Welcome to jPDFViewer v2022R1 – Java PDF Viewer

End User Guide for integrated PDF viewer in applications or websites.

This guide serves as a reference tool for end users using jPDFViewer deployed in a Java or a Java webstart application.

Note: *Some features and functionality within this guide may not be available depending on what has been enabled/disabled in your distribution. Contact your application administrator for additional details.*

jPDFViewer Features:

- Open and display PDF files
- Print PDF files
- Fill interactive PDF forms (Acroforms, XFA forms)
- View existing markup annotations on PDF documents
- Validate and display digital signatures
- Text search and selection
- Advanced display tools: zoom, loupe, snapshot, pan and zoom
- Easy navigation with different views: thumbnails, bookmarks, annotations, etc...
- Full support for the following:
    - The latest PDF formats
    - All image types, including JBIG2 and JPEG 2000
    - All PDF font types (Types 0-3, OpenType, TrueType)
    - All PDF colors spaces including pattern and separation
    - File attachments
- Available in English, French, German, Italian, Spanish
- Works on Windows, Mac OS X, Linux and Unix (100% Java)

Downloadable User Guides

The following user print versions of the user guides are available for download.

Word

jPDFViewer User Guide (.docx)

PDF

jPDFViewer User Guide (.pdf)

Qoppa Software

Getting Started with jPDFViewer

To start using jPDF Viewer, simply launch and open a PDF document using the Open button ![icon] on the toolbar. Once a document is loaded, you can print or navigate through the document at any time using the toolbar.

The Toolbar

The Toolbar is located at the top of the jPDF Viewer window. The toolbar is where you will find all of the most commonly used functions in jPDF Viewer.

Panes

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

Details of each of the panels are listed below.

Left Pane

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

- **Pages Pane** – view miniature versions of all the pages in the documents. Click a thumbnail to go to that page.
- **Bookmarks Pane** – view bookmarks or the document's table of contents, if present. Bookmarks allow navigation through bookmarked regions.
- **Destinations Pane** - view PDF destinations
- **Attachments Pane** - view files that have been attached to the PDF document, if any. Attached files can be viewed, saved, or deleted.
- **Layers Pane** – view layers contained in the document, if any. You can toggle layers by checking them on or off.
- **Signatures Pane** – view digital signatures that have been applied to the document.

Bottom Pane

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.

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jPDFViewer Toolbar

The toolbar is located at the top of the jPDF Viewer window. The toolbar is where you will find all of the most commonly used functions in jPDF Viewer.

The default toolbar is setup as displayed above but can vary depending on your application setup.

Toolbar Descriptions

File

Open: Open a PDF document.

Print: Print the current document.

Navigation

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

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

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

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

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

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

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

Page Fit

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

Fit to Width: Scales the view to fit the width of the document in the jPDF Viewer frame.

Fit to Page: Scales the view to fit the entire document within the jPDF Viewer frame.

View Rotation

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

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

Zoom

Zoom Out: Zoom out to view the content smaller.

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

Zoom In: Zoom in to view the content larger.

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

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

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

Standard

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

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

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

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

Underline: Makes the selected annotation or text underlined

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

Others

- **Divider:** separates each of the toolbar sections.

Selecting Text

Click on the Select text icon ![T] on the toolbar, then drag the mouse to select the desired objects. When right-clicking on the mouse (Mac: Ctrl + Click), a menu will appear giving you the choice to copy the text to the clipboard;

      Note : When copying text it will preserve Font, Color, Size, Bold & Italic properties of the selected text.

To exit the selection mode, simply click on the hand tool ![hand] or Esc on the keyboard.

Rectangular Text Selection

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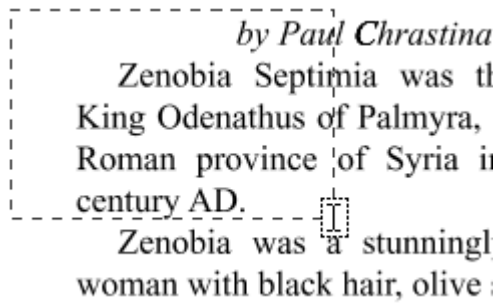
Text Selection Options

![copy icon] Copy to Clipboard - copies the selected text to the OS clipboard

![paste icon] Paste - pastes the content currently stored in the OS clipboard into the document

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

Markup Tools

T Highlight Text - highlights the selected text

T Underline Text - underlines the selected text

T Cross Out Text - adds cross out to selected text

T Replace Text - adds replace text markup to selected text

▦ Mark for Redaction - add redaction annotation to selected text

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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.

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Permanent and Lost Membership Cards
When you join, you receive a permanent plastic member-ship card for the duration of your membership. If you lose your card, please call the Membership Department to request a replacement. There is a $3 replacement fee per card.

Change of Name or Address
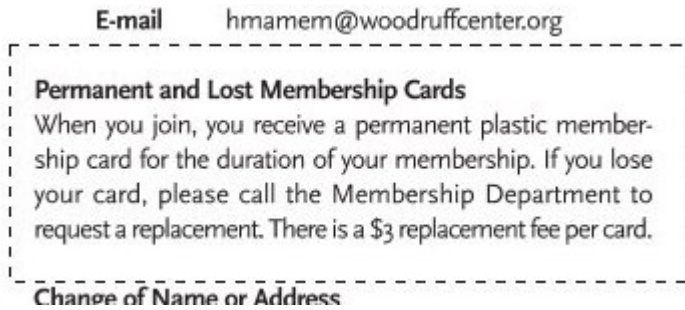
When the mouse button is released, an image will be created from the selected area. The image is copied to the system clipboard.

