



# User Guide

FlexiPDF 2017 - All Editions

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# Quick Start Guide

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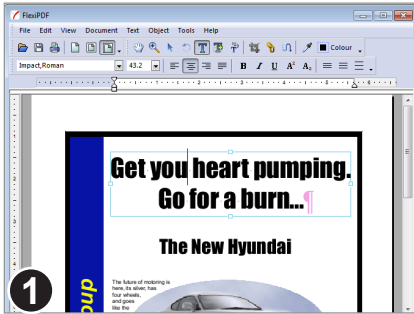
- ☞ **Unlock the software**
- ☞ **Basic text editing**
- ☞ **Converting other documents to PDF**
- ☞ **Converting PDF to other formats**
- ☞ **Form filling**
- ☞ **Joining multiple PDFs**
- ☞ **OCR corrections**
- ☞ **Off-line activation**
- ☞ **On-line Activation**
- ☞ **PDF photo albums**
- ☞ **Toolbars**
- ☞ **Work Mode**

## Basic text editing

Standard

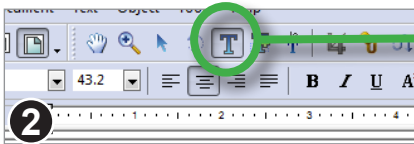
Pro

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



Open the PDF to be edited.

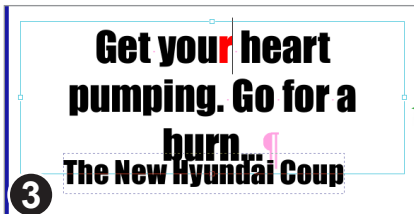
In this example there is an 'r' missing from 'you'.



From the toolbar select the **Text tool**.



Click the mouse on the text to be edited. After a short pause, while FlexiPDF prepares the page for editing, you can start editing.



Edit the text - in this example the letter "r" has been added to "your".

The text box automatically grows longer in order to accommodate all the words. In this case, we do not want this, so we will re-shape the box in the next step.

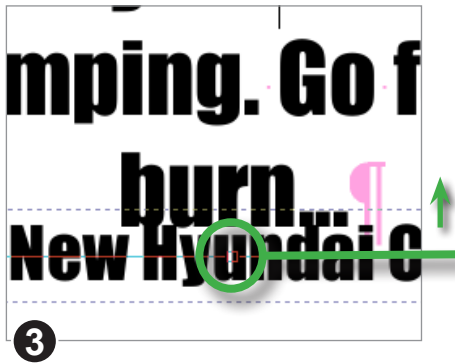
Continued...

## Notes

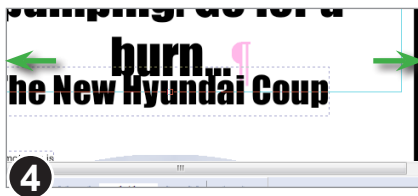
- The new 'r' is displayed in **red** because **Show changes** is enabled in the Preferences dialogue. This change highlighting is only visible in FlexiPDF and not in any other PDF viewer.
- A text box will automatically grow or shrink until you re-shape the box yourself. After which it remains whatever shape you made it and will become 'overset' if you try to enter too much text.



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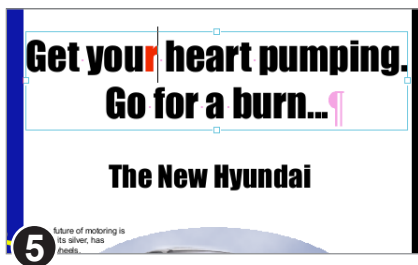
First drag the bottom re-size handle upwards to make the text box shorter and stop it from colliding with the line beneath.



Now the box is too small to show all the text, you will see a red box in the bottom right hand corner indicating the box has become 'overset'.

To reveal the missing text, resize the text box again - making it wider.

Drag the left & right resize handles outwards to make the box slightly wider.

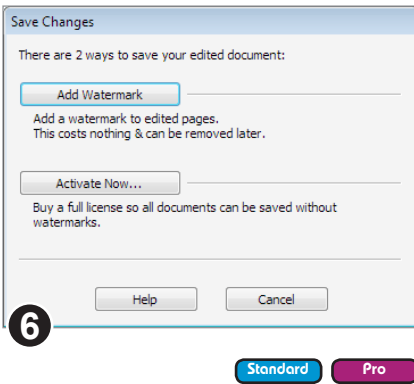


The text now fits on two lines as before.

Save the changes you have made to your PDF.

Continued...

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If you have the free version of FlexiPDF you will see this dialogue box.

You have the option to save your PDF with a watermark added to edited pages. The watermarks can be safely removed at a later date.

The second option activates your copy of FlexiPDF using the activation key supplied when you purchase the product. After activation watermarks are no longer added to PDFs.

## Form filling

Standard

Pro

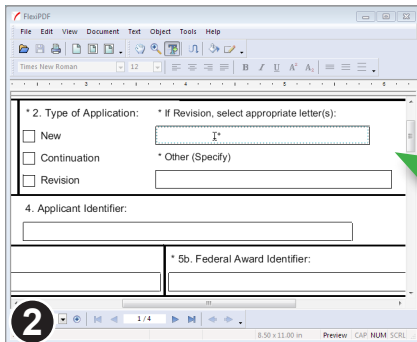
FlexiPDF can be used to fill-in both *interactive* and *non-interactive* forms.

An **interactive form** is a specially prepared PDF which contains interactive elements like text boxes, buttons and lists. You can interact with these, supplying text and making selections. You can then save, print or send this filled-in PDF to others via email.

### Traditional Paper Forms (Non-interactive forms)

A *non-interactive* form is simply a PDF version of a traditional paper form. Normally this would have to be printed out then filled-in by hand. With FlexiPDF, you can use the T+ tool to fill-in text fields and check boxes, speeding up the entire process while keeping the form entirely digital and available to email to a third party.

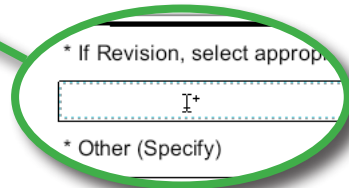
When started in **Form Filler** mode, FlexiPDF offers simplified menus and toolbars for the purpose of filling-in forms. In this mode FlexiPDF does not add watermarks to edited documents.



Select the **Text Plus** tool.



As you move the mouse over the form, FlexiPDF will try to highlight the areas to be filled-in.



Click on a highlighted area to begin typing into it.

Hold the **Control** key when you click to ignore FlexiPDF's guess and create a small, single-line text box.

Continued from previous page

|          |                          |                        |
|----------|--------------------------|------------------------|
| <b>a</b> | <input type="checkbox"/> | The beneficial owner i |
| <b>b</b> | <input type="checkbox"/> | If required, the U.S.  |
| <b>c</b> | <input type="checkbox"/> | The beneficial owner   |

If FlexiPDF determines that the item under the mouse looks like a check-box, it changes the cursor to a pointing hand.

Click to mark the box with an **X**.

Click again to remove the **X**.

Hold the **Control** key and click to ignore the check-box and create a small, single-line text box.

Hold **Control+Shift** to force FlexiPDF to create an **X** even when it doesn't recognise the area as being a checkbox.

## Notes

- Use the **Text Plus** tool to create new text boxes in any kind of PDF not just form-style documents.
- The **Text Plus** tool does not edit existing text - only text created by the tool either during this session or from when the PDF was last edited.
- Since FlexiPDF is making a guess at the shape and location of editable areas, it may sometimes arrive at an incorrect decision. In this case, hold down **Ctrl** as you click to ignore the guess.
- Filled-in forms are normal PDFs that can be viewed and printed by any PDF viewing application.

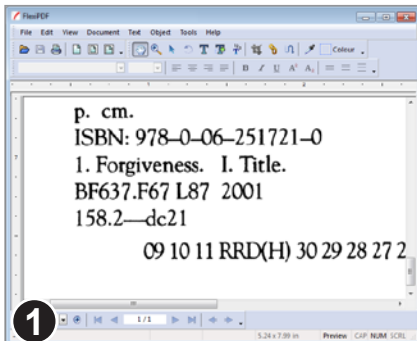
## OCR corrections

Standard

Pro

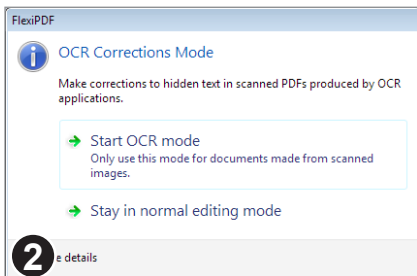
Some scanner applications place scans as images in PDF files, but invisibly add their textual content behind the images. This results in the scanned pages keeping their original layout, but making them at the same time searchable. You can create such a hybrid file with FlexiPDF, too, by choosing a “searchable PDF” when performing OCR.

In order to correct errors in this hidden text, you can make the text visible in FlexiPDF.



Open the PDF to be corrected then choose **Document > OCR Corrections > Start**.

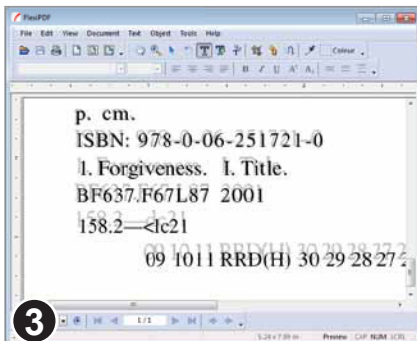
The example shows a scanned page in which the text added by the OCR process is hidden.



Since OCR mode could cause a PDF to be substantially changed, you will be asked to confirm your choice.

Always make sure you have a backup of the PDF before you start this mode.

Choose the “Start OCR mode” option to begin.



The hidden text becomes visible, the scanned image faded and locked to make editing easier.

You can now edit the text whilst making reference to the original content in the image.

Continued...

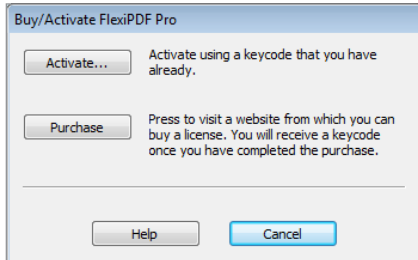
If you find some unwanted text remains visible in your document, choose **Document > OCR Corrections > Hide all text** which will make all text invisible even if it wasn't originally invisible. Since this operation cannot be undone, please ensure you save a copy of your document first.

- If your document happened to contain any non-ocr text added after the scanning process, this too will be hidden at the end of the correction process.
- Choose **View > Text > Boundaries** to see the boundaries between different blocks of text.
- Changing the colour of the OCR text can make it easier to distinguish from the background image. This will not affect the finished PDF.
- Some OCR packages create many small text blocks that are difficult to edit. Use the ["Rebuilding text boxes" on page 90](#) in FlexiPDF Professional to merge disjoint blocks of text into a single, editable text block.

## Activating your software

FlexiPDF Professional and Standard editions add watermarks to saved PDFs unless you activate the software using the code supplied when purchased.

Activations codes are usually provided as part of a purchase receipt email. If you cannot find your code, please contact **sales@softmaker.com**



Choose **Help > Buy/Activate** from the main menu bar to display the **Buy/Activate FlexiPDF** dialogue box.

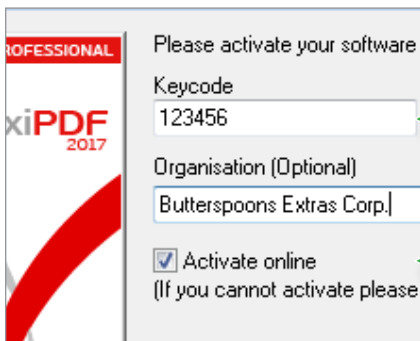
If you have your activation key code to hand, press **Activate**.

If you have not yet purchased FlexiPDF, press **Purchase**.

This will attempt to open the FlexiPDF web page using your web browser.

Once you have bought a license and have an activation key, press the **Activate** button.

## On-line Activation



Your code may be a number or sequence of numbers and letters or your email address.

On-line activation is the quickest method.

If your computer does not have an internet connection, uncheck this box.

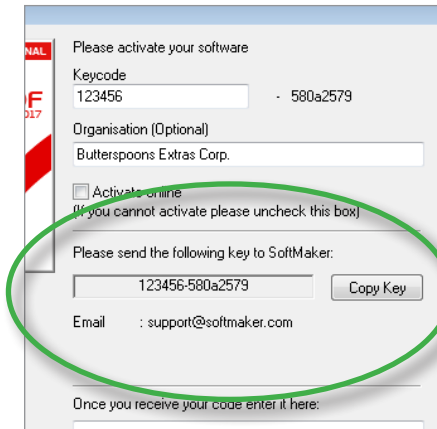
Continued from previous page

## Potential Problems

If your computer is behind a fire wall or web access is blocked in some way, the activation may not succeed. If this is the case, follow the off-line activation instructions below.

## Off-line activation

Uncheck the **Activate on-line** check box to reveal the lower part of the dialogue box.



Please activate your software

Keycode  
123456 - 580a2579

Organisation (Optional)  
Butterspoons Extras Corp.

☐ Activate on-line  
(If you cannot activate please uncheck this box)

Please send the following key to SoftMaker:  
123456-580a2579

Email : support@softmaker.com

Once you receive your code enter it here:

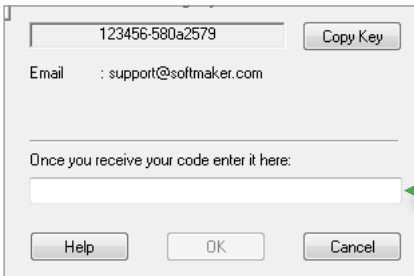
This is the code you should send to SoftMaker (your code will be different to that pictured). The code changes every time you install FlexiPDF.

Press the **Copy** button to copy the code to the clipboard (to avoid copying it by hand)

Continued...



Continued from previous page



123456-580a2579 Copy Key

Email : support@softmaker.com

Once you receive your code enter it here:

Help OK Cancel

SoftMaker will use the code you send to generate an off-line activation key—normally within 24 hours (except at weekends)

When you receive your off-line key enter it here.

The key will only work on the computer you used to generate the code.

It will not work if you have re-installed FlexiPDF on that computer since you requested the off-line activation.

## Toolbars

The first three toolbars and the status bar are shown by default, the others are hidden.

All of the toolbars shown below can be shown or hidden by using the **View > Toolbars** menu.



Edit toolbar - see page 20



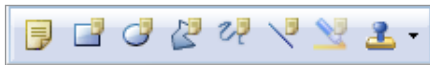
Navigation toolbar



Text formatting toolbar



Drawing toolbar - see page 21



Commenting toolbar - see page 22



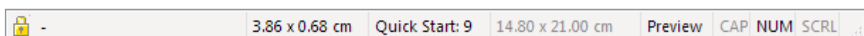
Alignment toolbar



Translation toolbar - see "Exporting content for translation" on page 210



Work Mode bar - see "Status bar" on page 23



Status bar - see "Status bar" on page 23

## Edit toolbar



**Hand tool** - grab the document and pan around to view hidden areas.

**Zoom tool** - click to zoom in. Control-click to zoom out. Drag out a box to zoom into a region.

**Object tool** - click to select objects, move and resize by dragging the re-size handles. Drag out a box to select a group of objects. See page 31.

**Rotate tool** - only active when objects have been selected with the Object tool. Click to change rotation origin. Drag to rotate the selection. See page 34.

**Text tool** - click to edit existing text.

**Text plus tool** - click to add a new text box or edit an existing box added with the tool. Drag to create a new, larger text box.

**Linked text tool** - click on blocks of text to link them together in order. Click again to unlink. Text will flow between linked blocks.

**Crop tool** - click and drag to create a crop box. Resize the crop box then press Return to perform the crop.

**Hyperlink tool** - drag out a box to create a new hyperlink, table or image annotation.

**Article tool** - drag out a new article box around text. Link article boxes together for easier reading and export.

**Fill colour** - change the fill colour of selected objects. See page 36. (FlexiPDF Standard only.)

**Line colour tool** - change the outline colour of selected objects. Also change the line thickness. (FlexiPDF Standard only.)

## FlexiPDF Professional only



**Pipette tool** - click on an object to copy its fill & stroke colours to the currently selected object(s). See page 39

**Colour picker** - click to change the fill or stroke colours of the selection. Also changes the line-width used for stroking. See page 37

## Drawing toolbar

Choose **View > Toolbars > Drawing** to show/hide the toolbar.



**Pencil (Freehand)** - create freehand line drawings.

**Rectangle** - hold down SHIFT while dragging to create squares.

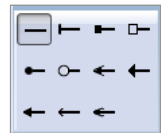
**Single lines** - single straight lines. Can have arrows applied to their ends.

**Ovals** - hold down SHIFT while dragging to create circles.

**Pen** - connected straight lines.

**Start arrows** - apply various types of arrowhead to the start of a line or group of connected lines.

**End arrows** - the size of the applied decoration is related to the line width.



**Toggle border** - place a simple border around the selected object(s). Useful for placing a border around images.

## Notes

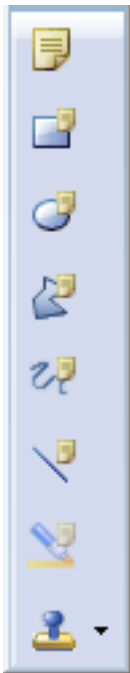
- Some of these tools look very similar to those on the commenting toolbar. However, these add graphic elements to the page. Commenting tools add similar shaped objects to a special layer floating above the page and associate a note window with those objects. The appearance of the comments made with commenting tools is left to the discretion of the application used to view the PDF. Objects made with the drawing tools should look identical in any PDF application.

## Commenting toolbar

Choose **View > Toolbars > Commenting** to show/hide the toolbar.

Similar to the drawing tools, these tools allow you to add a comment to each annotation. Unlike the drawing tools, the annotations do not form part of the PDF page but are placed in a separate layer that floats over the page.

The annotations you create also appear summarised in the **Comments** catalogue. (**View > Comments**).



**Sticky note** - Drag out a box to the size of the required sticky note.

**Rectangle note** - drag out a rectangle. Hold SHIFT while dragging for squares. Double click to edit the attached note.

**Circle note** - drag to create an oval. Hold SHIFT while dragging to create a circle.

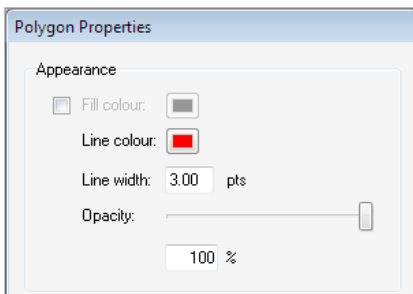
**Polygon note** - create connected straight line shapes.

**Scribble (Freehand) note** - create freehand line drawings.

**Line note** - create a single line

**Text highlight** - toggles a highlight on the selected text. Select text with the Text tool, then press this button to highlight it.

**Stamp tool** - add a predefined stamp to a page such as "Confidential", "Draft", "Sign here". Also add your signature to a page.



Right-click the mouse over an annotation and choose **Properties** to access the **Properties** dialogue from where you can change the colour and style of the annotation.

## Status bar

The status bar (**View > Status Bar**) provides at-a-glance information and short cuts to commonly used functions and dialogue boxes.

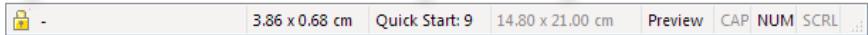
**Lock icon** - visible only when the current document has security restrictions.

Double-click to open the **Document Security** dialogue (Standard and Pro only)

**Page label** - only present if the PDF uses page labels.

Double-click to edit document's page labels. (Pro only)

Dimensions of the current page



The dimensions of the currently selected object(s).

Only visible when using the **Object Select** tool.

This information and more is also available in the Transform palette. **Object > Transform.**

**Rendering mode** - shows either **Preview** or **Outlines** depending upon the current rendering mode.

Outline is quicker to draw and makes editing quicker. It has no permanent effect on the PDF, only while viewed in FlexiPDF.

Double click to toggle between modes (Standard and Professional only).

## Converting PDF to other formats

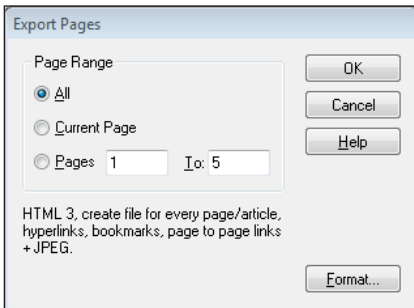
Standard

Pro

To convert a PDF into HTML, text or RTF or to export the images within a PDF, use the **File > Export** menu.

FlexiPDF can export a document on a page-by-page basis or an article-by-article bases (FlexiPDF Professional only).

### Exporting a range of pages



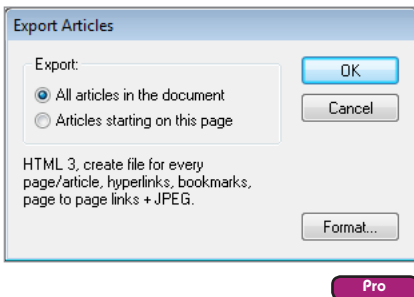
Choose **File > Export > Pages as**.

Choose the range you wish to export.

Near the bottom of the dialogue box is a summary of the output format that will be used for the export. To change the output format, press **Format**.

The output options available are detailed in “General export settings” on page 195.

### Exporting by article thread



Choose **File > Export > Articles as**.

If your document contains no article threads you will need to create some. See “Adding article threads” on page 179.

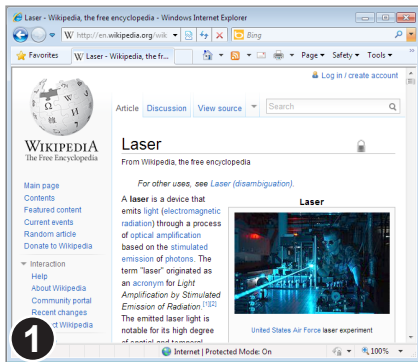
Choose to export just the articles beginning on the current page, or all articles in the document. If no articles begin on the current page, only one option will be available.

Near the bottom of the dialogue box is a summary of the output format that will be used for the export. To change the output format, press **Format**.

The output options available are detailed in “General export settings” on page 195.

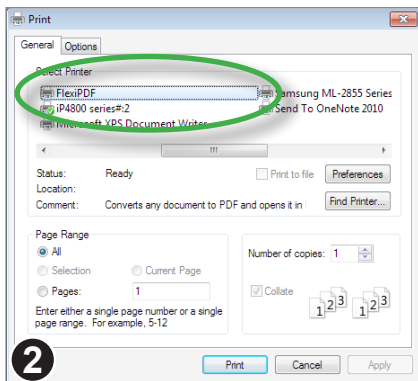
# Converting other documents to PDF

To convert any document to PDF, print it using the FlexiPDF Printer.



Open the document in the application you normally use to view it.

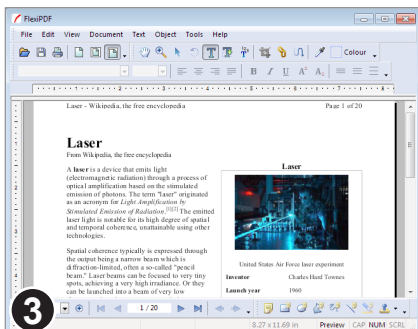
In this example, we're viewing a web page in Internet Explorer.



Print the document and choose **FlexiPDF** as the printer to use.

If you do not see **FlexiPDF** listed as an available printer it may be that you did not choose to install it when you installed FlexiPDF - it is an optional feature. See "Re-installing the FlexiPDF Printer" on page 26

To change the paper-size used for the final PDF, press **Preferences** then **Advanced**.

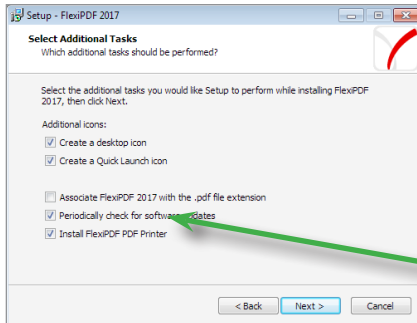


After printing has finished, FlexiPDF will open showing the new PDF created.

The new PDF may be edited and saved as normal.



## Re-installing the FlexiPDF Printer



Make sure FlexiPDF is not running then run the FlexiPDF installer again.

If you need to download a copy, it will be available on the download page of SoftMaker's website:

<http://www.softmaker.com/en/download>

Make sure you choose to install the **FlexiPDF Printer** by ticking the checkbox on the 5th screen of the installer.

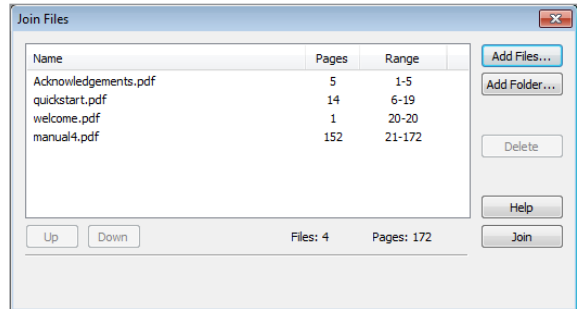
## Joining multiple PDFs

FlexiPDF can quickly join multiple PDF documents into a single document.

Drag & drop any number of PDF files onto an open but empty FlexiPDF window or choose **File > Join**.

### Adding files

Add further files or entire folders full of files using the **Add Files** and **Add Folder** buttons. When adding folders, any PDF found in the folder or its sub-folders will be added to the list. There is no limit on the number of files that can be added.



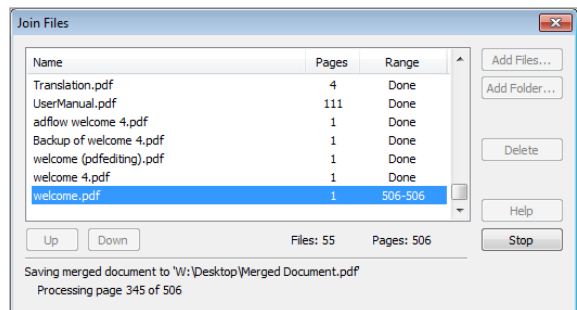
### Re-ordering documents

The order of the files in the list is the order in which they will be joined together. To change the order, select a file then press **Up** or **Down** to move it higher or lower in the list.

### Joining

Press **Join** to begin the process of merging the documents together. FlexiPDF will prompt for a filename for the new merged document.

Once the process is complete, FlexiPDF will ask if you wish to open the new file.



## Notes

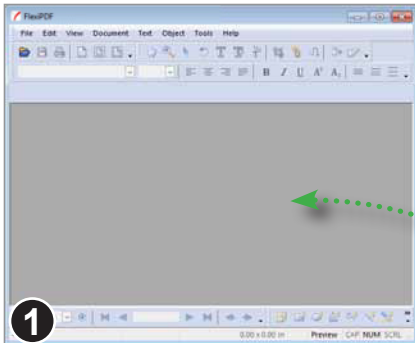
- To add page numbers to a document after merging see “Cloning objects across pages” on page 98.
- FlexiPDF will reject encrypted PDFs. Remove any passwords and encryption from all files before trying to join. See “Security settings” on page 147

## PDF photo albums

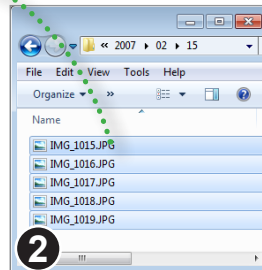
Standard

Pro

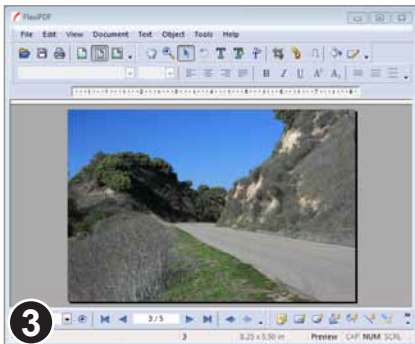
Drag & drop any number of images onto FlexiPDF and the software will create a new PDF in which each page shows one of the images dropped.



Ensure no documents are open in FlexiPDF.



Drag & drop a selection of JPEG, TIFF, PNG or BMP images onto FlexiPDF.



FlexiPDF will construct a new PDF in which each page contains one of the dropped images.

## Work Mode

Standard

Pro

Sometimes you may want to view PDFs without fear of making accidental edits. To help avoid this, FlexiPDF can operate in three different modes which limit the changes you are able to make to a PDF:

- **View mode**

All editing, document assembly and commenting is disabled. Only functions associated with viewing such as find, layers and bookmarks are available. A PDF cannot be altered at all in this mode.



- **Comment mode**

Add or edit comments (sticky notes, highlights etc.) but nothing more.



- **Edit mode (default)**

Normal editing mode in which all tools available for the particular flavour of FlexiPDF (Standard or Professional) are available.



### Notes

- FlexiPDF remembers the mode that was in effect the last time the software was used.
- If not visible, show the work mode toolbar by choosing **View > Toolbars > Work Mode**.

# Editing Graphics & Images

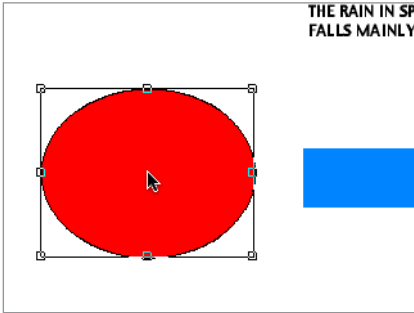
---

- ☞ **Aligning objects**
- ☞ **Changing colour & line width (CMYK)**
- ☞ **Changing colour & line width (RGB)**
- ☞ **Copying colours between objects**
- ☞ **Grouping objects**
- ☞ **Hiding objects**
- ☞ **Inserting new images**
- ☞ **Layers**
- ☞ **Layout grid**
- ☞ **Layout guides**
- ☞ **Line arrows**
- ☞ **Locking objects**
- ☞ **Object borders**
- ☞ **Redacting Images**
- ☞ **Replacing images**
- ☞ **Re-sampling Images**
- ☞ **Rotating objects**
- ☞ **Scaling objects**
- ☞ **Selecting objects**
- ☞ **Stretching objects**
- ☞ **Swatches catalogue**

## Selecting objects

Standard

Pro



Select the **Object tool** from the tool bar.



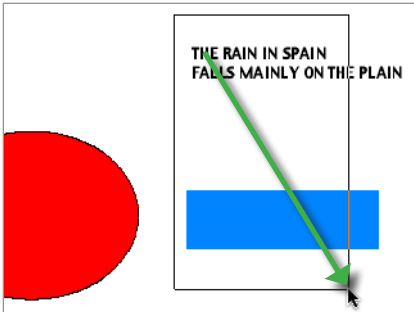
Click on a single object to select it.

If objects overlap, the top-most object is selected.

**Ctrl+Shift** to select the next object underneath the current object. Each time you **Ctrl+Shift**, the next object down is selected.

Some pages are littered with invisible objects making selections difficult. These objects can usually be safely removed without altering the appearance of the page.

To see invisible objects, choose **View > Outlines** or double-click on the **Preview** in the status bar at the bottom of the main FlexiPDF window.



Drag out a box to select all objects touching the box. Objects do not need to be completely inside the box, any that touch will be selected.

Hold **Shift** to remove objects from the current selection.

**Cut/Copy/Paste** may be used on single objects or groups of objects.

## Notes

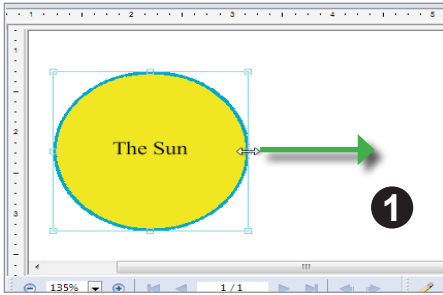
- Press **Backspace** or **Delete** on your keyboard to delete selected objects.
- Click and drag to move the object or selection of objects to a new position.
- Use the cursor keys to move selected objects by 1 point ( $1/72$  inch). Hold the **Shift** key as well to move by 10 points.
- Copy/Paste of graphics between FlexiPDF and other applications is not supported.

## Stretching objects

Standard

Pro

Selected objects can be stretched by dragging the handles on the sides or corners of the selection box. Alternatively, choose **Object > Scale** (FlexiPDF Professional).

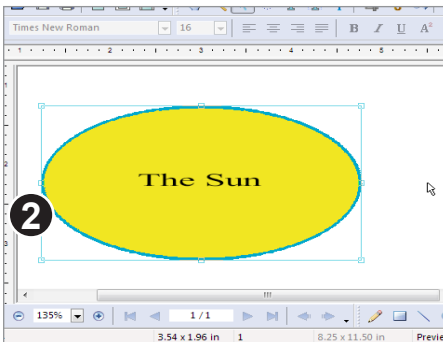


Select the object(s) to be stretched using the **Object tool**.



Drag one of the four side-handles or four corner-handles to stretch.

To retain the aspect-ratio of the original shape(s), hold down the **Shift** key while dragging. Doing so in this example would result in a larger circle, not a large oval.



The selected objects will be stretched to fit the box you dragged out.

Notice the text has not been stretched.

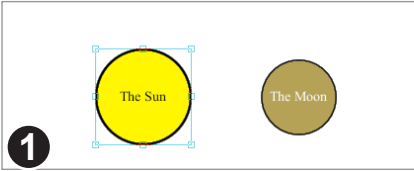
Stretching text like this changes the shape of the text box causing any text inside to reflow into the new shape. It will not alter the size of the characters themselves. If you need to do that, use **Object > Scale**.

## Notes

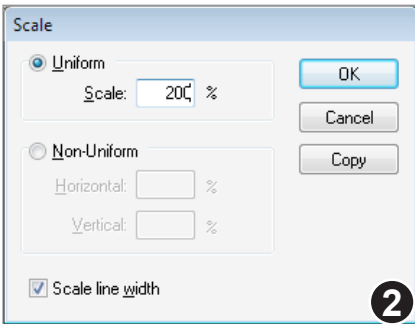
- Line widths are not affected when stretching in this way. To scale these too, use **Object > Scale** dialogue box (*FlexiPDF Professional only*)
- Objects and selections may also be scaled using **Object > Transform** (*FlexiPDF Professional only*)

## Scaling objects

Pro



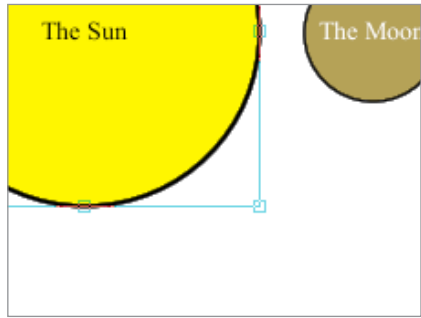
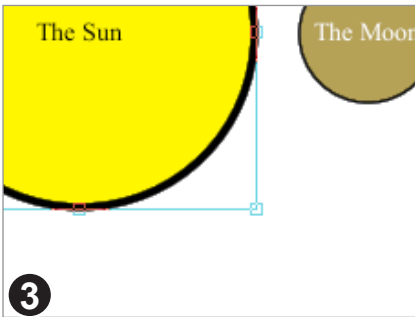
Select the objects to be scaled using the **Object tool**. Then choose **Object > Scale** from the main menu.



Using the Scale dialogue box you can scale the selection by a single value or different values of the X and Y scales.

You can also specify whether the line-width of objects being scaled is affected in the same way.

Press the **Copy** button to scale a new copy of the selection, leaving the existing objects untouched.



The image on the left shows the effect of a 200% scale which also scaled the line width. The image on the right was scaled without affecting line widths.

## Notes

- Objects and selection may also be scaled using **Object > Transform** (*FlexiPDF Professional only*)
- Scaling in this way affects both graphics and text.

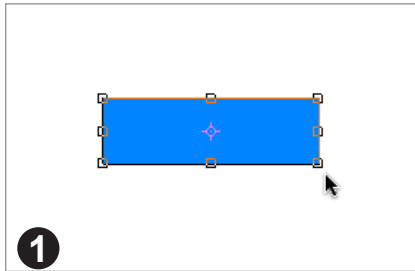


## Rotating objects

Standard

Pro

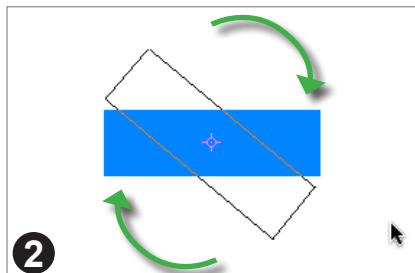
Selected objects can be freely rotated by any angle. Alternatively, choose **Object > Rotate** (*FlexiPDF Professional only*)



Select the object(s) to be rotated using the **Object tool**.

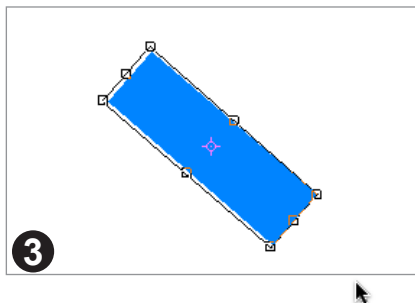


Now choose the **Rotate tool**.



Drag the selection's outline to the desired orientation.

Hold down the **Shift** key while dragging to constrain rotation to 45° angles (0, 45°, 90°, 135° etc.)



Stop dragging to complete the rotation.

After rotation, the **Object tool** will become active again.



### Notes

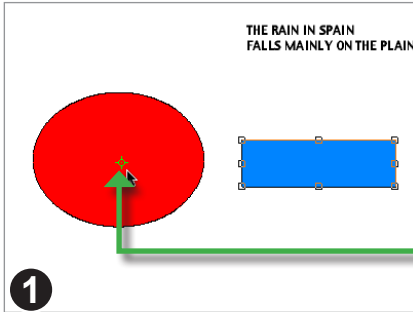
- Objects and selection may also be rotated (or sheared) using **Object > Transform** (*FlexiPDF Professional only*)

Continued...

Continued from previous page

## Changing rotation origin

Objects can be rotated around an arbitrary point.



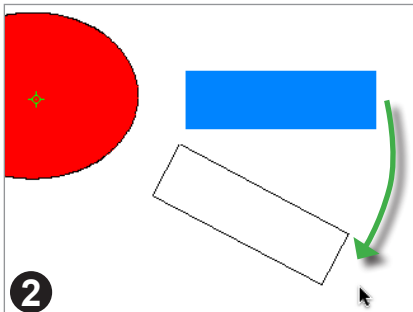
Select the object(s) to be rotated then select the **Rotate** tool.



Click the left mouse button to reposition the origin.

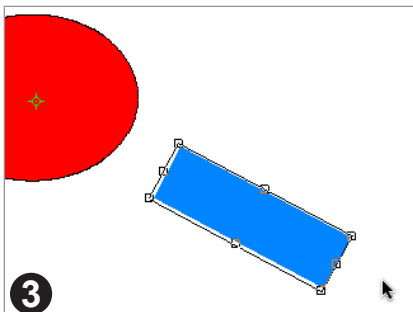


Rectangle's origin has been moved to the centre of the circle



Drag the selection's outline to the desired orientation.

Hold down the **Shift** key while dragging to constrain rotation to 45° angles (0, 45°, 90°, 135° etc.)



Stop dragging to complete the rotation.

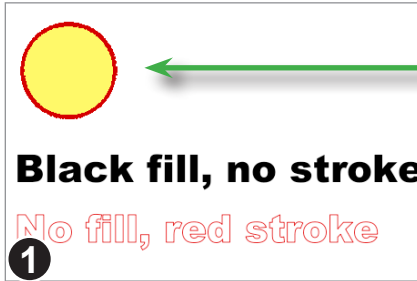


After rotation, the **Object tool** will become active again.

## Changing colour & line width (RGB)

All objects (except clipping paths and images) can have a line or stroke colour and a fill colour.

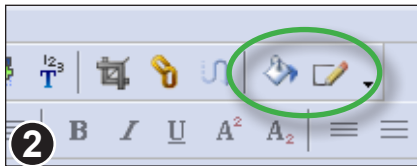
You can choose new colours for either or make the line or fill invisible.



Circle has red line colour, yellow fill colour

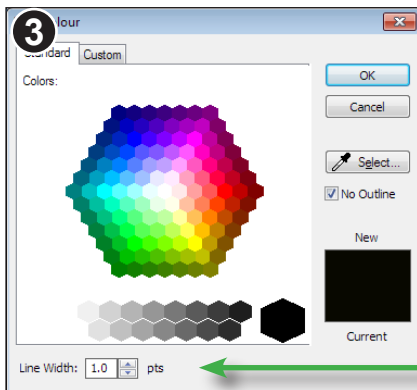
Text has black fill colour and no line colour (this is common for text)

Text has no fill colour and red line colour



To change the colour of the selection press the **Fill Colour** or **Line Colour** buttons.

These buttons also display the currently selected colour.



The line and fill colour dialogue boxes offer a simple way of selecting colours from the RGB (red-green-blue) colour space.

Click to make the line colour invisible. A similar check box exists on the fill-colour dialogue box for removing the fill colour.

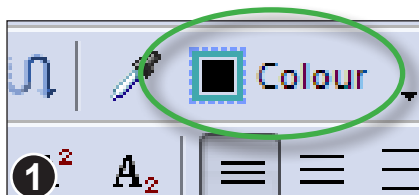
Control the thickness of the outline by specifying a value in points ( $\frac{1}{72}$  inch)

A thickness of 0.0 will be rendered as a hairline.

## Changing colour & line width (CMYK)

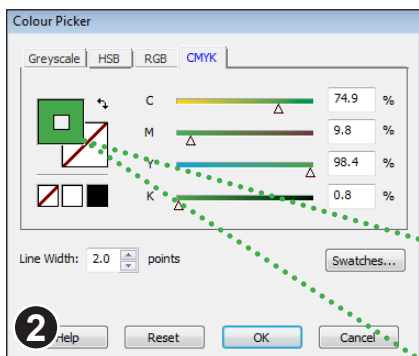
Pro

FlexiPDF Professional lets you change the fill and stroke colours of selected objects. Various different selection methods are offered including a CMYK colour picker.



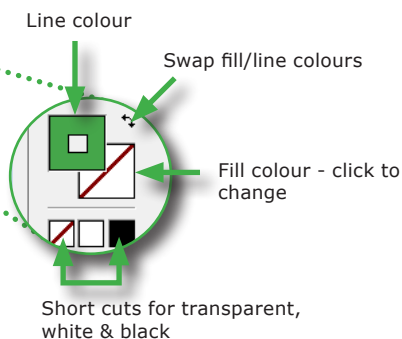
Press the **Colour** button to open the colour picker dialogue box.

The fill and stroke colours are both included on the same toolbar button.



Press **Swatches** to see a catalogue of all the colours currently in use in the PDF.

“No fill” or “No stroke” colour are depicted as white with a red diagonal line.

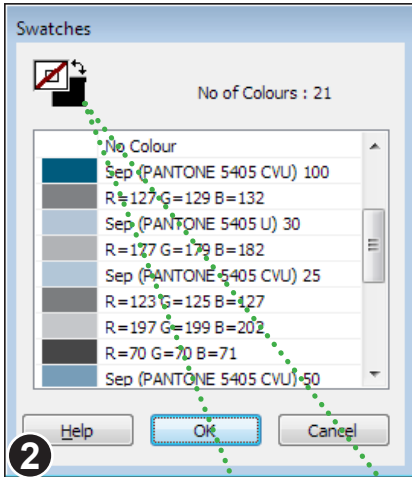


## Notes

- The simple colour picker used by FlexiPDF Standard and FlexiPDF Form Filler always chooses colours from the RGB palette. If the selected objects use a different colour space (such as CMYK), FlexiPDF converts the RGB value into CMYK. This can cause a slight difference in appearance of the colour which is unavoidable when converting between light and ink-based colour spaces.
- All versions of FlexiPDF retain the original colour space of an object.

## Swatches catalogue

The Swatches window shows all the colours used in a PDF. It can also be used to change the colour of selected objects.



Choose **View > Swatches** to open the swatches catalogue.

Alternatively, press the **Swatches** button from within the CMYK colour picker dialogue box.

There may be a short delay while the catalogue is built.

The catalogue shows the component values of each colour and (if available), the names of separation colours.

Double-click on a colour to change any selected objects.

CMYK, Gray and Separation colour values are shown as a percentages from 0 to 100.

RGB values range from 0 to 255

Choose between fill or line colour by clicking on the shape.

Click on the black arrows to swap fill & line colours.

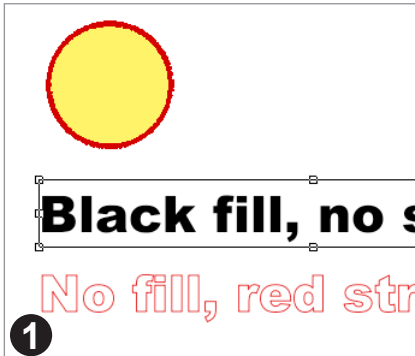
## Notes

- You can restrict the colour available during editing to just those in the PDF or in a special hidden resource page. See [User Restrictions](#) for more information.
- The swatches catalogue is populated only when a PDF is opened.

## Copying colours between objects

Pro

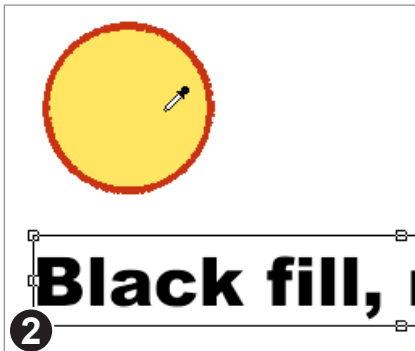
Use the **Pipette tool** to copy the colour from one object to another.



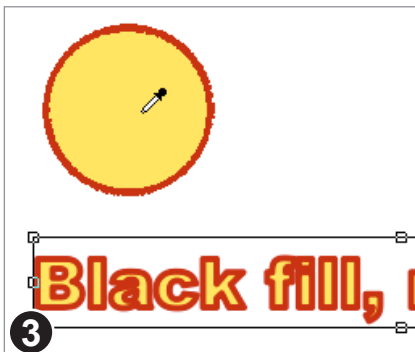
Using the **Object tool**, select the object(s) whose colour you wish to change.



Next choose the **Pipette tool** from the toolbar.



Click the **Pipette** on an object whose colour you want to copy.



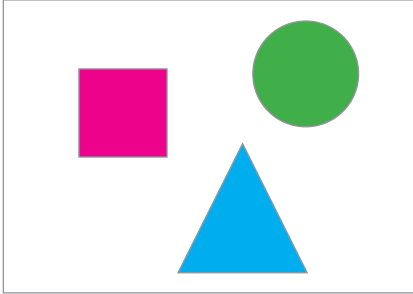
The fill colour, line colour and line width of the chosen object is copied to the selected objects.

