



PDFelement 10 User Guide (Mac Version)

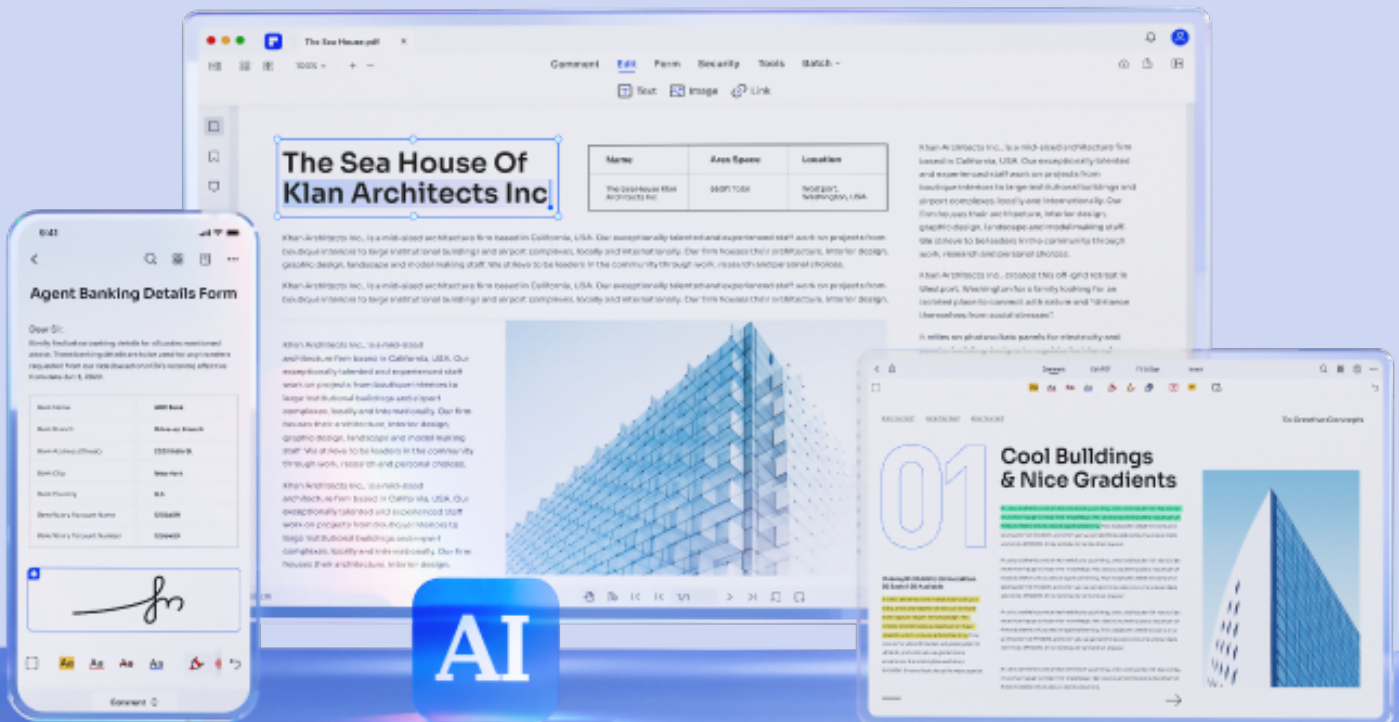


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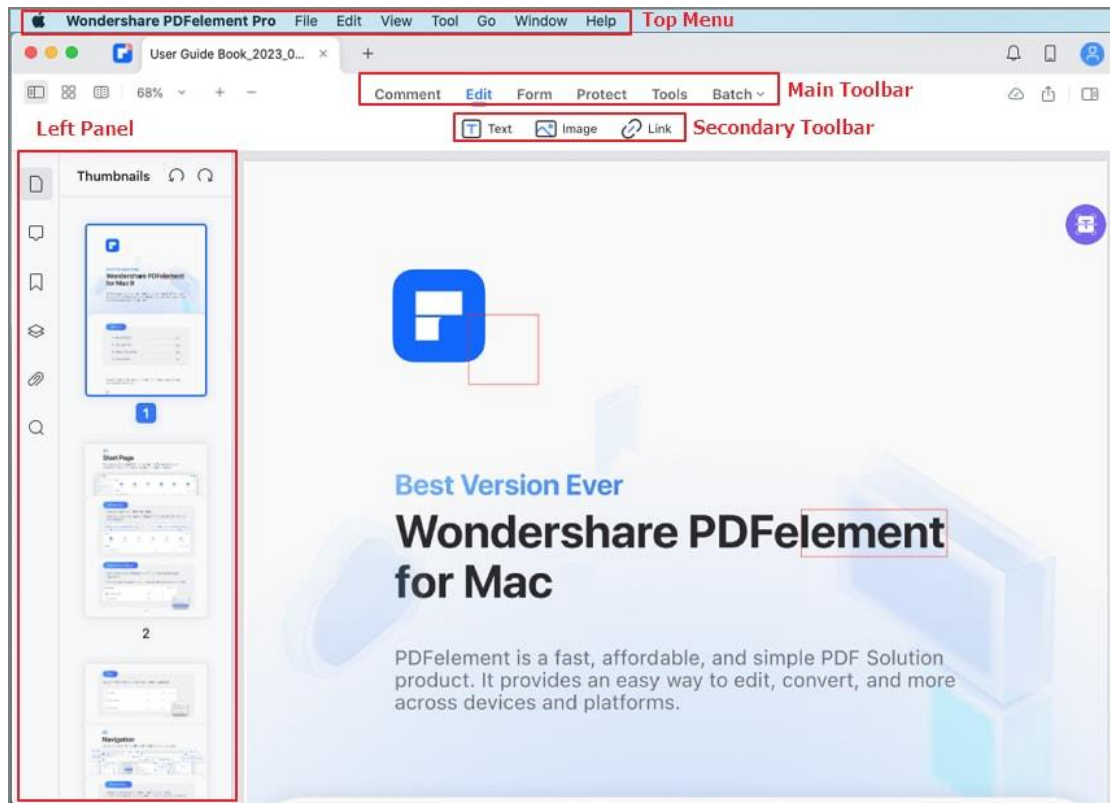
Get Started

Brief Introduction to PDFelement for Mac

PDFelement for Mac is a powerful PDF tool that allows you to produce great-looking PDF documents and forms quickly, affordably, and securely. With this application, you can:

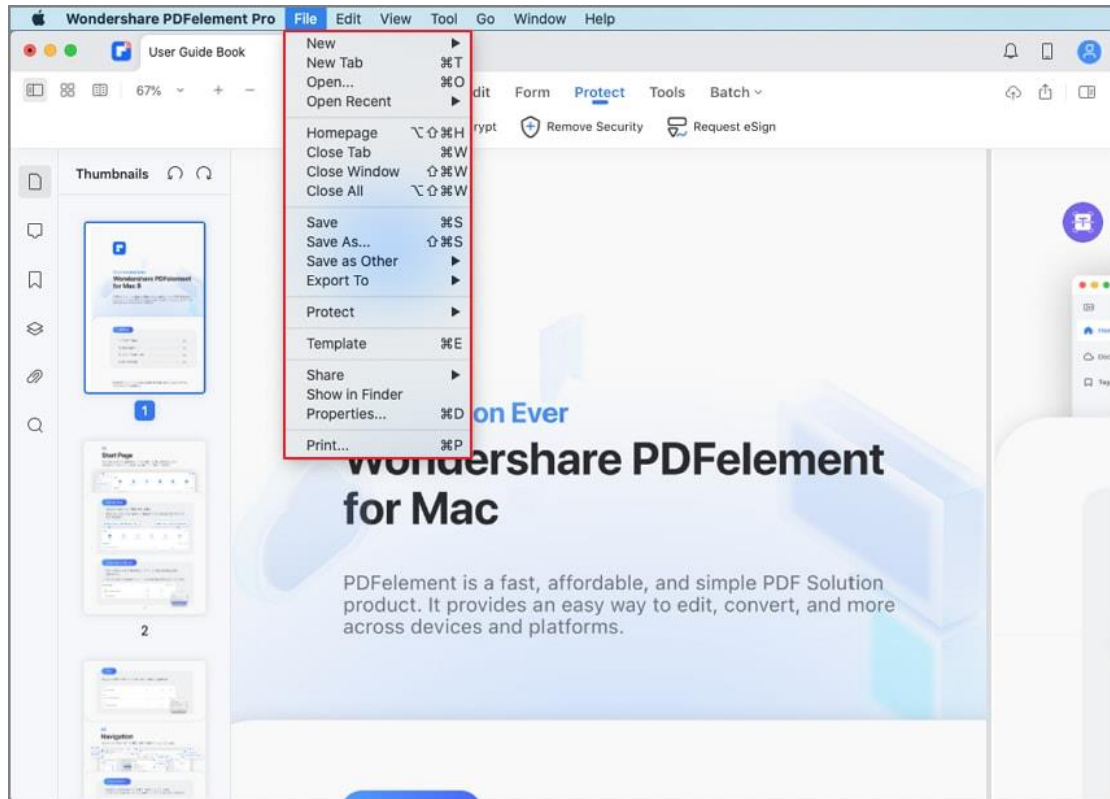
- Open, create, save, print, and annotate PDFs;
- Add, remove, move, re-size, and rotate any graphical element within your PDF;
- Secure your PDFs with password permission;
- Convert PDF documents into Word, HTML, text, and image files;
- Create interactive form fields and recognize form fields automatically;
- Insert page numbers, bates numbering, and page elements;
- Combine multi-page PDFs into one long image;
- Recognize text within images using OCR;
- Export notes, document note type, and note location;
- Add a signature image to the document;
- Perform partial OCR on specific user-defined fields in scanned PDFs;
- Batch print, convert, do OCR recognition, add bates numbering, add watermark, add background, data extraction, etc.

This section will help you orient yourself with the PDFelement for Mac interface.



1. File Menu

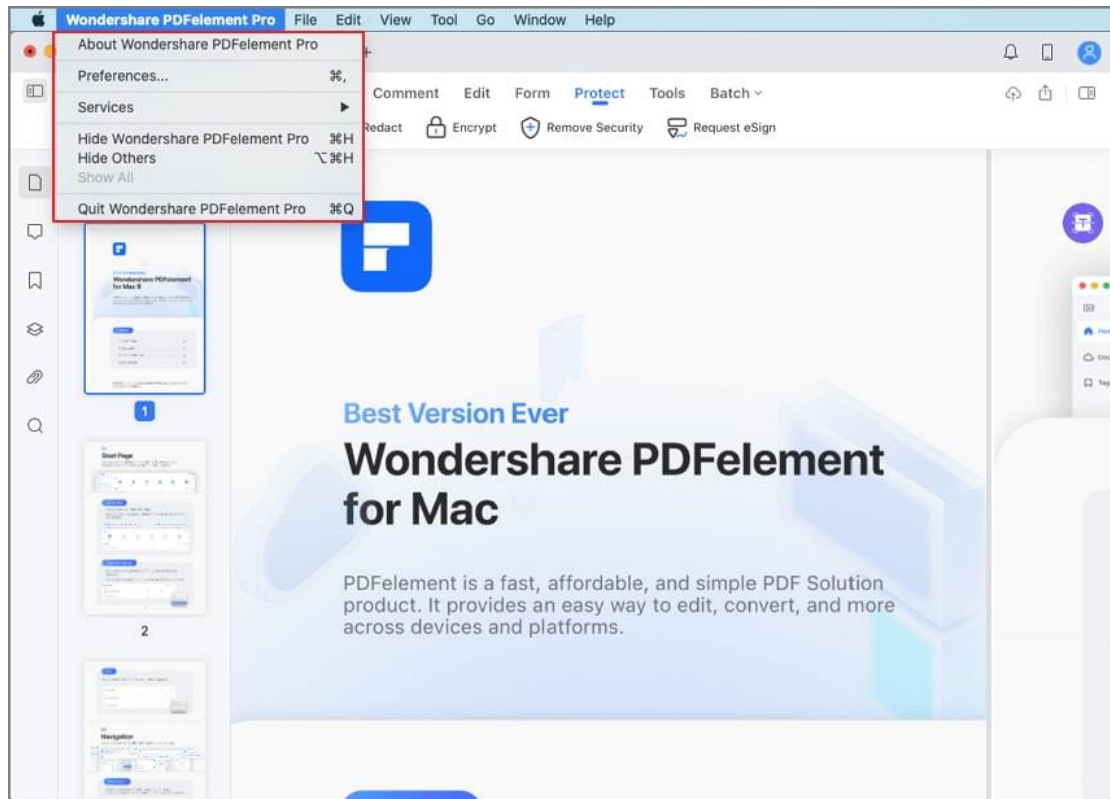
- Click the "File" on the Top Menu, and more options will appear.



- New: Create PDF from File, Windows Capture, Selection Capture, Screen Capture, Clipboard, and Scanner, or you can start from scratch by creating a Blank Document.
- New Tab: Open a PDF file in a new tab.
- Open: Open PDF files by browsing local folders or open the recently opened files.
- Open Recent: Open a PDF file that you have recently opened.
- Open Cloud: Open Wondershare Cloud Wondershare Document Cloud and get access to files saved therein.
- Close Windows/Tab/All: Close the Windows you choose and go back to the welcome interface.

- Save: Save PDF documents to the destination folder.
- Save As: Save the current PDF document as a new copy in the destination folder you select.
- Save As Other: Choose Save as flatten, Compress PDF or Archivable PDF (PDF/A-2b) according to your requirement.
- Export To: Convert PDF files to other formats, such as Word, Excel, PowerPoint, image, epub, txt, html, and rtf.
- Protect: Protect your files with a password. There are three options under this button: Encrypt with Password, Remove Security, and Security Properties.
- Show in Finder: Find the destination of the file.
- Properties: Check the current PDF document descriptions, file details, and security.
- Share: Share your files via Mail, Messages, AirDrop, Notes, Wondershare Cloud, or more.
- Print: Print the current PDF to paper documents.

2. PDFelement Menu



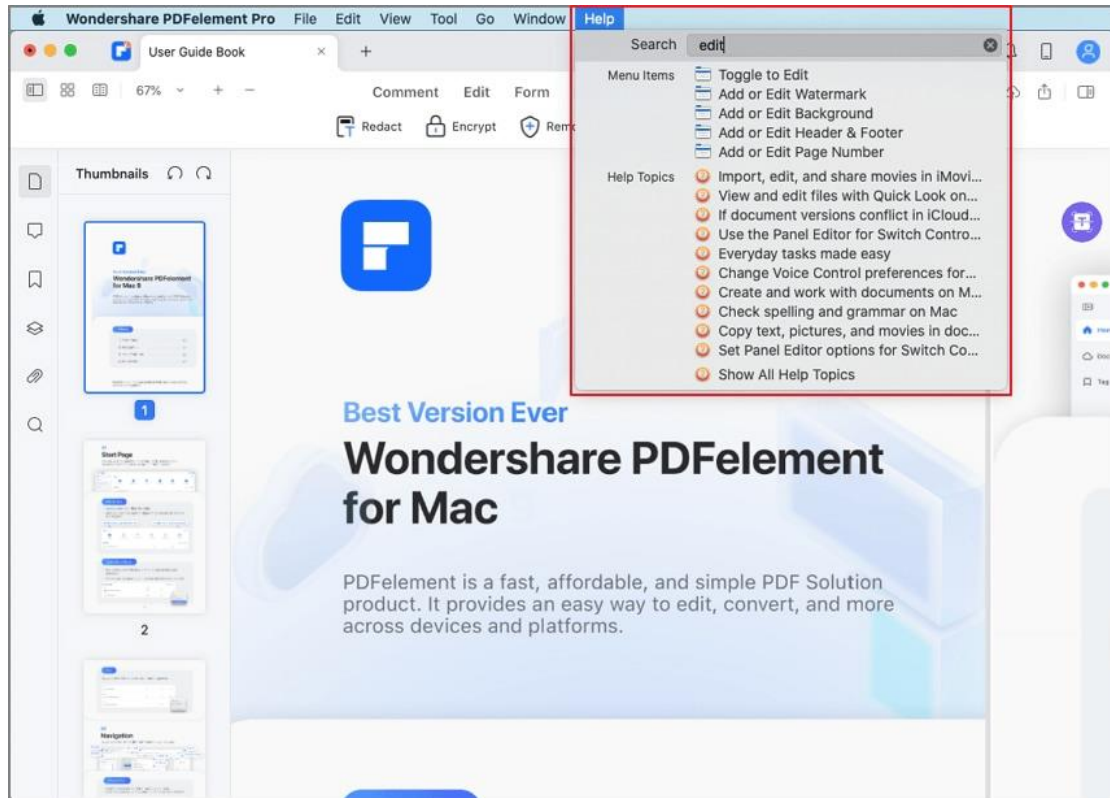
- **About PDFelement:** Check the version number of PDFelement for Mac.
- **Preferences:** Set preference options for PDFelement for Mac, including Appearance, General setting, Commenting setting, and Plugin.

3. Search Feature

Not sure which function to select when working on PDF files? Not sure where the right button is? PDFelement for Mac now has a convenient search feature built in the software, which allows you to find the feature you want. The following steps will describe how to use this powerful tool.

- Click the "Help" on the top menu, and you will see the search box.

- Type the feature or the content you are looking for, and select the menu term you need or check relevant Help Topics in the search results.



How to Download PDFelement for Mac

1. System Requirements

To use PDFelement for Mac, your computer needs to meet certain basic system requirements as follows:

- Operating System: macOS 10.14 (Sierra) to macOS11.
- Processor: an Intel® Pentium® 4, higher, or equivalent processor
- RAM: 512 MB RAM or above

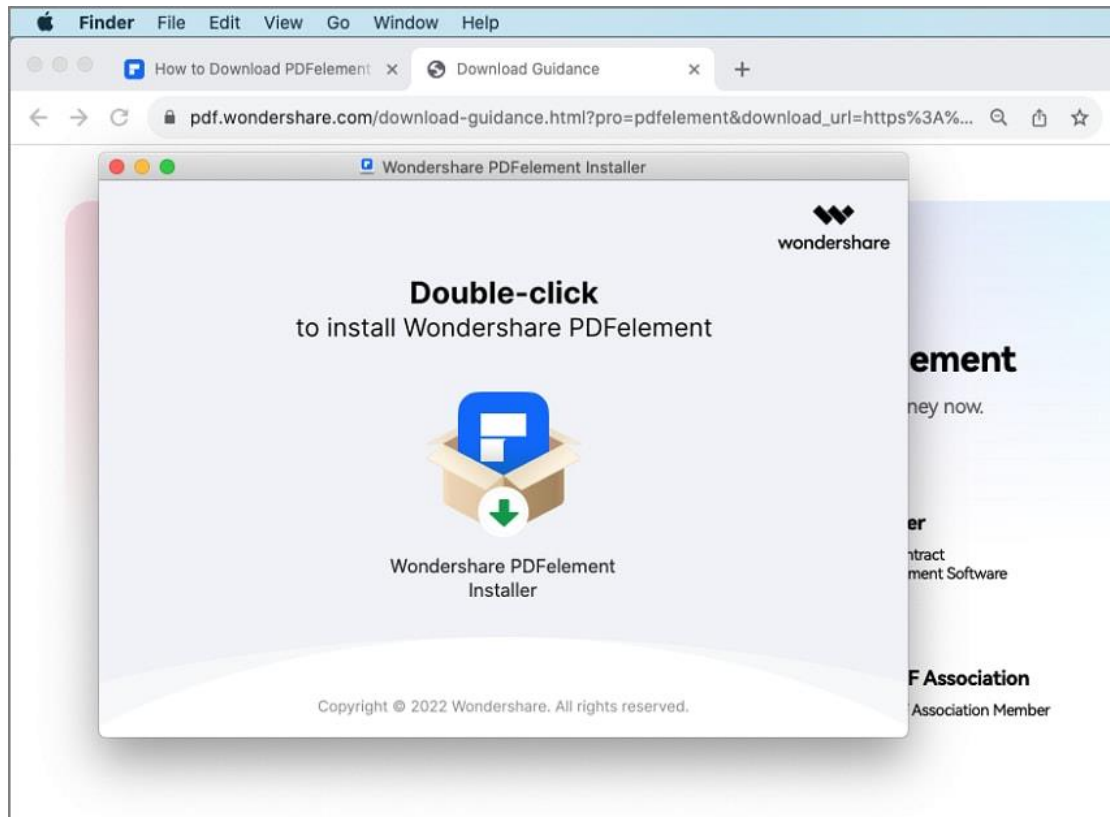
- Disk: 1.5GB of free hard disk space for application files
- For more details, please visit: <https://pdf.wondershare.com/tech-spec.html>

2. Download and Install

- Click the button below to download the trial version of Wondershare PDFelement for Mac. Or visit <https://pdf.wondershare.com/pdfelement-mac.html>

[TRY IT FREE](#)

- Find the .dmg file you just downloaded and open it. Follow the onscreen instruction to install Wondershare PDFelement. When you want to use the program, please access it from the Application folder or the Launchpad on the taskbar.



How to Register and Get PDFelement Mac Full Version

1. Limitations of Wondershare PDFelement for Mac Trial Version

After downloading and installing PDFelement for Mac, you only get the trial version of the software. The trial version and the registered version are the same programs, except the trial version has the following limitations:

- Watermarks: Export PDF files with watermarks after editing or commenting on your documents. If you use the batch process to add a watermark or bates number, it will process all the files you load but will

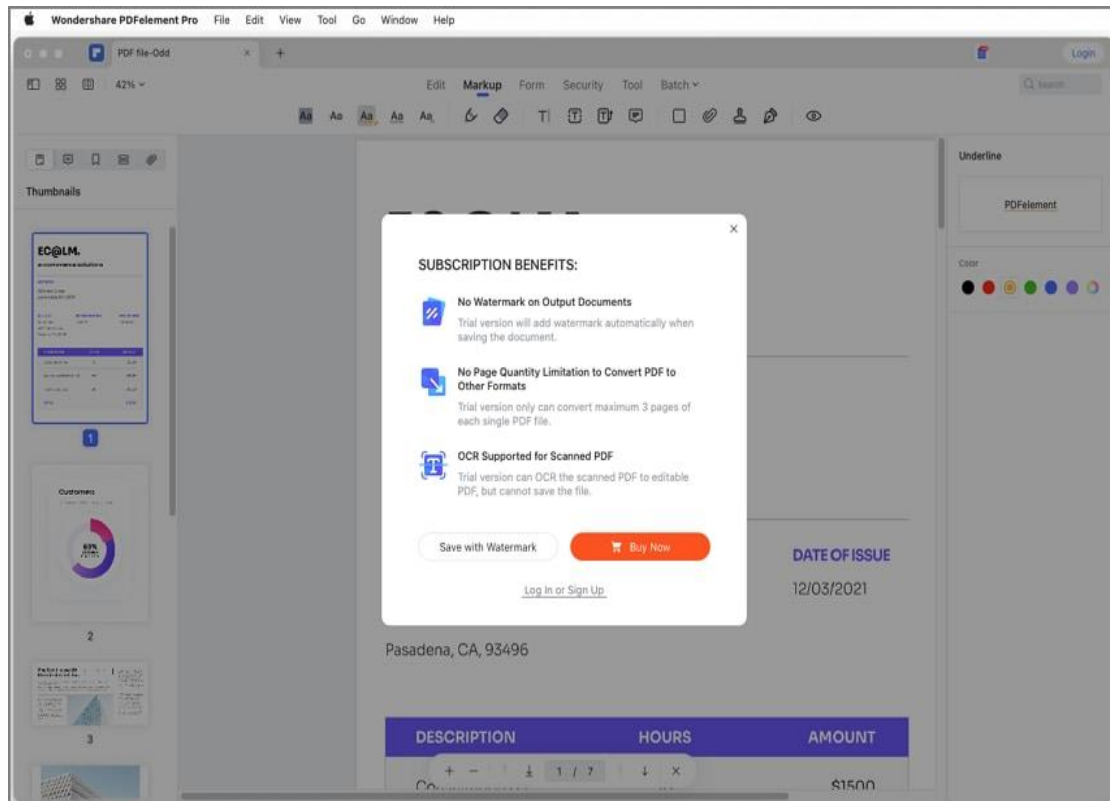
still add the trial watermark in each file. You'd better save it to a new copy with the watermark, and then it won't affect the original PDF.)

- Conversion Limitation: The trial version only can convert a maximum of 3 pages of each single PDF file.
- OCR: The trial version can OCR the scanned PDF to an editable PDF, but you cannot save the file.

2. Purchase PDFelement for Mac

You can purchase a license and get a registration code to get the full version of PDFelement for Mac.

- Click the "Buy Now" button in the program, or visit the Official Wondershare store via this link: [purchase page](#).
- Find the .dmg file you just downloaded and open it. Follow the onscreen instruction to install Wondershare PDFelement. When you want to use the program, please access it from the Application folder or the Launchpad on the taskbar.



- Follow the on-screen instructions to finish the purchase process.
- After your purchase has been processed, the registration confirmation email is sent to the email you supplied during your purchase.

Note:

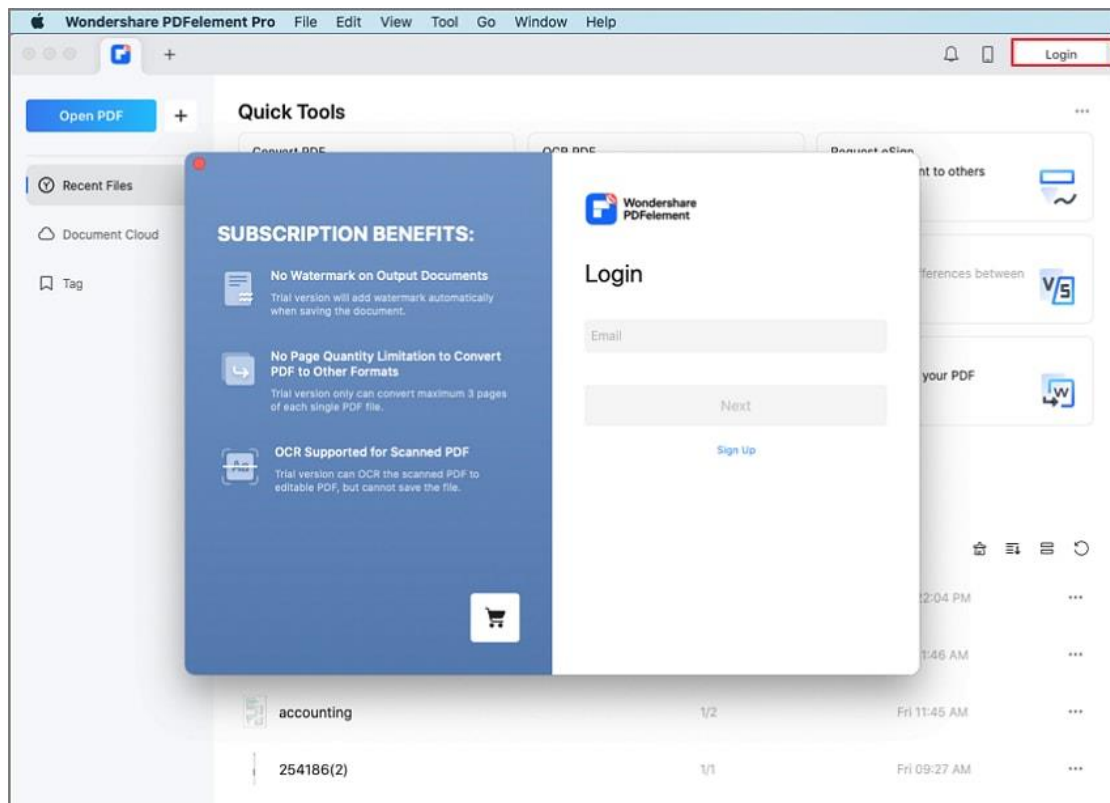
Please check your junk or spam folder to ensure that your email provider hasn't misfiled the email.

A PDFelement license cannot be used across the platforms. If you have purchased a Mac license, it can only be used on Mac and won't work on a Windows PC or a mobile device.

3. Register PDFelement for Mac

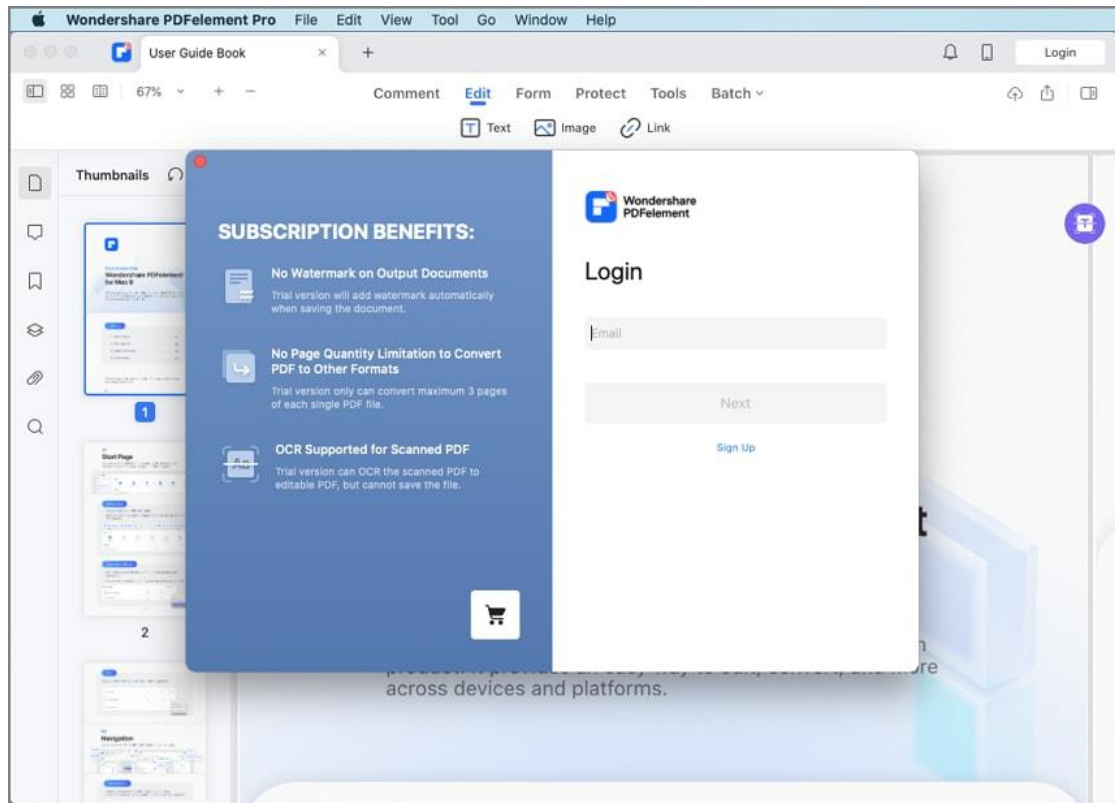
To use the full version, please download the correct version from the email you received and log in with the email you used during your purchase to activate the software. Without using the right email to log in or downloading the correct software, the product will remain the free trial version even though you have purchased it. Follow the directions below to register PDFelement for Mac after receiving the registration information.

- Please go to the Application folder to launch PDFelement for Mac. Click the "Login" icon at the top right of the program window to open the login window.
- Log in with your Wondershare ID account to activate the software. If it informs you that you still do not have an account, please click "Sign Up" to create an account with the email you used to purchase the license. It will show your account information after logging in.



4. Remove Trial Watermark






After registration, the registered full version program does not have any limitations to use. So if you have any files that you worked on during the trial period that have the trial watermark on them, reopen them in the registered PDFelement for Mac, and the watermark will be removed automatically. You can then save a clean copy of the file.



Shortcut Keys

PDFelement for Mac offers a wide range of shortcut keys to streamline your PDF management and enhance your efficiency. These shortcuts are designed to make navigation, editing, and file management a breeze.

Basic Navigation:

- ,: Preferences
- H: Hide Wondershare PDFelement Pro
- -H: Hide Others
- Q: Quit Wondershare PDFelement Pro

- Long press ⌘ : Enable/Disable a Switch in Elements Auto-Alignment

Document Management:

- ⌘T : New Tab
- ⌘N : New Blank Document
- ⌘O : Open
- ⌘W : Close Tab
- ⇧⌘W : Close Window
- ⌘⇧W : Close All Windows
- ⌘⇧H : Return to Homepage
- ⌘S : Save
- ⇧⌘S : Save As
- ⌘E : Template Mall
- ⌘D : Properties
- ⌘P : Print
- ⌘Z : Undo
- ⇧⌘Z : Redo
- ⌘X : Cut
- ⌘C : Copy
- ⌘V : Paste
- ⌘A : Select All
- ⌘⌫ : Delete

- F5: Start Dictation
- ⌘F: Find
- ⇧⌘F: Find & Replace
- ⌘⇧⌘F: Find & Redact
- ⌘G: Find Next
- ⇧⌘G: Find Previous

Document Views:

- ^⌘1: Single Page View
- ^⌘2: Enable Scrolling
- ^⌘3: Two Page View
- ^⌘4: Two Page Scrolling
- ⌘⌘1: Thumbnails
- ⌘⌘2: Comments
- ⌘⌘3: Bookmarks
- ⌘⌘4: Fields
- ⌘⌘5: Attachment
- ⌘⌘F: Search

PDF Tools:

- ⌘1: Toggle to Comment
- ⌘2: Toggle to Edit

- ⌘3: Toggle to Form
- ⌘4: Toggle to Protect
- ⌘5: Toggle to Tools
- ⌘6: Toggle to Batch
- ⌘0: Hand Mode
- ⌘6: Actual Size
- ⌘7: Fit Width
- ⌘8: Fit Height
- ⌘9: Fit Page
- ⌘+: Zoom In
- ⌘-: Zoom Out
- ^⌘S: Read Mode
- fnF: Enter Full Screen
- ⌘↶: Play from Start
- ⌘↵: Play from Current
- ^⌘O: OCR
- ^⌘C: Crop Pages
- ^⌘W: Add or Edit Watermark
- ^⌘B: Add or Edit Background
- ^⌘H: Add or Edit Header & Footer
- ^⌘Y: Add or Edit Page Number
- ^⌘N: Bates Number

- $\text{^}\uparrow\text{P}$: Batch PDFs























AI Tools

- AI Sidebar: $\text{^}\uparrow\text{A}$
- AI Translate: $\text{^}\uparrow\text{T}$
- Proofread PDF: $\text{^}\uparrow\text{R}$
- Translate PDF: $\text{^}\uparrow\text{F}$

Document Navigation:

- $\text{^}\uparrow$: Up
- $\text{^}\downarrow$: Down
- \uparrow : Previous Page
- \downarrow : Next Page
- ‡ : First Page
- ‡ : Last Page
- $\text{‡}\leftarrow$: Previous View
- $\text{‡}\rightarrow$: Next View
- $\text{^}\uparrow\text{G}$: Go to Page
- ‡M : Minimize
- $\text{^}\rightarrow$: Show Next Tab
- $\text{^}\uparrow\rightarrow$: Show Previous Tab

Document Editing and Annotation:

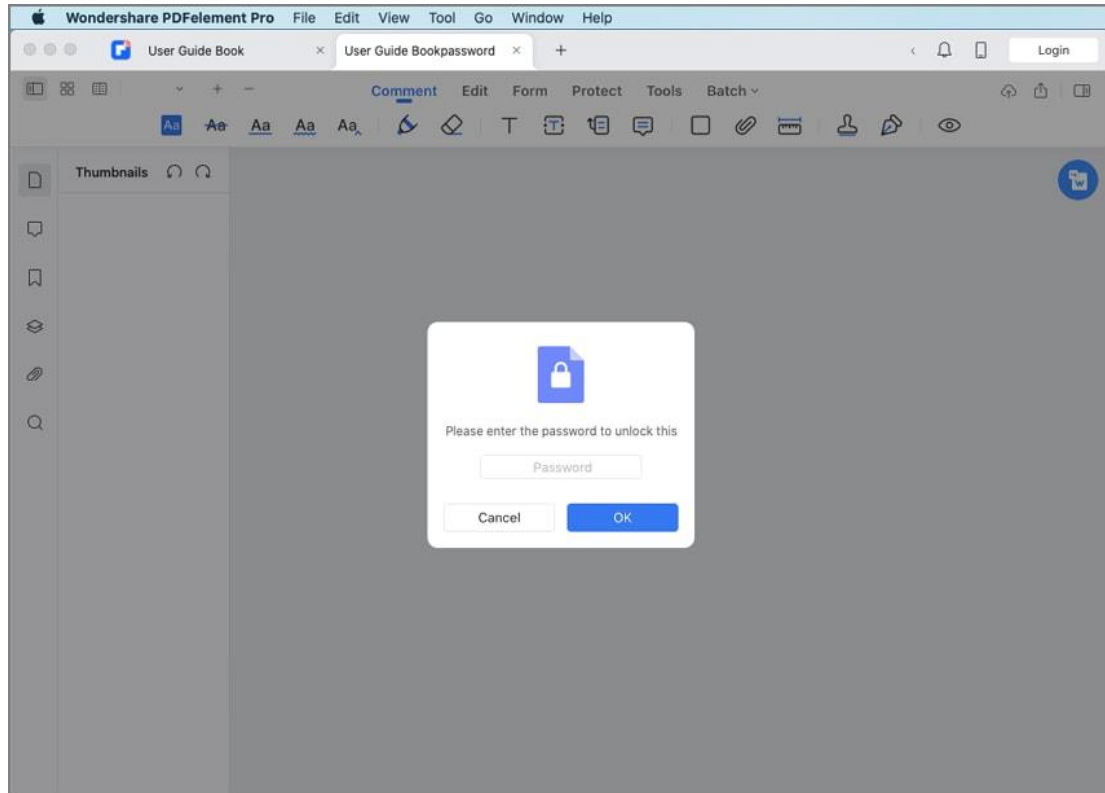
- T: Add or Edit Text
- I: Add or Edit Image
- L: Add or Edit Link
- H: Highlight
- S: Strikethrough
- U: Underline
- V: Squiggly
- P: Pencil
- E: Eraser
- T: Text Comment
- B: Text Box
- C: Text Callout
- N: Note
- R: Rectangle
- O: Oval
- Y: Polygon
- L: Line
- A: Arrow
- I: Connected Lines
- M: Cloud
- ,: Distance Measure
- .: Perimeter Measure

- ^⌘/: Area Measure
- ^⌘W: Paperclip
- ^⌘G: Graph
- ^⌘J: Attachment
- ^⌘K: Tag
- ^⌘F: Stamp
- ^⌘Z: Signature
- ⌘9: Rulers

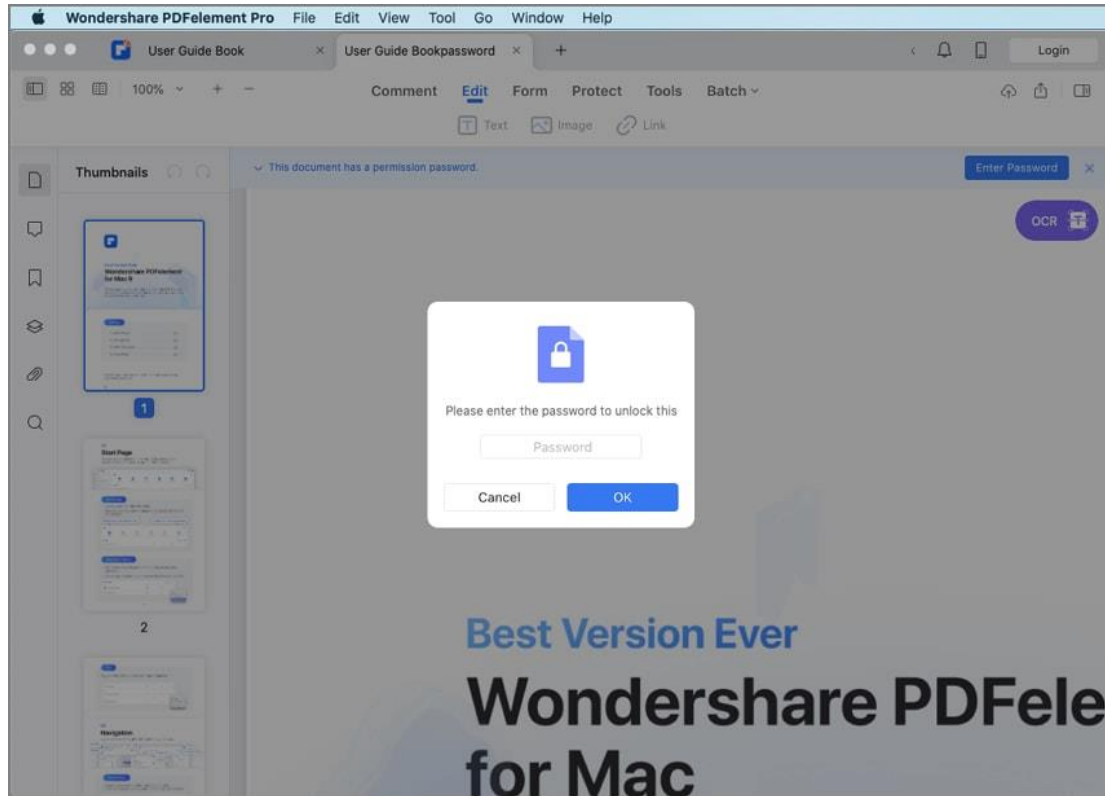
Open PDF

How to Open Password Protected PDF

To secure sensitive data and information, some PDF file may have a password as a protection. If you have received a password-protected PDF, you just need to enter the password to view the file.



