



# Master PDF Editor<sup>®</sup>

Version 5.9.86

User Manual

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# Introduction

## Overview

Master PDF Editor is easy to use but effective application for work with PDF files. Its features enable you to create, edit, view, encrypt, sign, and print interactive PDF documents with just a couple mouse clicks. Applications features include full PDF files support, import/export of PDF pages to images of different formats, XPS conversion to PDF and 128-bit encryption. You can also add different control elements such as buttons, text fields, flags, and many other. Each control element can have event handlers assigned for predefined user actions, such as click, scroll, or selection. Your work will become even simpler than ever before with powerful comment tools like Sticky Note and Stamp.

Master PDF Editor provides extensive functionality for work with PDF files, which makes it one of the best PDF editing software:

- Create new PDF file or edit existing.
- Change any element in PDF file.
- Add or edit bookmarks in PDF file.
- Encrypt/protect PDF files with 128-bit key.
- Convert XPS files to PDF format.
- Add control elements like buttons, checks, lists etc to your PDF files.
- Import/export PDF pages to/from BMP, JPEG, PNG, CSV, SVG/TIFF, TXT, CSV formats.
- Split and merge PDF files.
- JavaScript support.
- XFA dynamic forms support.
- Forms values validation and calculation.
- Editing PDF text, any forms, images, and pages.
- Fast and simple PDF forms filling.
- Signing PDF documents with digital signature.
- Changing font attributes (size, family, color etc).

## System requirements

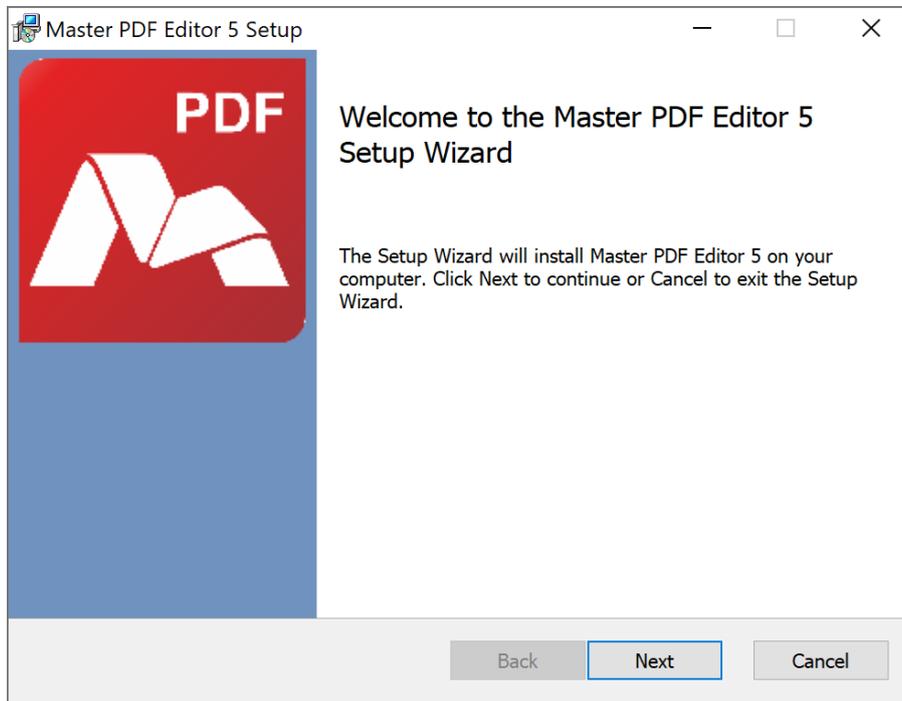
**Microsoft Windows:** Windows 7, 8, 10, 11 (32 & 64 bit).

**Linux:** Qt 5.11.3 or higher, glibc 2.28 or higher (64 bit).

**macOS:** Intel 12.0 or M1 12.0.

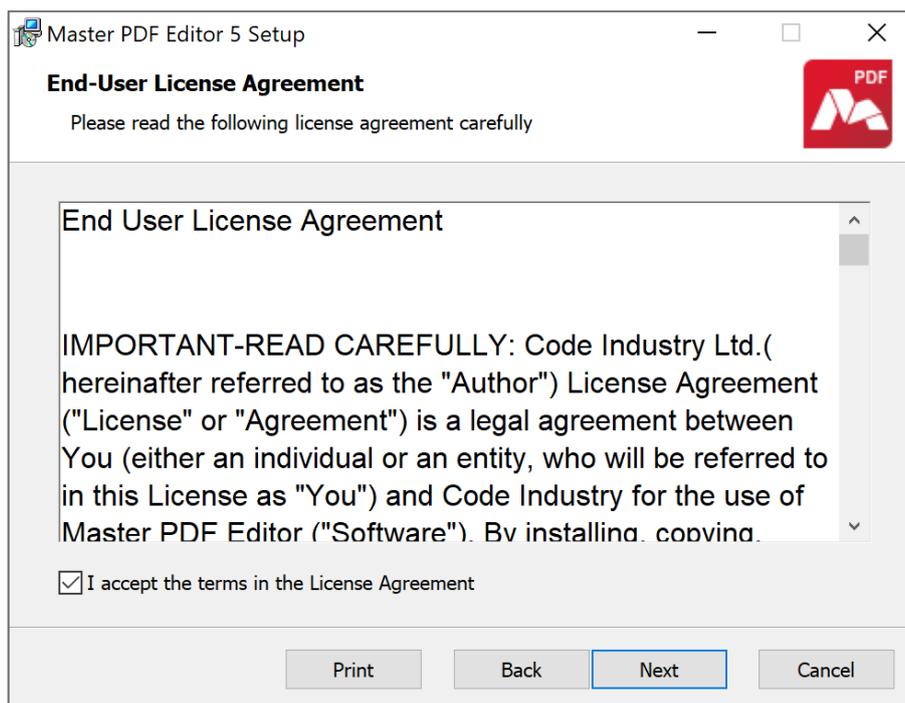
## Installing Master PDF Editor on Windows

After downloading the installer, launch the installation by double-clicking the installer icon with a mouse. When it is launched, you will see a greeting window. Press the *Next* button.

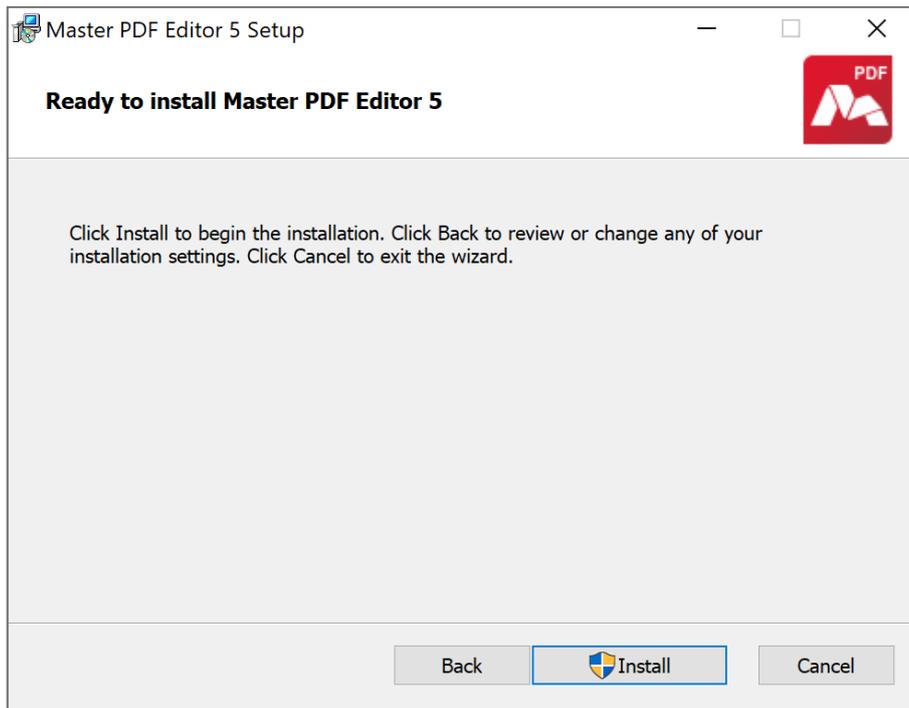


After you have read the [End User License Agreement](#), put a tick next to the option *I accept the terms in the License Agreement* and click *Next*.

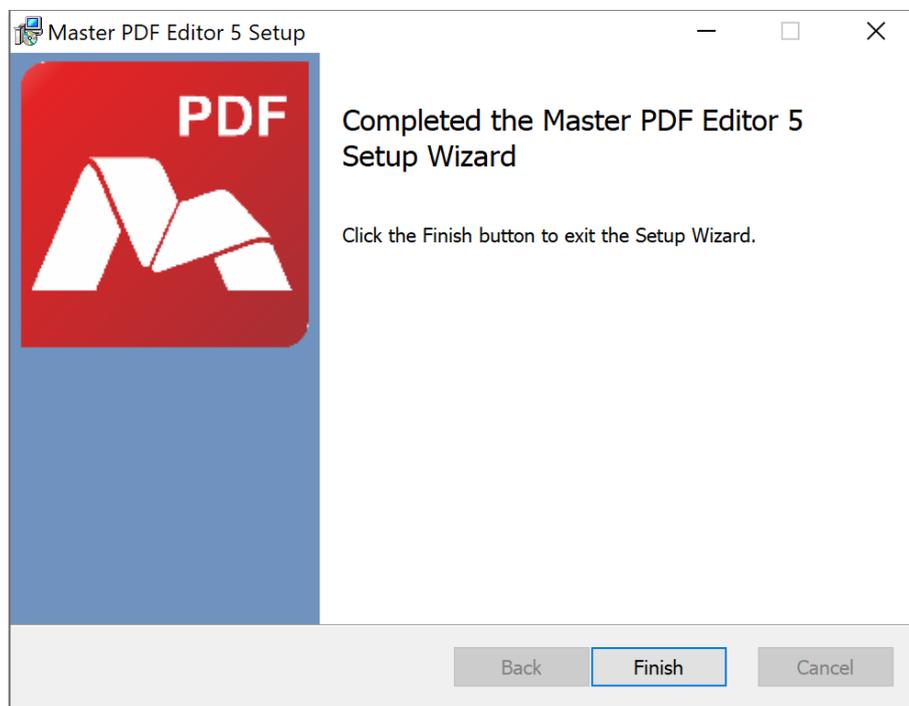
If you do not accept any of the agreement items, click *Cancel*. The installation will be cancelled.



Click the **Install** button in the next dialog window to install the application. Status bar shows installation progress. This should take less than a minute.



After the installation of Master PDF Editor is completed, you will see a dialog window informing you about it. Press the **Finish** button.



When the installation is finished, you can launch Master PDF Editor with a desktop shortcut or from the system menu.

## **Deleting Master PDF Editor**

To delete Master PDF Editor, open the *Control Panel > Programs > Programs and Features*. Select Master PDF Editor from the list and press the *Uninstall* button. The application will be uninstalled automatically.

## **«Silent» Installation**

After you have read License Agreement and agreed to all its items, you can use "Silent Installation", which neither pops up any dialog window nor asks for agreement on installation stages.

Parameters for "Silent Installation" launch in command window:

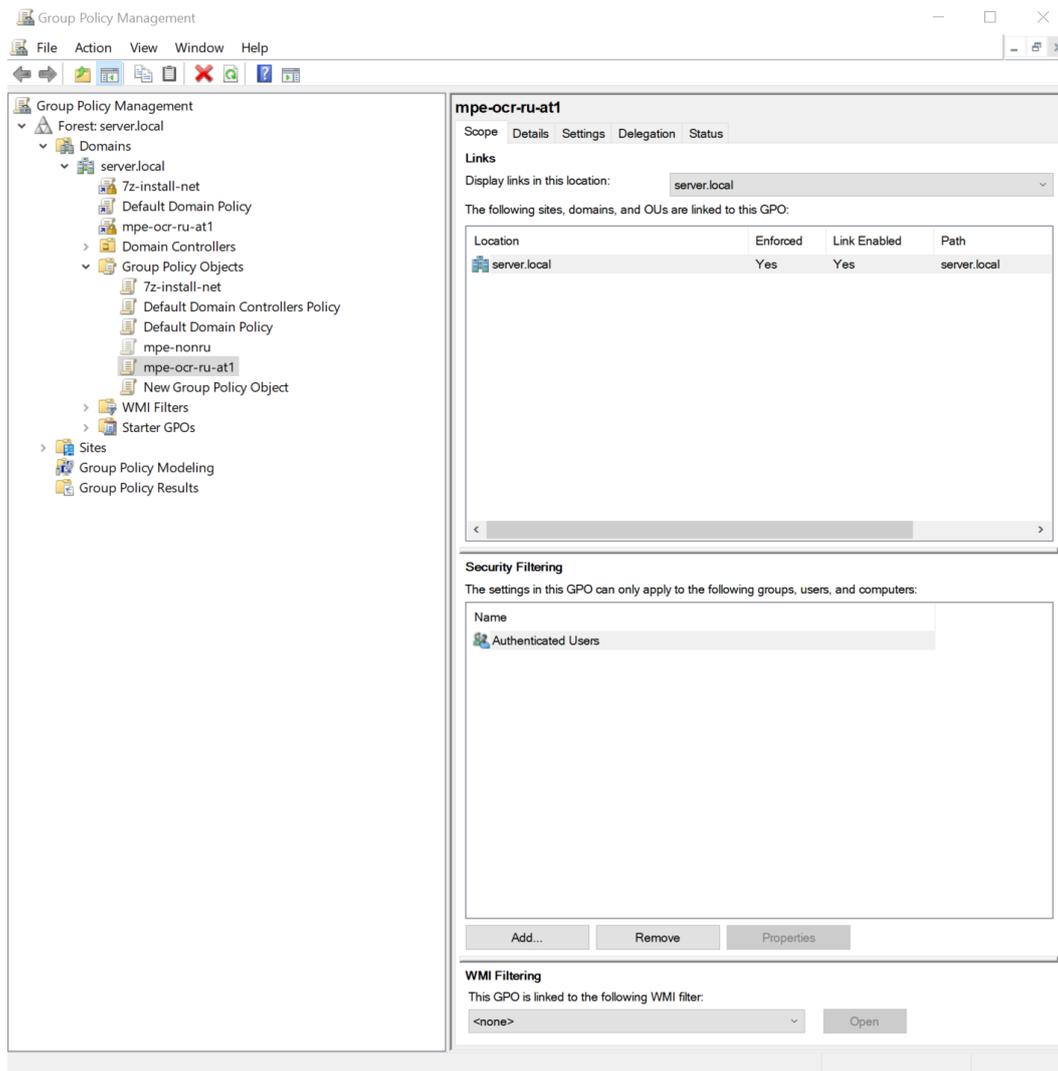
**msiexec /i c:<Installation file path><MasterPDFEditor-setup-x64>.msi /quiet**

## Installation using Group Policy

It's possible to install Master PDF Editor using Group Policies (GPO) to automatically distribute the program to client computers or users. Download the following msi package from our website: [MasterPDFEditor-setup-ru-x64.msi](#)

Place the Installer package (.msi package) to a shared network folder. Then, create a Group Policy object and add the Installer package:

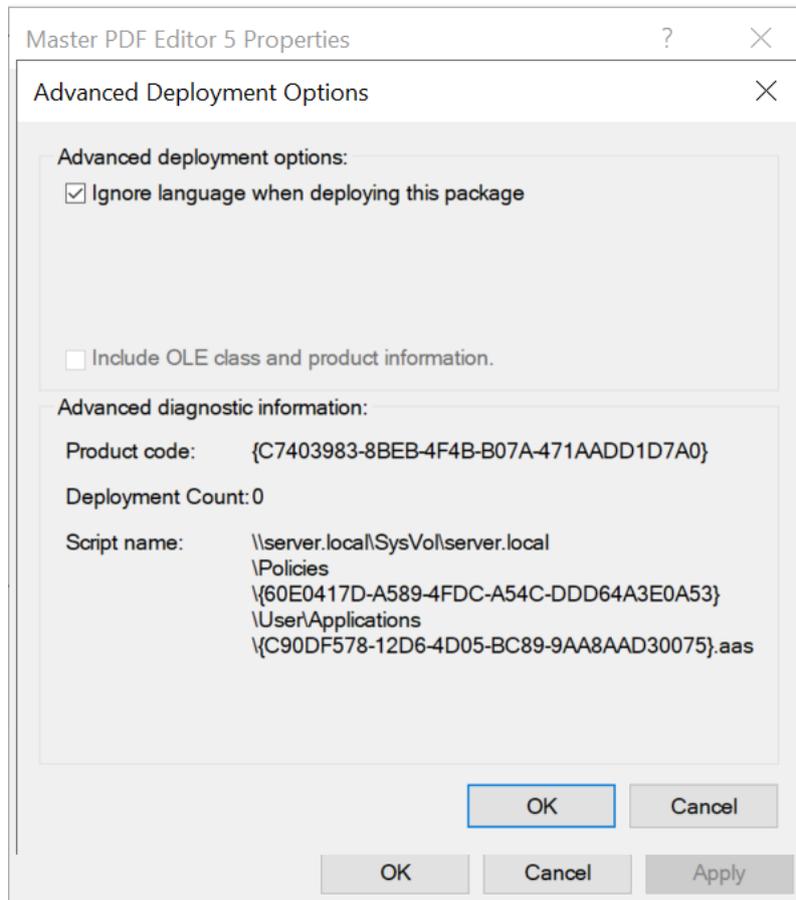
1. Start Group Policy Management Console (gpmc.msc).
2. Select **Create a GPO in this domain, and link it here** to create a new GPO.
3. Click **Add...** and select the MasterPDFEditor-setup-ru-x64.msi file stored in a shared network folder.



Configure additional settings of the Installer package when it is added to the Group Policy:

1. Under **User Configuration**, expand **Software Settings**. Then, right-click the **Software installation** and click the package.
2. Select MasterPDFEditor-setup-ru-x64.msi file.

3. In the Properties dialog window, click the **Deployment** tab. Select **Assigned** as Deployment Type and enable **Install this application at logon** deployment option, then press **OK**. Master PDF Editor will be installed when the user logs on to the computer.
4. Press **Advanced** button in the Properties dialog window, Deployment tab. Enable **Ignore language when deploying this package** option and press **OK**.



## Installing Master PDF Editor on Linux

To install Master PDF Editor on major Linux distributions, you just need to download a DEB or RPM package and install it using the command line or a package manager like Gdebi or Q Apt. First, you have to figure out which package (DEB or RPM) you need to download.

For installation on the **Debian** derivatives like Linux Mint, Ubuntu etc. you need a **DEB** package. **RedHat** derivatives like Fedora, openSUSE etc. require an **RPM** package.

## Installing Master PDF Editor on Ubuntu using DEB package

Let's consider an example of installing the PDF editor in the latest version of 64-bit Ubuntu using the deb package.

**This method is suitable for the vast majority of users.**

Please be aware that downloading is all you need to do, not opening the package as Mozilla Firefox might recommend by default.

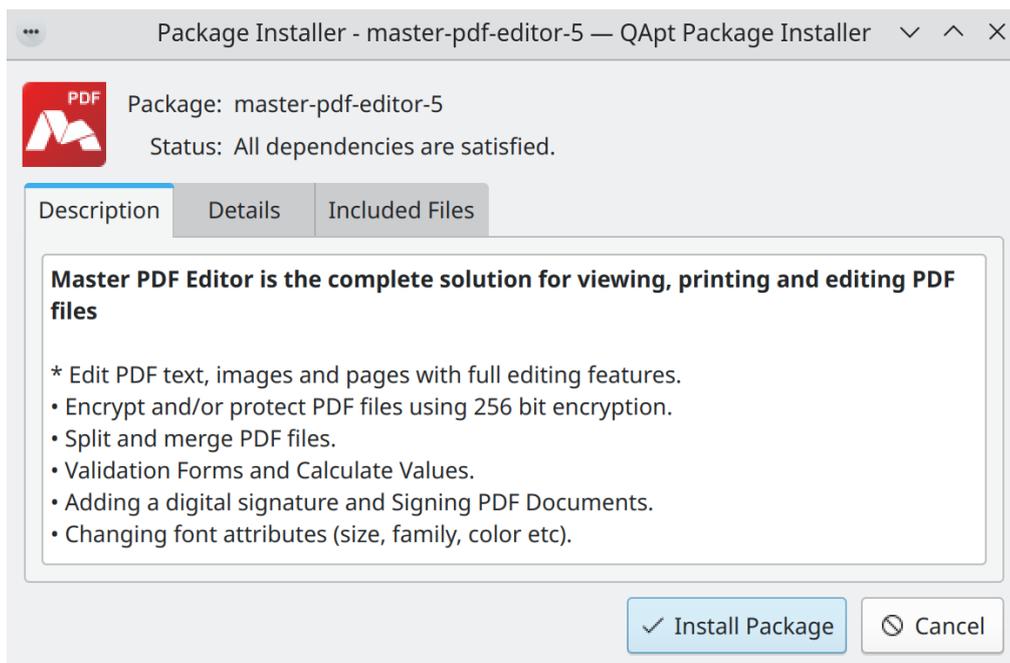
Link to download:

<https://code-industry.net/free-pdf-editor/>

Open the directory containing the downloaded package once the download has finished.

The application installation window will open when you double-click the downloaded file. Alternatively, you might right-click the file and select *Open*, for instance with the QApT Package Installer.

Click **Install Package**. Before the installation, you will probably need to enter the system administrator password. After that, the icon to launch Master PDF Editor will appear in the list of installed programs.



Installation with QApT

Install deb package from the command line:

- **sudo apt install ./master-pdf-editor-5.9.10-qt5.x86\_64.deb**

Please note: replace 5.9.10 with the current version.

## Installing Master PDF Editor on Fedora using RPM package

Download rpm package:

<https://code-industry.net/free-pdf-editor/>

Run the following commands in terminal, replacing 5.9.10 for the most recent version you downloaded:

- `sudo yum install ./master-pdf-editor-5.9.10-qt5.x86_64.rpm`

## Installing Master PDF Editor on Ubuntu using Tar.gz package

Download tarball:

<https://code-industry.net/free-pdf-editor/>

Then, run the commands below in terminal, replacing 5.9.10 with the current version you downloaded:

- `sudo tar xf master-pdf-editor-5.9.10-qt5.x86_64.tar.gz -C /opt OR sudo tar xf master-pdf-editor-5.9.10-qt5.x86_64.tar.gz --directory /opt`
- `sudo cp /opt/master-pdf-editor-5/masterpdfeditor5.desktop /usr/share/applications/`

## Installing Master PDF Editor on macOS

Download DMG file. Link to the page to download it:

<https://code-industry.net/downloads/>

After you've completed downloading the installer, launch installation by double-clicking the installer icon with a mouse.

When the installation process is over, you need to drag and drop the Master PDF Editor icon to the Applications folder.



Now you can launch the Master PDF Editor on your device, opening it directly from the Applications folder.

## Information security guidelines

- It's not recommended sharing passwords and digital certificates with third parties after documents being encrypted.
- It's recommended using one of the following document encryption algorithms to ensure information security when applying a password to open a document: 40 bit RC4, 128 bit RC4, 128 bit AES, or 256 bit AES.
- It's recommended setting the encryption permissions and selecting the actions that are allowed to be performed on the document to limit the range of actions allowed in a document. Go to *File > Properties > Security* to configure settings.
- It's not recommended following third-party links. By default, warnings are enabled in the settings when opening links. Go to *Tools > Settings > Forms > Show warning when opening links* to configure settings.
- It's recommended viewing documents in a safe reading mode, by default this option is enabled. Also, it is recommended turning off JavaScript execution in the document if you are unsure of the JavaScript functions that are executed when certain actions are performed. If JavaScript execution is disabled, some Java functions are prohibited from executing. Go to *Tools > Settings > JavaScript > Enable JavaScript/Enable safe reading mode* to configure settings.
- Master PDF Editor allows users to manually configure the proxy. Data is filtered to ensure network security when using a proxy server in a corporate network. Go to *Tools > Settings > Network > Manual proxy configuration* to configure settings.
- It is necessary to download packages only from the official website [code-industry.ru](http://code-industry.ru) when installing or updating the program. You can open the website through the program: *Help > Home Page*.
- Master PDF Editor provides removing the document metadata. Choose *File > Properties > Document Info* to remove it.
- It's recommended applying a digital signature to a document for ensuring the authenticity and integrity. Select *Forms > Signature* to add a digital signature.
- Master PDF Editor has the data backup function that saves documents automatically so that users do not lose them. By default, creating backup file is enabled *Tools > Settings > General > Create backup file*.

## Technical Support

Please, contact us by [support@code-industry.net](mailto:support@code-industry.net) email if you have any questions concerning software purchase, functionality, Master PDF Editor licensing. Likewise, do not hesitate to contact if you have found any issues or have any suggestions about application improvement.

We are always eager to hear from you. If you have any issues or questions, please, make sure you use last software version and cannot find required information in User Manual before contacting us.

## Activation

You may use Master PDF Editor for free for reading, filling PDF forms and printing documents. The only limitation of unregistered version is watermarks on saved documents.

In order to activate the application you have to purchase a license. This will grant you registration key for Master PD Editor activation.

One registration key can be used for Master PDF Editor activation on a workstation and a home PC or laptop within one local user account on any of the supported OSes (Windows, Linux, or Mac OS X).

Follow this link for purchase:

<https://code-industry.net/purchase/>

All licenses are valid for unlimited term for the software version they were purchased for. Besides, our clients are provided with technical support and free updates for a year after purchase date. After this term registered users can renew the license by purchasing new version for 50% of the actual price, which automatically gives another year of support and updates.

For payment with a discount, you can contact us with [technical support](#) contact form on our *Contact Us* page on the official website or by email address [sales@code-industry.net](mailto:sales@code-industry.net).

**Please make sure to inform Order ID or email address you used when purchasing, if you contact us about license renewal!**

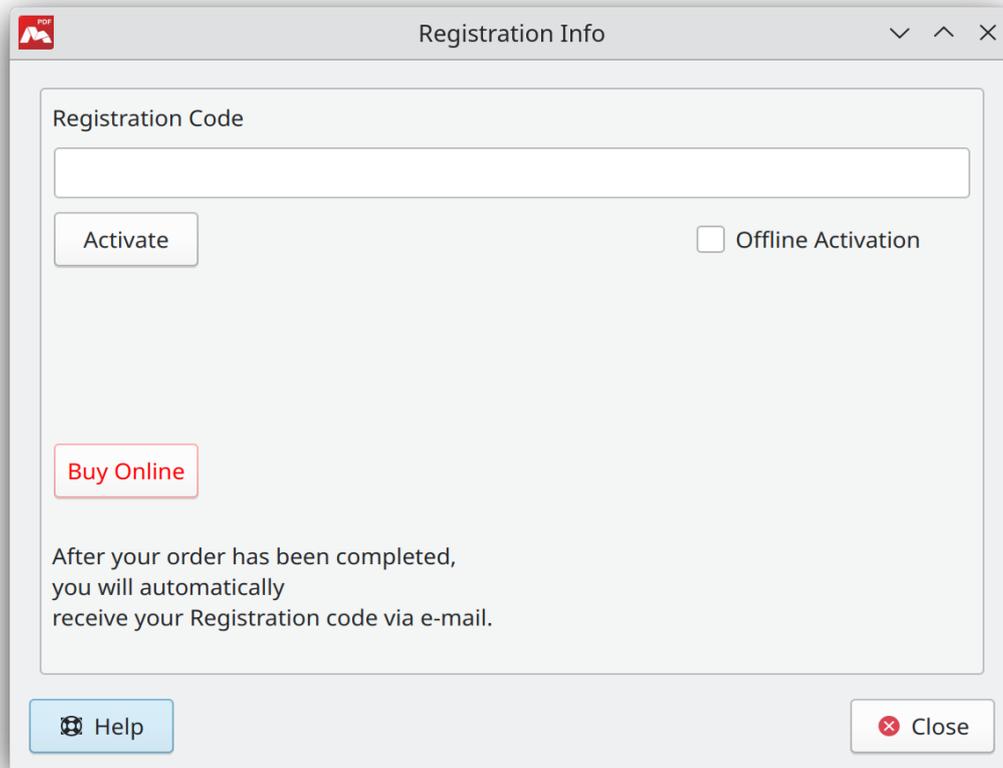
## Online Activation

You can use either online or offline activation. For online Master PDF Editor activation your computer has to be connected to the internet. If you are already connected, perform following actions:

Document Security

Double click Master PDF Editor icon on desktop and choose **Help > Register...** on the main menu.

You'll see following screen:



Copy registration code you received before and paste it into corresponding field (look at screenshot). Then click **Activate** button. Application activation allows you to use all Master PDF Editor functions without watermarks in output file.

After completing activation you will receive free updates for your Master PDF Editor copy within 1 year.

In order to find out are there any updates available for you, choose **Help > Check for Update**.

## Offline Activation

In order to activate Master PDF Editor in autonomous mode, perform following actions:

Double click Master PDF Editor icon on your desktop and choose **Help > Register...** Set **Offline Activation** checkbox on. **Activation Code** field will appear near **Registration Code** field. System will also generate unique identifier for you (ID is selected on screenshot below). Please, copy-paste to e-mail and send ID and Registration Code to our e-mail address [support@code-industry.net](mailto:support@code-industry.net).

**Please, inform your Order ID or e-mail address you used for purchasing! Letter without this information will be ignored!**

Registration Info

Registration Code

Activation Code

Activate Back

Please send the ID key and Registration code to:  
[activations@code-industry.net](mailto:activations@code-industry.net)

Once you receive your code enter it into "Activation code" field

ID 00000061-02EB-0034-3736-336636663661-593

Help Close

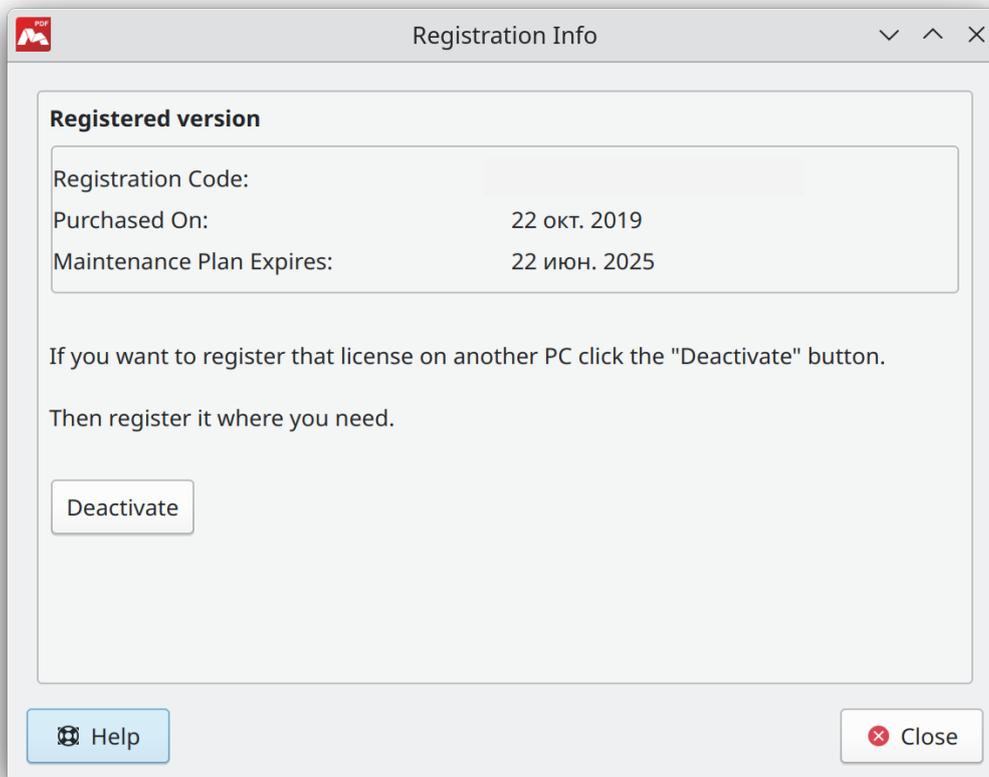
After you receive the response with activation code, do not type it in manually. Instead, copy-paste it to Activation Code field, also paste registration code to Registration Code field and then click **Activate**.

## License Deactivation

Use that function if you want to activate Master PDF Editor on another PC.

After that you can activate Master PDF Editor on another PC with your registration code.

Choose **Help > Register...** and click **Deactivate** button.



A message will pop up informing that the license has been deactivated.

After that, you can activate Master PDF Editor on another computer using your registration code.

# Workspace

At the top of the program workspace are the **Main Menu** and **Toolbars**. There are numerous controls for working with files on the toolbars.

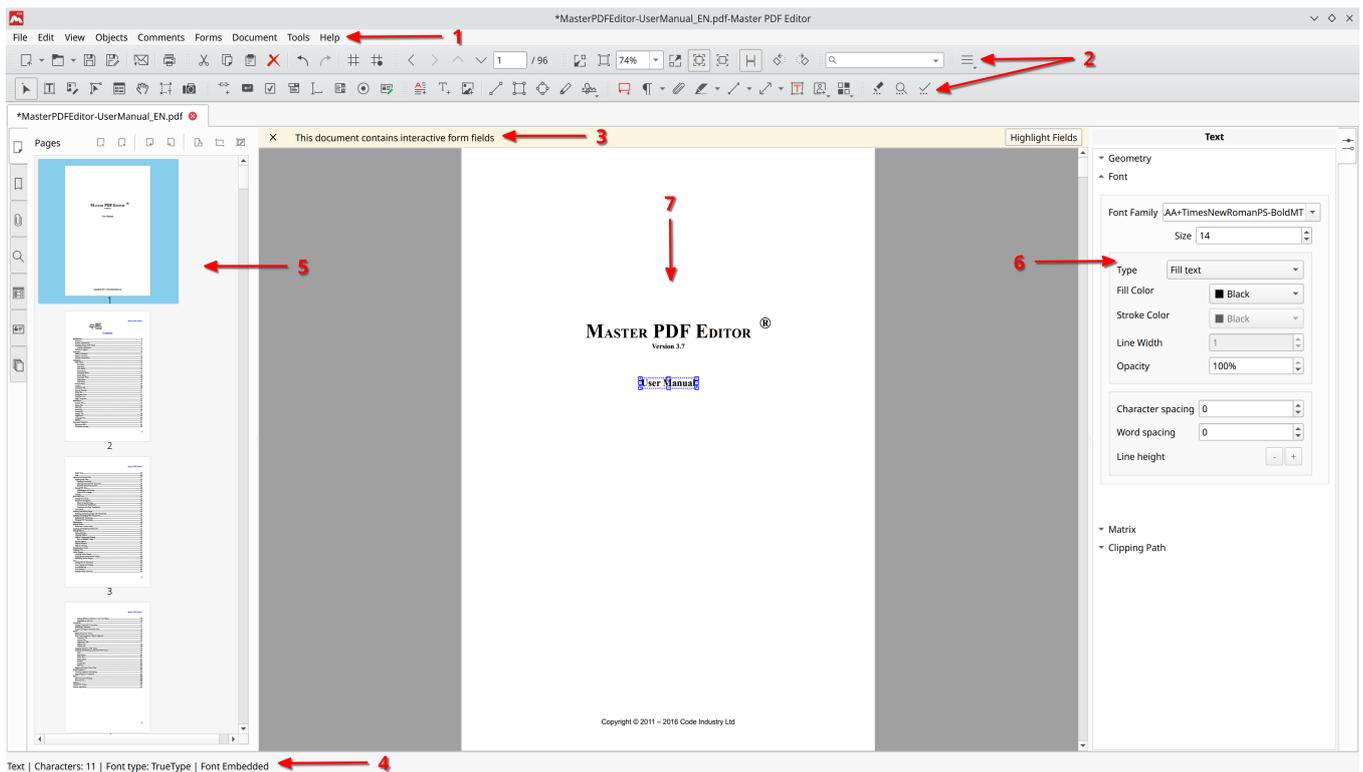
The **Navigation Panel** on the left side of the screen helps to navigate the document. In the center of the workspace, you can see the **Document Area**. It displays the PDF files that a user is currently working with. It is easy to switch between files by clicking on their tabs in the **Document Area** when working with multiple documents in one Master PDF Editor application.

If the PDF document is password-protected or has forms, the **Popup Message** will appear at the top of the **Document Area**.

The **Object Inspector** is located on the right side of the application workspace. The **Object Inspector** is used to configure object parameters as well as manage actions.

The **Status Bar** displays at the bottom of the workspace.

The width of the **Navigation Panel** and the **Object Inspector** can be adjusted by dragging with a mouse to customize it.



## Master PDF Editor workspace:

- 1 - Main Menu; 2 - Toolbars; 3 - Pop-up Message;
- 4 - Status Bar; 5 - Navigation Panel; 6 - Object Inspector; 7 - Document Area.

1. **Main Menu.** All the application functions are available here.
2. **[Toolbars.](#)** You can customize buttons for easy access to tools.
3. **[Pop-up message.](#)** A message popping up at the top of the document area informs that a document contains forms or is password-protected.
4. **[Status Bar.](#)** Provides some general information on: the current page, the selected object, its size, etc.
5. **[Navigation Panel.](#)** Allows navigating in different ways: by page thumbnail, by bookmarks or using search panel.
6. **[Object Inspector.](#)** Allows editing the properties of the selected objects.
7. **[Document Area.](#)** The open PDF file displays here. You can perform various actions with the objects that are in the PDF file and view the file as well in this area.

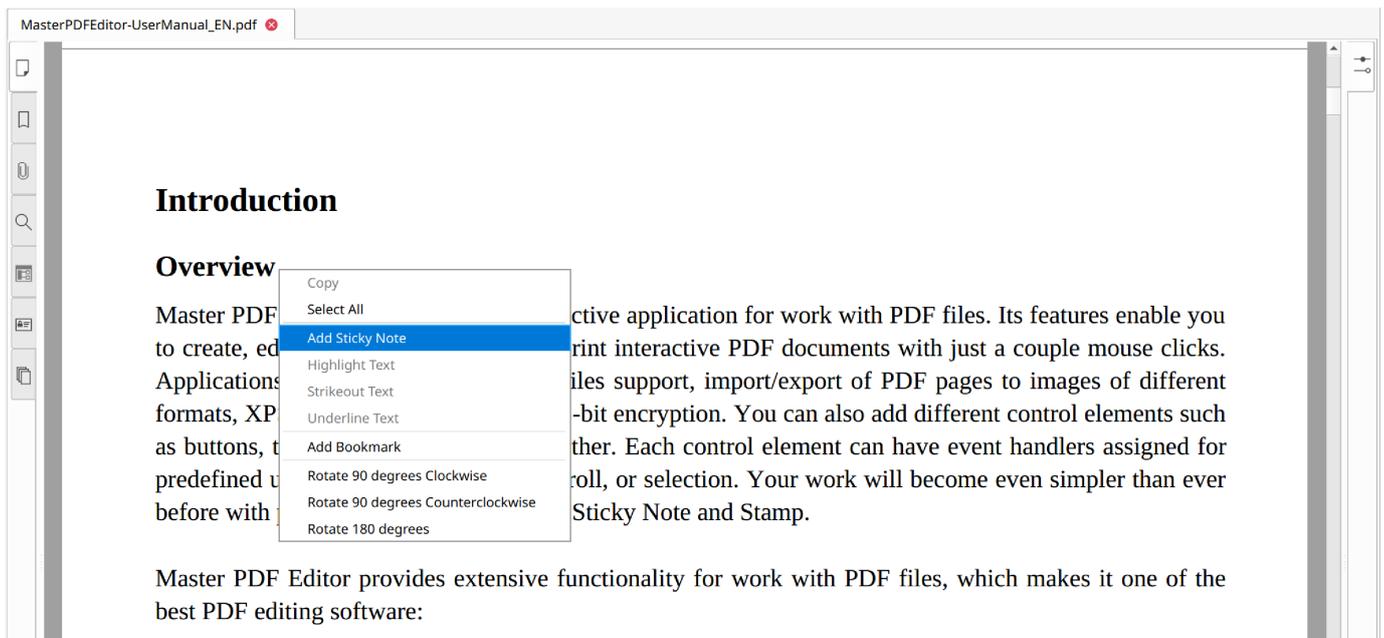
## Main Menu

With the main menu, you can access different tools. It includes the following items:

- [File](#)
- [Edit](#)
- [View](#)
- [Objects](#)
- [Comments](#)
- [Forms](#)
- [Document](#)
- [Tools](#)
- [Help](#)

## Context Menu

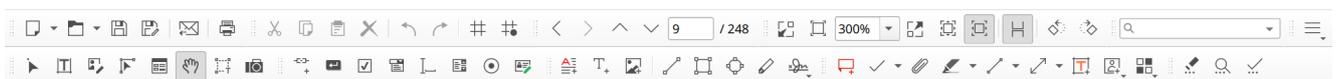
When you right-click on any workspace object, a context menu appears. It displays a list of commands related to the selected object or panel.



## Toolbars

Toolbars providing easy access to different functions of the application. The following toolbars are available in Master PDF Editor:

- Main.
- Edit.
- View.
- Find.
- Tools.
- Forms.
- Comments.
- Redaction.



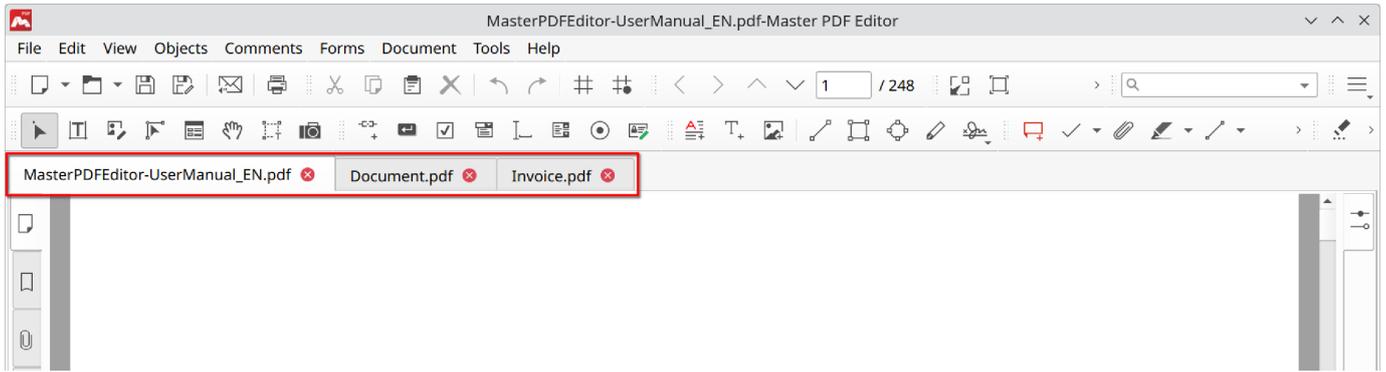
Hover your cursor over the tool icon to see the tooltip.

Perform the following actions to show or hide toolbars:

- Open **View tab** in **Main menu** and choose **Toolbars** item. Check items with toolbars you want to display on the screen or uncheck to hide them.
- Right-click a toolbars area or main menu and check/uncheck items for panels to show/hide.

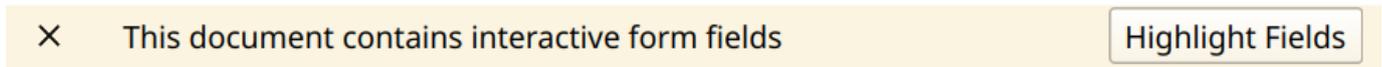
## Document tab

You can switch between files when working on multiple PDF files in one Master PDF Editor instance.

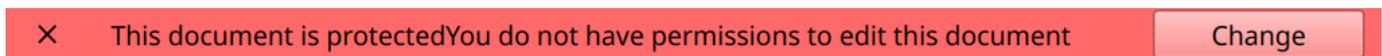


## Popup Message

Pop up message appears only if the current PDF document contains forms or is password-protected. When opening a document, pop up message informs if it contains forms providing a button to highlight all forms in the document.



If the document is password-protected to edit the document, pop up message will inform you that the document is encrypted when selecting **Edit Document** tool. In this case, you don't have permission to edit. You can click **Change** button here to change owner's password and remove restrictions.



## Status Bar

Status bar is a part of the workspace. It displays:

- When **Edit Document**, **Edit Text** or **Edit Forms** is on, you can see number of current page, total number of pages, width and height of the page in pixels and number of objects on the current page.
- Object type and some other info when an object is selected.
- When **Hand Tool** or **Select Text** is on, you can see number of current page and total number of pages.
- When opening PDF files, you can also see *Status* bar by default. *Main* menu item in *View* submenu allows you to show it or hide.

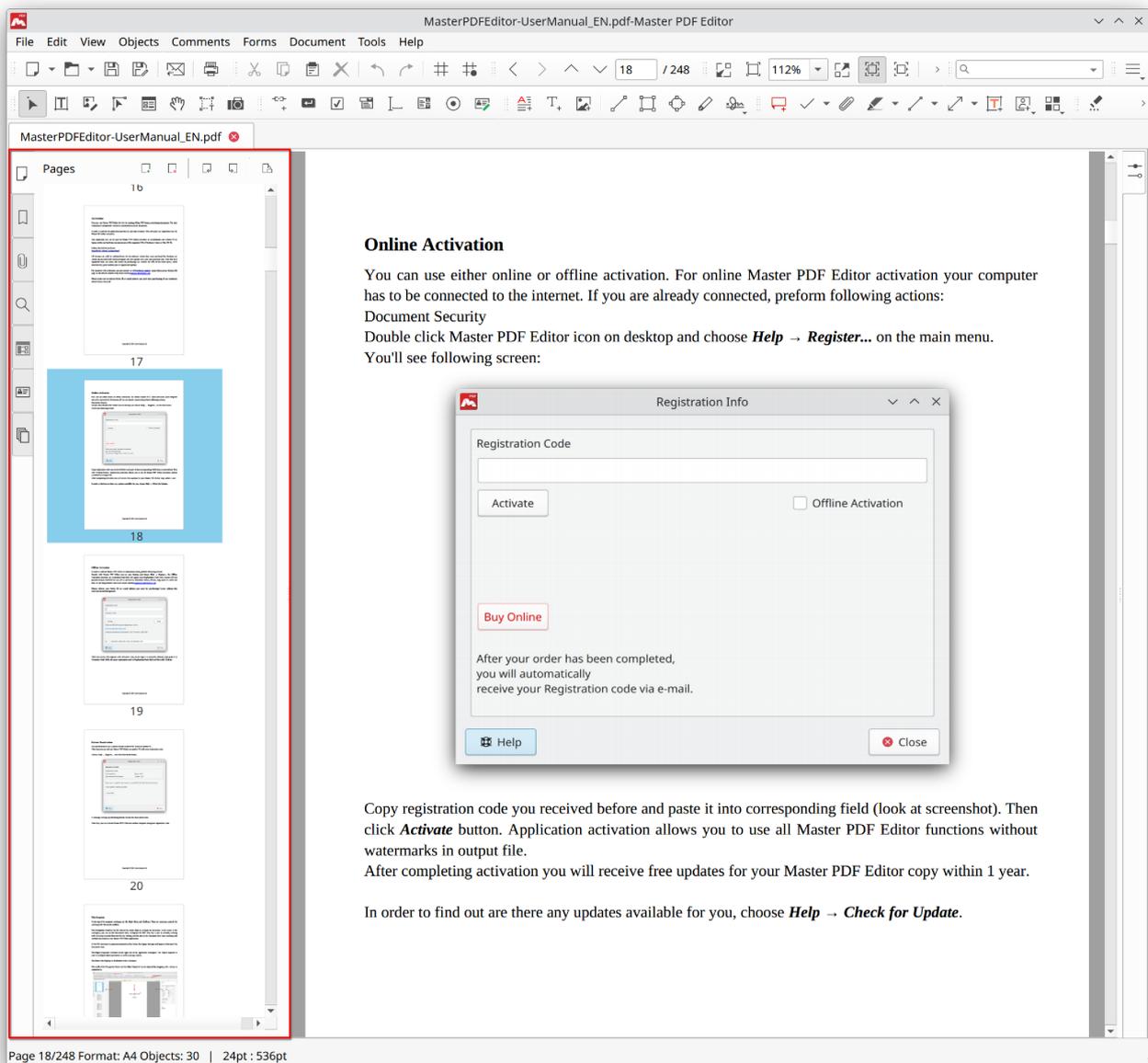


When hovering a tool with a mouse cursor you can see its description in the *Status* bar.

## Navigation Panel

Navigation panel is a window with the following tabs:

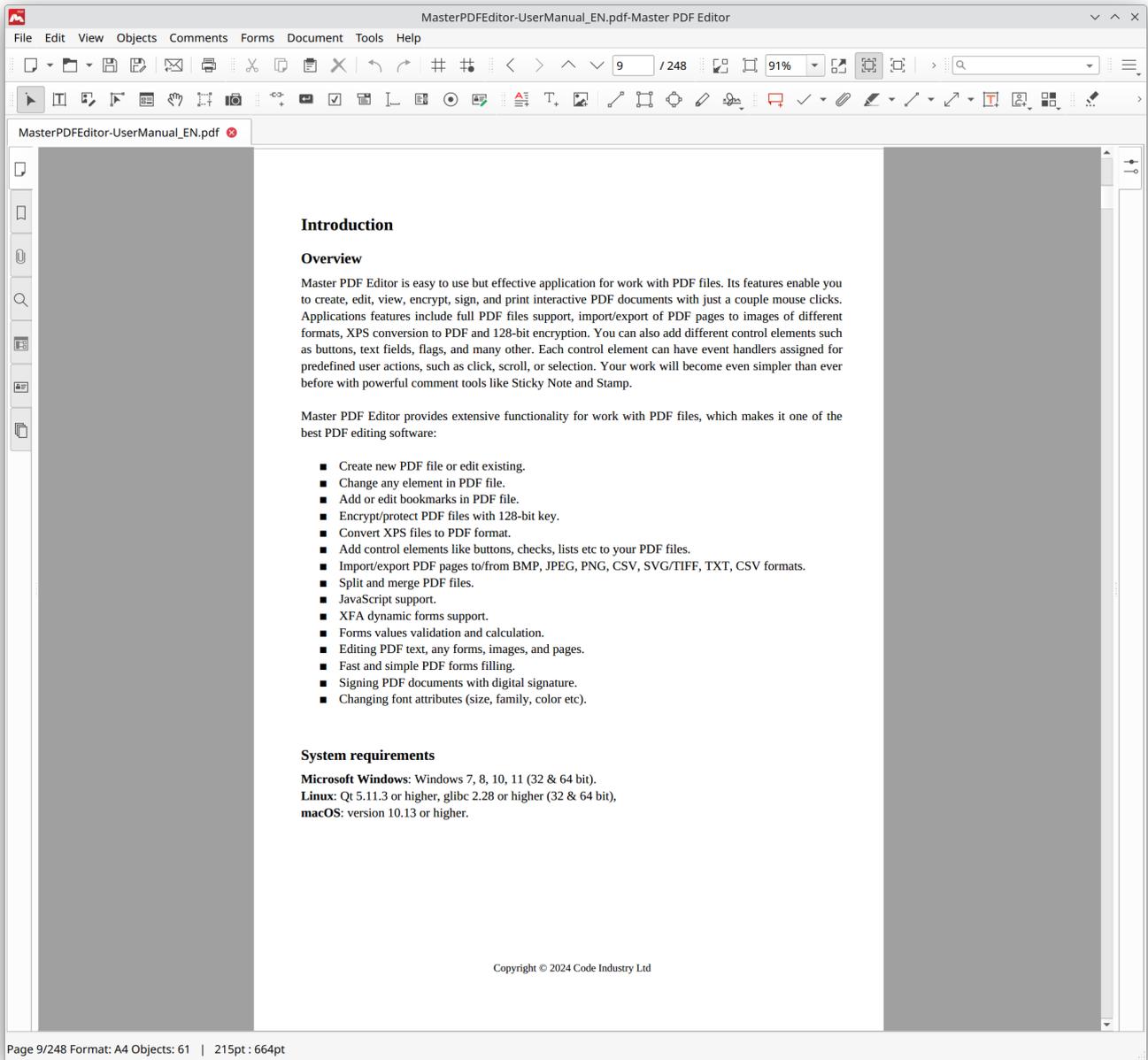
- **Pages.** Displays pages thumbnails;
- **Bookmarks.** Lists all bookmarks in the current document;
- **Attachments.** Allows to insert, edit and remove attachments;
- **Search.** Searches text case-sensitively in the current document including comments;
- **Object TreeView.** Displays every object on every page of the document;
- **Signatures.** Displays signatures created in the current document;
- **Layers.** Displays all the layers in the document.



You can change the width of *Navigation Panel* by dragging it with a mouse.

# Document Area

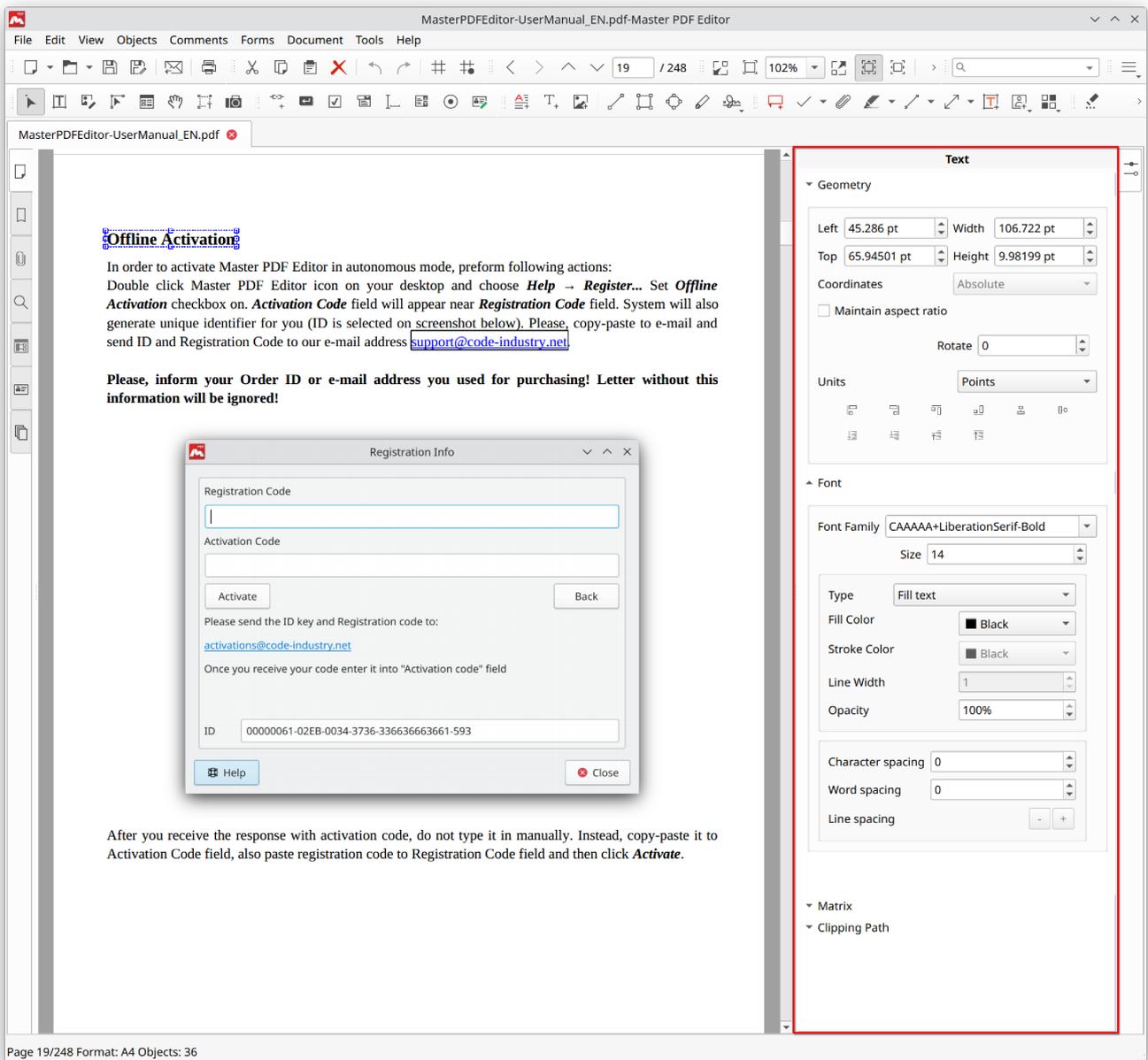
Document Area displays PDF file user works with currently.



## Object Inspector

Every object in PDF document has unique parameters, which can be changed by *Object Inspector*. It is good tool for both changing object parameters (open page, open file, etc.) and controlling event (button pressed, button released, etc.), which objects react to.

Open *Object Inspector* by clicking its tab in the right part of the workspace. Switch mode to *Edit Tool* (you can do that by clicking *Edit Document* button on the toolbar) and choose any object. Parameters of the object will be displayed in *Object Inspector*. Now they can be easily changed as you require.



You can also open *Object Inspector* with the context menu. In edit mode right click selected object and choose *Parameters* item.

## Main Menu

### File Menu

Common file operations for XPS and PDF can be found in File menu. They include:

- **New (Ctrl+N).** Create a new file: [Blank file \(Ctrl+N\)](#), [From Files](#), [From Scanner](#).
- **Open (Ctrl+O).** Open existing PDF or XPS file.
- **Reload.** Reload current file from a disk. It's useful if any external changes have been made to it.
- **Recent Files.** View files which were opened and/or changed recently. You can also clear that list by choosing *Empty recent files list*. You can open multiple documents in same Master PDF Editor at a time. When multiple files opened you can easily choose required file by clicking corresponding tab below the toolbar.
- **Sessions.** Open, save and manage sessions.
- **Save (Ctrl+S).** Save current file.
- **Save As... (Ctrl+Shift+S).** Save current file with new name.
- **Save Optimized As... (Ctrl+Alt+S).** Optimization allows to reduce size of images in PDF file. Using all or only some of the optimization parameters depends on planned file usage and its desired properties.
- **Export.** Allows you to save the current document in the following image formats: BMP, JPG, PNG, TIFF, as well as in the TXT format and CSV. More information here: [Export PDF to Image](#), [Export PDF to Text](#), [Export PDF to CSV](#).
- **Email.** Send current file via email. Save a file before sending if it's been edited.
- **Print (Ctrl+P).** Print current file. This will show default print dialog, where you can set printing properties.
- **System Print...** Print using system dialog.
- **Properties (Ctrl+D).** Current document properties.
- **Close.** Close current document.
- **Quit.** Quit the application.

### Edit Menu

Master PDF Editor supports a set of common operations on PDF documents. They are accessible via *Edit* menu.

- **Undo (Ctrl+Z).** Undo previous action.
- **Redo (Ctrl+Y).** Redo last undone action.
- **Cut (Ctrl+X).** Cut selected element and puts it into clipboard.
- **Copy (Ctrl+C).** Copy selected element and puts it into clipboard.
- **Paste (Ctrl+V).** Paste cut/copied element from the clipboard.
- **Paste at Copy Position.** Paste object with original coordinates.
- **Paste to multiple Pages.** Paste selected object or text to multiple pages at once.
- **Delete (Del).** Delete selected element.
- **Select All (Ctrl+A).** Select all elements on the current page.
- **Send to Back (Ctrl+-).** Move selected element to the background.

- **Send Backward.** Move the selected element to the back by only one object.
- **Bring Forward.** Move the selected element to the front by only one object.
- **Bring to Front.** Move selected element to the foreground.
- **Set Fit to Page.** Move selected element to the foreground.
- **Align Objects.** Automatically move or align selected objects. There are 4 types of alignment: Left, Right, Top and Bottom.
- **Set Fit to Page.** Set width of the current document to match page size.

## View Menu

Master PDF Editor supports a set of general operations for PDF document view. They can be accessed via View menu.

- **Go To.** Move to the corresponding page.
  - *First Page (Home).*
  - *Previous Page (PgUp).*
  - *Next Page (PgDown).*
  - *Last Page (End).*
  - *Go to Page... (Ctrl+Alt+G).*
  - *Next View.*
  - *Previous View.*
- **Zoom.**
  - *In (Ctrl++).* Increase current zoom.
  - *Actual Size.* Display content at 100% scale.
  - *Zoom Out (Ctrl+-).* Decrease current zoom.
- **Page Display.**
  - *Fit Page (Ctrl+1).* Scale page to fit window in height.
  - *Fit Width (Ctrl+2).* Scale page to fit window in width.
  - *Facing Pages (Ctrl+3).* Displays two pages at once for multipage PDF files (with 2 or more pages).
  - *Continuous.* Provide uninterrupted page browsing.
  - *Show Cover Page During Facing.* Displays first image separately in *Facing Pages* view mode.
- **Grid (Ctrl+U).** Used for more accurate objects positioning in the document.
- **Snap to Grid (Ctrl+Shift+U).** The object will be automatically aligned by the closest grid line after movement.
- **Replace document colors.** Change document colors for view to ones set in *Tools > Setting > Display.*

- **Rotate 90 degrees Clockwise.** Rotation is performed in 90-degree clockwise.
- **Rotate 90 degrees Counterclockwise.** Rotation is performed in 90-degree counterclockwise.
- **Search.** Search for symbol sequences in a document.
  - *Find (Ctrl+F).*
  - *Find Next (F3).*
  - *Find Previous (Shift+F3).*
- **Navigation Panels.** Show/hide a specific panel.
  - *Documents only.*
  - *Pages.*
  - *Bookmarks.*
  - *Attachments.*
  - *Object.*
  - *Object TreeView.*
  - *Signatures.*
  - *Layers.*
- **Object Inspector (Ctrl+I1).** Show/hide Object Inspector.
- **Menu (F12).** Show/hide the Main Menu.
- **Full Screen (F11).** Allows you to use the entire computer screen for viewing and editing.
- **Toolbars.** Allow to show/hide one of six available toolbars.
- **Status Bar.** Hide/show status bar in the bottom of the window.

## Objects Menu

Master PDF Editor allows to add different objects to PDF files with *Objects* menu. Every object has unique parameters which can be changed with *Object Inspector*.

- **Formatted Text.** Add formatted text to your document.
- **Text (Ctrl+T).** Add text to your document.
- **Image (Ctrl+I).** Add image to your document.
- **Line.** Draw straight line.
- **Rectangle.** Draw rectangle.
- **Ellipse.** Draw ellipse.
- **Pencil.** Use to draw lines by hand.
- **Place Initials.** Allows inserting initials to your document.

## Comments Menu

Comments are used for text reviewing or suggesting possible changes in PDF documents. They are not editing tools itself, since their use doesn't alter source file content.

Comment tools:

- **Add Sticky Note.**  Note is one of the most basic comment tools. Mouse click a place where you want to locate your note and insert your comment. Author's name will be automatically included into the header. Other users may answer notes.
- **Typewriter.**  Add comment text at the cursor position without complicated editing.
- **Callout.**  Add comment text with an arrow pointing to a specific location on the page that you want to point out.
- **Label.** Add a note with a specific graphic label.

Available labels and corresponding icons:

Labels	Icon
Check mark	
Circle	
Comment	
Cross	
Help	
Insert text	
Key	
New paragraph	
Text note	
Paragraph	
Right arrow	
Right pointer	
Star	
Up arrow	
Up left arrow	
Graph	
Paper Clip	
Attachment	
Tag	



- **Comment View.** Hide/show/select the type of comment displaying.
- **Show comments List.** Show/hide comments as a list on the navigator panel.
- **Measurements.** Designed to measure distances, areas and perimeters.
- **Drawing.** Drawing tools are used to emphasize commented objects in the document.
- **Stamp.** Place stamps on the pages of a PDF document in a same manner as on paper pages.
- **Highlight Text.**  Mark important parts of text for later usage.
- **Strikeout Text.**  Text selection with strikeout.
- **Underline Text.**  For text underlining.
- **Attach a File as a Comment.** Attaching a file to the current document as comment.
- **Export Comments Data...** Export comments with records to separate FDF file.
- **Import Comments Data...** Add exported and saved to FDF file comments to current document.

Detailed information on Comments described in section [Commenting PDF Files](#).

## Forms Menu

- **Highlight Fields (Ctrl+H).** Highlight all forms in the document.
- **Reset Forms.** Reset all form values in the document. Values will be set to default or empty if default is not specified.
- **Edit Tab Order.** Change the tab order.
- **Edit Forms (Alt+3).** Tool for selecting and editing PDF forms only.
- **Link (Ctrl+L).** Add hyperlink.
- **Text Field (Ctrl+E).** Create field for text input. For example, name, date, phone number etc.
- **Check Box.** Create check box, which has two states: disabled or enabled. When enabled, it has a check mark inside of it.
- **Radio Button.** Create a switch, which allows to choose one option of a limited set of mutual exclusive options.
- **Combo box.** Create a list, which allows to choose single item or input a value.
- **List box.** Create a list, which allows to choose single item or input a value.
- **Button.** Create a button, which can launch any action.
- **Signature.** Apply digital signature to a document.
- **Invisible Signature.** Apply digital signature that is not displayed in the document.
- **Export Form Data...** Export forms data with records to separate fbf file.
- **Import Form Data...** Add exported and saved to fbf file forms data to current document.

## Document Menu

- **Insert Blank Pages (Ctrl + Shift + N).** Display a dialog window where you can choose position and number of new pages and their parameters (size, orientation, field contents size).
- **Replace pages.** Replace current or selected pages. You can also use a panel with thumbnails to select and replace pages.

- **Delete Pages (Alt+Del).** Remove current or selected pages. You can also use a panel with thumbnails to select and delete pages.
- **Move Pages.** Display a dialog window where you can set specific pages to move and their destination. Can be used with thumbnails panel, which allows to choose pages with mouse. You can use *Shift* key with left mouse button to select a continuous group of pages. You can choose any group and number of pages if holding *Ctrl* key.
- **Crop Page (Ctrl+K).** Crop page content with mouse.
- **Page Layout (Ctrl + Shift + L).** Display a window which allows to set page layout (width, height in pixels, inches or mm) and content size if user needs to display only part of a page (left, right, top and bottom fields).
- **Rotate Pages (Ctrl + R).** Rotate current or selected pages by 90, 180 or 270 degrees.
- **Extract Pages (Ctrl + Shift + E).** Specify file name to export pages to (you can also use *Browse* button) and numbers of pages to export. It is possible to export all the pages to same file or create separate file for each page. You can also export bookmarks.
- **Insert Pages (Ctrl + Shift + I).** Import pages from specific PDF file (use *Browse* button), specify location for import in the current document and numbers of pages for import. Allows to import bookmarks as well.
- **Organize Pages...** View the pages of the PDF file in the Navigation Area in thumbnail format.
- **Document Actions.** Creation and modifying of JavaScript functions to be executed on specific document actions, such as: *Document Did Print*, *Document Did Save*, *Document Will Close*, *Document Will Print*, *Document Will Save*.
- **Document JavaScript.** Creation and modifying of JavaScript code to be executed on document opening. Global JavaScript functions and variables called from local events are also defined here.
- **JavaScript Console.** Allows to execute any JavaScript code or get debug JavaScript output of current document.
- **[Header and Footer](#).** Add/Delete headers and footers into PDF documents.
- **[Watermark](#).** Add/Delete watermarks into PDF documents.
- **[Background](#).** Add/Delete background into PDF documents.
- **Page Properties.** Setting tab order for PDF forms in Hand Tool mode.
  - *Tab order.* Set tab order for PDF forms in Hand Tool mode: *Row Order*, *Column Order*, *Document Structure*, *Unspecified*.
  - *Actions.* Create and modify JavaScript code to be executed on page opening and closing.
- **[Redaction](#).** Hide sensitive or private information in PDF documents.
- **[OCR](#).** Convert an image to text that way you can further work with the converted text.
- **[Optimize Scanned Pages](#).** Reduce the size of PDF documents through optimization.
- **[Convert to Scanned Pages](#).** Change the pages of your document so that they look like they were scanned.

## Tools Menu

- **Edit Document (Alt+1).** Select PDF objects to move, resize or delete them or change their properties.
- **Edit Text (Alt+2).** Text editing only.

- **Edit Forms (Alt+3).** Forms selection and editing.
- **Edit Images (Alt+4).** Images selection and editing.
- **Edit Vector Images (Alt+5).** Vector images selection and editing.
- **Select Text (Alt+5).** Text selection only.
- **Select text (Alt+7).** Text selection only.
- **Take a Snapshot.** Copy the selected area.
- **Hand Tool (Alt+6).** Move pages, open links, select text, and fill in PDF forms.
- **Settings.** Use this item for application settings.
- **Toolbar Settings.** Customize the display of items in the toolbar.
- **Edit Text Elements as Blocks.** Edit text elements as a block.
- **Certificate Manager.** Open the certificate manager window.

## Help Menu

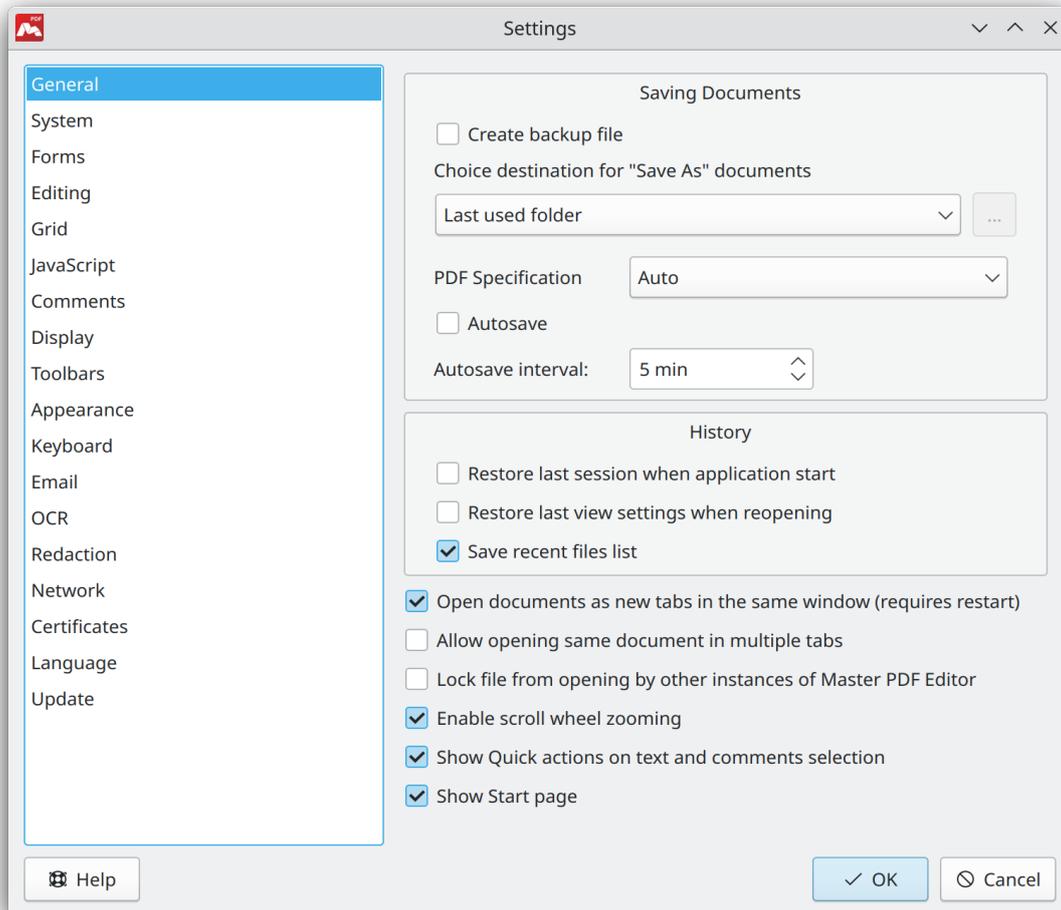
- **Contents.** Help contents.
- **Home Page.** Open main Master PDF Editor page.
- **Register...** Register Master PDF Editor copy.
- **Check for updates.** Check for Master PDF Editor updates available for you.
- **About.** View Master PDF Editor information. Use to see registration and version number.

# Preferences

In order to open settings window, choose **Tools > Preferences** in Main menu.

In Mac OS X it is **Master PDF Editor > Preferences...**

## General tab



### ■ Saving documents.

- *Create backup file.* Master PDF Editor creates a backup copy of the file when saving the current document. The backup is created only once.
- *Choice destination for "Save As" documents.* Choose folder to open when saving file with «Save As...».
- *PDF Specification.* Selecting of the required electronic format; set to automatic by default.
- *Autosave.* Master PDF Editor automatically saves the document for a certain period of time.
- *Autosave interval.* Selecting the frequency of auto-saving the document.

### ■ History.

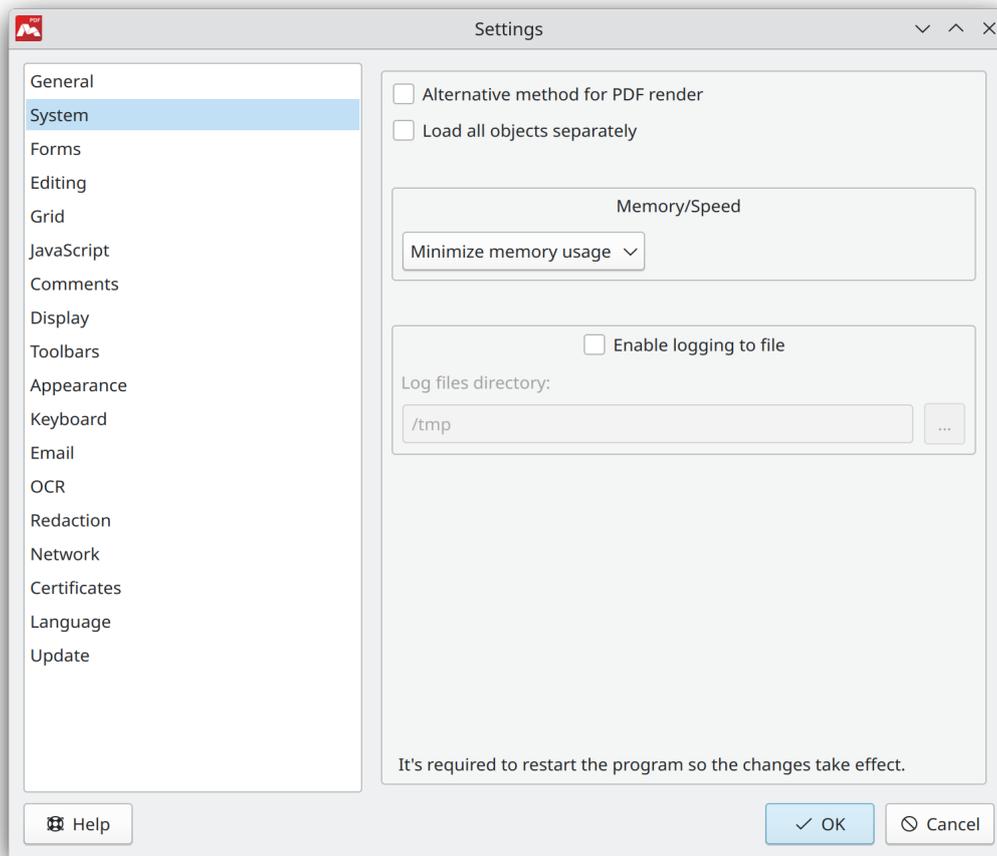
- *Restore last session when application start.* Master PDF Editor saves and restores all opened documents and panel locations when relaunching the program, if any were open when the application was closed last time.

- *Restore last view settings when reopening.* If enabled, the last specified viewing options are restored when the document is reopened.
- *Save recent files list.* Pinning files to the list of recently used documents. When you open Master PDF Editor, these documents will be displayed in the Recent Files list on the Start page.
- **Open documents as new tabs in the same window (requires restart).** If disabled, each PDF file will be open in a new window. (Option is absent in Mac OS, because there it is set in general system preferences.)
- **Allow opening same document in multiple tabs.** This option is disabled by default.
- **Lock file from opening by other instances of Master PDF Editor.** Master PDF Editor locks simultaneous opening of the same file; the option is disabled by default.
- **Enable scroll wheel zooming.** Disables/enables zoom control when the Ctrl key and the mouse wheel or touchpad are pressed.
- **Show Quick actions on text and comments selection.** Displaying the quick actions when a text or comment is selected with the help of the Hand tool.
- **Show Start page.** Displaying the Start page with a list of recently opened documents and the most frequently used functions. The start page is displayed only when there is no open document.



Application relaunch is required for settings to take effect.

## System Tab

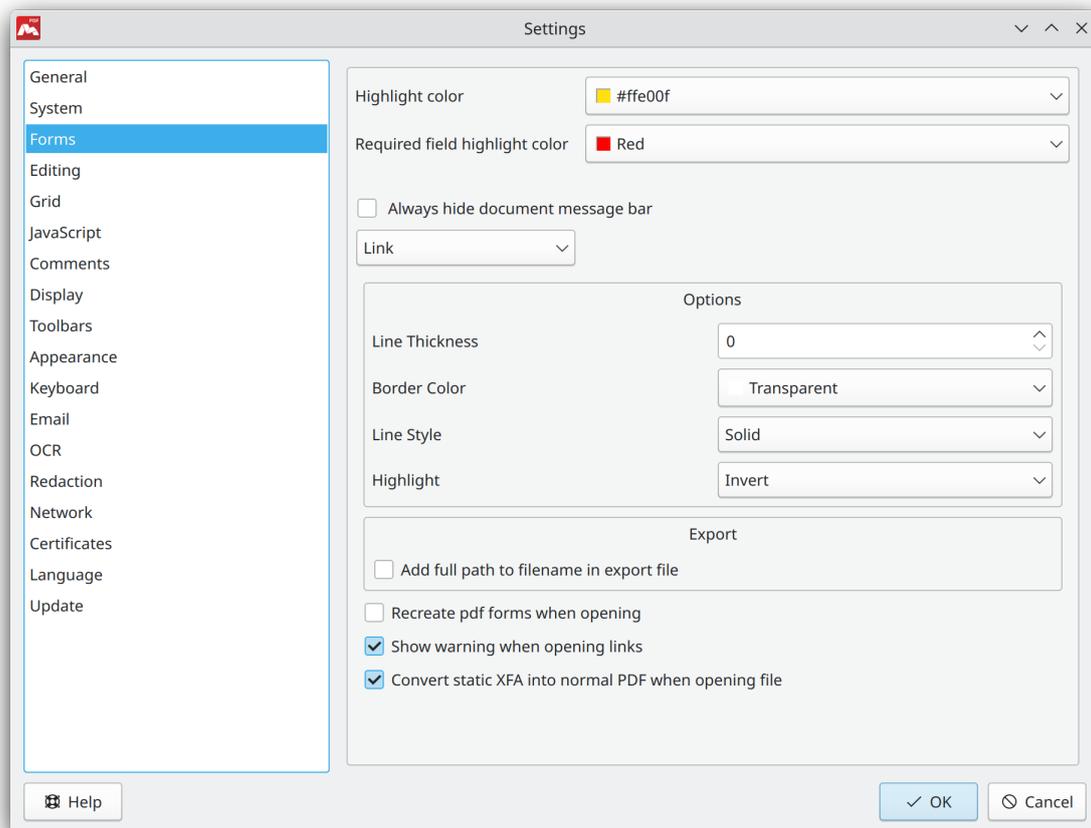


- **Alternative method for PDF render.** An alternative method for rendering PDF on the screen, in some cases it speeds up rendering up to 4 times.
- **Load all objects separately.** If enabled (it's enabled by default), all container objects will be loaded separately. This option is used for the convenience of editing the objects contained in the container. Disable this option if you have problems displaying the PDF.
- **Memory/Speed.** The setting allows you to set either saving RAM, or speeding up drawing by using previously rendered pages in the cache.
- **Enable logging to file.** When enabled, Master PDF Editor saves warnings and errors in a log file while operating.



Application relaunch is required for settings to take effect.

## Forms Tab



- **Highlight color.** Set color for highlighted PDF forms.
- **Required field highlight color.** Set color for highlighted required PDF forms.
- **Always hide document message bar.** Always hide pop up message.

You can set the default settings for newly created PDF forms below on this tab.

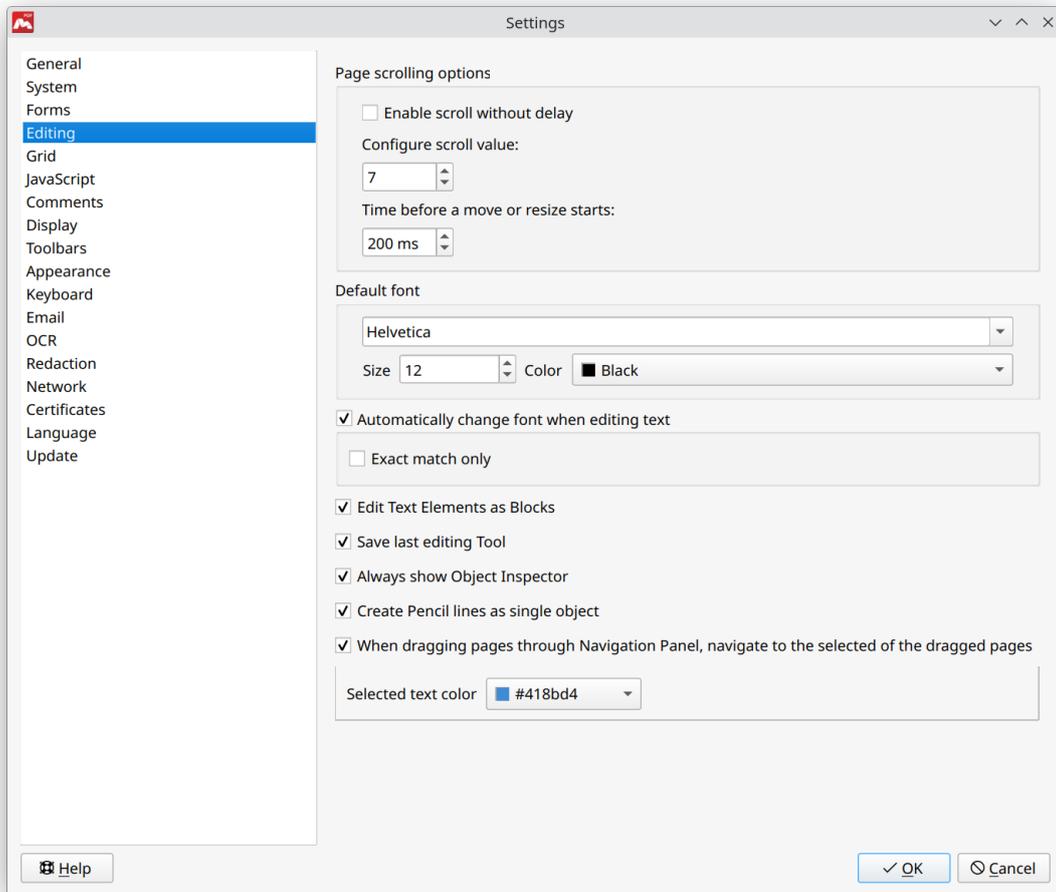
- **Options.** Set default options for creating various forms.
  - *Line thickness.*
  - *Border Color.*
  - *Line style.*
  - *Highlight.*
- **Export.**
  - *Add full path to filename in export file.* Set file name when exporting form information.
- **Recreate PDF forms when opening.** This option allows you to avoid display errors of some forms, but slows down the opening of files when enabled.
- **Show warning when opening links.** If enabled, a warning notice appears when links are opened.
- **Convert static XFA into normal PDF when opening file.** If a file contains XFA forms, the PDF is converted into a normal one.



Use **Forms > Highlight Forms (Ctrl + H)** for forms selection or forms selection reset. (For mac OS X: **Cmd+H**).

 Application relaunch is required for settings to take effect.

## Editing



### ■ Page scrolling options

- *Enable scroll without delay.* Scrolling pages without delay in time.
  - *Configure scroll value.* Set the necessary number of mouse scrolls for page scrolling.
  - *Time before a move or resize starts.* Time after object selection before it can be dragged or resized. Prevents random mouse dragging.

### ■ Default font.

 Set default font settings for application.

### ■ Automatically change font when editing text.

 Automatic replacement of PDF font for system TTF font when editing text. Automatic replacement happens only if the application finds similar font in the system.

### ■ Exact match only.

 Disables changing the font to a similar one, and do it only if you have a completely appropriate font.

### ■ Edit Text Elements as Blocks.

 Editing text elements as blocks.

### ■ Save last editing Tool.

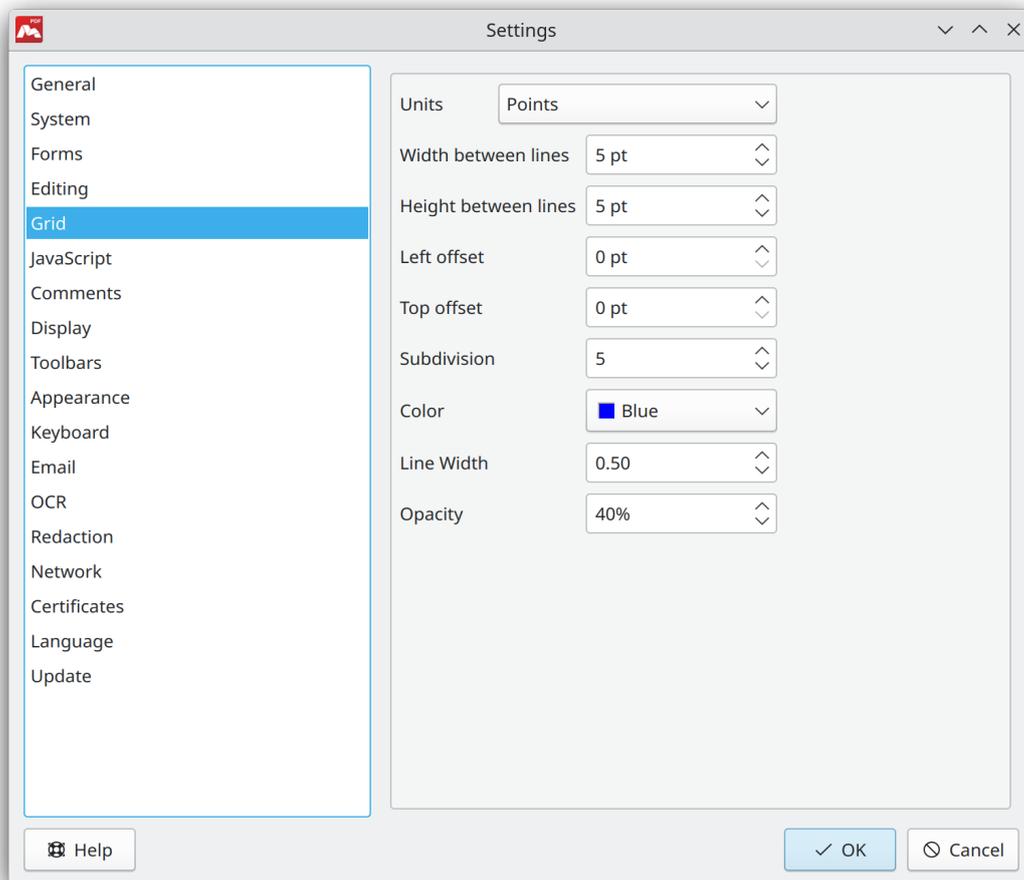
 When closing the program, the last tool is saved enabled it by default the next time you open it.

### ■ Always show Object Inspector.

 Open the Object Inspector by default.

- **Create Pencil lines as single object.** Lines are created as a single object when using Pencil tool.
- **When dragging pages through Navigation Panel, navigate to the selected of the dragged pages.** If enabled, page selected in Navigation Panel opens when dragging.
- **Selected text color.** Choose a selected text color used by default.

## Grid



The grid is used for more detailed positioning of text and objects in a document. With the *Snap to Grid* option enabled, the object will automatically align to the nearest grid line after it is moved. Enable/Disable positioning in the main menu **View > Snap to Grid**.

The grid is displayed on the screen but not printed in the document. You can show/hide the grid in the main menu **View > Grid**.

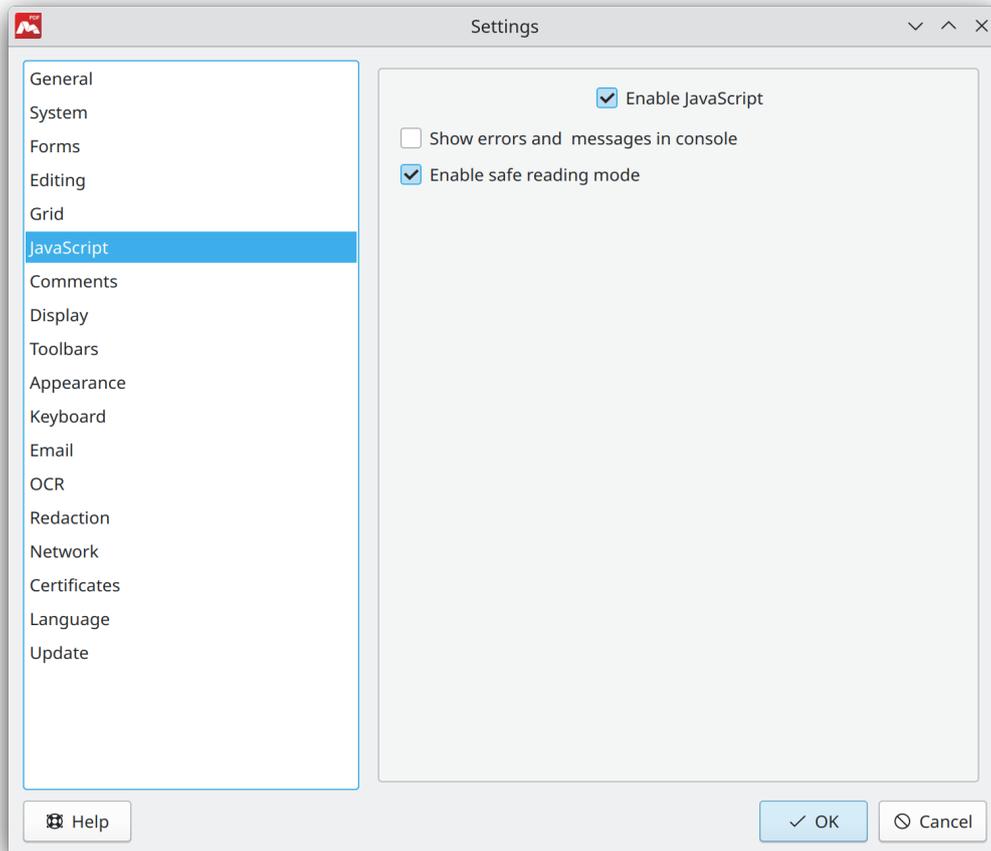
- **Units.** Selecting the unit of measure for the grid dimensions.
- **Width between lines.** Setting the width of the grid cell.
- **Height between lines.** Setting the height of the grid cell.
- **Left offset.** Selecting the grid offset value from the left edge.
- **Top offset.** Selecting the grid offset value from the top edge.
- **Subdivision.** Setting the number of additional cells within each main cell.
- **Color.** Selecting the color of the grid lines.
- **Line width.** Setting the line width of the grid.

