



# PDFpen<sup>®</sup>

Version 12





# PDFpenPro®



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# PDFpenPro®



## **Help — Edit PDFs easily with PDFpenPro!**

**Add text, images and signatures. Combine, proof, and edit documents. Fix typos, resize images, fill out forms, and redact sensitive information. Use OCR (Optical Character Recognition) to digitize scanned documents, export to Microsoft® Word and password protect.**

**Create fillable, submittable forms and Tables of Contents. Send for signatures with DocuSign®. Convert HTML to PDF and PDF to XLSX, PPTX and PDF/A with PDFpenPro!**

Features of PDFpen and PDFpenPro:

- Add text, images and signatures to PDF
- Correct text in original PDF with editable text blocks
- Fill out interactive PDF forms and sign them
- Redact or erase text, including OCR text
- Search and replace, search and redact, and search and highlight text
- Export in Microsoft® Word format for more extensive editing, as well as TIFF, JPEG, PNG, and flat PDF
- Scan directly from Image Capture or TVAIN scanners
- Perform OCR (Optical Character Recognition) on scanned documents
- View OCR layer for proofing OCR text from scanned pages, or remove OCR layer
- Edit original images, including adjust resolution, color depth and contrast, skew, and size of an image or scanned document
- Sign PDF forms via drawing, interactive signature fields, or AATL or self-signed certificates
- Insert and remove pages; re-order pages in a PDF by drag & drop; combine PDFs maintaining Table of Contents entries
- Move, resize, copy and delete images in original PDF
- Save PDFs directly to Evernote
- Preview and extract file attachments and annotations
- Record and playback audio annotations
- Copy and paste rich text; retain fonts and formatting when copying from PDFs, including columns
- Context-sensitive popup-menus enable quick edits
- Add notes and comments, print summary with or without the original text
- Mark up documents with highlighting, underscoring and strikethrough
- Save frequently-used images, signatures, objects and text in the Library and sync Library items with [PDFpen for iPad & iPhone](#) via iCloud
- Add page numbers, bookmarks, headers and footers, line numbers and watermarks
- Apply stamps, such as Sign Here and Draft, via the Library
- Print a list of all annotations along with the document
- Password protect a document with up to 256-bit AES encryption
- Automate PDF manipulations with AppleScript and JavaScript Automation
- Available in English, Japanese, German, French, Italian, and Spanish

PDFpenPro only. Learn more about going Pro at [Smilesoftware.com/PDFpenPro](http://Smilesoftware.com/PDFpenPro).

- Export to Microsoft® Excel (.xlsx, .xls), Microsoft® PowerPoint (.pptx) and PDF Archive (PDF/A) formats (requires Internet connection for .pptx and PDF/A, must be a licensed user)
- Create cross-platform fillable PDF forms including interactive signature fields and email or web submission buttons
- Create and edit Table of Contents
- Convert websites into PDFs
- Add and edit document permissions
- Automatic form creation makes existing PDF forms fillable
- Gather submitted form data via backend integration
- Add and delete file attachments and annotations
- Create Portfolio documents, combining related files together
- Correct typos in OCR text layer
- OCR horizontal Chinese, Japanese, and Korean
- DocuSign® support

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### **Disclaimer**

## **System Requirements**

macOS 10.13 (High Sierra) or later.

## **Purchasing**

PDFpen costs US \$79.95. PDFpenPro costs US \$129.95. Purchases can be made from:

- The [demo](#) itself (recommended)
- The Smile web store: [PDFpen](#) and [PDFpenPro](#)
- The Mac App Store

## Upgrades

Upgrade pricing:

- Upgrade from an earlier PDFpen to PDFpen 12: \$35
- Upgrade from an earlier PDFpenPro to PDFpenPro 12: \$35
- Upgrade from an earlier PDFpen to PDFpenPro 12: \$50

When upgrading from PDFpen to PDFpenPro 12 use the "Upgrade to PDFpenPro..." menu item in the PDFpen menu of the application.

Upgrades can also be purchased at the Smile Store.

**Free Upgrades** are available if version 11 was purchased on or after January 1, 2020. Free upgrades are not available in the Mac App Store version.

You can find the latest versions of PDFpen and PDFpenPro, and the latest technical support, at: <https://smilesoftware.com/PDFpen>

**Updates** within a version number are free to registered users. For example, registered users of PDFpen 12.0 can get the PDFpen 12.1 update for free. Smile reserves the right to change the update policy.

## How Do I Install the Application?

Simply drag PDFpenPro from its disk image to your Applications folder, or wherever you prefer to put your applications. Then you may eject, or unmount, the disk image. You'll see it in Finder under Devices.

## Where Can I Get Help?

PDFpenPro ships with extensive online help. Select PDFpenPro Help (Help Viewer) from the Help menu to view the help with Apple's Help Viewer application, or select PDFpenPro Help (Web Browser) to view the PDFpenPro help in your default web browser.

## How Do I Uninstall the Application?

Drag the PDFpenPro application icon to the Trash.

For complete removal, also move to the Trash:

[Home] / Library / Containers / com.smileonmymac.PDFpenPro .

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PDFpenPro is produced by:

SmileOnMyMac, LLC dba Smile  
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San Francisco, CA 94133

We welcome your inquiries and feedback at [support](#).

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The Portable Network Graphics (PNG) image file read and write capability of the Nuance OmniPage Capture SDK is based, in part, on the work of Colosseum Builders, Inc.

The Portable Network Graphics (PNG) image file read and write capability of the Nuance OmniPage Capture SDK is based, in part, on the PNG Reference Library (libpng).

The Portable Network Graphics (PNG) image and the PDF file read and write capability of the Nuance OmniPage Capture SDK is based, in part, on the zlib Compression Library.

The PDF read capability of the Nuance OmniPage Capture SDK is based, in part, on the work of the FreeType team.

The JPEG 2000 image read and write capability of the Nuance OmniPage Capture SDK was developed using the Kakadu software.

The language dictionary support of the Nuance OmniPage Capture SDK is partly from Proximity. The Proximity Dictionaries © 2000, all rights reserved Proximity Technology, Inc.

This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit (<http://www.openssl.org/>).

This product includes cryptographic software written by Eric Young (eay@cryptsoft.com).

This product includes software written by Tim Hudson (tjh@cryptsoft.com).

XML reading is based partly on the Xerces and Xqilla libraries.

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# PDFpenPro®



## **Help: What's New In PDFpenPro?**

We've been hard at work on PDFpenPro, continually adding improvements. We hope you enjoy the results!

[Detailed release notes](#) are also available.

### **PDFpenPro 12.0 2020-04-28**

- Optimize PDFs for smaller files sizes
  - Customize image quality/settings
  - Delete 3rd party metadata
- Advanced PDF compression (integrated)
  - MRC
  - CCITT
  - Post OCR
- Magnifier window
- Callout tool
- Customized paper styles
- DocuSign® support (PDFpenPro only)
- New welcome experience

### **PDFpenPro 11.2.2 2020-03-31**

- Removes items which provoke contacts access request
- Improves appearance of major upgrade overlay

### **PDFpenPro 11.2.1 2020-01-09**

- Fixes issue where signatures turn black when made transparent
- Removes text-only option in toolbar
- Other fixes and improvements

### **PDFpenPro 11.2 2019-11-05**

- Adds ability to edit content in table cells
- Other fixes and improvements

### **PDFpenPro 11.1.2 2019-10-17**

- Resolves Catalina crash related to cursor rectangles
- Resolves Catalina crash related to notes

### **PDFpenPro 11.1.1 2019-10-03**

- Resolves registration issue when upgrading to Catalina

### **PDFpenPro 11.1 2019-07-09**

- Improves ability to select and copy column and table data
- Adds automatic page rotation option for scans:
  - Rotate and deskew scanned pages independently of OCR
  - Rotate and deskew scanned pages when performing OCR
- Other fixes and improvements

### **PDFpenPro 11.0.3 2019-06-18**

- Resolves crash when saving documents involving large numbers of objects
- Other fixes and improvements

### **PDFpenPro 11.0.2 2019-05-29**

- Fixes hiding sidebar in full-screen mode
- Fixes page up/down keyboard navigation in split view

- Resolves crash exporting to PDF/A and PowerPoint
- Resolves crash when highlighting in full-screen mode
- Other fixes and improvements

#### **PDFpenPro 11.0.1** 2019-05-16

- Fixes PayPal purchase

#### **PDFpenPro 11.0** 2019-05-15

- Split-view mode for editing
- New Font Bar for expressive font control
- Import scans from Continuity Camera
- Customize page-number locations
- Add multiple items to the Library at once
- Adds option to turn off Guides
- Adds Medical/Legal dictionaries for OCR (English language)
- Various improvements and fixes

#### **PDFpenPro 10.2.4** 2019-04-02

- Resolves issue with page change upon save
- Other fixes and improvements

#### **PDFpenPro 10.2.3** 2019-03-19

- Fixes Polygon tool
- Fixes allowed space for extra buttons on Editing Bar before they are collapsed
- Correctly saves field values of Radio Button groups

#### **PDFpenPro 10.2.2** 2019-02-28

- Updates OCR engine
- Other fixes and improvements

#### **PDFpenPro 10.2.1** 2018-11-13

- Adds notarization for increased security
- Fixes crash at purchase completion
- Fixes crash on File -> New -> From HTML...

#### **PDFpenPro 10.2** 2018-10-16

- Smooths scrolling
- Draws thumbnails faster
- Supports Mojave dark mode
- Increases maximum zoom to 1600%
- Other fixes and improvements

#### **PDFpenPro 10.1.2** 2018-08-23

- Resolves potential hang on launch with specific documents
- Other fixes and improvements

#### **PDFpenPro 10.1.1** 2018-06-13

- Major performance improvements relating to thumbnails and display
- Reduced memory requirements for opening large documents
- Display progress dialog when adding headers and footers

#### **PDFpenPro 10.1** 2018-05-16

- Updates files based on last save from any app
- Remembers Form Field & Link Highlighting per document
- Includes check boxes in Form Field Highlighting
- Displays link destination on hover
- Adds image opacity controls
- Supports AppleScript for:
  - Batch OCR
  - Headers & Footers
  - Page numbers

#### **PDFpenPro 10.0.1** 2018-04-17

- Restores custom color button functionality

- Closes PayPal popup if purchase is cancelled
- Ensures PayPal popup appears in front of welcome window
- Adds localized help for French, Italian, and Japanese
- Resolves some document-specific issues
- Other minor fixes and improvements

#### **PDFpenPro 10.0** 2018-04-10

- Adds watermarks
- Insert Headers & Footers
- OCR multiple documents in batch (PDFpenPro only)
- New Precision Edit tool selects, moves, resizes and deletes line art and text
- Improves move & resize of images
- Enhances page number styling
- Adds larger Library item view
- Prettier drawing colors
- Adds context menu options
- Various improvements and fixes

#### **PDFpenPro 9.2.2** 2017-10-17

- Resolves issue with export when using Asian languages (PDFpenPro only)
- Other fixes and improvements

#### **PDFpenPro 9.2** 2017-09-05

- Improves OCR performance and accuracy

#### **PDFpenPro 9.1.1** 2017-08-25

- Fixes cases where Find window can be hidden

#### **PDFpenPro 9.1** 2017-07-25

- Opens previously-opened documents at same size and position
- Add and remove Bookmarks, which appear at the top of the Table of Contents
- Other minor fixes and improvements

#### **PDFpenPro 9.0.2** 2017-05-16

- Ensures black & white scans are stored as 1-bit images
- Minor fixes and improvements

#### **PDFpenPro 9.0.1** 2017-04-14

- Minor fixes and improvements

#### **PDFpenPro 9.0** 2017-04-12

- Enhances Annotations navigation
  - Select multiple annotations
  - Copy text of selected annotations
  - Delete selected annotations
  - Includes highlights in list
- Enhances Table of Contents editing (PDFpenPro only):
  - Adds contextual menu
  - Adds multiple selection support
  - Combines Table of Contents entries when combining files
  - Copy Table of Contents entries
- Adds export options:
  - Export to JPEG, PNG, and 1-bit TIFF
  - Export to flattened PDF
  - Export in grayscale
  - Export one TIFF file per page
  - Export at 72, 200, 300, 600 dpi
- Adds horizontal OCR for Chinese, Japanese, and Korean (PDFpenPro only)
- Supports removing OCR layer
- Create and open links to other files
- Adds initial support for forms which perform calculations
- Find & Highlight all instances of a search keyword
- Adds hand tool for navigation
  - Magnify using hand tool with Option / Command+Option

- Adds line numbering
- Adds two additional custom highlight colors
- Adds keyboard shortcut for 'Zoom to Width' ⌘⌘9
- Supports Print button in interactive forms
- Adds visual indicator when navigating Table of Contents
- Smoother navigation to Table of Contents entries
- Shows full text / tooltips when hovering over related items
- Shows resizing handles for items off page edge
- Shows current page and count in document title
- Print annotation list alone—great for highlights
- Improves font smoothing for better readability
- Over 100 other usability improvements

#### **PDFpenPro 8.3.4** 2017-04-04

- Fixes behavior when rotating certain PDFs twice in succession
- Allows New From HTML... via HTTP on macOS 10.12 and later (PDFpenPro only)
- Resolves potential hang

#### **PDFpenPro 8.3.3** 2017-03-14

- Fixes potential crash when fonts are not processed properly
- Resolves potential crash related to the font panel
- Scribbling over a scribble creates a new scribble
- Updates launch permission to remain valid for 18 years

#### **PDFpenPro 8.3.2** 2017-02-16

- Resolves crash on launch due to expired launch permission

#### **PDFpenPro 8.3.1** 2017-01-04

- Minor fixes and improvements

#### **PDFpenPro 8.3** 2016-12-06

- Adds Touch Bar support for:
  - Editing bar tools
  - Table of Contents (PDFpenPro only)
- Other fixes and improvements

#### **PDFpenPro 8.2.1** 2016-10-20

- Displays first page correctly in print preview
- Fixes "selected folder not writable" when scanning on Sierra
- Resolves numerous issues on 5K Retina iMacs running Sierra

#### **PDFpenPro 8.2** 2016-10-05

- Syncs your Library via iCloud for Smile store purchasers
- Syncs Library with PDFpen for iPad & iPhone for Smile store purchasers
- Supports tabs on macOS Sierra (10.12)
- Other fixes and improvements

#### **PDFpenPro 8.1** 2016-09-13

- Adds new "Snap to Guides" option:
  - Shows center and edge alignment guides when dragging objects
  - Snaps objects to guides
  - Snaps text box to baseline when creating, moving, and resizing
- Click and move existing objects while new object tool active
- Improves display of self-signed certificates
- Preserves tab order after save (PDFpenPro only)
- Other fixes and improvements

#### **PDFpenPro 8.0.2** 2016-06-30

- Resolves occasional incorrect presentation of document colors
- Other minor fixes & improvements

#### **PDFpenPro 8.0.1** 2016-05-17

- Press shift-space to scroll a page up
- Improves signature field compatibility with Adobe® products

- Other minor fixes and improvements

#### **PDFpenPro 8.0** 2016-04-26

- Validate digital signatures for authenticity and trust of digitally signed documents
- Digitally sign documents using AATL or self-signed certificates
- Create a digital certificate for self-signing
- Preview and extract file attachments and annotations
- Record and playback audio annotations
- Measure distances with the measurement tool, including those within architectural documents
- Export PDF to Microsoft® Word (.docx) offline
- Create Portfolio documents, combining related files together (PDFpenPro only)
- Add and delete file attachments and annotations (PDFpenPro only)
- Choose widget styles for radio buttons and checkboxes (PDFpenPro only)
- Rearrange tab order of form fields via sidebar drag and drop (PDFpenPro only)
- Export PDF to Microsoft® Excel (.xlsx) offline (PDFpenPro only)

#### **PDFpenPro 7.3.4** 2015-12-29

- Resolves issue with File -> Open command

#### **PDFpenPro 7.3.3** 2015-12-15

- Adds Services menu support for selected text and single images
- Supports OCR of business card size documents
- Uses Measurement Units preference when showing page size in Document Info
- Resolves case where Correct Text could increase file size
- Other fixes and improvements

#### **PDFpenPro 7.3.2** 2015-10-08

- Fixes crash when opening specific documents

#### **PDFpenPro 7.3.1** 2015-09-29

- Compatible with El Capitan (OS X 10.11)
- Minor fixes and improvements

#### **PDFpenPro 7.3** 2015-08-11

- Improves scanning performance and reliability
- Resolves numerous scanning issues
- Fixes to prepare for upcoming releases of OS X
- Other minor fixes and improvements

#### **PDFpenPro 7.2.1** 2015-07-14

- Restores double-click to keep a tool selected
- Fixes appearance of Overview button in Scan window
- Removes save prompt for unedited graphics files

#### **PDFpenPro 7.2** 2015-07-07

- Adds new Cloud annotation tool
- Adds case-sensitive search option
- Adds Editing preference for automatic selection tool switching
- Improves popup notes for highlights and stamps:
  - Adds Edit Note and Delete Note menu commands
  - Adds Delete Note button
- Enhances annotation list:
  - Shows annotation icons
  - Wraps text for improved readability
  - Shows date, author, and location when available
- Adds read-only Document Permissions window to PDFpen
- Exports new unsaved documents
- Other fixes and improvements

#### **PDFpenPro 7.1.1** 2015-04-28

- Minor fixes and improvements

#### **PDFpenPro 7.1** 2015-03-24

- Adds formatting options for page numbering:
  - Font Family
  - Font Size
  - Color
  - Format
  - Page Range
- Create custom stamps
- Adds additional stamps: Copied, Faxed, Paid, Scanned
- Auto-deskew when performing OCR
- Improves German localization
- Improves VoiceOver support in PDF forms
- Other fixes and improvements

#### **PDFpenPro 7.0.2** 2015-02-10

- Adds Share button to default toolbar
- Fixes a form-related incompatibility with Adobe® Acrobat® / Reader®
- Fixes case where signature compresses when resized
- Other fixes and improvements

#### **PDFpenPro 7.0.1** 2015-01-27

- Adds pure color options to color picker
- Uses default email reader for File > Mail Document command
- Resolves issues with color selection for text and comment boxes
- Dismisses file dialog when a document is opened
- Resolves issue with Combine PDFs script
- Other minor fixes and improvements

#### **PDFpenPro 7.0** 2015-01-13

- Modern user interface updated for Yosemite
- Viewable OCR layer for proofing OCR text from scanned pages
- Context-sensitive popup-menus enable quick edits
- Performance enhancements for load and save
- Compatible with iCloud Drive
- Tools remember last chosen colors and properties
- Freeform highlighting
- Sign PDF forms via interactive signature fields (not digital signatures)
- Text fields support combed/segmented display
- Correct typos in OCR text layer (PDFpenPro only)
- Export to Microsoft® Excel (.xlsx, .xls), Microsoft® PowerPoint (.pptx), and PDF Archive (PDF/A) formats (requires Internet connection and must be a licensed user, PDFpenPro only)
- Add interactive signature fields to forms (PDFpenPro only)

#### **PDFpenPro 6.3.2** 2014-08-19

- Fixes to prepare for upcoming releases of OS X
- Other fixes and improvements

#### **PDFpenPro 6.3.1** 2014-07-16

- Improves performance on Mavericks
- Fixes crash when scanner is unplugged while PDFpen is running
- Fixes potential crashes with the scanning window
- Improves editing bar appearance on Yosemite developer preview
- Resolves issue with access to tools when search results are displayed

#### **PDFpenPro 6.3** 2014-06-10

- Adds Text-to-Speech support
- Improves save performance, especially with large or complex PDFs
- Improves search performance
- Restores ⌘5 as keyboard equivalent for Tools -> Text
- Improves VoiceOver support for fillable text fields
- Improves Accessibility of several user interface elements
- Improves performance of Split PDF script
- Adds option to skip Create Form Fields alert (PDFpenPro only)
- Adds preference to restore all disabled alerts

- Adds AppleScript support for owner password, permissions, and selected page
- Other fixes and improvements

#### **PDFpenPro 6.2.1** 2014-05-06

- Adds support for AES-256 encryption from Adobe Acrobat X and later
- Adds Open Scripts Folder menu item
- Adds support for Zoom In using ⌘+ and Zoom Out using ⌘-
- Fixes Combine PDFs script
- Fixes Quartz filters
- Other fixes and improvements

#### **PDFpenPro 6.2** 2014-04-15

- Exports plain text and rich text
- Select language(s) for Word export to improve accuracy
- Drag from the Thumbnail view to the Finder and other apps
- Drop multiple pages from Preview's Thumbnails into PDFpen's Thumbnails
- Drop Word documents directly into the Thumbnail view
- Adds page count field to the document inspector
- Adds support for removing the owner password
- Supports Automator workflows in the scripts menu (OS X 10.8 and later)
- Numerous fixes and improvements

#### **PDFpenPro 6.1.5** 2014-02-19

- Minor fixes and improvements

#### **PDFpenPro 6.1.4** 2014-02-11

- Increases PDF page limit to 999 when creating from HTML (PDFpenPro only)
- Improves responsiveness when using a tablet with the scribble tool
- Resolves possible crash when printing
- Other fixes and improvements

#### **PDFpenPro 6.1.3** 2014-01-22

- Adds new Redaction toolbar buttons (Block Selection, Erase Selection), which can be installed using View -> Customize Toolbar
- Adds support for clickable links from telephone numbers
- Adds support for creating tel: links via Create Links from URLs (PDFpenPro only)
- Changes the file save command so that it does not allow saving changes to a locked document
- Fixes an issue which causes the Page Up / Page Down key to behave incorrectly when Continuous scrolling is enabled
- Fixes an issue which causes some document pages to appear blank
- Fixes an issue which prevents changing the stroke style or stroke width values when multiple objects are selected
- Other fixes and improvements

#### **PDFpenPro 6.1.2** 2013-12-17

- Improves performance with several classes of PDF document
- Reduces memory usage
- Minor fixes and improvements

#### **PDFpenPro 6.1.1** 2013-11-07

- Minor fixes and improvements

#### **PDFpenPro 6.1** 2013-10-30

- Adds support for PDF stamps
- Adds a library of standard business stamps (e.g. Approved, Confidential, Sign Here)
- Add and view popup notes associated with annotations, such as highlighting and drawing objects
- Adds support for saving PDFs to Evernote Business notebooks
- Adds support for creating form fields for an entire document, in addition to per page (PDFpenPro only)
- Adds Create Links from URLs command to detect and create links (PDFpenPro only)
- Adds option to display source URL on pages when creating PDFs from websites (PDFpenPro only)

- Checkboxes automatically created in forms are now borderless (PDFpenPro only)
- Opens PDF files with missing or incorrect extensions
- Adds QuickLook preview of Library items
- Adds menu item and keyboard shortcut to insert selected Library item
- Resolves a number of issues related to rotated pages and objects
- Other fixes and improvements

#### **PDFpenPro 6.0.5** 2013-08-20

- Adds option to print "Selected Pages in Sidebar" in print dialog
- Adds dictionary lookup on three finger tap (OS X 10.8+)
- Supports printing multiple, non-contiguous selections of pages
- Supports 'make new page at ...' in AppleScript
- Supports enhanced AppleScript printing
- Improves performance with encrypted PDFs
- Improves performance with PDFs containing inline images
- Improves ability to open malformed PDFs
- Fixes OCR functionality on Mavericks
- Fixes scribble tool on Mavericks
- Fixes Populate Script Menu on Mavericks
- Other fixes and improvements