Quick Search

With jPDFViewer v2022R1, you can quickly search for text within a PDF document. The quick search tool allows you to search for just the next occurrence of the text within the document. To find a list of all occurrences within the document use the Advanced Search instead.
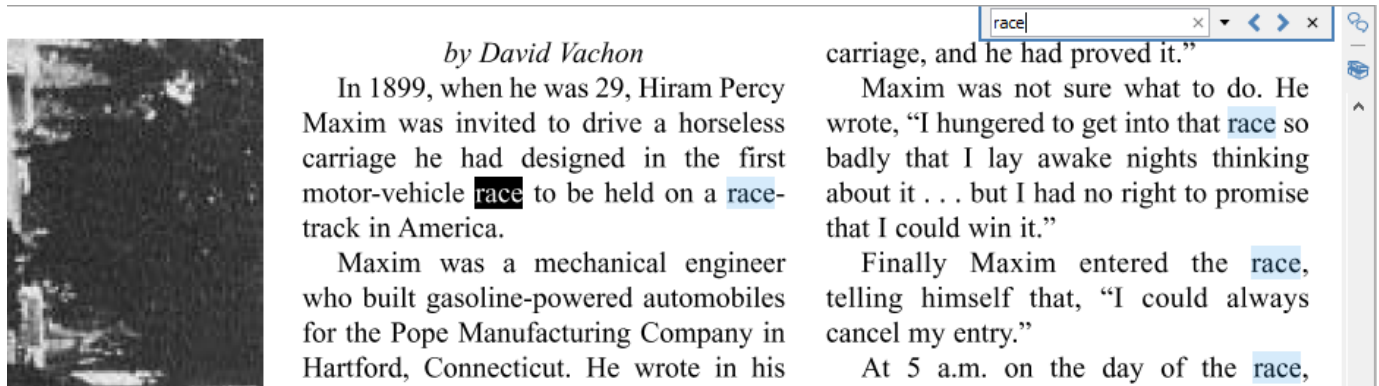
How to use Quick Search

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

Quick Search Options

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

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

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

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

- · **Advanced Search**: This will open the Advanced Search and begin searching for the text currently in the search field.
- · **Case-Sensitive:** If checked, searching for the string "The" will not return the same results as searching for the string "the".
- · **Whole words only:** If checked, searching for "the" will not return occurrences of "they". But when this option is left unchecked, all occurrences of "they", and other words with the letters "the", will appear in the occurrence list.

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

Text Search

The Advanced Text Search tool in jPDFViewer allows you to see a complete list of all the results. This tool allows you to see the results of the search in context with the text around the result to help locate the section of the document with the correct text.
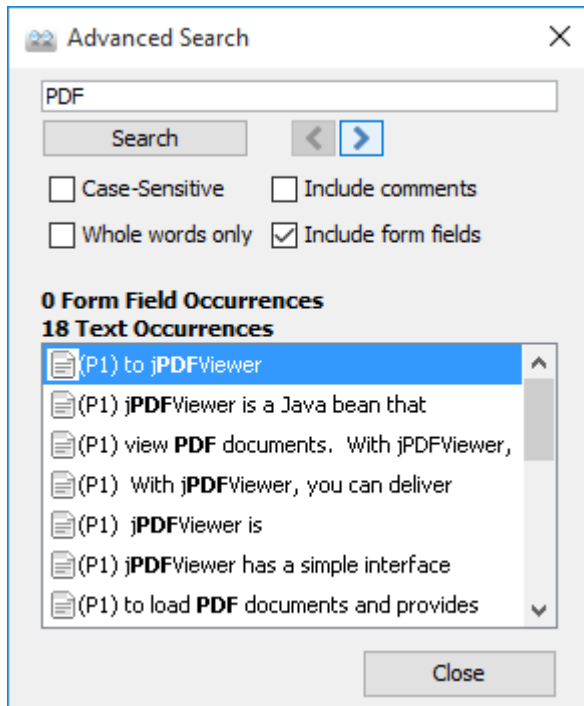
How to use Advanced Search

1. Open the document that you wish to search
2. Click on the Text Search button 👓 on the toolbar, press Ctrl + Shift + F (Cmd + Shift + F on Mac)
3. Enter the text to search for in the text field, and press the Enter key or click on the Search button. All occurrences of the text in the document will appear in the occurrences list.

To navigate through the results:

- Use the Up arrow key (previous) and Down arrow key (next).
- Click on the Previous Occurrence or Next Occurrence buttons next to the New Search button.
- Use the F3 (next) and Shift + F3 (previous) keys.
- Click on the result with the mouse

Advanced Search Options

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

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

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

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 text in annotation comments.