- **Opacity.** Setting the grid opacity.



Additional cell lines are lighter than the main ones.

## JavaScript

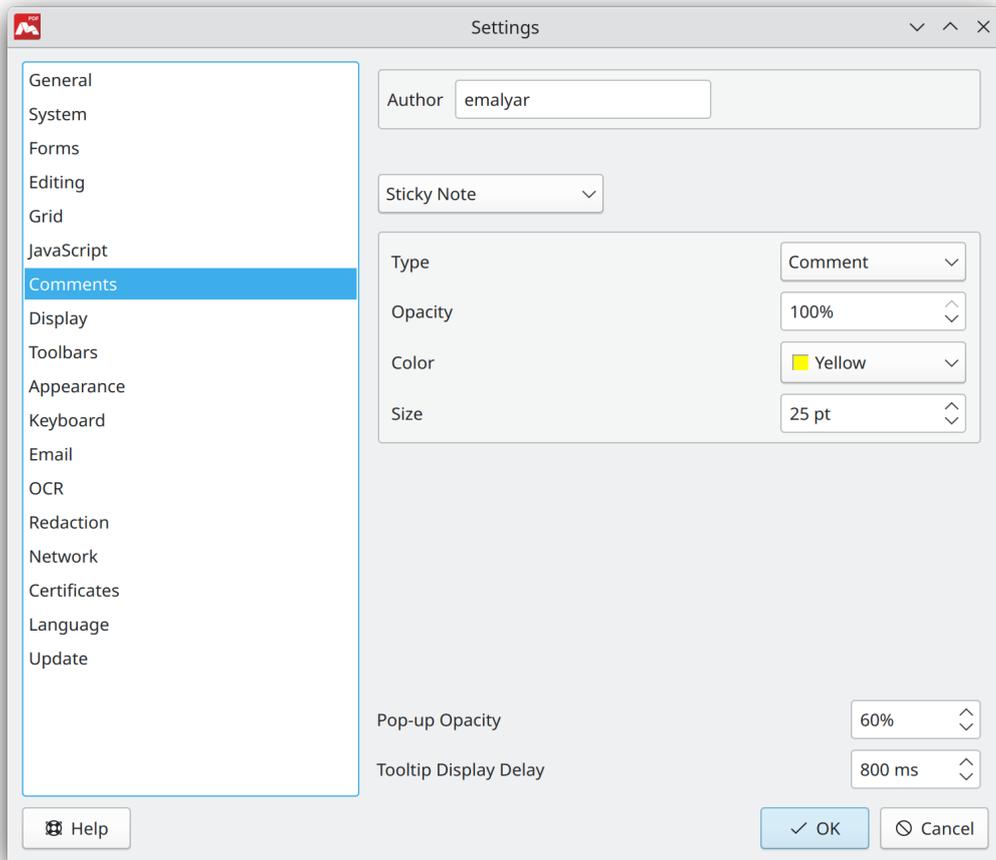


- **Enable JavaScript.** Enables or disables JavaScript usage in PDF files.
- **Show errors and messages in console.** Show errors and messages in console. Outputs all JavaScript messages to the console after executing document's code. JavaScript console can be opened in *Document > JavaScript Console*.
- **Enable safe reading mode.** When enabled, some Java functions are prohibited.



Application relaunch is required for settings to take effect.

## Comments



Default properties for comments:

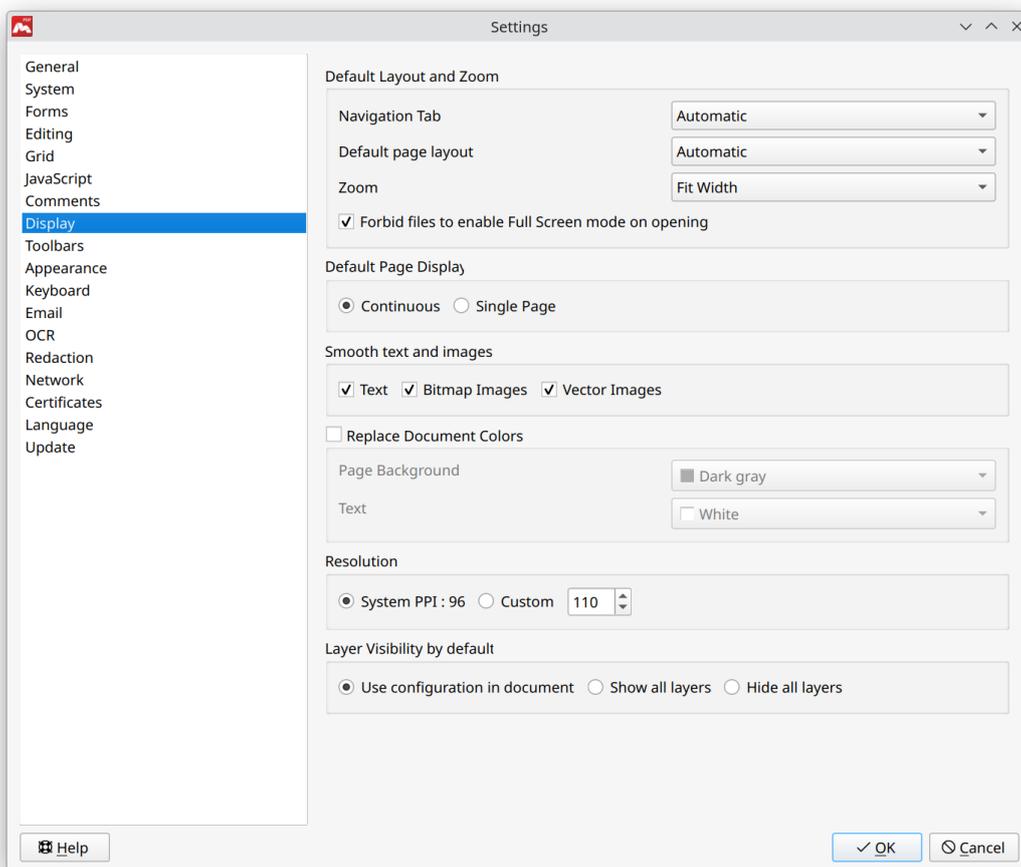
- **Author.** Default name is system username. You can specify any name to set as author when creating comments.
- **Type of the comment tool.** Select the type of comment type to use for setting default parameters.
  - *Sticky Note.*
  - *Highlight Text.*
  - *Strikeout Text.*
  - *Underline text.*
  - *Measurements.*
  - *Drawing.*
  - *Typewriter.*
- **Comment preferences.**
  - *Type.* Choose type of the Sticky Note appearance: comment, circle, check mark.
  - *Opacity.* Opacity of the following comments: Highlight Text, Strikeout Text, Underline Text, Measurements, and Drawing.
  - *Color.* Color of the comment.
  - *Size.* Size of the Sticky Note.
  - *Line width.* Width of the following comment lines: Underline Text, Strikeout Text, Highlight Text, Measurements, and Drawing.

- *Text*. Format the text of the Typewriter and Callout comments.
- *Line Style*. Select the appearance of the Typewriter and Callout comments.
- *Fill Color*. Select the fill color for the Typewriter and Callout comments.
- *Border Color*. Select the border color for the Typewriter and Callout comments.
- *Show move grip*. If enabled, allows moving comment text with its border to another spot of the document when editing comment.
- *Callout arrow*. Select the arrow size and leader line style for the Callout comment.

In the lower part of the window, you can set preferences for all the comments. Select comment type in the drop-down list and set its preferences.

- **Pop-up Opacity**. Opacity setting of pop-up form for all comment types.
- **Tooltip Display Delay**. A delay in displaying the comment text on the screen when it is selected.

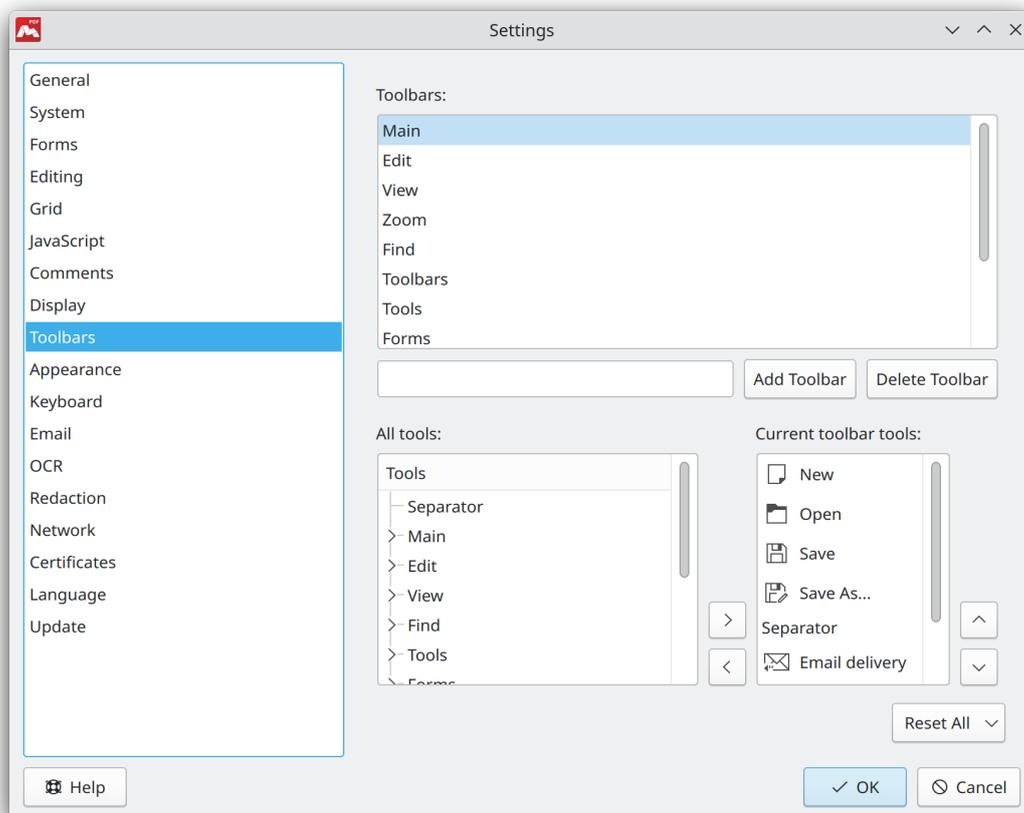
## Display



- **Default Layout and Zoom**. Page settings for newly opened and created PDF files.
- **Smooth text and images**. Choose objects to apply antialiasing.
- **Replace Document Colors**. If enabled, provides possibility to change font and background color in the document.
- **Resolution**.

- *System PPI*. Uses the system PPI setting to display the document on the monitor.
- *Custom resolution*. Allows to set monitor resolution manually if it's required for your work or Master PDF Editor incorrectly identified it.
- **Layer Visibility by default**. Allows configuring layer visibility for the newly opened documents.
  - *Use configuration in document*. Displays layers as they were previously saved in the settings for default visibility in the document.
  - *Show all layers*. Shows all layers when opening a document.
  - *Hide all layers*. Hides all layers when opening a document.

## Toolbars



Users can configure the number and location of toolbars, as well as a specific set of tools on the **Toolbars** tab.

- **Toolbars**. This list contains existing toolbars. It's enough just to select a toolbar and click the *Delete Toolbar* button To delete a toolbar. The tools in the selected panel will be displayed in the Current toolbar tools list.
- **Add Toolbar**. If the text field to the left of this button is filled, then when you click, an empty toolbar with the specified name will be created and added to the list.
- **Toolbars customization**.

You need to create a toolbar (if it hasn't already been created) and select it in the **Toolbars** list to customize it.

All tools that are available yet not added to the selected panel are listed in the tree menu *All Tools*. Tools are divided into categories according to which you can find them in the main menu. To add a tool to the current panel, choose it from the list and push the ► button. Press the ◀ button to delete the selected tool from the list of tools in the *Current toolbar tools* list that includes the tools from the specified panel.

Despite appearing in the list of *All Tools*, outside of the category, the *Separator* is not a tool. This graphic divider makes it possible to group the tools into different categories within a single panel. It can be added multiple times.

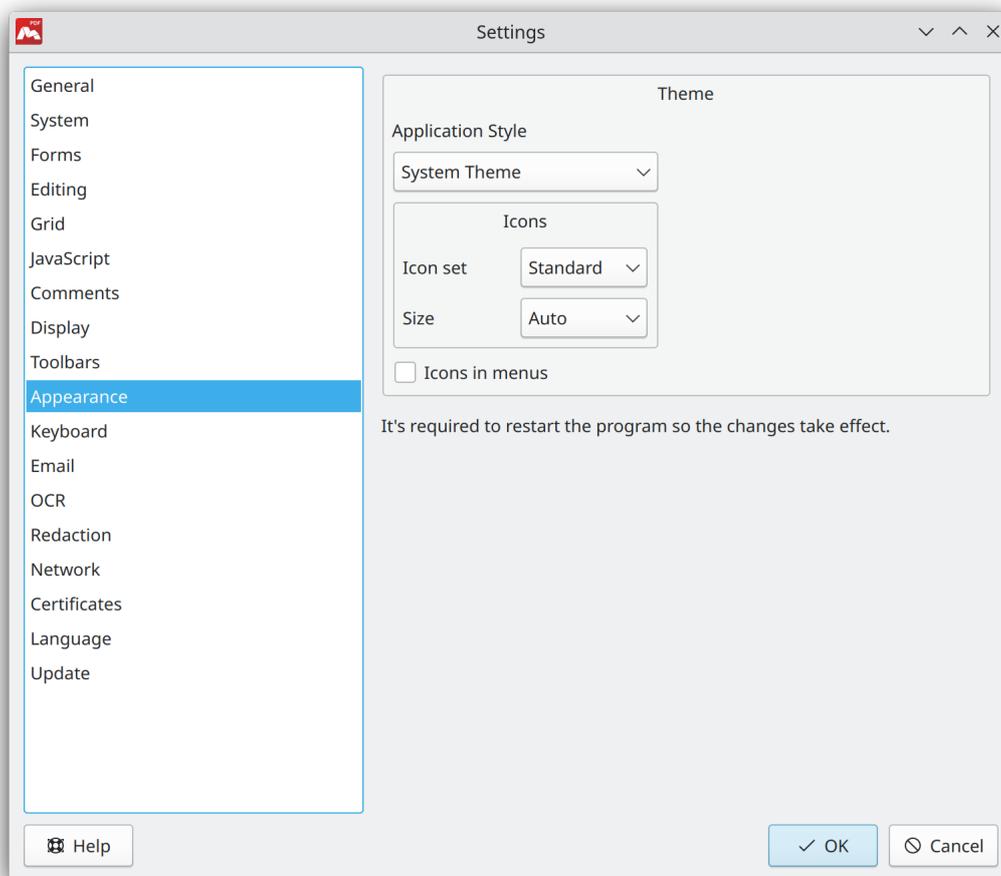
The selected tool in the *Current toolbar tools* list can be deleted with the ◀ button. It can also be moved up or down with the corresponding ▲ and ▼ buttons relative to other tools.

The *Reset All* button allows you to reset the toolbars to one of the two predefined ones. The *Minimum Tools* set includes the minimum required tools in the visible panels, and a few in the hidden ones. Right-click any active tool in the main window to display hidden toolbars. The drop-down list has marked toolbars that are clearly visible. Panels may then be checked or unchecked to be visible or hidden.

All of the tools that are readily available and visible on toolbars are already included in the *Maximum tools* set.

## Appearance

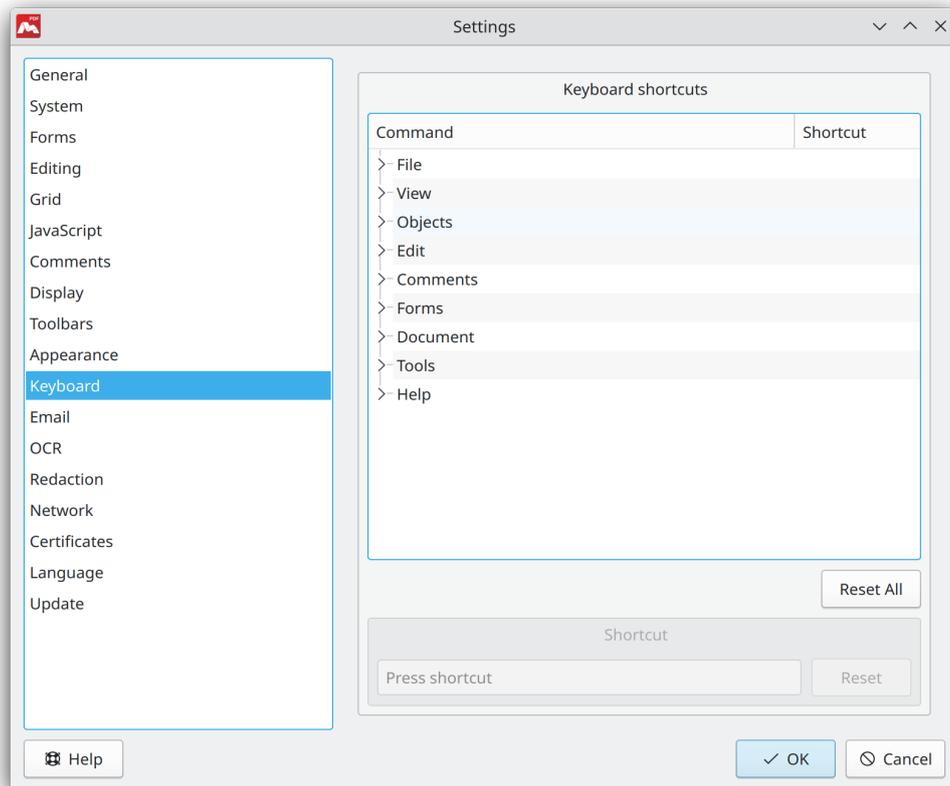
Tab is available on Windows and Linux only.



- **Application style.** Select color theme from the drop-down menu.
- **Icons.** Select set and size of icons.
- **Icons in menus.** Check/uncheck to show or hide icons in the *Main* menu. This option does not work for some Linux desktop shells, such as Unity.

 Application relaunch is required for settings to take effect.

## Keyboard

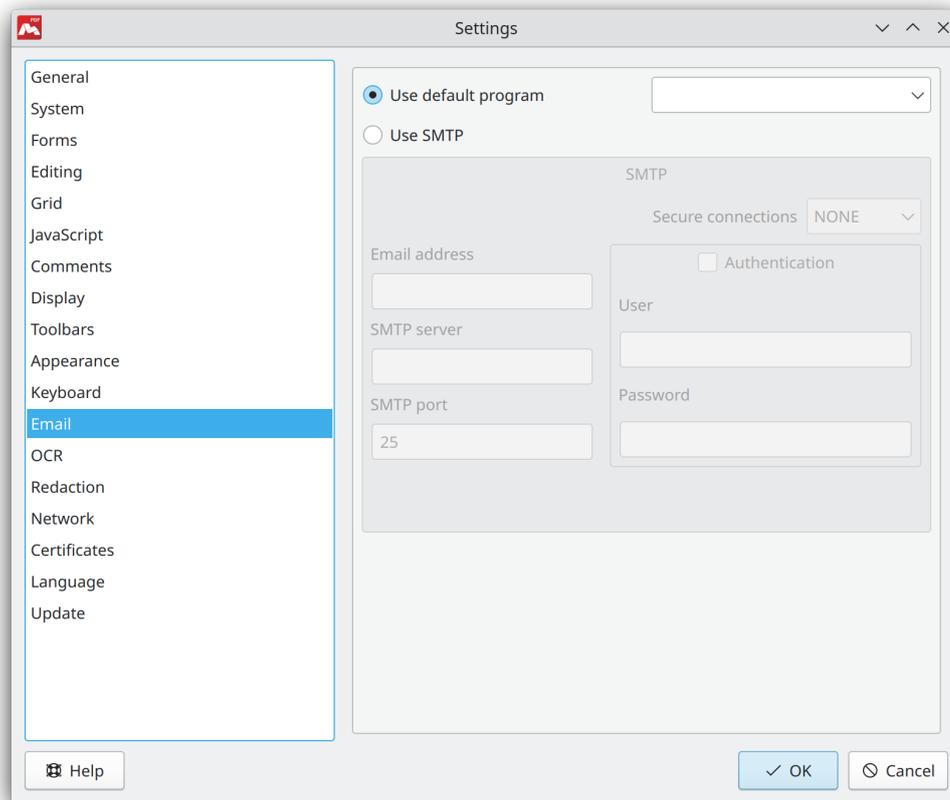


On this tab, you can set up hotkeys in Master PDF Editor. You can set the hotkeys for each tab of the *Main menu*.

 Application relaunch is required for settings to take effect.

# Email

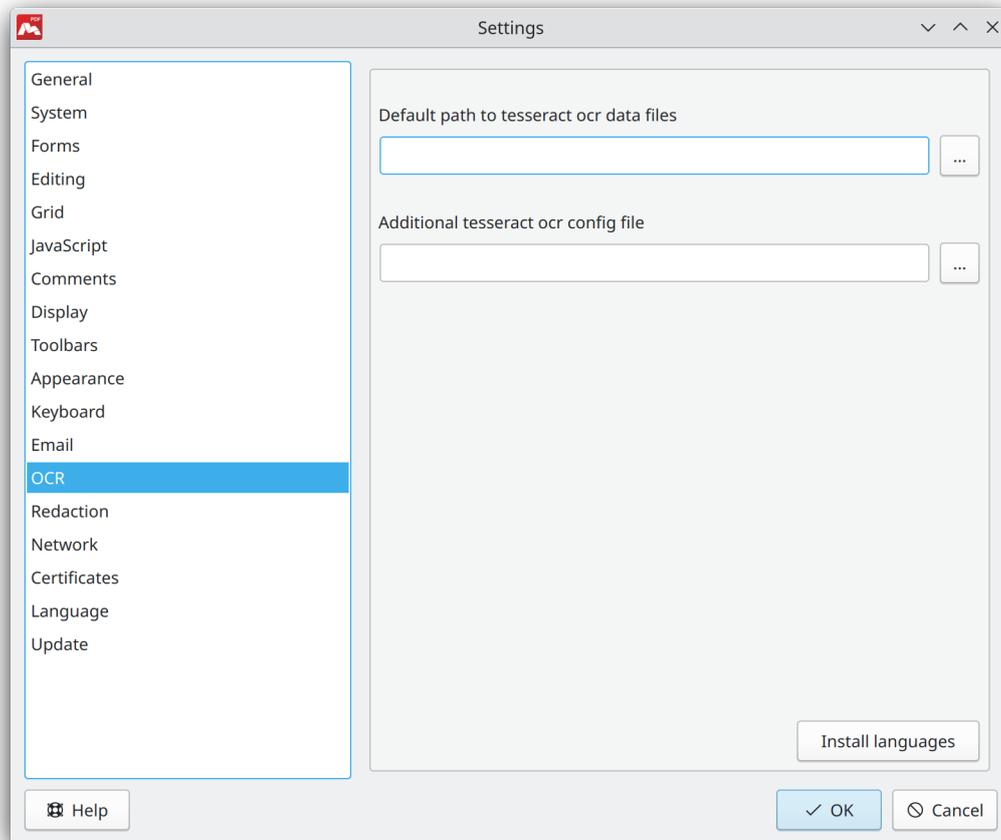
Setting up email sending options in Master PDF Editor.



- **Use default program.** Launches the email client installed by default on the system.
- **Use SMTP.** There are the basic SMTP server settings, such as the address, port, username, and password used to send email. If you do not know how to complete them, contact your system administrator.

## OCR

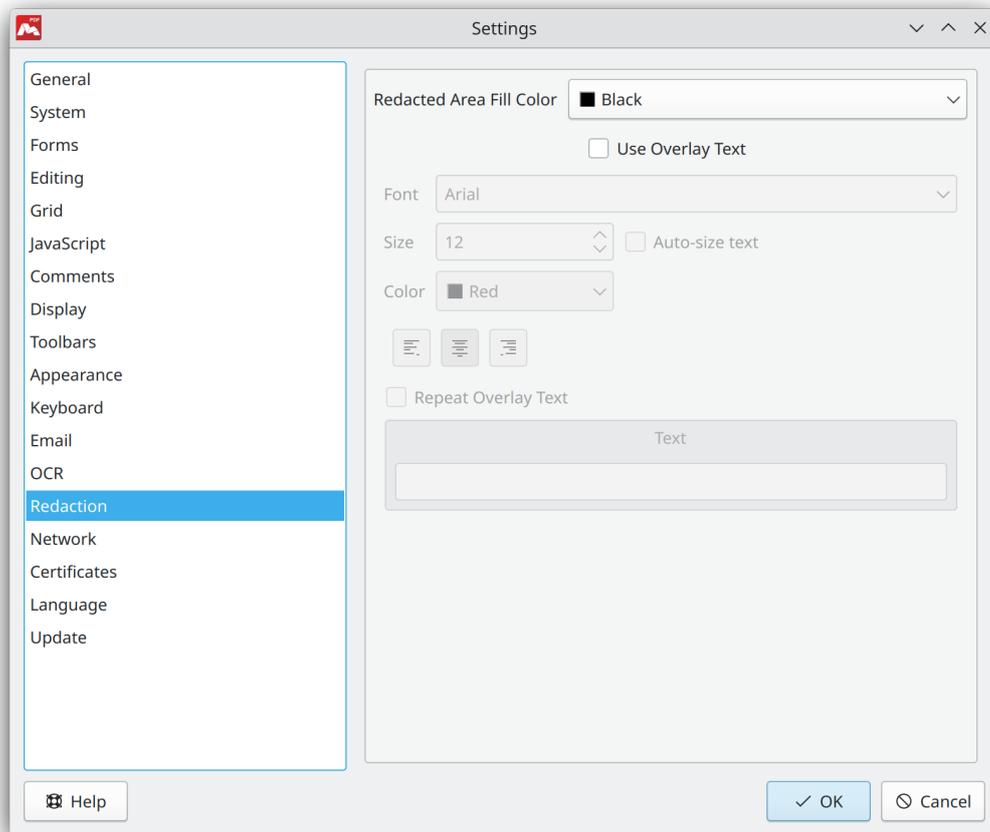
Master PDF Editor implements Optical Character Recognition (OCR) in PDF files containing images (for example: scanned documents that have been previously converted to PDF files). This function allows you to search, edit and copy text in a PDF document.



- **Default path to tesseract ocr data files.** Allows you to install one directory for multiple users. The setting is mostly used on servers.
- **Additional tesseract ocr config file.** Used for more precise and fine setting of *tesseract ocr*. See the help system for *tesseract ocr*, for more information.
- **Install languages.** Select languages for text recognition.

## Redaction

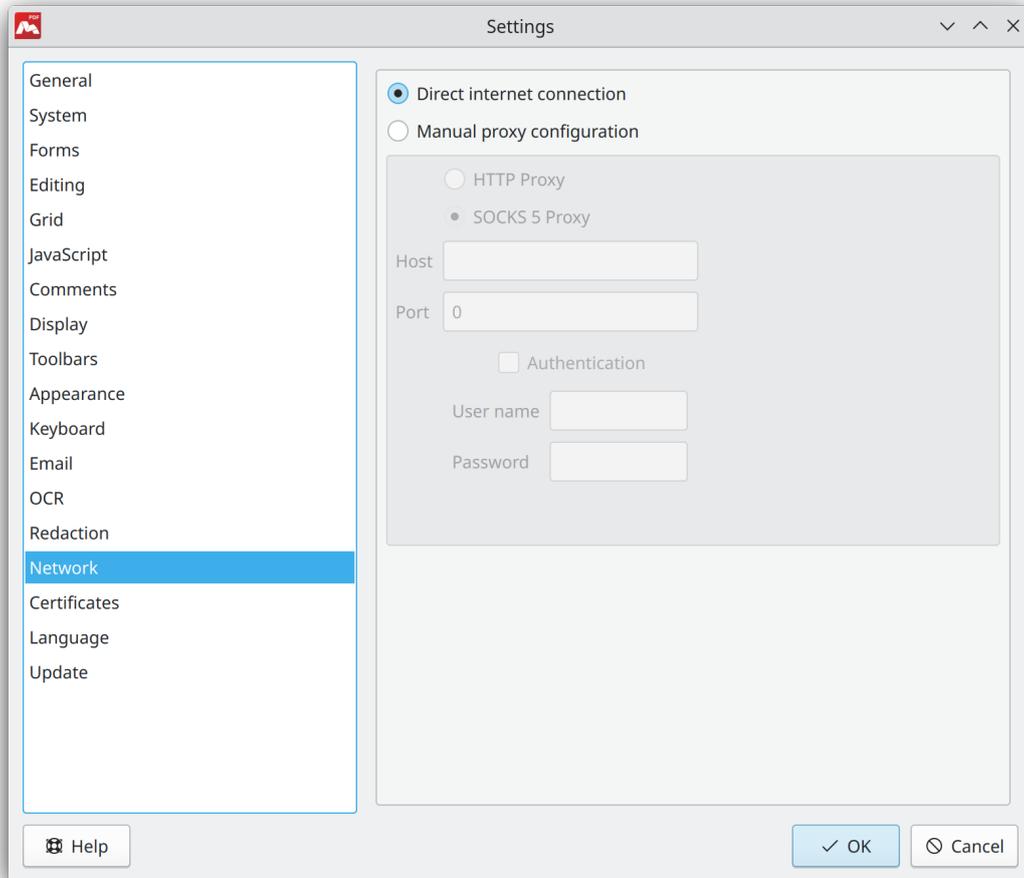
On the Redaction tab, you can configure settings for redacting sensitive information in a document.



- **Redacted Area Fill Color.** Specifies the default color to fill the redacted area blocks.
- **Use Overlay Text.** This option puts a specified text over each redacted block. You can specify *Font*, *Size*, *Color*, and alignment of the text.
- **Auto-size text.** Automatically adjusts the size of the overlay text to the size of the redacted area.
- **Repeat Overlay Text.** This option will fill the entire redacted area with the specified text, repeated multiple times.

## Network

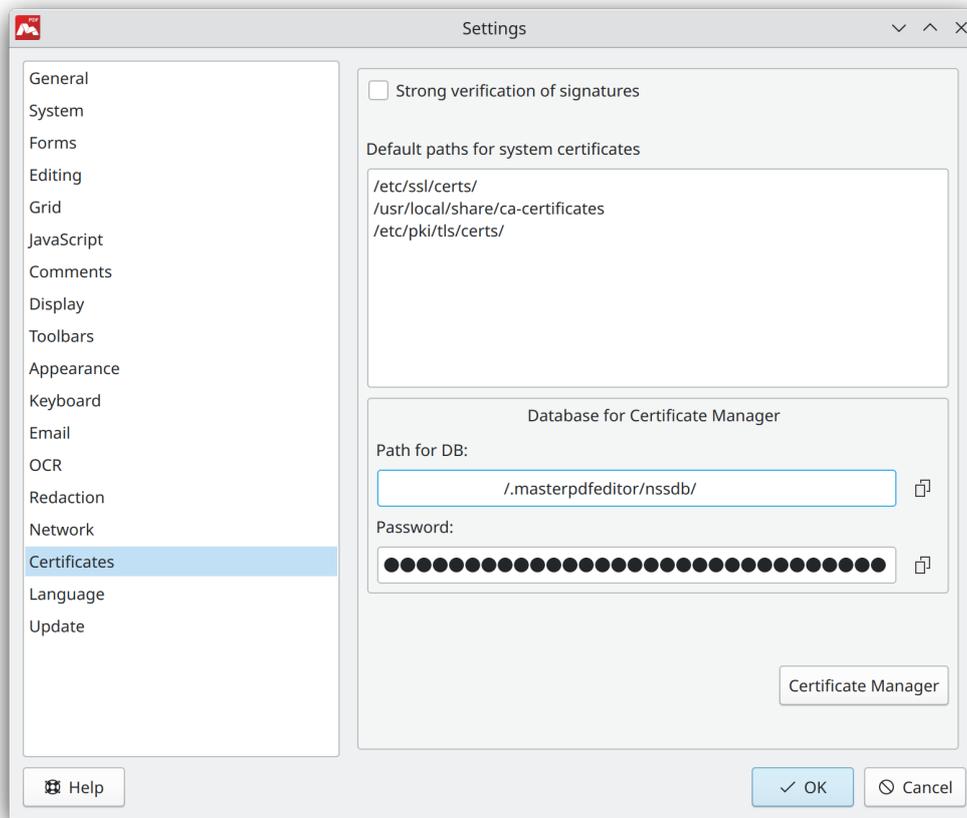
On the Network tab, you can set up a connection to the Internet. If you don't know the required settings, contact your system administrator.



- **Direct internet connection.** Allows connecting to the Internet directly.
- **Manual proxy configuration.** Allows selecting the required protocol and configuring additional settings for the connection.

## Certificates

On the Certificates tab, you can configure settings for a digital signature and certificates in Master PDF Editor.



- **Strong verification of signatures.** When enabled, only the last added digital signature is valid.
- **PKCS#11 provider.** Allows setting a path to the library when configuring a token for signing documents.
- **Default paths for system certificates.** Shows information about the location of system certificates and allows specifying a path if needed.
- **Database for Certificate Manager.** This section contains a path to the database for the *Certificate Manager* and a database password.
- **Certificate manager.** Opens the *Certificate Manager* on Linux.

## Language

Select the language for the program interface.



Application relaunch is required for settings to take effect.

## Update

Set frequency for automatic update check. You can set to check never, weekly or monthly. In order to check for updates manually choose **Help > Check for Updates** in Main menu.

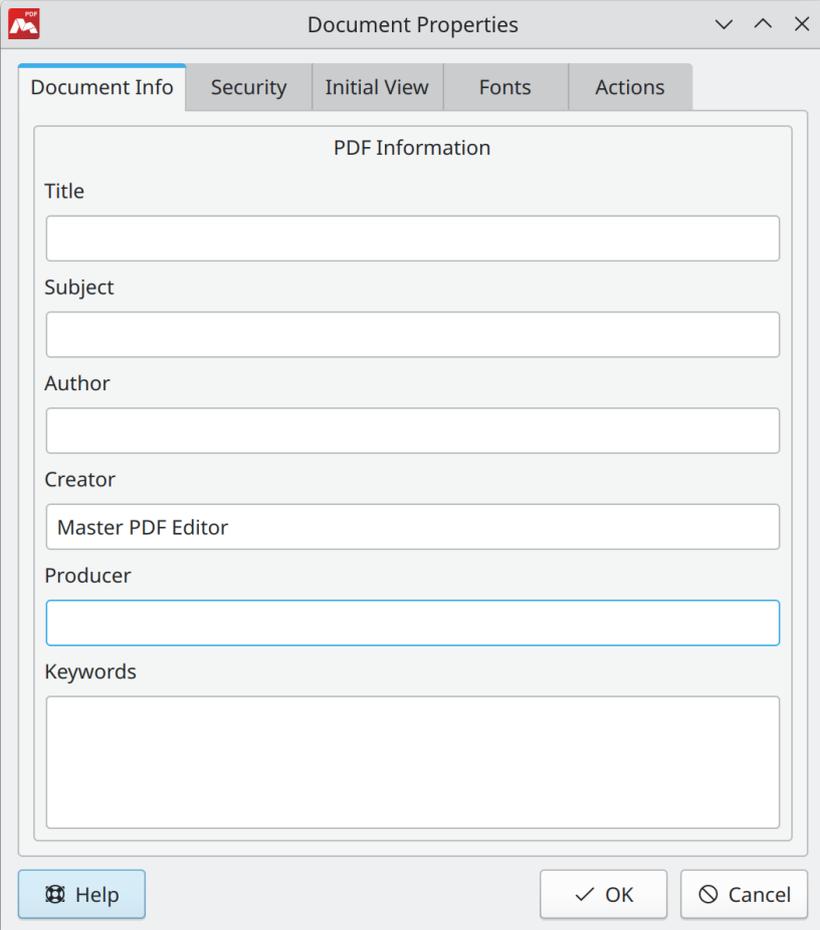
## Document Properties

Choose **File > Properties** in *Main menu* or press **Ctrl + D**.

*Document properties* window includes four tabs: *Document Info*, *Security*, *Initial View* and *Fonts*. You can see how it looks below.

### Document Info

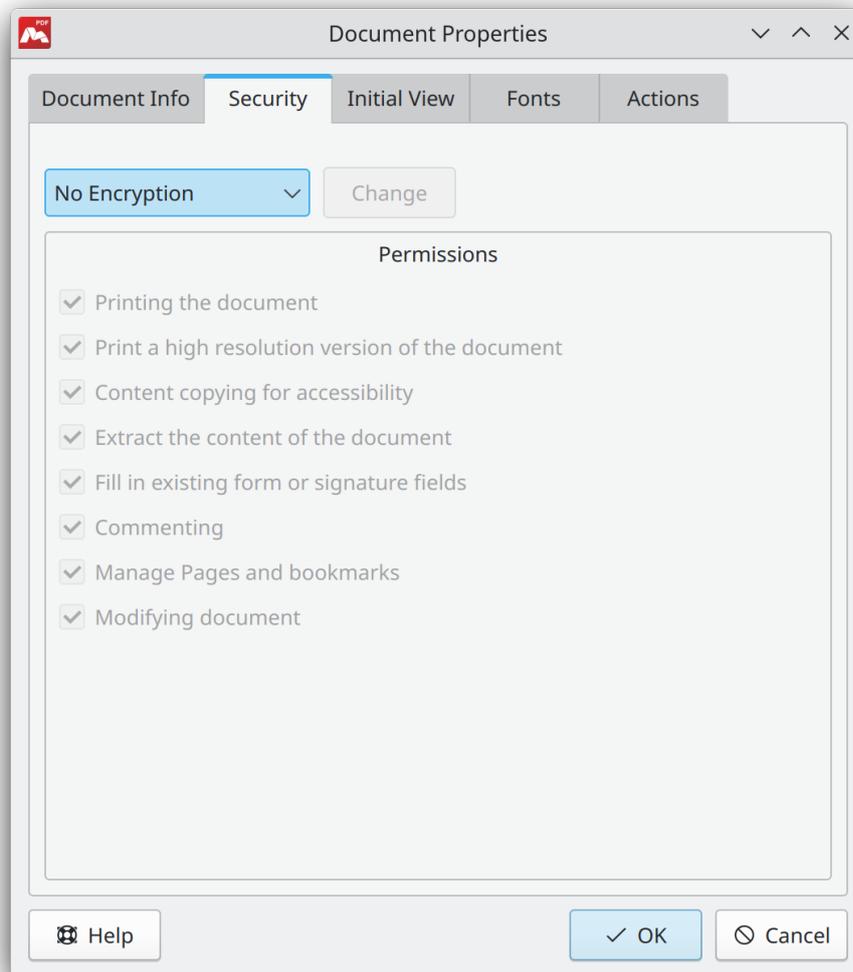
*Document Info* tab contains the following PDF Information (metadata): *Title*, *Subject*, *Author*, *Creator* and *Producer*. Users can add as well as remove the metadata. Also, it's possible to specify some keywords related to the document content in the *Keywords* field.



The image shows a screenshot of the 'Document Properties' dialog box, specifically the 'Document Info' tab. The dialog has a title bar with a PDF icon, the text 'Document Properties', and standard window controls (minimize, maximize, close). Below the title bar are five tabs: 'Document Info' (selected), 'Security', 'Initial View', 'Fonts', and 'Actions'. The main content area is titled 'PDF Information' and contains several text input fields: 'Title', 'Subject', 'Author', 'Creator' (with the text 'Master PDF Editor' entered), 'Producer', and 'Keywords'. At the bottom of the dialog are three buttons: 'Help' (with a question mark icon), 'OK' (with a checkmark icon), and 'Cancel' (with a close icon).

## Document Security

Access to PDF can be limited with a password. For security purposes you can also disable some functions, for example printing or editing. However, it is impossible to prohibit saving PDF copies. It is ensured, that copies will have same limitations as original PDF file.



Push **Change** button to set password and edit items in **Permissions** group. Additional window will appear, it allows to set passwords for the document.

Two types of passwords can be used for PDF encryption:

- **Document open password.** A password required to open the document.
- **Permissions password.** If some functions are disabled for the document (*Permissions* list), a permissions password for access rights modification must be set. Document open password is not required.

Required a password to open the document

Document Open Password

Password Confirm

Permissions

Permissions Password

Password Confirm

Printing the document

Print a high resolution version of the document

Content copying for accessibility

Extract the content of the document

Fill in existing form or signature fields

Commenting

Manage Pages and bookmarks

Modifying document

Encryption

128 bit AES

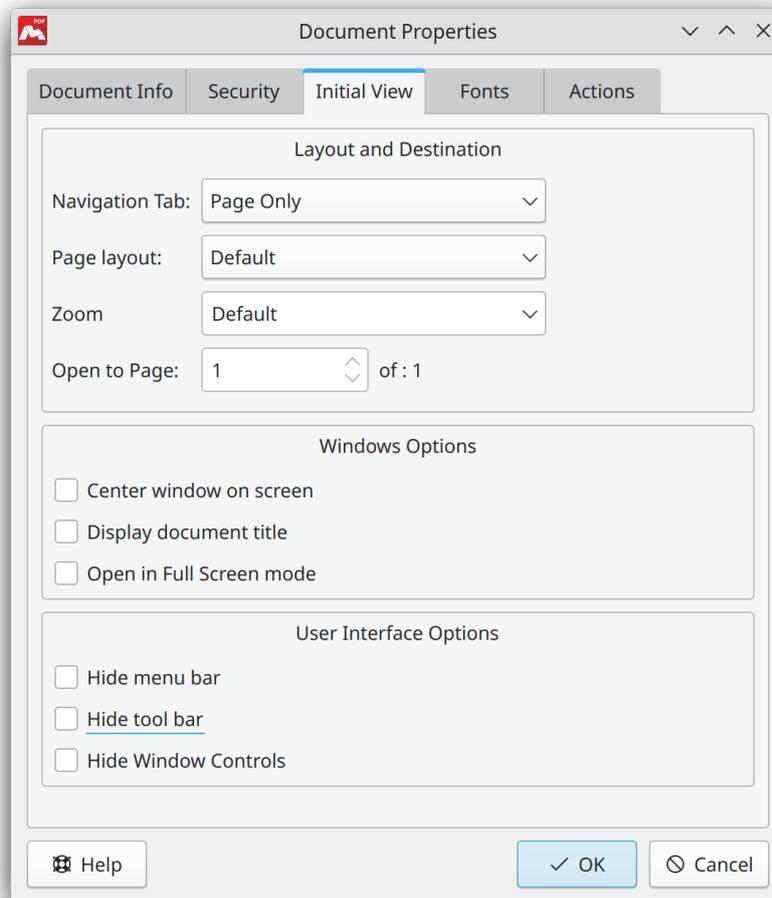
OK Cancel

If PDF file is protected with passwords of both kinds, it can be opened with any of the passwords. But user has to enter *Permissions password* to access *Permissions*. It is advised to set both passwords to establish better security.

- **Printing the document.** Printing is possible with 150 dpi or lower resolution.
- **Print a high resolution version of the document.** Printing is possible with any resolutions.
- **Content copying for accessibility.** Allows users to select and copy document text.
- **Extract the content of the document.** Allows to copy text and other objects.
- **Fill in existing form or signature fields.** Users may fill and sign form fields. Doesn't allow to add comments and create new form fields.
- **Commenting.** Filling form fields and digital signature signing. Users may sign with digital signature, leave their comments and ,fill forms. However, users cannot move objects on the page or create new form fields.

- **Manage pages and bookmarks.** Allows to insert, remove and rotate pages, create bookmarks and thumbnails.
- **Modifying document.** Allows to change document content (text, images etc).

## Initial View



*Initial View* tab provides means to set view of the document workspace for any PDF viewer used to open it.

This tab allows to set the initial appearance of the pages and the navigation panel, zoom level, window options, and user interface options. You can set the initial view to ***Open in Full Screen mode*** to view PDF presentations.



When reopening, the settings of these parameters will be ignored if the option ***Restore last view settings when reopening*** is enabled on the main menu ***Tools > Settings***, the ***General*** tab.

- **Layout and Destination.**
  - *Navigation Tab.* Select the tab displaying on the Navigation Panel.
  - *Page layout.* Select required page view mode from the list.
  - *Zoom.* Set the document zoom.
  - *Open to Page.* Specify number of the first page for view.



Zoom will only be applied correctly in the document properties if the option *Automatic* for the *Zoom* parameter is enabled on the main menu *Tools > Settings*, the *Display* tab.

■ **Window options.**

- *Center window on screen.* The option is not available. It's added for compatibility with some other programs.
- *Display document title.* Shows the file name or document title in the title bar. The document name is indicated on the Document Info tab.
- *Open in Full Screen mode.* Set a maximum size of the document window and displays the document without the menu bar, toolbar and management elements.



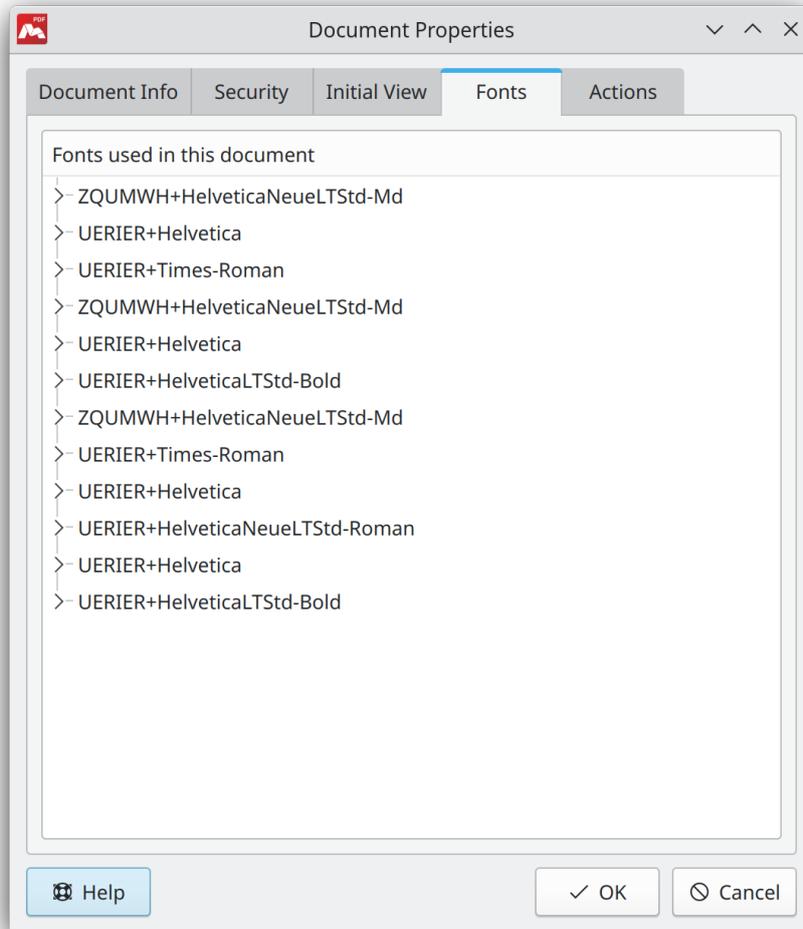
Use F11 key to exit the full-screen view of the document. Use hotkeys to edit in this mode.

■ **User Interface Options.**

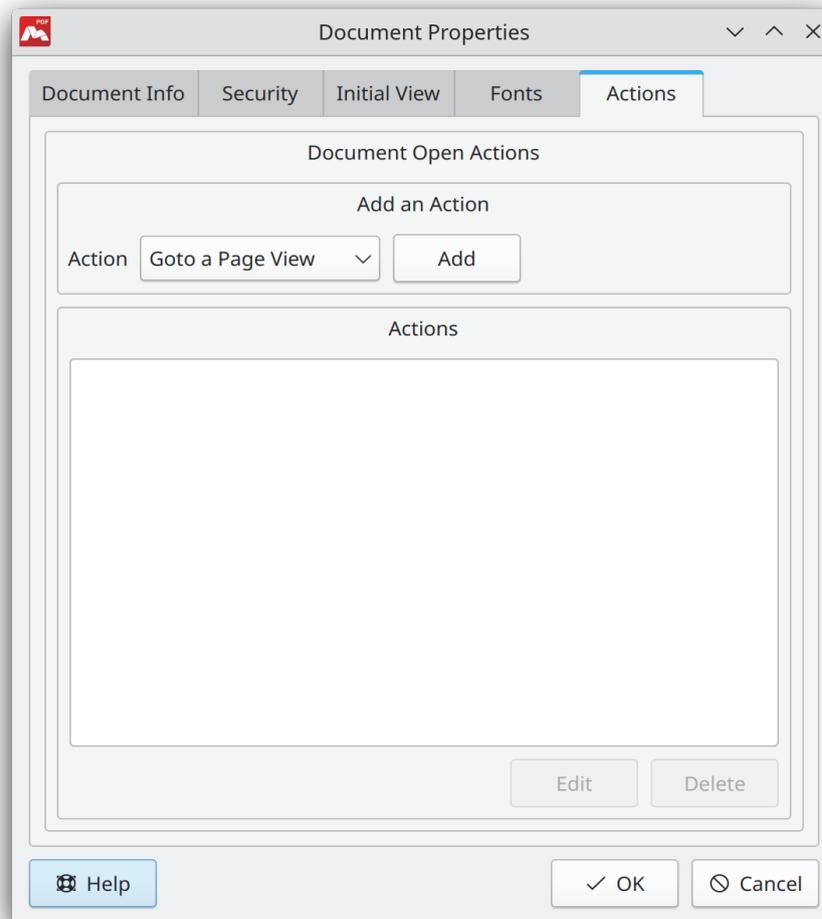
- *Hide menu bar.* Show/hide the menu.
- *Hide tool bar.* Show/hide the tool bar.
- *Hide Window Controls.* The option is not available. It's added for compatibility with some other programs.

# Fonts

Fonts tab provides a list of all fonts used in the document.



## Actions



On this tab, the user can set the action performed when opening this PDF document in any viewer: *Goto a Page View*, *Open/execute a File*, *Open a web link*, *Reset form*, *Show/Hide fields*, *Submit a form*, *Run a JavaScript*.



Setting an action to be performed when opening a document, the settings of the *Goto a Page View* parameter of the *Layout and Destination* (*Initial View* tab) will be ignored.

## Create a new document

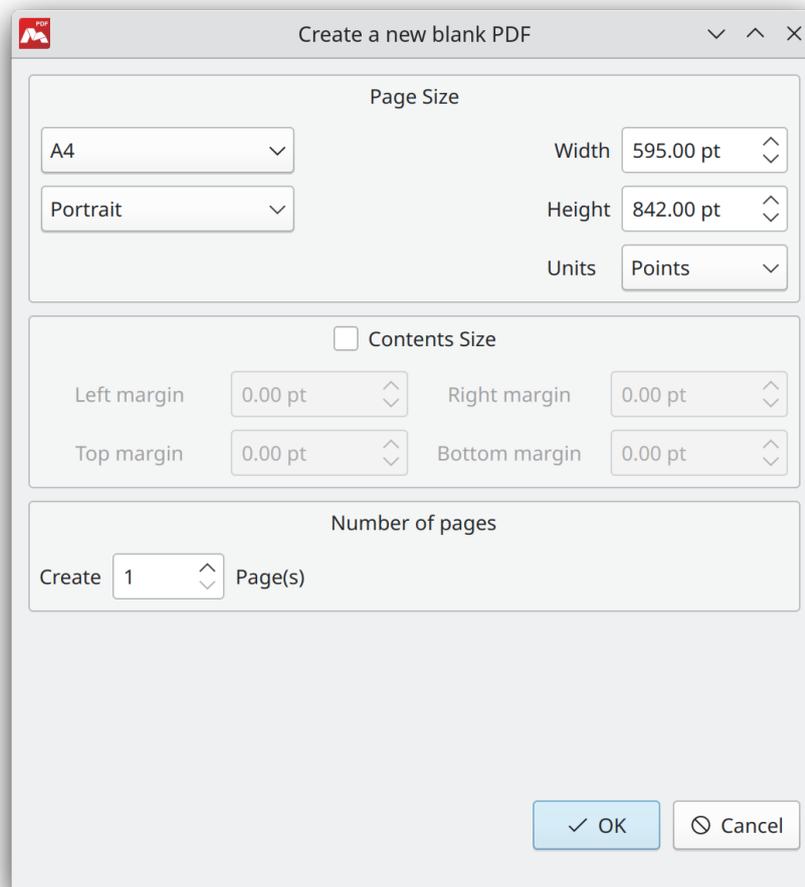
There are several ways to create a document in Master PDF Editor:

- Create a new document with blank pages.
- Create a new document from PDF or image files.
- Insert pages from other PDF or image files into the current document.
- Create a new document using a scanner.
- Import PDF pages from another PDF file.
- Insert blank pages into an existing document.
- Create a new document using the virtual PDF printer.

 Click the drop-down list icon ▼ to the right of the **New Document** button  to select one of the options to create a new document on the toolbar. This option will be saved during the current session in Master PDF Editor and will change the icon to the one you used ( or .

## Create a blank PDF

Select **File > New > Blank PDF** in the main menu, or click the **New Document** button on the toolbar (or press the keyboard shortcut *Ctrl+N*) to create a blank PDF.



Page Size

A4 Width 595.00 pt

Portrait Height 842.00 pt

Units Points

Contents Size

Left margin 0.00 pt Right margin 0.00 pt

Top margin 0.00 pt Bottom margin 0.00 pt

Number of pages

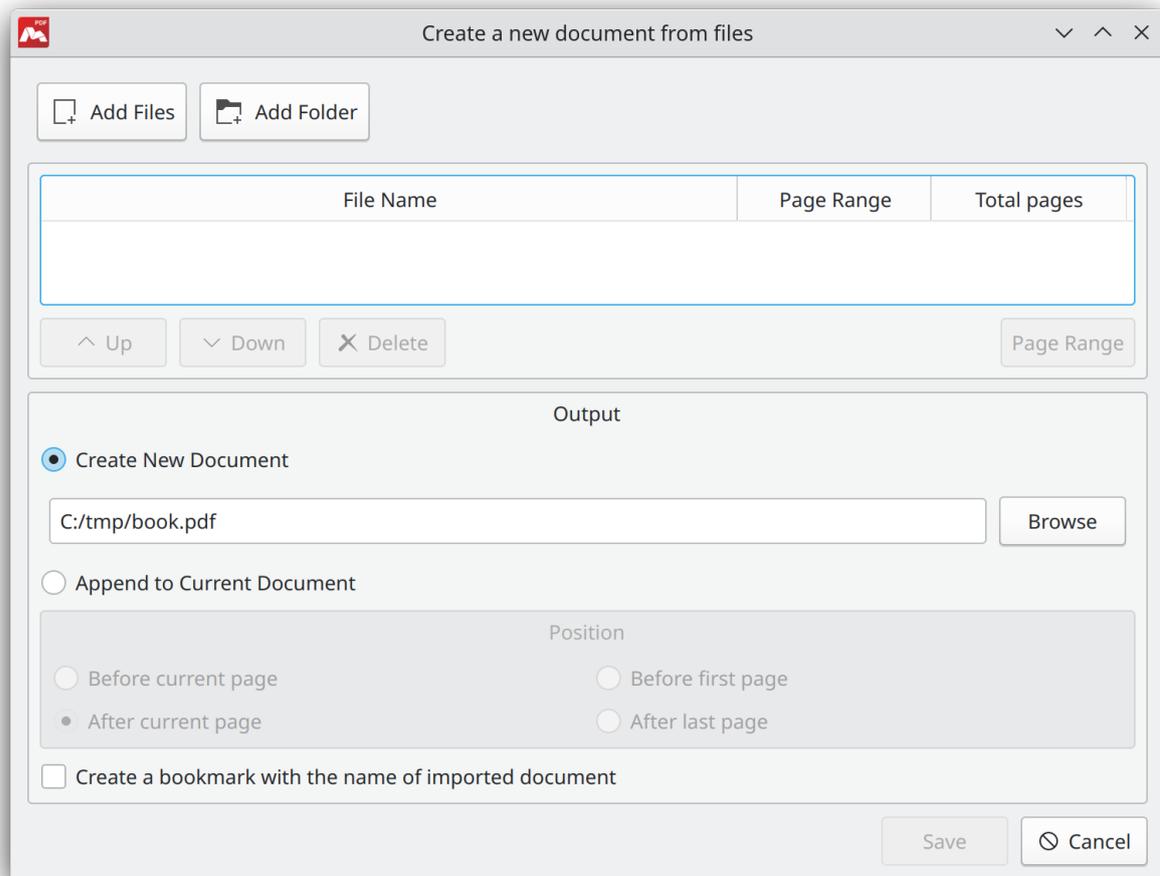
Create 1 Page(s)

OK Cancel

There are the parameters in the dialog box *Create a new blank PDF*: the page size and orientation, the content size, and the number of pages for the document.

- **Page Size.** Select one of the page sizes in the suggested list or set a custom page size in the following units: points, inches, and millimeters.
- **Contents Size.** Set indent sizes to display only part of the PDF document page.
- **Number of pages.** Specify the number of pages to create in the document.

## Create a new document from files



Master PDF Editor allows creating a new document by adding several files to it at once. It supports the following formats: \*.pdf, \*.svg, \*.svgz, \*.tif, \*.tiff, \*.png, \*.jpg, \*.jpeg, \*.bmp, \*.ppm. They can be added both individually and entire directories, followed by sorting the list of files by the order of addition and selecting the necessary pages from multi-page files. Also, it's possible to add new files and individual pages to the current document by specifying the insertion position.

Select **File > New > From files** in the main menu to create a new document from files, or click the Create new document from files button on the toolbar.

Click the corresponding button on the toolbar to add the necessary files or directories with files In the Create a new document from files dialog box:

- Add files.
- Add Folder.

Then, specify the order in which files and pages from these files are added to the document in the sort added files window. Next step is choosing which document (new or current) you want to add them to. Specifying the location is necessary to add to the current document.

- **Add files.** Add files separately.
- **Add Folder.** Add a folder with files.
- **File information in the list.**
  - *File Name.* Location path and file name.
  - *Page Range.* The number and order of pages to be added to the document.
  - *Total pages.* Total number of pages in the added file.
- **Selected files in the list.**
  - *Up.* Move the selected files to the top of the list.
  - *Down.* Move the selected files to the bottom of the list.
  - *Delete.* Delete selected files from the list.
  - *Page Range.* Select the page range for the selected file.
- **Create New Document.**

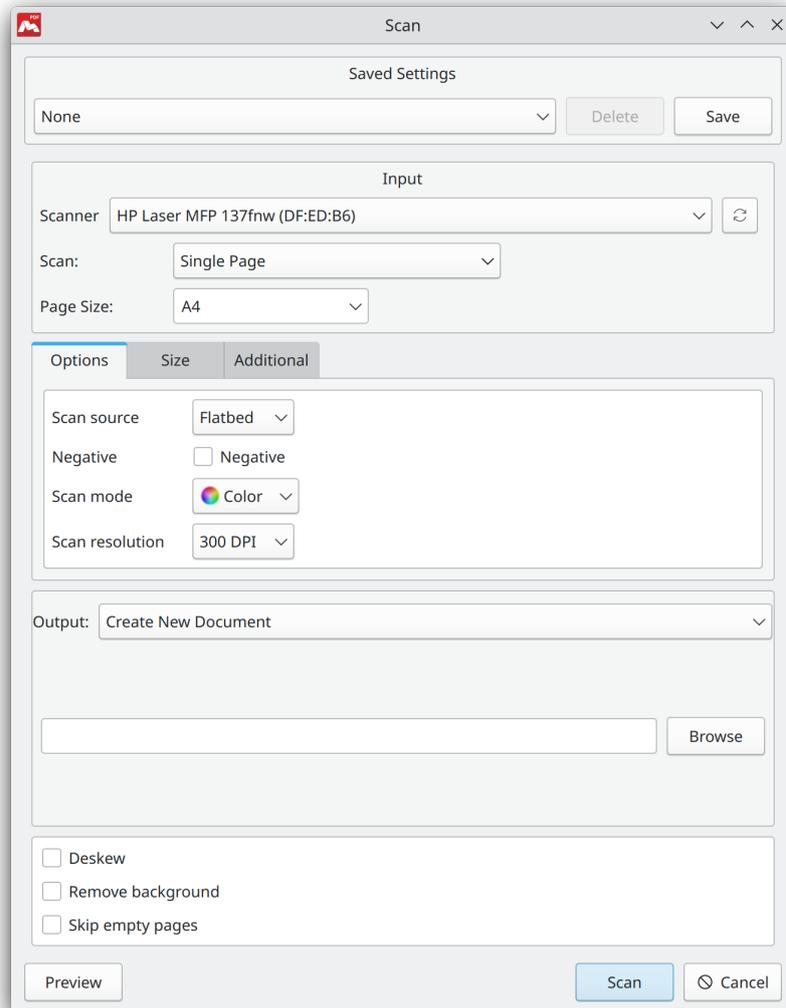


A new document is saved to the *Documents* folder by default.

- **Append to Current Document.** Add the file to the current document.
- **Position.** Specify the position of the inserted pages in the current document:
  - *Before current page.*
  - *After current page.*
  - *Before first.*
  - *After last page.*
- **Import Bookmarks.** Import bookmarks from the selected files or pages.
- **Create a bookmark with the name of imported document.** If enabled, a bookmark will be created with the same name as the imported document has.

## Scan a paper document to PDF

This function allows to create a PDF file directly from a paper document, using your scanner and the Master PDF Editor.



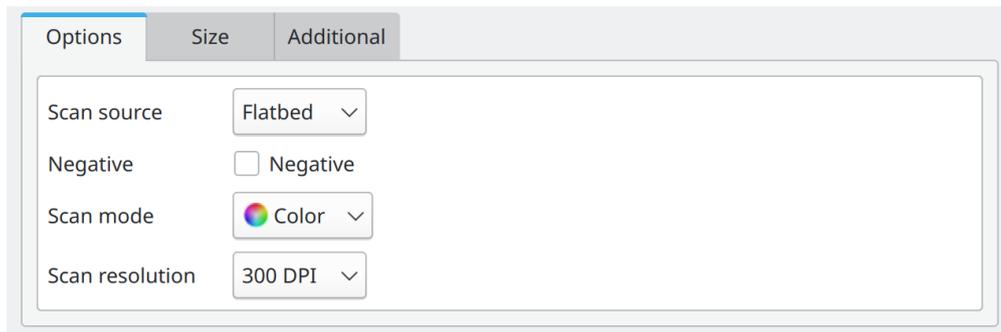
To create a new document from scanner, choose **File > New > From Scanner** in the main menu or press Create a new document from scanner button  on the toolbar.

All the inputs that can be changed are described below.

- **Saved settings.** Allows saving all the settings that were applied previously and saved as a saved setting template. Once you choose this template from the list, all the preset settings will be applied. You can delete a created template if you need to.
- **Input.**
  - *Scanner.* Choose one of the connected scanners installed in the system from the list in *Scan* dialog box. To find new devices you need to update the list by clicking the refresh icon on the right of the *Scanner* option. Note that if there are many connected scanners then an updating process can take some time.
  - *Scan.* Choose if you need to scan a single page or all pages from the feeder.

- *Page Size*. This option allows to select the size option of the scanned document from the list below that suits your needs.

■ **Options.**

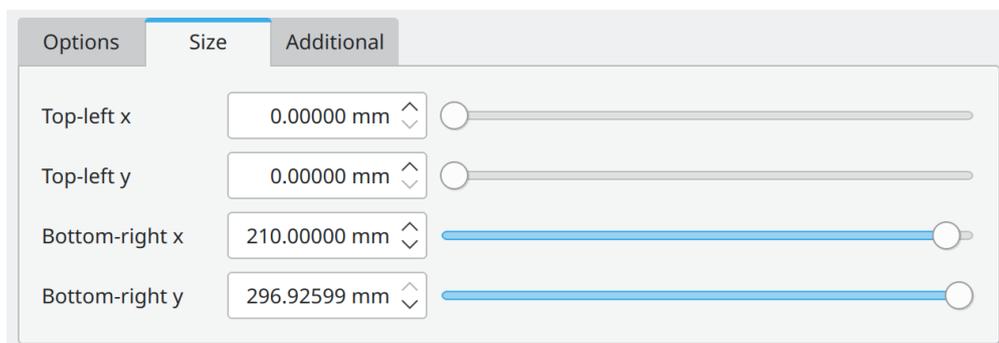


- *Scan Source*. Please note that when scanning documents, Master PDF Editor uses the driver of the scanner installed in the system, so the number of scan settings may vary. Below are some types of options that you can face.

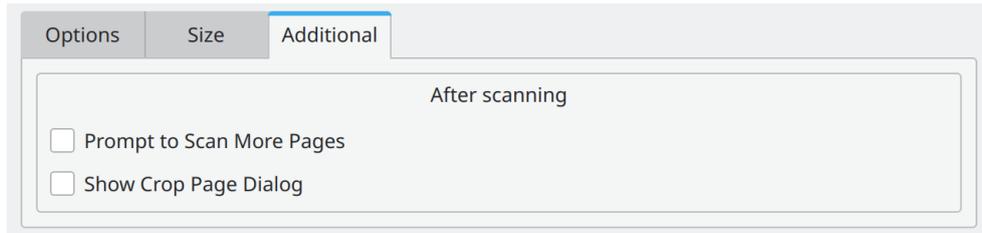
1. Flatbed goes for a scanner that provides a flat, glass surface to scan each page individually.
2. ADF goes for an automatic document feeder. You can place several pages on the scanner's tray and not have to feed them one by one. Only one side of the page is scanned.
3. ADF Duplex goes for an automatic document feeder that is capable of scanning both sides of a document at once.
4. ADF Frontback goes for an automatic document feeder that is capable of scanning both sides of a document but not at once.

- *Negative*. This option allows to change colored PDF to black-and-white.
- *Scan Mode*. You can choose a scanning mode that best matches the type of document that is scanned. The available modes are Color Document and Grayscale Document.
- *Scan Resolution*. The Master PDF Editor scanning accepts images between 75 DPI and 600 DPI. Typically, 300 DPI is the optimal resolution for scanning documents in order to balance readability and file size. It's set by default.

- **Size.** These tab values are compliant with the *Page Size* option. You can change the values manually if needed.



## ■ **Additional.**



- *Prompt to Scan More Pages.* This option allows to scan multiple files into a PDF.
  - *Show Crop Page Dialogue.* Crop pages visually and then further refine the cropped area.
- 
- **Output.** Create a new document. After scanning a file, a new document with the scanned content is created.
  - **Append to a new document.** If you need to append a scanned file to an opened document, you need to choose this option.
  - **Deskew.** This option allows to straighten a scanned document if it's scanned at an angle.
  - **Remove background.** Remove an unwanted background from a scanned document.
  - **Skip empty pages.** This option allows to skip pages without content while scanning a document.
  - **Preview.** If you need to preview a scanned file before adding it to a new document, you can select this option.
  - **Scan.** After the setting all the parameters, select *Scan* to scan your document.

## Opening and Saving Files

Master PDF Editor is fully compatible with PDF specification 1.7 and also supports files with dynamic XFA forms, which allows the application to open and view any files created in other PDF editors while saving their settings.

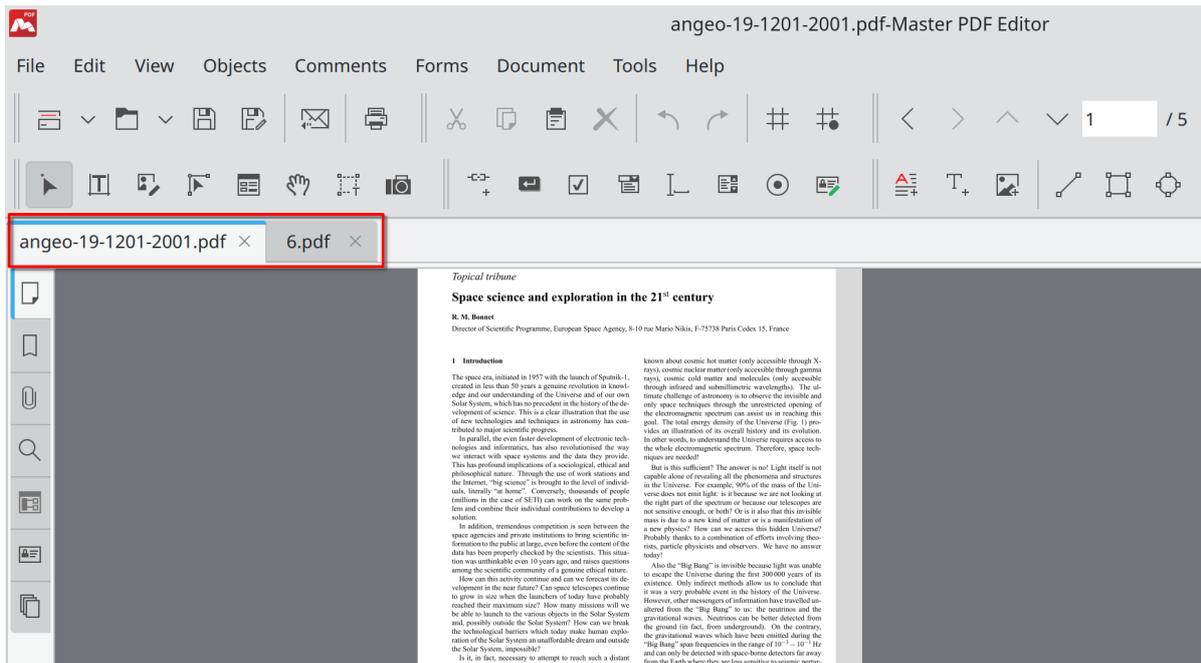
### Opening PDF Files

PDF document can be opened:

- **From Master PDF Editor application.** Choose *File > Open* or press *Ctrl+O*. Select the PDF file and open it.
- **From the Toolbar panel.** Select *Open File*  on the Toolbar panel.
- **From file system.** Open Master PDF Editor window and drag PDF file into it.
- **From Explorer window.** Right-click a PDF file on any Explorer window to open a contextual menu, then select *Open with Master PDF Editor*.

It's possible to open PDF files downloaded on the Internet and a local network or sent by email the same way.

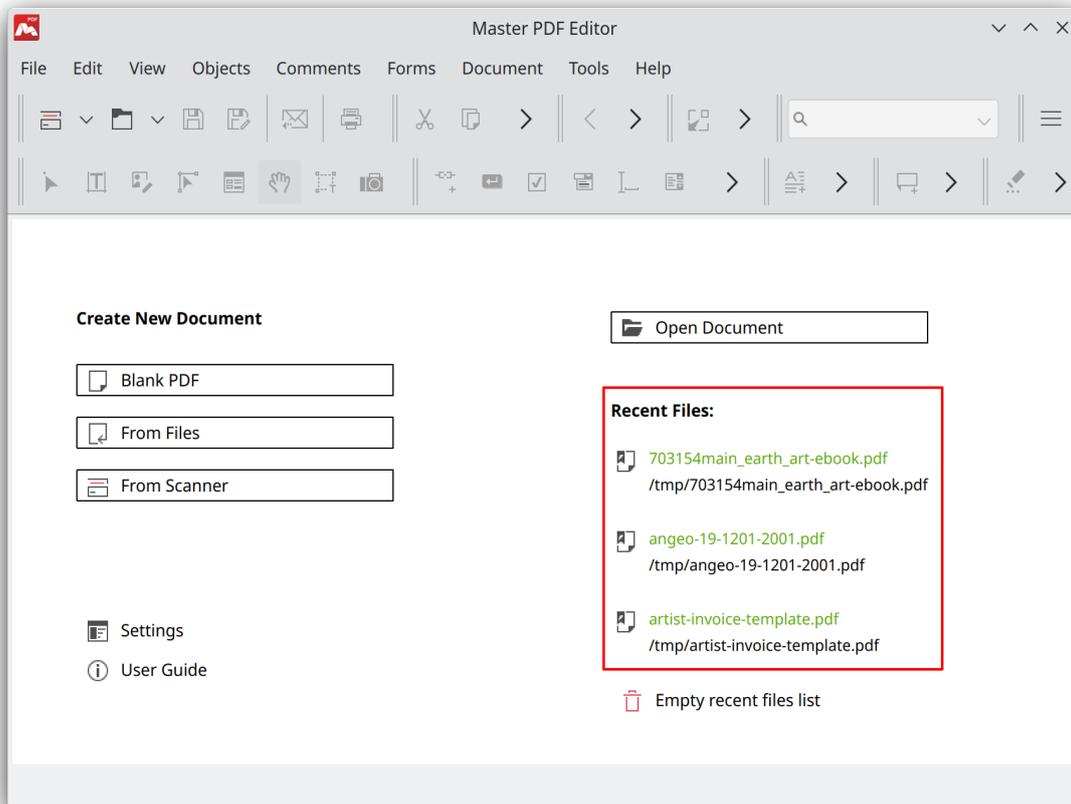
Opened files are displayed in the form of tabs:



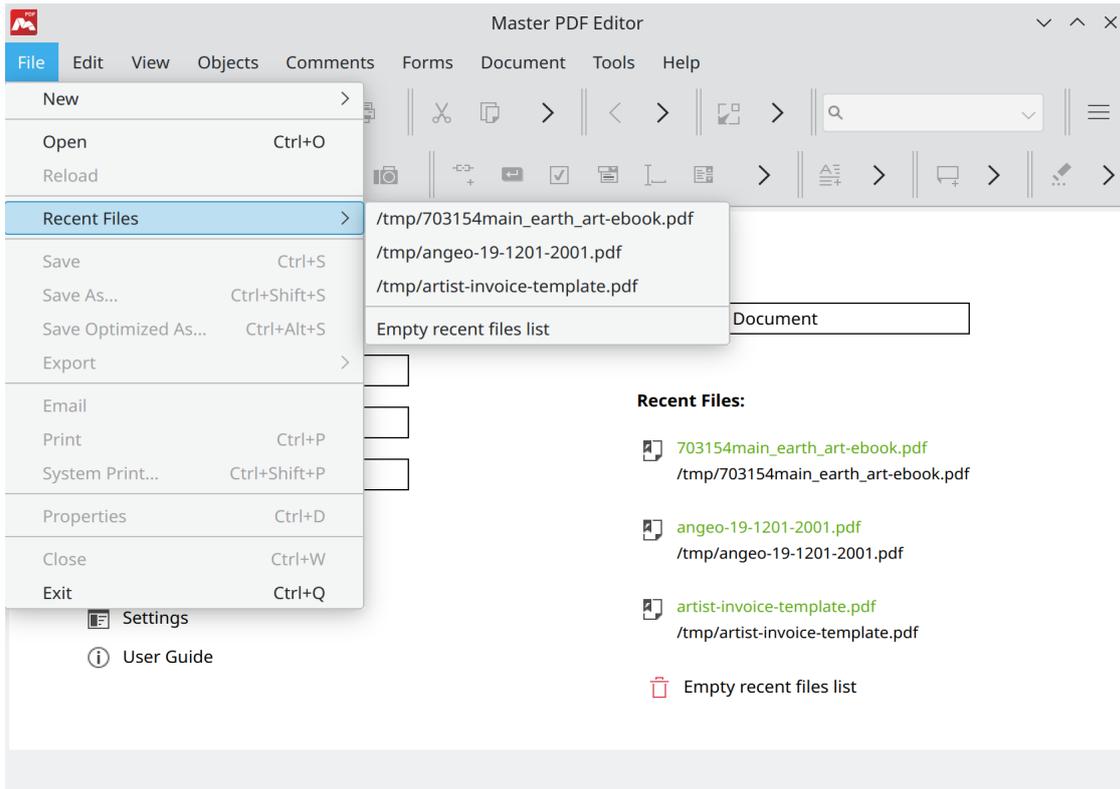
## Recently Opened Files

Master PDF Editor saves files that have been recently opened. To view recently opened documents do the following:

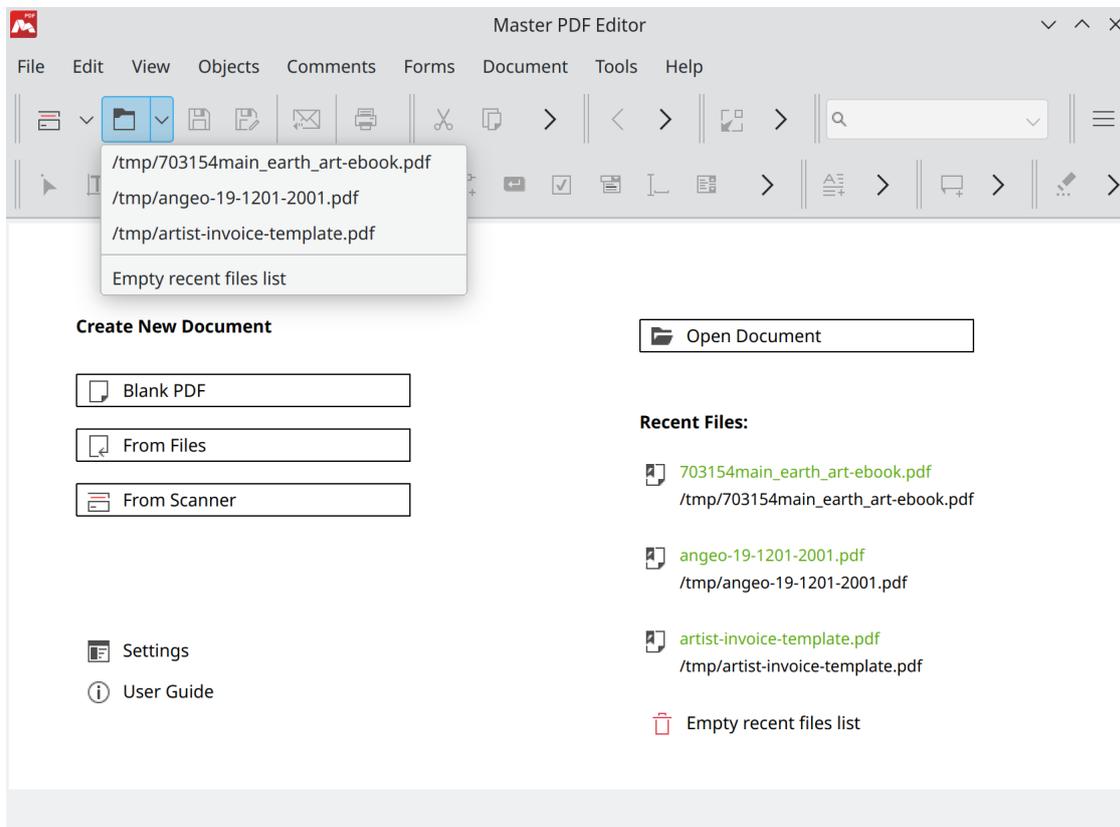
- Select one of the recently opened files on the start page.



- Select **File > Recent files** on the main menu and choose one of the recently opened files.



- Click dropdown list ▼ icon to the left of the **Open file** button on the toolbar.



To clear history of recently used files select **File > Recent files > Empty recent files list**.

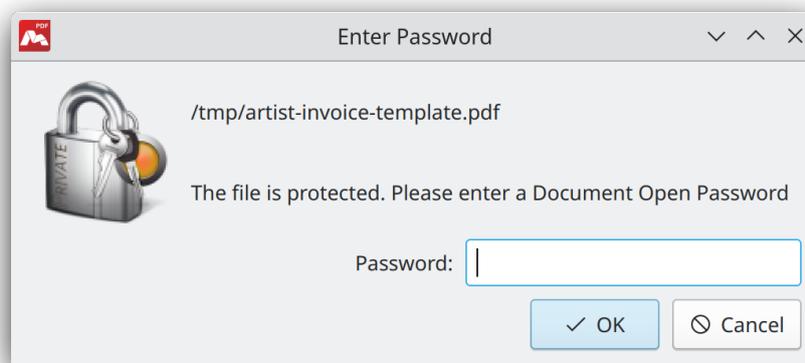
**NOTE:** Master PDF Editor fully supports the PDF 1.7 specification as well as dynamic XFA files that allows the program to open and view any files created with other PDF editors.

## Opening Protected PDF Document

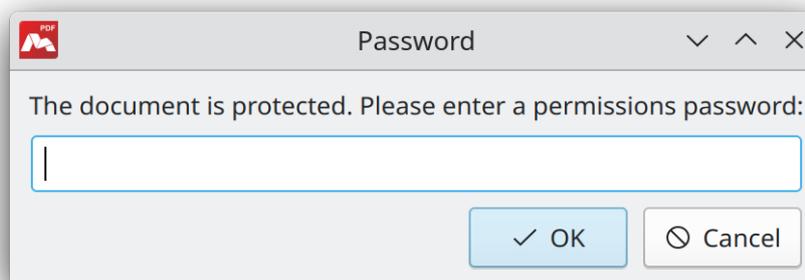
Password protection allows you to prevent unauthorized persons from performing certain actions with the document. Without the password, a user cannot open the document or is not allowed to edit, print or comment the document. There are two types of protection.

### ■ With a password.

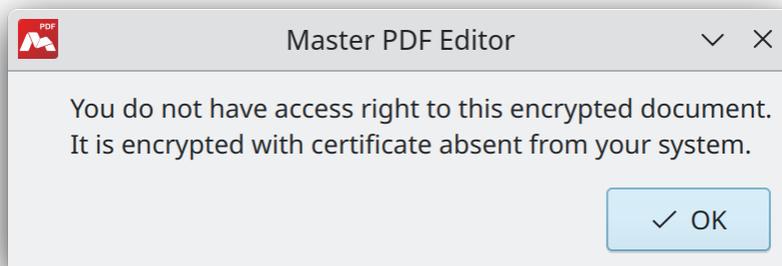
- The first one is *a password* to open the document. If you just want to share the document with another person and don't want others to be able to open it, you most likely need a password to open.



- The second type is *a permission password*. A permission password allows only the selected actions and prohibits all others. So, for instance you may create a password that allows viewing and commenting the PDF document, but does not allow printing or editing.



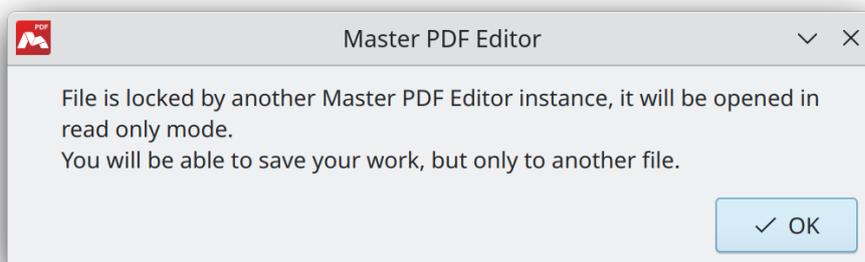
- **With a certificate.** Securing a PDF file using a certificate is a reliable way to limit the scope of persons who can access the document. The encrypted document will only be accessible by recipients whose certificates are explicitly included to the list of valid recipients for this PDF document. If the certificate isn't included, the following window pops up:



More detailed information is provided in [Document Properties](#) section.

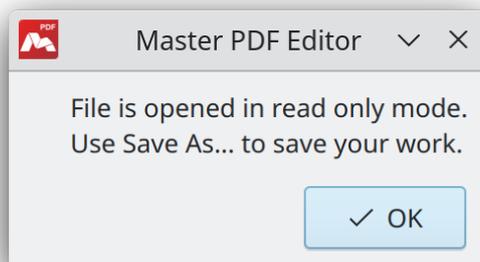
## Opening PDF documents locked by another instance

If *Lock file from opening by other instances of Master PDF Editor* is enabled, another instance can be opened only in a read-only mode.



If enabled, a lock.pdf.lock file is created when opening other instances. In this way, another instance can be opened only in a read-only mode. The lock.pdf.lock file is a temporary file that is automatically deleted when all instances are closed.

At the same time, a work opened in other instances can be saved only to another file.



If *Lock file from opening by other instances of Master PDF Editor* is disabled, other instances can be opened and edited.

## Saving PDF Files

Master PDF Editor allows to save PDF documents with comments, records in form fields and digital signatures. Users may modify files, if document owner hadn't set certain limitations.

All additional prohibitions for using and saving files may be viewed in menu **File > Document Properties, Security** tab.

In order to save changes in the current file, do the following:

- Select **File > Save** in the Main menu or press  **Save** button on the toolbar. You can also use **Ctrl+S** keyboard shortcut.
- To save PDF file copy, choose **File > Save As...** in Main menu or press  **Save As...** button on the toolbar. You can also use **Ctrl+Shift+S** keyboard shortcut.

To export PDF into variety of image formats choose **File > Export to > Images**.



Repeated saving of PDF file with digital signature invalidates the signature.

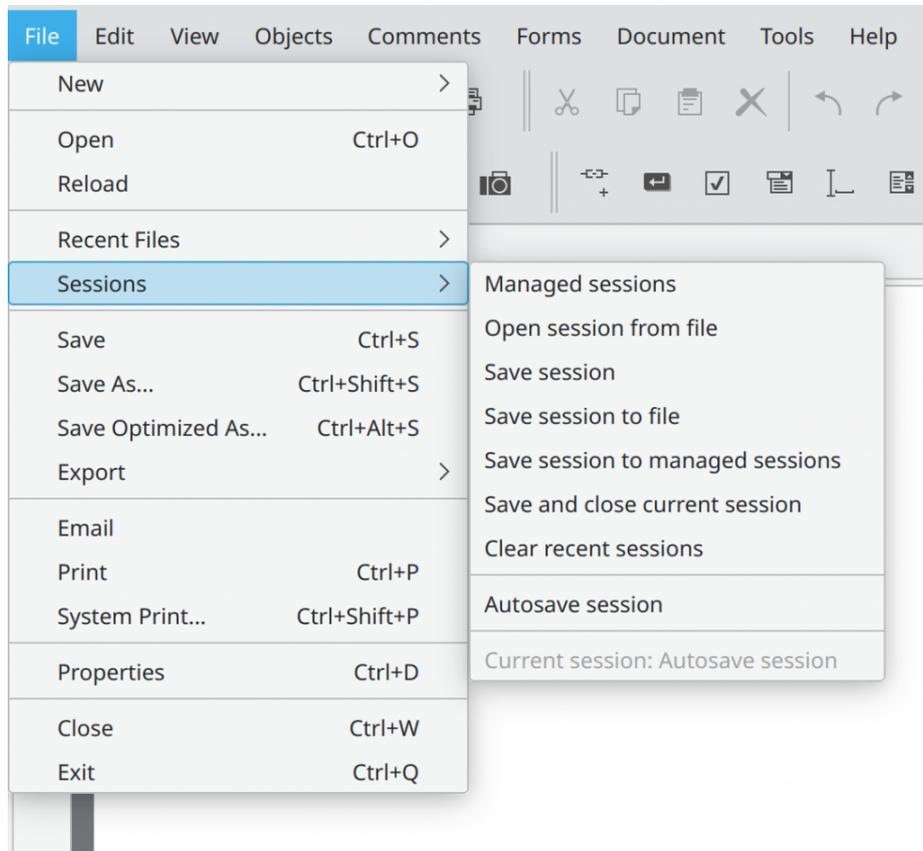
## Save session

Master PDF Editor allows saving open documents as a session for later viewing or editing. A saved session recovers the number and tab order of open documents and the last saved modifications in the documents.

The following ways are available to save a session selecting **Files > Sessions** menu item:

- **Save session.** Save a session either to the session list or as a file, depending on the way of session opening.
- **Save session to file.** Save a session as the.mpesession file to a local folder.
- **Save session to managed sessions.** Save a session to the sessions list (*Managed sessions* dialog).
- **Save and close current session.** Save a session and close the open documents.

Users can open a stored session at a later time by selecting **File > Sessions > Managed sessions** or from recent sessions list in the *Sessions* drop-down menu. A current session name displays below the recent sessions list. To clear the history of recently used session, select **File > Sessions > Clear recent sessions list**.



Sessions are automatically saved when opening a new document, closing a document tab, closing a window, switching sessions.

Autosave session is automatically created when opening any document. You can edit a session name in the *Managed sessions* window and then continue editing documents.

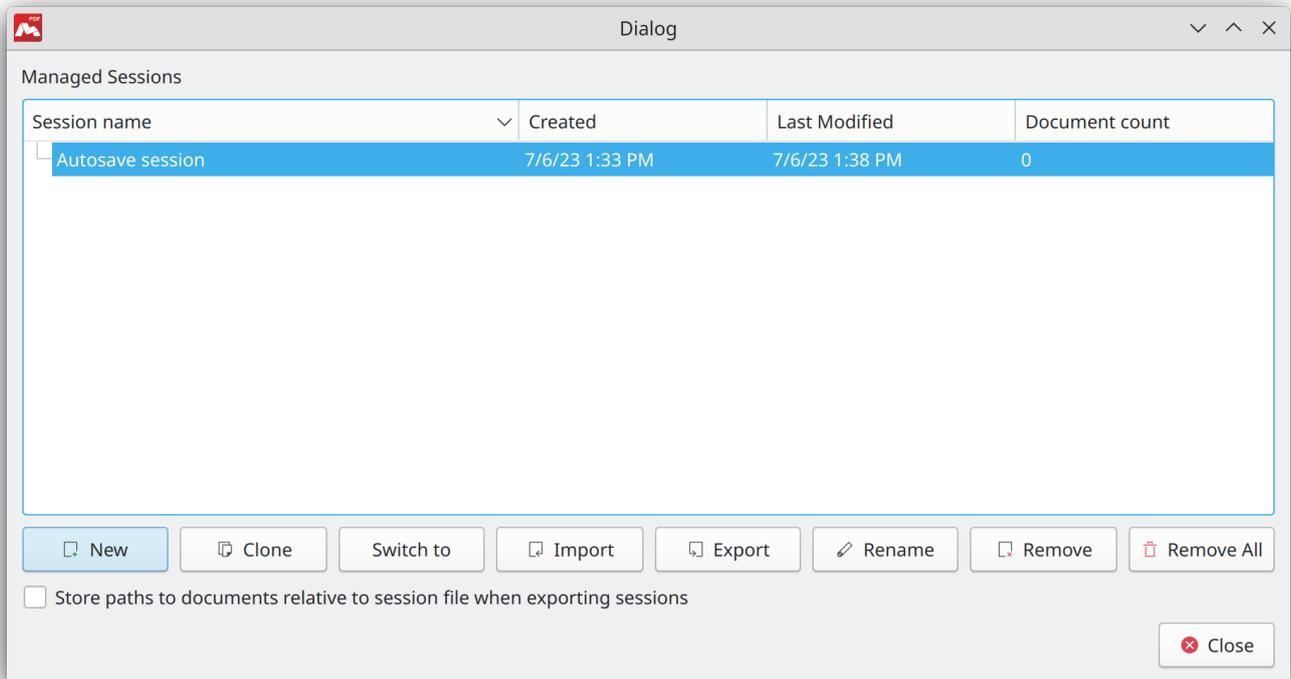


Session behavior may change if the general parameters below are enabled:

- If **Restore last session when application start** is enabled, all last session documents are restored when relaunching the program, if any were open when the application was closed last time.
- To restore the last specified viewing options when the document is reopened, enable **Restore last view settings when reopening**.
- Enable **Save recent files list** to pin sessions to the list of recently used sessions.