## Aligning objects

Standard

Pro

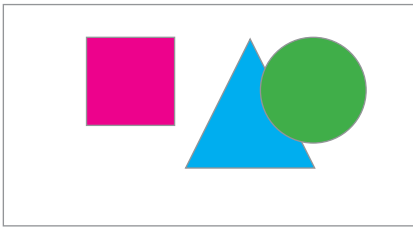
Objects may be aligned relative to other. You can also align objects relative to fixed guides. See Guides for more details.



Choose the **Object tool** from the toolbar.

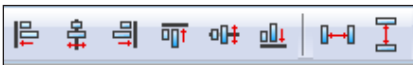


Select the objects to be aligned.



Choose **Object > Align > Top** to align the tops of the objects together.

All objects in the selection are aligned to the top-most object.



All the alignment styles are available from the **Object Alignment** toolbar.

To show this toolbar choose **View > Toolbars > Object Alignment**.

## Notes

- The order in which you select items for alignment is not important.
- Aligning text blocks does not affect the paragraph alignment (justification) within the text blocks.

## Replacing images

Standard

Pro

You can substitute an existing image for another loaded from disc. Supported image formats are JPEG, TIFF, PNG, BMP and PDF.



Choose the **Object tool** from the toolbar.



Select the image to be replaced, then choose **Object > Images > Replace Existing**.

You can also click the right mouse button to see a similar menu.



In this example a picture of a Volkswagen Beetle has replaced the old image.

The new image is placed inside the clipping mask (pink outline) used by the old image.

The new image is automatically selected after being inserted.



Scale the new image by dragging one of the resize handles outwards.

Hold the **Shift** key at the same time to ensure the aspect ratio is maintained.



Continued from previous page



The new image needs to be moved to the centre of the clip mask.

Drag it to its new position using the mouse or nudge it using the cursor keys (and **Shift** for larger steps).



The finished result after scaling and repositioning the new image.

## Notes

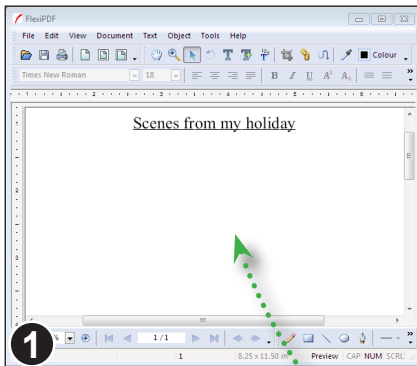
- FlexiPDF supports images up to a maximum of 8-bits per colour channel

## Inserting new images

Standard

Pro

Images can be quickly added to a page using drag & drop.

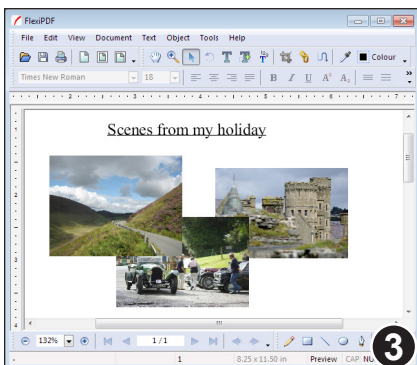
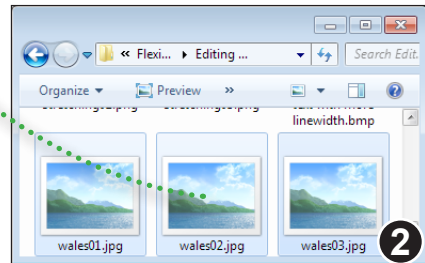


Drag & drop multiple image files onto an open document in FlexiPDF to insert them into the current page.

Or, choose **Object > Images > Insert** then choose a single image from the file selector.

Choose from JPEG, PNG, TIFF and BMP image formats.

Drag & drop multiple images onto an open document



New images are pasted into the page on top of each other. Use the object tool to move and stretch them to the correct size.

## Notes

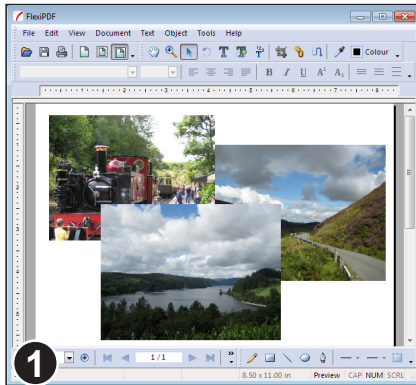
- FlexiPDF supports images up to a maximum of 8-bits per colour channel

## Object borders

Standard

Pro

FlexiPDF can add simple borders around objects. This is most effective when used around an image.



Select the objects which are to have a border placed around them.

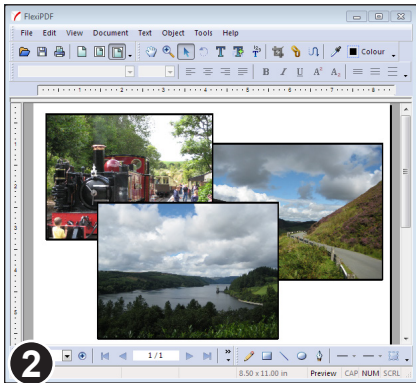


Choose **Object > Border > 2 pt.**

or press the border button on the **Drawing** toolbar.



(**View > Toolbars > Drawing**)



The border width can be changed by choose another point size from the: **Object > Border** sub-menu.

Borders can be applied to any object, not just images.

To remove the borders, press the border button again, or choose **Object > Border > No Border**.

## Notes

- Borders are always black.

## Locking objects

Objects can be locked to inhibit accidental editing.

### To Lock:

1. Using the **Object tool**, select the object(s) to be locked.
2. Choose **Object > Lock** or
3. Right-click the mouse and choose **Lock Selection**



Objects will remain locked even after the PDF is saved and re-opened (provided FlexiPDF Layout is preserved in the PDF. See “Store layout info in PDF” on page 244).

### Unlocking Individual Objects:

1. Choose the **Object tool** and move the mouse cursor over the object.
2. Right-click the mouse and choose **Unlock Object/s**.



The object(s) under the mouse cursor will be unlocked and selected.

### Unlocking All Objects

1. Choose **Object > Unlock All**.

## Hiding objects

To make editing complex artwork easier, objects can be temporarily hidden.

### Hiding:

1. Using the **Object tool**, select the object(s) to be hidden
2. Choose **Object > Hide**.



Hidden objects will become visible again the next time the PDF is loaded.

### Showing:

1. Choose **Object > Show All**.

## Grouping objects

Objects may be grouped together to make editing easier.

### Grouping:

1. Using the **Object tool**, select the object(s) to be grouped.
2. Choose **Object > Group** or
3. Right-click the mouse and choose **Group Selection**.



Groupings remain even after the PDF has been saved and reopened (provided FlexiPDF Layout is preserved in the PDF. See “Store layout info in PDF” on page 244).

### Ungrouping:

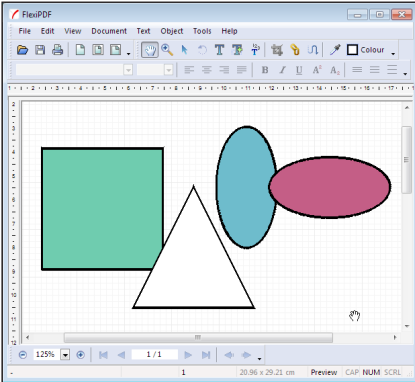
Select the group(s) to be ungrouped using the **Object tool**.

4. Choose **Object > Ungroup** or
5. Right-click the mouse and choose **Ungroup Selection**.

## Layout grid

You can use a grid to help when aligning objects on a page. When displayed, this grid makes your pages look like graph paper. You can also make objects ‘snap’ to the lines of the grid when you move them.

The distance between grid lines and the snapping behaviour can be controlled by you.

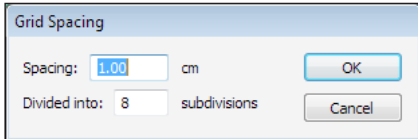


Choose **View > Grid & Guides > Show Grid** to display the grid.

The grid has major (darker) and minor (lighter) grid-lines.

To make objects “snap” to the grid lines when creating, moving or resizing, choose **View > Grid & Guides > Snap to Grid**.

## Grid spacing



Choose **View > Grid & Guides > Grid Spacing**.

**Spacing** is the distance between the major (darker) grid lines.

Control the number of minor (lighter) grid-lines by specifying a value for **Divided into**.

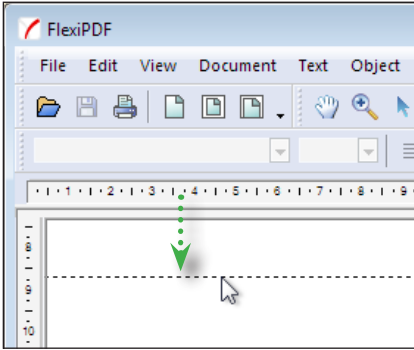
## Notes

- The visibility and spacing of the grid are stored in the PDF and will be used (by FlexiPDF only) next time the PDF is opened.
- If visible, grids will be included when printing a document.
- To change the units used for the grid, choose **File > Preferences** and click on the **Editing** tab.

## Layout guides

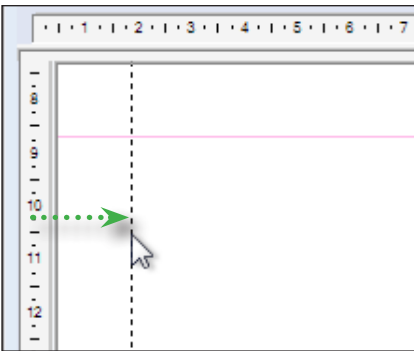
You can create multiple horizontal and vertical guides to help with layout and positioning on a page. Objects 'snap' to guides when moved close to them making it simpler to align objects.

### Horizontal guides



To create a horizontal guide, click in the horizontal ruler at the top of the window and drag down to position the resulting guide.

### Vertical guides



To create a vertical guide, click in the vertical ruler at the left hand side of the window and drag across to position the resulting guide.

▲ Vertical ruler bar

## Notes

- Guides are stored in the PDF (if **Store layout in PDF** is enabled) for use next time the document is edited by FlexiPDF.
- Once guides have been created they can be moved and deleted using the **Object tool** as if they were normal objects.
- To temporarily hide all guides (or stop them from printing) choose **View > Grid & Guides > Hide Guides**.



## Line arrows

Standard

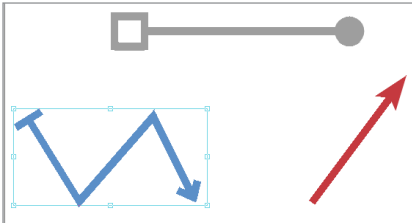
Pro

FlexiPDF can add various kinds of arrow heads to either the start or end of lines and polygonal shapes.

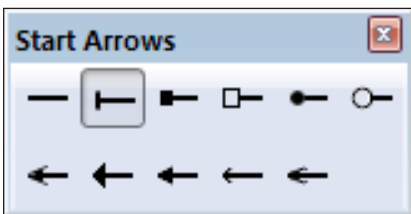


Choose **View > Toolbars > Drawing** to view the drawing tools.

The start and end arrow menus display the currently chosen arrow type for the selected object(s).



Use the **Line** or **Polygon** tools to draw.



Click on the start/end arrows menus to change the arrows of the current selection.

Tear off either menu to convert it into a floating toolbar.

## Notes

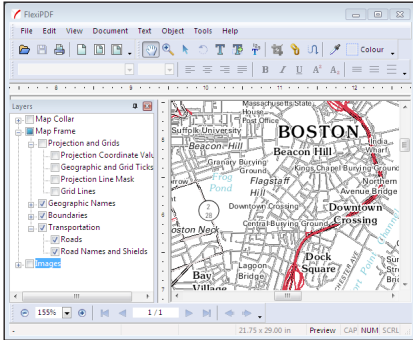
- Lines and their arrows always have the same colour.
- The size of the arrow head is proportional to the line width.

# Layers

Standard

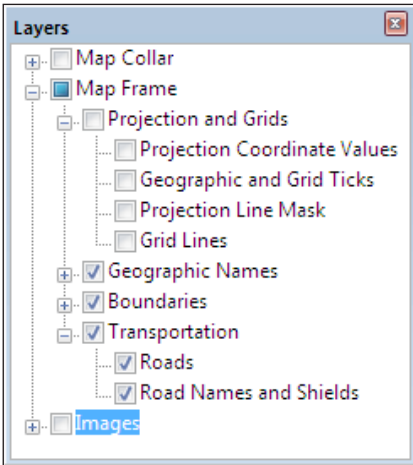
Pro

FlexiPDF offers a simple way of editing documents which include layers. Using the layers panel you can show and hide individual layers in a document to make editing easier. You can also move objects between layers.



Choose **View > Layers** to open the layers panel.

Drag the title bar of the layers panel to make it into a floating window.



Click on the check box next to each layer to show or hide it from view.

Click on the layer name to rename it. Any name change is stored in the PDF when it is next saved (*FlexiPDF Professional only*).

When you click on an object during editing, the containing layer is highlighted (if the layers panel is open).

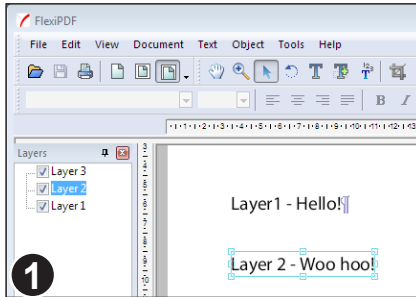
Since FlexiPDF ignores objects in hidden layers, it can make editing much more responsive if you hide all irrelevant objects before you begin to edit.

## Notes

- FlexiPDF cannot create or delete layers.
- Changing the visibility of layers affects only the way it is displayed in FlexiPDF. No permanent change is made to the PDF.

## Moving objects between layers

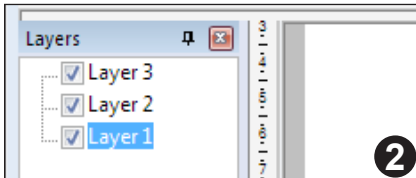
Pro



To move objects from one layer to another, select the objects with the selection tool.

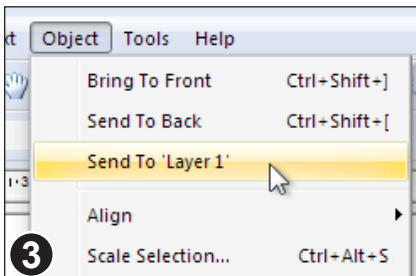


The selected text in this example resides in 'Layer 2'.



Select the layer to which you wish to send the objects.

Here, 'Layer 1' is selected.



Choose **Object > Arrange > Send To 'Layer 1'**.

The object will be marked as belonging to the selected layer. This change will be stored in the PDF next time it is saved.

## Re-sampling Images

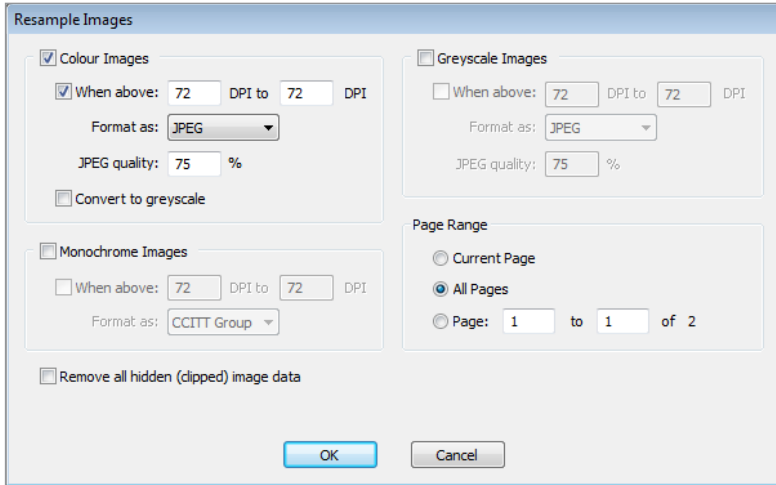
Pro

FlexiPDF can re-sample images to make the overall PDF smaller and quicker to load.

To re-sample all images in the document or across a range of pages choose:

**Object > Images > Resample.**

To re-sample specific images, select the images using the object select tool, then choose **Image > Resample** from the right-mouse menu.



The **Resample Images** dialogue offers a similar set of options for the three classes of images - colour, grey-scale and monochrome.

Converting colour images to grey-scale will reduce the overall size of the PDF file.

JPEG compression is a “lossy” format well suited to colour and grey-scale photographs. When choosing JPEG, you can set the quality of the compressed image anywhere from 1% (worst quality / smallest image size) to 100% (best quality / largest image size).

PNG is a loss-less compression method better suited to colour and grey-scale diagrams, charts and line drawings.

## Remove all hidden image data

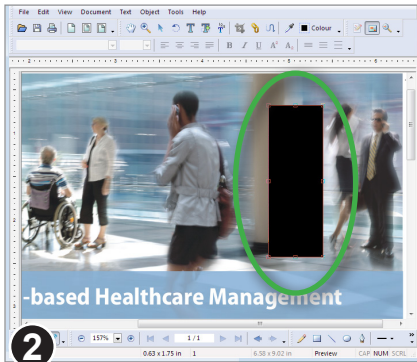
FlexiPDF is able to remove the hidden parts of images that are painted through a clipping mask. Depending upon how the PDF was made, this can reduce the overall size of the PDF quite dramatically.

## Redacting Images

FlexiPDF can permanently redact images, removing data that needs to be obscured and making it impossible to retrieve the original data whilst leaving the remainder of the image in-tact.

For details of how to redact text, see “Redacting text” on page 63.

1. Ensure the **Redact** toolbar is visible - **View > Toolbars > Redact**.

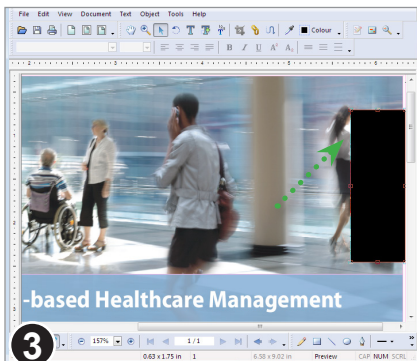


Select the **Redact Image** tool and drag out a rectangular area to be redacted.



Once drawn, the **Object** tool becomes selected.

You do not need to be accurate when you initially create the rectangle since you can move, resize and rotate it just like any other graphic object.



Continue adding further redaction areas in the same way to images in your document.

The redaction only becomes permanent when the PDF is saved. At this time, FlexiPDF modifies the data of any image covered by a redaction rectangle, permanently obscuring those parts of the image.

Redaction rectangles behave like normal rectangle objects and can be moved, resized, rotated or deleted.

# Editing Text

---

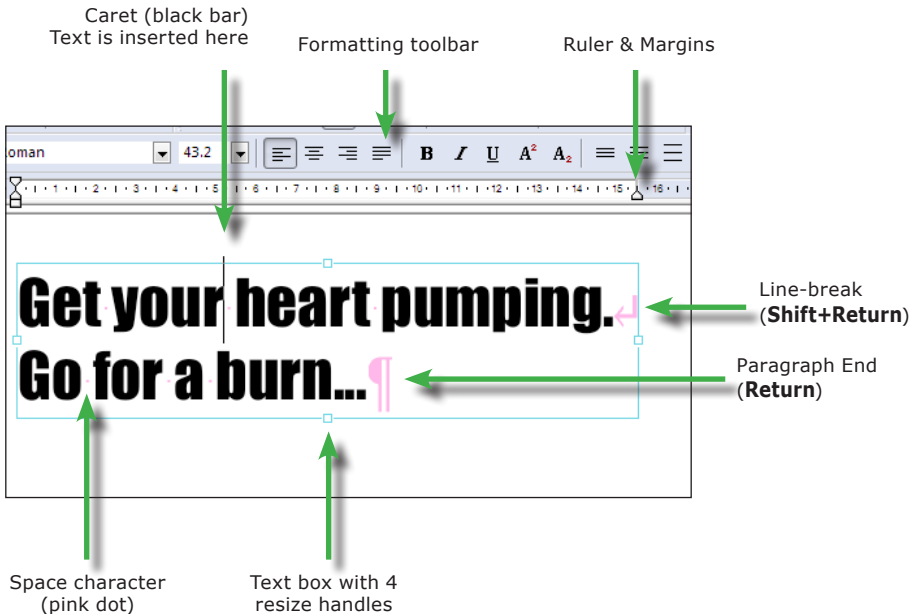
- ☞ **Creating new text boxes**
- ☞ **Editing text across columns & pages**
- ☞ **Inserting special characters**
- ☞ **On-screen display**
- ☞ **Overset text**
- ☞ **Performing a spell check**
- ☞ **Recognising Text (Optical Character Recognition)**
- ☞ **Redacting text**

## On-screen display



1. Select the **Text tool** from the tool bar.
2. Click on a block of text to begin editing.

The formatting bar and ruler will activate and a text box will be drawn around the text block being edited.



## Notes

- When you begin editing, spaces, paragraph marks and line-breaks will show up in pink. These will become invisible again when you finish editing. Choose **View > Text > Non Printing Characters** to disable this behaviour.
- See [Fonts In PDF](#) for details of how certain fonts can make editing difficult.
- Choose **View > Text > Boundaries** to outline all text boxes during text editing (*Pro only*).

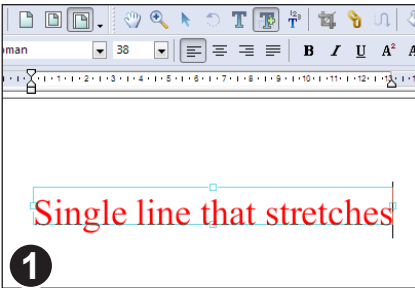
## Creating new text boxes

### Using the Text Plus tool

Standard

Pro

A new, single-line text box can be added at any time.



Select the **Text Plus** tool from the toolbar.



Click to create a new, fixed size text box. As you type into this box it will stretch.

The box can be resized by dragging on the North, South, East, West resize handles as normal.

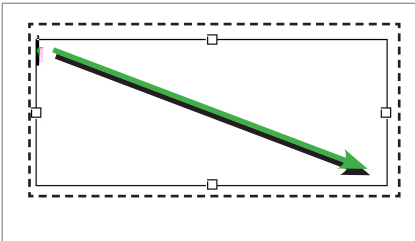
Text boxes created this way will be editable in all free versions of FlexiPDF.

### Using the Text tool

Standard

Pro

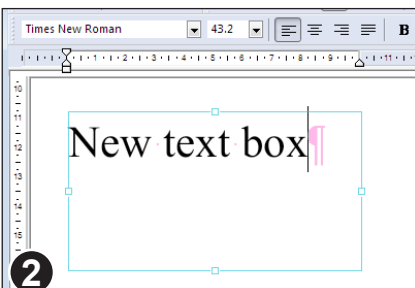
New text can be added at any time by dragging out a new text box of the required size.



Select the **Text** tool from the toolbar.



Click and drag to create a new text box.



After a short delay, the text box will be created ready for editing.

Choose the required font and size from the formatting bar before editing.

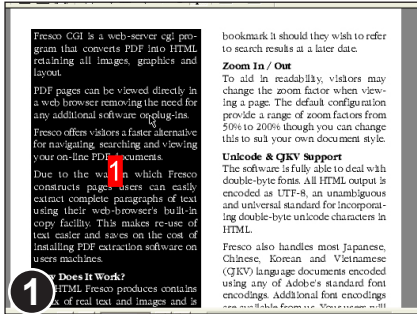


# Editing text across columns & pages

Standard

Pro

Link multiple text boxes into a chain and reflow the text across the whole chain.



Select the **Linked text** tool from the toolbar.

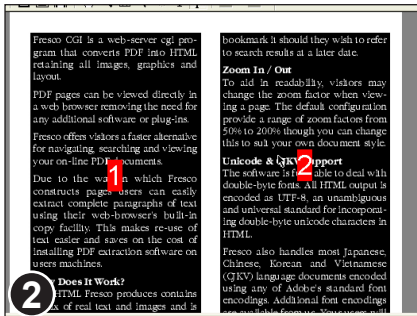


Click the mouse in the middle of each column you wish to link together.

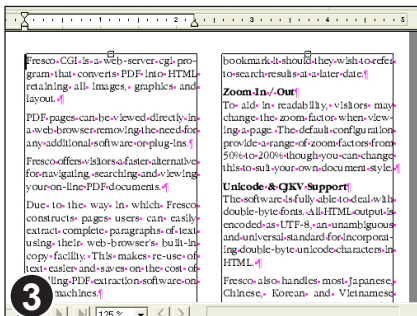
The box will highlight and a number will be displayed in the middle. This number shows the order in which text will flow between the boxes.

If you click the same box twice it will be removed from the flow and the rest of the text boxes renumbered.

Keep adding further boxes by clicking the mouse. You can change pages and add text from different pages to the flow.



When you are ready to begin editing select the **Text** tool from the toolbar.



## Notes

- The text boxes will remain linked together even after you close and re-open the PDF provided **Store layout in PDF** is enabled. See “Store layout info in PDF” on page 244.

## Overset text

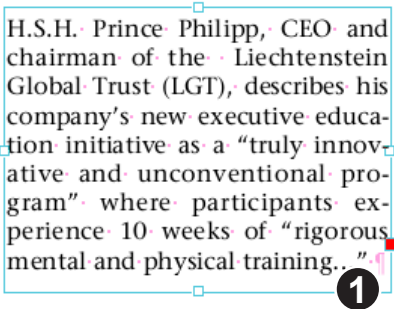
Standard

Pro

As you are typing, FlexiPDF will enlarge the text box to ensure all your text will fit.

However, as soon as you resize the box yourself (by dragging the resize handles), FlexiPDF stops this automatic adjustment and leaves the box at the size you set it. From this point on, any that overflows the box will be hidden and a small, red 'overset' box will appear in the bottom right-hand corner of the text box to warn you that some text cannot be seen.

To reveal the overset text, make the text box larger or connect it to another text box so the text can flow between them.



H.S.H. Prince Philipp, CEO and chairman of the Liechtenstein Global Trust (LGT), describes his company's new executive education initiative as a "truly innovative and unconventional program" where participants experience 10 weeks of "rigorous mental and physical training..."

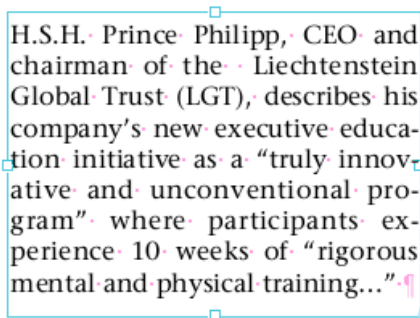
This text contains overset text. This is indicated by the small red square in the bottom right of the frame.

Resize the box to reveal the hidden text.

Alternatively,

1. click on the overset symbol
2. drag-out a new text box.

The overset text will flow from the old text box into the new one.



H.S.H. Prince Philipp, CEO and chairman of the Liechtenstein Global Trust (LGT), describes his company's new executive education initiative as a "truly innovative and unconventional program" where participants experience 10 weeks of "rigorous mental and physical training..."

Part of that training will come from Wharton's Aresty Institute of Executive Education, which has engaged in an unusual joint venture with LGT, a \$42 billion asset management and private banking company headed by the second son of the ruling family of Liechtenstein. Liechtenstein is a small (62 square miles, 30,000 residents) principality located between Switzerland and Germany.

## Notes

- When saving a PDF, FlexiPDF will check for overset text and report the first instance found.
- The red boxes are aids only and will not appear when the PDF is viewed in any other PDF viewer.

## Inserting special characters

Standard

Pro

Use the **Character Palette** dialogue to insert characters that are difficult to enter directly from the keyboard.

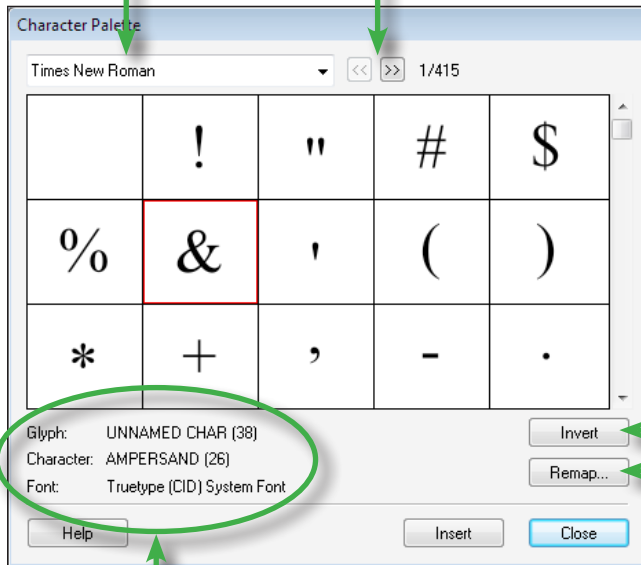
Click on some text to begin editing using the **Text tool**.



Choose **Text > Character Palette**.

Use the font menu to choose the required font from the PDF's embedded fonts and your computer's system fonts.

Next/Previous font



Click on a glyph to select it.

Double-click to insert it into the PDF.

Poorly formed Type3 fonts may display upside-down. Press **Invert** to rectify this.

Press to re-define the meaning of badly mapped glyphs. See "Remapping fonts" on page 95. (Pro only)

Information about the selected glyph:

- name as used in the PDF (not always available)
- official Unicode description
- type of the font from which it comes

## Performing a spell check

Standard

Pro

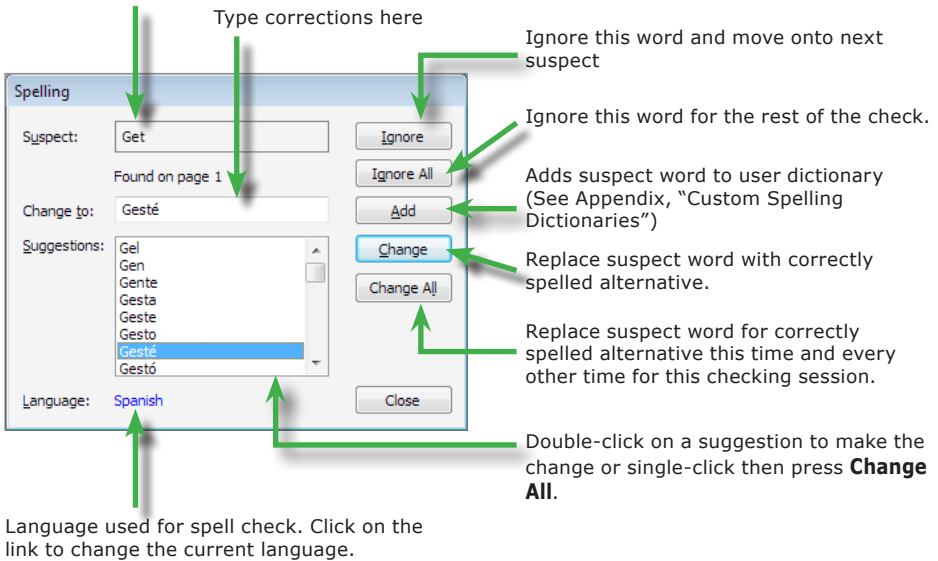
After editing it is useful to check the spelling of any new text added. You can check the spelling of words in three ways:

- check just the words in a text selection
- check words in active text blocks
- check the whole document (if there is no active text block)

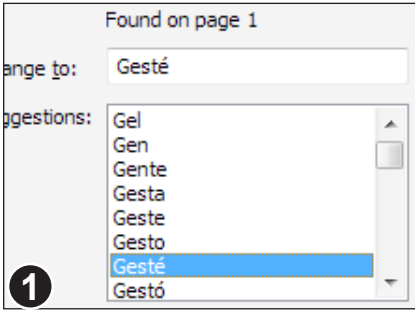
The spell check dialogue box is accessed from **Edit > Check Spelling** menu or by pressing the **F7** function key.

### The Spelling dialogue box

Misspelled word is shown here.



Continued from previous page

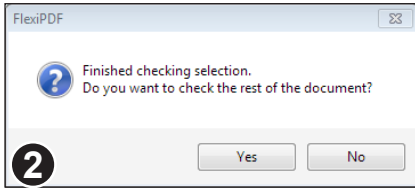


Start the spell check by choosing **Edit > Check Spelling** or press **F7**.



As each suspect word is displayed in the dialogue box, FlexiPDF will also highlight the word on the page.

You can type a new word into the **Change To** box or select one of the words FlexiPDF has suggested then press **Change**.



When the selected text has been checked, you will be asked if you wish to check the rest of the PDF.

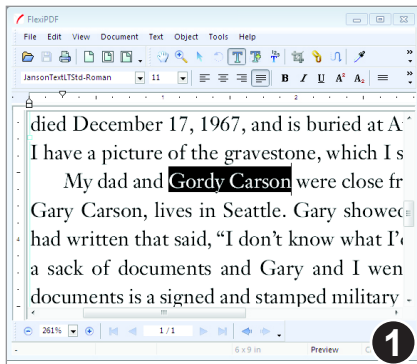
## Notes

- See [Fonts In PDF](#) for details of how fonts can affect the editing of text.
- Be careful when changing text in paragraphs with unusual shapes (such as those that flow around graphics). When the paragraphs are reflowed, their layout may be lost. See [Advanced Editing](#) for methods of dealing with this.
- If the words shown in the **Suspect** window seem garbled or include strange characters it indicates that the text cannot be extracted correctly from the PDF. This is caused by improper encoding of the PDF's fonts and cannot be remedied with FlexiPDF.
- You can edit the contents of the spelling dictionary - see [Custom Spelling Dictionaries](#).
- FlexiPDF will warn you if the replacement text cannot be rendered in the font used by the misspelled text. In this case, you may have to choose a different font for the text.
- Words that include numbers cannot be learnt by the spell checker. You can however, skip checking such words using the **Ignore All** button.

## Redacting text

FlexiPDF can be used to reliably redact text of a sensitive nature. A block of text can be rendered illegible to the extent that it's original content no longer forms part of the page marking stream.

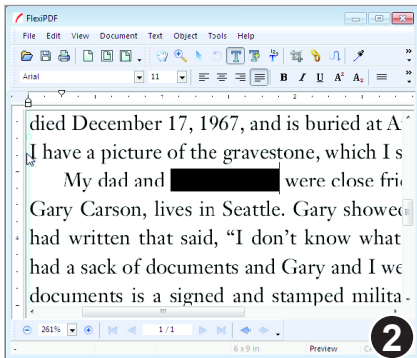
Any text you redact will also be redacted within the document's meta-data. This includes any bookmarks or text within comments as well as hidden, non-user accessible meta-data.



Using the **Text tool**, select the span of text to be redacted. This can be anything from a single word to an entire story.



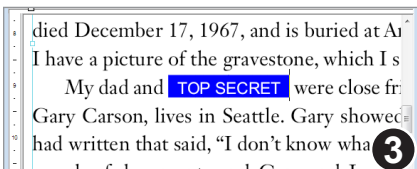
Then choose **Text > Redact** or press **Ctrl+Shift+R**



The text has been redacted.

You can undo this change whilst editing, but once you save the document the redaction becomes permanent and can not be undone.

Once saved, the text can never be retrieved from the PDF. It is not hidden or obscured but removed altogether.



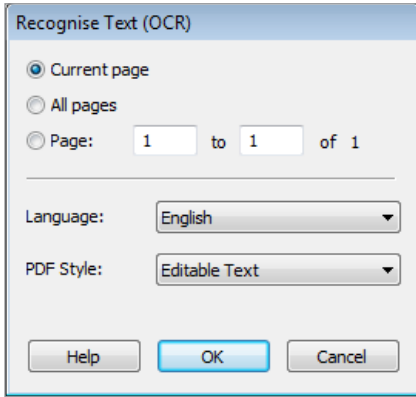
To change the colour of future redactions or to add a text label choose **Text > Redact Style**.

## Recognising Text (Optical Character Recognition)

Pro

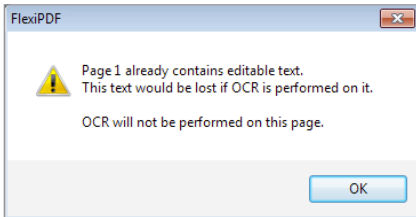
If you want to edit the text in a PDF that is just a scanned image or vector-based artwork then you need to perform OCR on the page(s) first.

FlexiPDF will prompt you to do this if you try to edit text and none exists on the page. Alternatively, choose **Document > Recognise Text (OCR)**.



Choose the range of pages you want to process.

The bottom section of this dialogue is very similar to that used for the **Create From Scanner** dialogue. See “Inserting pages from a scanner” on page 138 for details.



Because the OCR process removes everything but recognised text on a page, it will not run on pages which already have editable text on them. Otherwise that text would be lost.

If you need to do OCR on part of a page, copy that part only to a new document or page and perform OCR on that. Then copy/paste the results back into the original page.

# Formatting Text

---

**Background colour**

**Bold, overprint & italic text**

**Letter spacing**

**Line Spacing**

**Margins & indents**

**Paragraph spacing**

**Ruler units**

**Strike-through**

**Tabstops**

**Text Colours**

**Underline**



## Underline

Standard

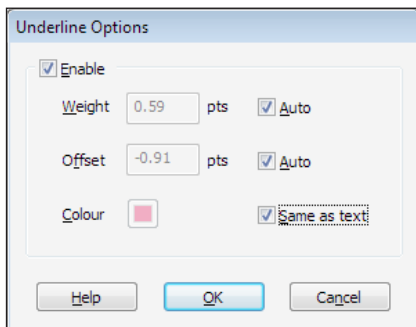
Pro

You can underline a character or words using the **Underline** button available on the formatting toolbar.



Underling

Select some text, or move the caret into a word and press the underline button on the formatting toolbar.



For more control over the width, colour and position of the underline choose the **Text > Style > Underline Options** menu item.

Underling

Using the **Underline Options** dialogue box, you can change the colour of an underline...

Continued from previous page

## Example underline effects

Offset to -20 points

|        |       |     |  |
|--------|-------|-----|--|
| Weight | 0.59  | pts | <input checked="" type="checkbox"/> Auto |
| Offset | -6.00 | pts | <input type="checkbox"/> Auto            |

Underling

Offset +6 points on 12 point text

|        |      |     |  |
|--------|------|-----|--|
| Weight | 0.59 | pts | <input checked="" type="checkbox"/> Auto |
| Offset | 6.00 | pts | <input type="checkbox"/> Auto            |

Underling

Weight of 0 points (hairline)

|        |       |     |  |
|--------|-------|-----|--|
| Weight | 0.00  | pts | <input type="checkbox"/> Auto            |
| Offset | -0.91 | pts | <input checked="" type="checkbox"/> Auto |

Underling

Adding a background to text

|        |       |     |                               |
|--------|-------|-----|-------------------------------|
| Weight | 13.00 | pts | <input type="checkbox"/> Auto |
| Offset | 3.50  | pts | <input type="checkbox"/> Auto |

Underling

## Notes

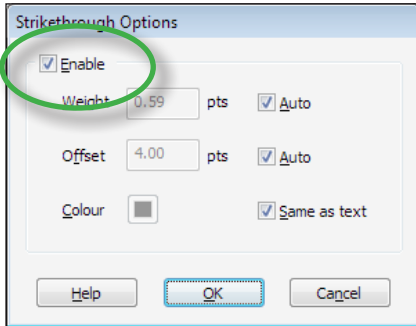
- Text is always drawn after its underline decoration.
- Text is always drawn before its strike-through decoration.

## Strike-through

Standard

Pro

Strike-through can be applied to any word or selection of words by choosing:  
**Text > Style > Strike-through** whilst in text editing mode.



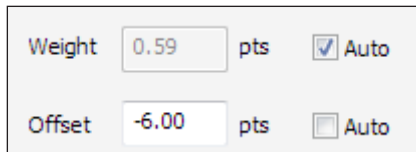
Additional options are available to control the look of the strike-through decoration.

To access these choose:

**Text > Style > Strike-through Options.**

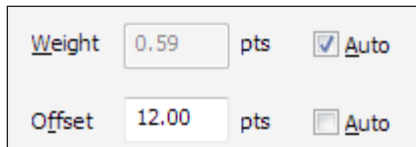
### Example strike-through styles

Offset of -6 points on 12 pt text



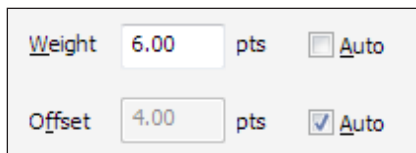
**Strike-through**

Offset of 12 points



**Strike-through**

Weight of 6 points on 12 pt text



**Strike-through**

## Margins & indents

Standard

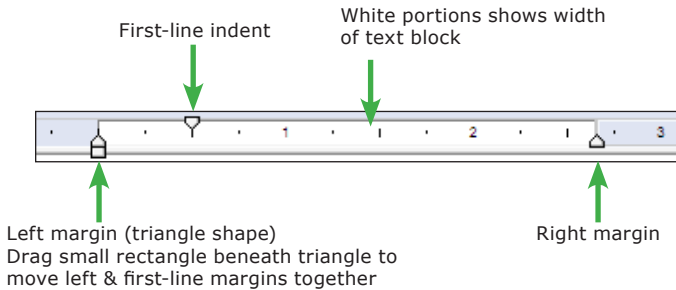
Pro

You can control the left, right and first-line indents for paragraph text. These indents apply to the entire paragraph.

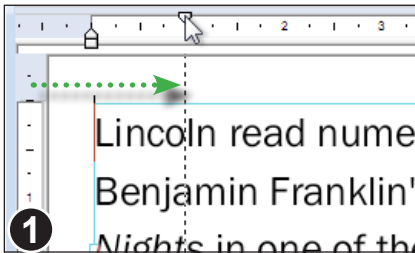
Select the **Text tool** and click on a block of text to begin editing.



Place the caret inside a paragraph or select a block of text spanning multiple paragraphs.



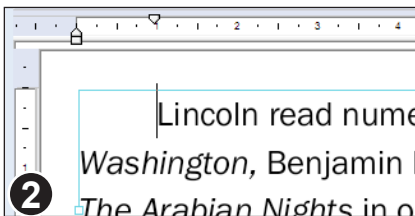
### First-line indent



To change a margin, drag the margin triangle to the position required.

The picture shows the “First Line Indent” triangle being dragged.

As you drag the margin, a dotted line allows you to line-up the margin with other objects on the page.

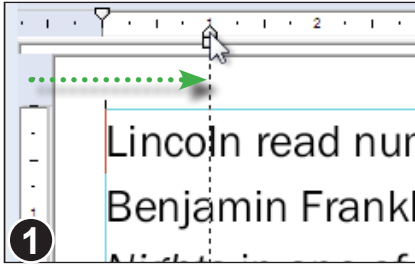


The first-line indent has been changed so that the paragraph starts with an indent.

Continued...

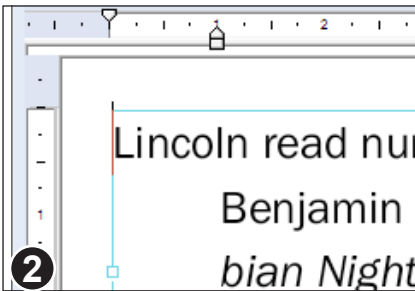
Continued from previous page

## Left margin & hanging indents



To create a hanging indent as shown in image 2, move the left-margin inward without moving the first-line indent.

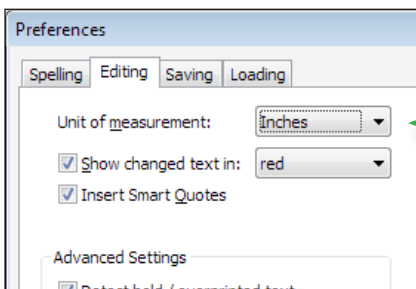
If you drag the little rectangle underneath the left margin arrow, then both the first-line indent and left margin will move.



This paragraph now has a hanging indent.

## Ruler units

You can change the ruler's unit of measurement. Choose from Centimetres, Inches, Points and Picas via the **Preferences** dialogue box.



Choose **File > Preferences** then click on the **Editing** tab to change the ruler's units.

## Notes

- For finer control of indents especially for text that flows around shapes, see [Advanced Editing](#).

## Bold, overprint & italic text

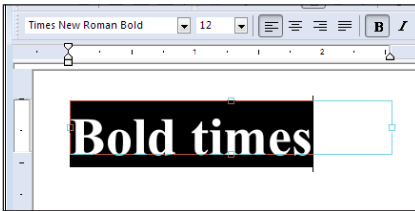
Standard

Pro

FlexiPDF includes buttons to switch between normal, **bold** and *italic* versions of a font. These buttons may not operate in the manner you expect since in some cases FlexiPDF can simulate the effect required if the appropriate font is not available.



### Actual Bold



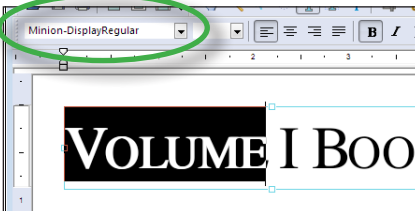
Using the **Text tool**, select some text.

Press the **Bold** button or Ctrl+B.

If the bold version of the font is available, FlexiPDF switches fonts.

In this example, the font has changed from **Times New Roman** to **Times New Roman Bold**, both available in the PDF.

### Simulated Bold



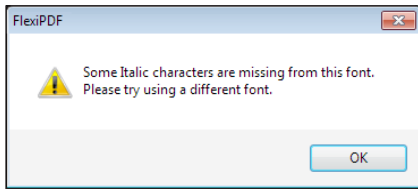
If the bold versions of the selected characters are not available in the PDF, FlexiPDF will simulate bold by overprinting the characters.

This text, written using **Minion-Display Regular** has no bold equivalent in the PDF or on disc.

Pressing **Bold** causes FlexiPDF to overprint the text to simulate the bold effect. Notice that the font name has not changed in the font drop-down.

Continued from previous page

## Italic



If the italic version of the selected text is not available in the PDF or on disc, then FlexiPDF will show this warning.

FlexiPDF cannot simulate italic text in the way that it can bold text.

