Perfect PDF 11 Premium

User's Guide

LEGAL NOTICE

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INTRODUCTION

Dear Customer,

Thank you for your interest to our software **soft Xpansion Perfect PDF 11 Premium**! Now you have a possibility to create, convert, process, edit PDF, PDF/A and XPS files in many different ways, using almost complete PDF possibilities range. Integration in Windows applications as Windows Explorer, Microsoft Office, OpenOffice.org makes PDF format as one of the usual formats for daily work.

The software functionality can be divided into two parts:

1) Core PDF functionality:

- Create new documents from different sources, create PDFs in any applications from printable files.

- Integration with standard Windows applications as Windows Explorer, Microsoft Office, etc. - create PDF files with just a few mouse clicks, including import of original metadata. Display PDF thumbnails in Windows Explorer.

- Edit PDF pages content (text, graphics), change PDF document properties, structure.

- Export text, images, send PDF documents as e-mails, send documents to SharePoint, print documents, etc. Merge PDF documents or separate pages from different PDF documents, including links, comments etc.

- Annotate documents using sticky notes, markup, callouts, pencil and eraser functions, different shapes

- Protect documents using a safe encryption. Restrict rights for editing, printing and copying.

- Design functionality: watermarks, headers, footers, stamps, backgrounds, layers. Use auto text fields.

- Insert, track and edit bookmarks, links, labels, marks and forms.

- Insert attachments and embed files, create portfolios.

- Create interactive PDF forms: insert, arrange and adjust fields. Fill, print and save interactive PDF forms. Import, Extort and Submit form data.

- Sign and certify PDF documents with digital signatures.

- Read and display PDF documents using rich navigation functionality.

- Search through PDF document, extended search and replace functions.

2) Service functionality includes many additional tools:

- Search for PDF files.

- Batch files processing.

- Compare PDFs.

- Edit embedded images.

- Make snapshots.

- Magnifying glass, pan zoom, measuring tool.

Perfect PDF 11 Premium bases on the **PDF Xpansion** technology, which has over 1,000,000 installations worldwide.

We wish you a lot of success with **Perfect PDF 11 Premium**!

Licensing

On the day of release, **Perfect PDF 11 Premium** offers several licensing models:

- soft Xpansion **Single User license** - allows you to install and use the product on a single working place only. One working place is a single computer working under a single operating system. It is not allowed to use the product under more than one operating system.

- soft Xpansion **Multi User licenses** and **License Packages** for the program activation on more than one PC, e.g. three user license. At the time of the product launch of **Perfect PDF 11 Premium**, the Multi User Licenses offer volume discounts for two and more PCs. Apart from this, the License Packages „Family", „Office" and „Company" are available.

- soft Xpansion **Local Network license (LNL)** allows you to install and use a product simultaneously on at least 10 workplaces (by multiple users). To use this license type, LNL service should be installed and run on the server or any computer of your local network. Read more about LNL on our web site.

Support

In case program updates are available, you can **update your version** using the support web page of the Perfect PDF program family.

You need your product key to be checked in order to get the update. If you have been registered for the product and have opted in to receive newsletters, you'll get information about updates and other news once they are available.

Technical support is available for purchased products (contact details may be subject to

change):

Email: support@soft-xpansion.com

Phone (after launch of **Perfect PDF 11 Premium**, subject to change possible: +49 (0)234 588 01265 (Mo-Fr, 9:00 am - 5:00 pm CET). Please check the current support phone number and time on our web site.

Please tell us your **product key for all support requests**. It helps us to identify your program version correctly. We also strongly recommend you to send us any useful additional information such as screenshots, created and/or source PDFs, error messages and a short description of your handlings.

Your **soft Xpansion** team.

INSTALLATION AND ACTIVATION

Before you will install **Perfect PDF 11 Premium** please check <u>system requirements</u> for proper product installation and performances.

Installation

In order to install **Perfect PDF 11 Premium**:

1) If you purchased boxed version, please insert product CD in your CD/DVD drive. If the Autorun function is activated in your system, the installation process will begin as soon as you insert the CD. If installation doesn't start automatically, run "Setup" application from the CD.

2) If you purchased Electronic Software Distribution (ESD), please use Windows Explorer to extract all files from a downloaded ZIP file to a folder on your computer and run "Setup" application from this folder.

3) Make sure that you have administrative privileges before beginning the installation process. If you use Windows Vista or newer version, a window will pop up asking if you want to permit the installation to make changes to your hard drive (i.e., install a product). You need to permit an installation or let your system administrator do so for you. You or your system administrator may need to enter the administrative password.

4) Select your preferred language in the first installation dialog.

5) Follow the onscreen installation instructions carefully. Note: the installation program checks your computer to verify that all necessary components are available. If the "Microsoft Visual C++ 2010 Redistributable Package" is missing, they must also be installed. The installation program will inform you about it and perform the installation of package.

6) Decide whether the program should be installed into the given directory or select a new location.

7) Configure the product <u>integration with standard applications</u>.

8) You can <u>activate the product</u> during the installation.

And just like that, **Perfect PDF 11 Premium** is installed and ready for use!

If you decide to uninstall **Perfect PDF 11 Premium**, please go to the Windows Control Panel and select "Software" or "Programs and Functions", than run the **soft Xpansion Perfect PDF 11 Premium** uninstallation from the list.

Activation

If you've purchased **Perfect PDF 11 Premium** with a single user license, the **product requires activation** for a certain working place. By multi user license you can install the program on so many working places as it has been written in your purchased license.

The Single User license allows an installation and use of a product on a single workplace (single operating system on a single computer). Installation on another workplace requires the software to be uninstalled on the previous workplace. Two or more simultaneously installed copies of the product under one license are not allowed. Using of single user license for Citrix or Terminal Server installation or under two and more simultaneous Remote Desktop Connections, is not allowed as well. Use a multi-user license, a license package or a Local Network License (LNL) for this environment, see more information about LNL on the product web site.

If you didn't activate the product during installation, you can do it later when program starts up or via Windows Start Menu by selecting "Programs / soft Xpansion / Perfect PDF 11 Premium / Product Activation".
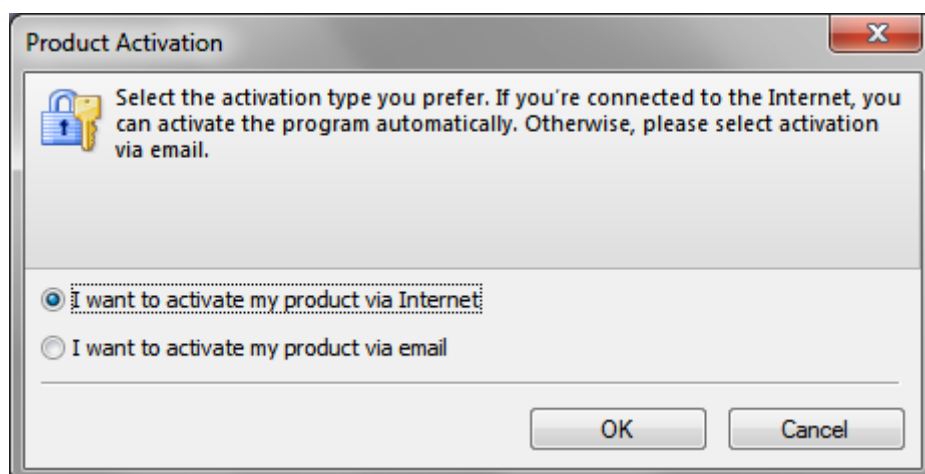
You can activate the product in two different ways: automatically (via Internet, **recommended**) or by sending an e-mail to receive the activation key as a file. Please follow the onscreen tips during the activation process.

You can use this dialog also in order to convert a **demo version** into a **full version** without new installation of the program.

Move to other computer (reactivation)

If you want to move **Perfect PDF 11 Premium** to another computer and all licenses are already in use, you should uninstall it from the one of the computers, install and activate it on the new computer.

Once the program has been uninstalled, you'll see an uninstallation code in the uninstallation dialog. Save this code - you'll need it if you ever want to install the program on another computer. You'll be able to use the uninstallation code for the online reactivation without referring to our support team.

System Requirements

In order to install and run **Perfect PDF 11 Premium**, your computer should meet certain system requirements. Please use soft Xpansion web site for the actual information.

Note: Due to unexpected changes in the new versions of Windows applications, it is not possible to guarantee a correct integration of **Perfect PDF 11 Premium** with the new versions.

Getting Started

After the product installation you'll get a **Perfect PDF 11** icon on your desktop. Start the program, load or create new PDF document and use the comprehensive PDF processing functionality. As you get acquainted with program, make setting up your work environment a priority. The more you learn about its potential, the better you can take advantage of its features, tools, and options. There is much more in the application than you see at first glance. Various hidden tools, preferences, and options can enhance your experience and give you greater control over how your working area is arranged and displayed.

Start Menu

Using Windows Start Menu you can open the product folder "Programs/soft Xpansion/Perfect PDF 11 Premium". There are some useful shortcuts in this folder:

- Perfect PDF 11 - main PDF program

- User's Guide - help / documentation for main program and its components, this document

- Product Activation - product activation utility. You need it if you didn't activate the product during installation. Also you can find your product key in the caption of utility window, if you have activated it earlier.

- Product Registration - the link to the product registration web form. If you register your product you'll get the news, notification about updates, actions, etc.

- Product Configuration - product configuration utility manages the integration of product components with Windows applications (for example Microsoft Office).

Important note: Please consider that on the 64 bit versions of Windows, **Perfect PDF 11 Premium** installs not only 32 bit program but also 64 bit program. In that case you get two programs and two shortcuts. Click on the appropriate shortcut in order to start a version you need. The advantage of the 64-bit version is that not all actual available memory on your PC can be used, but not more than 2 GB as in the 32-bit version. The program runs faster, especially when using large PDF files and rendering of image data. Conversely, there are also features that are available only in the 32-bit version. We therefore recommend that you use the default 32-bit version, and use for very large files or files with complex image data, the 64-bit version.

CREATE PDFS WITH PDF PRINTER

It is the simplest, wide spread and useful method for conversion of electronic documents to PDF files. Any application which is able to print its documents can do it on the so called virtual printer or PDF printer. The PDF printer is a central part of most PDF creation software.

Virtual Printer

During the installation of **Perfect PDF 11 Premium**, the setup installs virtual printer "soft Xpansion Perfect PDF 11 Premium" (according to the product name). You'll find this printer in the "Printers and Faxes" folder of the Windows Control Panel.

The difference between a virtual and physical printer is that the virtual printer is a piece of software (driver with appropriate properties) without any physical device. The printing output of any printing application to virtual printer is a set of EMF-formatted printed pages (print job). These EMF pages will be converted to appropriate PDF pages in a PDF creating process.

Windows treats a virtual printer like a typical physical printer. This makes the virtual printer easy to use and accessible from any application.

Printing from any Application

Using the "soft Xpansion Perfect PDF 11 Premium" virtual printer you can print electronic documents or data from any application which have a print function.

To do it select "soft Xpansion Perfect PDF 11 Premium" from the list of available printers in the printing dialog of application from which you want to print.

The PDF printer software receives the print output (print job) from an application and converts it to PDF document. After that PDF document could be automatically saved to PDF file or loaded to Perfect PDF program for preview and possible editing.

Printer Properties - PDF Profiles

The "soft Xpansion Perfect PDF 11 Premium" virtual printer as any other printer has its own dialog "Printer Properties". All properties and printer settings for print jobs processing and PDF document creation are gathered in a so called "profile". The PDF profile gives a user a possibility to save different sets of PDF properties for different applications or different kinds of printed documents. Each profile has a unique name, using these names you can select and manage profiles.

There are some predefined PDF profiles, e.g. Normal, Internet, E-Mail, Preprint, Edit. The profile management menus begin with the following dialog:

The current profile name you can see on the first button, e.g. "Normal". To change PDF profile, click on this button and select the other one. Its name you'll see on the button and its settings will be set as the actual settings for printer properties.

If the button is deactivated, there are two reasons for it:

1) If you open this dialog from the "Printers and Faxes" folder using "Printer Properties" command or from the "Perfect PDF 11 Premium" program using "PDF Printer" command - the installation of the virtual printer in your system failed. You should reinstall the product.

2) In case you have called this dialog from other applications using "PDF Settings" command or from the "Print" dialog of application, this application has a low privileges level. Use "Printer Properties" in the "Printers and Faxes" folder for that case.

In order to look at the PDF properties in a profile click on the button "View / Modify". You'll get

a profile dialog with all settings for selected PDF profile. Note that you don't allow editing the properties of one of the standard profiles; you should save the changes to the new one.

The buttons "Copy to", "Rename", "Delete" allow you to create new PDF profiles (copy one of the existed profiles and edit its properties), rename or delete user defined profile.

Profile (PDF and Printer Settings)

PDF profile contains the PDF and printer settings which can be used by PDF printer and the Perfect PDF program by print jobs processing and by converting different files to PDF documents.

To view and modify of the profiles use the PDF profile dialog. All settings saved in the profile have been divided into different categories you can see on the left side. On the right side the individual settings in the selected category and their values have been listed, you can view and edit them.

Profile: PDF Printer

The first category contains the properties for the PDF printer only, not for converting the files to PDF format.

Define Printing Presets

The main PDF printer property "Process Print Job" defines how the printer should process every print job. Depending on the selected value the secondary printer properties will be defined.

The property "Save print job for further processing", defines either every print job should be saved in the temporary file or not. If yes, a print job can be loaded later in the Perfect PDF or Perfect Print program for further processing. Don't activate this property without necessity; the temporary

files need a lot of additional place on your hard disk.

"Merge print jobs in one document" switches a merge function. Within the waiting time (the next property) all coming print jobs will be combined in one document. The pages sequence in the result document will be defined by the print jobs sequence.

Printer Defaults

This group contains the properties usual for every printer. As opposed to usual printer the properties for PDF printer can be set almost arbitrarily.

"Printer resolution" defines the printing quality which is important preferably for applications which render and print rendered raster image.

"Supported paper types" shows you the list of supported papers (page sizes) and gives a possibility to add new paper or remove the existing one. **Note:** this printer property is not attended to specify a page size of a printed document. Paper (page size) selection based on this list will be done only in a printing application, as a rule in the Print dialog or Page Layout settings.

Advanced Options

The properties in this group allow more precise import of the print jobs content: recognizing of the web links and paragraphs in the page content. The recognition can slow down the converting process. Exact links and paragraph converting cannot be guaranteed in all cases.

Profile: Document

The next category "Document" defines the properties of the PDF documents which should be created with this profile. The category consists of two groups: description properties and security properties.

Description

In the group "Description" you can set standard PDF properties: title, subject, author, creator application and keywords for created PDF documents. If a source file in other format has similar document description properties they will be imported and this PDF profile settings will be ignored. See "Import Profile" for more information.

Security Properties

The security properties depend on the encryption of the document. For no encryption no further properties are available. **Note:** encryption "Best Level" can be set only if the property "PDF Format version" in the category "File" is not lower than "1.7, ext. level, compatible with Adobe Reader, version 9.0".

If encryption level has been selected the following properties can be set:

- "User password" - if it has been set, the password should be entered to open an encrypted

document in PDF Reader.

- "Owner password" - it is the obligatory property for any kind of encryption. This password will be required to open a document in PDF editor with full rights for further editing, including changing of security properties.

- "Security permissions" can be set in any encryption level. They define what the user can do with the created PDF document: print, copy content, modify, etc.

Only the document owner can change any security properties of an encrypted document later. The owner password is required for this operation.

Profile: File

The properties in this category define how a PDF document will be saved in a file. You define such important properties as PDF version, font embedding, image compression and PDF viewer settings.

Following subchapters from "PDF Document" chapter give you more information about:

- "Document properties/File properties": "PDF Format Version", "Optimize for web use", "Viewer Settings"

- "Fonts and Images": fonts embedding, images settings

INTEGRATION WITH STANDARD APPLICATIONS

After you've installed **Perfect PDF 11 Premium**, and if you've selected the relevant options in the installation, the **Perfect PDF 11 Premium** will be integrated in:

* [Windows Explorer (My Computer)](#)

* [Microsoft Office applications](#)

* [OpenOffice.org applications](#)

Product Configuration

The integration managed and performed by installation or the utility "Product Configuration". Utility starts from Windows Start Menu, "Programs / soft Xpansion / Perfect PDF 11 Premium" folder.
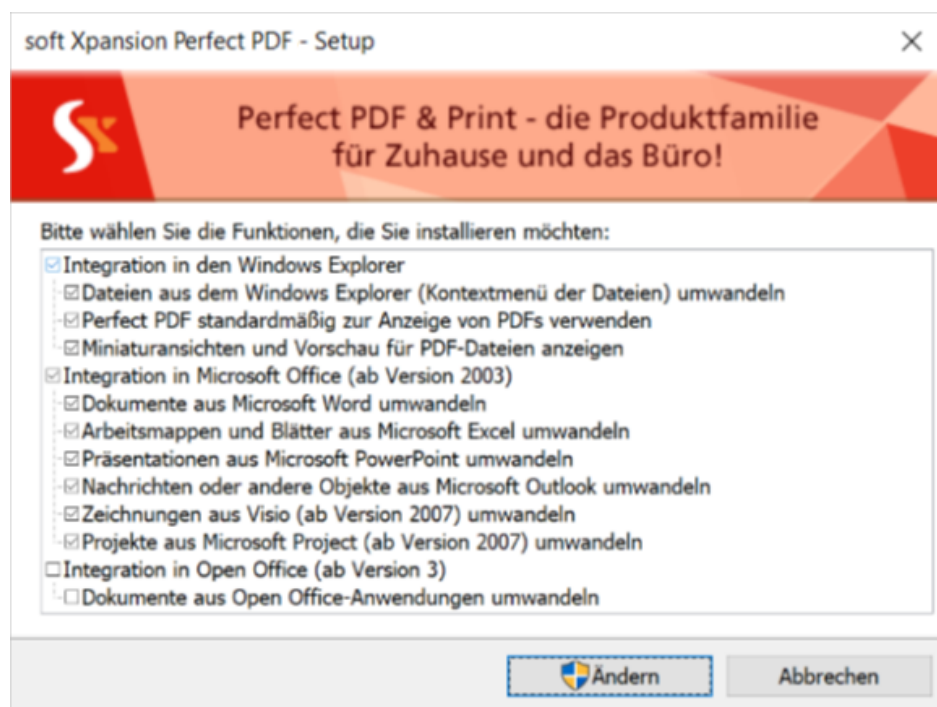
You can select the settings for the first time and correct them anytime later on. **Note:** to change the configuration of integrations correctly you should close all relevant applications or even all opened applications before you change something.