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

Printing PDFs

PDF documents can be printed from within jPDF Viewer. To print a document just click on the Print 🖶 button on the toolbar.
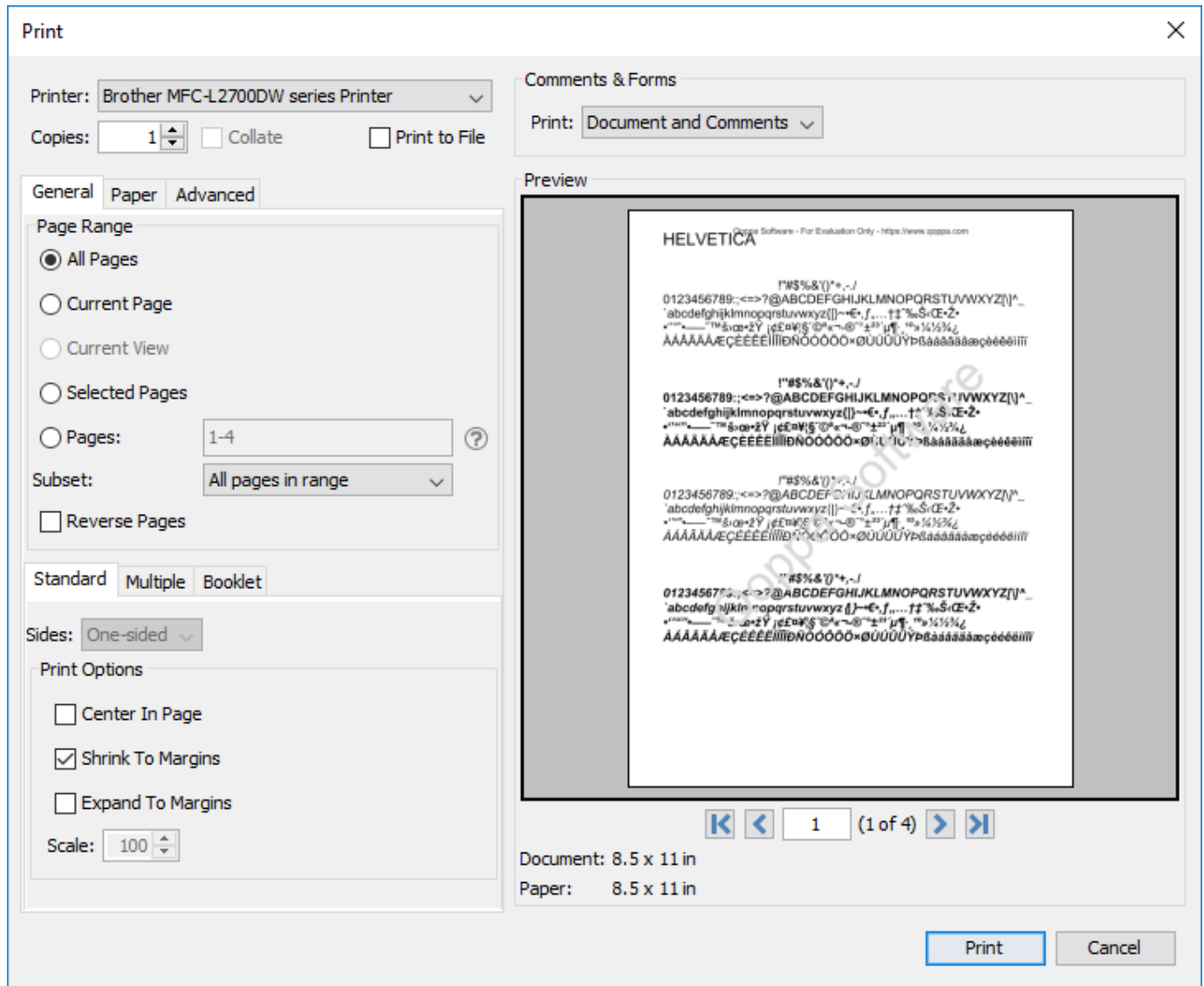
Print Options

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

> **Note**: *There may be some cases where the printer may support an option that is listed as disabled because it was not reported as available to jPDFViewer.*

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

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

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

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

General

Page Range

All Pages: all pages in the document

Current Page: the current page being displayed

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

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

Pages: set custom range of pages if needed using values separated by commas. For example, to print only pages 2 to 4 & 6 to 12 & 20 of a 30 page document enter "2-4, 6-12, 20".

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

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

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

Standard Printing

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

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

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

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

Multiple Pages per Sheet Printing

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

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

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

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

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

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

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

Booklet Printing

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

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

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

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

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

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

Paper

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

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

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

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

Advanced

Chromaticity - Sets the color of the document to be printed

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

Quality - Sets the quality of the pages to be printed

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

Performance - Sets additional advanced options to improve printing performance

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

Comments & Forms

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

- Document and Comments: prints the document with all comments
- Document Only: prints the document without any comments. For a list of all comments that will be removed see Annotating and Commenting PDFs

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· Form Fields Only: prints only the form fields and no other content.

> **Note**: *Form fields are always printed with each of the above settings*

Preview

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

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

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

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

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

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

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

Touch Mode

Touch mode can be enabled on your device by clicking on the Touch Mode icon 👆 on the toolbar or going to **View** on the menu bar then selecting Touch Mode.

Features added specifically for Touch Mode.

· Enlarged re-size handles on annotations and form fields for easier control
· Enlarged fonts and rows in comments and thumbnail panes.
· Mini toolbar during object selection for quick access to delete & show properties

Viewing and Comparing PDFs

jPDFViewer provides extensive functionality for viewing.

Viewing PDFs

Navigating: General navigation tips and tools

Zooming: Zooming in/out of the document

Setting Page Layout: Setting how the pages are displayed

Rotating Page View: Rotating the view of the page

Loupe Tool: Magnify a small region of the page

Pan and Zoom Tool: Display a window with the current location on the document

Invert Colors Mode: Invert colors when displaying PDFs for accessibility

PDF Layers: enable, disable, create, and edit layers.