## Notes

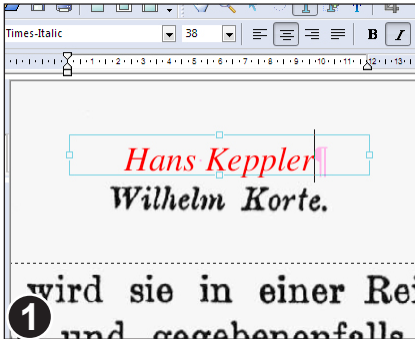
- When editing starts, FlexiPDF scans for overprinted text and classifies it as bold. This behaviour can be disabled if it is taking too long or wrongly classifying text- see “Diagnostic editing mode” on page 242
- FlexiPDF does not simulate italic text.
- Italics cannot be undone if the non-italic font is not available on disc or in the PDF.
- Bold text cannot be undone if the plain font is not available, unless it was previously simulated bold.

## Background colour

Standard

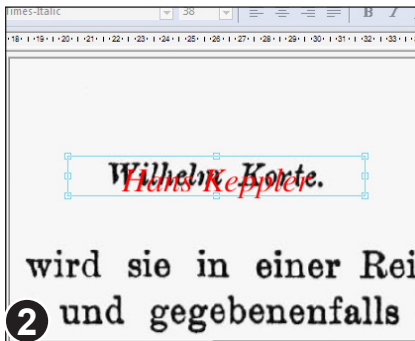
Pro

You can specify that a text block has a white, black or transparent background colour. This can be useful when you want new text to obscure existing, background text.



In this example we want to obscure the name ‘Wilhelm Korte’ on the scanned page with a new name ‘Hans Keppler’.

The new text is shown in red due to the **Show changed text** in preference. See “Default Editing Tool” on page 240.



When placed on top of the existing scanned name, both names are visible.



Choose **Text > Text Box > Background Colour > White** to give the text box a white background.

For simplicity FlexiPDF only offers black, white or clear backgrounds.

For other colours, create a coloured rectangle shape using the drawing tools and place it between the new and old text.

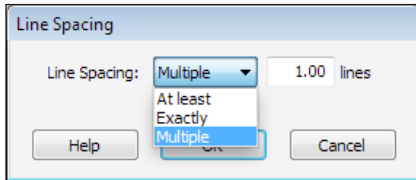


## Line Spacing

Standard

Pro

Use the **Line Spacing** dialogue box to set line spacing values other than Single, 1.5 and Double.



While in text edit mode, choose **Text > Spacing > Line** from the main menu bar.

The Line Spacing dialogue box offers **At Least**, **Exactly** & **Multiple** spacing modes.

### At Least

Air conditioning  
ABS with EBD  
Alloy wheels  
CD player  
Remote central locking

This paragraph shows the effect of the **At Least** mode in which you tell FlexiPDF the minimum gap between lines (measured in points).

To stop the “wheels” line (shown left) from colliding with the previous line, FlexiPDF has automatically increased its line spacing.

### Exactly

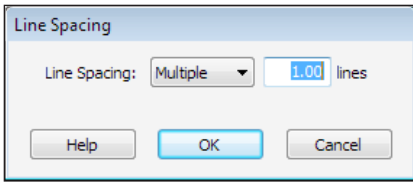
Air conditioning  
ABS with EBD  
Alloy wheels  
CD player  
Remote central locking

This paragraph shows the affect of the **Exactly** setting in which you tell FlexiPDF the exact gap size between lines (measured in points).

FlexiPDF has used exactly the same spacing for each line regardless of whether or not they collide.

Continued from previous page

## Multiple



Use **Multiple** mode to specify gaps such as “2.5 lines” meaning that the gap will be at least 2.5 times the line height.

Setting multiples of 1, 1.5 or 2 is the same as pressing the single, 1.5 or double spacing buttons on the formatting toolbar.

## Paragraph spacing

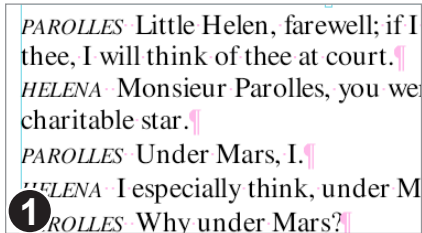
Standard

Pro

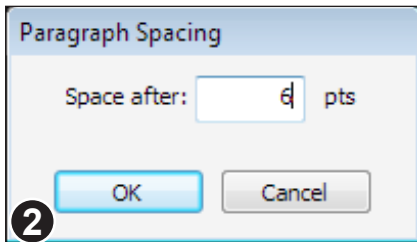
You can create a gap between paragraphs in two ways:

1. Use the **Text tool** to insert blank lines between paragraphs
2. Use the **Text tool** and the **Paragraph Spacing** dialogue box available from the **Text > Spacing > Paragraph**.

Using the second method allows you to dictate the exact size of gap in points -  $\frac{1}{72}$  inch.

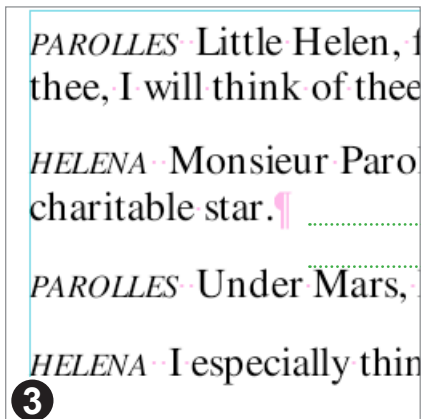


There is no gap between any of the paragraphs shown left.



Choose **Text > Spacing > Paragraph** from the main menu bar.

Here the value has been changed to 6 points.



The paragraphs are now 6 points apart.

Select multiple paragraphs to alter the spacing of them all at once.

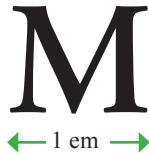
6 points gap

## Letter spacing

Standard

Pro

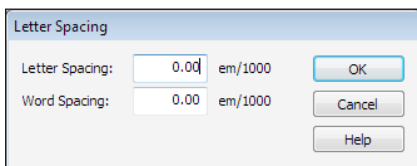
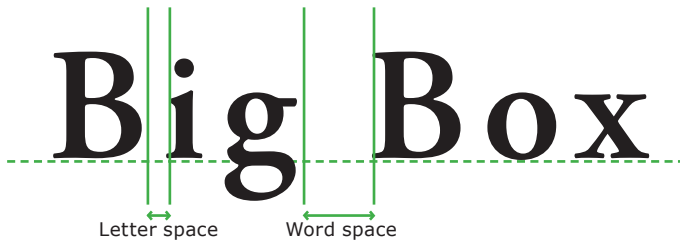
The space between individual letters can be controlled to an accuracy of  $\frac{1}{1000}$  em. This is useful for achieving layout effects such as fitting text into a particular area by reducing or expanding the spacing.



Letter spacing is measured in 'ems' with 1 em being the width of a capital letter 'M' in any font.

## Letter space & word space

Due to the nature of PDF documents, you can also control the gap between words caused by space characters though this is generally not as widely used as letter spacing.



The letter spacing dialogue box uses units of  $\frac{1}{1000}$ th em.

You can control the gaps between letters and words by entering positive or negative values.

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

## Notes

- Increase/decrease the letter spacing of selected text using the keyboard short cuts **Ctrl+Shift+] and Ctrl+Shift+[**

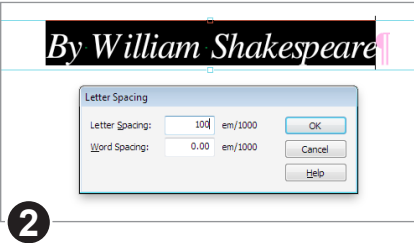
## Using letter spacing



Select the **Text tool** and begin editing a block of text.



Select the characters whose spacing is to be changed.



In this example the spacing is being changed to  $\frac{100}{1000}$ th em. This will change the gap to be  $\frac{1}{10}$ th of the width of the letter 'M' in this font.



The additional spacing is clearly visible and the text now covers a wider area.

## Using word spacing



Starting with the original text, the word spacing could be changed instead.



The word spacing is changed to  $\frac{400}{1000}$ th em or 0.4 x width of 'M'.



The new, enlarged gap between the words is clearly visible.

## Tabstops

Standard

Pro

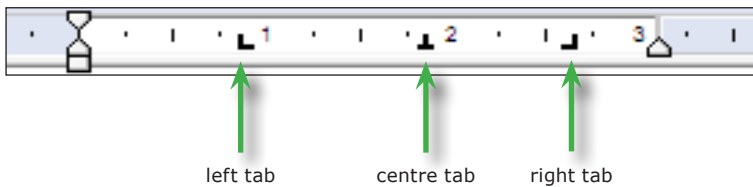
Use tabstops to create sophisticated text layouts. Choose from left, centre and right justified tabs with or without leader dots.

### Creating/deleting tabs

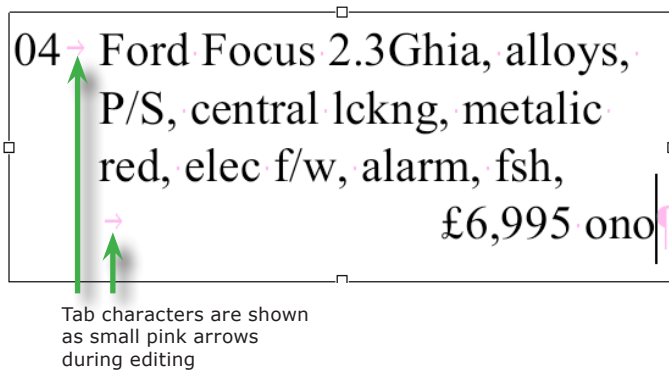
Click on the ruler bar at the position you want to create a new tab.

Click & drag an existing tab-stop to move it to a new position.

Click & drag an existing tab right off the ruler bar to delete it.



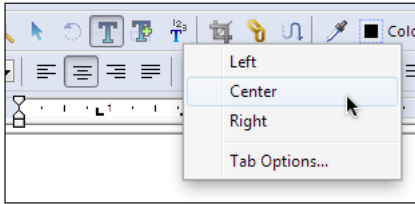
### On-screen display



### Notes

- Tabstops are remembered even after closing and re-opening a PDF.
- As you add or move an existing tabs their numeric position is shown in the status bar at the bottom of the window.
- Tabstops may be positioned beyond the left & right margins of the text box.

## Creating centre & right tabs

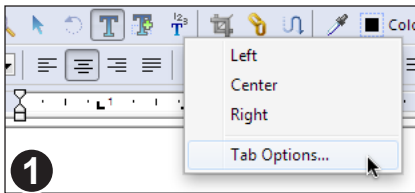


Position the mouse cursor over an existing left tab then press the right mouse button to see the Tab menu.

Choose **Centre** or **Right** to change the type.

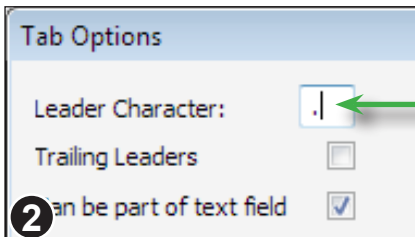
## Tab leaders

From the **Tab Options** dialogue box, you can set the leader character or modify the way tabs wrap across lines.



Position the mouse cursor over the tabstop you want to modify.

Press the right mouse button to display the tab menu and choose **Tab Options**.

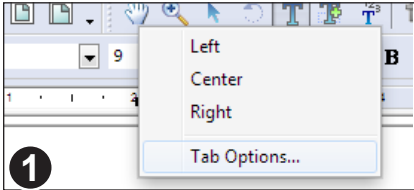


To add leader dots to your tabstop, type a single '.' (period) into the **Leader Character** text box.

You can type any single character into this box for use as a tab leader.

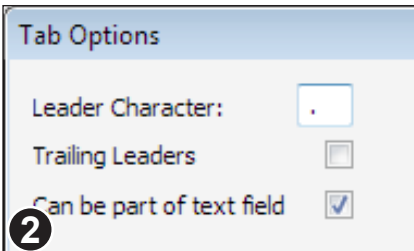
## Trailing tab leaders

Use the **Tab Options** dialogue to control the way tab leaders are drawn for wrapped lines.



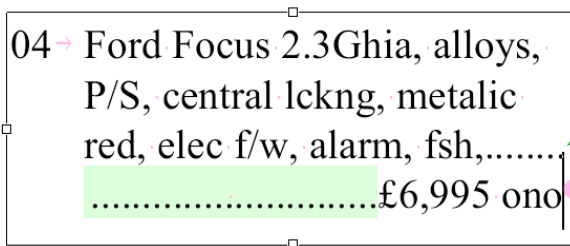
Position the mouse cursor over the tabstop you want to modify.

Press the right mouse button to display the tab menu and choose **Tab Options**.



When **Trailing Leaders** is checked, FlexiPDF will add leader dots to the end of a line which wraps because of a tab stop.

**Can be part of text field** is only for use with templates destined for processing by Infix Server.



Trailing leaders have been added by FlexiPDF.

## Notes

- Trailing leaders cannot be selected or edited with the text or object select tools. The caret will skip over them when moving through text.
- Trailing tab leaders extend up to the right edge of the text box.
- See “Fields and tabstops” on page 231 for details of the way fields interact with tabstops.

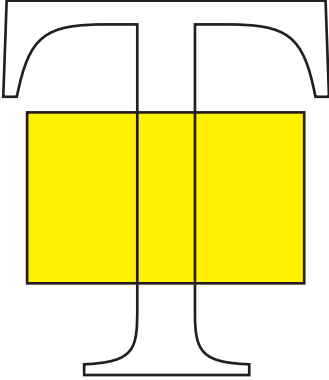


## Text Colours

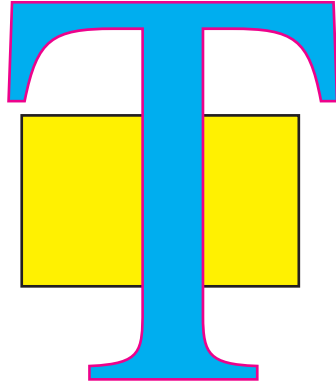
All text has two colours associated with it - the outline colour (stroke) and the interior (fill) colour. Either colour may be invisible (but not both).

The colours are set in the same way as for graphics.

See “Changing colour & line width (RGB)” on page 36



Outlined (stroked) with no fill  
colour



Solid stroke and fill colour

# Advanced Editing

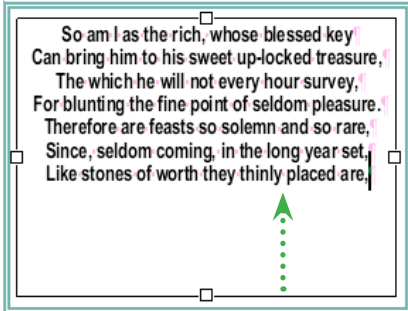
---

- Automatic text fitting**
- Clipping mask creation**
- Clipping mask removal**
- Cloning objects across pages**
- Converting text into vector outlines**
- Deleting objects across pages**
- Editing Tabular Data**
- Flowing text around graphics**
- Merging text boxes**
- Numbering pages**
- Rebuilding text boxes**
- Remapping fonts**
- Splitting text boxes**
- Vertical text alignment**

## Vertical text alignment

Pro

FlexiPDF Professional can align text inside a text box so that it sits at the top, middle or bottom of a text box. It can also make text automatically fit its text box by altering various aspects of the text formatting (see [Text Box Fitting](#)).

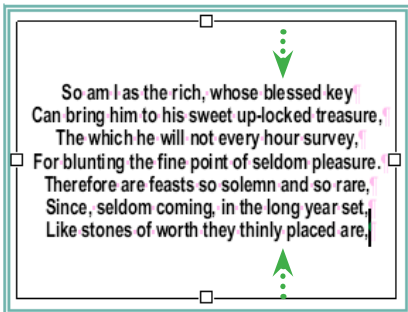


While editing a text box using the **Text tool** then choose:

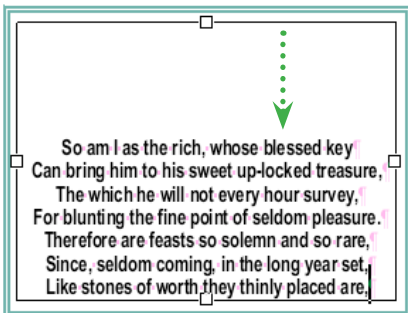
**Text > Align > Top.**



The text shown here is top aligned which is the default alignment.



**Text > Align > Middle**



**Text > Align > Bottom**

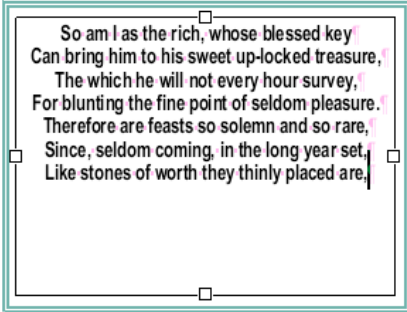
## Notes

- Alignment reverts to “Top” for linked text boxes.

## Automatic text fitting

Pro

FlexiPDF can alter various aspects of text formatting in order to make text fit inside its text box. Even when enabled, some text may be so long that it cannot be made to fit. In this case, the text box will be marked as ‘overset’ with a small red box, bottom-right. See “Overset text” on page 59.

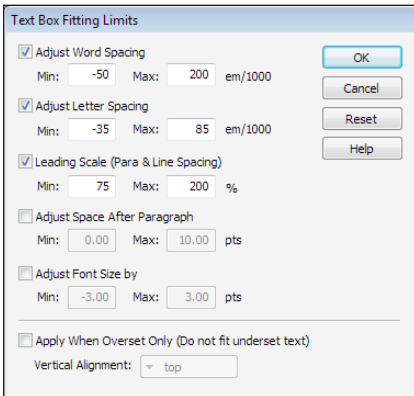


Edit a text box using the **Text tool** then choose:



**Text > Align > Full.**

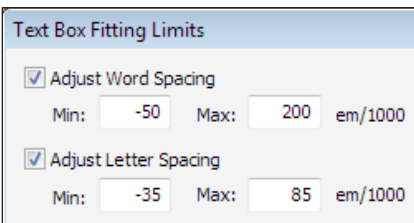
The text shown here is top aligned which is the default alignment.



Use the **Text Box Fitting Limits** dialogue box to select the aspects of formatting which should be modified and by how much.

During fitting, FlexiPDF tries altering the enabled aspects of formatting in the order they are listed in the dialogue.

The fitting process stops as soon as an acceptable result has been achieved even if all metrics have not yet been used.



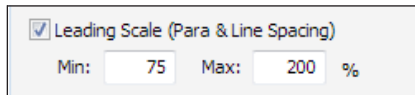
Deactivate fitting metrics by unchecking their check boxes.

The first two metrics simply adjust the word and letter spacing of text to try to achieve a fit.

The adjustment is between the supplied limits and is in addition to any spacing metrics already in effect on the text.

Continued...

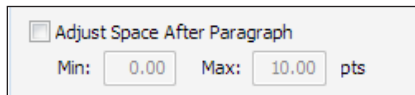
Continued from previous page



☒ Leading Scale (Para & Line Spacing)  
Min: 75 Max: 200 %

The **Leading Scale** metric modifies the leading and paragraph spacing of text within the percentage limits supplied.

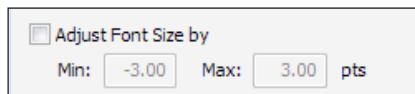
In this example, leading and paragraph spacing could be increased from their initial values by as much as 200% during fitting (or reduced to 75%)



☐ Adjust Space After Paragraph  
Min: 0.00 Max: 10.00 pts

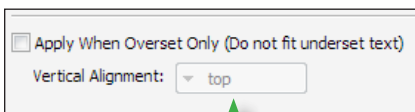
Adjust the gap between paragraphs independently of the leading via this metric.

Adjustments range between the **Min** and **Max** point values supplied. If **Min** is set to 0 then paragraph spacing will never be reduced. If **Max** is set to 0, paragraph spacing will never be increased.



☐ Adjust Font Size by  
Min: -3.00 Max: 3.00 pts

The final metric adjusts the font size of all text in a text box by the same number of points in order to obtain best fitting.



☐ Apply When Overset Only (Do not fit underset text)  
Vertical Alignment: top

The alignment to be used on underset text (text which does not require fitting)

Fitting may be restricted to text that overflows its text box (overset text).

Checking this option ensures fitting will not be applied to text that already fits - even if there is a lot of empty space.

Continued...

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| CONVERTIBLES   |        |  |
|--|--------|--|
| H JAGUAR XJS, P HOOD, RED, CREAM LEATHER PIPED IN RED, LOW MILEAGE, FJSH, PRISTINE COND, CD PLAYER | £14995 |  |
| E BMW 325i LACHS SILVER, BLACK LEATHER, SHIRT & BILLS, 16  | £7995  |  |
| G FORD ESCORT XR3i, RADIANT RED, 1/2 LEATHER, ALLOY WHEELS, ELEC WINDOWS, INSURANCE IMMOBILISER    | £3995  |  |
| K PEUGEOT 205, CJ WHITE, 1400cc, LOW INSURANCE, EXCELLENT VALUE AT                                 | £5295  |  |
| SPORTS AND PRESTIGE  |        |  |
| H JAG SOV 4.0 XJR, BODY KIT, CROSS SPOKE ALLOYS, LEATHER   | £7995  |  |
| INT, AIR CON, ELEC SEATS, MET PAINT  | £7495  |  |
| 90 JAG SOV 4.0, MET RED, CREAM HIDE, FULL SPEC   | £7495  |  |
| G JAGUAR 2.9, RUBY RED, LOW MILES, FSH, S/ROOF, LEATHER TRIM ALLOYS ETC                            | £6295  |  |
| 88 JAG 2.9 XJ6, AUTO RED, LEATHER ALLOYS ETC   | £3795  |  |
| G RANGE ROVER VOGUE SE, CASPIAN BLUE, LEATHER ETC  | £7995  |  |
| H MERCEDES 300 SE, BLACK, GREY TRIM, 62K, FSH  | £11995 |  |
| H MERCEDES 190E 2.0 AUTO, MET BLACK, FSH, S/ROOF, 4 x EWIND, £1000 ALLOYS                          | £7995  |  |
| K TYRES, SELF LEVEL, SUSP, R HEADS, CENTRE ARM REST, OUTSIDE TEMP GAUGE ETC                        | £7995  |  |
| 94 ESCORT XR3i, MET OCEAN BLUE, 2 OWNERS, 29K MILES, FFSH, ALLOYS, ELEC WIND, PAS, S/ROOF          | £7495  |  |
| 93 ESCORT XR3i, MET GREY, 4900K, FSH, 5 SPOKE ALLOYS, NEW TYRES, S/ROOF, PAS, ELEC WIND ETC        | £6295  |  |
| 96 FIESTA 1.2 5i, MET BLACK 3DR, 11K MILES, S/ROOF, PAS, ALLOYS, ROOF SPOILER ETC                  | £7995  |  |
| G ORION 1.6i GHIA, 2 OWNERS, 50K MILES, FSH, ALLOYS, S/ROOF, COMPUTER CENT LOCK, ELEC WIND         | £2995  |  |
| K PEUGEOT 309 GTI AUTO, MET BLACK, 25K MILES, FFSH, AIR CON, S/ROOF, ALLOYS ETC                    | £5495  |  |
| 90 BMW 520 SE, MET DOLPHIN, FBSH, S/ROOF   | £6495  |  |
| 90 BMW 735 SE, MET BLUE, GREY LEATHER, EVERY EXTRA HMLS  | £5795  |  |
| F BMW 730 SE, MET GUN METAL LOADS OF EXTRAS  | £4995  |  |
| K RENAULT 19 16V 3DR, GUNMETAL GREY, S/ROOF, ALLOYS  | £3995  |  |
| J VOLVO 480 ES TURBO, WHITE, E/ROOF, ALLOYS ETC  | £5995  |  |
| 88 TOYOTA SUPRA 3.0i, MET RED, FFSH, FULL SPEC   | £4495  |  |
| H NISSAN 200 SXi TURBO, RED, MANY EXTRAS   | £3995  |  |
| 91 SAAB 9000 CARLSSON 2.3 TURBO, FFSH, VERY HIGH SPEC  | £6995  |  |
| L METRO GTi 16V, 35K MILES, ALLOYS, S/ROOF ETC   | £3995  |  |
| 92 VAUX CALIBRA 2.0 16V, 4x4, ALLOYS, S/ROOF, WHITE  | £5995  |  |
| H JAGUAR XJS, P HOOD, RED, CREAM LEATHER PIPED IN RED, LOW MILEAGE, FJSH, PRISTINE COND, CD PLAYER | £14995 |  |
| E BMW 325i LACHS SILVER, BLACK LEATHER, SHIRT & BILLS, 16  | £7995  |  |
| G FORD ESCORT XR3i, RADIANT RED, 1/2 LEATHER, ALLOY WHEELS, ELEC                                   |        |  |

Default "Top" alignment for two linked text boxes

| CONVERTIBLES  |        |  |
|---|--------|--|
| H JAGUAR XJS, P HOOD, RED, CREAM LEATHER PIPED IN RED, LOW MILEAGE, FJSH, PRISTINE COND, CD PLAYER  | £14995 |  |
| E BMW 325i LACHS SILVER, BLACK LEATHER, SHIRT & BILLS, 16   | £7995  |  |
| G FORD ESCORT XR3i, RADIANT RED, 1/2 LEATHER, ALLOY WHEELS, ELEC WINDOWS, INSURANCE IMMOBILISER   | £3995  |  |
| K PEUGEOT 205, CJ WHITE, 1400cc, LOW INSURANCE, EXCELLENT VALUE AT  | £5295  |  |
| SPORTS AND PRESTIGE   |        |  |
| H JAG SOV 4.0 XJR, BODY KIT, CROSS SPOKE ALLOYS, LEATHER  | £7995  |  |
| INT, AIR CON, ELEC SEATS, MET PAINT   | £7495  |  |
| 90 JAG SOV 4.0, MET RED, CREAM HIDE, FULL SPEC  | £7495  |  |
| G JAGUAR 2.9, RUBY RED, LOW MILES, FSH, S/ROOF, LEATHER TRIM ALLOYS ETC   | £6295  |  |
| 88 JAG 2.9 XJ6, AUTO RED, LEATHER, ALLOYS ETC   | £3795  |  |
| G RANGE ROVER VOGUE SE, CASPIAN BLUE, LEATHER ETC   | £7995  |  |
| H MERCEDES 300 SE, BLACK, GREY TRIM, 62K, FSH   | £11995 |  |
| H MERCEDES 190E 2.0 AUTO, MET BLACK, FSH, S/ROOF, 4 x EWIND, £1000 ALLOYS & TYRES, SELF LEVEL, SUSP, R HEADS, CENTRE ARM REST, OUTSIDE TEMP GAUGE ETC | £7995  |  |
| 94 ESCORT XR3i, MET OCEAN BLUE, 2 OWNERS, 29K MILES, FFSH, ALLOYS, ELEC WIND, PAS, S/ROOF   | £7495  |  |
| 93 ESCORT XR3i, MET GREY, 4900K, FSH, 5 SPOKE ALLOYS, NEW TYRES, S/ROOF, PAS, ELEC WIND ETC   | £6295  |  |
| 96 FIESTA 1.2 5i, MET BLACK 3DR, 11K MILES, S/ROOF, PAS, ALLOYS, ROOF SPOILER ETC   | £7995  |  |
| G ORION 1.6i GHIA, 2 OWNERS, 50K MILES, FSH, ALLOYS, S/ROOF, COMPUTER CENT LOCK, ELEC WIND  | £2995  |  |
| K PEUGEOT 309 GTI AUTO, MET BLACK, 25K MILES, FFSH, AIR CON, S/ROOF, ALLOYS ETC   | £5495  |  |
| 90 BMW 520 SE, MET DOLPHIN, FBSH, S/ROOF  | £6495  |  |
| 90 BMW 735 SE, MET BLUE, GREY LEATHER, EVERY EXTRA HMLS   | £5795  |  |
| F BMW 730 SE, MET GUN METAL LOADS OF EXTRAS   | £4995  |  |
| K RENAULT 19 16V 3DR, GUNMETAL GREY, S/ROOF, ALLOYS   | £3995  |  |
| J VOLVO 480 ES TURBO, WHITE, E/ROOF, ALLOYS ETC   | £5995  |  |
| 88 TOYOTA SUPRA 3.0i, MET RED, FFSH, FULL SPEC  | £4495  |  |
| H NISSAN 200 SXi TURBO, RED, MANY EXTRAS  | £3995  |  |
| 91 SAAB 9000 CARLSSON 2.3 TURBO, FFSH, VERY HIGH SPEC   | £6995  |  |
| L METRO GTi 16V, 35K MILES, ALLOYS, S/ROOF ETC  | £3995  |  |
| 92 VAUX CALIBRA 2.0 16V, 4x4, ALLOYS, S/ROOF, WHITE   | £5995  |  |
| H JAGUAR XJS, P HOOD, RED, CREAM LEATHER PIPED IN RED, LOW  |        |  |

"Full Alignment" applied across both linked text boxes.

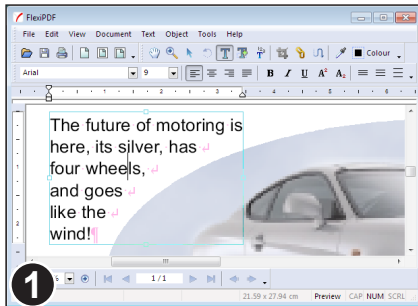
## Notes

- Text fitting is time consuming. It is not advisable to edit text with full fitting activated. Apply it only once editing is complete.
- Text Box alignment is remembered even after closing and re-opening PDFs.
- Original formatting (font size, leading & spacing) is restored once full fitting is turned off.
- Unlike the other alignment modes, full text fitting can be applied across linked text boxes.

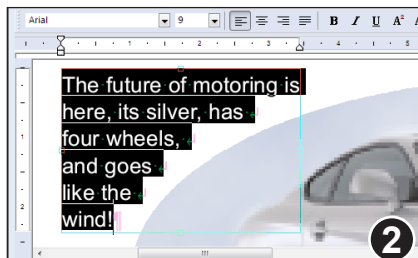
## Flowing text around graphics

Pro

In order to retain the contour of a paragraph that flows around a graphic the widths of lines should be locked during editing.

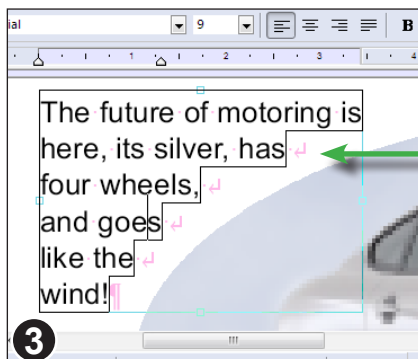


Select the **Text tool** from the tool bar and click inside the paragraph to begin editing.



Select lines whose shape follows the contour of the graphic. Lines that do not follow the shape need not be selected.

In this example every line of the paragraph needs to be selected.



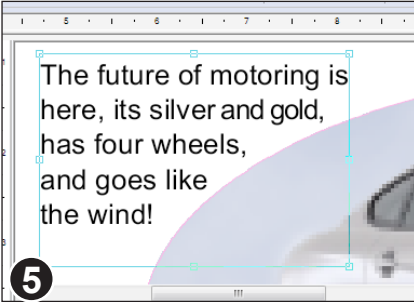
Choose **Text > Fix Line Width** from the menu bar to lock the selected lines.

“Fixed” lines have an addition border showing the shape of the line.

Continued from previous page



Make sure the alignment is correct. FlexiPDF may have chosen the wrong alignment due to unusual shape of the paragraph.



Edit the text as normal.

Although the text will reflow, the shapes of the fixed lines will not alter.

You can alter the shape of each line by moving the left or right margin for that line.

Finish editing as normal.

In this example, each line has been reshaped to ensure the new text curves around the blue oval.

## Note

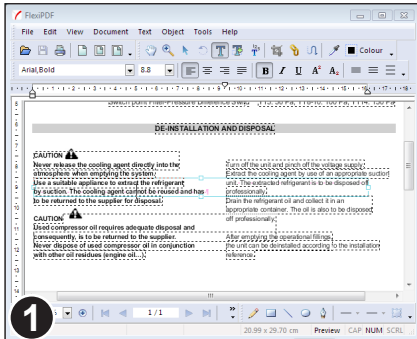
- You cannot use **Text > Fix Line Widths** on rotated text.



## Rebuilding text boxes

Pro

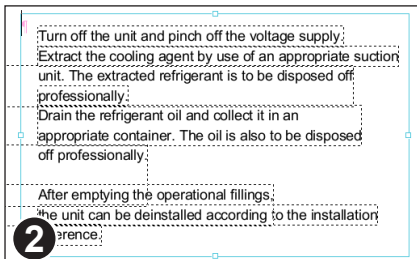
FlexiPDF can grab the text from multiple text blocks within a specific area of the page, sort it and build a new text box containing all the grabbed text. This can be useful for documents that have many disjoint text blocks making editing difficult.



Owing to the way in which this example PDF was produced, FlexiPDF has created many overlapping text blocks which make editing difficult.

In some cases, lines from two distinct columns of text have been grouped into a single, extra wide, text block.

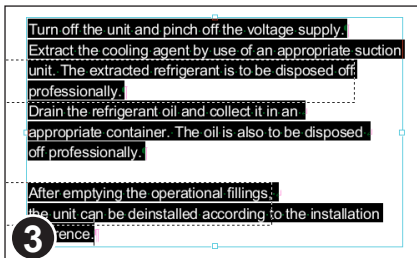
(**View > Text > Boundaries** has been enabled to show the outline of each text box)



Choose the **Text tool** and drag-out a new text box large enough to enclose all of the text you wish to grab.



Choose **Text > Text Box > Rebuild**.



Any text enclosed by the new text box will be stolen from the existing text boxes.

The stolen text is then sorted using a simple x-y sort and placed into the new text box.

Original text boxes that become empty as a result will be deleted.

Usually the text placed in the new text box will have more accurate paragraph structure and be easier to edit.

## Merging text boxes

Standard

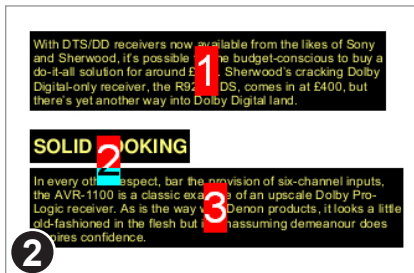
Pro

Vertically aligned text boxes may be joined together when you need text to reflow as one.



In this example, FlexiPDF has split the text into three boxes.

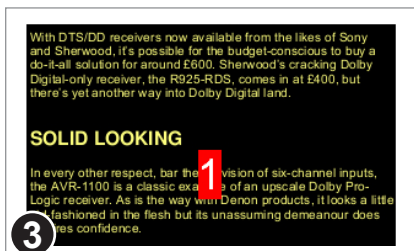
This will produce the wrong results when the text is reflowed.



While using the **Linked text** tool choose:

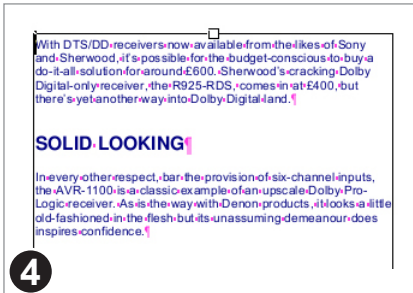


**Text > Text Box > Merge Vertically** to join the three separate boxes into one.



Boxes in the same vertical row will be joined into one.

Continued from previous page



Text will now flow as a single column and the results should look better.

## Merging using the Object Tool

You can also join paragraphs by using the **Object tool**.



Select the paragraphs in the order in which you want them joined. Click on each with the **Object tool** whilst holding the **Shift** key. This will add each new text block to the selection.

Once you have selected all the boxes you want, choose **Text > Text Box > Merge Vertically**.

FlexiPDF will only merge text blocks that are aligned in the same column and that flow from top to bottom.

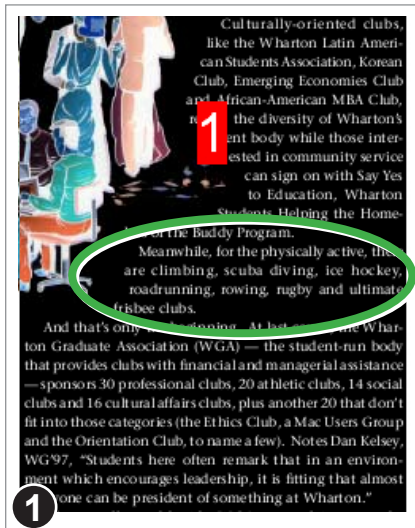
If FlexiPDF doesn't appear to be merging in the way you want it to, check the order in which you have selected the text blocks or try using the **Linked text** tool instead which offers more of a visual cue to the process.

## Splitting text boxes

Standard

Pro

Text blocks can be split at paragraph boundaries. This can make editing large blocks of text faster and helps to avoid reflowing text that does not need it.



Use the **Linked text** tool to select the text box to be split.



The example shows a large block of text with complicating formatting.

To edit just the middle paragraph without reflowing any of the other text, the text box should be split.



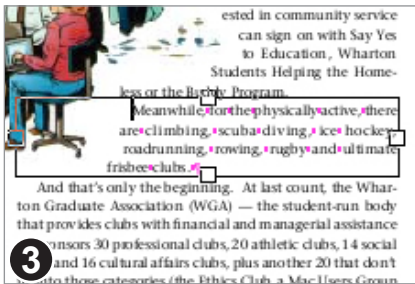
Choose **Text > Text Box > Split Paragraphs**.

The single box is split so that each paragraph becomes a box, not linked to any other.

Although the new text boxes are not linked together, for clarity they have been linked together in this image to highlight the affect of splitting.

Continued...

Continued from previous page



After splitting, FlexiPDF switches to the **Text tool** ready for editing.



## Splitting using the Object Tool

You can also split paragraphs by using the **Object tool**.



Select the paragraphs to be split in any way - dragging out a selection box, **Shift-clicking**, **Edit > Select All** etc.

Once you have selected all the boxes you want, choose **Text > Text Box > Split Paragraphs**.

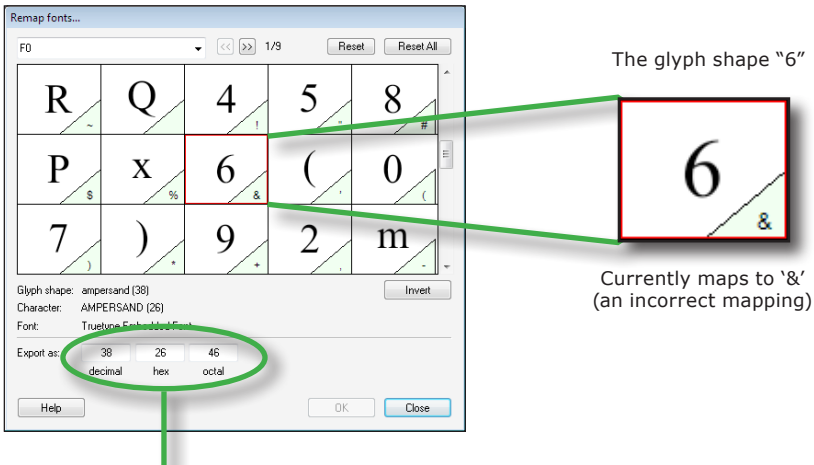
## Remapping fonts

Every font in PDF includes a mapping from the glyph shapes to their meaning. Without this mapping editing would not be possible nor would content export.

In some PDF documents these mappings are incorrect or corrupted. You can train FlexiPDF to deal with particular mapping problems as they arise. This training does not fix the PDF but does enable editing, content export and translation.




Choose **Text > Remap Fonts** to open the font mapping dialogue box.

The dialogue box is similar to the **Character Palette** dialogue (see “Inserting special characters” on page 60)



The 'meaning' of the selected glyph. When editing or exporting, FlexiPDF will treat the glyph as if it were Unicode 38.

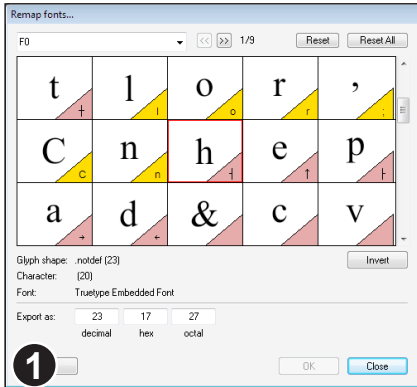
The mapping for each glyph is shown in one of three colours:

-  Mapping contained in the PDF. (May or may not be correct)
-  Bad or missing mapping.
-  User supplied mapping. (A remapped glyph)

Continued from previous page

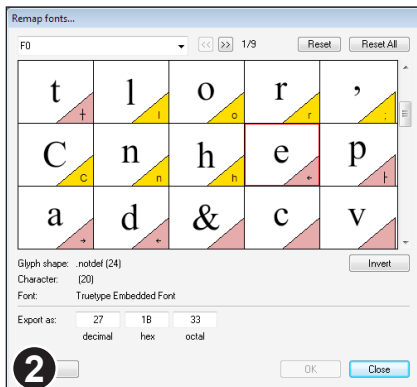
## Editing font mappings

The quickest way to edit or fix a font map is to select the first incorrectly mapped glyph in the map, then press the key to which it should map. The mapping will be set and the next glyph will be selected. Repeat until all incorrect glyphs are mapped.



In this example, 6 characters have already been re-mapped. The selected glyph has moved into 'h'.

Press 'h' on the keyboard to change the mapping to 'h'.



The mapping for 'h' has been recorded and now, the 'e' glyph has been selected.

If the destination character cannot be entered from the keyboard such as **fi** (*latin small ligature fi*) then enter it's Unicode value into one of the edit boxes - FB01 is the code for **fi** in hexadecimal.

## Notes

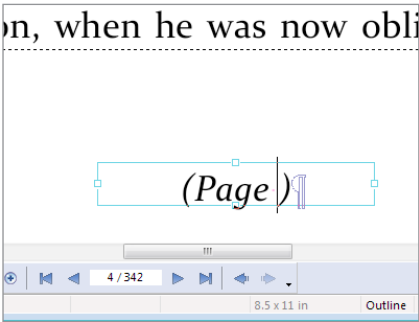
- Mappings are stored in a mappings file maintained by FlexiPDF.
- Mappings are applied whenever a document with a matching font is opened.
- Mappings are used during editing and when exporting PDF to other formats.

## Numbering pages

You can renumber a range of pages by cloning a page number text field on each page in the range using the cloning facility. Each time the text field is placed on a page in the range, it is incremented by one.

Page number fields do not update when pages are added or removed from a PDF. Instead you should re-clone the numbering on the affected pages.

See “Cloning objects across pages” on page 98 for details of cloning objects (not just page number fields) across pages.

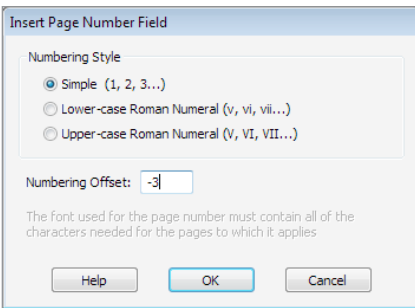


In this example we want to have a numbered footer at the bottom of each page, of the form **(Page n)**.

Using the **Text tool**, create and edit the footer on the first page of the range.



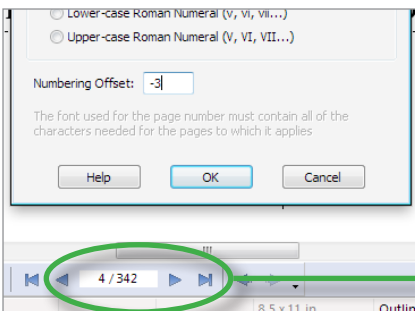
Choose **Text > Insert Page Number** to insert the text field where the page number should be.



Choose the **Numbering Style** for the number.

Note that whatever format is chosen, the font used must encode all the characters that will be required as the number changes across the page range.

You can verify this by looking at the font using the character palette (choose **Text > Character Palette**).



Finally, specify the **Numbering Offset**.

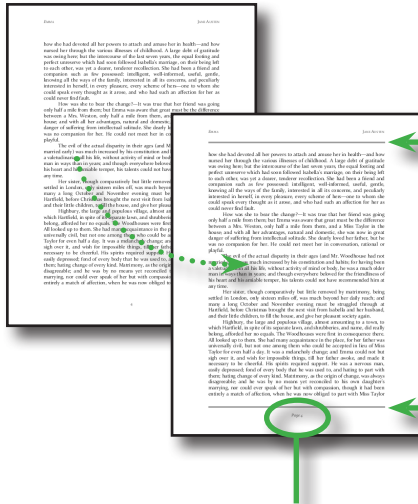
In the example shown, a numbering offset of -3 has been given which means the first page number generated will be 1.

Since it is being inserted on physical page 4 of the PDF, with a numbering offset of -3, the first page number generated will be 1.



# Cloning objects across pages

FlexiPDF can replicate a selection of objects across a range of pages. The objects are placed at the same position on each page in the range, on top of any existing contents. This facility can be used for adding repeating page furniture such as logos, headers, footers and page numbers.

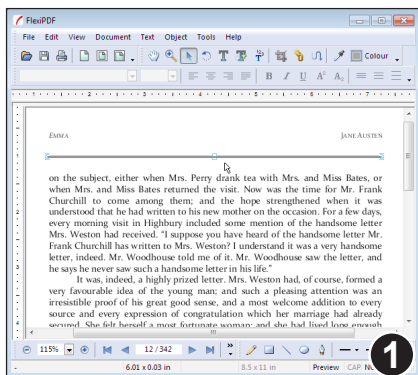


This example will show how to add a header and footer rule plus a page number to a 300+ page book.

New header rule (horizontal line)

New footer rule

New page number style, replacing existing number.

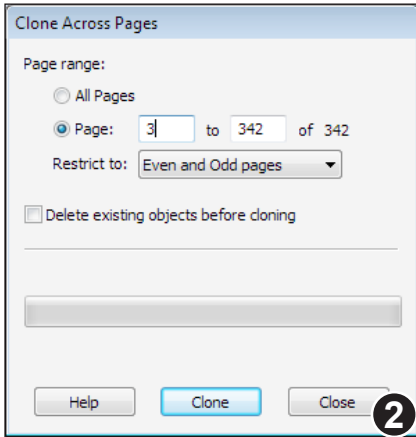


Using the **Line tool** add a horizontal line to the top of the page. Use **Copy** and **Paste** to place a similar line in the footer region.

Both lines are then selected using the **Object tool** (by clicking on each line whilst holding **Shift** to add to the selection).

Choose **Edit > Clone Across Pages**.