#### **PDFpenPro 6.0.4** 2013-07-09

- Treats PDFs from Print to PDFpen as new, untitled documents
- Improves highlighting in documents with irregular word spacing
- Resolves cases where pages appeared blank due to unusual coordinates
- Resolves a number of issues which prevented opening of specific classes of PDF
- Fixes selection on last line of multi-line text fields from Correct Text
- Fixes issue with redacting PDFs printed from Chrome
- Other minor fixes and improvements

#### **PDFpenPro 6.0.3** 2013-05-16

- Adds Polish language OCR
- Draws annotations when exporting in TIFF format
- Pasted plain text now obeys the default font preference
- Opens and repairs an additional class of damaged PDF
- Fixes Zoom to Width on smaller screens
- Fixes internal linking when creating PDF from HTML (PDFpenPro only)
- Other minor fixes and improvements

#### **PDFpenPro 6.0.2** 2013-04-25

- Adds General preference to toggle autosave and versions
- Dramatically reduces memory usage
- Fixes issues when saving PDF forms
- Resolves issues with applying foreground, background, and stroke colors
- Respects document permissions for Insert Page Numbers...
- Uses default font when automatically creating form fields
- Sets multi-line property when automatically creating tall form fields
- Improves tab ordering upon automatic form creation
- Other minor fixes and improvements

#### **PDFpenPro 6.0.1** 2013-03-28

- Allows Word export on OS X 10.7 Lion
- Preview and QuickLook now respect password-protected PDFs saved by PDFpen
- Fixes issues with importing and using Library items
- Resolves potential hang when right-clicking in Sidebar
- Fixes opening of LaTeX-generated PDFs
- Fixes opening of PDF portfolios
- Fixes links to PDFpenPro-specific help topics
- Allows populating scripts menu on Lion
- Other minor fixes and improvements

#### **PDFpenPro 6.0** 2013-03-19

- Adds editing bar for faster, easier access to tools and properties
- Export in Microsoft® Word (.doc, .docx) format (requires Internet connection, must be

- licensed user)
- Optimized for full resolution viewing on Retina displays
- Updates and improves document window appearance
- Supports autosaving and document versions
- Supports printing lists of annotations
- Adds filtering by type of displayed annotations
- Adds option to highlight form fields with transparent background
- Adds support for re-ordering items in the Library
- Syncs Library via iCloud for use with PDFpen for iPhone/iPad (Mac App Store version only)
- Adds Russian language OCR
- Edit document permissions to control saving, printing, copying, etc. (PDFpenPro only)
- Create form fields automatically (PDFpenPro only)

#### **PDFpenPro 5.9.5** 2013-02-15

- Minor fixes and improvements

#### **PDFpenPro 5.9.4** 2013-01-15

- Reduces memory usage
- Improves ability to open documents not following the PDF specification correctly
- Improves OCR error handling
- Resolves sandboxing issue with File -> New -> From HTML... on local files (PDFpenPro only)
- Other minor fixes

#### **PDFpenPro 5.9.3** 2012-12-05

- Resolves issue with occasional incorrect page display
- Other minor fixes

#### **PDFpenPro 5.9.2** 2012-11-14

- Fixes issue with saving some PDF documents
- Other minor fixes

#### **PDFpenPro 5.9.1** 2012-10-31

- Fixes potential hang

#### **PDFpenPro 5.9** 2012-10-31

- Improves performance by significantly reducing memory usage
- Adopts new method to log in to Evernote
- Adopts Apple's sandboxing for improved security
- Other minor fixes

#### **PDFpenPro 5.8.6** 2012-09-26

- Fixes scanning on OS X 10.8.2

#### **PDFpenPro 5.8.5** 2012-07-28

- Fixes scanning on Lion (OS X 10.7)
- Fixes case where resampling at lower resolution can result in larger saved file
- Other minor fixes

#### **PDFpenPro 5.8.4** 2012-07-03

- Mountain Lion (OS X 10.8) compatible
- Other minor fixes and improvements

#### **PDFpenPro 5.8.3** 2012-06-07

- Fixes potential crash when highlighting a document with 5.8.2
- Fixes silent failure of Check for Update in 5.8.2

#### **PDFpenPro 5.8.2** 2012-06-06

- Fixes an issue which caused PDFpenPro to crash when opening documents under some circumstances
- Fixes an issue which affected saving under some circumstances
- Fixes an issue which caused PDFpenPro to hang when the sidebar was expanded to cover the entire page area
- Fixes an issue which caused PDFpenPro to crash when attempting to cancel PDF from

- HTML document creation (PDFpenPro only)
- Other minor fixes and improvements

#### **PDFpenPro 5.8.1** 2012-05-08

- Adds screen width as an initial window size preference
- Adds menu and toolbar "Zoom to Width" commands which sets the zoom to fill all available display width
- Improves OCR accuracy by suppressing the use of ligatures
- Improves text selection accuracy in a number of cases
- Adds a confirmation prompt before allowing the Edit > Reset Form command to proceed
- Adds an error recovery prompt when attempting to save a document to iCloud with a duplicate name
- Adds ability to insert text imprints from the library via a double-click
- Fixes an issue which caused a gradual shift in color when using text fields
- Other minor fixes and improvements

#### **PDFpenPro 5.8** 2012-03-27

- iCloud folders support:
  - Move documents to iCloud via drag and drop
  - Remove documents from iCloud to local management via drag and drop
  - View contents of folders on iCloud
  - Create new folders on iCloud via drag and drop
  - Move documents to different folders on iCloud via drag and drop
  - Rename folders on iCloud
- Fixes some OCR issues
- Drops support for 32 bit Intel processors due to adoption of Apple's new ARC memory management
- Other minor fixes and improvements

#### **PDFpenPro 5.7.2** 2012-02-22

- Fix potential issue with saving primarily on Snow Leopard
- Fix localization of page numbering

#### **PDFpenPro 5.7.1** 2012-02-22

- Signed with Gatekeeper-friendly Developer ID from Apple
- Fixes gradual shift in color when using comments
- Fixes issue with text tool when object stroke is set to none
- Fixes for various documents that did not open successfully
- Other minor fixes and improvements

#### **PDFpenPro 5.7** 2012-01-25

- iCloud support:
  - View PDFpen documents on iCloud
  - Open PDFpen documents on iCloud
  - Move documents to iCloud
  - Remove PDFpen documents from iCloud to local management
  - Delete PDFpen documents on iCloud
  - Rename PDFpen documents on iCloud
  - Preview PDFpen document content on iCloud
  - Integrates with PDFpen for iPad
- Other fixes and improvements

#### **PDFpenPro 5.6.2** 2011-12-14

- Adds preference for alert sound on OCR completion
- Adds preference for default sidebar view
- Adds file size and document size to document info panel
- Shows OCR languages in localized form
- Improves full screen handling on Lion
- Adds menu titles for highlight colors
- Fixes handling for some types of interactive forms
- Other fixes and improvements

#### **PDFpenPro 5.6.1** 2011-10-25

- Fixes issue with saving of Table of Contents data introduced in 5.6

**PDFpenPro 5.6** 2011-10-25

- Allows setting the name used with notes and comments
- Supports anonymous notes and comments
- Adds preference to view document on screen at its physical size
- AppleScript access to text of page and document
- Separates general and editing preferences
- Fixes a number of rotation-related issues
- Improves selection accuracy in a number of cases
- Eliminates several crashing bugs
- Other minor fixes and improvements

**PDFpenPro 5.5.1** 2011-09-13

- Added Bates numbering without leading zeros when digits is 0
- Fixed a number of text selection issues
- Fixed font setting for text fields (PDFpenPro only)
- Added Japanese localization of page numbering
- Fixed drawing and positioning issues on first generation (32-bit) Intel machines
- Fixed crash when saving forms with text fields on Snow Leopard
- Other minor fixes and improvements

**PDFpenPro 5.5** 2011-08-30

- Added robust page numbering via Edit > Insert Page Numbers...
  - Position page numbers in header or footer and set alignment
  - Alignment options include "inside, outside" for facing page printing
  - Improved Bates Numbering with user-specified prefix, digit count, and starting number
  - Options for number formatting, including letters and Roman numerals
- Added initial support for Lion full screen mode
- Other minor fixes and improvements

**PDFpenPro 5.4.1** 2011-07-06

- Fix Insert toolbar button

**PDFpenPro 5.4** 2011-06-22

- Extract then edit files from PDF collections / "portfolios"
- Improves Table of Contents editing (PDFpenPro only)
- Fixes post-OCR selection in some instances
- Other fixes and improvements

**PDFpenPro 5.3** 2011-05-17

- Supports saving with 128-bit AES-128 encryption
- Supports saving with 256-bit AES-256 encryption
- Supports Unicode passwords (AES-256 only)
- Allows setting encryption method when saving via AppleScript
- Improves performance when opening large documents
- Improves handling of off-spec PDFs
- Other fixes and improvements

**PDFpenPro 5.2.4** 2011-04-13

- Fix scripting functionality inadvertently broken in 5.2.3

**PDFpenPro 5.2.3** 2011-04-13

- AppleScript support for creating PDFs from HTML (PDFpenPro only)
- Fixes problem with performing Correct Text after saving a document
- Other fixes and improvements

**PDFpenPro 5.2.2** 2011-03-24

- Select destination for scans
- Includes full Japanese help
- Fixes OCR-related hang
- Other fixes and improvements

**PDFpenPro 5.2.1** 2011-01-19

- Adds Spanish localization
- Improves Italian localization
- Fixes performance issue with continuous viewing
- Other bug fixes and improvements

#### **PDFpenPro 5.2** 2011-01-06

- First Mac App Store release

#### **PDFpenPro 5.0.3** 2010-11-18

- Adds new welcome window
- Fixes problem where saving a scanned image can result in a blank page
- Fixes problems which can prevent saving under some circumstances
- Fixes problem with the naming of buttons in forms (PDFpenPro)
- Fixes ability to turn off password protection during save
- Other bug fixes and improvements

#### **PDFpenPro 5.0.2** 2010-10-12

- Reduced memory footprint for large documents
- Added AppleScript document property: "needs OCR"
- Fixed potential hang when using Combine PDFs... script
- Fixed problem with printing artifacts and clipping
- Numerous minor fixes and improvements

#### **PDFpenPro 5.0.1** 2010-09-09

- Add support for 32-bit Intel processors

#### **PDFpenPro 5.0** 2010-09-09

- Mac OS X 10.6 (Snow Leopard) only, 64-bit
- Faster operation, better capacity to handle larger documents
- Multi-core OCR processes multiple pages in parallel
- Redact or erase text, including OCR text
- Search and replace text
- Search and redact text
- Forms support list widgets and http submit button
- OCR enhanced to handle colored text on a colored or shaded background
- Deskew scanned document pages for improved OCR
- Change resolution and color depth of a single image or scanned document to reduce PDF file size
- Adjust contrast and apply other effects to a single image or scanned document
- Enhanced selection of objects or text by auto-select of needed tool
- URL auto-detection when clicking text
- Select text within any rectangular region for copying (via option select)
- Pinch to zoom via trackpad; zoom by chosen percentage
- Measurements shown for rectangular selection and crop
- Facing pages viewable with page one shown on the left or right
- Print to pre-printed forms via option only to print information added to a document
- Scale setting observed when printing
- Convert a website into multipage PDF document (PDFpenPro only)
- Create list widgets and pop-ups (PDFpenPro only)
- Create submit button to submit form data via web or email (PDFpenPro only)
- Backend integration enables gathering data from http-submitted forms (PDFpenPro only)

#### **PDFpenPro 4.7** 2010-07-06

- Added Save to [Evernote](#) support

#### **PDFpenPro 4.6.2** 2010-04-28

- Fixed occasional problem where Correct Text blanks more than it should
- Switched to FastSpring for in-product purchases
- Other minor improvements and fixes

#### **PDFpenPro 4.6.1** 2010-03-31

- Improved position accuracy for OCR'd text selection and highlight
- Fixed occasional problem with sheet-fed scanners repeatedly returning first page
- Fixed occasional failure to draw text annotations

- Fixed failure to select text when font has zero ascent and descent
- Other minor improvements and fixes

#### **PDFpenPro 4.6** 2010-02-23

- European language OCR; in addition to English, PDFpenPro supports:
  - German
  - French
  - Spanish
  - Italian
  - Dutch
  - Norwegian
  - Swedish
  - Finnish
  - Danish
  - Portuguese
  - Catalan
- Miscellaneous improvements and bug fixes

#### **PDFpenPro 4.5.3** 2010-12-16

- Includes table content in OCR
- "Merge Every Other" script
- Various drawing fixes

#### **PDFpenPro 4.5.2** 2010-11-11

- Reduces memory requirements for OCR
- Improved loading of newer encrypted PDFs
- CMYK images and images in cropped PDF scans no longer hide when saved
- Make Transparent Image no longer adds unwanted borders
- Locked drawing tools no longer display selection when in use
- Miscellaneous improvements and bug fixes

#### **PDFpenPro 4.5.1** 2010-10-14

- Miscellaneous improvements and bug fixes

#### **PDFpenPro 4.5** 2010-09-29

- New OCR engine with improved accuracy
- New highlight text tool -- select and highlight text in a single action
- Scan directly into PDFpenPro from Image Capture or TWAIN scanners (Snow Leopard only)
- Numerous improvements and bug fixes

#### **PDFpenPro 4.2.1** 2010-09-11

- Fixed problems with opening some PDF documents on Snow Leopard
- Fixed Quartz filters on Snow Leopard
- Improved click selection behavior on Snow Leopard
- Fixed problems with filling some IRS forms
- Combine PDFs and Split PDF scripts no longer require Rosetta
- Other fixes and improvements

#### **PDFpenPro 4.2** 2010-08-12

- Added support for documents encrypted with 128-bit AES encryption
- Added support for the enhanced print event in AppleScript
- Other fixes and improvements

#### **PDFpenPro 4.1.5** 2010-07-07

- Fixes some geometry problems (primarily with rotation)
- Fixes potential crashing bug inadvertently introduced in 4.1.4

#### **PDFpenPro 4.1.4** 2010-07-01

- Improved display performance for large documents
- Added AppleScript document property: "performing OCR"
- Other minor fixes and improvements

#### **PDFpenPro 4.1.3** 2010-05-12

- Fixes problem with highlight being offset on certain documents
- Fixes problem where page disappears when using Correct Text
- Selecting entries in the annotations list no longer triggers crop
- Other minor fixes and improvements

#### **PDFpenPro 4.1.2** 2010-04-07

- Mail Document menu item (in the File menu)
- Performance improvements
- Bug fixes

#### **PDFpenPro 4.1.1** 2010-03-18

- Sparkle support for in-application updating
- Fixes to polygon and round-edged rectangle creation
- Fixes for grid snap with continuous view

#### **PDFpenPro 4.1** 2010-03-03

- Continuous scrolling in both single and facing page views
- Edit in facing page view
- Edit while continuous scrolling
- AppleScript support for OCR
- View form field tab order in PDFpenPro
- Miscellaneous improvements and bug fixes

#### **PDFpenPro 4.0.4** 2010-01-02

- Improvements for Axiotron Modbook pen input
- Minor fixes and updates

#### **PDFpenPro 4.0.3** 2008-12-18

- Bug fixes and stability improvement

#### **PDFpenPro 4.0.2** 2008-11-12

- Command-option to force OCR of whole document
- Added Bates numbering to script menu
- Changed object transparency to work with Preview
- Restored French and Italian localizations
- Fixed page size interpretation for high density images
- Other minor fixes and improvements

#### **PDFpenPro 4.0.1** 2008-10-01

- Added preferences for OCR prompting
- Fixed accuracy of search selection in columnar documents
- Fixed highlight over-drawing problem
- Fixed underline positioning
- Fixed table of contents editing on Mac OS X 10.4
- Other minor fixes and improvements

#### **PDFpenPro 4.0** 2008-09-17

- Optical Character Recognition (OCR) recognizes text in many scanned documents, allowing scanned text to be selected, copied, and modified.
- Improved User Interface; including a document sidebar with thumbnails, and table of contents; streamlined properties window; clearer toolbar controls.
- Significant file compatibility upgrades.
- Import Microsoft Word documents.
- Print notes and comments.
- Additional mark-up capabilities including underline, strikethrough, and custom highlight color.
- Text imprints can be saved in the Library for reuse.
- Create and edit document Table of Contents (PDFpenPro only).
- Save as TIFF.
- Re-written and improved online help.
- Image compression in saved files via ColorSync.
- Multiple column text selection significantly improved.
- Text color choices separated from graphics.
- Custom highlight color Preference.

- Scribble tool recognizes and assembles multiple stroke tablet input.
- Arrow choices for line endings.
- Pattern selection for outlines.
- Multiple file selection in import dialog.
- New application icon.

#### **PDFpenPro 3.5.2** 2008-08-27

- Various fixes and improvements

#### **PDFpenPro 3.5.1** 2008-08-19

- Various fixes and improvements

#### **PDFpenPro 3.5** 2008-07-22

- Improved ability to open PDFs following newer specifications
- Improved ability to open non-standard PDF documents
- Resolved several cases of disappearing text when using Correct Text
- Resolved several cases of garbled text when using Correct Text
- Numerous stability improvements and minor bug fixes

#### **PDFpenPro 3.4.2** 2008-06-25

- Improved handling of font widths for fonts used frequently for OCR
- Fixed occasional crashing bug affecting some bank statements
- Other minor fixes and improvements

#### **PDFpenPro 3.4.1** 2008-03-20

- Minor improvements and fixes

#### **PDFpenPro 3.4** 2008-03-18

- Fixed problem where fonts or spacing could appear jumbled
- Fixed setting font, alignment and color for form fields in PDFpenPro
- Improved performance when adding imprints to large documents
- Various stability improvements
- Improved performance opening documents on 10.4.11 and 10.5.x

#### **PDFpenPro 3.3.2** 2008-01-09

- Improved support for protected documents
- Minor improvements and fixes

#### **PDFpenPro 3.3.1** 2007-11-06

- Fixed "Combine PDF" script under Leopard
- Fixed "Open with PDFpenPro" workflow item under Leopard
- Fixed positioning of markup when page is cropped
- Fixed positioning of comments when page is rotated
- Improved compatibility with off-spec documents

#### **PDFpenPro 3.3** 2007-08-14

- Display of highlight, strikethrough, underline, and squiggly text annotations
- Display of line, square, circle, ink, and stamp annotations
- Preference to lock large images automatically
- Printed pages are centered
- Various other fixes

#### **PDFpenPro 3.2** 2007-06-05

- Library of English Proofreading Marks for PDF mark-up
- Improved handling of scanned PDF documents
- Several other improvements and fixes

#### **PDFpenPro 3.1.1** 2007-04-03

- Remembers zoom level and page position of previously-opened documents
- Respects default font size preference when creating form fields
- Minor bug fixes and improvements

#### **PDFpenPro 3.1** 2006-11-28

- Add, edit, and remove URL and page links in PDFpenPro

- Access text formatting attributes via AppleScript
- Fixed "Merge Imprints into Page" function
- Fixed redraw performance problem introduced in 3.0.2
- Other minor fixes and improvements

#### **PDFpenPro 3.0.2** 2006-10-24

- Facing pages view displays properly
- Links now support Border attributes (editable in PDFpenPro)
- Correct Text works in encrypted documents which permit editing
- Open and Save AppleScript commands accept an optional password
- Various minor bug fixes

#### **PDFpenPro 3.0.1**

PDFpenPro 3.0.1 was not released for download.

#### **PDFpenPro 3.0** 2006-10-10

- Edit images - move / resize / copy / delete existing images in PDFs
- Correct / modify text - replace text in PDFs with editable text blocks
- View table of contents
- Select text in multiple columns
- Copy rich text - retain fonts and formatting when copying from PDFs
- User interface enhancements

#### **PDFpenPro 2.4.2** 2006-08-29

- Improved selection behavior for PDF images
- Improved text location and selection
- Fixed problem interpreting Unicode character maps
- Single disk image for all languages

#### **PDFpenPro 2.4.1** 2006-08-01

- Improved UNICODE support
- Goto links on PDFpenPro are now followed
- Various reliability enhancements

#### **PDFpenPro 2.4** 2006-06-28

- Support for PDF comments
- Display and navigate from a list of comments, notes and imprints
- Various other fixes and improvements

#### **PDFpenPro 2.3.4** 2006-04-11

- Enhanced document compatibility
- Updates for password-protected documents on Intel Universal binary

#### **PDFpenPro 2.3.3** 2006-03-21

- Updates essential for Intel Universal binary
- Additional keyboard shortcuts for highlighting, inserting a blank page, and go to page
- Various improvements and performance enhancements

#### **PDFpenPro 2.3.2** 2006-01-31

- Universal Binary (runs native on Intel and PowerPC)

#### **PDFpenPro 2.3.1** 2005-10-04

- Improves quality of printed imprints

#### **PDFpenPro 2.3** 2005-09-20

- Improved performance for handling complex forms
- Improved interactivity for document display
- Improved display performance
- Fixes problem with disappearing imprints in affected documents
- Various other fixes and improvements

#### **PDFpenPro 2.2.2** 2005-07-06

- Fixes problem writing annotations to secure PDFs

**PDFpenPro 2.2.1** 2005-06-28

- Open with PDFpenPro directly from the Print dialog
- Improved compatibility with off-spec PDF files
- Minor bug fixes

**PDFpenPro 2.2** 2005-05-31

- Open secure and password-protected PDF documents \*
- Save documents with password security
- Create multi-stroke freehand imprints
- Create multi-line polygon imprints
- Add links to URLs and pages in document (requires PDFpenPro)
- Follow remote file links
- Optimized drawing performance
- Improved memory management
- Better handling of off-spec PDFs
- Minor bug fixes and improvements
- PDFpenPro respects PDF document security permissions

**PDFpenPro 2.1.1** 2005-04-25

- Tiger (Mac OS X 10.4) compatible
- PDFpenPro now creates Preview-fillable text fields (re-save existing PDFpenPro forms to enable)
- Resolved Tiger-specific crash when adding imprints
- Resolved hang with Combine PDF / Split PDF scripts when called from script menu

**PDFpenPro 2.1** 2005-03-30

- View, add, and edit PDF notes
- Crop pages
- Select and copy rectangular areas
- Compress uncompressed images when saving (requires PDFpenPro)
- Imprinted images retain compression settings when saved
- Further non-spec PDF issues resolved
- Performance and stability enhancements

**PDFpenPro 2.0.1** 2005-02-15

- Multi-line text in forms is displayed properly
- Size to fit improved for small point sizes
- Precisely horizontal and vertical lines display properly
- Old-style link annotations function properly
- Performance improvements
- Stability improvements

**PDFpenPro 2.0** 2005-01-04

- Fill out and save filled-out PDF forms
- Create cross-platform fillable PDF forms (requires PDFpenPro)
- Search, select, and copy full text of PDF documents
- View and follow links in PDF documents
- Add highlighting markup to document text
- Align objects
- Show and snap to grid
- Set default font and size for text imprints
- Check for updates via Internet
- Numerous improvements and fixes

**PDFpenPro 1.2.1** 2004-06-08

- Enhanced speed and responsiveness of text operations
- Improved precision and responsiveness of freehand drawing tool
- Prints at 100% scale unless specified in Page Setup
- Split PDF script fixed
- Unexpected scroll-to-top fixed
- Numerous issues with non-spec PDFs resolved

**PDFpenPro 1.2** 2004-03-17

- Freehand drawing tool for making your own scribbles
- Library palette of built-in vector drawings, your images, and your scribbles
- View and edit PDF document info
- Rotate page(s)
- Open multi-page TIFF files (and other graphics files)
- Ruler support for text imprints
- Right-to-left multi-page view option
- Double-click to set default tool

#### **PDFpenPro 1.1 2004-02-10**

- Hand tool for scrolling
- Combine PDFs and Split PDF scripts (droplets)
- Improved drawing speed
- Outline border for text imprints
- Improved font and bounds size for default text imprint
- Slimmer text cursor
- Better handling of non-spec PDF files

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# PDFpenPro®



## **Help: Demo Version, Purchase Information**

The PDFpenPro demo is the unregistered full version, and allows the use of all features except for Microsoft® Word, Excel, PowerPoint, and PDF/A export. For more info, and document export samples, check our [website](#). Microsoft® Excel, PowerPoint, and PDF/A export are PDFpenPro only.

