many options to customize the text that will display in the signature field. The certificate contains the information used to fill these fields. Additionally, an image can be used for the signature appearance.

Title:

Preview

Your Name

Digitally signed by Your Name
 cn=Your Name, ou=
 Organizational Unit, o=
 Organization Name, l=
 Locality/City, st= State, c=
 Country, email= Email
 Date: 2013.12.04 10:13:0 EST

Image

☐ Show Image Transparency:

File: ...

Align:

Text

Show:




| | | |
|---|---|---|
| <input checked="" type="checkbox"/> Name | <input checked="" type="checkbox"/> Digitally signed by | <input checked="" type="checkbox"/> Date |
| <input checked="" type="checkbox"/> Common Name | <input checked="" type="checkbox"/> Organizational Unit | <input checked="" type="checkbox"/> Organization Name |
| <input checked="" type="checkbox"/> Locality/City | <input checked="" type="checkbox"/> State | <input checked="" type="checkbox"/> Country |
| <input checked="" type="checkbox"/> Email | | |

Orientation:


Validate 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.

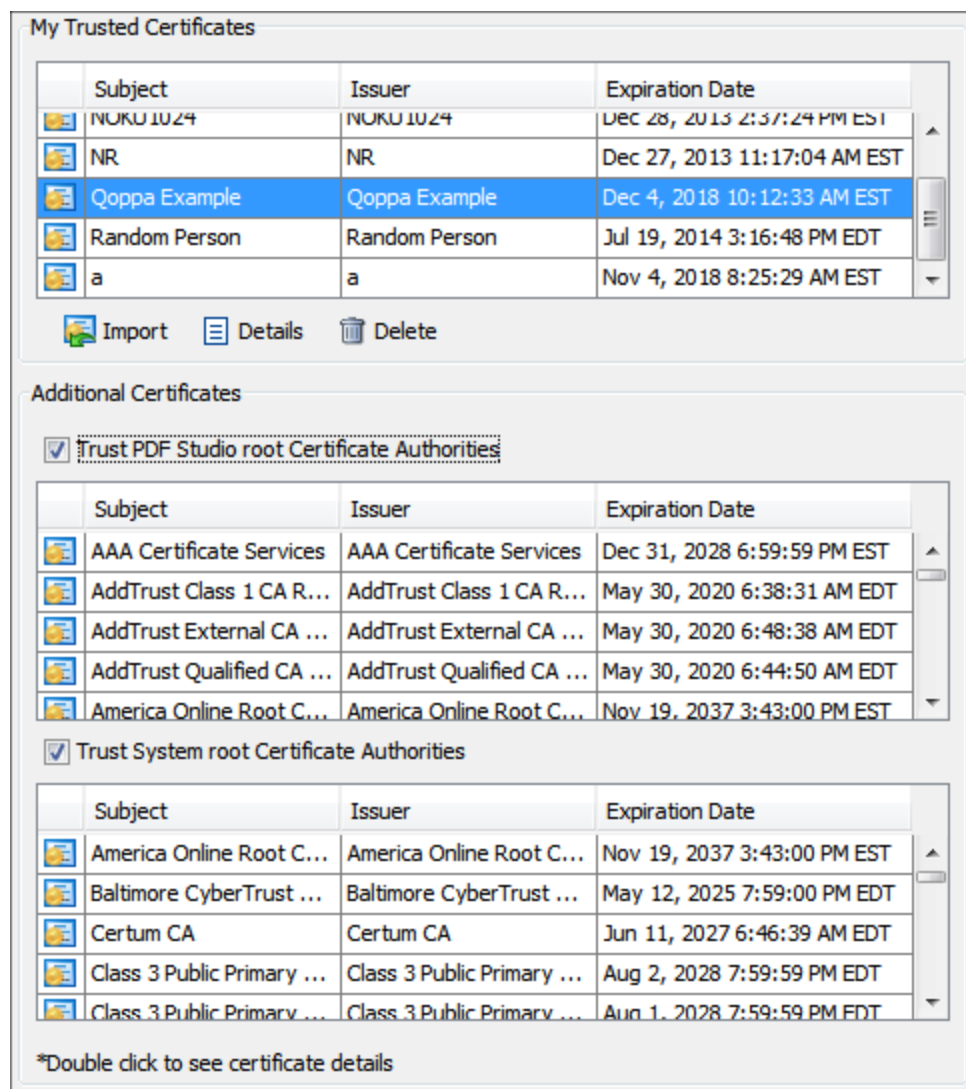
Depending on the results of the validation, PDF Studio will display one of three icons on the signature:

| | |
|---|--|
|  | 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 changes to the document after the signature was applied. |

Manage Trusted Certificates

 When PDF Studio validates digital IDs, it checks that the digital ID was issued by a trusted certificate authority. When a digital ID is created or imported, its issuing authority is automatically added to the list of trusted certificates.

Select Security > Security Settings > Trusted Certificates from the menu.