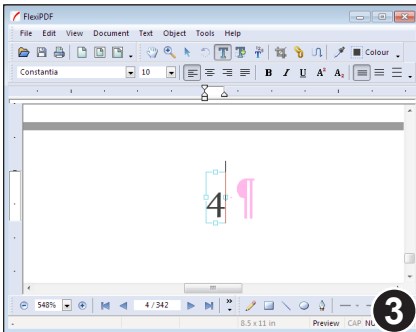
Continued from previous page




Next, specify the range of pages to be covered. In this case we wish to place the borders on all pages from 3 onwards.

You could restrict the range to even or odd pages only if you wanted to apply different graphics to each set of pages.

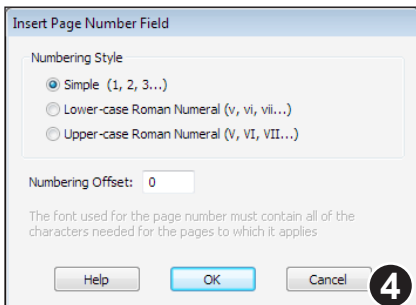
Selected **Delete existing objects** to remove any existing lines at this position before placing the new lines.



In this example, we are going to change the style of the page numbering - currently a simple number.

Selected the existing page number using the **Text tool** and insert "Page"  in front of the number.

Then delete the original number ("4") and choose **Text > Insert Page Number** which will display the page numbering dialogue.



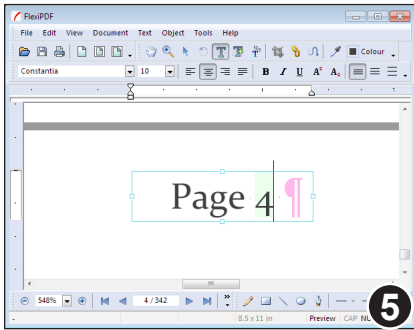
Choose the numbering scheme for the new page number.

You can also provide a **Numbering Offset** that gets added to the page number. Leave this as 0 for no offset.

Press **OK** to insert the page number.

Continued...

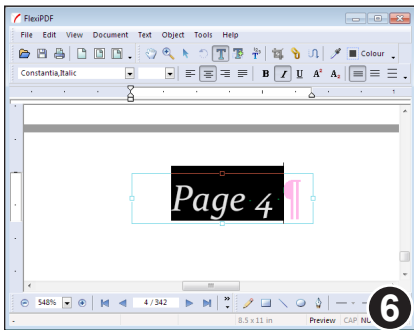
Continued from previous page



The finished format, showing the page number, all centre aligned.

The number is actually a field which is why FlexiPDF shows it highlighted. This highlighting does not affect the PDF and can be turned off by choosing **View > Text > Field Shading**.

During the clone operation this field will update as it is copied to each page in order to show the correct page number.

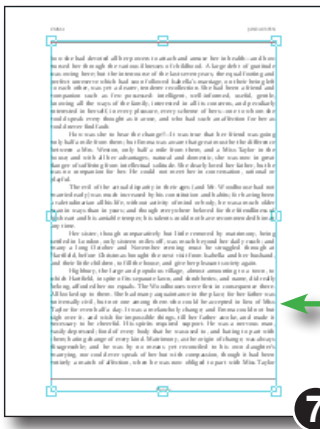


The final change is to change it to an italic version of the Constantia font.

Since the page number field will be cloned across a wide range of pages, all numbers from 0-9 will eventually be needed.

We need to ensure the font we choose has all numbers otherwise the cloning process will fail part way through.

You can check the characters available in a font by choosing **Text > Character Palette**.



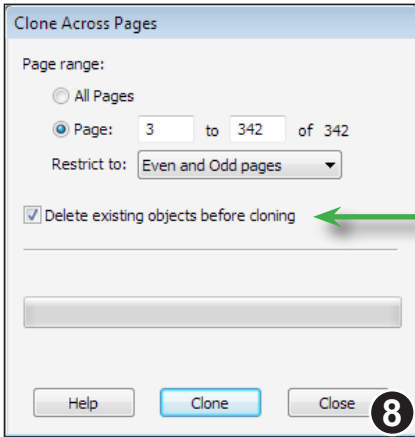
Carefully select both lines and text using the **Object tool**, clicking on each whilst holding **Shift** to ensure they are added to the selection.

Choose **Edit > Clone Across Pages**.

Page with top and bottom lines plus page number selected.

Continued...

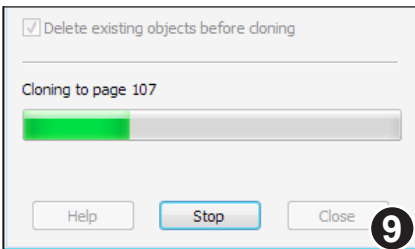
Continued from previous page



Select the **Page range** for the operation. In this example, we will be cloning from page 3 onwards, even though we drew the original items on page 4.

Select **Delete existing objects** to ensure that any existing page numbers are removed before applying the new version.

Press **Clone** to begin the process.



FlexiPDF will show the progress of the operation as it goes.

Every 100 or so pages, the partially complete document will be saved to disc (under a new name) and the process will resume.

The finished document will also have a new name.

## Notes

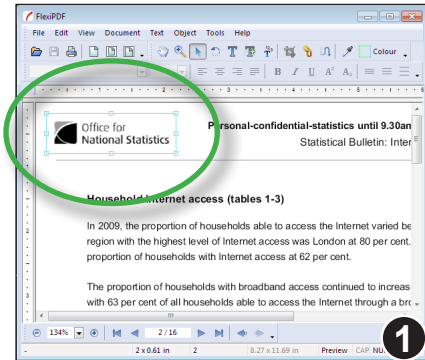
- Page number fields are not updated when pages are inserted or deleted in a document. To update page numbers, perform the clone operation again ensuring that **Delete existing objects** is selected.
- Hyperlinks and annotations are excluded from the cloning process.
- If you want a different object for even and odd pages, perform the clone operation twice, once with the odd-page header and restrict the page range to **odd pages only** (see step 2 above) then again with the even-page header with the page range restricted to **even pages only**.

## Deleting objects across pages

Pro

FlexiPDF can automatically delete objects in the same location across a range of pages. This is very handy for removing unwanted logos, header, footers or other page furniture.

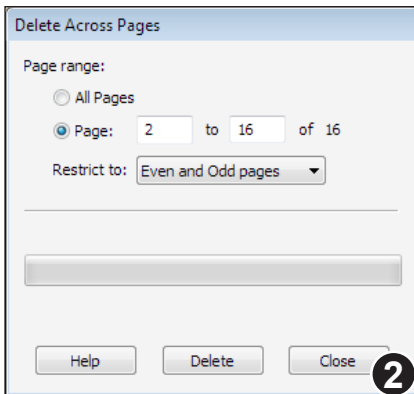
*You are strongly advised to make a backup of your document before using this facility.*



Select the object(s) to be deleted using the **Object select** tool.

In this case, a single logo has been selected that repeats across most of the document.

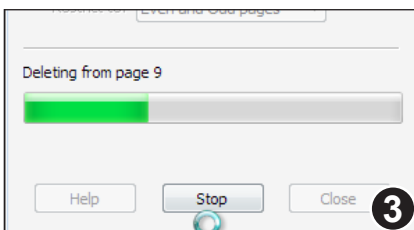
Any objects matching or entirely contained within the individual bounding boxes of objects in the selection, will be deleted from the pages you specify next.



Choose **Edit > Delete Across Pages**.

Choose the page range you wish to affect and whether you want to limit the process to just even or odd pages.

Press **Delete**.



You can halt the process part way through by pressing **Stop**.

## Converting text into vector outlines

To ensure that a PDF prints correctly and avoid any possibility of font problems at the printer, you can convert text to vector outlines.

Some points to note about the conversion:

- converted text will no longer be editable or searchable by FlexiPDF or any other application without the intervention of OCR
- outlined characters will not benefit from font hinting which is used when viewing at low resolutions. However, at the kind of resolutions used by printers, font hinting is not necessary.
- after conversion, you are guaranteed to avoid all font related printing problems since fonts will no longer play a part in the PDF (it will just be pages of line-art).
- the conversion encompasses all text across all pages of the PDF and cannot be undone.

To covert text to outlines choose **Text > Create Outlines**.

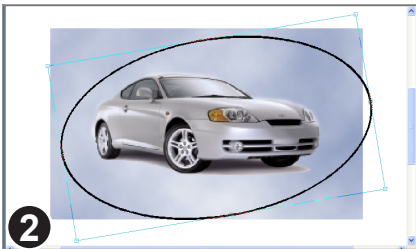
## Clipping mask creation

Pro

Any object or group of objects can have a clipping mask applied. The mask ensures only parts of the object are visible. This is often useful for images where you may want to hide the background for example.



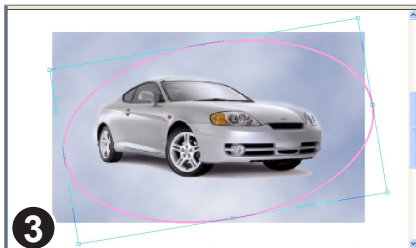
In this example, we want to apply a clipping mask to the image of the car.



A shape is drawn using the drawing tools.

This shape will be used to make the clipping mask.

Any path may be used as clipping path, not simply those created using the built-in drawing tools.



With the new shape selected, choose **Object > Clipping Mask > Convert To Clip**.

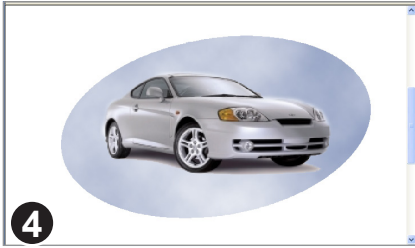
The shape will then become a pink outline.

Now select both the clip path and the image and choose

**Object > Clipping Mask > Add To Clip**.

Continued...

Continued from previous page



The image has now been added to the clipping mask. The parts of the image that are “outside” the mask are not displayed.

You can still move the mask and objects within it independently.

## Notes

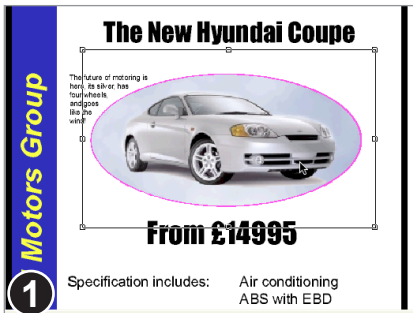
- Any empty clipping masks are automatically removed when a PDF is opened.
- Clip paths have no line width, fill or stroke colour
- Clip paths can be moved independently of the objects being clipped.
- To add multiple objects to the clipping path, group them first using **Object > Group**.



## Clipping mask removal

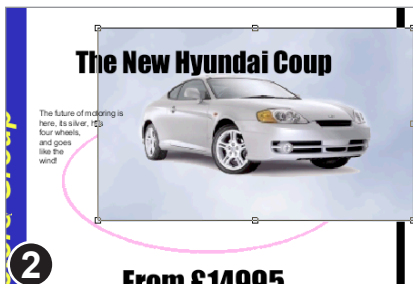
Pro

Clipped objects can be moved independently of their clip masks. Objects can also be “popped” from their clip masks revealing the entire object.



Choose the **Object tool**.

The car image (selected) is clipped by the oval clipping mask (shown in pink).



To remove the image from its clipping mask choose :

**Object > Clipping Mask > Remove From Clip.**

The image is now fully visible.

The clipping mask still exists and is shown in pink behind the image.

### Note

- Clip masks only become visible (outlined in pink) when the **Object Select** tool is active.

## Editing Tabular Data

To make it easier to edit text in tables without disturbing layout, mark-up the tabular region with a **Table Box**. See “Exporting tabular information” on page 191 for details of how to do this.

For maximum effect, it is best to do the marking-up of tables before you begin your first edit on the page.

FlexiPDF will try to make each cell into a separate paragraph. Though this will assist with editing, it is not a full table editor but just a collection of text boxes. If you need to add or move rows, use the **Object tool** to select and move columns or rows of text boxes.

# Find & Replace

---

- ☞ Find & redact
- ☞ Find & replace fonts
- ☞ Find & replace in bookmarks
- ☞ Find & replace in comments
- ☞ Find & replace in files
- ☞ Find & replace in hyperlinks
- ☞ Find & replace in long documents
- ☞ Find & replace text
- ☞ Find & replace text (advanced)
- ☞ Find & replace text styles
- ☞ Text reflow modes

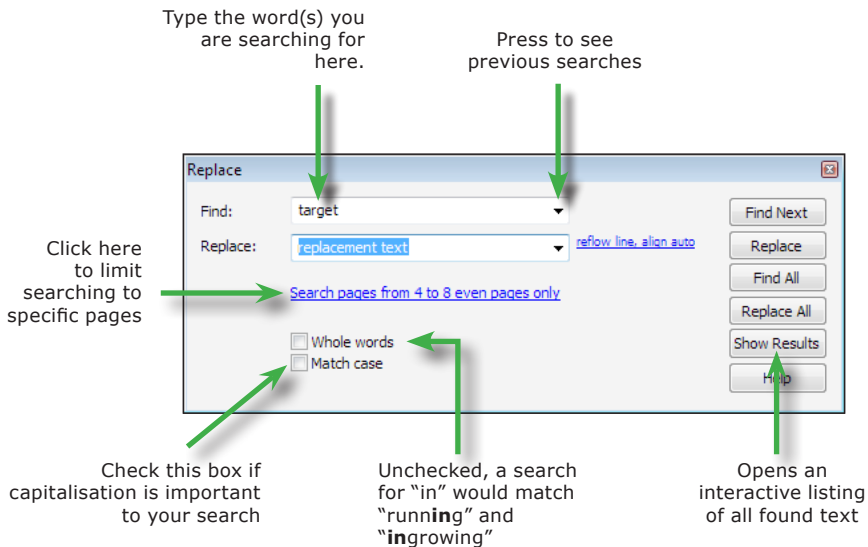
## Find & replace text

Standard

Use the **Find** and **Replace** dialogue boxes to search for and replace words and phrases in a text selection, across a range of pages or throughout an entire PDF.

During text replacement FlexiPDF will reflow the affected text. *It is important you tell FlexiPDF how you want the text reflowed* as, depending upon your document, it may drastically alter its layout. See “Text reflow modes” on page 120 for details.

If you need to target text written using a particular font or text style, see “Find & replace text styles” on page 113.

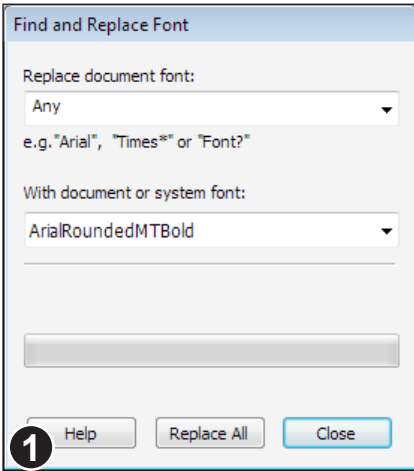


## Notes

- If you have a word selected when the dialogue box opens, the word will be copied into the **Find** box automatically.
- Be careful when changing text in paragraphs with unusual shapes (such as those that flow around graphics). When paragraphs are reflowed, their layout may be altered. See “Flowing text around graphics” on page 88 for methods of avoiding this.

## Find & replace fonts

FlexiPDF can change the fonts used throughout a document using the **Find and Replace Font** dialogue box. This dialogue offers a simplified interface to the more sophisticated facilities of the **Find & Replace** dialogue in FlexiPDF Professional.

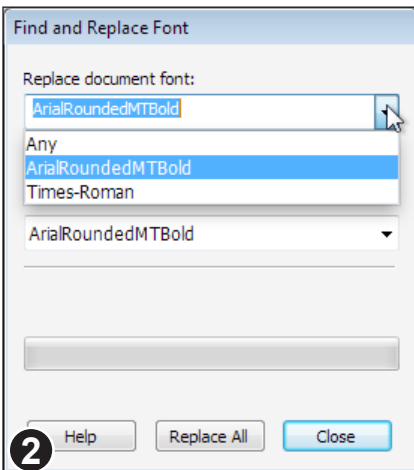


*Before doing a font replacement ensure that you have a recent backup of your document since the operation is potentially disruptive.*

To begin choose

**Edit > Find & Replace > Replace Font**

or choose **Document > Fonts** then select a particular font and press **Replace**.



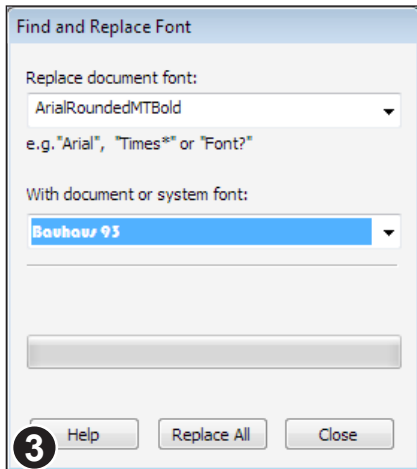
Choose the target font from any of those currently used in the document.

Alternatively, you can enter a wildcard expression in order to match a family of fonts.

For example, **Times\*** will match all fonts whose names start with **Times** such as **Time-Roman**, **Times-Roman Italic** etc.

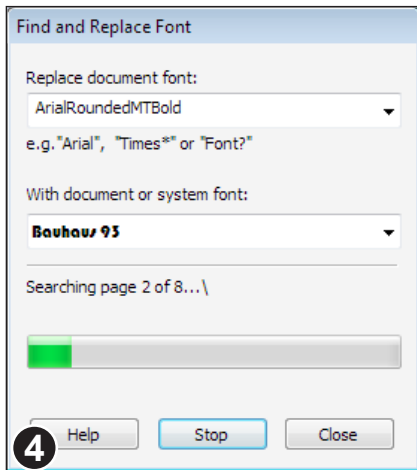
**F?** would match all two-letter font names such as **F0**, **F1** etc.

Continued from previous page



Choose the replacement font from the drop-down list. You may choose any font currently used in the document or any system font on your computer.

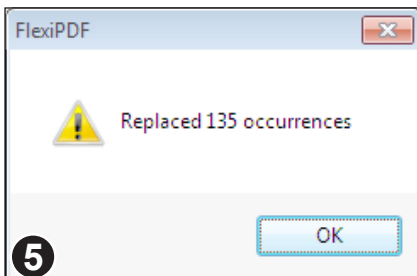
Whatever font you choose, especially if it is one currently used in your document, be aware that it may not have all the characters (glyphs) needed. FlexiPDF will warn you during the replacement if this occurs.



Click **Replace All** to begin the operation.

FlexiPDF will process the entire document, examining all text. If you want to restrict the process to a specific page range, text box or text selection, use the advanced features of the **Find & Replace** dialogue available in FlexiPDF Professional

Hit the **Stop** button at any time to abort the process.



Once finished, FlexiPDF will report the number of runs of text that were modified.

If more than 100 pages were processed, FlexiPDF will have saved the document as it went along, renaming it each time.

Save the finished version now.

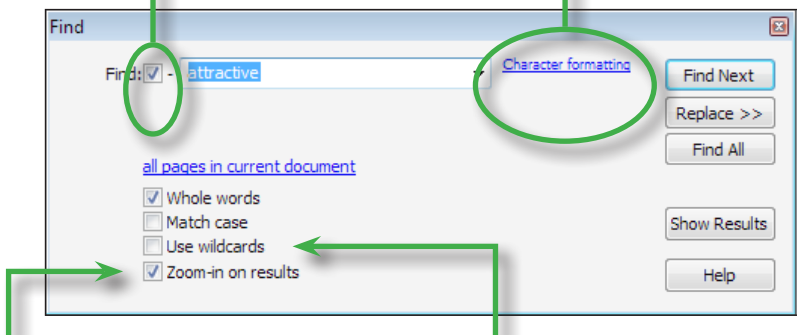
## Find & replace text (advanced)

Pro

FlexiPDF Professional's **Find & Replace** dialogue box is a more sophisticated version of that offered by FlexiPDF (see "Find & replace text" on page 109). Not only can you search and replace text, you can modify the styles of text and change the contents of hyperlink URLs.

See "Find & replace text styles" on page 113 for details of the **Find:** and **Replace:** check boxes.

Click the hyperlinks to limit searches to a particular style and to set the style of the replacement text



When a result is found, the page can be zoomed to ensure the text is large enough to read. Disable this if you want the page zoom to remain fixed.

Check to activate wildcard matching.

Available wildcards are:

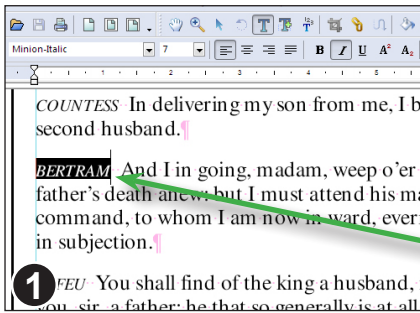
- \* to match zero or more characters
- + to match 1 or more characters
- ? to match a single character

## Find & replace text styles

Pro

You can restrict your target text by font, colour or size. You can also dictate the font, size and colour of the replacement text. You can even change the style of text without changing the text itself (more flexible than “Find & replace fonts” on page 110).

*Before doing any kind of replacement operation ensure that you have a recent backup of your document since automated operations are potentially disruptive.*

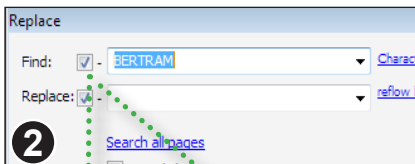


To change all the character names in a Shakespeare play so that they appear in blue.

Using the text edit tool, select an example of the text to be changed.

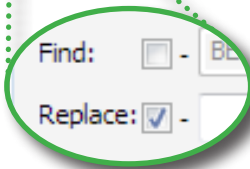


Minion-Italic, 7 point

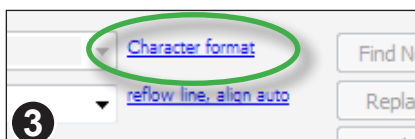


Choose **Edit > Find & Replace > Replace** to open the **Replace** dialogue box.

The selected text will appear in the **Find** box.



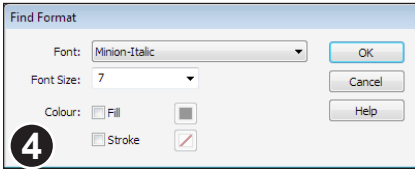
To find *all* text with the same style, uncheck the **Find** check box. The target text will grey-out.



Next, click on the **Character format** hyperlink to open the formatting dialogue box.



Continued from previous page

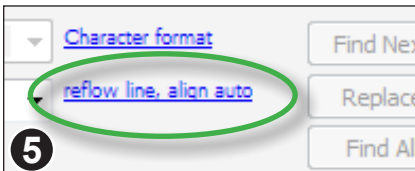


The **Find Format** dialogue reflects the formatting of the text from your initial selection, though it remains inactive until you press **OK**.

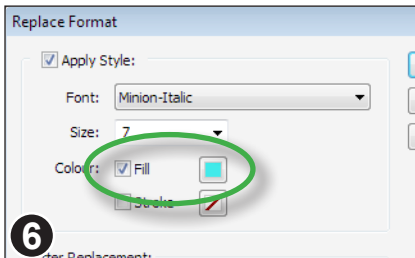
Press **OK** to activate the formatting.



Whenever a format is active for a search, a brief summary of the styles chosen is shown next to the **Find:** text box.



Click on the hyperlink next to the **Replace** text box to open the **Replace Format** dialogue box.



The **Replace Format** dialogue box displays the formatting of the initial text selection.

Click on **Apply Style** since we want to change the colour of text.

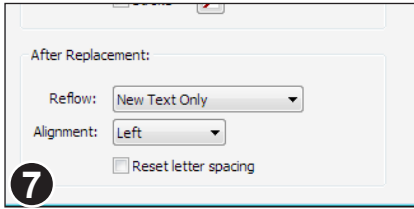
Click on the Fill colour check box to enable the colour picker button next to it.

Click on the colour button to choose a new colour.

(In the example image a blue colour has already been chosen)

Continued...

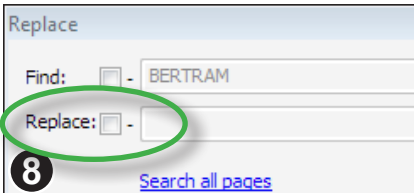
Continued from previous page



Reflow and alignment changes should be kept to a minimum (we only want to change text colour).

Ensure that **Reflow** is **New Text Only** and **Alignment** is **Left**.

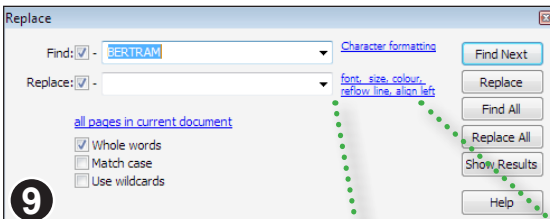
Then press **OK** to activate the formatting.



Uncheck the box next to **Replace**. The replace text box will grey-out.

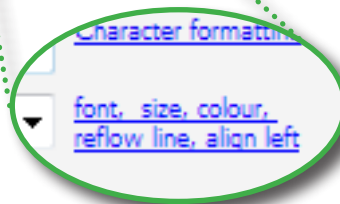
This means we do not want the text itself changed, only its style.

Press the **OK** button to activate the format settings.



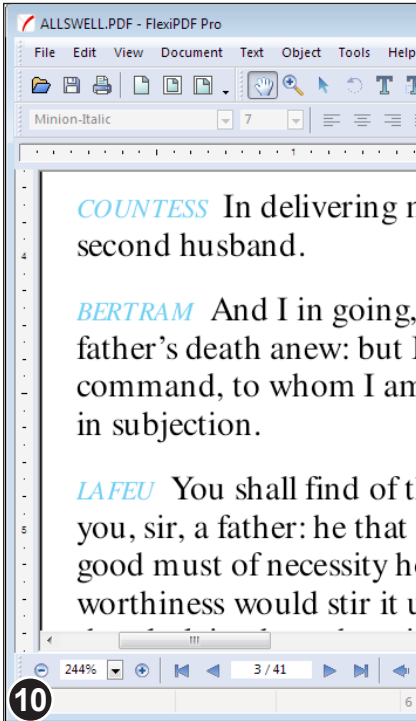
The **Replace** dialogue box should look something like this.

Press **Replace All** to start the process which may take some time to finish.



Continued...

Continued from previous page



Once finished, all character names have been changed to blue throughout the PDF.

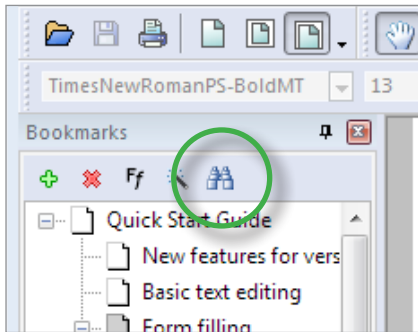
The same technique can be used to change the font, font size or stroke colour of specific text.

## Notes

- To remove any **Find** formatting click the formatting hyperlink next to the **Find** text box and set both **Font & Font Size** to **Any** then uncheck both colour check boxes.
- **Replace** formatting can be disabled in the same way as detailed above.
- FlexiPDF will save a partial copy of the PDF every 100 or so pages during a long find & replace operation.
- To cancel a find & replace operation, press **Escape** or close the dialogue box.

## Find & replace in bookmarks

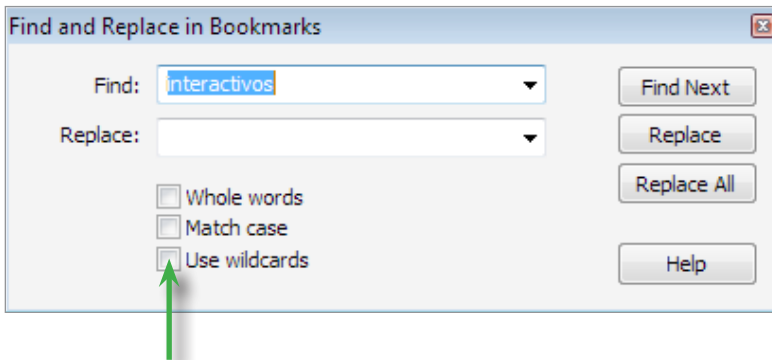
To search through or replace bookmark titles in the current document:



Ensure the bookmarks panel is visible by choosing **View > Bookmarks**.

Click on the Binoculars icon in the toolbar inside the bookmarks panel

If text is selected in the current document (using the Text tool) when the binoculars button is pressed, it will be copied into the **Find** text box ready for searching.



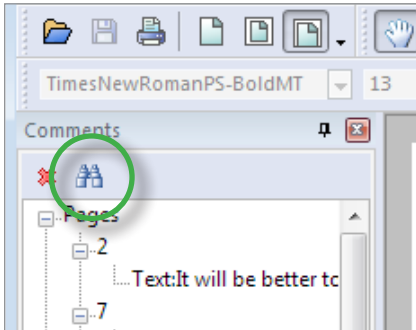
Check to activate wild card matching.

Available wild cards are:

- \* to match zero or more characters
- + to match 1 or more characters
- ? to match a single character

## Find & replace in comments

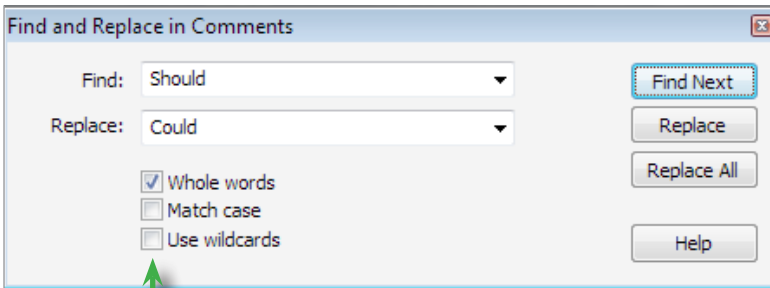
To search through or replace comments in the current document:



Ensure the comment panel is visible by choosing **View > Comments**.

Click on the Binoculars icon in the toolbar inside the panel.

If text is selected in the current document (using the Text tool) when the binoculars button is pressed, it will be copied into the **Find** text box ready for searching.



Check to activate wild card matching.

Available wild cards are:

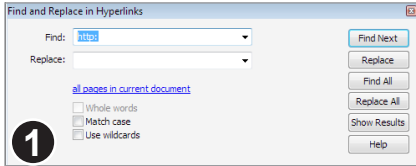
- \* to match zero or more characters
- + to match 1 or more characters
- ? to match a single character

## Find & replace in hyperlinks

Pro

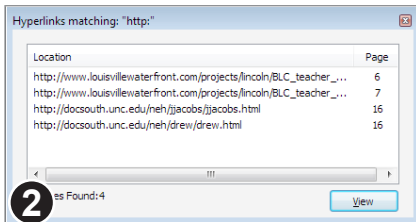
You can perform find and replace operations on the content of hyperlinks in the current document. This can be useful for changing the web address of hyperlinks.

You can also perform hyperlink replacement across files - see “Find & replace in files” on page 125.



Choose **Edit > Find & Replace > Find and Replace in Hyperlinks**.

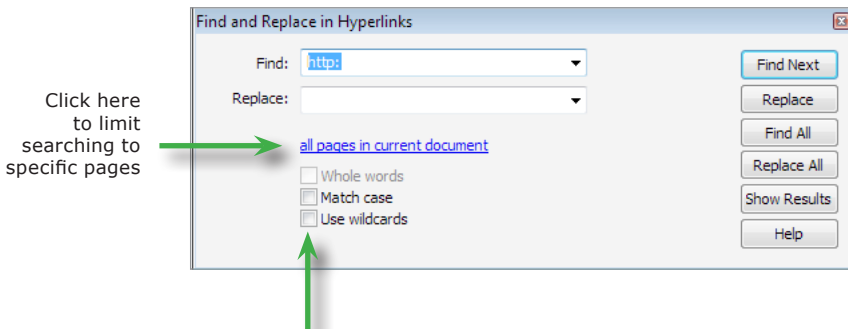
For example, entering “http:” into the **Find** text box should match all web-based hyperlinks in the page range.



Press **Find All** which will begin the search and open the **Find Results** window.

As the find progresses, results will be added to the **Find Results** window.

Once finished, double-clicking on a result will display the hyperlink in the main window of FlexiPDF.



Check to activate wild card matching.

Available wild cards are:

- \* to match zero or more characters
- + to match 1 or more characters
- ? to match a single character

## Text reflow modes

Standard

Pro

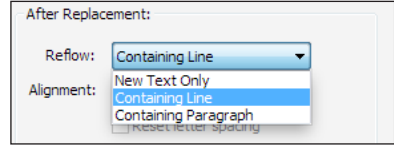
FlexiPDF offers three modes for controlling the way text is reflowed during search and replace:

- **New Text Only**

This mode is useful when dealing with tabular data, headers, footers or other single lines where retaining the original spacing and gaps between words is important.

The minimum reflow is done. The new text is left, centre or right aligned within the space occupied by the text being replaced.

In this mode, you may end up with words printed on top of each other if the replacement text is much longer than the original.



- **Containing Line Only (default mode)**

This mode is useful when you wish to cause minimum changes to existing paragraphs whilst ensuring changed lines blend in correctly.

Only the line(s) containing the search text will be reflowed after replacement. Lines can be left, centre or right aligned regardless of the alignment of their paragraphs.

The **auto** option will use the containing paragraph's current alignment.

- **Containing Paragraph**

The entire paragraph (and those near it) may be reflowed according to their current alignment. You cannot dictate the alignment used in this mode.

If a paragraph grows longer after reflowing, some of the text may become 'overset' (See "Overset text" on page 59). This is signified by a red square on the bottom-right edge of the text box. You may need to make the text box bigger to accommodate the text once the search and replace is complete.

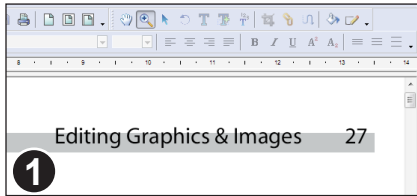
## Reset Letter Spacing

When only the font is changed as a result of a search & replace operation the existing letter spacings may not be appropriate for the new font.

Checking **Reset Letter Spacing** will cause both inter-character and inter-word spacing to be set to 0 for every character affected.

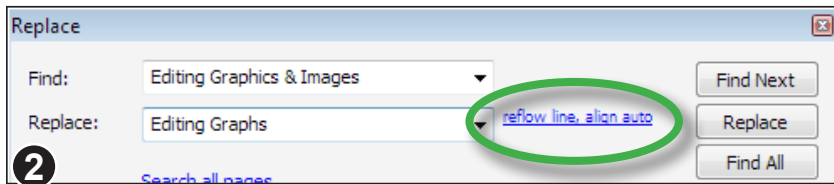
Continued from previous page

## Reflow: New Text Only



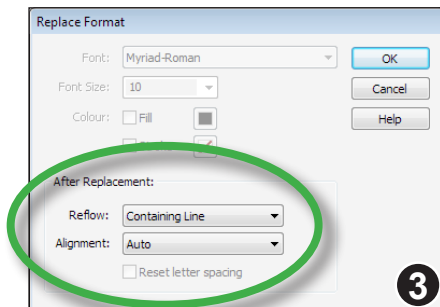
In this example, the header text is to be altered whilst retaining the gap between the page number and the text.

Choose the **Edit > Find & Replace > Replace** menu item.



Fill in the **Find** and **Replace** text boxes.

Press the blue, underlined hyperlink next to the **Replace** text box.



To ensure that the new text is right-aligned and that the page number is left where it is -

Choose **New Text Only** from the **Reflow** pop-up menu

Choose **Right** from the **Alignment** pop-up menu

Continued...



Continued from previous page

## Reflow: New Text Only

Original text →

Editing Graphics & Images 13

### Align: Left

New text is aligned with the start of the old text. If new text is longer than old, it may overflow and collide with page number.

Editing Graphics ←→ 13

### Align: Centre

New text is aligned with the centre of the old text. If it becomes longer it will extend beyond the original left/right bounds of the old text.

←→ Editing Graphics ←→ 13

### Align: Right

New text is aligned with the end of the old text. If new text is longer than old, it may extend beyond the left extent of the original text.

←→ Editing Graphics 13

### Reflow: Containing Paragraph

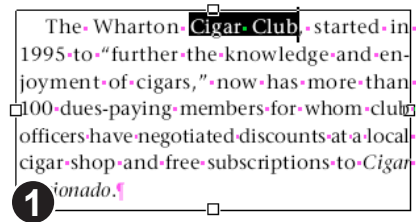
The entire line is reflowed and left justified. The page number is moved during the reflow.

Editing Graphics 13

Continued...

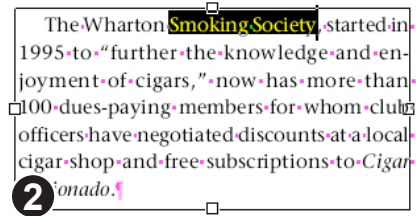
Continued from previous page

## Reflow: Containing Line Only



### "Cigar Club" -> "Smoking Society"

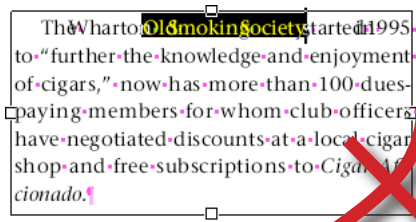
In this example, "Cigar Club" is replaced by "Smoking Society", reflowing only one line of the paragraph.



To make room, the words have been moved closer together on the first line.

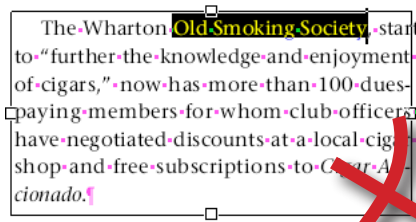
None of the other lines has been altered.

## Potential Problems



### "Cigar Club" -> "Old Smoking Society"

There is not enough room for the replacement text on the line so words have begun to run-in to each other.



This is the same replacement using **Alignment: Left**.

The text has grown beyond the edge of the text box.

## Notes

- Use **Reflow: Containing Paragraph** option only if you are confident that reflowing the paragraph will not destroy any existing indentation or special layout.
- When using **Reflow: New Text Only** the new text may collide with existing text if it is longer than the original text.

## Find & replace in long documents

[Standard](#)[Pro](#)

During find & replace in a long PDF (more than 200 pages), FlexiPDF will save the partially-complete PDF every 200 pages.

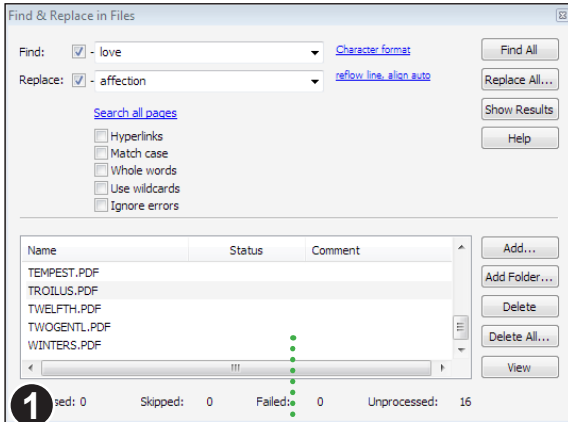
On completion, the finished PDF **MyDoc.pdf** will be renamed **MyDoc-01.pdf**. The original PDF (before the find & replace) will remain unchanged.

If you perform further search and replace operations on the new document, it will be renamed **MyDoc-02.pdf** and so on.

## Find & replace in files

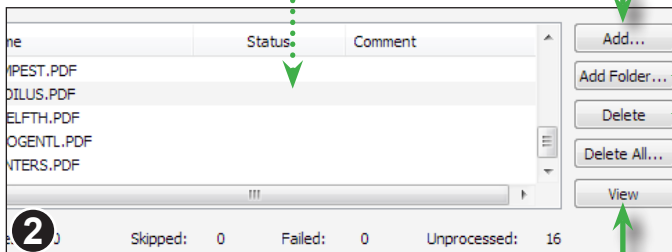
FlexiPDF Professional can automatically perform a Find & Replace (text or hyperlinks) operation on multiple files.

Choose **Edit > Find & Replace > Replace In Files** to open the dialogue. There does not have to be a document already open in order to access the dialogue.



Upper part of the dialogue is like the **Replace** dialogue box. See "Find & replace text (advanced)" on page 112 except that it also includes a 'hyperlinks' check box.

Lower part of the dialogue is where you add files to be searched.



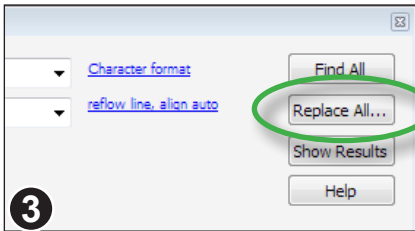
Click to add files to the list

Click to add all the PDF files in a folder (and its sub-folders)

Deletes files from the list (does not delete them from disc)

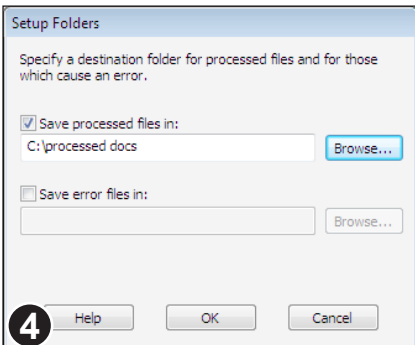
Click to open and view the selected document.  
If already processed, FlexiPDF will open the processed version

Continued from previous page



Once your search has been setup and you have added some files to the list, press **Replace All**.

## Setup Folders

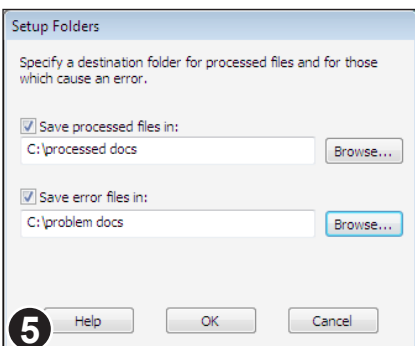


The **Setup Folders** dialogue will open.

Supply a location in which to save the processed files.

◀ If you do not use this option, your original files will be over written (a backup will not be made).

*You are strongly advised to ensure you have a backup of the original files.*

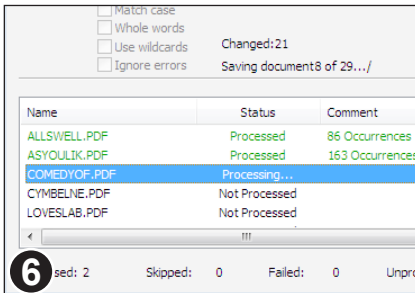


◀ You may also give an optional folder for error files.

Errors can occur when there is no suitable font for substitution for example.

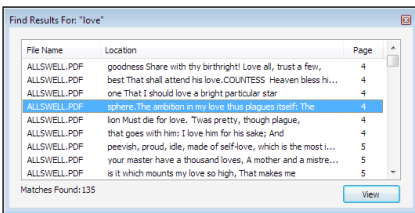
Continued...

Continued from previous page



During the search, the dialogue shows the number of changes made, and current page being searched.

The current PDF being searched is highlighted in the list of files.



When doing **Find In Files**, pressing **Show Results** will display the results list. This list is updated as the search proceeds.

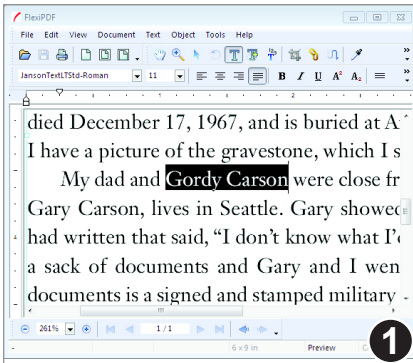
Once the search has finished, double clicking on a result will open the relevant PDF and show the text.

## Find & redact

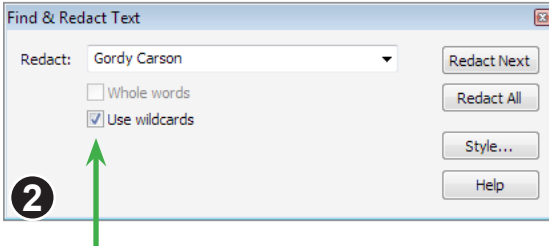
Pro

FlexiPDF can redact all occurrences of words and phrases throughout a document. This redaction is deep and also occurs in bookmarks, comments and any other meta-data contained within the document.

The redaction becomes permanent only after the document is saved.



Select the text to be redacted then choose **Edit > Find & Replace > Redact All** or press **Ctrl+Alt+R**



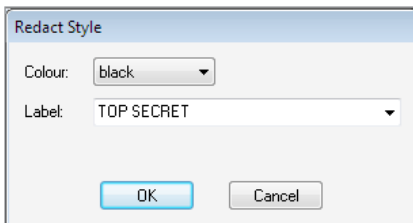
Press **Redact Next** to do one redaction at a time.

Press **Style** to alter the colour used for redaction or to apply a label.

Check to activate wild card matching.

Available wild cards are:

- \* to match zero or more characters
- + to match 1 or more characters
- ? to match a single character



Apply a colour or label to redacted text. The style is applied to new redactions only.

# Page Operations

---

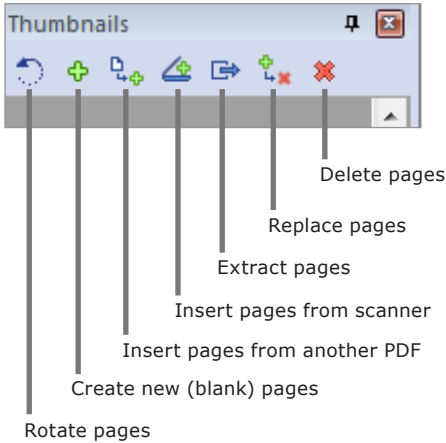
- ☞ **Cropping Pages**
- ☞ **Inserting new pages**
- ☞ **Inserting pages from a scanner**
- ☞ **Inserting pages from other documents**
- ☞ **Page labels**
- ☞ **Page margins**
- ☞ **Placing a page from another document**
- ☞ **Reordering pages**
- ☞ **Resizing pages**
- ☞ **Thumbnail View**
- ☞ **Watermarking pages**



## Thumbnail View

All of the page manipulation functions can be found in the **Documents > Pages** sub-menu. Many also appear on the thumbnail view's toolbar.

Sometimes it may be easier or quicker to use the thumbnail panel rather than the main menu to access these functions. For example, deleting a range of pages by selecting multiple thumbnails then pressing the delete button.



To show the thumbnail panel, choose **View > Thumbnails**.

It may take a moment to render the thumbnails for a document.

