PDFcamp Printer

PDF Editor

PDF Password Remover

PDF to Text Converter

PDF to Word Converter

Image to PDF Converter

PDF Highlighter Command Line

docPrint Virtual Printer

PDF to Image Converter

PDF to Word OCR Converter

VeryPDF PDF Editor v1.0

http://www.verypdf.com

support@verypdf.com

Content

1 Introducing PDF Editor

Welcome to PDF Editor. PDF Editor provides a convenient way for you to open and work with PDF documents. Using PDF Editor, you can add your own comments, contents to your PDF file. Directly edit the contents of PDF documents.

1.1 What are PDF files?

A Portable Document Format (PDF) file captures all the elements that make up a page, such as text, graphics and page layout, and displays them exactly as they appeared on the original page. Use PDF Editor to view a PDF file, add comments to it and edit its content.

1.2 Features in PDF Editor

In the PDF Editor, you can find the following features that guide you achieve your aim:
- Open, view and print PDF documents.
- Convert PDF format files to Text files, BMP files, TIF files, GIF files and so on.
- Use bookmarks, page thumbnails to navigate a PDF document.
- Add comments and comment text with stamps, notes, draws and text boxes. Share them with other PDF Editor users using the import/export comments.
- Edit and add content in the PDF document.
- Select texts and snapshot an area to copy to the clipboard.
- Convert other format files to PDF files.
- Add contents with texts and draws.
- Email your PDF file.

1.3 About this help

This manual is a guide to using VeryPDF PDF Editor and is mainly comprised of the following sections.
- **Getting to know PDF Editor** describes the PDF Editor application window and the tools that are available to you when working with PDF documents.
- **Working with PDF Editor** describes how to open, create, print and save PDF documents.
- **Working with Text** describes how you can select and copy text.
- **Working with Comments** describes how you can add comments to your PDF documents.
- **Working with Contents** describes how you can edit and add contents to your PDF

documents.

- **Working with Bookmarks** describes how you can use bookmark to review the PDF document pages.

1.4 Contacting us

VeryPDF is a leading provider of PDF creation and manipulation tools. Our products are easy to use, enabling you to create PDF files that are compatible with 3rd party PDF tools. Please contact us
Web site:http://www.verypdf.com
Email: support@verypdf.com

1.5 PDF Editor Technical support

At veryPDF, we are committed to providing you with timely answers to all of your technical support questions.
For current hours of operation and details about support offerings, please visit our website at www.verypdf.com

1.6 Document Feedback

VeryPDF strives to produce quality technical documentation. If you have comments regarding our help files, PDF or print manuals, please send an email to support@verypdf.com.
Please include the following information in your message:

- Product name and version number
- Print manual, PDF or help file
- Section or Topic title
- Brief description of content
- Your suggestion for improvement or correction if you have.

2 Installing PDF Editor

This part describes how to install PDF Editor.

2.1 Installing procedure

- Download PDF Editor from http://www.verypdf.com
- Double-click the installation program to start the installation wizard which will navigate you to install.
- Select the folder where you would like to install the software.
- Click **Next** to install the program files and click Finish to close the wizard.
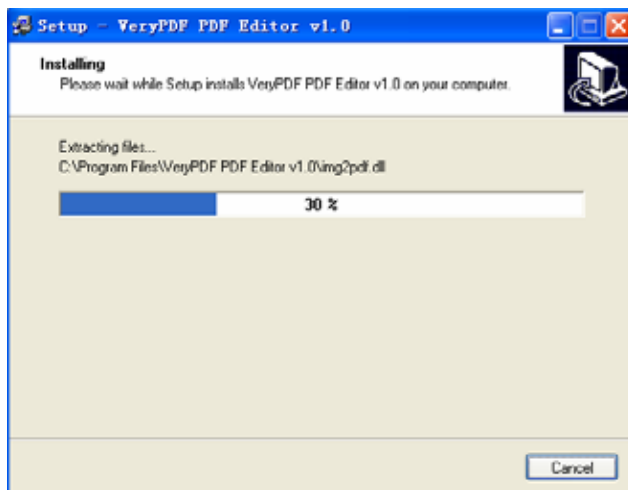
Figure 2.1 Installing PDF Editor

Note: If you want to convert Word, Excel, etc. documents and other printable documents to PDF files, you need to install **PDFcamp Printer** (www.verypdf.com) first.

2.2 PDF Editor system requirement

If you have the necessary system components, you can install PDF Editor.
- **Operating System**: Win2000/Xp/2003
- **Processor**: Minimum Pentium, 50MHz
- **Memory**: Minimum 64MB
- **Disk space**: 16MB of free space

2.3 Entering your PDF Editor registration key

After you have installed PDF Editor, you need to input your name and license number before you can use it at the first time if you have purchased. If you don't want to buy it, you can only use the evaluation version.
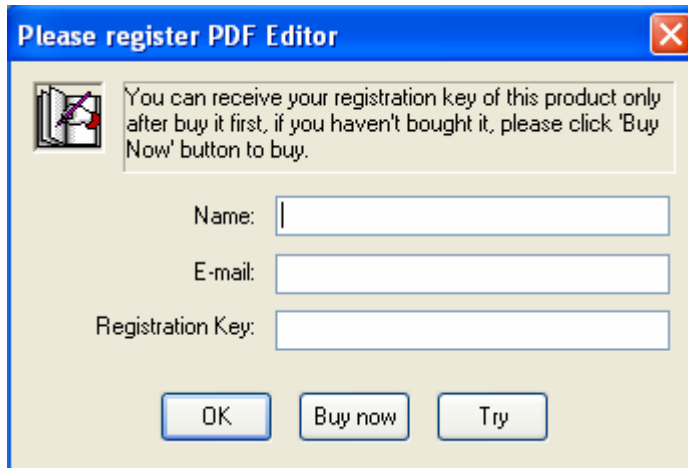
Figure 2.2 Entering registration key

2.4 Uninstalling PDF Editor

If you want to uninstall the PDF Editor, there are two ways to do this.
The first way is,
- Click windows **Start**.
- Click **All Programs >VeryPDF PDF Editor V1.0 > Uninstall VeryPDF PDF Editor V1.0**

The second way is,
- Open windows **Control Panel**.
- Double click **Add or Remove Programs** and select **VeryPDF PDF Editor V1.0** from the currently installed programs list.
- Click **Change/Remove** to remove PDF Editor.

3 Getting to know PDF Editor

This part describes PDF Editor application window and the tools that are available to you when working with PDF documents.

3.1 PDF Editor's application window

PDF Editor's application window includes a document pane for viewing PDF documents and a navigation pane showing bookmarks, thumbnails and comments. A menu bar, status bar and several toolbars around the outside of the window provide other controls you need to work with documents.

Figure 3.1 PDF Editor application window

- ▪ **PDF Editor title**: Shows the program name and current document name.
- ▪ **Menu area**: Shows menus.
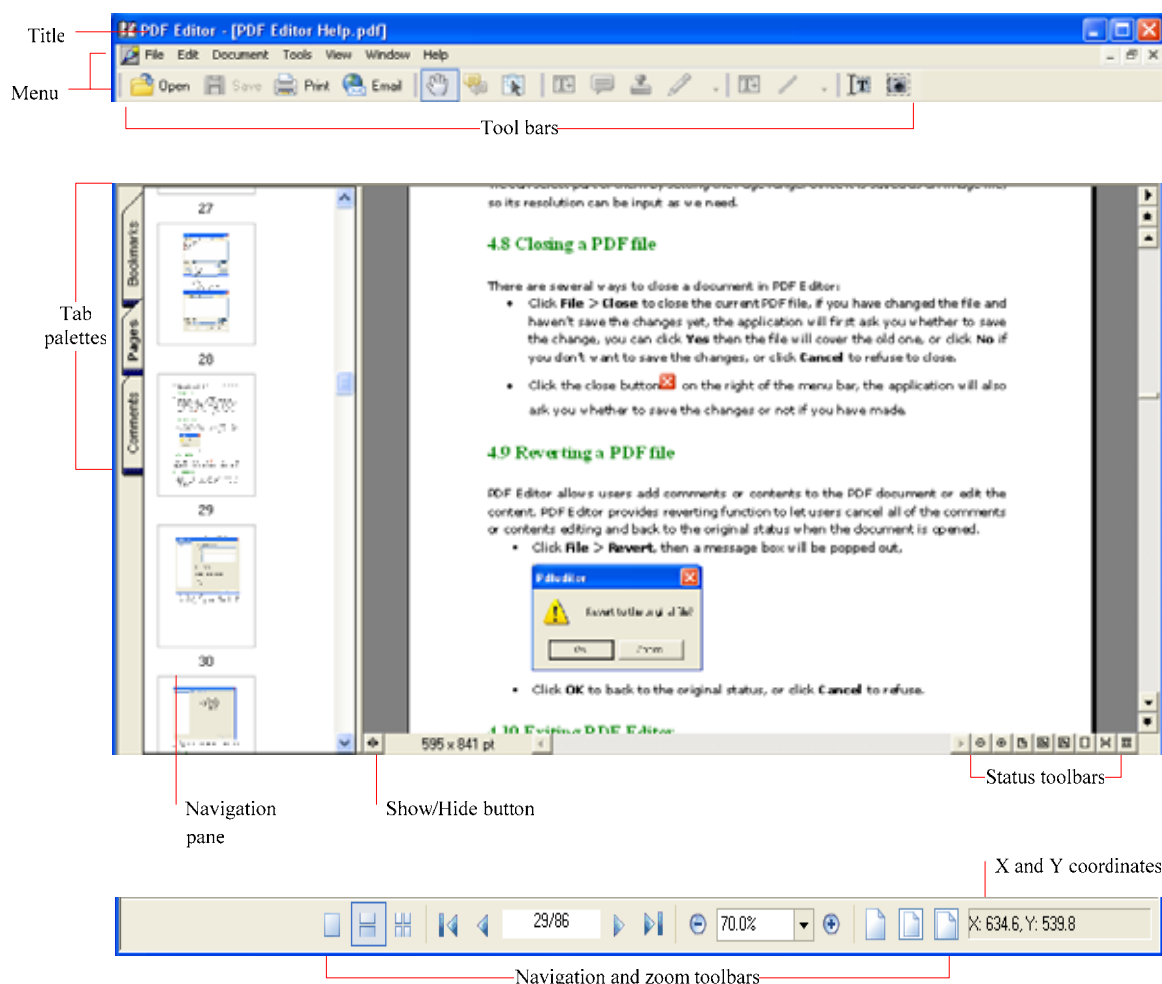- ▪ **Toolbars area**: Shows the docked toolbars that are currently selected. You

can undock a toolbar by dragging it off the Toolbars area, or to dock a toolbar, drag it back to the Toolbars area. If a particular toolbar is not displayed, click **View > Toolbars** and select the appropriate check box from the list of toolbars that are available.

- **Navigation Pane**: Displays a list of bookmarks, pages and comments that are present in the document. You can choose bookmark, pages or comments by clicking the **Tab Palettes** beside navigation pane.
- **Document Pane**: Displays the current PDF document page. This page can be resized to suit your viewing preference using the tools in the Document navigation toolbars or View Toolbars. You can drag the vertical bar between the Document Pane and Document Navigation Pane to change their widths. You can drag the lower right corner to resize the entire window.
- **Status Toolbars**: Show tools which allow you to resize the page and change the pages displayed at the same time.
- **Navigation and Zoom Status Toolbars**: Show tools which allow you to resize the page and navigate through a document.
- **X and Y coordinates**: Shows the current position of the cursor in the document pane.
- **Show/Hide button**: Shows or hides navigation pane.

3.2 Customizing PDF Editor

To suit your working preferences, toolbars can be customized in PDF Editor. For example, you can show and hide toolbars, add and remove buttons from toolbars.

3.2.1 Undocking toolbars

There are five kinds of toolbars can be moved: **File toolbars**, **Basic toolbars**, **Comment toolbars**, **Content toolbars** and **Select toolbars** in the toolbar area. There is a move bar on the left of each toolbars with which the toolbar can be undocked and moved from their default position in the PDF Editor application window. Once the toolbar is undocked it can be positioned anywhere on your screen, and may be placed at the most convenient location as you work with a document. The toolbars can also be layout in vertical direction.
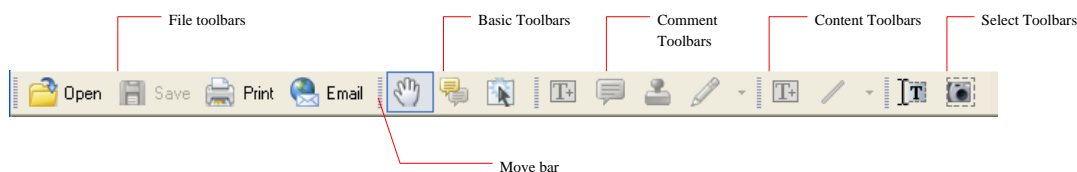
Figure 3.2 Toolbars and move bars

To undock a toolbar

- Click and hold your cursor on the move bar of the toolbar.
- With the mouse button held down, drag the toolbar to anyplace of the working field and then release the mouse button.
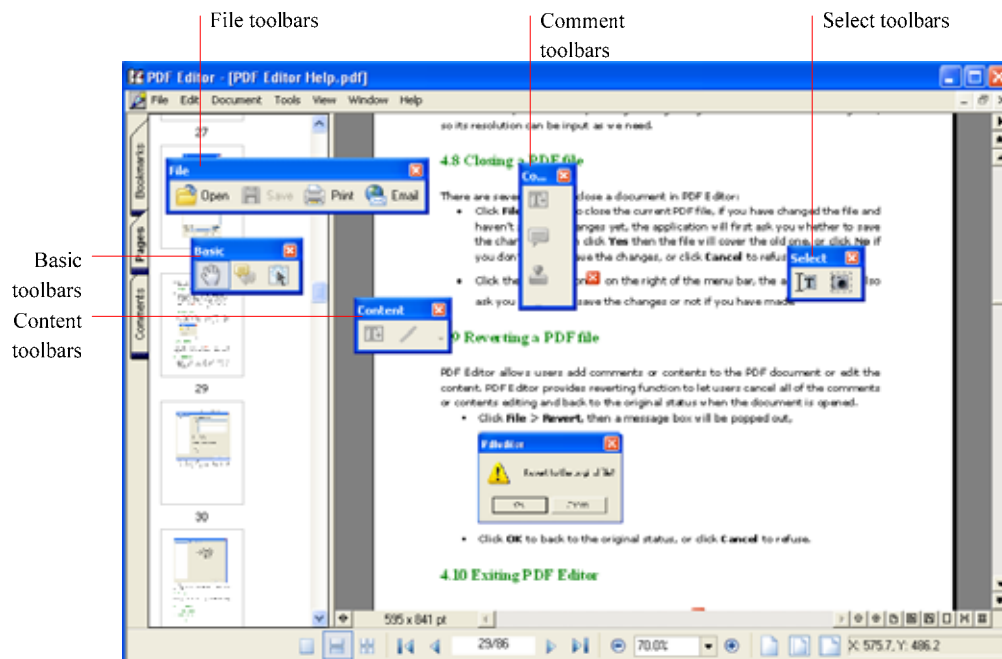
Figure 3.3 Toolbars undocked

3.2.2 Hide or show the Document Navigation Pane

- Click the little button ⬚ on the lower left corner of Document Pane, the Document Navigation Pane can be hided or showed.

3.2.3 Customizing the toolbars

The five movable toolbars can be added on or removed from the toolbars area.
- Click **View > Toolbar** to add or remove **File**, **Basic**, **Comment**, **Content** or **Select** toolbars.

3.3 PDF Editor toolbars

These are toolbars you can use in PDF Editor.

3.3.1 File toolbars

Use these tools to open, save, print and email a PDF file.

Figure 3.4 File toolbars

Please see **4 Working with PDF Editor**.

3.3.2 Basic toolbars

Use the basic tools to shift different functions.

Figure 3.5 Basic toolbars

From left to right, the following tools are:

Hand | **Comment** | **Content**

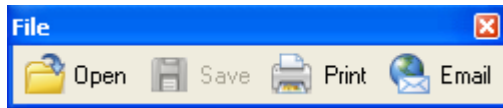- Use **Hand** tool to browse your PDF documents.
- Click **Comment tool, the** Comment toolbars can be enabled.
- Click **Content** tool, the **Content** toolbars can be enabled. But **Comment** toolbars and **Content** toolbars can't be active at the same time.

3.3.3 Comment toolbars

Use comment tools to add comment to the PDF document.

Figure 3.6 Comment toolbars

From left to right, the following tools are:

Text Box | **Note** | **Stamp** | **Draw**

There are four kinds of draw tools: **Pencil**, **Line**, **Rectangle** and **Ellipse**. You can select one of them by clicking the button right to the **Draw**.
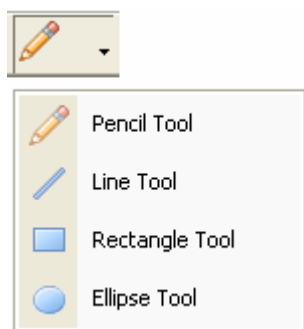
Figure 3.7 Comment draw tools

About the usage of comment, please see **6 Working with Comments**.

3.3.4 Content toolbars

Use the content tools to add content to your PDF document.

Figure 3.8 Content toolbars

From left to right is **Text** | **Draw**.
There are also four kinds of draw tools: **Add Line**, **Add Rectangle**, **Add Ellipse** and **Add Polyline**. You can select a kind of draws by clicking the button right to the **Draw**.
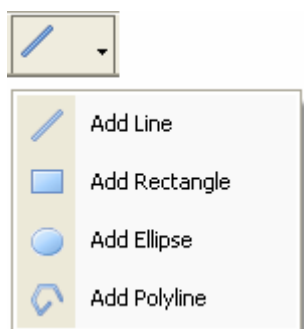

Figure 3.9 Content draw tools

See **7 Working with Contents** to get the way to use them.

