Manual

FreePDF 2025

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Welcome!

Welcome to FreePDF! You have purchased an application that enables you to view, annotate and edit PDF files quickly and conveniently.

Note: FreePDF is the free version of the commercial product **FlexiPDF** and has limited functionality. Functions that are not available in the free version are indicated by a red box like this one in the manual.

Some features of FreePDF:

- Easy to use via the modern **ribbon user interface**
- **Arrange pages** – reorder and delete pages
- **Insert pages** from other PDF files
- **Find text** with the integrated search function
- **Insert comments** or highlight text with a **colored Text highlight tool** or mark them with a **stamp** such as "Approved!"
- **Insert images and drawings** into PDF files as desired

  ... and lots more!

Additional features in FlexiPDF

FlexiPDF is the commercial version of FreePDF and offers many additional functions:

- **Edit existing text in PDF files** – across paragraphs, columns and pages
- **Find and replace** – for fonts and colors in addition to text
- **Scan pictures and pages** and save them as a PDF
- **Optical character recognition (OCR)** converts pages from a scanner into editable PDF files
- **Insert blank pages**
- **Combine multiple PDF files into one**
- **Splitting PDFs into multiple documents** with a specified page number
- Integrated multilingual **spell check** and **hyphenation**
- **Track changes** shows you all your edits highlighted in color
- **Side-by-side comparison** – compare two PDFs side by side and scroll through them synchronously
- **Redact** confidential content
- **Snapshot tool** which you can use to photograph and save a section of a PDF page

- **Pictures** can be edited directly from FlexiPDF in an **external graphics program**. FlexiPDF then automatically reloads the edited picture.

- **Create interactive forms**

- **Page numbering, headers and footers, watermarks**

- **Bates numbering** for documents and portfolios

- **Export PDF files** – to the output formats Word, TextMaker, ePUB, PDF/A

- **Automatic translation** of entire PDF pages into numerous languages (only in FlexiPDF NX)

- **Summarise text using AI** – use the artificial intelligence of ChatGPT in FlexiPDF to summarise texts in an AI-based manner (only in FlexiPDF NX)

> For a detailed comparison between FreePDF and FlexiPDF, click here.

System requirements

FreePDF runs on Microsoft Windows 11, 10, 8 and 7.

It is compatible with application servers such as Citrix XenApp and Microsoft Terminal Server.

Unlocking your software

To use FreePDF, you must unlock the software with a product key.

After you have registered as a user on the FreePDF download page, the product key will be sent to the e-mail address you provided. If you can't find your product key, request it free of charge from the SoftMaker Customer Center.

Unlocking

After installing FreePDF, the following window will open the first time you run the program:
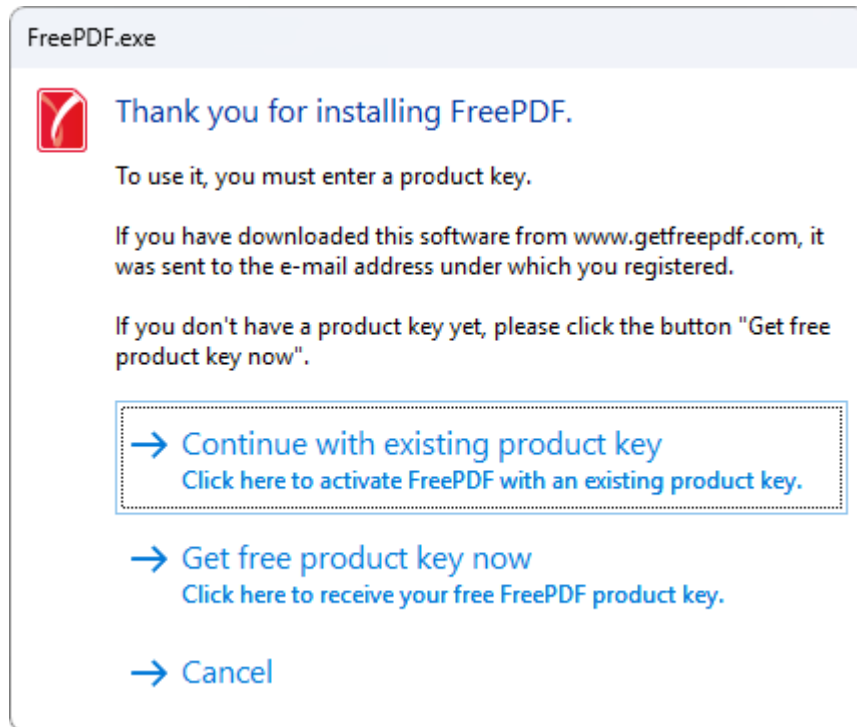
1. Select **Continue with existing product key** if you have a product key available.

2. The dialog box **Unlock** will then be displayed.
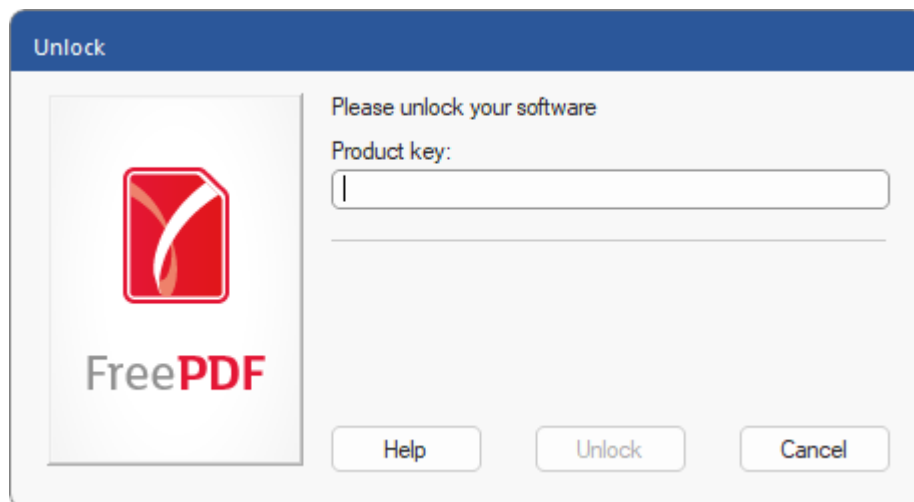
3. Enter the **Product key** that you received by e-mail.

4. Click on the **Unlock** button. This will open a confirmation window that the software has been activated.

Application window

> **Note:** FreePDF is the free version of the commercial product **FlexiPDF** and has a limited range of functions. Functions that are not available in the free version are indicated by a red box like this one in the manual. For a detailed comparison between FreePDF and FlexiPDF, click here.

The following pages contain an introduction to the individual components of the user interface.
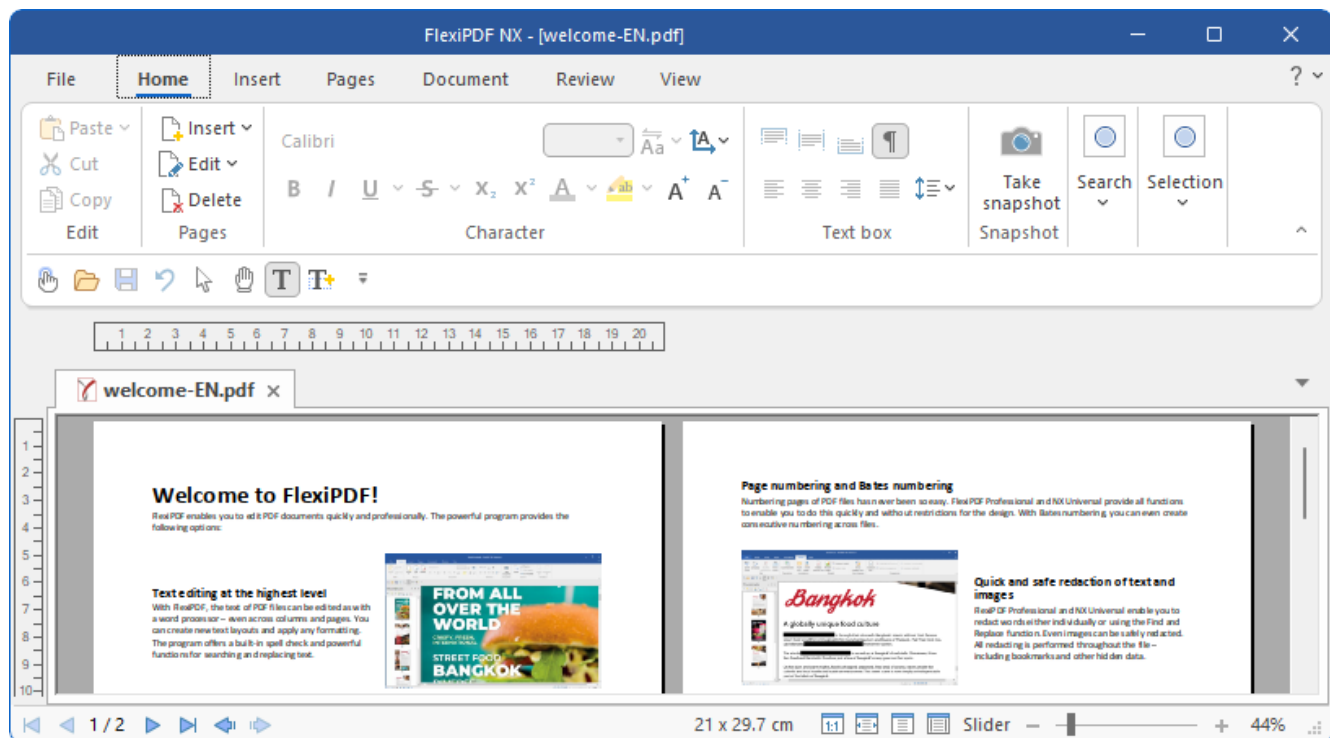
The user interface, example from FlexiPDF

Title bar

In the top line of the program, you will find the *title bar*.
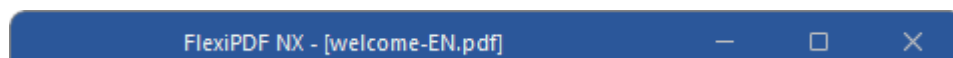
This displays the program name and the name of the document that you are currently editing.

If the document contains changes that have not yet been saved, an asterisk is displayed after its name.

Ribbon and quick access toolbar

The upper area of the program window looks as follows:
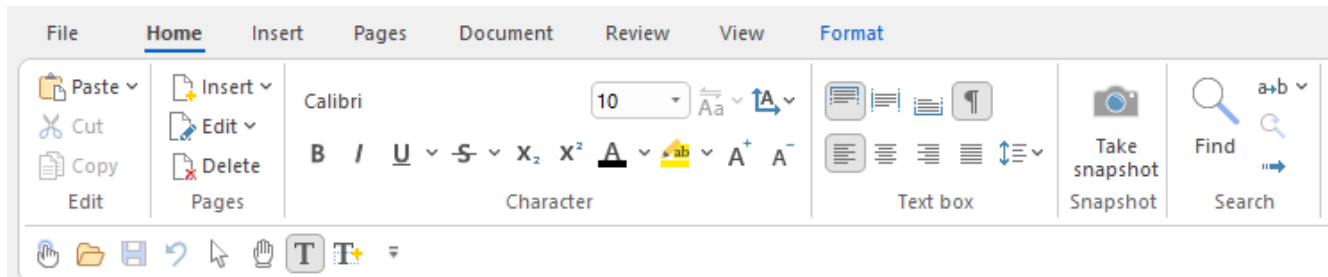
The "Ribbon" (section) and the Quick access toolbar (below)

The ribbon

The ribbon is a modern type of user interface that combines menus and toolbarst o simplify the use of the software.

As you can see, the ribbon has several tabs whose tab headers are displayed at the top: **File**, **Home**, **Insert**, etc. Each of these "ribbon tabs" contains logically combined groups (for example, on the ribbon tab **Home**: *Edit, Pages, Character*, etc.) with related commands for a certain task area.

To switch to another ribbon tab, click on its tab header.

> **Tip:** You can also switch between the ribbon tabs by scrolling with the middle mouse wheel while pointing to the top bar with the tabs.

Each icon represents a specific command. If you click on it, the corresponding command is chosen. In the group **Character** on the ribbon tab **Home**, for example, you will find commands for formatting texts, such as font, bold, italics, etc., which you can both read and change.

If you select a section of text beforehand, formatting changes will affect only the selected text. Otherwise, the text that you subsequently type will be affected.

To select a different font, for example, click on the button with the font (Calibri in the above image) to open the dropdown menu and then select a font.

Other icons are switches that you can enable or disable by clicking on them – for example, the **B** for bold.

There are also split buttons, where you can either click on the icon to directly apply the displayed command or use the corresponding small arrow to the right of the icon to open its dropdown menu. This is the case, for example, when choosing the font color.

> **Tip:** If you hover the mouse cursor over an icon (without clicking), the program will display a tooltip that describes the icon's function.

The Quick access toolbar

The *Quick access toolbar* is displayed below the ribbon. It provides a selection of frequently used commands.

- **Touch mode**

  If you enable this button, all icons in the ribbon will be slightly enlarged.

- **Open a file**

  This button opens an existing document. For more information, see Opening a document.

- **Save file**

  This button saves the document that is open in the current window. For more information, see Saving a document.

- **Undo**

  This button undoes the last change made to the current document. You can also choose this command several times in succession to undo the last x changes.

- **Object tool**

  You can use the Object tool to select, resize, move or delete objects. This applies to images and text boxes.

- **Hand tool**

  Use the Hand tool to navigate on the page by pressing and dragging. You can also use this tool to open existing links or to open the properties of notes, stamps, forms, etc., by right-clicking on them.

- **Text tool**

  Click on existing text with the Text tool to edit it. You can also create new text boxes with the enabled Text tool by clicking in the PDF document and drawing a rectangle.

- **Text Plus tool**

  The Text Plus tool is mainly used to fill in text fields and checkboxes in forms. It can also be used to insert new text boxes in which you can enter and edit text.

  Note: In contrast to the *Text tool*, the *Text Plus tool* only edits text that was created with this tool during the current or an earlier session and does not edit existing text.

To the right of the Quick access toolbar, there is a small arrow . Clicking on it will open a dropdown menu in which you can remove or add buttons to the quick access toolbar. You will also find the following functions here:

More Commands: You can add additional command icons to the quick access toolbar. For more information, see Customizing the Quick access toolbar.

Show Above the Ribbon: You can change the position of the quick access toolbar by displaying it above the ribbon instead of below it.

Minimize the Ribbon: Normally, the ribbon is always fully visible. However, you can hide the ribbon at any time by minimizing it. This is useful if you want to have as much screen space as possible to display the document. For more information on faster methods of minimizing, see Show and hiding the ribbon.

Context menu

There is also another way to choose commands: via the **context menu**.

This menu contains different commands depending on the current situation. If, for example, you select some text and then **right-click** to open the context menu, it offers commands for cutting, copying or formatting that text.
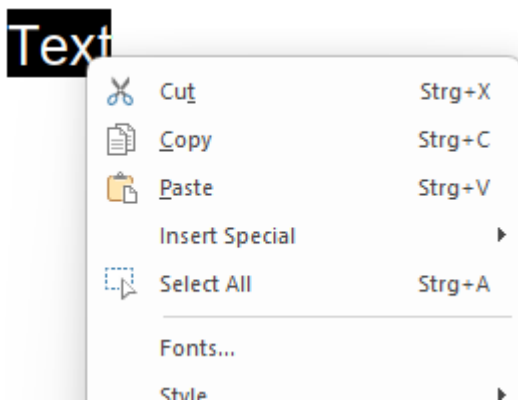
Depending on what you have previously selected (text, images), you will be offered a variable – contextual – selection of commands when opening the context menu. This makes it much easier for you to quickly navigate to situational commands without a long search.

Document tabs

Above the document, you will find a bar with *document tabs*. It displays one tab for each open document.

The document tabs bar

The tabs can be used to perform the following actions:

▪ To make a document become the active document, *left-click* its tab. This enables you to rapidly switch between the open documents.

▪ To close a document, click on its tab with the *middle* mouse button.

Alternatively, left-click on the **x** icon displayed on the far right of each tab.

- You can change the order of the tabs by dragging a tab to the desired position on the tab bar while holding down the left mouse button.

> **Tip:** Documents can also be started in a new program window. To do so, choose the command **File | Open in new window**.

For more information on working with multiple documents, see <u>Working with multiple documents</u>.

Horizontal ruler

Above the document itself, you will find the *horizontal ruler*. This bar displays the tabs for the current paragraph (or any paragraphs currently selected).
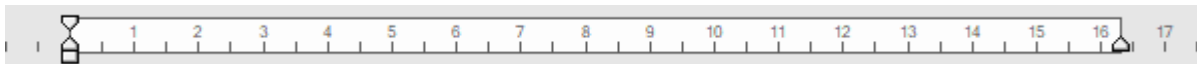
The tabs are not only displayed there, they can also be changed via the mouse. For information on how to do this, see the <u>Tabs</u> section.

Tip: You can enable or disable the ruler via the command **View | Rulers** 📏.

Sidebars

The bar to the left of the document is called the *sidebar*.

You can use the sidebar to display, for example, small preview images (**thumbnails**) of your current document. This gives you a better overview of multi-page documents and enables you to easily navigate between the pages of a document.

Using the sidebar

You can enable or disable a sidebar at any time:

To open a sidebar, choose the command **View |** group **Window | Sidebars** and select the desired sidebar.

To close a sidebar, click on the enabled option there again. Alternatively, close the sidebar by clicking on the **x** icon at the top right of the sidebar.

The small function bar directly above the sidebar provides you with additional functions of the sidebar.

Available sidebars

The following sidebars are available:

Sidebar	Function
Thumbnails	This displays all pages of the current document with small preview images. See also example below.
Bookmarks	If bookmarks are set in the document, you can quickly get to the relevant parts in the PDF file. For more information, see Bookmarks.
Comments	This sidebar provides an overview of all comments (notes, stamps, text highlighting) in the PDF. For more information, see List of comments.
Layers	If the document contains layers, you can use this sidebar to show and hide individual layers. For more information, see Layers.
Portfolio	Portfolios, as a collection of related documents, can be displayed and edited with this sidebar. For more information, see Portfolios.
Differences	If you compare documents with each other (see section Comparing files side by side), this bar displays information on them.
Digital signatures	For PDFs that have been digitally signed, this bar provides a detailed overview of the digital signature. For more information, see Digital signatures.

Example: The "Thumbnails" function

The "Thumbnails" function displays a page overview of the current document with small preview images (thumbnails) in the sidebar. This gives you a better overview of multi-page documents and enables you to easily navigate between the pages of a document.

Choose the command **View** | group **Window** | **Sidebars** and select **Thumbnails** from the menu. The sidebar opens on the left-hand side of the document. You can now perform the following actions there:

▪ To jump to a specific page in the document, simply click on the respective thumbnail in the sidebar.

▪ You can also move one or more pages from one position in the PDF to another.

▪ In the small function bar above the sidebar, you will find other common page operations for quick access.

Status bar

The *Status bar* is at the bottom of the program window.

Tip: You can enable/disable the status bar by choosing the command **View** | group **Window** | **Status bar**.

Elements of the status bar

▪ **Buttons for scrolling through the document**

On the left in the status bar, you will find buttons that can be used to scroll through the document:
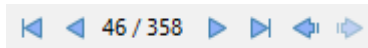
In the middle, the current page number is displayed. If you click on it, the program will open a dialog box via which you can jump directly to a specific page.

▪ **Screen display**

On the right side of the status bar, there are also some buttons for displaying the document on the screen:

These buttons enable you to quickly switch between different page views, which you can also also customize on the ribbon tab **View**. For more information, see Customizing the document display.

▪ **Zoom level**

The status bar also contains a zoom slider that allows you to change the zoom level for the document:

To do so, either drag the slider with your mouse or click on the plus or minus icon (see Zoom level).

Basics

Note: FreePDF is the free version of the commercial product **FlexiPDF** and has a limited range of functions. Functions that are not available in the free version are indicated by a red box like this one in the manual. For a detailed comparison between FreePDF and FlexiPDF, click here.

This chapter provides a brief description of FreePDF.

Basic text editing

FreePDF: Editing *existing text* in the PDF document is not possible with FreePDF. However, you can use the Text Plus tool ![Text Plus icon] to create your own text boxes in which you can enter and edit text.

FlexiPDF enables you to edit text in a PDF document as if you were using a word processor.

1. Open the PDF file that you want to edit.

2. In this example, an "r" is missing from the word "you".

3. Select the **Text edit tool** ![T icon] in the Quick access toolbar. The Text edit tool is the default tool when FlexiPDF starts, so it may already be selected.

   Tip: The respective selected tool is indicated by the darker button.

   ![toolbar icons]

4. Click on the text that you want to edit in order to start editing. You'll see some pink marks – the pink dots represent spaces, while the ¶ symbol represents the end of a paragraph. These marks appear only during editing and are not visible in other PDF viewers.
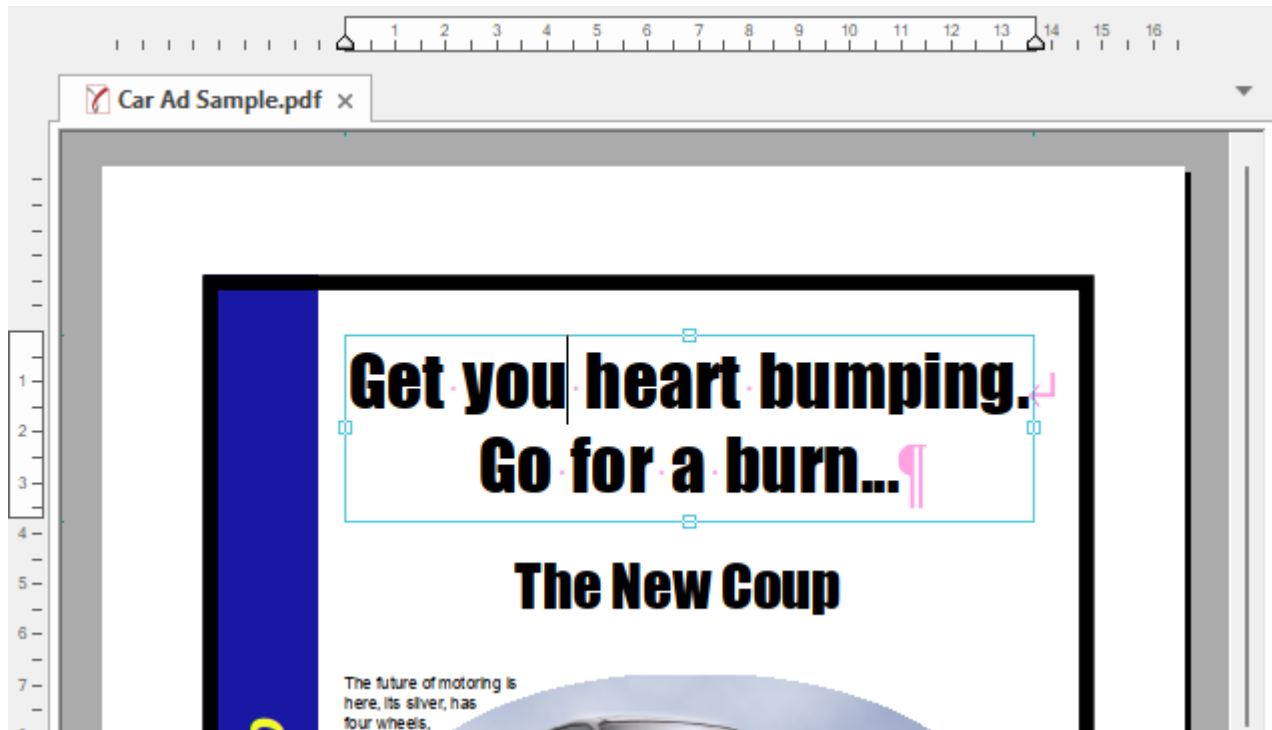
5. Edit the text. In this example, an "r" is added to "you".

As soon as you do this, the program displays a warning about text overflow:
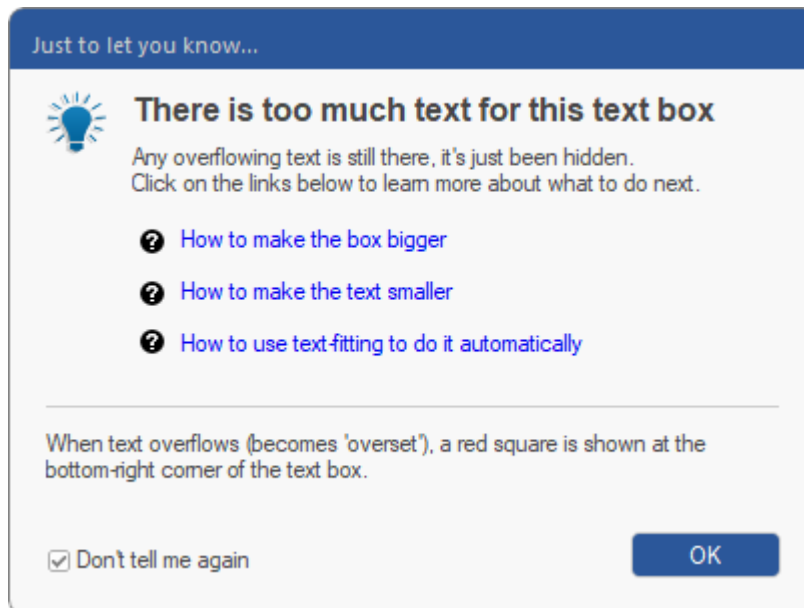
This is because the text box now contains too much text. This warning only appears once in order to alert you to the problem of **text overflow** in general.

Otherwise, a text overflow is indicated by the red square ■ on the right margin of the text box.

6. To expand the text box in order to accommodate the additional text, drag the handles outwards to the right and left using the mouse. The text should then fit within the box.

Alternatively, you have the option of reducing the size of the text in the text box. For more information, see Text overflow.
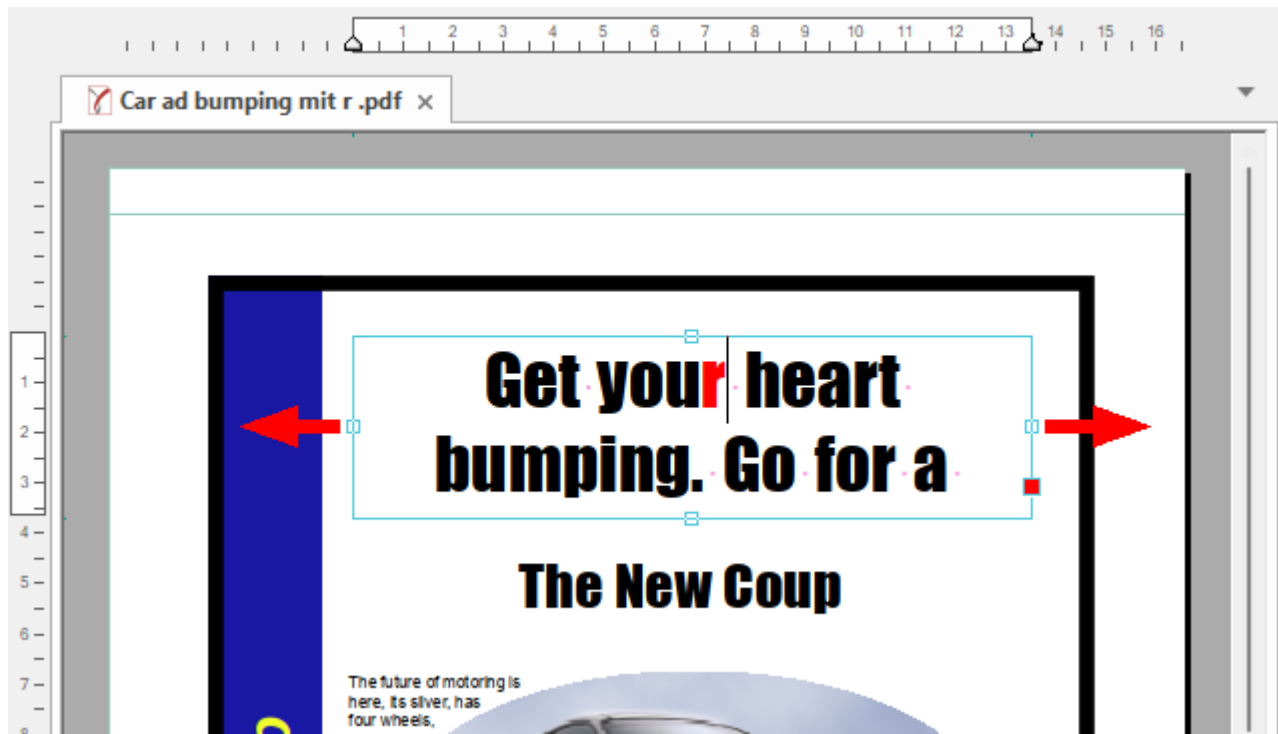
The newly added "r" is displayed in red (if the option **Show changed text in: red** is enabled). For more information, see Highlighting changes. This highlighting is only visible in FlexiPDF and not in other PDF viewers.

7. If you have adjusted the size, save the changes by choosing the command **File | Save as**.

Note

▪ If you have completed the final version of your document and you do not want your changes to be visible, then save your work with the command **File | Save as | Save as final**.

The aforementioned Highlight changes function as well as all the Change log data, grid lines and guides, etc., will then no longer be displayed for this document the next time it is opened, but the changes themselves will be retained.

Joining PDF files

FreePDF: The *Join documents* function is not included in FreePDF.

FlexiPDF can quickly join multiple PDF files into a single document. Drag and drop any number of PDF files onto the open (but empty!) program window of FlexiPDF.

Alternatively, proceed as follows:

1. Choose the command **Document** | group **Edit** | **Join** .

   The dialog box **Join Files** appears.

2. Add more files or entire folders full of files by clicking on the **Add Files** or **Add Folder** buttons.

   When you add folders, all PDFs in the folder and its subfolders are added. You can add an unlimited number of files.

3. The order in which the files are displayed in the list is the order in which they are joined. To change the order, click on a file and change its position in the list using the **Up** or **Down** button.

4. Click on **Join** to start the process of merging the documents together. You will then be prompted to specify a file name for the new merged document.

5. When the process is complete, FlexiPDF will ask you if you would now like to open the new document.

Notes

- For more information on adding page numbers after joining, see Page numbering.
- Encrypted PDF files cannot be merged. Before joining, remove all passwords and encryption. (For more information, see Protecting Documents).
- To add a new PDF to an open document, see "Inserting pages": From other PDFs.

Converting from a PDF into other formats

FreePDF: The *Export to other formats* is not included in FreePDF.

If you choose the command **File | Export**, you can convert a PDF file into HTML, text format, RTF or into the word processing programs TextMaker and Word.

If the PDF file contains images, you can include them for conversion and export them with the text or separately.

FlexiPDF can export a document either on a page by page basis or an article by article basis.

Exporting page by page
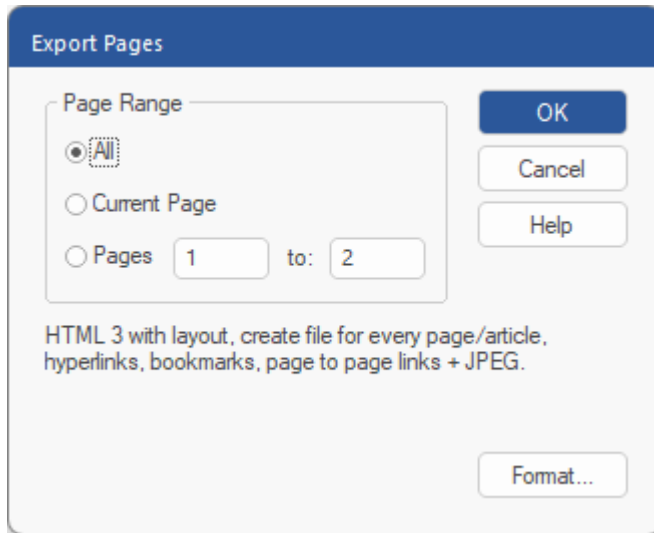
- Choose the command **File | Export | Pages as**.

- In the dialog box, select the page range that you would like to export.

- At the bottom of the dialog box, you will find a summary of the output format and other export options that have been set. Click on **Format** to change these options. For more information, see "Export options": General tab.

Exporting by article threads
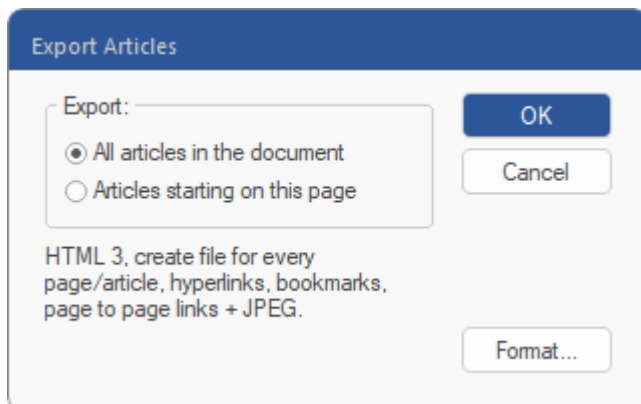
- Choose the command **File | Export | Articles as**.

  If your document does not contain any articles, you can create new articles. (For more information, see Creating article threads.)

- Choose whether you want to export all article threads or only those that start on the current page. If no articles start on the current page, only the first option is available.

- At the bottom of the dialog box, you will find a summary of the output format and other export options that have been set. Click on **Format** to change these options. For more information, see "Export options", General tab.

Converting documents into PDFs

> **FreePDF:** The **FlexiPDF** printer driver is also installed for FreePDF.

To convert any document into a PDF, simply "print" it with the FlexiPDF printer driver.

- Open the document in the program you normally use to view it.

- Print the document and select **FlexiPDF** as the printer.

- If **FlexiPDF** is not displayed as an available printer, you may not have also installed the printer driver when you installed FreePDF – the driver is an optional feature. See "Reinstalling the FreePDF printer driver" below.

- To change the paper size for the generated PDF file, click on **Properties** (or depending on the program: **Setup**, etc.) and then click on **Advanced**.

- Once the printout is finished, FreePDF starts and displays the new PDF file.

- You can now edit and save this PDF file.

Reinstalling the FreePDF printer driver

Exit FreePDF and start the FreePDF installer. Make sure that the option **Install FreePDF PDF Printer** is enabled (see figure below).

If you need to download the installation program again, go to the FreePDF website.
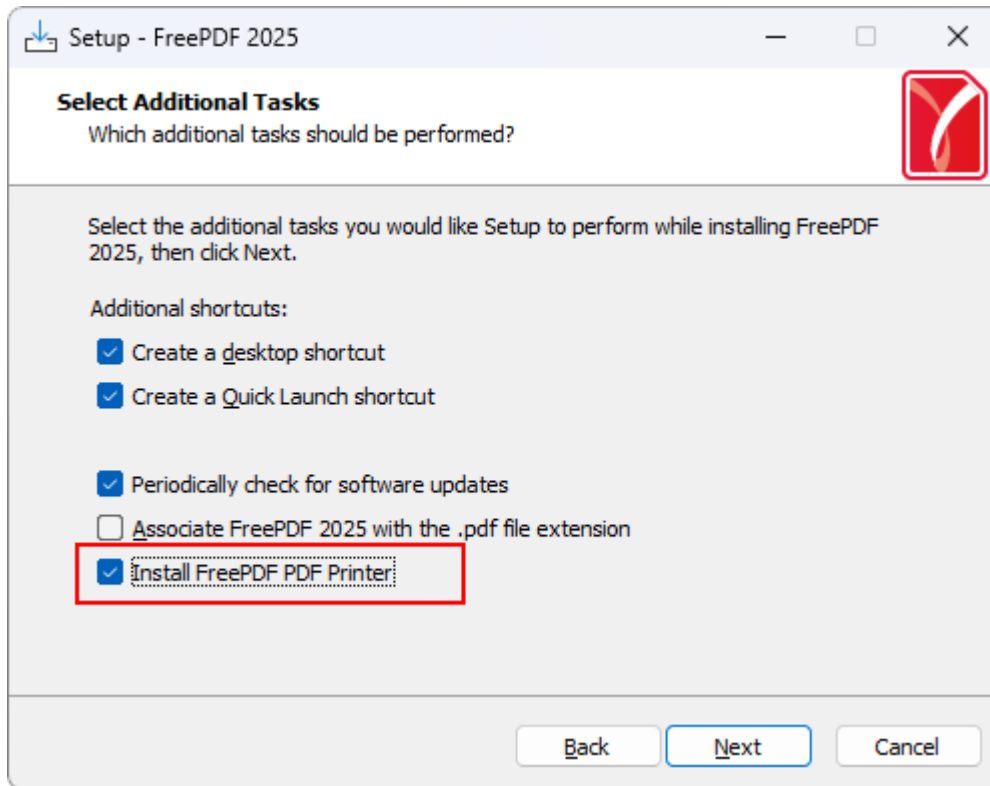
Comparing files side by side

FreePDF: The *Compare files* function is not included in FreePDF.

The **Compare files** function places two PDFs right next to each other. As you move around and zoom in and out of one PDF, the movements are matched in the other PDF, thus ensuring that you see the same view of each PDF.

Note: The program can only perform the **Compare files** function if both documents have the same number of pages.

There are several ways to start a comparison:

Simple comparison

The documents are displayed side by side, but differences are *not* highlighted.

For this purpose, select one of the following methods:

- **Drag two PDF files** with the mouse onto an empty FlexiPDF program window. In the dialog box that appears, select **Side-by-side comparison**.

The order in which you previously selected the files determines their placement. The first selected file is placed on the right, and the second on the left. The file placed on the left can only be read but not edited.

- **Drag one PDF file** with the mouse onto a FlexiPDF program window in which another PDF is already open. In the dialog box that appears, select **Side-by-side comparison**.

  Alternatively, choose the command **Review** | group **Comparison** | **Compare files** ▾ | **Simple**, and select the file to be compared next to the PDF that has already been opened.

  The file that was opened first will appear on the right, the other on the left. The file placed on the left can only be read but not edited.

Advanced comparison

The documents are displayed side by side, and the differences are highlighted in red. You can set whether the comparison displays changes in appearance (images, fonts, colors, etc.) or changes in the text context (added/removed words).

For this purpose, select one of the following methods:

- Choose the command **Review** | group **Comparison** | **Compare files** ▾ | **Advanced**, and select the files you want to compare using the two **Browse** buttons in the dialog box.

  The file selected above will appear on the right, while the file selected below will appear on the left. The file placed on the left can only be read but not edited.

- Alternatively, drag the PDF files into the program window, as described above for "Simple comparison", and select **Side-by-side comparison** in the dialog box that appears. Then choose the command **Review** | group **Comparison** | **Compare files** ▾ | **Advanced**.

In the open dialog box "Compare Files", both methods allow you to choose between the following options:

Detect difference in appearance: Select this option to detect changes to images, fonts, colors, etc. You can also limit whether you want to ignore images and/or text. If you ignore both, the comparison will only be applied to the vector graphics (drawings) in the PDF file.

Detect differences in text context: Only the text contained on each page will be compared. This mode can be more useful when searching for textual differences than relying on the graphical appearance alone.

"Highlight differences" button

The options for highlighting differences, which are set in the dialog box for the "Advanced comparison", are retained as global settings in FlexiPDF. Thus, they can be applied again directly the next time you compare files.

Incidentally, this also works if the files were inserted as a "Simple comparison" (see above):

Simply choose the command **Highlight differences** ≣ and the preset options of the dialog box for the "Advanced comparison" will be applied.

"Refresh comparison" button

You can choose the command **Refresh comparison** ▤ to immediately update the comparison of the two files if, for example, you have made changes to the open document on the right.

Selecting horizontal/vertical layout

Choose the command **Review** | group **Comparison** | **Compare vertically** ☰ to display the PDFs on top of each other.

In the "Compare vertically" view mode, the editable PDF is located in the lower window.

Choose the command **Review** | group **Comparison** | **Compare horizontally** ▥ to display the PDFs side by side.

In the "Compare horizontally" view mode, the editable PDF is on the right.

Exiting comparison mode

To exit comparison mode, select the currently active mode again.

If, for example, you are in the "Compare horizontally" mode, choose the command **Review** | group **Comparison** | **Compare horizontally** again.

Creating and filling in forms

FreePDF: Creating *interactive forms* is not possible in FreePDF.

FlexiPDF enables you to *create* and *fill in* both interactive and non-interactive forms. FreePDF enables you to *fill in* both interactive and non-interactive forms but you cannot *create* them.

Interactive forms

An interactive form is a specially prepared PDF for completion, which contains interactive elements such as text boxes, buttons and lists. You interact with these elements, enter text and make selections. You can then save, print or send this completed PDF to others via e-mail. For more information, see Interactive forms.

Traditional paper forms (non-interactive forms)

A non-interactive form is simply the PDF version of a traditional paper form. Normally, you would have to print it and fill it in by hand. FreePDF enables you to use the **Text Plus tool** to fill in text boxes and checkboxes. This speeds up the completion of forms enormously and the form remains digital – thus you can easily send it by e-mail.

1. Select the **Text Plus tool** in the Quick access toolbar.

   When you let the mouse hover over the form, FreePDF tries to highlight the areas to be filled.

2. Click in a highlighted area and start typing.

   If you do not want FreePDF to try to automatically detect the size of the input field, press **Ctrl** when you click in the area. You will then obtain a single-line input field.

3. When FreePDF detects that the element under the mouse cursor looks like a checkbox, it changes the cursor to a hand.

   Then click to mark the box with an **X**. Click again to remove the **X**.

4. If you do not want FreePDF to try to automatically detect checkboxes, press **Ctrl** when you click in the area. You will then obtain a single-line input field.

   Press **Ctrl+Shift** to force an **X** even if FreePDF does not detect a checkbox at this position.

Notes

- The **Text Plus tool** creates new text boxes in any kind of PDF document and not just in forms.
- The **Text Plus tool** only edits text that was created with this tool during the current or an earlier session and does not edit existing text.
- Since FreePDF tries to estimate the size and position of editable areas, incorrect results sometimes occur. In this case, press **Ctrl** to ignore the estimate.
- Completed forms are normal PDFs that can be viewed and printed with any PDF viewing application.

PDF photo albums

If you drag and drop (any number) of pictures onto FreePDF, a new PDF file is created with each page containing one of the dropped pictures.

To do so, proceed as follows:

1. Make sure that no documents are open in FreePDF.

2. Drag your selection of PNG, JPEG, TIFF or BMP pictures onto FreePDF and drop them there.

3. FlexiPDF creates a new PDF file in which each page contains one of the dropped pictures.

For more information about inserting and editing pictures, see Images.

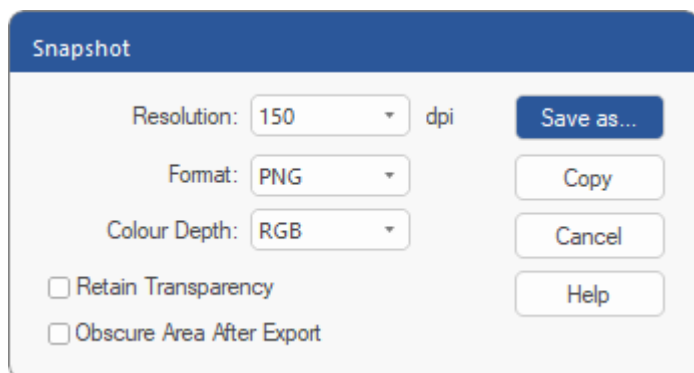# Snapshots

FreePDF: The *Take snapshot* function is not included in FreePDF.

Tip: For more information on exporting a particular image from your PDF file, see Extracting images. For information on exporting entire PDF pages as image files, see Image output.

To take a snapshot of an area of a page and save it to a file, proceed as follows:

1. Choose the ribbon command **Home** | group **Snapshot** | **Take snapshot** 📷.

2. Then use the mouse to drag a rectangle around the area of which you want to take a snapshot.

   As soon as you stop dragging, the box will be fixed and the dialog box **Save Snapshot** will open.

3. Select the **Resolution** of the snapshot. The higher the value, the more details the saved picture will contain and the more disk space it will need.

4. Select the desired **Format** for the output (PNG, JPEG or TIFF).

5. Select the **Color Depth** for the snapshot.

   RGB (red/green/blue) is full color, while all other options are black and white variations.

6. If you would like a transparent background for the snapshot, click on **Retain Transparency**.

   This option is only available when selecting the PNG format with the RGB color depth.

7. Optional: You can copy the snapshot to the clipboard using the **Copy** button and then paste it into FlexiPDF or into another program.

8. Finally, press **OK** and enter a file name for the saved picture.

Starting a new document

> **FreePDF:** The functions for *creating new documents* are not included in FreePDF.

To start a new document, choose the command **File | New** ⬚. This will open a dialog box in which you can click on **Blank** to create a new empty document.

You will find two more options in this dialog box: **Import from scanner** and **New portfolio**. For more information, see the descriptions in Creating PDF from scanner and Portfolios.

Opening a document

To open an existing document, choose the command **File | Open** 📂.

Tip: This command can also be found by default in the Quick access toolbar below the ribbon.

The program will display a dialog box, which may look as follows:
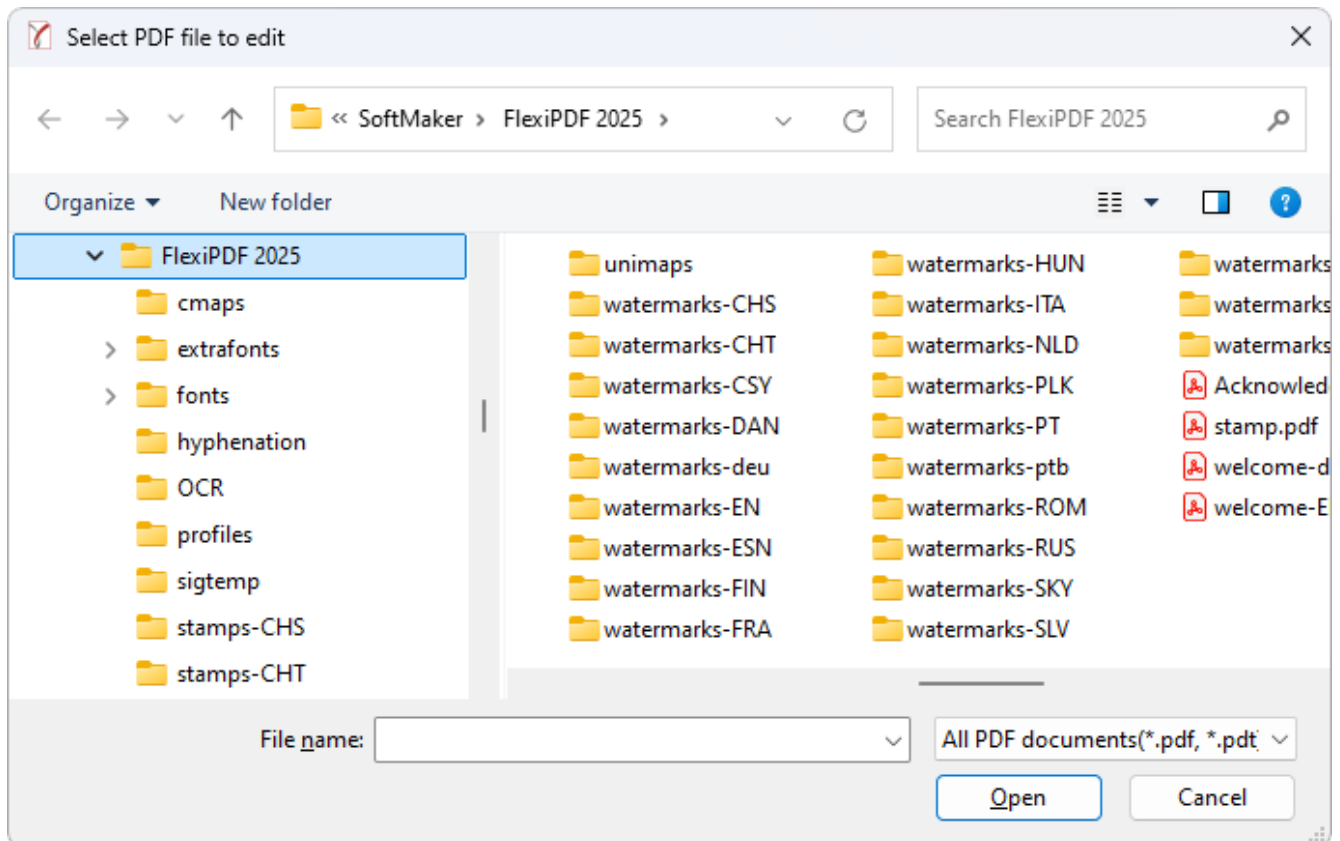
*The dialog box of the command **File | Open***

This dialog box may look slightly different depending on the operating system, but its function always remains the same. Use this dialog box to tell FreePDF which document to open.

To do so, you could simply type in the name of the file you want to open manually. However, the dropdown list with the files is more convenient because all files are listed here in the current folder and can be easily selected.

> **Tip:** Documents can also be started in a new program window. To do so, choose the command **File | Open in new window**.

Opening other file formats

FreePDF can open PDF documents as well as PDF templates and the image formats JPEG, TIFF, BMP and PNG. All you have to do is select the desired format from the list of file types.

Open files via drag & drop

You can also open single or multiple PDF files at the same time by dragging them into the document window. For more information, see Drag & Drop.

List of recently opened files

If you click on the ribbon tab **File** in the program window, you will see a list of recently opened files at the top right in the expanded menu. Simply click on one of these files to open it again.

Tip: You can hide this file list if required or delete all existing entries. The relevant options can be found in the Options, Advanced tab.

You can also do the following in this file list: If you click on the pin icon ⬚ of a file, it will appear in the list as a **pinned file** and will be permanently displayed at the top of the list.

Working with multiple documents

You can have multiple documents open at any time – to compare them, edit them at the same time, exchange data between them, etc.

You work with multiple documents as follows:

- **Opening multiple documents in the same program window**

  You can open any number of documents at the same time in the current program window.

  There are many ways to switch between these documents, including a bar that contains *tabs* for each currently open document (displayed above the current document):

▪ **Opening files in a new program window**

You can also open documents in a new program window.

To do so, choose the command **File | Open in new window**.

The methods can be combined as desired. You can open as many program windows as you like and open any number of documents as tabs in each of these windows. You can also open all documents in just one program window. Alternatively, you can ensure that each document appears in its own program window. It is entirely your choice.

Switching between open documents

> **Note:** The following functions only apply to documents that are opened in the same program window with multiple tabs.

If you have multiple documents open at the same time, you can switch to a specific document and thus make it the active document:

▪ **Ribbon command: "Windows" icon**

In the ribbon, you will find an icon called **Windows** on the ribbon tab **View**. If you click on it, a list of all open documents appears. Click on the desired document.

▪ **Mouse: Clicking on a document tab**

Above the document, you will find a bar with document tabs for all currently open documents. Click on the tab for the document to which you want to switch.

| Invoice.pdf | Office.pdf × | Manual.pdf | Test.pdf |

▪ **Keyboard: Ctrl+F6**

You can also use the keyboard to switch between the currently open documents: **Ctrl+F6** switches to the next document and **Ctrl+Shift+F6** switches to the previous one.

Alternative 1: **Ctrl+Tab key** and **Ctrl+Shift+Tab key**

Alternative 2: **Ctrl+Shift+Arrow key** to the right and to the left

Arranging documents on the screen

> **FreePDF:** These functions are not included in FreePDF.

If you have multiple documents open, you can arrange them as follows:

▪ The document tabs (the *tabs* in the bar above the document) can be moved within the bar and thus arranged in any order.

▪ If you choose the command **Review | group Comparison | Compare files**, you can display the current document next to another open document on the screen.

After you have enabled the **Compare files** function, you can scroll synchronously through both documents. For more information, see <u>Comparing files side by side</u>.

Printing a document

To print the current document, choose the command **File | Print**.
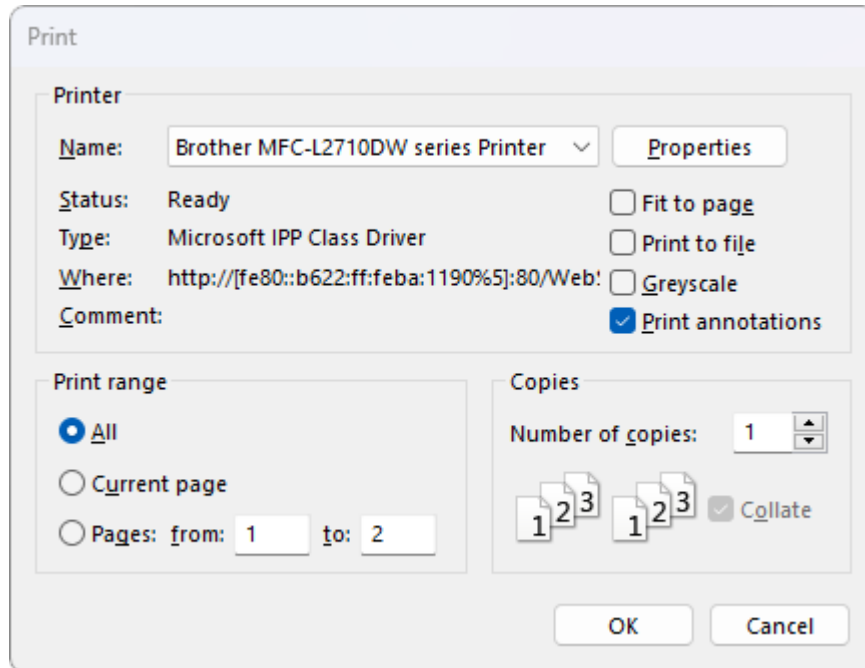
In the dialog box, you can make the following settings:

Printer

Here, select which of the installed printers should print the printout.

The **Properties** button opens a window for setting up and configuring the printer. For more information, see your printer manual.

Print range

- **All:** Print all pages of the document.

- **Current page:** Print only the page that is currently selected.

- **Pages:** Print only the specified pages. To do so, enter the desired page numbers.

Printing options

- **Fit to page**

  This option adjusts the size of the pages to the paper format selected in the printer properties (page orientation, page size).

  This is useful if the dimensions of the PDF content differ from the selected paper format. The PDF content is automatically scaled to fill the entire printable area of the selected paper format.

- **Print to file**

  This option redirects the print output to a file instead of a physical printer.

- **Greyscale**

  This option prints a color document in shades of gray (black and white).

- **Print annotations**

  Comments (sticky notes, graphic notes or stamps) are also printed if this option is enabled.

  For detailed information on which parts of these comments are actually printed, please see the relevant sections of the Comments chapter.

- **Copies**

  Here, you can specify the number of copies of the document to be printed.

Saving a document

When you have completed a document, you should save it to retain it permanently. To do so, click on the command **File | Save**.

Tip: This command can also be found by default in the Quick access toolbar below the ribbon.

If the document does not yet have a name, FreePDF automatically prompts you to assign a file name to it before saving it.