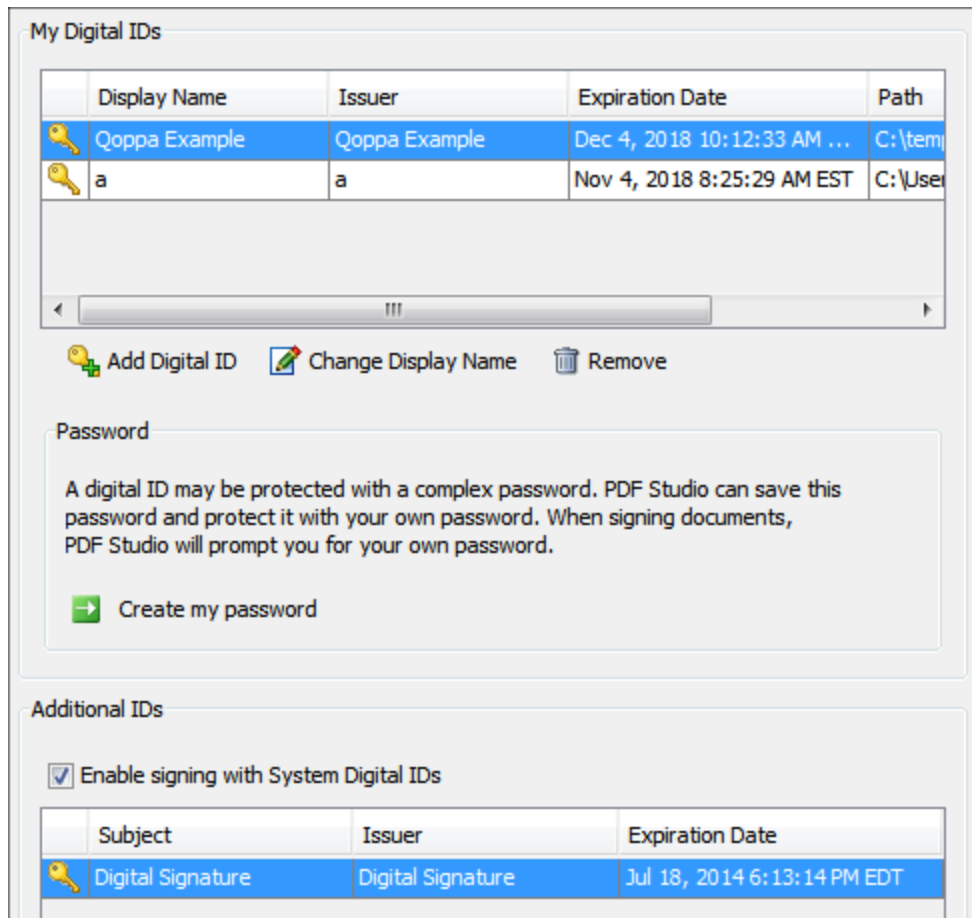


- Import - Opens a dialog to import certificates
- Details - Displays details of the selected certificate
- Delete - Removes the selected certificate

By default, PDF Studio will also trust Oracle root certificate authorities, as well as those from your operating system.

Manage Digital IDs

Select Security > Security Settings > Digital IDs from the menu.

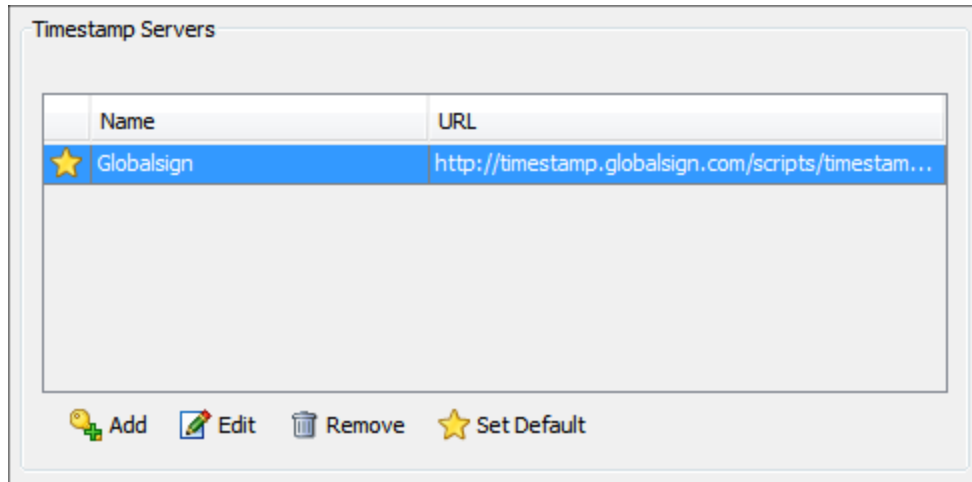


- Add Digital ID - Opens a dialog to create or import a digital ID
- Change Display Name - Changes the display name of the selected digital ID
- Remove - Removes the selected digital ID

If you have IDs stored in your operating system's keystore, you can use those in PDF Studio as well.

Manage Timestamp Servers

Select Security > Security Settings > Timestamp Servers from the menu.



- Add - Opens a dialog to add a trusted timestamp server
- Edit - Edit the information on the selected timestamp server
- Remove - Removes the selected server
- Set Default - Sets the selected server as the default. A default must be selected for a timestamp server to be used with signing or certifying.