Comments Panel

The comments panel displays a list of all comments within the PDF document grouped by page. It provides an easy way to view and navigate comments within the document. The icon next to each comment will be displayed in the same color as the annotation displayed on the page.
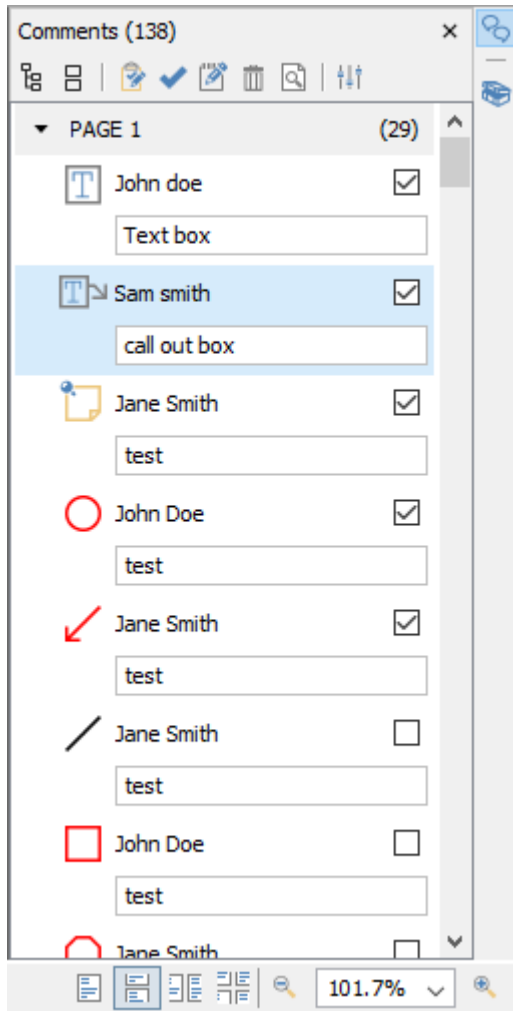
Accessing the Comments Panel

View the comments panel by clicking the comments button in the top right corner of PDF Studio. From this panel, you can view, search, and modify all the comments in the document.

The mouse is primarily used to navigate the comments panel. Clicking on any of the annotations listed will navigate the document to where the annotation is located on the page and select the current annotation. The following keyboard shortcuts can be used as well to navigate the comments panel.

· Arrow Keys - Up and Down can be used to navigate up and down the annotation list

- Spacebar - Highlight an annotation and press space bar to toggle the check box.
- Enter - Press Enter on a selected annotation to open the Note popup, then type the note you wish to add. Once complete press Esc to close the popup.

Comments Panel Toolbar

The following options are available at the top of the comments panel.

Expand: Expands the comment tree to show all pages and review markups

Collapse: Collapses the tree to only show the page folders

Status ▾ : Marks the selected annotation with a review status. See Setting Status or Check Marks

Properties: Opens the properties for the selected annotation(s)

Mark with Check Mark: Marks the selected annotation with a check mark. See Setting Status or Check Marks

Delete: Deletes the selected comment

Search: Enter text and press Enter to search for the text within the annotation comments

> **Previous Search Result**: Goes to the previous search result

< **Next Search Result**: Goes to the next search result

Filter: Allows you to filter out comments based on the following properties. Check the properties you wish to be shown and all annotations that do not have a property matching the selection will be hidden in the comments pane and on the page.

- **All**: Select the "All" option to restore showing all the annotations.
- **Author**: list of authors found in the document
- **Type**: list of annotation types found in the document
- **Marked**: list of marked annotations in the document
- **Status**: list of statuses found in the document
- **Color**: list of annotation colors found in the document

Options: Contains additional comment panel options

- Export: Export comments into a separate file.
  - **FDF**: File format created by Adobe that is supported by most PDF applications

- ◦ **XFDF**: Extended FDF file format created by Adobe that is supported by most PDF applications
- ◦ **Text**: Simple text file (.txt) that will contain all of the annotation information
- ◦ **XML**: File format that is similar to an Excel file that will contain all of the annotation information
- ◦ **CSV**: Exports all comment data into the .csv format allowing you to view in any spreadsheet editor such as Microsoft Excel
- ◦ **highlighted Text**: Creates a plain text file with all highlighted text separated by pages.
- · Print: Allows you to print the comments in the tree
  - ◦ Text: Prints just a simple text tree with all comments
  - ◦ Tree: Prints the entire tree exactly as it is displayed in the Comments Panel
- · Hide All Comments: When checked will hide all the comments from being displayed
- · View: turns on and off individual details displayed in the comments panel

Navigating

jPDFViewer has a variety of methods that can be used to navigate PDF documents.

Using the Mouse

The primary method for navigating within PDF documents is with the mouse. jPDF Viewer is compatible with all standard mice and supports the following actions using the 2 buttons and scroll wheel typically found on the mouse.

> **Note:** *On Mac if using a mouse with a single button you can right click by holding Ctrl and clicking the mouse button*

Left Mouse Button

- Click to select items
- Hold down to drag items

Scroll Wheel

- Scroll the pages in the document

Right Mouse Button

- Displays context menus with additional options

Panning/Moving Pages

With the hand tool selected click and drag anywhere on the page to pan the document

Using the scroll wheel on the mouse you can move the document up and down

You can also use the vertical and horizontal scrollbars to pan the document by clicking and dragging on the scrollbar

Using the Keyboard

The keyboard can also be used in some cases to quickly navigate the document using shortcut keys. The following shortcuts can be used.