Saving under a different name or in a different location

FreePDF also has a command called **File | Save as**. This also saves your document, but you can first assign it another name or select another folder in which to save it.

Saving all open documents

If you have multiple documents open at the same time, you can choose the command **View |** group **Documents | Close all** to save them all at once. FreePDF checks whether the documents have been changed since they were last saved and saves only those that have been changed.

Further options for Save as

To the right of the command **File | Save as**, a submenu opens with a few more options for saving:

▪ **Save as final**

Changes to the file will no longer be displayed the next time you open it. For more information, see Track changes.

▪ **Save as (reduced size)**

This option reduces the size of the document by resampling all images in the document. For more information, see Resampling images.

▪ **Save as (convert text to outlines)**

Not included in FreePDF: This option converts the text into vector outlines (contours of letters) if you have trouble printing certain PDFs because of incorrect fonts or glyphs.

▪ **Save as PDF/A**

Not included in FreePDF: You can use this command to create a standard-compliant PDF file in the **PDF/A** standard. This standardized format allows the long-term archiving of documents and is considered a prerequisite when documents must be stored in a non-editable manner and in an identical format to the original documents.

Closing a document

If you want to stop working on a document, you can close it at any time. If the document has been modified since it was last saved, the program automatically asks you if you want to save the document first.

To close a file, you have the following options:

Ribbon commands

Choose the command **File | Close** to close the current document.

Choose the command **File | Close all** to close all currently open documents at once.

Tip: You will also find both commands on the ribbon tab **View** | group **Documents**.

Document tabs

Above the document, you will find a bar with *document tabs* for all currently open documents. If you click on one of these tabs with the *middle* mouse button, the corresponding document is closed.

Alternatively, left-click on the **x** icon displayed on the far right of each tab to close it.

Via the keyboard

You can also use the shortcut key **Ctrl+F4** to close the current document and **Ctrl+Shift+Alt+C** to close all open documents.

Exiting the application

To exit FreePDF, choose the command **File | Exit** (the button is located at the bottom right of the open **File** menu) or use the keyboard shortcut **Ctrl+Q**.

Alternatively: Simply click on the **x** icon on the far right of the title bar at the top.

Editing text

FreePDF: Editing *existing text* in the PDF document is not possible with FreePDF. However, you can use the Text Plus tool ![icon] to create your own text boxes in which you can enter and edit text.

In this chapter, you will learn how to add and edit texts in FreePDF.

For information on formatting text, see the following chapter Formatting text.

Adding new text

Adding a single-line text box

Add a new single-line text box as follows:

1. Select the **Text Plus tool** ![icon] in the Quick access toolbar.

2. Click in the document to create a single-line text box with a fixed height. This adjusts its width when typing.

3. If the font size is too large, a small red **text overflow** box will be displayed at the right edge of the text box. You can change the size of the text box with the handle on each of the four sides.

Using the text tool

You can add new text at any time by dragging a new text box of the desired size with the mouse.

1. Select the **Text edit tool** ![icon] in the Quick access toolbar.

2. Click in the document and drag the text box to the desired size.

3. Before typing, select the desired font and size on the ribbon tab **Home** | group **Character**.

4. If there is too much text, the text box will be extended downwards. You can adjust the size of the text box by dragging one of its handles. The text box will then remain as large as you set it.

5. If you see the red text overflow box at the right edge of the text box, it means that the text does not fit completely into the box. Resize the box by dragging the handles at the edges of the text box.

Selecting the right language

FreePDF: *Spell check* and *hyphenation* are not included in FreePDF.

Remember the following when editing a PDF written in several different languages:

- The spell check only works if the correct language has been set on the **Spelling** tab after choosing the command **File | Options**.

- Hyphenation also requires the correct language to be specified on the **Spelling** tab after choosing the command **File | Options**. If the desired language is unavailable, we recommend that you disable hyphenation.

> **Note:** Hyphenation only works if you have formatted text as justified.

- FlexiPDF only supports the editing of texts that are read from left to right. The editing of Arabic and Hebrew texts is thus not supported.

Unicode support

FreePDF supports the copying and pasting of double-byte characters.

On a Windows computer, a double-byte character can be typed directly by holding down the **Alt** key while entering the decimal value of the character via the numeric keypad. (Make sure that the **Num** key is enabled.) The character is inserted as soon as you release the **Alt** key.

For example: Alt 0190 = ¾

The character codes can be found via the Character Map utility of Microsoft Windows. For this purpose, enter the search term "character map" in Windows.

Editing an existing text

> **FreePDF:** Editing *existing text* in the PDF document is not possible with FreePDF.

You edit existing text as follows:

1. Select the **Text edit tool** T in the Quick access toolbar.

2. Click on a block of text to start editing. The block of text to be edited will be highlighted with a border and the ruler will be enabled.

   You can now choose the commands of the ribbon tab **Home | group Character** to format the text. For more information on formatting, see Formatting text.
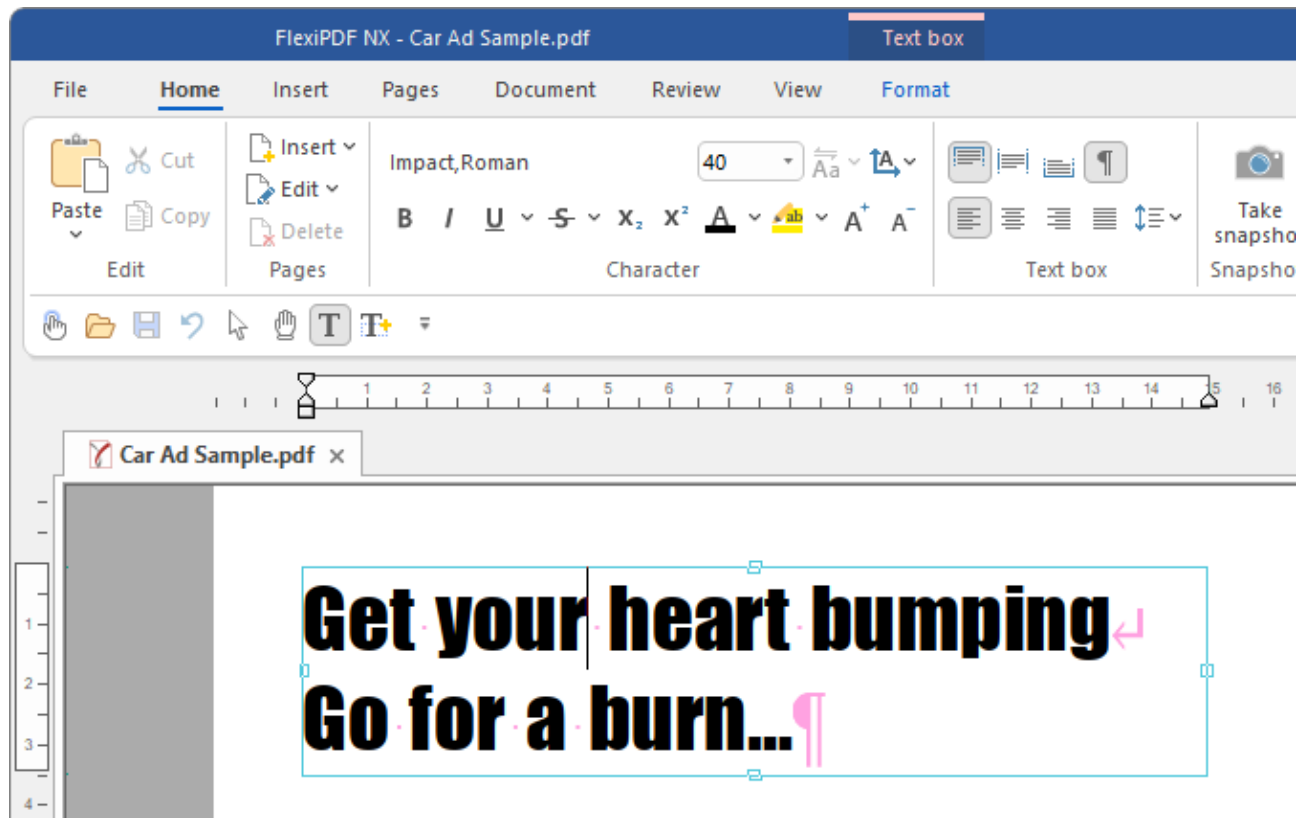
3. When you start editing, spacing, paragraph marks and line breaks are displayed in pink. These become invisible again after completing the editing.

    By choosing the command **Home** | group **Text box** | **Non-printable characters** ¶ , you can disable the appearance of these characters (not available in FreePDF).

4. To see the boundaries of all text boxes on a page, choose the ribbon command **View** | group **View** | **Text box boundaries** (not available in FreePDF).

5. To insert a line break without starting a new paragraph, press **Shift+Enter key**.

6. The ruler above the page shows you the width of the page, the first-line indent as well as the right and left indents.
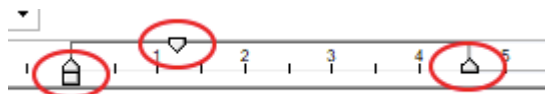
    Drag the margin markers shown above to change the indent to the right, left and in the first line.

Notes

- For more information, see <u>Basic text editing</u>.

Editing text across columns and pages

FreePDF: These functions for editing text are not included in FreePDF.

When you link text boxes, you can easily edit the text they contain across all text boxes. The text boxes remain linked even after you close and reopen the PDF if you have enabled the option **Store layout info in PDF**. (For more information, see Options: Saving tab).

You link text boxes as follows:

1. Use the Text edit tool ⊤ or the Object tool ▷ .

2. Click on any text box.

   At the top right, an additional ribbon tab **Format** appears with the heading **Text box**.

3. Choose the command **Format** | group **Inner text** | **Link text boxes** ⊞.

4. Click in the center of each text box that you want to link. The box will be highlighted and a number will appear in its center. This number shows the order in which the text will flow between the boxes. Click on the box again to remove it from the flow.

5. Simply add more boxes with a mouse click. You can change pages and thus add text from different pages to the flow.

6. To start a new separate chain of boxes, click on a blank area of the page. The currently linked text boxes are now displayed again without a number. Then repeat the action from step 4.

7. When you have finished, select the **Text edit tool** ⊤ in the Quick access toolbar. If you now click on one of the linked text boxes, you can view the flow again and edit the text it contains.

Disconnecting linked text boxes

If you want to disconnect linked text boxes from each other, select the **Text edit tool** ⊤ and click on one of the text boxes.

Choose the ribbon command **Format** | group **Inner text** | **Link text boxes** ⊞ (click on the small arrow of the icon) and select **Disconnect** in the menu that appears.

Alternatively, you will also find this command in the context menu: **Text Box** ▸ **Disconnect**

Notes

▪ Before you link text boxes, each text box ends with a paragraph break. When linking, FlexiPDF checks whether these breaks are necessary or just a consequence of the text breaking across multiple text boxes. Unnecessary paragraph breaks are removed. However, FlexiPDF does not necessarily detect all unnecessary paragraph breaks. After reflowing, individual unnecessary paragraph breaks may occur in the middle of a text box. Remove them to restore the original text flow.
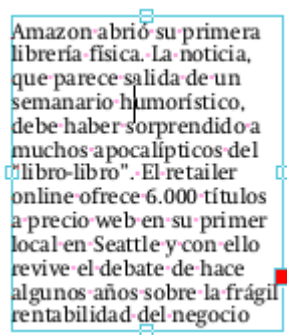
- When you link text boxes, the text will not be reflowed immediately; it should thus look unchanged. If you reload and edit a document with linked text boxes, however, those boxes will be reflowed prior to your first edit. This is when you will notice possible problems with the text flow.

Text overflow

FreePDF: Editing *existing text* in the PDF document is not possible with FreePDF. However, you can use the Text Plus tool ![icon] to create your own text boxes in which you can enter and edit text.

If you enter too much text, any text that does not fit into the text box will be hidden.

A small "text overflow square" ■ will then appear in the lower right corner of the text box to warn you that certain parts of the text are not visible.

Amazon abrió su primera librería física. La noticia, que parece salida de un semanario humorístico, debe haber sorprendido a muchos apocalípticos del "libro-libro". El retailer online ofrece 6.000 títulos a precio web en su primer local en Seattle y con ello revive el debate de hace algunos años sobre la frágil rentabilidad del negocio

Reshaping the text box

To reveal the hidden text, enlarge the text box by dragging the handles at its edges.

To do so, use the **Text edit tool** ![T icon] or the **Object tool** ![cursor icon] in the Quick access toolbar.

You can link multiple text boxes so that the text can flow between them. For more information, see the previous section [Editing text across columns and pages](#).

Other ways to prevent text overflow

- Reduce the size of the text by:
    - changing the [font size](#) of the text
    - changing the [line spacing](#)
    - or changing other [spacing](#) such as letter spacing.

Check spelling

FreePDF: The *Spell check* is not included in FreePDF.

After editing, it is useful to check the spelling of each added text. You can check the correct spelling of the words in three ways:

- Check the words within the selected text: To do so, select the text.
- Check the words in the active text boxes: To do so, select the text boxes.
- Check the entire document: To do so, make sure that no text box is selected.

By choosing the command **Review** | group **Text** | **Spell check** or pressing the **F7** key, the dialog box **Spelling** will appear.

For more information on this dialog box, see Spell check.

Notes

- It is important that the set language matches the language of the document. In the dialog box **Spelling**, click on the **Language** hyperlink to select the correct language.
- You can edit the content of the user dictionary. For more information, see User dictionaries.
- Be careful when changing text in paragraphs that have an unusual shape (for example, those that flow around graphics). If these paragraphs are reflowed, their layout may be lost.
- If the words in the **Suspect** field appear illegible or contain strange characters, this means that the text could not be extracted correctly from the PDF file. This is due to an incorrect font encoding of the PDF file and it cannot be corrected with FlexiPDF.
- FlexiPDF warns you if the replacement text cannot be rendered in the font of the misspelled text. In this case, you will be prompted to select a different font.
- FlexiPDF only supports the editing of texts that are read from left to right. The editing of Arabic and Hebrew texts is thus not supported.
- Words that include numbers cannot be added to the user dictionary. However, you can skip them with the **Ignore All** button.

Counting words

You can use the **Word count** to display the number of words (and letters) in the open document. You can also set counting to be performed only within a specific page area or paragraph.

Counting the words and letters of the document or a page area

1. Choose the ribbon command **Review** | group **Text** | **Word count** .

2. In the following dialog box, select the option **Pages**.

   Optional: On the right, limit your selection to a desired page area.

3. Click on the **Count** button.

As a result, you obtain the number of words and letters for the document or page area.

Counting words and letters of a specific paragraph

1. Use the Text edit tool T from the Quick access toolbar to click on the desired paragraph.

2. Choose the ribbon command **Review** | group **Text** | **Word count** .

3. In the following dialog box, select the option **Current story**.

4. Click on the **Count** button.

As a result, you obtain the number of words and letters for the selected paragraph.

Character palette/Special characters

FreePDF: These functions are not included in FreePDF.

Open the dialog box **Character Palette** to use characters that are awkward to enter via the keyboard or to check the selection of characters for a specific font.

1. Use the **Text edit tool** T from the Quick access toolbar to click in the desired text.

2. Choose the ribbon command **Insert** | group **Text** | **Symbol** .
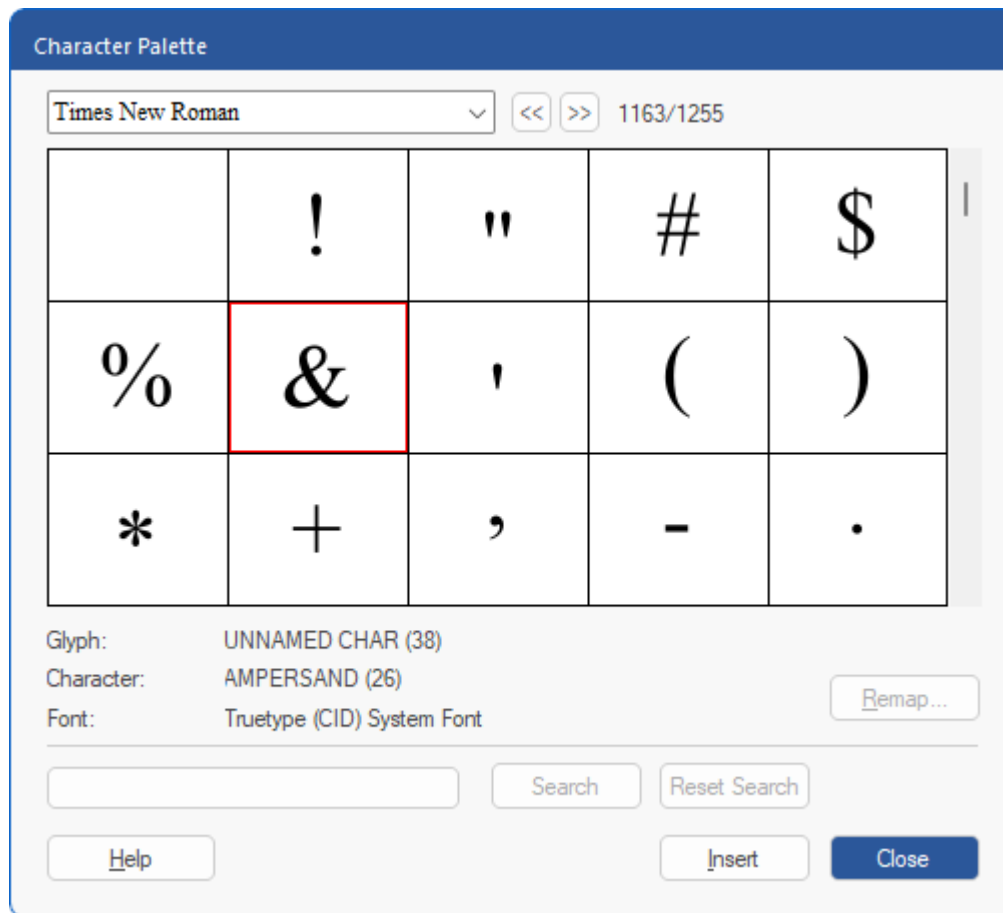
3. Use the dropdown list at the top of the dialog box to select the desired font. The displayed fonts are either embedded in the PDF file or installed on your computer.

4. Click on a glyph (a character shape) to select it and see its properties:

    Glyph: internal name of the character in the PDF (not always available)

    Character: official description according to Unicode documentation

    Font: type of font from which the character originated

5. Click on the **Insert** button to insert the character into the PDF document (or double-click on the character).

6. You can use the **Remap** button to redefine the meaning of badly mapped glyphs if necessary. For more information, see Remapping fonts.

Text alignment (vertical)

FreePDF: *Vertical text alignment* is not included in FreePDF.

FlexiPDF can align text inside a text box so that it is positioned at the top, middle or bottom of a text box.

1. Select the **Text edit tool** T in the Quick access toolbar.
2. Click in the text box that you want to edit.
3. On the ribbon tab **Home** | group **Text box**, select a vertical alignment:

Note

- In <u>linked text boxes</u>, the alignment is always at the top edge.

Text alignment (horizontal)

FreePDF: *Horizontal text alignment* is only possible in FreePDF for <u>newly inserted text boxes</u>.

FreePDF can align text from the entire text box or individual paragraphs in a text box in a left-aligned, centered, right-aligned or justified manner.

1. Select the **Object tool** in the Quick access toolbar.
2. Click in the text box that you want to edit.
3. On the ribbon tab **Home** | group **Text box**, choose a horizontal alignment:

Aligning individual paragraphs of a text box horizontally

If you want to apply an alignment to individual paragraphs of a text box, proceed as follows:

1. Select the **Text edit tool** T in the Quick access toolbar.
2. Click in the text box that you want to edit and select the desired paragraph.
3. On the ribbon tab **Home** | group **Text box**, choose a horizontal alignment.

Merging text boxes

FreePDF: The *Merge vertically* function is not included in FreePDF.

Vertically aligned text boxes can be merged together into a single box.

(This is an alternative to linking text boxes together, which is handy for reflowing across columns or pages and is described in <u>Editing text across columns and pages</u>.)

Example

In this example, FlexiPDF created three text boxes for the text.
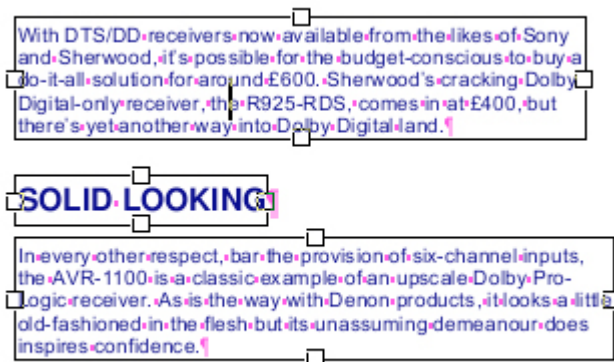
This will lead to the wrong result if the text is reflowed. Thus, the text should be combined into a shared text box.

1. Use the **Object tool** from the Quick access toolbar.

2. Click on the text boxes that you want to join. Make sure that you start with the top text box.

3. Click on each additional box while holding down the **Shift** key. This allows you to add one text box in each case to your selection.

4. At the top right, an additional ribbon tab **Format** appears with the heading **Text box**.

   Here, choose the ribbon command **Format** | group **Inner text** | **Merge** | **Merge vertically** to join the three text boxes into one. Only boxes in the same vertical row running from top to bottom will be joined.

   Alternatively, you will find this command in the context menu: **Text Box** ▶ **Merge Vertically**.

5. The joining combines the text into a single text box with correct text flow.

With DTS/DD receivers now available from the likes of Sony and Sherwood, it's possible for the budget-conscious to buy a do-it-all solution for around £600. Sherwood's cracking Dolby Digital-only receiver, the R925-RDS, comes in at £400, but there's yet another way into Dolby Digital land.¶

SOLID LOOKING¶

In every other respect, bar the provision of six-channel inputs, the AVR-1100 is a classic example of an upscale Dolby Pro-Logic receiver. As is the way with Denon products, it looks a little old-fashioned in the flesh but its unassuming demeanour does inspires confidence.¶

Splitting text boxes

FreePDF: The *Split text boxes* function is not included in FreePDF.

If you want to format individual paragraphs of a text box instead of the entire text box, you can choose **Split paragraphs** to split the text box into paragraphs. FlexiPDF then creates a separate text box for each paragraph.

1. Use the **Object tool** from the Quick access toolbar.

2. Click on the text box that you want to split.

   At the top right, an additional ribbon tab **Format** appears with the heading **Text box**.

3. Here, choose the ribbon command **Format** | group **Inner text** | **Split** | **Split paragraphs**.

   Alternatively, you will also find this command in the context menu: **Text Box ▸ Split Paragraphs**.

The text box is now divided into individual text boxes for each paragraph, which can be edited individually.

Separating selected text to form a separate text box

If you only want to separate a specific selected section of text from a text box to form a separate text box, you can do so as follows:

1. Use the **Text edit tool** from the Quick access toolbar.

2. In the relevant text box, select the section of text that you want to separate to form a separate text box.

3. Choose the ribbon command **Format** | group **Inner Text** | **Split** | **Rebuild with selected text**.

Remapping fonts

FreePDF: The *Remap fonts* function is not included in FreePDF.

Each font in a PDF file contains a table in which the glyphs (the shape descriptions of the individual characters) are mapped to their meaning ("That is an A"). It would not be possible to edit or export text without such a table. This table is incorrect in some PDFs.

FlexiPDF can repair the table so that it and and other PDF editors can edit and export the text correctly.

Manually correcting the font mapping

1. Choose the ribbon command **Document** | group **Extras** | **Fonts** ▾ | **Remap fonts** to open the dialog box "Remap fonts". This is similar to the dialog box <u>Character Palette</u>.

2. Click on the glyph that is incorrectly mapped.
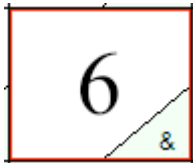
   In this example, the shape description '6' is incorrectly mapped to the '&'. If you converted this PDF to HTML, any occurrence of a **6** would be output as **&**.

3. Press 6 on the keyboard to remap.

4. The glyph display will be changed, whereby shape 6 and mapping **6** will be displayed with yellow highlighting in the lower right corner.

5. The next glyph in the table will be automatically selected.

6. Continue pressing the keys on the keyboard to correctly map each glyph in order.

7. Press **OK** to repair the PDF with the mapping you just specified.

Automatically correcting the font mapping

FlexiPDF also provides the option of an automatic repair. If, in the dialog box "Remap fonts", you click on the **Auto Correct** button, FlexiPDF uses optical character recognition (OCR) to identify the glyphs in the selected font.

This procedure is faster than a manual correction. However, OCR can cause errors in some cases. You will then have to make the corrections manually in accordance with the steps shown above.

The **Auto Correct** function is limited to Latin characters and a few accented glyphs. It is best used on fonts with basic Latin glyphs.

Formatting text

FreePDF: Editing *existing text* in the PDF document is not possible with FreePDF. However, you can use the Text Plus tool ▮ to create your own text boxes in which you can enter and format text.

Format the text of your inserted text boxes in FreePDF with the desired font, font color, bold, etc.

For more information, see the following pages.

Font

**FreePDF:** Changing the *font* is only possible in FreePDF for newly inserted text boxes.

To select fonts, use the dialog box **Font Browser**.

Changing the font used for the text

1. Select the **Text edit tool** ▮ in the Quick access toolbar and select the text whose font you want to change.

    Alternatively, use the **Object tool** ▮ to click on the text box that you want to edit.

2. On the ribbon tab **Home | group Character**, click on the font selection (marked in red here):
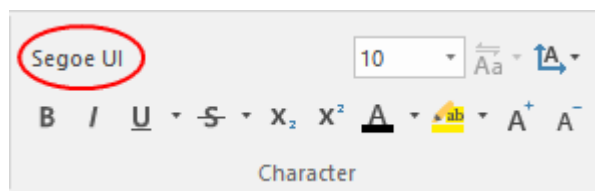
3. The dialog box **Font Browser** opens and displays the font of the selected text.
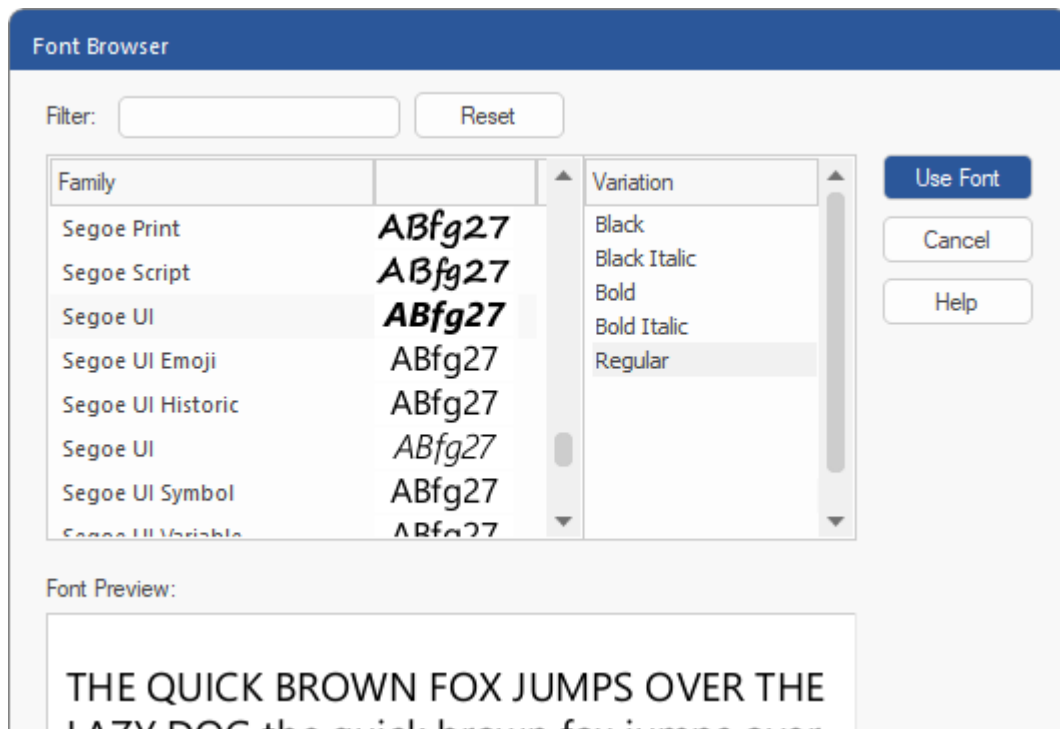
Fonts that were used in the PDF are displayed above the '-------' separator, while the fonts installed on your computer appear below it.

4. If the selected text contains more than one font, no current font is shown, and the **Font Preview** field will initially remain empty.

5. Click on the font in the list **Family**. Next to each entry, you will see a small preview. By default, this previews **ABfg27**. If, however, a font does not have these characters (for example, a symbol font), the first characters of the font will be displayed instead.

6. Click on the entries in the **Variation** list on the right to switch between different font styles of the same font.

7. The **Font Preview** at the bottom of the window shows you how the selected text looks in the relevant font.

8. If the selected font does not contain all the characters that are required for the selected text, the window will display the message, "This font does not contain all the characters required," and the missing characters will appear as white rectangles in the Font Preview.

9. You can use the **Filter** input field to find fonts. As soon as you type something into the input field, the list **Family** displays only font families whose names contain your filter text. You remove the filter by clicking on the **Reset** button.
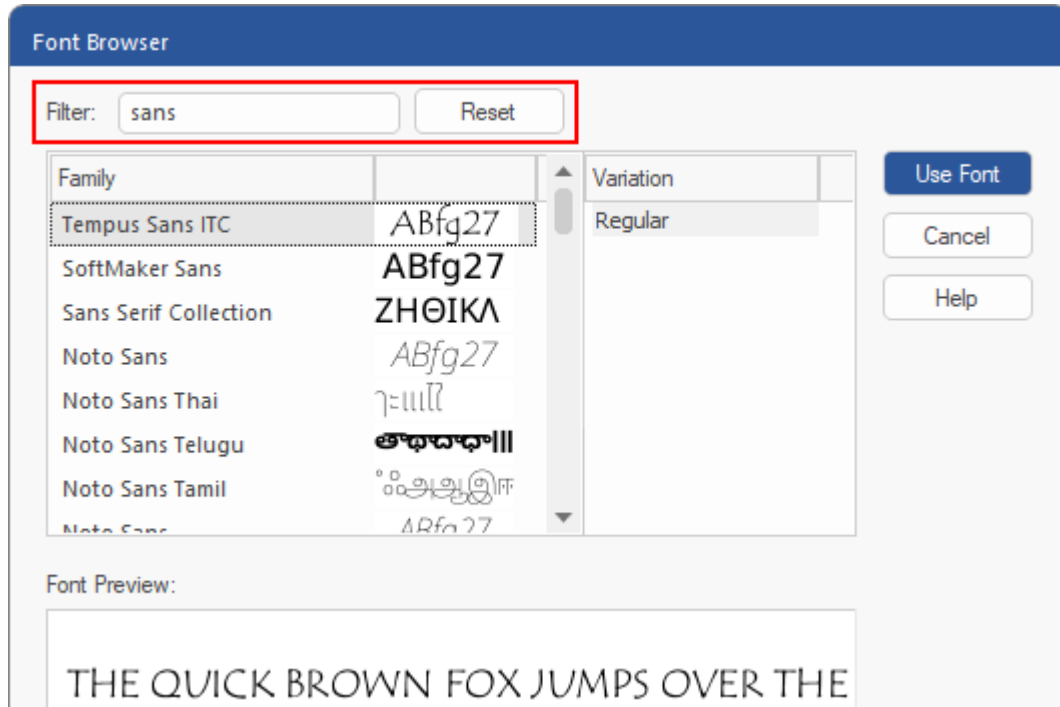
Notes

- The Font Browser displays all fonts that were used in the PDF and also displays all TrueType and OpenType fonts which are stored on your computer in the `Windows\Fonts` folder.

- FreePDF searches for installed fonts only in `Windows\Fonts`. If you use a font manager, these fonts may not be available in FreePDF.
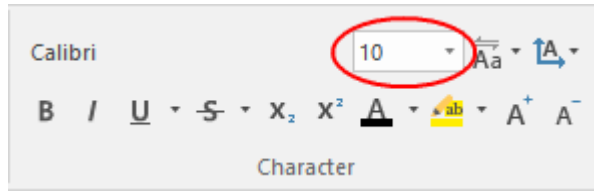
Font size

FreePDF: Changing the *font size* is only possible in FreePDF for newly inserted text boxes.

Change the font size of text on the ribbon tab **Home** | group **Character**.

Proceed as follows:

1. Select the **Text edit tool** T in the Quick access toolbar and select the text whose font size you want to change.

   Alternatively, use the **Object tool** to click on the text box that you want to edit.

2. Click on the small arrow to the right of the **Font size** (marked in red here).

3. Set the desired font size:

The dropdown list offers the most common font sizes, which you can select via a mouse click. However, you can manually enter other values in the field at any time.

Tip: The icons A⁺ A⁻ in the group **Character** can be used to increase or decrease the font size by one level.

Color

> **FreePDF:** Changing the *font color* is only possible in FreePDF for newly inserted text boxes.

Each text has two color settings:

- Outline color (stroke color)
- Fill color (interior color)

One of them can be invisible, but not both at the same time.

Outline, no fill	Fill, no outline	Outline and fill

To change the text color:

1. Use the **Text edit tool** T from the Quick access toolbar, and select the text that you want to edit.

Alternatively, select the **Object tool** , and click on the text box that you want to edit.

2. On the ribbon tab **Home** | group **Character**, click on the arrow of the icon for font color ![A▾] to open its menu. Here, you can apply a **Fill color** directly from the predefined colors and apply an **Outline color** with the menu item below.

3. If you want to apply advanced color options, select **More** in this menu to open the dialog box **Color Picker**.

Colors for text as well as colors for objects are set via this dialog box **Color Picker**. For more information, see Changing color.

Bold and italics

> **FreePDF:** *Bold and italics* is only possible in FreePDF for newly inserted text boxes.

FlexiPDF has buttons for switching between normal, bold and italic text. If a variation of a font is not available, FlexiPDF can simulate this effect.

Actual bold text

1. Use the **Text edit tool** ![T] from the Quick access toolbar and select the text that you want to edit.

2. On the ribbon tab **Home** | group **Character**, click on the **Bold text** button ![B].

Alternatively:

1. Select the **Object tool** ![cursor] and click in the text box that you want to edit.

2. Click on the **Bold text** button ![B].

If there is a bold variation of the enabled font, FlexiPDF switches to it. For example, Arial becomes Arial Bold.

Simulated bold text

If a bold variation is not available for the selected characters, FlexiPDF simulates it by displaying the characters with a slight offset multiple times (overprinting).

The simulated bold text below is written in the *Juice ITC* font, for which there is no bold variation.

![The cat sat on the mat.]

Here, you can clearly see that FlexiPDF overprints the text to simulate the bold effect.

The font name is not changed to a bold variation on the ribbon tab **Home** | group **Character**, but the **Bold text** button is displayed as pressed. This indicates the simulated bold text.

Simulated bold text does not have the same quality as real bold text, but it is a good solution if there is no bold variation of a font.

Italic text

FlexiPDF cannot simulate italic text in the same way as bold text. If a italic variation is not available for the selected characters, FlexiPDF issues the following warning:
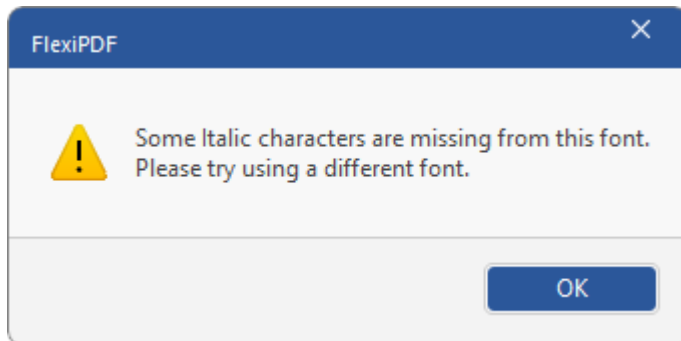
Underline and strikethrough

FreePDF: *Underline and strikethrough* is only possible in FreePDF for underlined inserted text boxes.

On the ribbon tab **Home** | group **Character**, you will find the commands that are used to **Underline** and **Strikethrough** text.

Proceed as follows:

1. Use the **Text edit tool** T in the Quick access toolbar, and select the text that you want to edit.

   Alternatively, use the **Object tool** to click on the text box that you want to edit.

2. Click on the **Underline** U or **Strikethrough** S button.

3. For more control over the width, color and position of the underline or strikethrough, there are other options:

   After you have applied an underline or strikethrough as described above, click on the small arrow of the **Underline** or **Strikethrough** button, and select **More** in the menu that appears.

   This will open the dialog box **Underline Options** or **Strikethrough Options**. For more information, see below.

Underline and strikethrough options

You can use the dialog box to change the color, thickness and position of the line.

Examples of effects:

Offset -6 points (for a 12 pt font size)	Weight: 0.49 pts ☑ Auto Offset: -6.00 pts ☐ Auto	Underling
Offset +6 points (for a 12 pt font size)	Weight: 0.49 pts ☑ Auto Offset: 6.00 pts ☐ Auto	Underling
Weight 0 pt (hairline)	Weight: 0.00 pts ☐ Auto Offset: -0,91 pts ☑ Auto	Underling
Text with background	Weight: 13.00 pts ☐ Auto Offset: 3.50 pts ☐ Auto	Underling

Color

By default, the respective text colors are used for underlines and strikethroughs. To apply a different color, remove the check mark for **Same as text**. You can now click on the **Color** button to select a new color.

In this dialog box, set the desired **Line color**.

Notes

▪ Underline: The underline is located at the level behind the text.

▪ Strikethrough: The strikethrough is located at the level in front of the text.

Superscripts and subscripts

FreePDF: *Superscripts and subscripts* are only possible in FreePDF for newly inserted text boxes.

You can add a superscript (for example, r^2) or a subscript (for example, H_2O) to text. The commands for this can be found on the ribbon tab **Home** | group **Character**.

Select the text with the **Text edit tool** T and click on the respective icon x_2 x^2 for a simple **Subscript** or **Superscript**.

If necessary, you can resize the superscript or subscript text by applying a different font size to the selected text on the ribbon tab **Home** | group **Character**.

Note

- Use the command Rise if you want to make a more precise adjustment to the vertical position of superscript or subscript text.
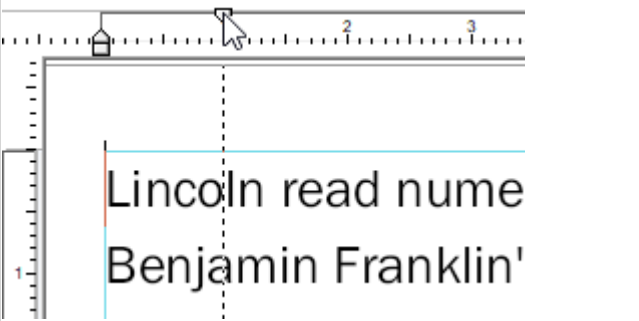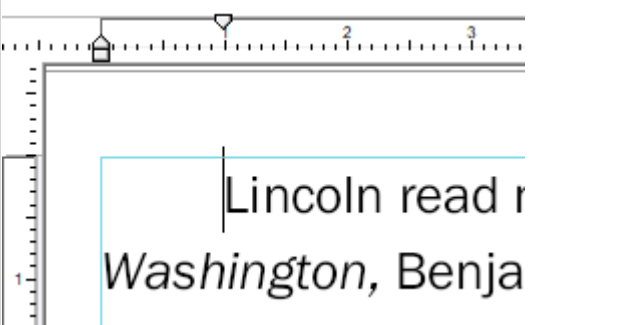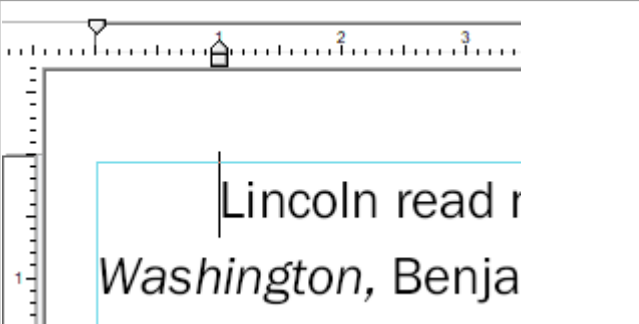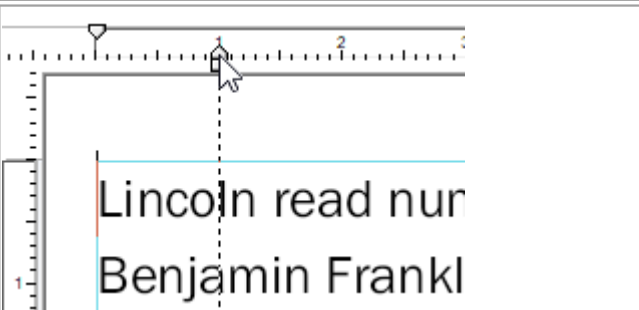
Margins and indents

FreePDF: *Margins and indents* are only possible in FreePDF for newly inserted text boxes.

You can set the indent on the right or left and the first-line indent. These indents always apply to complete paragraphs.

1. Select the **Text edit tool** T in the Quick access toolbar.

2. Click on a paragraph or select a text block that spans multiple paragraphs.

3. To change one of the margin settings, drag the relevant handle in the ruler to the desired position.
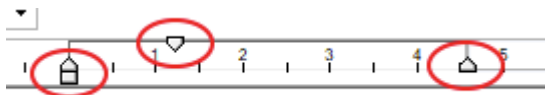
The picture shows the moving of the triangle for the **first-line indent**. As you drag, a dotted line will appear in the text to help you align the indent with other objects on the page.	
The **first-line indent** was changed in such a manner that it starts text with an indent.	
To set a **hanging indent**, move the left margin (the lower left triangle) inwards without moving the first-line indent.	
When you move the small rectangle below the bottom triangle, you then change both the **first-line indent and the left margin**.	

Ruler units

You can change the units of measurement of the ruler. The dialog box **Options** provides centimeters, millimeters, inches, points and picas. Changing the unit of measurement affects all dialog boxes and setting options that contain units of measurement in any form.

1. Choose the command **File | Options**.

2. Switch to the **Editing** tab.

3. Select a unit from the dropdown list **Unit of measurement**.
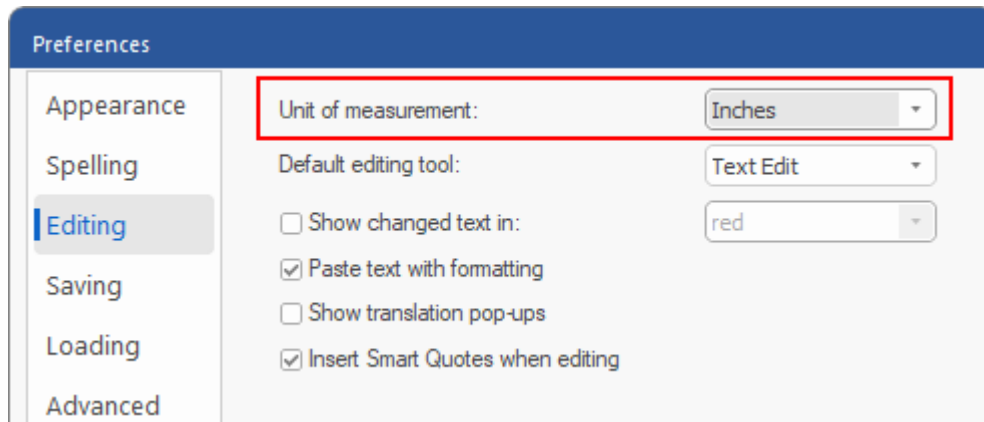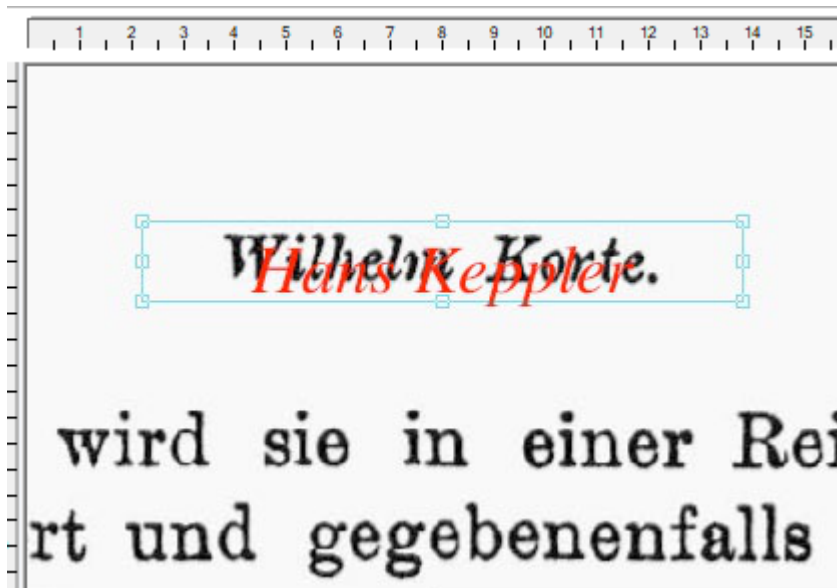

Background color

FreePDF: Changing the *Background color* is only possible in FreePDF for newly inserted text boxes.

A text box can have a transparent, white or black background. The last two options are useful for hiding elements behind a text box.

In this example, we would like to cover the name *Wilhelm Korte* on the page with the new name *Hans Keppler*.

- If you place the text on the existing name, both names will be visible:

- Choose the ribbon command **Format** | group **Format** | **Background color** ▼ | **White** to give the text box a white background.

For the sake of simplicity, FreePDF only offers transparent, white and black as background fills.

Tip: If you need a different color, simply use the drawing tools (ribbon tab **Insert** | group **Drawings**) to insert a rectangle in the desired color and place it in the layer between the new and old text.

Text highlighting (Text highlight tool)

Once you have applied Text highlighting (Text highlight tool) to a text, you can customize its properties.

1. Select the **Text edit tool** $\boxed{\text{T}}$ in the Quick access toolbar.

2. Select a highlighted text or set the text cursor in it.

3. On the ribbon tab **Home** | group **Character** | **Text highlight tool** , click on the small arrow of the icon to open its menu.

   If you select **More**, the program will display the following dialog box:
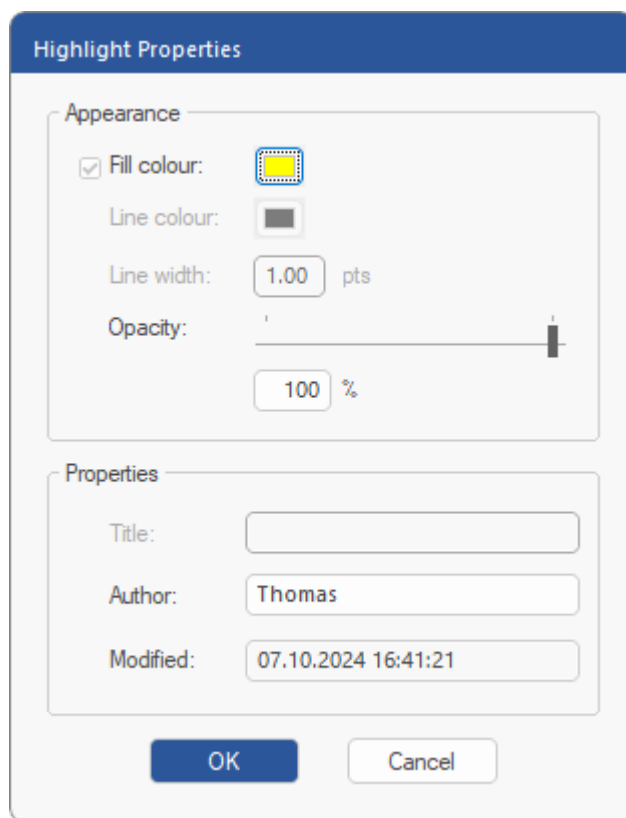

4. Click on **Fill color** to select a new color for highlighting.

5. Adjust the **Opacity** of the color by dragging the slider. 100% is opaque, 0% is transparent.

6. You can change the name under **Author**. The date cannot be changed. Both will be visible in a related sticky note if you double-click on the highlighting.
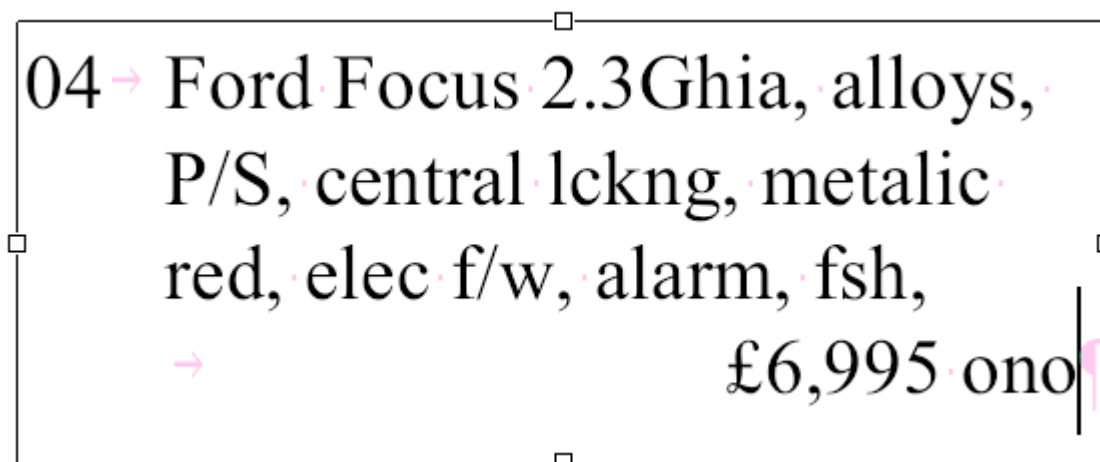
Tabs

FreePDF: *Tabs* are only possible in FreePDF for [newly inserted text boxes](#).

Tabs can be used to create tabular layouts. You can choose between right-aligned, left-aligned and centered tabs. You can also specify whether the tabs should be displayed with or without [leaders](#).
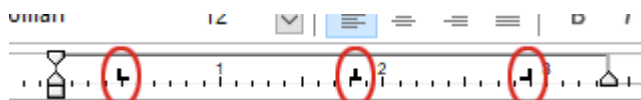
The ruler shows a left-aligned, centered and right-aligned tab.

Tab characters appear as pink arrows during editing.

Creating and deleting tabs

First, select the **Text edit tool** T in the Quick access toolbar and select the desired paragraph in a text box. You can then use the following procedures in the ruler:

▪ Click on the position in the ruler where you want to place a tab.

▪ Click on and drag an existing tab to move it to a new position.

▪ Click on and drag an existing tab directly from the ruler in order to delete it.

▪ Right-click on a tab in the ruler to switch between a right, left or centered alignment.

Notes

▪ Tabs are retained even after you close and reopen the PDF.

▪ Tab positions can also be beyond the right and left margins of the text box.

Leaders

If you added a tab to the ruler, as described in the previous section, you can set the leader character for the tab.

1. In the ruler at the top of the window, position the mouse cursor on the tab that you want to change.

2. Right-click to display the Tab menu and select **Tab Options**.

3. Enter the desired leader for **Leader Character**, for example, '.' for dots.
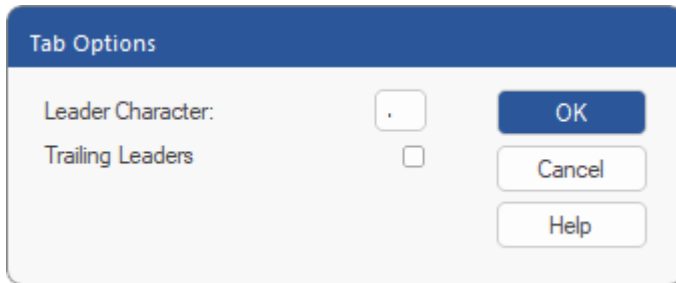
You can set any character as a leader.

Trailing leaders

To set the behavior of the leaders during wrapping at the end of the line, enable the checkbox **Trailing Leaders**. FreePDF then adds the leaders to the end of the line for lines that wrap due to a tab.
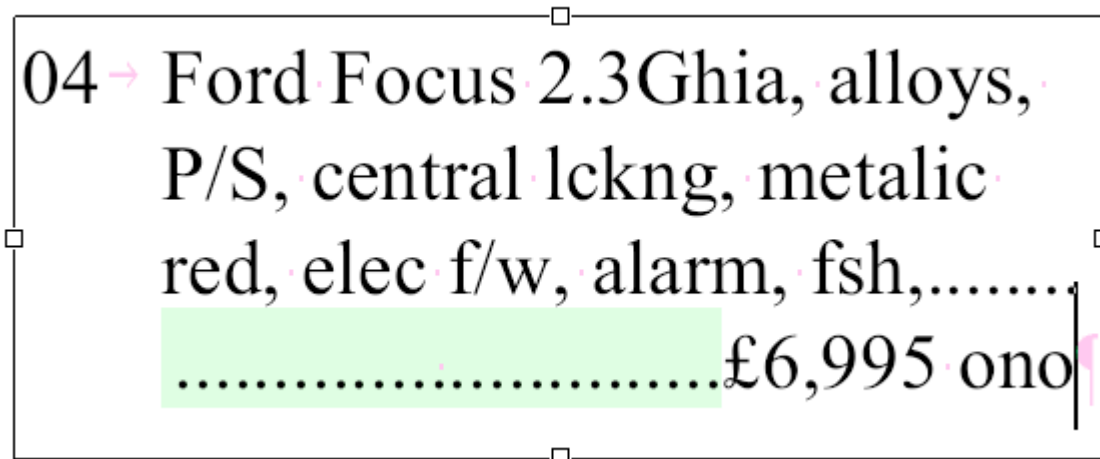
Notes

▪ Trailing leaders cannot be selected or edited with text or object tools because they are created automatically.

▪ Trailing tab leaders extend up to the right margin of the text box.

Spacing

> **FreePDF:** These functions are only possible in FreePDF for newly inserted text boxes.

Select text with the **Text edit tool** $\boxed{T}$ and choose the command **Spacing** on the ribbon tab **Home |** group **Character** to open the dialog box **Text Spacing**. In it, you will find the options that can be changed:

- Letter Spacing and Word Space
- Line Spacing
- Paragraph Spacing
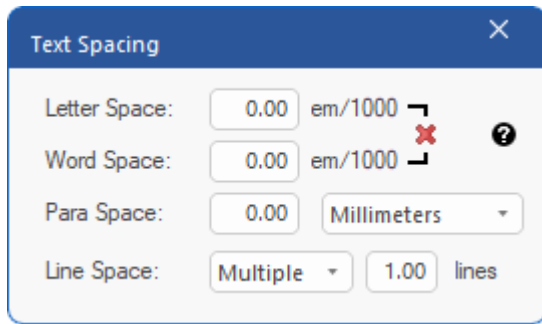
Press ✖ to reset both the letter space and word space to the default value 0.

