Answer ID 16071 | Published 05/19/2014 09:37 AM | Updated 06/29/2023 11:00 AM Question: How to set the default font size in a document Question: How to set the default font size in a document Answer: Select tools and then the typewriter tool Type a word but don't enter. The cursor will be blinking at the end of the word. Highlight the word and right click. A context menu appears click on properties. Typewriter Text Properties should appear. Set the properties you want and then click on Set. This should set the default. Categories CreatedTime 05/19/2014 09:37 AM UpdatedTime 06/29/2023 11:00 AM The Edit Object tool allows you to make minor text revisions to a PDF document, including modifications to attributes, font type, size, fill color, etc. If the PDF document is secured to prevent editing, this tool is not available unless you get permission from the author. See Digital ID Settings. You can only change text and properties of the related fonts are available in your system or embedded in the document. See Embedding Fonts. Make limited text edits, even over multiple lines of text. Notes Editing should be kept to a minimum because the PDF format is mainly for document exchange, distribution and publishing, not for large-scale text revision. Text editing may not succeed on text where only a subset of the original font is embedded. Larger modifications to PDF page content are better made using the Advanced Edit mode. The Edit Object tool together with form fields. Using this tool might change how the document reflows and may make the document less accessible to the visually impaired. To edit text with the Edit Object tool Select Edit > Modify > Edit Object. Click in the text you want to edit. A bounding box outlines the text area where text can be done. Select Edit > Select All to select all the text in the bounding box, or drag the cursor to select characters, spaces, words, or even several lines within the box. Do any of the following to edit the text: Type new text to replace the selected text. Right-click the text for a shortcut menu to access commands, including those in the Object Properties dialog box. Click this icon above the selection to open a floating toolbar with similar commands Choose Edit > Delete, or press Delete to remove the text. Choose Edit > Copy to copy the selected text to the Clipboard. Click outside the selection to deselect it and start over. To edit tag data with the Edit Object tool This functionality on only on PDF files already containing tags. Select the Edit Object tool as described above. Click in the text you want to edit. A bounding box outlines the text area where edit actions can be done. Right-click for a shortcut menu and use the Content and Tag panels of the Object Properties dialog box. Modify tag data, including Alternate and Expansion text. Specify a language to assist screen reader programs. To add new text to a blank area on a PDF page, use the Typewriter tool. Text can be added as an annotation using the Text box tool. You can also use the Edit Object tool to modify embedded pictures and other objects. Please enter your email address and click "Reset My Password". You will be sent an email containing your new password. Information on the Advanced Edit feature of PDF Converter Professional 8 Information. PDF Converter Professional 8 Advanced editing features the following two working modes inside of the application: The "PDF View" mode is the traditional working mode available in all versions of PDF Converter Professional. This view reflects how the document would be viewed by other PDF viewing applications in the document's current state. The "Advanced Edit" mode is new to PDF Converter Professional 8, and allows advanced editing of the documents content - in particular, its text. Advanced Edit offers a wide range of editing, reviewing and mark-up tools, similar to those found in word processing applications. Tips and Tricks: Toggle between modes using the "PDF View" and "Advanced Edit" tabs located to the left of the Title bar, above the Menu bar. When switching from "PDF View" to "Advanced Edit", the PDF document is analyzed and transformed. A dialog box is presented to point out the likely changes (for example: tags and layers will be removed). Conversion settings are also offered in this dialog. The conversion process unlocks the text objects of the PDF file and converts it to an editable PDF document. When converting the document from "PDF View" to "Advanced Edit", some documents may need to be converted using the "Form" conversion method instead of using the "Document" conversion method. The "Form" conversion method may only be applicable when converting certain types of files. Enabling or disabling the option to "Adjust Character Spacing" on the Convert to Advanced Edit dialog may produce more desirable results when converting a document for Advanced Editing. We recommend making a backup copy of the original PDF before entering "Advanced Edit" mode, since the conversion may occasionally encounter difficulties with text flow, formatting and character spacing. If advanced editing has not produced the desired results, the document can be closed without saving, allowing the document to return to the previous "PDF View" state. Alternatives to Advanced Editing are to use the "Typewriter" tool or the "Text Box" tool on a PDF, which can be flattened at a later time to force text box content to become part of the PDF. However, these tools only allow for minor text changes, whereas "Advanced Edit" allows much greater changes. When advanced edits are complete, please use the "Finalize Advanced Edit" button in the Format toolbar, or click to "Document > Finalize Advanced Edit". This process makes the changes permanent and removes metadata from the document that is no longer needed. This is necessary before the document is made available to others, as it will ensure that the changes made to the document are visible when viewing the PDF within other PDF viewing applications. When saving, printing or sending the document from Advanced Edit mode, or when switching back to the PDF View tab, the document is returned to its state in "PDF View", with the changes intact. Known Issues: When using the "Advanced Edit" feature, converting either an Image PDF or a Searchable PDF file may result in an unsatisfactory conversion. Image PDF and Searchable PDF files require OCR (Optical Character Recognition) in order to be processed by Advanced Edit. Please try recreating the original PDF file as a Searchable & Editable PDF file in PDF Converter Professional, and then try converting to "Advanced Edit" mode again by following the directions below: Launch PDF Converter Professional. Click "Edit > Preferences". Navigate to the "Document" tab and select the "Searchable PDF Documents" menu item. Disable (uncheck) the "Keep original images" option. Under the "Process pages" section, select the "All pages" option. Click the "OK" button to apply the changes. Open the original PDF file in PDF Converter Professional. Click "Tools > Make Searchable". Once the conversion process is complete, save the file as a new name (so the original is not overwritten). Click the "Advanced Edit" tab and confirm whether the conversion process improves after you have made the file a Searchable & Editable PDF file before the "Advanced Edit" conversion. Alternatively, these documents can also be converted to their native format (either through the Convert button or from PDF Converter Assistant) to an editable document type. Then open the resulting document in a program such as Microsoft Word or Excel to perform the advanced editing. Power PDF provides three main ways of modifying PDF documents: Editing inside Power PDF in Review mode - the normal mode for the program. Editing inside Power PDF in Advanced Edit mode - accessible via the Edit menu. Exporting to a word processor program – e.g. Word or Excel, making edits and then recreating a PDF. 1. Editing inside Power PDF in Review mode This provides a wide range of possibilities: Locations: Add and work with comments from the Comment ribbon and the Comments Panel. Access the Typewriter tool in the Edit ribbon. Perform Document Assembly from the Home ribbon. Add and modify Bookmarks and TOCs from the Bookmarks panel. 