**Time Limit:** The demo has no time limit.

**Demo Features:** The demo will stamp the Smile logo on all saved and printed documents. Once you purchase and register the app, re-save the documents to remove the logo from the document and its subsequent printouts.

### **PDFpen: \$79.95**

(Family Pack: \$99.95, for up to 5 computers in one household)

(Office Pack: starting at \$249.95, register 5 seats in one office location. Larger Office Packs available.)

### **PDFpenPro: \$129.95**

(Family Pack: \$159.95, for up to 5 computers in one household)

(Office Pack: starting at \$374.95, register 5 seats in one office location. Larger Office Packs available.)

## **How to buy PDFpen or PDFpenPro:**

- **It's easy to buy PDFpen or PDFpenPro from the application itself.** Here are the steps:
  1. [Download](#) PDFpenPro 12 from our site.
  2. Launch it. It will notice your previous version and offer to check for a free upgrade. If you are not eligible for a free upgrade click on "Buy an upgrade license" for upgrade pricing.
  3. Go through the screens to purchase.
  4. Complete your purchase and PDFpenPro will register with your new license.
- **Or buy now from our web store:** [PDFpen](#) and [PDFpenPro](#)

Registered users of version 11.x and earlier qualify for [upgrade pricing](#).


Updates within a version number are free to registered users. For example, registered users of version 12.0 can get the version 12.1 update for free. Smile reserves the right to change the update policy.



## **Help: View Options and Getting Around a PDF**

PDFpenPro lets you control how you view your documents.

### **Page View Types**

The default view in PDFpenPro is Page View, where a single page is visible at a time. The other option is Facing Pages view where two pages are visible at once, like a book. Change between these views by clicking on the Sidebar item in the toolbar . Choose which view your documents automatically open with by choosing Preferences > General > Default view. With Facing Pages view your document can open with the first two pages visible together, or with the first page alone on the right hand side.

### **Split View**

Split the screen into two panes to compare different pages of a document side by side.

1. In the Sidebar, select a page you want to see in the split view.
2. Choose Window > Split and select Vertically or Horizontally, or Go > Go to Page in Split View. Go to Page in Split View typically defaults to your last selected view (vertically or horizontally).

Edits are made in the main view. Split view is in view-only mode. Click a pane to make it active. Pages selected in the active pane will have a blue border against a light grey background. In the split view, scroll, select a different page or change the zoom level of the active pane without affecting the other pane. To select a different page in the split view, type in a number.

To adjust the size of the pane, hover over the dividing line between the views until you see the two-sided arrow, then click and drag the divider to the left or right.

To return to single-page view, choose Window > Split > Remove Split.

### **Continuous Scrolling**

Scroll continuously through the pages of your document instead of paging through one or two at a time. This is also a default mode. Turn this off or on by choosing View > Continuous, or by clicking on the Sidebar menu item. This setting persists across newly opened documents.



### **Rotate Pages**

Go to the View menu for the rotate page options: Rotate Right (clockwise)(Command+R) or Rotate Left (counter-clockwise)(Command+Shift+R). You can rotate the current page, or rotate multiple pages by selecting their thumbnails in the Sidebar.

### **View Page Numbers**

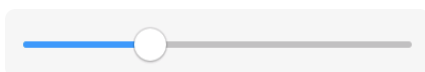
View > Page Numbers is turned on by default. Notice a small gray box with a page number in the bottom right corner of each page and thumbnail. Also, view the current page, and total pages, next to the document title at the top of the window.

### **Zoom In and Zoom Out**

In Page View, you can zoom in and out of your page or document with the Zoom In and Zoom Out controls   in the toolbar.

You can also zoom in or out using the Scale item in the toolbar. Click into the Scale field to change the percent manually. If the Scale item is not in your toolbar, add it by [Customizing your Toolbar](#).

In the Sidebar, you can increase or decrease the size of the thumbnails with the slider





found at the bottom of the Sidebar.

From the View menu there are also options for:

- **Full screen mode** (Command+Control+F).
- **Zoom to Fit** (Command+Option+0) which fits your entire page in your current window size
- **Zoom to Width** (Command+Option+9) which zooms the width of the page to fit your current window width.
- **Actual Size** (Command+0) which displays your document at 72 pixels per inch. On a retina display this means the visible size is about the same as on a regular screen, but with a clearer image.

## Magnifier Window

In Page View, use a Magnifier window to zoom into a specific area of a document and view it in greater detail.



1. From the menu, choose Window > Magnifier to launch the Magnifier window.
2. Direct your cursor to an area on the page you want to view in closer detail within the window.
3. To adjust the magnification:
  - Use the   controls to zoom in or out.
  - Drag the slider to a specific percentage.
4. To view another section of a page, move your cursor to the desired area. The section will reflect and magnify in the Magnifier window.

## Tips:

The actual size for a PDF is usually 100%.

PDFpenPro remembers window settings. The Magnifier window will automatically open on launch if it was open in a previous session.

## Page Up and Page Down

To move to the next page of the document, use the Up / Down buttons   in the menu bar. Use the keyboard to shift up and down through the pages of your document.

- **Move up**  
Function-Up arrow or Shift+Space
- **Move down**  
Function-Down arrow or Space

## Go to A Specific Page

1. From the menu, choose Go > Go To Page... (Command+Option+G)
2. Type a page number in the small drop down window which appears and click Go To or press Return. You will navigate to that page.

Manually input a destination page number using the Page item to the toolbar. Navigate to a page by typing in a page number. If this item is not in your toolbar, add it by [Customizing your Toolbar](#).


## Scrollbars

Scrollbars appear when the document view cannot fit the contents of the page in the current window. You can click and drag the scrollbars to go to the part of the document that is hidden, or use gestures on your track pad.

## Hand Tool

While zoomed in, use the Hand Tool to pan around your document. Zoom in by pressing the Option key, zoom out with Command+Option.

## Sidebar

Switch between Sidebar views using the Sidebar button  in the tool bar. For more on the Sidebar see [Sidebar](#).

## Thumbnail View

PDFpenPro displays thumbnails of all the pages in your PDF in the Sidebar.

Click on a thumbnail to navigate to a page.

The thumbnail size can be enlarged or reduced using the slider control at the bottom of the Sidebar.

The Sidebar width can be increased by dragging the border between the Sidebar and the Page View.

### Annotations View

View a list of all the annotations you've made to the document, including objects such as highlights, notes, and comments. Adjust which annotations you see using the Show menu at the bottom of the Sidebar.

Click on one of the listed annotations to navigate to its location. Double-click on it to both navigate to it and select the annotation.


Shift-click to select multiple annotations in the Sidebar and delete them.

Copy the text of annotations such as highlighted text, comments, and notes. To do so:

1. Click on an annotation entry in the Sidebar.
2. In the Edit menu choose Copy As Text. You can now paste the content where you choose.

If you want a list of all annotations, print out the list via File > Print > Append Annotations Summary.

### Table of Contents View

Use the Sidebar button  to switch to Table of Contents View.


[Bookmarks](#) are listed at the top with Table of Contents below. Click on one of the Table of Contents entries to navigate to it, a blue indicator helps you determine where you are in the Table of Contents.

Copy the text of an entry:

1. Click on an entry in the Sidebar. Shift-click to select all the entries.
2. In the Edit menu choose Copy As Text. You can now paste the content where you choose.

Right-click, or Control-click, to access the context menu and navigate the Table of Contents more quickly.

### Search

Click on Find  in the menu bar to open the search window. Enter a search term or keyword, and you will see a list of results. Click on any of the results to navigate to it.

### Pages Right-to-Left

View > Pages Right-to-Left is turned off by default. It is only active in the Facing Pages view, and allows facing page ordering to be re-arranged for reverse-viewing such as needed in Japanese language.


### Grid

To help you align objects on a page go to Arrange > Show Grid or Arrange > Snap to Grid. Set the spacing of the grid in [General Preferences](#).

### Ruler

For a measurement guide show a ruler along the top of the Page view area by choosing Format > Text > Show Ruler (Command+Control+R). With a specific text box selected for editing, the ruler also provides controls for [Formatting Text](#) such as options to adjust style, alignment, spacing, and create numbered or bulleted lists.

### Measurements

To measure the distance between two objects on the page, click the Measurements tool  in the toolbar. Click and drag between objects to see the distance. Set the units in [General Preferences](#).

If your drawing already has units built in, such as a drawing generated from an architectural program, then those units will be shown using the measurements tool.

### Tab Bar

View multiple documents in the same application window through tabs.

1. Choose View > Show Tab Bar.
2. Click on the + button at the far right corner of the tab bar to open a new tab.
3. Choose File > Insert to insert a new file into the open tab view.

To disable tab view, choose View > Hide Tab Bar.

To make tab view your default, adjust your settings in Apple's System Preferences > Dock and change the value next to "Prefer tabs when opening documents" to "Always." Close PDFpen and relaunch. New documents should open in a new tab in PDFpen rather than in a new window.

### **Gather Documents in a Single Tabbed Window**

PDFpenPro supports viewing multiple documents in a single tabbed window as introduced in macOS Sierra.

Combine several open windows using Window > Merge All Windows.




## Help: Toolbar

Visible by default, hide and reveal the toolbar by choosing View > Hide Toolbar (Command+Shift+B). PDFpenPro provides a set of default toolbar items. Customize the items on the toolbar in a couple different ways.


- Go to View > Customize Toolbar...
- Control-click on the toolbar and select Customize Toolbar... from the menu.



**A. Sidebar menu**  ([Sidebar](#))

**B. Zoom In/Out**  ([View Options](#))

**C. Scale** Zoom in and out by percentage. ([View Options](#))

**D. Page Up/Down**  ([View Options](#))

**E. Page** Type a page number to get to a page. ([View Options](#))

**F. Find**  ([Searching Within a PDF](#))

**G. Correct Text**  ([Correcting Text](#))

**H. Add Highlighting, Underscore, Strikethrough**  ([Markup: Highlighting, Underline, Strikethrough](#))

**I. Insert Image**  ([Adding Images](#))

**J. Share Document**  ([Sharing Documents](#))

**K. Open Inspector**  ([Inspector](#))

**L. Open Library**  ([Library](#))



## Help: Editing Bar

Visible by default, hide or reveal the editing bar by choosing View > Hide Editing Bar, (Command+Shift+E).

Tools appear in Touch Bar on supported Macs.



### Select Text

Select text to copy or edit with correct text ([Working With Text](#)); use this tool to fill interactive PDF forms ([Filling Out PDF Forms](#)). This tool is selected by default when a document is opened.

### Edit Tool

Select an image, text box or other object to move, resize, or delete ([Editing Images](#), [Formatting Text](#)).

### Precision Edit Tool

Double-click the Edit tool to turn on the Precision Edit tool. Select otherwise un-selectable objects and images. Select text line by line. Move, resize, or delete ([Editing Images](#), [Formatting Text](#)).

### Highlight Text Tool

Drag over text to apply highlighting, strikethrough and other markup ([Markup Text](#)).

### Select Rectangle Tool

Select a region of a page. The region can be copied and pasted, or the page can be cropped to the selected region. ([Selecting Part of a Page](#)).

### Measurements

Measure the distance between two objects on the page. ([Measurements](#)).

### Hand Tool

Pan around a document with a click and drag. Zoom in by pressing the Option key, zoom out with Command+Option.

### Note on all following tools

For the Markup, Drawing, and Form Elements tools, you can double-click a tool to lock it on and use it continuously. Clicking the Select (arrow) tool will unlock your choice of tool. To make the continuous use feature automatic, go to Preferences > General. [Preferences](#)

Tools remember their last chosen colors and properties.

### Markup Tools



	Text Tool Insert a text box. ( <a href="#">Adding Text</a> )
	Scribble Tool Freehand drawing tool. ( <a href="#">Adding Objects: Scribbles, Lines and Shapes</a> )
	Notes Tool Add a note to a PDF. ( <a href="#">Adding Notes and Comments</a> )
	Comments Tool Add a comment to a PDF. ( <a href="#">Adding Notes and Comments</a> )
	Cloud Tool Add a comment cloud to a PDF. ( <a href="#">Adding Notes and Comments</a> )
	Linking Tool Add a link to an external URL. ( <a href="#">Adding Links</a> )
	Attachment tool Attach a file to a PDF. ( <a href="#">Attachment tool</a> ).
	Audio annotations tool Add an audio note to a PDF. ( <a href="#">Audio annotations</a> ).

Add color to the text, stroke, or fill of these objects using Object Properties (see below).

### Drawing Tools ([Adding Objects: Scribbles, Lines and Shapes](#))



Polygon Tool

- Draw polygonal shapes
- Rectangle Tool
- Ellipse Tool
- Line Tool
- Rounded Rectangle Tool
- Callout Tool
- Add callout text box to a PDF. ([Adding Notes and Comments](#))

Add color, stroke style, and stroke weight to any of these objects using Object Properties (see below).

#### Form Elements (PDFpenPro Only; [Creating PDF Forms](#))



- Text Field Tool
- Checkbox Tool
- Radio Button Tool
- Choice Field Tool
- List Field Tool
- Signature Field
- Submit Button Tool

#### Object Properties ([Adding Objects: Scribbles, Lines and Shapes](#))

Tools remember their last chosen colors and properties.



**Object Color**  
Set the Fill and Stroke color of objects. Pick the font and background color of a text field.

**Stroke Style**  
Used for dotted and broken lines. Set the Start and Ending of a line to create an arrow.

**Stroke Weight**  
Set the line weight of a scribble, line or border of a text field.



## Help: Font Bar

Reveal the Font Bar by choosing View > Show Font Bar. The Font Bar will appear directly under the [Editing Bar](#). To hide the Font Bar, choose View > Hide Font Bar.



### Font

The current font will display. Click the down arrow to expand the menu and select a new font.

### Size

The current font size will display. Click the up or down arrows to expand the menu and select a new size, or click on the font size directly (a blinking cursor will appear) and type in a custom size.

### Style

The current typographical emphasis (if any) will display. Click on **Bold**, *Italic*, or Underline to select or deselect. Style selected will be highlighted in blue.

### Alignment

Current alignment will be displayed. Click to choose the alignment: Align Left, Center, Align Right, Justify.

The Font Bar will display the typeface, size and other properties of the selected text or newly created text imprint. (See [Working with Text](#), [Formatting Text](#)).

Alternatively, typeface, size, and style is accessible by choosing Format > Font > Show Fonts (Command+T). Justification is accessible by choosing Format > Text.


### Font Matching

PDFpenPro uses the macOS font matching machinery. PDFpenPro asks for the best match, and what it returns depends entirely on what is available on a user's system. Adding more fonts on the macOS level improves matching. No software will be able to create font information from scratch that is neither present in the PDF nor available on the macOS.



## Help: Sidebar

The Sidebar appears on the left side of your document. There are two ways to show or hide the Sidebar:

- Click the Sidebar button  in the toolbar and select any option except Hidden.
- Choose View > Show Sidebar (Command+Shift+D).

### Sidebar Display Options



#### Hidden sidebar

Hide the sidebar for a simpler viewing experience. Click any other option in the Sidebar menu to reveal it again.



#### Thumbnails

View the pages of your document in thumbnail form. Click on a thumbnail to navigate to that page. Use the slider at the bottom of the sidebar to change the thumbnail size. (See [View Options](#)) For other thumbnail uses, such as reordering pages and combining documents, see [Working With PDF Documents](#).



#### Table of Contents

View and navigate a Table of Contents. Alternately, go to View > Table of Contents. Skip to a page by clicking on an entry. A visual indicator notes the current location. Right-click, or Control-click, to use the context menu to expand or collapse the entries. (See [Creating and Editing a Table of Contents](#)). Bookmarks are listed at the top of the Table of Contents in the Sidebar. (See [Bookmarks](#)). In PDFpenPro, use the action button



at the bottom of the sidebar to create and edit a Table of Contents. Alternately, go to Edit > Table of Contents for a list of Table of Contents editing shortcuts. (See [Creating A Table of Contents](#))



#### Annotations

Click to reveal a list of annotations made to the document. Annotations include objects such as comments, scribbles, highlights, and other items. Click on an entry to navigate to it, and double-click to select it. Use the Show menu at the bottom to filter which types of annotations appear in the sidebar. To add your own annotations see [Adding Comments and Notes](#).



#### Attachments

Attach a file to your PDF. See [Attachments](#).



#### Form Fields

View a list of all form fields. Drag to re-order and set a new tab order. See [Editing the Tab Order](#).

#### Single Page

A single page is on view at a time.

#### Facing Pages

Pages are viewed in facing page pairs, as in a book. The cover page can be viewed in a pair or alone; see [General Preferences](#).

#### Continuous view

Scroll through the pages of your document instead of paging through one page at a time.




# PDFpenPro®



## **Help: Inspector**

Use the Inspector to align objects and access document metadata information. PDFpenPro also allows you to specify form element properties and edit document permissions.

To display the Inspector, click the Inspector button  in the toolbar or choose Window > Inspector (Command+Option+I).

### **Inspector Tabs**



#### **Alignment**

Align selected objects horizontally and vertically (Shift-click to select multiple objects to align). Distribute three or more selected objects evenly spaced horizontally or vertically.



#### **Form Elements Properties (PDFpenPro only)**

Edit properties for text fields, checkboxes, radio buttons, choice fields, list fields, and submit buttons. (See [Creating PDF Forms](#)).



#### **Document Information**

Access the metadata of a document. Add Title, Author, Subject and Keywords; view Date Created, Date Modified, File size, Page Count, Page size, and Application and Producer used to create the document.



#### **Document Permissions (PDFpenPro only)**

Set a password and allowable modifications to the document by a user. (See [Permissions](#)).

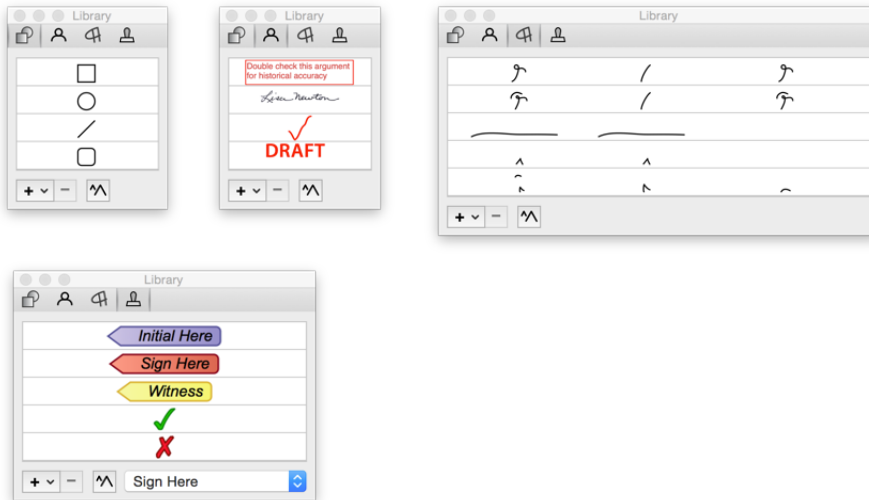


## Help: Library

The Library stores scribbles, images and text for quick access and reuse. Drag Library items to the current document to insert them.

Choose the Library button in the toolbar to open the Library palette (Command+Y).

### Library Tabs



#### Built-Ins

From the Library palette, drag and drop a built-in shape onto a document page, or double-click to add a built-in centered on the current page. Built-ins are also available from the Drawing Tools menu. (See [Editing bar](#))



#### Custom

Store objects for future use including objects created with the scribble tool, any drawing tool objects (polygons, lines), markup tool objects (text boxes, comments), or images (pictures, signatures).



#### Proofreading marks

Drag these proofreading marks into your document. If you select a stroke color in properties first, any proofreading mark you drag into your document will adopt that color.




#### Stamps

Drag stamps into your document. Choose from Standard Business, Sign Here, Dynamic Stamps or User Defined. The name in a dynamic stamp is set in the Editing preferences.

## Saving Items in the Library for Reuse

Save frequently-used images and objects in the Library.

1. Make sure the Library palette is open. (Window > Library or Command+Y).
2. Select an object (scribble, shape, image, signature or text).
3. Click the plus (+) button  at the bottom of the Library palette.
4. Choose Add Selected Imprint. Your selection will be added to the Custom tab.

The next time you want to use an item saved in the Library, you can just drag it from the Library onto the page.


## Library Location

The items in your library are stored in the Library file located here:


[HOME]/Library/Containers/com.smileonmymac.PDFpenPro/Data/Library/Application Support/PDFpenPro/Library

Note: if iCloud is turned on, later versions can sync the Library with iCloud. Please check your application version and iCloud settings.

## Increase Library Size


Increase the visual size of items in the Library window. This does not effect the size of the item once added to a document. Click the button  to toggle regular and large views.

## Combining Multiple Scribbles or Drawing Objects into a Single Library Item

1. Select the scribbles and/or drawing objects you want to store as one: shift-click on multiple items or drag your mouse over the items you want to select.
2. Click on the plus (+) button  at the bottom of the Library palette.
3. Choose Add Selected Imprint. A single item combining the selected objects will be added to the Library.


This feature is useful if you want to save a signature created with more than one scribble.