3.3.5 Select toolbars

Use these tools to copy a segment including an area of text or image to the clipboard.
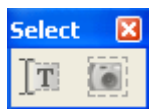
Figure 3.10 Select toolbars

From left to right is **Select Text** | **Snapshot Tool**.
See **5 Working with Text**.

3.3.6 Navigation toolbars

Use these tools to move through pages of a PDF document.
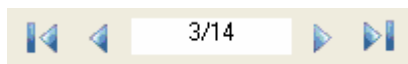
Figure 3.11 Navigation toolbars

From left to right, the tools are:
First Page | **Previous Page** | **Page_of_** | **Next Page** | **Last Page**
See **4.4.2 Scrolling pages** for more details.

3.3.7 Zoom toolbars

Use zoom tools to resize the pages in a PDF document.

Figure 3.12 Zoom toolbars

These zoom tools are **Zoom out** | **Zoom Levels** | **Zoom in** | **Actual Size** | **Fit Page** | **Fit Width**.
See **4.4.1 Resizing pages** for more details.

3.3.8 Continuous Page Mode toolbars

Use the toolbars to control continuous page mode.

Figure 3.13 Continuous Page Mode toolbars

These tools are **Single Page** | **Continuous** | **Continuous-Facing**
See **4.4.2 Scrolling pages** for the usage detail.

4 Working with PDF Editor

This section describes the basics of working with PDF documents: opening a PDF file, navigating through a document, printing pages, saving your comments and view PDF document information and so on.

4.1 Tools for working with PDF Editor

Tools for working with PDF Editor can be found in the **File** toolbars.
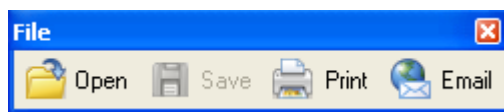
Figure 4.1 File toolbars

If you don't have these tools available, click **View > Toolbar > File** to add them into toolbar area.

4.2 Creating PDF document

If the document you want to see is **EMF**, **BMP**, **WMF**, **JPEG**, **GIF**, **TIFF**, **PNG**, **TGA** or **PCX**, PDF Editor can firstly convert its format into PDF and then open it for you to read. PDF Editor can also combine multiple files into one PDF document.

To create PDF from one file
▪ Click **File > Create PDF > From File…**

Figure 4.2 Create PDF from file: Open a file

- Select a file and click **Open**. Then the file is opened, at the same time the program creates a PDF file for it. For example, the file name is "**Blue hills.jpg**", after it is opened, another file "**Blue hills.pdf**" is created in the same path. Usually the default zoom level is 100% which is larger than the original size.
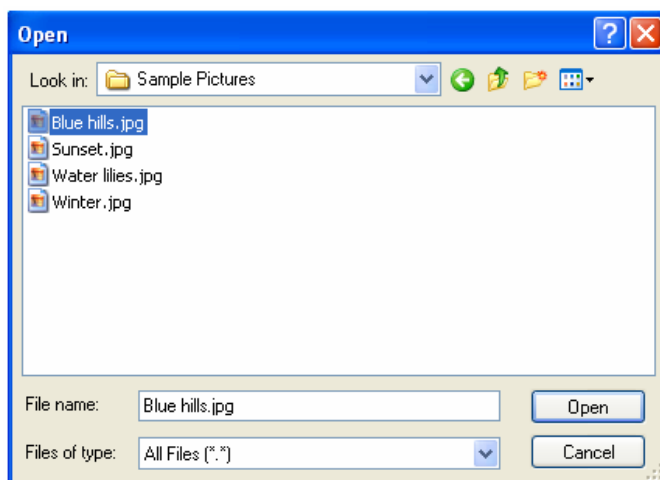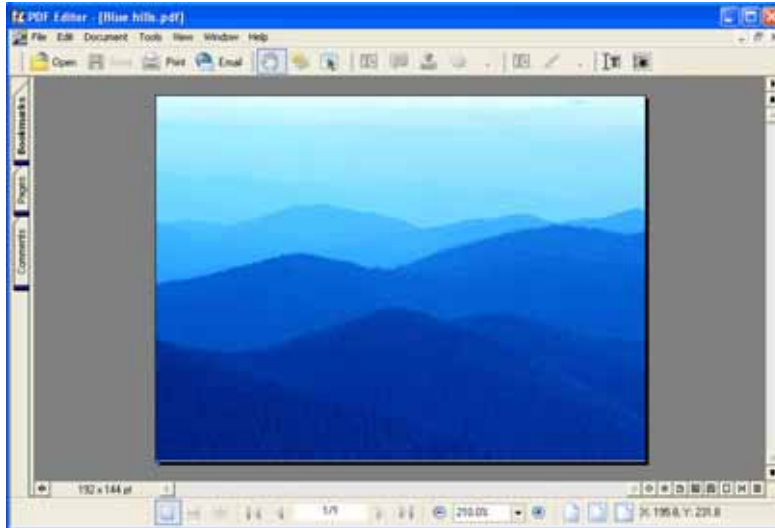

Figure 4.3 Create PDF from file: A created PDF file

To combine multiple files into one PDF file
- Click **File > Create PDF > From Multiple Files…**, then the dialog **Create PDF From Multiple Document**s pops out,
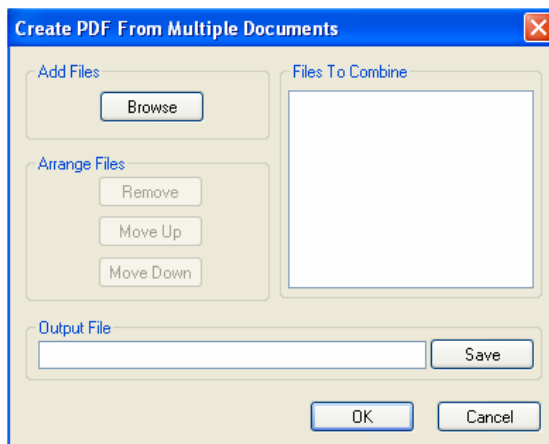

Figure 4.4 Create PDF from multiple documents

- **Add Files**: To add multiple files you want to see. Click **Browse**, and the **Open** dialog pops out. Select the file type and files and click **Open**.
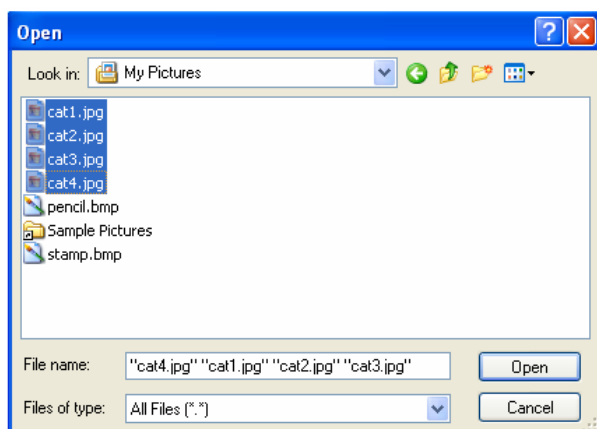
Figure 4.5 Select multiple documents

All of the files will be listed in **Files To Combine** box.
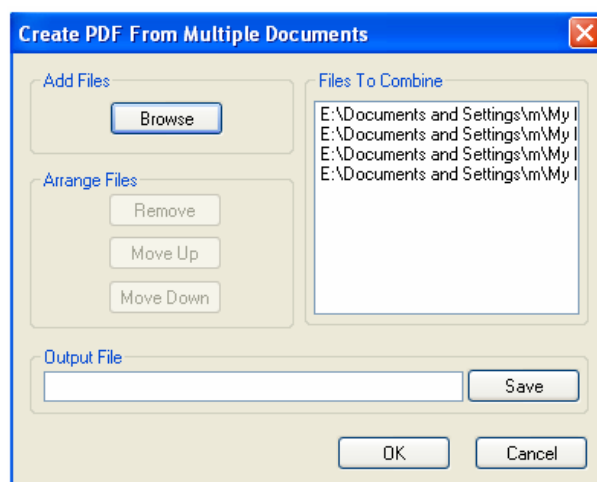
Figure 4.6 Files listed in the combine box

- **Arrange Files**: To remove the files listed in combine box or change their located position in the combined file.
  Remove: Select one file and click **Remove** to delete it.
  Move Up: Select one file and click **Move Up** to move it up to its former file. If the file is already the first one, you can't move it.
  Move Down: Select one file and click **Move Down** to move it under to its next file. If the file is already the last one, you can't move it.
- **Output File**: Enter the path and file name you want to create. Or you can click **Save** to select a path.
- **Save**: To notify a path and enter the file name you want to create. In this example,
  - Click **Save** and the **Save As** dialog pops up.

Figure 4.7 Save the combined PDF file

- Enter the file name, and the file type is pdf. Then click **Save**.
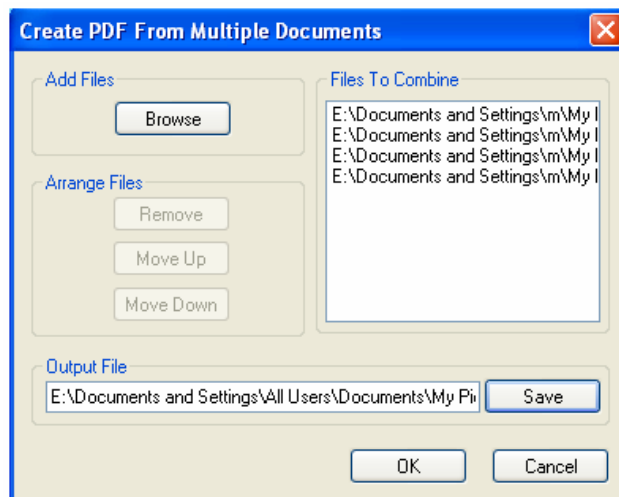
Figure 4.8 Output file path in the output file box

- The path and file name are displayed in the **Output File** box.
- Click **OK** if you want to create or **Cancel** to cancel the operation. Then a PDF file is created.
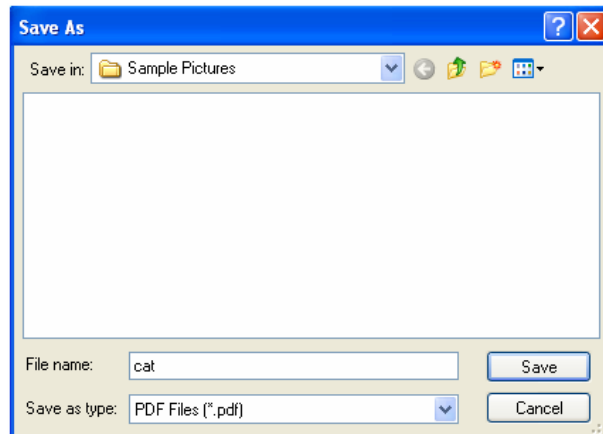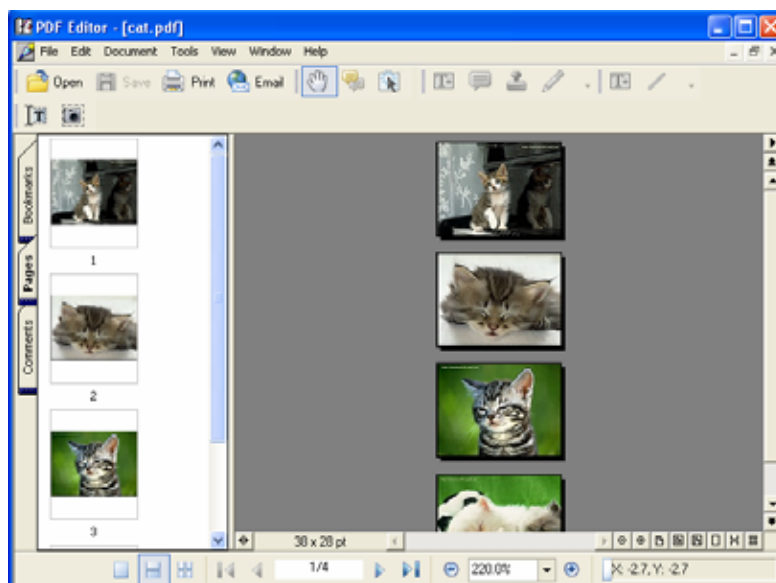
Figure 4.9 The created PDF file

To create PDF from any printable document

PDF Editor program can Create PDF file from any printable document including Microsoft Word, MS Excel, MS PowerPoint, MS Project Files, Text files, WPS files and so on.

▪   Click **Create PDF > From Any Printable Document**, then select a file type and file name in **Open** dialog and click **OK**.

Note: You need to download **PDFcamp** Printer first to fulfill this task at

http: //www.verypdf.com/pdfcamp/pdfcamp_setup.exe

To create PDF from clipboard image

You can create a PDF file directly from the clipboard.

▪   Paste an image on the clipboard. You can use **Print Screen** key to grab the screen to the clipboard.

▪   Click **Create PDF > From Clipboard Image**, then the program will create a temp PDF file, you can click **File > Save As** to save this file.

Figure 4.10 Create PDF from clipboard image

4.3 Opening a PDF file

In PDF Editor there are several ways to open a PDF file:

- Right-click the PDF file you want to read and click **Open** if you have set PDF Editor as your default application or click **Open with** to choose PDF Editor in the program list.
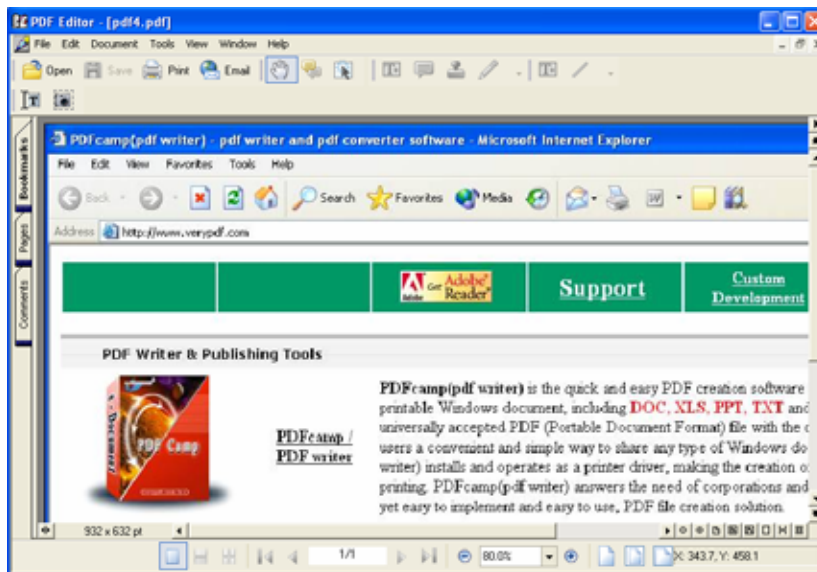- Click **File > Open**: when the **Open** dialog is popped out, select a PDF file name and click **Open**.
- Click **Open** tool on the toolbars area and select a PDF file name.
- Select the PDF file from the list of recently opened PDF files: this option is only valid if you have already used one of the other three methods to open the same PDF file.

You can open more than one PDF files and see them at the same time. Resize the window and position them in the window to meet your need. For example, you have opened two PDF files, but the default window only shows the last opened one,

- Click **Window**, you can see the currently opened files' name.
- If you want to see them at the same time, click **Window > Cascade** or **Tile**, and then click one of the open file interfaces and drag it to any position you like. The window's title name will be the file's name you are reading.
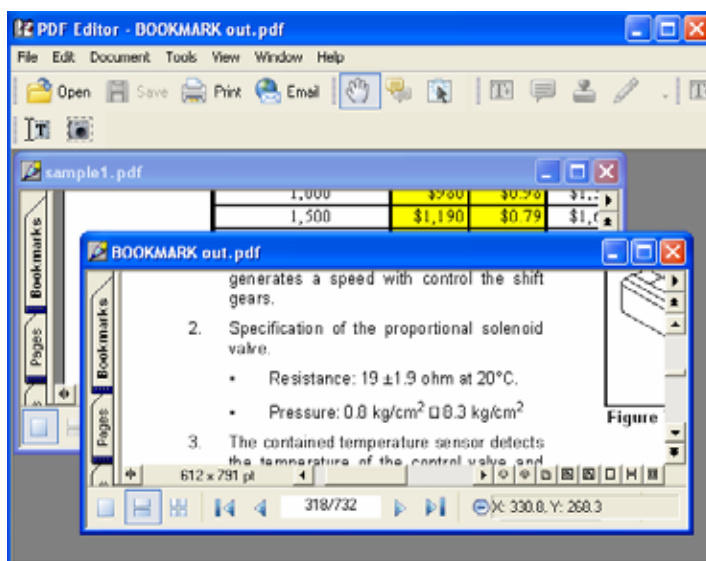
Figure 4.11 Cascade files
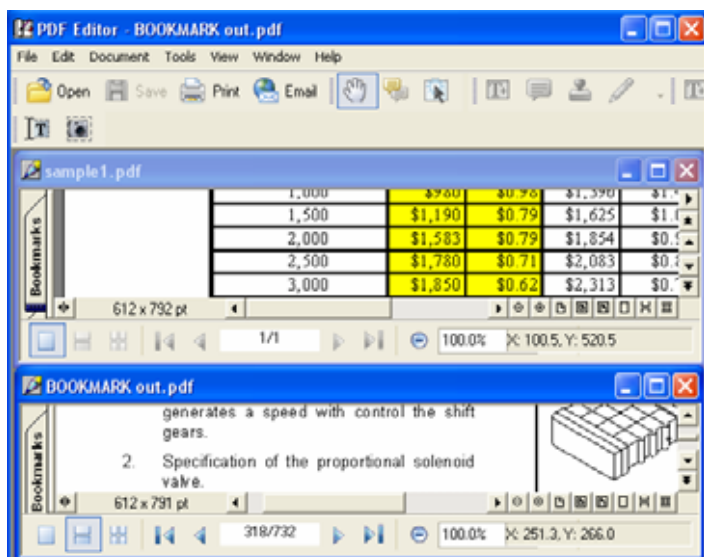
Figure 4.12 Tile files

4.4 Reading a PDF document

PDF Editor provides tools that can help you read a PDF file and find your way around a large document. Pages can be resized to make them easier to see, and you can jump directly to a page number, step through a document page by page, or scroll the pages as you read them.