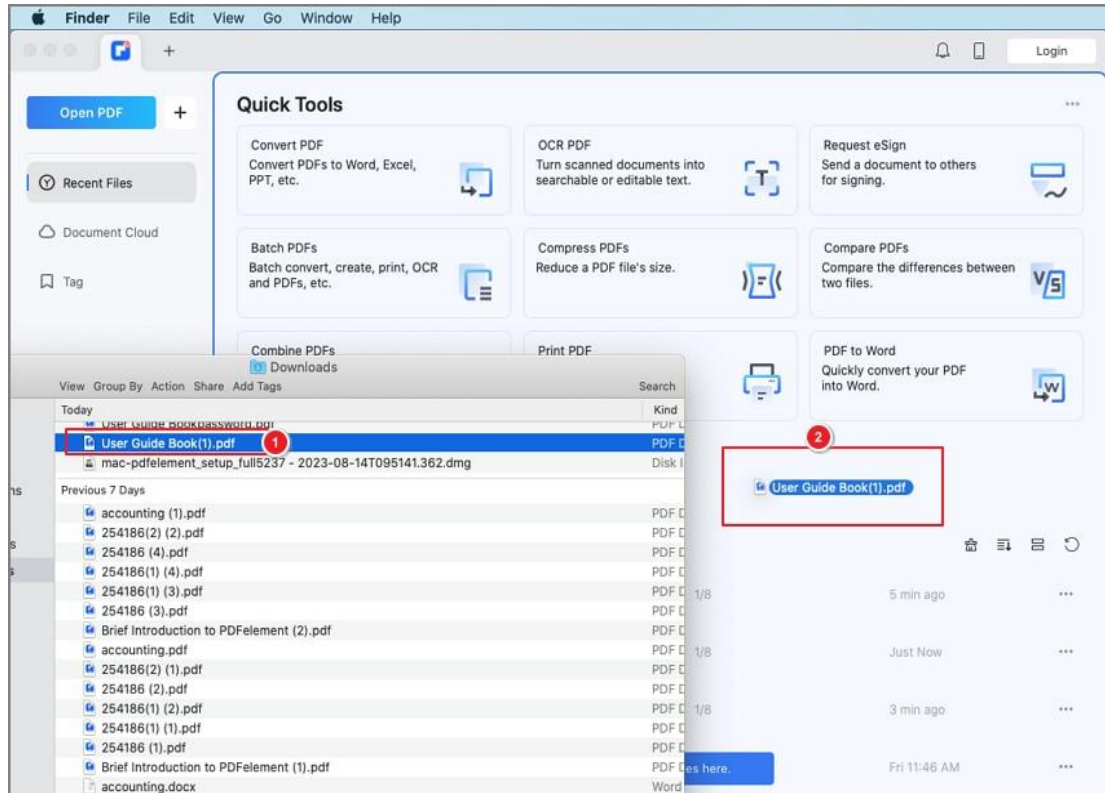
Some protected PDF files have other restrictions, and tools related to such features, e.g., printing, editing, copying, etc., are dimmed. When you try to print or edit such secured PDF file, you will be notified that "this document has a permission password". You can click the "Enter Password" button in the top blue highlighted notice to enter the permission password to unlock it.



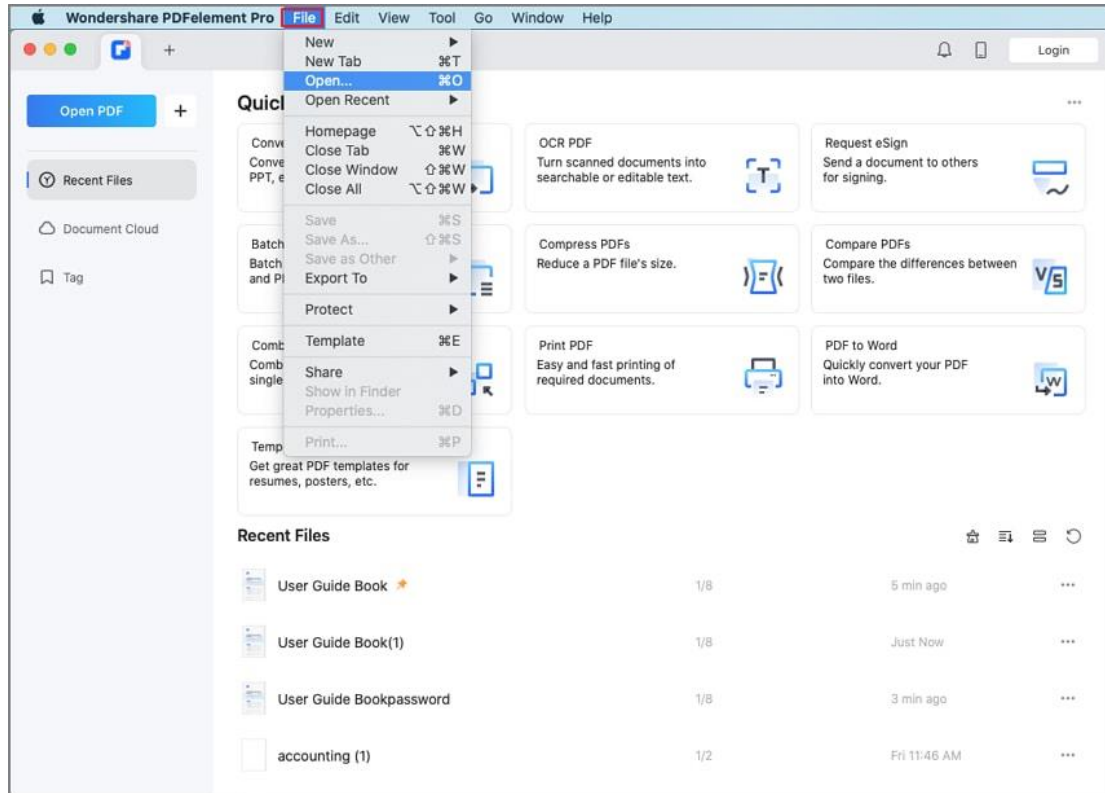
How to Open PDF File on Mac from File Menu

You can also open PDFs in PDFelement for Mac in other different ways.

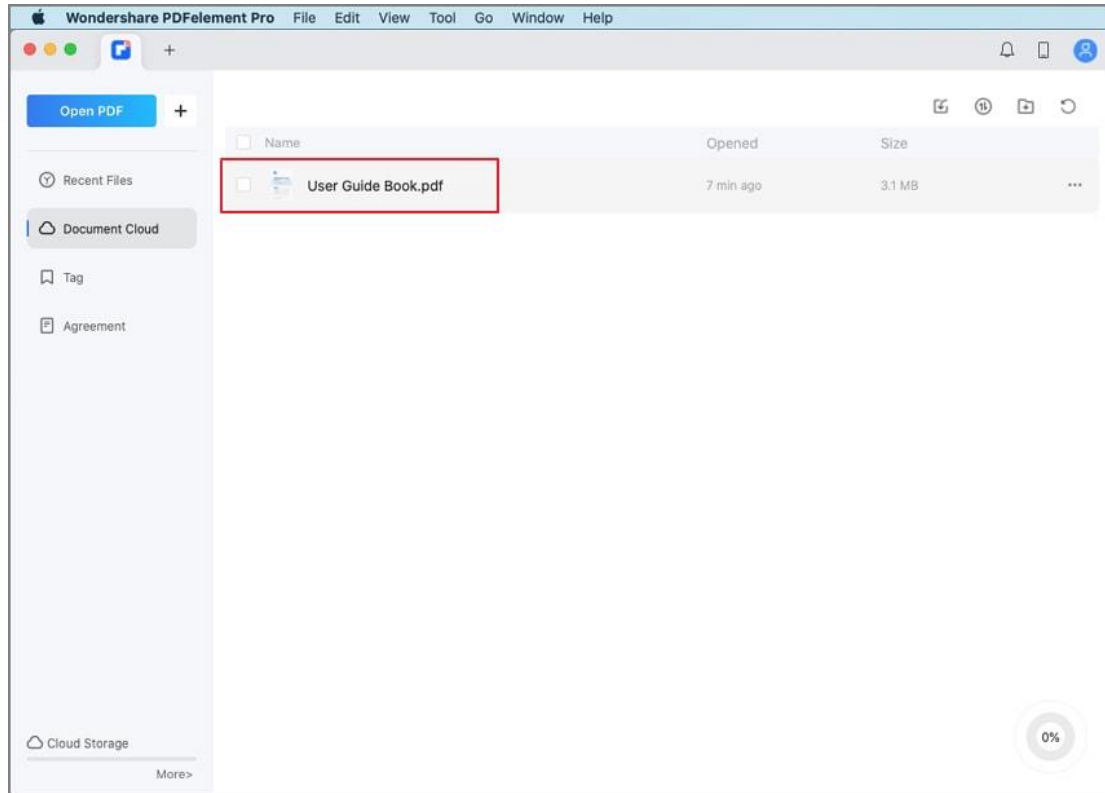
- After opening PDFelement for Mac, please drag and drop your PDF file in the product window, then the PDF file will open.



- Go to "File" > "Open" or "Open Recent" on the Top Menu to open new or recent PDF files.



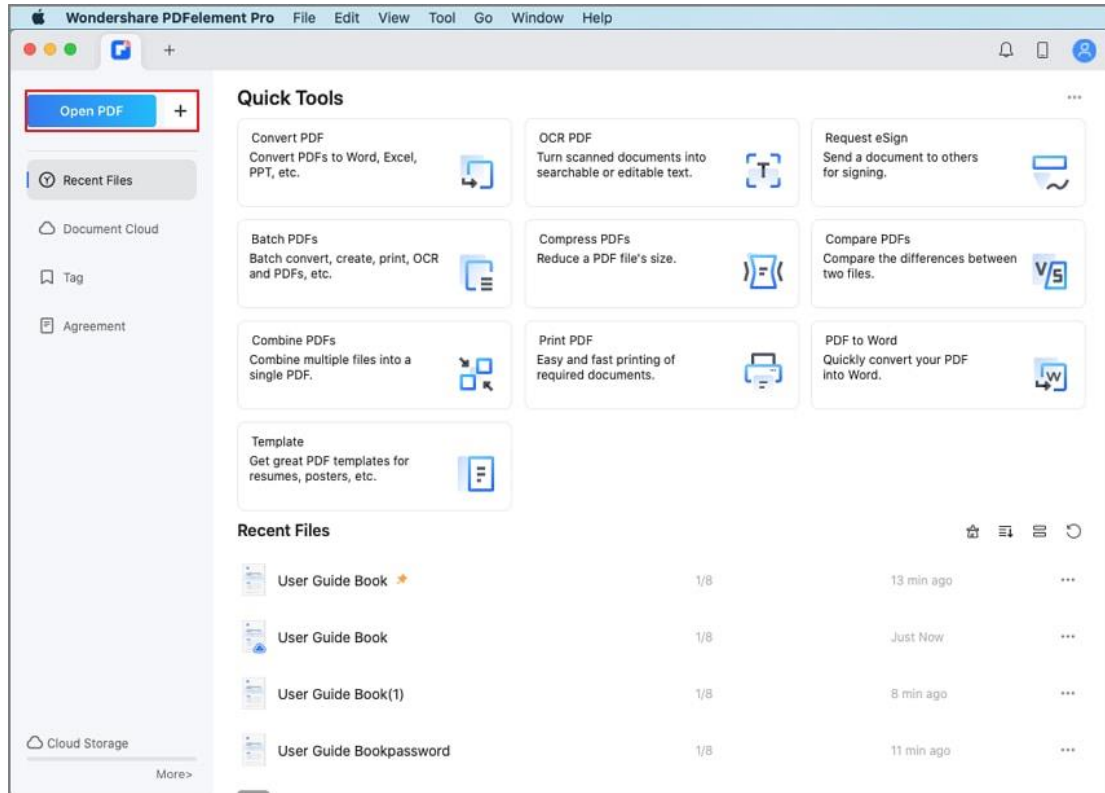
- Go to "File" > "Open Cloud" on the Top Menu, and then the Wondershare Cloud window pops up. If you've already saved some files in Wondershare Document Cloud, you can directly open the file from there.



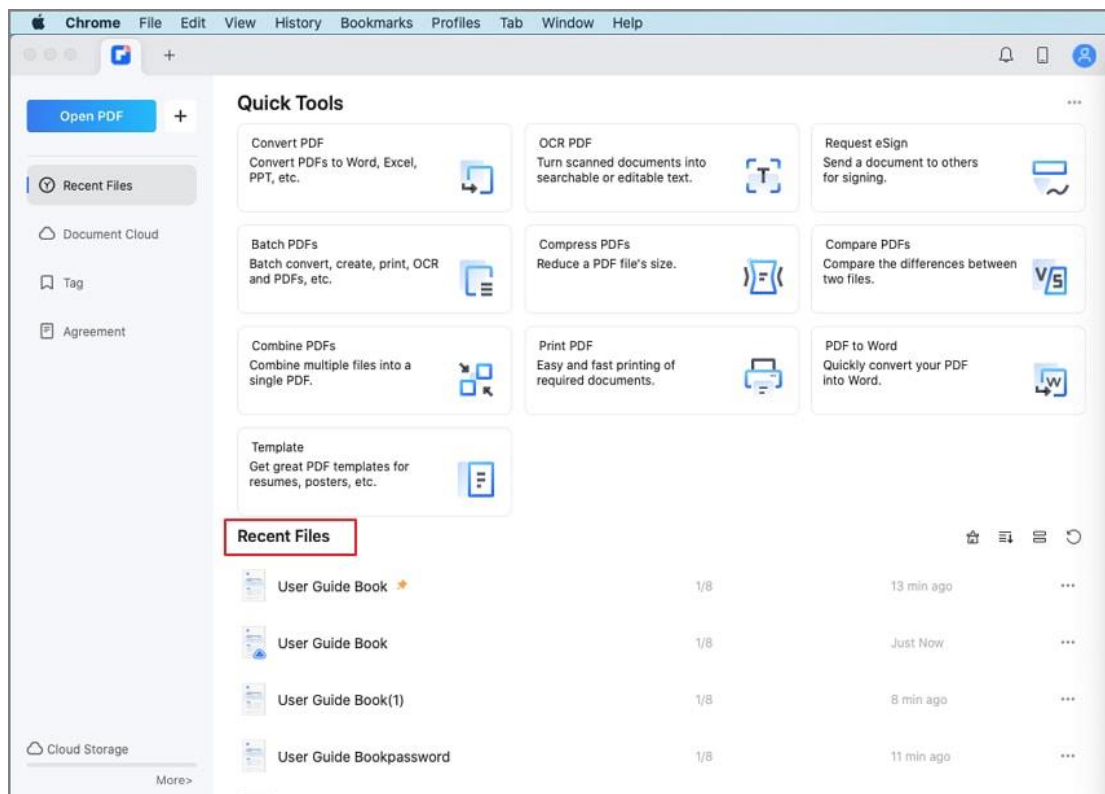
How to Open PDF on Mac from Homepage

You can open PDF files from the Homepage of the program.

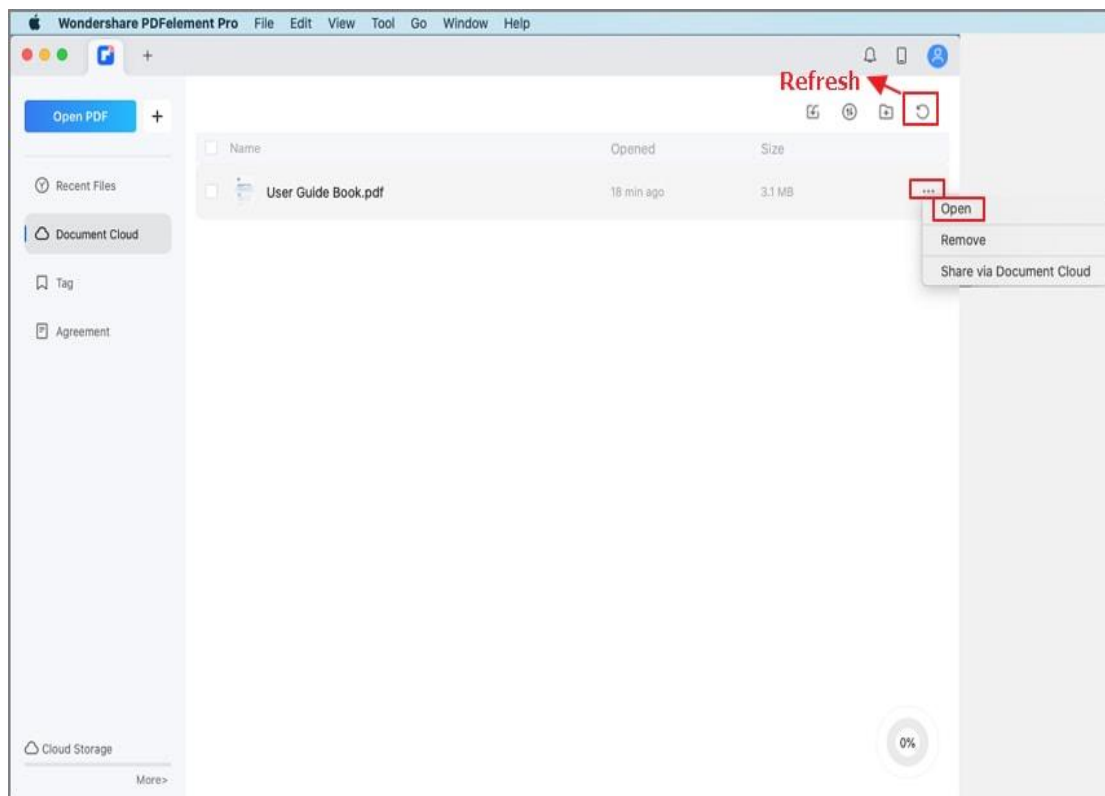
- After opening PDFelement for Mac, click "Open" button or "Create PDF" button in the Tool Tab and browse your computer to open a PDF file, or select multiple PDF files to open them at once.



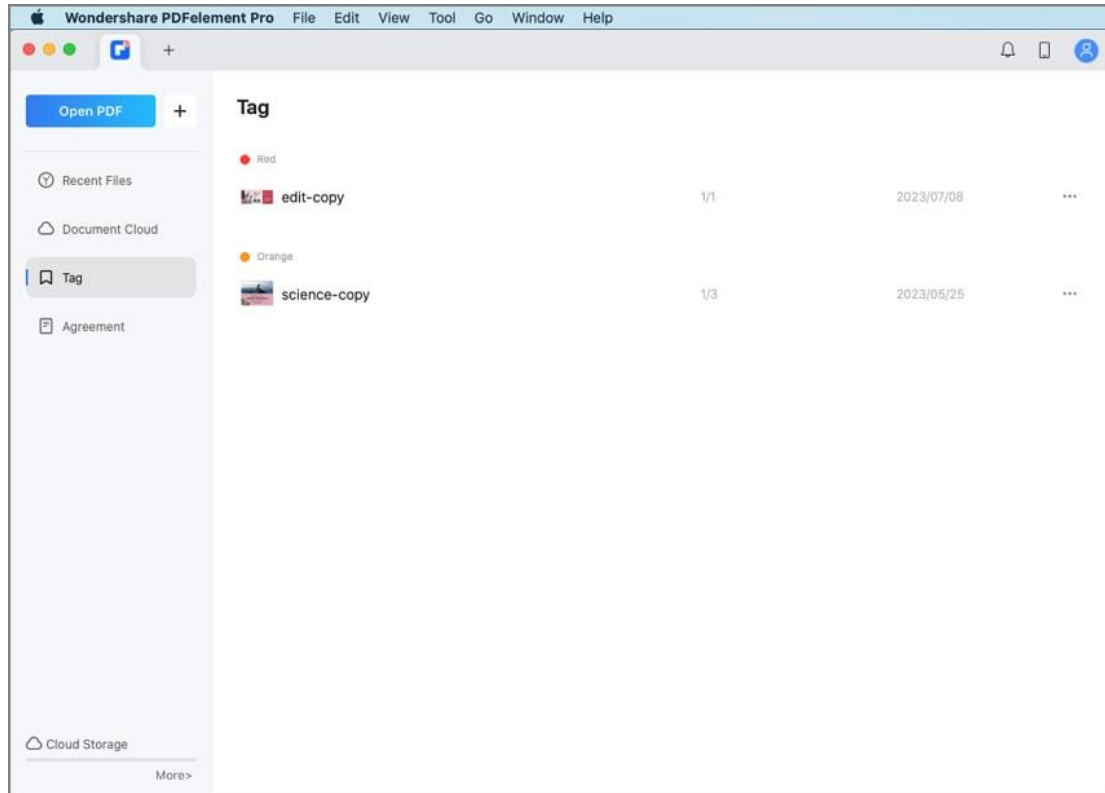
- You can choose a PDF file under the Recent List and open it directly.



- If you have already saved files in Wondershare Cloud, you can open files from the "Document Cloud" tab by clicking the file icon or the "Open" option under the "..." button. Note: Please click the "Refresh" button first to make sure you always open the latest version of the document.



- If you have used tags to organize your PDFs, you can directly go to Tag Tab to open them easily.



View PDF

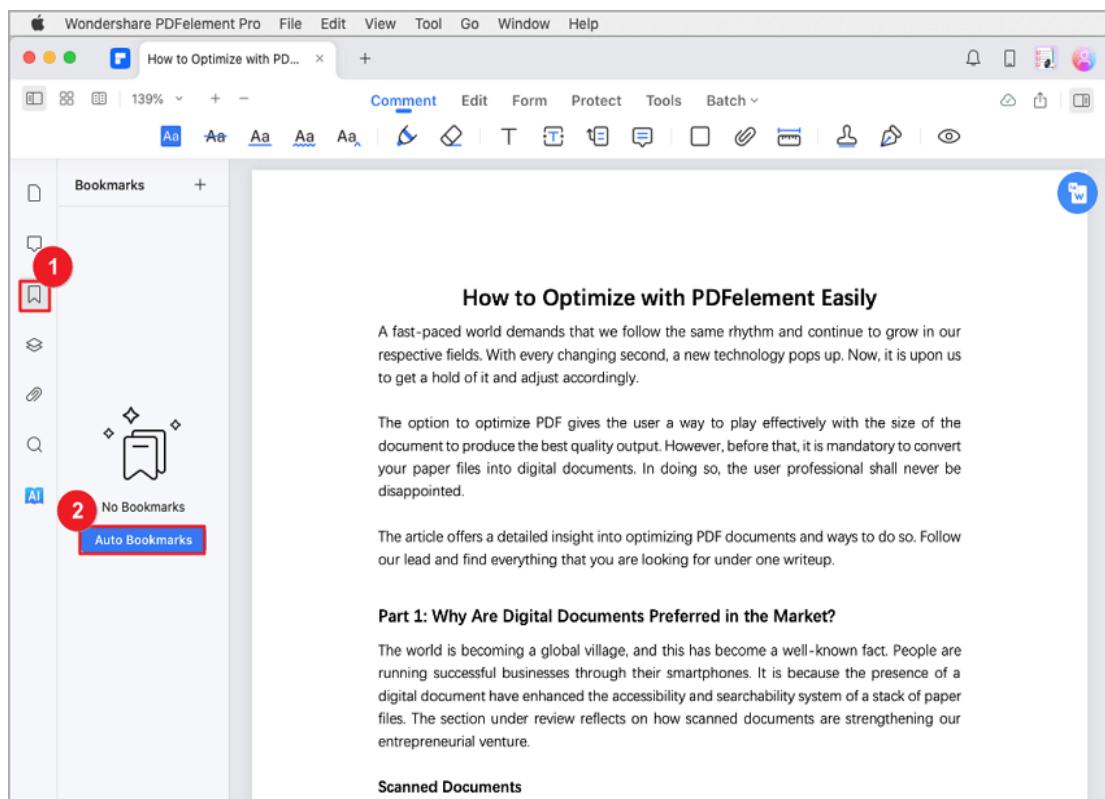
How to Add Bookmarks to PDF on Mac

Bookmark is a helpful tool to navigate you to the specific page in the document, which is the bookmark's destination.

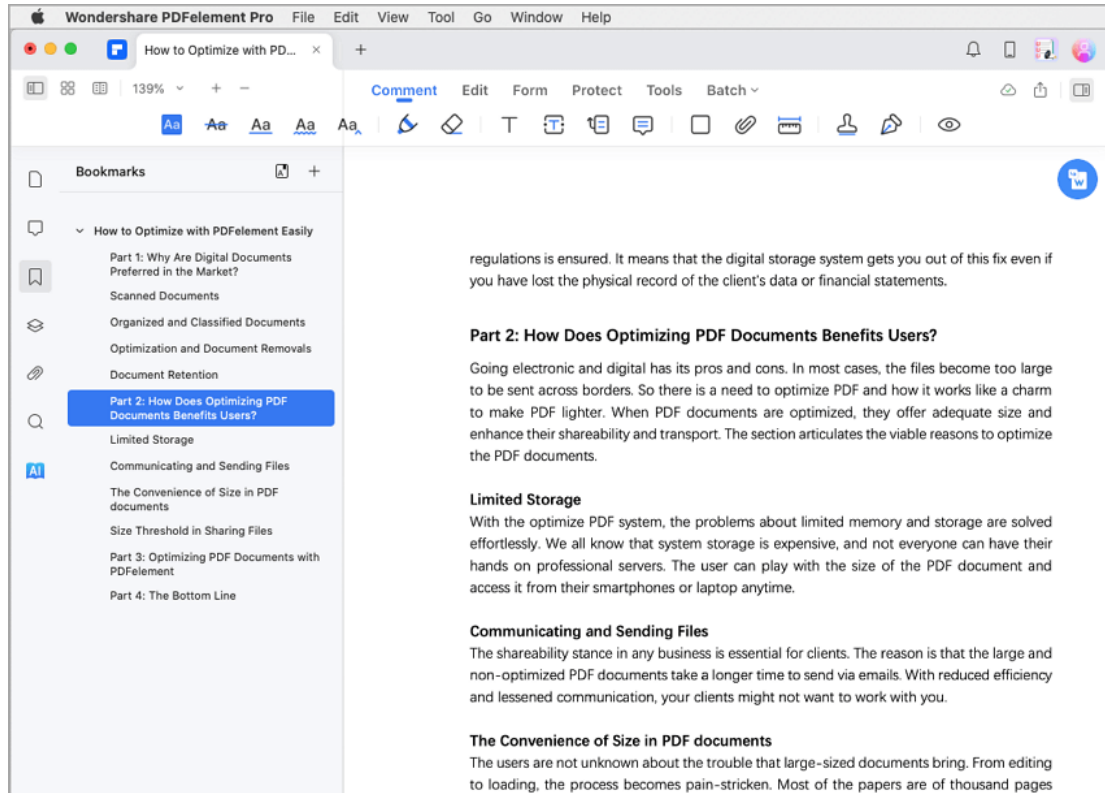
1. Auto bookmarks

Effortlessly create bookmarks in your PDF document based on its heading styles using PDFelement's Auto Bookmarks feature. This convenient tool saves you time and enhances navigation within your PDF.

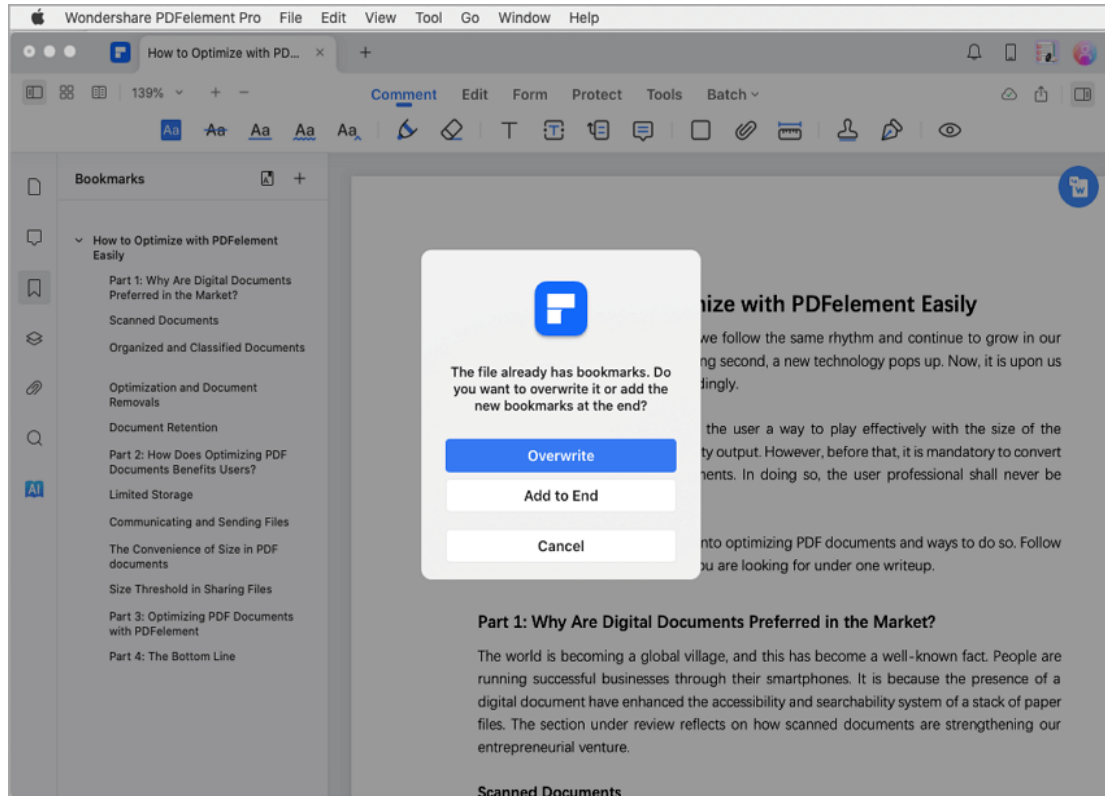
- To get started, click the "Bookmarks" button on the left of the software interface, which opens up the "Bookmarks" panel.
- Within the "Bookmarks" panel, locate and click the "Auto Bookmarks" button. PDFelement will intelligently generate bookmarks based on the heading styles within your document.



- Navigate through the bookmarks by clicking on specific entries in the panel. PDFelement will seamlessly guide you to the corresponding pages.



- If your PDF already contains bookmarks, clicking the "Auto Bookmarks" button will trigger a message. You can choose to either overwrite the existing bookmarks or add new ones to the end of the list.

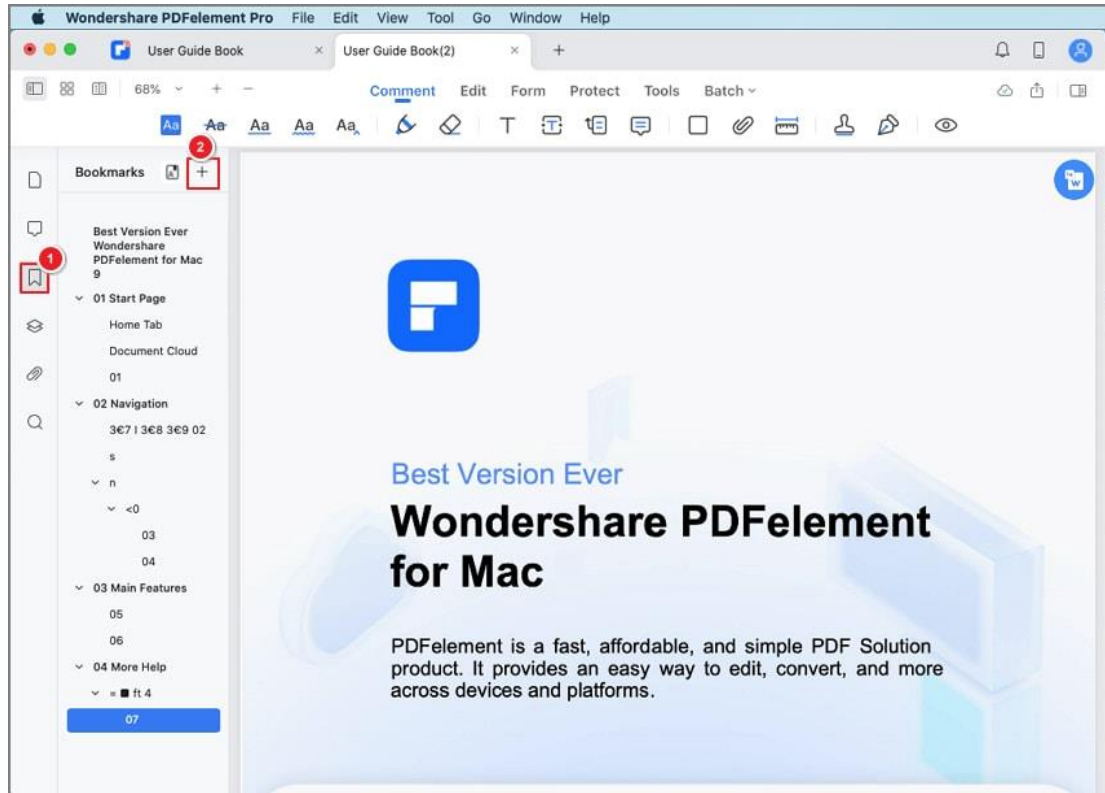


Tip:

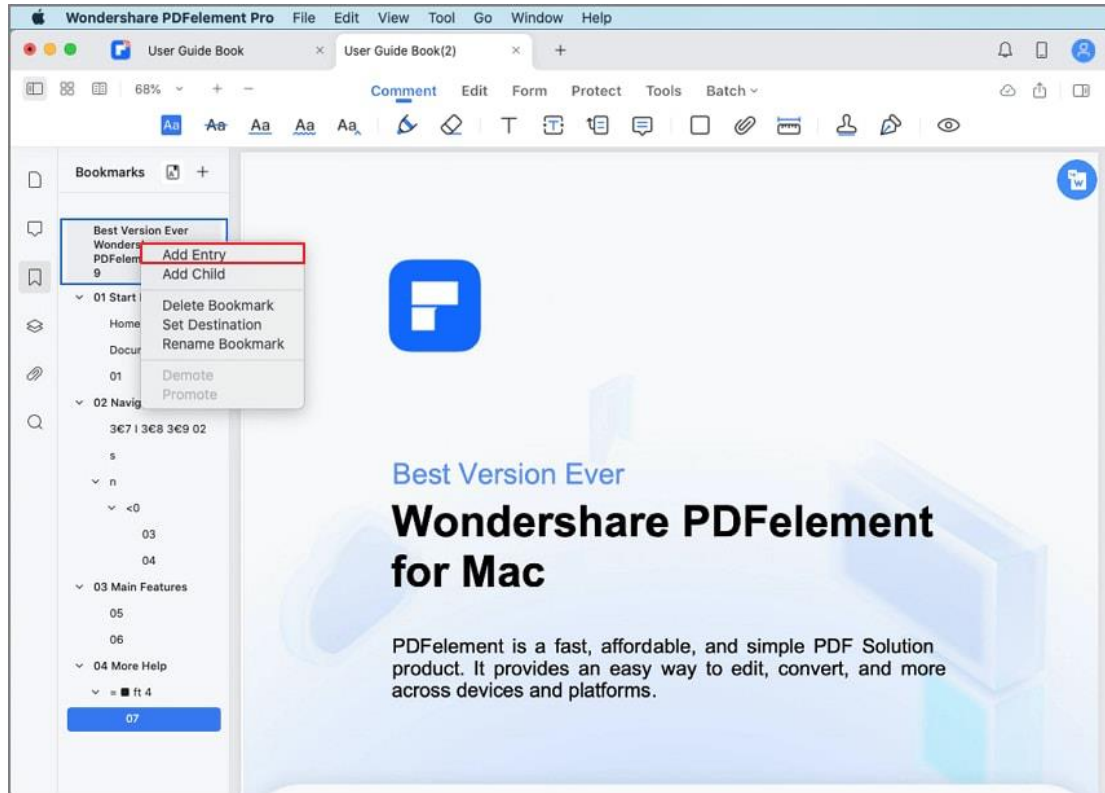
For accurate and seamless bookmark generation, ensure distinct text formatting styles are applied to each level of headings in your PDF. This practice enables PDFelement to create auto bookmarks more precisely and efficiently.

2. Add/Delete Bookmarks

- Open the Bookmarks Panel by clicking the Bookmarks Button on the left.
- Open the page to which you want to add the bookmark.
- Click the Add Bookmark Button, and type the name of the new bookmark.



- Alternatively, you can create a bookmark by right-clicking an existing bookmark and selecting the Add Entry option.

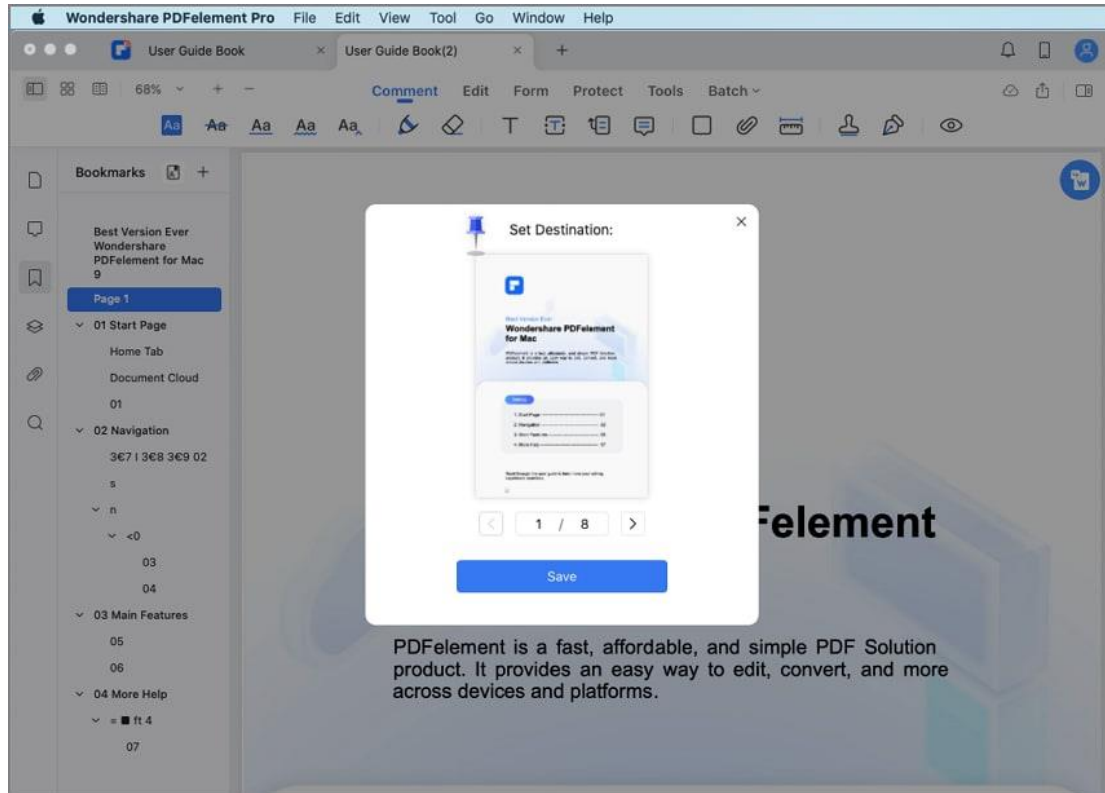


- Add Child option allows you to create a child bookmark underneath an existing bookmark.
- You can delete a bookmark by right-clicking it and selecting the Delete Bookmark option.

3. Edit Bookmarks

In PDFelement for Mac, you can also change an existing bookmark's properties.

- Right-click a bookmark and select Set Destination to change its destination. In the pop-up window, select the new destination to which you want to move the bookmark, and click Save.



- Double-click an existing bookmark and edit its name to rename it. Alternatively, you can rename a bookmark by right-clicking it and selecting the Rename Bookmark option.

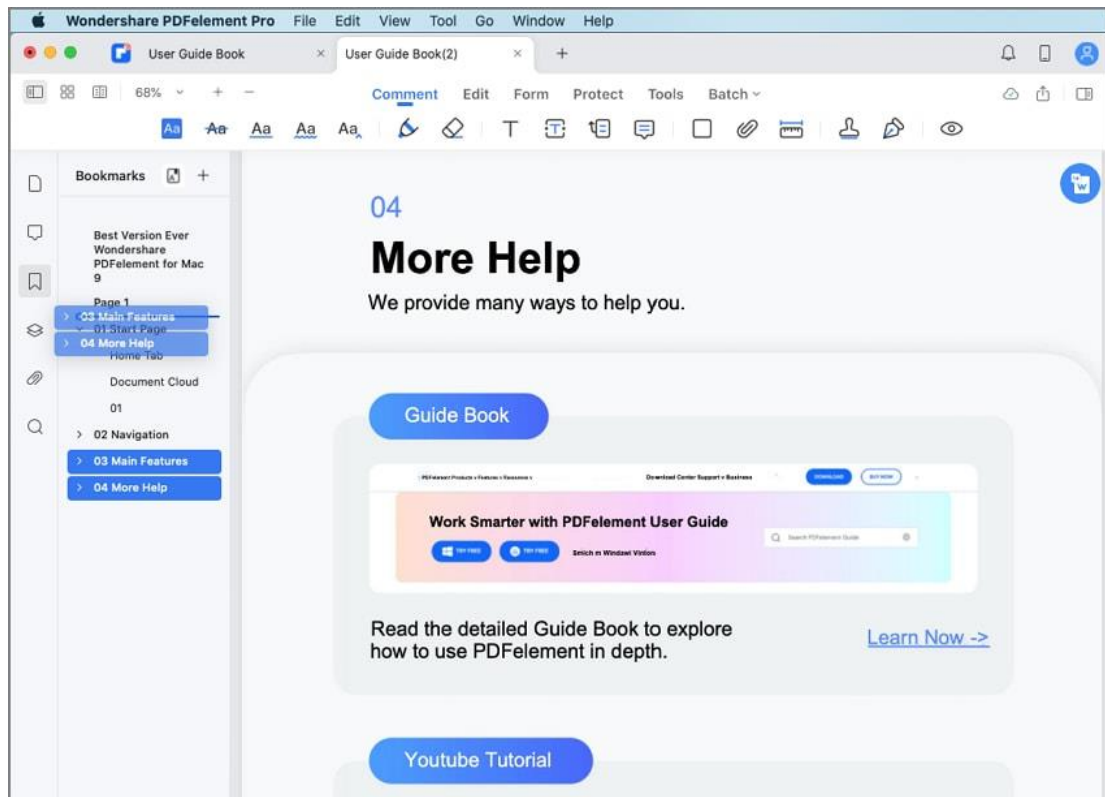
4. Change a Bookmark's Hierarchy

You can create a nested bookmark hierarchy that specifies the relationship between bookmarks.