Action	Windows/UNIX	Mac
First Page	Home	Home
Last Page	End	End
Next Page	PgDn or Space	PgDn or Space
Previous Page	PgUp or Shift + Space	PgUp or Shift + Space

Go to Page	Ctrl + Shift + P	⌘ + Shift + P
Scroll Down	Space or ↓	Space or ↓
Scroll Up	↑	↑
Next view	Alt + →	⌘ + [
Previous view	Alt + ←	⌘ +]

Using the Navigation Tools

The navigation tools are located on the main toolbar and can be used to navigate the document.

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

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

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

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

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

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

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

Using Page Thumbnails

The page thumbnails can be found on the left side of the window. If not displayed the pane can be opened using the ☐ Pages button on the left side of the screen

The page thumbnails show miniature versions of all the pages in the documents.

· Click a thumbnail to go directly to that page.
· use the Left ← and Right → arrow keys to navigate to the Previous and Next pages

Using Bookmarks

The bookmarks pane is located on the left of the window. If not displayed the pane can be opened using the Bookmarks button on the left side of the screen.

Using bookmarks can be useful when navigating large PDFs that contain many pages. Often bookmarks are put in place to label chapters or sections within a document. Click on the bookmark to jump directly to that location in the document.

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Using Destinations

The Destination pane is located on the left of the PDF Studio window. If not displayed the pane can be opened using the Destinations button on the left side of the screen.

Using destinations can be useful when navigating large PDFs that contain many pages. Destinations are additional navigation tools put in place to label specific locations or sections within a document. Click on the destination name to jump directly to that location in the document.

Zooming

When viewing a document there are several ways to zoom in/out of the document.

Using the Mouse

To zoom in or out on the document using the mouse hold down Ctrl (Alt on Mac) and scroll the mouse wheel up to zoom in and down to zoom out.

Using the Keyboard

The keyboard can also be used in some cases to quickly zoom on the document using shortcut keys. The following shortcuts can be used.

Zoom to actual size	Ctrl + 1	⌘ + 1
Zoom to fit page	Ctrl + 0	⌘ + 0
Zoom to fit width	Ctrl + 2	⌘ + 2
Zoom in	Ctrl + Plus	Alt + Plus
Zoom out	Ctrl + Minus	Alt + Minus

Using the Zoom Tools

The zoom tools are located on the main toolbar and can be used to zoom on the document.

Zoom Out: Zoom out to view the content smaller.

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

Zoom In: Zoom in to view the content larger.

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

· Hold Ctrl key to zoom out while Zoom Tool is active.

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

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

Setting Page Layout

When viewing a document there are several page layout options available to choose from.

Page Layouts

By default the page layout will be determined by the Initial View Settings in the document. A different page layout can be selected when viewing the document.

>   **Note**: "*To change these settings see the specific documentation of your application for detailed instructions*"

Single: Displays only a single individual page at a time

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

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

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

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

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

Page Views

By default the page view will be determined by the Initial View Settings in the document. A different page view can be selected when viewing the document by going to **View > Zoom** on the menu bar and selecting the view you wish to use or clicking on the button located on the toolbar.

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

 Fit to Width: Scales the view to fit the width of the document in the jPDF Viewer frame.

Fit to Page: Scales the view to fit the entire document within the jPDF Viewer frame.

Rotating Page View

The pages of a document can be rotated temporarily, as if you were rotating a book or magazine in your hands. This can be accessed by clicking on the Rotate View ↻ ↺ icons on the toolbar.

Note: *This rotation will NOT be saved when the document is saved then reopened.*

> ↻ **Rotate View Clockwise:** Rotates only the view within the document clockwise

> ↺ **Rotate View Counter Clockwise:** Rotates only the view within the document counter clockwise

Loupe Tool

The loupe tool is a draggable rectangle that zooms in on the PDF to show the smallest detail. When active a second window will be displayed showing the current content that you are magnifying.

Instructions:

1. Click on the loupe tool ⬬ button on the toolbar
2. Click on the part of the page you would like to magnify. This will display the magnification window.
3. Use either the handles on the corners of the blue zoom area or the slider in the magnification window to change the level of magnification when using the tool
4. When finished to close the tool either click on the "x" on the magnification window or press Esc on the keyboard
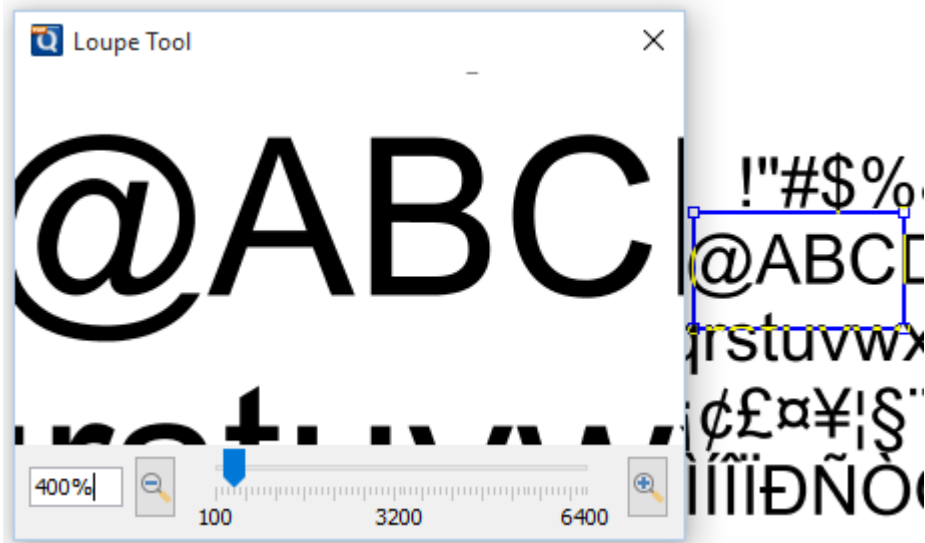
Pan and Zoom Tool