4.4.1 Resizing pages

Due to the nature of PDF documents, pages can be resized to a high magnification without loss of quality to the text. Vector graphics can also be enlarged without

losing image quality, however, you may notice a slight degrading of quality when enlarging bitmap images.

Use the page zoom tools and resize tools to resize your pages.

Figure 4.13 Page zoom tools and resize tools

From left to right, the tools are **Zoom out** | **Zoom Level** | **Zoom in** | **Actual Size** | **Fit Page** | **Fit Width**.

The PDF Editor supports zoom resolutions from 12.5% - 500%, good enough for you to see the perfect details on a page.

- Click **Zoom out** on the toolbar or **View > Zoom out** on the menu to scale the page in decrements of 10% each time. Or you can directly click **Ctrl** and **−** to reduce the page size.
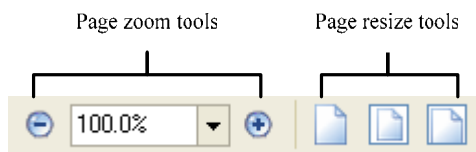
- Click **Zoom in** on the toolbar or **View > Zoom in** on the menu to enlarge the page in increments of 10% each time. Or you can directly click **Ctrl** and **+** to increase the page size.

- Right-click the document pane, a floating item menu appears, and then you can select **Zoom in** or **Zoom out**.
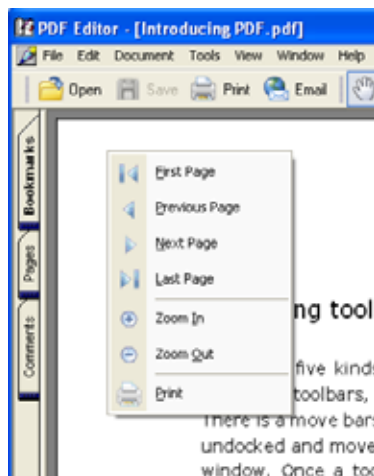
Figure 4.14 Floating item

- You can directly input the scale number in zoom level tool.

- Click **Actual Size** or **View > Actual Size**, the size will be 100% of the actual one, no matter what the size of application window. You can also click **Ctrl+1**.

- Click **Fit Page** or **View > Fit Page**, one whole page will be displayed in the document pane, and its scale proportion is according to the application window size. Click **Ctrl+2** can quickly restore the page size to a fit one.

- Click **Fit Width** or **View > Fit Width**, the page size will be regulated to a fit

width to the application window. Or click **Ctrl+3** to get the fit width.

4.4.2 Scrolling pages

Use the navigation toolbars and continuous page mode toolbars to read the pages.

- You can use the Scroll tool to drag pages up or down, left or right with your mouse. There are three kind continuous page modes: **Single Page**, **Continuous** and **Continuous-Facing**. You can select one of them on the toolbars or click **View > Single Page** or **Continuous** or **Continuous-Facing**. The tools are the following

Figure 4.15 Continuous page modes

Before you can drag the page, ensure which continuous page mode you have selected.

You can also use keyboard shortcuts **Alt+1** or **Alt+2** or **Alt+3** to select the mode.

- The navigation toolbar can help you quickly navigate a page at a time, jump to the first or last page, or move to previous page or next page. You can input a page number to straightforward read the desired page.
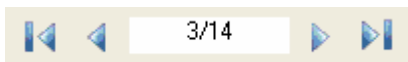
Figure 4.16 Navigation toolbars

- Click **Hand** tool , directly drag the page in the document pane to the part you want to read.
- Right-click the document pane, a floating toolbar appears, click the **First Page**, or **Last Page**, or **Previous Page** or **Next Page** to quickly turn the page.

4.4.3 Using bookmarks, comments and page thumbnails

You can also navigate the pages in a PDF document by clicking a bookmark, comment or page thumbnail to jump directly to the referenced page.

Figure 4.17 Navigation pane

4.5 Printing a PDF document

There are several ways to print a PDF document in PDF Editor:

- Click **Print** button on the File toolbar, this time the whole document will be printed out by the default printer.
- Click **File > Print**, select a printer and set its properties, and set the print range and number of copies, then click **OK**.
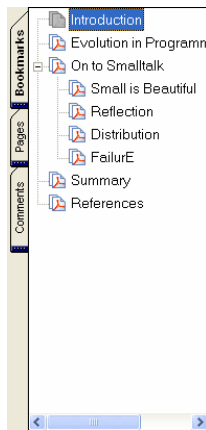- Click **Ctrl + P**, select the printer and set its properties, and print range and number of copies, then click **OK**.
- Right click the mouse, when a little floating toolbar appears click **Print**, then select the printer and set its properties, print range and number of copies, and click **OK**.

4.6 Saving a PDF file

There are several ways to save a PDF document.

To save the current PDF file:

- Click the **Save** button on the File toolbars, or click **File > Save**, or use the keyboard shortcut **Ctrl+S**.

To save a copy of the current PDF file:

- Click **File > Save As** and select a new location or enter a new name.

Note: If the document hasn't been added any comment or content, or hasn't been made any edit, it couldn't be saved because only changed documents can be saved.

4.7 Saving the PDF file to other format file

You can save the file to another PDF file or convert the PDF format file to an image file such as **BMP**, **WMF**, **JPEG**, **GIF**, **TIFF**, **PNG**, **TGA**, **PCX** files and so on. All of the image files saved can be selected their page range and resolution. The PDF file can also be saved as **TEXT** files which page range can be set.

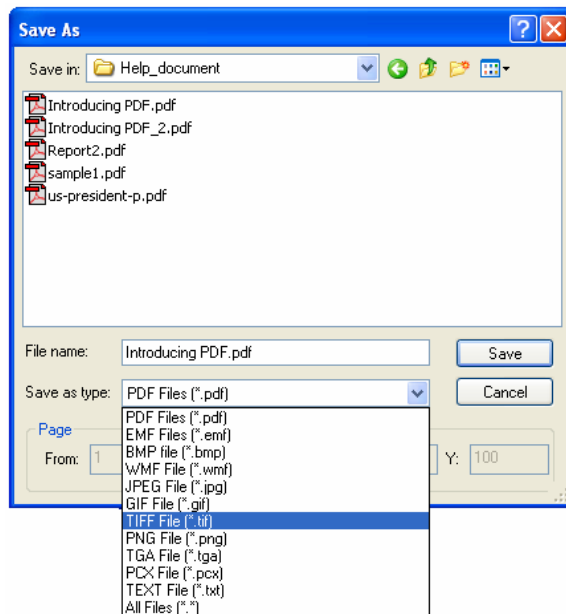▪ Click **File > Save As**, and select a type you want.

Figure 4.18 Save a PDF file to a TIFF file

▪ Enter a new name and select a new path. Then click **Save**.

For example, save file "**Introducing PDF.pdf**" as a TIFF file.
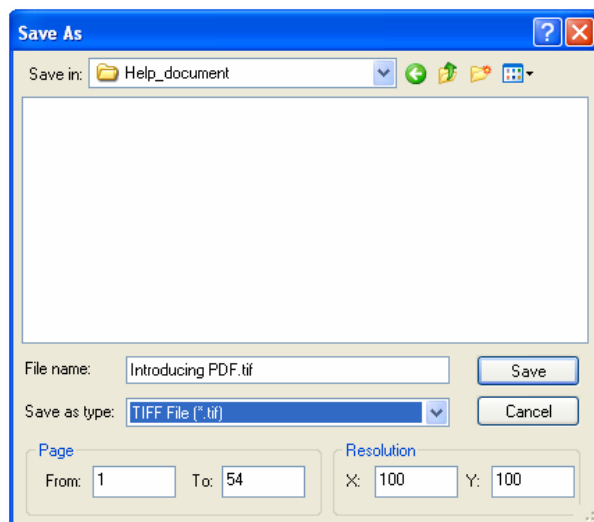

Figure 4.19 Set page range and resolution

We can select part of them by setting the **Page** range. Since it is saved as an image file, so its resolution can be input as we need.

4.8 Closing a PDF file

There are several ways to close a document in PDF Editor:

- Click **File > Close** to close the current PDF file, if you have changed the file and haven't save the changes yet, the application will first ask you whether to save the change, you can click **Yes** then the file will cover the old one, or click **No** if you don't want to save the changes, or click **Cancel** to refuse to close.

- Click the close button on the right of the menu bar, the application will also ask you whether to save the changes or not if you have made.

4.9 Reverting a PDF file

PDF Editor allows users add comments or contents to the PDF document or edit the content. PDF Editor provides reverting function to let users cancel all of the comments or contents editing and back to the original status when the document is opened.

- Click **File > Revert**, then a message box will be popped out,
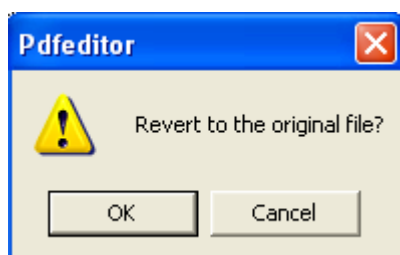
Figure 4.20 Revert message box

- Click **OK** to back to the original status, or click **Cancel** to refuse.

4.10 Exiting PDF Editor

Click **File > Exit** or the window's close button in the top left of the application window, PDF Editor will close all of the opened files before checking that all the changes have been saved.

4.11 Document properties

PDF Editor allows you to view some basic information of the currently opened PDF document, including title, author, page number, security and so on.

- Click **File > Document Properties** to view its description and security

information.

For example, open a PDF file and read its document properties.
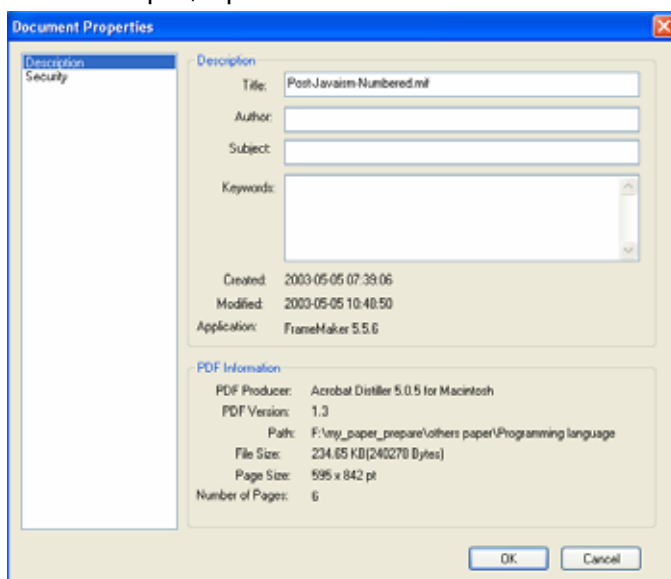
Figure 4.21 Document Properties—Description

The dialog box shows the PDF document's information, including its created date and time, modified date and time, file size, page size, number of pages, the file's path and so on. You can input its title, author, subject and keywords.
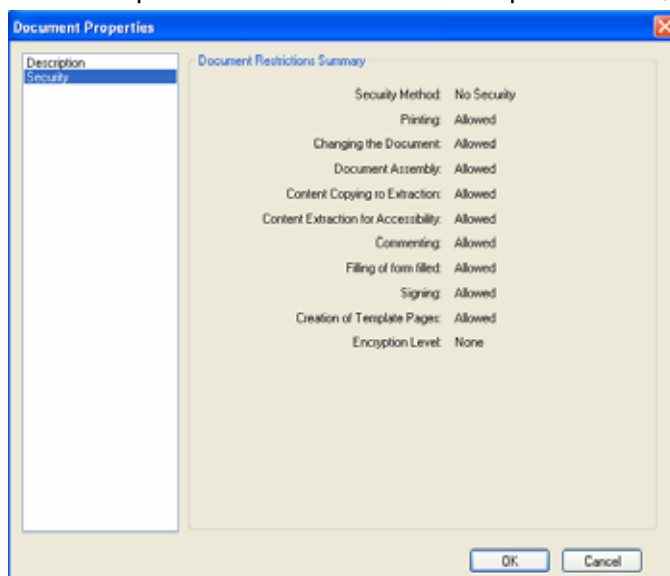
Figure 4.22 Document Properties—Security

The document security information can be viewed in the **Document Restriction Summary** list.

4.12 Emailing

- Click **File > Email**, then the program will link internet and email the currently reading document. The email subject will be the name of file as a default one,

you can also change it as your need.

4.13 Import comments

Please see **6 Working with comments**.

4.14 Export comments

Please see **6 Working with comments**.

5 Working with Text

This part describes how you work with text.

5.1 Tools for working with text

The tools are **Select** tools in the toolbars.

Figure 5.1 Select toolbars

If you don't have these tools, click **View > Toolbar > Select**.
Note: These tools can only be used in browsing status, so you must enable them

first them by clicking **Hand** tool.

5.2 Selecting and copying text

Use **Select Text**, you can select and copy a piece of text to the clipboard, and paste it into another format file, such as word, notebook or other else. Use **Snapshot Tool** to copy a piece of text or image to the clipboard, and then you can paste it into another image file or a word file.

5.2.1 Use Select Text tool to copy text

If you want to copy parts of the PDF file,

- Click **Select Text** button on the toolbar or click **Tool > Select Text**.
- Move the cursor to the top left of text you want to copy, and drag the cursor to lower right of the text, a text box will appear to show you the selected area, and the box's size is showed in the center of the box. When you loose your finger, a message box pops out
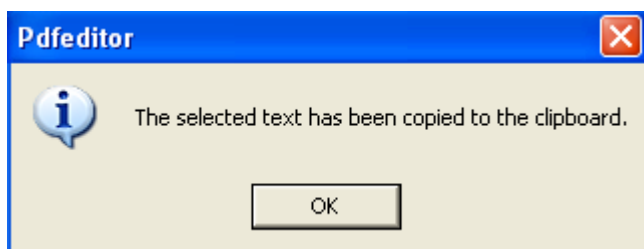
Figure 5.2 Select text message box

- Open another Windows application such as a notebook file, then paste into it.

- Click **Hand** tool to cancel the function.

Note: This tool can only copy text format, and once the text is copied to another file, you can edit it. If you want to copy a piece of text as a graphic or remain the file's original format, you can use **Snapshot Tool** to grab what you have seen.

5.2.1.1 Use Select Text tool to copy a PDF table to text file

Using Select Text tool, you can copy a piece of table and directly add it into a text file or an excel file. For example, open a PDF file

Figure 5.3 Select text example (1)

Click **Select Text** tool to copy the table to clipboard.
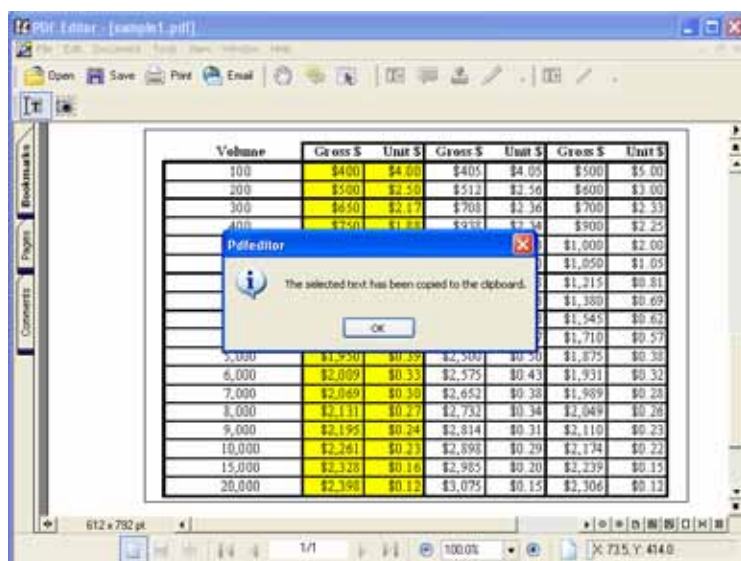
Figure 5.4 Select text example (2)

Open a blank text file to paste the table
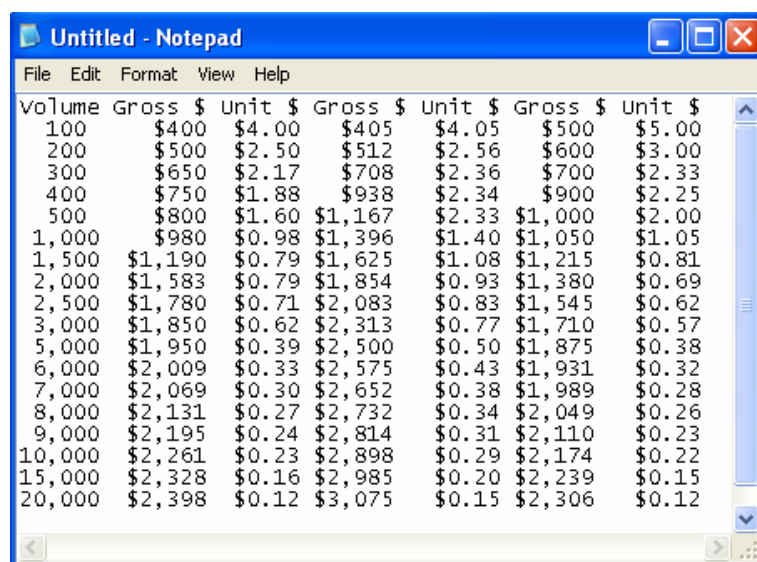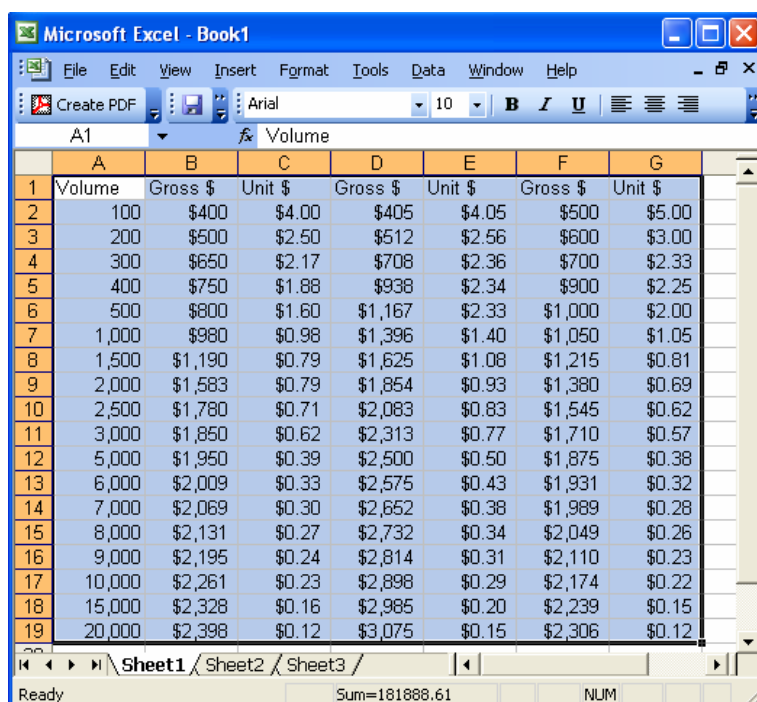
Figure 5.5 Select text example (3)

5.2.1.2 Use Select Text tool to copy PDF table to Excel file

Open MS Excel application to paste the table

Figure 5.6 Select text example (4)

Note: If you can't paste the data in its original format in MS Excel application, you can click [icon] to select **Use Text Import Wizard** to regulate.