The thumbnails represent the state of each page when first loaded, not necessarily their current state after editing.

Many of the toolbar buttons can be applied to multiple pages. To select multiple pages in the thumbnail panel, click on the first page in your range, then press the **Cursor Up** or **Down** keys together with the **Shift** key to extend the selection.

You may only select adjacent pages.

## Cropping Pages

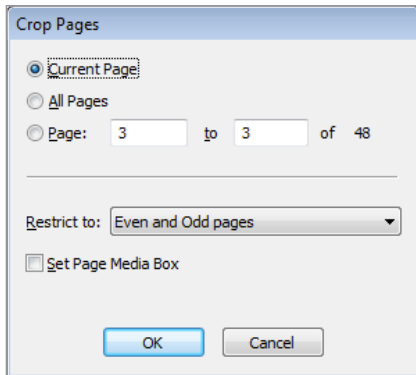
Trim the size of a page or range of pages using either the **Crop Tool** or the **Auto-Crop** facility. Cropping does not remove anything from a PDF, it just limits what is displayed by PDF viewers and printers.

### Using the Crop Tool

Select the crop tool from the toolbar then drag-out a box to represent the area that will remain after cropping. You do not need to drag out exactly the right shape since you can resize the box after the initial drag.



When you are happy with the area covered, press **Return** on the keyboard.



Crops can cover a range of pages.

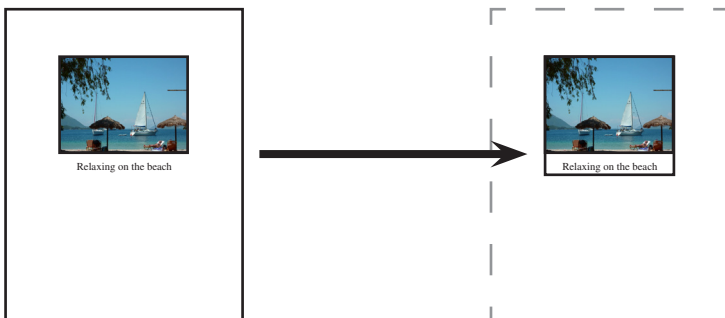
You may also restrict cropping to only even or only odd pages - handy when your pages need different crops for book binding.

If the **Set Page Media Box** check-box is checked, this value will be set to match the crop. This setting is probably not relevant to most PDF users.

### Auto-Crop

Pro

Choose **Document > Pages > Auto-Crop** to reduce the size of a range of pages to match their contents. For example, if a page contained only a photograph and a caption, then after auto-crop, the crop region would be set to the bounding box around those two objects.



## Inserting new pages

Standard

Pro

You can insert any number of new pages into any PDF document.

Open a PDF then choose **Document > Pages > Insert New** from the main menu bar.

Choose how many new pages you want to add (the default is 1).

Choose whether you want to insert the new page before or after an existing page.



Choose Use Current Size to make the new pages the same size as the currently displayed page.

The remaining options are the same as those in the **New Document** dialogue box.

**Insert New Page**

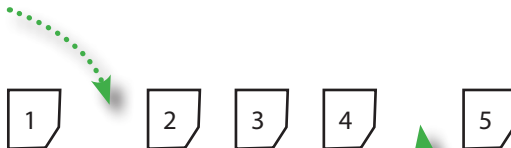
Create:  page(s) After

☐ First Page  
☐ Last Page  
☒ Page:  of

**Page Size**

☐ Use current size  
☐ Standard size: US Letter  
☒ Custom size: Width:  Height:  Units: inches

Inserting a new page  
**After** the **First Page**



Inserting a new page before  
**Last Page**



## Notes

- The size of new pages is determined by the page being viewed when the instruction is given.

## Reordering pages

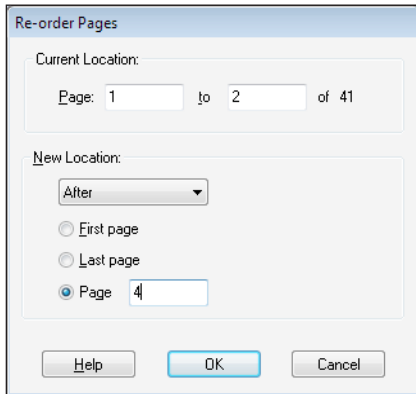
Standard

Pro

A page or group of pages may be moved from one part of a PDF to another. You may have to alter page numbers printed on the pages after relocating.

You can re-order using the dialogue shown below, or by dragging page thumbnails in the **Thumbnails** pane. Choose **View > Thumbnails** to make the pane visible. Then select or **Shift**-select (for multiple) pages and drag them to a new point in the thumbnail list.

### Using the Re-order Page dialogue

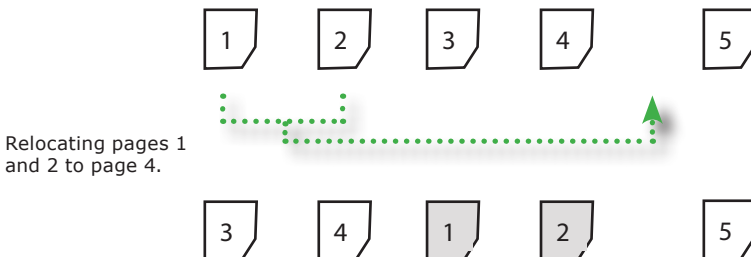


The 'Re-order Pages' dialog box has two main sections. The 'Current Location' section contains a text field 'Page: 1' followed by 'to 2 of 41'. The 'New Location' section has a dropdown menu set to 'After', three radio buttons for 'First page', 'Last page', and 'Page', and a text field containing '4'. At the bottom are 'Help', 'OK', and 'Cancel' buttons.

Open a PDF and choose:  
**Document > Pages > Re-order.**

Choose the range of pages you wish to relocate.

Then choose where you want them to be moved to.



Relocating pages 1 and 2 to page 4.

## Notes

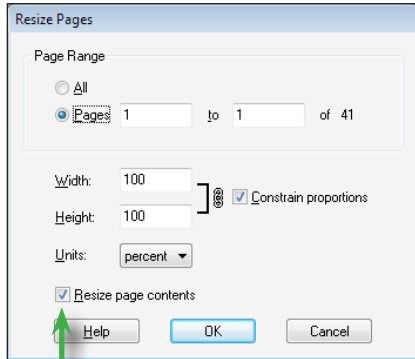
- See “Numbering pages” on page 97 for details of re-numbering moved pages.

## Resizing pages

Standard

Pro

A page or group of pages can be resized. This scales all objects on the page then adjusts the media box (paper-size).



Uncheck this box to re-size the page only; objects on the page will not be altered. This is especially useful for re-sizing empty pages.

Open a PDF and choose:  
**Document > Pages > Resize.**

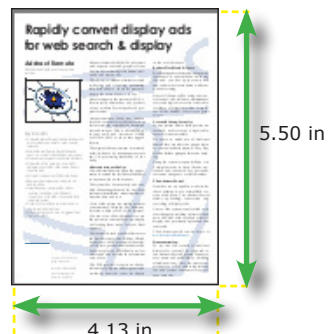
Choose to scale X & Y axis independently or click **Constrain Proportions** to maintain the aspect ratio.

Choose the units for scaling - percent, inches, points or centimetres



This illustrations shows a page being resized by 50% on both axes.

11.00 in



5.50 in

8.27 in

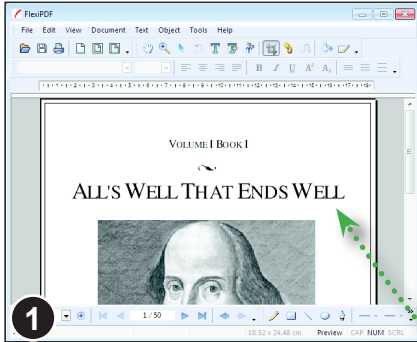
4.13 in

## Inserting pages from other documents

Standard

Pro

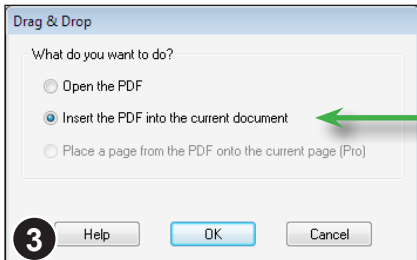
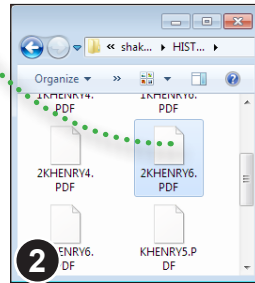
Pages from one document can be imported into the current PDF. There are two methods for doing this:



With your PDF already open, choose **Document > Pages > Insert From Document** then choose the PDF you wish to insert using the file selection dialogue.

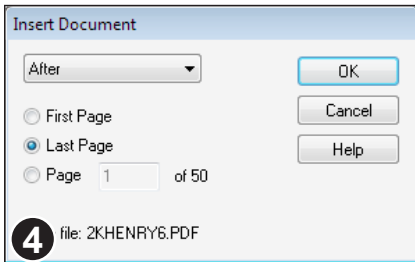
*Or*

Drag & drop a PDF file onto your open document.

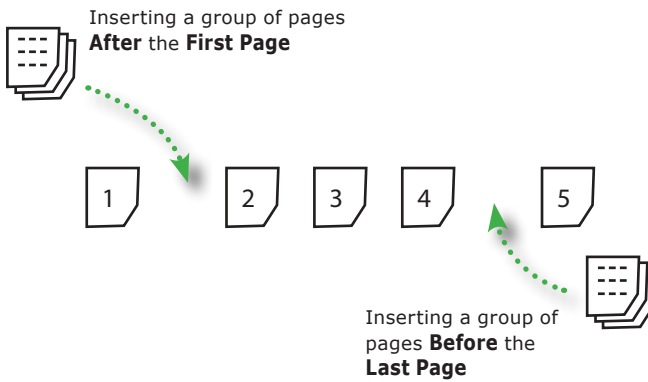


After dropping the file, choose: **Insert the PDF.**

Continued from previous page



Finally, specify where you want the new document inserted.

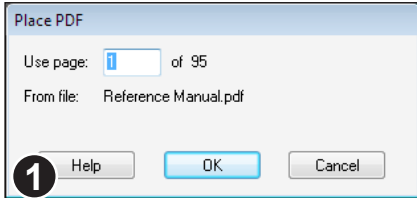


## Placing a page from another document

Pro

You can place the contents of an entire page from another PDF into the current page of your PDF. There are two ways of doing this:

### Method 1:

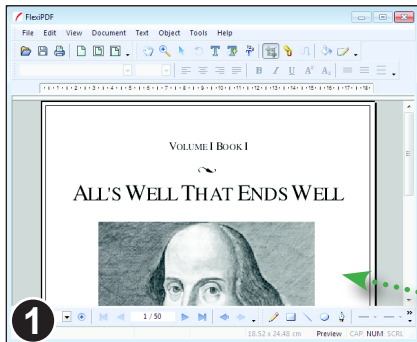


With your PDF already open, choose:  
**File > Place PDF.**

Then choose the PDF you want to place.

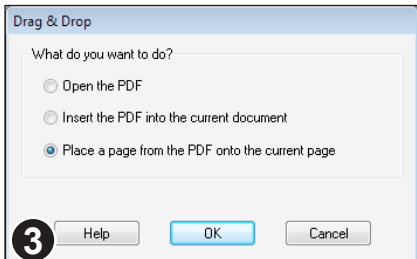
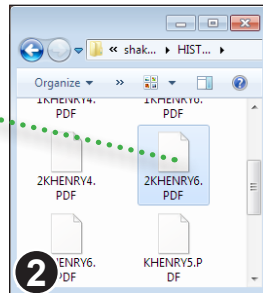
If the PDF you are placing has multiple pages, choose the page you wish to place (if it has only one page, you will not be prompted to choose)

### Method 2: Drag & drop



You can drag & drop a PDF file onto your open document to place a page.

You will then have the choice of opening or inserting the new PDF.

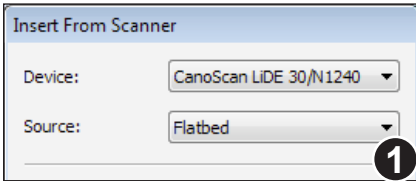


Choose the **Place a page** option then press OK.



## Inserting pages from a scanner

You can use your scanner to insert pages into an existing PDF or create an entirely new PDF by using **File > Create From Scanner**. The two operations use very similar dialogue boxes.

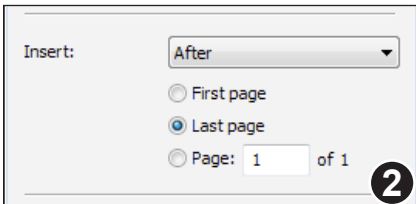


With your PDF already open, choose:

**Document > Pages > Insert From Scanner.**

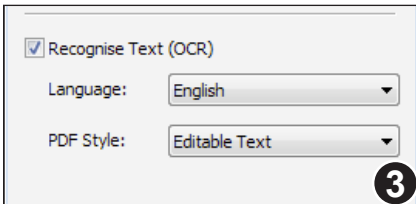
Choose your scanner from the **Device:** list of available input devices.

If your device is an automated document scanner capable of scanning many pages unattended, change **Source** to **Automatic Document Feeder**.



Next choose where you want new page(s) to be placed. By default they will be inserted after the last page.

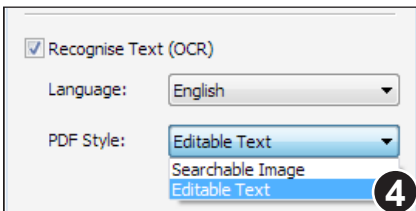
This section of the dialogue isn't visible when using **Create From Scanner**.



\*OCR = Optical Character Recognition

If **Recognise Text (OCR)** is enabled, FlexiPDF will try to convert any text found in the scan into "real" text and not just an image of text.

If you only want the image itself, if the image is a photograph for example, do not check this option.



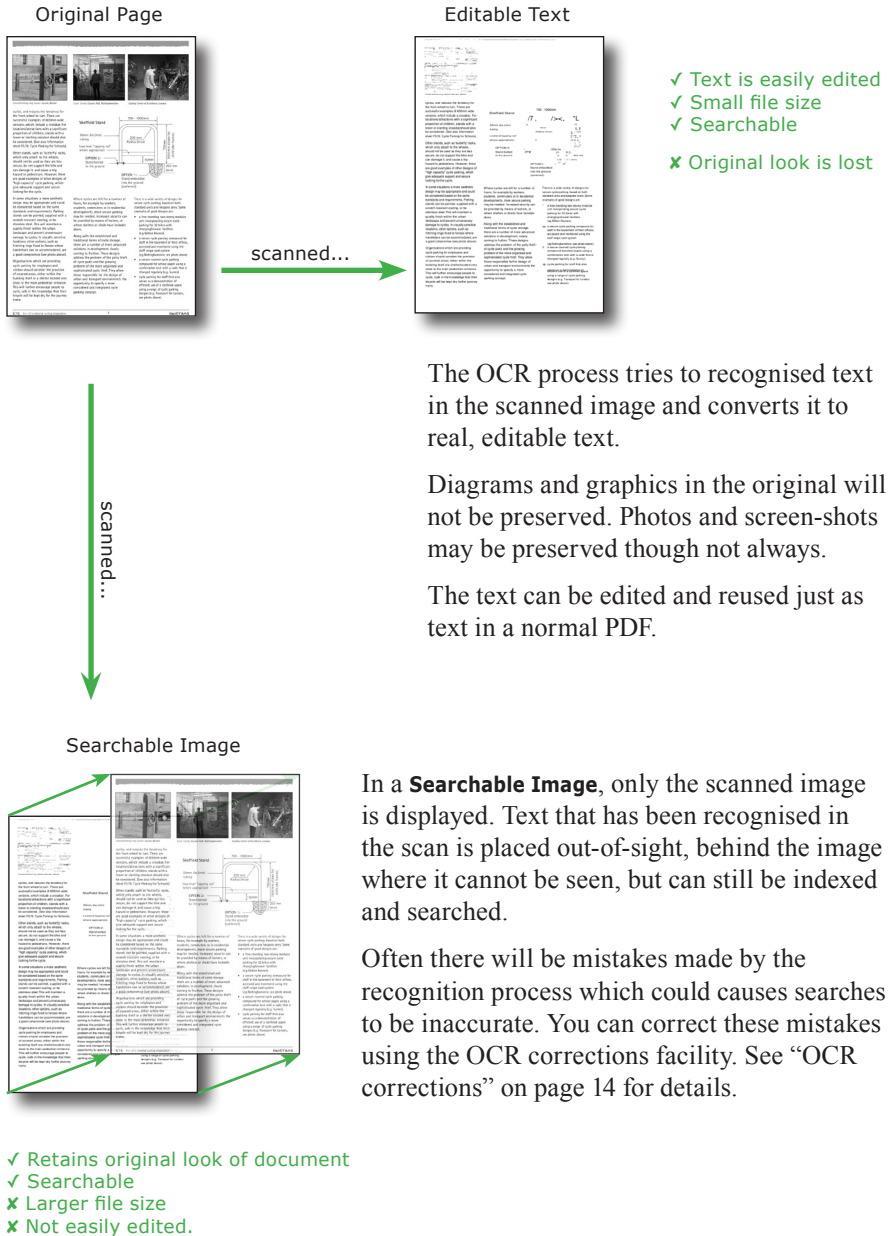
If you want to be able to easily edit the recognised text and make use of it again, choose **Editable Text** as the **PDF Style**.

If instead, you want the PDF to be searchable but to look as close to the original as possible, choose **Searchable Image**.

Continued...

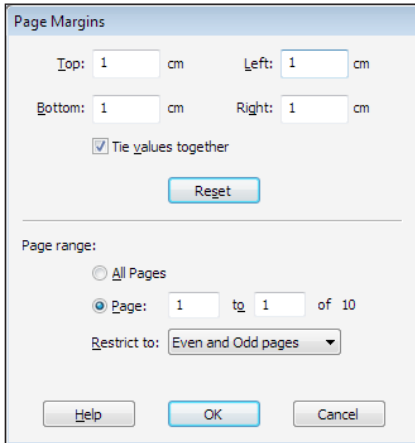
Continued from previous page

## Comparing PDF styles when using OCR



## Page margins

FlexiPDF Professional can add margins to a range of pages to make editing easier. These margins act as fixed guides. See “Layout guides” on page 49 for an explanation of how guides work.



Choose **Document > Pages > Margins**.

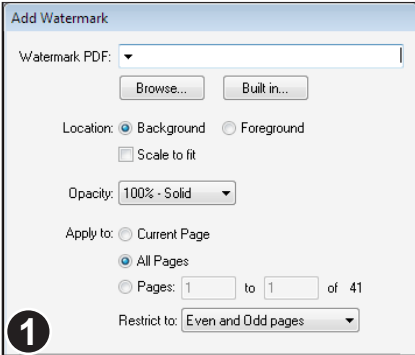
Enter your required margins in the boxes. Checking **Tie values together** ensures that all boxes have the same value. This works when you move from one box to the next by pressing tab or clicking the mouse.

## Notes

- To change the units used (cm in this case), close the dialogue and choose **File > Preferences** and click on the **Editing** tab.
- After adding margins, they will become visible on all pages. Choose **View > Grid & Guides > Hide Guides** to hide them.
- Margins, like other guides, are retained in the PDF for FlexiPDF to use next time you edit the document. They will have no affect on and will not be visible in any other PDF viewer.

## Watermarking pages

You can apply a fixed watermark to the foreground or background of the pages in a document. The watermark itself is defined in another PDF and can contain anything you like such as a logo or text.



With the document to be watermarked already open, choose:

**Document > Watermark > Add.**

Into **From PDF** enter the filename of the PDF you wish to use as the watermark or press the **Browse** button.

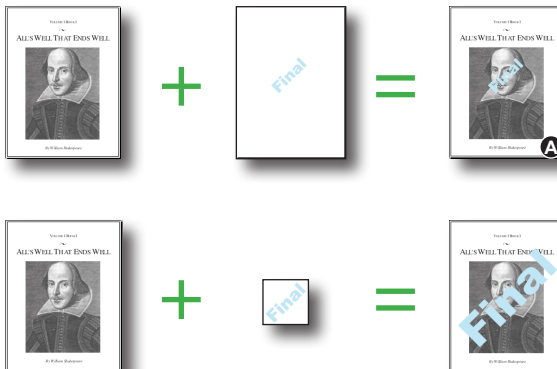
Press **Built in** to show the selection of predefined watermark PDFs that ships with the software.

If the chosen PDF has multiple pages, FlexiPDF will use only the first as the watermark.



Choose whether you want the watermark to appear in front of or behind the existing page contents on each page.

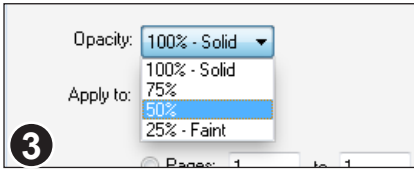
You can also choose to resize the watermark so that it fits the pages it is being applied to. When resizing, FlexiPDF scales the watermark so that its crop box matches the destination page.



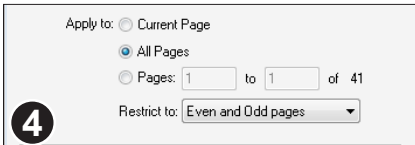
When scaling is enabled, the crop box of the watermark is scaled to match the destination page.

If scaling were not used in these two examples, they would both give the same result - picture A.

Continued from previous page

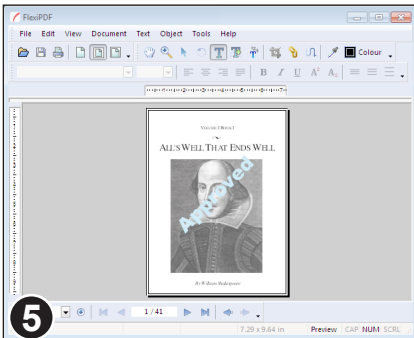


The watermark can be shown with various degrees of transparency from completely solid to very faint.



Finally choose the page range over which you wish to apply the watermark then press Apply.

You can have different watermarks for different parts of your document.



The finished page with a foreground, solid, “Approved” watermark.

## Notes

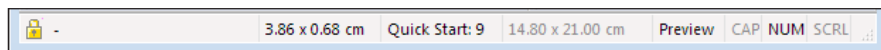
- Watermarks behave like locked objects. If unlocked, a watermark can be edited as a normal object.
- A page may contain only one watermark at a time. When adding a new watermark to a page FlexiPDF first removes any existing watermark.

## Page labels

Pro

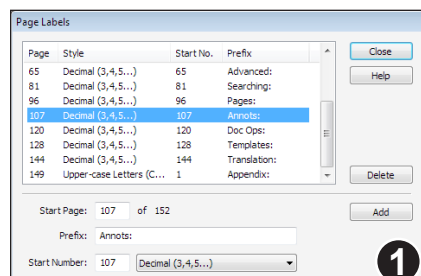
A page label is an optional number or phrase displayed along with each page in FlexiPDF or other PDF viewers. It is independent of, though often related to, the physical page number printed on each page.

FlexiPDF displays page labels in the status bar.

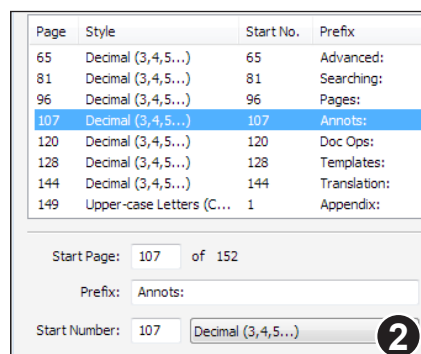


FlexiPDF status bar showing page label **Quick Start: 9**

## Editing page labels



Choose **Document > Pages > Labels** or double-click the page label in the status bar to open the **Page Labels** dialog box.



Clicking on an existing label will copy its details into the edit boxes beneath the table.

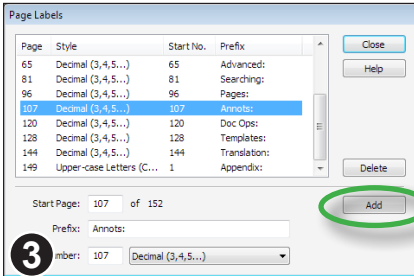
Details of selected label shown here

Each label has a **Start Page**, an optional **Prefix** (such as “Appendix:”) and a **Start Number**. Labels remain in effect until the start page for another label is reached.

Numbering of labelled pages can be done in a number of ways as shown in the pop-up list next to the **Start Number** edit box.

Continued...

Continued from previous page



The screenshot shows the 'Page Labels' dialog box. It contains a table with columns: Page, Style, Start No., and Prefix. The table lists several labels, with the one starting at 107 selected. Below the table, there are input fields for 'Start Pages' (107 of 152), 'Prefix', and 'Annots'. The 'Add' button is circled in green. A red circle with the number 3 is next to the 'Start Number' field in the table.

| Page | Style                    | Start No. | Prefix       |
|------|--------------------------|-----------|--------------|
| 65   | Decimal (3,4,5...)       | 65        | Advanced:    |
| 81   | Decimal (3,4,5...)       | 81        | Searching:   |
| 96   | Decimal (3,4,5...)       | 96        | Pages:       |
| 107  | Decimal (3,4,5...)       | 107       | Annots:      |
| 120  | Decimal (3,4,5...)       | 120       | Doc Ops:     |
| 128  | Decimal (3,4,5...)       | 128       | Templates:   |
| 144  | Decimal (3,4,5...)       | 144       | Translation: |
| 149  | Upper-case Letters (C... | 1         | Appendix:    |

Start Pages: 107 of 152

Prefix: Annots:

Number: 107 Decimal (3,4,5...)

Buttons: Close, Help, Delete, Add

Once a label has been modified be sure to press **Add** to store the changes back into the PDF.

If the **Start Number** clashes with an existing label, the new details will overwrite the existing label. Otherwise a new label with that **Start Number** will be added to the list.

## Creating new page labels

To create a new label, fill-in the details in the lower portion of the dialogue box ensuring that the **Start Page** number isn't already used in the table above. Press **Add** to store the new label's details in the PDF.

# Document Operations

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- ☞ Adding items to a portfolio
- ☞ Deleting items from a portfolio
- ☞ Document font catalogue
- ☞ Document properties
- ☞ Document security
- ☞ Extracting items from a portfolio
- ☞ Flight check
- ☞ Portfolio Creation
- ☞ Security settings
- ☞ Tracking changes



## Document properties

Standard

Pro

A summary of the settings, dates, author and other information about the current PDF can be viewed by choosing **Document > Properties**.

Full path name of the PDF  
and its size on disc.

Document meta data.

This data is stored in a non-human readable form inside the PDF and also as plain text within an XML tag named <Properties> nested in another named <IceniSetup>.

Click on the **Modified** date to open the PDF's Change Log.

Click on the **Security** hyperlink to open the Document Security dialogue box.

**Document Properties**

File Name: W:\Downloads\95xi User Manual.pdf  
File Size: 0.59 MB (602.6 KB)

Title: 62a07200.qxd  
Subject:  
Author: bourbor  
Keywords:

Creator: PScript5.dll Version 5.2.2  
Producer: Acrobat Distiller 6.0 (Windows)  
Created: 10:53:54, Thursday April 29, 2004  
Modified: [13:37:11, Monday May 03, 2004](#)  
Security: [None](#)

PDF Version: 1.5  
Page Count: 38  
Tagged: No  
Acro Form: No


User Restrictions: [No](#)  
Resource Page: No  
Line Width: Yes  
Infix Layout: No

Help OK Cancel

Click on the **User Restrictions:** hyperlink to view/modify the settings controlling how users may edit this PDF.

**Resource Page:** indicates if the PDF has an embedded Iceni resource page. This can be useful for distributing PDF templates.

## Notes

- If the current document is part of a Portfolio the **Document > Properties** dialogue will display the properties of the containing PDF. To see the properties of individual documents within the Portfolio, click on the **Item Properties**  icon in the Portfolio panel's toolbar (**View > Portfolio**).
- When the selected document within a Portfolio is not a PDF, the **Item Properties** dialogue is truncated to show just the basic properties of the file.

## Security settings

Standard

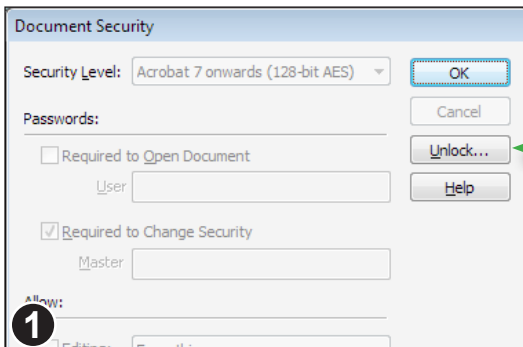
Pro

Using PDF security settings you can limit what other people can do with your PDF. For example, you can stop other people editing or printing your PDF.

### View current settings

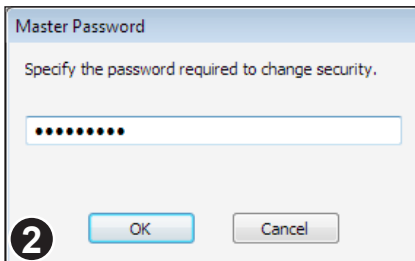
To check the security settings for a PDF, choose **Document > Security** from the main menu.

If the document has been secured, the security dialogue box will display with most controls inactive. However the controls still show the current security settings such as whether or not editing is allowed.



If enabled, click **Unlock** to change security settings.

Inactive controls show the current security settings for the PDF.



If the PDF has an existing **Master** password, you will have to enter it now.

If you do not know the password, you will not be able to alter any of the security settings.

## Document security

Standard

Pro

Using FlexiPDF you can add or modify security settings on PDFs. FlexiPDF supports the following password-based security levels:

- None
- Acrobat 3 onwards (48 bit)
- Acrobat 5 onwards (128-bit)
- Acrobat 6 onwards (128-bit)
- Acrobat 7 onwards (128-bit AES)

Acrobat 7 AES security is harder to defeat and offers finer control over the operations allowed on your PDF. Older style (Acrobat 5 onwards) security is more compatible.

### User Password:

If set, a password must be entered before the PDF can be viewed or printed.

### Master Password:

If set, a password must be supplied before changes can be made to security settings.

The things other people are allowed to do with this PDF.

For example, if you want people to be able to add sticky notes without being able to change the content of the PDF, choose **Editing: Comments & Form-filling**

If unchecked, users will have to supply the **Master** password to be able to unlock locked objects. This can be useful when distributing [templates](#).

## Notes

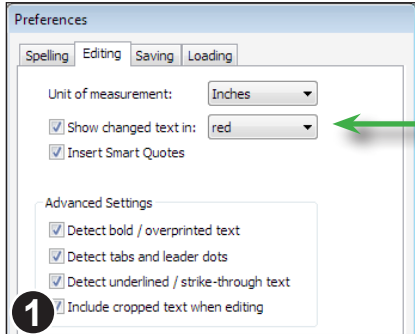
- If you forget the **User** password, you will not be able to open the PDF.
- If you forget the **Master** password, you will not be able to alter the security settings in future.

## Tracking changes

Standard

Pro

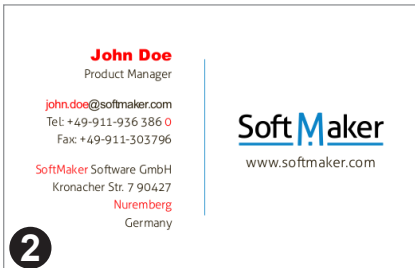
FlexiPDF can highlight text that has been modified during previous editing sessions. It also records the date, author and page number of all changes made to PDFs (see step 3 below).



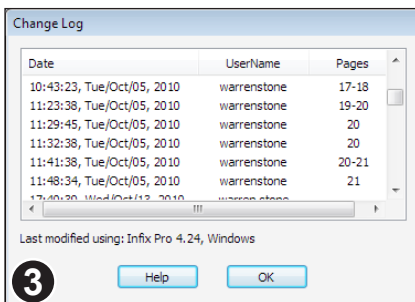
Choose **File > Preferences**.

Ensure **Show changed text in** is enabled.

You can also choose the colour used for highlighting.



Text that has been modified in this or previous sessions will be highlighted using the colour chosen in the preferences dialogue box.



To see a complete history of all pages modified using FlexiPDF, choose **Document > Change Log**.

Continued from previous page

User **Guy** modified the PDF on Thursday, 25<sup>th</sup> October, 2007. No particular page was edited (Perhaps security settings were modified.)



| Date                       | UserName    | Pages |
|----------------------------|-------------|-------|
| 12:04:10, Thu/Oct/25, 2007 | Guy         |       |
| 11:14:55, Tue/Aug/24, 2010 | warrenstone | 2-25  |
| 11:37:56, Tue/Aug/24, 2010 | warrenstone | 4-6   |

User **warrenstone** modified pages 2 to 25 around 11.14am on Tuesday 24<sup>th</sup> August 2010.

## Notes

- FlexiPDF cannot highlight text that has been deleted. It will however, record that a modification has been made to the page that used to contain the text.
- Only changes made with FlexiPDF are recorded.

## Document font catalogue

Standard

Pro

FlexiPDF can list all of the fonts used in a PDF plus additional information about the nature of each font.

Choose **Document > Fonts** to view the font catalogue.

Select a font then click **Replace** to replace all occurrences of the font in the PDF with another. See “Find & replace fonts” on page 110.

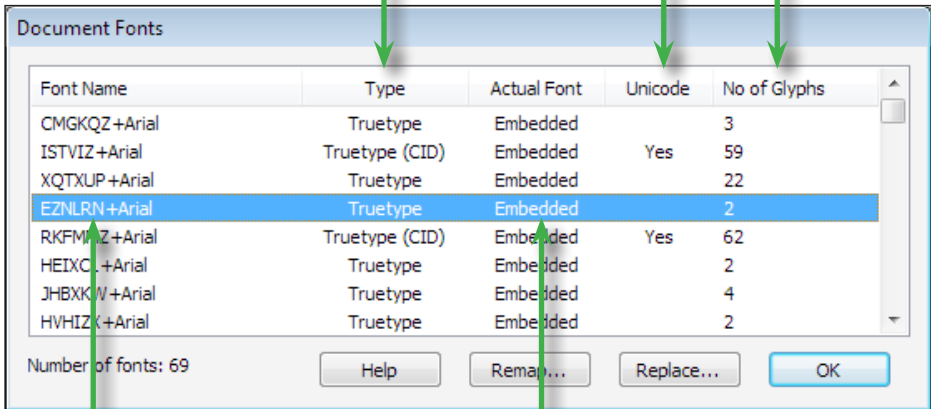
Or press **Remap** to change the characters mappings of the font. See “Remapping fonts” on page 95.

Font types can include any that are supported by the PDF standard - TrueType, Type1, Type3, OpenType etc.

During editing, FlexiPDF can only embed TrueType fonts taken from your computer's system.

The number of character shapes defined by the font.

“Yes” indicates that the font has a built-in mapping to Unicode



Fonts introduced during the current editing session will not appear until the PDF is saved.

Names prefixed with “XXXXXX+” represent subset fonts (embedded with only a subset of their full character set).

If the font is embedded in the PDF it will be used and labelled **embedded**.

If the font is not embedded in the PDF the font substitute chosen by FlexiPDF will be shown. This may be from FlexiPDF’s built-in fonts or from your computer’s system fonts.

## Notes

- When editing text, choose **Text > Character Palette** to view all of the glyphs contained in a font.

## Flight check

Standard

Pro

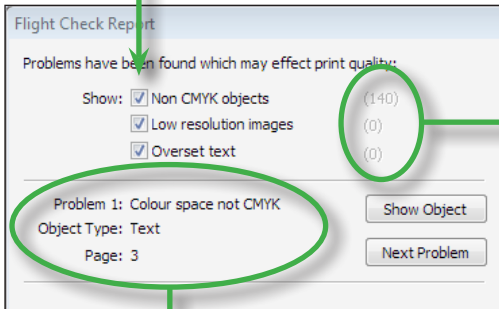
FlexiPDF includes a basic flight-checking function. A check for oversight text (see “Overset text” on page 59) is always made prior to saving a PDF.

Two additional checks are available for users of FlexiPDF Professional or for those editing a PDF with user restrictions (see “User restrictions” on page 225), these are

- a check for images of less than 300dpi resolution
- a check for non CMYK colour spaces

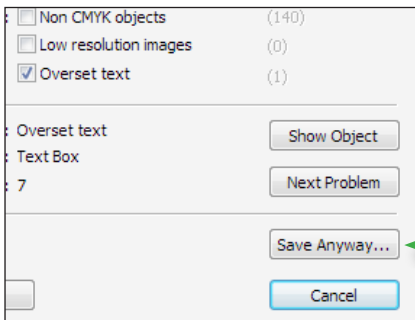
Choose **File > Flightcheck** (*FlexiPDF Professional only*) to open the **Flight Check Report** dialogue box.

Uncheck to skip tests



Shows the numbers of problems found for each kind of test (even if the test is disabled)

Describes each problem found giving the kind of object affected and the page.



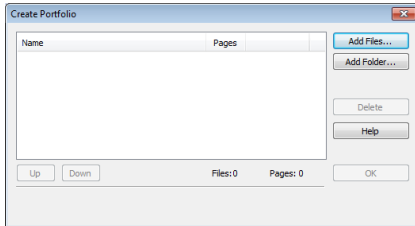
When saving a PDF, the flight check dialogue always checks for oversight text (*FlexiPDF Standard and Professional*).

Press **Save Anyway** to ignore any problems and save the PDF.

## Portfolio Creation

A portfolio (in PDF terms) is a convenient way of bundling a collection of related documents into a single container document. The documents in a portfolio need not be PDFs but can be movies, audio, images, .doc or .txt files.

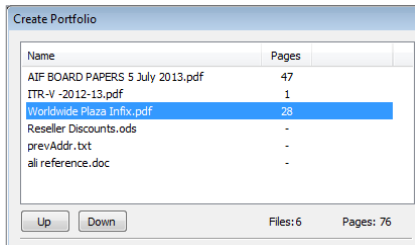
Portfolios are a fairly recent addition to the PDF specification and are generally only supported by the latest PDF viewers.



Choose **File > New > Portfolio**.

The dialogue is similar to the **Join Files** dialogue (see “Joining multiple PDFs” on page 27).

You can add any number of individual files to the portfolio. You can also add all the files in a folder (and its sub-folders) by pressing the **Add Folder** button.



Change the order of the files by selecting one then pressing either **Up** or **Down**. You can also change the document order after the portfolio has been created.

To remove a file from the list, select it then press **Delete**.

Click **OK** then select a filename for the new portfolio document.

## Notes

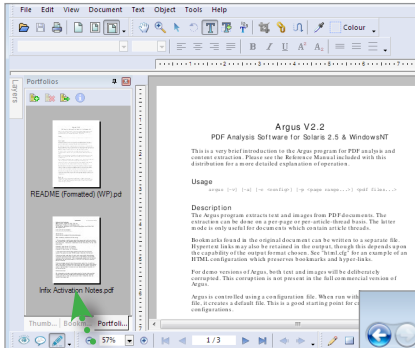
- Though you can add non-PDF documents to a portfolio using FlexiPDF, not all document types are supported. If there is a document type you feel should be supported, please get in touch using **Help > Suggestions**.
- You can change the order of items in an existing portfolio by picking up and dragging the thumbnails within the Portfolio panel.



## Adding items to a portfolio

Pro

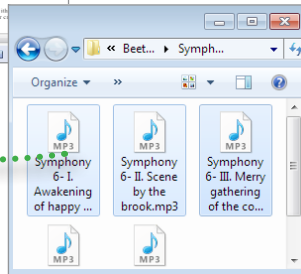
Add files to existing portfolios by using Drag & Drop. Once added, you can change the ordering of the documents by dragging them around within the Portfolio panel.



Drag documents to the portfolio panel to add to the current portfolio.

Ensure the Portfolios panel is visible (**View > Portfolio**).

Drag & drop additional documents onto the panel or press the **Add Document** button in the panel's toolbar.



## Deleting items from a portfolio

Pro

With the Portfolio panel visible (**View > Portfolio**), click on the item to be deleted then either press the **Delete** key on the keyboard or the **Delete Item** icon in the panel's toolbar.



## Extracting items from a portfolio

Pro

With the Portfolio panel visible (**View > Portfolio**), click on the item to be extracted then either press **Extract Item** icon in the panel's toolbar. You can then specify a filename for the copy of the item.

The original item will not be removed from the portfolio.



**Adding a signature to a page**

**Article threads**

**Bookmarks**

**Comments catalogue**

**Graphical comments and notes**

**Hyperlinks**

**Stamps**

**Sticky notes**

**Text highlighting**

**User-defined stamps**

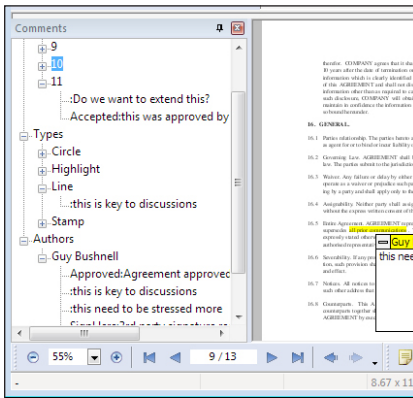
# Comments catalogue

Standard

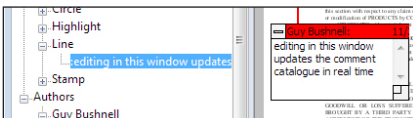
Pro

FlexiPDF offers a summary of all comments found in a PDF. This catalogue is divided into three sections each containing the same information but sorted by:

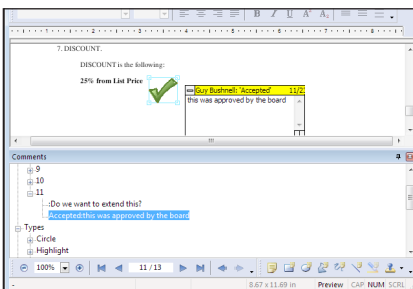
- **Page**
- **Comment type**
- **Author.**



- Choose **View > Comments** to show the comments catalogue.
- Click on a comment's entry in the catalogue to see the page on which it occurs.
- Click on a comment and press **Delete** to remove the comment from the catalogue and the document.



When you edit the contents of the pop-up note window, the comments catalogue updates at the same time.



Drag and dock the comments panel to any side of the main FlexiPDF window to make it easier to read.

Drag the panel away from the main window to convert it into a floating window.

## Sticky notes

Standard

Pro

You can create new or edit existing “sticky note” annotations in PDFs. These are small pop-up windows designed to contain short messages such as approval or editorial comments.

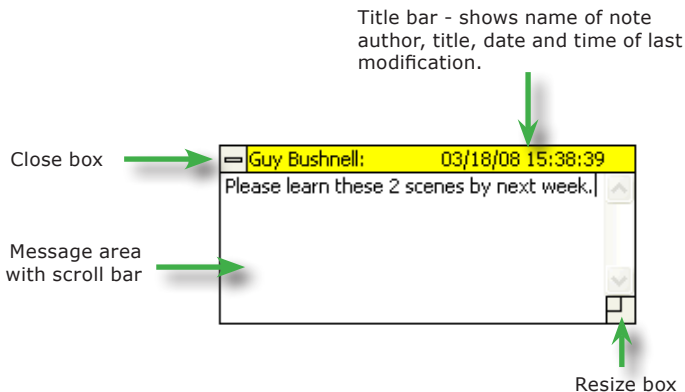
### Anatomy of a sticky note



Stick note icon.

This can be moved around independently of the sticky note window.

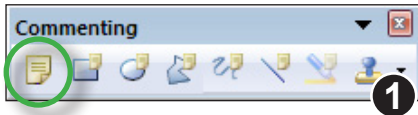
Double-click the icon to toggle the main note window open or closed.



## Notes

- If you can not see the sticky-note window after double-clicking on the sticky note icon, try scrolling the page or zooming out. It may be off the screen somewhere.
- There are a number of alternative icons available - see [Stick Note Properties](#) for details.
- To change the author's name assigned to new notes, choose **File > Preferences** from the main menu.
- Sticky notes are not included when printing PDFs.

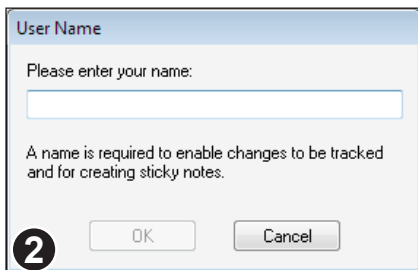
## Creating sticky notes



The sticky note tool is available on the **Commenting** toolbar. To show the toolbar choose **View > Toolbars > Commenting**.

Drag-out a box to denote the size of the new sticky note.

Alternatively, single-click the left mouse button to create a standard-sized sticky note window.



If you have not already set up a user name using **File > Preferences**, FlexiPDF will now ask you to supply one.

This user name will be recorded in each sticky note (or other comment) you make.

## Deleting sticky notes

Sticky notes can be deleted in two ways:



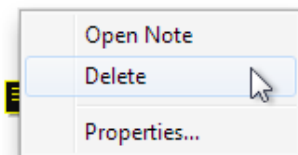
a selected sticky note icon

1

Using the **Hand Tool** or **Sticky Note Tool**, click on the sticky note icon to select it.



Then press **Backspace** or **Delete** on the keyboard.

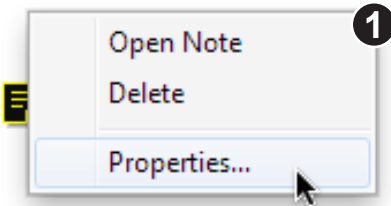


2

Using the **Hand Tool** or **Sticky Note Tool**, right-click on the sticky note icon and choose **Delete**.

## Sticky note properties

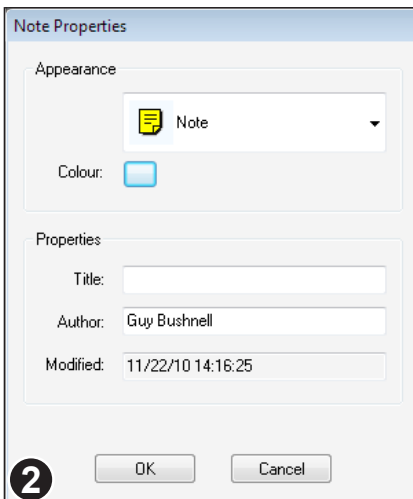
Various properties of sticky notes can be modified such as the icon and colour can be changed using the Sticky Note Properties dialogue box.



Select the **Hand tool** or **Sticky Note** tool from the toolbar.