## Importing an Image File to the Library

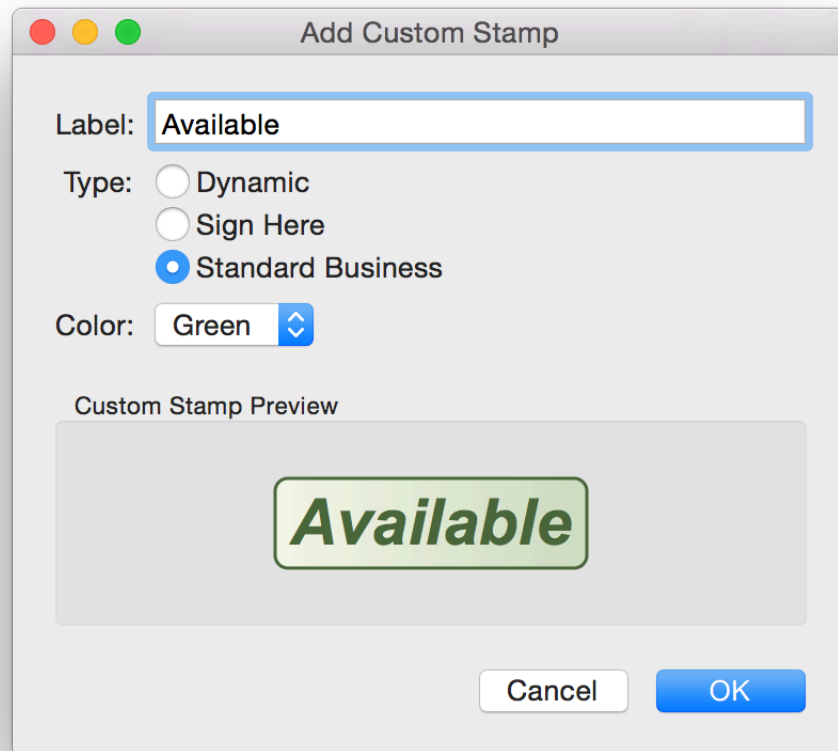
1. Click on the plus (+) button  at the bottom of the Library palette.
2. Choose Add File...
3. From the dialog box that opens, choose the image file you want to add to the Library.

Use this for image files that are not already in your document. If the image is already in your document, you can select it and choose Add Selected Imprint.

## Creating a User Defined stamp

1. Click on the plus (+) button  at the bottom of the Library palette.
2. Choose Add Custom Stamp...
3. From the dialog box that opens, choose a stamp label, type (Dynamic, Sign Here or Standard Business), color scheme and click OK to create a new custom stamp with the chosen values.


The Custom Stamp Preview image area shows what the new custom stamp should look like.



### Reorder Custom Library or User Defined Stamp Items

Reorder the items you have stored in the Custom library or in your list of User Defined stamps with drag and drop. Click and drag an item up or down the list. A blue line indicates where it will drop.

### Removing a Library Item

1. Select the item you want to remove
2. Click on the minus (-) button  at the bottom of the Library palette.



## Help: Preferences

Open the Preferences by selecting PDFpenPro from the menu bar, and choosing Preferences... from the drop down menu (Command+comma).

### General Preferences

- **Define 100% scale as:**  
Choose how to display your documents using either of the following options:
  - **1 point equals 1 screen pixel size**  
Display a document at different dimensions depending on the screen's resolution.
  - **Size on screen equals size on printout**  
Display a document at the same dimensions regardless of the screen's resolution.
- **Initial window size:**  
Set PDFpenPro to open a document sized to page height, screen height, or screen width.
- **Default zoom:**  
Set PDFpenPro to open documents at 100%, 150%, Fit to Page, or Fit to Width. ([View Options](#)).
- **Initial sidebar mode:**  
Choose the initial display mode of the sidebar when opening a new document. ([Sidebar](#)).
- **Default view:**  
Choose Single Page or Facing Pages. ([View Options](#)).
- **Remember last page viewed for each document:**  
Reopen a document to the same page where you left off. Checked by default.
- **Enable autosave and versions:**  
Enable automatic file saves and support for versions. Checked by default.
- **Always show the File Open dialog on launch:**  
Allow the "File Open" dialog window to appear every time the app is launched.
- **Lock PDF/A archive documents when open**  
Make a PDF/A document un-editable when open.
- **Enable clicking on detected links:**  
Enable the automatic detection of context links such as emails and phone numbers.
- **Enable JavaScript**  
Allow JavaScript to run in a document. Forms which perform calculations require JavaScript to function properly.
- **Restore display of all warning alerts**

### Editing Preferences

- **Default Font:**  
Choose the default text formatting (font and size) of a text field. This includes text fields from Markup Tools, like the Text Field and Comment tools. To change the default, click the Select... button, and choose a new font or size from the Font window.
- **Keyboard Increment:**  
Choose the keyboard increment, that is, the amount the arrow keys will move an object.
- **Gridline every:**  
Set the distance between gridlines. Go to the Arrange menu to turn on and off Show Grid and Snap to Grid.
- **Measurement units:**  
Select Keyboard Increment and Gridline units, either points, millimeters, or inches.
- **Show Guides:**  
Check if you would like keep red alignment guidelines visible. ([Snap to Guides](#)).
- **Automatically switch selection tools:**  
Check this option if you want PDFpenPro to automatically switch between the Select Text

and Edit tools based on the location of mouse clicks. For instance, if you click on an image, PDFpenPro will automatically switch to the Edit tool so that you may move or resize the image. Conversely, if you click on text, then PDFpenPro will automatically switch to Select Text tool. If you have this feature unchecked, the currently selected tool will always remain active regardless where you click on the page.

- **Keep tools selected after use:**

Check this option to keep the Markup, Drawing, and Form Element tools active for continuous use, rather than switching back to the Edit tool after each use. To quit the tool while in continuous use, click on another tool. If you have this feature unchecked, the tool will stay active for a single use, then revert back to the Edit tool. To activate continuous use from single use mode, double-click on the tool.

- **Lock images:**

PDFpenPro can automatically lock large images that it detects. This is useful when working with scanned documents. Default is set to Lock images "“Large enough to fill the page.”"  
Can be set to Always or Never.

- **Custom highlight colors:**

Create custom highlight colors which will appear in the Highlight button . (See [Markup: Highlighting, Underscore, Strikethrough and Squiggle](#))

- **Annotations:**

When checked, the characters placed in the Name: field appear as the name property of any new annotations added to the current document.

- **Name:**

The name that will be used as the name property of new annotations.  
Defaults to the currently logged-in full user name.

## OCR

- **Prompt for OCR when opening a scanned document:**

Checked by default.

- **Perform OCR when selecting text on a scanned page:**

Checked by default.

- **Rotate & deskew pages automatically when performing OCR**

Automatically detect and adjust rotated and crooked pages upon OCR.

- **Languages to recognize:**

Check which languages you want to be recognized by OCR.

- **OCR completed sound:**

Select the sound to be played after a successful OCR.

- **OCR failed sound:**

Select the sound to be played after a failed OCR.

## Update

- **Check for Updates:**

PDFpenPro can check for updates when it is launched. Set how often you want to check for updates (hourly, daily, weekly, monthly). Uncheck for Never. Updates within a major version number are free to registered users of that version. For example, registered users of PDFpenPro 12.0 can get the PDFpenPro 12.1 update for free. (We reserve the right to change our update policy.)

- **Include anonymous system profile information:**

Allow information (macOS version, Mac model, CPU, etc.) to be sent anonymously during update checks.



# PDFpenPro®



## **Help: Opening and Creating PDF Files**

PDFpenPro is a document-based application. With it you can open existing PDF documents and create new ones.

### **Opening an Existing PDF**

1. Choose File > Open (Command+O).
2. Find the PDF you want to open, select it and click Open.

You can also drag a PDF's file icon and drop it on the PDFpenPro icon in the Dock to open it.

To re-open a recently opened document, choose File > Open Recent and select from the list.

### **Creating a New One Page Document**

1. Choose File > New > From Stationery from the menu. (Command+N).
2. Choose a page orientation and design in the New Page window.
3. After making a selection in the New Page window, click "Choose" or tap the Return/Enter key to confirm.
4. Begin editing your new page.
5. Choose File > Duplicate (or File > Save As) to give the PDF a name.

Last selected paper style and orientation will remain as default during the session. Users can also duplicate paper styles through copy and paste.

### **Creating a New Blank PDF**


1. Choose File > New > Blank Document from the menu.
2. Choose a page orientation in the New Page window. By default, a blank page will be selected.
3. Click "Choose" or tap the Return/Enter key to confirm.
4. Insert a page into the PDF by choosing Edit > Insert Blank Page (Command+Option+B), or drag a page thumbnail from an open PDF and drop it in.
5. Choose File > Duplicate (or File > Save As) to give the PDF a name.

### **Creating a New PDF from Pages of an Existing PDF**

1. Open an existing PDF file.
2. In the Sidebar, select the thumbnails of the pages you want to include in the new PDF.
3. Choose File > New > From Selection (Command+Shift+N). A new PDF file is created from the pages you selected.

### **Creating a New PDF from a Section of a Page of an Existing PDF**

For when you want to create a PDF containing only a specific portion of an existing PDF page.

1. Open an existing PDF.
2. Navigate to the portion of the page you want in a new document.
3. From the toolbar, select the Select Rectangle tool . Position your mouse, and drag over the area you want as a new PDF.
4. Choose File > New > From Selection. A new PDF file is created from the portion of the page you selected.

For information on opening a document stored in iCloud see [iCloud](#).




# PDFpenPro®



## **Help: Searching Within a PDF**

Search the contents of a PDF by keyword.

1. Click the Find button  in the toolbar to open the search window, or choose Edit > Find (Command+F). The search window will open.
2. Enter the search term(s) in the search field. A list of the pages containing the results will appear.
3. Navigate to a result by clicking on it.

The search results can be expanded or collapsed from view via the Show Results button.

### **Find and Highlight, Find and Redact or Find and Replace from Keyword Search**

From a search you can highlight, redact, or replace keywords and phrases. Access these options a couple of ways.

- Choose Edit > Find > Find and Redact... or Find and Replace...
- Open the Find window (Command+F) from the menu bar for highlight, redact, or replace.

From the Find window:

1. Type a search term into the Find field. Results will appear listed below.
2. From the Find popup menu select Replace, Redact, or Highlight. Further options will appear.
  - **Highlight:** Choose a highlight color. Select one result and click Highlight to highlight that instance. Click Highlight All to highlight all instances of that search term.
  - **Redact:** Choose a style, Block (replace the search term with a black block) or Erase (replace the search term with white out). Select one result and click Redact to redact that instance. Click Redact All to redact all instances of that search term.
  - **Replace:** Type the replacement term in the Replace field. Click Replace to replace one instance of the search term. Click Replace All to replace all instances of the term.

**Note:** If there is any sensitive information in the document metadata, you must remove it manually in the Inspector under the Document Information tab (Command+Option+5). Find-and-Redact and Find-and-Replace do not scan the metadata.



# PDFpenPro®



## **Help: Undo/Redo**

PDFpenPro allows you to Undo edits made to your document.

To undo a change, go to Edit > Undo (Command+Z).

To redo a change you've undone, go to Edit > Redo (Command+Shift+Z).

**Note:** Undo is no longer possible:

- After you Save.
- After you switch between Page View and Facing Pages view. ([Page View Types](#))
- After changing pages when not in Continuous view mode. Continuous view is the default and can be reached by choosing View > Continuous.

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## **Help: Working With Text**

### **Selecting Text**

Selected text can be copied and pasted into other applications. Text attributes (formatting, font, columns) are copied along with the text and match the original formatting as much as possible. Text is automatically selected in columns if your document is formatted that way.

1. Make sure the Select Text tool  is active.
2. Click and drag your mouse over the text you want to select.

**Note:** A PDF document that is a scan of a printed page is a bitmap image of text and will not have selectable text. It is treated as an image of text and not actual text.


When you try to select text in such a document it will ask to perform optical character recognition first. For details on generating selectable text from a scan, see "[Using OCR \(Optical Character Recognition\)](#)."

#### **Tips on Selecting Text**

- Double-click to select a word; triple-click to select a whole line.
- Select text across more than one page by changing pages and shift-clicking into the new page to extend the selection.
- Select all the text in a document by choosing Edit > Select All (Command+A).



### **Moving Text Blocks**

Select a text block to move or delete using the Precision Edit tool. This is different than a [text box](#) where you can edit the text it contains.

1. Double-click the Edit tool to activate the Precision Edit tool .
2. Click on the word or line you would like to move or remove. Then drag it around, resize it, or delete it.

### **Correcting Text**

PDFpenPro lets you edit or delete original text in your PDF document.


1. Select the text you want to correct using the Select Text tool .
2. Click the Correct Text button  in the toolbar.
3. The selected text is replaced with a text box that can be edited or deleted, just like any other text box.

#### **Tips on Correcting Text**

- Correct Text works best on small portions of text in the same line or paragraph.
- The results may not match the underlying text exactly. In particular, fonts and spacing will vary at times. PDFpenPro will match the font in the document with a font in your macOS provided Font Book. If you do not have the same font, it chooses the closest match.

### **Adding Text**

#### **Inserting a Text Box**

1. Select the Text tool  in the toolbar.
2. Insert a text box in one of two ways:
  - Click anywhere on the page to insert a text box. The box will expand to hold the

- text you add.
  - Click and drag to create a text box with a specific size. The text will automatically wrap to the size of the box.
3. Start typing. You can also paste text from the Clipboard that you've previously copied.
  4. Use the handles to resize the text box; the text will automatically wrap.

### Tips for Adding Text

- By default, the Text tool reverts to the Edit tool after inserting text. Double-click the Text tool to keep it selected. This is especially helpful when [Filling Out Forms](#).
- Option-dragging a text box with the Edit tool will make a copy of the box. This can save time if you are repeating a style.
- Choose Edit > Wrap Text to change the wrapping mode on any text box.
- Choose Arrange > Snap to Guides to snap into position a text box on the same baseline as existing text. (See [Snap to Guides](#)).

### Special Characters

- Superscript and Subscript are located in Format > Font > Baseline.
- Other Characters are located in Edit > Emoji & Symbols. (Also through the Fonts window > Tools menu > Characters.)


## Formatting Text

### Changing Typeface or Text Size

1. Select specific text you want to format or use the Edit tool to click on a text box and select the whole thing.
2. Choose View > Show Font Bar. (See [Font Bar](#)).
3. The Font Bar will reflect current typeface, size and style for the selected text. Use the Font Bar to select new properties.

Alternatively, choose Format > Font > Show Fonts from the menu (Command+T). When the system Font panel appears, make the desired changes in the panel.

### Changing Text Color

1. Select specific text you want to format or use the Edit tool to click on a text box and select the whole thing.
2. Go to the editing bar and locate the [Object Properties](#) menu. If the editing bar is not visible, go to View > Show Editing Bar (Command+Shift+E).
3. Click on the Object Color item . From the drop down menu choose one of the designated colors, or choose Other Text Color... to pick a custom color.

### Changing Text Justification

1. Click on a text box to select it.
2. Choose View > Show Font Bar. (See [Font Bar](#)).
3. The Font Bar will reflect current justification for the selected text. Choose the alignment: Align Left, Center, Justify, Align Right.

Alternatively, choose Format > Text and choose the alignment: Align Left, Center, Justify, Align Right.

### Changing Line Spacing

- Choose Format > Font > Baseline and select either Default, Raise or Lower.

### Tips:


[Library](#): Frequently-used text, including formatting, can be saved to the PDFpenPro Library for reuse.

[Ruler](#): With a specific text box selected for editing, the ruler also provides controls for formatting text such as options to adjust style, alignment, spacing, and create numbered or bulleted lists.

## Markup: Highlighting, Underscore, Strikethrough and Squiggle

PDFpenPro offers several ways to markup text by adding highlight colors, underscoring, strikethrough, and squiggle. The options are available by clicking and holding down on the Highlight



button in the toolbar ; by choosing Format > Highlight, where the shortcuts are listed; or by using the context sensitive menu made visible by right-clicking.

The markup will attempt to follow the line of the text exactly. If the text is not selectable text, or the highlight is not used on text, the highlight will follow the path of the cursor. Text can be made selectable using [OCR](#).

### Change the color of a Strikethrough, Underline or Squiggle

1. Select the Highlight tool (Command+3) tool to add a strikethrough, underline, or squiggle.




2. Select a color using Object Color  in the Object Properties palette.


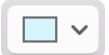
The chosen color will remain the default color for that tool unless changed.

There are several means of performing markups:

### Markup selected text

1. Select some text.
2. Hold the mouse down on the small arrow on the Highlight button  to view the markup choices, then pick one.
  - Alternately, right-click or Control-click on the selected text. A context menu will appear with options for applying a highlight color, underscore, strikethrough, or squiggle. Click on an option.
3. A highlight color, underscore, strikethrough, or squiggle will appear over the selected text.

### Use the Highlight Text Tool

1. Access the highlight tool in one of three ways:
  - Choose Tools > Highlight Text Tool (Command+3).
  - Click the Highlight Text Tool  in the editing bar.
  - Click the Highlight button in the toolbar . Click and hold the button for color and markup options.
2. Drag over some text. The current highlight choice in the toolbar's Highlight button is used to markup the text. Choose a different markup from the Highlight button, and the Highlight Text tool becomes active.

### Add a Note to a Highlight


1. Double click on a highlighted section of text. You will see the text window of a Note appear.
  2. Type into the text window. When you are done the Note icon will appear next to the highlighted text. Optionally close the text window by clicking the red button in the upper left, or pressing the Escape key.
- For more on adding Notes, see [Notes, Comments and Links](#).

### Delete a Highlight

1. Select the already highlighted text.
2. Click on the Highlight button in the toolbar and click Remove. This will remove all highlights from the selected text. Alternately, access the Remove function by choosing Format > Highlight > Remove (Command+Shift+Option+0).

### Creating Custom Highlight Colors

You can create 3 custom highlight colors in the application Preferences.

1. Go to the PDFpenPro menu > Preferences > Editing (Command+comma).
2. Click on the color box  at the bottom of the Editing Preferences window.
3. The macOS System Colors window opens; select a color.

### Redacting Text


You can block out text (black out), or erase it (white out) with the redact function.

1. Select the text you wish to redact.

2. In the menu, choose Format > Redact text.

- Choose Redact Text – Block if you want that text blacked out.
- Choose Redact Text – Erase if you want a blank space in place of the text.

You will not be able to redact text that has already been made editable using the Correct Text

button . That text can instead be deleted.

## **Redact an Area**


Redact a rectangular area of your document.

1. Choose Tools > Select Rectangle tool (Command+4). Drag a rectangle over an area of your page.
2. Choose Format > Redact Text - Block, or Erase. All of the content in the rectangle area is securely redacted.



## **Help: Images, Signatures, Objects, Imprints**

### **Adding an Image**

1. Click the Insert button  in the toolbar.
2. In the dialog that opens, navigate to the image you want to insert and click Open.
3. The image will be placed in the center of the page by default.

### **Tips on Adding an Image**

- You can drag-and-drop an image from any folder on your computer directly to the PDF page.
- You can also drag an image from Safari, iPhoto, or other applications that support image drag-and-drop, and drop it into PDFpenPro.
- You can use the Clipboard to copy and paste an image to the PDF page. Click on the page you want the image to appear in before pasting. If no page is selected, and the keyboard focus is on the Thumbnails in your Sidebar, the image will appear on a new page among your Thumbnails.

### **Adding a Signature**


Insert a scanned image of your signature into a PDF just as you would any other image. When you do, it's often necessary to make the background of the signature transparent.


See [Signing a Document](#).

### **Editing Images**

Edit images original to the PDF or added by you.

Once an image has been selected in a document, you will notice new items on the editing bar

which pertain just to image editing. Use the action button  in the editing bar to access many of the options below. If you don't notice new tools in the editing bar, you may have selected a link over the image instead of the image itself.

1. Select the Edit tool (Command+2) .
2. Click in an image to select it. If you cannot select the object, try to select it with the Precision Edit tool, though not all the following options will be available.
3. Once an image is selected, you have several options:
  - **Delete** the image by choosing Edit > Delete from the menu.
  - **Copy** the image by choosing Edit > Copy from the menu. The image can now be pasted to another page or another PDF.
  - **Move (using the Edit tool)** the image by dragging it to another location. Using the Snap to Guides option in the Arrange menu will help position the image. (See [Snap to Guides](#)).
  - **Move (using the Precision Edit tool)** the image and the image stays on the same layer in the PDF. This means, if the image was on a layer behind the text, the image will remain behind the text as you move it. Moving with the Precision Edit tool will also keep the file size from increasing, unlike with the Edit tool.
  - **Resize** the selected image by dragging the selection handles. Hold down Shift while you do to keep the image proportional. You can also choose Edit > Expand Image to Fit Page; the image will be enlarged to its maximum size that fits on the page.
  - **Crop** the selected image. See [Cropping Images](#) below.

- **Make Transparent Image.** See [Adding A Signature](#).
- **Increase the size** of the image to fit the edges of the page by choosing Edit > Expand Image to fit Page.
- **Adjust** the color (contrast, saturation, etc.) of the image as well as apply effects by choosing Edit > Adjust... (See [Adjust Image](#)).
- **Resample** to change the resolution and color depth of an image or document by choosing Edit > Resample... (See [Resample Image](#)).
- **Deskew** or make fine adjustments to the tilt and exposure of an image by choosing Edit > Deskew and Adjust... (See [Deskew Image](#)).

**Note:** In order to make an image transparent that is part of the original PDF, you must first move or resize it.

## Cropping Images

1. Select an image and choose Edit > Crop Image... or click the Crop icon in the image editing portion of the Editing bar.
2. The crop area starts at the edges of the image. Find and drag the corner or side handles of the crop area to resize and reshape.
3. Click on and drag your crop area around your image to move it into position. The crop area displays the dimensions on each side in units. Select the type of units in General [Preferences](#).
4. Click Crop, and the image will crop to the area specified.
5. Click Crop and Scale to Fit and the cropped image will have the proportional height and width of the original image.


## Adding Objects: Scribbles, Lines and Shapes

Change the color or line weight of any of the following lines or objects using the Object Properties menu in the Editing bar.

Reveal the drawing tools by clicking the Drawing Tools tab in the Editing bar.



### Scribble Tool

Found in the Markup tools  menu the Scribble tool lets you draw freeform scribbles with the mouse or a tablet. Click the Scribble tool in the Editing bar. Now click and drag the mouse on a page to make a scribble.

**Note:** When you release the mouse button, your scribble will be smoothed. If you don't want your scribble smoothed, hold down the command key when you release the mouse.



### Polygon Tool

Create polygonal shapes by clicking to place endpoints of each section of the shape you want. To complete the shape, click on the first point, or, double-click.



### Rectangle Tool

Click and drag to create a rectangle.



### Ellipse Tool

Click and drag to create an ellipse.



### Line Tool

Click and drag to create a line. To make a line into an arrow, or add some other shape to the ends of a line, select the line and then go to the Object Properties menu in the Editing bar and click Stroke Style. A menu will drop down with options for Line Start and Line Ending.



### Rounded Rectangle Tool

Click and drag to create a rounded rectangle.



### Callout Tool

Click and drag to create a callout. A callout includes a text box with a leader line with an arrow.

**Tip:** With all the above tools you can double-click a tool to lock it on and use it continuously. Click the Edit (arrow) tool to unlock your tool. To turn the automatic continuous use feature on or off, see General [Preferences](#) for details.

### **Object Properties: Fill, Stroke, Endpoints**

Locate the Object Properties menu in the Editing bar.

- **Object Color (Text, Fill, Stroke)**  
Choose a stroke color or fill color for a shape or line from one of the included palette colors, or choose Other Stroke/Fill Color... to select a custom color from the macOS provided Colors Palette.
- **Stroke Style (Endpoints)**  
Choose from a variety of stroke styles, solid or dotted. To make a line into an arrow, select the line, then click the Stroke Style menu item. The drop down list will show a variety of endpoints that you can add to the start and end of the line.
- **Stroke Weight**  
Choose a line width for a shape or line from the standard palette of weights, or choose Other to make a custom selection.