5.2.2 Use Snapshot Tool to copy text or graphic as an image

You can use snapshot tool to copy a piece of any PDF file to MS Word or an image file

- Click **Snapshot** Tool [icon] or **Tool > Snapshot**.
- Move the cursor to the top left of the graphic and drag the cursor to lower right of it, a text box will appear to show you the selected area, and the area size is showed in the center of the box. When you loose your finger, a floating window pops out
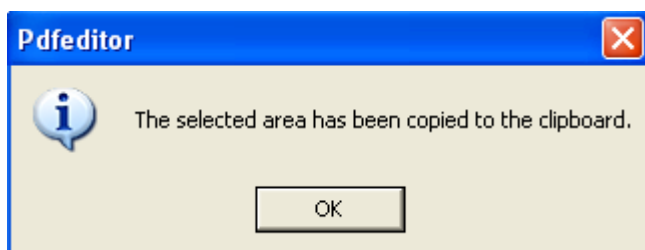
Figure 5.7 Snapshot message box

- Open another Windows application such as a Word file, then paste into it.

- Click **Hand** tool to cancel the function.

For example, we open a PDF file and use snapshot tool to grab a picture or data to copy to MS Word file.

- Open a PDF file
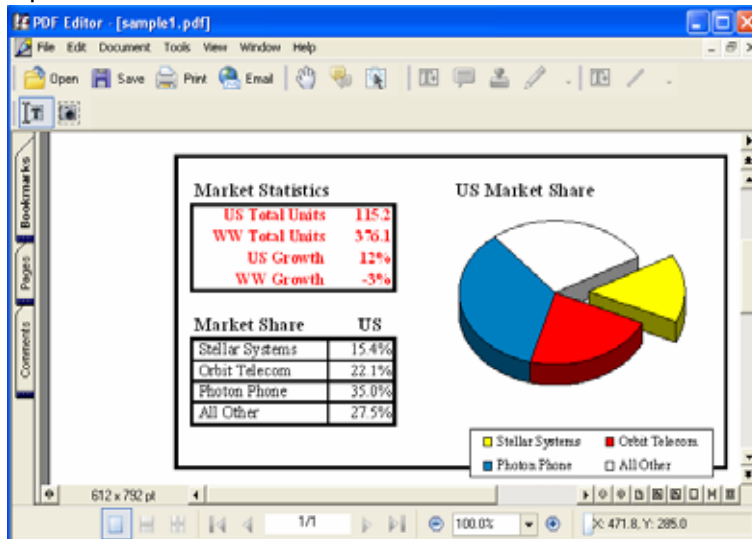
Figure 5.8 Snapshot example (1)

- Click **Snapshot** Tool and select an area the file
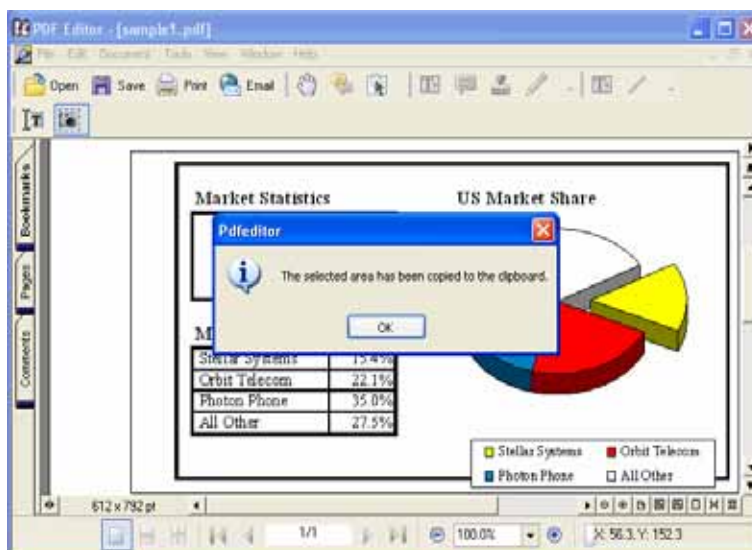
Figure 5.9 Snapshot example (2)

- Then paste the picture into a MS Word file.
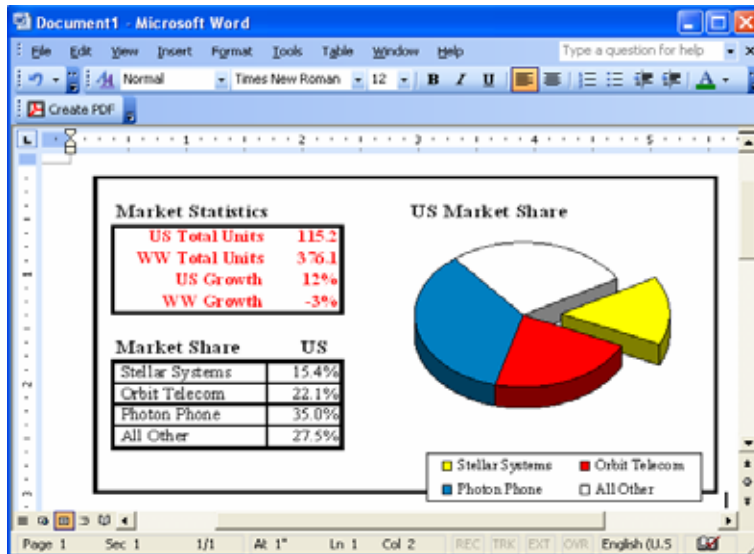
Figure 5.10 Snapshot example (3)

Note: You cannot paste an image into a notebook file.

6 Working with Comments

PDF Editor provides comment tools to allow you review and comment the PDF documents. You can add your own comments to the PDF file and save it as a file, and you can also open the comment file written by others. PDF Editor provides the following comment types:

- **Stamp**
- **Notes**
- **Draw** (including **Pencil**, **Line**, **Rectangle** and **Ellipse**)
- **Text Box**

6.1 Tools for working with comments

The comment toolbar follows as:

Figure 6.1 Comment toolbars

Every type of comment has its tool, as showed above in the toolbar: **Text box**, **Notes**, **Stamp** and **Draw**.
If you don't have this toolbar, click **View > Toolbar > Comment** to add it into the toolbars.

6.2 How to add comments

The comments only can be added in the comment mode. Usually the comment default status is off, so you need to active it.

- Click the **Comment** button in the basic toolbar or click **Tools > Edit Comment** to open the comment status.

6.2.1 How to add textbox comments

This part shows the way to add textbox comments.

6.2.1.1 Adding textbox comment

- Click **Text Box** button [T+] on the toolbar or click **Tools > Comment > Text Box**.

- Move the cursor to the position you want to add textbox and drag the cursor to a rectangle box
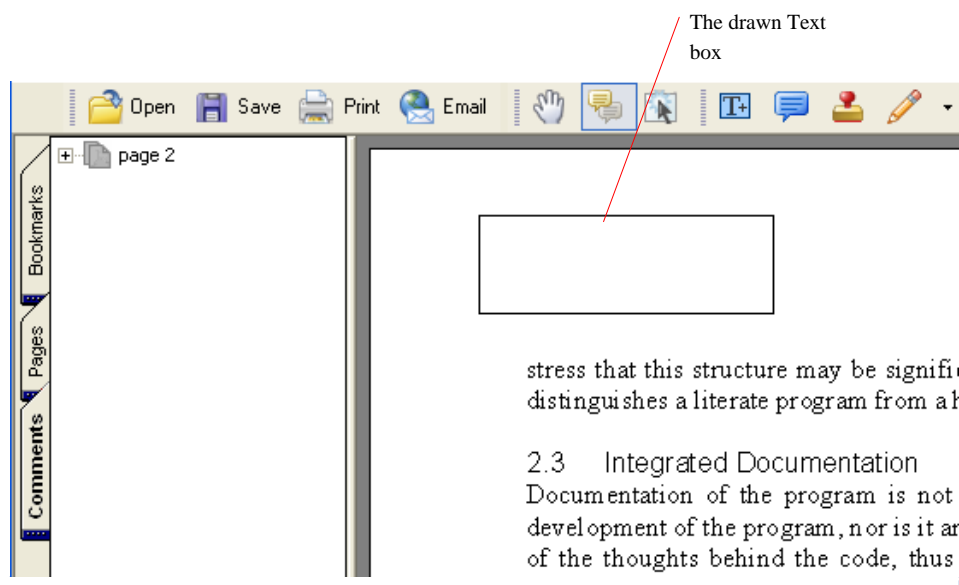
Figure 6.2 Drawing a text box

6.2.1.2 Editing in the textbox

- Double-click the text box, then the color of border of the box becomes to red, and you can regulate its width and height by dragging the angle or the middle of the edge.
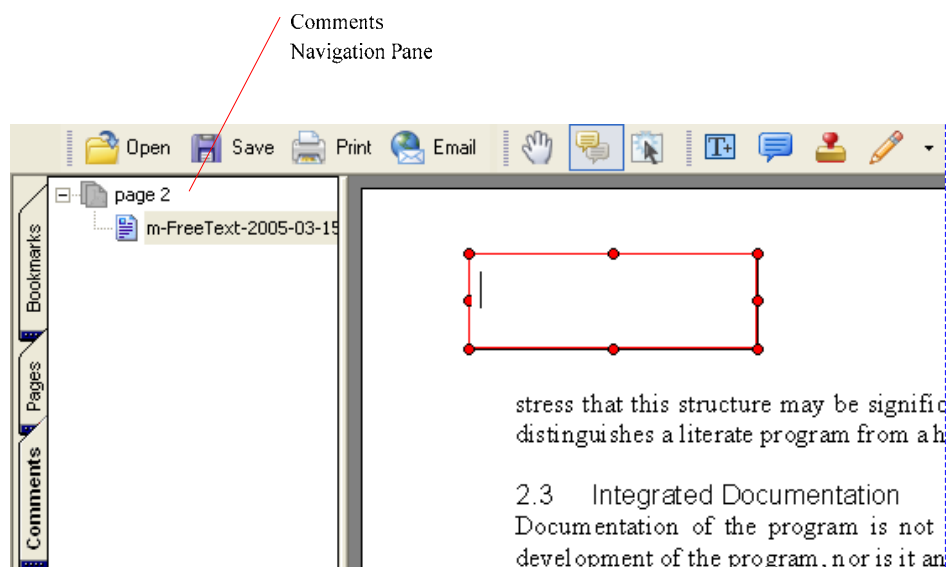
Figure 6.3 Editing in the text box

- Input text into the text box,
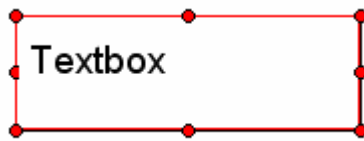
Figure 6.4 Input text into text box

The text box can scroll its size if the text doesn't fit the box.

6.2.1.3 Editing textbox and setting properties

- Left-click the mouse when the cursor is pointing the textbox, don't loose it, you can drag the textbox to any position of document pane. Or you can use ←,↑,→ or ↓ key on the keyboard to move the textbox.
- Right-click the textbox, a floating item will appear to let you edit the textbox and set its properties

Figure 6.5 Right-click textbox

- **Copy**: To copy the textbox to the clipboard and click **Edit > Paste** to encapsulate it. Or you can use **Ctrl+C**.
- **Cut**: To cut the textbox to the clipboard. Or you can use **Ctrl+X**.
- **Delete**: To delete the textbox. Or you can use **Delete** key on the keyboard.
- **Set to Background**: If there are two comments overlapped, set this comment to be a background comment.
- **Set to Foreground**: If there are two comments overlapped, set this comment to be a foreground comment.
- **Make Properties Default**: To save the properties you have set, each time when add a new textbox, its original properties will be the saved one.
- **Lock/Unlock**: If there are several comments close together, when you want to edit one of them, you can click **Lock/Unlock** to lock other comments to avoid them being selected. You can cancel the lock status by re-clicking **Lock/Unlock** item.
- **Properties**: To set the textbox's properties.

Figure 6.6 Appearance control panel

There are two control panels **Appearance** and **General** in the Properties. In **Appearance** control panel, the text box appearance can be set.

- **Style**: To control the border line style of the text box. There are five styles: **Solid**, **Dashed1**, **Dashed2**, **Dashed3**, **Dashed4** and **Dashed5**. The default one is **Solid**.

- **Thickness**: To regulate the thickness of the border. The resolution is from **0** to **12**. You can select the value or just input one.

- **Border Color**: To set the color of the border.
  If you don't need border, just click its checkbox to cancel the property.

- **Fill Color**: Select it to change the color of the text box. If you don't need it, just click its checkbox to cancel the property.

- **Text Color**: To set the color of text.

- **Font**: To set the font of text.

- **Font Size**: To change the font size of text. The size value ranges from **1** to **200** from you to select, and you can also enter a value.

- **Opacity**: Drag the slider 🔽 to the right, the opacity degree can be increased, or to the left, it can be decreased. The degree is showed in the text label. If opacity is less than **100%**, both the comment and document content can be seen.

General control panel contains the basic information of the text box.

Figure 6.7 General control panel

- **Author**: The name of the people who add the comments. The default name is from the computer. You can enter another name.
- **Subject**: The comment's subject. You can enter another subject to help you identify the subject.
- **Modified**: To record the last modified date.
- **Close**: To save properties you have changed and exit the Properties dialog.

If you want to reserve the properties next time when you add a new text box, just right-click the text box and select **Make Properties Default**.

6.2.2 How to add Note comments

6.2.2.1 Adding note comment

- Click the **Note** button on the toolbar or click **Tools > Comment > Note**, a note will be displayed in the middle of the document pane as its default place.
- Click the note and drag it to any place in the document pane. Or you can use ←,↑,→ or ↓ key on the keyboard to move the note icon.

Note: The note icon size is fixed. If you want the note to be more appealing, you can change its color and shape to meet your needs. Please see **6.2.2.2 Editing note and setting properties**.

6.2.2.2 Editing note and setting properties

- Right-click the note icon, a floating item will appear to let you edit the note and set its properties
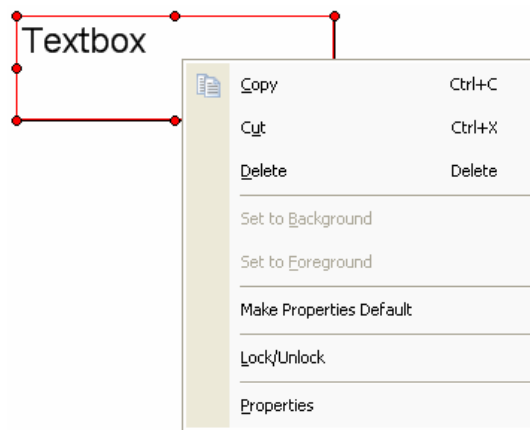   - **Copy**: To copy the note to the clipboard and click **Edit > Paste** to encapsulate it. Or you can use **Ctrl+C**.
    - **Cut**: To cut the note to the clipboard. Or you can use **Ctrl+X**.
    - **Delete**: To delete the note. Or you can use **Delete** key on the keyboard.
    - **Set to Background**: If there are two comments overlapped, set this

comment to be a background comment.