## Manage sessions

When selecting **File > Sessions > Managed sessions**, the dialog opens:



This will display the stored sessions list. You can sort sessions by session name, creation and last modification date, and the number of documents opened in the session.

The following actions are available to manage sessions:

- **New.** Create a new session.
- **Clone.** Copy the selected session.
- **Switch to.** Switch to the selected session or double-click the selected session to open it.
- **Import.** Import the selected session to the Sessions list.
- **Export.** Export the selected session to a local folder.
- **Rename.** Change the selected session name.
- **Remove.** Remove the selected session from the Sessions list.
- **Remove all.** Remove all sessions from the Sessions list.
- **Store paths to documents relative to session file when exporting sessions.** When exporting sessions, the file path is saved relative to the current directory.



Follow the recommendations when exporting and importing a session file so it's opened correctly:

1. Export a session file to the folder holding all documents that saved in a session. Moreover, all documents saved as a session should be in the same folder.
2. It's not recommended to change folder names and order when session file path is saved.
3. When opening a saved session file, a session file and all documents opened in a session, should be in the same folder at the moment a session was saved.

## Document backup and auto-saving

The backup saving option allows to create a backup file for your file when you save it while the Autosave function automatically saves your content at certain intervals.

- **Create backup file.** Allows to create a backup file for your file when you save it. The backup file is saved with a .backup postfix, it's created only once.
- **Select destination.** Select a destination folder from the list for Save As documents.
- **PDF Specification.** The PDF Specification describes the required electronic format. The specifications are a required version of the PDF standard and must be followed in order for the data file to be processed. You can choose the specification from 1.3 to 1.7. to auto by default. It's recommended to keep the default setting (auto) if it's not entirely clear what the PDF Specification is.
- **Autosave.** If enabled, automatically saves your content at certain intervals. The menu allows you to enable this option only for open files, which is off by default after an installation.
- **Autosave interval.** If enabled, Master PDF Editor automatically saves the unsaved content; set to 5 minutes by default.



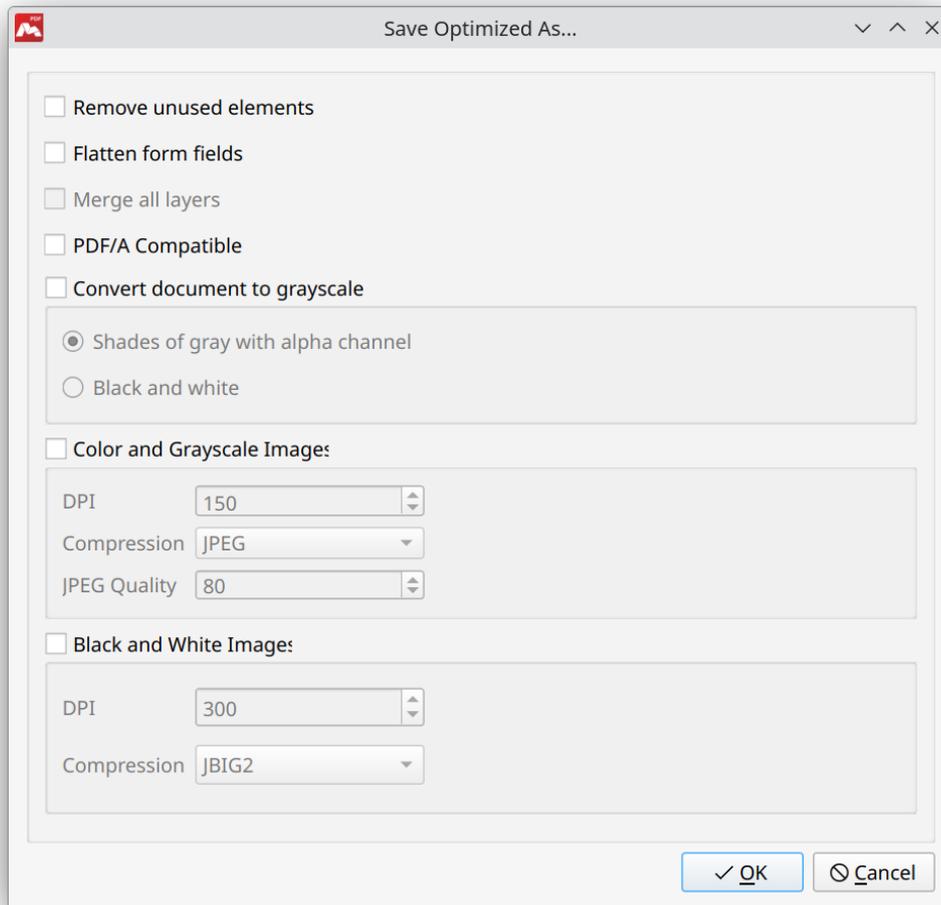
If your file is corrupted, you can use the backup file to recover it. Please note that you can't see changes made after the last save in the backup file. Backup saving is disabled by default.



Since it's not necessary to make all data backup, Master PDF Editor allows creating only document backup. However, user can make configuration file backup saving it. The directory location of the configuration file that contains information determining the application behavior is **/Home/.config/Code Industry**.

## Optimization and Saving

When bandwidth is crucial, you can reduce size of PDF documents by applying optimization. Optimization removes unnecessary and unused elements from the PDF file and compresses images and forms to reduce the overall size of the document.



Please note that optimizing file with some compression methods may damage images, which will lead to poor printing quality.

To optimize and save PDF file choose **File > Save Optimized As...** in main menu or use **Ctrl+Alt+S** shortcut.

This will open a window, which allows to set following preferences for color and black and white images.

Settings available for optimization:

- **Remove unused elements.** Check the structure of the PDF document and removes any element that is not related to other elements and does not have links from other elements.
- **Flatten form fields.** Convert the form fields in the PDF document to exactly the same form fields, but nothing can be entered there. The existing shape values become text in the document. This option is useful if the document is being prepared for printing and interactive forms are not required anyway. Conversion of PDF file to grayscale removes all comments and forms from the document. To save comments and forms, uncheck *Flatten form fields* box.
- **Merge all layers.** The optimized document looks the same, but loses all layer information.
- **PDF/A Compatible.** Convert the file to a standardized ISO version of the PDF format, designed for archiving and long-term storage of electronic documents.
- **Convert document to grayscale.** Convert all colors in the document to grayscale.
  - *Shades of gray with alpha channel.* Convert all colors to grayscale, preserving the transparency.
  - *Black and white.* Convert all colors to black and white.
- **Color and Grayscale Images.** Adjust the compression of color and grayscale images. Compression is performed by decreasing DPI, or by using one of the compression methods (see below).
- **Black and White Images.** Set the compression of black and white images. Compression reduces the size of B&W images.



Resolution cannot be further reduced for images with 16x16 DPI.

Set the following preferences if required.

**DPI.** Reduce image resolution to decrease file size.

**Compression.** Decreasing file size with different algorithms. **JPEG** compression yields best results for photos with smooth color gradients. **ZIP** is the best choice for drawings and patterns with big areas of the same color. **JBIG2** is applied for black and white pages. If the right algorithm is chosen, compression is conducted without losses, and lower quality images are better compressed. Images with text can be better compressed than with CCITT Group 4 algorithm, but compression takes more time. Currently, Master PDF Editor uses lossless compression. **CCITT Group 4** is also applied for pages with black and white images and is the fastest lossless compression algorithm.

**Quality.** Available only for JPEG format. JPEG compression is always done with loss of image quality, since some pixel data are removed without possibility of restoring during compression. Color images are better compressed with lossy JPEG compression algorithm. Quality level around 75-95 has best size-quality ratio. Quality 60-70 yields small picture with acceptable quality. 30-50 quality percentage is optimal when small file size is important and image quality is not prioritized.

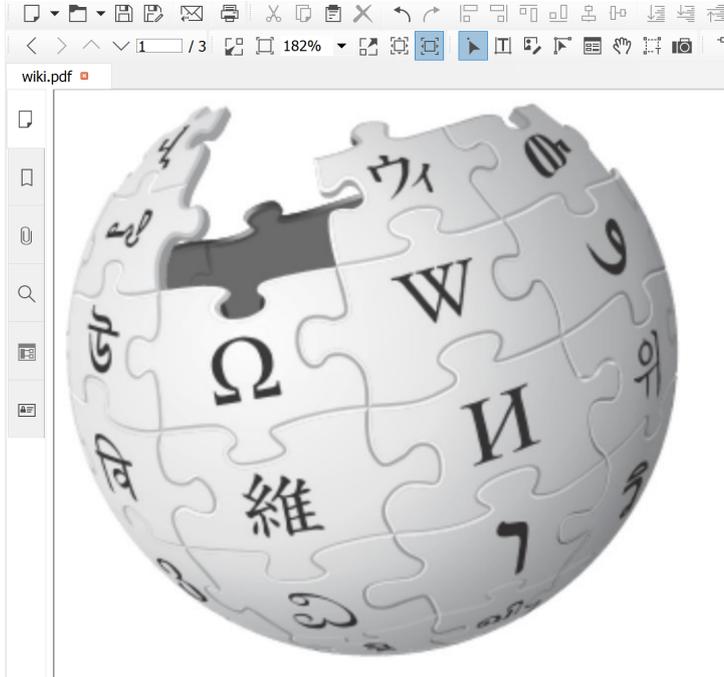


Grayscale images are compressed with CCITT, JBIG2 and ZIP without losses.

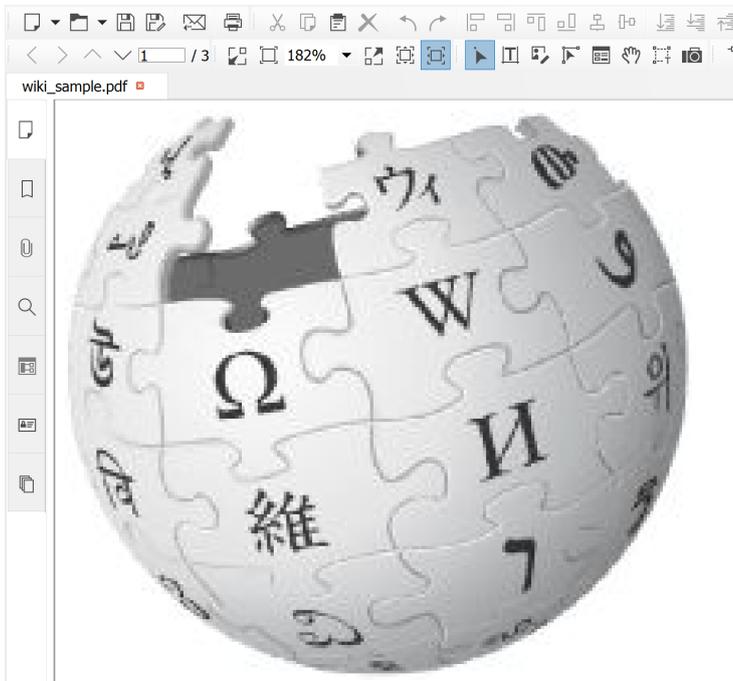
## Compression options

This option determines DPI of images. The lower DPI, the smaller is the size of compressed images. However, lower DPI leads to reduced quality as well.

Compare these two documents:



Original document (150 DPI)



Compressed document (75 DPI)

## Compression algorithm

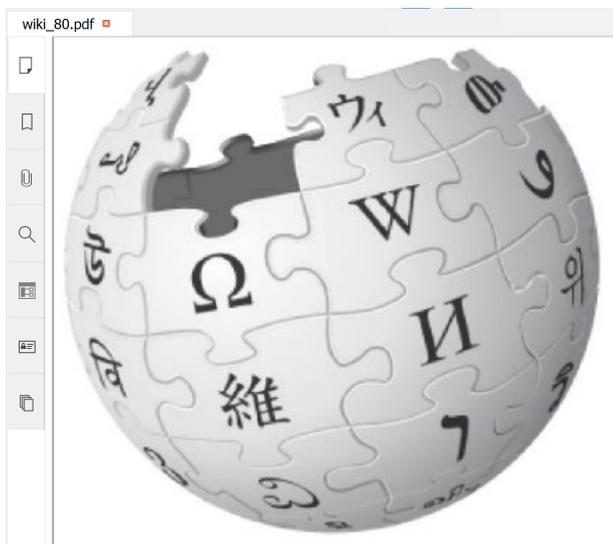
Master PDF Editor can compress images using several compression algorithms.

For color and grayscale images the following methods are available:

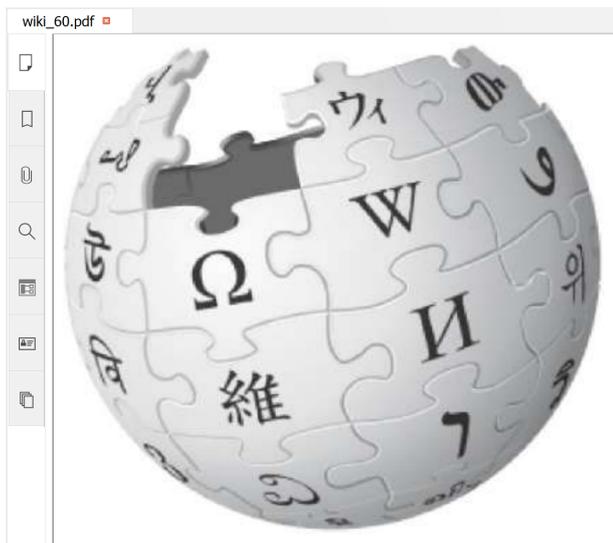
- **ZIP** is lossless compression that works best for images with large areas of solid colors. For photographic images provides low or no compression.
- **JPEG** is a lossy compression algorithm that can deliver a good compromise between image quality and size. This method yields the best results for images with smooth gradients (photographs). The **JPEG Quality** option allows you to set the desired compression rate where higher values mean lower compression and better quality.

*NOTE: JPEG quality level of 75-90 provides the best size-to-quality ratio. Values of 60-70 offer acceptable quality and decent compression. Quality of 30-50 is used to achieve the smallest size of images where quality is not a priority.*

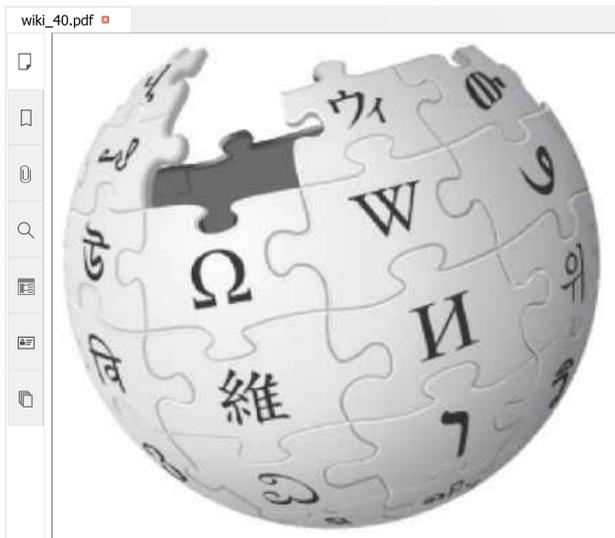
Compare these documents optimized with different JPEG quality values:



JPEG Quality 80



JPEG Quality 60



JPEG Quality 40

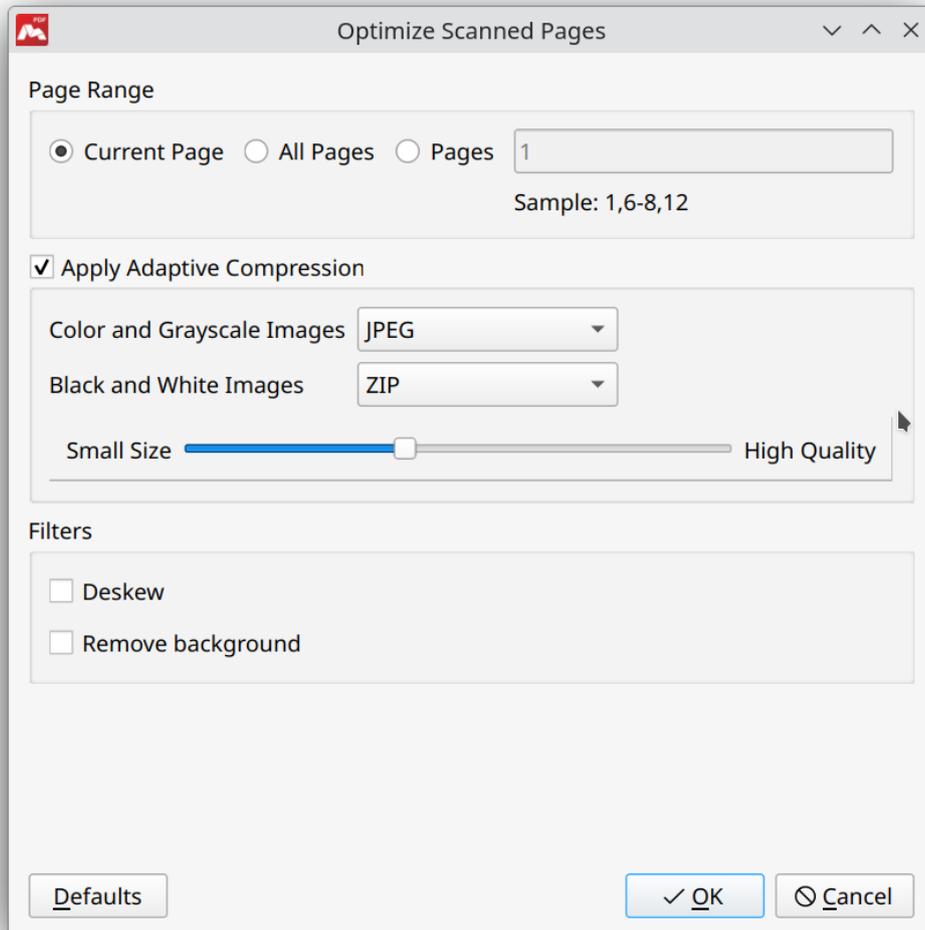
For black and white images the algorithms are:

- **ZIP** is lossless compression that is best for solid color areas or repeated patterns.
- **CCITT Group 4** is the fastest lossless compression algorithm to reduce size of black and white images.
- **JBIG2** provides lossless compression for BW images and delivers better compression ratio of images with text on them for the cost of compression speed.

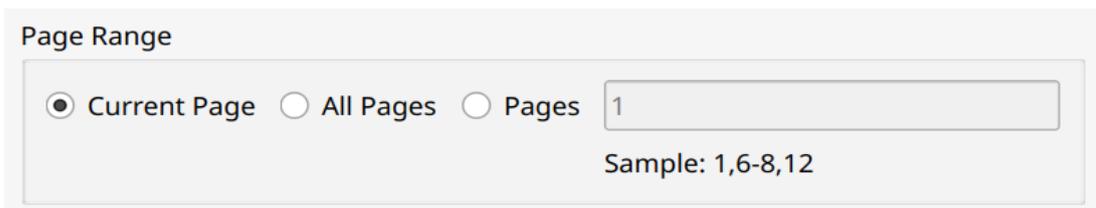
## Optimize scanned pages

In Master PDF Editor, you can optimize scanned documents using different image compression methods and advanced filters.

Choose **Document > Optimize Scanned Pages**. A dialog box will pop up.



In the **Page Range** section, you need to specify pages to optimize.

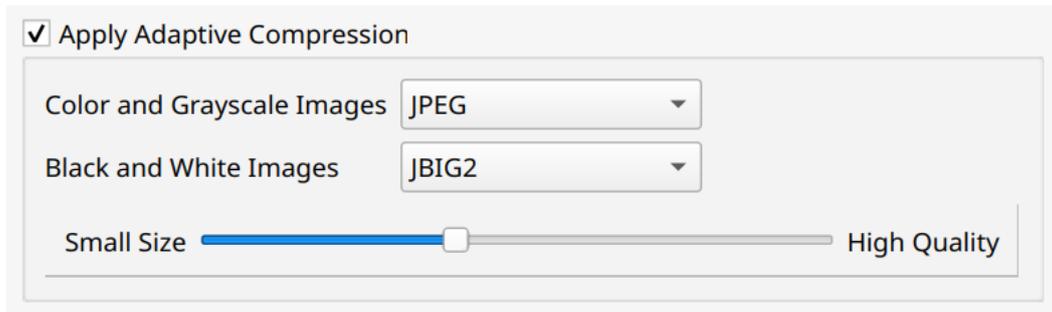


Select one of the following options:

- **Current Page.** Optimize the current page of the document.
- **All Pages.** Optimize all pages of the document.
- **Pages.** Optimize pages within a specified range.

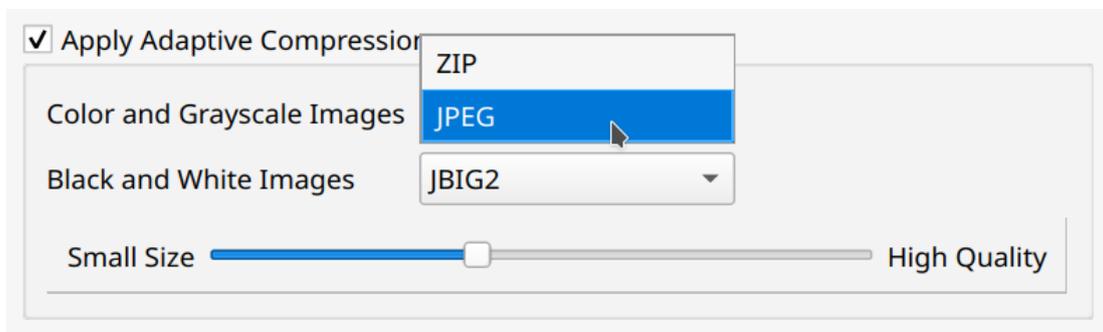
## Image Compression

With the **Apply Adaptive Compression** option enabled, you can configure image optimization.



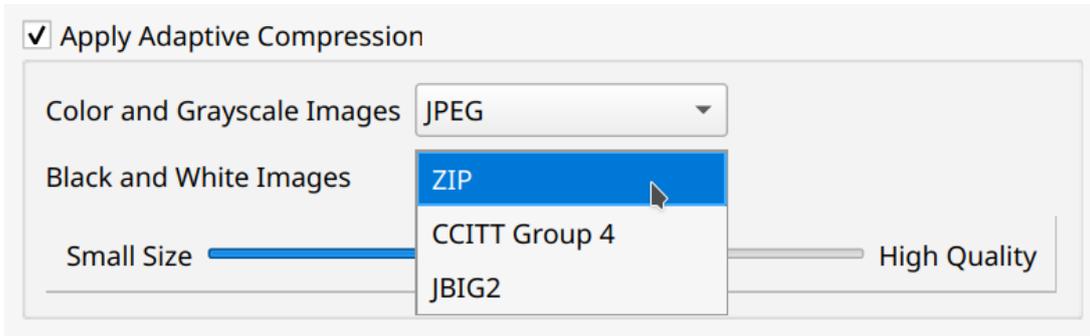
Select image compression methods, using the following options:

- **Color and Grayscale Images.** Compress color and grayscale images using JPEG or ZIP compression algorithm. For more information about these compression algorithms, see [Compression algorithm](#).



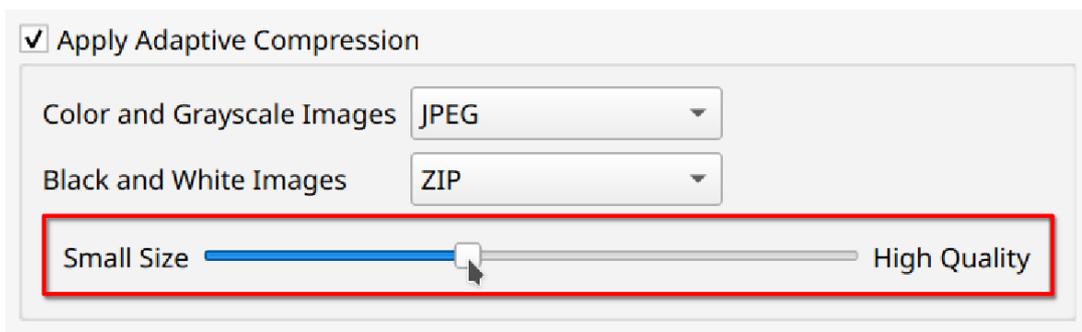
 JPEG compression algorithm is the best for compressing full-color images. ZIP is optimal for compressing pictures and images containing large areas of solid color.

- **Black and White Images.** Compress black and white images using ZIP, CCITT Group 4 or JBIG2 compression algorithm. For more information about these compression algorithms, see [Compression algorithm](#).



 CCITT Group 4 algorithm is the best for compressing black and white images with text. JBIG2 is optimal for compressing black and white images with minimum quality loss.

In the lower part of the section, there is a slider that allows configuring the quality of optimized images.

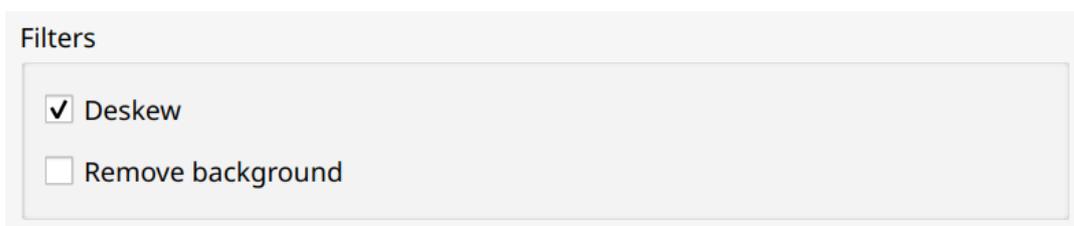


Move the slider to the left (towards **Small Size**) to apply maximum image compression. Move the slider to the right (towards **High Quality**) to maintain high image quality.

## Filters

The **Filters** section contains advanced settings for optimizing scanned documents. You can configure the following options:

- **Deskew.** Straighten pages scanned at an oblique angle.
- **Remove background.** Remove unwanted background from the scanned document.



# Exporting PDF documents

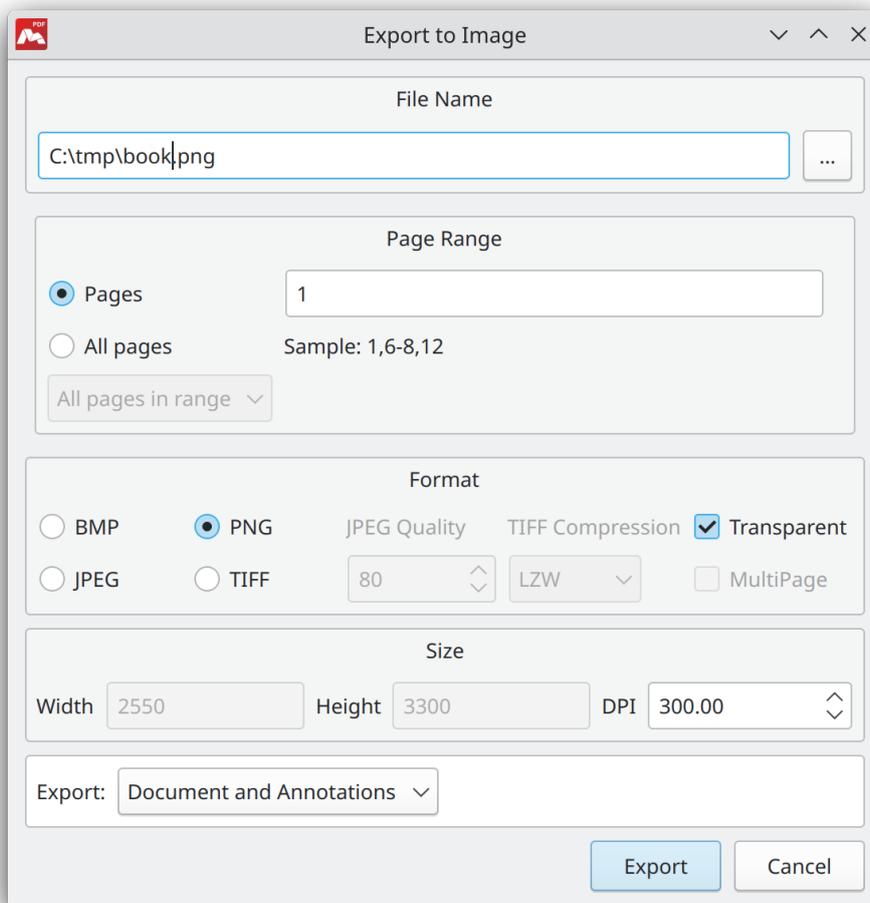
## Export PDF to Image

Master PDF Editor allows to export PDF documents into image formats and then reopen them and use in another applications.

When saving PDF file in image format, each page is saved in separate file. The only exception is export to TIFF format. When exporting to TIFF, user can choose whether to save whole PDF file into one file or each page separately.

To export PDF file to image, choose **File > Export > Pages to Images**.

This will open a dialog box with the following settings.



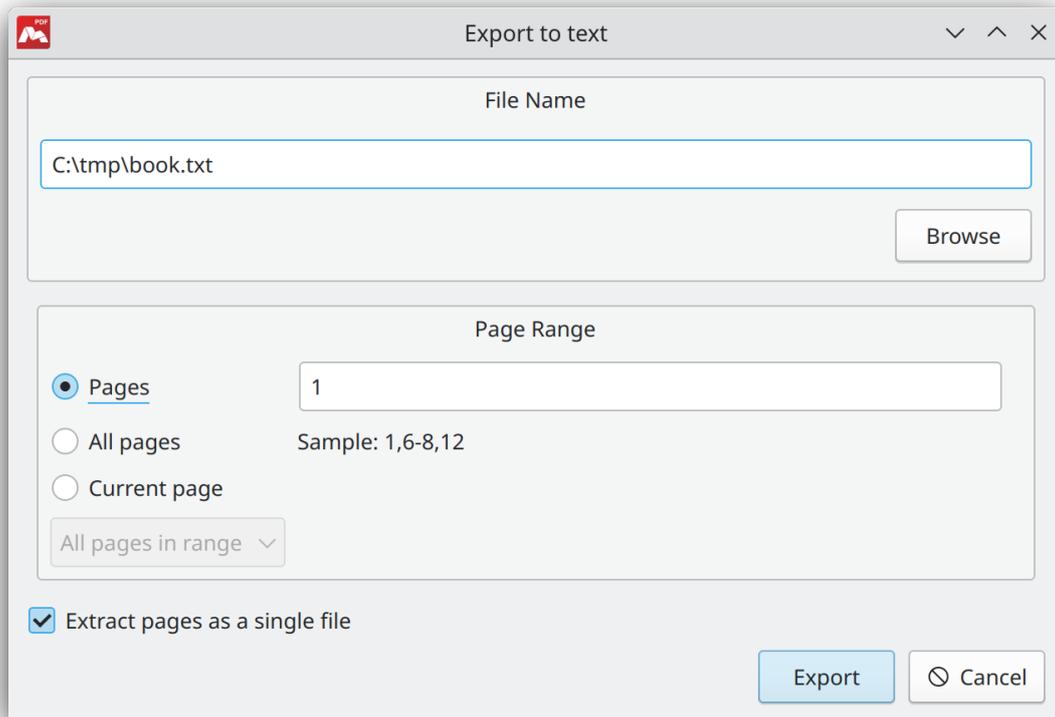
- **File Name.** Specify name and path for document export destination file (you can use  button).
- **Page Range.** Choose pages to export.
- **Format.** Choose compression format for output image (BMP, PNG, JPEG, TIFF).
  - *Transparent.* If enabled, exported pages will have transparent background (available only when exporting to PNG).
  - *MultiPage.* All PDF document pages will be exported into single file if enabled (available only when exporting to TIFF).
- **Size.** Specify *DPI*.

- **Export.** Choose whether to export PDF file with or without annotations.

Press **Export** button, to convert PDF document to image, then click **OK** in the next window. Export operation will be canceled, if cancel button is pressed.

## Export PDF to Text

To convert PDF file to text, choose **File > Export > Export Pages to Text**. This will open a dialog box with the following settings.



Specify a text file name, then all text content containing in a PDF document will be saved to this file. A user can choose whether to save whole PDF file into one text file or each page separately. *Page Range* option allows to limit the exported page range.

## Export PDF to CSV

Choose **File > Export > Export Pages to Text** to convert PDF file to CSV format. This will open a dialog box with the following settings.

The screenshot shows a dialog box titled "Export to CSV". It is divided into three sections:

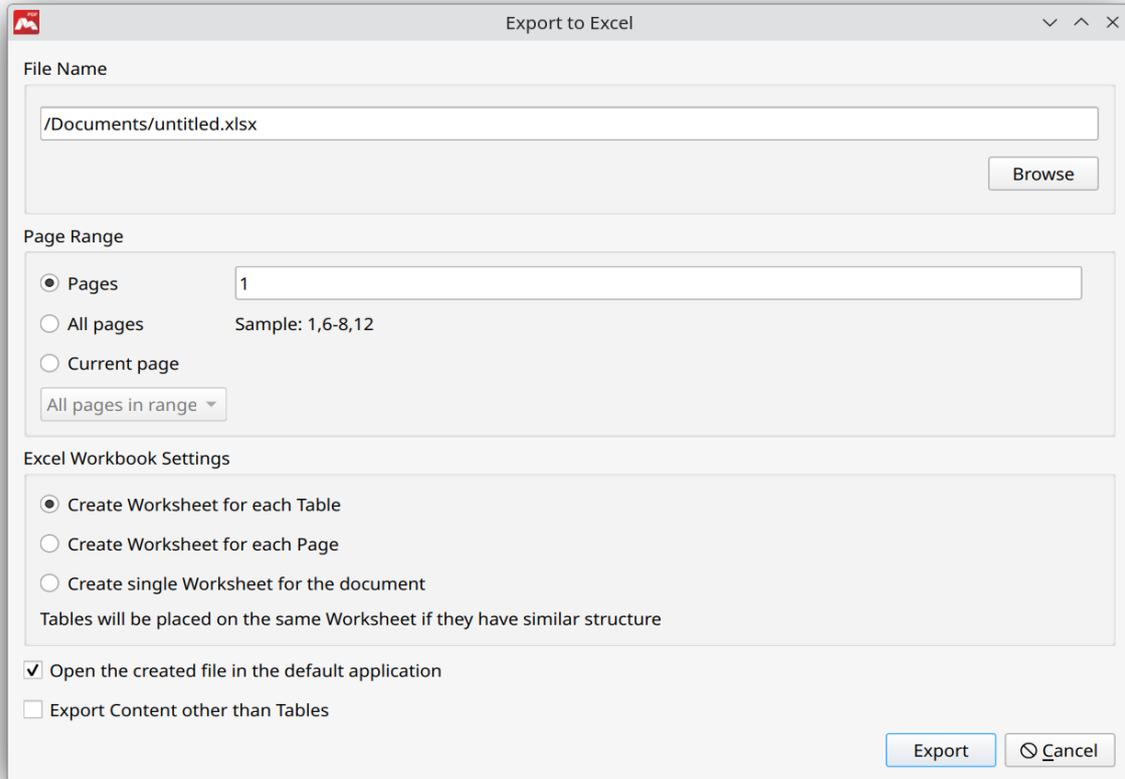
- File Name:** A text input field is empty, and a "Browse" button is located to its right.
- Page Range:** There are three radio buttons: "Pages" (selected), "All pages", and "Current page". To the right of "Pages" is a text input field containing "1". Below "All pages" is the text "Sample: 1,6-8,12". Below "Current page" is a dropdown menu currently showing "All pages in range".
- Separator:** There are four radio buttons: "Semicolon (;)" (selected), "Comma (,)", "Tab", and "Other". To the right of "Other" is an empty text input field.

At the bottom right of the dialog are two buttons: "Export" and "Cancel".

- **File Name.** Specify name and path for document export destination file (you can use *Browse* button).
- **Page Range.** Choose pages to export.
- **Separator.** Choose a field separator.

## Export to Excel

To convert PDF file to XLSX, choose **File > Export > Export Pages to Excel**. This will open a dialog box with the following settings.



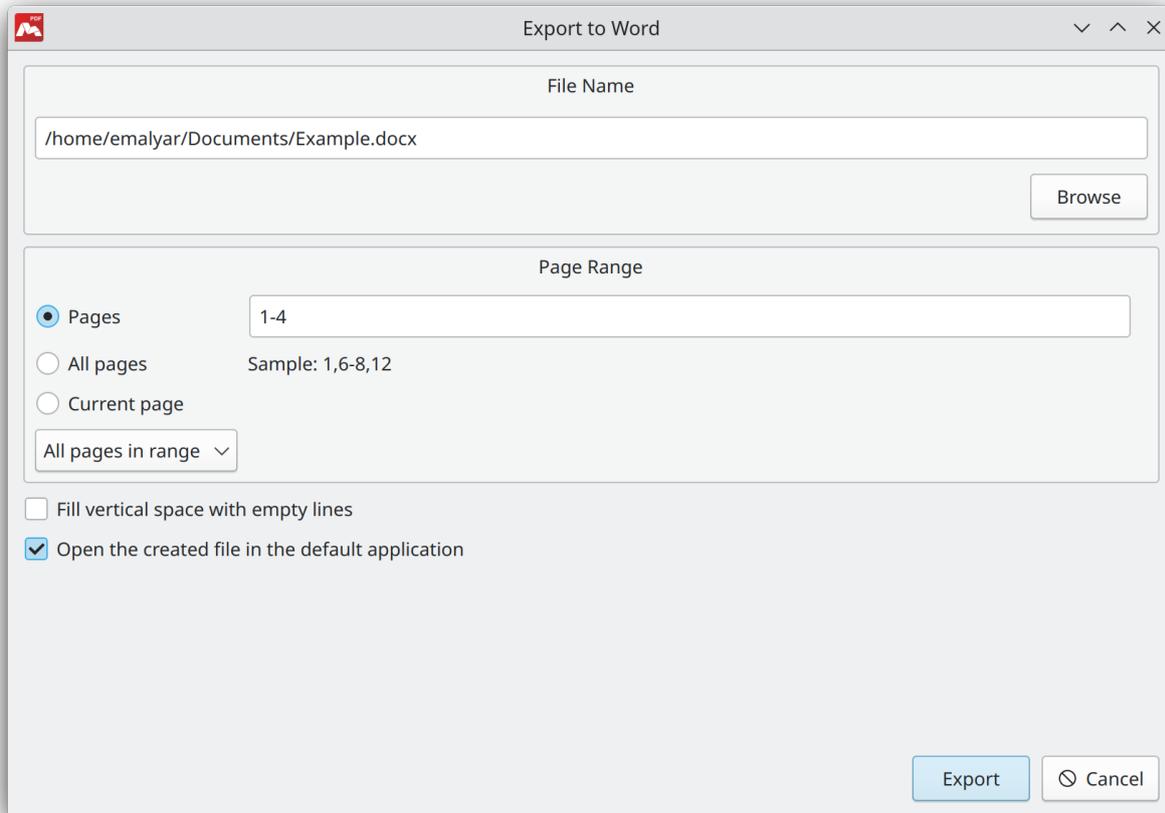
- **File Name.** Specify name and path for document export destination file (you can use *Browse* button).
- **Page Range.** Choose pages to export.
- **Excel Workbook Settings.** Select a worksheet type to be created: for each table, for each page, single worksheet for the document.
- **Open the created file in the default application.** Open the converted file with the default program right after exporting.
- **Export content other than Tables.** Export the whole content of a page when converting to Excel tables.



Tables will be placed on the same Worksheet if they have similar structure.

## Export to Word

To convert PDF file to DOCX, choose **File > Export > Export Pages to Word**.



The following options will be available in a dialog box that opens:

- **File Name.** Specify name and path for document export destination file (you can use *Browse* button).
- **Page Range.** Choose pages to export.
- **Fill vertical space with empty lines.** Text objects are separated vertically by empty lines with no characters.
- **Open the created file in the default application.** Open the converted file with the default program right after exporting.

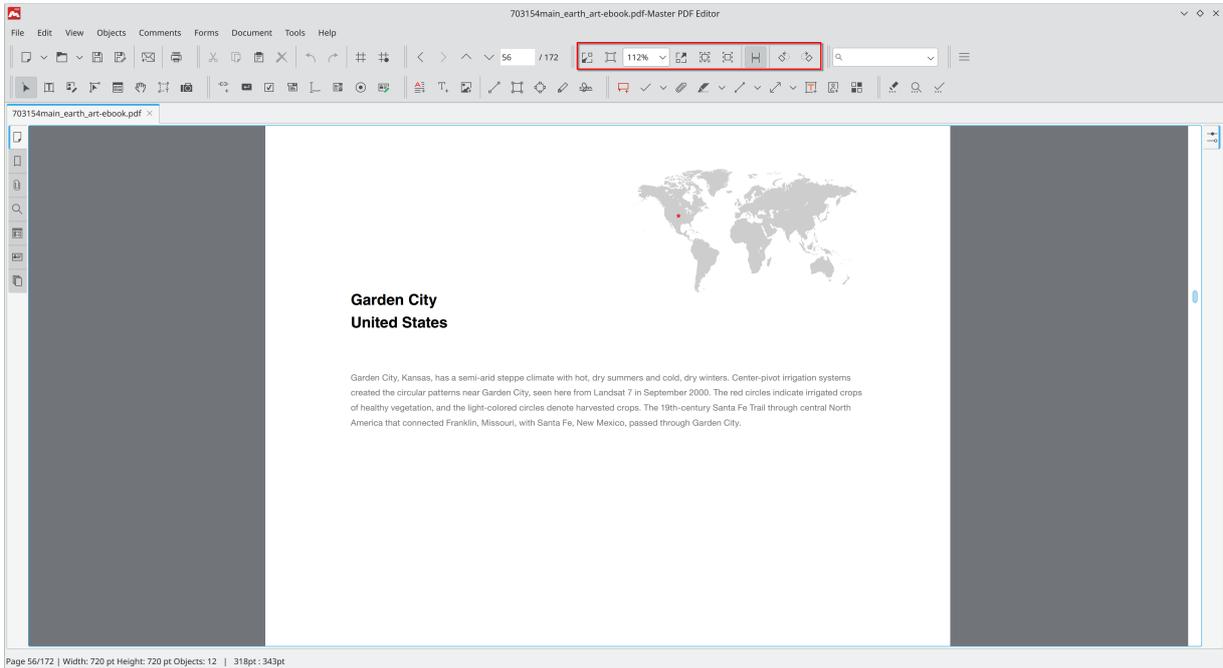
## Closing

If you work with multiple documents and you need to close current PDF file, press **Close** button on the tab. You can also choose **File > Close** in main menu. Press **Close** button in Master PDF Editor window to close all documents.

If you work with single document, just click **Close** button in Master PDF Editor window.

## PDF Files View

To adjust how the opened PDF file looks in the view area, use the **View** menu or the **View** toolbar (see below):



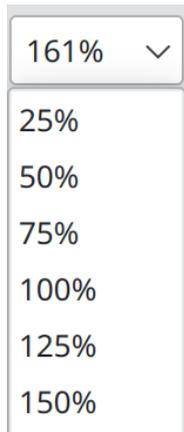
**NOTE:** The toolbar configuration shown in the screen above is not standard. How to customize toolbars, you can read here: [Toolbars](#).

## Zooming

To zoom contents of the PDF document, use the **View > Zoom** menu or the toolbar. The following zooming options are available:

- **Zoom In.**  Zoom in the document. You can also press **Ctrl + “+”** or scroll the mouse wheel up while holding **Ctrl**.
- **Zoom Out.**  Zoom out the document. You can also press **Ctrl + “-”** or scroll the mouse wheel down while holding **Ctrl**.
- **Actual Size.**  Zoom the document to its actual size (100% scale). You can also press **Ctrl + “0”** to set the actual size of the document.

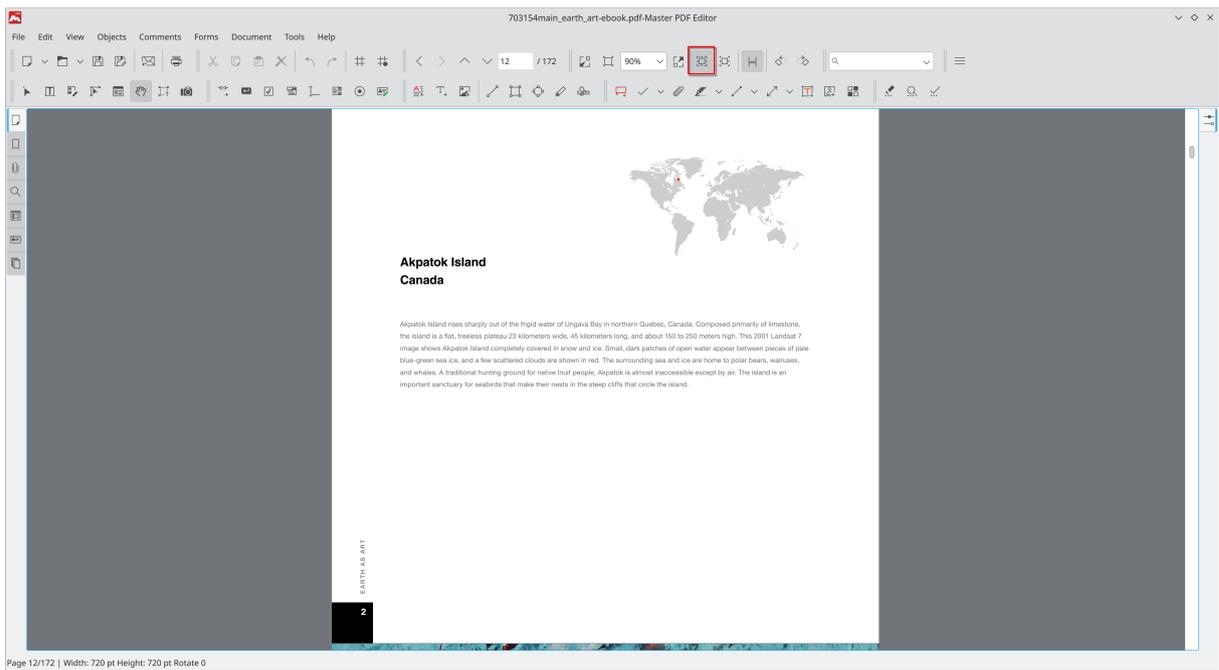
You can set any specific scale manually by selecting it in the **Zoom** dropdown list or typing it there:



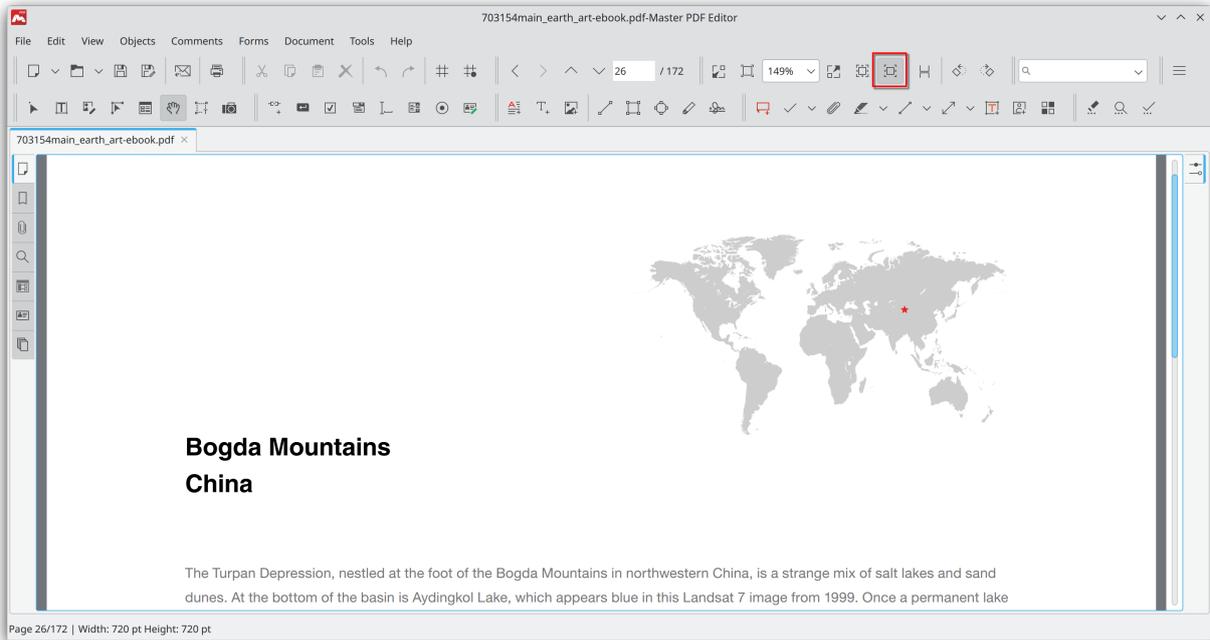
## View modes

There are several page display modes in Master PDF Editor:

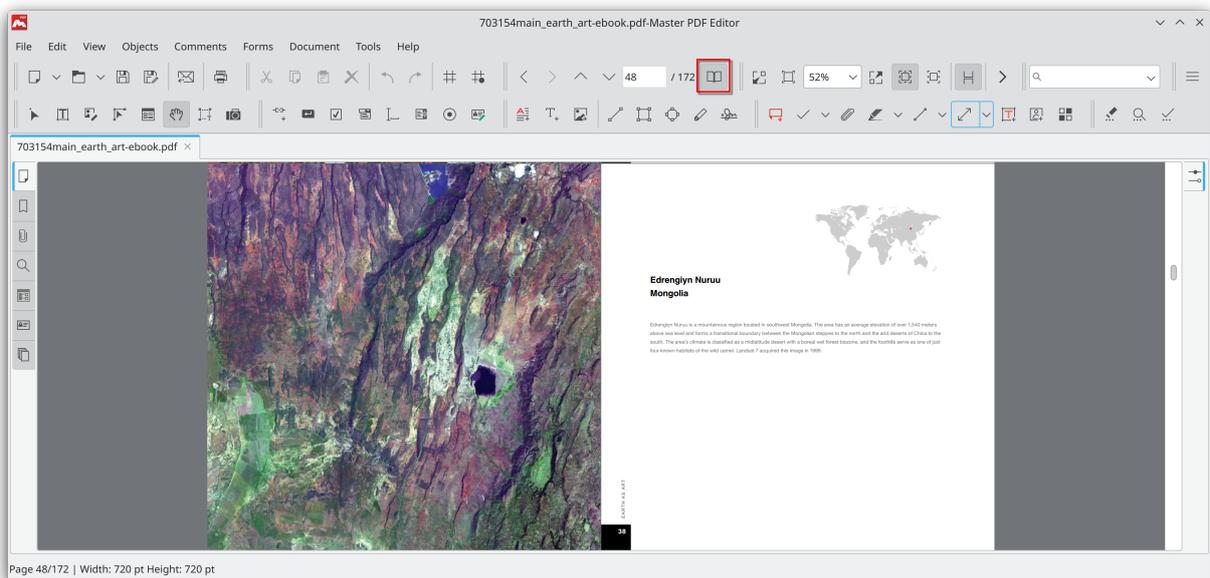
- **Fit Page.**  In this mode the contents of the document are displayed so that the entire page fits the view area. You can switch to this view mode by pressing **Ctrl+1**.



- 📏
**Fit Width.** The contents of the document are displayed to fit the width of the view area. You can switch to this view mode by pressing **Ctrl+2**.

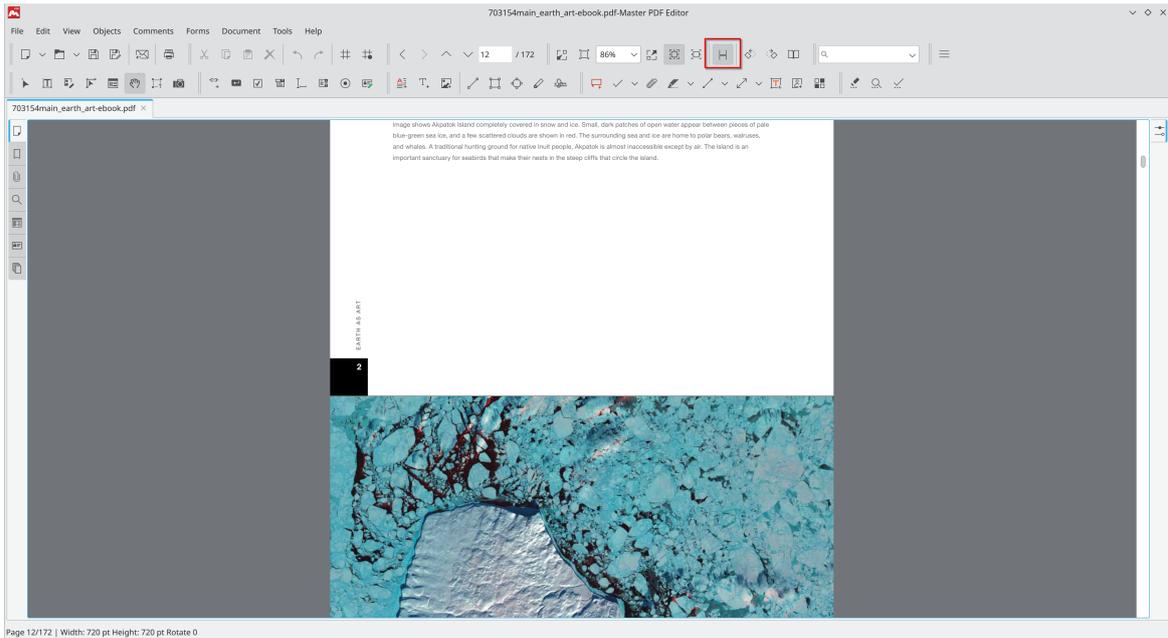


- 📖
**Facing pages.** This mode repeats the layout of books by displaying two pages side by side. You can use **Facing pages** with either **Fit Page** or **Fit Width** modes and with any custom scale.



When the Facing mode is enabled, you can turn on/off displaying of the document's cover page as a standalone page using the **View > Page Display > Show Cover Page during Facing** option.

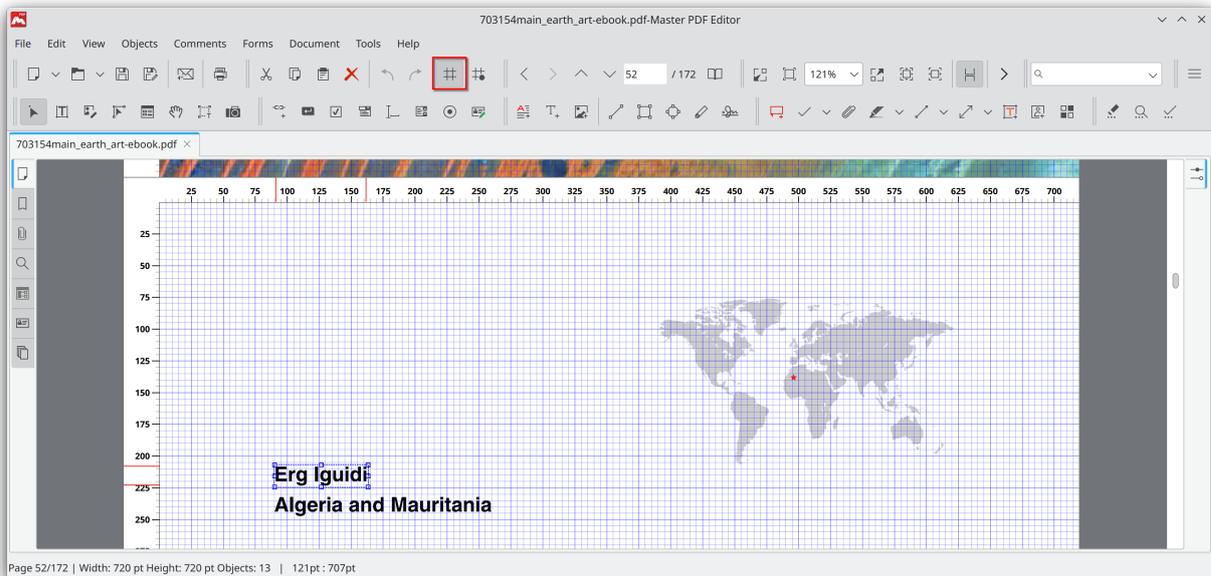
- **Continuous.**  While scrolling, pages are displayed continuously.



## Displaying grid

You can turn on displaying of the grid in the menu: **View > Grid** or using the **Ctrl+U** keyboard shortcut.

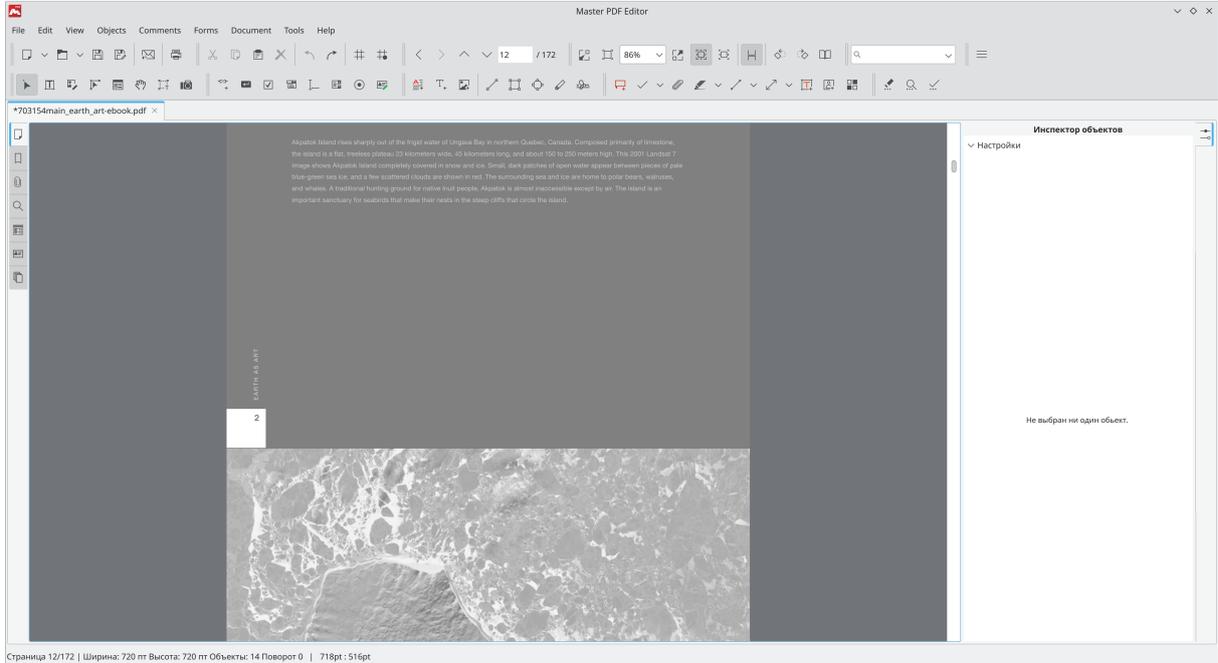
Grid is essential for accurate editing, to place aligned objects. To simplify this, you can turn on grid snapping using the **View > Snap to Grid** menu.



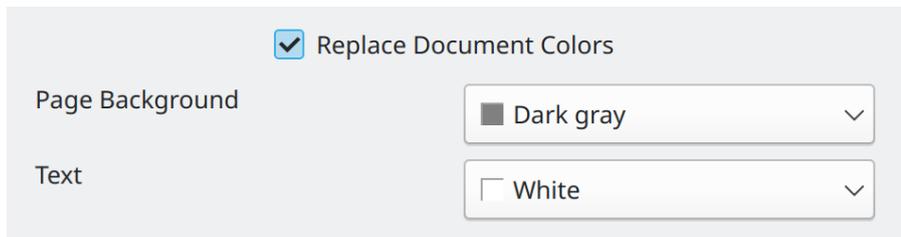
## Replacing document colors

Color replacement makes easier viewing documents with highly variable color schemes or low-contrast or poorly distinguishable font and background colors.

To enable color replacement, select **View > Replace document colors**. It will replace the colors of the document to those specified in the settings: **Tools > Settings > Display**.



To adjust replacement colors, go to the **Tools > Settings** menu and switch to the **Display** section:



## Rotating the page

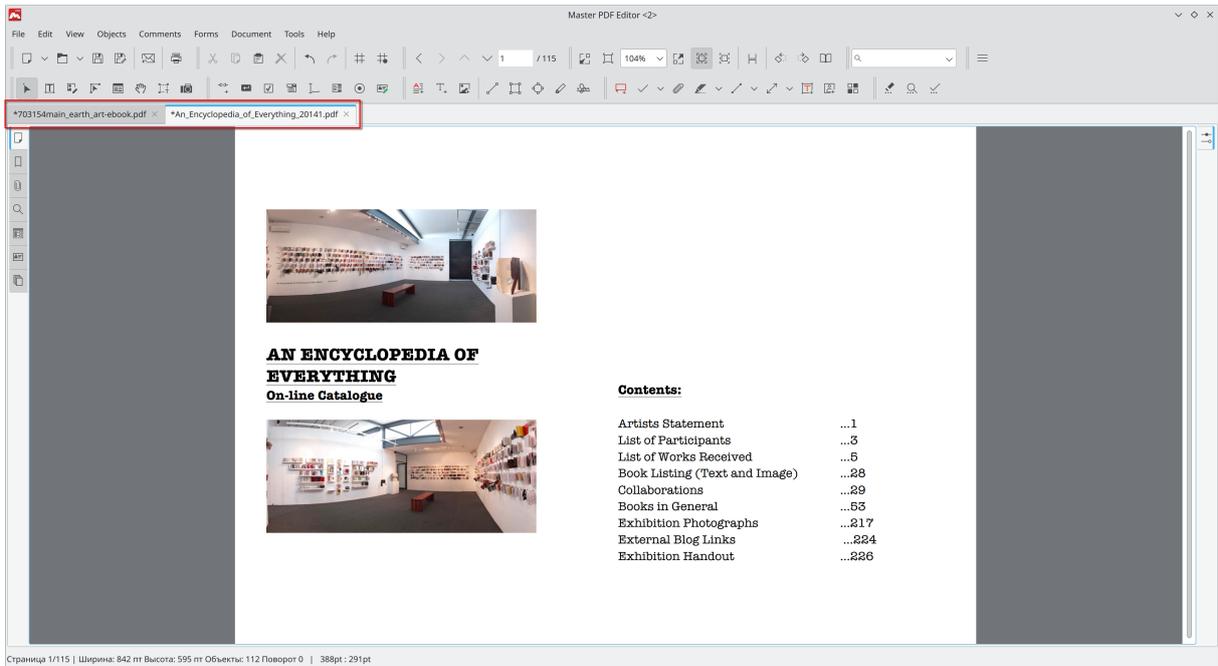
- To rotate the page clockwise, click the **Rotate 90 degrees clockwise** button .
- To rotate the page counterclockwise, click the **Rotate 90 degrees counterclockwise** button .

# Document Navigation

Master PDF Editor offers several ways you can use to navigate opened documents.

## Switching between PDF documents

Master PDF Editor can open multiple PDF documents at once, and allows you to switch between them. All open documents display as tabs above the view area.

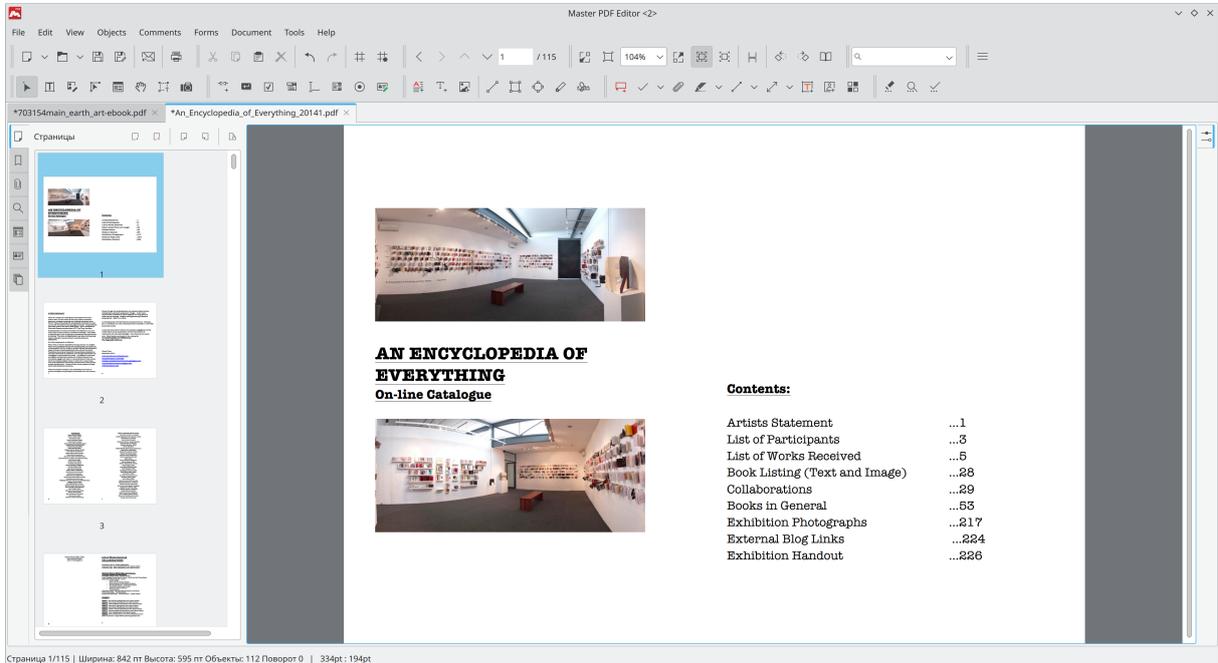


Click a tab to switch between open document.

## Thumbnails

You can use page thumbnails to quickly move to the required page. Thumbnails are displayed at **Pages** tab in *Navigation Area*.

To display the thumbnails of pages, click the **Pages** tab  in the left sidebar:



This will open the side panel with thumbnails of pages. Scroll through the panel to find a page you need, then click its thumbnail to get to it.

For better comfort and experience you can change thumbnails size and *Navigation Area* size. Right click a thumbnail and choose **Enlarge Page Thumbnails** or **Reduce Page Thumbnails** in the context menu, or use same commands in *Main menu View* tab.

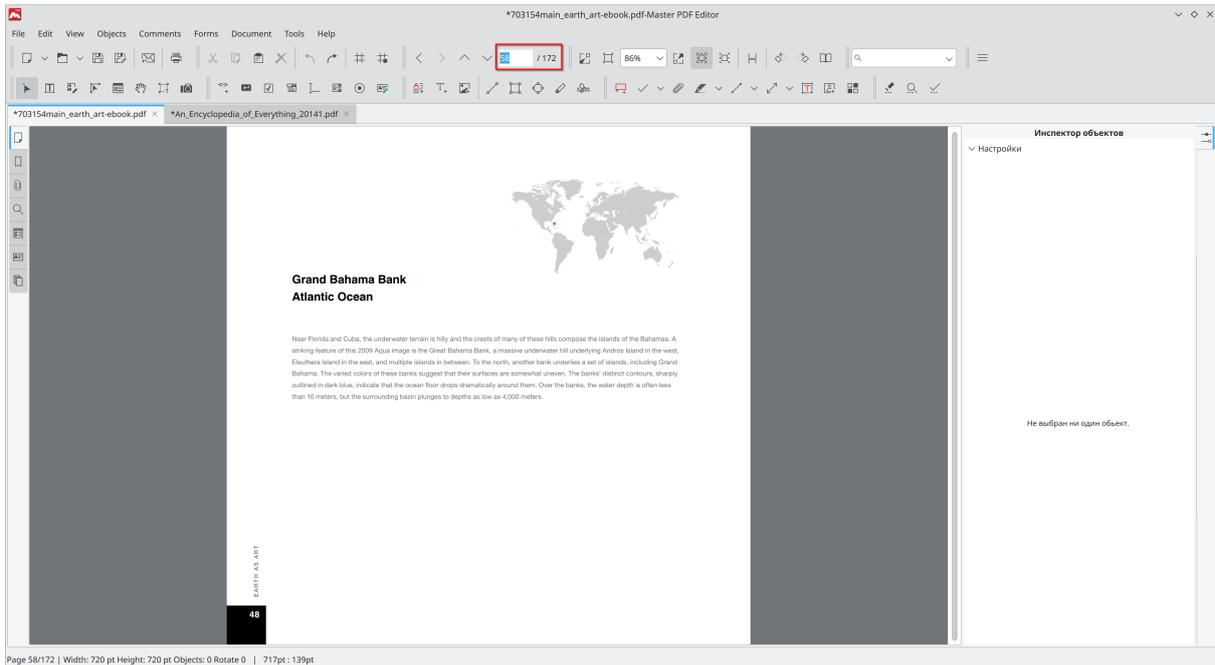
If you remove, copy or move thumbnail, same action will be applied to the corresponding page.

## Page navigation

To navigate across pages of the document, use the *View > Go to* menu, the *View* toolbar or keyboard shortcuts.

- To go one page down, press **PgDown**.
- To go one page up, press **PgUp**.
- To go to the first page, press **Home**.
- To go to the last page, press **End**.

If you know the exact number of the page you want to go to, type the number in the box on the **View** toolbar, then press **Enter** to go to that page:



## View navigation

Views in Master PDF Editor are specific states of the view area that you can switch back and forth. A close analogy is Back and Forward buttons in a browser. When you click Back in your browser you return to the previous page you viewed. The same way you can return to previous *views* in the opened PDF document. This tool effectively allows you to quickly navigate across specific pages, search results and various parts of the document without navigating to them directly again and again.

- To switch to the previous view, use the **View > Go to > Previous view** menu command or click the **Previous View** toolbar button .
- To switch to the next view, use the **View > Go to > Next view** menu command or click the **Next View** toolbar button .

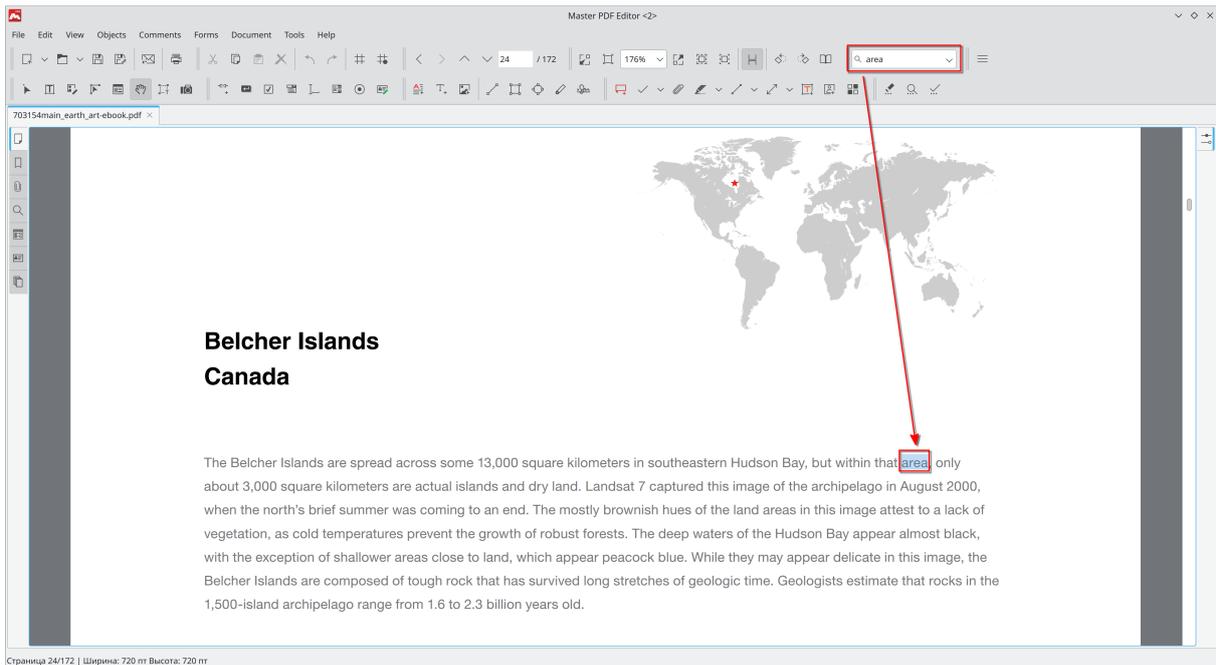
## Searching in the PDF document

There are two ways in Master PDF Editor you can search across the PDF document:

- Use the search box on the toolbar.
- Use the **Search** side panel.

### Toolbar search box

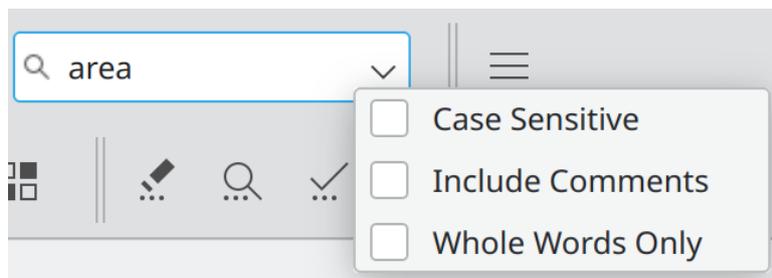
To make a search using the toolbar box, type any keyword into the search box on the toolbar, then press **Enter**.



To find the next occurrence of the keyword, press **F3**.

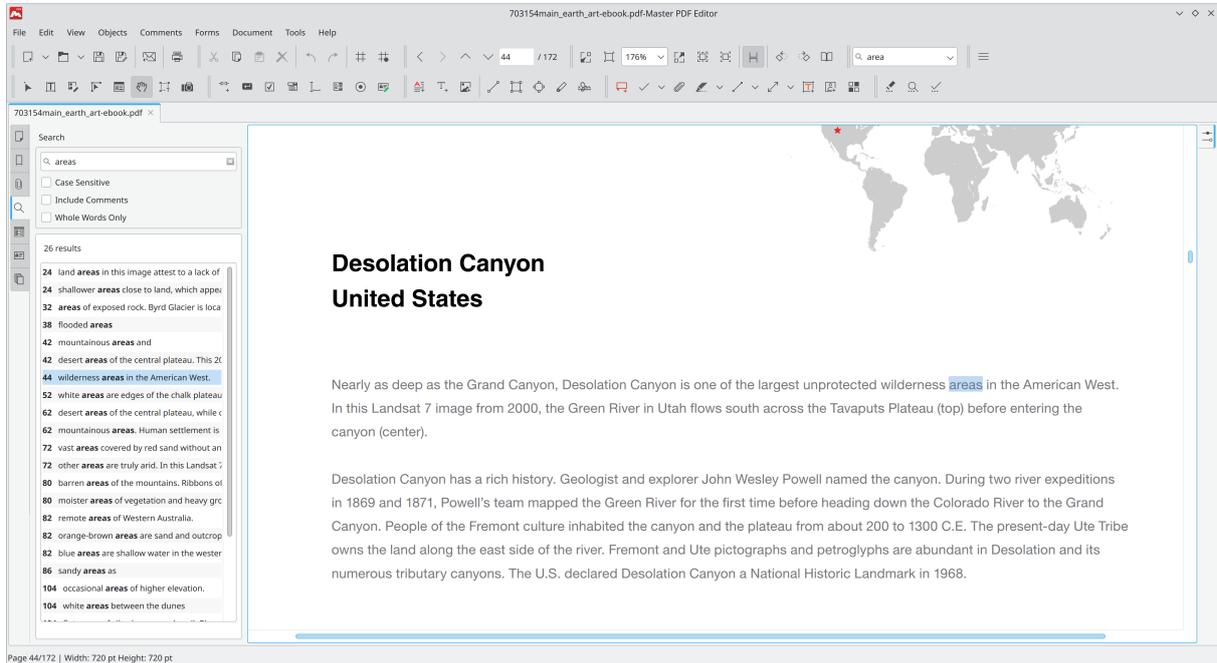
Clicking the down arrow of the drop-down box brings up the search settings.

- **Case sensitive.** Search for the keyword taking into account the exact case of symbols.
- **Include comments.** Search for the keyword in both the text of the document and the comments
- **Whole words only.** Search for the keyword as a whole word only, not a part of other words.



## Search panel

To open the search panel, click the **Search** tab on the side panel  or press **Ctrl+F**. This will open the side panel. Type the keyword in the search box and press **Enter**.



In the search results list below, you will see all fragments of texts containing the specified keyword. Clicking a result opens the corresponding page of the PDF document and the keyword is highlighted.

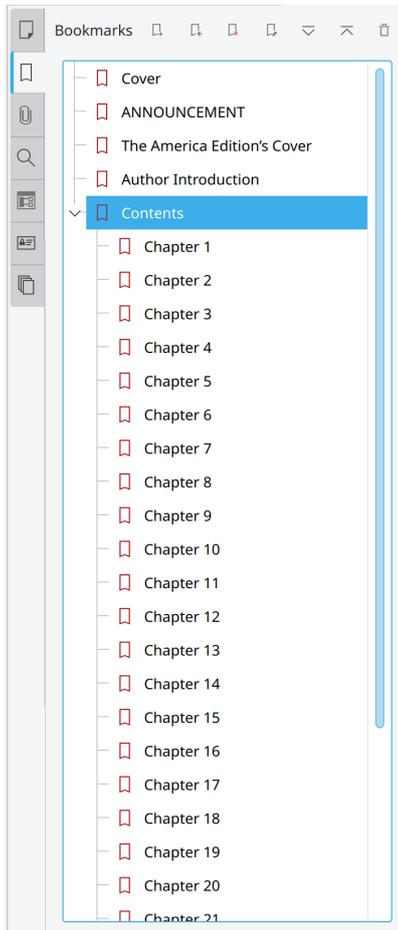
You can adjust the search preferences below the search box.

- **Case sensitive.** Search for the keyword taking into account the exact case of symbols.
- **Include comments.** Search for the keyword in both the text of the document and the comments
- **Whole words only.** Search for the keyword as a whole word only, not a part of other words.

## Navigating using bookmarks

Bookmark is a kind of link, which allows to move to different document sections. Bookmarks are displayed as tree in the *Navigation Area*.

To use bookmarks to move to specific document section, press **Bookmark** tab  on the *Navigation Panel* in the left part of the workspace. Then choose required bookmark. You can expand its content with the **Expand** icon  or minimize with the **Collapse** icon .



With bookmarks you can not just go to required document section, but preform another action: open another file, a web link, reset forms, show or hide forms, launch JavaScript.

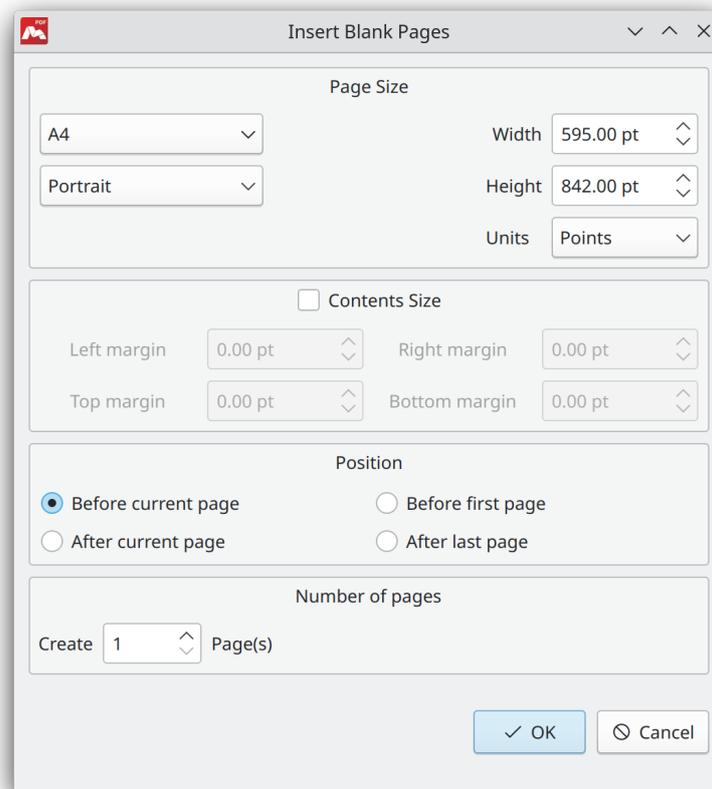
# Managing pages of PDF documents

## Insert blank pages to PDF

Master PDF Editor allows you to insert blank pages into the document to add the necessary text, images, forms, various controls etc.

To add blank pages to the document, select in the main menu **Document > Insert blank pages** or press **Ctrl+Shift+N**.

In the **Insert Blank Pages** dialogue window, set page size and orientation, content size and number of pages in the document.



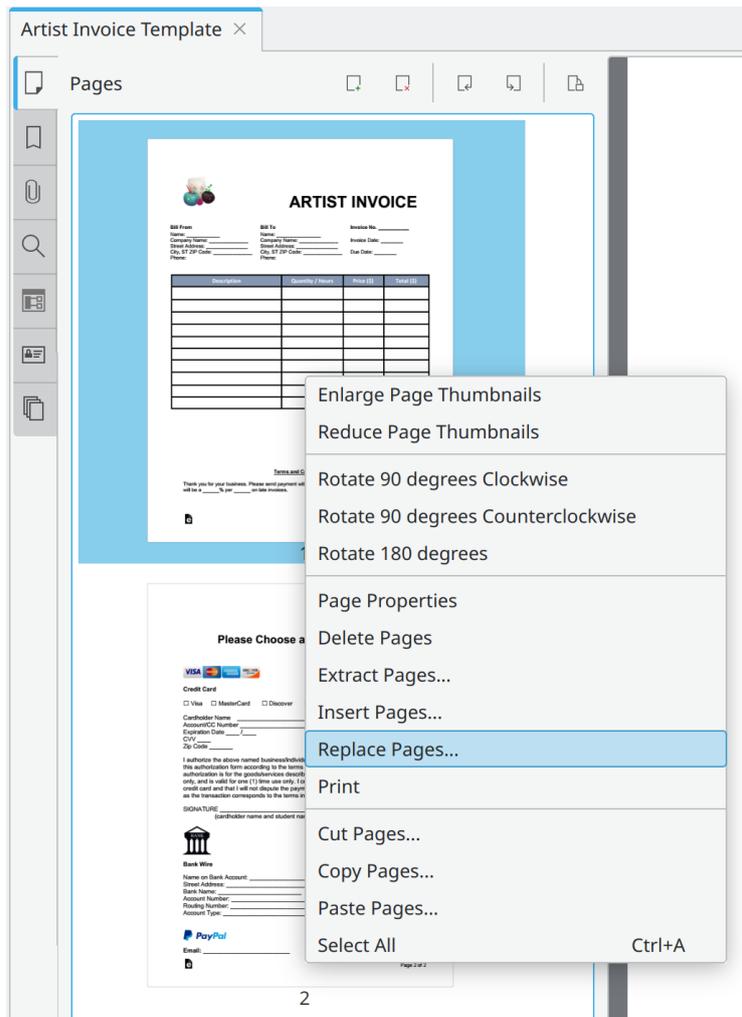
- **Page Size.** Choose one of default formats in the list or set custom page size, which can be measured in points, inches or millimeters.
- **Contents Size.** Set size of margins to display document pages partially.
- **Position.** Choose one of page insertion options: insert before the current page, after the current page, before the first page, or after the first page.
- **Number of pages.** Set the number of pages.

## Replace pages

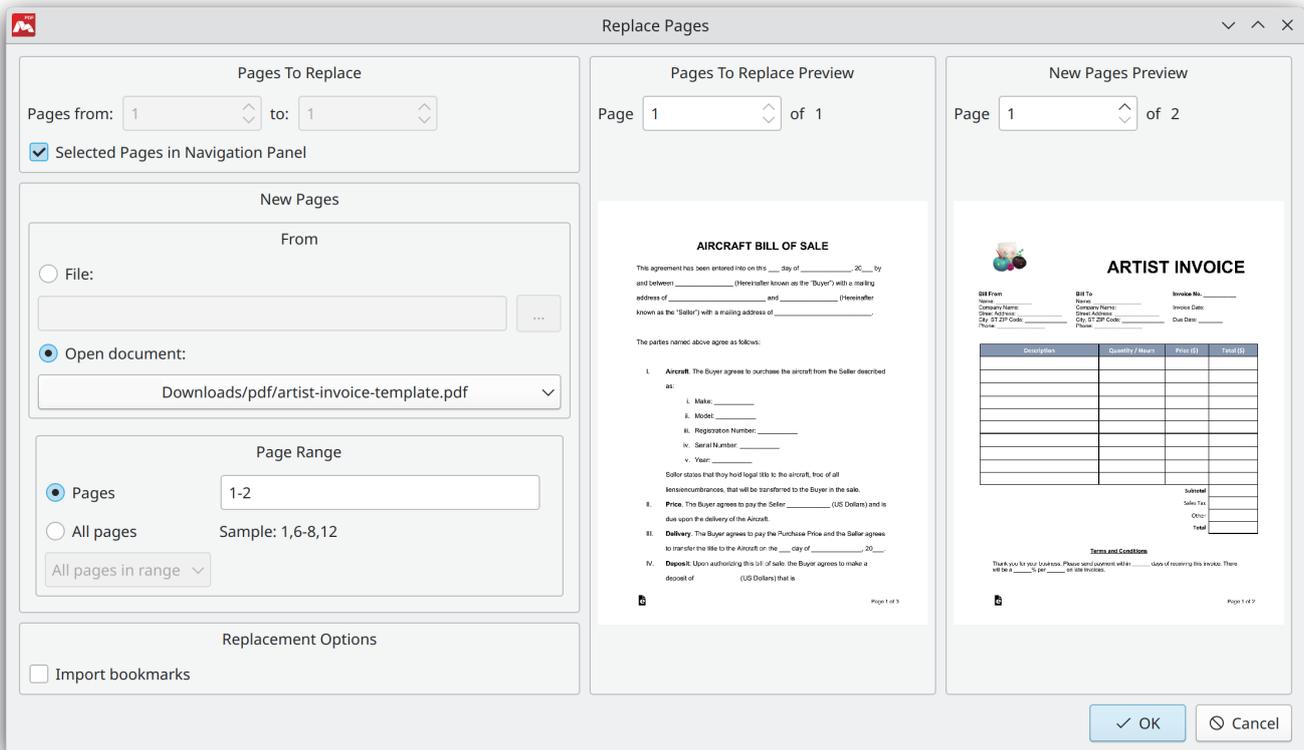
To replace some PDF pages with new content, use the **Document > Replace pages** menu item or click the **Pages** button  on the left side panel to open the *Thumbnails* panel.

Select pages you want to replace from the PDF document. To select multiple pages, you can hold **Ctrl** and click pages, or hold **Shift** and select a range of pages by clicking the first one then the last one in that range.

Then, right-click the thumbnails and select *Replace Pages*.



The following window appears:



Here, you can specify which pages of the current document you need to replace, which new pages to add and replacements options:

- **Pages To Replace.** Select pages of the current document you want to replace. If *Selected Pages in Navigation Panel* enabled, pages selected in the current document will be replaced with new pages.
- **New Pages.** Select new pages to replace current pages with. Choose the source PDF file of new pages or the current document to add new pages.
- **Page Range.** Specify page range of new pages.
- **Replacement options.** Set additional options for page replacement.
  - *Import bookmarks.* Import bookmarks from the selected pages.



Pages will be reorganized according to the order they are listed in the document after replacement.

## Split and Merge PDF Files

While the document is being developed, its content may require drastic changes. It can be assembled into single document out of several sections. Some pages, paragraphs and sections may be modified, rewritten, moved or copied into a separate document. With Master PDF Editor you can preform these tasks effortlessly.

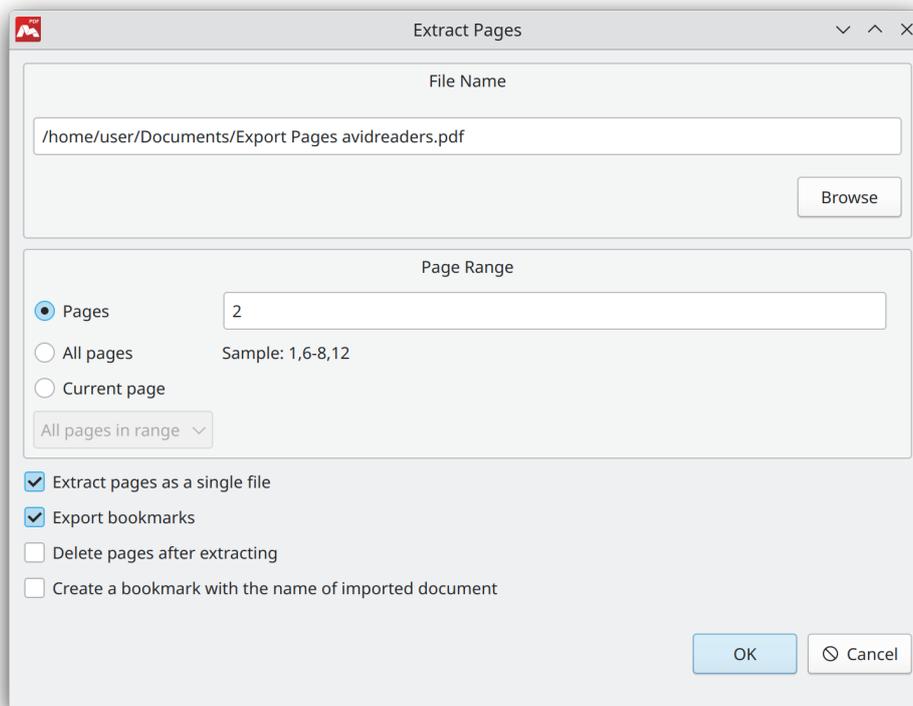
### Split PDF Files

Splitting a PDF document is extracting some of its pages into a new PDF file with some new filename.

This section explains splitting PDF files in detail.

### Extracting pages from one document and saving them to another

To split a PDF document onto two or more parts and save them as separate documents, use the **Document > Extract pages** menu or press **Ctrl+Shift+E**. The following window appears:



Here, you can specify which pages of the current document you want to extract and save under a new name.



Pages are extracted in a new document with the name Export Pages[original file name].

- The **File Name** box allows you to specify or browse for a file to save the extracted pages to.
- The **Page Range** section determines what pages are extracted.
- **Extract pages as a single file**. If enabled, this option extracts all the selected pages as one PDF document. Otherwise, each page is saved as an individual document.

- **Export bookmarks.** If there are some bookmarks pointing to the specified pages, those bookmarks are exported too.
- **Delete pages after extracting.** This option removes the extracted pages from the original document effectively splitting the PDF document onto two (or more): the extracted one(s) and the original document save for the extracted pages. This cannot be undone.
- **Create a bookmark with the name of imported document.** If enabled, a bookmark will be created with the same name as the imported document has.

Click **OK** to extract pages.