To change the current line space, you can also select the **Line spacing** button on the ribbon tab **Home |** group **Text box**.

Letter spacing

> **FreePDF:** *Letter spacing* is only possible in FreePDF for newly inserted text boxes.

The space between individual letters can be set with an accuracy of em/1000. This is very useful for achieving certain layout effects, such as fitting text into a particular area by reducing or expanding the letter spacing.

Letter spaces are measured in "em". 1 em is the width of the letter "M" in a font.
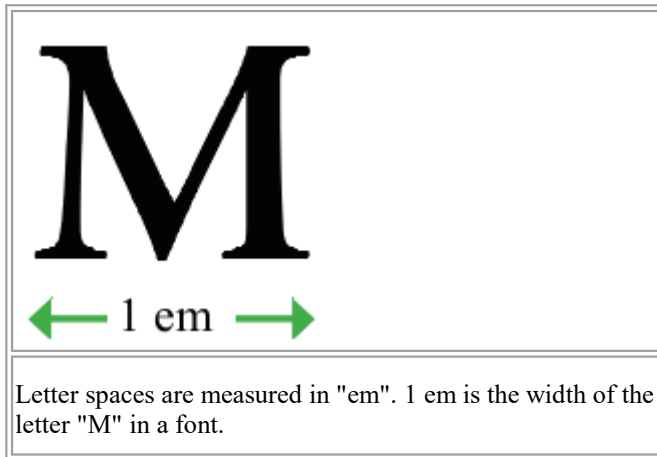
Letter space and word space

In PDF documents, the space between words can also be varied. However, this technique is used less frequently than letter spaces.
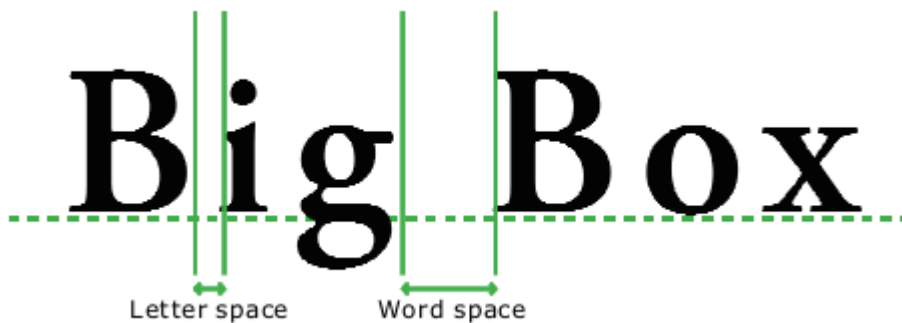
Adjust letter and word space

To adjust the space between letters and words, proceed as follows:

1. Select the **Text edit tool** T in the Quick access toolbar.

2. Select the text that you want to customize.

3. Choose the ribbon command **Home** | group **Character** | **Spacing and scaling** , and select **Spacing** in the displayed menu to open the following dialog box:
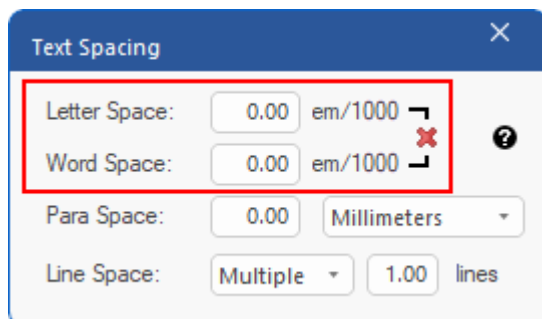
4. You can change the spacing between letters and words by entering positive (increased spacing) or negative (reduced spacing) values and confirming them with the **Enter key**.

5. Press ✖ to reset the letter space and word space to the default value 0.

6. When you have finished your entries, close the dialog box with the **x** button in the upper right corner.

> **Note:** Confirm entered values with the **Enter key** before closing the dialog box.

Notes

- You can use the shortcut key **Ctrl+Shift+[** to reduce the letter space of the selected text, and the shortcut key **Ctrl+Shift+]** to increase the spacing.

- The word spacing value is ignored when text is fully justified.

Line spacing

> **FreePDF:** *Line spacing* is only possible in FreePDF for <u>newly inserted text boxes</u>.

For paragraphs with more than a single line of text, you can specify the spacing between each line of the paragraph.

Via the "Line spacing" button in the command group Text box

Common line spaces can be quickly and easily applied via the **Line spacing** button ⬍☰▾ on the ribbon tab **Home | group Text box**.

Select the **Text edit tool** T in the Quick access toolbar, and select the text that you want to fit. Clicking on the **Line spacing** button opens a menu with the following selection, which you can apply directly to the selected paragraph:

- **1x** line spacing
- **1.5x** line spacing
- **2x** line spacing

If you select **Custom**, the dialog box **Text Spacing** appears. This allows you to set the paragraph space to any value. For more information, see below.

Via the dialog box "Text Spacing"

Use the dialog box **Text Spacing** to set the line space to a custom value so that you can set any of your own values beyond the aforementioned values of 1x, 1.5x and 2x.

1. Select the **Text edit tool** $\boxed{T}$ in the Quick access toolbar.

2. Select the text that you want to fit.

3. Choose the ribbon command **Home** | group **Text box** | **Line spacing** ↕≡▾ and select **Custom** in the menu that appears.

   Alternatively, you can also choose the ribbon command **Home** | group **Character** | **Spacing and scaling** and select **Spacing** in the menu there.

   The program displays the following dialog box:

4. Select the Line Space mode: **Multiple**, **At least** or **Exactly**.

Multiple Use *Multiple* mode to set spaces such as "2.5 lines". The line space is thus set to 2.5 times the line height. In *Multiple* mode, selecting a line space with a value of 1 or 1.5 or 2 has the same effect as using the above buttons on the ribbon tab **Home**	group **Text box** for single, 1.5x or 2x line spacing.	
At least This figure illustrates how the *At least* mode works. This mode lets you specify the minimum space FreePDF should leave between the lines (measured in points). To prevent the line with the word "wheels" from colliding with the line above it, FreePDF automatically increases the line space.	Air conditioning ABS with EBD Alloy wheels CD player Remote central locking
Exactly This figure illustrates how the *Exactly* mode works. This mode allows you to set the line space exactly (measured in points). FreePDF always uses the exact same line space for all lines, even if lines collide with each other.	Air conditioning ABS with EBD Alloy wheels CD player Remote central locking

5. When you have finished your entries, close the dialog box with the **x** button in the upper right corner.

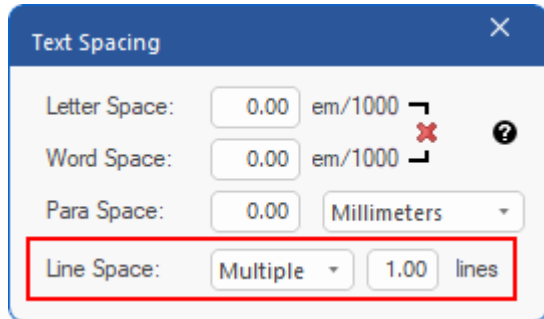**Note:** Confirm entered values with the **Enter key** before closing the dialog box.

Paragraph spacing

FreePDF: *Paragraph spacing* is only possible in FreePDF for newly inserted text boxes.

After the **Text edit tool** T in the Quick access toolbar is enabled, you can add vertical space between paragraphs in two ways:

- **Method 1**

  Add a blank line between two paragraphs by pressing the **Enter key** or **Shift+Enter key**.

- **Method 2**

  Select the text for which the space between paragraphs is to be changed. If you only want to change the space to the next paragraph, it is sufficient to place the mouse cursor in the previous paragraph.

  Then choose the ribbon command **Home** | group **Character** | **Spacing and scaling** ⭷, and select **Spacing** in the displayed menu to open the following dialog box:
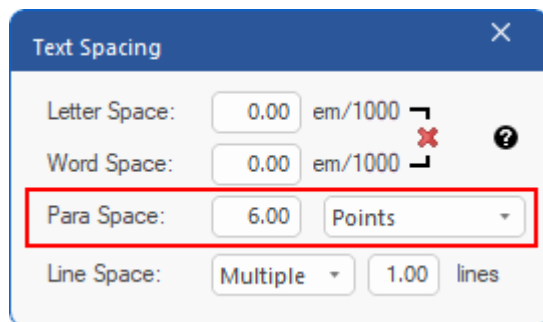
Here, you can set exact values for the Para Space in units of measurement of your choice.

There are no spaces between the paragraphs on the right.	*PAROLLES* Little Helen, farewell; if I thee, I will think of thee at court.¶ *HELENA* Monsieur Parolles, you wer charitable star.¶ *PAROLLES* Under Mars, I.¶ *HELENA* I especially think, under M: *PAROLLES* Why under Mars?¶

| Here, the Para Space was set to 6 points. You can set the Para Space for multiple paragraphs at the same time by selecting them beforehand.	*PAROLLES* Little Helen, f thee, I will think of thee *HELENA* Monsieur Parol charitable star.¶ *PAROLLES* Under Mars, I *HELENA* I especially thin

When you have finished your entries, close the dialog box with the **x** button in the upper right corner.

> **Note:** Confirm entered values with the **Enter key** before closing the dialog box.

Rise

> **FreePDF:** The *Rise* function is only possible in FreePDF for <u>newly inserted text boxes</u>.

You can add a superscript (for example, r^2) or a subscript (for example, H_2O) by applying the commands X_2 X^2 on the ribbon tab **Home** | group **Character**. For more information, see <u>Superscripts and subscripts</u>.

In addition, the command **Rise** can be used to set the exact vertical position for the text.

To do so, proceed as follows:

1. Select the **Text edit tool** T in the Quick access toolbar.

2. Select the text that you want to fit.

3. Choose the ribbon command **Home** | group **Character** | **Spacing and scaling** ↗, and select **Rise** in the menu that appears.

4. In the following dialog box **Text Rise**, enter the desired value.

   When you enter positive values, the text is raised, and it is placed below its baseline if negative values are entered.

If necessary, you can resize the text by applying a different font size to the selected text on the ribbon tab **Home** | group **Character**.

Editing objects

In this chapter, you will learn how to select, add, delete or edit objects in FreePDF.

Selecting objects

To select and edit objects (text boxes, drawings, pictures), select the **Object tool** in the Quick access toolbar.

You can now select objects in the following ways:

Selecting a single object

1. Click on a single object to select it.
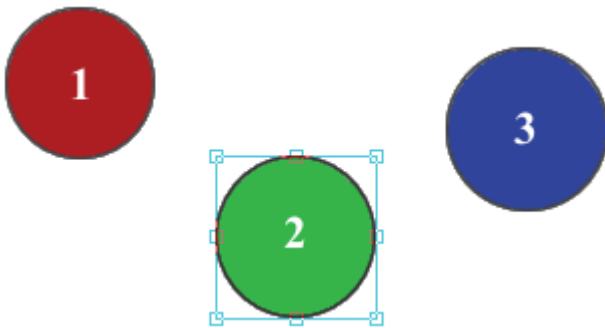
2. If objects overlap, the top object will be selected.

   If you hold down the **Ctrl+Shift** keys while you click on the object, the next underlying object will be selected. Repeat to select objects that are further and further below.

Selecting multiple objects

Method 1: Dragging a rectangle
Click and drag out a rectangle:

After you release the mouse button, all objects *within* the rectangle will be selected, thus circles 1 and 3 here.

To select all 3 circles, you must drag the rectangle so that circle 2 is also *within* the rectangle:
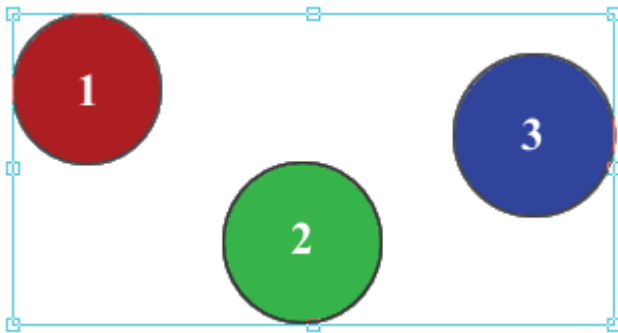
In this case, all three circles were selected.

Method 2: Pressing Shift

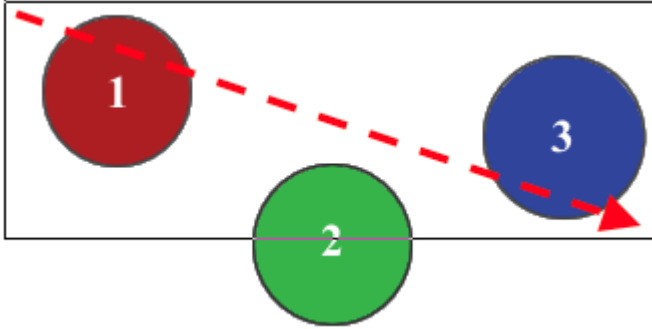Hold down the **Shift** key while clicking on objects to add them all to the current selection. This is especially useful when method 1 would end up selecting unwanted objects.
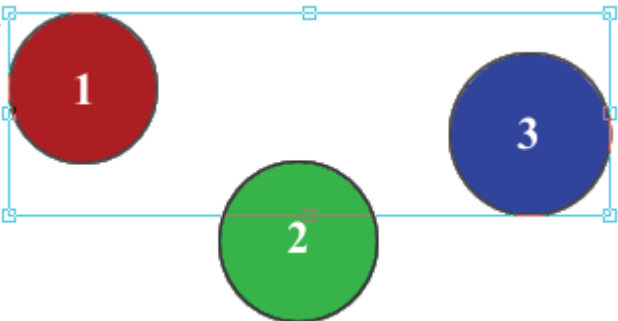
Circles 1 and 3 were selected by clicking on them while the **Shift** key was pressed.

Notes

- Press the **Backspace key**⌫ or the **Del** key on your keyboard to delete selected objects.
- Drag and drop one or more objects to a new position with the mouse.

- Use the arrow keys to move selected objects by 1 point (0.015 in) in each case. If you hold down the **Shift** key, you move objects by 10 points in each case.

- Copying and pasting objects (drawings, images) from FreePDF into another application is not supported.

- You can cut, copy and paste individual objects as well as groups of objects within the PDF document.

Changing color

You can change the fill and outline (stroke) color of one or more selected objects (here: drawings).

Note: By outline, we mean the contour of an object and not the border of its frame. For more information on borders, see Borders.

1. Use the **Object tool** from the Quick access toolbar, and select one or more drawing objects for which you want to change the color.

2. On the ribbon tab **Format | group Format**, choose the command **Fill color** or **Line color**. If you click on the arrow of the icon, you will find a menu with predefined colors which you can use directly.

   For advanced options, select **More** in this menu to open the **Color Picker** shown below.

3. The **Color Picker** shows you the current color selection for the fill and outline colors of the selected objects.
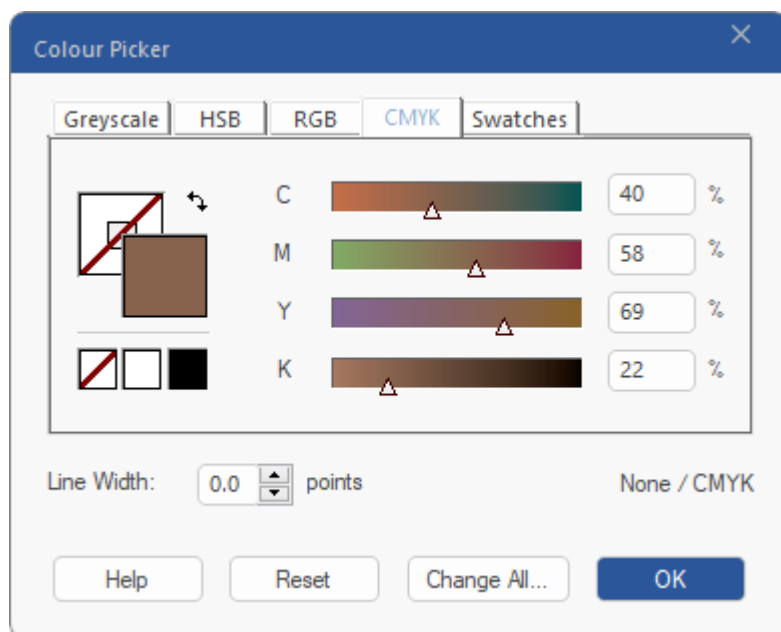
If several objects with different colors have been selected, the fill and outline colors will display '??' as shown below:
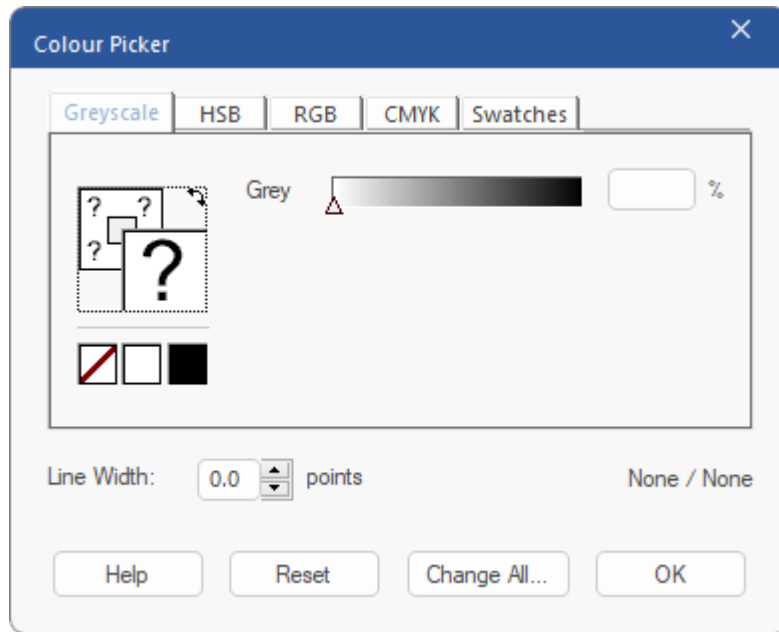
The color tabs

- **Grayscale** – This tab only displays shades of gray from 0 (black) to 100 (white).

- **HSB** – Hue/Saturation/Brightness is a simpler way to select colors.

- **RGB** – Red/Green/Blue – Choose colors based upon three primary additive colors.

- **CMYK** – Cyan/Magenta/Yellow/Black – Choose colors based on 4 subtractive colors corresponding to the inks used in printing.

- **Swatches** – This tab contains a list of colors that are already present in the document. This is particularly useful for named process colors and spot colors. For more information, see Swatches.

Selecting fill and outline colors

Click on the outline/fill box to switch between outline and fill colors. The box that appears in the foreground shows the color (outline or fill) that is currently being changed.

Click on the *outline* color box (green here) to bring it to the foreground and to be able to change it.	Click on the *fill* color box (blue here) to bring it to the foreground and to be able to change it.
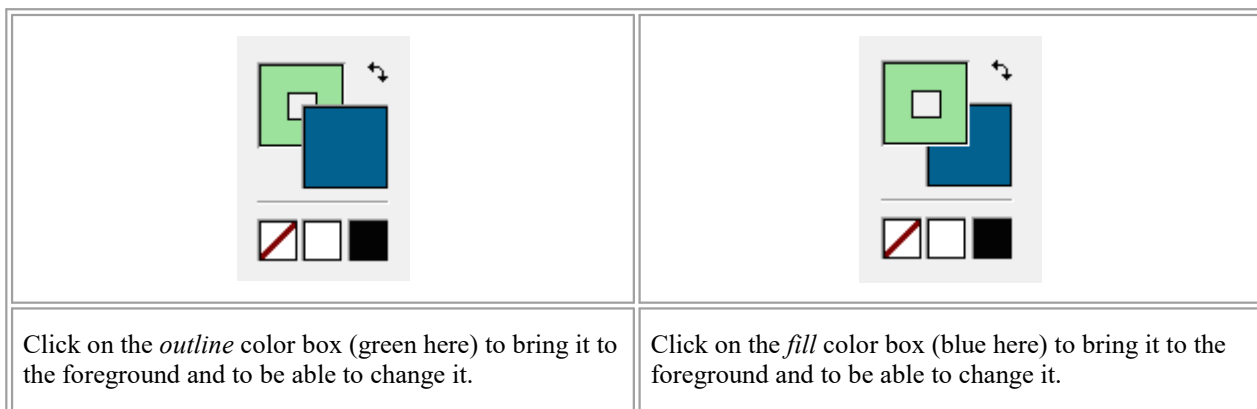
Removing fill or outline colors (making them invisible)

Remove the fill or outline color completely by clicking on the white square with the diagonal red line ◹.

Quickly selecting black or white

The black and white squares act as a quick option for selecting black or white directly.

Swapping fill and outline colors

To swap fill and outline colors, click on the **Switch** ↰ button.
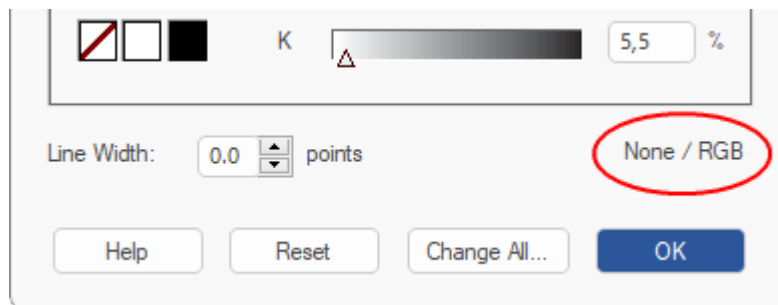
Original color system

The original color system of the selected objects is displayed at the bottom right of the dialog box:

In this example, the outline color is "None" (invisible), and the fill color is RGB.

When changing colors, you obtain the highest fidelity when you select the tab that matches the original color system. In the above case, it is best to select a color from the RGB tab because the fill color is already RGB. When you use the CMYK tab, the color values are converted into RGB, which only gives you an approximation of the selected color.

Changing all colors in a document

To change all occurrences of a color throughout the document, select the new color, and then click on **Change All**. For more information, see <u>Finding and replacing colors</u>.

Resetting changes

The **Reset** button can be used to undo any changes you have made in the currently open dialog box.

Notes

▪ The **Color Picker** tries to refrain from changing the underlying color system of the original selection unless it would be impossible to achieve the desired color in that color system.

- You cannot change the color of **pictures**. Instead, you can edit pictures with a photo editor. For more information, see Editing images in other applications.

- The color of **text boxes** works differently: Here, open the Color Picker to change the fill and outline colors of the *text*, as described in "Formatting text, Color". The background color of text boxes is described in "Formatting text, Background color".

- Borders of the frame (only in black color) are possible for all objects, thus for pictures and text boxes also. For more information, see Borders.

Swatches

FreePDF: The *Swatches* function is not included in FreePDF.

The **Swatches** tab in the Color Picker displays all colors that were used in the PDF. It also displays the names of the spot and process colors that appear in the document.

1. Open the dialog box **Color Picker**, as described in the previous section.

2. Switch to the **Swatches** tab. The component values of each color and, if available, the names of the process colors are displayed in the list. CMYK, Gray and Separation color values are shown as percentages from 0 to 100. RGB values range from 0 to 255.
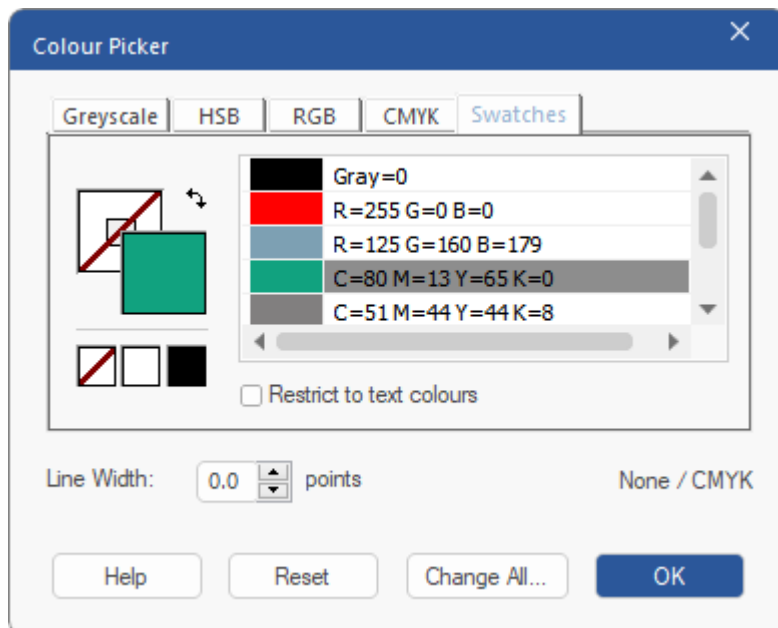
3. If you only want to see the colors of the document that were used for *text*, enable the checkbox **Restrict to text colours**. Otherwise, the program displays all colors that were used (for example, also those of drawings).

4. Click on a color to change the fill or outline color of the currently selected objects. For information on switching between the fill and outline colors, see the previous section.

Notes

- There may be an initial delay the first time you view the swatches tab as it needs to be populated.

- Unlike all other tabs of the Color Picker, selecting a color from Swatches **changes** the underlying **color system** of the selected objects.

Copying colors between objects

FreePDF: The *Pipette tool* is not included in FreePDF.

Use the **Pipette tool** to transfer a color from one object to another.

1. Use the **Object tool** in the Quick access toolbar to select one or more objects whose color you would like to change.

2. Then select the **Pipette tool** from the following commands:

   If you have only selected drawings, you will find the Pipette tool on the ribbon tab **Format** | group **Format** under the command **Fill color** or also **Line color**.

   Otherwise, you will find it on the ribbon tab **Home** | group **Character** | **Font color**.

   Note: For each of the aforementioned commands, click on the arrow of the icon. You will find the Pipette tool in the menu that appears.

3. Use the Pipette to click on the object whose color you want to apply. Fill color, line color and line thickness are applied to the selected objects. The color system of the selected objects is also changed if necessary, as it is adapted to the color source.

Opacity

FreePDF: The *Opacity* function is not included in FreePDF.

The opacity (i.e. transparency) can be applied to any object, even to pictures and text boxes.

To change the opacity of objects, proceed as follows:

1. Select one or more objects with the **Object tool** from the Quick access toolbar.

2. Choose the ribbon command **Format** | group **Format** | **Opacity**.

3. In the dialog box that appears, drag the slider in order to set a value between **Invisible** (completely transparent) and **Solid** (no transparency).

   Alternatively, enter exact values to the right of the slider.

Line thickness

FreePDF: The *Line thickness* function is only possible in FreePDF for newly inserted objects.

You can change the line thickness for the outline of one or more selected objects (here: drawings).

Note: By outline, we mean the contour of an object and not the border of its frame. For more information on borders, see Borders.

Directly via the command "Line thickness"

If you have selected one or more drawing objects, you will find a command **Line thickness** on the ribbon tab **Format**.

1. Select one or more drawing objects with the **Object tool** from the Quick access toolbar.

2. Choose the ribbon command **Format** | group **Format** | **Line thickness** .

   Tip: If the object does not yet have an outline, or if you have selected **No line** to remove the line, you must first apply a **Line color**.

3. In the menu of the command, you can now choose between predefined line thicknesses in points (pt), where the currently chosen line thickness is indicated by a check mark in front of it. For further options, select **Custom** here to open the dialog box "Line Width" and enter the desired value in points.

Via the dialog box "Color Picker"

If there are other objects besides drawings within the selection, you can change the line width via the dialog box **Color Picker**.

1. Select one or more objects with the **Object tool** from the Quick access toolbar.

2. Choose the ribbon command **Home** | group **Character** | **Font color** . Click on the the arrow of the icon rather than on the icon itself in order to open its menu.

   If you select **More** here, you will reach the dialog box **Color Picker** (which is described in detail in Changing color).

3. In addition to the fill and outline colors, the dialog box **Color Picker** also contains an input field for the **Line Width** further below. (In this case, it does not matter whether the outline box or the fill box is in the foreground.)
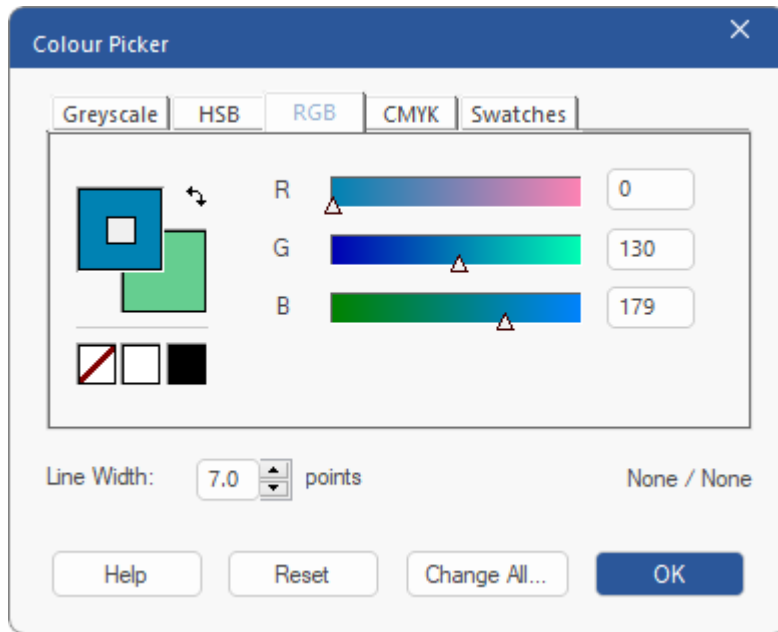
4. Enter a value for **Line Width**. A line with a thickness of 0 creates the thinnest line possible – thus it is not removed completely.

5. To completely remove an outline, set the outline color to 'invisible' by clicking on ⧄. For this purpose, however, the outline box must be in the foreground, as can be seen in the figure.

Notes

▪ You cannot change the line width for the outline for **pictures** and **text boxes**.

Line style

> **FreePDF:** The *Line style* function is only possible in FreePDF for newly inserted objects.

You can change the line style – for example, dashed lines – for the outline of one or more selected objects (here: drawings).

> **Note:** By outline, we mean the contour of an object and not the border of its frame. For more information on borders, see Borders.

Proceed as follows:

1. Select one or more drawing objects with the **Object tool** ⍩ from the Quick access toolbar.

2. Choose the ribbon command **Format** | group **Format** | **Line style** ▢.

Tip: If the object does not yet have an outline, or if you have selected **No line** to remove the line, you must first apply a **Line color**.

3. You can now select between different line forms in the dropdown list of the command, and the currently selected line form will be indicated by a check mark in front of it. If you select **Custom** in this dropdown list, you open a dialog box in which you can enter individual spaces for dashed lines.

Notes

▪ You cannot change the line style for the outline of **pictures** and **text boxes**.

Borders

FreePDF: The *Borders* function is not included in FreePDF.

You can add simple borders around the frame of objects. They can be applied to any object, but they have the maximum impact on pictures.

1. Use the **Object tool** ⌕ from the Quick access toolbar, and select one or more objects for which you want to add a border.

2. Choose the ribbon command **Format** | group **Format** | **Borders** ⬜.

3. You can now choose between predefined line thicknesses in points (pt) in the menu of the command. For more options, select **Other** here. The program opens a dialog box in which you can enter the desired value in points.

4. To remove borders, select **None** in the menu of the command.

Note

▪ Borders are always black.

▪ For drawings, this command is only available in the context menu: Right-click on the object and select **Border**.

Arrowheads

FreePDF: The *Arrowheads* function is only possible in FreePDF for newly inserted objects.

FreePDF can add different types of arrowheads to the start and end points of lines and polygons.

1. Use the **Line tool** ╲ or the **Polygon tool** ✒ on the ribbon tab **Insert** | group **Drawings** to draw a new object or select an existing drawing object.
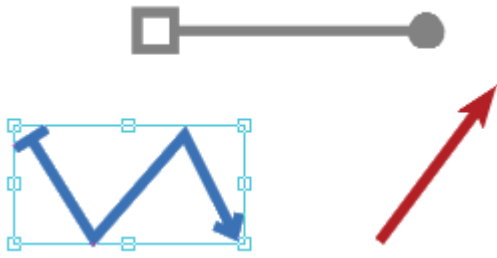
2. Choose the ribbon command **Format** | group **Format** | **Line endings** ⇄.

3. A menu appears. For **Start point** or **End point**, select the desired arrow type from the respective dropdown list by clicking on it.

   Note: The dropdown lists for start point and end point display the currently applied arrow type for the selected objects in a darker gray.

Notes

▪ Lines and their arrowheads always share the same color.

▪ The size of arrowheads depends proportionally on the line thickness.

Changing object order

If several objects overlap, you can determine the display order of these objects (which object is in the foreground, which is in the background, etc.).

To do so, proceed as follows:

1. Select the **Object tool** ⬚ in the Quick access toolbar.

2. Right-click on the desired object.

3. Choose the command **Arrange** in the context menu. The program will open a submenu with the following commands:

   Bring to Front: This option brings the object in front of all other objects.

   Send to Back: This option sends the object behind all other objects.

   Bring Forward: This option brings the object forward by one level.

   Send Backward: This option sends the object back by one level.

Tip: On the ribbon tab **Format** | group **Size and position**, you will also find these commands via the **Bring to front** and **Send to back** buttons.

Aligning and distributing objects

FreePDF: The *Alignment and distribution* functions are not included in FreePDF.

You can align objects to other objects or to page guides.

1. Select the **Object tool** in the Quick access toolbar.

2. Select one or more objects that you want to align.

3. Choose the ribbon command **Format** | group **Size and position** | **Align** , and select one of the available alignments. For more information, see below.

4. The order in which you selected the objects does not affect the order in which they are arranged. Instead, objects on the left are aligned to the object that is furthest left – and the same applies to objects on the right, top, etc.

Available alignments

The ribbon command **Align** opens a dropdown list with the following options (from top to bottom):

▪ **To Page Left:** This option aligns the objects to the left edge of the object furthest left.

▪ **To Page Center:** This option aligns the objects horizontally centered to each other.

▪ **To Page Right:** This option aligns the objects to the right edge of the object furthest right.

▪ **To Page Top:** This option aligns the objects to the top edge of the top object.

▪ **To Page Middle:** This option aligns the objects vertically centered to each other.

▪ **To Page Bottom:** This option aligns the objects to the bottom edge of the bottom object.

▪ **Distribute horizontally:** This option distributes objects evenly between the left edge of the object furthest left and the right edge of the object furthest right.

▪ **Distribute vertically:** This option distributes objects evenly between the top edge of the top object and the bottom edge of the bottom object.

Note: The last two commands only work if at least three objects are selected.

Note

▪ The alignment of text boxes does not affect the alignment of the text contained in them.

Grouping objects

> **FreePDF:** The *Group objects* function is not included in FreePDF.

You can group objects to make them easier to edit.

Grouping

1. Use the **Object tool** ⌖ from the Quick access toolbar, and select the objects that you want to group.

2. Choose the ribbon command **Format** | group **Objects** | **Group** 🔲, or right-click to open the context menu and choose the command **Group Selection**.

Ungrouping objects

1. Use the **Object tool** ⌖ to select the objects that you want to ungroup.

2. Choose the ribbon command **Format** | group **Objects** | **Ungroup** 🔲, or right-click to open the context menu and choose the command **Ungroup Selection**.

Note

▪ If you have enabled the option **Store layout info in PDF** (see <u>Options: Saving tab</u>), objects will remain grouped even after saving and reopening.

Rotating objects

You can rotate selected objects at any angle:

1. Use the **Object tool** ⌖ to select one or more objects that you want to rotate.

2. Choose the ribbon command **Format** | group **Size and position** | **Rotate** 📐. (Click directly on the icon itself.)

3. If you now move the mouse to the edges of the selected objects, arrow symbols ↻ will be displayed there. Drag them in the desired direction.

4. Hold down the **Shift** key if you want to perform the rotation in 45° steps (0, 45°, 90°, 135°, etc.).

5. Release the mouse button upon achieving the desired rotation.

To enter exact values, click on the arrow of the **Rotate** icon rather than on the icon itself in order to display its menu. Select **Advanced** here, and enter the exact angle in the dialog box.

Distorting objects

You can distort selected objects by using the mouse to drag the handles on the sides and corners of the objects.

Alternatively, use the commands **Scale** (opens the dialog box Scale) or **Transform** (opens the dialog box Transform), which are located on the ribbon tab **Format** | group **Size and position**.

> **FreePDF:** The *Scale* and *Transform* functions are not included in FreePDF.

1. Select one or more objects that you want to distort using the **Object tool** .

2. Drag one of the eight handles to stretch (or compress) the objects.
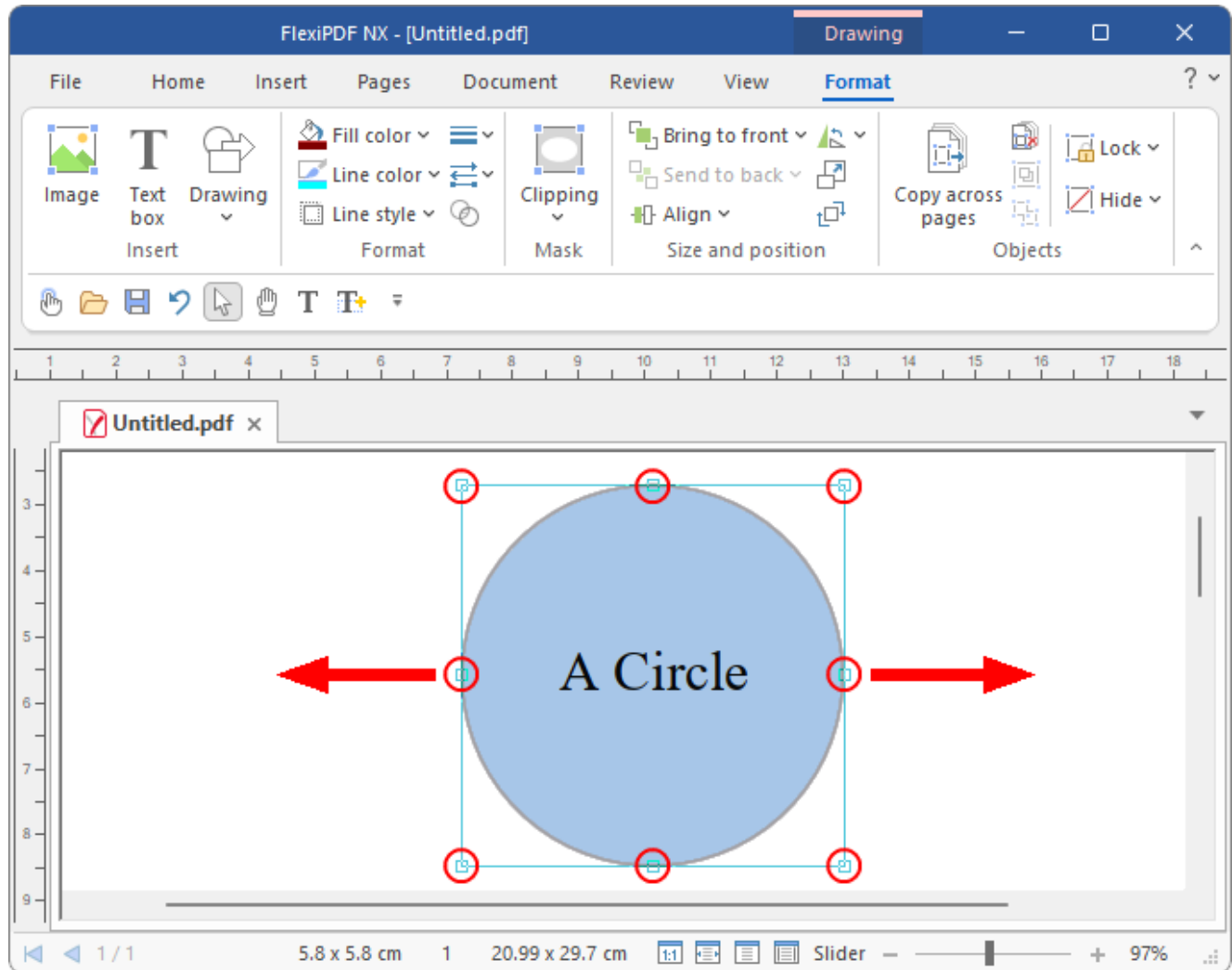
3. The selected objects will be stretched to the extent that you drag the rectangle.
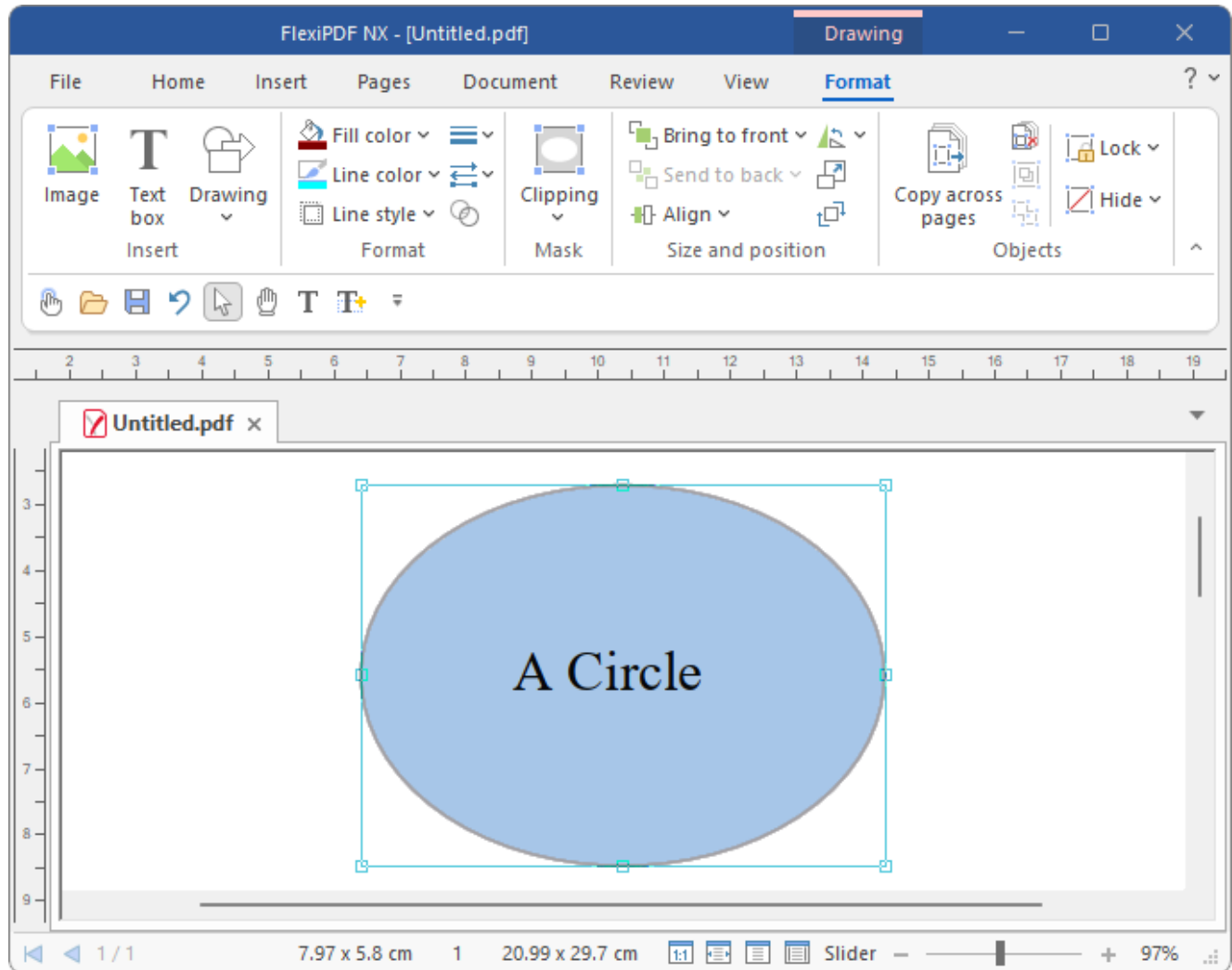
Note that the stretch hasn't distorted the text. If you need to stretch or scale text as well, use the dialog box Scale or Transform.

4. To maintain the ratio of height and width when stretching, hold down the **Shift** key while stretching the objects. In the above case, that would result in a larger circle rather than a large oval.

Scaling objects

FreePDF: The *Scale* function is not included in FreePDF.

1. Select one or more objects with the **Object tool** in the Quick access toolbar.

2. Choose the ribbon command **Format** | group **Size and Position** | **Scale** .
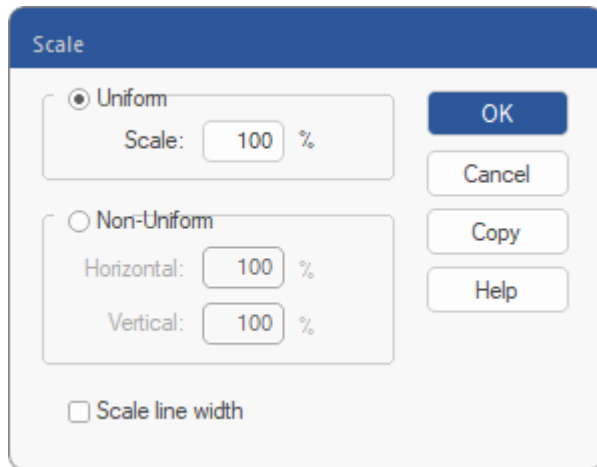
3. Select one of the following options:

Uniform – This option scales the selected objects so that the ratio of height to width remains unchanged.

Non-Uniform – This option scales height and width independently.

Scale line width – If this option is selected, the width of the outline around an object is also affected by the scaling. This has no effect when scaling images.

Choose the command **Copy** to scale a copy of the selected objects and leave the original objects unchanged.

Note

▪ Objects may also be scaled via the ribbon command **Format** | group **Size and position** | **Transform**. For more information, see Transforming objects.

Transforming objects

FreePDF: The *Transform* functions are not included in FreePDF.

You can use the dialog box **Transform** to move, scale, rotate and tilt objects.

Proceed as follows:

1. Select an objects with the **Object tool** in the Quick access toolbar.

2. Choose the ribbon command **Format** | group **Size and position** | **Transform** .
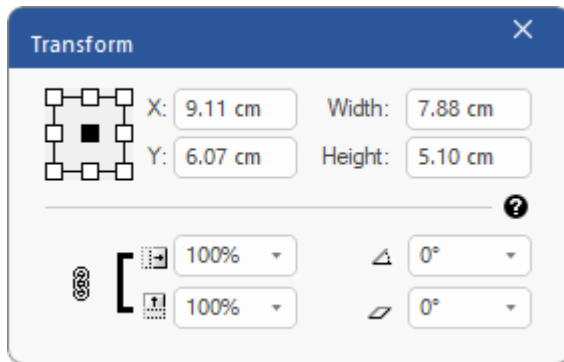
For more information on the options in this dialog box, see the following pages.

Scaling
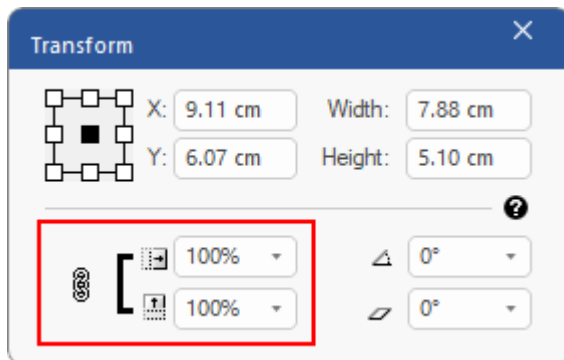
- In the dropdown lists **Scale** (horizontal: ⊡, vertical: ⊡) select the desired scaling in percent.

- Click on the chain-link icon ⦿ to scale horizontally and vertically by the same size.

- Click on it again for the broken icon ⦿ to enable independent sizes for horizontal and vertical scaling.

Note

- Objects can also be scaled via the ribbon command **Format** | group **Size and position** | **Scale**. For more information, see Scaling objects.

Rotating
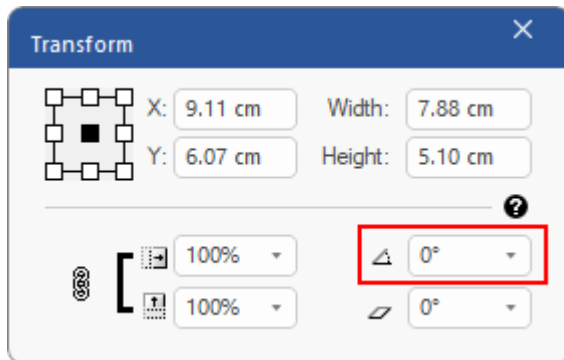
Enter an exact value or use the dropdown list via the arrow to set an angle (in degrees) for the rotation of the selected objects. Objects rotate around their centers.

Tilting
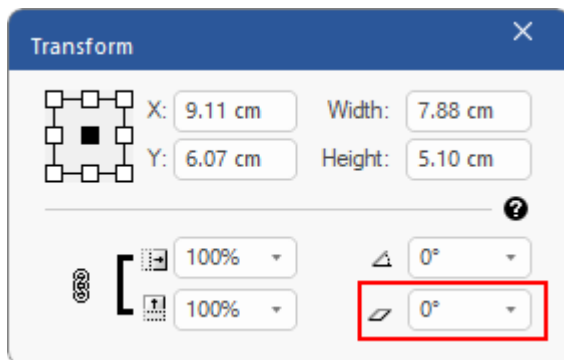
Enter an exact value or use the dropdown list via the arrow to select a tilt angle (in degrees) for the selected objects.

Origin

The group of squares in the upper left corner of the window represents the sides and corners of the bounding box of the current selection.

Click on one of the small squares to select it, and it will then become black. The **X** and **Y** values then indicate the coordinates of the respective center, side or corner point.
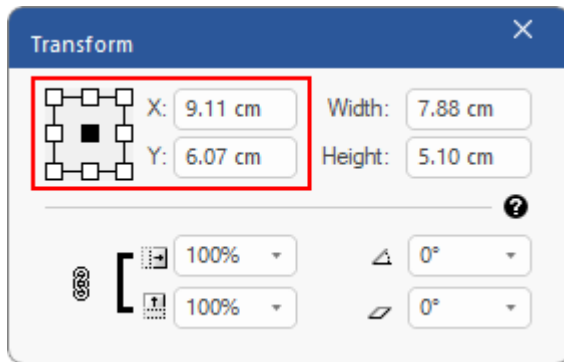
Enter a new value in the **X** or **Y** input field to change the current coordinates, and press the **Enter key**. The selected objects are then moved accordingly.

Width and height

The group of squares in the upper left corner of the window represents the sides and corners of the bounding box of the current selection.

Click on one of the small squares to select it, and it will then become black. The **X** and **Y** values then indicate the coordinates of the respective center, side or corner point.
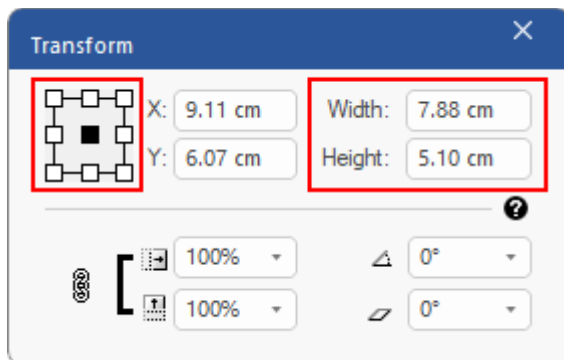
Enter a new value for **Width** or **Height** to resize the selected objects relative to the current point. Confirm the respective values with the **Enter key**.

Then close the dialog box with the **x** symbol in the upper right corner to apply the values.

Locking objects

FreePDF: The *Lock objects* function is not included in FreePDF.

You can lock objects to avoid unintentional movement during editing. This is useful for complex pages with many overlapping objects.

Locking objects

1. Use the **Object tool** ⬉ from the Quick access toolbar and select one or more objects that you want to lock.

2. Choose the ribbon command **Format** | group **Objects** | **Lock** 🔒, or right-click on the object and select **Lock Selection** in the context menu.

If you have enabled the option **Store layout info in PDF** (see Options: Saving tab), objects will remain locked even after saving and reopening.

Unlocking individual objects

Select the **Object tool** ⬉ , and click on the locked object. You can confirm the unlocking in the following dialog box:

FlexiPDF ✕

? That object is currently locked.
Would you like to unlock it now?

Ja   Nein
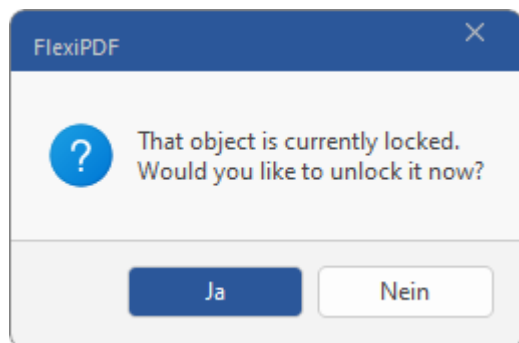
Unlocking all objects

Choose the ribbon command **Format** | group **Objects** | **Lock** 🔒, but click on the arrow of the icon to display its menu rather than on the icon itself. Select **Unlock all** here.

Hiding objects

FreePDF: The *Hide objects* function is not included in FreePDF.

You can temporarily hide objects to make it easier to edit the layout.

Hiding objects

1. Use the **Object tool** ⬉ from the Quick access toolbar, and select one or more objects that you want to hide.

2. Choose the ribbon command **Format** | group **Objects** | **Hide** ▱.

Showing objects again

1. Select the Object tool and point to any object or text box so that the additional ribbon tab **Format** appears.

2. Choose the ribbon command **Format** | group **Objects** | **Hide** , but click on the arrow of the icon to display its menu rather than on the icon itself. Select **Show all** here.

Alternatively, you will also find the command by right-clicking to open the context menu and then selecting **Show All** there. You can also simply press the shortcut key **Shift+F12**.

Notes

▪ Hidden objects will become visible the next time you open the PDF.

▪ Hiding objects in FlexiPDF has no effect in other PDF viewers.

Grid

FreePDF: The *Grid and guides* function is not included in FreePDF.

You can use a grid to align objects more easily on the page. When the grid is shown, your page looks like graph paper.

In addition, you can let objects "snap" to the lines of the grid when moving them.

Showing grid

Choose the ribbon command **View** | group **View** | **Grid and guides** ▼ | **Show Grid** to display the grid.
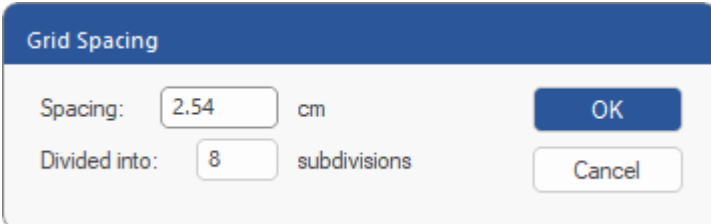
To hide the displayed grid again, select **Hide Grid** here.