Click the right mouse button over the sticky note icon and choose **Properties**.



Use the dialogue box to change icon, colour, title and author.

The modification time cannot be altered manually.

## Sticky Note Icons



Comment



Key



Paragraph



Help



New Paragraph



Insert



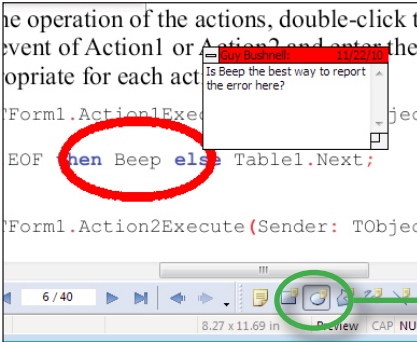
Note (default)

## Graphical comments and notes

Standard

Pro

As well as simple Sticky Notes, FlexiPDF offers a selection of graphical notations. These pair a simple shape with a pop-up note and can be used to draw attention to particular items on a page.



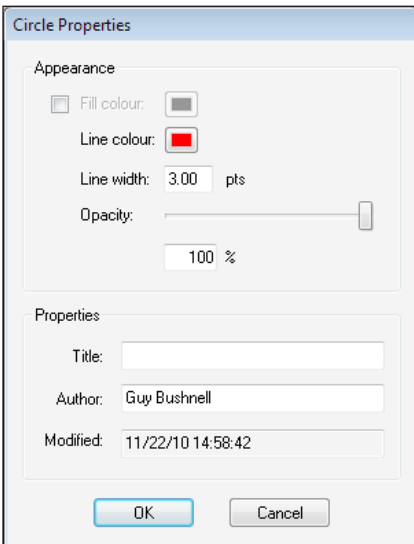
An example of a graphical comment made using the **Circle note** tool.



If the **Commenting** toolbar is not already visible, choose:

**View > Toolbars > Commenting.**

**Circle note** tool selected



The default colour for a graphical comment is red. This can be changed by right-clicking the mouse over the annotation shape (not the note window) and choosing **Properties**.

A graphical comment has an optional **Fill colour**, **Line colour** and a **Line width** (default 3 points).

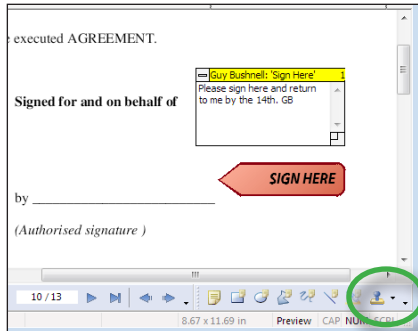
You can also vary the **Opacity** of the comment to allow the contents of the page underneath to show through.

## Stamps

Standard

Pro

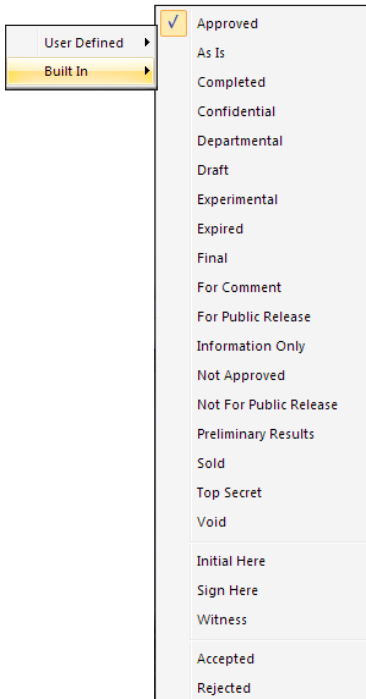
FlexiPDF offers a selection of predefined stamps - graphical labels - that can be placed, resized and coupled with a pop-up note window. You can also define your own stamps (see “User-defined stamps” on page 163).



An example of a **Sign Here** stamp and its associated pop-up note window.

Stamp tool selected

## Adding a stamp to a page



1. The **Stamp tool** is available on the **Commenting** toolbar. To show the toolbar choose **View > Toolbars > Commenting**
2. Click and hold the **Stamp tool** icon to see the menu of available stamps.
3. Select one of the stamp types then click in your page to create a standard-size stamp.
4. Alternatively, drag-out a box to denote the size of the new stamp.
5. Double-click the stamp to open its associated note window.
6. Right-click on the stamp to choose the **Properties** menu and alter the opacity of the stamp.

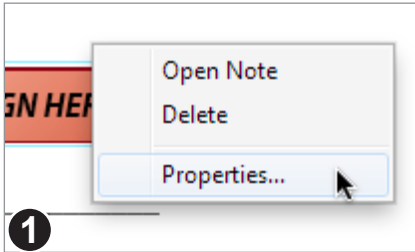


Continued...

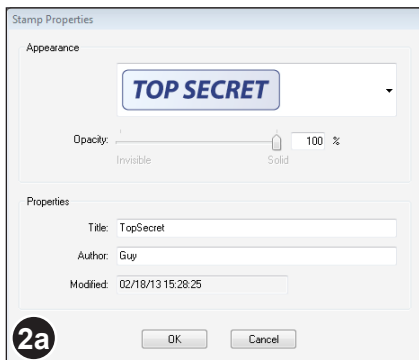


Continued from previous page

## Stamp properties

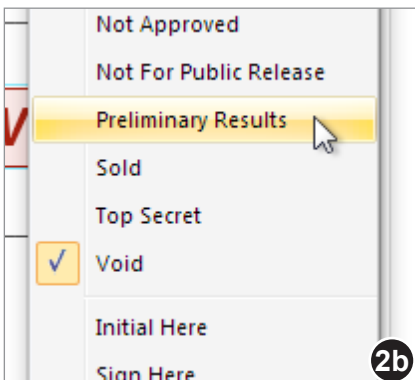


Using the **Hand tool**, **Object tool** or any one of the commenting tools, right-click over the stamp and choose **Properties**.



You can change the **Appearance** of the stamp as well as alter it's **Opacity** - handy if you want the pages contents underneath the stamp to show through.

The **Appearance** drop-down menu will only show built-in stamps. User defined stamps do not appear.



You can also change the appearance of a stamp by selecting it with one of the commenting tools then holding down right mouse button.

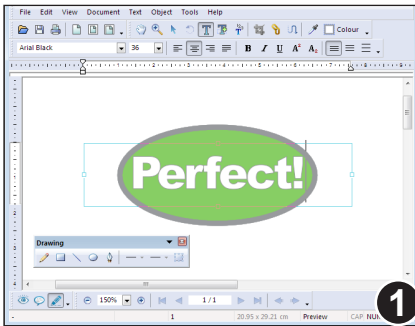
The current stamp style will be show with a check-mark next to it. Select a different style and the stamp will be changed.

## User-defined stamps

You can tell FlexiPDF to load any number of user-defined stamps from a specific folder either on your computer or on a network drive (in order to share stamps between users).

A stamp is simply a single-page PDF. and can be created in any application that produced PDFs including FlexiPDF itself.

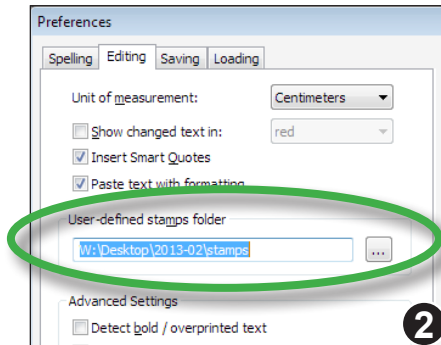
The filename given to each stamp you create is used at the menu title in the **User-defined stamps**, sub-menu.



Create a stamp using any software capable of creating a PDF (or use the FlexiPDF printer driver to convert it to a PDF).

Here, FlexiPDF itself is being used to create a stamp.

Create a folder for storing of your stamp PDF files. In the next step, FlexiPDF will load all PDFs it finds in that folder and treat them as user-defined stamps.



Choose **File > Preferences > Editing** and specify the folder in which your stamps are stored.

When you press **OK**, the folder will be scanned for PDFs and any found will be listed in the:

**Tools > Stamps > User-defined** sub-menu as well as in the submenu attached to the **Stamp tool** in the **Commenting toolbar**.

The folder will be re-scanned every time the software is started or if the folder location is changed.

## Notes

- Use **Drawing tools** to create the artwork for stamps, not the annotation/commenting tools which look similar. You can't create a stamp using annotations or other stamps!
- You can use the demo version of FlexiPDF to create stamps.

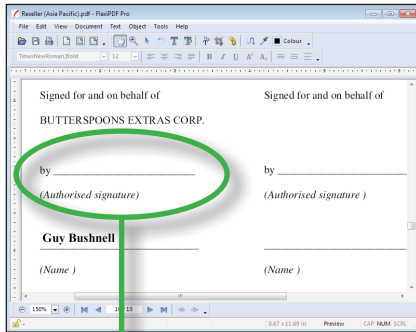
## Adding a signature to a page

Standard

Pro

If you have scanned a copy of your signature, it can be quickly stamped onto a document - avoiding the need to print the document and sign it.

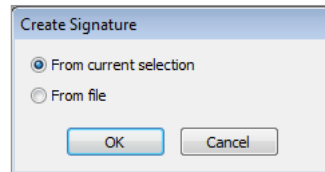
In fact you can define any number of different signatures for this purpose, “*his and hers*” for example.



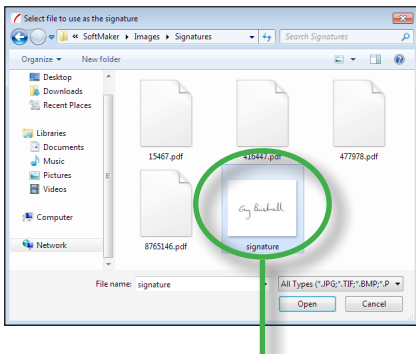
We want to add a signature here

A signature definition can be constructed from an image file or from the contents of the current selection (using the **Object select** tool).

To define a new signature, choose **Edit > Signature > Define.**



## Defining a signature from a file



The signature chosen in this example is a high-resolution, JPEG, grey scale scan

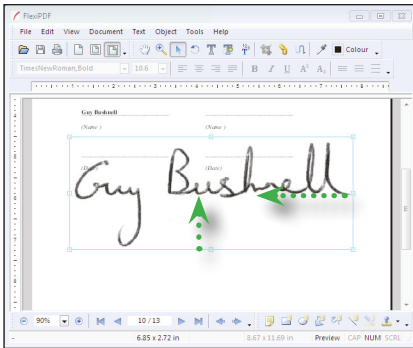
Choose an image file to use as your signature. This can be any JPEG, PNG, Tiff or BMP image.

FlexiPDF will make a copy of this file and use it in future.

Then enter a name for this signature. This is the name that will appear in the Signature menu.

Continued...

Continued from previous page



Your signatures will be available for use in the **Edit > Signature > Insert** submenu.

After initial placement, the signature image will need to be resized.

Whilst holding down the **Shift** key, drag one of the resize handles to scale the image, retaining its original aspect ratio.

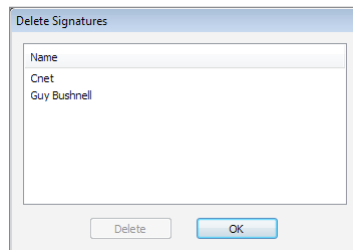
If you do not hold **Shift** whilst scaling, you may stretch the signature out of shape.



The signature function places the image so that it's white background remains transparent.

The finished size of the signature image is recorded so that next time the signature is used, you should not need to resize it.

Choose **Edit > Signature > Delete** to delete signatures from the menu. This does not delete any files from your computer.



## Notes

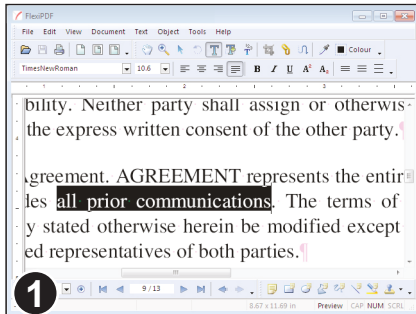
- Signatures placed in this way are not annotations in the same way as sticky notes etc. They do not have associated pop-up note windows, do not appear in the comments panel and are always included during printing. They form part of the page unlike annotations which float in a layer above the page.

## Text highlighting

Standard

Pro

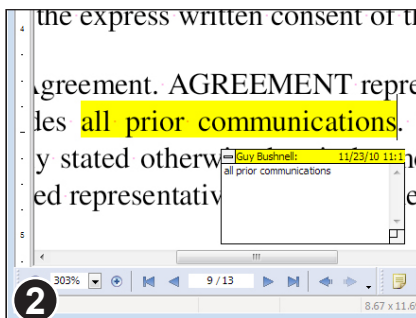
Use the text highlight button to add a coloured, semi-transparent highlight around selected text. Like other annotations, the highlight has an associated pop-up note window.



Using the **Text tool** select a span of text to be highlighted.



Make the **Commenting** toolbar visible by choosing **View > Toolbars > Commenting**.



Press the **Text Highlight** button to highlight the selected text or press **Ctrl+G**.



The text will be highlighted. To open the pop-up note window associated with the highlighted text, double-click the text.

## Notes

- Text highlights are annotations that sit on-top of the PDF page like other annotations. They do not track the text they apply to which means that if you edit the text on the page after highlighting, the text may move with respect to the highlight.
- A similar result can be achieved using the underline facility - this will track edited text but does not have an associated pop-up note window. See "Underline" on page 66

# Hyperlinks

Standard

Pro

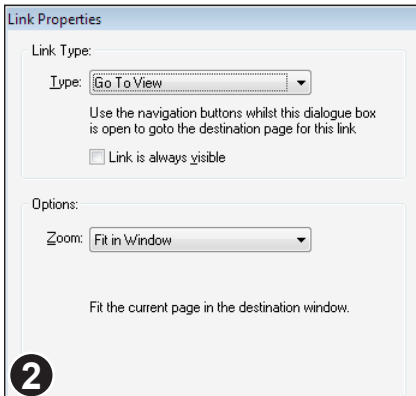
Use hyperlink annotations to create interactive boxes which, when activated by the reader, will jump to another part of the same PDF, a different PDF or web address (using an external HTML browser).



Click on the **Link tool** button in the main toolbar.

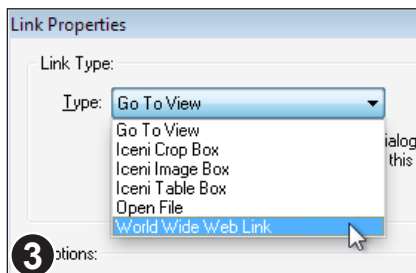


Drag-out a box to denote the shape of the hyperlink region.



After drawing the hyperlink box, the **Link Properties** dialogue box is displayed.

The bottom half of the dialogue changes to suit the type of link chosen in the top half.

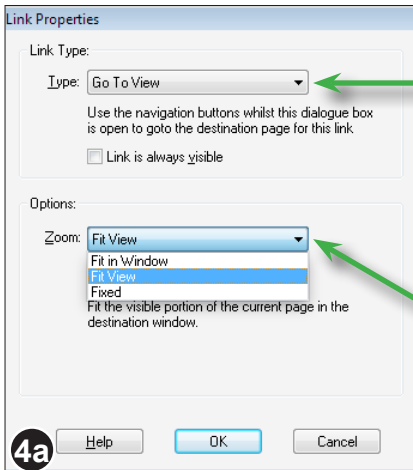


Choose the link type from the selection available. The Crop Box, Image Box and Table Box link types are used during the conversion of PDF into other formats (See *“Exporting Content” on page 184*)

Changing the Action **Type** option will cause the bottom section of the dialogue box to change.

Continued from previous page

## Type: Go To View



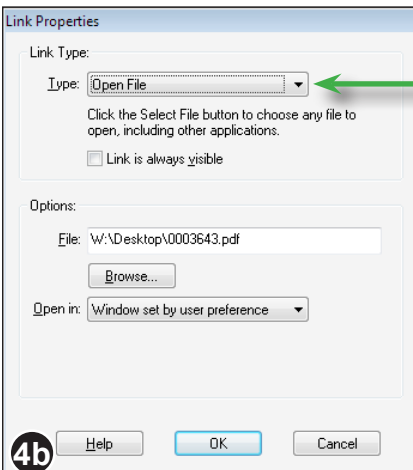
Choose **Go To View**

Whilst the dialogue is still open, return to the main PDF window and navigate to the page and position you want displayed when someone clicks on the new hyperlink.

Back in the dialogue choose the **Zoom:** for the destination view.

Press **OK** to create the hyperlink.

## Type: Open File



Choose **Open File**

Press **Browse** to choose the file to be opened when the hyperlink is activated.

Next, choose how you want the new file opened: in a new window, in the same window or leave the choice up to the user's preference (dictated by their own PDF viewer's preferences)

Continued...

Continued from previous page

## Type: World Wide Web Link

Link Properties

Link Type:

Type: World Wide Web Link

Link to a document using in the World Wide Web.

☐ Link is always visible

Options:

URL: http://www.softmaker.com

4c Help OK Cancel

Choose **World Wide Web Link**

Specify the destination address.

Web addresses should begin with “http://”

## Image Box & Table Box annotations

These FlexiPDF-specific annotation types can be used to export images and tabular information. Their use in this way is detailed in “Exporting Content” on page 184.

They can also be used for automating the extraction of tagged data from laboratory reports as part of a LIM (Laboratory Information Management) system.

## Notes

- Hyperlinks are annotations that float above the page in their own layer. They do not track page contents which means that if you edit the text or move the objects on the page the position of the hyperlink may then be incorrect and require adjustment.



## Bookmarks

Standard

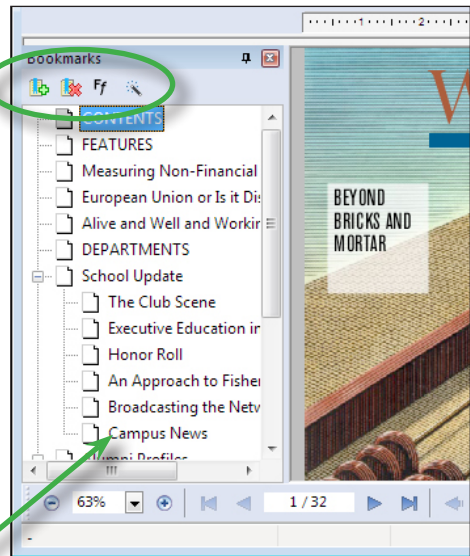
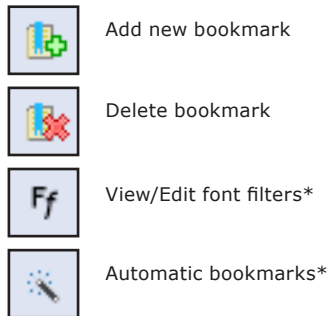
Pro

Bookmarks allow readers to quickly navigate to specific places in a PDF and are especially helpful in long PDFs. Using FlexiPDF you can automatically add bookmarks to a PDF as well as modify and delete existing bookmarks.

### On screen display

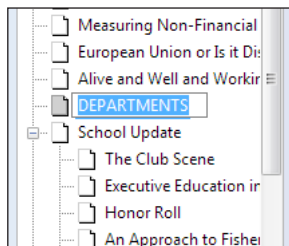
To see a PDF's bookmarks choose **View > Bookmarks** or press the **F9** function key.

Bookmarks toolbar



Click on a bookmark to view the associated page in the PDF.

Click again to begin editing the title of the bookmark.



### Notes

- Drag a bookmark on the *title* of another to nest the bookmark within the other.
- Drag a bookmark on the *icon* of another to move without nesting within the other.
- \*Standard and Pro modes only

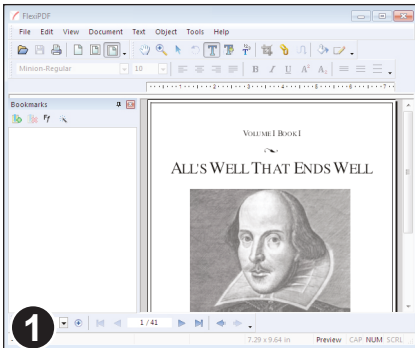
## Automatic bookmarks

Standard

Pro

FlexiPDF can create bookmarks automatically. This is especially useful for long PDFs that have no bookmarks.

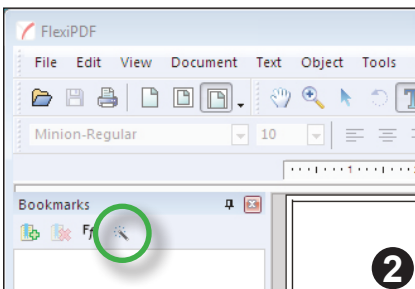
You can optionally limit the process so that only text written using specific fonts is eligible for inclusion in the resulting bookmark tree.



Choose **View > Bookmarks** to make the bookmark catalogue visible.

Navigate to the page from where you wish bookmark creation to begin.

For example, if you wanted to omit the document's table of contents from the bookmarks, go to the first page after it before starting bookmark creation.

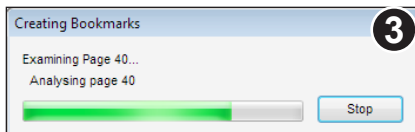


Press the magic wand icon on the bookmark panel's toolbar.



If the PDF already has bookmarks, FlexiPDF will prompt you to proceed. If you do, all existing bookmarks will be removed before the new ones are added.

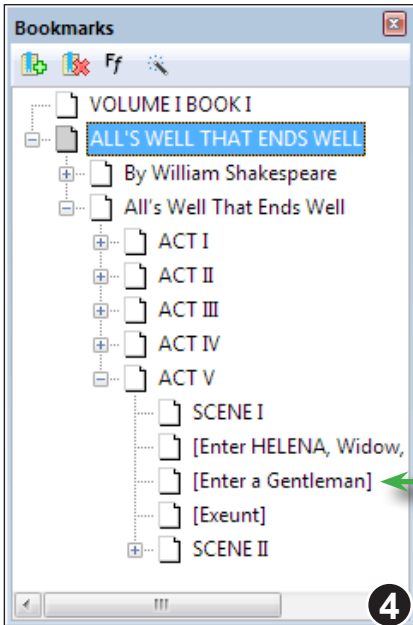
Press **Yes** to begin bookmark creation.



Depending upon the length and complexity of your document, the process may take a little while to complete.

You can cancel the process at any time by pressing **Stop**. Though this may leave the document's bookmark catalogue in an incomplete state.

Continued from previous page



In this example bookmark creation has produced a fair result.

It can be improved now by deleting unwanted items.

The stage directions such as **[Enter a Gentleman]** are not wanted and too numerous to delete by hand.

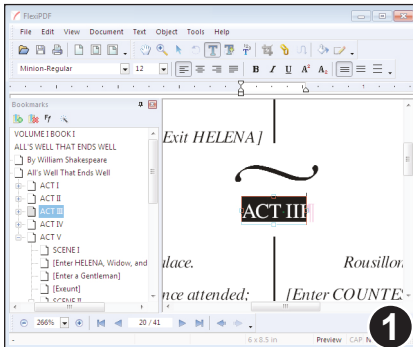
This can be avoided by instructing FlexiPDF to ignore the fonts in which they are written. See “Bookmark font filters” on page 173 for details.

Unwanted items. Use the **Font filter** mechanism to avoid adding these stage directions.

## Bookmark font filters

Pro

To avoid adding unwanted items to the bookmark tree during automatic bookmark creation, you can instruct FlexiPDF to consider only text written in specific fonts.

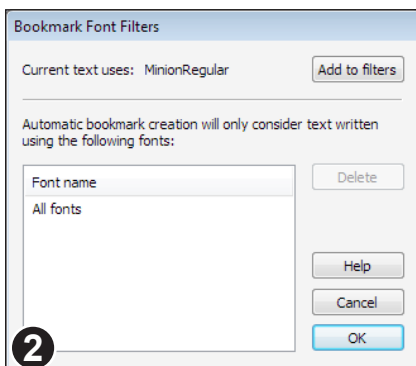


Using the **Text tool**, select some text of the kind you wish to include in the bookmark tree.



In this case **ACT III** is the kind of bookmark we want.

Press the **Font filters** button on the bookmark panel's toolbar.

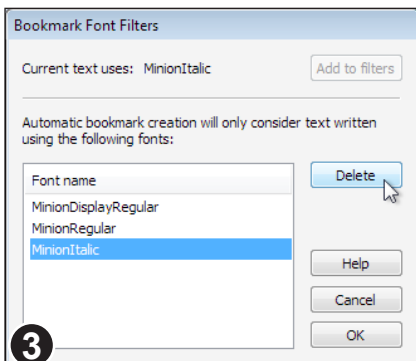


The **Bookmark Font Filters** dialogue shows a list of all the fonts that FlexiPDF will consider during automatic bookmark creation.

Initially the list contains only one entry: **All fonts**

Any font not mentioned in the list will be ignored during automatic bookmark creation.

Press **Add to filters** to add the selected text's font to the list.

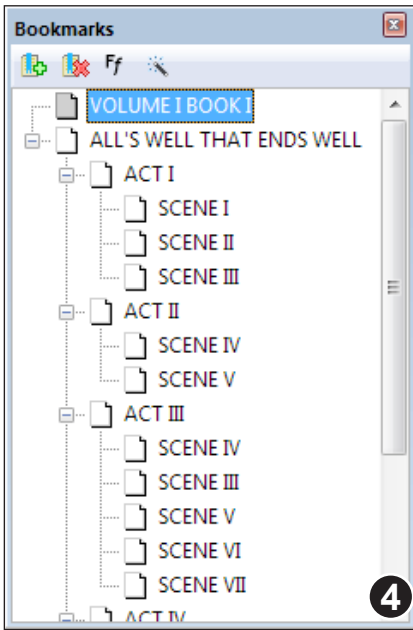


Continue selecting and adding fonts to the list of filters until you have all those you wish for your automatic bookmarks.

To delete a font from the list, select it and press **Delete**.

Continued...

Continued from previous page



This time the bookmarks have been created without any of the stage directions and look much more useful.

## Notes

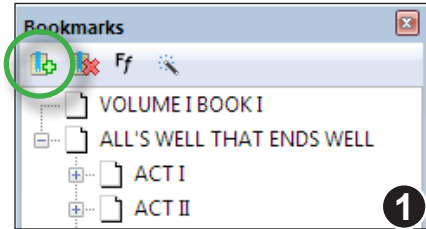
- The list of font filters is not stored by FlexiPDF and will need to be re-created if you close the document.

## Creating bookmarks

Standard

Pro

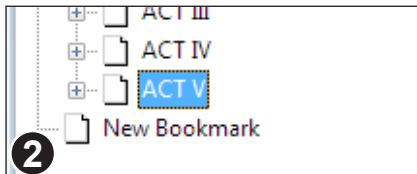
A bookmark records the page number, location and zoom setting used to view the page at the time the bookmark was created.



Choose **View > Bookmarks** to ensure that the bookmark catalogue is visible.

Navigate through your PDF to the page you want to bookmark, zooming and scrolling to the exact position you want to record.

Press the **New bookmark** button on the bookmark panel's toolbar to create a new bookmark.



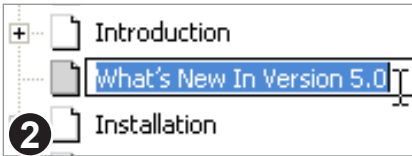
The new bookmark will be created and named "New Bookmark".

See "Renaming bookmarks" on page 176 for details of how to rename the new bookmark.

## Renaming bookmarks

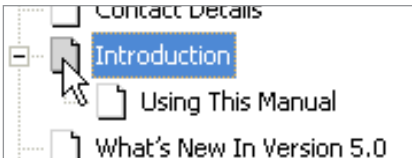


Click on an existing bookmark to select it.



After a short delay, click again to start renaming. The name of the bookmark will become selected, ready for editing.

## Deleting bookmarks



Click to select the bookmark item to be deleted.

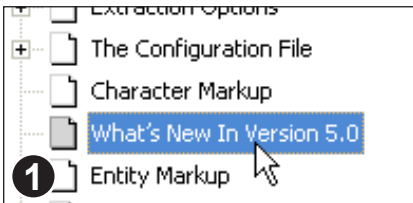
Press the **Delete** or **Backspace** key to delete.

### Note

- If you delete a bookmark item that has sub-items (as shown above), the sub-items will also be deleted.

## Moving bookmarks

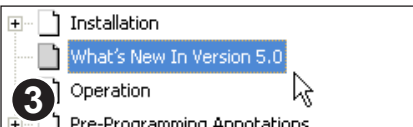
You can move bookmarks to different parts of the bookmark tree.



Click to select the bookmark to be moved.

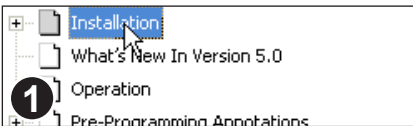


Drag the bookmark and drop it onto the **icon** of the bookmark you want it to appear after.



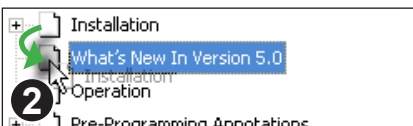
The bookmark will appear after the bookmark you dropped it onto and at the same nesting level.

## Moving to the top

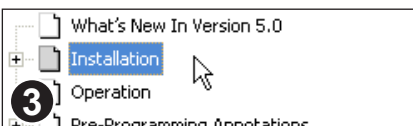


Move the bookmark you intend to be top so that it is second in the list (as shown above).

Then select the first item in the list.



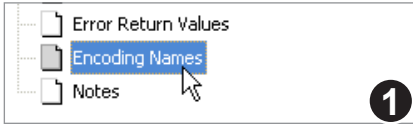
Drag the first item and drop it onto the **icon** of the second item (the one you want to be top).



The two bookmarks will switch places.



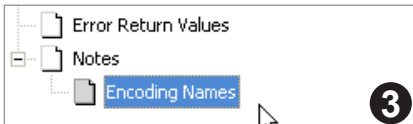
## Nesting bookmarks

[Standard](#)[Pro](#)

Click on the bookmark you wish to nest.

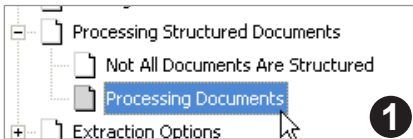


Drag the bookmark onto the **title** of the bookmark in which it will be nested.

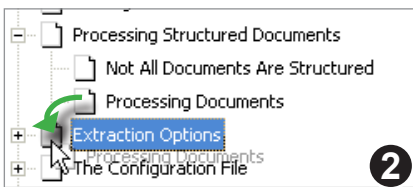


The bookmark is nested within the one on which it was dropped.

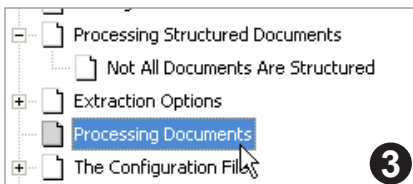
## De-nesting Bookmarks



Click on a nested bookmark you wish to move to a lower nesting level.



Drag the bookmark and drop it on the **icon** of any bookmark with the nesting level you want.



The bookmark's nesting will be changed so it matches the one on which it was dropped.

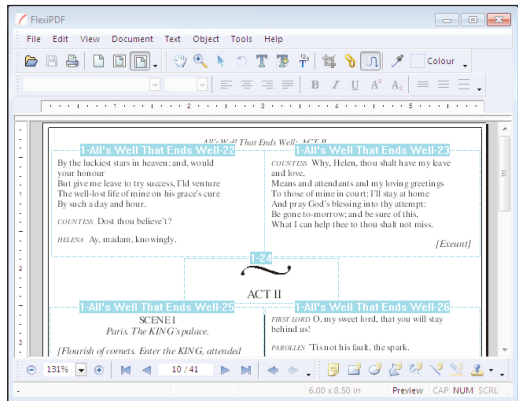
## Article threads

Articles are invisible, linked boxes used to aid the reader in following the flow of a story through a PDF.

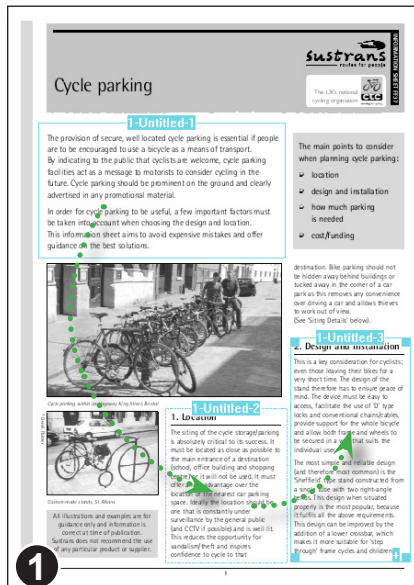
When a viewing application such as Adobe Reader detects an article thread, it is able to present the text boxes in turn for easier reading of the complete article.

Some applications can use articles to reflow the PDF or convert and export stories into other formats such as HTML (see “Exporting article threads” on page 194).

There is no limit on the number of article threads a document can have.



## Adding article threads



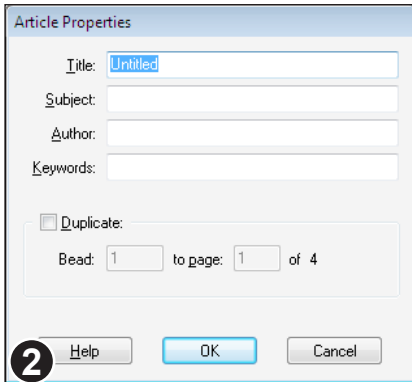
Open the page containing the start of the story you wish to annotate and select the **Article tool** from the toolbar.



Carefully drag out a box around the first column of text in the article. Continue dragging out boxes around subsequent columns, changing pages as needed to follow the story's flow.

An article box can be moved, resized or deleted after drawing as long as the **Article tool** remains selected.

Continued from previous page



**Article Properties**

Title:

Subject:

Author:

Keywords:

☐ Duplicate:

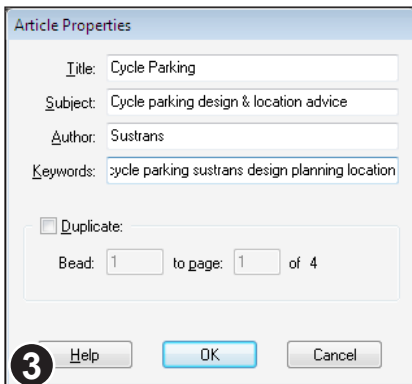
Bead:  to page:  of 4

**2** Help OK Cancel

When the last box has been drawn, press the **Escape** key to finish the article.

Now select one of the new article boxes and choose **Edit > Article Thread > Properties** to display the **Article Properties** dialogue box.

You can also display this dialogue by double-clicking on an article box.



**Article Properties**

Title:

Subject:

Author:

Keywords:

☐ Duplicate:

Bead:  to page:  of 4

**3** Help OK Cancel

The information you supply here is used by some PDF viewers to present an article catalogue to users so they may choose an article to read.

FlexiPDF makes use of **Title** during export of Article threads into other formats such as HTML (see “Exporting article threads” on page 194)

For details of the **Duplicate** facility, see “Duplicating article boxes” on page 182.

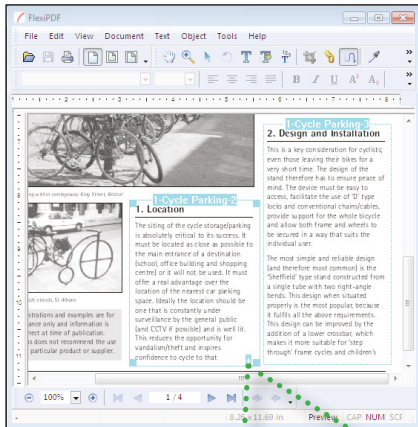


If there is enough room, FlexiPDF displays the article's title in each box plus then sequence number of the article.

If there isn't enough room for both, just the sequence number is shown.

## Extending existing articles

You can add or insert a new article box in an existing thread.

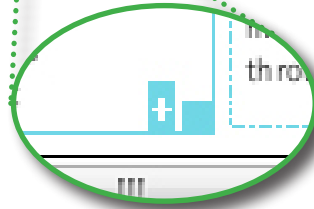


Open the page containing the article box you want to link to and select the **Article tool** from the toolbar.

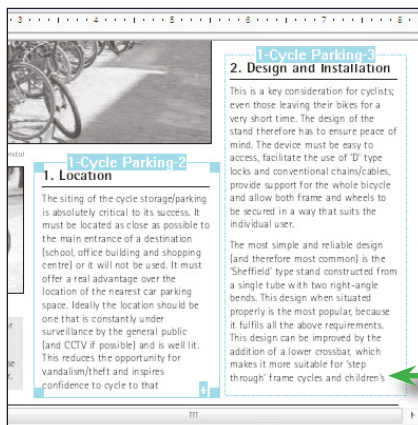


In this example we are going to insert a new link between link 2 and 3 of the “Cycle Parking” article thread.

Click on box 2 to select it, then click again on the plus icon in the bottom right hand corner of the box.



To link a new article box to an existing box, first click on the plus icon in the existing box.



Drag out a new article box.

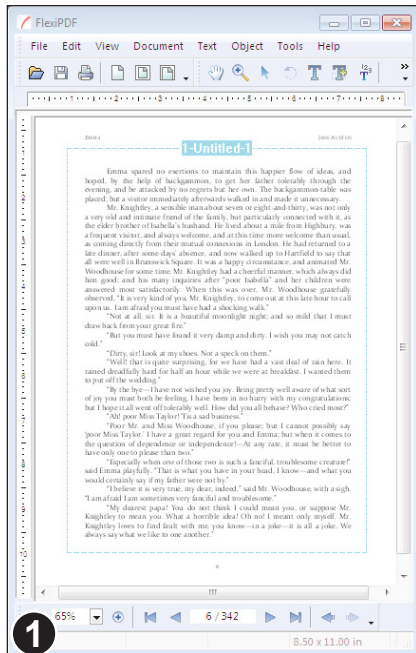
When you finish dragging, the new box will be numbered 3 and the box that was formally numbered 3 will now be numbered 4.

The new box has been inserted between 2 and 3.

Boxes after the new one have been renumbered.

## Duplicating article boxes

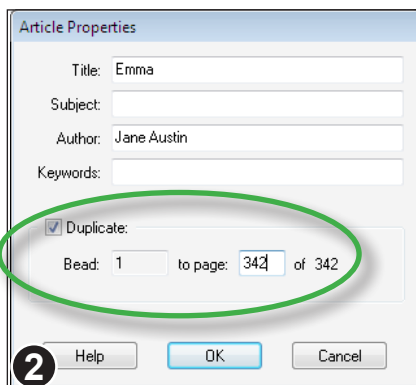
FlexiPDF can duplicate an article box across a range of pages. This is useful when you need to form a long article spanning multiple, similar pages such as a book.



Using the **Article tool**, drag-out a new article box to fit the size of the content on this page *and all following pages* in the range you intend to cover.



If you want this new box to be linked to an existing thread, first click on the link icon in the bottom right hand corner of the preceding article box before drawing this new one.



Choose **Edit > Article Thread > Properties** to display the **Article Properties** dialogue box.

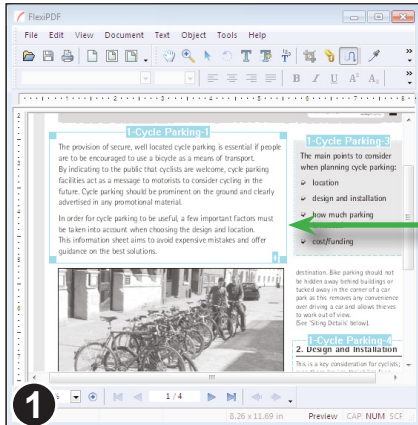
You can also display this dialogue by double-clicking on an article box.

Click on **Duplicate** and enter the end page for the new article boxes to be created.

On pressing **OK** FlexiPDF will clone this article box on every page from the current page up to and including the end page specified, linking all the cloned boxes together.

## Deleting articles

You can delete an article box, a range of boxes or an entire article thread. This does not affect the content of the PDF (the text in the stories themselves is unaffected).



Using the **Article tool** select the article box to be deleted.



Choose:

**Edit > Article Thread > Delete** or press the **Delete** key.

We have selected the first article box (bead) in this article thread.



The delete dialogue box gives you the option of deleting the entire article thread, the currently selected article bead (in this case bead 1), all beads in a range of IDs or all beads across a range of pages.



For example, to delete beads 2 and 3 only, you could choose **Beads with IDs** then enter 2 to 3 in the edit boxes and press OK.

# Exporting Content

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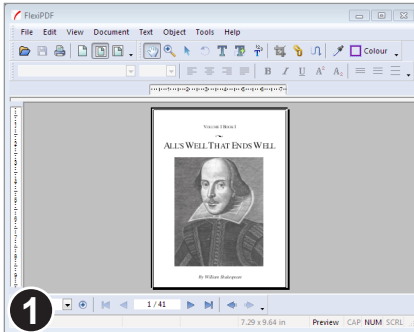
- ☞ **Cropping for export**
- ☞ **Exporting article threads**
- ☞ **Exporting images & illustrations**
- ☞ **Exporting pages**
- ☞ **Exporting tabular information**
- ☞ **Exporting to LIMS**
- ☞ **General export settings**
- ☞ **HTML export settings**
- ☞ **Image export settings**
- ☞ **Text export settings**

## Exporting pages

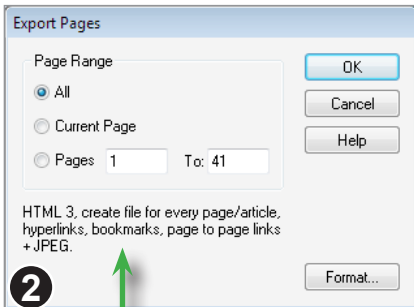
Standard

Pro

FlexiPDF can convert an entire PDF or range of pages to other formats such as HTML and ePub. The conversion reformats the text and images, areas marked for rendering and tabular regions. You can export by page range or by article thread (see *“Exporting article threads” on page 194*), individual images or tables.



Open the document you intend to export. Choose **File > Export > Pages As** to reveal the **Export Pages** dialog box.



Specify the range of pages you wish to export.

To change the format of the export or to choose whether to export text only, images only or both press the **Format** button.

The various options available within the format dialogue are described in “General export settings” on page 195

This is a summary of the export options currently in effect.

## Notes

- FlexiPDF analyses the pages to be exported and ranks fonts by size to work out what should correspond to the various levels of heading (H1,H2 etc) available in the output format. For the export formats that rely on this ranking, the results can differ if you export a subset of pages to when you export the entire document.
- Use the **Crop tool** prior to export to exclude parts of the page (for example to stop headers & footers being exported).



## Exporting images & illustrations

Standard

Pro

FlexiPDF can export images stored in a PDF into various popular image formats.

### Exporting photographs

Select the image using the Object tool and choose **Object > Image > Extract to file**.



You will then be able to save the image at its full resolution as JPEG, PNG, Tiff or BMP.

### Exporting graphics

When it comes to exporting graphics made from line-drawings, FlexiPDF needs to be told which parts of the page form the illustration.

That is because there is no universal means of determining which parts of a page are an illustration and which parts are just normal page contents. For example, is the rectangle in the header on this page an illustration to be exported or just page furniture?

### How do you tell graphics from photographs?

If the quality of the picture appears to degrade or become more blocky and pixelated as you zoom in to it, then it is a bitmap and does not need marking - FlexiPDF can detect these without any assistance.

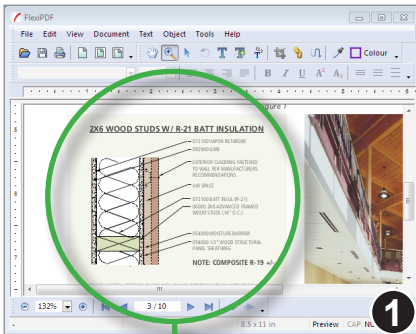
If however, the quality remains high, no matter how far you zoom, it is probably a line-art, composed of vector drawing commands. You will need to mark the area in order to export it at its best.

Another approach is to switch to outline mode (**View > Outlines**). In this mode, images are not displayed.

Continued...

Continued from previous page

## Marking up an image



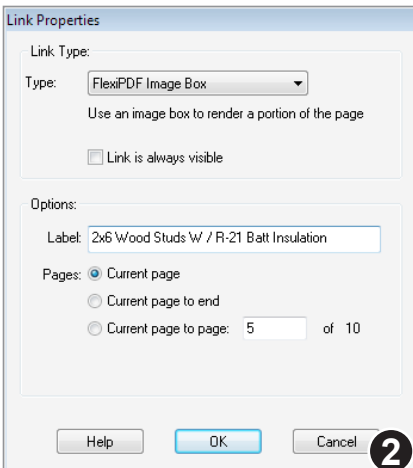
In this example an illustration including text and a light green background is to be exported.

Choose the **Hyperlink** tool from the main toolbar.



Carefully drag out a box around the area to be exported.

Everything included within the rectangle you make will be rendered by FlexiPDF and included in the export.



After marking out the image, the **Link Properties** dialogue box will appear.

Change the **Type** pop-up to **Image Box**.

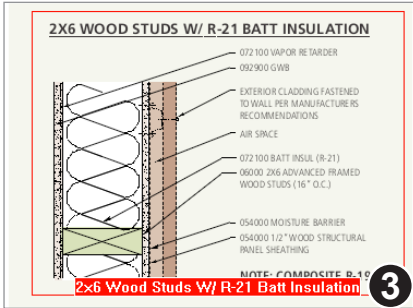
Enter a title for the table in the **Label** box. This is used during export in HTML based formats.

You can now choose to repeat this markup across a range of pages. This is useful if your document contains a similar image, repeated across several pages.

Press **OK**.

Continued...

Continued from previous page



The area is displayed by FlexiPDF together with its label.

In this example, the illustration is on a light green background - part of original page design.

To avoid exporting the background as well, use the **Object tool** to select the background rectangle and then choose **Object > Hide**.



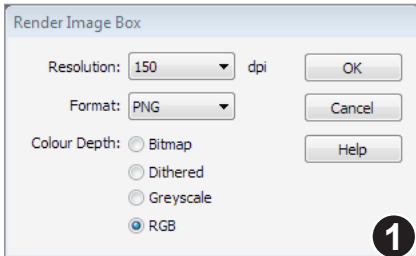
Not only is it hidden from view in the main viewing window, it will be hidden when FlexiPDF renders the marked area for export.

The rectangle can be revealed again by choosing **Object > Show All**.

Continued from previous page

## Exporting individual images

Once a picture has been marked up (see previous page), it can be exported immediately and in isolation - without exporting the rest of the page or document.