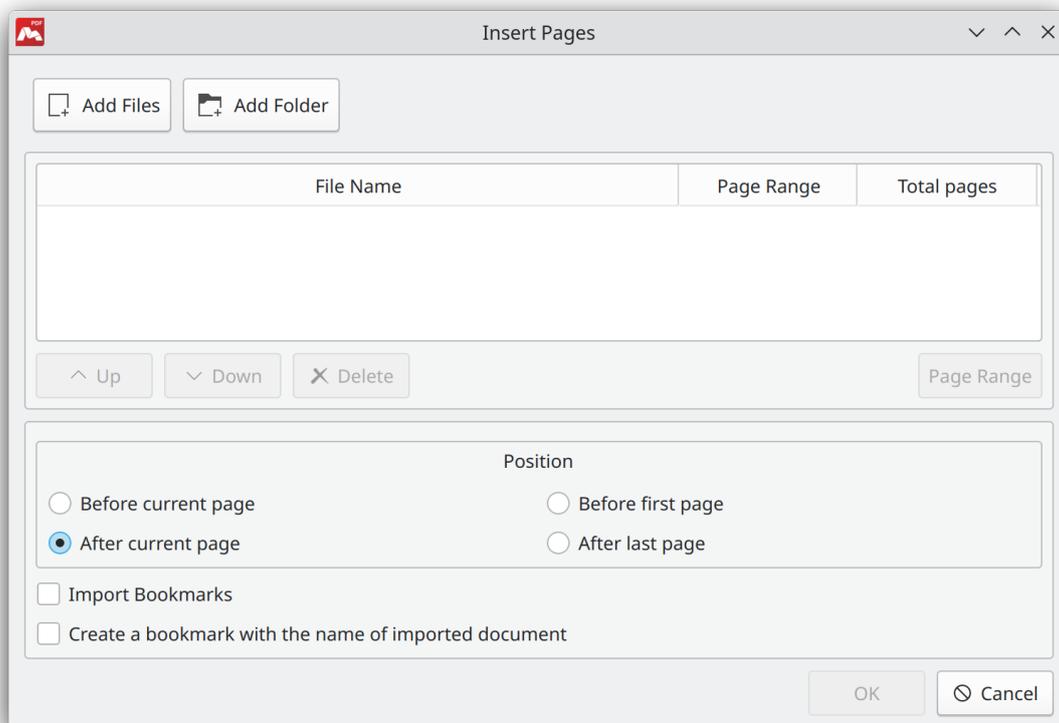
Extracting of pages from some PDF files may be restricted by their owners. Restrictions can be found here: **File > Properties > Security**.

## Merge PDF Files

This function allows to merge and systematize multiple separate PDF documents in a single file.

### Merge using the Insert pages tool

To merge two or more PDF documents into one, click the **Document > Insert pages** menu or click **Ctrl+Shift+I**. The *Insert Pages* dialog opens:



Here you can browse for all PDF files you want to assemble into one single document.

1. Click the **Add Files** or the **Add Folder** button to add a specific PDF or image file(s) or the entire contents of a folder to the below list.
2. In the list, rearrange the added PDF files in the order their contents must follow in the final document by using the **Up** and **Down** buttons.
3. For each document, you may specify a page range to import from that document by clicking the **Page Range** button.
4. Set the position where all the selected documents and pages should be inserted. The **Import Bookmarks** option transfers bookmarks associated with the imported pages too. If **Create a bookmark with the name of imported document** is enabled, a bookmark will be created with the same name as the imported document has.

Click **OK** to import pages. Master PDF Editor will open the specified documents and import the given pages to the current document from them inserting them to the position you have set.

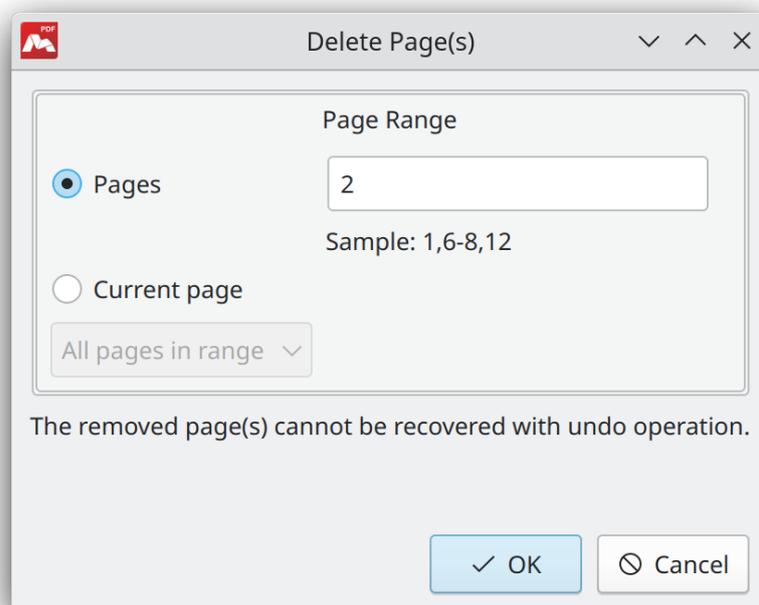
## Deleting and Moving Pages

With Master PDF Editor you can remove or move one or multiple pages. To delete page(s), open **Pages** tab of **Navigation Area**.

To delete one or more pages in a PDF document you can use one of two ways available in Master PDF Editor.

### Delete pages using the menu

In the **Document** menu select **Delete Pages** or press **Alt+Del** (**Alt+Fn+Del** on macOS) on the keyboard. The following dialog appears:



Here, you can specify numbers of pages you want to delete from the PDF document. You can either specify page numbers in the **Pages** box or select a continuous range of pages by select the corresponding option. The default option is deleting the currently selected page.

When you click **OK** the specified pages will be removed from the document.

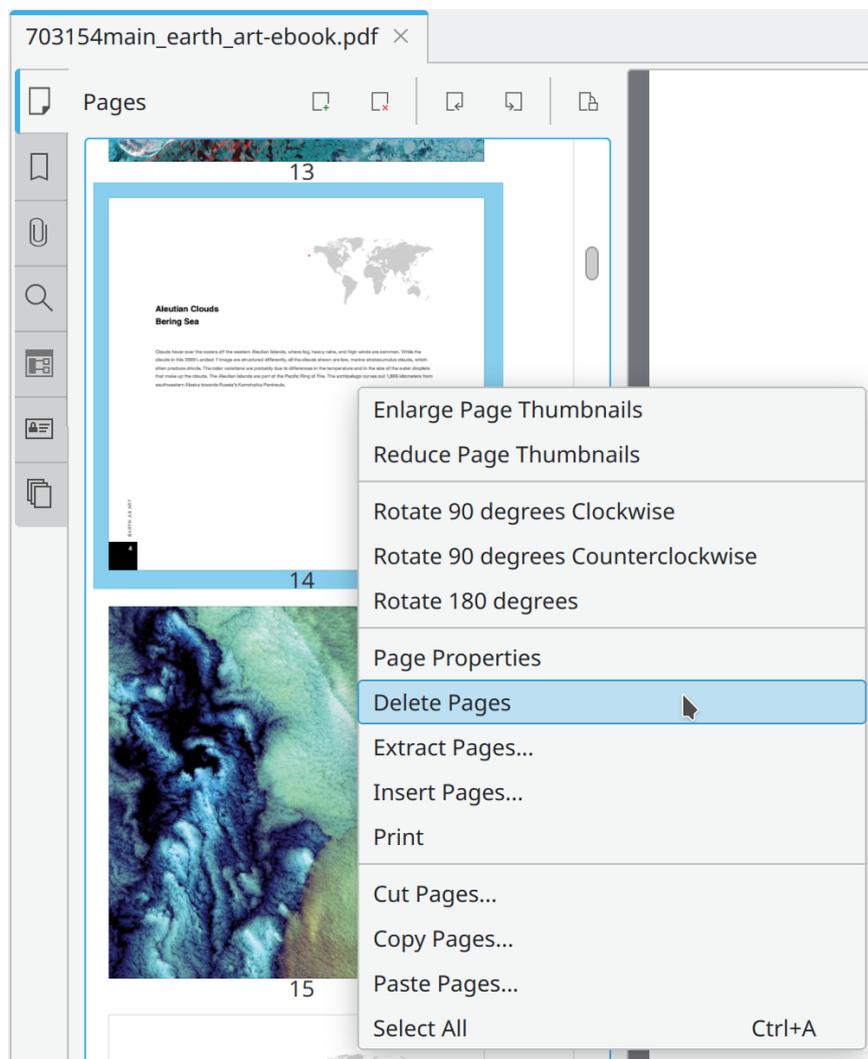
## Delete pages in the thumbnails panel

This visual method is convenient when you don't know the exact numbers of pages you want to delete.

Click the **Pages** button  in the left side panel to open the *Thumbnails* panel.

Select pages you want to delete from the PDF document. To select multiple pages, you can hold **Ctrl** and click pages, or hold **Shift** and select a range of pages by clicking the first one then the last one in that range.

Then, right-click the thumbnails and select **Delete Pages**.



This will bring up the same **Delete Pages** dialog as described above with the pages range box already filled in according to your selection. Confirm the deletion to remove the selected pages from the document.



Please note, that **Delete Pages** command can't be undone. Removed pages can't be restored.

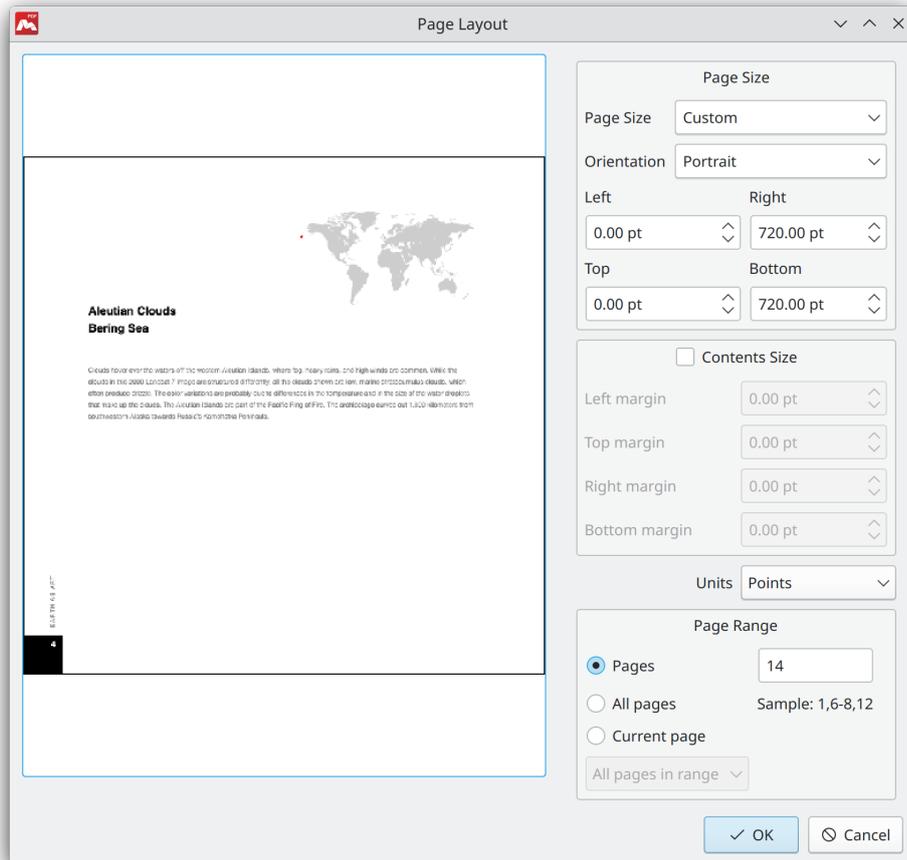
## Editing Page Layout and Cropping in PDF

Master PDF Editor allows creating documents that contain different page sizes by modifying page values or cropping pages.

### ■ Changing page size.

To change the layout of a page including its size and margins, click **Document > Page Layout** or press the **Ctrl+Shift+L** shortcut.

Set the values of the **page size**, **contents size** and identify the **page range** in the dialog box.



In this window, you can see a preview of the page on the left and layout settings on the right. The values are represented in one of three available units: *Points*; *Inches*; *Millimeters*.

The **Unit** drop-down box allows you to select a preferable unit.

### ■ Page size (MediaBox).

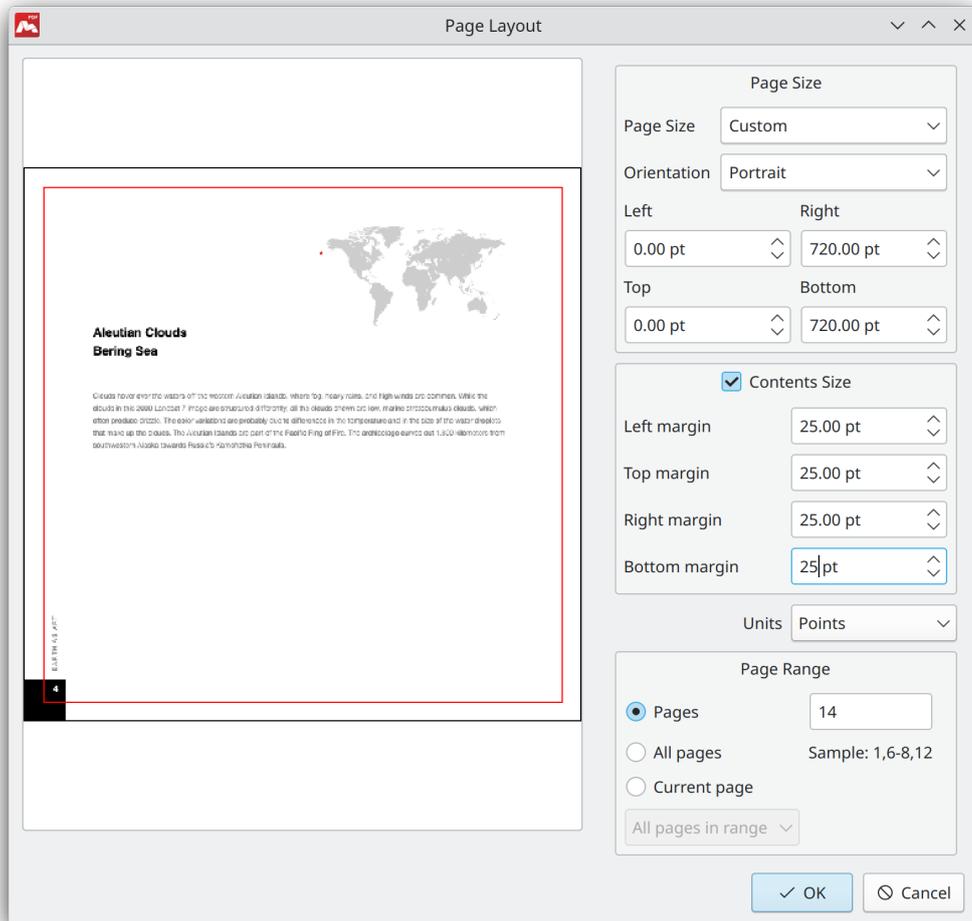
This section sets the size of the page or the PDF media box.

- **Page Size.** Select one the standard page sizes.
- **Orientation.** Portrait or Landscape.
- **Left and Right.** Set the width of the page.
- **Top and Bottom.** Set the height of the page.

If you want to change the format of the page, modify these values.

### ■ Content size (CropBox).

This section if enabled sets the margins of the page's inner content. By default, margins are disabled and are zero. If you turn on **Content size**, you can specify non-zero margins to crop the contents of the page that don't fit the margins. This is called the crop box in PDF documentation.



There is also a visual and handier way to crop a page or pages. It is described below.

When you have finished adjusting the layout of the page you can choose what pages it should apply to: the current page only, all pages of the PDF document or pages in a specified range. You can also make the program apply the settings to odd or even pages only, which is convenient when the layout is dependent on the position of a page on a two-page opening.

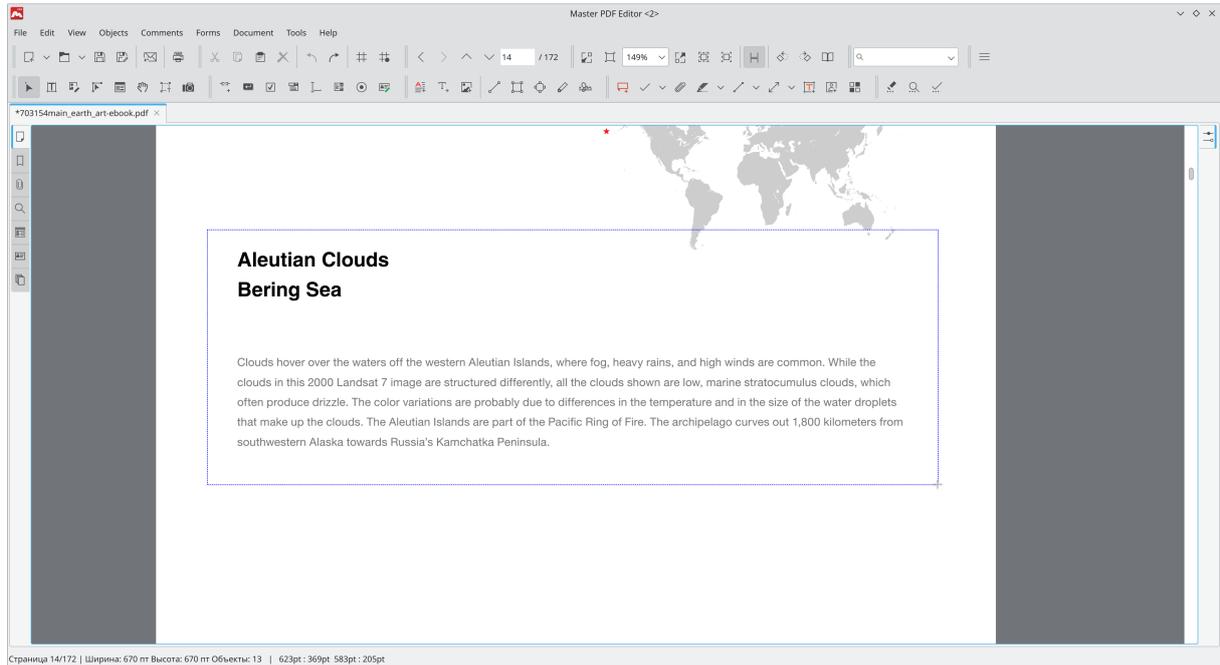
Click **OK** to apply the changes to the document.

## Cropping a PDF page

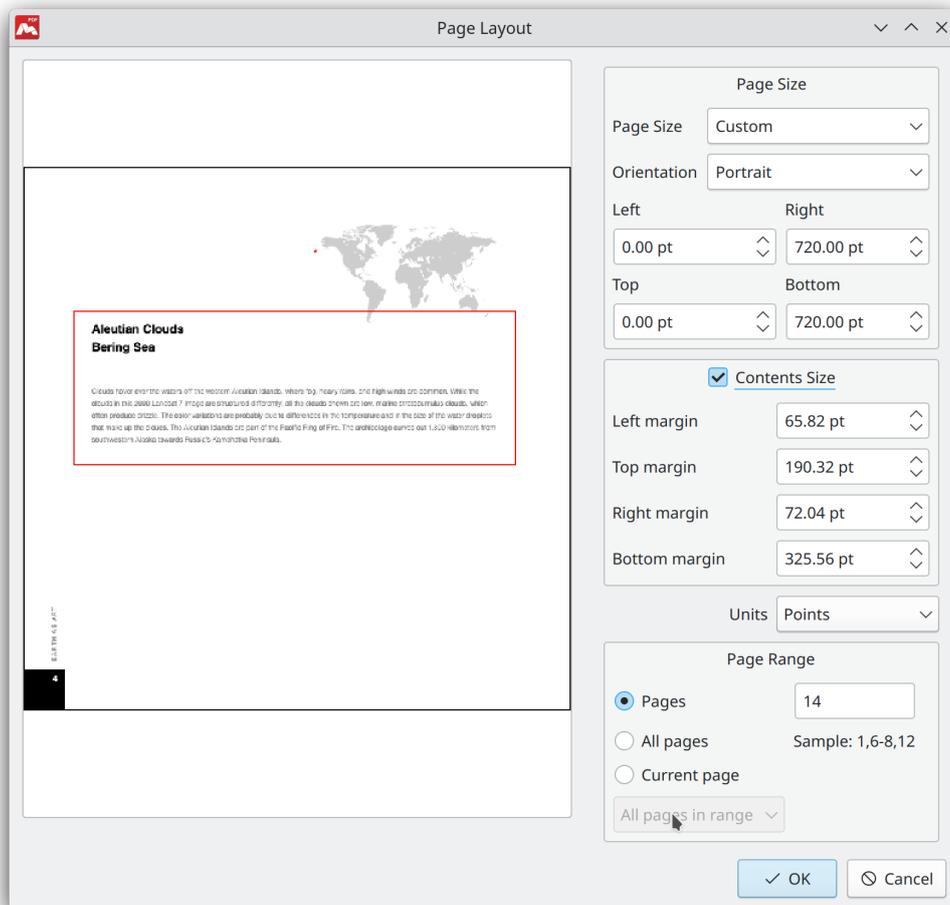
To crop a page, select **Document > Crop Pages** menu or press **Ctrl+K**.

A crosshair mouse cursor indicates that you should select a crop area now.

Define a rectangular area on the page encompassing the content that you want to keep.



Once you define the area, the **Page Layout** window opens.



Here you can precisely edit the crop region as well as the page size to contain it.

In the *Units* drop-down you can select units to measure all the dimensions: points, inches or millimeters.

The *Page Range* section allow you to apply the same cropping to multiple pages of the document: all pages, the current page only, even or odd pages only, or a specific page range.

When you finish, click the **OK** button to apply the cropping. All the specified pages will be cropped as you have set.



When cropping pages, the only thing that changes is the contents size displaying in a document. The page size isn't changed. You can place temporary objects in the document area that doesn't display.



Cropping pages doesn't change the file size because the cropped data is hidden but not deleted. Thus, you can restore the origin page size and all the data, unchecking *Contents Size*.

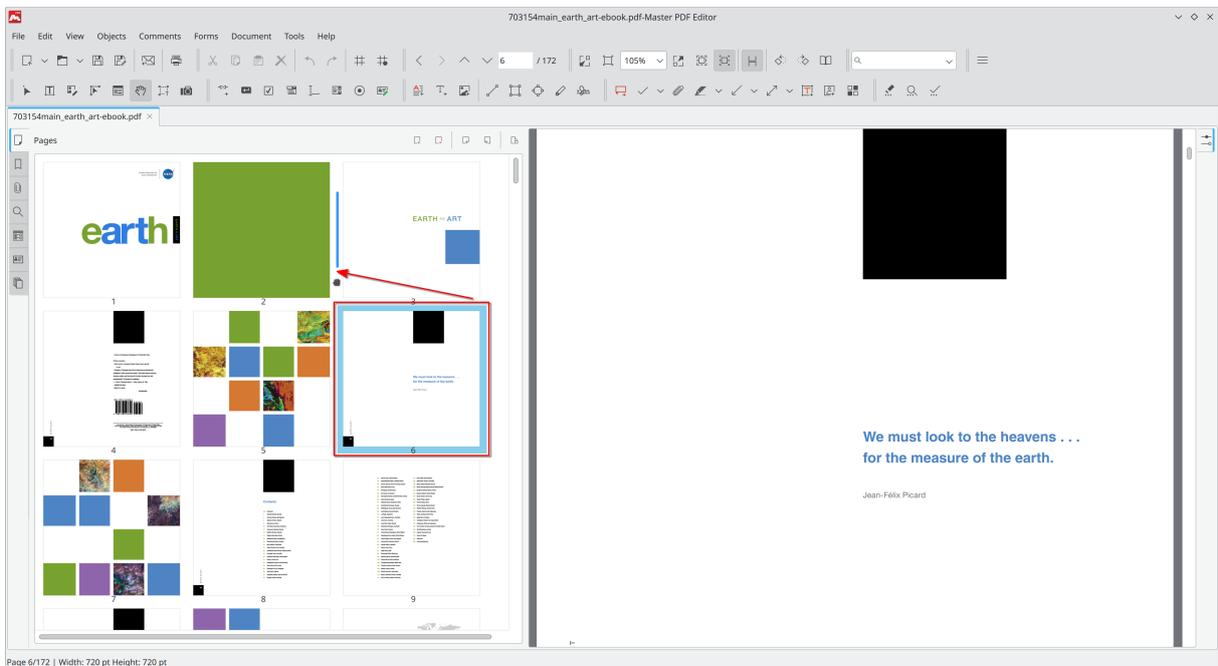
# Moving Pages

## Moving pages within a document

To change the order pages follow in a PDF document, you can move them in the *Thumbnails* side panel.

To move one or more pages:

1. Click the **Pages** button  to open the *Thumbnails* side panel.
2. Select the page or pages you want to move to another place in the document. To select multiple pages:
  - Hold **Ctrl** and click pages you want to add to the selection
  - Or hold **Shift**, then click the first and the last page of a range. All pages in between will be selected.
3. Start dragging the selected pages with the mouse, then drop them where you want these pages to be. Note that the blue indicator shows the place where the page or pages will be inserted.

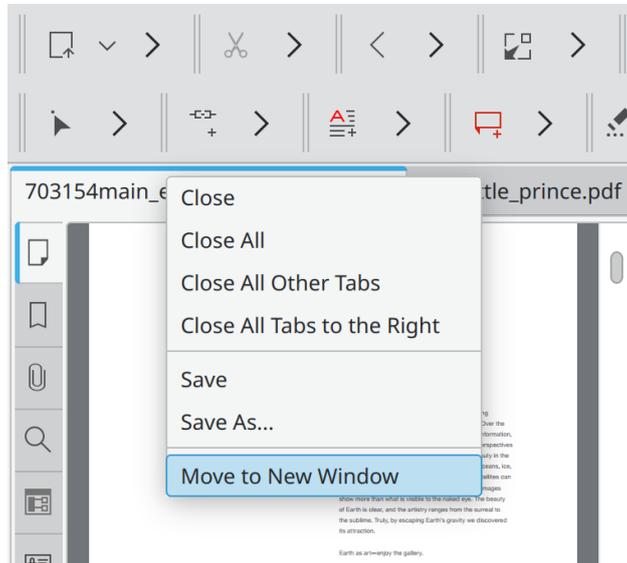


In this example we move page number 6 between pages 2 and 3.

## Moving pages between documents

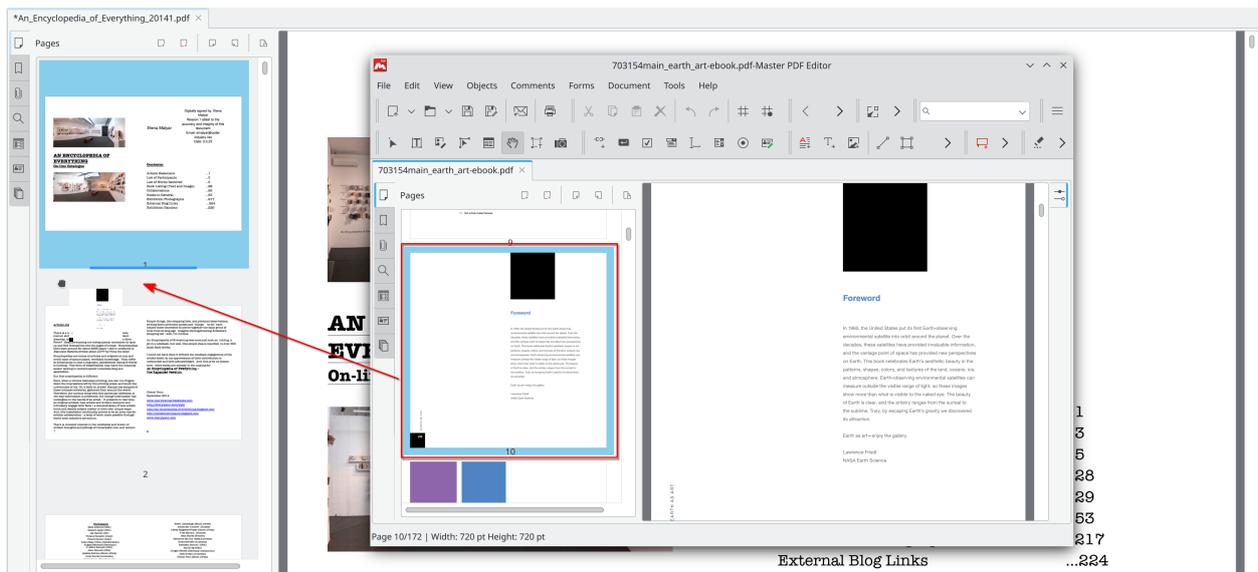
If you run another copy of Master PDF Editor you can move pages between different documents using the same technique.

1. Open the documents you want to transfer pages between.
2. Right-click a document tab, then click **Move to New Window**.



This will open a second copy of Master PDF Editor and will open the document.

3. Open the **Thumbnails** panel as described above and select pages you want to move. To select multiple pages hold **Ctrl** or **Shift** as described above.
4. Drag-and-drop pages from one window to another with your mouse.

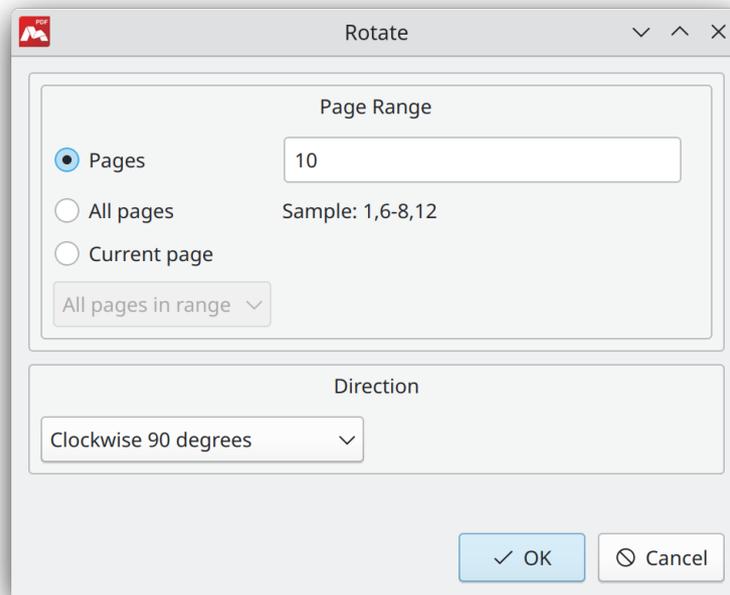


The same way you can drag and drop a PDF or an image file from any Windows Explorer window to Master PDF Editor to insert pages of that document to the currently opened PDF.

## Rotating a PDF Page

You can rotate pages of a PDF document by 90 degrees clockwise or counterclockwise and by 180 degrees to get them upside down.

To rotate a page, click **Document > Rotate Pages** menu item or press **Ctrl+R**. The following window displays:

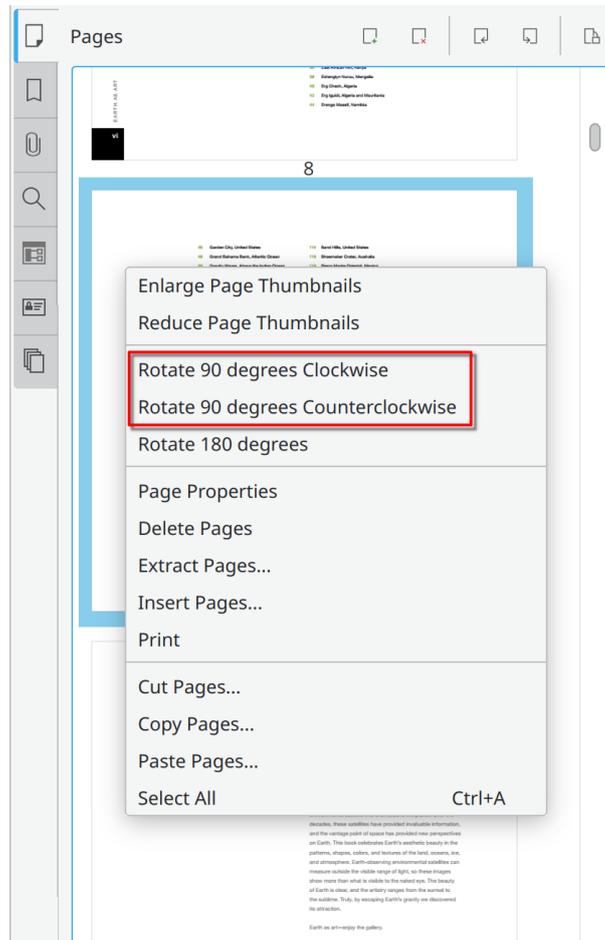


Choose pages you want to rotate:

- **Page Range.** Select pages you need to rotate.
- **Direction.** Select rotation direction.
  - *Clockwise 90 degrees.*
  - *180 degrees.*
  - *Counterclockwise 90 degrees.*

Click **OK** to rotate the selected pages in the specified direction.

Alternatively, you can open the **Thumbnails** section by clicking the **Pages** button  on the side panel, right-click the thumbnail of a page you want to rotate and select either rotation option.

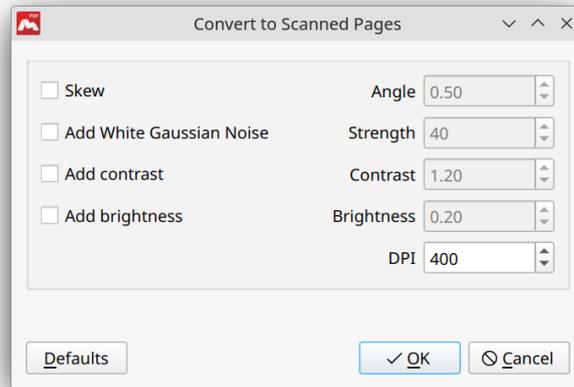


## Convert to Scanned Pages

You can change the pages of your document so that they look like they were scanned.

To add a scanned texture effect to your document, choose **Document > Convert to Scanned Pages** in the main menu.

The following dialog window appears:



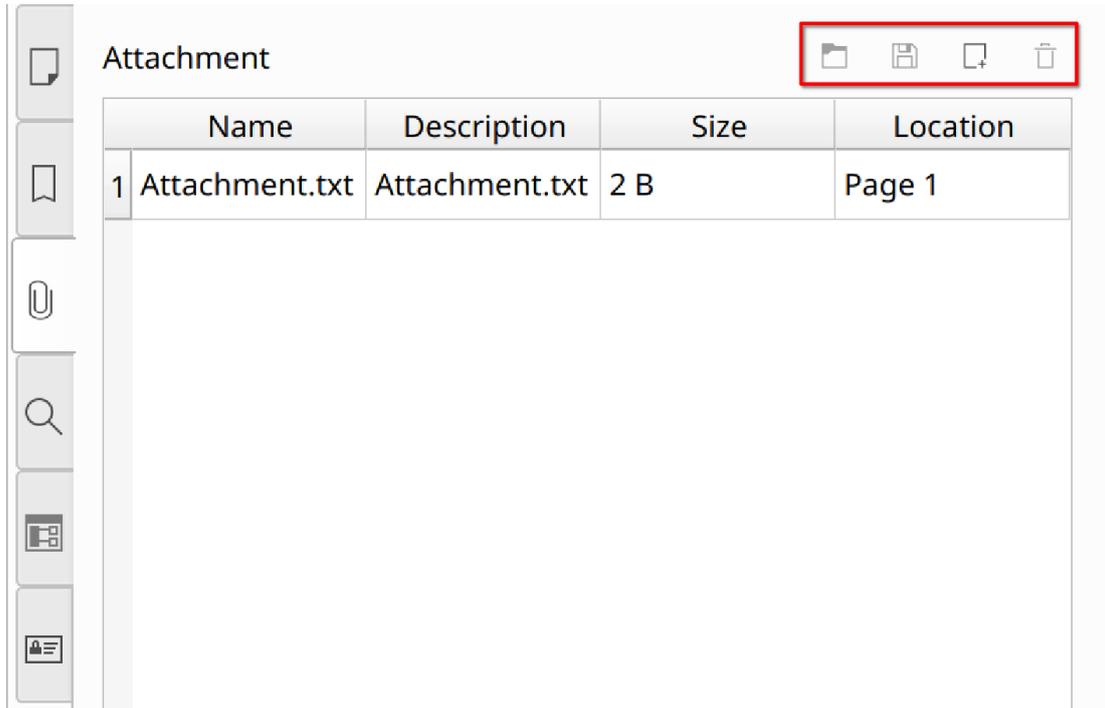
These options are available:

- **Skew.** Adds skew to the document pages. When the checkbox is selected, the **Angle** can be adjusted to change skew of the pages.
- **Add White Gaussian Noise.** Adds grain effect to the document pages. When enabled, the **Strength** can be adjusted to set the needed noise level.
- **Add contrast.** Adds contrast to the document pages. When the checkbox is selected, the **Contrast** can be adjusted to change the contrast level.
- **Add brightness.** Adds brightness to the document pages. Select the checkbox to set the needed **Brightness** level.
- **DPI.** Allows changing image resolution of the document pages. A lesser value of DPI decreases image quality of the page.

It is also possible to reset all the parameter values back to the default values if you press the **Defaults** button.

## Attachments

To add an attachment to the document, open the **Attachment** tab on the left panel.



Click the **Insert** icon  to add the files as attachments to the document. To delete the attachment, click the **Delete** icon  or press **Del** key.

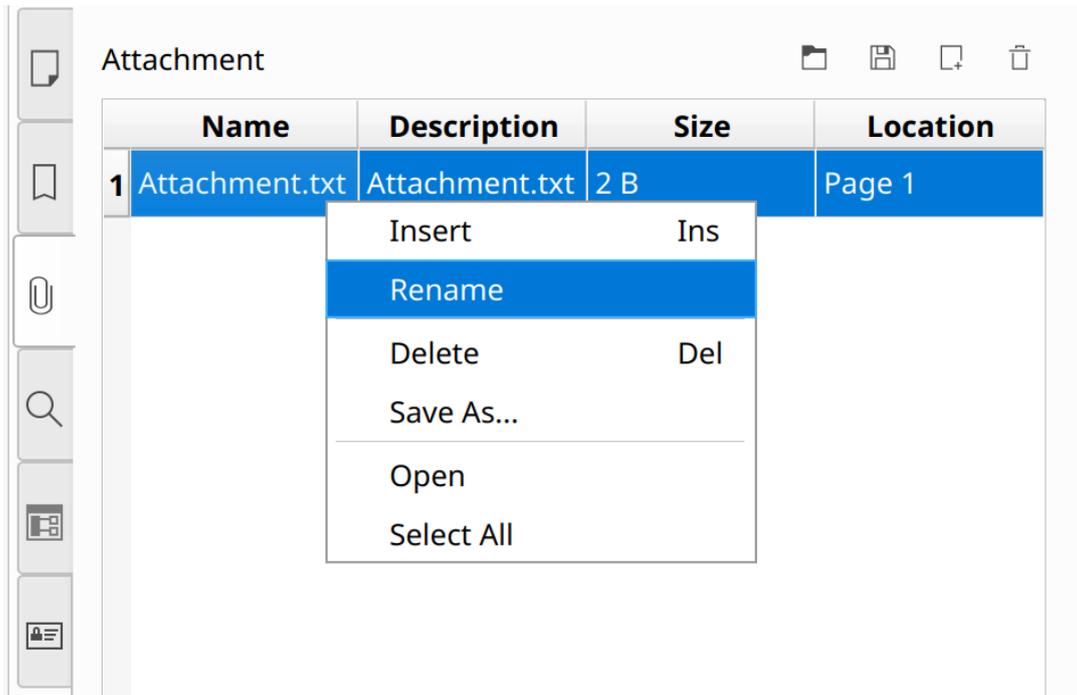


After the attachment is deleted, the command can not be undone.

To save the file, click the **Save** icon . The **Open** icon  opens all the selected files in *Attachments*. PDF documents will open in new tabs.

To select multiple files, hold **Ctrl** key and click them one by one.

You can also edit the attachment by right-clicking the file. The context menu with the following commands will pop up:



- **Insert (Ins).** Add an attachment to the document.
- **Rename.** Rename the attachment.
- **Delete (Del).** Delete the attachment.
- **Save as...** Save a copy of the attachment in the specified folder (directory).
- **Open.** Open the attachment in the third-party software set as default in the system. PDF files will open in a new tab.
- **Select all.** Select all the attachments in the list.



The commands *Delete*, *Save as...* and *Open* also allow editing multiple attachments if selected.

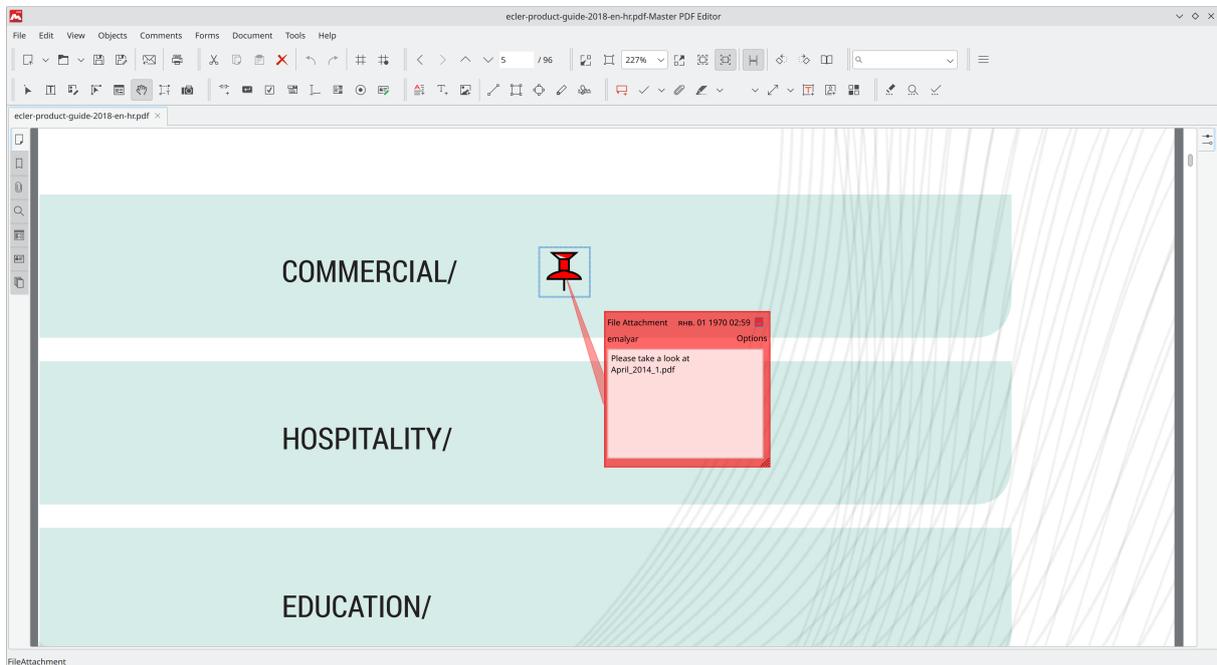
## Attaching a file as a comment

PDF document may include files of any format as attachments. Attached files are stored within document they are attached too. When moving document to another folder, all attached files are moved with it.

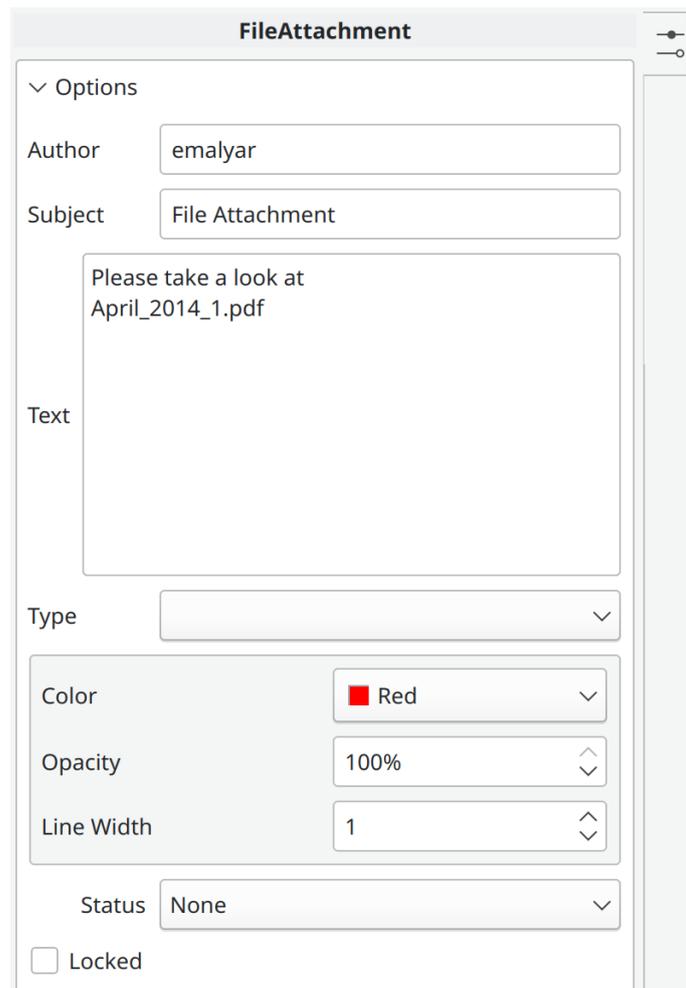
To attach a file as a comment to the PDF document, do the following:

1. Select the **Hand Tool** on the toolbar  or in the **Tools** menu (**Alt+6**).
2. Click the **Attach a File as a Comment** button  on the toolbar. The mouse cursor will change to the crosshair.
3. Click where you want to place the attachment in the document.
4. Browse for a file you want to attach and open it.

Master PDF Editor will load this file and attach it to the PDF document.



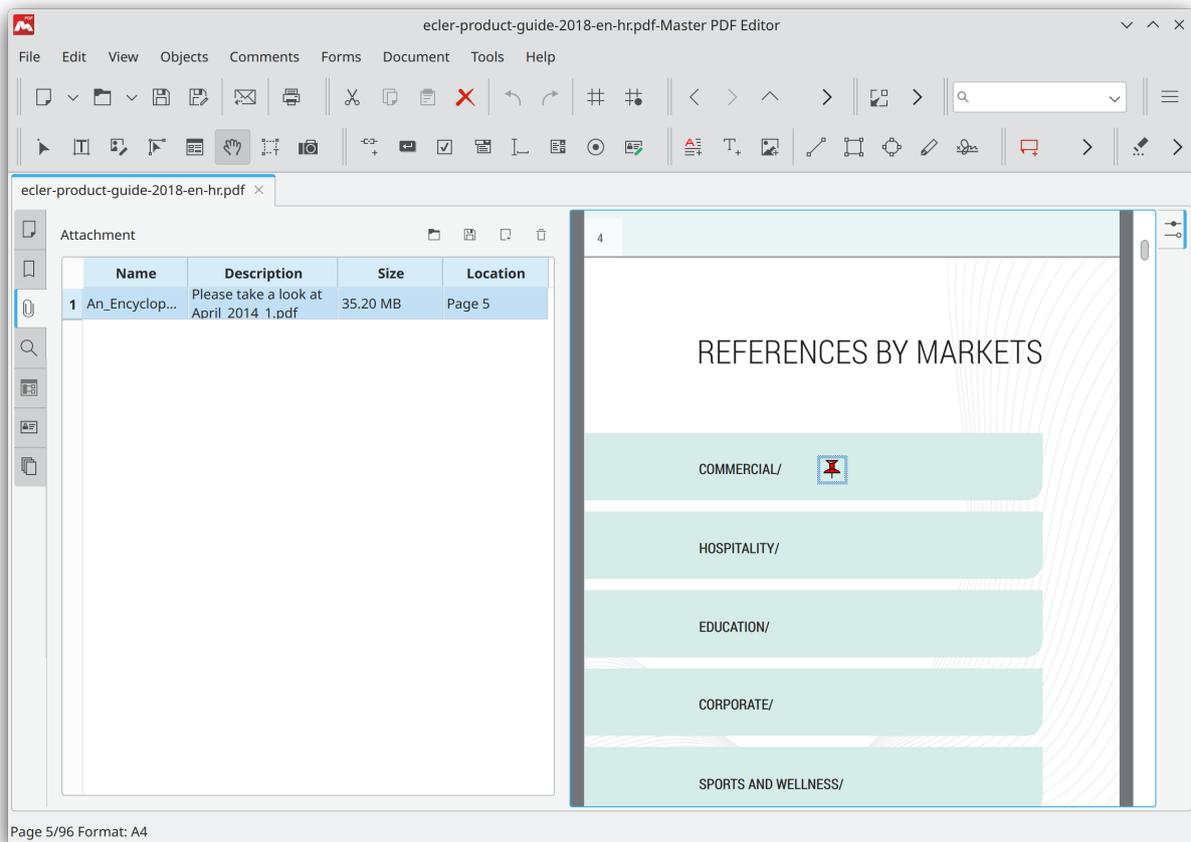
You can adjust the text of the comment or bring up the *Object Inspector* window (**Ctrl+F11**) to adjust other parameters of the comment.



The image shows a software window titled "FileAttachment" with a standard Windows-style title bar. The window is divided into several sections. At the top, there is a "Options" section with a dropdown arrow. Below this, there are two text input fields: "Author" containing the text "emalyar" and "Subject" containing "File Attachment". A larger text area labeled "Text" contains the message "Please take a look at April\_2014\_1.pdf". Below the text area is a "Type" dropdown menu. The bottom section contains three rows of settings: "Color" set to "Red" with a red square icon, "Opacity" set to "100%", and "Line Width" set to "1". At the very bottom, there is a "Status" dropdown menu set to "None" and a "Locked" checkbox which is currently unchecked.

To open the attached document, double-click the attachment object in the working area. If the attached file is a PDF document, it is opened in Master PDF Editor in a new tab. Other documents are opened in their associated applications.

Also, you can see all files attached to the PDF document in the **Attachment** section on the left panel:

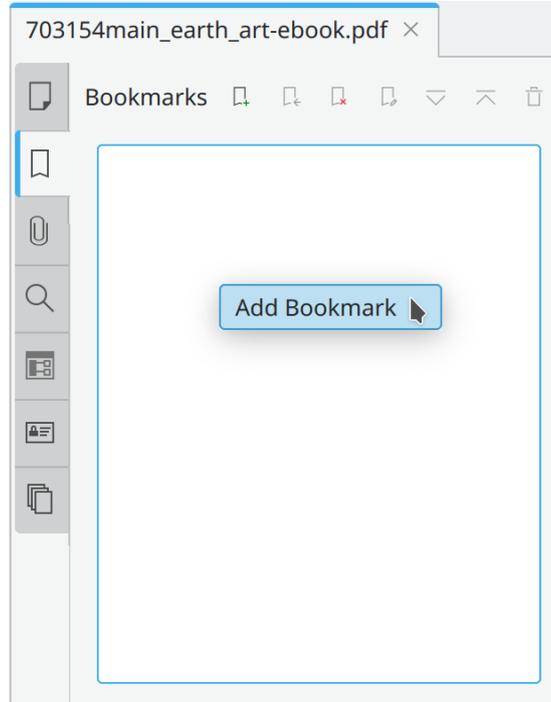


Click an attachment in the list to open it in the working area or double-click to open it.

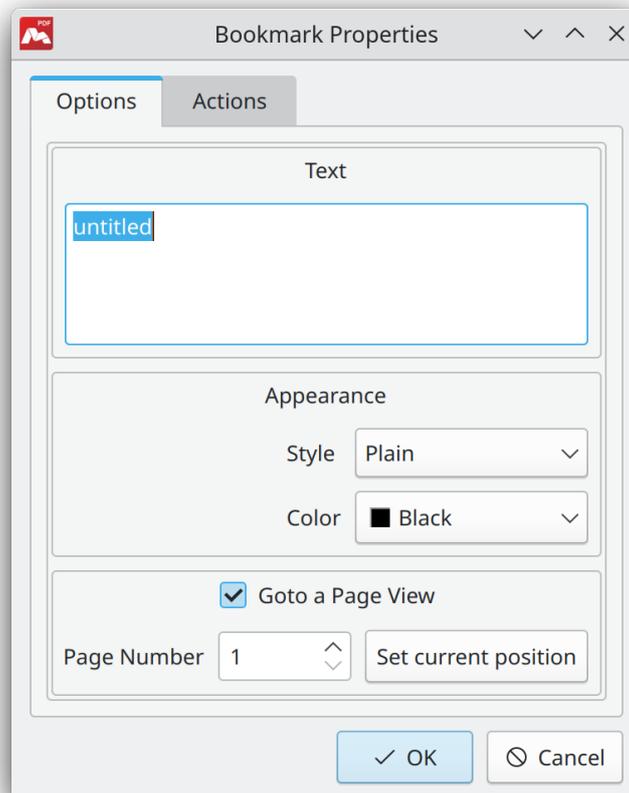
# Managing bookmarks

## Adding bookmarks

To add a bookmark to a PDF document, click the **Bookmarks** tab  on the side panel. Then right-click the panel and click **Add Bookmark**.

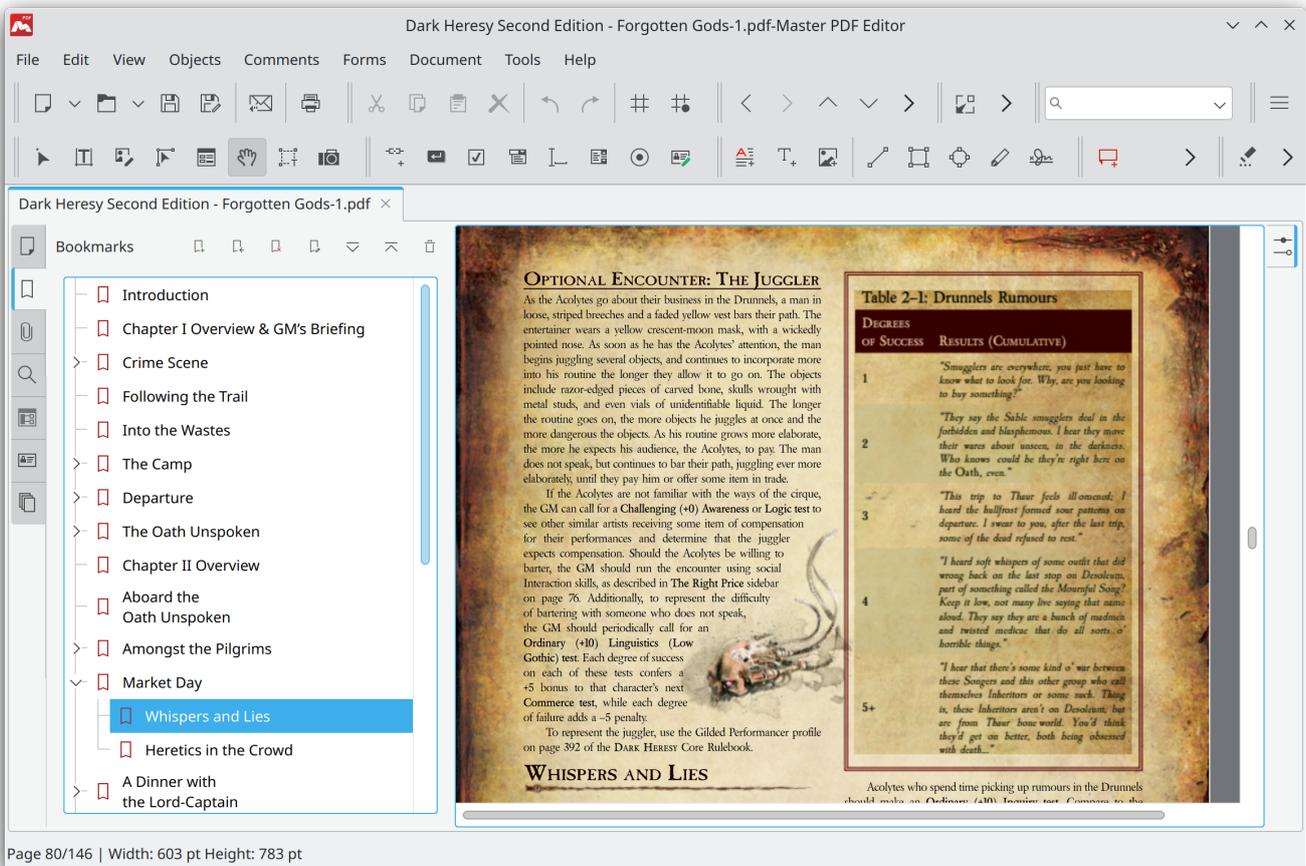


The bookmark properties window opens:



Enter the text of the bookmark providing enough information about where it points to. Optionally, adjust the appearance of the bookmark. Click **OK** to create the bookmark.

If you right-click an existing bookmark, the new bookmark will be added as a child bookmark:



You can also adjust position of a bookmark in the tree list by dragging and dropping it.

## Deleting a bookmark

To delete a bookmark, right-click it in the list and click **Delete Bookmark**.

To delete multiple bookmarks:

- Hold **Ctrl** and click bookmarks you want to select one by one.
- Or hold **Shift** and click the first and the last bookmarks to select all bookmarks in between.

Then right-click and click **Delete Bookmark** to delete all selected bookmarks.

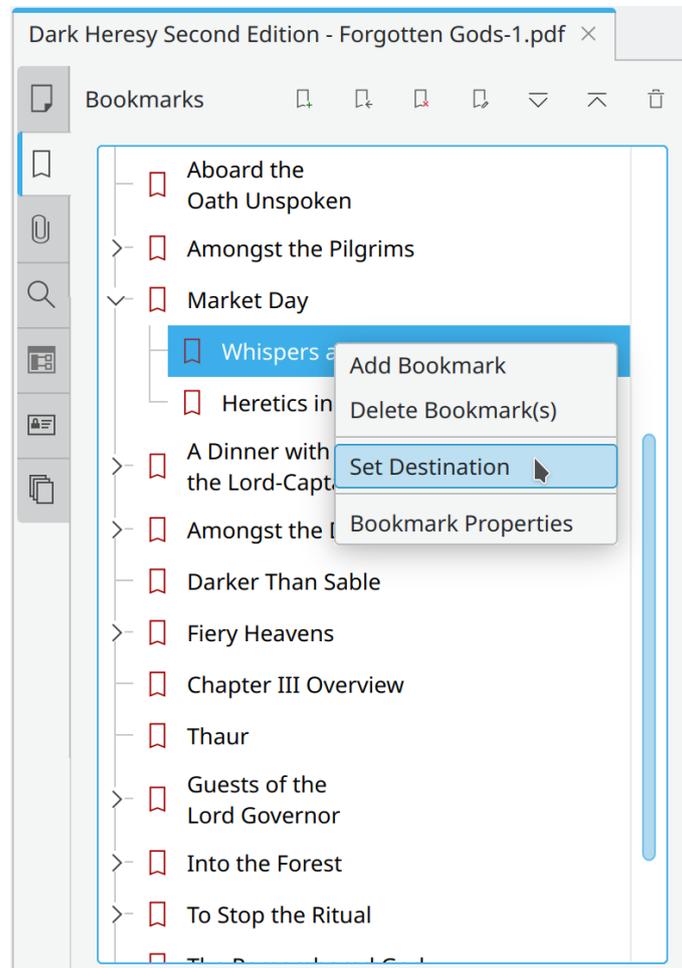


Please note, bookmark removal cannot be undone.

## Editing a bookmark

To edit a bookmark, right-click it and select **Bookmark Properties**.

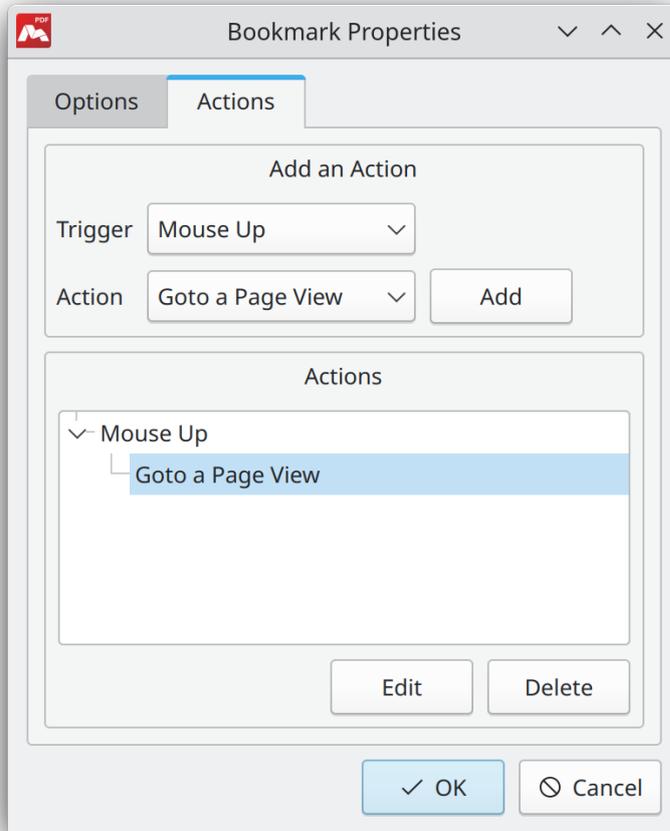
If you just want to assign a different page view to a bookmark, navigate to the part of the document you want to bookmark, then right-click the bookmark in the list and select **Set Destination**.



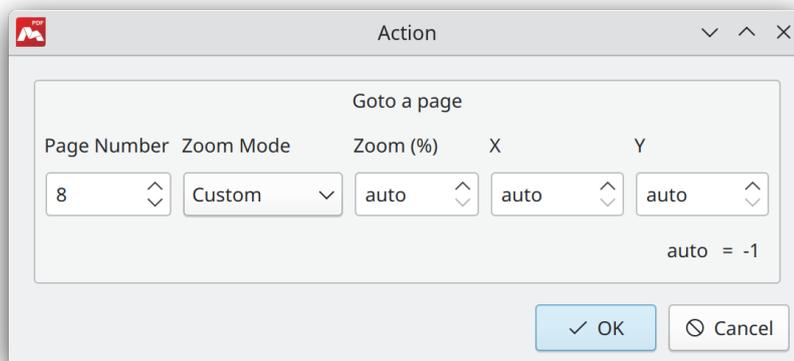
The bookmark saves both the position in the document and its current zoom level. Setting a new destination will also save the current zoom level. Whenever you click this bookmark, it will adjust the scale of the document back to its saved state.

If you want the bookmark to preserve the current zoom level of the document without restoring it back to the saved one, you should edit the bookmark as follows:

1. Right-click the bookmark and click **Bookmark Properties**.
2. Switch to the **Action** tab.
3. Select **Goto a Page View** action in the list and click **Edit**.



4. Master PDF Editor will ask whether you want to set the current position. Click **Custom**. This will bring up the following dialog:



5. Select **Custom** in the **Zoom Mode** dropdown box and set **Zoom** to “0” (“auto”). Click **OK**.

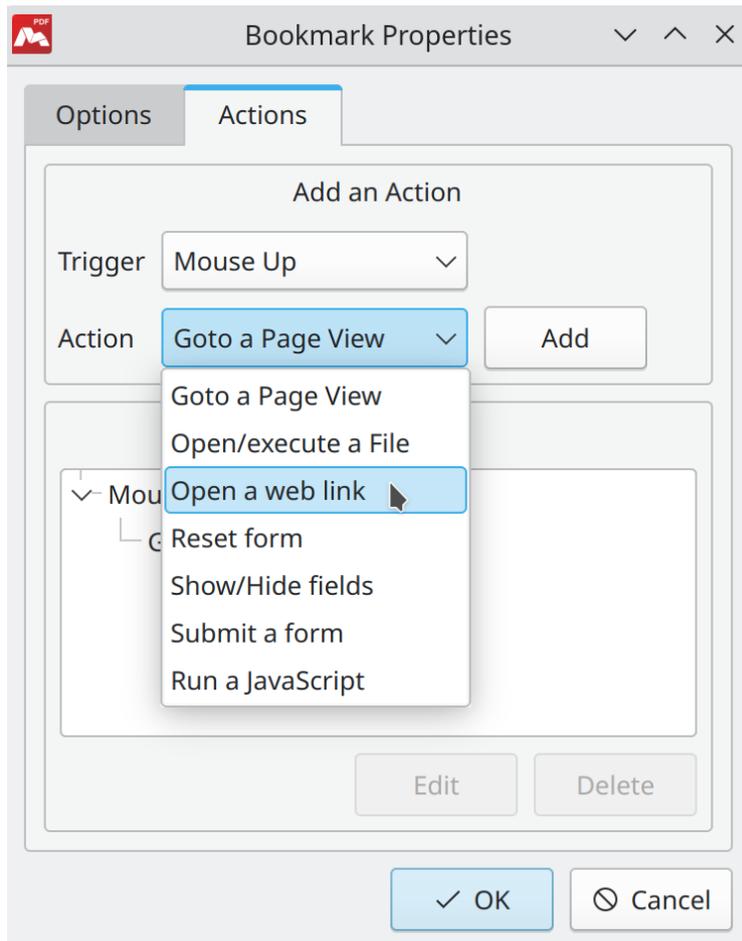
Read more about setting actions to a bookmark below.

## Advanced bookmark capabilities

With bookmarks you can navigate not only across the document, but also open external web links, execute files, open other documents and even execute JavaScript.

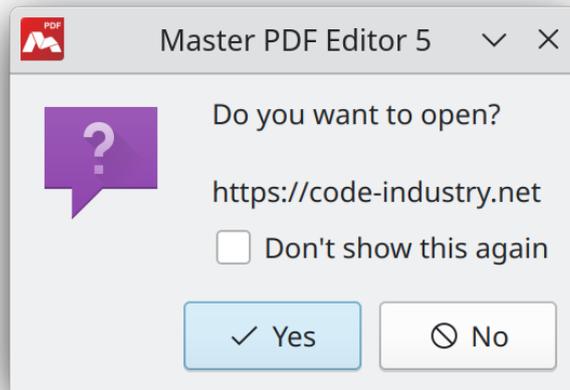
For example, here is how you can make a bookmark open a URL.

1. Right-click the bookmark list to add a bookmark.
2. In the **Bookmark Properties** window switch to the **Actions** tab.
3. Select the action you want to perform when the bookmark is clicked. In our case we want to open a link, so select **Open a web link** item. Click **Add**.



Insert URL and press **OK** to add a bookmark.

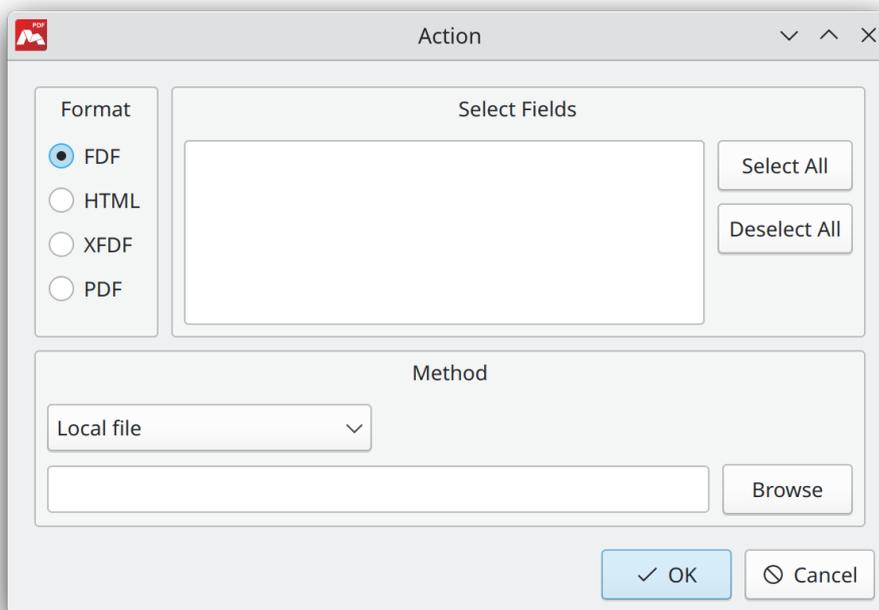
Now, when this bookmark is clicked, the following dialog appears:



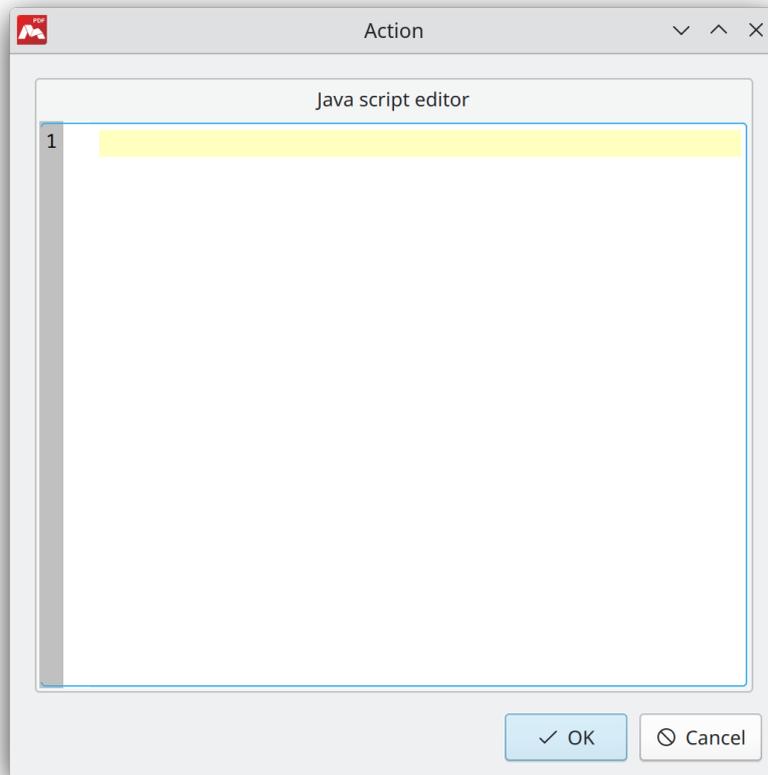
You can assign multiple actions to the same bookmark. In this case all of the actions are executed starting from the first one.

The following actions are available:

- **Goto a Page View.** The default action that navigates to a specified place in the document.
- **Open/execute a File.** This action opens a specified file or runs an executable.
- **Open a web link.** The action allows you to open any URL in the default browser.
- **Reset form.** Select fields of a PDF form or forms to reset. The contents of these fields will be removed.
- **Show/hide fields.** You can select which fields of a form or forms should be visible. When this action executes, the selected fields will turn their visibility as specified.
- **Submit a form.** This action allows you to initiate submitting of the selected fields of a form using on of available formats and submission methods.



- **Run a JavaScript.** Selecting this action, the JavaScript editor opens where you can compose a script that will be executed when this action is activated. This allows you to perform conditional formatting, calculate field values, validate information entered to a form, and so on.



Since you can assign multiple actions to a bookmark, you can first execute a JavaScript to validate form contents, then run the ***Submit a form*** action to submit it.

## Managing layers

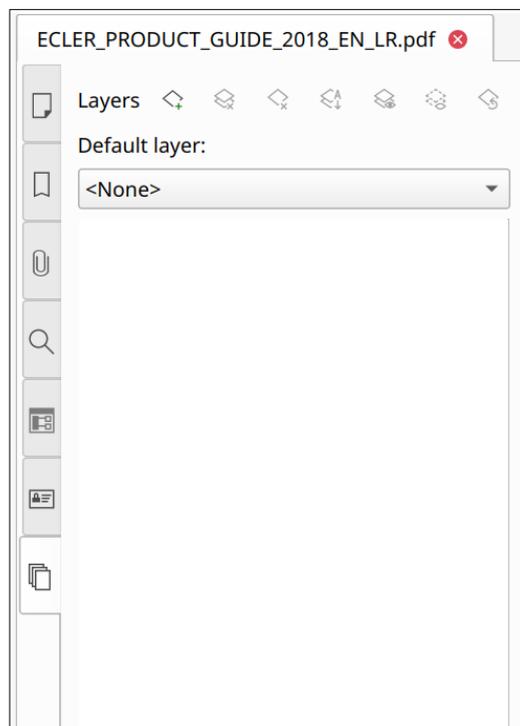
Layers are used in PDF documents to configure the visibility of content when viewing, printing, or exporting.

### Creating a new layer

Only an object added to a layer can have its visibility configured. First you need to add a new layer if the document doesn't already have any layers.

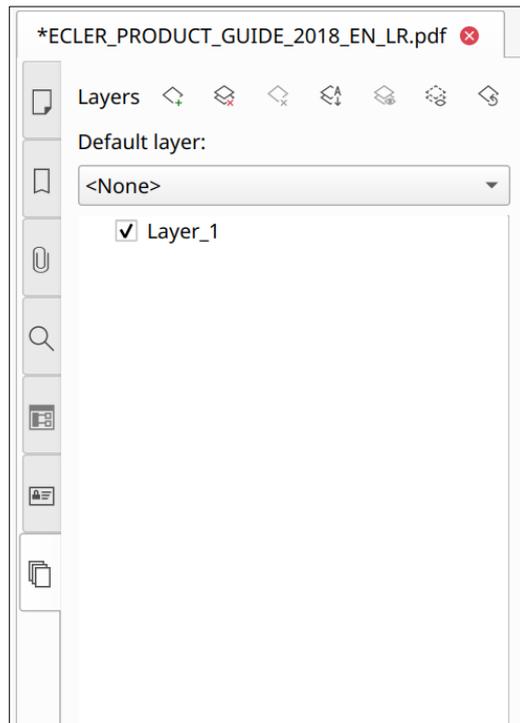
To add a new layer to a PDF document, do the following:

1. Click the **Layers** tab  on the left side panel.



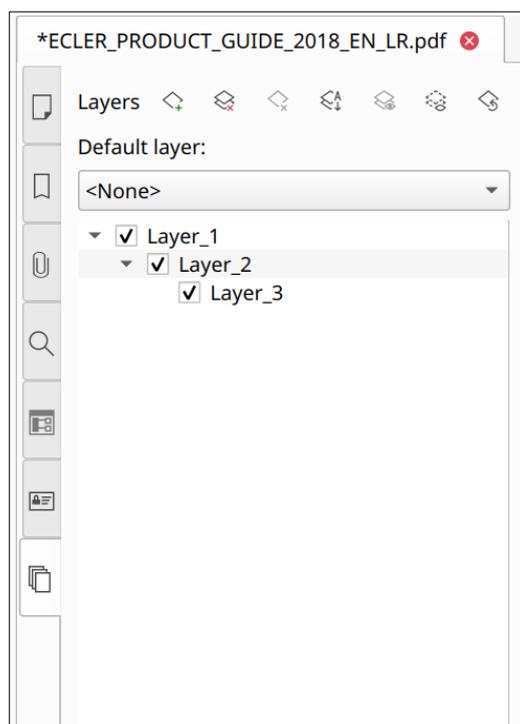
2. Press the **Create new layer** button  .
3. Insert the layer name in the dialog box.

A new layer will be added to the layer list.



The **Layers** panel provides additional options to manage a layer after it is created:

- To rename the layer, double-click the layer with the left mouse button.
- To sort layers in alphabetical order, click the **Sort layers by alphabet** button .
- To order layers, you can nest multiple layers into one. To nest layers, press and hold the child layer with the left mouse button and drag it onto the parent layer on the tab. To split layers, press and hold the child layer with the left mouse button and drag it to the blank area of the tab.

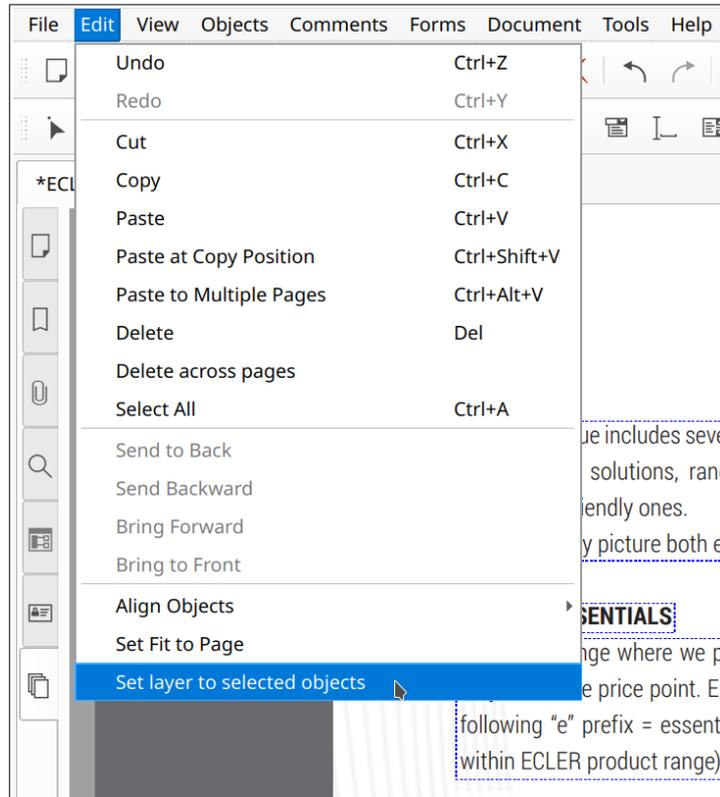


## Adding an object to the layer

In Master PDF Editor, you can add an object to a layer in one of several ways:

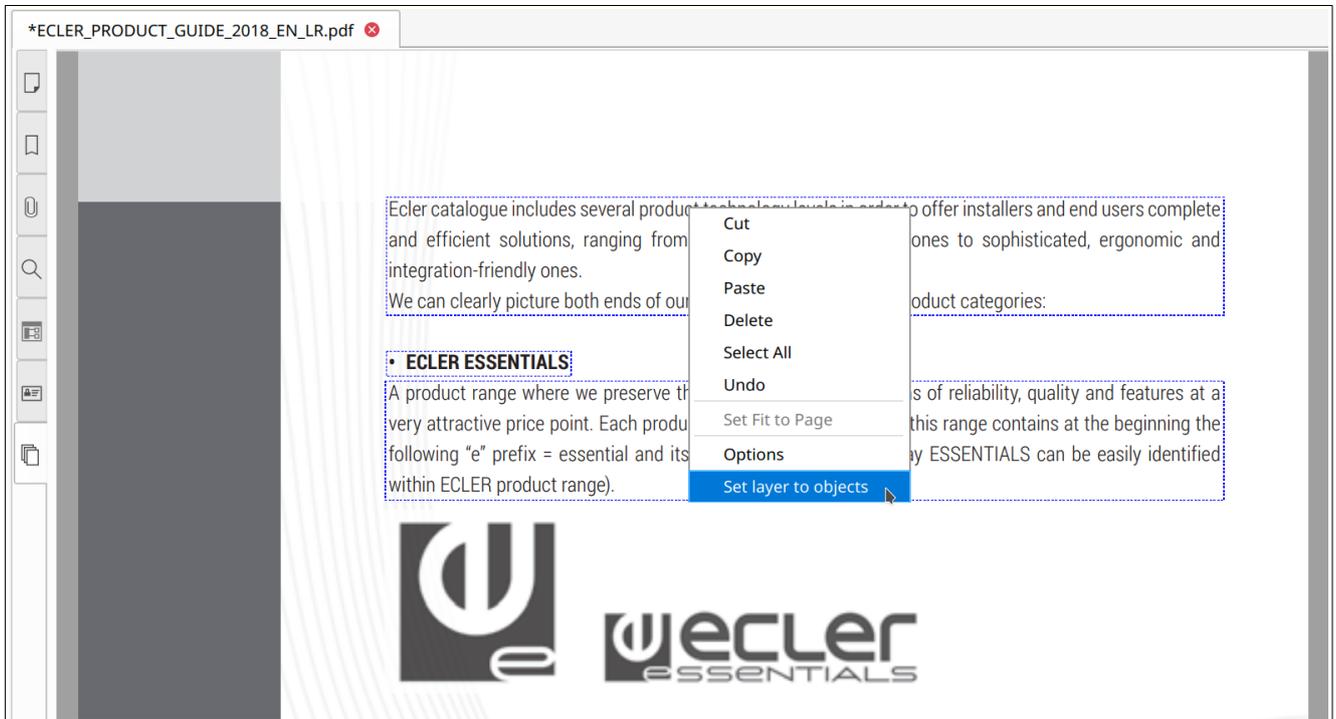
### Using the main menu

- Select the object with the **Edit Document** tool on the document page.
- Select **Set layer to selected objects** in the **Edit** tab from the main menu.



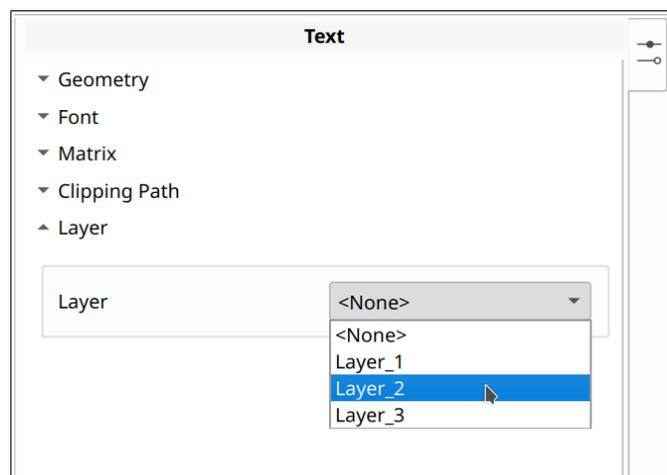
## Using the context menu

- Select the object with the **Edit Document** tool on the document page.
- Right-click the object.
- Select **Set layer to objects** in the context menu.



## Using the Object Inspector

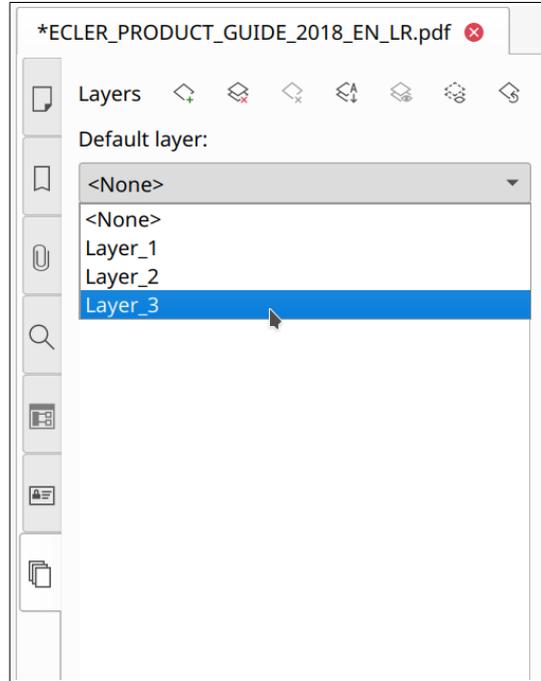
- Select the object with the **Edit Document** tool on the document page.
- Open the **Layer** tab in the Object Inspector.
- Select the needed layer from the **Layer** drop-down menu.



## Using the default layer option

- Select the needed layer in the drop-down list **Default layer** on the **Layers** tab.
- Create a new object.

The object will automatically be added to the default layer.



You can select several objects for adding them to the layer. Select the **Edit Document** tool and do one of the following:

- Press and hold the **Ctrl** button and select the objects.
- Hold the mouse button and move the mouse to define a rectangular selection area as shown below. All the objects intersecting with this rectangle will be selected.



## Configuring layer visibility

On the *Layers* tab, you can find the following settings to configure layer visibility:

- **Show all**  . Shows all layers.
- **Hide all**  . Hides all layers.
- **Show a layer**. Shows a specific layer when check is in the box next to the layer name.
- **Hide a layer**. Hides a specific layer when there is an empty box next to the layer name.
- **Reset layers to default visibility**  . Resets layer visibility to the state specified in the document's [default visibility](#) settings.

## Layer visibility by default

The *Layer Visibility by default* parameter allows configuring layer visibility in Master PDF Editor for the newly opened documents. The parameter takes priority over the visibility settings configured in the document.

- **Use configuration in document**. When a document is opened, layers are displayed as they were previously saved in the settings for [default visibility](#) in the document.
- **Show all layers**. Shows all layers when opening a document.
- **Hide all layers**. Hides all layers when opening a document.

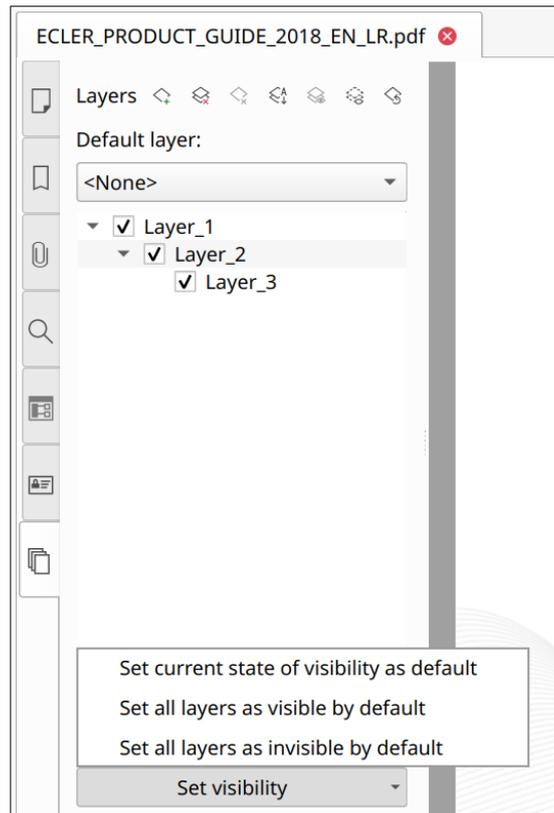


To make this parameter work properly, remove the check mark next to the option **Restore last view settings when reopening**. To disable the option, select the **Settings** from the **Tools** main menu, then select the **General** tab.

## Default visibility in a specific document

To configure layer visibility in a specific document, use the following settings on the **Layers** tab in the drop-down menu **Set visibility**.

- **Set current state of visibility as default.** Saves the current state of layer visibility as default in the document.
- **Set all layers as visible by default.** Saves layers as visible by default in the document.
- **Set all layers as invisible by default.** Saves layers as invisible by default in the document.

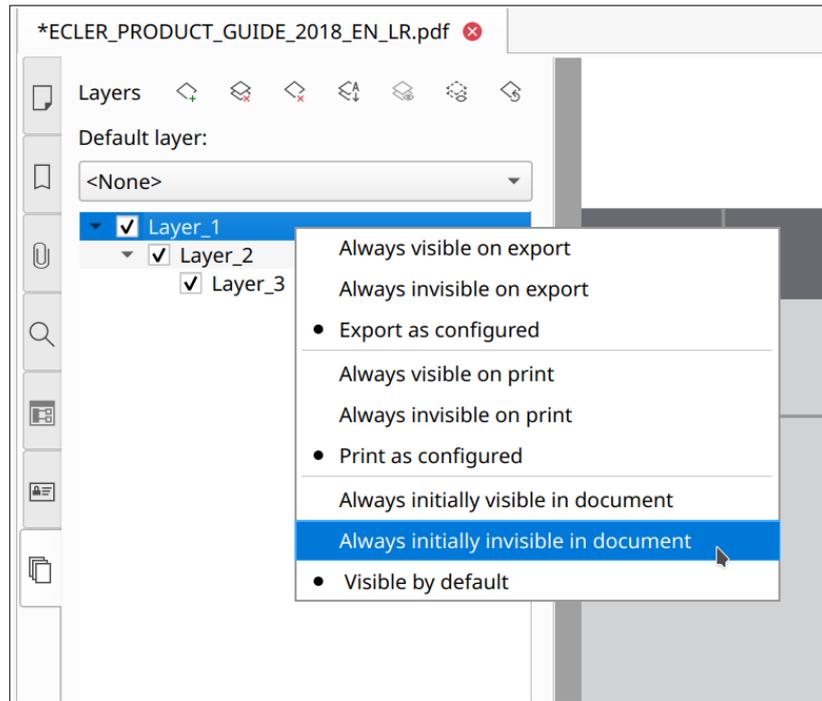


These parameters save the selected layer visibility for a specific document, regardless of the the software settings used to view the document.

## Layer visibility when opening a document

To configure layer visibility when opening a document for the first time, right-click the layer name on the **Layers** tab. Then, select one of the following options from the drop-down menu:

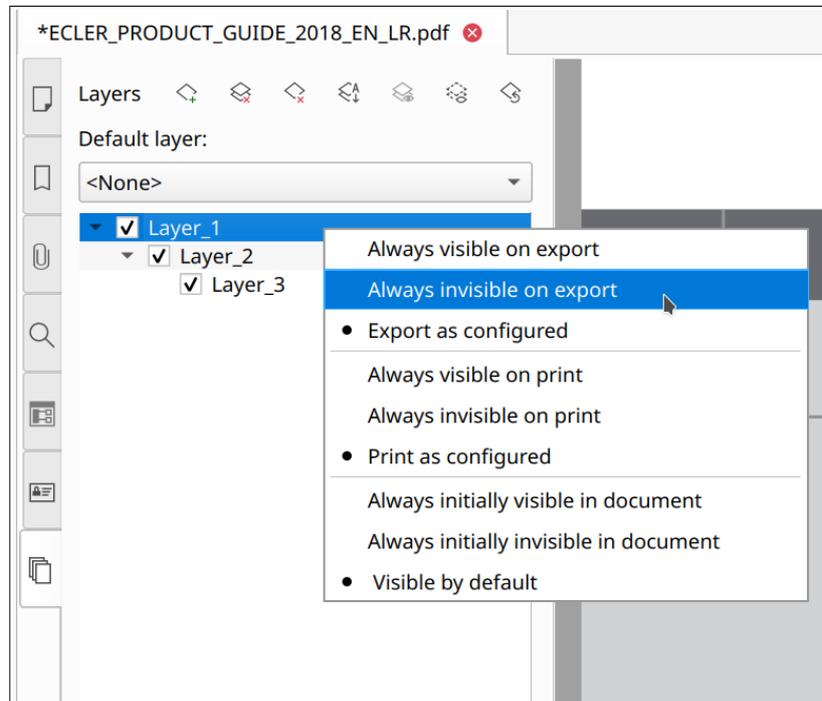
- **Always initially visible in document.** Always shows the layer when opening a document for the first time.
- **Always initially invisible in document.** Always hides the layer when opening a document for the first time.
- **Visible by default.** Layer visibility depends on the tick next to the layer name.