- **Set to Foreground**: If there are two comments overlapped, set this comment to be a foreground comment.
- **Make Properties Default**: To save the properties you have set, each time when add a new note, its original properties will be the saved one.
- **Lock/Unlock**: If there are several comments close together, when you want to edit one of them, you can click **Lock/Unlock** to lock other comments to avoid them being selected. You can cancel the lock status by re-clicking **Lock/Unlock** item.
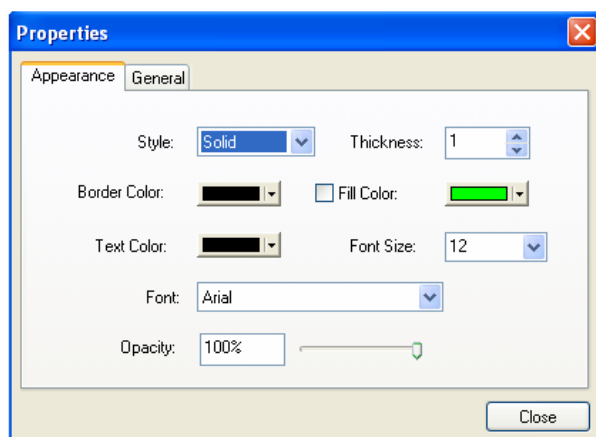- **Properties**: To set the textbox's properties.
    - Right-click the note, select Properties in the popped float item, then Properties pane will be showed like this,

  In **Appearance** control pane, the note appearance can be set.
    - **Icon**: To set the icon type. There are many types icon to choose, such as **Checkmark**, **Circle**, **Comment**, **Paragraph** and so on. You can select one according to your need.
    - **Color**: To set the color of the note.
    - **Opacity**: To set the opacity degree of the note.

  The basic information of the note is in the **General** pane.
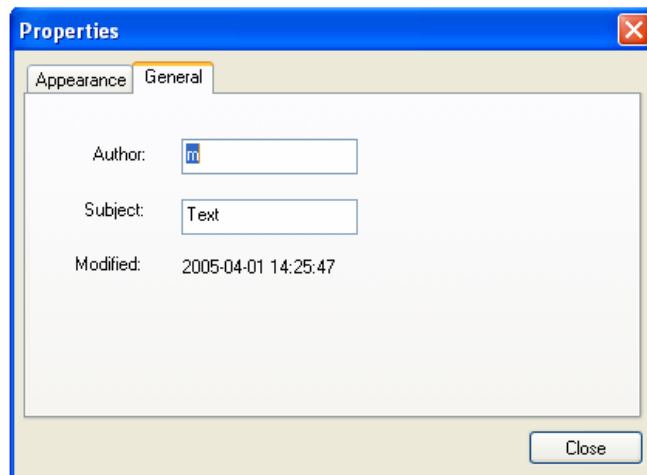   - **Author**: The name of the people who add the comments. The default name is from the computer. You can enter another name
    - **Subject**: The comment's subject. You can enter another subject to help you identify the subject
    - **Modified**: To record the last modified date and time.
    - **Close**: To save properties you have changed and exit the **Properties** dialog.

If you want to reserve the properties next time when you add a new note, just right-click the note icon and select **Make Properties Default**.

6.2.2.3 Adding comment to the note

We can write the explanation or annotation into the textbox, but we can't do that for other three comment tools: note, stamp and drawing. The PDF Editor provides comment for each comment except textbox for user to write some specification. To do this, just double-click the comment, and a small commenting window can be popped.

For example, double-click the note icon, an commenting window appears which is always pointing to the note it comments.
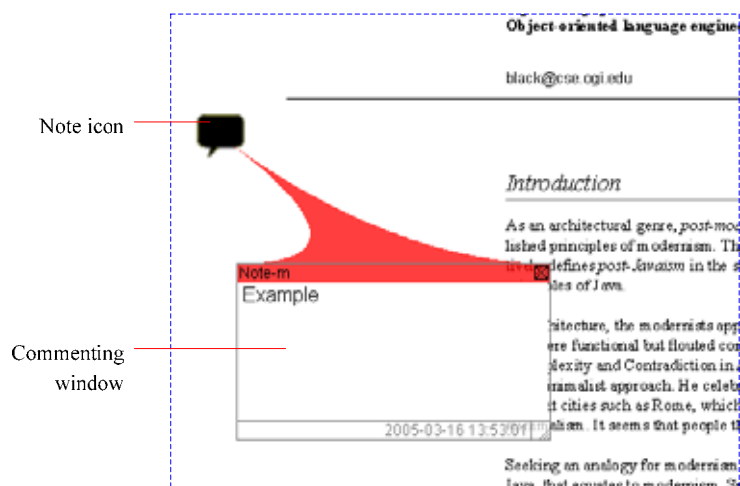
Figure 6.8 Note icon and its commenting window
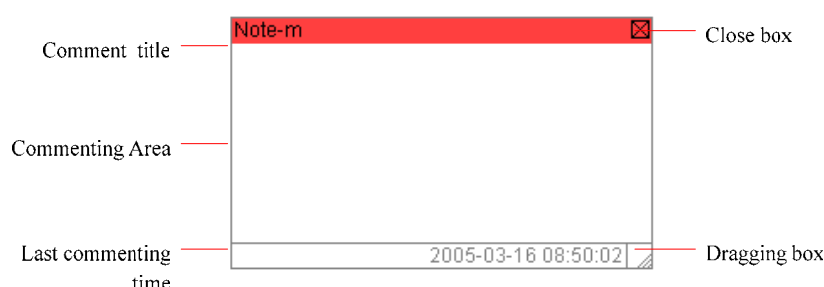
Figure 6.9 Note commenting window

You can enter text into this pop-up window. If the text doesn't fit this window, the text scrolls. Or you can also resize the window dragging the lower right box.

To edit a note comment:
- Click the commenting area, enter the text. After you have finished, click the close box or click anywhere outside the commenting window.
- The color is the same as the note, so if you change the property of note, the commenting window will be changed with it.

If the commenting window is closed, next time you want to read it, just double-click the note icon.

6.2.3 How to add stamp comments

You can add a predefined stamp to your PDF file. The stamp can be a BMP file, JPG file, TIF file and so on. Every stamp can be added comment as a note.

6.2.3.1 Adding a stamp

- Click **Stamp** button on the toolbar or click **Tools > Comment > Stamp**.

Then **Open** dialog will be popped out.
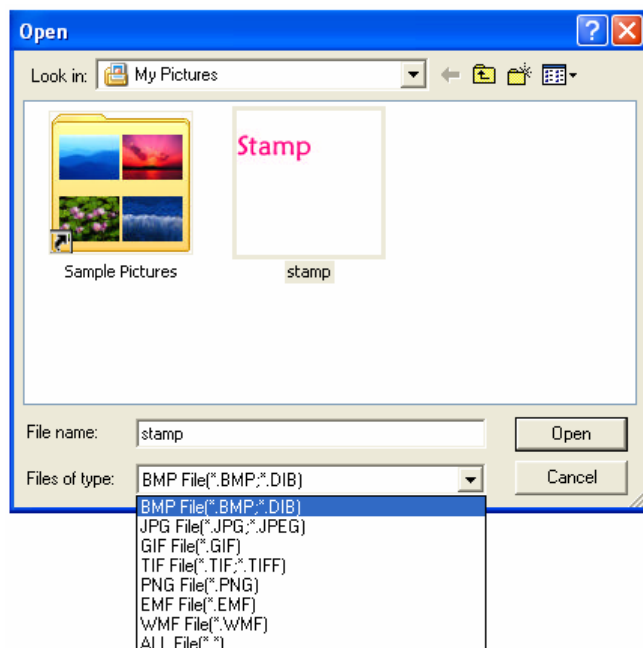
Figure 6.10 Open a stamp

▪ Select a bmp file or other files, and click **Open**. For example, open file "**Stamp**",
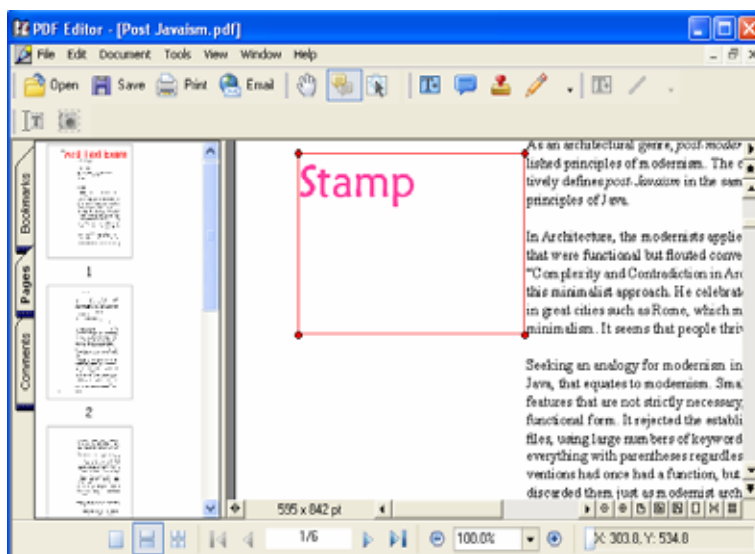
Figure 6.11 Stamp example

The stamp will appear in the default place. You can change its size to fit the document page by dragging one of its. Also drag the stamp to anywhere you like when you let the cursor point to inside of the stamp.

6.2.3.2 Adding comment to stamp

When you add stamp to the PDF document, you can also comment on it.
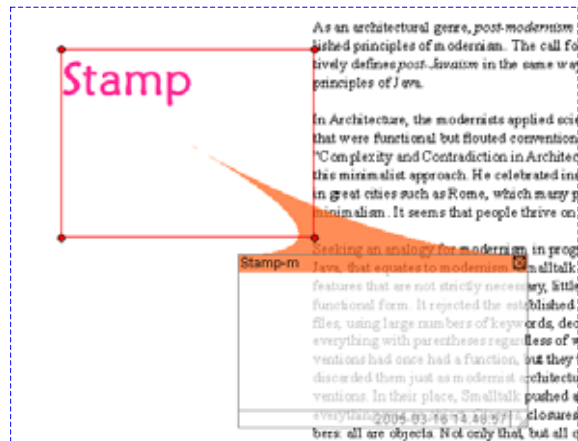
Figure 6.12 Add comment to a stamp

- Similar to adding comment to note, double-click the stamp, a commenting window will pop up.
- Edit the text in the commenting area.
- Drag the commenting window to anyplace you like.
- Change its size by dragging its corner or edge.
- Click the close box on the upper right corner to close the comment. Double-click the stamp if you want to open its comment.

6.2.3.3 Editing stamp and setting the properties

You can set the properties of stamp. Unlike to those of a note, the color of the stamp can't be changed, but you can set its comment's color.

- Left-click the mouse when the cursor is pointing the stamp, don't loose it, you can drag the stamp to any position of document pane. Or you can use ←,↑,→ or ↓ key on the keyboard to move the stamp.
- Right-click the stamp, a floating item will appear to let you edit the textbox and set its properties
  - **Copy**: To copy the stamp to the clipboard and click **Edit > Paste** to encapsulate it. Or you can use **Ctrl+C**.
  - **Cut**: To cut the stamp to the clipboard. Or you can use **Ctrl+X**.
  - **Delete**: To delete the stamp. Or you can use **Delete** key on the keyboard.
  - **Set to Background**: If there are two comments overlapped, set this comment to be a background comment.
  - **Set to Foreground**: If there are two comments overlapped, set this comment to be a foreground comment.
  - **Make Properties Default**: To save the properties you have set, each time when add a new stamp, its original properties will be the saved one.
  - **Lock/Unlock**: If there are several comments close together, when you want to edit one of them, you can click **Lock/Unlock** to lock other comments to avoid them being selected. You can cancel the lock status by re-clicking **Lock/Unlock** item.

- **Properties**: To set the stamp's properties.
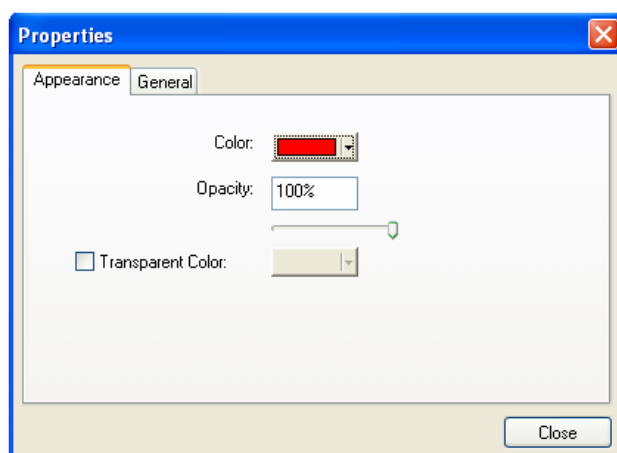
Figure 6.13 Stamp Appearance control panel

In **Appearance** control pane, set the color, opacity and transparent color:
- **Color**: Set the color of stamp's comment but not the stamp itself.
- **Opacity**: Change the opacity degree of the stamp to suit your needs by dragging. The comment's opacity couldn't be changed.
- **Transparent Color**: To set the transparent color.

In **General** control pane, we can view the basic information about the comment.
- **Author**: The name of the people who add the comments. The default name is from the computer. You can enter another name
- **Subject**: The comment's subject. You can enter another subject to help you identify the subject
- **Modified**: To record the last modified date and time.
- **Close**: To save properties you have changed and exit the Properties dialog.

If you want to reserve the properties next time when you add a new stamp, just right-click the stamp and select **Make Properties Default**.

6.2.4 How to add Draw comments

Another type of comments is **Draw**. The draw comments include **Pencil**,

Line, **Rectangle** and **Ellipse**. You can use these drawing tools to comment your PDF document.

6.2.4.1 How to use Pencil tool to draw lines

Use **Pencil** tool to create a line into the PDF document.

6.2.4.1.1 Using the pencil tool to draw lines

▪ Click ✏️ button on the toolbar. If you can't see it, you can select it from the Draw tool menu. Or click **Tools > Comment > Draw > Pencil**. This time the shape of cursor changes when you let it move in the document pages.
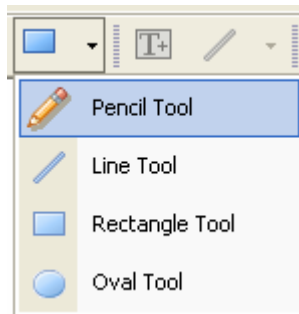
Figure 6.14 Drawing comment tools

▪ Move the cursor to the place you want to draw the line. Left-click the mouse and drag it to anyplace you like, and then there appears a line along the cursor path. If you want to draw more than one line, you can stop your dragging and move the cursor to another place and repeat to draw another line. The line is black color when you are drawing it.
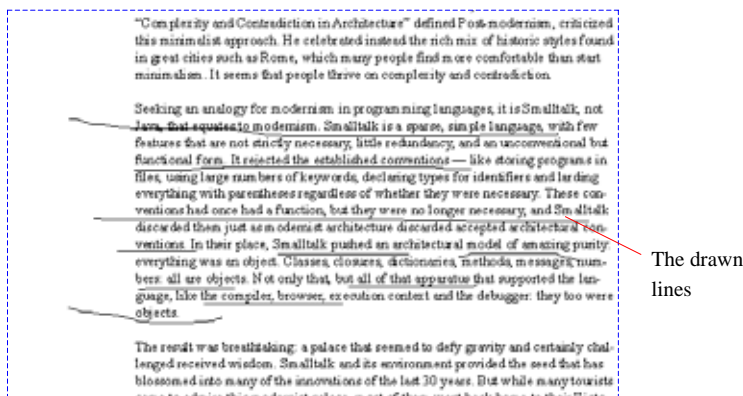
The drawn lines

Figure 6.15 Drawing comment pencil lines

▪ When you finish the drawing, double-click in the end point. Or click **Esc** key on the keyboard to exit the drawing.
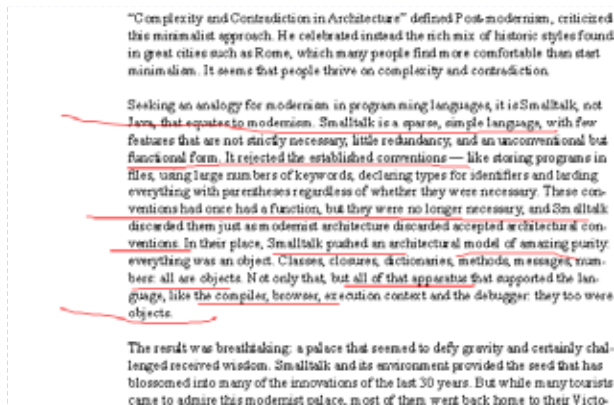
Figure 6.16 Comment pencil lines

6.2.4.1.2 Editing the pencil lines

To change the lines' shape

When you select one of the lines, all of the lines you draw this time can be edited. You can move them to anyplace and drag the corner or the middle of the edge to change their length and their distance between each other can be changed accordingly.
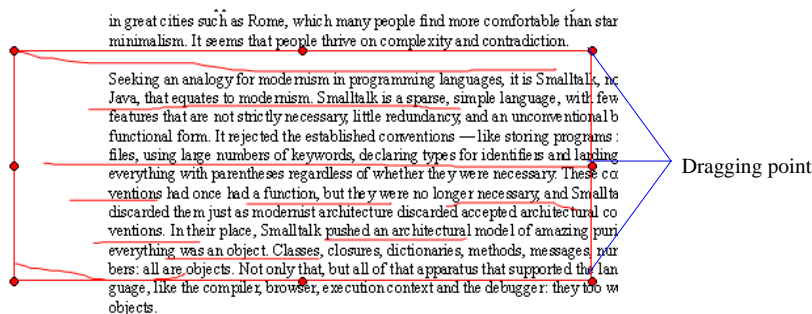
Figure 6.17 Dragging point

Note: You can't move a single line if you have drawn more than one line. If you don't need one of the lines, you should delete all of the lines and redraw it.