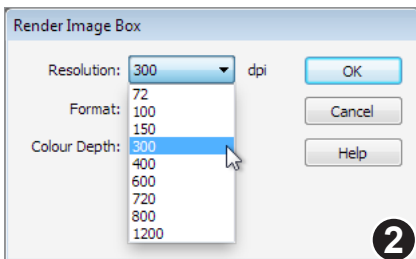


Select the **Hand tool** from the main toolbar.



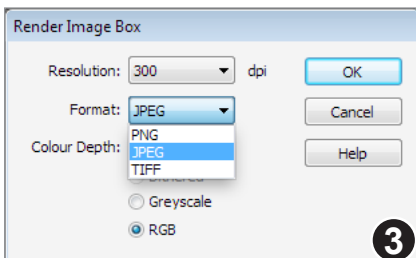
Click on the marked image to display the **Render Image Box** dialogue box.

The red image rectangle is only visible while the **Hyperlink tool** is selected.



From the **Resolution:** pop-up menu, choose the resolution to be used for rendering the area. Higher resolutions result in better image quality, longer rendering time and larger image files.

As a guide, 300 dpi is usually sufficient for most types of colour printing.

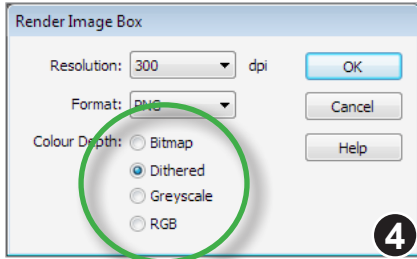


From the **Format:** pop-up, choose the file format for the image. JPEG tends to produce the smallest file sizes. PNG and TIFF retain the highest quality.

The file format affects the choice of colour depth. The JPEG file format cannot be used for purely black and white (bi-level) images, so these options will be greyed out should you choose JPEG.

Continued...

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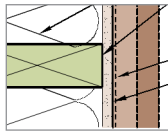


Finally, choose the **Colour Depth** to be used for rendering.

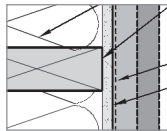
For most purposes RGB will be the best option (full colour).

An example of each of the image formats is shown below.

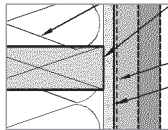
RGB (full colour),  
largest file size



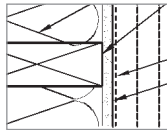
Grey scale



Dithered (bi-  
level), small file  
size



Bitmap (bi-level),  
smallest file size



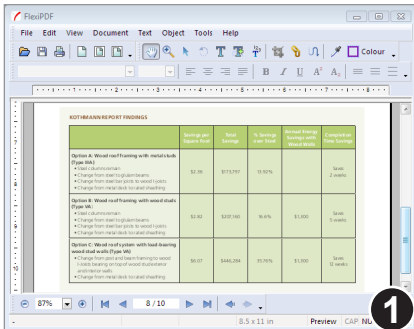
## Exporting tabular information

Standard

Pro

To obtain the best results when exporting tabular information, FlexiPDF needs to be told which areas to treat as tables. Without this information, tables are treated as normal paragraphs and columns resulting in poor output.

### Marking up a table

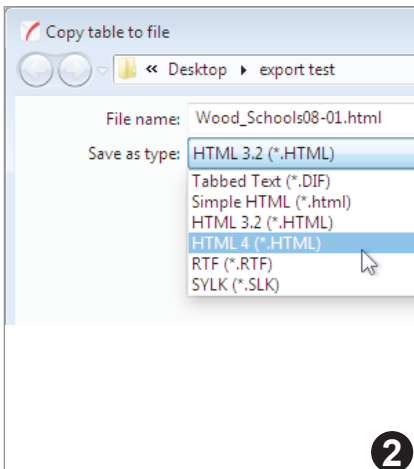


Navigate to the table to be marked up.

Select the **Hyperlink tool** from the main toolbar.



Carefully drag-out a box around the table. Exclude any non-tabular data that could confuse the analysis process.



After marking out the table, the **Link Properties** dialogue box will appear.

Change the **Type** pop-up to **Table Box**.

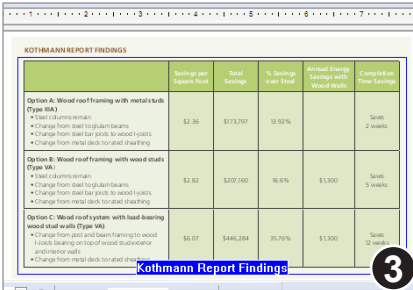
Enter a title for the table in the **Label** box. This is used during export in HTML based formats.

You can now choose to repeat this markup across a range of pages. This is useful if your document contains a similar table, repeated across several pages.

FlexiPDF will look at the appearance of the tabular area, including any borders used to delineate rows and columns. In some cases, it may be best to ignore these lines and analyse only the non-graphical content in order to discern the structure of the table. In this case, check **Ignore borders**.

Press **OK**.

Continued from previous page



|   | Savings per Square Foot | Total Savings | % Savings over Steel | Annual Energy Savings with Wood Walls | Completion Time Savings |
|---|-------------------------|---------------|----------------------|---------------------------------------|-------------------------|
| Option A: Wood roof framing with metal studs (Type IIIA)<br>• Steel columns remain<br>• Change from steel to glulam beams<br>• Change from steel bar joists to wood joists<br>• Change from metal deck to rated sheathing           | \$2.36                  | \$173,797     | 13.92%               |                                       | Saves 2 weeks           |
| Option B: Wood roof framing with wood studs (Type VA)<br>• Steel columns remain<br>• Change from steel to glulam beams<br>• Change from steel bar joists to wood joists<br>• Change from metal deck to rated sheathing              | \$2.62                  | \$207,160     | 16.6%                | \$1,300                               | Saves 5 weeks           |
| Option C: Wood roof system with load-bearing wood stud walls (Type VA)<br>• Change from post and beam framing to wood joists bearing on top of wood stud exterior and interior walls<br>• Change from metal deck to rated sheathing | \$6.07                  | \$446,284     | 36.76%               | \$1,300                               | Saves 12 weeks          |

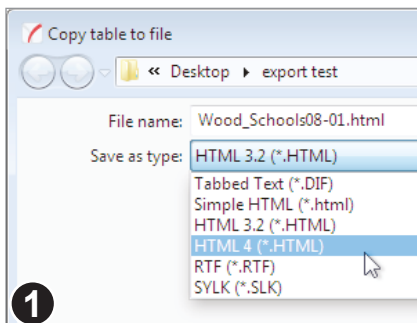
FlexiPDF will then display the table link box together with its label (if there is room).


When you next export the document, this markup-up area will be treated as a table which should improve the output.

The blue table boxes are only visible in FlexiPDF when the **Hyperlink tool** is selected.

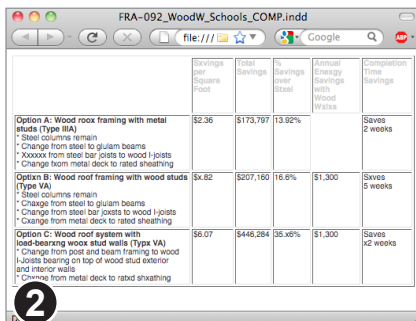
## Exporting individual tables

Once a table has been marked up (see previous page), it can be exported immediately and in isolation - without exporting the rest of the page or document. This instant approach is the only way to export to SYLK format.



1. Select the **Hand tool** from the main toolbar. 
2. Click on the marked-up table.
3. Choose a name for the file into which the table will be exported.
4. Choose the format for the export.

SYLK (an popular format for encoding spreadsheet information) is only available when exporting in this instant way.



|   | Savings per Square Foot | Total Savings | % Savings over Steel | Annual Energy Savings with Wood Walls | Completion Time Savings |
|---|-------------------------|---------------|----------------------|---------------------------------------|-------------------------|
| Option A: Wood roox framing with metal studs (Type IIIA)<br>• Steel columns remain<br>• Change from steel to glulam beams<br>• Xxxxxx from steel bar joists to wood joists<br>• Change from metal deck to rated sheathing           | \$2.36                  | \$173,797     | 13.92%               |                                       | Saves 2 weeks           |
| Option B: Wood roof framing with wood studs (Type VA)<br>• Steel columns remain<br>• Change from steel to glulam beams<br>• Change from steel bar joists to wood joists<br>• Change from metal deck to rated sheathing              | \$2.62                  | \$207,160     | 16.6%                | \$1,300                               | Saves 5 weeks           |
| Option C: Wood roof system with load-bearing wood stud walls (Type VA)<br>• Change from post and beam framing to wood joists bearing on top of wood stud exterior and interior walls<br>• Change from metal deck to rated sheathing | \$6.07                  | \$446,284     | 36.76%               | \$1,300                               | Saves 12 weeks          |

Shown is the table marked-up in the previous page, exported as HTML 4.

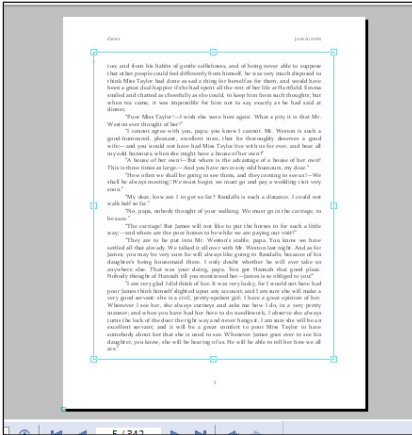
The HTML generated by FlexiPDF is deliberately kept simply so that it can easily be edited or included in other documents.

## Cropping for export

Standard

Pro

To exclude parts of a page from exporting then you can use the crop tool to temporarily crop a range of pages in your document. Anything outside of the crop box will be ignored during the export.



Use the **Crop tool** to drag out a box.

In this example, the page header and footer remain outside of the box to exclude them from the export process.



Once the export has been done, the crop can be removed by choosing:  
**Document > Pages > Remove Crop.**

## Notes

- The **Crop Box** hyperlink that can be created using the **Hyperlink tool** is for use with the Argus extraction engine. It is used to specify the automatic crop box applied to documents as they are processed.



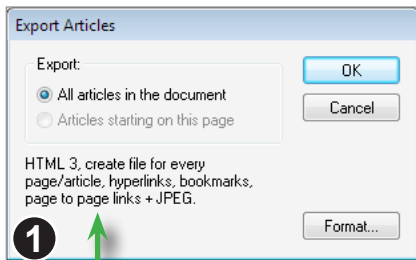
## Exporting article threads

FlexiPDF can use article threads as a guide to the order in which text is exported from a document. For example, a story in a newspaper typically consists of many columns of text and may even span multiple pages. By marking each of these as parts of a single article in the correct order, FlexiPDF can extract the text in reading order.

For details of how to add articles to a PDF see “Adding article threads” on page 179.

when exporting articles from a PDF, FlexiPDF will also attempt to join-up any paragraphs broken across article boundaries. When exporting by page, this joining does not occur.

If you have a document which does not output in the correct reading order, the application of article threads to the problem areas should improve export of both articles and pages.

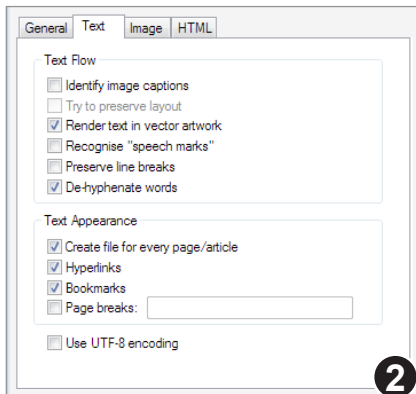


This is a summary of the export options currently in effect.

Open the document you wish to export then choose **File > Export > Articles As...**

FlexiPDF will warn you if there are no article threads in the document. In this case, you will need to add some before you try to export again. See “Adding article threads” on page 179 for details.

Press **Format** to change the format used for the export (HTML, ePub, etc).



The Export Format dialogue box

If the **Create file for every page/article** option in the **Text** tab of the **Export Format** dialogue is selected (see “*Create file for every page / article*” on page 199), FlexiPDF will write each complete article to a different file

Furthermore, when using HTML output with article mode, FlexiPDF will produce a table of contents linking to each article output.

## General export settings

Standard

Pro

Use this panel to select the main text and image output options to be used when exporting a PDF. It acts as a short cut for changing the major features of output, keeping the more specific settings hidden in other tabs.

### Text Output

Check this item to export the text content of your PDF. Either **Text Output** or **Image Output** (or both) must always be enabled.

### Text Format Pop-up

FlexiPDF supports a varied range of text output formats including a set of XML based formats, plain text and RTF for use with Microsoft Word and other applications.

FlexiPDF can also export table data in SYLK format but only when clicking on a table that has been marked-up with a **Table Box** annotation (See “Exporting individual tables” on page 192).

Each of the available text formats is described below.

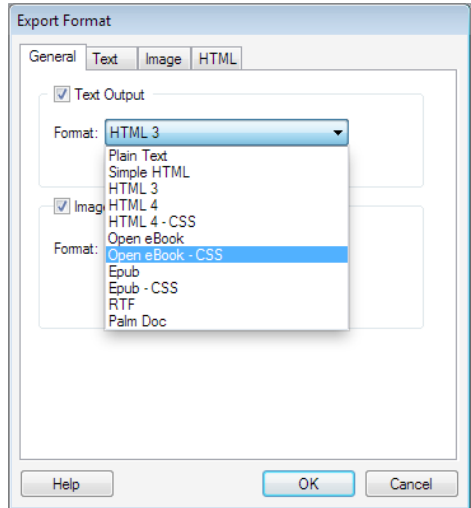
- **Plain Text**

ASCII text, readable with any text editor or word processor. When layout is retained using this format, spaces are inserted to ensure words and paragraphs are placed into the right location.

- **RTF**

Microsoft’s Rich Text Format, readable by virtually every word processor. An ideal input format for Microsoft Office. FlexiPDF can embed all document images in a single RTF file.

When exporting to RTF with **Retain Layout**, you may encounter difficulties if your original document’s page size is larger than 55cm (width or height). Some versions of Microsoft Word cannot deal with such large page sizes.



Continued from previous page

- **Simple HTML**

HTML using only a few simple tags. This is readable by all web browsers, but some formatting may not be preserved. Images are linked from the document rather than shown in-line.

A list of document bookmarks will be output at the top of the first page. If **Create file for every page/article** is active a cover page, a bookmarks page and individual contents pages will be produced, each hyper linked together.

When **Try to preserve layout** is active, this format inserts spaces making use of the **<PRE>** tag in HTML to force the browser to honour every space character.

- **HTML 3.2**

More complex HTML allowing for a wider range of styling. In-line images are used. Meta-tags are added to the document using the creator, author and title information stored in the PDF. Different character sizes are rendered using the tags **<H1>**, **<H2>** etc.

If **Create file for every page/article** is active, a bookmarks page (if bookmark output is enabled) and several data pages will be output. When frames are enabled the index page uses frames to show the bookmarks on the left while viewing each page on the right.

When **Try to preserve layout** is active, this format uses a complex HTML table for each page. Font sizes in layout mode are selected using the **FONT SIZE+/-** technique rather than **<H1>**, **<H2>** etc. since this gives better results.

- **HTML 4**

As HTML 3, but CSS (Cascading Style Sheet) tags are used to render fonts and sizes. This should be compatible with most modern web browsers.

If **Create file for every page/article** is active, a separate file is output containing all of the CSS style elements used by the rest of the output pages. Edit this style sheet file to quickly alter the look of the rest of the document.

When **Try to preserve layout** is active, this format uses a complex HTML table in the same way as HTML 3.2. However, fonts and sizes still use CSS1 mark-up for better results.

- **HTML 4 CSS**

Using HTML with Cascading Style Sheets (v2) provides the most accurate depiction of PDF content for the web. When preserving layout all fonts and positioning are closely replicated.

When **Try to preserve layout** is active, a separate CSS file is produced which

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describes the styles of all fonts used. Edit this CSS style sheet if any adjustments need to be made to the look of the converted document.

- **ePub**

Exports a single .epub file with no digital rights management, with or without images using basic formatting.

- **ePub CSS**

Similar to ePub except that the formatting is specified in a separate .css file held inside the ePub package.

## **Right-to-left reading order**

When enabled, FlexiPDF assumes the contents of the PDF are to be read right-to-left (as is the case in Hebrew). It attempts to replicate this reading order in the output produced.

## **Image Output**

Check this item to export the image content of your PDF including those marked with **Image Box** annotations. Either **Text Output** or **Image Output** (or both) must always be enabled.

## **Image Format**

FlexiPDF supports a range of image formats: JPEG, TIFF, BMP and PNG. Each of these formats has different properties and is suitable for a different purpose.

TIFF supports CMYK which may give improved colour fidelity when converting magazine and newspaper pictures.

TIFF (multi-page) will place all images within the same file. You will need a TIFF viewer capable of handling multi-image files in order to view these correctly.

## **Convert each page into an image**

Check this option to render the contents of each page. When checked, text output is disabled since the entire contents of each page will be contained in the image file(s) produced.

## **Place images in sub-folders**

This option causes images files to be stored in a sub folder named 'images'. This also affects the path used in the **IMG** tag for HTML output.

## Text export settings

Use the settings on this panel to control the way text is output in all formats. Additional settings which affect only HTML output are grouped separately in the HTML settings panel.

The options in the this tab are placed into two sub-groups named **Text Flow** and **Text Appearance**. This is simply to make the panel a little easier to read.

### Identify image captions

Selecting this option will cause FlexiPDF to identify image captions and output them along with images, rather than in the main body of text. If image output is selected and the image format supports it (TIFF, JPEG, PNG), captions will also be embedded within the image data.

### Try to preserve layout

In all text formats except ePub, this option causes FlexiPDF to position words as closely as possible to the original page layout. The way in which the positioning is achieved depends upon the output format used.

Plain text with the layout retained should be viewed without line wrapping in a mono-spaced font (such as Courier). Most output text documents will be very wide. Simple HTML will be formatted as with plain text using letter spacing to position page elements.

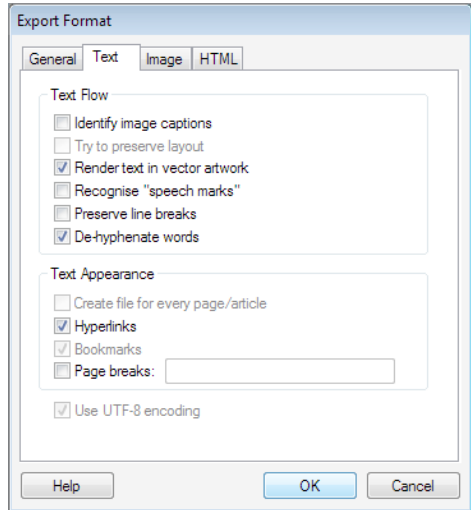
HTML 3 and 4 use tables to position page elements. HTML 4 CSS uses the absolute positioning functionality available with CCS2. This may not be compatible with some older browsers.

With all output formats there may be some deviation from the original document layout requiring a degree of manual adjustment.

### Render text in vector artwork

When enabled, text will be included in rendered artwork but not in the normal text output stream. When not selected, the converse is true. That is, text will not appear in rendered artwork but will appear in the text output stream.

If you find that some text you expected to see in your output is missing, check to see



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if this options is enabled.

## Recognize Speech Marks

When **Preserve Line Break** is off, FlexiPDF attempts to reflow text into paragraphs. The process is fairly reliable but may occasionally make mistakes.

However, when it comes to reported speech of the kind that may be found in a conversation in a novel, it is vital that the correct line-breaks are retained; in speech, the line-break is the reader's main indication of a change in speaker.

When this option is on, FlexiPDF pays particular attention to quotation marks, especially those at the beginning of a line or paragraph. The result is that it is much more successful in retaining these important line breaks.

When processing documents unlikely to contain any reported speech, it is best to disable this option.

## Preserve line breaks

Selecting this option will ensure that FlexiPDF honours all line breaks in the original document. Furthermore, it will stop FlexiPDF from removing hyphenation.

Enabling this option can make editing the output more difficult since lines of text will not re-flow after insertions or deletions. However, it may improve the appearance if layout is important.

## De-hyphenate Words

When enabled, FlexiPDF will rejoin words split by a hyphen at the end of a line. Words with hard hyphens such as “442-squadron” are not altered.

To help in making the decision to leave or remove hyphens, FlexiPDF consults the language dictionary currently selected for spell checking (see “Spelling preferences” on page 245). However, should a particular word be unknown in the dictionary or be in a different language, it is possible the software may take a wrong decision.

When disabled, FlexiPDF does not remove any hyphens and words will remain split as they are in the original document.

When **Try to preserve layout** or **Preserve Line Breaks** is enabled, word de-hyphenation is automatically disabled.

## Create file for every page / article

Cause FlexiPDF to output each page to a separate file. When outputting to HTML

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Continued from previous page

output files will be hyperlinked together. It is not applicable to ePub output which always produces a single file.

When outputting article threads, FlexiPDF will place each article in a separate file.

## **Hyperlinks**

If FlexiPDF detects any embedded hypertext links within a PDF, it will try to retain these in the output. This is not possible for plain-text output.

## **Bookmarks**

When enabled, FlexiPDF will retain a document's bookmarks as hypertext destinations in all but plain text output modes.

When disabled, no bookmarks will be output.

## **Page Breaks**

When enabled, FlexiPDF will output the given text at the end of each page produced. For HTML for example, **<HR>** may be used as a simple page break.

## HTML export settings

This tab contains options for tailoring the way FlexiPDF produces HTML output.

### Background

This group of options allows a background colour or image to be specified for each page output in HTML.

Whatever is entered in the **Colour:** box is included in the **<COLOR>** attribute of the **<BODY>** tag of each page output. Colour could be the word “yellow” or a colour definition such as “#FFFFFF”.

The **Image:** box is used to enter a filename of a image. This name is placed into the **BACKGROUND** attribute of the **<BODY>** tag for each page. Be careful about the name entered here since it will be included exactly as typed.

The image name need not refer to an actual image on your hard disc but may for example, refer to an image which is or will be stored on the computer used to host the web pages once they are complete.

### Header and footer files

The header and footer file boxes are used to specify files on disc whose contents will be merged into each page of HTML output by FlexiPDF. For example you may wish to add your company’s own corporate graphics to the top and bottom of each page output.

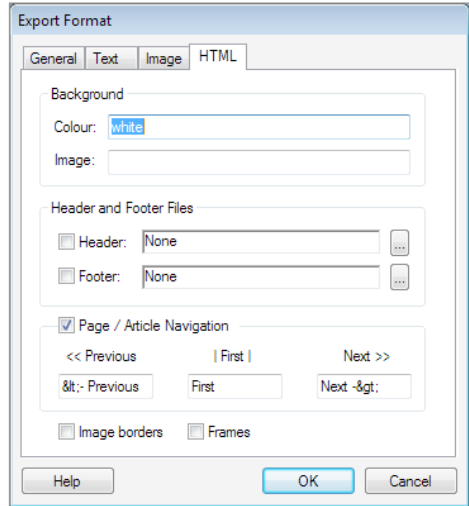
The contents of the header file will be output just after the **<BODY>** tag of a page but before any extracted text or images. Similarly, the contents of the footer file are output just before the closing **</BODY>** tag of each page.

You cannot type into the text boxes directly so instead use the **Browse** buttons to select existing files.

### Page-to-page links

When FlexiPDF is processing in **File-Per-Page** mode as set in the **Text Settings** tab, each page of a document is stored in a new file and navigation links to the previous, first and next pages are placed on each page for convenience.

The controls in this group allow the appearance of these navigation links to be





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changed. Whatever is entered into either of the **Previous**, **First** or **Next** boxes will be output instead of the words “Previous”, “First” and “Next”.

This facility may be useful when converting documents for a non-English speaking audience or if navigation images are required rather than text.

## Image Borders

When enabled, images will have a border around them generated using the **border** attribute of the HTML **<IMG>** tag

## Frames

This setting only takes effect when bookmark output is enabled (see “Bookmarks” on page 200).

When enabled, FlexiPDF creates a two-frame frameset definition which places the bookmarks frame on the left hand side of the screen and the extracted content on the right hand side. Clicking on a bookmark, changes the page in the right hand side.

When disabled, no frameset is created and bookmark destinations do not reference a target frame.

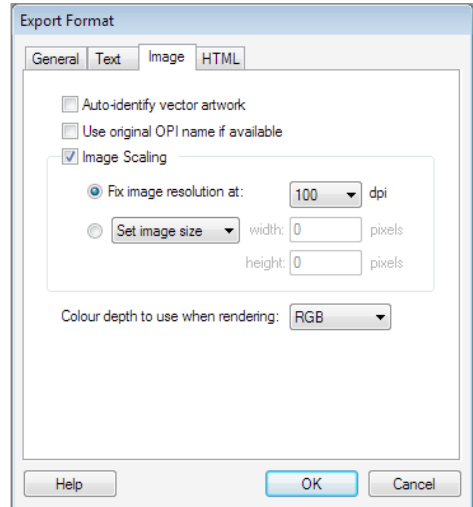
## Image export settings

When image output is enabled in the **General** format tab, FlexiPDF produces copies of all images stored in the PDF.

The options in this tab are mainly concerned with the scaling or size of the images output.

FlexiPDF can deal with two types of image in PDF: vector illustrations consisting of lines, curves, filled areas and bitmap images or photographs made up of many colored pixels.

FlexiPDF cannot output vector formats directly but will instead convert any such illustrations into a bitmap format by a process called rasterization.



### Auto-identify vector artwork

Many PDF documents may contain vector artwork or line-art. However, due to the nature of PDF, it is not always possible for a computer program to determine where on a page such artwork occurs since each page is stored as a general mix of text, images and line-art.

FlexiPDF is capable to an extent, of identifying such artwork on a page. Selecting this option will cause FlexiPDF to automatically convert vector artwork in the original into images in the output format selected.

If you are not sure whether a document contains vector artwork or bitmaps, zoom in on the picture. If it becomes blocky or pixelated then it is a bitmap image. If it stays sharp and detailed, it is probably a vector-based drawing.

If you encounter problems with illustrations not being correctly identified, use the Hyperlink tool to mark them up with Image Box links. See “Exporting individual images” on page 189 for details.

FlexiPDF can only output images in bitmap formats not vector graphics formats. If images do not appear in your final output documents, try turning this option on or placing an image box around the missing images.

### Use original OPI name if available

If your PDF contains OPI placement information for the images within it, FlexiPDF

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will use the original filename for images it exports.

You can check if an image has associated OPI information by selecting the image with the object tool, then click the right mouse button and choose **Image Properties**.

## Image Scaling

This set of options allows you to set the output scaling of the images that FlexiPDF extracts from a PDF.

When disabled, images are output as they are found in the PDF. This may give very large images since many PDF documents contain high-resolution versions of an image which are then scaled by the PDF viewer to the correct size.

### Fix image resolution at:

This option scales output images so that they are all at the same resolution in dpi (dots per inch). Resolutions available are: 72, 100, 150, 300, 400, 600, 720, 800 and 1200 dpi.

This setting is particularly important when rendering vector artwork.

## Advanced Scaling Pop-up

Three types of advanced scaling can be selected from the drop down menu. For each kind of scaling, if either width or height is set to zero, then an image's aspect ratio is maintained.

- **Set image size**  
Enables exact image sizes to be specified in pixels. Images will be sub-sampled or expanded accordingly.
- **Maximum size**  
Enables a maximum image size to be specified. If an image is smaller than the width and height values given then the scaling is unchanged. When Max scaling occurs, the aspect ratio is maintained. So, for example an image which is 800 by 400 when output at a Max of 200 by 200 will be rendered as 200 by 100 - the shape of the image is maintained.
- **Scale**  
Will resize images according to a percentage value.

## Colour depth to use when rendering

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This pop-up tells FlexiPDF how to render any marked-up regions during export. It also controls how pages are rendered if the **Convert each page into an image** option is enabled in the **General** tab. It has no effect on the export of non-rendered images such as photos - these are, in most cases, output with the colour depth at which they are stored in the PDF.

You can determine the colour depth of images stored in a PDF by clicking on an image using the object select tool, then choosing **Image Properties** from the right-mouse button menu.

## Exporting to LIMS

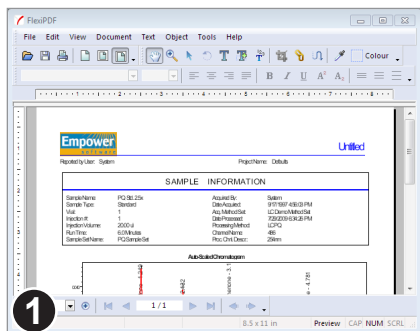
FlexiPDF can be used together with Icenis's command-line driven PDF converter - Argus, as part of a *Laboratory Information Management System* to automatically extract tagged data from machine-generated reports.

FlexiPDF is used to create a PDF template containing the tagged annotations.

This template is then automatically applied to incoming PDF reports by Argus.

As the reports are dropped into Argus' hot-folder, it uses the template to extract data and convert it to other formats such as HTML, XML or ePub.

## Creating a LIMS template with FlexiPDF

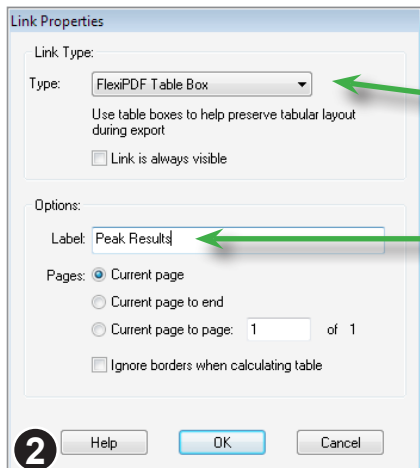


Open a typical machine-generated PDF report in FlexiPDF.

Using the **Link tool**, draw a box around each item you would like to extract.



An item can be a graph or illustration, an entire table or a single word or line of text.



After drawing a box around the object, the hyperlink dialogue will appear.

Change the **Type** to either Image Box or Table Box. In this example, we are setting up the export of a table of results.

The contents of the **Label** field will be output together with the data when the PDF is processed by Argus. Enter a meaningful name or tag in the field.

Continued from previous page

**Peak Results**

|   | Name          | RT    | Area   | Height | Amount | Units |
|---|---------------|-------|--------|--------|--------|-------|
| 1 | Acetone       | 12.45 | 197170 | 46991  | 937500 | ug    |
| 2 | Acetophenone  | 2132  | 195535 | 39408  | 2500   | ug    |
| 3 | Propiophenone | 3110  | 154443 | 26208  | 2500   | ug    |
| 4 | Butyophenone  | 4781  | 159453 | 20108  | 2500   | ug    |

**3** **Peak Results**

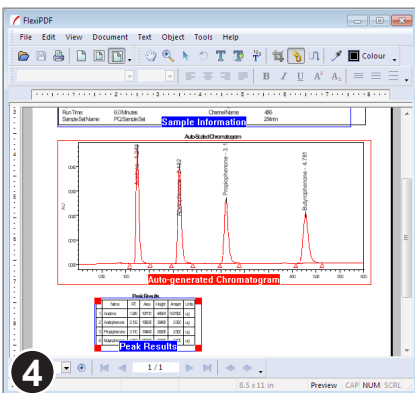
The table has been marked-up and tagged with the label “Peak Results”.

Notice that the blue annotation border does not include items outside the table (the title in this case).

Including non-tabular information within a table box makes it more difficult for FlexiPDF to discover the structure of the table itself.

This page has been marked-up with 2 tables and an graph (render zone).

Once saved, the document can be used to form an annotation plan for use by Argus.



## Using the PDF template with Argus

Argus needs to scan the PDF, extract the specifications of marked-up regions and store this as an *annotation plan*. To do this, execute:

```
argus -a lim.plan template.pdf
```

where **lim.plan** is the name of the plan file that will be generated and **template.pdf** is the PDF that has had the annotations added to it using FlexiPDF.

The plan file produced in this example is:

```
[ANNOT PLAN]
0.Image Box =1 [530.30, 42.48, 283.51, 578.70] 0 "Auto-generated
Chromatogram";
1.Table Box =1 [262.04, 105.92, 169.78, 289.33] 0 "Peak Results";
2.Table Box =1 [651.66, 43.15, 551.55, 544.33] 0 "Sample
Information";
[-- END --]
```

Continued...

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The new plan file should be included in the configuration file you intend to use for exporting:

```
ICENI PREFS
OWNER:Argus
VERSION:500

#include charMaps/htmlSimple.cmap
#include spool.cfg
/* Load the lim annot plan */
#include lim.plan

[Argus Controls]
Built In Fonts Dir =./fonts;
CMAP Path =./cmaps;
...
```

An example configuration file (lim.cfg) is included in the Argus distribution. To use this to process a single PDF report:

```
argus -t -c lim.cfg report330.pdf
```

where **report330.pdf** is the name of the PDF being processed and **-t** indicates that only annotated items are to be exported (other page contents are to be ignored).

A simple HTML-based output file will be generated in **docs/report330/**

Notice the use of the **LABEL** macro in the example configuration file **lim.cfg**:

```
[PIC]
Start =<TABLE><TR><TD>
    <IMG SRC="[FILENAME]/image[PAGENUM]-[PIC_NUM].png"
        width=[WIDTH] height=[HEIGHT] BORDER=1
        ALT="LABEL:[LABEL]">
    <CAPTION align=bottom>LABEL:[LABEL] [CAPTION]
    </CAPTION>
</TABLE><HR>;
```

The facility is of most use when spooling, as in:

```
argus -c lim.cfg -t -s
```

which uses the **[SPOOLER]** settings in the **#include spool.cfg** to place Argus in spool mode. In this mode, the process sleeps until a PDF arrives in the target folder. It is then processed and either deleted or moved to a 'done' folder.

# Translation

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- ☞ **Exporting content for translation**
- ☞ **Font problems during import**
- ☞ **Importing translated text**
- ☞ **Managing font substitutions**
- ☞ **Marking text blocks for translation**
- ☞ **Translation Tips**



## Exporting content for translation

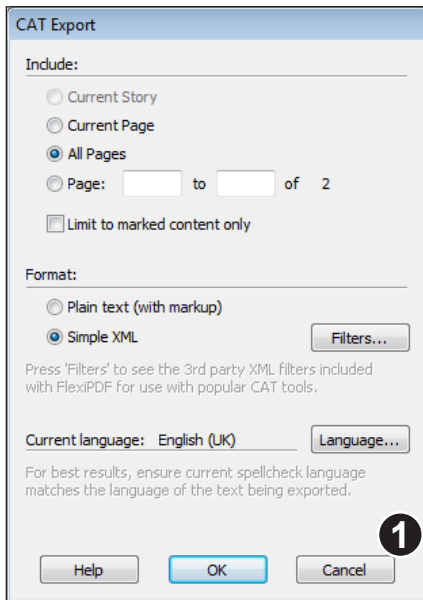
Pro

FlexiPDF can export the text of a document, automatically tagging each paragraph with its original location. You can export a range of pages, individual stories or specific marked text boxes (see “Marking text blocks for translation” on page 213).

This text can then be translated using any other software (e.g. Trados, Across TM, Déjà Vu, Google) and re-imported back into the document by FlexiPDF. As FlexiPDF imports the translated text, it uses tags embedded in the PDF during export to determine both the correct location and basic text styles of text being imported.

If translated text is too long to fit into the original text boxes, FlexiPDF can subtly adjust its spacing to make it fit.

It is **very important** to ensure the current spell-check language matches that of the text being exported. If it does not, soft-hyphens will not be correctly removed during export.



Open the PDF you want to translate.

Choose:

**Document > Translate > CAT Export.**

Choose the extent of the text you want to include in the export. You may prefer to work on a few pages or a single story at a time rather than the entire document.

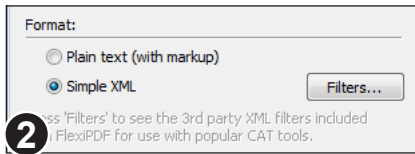
Check **Limit to marked content only** to export only those text boxes which you have already marked for export. See “Marking text blocks for translation” on page 213.

- **Current Story** is only available if you were editing text when you chose to begin the export. If selected, the active text box and any linked to it will be exported as a single story.

Use the **Text Order** tool to link text blocks together to form stories, prior to beginning the export process.

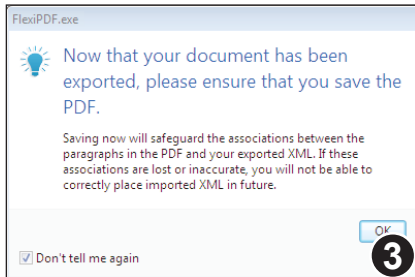


Continued from previous page



Choose the format of the exported text.

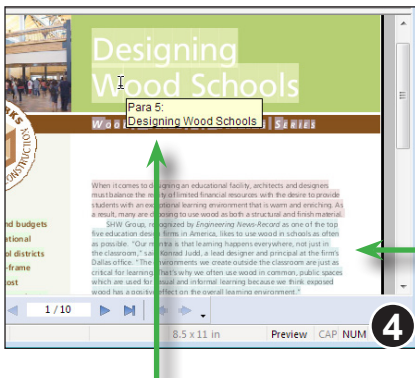
**Simple XML** is recommended since it can encapsulate more text style information and can be used within most popular CAT tools.



Once exported, FlexiPDF will remind you to save the document. This is crucial since the export process will have added tags not only to the text output but to the PDF itself.

You cannot import the translated text back into the PDF unless this tagging information exists.

Saving a copy of the tagged PDF now ensures that you will be able to import the translated text back into it in future.



After exporting, the tagged paragraphs are highlighted. This will only be visible in FlexiPDF and does not affect the PDF.

You can hide this highlighting by choosing **View > Text > Field Shading**.

Exported paragraphs are highlighted

Tool-tips show the original contents of a tagged paragraph even after translation. This is visible in FlexiPDF only, and does not affect the PDF.

Continued...

Continued from previous page

```
<DOC id='translation test.pdf'>
<STORY>
<P id='2'>
<span style='font-family:GaramondLight'>
Abstract automatically fields, reforms
from display ads including recruitme
</span></span>
</P>
<P id='3'>
<span style='font-family:GaramondLight'>
```

Example **Simple XML** output.

**<STORY>** indicates the start of a story (text block).

**<P id='2'>** means paragraph 2.

**<span>** tags are used to record font changes.

Tags must nest correctly with the appropriate closing tags (such as **</span>**).

If you think your translation software may corrupt the syntax of the XML during editing, then it is best to use the **Plain text** export format.

```
<S>
<P5>
<F12>Designing Wood Schools
<S>
<P6>
<F11>When it comes to designing an ed
must balance the reality of limited fi
students with an exceptional learning
result, many are choosing to use wood
```

Example **Plain text** output.

**<S>** indicates the start of a story (text block). **<P5>** means paragraph 5. **<F11>** indicates a font change to font 11.

The fonts used in an export are listed at the end of the text file and should not be edited.

There are no closing tags in this format (no need for **</P>** for example). This makes the format much more robust in the face of syntax errors that may be introduced during translation.

## Notes

- A few XML tag definition files can be found in the **Translation Support** folder in the FlexiPDF Professional installation folder. These define the XML tags which should be ignored during translation. In most cases they have been created by customers and can be used with various popular CAT tools.

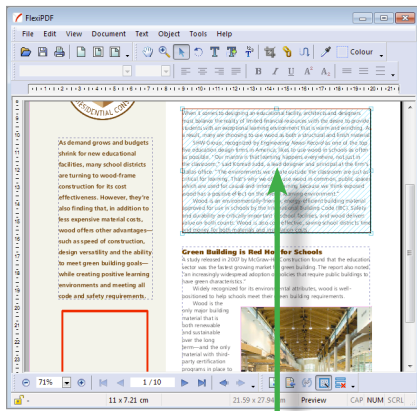
## Marking text blocks for translation

Rather than exporting whole pages or stories, you can limit the export to only those text boxes that have been marked for export. This maybe useful in a catalogue for example where product names can be left out of the export to ensure they do not get modified during translation.

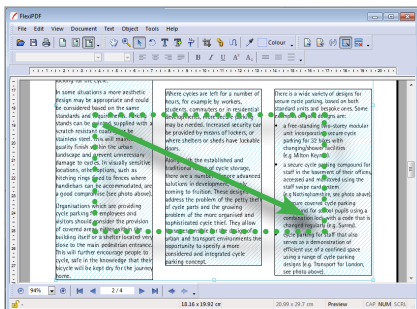
Marking-up for export has been designed to offer a very rapid workflow for the translator who does not want all of a document to be translated.

All of the following operations require that **marking mode** is active.

## Marking whole text boxes for export



Click on a text block to mark it for export.  
Click again to unmark it.



Switch into marking mode, by choosing **Document > Translate > Mark Text Boxes For Export**.



On switching into this mode, the boundaries of text boxes will become visible and the **Object tool** will be selected, though you are free to switch between the other tools.

To avoid accidental changes to the document during markup, you cannot change the position or size of objects when in this mode.

Drag-out a selection to mark a number of boxes at once. Mark text boxes across any number of pages.

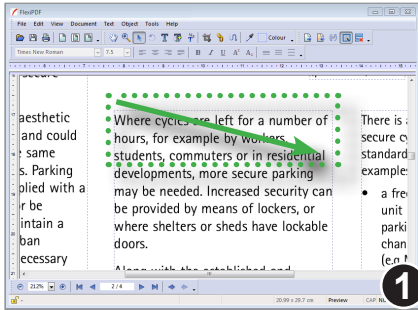
Continued from previous page

## Partially marking text boxes

When you want to export only part of a text box, you can rapidly split the text box, marking one part and leaving the remainder unmarked.

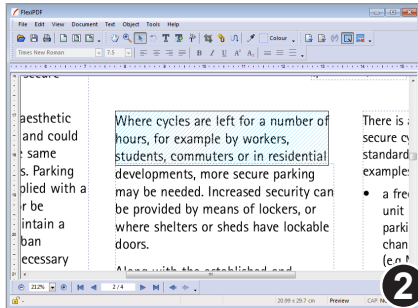
There are two ways to do this whilst in the markup-up mode:

### Method 1: Splitting by rectangle



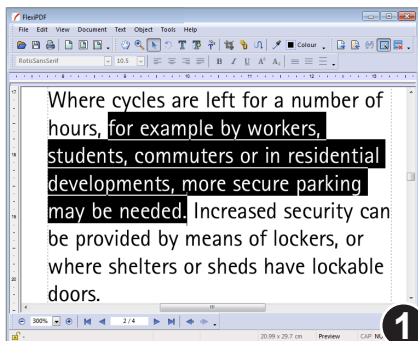
Use this method when you want to grab and mark all the text in a rectangular area.

With the **Object tool** active, **Ctrl+Shift** drag around the text to be marked.



When you release the mouse button, FlexiPDF will rebuild the text boxes covered by the drag and then mark the resulting box for export.

### Method 2: Splitting by text selection

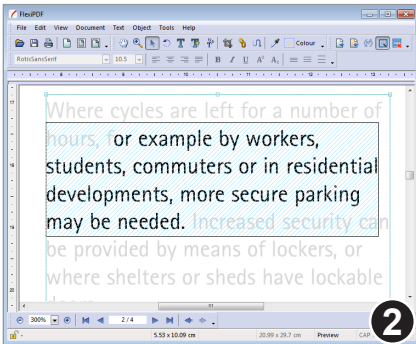


Use this method when the content to be marked cannot be isolated by a rectangle but needs an exact character selection.

Using the **Object tool**, **Ctrl+drag** the text you want to markup.

Continued...

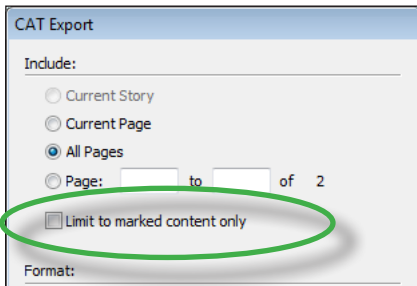
Continued from previous page



Only the selected text will be marked.

It will be removed from its original text box and placed into a new box.

In this example, the non-marked text has been shown in grey to better illustrate the extent of the marked text.



When you are finally ready to export for translation, be sure to check **Limit to marked content only** in the **CAT Export** dialogue box.

To unmark all text blocks throughout the document, choose:  
**Document > Translate > Unmark All Text Boxes.**

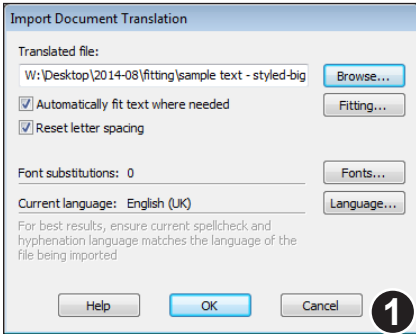


## Notes

- If you split text boxes, do not make edits to the resulting unmarked text boxes. The split may leave gaps where the marked text was located (as in (2) above). Reflowing will shuffle-up the remaining text, eliminating these gaps.
- The order in which you mark boxes, does not effect the export order.
- It may be handy to make the translation toolbar visible - **View > Toolbars > Translation.**
- Changing pages may be a little slower since FlexiPDF has to compute the boundaries of text blocks as it displays each page (normally only done when you begin editing).
- When saved, FlexiPDF stores the status of each text block ready for the next time the PDF is loaded into FlexiPDF.

## Importing translated text

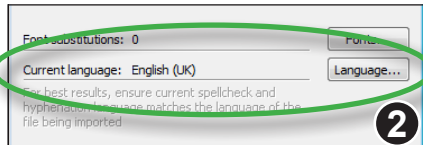
To complete the translation of a PDF, you need to import the new, translated text back into the document. FlexiPDF will place each translated paragraph into the correct location in the document, reflowing, fitting and substituting fonts as required.



Open the PDF into which you will import your new text. This should be one saved immediately after your initial export. FlexiPDF will have embedded tagging information in that PDF which will now be used to relocate the text you are about to import.

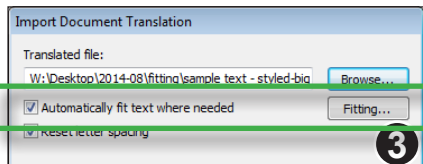
Choose **Document > Translate > CAT Import** to display the import dialogue.

Press **Browse** to choose the text or XML file to be imported.



Make sure the current spell-check language matches the text being imported. If it does not, press **Language** to change the setting.

When the spell-check language does not match, words may not be correctly hyphenated during reflow.

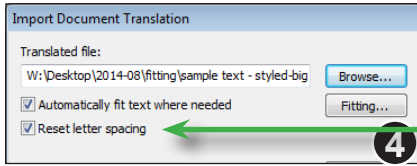


Select **Automatically fit text where needed** to have FlexiPDF adjust the new text in order to get it to fit in the available space.