Aligning to the grid

To align objects to the grid lines while creating, moving or editing, choose the ribbon command **View** | group **View** | **Grid and guides** ▼ | **Snap to grid**.

Grid spacing

Choose the ribbon command **View** | group **View** | **Grid and guides** ▼ | **Grid spacing** to set the spacing between the grid points to a customized value.

Grid Spacing		
Spacing: 2.54 cm		OK
Divided into: 8 subdivisions		Cancel

- **Spacing** is the distance between the major (darker) grid lines.
- **Divided into** specifies the number of minor (lighter) grid lines.

Notes

- The visibility of the grid and the grid spacing are stored in the PDF and are used again the next time FlexiPDF is opened. Other PDF viewers ignore the grid.
- If visible, grids are retained when printing.
- To change the units of the grid, choose the command **File** | **Options** and switch to the **Editing** tab. Select the desired **Unit of measurement**. For more information, see Options: Editing tab.

Guides

> **FreePDF:** The *Grid and guides* function is not included in FreePDF.

Guides simplify the layout and positioning of objects on the page. You can insert any number of horizontal and vertical guides in a PDF.

Objects snap to a guide when moved near it. This simplifies the alignment of objects.

Horizontal guides

To create a horizontal guide, first make sure that the ruler is visible (ribbon tab **View** | group **View** | **Rulers**). Then click on the horizontal ruler at the top of the program window, and drag it down to the desired position. FlexiPDF will then insert a horizontal guide at this point.
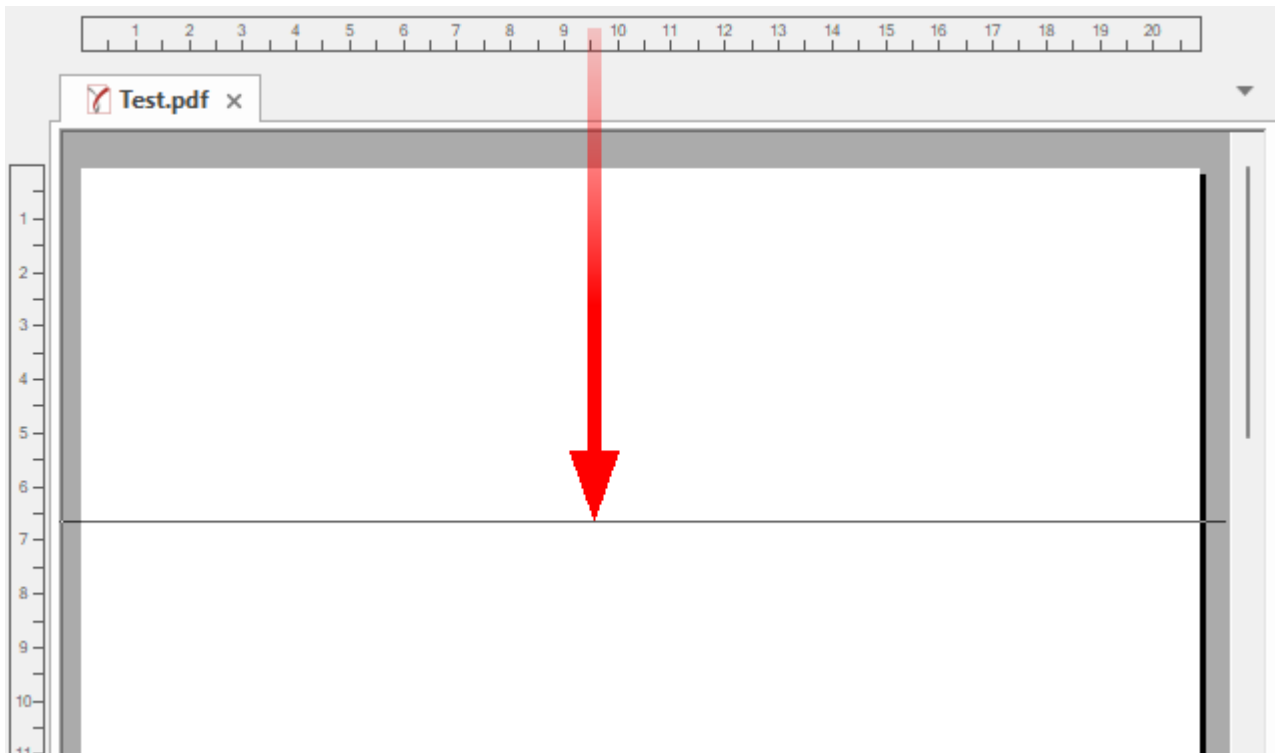
Vertical guides

To create a vertical guide, first make sure that the ruler is visible (ribbon tab **View** | group **View** | **Rulers**). Then click on the vertical ruler on the left edge of the program window, and drag it to the right to the desired position. FlexiPDF then inserts a vertical guide at this point.
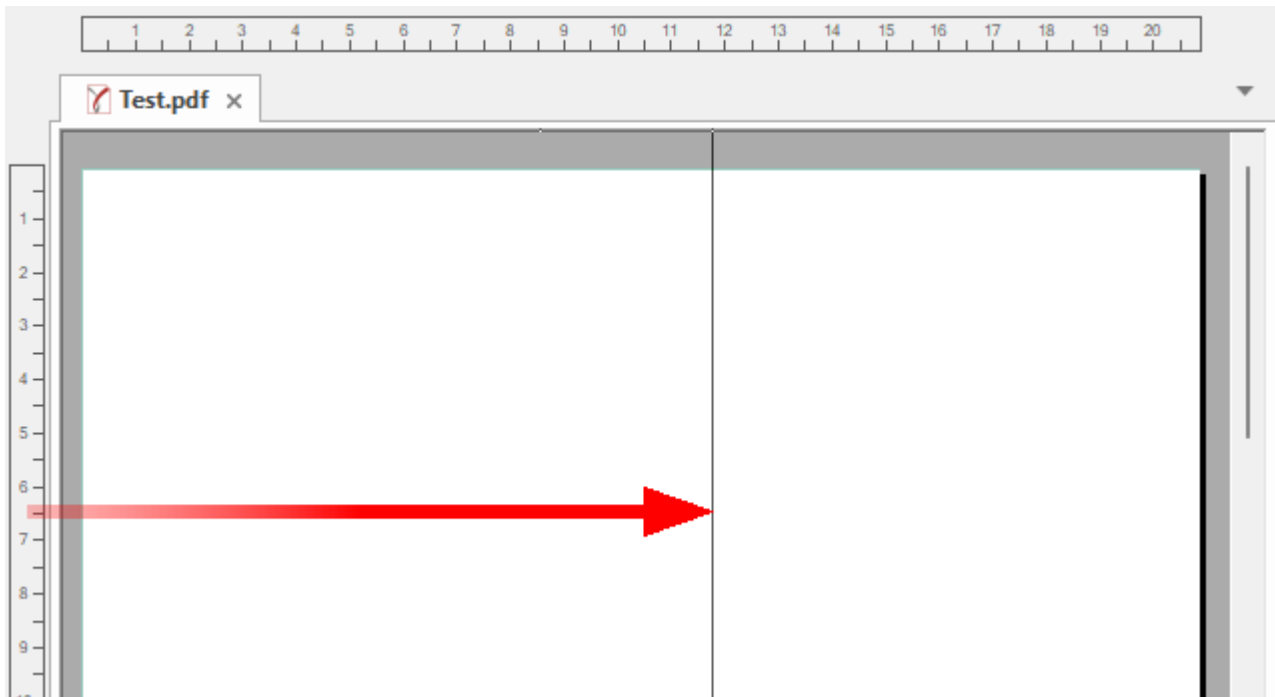
Notes

▪ If you have enabled the option **Store layout info in PDF** (see Options: Saving tab), guides will be saved in the PDF and will be available again after saving and reopening the PDF.

▪ Once guides have been created, you can use the **Object tool** to move and delete them like normal objects.

▪ To temporarily hide all guides (or to prevent them from being printed), use the ribbon command **View |** group **View | Grid and guides** ▼ | **Hide Guides** to toggle the display of the guides. Alternatively, press the shortcut key **Alt+;** to switch between showing/hiding the existing guides.

Layers

FreePDF enables you to easily edit documents that have a multilayered structure.

Note: You cannot create your own layers in FreePDF. However, you can move objects between layers when you open a document that contains layers.

You can use the **Layers** sidebar to easily show and hide individual layers. Since FreePDF ignores objects in hidden layers, it is useful to hide all irrelevant objects before you start to edit.

You can move objects between layers as follows:

▪ Choose the ribbon command **View |** group **Window | Sidebars** ▼ | **Layers** to open the **Layers** sidebar.

Tip: You can also grab and move the title bar of this sidebar with your mouse to turn the sidebar into a floating window.
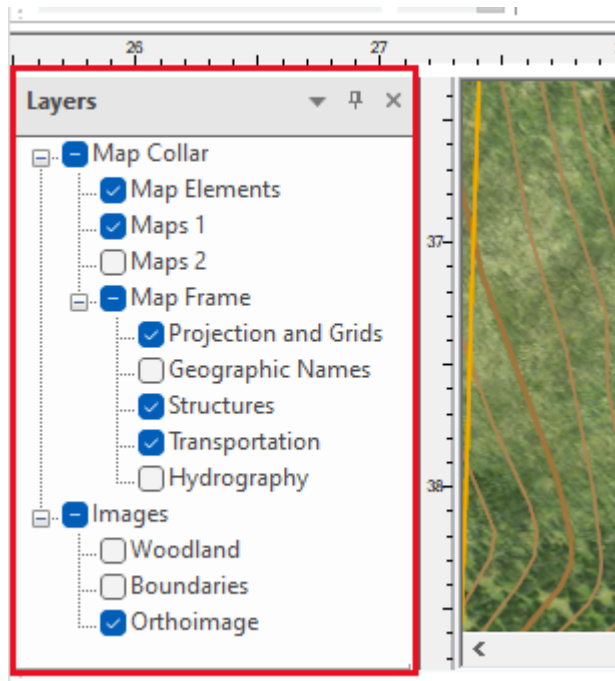
- Click on the checkboxes next to the layers to make them visible or invisible.

- Click on the name of a layer to rename the layer. This changed name is also saved in the PDF file.

- If you click on an object during editing, the layer where it is located is highlighted in the sidebar.

Moving objects between layers

FreePDF: The *Send to layer* function is not included in FreePDF.

1. Use the **Object tool** ⬐ from the Quick access toolbar and select one or more objects that you want to move between layers.

2. In the **Layers** sidebar, select the layer to which you want to move the object.

3. Right-click to open the context menu and select **Arrange ▸ Send To Layer** (the name of the layer selected in step **2.** will be displayed here as a menu item).

   The object is now assigned to the selected layer. This change is also saved in the PDF file.

Tip: On the ribbon tab **Format** | group **Size and position**, this command can also be found in the menu of the **Bring to front** and **Send to back** buttons.

Notes

- FreePDF cannot create or delete layers.

▪ If you make layers visible or invisible, this only affects the display in FreePDF and is not permanently saved in the PDF file.
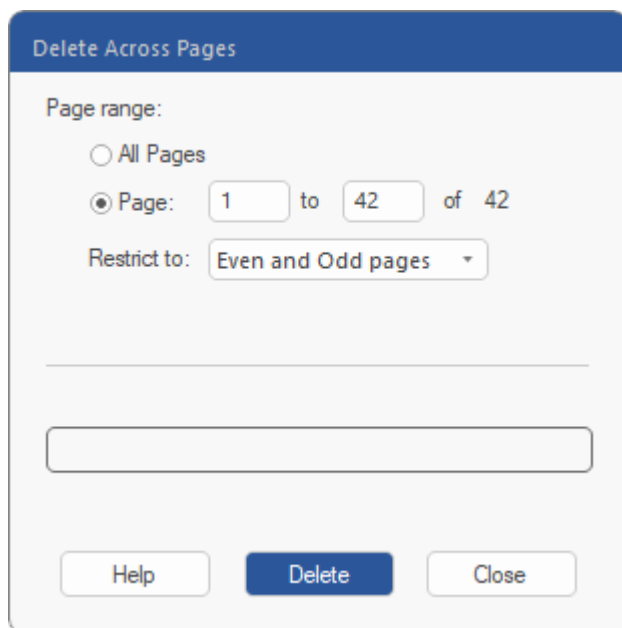
Deleting objects across pages

FreePDF: The *Delete across pages* function is not included in FreePDF.

FlexiPDF can delete objects from multiple pages across a range of pages at the same time, provided they are in the same location on the pages. This enables you to easily remove unwanted logos, headers, footers or other repetitive objects.

Important: It is strongly recommended that you create a backup file of the PDF document before choosing this command.

1. Select the **Object tool** in the Quick access toolbar.

2. Select one or more objects that you want to delete. (For more information, see Selecting objects.)

   FlexiPDF then displays a selection box that contains all selected objects. All objects within this box will be removed.

3. Choose the ribbon command **Format** | group **Objects** | **Delete across pages** .

4. Select the page range to be affected by the process and whether you want to limit the selection to even or odd page numbers.

5. Click on **Delete**.

6. You can pause the action during the deletion process by clicking on **Stop**.

Note
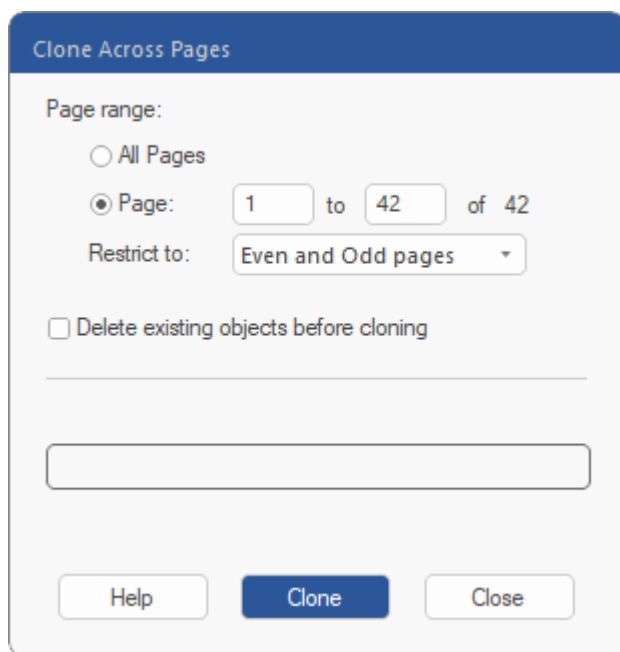
- To save disk space, FlexiPDF performs this operation in blocks of 200 pages and saves the document to a new file each time before editing the next 200 pages.

Copying objects across pages

FreePDF: The *Copy across pages* function is not included in FreePDF.

FlexiPDF can replicate one or more objects across a range of pages. The objects are placed in the same position on each page of the selected range, possibly over other existing content also. This option can be used to add elements that are to be repeated on several pages. These include logos, headers and footers as well as page numbers.

1. Select the **Object tool** in the Quick access toolbar.

2. Select one or more objects that you want to copy. (For more information, see Selecting objects).

3. Choose the ribbon command **Format** | group **Objects** | **Copy across pages** .

4. Select the page range to which you want to copy the objects.

5. If you want to copy different objects for even and odd page numbers, perform the copy process twice: once with the objects of the odd pages, and once with the objects of the even pages.

6. Select the option **Delete existing objects before cloning** if you want to remove pre-existing objects that are in the same position as the newly copied object.

7. Click on **Clone**.

Notes

▪ Hyperlinks and annotations are excluded from copying.

▪ To save disk space, FlexiPDF performs this operation in blocks of 200 pages and saves the document to a new file each time before editing the next 200 pages.

Clipping objects (clipping mask)

FreePDF: The *Crop objects* function is not included in FreePDF.

Adding a clipping mask

Each object (and also any group of objects) can have a clipping mask applied. This mask ensures that only parts of the object are visible. This mask is useful for pictures, for example, when you want to hide their background.

Example

In this example, we want to use a clipping mask to hide part of the picture.

1. Turn to the drawing tools on the ribbon tab **Insert** | group **Drawings**.
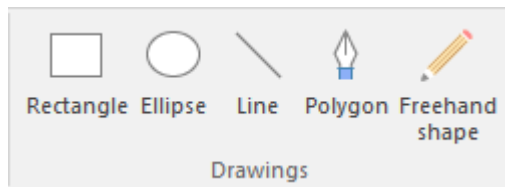
2. Use the tools to draw a shape — an oval in this case. This shape sets the outline of the clipping mask and is also known as a *path*. Any path can serve as a clipping mask and not just the shapes of the built-in drawing tools.
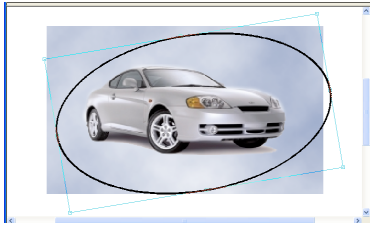
3. Select the new shape, and then choose the ribbon command **Format** | group **Clipping Mask | Clipping** ▼ | **Convert to clip** ▢.

   This shape is now displayed with a pink outline.
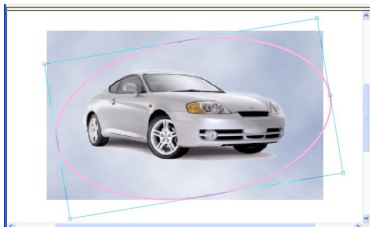
4. Select the **Object tool** ▷ in the Quick access toolbar.

5. Now select both the clipping mask and the picture by clicking on both objects while holding down the **Shift** key.

6. Choose the ribbon command **Format** | group **Clipping Mask | Clip** ▼ | **Add to Clip** ▧.

7. The picture has now been added to the clipping mask. The parts of the picture "outside" the clipping mask are no longer displayed.
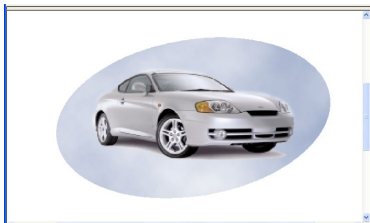
Notes

▪ When you open a PDF file, empty clipping masks are automatically removed.

▪ Clipping masks have neither a line thickness nor a fill or outline color.

▪ Clipping masks are only displayed if the **Object tool** ▷ is selected.

▪ You can move clipping masks independently of the clipped objects. To prevent this, group the objects. For more information, see Grouping objects.

▪ If you want to add multiple objects to a clipping mask, you must first group the objects. For more information, see Grouping objects.

Removing a clipping mask

Objects can be moved independently of their clipping mask. Objects can also be released from their clipping mask, thus revealing the whole picture.

1. Select the **Object tool** in the Quick access toolbar.

2. Click on the object that you want to release from the clipping mask.

3. Choose the ribbon command **Format** | group **Clipping Mask | Clipping** ▼ | **Remove From Clip** .

The picture is now fully visible again.

The clipping mask still exists and is to be found with a pink outline *behind* the picture. To remove it permanently, choose the command **Convert From Clip** or delete the drawing frame using the **Del** key.

Note

▪ Clipping masks are only displayed if the **Object tool** is enabled.

Images

Adding images

You add images (JPEG, TIFF, BMP or PNG) to a page in the following manner:

- Drag and drop one or more images into an open document.

- Alternatively, you can proceed as follows:

   1. Choose the ribbon command **Insert** | group **Objects** | **Image** .

   2. Select a single image in the file dialog box.

If you insert several images in succession, they will be pasted on top of each other in the same position.

Use the **Object tool** from the Quick access toolbar to move and stretch them to the right size.

Note

- If no document is open and you drag and drop several images onto FreePDF, a new PDF file is created with each page containing one of the dropped images. For more information see PDF photo albums.

- FreePDF supports color resolutions of up to 8 bits per color channel.

Replacing images

FreePDF: The *Replace image* function is not included in FreePDF.

You can replace an existing image with another one that is on your hard disk. FlexiPDF supports the image formats JPEG, TIFF, BMP and PNG.

1. Select the **Object tool** in the Quick access toolbar.

2. Select the image that you want to replace.

3. Choose the ribbon command **Format** | group **Adjust** | **Change source** .
   Alternatively: Right-click to open the context menu and select **Image** ▶ **Replace Existing**.

4. Select a new image from your hard disk.

5. The new image will be scaled and placed in the clipping mask (pink outline) that was used by the old image.

6. Scale the new image by dragging one of the resize handles outwards. If you want to maintain the aspect ratio of height and width, then hold down the **Shift** key during this time.

   For more information on scaling objects, see [Scaling objects](#).

Note

▪ FlexiPDF supports color resolutions of up to 8 bits per color channel.

Resampling images

FreePDF: The command *Resample image* (for single images) is not available in FreePDF.

If you want to reduce the size of PDF files in order to load them faster, FlexiPDF can reduce the reproduction quality of the images they contain.

Proceed as follows:

1. Select the **Object tool** in the Quick access toolbar.

2. Select one or more images.

3. Choose the ribbon command **Format** | group **Adjust** | **Resample image** .

You can now specify how three types of images (color images, grayscale images, and monochrome images) are to be reduced. You can also specify that their image format is to be changed. For example, a conversion to JPEG format of medium quality will significantly reduce the size of the file.
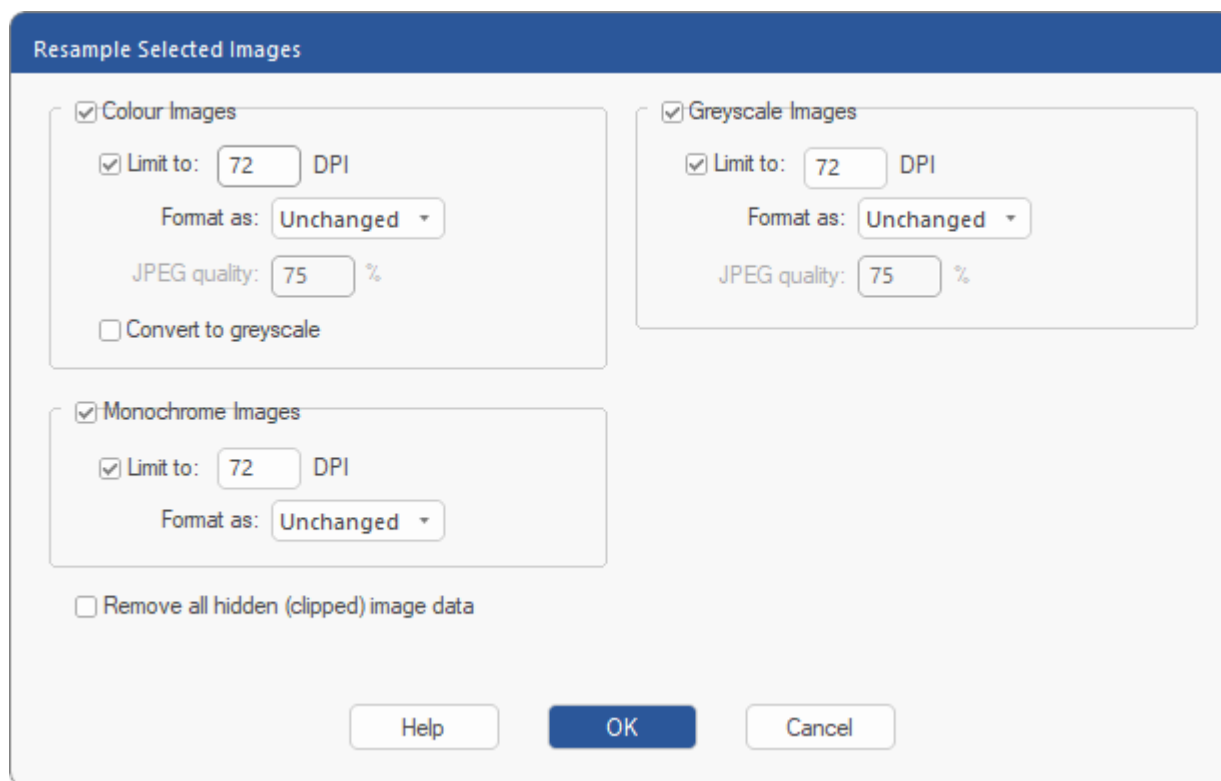
- If color images are converted into grayscale images, this will reduce the overall size of the PDF file.

- JPEG compression is a lossy format that is suitable for color and grayscale images. If you choose JPEG, you can variably select the quality of the compressed images from 1% (worst quality, smallest file) to 100% (best quality, largest file).

- PNG is a lossless format that is particularly suitable for extensive charts and line graphics.

- **Remove all hidden (clipped) image data:** This option removes the hidden parts of images that are painted through a clipping mask and which lie outside the respective clipping mask. Depending on how the PDF was originally created, this can significantly reduce the file size of PDFs.

Resampling all images of the document

You can also resample all images of the document at once:

1. Choose the command **File | Save as | Save as (reduced size)**.

2. The program displays a dialog box that is almost identical to the one above.

   Make the desired settings here and also enter the page range.

3. After you have pressed **OK**, however, a file dialog box opens. Here, you can enter a new file name and storage location for the reduced PDF file.

Editing images in other applications

FreePDF: The *Edit image in other applications* function is not included in FreePDF.

FlexiPDF can send images to other applications (such as Photoshop or GIMP) to be edited. As soon as you save the image in the other application, FlexiPDF updates the images in the PDF file. This is useful if you want to quickly adjust settings such as brightness or contrast of images.

1. Select the **Object tool** in the Quick access toolbar.

2. Select the image that you want to edit.

3. Choose the ribbon command **Format** | group **Adjust** | **Edit** and click directly on the icon itself.
   The image will be opened by your computer's default editing program.

4. To open an image in a specific application, click on the arrow of the **Edit** icon and select **Edit with** in its menu.

5. Make the desired changes to the image and save it again.

6. FlexiPDF detects the changes and asks if you want to reload the image.

Redacting images

FreePDF: The *Redact image* function is not included in FreePDF.

FlexiPDF can permanently redact images and thus obscure areas that should not be seen. The obscured information cannot be retrieved.

Use the ribbon command **Review** | **Redact image** for this purpose. For more information, see <u>Redacting images</u>.

Image properties

Open the dialog box **Image Properties** to see an image's properties, such as resolution and color depth:

1. Select the **Object tool** in the Quick access toolbar.

2. Select the desired image.

3. Choose the ribbon command **Format** | group **Image** | **Properties** .
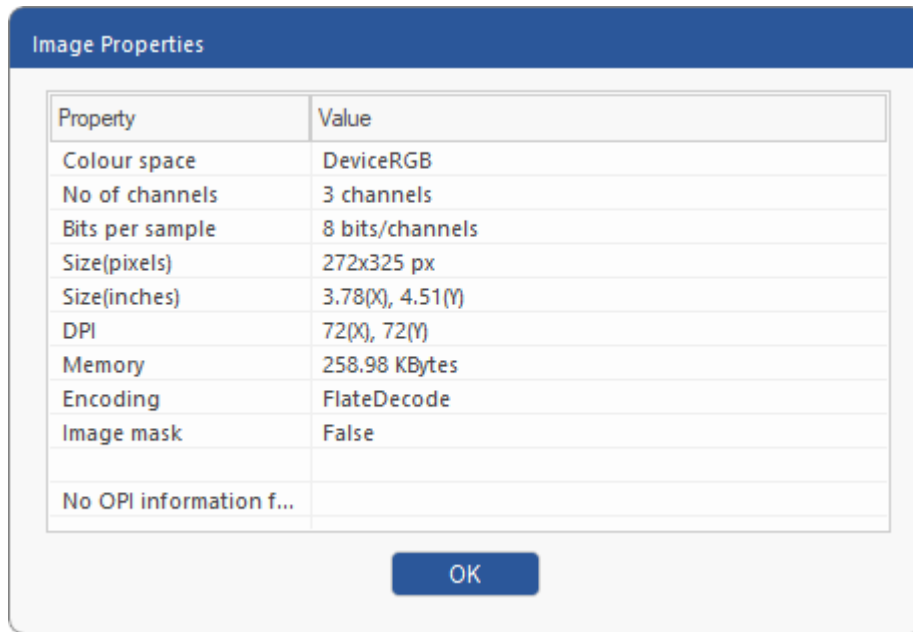
Extracting images

FreePDF: The *Extract image* function is not included in FreePDF.

To extract images from a PDF into individual image files:

1. Select the **Object tool** in the Quick access toolbar.

2. Select one or more images that you want to extract.

3. Choose the ribbon command **Format** | group **Image** | **Extract to file** .

4. Select the desired image format (PNG, JPEG, TIFF or BMP).

For more information, see Export images.

Note

▪ If you are not sure whether the selected object is an image or a drawing consisting of lines and vectors, choose the ribbon command **View** | group **View** | **Placeholders**. As a result, images are hidden and drawings are only displayed with their outlines. Choose the command **Placeholders** again to return to normal mode.

Finding and replacing

FreePDF: The search function in FreePDF is limited to *finding text*.

FreePDF can only find text within the PDF document, while FlexiPDF provides numerous other options for finding and replacing different components of a PDF:

- Text
- Fonts
- Font sizes
- Bookmarks
- Comments
- Hyperlinks
- Colors

Furthermore, you can also:

- Find and redact text to hide sensitive information.
- Find and replace across files to find text and replace it across multiple files.

Finding text

FreePDF: *Find text* is limited to fewer functions in FreePDF.

To find text, proceed as follows:

1. Choose the ribbon command **Home** | group **Search** | **Find** 🔍.
2. Enter the search term in the **Find** input field.
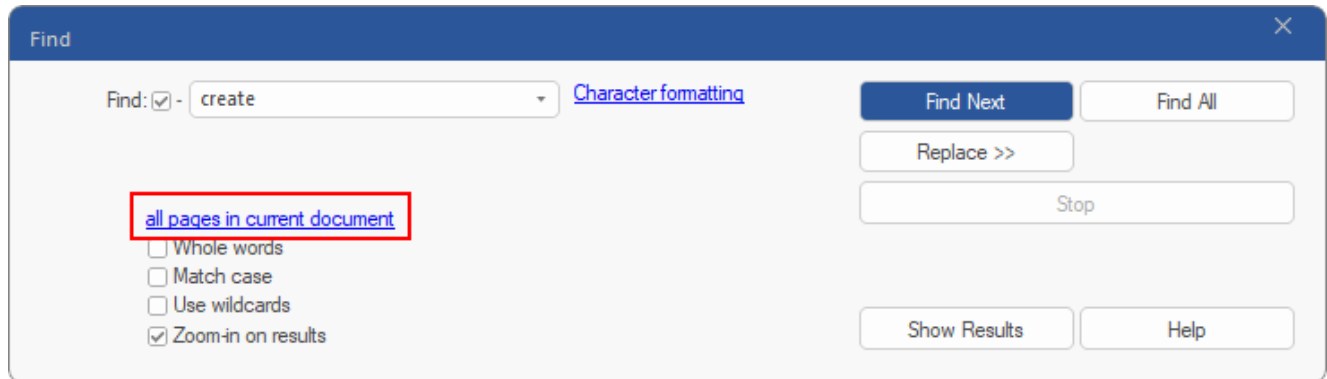
3. To limit the search to specific pages and ranges, click on the hyperlink **all pages in current document** (highlighted in red in the figure). In the displayed dialog box "Search Range", you can specify the pages in which you want to search.
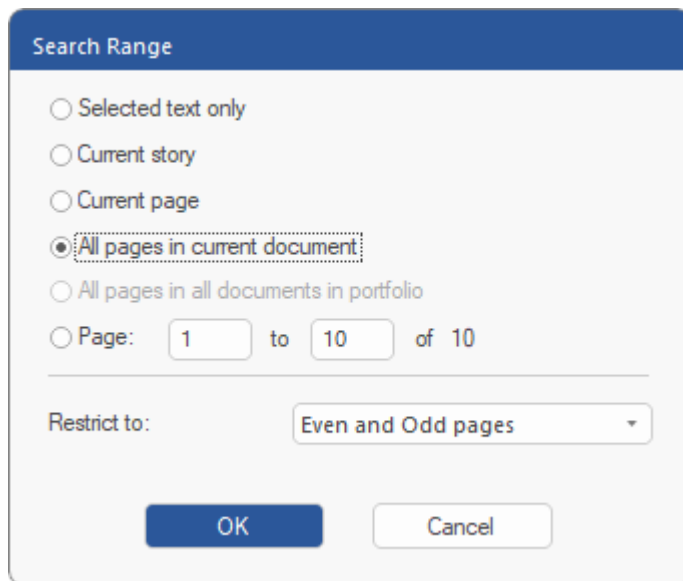
Also possible here: If you are currently editing a text with the **Text edit tool** T , you can select the option **Current story** to limit the search to the active text box. Alternatively, select the option **Selected text only** to search within a selected text range.

> **Tip:** You can also temporarily crop a page range and limit the search to that range. For more information, see Within a specific area.

Options of the dialog box "Find"

- Click on **Whole words** if you want to find complete words and not just parts of words. If the checkbox is not enabled, you will also find, for example, railway when entering rail.

- Click on **Match case** if you want it to be considered during the search.

- Click on **Use wildcards** to take advantage of the practical search with wildcard characters (not available in FreePDF):

? means a single character, for example, *?ouse* finds the terms *house*, *mouse*, *louse*, etc.

* means any number of characters, for example, *rai** finds *rail*, *railway*, *railroad*, etc.

+ means 1 or more arbitrary characters, for example, *rail+* finds *rails* and *railway* but not *rail*.

- If **Zoom-in on results** is enabled, FlexiPDF zooms in on the occurrence every time you click on **Find Next** and selects the text (not available in FreePDF).

- To find the entered search text in a specific font, color or size, click on the hyperlink **Character formatting**. For more information, see the next section Finding formatted text.

- If you *only* want to find formatting such as a font, color or size, and the content is irrelevant, remove the check mark for **Find**. For more information, see Finding formatting only.

- Click on **Find Next** to find the next occurrence of the desired text from the current point.

- Click on **Find All** to display the **Results list** that lists all occurrences:

Find Results For: "create"			✕
Location	Page	Portfolio Name	
columns and pages. You can cre...	1	-	
FlexiPDF printer driver, you can ...	1	-	
any application. The PDFs thus ...	1	-	
to another in order to create re...	1	-	
it also allows you to create the...	2	-	
Bates numbering, you can even ...	2	-	

Matches Found:6   **View**
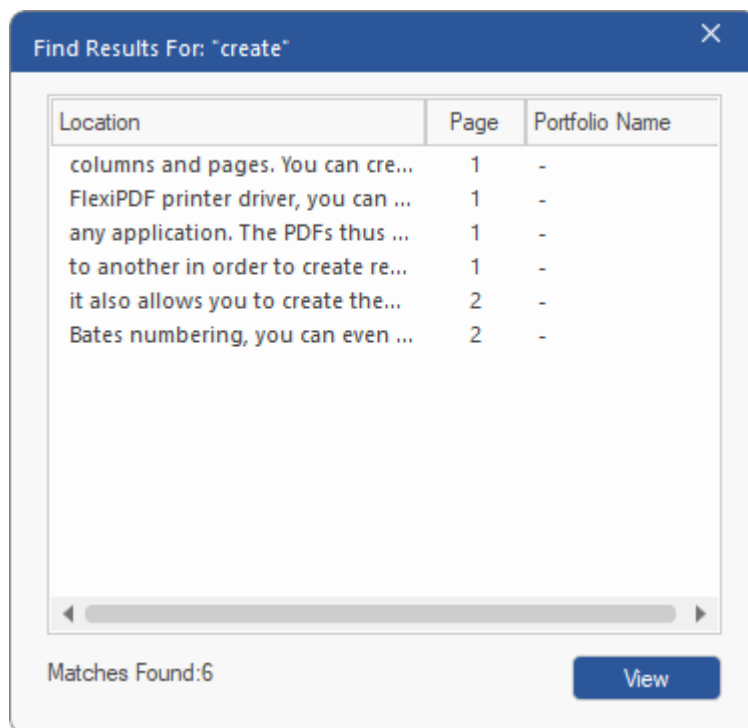
Double-click on an entry to see it in the document (or click on **View**).

If you search within a Portfolio, the third column in the results list shows you the name of the portfolio document in which the text was found.

- The **Show/Hide Results** button allows you to show or hide the above **Results list** at any time.

- Use the **Replace >>** button (not available in FreePDF), if you want to both find and replace the search text. The dialog box is then expanded with the options of the dialog box "Replace". For more information about this dialog box, see Replacing text.

Finding formatted text

> **FreePDF:** *Find formatted text* is not available in FreePDF.

You can limit the **Find** function to text in a specific font, color or size.

Open the dialog box as usual with the ribbon command **Home** | group **Search** | **Find** 🔍 .

1. To find text in a specific font, color or size, click on the hyperlink **Character formatting**.
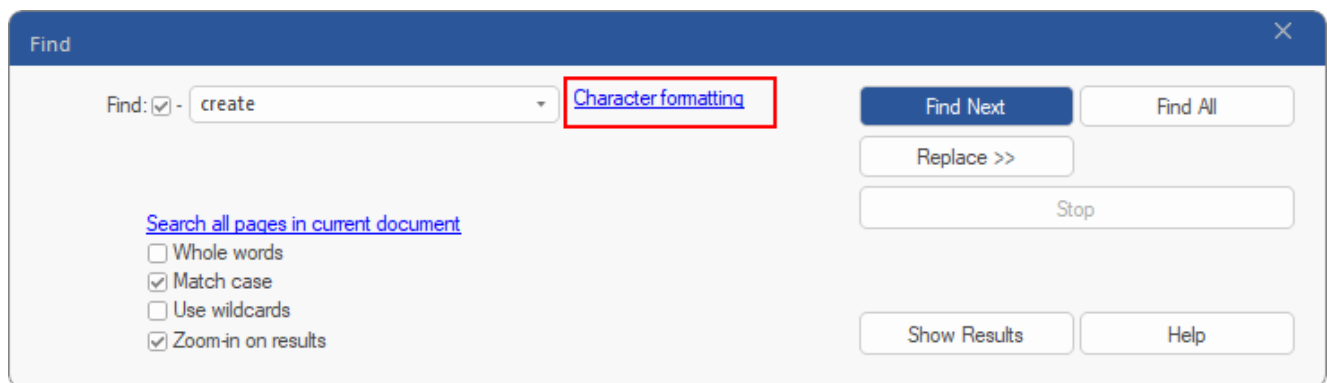
2. The dialog box **Find Format** lets you select the desired font, font size and font color.
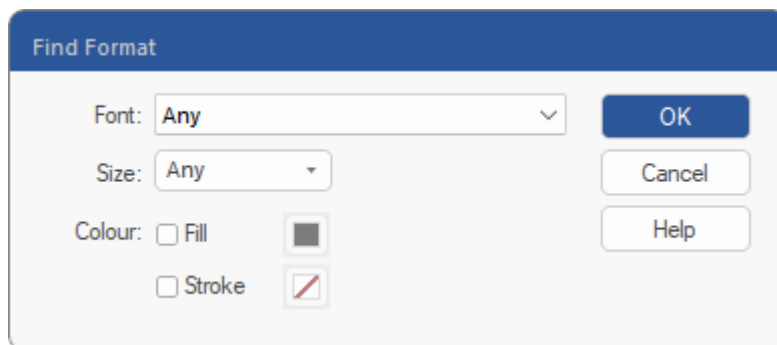
If some text is already selected when the dialog box is opened, the formatting of this text is applied as the default setting to the dialog box.

3. If the dropdown list **Font** is set to **Any**, the program does not search for the font.

4. If the dropdown list **Size** is set to **Any**, the program does not search for the font size.

5. If the check mark is set for **Fill**, the program only searches for text that has a certain fill color. Click on the button next to the checkbox to select a color.

6. If the check mark is set for **Stroke**, the program only searches for text that has a certain outline color. Click on the button next to the checkbox to select a color.

Finding formatting only

FreePDF: *Find formatting* is not available in FreePDF.

If you only want to find formatting such as a font, color or size, and the content is irrelevant, proceed as follows.

Choose the ribbon command **Home**| group **Search** | **Find** 🔍 to open the dialog box and remove the checkmark from **Find**.
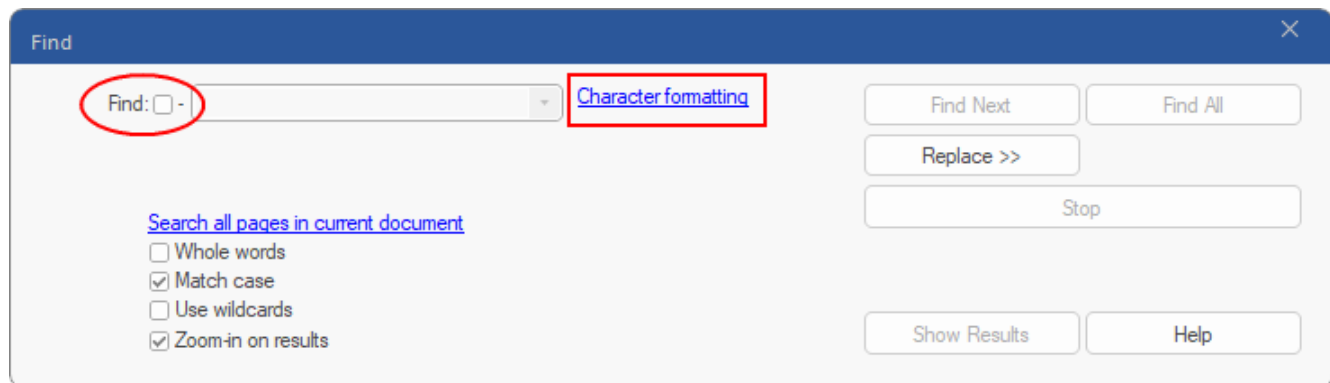
Then click on the hyperlink **Character formatting** and select the formatting you are looking for in the following dialog box **Find Format**. The options in this dialog box are described in detail in the previous section.

Note: As long as you do not specify the **Character formatting**, the **Find Next** and **Find All** buttons remain disabled.

Replacing text

FreePDF: The *Replace* function is not available in FreePDF.

If you want to search for a specific text to replace it with another text, proceed as follows:

1. Choose the ribbon command **Home** | group **Search** | **Replace** `a+b` .

    Alternatively: In the search mask of the ribbon command **Home** | group **Search** | **Find** 🔍, click on the **Replace >>** button, which will expand the search mask.

2. Define the search term in the **Find** field as described in the Finding text section. If necessary, limit the search to specific pages and ranges by clicking on the hyperlink **all pages in current document**.

3. In the **Replace** field, enter the new text that is to be appear.
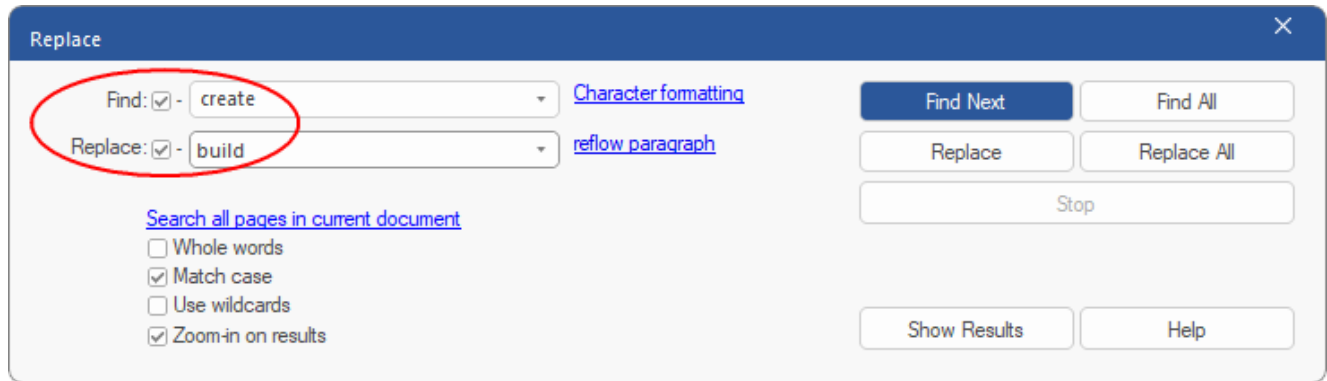
4. Finally, select **Replace** or **Replace All**.

Note

- To find and replace the entered search text in a specific font, color or size, click on **Character formatting** and **reflow paragraph**. For more information, see the next section Replacing formatted text.

- If you *only* want to find formatting such as a font, color or size, and the content is irrelevant, remove the check marks for **Find** and **Replace**. To do so, see Replacing formatting only.

Replacing formatted text

> **FreePDF:** The *Replace* function is not available in FreePDF.

If you want to find text in a specific format in order to replace it with text in a different format, proceed as follows:

1. Choose the ribbon command **Home** | group **Search** | **Replace** a+b .

2. In the **Find** field, define the search term and the desired **Character formatting**, as described in Finding formatted text.

3. In the **Replace** field, enter the new text that is to be appear.
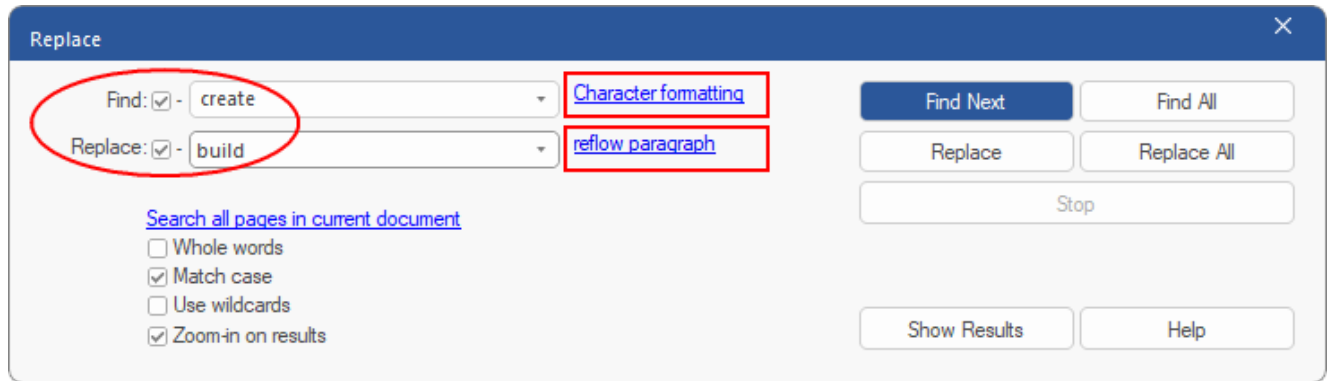
Note: Remove the check mark for **Replace** if you want to leave the text unchanged and *only* change the font, size, color and alignment. In this case, the **Replace** and **Replace All** buttons are disabled until you change the font, size and color. (See step **4**).

4. To specify the **Font**, **Size** or **Colour** that you want to use for the text to be replaced, click on the hyperlink **reflow paragraph**.

5. Set the options in the following dialog box **Replace Format**.
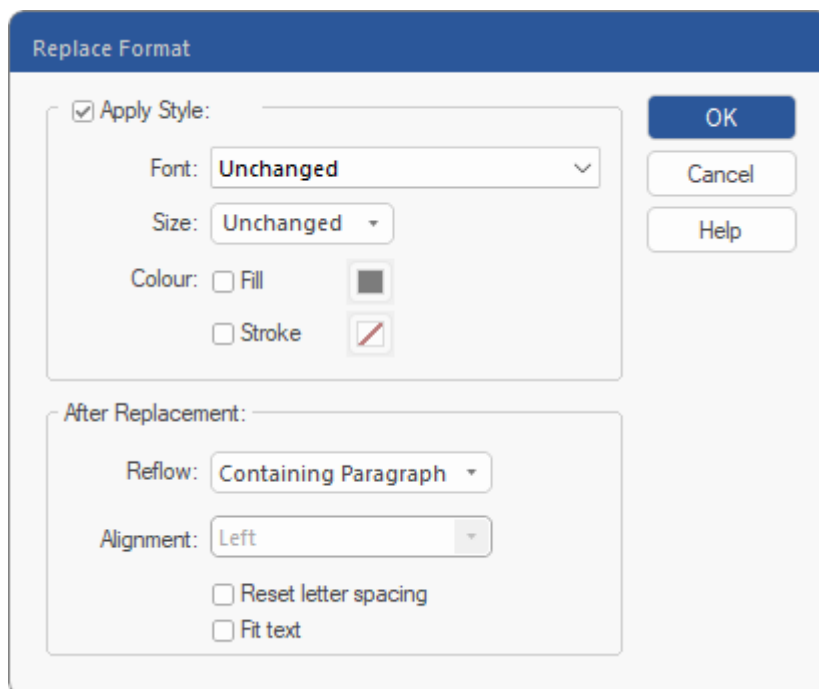
Set a check mark in the **Apply Style** checkbox to apply the formatting to your text.

Then set the required attributes: You can set the **Font**, **Size** and **Colour** as in the dialog box **Find Format**. (For more information, see Finding formatted text.) If you do not select an attribute or if you leave it **Unchanged**, this means that the respective attributes will not be changed in the text to be replaced.

In the **After Replacement** section, set how you want the reflow of the text to look after replacement. This is important even if you do not change the text since changing font or font size will require a reflow. The options in this part of the dialog box are described in detail in the Reflow and alignment section.

6. Finally, select **Replace** or **Replace All**.

Replacing formatting only

FreePDF: The *Replace* function is not available in FreePDF.

If you only want to find and replace formatting such as a font, color or size, and the content is irrelevant, proceed as follows:

You reach the dialog box **Replace Format** as follows:

1. Choose the ribbon command **Home|** group **Search | Replace** a→b and remove the checkmarks for **Find** and **Replace**.

2. Define the desired **Character formatting** as described in the Finding formatted text section.

3. Click on the hyperlink **reflow paragraph** to open the dialog box **Replace Format**. The options in this dialog box are described in detail in the previous section.
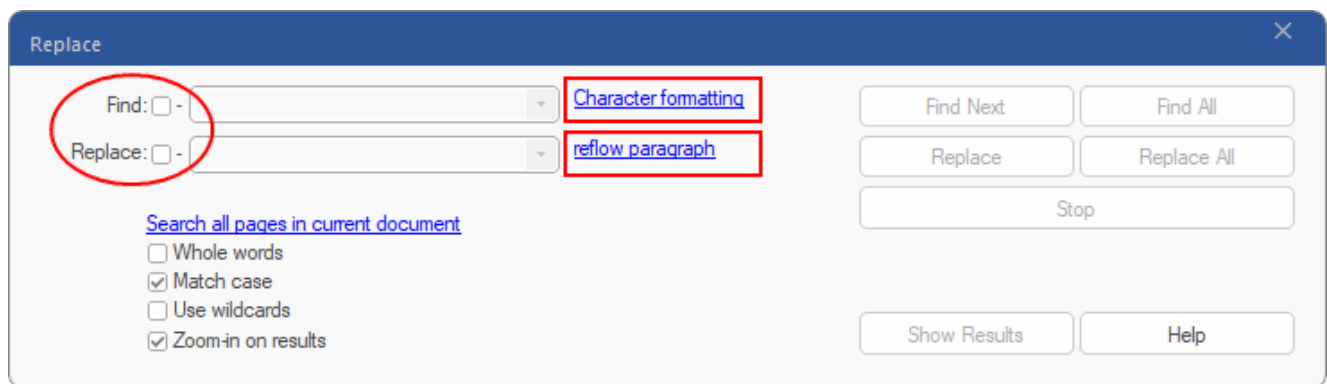
4. If necessary, limit the replacement to specific pages and ranges by clicking on the hyperlink **all pages in current document**.

5. Finally, select **Replace** or **Replace All**.

Note: As long as you do not specify the **Character formatting**, the **Find Next** and **Find All** buttons remain disabled. The same applies to **reflow paragraph** in terms of the **Replace** and **Replace All** buttons.

Note

- To only replace the font for the entire document, you can also use the dialog box Find and replace fonts.

- To only replace the font size for the entire document, you can also use the dialog box Find and replace font sizes.

Within a specific area

> **FreePDF:** The functions for *cropping pages* are not available in FreePDF.

You can limit the scope of the find or replace search to a specific area on the pages by **temporarily** cropping the relevant pages. This is because the program does not search texts that are outside the cropped area. Then remove this cropping after you have finished finding or replacing.

1. Crop the relevant pages in question using the **Crop** tool ⌖ (ribbon tab **Pages** | group **Crop**). As a result, you only hide text and images outside the cropped area rather than deleting them from the PDF.

2. Press the **Enter key** on your keyboard and set the desired page range in the following dialog box.

3. Make sure that the option **Include cropped text when editing** is disabled in Options, Advanced tab.

4. Find and replace as described in the previous sections.

5. Use the ribbon command **Pages** | group **Crop** | **Remove crop** ⌖ to remove the cropping again.

For more information about the **Crop** tool, see Cropping pages.

Reflow and alignment

> **FreePDF:** These functions are not available in FreePDF.

When replacing text, FlexiPDF corrects text reflow and alignment and thus saves you a lot of manual work.

1. Choose the ribbon command **Home** | group **Search** | **Replace** a→b to open the dialog box **Replace**.

2. Click on the hyperlink **reflow paragraph** there. The dialog box **Replace Format** shown here then appears.
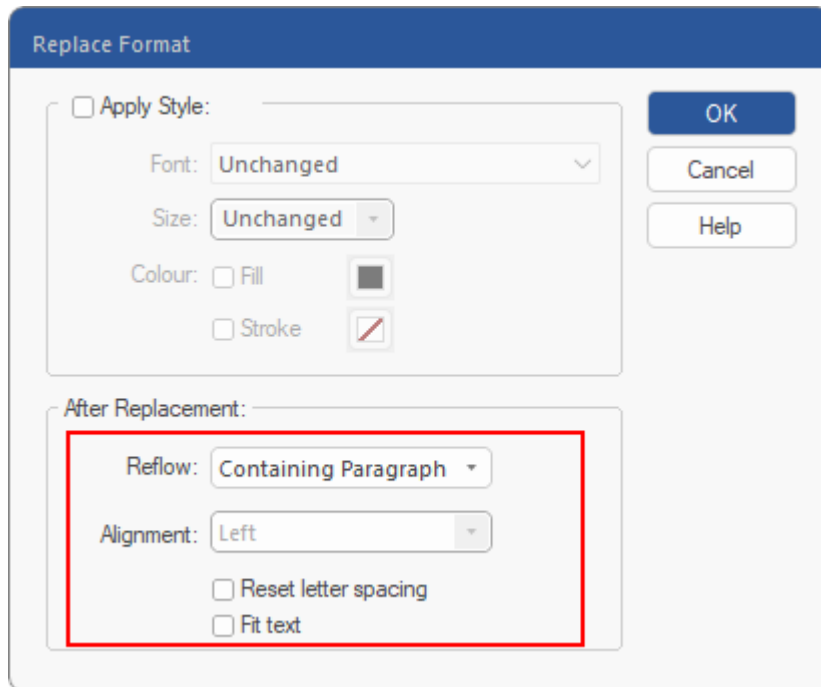
3. The part of the dialog box that is responsible for reflow and alignment is located in the **After Replacement** section at the bottom. Here, you specify how the new text is to be reflowed and aligned.