To change the lines' position:

▪ Left-click the line and don't loose it, you can drag the lines to any position of document pane. Or you can use ←,↑,→ and ↓ keys on the keyboard to move the lines.

To edit the line

▪ Right-click the line, a floating item will appear to let you edit the line and set its properties
   ▪ **Copy**: To copy the line to the clipboard and click **Edit > Paste** to encapsulate it. Or you can use **Ctrl+C**.
   ▪ **Cut**: To cut the line to the clipboard. Or you can use **Ctrl+X**.
   ▪ **Delete**: To delete the line. Or you can use **Delete** key on the keyboard.

- **Set to Background**: If there are two comments overlapped, set this comment to be a background comment.
- **Set to Foreground**: If there are two comments overlapped, set this comment to be a foreground comment.
- **Make Properties Default**: To save the properties you have set, each time when add a new line, its original properties will be the saved one.
- **Lock/Unlock**: If there are several comments close together, when you want to edit one of them, you can click **Lock/Unlock** to lock other comments to avoid them being selected. You can cancel the lock status by re-clicking **Lock/Unlock** item.
- **Properties**: To set the line's properties. See **6.2.4.1.4 Setting pencil lines properties**.

To delete the line

Use one of the following ways to delete the lines:
- Click one of the lines and use **Delete** key.
- Right-click the lines, then select **Cut** or **Delete**.
- Click keyboard shortcut **Ctrl+X** to cut the lines.
- Click one of the lines, then click **Edit > Cut** or **Delete**.

6.2.4.1.3 Adding comments to the pencil lines

When you have drawn lines, you can add comments to them.
- Double-click the lines, and a commenting window pops out.

Figure 6.18 Adding comment to pencil lines

- Edit the text in the commenting area. If the text doesn't fit this window, the text scrolls. You can resize commenting window dragging the lower right box or each edge
- Drag the commenting window to anyplace you like.
- Change its size by dragging its corner or edge.

- Click the close box on the upper right corner to close the comment. Double-click the lines if you want to open its comment.

6.2.4.1.4 Setting pencil lines properties

Right-click the lines or its commenting window, the **Properties** panel will be opened:

In **Appearance** control panel, you can set the color of line and its comment, line's thickness and opacity:

- **Color**: Change the color of the line, and the commenting window's color will be changed to the same with the line at the moment.
- **Thickness**: Set the thickness of the line. The value ranges from **0** to **12**.
- **Opacity**: Change the opacity degree of the line to suit your needs by dragging

  ⌐. The comment's opacity couldn't be changed.

In **General** control panel, we can view the basic information about the line:

- **Author**: The name of the people who add the comments. The default name is from the computer. You can enter another name
- **Subject**: The comment's subject. You can enter another subject to help you identify the subject
- **Modified**: To record the last modified date and time.
- **Close**: To save properties you have changed and exit the Properties dialog. Or

  you can click the ❌ on the up right corner of the pane to close the Properties.

If you want to reserve the properties next time when you add new pencil lines, just right-click the pencil line and select **Make Properties Default**.

6.2.4.2 How to use Line tool to draw lines

Use **Line** tool to draw lines to your PDF document.

6.2.4.2.1 Using the line tool to draw a line

- Click **Line** tool button ✏ on the toolbar. If you don't have this tool on the toolbar, select it from the Draw tool menu (see **Figure 6.14** Drawing comment tools). Or click **Tools > Comment > Draw > Line**.
- Move the cursor to the place you want to draw the line. Left-click the mouse and drag it to anyplace you like, and then there appears a line along the cursor path. The point you begin the line is called **Start** point and the point you stop the line is called **End** point.
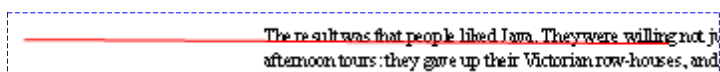

Figure 6.19 Drawing a comment line

Note: The line you draw with line tool is different from that drawn with pencil tool. You can only draw a single line once, while the latter can draw multiple lines.

6.2.4.2.2 Editing the line

To change the line's layout:
- Left-click the line and don't loose it, you can drag the line to any position of document pane. Or you can use ←,↑,→ or ↓ key on the keyboard to move it.
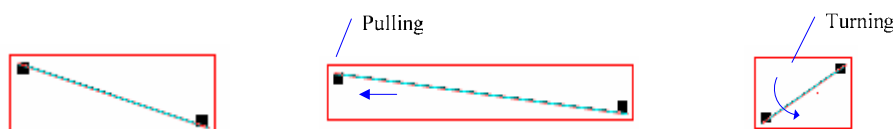- Drag one of the terminal points to turn the line or change its length.

Figure 6.20 Turn the line and change its length

To edit the line
- Right-click the line, a floating item will appear to let you edit the line and set its properties
  - **Copy**: To copy the line to the clipboard and click **Edit > Paste** to encapsulate it. Or you can use **Ctrl+C**.
  - **Cut**: To cut the line to the clipboard. Or you can use **Ctrl+X**.
  - **Delete**: To delete the line. Or you can use **Delete** key on the keyboard.
  - **Set to Background**: If there are two comments overlapped, set this comment to be a background comment.
  - **Set to Foreground**: If there are two comments overlapped, set this comment to be a foreground comment.
  - **Make Properties Default**: To save the properties you have set, each time when add a new line, its original properties will be the saved one.
  - **Lock/Unlock**: If there are several comments close together, when you want to edit one of them, you can click **Lock/Unlock** to lock other comments to avoid them being selected. You can cancel the lock status by re-clicking **Lock/Unlock** item.
  - **Properties**: To set the line's properties. See **6.2.4.2.4 Setting line properties**.

To delete the line
Use one of the following ways to delete the lines:
- Click one of the lines and use **Delete** key.
- Right-click the lines, then select **Cut** or **Delete**.
- Click keyboard shortcut **Ctrl+X** to cut the lines.
- Click one of the lines, then click **Edit > Cut** or **Delete**.

6.2.4.2.3 Adding comments to the line

We can add comments to the line.
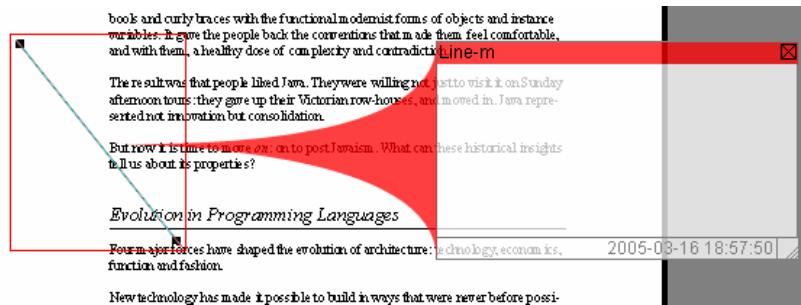- Double-click the lines, a commenting window pops out.

Figure 6.21 Add comment to the line

- Edit the text in the commenting area. If the text doesn't fit this window, the text scrolls. You can resize commenting window dragging the lower right box or each edge
- Drag the commenting window to anyplace you like.
- Change its size by dragging its corner or edge.
- Click the close box on the upper right corner to close the comment. Double-click the line if you want to open its comment.

6.2.4.2.4 Setting line properties

Right-click the lines or its commenting window, the Properties pane will be opened: In **Appearance** control panel, you can set the color of line and its comment, set the shape of line's start point or end point, line's thickness and opacity and so on:

- **Start**: Set the shape of start point. There are three choices: **None**, **OpenArrow** and **ClosedArrow**.
  None: No arrow on the start point.
  OpenArrow: To add an open arrow to the start point.
  ClosedArrow: To add an closed arrow to the start point.
- **End**: Set the shape of end point. The choices are the same with Start.
- **Style**: Set the style of the line. There are four styles: **Solid**, **Dashed1**, **Dashed2**, **Dashed3** and **Dashed4** to choose.
- **Color**: Set the color of the line, and the commenting window's color will be changed to the same with the line at the moment.
- **Thickness**: Set the thickness of the line. The value ranges from **0** to **12**.
- **Opacity**: Change the opacity degree of the line to suit your needs by dragging

  . The comment's opacity couldn't be changed.

In **General** control panel, we can view the basic information:

- **Author**: The name of the people who add the comments. The default name is from the computer. You can enter another name
- **Subject**: The comment's subject. You can enter another subject to help you identify the subject
- **Modified**: To record the last modified date and time.
- **Close**: To save properties you have changed and exit the Properties dialog. Or you can click the ❎ on the up right corner of the pane to close the Properties.

If you want to reserve the properties next time when you add a new line, just right-click the line and select **Make Properties Default**.

6.2.4.3 How to use Rectangle tool to draw a rectangle

Use **Rectangle** tool to draw rectangles to your PDF document.

6.2.4.3.1 Using the rectangle tool to draw a rectangle

- Click **Rectangle** tool button ⬜ on the toolbar. If you don't have this tool on the toolbar, select it from the **Draw** tool menu (see **Figure 6.14** Drawing comment tools). Or click **Tools > Comment > Draw > Rectangle**.
- Move the cursor to the place you want to draw the rectangle. Left-click the mouse and drag it to anyplace you like, then a rectangle appears.
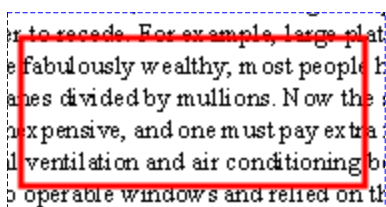

Figure 6.22 The drawn rectangle comment

6.2.4.3.2 Editing the rectangle

To change the rectangle's layout

- Dragging the corner of the rectangle or the middle of its edge to change its height and width.
- Left-click the line and don't loose it, you can drag the line to any position of document pane. Or you can use ←,↑,→ or ↓ key on the keyboard to move it.

Note: Be sure that you have activated the rectangle, the shape of cursor is not like Hand✋ , otherwise you just scroll the document page.

To edit the rectangle

- Right-click the rectangle, a floating item will appear to let you edit the line and set its properties
  - **Copy**: To copy the line to the clipboard and click **Edit > Paste** to encapsulate it. Or you can use **Ctrl+C**.
  - **Cut**: To cut the line to the clipboard. Or you can use **Ctrl+X**.
  - **Delete**: To delete the line. Or you can use **Delete** key on the keyboard.
  - **Set to Background**: If there are two comments overlapped, set this comment to be a background comment.
  - **Set to Foreground**: If there are two comments overlapped, set this comment to be a foreground comment.
  - **Make Properties Default**: To save the properties you have set, each time

when add a new line, its original properties will be the saved one.
- **Lock/Unlock**: If there are several comments close together, when you want to edit one of them, you can click **Lock/Unlock** to lock other comments to avoid them being selected. You can cancel the lock status by re-clicking **Lock/Unlock** item.
- **Properties**: To set the line's properties. See **6.2.4.3.4 Setting rectangle properties**.

To delete the rectangle

Use one of the following ways to delete it:
- Click the rectangle and use **Delete** key.
- Right-click the rectangle, then select **Cut** or **Delete**.
- Click keyboard shortcut **Ctrl+X** to cut it.
- Click **Edit > Cut** or **Delete**.

6.2.4.3.3 Adding comments to the rectangle

We can add comments to the rectangle.
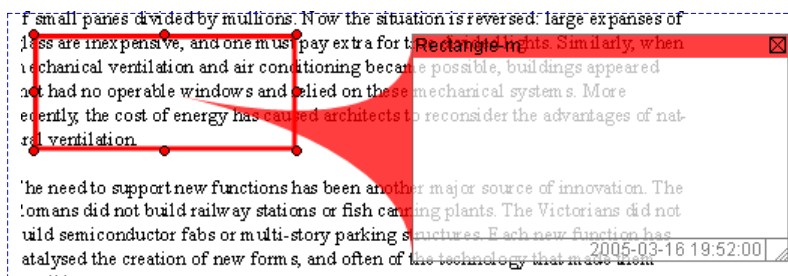- Double-click the rectangle, a commenting window pops out.

Figure 6.23 Add a comment to the rectangle

- Edit the text in the commenting area. If the text doesn't fit this window, the text scrolls. You can resize commenting window dragging the lower right box or each edge.
- Drag the commenting window to anyplace you like.
- Change its size by dragging its corner or edge.
- Click the close box on the upper right corner to close the comment. Double-click the lines if you want to open its comment.

6.2.4.3.4 Setting rectangle properties

Right-click the rectangle or its commenting window, the **Properties** panel will be opened:

In **Appearance** control panel, you can set the color of the rectangle and its comment, fill color into it and set the rectangle's thickness and opacity:
- **Color**: Set the color of the rectangle, and the commenting window's color will be changed to the same with the line at the moment.
- **Fill Color**: Click Fill color box, then the status is on. This time you can select a

kind of color from the color table to fill inside the rectangle.

- **Thickness**: Set the thickness of the line. The value ranges from **0** to **12**.
- **Style**: Set the line style of the rectangle. There are four styles: **Solid**, **Dashed1**, **Dashed2**, **Dashed3** and **Dashed4** to choose.
- **Opacity**: Change the opacity degree of the whole rectangle including its filled color to suit your needs by dragging ⫙. The comment's opacity couldn't be changed.

In **General** Panel, we can view the basic information:

- **Author**: The name of the people who add the comments. The default name is from the computer. You can enter another name
- **Subject**: The comment's subject. You can enter another subject to help you identify the subject
- **Modified**: To record the last modified date and time.
- **Close**: To save properties you have changed and exit the Properties dialog. Or you can click the ❌ on the up right corner of the pane to close the Properties.

Note: Be sure that the cursor is pointed to the rectangle's edge when you want to open the **Properties** pane.

If you want to reserve the properties next time when you add a new rectangle, just right-click the rectangle and select **Make Properties Default**.

6.2.4.4 How to use Ellipse tool to draw ellipses

Use **Ellipse** tool to draw ellipses to your PDF document.

6.2.4.4.1 Using the Ellipse tool to draw a ellipse

- Click **Ellipse** tool button 🔵 on the toolbar. If you don't have this tool on the toolbar, select it from the Draw tool menu (see **Figure 6.14** Drawing comment tools). Or click **Tools > Comment > Draw > Ellipse**.
- Move the cursor to the place you want to draw the ellipse. Left-click the mouse and drag it to anyplace you like, then an ellipse appears.
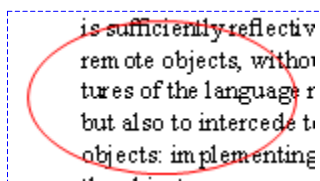

Figure 6.24 The drawn ellipse comment

6.2.4.4.2 Editing the ellipse

To change ellipse's layout

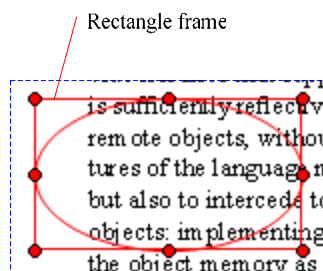You can use any of the following ways to edit the rectangle:

Figure 6.25 Rectangle frame

- Dragging the corner of the rectangle-frame or the middle of its edge to change its height and width.
- Left-click the ellipse and don't loose it, you can drag it to any position of document pane. Or you can use ←,↑,→ or ↓ key on the keyboard to move it.

To edit ellipse
- Right-click the ellipse, a floating item will appear to let you edit the line and set its properties
  - **Copy**: To copy the ellipse to the clipboard and click **Edit > Paste** to encapsulate it. Or you can use **Ctrl+C**.
  - **Cut**: To cut it to the clipboard. Or you can use **Ctrl+X**.
  - **Delete**: To delete it. Or you can use **Delete** key on the keyboard.
  - **Set to Background**: If there are two comments overlapped, set this comment to be a background comment.
  - **Set to Foreground**: If there are two comments overlapped, set this comment to be a foreground comment.
  - **Make Properties Default**: To save the properties you have set, each time when add a new line, its original properties will be the saved one.
  - **Lock/Unlock**: If there are several comments close together, when you want to edit one of them, you can click **Lock/Unlock** to lock other comments to avoid them being selected. You can cancel the lock status by re-clicking **Lock/Unlock** item.
  - **Properties**: To set the line's properties. See **6.2.4.4.4 Setting ellipse properties**.

To delete ellipse
Use one of the following ways to delete it:
- Click the ellipse and use **Delete** key.
- Right-click it, then select **Cut** or **Delete**.
- Click keyboard shortcut **Ctrl+X** to cut it.
- Click **Edit > Cut** or **Delete**.

Note: Be sure you have enabled the ellipse, on that occasion a rectangle frame is enclosing the ellipse. You can drag the points on it to regulate the ellipse's size.

6.2.4.4.3 Adding comments to the ellipse

We can add comments to the ellipse.

▪ Double-click the ellipse, and then a commenting window pops out.
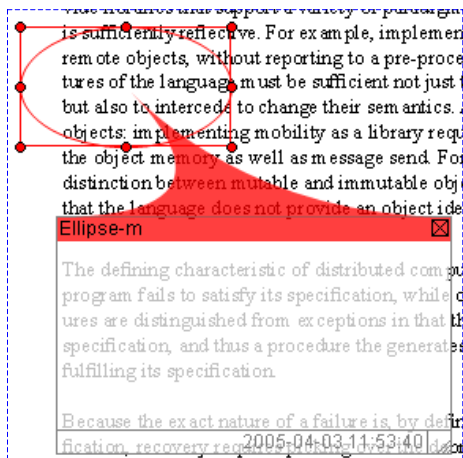

Figure 6.26 Add comment to ellipse

▪ Edit the text in the commenting area. If the text doesn't fit this window, the text scrolls. You can resize commenting window dragging the lower right box or each edge.
▪ Drag the commenting window to anyplace you like.
▪ Change its size by dragging its corner or edge.
▪ Click the close box on the upper right corner to close the comment. Double-click the ellipse if you want to open its comment.