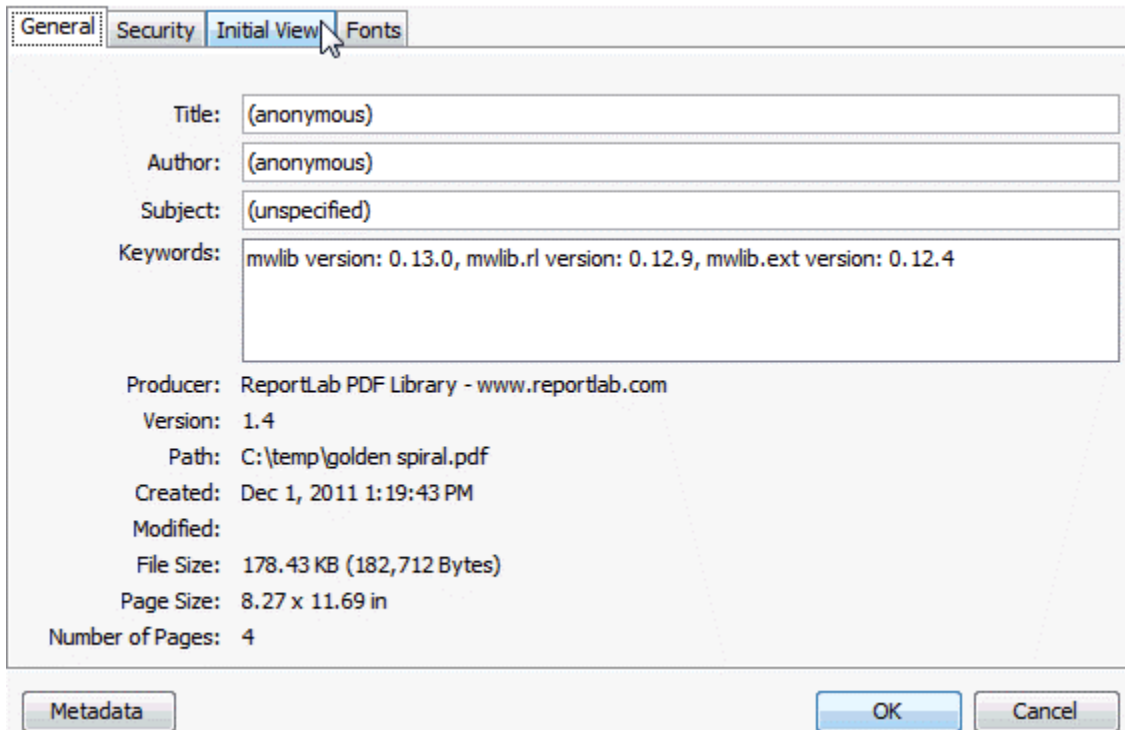
Document Properties

Select Document > Document Properties from the menu or press Ctrl-D (Cmd-D on Mac).

This dialog has the following four tabs:

[General](#), [Security](#), [Initial View](#), [Fonts](#)

General

The screenshot shows the 'Document Properties' dialog box with the 'General' tab selected. The dialog has four tabs: 'General', 'Security', 'Initial View', and 'Fonts'. The 'General' tab contains the following fields and information:

- Title: (anonymous)
- Author: (anonymous)
- Subject: (unspecified)
- Keywords: mwlib version: 0.13.0, mwlib.rl version: 0.12.9, mwlib.ext version: 0.12.4
- Producer: ReportLab PDF Library - www.reportlab.com
- Version: 1.4
- Path: C:\temp\golden spiral.pdf
- Created: Dec 1, 2011 1:19:43 PM
- Modified:
- File Size: 178.43 KB (182,712 Bytes)
- Page Size: 8.27 x 11.69 in
- Number of Pages: 4

At the bottom of the dialog, there is a 'Metadata' button on the left and 'OK' and 'Cancel' buttons on the right.

View and edit the PDF's title, author, subject, and keywords. View the producer, created date, modified date, file size, page size, and file metadata.

Security

[Set Security](#) – Set passwords and permissions.

Initial View

Set Initial View – Modify the properties that determine how the document will be initially displayed.

Fonts

Displays a list of fonts used in the document.

Compare, Loupe, Pan and Zoom

PDF Studio has several options for close inspection and comparison of PDF documents.


[Compare Side by Side](#)

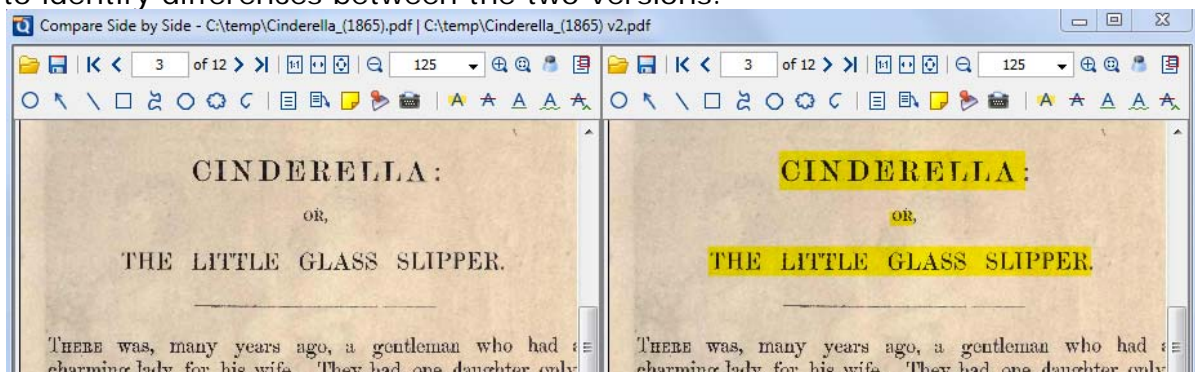
[Loupe](#)