Integration with standard applications allows you to send documents and dynamic data from those programs directly to PDF file or PDF program in one click.

Windows Explorer (My Computer)

Integration with Windows Explorer allows you to:

- convert different files to PDF in one click

- open automatically PDF files in Perfect PDF program after converting

- preview PDF pages and main document properties directly in Windows Explorer.

Convert Printable Files to PDF Using Context Menu

Perfect PDF 11 Premium converts text, RTF, XPS files and image files to PDF format and doesn't use other applications for this purpose. A lot of other file formats have been supported by their native applications, e.g. Microsoft Office. These applications should be installed in this system.
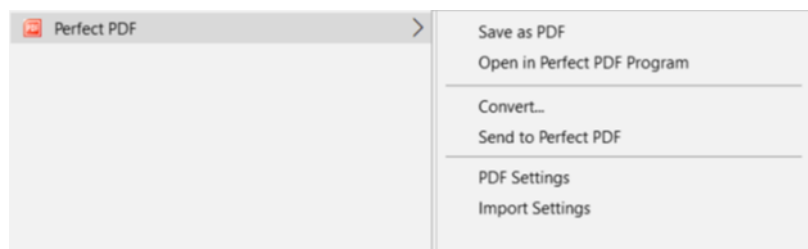
In Windows Explorer click with the right mouse button on a file or a group of selected files you want to convert and get the context menu. If this files (files) can be converted to PDF you see the menu item "Perfect PDF 11 Premium" with its submenu.

The first two items of submenu are available, if you have selected only one file.

"Save as PDF File" converts the selected file to PDF with the same name as original file and extension "pdf" and saves it in the same folder.

"Open in Perfect PDF Program" converts the selected file to PDF and opens it in Perfect PDF program without creating a PDF file; you can save it from program after possible editing.

"Convert" starts the wizard of converting one or more files to PDF. More information about this wizard you'll get in chapter "Batch Processing/Convert Files to PDF".

"PDF Settings" opens PDF profile manager dialog.

"Import Settings" opens import profile manager dialog.

If you don't see the item "Perfect PDF 11 Premium" in the context menu, probably you don't have the integration in Windows Explorer. Please start the utility "Product Configuration" and activate the appropriate checkbox in the group "Windows Explorer integration". Otherwise you select a file which can't be converted in PDF.

Note: if you have a problem that Windows Explorer crashes from time to time after the installation

of **Perfect PDF 11 Premium** try to deactivate all checkboxes in the group "Windows Explorer integration" in the utility "Product Configuration".

PDF File Thumbnails and PDF File Preview Panel

If this option has been activated, all PDF files will be displayed in Windows Explorer folders no more with common icons, but with the thumbnails of the first page of a PDF file. Windows Vista or later is required for this functionality. The option "View" in Windows Explorer should be set in "Medium Icon" or bigger.

The Windows Explorer preview panel in Windows Vista or later has been supported as well. If the preview panel is active, and a PDF file has been selected in the file list, the integrated component displays PDF content in the right frame. With the help of scrollbar you can see the preview of all PDF pages. The preview image will be scaled due to the right panel size.

Perfect PDF 11 Premium integration with Windows Explorer has an additional tab "Perfect PDF 11 Premium" in a standard dialog "File properties" for all PDF files. Using this tab you can see the main document properties of the appropriate PDF file.

Default PDF Viewer / Editor

Using Windows Explorer you can associate each file format with an application which starts if the file should be viewed or edited. The activation of this option in the product configuration utility associates the PDF files with Perfect PDF program.

Microsoft Office Applications

Perfect PDF 11 Premium integrates its component in Microsoft Office applications: Word, Excel, PowerPoint, Outlook, Visio and Project.
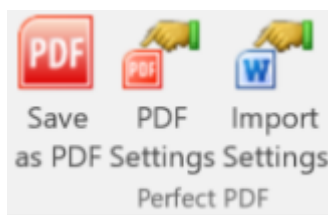
This component adds a ribbon tab "soft Xpansion Perfect PDF 11 Premium" as well as the item "Save as PDF" in the Application File Menu. In Microsoft Office applications which have no ribbon the "soft Xpansion Perfect PDF 11 Premium" toolbar will be inserted instead. Please take in account system requirements for proper integration.

Save as PDF

The command converts opened Microsoft Office document in PDF and saves it as a PDF file or opens in Perfect PDF program. Alternatively you can print this document from Office application

on the installed PDF printer.

Using the integration and "Save as PDF" command you can not only convert the documents in PDF quickly, but also import the metadata from the Office document in PDF document. Metadata means such information as table of contents, links, form fields, comments, etc.

More information about metadata import see in "Import Settings and Profiles".

Click on "Safe to PDF" and get the following dialog, where you can browse a folder for saving of PDF file.
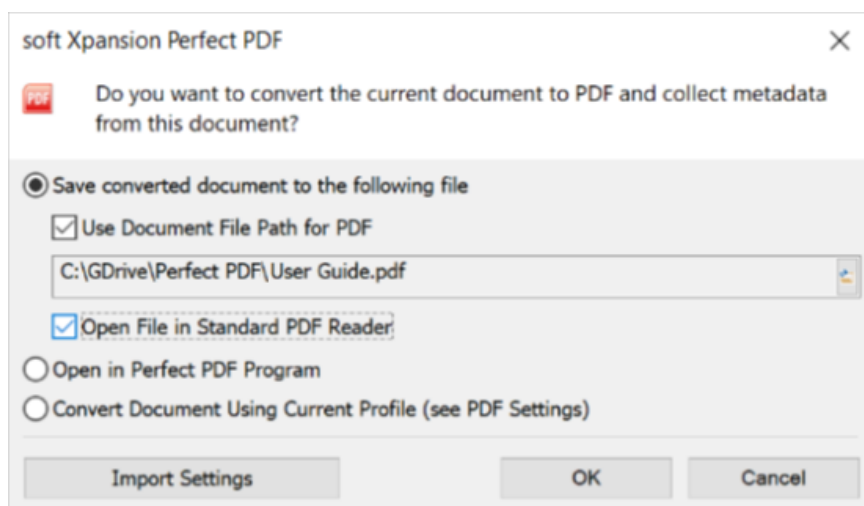
If the checkbox "Use Document File Path for PDF" has been switched on, the default path and the path for PDF file will be the same as the original document. The extension will be set "pdf". Otherwise will be used the folder being used the last time you've saved PDF file. You have always a possibility to set another folder and another file name - click on the folder icon on the right side.

If you activate a checkbox "Open File in Standard PDF Reader", the saved PDF file will be opened after save in the program which is associated with the PDF files.

If you activate the second radio button, the document will be opened in Perfect PDF program.

If you activate the third radio button, the document will not be saved in PDF file. It will be sent to the PDF printer and processed according to the actual PDF profile. For example if you want to merge several documents from different Microsoft Office applications in one PDF document, you can activate the option "Merge print jobs in one document" in PDF profile and select the second radio button in the dialog "Save to PDF". In the meantime gives this method a possibility to import and convert not only pages content but also a metadata from the original document (see also "Import Settings and Profiles").

Settings

The commands "PDF Settings" and "Import Settings" open profile manager for PDF profiles and Import profiles accordingly. Select an applicable profile with desired settings for metadata import

and for creating PDF document before calling "Save as PDF".

OpenOffice.org Applications

Perfect PDF 11 Premium allows you to integrate its components with OpenOffice.org applications: Writer, Calc, Draw, Impress and Math. The toolbar "soft Xpansion Perfect PDF 11 Premium" will be added in these programs. Please take in account system requirements for proper integration.

The "Save as PDF" command saves a PDF file from OpenOffice.org application according to the settings in currently active PDF profile and Import profile. Alternatively you can print this document from OpenOffice.org application on the installed PDF printer.

The commands "PDF Settings" and "Import Settings" open profile for PDF profiles and Import profiles accordingly. Select an applicable profile with desired settings for metadata import and for creating PDF document before calling "Save as PDF".

Import Settings and Profiles

Perfect PDF 11 Premium integration functionality allows you not only convert your documents to PDF "in one click", but also import a metadata from original documents in resulting PDF documents. For example, import metadata from Word documents to PDF documents includes such useful data as links. Even Index in Word document can be imported in PDF although it is not a metadata in sense of Word.

All properties and settings concerning metadata import in PDF document have been gathered in so called "profile". The profile gives a user a possibility to save different sets of properties for different applications or different kinds of printed documents. Each import profile has a unique name, using these names you can select and manage profiles.

Profile manager dialog being called by the command "Import Settings" has the same user interface and functionality as the profile manager for PDF printer profiles.

Import Profile

To view and modify the import profile properties and settings following dialog is to be used.
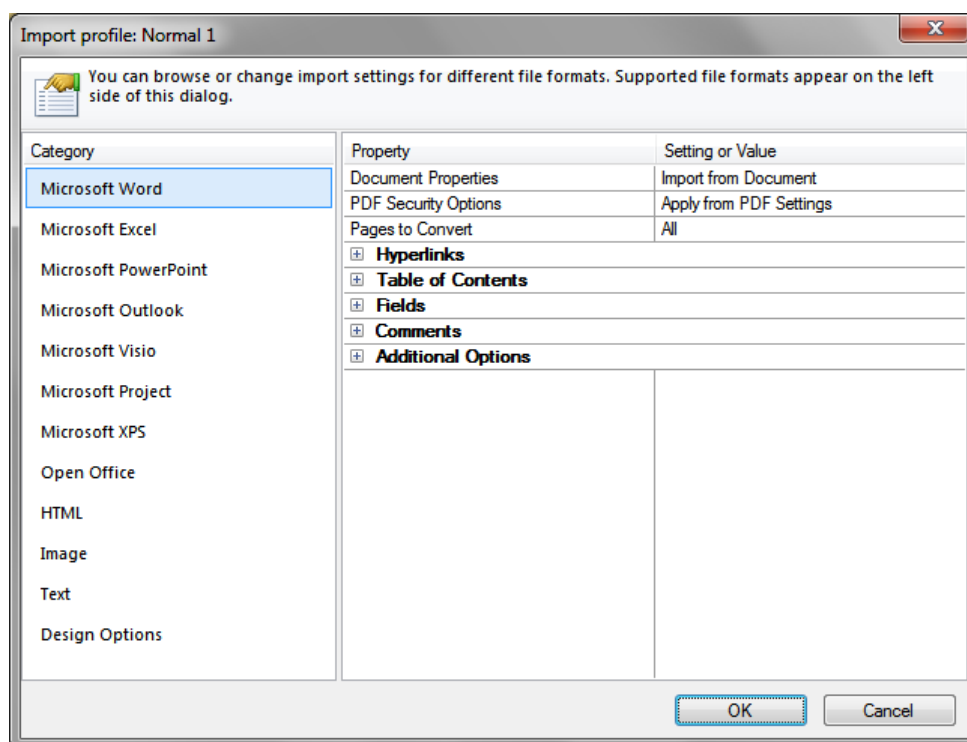
All settings are divided into several categories in the left panel. On the right side the individual settings in the selected category and their values have been listed, you can view and edit them.

Microsoft Word

Microsoft Word import options contain more items then for other applications and file formats.

The option "Document properties" defines which description properties (title, subject, author, keywords) should be set as in PDF profile or imported from a Word document.

The option "PDF security properties" defines necessity of PDF document encryption:

- "Apply from PDF settings" - the encryption level will be taken from PDF profile.

- "Protect PDF, if Word document is secure"- for secured Word documents the encryption will be set, password for encryption of PDF document will be requested additionally, for non-secured Word documents no encryption will be set.

The option "Pages to Convert" defines the range of the document pages to be converted to PDF: all pages, odd, even pages or certain page rage.

The next option groups set the necessity of the import for different metadata types: hyperlinks, table of contents, fields, comments. Activate the checkboxes for those properties which should be imported. In **Perfect PDF 11 Premium** you can import also the controls from Microsoft Office 2013 up to 2019 form fields in PDF. Detailed information about those controls you can find for example in Microsoft Office documentation.

Additional options define which Word document elements should be included to PDF document.

Microsoft Excel

Here are the import settings for converting Excel workbooks to PDF.

The first three options are similar as for import of Word documents.

The next option groups set the necessity of the import for different metadata types: hyperlinks, table of contents, fields, comments. Activate the checkboxes for those properties which should be imported.

Microsoft PowerPoint

Here are the import settings for converting PowerPoint presentations to PDF.

The first three options are similar as for import of Word documents.

The next option groups set the necessity of the import for different metadata types: hyperlinks, table of contents, fields, comments. Activate the checkboxes for those properties which should be imported.

Microsoft Outlook

Here are the import settings and options for converting e-mail messages, tasks and other Outlook objects v PDF.

The option "Object properties" defines which description properties (title, subject, author) should be set as in PDF profile or taken the same as in an Outlook object (message, task, etc.).

The option "Message format" defines the preferred e-mail message format for converting to PDF: HTML formatting, incl. images or plain text.

The option "Attachments" controls the import of attached files. The attachment will be either ignored or embedded in PDF file.

Microsoft Visio

Here are the import settings and options for converting of Visio drawings to PDF.

The first two options are similar as for import of Word documents.

The next option groups set the necessity of the import for different metadata types: hyperlinks, comments. Activate the checkboxes for those properties which should be imported.

Microsoft Project

Here are the import settings and options for converting of Project documents and files to PDF.

The first two options are similar as for import of Word documents.

The next option groups set the necessity of the import for different metadata types: hyperlinks,

comments. Activate the checkboxes for those properties which should be imported.

Microsoft XPS

Here are the import options for converting of Microsoft XPS files to PDF format. Activate the checkboxes for those elements which should be imported to PDF.

The option "Merge text blocks" allows you to merge small text blocks in XPS documents to the bigger text blocks in PDF documents.

Open Office

Here are the import settings and options for converting of OpenOffice documents and files to PDF.

The option "Document properties" defines which description properties (title, subject, author, keywords) should be set as in PDF profile or imported from an OpenOffice document.

The option "Pages to convert" defines the range of the document pages to be converted to PDF: all pages, odd, even pages or certain page rage.

The next option groups set the necessity of the import for different metadata types: hyperlinks, table of contents, fields, comments. Activate the checkboxes for those properties which should be imported.

Image

This category contains the options for converting the image files to PDF. Import of the widespread formats JPEG, TIFF, GIF, BMP, PNG is supported.

The group "Page Size and Margins" gives a possibility to set a desired page size in PDF document and the page margins. The imported image will be always placed within the page margins.

If the option „Fit and alignment" will be set as "Page size by image", the specified page size will be ignored, the page size will be set as the image size plus margin sizes.

The option "Resolution (DPI)" specifies the image scaling by import to PDF, the image size will not be changed, and its quality depends on the original image quality only.

Text

This category contains import options for converting text files (plain text or RTF) to PDF.

Font, text color and align options can be used for plain text only.

The group "Page Size and Margins" defines a desired page size in a PDF document, as well as the page margins.

Design Options

In this category several options define the colors of imported PDF annotations.

The options "Controls in PDF" specify a default design of the imported PDF form fields.

PDF DOCUMENT

PDF document is the document saved in Portable Document Format (PDF) in a file with extension "pdf". This format was proposed by Adobe Systems Inc. in 1993 as open standard for document exchange. It represents documents independently from used hardware or software. Each PDF file encapsulates one document with complete description of fixed-layout page content, including text, fonts, graphics, and other information needed to display it.

From 1993 up to 2006 Adobe Systems has been working actively to develop the PDF format and has published 7 new versions up to the version 1.7. PDF format has been spread widely in very different areas in electronic document management in the whole world. PDF format now - that is de facto standard in various application areas.

At the beginning of 2007 Adobe Systems submitted an application to International Organization for Standardization (ISO) for registering of PDF format as an ISO standard. ISO published the approved ISO 32000-1 standard based upon PDF version 1.7 in July 2008. PDF standard was registered de jure.

PDF file contains the document data in binary format it requires a special program to read a PDF file - PDF reader. To save PDF file you also need a special program - PDF creator (writer). To process PDF file you need a program PDF editor. **Perfect PDF** - it is PDF reader, creator and editor together. A user has a possibility to solve all tasks over PDF documents.

The structure of PDF document contains of a lot of various connected objects: pages, annotations, images, fonts, etc. Using **Perfect PDF** to process PDF documents you don't need to know and to consider the peculiarities of a PDF document, its internal integrity and correctness has been provided by **Perfect PDF**. At the same time the professional users receive a very wide range of possibilities to work with PDF documents.

Document Properties

Every PDF document consists of pages and various properties which allow a PDF document to be applied in very different areas. Let us divide all properties into conventional categories.