Select the bookmark or range of bookmarks you want to move, then drag the icon(s) until the indicator is under your desired bookmark heading.

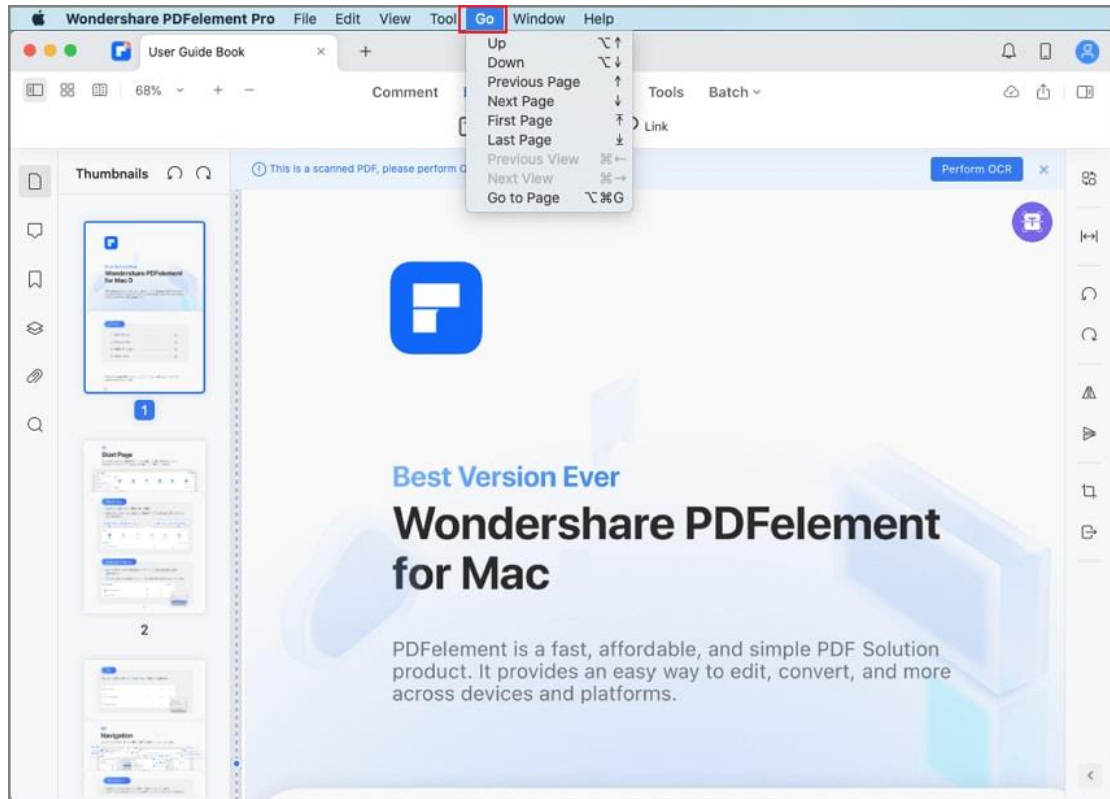
Note:

While the bookmark is moved, the actual page remains in its original location in the document.



How to Navigate PDF on Mac

In Wondershare PDFelement for Mac, you can navigate through the pages of your current active document using the navigation buttons in the Toolbar:

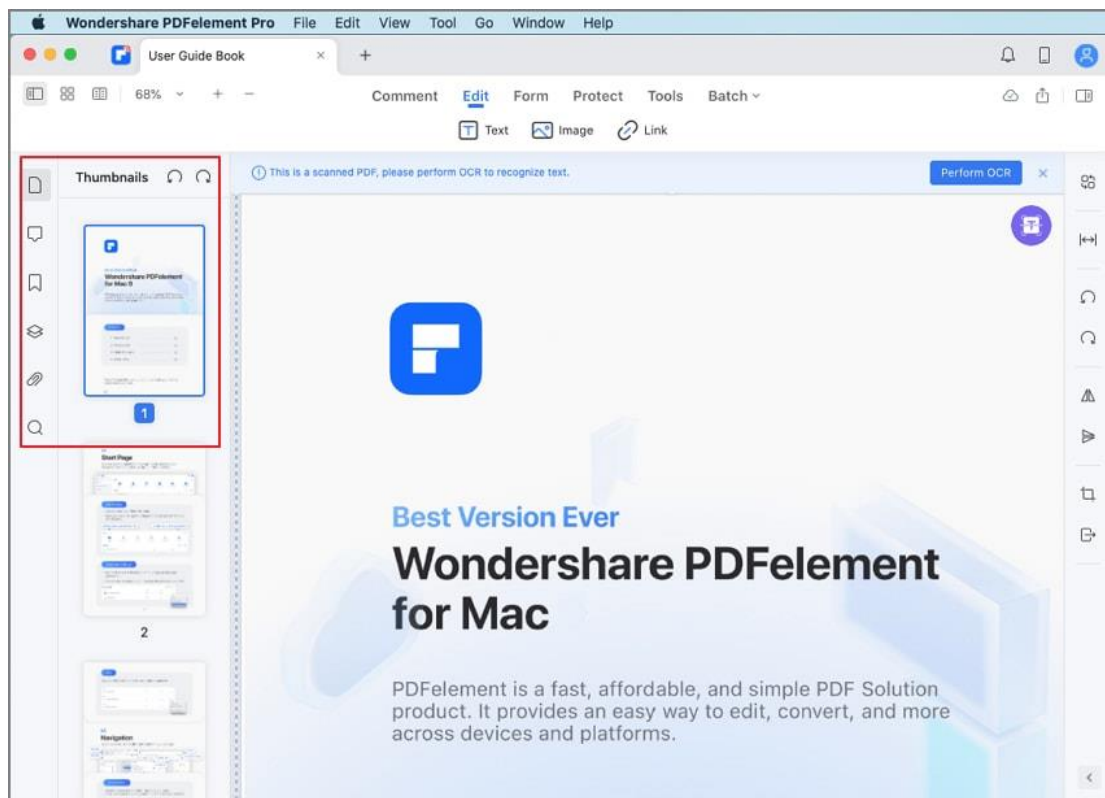


- Click the "Go" > "Up" button to move up from the current place.
- Click the "Go" > "Down" button to move down from the current place.
- Click the "Go" > "Previous Page" button to move from the current page to the previous page.
- Click the "Go" > "Next Page" button to move from the current page to the next page.
- Click the "Go" > "First Page" button to jump from the current page to the first page directly.
- Click the "Go" > "Last Page" button to jump from the current page to the last page directly.

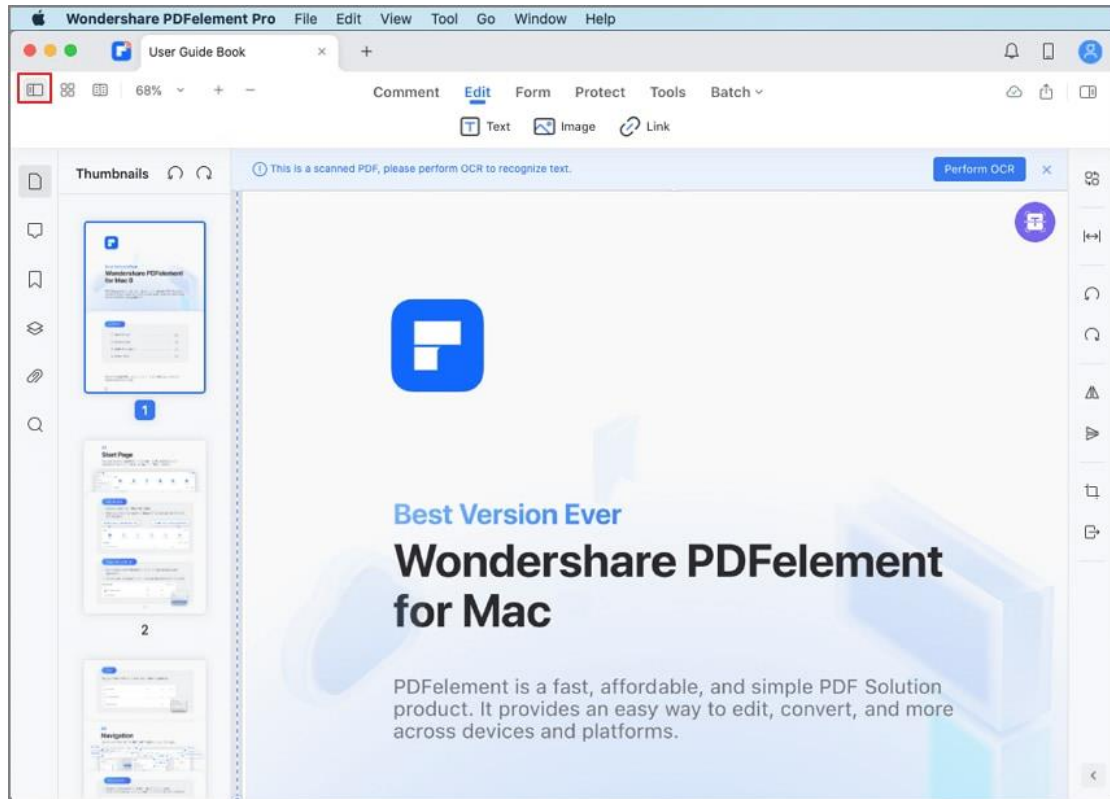
- Click the "Go" > "Go to Page...", enter the page number, and press the "enter" on the keyboard to jump to the destination page.
- You can also use the arrow keys on your keyboard to go up or down.

1. Display Navigation Panel

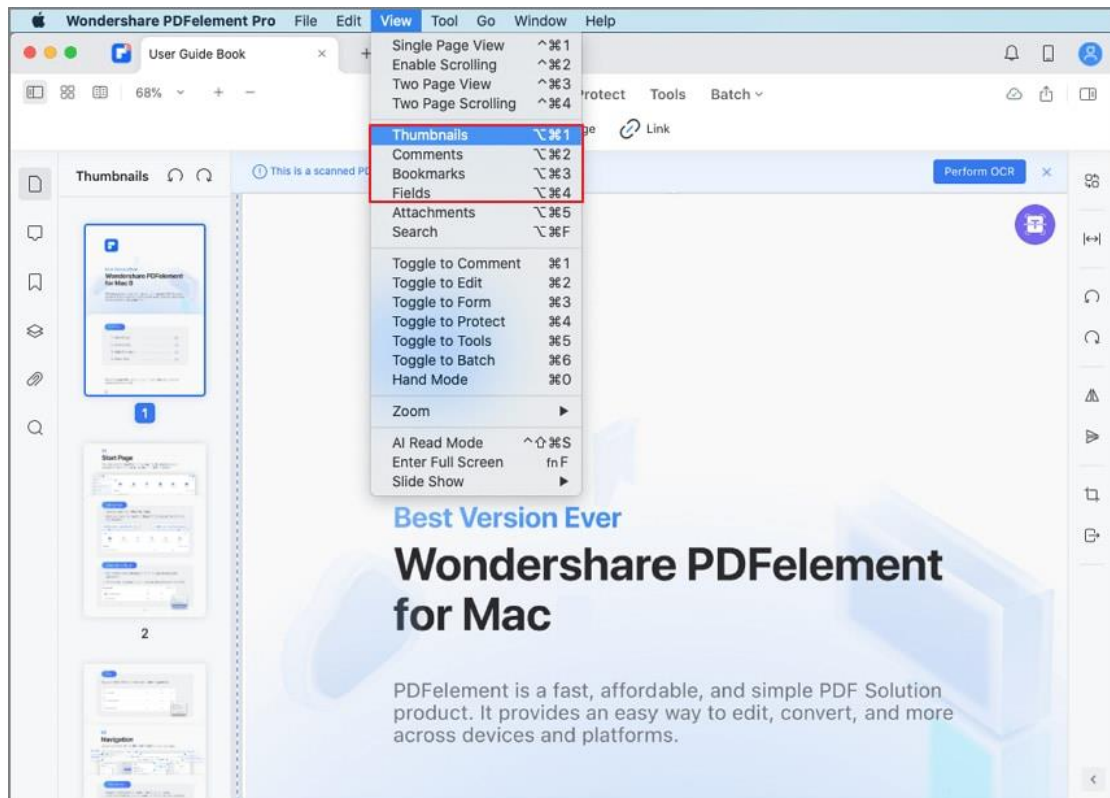
- After opening a PDF document in the program, you can find Navigation Panel on the left. There are Thumbnail Panel, Comment Panel, Bookmark Panel, Field Panel, and Attachments Panel here.



- If the Navigation Panel doesn't pop up automatically, please click the "Show Panel" button on the top left corner.



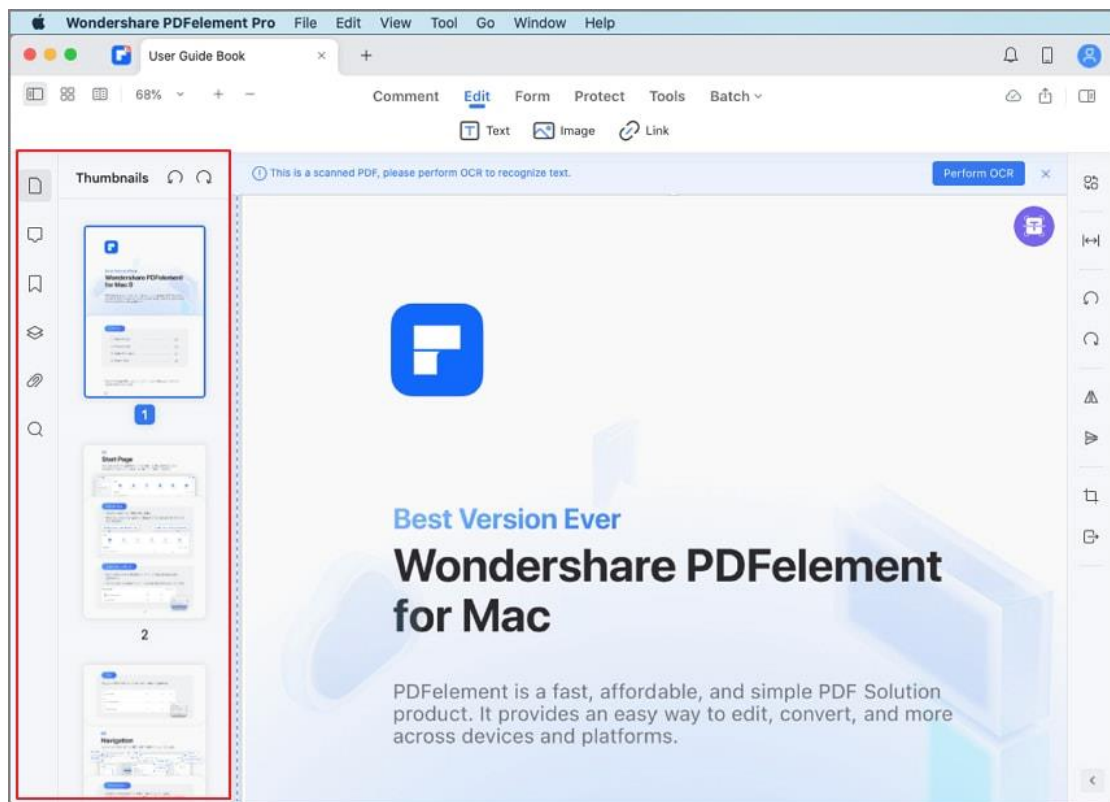
- You can also click the "View" tab on the Top Menu and choose a desired panel in the drop-down menu.



2. Thumbnail Panel

The Thumbnail Panel allows you to quickly scroll through pages in your document by using the mouse wheel or dragging the slider in the panel.

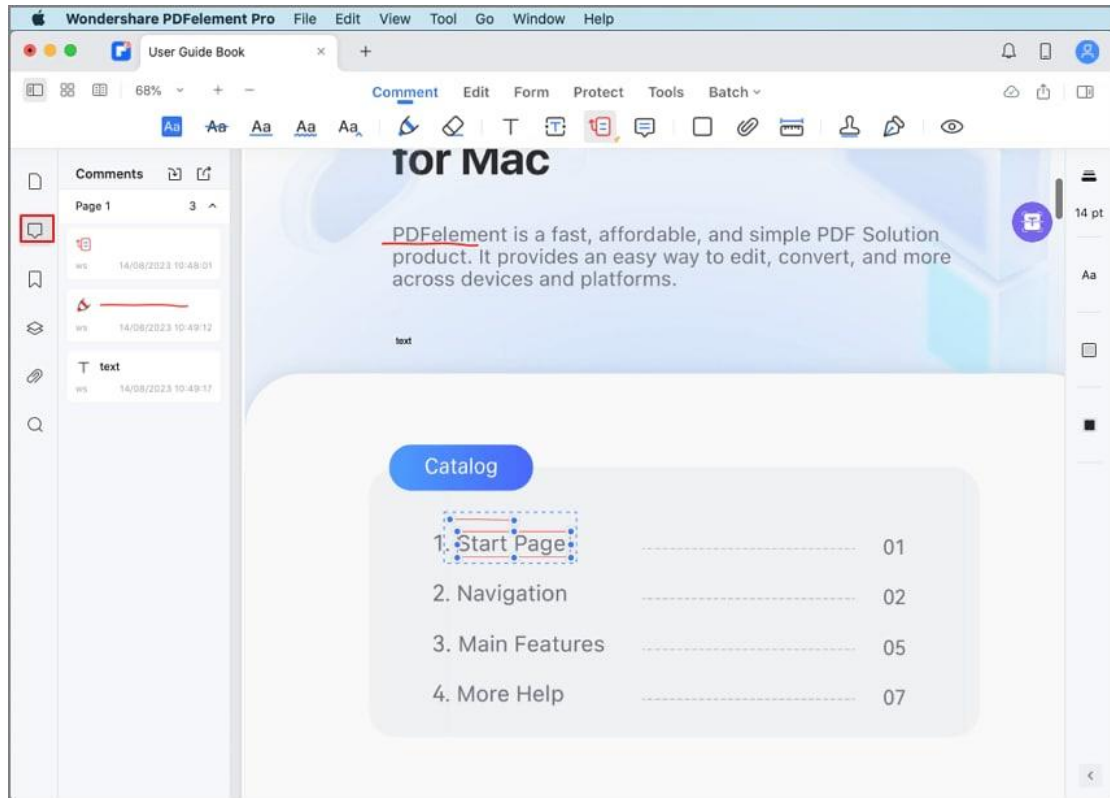
- Organize the page order: by dragging the thumbnails in the "Thumbnail Panel", you can reset the order for your pages as needed.



3. Comment Panel

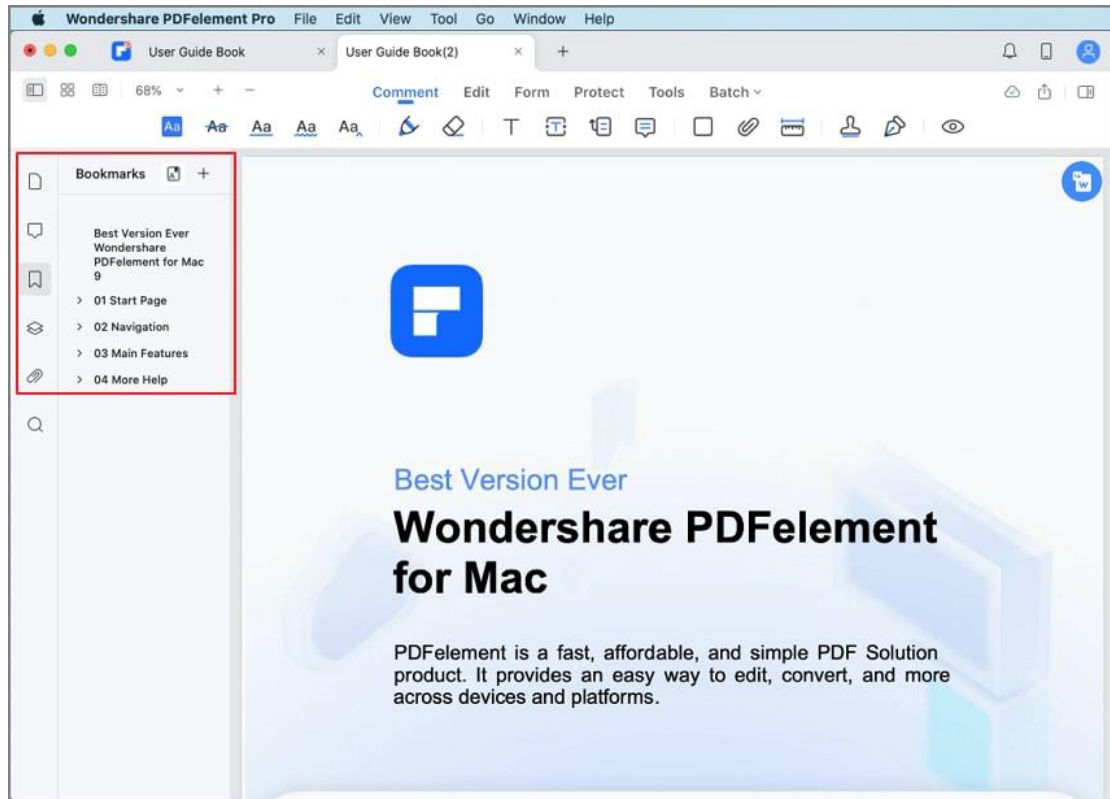
The Comment Panel enables you to find all the comments added to the PDF file. If you need to delete a comment, click on the comment in the right panel,

and then press the Delete key on your keyboard or right-click it to find the "Delete" button.



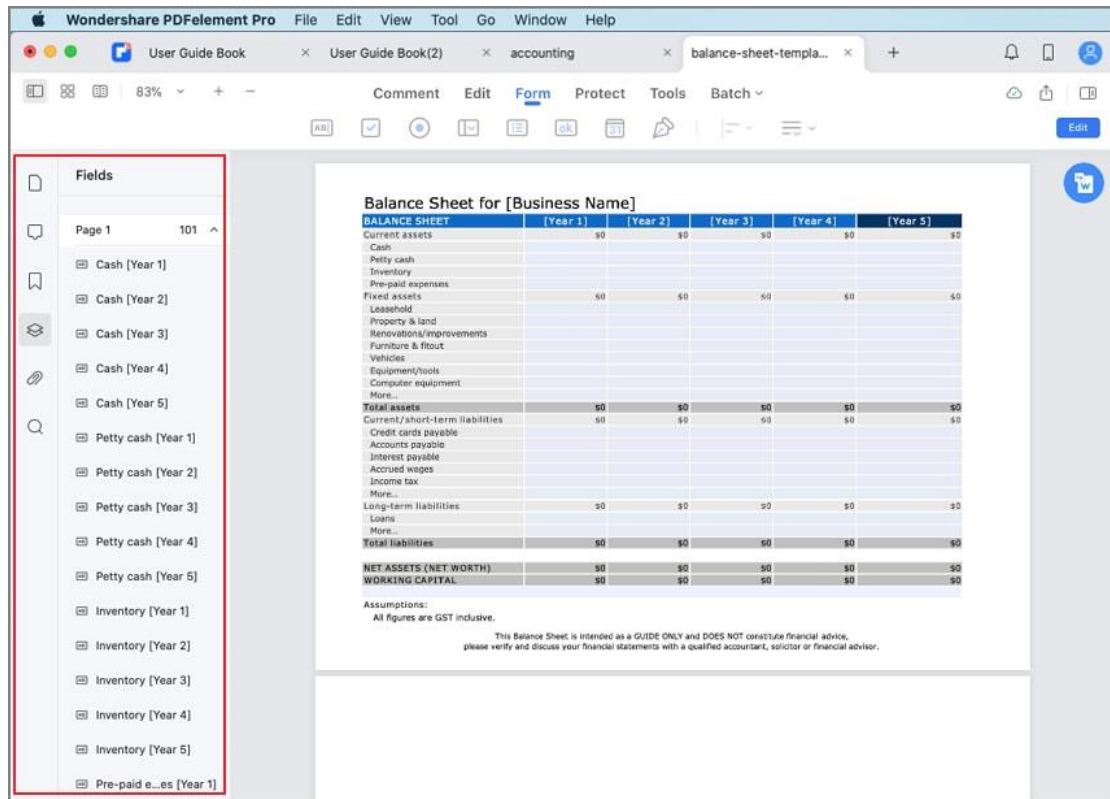
4. Bookmark Panel

A bookmark is a link to the specific text within a document. Use the bookmarks to go to different pages in the document. PDFelement for Mac allows you to navigate through the bookmarks by simply going to the Bookmark Panel and clicking on a specific bookmark to jump to that location. If you want to create bookmarks, you can click "+" at the top of the Bookmark panel and set the bookmark accordingly.



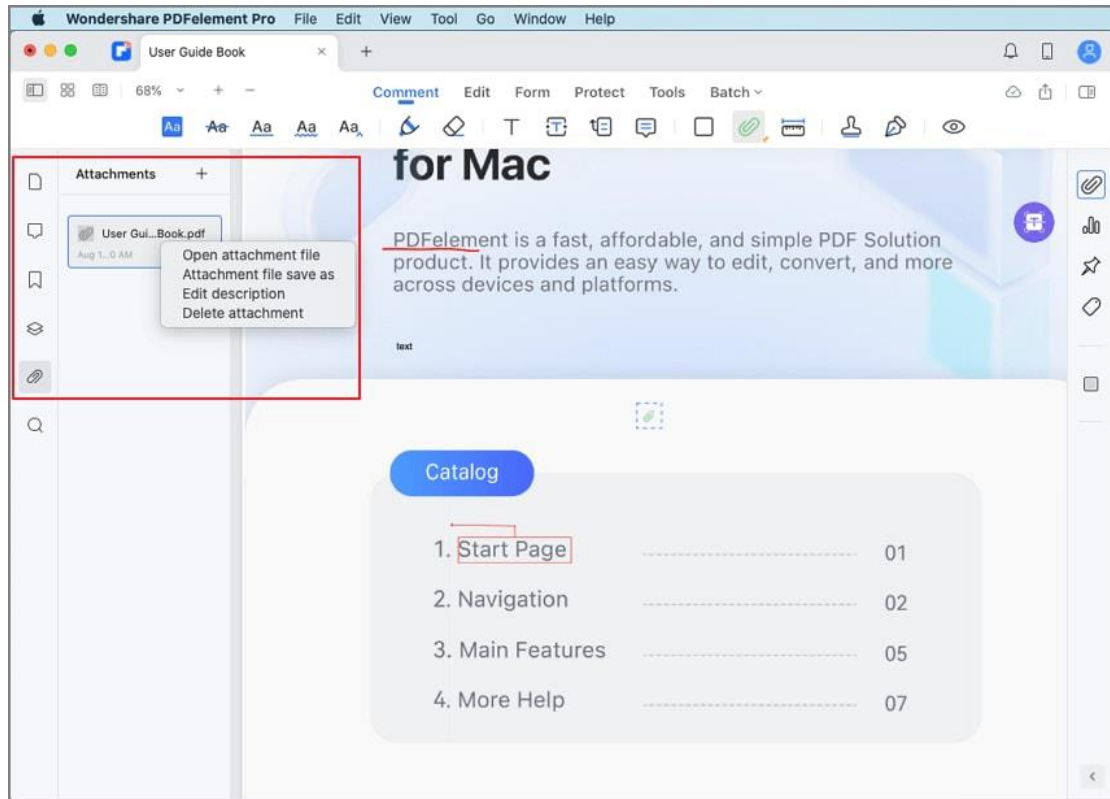
5. Field Panel

All the fillable fields in the PDF document are summarized in this panel. Click a field in the panel, and a blue box will appear around the form field on the PDF page.



6. Attachment Panel

If your PDF file has any attachments, they will be displayed in such panel. Right-click an attachment, and more editing options will appear in the drop-down menu.

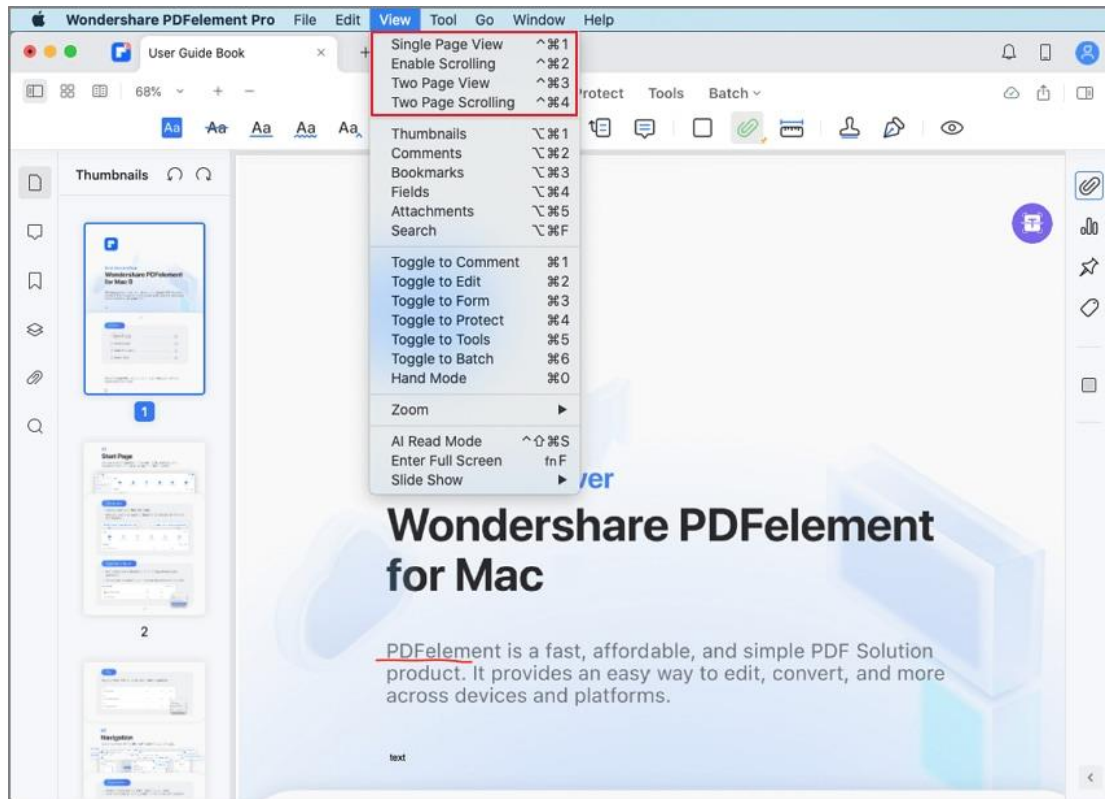


How to Read PDF with PDFelement for Mac

1. Document Layout

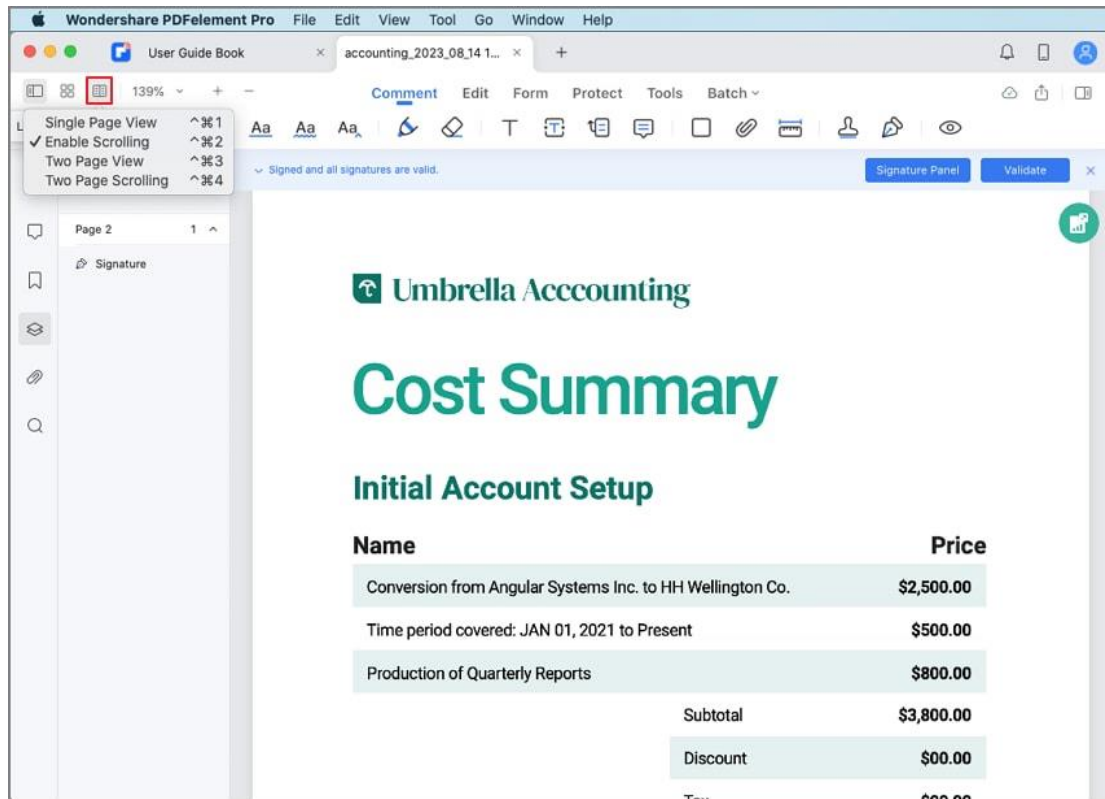
Viewing and navigating PDF files are very intuitive with PDFelement for Mac.

The most commonly used options are under the "View" tab in the Top Menu.



- Single Page View: View one page in the document pane at a time.
- Enable Scrolling: Arrange pages in the document pane in a continuous vertical column with scrolling enabled.
- Two Page View: Arrange pages side by side, displaying two pages at a time.
- Two Page Scrolling: Arrange pages side by side in a continuous vertical column with scrolling enabled.

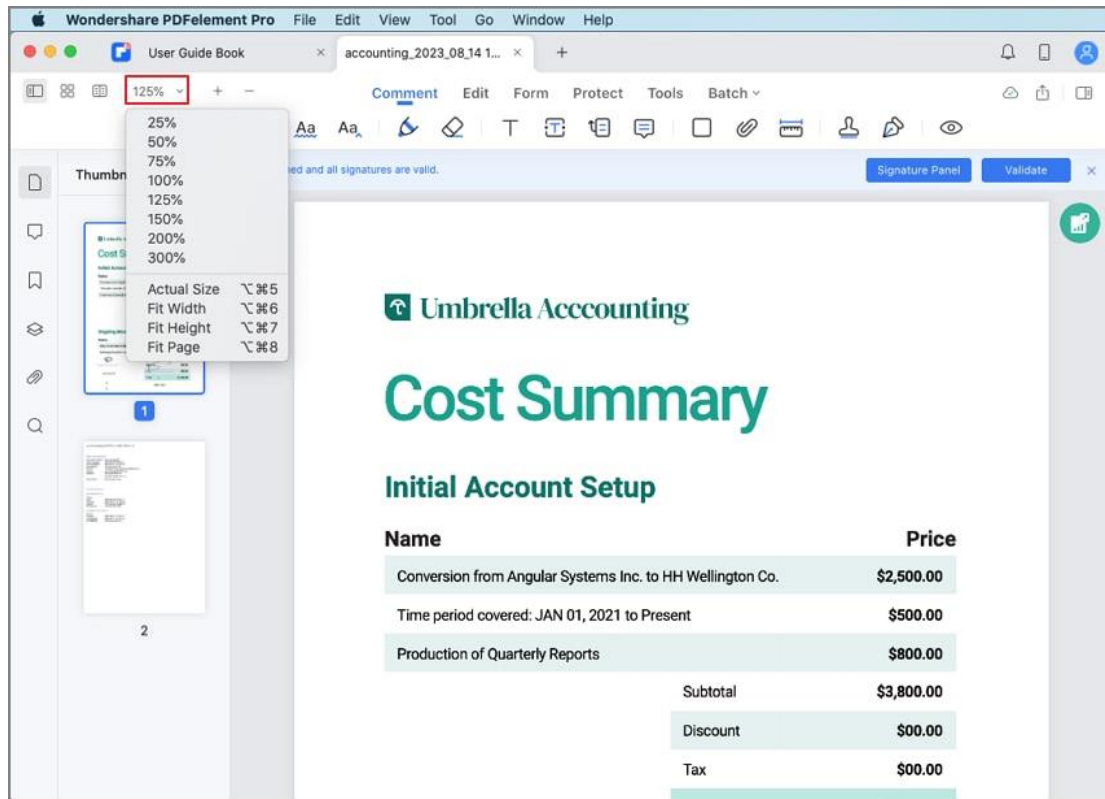
You can also use click the "View" button on the top left corner to find these options.



2. Zoom

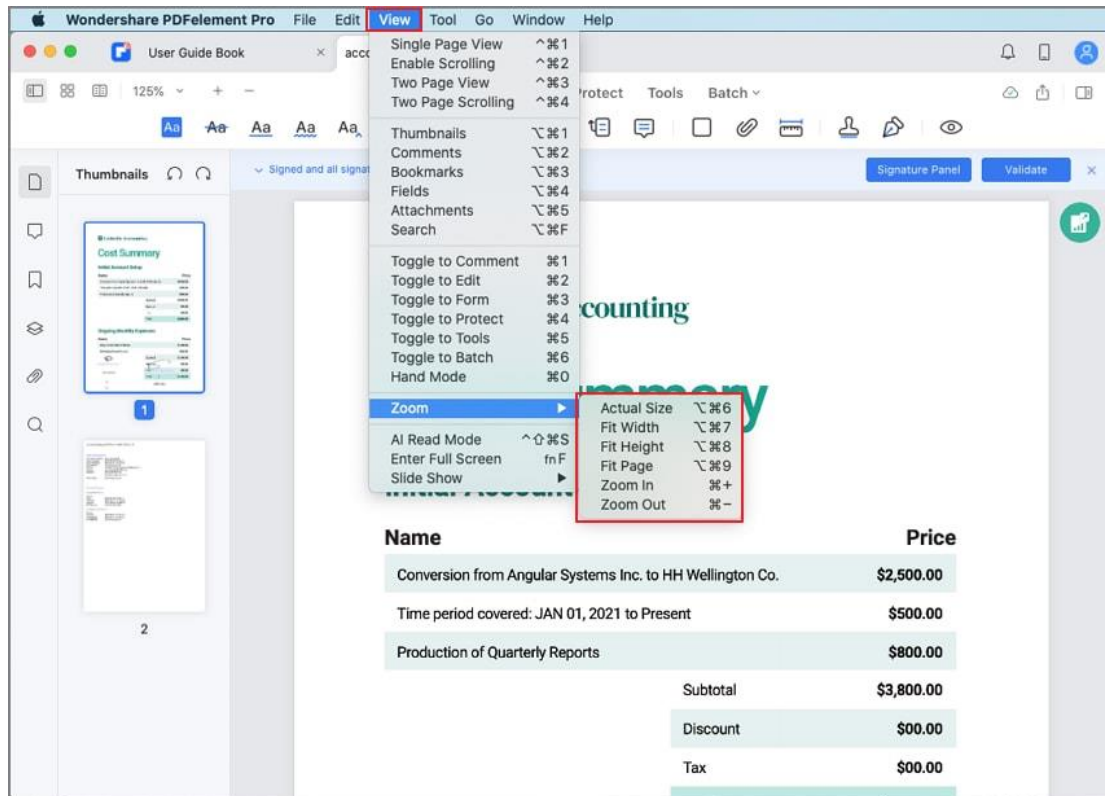
With the zoom tool, you can enlarge or shrink the view of a PDF to see more details. You can zoom in to a minimum of 20% and zoom out to a maximum of 6400%.

- Set the magnification level for PDF documents at the left-top corner. You can also click the "Zoom In" or "Zoom Out" options under the "View" button in the Top Menu.