[Pan and Zoom](#)

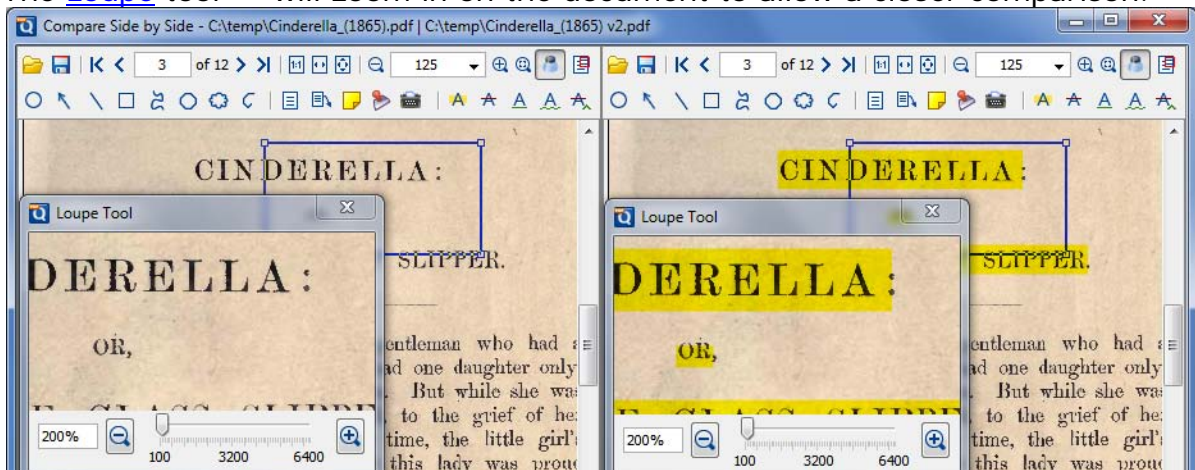
[Compare Side by Side](#)

View two documents at the same time with Compare Side by Side.

1. Select File > Compare Side by Side from the menu.
2. A large window will open with two full sets of toolbars inside. Click on the Open button  in each pane to open the versions of the file you want to compare.
3. The documents are locked together with synchronized scrolling, making it easy to identify differences between the two versions.



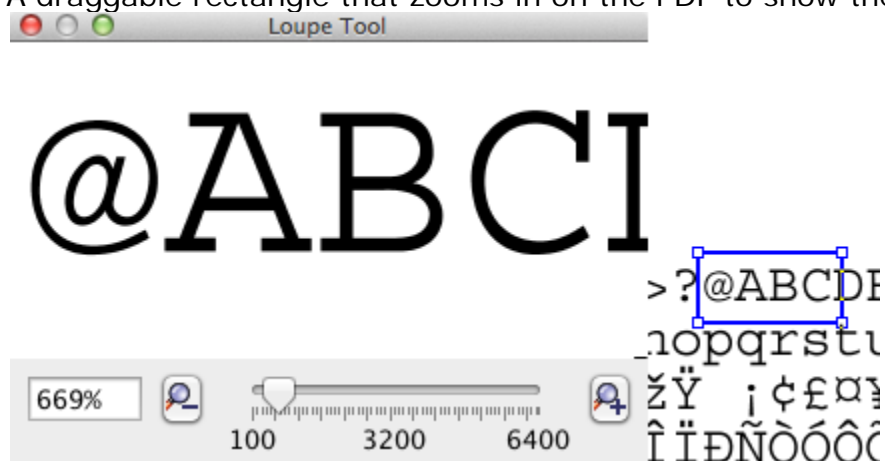
4. The [Loupe](#) tool  will zoom in on the document to allow a closer comparison.



5. While in Compare Side by Side mode, each copy is still editable so you can copy changes from one version into another or add new content.

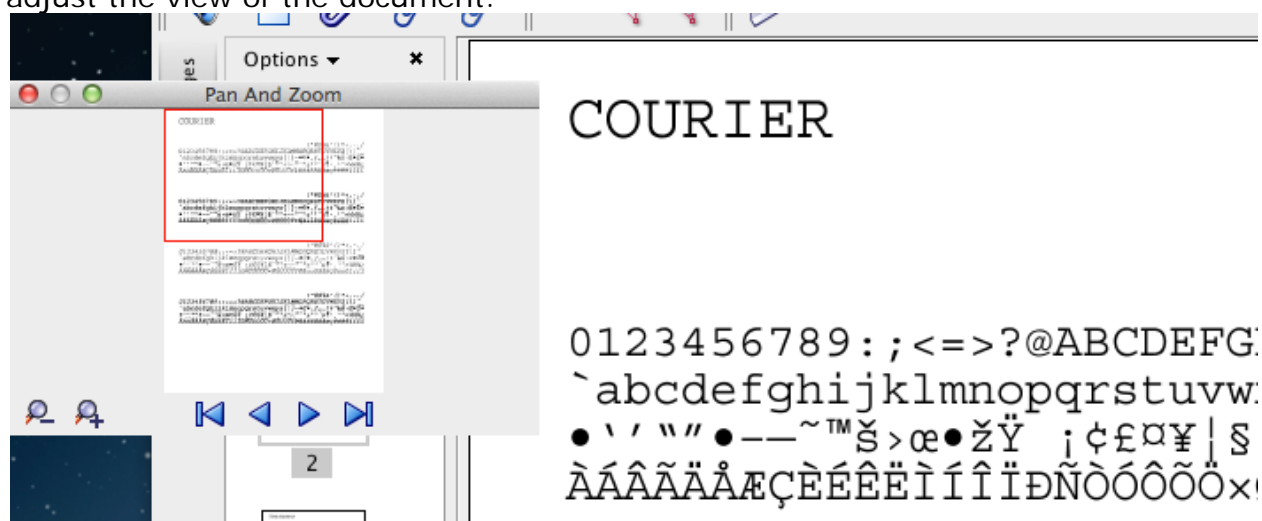
[Loupe](#)