### **Saving Items in the Library for Reuse**

You can save frequently-used images and objects in the Library. See [Library](#) for details.

### **Arranging Images and Objects**

Use the options in the Arrange menu to manage images and objects that overlap. Select the item that you want to manipulate and choose:

- **Move Forward**
- **Move to Front**
- **Move Backward**
- **Move to Back**  
These four choices let change the order in which items are stacked, e.g. the frontmost item will be visible on top of the others.
- **Lock**  
Locks the selected item so that it can't be moved or edited. Not all objects remain locked after saving. Text objects remain locked after saving. Images are locked depending on the setting in General Preferences.
- **Unlock All**  
Unlocks all items that have been locked.
- **Snap to Guides**  
Easily align objects by snapping them into place with visible guidelines. Text boxes will snap to the baseline of existing text. Other objects show guides at center and edges. Turn on the snap option with Arrange > Snap to Guides. Hold down the Command key to quickly toggle snap on or off. Select settings in [Preferences](#).
- **Snap to Grid**  
Snaps items to a grid when placed on the page. The grid increments can be specified in [Preferences](#).
- **Show Grid**  
Toggles the visibility of the grid on and off.
- **Show Ruler**  
Makes visible a ruler along the top of the Page area. Used as a rough size guide, this setting is not in the Arrange menu, but in Format > Text > Show Ruler (Command+Control+R).
- **Measurement tool**  
Measure distances between objects using [Measurements](#).

### **Imprints**

An imprint is an object added on top of the existing PDF page that is able to be edited, moved, resized, etc. When 'editing' a PDF, the original text and images in the document are not really edited, parts of the page are removed and imprints are added on top that match the original, it's those imprints you edit.

The exception is when using the Precision Edit tool to move objects. In that case the original

objects are moved.

Imprints are rendered into the drawing layer of a document. Other PDF editors won't be able to edit the imprints unless they are capable of manipulating the content of a document.

For example, Preview and Acrobat Reader can manipulate annotations like Comments, Notes and form fill-ins, but not imprints or other document content.

Use the [Precision Edit tool](#) to select and edit line art, which includes certain borders and registration marks found in documents. The Edit tool can only select and edit images.

**Print Imprints Only:** When checked in the Print Dialog, this print option will not print any of the original document text, it will only print information added to the document, like Text, Comments, Notes, and Scribbles. With this feature you can position Text to fill in a pre-printed form, because only the answer fields will print.

Also see [Print Annotations List Only](#).

## Watermarks

Stamp pages in your document with a watermark, such as “DRAFT” or a company logo. Watermarks can be images or text boxes and appear behind the text of the document. Only one watermark is allowed per page. Different watermarks can be applied to alternating pages using even and odd distribution.

### Add a

Convert to Watermark

Pages: ☒ All  
☐ Selected Page  
☐ From: 1 to: 18

Apply to: All Pages in Range

Number of Pages Affected: 18

Opacity: 80%


Rotation: 45°

Cancel Apply

### watermark to a document

1. Add an image to your document. See [Adding an Image](#).
2. From the menu bar choose Edit > Watermark > Convert to Watermark.
3. In the following dialog, select your preferences, then choose Apply. Select from an array of options, including:
  - **Page range:** specify a custom page range
  - **Even / odd pages:** apply only to the even pages or only to odd-numbered pages
  - **Image opacity:** make the image semi-transparent
  - **Rotation:** rotate a text box 45° or 90° degrees

### Remove a watermark

1. Select some pages. To do so, set the Sidebar  to Thumbnail view and:
  - Shift+click to select a range of thumbnails
  - Command+click to select non-consecutive thumbnails
  - Select a single page and press Command+A to select all pages

2. Choose Edit > Watermark > Remove Watermark from Selected Pages.

### **Edit a watermark**

Watermarks cannot be edited directly. First remove the current watermark, then apply a new version.



## Help: Signing Documents

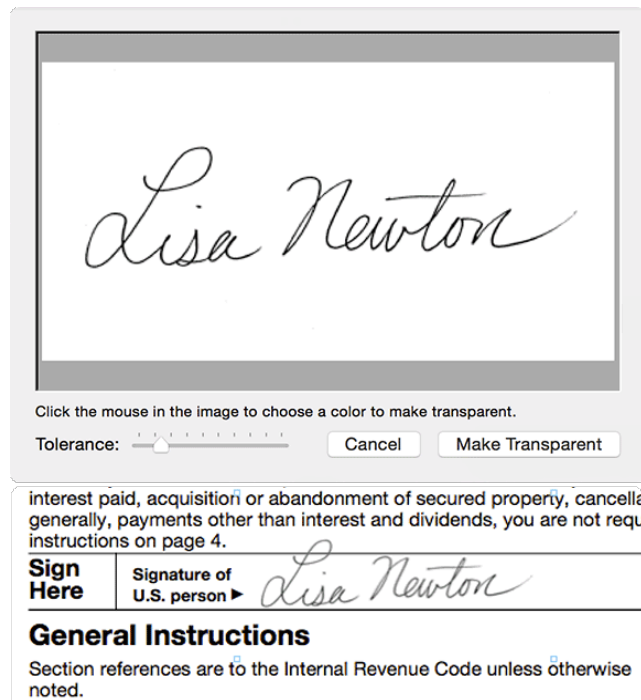
There are a few ways to sign a PDF document.

- Sign a document with an image of your signature. This is most common. There are several ways you can apply it.
- Sign a document securely with a digital signature using a digital certificate. Certain legal and governmental bodies require this. See [below](#).

### Adding a Basic Signature

Insert a scanned image of your signature into a PDF just as you would any other image. When you do, it's often necessary to make the background of the signature transparent.

1. Scan your signature, crop it to size, and save it as an image file, such as JPEG, TIFF, or PNG.
2. Drag and drop the image into the PDF from Finder. For other ways to insert an image see [Adding an Image](#).
3. With the signature selected, choose Edit > Make Transparent Image...
4. In the window that opens, use the eyedropper to click on the background color of the signature. Usually this means anywhere on the white part. The Tolerance slider can adjust how sharp the edge of the the transparency appears.
5. Click Make Transparent.
6. If your signature appears too thin, choose Edit > Undo, and repeat Step 3 with decreased tolerance.
7. Use resizing handles, with the Shift key held down to constrain proportions, to resize the signature to fit appropriately.



### Tips for Adding A Signature

- Once you've added your signature to a PDF, you can save it in the Library to reuse in the future. (See [Library](#)).
- If your scanned image is too large, you can crop it first. (See [Cropping Images](#)).

### Using an interactive signature field

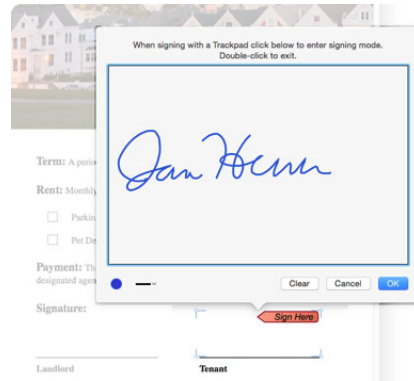
PDFpenPro supports using the signature fields which come in certain forms. An interactive signature field aids in signing a form by providing a larger space to sign, and multiple ways to sign.

1. Click in the signature field to open the field's signing area.
2. There are several ways to add a signature in this field, including drawing with the mouse, drawing on the trackpad, or dragging in a signature from the library.

## Digital Signatures

The goal of a digital signature is to provide a way for the document's recipient to verify the identity of the one who signed it, and that nothing has changed since it was signed. To accomplish this, digitally signing a document means applying a digital certificate to the document. This certificate is the way to ensure the **integrity** and **authenticity** of the document once signed.

- **Integrity**  
Proves the document has not been altered. Nothing has been added, changed, or removed since the document was signed.
- **Authenticity**  
Proves the document originated from a specific individual or organization.



## Digital Certificates

When you open a document which was digitally signed, PDFpenPro will validate the digital certificate it was signed with and inform you whether the certificate is from a trusted source.

In order for you to digitally sign a document you need to obtain a digital certificate from a certificate provider, such as those on the [Adobe Approved Trust List \(AATL\)](#). This may involve purchasing a certificate, and may involve installing software from the provider.

### What is a Digital Certificate?

A digital certificate is a piece of data, typically stored in files or on an external device, such as a secure USB dongle, which contains:

- Identity information for a person or company, for example, a name, country and location
- Public key, used to sign documents
- Digital signature, typically of a trusted third party

Along with your digital certificate you create a private key. Unlike the public key which helps make up the certificate, the private key is typically stored on your system keychain where other secure items, like passwords, are stored. Documents are signed using this private key. Your digital certificate, containing your public key, along with your identity information and the digital signature, is embedded in any documents you sign. It's safe to give your public key to others. You must keep your private key secure.

### Security

Digital certificates have a "chain of trust", which begins with a root certificate, may include intermediary certificates, and ends with the certificate of a person or company. Adobe's applications only trust signatures with root certificates from the [Adobe Approved Trust List \(AATL\)](#).

Just because a certificate is verified as trusted does not mean it always must be so. For example, if you lose your laptop or your secure USB dongle someone else could gain access to your private key, which means the integrity of the certificate has been compromised. In an event such as this it's possible to revoke the digital certificate.

Issuers of digital certificates maintain systems to check whether a digital certificate has been revoked or remains valid. One system is called the [Online Certificate Status Protocol \(OCSP\)](#), and the other is [Certificate Revocation Lists \(CRLs\)](#). PDFpenPro is capable of checking both, as necessary.

### Validation

When you open a PDF with a digital signature using PDFpenPro, the following steps occur to validate the signature:

- The signed content of the document is validated to ensure it hasn't changed
- The signature of the certificate is tested to ensure the certificate is valid
- The chain of trust of the certificate is validated
- The expiration date of the certificate is considered
- The certificate is checked against OSCP or CRLs to ensure it hasn't been revoked


## States of Validation

When you view a signed document in PDFpenPro the document will display one of three states.

- **Pass**  
You see a green badge in the upper right corner of the document. The document passed all of the above tests.
- **Conditional Pass**  
You see a yellow badge in the upper right corner of the document. The document passed all of the above tests, but the root certificate is not trusted.
- **Fail**  
You see a red badge in the upper right corner of the document. The document failed one or more of the above tests.

Hover your cursor over the validation icon badge for information about the validation. Click on it to see the certificate details.

## Signing a PDF with a Digital Signature

1. Add a signature field to the document. Either click the Signature Field button  in the Form Elements palette of the editing bar, or choose Tools > Signature Field from the menu bar.
2. Double-click on the signature field and draw your signature.
3. Click Apply Digital Signature and choose your digital certificate from the Select Signing Identity drop down menu.  
You may see several options in the drop down list, look for the issuer of your certificate. You may be prompted to allow PDFpenPro to access your keychain. You must allow this to apply the digital signature.


Please note that only digital certificates from [Adobe Approved Trust List \(AATL\)](#) issuers are trusted by the Adobe applications.

Smile's testing, as of February 2016, suggests that only **DigiCert** and **GlobalSign** offer digital certificates compatible with use on macOS. Each requires special driver software from the certificate issuer.

## Self-Signed Certificates

It's possible to create your own digital certificate, rather than obtaining one from an issuer. This is called a self-signed certificate. Self-signed certificates do not have a chain of trust and cannot be revoked. Therefore, they are not suitable for establishing the authenticity of a document. They're only suitable for verifying document integrity.

## Create a Self-Signed Certificate

1. Add a signature field to the document. Either click the Signature Field button  in the Form Elements palette of the editing bar, or choose Tools > Signature Field from the menu bar.
2. Double-click on the signature field and draw your signature.
3. Click Apply Digital Signature. In the menu which appears click Create A New Identity.
4. Enter your Name and Email address and click Create. Now you can select your new certificate from the list.

## Sign or Send PDFs with DocuSign® (PDFpenPro only)

Users of DocuSign's electronic signature (e-signature) service will be able to sign and send documents from PDFpenPro. To log in to DocuSign from PDFpenPro, a user must either already have an account with DocuSign, or can sign up for an account at [www.docusign.com](http://www.docusign.com). Once signed in, PDFpenPro will remember your credentials for a seamless workflow.

## Sign a Document with DocuSign

1. Choose File > DocuSign > Log in to DocuSign.
2. Click "Continue" to log in.
3. Enter your log in credentials.
4. A browser window will open with DocuSign's Sign workflow and include your PDF loaded and ready to sign.

## Send a Document for Signatures Using DocuSign

1. Choose File > DocuSign > Log in to DocuSign.

2. Click "Continue" to log in.
3. Enter your log in credentials.
4. A browser window will open with DocuSign's Send for Signatures workflow.
5. From PDFpenPro choose File > DocuSign and upload the document you want signed.

Documents signed or sent with DocuSign are:

- Encrypted.
- Maintains an audit trail.
- Does not require additional software installation.
- Are legally binding in the United States and most other countries.



DocuSign offers high-level [security standards](#) and e-signature regulations compliance. Learn more about e-signature legality in the [United States](#) and around the [world](#). DocuSign is authorized by the [Federal Risk and Authorization Management Program \(FedRAMP\)](#) for use in government.


What is an electronic signature? Digital signatures refer to adding your signature and verifying authenticity, while electronic signatures usually refer to collecting other signatures. An electronic signature is a legally binding signature for signing an electronic document or record and, according to the [E-Sign Act](#), is equivalent to a handwritten signature.



## **Help: Notes, Comments, Links, Bookmarks and Attachments**



### **Adding a Note**

1. Click the Markup item  in the editing bar to reveal the markup tools. Click on the Notes tool .
2. Click in the page location where you'd like to place a note. The note is inserted as a small icon with an attached collapsible text window.
3. You can leave the text window open or closed depending on how you want it to appear when you open your document. Using either the Edit Tool or the Select Text Tool you can double-click on the note icon to open or close its text window. Alternately, close the text window using the Escape key. Set the name along the bottom of the note in Preferences > Editing > Name. (See [Preferences](#))



A note can be selected by clicking on it with the Edit Tool (arrow) . Once selected, you can reposition it by dragging.

Delete a note by selecting it and choosing Edit > Delete, or press the delete key.

### **Adding a Comment**

1. Click the Markup item  in the editing bar to reveal the markup tools. Click on the Comments tool .
2. Click in the page location where you'd like to place a comment. You can also click and drag initially in order to size the comment when you place it.
3. Once your comment is placed, just type over the text that appears.
4. With either the Edit Tool or the Select Text Tool as the current tool, you can double-click a comment to edit it.

### **Adding a Callout**

1. Click the Drawing item  in the editing bar to reveal the drawing tools. Click on the Callout tool .
2. Click in the page location where you'd like to place a callout text box. You can also click and drag to size the text box.
3. Once you've placed your text box, direct the accompanying leader line with an arrow to a specific location on the page you want to single out.
4. Type in the text box to add text.

Select a callout by clicking on it with the Edit Tool (arrow) . Once selected, you can reposition it by dragging.

Delete a callout by selecting it and choosing Edit > Delete, or press the delete key.

## Tips on Adding Notes, Comments, or Callouts

- You can double-click a tool to lock it on and use it continuously. This is helpful when adding multiple notes and/or comments. Click the Edit (arrow) tool to unlock your tool (Command+2). To turn the automatic continuous use feature on or off, see [General Preferences](#) for details.
- Use the Object Properties menu to adjust the color and styling of your comment text box. (See [Object Properties](#)).

## Printing Notes and Comments

Comment boxes will print where they appear within the PDF. Notes will print below the bottom margin of each page like a footnote; the text of the page will be reduced to allow this.

1. Choose File > Print.
2. In the Print dialog box open the expanded dialog box by clicking Show Details. Check Print Comments and/or Print Notes.

**Print Imprints Only:** When checked, this print option will not print any of the original document text, it will only print information added to the document, like Text, Comments, Notes, and Scribbles. With this feature you can position Text to fill in a pre-printed form, because only the answer fields will print.

For more information on imprints, see [Imprints](#).



**Append Annotations Summary:** When checked, this print option will cause an additional annotations summary section to be printed after the end of the document itself. This annotations summary section lists all the annotations (notes, comments, highlights and others) that are present in the document, sorted by page order.

While the annotation summary is added to your printed document, it is not added to the original document, and is discarded once the Print Dialog has been closed. If you would like to view or save a copy of this summary, you can use the Print Dialog options PDF > Open PDF in Preview or PDF > Save as PDF...



**Print Annotations List Only:** Found under Append Annotations Summary in the print dialog. When checked, this print option will not print any of the original document, it will only print a list of annotations added to the document, similar to the Annotations view in the sidebar. Included items are Text, Notes, Comments, Links, Highlights, Attachments, and Sound attachments.

## Adding Links


### Adding a Link to a URL


1. Click the Markup item  in the editing bar to reveal the markup tools. Click on the Link tool .
2. Click URL, then click and drag to place the link.
3. Once a link is placed, the Set Link window appears. Enter the destination URL.

### Adding a Link to an Email



1. Click the Markup item  in the editing bar to reveal the markup tools. Click on the Link tool .
2. Click URL, then click and drag to place the link.
3. Once a link is placed, the Set Link window appears. Enter "mailto:" followed by the email address in the URL destination field:  
mailto:[email]  
Example: mailto:support@domain.com

### Adding a Link to Another Page



1. Click the Markup item  in the editing bar to reveal the markup tools. Click on the

- Link tool .
2. Click Page, then click and drag to place the link.
  3. Once a link is placed, the Set Link window appears. Enter the destination page number.

## Adding a Link to Another PDF

1. Click the Markup item  in the editing bar to reveal the markup tools. Click on the Link tool .
2. Click File, then click and drag to place the link.
3. Once a link is placed, the Set Link window appears. Browse your hard drive for a file to link to.


## Editing Links

- Select a link by clicking on it with the Edit (arrow) tool  (Command+2). Once selected, you can then drag a link around the page to reposition it.
- Delete a link by choosing Edit > Delete, or press the delete key to remove a selected link.
- Resize a link via the selection handles at its corners.
- Change a link's properties i.e. where it links to, by double-clicking on it with the Edit (arrow) tool.
- Follow a link, or test its link location, by clicking on it with the Select Text tool  (Command+I).


## Creating Links Automatically (PDFpenPro only)

1. Open a document which has one or more URLs in the text. Some examples of acceptable URLs are:
  - www.apple.com
  - support@domain.com
2. Next, choose Edit > Create Links from URLs. All URLs will be converted to hyperlinks. Edit using the **Editing Links** steps listed above.


## Bookmarks

Bookmark pages in a PDF for fast navigation. View bookmarks at the top of the Table of Contents in the Sidebar .

### Add a Bookmark

1. Select a page.
2. From the menu bar choose Edit > Bookmarks > Add Bookmark, or click on the  Add Bookmark button in the Toolbar. (See [Toolbar](#)). In PDFpenPro only, edit the name of the entry just as you would any Table of Contents entry.



### Remove a Bookmark

1. Select the entry in the sidebar.
2. Choose Edit > Bookmark > Remove Entry, or Control+click on the entry for the context menu, then choose Remove Entry. Alternatively, click on the Cog button  at the bottom of the sidebar and select Remove Entry.

## Attachments

Attach files to your document. To link to an other document see [Adding Links](#).

### Read and Extract Attachments



View a list of all the document's attachments by clicking on the Sidebar  and choosing Attachments .

View an attached file by double-clicking on it in the sidebar.

Right-click on the file to extract it and save it or to preview the contents.

## Adding File Attachments


### (PDFpenPro only)

1. In the Markup tools  palette click Attachment .
2. Click anywhere on a page in your document. A menu will appear where you can search and select the file you want to attach.


If you plan to add several attachments, consider adding a text box (Command+5) or comment (Command+8) next to them to note the name of the file.

This method will result in both the attachment and a paperclip annotation on the page which you can position next to the relevant text.



### To create an attachment without an annotation:

1. Right-click, or control-click, in the sidebar area while in Attachment view. Alternately, click on the Cog button  at the bottom of the sidebar.
2. Choose Attach Files...

### Delete File Attachment (PDFpenPro only)

1. Right-click, or control-click, on the file listing in the sidebar. View attachments in the sidebar by choosing Attachments after clicking Sidebar .
2. Choose Delete Attachment from the menu.

## Adding Audio Attachments

1. In the Markup tools  palette click Audio annotation .
2. Click on the page of your document. In the menu which appears either record a note or annotation by clicking the red record button, or select a file on your computer which you have previously recorded.

Once added, click on the audio annotation icon on the page to listed to the recording.

Note: not all PDF apps support attachments and audio annotations, and a PDF re-saved in an app without support for this feature will erase the annotations. This includes Preview in El Capitan and earlier.




## Help: Filling Out PDF Forms

There are two different kinds of forms that you can fill out using PDFpenPro, interactive forms which have built in fillable form fields, and non-interactive forms that are just scanned documents without built-in form fields.

### Interactive PDF Forms


These forms come with interactive fields, making it easy to tab through fields and enter text. Some other interactive fields which function in PDFpenPro are signature fields and calculation fields.

NOTE: Calculations in forms are performed with JavaScript. If you do not want JavaScript running in a PDF, you may turn off support for it in Preferences > General > Enable JavaScript.

1. Make sure that the Select Text tool  is chosen (Command+I).
2. Click on a form field. A blue border appears around the field.
3. Fill in the field by typing.
4. Use the Tab button to move to the next field.
5. To check a checkbox or select a radio button, just click on it.

### Non-interactive forms

Turn a non-interactive form into an interactive one with PDFpenPro to create active fields for you. See how in [Creating PDF Forms](#).

1. Select the Text tool  (Command+5).
2. Click on the areas of the form you want to fill in. A text box appears.
3. Type the information.

**Tip:** You can double-click a tool to lock it on and use it continuously. This will help you to fill out the whole form without having to switch between tools. Click the Edit (arrow) tool, or any other tool, to unlock your tool. To turn the automatic continuous use feature on or off, see [General Preferences](#) for details.

### Saving Your Form

When you're done filling out the form, choose File > Save. PDFpenPro saves with the information you added, allowing you to edit the form later without losing any work.

### Signing a Form

Add a signature, or a secure digital signature, to your completed form either by importing a signature, drawing one with the scribble tool, or using an interactive signature field which is sometimes included in interactive forms. For details see [Adding a Signature](#).