4. For **Reflow**, select one of the following three options:

Containing Paragraph

This option reflows the entire paragraph where the replacement text is located. Select this option only if you are sure that the paragraphs in your PDF file are clearly structured. For very complex PDFs with text that can flow around shapes, this could lead to undesirable results if FlexiPDF is unable to determine the correct structure of the paragraphs.

Containing Line

This option reflows only the line of text in which the replacement text is located. This option poses less risk of unwanted changes than the previous one. If your replacement text has a similar width to the original text, this option is very suitable because it only results in minor changes. If the relevant text is longer than the original text, however, it can overflow at the end of the line.

New Text Only

This option fits the new text to the area occupied by the old text, but it does no other reflowing. If your replacement text is the same width as the original text, this option results in the least changes to the page. If the relevant text is longer than the original text, however, it can overwrite subsequent content.

5. For **Alignment**, select one of the following options:

The options **Left**, **Right**, **Center** and **Automatic** are available. If, for example, you replace the text of a header that is aligned with the right page margin, **Right** would be the best option. If your text can appear anywhere in the document, select **Automatic**.

6. If the check mark is set for **Reset letter spacing**, FlexiPDF ignores all existing letter spacing and sets both the word and letter spacing to 0 in the replaced text.

7. If the check mark is set for **Fit text**, you can make certain settings. Taking these settings into account, FlexiPDF will then try to automatically adjust texts to the text boxes so that the text continues to fit appropriately into the text box after the replacements.

Finding and replacing fonts

FreePDF: The *Find and replace fonts* function is not available in FreePDF.

FlexiPDF can replace the fonts in a document with other fonts using the **Find and Replace Font** function. This dialog box is a simplified version of the Replace formatting only function of the dialog box **Replace**.

1. Before replacing a font, you should create a backup file of the PDF document, as this operation is very far-reaching.

2. Choose the ribbon command **Home** | group **Search** | **Replace** ▾ | **Fonts**.

    Alternatively: On the ribbon tab **Document** | group **Extras** | **Fonts** *Ff* , choose the command **Document fonts**. Here, select a specific font and click on **Replace**.

    In both cases, the program displays the following dialog box:
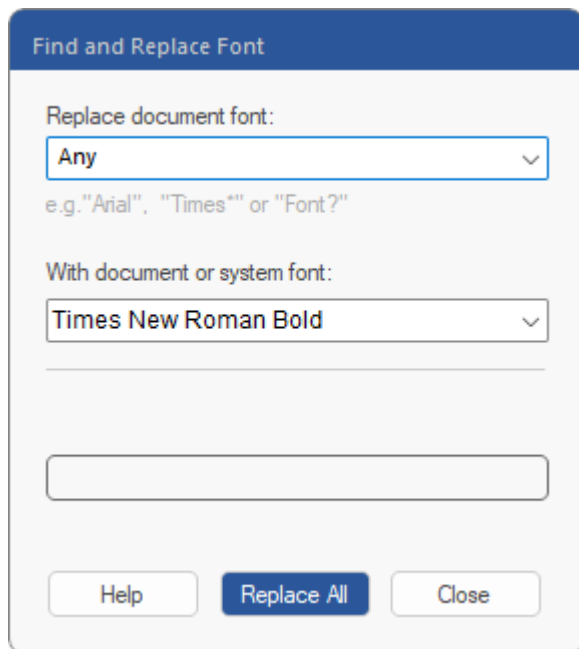
3. Now, select one of the current fonts in the document from the dropdown list **Replace document font**.

    You can also work with wildcard characters. For example, *Time** finds all fonts whose names begin with *Time*, including *Times New Roman*, *Times New Roman Italic*, etc.

    F? would find all font names with two digits, such as *F0*, *F1*, etc.

4. Next, select the replacement font from the dropdown list below it. You can either select a font that was used in the document or you can select a font that is installed on your computer.

For fonts in the document, it is important that you select a font which has all the characters (glyphs) required for the replacement. If this is not the case, FlexiPDF will issue a warning during replacement. For more information, see below.

5. Click on **Replace All** to start the process.

   Any text in the entire document that was written in the desired font will now be converted to the new font and the relevant paragraphs will be reflowed if necessary.

   Tip: To limit the replacement to specific pages and areas, use the advanced functions of the normal dialog box **Replace**. For more information, see Replacing formatting only.

6. In some cases, a warning appears:
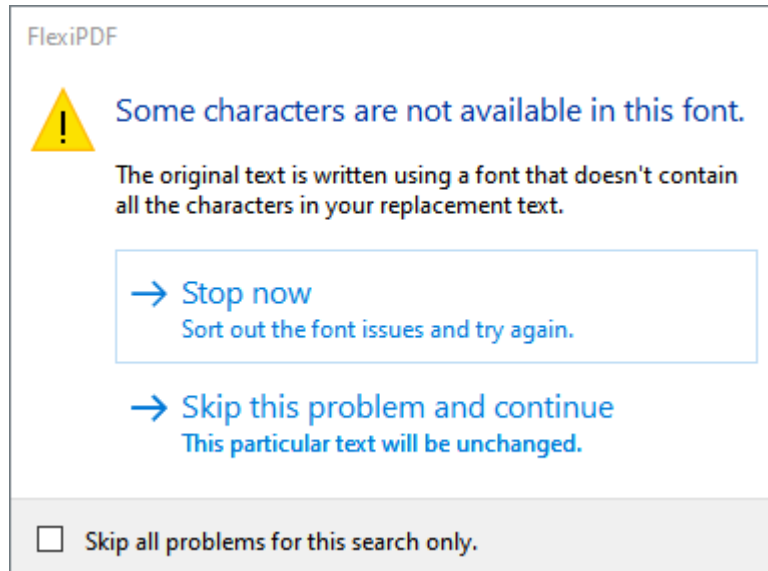
   This indicates that the selected replacement font does not have all the characters (glyphs) that are required for the text. You can now skip the replacement and continue or stop the process and try to remedy it by using a different font.

7. Once FlexiPDF is finished, it reports the number of replacements.

8. Close the dialog box and save the finished document.

Note

▪ For documents with more than 150 pages, FlexiPDF backs up every 150 pages to reduce memory usage.

Finding and replacing font sizes

FreePDF: The *Find and replace font sizes* function is not available in FreePDF.

FlexiPDF can resize the fonts used in a document using the "Find and Replace Font Size" function. This dialog box is a simplified version of the Replace formatting only function of the dialog box **Replace**.

1. Choose the ribbon command **Home | group Find | Replace ▾ | Font sizes**.

   The program displays the following dialog box:
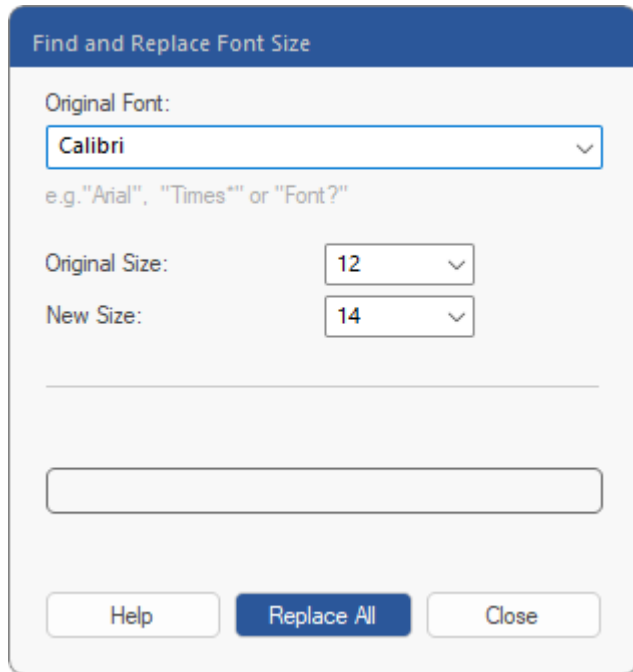
2. In the dropdown list **Original Font**, select one of the fonts currently used in the document. If you want to resize all fonts, select **Any**.

   You can also work with wildcard characters. For example, *Time** finds all fonts whose names begin with *Time*, including *Times New Roman*, *Times New Roman Italic*, etc.

   F? would find all font names with two digits, such as *F0*, *F1*, etc.

3. In the dropdown list **Original Size**, select the font size that you want to change.

   If, for example, you want to make every text in Calibri 12pt to be in Calibri 14pt, select 12 here. To change all sizes of the selected font(s), select **Any**.

4. In the dropdown list **New Size**, select the desired new font size (14 in the aforementioned example).

5. Click on **Replace All** to start the process.

   Any text in the entire document that was written in the selected original font and font size will now be converted to the new size, and the relevant paragraphs will be reflowed if necessary.

   Tip: To limit the replacement to specific pages and areas, use the advanced functions of the normal dialog box **Replace**. For more information, see [Replacing formatting only](#).

6. Once FlexiPDF is finished, it reports the number of replacements.

7. Close the dialog box and save the finished document.

Note

▪ For documents with more than 150 pages, FlexiPDF backs up every 150 pages to reduce memory usage.

Finding and replacing in bookmarks

You thus find the names of bookmarks and can optionally replace them with other names:

1. Choose the ribbon command **View | group Window | Sidebars ▼ |Bookmarks** to display the **Bookmarks** sidebar.

2. Click on the **magnifying glass** icon 🔍 in the mini toolbar of the **Bookmarks** sidebar.

3. Enter the search term in the **Find** input field.

4. Click on **Whole words** if you want to find complete words and not just parts of words.

5. Click on **Match case** if you want it to be considered.

6. Click on **Use wildcards** to take advantage of the practical search with wildcard characters:

   ? means a single character, for example, *?ouse* finds the terms *house*, *mouse*, *louse*, etc.

   * means any number of characters, for example, *rai** finds *rail*, *railway*, *railroad*, etc.

   + means 1 or more arbitrary characters, for example, *rail+* finds *rails* and *railway* but not *rail*.

7. Click on **Find Next** to jump to the next occurrence of the search term in the bookmarks list.

8. **Replace** replaces the name of a bookmark and then jumps to the next occurrence of the search term in the bookmarks list.

9. **Replace All** performs all further replacements automatically and without prompts.

Note

▪ Editing the name of a bookmark does not affect the page to which the bookmark refers.

Finding and replacing in comments

You thus browse comments in the document and optionally replace the text in the comments:

1. Choose the ribbon command **View | group Window | Sidebars ▾ | Comments** to display the **Comments** sidebar.

2. Click on the **magnifying glass** icon 🔍 in the mini toolbar of the **Comments** sidebar.

3. Enter the search term in the **Find** input field.

4. Click on **Whole words** if you want to find complete words and not just parts of words.

5. Click on **Match case** if you want it to be considered.

6. Click on **Use wildcards** to take advantage of the practical search with wildcard characters:

   ? means a single character, for example, *?ouse* finds the terms *house*, *mouse*, *louse*, etc.

   * means any number of characters, for example, *rai** finds *rail*, *railway*, *railroad*, etc.

   + means 1 or more arbitrary characters, for example, *rail+* finds *rails* and *railway* but not *rail*.

7. Click on **Find Next** to jump to the next occurrence of the search term in the comments list.

8. **Replace** replaces the text in a comment and then jumps to the next occurrence of the search term in the comments list.

9. **Replace All** performs all further replacements automatically and without prompts.

Finding and replacing in hyperlinks

FreePDF: The *Find in hyperlinks* function is not available in FreePDF.

You can also search for hyperlinks and replace them with others if necessary. This can be useful for changing the web addresses of hyperlinks. For example, you can convert *http://example.com* into an e-mail link: *mailto:info@example.com*

Tip: Hyperlinks can also be replaced across multiple files. For more information, see Finding and replacing across files.

1. Choose the ribbon command **Home** | group **Search** | **Replace** ▼ | **Hyperlinks**.

2. Enter the search term in the **Find** input field.

   If, for example, you enter *http:*, you will find all web-based hyperlinks if the check mark for **Whole words** has been removed.

3. If you want to replace something (and not just search), enter the replacement text in the **Replace** field.

4. Click on the the hyperlink **all pages in current document**, which is highlighted in red in the figure below, to relate the instruction to specific pages and areas. (For more information, see Finding text.)
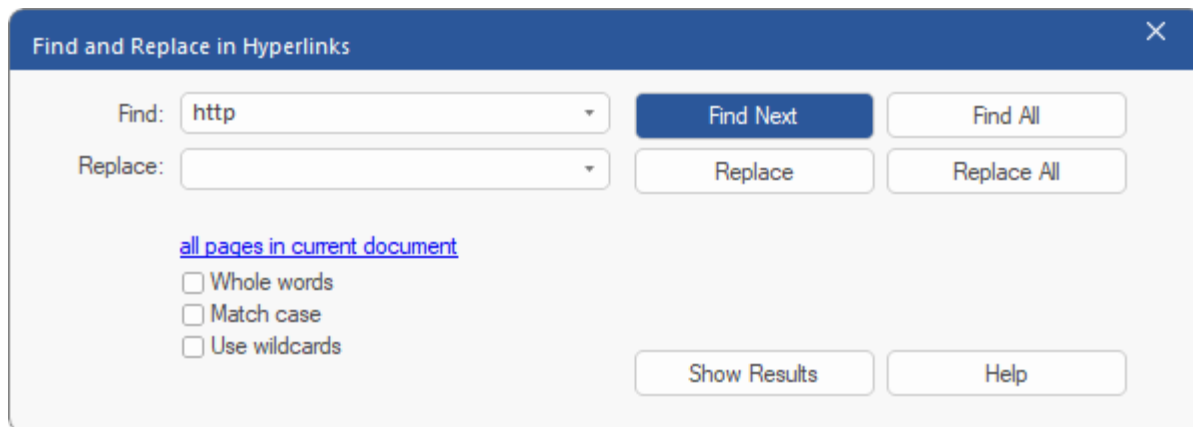
5. Click on **Whole words** if you want to find complete words and not just parts of words. If you do not set the check mark, the search term *http://* will return both the result *http://softmaker.com* and the result *http://freefont.de*.

6. Click on **Match case** if you want capitalisation to be considered.

7. Click on **Find Next** to highlight the next search result.

8. Click on **Find All** to list all search results of the hyperlinks.

Hyperlinks matching: "http"

Location	Page	Portfolio Name
http://www.freeoffice.com/	18	-
http://www.softmaker.com/	19	-
http://forum.softmaker.com/	19	-
http://www.softmaker.com/en/s...	19	-
http://www.freeoffice.com/	25	-
http://www.softmaker.com/	601	-

Matches Found:6

View
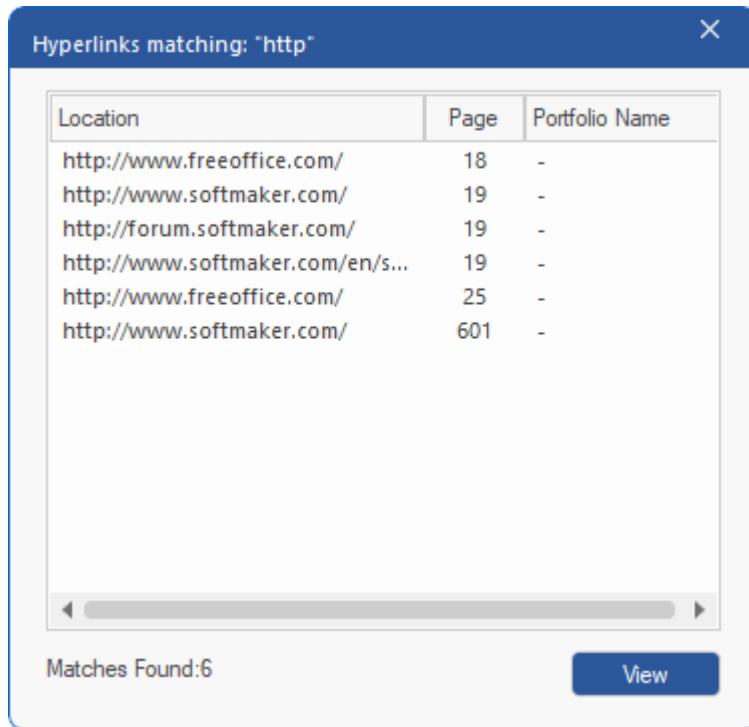
Double-click on an entry here to see the hyperlink in the document.

If you search within a Portfolio, the third column in the results list shows you the name of the portfolio document in which the hyperlink was found.

9. Each time you click on **Replace**, FlexiPDF displays the hyperlink to be replaced in the document. If you click on **Replace** again, the displayed hyperlink will be replaced and you will be taken to the next search result.

10. **Replace All** performs all further replacements automatically and without prompts.

Note

- The Replace function does not affect the PDF pages or the appearance of the hyperlinks. It only affects the internal data that contains the address of the hyperlink.

Finding and replacing across files

FreePDF: The *Find across files* function is not available in FreePDF.

FlexiPDF enables you to find and replace across multiple files. If you replace something, you can make copies of all edited files in order to keep the original documents unchanged.

1. Choose the ribbon command **Home** | group **Search** | **Replace** ▼ | **In files**.

2. The dialog box is split into two halves:

   The top half is similar to the dialog box **Replace**. For more information, see Finding text and the other sections. In the bottom half, you can add the files that are to be processed.

3. The area with the checkboxes in the top half contains roughly the same options as in the dialog box **Replace**. It also offers the following options:

   Hyperlinks: If the check mark is set here, the hyperlinks of the files are searched.

   Ignore errors: If the check mark is set here, the process will continue, even if errors occur while processing.

4. Adding files in order to process them:

   Click on **Add** to add individual files or a selection of files.

   Click on **Add Folder** to add all files of a file folder and its subfolders.

   There is no limit to the number of files that can be added.

   Click on **Delete** or **Delete All** to remove one or all of the files from the list. This does not delete the files on your computer.

   Click on **View** to open the selected file in FlexiPDF. This is useful for opening files that were skipped during processing due to errors.

5. Click on **Find All** if you only want to search.

   The results window opens and displays a list of all search results.

File Name	Location	Page	Portfolio Name
welcome-EN.pdf	Text editing ...	1	-
welcome-EN.pdf	level FlexiPD...	1	-
welcome-EN.pdf	pages. You c...	1	-
welcome-EN.pdf	functions fo...	1	-
welcome-EN.pdf	your PDF fil...	1	-
welcome-EN.pdf	you can easi...	1	-
welcome-EN.pdf	create them ...	2	-
welcome-EN.pdf	Redacting te...	2	-
welcome-EN.pdf	lets you add...	2	-

   Find Results For: "text" — Matches Found:9 — View
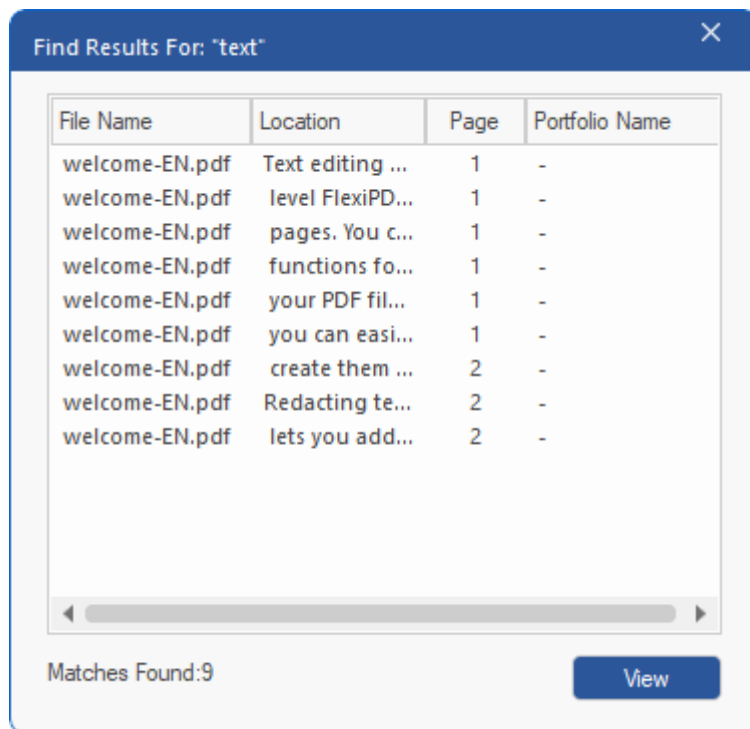
   Double-click on the result to open the file and display the search result.

   Resize the columns in the list by dragging the individual separators between the header columns with the mouse.

6. Click on **Replace All**, and FlexiPDF will prompt you to specify a target folder in each case for saving both the edited files and files that cannot be processed due to certain errors.

> **Important:** It is highly recommended that you create both folders in order to protect your original documents.

7. To stop editing, click on the **Stop** button in the main dialog box. It may take a while for the program to respond. Keep **Stop** held down during this time.

Finding and replacing colors

> **FreePDF:** The *Find colors* function is not available in FreePDF.

FlexiPDF can find and replace colors throughout a document. This works with text colors as well as with colors of drawing objects. You can replace colors with any new color, or you can select existing colors via the Swatches palette.

Example

We want to replace the green panels throughout the document with a different color.

1. Use the **Object tool** tool from the Quick access toolbar and click on the green area to select it.
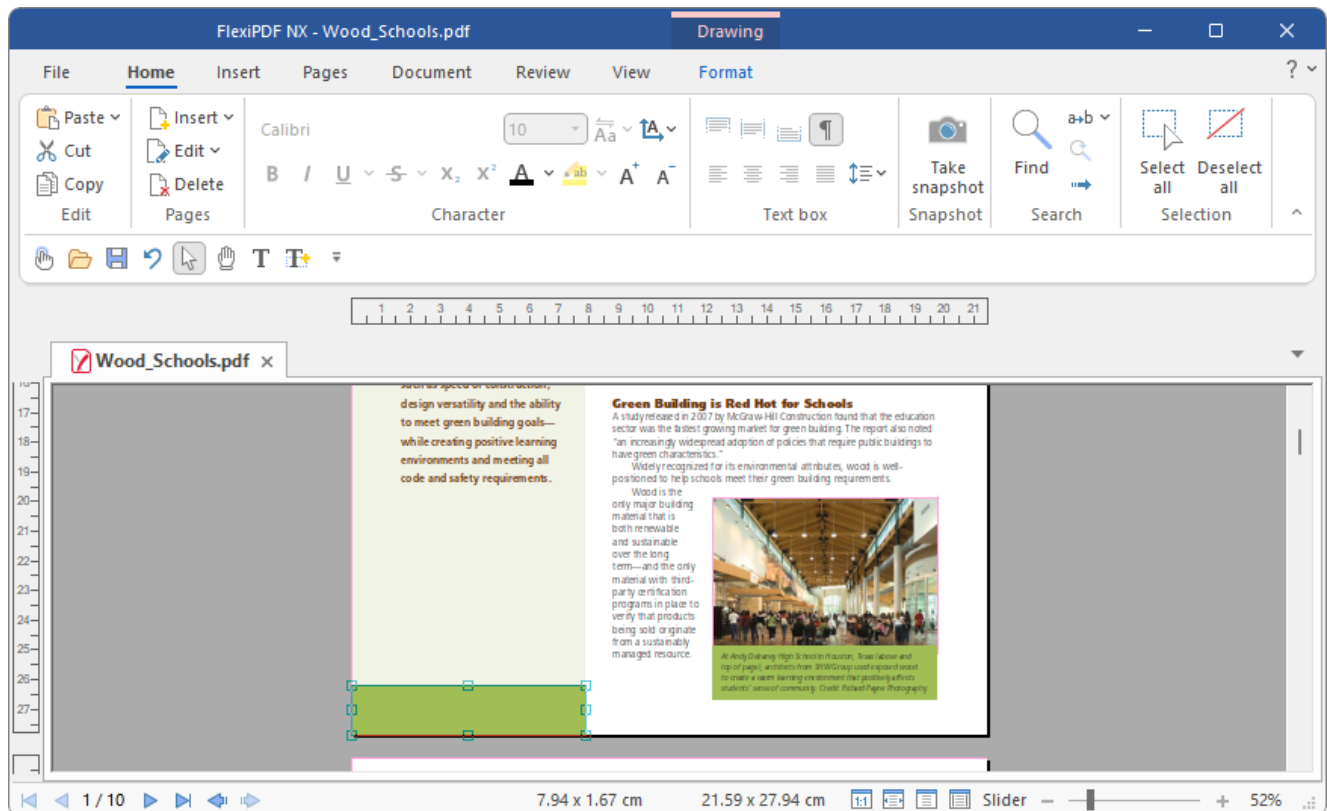
2. Choose the ribbon command **Home | group Search | Replace ▾ | Colors**.

3. The dialog box **Find/Replace Colour** appears.

```
Find/Replace Colour
  ┌ Find: ──────────────────────────────────────┐
  │  ┌──────────┐   ☑ Fill                       │
  │  │          │   ☑ Stroke                     │
  │  └──────────┘                                │
  └──────────────────────────────────────────────┘
  ┌ Replace: ───────────────────────────────────┐
  │  ┌──────────┐   ☑ Change text                │
  │  │          │   ☑ Change graphics            │
  │  └──────────┘                                │
  └──────────────────────────────────────────────┘
  ┌ Page Range: ────────────────────────────────┐
  │  ○ Current Page                              │
  │  ⦿ All Pages                                 │
  │  ○ Page:   [ 1 ]   to  [ 10 ]   of  10       │
  │                                              │
  │  Restrict to:   [ Even and Odd pages   ▾ ]   │
  └──────────────────────────────────────────────┘

  [                                             ]

  [   Help   ]   [  Replace All  ]   [  Cancel  ]
```
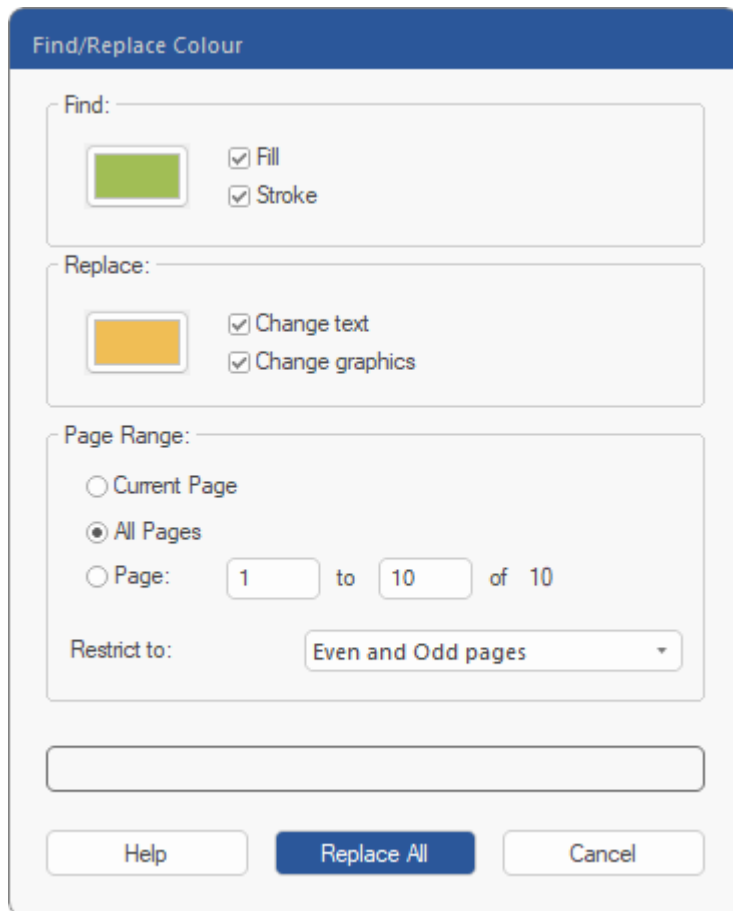
4. For **Find**, select the color that you want to change – fill color, stroke color or both. Text is usually filled. Thus, if you're looking for text, make sure that **Fill** is selected.

5. For **Replace**, select what type of object you want to include in your search – **text**, **graphics** or both.

   Note: **Graphics** does not include pictures or photos – their colors cannot be changed in this way.

6. You can click on one of the two colored rectangles to make further adjustments to the colors for **Find** or **Replace**.

   Tip: If you click on the colored button for **Find**, a dialog box **Swatches** opens. It shows you the color of the currently selected text/object, and you can switch between fill color and outline color here. To exit this dialog box, press the **Esc** key on your keyboard.

7. Click on the colored button for **Replace** so that you can select a replacement color via the dialog box **Color Picker**. To use a color that is already present in the document, switch to the **Swatches** tab.
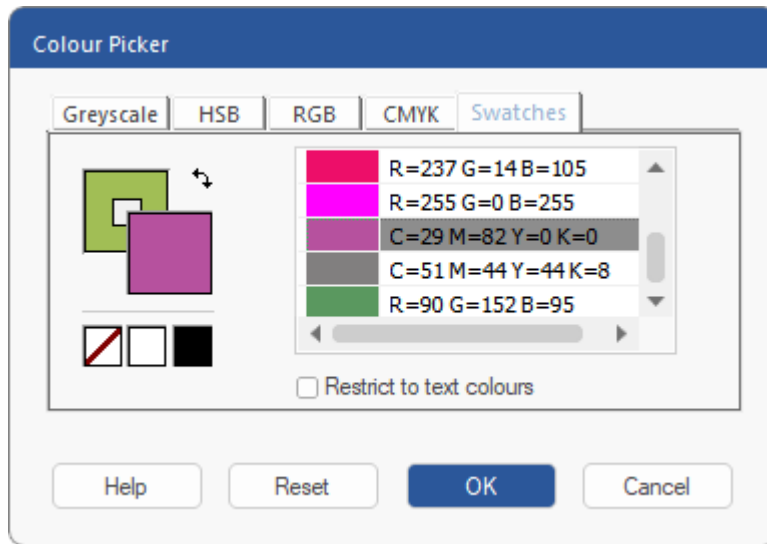
For more information on the dialog box **Color Picker**, see Changing color.

8. If you have selected the replacement color, click on **OK** in the dialog box **Color Picker**.

9. Back in the dialog box **Find/Replace Colour**, specify the range of pages in which you want to search. You can also select whether you want to include only even or odd pages.

10. Click on **Replace All** to perform the replacement.

Note

▪ If you only want to see the colors of the document that were used for *text*, enable the checkbox **Restrict to text colours** on the **Swatches** tab. Otherwise, the program displays all colors that were used (for example, also those of drawings).

Redacting texts and images

FreePDF: The *Redact text* and *Redact images* functions are not included in FreePDF.

Finding and redacting text

FreePDF: The *Find and redact text* function is not included in FreePDF.

FlexiPDF can redact all occurrences of certain words or phrases throughout a document. This redacting occurs thoroughly and also extends to bookmarks, comments and hidden metadata in the document.

Proceed as follows:

1. Choose the ribbon command **Review** | group **Redact** | **Find and redact** 🔍. Alternatively, press **Ctrl+Alt+R** on the keyboard.

2. Enter the text that you want to redact:
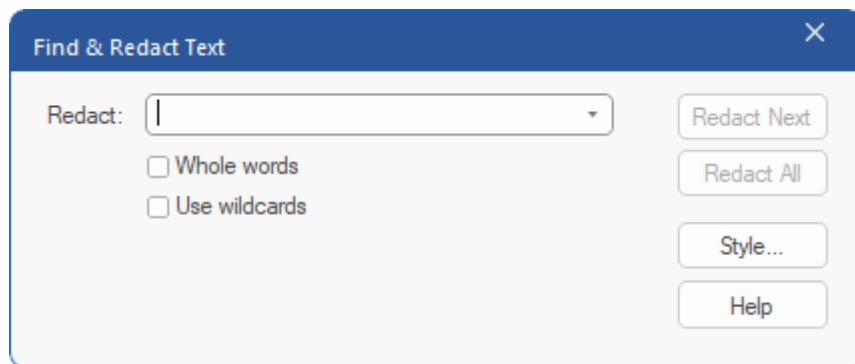
If text was already selected with the **Text edit tool** T from the Quick access toolbar, this text will be automatically transferred to the **Redact** field as soon as you open the dialog box.

3. Click on **Whole words** if you want to find complete words and not just parts of words. If the checkbox is not selected and you enter *rainbow*, you will also find *rainbows* as well as *rainbowPhotos.com*.

4. Click on **Use wildcards** to take advantage of the practical search with wildcard characters:

   ? means a single character, for example, *?ouse* finds the terms *house*, *mouse*, *louse*, etc.

   * means any number of characters, for example, *rai** finds *rail*, *railway*, *railroad*, etc.

   + means 1 or more arbitrary characters, for example, *rail+* finds *rails* and *railway* but not *rail*.

5. Click on **Style** to change the appearance of the redaction. (For more information, see Redact style).

6. Click on **Redact Next** to perform one redaction after another. This enables you to check each redaction.

7. Click on **Redact All** to perform all redactions automatically.

Note: The redaction only becomes permanent when the document is saved.

Redacting selected text

FreePDF: The *Redact text* function is not included in FreePDF.

If you want to share a PDF document that contains confidential text passages, you can redact it reliably with FlexiPDF. When redacting, the confidential text is not simply "covered" but is physically removed from the PDF file and replaced by a black or colored rectangle.

Redacted text is also removed from the invisible metadata of the PDF file. These include bookmarks, text in comments and metadata that cannot be accessed by the user.

1. Select the **Text edit tool** T in the Quick access toolbar, and then select the section of text to be redacted. This may be a single word or an entire article.

2. Choose the ribbon command **Review** | group **Redact** | **Redact selected text** . Alternatively, press **Ctrl+Shift+R** on the keyboard.

3. The selected text is covered with a box. This is the way the text will appear when the PDF is opened, regardless of the PDF program.

4. You can still undo this change during editing, but once you save the document, the redaction becomes permanent and can no longer be removed.

Note: FlexiPDF remembers the color and label that you applied with the command **Review** | group **Redact** | **Redact style** for future redactions. (For more information, see Redact style.) Thus, first use this command to change the redact style according to your needs.

Redact style

FreePDF: The *Redact text* function is not included in FreePDF.

You can use the dialog box **Redact Style** to change the appearance of the text redaction.

1. There are two ways to reach the dialog box, and both commands can be found on the ribbon tab **Review** | group **Redact**:

a. Choose the command **Find and redact** 🔍 and click on the **Style** button in the dialog box "Find and Redact Text" that appears.

b. Select text using the Text edit tool T and then choose the command **Redact style** 📝. This enables you to redact selected text directly as soon as you click on **OK** – without the text search.

2. In the dropdown list **Colour**, select the shade that you want to use.
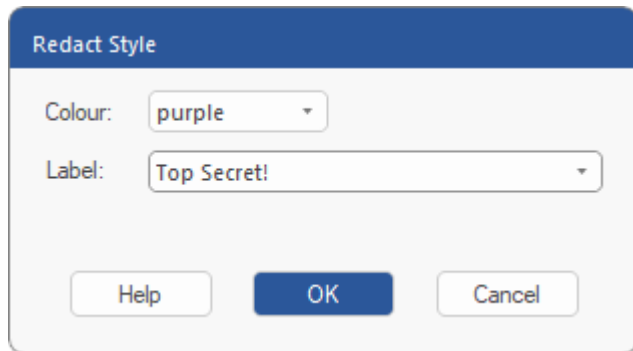
3. You have the option of selecting a **Label** that will be applied to the redacted parts of the text. You can enter any text label that you like. It will then be applied to each redacted part of the text and repeated in order to fill up the available space.

Example of a colored redaction in combination with a label

Redacting images

FreePDF: The *Redact image* function is not included in FreePDF.

FlexiPDF can permanently redact images and thus obscure areas that should not be seen. The obscured information cannot be retrieved.

1. Choose the ribbon command **Review** | group **Redact** | **Redact image** 🖼️.

2. Drag a rectangle around the area that you want to redact.

3. You can move the rectangle like any other object, resize and rotate it.

4. Repeat the redaction in the rest of the document until all confidential areas are covered.

To exit the redaction mode, click on another tool in the Quick access toolbar.

Changing color

To change the color of the redacted area, click on the ribbon tab **Format**. This will appear on the far right when the redacted area is selected. Here, you can customize colors and lines in the group **Format**.

Note

- The redaction only becomes permanent when the document is saved.

- FlexiPDF permanently removes all image data covered by redacting rectangles after saving.

Page operations

Frequently used page operations can be found on the ribbon tab **Pages**. In addition, more operations are available on some other ribbon tabs.

You can find out everything you need to know about this topic in the following sections.

Inserting pages

To insert pages into an existing document, the following options are provided:
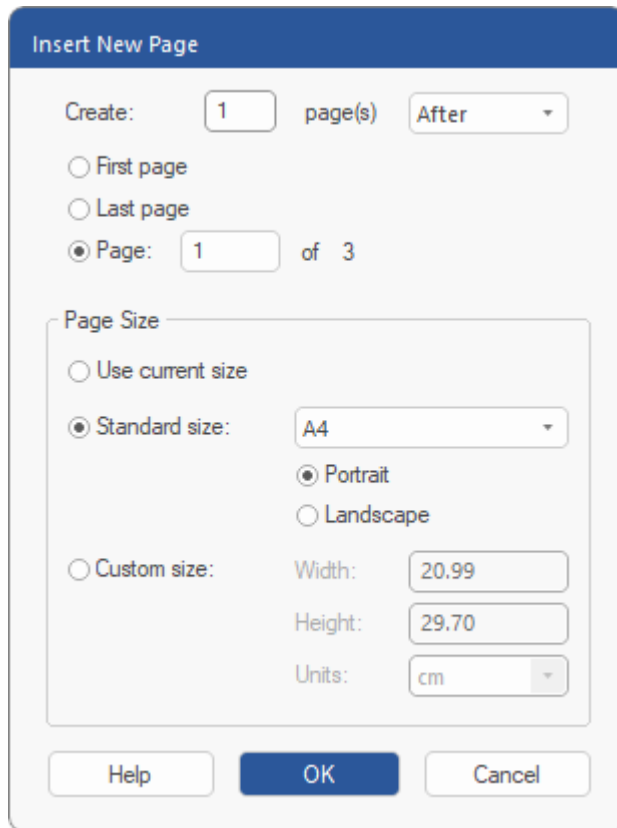
- Inserting new, Blank pages (not available in FreePDF)
- Inserting pages From scanner (not available in FreePDF)
- Inserting pages From other PDFs

Blank pages

FreePDF: The *Insert blank pages* function is not available in FreePDF.

You can insert any number of blank pages into a PDF document.

1. Choose the ribbon command **Pages** | group **Insert** | **Blank pages** .

2. In the **Create** field, enter the number of pages that you want to add.

3. Select whether to insert the pages before or after an existing page and the corresponding page in the document.

4. Select the size of the page:

   Use current size inserts the new pages in the size of the currently displayed page.

   Standard size lets you choose from a dropdown list of standard page sizes – A4, US Letter, etc.

   Custom size lets you set any page size.

From scanner

FreePDF: The *Insert pages from scanner* function is not available in FreePDF.

If your computer is connected to a scanner, you can scan new pages and add them directly to the current document.

1. To do so, choose the ribbon command **Pages | group Insert | From scanner** .

2. In the dropdown list **Device**, select the scanner that you want to use.

3. If your scanner can be automatically fed multiple pages, change the **Source** to **Automatic Document Feeder**.

4. For **Placement**, now select where you want to insert the pages.

5. If **Recognise Text (OCR)** is enabled, FlexiPDF will attempt to recognise the text of the scanned pages and insert it as "real text". If your scan is a photograph, disable the option and skip the remaining steps.

6. Select the text language for the scanned pages. This helps FlexiPDF with text recognition.

7. Select the desired **PDF Style**:

   Editable Text if you want to edit the text of the scanned pages. This creates a document without graphics or photos, and the text can be edited normally.

   Searchable Image if you want to retain the appearance of the scanned pages. The recognized text can be searched but not edited.

   If errors are made during the recognition process and lead to inaccurate search results, you can use OCR corrections to rectify them.
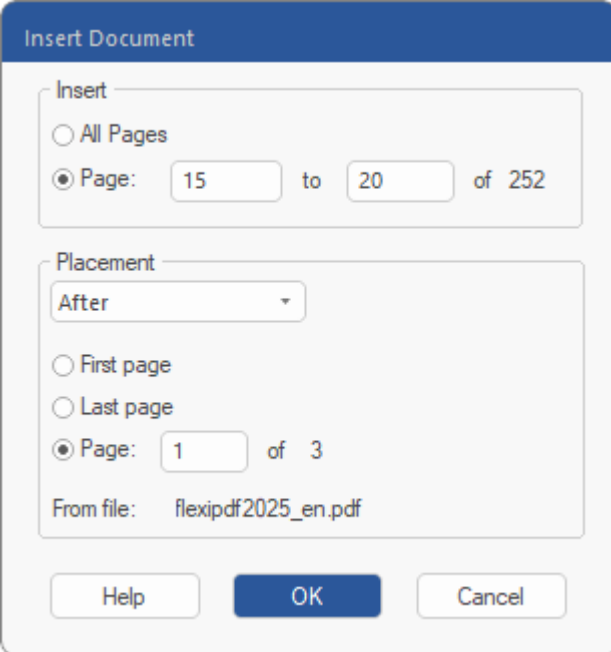
From other PDFs

Pages from other documents can be inserted into the current PDF as follows.

- You can insert a PDF file into an open document by dragging it with your mouse into the document window.

  1. The dialog box **Drag & Drop** appears (only if a document is already *open* in FreePDF).
  2. Select the option **Insert the PDF into the current document** here.

  Tip: To place the content of only one page of another PDF on the current page, see section [Placing pages from other PDFs](#).

- Alternatively, you can use the following method:

  1. Choose the ribbon command **Pages** | group **Insert** | **From document** .
  2. In the file dialog, select the PDF that you want to add.

Both methods will take you to the following dialog box:

3. Select the pages that you want to insert: **All Pages** or a page range.

4. For **Placement**, you specify where the new pages are to be inserted in the current document.

To then renumber the pages of your document, see [Page numbering](#).

Rotating pages

To rotate pages, proceed as follows:

1. Choose the ribbon command **Pages** | group **Edit** | **Rotate** ⟳.
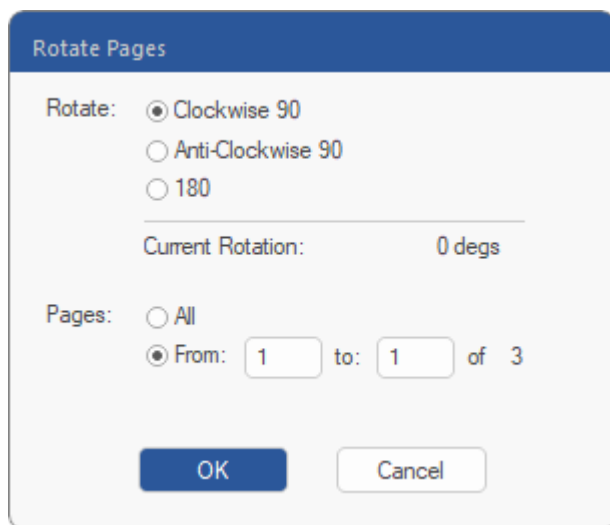
2. Select the rotation and pages to which the action is to be applied.

3. The dialog box displays the current rotation below the 180° radio button.

Extracting pages

FreePDF can create new PDF files from a range of pages of the original document. This is useful, for example, if you want to e-mail only a few pages of a larger PDF.

The original PDF is not changed, as the new PDF files are created from copies of the original pages.

1. Choose the ribbon command **Pages** | group **Edit** | **Extract** ⟱.
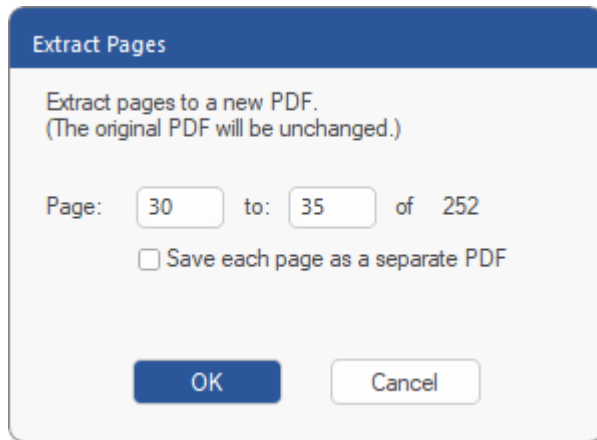
2. Select the page range that you want to extract.

3. Enable **Save each page as a separate PDF** if you want each extracted page to be saved to its own file. Otherwise, a single PDF will be saved with the specified pages.

4. Click on **OK**, and select a storage location for the extracted PDF files.

5. If you have decided to extract a single file, it will open in a new window once the operation is complete.

Deleting pages

To delete pages, proceed as follows:

1. Choose the ribbon command **Pages** | group **Edit** | **Delete** .
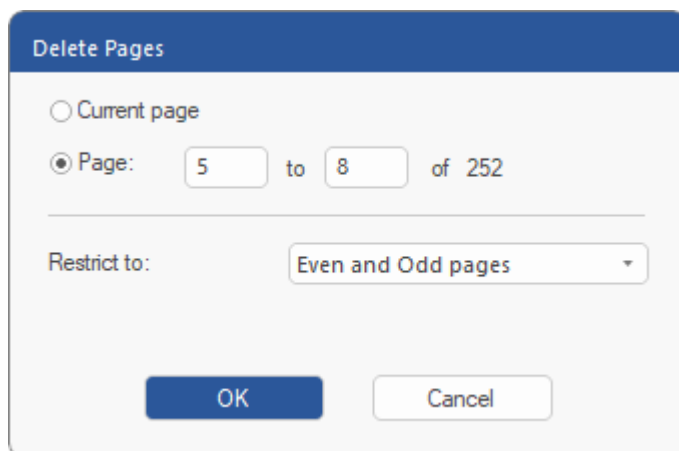
2. Select the pages that you want to delete.

3. The option **Even and Odd Pages** deletes all pages in the range that is entered. You can also restrict the deletion process to **Even** pages only or **Odd** pages only.

4. The **Delete Pages** operation cannot be undone. Make sure that there is a backup file before continuing.

To then renumber the pages of your document, see [Page numbering](#).

Replacing pages

FreePDF can replace a page of the current PDF with a page from another PDF document.

1. Open the document in which you want to replace a page.

2. Choose the ribbon command **Pages | group Edit | Replace** .

3. Select the document that is going to supply the new page.
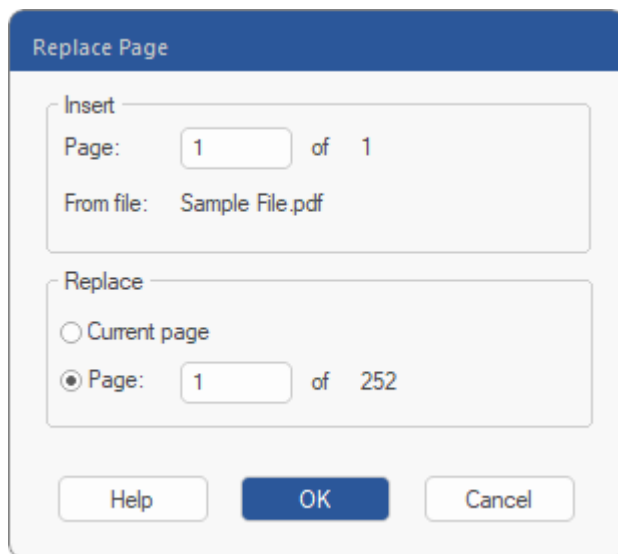
4. For **Insert**, select the desired page of the source document. The source document will be unaffected by this operation because a copy of the page will be created and inserted.

5. For **Replace**, select the page that you want to replace in the current document.

> **Important:** Make sure that there is a backup file before continuing. The selected page will be deleted immediately and permanently if you click on **OK** to finish.

Changing page order
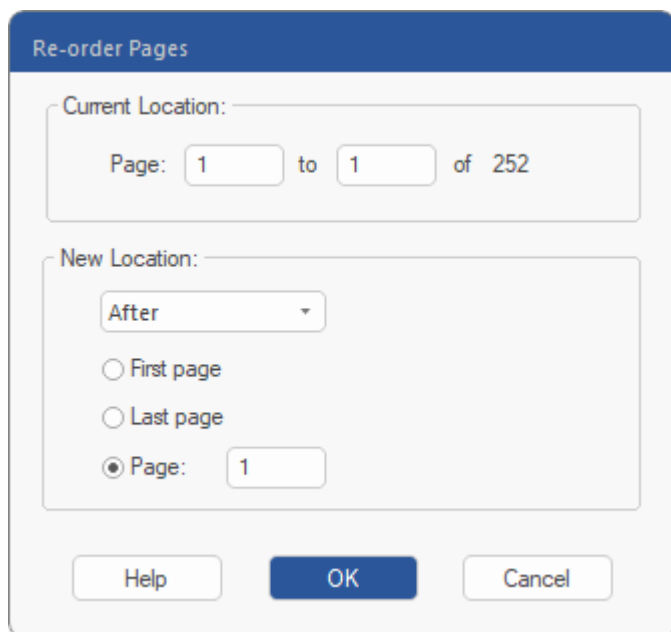
You can move one or more pages from one position in the PDF to another.

Moving a single page

1. Choose the ribbon command **View** | group **Window** | **Sidebars** ▼ | **Thumbnails** to show the sidebar for displaying thumbnails of the document.

2. Click on a thumbnail and drag it with the mouse to its new position in the Thumbnails sidebar.

Moving multiple pages

1. Choose the ribbon command **Pages** | group **Edit** | **Re-order** ⬗.

Re-order Pages

Current Location:

Page: 1 to 1 of 252

New Location:

After ▼

○ First page
○ Last page
⦿ Page: 1

Help   OK   Cancel

2. Select the pages that you want to move by entering the first page and last page in the **Current Location** fields.

3. For **New Location**, specify where you want to move the pages.

To then renumber the pages of your document, see Page numbering.

Resizing page

You can resize one or more pages. This (optionally) scales all objects on the page and adjusts the *media box* (paper size). As the largest box, the media box always includes all other boxes and elements of a page.

1. Choose the ribbon command **Pages** | group **Edit** | **Resize** ⬗.

2. In the **Page Range** section, select the pages that you want to resize.

3. In the **New Size** section, select the desired new formats for the pages:

   Standard: Select from a list of standard page sizes, for example, A4, US Letter, etc.

   Custom: This option lets you set any page size.

   > The dropdown list **Units** can be set to percent to achieve relative scaling relative to the original size, or to a unit of length to set an absolute size.

   > Set **Width** and **Height** independently, or click on] to maintain the aspect ratio.

4. Remove the check mark for **Apply to page contents** to resize the page only. Objects on the page will not be changed as a result.

Cropping pages

FreePDF: The functions for *cropping pages* are not available in FreePDF.

Cropping restricts the visible part of a page to a specific area.

You can crop a PDF in two ways:

- Cropping manually by drawing a box to which the PDF is to be cropped

- Cropping automatically with FlexiPDF removing empty parts of the selected pages

Note

- Everything outside the cropping is hidden but still present in the PDF. Another user could undo the crop to reveal information previously hidden.

Cropping manually

FreePDF: The *Crop tool* is not included in FreePDF.

You can crop one or more pages manually using the **Crop tool**.

1. Select the **Crop** tool ⌗ on the ribbon tab **Pages** | group **Crop**.

2. Use the mouse to drag a rectangle around the area that is to remain after cropping. You do not need to drag out the exact desired shape, since you can resize the box after the initial drag.

   Important: When you are satisfied with the size and position of the drawn rectangle, press the **Enter key** on your keyboard. This will open the following dialog box, which is necessary to complete the cropping process.

   Alternatively, you can open the dialog box by double-clicking on the drawn rectangle.

Crop Pages

Top: 8.19 cm   Left: 3.76 cm

Bottom: 14.99 cm   Right: 4.17 cm

☐ Tie values together

[Reset]

Page range:

⦿ All Pages

◯ Page: 1 to 1 of 3

Restrict to: Even and Odd pages ⌄

[Help] [OK] [Cancel]

3. In the bottom part of the dialog box, specify which pages that you want to crop.

   In the top part, you will see the position of the cropped area. Here, you should not change anything in the dialog box.

4. Click on **OK** to perform the cropping.

5. You can undo a cropping by choosing the ribbon command **Pages** | group **Crop** | **Remove crop** .

Note

▪ When cropping, nothing is removed from the PDF, as it only restricts what PDF viewers and printers display.

Cropping automatically

FreePDF: The *Crop tool* is not included in FreePDF.

Automatic cropping reduces the visible area of the page and leaves only the remaining area with the content. If, for example, a page contains only a photo with a short caption and only a large empty border otherwise, then the empty space is removed by cropping, thus leaving only the photo and its caption.

1. Choose the ribbon command **Pages** | group **Crop** | **Auto crop** .

2. Select the pages to which you want to apply the cropping.

3. Click on **OK**.

4. You can undo the cropping by choosing the ribbon command **Pages** | group **Crop** | **Remove crop** ⌖.

Note

▪ When cropping, nothing is removed from the PDF, as it only restricts what PDF viewers and printers display.

Placing pages from other PDFs

FreePDF: The *Place pages from other PDFs* function is not available in FreePDF.

You can place the entire content of a page of another PDF on the current page of the PDF that is open.

1. Choose the ribbon command **Insert** | group **Objects** | **PDF object** ⎘.

   Alternatively: Drag a PDF file with the mouse into the current document window, and select the option **Place a page from the PDF onto the current page** in the dialog box that appears:
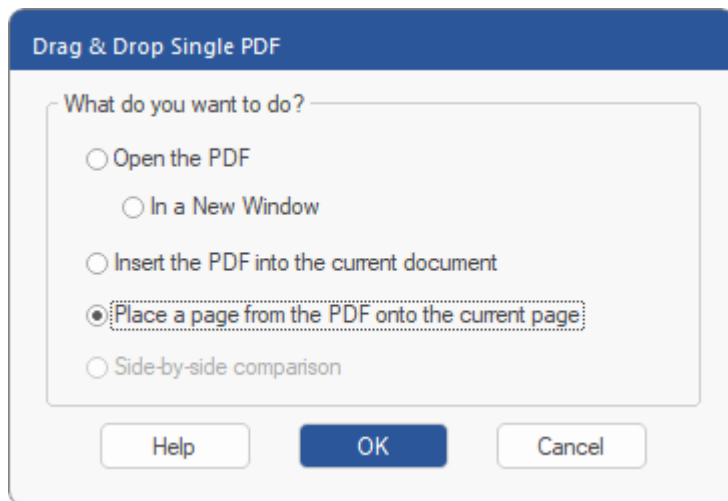
2. If the newly placed document consists of only one page, it is placed immediately. Otherwise, select a page that you want to place from the PDF.