Description Properties

This category contains the properties which can be used for document identification and intended to assist in cataloguing and searching for documents in external databases - title, subject, author, keywords, and creator's application. It's strongly recommended to define at least a document title. You can find these properties in the **Perfect PDF** using the File Menu command and dialog box "Document Properties".

File Properties

File properties define technical peculiarities of the storing of PDF document in a file: format version, optimization for web use. You can find these properties in the **Perfect PDF** using the File Menu command and dialog box "Document Properties".

Document Encryption and User Permissions

This category contains properties which define document security and access level - encryption and encryption level (algorithm, key length), owner and user passwords, user permissions.

Owner password should be set in order to get an access to the document without any restrictions, including changing of permissions, encryption and passwords.

User password provides the access according to the permissions defined be the owner (often the author) of the document, it lets only to open the document but not to set or change permissions, encryption or passwords. If the encryption has been set, but user password is absent, any user can read and process the document without entering a password. However his access rights will be restricted according to the permissions being set by the owner.

Eight user permissions specified for PDF format give a user the rights to use the document in certain manner: print, copy and extracting of data, form filling, as well as document modification: change structure, content editing, add / remove / change annotations.

You can find these properties in the **Perfect PDF** using the File Menu command and dialog box "Document Properties".

Metadata

Metadata is a data that describes the characteristics or properties of a document and extends document description properties. Metadata allows users and applications to work more effectively with documents. Applications can do many useful things with metadata in files, even if they are not able to understand the native file format of the document. Metadata can greatly increase the utility of managed assets in collaborative production workflows. For example, an image file might contain metadata such as its working title, description, thumbnail image, and intellectual property rights data.

In order for multiple applications to be able to work effectively with metadata, there must be a common standard that they understand. The Extensible Metadata Platform (XMP) - is designed to provide such a standard. XMP encoded as XML-formatted data and designed to accommodate a wide variety of workflows and tool environments. It allows localization and supports Unicode.

You can find these properties in the **Perfect PDF** using the File Menu command and dialog box "Document Properties".

Document revisions (Incremental Updates)

PDF allows any modifications of PDF document to be appended to a PDF file (incremental update), leaving the original document intact. PDF file with one incremental update contains two parts: the copy of PDF data from PDF file with the original document version and track changes data (incremental update). PDF file can involve several sequential updates, i.e. more than one version of the document.

Professional PDF software has a possibility to load any document version (document revision) from such a PDF file, ordinary PDF software always loads the last document version. **Perfect PDF** can work in both modes, there is a special option to switch between the modes. If the option is active, and PDF file has two or more document revisions, the program proposes a list of existing revisions for selection by loading a document. If the option has been deactivated, the last version will always be loaded.

If PDF document has two or more revisions, the information about them you can find in the **Perfect PDF** using the File Menu command and dialog box "Document Properties".

Perfect PDF has a mode "Track changes". The changes have not been displayed as in Word, but can be saved in PDF file as an incremental update. In that way the document versioning within single file has been provided in the program. The mode "Track Changes" in the program will be activated only by loading a PDF file with the command "Open (Track Changes)". Versioning of the document will be provided only by saving the document by the command "Save as PDF (Changes as New Version)", which is available only in the mode "Track Changes".

One of the important advantages of incremental updates is the possibility to modify digitally signed documents without signature invalidation, because the modification doesn't affect the signed version(s) of the document. The incremental updates (versions) are independent one from another in the sense of digital signatures. Saving of PDF file with the signed document version without incremental update (independently of the presence and nature of modifications) anyway causes the invalidation of the signature. By the same reason one document can be signed more than once only using the incremental updates (mode "Track Changes" in **Perfect PDF**).

Viewer Settings

PDF format allows you to save in PDF document desirable settings of the user interface and initial document layout for PDF Reader. These settings are not standard and will not be supported by every PDF reader. However most programs and also Adobe Reader do support them and use by loading and displaying of a PDF document.

Pages, Fixed Layout

PDF format based on the principle of so called "Fixed Layout Document", also familiar as WYSIWIG

(What You See Is What You Get). This is the basic principle in PDF format, because from the very beginning PDF has been created as the format for storing of electronic documents which shouldn't be greatly edited. PDF document has been always presented as one or more fixed size pages. As part of its layout, PDF document maintains the precise positional placement of page content elements independently of the display or print device in use. A page's appearance is described by a sequence of graphics elements (any combination of text, graphics, and images) to be painted on the page. This appearance is fully specified; all layout and formatting decisions have already been made by the application generating the page appearance.

If the documents of other fixed layout formats (e.g. XPS) will be converted to PDF, **Perfect PDF** transforms the original objects to PDF format straight forward. To convert the Flow Layout Documents (plain or RTF text, HTML, etc.) the original content should be divided in the certain size pages. The content of each page gets a fixed layout which cannot be changed later on.

Perfect PDF offers wide functionality for page content editing: add, remove and modify pages, text and text properties, images, graphical elements (see "Page Editor" for more information). However it doesn't allow automatic relayout of page content as for example in Microsoft Word, which documents don't have fixed layout. That's why it's not possible to convert PDF document to Word document, if you want to preserve original PDF layout and don't restrict the usual Word editing possibilities at the same time.

Document Outline (Bookmarks)

A PDF document may optionally contain a document outline (in PDF community traditionally called "bookmarks"), allowing the user to navigate interactively from one part of the document to another. The outline consists of a tree-structured hierarchy of outline, which serve as a visual table of contents to display the document's structure to the user.

Use "Bookmarks" panel in **Perfect PDF** to display, use and edit bookmarks in your PDF document.

Page Annotations

Due to basic principle of PDF - the format for the documents which shouldn't be edited a lot; there are many possibilities to annotate the PDF content. The annotation types include sticky notes, text markup, stamps, watermarks, text boxes, shapes and pen drawings, audio, video and 3D-illustrations.

Each annotation is an object being associated with one or more document pages. Usually it has an icon or graphic appearance to be displayed on that page(s) which it has been associated with, and occupies a rectangular area on the page. Page content (graphic objects sequence) and page annotations collection are two independent structures. Their elements have a different nature and cannot be mixed together. By displaying on a screen or printing the page content will be drawn

before the annotations. Usually every PDF software allows displaying / printing the annotations optionally, depending on their type.

Almost all annotation types are interactive: user can manipulate the annotation object in order to get detailed comfortable annotation presentation. These handlings don't change the PDF document itself, but only change the displaying of the given annotation in the PDF program window. For example you can open the comment to sticky note as a pop-up appearance or play video annotation.

All annotations for a document page you can see in **Perfect PDF** in the panel "Review and form". The tools for processing annotations you can find in the toolbar of this panel or in the ribbon tab "Review and form".

Hyperlinks and Named Destinations

PDF as any modern format for electronic documents has a hyperlinks mechanism to connect documents and the part of an individual document. Technically the links are a special kind of annotations. As opposed to another annotation types the hyperlinks don't have any own graphical reflection. The link annotation area is a hotspot (region of the page) over content element (for example, blue underlined text or image). The hyperlink reference (target) can be a page or a part of page in the same document, another PDF file, web or e-mail address.

If there are many links to the same page or page region from different places in the same document, it is possible in PDF format to create so called "named destination objects" (almost the same as the bookmarks in Word). Such a target object has unique name within the whole document and has been associated with a rectangular region on a PDF page, e.g. on a formula in text. All hyperlinks in PDF document which reference to this object can have as a target the name of this named destination. These links are more convenient and clear then the links used page numbers.

Links and named destinations associated with a certain page can be seen in the program **Perfect PDF** can be seen in the panel "Review and form". The tools for adding and processing hyperlinks and named destinations you can find in the toolbar of this panel or in the ribbon tab "Document/Navigation".

Form, Fields and Controls (Widgets)

PDF document may have a set of interactive form fields of different type such as: text fields, checkboxes and radio buttons, push buttons, combo boxes and list boxes, barcodes and signature fields. Form field is an object that stores a field data and has a set of own properties according to its type. Every field has a name, unique within a whole document. The name can be hierarchical, i.e. consists of several names divided with the point ".". It helps to group the names in the

structure, e.g. three fields with the names "Address.City", "Address.PostalCode" and "Address.Street" belong to the group "Address".

Every field object usually has been associated with a special annotation object - control (usually called "widget" in PDF community). Control objects as also other annotations which have been placed on the pages, reflect values or states of the fields connected with them. The controls let a user to change field values and to fill out the electronic form in PDF document.

Appearance and interactive logic of a control object has been defined by the type of a field object, e.g. the control associated with a text field gives a possibility to edit string value, and the control associated with a list box field reflects a list of possible values and gives a possibility to select one of them.

PDF format allows a field object without any control. These fields are hidden from the end user and can be used only programmatically. PDF allows also associating several controls with one field object; these controls show the same value. If you change the value in one of the controls, it will be changed also in the associated field object.

The field list you can see in the panel "Form fields" in **Perfect PDF**, the controls as also other annotations – in the panel "Review and form". The tools for processing form fields and controls you can find in the toolbar of this panel or in the ribbon tab "Review and form".

Layers (Optional Content Groups)

Optional content is a block of graphics elements in a page content that can be selectively viewed or hidden by document authors or users. This capability is useful in items such as CAD drawings, layered artwork, maps, and multi-language documents.

A layer (in PDF format called "optional content group") is an named object representing a collection of optional content blocks that can be made visible or invisible dynamically by users of PDF Reader. The graphics belonging to such a group can reside on several pages anywhere in the document.

The layers list you can see in the panel "Layers" in **Perfect PDF**. The tools for processing layers you can find in the toolbar of this panel.

Portfolio and Embedded Files

Except of PDF document PDF file may contain any number of embedded files. The data of these files has been stored in PDF file (as for example in a ZIP file). Usually these files are PDF files also, e.g. if a documentation consists of several chapters (PDF documents) being stored as embedded files in one PDF file. As well as PDF files can be embedded images, files of any special format, etc.

The embedded files list you can see in the panel "Files" in **Perfect PDF**. The tools for embedding,

deleting or export of embedded files you can find in the toolbar of this panel and in ribbon "Document/Files".

From the version 1.7 PDF format allows to create PDF Portfolio. It is PDF file consisting of other files and doesn't have a main PDF document. Instead of this document a pseudo page will be inserted for that case if this PDF file will be loaded in an old version of PDF reader which doesn't support PDF portfolio. Modern versions of PDF reader software ignore pseudo page in PDF portfolio.

In **Perfect PDF** you can create new PDF portfolio or edit existing using the tools for processing PDF portfolio in the ribbon "Portfolio", it appears if you've loaded a portfolio file or create new portfolio.

Fonts and Images

Any text character in computer typography (and in PDF document) is an abstract symbol and a glyph is a specific graphical appearance of this character.

Glyphs are organized into fonts. A font file defines glyphs for a particular character set. Every glyph represented by micro-program is written in a special-purpose language, such as the "TrueType" or "Type 1" font format, that is understood by PDF software and used to draw text characters.

A font is represented in PDF document as an object specifying the type of font, its PostScript name, and information that can be used to provide a substitute font from the system fonts when the glyph data is not embedded in the PDF. Optionally, the glyph data can be embedded as a stream object in the PDF file (embedded font). Embedded font leads to a bigger PDF file, but guarantees a correct appearance of the text in PDF document on any computer. If you don't embed the font, it is possible to get a wrong appearance for the font characters or even no appearance at all (e.g. for Arabic or Asiatic languages with special fonts).

The list of embedded files used by PDF document, as well as the detailed information about every font has been displayed in **Perfect PDF** in the panel "Fonts". The tools for managing document fonts you can find in the toolbar of this panel.

PDF format allows you to use raster images (bitmaps) as graphic elements of page content or annotation appearance, page thumbnails and other elements of PDF document.

Every bitmap object has following properties: width (number of dots (pixels) in a line), height (number of lines in a bitmap), color depth (number of available colors per pixel - monochrome, palette or true color), color space (abstract mathematical model describing the digital colors, traditionally used RGB, CMYK, Gray and other), data compression method (algorithm for compressing bitmap data). Following compression algorithms can be used in PDF: ZIP, RLE, JPEG, JPEG2000, CCITT, JBIG2. All mentioned properties influence the image quality and the size of PDF

file. Higher quality leads to the bigger PDF file. If you want to reduce the file size try to change the compression method, image size or other image properties until the quality doesn't satisfies you. The used bitmaps should always be embedded in the PDF file.

The images list in PDF document as well as detailed information about each image you can see in the panel "Images" in **Perfect PDF**. The tools for processing images you can find in the toolbar of this panel.

Events and Actions, Using JavaScript

If user clicks on a hyperlink on a PDF page, a PDF reader usually acts in such a way, that the other document page will be displayed in the viewer area. As a default handling for the event "mouse up" (releasing the left mouse button) is normally the action "go to certain page" with the page number.

PDF format declares several action types, which may be associated with particular event types. An event is a particular change of state of PDF document objects or interactive action of end-user. If an event happens, the actions associated with the event are automatically invoked. These actions may be any of the following:

- Go to a destination in the current document

- Go to a destination in another document

- Go to a destination in an embedded file

- Go to a web address or create e-mail message

- Launch an application, usually to open a file

- Show/hide an annotation (or form field)

- Send form data to a web address

- Set form fields to their default values

- Import form field values from a file

- Set the states of optional content groups

- Play a sound

- Play a movie

- Controls the playing of multimedia content

- Execute a JavaScript script

- Execute an action predefined by the viewer application

PDF format introduces six events affecting the document as a whole:

- After opening a document

- Before closing a document (JavaScript action)

- After saving a document (JavaScript action)

- Before saving a document (JavaScript action)

- After printing a document (JavaScript action)

- Before printing a document (JavaScript action)

The actions for these events are reflected in the dialog "File Menu/Document Properties/Events and Actions" in **Perfect PDF** program.

Two events are defined for the document page:

- After opening (displaying) a page

- Before closing (hiding) a page

Actions for these events are reflected in the page objects properties in "Pages" panel.

Next events are defined for the annotation (including links and controls):

- Mouse cursor enters the annotation's area

- Mouse cursor exits the annotation's area

- Mouse button is pressed inside the annotation's area

- Mouse button is released inside the annotation's area

- The annotation receives the input focus

- The annotation loses the input focus

- The page containing the annotation is opened

- The page containing the annotation is closed

- The page containing the annotation becomes visible in the PDF Reader

- The page containing the annotation is no longer visible in the PDF Reader

And additionally for controls (widgets) only:

- JavaScript action to be performed when the user types a keystroke into a text field or combo

box or modifies the selection in a scrollable list box

- JavaScript action to be performed before the widget is displayed to format field's value

- JavaScript action to be performed when the field's value is changed

- JavaScript action to be performed to recalculate the value of the field when that of another field changes

Also the action for activating of an outline item can be defined.

Actions for these events are reflected in annotation or bookmark objects properties in "Review and Form" and "Bookmarks" panels in **Perfect PDF** program.

JavaScript

You can invoke JavaScript code using actions associated with bookmarks, links, pages and document events. You can also use JavaScript with PDF forms. The most common uses for JavaScript in forms are formatting data, calculating data, validating data, and assigning an action. Field-level scripts are associated with a specific form field or fields, such as a button. This type of script is executed when an event occurs, such as a "mouse up" action.

Digital Signatures

Digital signatures are used to authenticate PDF documents by using computer cryptography. Digital signatures help to establish the following assurances:

- Authenticity: to assure that the signer is who he or she claims to be.

- Integrity: to assure that the content has not been changed or tampered with since it was digitally signed.

- Non-repudiation: to prove to all parties the origin of the signed content. "Repudiation" refers to the act of a signer's denying any association with the signed content.

To make these assurances, the document author must digitally sign the PDF document by using a certificate - digital means of proving identity and authenticity. Certificates are issued by a certification authority, and like a driver's license, can expire or be revoked.

To verify these assurances, the PDF software should prove that a signature satisfies the following criteria:

- The digital signature is valid

- The certificate associated with the digital signature is actual (not expired)

- The signing person or organization is trusted

- The certificate associated with the digital signature is issued to the signing publisher by a reputable certificate authority (CA)

Trust indicates whether you trust the individual or group to whom the certificate is issued, because the issuer, usually a certificate authority, is trusted.

CA is a commercial organization that issues digital certificates (digital IDs), keeps track of who is assigned to a certificate, signs certificates to verify their validity, and tracks which certificates are revoked or expired. In many businesses, your system administrator will provide you with a digital ID. To obtain a digital ID for personal use, you'll need to obtain one from a certification authority.

Signatures are created by computing a digest of the all data in a PDF document, and storing the digest in the PDF file. To verify the signature, the digest is recomputed and compared with the one stored in the PDF file. In order to ensure that the document had not been modified, the both digests should be equals. Differences in the digest values indicate that modifications have been made since the document was signed.

Optionally every digital signature can have a time stamp. The purpose of time stamping - when a time stamp is added to signature then you have an external witness to when exactly the document was signed. This is evidence that signed document version and signature existed at a point-in-time. A trusted timestamp is a timestamp issued by a trusted third party acting as a Time Stamping Authority (TSA). Anyone trusting the used TSA can then verify that the document was not signed after the date that the time stamper vouches. Time stamping does not compromise the privacy of your document - only a short digest of the signature is sent to TSA outside your computer.

Often a decision has to be taken by different persons, and a multiple signature is required to show their document authorization. This is a "signature on signature" situation. That means that the first signer signs the document, and then the second signer signs on the content of the document and the first signer's signature. The document is considered signed when the last signature is appended. PDF format allows sequential multiple signatures, but every new signature must be implemented as an incremental update (new document revision).

Every signature must be associated with signature field in the document form, you can use existing empty signature field or create new field object in process of signing. Also signature field can be optionally associated with own widget - graphic signature appearance placed on the specified page, it is visible signature. If signature has no appearance it is called "hidden signature".