2. Editing inside Power PDF in Advanced Edit mode This makes the document more freely editable with a tool set similar to that in Microsoft Word. Modify text color, font, size and styles. Change text attributes (bold, italic, underline), apply bullets or numbering Change paragraph attributes: spacing, alignment, borders and shading. Add pictures and tables with repagination to create the space they need. Insert, remove or modify columns and work with rulers and grids Use Find and Replace. (Review Mode has Find but not Replace) Modify tables already located in the PDF document. Insert symbols, headers and footers and page numbering. Recheck conversion results! Using Advanced Edit Mode in Power PDF and also saving the PDF to an editable format (described below) require a document conversion that in some cases may alter the appearance of the document. With well laid-out documents with a standard structure the results should be good, but on pages with complex layouts (multiple columns, many pictures, tables or other elements) it may be less certain. It pays to quickly check document appearance before starting the editing. 3. Exporting to Word or Excel and recreating a modified PDF If neither of the methods given above meet your needs, you can export the whole PDF document to an editable format, modify the document in the target application and create a new PDF. To do this: Go to the File menu and choose Save As. In the Save As dialog box, choose the target file type (see below) Enter a file name and location. When converting to editable file types, a progress monitor appears. The file appears in the target application. The file appears in the target application, make the desired changes in the target application. Create a PDF document using File > Print or the Create PDF tool in a Nuance ribbon. Target applications The program offers a range of editable file types (docx, xlsx, pptx, wpd, txt) plus image file types (tiff, jpeg, png etc.). It also offers XPS and different flavors of PDF documents, including PDF/A Saving a page selection for editing Make a copy of the original PDF, open the Pages panel and delete unneeded pages from the copy and save that to the desired file type. Recreating the PDF When resaving to PDF a page selection can be made. The Nuance ribbon is available only if the integration of Power PDF with the application has been installed. This method provides more features, for example, from Microsoft Word bookmarks, comments, links and tags can be transferred. Selected text can be copied and pasted into other applications. Text attributes are copied along with the text and match the original formatting as much as possible. Text is automatically selected in columns if your document is formatted that way. Make sure the Select Text tool is active. Click and drag your mouse over the text you want to select. Note: A PDF document that is a scan of a printed page is a bitmap image of text and will not have selectable text. When you try to select text in such a document it will ask you if you wish to perform optical character recognition before trying to generate selectable text from a scan, see "Using OCR (Optical Character Recognition)" Tips on Selecting Text Double-click selects a word; triple-click selects a whole line. Select text across more than one page by changing page, and shift-clicking into the new page to extend the selection. Select all the text in a document by choosing Edit > Select All. Correcting Text Nuance PDF Converter lets you edit or delete original text in your PDF document. Select the text you want to correct. Click the Correct Text button in the toolbar. The selected text is replaced with an text box that can be edited or deleted as usual. Tips on Correcting Text Correct Text works best on small portions of text in the same line or paragraph. The results may not match the underlying text exactly. In particular, fonts and spacing will vary at times. Adding Text Inserting a Text Box Select the Text tool in the toolbar. Insert a text box in one of two ways: Click anywhere on the page to insert a text box. The box will expand to hold the text you add. Click and drag to create a text box with a specific size. The text will automatically wrap to the size of the box. Start typing. You can also paste text from the Clipboard that you've previously copied. Use the handles to resize the text box, the text will automatically wrap. Click the "Advanced Edit" tab and confirm whether the conversion default, the Text tool reverts to the Edit tool after inserting text. Double-click the Text tool to keep it selected. This is especially helpful when Filling Out Forms. Option-dragging a text box with the Edit tool will make a copy of the box. This can save time if you are repeating a style. Choose Edit > Wrap Text to change the wrapping mode on a text box. Changing Characters Superscript and Subscript are located in Format > Font > Baseline. Other Characters are located in Edit > Special Characters. Also through the Fonts window > Tools menu > Characters.) Formatting Text Changing Typeface or Text Size Click and drag to select the text you want to format or use the Edit tool to select the text box if you want to format all the text in the box. Choose Format > Font > Show Fonts from the menu. The system Font panel appears. Make the desired changes in the panel. Changing Text Color Click and drag to select the text you want to format or use the Edit tool to select all text in the text box if you want to format all the text in the box. Choose Format > Text and then the Font Properties tab in the Inspector. (You can also click on the Inspector button in the toolbar and click on the Text Properties tab.) Click on Fill Color. The system Color picker appears. Choose the desired color. Changing Text Alignment Click on the text box you want to select it. Choose Format > Text and then choose the alignment: Align Left, Center, Justify, Align Right Changing Line Spacing Choose Format > Font > Baseline and select Default, Raise or Lower. Tip: Frequently-used text, including formatting, can be saved to the Library for reuse. See Library. Markup: Highlight, Underscore, Strikethrough and Squiggle Nuance PDF Converter offers several ways to markup text by adding highlight colors, underscoring, strikethrough, and squiggle. The options are available by holding down the mouse on the Highlight button in the toolbar. There several means of performing markup: Markup selected text Select the text that you want to markup. Hold the mouse down on the Highlight button to view the markup choices. Select a highlight color, underscore, strikethrough, or squiggle. Use the Highlight Text Tool Choose Tools > Highlight Text Tool, or the Highlight Text Tool in the toolbar. Drag through the text you wish to highlight. The current highlight choice as shown in the Highlight button in the toolbar will be used to markup the text. To markup with a different highlight choice select the Highlight button in the toolbar and click on your choice first. The Highlight Text Tool is then automatically engaged for you. Creating a Custom Highlight Color You can add a custom highlight color in the application preferences by choosing Preferences... from the Nuance PDF Converter menu. Click on the color box at the bottom of the General Preferences window. The Mac