6.2.4.4.4 Setting ellipse properties

Right-click the ellipse or its commenting window, the **Properties** panel will be opened:

In **Appearance** control panel, you can set the color of the ellipse and its comment, fill color into it and set the ellipse's thickness and opacity:

▪ **Color**: Set the color of the rectangle, and the commenting window's color will be changed to the same with the line at the moment.
▪ **Fill Color**: Click Fill color box, then the status is on. This time you can select a kind of color from the color table to fill inside the rectangle.
▪ **Thickness**: Set the thickness of the line. The value ranges from **0** to **12**.
▪ **Style**: Set the line style of the rectangle. There are four styles: **Solid**, **Dashed1**, **Dashed2**, **Dashed3** and **Dashed4** to choose.
▪ **Opacity**: Change the opacity degree of the whole rectangle including its filled

color to suit your needs by dragging. The comment's opacity couldn't be

changed.

In **General** Panel, we can view the basic information:

▪ **Author**: The name of the people who add the comments. The default name is

from the computer. You can enter another name

- ▪ **Subject**: The comment's subject. You can enter another subject to help you identify the subject
- ▪ **Modified**: To record the last modified date and time.
- ▪ **Close**: To save properties you have changed and exit the Properties dialog. Or you can click the ❌ on the up right corner of the pane to close the Properties.

Note: Be sure that the cursor is pointed to the ellipse's edge when you want to open the Properties pane.

If you want to remain the properties next time when you add a new note, just right-click the ellipse and select **Make Properties Default**.

6.3 How to remove comments

You can use one of the following ways to remove the comments

- ▪ Right-click the comment you to remove, then a floating item appears, click **Cut** or **Delete**.
- ▪ Click the comment and use key **Delete**.
- ▪ Click the comment and click **Edit > Delete**.
- ▪ Right-click the comment title in the comment navigation pane and select **Delete**.

6.4 Selecting/Deselecting comments

If you want to select all of the comments, you can do one of the following ways:

- ▪ Click **Edit > Select All**.
- ▪ Use keyboard shortcut **Ctrl+A**.

To deselect all comments, do one of the followings:

- ▪ Click **Edit > Deselect All**.
- ▪ Use keyboard shortcut **Shift+Ctrl+A**.

You can also use **Ctrl +** left click the comment to select the comments one by one if you want to choose some of them. And use C**trl+Shift+**left click the comment to deselect it.

6.5 Using Comment Navigation Pane to view comment

All of the information about the comment added will be listed in the **Comment Navigation Pane**, including page number, comment type, creating date and time.

To open comment navigation pane

- ▪ Click **Comments** in the navigation pane.

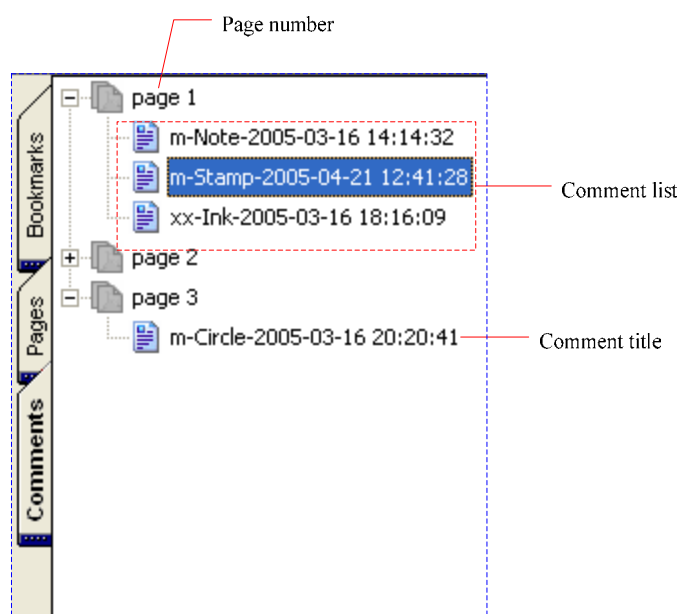If you can't see the navigation pane, click button 🔁 in the lower left document

pane.

Figure 6.27 Comment navigation pane

There are two levels in Comments navigation. The first level is the page+ number, which represents the page comments be added in. The second level is a comment list contains all of the comments in the current page.

6.5.1 Navigating the comment

- Click **+** to see the comments list. Every comment title is like the form **Author-subject-date and time**. You can see any of the comments by clicking the comment title.

6.5.2 Deleting the comment

- Right-click the comment title and select Delete.

6.5.3 Setting the comment properties

- Right-click the comment title and select **Properties**. If you want to save the properties, you can select **Make Properties Default**.

6.6 Importing and exporting comments

PDF Editor allows you to save your comments to a file and import them into another PDF document, thus you can reuse the same comment in different PDF document.

When different people have reviewed the same document and added their own comments, they can save their commenting PDF file.

6.6.1 Importing comments

You can import comments into a PDF document. Existing comments will not be changed or removed when you import new comments.

- Click **File > Import comments**, the **Open** dialog pops out.
- Select a **Comment** file and click **Open**.

Note: You can only import the ***.comment** file that you export from the PDF document edited by PDF Editor.

6.6.2 Exporting comments

PDF Editor allows you save your comments by exporting them and save them as *.**comment** type files.

- Click **File > Export comments** when you have finished your comments to open **Save As** dialog box.
- Enter a name for your comments file.
- Click **OK** to create the file and close the dialog box.

7 Working with Contents

PDF Editor provides content tools to allow you directly edit the content of the PDF document you are reading. The function of Content tools is different from that of Comment tools though they are a bit similar. You can add comments into your PDF document and save them as another file. But using the Content means you can change the PDF file itself, similar to editing a Word file. Comment tools and Content tools can't be used at the same time. PDF Editor provides the following content types:

- **Text**
- **Draw**(including **Line**, **Rectangle**, **Ellipse** and **Polyline**)

7.1 How to edit content

The contents can be added in content mode. Usually the content default status is off, so you need to enable it.

- Click the **Content** button ![icon] in the basic toolbar or click **Tools > Edit Content** to open the content status.

7.1.1 Editing the content of PDF document

You can do any of the followings to edit your PDF file:
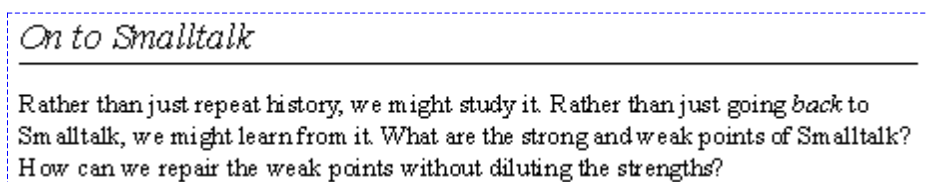
Figure 7.1 Edit content example (1)

- Click the content, then it can be selected by a red function frame.
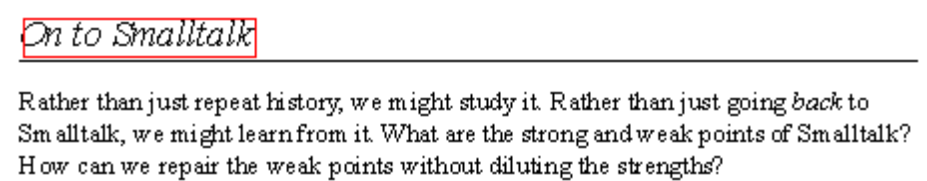
Figure 7.2 Edit content example (2)

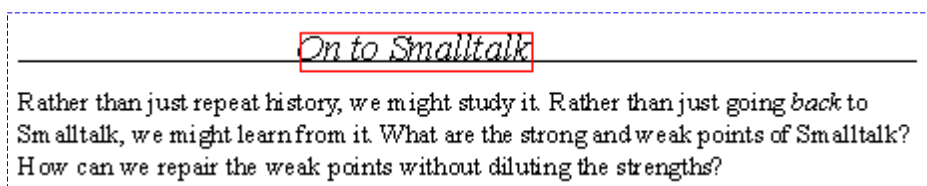▪ Drag the cursor to move the selected area to the position you like.

Figure 7.3 Edit content example (3)

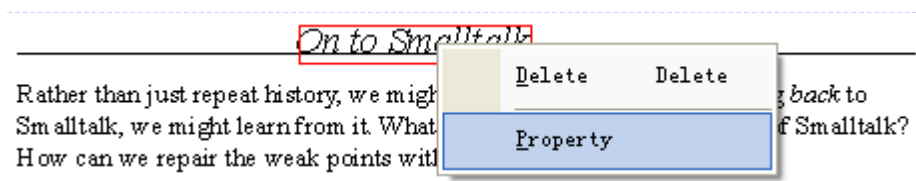▪ Right-click the content to review its property.

Figure 7.4 Edit content example (4)
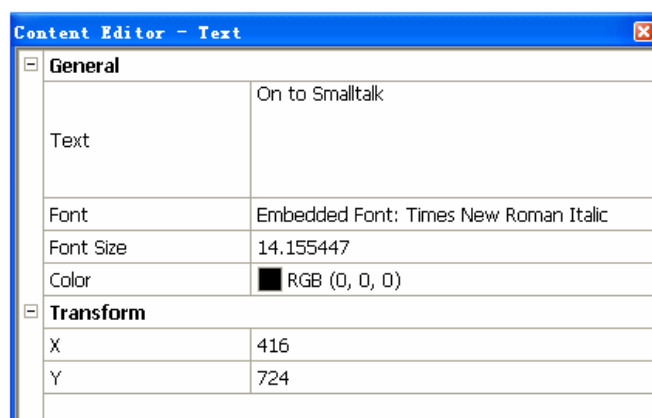
A property dialog will pop up:

Figure 7.5 Content property example

In **General** form, you can edit the text and change its font, font size and color.
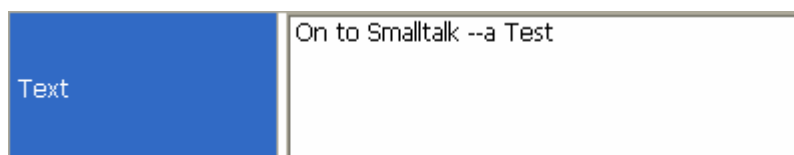
▪ **Text**: To edit the text in textbox.

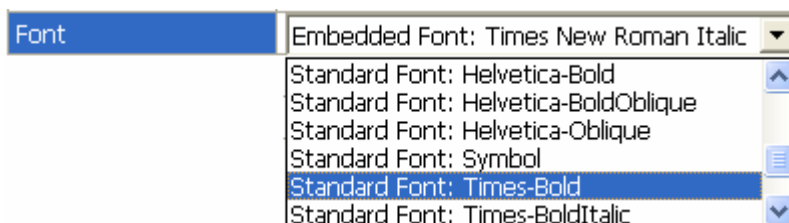**Figure 7.6** Edit content text

▪ **Font**: To select a font in the list box.

Figure 7.7 Set content font

- **Font Size**: To change the Font size in Font Size textbox.

Figure 7.8 Enter content font size

- **Color**: To select a color in the color table
- Then click ❌ on the upper right corner of the dialog to save the change and exit editing. Or you can click anyplace outside of the edit box to save.
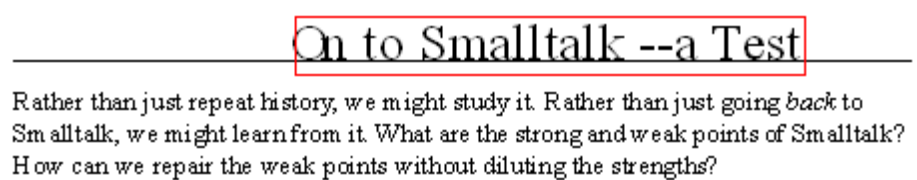

Figure 7.9 Edited content

In **Transform** form, you can enter **X** and **Y** coordinates of the start of the text. You can use **Esc** key on the keyboard to cancel the edit each time.

- Delete the content you selected. Use **Delete** key or right-click the content to select **Delete** or click **Edit > Delete**, or click **Edit > Cut** to copy it to the clipboard.
- Copy the content to clipboard by clicking **Edit > Copy**.
- Paste content into the document by clicking **Edit > Paste**.
- You can select all of the content by dragging the cursor to the area you want,
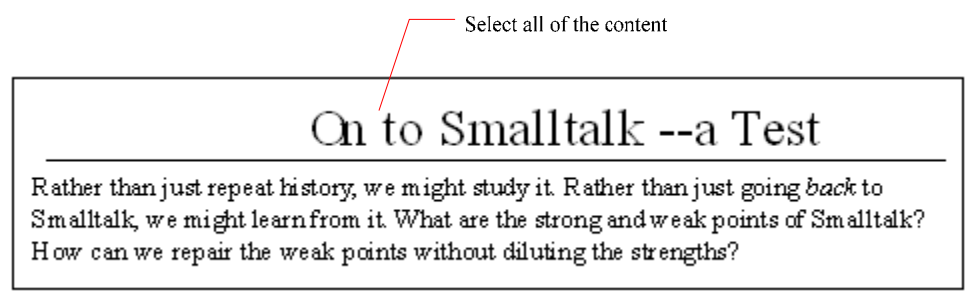

Figure 7.10 Select all of the content
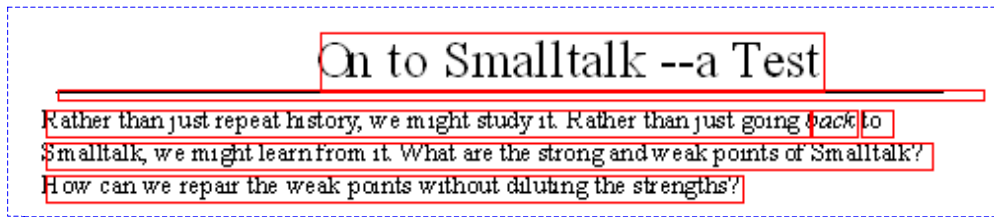
Then all the contents are selected

Figure 7.11 All contents selected

▪ Or use **Ctrl** + left click the content to select multiple contents. To deselect any content, you can use **Ctrl** + left click the content.

7.2 Tools for working with Contents
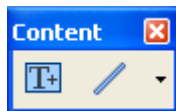
The content toolbar follows as:

Figure 7.12 Content toolbars

Every type of content has its tool, as showed above in the toolbar: **Text** and **Draw**. If you don't have the toolbar, click **View > Toolbar > Content** to add it into toolbars.

7.3 How to add contents

This part describes how to add contents.

7.3.1 How to add Text

This part shows the way to add text.

7.3.1.1 Adding text

• Click **Add Text** button on the toolbar or click **Tools > Content> Text**. The **Add Text** dialog pops out.
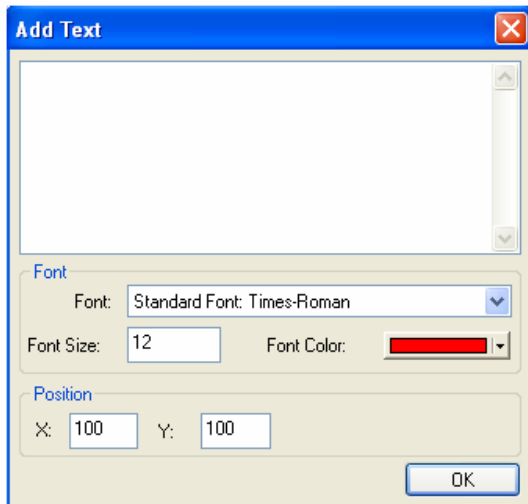
Figure 7.13 Add text dialog box

▪ You can enter text and set font style and size, color and text's location.
  Font: Choose a font style.
  Font Size: Enter a size value you want.
  Font Color: Select a color for the text.
  X and Y Position: Set the text start position.
▪ Click **OK** to finish the text editing.
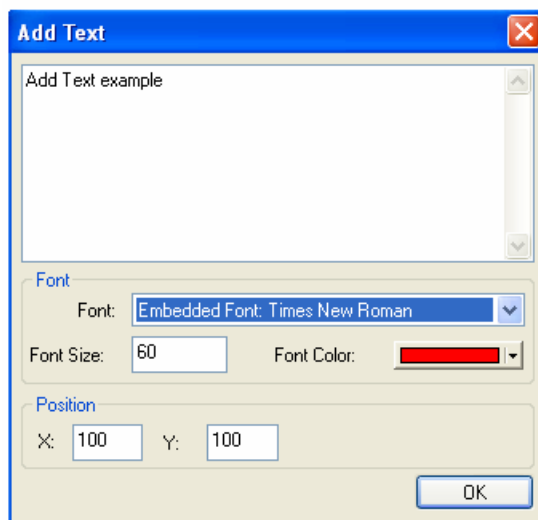 For example, input the text and change its size
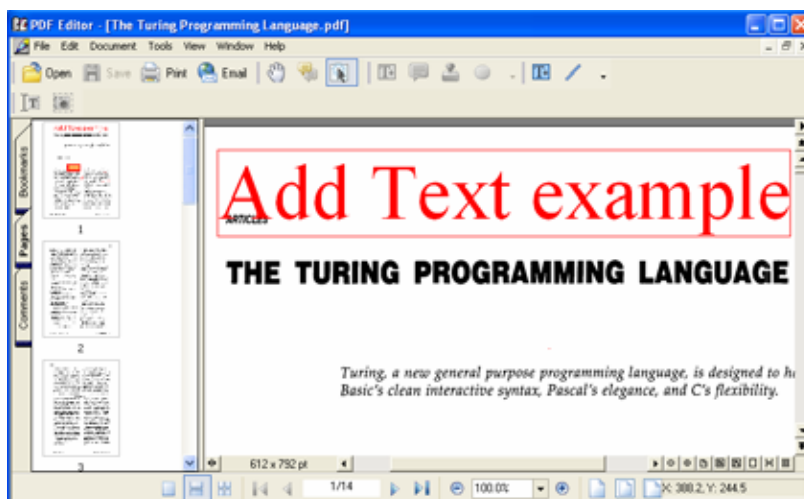

Figure 7.14 Add text example (1)

Click **OK**,

Figure 7.15 Add text example (2)

7.3.1.2 Moving the text

- Let the cursor point to the text, you can drag it to any position in the document pages.