## Exporting layers

To configure layer visibility when exporting a document to an image, right-click the layer name on the *Layers* tab. In the drop-down menu, select one of the following visibility options:

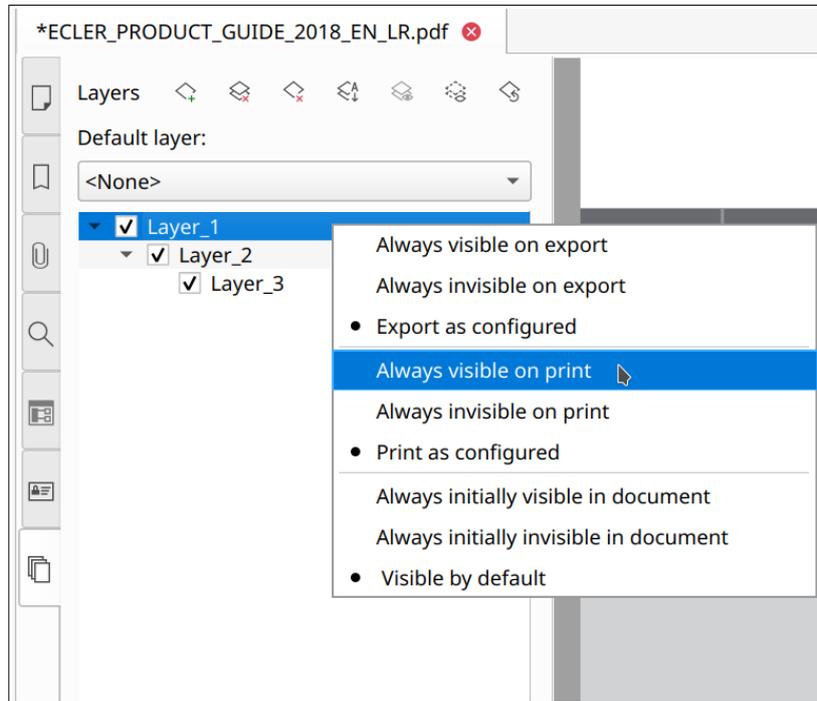
- **Always visible on export.** Shows the layer when exporting the document to an image.
- **Always invisible on export.** Hides the layer when exporting the document to an image.
- **Export as configured.** Layer visibility depends on the tick next to the layer name.



## Printing layers

To configure layer visibility when printing a document, right-click the layer name on the **Layers** tab. Then, select one of the following options from the drop-down menu:

- **Always visible on print.** Shows the layer when printing the document.
- **Always invisible on print.** Hides the layer when printing the document.
- **Print as configured.** Layer visibility depends on the tick next to the layer name.



To select multiple layers for the same settings when exporting a document to an image or printing it:

- Press and hold the **Ctrl** button, then click on the layers with the left mouse button on the **Layers** tab.
- Or click on the first layer, press the **Shift** and hold it. Click on the last and release the Shift to select all layers in between.

## Deleting layers

To delete layers, use the following settings on the **Layers** tab:

- **Delete all.** Deletes all layers in the document.
- **Delete selected.** Deletes the selected layers.

## Editing Objects in the PDF Document

Every PDF documents consists of PDF objects: images, text boxes, forms, vector objects. Editing a PDF document basically means editing properties of those objects. Despite being quite different in essence, PDF objects share many properties that can be edited the same way.

Master PDF Editor provides a range of tools for effortless editing of PDF objects.

### Selecting PDF objects

To select an object in the PDF document, click the **Edit document**  toolbar button, click the **Tools > Edit document** menu or press **Alt+1** on the keyboard. Then click an object in the work area of the document.

### Selecting images, forms and text objects

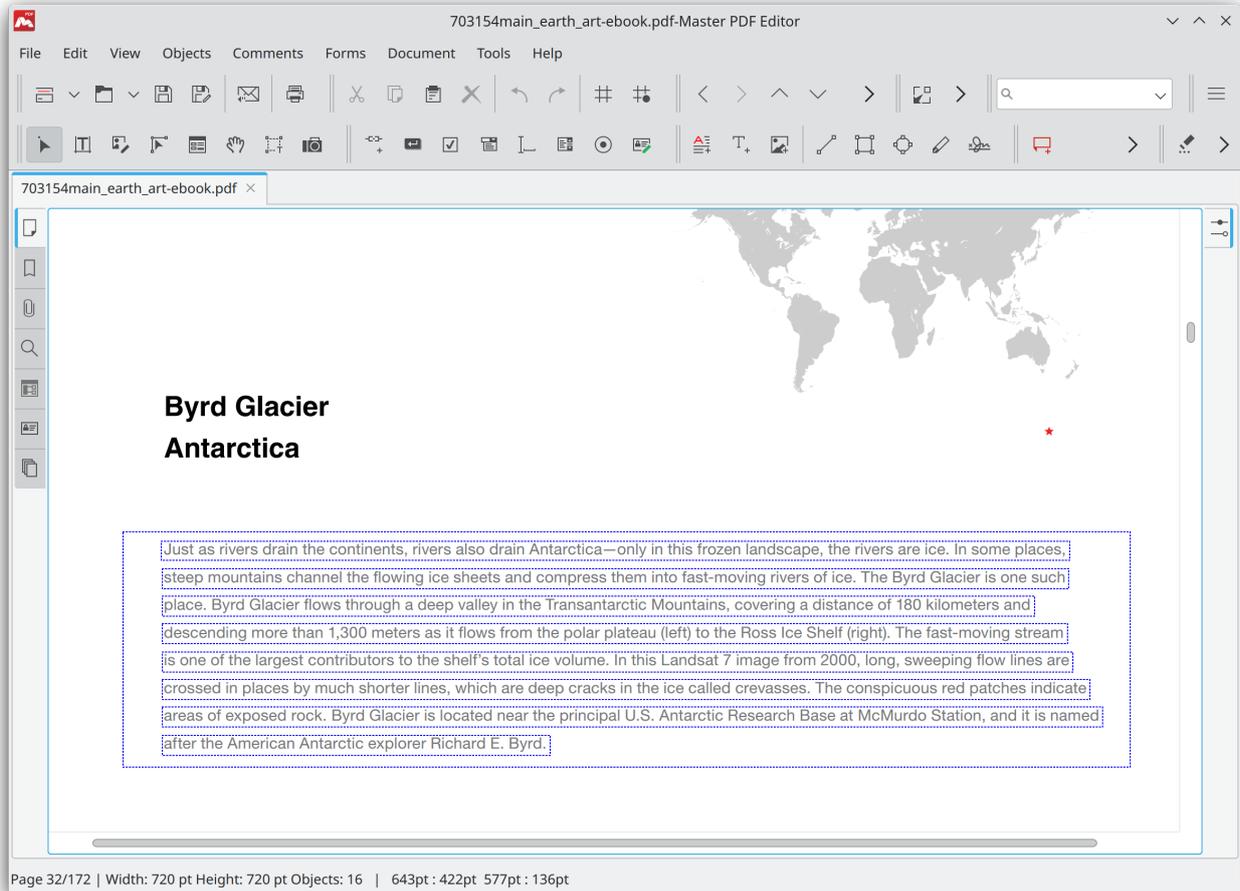
While the **Edit document** tool  allows you selecting any objects in the document, there are also a number of tools to select specific types of objects:

- **Edit Text Objects** tool  allows you to select text objects. You can also select this tool in the **Tools > Edit text** menu or by pressing **Alt+2**.
- **Edit Forms**  tool is for selecting PDF forms (**Alt+3**).
- **Edit Images**  tool allows you to select images (**Alt+4**).
- **Edit Vector Images**  tool is for selecting vector images only (**Alt+5**).

## Selecting multiple objects

To select several objects at once, use one of the following ways:

- Hold **Ctrl** and click objects you want to select.
- Hold the mouse button and move the mouse to define a rectangle as shown below. All objects intersecting with this selection rectangle will be selected.



## Moving objects

- **With mouse.**

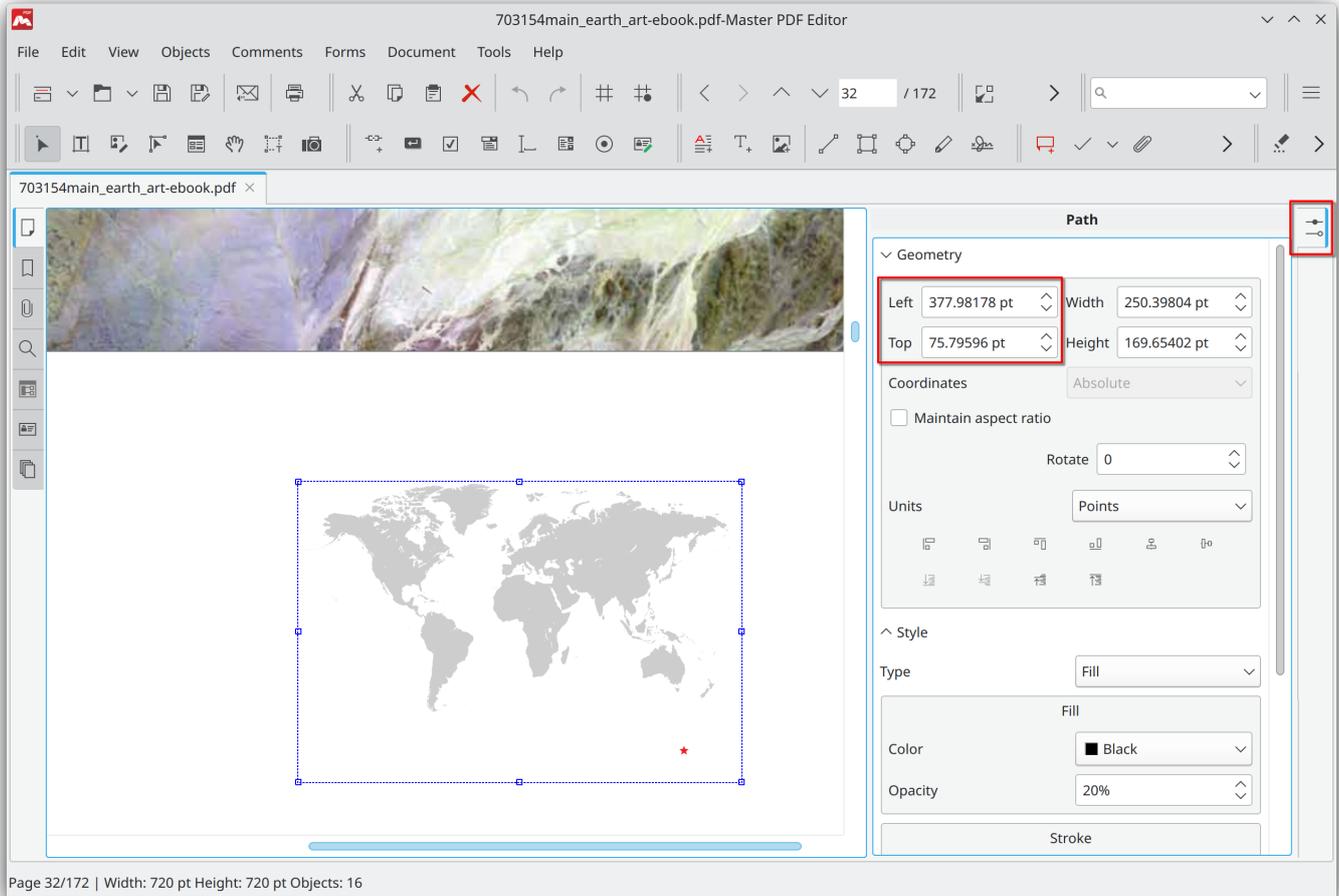
To move an object, select it, then hold the left mouse button and move the object to a new place.

- **With keyboard.**

To move an object using keyboard, select the object and press arrow keys on the keyboard. With each press of an arrow key the object moves by 5 pixels in the corresponding direction. Hold **Ctrl** for more precise movement by 1 pixel each press.

- **Using Object Inspector.**

You can specify the exact coordinates to place the object at. To do this, select an object you want to edit, then click the **Object Inspector** button in the right side (or press **Ctrl+F11**) to display the **Object Inspector**. Open the **Geometry** section. Specify the coordinates of the object in the **Left** and **Top** boxes.

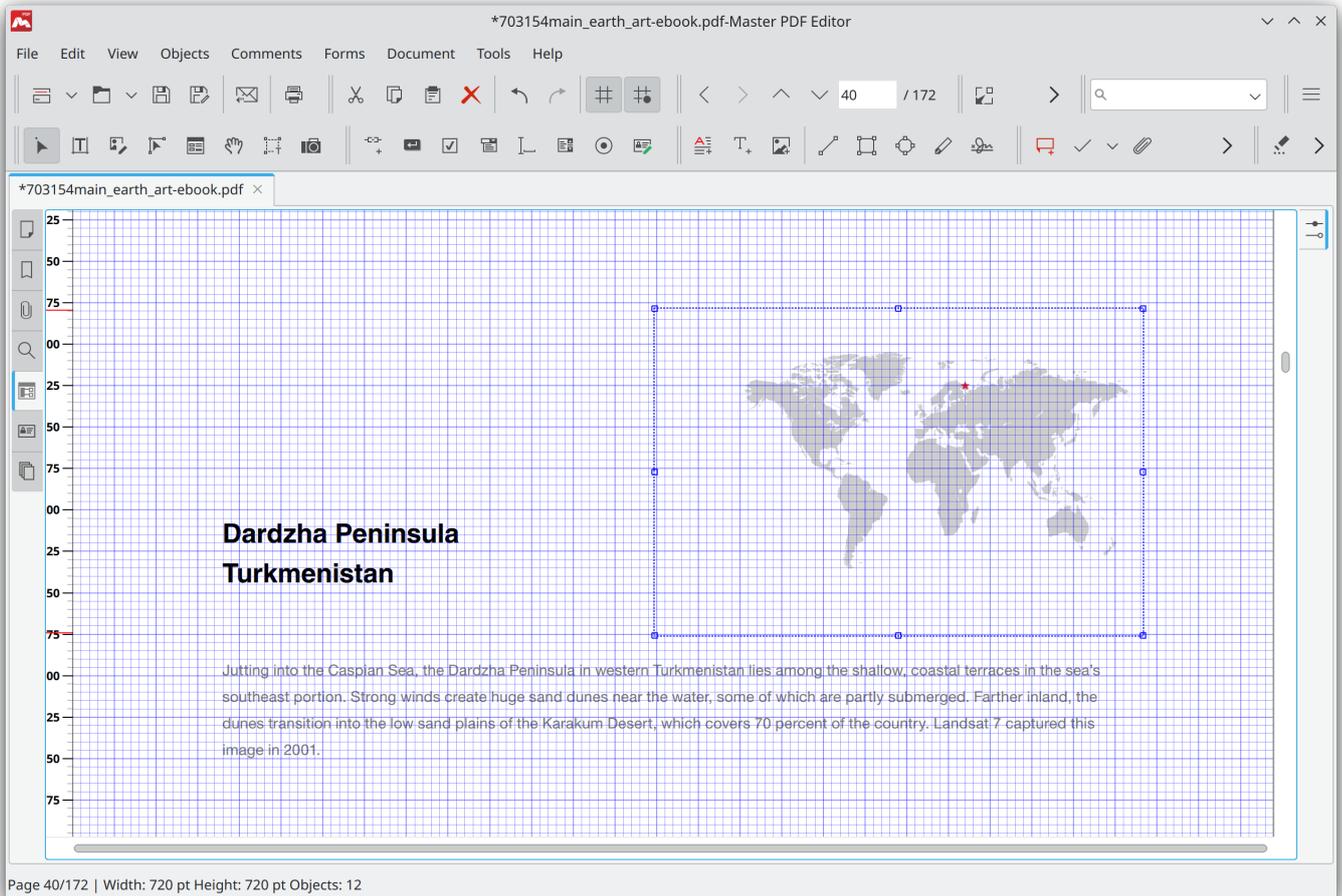


 You can only move objects within the same page of the PDF document. If you need to move the object to another page, use the *Cut/Paste* operation (see below).

## Snapping to the grid

You can move objects across the page and keep them snapped to the grid. This simplifies arranging objects on the page and keeping them aligned with each other.

To enable snapping to the grid, choose the **View > Snap to Grid** menu item or press **Ctrl+Shift+U**. To display the grid, choose **View > Grid** or press **Ctrl+U**.



You can configure grid parameters in the **Tools > Settings** menu, the **Grid** section.

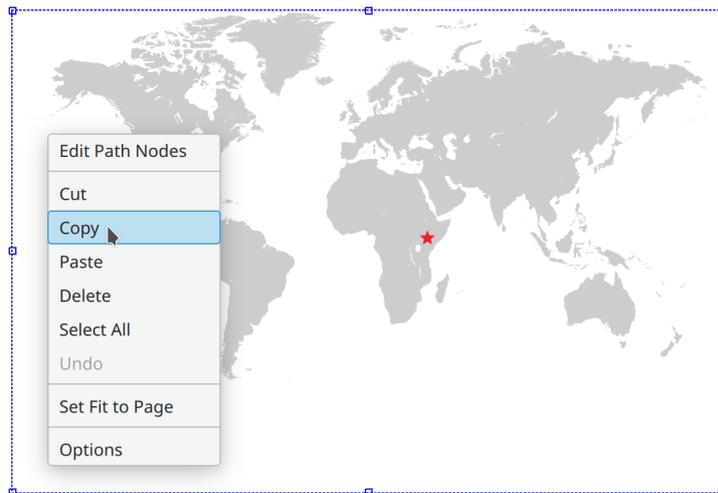
## Cutting, copying, and pasting objects

To copy an object to the clipboard, select it and use the **Edit > Copy** menu command or click the **Copy** toolbar button  or press **Ctrl+C**.

To cut an object – that is, copy it to the clipboard and then delete from its original location – select the object and use the **Edit > Cut** menu command or click the **Cut** toolbar button  or press **Ctrl+X**.

To paste an object from the clipboard to its new place, use the **Edit > Paste** menu command or click the **Paste** toolbar button  or press **Ctrl+V**.

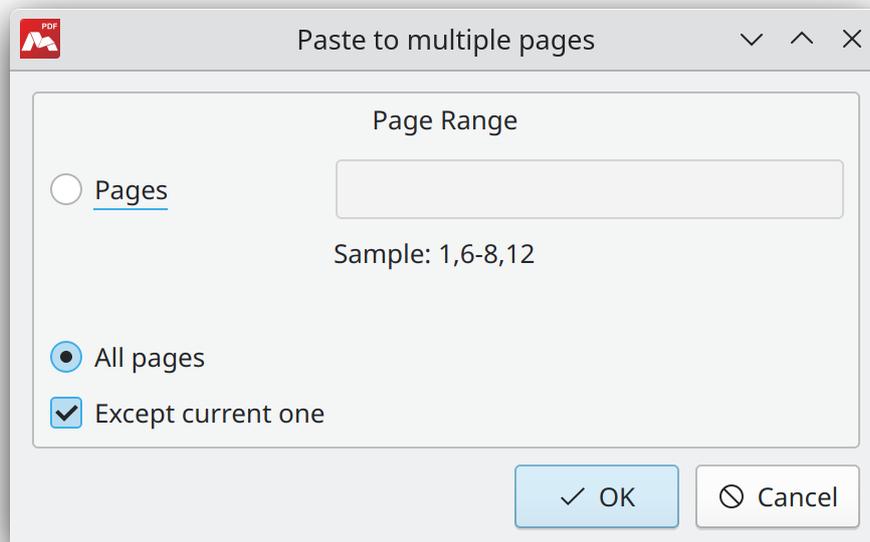
The same commands are also available in the context menu:



ectonic plates move apart from each other. Rifts often form  
by deep valleys in the rift zone, sheer escarpments along the

## Pasting to multiple pages

You can insert the object in the clipboard to multiple pages in one action. To do this, click the **Edit > Paste to Multiple Pages** menu item or press **Ctrl+Shift+V**. The following window appears:

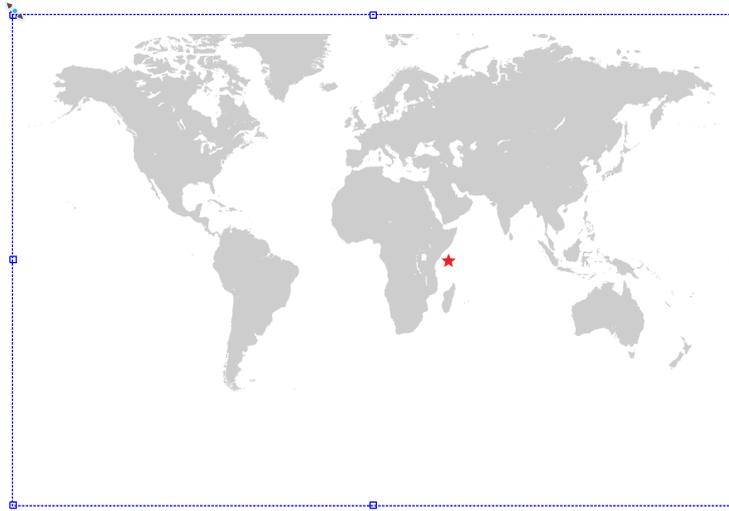


Choose where you want this object to paste and click **OK**. This function is helpful when you need to paste the same header all over the document or add some information block to every page.

## Resizing objects

- **With mouse.**

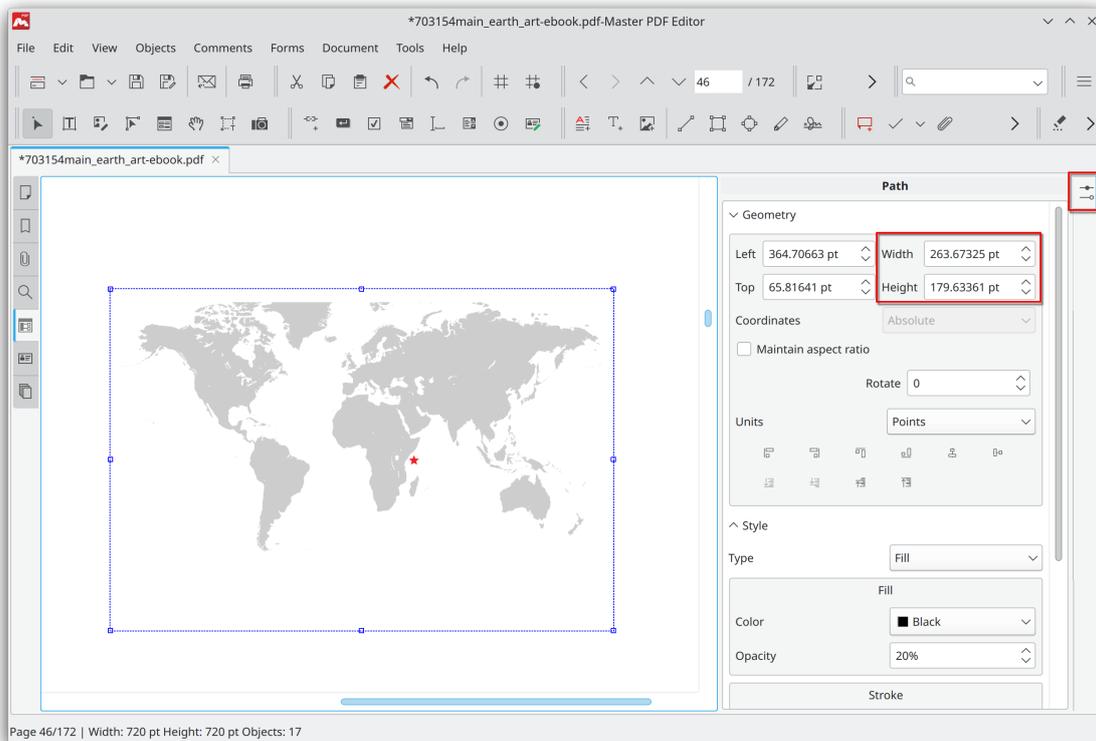
Select the object you want to resize. Drag a handle to resize the corresponding side or corner of the object box.



Hold **Shift** while dragging to maintain the aspect ratio of the object.

- **Using Object Inspector.**

Select the object you want to resize. Then bring up the **Object Inspector** by clicking its button in the right side panel or by pressing **Ctrl+F11**. Open the **Geometry** section. Then, enter the exact **Width** and **Height** of the object to the corresponding boxes:

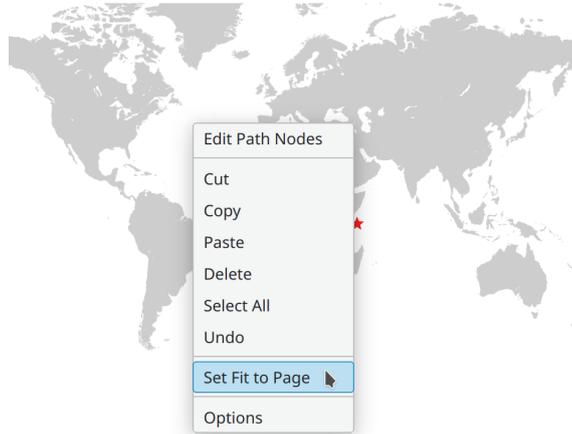


Turn on the *Maintain aspect ratio* option to keep the aspect ratio of the resized object.



The clipping path is not resized along with the object. You will need to remove the clipping path by clicking the *Remove* button in the *Clipping Path* section of the *Object Inspector*. Read more about clipping paths [here](#).

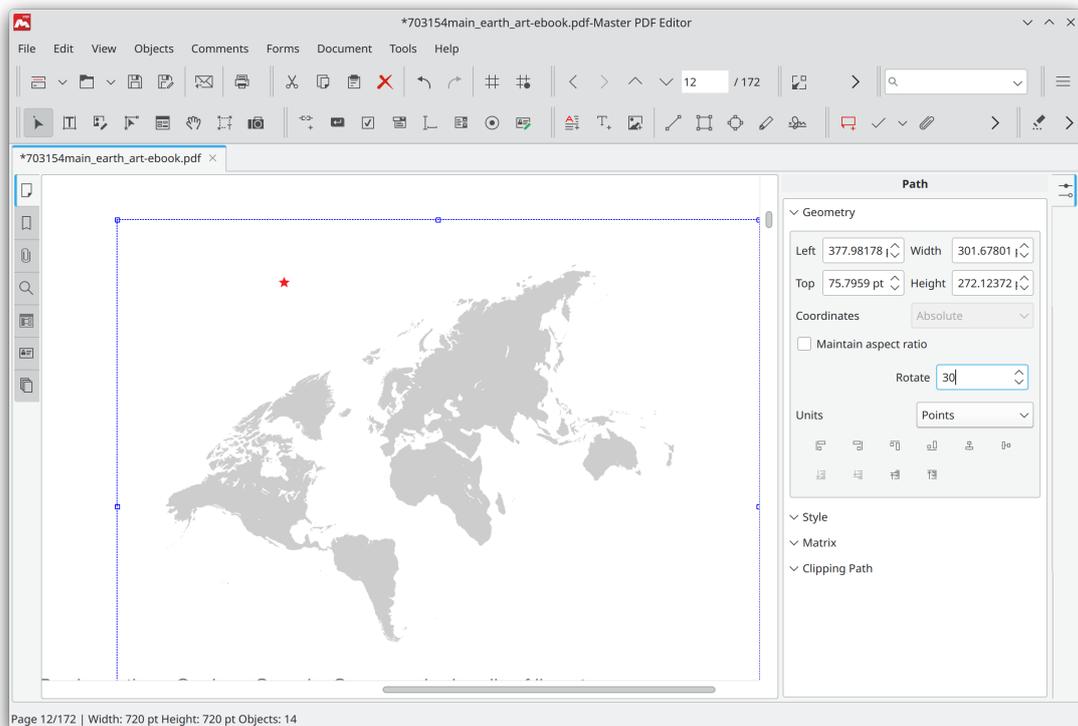
You can also resize an object to make it fit the page entirely. Select an object, then right-click it and choose *Set Fit to Page* item in the context menu.



Fit to page does not work for formatted text objects, forms and comments.

## Rotating objects

To rotate the object, select it and open the *Object Inspector (Ctrl+F11)*. Open the *Geometry* section. Enter the rotation angle to the *Rotate* box and press *Enter*.



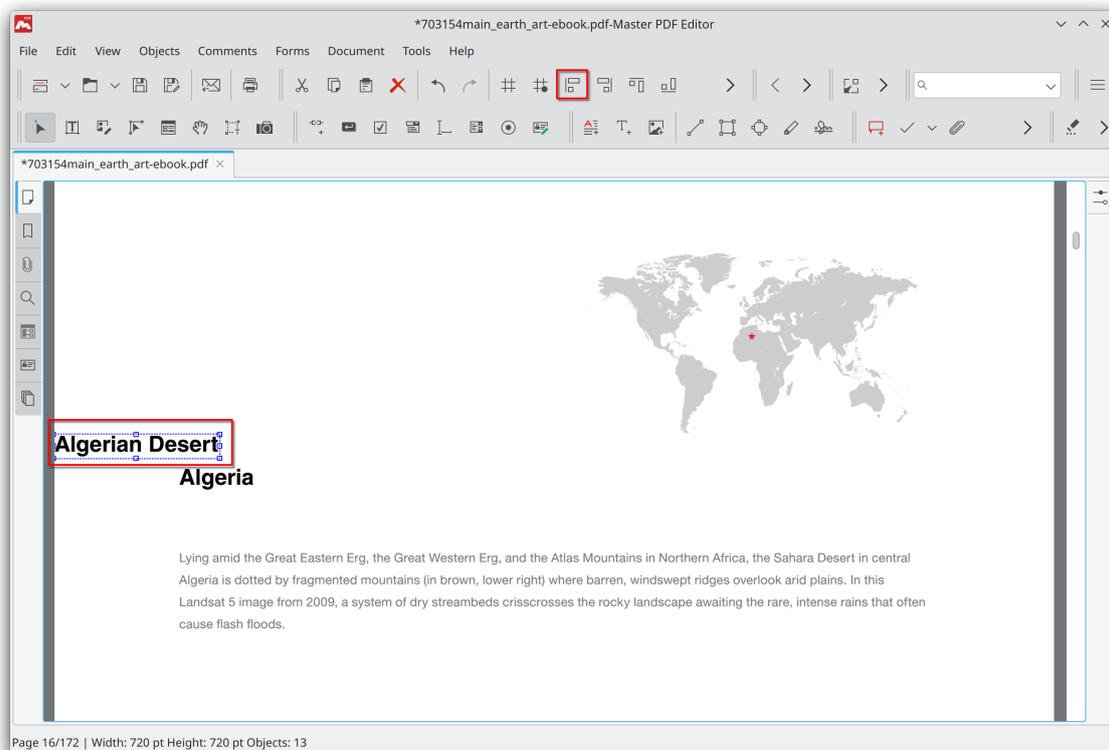


The clipping path is not rotated along with the object. You will need to remove the clipping path by clicking the **Remove** button in the **Clipping Path** section of the **Object Inspector**. Read more about clipping paths [here](#).

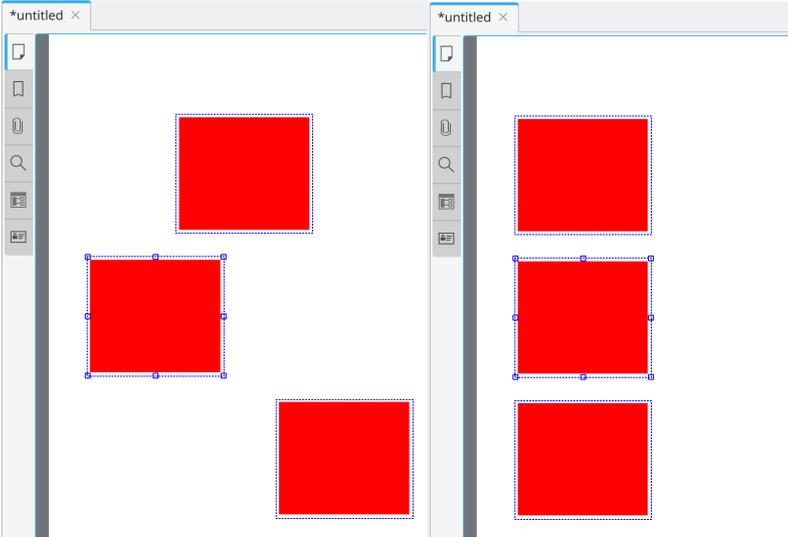
## Aligning objects

To align one or more objects, you need to select them first. Then, apply one of Align commands using either the **Edit > Align Objects** menu or the **Align** toolbar buttons: align by left edge , by right edge , by top edge , by bottom edge  or center align vertically  or horizontally .

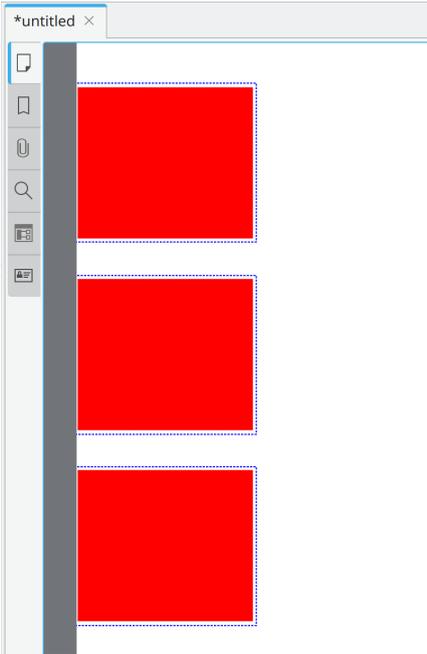
If one object is selected, it is aligned by the edge of the page:



If multiple objects are selected, all selected objects are aligned by the edge of the active object (the one with handles):



If multiple objects are selected, all selected objects are aligned by the edge of the active object (the one with handles):



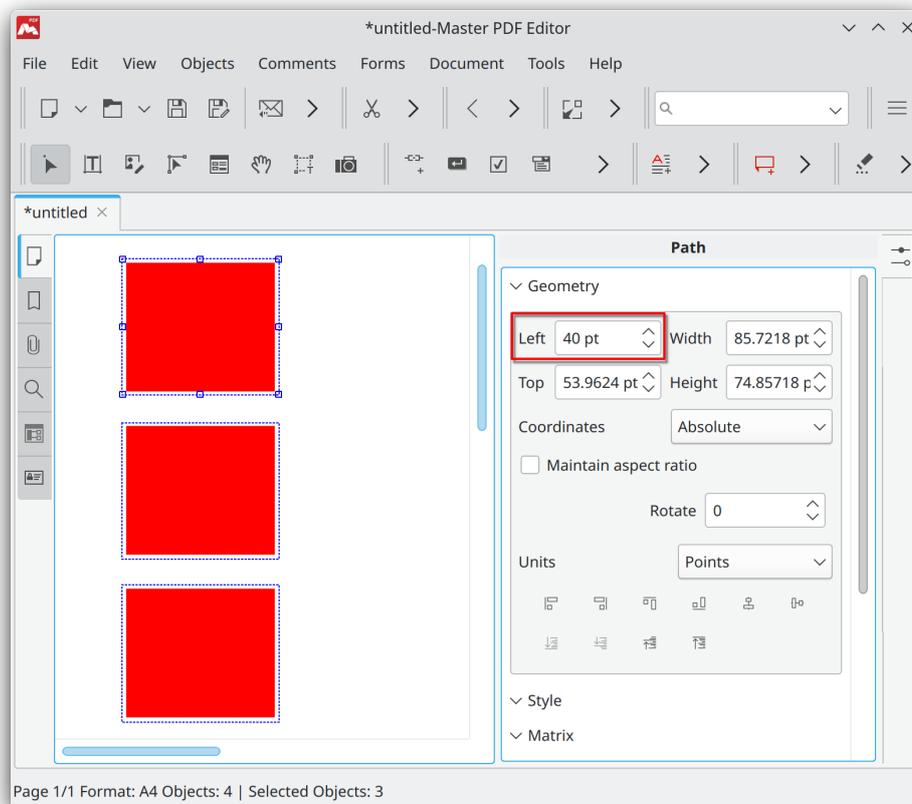
## Using Object Inspector to align objects

Select multiple objects as described in the Selection section above. Make sure there is an active object in the selection. Normally, when you select objects while holding **Ctrl** the last clicked object remains active.

Then, in the **Object Inspector** panel you can adjust the position and alignment of the selected objects.

Let's say you want to align all the selected objects by the left edge of the page and put them 40 points away from the edge. Here is what you should do:

1. Select objects
2. Bring up the Object Inspector by clicking its button in the right panel or pressing **Ctrl+F11**.
3. Set the **Left** parameter to 40, the **Coordinates** option to **Absolute** and the **Units** dropdown to **Points**.



If you need to align these objects by the top edge, do the following:

- Switch the **Coordinates** to **Relative**.
- Enter the **Top**.

All the selected objects will be aligned by the top edge of the page, and the distance between objects will remain the same.

## Changing Z-order of objects

Z-order defines the order in which intersecting objects on the page appear. Objects with higher Z-order overlap objects with lower Z-order.

The following commands allow you to modify Z-order of the selected object(s):

- **Send to Back.**  Sends the selected object back on the page. It will appear as lying below any other objects overlapping with it.
- **Bring to Front.**  Makes the selected object the topmost on the page. It will appear as lying on top of any other objects overlapping with it.
- **Send Backward.**  Send the selected object backward by one position. The selected object exchanges Z-order positions with the object lying right below it.
- **Bring Forward.**  Bring the selected object forward by one position. The selected object exchanges Z-order positions with the object lying right above it.

To change the Z-order, use the *Edit* menu or the corresponding buttons on the toolbar.

## Deleting objects

To delete one or more objects, select them and do one of the following:

- Press *Del* on the keyboard.
- Right-click and select the *Delete* command in the context menu.
- Use the *Edit > Delete* menu command.
- Click the *Delete Object*  button on the toolbar.

## Undo and Redo operations

To undo the last operation, do one of the following:

- Click the *Undo*  toolbar button.
- Choose the *Edit > Undo* menu command.
- Press *Ctrl+Z*.

To redo the last undone operation, do one of the following:

- Click the *Redo*  toolbar button.
- Choose the *Edit > Redo* menu command.
- Press *Ctrl+Y*.



You can undo only operations with objects (i.e. texts, forms, images, annotations). Operations over pages such as: moving a page, rotating a page or removing a bookmark cannot be undone.

## Editing Text in PDF Documents

The PDF format supports two types of text objects: simple text objects and formatted text objects. For the latter one, please refer to the section [Editing formatted text in PDF documents](#).

### Inserting text to the PDF document

To insert a text object to the page, click the **Insert Text**  button on the toolbar or use the **Objects > Text** menu or press **Ctrl+T**, then click a place on the page where you want this text object to be and type the text. Click anywhere outside the edit box or press **Esc** to finish editing.

#### **Ford, Ken (Australia)**

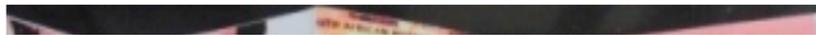
##### **3.0 # 12 (4664 was someone)**

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“It always seems impossible until its done”.

A beautifully made book, in high-key tones, this tribute by Ken to Nelson Mandela is succinct in visuals and evocative in text. Using famous quotes by Nelson Mandela (1918 – 2013), prison number 46664, Ken highlights the thoughts of a man who received the Nobel Peace prize in 1993. Did you know, on the first day of school, Miss Mdingane gave the name ‘Nelson’ – his birth name was Rolihlahla, which means ‘he who shakes the branch of the tree’ or ‘troublemaker’ – an appropriate name for one who changed the face and direction of a nation.

A new text object is inserted



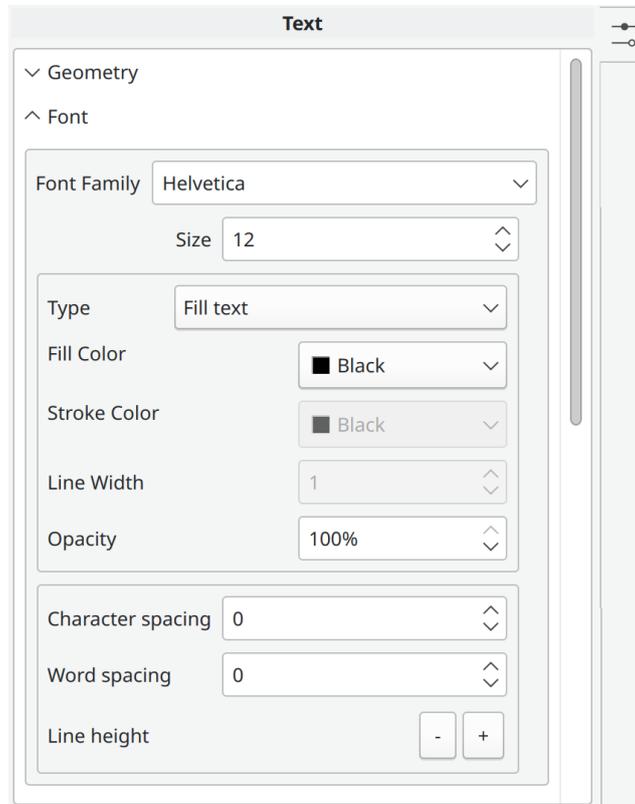
### Editing text

To edit a text in the PDF document, select the text object using the **Edit Document**  tool or the **Edit Text**  tool. Then double-click the text object you want to modify.

## Changing styles of the text

You can change the font name, font size, color and style of the text in the *Object Inspector* panel. Bring up the *Object Inspector* by clicking its button on the right side panel or by pressing **Ctrl+F11**.

Open the *Font* section:



Here you can select font size and family, specify font type and color, and adjust character and word spacing and line height.

## Moving and resizing the text

Just like any other PDF object, a text object can be resized and moved to another place. You can read how to move and resize objects in [this section](#).

### ■ Rotating the text.

There are two ways to rotate a text:

- Specify the rotation angle in the *Object Inspector* which is described in [this section](#).
- Use the [transformation matrix](#)

### ■ Aligning the text object on the page.

You can align a text object using the *Align* command on the toolbar or in the *Edit* menu. Please read more about aligning objects in [this section](#).



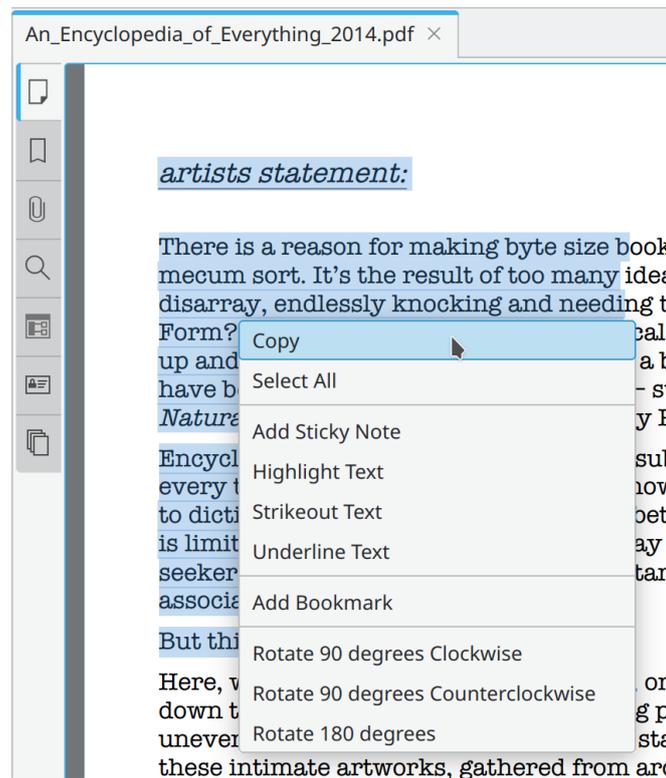
Do not confuse aligning a text object on the page with aligning text within a [formatted text object](#).

## Copying and pasting text

### Copying from

If you want to copy text from some text objects to paste it to another application or another object, follow these steps:

1. Choose the **Select Text**  tool on the toolbar or in the **Tools** menu (**Alt+7**). The mouse cursor will be changed to a crosshair.
2. Hold the mouse button and drag the selection rectangle over the text you want to select
3. Right-click and select **Copy** in the context menu or press **Ctrl+C**.
4. Then, you can paste this text wherever you want.

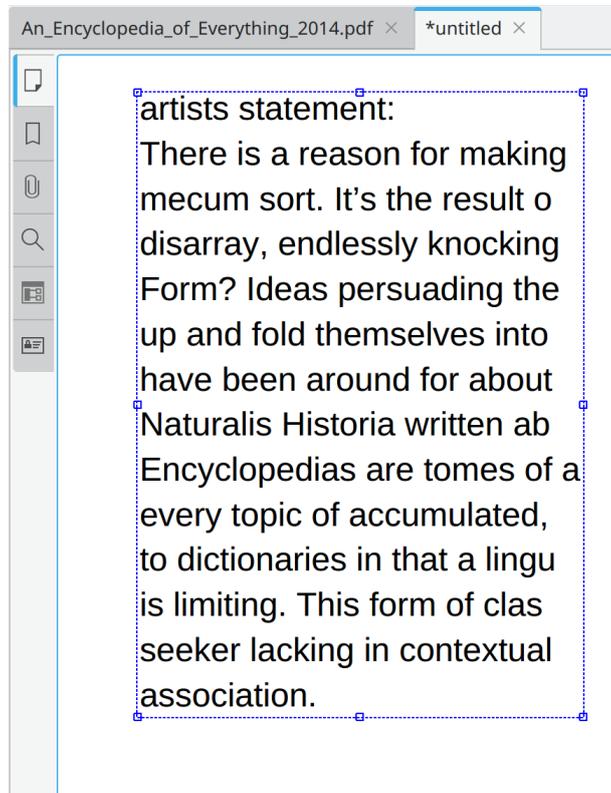


This will only copy text, not the text objects themselves. Copying and pasting objects is described [here](#).

## Pasting to

If you want to paste a text copied from another source to a PDF page, you should insert a text object or a [formatted text object](#) in the document and then paste the text from the clipboard to the edit box.

Here, the previously copied text is pasted to a new PDF document.



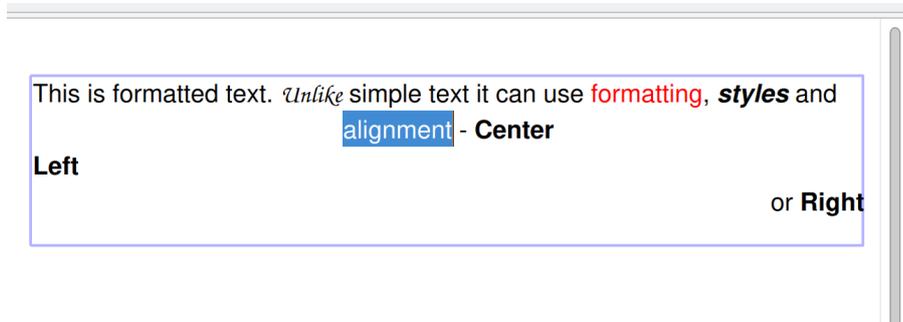
## Editing Formatted Text in PDF Documents

The PDF format supports two types of text objects: simple text objects and formatted text objects. For the former one, please refer to [this section](#).

Unlike simple text, formatted text can use formatting, styles and alignment.

## Inserting formatted text to the PDF document

To insert a formatted text object to the page, click the **Insert Formatted Text**  button on the toolbar or use the **Objects > Formatted Text** menu or press **Ctrl+T**, then click a place on the page where you want this text object to be and type the text. Click anywhere outside the edit box or press **Esc** to finish editing.

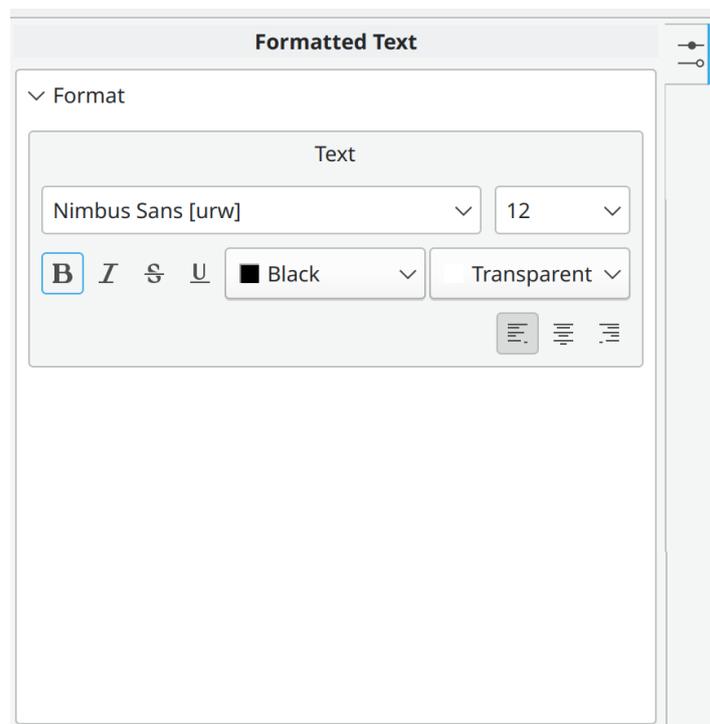


## Editing formatted text

To edit a formatted text in the PDF document, select the formatted text object using the **Edit Document**  tool or the **Edit Text**  tool. Then double-click the formatted text object you want to modify.

## Changing formatting

To change formatting of the formatted text, bring up the **Object Inspector** panel using the corresponding button in the right-side panel or press **Ctrl+F11**. Then, initiate editing of the formatted text object as described above. You should see the **Format** section then:



Now you can edit the text of the object. For instance, you can change font style, color or family of selected parts of the text, and align text lines using the *Align Left*, *Align Center* and *Align Right* buttons.

## Moving and resizing the formatted text

A formatted text object can be moved to another place just like any other PDF object. You can read how to move objects in [this section](#). You cannot directly resize the formatted text object, because the size of the object depends on the text content.

## Rotating the formatted text

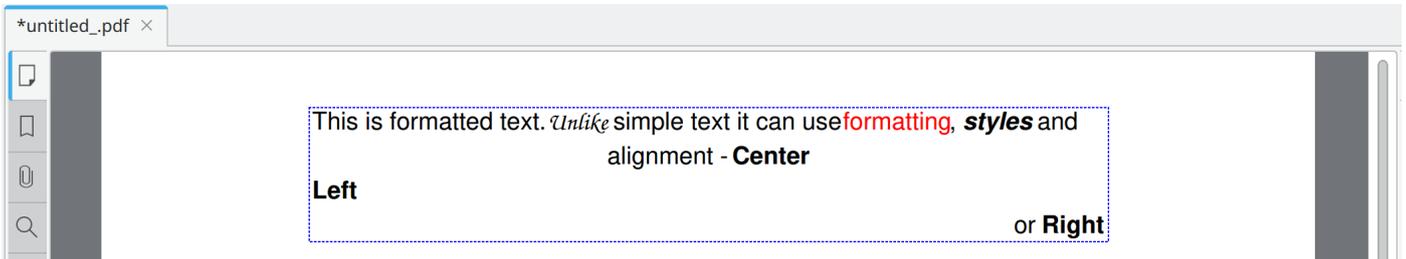
There are two ways to rotate a formatted text:

- Specify the rotation angle in the *Object Inspector* which is described in [this section](#).
- Use the [transformation matrix](#).

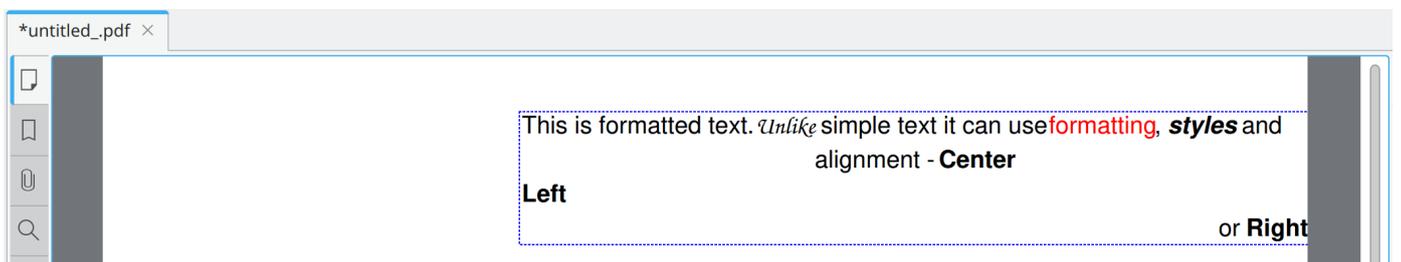
## Aligning the formatted text object on the page

You can align a formatted text object using the *Align* command on the toolbar or in the *Edit* menu. Please read more about aligning objects in [this section](#).

Aligning the formatted text object on the page does not change the alignment of its text content:



*Center align of the formatted text*



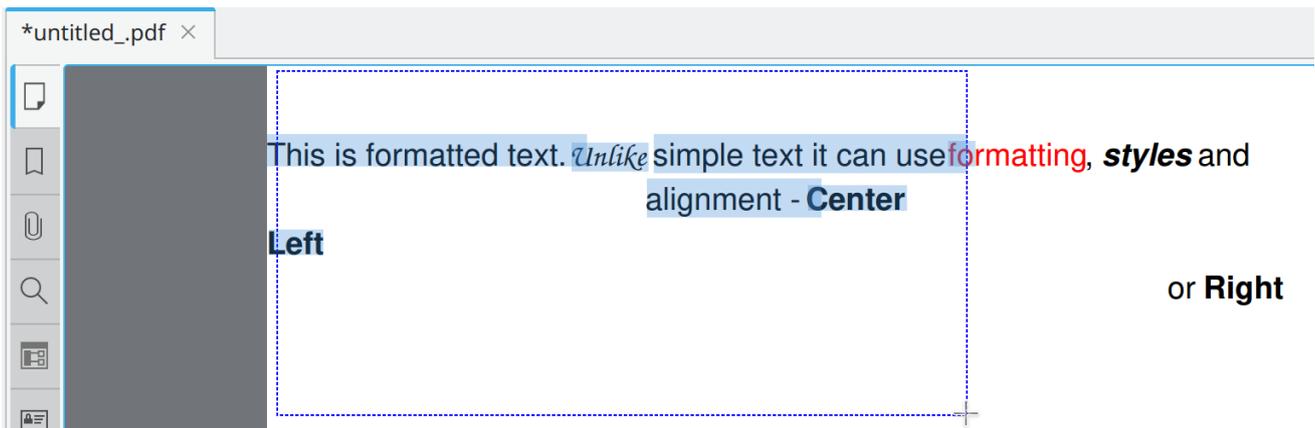
*Right align of the formatted text*

## Copying and pasting formatted text

### Copying from

If you want to copy text from some text objects to paste it to another application or another object, follow these steps:

1. Choose the **Select Text**  tool on the toolbar or in the **Tools** menu (**Alt+7**). The mouse cursor will change to a crosshair.
2. Hold the mouse button and drag the selection rectangle over the text you want to select
3. Right-click and select **Copy** in the context menu or press **Ctrl+C**.
4. Then, you can paste this text wherever you want.



This will only copy text, not its formatting or the formatted text objects themselves. Copying and pasting objects is described [here](#).

### Pasting to

If you want to paste a text copied from another source to a PDF page, you should insert a [text object](#) or a formatted text object in the document and then paste the text from the clipboard to the edit box.

## Editing Images

To edit an image in the PDF document, select it using the **Edit Document**  tool or the **Edit Image**  tool. Then click the image object you want to modify.

## Inserting images to the PDF document

To insert a new image to the document, click the **Insert Image**  button on the toolbar or use the **Edit > Insert Image** menu command or press **Ctrl+I**.

The mouse cursor will change to the crosshair. Click where you want to place the image. The *Open Image* window will show. Browse for an image you want to insert and open it.

Master PDF Editor supports the following image formats: SVG, TIFF, JPEG, BMP, PNG and PPM.

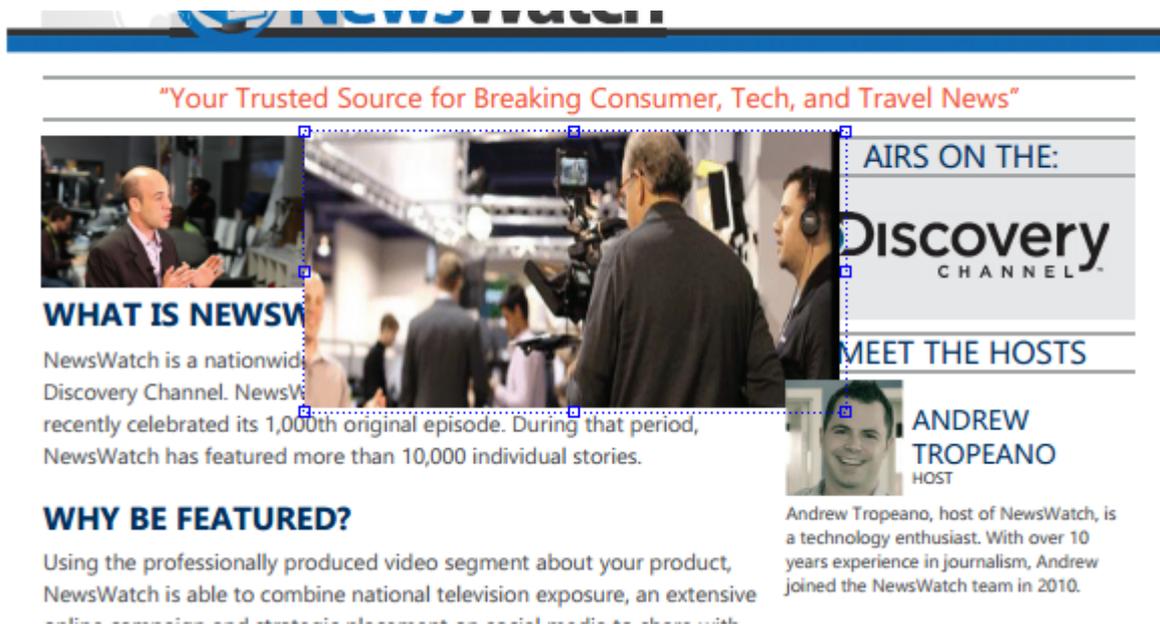
## Moving and resizing

An image object can be moved and resized just like any other PDF object. Please refer to [this section](#) to learn how to move and resize objects.

Resizing an image does not accordingly resize its clipping path which may result in the resized image looking like this:



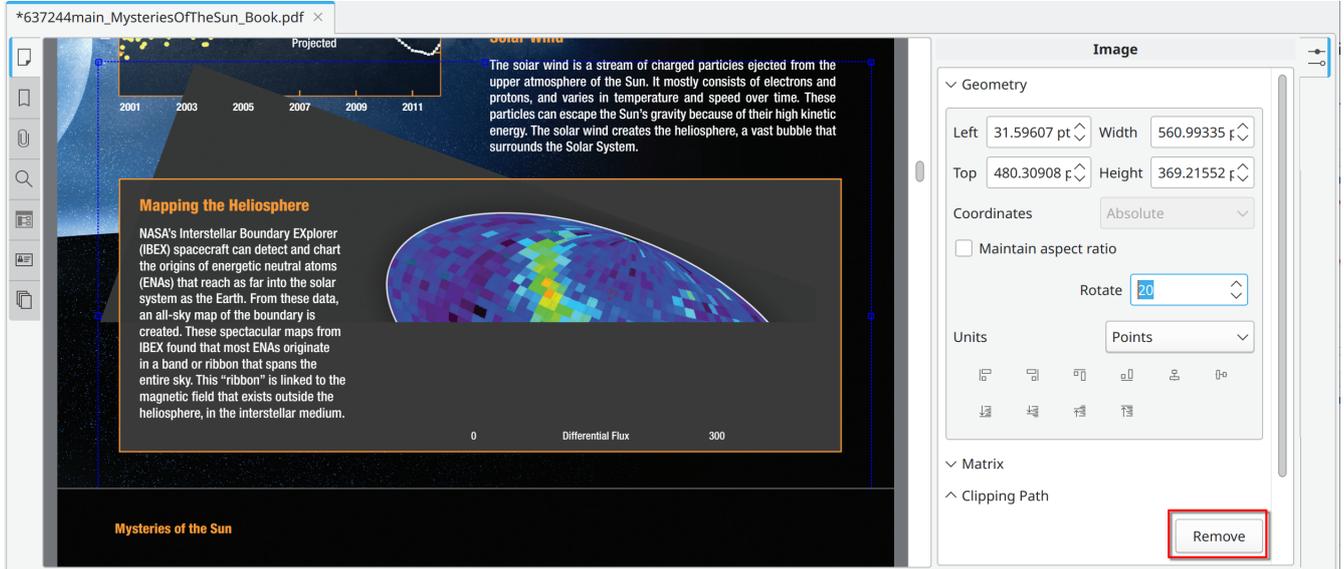
To make it fill the entire area, you need to remove the clipping path. Open the *Object Inspector* panel by clicking its button in the right-side panel or pressing **Ctrl+F11**. Open the *Clipping Path* section and click the **Remove** button.



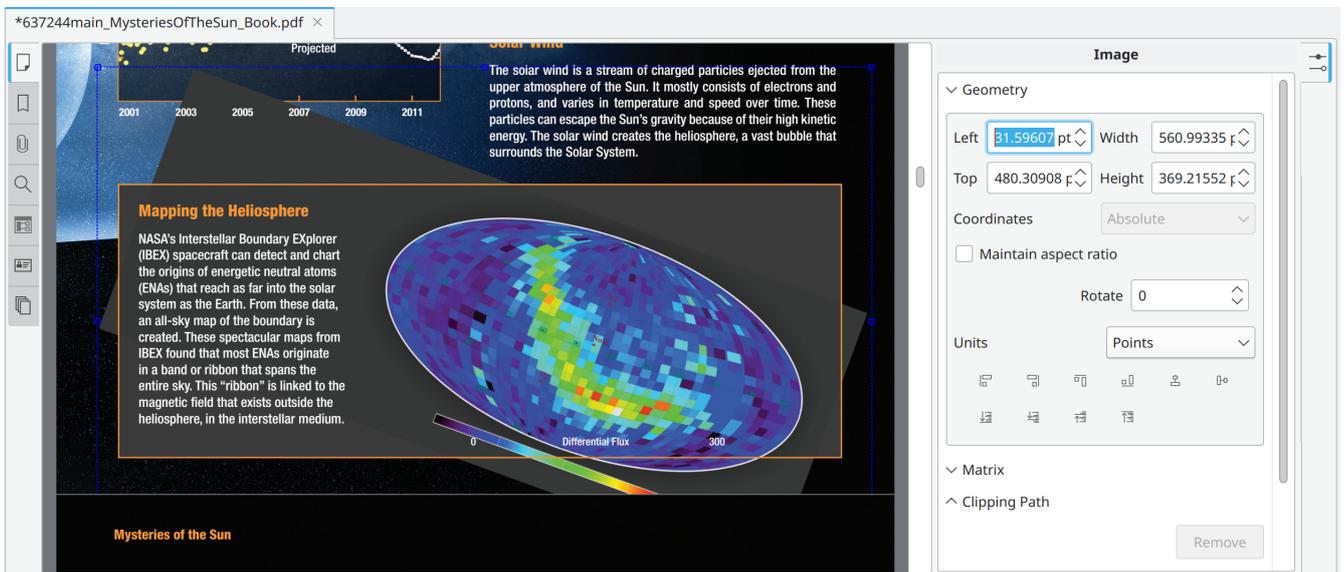
## Rotating images

To rotate an image on the page, select it and specify the rotation angle in the *Object Inspector* panel as described in the [Rotating objects section](#).

Rotating an image does not accordingly resize its clipping path, so you may end up with the rotated image not fitting the clipping path as shown below:



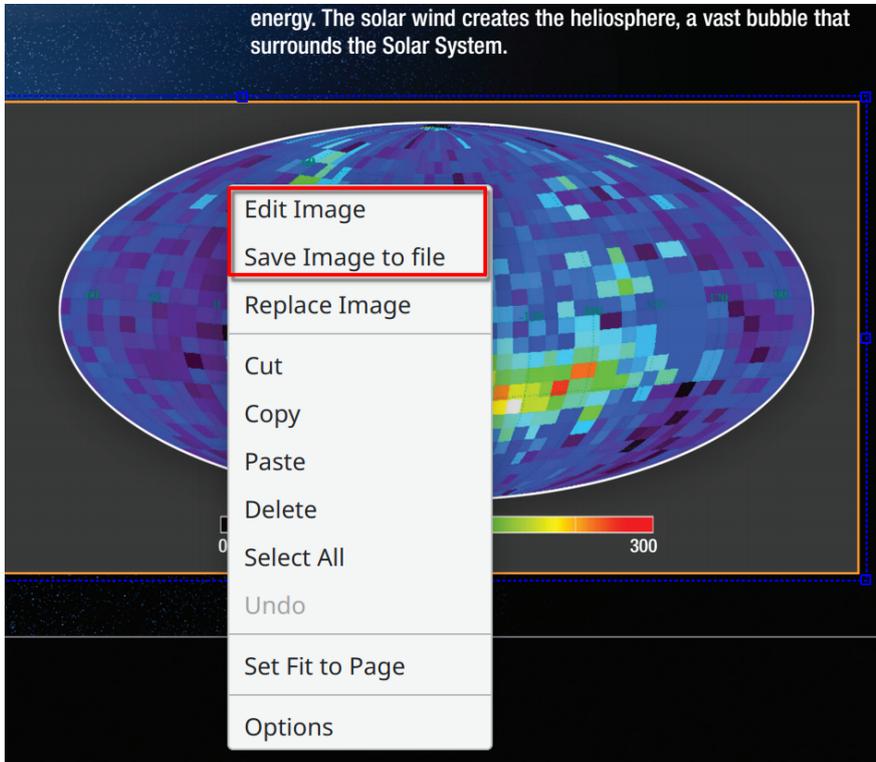
To fix this, remove the clipping path in the *Clipping Path* section of *Object Inspector*.



## External editing

You can edit an image in a third-party application by right-clicking it and selecting *Edit Image* item in the context menu. This will launch the associated application and the image will be opened for editing there.

You can also save image to a file to open that file later in some other application. Right-click the image and select *Save Image to File* menu item.



## Vector Images

Vector images are graphical pictures of geometric shapes like dots, lines, rectangles, circles, ellipses and curves. Vector images need much less space to be stored than raster images.

### Creating Vector Images

Tools for vector images creation are listed below.

Button	Function	Description
	<b>Line</b>	Draw a straight line of any length.
	<b>Rectangle</b>	Use to draw rectangles and squares of any size.
	<b>Ellipse</b>	Draw ellipses and circles of different sizes.
	<b>Pencil</b>	Allows to draw custom lines and curves.

To draw a vector image, choose the corresponding tool in the *Insert* menu or press the required button on the toolbar. Left click a spot in the workspace to set coordinates for the first object node and drag the cursor in the required direction and distance while holding the left mouse button.

### Copying and Pasting Vector Images

Vector images are copied and pasted in Master PDF Editor same way as any other [objects in Master PDF Editor](#).

To copy a vector image choose the *Edit Document*  tool. Select the required vector image with left click and choose the *Copy (Ctrl+C)* item in the *Edit* menu or right-click the image and choose the *Copy* command in the context menu. The copied vector image will be stored in the clipboard. It later can be pasted into this or any other Master PDF Editor document.

To paste a vector image into Master PDF Editor choose the *Paste (Ctrl+V)* item in the *Edit* menu or press the *Paste*  button on the toolbar. You can also right-click the document page and choose the same command in the context menu. If you paste the vector image onto the current page, it will be initially located above the original image copied to the clipboard. If you paste vector image on another page (or another Master PDF Editor document), it will have same coordinates as the original one. You can move the image then to any new location.

The copied vector image can also be pasted to all document pages or specified pages range. To do it, use the *Edit* menu and choose [Paste to Multiple Pages](#).



A vector image can only be pasted into Master PDF Editor. It can't be pasted into a document of any other application.

## Modifying Vector Images

To align vector images, choose the required alignment in the **Edit > Align Objects** menu out of the available options: *align by left edge, right edge, top or bottom edge*. Otherwise you can press required button on the toolbar:  *Align Left*,  *Align Right*,  *Align Top*,  *Align Bottom*, *Align Center Vertically* , *Align Center Horizontally* .

**Example:** You need to align several vector images by top edge.

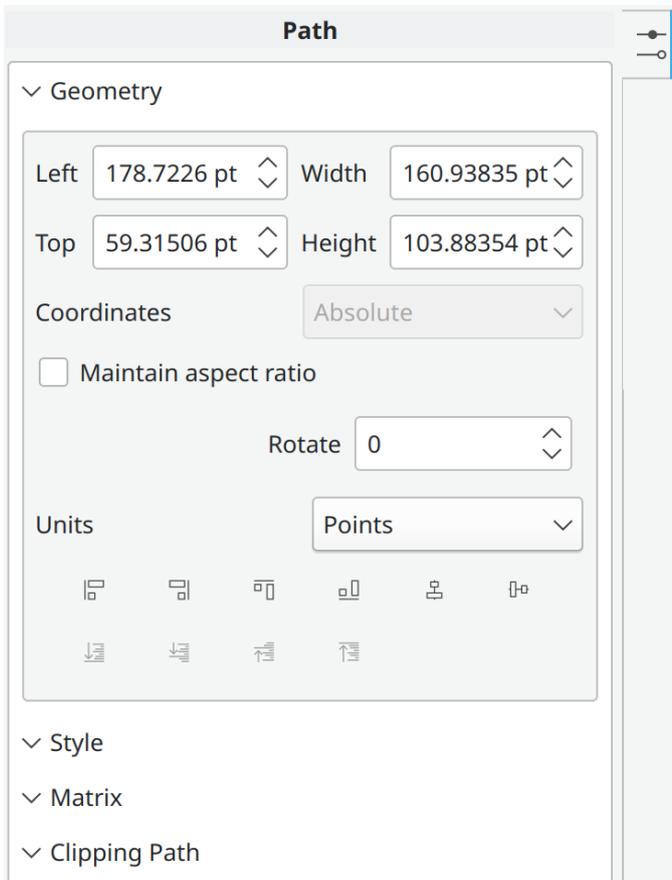
Enter edit mode by clicking the  **Edit Document** or  **Edit Vector Images** button on the toolbar (or choose one of these items in the *Tools* menu). Select the required vector images. Alignment works by the top edge of the last selected (active) vector image. **Object Inspector** will display parameters for the active vector image. If you selected a group of vector images at once, there won't be an active vector image, and the selected ones will be aligned by the top edge of the page.

When modifying vector images, 4 tabs are available in Object Inspector: *Geometry, Style, Matrix* and *Clipping Path*.

## Geometry tab



**Geometry** tab displays settings for active vector image. If a group of vector images was selected with selection box, there won't be an active vector image and *Object Inspector* won't display settings.

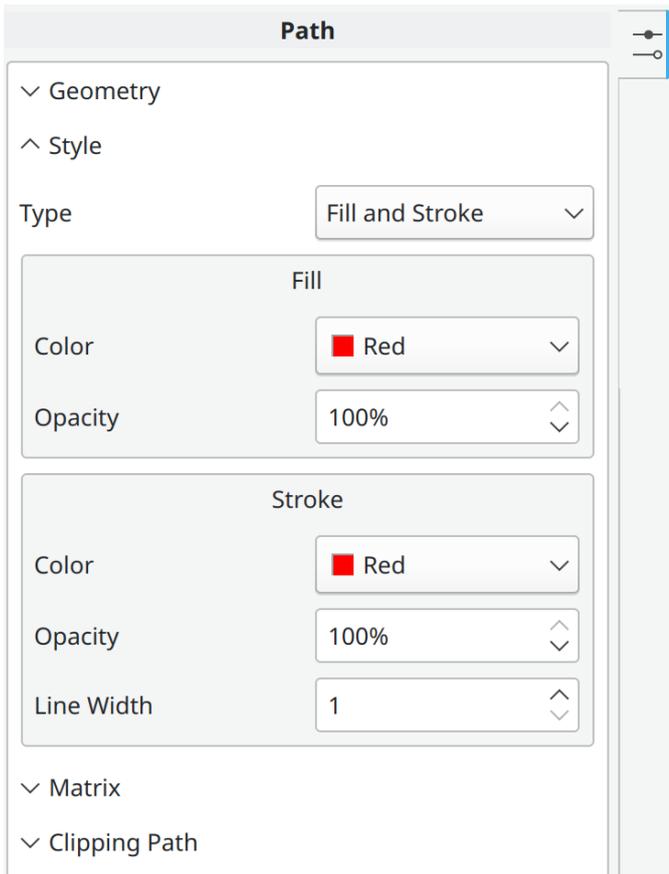


- **Width and height.** These items of *Geometry* tab allow to specify size of vector image. To do it, select required image and specify the data in corresponding items.
- **Left.** Distance from left page border to the left border of the vector image.
- **Top.** Distance from top page border to the top border of the vector image.
- **Coordinates.** Sets offset when aligning vector images with settings in *left* and *top* items. Coordinates can be **absolute** or **relative**.
  - *Relative.* When aligning forms using *top* and/or *left* items distance between vector images remains same.
  - *Absolute.* When aligning all vector images will be moved irregularly and will be positioned in coordinate point set in *top* and/or *left* items.
- **Maintain aspect ratio.** If enabled, vector image's aspect ratio isn't changed when its height and width are being modified.
- **Rotate.** Allows to rotate vector image.
- **Units.** Select a unite for object measuring.



Please note, that clipping path (if current vector image has one) won't be rotated. It should be removed. To do it, go to **Clipping Path** tab of *Object Inspector* and click **Remove** button.

## Style tab

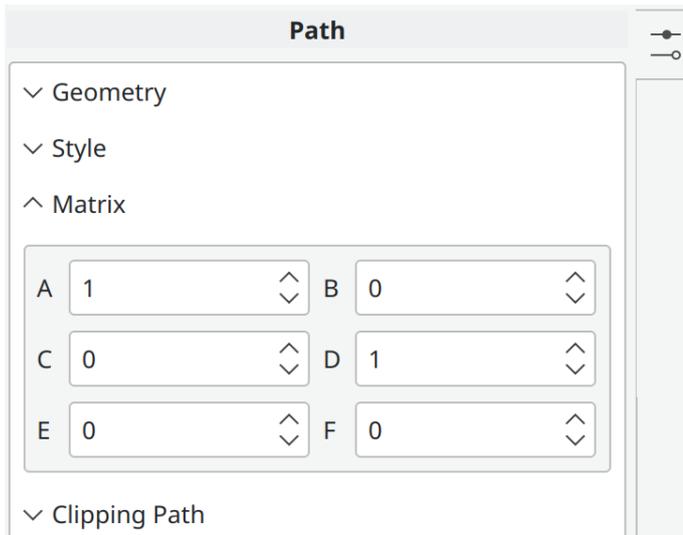


- **Type.** Vector image type. Options: *fill*, *stroke*, *fill and stroke*. (It is not always possible to set this item. Some images have *only one type* – *stroke*.)

Depending on chosen image type, *fill* and *stroke* parameters can be set:

- **Fill.** Vector image fill.
  - *Color.* Color of vector image fill. To choose custom color, press **More...** item in the end of the list.
  - *Opacity.* Opacity of fill in percents.
- **Stroke.** Vector image stroke.
  - *Color.* Color of vector image stroke line. To choose custom color, press **More...** item in the end of the list.
  - *Opacity.* Opacity of stroke in percents.
  - *Line Width.* Thickness of stroke line. Can be set with 1 pixel step.

## Matrix tab



Transformation matrix serves for vector images transformation. More detailed information can be found in [Transformation Matrix](#)

## Clipping Path tab

Information about this tab can be found in [Clipping Path](#).

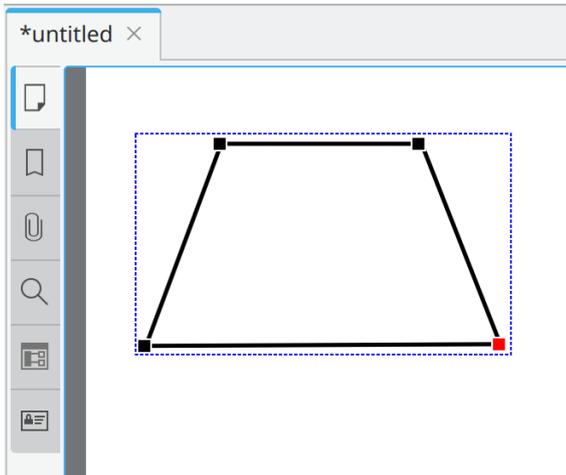


When creating new vector image, options of last changed vector image will be used.

## Editing vector image anchor points

After inserting a vector image to the page, you can edit its anchor points to adjust the shape to something more suitable for you.

To do this, select the  **Edit Document** or  **Edit Vector Images** button on the toolbar and double-click the vector image. This will turn on the anchor point editing mode. Use the mouse to drag points how you feel appropriate. When you are done, press *Esc*.



## Clipping Path

Clipping path is vector image containing an object inside. Current version allows only to remove it. To do this, press **Remove** button in *Clipping Path* tab in *Object Inspector*.

Next versions will introduce clipping path editing features.

## Transformation Matrix

Transformation matrix is used to calculate new coordinates of transformed object. By changing values of transformation matrix, it is possible to apply any transformations to objects (scaling, mirroring, rotating, moving etc). Any transformation preserves parallel lines.

Coordinates in PDF are described in 2-dimensional space. Point (x,y) in 2-d space can be described as  $[x \ y \ 1]$  in vector form. Constant third member of the vector (1) is required for simplicity of calculations with 3x3 matrices, described below.

Transformation between two coordinate systems is described as 3x3 matrix. In matrix form it looks as following:

$$\begin{pmatrix} a & b & 0 \\ c & d & 0 \\ e & f & 1 \end{pmatrix}$$

Coordinate transformations are written as cross product:

$$[x' \ y' \ 1] = [x \ y \ 1] \times \begin{pmatrix} a & b & 0 \\ c & d & 0 \\ e & f & 1 \end{pmatrix}$$

Since last row doesn't effect calculations result, it is omitted. Transformation coordinates are calculated as follows:

$$x' = ax + cy + e$$

$$y' = bx + dy + f$$

### Identity matrix

Identity matrix is one which has a and d values equal to 1 and others equal to 0. This matrix is applied by default since it doesn't lead to any transformation. This is why it is base for further transformations.

$$\begin{pmatrix} 1 & 0 & 0 \\ 0 & 1 & 0 \\ 0 & 0 & 1 \end{pmatrix}$$

■ **Scaling.** To increase object's horizontal or vertical size value a or d respectively must be changed, other values must stay as in identity matrix.

**Example:** To increase object's horizontal size, a value must equal to 2 and other values must stay as in identity matrix.

$$\begin{pmatrix} 2 & 0 & 0 \\ 0 & 1 & 0 \\ 0 & 0 & 1 \end{pmatrix}$$

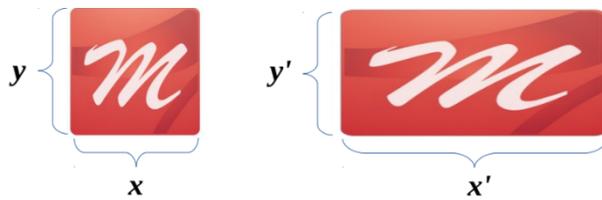
Calculating new object's coordinates:

$$x' = 2x + 0y + 0;$$

$$x' = 2x;$$

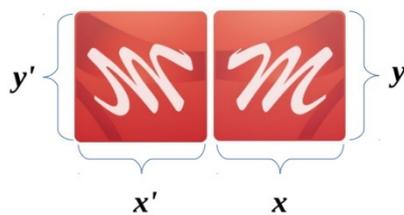
$$y' = 0x + 1y + 0.$$

$$y' = y.$$



■ **Mirroring.** To get horizontal mirroring, it is required to set  $\mathbf{a} = -1$ , or  $\mathbf{d} = -1$  for vertical mirroring. It is possible to change both a and d to get both horizontal and vertical mirroring.

$$\begin{pmatrix} -1 & 0 & 0 \\ 0 & -1 & 0 \\ 0 & 0 & 1 \end{pmatrix}$$



■ **Skew.** To vertically or horizontally skew object value  $b$  or  $c$  respectively must be changed.  $b/-b$  is skew up/down,  $c/-c$  does left/right skew.

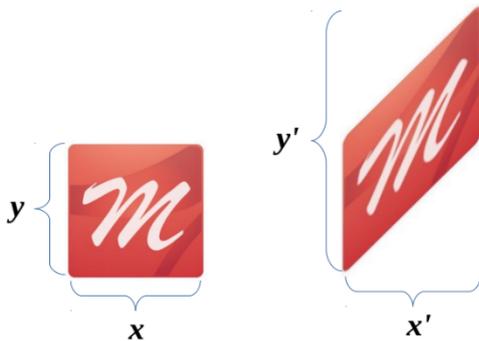
**Example:** To vertical skew object set  $b = 1$ .

$$\begin{pmatrix} 1 & 1 & 0 \\ 0 & 1 & 0 \\ 0 & 0 & 1 \end{pmatrix}$$

Calculating new object's coordinates:

$$\begin{aligned} x' &= 1x + 0y + 0 & x' &= x; \\ y' &= 1x + 1y + 0 & y' &= x + y. \end{aligned}$$

As a result, object is skewed by  $y$  coordinate only, which is increased by  $x$ .



■ **Rotate.** Rotate is a combination of scale and skew, but in order to maintain initial object's aspect ratio, transformation must be exactly calculated with the use of  $\sin$  and  $\cos$ .

$$\begin{pmatrix} \cos(\alpha) & \sin(\alpha) & 0 \\ -\sin(\alpha) & \cos(\alpha) & 0 \\ 0 & 0 & 1 \end{pmatrix}$$

Object is rotated counter-clockwise,  $\alpha$  sets rotation angle in rad.

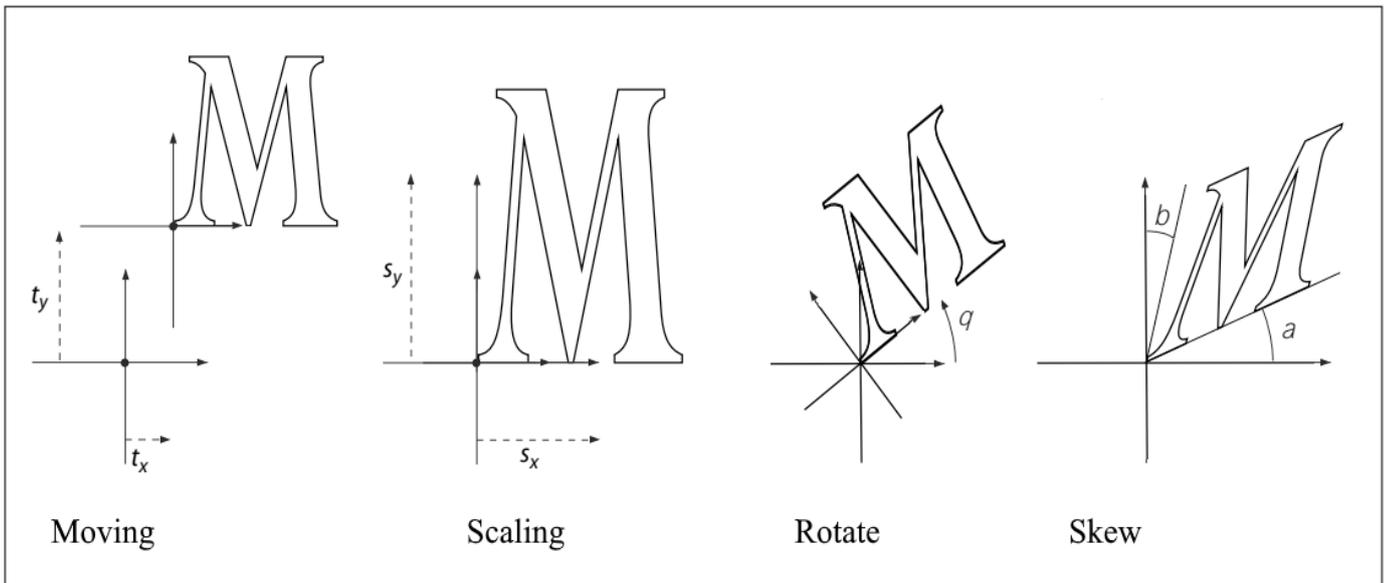
■ **Moving.** Moving is performed by changing following values:  $e$  (for horizontal) and  $f$  (for vertical). Values are measured in pixels.

Matrix is rarely directly used for movement, because this operation can be done with other methods, for example, dragging object with mouse in the workspace.

Since transformation matrix has just 6 elements available for modification, it is visually displayed in PDF as  $[a \ b \ c \ d \ e \ f]$ . Such matrix can represent any linear transformation from one coordinate system to another. Transformation matrices are formed following way:

- Movements are represented as  $[1 \ 0 \ 0 \ 1 \ t_x \ t_y]$ , где  $t_x$  и  $t_y$  — distances from coordinate axis horizontally and vertically correspondingly.
- Scaling is represented as  $[s_x \ 0 \ 0 \ s_y \ 0 \ 0]$ . This scales coordinates so that 1 unit in horizontal and vertical measurements in new coordinate system equals  $s_x$  and  $s_y$  units in old coordinate systems correspondingly.
- Rotations are performed with matrix  $[\cos\theta \ \sin\theta \ -\sin\theta \ \cos\theta \ 0 \ 0]$ , which matches counter clockwise rotation of all coordinate system by  $\theta$  rad.
- Skew is represented as  $[1 \ \tan\alpha \ \tan\beta \ 1 \ 0 \ 0]$ , which matches skew of  $x$  axis by  $\alpha$  angle and axis  $y$  by  $\beta$ .

Image below shows transformation samples. Move direction, rotation and skew angles shown on image correspond to positive matrix values.



**Matrix multiplications are not commutative, so it makes difference in which order you multiply matrices.**

Table below lists possible transformations and corresponding matrix values.

Original picture	Transformed picture	Matrix	Description
		$\begin{matrix} 1 & 0 \\ 0 & 2 \\ 0 & 0 \end{matrix}$	Vertical scale. If changed value > 1, object is stretched, otherwise narrowed.
		$\begin{matrix} 2 & 0 \\ 0 & 1 \\ 0 & 0 \end{matrix}$	Horizontal scale. If changed value > 1, object is stretched, otherwise shrinks.
		$\begin{matrix} -1 & 0 \\ 0 & 1 \\ 0 & 0 \end{matrix}$	Horizontal mirroring.
		$\begin{matrix} 1 & 0 \\ 0 & -1 \\ 0 & 0 \end{matrix}$	Vertical mirroring.
		$\begin{matrix} 1 & 1 \\ 0 & 1 \\ 0 & 0 \end{matrix}$	Vertical skew up.
		$\begin{matrix} 1 & -1 \\ 0 & 1 \\ 0 & 0 \end{matrix}$	Vertical skew down.
		$\begin{matrix} 1 & 0 \\ 1 & 1 \\ 0 & 0 \end{matrix}$	Horizontal skew right.
		$\begin{matrix} 1 & 0 \\ -1 & 1 \\ 0 & 0 \end{matrix}$	Horizontal skew left.
		$\begin{matrix} 1 & 0 \\ 0 & 1 \\ 0 & 1 \end{matrix}$	Moving up in pixels.
		$\begin{matrix} 1 & 0 \\ 0 & 1 \\ 0 & -1 \end{matrix}$	Moving down in pixels.
		$\begin{matrix} 1 & 0 \\ 0 & 1 \\ 1 & 0 \end{matrix}$	Moving right in pixels.
		$\begin{matrix} 1 & 0 \\ 0 & 1 \\ -1 & 0 \end{matrix}$	Moving left in pixels.

Nevertheless, the transformation matrix is very easy and effective to use for transformation. There's no point in applying it for rotation, for example, since the *Rotate* function on the *Geometry* tab can be used. However, it's essential for object mirroring.

## Commenting PDF Files

Commenting allows you to review a PDF document and add your annotations, comments and other text and graphical information regarding its content. Comments may address certain parts of the document that require changes, or be used as a part of collaborative work on the document to tell other authors your thoughts and opinions. Commenting tools do not alter the original content of the PDF document, and comments are not displayed in the printed document.

In Master PDF Editor you have a number of commenting tools:

- [Sticky notes](#).
- [Attach a file as a comment](#).
- [Highlight, strikeout or underline text](#).
- [Drawing tools](#).
- [Measurement tools](#).
- [Typewriter](#).
- [Callout](#).
- [Stamps](#).

You can also [view comments](#) and [export and import](#) them.

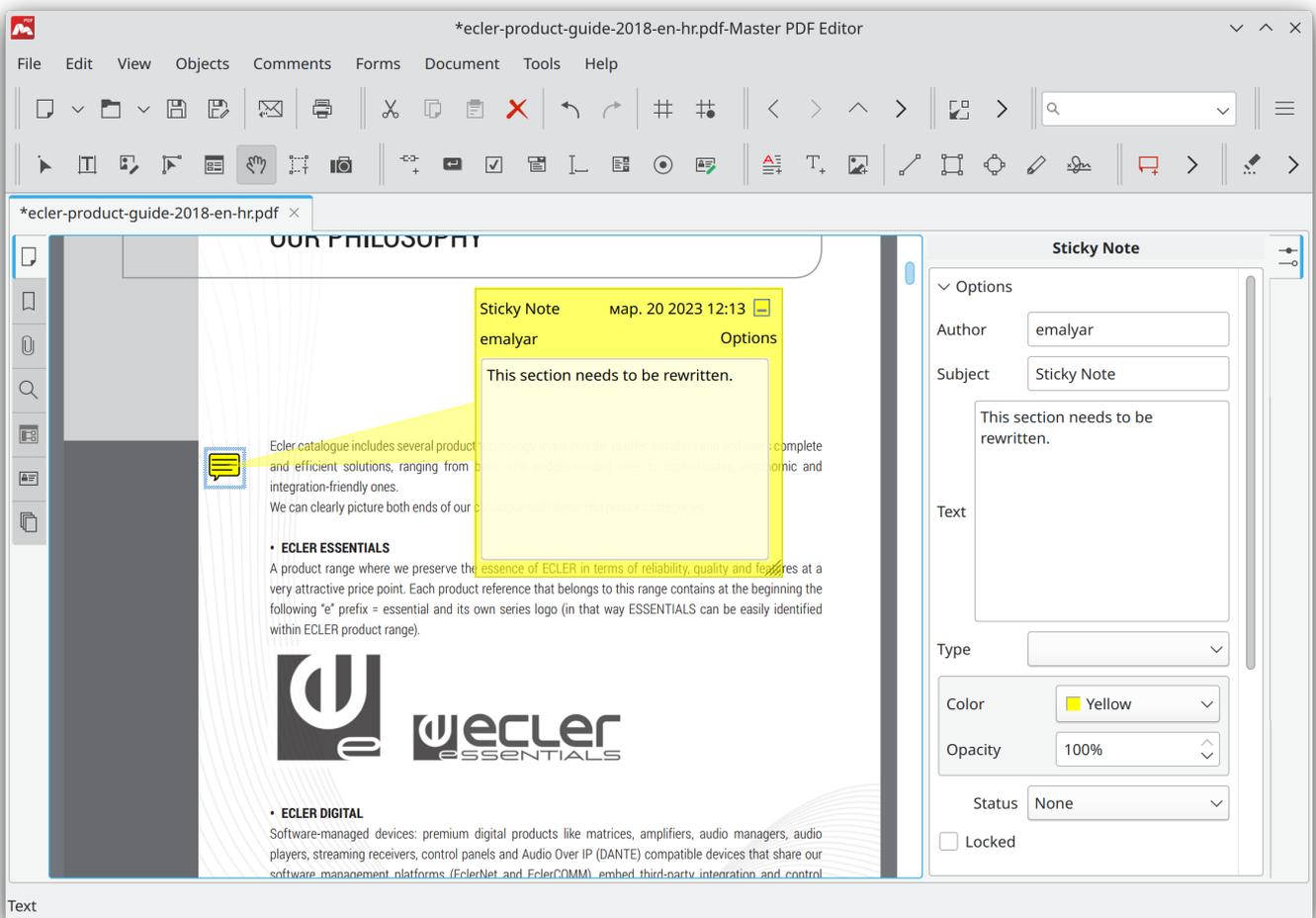
## Sticky Notes

Sticky notes are comments displayed over the original content of the document. You can use them to suggest changes in the PDF document, ask clarifying questions to the author of the document or if you're the author explain or comment your content to collaborators.