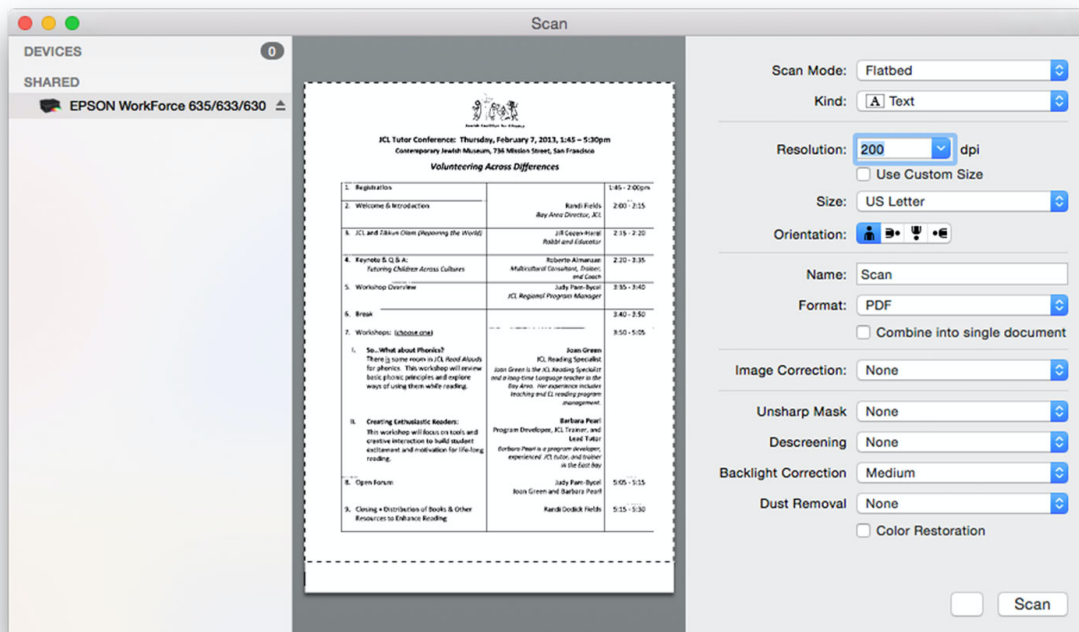
## Help: Scanning a document

Scanning in PDFpenPro requires a scanner supported by the Image Capture application. PDFpenPro 12 also supports scanning with Continuity Camera (requires macOS 10.14 and iOS 12 or higher).

The usefulness and ease of working with scanned content depends a lot on the quality of the scan, and also on the bulk of the scanned material in terms of document size. The larger the document, the more unwieldy and longer it takes to process. Keeping scans small enough to meet all your needs is key to document performance. Some setting recommendations are highlighted below.

### Scanning from PDFpenPro

Choose File > Import from Scanner. You'll see the following Scan window interface:



### Scanning from Continuity Camera

1. In PDFpenPro, open a document, or choose File > New > One Page Document.
2. Choose File > Import from iPhone or iPad > Scan Documents.
3. Use the camera on the iPhone or iPad to begin scanning.
4. After scanning, tap Save. Scans will appear in PDFpenPro.

Before scanning, check the following:

- Mac and iOS devices are in close proximity.
- Bluetooth is turned on in both devices.
- Sign into iCloud on both devices using the same Apple ID.

### Kinds of Scan

The kind of scan chosen has the biggest impact on file size and what is stored:

- **Text:**  
Black and white, 1-bit, smallest file size, good for text documents. A single letter-size page at a resolution of 300dpi (dots per inch) will be anything from 75k to 200k in size.
- **Grayscale:**  
Choose 256 gray levels or thousands. 256 gray levels should be more than adequate in most cases. Good for text documents with photos or diagrams that are not color. Generally this scanning mode is either 8 or 16 times larger than Text, so expect a single page at 300dpi to be 1MB-2MB in size.
- **Color:**  
Choose millions or billions of colors. Millions of colors will yield approx 4MB per page at 300dpi, billions considerably more.

**Note:** Moving from Text to Grayscale can sometimes allow you to drop the resolution and still yield excellent quality. Something you might scan at 300dpi as Text may come out fine at 200dpi in Grayscale, or in color. Levels of gray or colors often make up for loss in resolution. Experimentation can help to achieve trade-offs of resolution and grayscale or color against file size.

Another setting that effects the file stored is the Format setting. This lets you set the image encoding stored in your document. Generally TIFF will be the largest and will not compress well for grayscale or color. TIFF is desirable for when Text is the kind chosen. JPEG is the setting you should use for compressing photographs. Otherwise, the general setting for most purposes is PDF.

Settings listed in the Scan window below the Format menu are scanner-specific.

## Scan Preview

A preview of the page in the selected scanner is automatically created when you open the Scan window. PDFpenPro automatically sets the size and position of the page based on that preview. You may prefer to adjust it to letter or A4 size. Letter is 8.5 x 11 inches (215.9 x 279.4 mm), and A4 is 210 x 297mm (8.27 x 11.69 inches). If you do adjust the size, you'll also want to drag the outline area to fit the entire page.

## Scanning

Once you're done with your settings click "Scan" to scan your document. Once scanned, a new document will open containing the scanned page. To continue scanning, change the page in the scanner, and click "Scan" once again. This new scan will be added to your document. Press Cancel or close the Scan window when you have finished.

The "Detect Separate Items" box can be used to scan each outlined part of the preview page separately. In general use you will leave this box unchecked, but it may be helpful to separate unrelated content on a page.

## Adjust, Resample, Deskew

To compress a scanned document, see [Saving and Compressing File Size](#).

If you want to alter, enhance, or otherwise adjust a scanned image or document, look under the Edit menu to find these options:

- **Rotate & Deskew Page** Automatically detect and adjust rotated or skewed pages before or after OCR. To rotate or deskew multiple pages in a document, hold down the Shift key and click to select pages in the Sidebar (see [Sidebar](#)), or click the first page of the document and choose Edit > Select All to select all pages. With multiple pages selected, Rotate & Deskew Page will switch to Rotate & Deskew Pages. For whole documents, hold down the Option key to switch from Rotate & Deskew Page to Rotate & Deskew Document.
- **Adjust Image...** For images, not for pages or documents. It opens the Image Edit panel which enables you to adjust the color (exposure, contrast, saturation, etc.) of the image as well as apply effects. Go to Edit > Adjust Image...
- **Resample Image...** Reduce a file's size by changing the resolution and reducing the depth of color. Select a specific dpi or switch the color to grayscale or simpler. Go to Edit > Resample...
- **Deskew and Adjust Image...** Make fine adjustments to the "skew," or tilt, of the image, page, or document selected, as well as adjust contrast and exposure by choosing Edit > Deskew and Adjust Image...



## **Help: OCR (Optical Character Recognition)**

OCR (Optical Character Recognition) is the process of converting a bitmap image of text (like a scanned document) into text that can be selected, copied and searched by PDFpenPro and other text editing software. Once the text has been recognized by OCR, it is placed on an invisible layer above the image of text that you can see. When you copy text, the text is copied from this invisible OCR layer. OCR technology will not produce a perfect rendering of the bitmapped text. You will need to proofread and edit the text that results from OCR.

### **Using OCR in PDFpenPro**

1. Open a scanned PDF in PDFpenPro.
2. An alert box opens with the message:

"This document appears to be scanned. Would you like to perform optical character recognition (OCR) on it? OCR will allow you to select the text."

You have three options:

- **Cancel:**  
No OCR will be performed.
- **OCR Page:**  
OCR will be performed on the current page.
- **OCR Document:**  
If your document has multiple pages, OCR will be performed on all of the pages.

Pick which languages are recognized by OCR in [Preferences > OCR](#).

While PDFpenPro is performing the OCR, a progress bar will appear. The operation can take a few seconds or much longer, depending on the size and contents of the scanned document.

To perform OCR manually, choose Edit > OCR Page. PDFpenPro commences to perform the OCR operation and the progress bar appears.

### **Batch OCR (PDFpenPro Only)**

OCR multiple documents at a time.

1. From the menu bar choose File > OCR Files.
2. In the OCR Files window select some documents to OCR. Either drag and drop files into the window, or choose Add PDFs.
3. Once the list of documents is ready, click Perform OCR.

### **Progress**

As each file completes, its progress indicator turns green, indicating success. Yellow or red means OCR failed. If a yellow or red circle appears next to the file name, either try again or send the document to [support](#) for assistance.

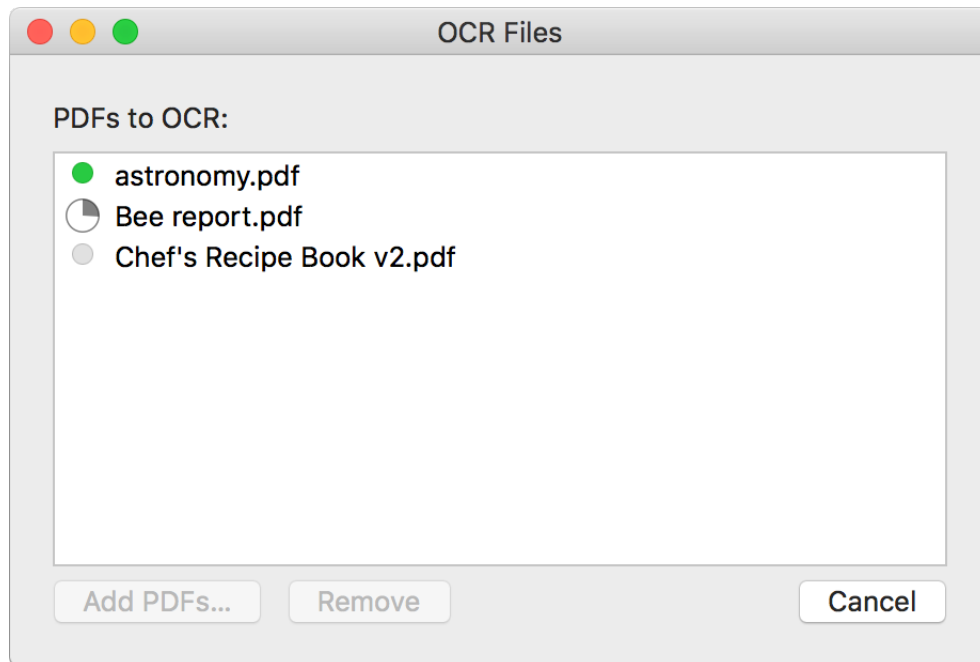
The documents will OCR in the background as you continue working in PDFpenPro. Add more documents to the list anytime. Each document saves back to its original file.

OCR continues even if you close the window. Reopen the window from File > OCR Files.

A chime sounds once the full list has completed. A list of completed files remains in the window. Remove completed entries with Remove.

### **Selecting, copying and correcting OCR Text**

Once OCR is finished, the document's text can be edited like any other text. To make visible text



changes use Correct Text, details in [Working with Text](#).

### Searching OCR Text

The text generated by the OCR operation can be searched like any other text. See [Searching Within A PDF](#).

### Tips to Improve the OCR Results of Your Document:

- The quality of the original document affects the quality of the OCR performance. Crisp, clean originals with clear text will produce much better results than crumpled, faded photocopies.
- Place your original document on the scanner as straight as possible. If you have a scanned page that is not straight, you can "deskew", or straighten, the image in PDFpenPro by choosing Edit > [Deskew and Adjust Image...](#)
- Increase the contrast of your scanned document so that the background is as white as possible. You can adjust the contrast of the image by choosing Edit > [Deskew and Adjust Image...](#)

### Forcing OCR

PDFpenPro looks at the document and if it sees one image the size of a page, it assumes that the document is a scan and automatically offers to perform OCR. In some cases, PDFpenPro may not recognize a scanned document. Under the Edit menu, OCR Page will be grayed out and unavailable to select.

1. Hold down the Command and Option keys together.
2. Choose Edit > OCR Page from the menu.

### Viewing the OCR Text Layer

Once text has been recognized by the OCR process, it is placed on an invisible layer above the image of text that you can see. When you copy text, the text is copied from this invisible OCR text layer.

Text from the OCR text layer is a close, but not perfect, rendering of the bitmapped text. You will need to proofread and edit the text that results from OCR. When you copy and paste the OCR text, you may notice some inaccuracies which you can correct at that time.

View the OCR text layer:

1. From the View menu choose OCR layer. A layer of text will appear over your document, showing the normally invisible OCR text.

### Remove the OCR Layer

To completely remove the OCR layer from a document:

1. Open the Edit menu and choose Clear OCR Layer... (Command+Option+O).

At this point, you may redo OCR, or use the document as is. If you want to remove the OCR from a document to redo it, you may [Force OCR](#).

### **Editing the OCR Text Layer (PDFpenPro Only)**

Make corrections to the OCR text layer.

1. From the View menu choose to view OCR info. A layer of text will appear over your document, showing the normally invisible OCR text.
2. Select some text and a popup window will appear with options for editing the text one word or line at a time.

Changes to the OCR text layer are not the same as changes made using the [Correct Text tool](#) since changes to the OCR text layer are not made to the visible text of the document.

Also, like using the Correct Text tool, this is aimed at correcting typos and small errors, not reformatting an entire document. For layout changes and major edits, [export the document to Word format](#), and make changes in a word processor.

### **Dictionaries and OCR**

Medical and legal dictionaries are included in PDFpenPro's OCR engine to improve the quality of OCR output for scanned documents by recognizing words specific to the medical and legal professions. This feature is built-in, so there is no need to turn on or adjust any setting. If you choose to edit OCR text, misspelled words for selected text may be displayed with a red squiggly underline.



# PDFpenPro®




## **Help: Adding Pages**

### **Adding a Blank Page**

1. Choose Edit > Insert Blank Page (Command+Option+B).
2. A blank page will be inserted after the current page.

### **Adding a Page from Another PDF**

1. Open both PDFs, the first PDF has the page you want to transfer, the second is the destination PDF.
2. Show Thumbnail view in the Sidebar by clicking on the Sidebar button  in the toolbar and selecting Thumbnails from the menu (View > Thumbnails).
3. Drag the thumbnail of the page you want to transfer and drop it on the second PDF.
4.
  - Drop the new page anywhere on the page currently on view and it will be inserted before that current page.
  - Drop your new page in a specific location in the PDF by using the Thumbnail view in the Sidebar. (See [Sidebar](#)). Hover between two thumbnails until you see a line appear, then drop the page in.

### **Adding Multiple Pages**

You can select multiple pages to add:

- Select a range of thumbnails by selecting one thumbnail and then Shift-clicking on the thumbnail at the end of the range of pages you want to add.
- Select multiple thumbnails that are not in a sequential range by Command-click on the thumbnails you want to add.
- Select all the thumbnails in a PDF by selecting one thumbnail and choosing Edit > Select All from the menu (Command+A).

Once selected, drag the pages from the Sidebar of one PDF to another, making sure that you drop them between, before, or after the pages where you want them inserted.




# PDFpenPro®



## **Help: Deleting Pages**

### **Deleting a Page**

1. Show Thumbnail view in the Sidebar by clicking on the Sidebar button  in the toolbar and selecting Thumbnails from the menu (View > Thumbnails).
2. Find the thumbnail of the page you want to delete and select it.
3. Click the Delete button on your keyboard or choose Edit > Delete from the menu.

### **Deleting Multiple Pages**

- To select a range of thumbnails, select one thumbnail, then Shift-click on the thumbnail at the end of the range of pages you want to delete.
- To select multiple thumbnails that are not in a sequential range, Command-click on the thumbnails you want to delete.

**Note:** Removing a page with a Table of Contents entry automatically removes the associated entry from the Table of Contents.




# PDFpenPro®



## **Help: Reordering Pages**

### **Reorder a Page**

1. Show Thumbnail view in the Sidebar by clicking on the Sidebar button  in the toolbar and selecting Thumbnails from the menu (View > Thumbnails).
2. Find the thumbnail of the page you want to move.
3. Drag and drop the page in a new location among the thumbnails in the Sidebar. At the location you want to drop the page, hover between two thumbnails until you see a blue line indicating the drop destination, then drop the page in.

### **Reorder Multiple Pages**

You can select multiple pages to move.

- To select a range of thumbnails, select one thumbnail, then Shift-click on the thumbnail at the end of the range of pages you want to move.
- To select multiple thumbnails that are not in a sequential range, Command-click on the thumbnails you want to move.
- To select all the thumbnails in a PDF, select one thumbnail and choosing Edit > Select All from the menu (Command+A).




# PDFpenPro®



## **Help: Extracting Pages**

### **Extract a Page**

1. Show Thumbnail view in the Sidebar by clicking on the [Sidebar](#) button  in the toolbar and selecting Thumbnails from the menu (View > Thumbnails).
2. Find the thumbnail of the page you want to extract and click on the thumbnail to select.
3. Choose File > New > "From Selection"

A new document with your selected page will create.


### **Extract Multiple Pages**

Select multiple pages to extract and create a new document, or add to another open document.

- To select a range of thumbnails, select one thumbnail, then Shift-click on the thumbnail at the end of the range of pages you want to move.
- To select multiple thumbnails that are not in a sequential range, Command-click on the thumbnails you want to move.
- To select all the thumbnails in a PDF, select one thumbnail and choose Edit > "Select All" from the menu (Command+A).

Once multiple pages are selected, either choose File > New > "From Selection" to create a new document with the selected pages, or drag the selected pages from the Sidebar of the original document into the Sidebar of another document.


### **Tips on Extracting Pages**

- Selected pages in the original document will not automatically delete when extracted. If you no longer want the pages in the original document, select the pages in the Sidebar and tap delete on the keyboard to delete them from the document.
- To expand the Sidebar view, hover over the divider between the Sidebar and main view until you see a double arrow. Drag the divider to the right to see all the pages.
- To split a PDF document into individual PDFs, locate the AppleScript icon  and choose [Script](#) > "Split PDF."



## **Help: Combine PDFs**

### **Combining Two PDFs**


1. Open the two PDF files that you want to combine.
2. Set the Sidebar to show Thumbnails in both PDFs. Show Thumbnail view in the Sidebar by clicking on the Sidebar button  in the toolbar and selecting Thumbnails from the menu (View > Thumbnails).
3. Select all the thumbnails in one of the PDFs by selecting one thumbnail and choosing Edit > Select All (Command+A) from the menu.
4. Drag the thumbnails from the Sidebar of one PDF to the other. The pages will appear wherever you drop them. If you want them added to the beginning of the PDF, drop them in front of the pages already there. Likewise for the middle or end.

### **Tips on Combining PDFs**

- If you only want to combine selected pages from two PDFs, see "[Adding Pages](#)" to learn how to select multiple pages at a time.
- You can import one PDF into another by choosing File > Insert. The pages of the file you choose are inserted after the current page.
- You can also import one or more PDFs into another by dragging PDF files from the Finder, Preview, and Microsoft® Word into the thumbnail view. The pages of the file you choose are inserted at the insertion point.
- If both documents have Tables of Contents, the entries will merge in the destination document.

### **Combining Two or More PDFs Using AppleScript**

PDFpenPro has a number of useful AppleScripts you can use to combine PDFs. Locate the

AppleScript menu  icon on the far right of the menu bar, after the Help.

#### **Combine PDFs**

1. Choose "Combine PDFs" from the AppleScript menu.
2. A window opens asking you to choose PDF files to combine. Find the files that you want to combine and select them.
3. Click Choose.
4. PDFpenPro creates a new Untitled PDF with the pages from the files you selected, in the order that they appear. Save the new PDF.

Note: The files must all be in the same folder to be combined using the Combine PDFs AppleScript.

#### **Merge Every Other**


Merge two PDFs, interleaving the pages. This assumes you have two scanned documents, one being a scan of odd numbered pages, the other a scan of even numbered pages. The resulting document interleaves pages from each.

1. Start by opening the document with the odd numbered pages. Choose AppleScript menu > Merge Every Other.
2. In the Choose a File window, select the PDF with even numbered pages. The result, one PDF with page numbers intermixed into correct numerical order.




## **Help: Cropping Pages and Documents**

### **Selecting Part of a Page**

1. Choose the Select Rectangle Tool  from the Editing bar (Command+4).
2. Click and drag over a portion of the document. This area can contain text or images.
  - Drag at the side or corner of the selection box to resize it.
  - The dimensions of the box are given along each side. Select which units are used in Preferences > Editing > Measurement units. ([Preferences](#)).
  - Move the mouse inside the box and the cursor turns into a Hand move tool. Use this to reposition the selection box on the page.


Once this area is selected, it can be copied and pasted to another page or to another PDF document. It can also be used to crop the page or to create a new PDF document.

### **Cropping A Page**

1. Choose the Select Rectangle Tool  from the Editing bar.
2. Click and drag the mouse to select a rectangular area of your PDF.
3. Choose Edit > Crop Page To Selection.

Crop every page in a document by holding down the Option key when in the Edit menu. The option to Crop Page to Selection turns into Crop Document to Selection.

### **Creating a New PDF from a Selection**

1. Choose the Select Rectangle Tool  from the Editing bar (Command+4).
2. Click and drag the mouse to select a rectangular area of your PDF.
3. Choose File > New > From Selection (Command+Shift+N).

### **Exiting a Crop Selection**

Once you have a selection, but want to leave the selection without taking any action, choose one of the other selection tools, like the Edit tool (Command+2).



## Help: Numbering Pages

### Headers, Footers, and Page Numbers

Add header and footer text and page numbers to your document. Select from a variety of positioning and formatting options. A preview displays the location of each on the page based on the currently selected options. You cannot have header/footer text and page numbers in the same position. Apply headers, footers, and page numbers all at once, or separately to allow for different formatting options for each, such as fonts and page ranges.

### Adding Page Numbers

I. From

the menu bar choose Edit > Headers, Footers, Page Numbers > Insert. The Header, Footer, Page Number dialog opens.

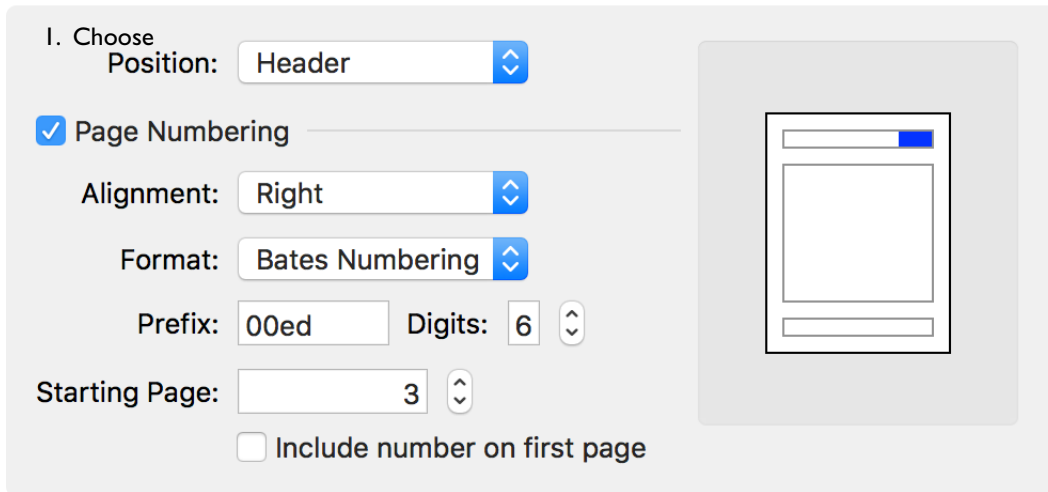
2. From the Position menu, choose whether to put the page numbers at the top of the page in the header, or at the bottom of the page in the footer.
3. Check the Page Numbering box to add page numbers. Otherwise, only a header or footer can be applied.
4. Select from the following options:
  - **Alignment:** specifies the alignment of the inserted page numbers. Choose Left, Center, Right, Inside or Outside.
  - **Format:** specifies the format of the inserted page numbers. Choose Numeral, Alphabetical, Roman or Bates. (See below for more information regarding Bates Numbering.)
  - **Starting Page:** specifies the starting page number that will be inserted on the PDF document.
  - **Include numbers on first page:** specifies whether to insert the page number on the document's first page.
  - **Font:** select a font from the **Font** menu.
  - **Number Layout:** display numbers in a "Page # of ##" layout. See [Advanced Options](#).
  - **Custom Range:** apply numbers to a custom page range. See [Advanced Options](#).
5. Click Insert.