A draggable rectangle that zooms in on the PDF to show the smallest detail.



Pan and Zoom

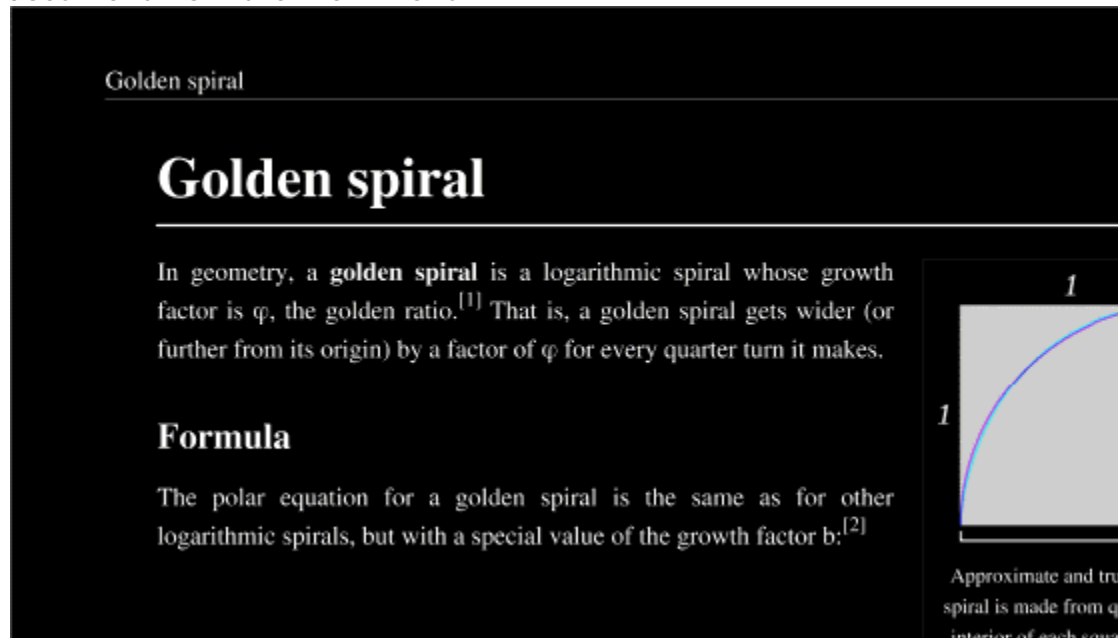
A window showing the portion of the page currently on screen. Drag the red box to adjust the view of the document.



Invert Colors

Invert colors when rendering a PDF document by selecting View > 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.



Import and Export Pages

Export the pages of the current document as images or import images as pages in the current document. Select Images from the menu and choose one of the following options:

[Export pages as JPEG](#)

[Export pages as TIFF](#)

[Export pages as PNG](#)

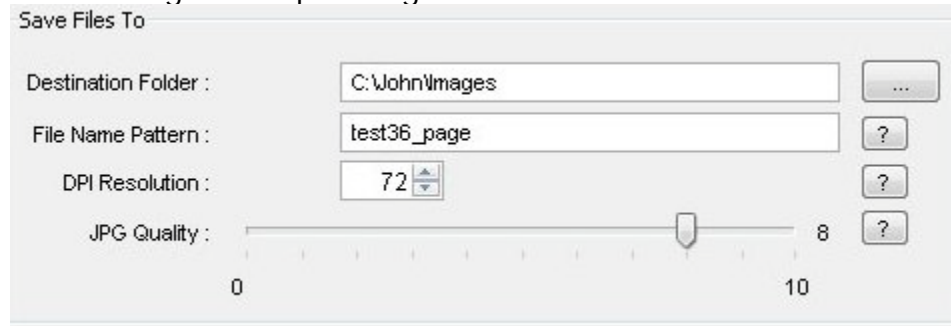
[Export pages as GIF](#)

[Import Images as Pages](#)

[Import Image as Stamp](#)

Export pages as JPEG

Select Images > Export Pages as JPEG from the menu.



The options in the Export Pages as JPEG dialog box are as follows:

- **Destination Folder** – Click on the browse button to browse to the desired directory or type in the directory in the text box.
- **File Name Pattern** – Enter the desired pattern for the output file names. Current page number and file extension (.jpg) will be appended to the pattern to create the final file name.
- **DPI Resolution** – Choose the desired resolution in DPI used to render the page. 72 is the native PDF resolution.
- **JPG Quality** – Select the desired quality of JPG compression.