3. Page Layout

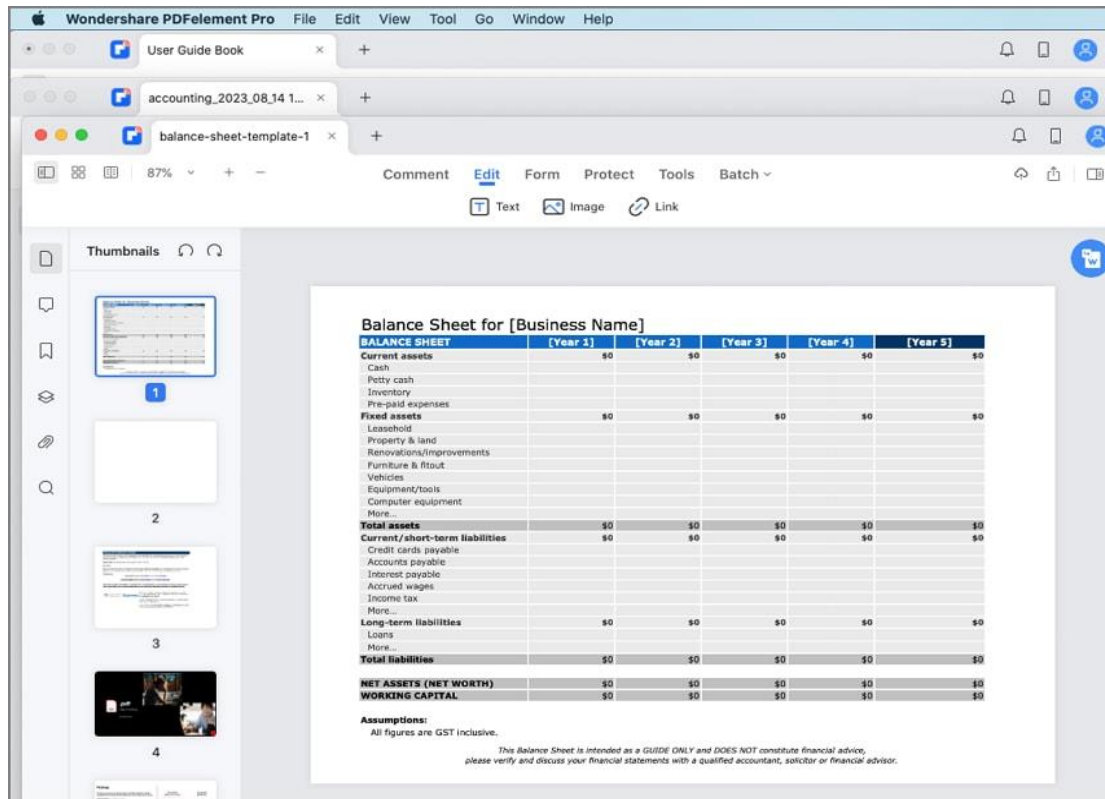
You can also get the page layout options under "View" > "Zoom", which include "Actual Size", "Fit Width", "Fit Height", and "Fit Page".



- Actual Size: To resize the page to its actual size of 100% zoom level.
- Fit Width: To resize the page to fit the width of the window. Part of the page may be out of view.
- Fit Height: To resize the page to fit the height of the window. Part of the page may be out of view.
- Fit Page: To resize the page to fit entirely in the document pane.

4. Multi-Windows Viewing

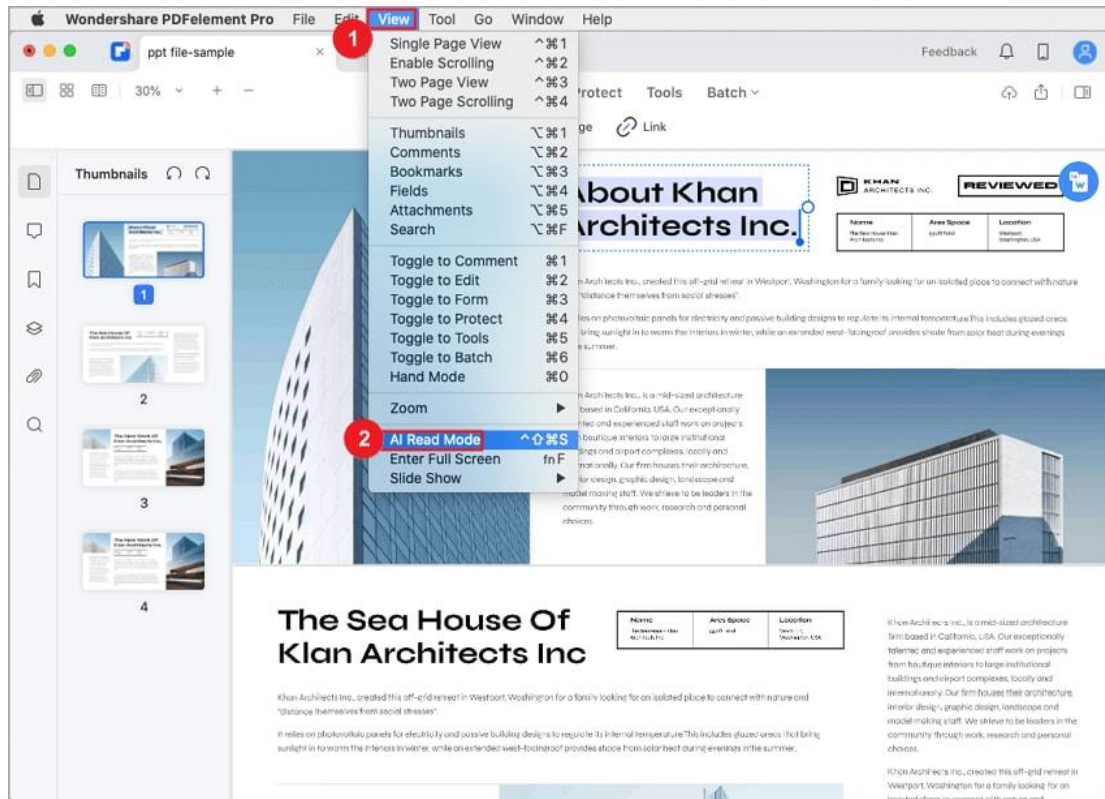
PDFelement for Mac allows you to open as many documents as needed in different application windows. This allows you to keep all of your documents readily available to work with, or review as needed.



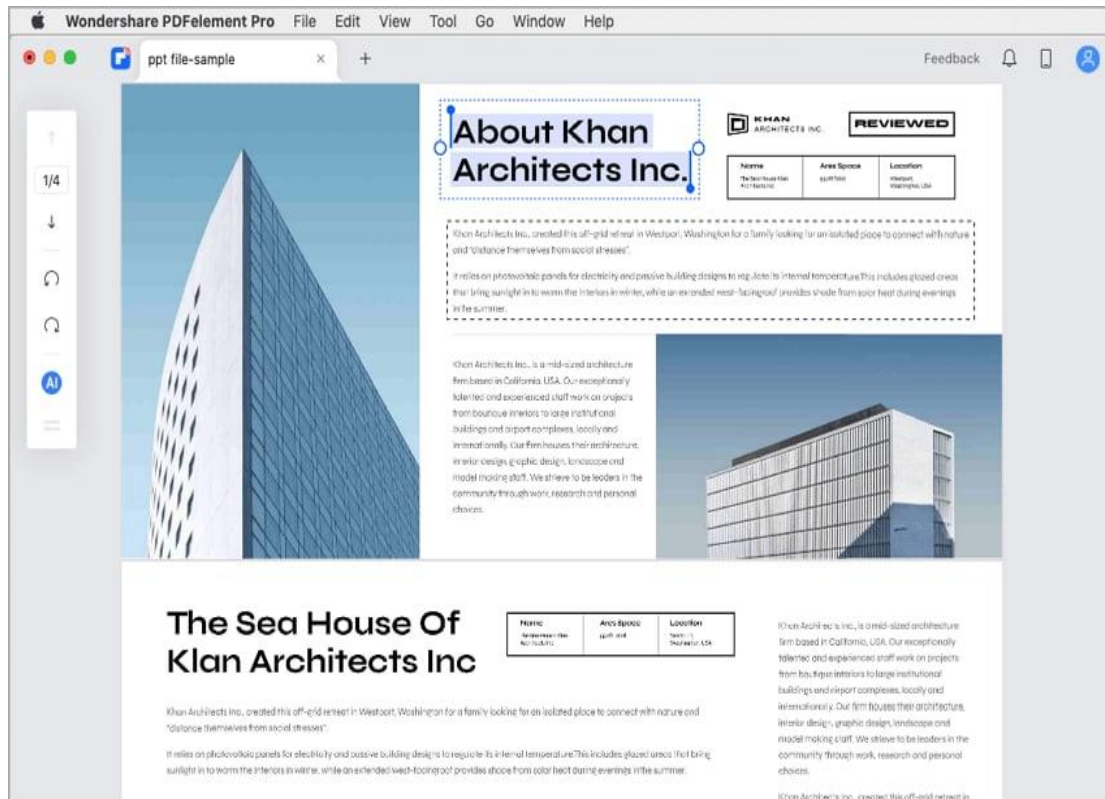
5. AI Read Mode

Experience seamless reading with PDFelement's "AI Read Mode." This feature not only lets you read PDFs but also provides options for summarizing, proofreading, rewriting, and asking questions, all within the same interface.

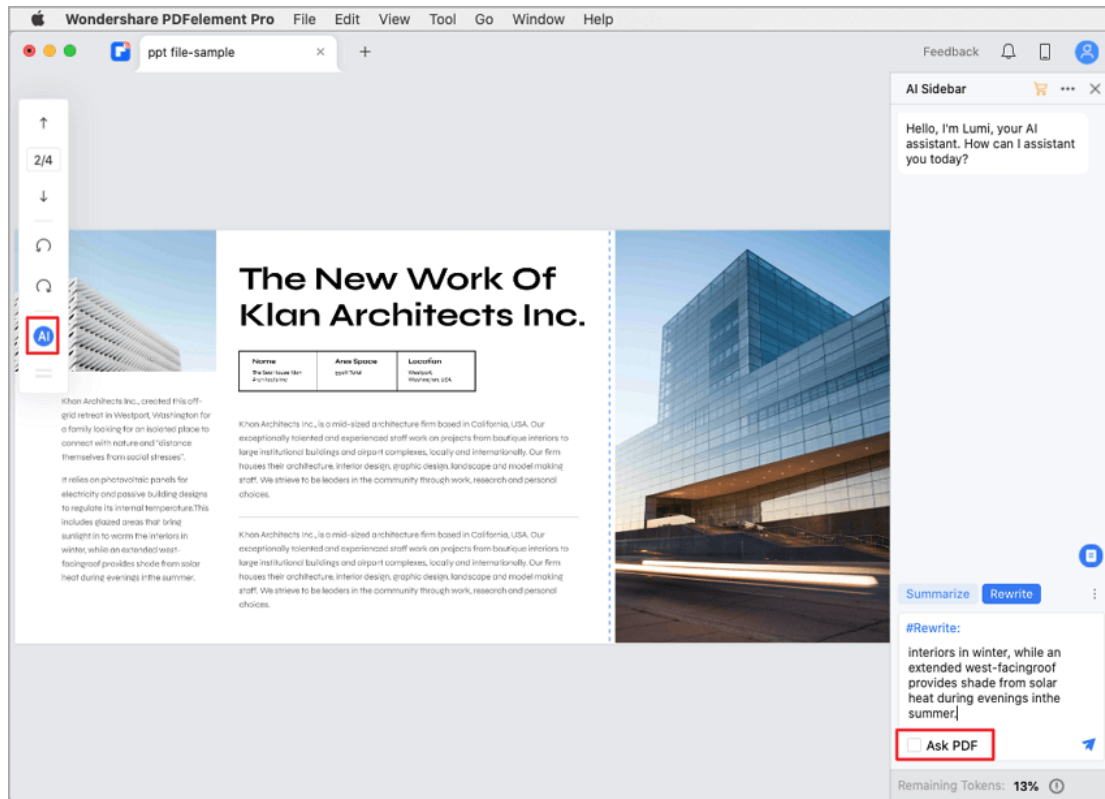
- Click the "AI Read Mode" button under the "View" menu at the top of the software interface.



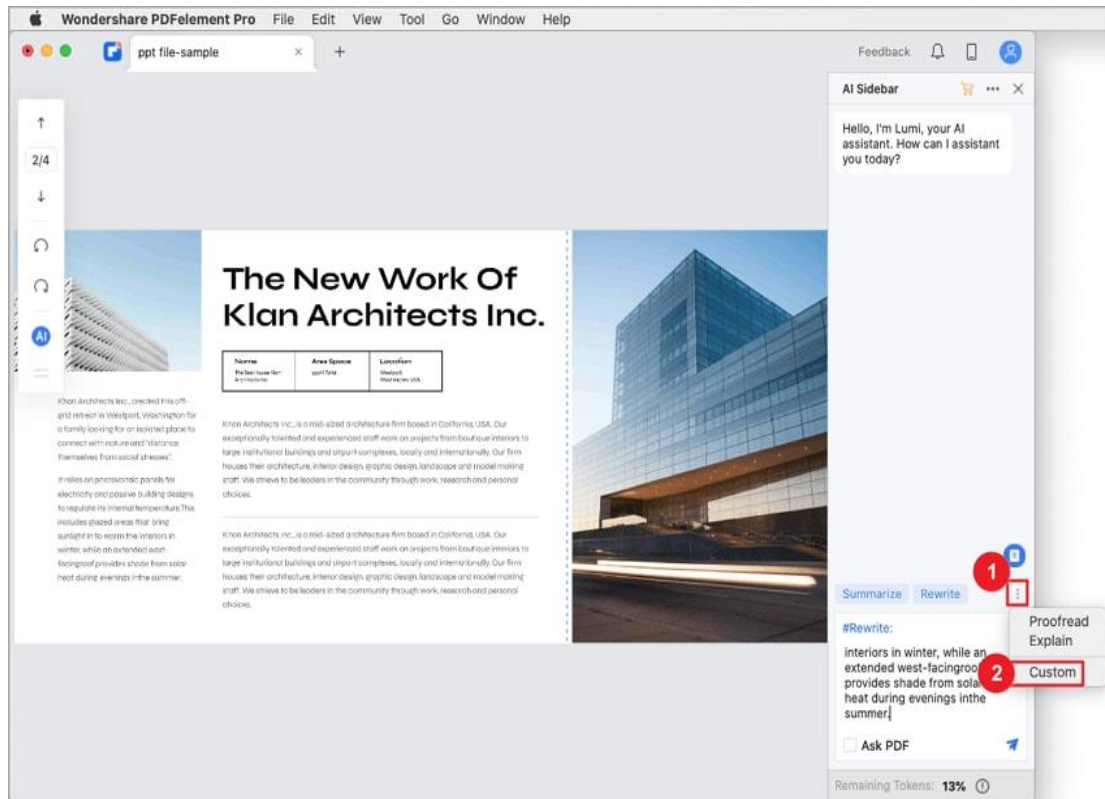
- In AI Read Mode, your PDF content fills the interface, offering distraction-free reading. A user-friendly toolbar is available for reading and navigation.



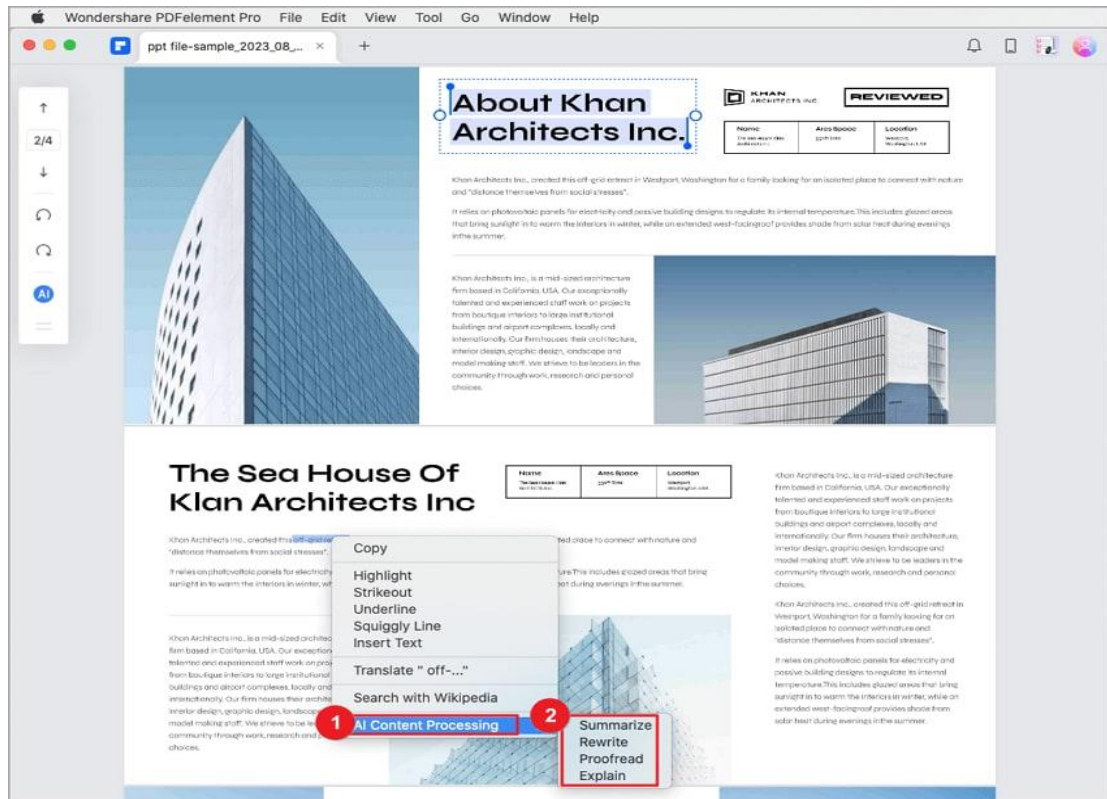
- Look for the "AI" icon on the toolbar, and click it to open the AI Sidebar. Here, you can chat with Lumi, ask general questions, or inquire about the PDF content by selecting the "Ask PDF" option. Within the sidebar, use Lumi's commands for summaries, proofreading, rewrites, and explanations.



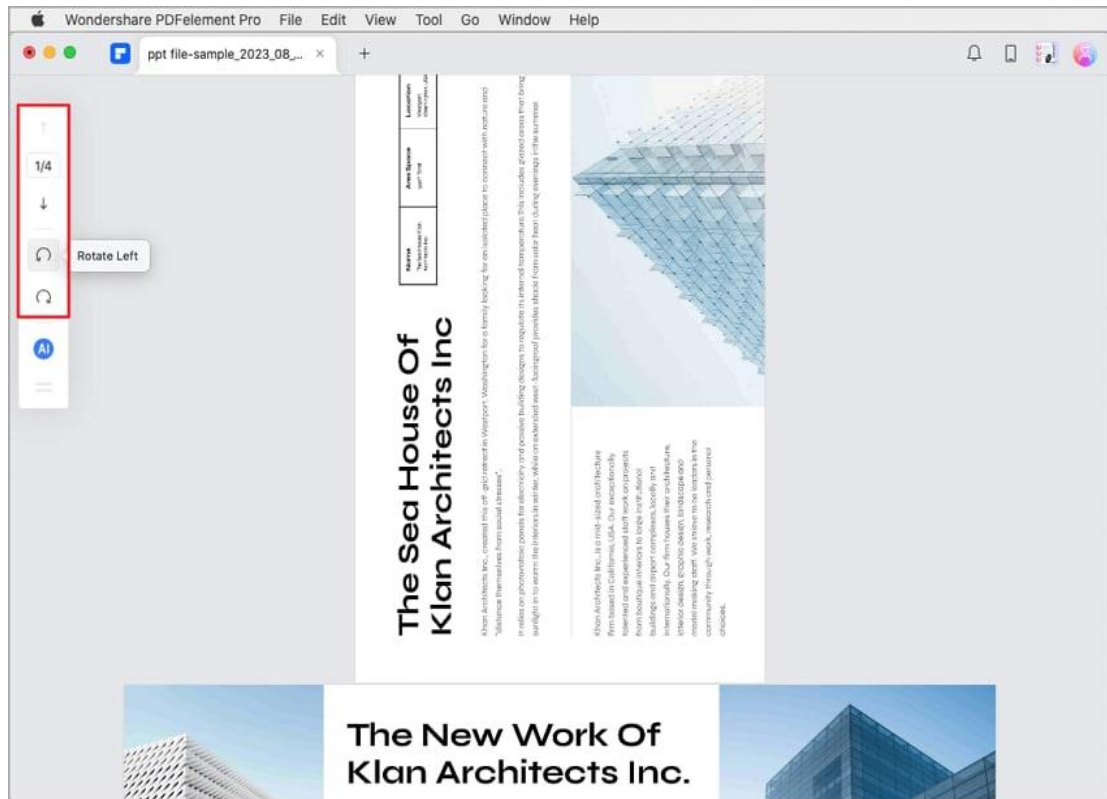
- Enhance your experience by crafting your own prompts using the "Custom" feature.



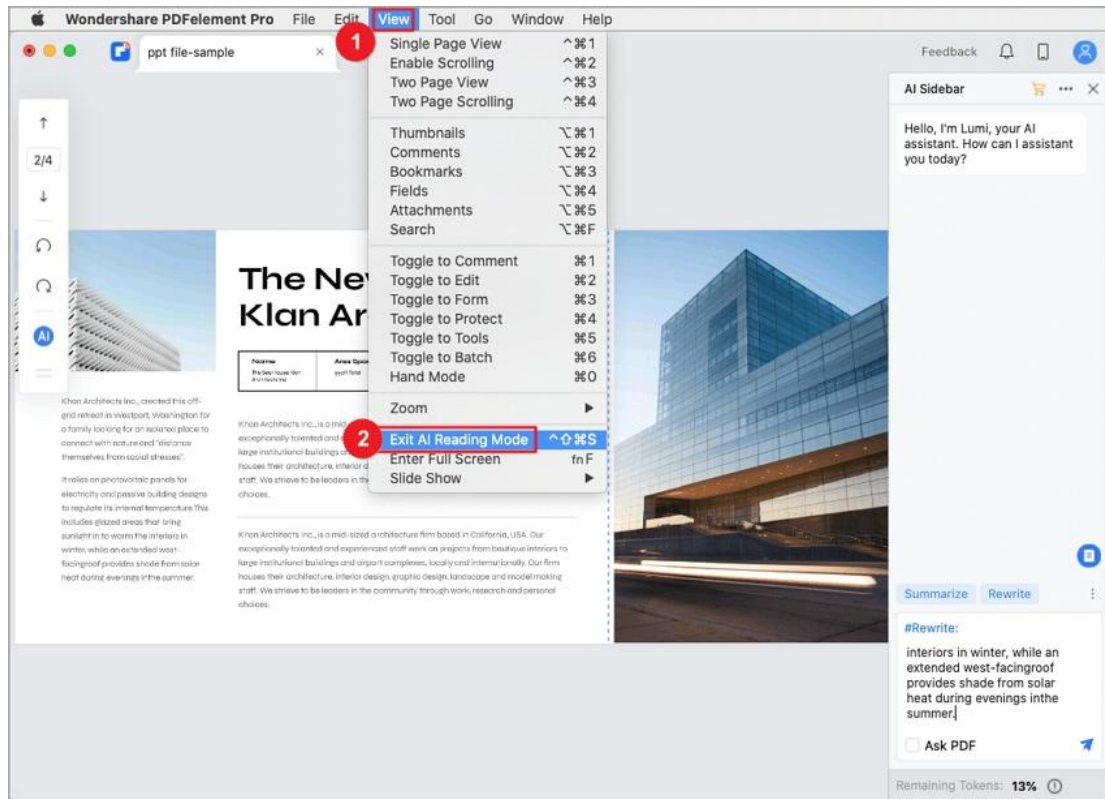
- Easily access AI tools by selecting text, right-clicking it, and choosing "AI Content Processing" from the menu. Then, pick the desired AI feature. The AI Sidebar appears on the right side of the interface, displaying the processed text.



- Use the toolbar buttons to navigate pages or rotate the page for different viewing angles.



- To exit the AI Read Mode, click the "View" menu, and select "Exit AI Reading Mode."



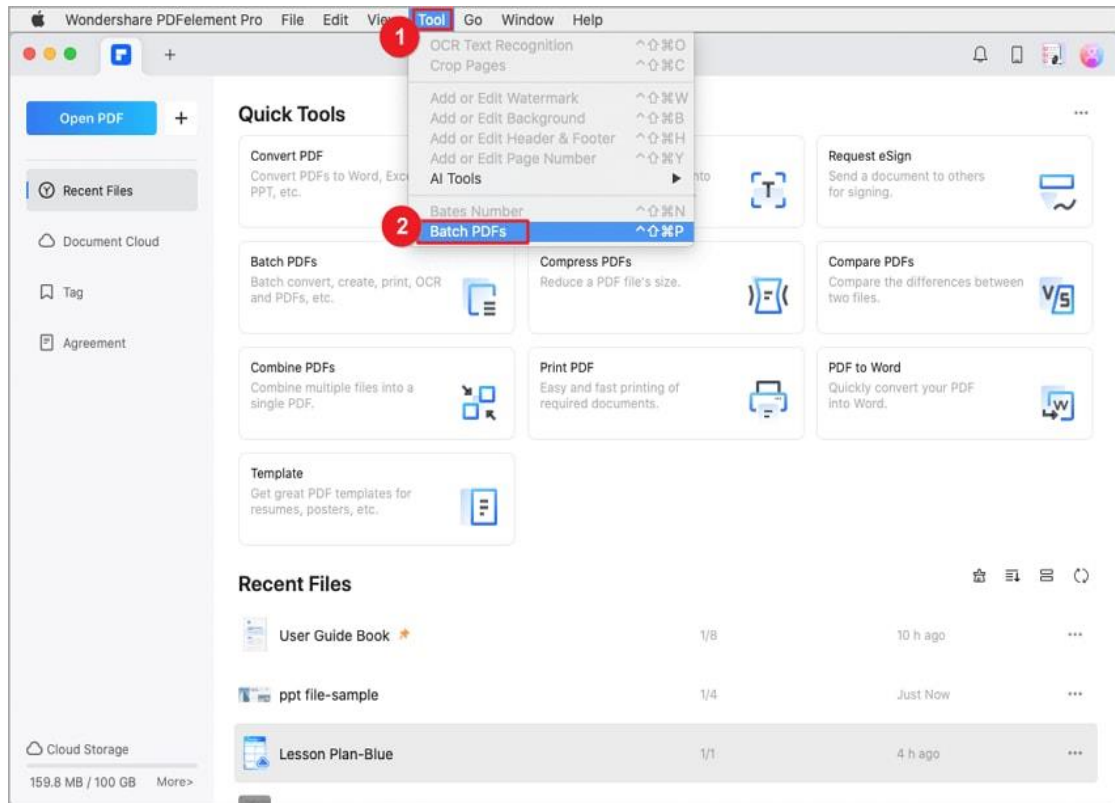
Create PDF

How to Batch Create PDF on Mac

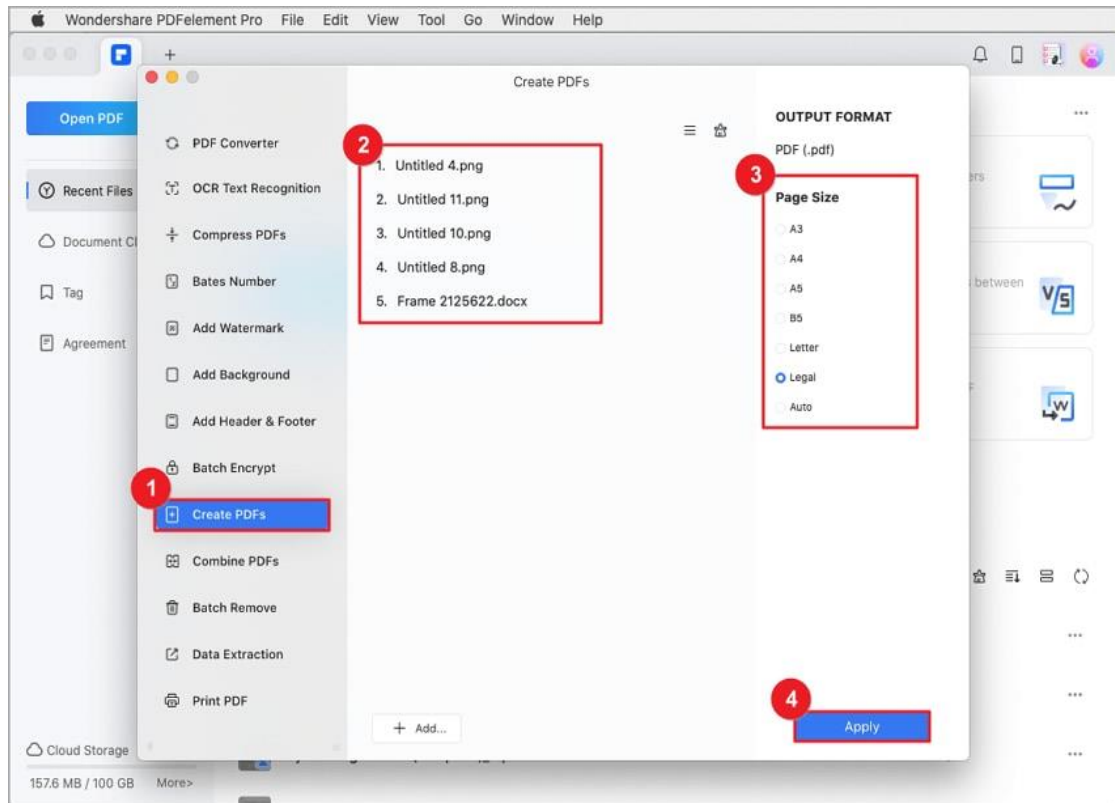
Effortlessly generate multiple PDFs simultaneously on your Mac using

PDFelement, streamlining your PDF creation process and saving valuable time.

- Navigate to the "Tool" menu located in the top menu bar. Click on it and select "Batch PDFs" from the dropdown menu.



- Within the ensuing popup window, access the "Create PDFs" tab. Add the source files from which you wish to generate PDFs into the designated area. On the right-hand side of the window, specify the desired page size for the output PDFs. Once satisfied, click "Apply."

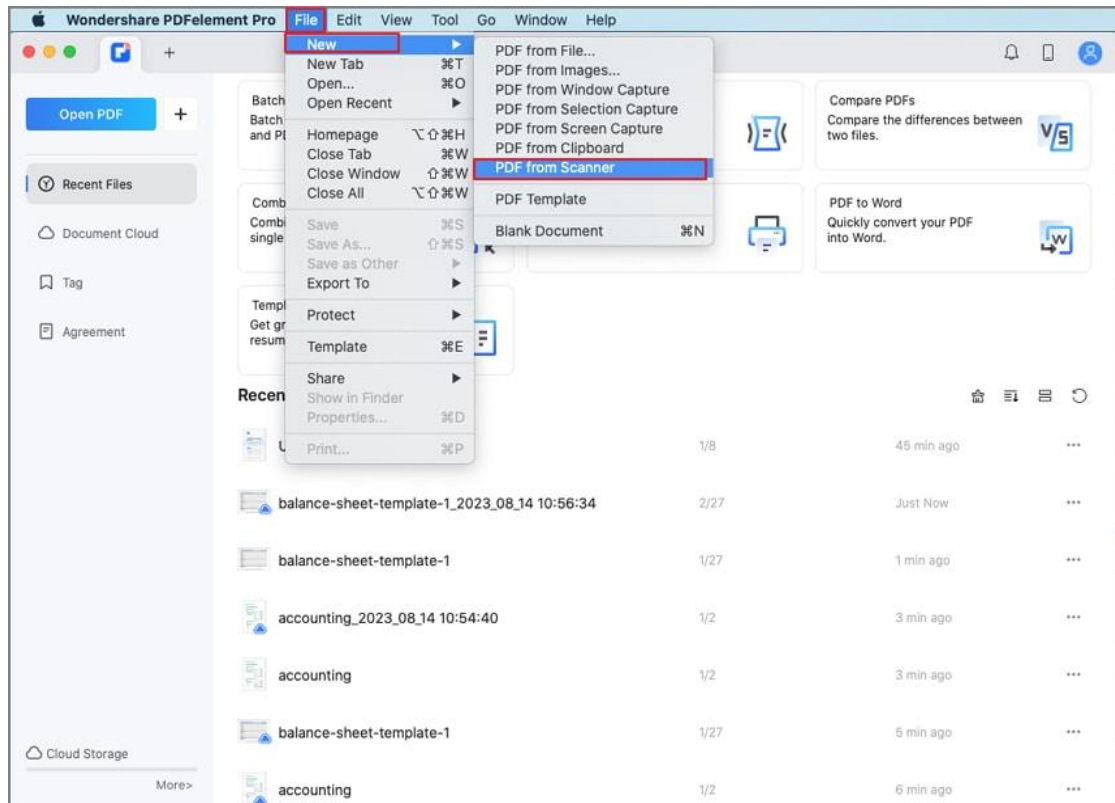


- Choose a suitable storage location for your newly created PDFs. Confirm the creation of the PDFs in the designated location for easy access.

How to Convert Scanned Document to PDF on Mac

PDFelement for Mac supports creating a new PDF file from the scanner.

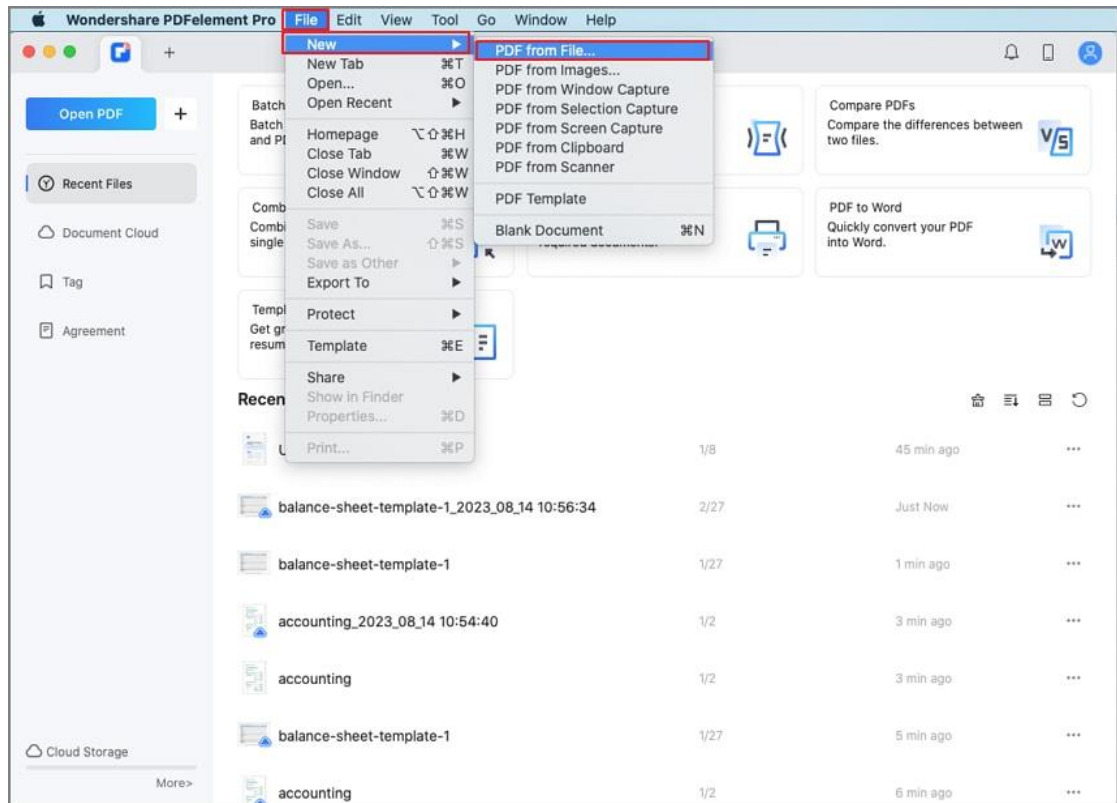
- Click the "File" > "New" > "PDF from Scanner" button on the Top Menu to convert a scanned document to PDF.



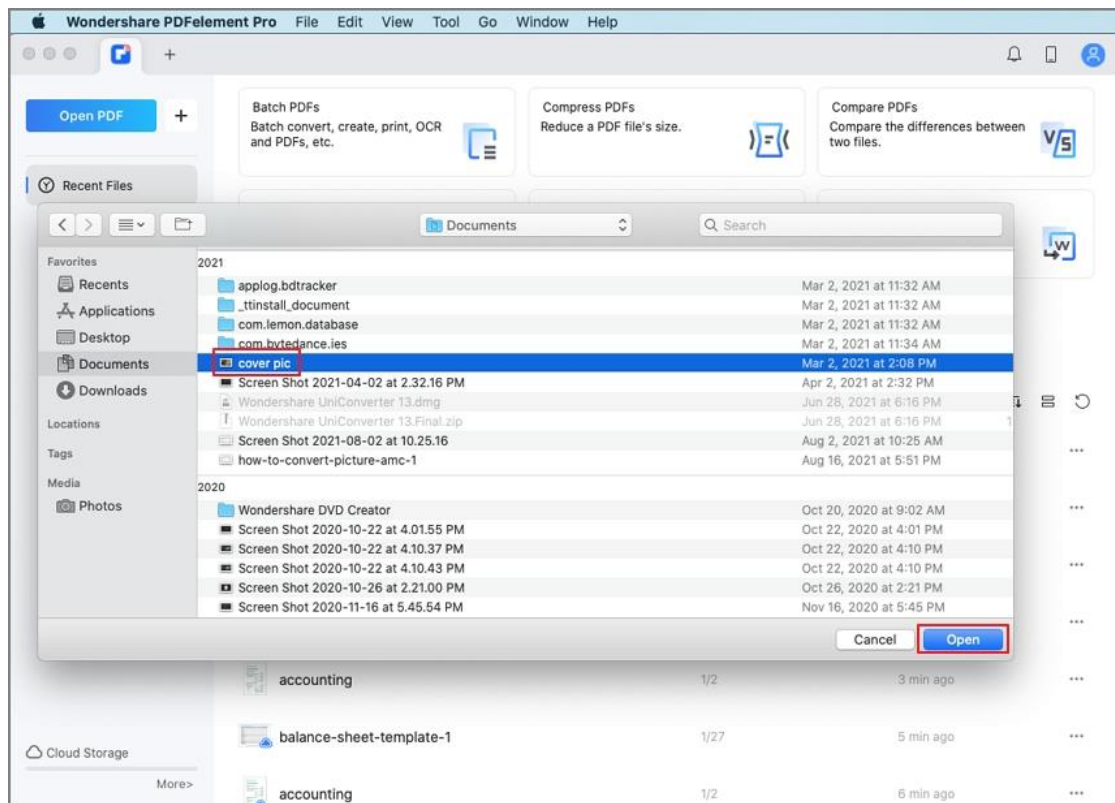
How to Create a PDF on Mac from Any File

You can create a PDF from image, web, and text files.

- Click "File" > "New" > "PDF from File...".



- Navigate the file you want to create to PDF in the popup window and click "Open".



- After opening a file in PDFelement for Mac, you can view and edit it as needed, then click "Save" to save it as a PDF file into your preferred destination folder.

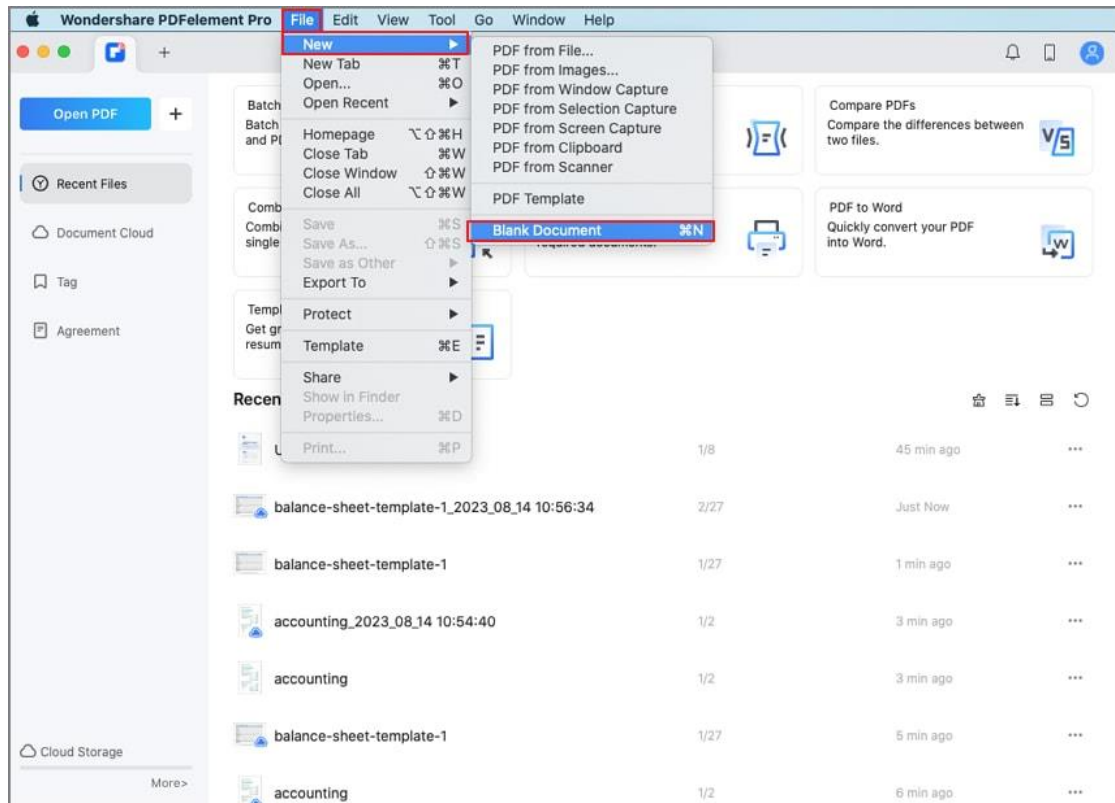
Note:

If you select multiple files to create, the program will open each file in a separate tab so that you can save each as a separate PDF file.