OS X System Colors window opens; select a color. Redacting Text You can block out text (black out), or erase it (white out) with the redact function. Select the text you wish to redact. Drag through the text you wish to highlight. The current means of performing markup: Markup selected text Select the text that you want to markup. Hold the mouse down on the Highlight blacked out. Select Redact Text – Erase if you want a blank place in place of the text. You will not be able to redact text that has already been made editable using the Correct Text button. Answer ID 5299 | Published 01/09/2007 12:00 AM | Updated 07/08/2013 04:53 PM Embedded fonts may not display properly Information When using PDF Converter Professional or PDF Create to create files which will contain embedded fonts, some fonts may not appear properly in output documents. This is caused by information included in the font by its manufacturer that dictates whether it may be embedded. PDF Converter Professional and PDF Create read this information and adhere to the option the manufacturer sets. There are four embedding options which can be set by a manufacturer: Installable embedding allowed; fonts may be embedded in documents and permanently installed on the remote system. Editable embedding allowed; fonts may be embedded in PDF Converter Professional documents, and must only be installed temporarily on the remote system. Print & Preview embedding allowed; fonts may be embedded in documents, but must only be installed temporarily on the remote system. Documents can only be opened read-only. Restricted licence embedding. No embedding allowed; font may not be embedded in document. A substitute font will be displayed. Note: PDF Converter Professional and PDF Create handle this information in the "Never Embed Fonts" list in the "Font Controls Dialog". If a font is not allowed to be embedded, the font name will have a red box around it. PDF Converter Professional and PDF Create can not change the embedding options for a font. When viewing a PDF created with a restricted font, that font must be installed on the viewing system or a substitute font will be used to display the text. PDF Create lets you include fonts inside PDF documents. Font embedding slows down PDF creation and increases the file size, while ensuring that the document layout and appearance are preserved, regardless of the fonts that exist on a reader's computer. Set your preference for font embedding: Embed Non-Standard Fonts (default) Embed All Fonts Do Not Embed Fonts The default setting embeds all except the most common fonts that typically exist on most computers: Arial, Times New Roman, Courier, and Symbol. Click Advanced to view the settings for each standard control. To specify more precise settings for a custom control, click New, name a new control, update the settings and click OK. To specify a list of fonts to always embed, clear Embed All Fonts, and then select Always Embed Fonts. Select the desired fonts individually and use the right-facing arrow to place them in the Always Embed Fonts panel. To activate the arrow buttons, select the applicable check box and select a font. Click an arrow button to change its direction to add or remove fonts from the lists. To embed all fonts except those that you specify, select Embed All Used Fonts, and then select Never Embed Fonts, add or remove until the desired fonts are listed, and click OK. Note Font files include a flag to allow or prohibit embedding, and PDF Create respects the flag setting. Use Delete to delete a control. Use Default to restore supplied controls to default values and remove user-defined controls. Page 2The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. To search uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to be included in the search or - in front of words to exclude. (Example: user +shortcut –group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or portr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' Use the Edit tab to access tools and settings for modifying PDF documents. Advanced Editor: Transform the current PDF to a format that allows editing, marking up and reviewing of document content as in word processor programs. Before working, check document appearance, especially for text flow, formatting and character spacing; conversion to this mode may alter the document. If conversion does not produce the desired results, close the document without saving so you return to its previous PDF View state. Alternatives to Advanced Editing are to use the Typewriter or Text Box tools. When advanced edits are complete, select and confirm with Finalize. Undo and Redo. Undo reverses, or reverse recent undo actions. A few commands (like redaction and document flattening) cannot be undone. Delete: Remove selectable items, such as drawing objects or text in a normal or a form text box. You cannot use this tool to delete text selected on the actual PDF page, which requires the use of the Edit Object tool on pages with a text layer. Select Area, Select All and Deselect All: Select an area to copy it, transform it to a hyperlink, export it to an editable format or declare it a table using the shortcut menu. Select All selects all text and objects on the current page of a Normal PDF when the current view (set at) is Single Page. In other cases, it selects all text and objects in the document. With image-only PDFs, it selects the entire current page. Deselect All removes the current selection. Cut, Copy, Paste: Cut or copy the selected content to the Clipboard, or paste Clipboard content into the current PDF. Crop: Reduce the size of the current or selected or all pages, or specify a page range. Before the new crop page size by drag-and-drop or by numerical values. Edit Text: Select text blocks to modify them. Text blocks cannot be selected in image-only PDF pages. Double-clicking in a text block allows the text to be modified. The shortcut menu of a selected text offers additional commands. For details see Editing Text with the Edit Text Tool and Text Format tab. Edit Objects: Select pictures or text blocks to modify. Your image editor can be defined at . Text blocks cannot be selected in image-only PDF pages. Double-clicking in a text block allows the text to be modified. The shortcut menu and a floating toolbar of a selected object or text offer many more commands. Typewriter: Add text to any free place on a PDF page and define properties to be applied. Typewriter text becomes an integral part of the PDF at saving time. Headers and Footers: Add, update or remove headers and footers. Adding can be done to multiple documents. Updating and removing apply only to the current document. In Power PDF Advanced, headers or footers may include Bates numbering. Bates Numbering: In Power PDF Advanced, use this option to add or remove Bates numbering, a system used mainly in legal circles to ensure that all pages in all documents relating to a particular case or topic have unique page identifiers. These identifiers appear in the Header or Footer areas of the pages. Link: Add a hyperlink to a page area to define the link appearance; or link an action to open a file, go to a web location, or go to another location in the document. Movie, Sound, 3D object: Insert these elements to a defined location on the PDF page. Alignment: Display or hide grids, rulers and guides, and set Snap to Grid to automatically align moved objects. Toggle line display between original and schematic weight by selecting or clearing the check mark for Line Weights. Measure: Determine distances, perimeters and areas of two-dimensional figures on the PDF page. A separate tool in the 3D-object toolbar allows 3D objects to be measured. JavaScript: Define actions perform through use of Javascript. JavaScript can be programmatically