- 0 – very high compression, very low quality
- 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.

Export Pages as TIFF

Select Images > Export Pages as TIFF from the menu.

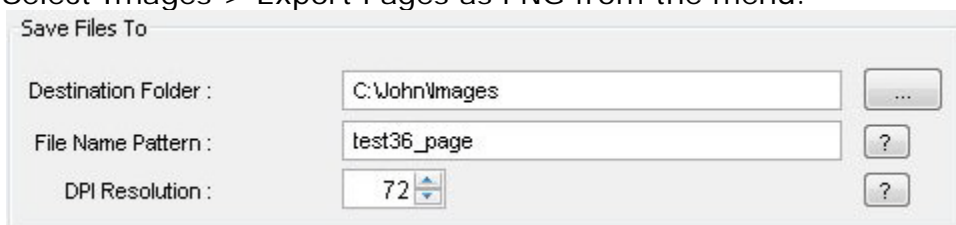


The options in the Export Pages as TIFF dialog are as follows:

- **Destination Folder** – Click on the browse button to browse to the desired directory or type in the directory in the text box.
- **File Name Pattern** – Enter the desired pattern for the output file name. Current page number and file extension (.tif) will be appended to the pattern to create the final file name.
- **DPI Resolution** – Choose the desired resolution in DPI used to render the page. 72 is the PDF native resolution.
- **Compression** – Choose the compression to use. Available compressions are: CCIT RLE, Group 3 Fax, Group 4 Fax, Pack Bits, LZW, ZLib, Deflate, No Compression. The most standard one is Group 4 Fax, which is optimized for faxing.

Export Pages as PNG

Select Images > Export Pages as PNG from the menu.

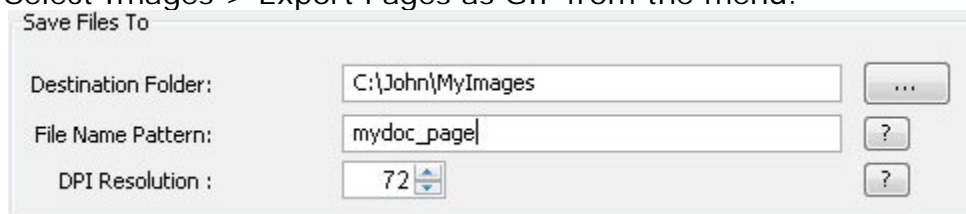


The options in the Export Pages as PNG dialog are as follows:

- **Destination Folder** – Click on the browse button to browse to the desired directory or type the directory in the text box.
- **File Name Pattern** – Enter the desired pattern for the output file names. Current page number and file extension (.png) will be appended to the pattern to create the final file name.
- **DPI Resolution** – Choose the desired resolution in DPI used to render the page. 72 is the PDF native resolution.

Export Pages as GIF

Select Images > Export Pages as GIF from the menu.



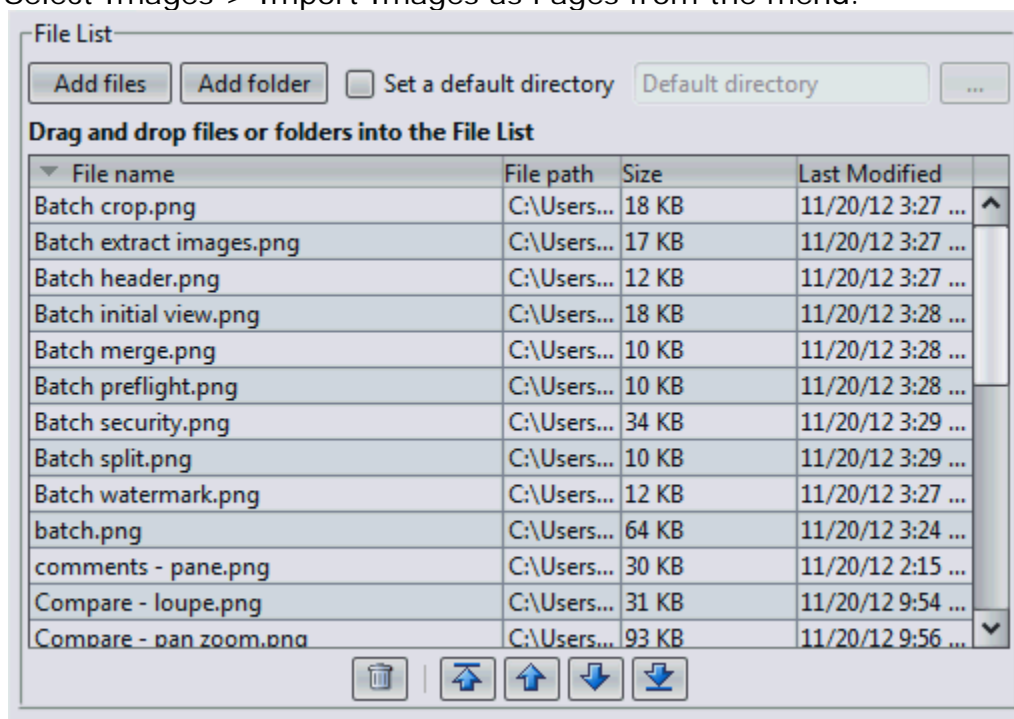
The options in the Export Pages as GIF dialog are as follows:

- **Destination Folder** – Click on the browse button to browse to the desired directory or type in the directory in the text box.
- **File Name Pattern** – Enter the desired pattern for the output file names. Current page number and file extension (.gif) will be appended to the pattern to create the final file name.
- **DPI Resolution** – Choose the desired resolution in DPI used to render the page. 72 is the PDF native resolution.