### Adding a sticky note

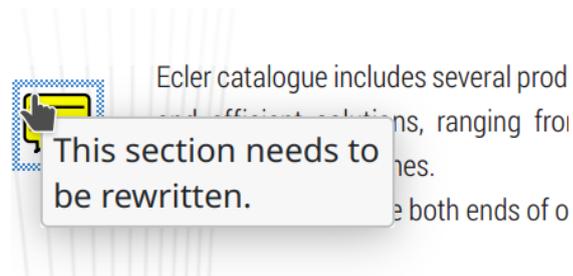
To add a sticky note to the document, click the **Add Sticky Note** button  on the toolbar, use the **Comments > Add Sticky Note** menu command or press **Ctrl+6**.

The mouse cursor changes to the crosshair. Click in the work area of the program where you want to add a sticky note to.



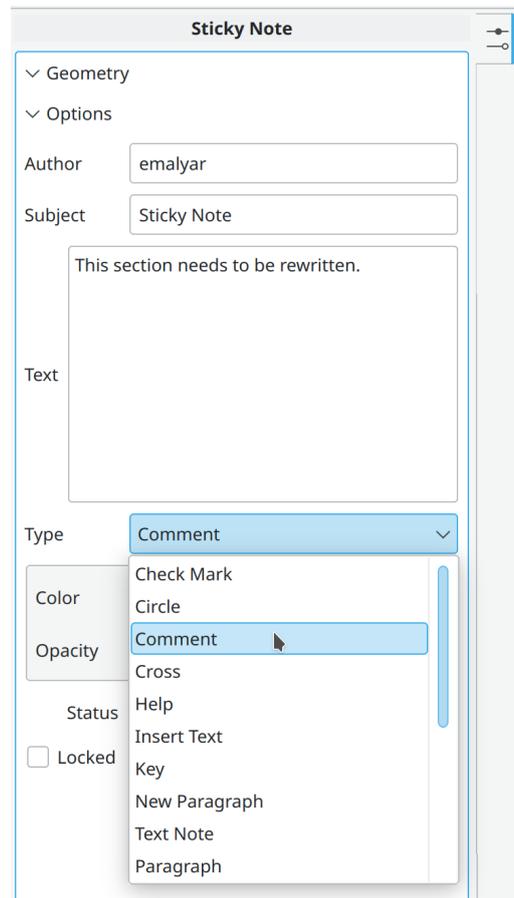
Then, type the text of this sticky note. You can do this directly in the balloon window, or use the right-side *Object Inspector* panel.

Now, when a user points to the sticky note symbol in the document, a tooltip containing your comment appears:



The *Object Inspector* panel allows you to adjust how the sticky note looks. You can change the following settings:

- **Author.** Set the author of this comment.
- **Subject.** A brief title of the note.
- **Text.** A comment to some specific fragment or element of the PDF file.
- **Type.** Choose the type of the icon displayed. Using different icons for different types of comments simplifies reviewing and makes it easier for the author to understand your annotations.



- **Color.** Set the color of the sticky note icon.
- **Opacity.** Set the opacity level of the sticky note icon.
- **Status.** This allows you and your collaborators to track the status of the comment. You can choose one of four statuses and switch between them:

- **Accepted.** Means the sticky note is accepted and the suggested changes will possibly be made by the author.
  - **Canceled.** Means the sticky note is not actual anymore for some reason.
  - **Completed.** Means the issues this sticky note addresses is fixed.
  - **Rejected.** Means the suggested changes were rejected or the issue the sticky note addresses cannot be fixed.
- **Locked.** Means the sticky note can only changed by its author.

## Editing a sticky note

To modify a sticky note, follow these steps:

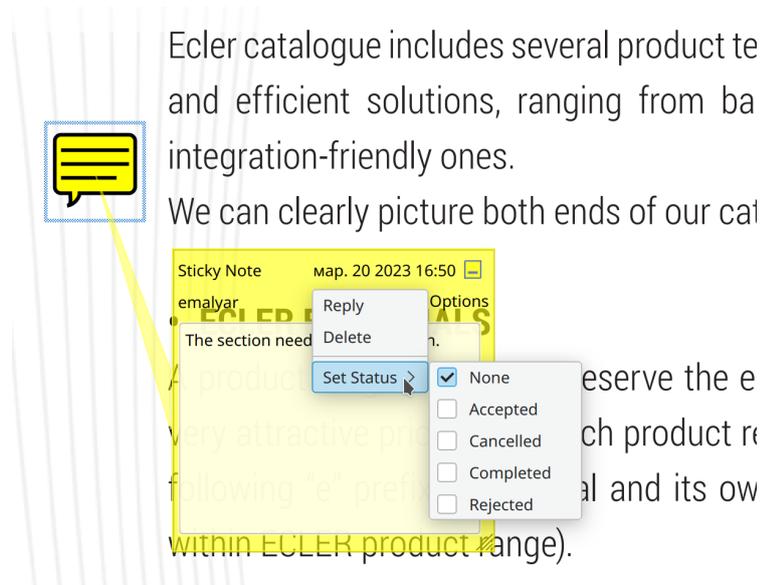
1. Switch to the **Hand tool** mode using the *Hand tool* button  on the toolbar or the **Tools > Hand Tool** menu or by pressing **Alt+6**.
2. Bring up the **Object Inspector** panel by clicking its button in the right panel or by pressing **Ctrl+F11**.
3. Click the sticky note you want to edit.

This will display the parameters of the selected sticky note in the *Object Inspector*, so you could edit them.

To adjust the balloon tooltip, double-click the sticky note.

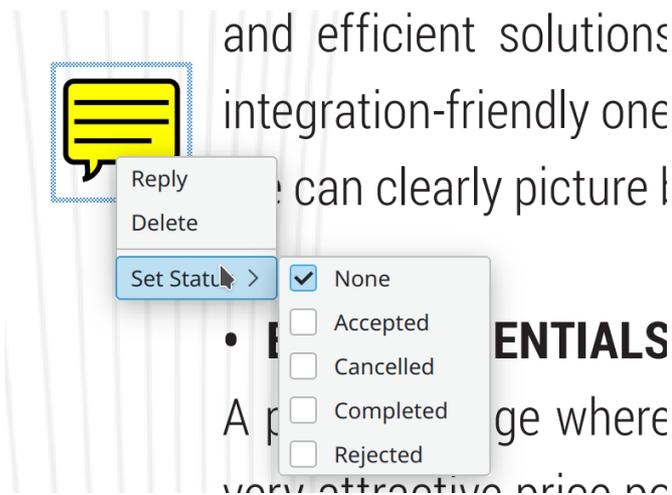
Here, you can quickly modify the text of the comment, or move the balloon tooltip to another place by dragging it with the mouse. To resize the balloon, drag the bottom right corner of the tooltip.

The *Options* link allows you to quickly manage the status of the sticky note, reply to it or delete it.





You can also right-click the sticky note icon to bring up the same menu.



## Deleting a sticky note

To delete a sticky note, select the *Hand Tool*  as described in the beginning of this text, then do one of the following:

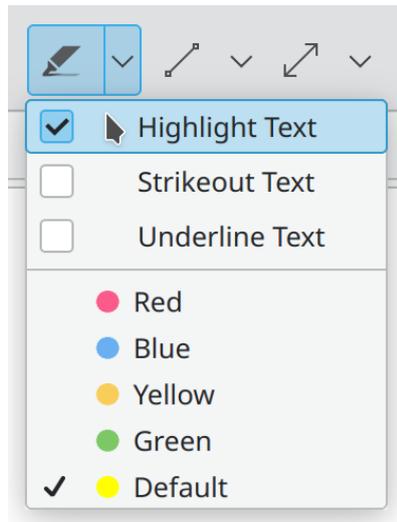
- Right-click the sticky note and select *Delete* in the context menu.
- Click the sticky note, then press *Del* on the keyboard.

## Highlight, strikeout or underline text

These tools allow you to make corrections to the PDF document such as striking out wrong parts, highlighting important parts or underlining parts you want to emphasize. Unlike text editing tools, commenting tools do not alter the actual content of the document. So, for example, stricken out text looks like that only for the purposes of reviewing.

### Highlighting the text

To highlight the text, click the **Highlight Text** button  on the toolbar, or select the tool using the down arrow:



Then, select the text you want to highlight:

- **ECLER DIGITAL**

Software-managed devices: premium digital products like matrices, amplifiers, audio managers, audio players, streaming receivers, control panels and Audio Over IP (DANTE) compatible devices that share our software management platforms (EclerNet and EclerCOMM), embed third-party integration and control protocols (TP-NET, CA-NET) and offer full customization to each project single requirement.

This will make the selected text highlighted.

- **ECLER DIGITAL**

Software-managed devices: premium digital products like matrices, amplifiers, audio managers, audio players, streaming receivers, control panels and Audio Over IP (DANTE) compatible devices that share our software management platforms (EclerNet and EclerCOMM), embed third-party integration and control protocols (TP-NET, CA-NET) and offer full customization to each project single requirement.

## Strikeout the text

Click the **Strikeout Text** button  on the toolbar, or select the tool using the down arrow to strikeout some text in the PDF document.

Next, select the text you need to strikeout. Then, the selected text will be strikeout.

- **ECLER DIGITAL**

Software-managed devices: premium digital products like matrices, amplifiers, audio managers, audio players, streaming receivers, ~~control panels and Audio Over IP (DANTE) compatible~~ devices that share our software management platforms (EclerNet and EclerCOMM), embed third-party integration and control protocols (TP-NET, CA-NET) and offer full customization to each project single requirement.

## Underlining the text

To underline some text in the document, either click the **Underline Text** toolbar button  or select it from the drop-down menu.

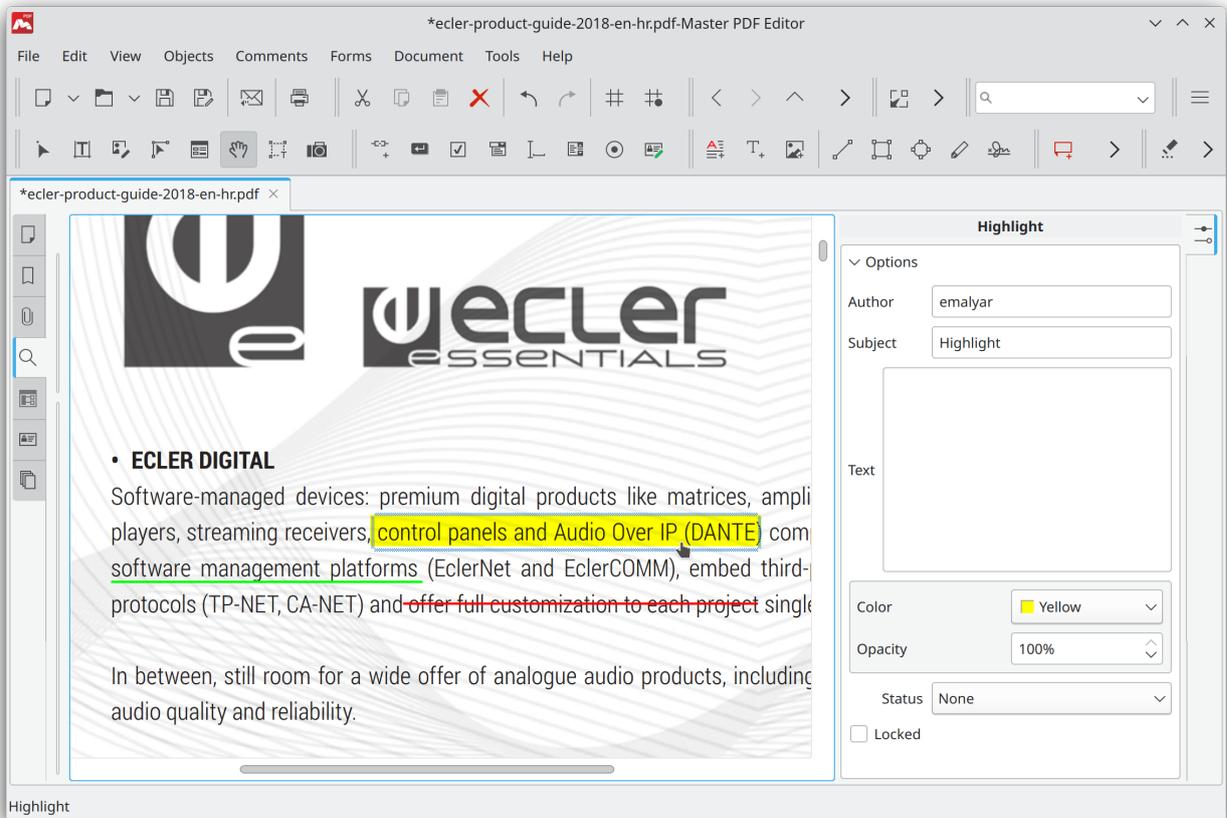
Select the text you want to underline after that. The selected text will get underlined as a result.

- **ECLER DIGITAL**

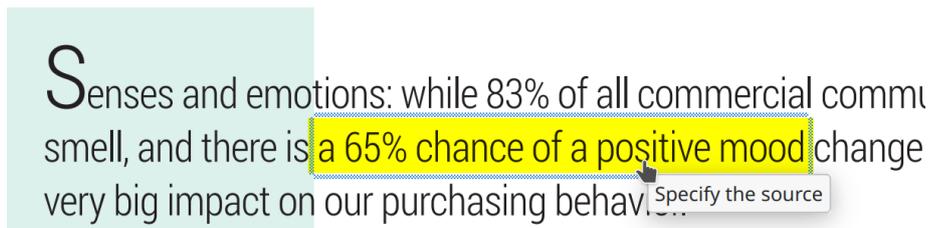
Software-managed devices: premium digital products like matrices, amplifiers, audio managers, audio players, streaming receivers, control panels and Audio Over IP (DANTE) compatible devices that share our software management platforms (EclerNet and EclerCOMM), embed third-party integration and control protocols (TP-NET, CA-NET) and offer full customization to each project single requirement.

## Editing highlighted, underlined or strikeout text properties

Select the **Hand Tool** using the corresponding toolbar button  or the **Tools** menu (**Alt+6**) to edit properties of the highlighted, underlined or strikeout text, s. Then, click the text you want to modify.



Specifically, you can adjust color and opacity of the highlight background, as well as the line width, and specify comment that displays when a user puts the mouse pointer over the text:



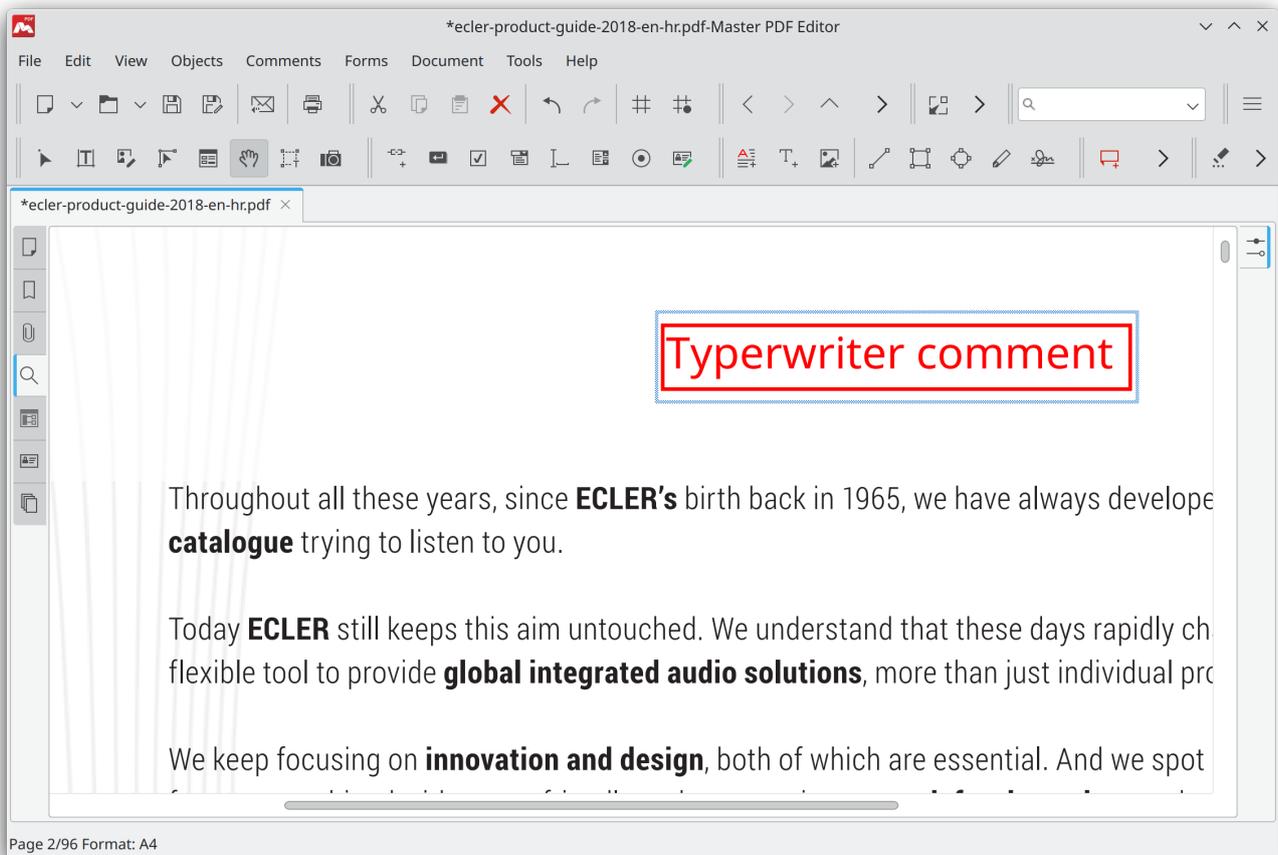
## Typewriter

The *Typewriter* tool allows you to quickly to add some remark text to a PDF document without much editing.

## Using typewriter

Click the *Typewriter* button  on the toolbar or use the *Comments > Typewriter* menu to select the *Typewriter* tool.

Then, click where you want to add the text comment.

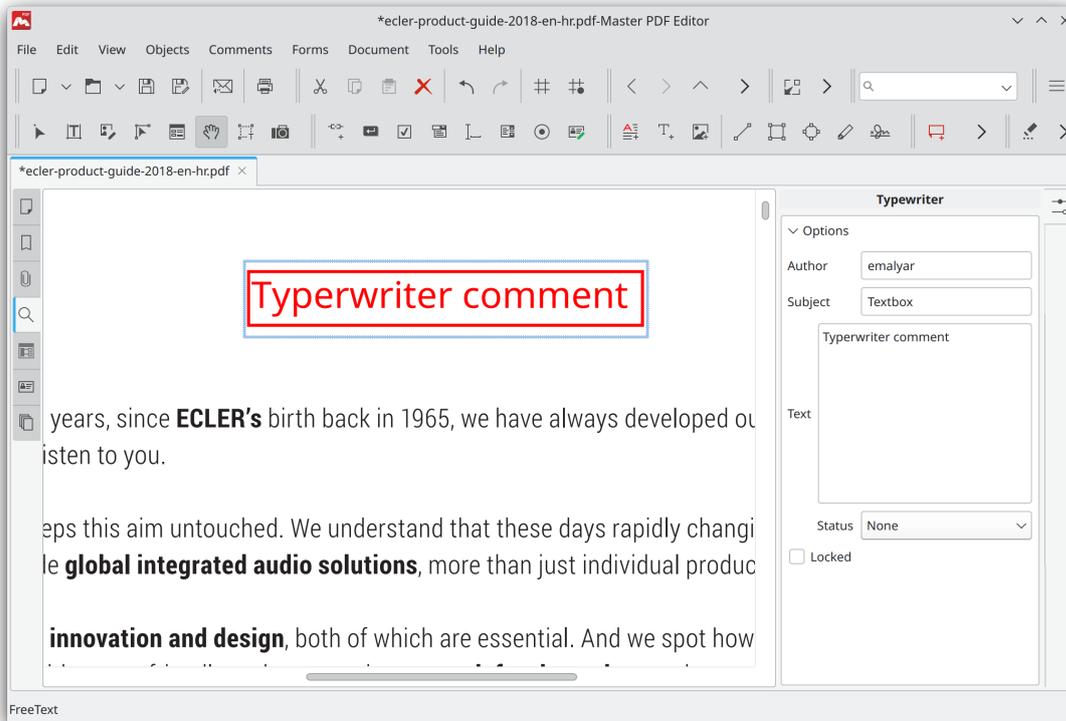


A user can modify *Typewriter* parameters, using the *Object Inspector*. Namely, the following properties can be modified:

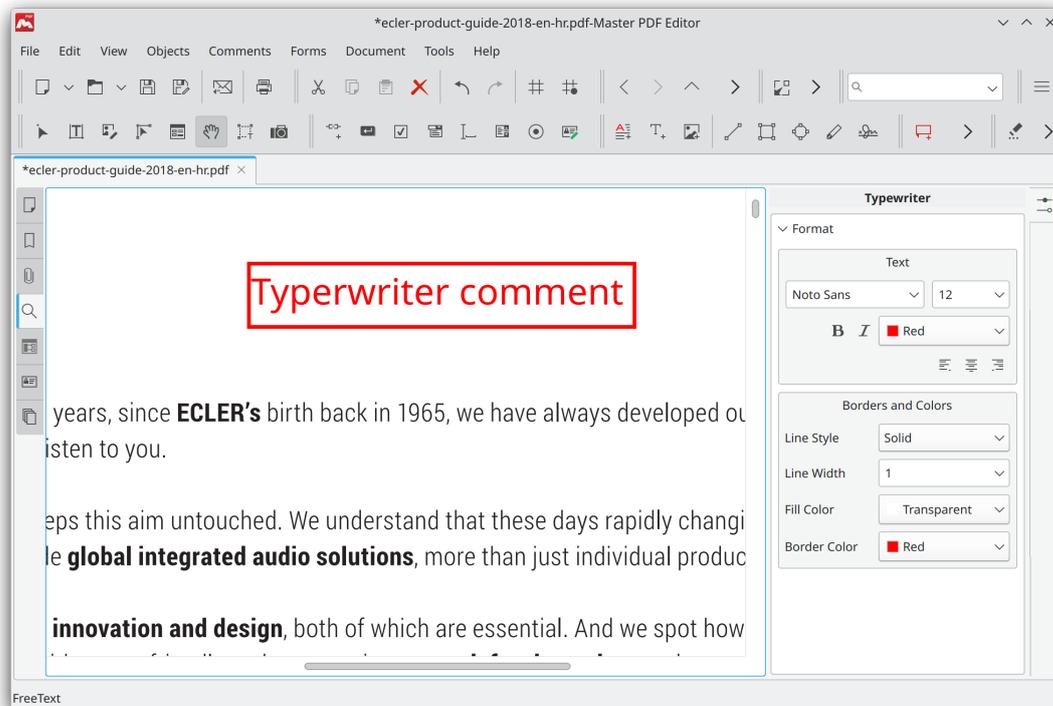
- Text format, including font (name, style, size) and alignment.
- Border line style, width and color, including background color.

## Editing Typewriter text

Select toolbar button  or the **Tools** menu (*Alt+6*) to edit recently added *Typewriter* comment. Then, click *Typewriter* comment to select it. Now editing the parameters is available in the *Object Inspector* panel:



Double-click the *Typewriter* objects to edit the text of typewriter, modify its color or font:



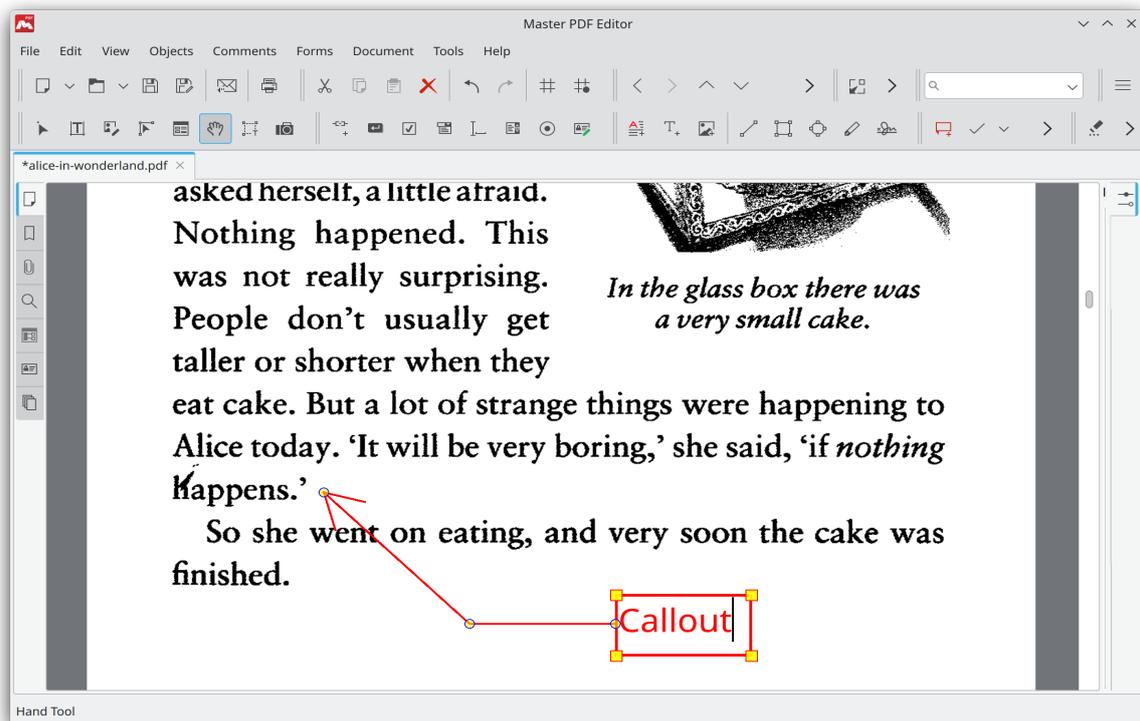
## Callout

With the *Callout* tool you can add text comment with an arrow to point to the specific spot on the page, so that readers turn their attention to this location.

### Using callout

Click the *Callout* button  on the toolbar or use the *Comments* > *Callout* menu item to select the *Callout* tool.

Next, click any place on the page you want to be pointed out and drag the comment to any location of the document where text needs to be added.

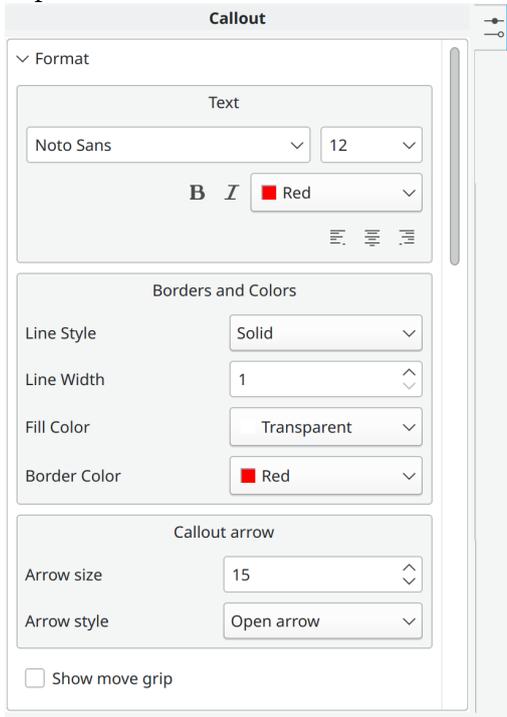


A user can modify *Callout* parameters using the *Object Inspector*. You can change the properties shown below:

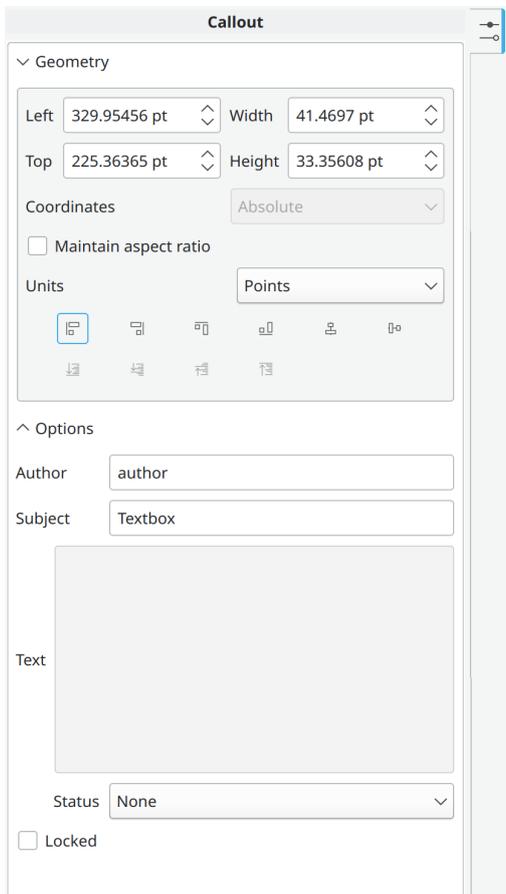
- Text format, including font (name, style, size) and alignment.
- Border line style, width and color, including background color.
- Arrow size and style.

## Editing Callout text

Edit *Callout* comment in the same way as *Typewriter* comment: use *Hand tool* button  or the *Tools* menu (*Alt+6*) to edit added *Callout* comment. Next, click *Callout* comment to select it. Now, you can edit the parameters of the comment in the *Object Inspector* panel:



Double-click the *Callout* object with *Edit Document* tool  to edit the text of callout:



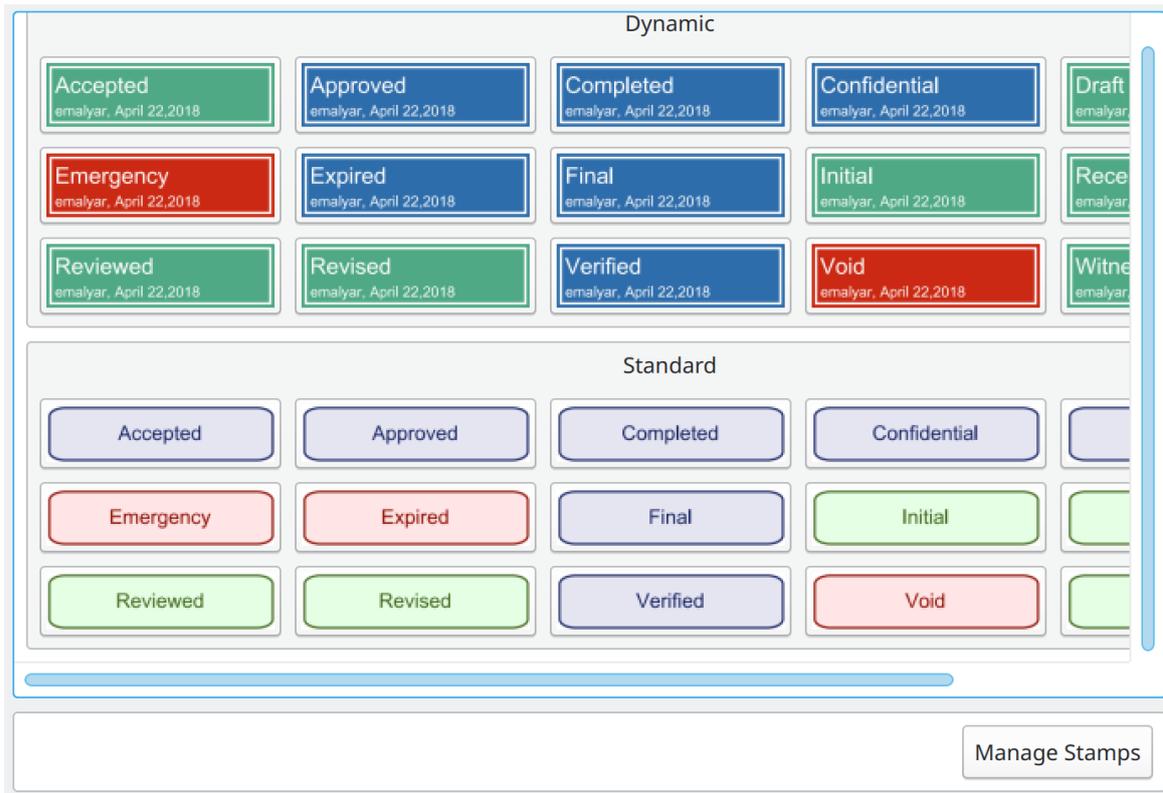
## Stamps

Stamp in PDF documents serves as a comment tool that is similar to an imprinted stamp on paper.

To add a stamp to a document, go to the **Comments** menu and select **Stamp** (or click the appropriate button on the toolbar ) , then select the required sample from the available stamp palette.

You can add a description to the stamp, as well as to any other commenting tool, and it will be displayed in the comment window. The parameters of the comment window can be modified in the *Object Inspector*.

You can use preset stamps or create your own with Master PDF Editor. Preset stamps can be standard or dynamic.



Standard stamps contain only static stamp title.

Along with the stamp title and author's name, dynamic stamps include information obtained from a computer when the stamp is placed: system date and time.

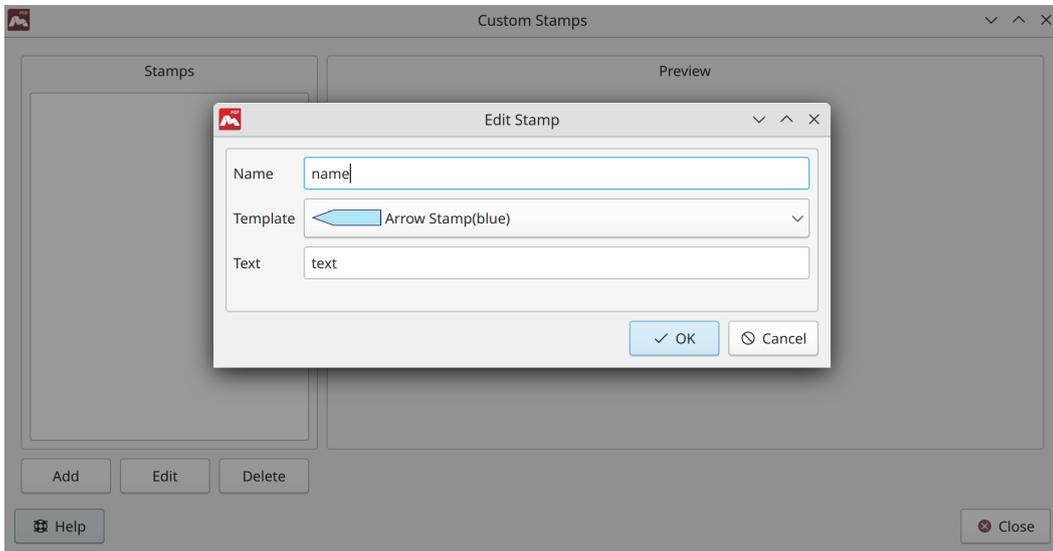
You can modify the author's name in **Tools > Settings** menu on *Comments* tab. The dynamic stamp name will remain unchanged as well as the standard.

Master PDF Editor also allows making custom stamps that differs from the default ones and have a custom title. Click the **Settings** button in the stamp palette to create a custom stamp.

Press **Add** button in **Custom Stamps** window to see **Edit Stamp** dialog window. There define the stamp title, choose the template and insert the text to be displayed on the stamp. After pressing the **OK** button,

the created stamp will be displayed in *Stamps* list. After you close the window, it will be available in stamps palette.

To edit or remove existing stamps, select the stamp in *Custom Stamps* pop up window and press *Edit* or *Remove* button.



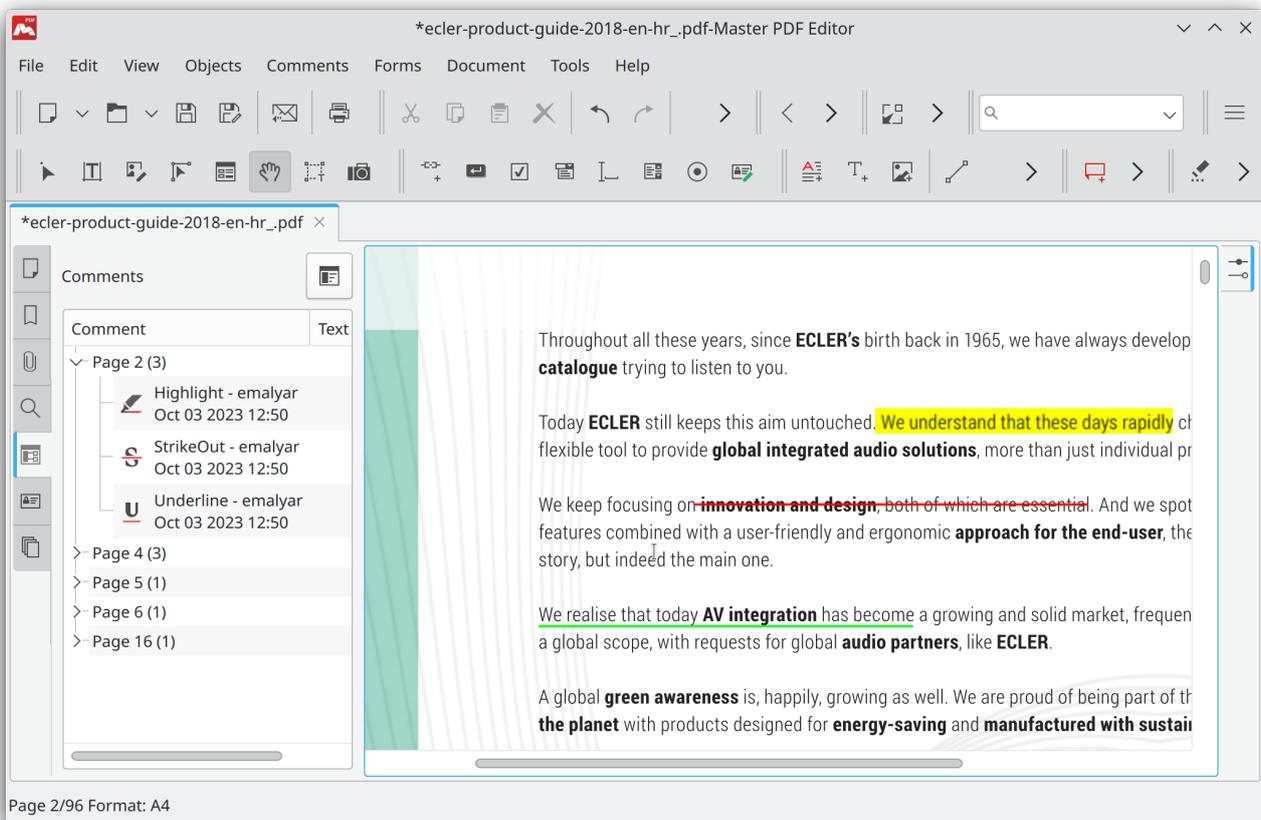
## View comments

Use **Comments List** to view all comments you have in a PDF document. You can also apply **Comment filtering** to easily view comments.

### Comment list

The Comment List may be viewed in three ways:

- Use the **Comments > Comment View > Show Comment List** menu command;
- Use the **Comment View** toolbar button  or select **Show Comment List** command;
- Use the **Object TreeView** button  on the left panel.



This will open the comment list, where you can quickly review all comments made and navigate through them.

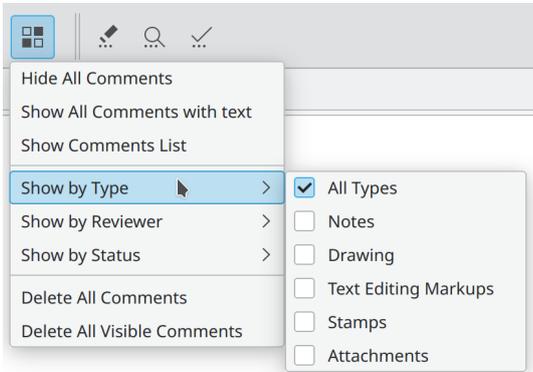
Click a comment in the comment list to go to that comment in the document and select it.

## Comment filtering

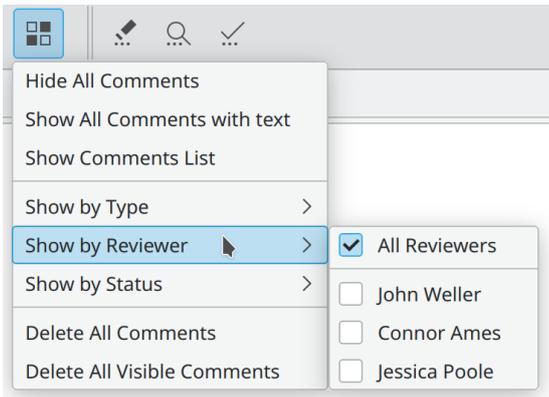
Use the *Comment View* tool to filter out unnecessary comments in a document.

Click the *Comment View* toolbar button  or go to the *Comments > Comment View* menu. Then, you may apply a filter by the type of comment:

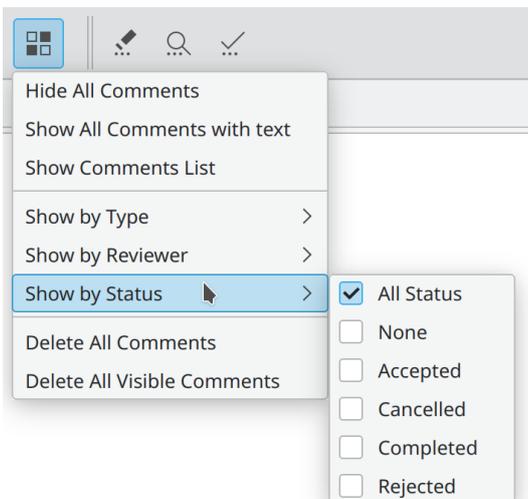
:



...by reviewer:



...or by status:



The filter can be applied to both comments in the document and those in the *Comment List*.

Select **Show All Comments** to cancel all filters. Select **Hide All Comments** to remove all comments.

## Exporting and importing comments

Export of comments data allows you to export comments to the document and send only these data to your collaborators instead of sharing the full PDF document. This function copies comments and records them to a separate FDF file.

Select **Comments > Export Comments Data...** in the menu to export comments. A save dialog box will popup, allowing you to change the comment file name and save it. The default name for the comment file is (original document name)\_comments.fdf.

Example: My document\_comments.fdf

When you import comments that have already been exported and saved to an FDF file, the comment data is added to the PDF document.

Select **Comments > Import Data...** from the menu to import comments from an FDF file into a document. In the file open dialog box, select the comment data file and press the **Open** button.

The position and content of the comments will be similar to that of the PDF file from which they were extracted.

## Drawing Tools

Drawing tools allow you to point at specific elements in the PDF document, emphasize certain parts or attract attention of other authors to specific comments you made.

*NOTE: Do not confuse drawing tools used for commenting with [vector images](#). Unlike the latter, commenting drawing tools do not alter the actual content of the document and are not printed.*

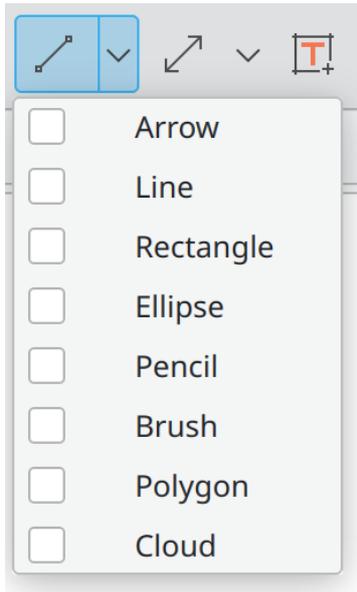
You can select a drawing tool using the toolbar or the *Comments* menu.

The following tools are available: **Arrow.**  Draws an arrow

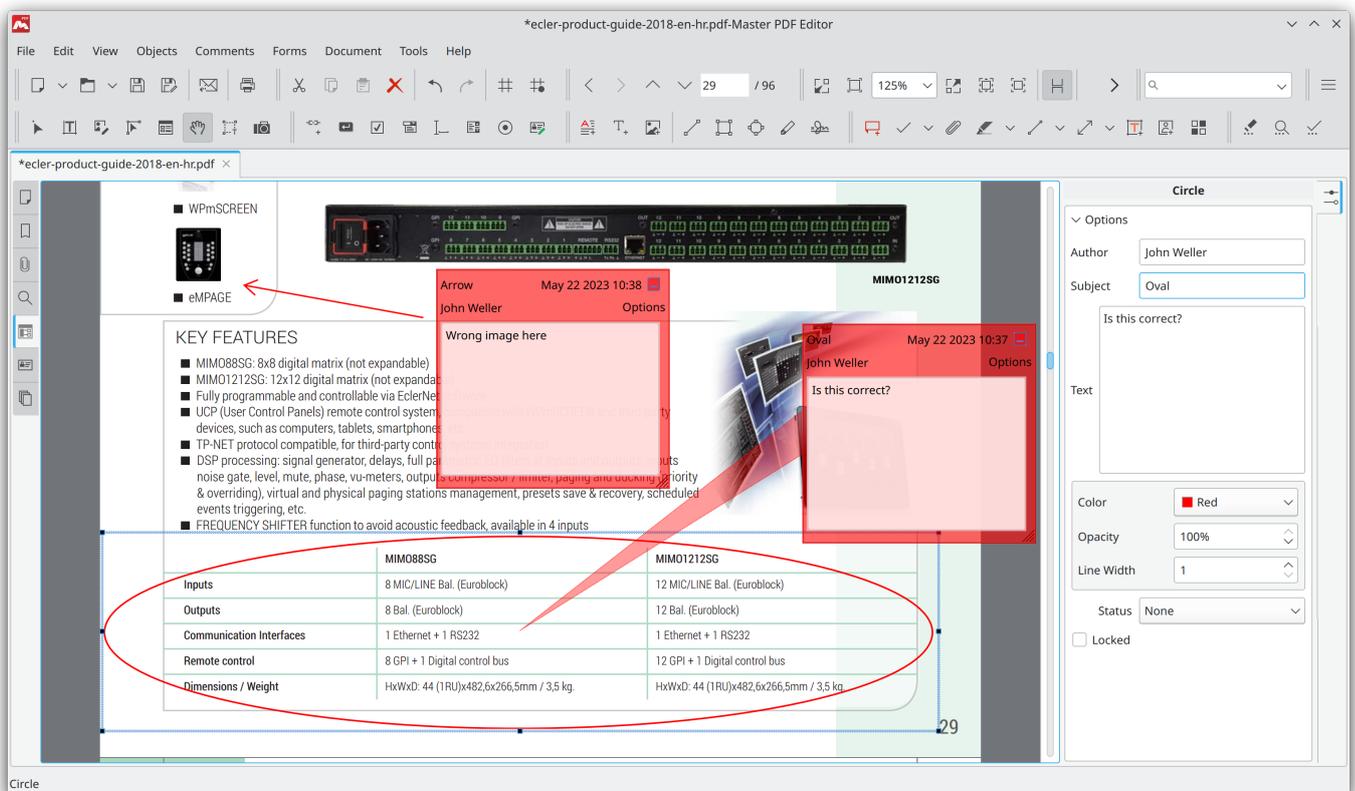
- **Line.**  Draws a straight line
- **Rectangle.**  Draws a rectangle
- **Ellipse.**  Draws an ellipse
- **Pencil.**  Draws free-hand lines and drawings
- **Brush.**  The same as above, but the trail is thicker
- **Polygon.**  Draws a polygon.
- **Cloud.**  Draws a comment in the shape of a cloud.

## Inserting drawings to comment PDF documents

To insert a drawing, use the *Comments > Drawing* menu or click the corresponding button on the *Comments* toolbar. Clicking the down arrow on that button allows you to choose a drawing tool.



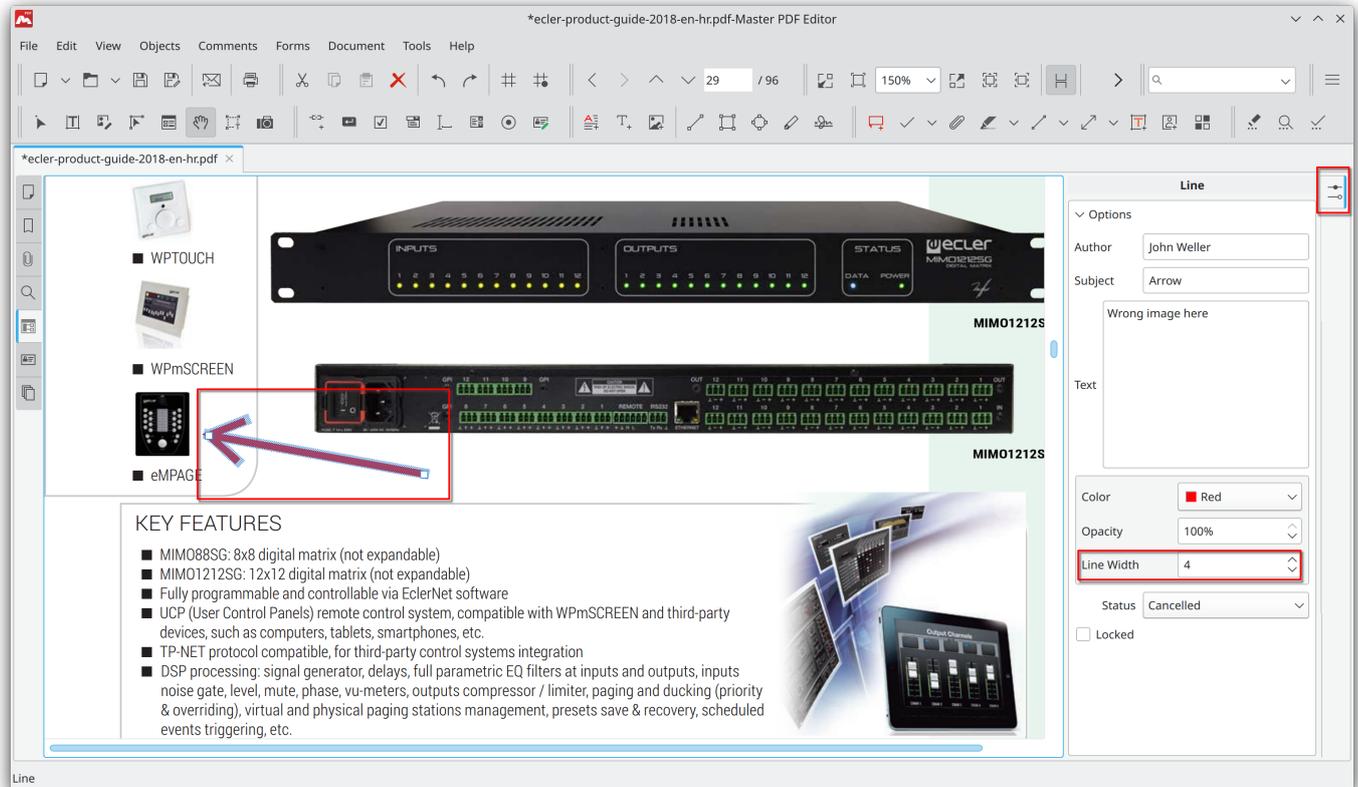
Click and hold the left mouse button to specify the first point of the drawing, then move the mouse to the second point and release the button. For the *Pencil* and *Brush* tools, drawing goes while you hold the button and ends when you release it.



To stop drawing, press *Esc* or click the right mouse button.

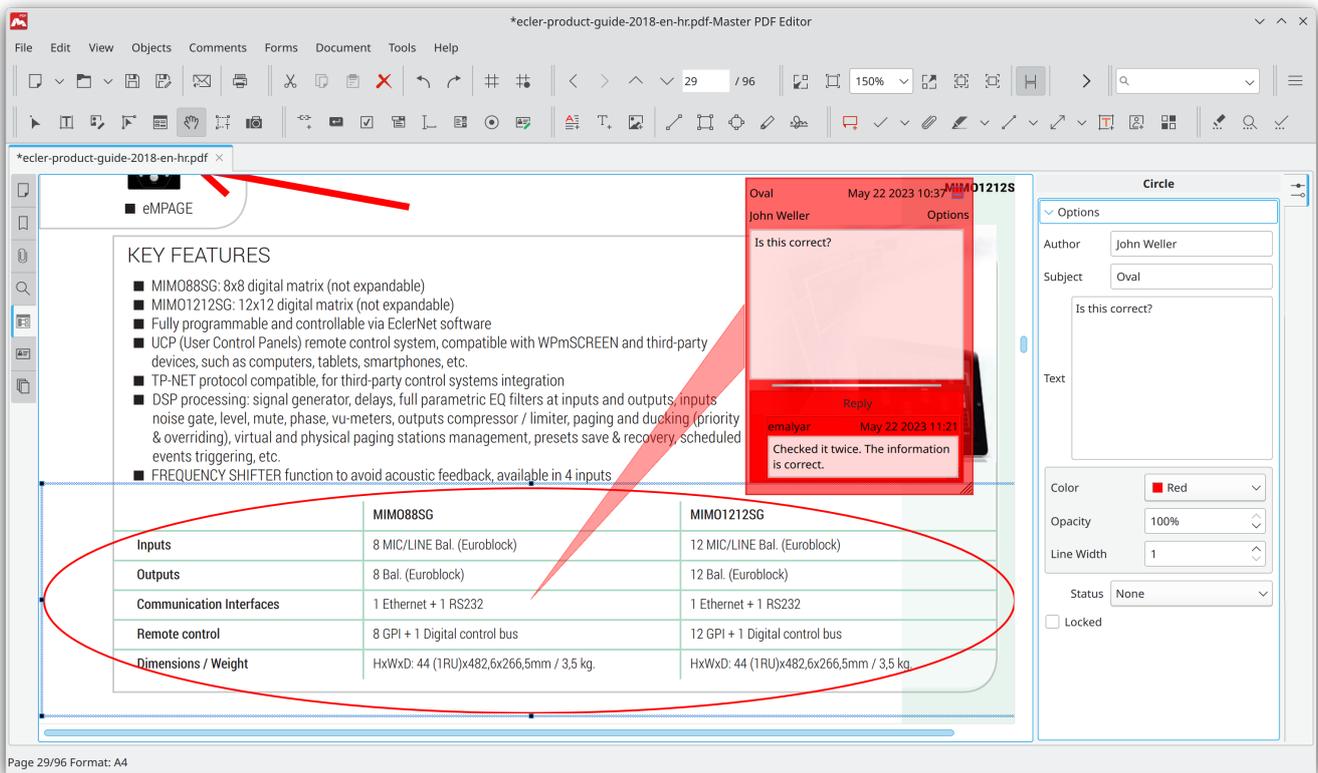
## Adjusting drawing parameters

To modify a drawing, select the **Hand Tool**  by clicking its button on the toolbar or using the **Tools > Hand Tool** menu (**Alt+6**). Then click the drawing object you want to modify. If the **Object Inspector** panel is not visible, display it by clicking the **Object Inspector** button on the right panel or press **Ctrl+F11**.



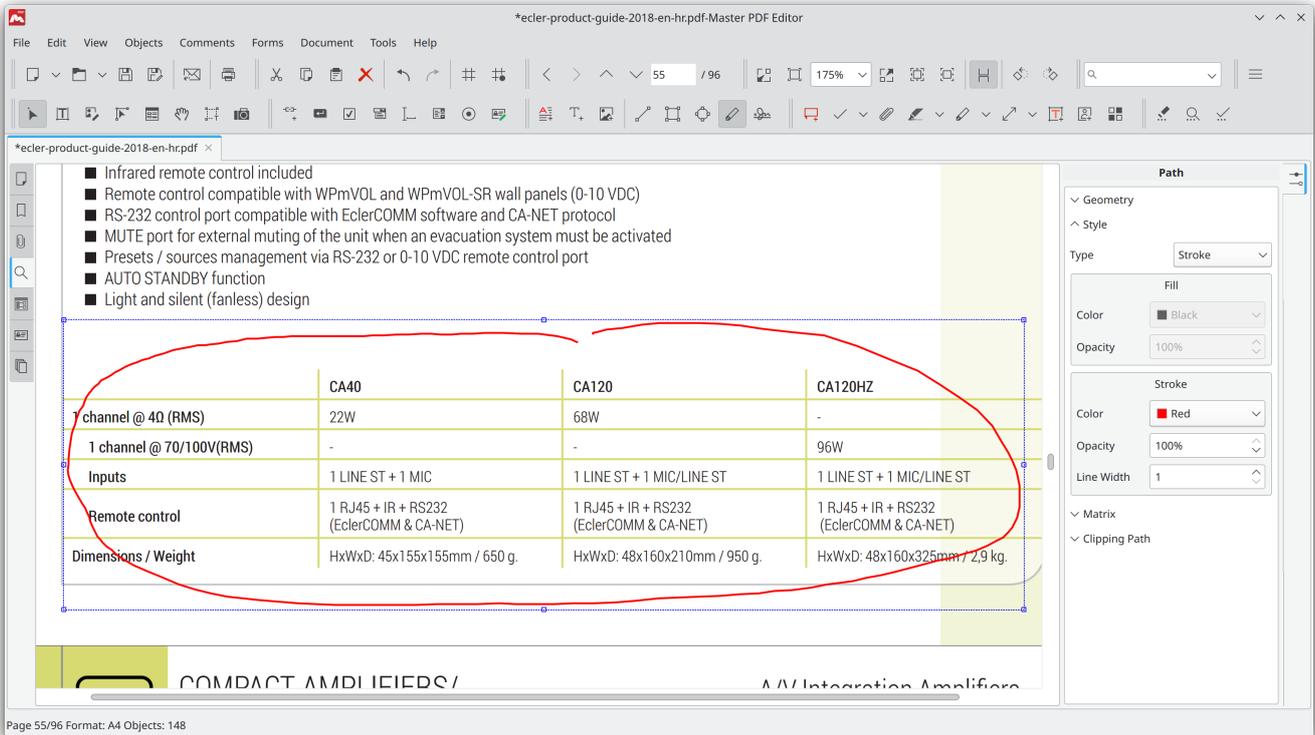
In the **Object Inspector** window you can modify parameters of the selected drawing: adjust line width, color, opacity and also add a text comment to that object. The **Status** option sets the current status of the comment: *Accepted*, *Cancelled*, *Completed*, or *Rejected*.

Double-clicking the object pops up the balloon tooltip displaying the text comment and all the replies:

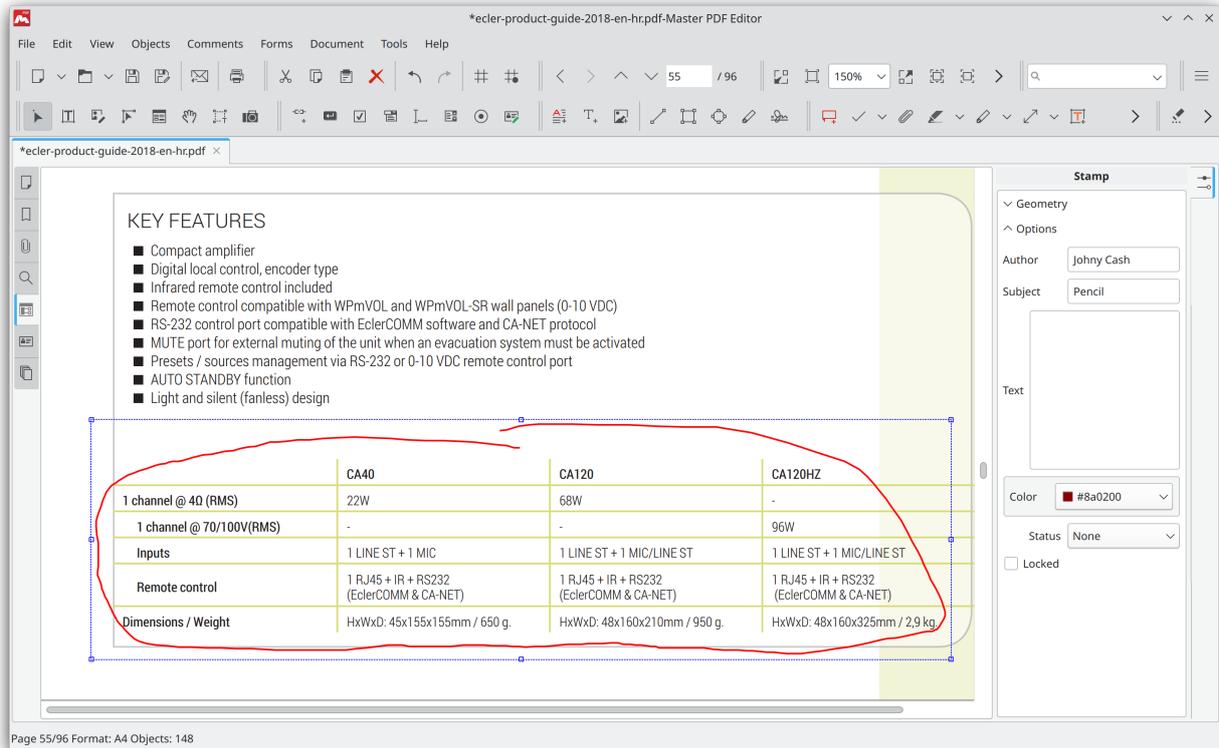


## Editing Pencil and Brush drawings

When you use **Pencil** and **Brush** tools you can only adjust their parameters while drawing them. Use the **Path** section in the **Object Inspector** panel to do this:



When you finish drawings by pressing *Esc* or right-clicking, the **Pencil** and **Brush** objects are transformed to stamps and cannot be further edited as path lines. You can only edit the text of the comment and the color of the balloon tooltip:



You can read more about [here](#).

## Measurement Tools

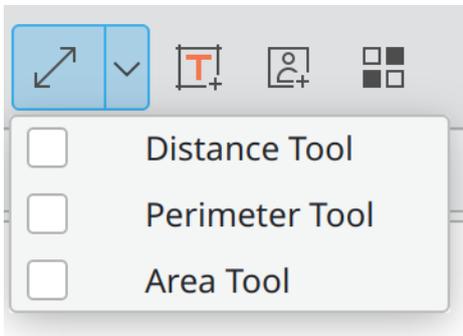
Measurement tools allow you to measure distances, perimeters and areas in the PDF document. You can use measurement tools to control and specify measurements in PDF blueprints, or make sure the actual size of the document elements fits the paper size before printing.

The following measurement tools are available:

- **Line.**  Measures the distance between two points.
- **Perimeter.**  Measures the length of some perimeter.
- **Area.**  Measures the area of some part of the document.

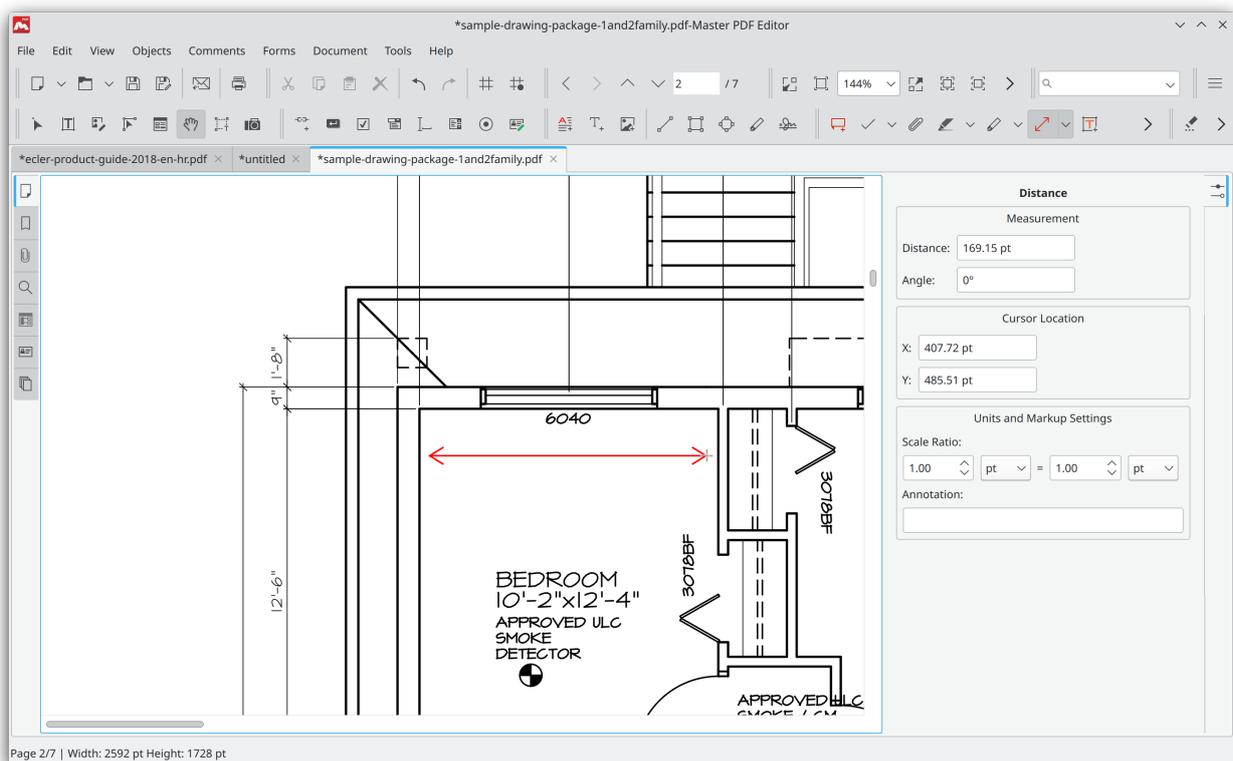
## Using measurement tools

To use a measurement tool, click its corresponding button on the toolbar  or use the **Comments > Measurements** menu. Clicking on the down arrow of the toolbar button allows you to select a measurement tool:



## Using distance measurement tool

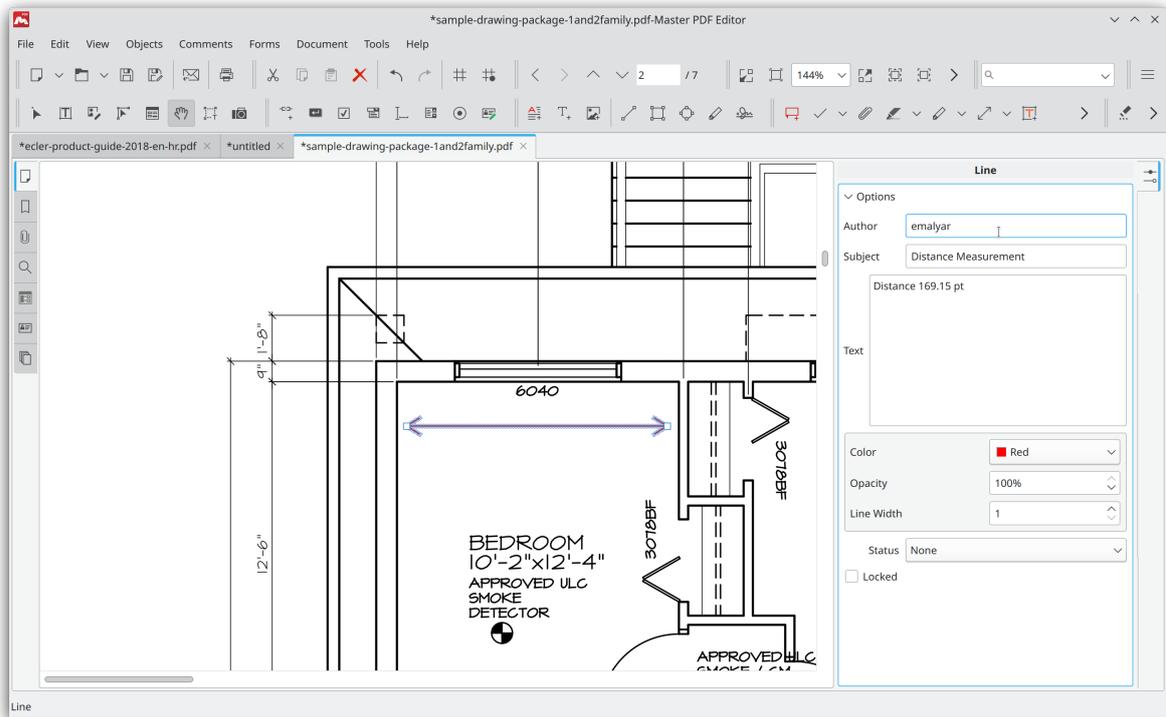
Click and hold the left mouse button to start drawing the **Distance** measurement tool. Move the mouse to the next point and release the button.



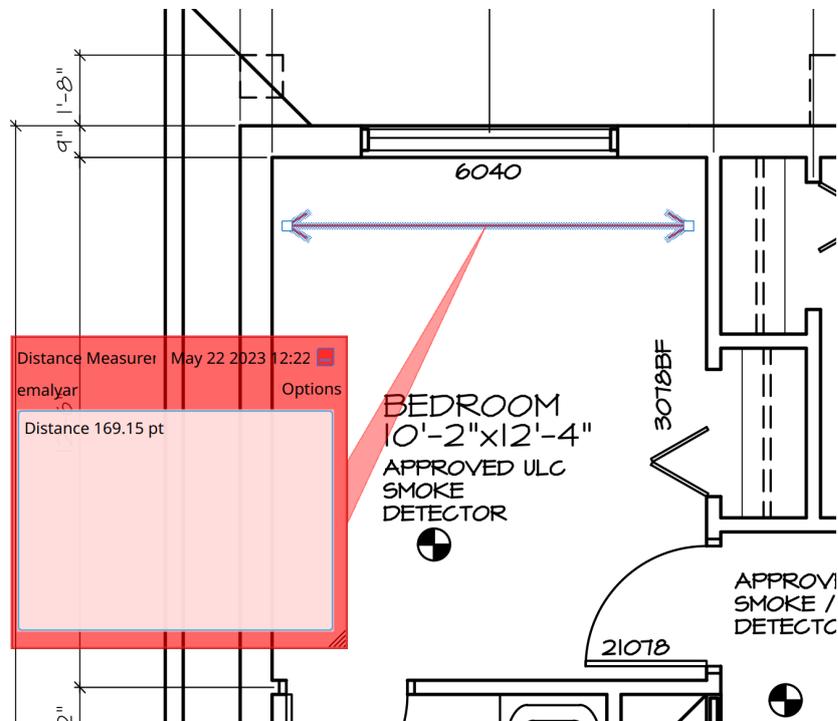
While you're moving the mouse the current coordinates and the distance are displayed in the *Object Inspector* window.

Press **Esc** or right-click to finish drawing.

To select the distance measurement line, select the **Hand Tool**  and click the line. This will display its properties in the *Object Inspector* window.

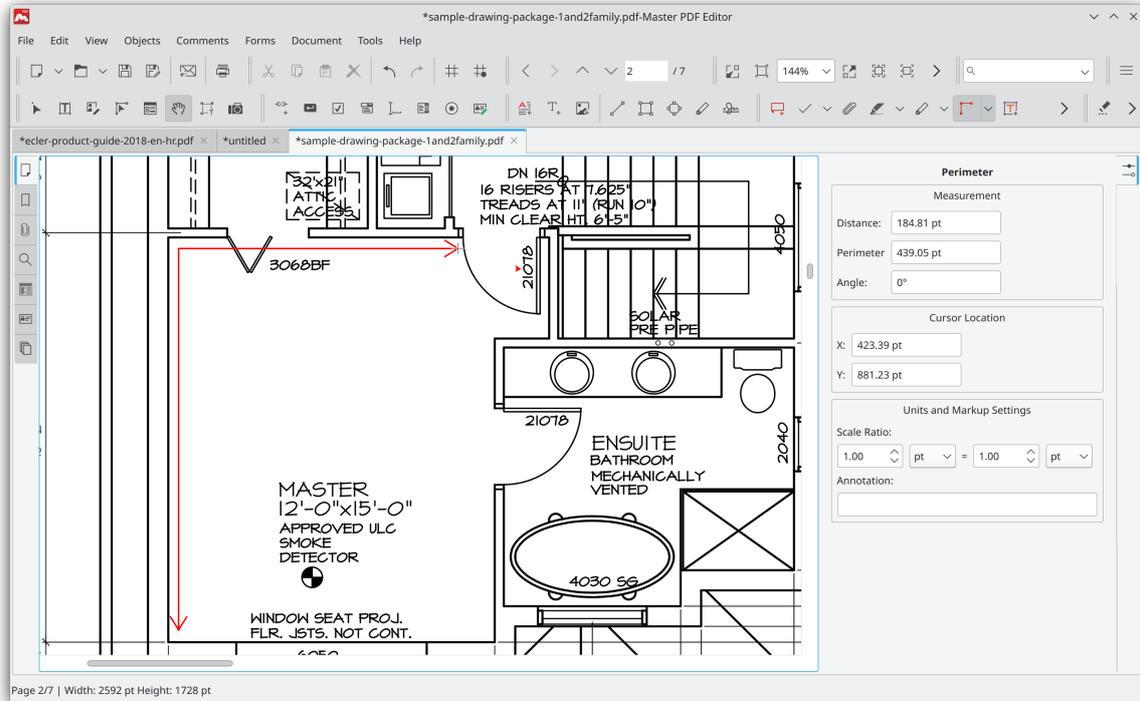


Double-click the line to display the balloon tooltip with the text comment:



## Using perimeter measurement tool

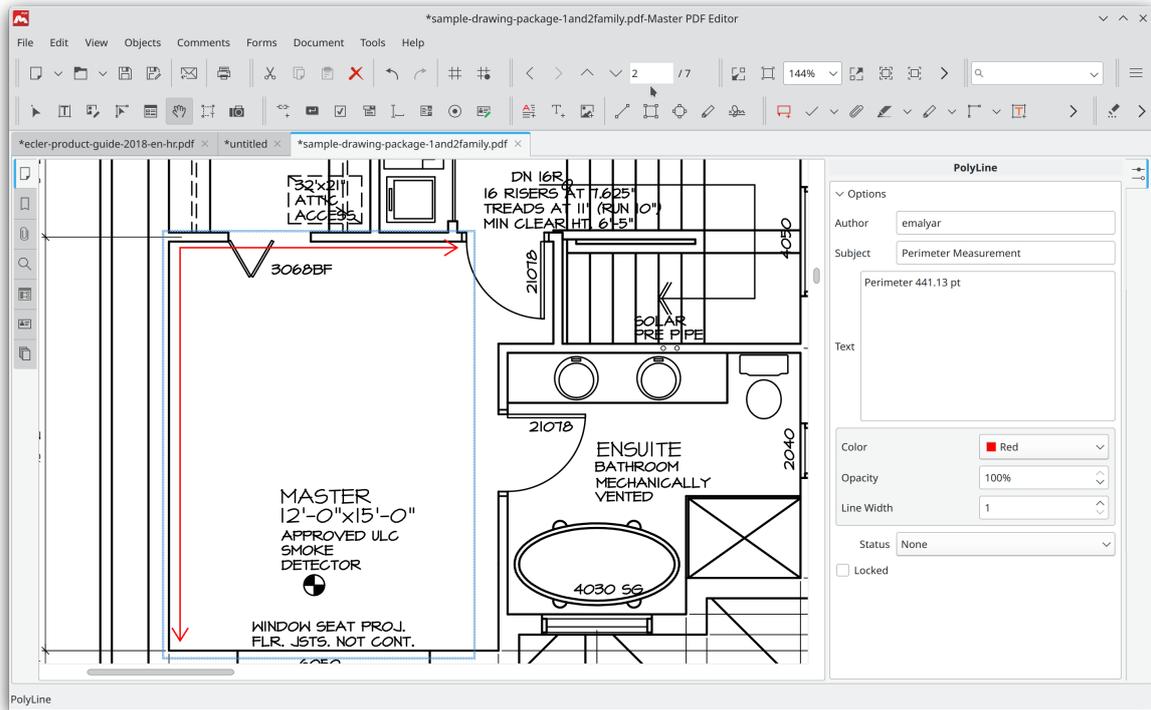
The *Perimeter Tool* allows you measuring cumulative length of several straight fragments. To start drawing with the *Perimeter Tool*, click with the left mouse button at the beginning of the first fragment, then click the second point, then go to the third one and so on until you go around the entire perimeter.



The distance of the latest fragment and the entire perimeter length so far are displayed in the *Object Inspector* panel.

Double-click when the final point of the perimeter is set. Press **Esc** or right-click to finish drawing.

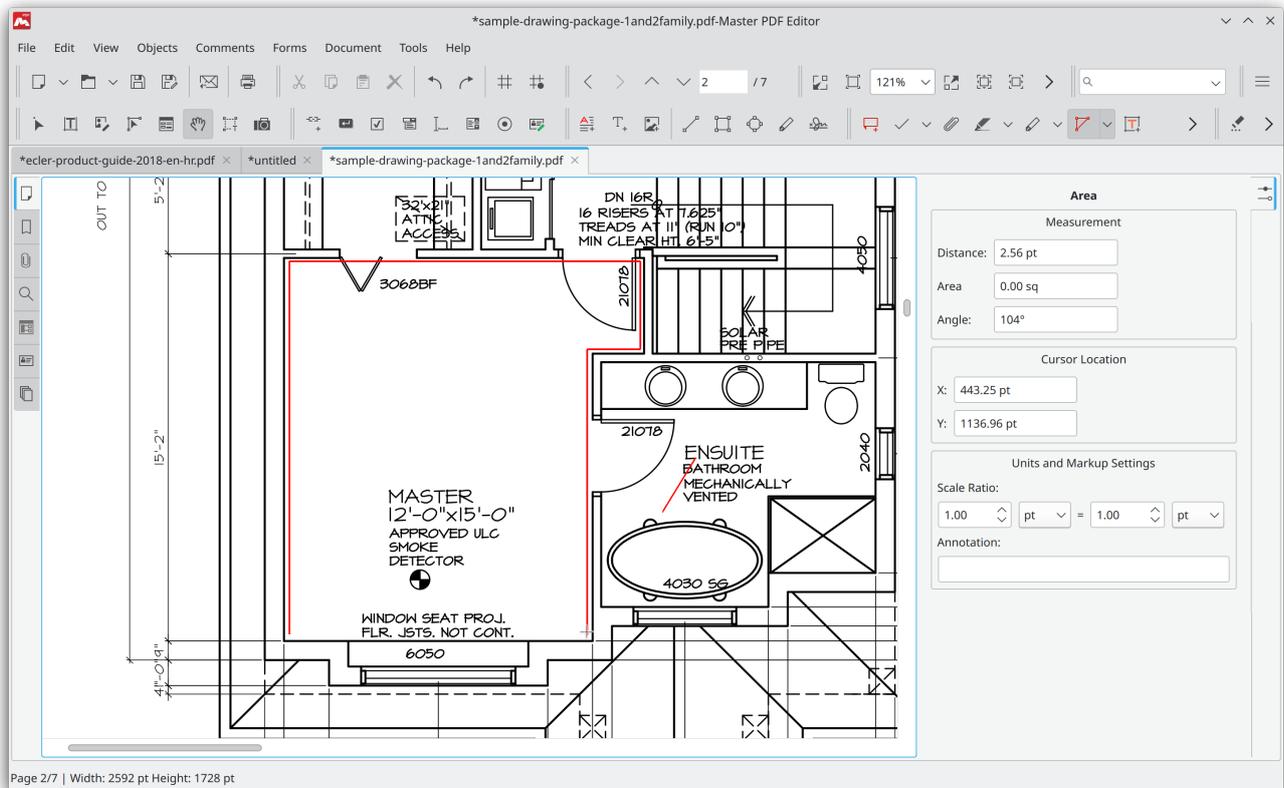
To select the perimeter object, select the **Hand Tool**  and click the perimeter:



The parameters of the perimeter are displayed in the *Object Inspector*. Double-click the perimeter to bring up the balloon tooltip.

## Using the area measurement tool

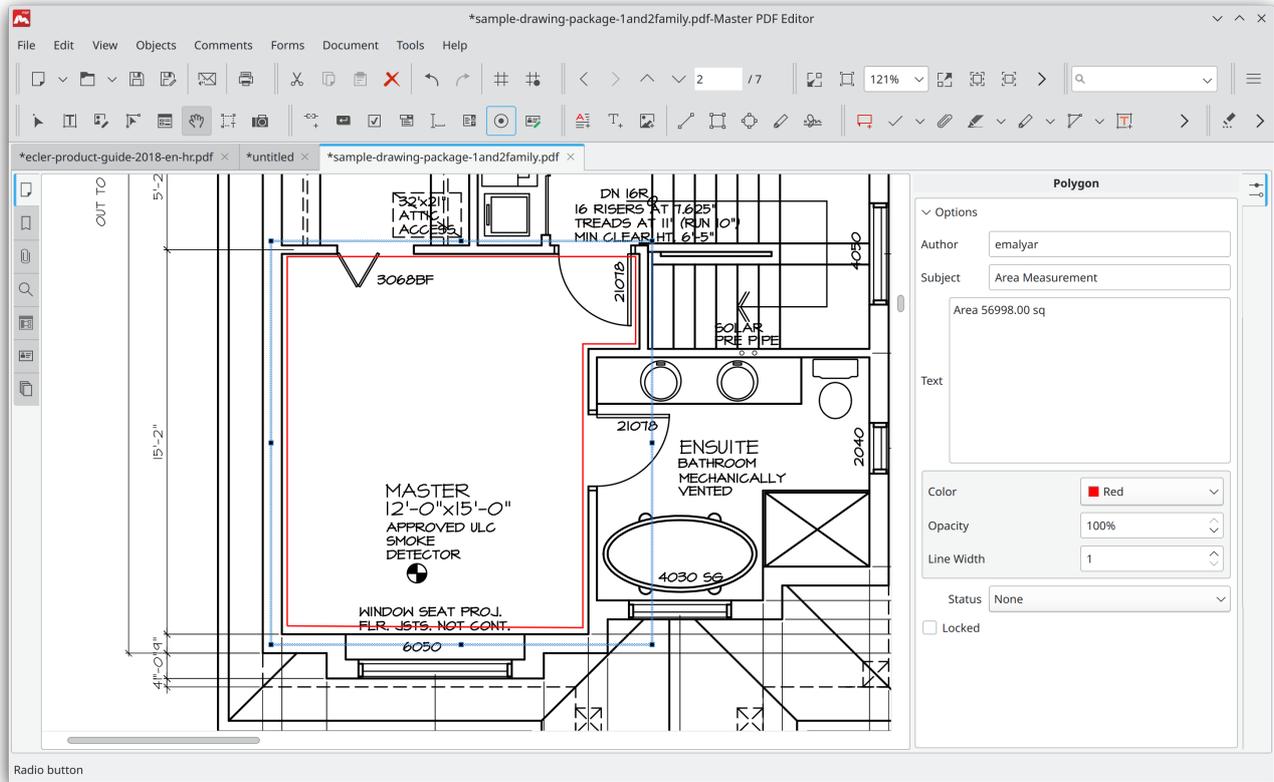
To measure an area in the document, select the *Area Tool*. Click the first point, then the second and following points until you mark the entire area you want to measure.



The *Object Inspector* panel displays coordinates, the distance of the latest fragment and the angle of the current fragment. To end the area, right-click or double-click. The remaining fragment will be built automatically from the current point to the beginning point.

The area of the specified polygon is calculated automatically based on the current scale (see below).

To select the area measurement drawing, switch to the **Hand Tool**  mode and click the area. In the **Object Inspector** window you will see properties of the selected object.



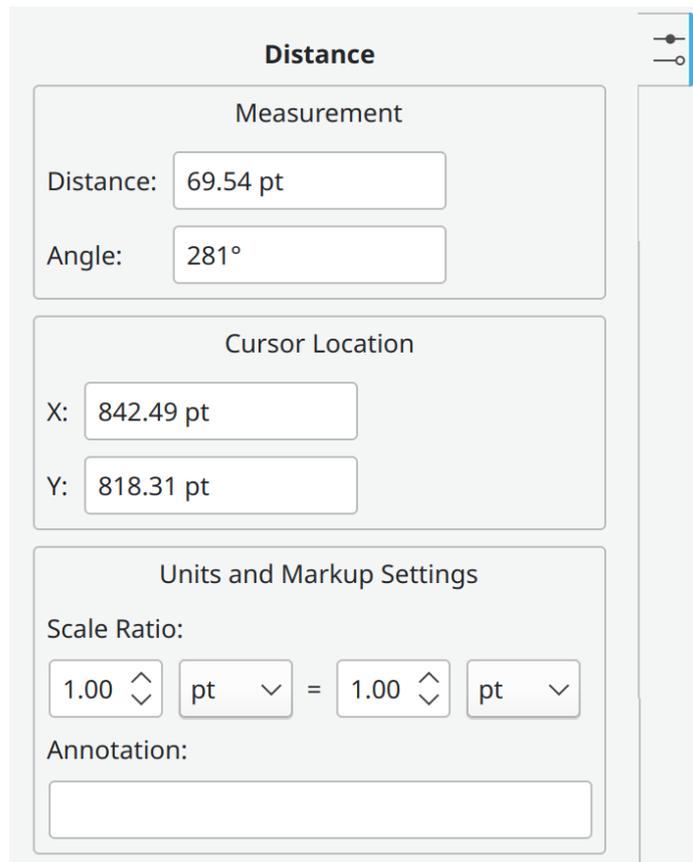
Double-click the area measurement drawing in the document to display the balloon tooltip with text comments and all the replies.

## Setting the scale ratio of measurement tools

Scale ratio allows you to display real length and area when you use measurement tools.

To set the scale ratio, select any of measurement tools. The settings of the tool will be displayed in the *Object Inspector*.

The **Scale Ratio** parameter allows you to set relation between lengths in the document and the real ones. The left box sets the value and the unit in the document, the right box sets the real value.

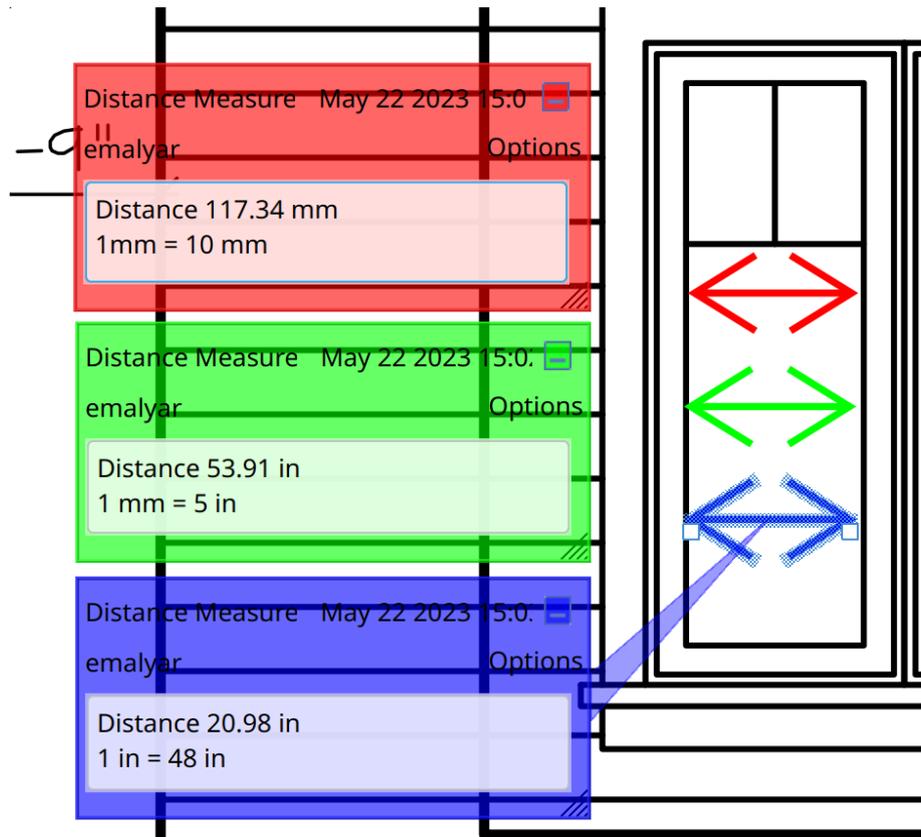


The screenshot shows the 'Distance' tool settings in the Object Inspector. It is divided into three sections: 'Measurement', 'Cursor Location', and 'Units and Markup Settings'. In the 'Measurement' section, the 'Distance' is set to 69.54 pt and the 'Angle' is 281°. In the 'Cursor Location' section, the 'X' coordinate is 842.49 pt and the 'Y' coordinate is 818.31 pt. In the 'Units and Markup Settings' section, the 'Scale Ratio' is set to 1.00 pt = 1.00 pt. There is also an 'Annotation' field which is currently empty.

For example, if the blueprint says the scale is 1:10, this means each one millimeter in the document corresponds to ten real millimeters.

If the *Scale Ratio* is set, Master PDF Editor will display scaled values in the measurement tools.

Here, we measure the same length on the drawing, but set different scale ratios. Hence, the resulting distance displays different values.



## PDF form fields

PDF files can include two kinds of forms: interactive and non-interactive. Interactive form is a PDF form with fields, which can be filled without any additional functions. Non-interactive form is just a file with text and lines to write your data over them. Master PDF Editor allows to fill non-interactive forms with **Insert Text** tool.

Interactive forms can be filled with **Hand Tool** . You can print filled document and save it.

## Filling Interactive Forms

If a document contains interactive PDF forms, then you will see a pop up message «*This document contains interactive form fields*» when opening it. Message will appear if the application's setting weren't changed. To set Pop up message display when opening PDF with forms, open **Tools > Settings > Forms** tab. Enable/disable a checkbox near **Always hide document message bar** item.

Enable **Hand Tool**  to fill interactive PDF forms. You can enable menu item **Forms > Highlight Fields**, this will help you notice forms easier, because they will be displayed on color background set in Master PDF Editor *Settings*.

When positioning mouse cursor over form field, it will be changed to one of the following:

 icon will appear when hovering the cursor over a *checkbox*, *radio button*, *push button*, *list* or *combo box*. Depending on field kind, when filling form you'll have an option to choose an item or several items of predefined set. Left click the field to fill it.

Icon (cursor) will appear when hovering mouse cursor over *Text Field*. Position a cursor there by left clicking the field. When you've finished typing text, press **Tab** or **Shift+Tab** to move to the next or previous field. You can also just mouse click a field you want to fill next.

To remove data from all document forms use **Reset Forms** command in *Forms* menu.

**Please note, that forms data won't be restored with "Undo" command.**



You can edit document with PDF forms just like any other PDF document, if file's author hasn't restricted this ability.