3. When the page is placed, its contents are grouped, which makes it easier to select and move.

   For this purpose, use the **Object tool** ⌖ from the Quick access toolbar.
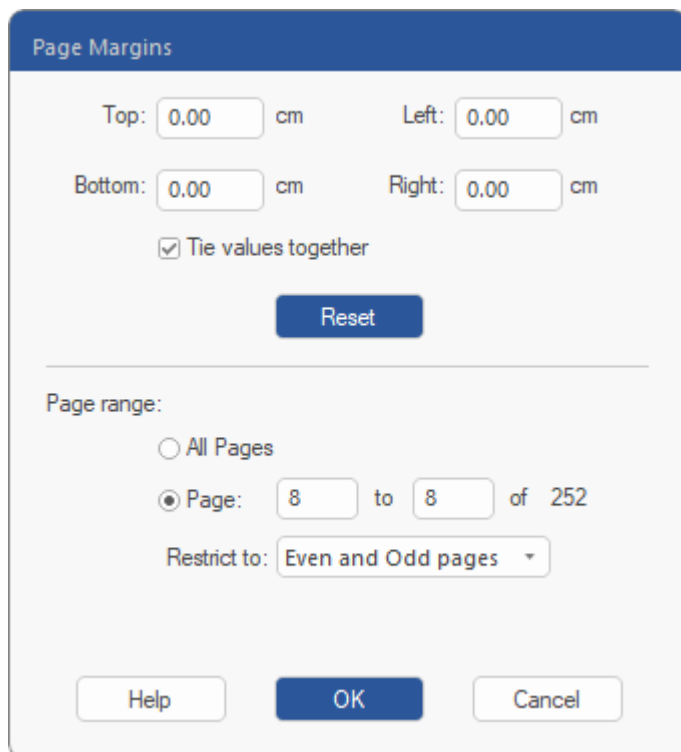
   Tip: You can ungroup if you want to access individual objects. For more information, see Grouping objects.

Page margins

FreePDF: The *Page margins* function is not included in FreePDF.

You can add page margins to one or more pages to make editing easier. Apart from the optical benefit, you can also align objects to the page margins, for example, and the margins then act like Guides.

1. Choose the ribbon command **Pages** | group **Edit** | **Page margins** 📄.

2. In the upper part of the dialog box, enter the desired margins in the input fields.

3. If the check mark is set for **Tie values together** and you enter a value in one field, all other input fields in this dialog box are set to the same value.

4. In the lower part of the dialog box, select the **Page range** for the new margins. You can set different page margins for even and odd pages by using the ribbon command **Pages** | group **Edit** | **Page margins** once for all even pages and once for all odd pages.

Notes

- To change the unit used (cm in this case), close the dialog box. Then choose the command **File** | **Options**, and switch to the **Editing** tab. Select the desired **Unit of measurement**. For more information, see Options: Editing tab.

- After you add the margins, they will be visible on all specified pages. Choose the ribbon command **View | group View | Grid and guides** ▼ **| Hide Guides** to hide them.

- Margins and other guides remain in the PDF, even if you close the document and open it again with FlexiPDF the next time. They have no effect in other PDF viewers and are not displayed in them.

Watermarks

FreePDF: The *Add watermark* function is not included in FreePDF.

FlexiPDF allows you to add a watermark to pages, either in the foreground or in the background. The watermark is loaded from a separate PDF file and can contain all PDF objects. They are usually graphics or text.

1. Open the PDF to which you want to add a watermark.

2. Choose the ribbon command **Insert | group Objects | Watermark** ▼ **| Add**.

3. Select your watermark:

   Click on **Built in** to select from supplied watermarks.

   Click on **Browse** to select a PDF that contains a suitable watermark. If the selected PDF consists of several pages, FlexiPDF will only use the first one as a watermark.

4. Select whether the watermark should be located in the **Background** or in the **Foreground**.

5. Set a check mark for **Scale to fit** to ensure that FlexiPDF scales the watermark to resize it so that it fits the target page.

6. Choose the **Opacity** of the watermark: from 25% for almost transparent to 100% for completely opaque.

7. Select the pages on which you want to place the watermark. Select only a section of the document if you want different watermarks on different pages.

8. Click on **Apply**.

9. You can remove watermarks by choosing the ribbon command **Insert** | group **Objects** | **Watermark** ▼ | **Remove**.

Notes

▪ Watermarks behave like locked objects. If you unlock them, they can be edited like normal objects.

▪ A page can only have one watermark at a time. If you add another, FlexiPDF removes the previous watermark.

Page labels

FreePDF: The *Page labels* function is not included in FreePDF.

A page label is an optional number or phrase that is displayed by FlexiPDF and other PDF viewers along with each page. It is independent of the page number, but it is often used for this purpose.

FlexiPDF displays the page labels in the status bar:

Creating & editing page labels

1. Choose the ribbon command **Document** | group **Extras** | **Page labels** 📄.
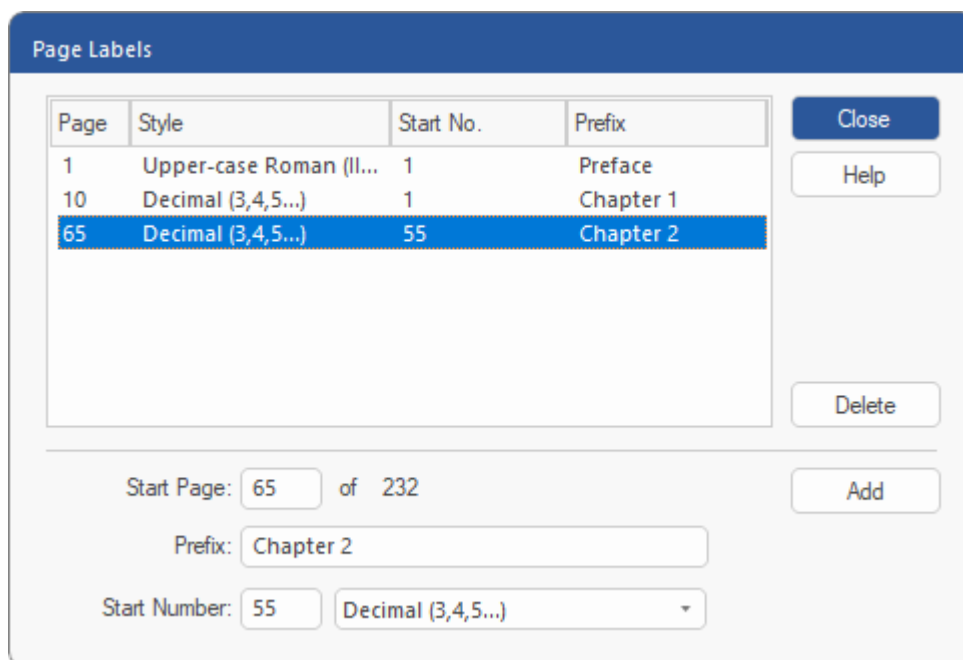
2. The program opens the dialog box **Page Labels**, which is divided into two parts:
   - The top part shows a list of the current page labels in the document.
   - The bottom part is used to edit or add page labels.

3. To edit an existing page label, click on the respective list item. The details of this page label are now displayed in the bottom part of the dialog box.

   Skip this step if you want to create a new page label.

4. The **Start Page** is the first page to which the page label is applied.

   A page label remains in effect until the start page of another page label is reached.

5. An optional **Prefix** is added to each page label, for example, *Appendix*.

6. The **Start Number** is the starting point for the numbering of the page label. This number is always a decimal number, regardless of which numbering format is selected to the right of it in the next step.

   Example:

   To label the first page of an Appendix as *A*, even though it starts, for example, on page 200 of the PDF, set the following: **Start Page** = 200, **Start Number** = 1, **numbering format** = uppercase letters.

7. Use the dropdown list to select a **numbering format** for the labeled pages.

8. Click on **Add** to save any new page labels to the list.

   If the **Start Number** overlaps with existing page labels, the old details are overwritten by the new ones. Otherwise, a new page label will be created.

Page numbering

FreePDF: The *Page numbering* functions are not included in FreePDF.

Pages can be numbered in two different ways:

- Copy a page number field to each page. (For more information, see Copy across pages).

  This option enables you to copy a selection of objects at the same time as the page number (for example, graphics, images, text).

- Add a header and footer to each page. (For more information, see Bates numbering).

  You can specify the text style, but you cannot add graphics or objects.

Using "Copy across pages"

FreePDF: These functions are not included in FreePDF.

This page numbering method uses the copy objects across pages function.

1. Remove existing page numbers (leave a single page number as a pattern for the new numbers if necessary). For more information, see Deleting objects across pages.

2. Select the **Text edit tool** T , and click on an existing text box with a page number.

   Alternatively, create a new text box. (For more information, see Adding new text).

3. Choose the ribbon command **Insert** | group **Text** | **Page number** .

Insert Page Number Field

Numbering Style

- ◉ Simple (1, 2, 3...)
- ◯ Lower-case Roman Numeral (v, vi, vii...)
- ◯ Upper-case Roman Numeral (V, VI, VII...)

Numbering Offset: 0

The font used for the page number must contain all of the characters needed for the pages to which it applies

Help   OK   Cancel
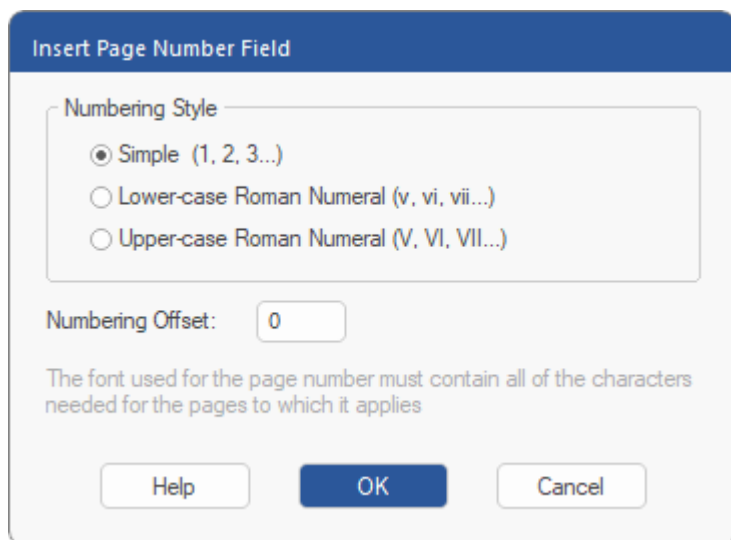
4. Select the **Numbering Style**.

   Note that the font used must contain all the characters required for numbering. Look in the character palette of the font to ensure that this is the case. For more information, see Character Palette/Special characters.

5. Specify the **Numbering Offset**.

   If, for example, you are on page 1 and want the numbering to start at 1, set this value to 0. If you are on page 5 and want the numbering to start at 1, the offset would be -4.

6. Click on **OK**.

7. Copy the text box containing the page number across all pages that you want to renumber. For more information, see Copying objects across pages.

Note

- Page number fields are not updated when pages are added or removed from the PDF. Thus, you should repeat the numbering process on the affected pages.

Bates numbering

FreePDF: The *Bates numbering* functions are not included in FreePDF.

Bates numbering (also known as Bates labeling or Bates stamping) is used in particular in the legal and medical fields in order to place consecutive page numbers, unique identification numbers or date and time stamps on documents.

Numbering documents

1. First, you need to choose PDFs for which you want to perform Bates numbering.

2. Configure the formatting, layout and target area of the numbering.

Layout

FlexiPDF provides six areas to which Bates numbering can be applied – three in the header and three in the footer of each page. You can still adjust the exact positions of the header and footer by adjusting the margins.
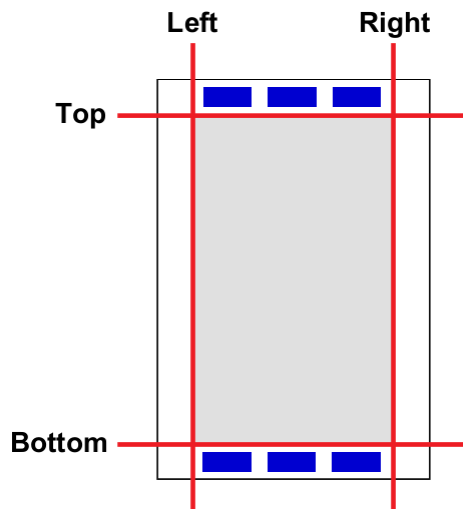
Bates numbering inserts headers and footers with the specified content on each page.

Choosing PDFs

FreePDF: The *Bates numbering* functions are not included in FreePDF.

First, select the PDF files for which you want to perform Bates numbering.

To do so, proceed as follows:

1. Choose the ribbon command **Insert** | group **Text** | **Bates numbering** 1234 .

2. Click on **Add Files** or **Add Folder** to select the PDFs that you want to number.

There is no limit to the number of PDFs that can be numbered.

3. Once you have added the desired files, click on **OK**.

4. Select the folder in which you want to save the numbered PDFs.

> **Note:** Choose a folder other than the one in which the original files are located to ensure that your original files are not overwritten by the numbered versions.

5. The program now displays another dialog box in which you can configure the format of the numbering. For more information, see the next section Formatting.

Formatting

> **FreePDF:** The *Bates numbering* functions are not included in FreePDF.

After you select the files for Bates numbering as described in the previous section, the dialog box **Add Header and Footer** appears.

1. In the **Header** section, enter text in one or more of the three text boxes. This text is placed on the left, in the center or on the top right of each page.

You can enter any static text in the boxes, or you can use the **Bates Number**, **Page Number** and **Date** buttons to insert corresponding fields.

2. Repeat this process for the **Footer**.

The example below shows how the fields in the header and footer can be used:

3. If you place the text cursor in an *inserted field* – as in the figure above – you can click on the **Options** button. Depending on the field, a dialog box opens for:

Bates Number in order to change the number of digits and the start value

Page Number in order to change the numbering format and the start value

Date in order to change the date format used

4. Click on the hyperlink next to **Page Range** to select the pages on which you want to insert headers and footers. This is useful when filling even and odd pages with different content.

5. Use the hyperlink next to **Font and Colour** to change the text style for the header and footer.

6. Check the position of the header and footer by clicking on the hyperlink next to **Page Margin**:

If the check mark is set for **Tie values together** and you enter a value in one field, all other input fields in this dialog box are set to the same value. To change the unit of measurement, see Options: Editing tab.

7. Click on **OK** to begin processing. This process can take a while depending on the number and size of PDFs in the list.

Scanning and OCR

> **FreePDF:** The *Scanning and OCR* functions are not included in FreePDF.

OCR (optical character recognition)

> **FreePDF:** The *Scanning and OCR* functions are not included in FreePDF.

To edit text that exists only as a scanned image or as a vector graphic, you must first apply optical character recognition (OCR) to the relevant pages.

1. Choose the ribbon command **Pages** | group **OCR** | **Recognize text** `OCR`.
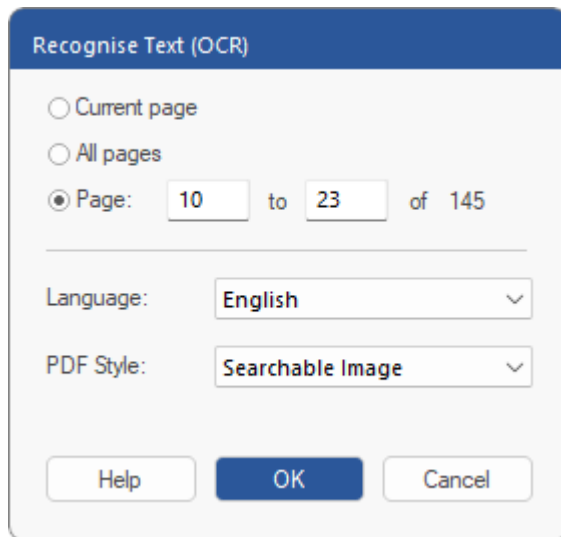
2. Select the pages that you want to process.

3. Select the **Language** in which the scanned text is written.

4. Select the desired **PDF Style**:

   Editable Text if you want to both view and edit the text after the OCR process. This creates a document without graphics or photos, but the text can be edited as usual.

   Searchable Image if you want to maintain the layout of the scanned pages. The recognized text is then hidden, but it is available for the search. If errors occur in the recognition process, they can be rectified with the OCR corrections.

Notes

▪ The OCR process will not run on pages that already contain editable text, as this text does not need to be recognized. This is because the result could never be better, and it would lead to loss of text instead.

▪ If you want to apply the OCR process to only part of the page, copy that part into a new document or a new page and apply OCR on it. Then copy the result back to its original location.
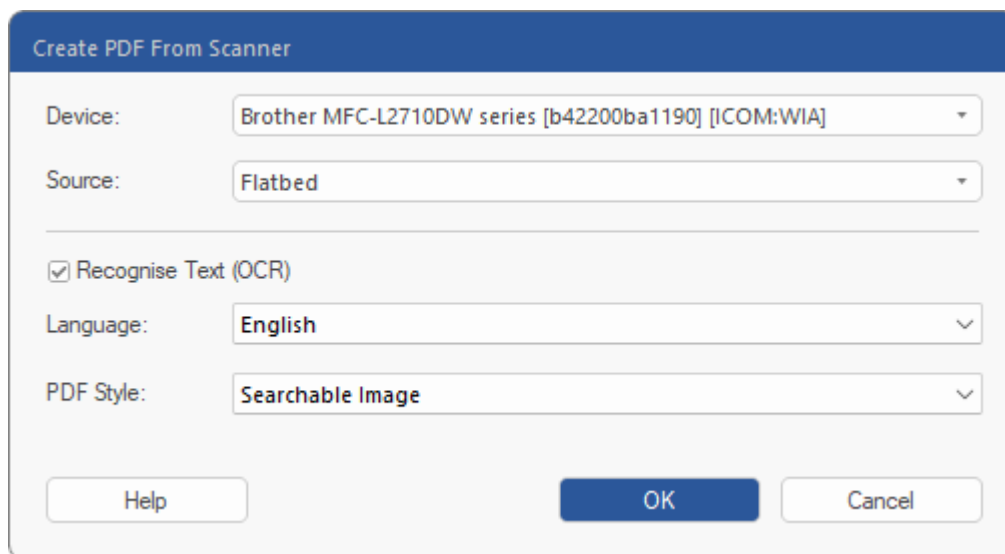
Creating PDF from scanner

FreePDF: The *Scanning and OCR* functions are not included in FreePDF.

If your computer has access to a scanner, you can use it to create a new PDF from a paper document.

1. Choose the command **File | New**, and select **Import from scanner**.

   The program displays the following dialog box:

2. Select your scanner from the dropdown list **Device**.

   This dropdown list is created based on the devices installed on your system.

3. If your device has an automatic document feeder for automatic scanning of multiple pages, you can use this by selecting the entry **Automatic Document Feeder** for **Source**.

4. To convert words from the scanned document into editable or searchable text instead of just creating a "photo", make sure that **Recognise Text (OCR)** is selected. If you are scanning a photo without text, do not enable this option and skip the next steps.

5. Select the **Language** of the text of the scanned document. This helps FlexiPDF to recognize the words correctly.

6. Select the desired **PDF Style**:

   Editable Text if you want to both view and edit the text after the OCR process. This creates a document without graphics or photos, but the text can be edited as usual.

   Searchable Image if you want to maintain the layout of the scanned pages. The recognized text is then hidden, but it is available for the search. If errors occur in the recognition process, they can be rectified with the OCR corrections.

OCR corrections

FreePDF: The *Scanning and OCR* functions are not included in FreePDF.

Some scan programs place scans as images in PDF files, but they also add their textual content invisibly behind the images. This allows the scanned pages to retain their original layout, but the program can still search for text in them.

FlexiPDF also does this on request if you select the option "Searchable Image" for **PDF Style** when performing OCR.

In order to correct errors in this hidden text, you can make the text visible in FlexiPDF:

1. Open the PDF that you want to correct.

2. Choose the ribbon command **Pages** | group **OCR** | **OCR corrections** ▼ | **Start**.

   You must confirm your selection because OCR mode can change a document substantially.

   Important: Always make sure that you have a backup file of the PDF before you start this mode.
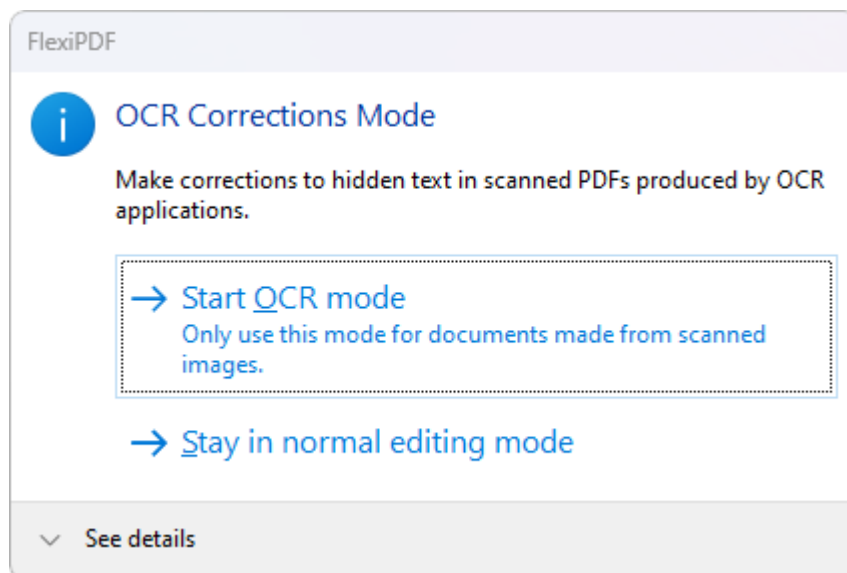
3. Select **Start OCR mode** to begin.

The hidden text becomes visible, and the scanned image fades to make editing easier.

4. You can now edit the text while making reference to the original content in the image.

5. After all corrections have been made, choose **Pages** | group **OCR** | **OCR corrections** ▾ | **Finish**.

   The OCR text including any edits you made will become invisible and the scanned image will be displayed in its normal colors.

If the OCR text remains visible

If you find unwanted text fragments in your document, choose the ribbon command **Pages** | group **OCR** | **OCR corrections** ▾ | **Hide all text**. As a result, the text will become invisible, even if it was not originally hidden.

> **Important:** This operation cannot be undone – ensure that you first save a backup file of your document.

Notes

- If your document also contained non-OCR text after scanning, it will also become invisible at the end of the correction process.

- If the Text edit tool **T** is enabled, you can use the command **Text box boundaries** T (on the ribbon tab **View** | group **View**) to view the boundaries between the different text blocks.

- You can change the Color of the OCR text to make it easier to distinguish it from the background image. This will not affect the finished PDF file.

Document operations

Creating a document

FreePDF: The functions for *creating new documents* are not included in FreePDF.

FlexiPDF can create the following files:

▪ A new blank PDF, see below
▪ A new PDF from scanner
▪ A new PDF portfolio

To create a new blank PDF:

1. Choose the command **File | New** and select **Blank**.

   The program displays the following dialog box:

   ![New Document dialog box with Number of new pages set to 1, Page Size options Built in (US Letter), Portrait, Landscape, Custom with Width 21.59 and Height 27.94 in cm units, Open in new window checkbox, and Help, OK, Cancel buttons]
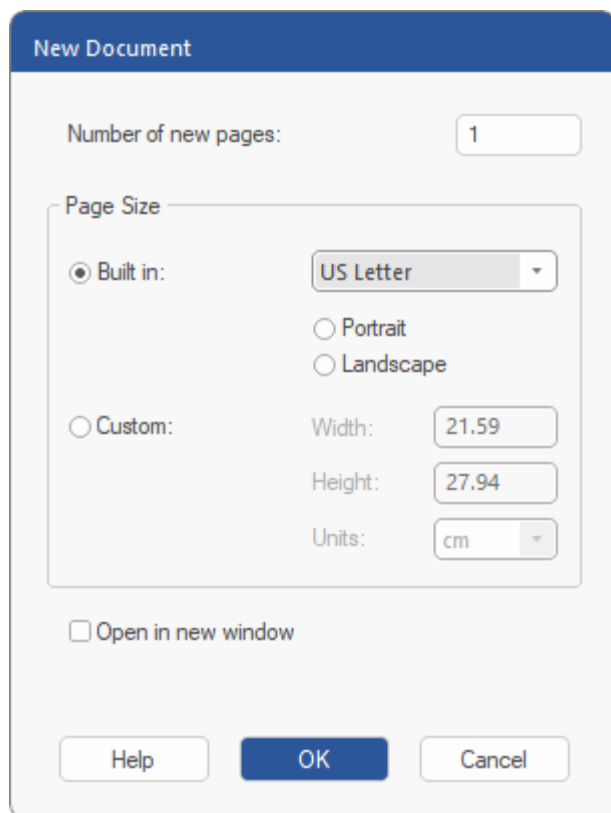
2. Select the **Number of pages** in the new document.

3. Set the **Page Size** of the new document.

   Select a standard size from the dropdown list **Built in** or set a custom size for **Custom**.

4. If you want to keep the current document open, enable **Open in new window**. This is practical if you want to copy objects from the current document to a new one.

Joining documents

FreePDF: The *Join documents* function is not included in FreePDF.

FlexiPDF can join multiple PDF files into a single document.

To do so, choose the ribbon command **Document** | group **Edit** | **Join** .

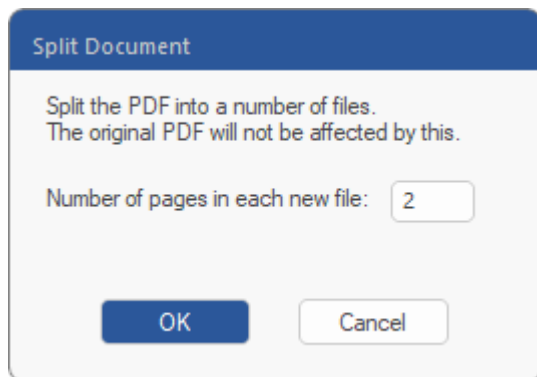For more information, see Joining PDF files.

Splitting a file into multiple documents

FreePDF: The *Split documents* function is not included in FreePDF.

FlexiPDF can split PDFs into new documents, each with a given page number.

1. Choose the ribbon command **Document** | group **Edit** | **Split** .

2. Enter the number of pages in each new document.

3. Select a folder for the new PDFs.

Drag and drop

FreePDF enables you to insert files into a PDF document via **drag and drop**.

Dragging a single PDF into the document window

By dragging and dropping a single PDF file into an open PDF document, you can:

- open the file in a separate new tab of the current program window
- open the file in a separate new program window
- insert the pages of the PDF into the current document
- place one page of the PDF onto a page of the current document
- compare both PDFs side by side and scroll synchronously, but only if they have the same number of pages

> **FreePDF:** The last two options are not available in FreePDF.

Dragging multiple files into the document window

By dragging and dropping multiple files into FreePDF's program window, you can:

- open the files in separate new tabs
- join multiple PDFs into a single PDF (only possible if all files are PDFs)
- create a new portfolio document (single PDF that contains other files)
- add images to the current page (only possible if all files are images)
- create a new PDF photo album with one image per page (only possible if all files are images and no document is currently open in FreePDF)
- compare PDFs side by side and scroll synchronously (only possible if two PDF files with the same number of pages are stored)

> **FreePDF:** The functions *Join multiple PDFs*, *Portfolio* and *Compare PDFs side by side* are not available in FreePDF.

Document properties

You can display a summary of all settings, dates, authors and other information about the current PDF file.

To do so, choose the command **File | Properties** , and the following dialog box will appear:

This data is saved in a machine-readable format in the PDF file.

- Click on the hyperlink next to **Modified** to open the change log of the PDF.

- Click on the hyperlink next to **Security** to open the dialog box Document Security.

- **Resource Page** indicates whether the PDF has an embedded resource page.

- The **Creator** and **Producer** fields contain read-only values that cannot be changed by the user. If a document was edited with FreePDF, "FreePDF" is entered for the Creator.

- You can enter your own information in the white fields (Title, Author, etc.).

Notes

- If the current document is part of a portfolio, the dialog box will display the properties of the superordinate portfolio PDF in which the document is located.

- To see the properties of individual documents within the portfolio, however, select an item in the **Portfolio** sidebar and click on **Properties** 📇 at the top of the bar.

  If the selected item within a portfolio is not a PDF, Properties 📇 shows only the basic properties of this file.

Track changes

Text that was edited in the PDF file can be highlighted in color by FlexiPDF. (For more information, see the next section Highlighting changes.) Highlighting edits in color is not available in FreePDF, but edits can be displayed in the change log. This also includes edits from previous sessions.

It also notes the author, the page number and the date of all changes in a change log.

Note: If you finish your work with the command **File | Save as | Save as final**, the highlighting in color and the data in the change log will no longer be displayed the next time you open the file. If you want this data to remain visible in the document, finish your work with the command **File | Save** or by simply closing the file.

Highlighting changes

**FreePDF:** The *Highlight changes* function is not available in FreePDF.

Text that was edited in the PDF file can be highlighted in color. This highlighting is only visible in FlexiPDF and not in other PDF viewers.

Proceed as follows:

1. Choose the command **File | Options**.

2. Switch to the **Editing** tab.

3. Make sure that **Show changed text in** is selected and select a color from the dropdown list.
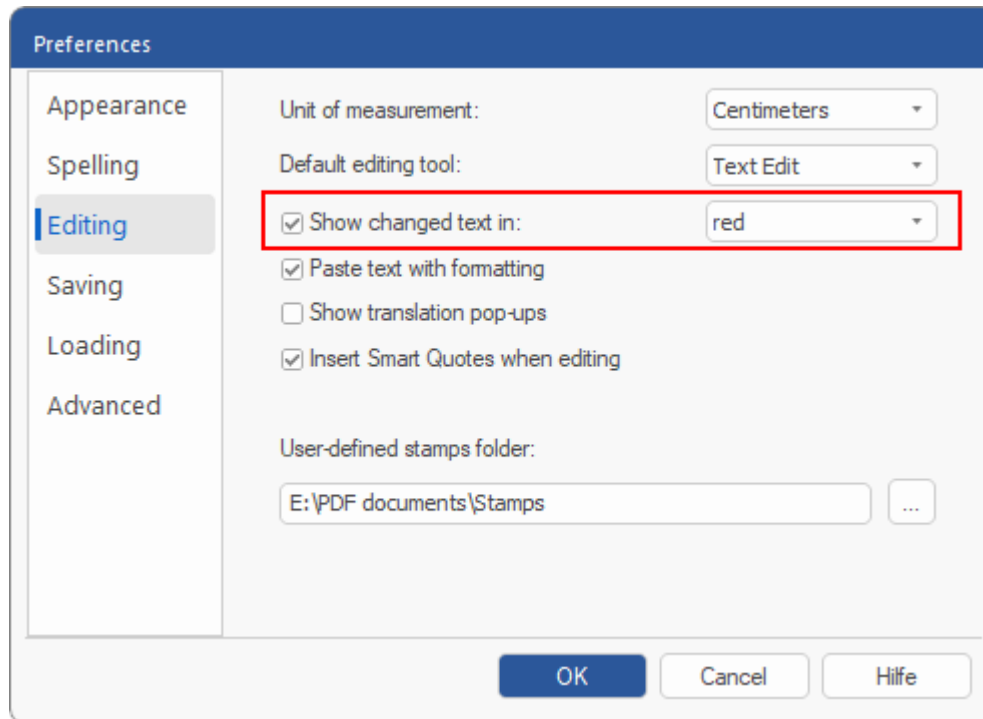
Tip: You can also enable or disable the option **Show changed text** directly on the ribbon tab **Review** | group **Track changes**.

Change log

The **change log** records the date, user name and modified pages. Modifications made by other PDF editors are not recorded.

Choose the ribbon command **Document** | group **Extras** | **Change Log** to display this information.

Change Log

Date	UserName	Pages	
14:13:58, Fri/Nov/26, 2010	Guy Bu...	1	
14:55:40, Tue/Nov/30, 2010	Guy Bu...	1	
15:27:56, Tue/May/11, 2021	Thomas	2	
16:42:11, Fri/May/14, 2021	Thomas	7	
16:42:37, Fri/May/14, 2021	Thomas	1	
16:12:03, Wed/Sep/25, 2024	Thomas	3	

Last modified using: FlexiPDF 2025.401.0, Win
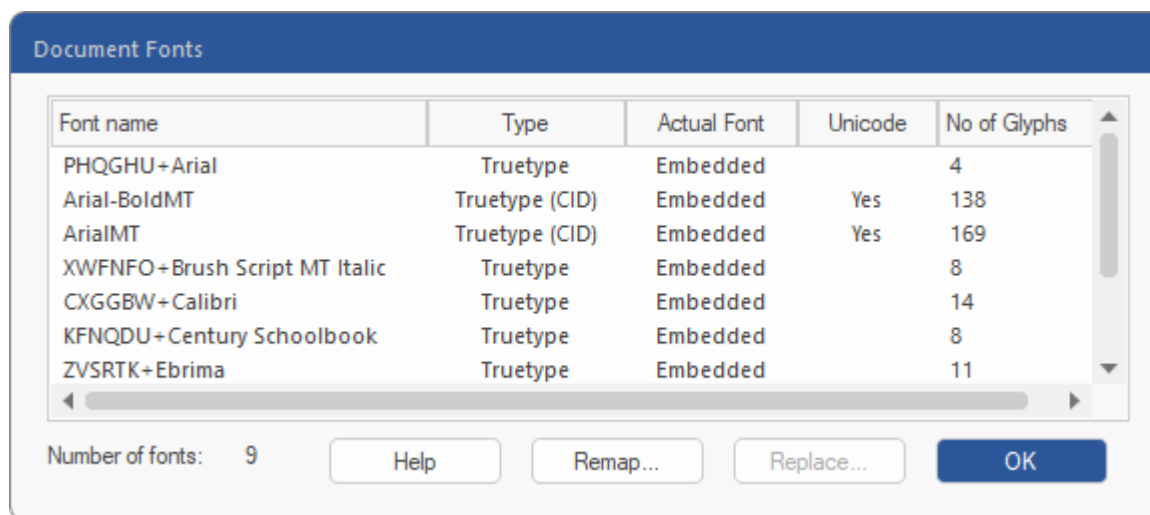
[Help] [OK]

Font list

FreePDF: The *Document fonts* function is not included in FreePDF.

FlexiPDF can display all fonts in a PDF and additional information about their properties.

1. Choose the ribbon command **Document** | group **Extras** | **Fonts** ▼ | **Document fonts**.

   The following dialog box appears with the font list:

   Fonts that were first used during the current session will only appear after the PDF document has been saved.

   Information is displayed in the following columns:

   ▪ **Font name**

   Names with the prefix XXXXXX+ represent subsets of fonts (embedded only with a subset of their full character set).

   ▪ **Type**

   This is the format of the font. There are many formats that may be used within a PDF: TrueType, Type1, Type3, OpenType, etc.

   ▪ **Actual Font**

   Embedded indicates that the characters required by the PDF are included in the PDF.

   To save disk space, fonts are not always included directly in the PDF. If not embedded, FlexiPDF uses one of your computer's system fonts to display the text. This can result in a loss of fidelity. The list then displays the name of the replacement font that was used.

   ▪ **Unicode**

   This is the character encoding of the font. Most fonts are encoded in Unicode.

   ▪ **No. of Glyphs**

This is the number of glyphs (shape description of characters) which are defined by the font. To save disk space, sometimes only definitions of the glyphs actually used are included in the PDF.

2. Select a font and click on **Replace** to open the dialog box Find and Replace Font.

3. Select **Remap** to reassign the glyphs to the font. For more information, see Remapping fonts.

Note

▪ While you are editing text, you can use the ribbon command **Insert | group Text | Symbol** to display all glyphs of the current font. For more information, see Character Palette/Special characters.

Problem report

**FreePDF:** The *Problem report* function is not included in FreePDF.

FlexiPDF can check for two types of errors in your edited PDFs:

A. **Overset text:** If there is too much text in a text box (Text overflow) and the overflowing text is no longer displayed.

B. **Auto-fit Size Change:** If automatic text fitting has been applied to a text box and the text has been resized by more than 10%.

FlexiPDF always checks for problem A when you save the PDF. Otherwise, you can use the ribbon command **Document | group Extras | Problem report** ⚠ at any time to perform checks.
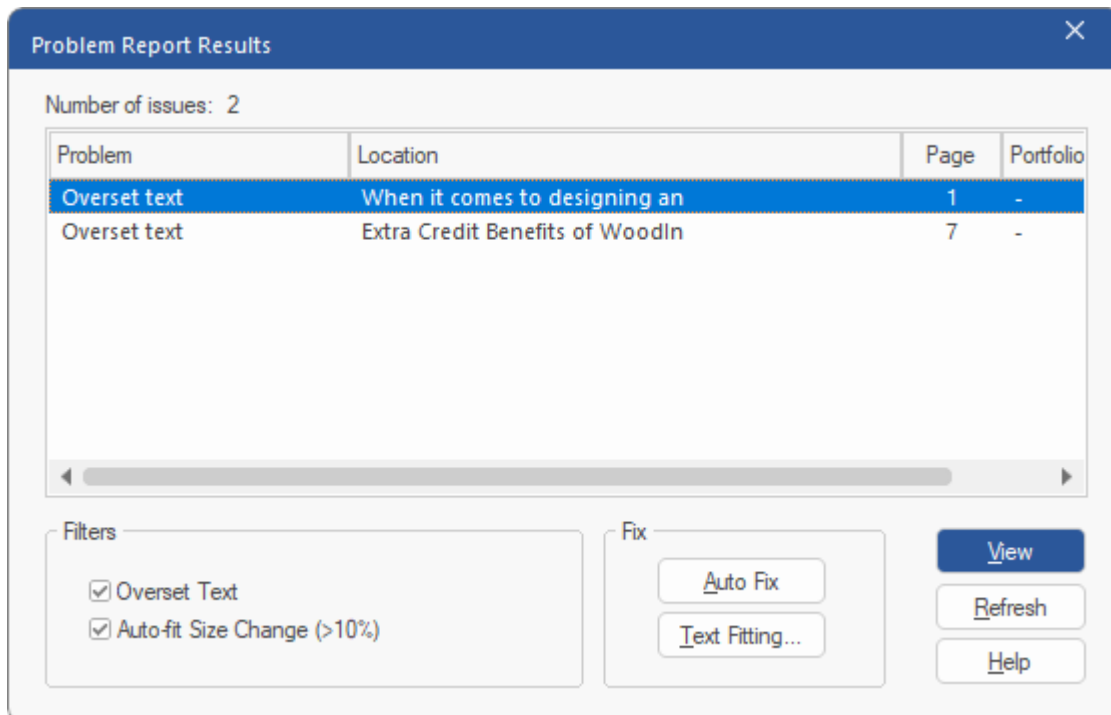
Problem report when saving

You may see a warning when you save a PDF:
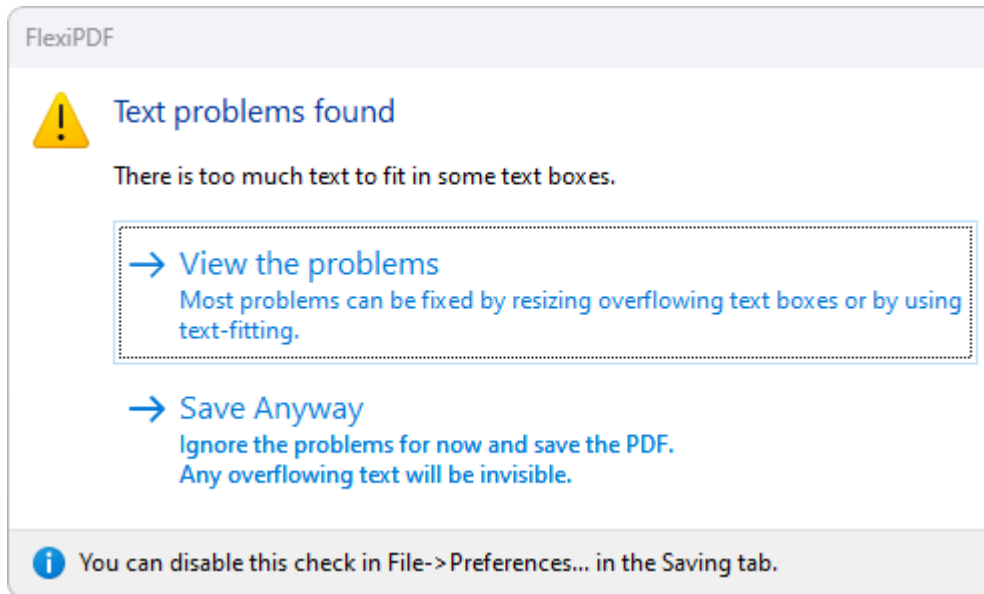
Click on **Save anyway** to ignore the problems and save the PDF, or use **View the problems** to view the results as shown in the window below.

Problem Report Results

- Double-click on a problem to view it in the PDF.

- Click on the **Filter** checkboxes to show or hide different types of errors:

  Overset text: If there is too much text to fit in a text box

Auto-fit Size Change >10%: If the text size was automatically adjusted by more than 10 percent to enable the text to fit in the box.

- If you are making a change to the PDF (to resolve a problem), press **Refresh** to update the list of problems.

Solving problems that were identified in the problem report

To resolve problems, double-click on the relevant item in the list (or click on the **View** button). This selects the item in the PDF. You can now proceed as follows:

1. Resize the relevant text box to create more space for the text.

2. Edit the text to change its length.

3. Click on **Auto Fix** to apply the automatic text fitting. This slightly corrects the size of the text so that it fits in the text box. If this function is not available, it means that the automatic fitting has already been performed. In this case, click on **Text Fitting**.

4. The **Text Fitting** button enables you to change certain settings in order to achieve better text resizing.

   Note: The specified automatic text fitting only applies to the selected text box.

Reducing file size

FreePDF: The *Resample images* function is not included in FreePDF.

You can reduce the size of PDF files by reducing the quality of the images they contain. For more information, see Resampling images.

Protecting documents

With FreePDF, you can make security settings for your PDF using the **Document security** function. With FlexiPDF, you also get a number of other security functions for your documents.

- For example, you can insert a copy of your handwritten signature as described in Signatures (not included in FreePDF). This looks nice, but it provides no real protection.

The following methods are more suitable and will be explained in the next sections:

- **Document security**

  You can use these security settings to restrict what other users can do with your PDF. For example, you can prevent editing or printing of your PDF with a simple password.

  However, people may still manage to bypass this type of protection if they know how to do it.

- **Digital signatures** (not included in FreePDF)

  You can digitally sign your PDF file. Anyone who receives a signed PDF can easily recognize if it has been modified since it was originally signed. This form of guarantee is difficult to outwit and is normally used for legal documents.

- **User restrictions** (not included in FreePDF)

  You can set up user restrictions for your PDF file and thus limit any editing of the document to the actions that you specify.

Document security

PDF security settings enable you to specify what other users can do with your PDF file. For example, you can prevent editing or printing. Depending on the level of security that you set for the PDF file, it can be very difficult to circumvent it without the correct password.

Choose the ribbon command **Document** | group **Protection** | **Security** to display the current security settings of the document.

If the document is protected, most of the options in the dialog box will be grayed out. However, they still indicate the active protection status, for example, whether editing is allowed or not.

- If you select **Unlock**, you can change the security settings. If the PDF is protected with a **Master** password, you must enter it now. If you don't know it, you can't change the security settings.

Passwords

- **User** (Required to open a document)

  If this option is enabled, a password must be entered before the PDF can be viewed or printed. The PDF cannot be viewed in any PDF viewer without entering a password.

- **Master** (Required to change security settings)

  If this option is enabled, a password must be entered to adjust the security settings of the PDF. The PDF can still be viewed without a password, and it is possible to perform actions that were declared permissible by means of the settings. Please note that some PDF viewers ignore these restrictions, which means that the PDF could be changed against the author's will.
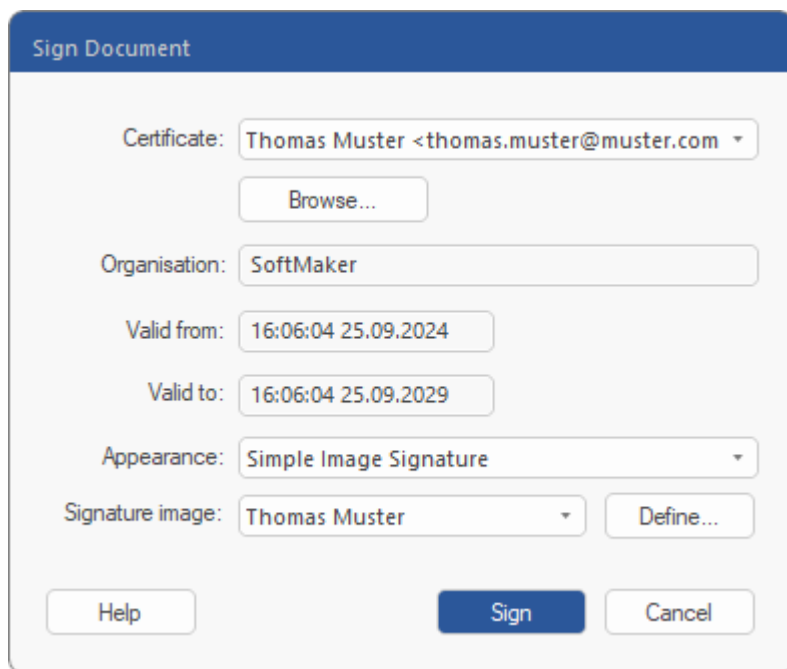
Digital signatures

FreePDF: Adding a *digital signature* is not possible in FreePDF.

By signing your PDF file with a digital signature, others can see whether the PDF was changed by a third party after it left your computer.

To avail of this option, you need a security certificate contained in a PFX file. These certificates can be purchased in many different places.

Signing a PDF file

1. Select the **Add tool** 🗝️ on the ribbon tab **Document** | group **Digital signature**.

2. Use your mouse to drag a box around the area in which your signature is to be displayed.

    First, switch to the desired page or zoom into the text to find the perfect spot before dragging the box.

3. After drawing the box, the dialog box "Sign Document" is displayed.

4. In the dropdown list **Certificate**, select the certificate that you want to use to sign the PDF file.

    If you do not have a certificate (a PFX file), you can purchase one in various places on the Internet. You can buy a certificate from third-party providers or create your own free certificate (useful for test purposes). A search for "buy digital signing certificate" should return suitable results.

5. Click on the **Browse** button to add a new certificate to the list.

6. In the dropdown list **Appearance**, select how your signature should appear on the page.

More types of appearances will be added in future versions of the software.

7. Select an entry in the dropdown list **Signature image**. This is a scanned image of your handwritten signature. If the dropdown list is empty, you can now specify an image file by clicking on **Define**. For more information, see also Creating signatures.

8. Click on the **Sign** button and your signature will be almost complete. The final step is saving your PDF file.

Anyone viewing your signed PDF can then see if anyone other than you has subsequently edited the PDF file.

How to trust a signed PDF

When you open a PDF that has been digitally signed, FreePDF will show you some information about it. This will help you to decide if you can trust the integrity of the PDF content.
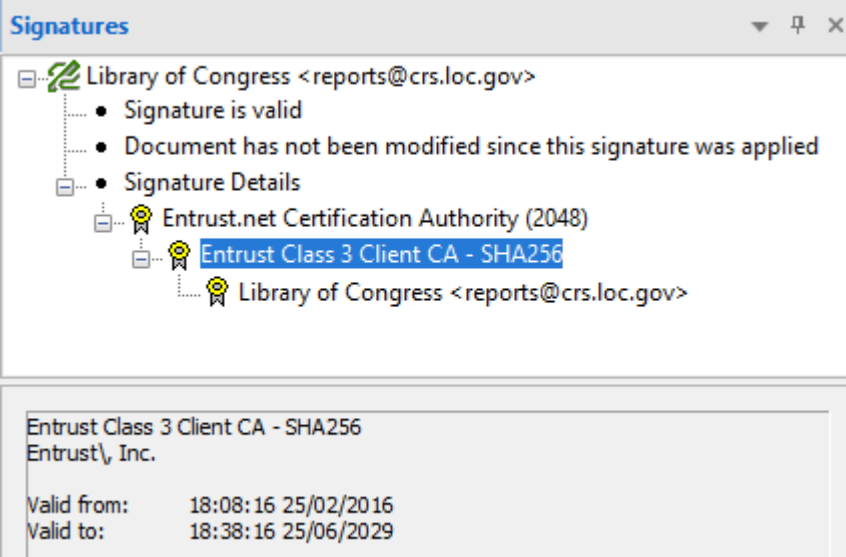
Green signal: This indicates that the PDF is signed, the certificate used has been verified, and the PDF has not been edited since it was signed.

Red signal: If you see this signal, you should proceed with caution – the content of the PDF file may no longer be the same as it was with the original signature. Alternatively, it could have been signed with an invalid certificate.

Signature details

For a detailed overview of the digital signature that was applied to a PDF, open the **Digital signatures** sidebar.

To do so, choose the ribbon command **View** | group **Window** | **Sidebars** ▼ | **Digital signatures**.

A PDF can have multiple signatures and each signature can have its own certificate. In the "Signatures" sidebar shown here, you can view the details and the validity of each link in the chain.

Adding new trusted certificates

You may receive a signed PDF that includes a certificate which you have never seen before. If you are convinced of the authenticity of the certificate (for example, if it comes from a trusted friend or colleague), you can add it to a list of trusted certificates. This means that the next time you receive a similarly signed PDF, FreePDF will assume that this certificate can be trusted.

In the example shown above, the bottom three entries in the signature tree are individual certificates:
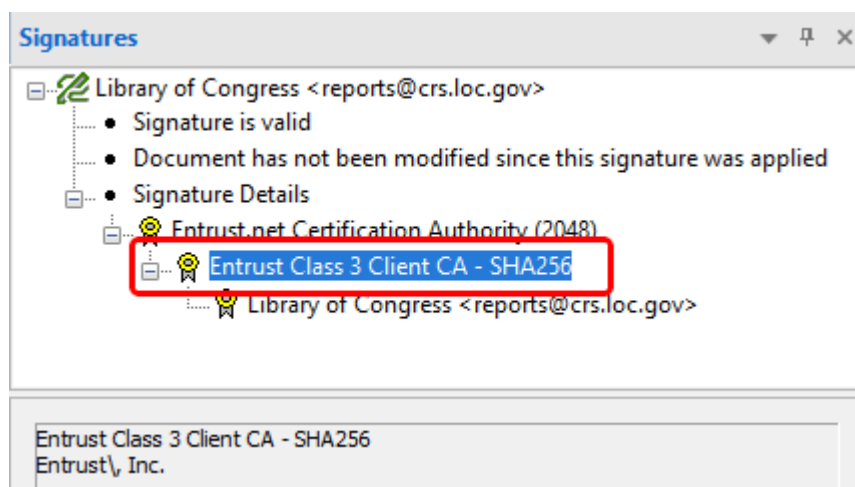
If any of these three certificates are currently untrusted, you can click on them individually and then click on the **Add** button. Make sure that the certificates you are adding are truly trustworthy before you do so.

For more information, see [Managing trusted certificates](#).

Managing trusted certificates

FreePDF: The *Manage certificates* function is not included in FreePDF.

You can add trusted certificates to a list so that FlexiPDF knows about them in future. You should only do so if you are sure of the origin of a certificate.

To mark a certificate as "trusted", proceed as follows:

- Click on the certificate in the **Signatures** toolbar and then on **Add**.

  If the sidebar is not shown, open it with the ribbon command **View** | group **Window** | **Sidebars** ▾ | **Digital signatures**.

- Alternatively, use the ribbon command **Document** | group **Digital signature** | **Manage certificates** 🎖 to open the dialog box "Manage Trusted Certificates", and click on **Add** there.

Lists of trusted certificates

FlexiPDF uses publicly available lists of trusted certificates to identify when a signed PDF might be a cause for concern. To ensure that you have the latest information about which certificates can be trusted, you should update your copy of the lists occasionally.

To update the public list of trusted certificates, proceed as follows:

1. Use the ribbon command **Document** | group **Digital signature** | **Manage certificates** to open the dialog box "Manage Trusted Certificates".

2. Click on the **Update now** button.

User restrictions

FreePDF: The *User restrictions* function is not included in FreePDF.

You can set up user restrictions for your PDF file and thus limit any editing of the document to the actions that you specify.

To do so, choose the ribbon command **Document** | group **Protection** | **User restrictions** , and set a check mark in front of the desired option in the following dialog box.

Portfolios

A portfolio (in PDF terms) is a convenient way of bundling a collection of related documents into a single container document. These documents don't necessarily have to be PDFs; a portfolio can also contain images, videos, audio files, Office documents and text files.

Portfolios are a relatively new addition to the PDF specification and are generally only supported by the latest PDF viewers.

Creating a portfolio

FreePDF: The function for *creating portfolios* is not included in FreePDF.

To create a new portfolio, proceed as follows:

1. Choose the command **File | New** and select **New portfolio**.

2. Create a list of the files which you want to add to the new portfolio. This dialog box is used in a similar manner to the dialog box Join Files.

3. Click on **Create** and then enter a document name for the new portfolio.

Note

- You can change the order of items in an existing portfolio by moving the thumbnails in the **Portfolio** sidebar with the mouse.

Tip: Use the ribbon command **View** | group **Window** | **Sidebars** ▼ | **Portfolio** to show the **Portfolio** sidebar.

Adding items to a portfolio

FreePDF: The *Add items to portfolio* function is not included in FreePDF.

You can add documents to existing portfolios.

1. Open an existing portfolio document in FlexiPDF.

2. If the **Portfolio** sidebar is not shown, enable it with the command **View** | group **Window** | **Sidebars** ▼ | **Portfolio**.

3. You can then proceed as follows:

   ▪ Click on the **Add items** icon at the top of the Portfolio sidebar.

     or

   ▪ Drag and drop one or more files in the Portfolio sidebar. Once added, you can change the order of the documents by moving the thumbnails in the Portfolio sidebar with the mouse.

Deleting items from a portfolio

FreePDF: The function for *removing items from a portfolio* is not included in FreePDF.

You can delete items from an existing portfolio:

1. Open the portfolio with FlexiPDF.

2. If the **Portfolio** sidebar is not shown, enable it with the command **View** | group **Window** | **Sidebars** ▼ | **Portfolio**.

3. Click on the item that you want to delete.

4. Press **Del** on your keyboard or click on the **Remove items** icon at the top of the Portfolio sidebar.

Extracting items from a portfolio

FreePDF: The function for *exporting items from portfolio* is not included in FreePDF.
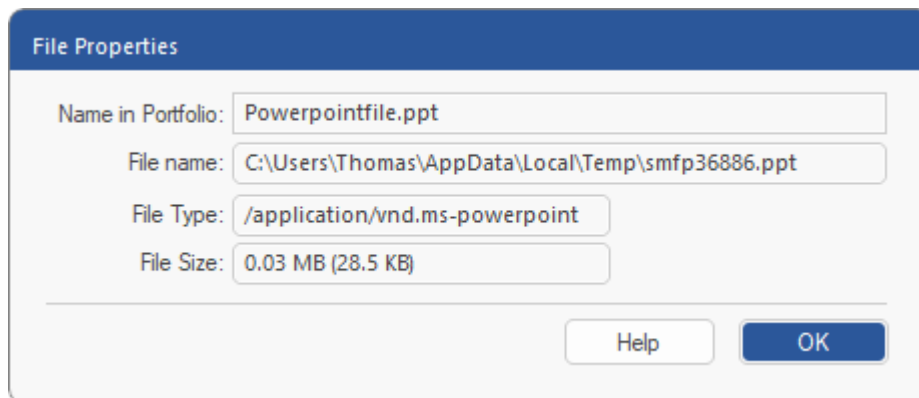
You can extract documents from the portfolio into separate files.