enabled or disabled in the program under . See Preferences Overview. Page 6The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut –group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or portr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' For accessibility information, please see the Keyboard Guide. Web Resources: Click to access the following links to online resources: Product Information. Access the Enterprise PDF Software Solution | Kofax web page. Access the Kofax web page. Access the Kofax Knowledge Base. Product Registration (appears in Standard and Advanced non-volume editions of Power PDF only): Start Kofax Power PDF - Software Manager to download product updates. Check the Network Installation Guide for details. Automatic Web Update (appears in Standard and Advanced non-volume editions of Power PDF only) – Select Automatic Web Update to receive notifications about upcoming application updates. About: View the Power PDF version number, copyright information and the End User License Agreement. Page 7The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut –group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or portr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' Use the Home tab to access commonly used settings. Extract and Insert: Extract pages from the document in Insert mode. In Insert mode, select one or more pages and whether to keep or drop extracted pages in the current document. When inserting, you can build up a file list from multiple folders, select page ranges (with a preview facility) and define an insertion location. These operations are also possible in Document Assembly mode. Use Extract and Insert or a shortcut menu to replace pages. Delete: Remove current or selected text boxes or define a page range. Document assembly: Transform the current view (as set by Scroll options in the View tab) to a set of smaller pages, to make it easier to rearrange pages within the current document or between multiple documents. Each page has a number bar to allow easy page dragging. Document Assembly view is applied to all open documents. A separate tool allows pages to be renumbered. This tool is available only in Document Assembly mode and becomes active only if the current document contains auto-generated page numbering in a header or footer. When clicked, it applies the updated page order to the real page numbering. To exit Document Assembly view, click its tool again. Open the Pages panel to see and work with thumbnails of all pages in the current document. Open one or more source files for PDF creation. Select Combine files to transform the source files into a single PDF. Select From File to have each source file saved to separate PDF documents. Select From Scanner to access a list of scanning options. Use the list to setup a scanner, then scan to a new document or append the scans to the current document. In Power PDF Advanced, you can use Scan and Markup (to have a defined word or phrase or pattern highlighted, crossed-out, underlined or marked for redaction in all scanned pages). Power PDF Advanced also offers a Scan Inbox facility (, that automatically generates PDF files from any scans placed in an indicated Inbox folder. Select Combine to open a dialog box allowing different documents into one document. Select From File to have each source file saved to separate PDF documents. Select From Scanner to access a list of scanning options. Use the list to setup a scanner, then scan to a new document or append the scans to the current document. In Power PDF Advanced, you can use Combine currently opened files into one PDF with the Combine All command for details. Rotate pages: Select the current page, selected pages or a page range and select from three rotation values. This command really rotates the pages, so the rotation persists when the file is saved. Use the View tab to temporarily rotate the view. Convert PDF to leading targets (Word, Excel, PowerPoint), making them more editable. Clicking any of the buttons will launch the Convert Pages dialog box. Make PDF Searchable: Transforms Image-only PDF files or files with image-only parts containing scanned text to a searchable PDF; it does this by running OCR (Optical Character Recognition) on the image-only parts to create or supplement the document's text layer. A few conversion target formats are available in the Other drop-down. Edit Text: Select text blocks to modify them. Text blocks cannot be selected in image-only PDF pages. Double-clicking in a text block allows the text to be modified. The shortcut menu of a selected text offers additional commands. For details see Editing Text with the Edit Text Tool and Text Format tab. Typewriter: Add text to any free place on a PDF page and define properties to be applied. Typewriter text becomes an integral part of the PDF at saving time. Reduce: Reduce file size by removing unneeded elements, or Optimize the current file, which usually delivers a smaller file, partly by lowering picture quality. Split: Split the current document based on the specified criteria. Search: Find a word or phrase in the current document, or perform more complex searches through one or many documents to find one or more search strings using predefined or custom-built patterns, Boolean operators, or pre-compiled indexes. If the trial period is not over yet, then the title of the tab displays as Trial Mode (x days), where x is the number of remaining days. If the trial period is over, and Power PDF is not activated, then Trial Expired is shown as the title and Power PDF runs in Reader Mode only. You can purchase, activate or launch the product info web page with the commands in this group. Switch to the PaperPort desktop displaying the current file along with all others located in the file folder.This tool appears only if the PaperPort application is detected on the computer. Page 8The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. Select a form control and define the page area where it should be inserted. When the dialog box appears, set preferences related to the format and behavior of the form control. Button Tool: Insert a button control; provide a button label and/or icon, and set an action to perform when the button is clicked. Text Field Tool: Insert a text field where a respondent can enter free text or select pre-defined values such as numbers, currencies, dates, zip codes, telephone numbers, and more. Numeric field values entered by respondents can be validated or calculated. A combo box is a special type of text field designed to accept only one character per space. Check Box Tool and Radio Button Tool: These are two-state controls. When check boxes appear in a group, they can be selected or deselected independently one from another. When radio buttons are grouped and each control you button in the group. List Box Tool and Combo Box Tool: A List Box allows a respondent to select an option from a list. Define the options and their order when the control is placed. A Combo Box is similar, but the respondent can either select a supplied option or type in different text. Digital Signature Tool: Place a form control where a respondent can provide a digital signature. Define options to apply when a signature is inserted. Page 9The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut –group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or portr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' Go to, then click on any text object on the page to activate the Tools tab. For details on the Edit Object tool, see Edit objects. The tab displays only the groups and commands that apply to the selected object type. Provides the following commands: Delete Select All Deselect All Provides the following commands for image control: place image: Inserts an