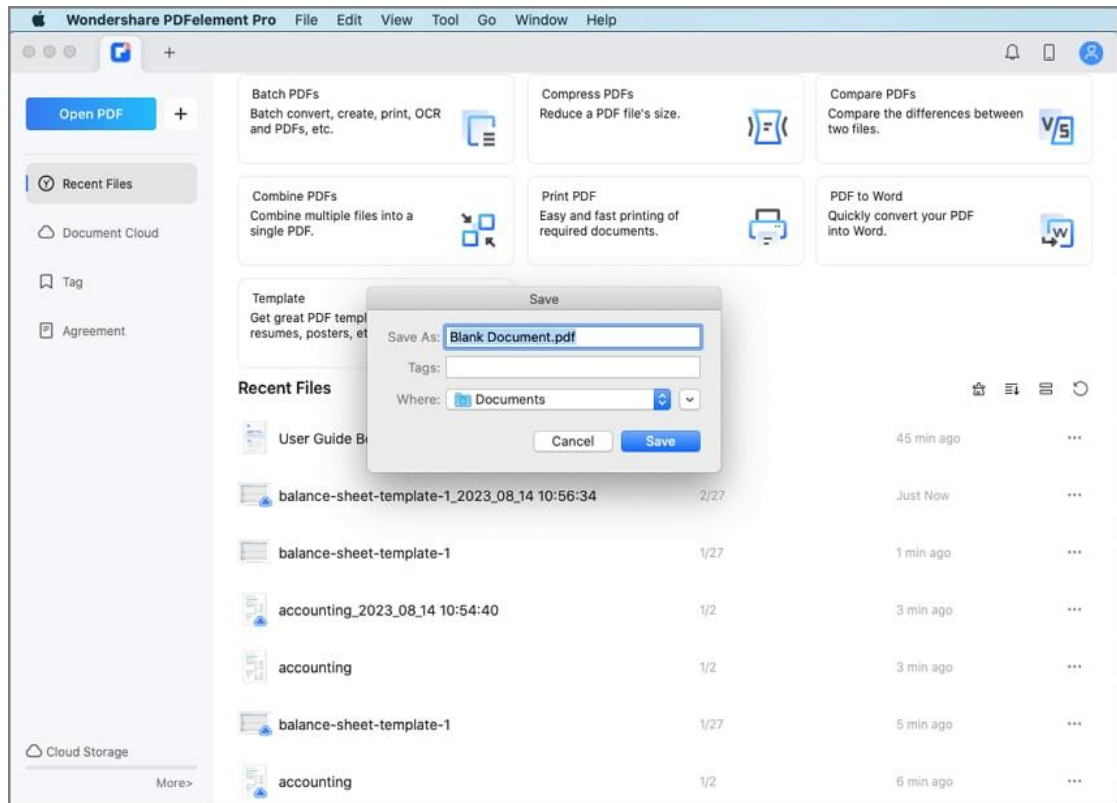
How to Create Blank PDF on Mac

PDFelement for Mac supports creation of a blank document.

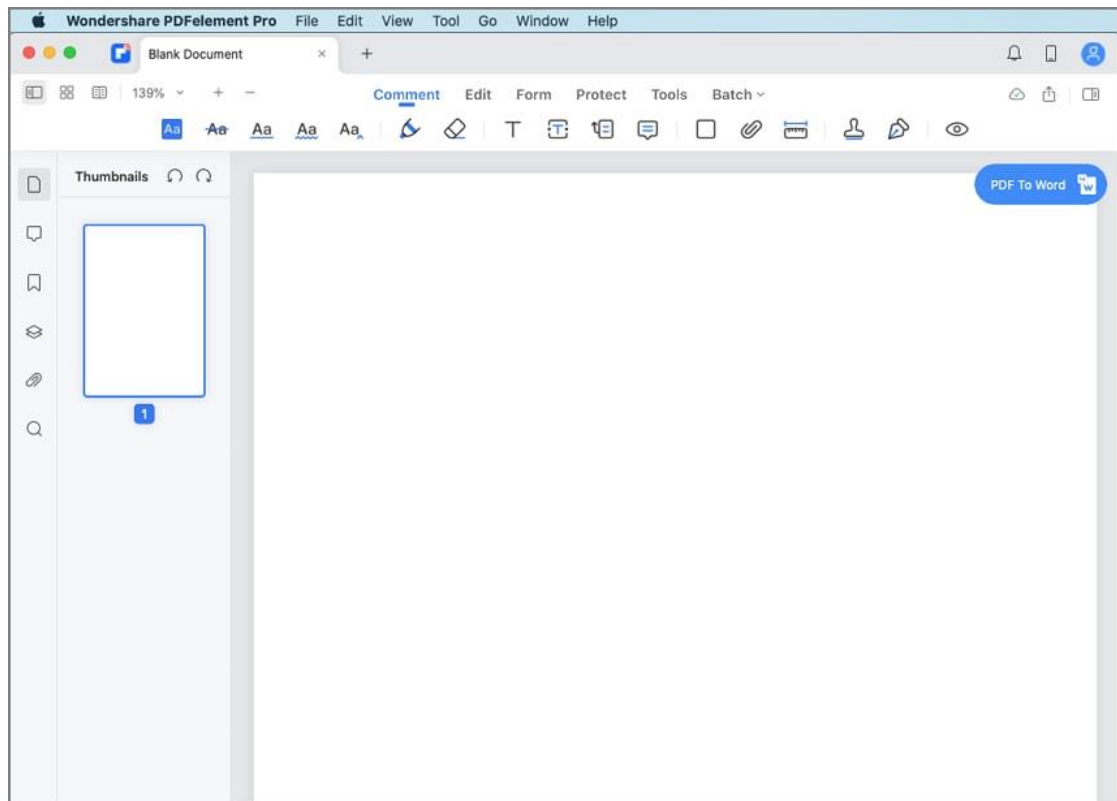
- Click "File" > "New" > "Blank Document".



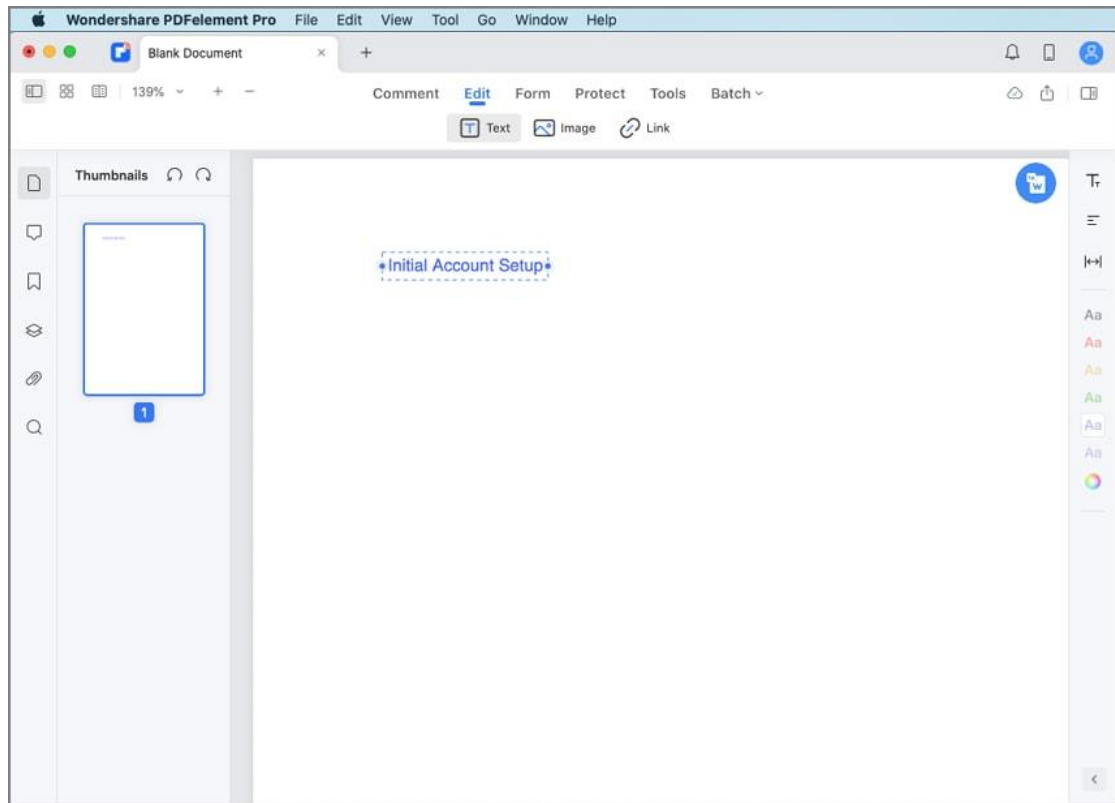
- In the pop-up window, enter the name of the blank PDF file and set its location. Click "Save", and a blank document is created successfully.



- After creation, the blank PDF will open automatically.



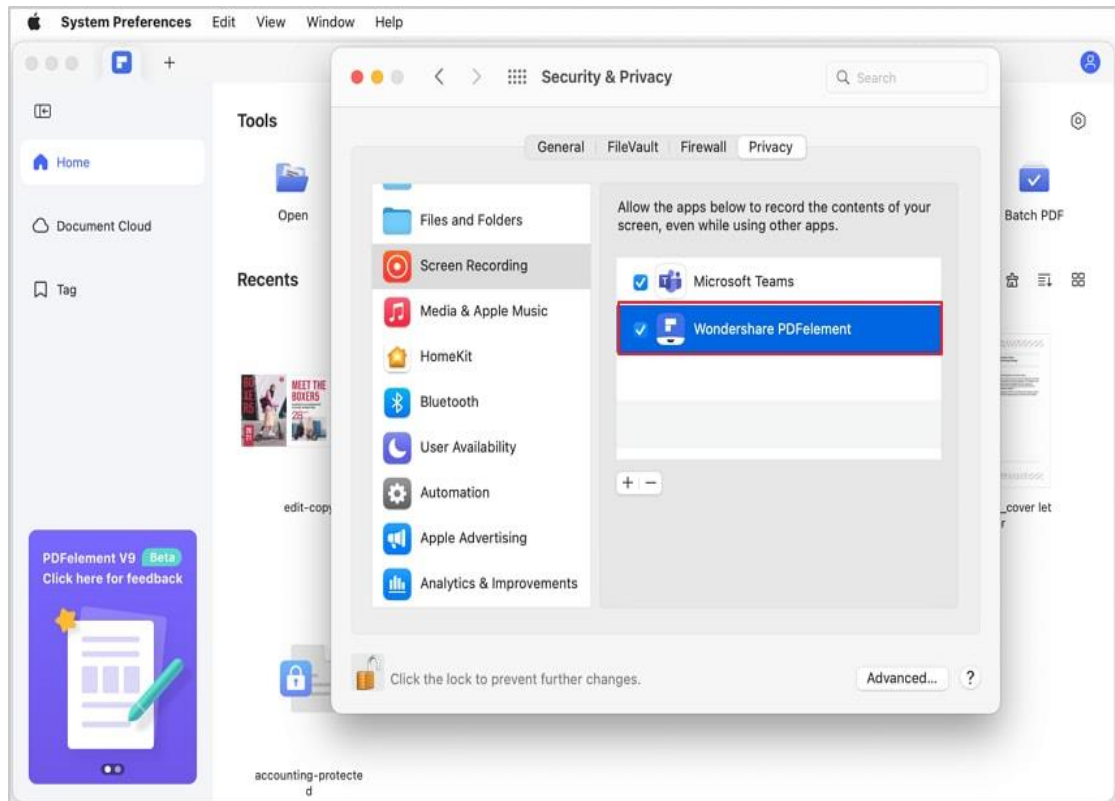
- You can easily edit the blank PDF like Word.



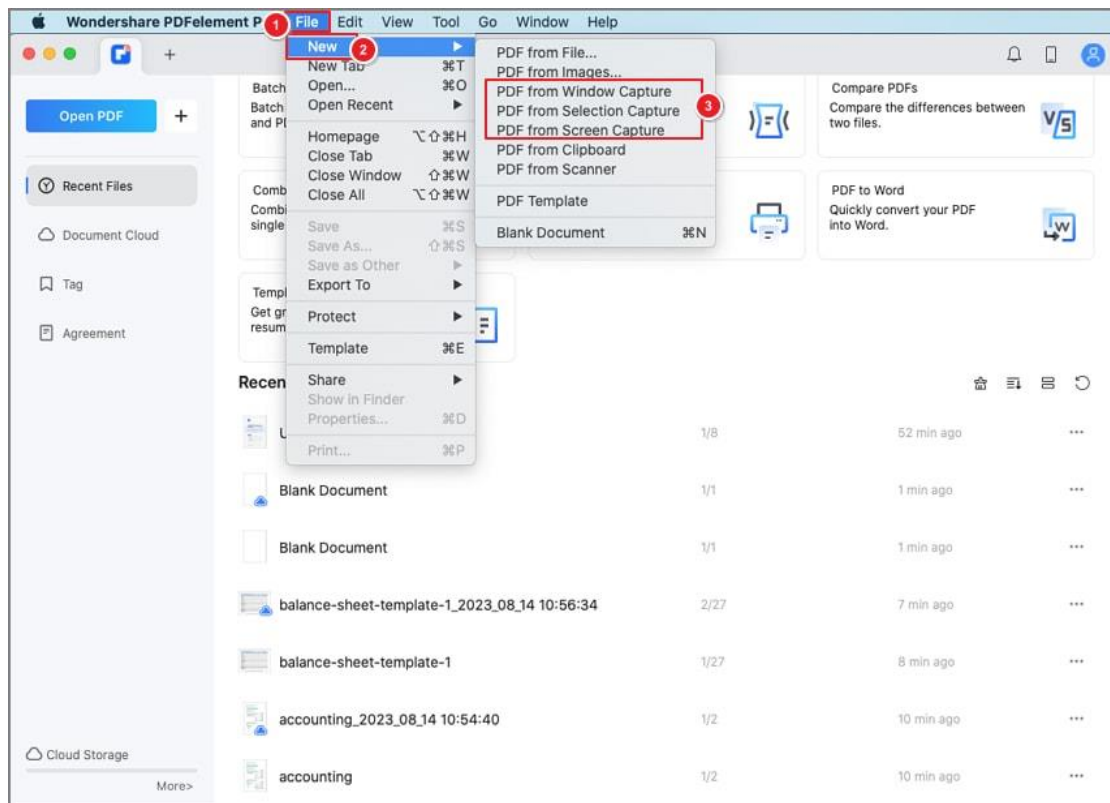
How to Create PDF from Capture on Mac

PDFelement for Mac supports the creation of a new PDF file from different capture options. Before capturing your screen, make sure PDFelement for Mac has permission to record your screen content.

- Open System Preferences Panel on your Mac, click Screen Recording, and grant Wondershare PDFelement to get access to this application.



- Click the "File" Button on the Top Menu, select "New" on the drop-down menu, and then more options will be available:
- PDF from Window Capture: Create PDF from any window you have opened on the desktop.
- PDF from Selection Capture: Use selection tools to create a PDF from an area that is defined by you.
- PDF from Screen Capture: Create a PDF using the full-screen information.



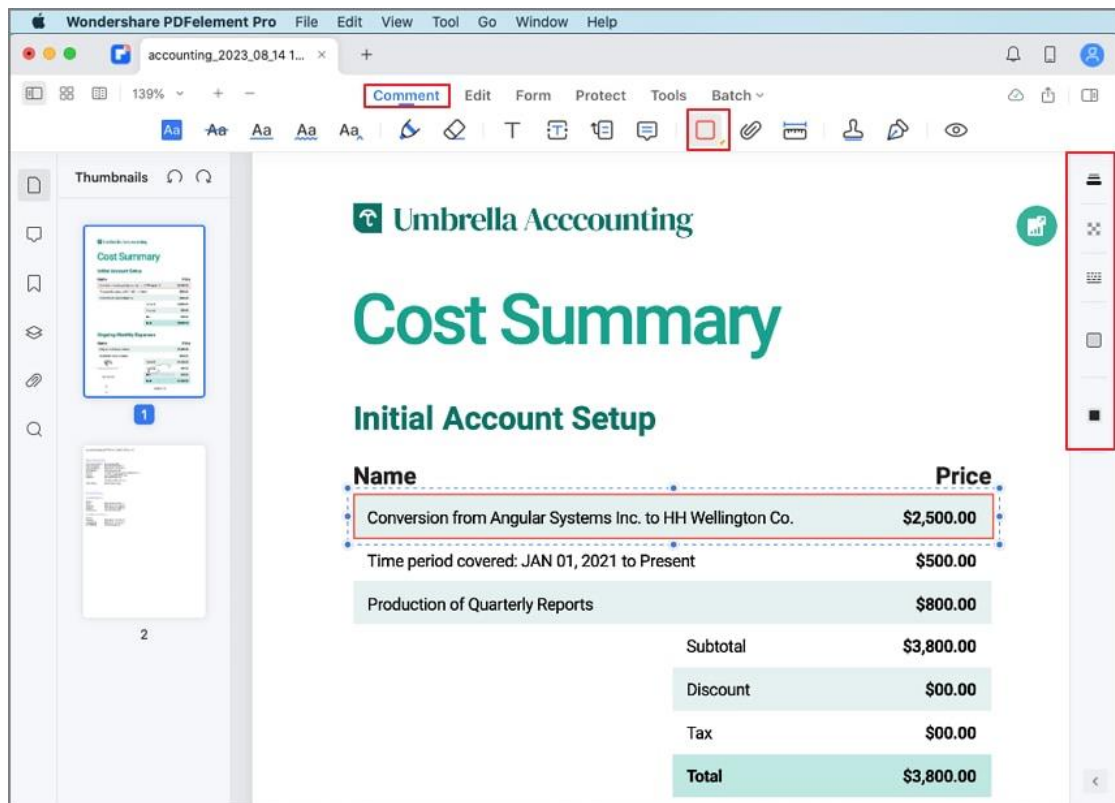
Annotate PDF

How to Draw on a PDF on Mac

The shape tools in PDFelement for Mac help you create shapes, like an arrow, line, rectangle, or oval on the PDF page to illustrate your annotations. Here are the steps for using shape tools.

1. Add Drawing Shapes to PDF

- Click the "Markup" button on the Main Toolbar, select the rectangle icon, and more shapes will be available on the right-side panel. You can choose anyone you need.
- Click the PDF page where you wish to add a drawing markup and drag the cursor to add a shape.



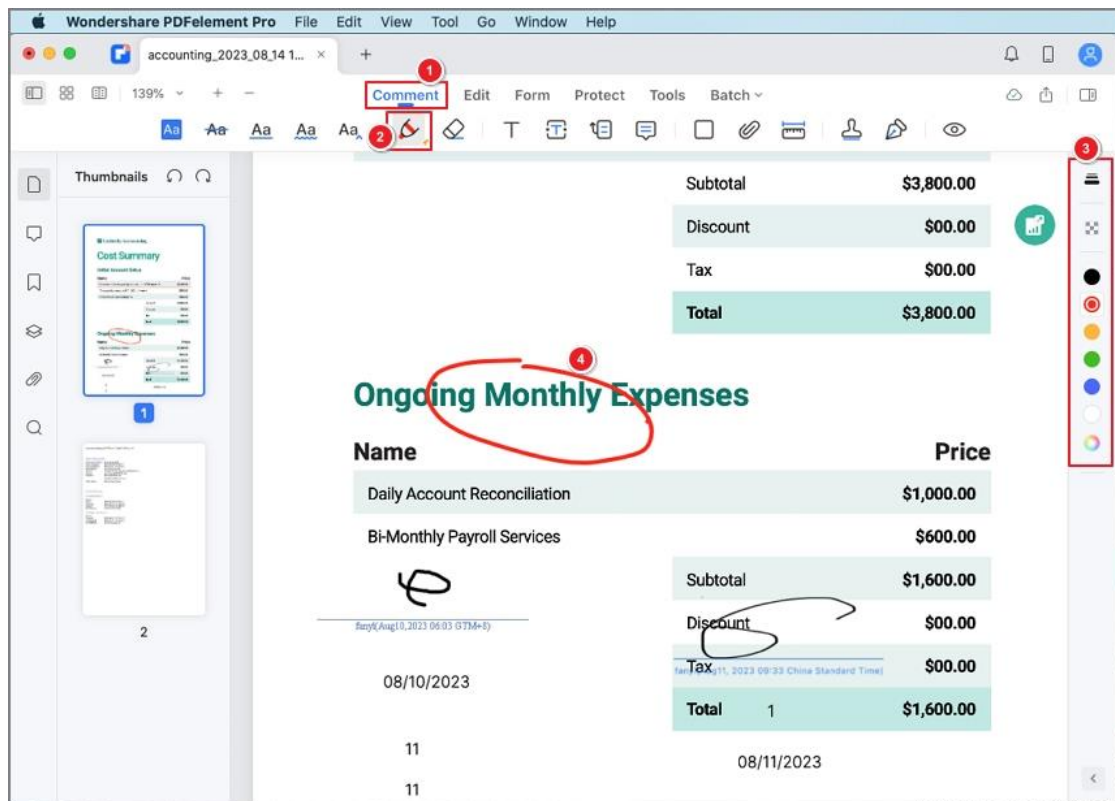
Note:

To draw a square or circle, or a line or an arrow that is horizontal or vertical, press the Shift key while drawing. After adding the shape you want, double-click the shape to change the properties.

2. Pencil and Eraser Tools

The Pencil and Eraser tools allow you to draw free-form shapes or lines in the document and revise them as needed.

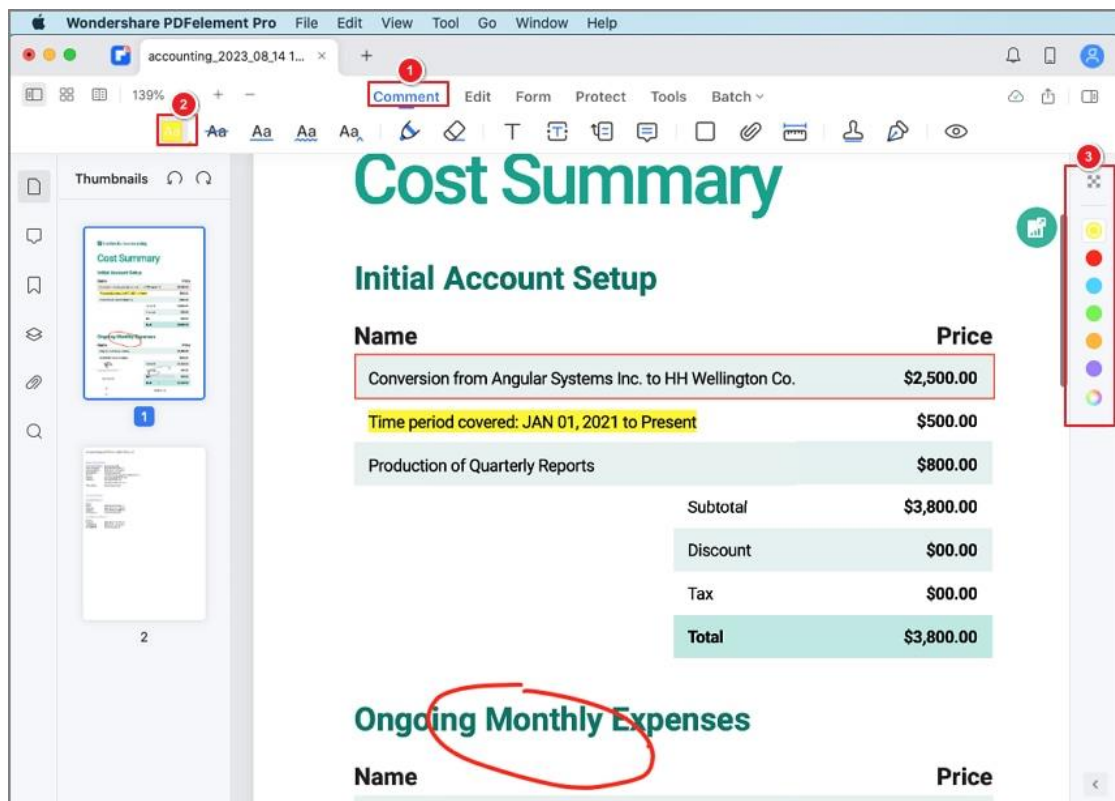
- Go to the "Markup" menu in the Main Toolbar, and select the "Pencil" tool.
- Click and drag the pointer on the PDF to create the image you need.
- If you need to modify the shape after drawing it, click on the "Eraser" tool to erase the section that needs adjustment.



How to Mark up PDF on Mac

1. Highlight PDF Text

- After opening your PDF file in the program, please click the "Markup" > "Highlight" button.
- Select the text you want to mark up, and it will be highlighted immediately.
- You can modify the highlight color on the right Highlight Property panel.

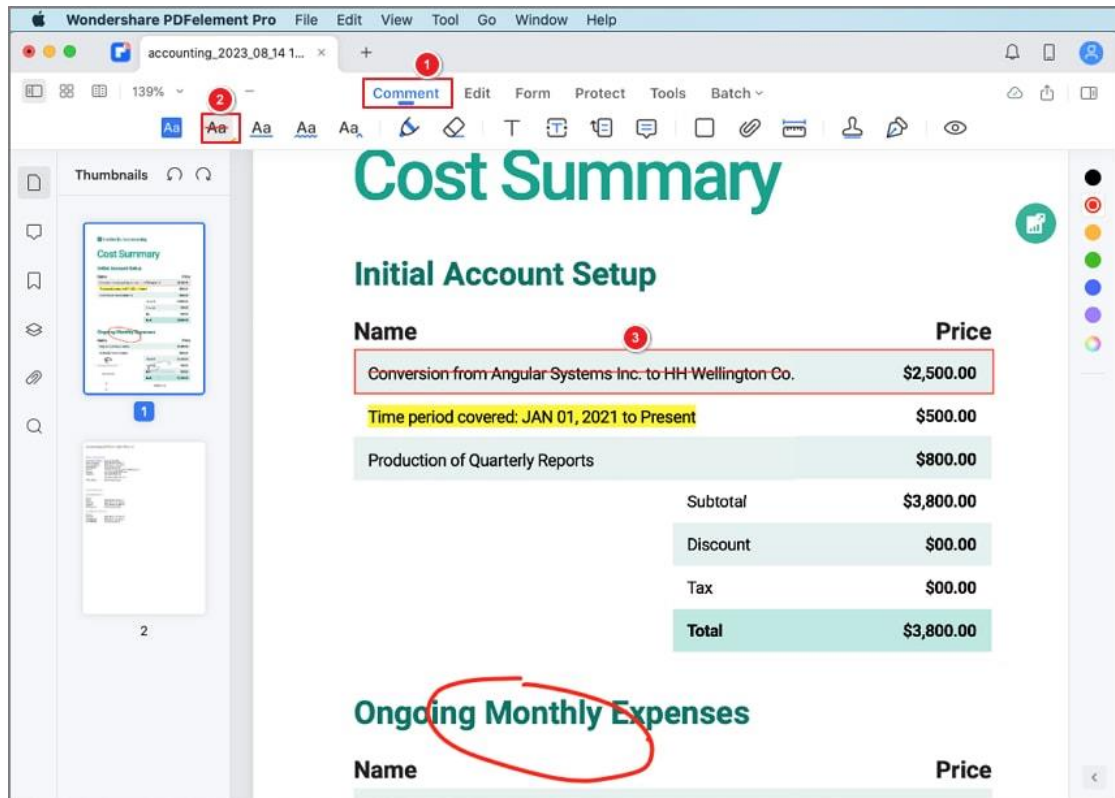


2. Add Strikethrough/Underline/Squiggly to PDF Text

The Pencil and Eraser tools allow you to draw free-form shapes or lines in the document and revise them as needed.

- After opening the PDF file in the program, please click the "Markup" on the Main Toolbar to get more tools.

- Then click the "Strikethrough", "Underline" or "Squiggly" button, select the text you want to mark up, and the operation will be applied immediately.
- You can modify the color of the line on the right panel.

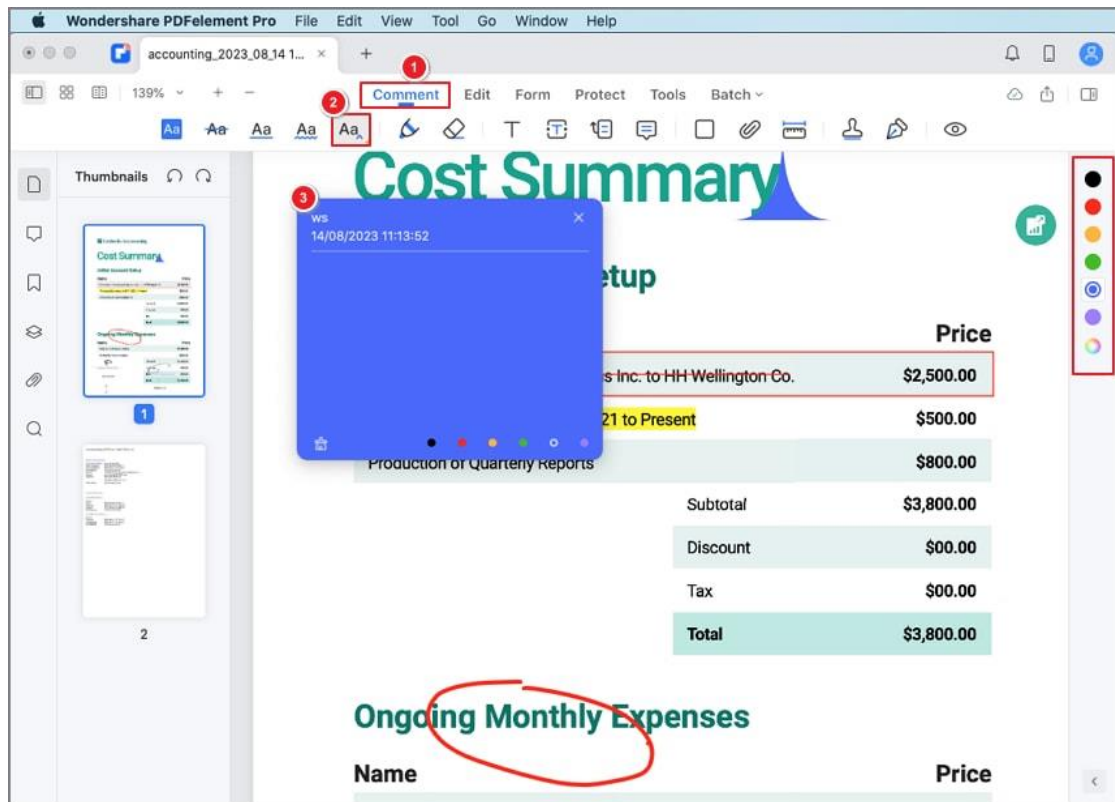


3. Insert Text Markup to PDF

The Pencil and Eraser tools allow you to draw free-form shapes or lines in the document and revise them as needed.

- After opening the PDF file in the program, please click the "Markup" on the Main Toolbar to get more tools.

- Then click the "Insert" button, select the text after which you want to insert text, and type the text you want to add.
- You can modify the color of the text you inserted on the right panel.



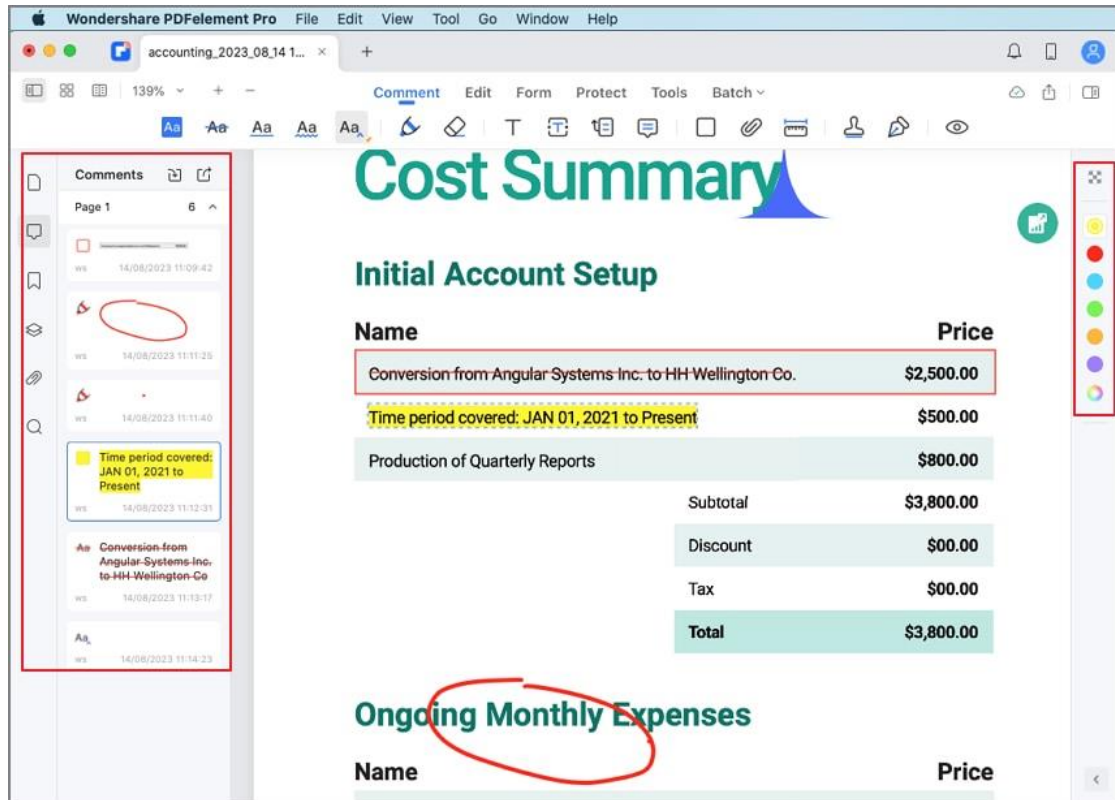
Adjust Comment Properties

Change comment properties

You might want to change the appearance of comments or markups before or after creating them. After selecting a comment tool, you can set the color and/or text font of the comments in the right panel before creating them.

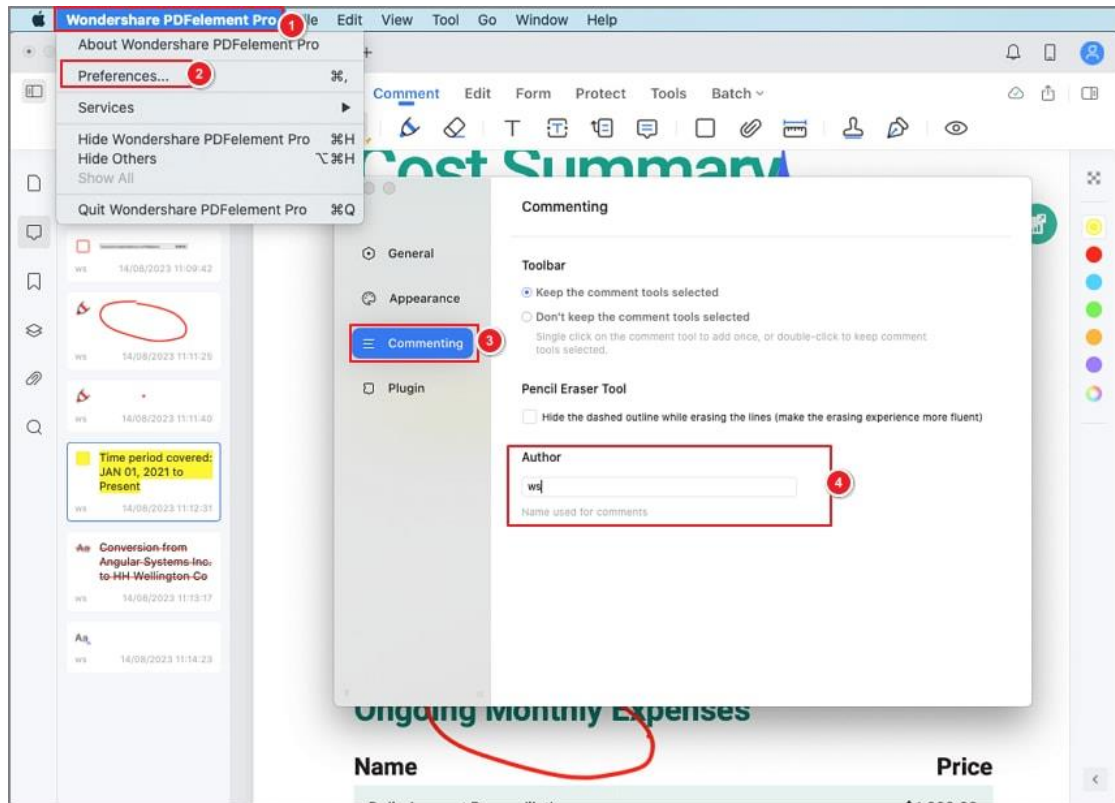
Alternatively, you can update the look of a comment after creating it. Select the

comment you want to adjust in the Comment Panel, and then change its appearance in the right panel.



Change the name used for comments

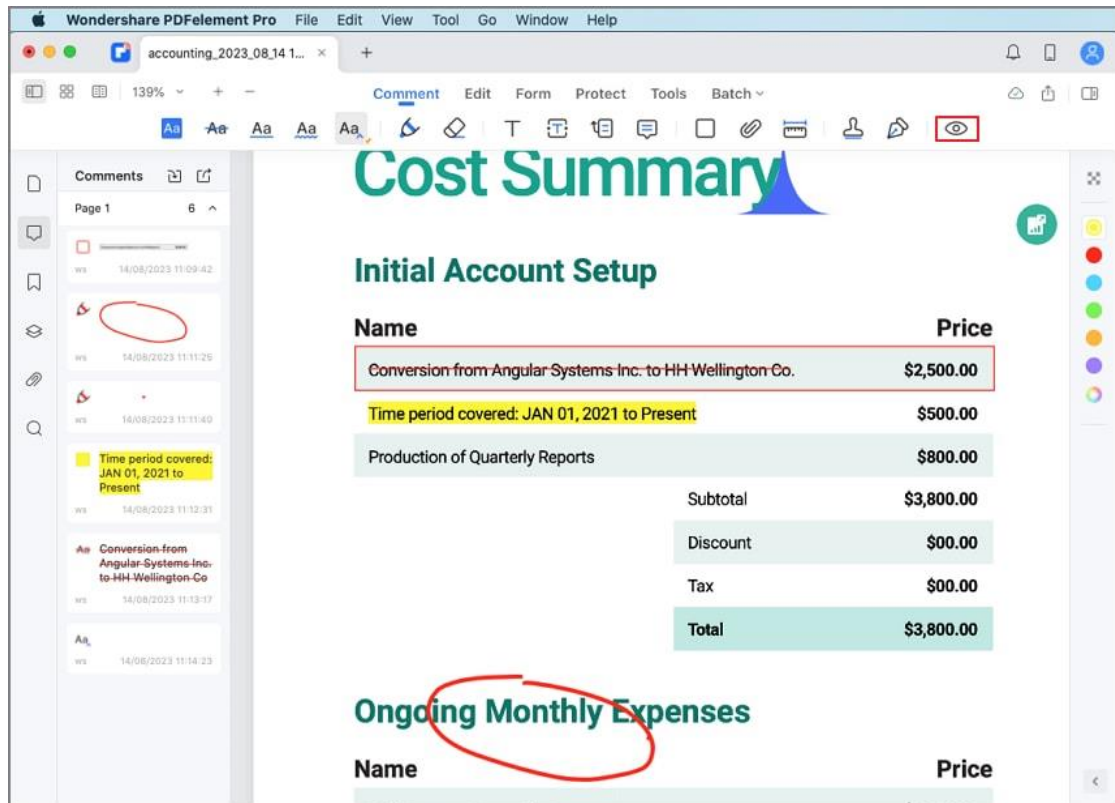
PDFelement for Mac uses the username on your Mac for author's name. To change the name used for comments, click Wondershare PDFelement **Panel** > **Preferences**, then change the name of the Author in the Commenting Tab.



Hide/Remove Annotations from PDF on Mac

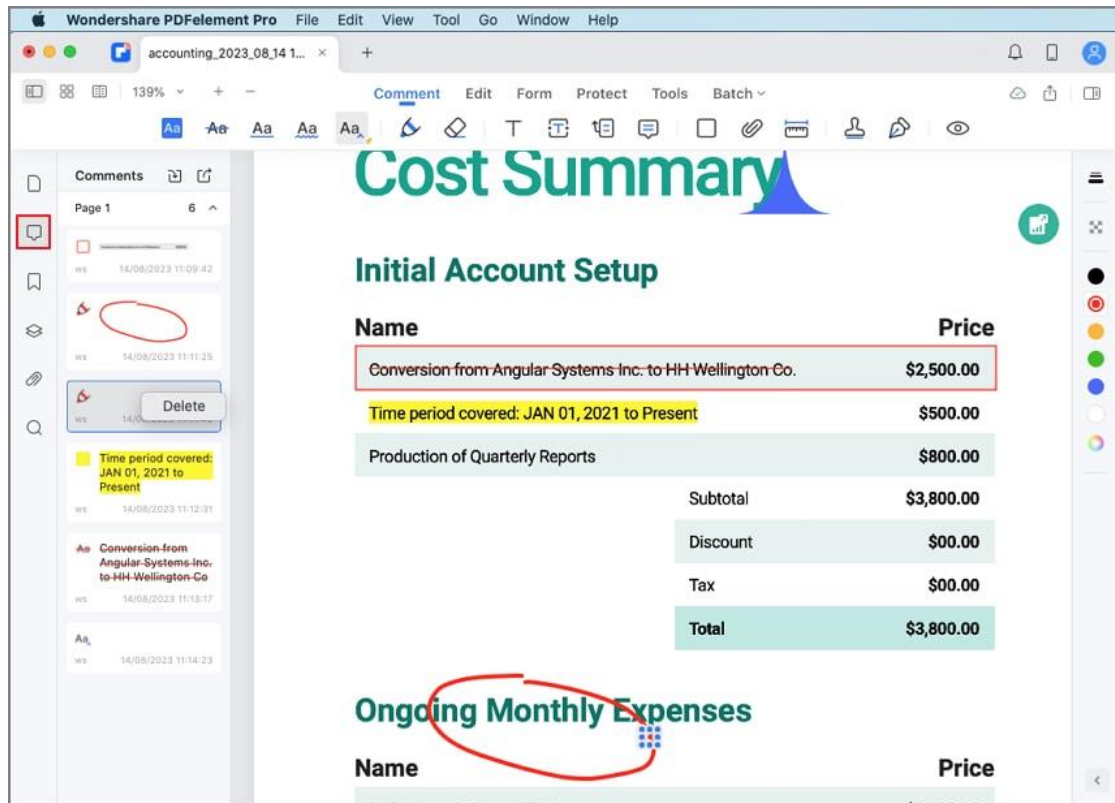
Hide annotations from PDF files

You might want to hide your comments or markups temporarily for your convenient reading when there are too many annotations on your PDF file. Click the "Hide Annotations" button to hide the markups from view and expose the original page. Click it again to display all the annotations in the document.