1. Open the portfolio document in FlexiPDF.

2. If the **Portfolio** sidebar is not shown, enable it with the command **View** | group **Window** | **Sidebars** ▼ | **Portfolio**.

3. Click on the item that you want to extract.

4. Click on the **Export items from Portfolio** icon at the top of the Portfolio sidebar.

5. In the dialog box, set a check mark for the documents that you want to export.

6. Specify a file name for the copy of the extracted file. The original file will not be removed from the portfolio.

Properties of items in portfolios

For more information on an item in a portfolio, proceed as follows:

1. If the **Portfolio** sidebar is not shown, enable it with the command **View** | group **Window** | **Sidebars** ▼ | **Portfolio**.

2. Click on an item of the current portfolio in the Portfolio sidebar.

3. Click on **Item properties** 🗎 at the top of the Portfolio sidebar.

4. If the document is a PDF, the dialog box <u>Document Properties</u> will be displayed. If it is not a PDF, the program will display a small information dialog box with basic information about the file.

File Properties	
Name in Portfolio:	Powerpointfile.ppt
File name:	C:\Users\Thomas\AppData\Local\Temp\smfp36886.ppt
File Type:	/application/vnd.ms-powerpoint
File Size:	0.03 MB (28.5 KB)

Help   OK

5. To view the item itself (if it is not a PDF), click on **Open media** in the document window.

Note

- To display the document properties of the superordinate portfolio PDF (i.e. the properties of the "container"), choose the command **File | Properties**.

Comments

FreePDF enables you to insert comments (notes, stamps, text highlights) anywhere in your document, for example, to make annotations such as approvals or editorial comments. The existing comments of the document can be clearly displayed in the **Comments** sidebar.

For more information on the different methods available, see the following pages.

List of comments

FreePDF provides an overview of all comments (notes, stamps, text highlighting) in the PDF.

- Choose the ribbon command **View** | group **Window** | **Sidebars** ▾ | **Comments** to show the **Comments** sidebar. The displayed list is divided into three sections, each containing the same information sorted by:

  - Page
  - Comment Type
  - Author

  Click on the names of the groups to the right of the gray squares to expand them as shown below. Click on them again to collapse them.
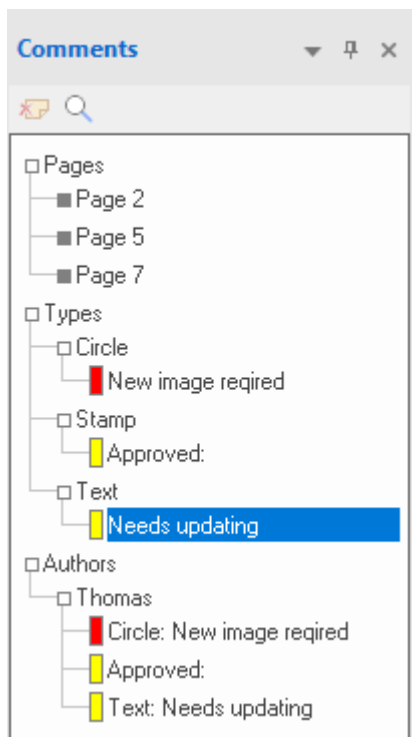
Here, you can perform the following actions:

- Click on a comment in the list to go to the page where it was inserted.

- Click on a comment in the list, and then click on the **Delete comment** icon at the top to remove it from the document.

- Click on the **Find** icon at the top to open the dialog box Find and Replace in Comments.

- When you edit a comment in the document, the display in the Comments sidebar will be updated accordingly.

- You can grab the comment bar with your mouse and dock it on to any side of the FreePDF program window. Alternatively, you can convert the Comments toolbar into a floating window by dragging it away from the edge of the program window.

Note

- To change the user name for comments, choose the command **File | Options**, switch to the **Saving** tab, and enter the new name in the **User name** field.

Sticky notes

You can add comments in the form of "sticky notes" to your PDFs and edit them later. These are small windows in which you can include short notes, such as corrections.

A sticky note consists of the following:

1. A standard icon , although there are also some alternative symbols available. (For more information, see Properties of sticky notes.) Double-click on the icon to open its associated note window for the comment text.

2. An entry in the Comments sidebar.

Notes

- Sticky notes are not printed, even if the check mark is set for "Print annotations" in the dialog box of the command **File | Print**.
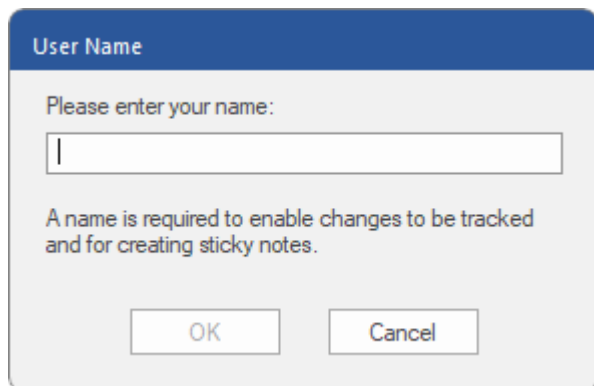
Adding sticky notes

Insert a sticky note as follows:

1. Choose the ribbon command **Insert** | group **Annotations** | **Note** | **Sticky note** .

2. Place the sticky note in the document using the left mouse button.

   Note: If, under **File | Options**, you have not yet entered a user name on the **Saving** tab, FreePDF now prompts you to do so:

   This user name is mentioned in each new comment that you insert.

3. After you have placed the sticky note in the document, the associated note window will open. Enter your comment text here.

4. To exit note mode, press **Esc** on the keyboard or select another tool in the Quick access toolbar.

Subsequently editing comment

If you want to edit your comment again later, proceed as follows:

1. Select the **Hand tool** in the Quick access toolbar.

2. Double-click on the sticky note icon.
   Alternatively: Right-click on the icon to open the context menu and select **Open Note**.

3. In the note window, enter the desired comment text and confirm with **OK**.

Deleting sticky notes

Sticky notes can be deleted by means of the [Comments sidebar](). This removes them from the document.

However, you can also proceed as follows:

1. Select the **Hand tool** in the Quick access toolbar.

2. In the document, click on the sticky note that you want to delete.

3. Press the **Backspace key** or the **Del** key on your keyboard.
   Alternatively: Right-click on the sticky note icon, and select **Delete** in the context menu.

Properties of sticky notes

You can change the properties of a sticky note using the dialog box **Note Properties**:

1. Select the **Hand tool** in the Quick access toolbar.

2. In the document, right-click on the sticky note icon and select **Properties** in the context menu.

3. In the top area of the dialog box, you can change the motif and the color of the sticky note icon in the **Appearance** section. In the lower area, you can change the author and assign a title.

Graphic notes

In addition to simple sticky notes, there are also graphic notes. These combine a drawing with a comment window and are used to draw attention to certain elements on the page.

A graphic note consists of:

1. A bordered triangle, circle, polygon, freehand shape or line. Double-click on the shape to open the associated window and enter a comment.
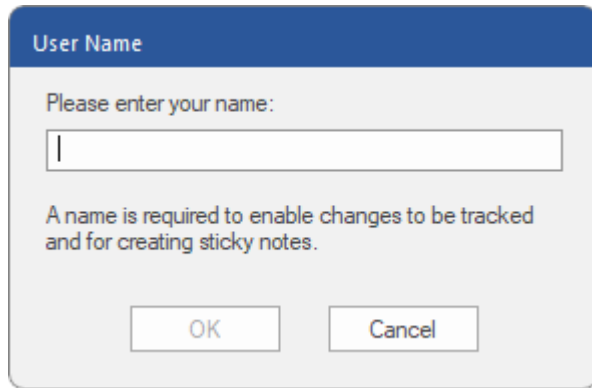
2. An entry in the Comments sidebar.

Note

▪ Graphic notes are printed with the PDF if the check mark is set for "Print annotations" in the dialog box of the command **File | Print**. However, the contents of the comment window are not printed.

Adding graphic notes

Insert a graphic note as follows:

1. Choose the ribbon command **Insert** | group **Annotations** | **Note** .

2. In the menu that appears, select one of the tools for notes and place the graphic note in the document using the left mouse button.

   Note: If, under **File | Options**, you have not yet entered a user name on the **Saving** tab, FreePDF now prompts you to do so:

This user name is mentioned in each new comment that you insert.

3. The different drawing shapes for graphic notes can be placed in the document as follows:

 Drag out a box depicting the final size of the shape. Hold down the **Shift** key as you drag in order to draw a square or a circle.

 Click on the page and drag the first line. Clicking again will result in the next line segment, which is connected to the previous one. Double-click to complete the polygon.

 Hold down the left mouse button and draw a freehand shape on the page as if you were using a pencil.

 Click on the page and drag out a straight line. While dragging, hold down the **Shift** key to align the line in 45-degree increments.

4. Double-click on the shape you created in order to enter your comment text in the note window.
   Alternatively: Right-click on the shape for the context menu, and select **Open Note**.

5. To exit note mode, press **Esc** on the keyboard or select another tool in the Quick access toolbar.

Deleting graphic notes

Graphic notes can be deleted by means of the Comments sidebar. This removes them from the document.

However, you can also proceed as follows:

1. Select the **Hand tool** in the Quick access toolbar.

2. In the document, click on the graphic note that you want to delete.

3. Press the **Backspace key** or the **Del** key on your keyboard.
   Alternatively: Right-click on the graphic note, and select **Delete** in the context menu.

Properties of graphic notes

You can change the properties of a graphic note as follows:

1. Select the **Hand tool** 🖐 in the Quick access toolbar.

2. In the document, right-click on the graphic note and select **Properties** in the context menu.

3. In the top area of the dialog box that opens, you can apply a fill color as well as adjust the line color and line width in the **Appearance** section. You can also specify the opacity of the graphic note – which is practical if you want the content underneath to show through it. In the lower area, you can change the author and assign a title.

Stamps

FreePDF offers you a number of predefined stamps (graphic labels) that you can insert, enlarge and combine with a comment window. You also have the option of creating user-defined stamps.
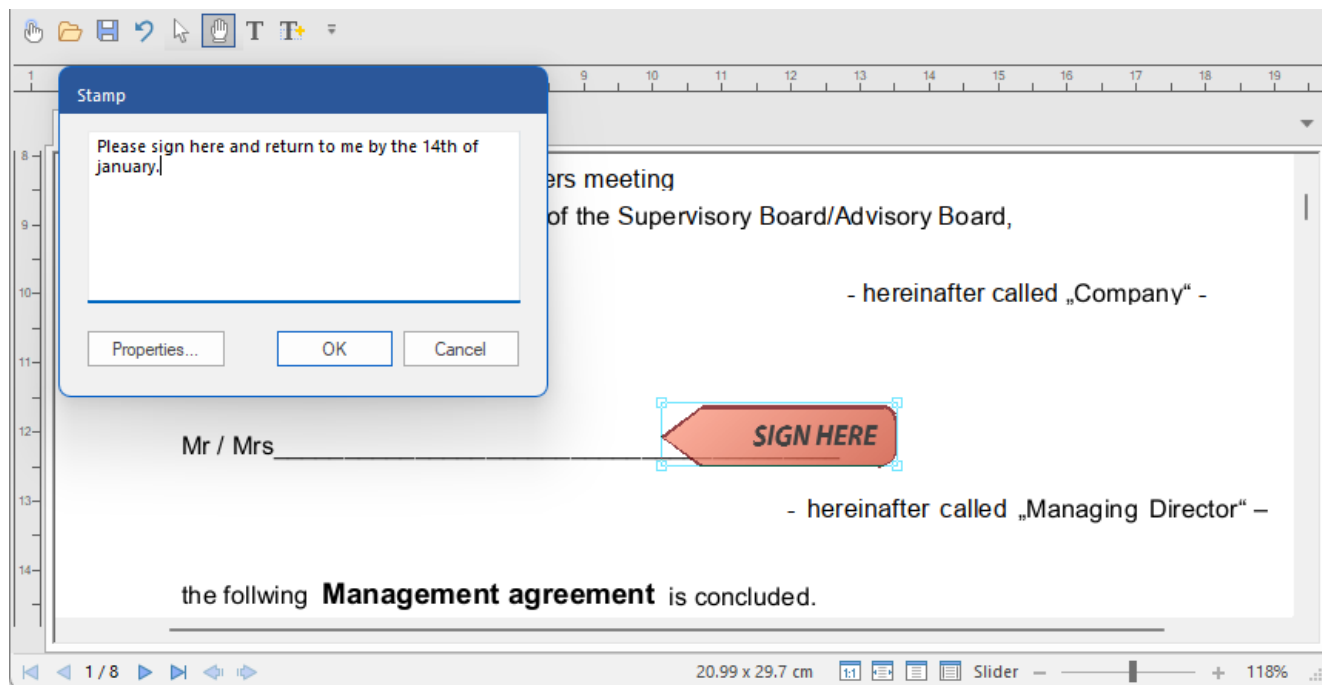
*An example of the **SIGN HERE** stamp with the associated comment window*

Note

- Stamps are printed with the PDF if the check mark is set for "Print annotations" in the dialog box of the command **File | Print**. However, the contents of the comment window are not printed.
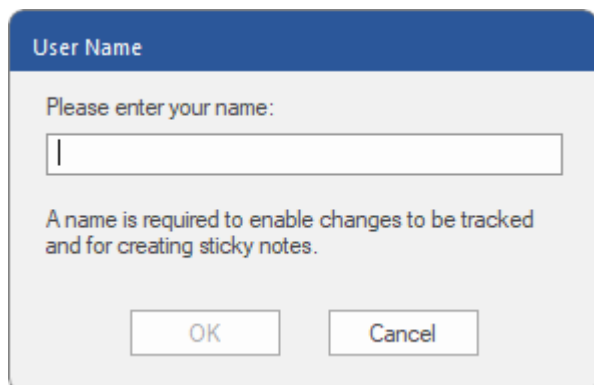
Adding a stamp

Add a stamp as follows:

1. Choose the ribbon command **Insert** | group **Annotations** | **Stamp** ⬇. Click directly on the icon itself to reuse the last stamp that was used in the document.

   To select a different stamp, click on the black arrow of the **Stamp** icon:

   - In the menu that appears, select **Built-in** to use one of the predefined stamps.

   - Alternatively, select **User-defined** to create a User-defined stamp.

2. Click on any position on the page to set a standard-sized stamp or click and drag to create a stamp of any size.

   Note: If, under **File** | **Options**, you have not yet entered a user name on the **Saving** tab, FreePDF now prompts you to do so:

User Name
Please enter your name:
[   ]
A name is required to enable changes to be tracked and for creating sticky notes.
OK   Cancel

   This user name is mentioned in each new comment that you add.

3. Optional: After you have placed the stamp on the document, you can also add a comment to it. Double-click on the stamp and enter your comment text in the note window.

   Alternatively: Right-click on the stamp to open the context menu and select **Open Note**.

4. To exit stamp mode, press **Esc** on the keyboard or select another tool in the Quick access toolbar.

Deleting a stamp

Stamp notes can be deleted by means of the Comments sidebar. This removes them from the document.

However, you can also proceed as follows:

1. Select the **Hand tool** ✋ in the Quick access toolbar.

2. In the document, click on the stamp that you want to delete.

3. Press the **Backspace key** or the **Del** key on your keyboard.

   Alternatively: Right-click on the stamp, and select **Delete** in the context menu.

Properties of stamps

You can change the properties of a stamp via the dialog box **Stamp Properties**:

1. Select the **Hand tool** in the Quick access toolbar.

2. In the document, right-click on the stamp and select **Properties** in the context menu.

3. In the dialog box that opens, you can change the stamp motif in the **Appearance** section. You can also specify the opacity of the stamp – which is practical if you want the content underneath to show through it. In the lower area, you can change the author and assign a title.

User-defined stamps

FreePDF allows you to load any number of user-defined stamps from your specified folder. Your stamps should be single-page PDFs. They can be created with any application that can generate PDFs, including FreePDF.

Proceed as follows:

1. Create a folder for all of your user-defined stamps. FreePDF considers all PDFs in this folder as stamps.

2. Choose the command **File | Options** and switch to the **Editing** tab.
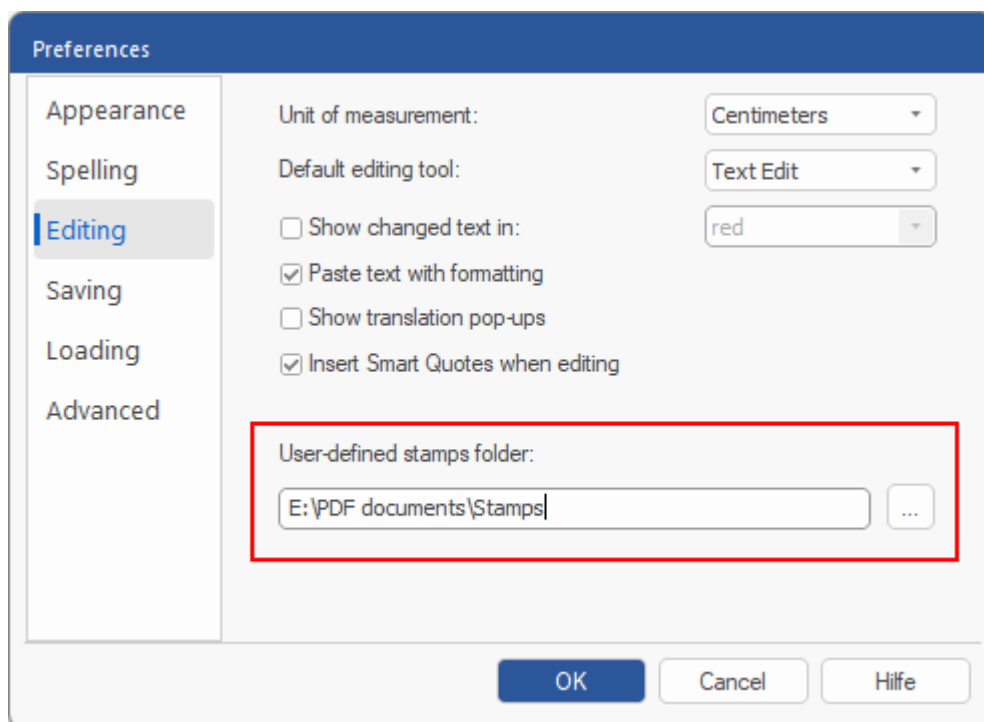
3. Enter the storage location of your stamp folder in the edit field **User-defined stamps folder**, or click on the Browse button ⬚ to select a location.

4. As soon as you click on **OK**, FreePDF searches the folder for PDFs.

   They are then listed in the **User-defined** submenu of the command **Stamp** 📇 (see Adding a stamp) with the file names of the stamp PDFs you created.

Notes

▪ To design the motif in the template for a stamp, it is preferable if you use the tools of the command group **Drawings** (on the ribbon tab **Insert**) rather than the commenting tools.

▪ Each time you start FreePDF, it searches the user-defined stamps folder for new stamp files.

Text highlighting

Use the **Text highlight tool** 📑 to put a colorful, semi-transparent highlighting around the selected text. Like all other comment functions described above, highlighting also has a note window.

1. Select the **Text edit tool** T in the Quick access toolbar.

2. Select the text that you would like to highlight.

3. Select the **Text highlight tool** 📑 on the ribbon tab **Home** | group **Character** to highlight the selected text or press **Ctrl+G**.

4. To add a comment to the highlighting, enable either the **Text edit tool** T or the **Hand tool** and double-click on the text.

5. If necessary, the fill color and opacity can be adjusted to the highlighting:

   After you have used the Text highlight tool, you can click on the arrow of the icon to select **More**. In the dialog box that appears, set the desired options. For more information, see [Text highlighting (Text highlight tool)](#).

Removing highlighting

Click on the highlighted text and use the arrow of the icon to select **Remove Highlight**.

Notes

- The text highlighting, like other comments, is located at its own level "hovering" above the page. The highlighting does not automatically follow the text if you edit it later.

- If only optical highlighting is involved, you can also use the underline function that can also highlight the relevant text in color and which "accompanies" text changes. For more information, [Underline and strikethrough](#).

Bates numbering (Bates stamping)

FreePDF: The *Bates numbering* functions are not included in FreePDF.

Bates numbering (also known as Bates labeling or Bates stamping) is used to place consecutive page numbers, unique identification numbers or date and time stamps on documents.

For more information, see Bates numbering.

Signatures

FreePDF: The functions for *signatures* are not included in FreePDF.

If you have scanned your signature as an image file, you can easily insert it into a document to "sign" it.

You can also manage multiple signatures in parallel, for example, if several people work on your computer.

A signature can be created from an image file, a PDF file or from an element of your currently open document.

Creating signatures

FreePDF: The functions for *signatures* are not included in FreePDF.

To define a signature, proceed as follows:

1. Choose the ribbon command **Insert** | group **Annotations** | **Signature** , and select **Define** in the menu that appears.

2. Select an image file as the source for your signature. JPEG, TIFF, BMP, PNG and PDF image files are supported. FlexiPDF then makes a copy of this file, and you can use it from now on.

   Alternatively, you can also use an element from your currently open FlexiPDF document, which you must have already selected.

3. Assign a name to the signature. This is the name that will appear in the **Signature** menu.

4. Your signature is now available in the menu of the **Signature** icon with the name you assigned.

Inserting signatures

FreePDF: The functions for *signatures* are not included in FreePDF.

To insert a signature into a PDF document, proceed as follows:

1. Choose the ribbon command **Insert** | group **Annotations** | **Signature** , and select your created signature from the menu that appears.

2. FlexiPDF automatically sets the white part of the signature (thus its background) to transparent.

3. Immediately after insertion, you can resize your signature in the same manner as any other object. If you hold down the **Shift** key button while resizing, the signature will be scaled evenly in height and width.

4. The final size of the signature will then be saved so that you do not have to fit it manually the next time you insert it.

Note

▪ Signatures created in this manner are not comments like, for example, sticky notes. They do not have a note window, nor do they appear in the **Comments** sidebar. However, they are always printed. They are an integral part of the page – as opposed to comments that "hover" at a level above the page.

Deleting signatures

FreePDF: The functions for *signatures* are not included in FreePDF.

To delete a signature that was previously inserted into a PDF document, proceed as follows:

1. Select the **Object tool** in the Quick access toolbar.

2. Click on the signature that you want to delete.

3. Press the **Backspace key** or the **Del** key on your keyboard. Alternatively, you can also right-click on the signature and select **Delete Selection** in the context menu.

Note

▪ The process described above merely removes the signature object that was inserted into the PDF.

To remove entries from the menu of the **Signature** icon, choose the ribbon command **Insert** | group **Annotations | Signature** ▾ | **Delete**. If you do so, the source file underlying the signature will not be deleted from your computer.

Hyperlinks

FreePDF: The *Hyperlink tool* is not included in FreePDF.

Hyperlinks allow you to specify interactive boxes that you can click on to jump to another area of the same or a different PDF file or to open a web page in the browser.

- To follow an existing hyperlink, click on it with the **Hand tool** 👆.

- After clicking on a hyperlink that points to a specific location in the currently open document (see <u>Links within a document</u>), you can do the following:

  You can use the button ◀ in the status bar to return to the previous view – similar to the "Back" button of a web browser.

- To see where hyperlinks are placed on a page, select the **Hyperlink tool** 🔗 on the ribbon tab **Insert** | group **Links**, and all hyperlinks on the page will be highlighted. You can then double-click on the hyperlink to edit its properties again.

Note

- Hyperlinks, like other comments, are located on a separate level "hovering" above the page. They do not automatically follow the text when you edit it later.

Links to web pages

FreePDF: The *Hyperlink tool* is not included in FreePDF.

To create a hyperlink to a web page, proceed as follows:

1. Choose the ribbon command **Insert** | group **Links** | **Hyperlink** 🔗.

2. Use the mouse to drag a box around the area that you want to define as a hyperlink. You can still resize this box after its creation if it was initially set incorrectly.

3. After drawing the hyperlink box, the dialog box **Link Properties** will be displayed.
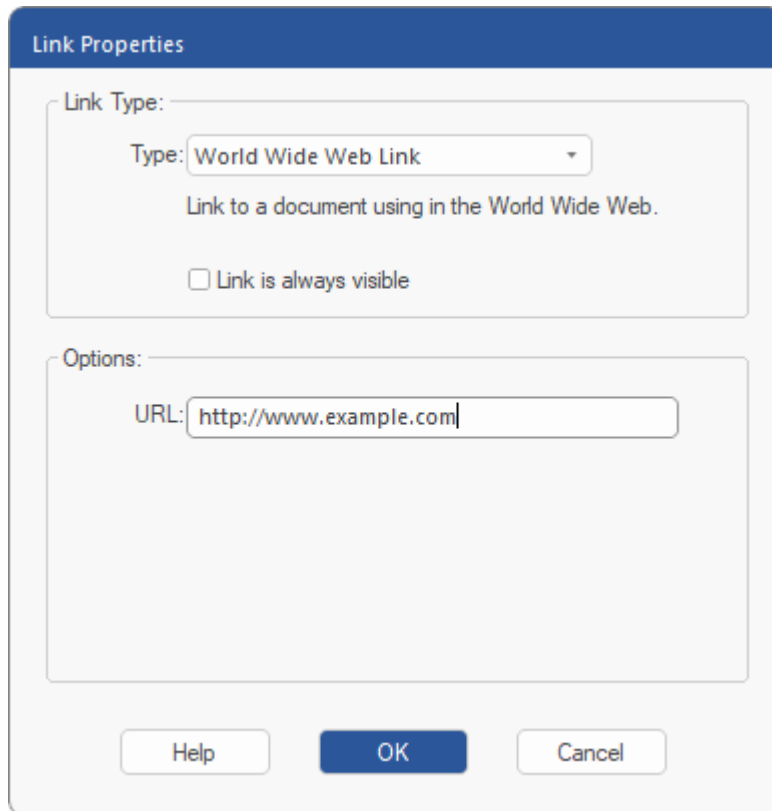
4. Change the **Link Type** to **World Wide Web Link**.

5. Select **Link is always visible** if you want the link to always be displayed as an outlined rectangle.

6. Enter the destination URL in the **URL** field.

   For a website, use the prefix **http://**

   For an e-mail link, use the prefix **mailto:**

If you then select the **Hand tool** in the Quick access toolbar, you can follow the link.

Links within a document

FreePDF: The *Hyperlink tool* is not included in FreePDF.

A link within a document leads the user to another part of the document and changes the zoom level (optional).

To do so, proceed as follows:

1. Choose the ribbon command **Insert** | group **Links** | **Hyperlink** .

2. Use the mouse to drag a box around the area that you want to define as a hyperlink. You can still resize this box after its creation if it was initially set incorrectly.

3. After drawing the hyperlink box, the dialog box **Link Properties** will be displayed.
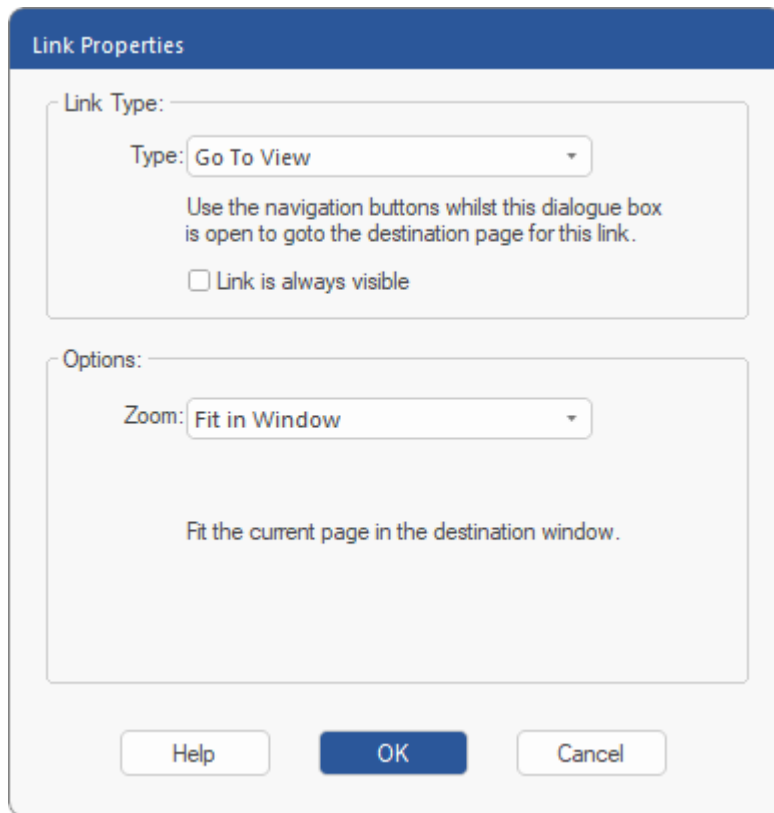
4. Change the **Link Type** to **Go To View**.

5. Select **Link is always visible** if you want the link to always be displayed as an outlined rectangle.

6. Move the dialog box aside (do not close it) so that you can see the document.

7. Navigate to the destination in the document by scrolling, zooming and switching pages.

8. Once at your desired location, click again in the dialog box. For **Zoom**, select the document's zoom level which should be set after clicking on the hyperlink.

9. Click on **OK**.

If you then select the **Hand tool** in the Quick access toolbar, you can follow the link.
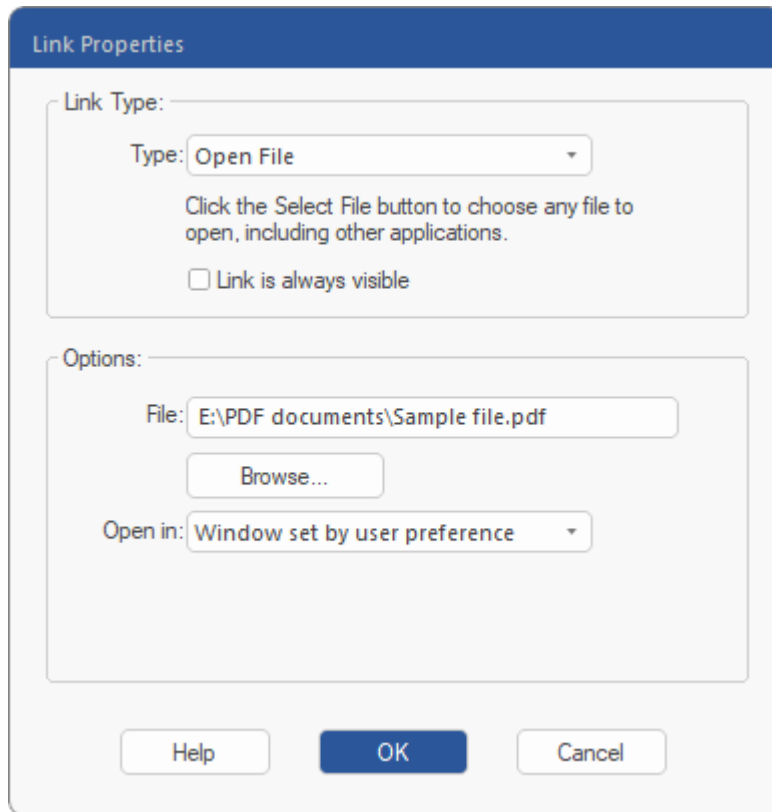
Links to other documents

FreePDF: The *Hyperlink tool* is not included in FreePDF.

To create a link to another document, proceed as follows:

1. Choose the ribbon command **Insert** | group **Links** | **Hyperlink** .

2. Use the mouse to drag a box around the area that you want to define as a hyperlink. You can still resize this box after its creation if it was initially set incorrectly.

3. After drawing the hyperlink box, the dialog box **Link Properties** will be displayed.

Link Properties

Link Type:

Type: Open File

Click the Select File button to choose any file to open, including other applications.

☐ Link is always visible

Options:

File: E:\PDF documents\Sample file.pdf

Browse...

Open in: Window set by user preference

Help   OK   Cancel

4. Change the **Link Type** to **Open File**.

5. Select **Link is always visible** if you want the link to always be displayed as an outlined rectangle.

6. Enter the name of the **File** or click on **Browse**.

7. If you want, you can set in **Open in** how the PDF will open. This property is not used by FlexiPDF, although it is supported by other PDF viewers.

Deleting links

FreePDF: The *Hyperlink tool* is not included in FreePDF.

To delete a hyperlink, proceed as follows:

1. Choose the ribbon command **Insert** | group **Links** | **Hyperlink** to display the hyperlinks.

2. Click on the hyperlink that you would like to delete.

3. Press the **Backspace key** or the **Del** key on your keyboard.

Bookmarks

Bookmarks allow users to quickly access special places in the PDF file. This is especially useful for long PDFs. FreePDF allows you to automatically add bookmarks and edit and delete existing bookmarks.

Display on the screen

Use the ribbon command **View** | group **Window** | **Sidebars** ▼ | **Bookmarks** or the function key **F9** to show the **Bookmarks** sidebar.
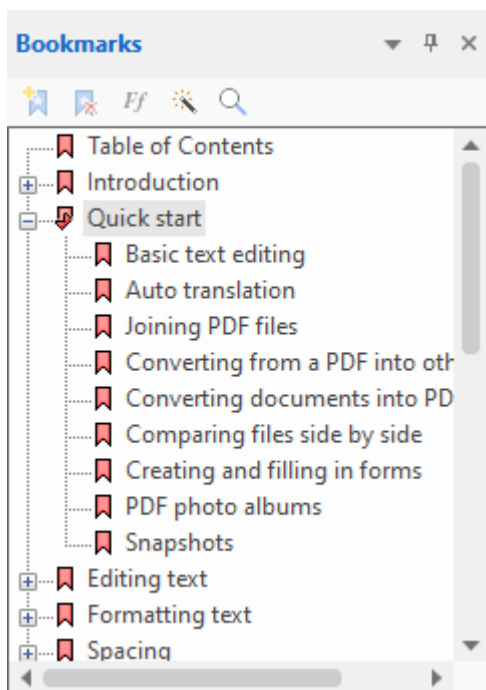
Click on a bookmark to jump to the associated page of the PDF file.

Notes

▪ Drag a bookmark in the Bookmarks sidebar to the ⬚ **icon** of another bookmark to place it behind it.

▪ Drag a bookmark in the Bookmarks sidebar to the **title** of another bookmark to place it in it as an item of a lower level.

Creating bookmarks manually

A bookmark stores the page number, screen position and zoom level of the creation date.

To manually create a new bookmark, proceed as follows:

1. Use the ribbon command **View** | group **Window** | **Sidebars** ▼ | **Bookmarks** to show the Bookmarks sidebar.

2. Navigate through your PDF to the page where you want to set the bookmark. Zoom and scroll to the exact position that you want to record.

3. Click on **New Bookmark** 🔖 at the top of the Bookmarks sidebar.

   Alternatively: Right-click in the Bookmarks sidebar and select **Insert Bookmark**.

4. The new bookmark will be created and called **New Bookmark** by FreePDF.

5. If you want to rename the new bookmark immediately, click on the new bookmark. After a brief moment, you can enter another title for the bookmark.

6. If necessary, move the new bookmark to the desired location in the Bookmarks sidebar to achieve a useful structure. For more information, see Reordering bookmarks.

Creating bookmarks automatically

FreePDF: The *Automatic bookmarks* function is not available in FreePDF.

FlexiPDF can create bookmarks automatically. This is practical for long PDF documents without bookmarks.

Proceed as follows:

1. Use the ribbon command **View** | group **Window** | **Sidebars** ▼ | **Bookmarks** to show the Bookmarks sidebar.

2. Navigate to the page from which bookmarks are to be created automatically. If, for example, you want to omit the table of contents at the start of a book, go to the first page after the table of contents.

3. Click on **Automatic Bookmarks** 🪄 at the top of the Bookmarks sidebar.

4. If the PDF file already contains bookmarks, FlexiPDF asks if you are really sure about removing the existing bookmarks. If you click on Yes, the bookmarks will be created.

5. Creating the bookmarks may take some time. You can cancel the process at any time by clicking on **Stop**. The bookmarks that were created up to this point are retained.

If necessary, you can influence the creation of automatically generated bookmarks in such a manner that only text written in a specific font is considered. For more information, see the next section.

Font filters

> **FreePDF:** The *Bookmark Font Filters* function is not available in FreePDF.

To avoid adding unwanted items when automatically creating bookmarks, you can instruct FlexiPDF to only consider text that is formatted in a particular font.

1. Select the **Text edit tool** T in the Quick access toolbar.

2. Set the text cursor in a place in the text with the formatting that you want to include for bookmarks.

3. Click on **Add font filter** Ff at the top of the Bookmarks sidebar.

4. The dialog box **Bookmark Font Filters** appears and shows a list of all fonts that FlexiPDF will consider when automatically creating bookmarks. FlexiPDF ignores fonts that are not listed.

5. The font of the currently selected text is displayed at the top of the dialog box.
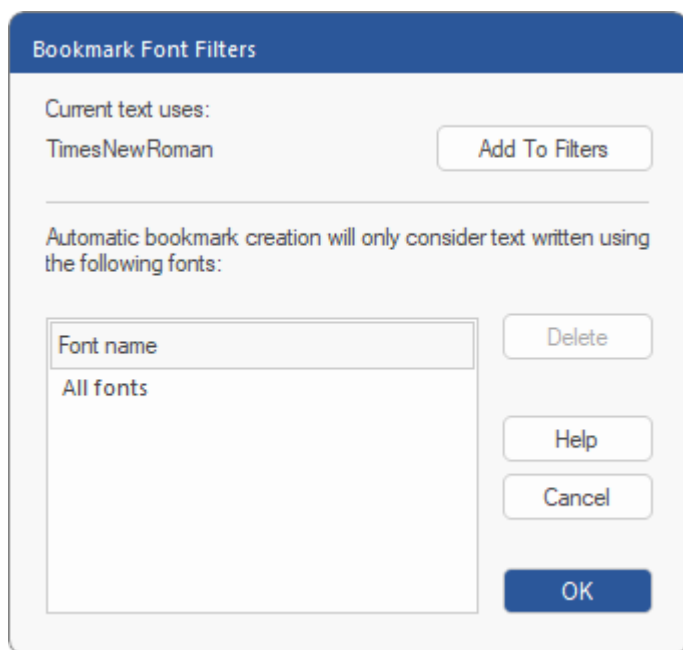
6. Click on **Add To Filters** to add the font of the selected text to the list. Fonts that are not in the list are ignored during automatic bookmark creation.

7. Repeat steps 2 to 6 for all fonts that you want to be considered for automatic bookmark creation.

8. To remove a font from the list, select it and click on **Delete**.

9. Create the automatic bookmarks with the filters you just created, as described in Creating bookmarks automatically.

Note

- The list of fonts is not stored by FlexiPDF and must be created again if you close the document.

Renaming bookmarks

To rename a bookmark, proceed as follows:

1. Click on an existing bookmark in the Bookmarks sidebar to select it.

2. Wait a moment, and then click on the bookmark again. You can enter a different name for the bookmark.

Deleting bookmarks

To delete a bookmark, proceed as follows:

1. Select the bookmark that you want to delete in the Bookmarks sidebar.

2. Press the **Backspace key** or the **Del** key on your keyboard.

   Alternatively: Click on **Delete Bookmark** at the top of the Bookmarks sidebar.

Note

- If you delete a bookmark that contains lower-level bookmarks, they will also be deleted.

Reordering bookmarks

You can move bookmarks in the Bookmarks sidebar as follows:

- Drag a bookmark with the mouse on to the **icon** of another bookmark in order to place it behind that bookmark.

- Drag a bookmark with the mouse on to the **title** of another bookmark in order to place it in the bookmark (as a lower-level element). This allows you to create a nested bookmark hierarchy.

Searching in bookmarks

To search in bookmarks, use the **Magnifying glass** icon at the top of the **Bookmarks sidebar**.

For more information, see [Finding and replacing in bookmarks](#).

Article threads

FreePDF: The functions for working with *article threads* are not included in FreePDF.

Article threads are logically summarized parts which enable, for example, a better arrangement of a newspaper article that spans several pages and columns. This is done in the form of (invisible) grouped article boxes for an article thread.

Adobe Reader and other PDF viewers can then recognize this article thread and present the article in an easier-to-read sequence.

Some programs can also use information about articles for reflowing and for exporting whole articles to formats such as HTML.

Creating article threads

FreePDF: The functions for working with *article threads* are not included in FreePDF.

To create an article thread, proceed as follows:

1. Navigate to the page that contains the start of the article.

2. Choose the ribbon command **Insert** | group **Articles** | **Thread** . (Click directly on the icon itself.)

3. Use the mouse to drag a rectangle around the first column of text in the article, which will result in an article box. These article boxes can be moved or resized after drawing as long as the **Article tool** remains enabled.

   Tip: When moving, make sure that you click with the mouse in the center of an article box and not on its title at the top. To resize an article box, drag its corners.

4. Continue dragging boxes around subsequent columns, changing pages as needed to follow the logical order of the article.

5. Once you have selected the last column of the article in this manner, press the **Esc** key to complete the article thread.

   The **Article tool** will still be enabled and you can now edit the **Properties**. For more information, see below. Alternatively, you can also start another article thread if necessary.
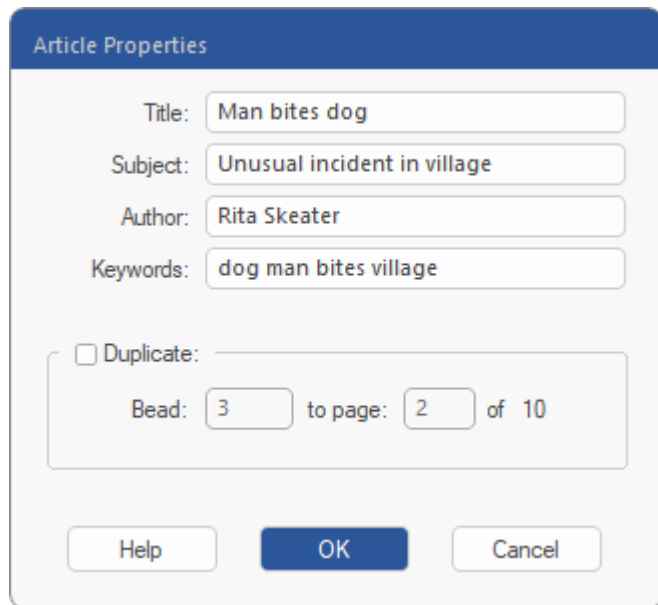
   To finally exit the **Article tool** mode, press the **Esc** key again.

Editing article properties

Make sure that the **Article tool** is enabled on the ribbon tab **Insert** (recognizable by the dark color of the button) and proceed as follows:

6. Click on one of the created article boxes.

7. Use the arrow of the **Thread** ⟳ icon to open its menu, and select **Properties** to display the article properties in the dialog box.

   Tip: You can also open this dialog box by double-clicking on the article box.

   Article Properties

Title:	Man bites dog
Subject:	Unusual incident in village
Author:	Rita Skeater
Keywords:	dog man bites village

   ☐ Duplicate:

   Bead: `3`   to page: `2`   of 10

   [Help]   [**OK**]   [Cancel]

8. The information you enter here will be used by some PDF viewers to display a list of articles in the PDF file so that users can select an article to read.

9. FlexiPDF uses the **Title** field when exporting article threads (to formats such as HTML).

10. Set a check mark for **Duplicate** to copy the currently selected article box (which has a segment ID ("bead") within the article thread) to several pages. This is handy for documents with a uniform layout, where the text is always in the same place across a contiguous range of pages.

Extending article threads

FreePDF: The functions for working with *article threads* are not included in FreePDF.

You can add new article boxes to an existing article thread as follows:

1. Open the page containing the article box to which you want to assign a new follow-up box.

2. Enable the **Article tool** ⟳ on the ribbon tab **Insert | group Articles**.

3. Click on the article box (let's call this *box A*) that is to precede the new article box.

   Tip: The article box is only selected correctly if the blue handles appear at the corners.

4. Click on the ╂ icon at the bottom right of *box A*.

5. Drag your new article box with the mouse. This will now be inserted in the article thread as the follow-up box of *box A*.

Deleting article threads

FreePDF: The functions for working with *article threads* are not included in FreePDF.

You can delete an article box, a range of boxes or an entire article thread. The text in the PDF itself will remain unaffected.

1. Select the **Article tool** 〰 on the ribbon tab **Insert** | group **Articles**.

2. In the document, select the article box to be deleted by clicking on its center with the mouse.

   Tip: The article box is only selected correctly if the blue handles appear at the corners.

3. Use the arrow of the **Thread** icon 〰 to open its menu, and select **Delete** here. Alternatively: Press the **Backspace key** or the **Del** key on your keyboard.

4. The displayed dialog box **Delete Article Thread** lets you delete the entire article thread or only the currently selected article box (bead ID 3 here) from this article thread. Other options: Delete the article boxes in a specific bead ID range or all article boxes in a specific page range.

   Explanation of bead IDs: When creating an article thread, FlexiPDF assigned a sequential number (bead ID) to each article box that was added within the article thread. This bead ID is displayed at the back of the article box header:

Article thread 1 with article box 3 (bead ID = 3)

Properties of article threads

FreePDF: The functions for working with *article threads* are not included in FreePDF.

To change the properties of an article thread, proceed as follows:

1. Select the **Article tool** 〰️ on the ribbon tab **Insert** | group **Articles**.

2. Double-click on an article box of the article thread if you want to adjust its properties.

The dialog box **Article Properties** opens. For more information, see <u>Creating article threads</u>.

Exporting article threads

FreePDF: The functions for working with *article threads* are not included in FreePDF.

You can convert the text of article threads into other formats such as HTML. This procedure has the advantage that only the text of a particular article is exported. The text flow of the relevant article will also be preserved, as FlexiPDF knows that the boxes contain consecutive paragraphs.
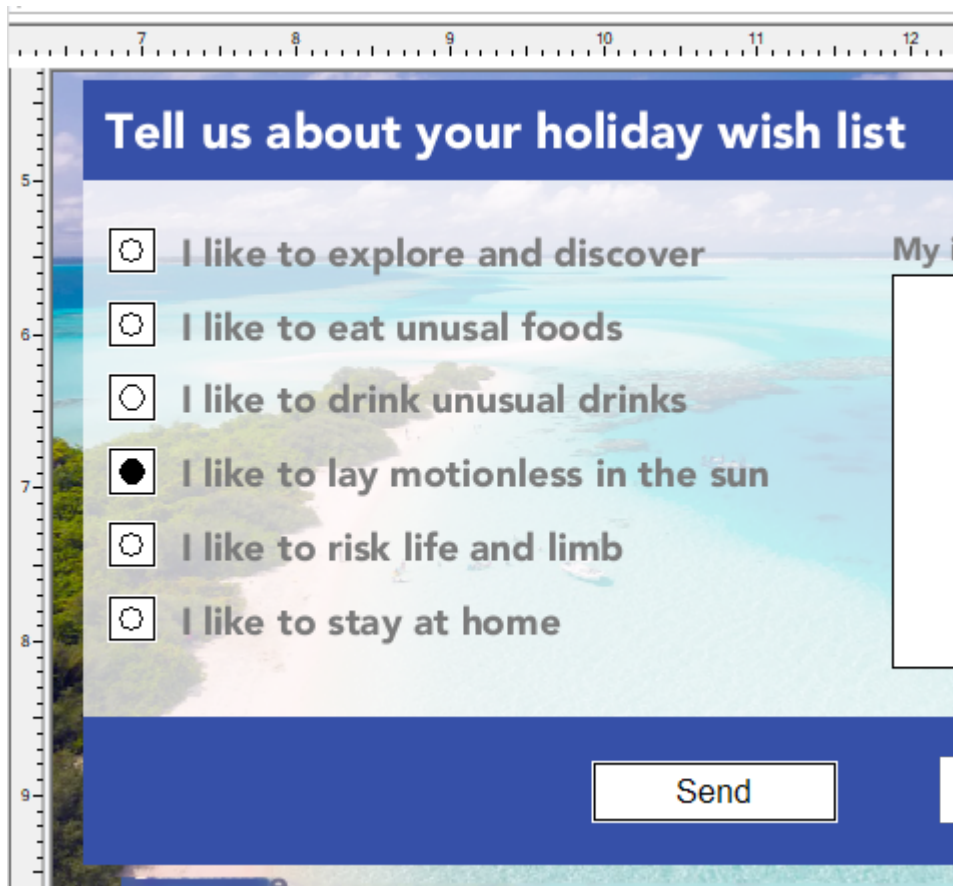
1. Create articles for the content that you want to export.

   To do so, proceed as described in <u>Creating article threads</u>.

2. Assign a meaningful **title** to each article using the dialog box <u>Article Properties</u>. These titles are used as headings when exporting.

3. Choose the ribbon command **File | Export | Articles as**.

4. The displayed dialog box provides the option to export all articles in the document or only those articles that start on the current page.

5. Click on the **Format** button to specify the export format of the text in the following dialog box. The options correspond to those described in <u>Export options</u>.

Interactive forms

> **FreePDF:** Creating *interactive forms* is not possible in FreePDF.

FreePDF enables you to *complete* forms. The commercial version **FlexiPDF** also allows you to *create your own* forms with interactive buttons, checkboxes and other form objects.

These new forms can then be completed with FlexiPDF, FreePDF or another PDF viewer. The form values can be exported with FlexiPDF to XML format for further processing.

Completing existing interactive forms

To complete an existing interactive form, enable the **Hand tool** 🖐 and then click on the fields in the form.

Creating your own interactive forms (not available in FreePDF)

You will learn how to create interactive forms in the following sections:

- [Available form fields](#)

Available form fields

> **FreePDF:** Creating *interactive forms* is not possible in FreePDF.

Choose the ribbon command **Insert** | group **Objects** | **Form field** to create or edit interactive forms. The command's menu contains the following form field types.

A detailed description of how to insert form fields is contained in the next section [Adding form fields](#).

Available form field types

Type	Description
	Text field: This option is used to insert one or more lines of text. If the box contains a password, the entered characters can be hidden when entering.
	Button field: This option is a button with a label. The button can perform various actions, including sending the form values to a website or resetting other form fields.
	If the form values are transferred to a website, the HTTP POST method is always used. Parameter pairs are created from the form fields in the process. The key of a parameter is always the name of the respective form field, and the value of a parameter corresponds to the current content of the form field. If, for example, the word "softmaker" is entered in a text box named "company", the corresponding parameter "company=softmaker" will be created during the transmission.
	Checkbox: They are appropriate for Yes/No entries. If the user clicks on a checkbox, it will be set with a check mark. If he clicks on it again, the check mark will be removed again.
	Combo box: This option represents a list of choices. You can allow users to enter their own value that is not included in the list.
	Radio button: These buttons can be used in forms to select one of several options. Radio buttons are automatically grouped. Only one radio button can be enabled for each group. To assign a radio button to another group, double-click on it and select a different group from the **General** tab.
	List box: This option is similar to the combo box, but it allows you to select multiple entries. However, users cannot enter their own values here.

Furthermore, this menu also contains two other entries: Export form values and Import form values. For more information, see [Exporting/importing form values](#).

Adding form fields

FreePDF: Creating *interactive forms* is not possible in FreePDF.

To work with forms, choose the ribbon command **Insert** | group **Objects** | **Form field** .

Adding a form field

To add a new form field, select a form field type in the menu of the command **Form field** (see <u>Available form fields</u>), and drag a rectangle in the document with the mouse.

Moving and scaling form fields

To move a form field or to resize it, first click on any form field type in the menu of the command **Form field** to enable form field mode. In the document, select the form field that you want to change by clicking on it with the mouse. Use the handles in the corners of the field to resize it, or move the form field with the mouse.

Changing properties of form fields

To configure a form field, make sure that a form field type is enabled in the menu of the command **Form field**, and then double-click on the form field that you want to configure in the document.

For more information, see the next section <u>Properties of form fields</u>.

Tip: Aligning form fields to the grid

To create a uniform layout for form fields, use the function "Align to the grid":

On the ribbon tab **View** | group **View** | **Grid and guides** , enable the commands **Show Grid** and **Snap to grid**. You can then let the form field objects "snap" to the lines of the grid when moving them.

Note: Grids only appear in FlexiPDF and are not visible in other PDF viewers.

Properties of form fields

FreePDF: The functions for *editing interactive forms* are not included in FreePDF.

Most of the settings for form fields are easy to understand. For this purpose, open the dialog box **Properties** of the form field, as described in step **1.** below.

The list items for the form fields **Combo box** and **List box** are slightly more complex and are thus described in more detail here.

Adding items to combo boxes and list boxes

To configure the properties of the form fields, proceed as follows:

1. Make sure that a form field type is enabled in the menu of the ribbon command **Insert** | group **Objects** | **Form field**, and then double-click on the form field that you want to configure in the document.

   Alternatively, right-click on a form object and choose **Properties**.-

2. In the dialog box, select the **Options** tab.

3. In the **Label** input field, enter the desired text for a new item. This text is displayed to the user as the new item when the combo box or list box is expanded.

4. Enter any text – or a number – in the **Export Value** input field. This is not displayed in the document but is stored in a concealed manner within the form in order to record the value chosen when the user selected this item.

5. Select **Add** and the new item will be added to the list. Create as many additional items as you like by repeating step **3** to step **5**.

Setting a default item

Click on an item in the **Items** list, and select **Set**. This item then appears as already preset in the combo box/list box, and the user must expand the list in order to change it.

Moving items within the list

To change the order of items within the list, select an item in the list, and then click on **Up** or **Down** to change its position.

If you want the entire list to be sorted alphabetically when displayed, set a check mark in the **Sort items** box. The list is then displayed in a sorted manner for the user.

Exporting/importing form values

FreePDF: The *exporting/importing of form data* is not possible in FreePDF.

You can export the form values used in FlexiPDF for further use or import existing form values.

Choose the ribbon command **Insert** | group **Objects** | **Form field** ▾, and the displayed menu will contain the following two entries:

Export form values: This option creates a file either in XML or FDF format from the current contents of the form fields. These files can be read by third-party programs in order to further process the form values.

Import form values: This option reads form values from an FDF file.

Converting into other formats

> **FreePDF:** The functions for *exporting to other formats* are not included in FreePDF.

FlexiPDF enables you to convert PDF documents or parts of them (pages or articles) into other formats such as HTML and EPUB. You can also create XML files for translation.

Exporting pages

> **FreePDF:** The functions for *exporting pages* are not included in FreePDF.

You can export a document either page by page or article by article. (For information on the latter, see Exporting article threads).