image from file. Transparency: Apply or clear transparency. Image Effects: Apply color, recolor or adjustments to the selected image. Properties dialog box: Provides the following transformation commands: Flip Rotate Arrange Group Use the Close button to return to the relevant tab. Page 10 Each connector has its own group on the Connectors tab. In Power PDF Standard the cloud sites Evernote and OneDrive are always supported, but Document Management Systems (DMS) support is not available. In Power PDF Advanced these connectors must be explicitly selected during installation, or by changing the installation later. To modify connector choices after installation, double-click the program's Setup.exe file and select Change. From the Windows Control Panel the only choice is Uninstall. The following connectors will always appear, if installed: Evernote, OneDrive, and (in Power PDF Advanced) Microsoft SharePoint. Any other supported DMS systems that have a client component installed on your computer are also available. The Connectors tab has the following tools if both Evernote and OneDrive connectors are installed: Open from OneDrive Launches the OpenDrive Download and Save the active document to OneDrive. Document Properties Displays the OneDrive document properties. This command is active only if the active document is opened from OneDrive. Evernote Open Launches from Evernote dialog box. Evernote Save Launches the Save to Evernote dialog box, and you should supply it again when you next log-in. When a tool to a Connector is first clicked, you are directed to a login screen Before logging-in to OneDrive, a warning appears, then the OneDrive Accounts dialog box appears where you may handle multiple accounts. Click Add Account to add a new personal or professional OneDrive account. Grant access for Power PDFto use OneDrive when Windows asks for your permission. Provide your user name and password. Then you can load or save files from and to the Connector. You stay logged into that Connector for the duration of your session, and your access data is saved so it can be pre-filled for logging-on in subsequent sessions. DMS systems beyond SharePoint offer just two tools: Open and Save. When you install SharePoint, Document Properties Power PDF Advanced provides an interface for interacting with SharePoint; for all other Document Management Systems (DMS), you must use the interface of the applicable DMS. See also: About Cloud Connectors. Page 11The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut –group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or portr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' Select the Text tool. The tab displays only the groups and commands that apply to the selected object types. Provides basic controls for font settings for the selected object. See Font group for details. Provides controls with alignment settings for the selected paragraphs. See Paragraph group for details. Provides controls for character spacing for the selected text. Use the Close button to return to the relevant tab. Page 12The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut –group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or portr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' Select the TypeWriter tool in , and then click on the page and start to type, or select an existing TypeWriter text object to activate the TypeWriter Format tab. Provides basic controls for font settings for the selected text. See Font group for details. Provides controls with alignment settings for the selected paragraphs. See Paragraph group for details. Set Default: Click to save the current text settings as the default for TypeWriter tool. Page 13The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut –group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. 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Scroll Options: Select a display style from the drop-down list; see single pages, all pages in a scroll with one or two pages horizontally. Page Fit Options: Set pages to appear at a fixed magnification or zoom to remain fitting in the document panel when it is resized, either with the width or with the whole page always remaining visible. Full Screen: Display the current document in the full screen with view controls: Next page, previous page and Exit Full screen. Rotate View: Temporarily rotate the page view 90% to left or right. This rotates only the page view; it does not rotate the real PDF page: for that use . Previous View, Next View: Return to previous views of the current document. Once this is done, use Next View to move forward in the views. Note The View bar also offers a tool with two viewing controls (at the top) and show single pages. Fit width and scroll pages continuously. View: Open a copy of the current document in a new window, allowing it to be modified and saved to a new name. To create a new empty document, use . Change Skin: Click to drop down this menu and select from the available user interface skins: Purple, Dark Gray, Light Gray, or Blue. Horizontal, Vertical and Quad Splits: Splitting a document view is typically useful for transferring content from one part of a document to another. Click a tool again to remove the split. Cascade, Tile: Arrange all open documents in a cascade, or tiled horizontally or vertically. Close All: Close all open documents when several are present, prompting to save any changes, but keeps the program window open with no document loaded. Page 14The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut –group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or portr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' It is recommended if you want full control over conversion and want to process several files at the same time. See About the Convert AssistantToolbar For a summary of its tools. Tip Hover the cursor over a file name in the file list to see the input and output file names with their full path and the text of status messages if any. Other views are Left View and Quick View. In Quick View, restore Full View by selecting again. The left panel varies, depending on the user actions. After starting Convert Assistant, it displays an empty sheet with an eye. The panel serves for displaying the Preview panel, the four processing mode panels (Standard Document, Legal, Spreadsheet and Form) and the Output Options panel. Click a button or use the View menu to change the contents of this left panel. Tip Other views are Left View and Quick View. In Quick View, restore Full View by selecting again. You can drag-and-drop files onto the Preview panel or the list. They will be inserted or appended to the list according to the drop position. The right panel is the Information panel. When Convert Assistant is started, this panel is empty. After opening one or more source files it contains a file list with file names of the source files to be converted, along with the page range, if any. This Information panel provides an overview of the status of files after opening, and after conversion. The first three icons in the table below relate to file conversion and saving. Status Description The source file was successfully converted and saved. The source file was converted with a warning. The output file already exists. You can decide to let the program add numerical suffixes to the output filename, or overwrite it. A warning message will only appear if the Prompt for overwrite option is enabled. The output file cannot be generated, the file will not be generated because of write protection. The source file cannot be opened. The source file has a file name extension such as .bar; a menu bar, a toolbar and a left panel where page preview, processing options and output options can be defined. The toolbar contains the same