The commands for signing a document and for verification of existing signatures are to be found in **Perfect PDF** in the ribbon tab "Document/Digital Signatures".

PDF/A - Format of Long-Term Archiving

PDF/A has undoubtedly established itself as the standard long-term archiving solution for electronic documents. It was published as an ISO standard 19005 on September 2005. This standard defines a file format based on PDF (format version 1.4). The PDF format does not guarantee long-term reproducibility or complete independence from the software and the output device. In order to guarantee both principles, it was necessary to both limit and specify certain features of the PDF specification more precise, such as all fonts used must be embedded in the document, using document encryption, transparency graphics or the reproduction of audio and video, are prohibited in the PDF/A standard.

Perfect PDF 11 Premium provides the possibility to convert PDF to PDF/A-1, PDF/A-2 and PDF/A-3 documents. Thus, the scope of the created PDF/A files is greatly expanded: the PDF/A-2 format leaves the transparencies in PDFs (e.g. markups in presentations), JPEG2000 as a lossless compression format (for example, photographs and other artwork) is allowed. It's possible to embed PDF/A files in the other PDF/a files and use them as layers, for example in CAD drawings. PDF/A-3 allows, moreover, to embed any file into PDF/A. It helps to place original documents in PDF/A-3 files store also. PDF/A-3 makes possible for example to store the electronic invoices in PDF/A format, in the file readable by both computer software data in XML format as well as electronically archived PDF version of the bill can be saved.

PDF files in the mentioned PDF/A formats can be created automatically on the one hand by being defined as output formats in the PDF profiles, category "File", property "PDF version". Those PDF/A files are created directly from the source files. On the other hand PDF/A can be created with the batch command "Convert PDF to PDF/A files": the existing PDF files will be converted into different PDF/A versions.

PERFECT PDF PROGRAM

The Perfect PDF program can be started from the Windows Start Menu by selecting "Programs/soft Xpansion/Perfect PDF 11 Premium" or using the **Perfect PDF 11** icon from the desktop.

After start the program opens an empty document window - now you can create or open PDF document. The program supports several document windows which are completely independent. The program will be closed automatically, after the last document window has been closed. You can close program using Exit command in File Menu.

Application Button and File Menu

The traditional menus and toolbars in a program have been replaced with the Application Button, File Menu and the Ribbon, which are main parts of the user interface.

Application Button

The Application Button opens the File Menu. When you click on this button you see the same basic commands available on the File Menu in other programs to open, save, and print files supported by program.

File Menu

To open File Menu you need to click on Application Button.

The File Menu contains the commands to operate with PDF files.

New

Creates new blank document or import file to PDF document and opens it in new window.

Combine

Creates new PDF document from two or more PDF files and opens document in new window.

Open (Ctrl+O)

Loads PDF document from PDF file in current window. Optionally document can be loaded in track changes mode.

Save (Ctrl+S)

Saves opened and modified document to the original PDF file. For new document you'll be asked to set a saving location.

Save As

Saves opened document as a PDF, PDF/A, XPS file or exports it to text file or image sequence.

Send Email

Attaches opened document as a PDF, PDF/A, XPS, text file or as image sequence to e-mail.

Send to SharePoint

Saves opened document as a PDF file to SharePoint workspace.

Print (Ctrl+P)

Prints opened document on the selected printer. Print settings are available through dialog box.

Close (Alt+F4)

Close a current document window, if some changes have not been saved, it will be proposed to save them. Another opened document windows remains opened. This command has the same action as a standard close button.
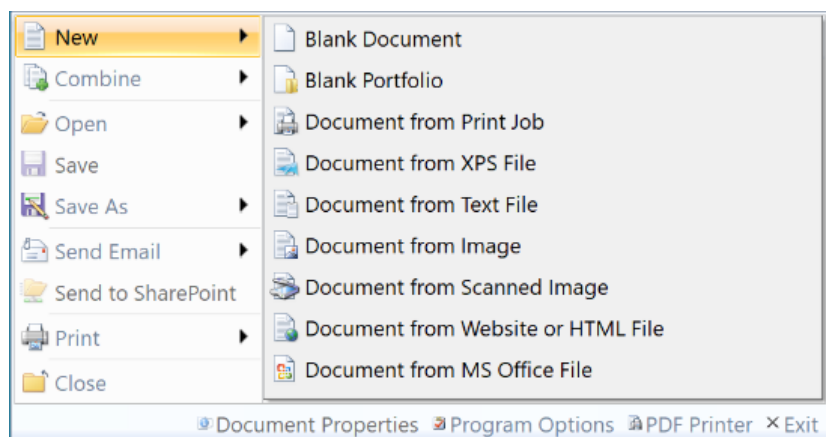
Document Properties (Ctrl+D)

Opens dialog box with document properties.

Program Options (Ctrl+K)

Opens dialog box with program options and settings.

PDF Printer

Opens PDF printer properties dialog box with PDF profiles.

Exit

Closes all opened document windows and the program itself. If some changes in documents have not been saved, it will be proposed to save them.

Ribbon

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as managing or laying out a document.

Use "Style" control in the upper right of the ribbon area to change design of the ribbon and other user interface elements.

Home

The first ribbon tab contains several general command groups which can be used as a rule in all program modes.
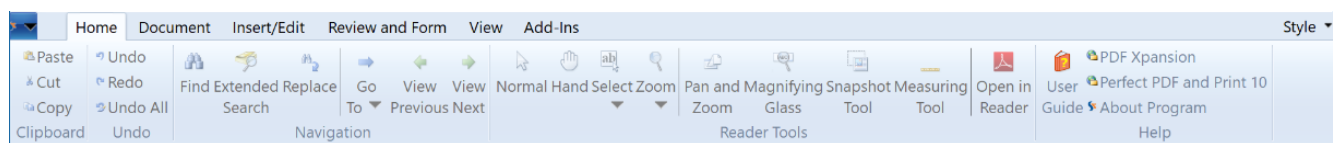
Clipboard

This group contains standard Windows clipboard operations as Paste (Ctrl+V or Shft+Ins), Cut (Ctrl+X or Shft+Del), Copy (Ctrl+C or Ctrl+Ins). You can use clipboard operations for PDF objects within current PDF document only.

Undo

Undo operations: Undo (Ctrl+Z), which is used to undo the previous action, Repeat or Redo (Ctrl+Y), which is used to repeat the previous action and Undo All - undo all previous actions.

Navigation

You can use these commands to navigate through the opened document.

Find (Ctrl+F)

Quick search for every occurrence of a specific word or phrase in the page content of PDF document. You can use shortcuts: F3 (search for the next occurrence) and Shift+F3 (search for the previous occurrence).

Extended Search

After you run a search using this command, all found occurrences appear in the page order. Each listed occurrence includes a few words of context (if applicable) and you can navigate throw the results list.

Replace (Ctrl+H)

Quick text replace for every occurrence of a specific word or phrase in the page content of PDF

document. Type the text that you want to search for and the replacement text, click "Find" and then do one of the following:

- To replace the highlighted text, click "Replace".

- To skip this occurrence of the text and proceed to the next occurrence, click "Find".

Text replacement do not changes layout of page content. Sometimes text can't be replaced without changing of used font, in this case you need to use "Page Editor" program mode for replacement.

Go To (Ctrl+G)

Navigate to a certain page of a document.

View Previous / View Next

You can find PDF pages that you viewed earlier by retracing your viewing path. Previous (Alt+Left Arrow) and next (Alt+Right Arrow) refer to your viewing history. For example, if you jump forward and backward in a document, your viewing history retraces those steps, showing you the pages you viewed in the reverse order that you viewed them.

Reader Tools

This group contains commands which control the user tools used in "PDF Reader" program mode, the group divided into 3 subgroups:

- The commands of first subgroup control the user tool mode of "PDF Reader" program mode: Normal, Hand, Select (Text or Image), Zoom (Zoom In, Zoom Out, Dynamic Zoom). If "Select/Text" is active, you can mark a word in text using double click.

- The second subgroup commands control the user tools: Pan & Zoom, Magnifying Glass, Snapshot Tool, Measuring Tool.

- The last subgroup contains a command "Open in Reader" which opens current PDF document in Adobe Reader (if the changes occurred, the document will be previously saved in a temporary file). This function can be useful, if you edit the document and want to check out how it will be displayed in Adobe Reader. Or in other case if some of PDF possibilities, such as PDF portfolio animation or 3D annotations, cannot be displayed by the **Perfect PDF** program. This command is disabled if Adobe Reader is absent on your computer.

Help

This group provides information references: User's Guide, online web sites of the product and "About program" dialog, where you can find the actual program version (in the dialog caption bar).

Document

This ribbon tab contains commands that affect the document pages, document navigation and decoration elements, embedded files, digital signatures and document scripting. This tab is hidden for PDF portfolio.
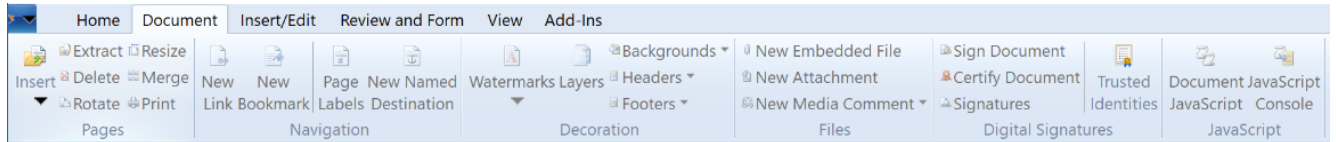
Pages

This group represents document page operations: insert new blank pages, import or copy pages from other documents, extract pages to PDF file, delete pages, rotate and resize pages, merge content of pages, print pages. These commands are available in the toolbar of Pages panel also.

Navigation

This group contains commands for adding hyperlinks, bookmarks (outline items) and named destinations (bookmarks). Also you can find a command which applies page labeling in the document.

Decoration

This group contains commands, often in galleries, to apply backgrounds, watermarks, headers, footers and layers to the one or several pages of document. You can use right mouse button within gallery window to edit or delete gallery item.

Files

This group contains commands to add embedded files, attachment and media annotations.

Digital Signatures

This group contains commands that affect the digital signatures of document - signing, certifying PDF document, view and verify existing signatures in document, manage list of your trusted identities.

JavaScript

This group provides JavaScript editor and JavaScript console. They are usually used only by software developers.

Insert/Edit

This ribbon tab contains commands to insert and edit page content. You must activate "Page Editor" program mode to use these commands. This tab is hidden for PDF portfolio.
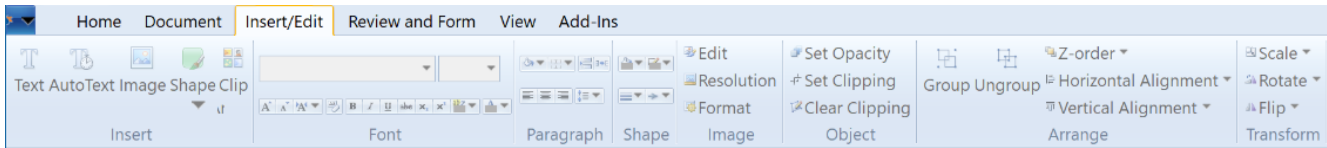
Insert

This group contains commands to insert content objects on the active page. It is possible insert formatted text block or auto text object, raster image or vector shape from the gallery of shapes. Using of insert command activates "Page Editor" program mode automatically, if other mode is active.

Font

The second command group contains text format enhancing tools that include font typefaces, font size, font styles (bold, italics, underline, etc.), colors and more. Please note that you must select text object on the active page before using formatting tools. See "Text Editing and Formatting" for more information.
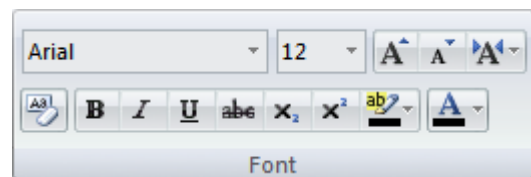
Paragraph

This command group contains the tools for paragraph formatting: shading and border, alignment, line spacing, and more. Please note that you must select text object on the active page before use formatting tools. See "Text Editing and Formatting" for more information.
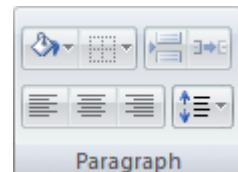
Shape

This command group contains the tools for shape formatting: outline and filling properties. Remember that you must select shape object on the active page before use these tools. See "Page Content Editing" for more information.

Image

This command group contains the tools for raster image editing. Remember that you must select image object on the active page before use these tools. See "Image Editor" for more information.

Object

This commands group contains the tools for content object formatting: opacity and clipping. Remember that you must select one or more objects on the active page before use these tools. See "Page Content Editing" for more information.

Arrange

This command group contains grouping, aligning and arranging tools of content objects. You can change the stack's object order - also known as the z-order. Remember that you must select one

or more objects on the active page before use these tools. See "Page Content Editing" for more information.

Transform

This command group contains scaling, rotating and flipping tools of content objects. Remember that you must select one or more objects on the active page before use these tools. See "Page Content Editing" for more information.

Review and Form

This Ribbon tab contains commands for inserting and formatting different comments and form fields. You must activate "Review and Form" program mode to use these commands. This tab is hidden for PDF portfolio.
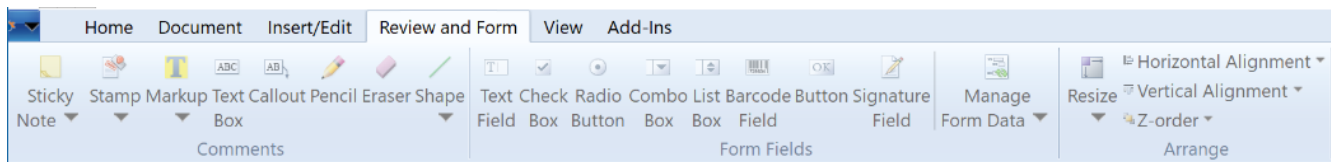
Comments

This group contains commands for inserting comments on the active page. It is possible to insert sticky note, stamp, text box, pen drawing, shapes or text markup comments. Using of insert command activates "Review and Form" program mode automatically, if other mode is active.

Form Fields

This group contains commands for inserting comments on the active page. It is possible text fields and buttons, combo boxes and list boxes, barcode and signature fields. Using of insert command activates "Review and Form" program mode automatically, if other mode is active.

Arrange

This command group contains aligning and arranging tools of comment or form field objects. You can change the tab order of form fields - simple change the Z-order of the fields. Remember that you must select one or more objects on the active page before use these tools. See "Content Object Formatting" for more information.

Portfolio

This ribbon tab contains commands that affect the PDF portfolio design and embedded files. This tab is visible for PDF portfolio only.

View

This ribbon tab contains commands that affect the document view mode, including program mode, show/hide options, zooming and page layout, window management.
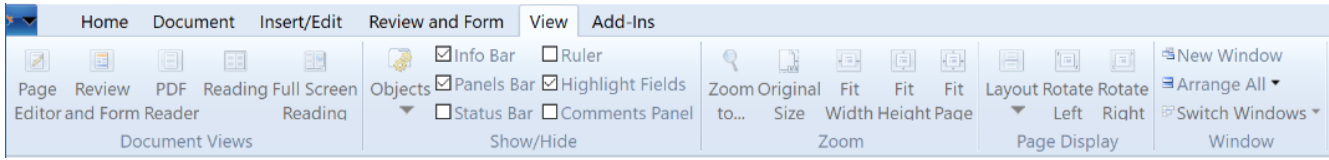
Document Views

This group contains commands that switch document view and program mode. The actual document view command has an orange highlight.

Show/Hide

This group contains checkbox commands that control visibility of main user interface elements: Info Bar, Panels Bar, Status Bar, Ruler and Comments Panel.

To make form fields easier to identify, select the "Highlight Fields" checkbox. The fields will be highlighted in "PDF Reader" program mode only.

Zoom

This group contains commands that allow you to change magnification of the displayed PDF document in a few different ways:

- The "Zoom To" command: select a specific percentage as well as by preset levels.

- The "Original Size" command sets the zoom level at 100% magnification.

- The "Fit Width" command sets the zoom level so that you see your entire document page from its left to right edges.

- The "Fit Height" command sets the zoom level so that you see your entire document page from its top to bottom edges.

- The "Fit Page" command sets the zoom level so that you see your entire document page.

Page Display

This group contains commands that control page layout of the displayed PDF document. Changing the page layout is especially useful if you want to zoom out to get an overview of the document layout. You can use the following page layouts while viewing PDF documents:

- Single Page - displays one page at a time, with no portion of other pages visible.

- Single Page, continuous - displays pages in a continuous vertical column that is one page wide.

- Two-Up - displays each two-page spread with no portion of other pages visible.

- Two-Up, continuous - displays facing pages side by side in a continuous vertical column.

- Album - displays pages in continuous vertical columns that are 3, 4, 6 or 8 pages wide.

If PDF document has more than two pages and Two-Up or album layout selected, you can ensure that the first page should be displayed separately in the first row, than select "Separate Cover Page" option.

You can change the view of a page in 90° increments. This changes the view of the page, not its actual orientation, to rotate the page view choose "Rotate Left" or "Rotate Right".

Window

This group contains commands that allow you to manage the document windows of the program.

You can use the "New Window" command if you need to open new empty document window.

If you have more than one document window opened, you can arrange and resize the windows to see them all. To display windows side by side, select "Arrange All/Tile". To display windows so that you can see the title bar of every window, select "Arrange All/Cascade". Also you can quickly switch to another document window, select "Switch Windows" and select a document from the menu.