## Import and Export Forms Data

This function is available only for interactive PDF forms. When using export, forms data are copied into specified fbf format file.

When importing data to the document, previously exported and saved in fdf file data containing results of PDF forms filling are added.

Unlike comments, only forms data can be imported and exported.

But like comments, forms data export help decrease size of transferred data. To export forms data, choose **Forms > Export Form Data...** item in *Main menu*. A *Save As...* window will appear, which allows you to set name and path for data file and save it with **Save** button. By default data file is named like: (source document name)\_form.fdf.

**Example:** My document\_form.fdf

To import forms data into the document, choose **Forms > Import Form Data...** item in *Main menu*. Use following pop up window to choose file with data and press **Open** button.

Forms content will be identical to file they were exported from.

## Creating and Modifying Interactive PDF Forms

One of the most demanded functions of PDF editors is a possibility to create PDF forms. Master PDF Editor allows to place in documents any interactive forms, which later can be filled, signed with digital signature, printed, saved or sent via email.

In *Forms* menu you can choose an option for new form fields creation. Forms settings are displayed in *Object Inspector* window. It allows to specify settings for one or multiple forms at once.

To edit form fields, enable editing mode by pressing *Edit Document*  or *Edit Forms*  button on toolbar or choosing either of these tools in *Tools* menu.

PDF file may contain following kinds of forms:

Button	Name	Description
	<b>Link</b>	Enables user for a quick move to another place of current, attached or any other document, to other files and web sites. Can also be used to initiate predefined event.
	<b>Push Button</b>	Allows to initiate predefined event like opening a files, sending data to web-server, forms reset etc.
	<b>Check Box</b>	Allows to set enabled or disabled condition. If a form contains several check boxes, users may choose any number of options.
	<b>Radio Button</b>	Offers a set of options and allows user to choose only one of them when filling a form.
	<b>Combo Box</b>	Provides user a possibility to choose an item out of a list or specify custom value.
	<b>List Box</b>	Allows user to choose one or multiple items out of list.
	<b>Text Field</b>	Field to specify custom text like name, address, date, phone number etc.
	<b>Signature</b>	Empty field for digital signature.

## Link

**Link** enables user for a quick move to another place of current, attached or any other document, to other files and web sites. Can also be used to initiate predefined event.

To add link to the document choose *Forms > Link (Ctrl+L)* in menu or press  **Insert Link** button on the toolbar. This will show a marker, allowing you to choose field for link (Tool can be deactivated with *Esc* or right mouse button). You can set options and define actions for link in *Object Inspector*.

**Geometry** tab enables user for more precising positioning of the link field on the document page. For more details see [Geometry Objects](#) and [Geometry Forms](#) sections.

Following settings can be set for link in *Options* tab:

- **Line Thickness.** Thickness of lines framing the link (in pixels).
- **Border Color.** Color of lines framing the link.
- **Line Style.** Style of lines framing the form. Options: *solid, dashed, underline*.
- **Highlight.** Setting is currently not supported. Feature added only for compatibility with other editors.

**Actions** tab allows setting a kind of action and a trigger, which has to be fired in order for the action to be performed.

**Trigger** item is used to specify a kind of event, which must be initiated by user for defined action to be performed. Following actions(events) can be set as trigger: *Mouse Up, Mouse Down, Mouse Enter, Mouse Exit, On Receive Focus, On Lose Focus*.

**Action** item allows specifying a kind of action, which will be performed after trigger is fired: *Goto a Page View, Open/execute a file, Open a web link, Reset form, Show/hide fields, Submit a form, Run a JavaScript*. For more details, see [Actions tab](#).

Link attributes can be changed any moment according to your requirements.

## Button

To create a push button, choose corresponding item in *Forms* menu. Click a spot of the document page, where you want to locate the button. Application will create a button of default size. Instead, you can hold left mouse button and draw a rectangle box of required size. You can create multiple instances of push button. Names of newly created button are same as first button's name, but with index number. If you create new buttons by copying the first one, they will have completely identical name. Button copies work independently of each other.

If required, copied button can be pasted to all pages of the document or specific range of pages. To do it, choose **Paste to multiple pages** item in *Edit* menu.

Settings for buttons in *Object Inspector Geometry, General, Appearance* and *Actions* tabs are similar to these settings for other form fields. For more details see [Geometry Objects](#) and [PDF Forms properties](#).

Following settings can be set for *Push Button* in *Options* tab:

- **Layout.** Select the push button label and icon layout.
- **Behavior.** Sets option of button behavior on mouse click: invert, push, outline, none.
- **Up Label.** Text label to be displayed on button in inactive state.
- **Down Label.** Text label to be displayed on button in pressed state.
- **Rollover Label.** Text label to be displayed on button when received focus.

## Check Box

Check box is used to provide a user Yes/No kind of input to express agreement with document items. Usually this kind of form is used when required to choose several options out of a list. If only one option has to be chosen, then radio buttons are usually used. To create a check box on the document, choose **Forms > Check Box** in menu.

Settings for check boxes in *Object Inspector* window are identical to other form fields settings in *Geometry, General, Appearance, Actions* tabs. See [Geometry Objects](#) and [PDF Forms properties](#).

When creating a check box, it is possible to make it required to be filled by user. To do it, check **Required** item in *General* tab of *Object Inspector* window. When user fills forms, required fields are highlighted.

### Options tab.

**Style** item allows to choose check box kind: *check*, *circle*, *cross*, *diamond*, *square*, or *star*. **Export Value** item is used to specify a value for export, if the field is enabled by user when filling forms. If **Checked by Default** is enabled, check box will be checked when resetting forms (menu item **Forms > Reset Forms** resets data in all document forms. Fields are set to default values or cleared, if there's no default value.)



Please note, that right after this option is enabled, check box won't be checked by default. You have to **Reset Forms** first.

Master PDF Editor allows to set several behavior patterns for check boxes:

To make other check boxes enable themselves when one of them is enabled by user, all of these check boxes are to have identical **Names** (*General* tab) and same **Export Values** (*Options* tab). Such fields can be located at different pages.

For a possibility to choose only one check box out of a group, all the group has to have same **Names** and different **Export Values**.

For check boxes to be filled independently from each other, their **Names** and **Export Values** have to be different.

All the actions with check boxes (creation, movement, resizing, creating copies, duplicating and removing) are conducted the same way as for all other kinds of form fields.

### Radio Button

To create radio button form field, choose **Forms > Radio Button** menu item. Radio button is most common way to give user possibility to choose one option out of a set. Radio buttons always work in groups unlike check boxes. Accordingly, all the form fields of a radio button group have to own identical **Names** (*General* tab) and different **Export values** (*Options* tab). All radio button settings are identical to those of check boxes.

All the actions with radio buttons (creation, movement, resizing, creating copies, duplicating and removing) are conducted same way as for all other kinds of form fields.

All the radio button settings in *Object Inspector* window are identical to other form fields settings in *Geometry*, *General*, *Appearance*, *Actions* tabs. See [Geometry Objects](#) and [PDF Forms properties](#).

## List Box

Choose **Forms > List Box** menu item to create a list.

When filling, user may choose one or multiple list box items. Possibility of such choice depends on settings, applied by the document's author. When creating several list box fields in PDF document, all of them have to own unique **Names** (*General* tab).

### Options tab.

- **Item.** To add an item to the list, specify its text in **item** field and click **Add** button. To remove it from the list, choose the item in the list and click **Delete** button.
- **Export value.** If required for export value to be different from selected list item when exporting data, specify custom export value at this item. (If **Export value** isn't set, it will be automatically set to the text of the chosen item.)
- **Up and Down.** These buttons allow to move selected item up and down the list.
- **Sort Items.** If enabled, buttons **Up** and **Down** are locked, and list items are automatically sorted in alphabet order.
- **Multiple selection.** If enabled, users will be able to select multiple items of the list.
- **Commit selected value immediately.** If enabled, value as saved right after user selects it. If disabled, value is saved only when user switches focus from current field to another form.

All the actions with lists (creation, movement, resizing, creating copies, duplicating and removing) and settings in *Geometry*, *General*, *Appearance*, *Actions* tabs are same as for all other kinds of form fields. See [Geometry Objects](#) and [PDF Forms properties](#).

## Combo Box

With combo box user can choose an item out of a predefined set or specify custom value.

Settings of combo box in *Options* tab are same to those of a list box, except for the only item *Allow user to enter custom text*. If this item is enabled, user may enter custom value when filling the form.

## Text Field

*Text Field* allows user to enter custom text when filling PDF form.

To create edit box choose **Forms > Text Field** menu item and click a spot of the document page, where you want to locate text field. Application will create a text field of default size. Instead, you can hold left mouse button and draw a rectangle box of required size.

When creating multiple text fields in PDF document, they all have to own unique **Names** (*General* tab). In case it's not done, data will be duplicated in all text fields with the same name when one of them is filled by a user.

## Options tab.

- **Default value.** Allows to specify default text.
- **Formatted text.** If enabled, possible to enter formatted text (bold, italic, underline etc.) (Current version doesn't support formatted text.)
- **Alignment.** This item allows to specify text position in form field (left, center, right).
- **Multi-line.** If enabled, entered text will be written to separate lines. Otherwise all text is written into single line.
- **Password.** If enabled, text will be displayed as stars when entered by user. (Available only if *Check spelling* is disabled)
- **Scrollable.** If enabled, user may input text, which exceeds the borders of the text field.
- **Check spelling.** If enabled, spell-check is performed on the text in the edit box.
- **Limit to.** Allows to specify maximal amount of characters to be entered by user.
- **Split into.** Allows to split text field into specified number of cells for characters input.

## PDF Forms Properties

You can set parameters and define actions for form fields in *Objects Inspector*.

### Options Tab

[Options](#) tab contains individual settings for different form fields.

### Geometry Tab

- **Width and height.** These items of *Geometry* tab allow to specify size of single or multiple forms at once. To do it, select required form(s) and specify the data in corresponding items.



*Geometry* tab displays settings for active form only. If a number of forms are selected simultaneously, no active form will be selected and settings won't be displayed in *Object Inspector*.

- **Left.** Distance from left page border to the left border of the form.
- **Top.** Distance from top page border to the top border of the form.
- **Coordinates.** Sets offset when aligning forms with settings in *left* and *top* items. Coordinates can be *absolute* or *relative*:
  - *Relative.* When aligning forms using *top* and/or *left* items distance between forms remains same.
  - *Absolute.* When aligning all forms will be moved irregularly and will be positioned in coordinate point set in *top* and/or *left* items.
- **Maintain aspect ratio.** If enabled, form's aspect ratio isn't changed when its height and width are being modified.
- **Units.** Select unit to measure object.
- **Align.** Automatically move or align selected objects. There are 6 types of alignment: Left, Right, Top and Bottom.
- **Send to back.** Move selected element to the background.

- **Send backward.** Move the selected element to the back by only one object.
- **Bring forward.** Move the selected element to the front by only one object.
- **Bring to front.** Move selected element to the foreground.

## General Tab

- **Name.** Unique form name. Required for correct form fields data import and export.
- **ToolTip.** Text which will appear in pop up menu when hovering mouse cursor over the form.
- **Orientation.** Data orientation in the form (for all form fields except for links).
- **Form Field.** Option of form field display on screen and when printing. Has 4 options: visible; hidden; visible, but not printable; printable, but not visible.
- **Read Only.** If enabled, form won't be used for filling and users will only be able to view data displayed in this field.
- **Required.** If enabled, form will be required for filling. This item can be enabled for all kinds of form fields except for *List* and *Push Button*.



For your comfort, Master PDF Editor allows to highlight all forms required for filling. Use main menu to choose *Tools > Settings > Forms*.

- **Locked.** If enabled, the application won't allow fill this PDF form.

## Appearance Tab

- **Line Style.** Style of lines framing the form. Options: *solid, dashed, beveled, inset, underline*.
- **Line Thickness.** Thickness of lines framing the form. Options: *thin, medium, thick*.
- **Fill Color.** Color of form fill.
- **Border Color.** Color of lines bordering the form.

*Object Inspector* allows to specify size, color and font family for records in all form fields except for check boxes and radio buttons. Records themselves are specified in *Options* tab.

- **Size.** Records font size. If set to *Auto*, font size will be changed accordingly to the form's size.
- **Color.** Records font color.
- **Font.** Records font family.

## Actions tab

*Actions* tab allows setting a kind of action and a trigger, which has to be activated in order for the action to be performed.

*Trigger* item is used to activate actions. Specify a kind of event which must be initiated by a user for a defined action to be performed. The following events can be set as a trigger:

- **Mouse Down.** Activates when a form is pushed down with the left mouse button.
- **Mouse Up.** Activates when a user pushes a form with the left mouse button and then releases it.
- **Mouse Enter.** Activates when a user hovers the cursor over a form.

- **Mouse Exit.** Activates when a user hovers the cursor over a form and then moves the cursor away from it.
- **On Receive Focus.** Activates when a form area gains focus through tabbing or a mouse action.
- **On Lose Focus.** Activates when a form loses focus.

If it is needed, several triggers can be selected for a form and each of them can have a few actions assigned to it.



For **Link** only a kind of action can be set. For **Signature** actions and triggers are not defined.

**Action** item allows specifying a kind of action to be performed after a trigger is fired: *Goto a Page View*, *Open/execute a File*, *Open a web link*, *Reset form*, *Show/Hide fields*, *Submit a form*, *Run a JavaScript*.

Choose the required trigger and specify an action to be performed. Press **Add** button. This will pop up a dialog window, which allows specifying data depending on **Action** option.

- **Goto a Page View.** Set page number and scale.
- **Open/execute a File.** Opens or launches local file from the drive. Input file name or press **Browse** button to choose a file in dialog window.
- **Open a web link.** Opens link in default web browser. Specify a link in dialog window.
- **Reset form.** Resets form values in the document. Default values will be set or form fields will be emptied.
- **Show/Hide fields.** Hides or shows a form, specified in dialog window.
- **Submit a form.** Sends data of chosen forms in specified formats. Currently Master PDF Editor allows to send data only in FDF formats. Data can be saved to local file or sent with FTP or HTTP (File delivery via email is currently not supported in Master PDF Editor).



When **saving data to local file** specify file name or choose it in dialog window with **Browse** button.

When **sending to FTP server** specify server address, user name and password if required. Otherwise enable **Anonymous** checkbox.

When sending to HTTP or HTTPS server, specify server address.

- **Run a JavaScript.** Execution of your JavaScript code.

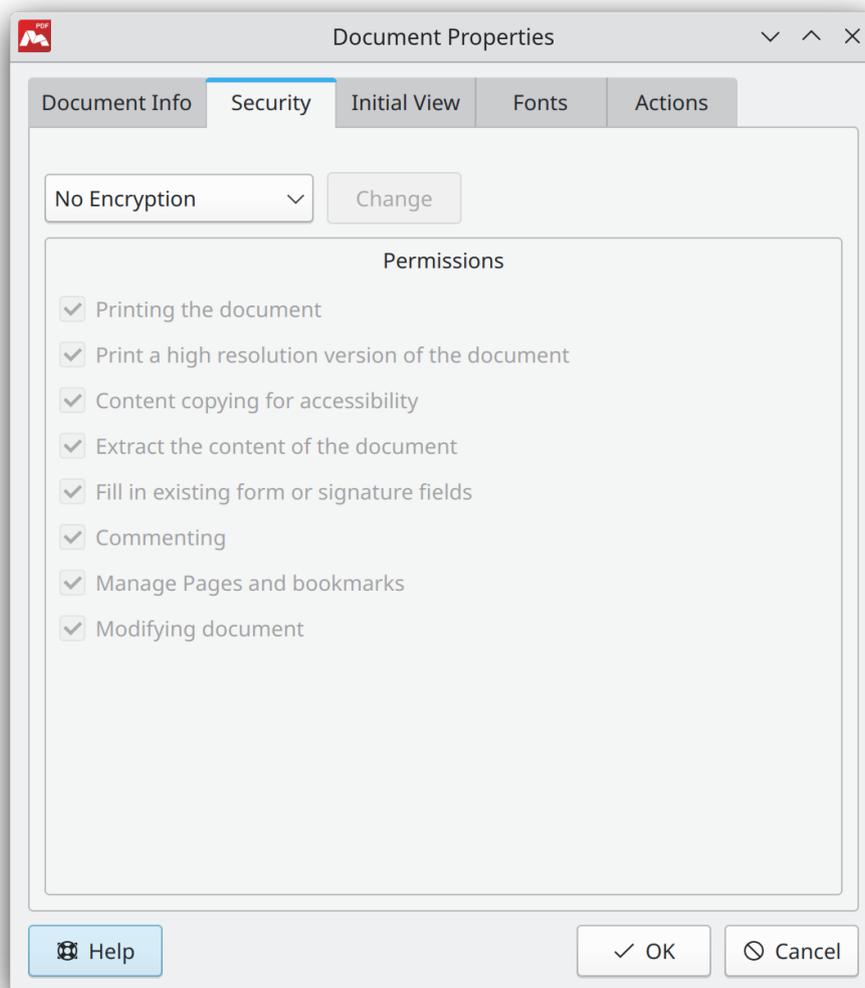


## Securing PDFs with a Password

Password protection allows you to prevent unauthorized persons from performing certain actions with the document. Without the password, a user cannot open the document or is not allowed to edit, print or comment the document.

### Adding a password to a PDF document

To protect a PDF document with a password, open the PDF document you want to protect, then click the **File > Properties** menu. This will bring up the *Document Properties* window. Switch to the **Security** tab.



By default, a PDF document uses no encryption. Click the dropdown box and select **Password encryption** there. A new window will pop up, *Password Security*.

The screenshot shows the 'Password Security' dialog box with the following settings:

- Required a password to open the document
- Document Open Password: [Empty text box]
- Password Confirm: [Empty text box]
- Permissions
- Permissions Password: [Empty text box]
- Password Confirm: [Empty text box]
- Printing the document
- Print a high resolution version of the document
- Content copying for accessibility
- Extract the content of the document
- Manage Pages and bookmarks
- Fill in existing form or signature fields
- Commenting
- Modifying document
- Encryption: 128 bit AES

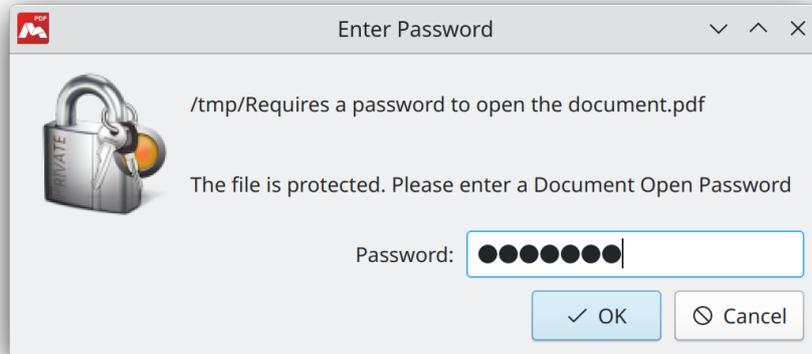
PDF documents can be encrypted with two types of passwords.

- The first one is a password to open the document. If you just want to share the document with another person and don't want others to be able to open it, you most likely need a password to open.
- The second type is a permission password. A permission password allows only the selected actions and prohibits all others. So, for instance you may create a password that allows viewing and commenting the PDF document, but does not allow printing or editing.

## Adding a password to open the document

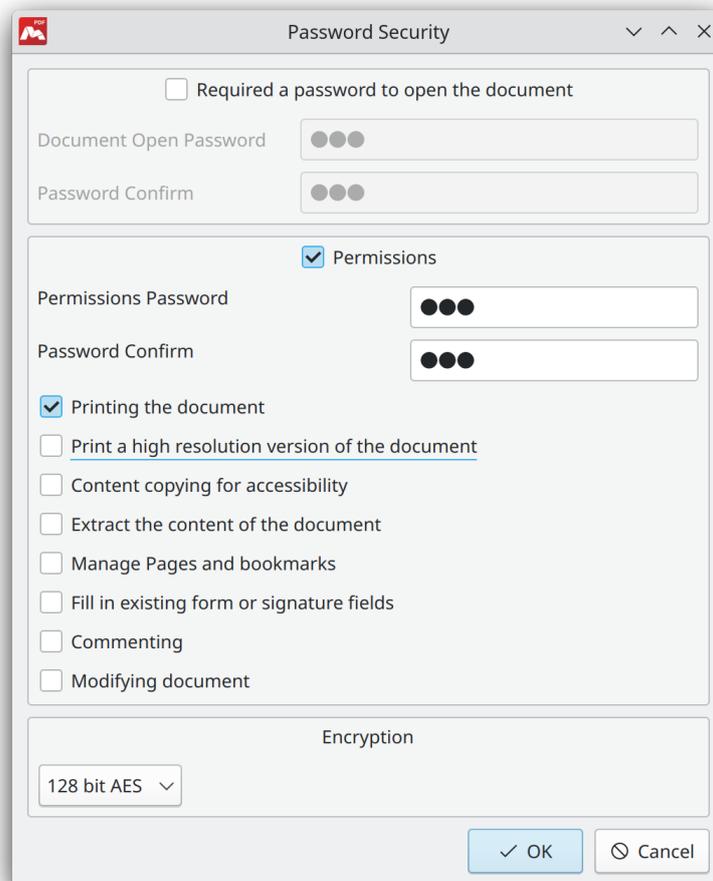
Enable the *Requires a password to open the document* option in the *Password Security* window. Then enter the password in the first box and re-enter it in the second box. Click **OK** to save the security settings.

Next time this document will be opened in any application, a password dialog will be shown. For instance, in Master PDF Editor the open password dialog looks as follows:

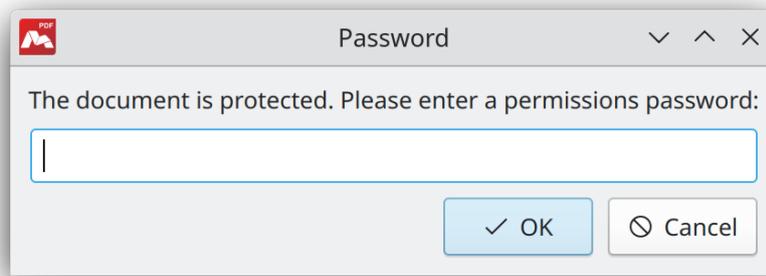


## Adding a permission password

Enable the **Permissions** option in the *Password Security* window. Enter the password in the first box and re-enter it in the second box. Then select actions that are permitted. Deselected actions will be disabled in this PDF document. Click **OK** to save the security settings.



Now, changing permissions of this document will prompt for the correct permission password.



Unlike the password to open a document, a permission password does not actually encrypt the data in the PDF document. Hence, it is still possible to open the protected document in a third-party application and perform all the disabled actions as long as that software disregards the permission password.

### Selecting encryption type

You can select between 128 bit RC4 and 256 bit AES algorithms. Both provide firm security for your documents when using a password to open the document.



*256 bit AES encryption requires Acrobat 9 or higher compatible application to read it.*

# Encryption PDFs with a Certificate

Securing a PDF file using a certificate is a reliable way to limit the scope of persons who can access the document. The encrypted document will only be accessible by recipients whose certificates are explicitly included to the list of valid recipients for this PDF document.

## PDF encryption using a certificate

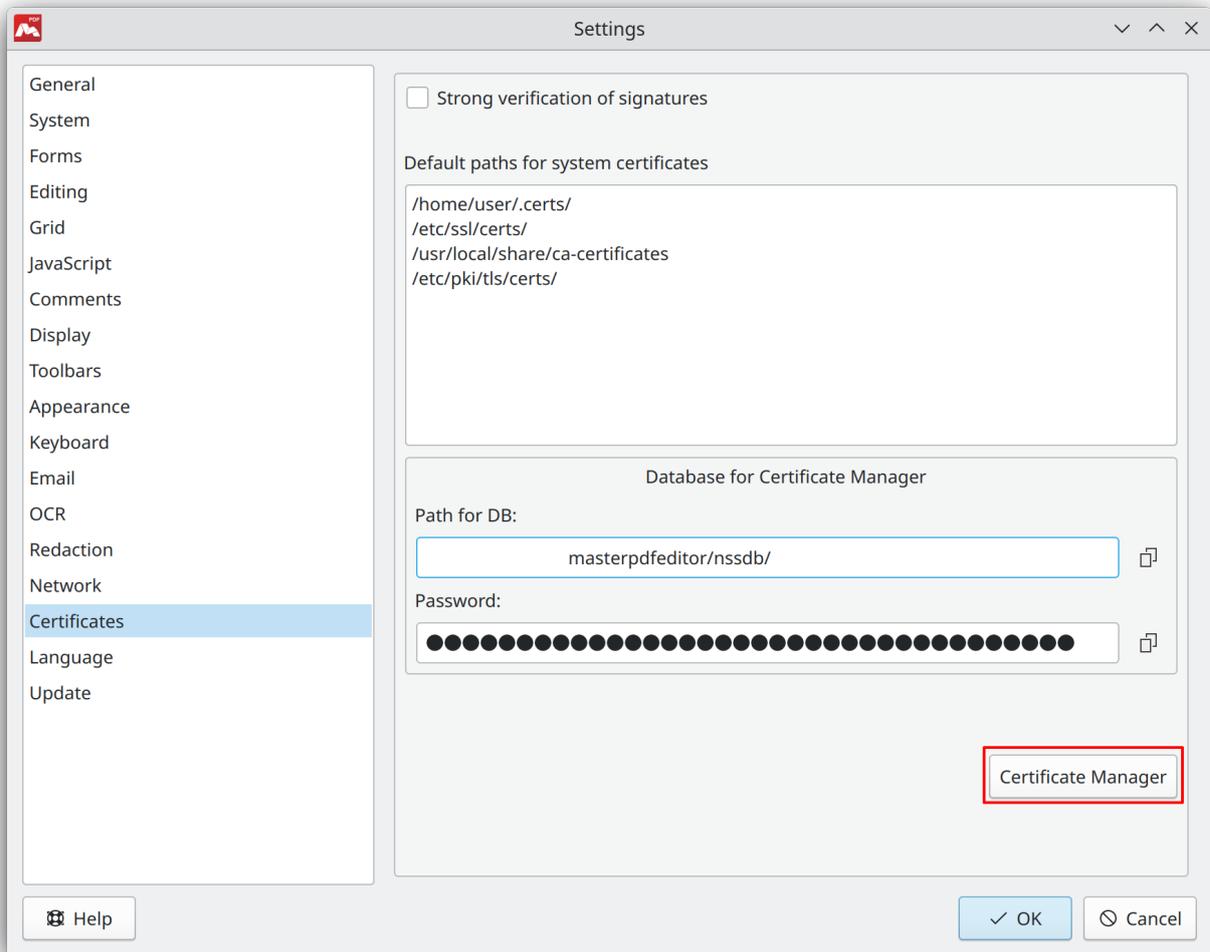
To encrypt a PDF document with a certificate:

1. Make sure the required certificate is imported to your local certificate storage.

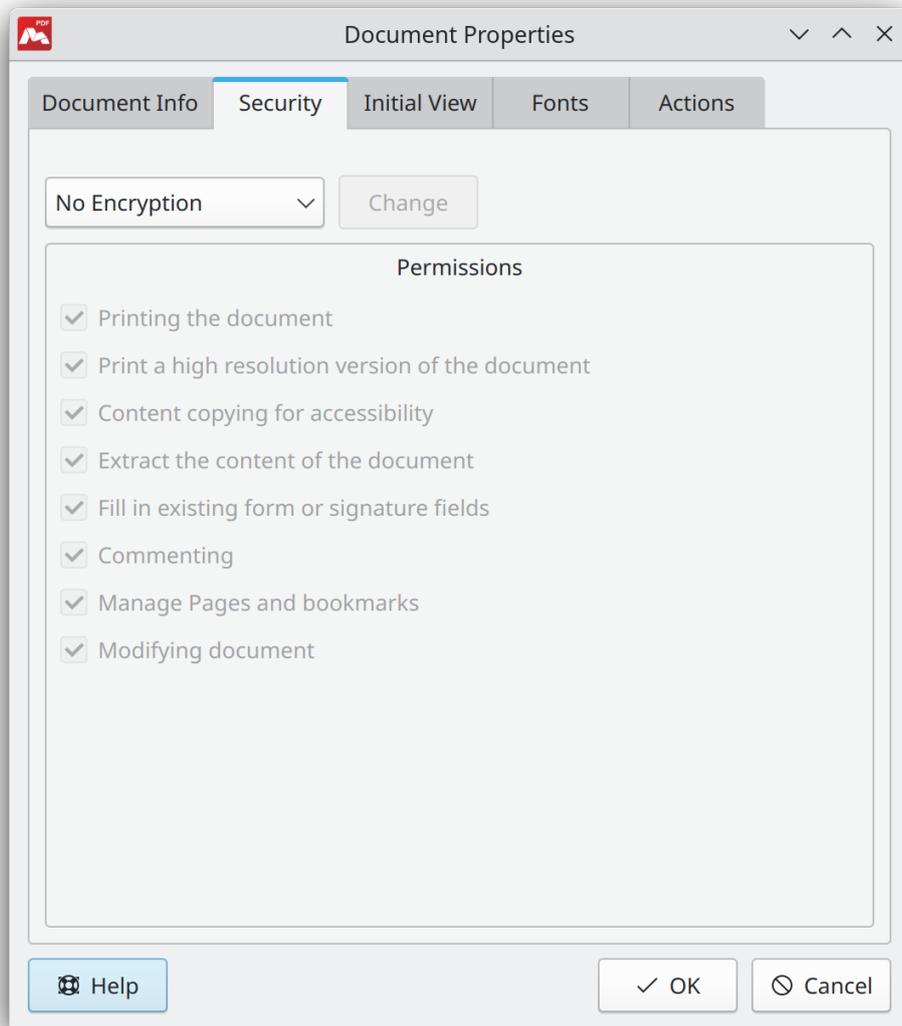


In order to use a certificate for encryption, that certificate must include a public key.

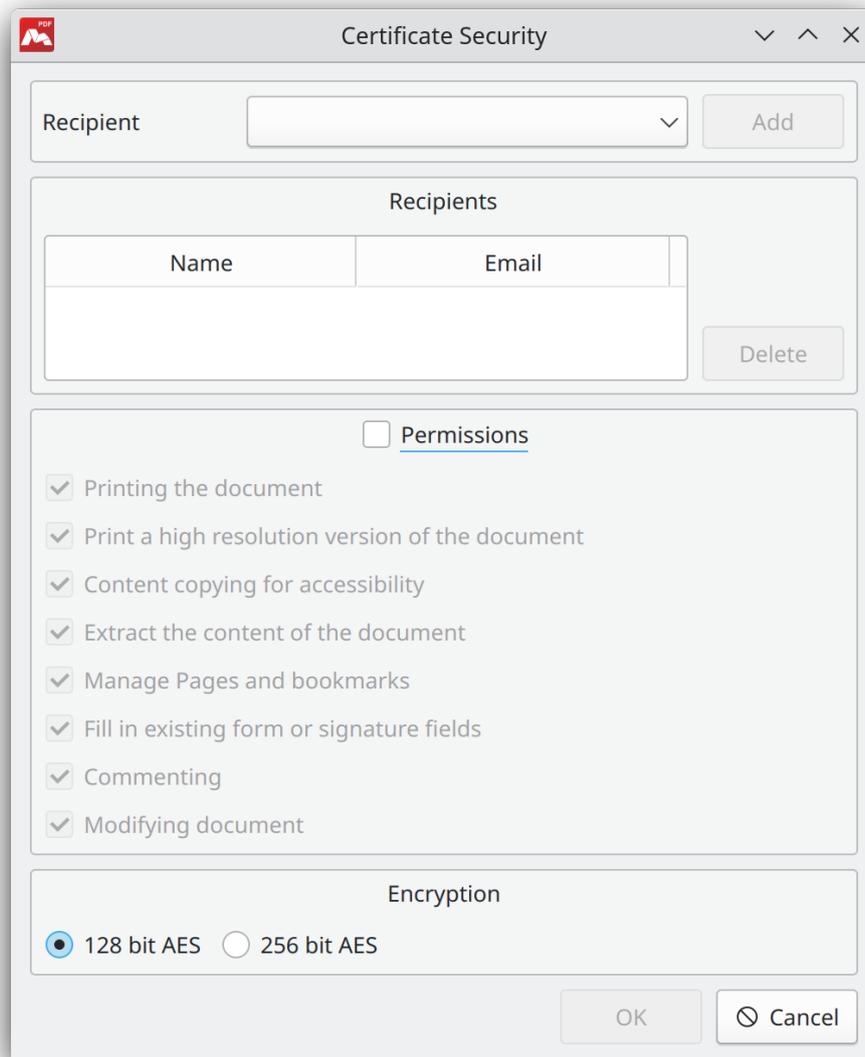
You can check all the imported certificates in *Certificate Manager*. To open *Certificate Manager*, click the *Tools > Parameters* menu and switch to the *Certificates* tab.



2. Click the **File > Properties** menu and switch to the **Security** tab in the *Document Properties* window.



In the drop-down box select **Certificate Encryption**. A *Certificate Security* dialog opens.



3. In the **Recipient** dropdown box select a certificate you want to add to the recipient list, then click **Add**. The list displays all certificates that include a public key.

Add all recipients that you want to be able to open this PDF document.

*IMPORTANT: Make sure to add your own certificate too in order to be able to open the encrypted PDF document yourself.*

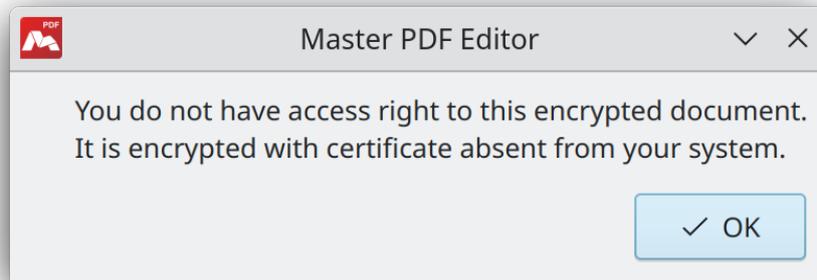
4. **Adjust permissions.** If you want to limit the scope of actions allowed to perform in the PDF document, turn on the **Permissions** option and select which actions are allowed.
5. **Select encryption method.** You can select between 128 bit RC4 and 256 bit AES algorithms. Both provide firm security for your documents when using a password to open the document.



*256 bit AES encryption requires Acrobat 9 or higher compatible application to read it.*

Now, the PDF document is encrypted with a certificate and can only be opened by the owner of the private key of that certificate. Otherwise, an error message will be displayed. For instance, Master PDF

Editor displays the following message when a PDF document encrypted with a certificate absent in the system is opened:



## Signing the PDF document with a certificate

### What is a digital certificate

A digital certificate is an electronic document that verifies the identity of a user and prevents forgery of the document content. Simply put, the certificate makes sure the author of a document is who he claims to be and the content of the document was indeed written by this author.

A digital certificate is issued by a Certificate Authority (CA, the issuer) – an entity that verifies the identity of the applicant. CA signs the public key of the applicant with its own digital signature – trusted and publicly available. This allows any software to identify this public key as valid and trusted and use it to encrypt or sign documents.

To get a digital certificate, you must submit an inquiry to a Certificate Authority that will issue a digital certificate. Common sources of digital certificates are:

- VeriSign.
- Thawte.
- DigiCert.
- GlobalSign.
- DocuSign.
- Comodo.

Some Certificate Authorities offer digital certificates for free, others require payment.

*NOTE: Master PDF Editor itself does not provide any digital certificates. You should acquire a certificate from a CA before using it to sign documents.*

## How to create and verify digital signature

Digital signature is an effective way to protect documents from changes and to identify the true sender.

A digital signature ensures that the signed document wasn't changed by anyone other than its author. It is the most common way to assure the authenticity of the document content. PDF signature has a digital certificate issued by a trusted certificate center.

Master PDF Editor allows validating digital signatures, creating them and signing PDF documents with them.

*Note: do not confuse digital signature with [inserting initials](#). While digital signing allows for authentication, integrity and non-repudiation of a PDF document, initials are merely an "autograph" to inform readers about the authorship of the document.*

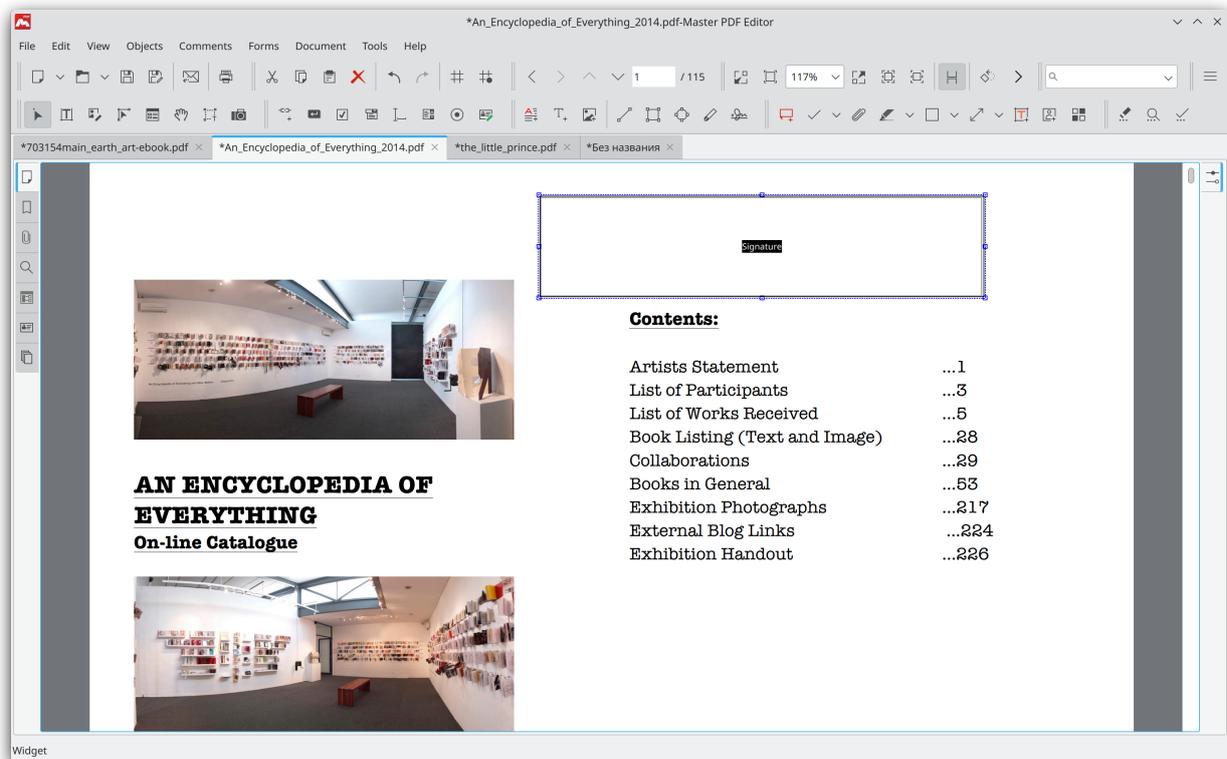
## Creating Signature and Signing

To create a signature, you must own a digital certificate. The common source of certificates is various Certificate Authorities (VeriSign etc.) that act as a trusted third party ensuring the validity of the signature. Certificate Authorities issue and validate certificates as owned by a certain person or entity.



On Mac and Windows, the certificate must be previously copied to the system certificate storage. On Linux, you have to import the certificate into *Certificate Manager* beforehand.

To create a digital signature, choose **Forms > Signature** in Main menu or click the  **Signature** button on the toolbar. In the document, define a rectangle where the digital signature must be located.

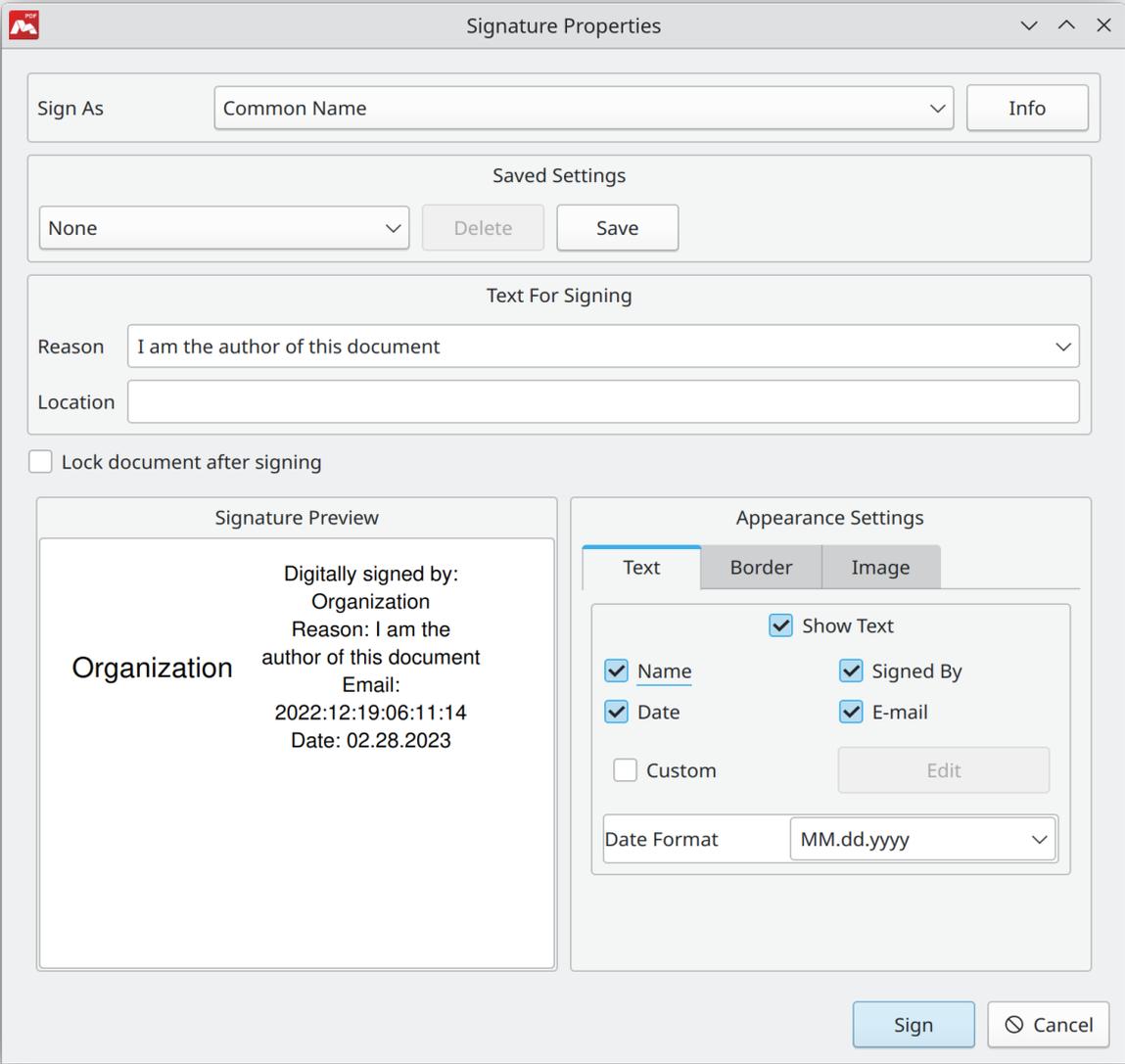


Now you can sign the document, provided you have a digital certificate.

1. *Select a rectangular signature area in the document.* You can do this using any of these ways:

- Click the **Edit Document** button  on the toolbar, then double-click the signature area.
- Click the **Hand Tool** button  on the toolbar, then click the signature area once.
- Right-click the signature area and select **Signature Properties**.

*Signature Properties* window will appear.



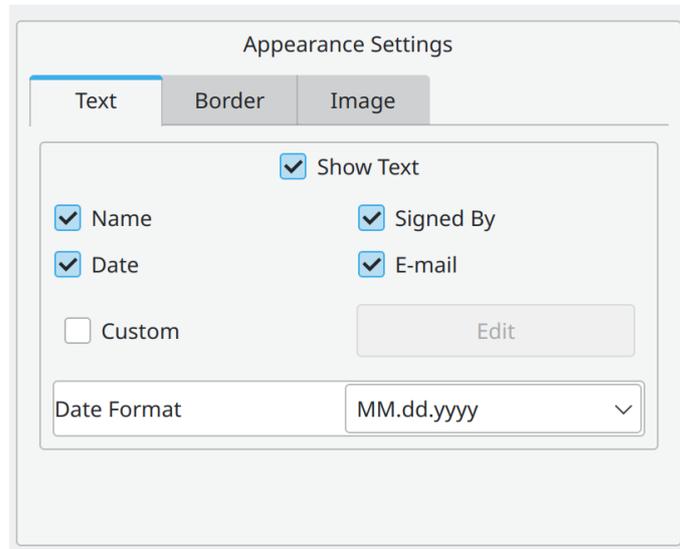
2. *Select the certificate you want to use to sign the document with in the **Sign As** field.*

3. *Adjust the display of the signature.*

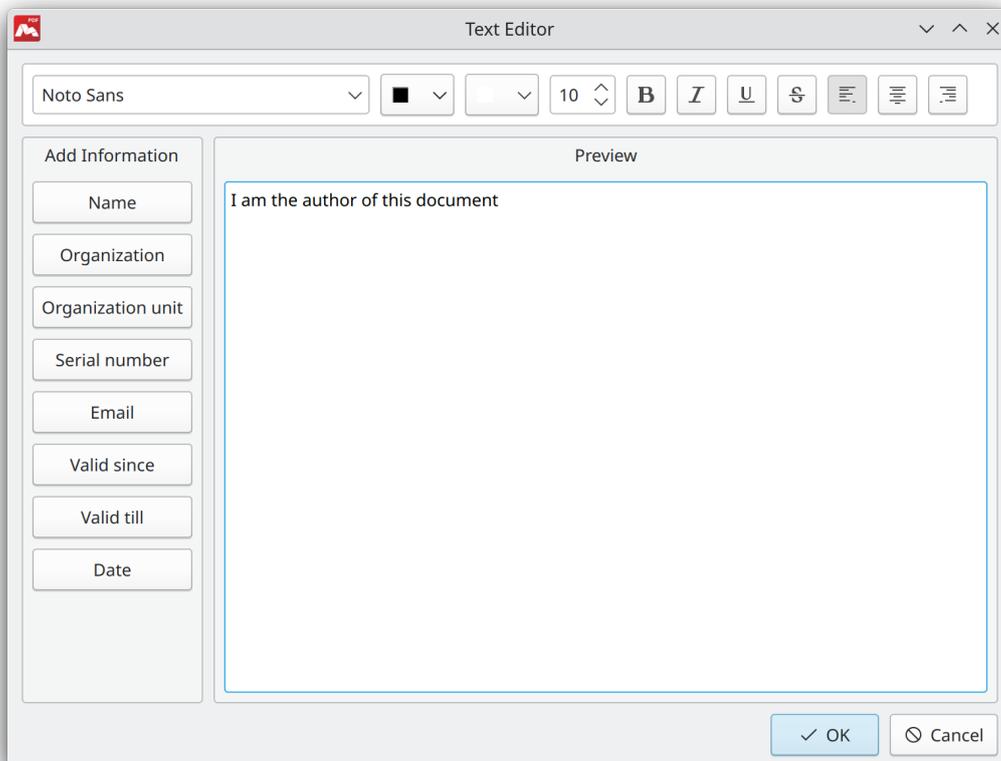
When adjusting the display of the signature, the following options are available for changing.

- **Lock document after signing.** Prohibit changing the content of the form after signing the document.

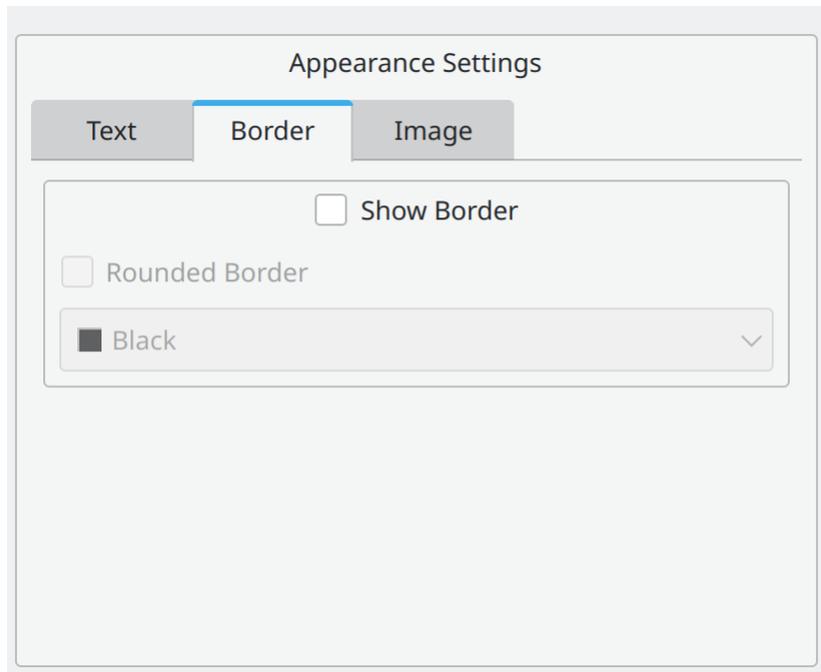
- **Signature Preview.** Displaying the appearance of the signature.
- **Appearance Settings.** Set appearance preferences of the signature.
  - *Text.*
    - **Show Text.** Enable/disable the display of text in the signature. It is also possible to hide specific signature text: *Name; E-mail; Date/Time; Signed By.*
    - **Data format.** Change the calendar date and time format.
    - **Custom.** Use your signature text by entering it in the corresponding field.



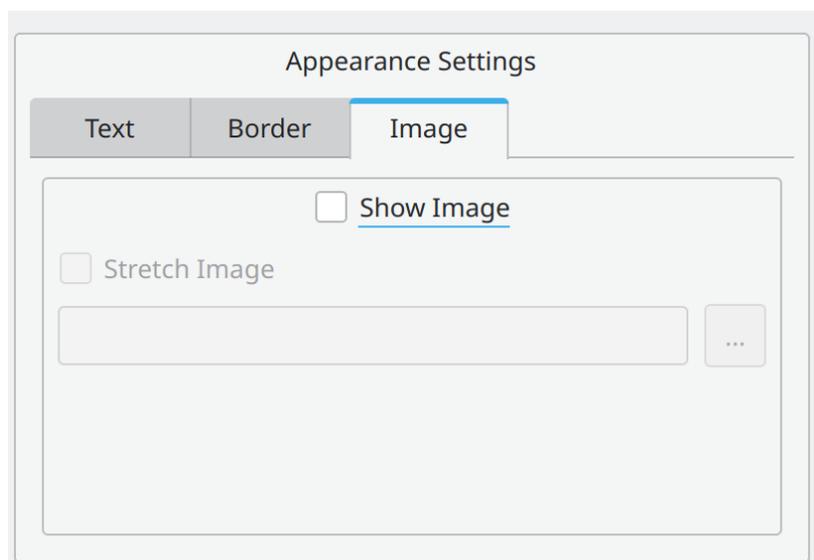
If you select the **Custom** option, you will be able to edit the signature text in the **Text Editor** pop-up window. Thus, you can change and format the text of the signature.



- *Border.*
  - **Show Border.** Show/hide signature border.
  - **Rounded Border.** Round corners of the signature borders.
  - **Color.** Select the color of the signature borders.



- *Image.*
  - **Show image.** Enable/disable the ability to add and display an image in the signature.
  - **Stretch Image.** Stretch the image to the full width of the signature area.



4. *Specify a signing reason.* Select one of the suggested reasons or specify your own.
5. Click the **Sign** button to sign the document.

On macOS and Windows, you'll have to permit the application to access the certificate storage. When signing, you'll be prompted for a file name and location. Choose the file name to save the signed PDF document.

**IMPORTANT:** *Signing should be done on the final version of the document, when you are done with the editing. If the document is modified after signing, these changes will corrupt the signature, making it invalid.*

## Invisible Signature

When it is necessary to digitally sign a document, but a signature field should not be displayed in the document, the invisible signature can be used. In this case the signature field is not visible to a user but they can still see that the e-signature was added to the document when opening the Signature tab in Master PDF Editor.



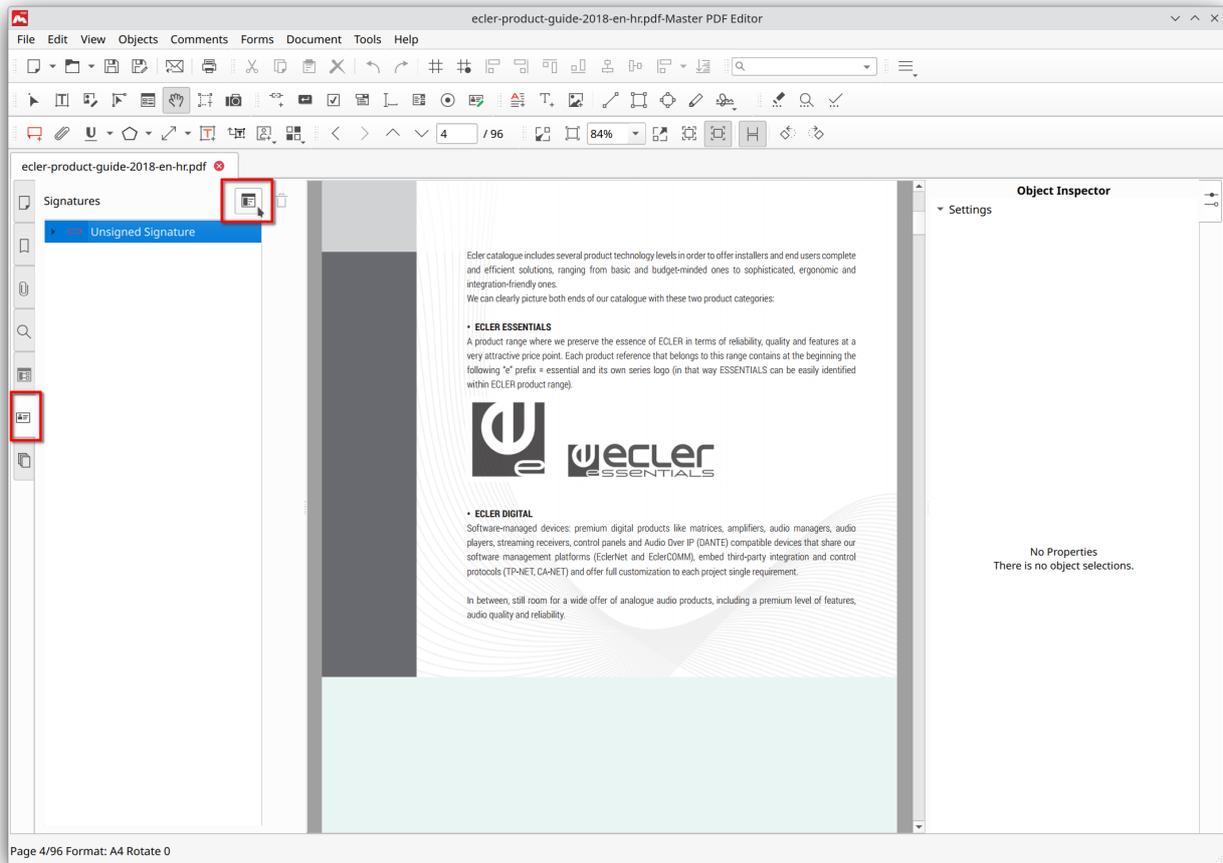
Master PDF Editor does not provide any digital certificates. Please acquire a certificate from a Certificate Authority or create a self-signed certificate yourself before signing documents.

You can read more information about digital certificates [here](#).

To add a hidden signature field to your document:

1. Choose **Forms > Invisible signature** in the main menu.
2. The dialog window asking whether you want to insert an invisible signature appears. Press the **Yes** button to add the signature.

3. In the **Signatures** tab on the left panel, double-click the **Unsigned Signature** or select it and then press the button **Properties**.



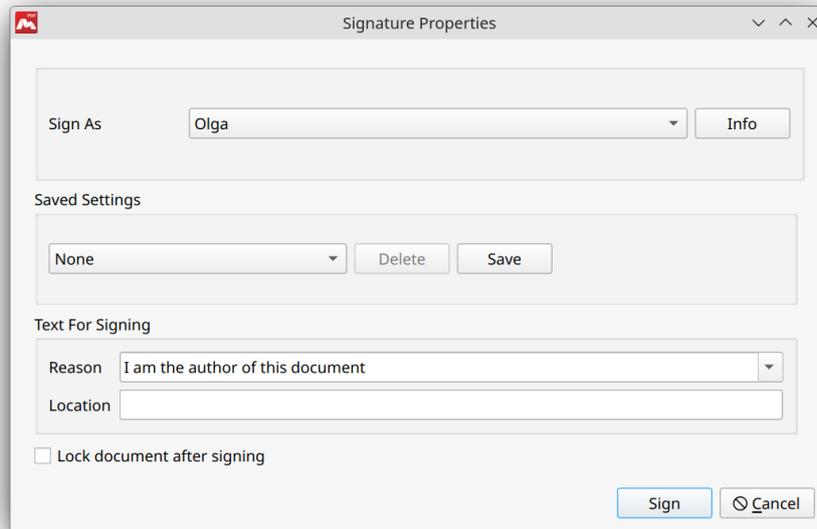
4. The **Signature Properties** window opens where you need to choose the certificate you want to sign the document with in the **Sign As** field.



On Mac and Windows, the certificate must be previously copied to the system certificate storage. On Linux, you have to import the certificate into Certificate Manager beforehand.

5. Adjust some other parameters if needed:

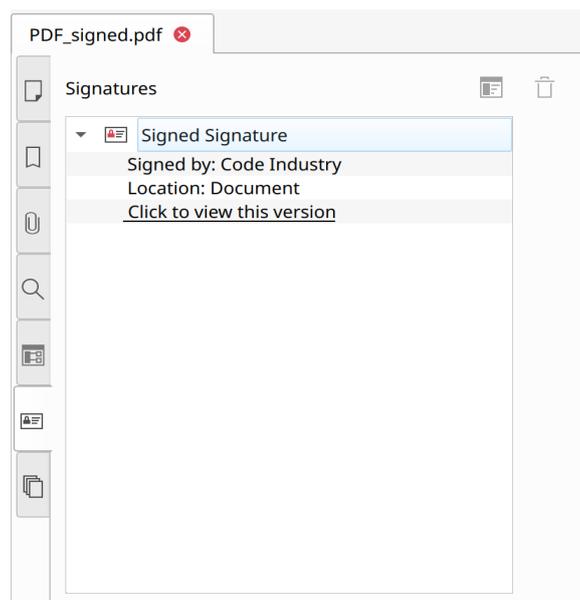
- **Saved Settings.** Choose the previously saved settings.
- **Reason.** Select one of the predefined reasons or specify your own.
- **Location.** Insert information about the location.
- **Lock document after signing.** Prohibit changing the content of the form after signing the document.



6. Click the **Sign** button.

7. A **Save As...** window opens in which you need to set a file name and the location and then press the **Save** button. Now your document is signed with an invisible signature.

Information about an invisible signature is only displayed in the **Signatures** tab in the **Navigation Panel**. This is how the invisible signature looks like on the left panel when the document is signed:





Signing should be done in the final version of the document after you finish the editing. If the document is modified after signing, these changes will corrupt the signature making it invalid.

To delete the invisible signature select it in the **Signatures** tab on the left panel and press the button **Delete**. The **Edit Document** tool needs to be chosen beforehand for the **Delete** button to be active.



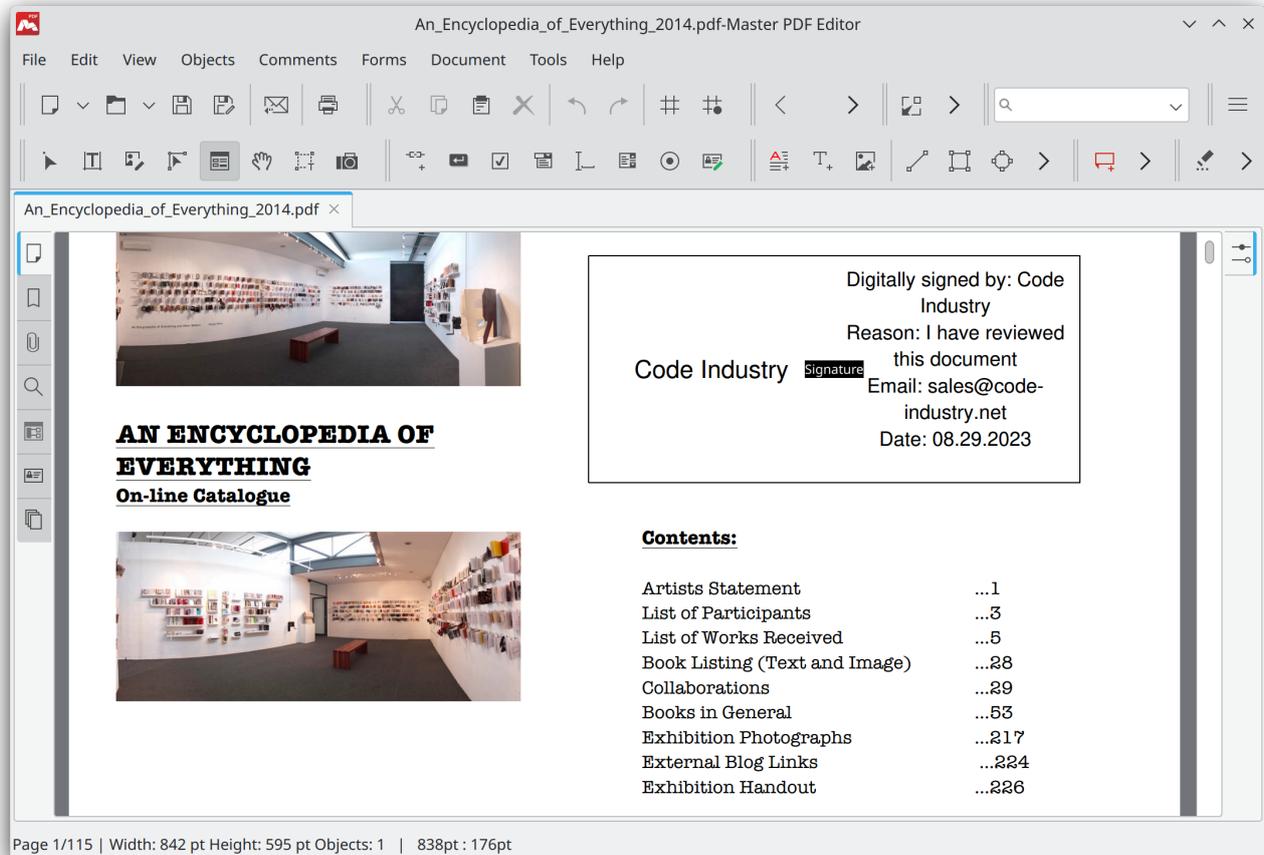
You can also enable the **Strong verification of signatures** parameter in the main menu **Tools > Settings** and then choosing the tab **Certificates**. This parameter makes invalid the previously added signatures after inserting a new one, even if no other changes were made in the document.

## Digital Signature Validation

Validating digital signature allows you to verify, if the document is authentic and no changes were made into it by anyone else other than the author who signed it.

To validate digital signature:

1. **Open the PDF document** in Master PDF Editor
2. **Select the signature in the document.** You can do this using any of these ways:
  - Click the **Edit Document** button  on the toolbar, then double-click the signature
  - Click the **Hand Tool** button  on the toolbar, then click the signature once.
  - Right-click the signature and select **Signature options**.

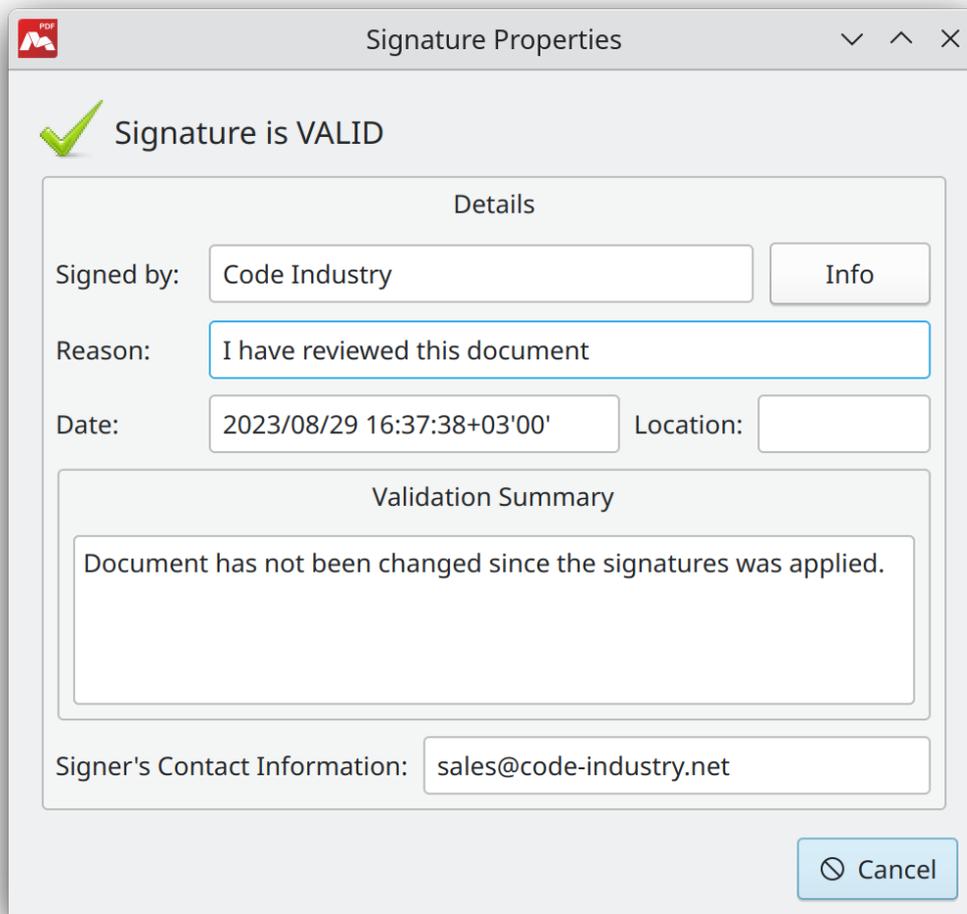


This will bring up the *Signature Properties* window.

There you can see who signed the document and the signing reason as well as the validation summary: whether the signature is valid or invalid, or if validity is unknown.

### **Signature is VALID**

The signing certificate is trusted, and its parent certificates are trusted. The document content was not altered after signing. If the digital signature is valid, you should see the following message in the *Signature Properties* window:



## Signature is INVALID

Issues occurred when validating the signature. Document was changed or damaged after signing.

PDF

Signature Properties

**X** Signature is INVALID

Details

Signed by: Code Industry

Reason: I have reviewed this document

Date: 2023/08/29 16:37:38+03'00' Location:

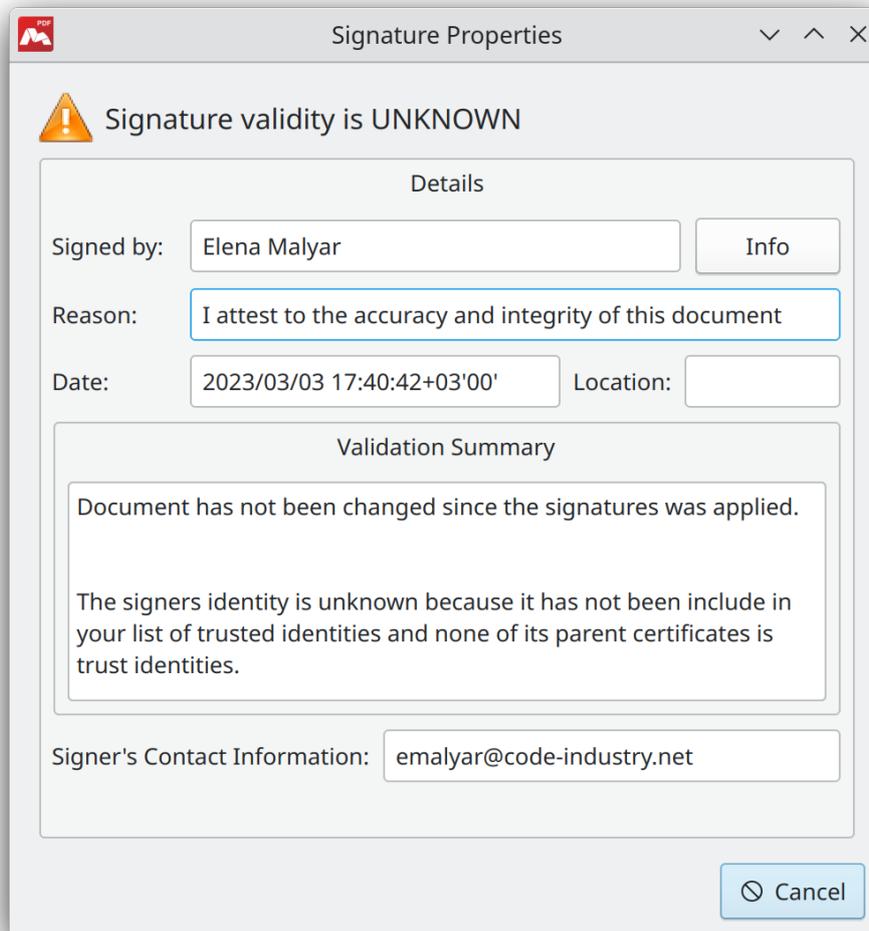
Validation Summary

The document has been altered or corrupted since the signatures was applied.

Signer's Contact Information: sales@code-industry.net

## Signature validity is UNKNOWN

The signing certificate is not trusted or the parent certificate of the issuing authority (the organization that issued the signing certificate) is not trusted. However, the document was not altered after signing. The following message is displayed in the *Signature Properties* window:



The image shows a Windows-style dialog box titled "Signature Properties". At the top left is a red warning icon with an exclamation mark. The main title of the dialog is "Signature validity is UNKNOWN". Below this is a "Details" section with several fields: "Signed by:" with the value "Elena Malyar" and an "Info" button; "Reason:" with the value "I attest to the accuracy and integrity of this document"; "Date:" with the value "2023/03/03 17:40:42+03'00'" and "Location:" which is empty. Below the details is a "Validation Summary" section containing two paragraphs of text. At the bottom of the dialog is a "Cancel" button.

**Signature Properties**

**Signature validity is UNKNOWN**

**Details**

Signed by: Elena Malyar

Reason: I attest to the accuracy and integrity of this document

Date: 2023/03/03 17:40:42+03'00' Location:

**Validation Summary**

Document has not been changed since the signatures was applied.

The signers identity is unknown because it has not been include in your list of trusted identities and none of its parent certificates is trust identities.

Signer's Contact Information: emalyar@code-industry.net

## Making a certificate trusted

For **Windows and Mac OS X**: You must add certificate's open key to system certificate storage.

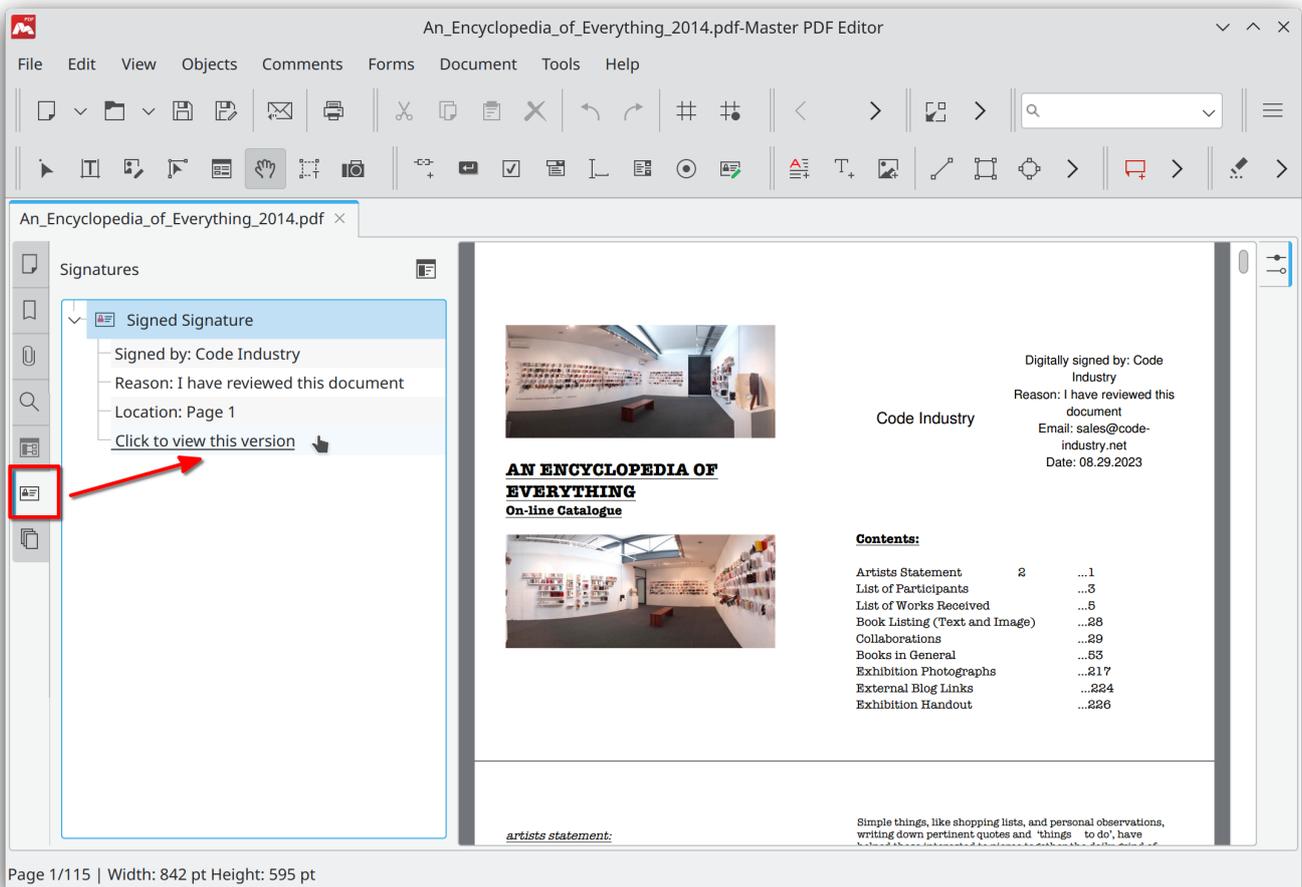
For **Linux**: Press *Information* button, view certificate properties and then press *Add to Trusted Identities* button.

## Viewing the signed version of the PDF document

The structure of the PDF format leaves a thin possibility that the original signed content of the document could be replaced by the altered content. And this altered content is then shown when the PDF document is opened. However, the signed version of the PDF document is still available in the file.

To view the version of the document that was actually signed, do the following:

1. Open the PDF document
2. Switch to the **Signatures** tab on the left panel.
3. Click the **Click to view this version** link.



This displays the original version of the document that was signed by its author and hence prevents forging of the PDF document content.

*IMPORTANT: Always view the signed version as described here when opening documents signed with a signature of unknown validity.*

# Redacting PDF Document

Redacting allows you to permanently hide private or sensitive information in a PDF document. The redacted parts appear as colored boxes instead of the original information. Redacting is helpful if you want to publish a document but don't want to or cannot disclose certain parts of it for some reason.

*IMPORTANT: Redacting a PDF document permanently removes the redacted data from the document, so make sure to save the redacted PDF under a different file name than the original document, otherwise the redacted data will be lost.*

To redact a document:

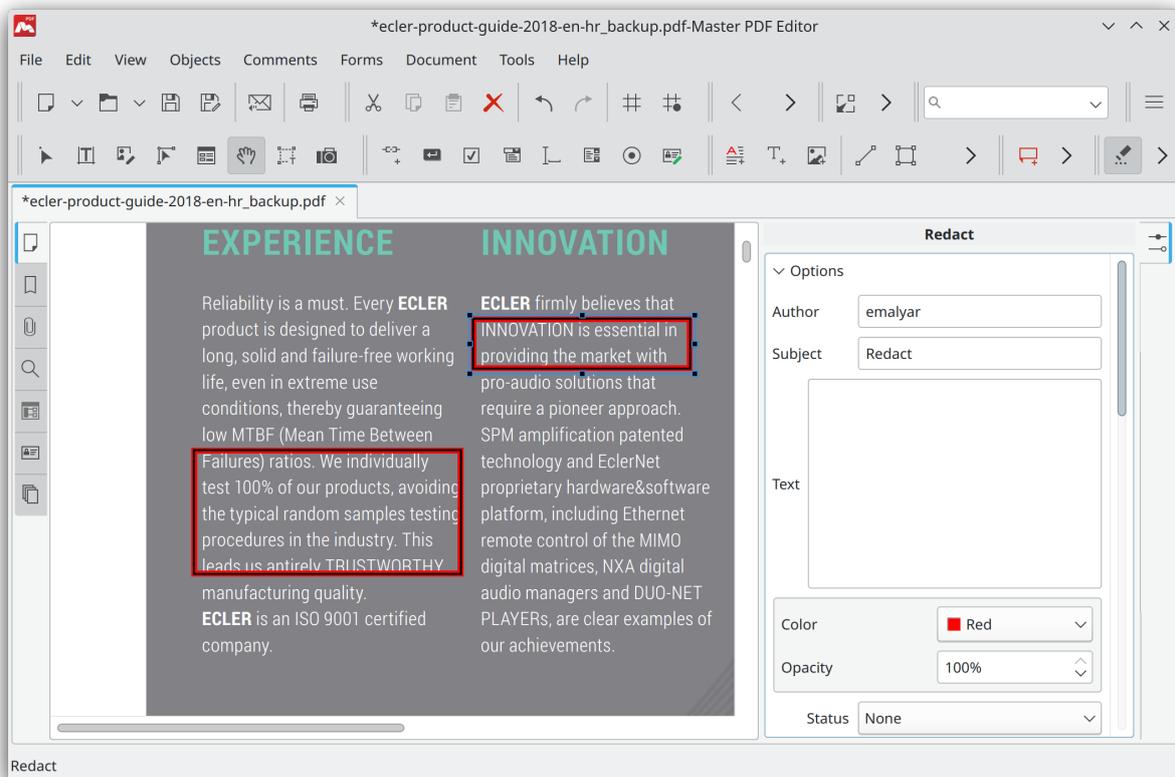
- Select **Document > Redaction** in the Main menu.
- Use the **Redaction** toolbar.

You can select objects for redacting in two ways:

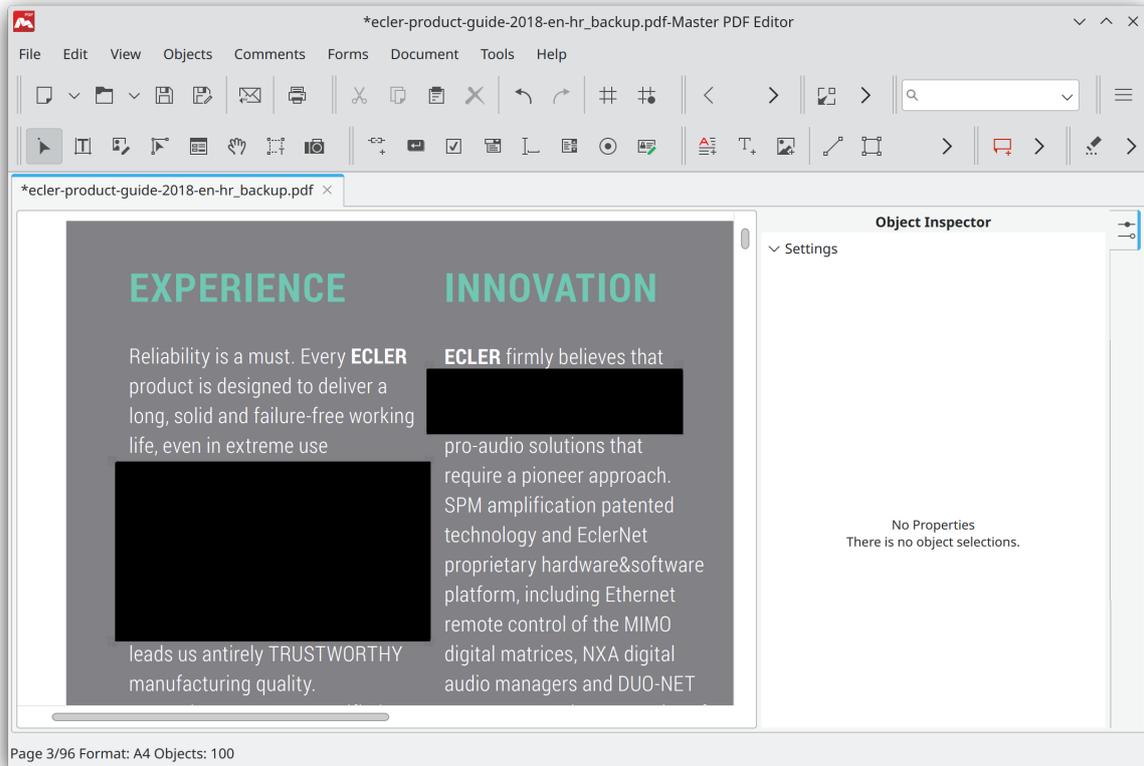
- Click the **Mark for Redaction**  button on the toolbar (or click **Document > Redaction > Mark for Redaction** menu)
- Click the **Search and Redact**  button on the toolbar (or click **Document > Redaction > Search and Redact** menu)

## Marking Objects for Redaction

Click the **Mark for Redaction**  button on the toolbar or select the corresponding item in the **Document** menu. The mouse cursor changes to a cross. Select one or more areas in the document that you want to redact.



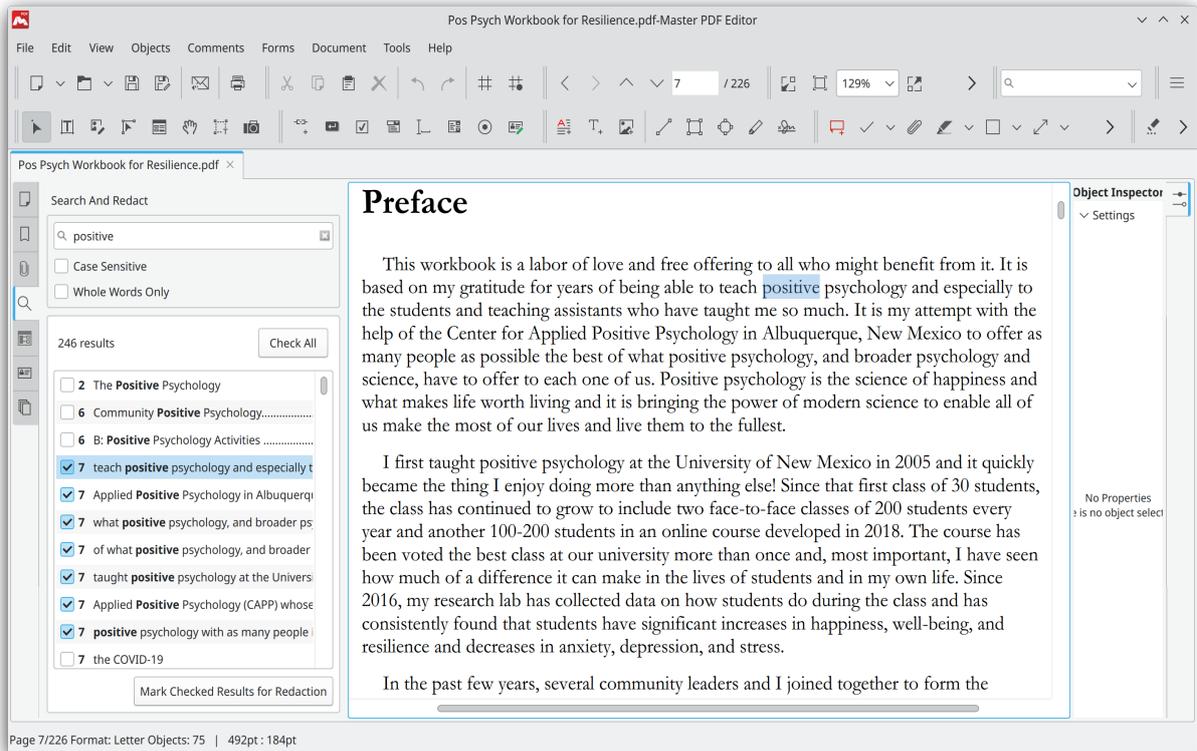
Now click the **Apply Redactions**  button on the toolbar or select the same item in the **Document > Redaction** menu to redact the selected blocks.



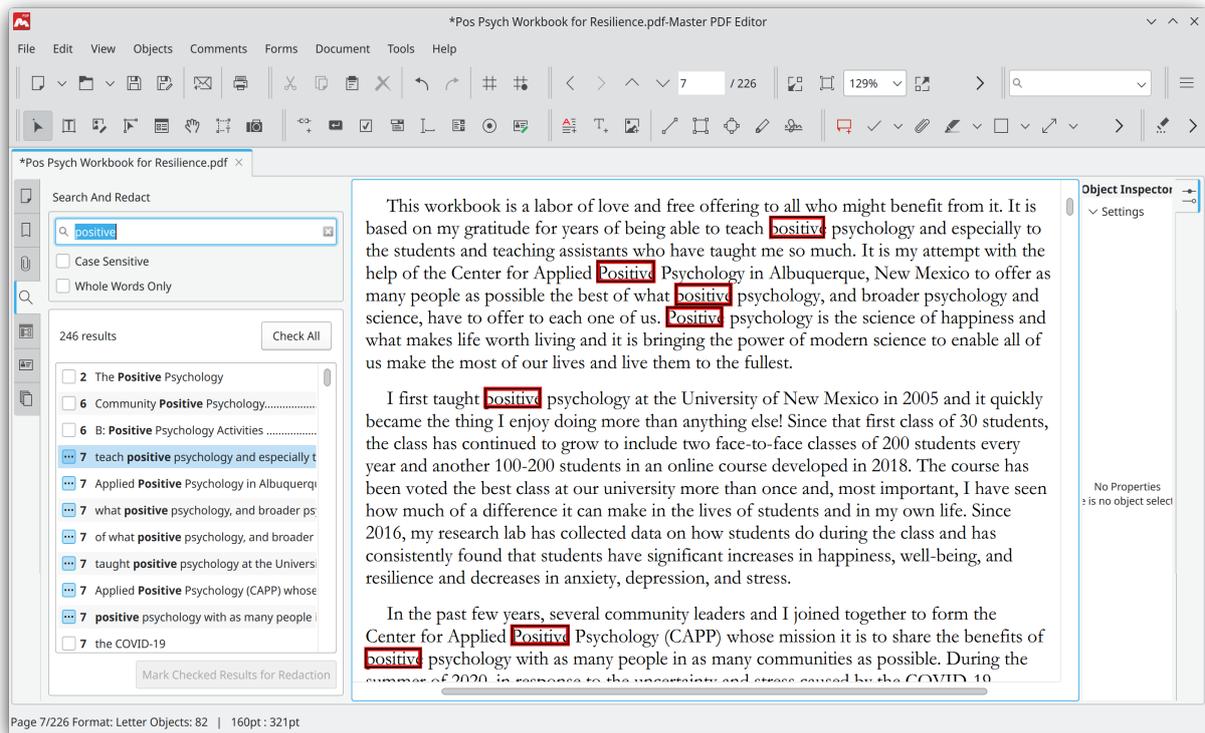
## Redacting PDF by Certain Keywords

When you need to redact the same text in multiple places across the document, use the *Search and Redact* tool instead.

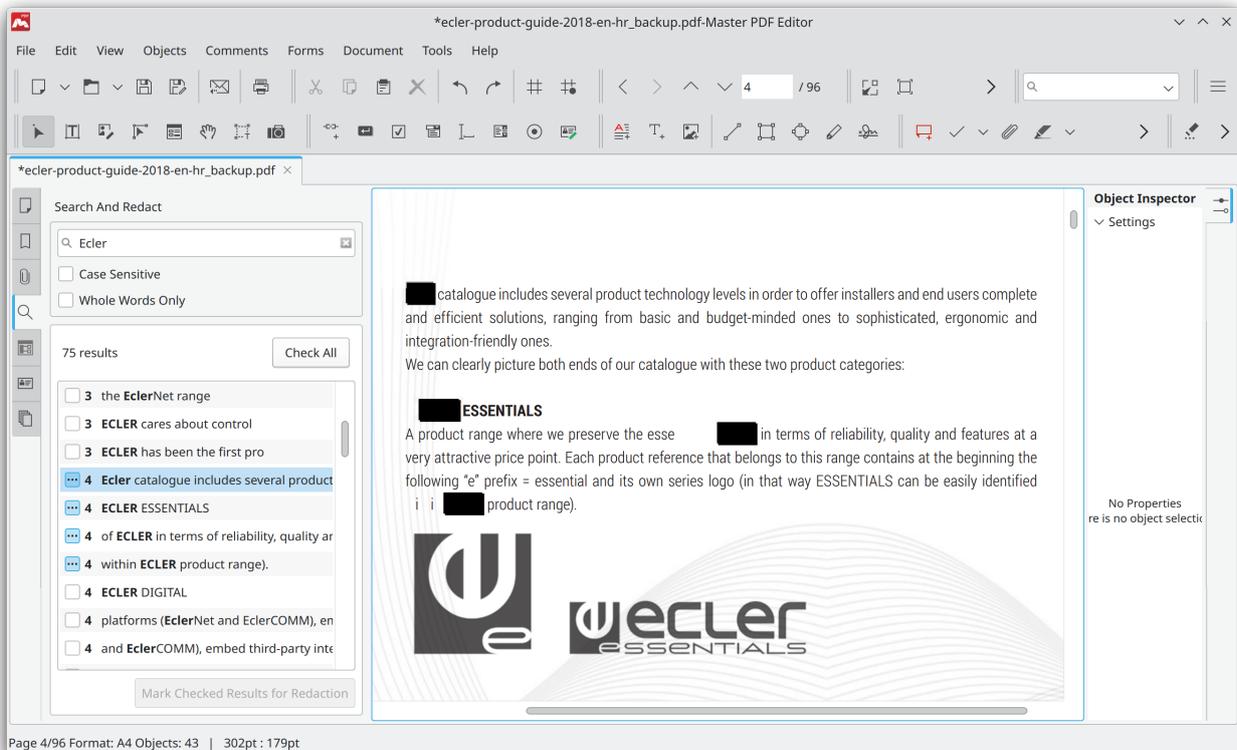
Click the *Search and Redact*  button on the toolbar or select the corresponding item in the *Document > Redaction* menu. A side panel appears. Type keywords you want to search the document for and check the results that you want to mark for redaction. You can review each result in the document by clicking it in the list.