tools as the Quick View, such as the Open, Preview, Mode, Output and Convert All tools. See a detailed description of the tools in the About the Convert Assistant Toolbar topic. The Left View appears only if Convert Assistant was started from one of the integrated programs, where the source file was already selected. Therefore, the Open tool is always grayed because this file has already been opened. Use the arrowhead navigation buttons to move between pages. Use the In range, Out of range or Convert All tools, or the Pages edit box to define a page range to be converted. The processing options tool displays one of the following: Standard Legal Spreadsheet Form If the current choice is not suitable, you can select a different processing mode from the drop-down list. The output options tool displays one of the following: Word Word Perfect Excel PowerPoint RTF XML Convert All (Ctrl + S) to start conversion. When Convert Assistant is started from Microsoft Excel, the only possible processing mode is Spreadsheet and the output format is always Microsoft Excel. In other cases, you also have to select a processing mode: Standard Document, Legal, Spreadsheet (not shown if Convert Assistant was started from Word) or Form Note The conversion file appears in the application where Convert Assistant was started from (Microsoft Word, Excel, or PowerPoint), or in the selected target application when Convert Assistant was started from Windows Explorer or Microsoft Outlook. Page 15The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut –group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or portr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' Power PDF Advanced displays a group for each detected and supported Document Management System (DMS) that was enabled by restarting the installer and clicking Change. These let you open PDF files from the DMS and save them back. Files of any type can be opened from the DMS to be added as attachments to the current PDF document. This functionality can also be accessed via the Connectors tab, which lists Cloud storage sites plus all detected DMS systems. Power PDF Advanced (and its components PDF Create and PDF Convert) support Microsoft SharePoint through dialog boxes included as well as through Document Management Systems (DMS) are accessed through their own interfaces. The DMS support extends to several features in the technical specifications. All supported DMS systems, including SharePoint, have the ability to open not just PDF files, but also files of other types from the DMS and save them converted to PDF in the background using existing settings and displayed in Power PDF. Here is a summary of the functionality offered by each component: Power PDF Advanced Open and save PDF files from and to DMS. Open non-PDF files from DMS with background conversion to PDF. Attach files of any type from DMS to the current PDF. Create Assistant and Convert Assistant open PDF or XPS files from DMS, save converted files to DMS. When working in SharePoint, Dock or iManage Worksite, a Kofax PDF control provides access to all three Power PDF Advanced components. In SharePoint, this integration must be configured by an administrator. The chapters below provide detailed steps how to call PDF application modules in a DMS. Page 17The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut –group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or portr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' Supplying a password. See Password overview. Actions that can be allowed or prohibited using a Permissions password: printing the document, high resolution printing, editing (all content, copying or extracting content, extracting Pages, accessibility access (usually for vision-impaired users), commenting, form filling, and signing document. Passwords offer control over document use; their disadvantage is that you must distribute one or more passwords to recipients via e-mail, letter or phone, and these messages can be intercepted and misused. Digital IDs avoid this pitfall. A Digital ID is used when signing or certifying documents or when using Certificate Security. Power PDF files can create self-signed certificates, which can also be obtained from Certificate Authorities. Security Certificates allow documents to be locked and unlocked using public keys and private keys. See Digital ID overview. Documents signed through a Certificate Authority make it possible to verify that no changes have been made to the signed and assure the signer's identity. If changes were made, a comparison can show what changed. A document can be just signed using the top part of the Sign/Certify panel, or it can be signed and certified using the bottom part of the panel. This approach allows the sender to limit the changes that recipients may make to the document. Sign/Certify Panel and Signing and Certifying Documents. You can place a signature or other identifier in a document as a stamp (that is, a type of comment), but offers no protection against later changes: create it from a bitmap image (typically with visual signature) or a text that is typed in. See Handwritten Signatures. Certificates are files that contain Digital IDs and accompanying data. These files can be used for Signing documents to their authenticity can be verified. Certificates, so they have a verifiable signature plus a limitation on the actions a recipient may perform. Protecting Documents by Certificate Security; this ensures that PDF contents are protected by encryption. For Certificate security Power PDF can create self-signed certificates, they can also be obtained from Certificate Authorities. Your most recent Certificate file contains both your own private key plus your own public key. It must be stored in the Security Settings dialog box called from or in the Windows Certificate Store. The file must not be shared. Select Export Certificate to generate a Public ID file, which does not contain your private key; it contains only your public key plus associated data. This file can be distributed to partners. Such files received from partners must be stored in the Manage Trusted Identities dialog box called from

Windows Certificate Store. These services are registered with a Time Stamp Server, and offer verification that the date and time shown in a signature really indicate the time of the signing. See: Time Stamping a Digital Signature. Envelopes serve as containers to group together a set of attached files, which may have their own security. Security can also be applied to the envelope, setting up conditions for recipients to access all enclosed documents. See Envelopes overview . A four-step wizard is available to help you prepare documents for delivery. The steps are selecting an envelope, attaching files, applying encryption and a signature. See: Secure Delivery. Support exists for the Microsoft Active Directory Rights Management Service (RMS). Access it through the right-most tool on the Security tab. The option functions only if your computer has an installed client component for RMS. Page 18The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut -group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or potr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' " Secure Delivery is available when you select . The dialog box includes four options to protect files that you distribute. Select envelope Opens the Envelope Panel so you can select an envelope to contain and protect a set of attached files. See Select envelope for detailed steps. Add Attachments Browse for the desired files; PDF and other file types are accepted. See Add attachments for detailed steps. Encrypt Files Open the Security panel. Select a security scheme to encrypt the attachments or the envelope with Password Security or Certificate