Import Images as Pages

Images of these types may be imported as pages: gif, jpeg, jpg, png, tif, and tiff.

Select Images > Import Images as Pages from the menu.



Import an Image as a Stamp

Select Images > Import Image as Stamp from the menu.


This can also be done by using the Image button on the annotation toolbar, or by selecting Comments > Add Image from the menu.

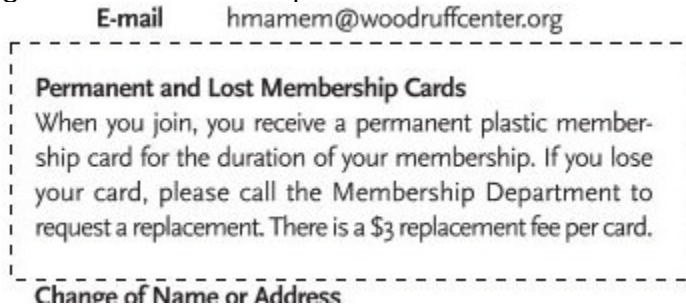
Once an image stamp has been applied to a page, it is possible to [flatten](#) it so the image is painted directly into the content of the PDF document itself instead of being an annotation sitting on top of it.

To create an image stamp that can be reused instead of an "on-the-fly" stamp, create a [custom image stamp](#).

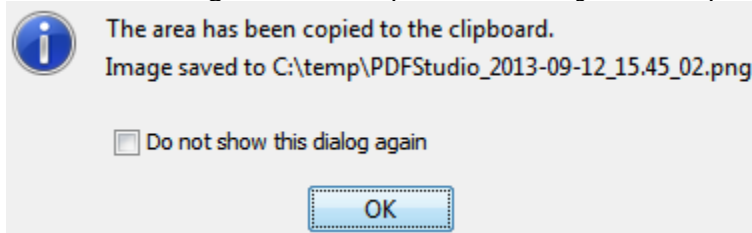
Snapshot Tool

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

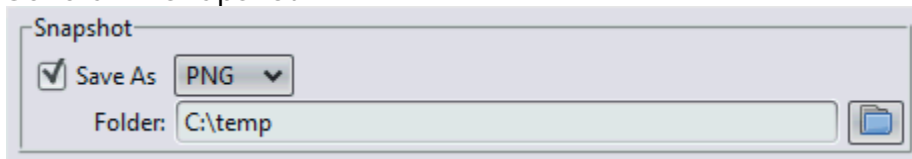
Select the snapshot tool icon  from the toolbar then drag the mouse over the page to select the snapshot area.



When the mouse button is released, an image will be created from the selected area. The image will be copied to the system clipboard and saved as a file.



The destination and format of the output image can be set in Preferences under General > Snapshot.



Forms

[Fill and Save PDF Forms](#)

[Flatten Form Fields](#)

[Highlight Form Fields](#)

[JavaScript](#)

[Export Form Data](#) 

[Import Form Data](#) 

[Reset Form Fields](#)

[Creating Forms](#)

- [Adding Form Fields](#)
- [Form Fields Types](#)
- [Linking Fields](#)

[Fill and Save PDF Forms](#)

To fill a PDF interactive form, simply open the document by clicking File > Open and start filling it. PDF Studio works with the following form fields: text fields, combo boxes, check boxes, lists, radio buttons and signature fields. The ability to tab through fields makes it easy to fill the form.

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](#).

To save the PDF form, simply save the PDF document by clicking File > Save. This will save all the data you entered in the form.

[JavaScript](#)

PDF Studio supports Acroform (non-LiveCycle) JavaScript in PDF forms.

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.

In Preferences, JavaScript can be set to Always on, Never on, or Prompt when you open a document with JavaScript in it. Prompt is the default.


[Export Form Data](#)

 Export data from the current form into a file in FDF or XFDF format.

1. Select Forms > Export Form from the menu.

2. Select the export format and choose a file and location you wish to export to.

Import Form Data

 Import form data from an FDF or XFDF file into the current form.

1. Select Forms > Import Form from the menu.
2. Select the import format and choose a file to import from.

Reset Fields

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.

Select Forms > Reset Fields from the menu.

Flatten Fields

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.

Select Forms > Flatten Fields from the menu.

Highlight Fields

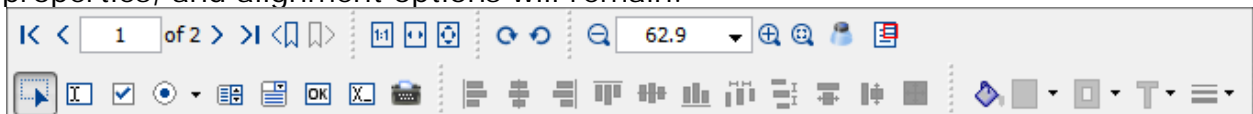
Highlight all fields in the form, making them easier to locate.