The Pan and Zoom tool is a second window will be displayed showing the portion of the page currently on screen. Drag the red box to adjust the view of the document.

Instructions:

1. Click on the pan and zoom tool ⊞ button on the toolbar. A second window will then be displayed showing a portion of the page currently on the screen.
2. To adjust the view of the document drag the red box or use the navigation and zoom tools in the pan and zoom window
3. When finished to close the tool either click on the "x" on the magnification window or press Esc on the keyboard
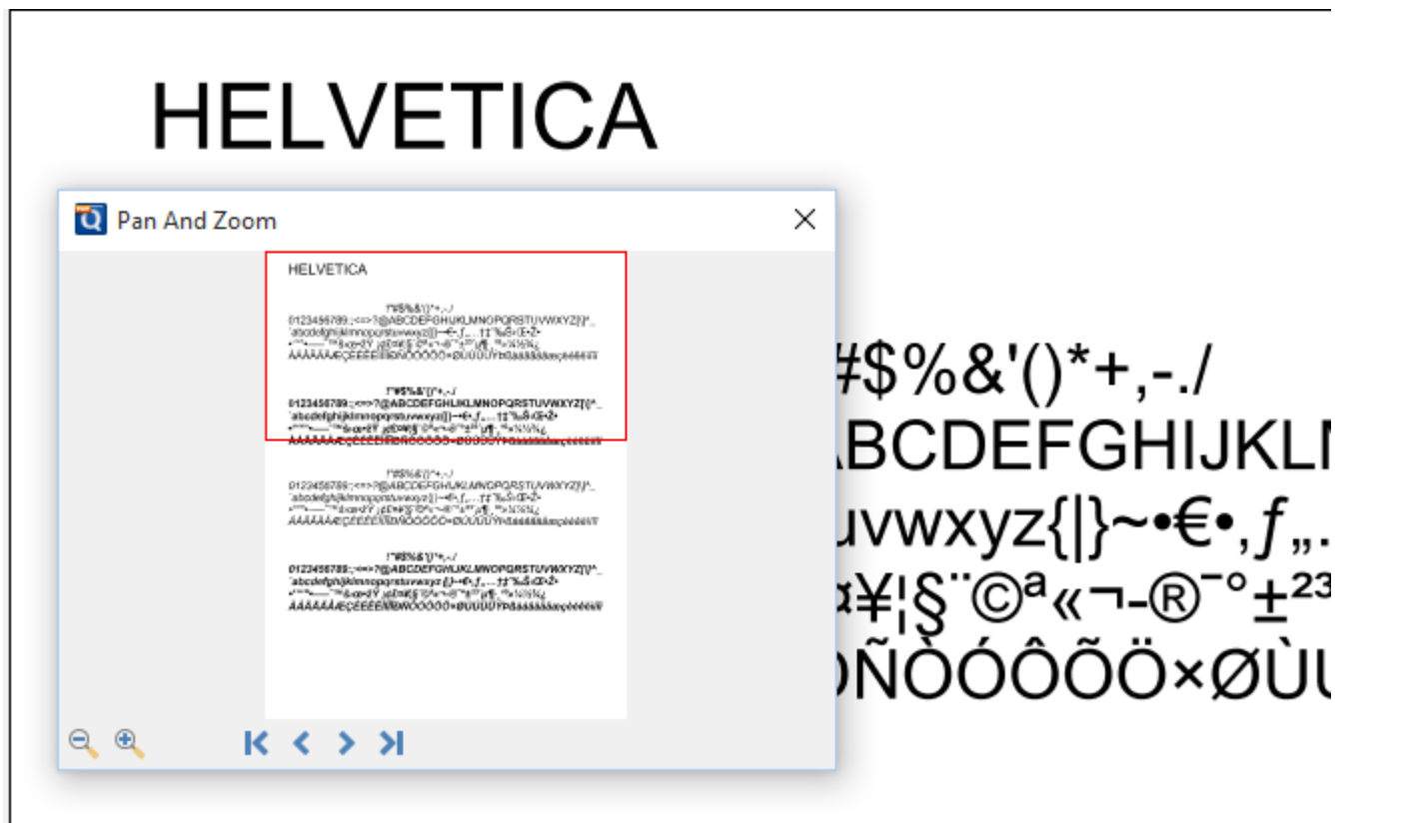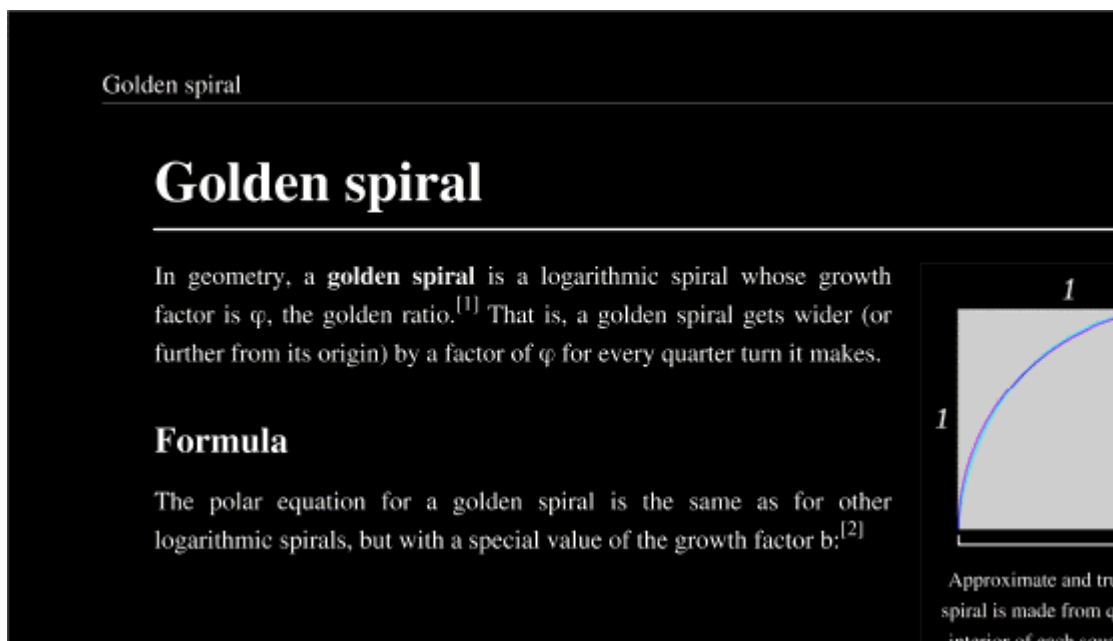
Invert Colors