Add-Ins

This Ribbon tab contains commands that are useful extended PDF tools, included in **Perfect PDF 11 Premium** or installed later product extensions - product add-ins.
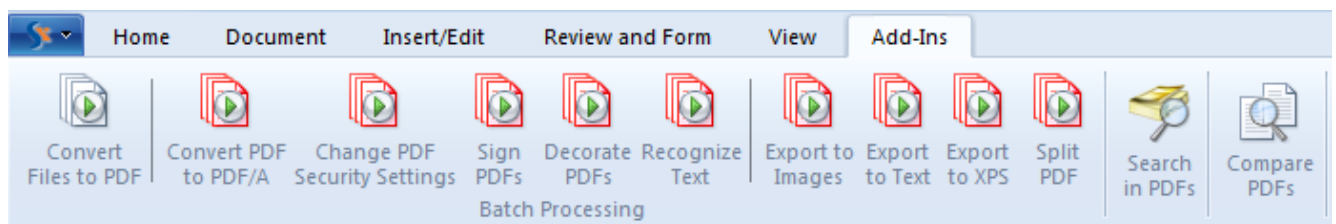
Batch Processing

This group contains wizards for batch files converting and processing.

Convert Files to PDF

This wizard helps to convert several files to PDF files or combine several files in one PDF file. Also you can run this wizard directly from the Windows Explorer using context menu on the selected files, in case you have enabled integration to Windows Explorer.

If you want to convert Microsoft Office files (Word, Excel, etc.) using this wizard you must enable an integration to appropriate Office application (e.g. Word for converting "doc"/"docx" files).

If you want to combine PDF files you must use "Combine" command.

Processing of PDF Files

These commands should be applied to the existing PDF files, not to the opened one: convert in

PDF/A, change security settings, sign PDFs decorate PDFs and text recognition (OCR). The corresponding working steps can be fulfilled one after another with the help of a wizard as for example the following for a text recognition:

Step 1: Select Files

In the first step you should select the files for the applying a text recognition. You can select one or more files and then to set the sequence of the processing if you need it. However the files will be processed independently. Click on the Next button for the next step.

Step 2: Set the content Details for the Text recognition
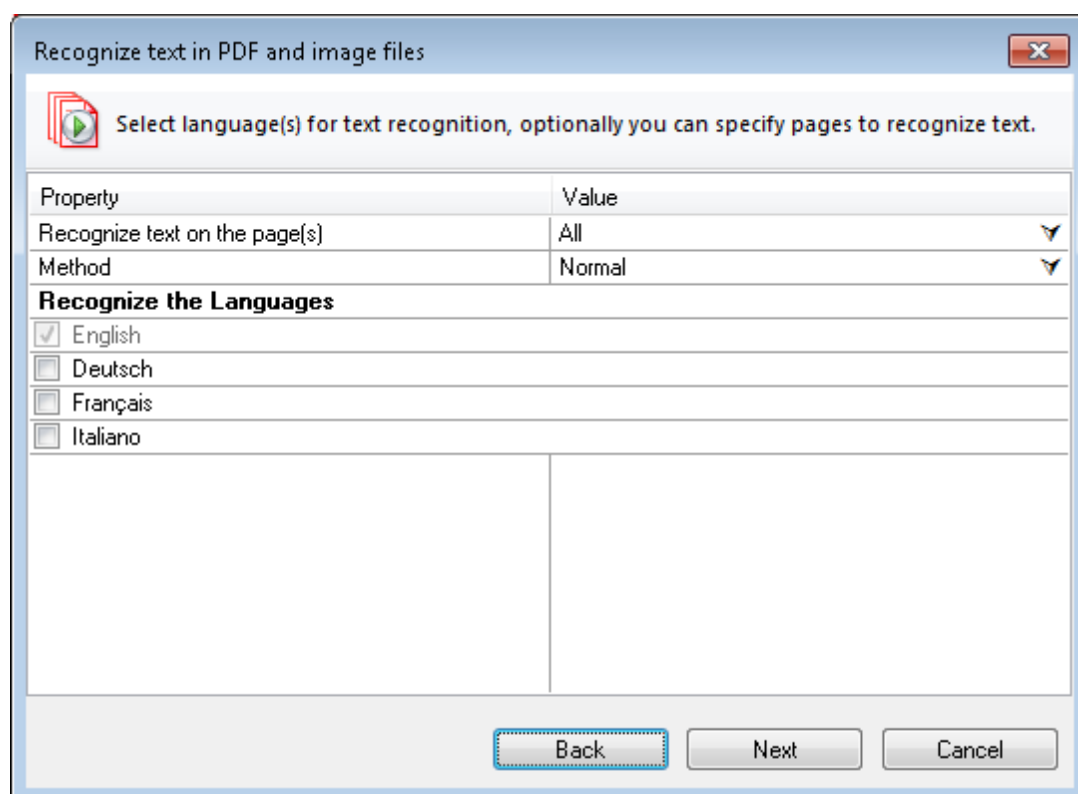
Here you can set which pages of the document(s) should be recognized, which method will be applied and which languages should be used: English (standard, will be used always), German, French and Italian.

The methods used in **Perfect PDF 11** for a text recognition are: „Original", „Cube"and „Combined". The difference between the two first methods is that „Cube" uses more memory and is slower as „Original", but it generates better results.

Step 3: Set Saving Options

In this step you define how to save files after recognition: overwrite existing files, save in another folder or in the same folder with a new file name.

Text recognition (OCR) is implemented using the Tesseract OCR engine (Hewlett-PackardP®, Google®), version 3.xx. This feature enables you to recognize text in images in your PDF files and

to make your scanned PDF documents searchable with the help of search and extended search functions. The recognized text can also be exported as plain text from scanned PDF pages or from images that contain text content. You do not need to use the Tesseract engine directly in order to use this feature.

Export from PDF files

These commands export several PDF files to plain text files, XPS files or render and save PDF pages as image files. Besides you can export multiple page documents to a sequence of individual single page documents. This function uses step by step wizard for a better understanding.

Search in PDF files

This command searches through several PDFs. If some of the PDFs you search have embedded or attached PDFs, you can optionally include the attachments in the searchable file sequence.

This function searches the PDF page text and optionally looks in the document description properties, bookmarks and comments.

Compare PDF files

This very useful function compares two PDF documents. It can find groups of similar pages in two documents (original and modified document versions) and compare content of page pairs in these documents.

You can use this function also if you need side-by-side preview (synchronous scrolling) of two PDF documents in one window.

Note. All commands from the Add-Ins group can be applied only to the existing files, which should be selected in your system for the processing, not for the file opened in the program.

Quick Access Toolbar

The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent on the Ribbon structure and currently displayed tab.

You can move the Quick Access Toolbar from one of the two possible locations:

The Quick Access Toolbar can be located in one of possible locations:

- Upper-left corner next to the Application Button (default location)

- Below the Ribbon

Use this command in the Quick Access Toolbar if you want customize it: change location or add buttons that represent Ribbon commands.

Status Bar

The status bar, which is a horizontal area at the bottom of the document window, provides information about the current state of what you are viewing in the window and any other contextual information. The status bar items not only display the information but also allow you to control different viewer settings (document views, page layout, zoom, etc.).

Copyright / Status

First item of status bar is the product copyright. Click on it to get more information about **soft Xpansion**.

If "Track Changes" mode is turned on, this item shows an appropriate status.

During the long-term operations the progress bar will be shown on this place.

Page Information / Navigation

This item shows the actual page number and the total number of pages based on the physical page count in the document. Click to item to navigate to a certain page of a document or use navigation control with blue arrows to change actual page.

Use two buttons with green arrows to jump forward or backward in the viewing history. More navigation commands you find in Ribbon "Home/Navigation".

Context Information

This item shows current contextual information (size of actual page, mouse position on the page, etc.).

Document Views

This item shows and switches actual document view mode and program mode.

Page Display and Zoom

This items shows and controls page layout and magnification of the displayed document. Click to zoom value if you want choose specific percentages, as well as by preset levels of magnification. Another quick way to change the zoom - click the Zoom Slider and slide to the percentage zoom setting that you want. More zoom and page layout commands you find in Ribbon "View/Zoom" and "View/Page Display".

Working Area / Program Modes

Working Area

In the central part of a document window has been located a working area, which displays PDF document. It usually shows you only one page or part of a page at a time. You can scroll a document using standard keys, mouse wheel or scroll controls on the right and bottom sides of the working area of the document window.

Using different user interface elements in the Ribbon and Status Bar you can control the page layout in the working area, orientation and scaling of displayed pages, navigate in the document.

PDF Portfolio

PDF portfolio doesn't contain the pages but the embedded files only. The working area for a PDF portfolio displays the list of embedded files and folders instead of pages. It's similar to a behavior of Windows Explorer by displaying of a ZIP archive: you can navigate from folder to folder within a portfolio and open embedded files in a new window with a mouse or keyboard. You can use drag & drop to add new files to the portfolio and to copy files from the portfolio to a folder using Windows Explorer.

Many other operations with portfolio you can fulfill commands from the Ribbon tab "Portfolio", which is accessible only by displaying a portfolio.

Information Bar

Information bar has been located on the above part of the working area. If contains an information about a program mode if any of objects or tools has been activated. It helps you to understand what you can do with the active object and which tools you can use, and what the program awaits from you.

Except of the information text the information bar can contain one or more quick commands located on the right side. They look out as the web links - blue underlined text. Click on it to fulfill the appropriate command.

The information bar background will be colored in yellow, if an active tool waits for a finishing of a current operation - so called exclusive tool mode. For example if the tool Crop Page is active, the information bar will be colored in yellow until the desired rectangle area will be defined and the information bar command "Apply" will be clicked on. After that the program turns back in the normal mode. If any other command except of that of current tool will be used, the program turns back in the usual mode, and the exclusive tool mode will be cancelled. Scrolling or zoom in working area doesn't interrupt the exclusive mode and can be used in it.

Program Modes / Document Views

The pages of PDF document contain different text, image objects, annotations, form fields, etc. **Perfect PDF** contains a lot of tools to edit these objects and fulfill different operations with them. The objects located on the document page are mixed and can overlay each other. It can be difficult

or even impossible to select the necessary elements and process them. In order to simplify the work with different kinds of elements, there are three main program modes to be selected first: PDF Reader, Page Editor, Review and Form.

You can switch program mode using Document View switch buttons - you can find it in the Ribbon menu in "View/Document Views" or in status bar. The active button (and current mode) in Ribbon and in status bar is highlighted. Some Ribbon commands force switching the in a required mode, e.g. the text or image inserting commands switch the program in "Page Editor" mode.

When you are viewing a document using "PDF Reader" document view, editing and commenting functions are not available, but the document looks as it looks in other PDF readers and you can use different Reader tools, view comments notes, fill form fields, etc.

"Reading" and "Full Screen Reading" Document Views belong to "PDF Reader" mode but use another user interface configuration.

PDF Reader

This program mode doesn't practically allow any modifications of a PDF document except of fill form fields and edit comments) and works similarly as another widespread PDF readers. Being switched in this mode you can see how your document will be looked out in a standard PDF reader if it will be saved and then opened in another PDF program.

In the Ribbon group "Home/Reader Tools" you find the commands for setting up the usual mouse actions in the working area, e.g. text or image selection or to activate such tools as "Pan & Zoom", "Magnifying Glass", "Snapshot Tool", "Measuring Tool".

As opposed to other program modes, "PDF Reader" mode has three document views: PDF Reader, "Reading" and "Full Screen Reading". These document views differ one from another only by user interface.

Reading

The only difference of "Reading" document view from "PDF Reader" is that the working area occupies almost whole program window. User interface elements will be hidden, only Ribbon menu in form of a system menu (minimized Ribbon) is available. This mode lets you to see a maximal information amount for reading a document and don't disturb the reading process by unnecessary interface elements. The Ribbon commands can be selected in the same manner if you click a menu group you want to use.

Full Screen Reading

Document view "Full Screen Reading" allows you to hide the program interface elements completely including the window borders. It looks as a standard full screen reading in other programs. You have your current page on the black screen and scroll the document pages using

standard functionality: page up/down, mouse wheel or arrow keys. You can also use the hyperlinks to navigate within the document.

Page Editor

This mode should be used to [edit the content of pages: text, images, vector graphics](). Annotations and interactive form fields are not available for editing or filling in this mode. Use "Review and Form" or "PDF Reader" mode for that purposes. Annotations and form fields have been displayed with additional transparency in order not to disturb to see the main content elements in the mode "Page Editor".

The "[Page Content]()" panel displays the list of page content elements. If you select an object in the list you'll see it highlighted in the working area and vice versa.

See "[Page Content Editing]()" for more information about editing of content objects.

Review and Form

This mode is intended for the work with PDF document annotations and for creating and editing of document interactive forms. Annotations and form fields have been represented in another way as in PDF Reader and PDF Editor modes. The annotations and form fields have been displayed as geometrical elements which can be moved on a page, resized, deleted and so on.

User can create and remove the controls connected with the form fields, move, resize, change tab-order, edit properties, assign different action types for different event types. Filling of the form fields is only in PDF Reader mode possible. Similar actions can be made with annotations, edit their geometrical and other properties, change their design and assign actions for different events.

The "Review and Form" panel displays the list of annotations for the current page. If you select an annotation in the list you'll see it highlighted in the working area and vice versa.

To preview the annotations and form fields and to prove their functioning switch in "PDF Reader" program mode.

Panels

PDF document contains not only the content pages, but also another objects with a lot of useful information and different customizable properties, e.g. bookmarks, annotations, form fields, etc.

On the left side of working area you find panels bar. It serves the displaying of information and objects which have not been represented on the document pages and the editing these elements.

Using Panels

The displayed information has been divided in 9 panels. One of the panels is active and has been represented in the panels bar.

User can show or hide panels bar using "Panels Bar" checkbox in Ribbon group "View/Show/Hide".

Panel Selector Toolbar

On the top of panels bar you find so called panel-selector which can switch the active panel. The button of the active panel has been highlighted. The name of active panel has been located under the panel selector toolbar.

Panel Toolbar

Under the toolbar-selector the toolbar of an active panel is located. The small icons represent commands for the content of the active panel. Each panel has its own command set and accordingly the set of buttons in the panel toolbar. Some of toolbar commands duplicate the commands in Ribbon, the other buttons you can find only in the panel toolbars.

Panel Area

Panel Area is the list, tree or icon view representing the objects in a panel, for example pages list or bookmarks tree. Selection of the element in this list depends on the object type, for example the selection of a page element in the panel "Pages" leads to the navigation to this page in the working area. If you select a field in the "Form Fields" panel, the page containing the selected control in working area will be displayed, and the control receives the focus.
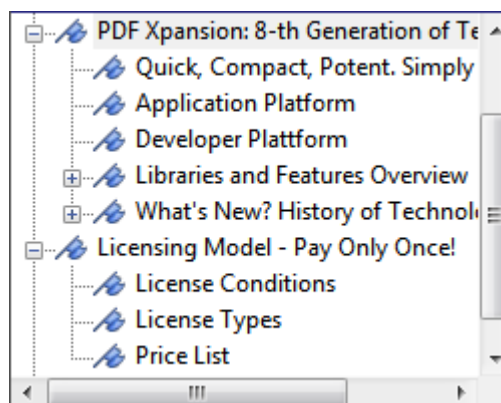
Properties Table

"Properties Table" is a two column table, located under the Panel Area and displays the properties of an element or object being selected in the Panel Area. The left column contains the properties names, their values are in the right column. There are properties which can't be edited; they are deactivated (grayed). Other properties have editable values, click on the value field and enter or select a desired value. You should click on "Apply" command on the bottom part of the panel area to assign the value to the property and to see the changes in the working area if any. You can change the values of several properties and then click on "Apply" to change all these values together. If you change the selection in a panel before you click on "Apply" or you click on "Cancel", the changes will be lost.

Pages

The Pages panel contains list of pages, page labels or thumbnail images of each page; clicking page item in the list or a thumbnail opens this page in the document. You can change view settings using command "Panel Options" in the panel toolbar.

The panel toolbar represents document page operations: insert new blank pages, import or copy pages from other documents, extract pages to PDF file, delete pages, change page order, rotate and resize pages, merge content of pages, print pages, update auto text objects. Most of these commands are available in the ribbon "Document/Pages" also.

The Properties Table displays properties of selected page or pages. You can change size and orientation of selected page(s), define label style, thumbnail options and different actions associated with the "page open" and "page close" events.

Bookmarks

The Bookmarks panel contains document outline (in PDF community traditionally called "bookmarks"). The outline consists of a tree-structured hierarchy of outline, which serve as a visual table of contents to display the document's structure to the user. Clicking outline item navigates in the current document, other PDF document or opens web site. You can expand and collapse this hierarchical tree as desired.

Bookmarks are generated automatically during PDF document creation from the outline entries of documents created by Microsoft Office or OpenOffice applications.

You can add new bookmark in the outline using command "New Bookmark" in the panel toolbar or ribbon "Document/Navigation". If you want to insert a new bookmark as a child of existing entry, select parent entry before call "New Bookmark", otherwise you add first-level entry in a tree.

You can rename any bookmark by clicking it twice (second click after the double-click timeout has elapsed, this is referred to as a slow double-click). To view or change a bookmark's destination or action, select it and use properties table.

Use "Delete" command in panel toolbar if you want to delete a bookmark. Deleting a bookmark removes also all bookmarks that are subordinate to it.

You can change bookmarks hierarchy using appropriate commands in the panel toolbar.

Form Fields

The Form Fields panel contains document form fields. Every field has a name, unique within a whole document. The name can be hierarchical, i.e. consists of several names divided with the point ".". It helps to group the names in the structure, e.g. three fields with the names

"Address.City", "Address.PostalCode" and "Address.Street" belong to the group "Address". The panel displays the form fields as a list or as a tree-structured hierarchy according to panel options. Clicking field item in this panel switches program to "Review and Form" (if other mode is active), scrolls working area to a page, where field control placed and selects control object.