This may slow down the import considerably since the fitting process is quite expensive.

Press **Fitting** to control the details of how FlexiPDF fits the text. See “Automatic text fitting” on page 85 for details.

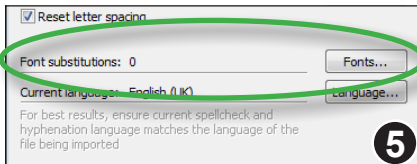
Continued from previous page



Selecting **Reset letter spacing** will cause FlexiPDF to set all word and letter spacing to zero on imported text.

Otherwise imported text will use the spacings of the original text.

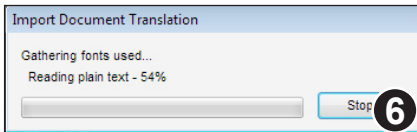
It is normally recommended that this option be selected.



The dialogue indicates the number of **Font substitutions** rules in effect. The first time you import this will be 0.

During the import, you may setup some font substitution. If you import again, the dialogue will then display a non-zero count of the number of substitutions in effect.

Press **Fonts** to load, examine and modify these substitutions rules. See “Managing font substitutions” on page 219 for more details.



Press **OK** to begin the import.

The first part of the process checks to see if the fonts currently used in the document contain all the characters required by the new text.

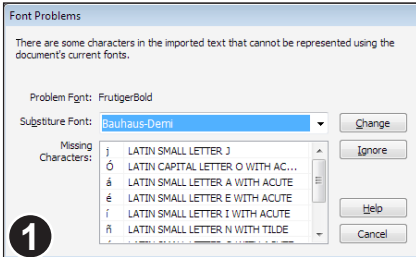
For example, when translating from English to French, some of the embedded fonts in the PDF may not include the necessary accented characters common in French.

This phase is described on the next page.



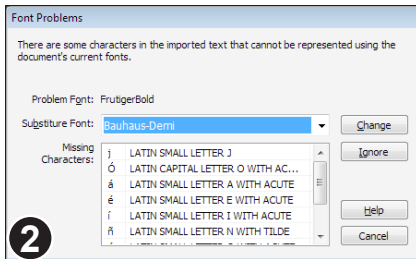
## Font problems during import

If the new text requires some characters that are missing from the fonts used for the original text, the **Font Problems** dialogue box will appear.



The problem font (in this case **FrutigerBold**) is shown together with a list of required characters. These may be missing because the font is a subset, embedded in the PDF or it may be that the font just does not cater for those characters.

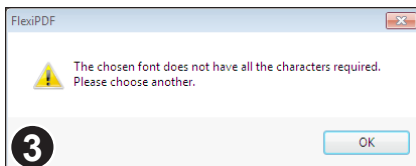
As each font problem is presented, FlexiPDF will highlight an example usage of the font in the main document.



You can choose to substitute another font or ignore the problem.

In some case, especially with symbol or decorative fonts, it is best to ignore the problem by pressing **Ignore**.

If you do not wish to ignore it, choose an alternative font from the **Substitute Font** drop down list. This list includes all fonts in the document plus those loaded from your computer.



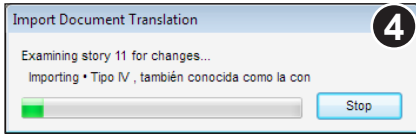
Should the substitute font not contain all the required characters, FlexiPDF will prompt you to choose again.

It is usually best to choose a font from your computer's font library rather than one from the PDF. These are the ones listed after the dividing line in the drop-down list.

Each time you Ignore or Change a font, you will be presented with the next font problem.

Continued...

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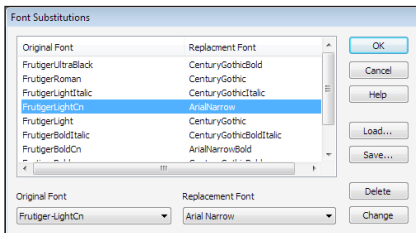


Once all font issues have been resolved, the second phase of the import starts.

FlexiPDF scans the new text for changes with respect to the existing content of the PDF. When a modified paragraph is found, it is imported.

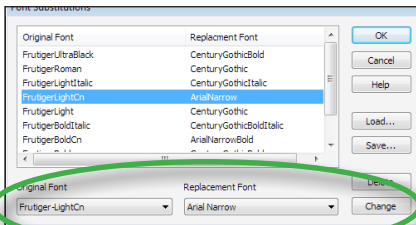
## Managing font substitutions

FlexiPDF remembers the font substitutions made during **CAT Import** and uses them for subsequent imports. You can view, edit, export and load the complete set of substitutions by choosing **Document > Translate > Font Substitutions** or by pressing the **Fonts** button in the **Import Translation** dialogue box.



The dialogue displays all the current font substitutions.

These will apply to any document loaded and not just the last one on which a **CAT Import** was performed.



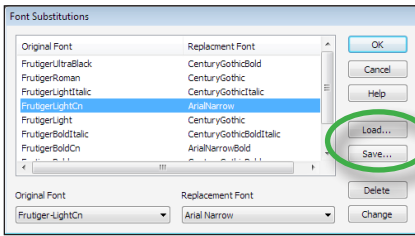
To change an existing substitution, select it in the list.

The details of the selected entry are then displayed in the two pop-up menus below the list.

Choose a different **Original Font** or **Replacement Font** and then press **Change** to store the new settings back in the list above.

Continued...

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The **Load** and **Save** enable you to save a permanent copy of the font substitutions to disc for use later.

The plain text format file can be edited by hand and passed onto others that may need the same set of substitutions.

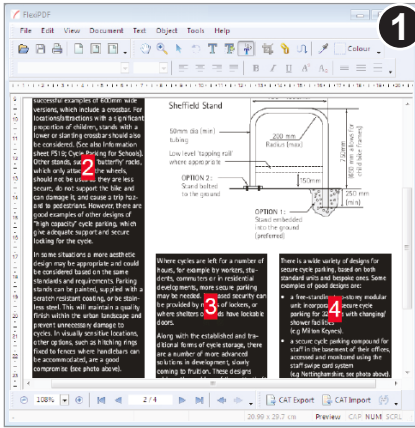
Is is useful to save the current set after working on a document so that it can be loaded prior to the next time you need work with the **CAT Import** function.

```
% Font Replacements for PDF "W:\PDF documents\Wood_Schools-fielded.pdf"
% Generated by FlexiPDF
% This file may be edited by hand and re-used in FlexiPDF
% -----

FrutigerBlackItalic -> CenturyGothicBoldItalic
FrutigerBold -> CenturyGothicBold
FrutigerBoldCn -> ArialNarrowBold
FrutigerBoldItalic -> CenturyGothicBoldItalic
FrutigerLight -> CenturyGothic
FrutigerLightCn -> ArialNarrow
FrutigerLightItalic -> CenturyGothicItalic
FrutigerRoman -> CenturyGothic
FrutigerUltraBlack -> CenturyGothicBold
```

Example substitutions text file generated by FlexiPDF

## Translation Tips

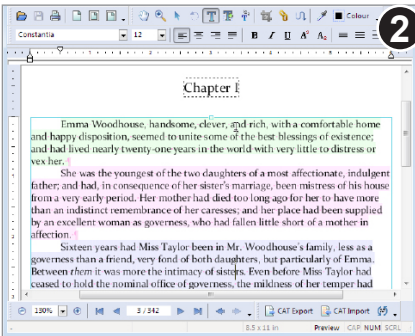


Where text flows across columns or pages, connect the text blocks together using the **Linked text** tool.



Once connected, remove any unwanted paragraph breaks at the end of each block (which will have been added before the blocks were connected.)

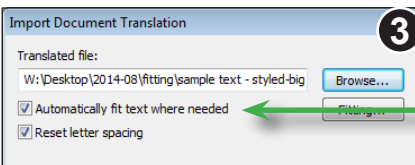
See “Editing text across columns & pages” on page 58.



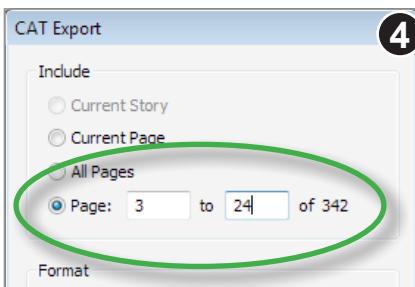
Reflowing the text during import is slower when the text is fully justified.

To avoid this when dealing with long stories (such as a chapter of a novel) change the text justification to **Left justified** prior to import.

The import will be faster and the justification can be changed back once it is complete.



For similar reasons, using **Auto fit** on long stories can be slower. Do the auto-fitting after the import has been done by choosing **Text > Align > Full** whilst editing text.



When translating a long document, deal with a section/chapter at a time.

Since the export process requires a large amount of computer effort and memory, keeping exports to no more than 100 pages at a time will improve throughput considerably.

Continued...

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1. Enable **View > Text > Boundaries** to make it easier to see the shape of text boxes.
2. Ensure spelling language matches the language used in the PDF - this has a big effect on hyphenation and thus reflow.
3. Some text boxes may need merging. e.g. FlexiPDF may split a column of text into separate boxes for headline, body, headline, body etc.  
In this case use the Object tool (blue arrow) to drag a box around these boxes, then choose **Text > Text Box > Merge Vertically** to ensure they become one single box.
5. When you link text boxes you may have some unwanted paragraph breaks.  
Prior to linking, every text box ends with a paragraph break. When you link them together, FlexiPDF will look to see if those breaks are necessary or a consequence of the text breaking across boxes and remove those it thinks are not required.  
This is only an educated guess so you may find a lingering paragraph break where none is needed. After reflow, this paragraph break may end up somewhere in the middle of an adjacent text box. Remove them to restore the original flow.
6. When linking text boxes the text is not immediately reflowed and should look no different. However, when you reload a document with linked boxes and begin to edit, those boxes are reflowed prior to your first edit. It is at this point that you may see reflow issues for the first time.
7. Unless you have already reshaped a text box, FlexiPDF will automatically extend the final text box in a sequence to avoid losing text. If you reshape that box it will remember that new shape and no longer alter it.
8. FlexiPDF sometimes doesn't correctly guess paragraph alignment. It may for example assume text is left aligned when it should be fully-justified. Unless you check by looking at the alignment buttons in the toolbar, this will only become apparent after a reflow. Left justification typically uses more space than full-justification which means such text may overflow.  
To correct this, just click in the paragraph and press the correct alignment button on the toolbar.
9. The text in a document may be generally squeezed a little to achieve a certain layout. Although FlexiPDF attempts to calculate the actually global adjustment used, it may not exactly match and the text may tend to overflow.  
To remedy this, click on one of the text boxes in a linked chain using the Text tool then choose **Text > Align > Full** and choose the **Medium** option.

# Templates

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- ☞ **Basic templates**
- ☞ **Dynamic images**
- ☞ **Dynamic line-art & graphics**
- ☞ **Dynamic page size**
- ☞ **Dynamic text using fields**
- ☞ **Dynamic text using tokens**
- ☞ **Embedded font & colour resources**
- ☞ **Fields and tabstops**
- ☞ **User restrictions**

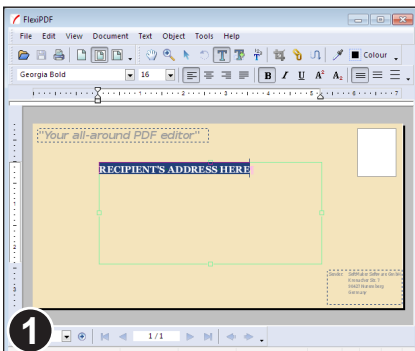
## Basic templates

Pro

FlexiPDF Professional can be used to setup PDFs ready for interactive editing with lesser versions of the software.

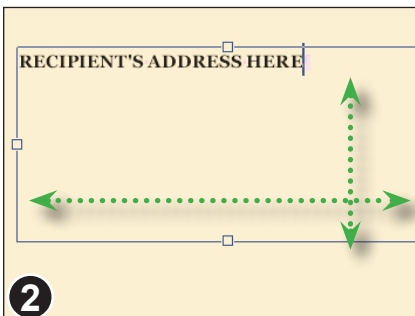
Individual objects in the PDF can be locked and restrictions added to control the way the document can be edited in future such as limiting the colours that can be used.

FlexiPDF Professional can also create variable PDFs for use with Infix Server. These can include variable elements for large-volume, automated creation of customised PDFs.



Open your PDF.

This example uses a basic envelope design produced using FlexiPDF or any other design application capable of generating a PDF.



Using the **Text tool**, drag out a central text box for the address. Ensure it is big enough to accommodate most addresses.

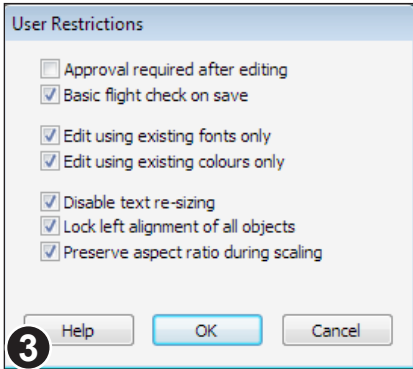


Enter some sample text to indicate where the user should type.

Choose a font and size for the sample text so that users of the template do not need to bother.

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Choose **Document > User Restrictions** to display the **User Restrictions** dialogue box.

Use this dialogue to limit how users interact with the template. For example, limiting the fonts they can use when editing.

Press **OK** then save the PDF as normal.

## User restrictions

Pro

Once applied, User Restrictions are effective in all versions of FlexiPDF but can only be removed or altered using FlexiPDF Professional.

To view and change the restriction choose **Document > User Restrictions** or click on the Restrictions hyperlink in the **Document > Properties** dialogue box.

- **Approval required after editing**

Documents based upon templates will have an 'Approval Required' watermark added when saved. This can only be removed using FlexiPDF Professional.

- **Basic flight check on save**

FlexiPDF checks for a minimum of 300dpi resolution on all images in the PDF and for CMYK colour spaces. This is in addition to the standard check for overset text.

- **Edit using existing fonts only / Edit using existing colours only**

Limits the available fonts and/or colours that can be used to those already in use in the PDF. This helps to ensure users do not deviate from the initial design goals or corporate identity colour schemes.

When colours are restricted, users are presented with the **Swatches** dialogue when they wish to change the colour of an object.

- **Disable text scaling**

When scaling objects, text boxes are not be affected.

Continued...



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- **Lock left alignment of all objects**

Limits the directions in which objects may be moved.

Text boxes may be resized to allow for more text for example, but their position along their x-axis cannot be altered. This is to help maintain the essence of the design's original layout.

- **Preserve aspect ratio during scaling**

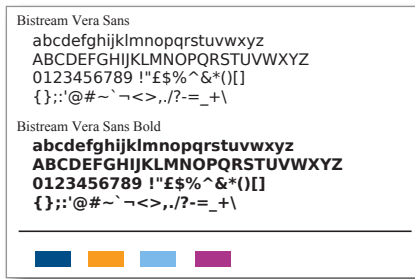
Ensures that no objects can be stretched out of proportion. Any scaling is applied equally to both x & y axes.

## Embedded font & colour resources

To ensure portability and ease of editing, templates should include embedded font definitions for all the character shapes likely to be used.

For templates with a restricted colour palette (see “User Restrictions” earlier in this section) it may be necessary to define optional colours not yet used in the template but that may be used in future.

Both of these requirements can be met by including a “resource page” in your template.



An example resource page containing two fonts and four colours.

The page can be prepared within FlexiPDF or using any other editor capable of generating PDF.

Choose:

**Document > Resource Page > Add** to embed the resource page within the currently open PDF.

The resource page will not appear as part of the document in any PDF viewer and will not be output if the PDF is printed.

## Checking resource pages

The **Document Properties** dialogue box will show the existence of a resource page in a PDF.

Choose **Document > Resource Page > Extract** to copy the embedded page to a new file and view it in FlexiPDF.

## Dynamic text using tokens

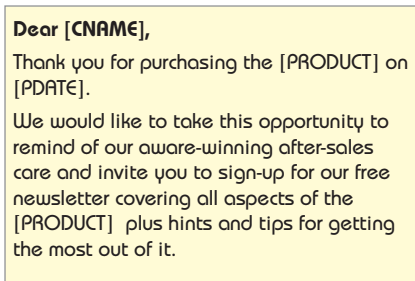
Pro

For Infix Server to accurately find the target text you wish to replace in your templates, the text should form unique names or tokens.



For this business card, the artwork has been produced with tokens specifying the location of text to be replaced.

The token text's font, alignment, margins etc. will be retained when it is replaced by Infix Server.



Here the tokens have been included within the body text.

When replaced, the body text will be reflowed to ensure correct layout.

The **[PRODUCT]** token is using a different font to the rest of the body text.

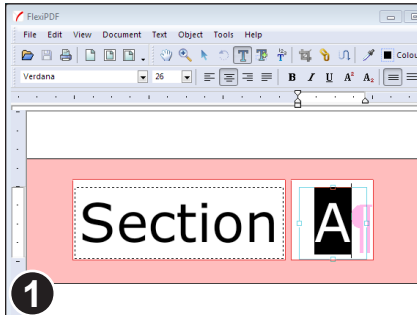
## Notes

- To ensure predictable reflow after token replacement in body text, prepare the PDF using FlexiPDF, setting text-box sizes and paragraph alignments etc.
- Reflow behaviour can be controlled by the name of the tokens themselves. This is useful for templates that have not been prepared using FlexiPDF. See the Infix Server user manual for more information.

## Dynamic text using fields

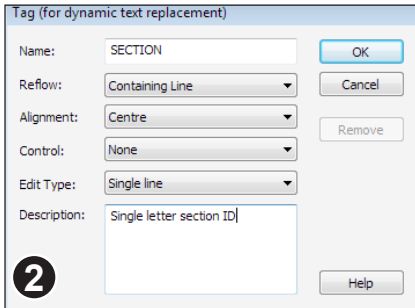
Pro

The use of tokens such as a **[JOBTITLE]** in a PDF template where layout or spacing is critical is sometimes impractical. In these cases, a block of existing text can be given a name without affecting the text itself. This name can then be used as a target for replacements via Infix Server.



In this example the box containing “A” is too small for a token such as **[SECTION]**.

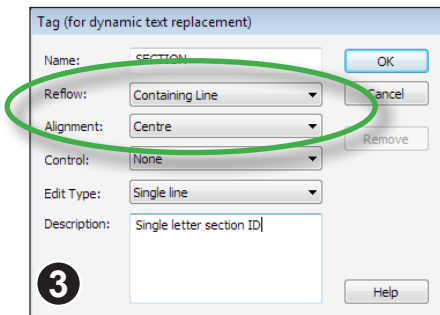
Using the **Text tool**, select the “A”.



Choose **Text > Tag > Properties**.

Enter the token name into the **Name** text box.

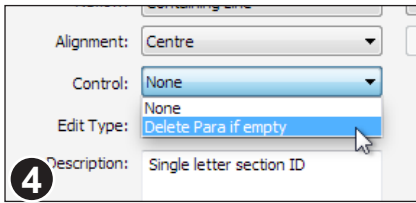
This is the name that will be used in the Infix Server configuration file.



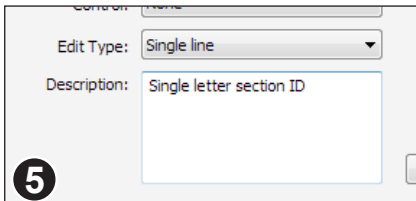
You can, optionally, control the way Infix Server will reflow the replaced text.

These two pop-ups behave the same way as those in the **Replace Format Dialogue** used during Find & Replace.

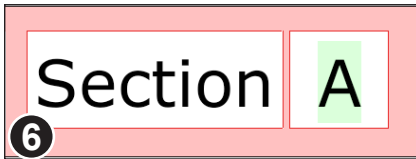
Continued from previous page



The **Control** option instructs Infix Server to delete the field *and its containing paragraph* should it become empty after processing.



The content of the **Description** field will be shown in a *tool tip* window whenever the mouse hovers over a text field.



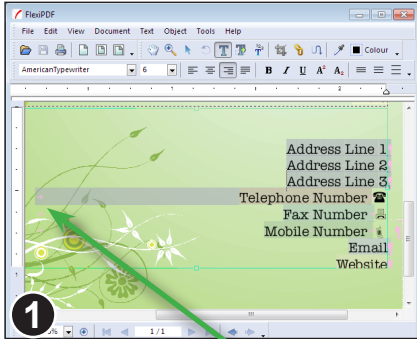
Choose **View > Text > Field Shading** to have FlexiPDF highlight text fields.

The colour used for each field is decided by FlexiPDF.

## Fields and tabstops

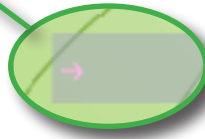
Tab stops inherit the field-id of the preceding character no matter what that character is - visible glyph or control characters such as paragraph mark.

To change this behaviour you need to alter the tabstop in question.

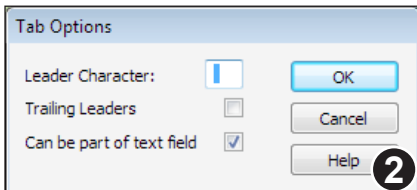


Here the right-aligned tab before **Telephone Number** field has inherited the field id from the previous line - **Address Line 3**.

Instead we want the tab to have no field id - it should remain unchanged once data has been put in the template.

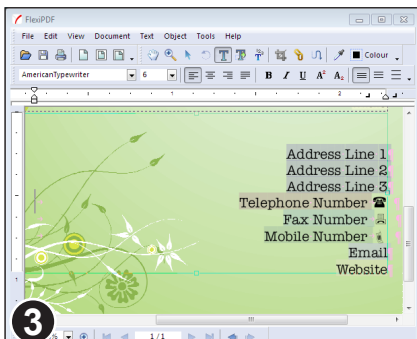


A tabstop is inheriting a field id when we do not want it to (hence the background shading).



Right-click the tabstop mark in the ruler to reveal the **Tab Options** dialogue box.

By default **Can be part of text field** is on. Turn it off now and press **OK**.



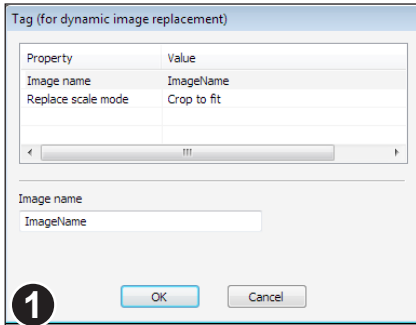
The screen will refresh and the field shading over the tabstop should disappear.

When saved and reloaded or used by Infix Server, the tabstop will remain un-fielded.

## Dynamic images

Pro

Images can be named so that they can be targeted for replacement using Infix Server. You can also control the scaling used when the image is replaced.



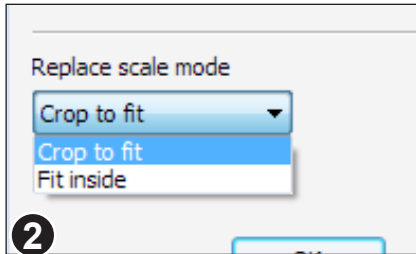
Choose the **Object tool**.



Select the image you want to name then, using the right-mouse button, choose: **Tag**.

The **Tag** dialogue box lists all of the attributes that can be applied to an image.

Click on the **Image name** property and enter a new value in the **Value** field at the bottom of the dialogue.



Click on **Replace scale mode** to alter the way in which the image is scaled when replaced.

Two scaling modes are available during automated image replacement:

- Crop to fit
- Fit inside

The affect of each mode is illustrated below:



Fit inside

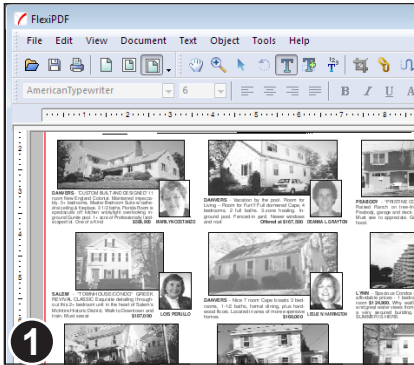


Crop to fit

## Naming multiple images

Pro

FlexiPDF Professional offers a short-cut for naming multiple images for dynamic replacement by Infix Server. This also offers a way of checking whether images have been named already.



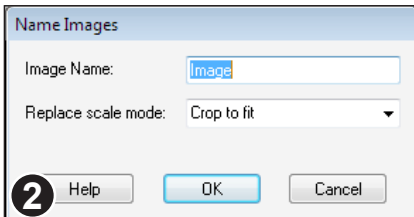
In this example we will attribute a name to each image in a real-estate advertisement, ready to be used as a template by Infix Server.

Choose the **Object Tool** from the toolbar.



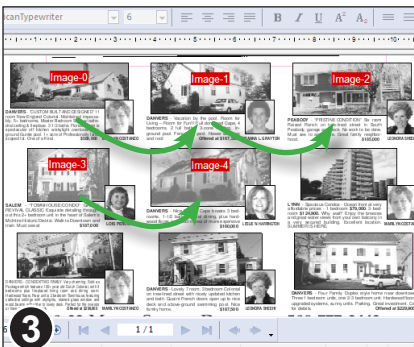
Then choose:

**Object > Image > Tag > Ordering** from the main menu bar.



Enter a base **Image Name** for your images and set the scaling mode to be used for each. See the previous page for details of scale modes.

The settings for individual images may be altered later by using the method detailed on the previous page.



Click on each image to name it.

Every time you click an image it will be given a name by applying a new suffix to the base name you supplied. For example **Image-1**, **Image-2**, **Image-3**.

The name will displayed within the bounding box of the image.

Continued...



Continued from previous page



An example of an image showing its label “Image-4”.

To finish naming images choose:

**Object > Image > Tag > Ordering** or change to another tool.

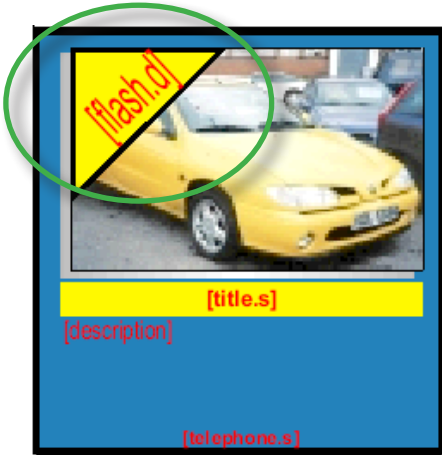
Choosing:

**Object > Image > Tag > Ordering** at any time in the future will show any existing image labels.

## Dynamic line-art & graphics

Pro

By grouping objects together with a text field, the entire group can be made to appear or disappear depending upon the value of the text field.



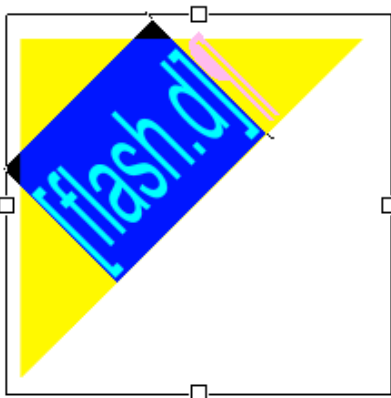
This car ad template includes a triangular sign for carrying optional messages such “**SOLD**” or “**SALE**”.

If no substitute text is provided in the Infix Server configuration file, the sign can be automatically removed.

This approach may also be used together with [Text Fields](#).

## Creating optional artwork

1. Use the Object Tool to select the artwork and associated text then group them together using the **Object > Group** menu option.



2. Ensure the text field has the “.d” suffix. This tells Infix Server to delete the containing paragraph if it becomes empty.

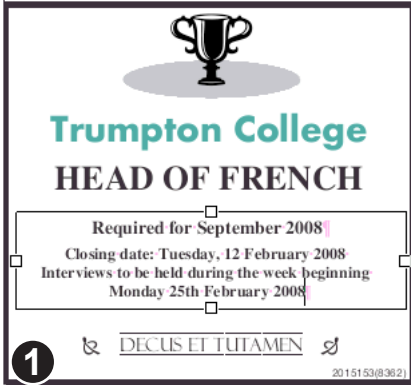


If Infix Server does delete the containing paragraph, it also deletes the other items in the group leaving just the text box and any other paragraphs it may include.

## Dynamic page size

Pro

It can be useful if a template automatically grows to fit the text being flowed into it. Infix Server can do this by extending the length of a page and crop box as well as stretching and moving any relevant graphics and page furniture.

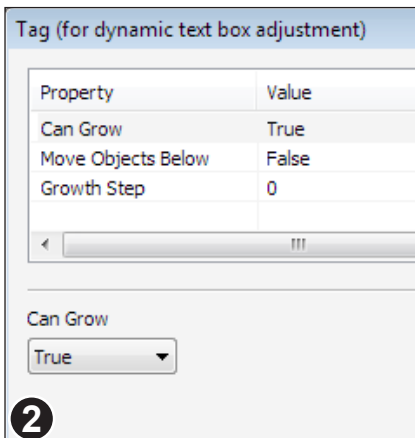


Using the **Object tool** click inside the main text box of the ad.



The size of this text box after substituting text will be used to re-size the entire ad.

Only one text box can be used to control overall ad-size.



Choose: **Text > Tag**.




- Set **Can Grow** to **True**

This means that instead of text overflow resulting in an overset text box (and the text being invisible), the text box will grow downwards to accommodate all the text placed in it.

- Set **Move Objects Below** to **True**




All objects below the bottom line of the text box will move as the text box grows this includes any text, borders and the actual page size itself.

Continued from previous page

|   |  |
|---|--|
|  <p><b>Trumpton College</b><br/><b>HEAD OF FRENCH</b></p> <p>Required for September 2008<br/>Closing date: Tuesday, 12 February 2008<br/>Interviews to be held during the week beginning Monday 25th February 2008</p> <p> <u>DECUS ET TUTAMEN</u> </p> <p>2015153(8362)</p> | <p>Objects above key text box will not be moved or stretched.</p> <p>Between top &amp; bottom of key text box, objects will be stretched as the text box grows</p> <p>Objects will be moved down as key text box grows</p> |
|---|--|



Flowing new text into the key text box causes the ad to grow (along with the page & crop box)

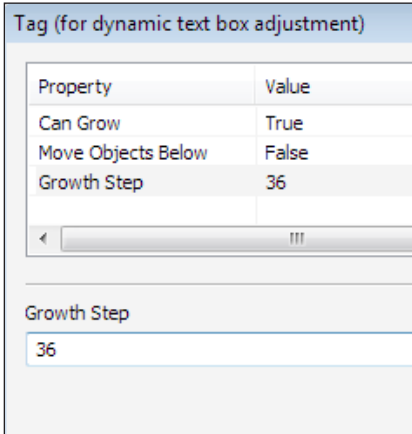
|   |   |
|---|---|
|  <p><b>Trumpton College</b><br/><b>HEAD OF FRENCH</b></p> <p>A dynamic and enthusiastic person is sought to run this popular department and to teach French up to CE and Scholarship standard.</p> <p>A willingness to join in with games and/or boarding duties would be an advantage, but not essential.</p> <p>Single accommodation available.</p> <p>To apply or for further details please contact: Headmaster's Secretary, Trumpton, Tollard Royal, Salisbury, Wilts SP5 5QD</p> <p>Tel: 01225 515261<br/>www.trumptonorg</p> <p>Required for September 2008<br/>Closing date: Tuesday, 12 February 2008<br/>Interviews to be held during the week beginning Monday 25th February 2008</p> <p> <u>DECUS ET TUTAMEN</u> </p> <p>2015153(8362)</p> | <p>Unchanged</p> <p>Key text box has been extended.<br/>Border around ad has been stretched in proportion to the text box's growth</p> <p>Objects moved downwards</p> |
|---|---|

Continued...

Continued from previous page

## Controlling dynamic page growth

To ensure pages grow in predetermined steps ( $\frac{1}{2}$  inch steps for example), set the **Growth Step** in the **Tag** dialogue box to the required point size.



| Property           | Value |
|--------------------|-------|
| Can Grow           | True  |
| Move Objects Below | False |
| Growth Step        | 36    |

Growth Step

36

Here the **Growth Step** has been set to  $\frac{1}{2}$  inch. This means the entire ad will extend downwards in jumps of  $\frac{1}{2}$  inch.

This includes the page's media box and crop box.

## Notes

- The minimum size of the page is the size before any substitutions have been made. That is, the size when preparing the template in FlexiPDF Professional.
- Decorative, repeating borders and certain kinds of artwork may not respond well to being stretched vertically. Hence this approach may not be suitable for all ad types.

# Preferences

---

- ☞ **Editing preferences**
- ☞ **Editing preferences: Advanced Settings**
- ☞ **Loading preferences**
- ☞ **Saving preferences**
- ☞ **Spelling preferences**

## Editing preferences

Access this pane from:  
**File > Preferences.**

### Unit of measurement

Choose from Inches, Centimetres, Millimetres, Points and Picas. This setting affects the ruler display and the units used in most dialogue boxes when a distance or size value is required.

### Default Editing Tool

When a document is first opened, FlexiPDF switches to the **Text Editing** tool by default. You can change this behaviour and have it select another tool instead.

### Show changed text in:

When enabled (checked) FlexiPDF will highlight edited text in the chosen colour. This highlighting will only be visible when the PDF is viewed or printed from FlexiPDF and will not show in any other PDF viewer.

### Insert smart quotes

When enabled, FlexiPDF will try to convert plain quotation marks as typed from the keyboard into “curly quotes”. This may not be possible if the font used does not contain either the opening or closing curly quotation mark.

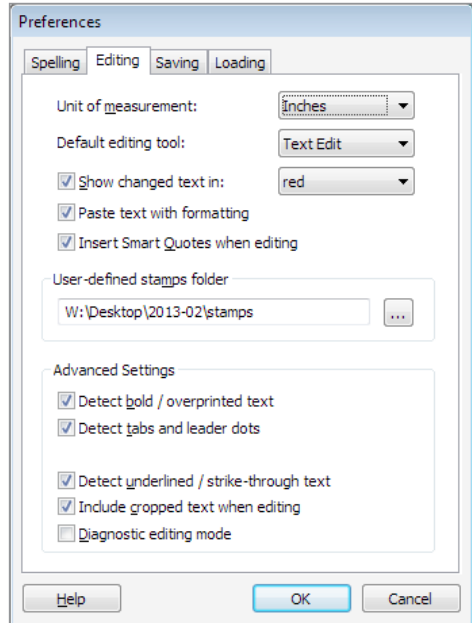
### Paste text with formatting

When pasting text into a PDF from another application FlexiPDF can ignore or take notice of the formatting of the text. If this option is checked, FlexiPDF will try to replicate the format (font, colour, size) of the text as it is pasted.

When not checked, text is always pasted using the current selected font, size and colour.

### User-defined stamps folder

The location of a folder containing user-defined stamps. By default this edit box is empty. See “User-defined stamps” on page 163 for details.



## Editing preferences: Advanced Settings

### Detect bold / overprint text

Some documents simulate bold text by overprinting text rather than using a bold version of a font. Normally FlexiPDF identifies overprinted characters on each page and converts those found into single bold characters.

This check can be disabled to improve speed on complex pages or if FlexiPDF is incorrectly identifying overprinted characters.

### Detect tabs and Leader dots

Prior to editing, FlexiPDF searches for sequences of dots used as spacers in tabular layouts such as the table of contents in a book. These leader-dot sequences are then given special treatment by FlexiPDF and converted into a leader tab. This means that during editing, the leader dots will grow/shrink correctly.

FlexiPDF also searches for large gaps between words and inserts equivalent tabstops instead which also makes it easier to edit tabular data and bullet-lists.

Occasionally this may adversely affect the layout of a page. It may also cause a significant initial delay on some more complex pages.

### Detect underlined / strike-through text

Prior to editing, FlexiPDF searches for all text close to a graphic line of similar length. It then removes the line and assumes the text was either underlines or strike-through depending upon the position of the line relative to the text.

Occasionally this may yield undesirable results or cause a significant initial delay and may be disabled for this reason.

### Include cropped text when editing



When editing begins, FlexiPDF normally grabs all text on a page and converts it into a form ready for interactive editing. When this option is enabled, it will grab all text, even that hidden from view by a page crop. This is useful for searching text that would otherwise be missed.

When disabled, you can use a page crop to limit the amount of text on a page that FlexiPDF will 'see'. This is useful for narrowing the affect of a search and replace or for reducing unwanted layout changes at the start of editing.

For example, doing a search and replace on a document's page headers is difficult if the page header uses the same font and size as the rest of the document. How do you tell FlexiPDF to only search in the header and ignore the rest of the page contents?



The answer is to disable this feature, place a crop around the header area using the **Crop tool** , then do the search and replace operation.

FlexiPDF will not only limit the search to text within the crop, it will also leave all other text unaltered. After the search has finished, the crop can be removed by choosing **Document > Pages > Remove Crop** to reveal the complete page text.

## **Diagnostic editing mode**

This option is included for diagnostic use only. It stops FlexiPDF from converting the text on a page into an editable form. Objects may still be manipulated but no text editing can be performed whilst this option is enabled.

The option is turned off each time FlexiPDF is started.

## Loading preferences

Access this pane from:  
**File > Preferences.**

### Default zoom

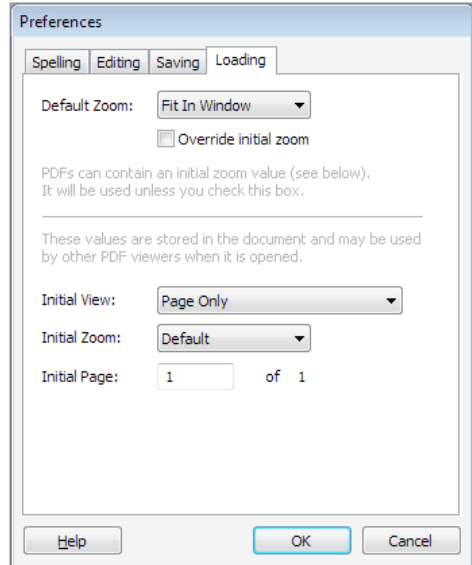
This is the zoom level used when a document is opened. It does not alter the PDF in any way.

### Override initial zoom

When enabled, FlexiPDF will ignore any initial-zoom suggestion contained within the PDF and use the Default Zoom specified above.

### Initial View/Zoom/Page

Use these options to affect the way the current PDF is displayed when opened in FlexiPDF or any other PDF viewer. You will need to save the PDF again in order for any changes made here to become permanent.



## Saving preferences

Access this pane from:  
**File > Preferences.**

### User name

This is the name that will be stored in the change log (see “Tracking changes” on page 149) generated whenever edits are made to a PDF. It is also used to name any sticky-notes, stamps or other annotations you place on the document.

### Make a backup when saving files

When using **File > Save** FlexiPDF can make an backup of the original file named “Backup of myfile.pdf”

This can be disabled for large files or when saving over networks.

### Autosave every:

When active, FlexiPDF saves a recovery backup of the current PDF every few minutes. A gap of around 10 minutes is reasonable. You may wish to increase the interval or disable auto-save for large files or when saving over slow networks.

*If you need to recover changes to a document after a crash, open the document you were editing. FlexiPDF will detect any autosave file that exists and ask you if you want to open that instead.*

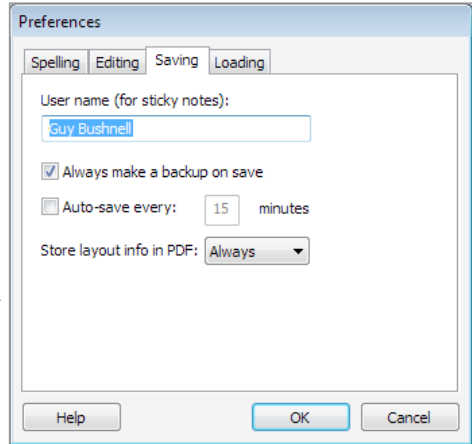
### Store layout info in PDF

When saving an edited PDF, FlexiPDF stores additional information such as tab-stop positions, paragraph alignments, indents and margins etc. This makes it easier to edit the PDF using FlexiPDF or Infix Server but also increase the size of the PDF file.

Choose **Never** if you want to keep the PDF file as small as possible and do not need to keep the information.

Choose **Always** if the increase in file size is less important than ease of editing (or if you are making templates for Infix Server)

Choose **Sometimes** to let FlexiPDF decide. This is the default.



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## Spelling preferences

Access this pane from:  
**File > Preferences.**

### Language

This specifies the language to use for spell-checking and for hyphenation. *It is important that this setting always matches the language in your PDF document.* If it does not, the spell-checker will be ineffective and the reflow of your text will not work correctly.

FlexiPDF ships with only UK and USA English language spelling dictionaries but does include all hyphenation dictionaries. If you choose a non-English language FlexiPDF will ask you if you wish to download the installer from SoftMaker's website.

Though checked by SoftMaker, these installers are prepared by third parties and install the spelling data required by the ASpell system used by FlexiPDF. If you have access to more up-to-date spelling dictionaries, then these can be used instead of the ones hosted on SoftMaker's website.

### Ignore words in UPPERCASE

Instructs the spell-checker system to skip words consisting of all upper-case letters.

### Ignore words with numbers

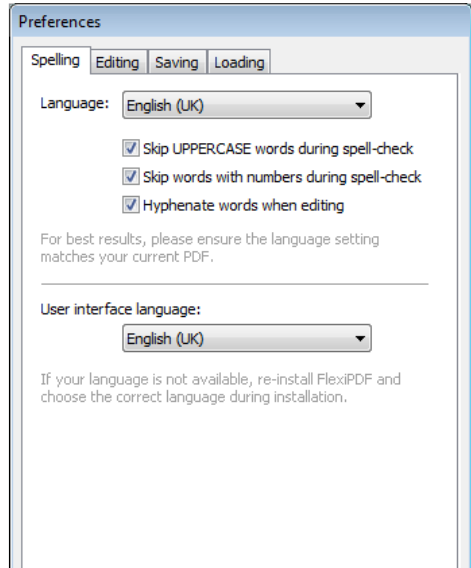
Instructs the spell-checker system to skip words that contain numbers such as "HT4"

### Hyphenate words

To better fit text within its text box, FlexiPDF will hyphenate certain words according to language-specific hyphenation rules. This is mainly used on fully-justified paragraphs but can also affect normally justified text. Disabling this feature will have a document-wide effect.

To disable hyphenation on a per-paragraph basis, press the right-mouse button when editing the paragraph and choose **Disable hyphenation** (*Pro only*).

### User Interface language



The software is available in a number of different languages. If this drop-down menu does not list the language you require, please re-install the software. During installation, you will be prompted to choose the user interface language to be installed.

If you do not have a copy of the installer, please download the latest FlexiPDF demo from SoftMaker's website ([www.softmaker.com](http://www.softmaker.com)).

If you are using an older version of the software, you can download a copy from the download page at [www.softmaker.com/en/download](http://www.softmaker.com/en/download)

# Appendix

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- ☞ **Custom spelling dictionaries**
- ☞ **Editing non-English text**
- ☞ **Fonts in PDF**

## Editing non-English text

When editing PDFs written in various different languages please remember the following:

- hyphenation will only work if the correct language is chosen using the **File > Preferences** menu option. If the correct language is not available, it may be better to disable hyphenation.
- spell check requires the correct language to be specified using the **File > Preferences** menu.
- FlexiPDF only supports editing of text read left-to-right. This means editing of Arabic & Hebrew texts is not supported.

## Double byte support

FlexiPDF fully supports copy/paste of double-byte characters.

A double-byte character can be typed directly by holding down **Alt** while entering the decimal value of the character using the numeric keypad (ensure that 'NumLock' is lit on your keyboard). The character will be inserted when you release the **Alt** key.

For example: **Alt**+0190 = ¾

*(you do not need to type the '+' character)*

The character codes can be found by using the **Character Map** utility in most versions of Microsoft Windows.

## Display of double-byte Characters

When a PDF does not include a required font, FlexiPDF substitutes one of its built-in fonts. These fonts cover the standard Latin character sets plus Hiragana, Katakana and a selection of special characters.

If you install the optional Asian Font Pack (available from [www.softmaker.com/en/download](http://www.softmaker.com/en/download)) the built-in fonts can be extended to include a useful selection of Chinese and Japanese characters.

Characters for which no substitute exists will appear as squares in FlexiPDF but may display correctly in other viewers.

## Fonts in PDF

To be truly portable, a PDF must include all the fonts it needs to display correctly. These *embedded fonts* describe the way in which each character is drawn.

Typically there will be some characters in a font that are not used in a PDF. In this case, a *font-subset* may be embedded to help reduce the size of the PDF.

A PDF may also simply name the fonts it needs rather than include them. Provided the viewer's computer has the named fonts installed, the PDF will display correctly. If not, the viewer program will try to use a *substitute font* that is similar in appearance.

Certain fonts are always available on every computer that can view PDFs. These are Courier, Times, Helvetica and Symbol. Consequently these fonts are not commonly embedded.

### Font considerations

Editing text written with a font that is embedded does not normally present any problems - all of the font's characters are available.

When just a subset of a font is embedded, FlexiPDF will search for the required font within your computer's system fonts and will automatically load and use it if found.

If no match can be found, you will have to use a different font instead.

For example, a PDF that contains a single headline written in the font "Joseph's Brush":

**Mississippi Mud Pie**

may include character definitions for the following letters only:

**d e i M s u P p**



## Custom spelling dictionaries

When you press the **Add** button during spell check, FlexiPDF records the word you are adding in a *custom dictionary* file on disc.

If you add a word by mistake you can edit the custom dictionary by hand using any standard text editor (such as Notepad).

If you already have a custom dictionary you want FlexiPDF to use you can add its contents to FlexiPDF's existing dictionary using a text editor.

### Locating the custom dictionary

All of the personal word list files (\*.pws) for each language are stored in the same folder. A \*.pws file is only created if you have added words during a spell check,.

On Windows XP, the default installation path would be:

**C:\Documents and Settings\<username>\Application Data\Aspell\personal**

On Windows Vista, Windows 7 and 8:

**C:\Users\<username>\AppData\Roaming\Aspell\personal**

or

**C:\Users\<username>\AppData\Local\Aspell\personal**

### Format of custom dictionary

The \*.pws dictionary file is a simple list of words, each on a new line. An example is shown below:

```
personal_ws-1.1 es 7
Adstract
Technology
SoftMaker
Ltd
Bushnell
Norwich
Guy
```

The number at the end of the first line is the count of words in the list. The language code is prior to that - in this case 'es' for Spanish.

Changes to the custom dictionary will take effect the next time FlexiPDF is launched.