To export a document page by page, proceed as follows:

1. Open the document that you would like to export.
2. Choose the command **File | Export | Pages as**, and the dialog box **Export Pages** will appear.
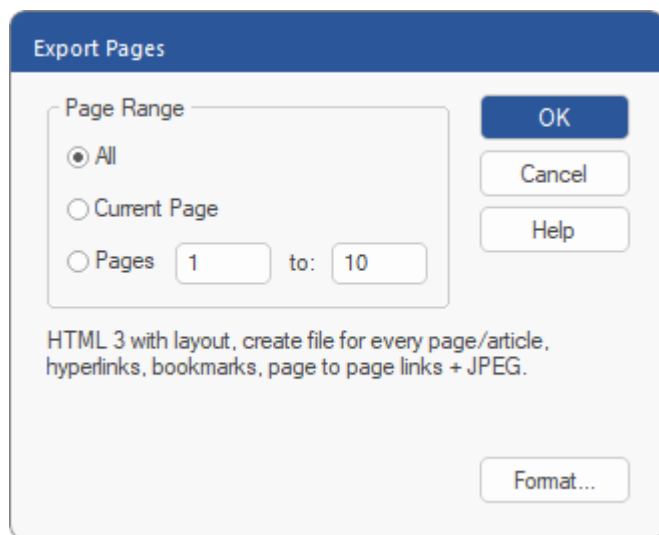
3. In the **Page Range**, specify the pages that you want to export.
4. At the bottom of the dialog box, you will find a summary of the output format and the selected options.
5. Click on the **Format** button to change the output format or to select whether you want to export text, images or both.

   For information on the **Format** settings, see Export options.

Notes

- FlexiPDF analyzes the pages to be exported and ranks fonts by size to find out which fonts match the available heading levels of the output format (H1, H2, etc.). For export formats that are based on this ranking, the results may vary depending on whether you are exporting only a few pages or the entire document.

- Use the **Crop** tool ⊬ before exporting to exclude certain parts of the page (for example, headings or footers) from the export. For more information, see Cropping pages.

Exporting images

> **FreePDF:** The functions for *exporting images* are not included in FreePDF.

FlexiPDF can export images contained in a PDF file to various common image formats.

1. Select the **Object tool** ⫞ in the Quick access toolbar.

2. Select one or more images that you want to export.

   At the top right, an additional ribbon tab **Format** appears with the heading **Image**.

3. Here, choose the ribbon command **Format** | group **Image** | **Extract to file** 🖻.

4. Select the desired image format from the dropdown list "Save as type":

   PNG – ideal for flat graphics and charts with clear contour lines

   JPEG – ideal for photos

   TIFF – ideal for retaining complex color ranges

   BMP – ideal for fast processing

5. Images are exported in the resolution in which they are stored in the PDF file. This can result in an unexpectedly large image, as images in the PDF may be displayed in a scaled manner.

Notes

- To export part of a page as an image, use the Snapshot tool 📷.

- To export all images across a specified range of pages, choose the command **File** | **Export** | **Pages as**. Then proceed as described in Image output.

- If you are not sure whether the selected object is an image or a drawing consisting of lines and vectors, choose the ribbon command **View** | group **View** | **Placeholders**. As a result, images are hidden and drawings are only displayed with their outlines. Choose the command **Placeholders** again to return to normal mode.

Marking illustrations for export

FreePDF: The functions for *exporting illustrations* are not included in FreePDF.

FlexiPDF provides the option of summarizing groups of objects (drawings and images) as an image box and considering them as an illustration when Exporting pages.

To do so, you must tell FlexiPDF which parts of the page are an illustration. This is because it is impossible to distinguish relevant drawings from normal page content. For example: Is the rectangle in the header of a page a drawing or just part of the page layout?

Distinguishing drawings from images

1. Choose the ribbon command **View** | group **View** | **Placeholders** ⊠.

   All images are displayed in a crossed manner, while drawings are displayed in outline only. This allows images to be more easily distinguished from vector-based drawings.
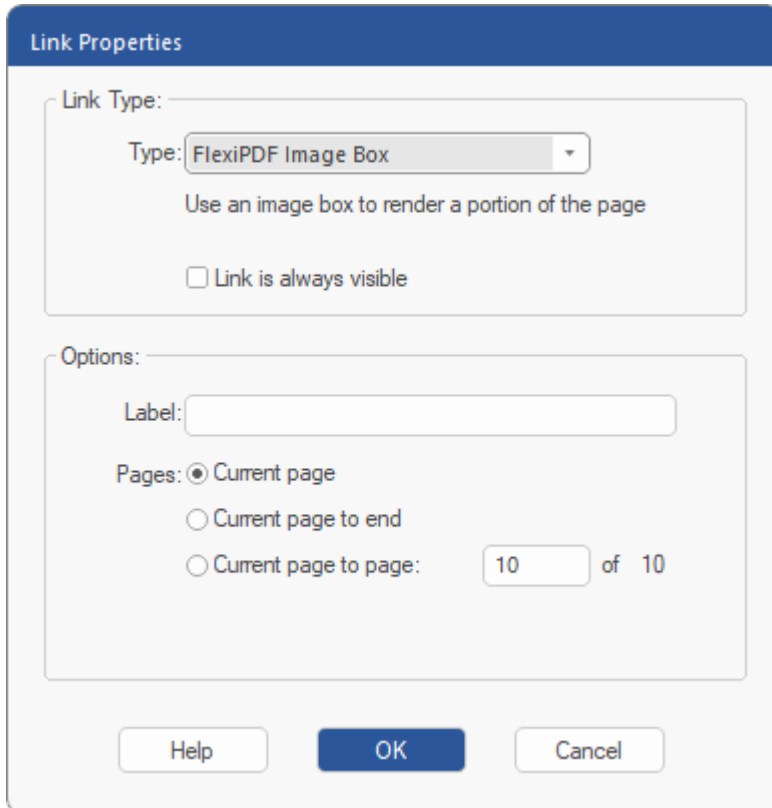
2. Choose the ribbon command **View** | **Placeholders** again to return to normal (preview) mode.
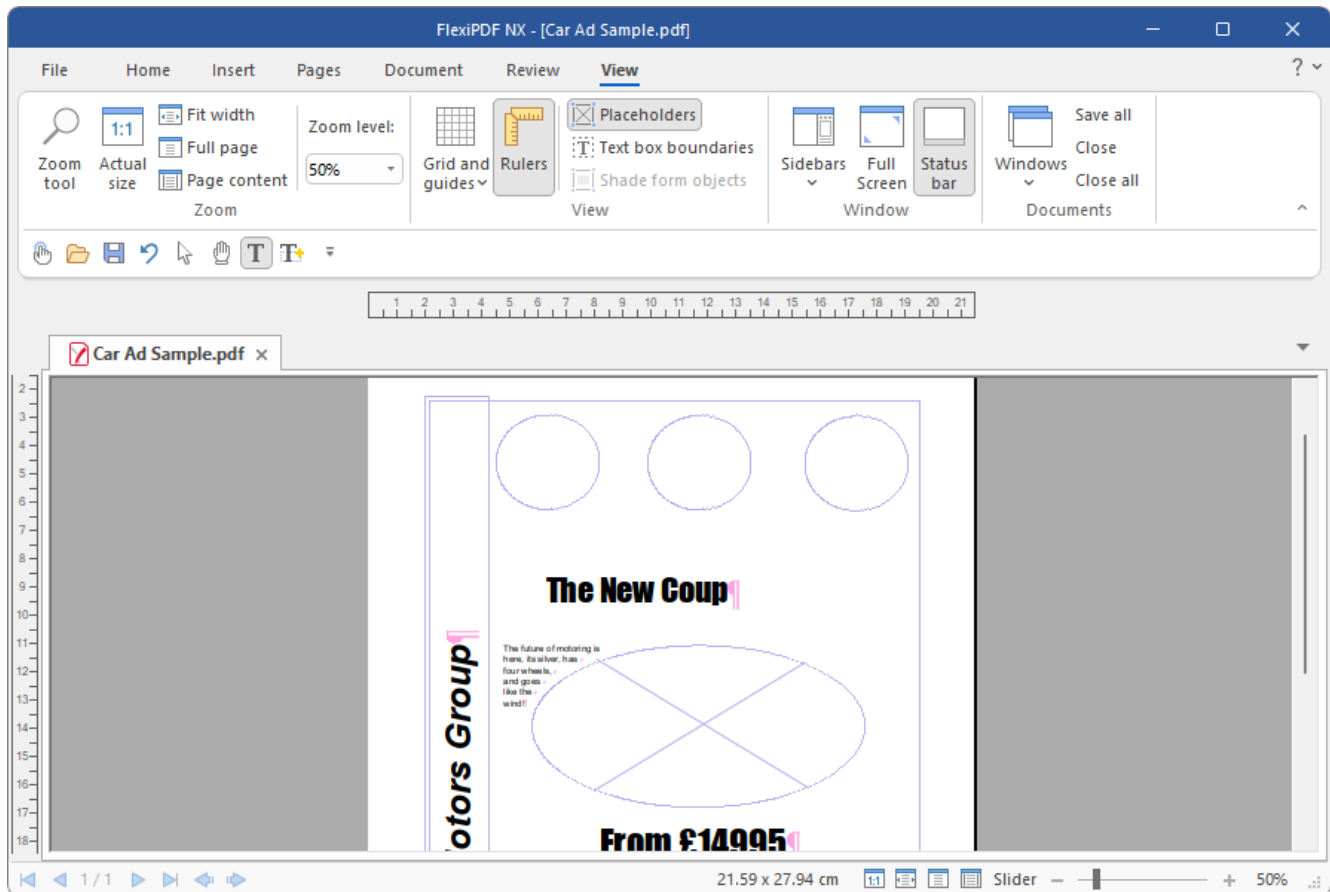
View in placeholder mode through the ribbon command **View** | **Placeholders**

Marking an illustration for export

1. Select the **Hyperlink tool** ⌖ on the ribbon tab **Insert** | group **Links**.

2. Now drag a rectangle with the mouse around the area to be exported. Everything in this area will be rendered (thus calculated) by FlexiPDF and included in the export.

3. After marking the area, the dialog box **Link Properties** will appear automatically.

4. Change the **Type** to **FlexiPDF Image Box**.

5. Enter a title for **Label**. This will be written to the HTML file during the HTML export.

6. Next, you can choose whether to apply this marking over a range of multiple pages. This is useful if you have several similarly structured pages whose illustrations you want to export.

7. Finally, click on **OK**.

8. The marked area is displayed along with the chosen label.
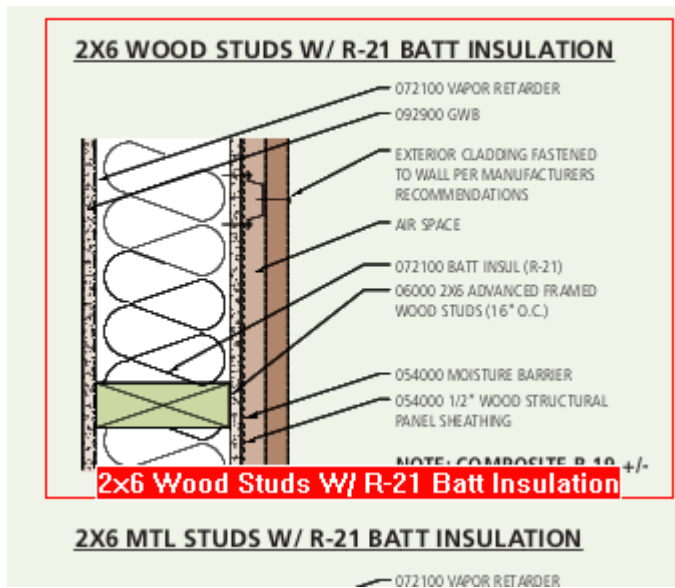
Example of an illustration marked with an image box.

9. The next time you export the document or pages of it (see [Image output](#)), the illustration will be converted into an image and appropriately inserted into the page.

Export options

FreePDF: The functions for *exporting pages/articles* are not included in FreePDF.

On the four tabs of the dialog box **Export Format**, you can make settings for the PDF export.

You get to this dialog box as follows:

1. Choose the command **File | Export | Pages as** or **Articles as**.

2. In the dialog box "Export Pages" or "Export Articles" that appears, click on the **Format** button.

For the sake of simplicity, the descriptions on the following pages refer to the selected option "Export Pages", but they also apply in the same manner to "Export Articles".

General tab

To go to the general export settings, click on the **Format** button of the dialog box "Export Pages" (**File | Export | Pages as**).

Note: You will also find this button in the dialog box "Export article" (**File | Export | Articles as**) if you want to export articles.
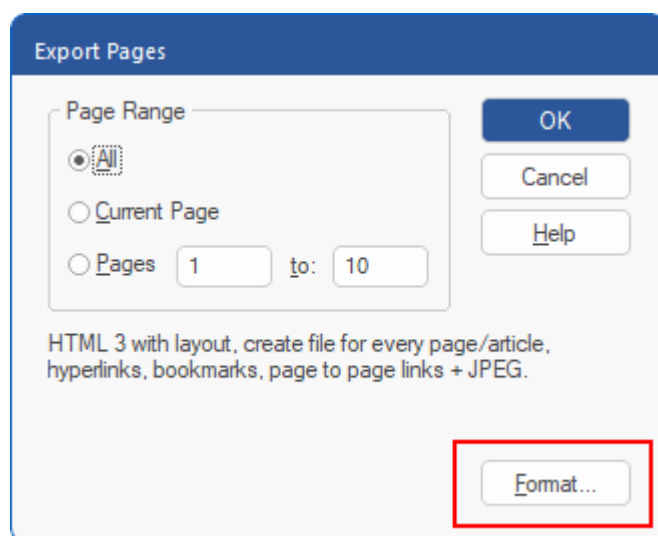
Choose the **General** tab.
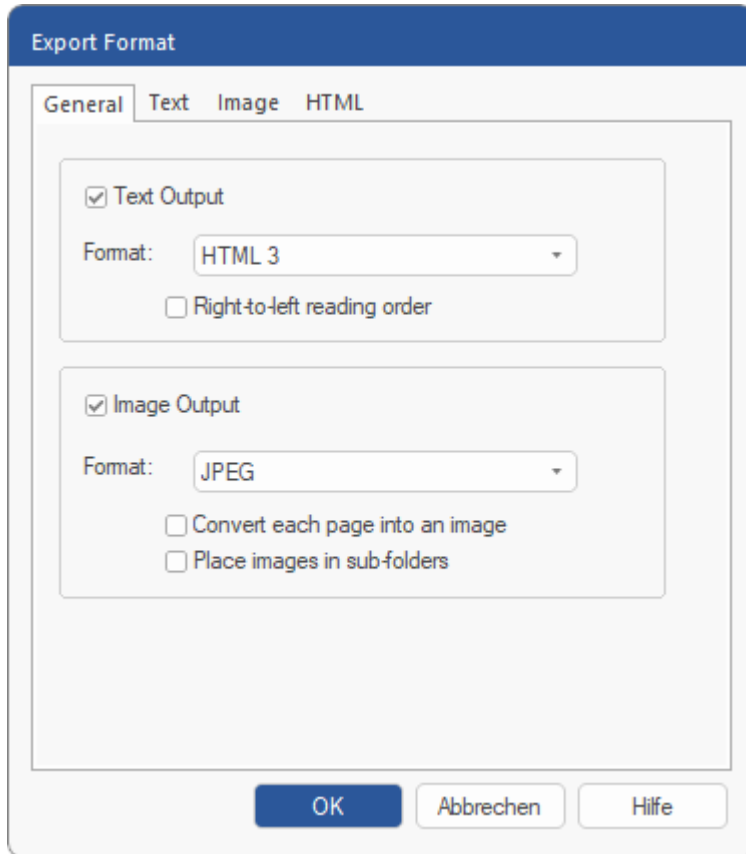
Use this tab to set basic settings for Text output and Image output when exporting.

Text output

In the dialog box **Export Format**, the **General** tab contains the options **Text Output** and **Image Output**.

Set a check mark for the option **Text Output** to export the text of the PDF file. Note: Either **Text output** or **Image output** (or both) must always be selected.

The dropdown list "Format" for the text output

FlexiPDF supports exports to a variety of text formats, including a set of HTML-based formats and RTF (Rich Text Format) for exports to word processors.

FlexiPDF can also export table data to SYLK format. However, this option is only available for the export of individual tables that are marked as **FlexiPDF Table Box**. (For more information, see Exporting individual tables.)

Available text formats:

▪ **Plain Text**

This is unformatted text that can be edited with any text editor or word processor. If you have selected the option **Try to preserve layout** ([Text tab](#)), the program tries to approximate the layout by inserting multiple spaces.

▪ **Simple HTML**

This is HTML only with basic tags. This format is compatible with all browsers and all programs that can handle HTML even minimally, but not all formatting is preserved. Images are linked as external files. A list of the document's bookmarks is inserted at the start of the first page. If you have selected the option **Create file for every page/article** ([Text tab](#)), a cover page, a bookmarks page and the individual document pages will be created, with each linked to each other via hyperlinks.

If the option **Try to preserve layout** is enabled, HTML is generated with the `<PRE>` tag and with multiple spaces.

▪ **HTML 3**

This option creates more complex HTML code that renders the appearance of the page more faithfully. Images are saved in the document. Meta tags are generated, which note the program used for creation, the author and the title of the PDF document in the HTML file. Font sizes are reproduced with the tags `<H1>`, `<H2>`, etc.

If the option **Create file for every page/article** is selected, individual files will be output for the content and, if selected, a page with the bookmarks. If, on the [HTML tab](#), the option **Frames** is selected, HTML frames will be used to display the bookmarks on the left side of the page and the content on the right.

If the option **Try to preserve layout** is selected, this format will use HTML tables to reproduce the layout. Font sizes are reproduced with the HTML tag `<FONT SIZE>`.

▪ **HTML 4**

Similar to HTML 3; however, fonts and font sizes are defined via CSS (Cascading Style Sheet). This export variant is compatible with all modern browsers.

If the option **Create file for every page/article** was selected, all CSS style elements are saved in a separate CSS file that is included as a reference by the HTML pages. You can quickly change the formatting of the HTML pages by editing the CSS file.

If the option **Try to preserve layout** is selected, this format will use HTML tables to reproduce the layout. However, fonts and font sizes will still be saved as CSS1 styles.

▪ **HTML 4 CSS**

The HTML export with Cascading Style Sheets (v2) provides the most faithful depiction of PDF documents in HTML. If the option **Try to preserve layout** is selected, all fonts and positioning will be closely replicated.

If the option **Create file for every page/article** was selected, all CSS style elements are saved in a separate CSS file that is included as a reference by the HTML pages. You can quickly change the formatting of the HTML pages by editing the CSS file.

▪ **EPUB**

This option exports the PDF document as a single EPUB file with basic formatting. You can choose whether or not images are included.

- **EPUB CSS**

  This option is similar to the previous export format, except that the formatting is stored in a separate CSS file in the EPUB archive.

- **RTF**

  Microsoft's Rich Text Format which can be read by virtually any word processor. FlexiPDF can also embed images in RTF files.

  Note: If the option **Try to preserve layout** is selected, some versions of Microsoft Word may experience problems if the height or width of the page is greater than 55 cm.

- **Microsoft Word**

  The word processor from Microsoft Office ("Word")

- **TextMaker**

  The word processor from SoftMaker Office ("TextMaker")

The option "Right-to-left reading order"

If this option is selected, FlexiPDF assumes that the contents of the PDF file are read from right to left (for example, Arabic). When exporting, the program tries to reproduce the reading order.

Image output

In the dialog box **Export Format**, the **General** tab contains the options **Text Output** and **Image Output**.

Set a check mark for the option **Image Output** to export the images of the PDF file. Note: Either **Text output** or **Image output** (or both) must always be selected.

The dropdown list "Format" for the image output

FlexiPDF supports exports to different image formats: JPEG, TIFF and PNG. Each of these formats has certain properties and is suitable for a specific purpose.

Available image formats:

- **JPEG**

  This format is the best option for photos.

- **JPEG (progressive)**

  When loading a page, the images appear faster with the progressive JPEG format than with the normal JPEG format.

- **TIFF**

  Supports CMYK, which may provide improved color fidelity when exporting magazine or newspaper pictures, for example.

- **TIFF (multipage)**

  Creates a single, multi-page TIFF file for all images together. To view such a file, you need a TIFF viewer that can handle multi-page TIFF files.

- **PNG**

  This format is best suited for flat graphics and charts with clean lines.

The option "Convert each page into an image"

If the option is enabled, the entire pages, including text, will be rendered into image files.

The option "Place images in sub-folders"

When this option is enabled, FlexiPDF will automatically create a sub-folder named `images` in which the images will be saved. This will also affect the path that is used in the `IMG` tag for the HTML output.

Text tab

When exporting your PDF file (**File | Export | Pages as**), click on the **Format** button and switch to the **Text** tab.

If, on the General tab, you have selected the option **Text Output**, you can now specify here the way in which text will be exported to all formats.
Note: Those additional options that only concern HTML exports are on the HTML tab.

For a better overview, the options of this tab are divided into two sections: **Text Flow** and **Text Appearance**.

Text Flow section

- **Identify image captions**

  This option will cause FlexiPDF to identify image captions and output them together with the images instead of in the body text. If you have enabled image output, the captions for TIFF, JPEG, and PNG files will also be embedded in the image files themselves.

- **Try to preserve layout**

  In all text formats (see Text output) except EPUB, this option causes FlexiPDF to position words as close as possible to the original layout. The way in which this is done depends on the selected output format.

  In the "Plain Text" format, the layout is approximated by inserting spaces. For this purpose, you should view the output document without automatic line wrapping in a monospaced font (for example, Courier New). Even with the "Simple HTML" format, the layout is simulated by inserting spaces.

  The "HTML 3" and "HTML 4" formats use HTML tables for positioning. "HTML 4 CSS" uses the exact text positioning that was introduced with CSS2.

Certain deviations from the original layout are inevitable. You may still need to edit the output files a bit.

▪ **Render text in vector artwork**

If this option is enabled, the letters will not be output directly but will be broken down into graphic curves.

▪ **Recognise "speech marks"**

If the option **Preserve line breaks** is disabled, FlexiPDF will try to reflow the text into paragraphs. This works very well in most cases.

If you are exporting a document that contains reported speech (for example, a novel), however, it is important to preserve the line breaks as in the original document. This is because the line break indicates to the reader that the speaker of the direct speech has changed.

If you have enabled the option **Recognize "speech marks"**, FlexiPDF will pay special attention to quotes at the start of a line and at the start of a paragraph and will thus be able to preserve these necessary line breaks.

The option should remain disabled for other documents that do not contain such reported speech.

▪ **Preserve line breaks**

This option enables you to ensure that FlexiPDF retains all line breaks of the original document. Furthermore, it will stop FlexiPDF from removing hyphenation.

This option makes it more difficult to subsequently edit the output document because lines of text will not reflow after insertions and deletions. The advantage of the option is that the layout is closer to the original layout.

▪ **De-hyphenate words**

With this option, FlexiPDF removes hyphens at the end of a line and rejoins the parts of words separated by hyphenation into one word. Words with normal hyphens such as "lower-level" are not changed.

FlexiPDF removes the hyphens using the spell check dictionary that is currently active. (For more information, see Spell check options.) It is thus important that the document language corresponds to the enabled language of the spell check.

If this option is disabled, FlexiPDF will leave hyphens as they appear in the original document.

If the above options **Try to preserve layout** or **Preserve line breaks** are enabled, the **De-hyphenate words** function is not available.

Text Appearance section

▪ **Create file for every page/article**

This option will cause FlexiPDF to output each page to a separate file. When you export to HTML, the pages are linked via hyperlinks. This option is ignored by EPUB, as it is only ever output as a complete file.

If you export article threads, the separate files will be created per article and not page by page.

▪ **Hyperlinks**

If FlexiPDF finds hyperlinks in the PDF document, they will also be written to the output file. This option has no effect on output in "Plain Text" format (see Text output) because plain text cannot contain hyperlinks.

- **Bookmarks**

  If this option is enabled, the bookmarks of the PDF file will be stored as hypertext destinations in the output file. This option has no effect on output in "Plain Text" format.

- **Page breaks**

  If this option is enabled, FlexiPDF will insert a page break at the end of each page. For HTML, the HTML tag `<HR>` inserts a horizontal separator.

The option "Use UTF-8 encoding"

This is the Unicode character set: a format that also supports complex character sets (for example, Asian scripts).

Image tab

When exporting your PDF file (**File | Export | Pages as**), click on the **Format** button and switch to the **Image** tab.

If, on the General tab, you have selected the option **Image Output**, FlexiPDF will export all images of the PDF file.

The settings on the **Image** tab mainly refer to the scaling and size of the output image files.

FlexiPDF can export two types of images: pictures (photographs consisting of many color pixels) and drawings (consisting of vector graphics with lines, curves and filled areas). FlexiPDF cannot output the vectors of drawings as such, thus it rasterizes such illustrations for export.

The option "Auto-identify vector artwork"

Many PDF files contain vector graphics. Due to the internal structure of PDF files, however, FlexiPDF cannot always recognize them automatically, as each page is a mixture of text, images and vector drawings.

FlexiPDF can automatically find vector graphics on the page to some extent. If you enable the option **Auto-identify vector artwork**, FlexiPDF will export them to the image format that was set.

If you are unsure whether a document contains vector graphics or images, enlarge the view of the pages. If the display now becomes grainy or "pixelated", the objects are images. If the display remains sharp and detailed, they are vector graphics.

If you notice that certain vector graphics are not being correctly identified when exporting, you should use the **Hyperlink tool** to mark them as **FlexiPDF Image Box**. (For more information, see Marking illustrations for export).

Vector graphics are always exported by FlexiPDF as pixel graphics (raster graphics).

The option "Use original OPI name if available"

If your PDF file has OPI placement information for the images it contains, FlexiPDF uses the original file names of the images when exporting them.

You can check whether an image has OPI placement information by selecting it with the **Object tool**, right-clicking on it to open the context menu and selecting **Image** ▶ **Properties** there.

Image Scaling section

Here, you can specify the scaling of the exported images.

If no check mark is set for **Image Scaling**, the images will be output in the size in which they are in the PDF file. This can lead to very large files, as many PDF documents contain high-resolution images that are scaled down by the PDF viewer only for the screen display.

- ▪ **Fix image resolution at**

  This option scales the output images so that they all have the same resolution in dpi (dots per inch). Available resolutions include 72, 100, 150, 300, 400, 600, 720, 800 and 1200 dpi.

  This setting is particularly important when exporting vector graphics. The higher the image resolution, the sharper the output image will be.

- ▪ **Advanced scaling options**

  You can select three types of (advanced) image scaling from a dropdown list. The following applies for each type: If you set the height or width to 0, the aspect ratio of height and width of the images will be maintained.

  Set image size: This option sets the exact image size in the specified pixels.

  Max. image size: This option sets the maximum image size in the specified pixels. If an image is smaller than the specified height and width, it is output in its original size. Otherwise, it is resized accordingly to the selected maximum values, while maintaining the aspect ratio of height to width. For example, an image with a size of 800 x 400 pixels and a specified maximum image size of 200 x 200 pixels will be rendered in a resolution of 200 x 100 to preserve the aspect ratio of the image.

  Scale image: This option resizes the images to the specified percentages.

The option "Colour depth when rendering"

This dropdown list enables you to specify the color system in which FlexiPDF renders the areas identified as **FlexiPDF Image Box** when exporting vector graphics (see above: inserted drawings). This option also specifies the color system in which pages are exported as image files if the option **Convert each page into an image** is enabled on the General tab.

The option has no effect on non-rendered images (such as photos). They are exported with the color depth in which they are stored in the PDF file.

You can view the color depth of images saved in the PDF by using the **Object tool** to click on an image. Then choose the ribbon command **Format** | group **Image** | **Properties**.

HTML tab

When exporting your PDF file (**File | Export | Pages as**), click on the **Format** button and switch to the **HTML** tab.

On this tab, you specify the options for how HTML formats will be exported by FlexiPDF.

"Background" section

In this section, you can set a background color or image for the exported HTML files.

▪ **Color**

Your input in the **Color** field is transferred to the `<COLOR>` attribute of the HTML tag `<BODY>` on each page that is output. You can specify HTML color names such as `yellow` or hexadecimal color values such as `#FFFFFF`.

▪ **Image**

The **Image** input field expects the file name of an image. This name is transferred to the `BACKGROUND` attribute of the HTML tag `<BODY>` on each page.

The link to the image file does not have to refer to an existing file on your hard disk. It only needs to work in the context of the HTML file. If, for example, you subsequently upload the HTML file to a web server, the link to the image file must work *there*.

"Header and Footer Files" section

The input fields for headers and footers expect file names with their path. The text and HTML "snippets" contained in these files are inserted in the page directly after the HTML tag `<BODY>` (header) or directly before the HTML tag `</BODY>` (footer).

You cannot enter the file names directly in the input fields. Use the buttons ⌐...⌐ to select the files.

"Page / Article Navigation" section

If FlexiPDF is set to **Create file for every page/article** on the Text tab, you can add a navigation mechanism here. The texts entered here are placed on each page and serve as convenient navigation links to the previous, first and next page.

You should enter captions in the language that your readers will understand. You can also enter HTML code that references images instead of the texts.

The option "Image borders"

If this option is enabled, images will be given a border. This is generated with the **border** attribute of the HTML tag `<IMG>`.

The option "Frames"

This option has an effect only if you have enabled the output of **Bookmarks** on the Text tab.

With the option **Frames**, FlexiPDF generates a frameset in which the list of bookmarks appears on the left and the exported content on the right. If you click on a bookmark, the view will switch to the corresponding page.

Exporting tables

FreePDF: The functions for *exporting tables* are not included in FreePDF.

To export tables well, you need to tell FlexiPDF the areas of a page which display a table. You do this by dragging a special box around the areas that should be considered tabular.

Proceed as follows:

1. Draw a box around the table to "mark" it. (For more information, see Marking a table.)

2. After marking, the following processes are possible:

   a. The table can be exported as part of a page. (For more information, see Exporting as part of a page.)

   b. You can export the table individually. (For more information, see Exporting individual tables.)

Marking a table for export

FreePDF: The functions for *exporting tables* are not included in FreePDF.

To export tables well, you need to tell FlexiPDF the areas of a page which display a table. Otherwise, FlexiPDF will consider these areas as normal text. Thus, the division into rows and columns would be lost when exporting.

To mark a table, proceed as follows:

1. Move the image section to ensure that the table to be marked is visible.

2. Select the **Hyperlink tool** on the ribbon tab **Insert** | group **Links**.

3. Use the mouse to drag a rectangle around the table. Do not select areas that do not belong to the table.

   The dialog box **Link Properties** will appear.

4. Here, change the **Type** to **FlexiPDF Table Box**.

5. Enter a title for **Label**. Depending on the output format you choose, this will be written to the output file.

6. Next, you can specify whether to apply this marking over a range of pages. This is useful if your document contains similar tables in the same place across multiple pages.

7. FlexiPDF analyzes the table area, including all border lines used to delineate rows and columns. For some tables, you obtain better results if FlexiPDF ignores these lines and only pays attention to the content. In such cases, set a check mark in front of **Ignore borders when calculating table**.

8. Confirm with **OK**.

FlexiPDF now displays a table box with your assigned title (if there is enough space).

When you export the document, this table marking improves the exporting of the table.

The blue table boxes are only visible in FlexiPDF if the **Hyperlink tool** is enabled.

Exporting as part of a page

Tables that you marked as a table (as described in the previous section) are handled in such a manner that the layout is preserved for most export output formats.

For all further information on exporting, see Exporting pages.

Exporting individual tables

FreePDF: The functions for *exporting tables* are not included in FreePDF.

To export a table, it must first be marked as such. (For more information, see Marking a table.) Once this step is completed, it can be exported separately from the document:

1. Select the **Hand tool** in the Quick access toolbar.

2. Click on the table to be exported.

3. The dialog box **Copy table to file** opens.

4. Enter a file name for the export of the table, and select an export format from the list of file types.

Excluding unwanted objects

FreePDF: The *Crop tool* is not included in FreePDF.

To exclude parts of a page when exporting, you can use the **Crop** tool ⊹ to temporarily crop one or more pages. (For information on working with the Crop tool, see [Cropping pages](#).)

As a result, everything *outside* the cropping area will be omitted when exporting.

Proceed as follows:

1. Select **Crop** ⊹ on the ribbon tab **Pages** | group **Crop**, and drag an area with the mouse.

2. After the export has been performed, you can remove the cropping again with **Remove crop** ⊹.

Language tools

This chapter provides an introduction to the language tools available in FlexiPDF. See the following pages for more information.

- **Setting the language**

  The language for spell check and hyphenation can be selected via the command **File | Options**.

- **Spell check**

  The spell check checks a document's text for typos and suggests corrections in the event of errors.

- **Auto translation**

  Only included in **FlexiPDF NX**: FlexiPDF can automatically translate the current page of the document into another language for you.

- **Summarise text via AI**

  Only included in **FlexiPDF NX** : Create an AI-based summary of your text in FlexiPDF.

Setting the language

> **FreePDF:** The *Spell check* and *Hyphenation* functions are not included in FreePDF.

The language for spell check and hyphenation can be set in the options.

Proceed as follows:

1. Choose the ribbon command **File | Options**.

   Alternatively: **Review** | group **Text** | **Language** .

2. The program opens a dialog box in which you switch to the **Language** tab.

3. Select the desired language from the list "Spelling".

It is important that the set language matches the language of the document. If necessary, install the required dictionaries. For more information on this and the other language options on the **Spelling** tab, see Options, Spelling tab.

Notes

- In the list for selecting the language, FlexiPDF offers *two* entries for German: **"German (Germany)"** stands for the *new* spelling (according to the 1996 German spelling reform in its last revision in 2006) and **"German (Germany, <u>old</u>)"** for the *old* spelling.

Spell check

FreePDF: The *Spell check* is not included in FreePDF.

After editing, it is useful to check the spelling of each added text. You can check the correct spelling of the words in three ways:

- Check the words within the selected text: To do so, select the text.

- Check the words in the active text boxes: To do so, select the text boxes.

- Check the entire document: To do so, make sure that no text box is selected.

By choosing the command **Review** | group **Text** | **Spell check** ✓ or pressing the **F7** key, the dialog box **Spelling** will appear. Each unknown word will not only be displayed in the dialog box but will also be highlighted on the page.

- Click on **Change** to correct the unknown word with the selected suggestion (or double-click on the suggestion). You can also enter the correct spelling yourself in the **Change to** field if there is no suitable suggestion.

  Clicking on **Change All** will correct all other occurrences of this word in this manner.

- Select **Add** to include the unknown word in the user dictionary. From now on, it will be recognized as a correctly written word.

- Clicking on **Ignore** will skip this spelling error and it will not be corrected.

  Clicking on **Ignore All** will ignore any other occurrences of this word.

It is important that the set language matches the language of the document. If the language that was used for the spell check does not match the language of the document, click on the **Language** hyperlink to select the correct language.

Notes

▪ Be careful when changing text in paragraphs that have an unusual shape (for example, those that flow around graphics). If these paragraphs are reflowed, their layout may be lost.

▪ If the words in the **Suspect** field appear illegible or contain strange characters, this means that the text could not be extracted correctly from the PDF file. This is due to an incorrect font encoding of the PDF file and it cannot be corrected with FlexiPDF.

▪ FlexiPDF warns you if the replacement text cannot be rendered in the font of the misspelled text. In this case, you will be prompted to select a different font.

▪ FlexiPDF only supports the editing of texts that are read from left to right. The editing of Arabic and Hebrew texts is thus not supported.

▪ You can edit the content of the user dictionary. For more information, see User dictionaries.

▪ Words that include numbers cannot be added to the user dictionary. However, you can skip them with the **Ignore All** button.

User dictionaries

FreePDF: The functions for *user dictionaries* are not included in FreePDF.

If you press **Add** during the spell check, FlexiPDF "learns" the word by adding it to a user dictionary file on the hard disk. User dictionaries are normal text files.

If you inadvertently add a word, you can edit the user dictionary using a text editor such as Notepad. You can also use a text editor to add new words to the user dictionary, for example, words that you have already added to the spell check of your Office suite.

Storage location of user dictionaries

The user dictionary files for all languages are created in the same folder. They are created for a language the first time you add a word to the spell check.

Storage location on Windows 7, 8, 10 and 11:

```
C:\Users\<username>\AppData\Local\FlexiPDF\4\hunspell\fp-userdicts
```

User dictionary format

The *.txt dictionary files are simple word lists, with each word on its own line. Example:

```
Technology
SoftMaker
Ltd
FlexiPDF
```

Changes to the user dictionary will only take effect when you restart FlexiPDF.

Auto translation

This feature is only available in **FlexiPDF NX**.

The Auto-translation function can translate one page of the current PDF file in each case.

Note: The translation is done by the online translation service **DeepL** rather than done locally on your computer. You must thus be connected to the Internet to use the translation feature.

To translate a page, proceed as follows:

1. Open the original PDF and navigate to the page that you want to translate.

2. Choose the ribbon command **Review** | group **Translation | Auto-translate** .

3. In the following dialog box, select the desired target language for **Translate to**.

4. If the original and target languages have different writing directions, e.g. English >> Arabic, you can make it easier to read the content by mirroring the page layout. To do so, click on the checkbox **Flip page horizontally**. Page mirroring works best when the pages have a simple layout.

5. Optional step: Click on **Usage** to view the limits on translation that apply to your license. These usage limits are different for demo versions and licensed versions of the software.

FlexiPDF ✕

ⓘ 372882 characters are available for translations in the current billing period.

OK

6. Finally, click on **OK** in the main dialog box to start the translation process.

   Important: Make sure if you want to save the previous changes to the PDF document before you start the translation. See note below.

7. The text content of the page is uploaded to the cloud for translation. The translated text is then inserted back into the page. If some fonts do not have the required characters for the translated text, replacement fonts are used instead.

Note: The translation cannot be undone. If you want to keep your original text instead of the translation, you can close the document without saving it. This will discard the translation (but also all changes made previously).

Summarise text via AI

This feature is only available in **FlexiPDF NX**.

The command **Summarise** allows you to summarise texts. FlexiPDF uses the capabilities of artificial intelligence (AI).

Note: The processing is performed by the online service **ChatGPT** rather than performed locally on your computer. You must thus be connected to the Internet to use this feature.

1. Choose the command **Review** | group **Text** | **Summarise** 💬.

   The following dialog box opens:

2. In the dialog box, select whether you only want to summarize the text section (which you must have selected beforehand) or your entire document.

3. Specify the appropriate **Text length** and the desired language for the output of the summary, and then click on the **Summarise** button. If you don't like the summary, press this button again to obtain another result. The previous text will be overwritten.

   Use the **Copy** button to copy the result to the clipboard and then paste it into FlexiPDF or another program.

Changing the program settings

General settings can be changed with the command **File | Options** ⚙. These settings are global, thus they apply to all FreePDF documents.

Options: Appearance tab

Choose **File | Options** and switch to the **Appearance** tab.

▪ **User interface language**

The FreePDF user interface is available in several languages. Choose your desired language here.

▪ **Theme**

Here, you can choose between different color themes for the appearance of the FreePDF user interface.

Options: Spelling tab

FreePDF: The options for the *Language tab* are not available in FreePDF.

Choose **File | Options** and switch to the **Spelling** tab.

▪ **Spelling**

Set the language for the spell check and hyphenation. It is important that the set language matches the language of the document. If you omit this step, a correct spell check will be impossible, and the removal of hyphens will fail.

FlexiPDF is supplied with spell check dictionaries for several common languages. If you select a less widely spoken language, FlexiPDF will prompt you to download the dictionary for the *spell check*. The dictionaries for *hyphenation* are always available in all supported languages.

Note: The spell check dictionaries are not from SoftMaker, but are Hunspell dictionaries. Most of them were created by private users or non-profit organizations and are available as free downloads.

▪ **Skip UPPERCASE words during spell check**

This option lets the spell check skip all words that only consist of uppercase letters.

▪ **Skip words with numbers during spell check**

This option lets the spell check skip all words that contain numbers.

- **Skip words with non-Latin characters**

  The spell check skips all words that do not contain Latin characters, such as Arabic or Cyrillic characters.

- **Hyphenate words when editing**

  In order for text to fit better into the available space, FlexiPDF performs hyphenation at suitable points. If you don't want this to occur, disable automatic hyphenation here for the entire document.

  To disable hyphenation for one paragraph only: With the Text edit tool $\mathbf{T}$, click in the paragraph and choose the ribbon command **Review | Disable hyphenation** .

  > **Note:** Hyphenation only works if you have formatted text as justified.

Options: Editing tab

Choose **File | Options** and switch to the **Editing** tab.

- **Unit of measurement**

  Select the unit of measurement (inch, cm, mm, point, pica) in which FreePDF displays sizes in the ruler and in dialog boxes.

- **Default editing tool**

  Here, you select the tool that will be automatically enabled when a document is opened.

- **Show changed text in:**

  If this option is enabled, FlexiPDF will highlight edited text in the selected color. This highlighting will only be displayed and printed in FlexiPDF but not in other PDF viewers. (not available in FreePDF)

- **Paste text with formatting**

  If this option is enabled, FreePDF will paste text with formatting (font, color, size) from the clipboard. Otherwise, the text will be pasted with the formatting currently enabled in the document.

- **Show translation pop-ups**

  When you have used the Auto translation function, the original text can be displayed via pop-ups if this option is enabled. Hover the mouse over a translated text section and a yellow pop-up window appears after a short time, displaying the text in the original language. (not available in FreePDF)

- **Insert Smart Quotes when editing**

  If this option is enabled, FreePDF will automatically replace neutral quotes with smart quotes when typing. This assumes that the font used has smart quotes.

- **User-defined stamps folder**

  Here, you specify the folder that contains the stamp files which you defined yourself. By default, the input field is empty. For more information, see User-defined stamps.

Options: Saving tab

Choose **File | Options** and switch to the **Saving** tab.

- **User name**

  The name chosen here is saved for <u>Sticky notes</u> and other notes as well as <u>Stamps</u> and is also saved in the <u>Change log</u>.

- **Always make a backup on save**

  If this option is enabled, and you choose **File | Save**, a backup copy `File name backup.pdf` will be created. The storage location of the backup copy is the folder of the original document.

- **Auto-save every X minutes**

  If this option is enabled, FreePDF will regularly create a backup file. A value of 10 minutes is recommended.

  If you need to restore a document after a system crash, simply open the document on which you were working. FreePDF will then automatically offer to open the backup file.

- **Check for overset text on save** (not available in FreePDF)

  By default, FlexiPDF checks whether any of the text boxes contain too much text, i.e. whether they overflow, when saving. If FlexiPDF finds overflowing text, the program asks if the overset text should be corrected before saving. If a correction is desired, a list of overset text locations is then displayed.

  If no correction is made, this text is invisible when the PDF is opened by other PDF viewers.

  This check can be time-consuming for long documents. In this case, it may be better to temporarily disable the function.

- **Save documents as PDF version 1.4 when possible**

  Normally, FreePDF saves files as PDF version 1.5 and higher. If this option is selected, the program tries to save the edited file as PDF version 1.4 – an older format that is used by some older PDF viewers. However, this is not always possible – for example, if you use newer PDF features that cannot be saved in the old format.

- **Batch save number of pages**

  When finding and replacing in large documents, FreePDF saves the document every 150 pages by default during the process in order to require less memory capacity. Increase the value to speed up the process at the expense of memory usage. Decrease the value to reduce speed and memory usage.

- **Store layout info in PDF**

  When you save an edited PDF file, FreePDF stores additional information (tab stop positions, paragraph alignments, indents and margins, etc.) in the PDF file so that it can be edited more easily by FreePDF. This information slightly increases the file size.

  - Select **Never** if you want to save PDF files as compactly as possible and do not need the additional information.

  - Select **Always** whenever the size of the file is less important than the easy editability of the PDF file.

Select **Auto** to let FreePDF decide automatically.

Options: Loading tab

Choose **File | Options** and switch to the **Loading** tab.

- **Default Zoom**

  This is the zoom level at which a document is displayed when it is opened. This does not change the PDF in any way, as this setting is global and and is not saved in the individual PDF file.

- **Override initial zoom**

  If this option is enabled, FreePDF will ignore the initial zoom stored in the PDF file and use the default zoom selected above. This setting is also global.

- **Initial View / Initial Zoom / Initial Page**

  These options determine how , FreePDF and other PDF viewers will display the current PDF file. You must save the PDF file to permanently store these options in the file. This setting is thus not global.

Options: Advanced tab

FreePDF: The *advanced options* are not available in FreePDF.

Choose **File | Options** and switch to the **Advanced** tab.

- **Detect bold / overprinted text**

  In some documents, bold text is simulated by displaying the text multiple times in the normal font with a slight offset (overprinting). FlexiPDF detects this and converts it into "real" bold. You can disable this function here to increase the speed of FlexiPDF for complex pages.

- **Detect tabs and leader dots**

  Before editing, FlexiPDF searches for sequences of dots used as spacers in tabular layouts (for example, in the table of contents of a book). FlexiPDF then converts these into real tab stops with leaders.

  FlexiPDF also searches for large spacing between words and replaces them with tab stops. This makes it easier to edit tabular data and bulleted lists.

  As this detection sometimes fails and also costs CPU time, you can disable it here.

- **Detect underlined / strike-through text**

  Before editing, FlexiPDF searches the text for graphic lines that are similar in length to the text near them. FlexiPDF removes these lines and enables an underline or strikethrough, depending on the vertical position of the lines.

As this detection sometimes fails and also costs CPU time, you can disable it here.

- **Include cropped text when editing**

Before editing, FlexiPDF usually determines all visible text on the page and offers it for editing. If this option is enabled, FlexiPDF also includes the text that is invisible due to page cropping. This is useful for finding text that would otherwise be overlooked.

If this option is disabled, you can crop the page to limit it to the text excerpt that FlexiPDF "sees". This can be useful if you want to limit <u>Find and replace</u> to part of the text, or if you want to avoid unwanted layout changes when you start editing.

Thus, for example, finding and replacing in a document's header is difficult if the header uses the same font and font size as the rest of the document. How do you tell FlexiPDF to only search the header but not the rest of the document?

The solution is to disable this option, use the **Crop** tool ⌗ (ribbon tab **Pages** | group **Crop**) to set a cropping around the header, and then perform the search. FlexiPDF will then limit the text search to the text within the cropping and leave the rest of the text unchanged.

After completing the search process, remove the cropping again with **Remove crop** ⌗, and the complete page text will be visible again.

- **Diagnostic editing mode**

This option is for test purposes only. When enabled, it prevents FlexiPDF from providing the text on the pages in an editable form. Objects can still be edited but texts cannot. This option is disabled each time FlexiPDF is started.

- **Do not show (and add) recent documents**

If you click on the ribbon tab **File**, FreePDF displays a list of the most recently opened files. Simply click on one of these files to open it again. If you enable this option, the list of recently used files will no longer be displayed.

The **Delete existing recent documents history** button removes all existing entries from this list.

Customizing the program

In addition to the FreePDF settings, you have some other options for customizing FreePDF and thus adapting the program completely to your personal work style.

For more information, see the following sections:

▪ **Customizing the document display**

This section describes how to customize the appearance of the document on the screen. Most of the required commands can be found on the ribbon tab **View**.

▪ **Showing and hiding the ribbon**

If you want to have more screen space to display the document, you can minimize the ribbon.

▪ **Customizing the Quick access toolbar**

You can customize the quick access bar below the ribbon by adding or removing commands.

▪ **Customizing shortcut keys**

You can also customize the shortcut keys for choosing frequently used commands.

Customizing the document display

On the following pages, you will learn how to customize the display of the document on the screen. Most of the required commands can be found on the ribbon tab **View**.

Zoom level

FreePDF offers you many options for determining the zoom level at which a document should be displayed on the screen.

The command group "Zoom" on the ribbon tab **View**

Use the following commands of the ribbon tab **View** | group **Zoom** for this purpose:

Command	Function
Zoom tool	This command enables the magnifying glass. Use the mouse to drag a frame around any section of the document to enlarge it.
	If you do not drag a frame, you can enlarge the view by clicking in the document. If you press the **Ctrl** key at the same time, the view will be reduced in size. To exit the Zoom tool, use the **Esc** key.
Actual size	This command sets the zoom level to 100%.
Fit width	This command automatically sets the zoom level so that the page width fits exactly in the document window.
Two pages	This command displays two full pages next to each other.
Full page	This command automatically sets the zoom level so that the page fits exactly into the document window in terms of height and width. This is the default setting.
Page content	This command automatically sets the zoom level so that the entire page content fits into the document window without the outer empty frame being displayed.
Zoom level	This option allows you to select the zoom level from a list.

Using the zoom slider

You can also use the zoom slider located in the status bar in the bottom right corner of the screen to change the zoom level:

To change the zoom level, either drag the slider with your mouse or click on the plus or minus icon.

> **Tip:** Also note the key combination **Ctrl+middle mouse wheel** for continuous zooming.

Full screen view

> **FreePDF:** The *Full screen view* function is not included in FreePDF.

With the command **View** | group **Window** | **Full Screen** , you can switch to the *full screen view* in which the program uses the entire screen to display the document. FlexiPDF enlarges its program window to the full screen size.

To exit this view mode, press the **Esc** key. Alternatively, use the key combination **Ctrl+F10** to switch between full screen view and normal view at any time.

Switching between open documents

Switching between document tabs is also possible in full-screen mode if multiple tabs are open in the same program window (see also Working with multiple documents). Use the following key combinations, for example:

Ctrl+F6 switches to the next tab

Ctrl+Shift+F6 switches to the previous tab

Showing and hiding the ribbon

The ribbon is usually fully visible.

However, you can hide the ribbon at any time by *minimizing* it. This is useful if you want to have as much screen space as possible to display the document.

Proceed as follows:

1. Click on the black arrow to the right of the Quick access toolbar.

   Alternatively: Right-click on anywhere in the ribbon.

2. A menu opens. It contains the option **Minimize the Ribbon**, which can be enabled or disabled via a mouse click. (A check mark appears in front of the option if it is currently enabled.)

After you enable this option, the ribbon will be minimized. Only the ribbon tabs and the Quick access toolbar will then be seen.

> **Tip:** Alternatively, you can click on the icon ⌃ in the lower right corner of the ribbon to minimize the ribbon. You can also use the shortcut key **Ctrl+F1**.

Working with a minimized ribbon

You work with a minimized ribbon as follows:

▪ When you click on one of the ribbon tabs of the minimized ribbon, the ribbon becomes completely visible again *temporarily* and displays the corresponding ribbon tab. As soon as you trigger a command (for example, click on the icon for a command), however, the ribbon will be automatically minimized again.

▪ If you *double*-click on one of the ribbon tabs, the ribbon will be *permanently* visible again, thus removing the minimization.

Customizing the Quick access toolbar

The *Quick access toolbar* is displayed below the ribbon. It contains a selection of frequently required default commands.

You can remove default commands from the Quick access toolbar by clicking on the black arrow to the right of the Quick access toolbar. The program will open a menu that lists the default commands. Here, you can remove the check mark in front of a command by simply clicking on it with the mouse. It will then no longer be displayed in the Quick access toolbar.

If you want the command to reappear in the Quick access toolbar, click on it again in this menu.

You will find three more items in this menu:

▪ **More Commands**

Use this item to open a dialog box with all commands available in FreePDF that you can add to the Quick access toolbar (see below).

▪ **Show Above the Ribbon**

This allows you to change the position of the Quick access toolbar, which is then displayed above the ribbon rather than below it.

▪ **Minimize the Ribbon**

If you enable this option, the ribbon will be minimized. Only the ribbon tabs and the Quick access toolbar will then be seen. For more information, see Showing and hiding the ribbon.

Tip: You can also open these three commands by right-clicking on anywhere in the ribbon.

Adding/removing commands from the Quick access toolbar

Not only can you customize the default commands for the Quick access toolbar, but you can also choose from all other commands that are available in FreePDF. They can be added to the Quick access toolbar or removed again. To do so, proceed as follows:

1. Click on the black arrow to the right of the Quick access toolbar.

2. Select **More Commands** in the menu that appears.

3. The program will open a dialog box in which you can customize the commands for the Quick access toolbar.

4. In the dropdown list at the top left, first select the ribbon tab on which the command is located. The list below shows all commands of the selected ribbon tab.

5. Select the desired command in the list on the left and click on the **Add** button (or double-click on the command). The command will then be moved to the list on the right, where the existing commands of the Quick access toolbar are located.

   You can use the **Remove** button, in turn, to remove a command from the Quick access toolbar after selecting it in the list on the right.

6. Use the buttons ▲ and ▼ if you want to change the position of the command within the Quick access toolbar. You can use a **<Separator>** from the list on the left to insert a separator line between commands and to group the commands in the Quick access toolbar more clearly.

7. Finally, click on **OK**.

> **Tip:** You can also add commands to the Quick access toolbar without this dialog box by right-clicking on a command icon directly on a ribbon tab. The program displays a menu in which you select **Add to Quick Access Toolbar**.
> To remove: Right-click directly on the command icon in the Quick access toolbar and select **Remove from Quick Access Toolbar**.

Resetting commands of the Quick access toolbar

The **Reset** button in the above dialog box resets the Quick access toolbar to its original state.

Customizing shortcut keys

The very frequently required commands in a program can also be opened via *shortcut keys*. For example, the command for saving the current document can be chosen very quickly by pressing the shortcut key **Ctrl+S**.

The predefined shortcut keys can be edited at any time. You can add a shortcut key to any command and change or delete existing shortcut keys.

Adding shortcut keys

To assign a shortcut key to a command, perform the following steps:

1. Click on the black arrow to the right of the Quick access toolbar. The program will open a menu in which you select **More Commands**.

   Alternatively: Right click on anywhere in the ribbon, and select the item **Customize Quick Access Toolbar**.

2. This will open the dialog box [Customize Quick access toolbar](#), where you can click on the **Customize** button at the bottom.

Another dialog box appears in which you can **customize the keyboard**:

3. In the upper left list **Categories**, select the ribbon tab on which the command is located.

4. In the dropdown list at the top right, select the command to which you want to assign a shortcut key.

   Note: Some commands already have predefined shortcut keys. However, they can also be changed if necessary (see below).

5. Click in the **Press new shortcut key** input field on the right, and press the key combination with which you want to open this command in future.

   If the shortcut key is already assigned to another command, an info *Assigned to* and the relevant command now appear below the input field. Otherwise, *Unassigned* appears.

6. Click on the **Assign** button to now assign the shortcut key to the command.

7. The new shortcut key is displayed in the **Current Keys** field on the left.

8. Exit the dialog box with **Close**.

From now on, you can execute the selected command with the specified shortcut key.

Changing shortcut keys

You can also change the existing shortcut keys for commands at any time.

To do so, perform steps 1. to 7. described above to assign the desired shortcut key to the command. Then remove the existing shortcut key in the **Current Keys** field by selecting it and clicking on the **Remove** button.

Deleting shortcut keys

If you just want to delete a shortcut key, perform steps 1. to 4. described above. Then remove the existing shortcut key in the **Current Keys** field by selecting it and clicking on the **Rem**