You can add new fields of different types using commands from menu "New" in the panel toolbar or ribbon group "Review and Form/Form Fields". You can rename any new or existing field by clicking it twice (second click after the double-click timeout has elapsed, this is referred to as a slow double-click). Use point character in the field name to specify hierarchical names of field item.

Use "Delete" command in panel toolbar if you want delete selected field or group of fields. Deleting a field deletes all controls associated with this field.

To view or change a field's main properties, select it and use properties table.

Using command "Manage Form Data" in panel toolbar or ribbon "Review and Form/Form Fields" you can get menu with set of form related commands:

- Calculation Order of the Fields

- Submit Form Data

- Export to FDF File

- Import from FDF File

- Export to XFDF File

The command "Form Design Mode" toggles design mode option in working area for "Review and Form" program mode. In design mode program draws blue box with field name over every control on the document pages that help you to lay out a form.

Review and Form

The Review and Form panel contains list of document annotations. The panel displays the list of current page annotations or a two-level structure, where first level is document pages and second level is page annotations. Clicking annotation item in this panel switches program to "Review and Form" (if other mode is active), scrolls working area to a page, where annotation placed and selects annotation object.

You can add new annotations of different types using commands from menu "New" in the panel toolbar or ribbon group "Review and Form/Comments" and ribbon commands "Document/Navigation/New Link", "Document/Files/New Attachment" and "Document/Files/ New Media Comment".

Use "Delete" command in panel toolbar if you want delete selected annotation.

To view or change an annotation's properties, select it and use properties table. The set of available properties vary depending on the annotation type.

Also in the panel toolbar you can find several useful commands available for different annotation types:

- Go To (for the links and named destinations)

- Show Notes (for the sticky notes, stamps and markup annotations)

- Edit Shape (for the shape types of annotations)

- Control Design (for the control annotations)

The command "Form Design Mode" toggles design mode option in working area for "Review and Form" program mode. In design mode program draws blue box with field name over every control on the document pages that help you to lay out a form.

The Panel Options provides set commands with default settings for creating of new annotations, form controls and panel display options.

Page Content

The Page Content panel displays the content of current page if "Page Editor" is active, otherwise you must activate it or simple click to panel area – program switches to Page Editor mode. The content represented by a tree-structured hierarchy of content objects. You can expand and collapse this hierarchical tree as desired. The panel can also display page content as hierarchically aligned list of objects, in this case you can't collapse elements of list, but you can select several content objects and apply different operations to the selected objects. The display options of the panel you can find using Panel Options command. Clicking content object in this panel selects it on a page in the working area.

You can add new content objects of different types using commands in the panel toolbar or ribbon group "Insert/Edit/Insert". Also you can duplicate existing content object using appropriate command in the panel toolbar.

Use "Delete" command in panel toolbar if you want delete content object. Deleting a group or composite object deletes any objects that are subordinate to it.

Use "Select All Objects" command in panel toolbar if you want quickly select content within a page.

The Panel Options provides set commands with default settings for creating of new content objects and panel display options.

Layers

The Layers panel displays list of named layers (blocks of optional page content) used in document. Two icons left side of every layer item in the list show current status of visibility and lock properties of layer. Also you can find status of selected layer item in the Property Table.

Clicking the visibility icon in the list toggles layer visibility if layer isn't locked. Clicking the lock icon in the list toggles lock property of layer.

You can create new named layer using first command in the panel toolbar. Of course, you must associate some page content with this layer later if you want use it. Also you can import some PDF content from the PDF file, place it on the selected page or page range and create new layer for this content using second command in the panel toolbar or ribbon command "Document/Decoration/Layers".

If you want delete the layer you must specify what should be with optional content associated with this layer:

- Leave Optional Content - such content leaves on the pages but still not as optional, it is "merged" with normal page content.

- Remove Optional Content – such content removed from all pages where will be found.

Use last command in the panel toolbar to delete layers.

Files

The Files panel displays the list of embedded files. You can enable displaying of all files attached to the document as attachment or media annotations content using Panel Options. You can find in this list also the document metadata stream, document JavaScript stream and dynamic form (XFA) stream if any of these streams is available in the document. Double-click on a file in the list opens it using appropriate application.

You can add new embedded file using "New" command in the panel toolbar or ribbon group "Document/Files".

Use "Delete" command in panel toolbar if you want to delete an embedded file. You can't delete files used in annotations or document streams.

Use "Save as" and "Open" to save embedded file on your hard drive or open it using appropriate application.

To view an embedded file's properties, select it and use properties table.

Fonts

The Fonts panel displays the list of used document fonts. Two icons on the left side of every font item in the list show embedding status and font type. You can find this information about selected

font item also in the Properties Table.

If font is not embedded, the program uses more suitable local system font (font substitution) to draw or print document text. You can find name of font substitution for non-embedded fonts in the Properties Table. Clicking the embedding status icon in the list allow you embed non-embedded font on save PDF file.

Use "Embedding" command in the panel toolbar, if you want to define common embedding status for all non-embedded fonts on save.

Use "Add Font Substitution" command in the panel toolbar if you want to define a font substitution for selected non-embedded font. You must reopen PDF document after this operation.

Images

The Images panel displays list of raster images used in document or thumbnails of these images. You can change view settings using command "Panel Options" in the panel toolbar.

The Properties Table displays properties of selected image: width and height, bitmap format, size, color space, compression and compressed size.

Use "Set Common Compression and Colorspace For All Images" command in the panel toolbar, if you want to define common compression method and image color space for all document images on document save. These settings can be ignored for technical reason, for example monochrome or indexed image can't be JPEG compressed.

Use "Downsample All Images" command, if you want define downsample limits and method for all images on document save.

Use "Change Image Compression and Colorspace" command, if you want to change properties of selected image (will be applied on document save). These settings can be ignored for technical reason, for example a monochrome or indexed image can't be JPEG compressed.

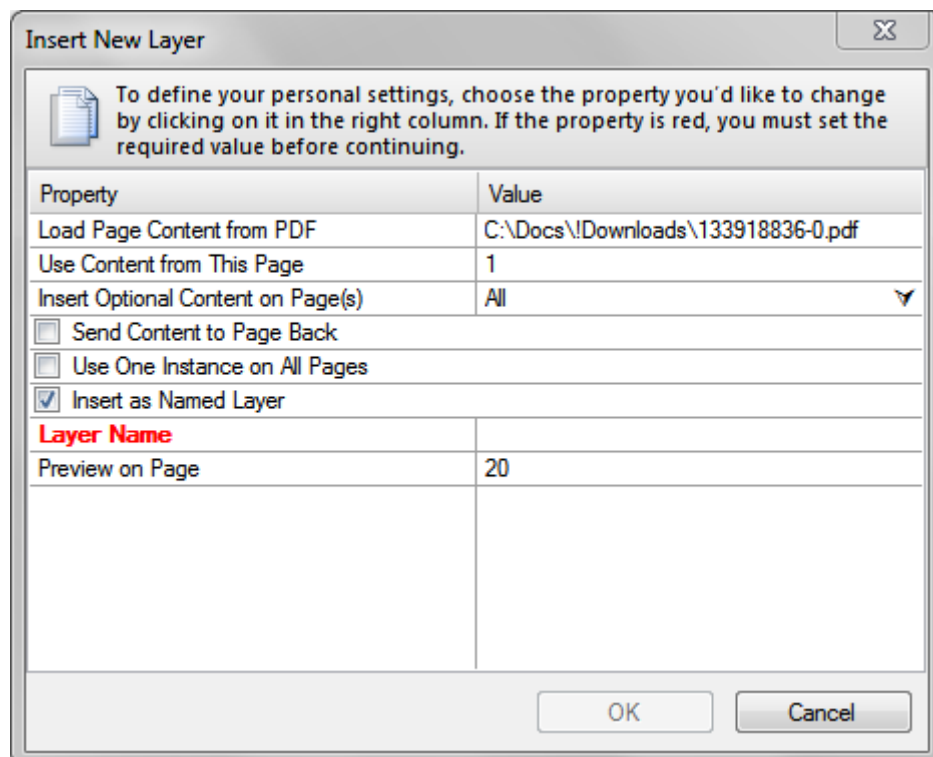Use "Edit Image" command, if you want to edit selected image in the image editor.

Use "Save Image" command, if you want to save selected image in the file.

Tool Windows and Dialog Boxes

In any of the program windows you can open different dialog boxes and service windows, using the commands of File Menu, Ribbon and other control elements.

For example you can call Program Options, Document Properties, PDF Printer Properties, Print and other dialogs from the File Menu Many of the Ribbon commands use dialog boxes. To set the parameters and the properties of a command to be fulfill.

Properties Table

Most of the dialogs contain a Properties Table and OK/Cancel buttons. Properties Table is a two column table, which displays the list of customizable properties and options. The left column contains the properties names, their values are in the right column. There are properties which can't be edited; they are deactivated (grayed). Other properties have editable values, click on the value field and enter or select a desired value. Some properties are required, they will be displayed in red if they have not been set or incorrect.

Program Options
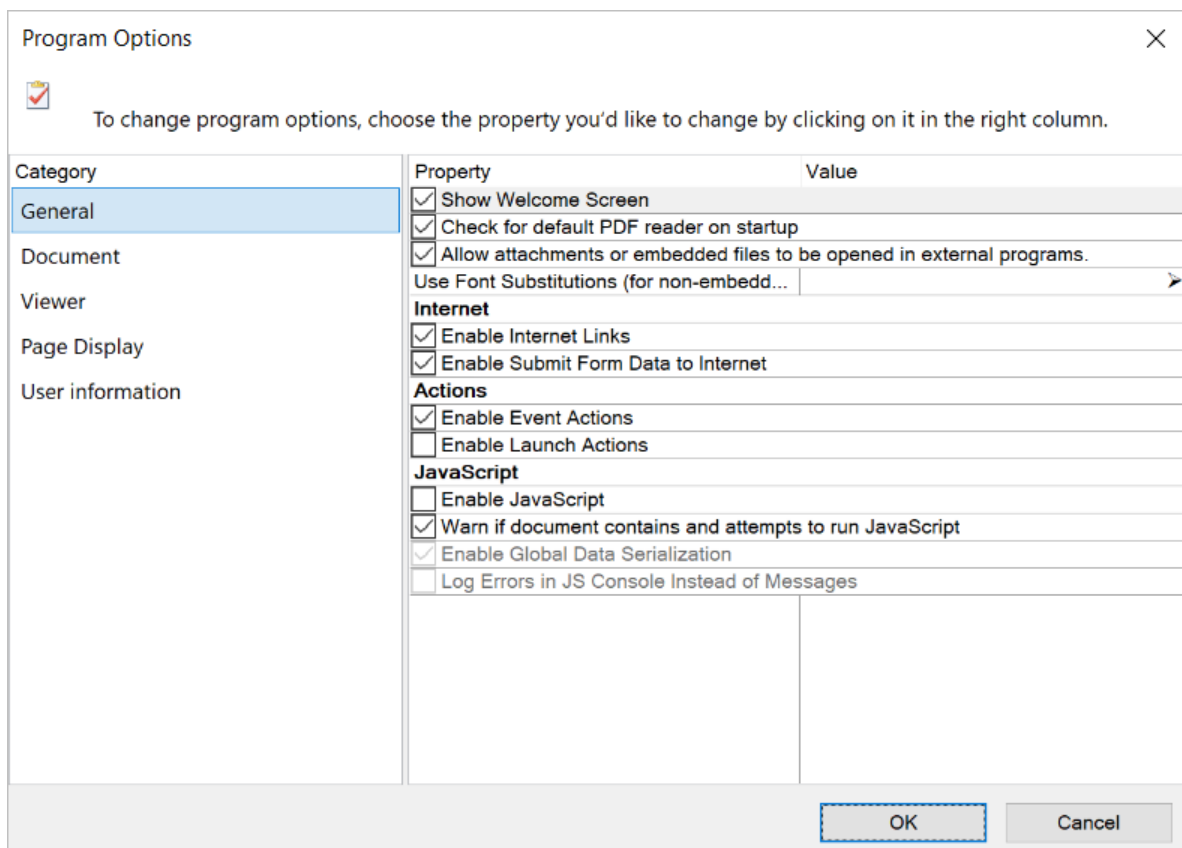
Many program settings are specified in the Program Options dialog box, including settings for display, tools, conversion, and performance. You can open this dialog box using File Menu command.

In the dialog box under "Category" on the left, you can select different categories of program options. Then use the Properties Table on the right to view or change the options in a selected category. Once you set preferences, they remain in effect until you change them.

General

"Show Welcome Screen" – show / hide actual information in first empty document window.

"Check for default PDF reader on startup" – check and set the Perfect PDF as a default PDF reader and editor program.

"Allow attachments or embedded files to be opened in external programs" – attachments or embedded files represent a potential security risk because they can contain malicious content, open other dangerous files, or launch applications. **Perfect PDF** always lets you to open and save PDF files, but other files you can save only if these options have been enabled.

"Use Font Substitutions (for non-embedded fonts only)" – substitute fonts are used for any font not embedded in the PDF.

Internet

"Enable Internet Links" – clicking any link to the Internet poses a potential security risk. Malicious

websites can transfer harmful content or silently gather data. If you are concerned about these risks, you can disable this option.

"Enable Submit Form Data to Internet" – malicious scripts in PDF forms can silently send form data to the Internet. If you are not concerned about this risk and you need this possibility, you can enable this option.

Actions

"Enable Event Actions" - any event action poses a potential security risk. If you are not concerned about this risk and you need this possibility, you can enable this option.

"Enable Launch Actions"- Launch event action can open dangerous file or launch dangerous application. If you are not concerned about this risk and you need this possibility, you can enable this option.

JavaScript

"Enable JavaScript" – check this option to enable JavaScript execution in PDF documents.

"Warn if Document Contains and Attempts to Run JavaScript" – when this option is enabled and PDF document tries to execute JavaScript, a security warning appears.

"Enable Global Data Serialization"- check this option to allow reading and writing data of global object in JavaScript. If you are not concerned about potential risk of this option and you need this possibility, you can enable this option.

"Log Errors in JS Console Instead of Messages" – use this option if you get many modal warnings from JavaScript.

Document

Open Settings

"Lock Opened File"- if you open big PDF files, you can check this option in order not to load the big file completely in memory. It makes the load operation quicker and decreases using of memory. But in this case program locks opened file and you can't overwrite it.

"Always ask for owner password if the file is encrypted" – check this option, if you want process encrypted PDF files using the owner password.

"Always propose to select document revision, if the file contains revisions" - check this option and by opening a PDF file you will be asked which revision should be opened.

"Always warn if the file contains dynamic form (XFA)" - important for forms with XFA, because by changing a PDF form Perfect PDF doesn't change the XFA form.

"Extend form fields using dynamic form (XFA) if present" – check this option if you want use

extended style information about form fields from the XFA data.

"Open cross-document links in new window" - the target files will be opened in the same window or in a new one.

"Use reader settings from document" - if reader settings are in a PDF document they will be taken into account, otherwise – the program settings from the "Viewer" group.

"Use embedded color profiles if present (slow loading)".

Save Options

"Previously update all AutoText objects" - all AutoText objects will be actualized before saving.

"Remove dynamic form (XFA)" - for changed PDF forms which are no more identical with XFA form in this document.

Viewer

Units and Resolution

"Units" – this option allows to set the type of measurement units (cm, mm, points or inches) in the program.

"Use Resolution" - this option allows you to specify your preferable resolution for displaying of documents.

Rendering

"Use System Text Smoothing", "For Embedded Fonts Also", "Text Smoothing" – using these options you can specify you preferable method of text smoothing.

"Use Image Smoothing" - using this option you can specify you preferable method of image scale smoothing.

"Use Direct2D Acceleration" – check this option if you have and want use Direct2D acceleration.

Selection Frame and Tracker

"Text Selection Color" – sets text selection color.

"Selection Frame Color" – sets color of frame for selected objects.

"Text Editor Background Color" – sets background color of in-place text editor.

Page Display

Layout

"Display Mode" - sets the default page layout when you open a document.

"Zoom Mode" - sets the default fit mode when you open a document.

"Zoom" - sets the default magnification level when you open a document.

Page Settings

"Use Page Cache" – program will place the current page in memory cache to reduce the time required to redraw it.

"Show Annotations" - program will show annotations on the pages.

"Page Background Color" - specifies the "paper's" color.

User Information

You can specify your personal identity information here: your name, company, e-mail.

Language selection

You have a possibility to select a language for the user interface directly in the program. There are four languages available. In order to get the desired language after the selection you should restart the program.

Document Properties

When you view a PDF document, you can get information about it, such as the description properties, the file properties, and security settings. Some of this information is set by the person who created the document, and some is generated automatically. You can open this dialog box using File Menu command.

In the dialog box under "Category" on the left, you can select different categories of document properties:

- Document

- File

- Security

- Reader Options

- Events and Actions

More detailed information about document properties you can find in the "PDF Document/Document Properties" chapter.

Use the Properties Table on the right to view or change the properties in a selected category.