Remove annotations from PDF files

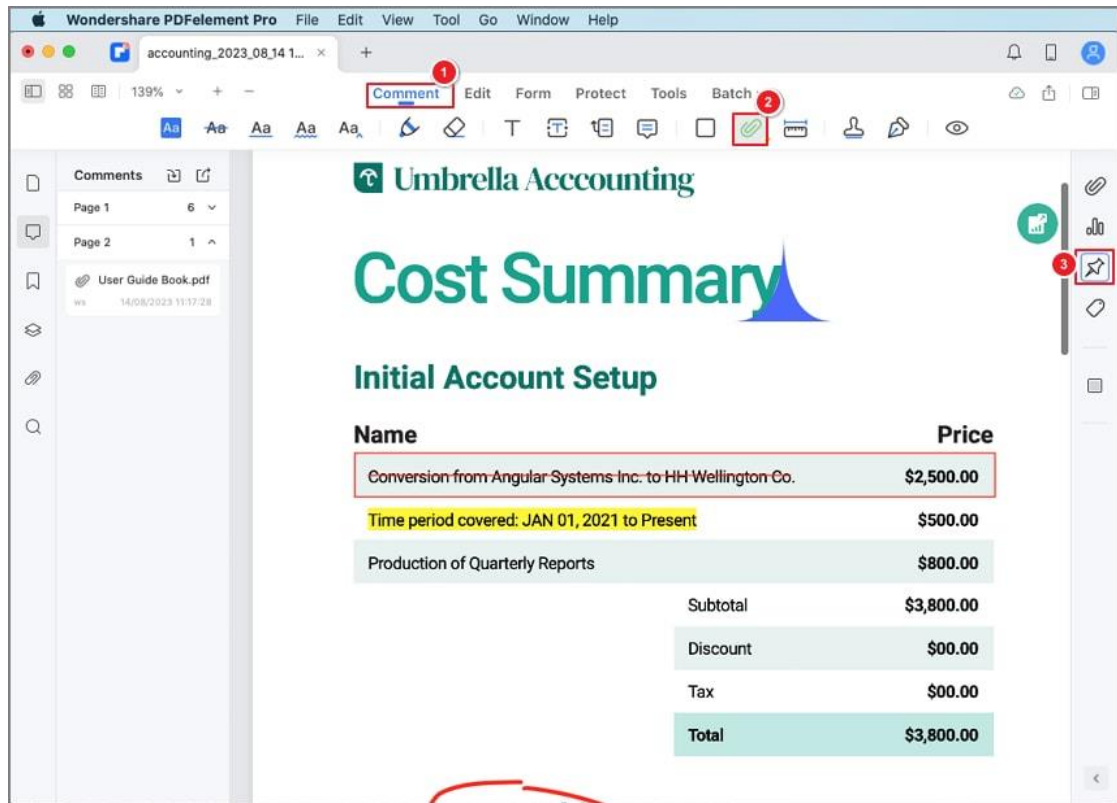
After adding annotations to your PDF or opening a PDF file with annotations therein, you can delete the markup or comment by selecting the same in the Comments Panel and clicking the Delete Key, right-clicking it to choose "Delete", or selecting the "Delete" option in the drop-down menu under the "Edit" button on the Top Menu. You might group select multiple comments and delete them altogether rather than deleting each one individually.



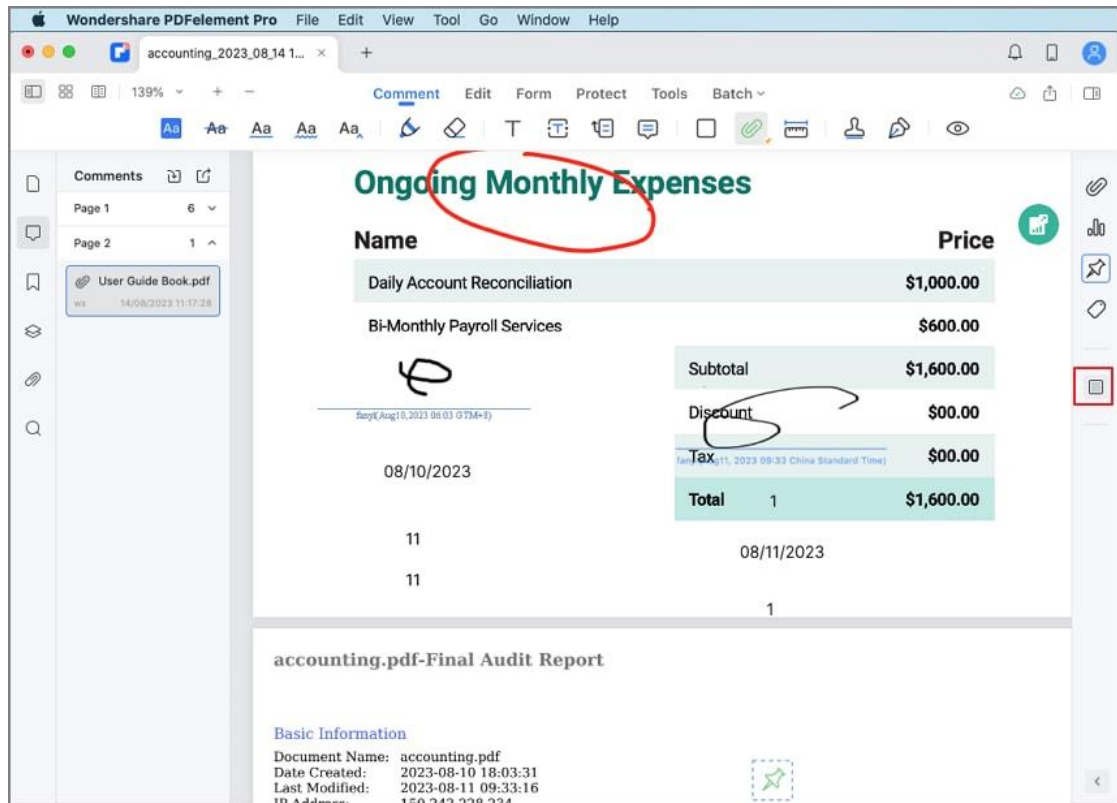
How to Add Attachments to PDF on Mac

Adding attachments is one of the best ways to supplement your current file content, so here is a step-by-step guide for adding attachments to PDF.

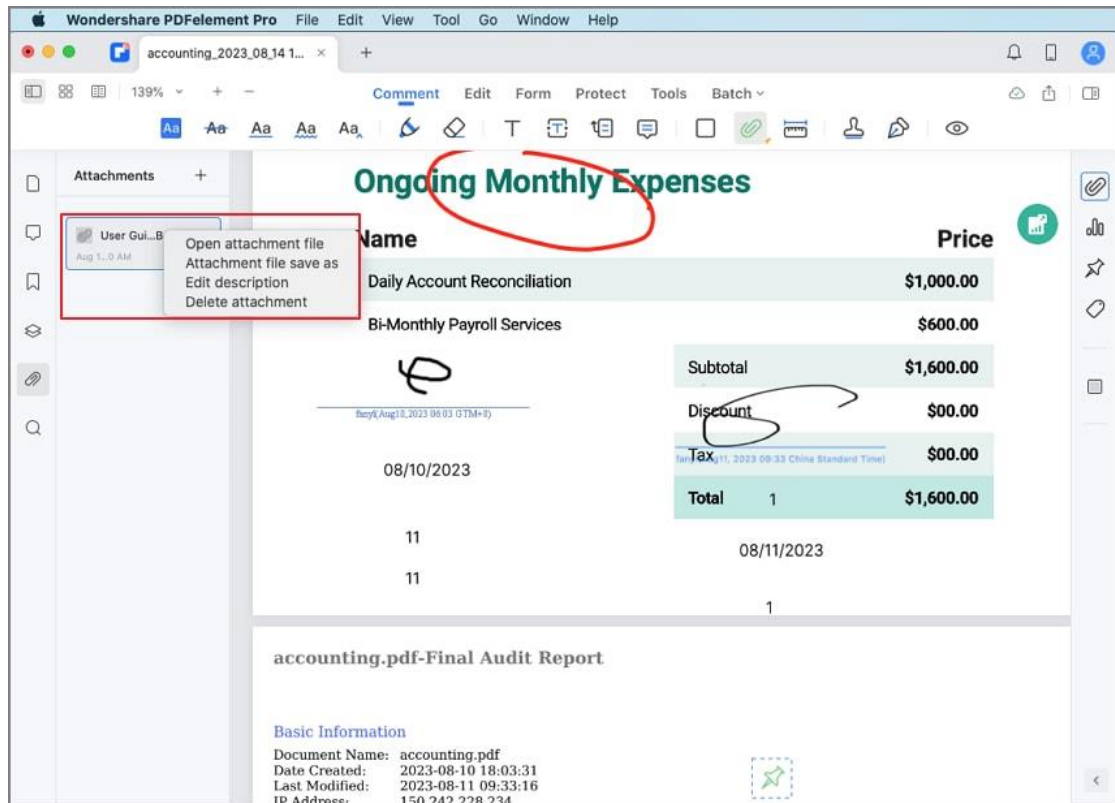
- After opening a PDF file, click the "Markup" button on the Main Toolbar, then select the "Paperclip" icon.
- There are four icons – "Paperclip", "Graph", "Attachment", and "Tag" in the right panel. You can select one of them as desired.



- Put the icon to your desired location, and upload the attachment file in the pop-up window. Moreover, you can also change the color of the attachment icon on the right panel.



- Then please go to the "Attachments" panel on the left to check the inserted attachment. You can also open, save, and delete attachments, and edit their descriptions by right-clicking the attachment icon and selecting the corresponding options available in the drop-down menu.

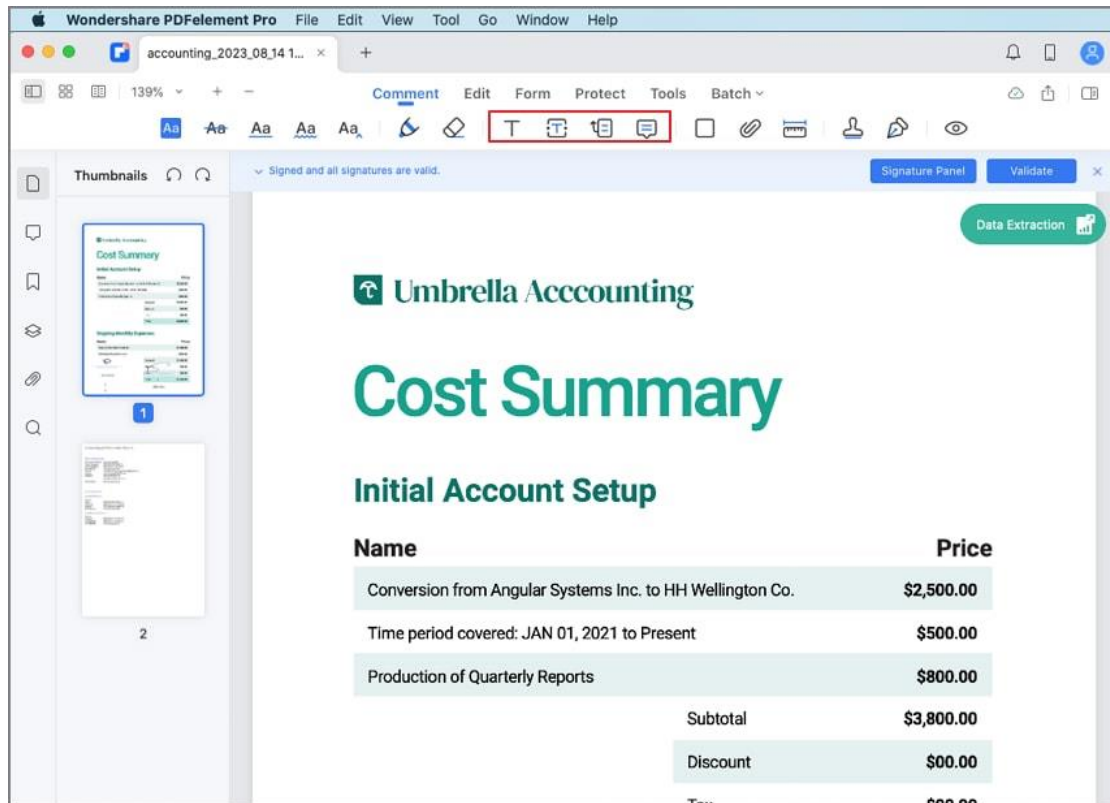


How to Add Comments to PDF on Mac

A comment is a written note intended as an opinion, an example, an illustration, or a statement of fact or opinion, especially a remark that expresses a personal reaction or attitude. You can easily edit, delete, and move the comments in Wondershare PDFelement for Mac.

1. Add Text Comment/Text Box/Callout/Sticky Notes

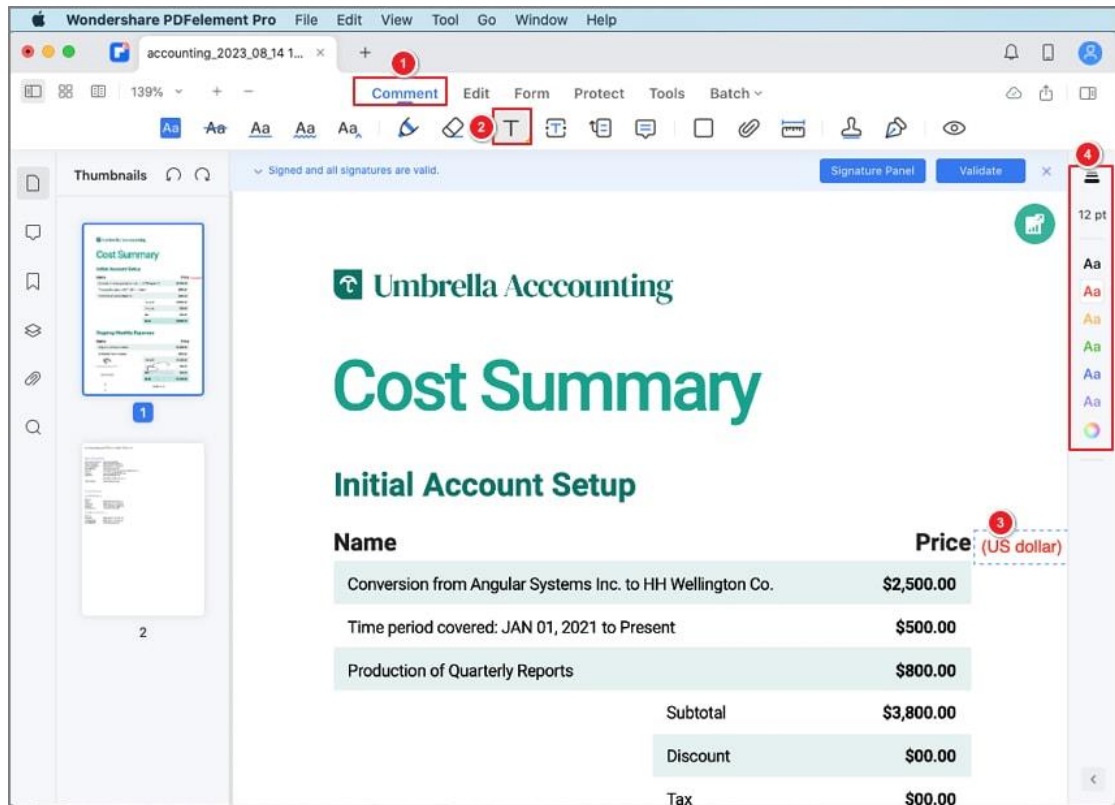
After opening a PDF file in the program, please click the "Markup" button on the Main Toolbar, select your desired tool from the Secondary Toolbar, and then choose the location in the PDF file that you need to add this comment.



- **Text Comment**

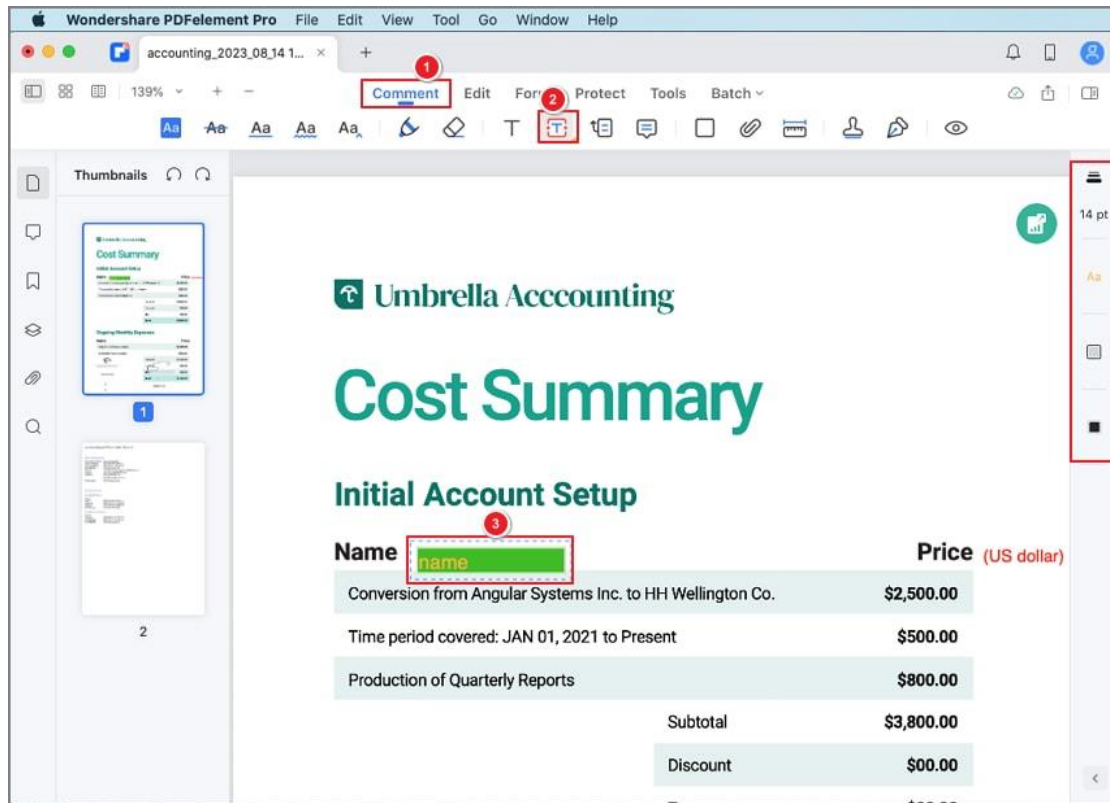
You can leave a Text Comment to indicate content modification or suggestion.

Text font, size, and color can be changed in the right panel.



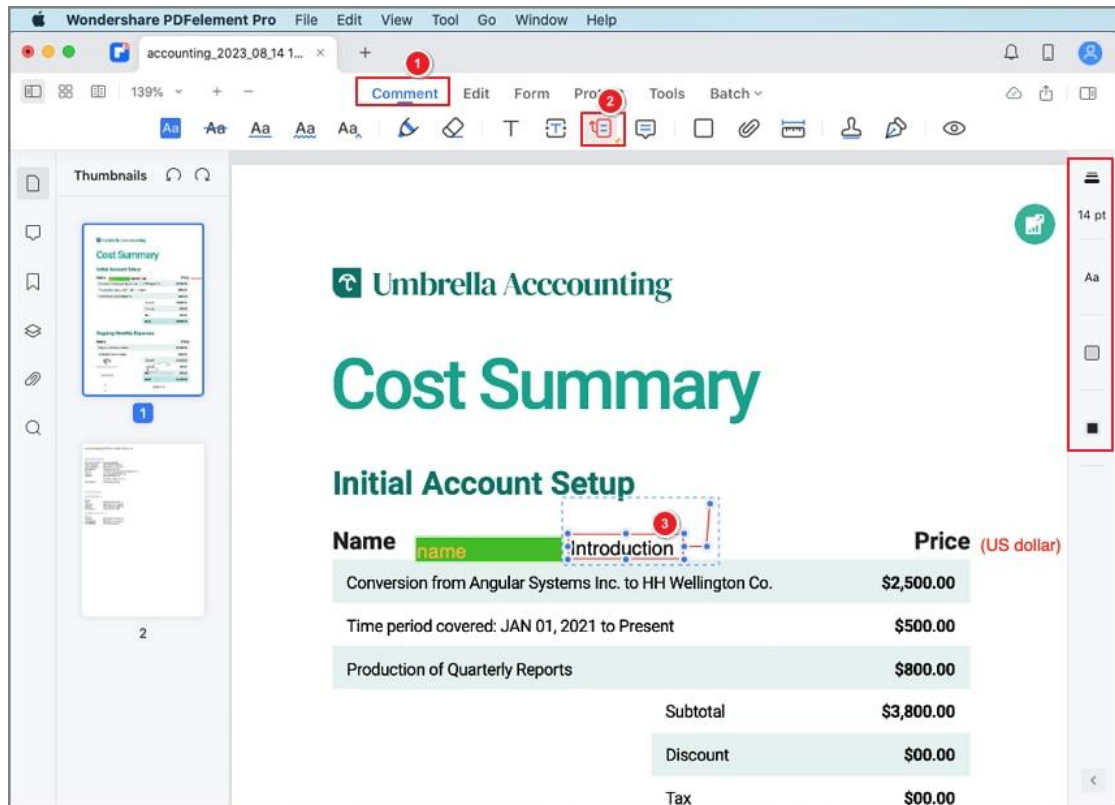
- **Text Box**

The "Text box" option allows you to add an always visible box of text, to bring readers' attention to important texts in the PDF. You can position it anywhere on the PDF page and adjust it to any size. Text font, size, and color, and the colors of the border and background, can be modified in the right panel.



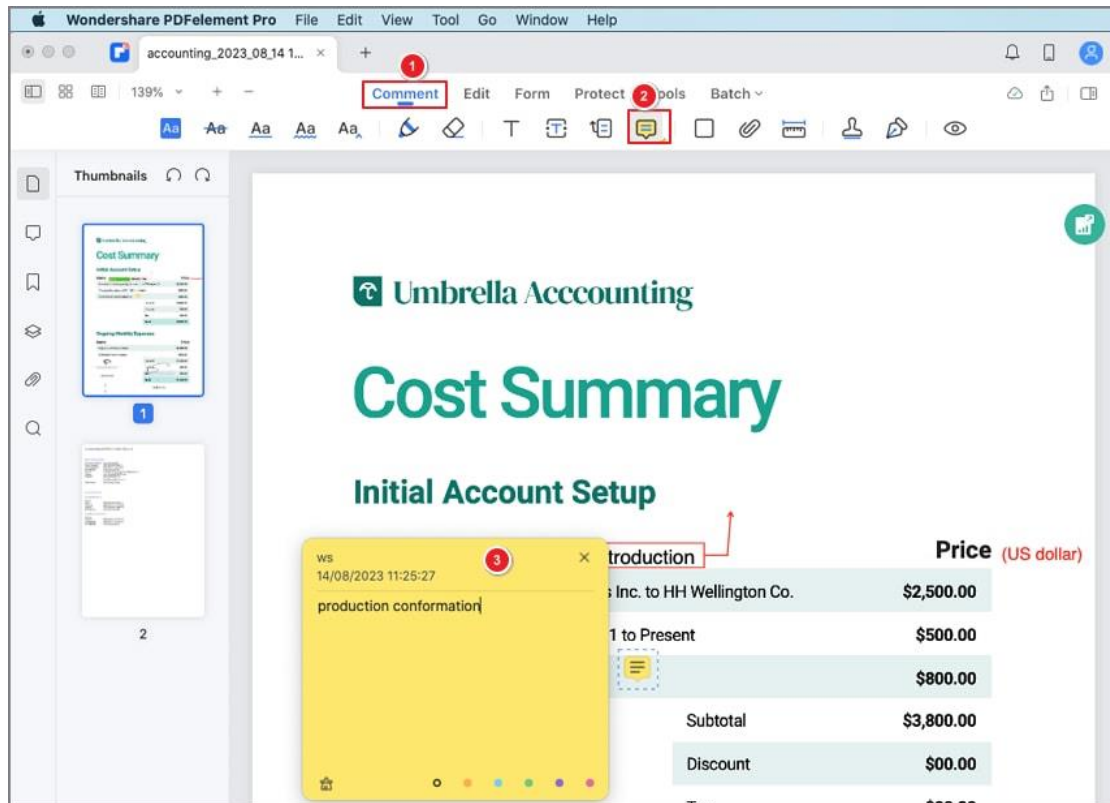
- **Text Callout**

It is often used to add a note to a PDF page, indicate an important aspect of the document, or give information about a feature. Next, select the "Text Callout" tool in the Secondary Toolbar, click once to set the location of the ending point of the arrow, and then click again to set the location of the text box. Adjust the properties of the text properties and the box in the right panel.



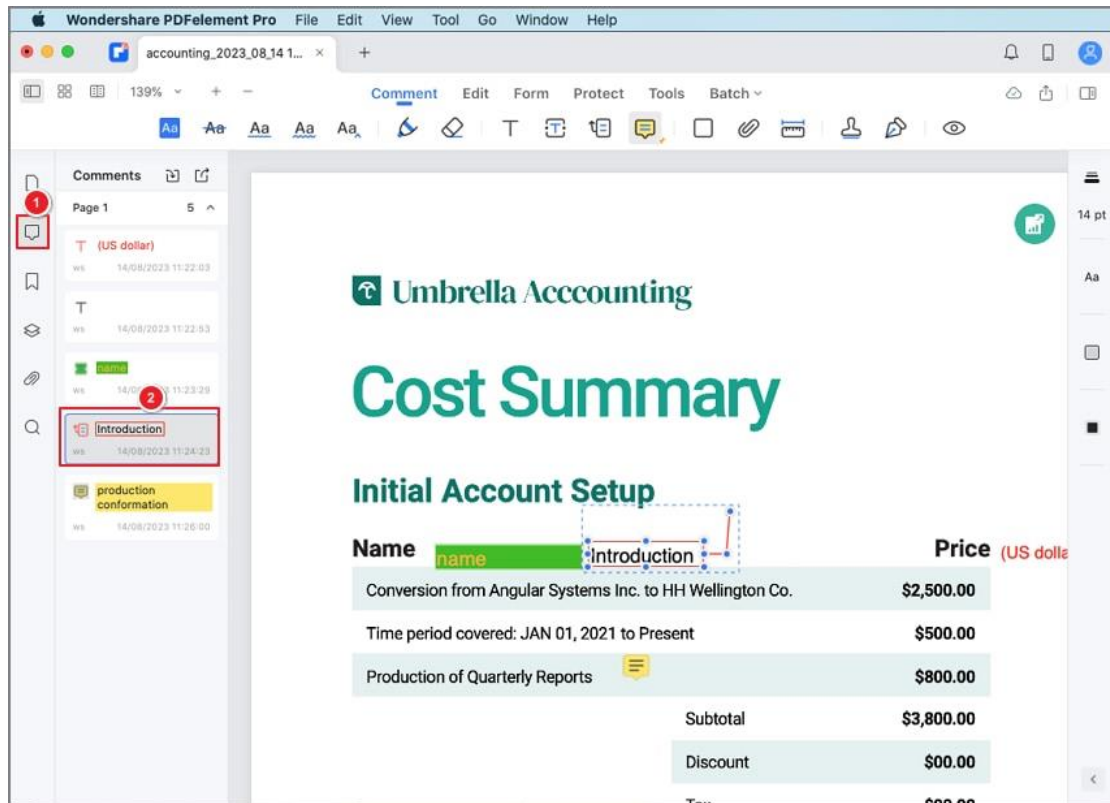
- **Sticky Note**

To leave your comments or instructions on the page, you can use the "Add Sticky Note" function, which can help direct the readers to a specific text area. Select the "Sticky Note" tool in the Secondary Toolbar, and click once to set the location where you want to place the note.



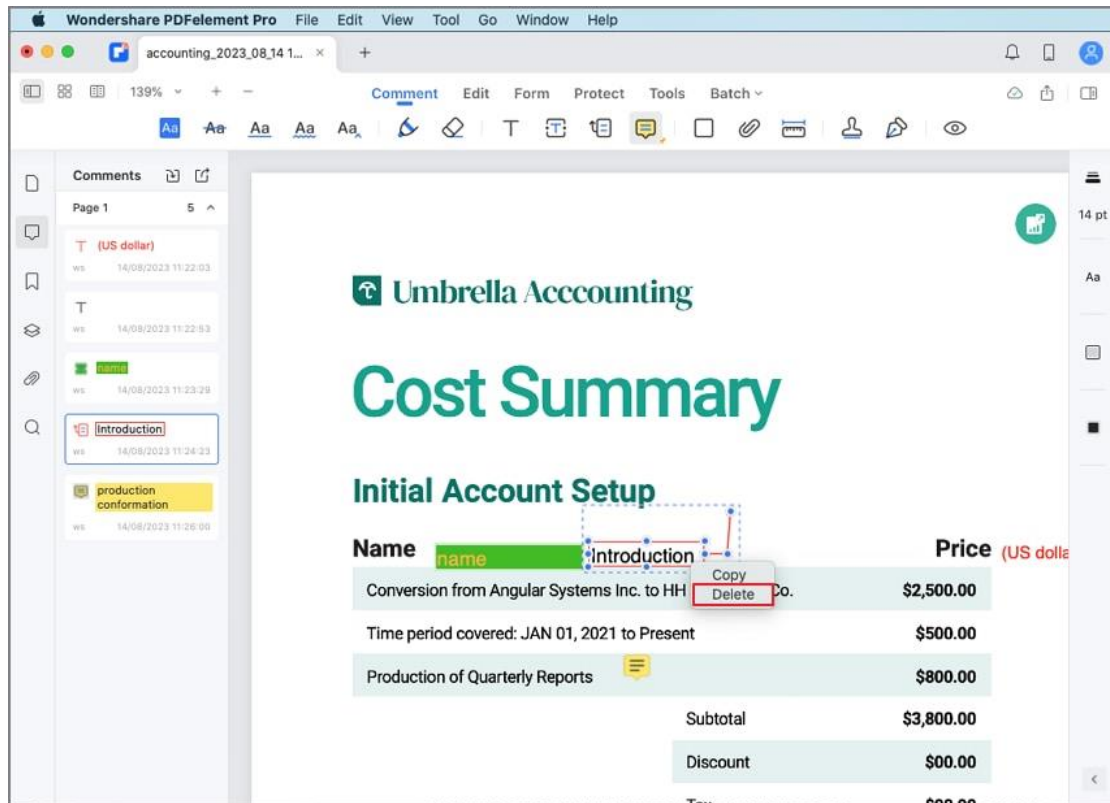
2. Edit Comments

After adding one comment to the PDF, you can change its properties. Select the comment in the "Comments" panel on the left or directly click the comment on the PDF page, and adjust its appearance on the right panel.

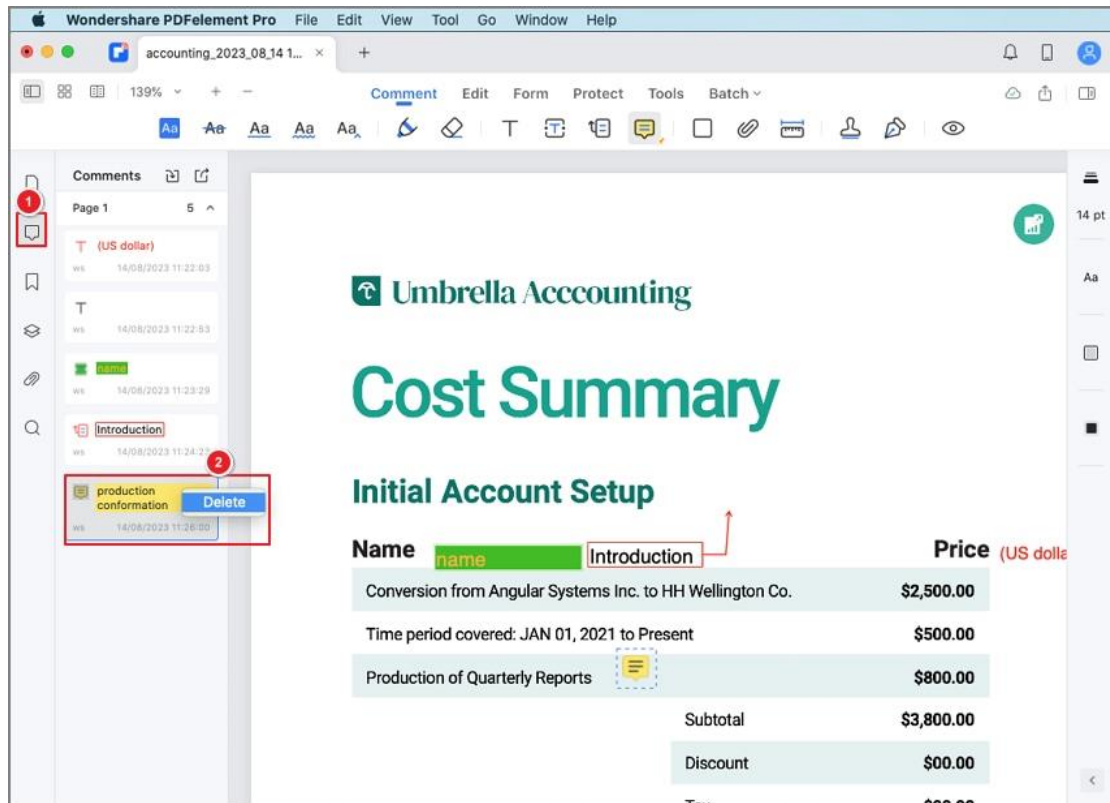


3. Delete Comments

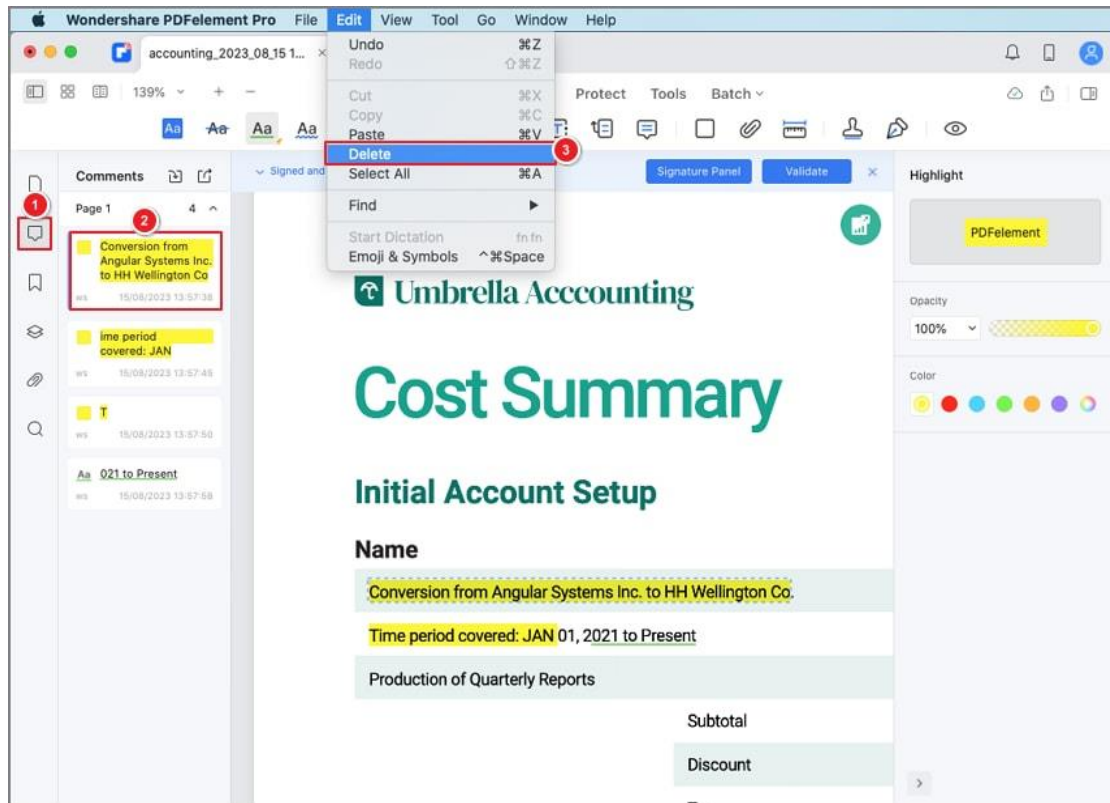
- Select the comment by clicking the comment on the PDF page, and then press the Delete key to delete it, or right-click it and select "Delete".



- You can also select the comment by clicking the comment on the PDF page on the left "Comments" panel, and then press the Delete key to delete it, or right-click it and select "Delete".



- Alternatively, you can delete the comment by clicking the "Delete" option under the "Edit" button on the Top Menu after selecting the comment.

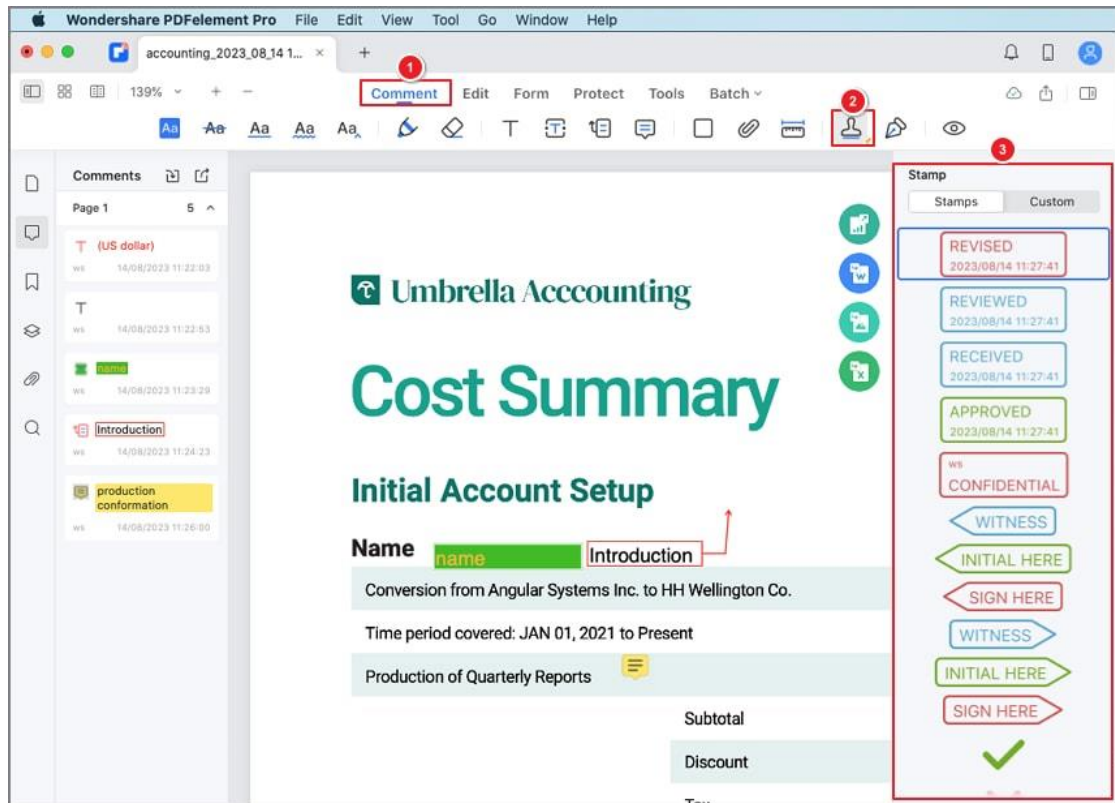


How to Add Stamps in PDF on Mac

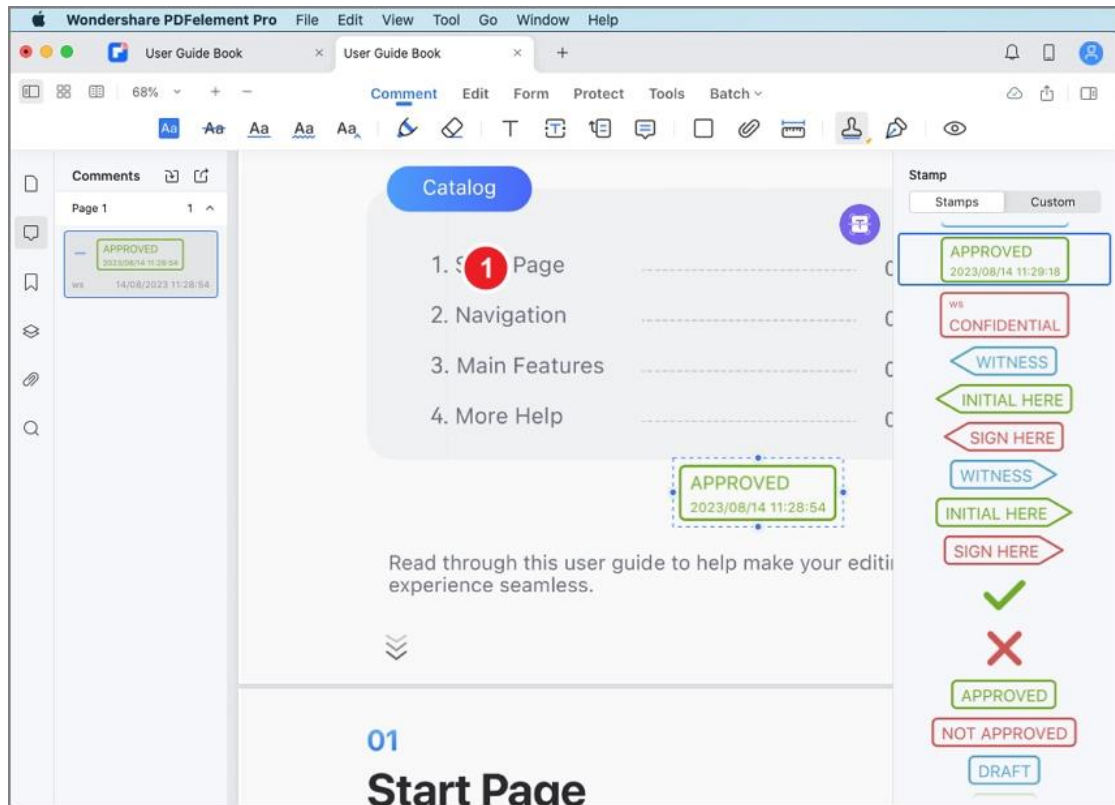
Stamp annotations help indicate the status of PDF pages. There are some built-in stamps available in PDFelement for Mac, and you can also create your signature or use images as the stamps. Moreover, PDFelement allows you to customize your stamp.