After checking the results click the **Mark Checked Results** for Redaction button. This will mark all results for reduction in the document.

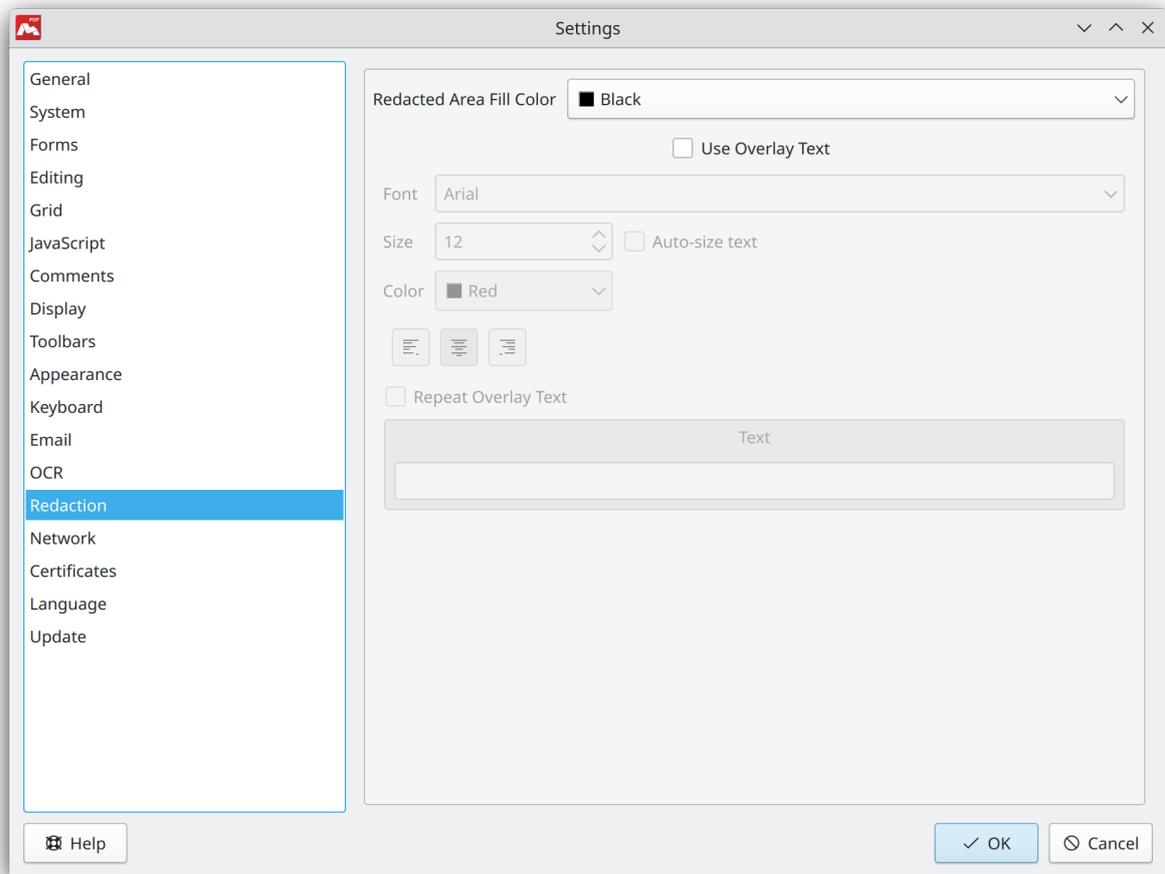


Now click the **Apply Redactions** button on the toolbar or select the same item in the **Document > Redaction** menu to redact the selected blocks.



## Configuring Redaction Properties

To configure how the redacted fragments should look, open the **Document > Redaction > Redaction Properties** menu or **Tools > Settings > Redaction**.



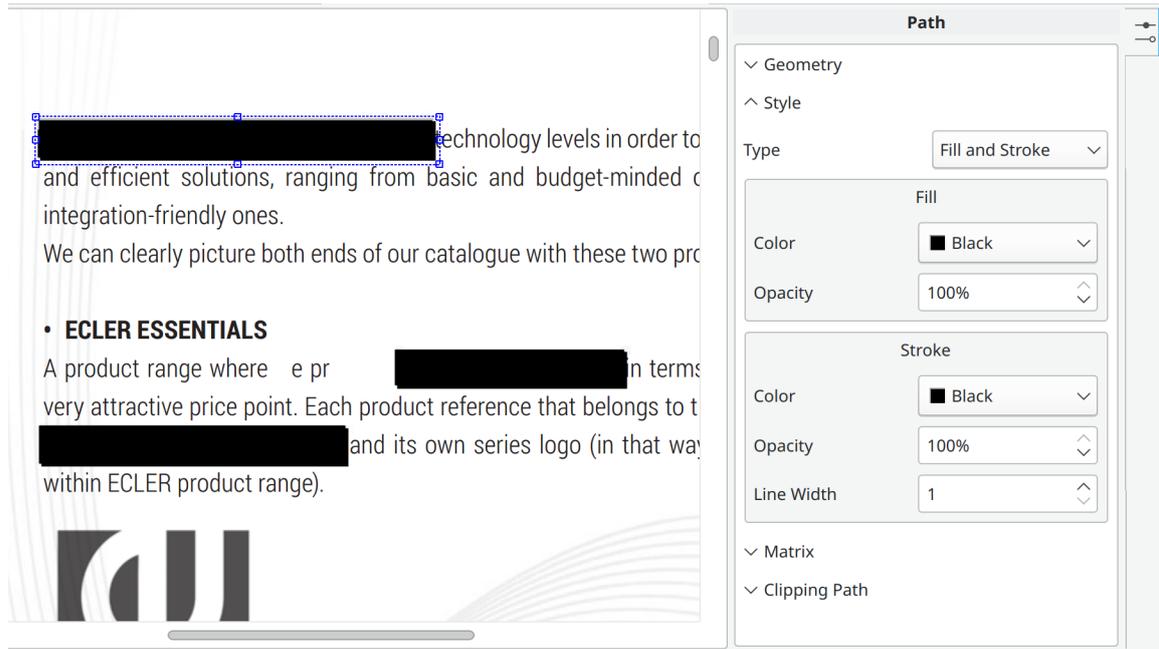
The following properties are available:

- **Redacted Area Fill Color.** Specifies the default color to fill the redacted area blocks.
- **Use Overlay Text.** This option puts a specified text over each redacted block. You can specify *Font*, *Size*, *Color* and alignment of the text.
- **Auto-size text.** Automatically adjust the size of the overlay text to the size of the redacted area.
- **Repeat Overlay Text.** This option will fill the entire redacted area with the specified text repeated multiple times.

Also, you can adjust settings of each individual redaction area.

Click the **Edit Document**  button on the toolbar or use the **Tools > Edit Document** menu or press **Alt+1**. Click the redacted area you want to adjust.

A side panel will open:



Here you can configure how the redaction area looks.

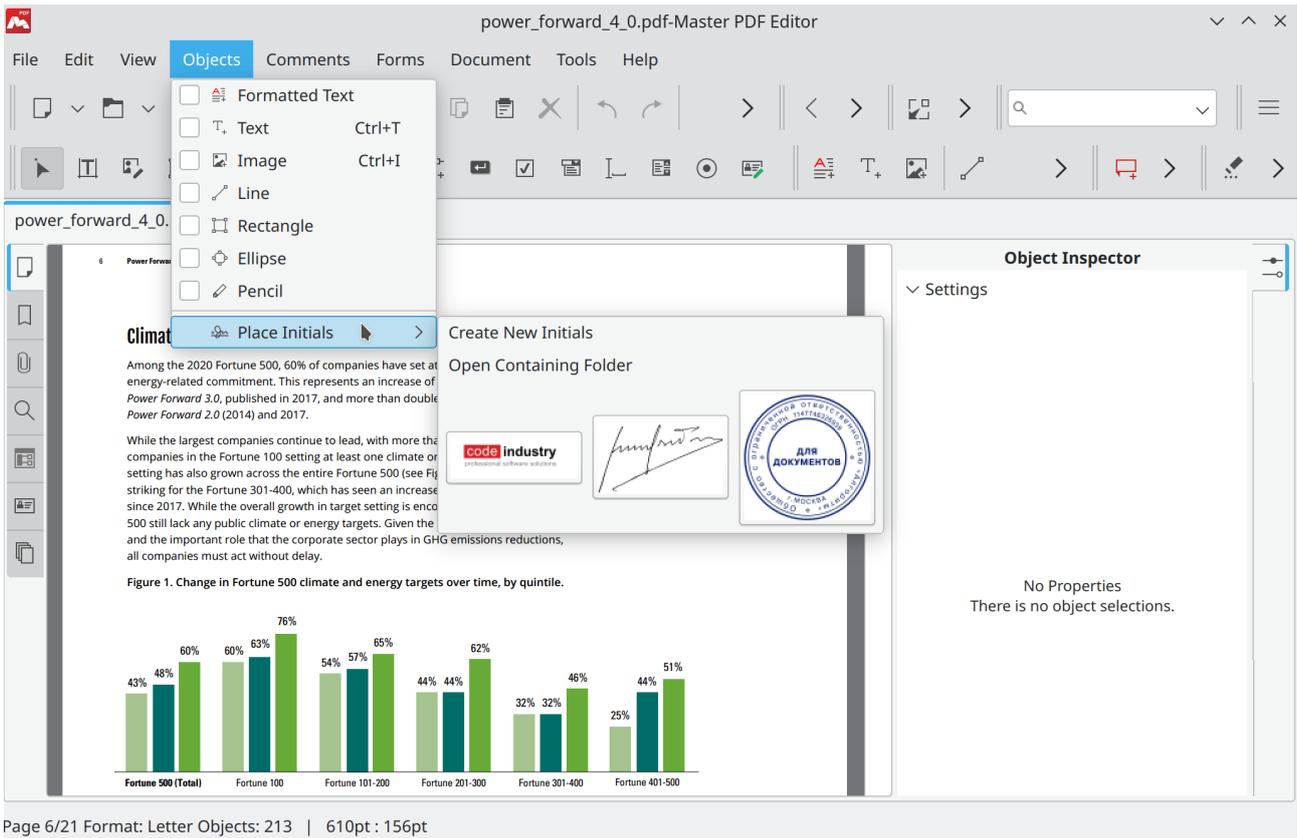
- **Geometry** allows to specify exact position and size of the selected redaction area
- **Style** allows adjusting fill color and opacity, and stroke color, opacity and line width
- **Matrix** specifies coefficients for [matrix transformation](#).
- **Clipping path** allows setting a closed vector path to constrain shape of a selected set of objects.

# Inserting Initials

Signing a document with your own initials is a way to autograph your work and let readers know about the authorship.

*Note: Do not confuse initials with [digital signature](#). Unlike digital signature, inserting initials do not guarantee authenticity of the PDF document and can not be used to verify validity of the document or to prevent unauthorized changes to it.*

To insert initials to a PDF document, use the **Objects > Place Initials** menu.

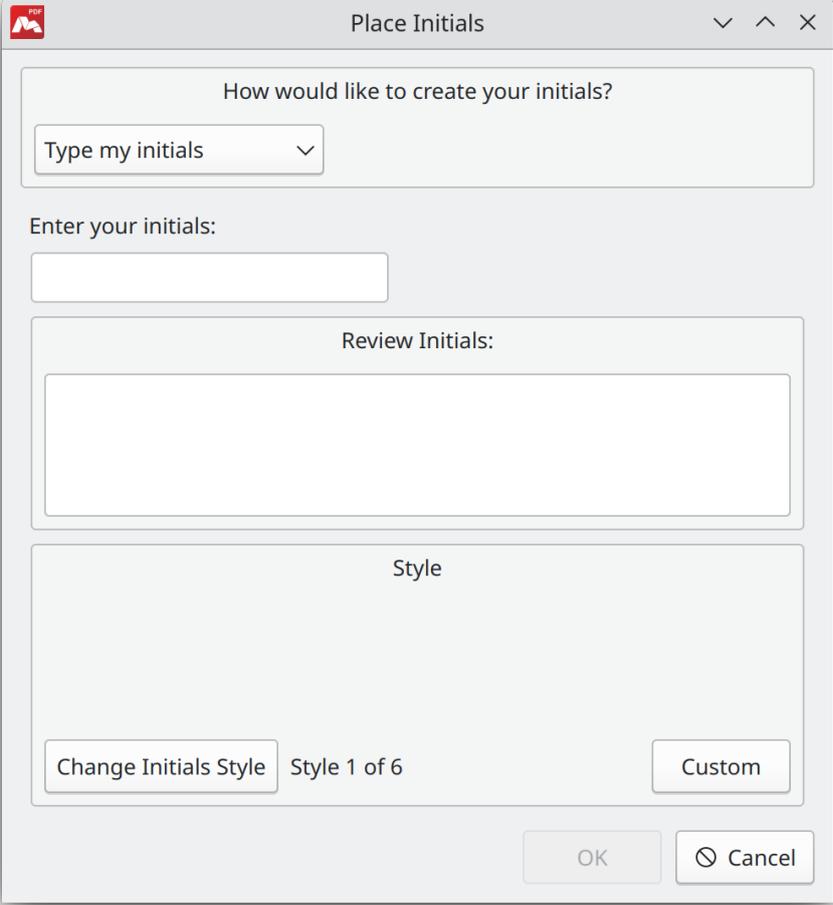


Click the **Create New Initials** item to add new initials or select one of available initials to place initials in the document.

The **Open Containing Folder** item opens the folder where all available initials are stored as PDF files.

## Creating New Initials

Click the *Insert > Place Initials > Create New Initials* item. The following dialog opens:



The dialog box is titled "Place Initials" and contains the following elements:

- A dropdown menu labeled "How would like to create your initials?" with the option "Type my initials" selected.
- A text input field labeled "Enter your initials:".
- A large empty rectangular area labeled "Review Initials:".
- A section labeled "Style" containing a "Change Initials Style" button, the text "Style 1 of 6", and a "Custom" button.
- At the bottom right, there are "OK" and "Cancel" buttons.

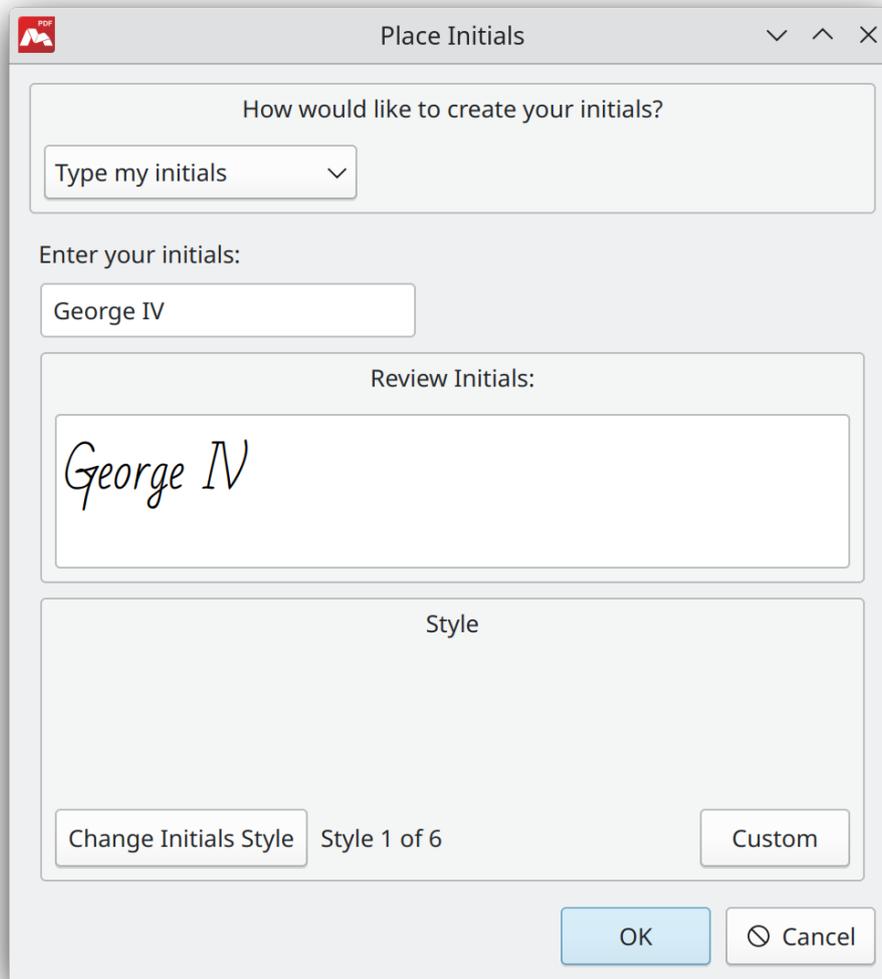
Select the type of initials you want to add. You have three options here:

- Type initials.
- Draw initials.
- Choose an image to use as initials.

Depending on your choice, the interface of the dialog changes accordingly and allows you to specify initials you want.

## Typing initials

Select **Type my initials** in the dropdown list. Enter your initials in the textbox. The preview is instantly displayed below. You can select between predefined styles or set your custom style.



PDF

Place Initials

How would like to create your initials?

Type my initials

Enter your initials:

George IV

Review Initials:

George IV

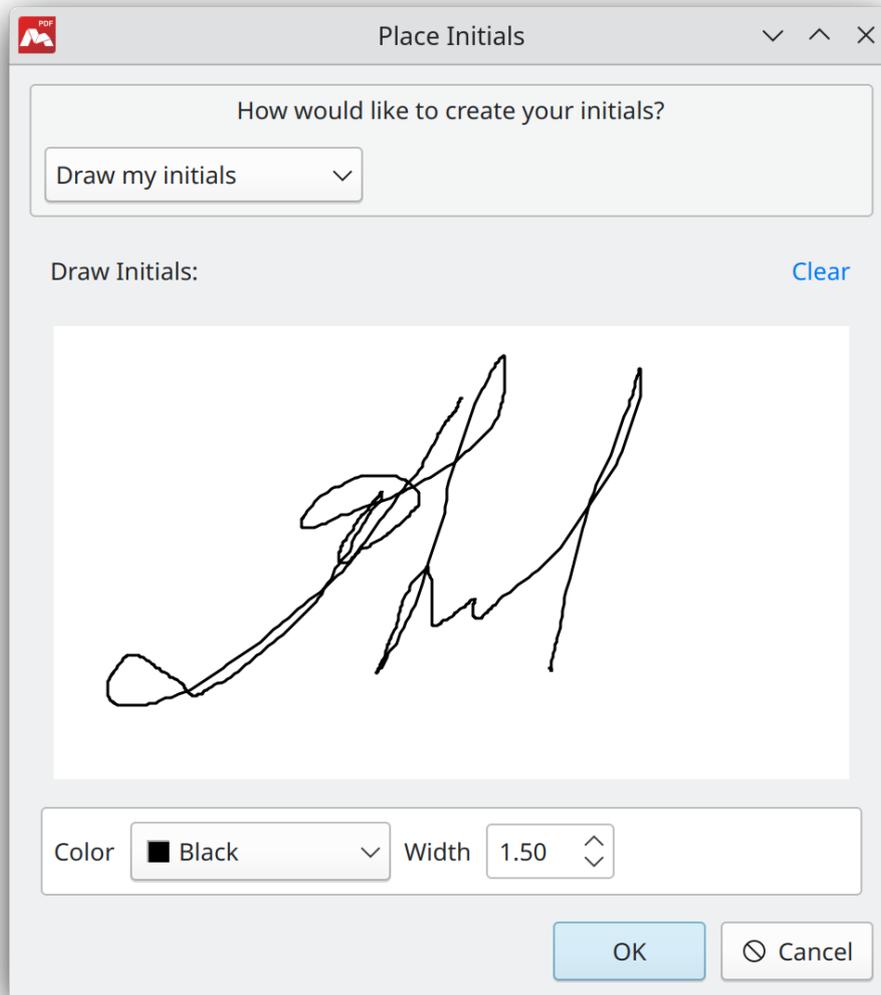
Style

Change Initials Style Style 1 of 6 Custom

OK Cancel

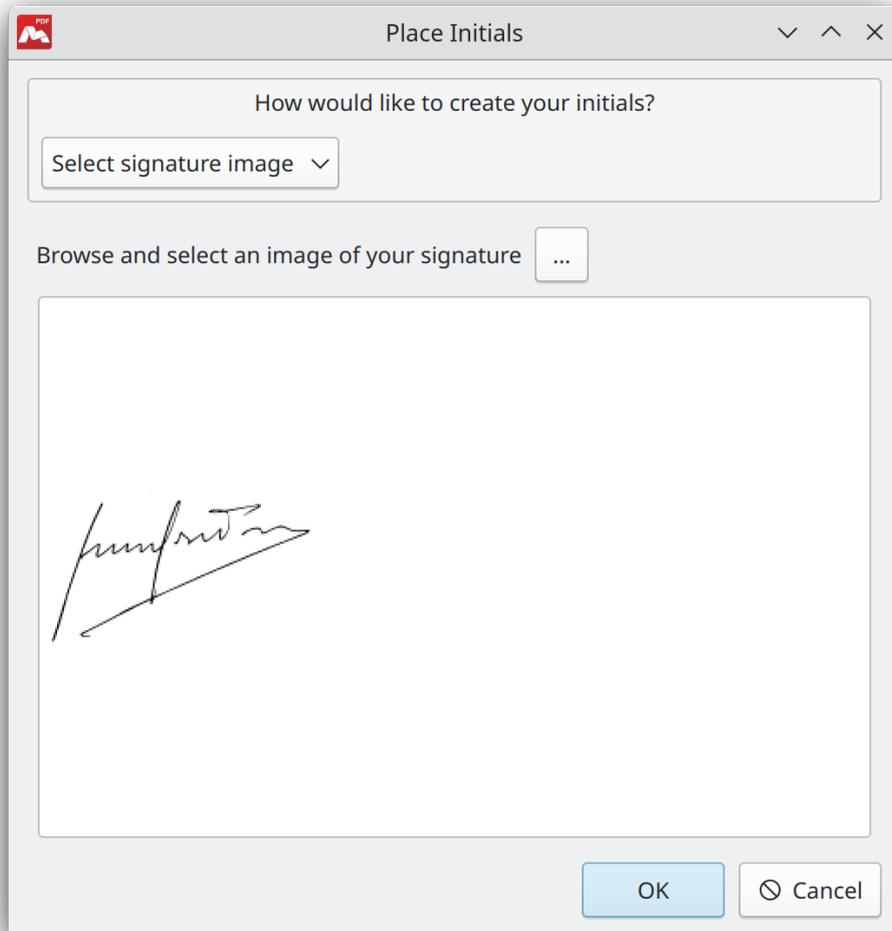
## Drawing initials

Select ***Draw initials*** in the dropdown list and draw initials in the central box. You can adjust color and width of the initials.



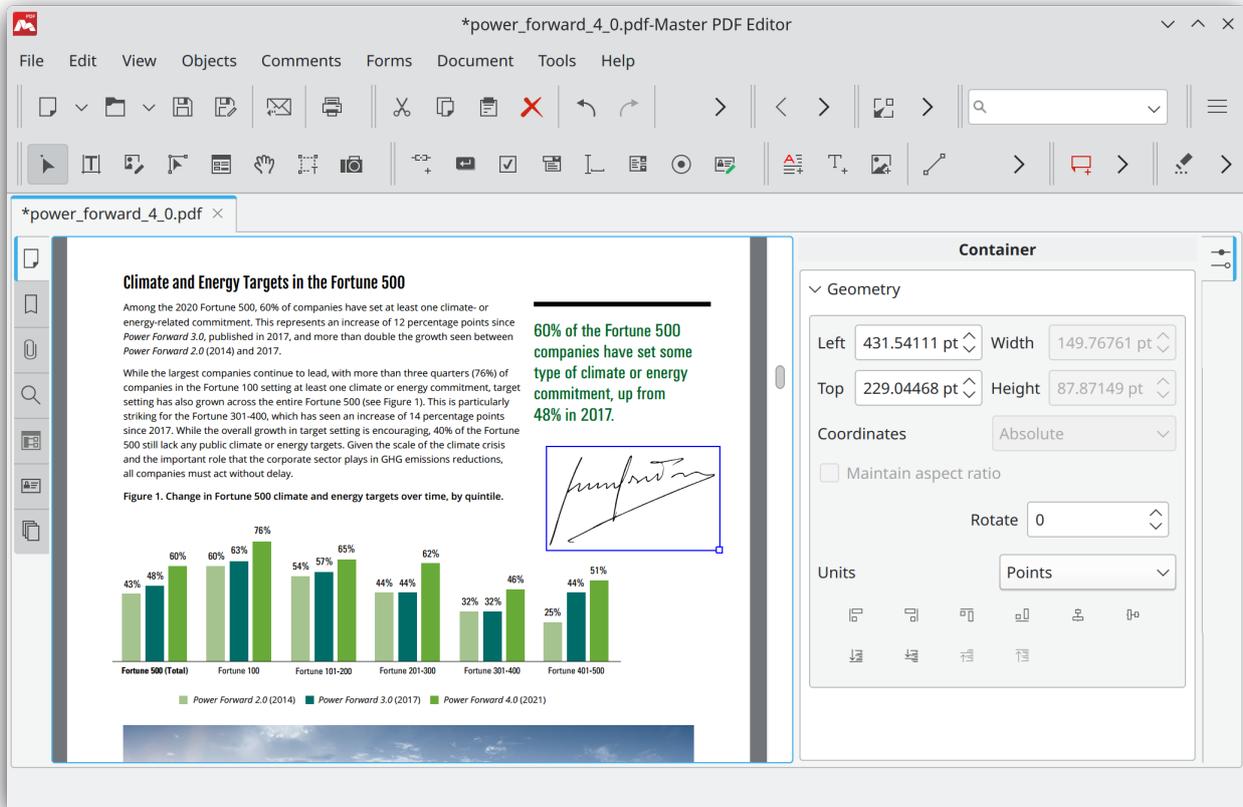
## Loading initials from an image

Select *Select signature image* from the dropdown list. Browse for an image you want to use as your initials.



## Placing Initials in the PDF Document

Open the *Insert > Place Initials* menu and click one of available initials. Then place the initials in the document.



You can adjust the geometry of the initials using the side panel.

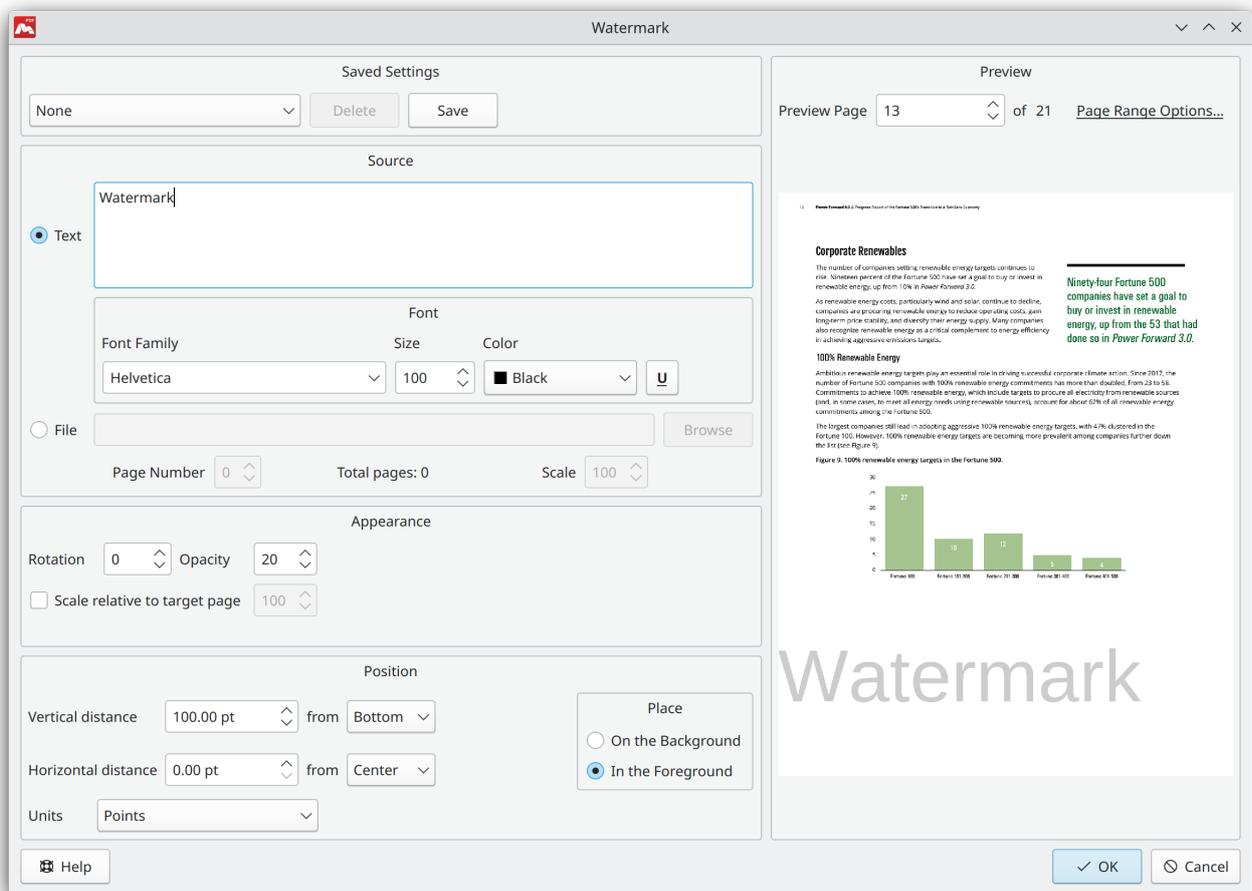
## Watermarks in PDFs

Watermark is a text or an image, positioned behind document content. Usually it contains information, identifying document author. You can specify size, font, style, color, page position, number of pages to display watermarks etc. An image from PDF file can also be used as watermark. Different watermarks may be used in single file, and every page can have multiple watermarks.

Watermark settings may be saved for later use.

## Add watermarks

To add watermarks to PDF document use **Document > Watermark > Add** menu item or press **Ctrl+Shift+W**.



- **Saved setting.** List of saved watermark templates.

To add a template, set required watermark parameters and press *Save*. Specify title for the template in a pop up window. To remove template, choose it in the list of saved settings and press *Delete*.

- **Source.** Choose source for watermark. It can be text or image.

- *Text.* If this option is checked, then inserted text will be source material for watermark.
- *Font.* Here you can set options for the font of the watermark text: font family, size, color underlining.

- *File*. If this option is checked, then an image loaded from PDF or image file will be used as source for watermark.
- *Browse*. Choose source PDF or image file for watermark.
- *Page number*. Number of the page in the source file to be used as watermark.
- *Total pages*. Pages count of the source file.
- *Scale*. Scale of the watermark to source image from PDF file. To make this option active, remove *Appearance > Scale relative to target page*.
- **Appearance**. Appearance settings of the inserted image.
  - *Rotation*. Rotation value (in degrees) relative to the document page.
  - *Opacity*. Opacity value (in percents).
  - *Scale relative to target page*. Watermark scale relatively to the page it will be inserted on.
- **Position**. Set watermark position on the document page.
  - *Vertical Distance*. Value for vertical watermark offset relative to selected position: *Top*, *Center* or *Bottom*.
  - *Horizontal Distance*. Value for horizontal watermark offset relative to selected position: *Top*, *Center* or *Bottom*.
  - *Units*. Measurement units to specify offset distance.
  - *Place*. Select watermark place: *on the background* or *in the foreground*.
- **Preview**. Preview a PDF file before adding watermark.
  - *Preview Page*. Select a page for preview.
  - *Pages Range Options*. Number of pages to add watermarks.

## Remove all watermarks

To remove watermarks use **Document > Watermark > Delete**. All the watermarks in the document will be removed.

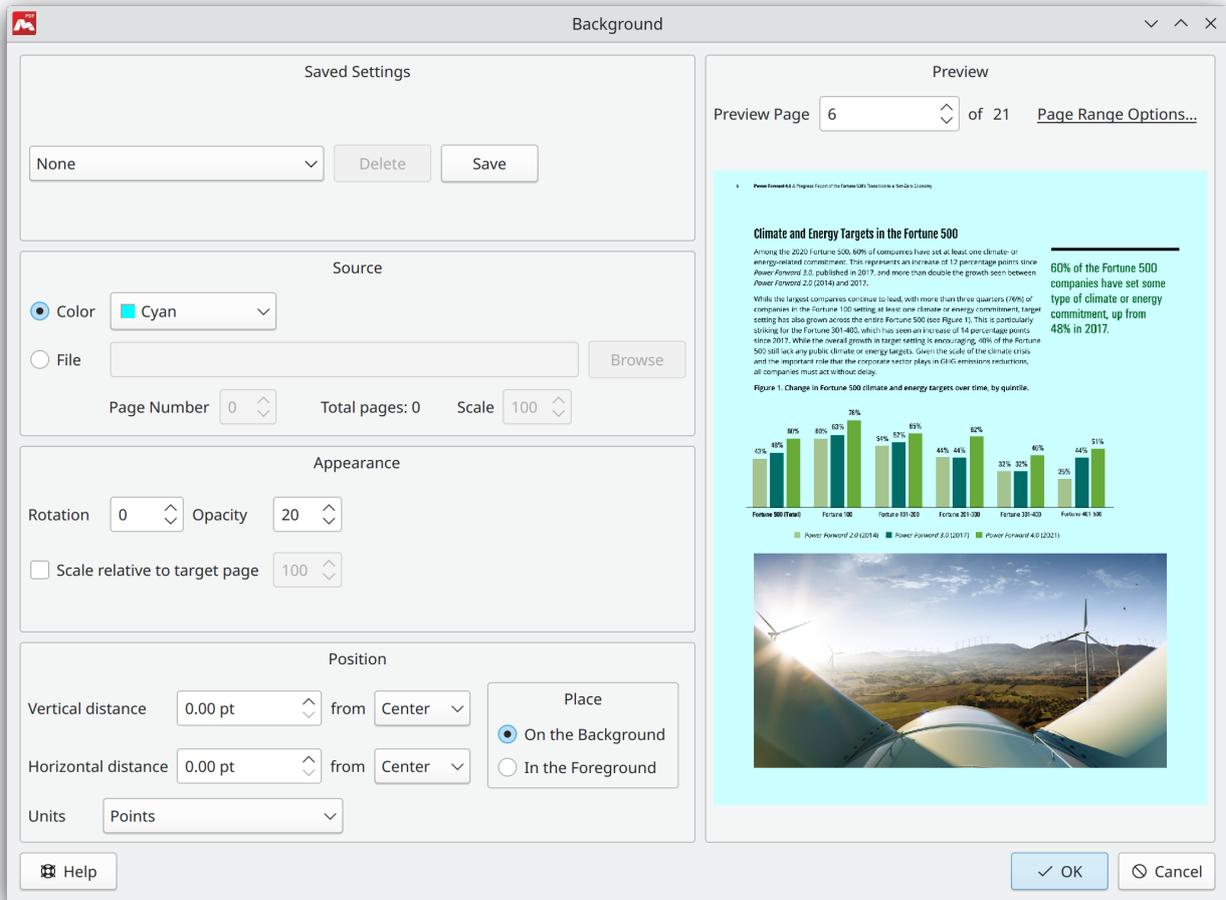
# Backgrounds in PDFs

Background is solid color or image, positioned behind the document context. PDF allows to use only single background per page. For each document page you can set unique background.

For background you can choose an image from file, set color and position on the page, specify number of the pages where the background will be displayed and save parameters for further use.

## Add background, with an open document

To add background to PDF, use **Document > Background > Add** menu item or press **Ctrl+Shft+B**.



- **Saved settings.** List of saved background templates.

To add a template, set required parameters and press **Save**. Specify template name in a pop up window.

To remove a template, choose it in the list of saved fields and press **Delete**.

- **Source.** Choose type of inserted background. It can be an image from PDF file or a solid color
  - **Color.** If chosen, document background will be a solid color fill. Choose the color from the list.
  - **File.** If chosen, an image loaded from the PDF file will be used as background.

- *Browse*. Choose source PDF file for background.
- *Page number*. Number of the page in the source file to be used as background image (Pages count of the source file will be displayed in Total pages).
- *Total pages*. Pages count of the source file.
- *Scale*. Scale of the background to source image from PDF file. To make this option active, remove *Appearance > Scale* relative to target page mark.
- **Appearance**. Appearance settings of the inserted image.
  - *Rotation*. Rotation value (in degrees) relative to the document page.
  - *Opacity*. Opacity value (in percents).
  - *Scale relative to target page*. Background scale relatively to the page it will be inserted on.
- **Position**. Set background position on the document page.
  - *Vertical Distance*. Value for vertical background offset relative to selected position: *Top*, *Center* or *Bottom*.
  - *Horizontal Distance*. Value for horizontal background offset relative to selected position: *Top*, *Center* or *Bottom*.
  - *Units*. Measurement units to specify offset distance.
- **Preview**. Preview a PDF file before adding background.
  - *Preview Page*. Select a page for preview.
  - *Pages Range Options*. Number of pages to add background.

## Remove a background from all pages

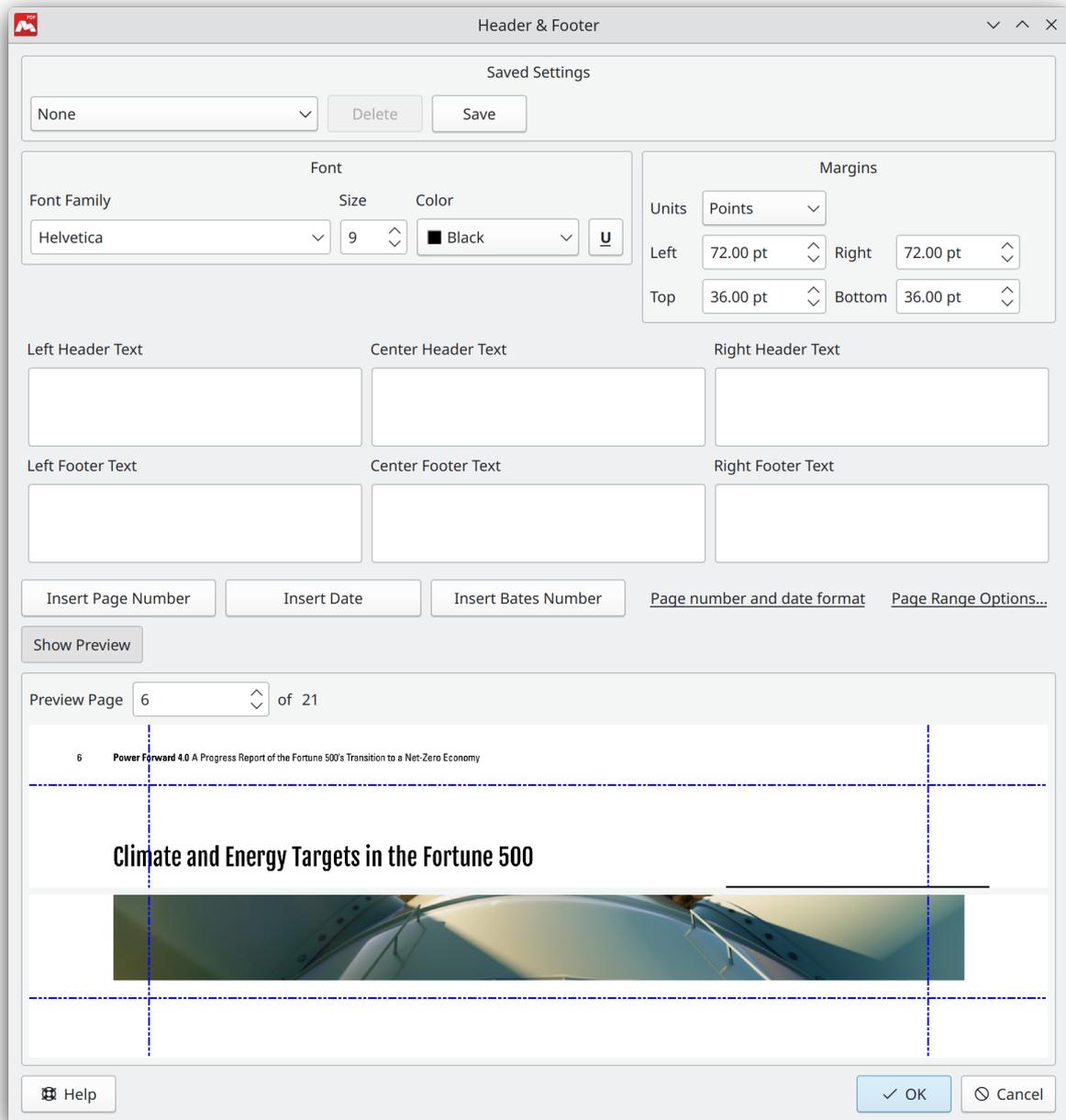
To remove background in PDF document, navigate the menu to ***Document > Background > Delete***. Background on all pages will be removed.

# Headers and Footers for PDFs

Master PDF Editor allows adding headers and footers into PDF documents. These elements may contain text, page number or date. For convenience, each header and footer fields are divided into left, right, and center. For headers and footers it is possible to set size, font, style, color and specify numbers of pages where headers and footers will be shown. Different headers and footers may be used in a single document, and their settings can be saved for later usage.

## Add headers and footers

To add headers and footers to a PDF document, use **Document > Header and Footer > Add** or press **Ctrl+Shift+H**.



Specify the following settings in the dialog box:

- **Saved Settings.** List of saved customized headers and footers.

To add another template, specify required settings and press **Save**. Specify template name in the new dialog box.

To remove a template, choose it in the list of the saved templates and press **Delete**.

- **Font.** Set font family, size and color, or underline text to highlight it.



Font settings are applied to all headers and footers in the document.

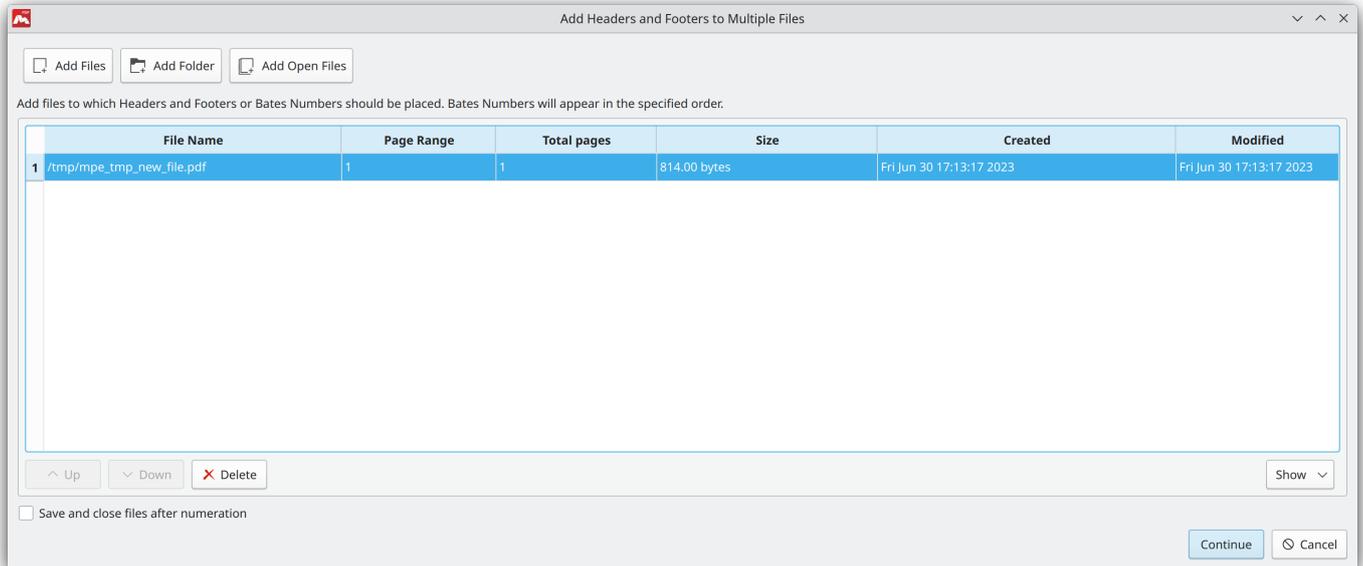
- **Margins.** Adjust header and footer margins.
  - *Units.* Choose units to specify distance.
  - *Left margin.* Distance from document edge to the left edge of header and footer.
  - *Right margin.* Distance from document edge to the right edge headers and footers.
  - *Top margin.* Distance from document edge to the header.
  - *Bottom margin.* Distance from document edge to the footer.
- **Text.** Insert headers and footers text.
- **Insert Page Number.** Add page number to header or footer.
- **Insert Date.** Add date to header or footer.
- **Insert Bates Number.** Add Bates numbering to header or footer.
- **Page number and date format.**
  - *Date Format.* Set date format.
  - *Page Number Format.* Set page number format.
  - *Start Page Number.* Set first number to begin page count with.
- **Page Range Options.** Specify page range to add headers or footers.
- **Show preview.** Show/hide page preview in the dialog box.
  - *Preview Page.* Select a page for preview.



[Bates numbering](#) can be added in the *Headers & Footers* dialog box.

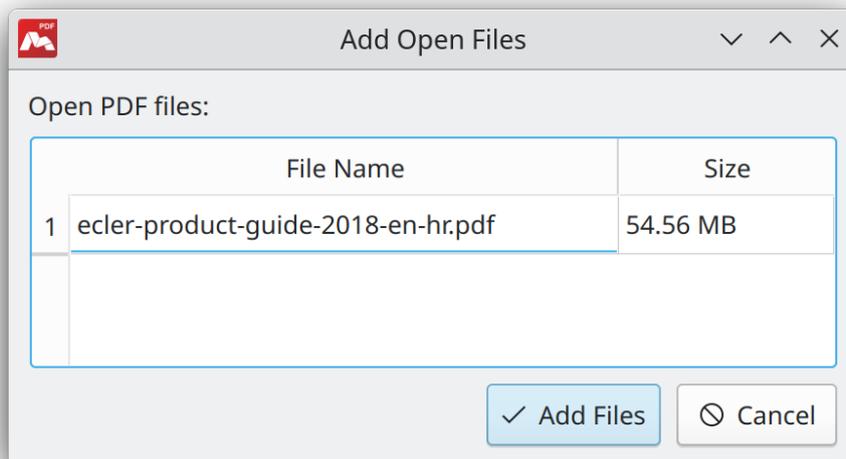
## Add headers and footers to multiple documents

To add header and footer or Bates numbers to multiple documents at once, select **Document > Header and Footer > Add to Multiple Files** from the main menu.



The following options are available to add files to the list:

- **Add Files.** Add the selected files to the list.
- **Add Directory.** Add files of the selected directory.
- **Add Open Files.** Open a dialog box to select the currently open documents to add to the list:



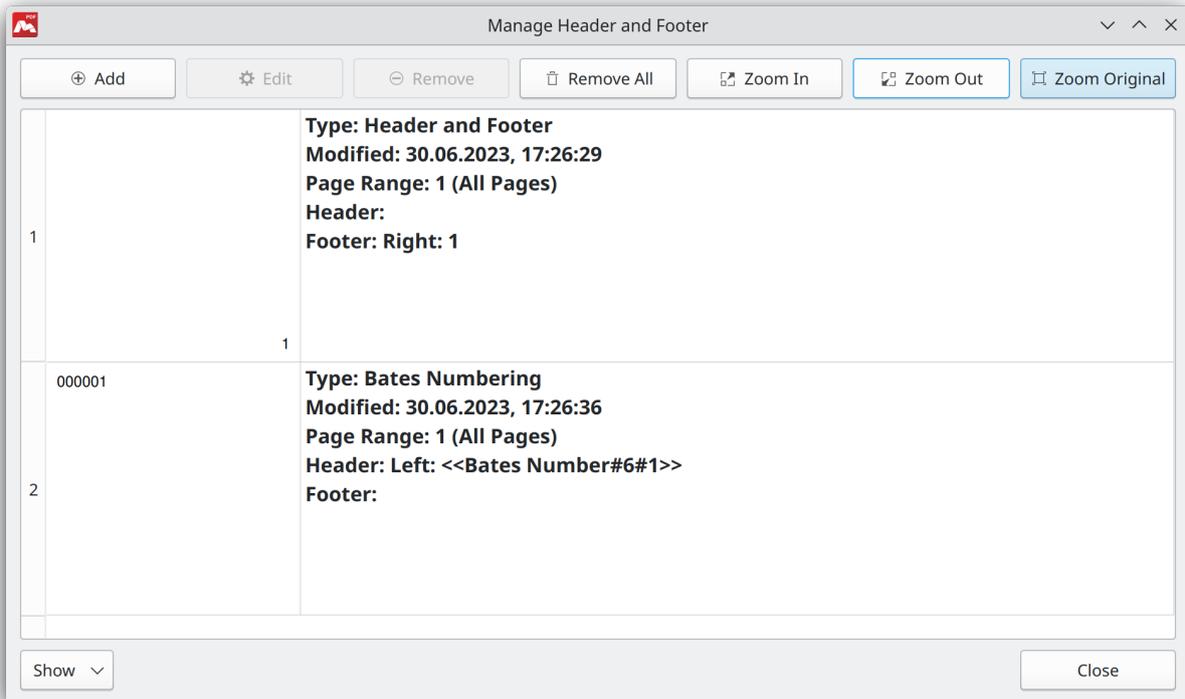
As needed, do any of the following:

- To change the document order to assign Bates Numbers, use the **Move Up** and **Move Down** buttons; to remove a document from the list, use **Delete**.

- Sort files, selecting the required columns to be displayed from the **Show** drop-down list.
- If the **Save and close files after numeration** option is enabled, all files will be automatically closed after header and footer being added.

## Manage header and footer

Master PDF Editor allows adding or editing previously added header and footer or [Bates numbering](#) by selecting **Document > Header and Footer > Manage** from the main menu.



The dialog box that appears displays the header and footer, and Bates numbering added to the currently open document. The following actions are available:

- **Add.** Display the Header and Footer window to add headers or footers or Bates numbering.
- **Edit.** Display the Header and Footer window to edit previously added headers or footers or Bates numbering.



If *Use Page Range of the currently edited Pagemark* is disabled, you can specify the Page Range to make changes.

- **Delete.** Delete the selected header or Bates numbering.
- **Delete All.** Delete all header and footer, and Bates numbering.

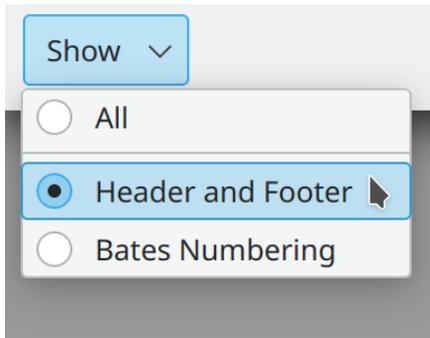


Both header and footer, and Bates numbering will be removed, even though **Bates numbering only** or **Header and Footer only** is displayed on the list.

- **Zoom In.** Zoom in on a header and footer thumbnail.

- **Zoom Out.** Zoom out a header and footer thumbnail.
- **Zoom Original.** Restore the default scale of thumbnails.

If **Header and Footer** is selected from the **Show** drop-down list, Header and Footer only are displayed on the list.



## Remove all headers and footers

To remove headers and footers, use **Document > Header and Footer > Delete** menu item. All headers and footers in the document will be removed.

## Bates Numbering

Use Bates numbering to uniquely identify each page by assigning page numbers that are automatically incremented. When adding Bates numbering, each page is assigned a unique number or combination of numbers and letters. Bates numbers can include an alphanumeric prefix or suffix, and also be combined with other header and footer text.

### Add Bates numbering

Select **Document > Header and Footer** menu item to add a Bates numbering header or footer.

Header & Footer

Saved Settings

None [v] [Delete] [Save]

Font

Font Family: Helvetica [v] Size: 9 [^] [v] Color: Black [v] [u]

Margins

Units: Points [v]

Left: 72.00 pt [^] [v] Right: 72.00 pt [^] [v]

Top: 36.00 pt [^] [v] Bottom: 36.00 pt [^] [v]

Left Header Text [text input]

Center Header Text [text input]

Right Header Text [text input]

Left Footer Text [text input]

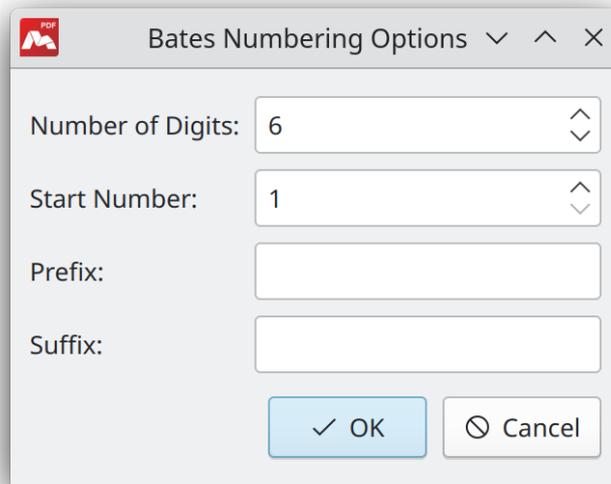
Center Footer Text [text input]

Right Footer Text [text input]

[Show Preview] [Insert Page Number] [Insert Date] [Insert Bates Number] [Page number and date format]

[Help] [OK] [Cancel]

Then, choose **Insert Bates Number** to adjust the following parameters:



- **Number of Digits.** Specify the number of digits making up the Bates number.
- **Start Number.** Start number of Bates numbering. Enter the number to assign to the first PDF page on the list.
- **Prefix.** Type any text or digits to display before the Bates number.
- **Suffix.** Type any text or digits to appear after the Bates number.

## Add Bates numbering to multiple documents

You can add Bates numbering to multiple documents by adding them in a batch. To add Bates numbering to multiple documents, choose **Document > Header and Footer > Add to Multiple Documents** from the main menu. The methods to add files are described here, [Add headers and footers to multiple documents](#).

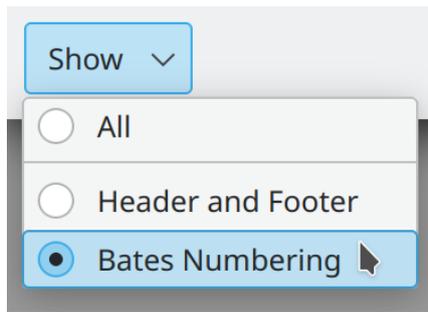
Bates numbering is added in a sequential order, starting from the first document on the list. The document order can be changed. As needed, do any of the following:

- To change the document order to assign Bates Numbers, use the **Move Up** and **Move Down** buttons, to remove a document from the list, use **Delete**.
- Sort the list, selecting the required columns to be displayed from the **Show** drop-down list.
- If the **Save and close files after numeration** option is enabled, all files will be automatically closed after headers and footers being added.

## Manage Bates Numbering

Select **Document > Header and Footer > Manage** main menu item to add, edit, or remove Bates numbering in the open document. Available actions are described [here](#).

If **Bates numbering** from the *Show* drop-down list is selected, the added Bates numbering only is displayed on the Header and Footer list.



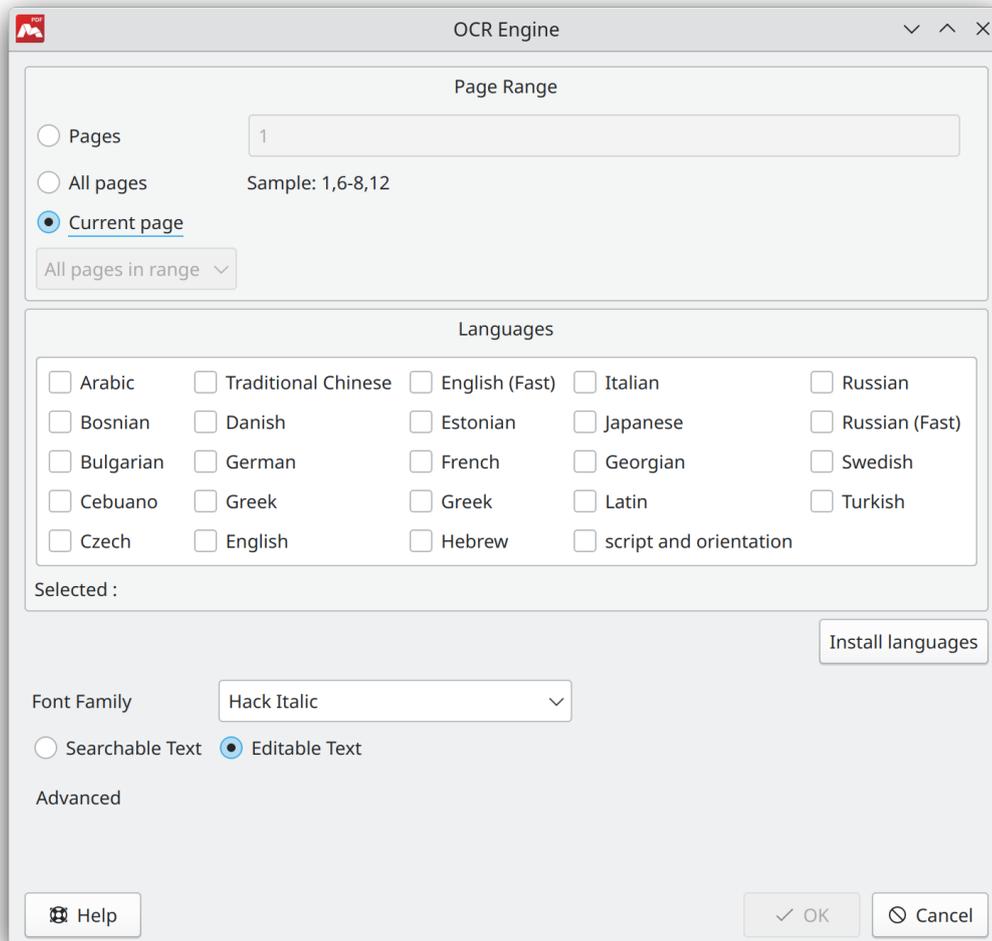
## Remove Bates numbering

To remove Bates numbering, select **Document > Header and Footer > Delete** in the main menu. You can delete Bates numbering from certain pages.

## Optical character recognition in PDF

Optical character recognition allows converting images containing text to editable PDF text format, which supports document text search, copying, edition and all other PDF text functionality. Text recognition can be performed only if it is not locked in PDF document permissions.

To use optical character recognition, choose **Document > OCR** menu item.

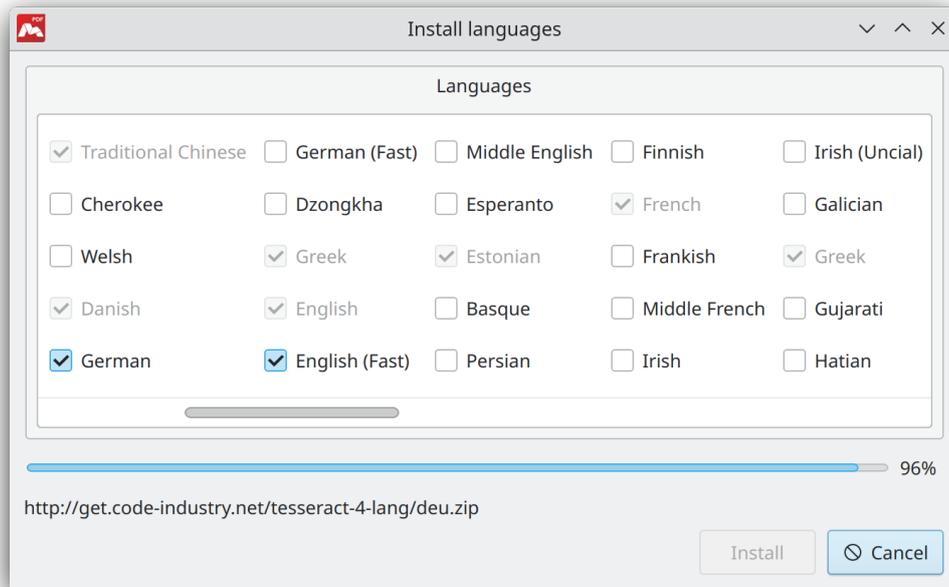


Set the following parameters in the dialog box:

- **Page Range.** Set pages where optical character recognition must be performed.
- **Languages.** Set language(s) of recognized text. In order to optimize text recognition quality, it is best to choose minimal number of languages.



If text recognition is used for the first time, the languages list will be empty. To add languages, press **Install languages** button.



- **Install languages.** Check marks to choose required languages. The following window lists languages, which recognition is supported in Master PDF Editor.
- **Font Family.** Select the predefined font family that will be applied to the recognized text. This option ensures that the font family of the recognized text matches the text in the original document. By default, the font family is set to Helvetica.
- **Searchable Text.** If this option is chosen, recognized text will be available for search and copying only. It will be inserted into the document as an invisible layer under its image.
- **Editable Text.** With this option, recognized text will be available for editing. The text will be inserted in front of the image that contains it. The image itself will be covered with background color.



It's possible to use languages for text recognition that are not listed. To do this, you need to place .traineddata file in the directory specified in the *OCR settings, Default path to tesseract ocr data files*.

You can also set *Advanced* settings in the *OCR Engine* dialog.

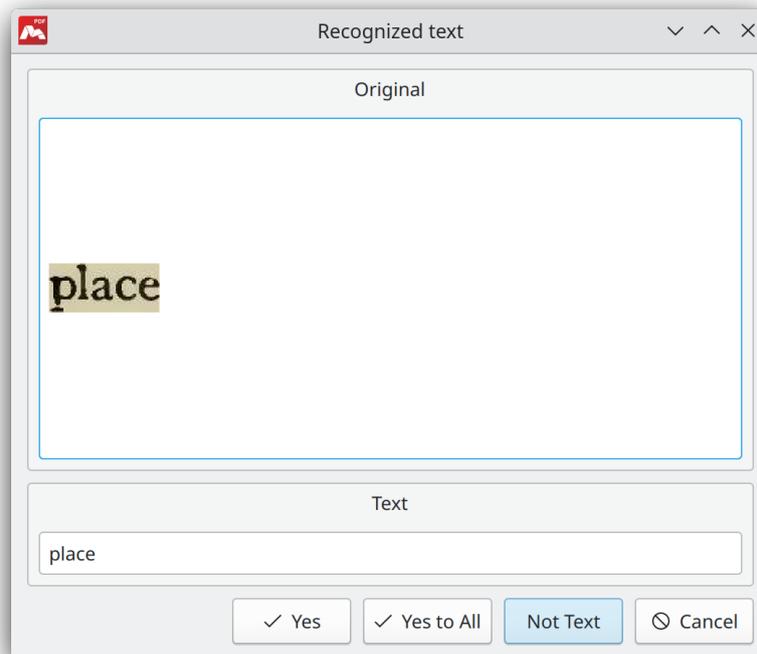


- **Deskew.** Straighten and deskew all the content on the page automatically. Also, a scanned document content can be also deskewed.

- **Minimal confidence level.** A numerical value indicating the degree to which the engine is certain that it has recognized the component correctly.
- **Force manual text editing if confidence level not achieved.** If it's enabled, a dialog box for text edition will be opened during text recognition. It will display:
  - *Original.* A piece of image with text. Automatically recognized text corresponding to the image.
  - *Text.* Automatically recognized text corresponding to the image.



The dialog box *Recognized text* will successively show each part of the PDF document image with corresponding recognized text. This allows to edit text before inserting it into the document.



- **Yes.** Automatically recognized/edited text will be inserted into document. The dialog box will display next image and corresponding text.
- **Yes to All.** All images will be automatically recognized and written into the document. This dialog box won't appear again during this recognition.
- **Not Text.** The image does not contain text. Cancel text insertion for current image.
- **Cancel.** Cancel text recognition.

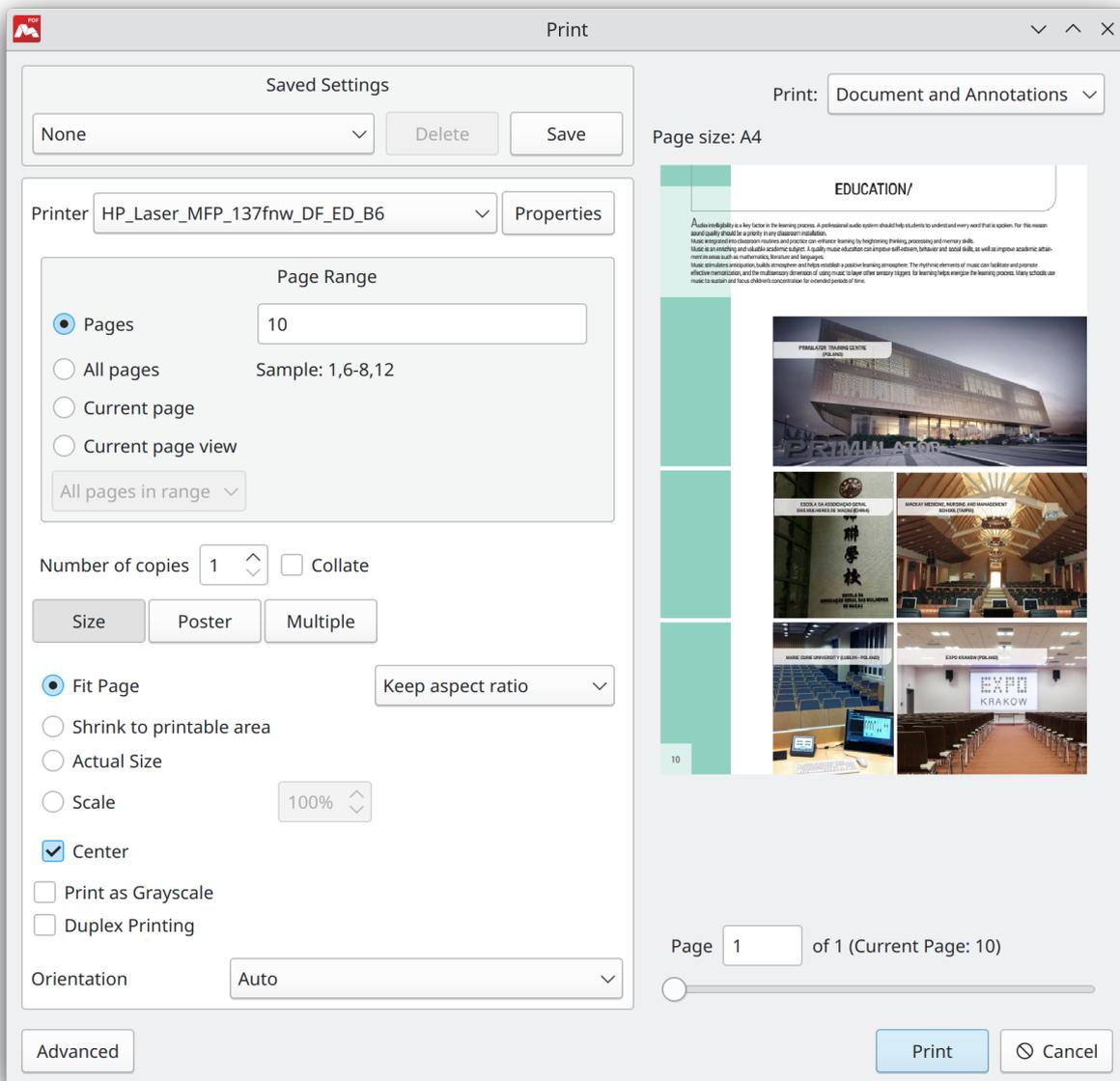
# Print

## PDF Document Printing

You can print the document only if your computer is connected to local or network printer and it has required drivers installed.

- Choose **File > Print** item in Main menu or press  **Print** (Ctrl+P) button on the toolbar.
- Choose one of the available devices for printing in following pop up window.
- Specify pages to print: *all, current page, selected pages* or *pages range*.
- Specify number of document copies.
- Press **Print**.

Master PDF Editor allows to set printing PDF with additional settings.



- **Saved Settings.** Save print settings to choose them for the next printing.
- **Printer.** The name of the printer used for printing. Specify the paper size, as well as the orientation (portrait, landscape) and page margins.
- **Page Range.** Select all pages, current page, current page view, or set custom range of pages.
- **Number of copies.** Select the number of copies to be printed. The **Collate** option allows to keep pages in order when printing multiple copies.
- **Print as Grayscale.** Enable if the document contains a variety of different colors and the printer only prints in black & white.
- **Duplex Printing.** Enable printing on both sides of the paper.
  - *Auto.* Print documents in automatic mode if the printer supports the corresponding function. The device will automatically pull the pages back in and print on the other side. The binding method will depend on the printer settings.
  - *Long side.* Print documents along the long edge.
    - In portrait orientation, pages will be turned side-to-side like a book. This binding method ensures continuous reading from left to right when turning the page.
    - In landscape orientation, every other page will be flipped. This binding method ensures continuous reading from up to down when turning the page.
  - *Short side.* Print documents along the short edge.
    - In portrait orientation, every other page will be flipped. This binding method ensures continuous reading from up to down when turning the page.
    - In landscape orientation, the pages will be turned side-to-side like a book. This binding method ensures continuous reading from left to right when turning the page.
  - *Manually print on both sides.* Print documents on both sides manually if the printer does not support duplex printing. While printing, Master PDF Editor will prompt you to turn over the stack and load it into the printer again.



Before printing the entire document on both sides manually, print a few test pages to understand which side of the paper should be loaded in the paper tray.

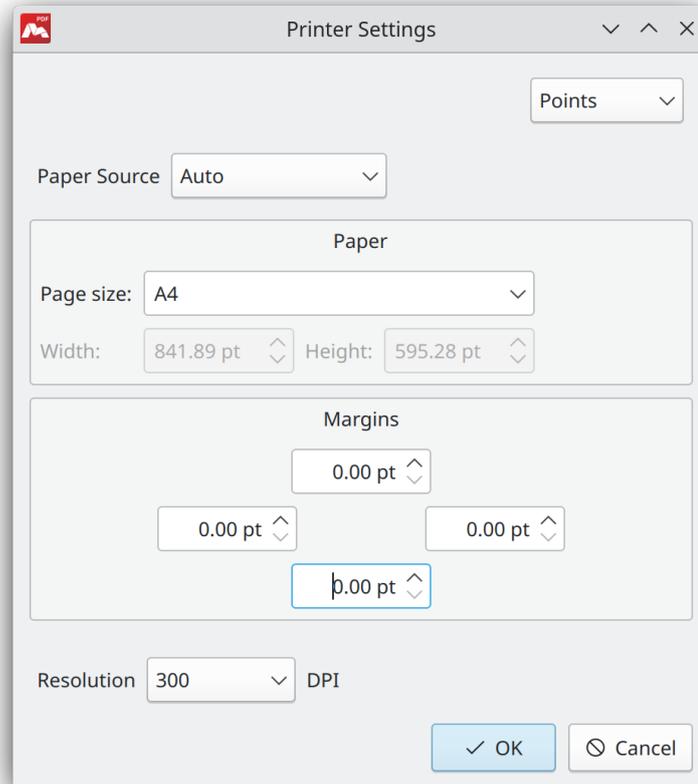
- **Orientation.** Select portrait or landscape orientation.
- **Page (1) of X (Current Page: Y).** Select a page to preview before printing. In this case, X is the number of pages or spreads (*Multiple* mode) that will be printed, and Y is the number of the document page displayed in the preview, or the first page number, if there are several pages.
- **Print.** Print the document only or the document and annotations.

Press the **Properties** button to open additional settings dialog:

- **System Settings.** Settings dialog provided by the printer driver. Its appearance and the set of available options based on the driver.
- **Page setup.** Dialog to set main page parameters.

The list at the top right allows you to set the measurement units for paper size and margins: *points*, *inches* and *millimeters*.

- **Paper Source** allows selecting a specific paper source.
- The **Paper** section allows selecting a page size from a list of preset ones. If a specific size is selected, the width and height items will be automatically set to the corresponding values of the paper page (sheet). When selecting a *Custom* page size, you can enter your own size values.
- The **Margins** section allows setting four margins on the page (blank spaces between your data and the edges ). You can select top, bottom, right and left values in the corresponding fields.
- Use the **Resolution** drop-down list to select the resolution in dots per inch.



Attention! All settings available in the *Printer Settings* dialog (*Properties > Page Setup*) are provided to the user without checking whether the printer driver supports them. The actual result may differ from what is specified in this window.

Available print modes:

- **Size**. Normal printing mode, one page of the document is printed on one side of the paper.
- **Poster**. One page of a document is printed on several sheets of paper.
- **Multiple**. Multiple pages of a document are printed on a single sheet of paper.

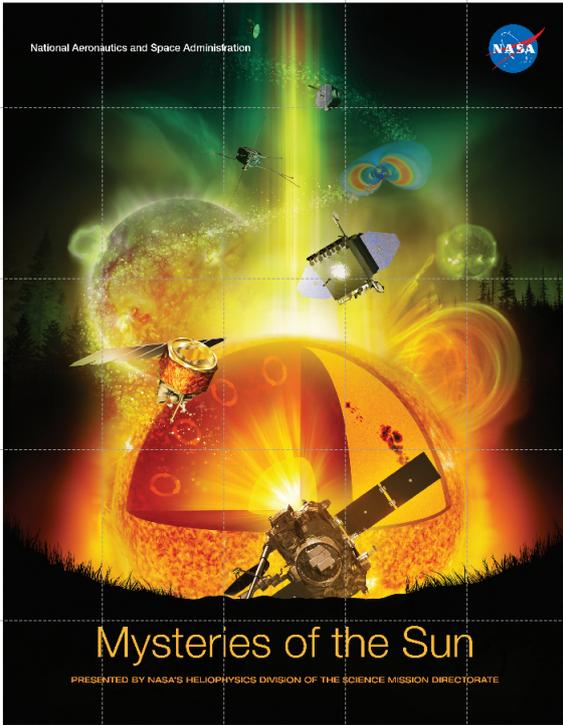
Select the print mode by clicking the corresponding button. Each mode has its own set of settings.

## Size mode settings

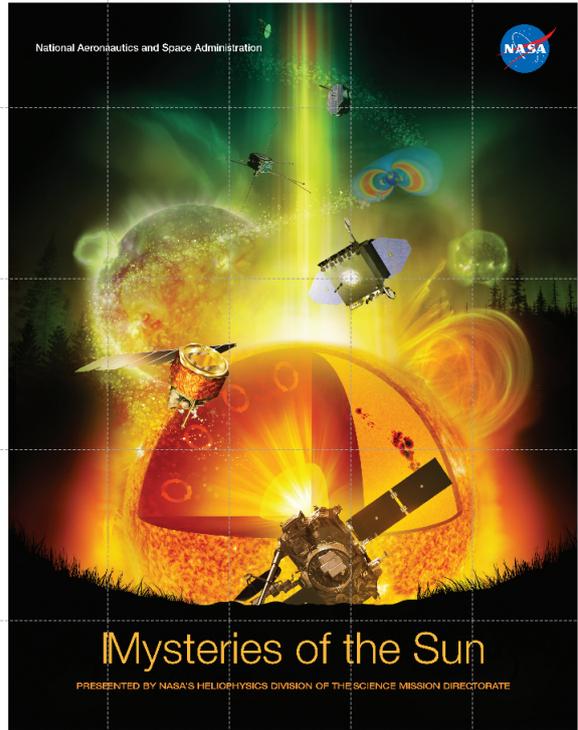
- **Aspect ratio.** Apply when actual PDF page size and the print paper size are different, that is, the page may just take up a little of the printed sheet's area or stretch over its borders. If the *Actual size* enabled, this option is disabled and ignored.
- **Ignore aspect ratio.** Stretch the page to actual print sheet size.
- **Keep aspect ratio.** Stretch page to shortest sheet side saving aspect ratio.
- **Keep aspect ratio by expanding.** Stretch page to longest sheet side saving aspect ratio.
- The **Fit Page** option resizes the document page to fit the paper sheet.
- **Shrink to printable area** reduces the document page to a printable area of the sheet.
- Enable **Actual Size** to print the page at its actual size.
- If you need to directly set the printed page size as a percentage of the original size, enable the *Scale* option.
- The printed page is centered on the sheet by selecting the *Center* item. When the option is disabled, the page will be printed in the sheet's upper left corner.

## Poster mode settings

- **Scale.** You can specify the poster size as a percentage of the original document page size. The number of sheets of paper to be used for printing is determined by the scale.
- **Overlay** item allows to specify how much the content of the edges of the poster segments (sheets of paper) will be overlaid. You may select points, inches or millimeters for the units the overlay is displayed in from the list below. .
- To center the page on the entire paper, enable the *Center* item. The page will be on the top left if it is not enabled.



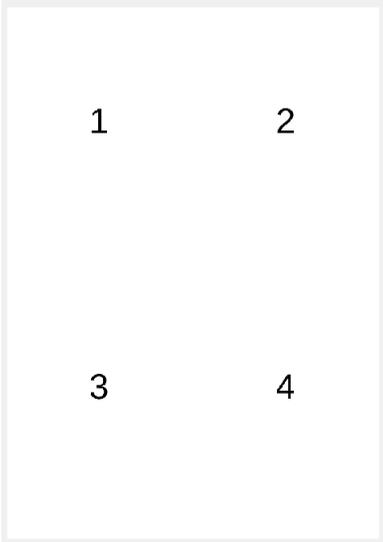
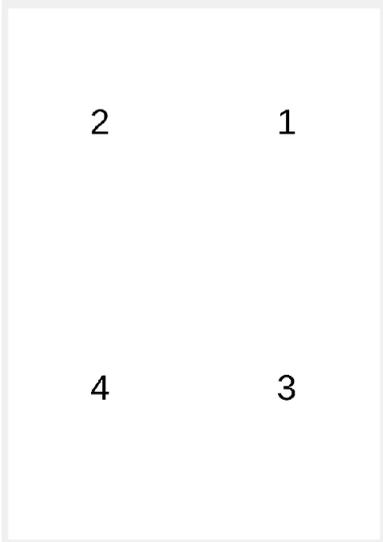
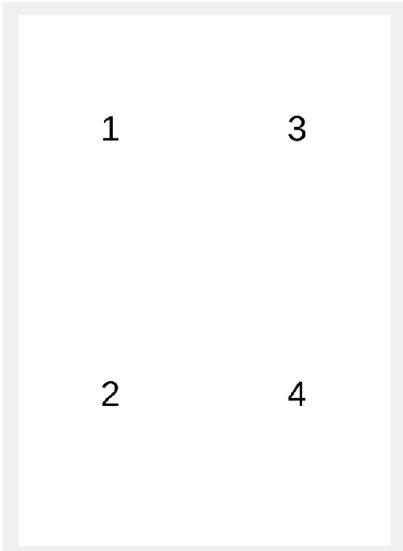
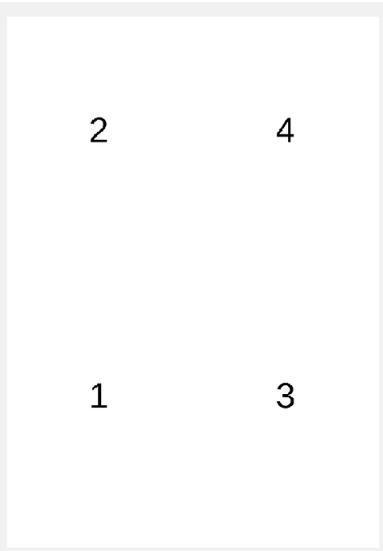
Poster preview, overlay is disabled



Poster preview, overlay is enabled (10 mm)

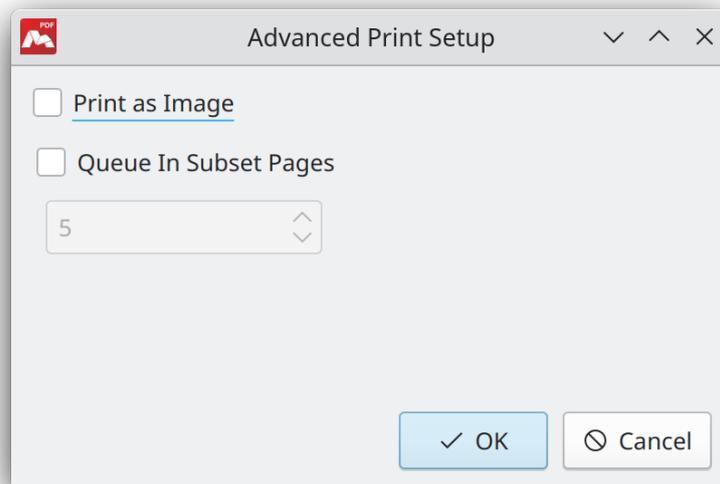
## Multiple mode settings

- **Pages per sheet.** Number of pages to be positioned both horizontally and vertically. You may select the page order from the list. In the list you can select the page order.

Page order when using <b>Multiple</b> mode	
<p style="text-align: center;">Horizontal</p> 	<p style="text-align: center;">Reverse horizontal</p> 
<p style="text-align: center;">Vertical</p> 	<p style="text-align: center;">Reverse vertical</p> 

- If **Center page in cells** enabled, each page will be placed in the corresponding “cell” in the center. If disabled, it will be located at the top left of its "cell" on the sheet.
- **Additional spacing.** Select additional space between pages on a single sheet. You can select the interval units of measurement from a list next to it, which includes points, millimeters or inches.

As needed, select *Advanced* to set additional settings.



- **Print as image.** PDF document is provided to printer as bitmap image, so images and fonts quality can be decreased. But this can be compensated for by increasing DPI. Use this function if you are experiencing issues with normal printing.
- **Queue In Subset Pages.** Document is separated into multiple sub-documents according to the number of pages chosen.

# Hotkeys

Every user has his own habits of work on his keyboard. Master PDF Editor provided possibility to set keyboard shortcuts according to individual preferences, which can drastically increase speed of your work with Master PDF Editor.

Following hotkeys can help you navigate document in Master PDF Editor faster:

<b>File menu</b>	<b>Window and Linux</b>	<b>Mac OS X</b>
Blank PDF	Ctrl + N	Cmd + N
Open	Ctrl + O	Cmd + O
Save	Ctrl + S	Cmd + S
Save As...	Ctrl + Shift + S	Cmd + Shift + S
Save Optimized As...	Ctrl + Alt + S	Cmd + Alt + S
Print	Ctrl + P	Cmd + P
System Print	Ctrl + Shift + P	Cmd + Shift + P
Properties	Ctrl + D	Cmd + D
Close	Ctrl + W	Cmd + W
Exit	Alt+F4 or Ctrl+Q	Cmd+Q

<b>Edit menu</b>	<b>Window and Linux</b>	<b>Mac OS X</b>
Undo	Ctrl + Z	Cmd + Z
Redo	Ctrl + Y	Cmd + Y
Cut	Ctrl + X	Cmd + X
Copy	Ctrl + C	Cmd + C
Paste	Ctrl + V	Cmd + V
Paste at Cope Position	Ctrl + Shift + V	Cmd + Shift + V
Paste to Multiple Pages	Ctrl + Alt + V	Cmd + Alt + V
Delete	Del	Delete
Select All	Ctrl + A	Cmd + A

<b>View menu</b>	<b>Window and Linux</b>	<b>Mac OS X</b>
First Page	Home	Fn + Left Arrow
Previous Page	Page Up	Fn + Up Arrow
Next Page	Page Down	Fn + Down Arrow
Last Page	End	Fn + Right Arrow
Go to Page	Ctrl + Alt + G	Fn +  Alt + G
Zoom In	Ctrl ++	Cmd ++
Actual Size	Ctrl + 0	Cmd + 0
Zoom Out	Ctrl + -	Cmd + -
Fit Page	Ctrl + 1	Cmd + 1
Fit Width	Ctrl + 2	Cmd + 2
Facing Pages	Ctrl + 3	Cmd + 3
Grid	Ctrl + U	Cmd + U
Snap to Grid	Ctrl + Shft + U	Cmd + Shft + U
Find	Ctrl + F	Cmd + F
Find Next	F3	

Find Previous	Shft + F3	Shft + F3
Object Inspector	Ctrl + F11	Cmd + F11
Menu	F12	
Full Screen	F11	

Objects menu	Window and Linux	Mac OS X
Text	Ctrl + T	Cmd + T
Image	Ctrl + I	Cmd + I

Comments menu	Window and Linux	Mac OS X
Add Sticky Note	Ctrl + 6	Cmd + 6

Forms menu	Window and Linux	Mac OS X
Highlight Fields	Ctrl + H	Cmd + H
Edit Forms	Alt + 3	Control + 3
Link	Ctrl + L	Cmd + L
Text Field	Ctrl + E	Cmd + E

Document menu	Window and Linux	Mac OS X
Insert Blank Pages	Ctrl + Shift + N	Cmd + Shift + N
Delete Pages	Alt + Del	Fn + Option + Delete
Crop Pages	Ctrl + K	Cmd + K
Page layout	Ctrl + Shift + L	Cmd + Shift + L
Rotate Pages	Ctrl + R	Cmd + R
Extract Pages...	Ctrl + Shift + E	Cmd + Shift + E
Insert Pages...	Ctrl + Shift + I	Cmd + Shift + I
JavaScript Console	Ctrl + J	Cmd + J
Add Header and Footer	Ctrl + Shift + H	Cmd + Shift + H
Add Watermark	Ctrl + Shift + W	Cmd + Shift + W
Add Background	Ctrl + Shift + B	Cmd + Shift + B

Tools menu	Window and Linux	Mac OS X
Edit Document	Alt + 1	Control + 1
Edit Text	Alt + 2	Control + 2
Edit Forms	Alt + 3	Control + 3
Edit Images	Alt + 4	Control + 4
Edit Vector Images	Alt + 5	Control + 5
Select Text	Alt + 7	Control + 7
Hand Tool	Alt + 6	Control + 6

If you hold **Ctrl(Cmd)** key when scrolling mouse wheel, this will increase/decrease current zoom.

Hold **Ctrl(Cmd)** and left mouse button to choose several objects at once. To cancel selection of one of the selected objects, left click it again while holding **Ctrl(Cmd)** key.

Information about default system keyboard shortcuts can be found on following pages:

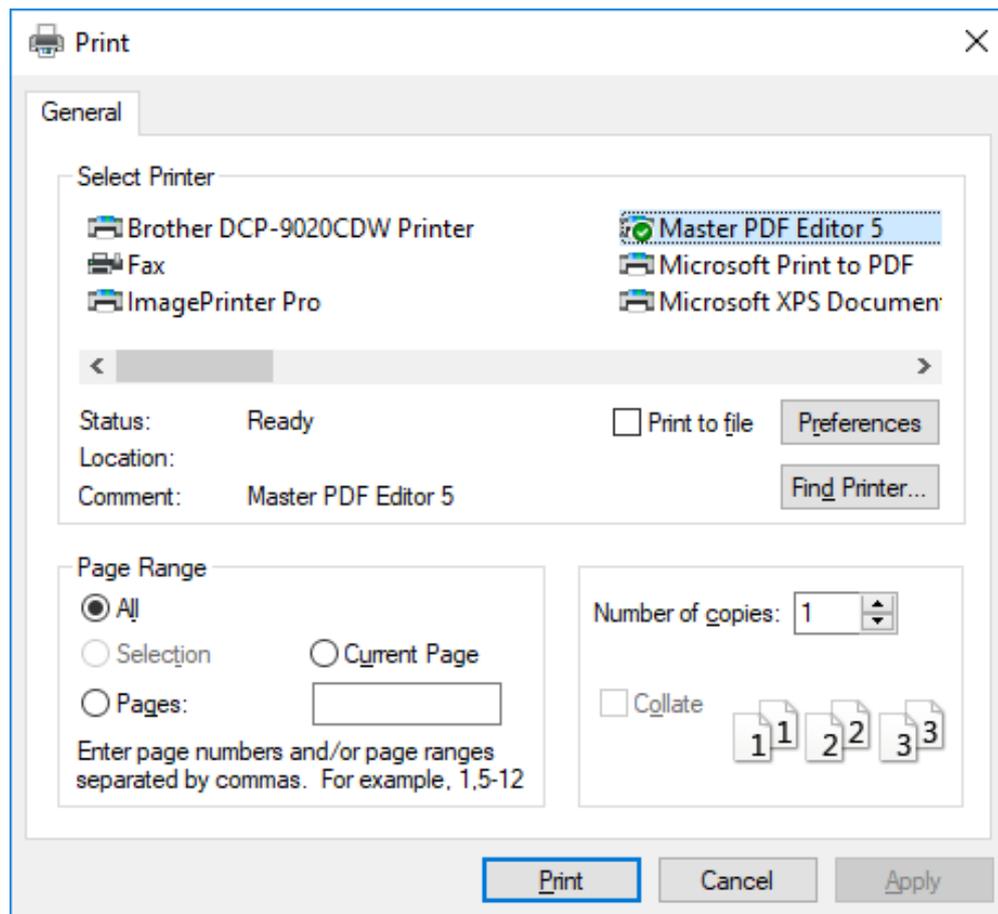
For Windows: <https://support.microsoft.com/en-us/kb/126449>

For Mac OS X: <https://support.apple.com/en-us/HT201236>

## Virtual PDF Printer

With Master PDF Editor you can easily print any documents from any applications, which support printing (for example, Microsoft Word and Excel or OpenOffice).

Master PDF Editor is installed as virtual PDF printer. After successful installation it appears in your list of *Printers and Faxes*. In order to create PDF file, you have just to print the document with Master PDF Editor. **Open document** (with Microsoft Word, WordPad, NotePad or any other application), press **Print** and choose Master PDF Editor printer (see screenshot).



This will open Master PDF Editor with your “printed” document. To save it as PDF file, choose **File > Save As...** item in Main menu.

Open *Settings, System* tab to select a folder to save files printed with a virtual printer: **Directory for files from printer, Files from printer** section.

Available paper sizes:

9×11, 10×11, 10×14, 11×17, 12×11, 15×11, A0, A1, A2, A3, A3 Extra, A3 Rotated, A4, A4 Extra, A4 Plus, A4 Rotated, A5, A5 Extra, A5 Rotated, A6, A6 Rotated, B2 ISO, B3 JIS, B3 ISO, B4 JIS, B4 ISO, B4 (JIS) Rotated, B5 (JIS), B5 (JIS) Rotated, B6 (JIS), B6 (JIS) Rotated, C size sheet, D size sheet, E size sheet, Envelope, Envelope #9, Envelope #10, Envelope #11, Envelope #12, Envelope #14, Envelope DL,

Envelope C3, Envelope C4, Envelope C5, Envelope C6, Envelope C65, , Envelope B4, Envelope B5, Envelope B6, Envelope Monarch, Envelope Invite, Executive, Folio, Fanfold, F size sheet, German Legal Fanfold, Japanese Postcard, Japanese Double Postcard, Ledger, Legal, Legal Extra, Letter, Letter Plus, Letter Extra, Note, Quarto, Square, Statement, Super A, Super B, Tabloid, Tabloid, Extra.

**Available resolution (DPI):**

100×100, 200×200, 300×300, 600×600, 1200×1200.



Virtual PDF printer is included only with Master PDF Editor version for Windows Vista, 7, 8 and Windows 10.

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