Security. See Encrypt files for detailed steps. Sign Document Opens the Sign/Certify panel. Select a signature scheme for the envelope, or place a signature within using a scheme. See Sign document for detailed steps. When ready, click Send. Your default mail application opens with a new message including the file set in an envelope. Page 19 Using passwords is a practical way to protect documents. With Power PDF, you can place password protection on the following items: PDF documents Envelopes containing a set of PDF files and optionally other types of files. Packages prepared by PDF Create containing a set of PDF files Portfolios prepared by Power PDF containing PDF files and optionally other types of file. PDF files in envelopes, packages and portfolios may have their own passwords. The advantage of placing a password on an envelope or a portfolio is that it offers protection to non-PDF files that themselves cannot be protected by passwords. Passwords cannot be applied to documents containing a digital signature. There are two password types: Open Password Anyone with this password can open the document. If the document has no permissions password set, the PDF, once opened, can be used freely. If it has a permissions password set, a person with only the Open password can view the set of permitted and prohibited actions but cannot modify them. Permissions Password Anyone with this password can open the document; view, modify or clear its permitted and prohibited actions; and change passwords or remove one or both passwords. Power PDF has no particular requirements for passwords; a strong password contains at least six characters, is not easily guessed and has a mix of letters, numbers and symbols. Password use demands careful management, because without a valid password, a document cannot be opened. For more information, see Password security, and Password Security Dialog Box. Page 20The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut -group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or potr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' " You can protect PDF documents against unauthorized access or modification by specifying password security schemes for them. These can be stored in your system. Tip To apply a scheme to a PDF document or create a new one, click the Security tool in the Panel bar. If you do not see this tool, right-click in an empty area of the Panel bar and select it. For details, see Security panel. You can also use the Security tab. Password security schemes may include the following types of passwords. Open Password If specified, all subsequent document readers are asked to enter it in order to view the document. Permissions Password If specified, any document reader must enter it in order to modify document permission settings for printing, modifying, commenting, copying, etc. For details, see the Password Security dialog box. Page 21The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut -group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or potr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' " The Password dialog box appears if you try to open a protected PDF file. A set of selected files to open in one operation may have different file protection (open and/or permissions password, security settings). This dialog box serves not only for entering the required password, but also provides two additional options to facilitate converting protected PDF files. The Password dialog box informs you which password is required: Open password is sufficient Permissions password is recommended Permissions password is necessary Enter the password in the text box. You can manage the following options: Prompt for permission: Turn on to let the program prompt for the permissions password, even if an open password belonging to the file has already been entered during a conversion session. Using the permissions password instead of the open password provides a faster and more accurate result. Turn off to let the program use the already entered open password during a conversion session. Add to list: Turn on to add the currently entered password to a password list to be remembered component until quitting the program. Then, all further PDF files protected with same password can be freely opened in the current session. Turn off to let the program ask for a password each time you open a protected PDF file. Skip All: Press to cancel the password dialog box and prevent it from appearing again during the current session. All unprotected files are opened. Protected files, or files with passwords have previously been stored in the password list. Page 22The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut -group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or potr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' " To display this dialog box, select , then select Password Security in the Security Method list. The Password Security dialog box offers the following controls: Compatibility: Specify compatibility level (40-bit, 128-bit for different PDF versions, 128-bit or 256-bit AES - Advanced Encryption Standard). Select Document Components to Encrypt: Select from the options: Encrypt all document contents, All contents except metadata, or File attachments only (options depend on the encryption level). Allow Document Opening Only by Password: Set this as a prerequisite for opening the current PDF document in future. If it is set, then you need to specify the password in the Document Open Password edit box. Set this and select permitted actions from the drop-down lists for printing and changing the document, enable or disable copying different contents, enable or disable accessibility for screen readers to read aloud textual contents for visually impaired. When selected, a newly created PDF file inherits the Document Settings of the existing PDF file. Otherwise, the default values are used. This option is useful if you want to add a set of document settings (common properties) to several PDF files. For example, you might place common keywords or a subject into an overlay PDF file, and apply the overlay to all files with these properties in common. These document settings are automatically inherited in all PDF files created with the overlay, so you do not have to add them multiple times. Page 24 First you need to have your overlay document prepared, which will be overlaid on the main document. The overlay document should meet these requirements: It is a multi-page document. Has one or more cover pages with consistent cover elements. These cover overlay pages will be overlaid on the pages of the main document in a sequential order, except the last page of the overlay document. The last page of the overlay document should contain constant elements that should be placed on every other page of the resulting PDF. Table 1. Multi-page cover overlay example Document Page 1 Page 2 Page 3 Page 4 Page 5 Overlay document (4 pages) Overlay for the 1st cover page Overlay for the 2nd cover page Overlay for the 3rd cover page Overlay for the rest of the pages No page Main document Content for the 1st cover page Content for the 2nd cover page Content for the 3rd cover page Content Resulting PDF 1st page of the main document overlaid with the 1st page of the overlay document 2nd page of the main document overlaid with the 2nd page of the overlay document 3rd page of the main document overlaid with the 3rd page of the overlay document 4th page of the main document overlaid with the last (4th) page of the overlay document 5th page of the main document overlaid with the last (4th) page of the overlay document You can apply different overlays, select a location from both selection boxes to adjust the overlay between a newly created page and an existing