1. Create Built-in Stamp

- Clicking the "Markup" button on the Main Toolbar, and more tools will be available. Click the "Stamps" option, and then you can select a built-in stamp to add to any desired location on the PDF page.

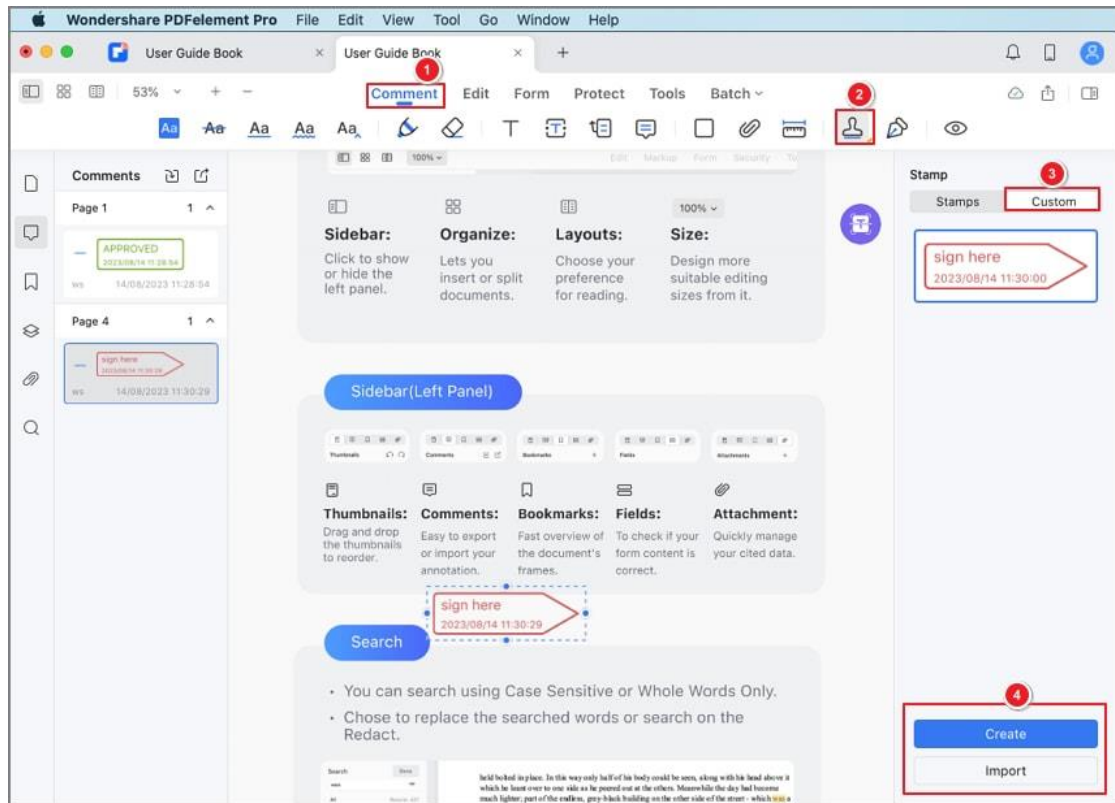


- You can drag a corner handle to resize a stamp. To move a stamp, drag it to a new location, or use the arrow keys for precise movements.

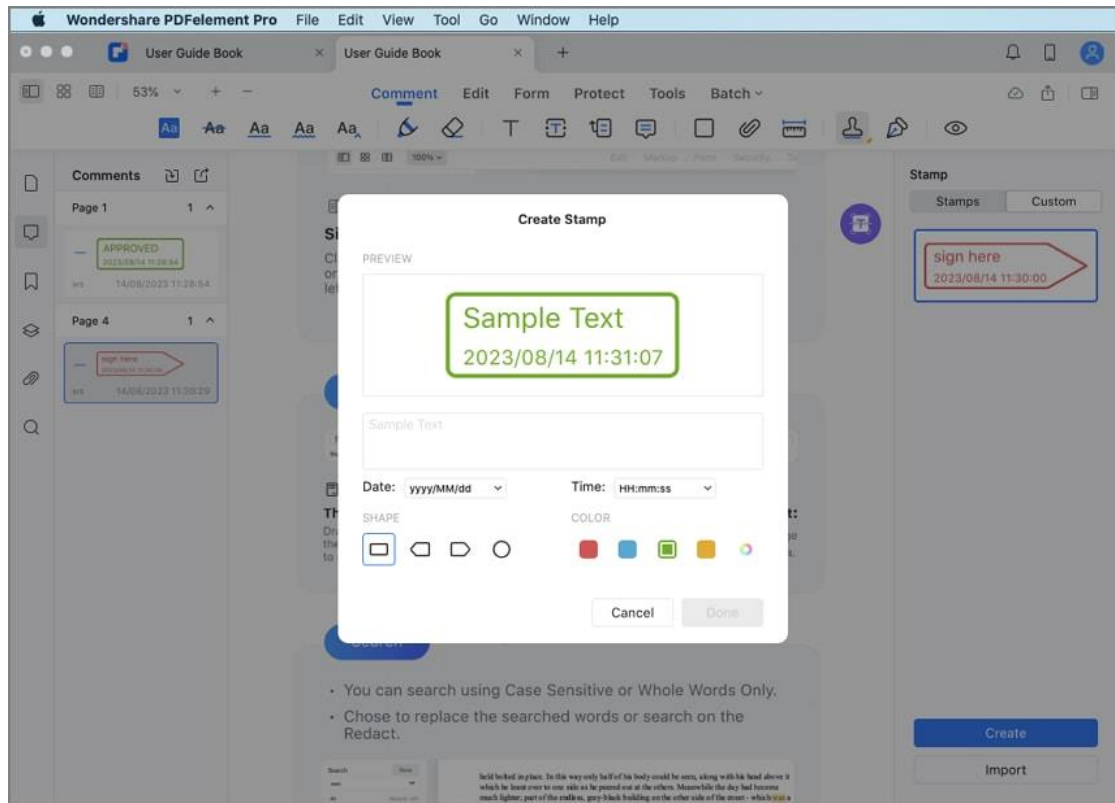


2. Create Custom Stamp

- Under the "Markup" tab, click the "Stamps" icon, and then select the "Custom" option. Next, you can click the "Create" button to customize a new stamp, or click "Import" to upload an image of the stamp you've already created.

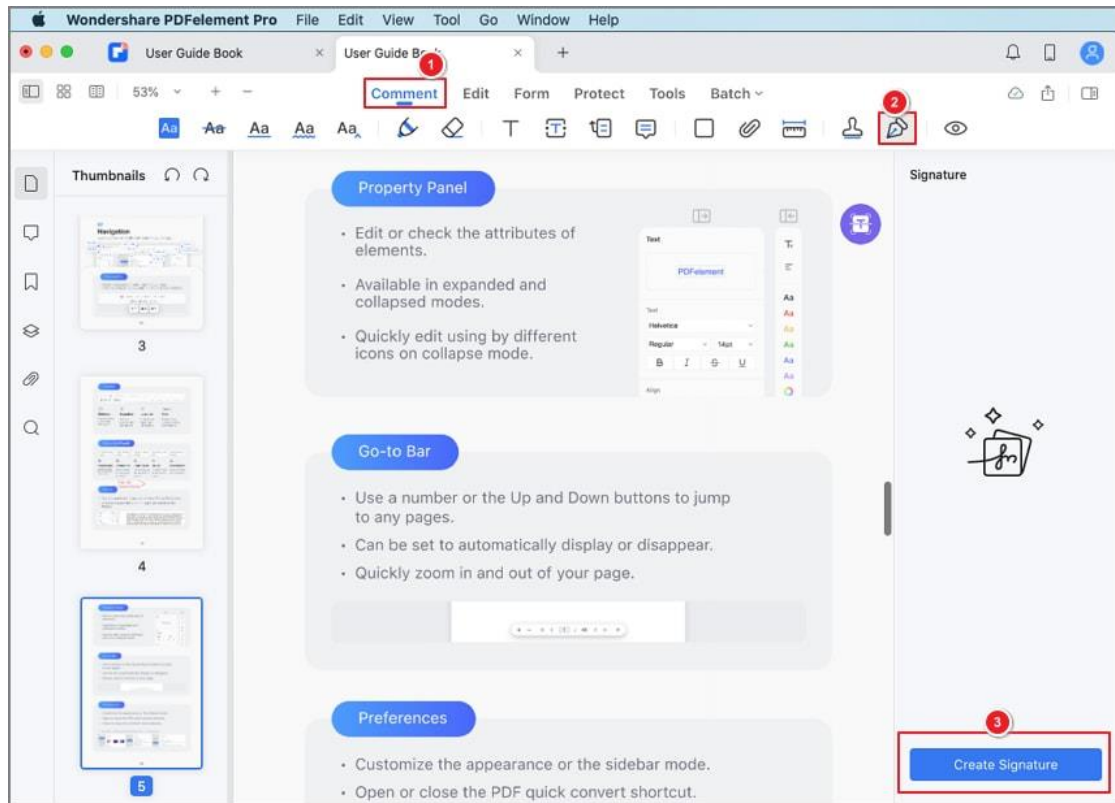


- If you choose to create a stamp, you can customize it in the pop-up "Create Stamp" window. Then, enter the text in the "Sample Text" box, and at the same time, you can preview the stamp you created in the "PREVIEW" window. In addition, you can also change the shape and color of the stamp, and customize the format of the Date and Time. Finally, click "Done" and put the created stamp on your desired location.

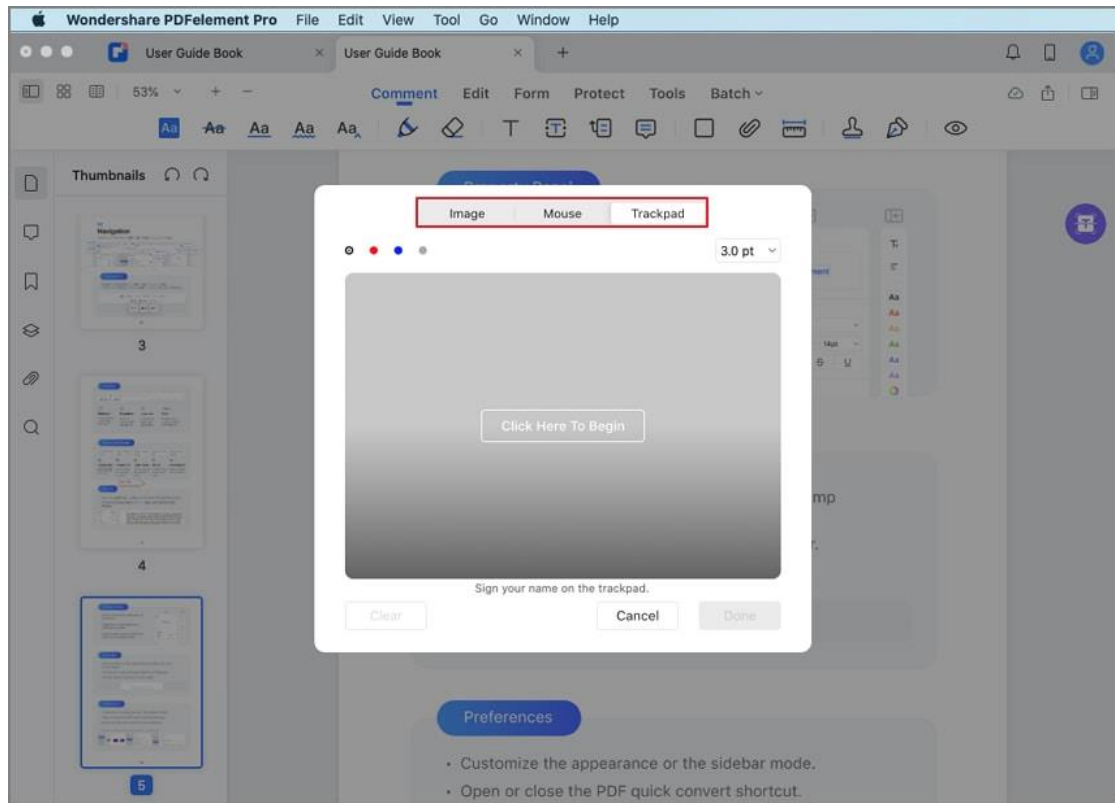


3. Create Signature

- PDFelement for Mac allows you to create your signature as the stamp to add to the PDF file. Clicking "Markup" > "Signature" > "Create Signature".



- Add your signature in the pop-up window by uploading an image of your signature, or drawing your signature in the field with the mouse or on the trackpad.



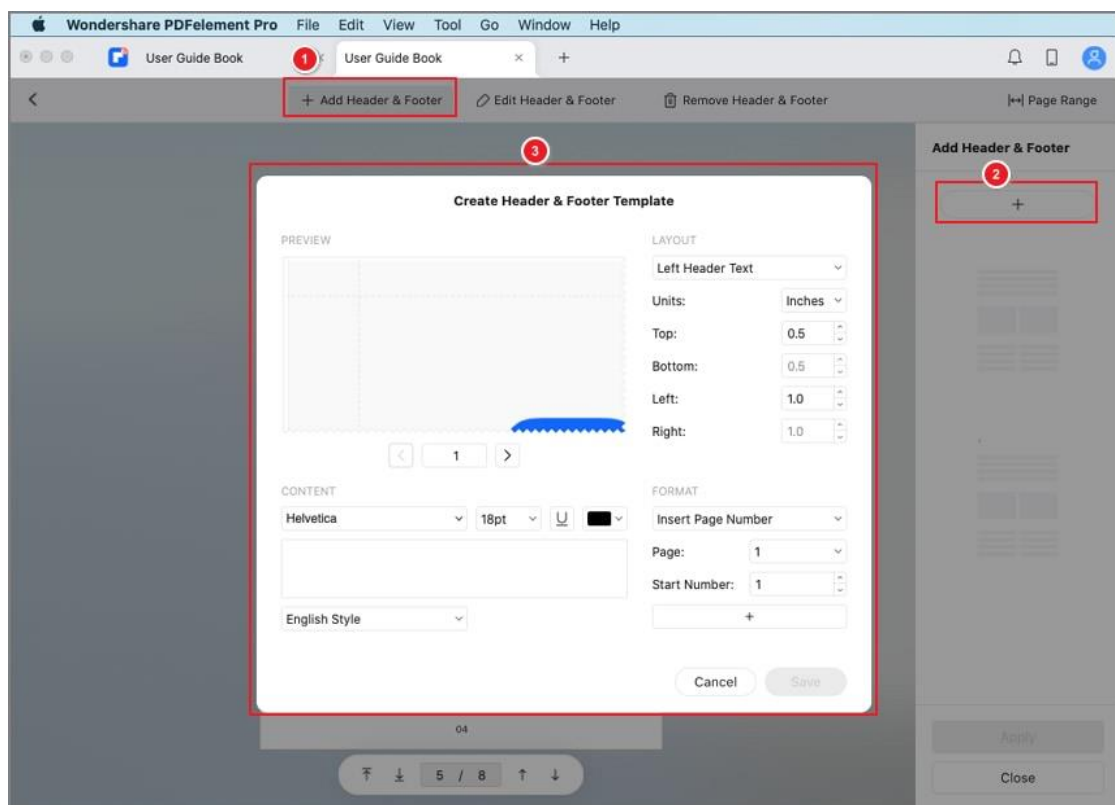
Edit PDF

How to Add Header & Footer to PDF on Mac

The headers and footers tool allows you to add specific illustrations such as date, origin, and page number to your PDF pages and makes the pages formal and professional. Wondershare PDFelement for Mac supports adding the headers and footers to your PDF files easily with just a few simple clicks.

1. Add Headers & Footers

- Go to the "Tool" > "Header & Footer" > "Add Header & Footer" button in the toolbar.
- Alternatively, you can click the "Tool" > "Add or Edit Header & Footer" button on the Top Menu.
- Click the "Add Header & Footer" button in the pop-up window, and hit the "+" icon on the right-side panel. You can change "Layout", "Format", or "Content".
- After getting what you need, click the "Save" button.
- Click "Apply" to apply the Header & Footer to your file.

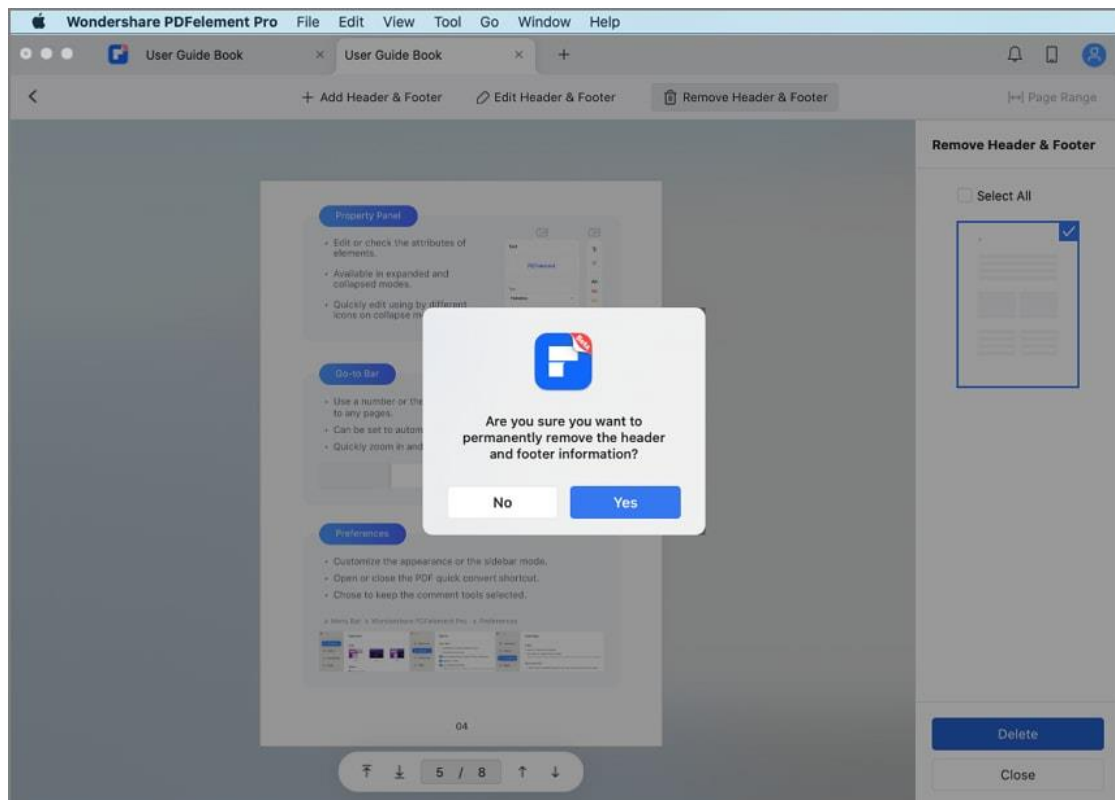


2. Edit Headers & Footers

- To edit the existing headers & footers of a file, click the "Header & Footer" button, and hit the "Edit" icon on the right-side panel. In the pop-up window, change the settings as needed.

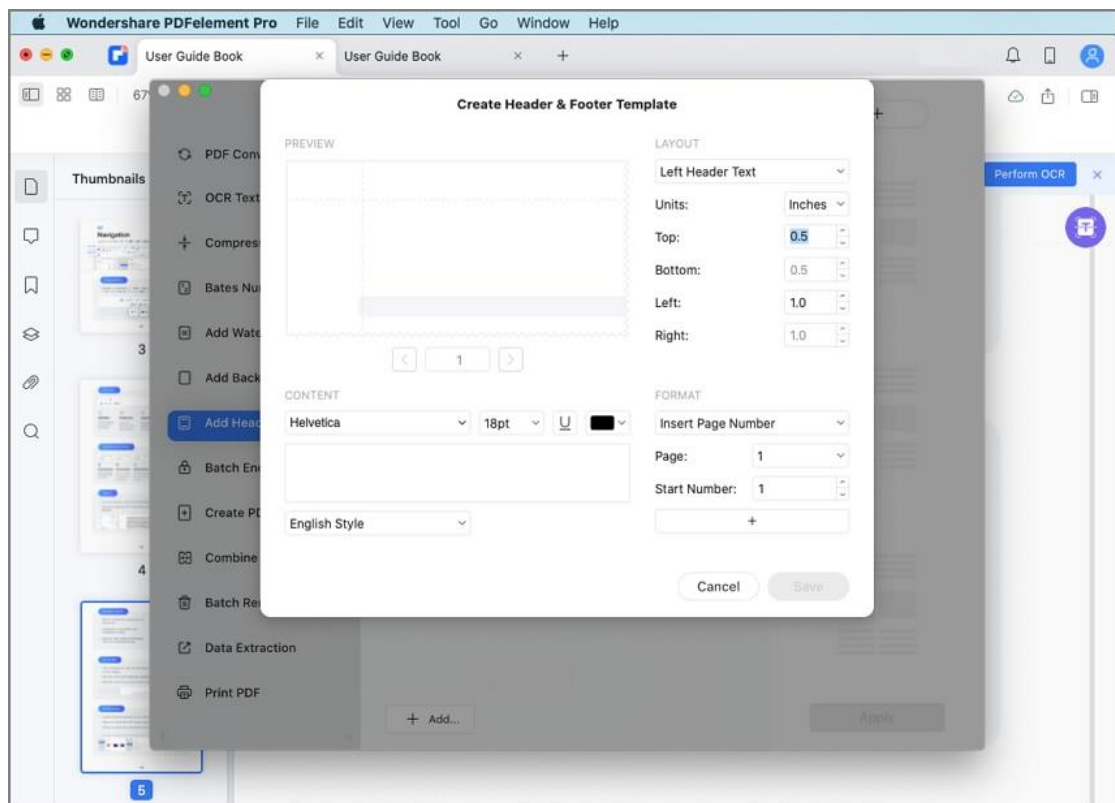
3. Delete Headers & Footers

- Click the "Remove Header & Footer" button. Select the Header & Footer you set in the right column, and click the "Delete" button below to remove it.
- Click "Yes" in the pop-up window to remove the Header & Footer from your file.

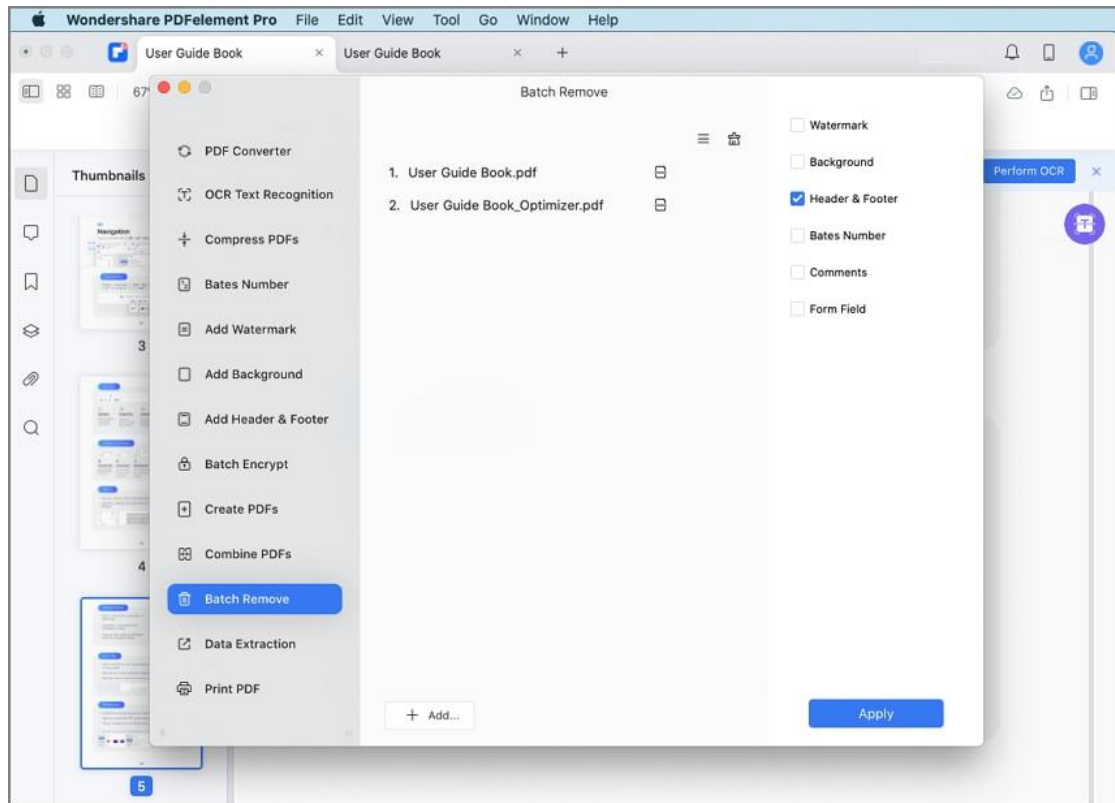


4. Batch to Add and Remove Headers & Footers

- To batch to add the Header & Footer, you can click the "Batch" > "Add Header & Footer", load all files you need to add the same Header & Footer, and click the "+" button at the right side to add headers and footers. Finally, click the "Apply" button and choose an output folder to proceed with the action.



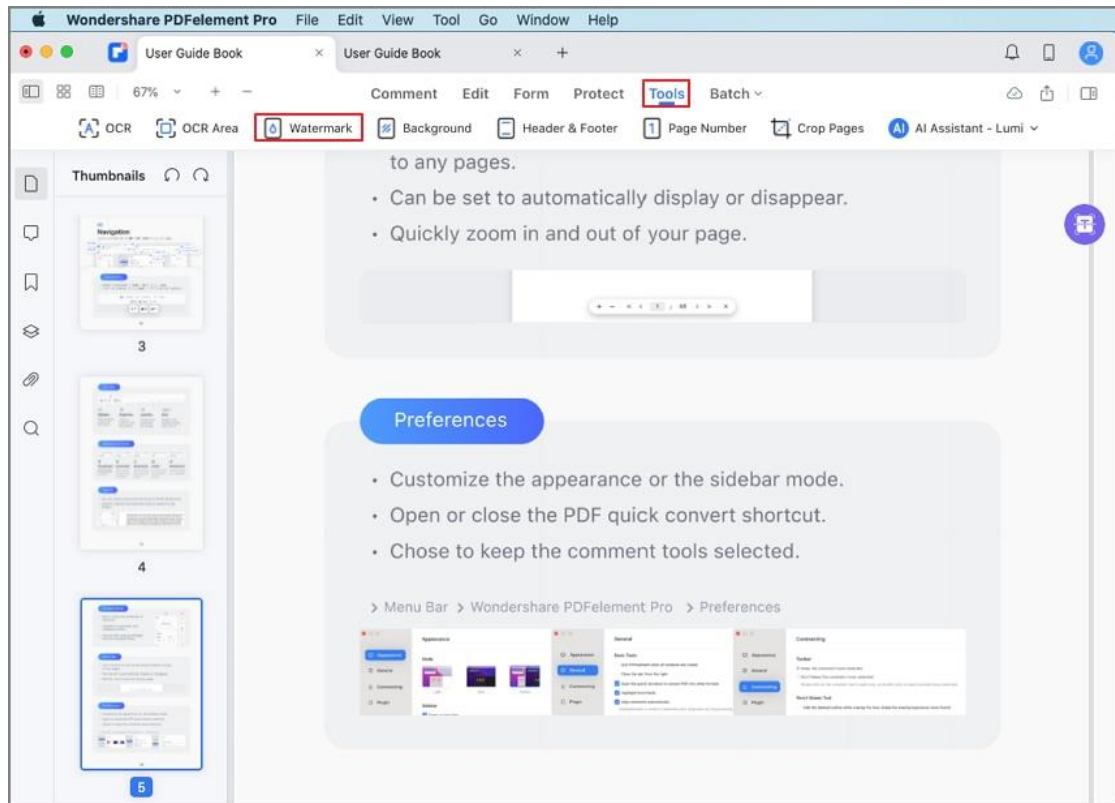
- To batch to delete the Header & Footer, you need to click the "Batch" > "Batch Remove", load all files you need to remove their headers & footers, click "Header & Footer" on the right side, and click the "Apply" button, choose an output folder to proceed to remove Header & Footer.



How to Add Watermark to PDF on Mac

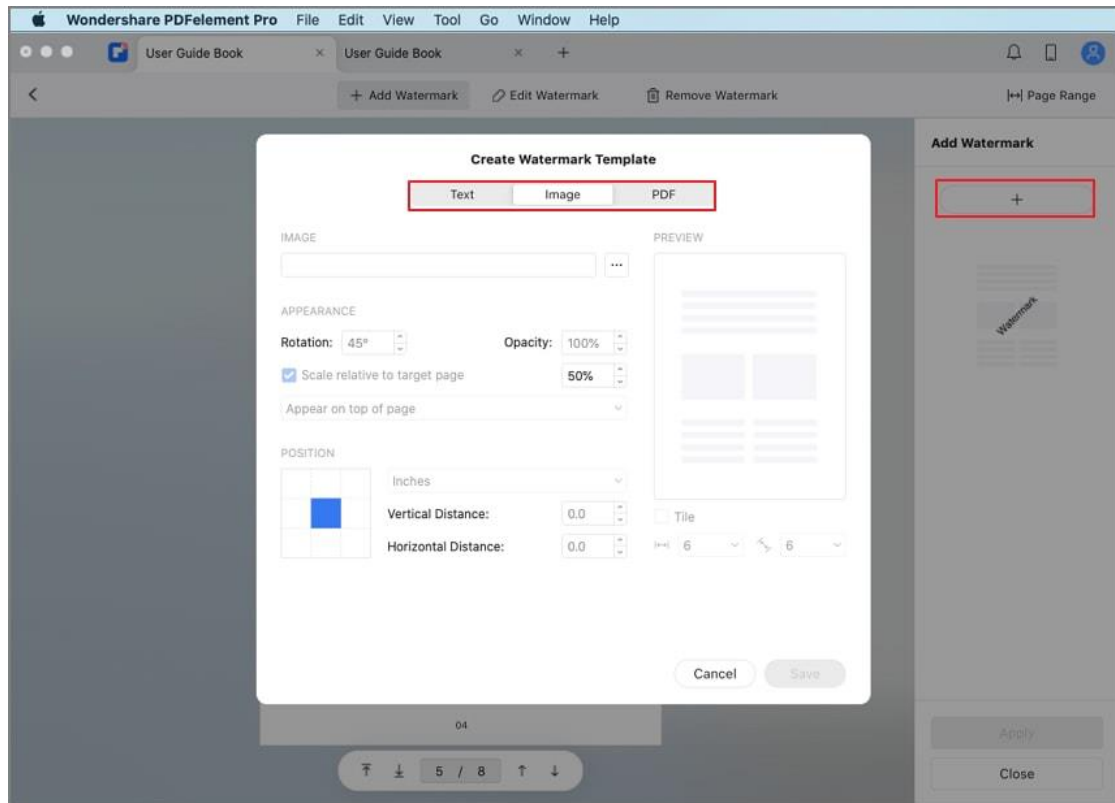
Adding watermarks to PDF pages is a great way to declare your ownership.

With the help of PDFelement for Mac, you can easily add/update/remove watermarks from PDF pages. What's more, PDFelement supports tiling watermarks.

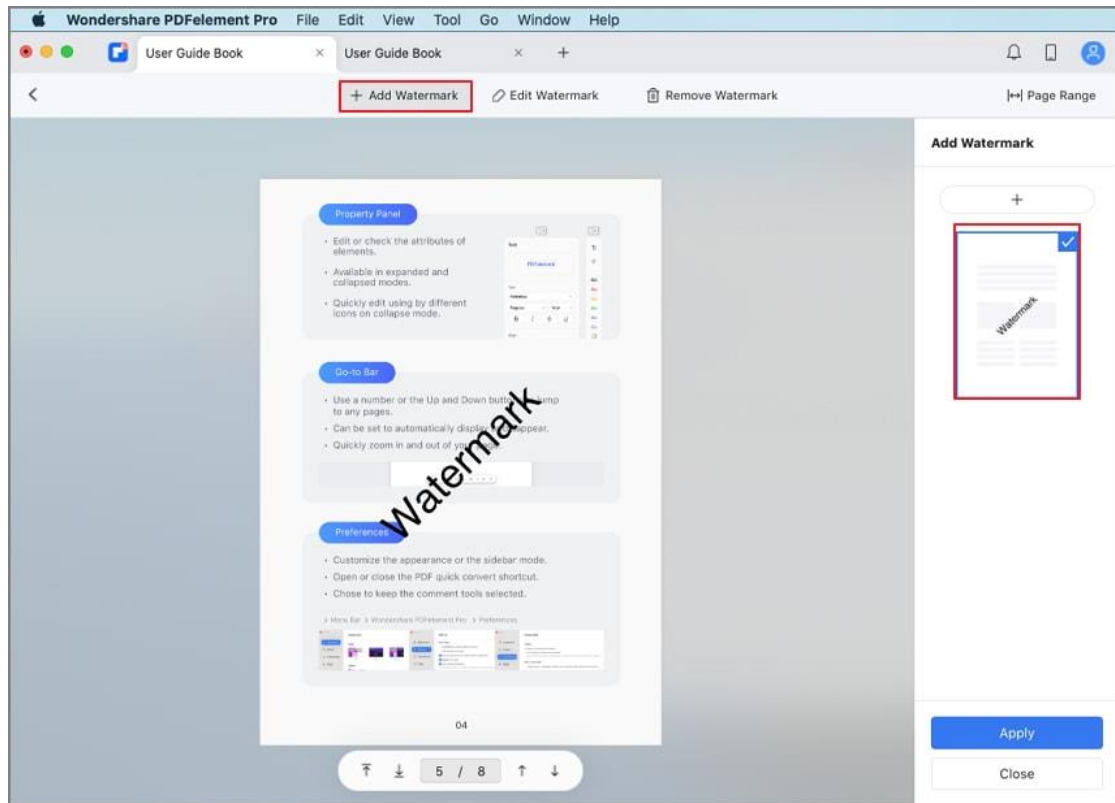


1. Add Watermark to a Single PDF

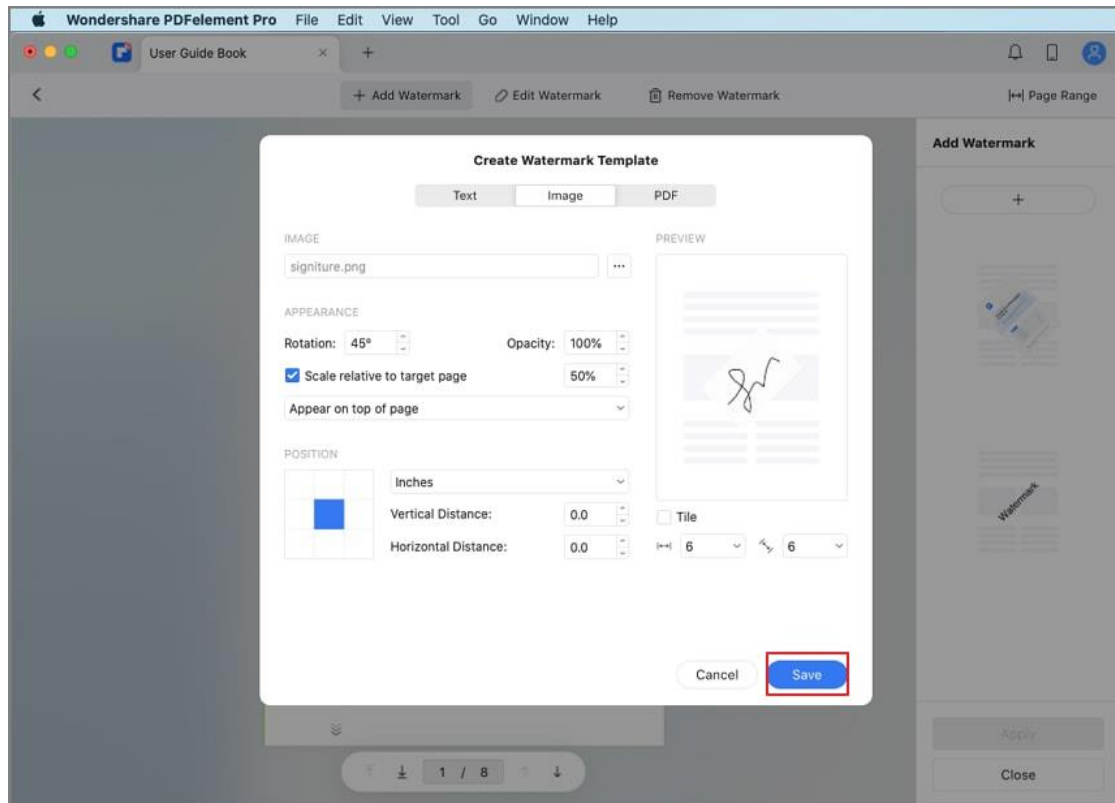
- After opening a PDF file in the program, click the "Tool" > "Watermark", and select "Add Watermark" in the pop-up window.
- Click the "+" button in the right-side panel and create a watermark by adding "Text", "Image", or "PDF".



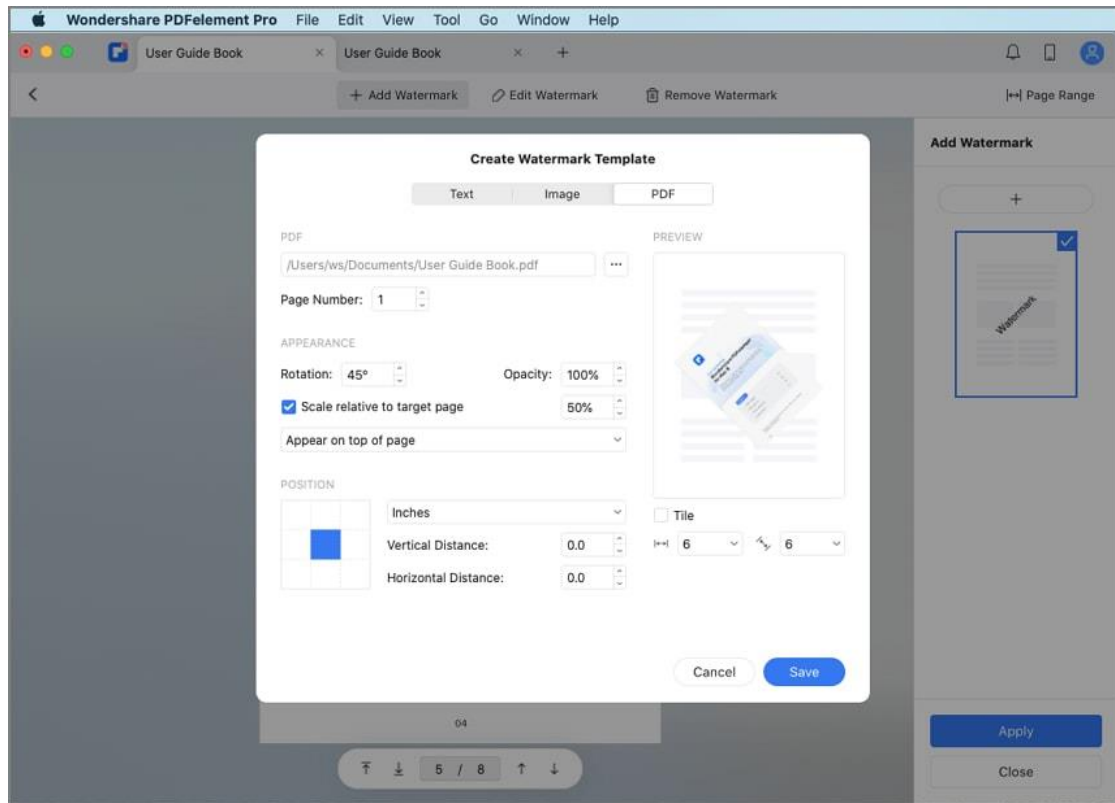
- **Text:** Click the "Text" tab in the pop-up dialog and enter the text in the text box as the watermark. You can also modify its font type, size, color, position, etc., and then the created watermark will appear on the page.