Print

You can set options in the Print window to ensure that the printed document appears as intended.
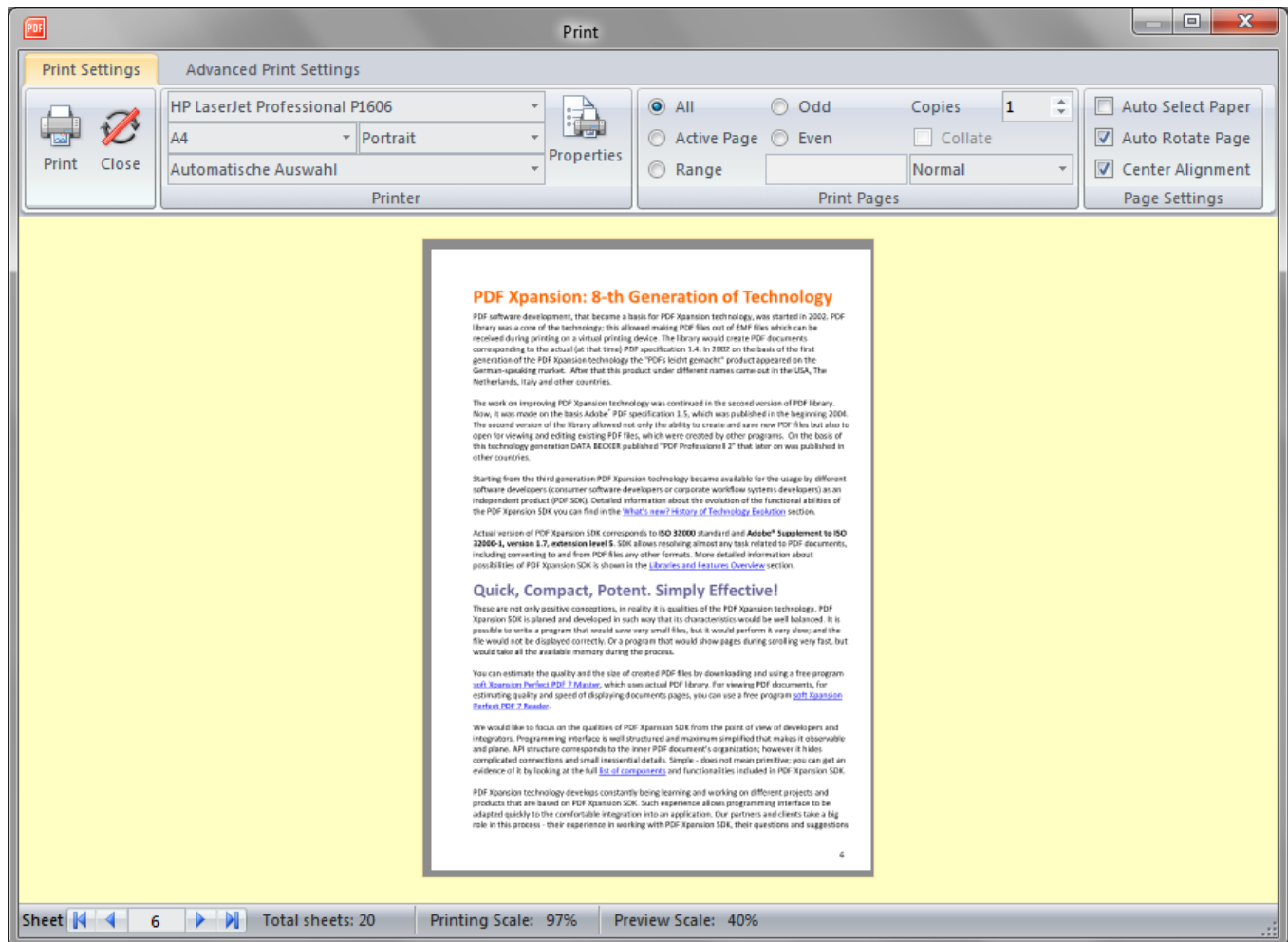
In the upper part of the window in the tab "Print Settings" you'll see the general "Printer" and "Print Pages" options that are standard in most Windows programs. Make sure the correct printer is selected or select other printer from the list ("Perfect PDF 11 Premium" printer isn't available in this list). The "Properties" button lets you specify additional options specific to selected printer.

Make sure that your paper size is large enough to contain your document pages, as well as the correct paper size and orientation have been selected.

The "Print Pages" settings are standard print settings in most Windows programs:

- You can choose to print all pages, specific pages, or you can select a part of your document, and then tell program to print only what you have selected.

- You print pages in reverse order.

- If selected printer supports printing of multiple copies, you can set number of copies and then turn on the "Collate" checkbox if you'd like each copy ordered in sequence.

- If selected printer supports printing on both sides of the paper (also known as duplex printing), you can turn on the "Duplex" checkbox and follow the directions in the printer manual to

print PDF on both sides of the paper.

Note. If selected printer doesn't supports duplex printing, you can use the "Manual Duplex" function of **Perfect PDF** program – select "Manual Duplex" in "Print Pages" combo box. **Perfect PDF** will print all of the pages that appear on one side of the paper and then prompt you to turn the stack over and feed the pages into the printer again.

The printing window has a preview area that shows the effects of the various print settings. Below you see a control to select a page to be printed and the page number. After that you'll see the total number of pages. You'll also see an indication of the scaling of the page when printing.

Special printing settings are located under "Page Settings".

"Automatically choose paper size by page size" - if you select this option, the program will automatically determine the optimal paper size for the pages according to the document size. In this case the "Paper" option from the general printing options will be ignored. This option is helpful when the documents of different page sizes should be printed on a printer with different paper areas.

"Automatically choose paper orientation (auto-rotate)" - if you activate this option, the program will automatically determine the optimal alignment for the document pages. In this case the "Alignment" option from the general printing options will be ignored.

"Centered align" - automatically places printed page in the middle of a paper sheet.

In the tab "Advanced Settings" you'll find the other settings for printing:
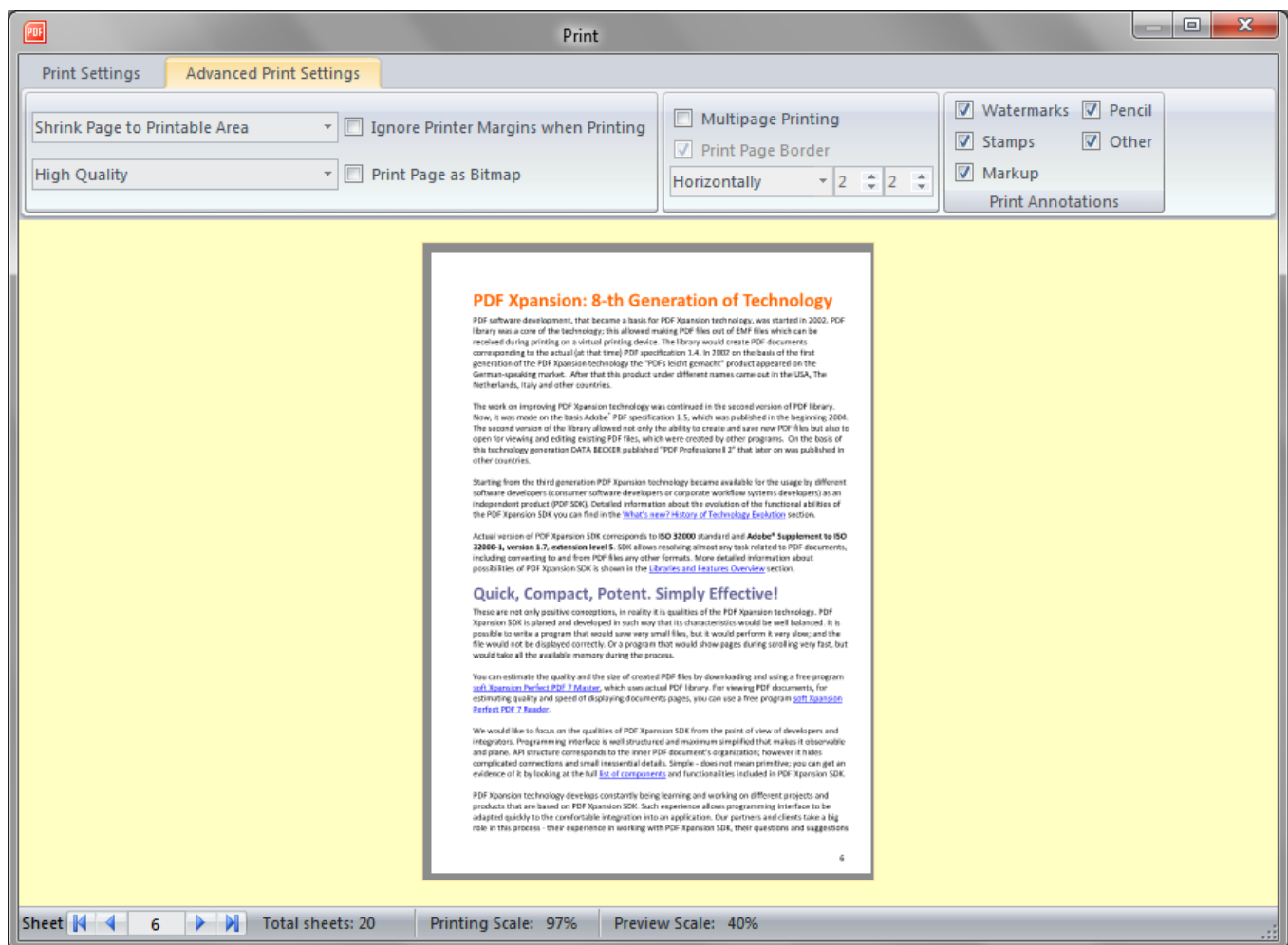
Page scaling option reduces, enlarges, or divides pages when printing:

- "Print page in original size" - the page will be printed without adjustment to the paper size. Any part of the page that doesn't fit on the paper will be cropped.

- "Fit page to printable area" - reduces or enlarges each page to fit the printable area of the currently selected paper size.

- "Shrink page to printable area" - shrinks large pages to fit the currently selected paper size but doesn't enlarge small pages. If an area is selected and is larger than the printable area of the currently selected paper, it's scaled to fit the printable area.

Print quality option saves toner or ink; you can reduce the print quality from "maximum quality" to "draft".

"Ignore printer margins on printing" - pages will be printed up to the margin of the sheet of paper. If the option is deactivated, the page will be slightly moved from the width of the printer edges on the sheet and also reduced according to the following options (see preview area and scaling value).

"Print page as bitmap" - you can choose to rasterize all pages during printing. This option is useful when printing documents that contain complex content because it reduces the possibility of errors.

"Multipage Mode" settings enable N-up printing, where multiple pages print on the same sheet of paper. If this option is selected, you can also specify settings for Pages per Sheet, Page Order and Page Border.

"Print Annotations" specifies which annotation types will be printed.

Clip Art Editor

Some commands in Ribbon use so called dropdown gallery controls - popup scrollable windows which can display a list of thumbnails, each thumbnail represents a clip art item.

The gallery window also allows custom menu items under the clip arts list.

Such a dropdown gallery uses:

- The commands for decorating pages from the "Document/Decoration" Ribbon group

- The command for the editing of pages content from "Insert/Edit/Insert" Ribbon group

- The commands for adding some annotation types, for example "Review and Form/Comments/Stamp"

In order to fulfill a command you should select one of the Gallery elements by clicking with the left mouse button on it. If you click with a right mouse button on an element you'll get a context menu with two items: "Edit" and "Remove". These items permit you to edit clip art or remove it from the gallery accordingly. The menu below contains usually 2 or 3 items to add "Add new …", "Import Page from PDF" and may be some specific command.

"Import Page from PDF" is a universal method to add a clip art in a gallery. You should prepare the clip art in any suitable external application, e.g. a letter blank in Word, a schema in PowerPoint or Visio, etc. After that you save that as PDF file using for example soft Xpansion Perfect PDF 11 Premium printer. Now you can use "Import Page from PDF" and select in the opened dialog this PDF file with the clip art. You can indicate the necessary page number also, if your PDF file contains several pages.

The commands "Add new …" and "Edit" allow you to create completely new clip art or to edit it in a special window "Clip Art Editor". This window has the same structure as the document

window: Ribbon, status bar, panel, properties table on the left side. The central part contains working area as in the document window too. "Clip Art Editor" window has no Application Button and File Menu, the Ribbon has only two ribbon tabs – "Home" and "Insert/Edit".
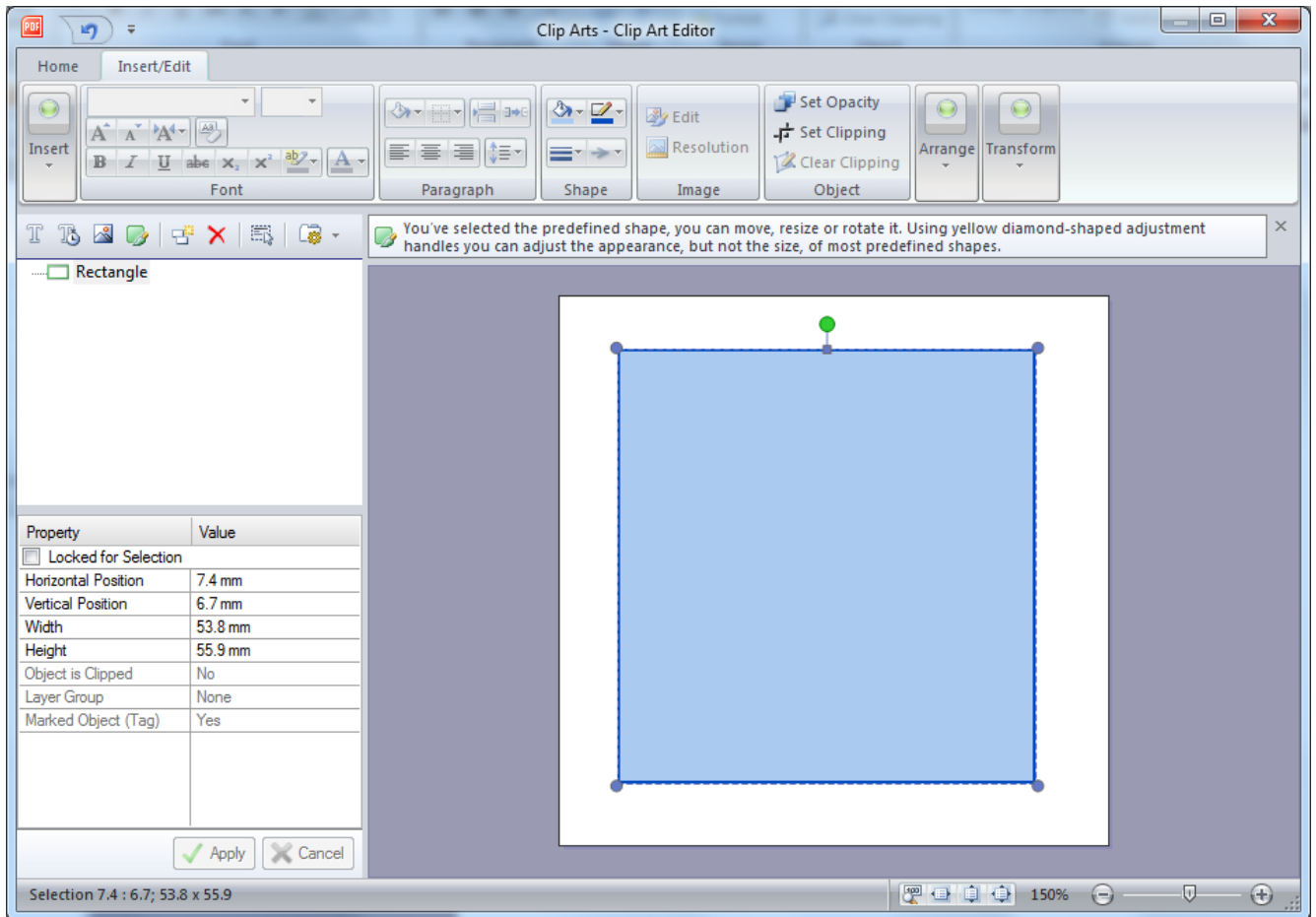
The "Home" ribbon tab varies from the similar ribbon tab in the main program window – it has not the same commands. Ribbon groups "Clipboard" and "Undo" contain the same commands as in the main window, but the ribbon group "Clip Art" contains the commands "Resize", "Apply Changes" and "Skip Changes". "Resize" command allows you to change clip art size, another two commands close the Clip Art Editor window with or without saving of the changes being made.

The "Insert/Edit" ribbon tab in the window "Clip Art Editor" has the same command set as such a tab in the main window Ribbon. The control panel tool bar is also the same as the "Page Content" panel in the document window. The working area functionality is equal to that in "Page Editor" program mode.

Clip Art Editor window is a modal window for its parent. You can't switch to the main program window before you close the Clip Art Editor.

Image Editor

PDF document content may contain raster images. Sometimes you need to make small corrections

in the images, e.g. resize, change color balance, change format or make small additions. If you need a serious change of the image may be you need a professional graphic processing program, otherwise you can use "Image Editor" – the tool you find in **Perfect PDF 11 Premium**. Select the image you want to edit and use the command "Edit Image" in the tool bar of "Images" panel or the command "Insert/Edit/Image/Edit" in Ribbon or even double click on the image in the working area.