7.3.1.3 Deleting the text

You can use one of the following ways to delete the text you have added:
- Right-click the text frame, and select **Delete**.
- Click the text, then click **Edit > Undo** or use shortcut key **Ctrl+Z**.
- Click the text, directly delete with **Delete** key on the keyboard.

7.3.1.4 Editing the content

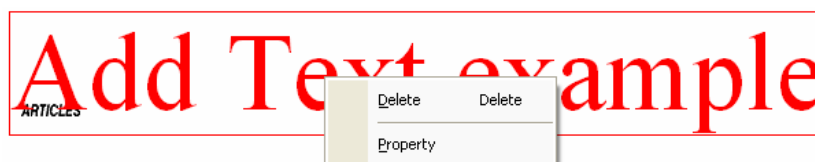- The text you add can be edited, and its property can be reset by right-clicking the text.

Figure 7.16 Right click the text

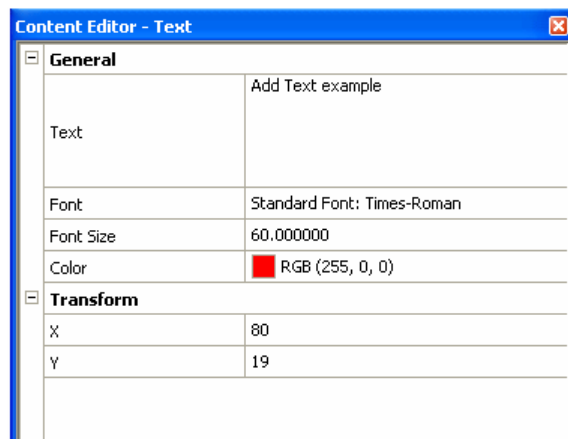- Click **Property**, and the **Content Editor-Text** dialog pops out,

Figure 7.17 Content property example

In **General** form, you can edit the text and change its font, font size and color. In **Transform** form, you can enter **X** and **Y** coordinates of the start of the text. Please see **7.1.1 Editing the content of PDF document**.

7.3.2 How to add drawings

This part shows the way to add drawings.

7.3.2.1 How to add lines

You can draw lines in the PDF document by using **Add** line tool.

7.3.2.1.1 Using Add line tool to draw lines

- Click **Add** line button on the content toolbar. If you can't see it, you can select it from the **Draw** tool menu. Or click **Tools > Content > Draw > Line**.
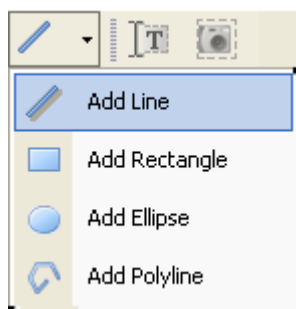

Figure 7.18 Content drawing tools

- Move the cursor to the place you want to draw the line. Left-click the line and drag it to anyplace you like, and then there appears a line along with the cursor path.
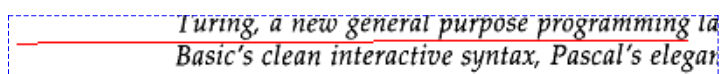

Figure 7.19 Add a line in PDF document

7.3.2.1.2 Relocating the line

You can do one of the following ways to relocate the line:
- Let the cursor point to the line frame, you can drag it to any position in the document pages.
- Change the line **X** and **Y** coordinates in **Content Editor-Line** form. See **Editing the drawn line in this part**.

7.3.2.1.3 Deleting the line

You can use one of the following ways to delete the line you have drawn:

- Right-click the line frame, and select **Delete**.
- Click the line, then click **Edit > Undo** or use shortcut key **Ctrl+Z**.
- Click the line, directly delete with **Delete** key on the keyboard.

7.3.2.1.4 Editing the drawn line

You can change the line's color, width and location.
- Right-click the line frame and select **Property**, and the **Content Editor-Line** dialog pops out.

In **General** form, you can change the line color and its width. In this example,
- Click **Color** box and select a color in the color table

Figure 7.20 Select a color

- Click the Line Width textbox and enter a value

Figure 7.21 Enter line width

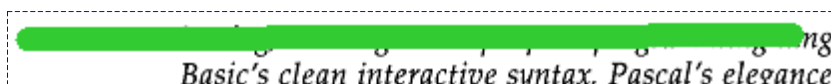- Then click ❌ on the upper right corner of the dialog to save the change and exit editing. You can see the result,

Figure 7.22 Edit result

In **Transform** form, you can set the line's location and its width and height

Figure 7.23 Set line's layout

- Change the value in the box, and then click ❌ on the upper right corner of the dialog to save the change.

7.3.2.2 How to add rectangles

You can draw rectangles in the PDF document by using **Add Rectangle** tool.

7.3.2.2.1 Using Add Rectangle tool to draw rectangles

- Click **Add Rectangle** button 🔲 on the content toolbar. If you can't see it, you can select it from the Draw tool menu(see **Figure 7.18** Content drawing tools). Or click **Tools > Content > Draw > Rectangle**.
- Move the cursor to the position you want to draw the rectangle. Left-click the mouse and drag it to anyplace you like, then a rectangle can be drawn with the cursor moving.
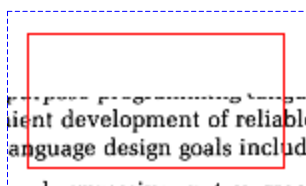

Figure 7.24 Add a rectangle in PDF document

7.3.2.2.2 Relocating the rectangle

You can do one of the following ways to relocate the rectangle:
- Let the cursor point to the rectangle, you can drag it to any position in the document pages.
- Change the rectangle's X and Y coordinates in **Content Editor-Rectangle** form. See **7.3.2.2.4 Editing the drawn rectangle**.

7.3.2.2.3 Deleting the rectangle

You can use one of the following ways to delete the rectangle you have drawn:
- Right-click the rectangle, and select **Delete**.
- Click the rectangle, then click **Edit > Undo** or use shortcut key **Ctrl+Z**.
- Click the rectangle, directly delete with **Delete** key on the keyboard.

7.3.2.2.4 Editing the drawn rectangle

You can change the rectangle's color, width and location, and fill color into the rectangle.
- Right-click the line frame and select Property, then the **Content Editor-Rectangle** dialog pops out.

In **General** form, you can change the rectangle line color and width, and fill color inside the rectangle. In this example,
- Click **Color** box and select a color in the color table

Figure 7.25 Select a color for rectangle line

- Click **Fill** box if you want to fill color into the rectangle. The default value **False** means no filled color. Select **True** to fill color.
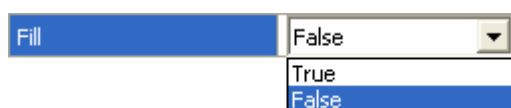

Figure 7.26 Set whether to fill color inside rectangle

- Click **Fill Color** box, and select a filled color in color table if you have select **True** in the **Fill** box.

Figure 7.27 Set fill color

- Click the **Line Width** box and enter a value

Figure 7.28 Enter line width

- Then click ❌ on the upper right corner of the dialog to save the change and exit editing. You can see the result,
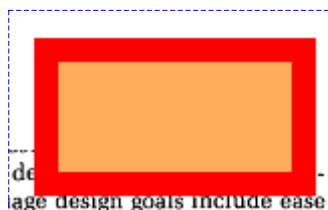

Figure 7.29 Rectangle result

In **Transform** form, you can set the rectangle's location and its width and height

Transform	
X	266
Y	470
Width	130
Height	68

Figure 7.30 Set rectangle's layout

▪ Change the value in the box, and then click ❎ on the upper right corner of the dialog to save the change.

7.3.2.3 How to add ellipses

You can draw ellipses in the PDF document by using **Add Ellipse** tool.

7.3.2.3.1 Using Add Ellipse tool to draw ellipses

▪ Click **Add Ellipse** button 🔵 on the content toolbar. If you can't see it, you can select it from the Draw tool menu(see **Figure 7.18** Content drawing tools). Or click **Tools > Content > Draw > Ellipse**.

▪ Move the cursor to the position you want to draw the ellipse. Left-click the mouse and drag it to anyplace you like, then an ellipse can be drawn with the cursor moving.
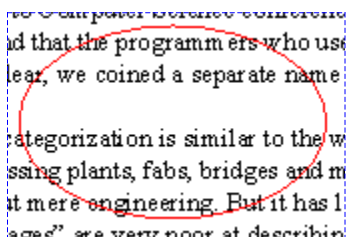

Figure 7.31 Add ellipse in PDF document

7.3.2.3.2 Relocating the ellipse

You can do one of the following ways to relocate the ellipse:
▪ Let the cursor point to the ellipse, you can drag it to any position in the document pages.
▪ Change the ellipse's X and Y coordinates in **Content Editor-Ellipse** form. **See Editing the drawn ellipse** in this part.

7.3.2.3.3 Deleting the ellipse

You can use one of the following ways to delete the rectangle you have drawn:

- Right-click the rectangle, and select **Delete**.
- Click the ellipse, then click **Edit > Undo** or use shortcut key **Ctrl+Z**.
- Click the ellipse, directly delete with **Delete** key on the keyboard.

7.3.2.3.4 Editing the drawn ellipse

You can change the ellipse's color, width and location, and fill color into the ellipse.
- Right-click the ellipse and select Property, then the **Content Editor-Ellipse**
   dialog pops out, and you can drag one of its edge of make it wider or higher.

In **General** form, you can change the ellipse's line color and width, and fill color inside the ellipse. In this example,
- Click **Color** box and select a color in the color table

Figure 7.32 Set color for the ellipse

- Click **Fill** box if you want to fill color into the ellipse. The default value **False** means no filled color. Select **True** to fill color.
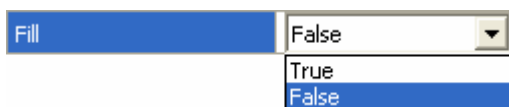

Figure 7.33 Set whether to fill color in the ellipse

- Click **Fill Color** box, and select a filled color in color table if you have select **True** in the **Fill** box.
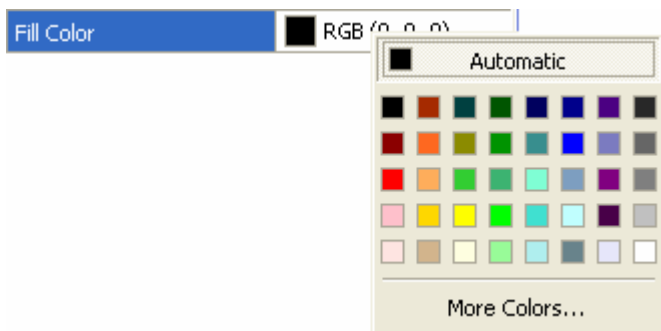

Figure 7.34 Select a fill color

- Click the **Line Width** box and enter a value

Figure 7.35 Enter line width

- Then click ☒ on the upper right corner of the dialog to save the change and exit editing. You can see the result,
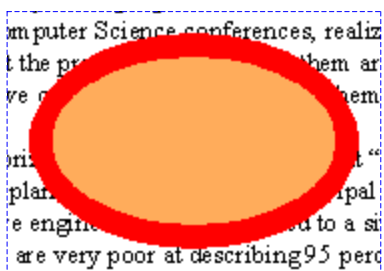

Figure 7.36 Ellipse result

In **Transform** form, you can set the ellipse's location and its width and height

Transform	
X	266
Y	470
Width	130
Height	68

Figure 7.37 Set ellipse's layout

- Change the value in the box, and then click ☒ on the upper right corner of the dialog to save the change or click any position outside of the dialog frame. If you want to cancel this input, you can also put down **Esc** key on the keyboard.

7.3.2.4 How to add polylines

You can draw polylines in the PDF document by using Add line tool.

7.3.2.4.1 Using Add polyline tool to draw lines

- Click Add polyline button [icon] on the content toolbar. If you can't see it, you can select it from the Draw tool menu(see **Figure 7.18** Content drawing tools). Or click **Tools > Content > Draw > Polyline**.
- Move the cursor to the place you want to draw the line. Left-click the mouse and drag it to anyplace you like, and then there appears a line along with the cursor path. Pause your finger and change the moving direction to create an open shape with multiple segments.
- Double-click the cursor or click **Esc** key on the keyboard to exit drawing, or else the cursor always drags the line to anyplace it moves. Then you can see the line, for example,
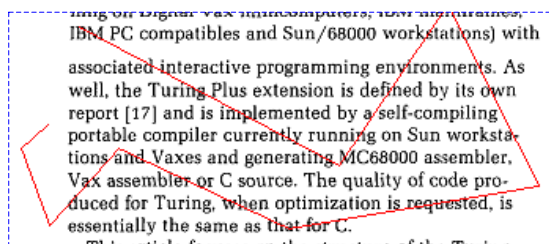
Figure 7.38 Add polyline in PDF document

7.3.2.4.2 Relocating the line

You can do one of the following ways to relocate the line:
- Let the cursor point to the line frame, you can drag it to any position in the document pages.
- Change the line **X** and **Y** coordinates in **Content Editor-Line** form. See **7.3.2.1.4 Editing the drawn line**.

7.3.2.4.3 Deleting the line

You can use one of the following ways to delete the line you have drawn:
- Right-click the line frame, and select **Delete**.
- Click the line, then click **Edit > Undo** or use shortcut key **Ctrl+Z**.
- Click the line, directly delete with **Delete** key on the keyboard.

7.3.2.4.4 Editing the drawn line

Please see **7.3.2.1.4 Editing the drawn line**.

7.4 Selecting/Deselecting contents

You can use **Ctrl** + left click the content to select the contents. Use **Ctrl + Shift +**left click the content to deselect it.

8 Working with Bookmarks

PDF Editor provides bookmark navigation pane to help you quickly locate the section you want to review.

To open bookmark
- Click Bookmarks in the navigation pane.

If you can't see the navigation pane, click button ⬌ in the lower left document
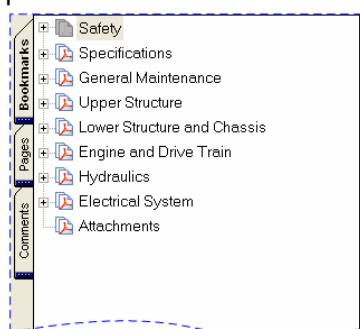
pane.

Figure 8.1 Bookmark navigation pane

8.1 Using bookmark to navigate the document

Depending on how the bookmarks have been set up in a document, bookmarks may contain branches and sub-branches, as shown in **Figure 8.1**. Click the + to expand a bookmark and view its sub-branches. Every branch or sub-branch may be the title or subject of the section it represents. Click the branch to find the title you are interested in, then the content may be displayed in the Document Pane.

8.2 Editing bookmark

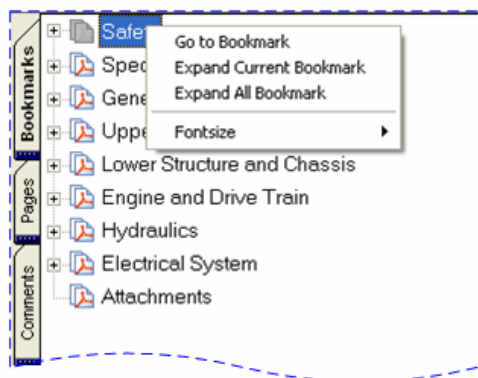**Figure 8.2** Bookmark edit menu

You can edit the bookmark by selecting bookmark editing menu.

- Right click one of the title, then a small menu may be popped out.
    - **Go to Bookmark**: To go to the correspond document.
    - **Expand Current Bookmark**: To expand the current branch the cursor points to see its every sub-branch if the current branch is fold. Or you can also click **+** to expand the branch. To collapse the current branch's sub-branch if the current branch is unfold. Or you can also click **−** to collapse the branch.
    - **Expand All Bookmark**: To expand all branches and sub-branches if there are at least one branch is collapsed. To collapse all branch and sub-branch if there is at least a branch is expanded.
    - **Fontsize**: To control the font size of bookmark. There are three choices:
    Increase: Enlarge the font size.
    Decrease: Subtract the font size.
    Default: To set the size as a default one.

9 Keyboard shortcuts

Table 1 lists the default keyboard shortcuts used by PDF Editor.

Command	Shortcut
Actual Size	Ctrl+1
Close	Ctrl+W
Continuous	Alt+2
Continuous-Facing	Alt+3
Copy	Ctrl+C
Create PDF file From file	Ctrl+N
Cut	Ctrl+X
Delete	Delete
Deselect All Comments	Shift+Ctrl+ A
Document Properties	Ctrl+D
First Page	Ctrl+PageUp
Fit Page	Ctrl+2
Fit Width	Ctrl+3
Last Page	Ctrl+PageDown
Next Page	PageDown
Open	Ctrl+O
Paste	Ctrl+V
Previous Page	PageUp
Print	Ctrl+P

Redo	**Ctrl+Y**
Save	**Ctrl+S**
Save As	**Shift+Ctrl+S**
Select All Comments	**Ctrl+A**
Single Page	**Alt+1**
Undo	**Ctrl+Z**
Zoom In	**Ctrl+Num +**
Zoom Out	**Ctrl+Num -**

Table 1 PDF Editor keyboard shortcut

Table 2 lists the line style in PDF Editor

Line Style	Line Shape
Solid	
Dashed1	
Dashed2	
Dashed3	
Dashed4	

Table 2 Line Style

10 PDF Editor License

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