Select Forms > Highlight Fields from the menu. The same step will toggle the field highlights off.

Creating and Editing Forms

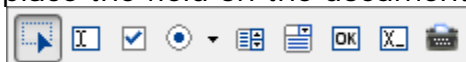
To create or edit interactive forms with PDF Studio, select Forms > Create/Edit Form from the menu.

In form editing mode, most toolbars will be hidden; navigation, form fields, properties, and alignment options will remain:



Adding Form Fields

Types of fields that can be added are text boxes, check boxes, radio buttons, list boxes, drop down lists, buttons, and signatures. Click the toolbar button and then place the field on the document, or drag a rectangle to start with a custom size.



The first button 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 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.

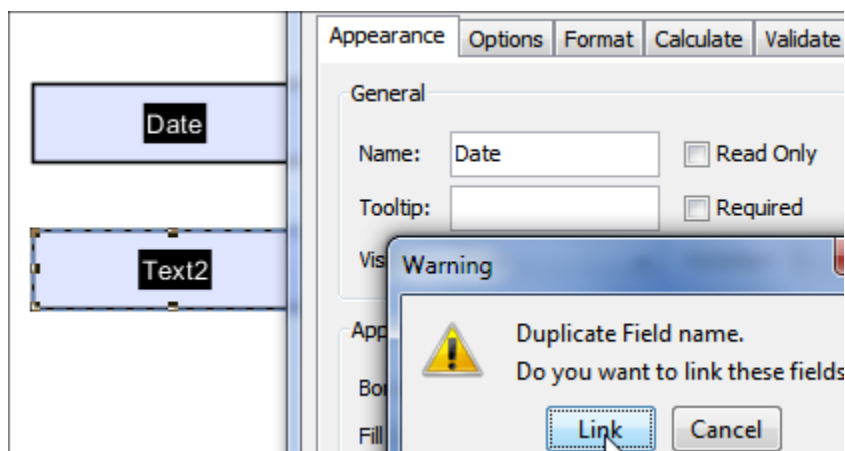
Form field types

- 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
- Dropdown - select one item from a list or add a value not in the list
- Button - starts an action, calculation, validation, etc
- Signature - apply a secure digital signature to a document

Linking Form Fields

One or more fields can be linked together to make the same data populate each instance. This is helpful for putting dates or client names on every page of the document.

To link fields, simply give them the same name, click OK, and then click Link on the dialog to confirm the link.



Radio buttons can be grouped in a similar way, by giving them the same name, but a different value for the Choice field on the Options tab.

Form field types

Preflight Verification


PDF Studio can verify document compliance with the following PDF/X standards:

- 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

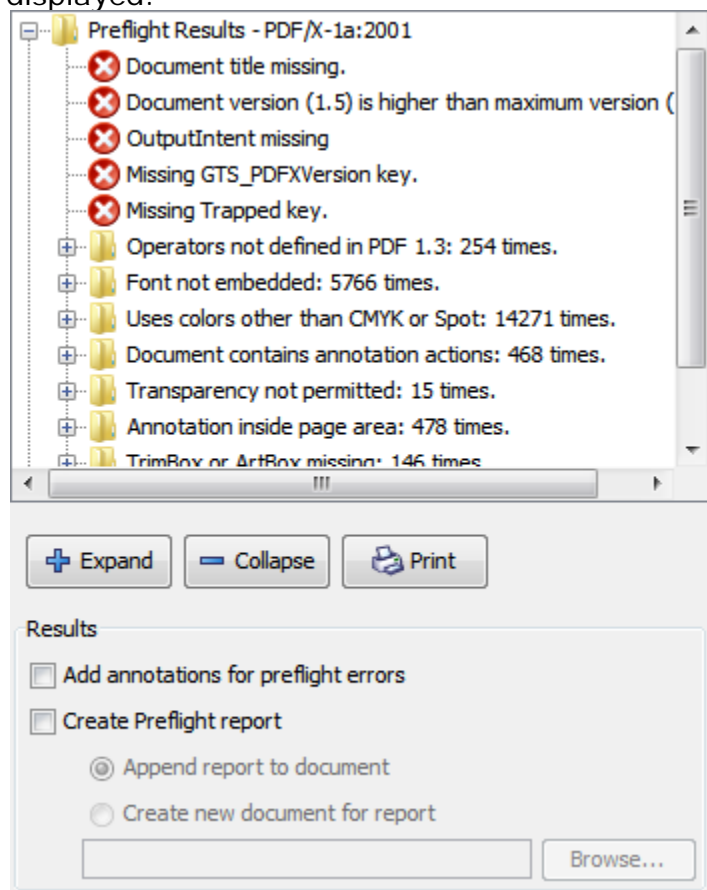
[Preflight a document](#)

[Preflight a batch](#)

Preflight a document

 Select Document > Preflight from the menu and choose the standard that you would like to use to check the document. Alternatively, you can also press Ctrl+Shift+X to show the Preflight dialog.

From this dialog, you can choose the desired format and then press Execute to run compliance checking. After the preflight check is finished, the results will be displayed:



This dialog lists any content in the document that is not compliant with the given specification. To add annotations to the PDF document where compliance problems were detected, check the **Add as annotations** box before closing the dialog.

Preflight a Batch

 [See: Preflight a batch](#)