Image Editor uses a special window with its Ribbon menu, working area with the edited image. The functionality is similar with a simple image editor, but it can be used only for the images within the PDF document content.
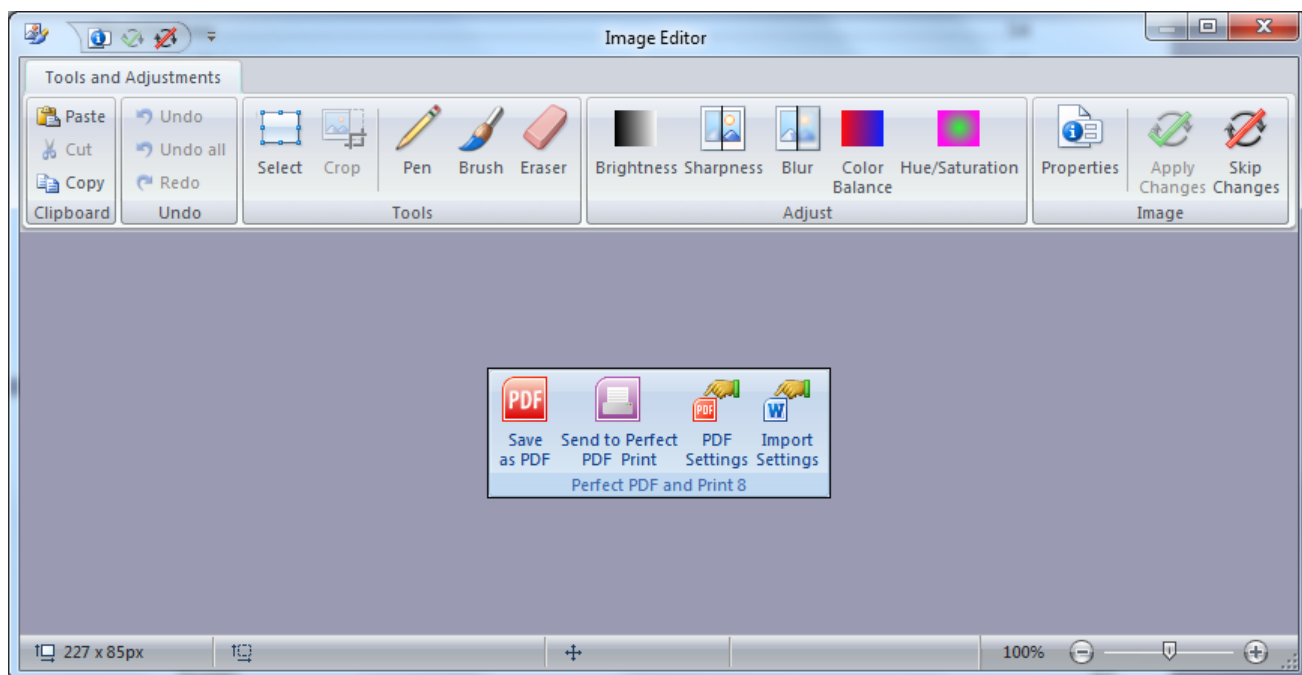
The Ribbon of the "Image Editor" contains following command groups:

- "Clipboard" – standard clipboard commands

- "Undo" – standard undo/redo commands

- "Tools" – selection and drawing tools:

  o "Select" – select an image region (rectangle, ellipse, free form). If any region has been selected, the other tools are only active within this region. Selection tool has its own Ribbon command group.

  o "Crop" – crop image to the bounding box of selected region. You can always crop only the rectangular area of an image.

  o "Pen" – drawing using a pen. Color settings are available in a special Ribbon command group.

  o "Brush" – drawing using a brush. Shape, brush size and color settings are available in

a special Ribbon command group.

- o "Eraser" – cleaning / erasing of image pixels in the edited image. Image with alpha channel required, it will be automatically transformed after user confirm.

- "Adjust" – this group contains different color effects available in Image Editor.

- "Image" – consists of "Image Properties", "Apply Changes", "Skip Changes". "Image Properties" allows you to change image size and format. Use "Apply Changes" to close Image Editor window and save changes and "Skip Changes" to close the window without saving.

Image Editor window is a modal window for its parent. You can't switch to the main program window before you close the Image Editor.

Compare PDFs

The function gives you some unique possibilities to compare two PDF documents.

You can start with the Ribbon command "Add-Ins/Compare PDFs" which is available in any program mode. A new window for compare PDFs will be opened. This window contains a ribbon menu, status bar, page icons panel and the working area divided into two parts: the first and the second documents to be compared. After opening this window, the file open dialog will be started automatically to select and to open PDF files to be compared. If any document was opened in the document window of the main program, you need to open only the second file for the right part of compare window working area.

Of course, you can load any other PDF file in the left or right part of the working area at any moment and compare the new PDF documents pair. Use the Ribbon command from the group "Home/PDF Files" for that purpose. You can also swap two files on the left and right side using "Home/View/Swap Documents" command.
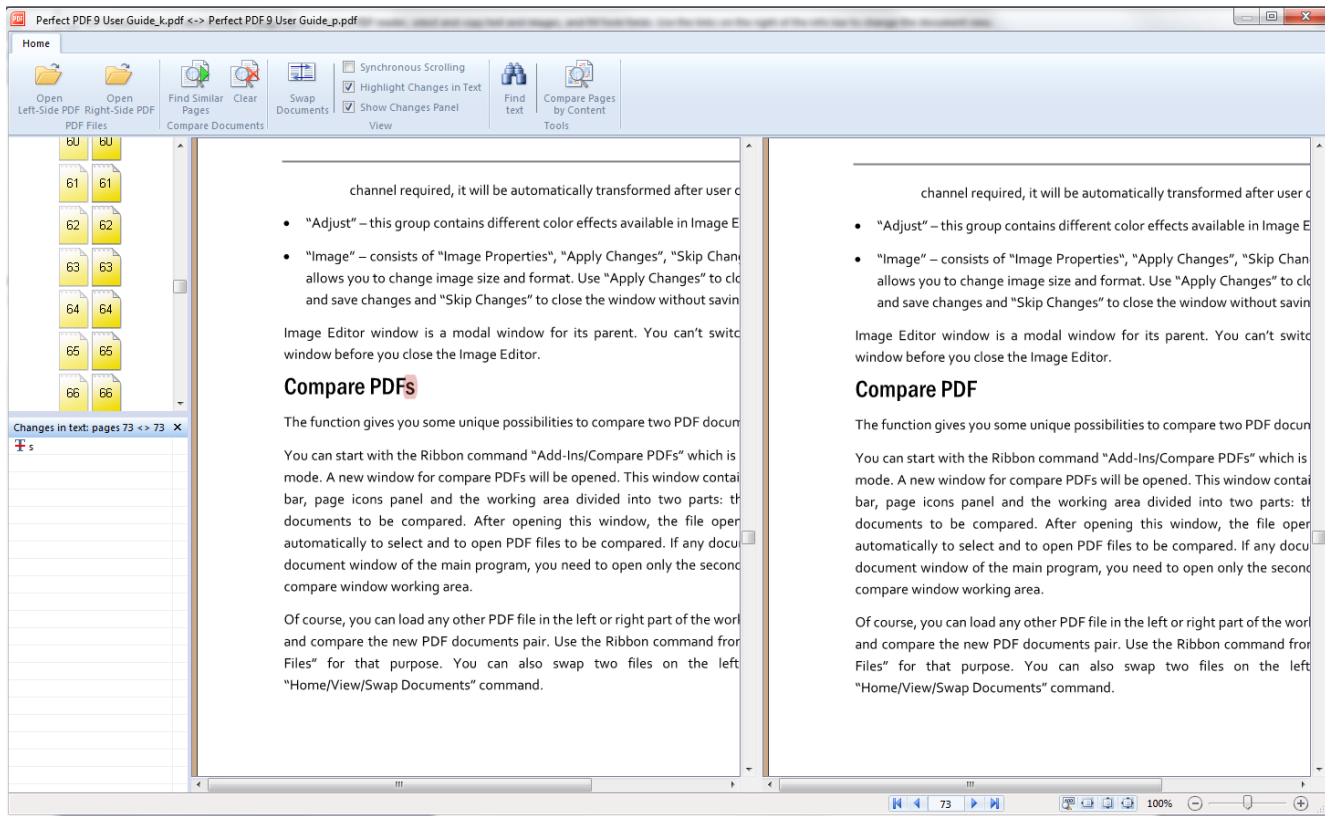
The left panel contains the pages icons with their number and shows the current page in both documents with the arrows. The icon color shows the degree of similarity of the page pairs in both documents, if you run the command "Find Similar Pages". If you didn't run this command, all pages will be displayed with the yellow color. You can also use the page icons for navigation: click on the icon and go to the page with selected number.

Synchronous Viewing (Scrolling)

This function can be used with the compare procedure and as a standalone function as well. If you want to read two documents synchronously in two parallel windows, simply check in the option in Ribbon "Home/View/Synchronous Scrolling". In this moment, the current document position of each document in the working area will be fixed, and scrolling begins from this position for each document individually. If you want to change this position, check the option out, change the position and check the option in.

If one of the documents has more pages then the other one, after reaching of the end of a shorter document, the scrolling proceeds only for one document. The relative position of both documents will be changed in that case.
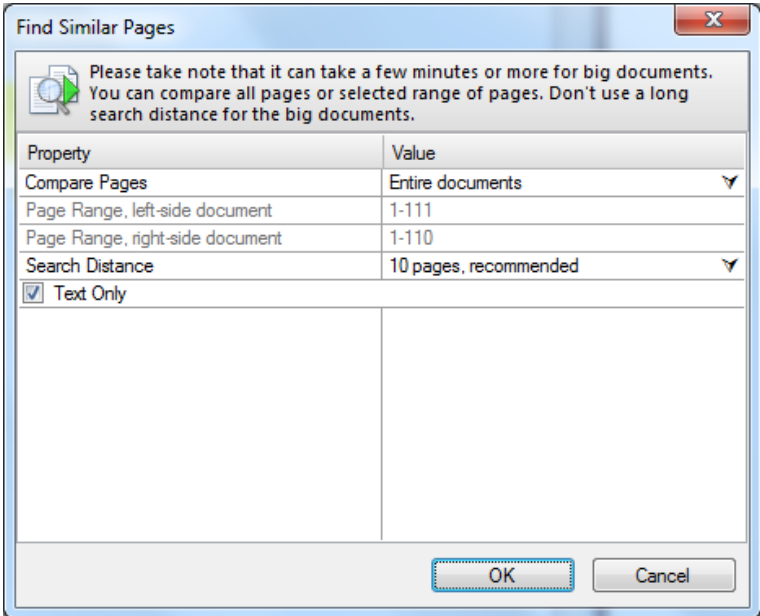
Find Similar Pages

As a rule, you compare not two different documents, but different versions of the same document. In that case is very often that most pages have equal content, and you need to find differences or to look them out.

The mode "Find Similar Pages" should be used, if you want to compare pages pair wise and to see which pages have no differences and which pages are very different. The color of page icons shows you the similarity grade of the pages. Almost white, light icons mean that there are no differences in two pages, blue hues show similar pages with a few differences and red color – quite different pages or pages with many differences.

If you have changed the page structure of your document (e.g. deleted, inserted pages or changed their positions), it has no sense to compare the pages with the same numbers. "Find Similar Pages" scans both documents and finds pages blocks with the high similarity grade. You'll see the result in the left panel. Now you can compare the really similar pages in pairs. All differences will be highlighted in the pages content if you switch on the mode "Tools/Highlight Changes in Text".

The command "Home/Compare Documents/Find Similar Pages" needs some settings to be made. The following dialog lets you to make these changes:

Compare Pages

Page range in which the similar pages will be searched: entire documents, start from current pages (may be different in both documents), one or many page units (page range).

Search Distance

Very important parameter: the reliability of results depends on the search distance. As more is the distance, the bigger the reliability. From the other side the larger distance increases the time for the search process. The distance value means how many pages should be checked out from the given one in both documents. You can find below some recommendations for this selection.

"Page-by-Page" is the faster method but it doesn't find similar pages indeed. It checks out the similarity of pages with the same numbers.

"2 pages" is also fast. It is recommended to use it if you don't have serious structure changes in

the documents, only small corrections which can lead to a shift of some pages forward or backward.

"5 / 10 pages" – good balance between the search time and the results reliability if you really have such changes as new page blocks, deleted pages in one of the documents.

"20 / 50 pages" – slow search, but it lets you find really serious structure changes in your document. It's also may be important for relatively large documents (many hundred pages).

Text Only

This setting is also important for the results reliability and for the search time as well. If you are interesting especially in the textual changes, not in the formatting details and you have a lot of text in your documents, it is recommended to check this option in. It saves you a time and hides the differences which may be not so interesting for you.

If you have a few amount of text and many images, may be scanned documents, you'll get a result, that all pages will be recognized as similar pages. Check out this option for such a case.

After clicking on OK in this dialog the search process starts. You see the progress bar with percentage information. You can cancel the process by clicking on Cancel button or Esc key at any time.

During the search process a progress bar will be displayed. You can cancel the process with the Cancel button or Esc.

In order to clear the results of the function "Find Similar Pages" and return the left panel content in original state use Ribbon command "Home/Compare Documents/Clear".

Highlight Changes in Text

This Ribbon command (option) activates the highlight mode for text changes – all text differences in compared pages will be marked. If you scroll the pages you don't see the highlights immediately in order not to slow the scrolling down. If you stop the scrolling you'll see the highlights after a couple of seconds. The highlight color differs depending on the difference: a text has been deleted, added or changed.

The option "Home/View/Show Changes Panel" gives you a possibility to see the list of changes in a special panel under the page icons panel. If you click on an element of this list you'll see a popup window on the page where you have this difference.

Compare Pages by Content

This command compares two pages – on from each document. It has its own settings dialog in the Ribbon group "Home/Tools".

"Left Page" / "Right Page" – page numbers in the first and the second document to be compared.

Default values – the active pages (marked with arrows in the panel window.

"Compare Objects Position and Size" – if on, the geometrical parameters (size and position) will be taken into account too.

"Compare Text Formatting" – if on, the text formatting will be compared also.

The function "Compare Pages by Content" creates a list of differences (changes) for two compared pages. This list will be displayed in the panel in the lower left corner of compare function main window. Clicking on the item of this list you'll get a colored frame for selected content item in the working area. The color depends on the difference type.

Page Content Editing

In order to edit page content in a PDF document you should switch the program mode to "Page Editor". The panel "Page Content" at the left side of the document window will be activated automatically if the panel bar isn't hidden. If you see the prompt "Click to start page editing…" within the panel, click on it or in the working area. You'll see the list of elements (objects) of the current page. If you scroll the pages, you'll see this prompt for each new page – you can edit the page content or continue with scrolling.

Note. The elements in the content list in the panel have been sorted in the order they will be displayed on the page: the first (above) element will be displayed firstly, the last (lower) element – as the last on the page. From the Z-order point of view the last element will be placed above the first one – please take it into account by changing the Z-order or by clicking on the elements (objects) directly on the page.

Select Elements of Content

Before you process a content element you should select it in the panel or in the working area by mouse click. In the panel you can use cursor arrows as well. In the multiselect panel mode you can select several elements simultaneously using Ctrl and Shift keys with mouse click as a standard in Windows. You can also select several elements in the working area too. Press the left mouse button and keep it pressed at the left upper corner of a rectangular area, move the cursor to the right lower corner and release the mouse button. All elements which have been caught in the rectangle – fully or partially – will be marked as selected. The selected items will be highlighted in the panel as well as in the working area (with the "brick" pattern). You can select all page elements with the panel toolbar button "Select all" or with the hotkey "Ctrl-A".

In some cases you meet difficulties with the selection of desirable item in the page working area. For example if a composite object has been already selected, and you want to select one of its "daughter" objects or one object overlays the another one you want to select. You have two possibilities to solve the task:

- Select the desirable item in the left panel if you can define it by name or by type

- Check on the "Locked for selection" property in the panel properties table for an actually selected element, click outside of the page (within working area) in order to reset the selection and click on the desired item once more. It will be selected if it is not overlaid with the other elements. Otherwise you should repeat the procedure described above for the disturbing item.

Common Operations with Content Elements

Adding new elements on the page or arbitrary actions with it can be fulfilled with the commands in the ribbon tab "Insert/Edit". Some of these operations are available for single elements only, e.g. editing of a text block or raster image or vice versa, e.g. grouping. The unavailable commands are grayed so that you can easy find the command available for selected object(s).

The selected element(s) can be copied to clipboard or pasted, within one document and between different documents as well. You can't move the elements in such a way between two windows of Perfect PDF program. However individual text or raster image can be copied from the program to another application and vice versa.

The color border around a selected item in working area has been named interactive tracker tool. You can execute different operations with the objet using only this tool.

You can move the object within an active page by pressing and keeping the left mouse button in the tracker tool area. After releasing the mouse button you'll get the object in the new position. You can move the object with the tracker tool also with the cursor keys (one click – one pixel), with "Ctrl+arrow key" for 10 pixels and with "Shift+arrow key" for 50 pixels.

The selected object can be resized using one of adjustment handles or the border lines. For text objects it is only possible in Autolayout mode. If you want to resize the object with one of adjustment handles and to save proportions, press and keep Ctrl key and left mouse button and move it. If you want to keep the object center and to move all border corners simultaneously, use Shift key together with the left mouse button. You can also move a start or end point of a line or an arrow shape using yellow diamond-shaped adjustment handles.

By inserting the new shape elements their position and size will be set also with the help of tracker tool. For line and arrow shapes press and keep Ctrl key by inserting them if you want to get exactly horizontal or vertical oriented shape. For another shape forms the Ctrl key helps you to set equal horizontal and the vertical sizes (square, circle, etc.).

You can rotate the selected object with a mouse if you press and keep the left mouse button on a green circle-shaped rotation handle at the upper edge of tracker tool. After you release the button the position will be fixed.

Using yellow diamond-shaped adjustment handles you can adjust the appearance of different shapes objects, if you select such an object.

Double click on a text object activates inline text editor for editing and formatting of a text block. Double click on a raster image object opens image editor window for this image.

Several selected objects can be aligned to the left or to the right relative to the object with a darker (denser) pattern – sample object. Usually it is the object which you've selected as the last (by using a Ctrl key). If you want to select another sample object, click on it in the group of selected items. Its pattern will be darker. After that you can use the align commands in ribbon to make the desired operation.