PDFpenPro will automatically insert a page number in sequence on every page of the PDF document, using the specified options.

### Bates Numbering

For easier identification and faster searching in large sets of files, you can specify Bates numbering as

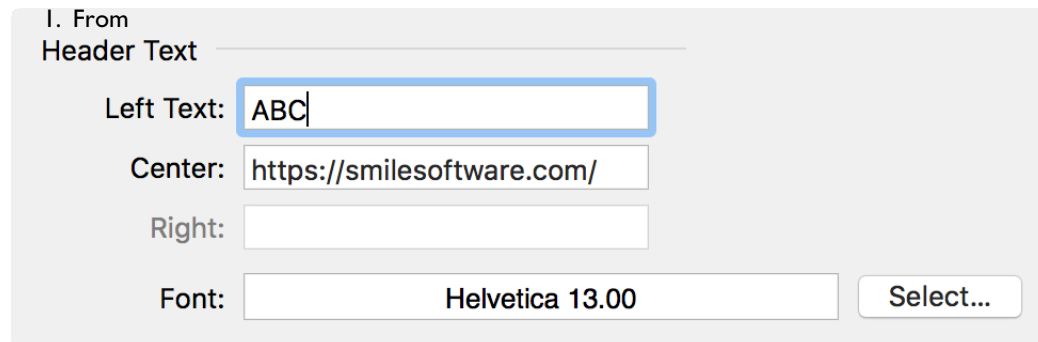
one of the available **Format** options.



1. Edit > Headers, Footers, Page Numbers > Insert. The Header, Footer, Page Number dialog opens.
2. Choose Bates Numbering in the **Format** option. The dialog will expand to display the following additional options:
  - **Prefix:** specifies the optional Bates numbering prefix.
  - **Digits:** specifies the number of digits to use in the Bates numbering sequence. Valid values range from 3 to 8.
3. Choose other options, as described in the above section.
4. Click Insert.

PDFpenPro will automatically insert a page number in Bates numbering sequence on every page of the PDF document, using the specified options.

## Adding Headers and Footers



1. the menu bar choose Edit > Headers, Footers, Page Numbers > Insert. The Header, Footer, Page Number dialog opens.
2. From the Position menu, choose whether add a header or a footer.
3. Uncheck the Page Numbering box if you do not wish to add page numbers also.
4. Select from the available header/footer options:
  - **Text alignment:** type your header/footer text into the **Text** area of the dialog. Type into the Left, Center, or Right fields or any combination of the three to align your header/footer to the area of the page. If one field is greyed out a page number is in that spot.
  - **Font:** select a font for the header/footer. This will also apply to any page numbers.
  - **Custom Range:** apply the header/footer to a custom page range. See [Advanced Options](#).

## Advanced Options

At the bottom of the dialog click the arrow next to Advanced Options to reveal more options:

▼ **Advanced Options**

Template:  ▼ # ##

Insert from page:  ^ v

To page:  ^ v

Cancel Insert

- **Template:** allows flexible page numbering layouts, including “Page # of ##” where macros &[Page] and &[Pages] stand in for the “current page” and “total number of pages,” respectively. Listed templates are displayed as follows:
  - “#” = &[Page]
  - “Page #” = Page &[Page]
  - “Page # of ##” = Page &[Page] of &[Pages]

To customize the layout of the page numbers, type some text in the Template field, then use the # or ## buttons to add the macros for “current page” and “total pages.”

- **Insert from page:** and **To page:** specify start and finish pages for headers, footers, or page numbers, allowing for an optional custom page range.
- **Margin Positioning:** specify units (e.g. points) from the margins for Left, Right, or Vertical.

PDFpenPro will automatically insert a page number in sequence in the specified custom page range of the PDF document, using the specified options and template format.

## Editing a Header, Footer or Page Number

Headers, footers, and page numbers cannot be edited in place. Instead, reapply it.

## Removing a Header, Footer or Page Number

1. From the menu bar choose Edit > Headers, Footers, Page Numbers.
2. From the sub-menu:
  - Select Remove Page Header to remove a header or a page number at the top of the page.
  - Select Remove Page Footer to remove a footer or a page number at the bottom of the page.

## Adding Line Numbers

Insert line numbers in a document, similar to those in a legal document.

1. Choose Edit > Insert Line Numbers to apply line numbers to the current page. Line numbers will appear on the left side of the page on every line with text.

For multiple pages, shift-click and select multiple thumbnails in the sidebar before using the Insert Line Numbers command. Command+A will select all the thumbnails.

Set the font in editing Preferences > Page numbers font:.



## Help: Reducing Document File Size

If your document contains many high-resolution images or annotations, you can reduce its file size to send, share, store, or archive more easily. PDFpenPro includes several ways to reduce a document's file size. Depending on your document, you may use all or only a few of these options for reducing the size of your PDF files.

### Create Optimized PDF

The resolution of images and graphics increases a file's size. Create Optimized PDF in PDFpenPro allows for customized downsampling of images, decreasing the number of pixels to reduce the overall file size. If your document benefits from optimization, PDFpenPro will create a new optimized version of your PDF.

1. Choose File > Create Optimized PDF.
2. Set options in the Optimize Image window for: color, grayscale, and monochrome compression.
3. Specify settings for:

- **Resample** Reduces file size by decreasing image resolution. This process decreases the number of pixels in images by converging original pixels into larger pixels.
  - **Format** Provides three options: Leave as is, Lossless (ZIP), Lossy (JPEG). Lossless (ZIP) is a better selection for documents with sizeable areas of flat color and is known for its ability to retain original detail. However, lossless may not save as much disk space compared to other compression methods. Lossy (JPEG) is better for compressing color images and photographs that include color transitions and gradients. Compared to lossless, lossy compression can produce much smaller files.
  - **Quality** Select from a range of levels (Lowest, Low, Medium, High, Highest). The best method depends on the type of images in your specific document.
4. Select any additional options:
    - **Remove third-party metadata** Check this option removes background metadata from objects and images for privacy purposes while providing the additional benefit of reducing file size. Standard metadata such as title, author, subject, keywords, time of creation—found in Document Information—will not be removed in this particular process. Removed metadata includes thumbnail images, image data, object data, objects that are images, such as XML, and more.
    - **Optimize image only if it saves space** Check this option if you want

**Optimize Images**

**Color:**

☒ Resample to  dpi if above  dpi

Format:  Quality:

**Grayscale:**

☒ Resample to  dpi if above  dpi

Format:  Quality:

**Monochrome:**

☒ Resample to  dpi if above  dpi

**Additional options**

☐ Remove third-party metadata

☒ Optimize images only if it saves space

PDFpenPro to skip any images that may increase the file's size during the compression process.

5. Choose "Create" to create a new PDF with smaller file size.

While compression is in process, PDFpenPro will display a progress bar. This operation can take a few seconds or much longer, depending on the size and contents of the particular document. If successful, PDFpenPro will create a new untitled optimized version of your file along with dialog will with the resulting file size and amount of space saved. If the currently selected optimization settings will not save space, an "Optimization did not produce a small file" dialog will appear, and PDFpenPro will not create a new optimized PDF.

## Resample Image

Users have an option to manually reduce the file size of scanned documents through the Resample Image option. See [Scanning a Document](#). Resampling images typically reduces the size of an image by changing the resolution and reducing color depth.

Generally, Edit > Resample Image allows you to resample a document down to 1-bit text, grayscale, or JPEG compression, and to select the dpi you want. Either can be used to effectively and considerably compress documents. Either compress a specific image, a page, or select the option to "Resample Entire Document" to reduce image sizes document-wide.

**Tip:** There is a small trick to get resampling to work. Besides choosing a lower dpi, next to the "Color JPEG compression" dropdown menu, there should be a percentage indicator—normally choosing 50% lowers file size considerably while retaining good quality.

## Quartz Filter

Under File > Save As, it is possible to specify a quartz filter for document compression. See [Saving and Compressing File Size](#). These can be customized in the ColorSync Utility application in the macOS Utilities folder. It is possible to experiment with creating different Quartz filters to see if they offer better results.

**Tip:** There are some cases where using the Quartz can increase file size, typically with larger documents. In these cases, please contact [support](#) for further investigation.

## Advanced PDF Compression

PDFpenPro includes several built-in compression methods throughout the application, including resource compaction, such as colorspace and fonts, to help you obtain smaller file sizes automatically. Some of the improved areas include:

- Scanning
- Resample Image
- Deskew & Adjust Image
- Save/Save As workflow

Here are a few details on how they work in the background.

- **MRC compression**

Mixed Raster Content compression (MRC) works best on mixed text and image PDFs and can reduce files down to 2% of the original size. It works by separating images into multiple layers and compressing each layer. The result is a lossless compressed document, maintaining the same or higher quality of images and text as the original.

- **CCITT fax compression**

International Coordinating Committee for Telephony and Telegraphy (CCITT) Group 4 compression is a lossless compression best for black and white or scanned 1-bit images.

- **Post OCR compression**

All OCR'd files come out smaller thanks to post OCR compression, which includes both MRC and CCITT methods. Best when you need to scan a document in high resolution for OCR accuracy, but would like to recover disk space after the OCR process is complete.



## **Help: Printing**

### **Page Setup**



The first step of printing should be to visit File > Page Setup (Command+Shift+P) in case you need any special settings, or to double check the settings that you have now. If you are printing to a non-standard sized paper, or need to specify a special paper size, you can in File > Page Setup > Paper size. You should also select the printer you are using in this window.

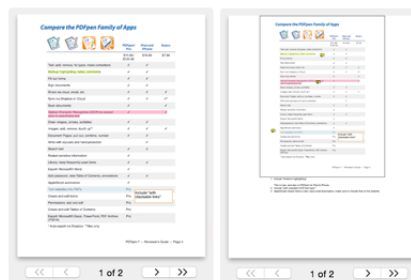
While PDFpenPro can handle documents with variable page sizes within the document, such pages should be printed separately with the appropriate Page Setup for each.

### **Print Dialog**

Once you are ready to print, go to File > Print (Command+P). This will bring up the Print Dialog. There are extra settings in the expanded Print Dialog. View them by clicking Show Details in the lower left corner of the dialog box. The last popup menu should be set to PDFpenPro for these options to show.

### **Print Dialog settings:**

- **Automatically reduce large pages to fit paper size**  
Checked automatically.
- **Automatically adjust printing orientation for best fit**  
Checked automatically.
- **Append annotations summary** (See [Print Notes and Comments](#))  
A final page, or set of pages, will be added to your document with a list of annotations made to the document.
- **Print annotation summary only** (See [Print Notes and Comments](#))  
Print out a list of annotations, such as notes, comments, and highlighted text, without any of the original document.
- **Print comments**  (See [Print Notes and Comments](#))  
Comment text boxes added to your document will be visible.
- **Print notes**  (See [Print Notes and Comments](#))  
Any notes will be listed at the bottom of each page, like footnotes. The page will reduce in size to make room at the bottom, as indicated in the images to the right.
- **Print imprints only** (See [Print Notes and Comments](#))  
The original text of the document will not print.  
Only the imprints you have added will print. This works well when you only want to print out answer fields onto a pre-printed form. An imprint is anything you add to the document, text boxes, comments, notes, shapes, and free form scribbles.
- **PDF**  
Look in the lower left corner of the Print Dialog, click on the PDF button. From there you can select Save as PDF... This will print your PDF to PDF instead of to paper, but with similar properties. Just like a paper print, all your annotations (comments, images, signatures, etc.) will be flattened on the document and uneditable.



### **Print Non-Continuous pages**

To print only select pages, open the sidebar to Thumbnail view and Command-click on the pages

you want to print. Choose File > Print.

### **Tiled Printing**

PDFpenPro will not scale pages up so that one page will print tiled over several sheets.

### **Get Rid of PDFpenPro Watermark**

If you are not a registered user, a watermark will be stamped on your saved document and prints.

Once you purchase and register you can get rid of that watermark.

1. Open a file that was saved with a watermark.
2. Resave that file. The watermark will disappear.

If you resave and that watermark does not go away, that likely means you did not save the PDF (File > Save, File > Save As...), but printed it as a PDF (File > Print > PDF > Save as PDF...). This acts the same as printing it to paper, and the watermark, along with any annotations, is permanent. Locate the version of your PDF from before you printed, and it will not have a watermark.



# PDFpenPro®



## **Help: iCloud**

Open, save, and manage documents in iCloud and iCloud Drive. Items in your Library sync using iCloud.

### **Manage your PDF documents using iCloud Drive**

From within PDFpenPro access documents in iCloud Drive via the File > Open and File > Save dialogs. You will see all the iCloud Drive folders just as you do in Finder.

### **Manage your PDF documents**

#### **Opening Documents**

To open a document, choose File > Open. On the left of the Open File dialog is a list of sources, including iCloud Drive and the PDFpenPro iCloud folder. Select a document and press Open.

#### **Moving Documents to and from iCloud**

To move documents to/from local storage to iCloud, open a document in PDFpenPro, click the small arrow on the right of the document title, and pick a new location in the Where pop up menu.

### **Integration with PDFpen for iPad & iPhone**

If you have [PDFpen for iPad & iPhone](#), you can set it to use iCloud to store and manage your documents via the Settings item under the Tools icon. You can use PDFpenPro to manage the PDFpen documents on iCloud from your Mac.

### **System Requirements**

macOS 10.12 (Sierra) and later, and an Apple ID with an iCloud account.




# PDFpenPro®



## **Help: AppleScript**

PDFpenPro includes extensive AppleScript support so that it's possible to automate the PDF manipulation process.

Example scripts are included with the application. Click on the AppleScript icon  in the menu bar to see the included scripts.

The first time you click the AppleScript icon, select Populate Scripts Menu to grant permission to copy the example scripts into the Application Scripts folder. Click on the AppleScript icon again to see and try the scripts.

PDFpenPro scripts are stored in: [HOME]/Library/Application Scripts/com.smileonmymac.PDFpenPro .

### **Combine PDFs**

See [Combine PDFs](#) for more.

### **Cover Fax Header**

Cover up the unwanted header of a fax. Choose the amount of space below the top of the page that needs to be covered in increments of 72nds of an inch. Note that the header is not erased, merely covered with an opaque white rectangle.

### **Export Form Data...**

Export to view the data generated from a filled out form. Data is exported in .csv format, which can be changed by editing the AppleScript.

### **Imprint all Pages as First**

Copy an imprint made on the first page of a document to all pages. Imprints are objects made with any markup to drawing tool. See [Imprints](#) for more.

### **Imprint all Pages with Image**

Place an image on all pages of a document. Click this option and a window opens to let you locate and select the image on your computer. To add a watermark see [Watermarks](#).

### **Imprint all Pages with Text**

Place a selection of text in the center of each page of a document, E.g. Draft. To add a watermark see [Watermarks](#).

### **Merge Every Other**

Combine odd and even page numbered PDFs. See [Combine PDFs](#) for more.

### **Number Pages using Bates Numbering**

Add page numbers using bates numbering. See [Numbering Pages](#) for more.

### **Number Pages**

Add page numbers to your document. See [Numbering Pages](#) for more.

### **Remove All Imprints**

Remove all imprint additions that you have made to a PDF. See [Imprints](#) for more.

### **Reverse Pages**

Reverse the order of pages, so the last page is viewed first, and the first page is viewed last.

### **Split PDF**

Divide a PDF, making each page a separate document.

### **Open Scripts Folder**

To add new script, quickly access the folder where scripts are stored.

You may view the application AppleScript dictionary by dragging the PDFpenPro application onto the Script Editor icon.

You may view the source of any script by holding the Option key and choosing the script from the AppleScript menu.

If you create a script you'd like to share with other PDFpenPro customers, please let us know. You're welcome to send such scripts to [support](#).

## **Automator Workflows (macOS 10.8 and later)**

You can also place Automator workflows in the scripts folder. When selected, the frontmost PDF is the input for the Automator workflow. If you'd like the output to open in PDFpenPro, add a final Open Finder Items action set to Open with: Default Application, if PDFpenPro is your default PDF application, or set to Open with: PDFpenPro explicitly otherwise.

If you create a workflow you'd like to share with other PDFpenPro customers, let us know. Please send such workflows to [support](#).





## **Help: Creating and Editing a Table of Contents (PDFpenPro only)**

You can view a Table of Contents in PDFpenPro, (See [Sidebar](#) for details). To create and edit a Table of Contents, PDFpenPro is required.

[More info on the difference between PDFpen and PDFpenPro](#)

[How to upgrade to PDFpenPro from PDFpen.](#)

### **Creating a Table of Contents**

1. Open the Table of Contents in the Sidebar by clicking the Sidebar button  and choosing Table Of Contents from the menu. Or choose View > Table of Contents.
2. Go to the page that you want to add to the Table of Contents.
3. From that page, you can select a specific portion of text to be the title of that page in the Table of Contents. Select that text now.
4. Click on the Cog button  at the bottom of the Sidebar and choose **Add Entry**. Locate shortcuts for this in Edit > Table of Contents.
5. "Page X" will appear in the Table of Contents. You can click on the item to edit it. If you selected text, that text will now appear as one of the headings in the Table of Contents.

### **Combining Tables of Contents**

Combining documents with Tables of Contents will merge the entries, using the document names as the top entries. Combine documents by dragging a file into the thumbnails sidebar of an open document, dragging thumbnails from one document to another, or using the Combine PDFs script, accessible in the menu bar's Scripts menu.

### **Fast Edit Access**

Right-click, or Control-click, in the sidebar to access the context menu which contains all the same options as the Cog menu. Editing options are also available from the Touch Bar on supported Macs.

In addition to Add Entry, the Cog menu also provides the following means of adding new entries.

- **Add Child**  
Add a child to the currently selected Table of Contents entry. Combines Add Entry and Demote Entry into a single action.
- **Add Aunt**  
Add an aunt, i.e. a sibling of the currently selected Table of Contents entry's parent. Combines Add Entry and Promote Entry into a single action.


### **Editing Table of Contents Entries**

Once you have added items to the Table of Contents, there are a number of ways you can edit the entries: locate keyboard shortcuts for editing in Edit > Table of Contents, or Right-click / Control-click on an entry to access editing options.

Shift-Click to select a range of page entries to perform batch edits on entries, such as demoting and promoting.

Here are a few of the edit actions you can take on an entry:


- **Edit the Text of the Entry**  
Double-click on the entry to change the text.
- **Demote an Entry**

Select an entry and click on Demote in the Cog menu . The entry will become a subheading of the closest higher-level entry above in the list.

- **Promote an Entry**

Select an entry and click on Promote in the Cog menu . The entry will move up a level from the section it is in.

- **Delete an Entry**

Select an entry and click on Remove Entry in the Cog menu .

## **Copy Entries**

Copy the text of an entry, or copy the entire Table of Contents as a bulleted list.

1. Click on an entry in the Sidebar. Press Command+A to select all the entries.
2. In the Edit menu choose Copy As Text. You can then paste the entries where you wish.



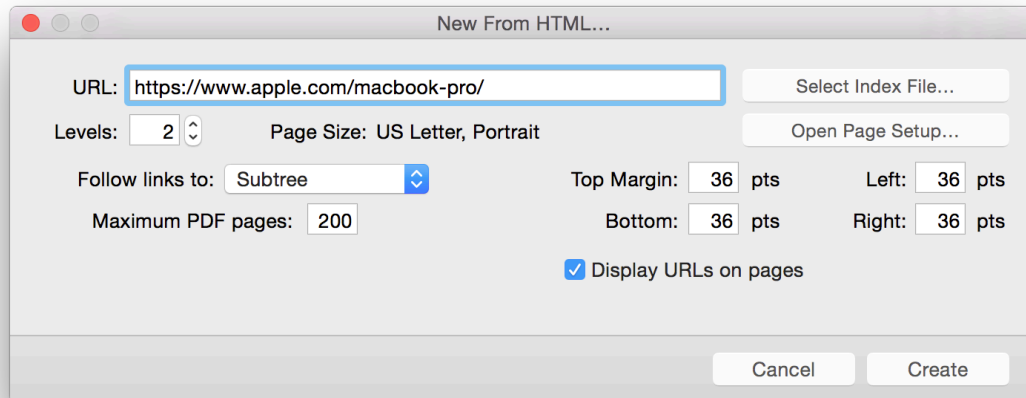
## Help: Converting HTML to PDF with PDFpenPro

[More info on the difference between PDFpen and PDFpenPro](#)

[How to upgrade to PDFpenPro from PDFpen.](#)

To convert an HTML file to a PDF document:

1. Choose File > New from HTML...
2. Locate the HTML file on your hard drive or enter the complete http:// web address of an HTML file in the search field.
3. Choose Create to finish.
4. A PDF document will be created containing your web pages.



There are several settings in the New from HTML... window.

- **URL:**  
Paste in the complete target http:// web address or HTML file location on your hard drive.
- **Select Index File...**  
Convert HTML files on your computer to PDF.
  1. Locate the folder containing the HTML and image source files you would like to transfer to PDF. Then click Select Folder.
  2. Next, select the specific HTML file which is the index of the HTML files to be converted. Click Select Index File.
- **Levels:**  
Choose how many pages deep to go into the website.
  - 1 level = the current URL page.
  - 2 levels = the current page and all linked pages.
  - 3 levels = the current page, all linked pages, all linked pages on those pages.
  - etc...
- **Follow links to:**  
There are three options. Assuming you wanted to make a PDF of the URL <http://www.apple.com/macbookair/index.html> you would use the options as described below.
  - **Subtree:** Most limiting. If you start with the above web site, /macbookair/ acts as the subtree, meaning all included HTML files will start: <http://www.apple.com/macbookair/>
  - **Server:** If you start with the above web site then all included HTML files will start: <http://www.apple.com/>
  - **Any:** Most encompassing. Will ignore Subtree and Server and collect any linked page, regardless of URL relationship.
- **Maximum number of pages:**  
Limit the number of pages collected.
- **Open Page Setup...**  
Open the Page Setup to choose the PDF Page size (e.g. US, A4).
- **Margins:**  
Set the amount of space between the text's edge and the page's edge.



# PDFpenPro®



## **Help: Creating Forms with PDFpenPro**

[More info on the difference between PDFpen and PDFpenPro](#)

[How to upgrade to PDFpenPro from PDFpen.](#)

With PDFpenPro, you can create an interactive fill-in PDF form with the ability to submit the data via web or email. PDFpenPro can even automatically create form fields and checkboxes in a static form. (One form per PDF document is supported.)

### **Automatically Add Form Fields and Checkboxes to Static PDF Forms**

PDFpenPro can scan a static form and add interactive fields for you.


1. Open a PDF form with static fields. Go to Edit > Create Form Fields...
2. The Automatically Create Form Fields dialog box appears, click OK.
3. A progress bar appears while PDFpenPro detects the text fields and check boxes of the form. A chime indicates completion.

You will notice that all of the fields are highlighted in gray to indicate their location. This is turned on automatically when the fields are made active. You can turn this off by choosing View > Highlight Form Fields.

## **Creating Forms**

When creating a form you may want to design the layout in another application for the best layout, then print that document to PDF, and use PDFpenPro to add the interactive form fields.