Inverting colors make things much easier to read on small screens, particularly when working in a dark room, on an airplane, or at night.

> **Note**: *"To change these settings see the specific documentation for your application for detailed instructions"*

For typical documents, the display will change from "Black on White" to "White on Black".

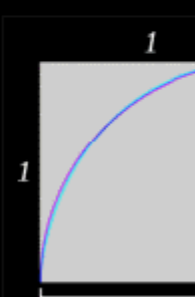**Example Document with Invert Colors Enabled:**

Show/Hide Layers

When viewing a document layers can be toggled on and off to create different views.

How to Show/Hide Layers in a PDF

1. Access the layers pane by clicking the Layers button on the left side of the screen.
   - **Note**: *If the layers buttons is not displayed this means that the document does not contain any layers.*
2. Show or hide layers by clicking the check box next to the layers name
3. Continue working on the document as you normally would

   Note: *Toggling the layers on and off does not modify the document and will not be saved.*

Opening Attached File

Files attached to PDFs can easily be opened. Depending on how the file is attached use one of the two methods below to open the file.

> **Note:** jPDFViewer *simply sends the file to your operating system for opening. If your operating system doesn't recognize the type of file or doesn't have the appropriate application to open the file, nothing will happen.*

Embedded Files

· If the file is attached as an embedded file, go to the attachments tab where the list of attached files is displayed, and double-click on the attached file. You can also right-click (Mac: Ctrl+Click) on the attached file and choose Open File.

Files Attached as Comment

· If the file is attached as a comment, double-click on the file attachment comment on the page. You can also right-click (Mac: Ctrl+Click) on the file attachment comment and choose Open File. You can also open the file from the attachments tab as you would embedded files.

Saving Attached File

Files attached to PDFs can easily be saved directly to your computer so that they no longer have to be accessed through the PDF. Depending on how the file is attached use one of the two methods below to save attached files.

Embedded Files

- If the file is attached as an embedded file, go to the attachments tab where the list of attached files is displayed, right-click (Mac: Ctrl+Click) on the attached file and choose Save File.

Files Attached as Comment

- If the file is attached as a comment, right-click (Mac: Ctrl+Click) on the file attachment comment on the page or in the attachments tab and choose Save File.

PDF Forms

jPDFViewer supports standard form fields in PDF documents and allows you to fill out PDF forms in PDF documents.

Filling PDF Forms: Filling and completing existing PDF forms

Exporting PDF Form Data: Exporting form field data from PDFs

Importing PDF Form Data: Importing form field data into PDFs

Resetting Form Fields: Resetting existing PDF form fields to their default values

PDF Form JavaScript: Custom JavaScript actions that are supported in form fields

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Filling PDF Forms
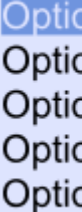
jPDFViewer can be used to fill and complete existing interactive form fields within a PDF. Once complete the form can be printed just as any other PDF document.

How to fill PDF form Fields

To fill a PDF interactive form, simply open the document by clicking **File -> Open** and fill the forms using the instructions for each field type below. Use the Tab key to navigate to the next field and Shift + Tab to go to the previous field. To save all of the data entered into the PDF form, simply save the PDF document by going to **File -> Save** or clicking on the save button 💾.