page. Place newly created pages as Foreground Place the original page in the background, and the newly created page in the foreground to place it on top of the original page content. This option may be useful if you want to place a logo on a document. Repeat last page of the shorter document for page overlay Insert a header / footer or logo on each page of a longer document. The last page of the shorter document must contain the header / footer or logo to be repeated. Use existing file's Document Settings for newly created file When selected, a newly created PDF file inherits the Document Settings of the existing PDF file. Otherwise, the default values are used. This option is useful if you want to add a set of document settings (common properties) to several PDF files. For example, you might place common keywords or a subject into an overlay PDF file, and apply the overlay to all files with these properties in common. These document settings are automatically inherited in all PDF files created with the overlay, so you do not have to add them multiple times. Page 25The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: user +shortcut -group finds shortcut and user shortcut, but not group or user group.) Use * as a wildcard for missing characters. The wildcard can be used anywhere in a search term. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or potr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' " PDF Create includes profiles for frequent tasks. Users can alter these profiles or add custom ones. Page 26The search returns topics that contain terms you enter. If you type more than one term, an OR is assumed, which returns topics where any of the terms are found. The search also uses fuzzy matching to account for partial words (such as install and installs). The results appear in order of relevance, based on how many search terms occur per topic. Exact matches are highlighted. To refine the search, you can use the following operators: Type + in front of words that must be included in the search or - in front of words to exclude. (Example: inst* finds installation and instructions.) Type title: at the beginning of the search phrase to look only for topic titles. (Example: title:configuration finds the topic titled "Changing the software configuration.") For multi-term searches, you can specify a priority for terms in your search. Follow the term with ^ and a positive number that indicates the weight given that term. A higher number indicates more weight. (Example: shortcut^10 group gives shortcut 10 times the weight as group.) To use fuzzy searching to account for misspellings, follow the term with ~ and a positive number for the number of corrections to be made. (Example: port~1 matches fort, post, or potr, and other instances where one correction leads to a match.) Note that operators cannot be used as search terms: + - * : ~ ^ ' " Create Assistant provides different sets of PDF creation parameters identified by unique names. These sets are called profiles. Each profile defines settings for The profiles are also accessible from Windows Explorer and Windows Desktop. They are not available from Print dialog boxes. Before creating PDF files using Create Assistant take care to select an appropriate profile. The program is delivered with predefined profiles, that you can modify. You can also create your own profiles, or delete them using the PDF Create Profiles panel. Changing the default font properties for the Text Box tool Information: In PDF Converter Professional 4 and 5, changes made to the default font properties of the Text Box tool, such as font, font size and color will not be retained after PDF Converter Professional is closed when changes are made using the "Text Box" toolbar. The "Text Box" toolbar only retains font property changes for current session. Closing PDF Converter Professional will clear changes made to the font properties and restore the application defaults. To retain changes made to the Text Box font properties in PDF Converter Professional 4 and 5, please use the following steps. Launch PDF Converter Professional. Click the "Edit > Preferences" menu. Click "Annotate" in PDF Converter Professional 4, or click "Comments" in PDF Converter Professional 5 to display "Text Box Font" options. Make changes from the available font properties. Click "OK". Changes will now be retained when PDF Converter Professional is closed and reopened. Note: PDF Converter Professional 5 includes a "Set" button on the "Text Box" toolbar. Clicking this button will set the changes made in the toolbar as the new default properties. Say "Bold That" or "Format That Bold". To bold specific text: Say one of the following: "Bold " "Bold through " (US and Canada only) "Bold to" (all other regions) Or Say "Select ". The Correction menu opens. Say "Bold That" or "Format That Bold". To remove bolding: Say "Restore That" or "Format That Plain Text". Sample text: Using Dragon Say: bold using Dragon Result:Using Dragon Say "Italicize That" or "Format That Italics". To italicize through " (US and Canada only) "Italicize to" (all other regions) Or Say "Select ". The Correction menu opens. Say "Italicize That" or "Format That Italics". To remove italics: Say "Restore That" or "Format That Plain Text". Sample text: Using Dragon Say: italicize using Dragon Result:Using Dragon Say "Underline That" or "Format That Underline". To underline specific text: Say one of the following: "Underline " "Underline through " (US and Canada only) "Underline to" (all other regions) Or Say "Select ". The Correction menu opens. To remove underlining: Say "Restore That" or "Format That Plain Text". Sample text: Using Dragon Say: underline using Dragon Result:Using Dragon Say "Underline That" or "Format That Underline". To change the font type for a section or the entire document: Place the cursor where you want the font type to change. Say "Set Font ". Dictation appears in the new font type from the cursor forward. To change the font type for specific text: Say "Select ". The Correction menu opens. Say "Format That Courier New Result:Using Dragon Say "Format That Points". To change the font size for a section or the entire document: Place the cursor where you want the font size to change. Say "Set Font Size Points". Dictation appears in the new font size from the cursor forward. To change the font size for specific text: Say "Select ". The Correction menu opens. Say "Format That Points". Sample text: Using Dragon Say: Format That 14 Points Result:Using Dragon Say "Format That Strikeout". To strikeout specific text: Say "Select ". The Correction menu opens. To remove strikeout: Say "Restore That" or "Format That Plain Text". Sample text: Using Dragon Say: strikeout using Dragon Result: You can format the font type, size, and style for selected text using a single command. However, your command must apply attributes in this order: You don't need to include all attributes. To format the font type, size, and style: Dictate text. Say "Format That ". Or Say "Select ". The Correction menu opens. Say "Format That ". Sample text: Using the DragonBar Say: Select Using the DragonBar Say: Format That Arial 10 Points Bold Result: Using the DragonBar Example 2 Sample text: Vocabulary Editor Say: Select Vocabulary Editor Say: Format That Garamond Italic Result: Vocabulary Editor You can put quotes around text using the "Quote That" or "Quote Selection" commands. To dictate quotes: Dictate text. Say "Quote That". Or Say "Select ". The Correction menu opens. Say "Quote Selection". Say: Don't find fault comma find a remedy period Say: Quote That Result: "Don't find fault, find a remedy." Example 2 Sample text: My Mom said, my kids are my life. Say: Select my kids are my life Say: Quote Selection Result: My Mom said, "my kids are my life".