### **Adding Form Elements Manually**

1. Open the Form Elements menu by clicking the Form Elements tab  in the editing bar.
2. Choose the form element you want to add.
3. Click in the PDF to add the element. Drag the corner handles of the selected element to create the size and shape you want. For assistance in positioning your elements, go to Inspector > Alignment. (See [Inspector](#)).
4. Choose Inspector > Form Element Properties to set the properties of each form element.

Save frequently-used form fields in the Library. The next time you want to use the form fields, just drag it from the Library onto the page. (See [Library](#)).

### **Form Elements**

To add any form element, click on the tool to activate it, then click on your document page to add the element. Click and drag to set a custom size for the element.



- **Text Field** The area of the form allowing unique data entry. When adding a text field, you can click and drag to get the field size you want.
- **Checkbox** Used for a one or more options, any or all of which can be selected. When adding checkboxes, PDFpenPro automatically adds a text label next to the element that can be selected separately and resized, moved or deleted. Choose a display option in [Form Element Properties](#).
- **Radio Button** Used for a group of options where only one can be selected. When adding radio buttons, PDFpenPro automatically adds a text label next to the element that can be selected separately and resized, moved or deleted. Choose a display option in [Form Element Properties](#).
- **Choice Field** Used to create a drop down menu of selectable options. Add and remove options via Form Elements Properties (below).
- **List Field** Used to create a group of selectable options. Add and remove options via the

Form Element Properties (see below).

- **Signature Field** Add an interactive signature field which aids in the signing of a form. Click and drag to select the size and placement of the field. A “Sign Here” [stamp](#) will appear in the upper right corner of the field. For details on how the field acts see [Using an interactive signature field](#).
- **Submit Button** Used to add a button to your form to submit form data via email or web. When adding the button, a dialog will open allowing you to enter a destination URL or email address for the data to be sent to.

For more on submitting forms, see [PDF Applications and Submitting Forms](#).

## Testing Your Form and Editing Appearance

You will need to switch to the Select Text Tool  (Command+I) in order to try out your form. Switch back to the Edit Tool (Arrow)  (Command+2) in order to edit the appearance of elements you've placed in your form.

## Form Element Properties

PDFpenPro lets you edit several properties of the form elements in the Form Element Properties tab of Inspector. The contents of the window varies depending on which form element is selected.

To view, choose Window > Form Element Properties, or click on the Form tab  of the Inspector panel if it is already open.

- **Name**

Every form element has a name to differentiate it from the others.

Generally you use a different name for each field. A group of radio buttons, however, should each have the same name but a different Checked Value. This allows them to work together (i.e. only one button in a group can be selected) and each yield a different result.

- **Default Value** (Text Field)

Set the text a user sees in the text field before the form is filled out.

Once you set the Default Value you will notice it does not appear immediately in the text field. You need to make it visible by choosing Edit > Reset Form.

- **Tool Tip**

Create labels that describe each form element. Tooltips are particularly useful for form fields that need more clarification beyond the name of the field. To test, hover over the form field to display the tooltip. VoiceOver uses tooltips (effectively accessibility tagging) when describing form fields.

- **Checked Value** (Radio Button, Checkbox, Submit Button)

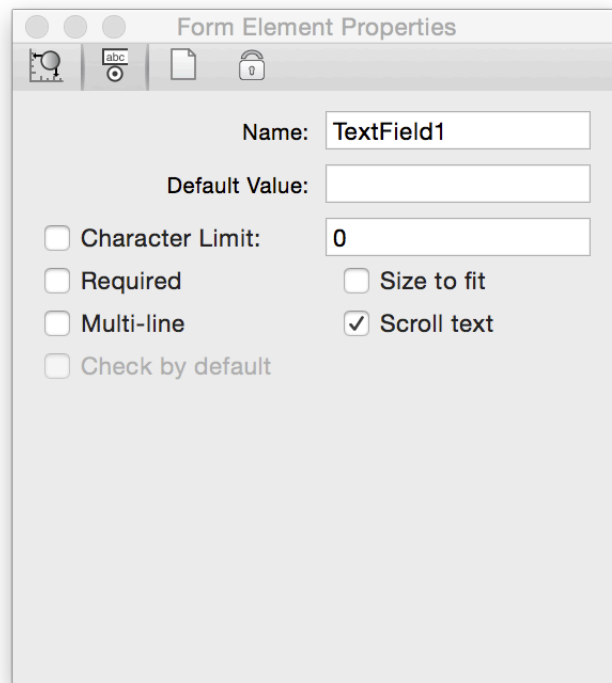
This is the value yielded when the associated radio button or checkbox is checked.

- **Character Limit** (Text Field)

Check this option to set the max number of characters that can be entered into a text field.

- **Required**

Check if you require this form field to be filled out by the user. The user will be notified



The image shows a screenshot of the 'Form Element Properties' dialog box in PDFpenPro. The dialog has a title bar with standard window controls and a toolbar with icons for selection, text, and form elements. The main area contains the following fields and options:

- Name:** A text field containing 'TextField1'.
- Default Value:** An empty text field.
- Character Limit:** A text field containing '0'.
- Required:** An unchecked checkbox.
- Multi-line:** An unchecked checkbox.
- Check by default:** An unchecked checkbox.
- Size to fit:** An unchecked checkbox.
- Scroll text:** A checked checkbox.

when they try to save the form which fields are required but not yet filled.



- **Size to fit** (Text Field)  
The text field can grow or shrink to fit the text that is entered.
- **Multi-line** (Text Field)  
The text field can contain more than one line of text.
- **Scroll text** (Text Field)  
The text field will scroll horizontally and/or vertically in a fixed size so that more than just the visible text can be entered.
- **Check by default**  
Set a checkbox or a radio button to be checked before a user fills out the form. Once you choose this option you will notice it does not appear immediately on the form. You need to make it visible by choosing Edit > Reset Form.
- **Name and Value** (Choice Field, List Field)  
When a list of options is available, each individual item requires a name, the value is optional. The name will be used as the value if a value is not chosen.
- **Label, Submission Options** (Submit Button)  
Set the submit button title. Access the submission options. For more on form submissions, see [PDF Applications and Submitting Forms](#).

You can edit multiple properties at once by selecting multiple form fields at a time. Use the Shift or Command keys with the Edit tool to select more than one item.

### Editing the Tab Order

PDFpenPro lets you change the tab order of form elements added to a page. Select Arrange > Show Tab Order to see the tab order within a page. Using the Arrange > Move options will move the selected form elements back or forward within the tab order. Arrange > Reset Tab Order will force the tab order of items in a page to reading order.

### Editing Tab Order Using Sidebar

1. Click the Sidebar button  and choose Form Fields .
2. A list of your fields will appear in the sidebar, drag and drop to reorder. The tab order will match the order of the elements in the list.

### Sending PDFs for Electronic Signature (E-Signature)

To send documents for signatures with DocuSign® electronic signature (e-signature) service, see [Sign or Send with DocuSign®](#). When uploading a PDF with form fields to a DocuSign envelope or template, the DocuSign system will recognize and convert the fields into comparable DocuSign recipient fields. Form fields can be assigned and further customized to specific recipients in DocuSign.



## **Help: PDF Applications and Submitting Forms**

### **PDF Applications for Submitting Forms**

There are several PDF tools one can use to fill out and submit a form.

- **PDFpen and PDFpenPro** support submitting forms in HTML, XFDF, and PDF formats. They do not support submitting forms in FDF format. A user can download the free demo of either application and use it to fill and submit a form.
- **Preview** does not support submitting forms. Forms created in PDFpenPro will show an introductory page explaining this and offering a download link for PDFpenPro.
- **Adobe Reader** supports submitting forms in HTML, FDF, and XFDF formats.
- **Adobe Acrobat** supports submitting forms in HTML, FDF, XFDF, and PDF formats.
- **Nuance Reader** supports submitting forms in HTML and FDF formats. When XFDF is specified, Nuance Reader will submit in FDF format.

### **Basic Form Data Collection and Processing**

Once a user clicks the submit button on the form, the data entered into the fillable fields is packaged in XFDF format and sent to the designated location, i.e. a URL or an email address. To setup the submit button, see [Creating PDF Forms](#). Please note that XFDF is the only available option with the submit button.

When a user submits a form via email, you, the form creator, will receive an email with an XFDF file containing the filled content of the form. View this data by applying it to the original form. Do this by opening a blank copy of the form, then running the script: "Process XFDF". Download it from here:

[http://smilesoftware.com/downloads/Process\\_XFDF\\_1.0.zip](http://smilesoftware.com/downloads/Process_XFDF_1.0.zip)

### **Why XFDF?**

Of the available formats, XFDF is the least proprietary and the easiest to post-process. It would be great if a simple comma-separated value (CSV) or tab-separated value (TSV) format were available, but these are not part of the PDF specification and therefore cannot be offered.

### **Data Formats**

- **XFDF (XML Forms Data Format)** is very flexible because it's basically just the form contents wrapped in XML. This makes it easy to parse with other tools.
- **FDF and PDF** are used with forms which are submitted within the Adobe ecosystem. Post-processing FDF files with anything other than Adobe products is difficult and not recommended.
- **HTML** is handy if one already has backend form processing scripts and wants to adapt them to handle PDF forms. Otherwise, it is neither as regular nor as easy to post-process as XFDF.

### **References:**

XFDF Specification:

[http://partners.adobe.com/public/developer/en/xml/xfdf\\_2.0.pdf](http://partners.adobe.com/public/developer/en/xml/xfdf_2.0.pdf)

FDF Specification:

[http://www.adobe.com/devnet/acrobat/pdfs/fdf\\_data\\_exchange.pdf](http://www.adobe.com/devnet/acrobat/pdfs/fdf_data_exchange.pdf)



# PDFpenPro®



## **Help: Portfolios**

Gather a group of files together into a single unit. You can select a wide range of file types (PDF, PNG, DOC, and more) to be part of a portfolio.

### **Open a Portfolio**

Open a portfolio as you would any other PDF. See [Opening and Creating PDF Files](#). It will open in PDFpenPro to the portfolio window just like any other document.

### **Create a Portfolio Document**

1. From the menu bar choose File > New > Portfolio Document.
2. In the new portfolio window, click the "+" button and choose Add Files. If you would like your files in a folder, first create a folder by choosing New Folder. Then double-click on the folder to open it, and choose the "+" button to add files to the folder.

You cannot drag and drop files from the main folder into a sub-folder, so be sure to create any folders you want, then add files directly into those folders.

### **Navigation**

Switch views from a sub-folder to the main folder using the dropdown menu at the top of the window.

### **Preview a File**

Preview the contents on a file by selecting it then clicking the Preview button



### **Remove a File**

Remove a file from the portfolio by selecting it and clicking the "-" button.

### **Extract a File from the Portfolio**

Save out a copy of a file by selecting it and clicking Extract As...

### **Open a File from a Portfolio**

Double-click, or control-click, on a PDF file to open it in PDFpenPro, or click Open As New Document. To open other types of files, extract them and then open them using an app which supports that file type.

To open several PDFs at once, click and drag to select several, then choose Open As New Document. Each document will open in a new window.

### **Save a Newly Created Portfolio**

Choose File > Save from the menu bar to open the save dialog.



# PDFpenPro®



## **Help: Saving and Exporting**

### **Saving with Versions**

PDFpenPro supports versioning. To restore your document to a previously saved version:

1. Choose File > Revert To...
2. From the menu which follows choose between:
  - Last Saved
  - Last Opened
  - Browse All Versions...

### **Saving with Encryption**

For details see [Passwords, Permissions, And Encryption](#).

### **Compress file size using a Quartz Filter**

1. Choose File > Duplicate (Command+Shift+S) then in the new document choose File > Save (Command+S). Or use File > Save As (Command+Option+Shift+S).
2. From the Quartz Filter pop-up menu, choose Reduce File Size.

Typically this reduces the size of your original file.

The other Quartz Filter settings can also recolor images. You can create your own Quartz Filters to meet your needs in the ColorSync Utility application. Filters you create can then be chosen from the Save dialog.

**Note:** For additional document compression options, see [Reducing Document File Size](#).

### **Exporting in Microsoft® Word Format**

PDFpenPro supports converting a PDF into a Word document.

1. Open the PDF you would like to convert and choose File > Export...
2. Select Word 2007 (DOCX) from the Export dialog.  
For added accuracy, please select the language of your document in the "Language(s) in document:" menu.
3. Click Export.  
Depending on the size of the PDF this may take a moment. The dialog will change to show a progress bar along with the amount of time elapsed since the conversion started, and the estimated amount of time the conversion will take.
4. Once the conversion is finished a Save dialog appears. Choose a location on your hard drive to save this new Word document.
5. Click Save to finish.  
Open After Saving is checked by default. If you don't wish the Word file to open after you save it, uncheck this.

**Note:** The older .doc Word format is not supported. Due to licensing limitations, Word export is only available to registered users. To see examples or for more information, please visit <https://smilesoftware.com/PDFpen/wordexport>.

### **Exporting to Microsoft® Excel, PowerPoint, and PDF/A Format**

## (PDFpenPro Only)

Convert a PDF into Microsoft® Excel, Microsoft® PowerPoint, PDF Archive (PDF/A) .

1. Open the PDF you would like to convert and choose File > Export...
2. Select the desired type of document, Excel 2007 (XLSX), PowerPoint 2007 (PPTX), or PDF/A from the Export dialog.  
For added accuracy, please select the language of your document in the "Language(s) in document:" menu.
3. Click Export.  
Depending on the size of the PDF this may take a moment. The dialog will change to show a progress bar along with the amount of time elapsed since the conversion started, and the estimated amount of time the conversion will take.
4. Once the conversion is finished a Save dialog appears. Choose a location on your hard drive to save this new document.
5. Click Save to finish.  
Open After Saving is checked by default. If you don't wish to open the file after you save it, uncheck this.

**Note:** An Internet connection is required for PowerPoint and PDF/A export. Due to licensing limitations, Microsoft® Excel, Microsoft® PowerPoint, PDF Archive (PDF/A) format export is only available to registered users. To see examples or for more information, please visit <https://smilesoftware.com/PDFpen/wordexport>.

## Exporting In Various Formats

### Exporting to Plain Text (.txt) or Formatted Text (.rtf)

1. Choose File > Export...
2. From the "Export to:" menu, select either "Plain Text (.txt)" or "Rich Text (.rtf)."

Note: Plain text means all formatting (font, color, image, sizing) will be stripped from the document.

### Export as TIFF, JPEG, PNG, Flattened PDF

1. Choose File > Export...
2. From the "Export to:" dialog that opens, choose a format, and select from the available export options:

Color Mode:

- Color (full color)
- Grayscale (smaller in size)
- 1-bit (smallest possible size)

Resolution:

- 72 (Web) dpi
- 200 (Fax) dpi
- 300 dpi (print quality)
- 600 dpi (photo print quality)

Export each page as a separate TIFF file.


A Flattened PDF does not offer any export options. It takes all the annotations on the PDF, such as a drawn signature, and flattens them so that they are no longer editable.

## Saving to Evernote

Utilize the convenience of cloud information storage through Evernote. To save directly to Evernote choose File > Save to Evernote...

Evernote is a versatile tool for capturing a wide variety of information and syncing that information among a variety of platforms, including iPhone and iPad. Evernote Standard is free, and offers most of the features you need to manage your notes and files. Evernote Premium extends the upload limits, among other extras. You can sign up for a [free Evernote account](#).

## Sharing Documents

Look in the upper right of the menu bar and click on the Share button  to send your document to someone. Use Mail, Messages or AirDrop. You will see a list of your most recently contacted for quick access.



## **Help: Passwords and Permissions**

There are two types of passwords a PDF document can have:

- **User Password:**  
Required to open and view the document. This password encrypts the document so that the contents are only viewable by those with the password.
- **Owner Password (Permissions PDFpenPro only):**  
Required to change document permissions, but not to view the document. The document is visible to all, but saving, printing and/or copying may be restricted by the document owner.

While the user password secures the content of the document from view, the owner password secures what can be done with the content. A document may have both passwords.

### **Setting a User Password**

1. Choose File > Duplicate (Command+Shift+S) then in the new document choose File > Save (Command+S). Or use File > Save As (Command+Option+Shift+S).
2. At the bottom of the Save dialog select an Encryption option. We recommend Strong.
3. Enter a password in the Password field.
4. Re-enter the same password in the Verify field.
5. Click Save.

Whenever a password-protected PDF is opened, the user will be asked to enter the password you specified. You can test this by closing and opening your document.

### **Encryption Levels**

The encryption level of a document determines its security and which other PDF applications can view it. There are three levels of encryption to choose from.

- **Weak:** 40-bit RC-4 encryption level. Files with this encryption level can be viewed by users of any PDF viewer.
- **Strong:** 128-bit AES encryption. Files with this encryption level can be viewed by users of PDFpen 4.2 and later, Adobe Reader 7 and later, and Preview in macOS 10.5 and later.
- **Strongest, least compatible:** 256-bit AES encryption. Files with this encryption level can be viewed by users of PDFpen 5.3 and later, Adobe Reader 9 and later, Preview in macOS 10.7 and later.

As of version 6.2.1, PDFpen supports working with files using 256-bit AESr6 encryption created with Adobe Acrobat X and later. PDFpen cannot encrypt new files with this encryption level, but it can open and save files at this level. Users of Preview will not be able to view files at this encryption level.

### **Setting Document Permissions**

#### **(PDFpenPro only)**

Set an owner password in a PDF to control the document's permissions. Document permissions settings specify whether certain actions are possible, such as printing or editing. These actions can only be performed by someone with the owner password.

**Note:** Adobe Reader, Preview, and PDFpenPro do respect document permissions, but not all PDF editing applications do. Document permissions can be helpful in preventing casual PDF users from editing or other restricted activities, but they should not be relied on as foolproof security.

1. Open the Inspector window to the Document Permissions tab. (Window > Document Permissions).
2. Click the Add button.
3. Enter your desired password in the Password field, and then enter the password again in

- the Verify field. Click OK to finish.
4. Select your permissions. The Presets popup has a list of common permissions settings, explained below.
  5. Choose File > Save to apply these settings.

The owner password is now required to set or change these permissions. Test this by closing and opening your document.

### Permissions Settings

**Note:** We recommend using the presets when possible since certain settings are mutually exclusive.

- **Print**  
Allow a user to print the PDF.
- **Allow high-res printing (not recommended)**  
Allow a user to print to PDF via the Print Dialog. This will flatten the PDF, negating all permissions settings. With this setting Off, that Print Dialog option will not appear.
- **Modify any content**  
Includes the options for Modify Pages, Fill forms, and Annotate documents.
- **Modify pages**  
Reorder, copy, delete pages.
- **Copy text and objects**  
Copy document content outside the document.
- **Fill forms**  
Allow a user to fill in form fields.
- **Annotate documents**  
Add comments, notes, highlights, markups.
- **Allow accessibility (recommended)**  
Allow accessibility utilities, such as VoiceOver, to have access to the text of the document.

The level of encryption is noted at the bottom of the window.

### Permissions Encryption

The default encryption of document permissions is AES-128. You can change this by adding a user password, details above. The permissions encryption will take on the same encryption level as the user password.



# PDFpenPro®



## **Help: Transitioning to PDFpenPro 12**

Welcome to PDFpenPro 12! Here are a few new things you will see in this version.

We're grateful to everyone who's helped us with feedback over the years. Your contributions help make 12 one of the best PDF editors available for Mac. Keep your comments coming!

### **What's different from PDFpenPro 11?**

From improved file sizes to DocuSign® integration for PDFpenPro users, 12 is all about portability, collaboration, and customization. Here are the highlights:

#### **Smaller files sizes**

You've asked, so we've added several ways to reduce those file sizes.

#### **Optimize PDF**

Compress your PDF's file size without compromising the quality of images using PDFpenPro's new PDF optimization feature. Open File > Create Optimized PDF... to control how much to resample color, greyscale, and monochrome images.

Additionally, the "Optimize images only if it saves space" option enables PDFpenPro to skip any images that may increase file size during the compression process. If your document benefits from optimization, PDFpenPro will create a new optimized version of your PDF.

#### **Advanced PDF Compression**

We've integrated several different compression methods throughout PDFpenPro to help you get smaller file sizes automatically. Some of the improved areas include:

- Scanning
- Resample Image, Deskew & Adjust Image
- Save/Save As workflow

We're pretty excited about the results. Just run one of your bigger documents through one of these processes, save it, then compare the file sizes!

Here are a few details on how they work in the background.

##### **MRC compression**

Mixed Raster Content compression (MRC) works best on mixed text and image PDFs and can reduce files down to 2% of the original size. It works by separating images into multiple layers and compressing each layer. The result is a lossless compressed document, maintaining the same or higher quality of images and text as the original.

##### **CCITT fax compression**

International Coordinating Committee for Telephony and Telegraphy (CCITT) Group 4 compression is a lossless compression best for black and white or scanned 1-bit images.

##### **Post OCR compression**

All OCR'd files now come out smaller thanks to new post OCR compression. Best when you need to scan a document in high resolution for OCR accuracy, but would like to recover disk space after the OCR process is complete. For those of you who regularly batch OCR, or archive your files, this feature is for you.


#### **Remove third-party metadata**

Found in File > Create Optimized... the option to "Remove third-party metadata" will delete background metadata from objects and images for privacy purposes. It will also provide the additional benefit of reducing file size. Most metadata such as title, author, subject, keywords, time of creation—found in Document Information—are standard. However, metadata can also include thumbnail images, image data, object data, objects that are images, such as XML, and more.

## **Collaboration and customization**

### **Callout tool**

PDF files enable cross-platform collaboration through comments, notes, and other annotations.

Now, you can use the Callout tool  to edit and create new callouts—a type of text box connected by a line and arrow—calling attention to a specific item or section of a page. Need to annotate documents for use as exhibits, or create charts? This tool is for you.

### **Magnifier window**

While you can always adjust the page zoom in PDFpenPro, this may not be enough. Some PDFs include drawings, charts, or tables with impossibly small font or intricate details. By popular request, you can now use the magnifier window. Choose Window > Magnifier and position your cursor to examine small details on sections of your page, up to 2000% magnification.

### **Customized paper styles**

Choose from a variety of paper styles for more effective note-taking, organization, and customization. Available under the File > New... menu, unlock the versatility of colored and lined paper.

### **Orientation options in the File > New menu**

You've always been able to rotate pages, but have you ever wanted to select an orientation when creating a brand new document? Under the File > New... menu, choose a preferred orientation for your new document or page. Specify portrait or landscape from the start.

### **New welcome experience**

Many of you asked for more “welcome” in the way PDFpenPro first launches the app. We've incorporated your feedback. Start up PDFpenPro 12 for the first time, and we'll walk you through some of the most common tasks as well as offer places to get even more info.

### **DocuSign® support (PDFpenPro only)**

Do you work with contracts or agreements? PDFpenPro users can directly send out documents for signatures via DocuSign®, a leading trusted e-signature service for businesses. Accessing DocuSign is as simple as choosing File > DocuSign > Log in to DocuSign. Quickly, easily, and securely upload your documents for signature and send it to clients in just a few simple steps.

For a complete list of all the little tweaks and big additions see [Detailed release notes](#).