> **Note:** *LiveCycle XFA forms – also called dynamic XFA forms – are not supported in jPDF Viewer.*

The following form field types are supported in jPDF Viewer:

Text Fields	Allows you to enter text into the field. In some cases there may be formatting rules in place that will only allow you to enter a specific type of information. For example: time or date fields.	Text
Check Boxes	Can either be checked or unchecked. Multiple check boxes can be checked at once.	✔
Radio Buttons	Similar to a check box except radio buttons belong to groups and so only one button in each group can be checked at a time	◯
Combo Boxes	A drop down menu that displays a list of choices. Click on the down arrow to display the list of available options. In some cases this field will also allow custom text to be entered	Optic
List Box	Displays a list of multiple choice items in a box that can be selected. In some cases the field will also allow multiple items to be selected at once. To select more than one item at a time, hold down Ctrl or Shift and click on each of the options.	Optic Optic Optic Optic Optic
Buttons	Performs an action when clicked	Bu
Signature Fields	A designated location to apply a Digital Signature to the document. Click on the field to place a signature	Sign Here

Exporting Form Data

Form data can be exported from the current document into a file in FDF, XFDF, XDP, or XML formats. Form field data from all Form Field Types will be exported during this process.

Forms can be exported in the following formats

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

XFDF: Extended FDF file format created by Adobe that is supported by most PDF applications

XDP: An XML Data package created by Adobe that is supported by most PDF applications

XML: File format that is similar to an Excel file that will contain all of the annotation information

How to Export Form Data

Note: "*To perform this function see the specific documentation for your application for detailed instructions*"

Importing Form Data

Form field data can be imported from either an FDF, XFDF, or XDP file into the current document. Any form data from any of the Form Field Types will be imported.

Note: *Form data can only be imported into the exact same form as it was exported from meaning that both the field type and name have to be exactly the same in order for the data to be imported.*

Comments can be imported using the following formats

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

XFDF: Extended FDF file format created by Adobe that is supported by most PDF applications

XDP: An XML Data package created by Adobe that is supported by most PDF applications

How to Export Annotations

Note: *"To perform this function see the specific documentation for your application for detailed instructions"*

Resetting Form Fields

Reset Form Fields will reset the data in all fields in the form. When resetting a field, data will be set to the field's default value or to null if the field has no default value.

How to Reset Form Field Values

Note: *"To perform this function see the specific documentation for your application for detailed instructions"*

PDF Form JavaScript

In jPDFViewer when creating custom functions/actions for specific items such as form fields or buttons you will need to use JavaScript for the commands. JavaScript can perform calculations, button actions (adding images, submitting forms, or populating other fields), validate field input, and set field formatting, among many other things.

Note: jPDFViewer *only supports Acroform (non-LiveCycle) JavaScript in PDF forms.*

You will need to have advance knowledge in programming JavaScript in order to create the actions for the buttons. For additional details on how to use these functions, take a look at the tutorials and lessons on this site http://www.w3schools.com/js/js_intro.asp

jPDFViewer supports the following JavaScript commands for each of the below items.

Supported JavaScript

Document

Methods:

addField
calculateNow
getAnnots3D
getField
getNthFieldName
getOCGs
resetForm

Properties:

calculate
numFields
numPages
URL

Fields

Methods:

buttonGetCaption
buttonImportIcon
buttonSetCaption
checkThisBox
clearItems
deleteItemAt
getArray

Qoppa Software

getItemAt
insertItemAt
isBoxChecked
setAction
setFocus
setItems

Properties:

borderColor
borderStyle
borderWidth
calcOrderIndex
charLimit
comb
commitOnSelChange
currentValueIndices
defaultValue
delay
display
doc
doNotScroll
doNotSpellCheck
editable
exportValues
fileSelect
fillColor
hidden
lineWidth
multiline
multipleSelection
name
numItems
page
password
readonly
required
strokeColor
style
submitName
textColor
type
userName
value
valueAsString

Global

Methods:

setPersistent

OCG

Methods:

getIntent
setAction
setIntent

Properties:

initState
locked
name
state

Utilities

Methods:

printd
printf
printx

Digital Signatures

jPDFViewer. Digital Signatures are a way of authenticating the contents of a document. A document with a valid signature is guaranteed not to have been changed since being signed.

Validate Digital Signatures : How to validate a digital signature

Validating Digital Signatures

jPDFViewer validates any digital signatures upon opening a document. jPDF Viewer will first check that the digital signatures in the document use valid certificates and that the document has not been changed. It will then check that the certificate used to issue the digital ID in the signature was issued by a trusted certificate authority.

Validating Digital Signatures

Depending on the results of the validation, jPDF Viewer will display one of three icons on the signature:

The signature validated correctly, that there were no changes made to the document, and that the issuing certificate authority is trusted.

The signature validated correctly, but there might be some problems, such as the digital ID being issued by a certificate authority that is not trusted.

There were problems validating the signature. The problems can include any changes to the document after the signature was applied.

Checking Additional Validation Details

1. Using the Hand Tool ✋ click the signature that you wish to validate.
2. This will display a dialog showing the Signature Validation Status
3. Once complete, to close the dialog, click on Close or press Esc on the keyboard

PDF Layers

PDF layers allow documents to have content placed either above or below other content within the document. Individual layers within a PDF can be displayed or hidden by the user if needed. jPDFViewer supports the following layer functions:

> **Note**: *In order to work with Layers you will first need to display the Layers Pane.*

Show/Hide Layers: How to show or hide selected layers

Displaying the Layers Pane

The layers pane is located on the left of the jPDFViewer window. Click on "Layers" to display the layers in the PDF document.