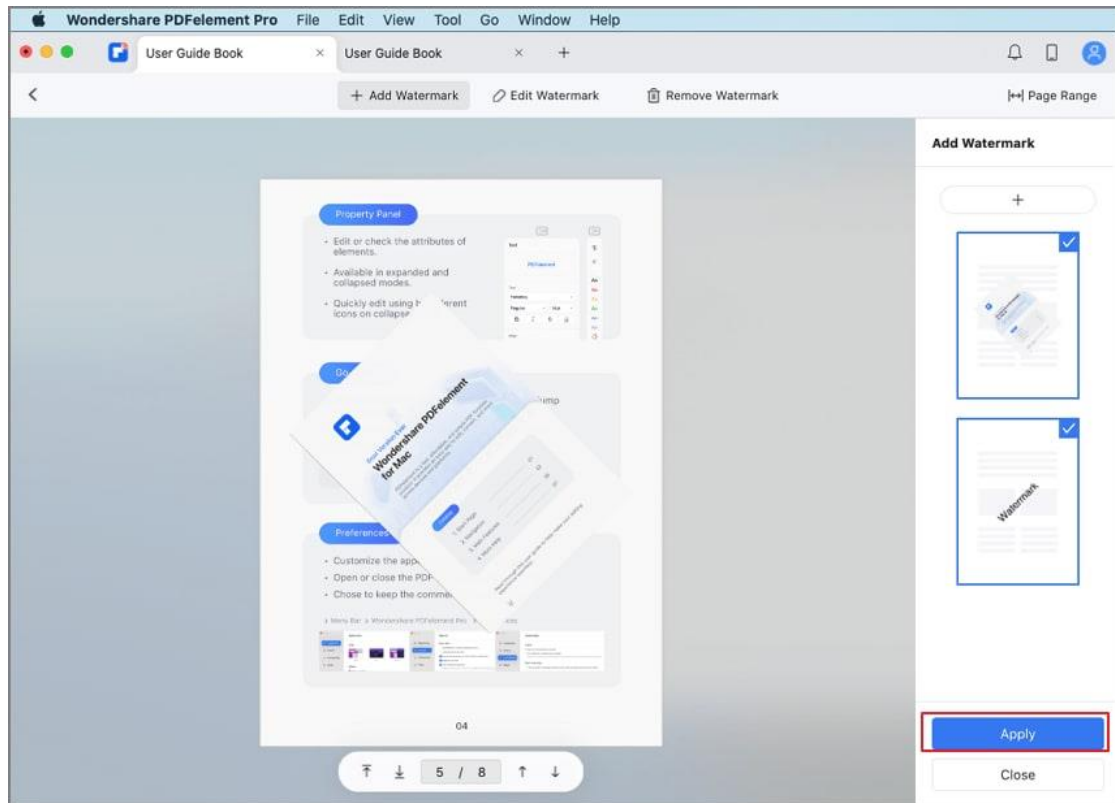
- **Image:** Select the "Image" tab in the pop-up dialog and click the "..."
button to choose an image on your Mac as the watermark, and click
"Save". You can also change its appearance and position.



- **PDF:** Select the "PDF" tab in the pop-up dialog, and click the "..." button to select a PDF file. Next, enter the page number to select a specific page as watermark. You can also change its appearance and position.

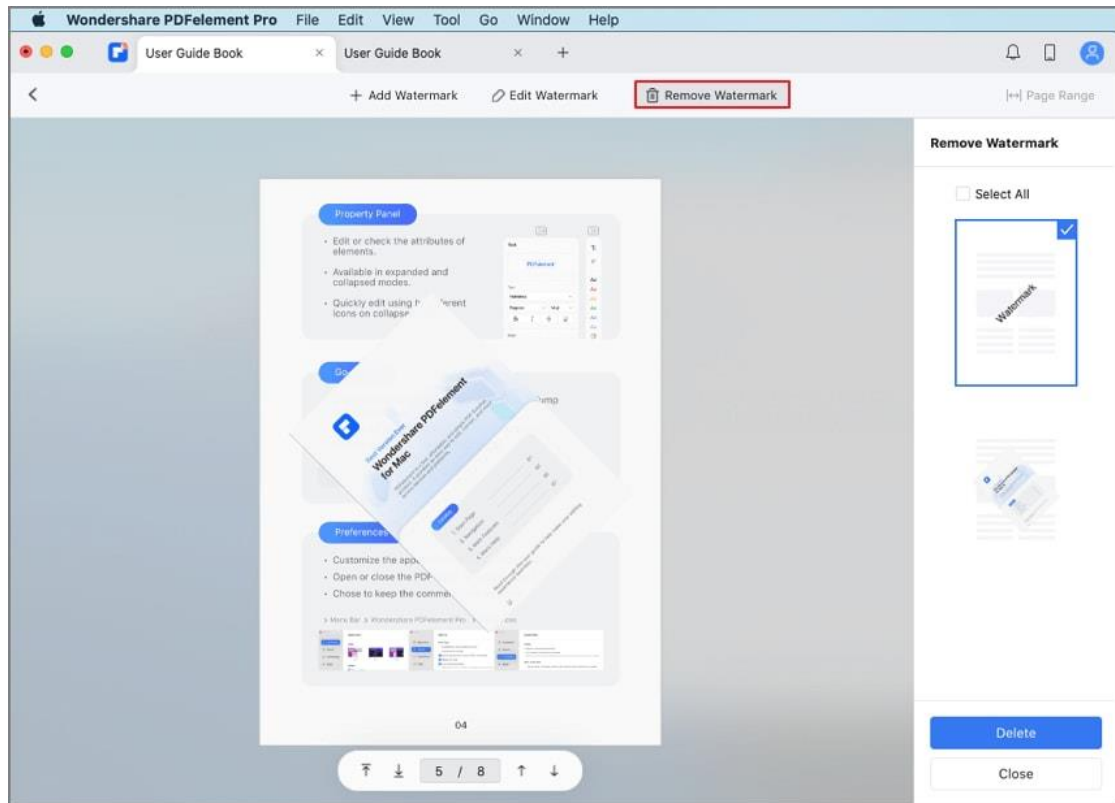


- Click the "Apply" button after you finish editing the watermark to apply the watermark to your file.



2. Delete Watermark on PDF Pages

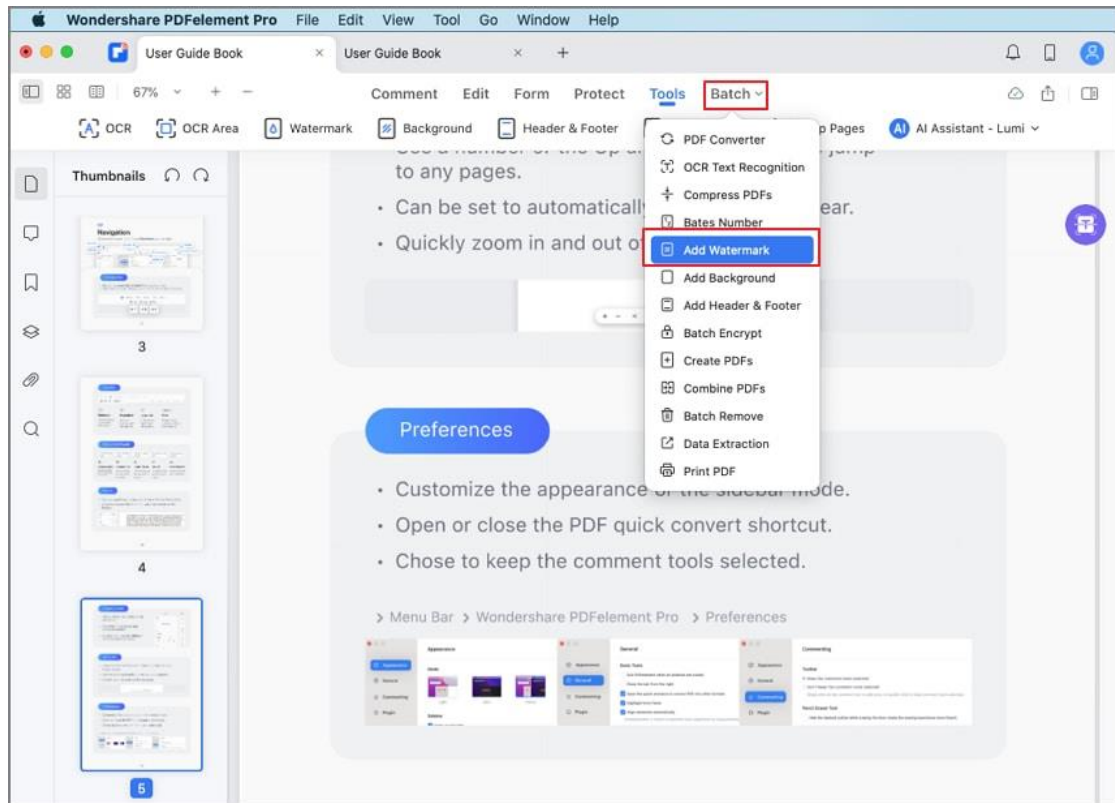
- Click "Tool" > "Watermark" > "Remove Watermark". Select the watermark(s) you want to delete in the right panel, and click "Delete".
- Click "Yes" in the pop-up window to remove the watermark(s).



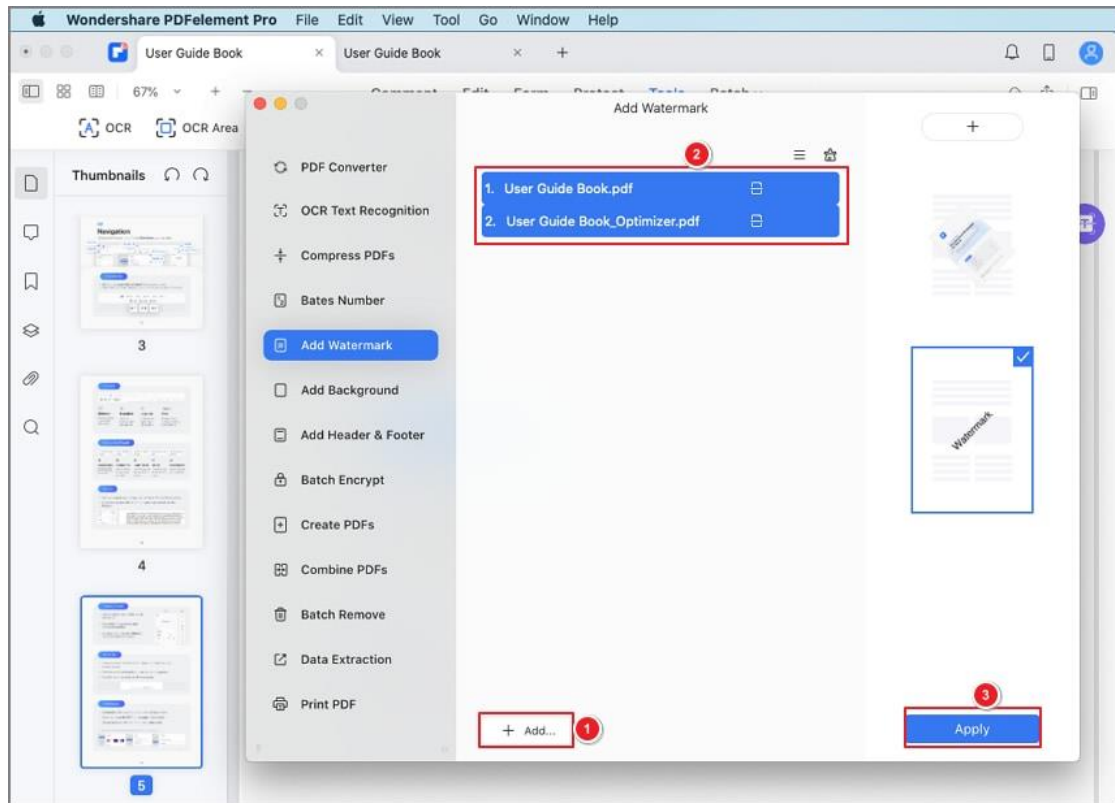
3. Batch Watermark Process

Batch to add watermark:

- After opening one file in the program, click "Batch" > "Add Watermark".

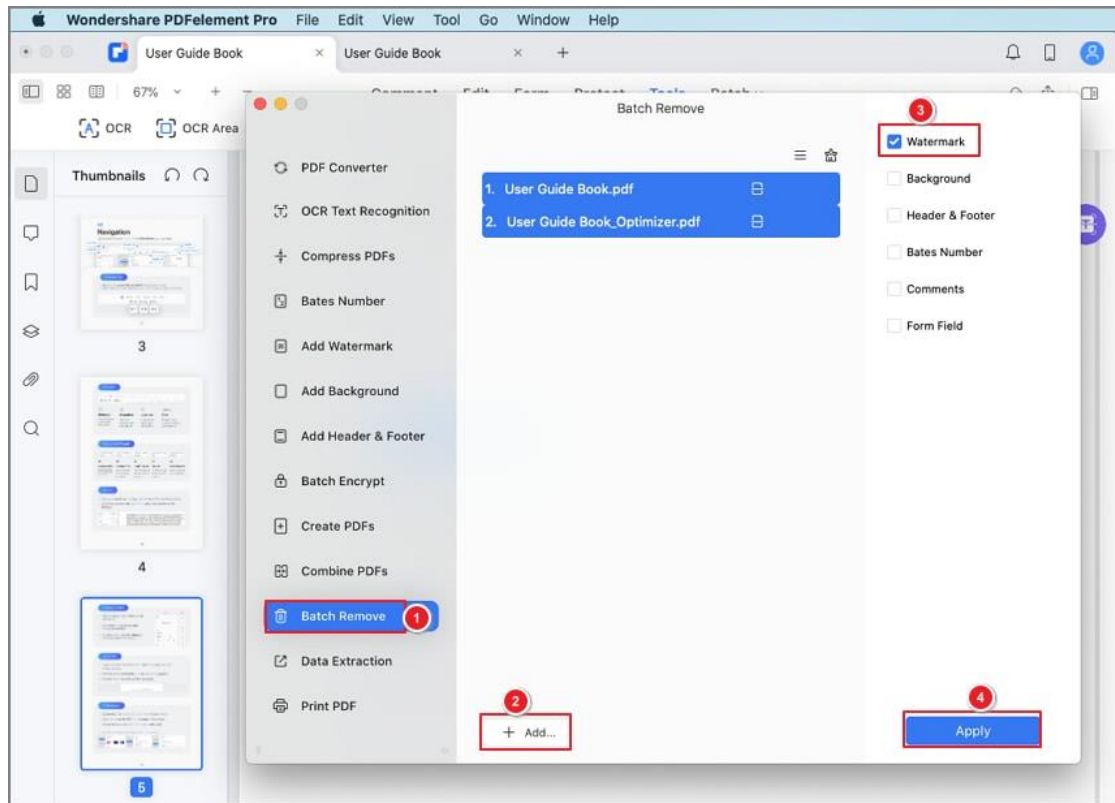


- Add multiple PDF files in the program through drag-and-drop or choosing the files from the finder.
- Choose existing watermark(s) on the right side, click the "+" button to create a new watermark template to add to the PDF files, and click "Apply".
- Select the destination folder to save the output files.



Batch to delete watermark:

- After opening one file in the program, click "Batch" > "Batch Remove".
- Add multiple PDF files in the program through drag-and-drop or choosing the files from the finder.
- Choose "Watermark" on the right side, and click "Apply".
- Select the destination folder to save the output files. All watermarks will be removed.

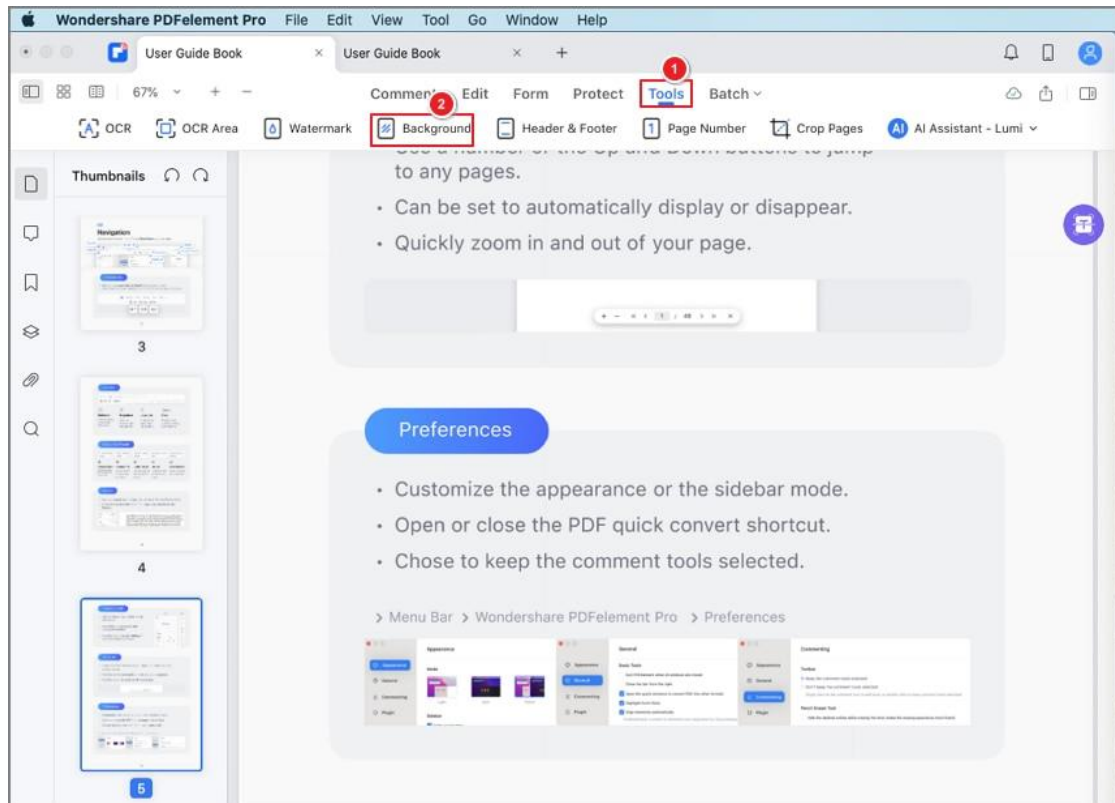


How to Change Background Color in PDF on Mac

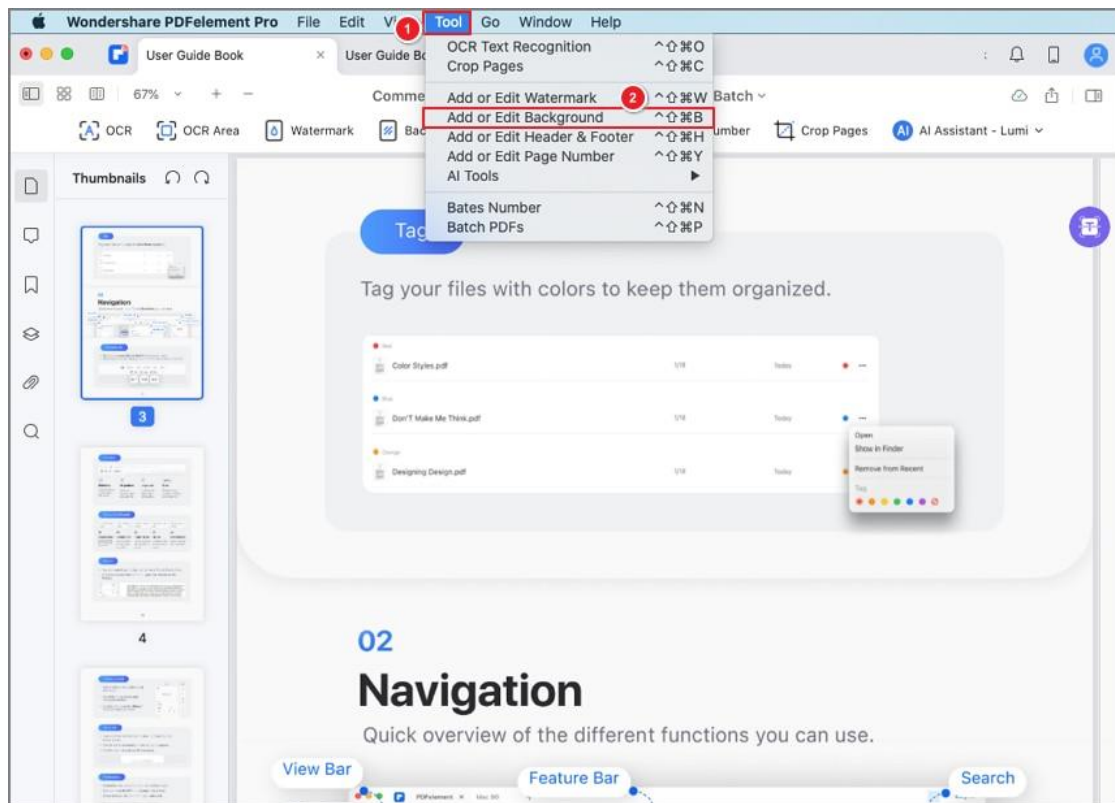
The Background function in PDFelement for Mac allows you to set a color for the background or import an image to make your PDF pages more attractive.

1. Add Background to PDF Pages

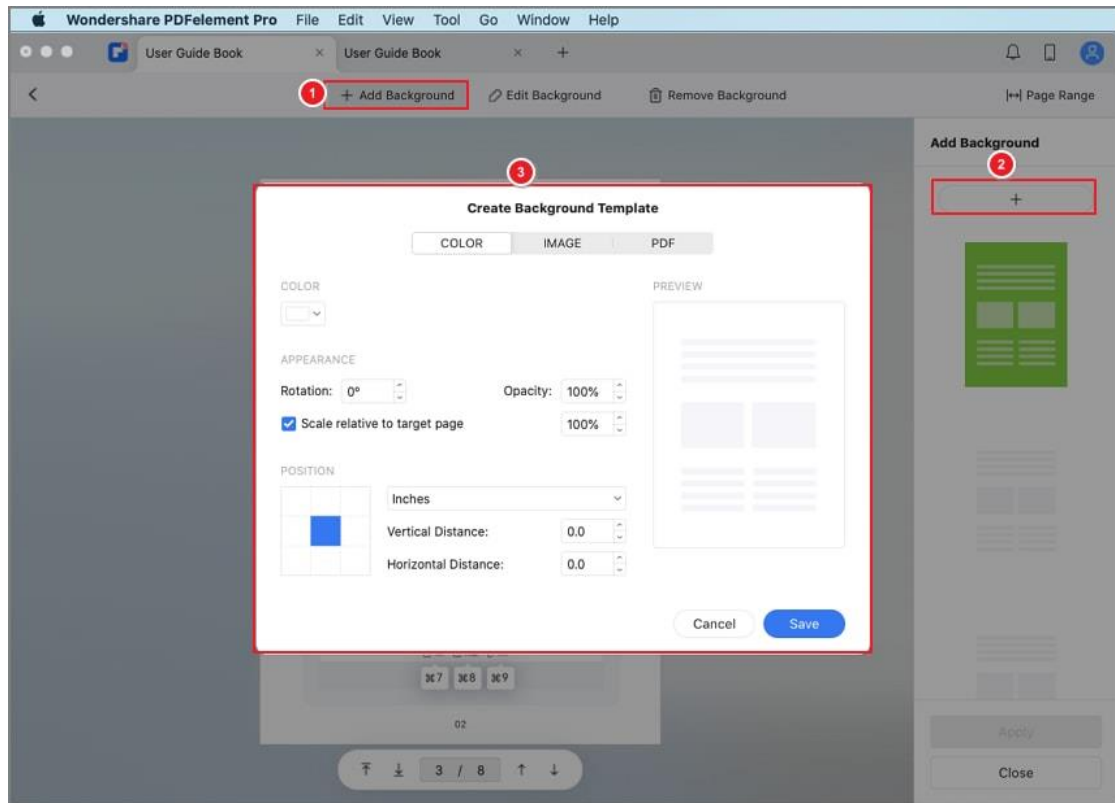
- Go to the "Tool" > "Background" > "Add Background" button in the toolbar.



- Alternatively, you can click the "Tool" > "Add or Edit Background" button on the Top Menu.

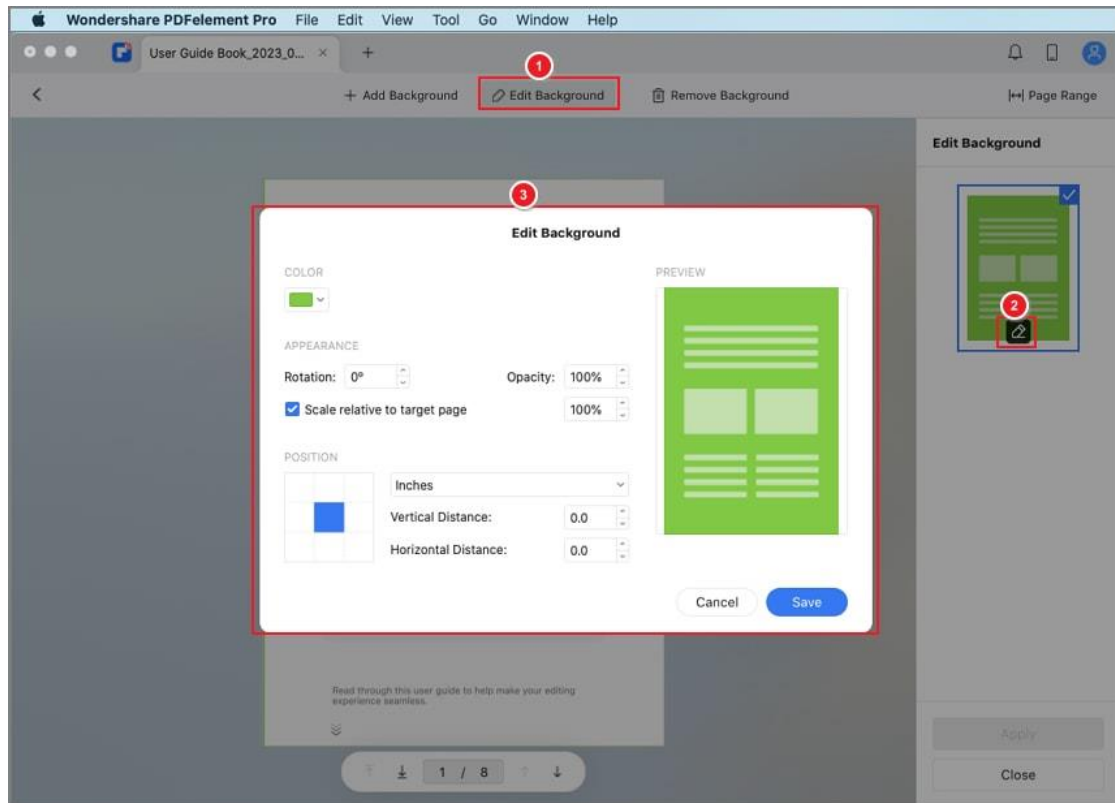


- Click the "Add Background" button in the pop-up window, and hit the "+" icon on the right-side panel. Select the "Color", "Image" or "PDF" in the pop-up box.
- **Color:** Choose the color as you wish. You can set its appearance and position.
- **Image:** Click the "... " button to select an image on your Mac and use it as background. You can set its appearance and position.
- **PDF:** Click the "... " button to select a PDF on your Mac and choose a specific page as the background. You can set its appearance and position.
- Click "Apply" after you finish editing to save the modification.



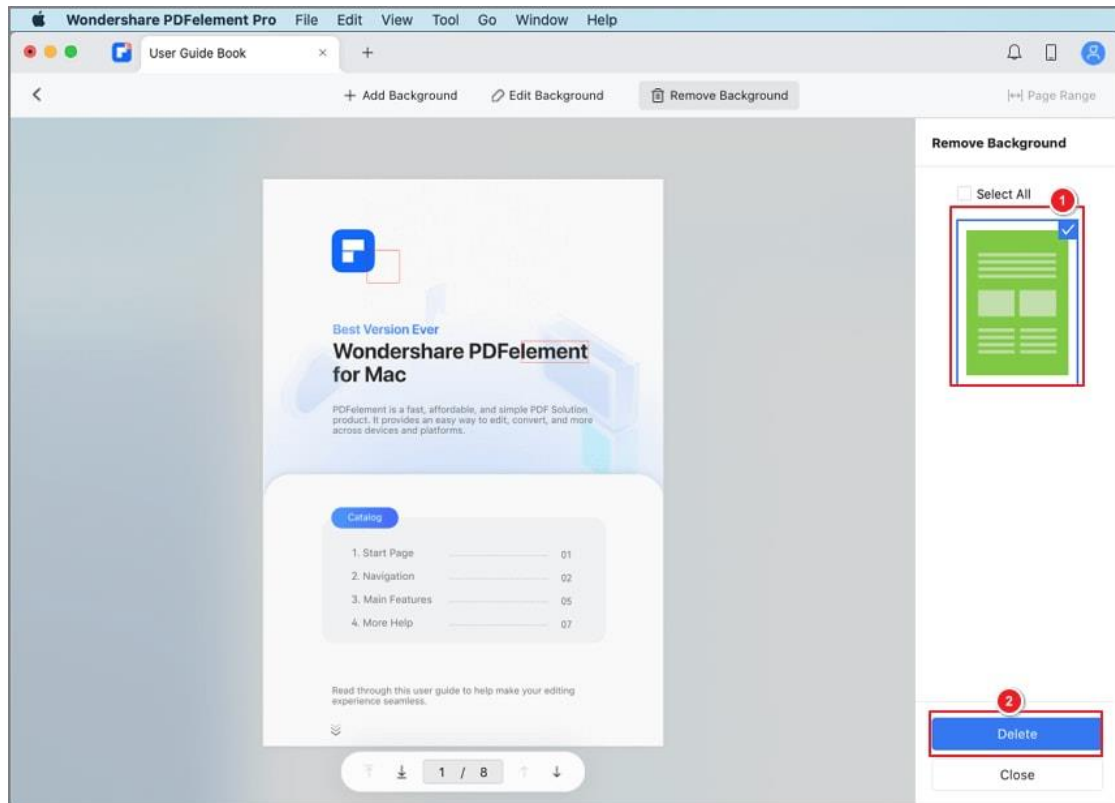
2. Edit Background

- To edit the existing background of a file, click the "Edit Background " button, and hit the "Edit" icon on the right-side panel. In the pop-up Edit Background window, change the settings as needed.



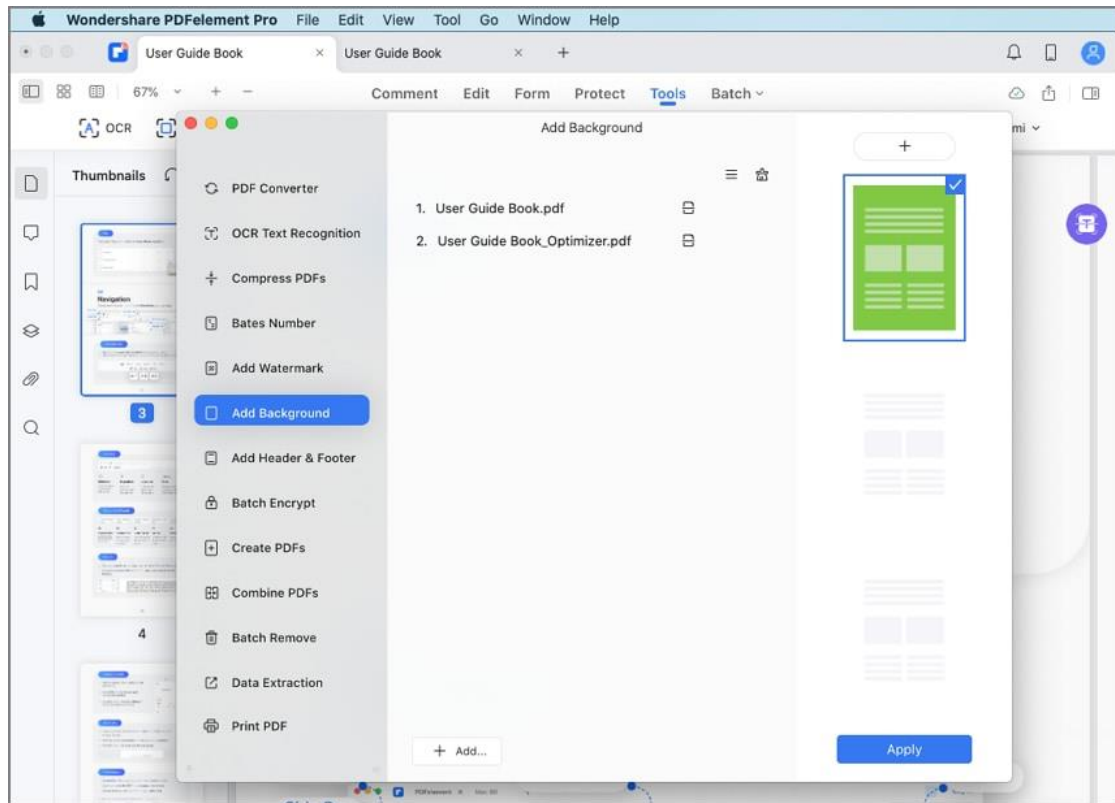
3. Remove Background

- To remove the background, click the "Remove Background " button. Put your cursor on the applied background on the right panel and click the "Delete" button to remove it.

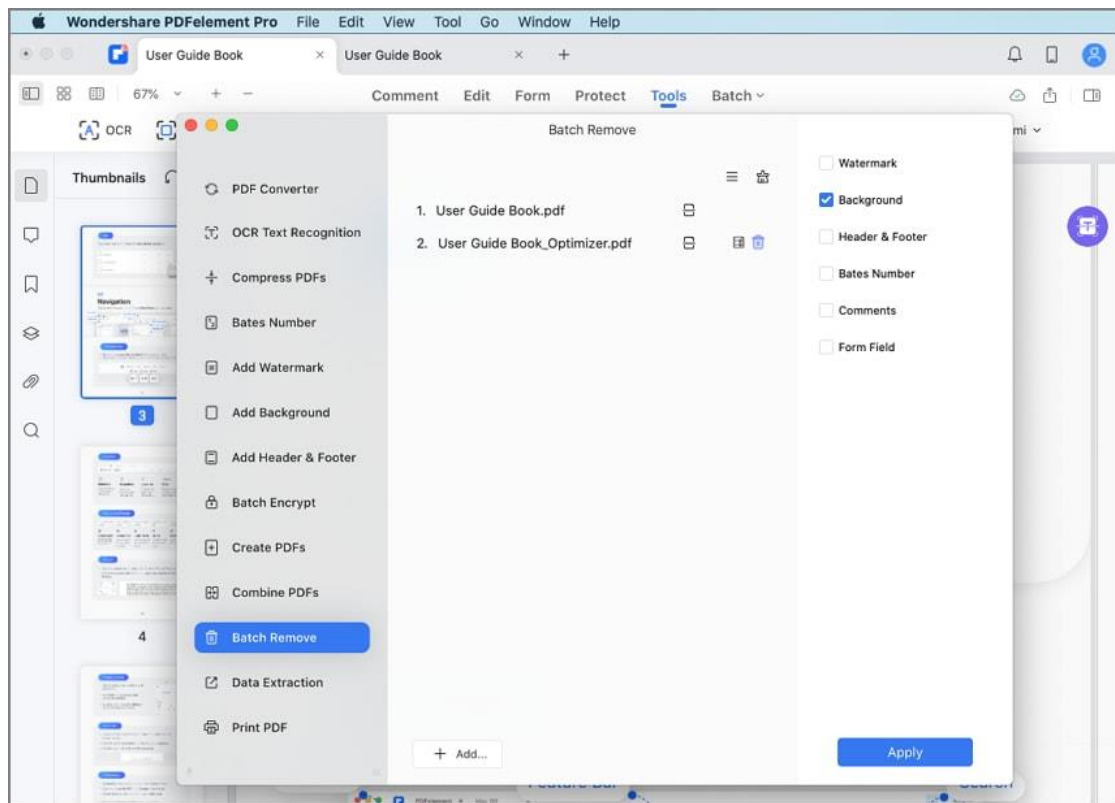


4. Batch to Add and Remove Background

- To batch to add the background, you can click the "Batch" > "Add Background" button, load all files you need to add the same background, choose one background or click "+" button on the right side to create a new one, click the "Apply" button and choose an output folder to proceed with the action.



- In order to batch to delete the background, you need to click the "Batch" > "Batch Remove", load all files you need to remove their background, select the "Background" option on the right side, and then click "Apply" button. Besides, choose an output folder and proceed with the action.



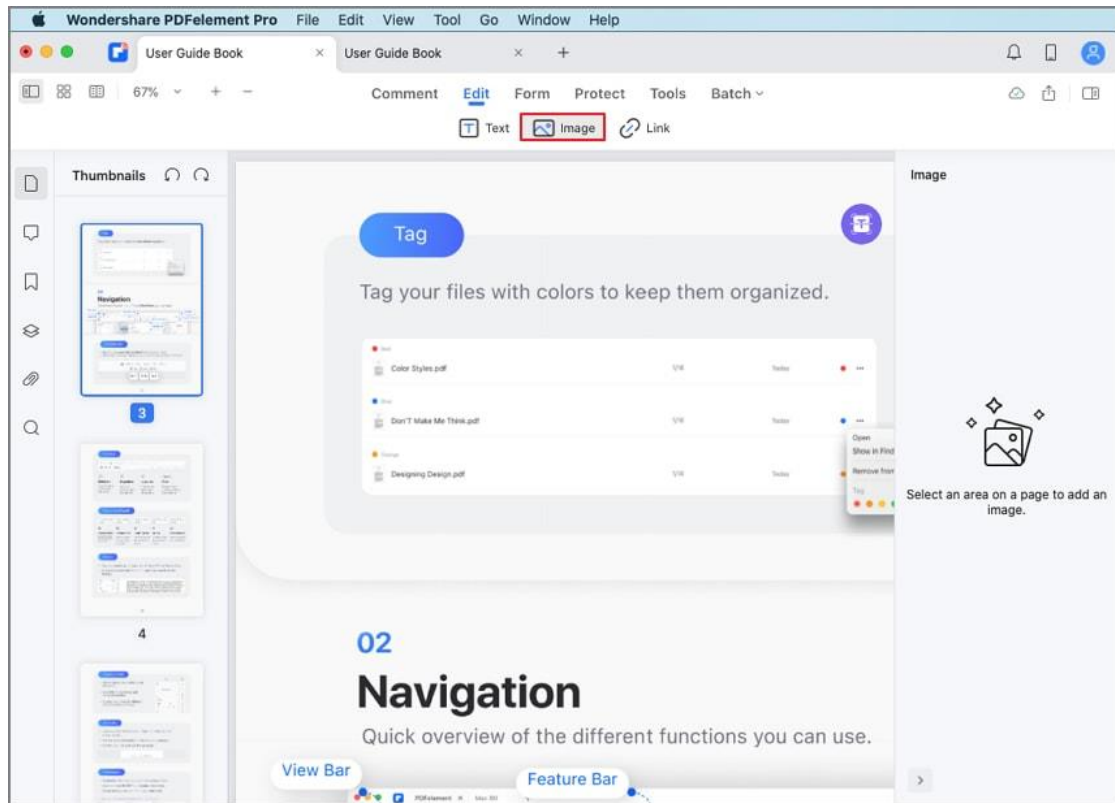
How to Edit Image in PDF on Mac

PDFelement for Mac supports adding, resizing, deleting, or replacing images in a PDF document.

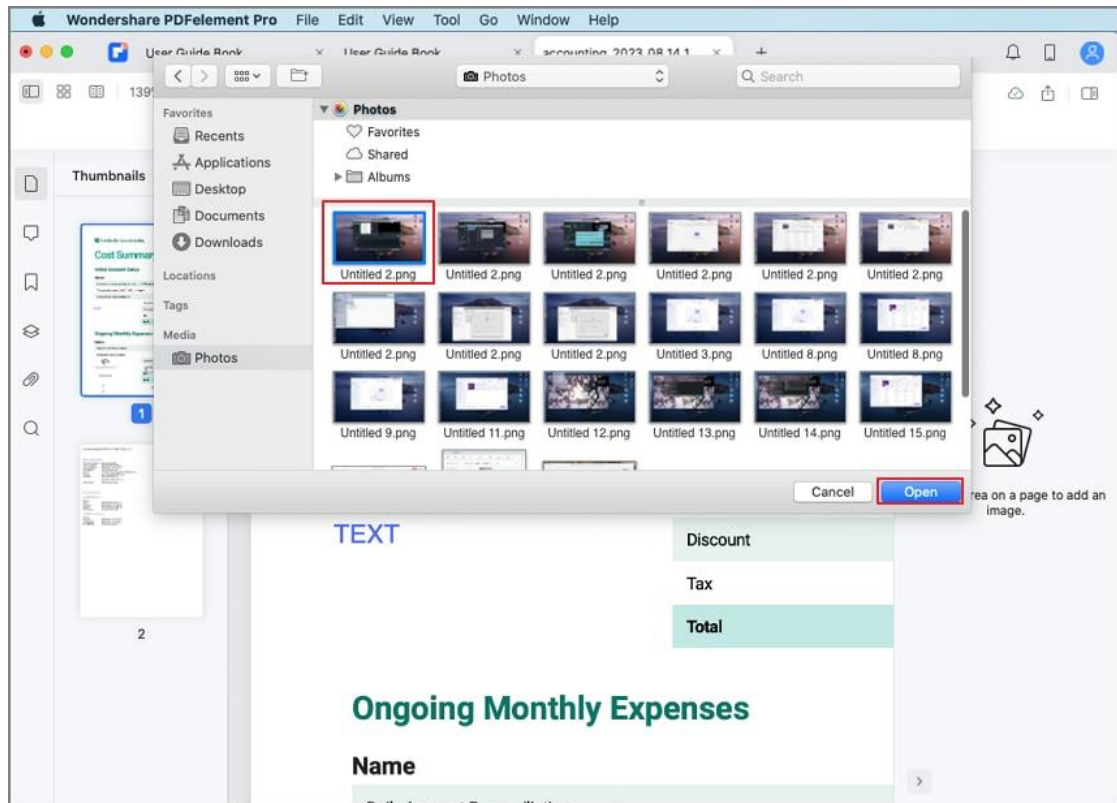
1. Add Image

An image file in jpg, jpeg, bmp, png, tiff, or gif format can be added to PDF pages.

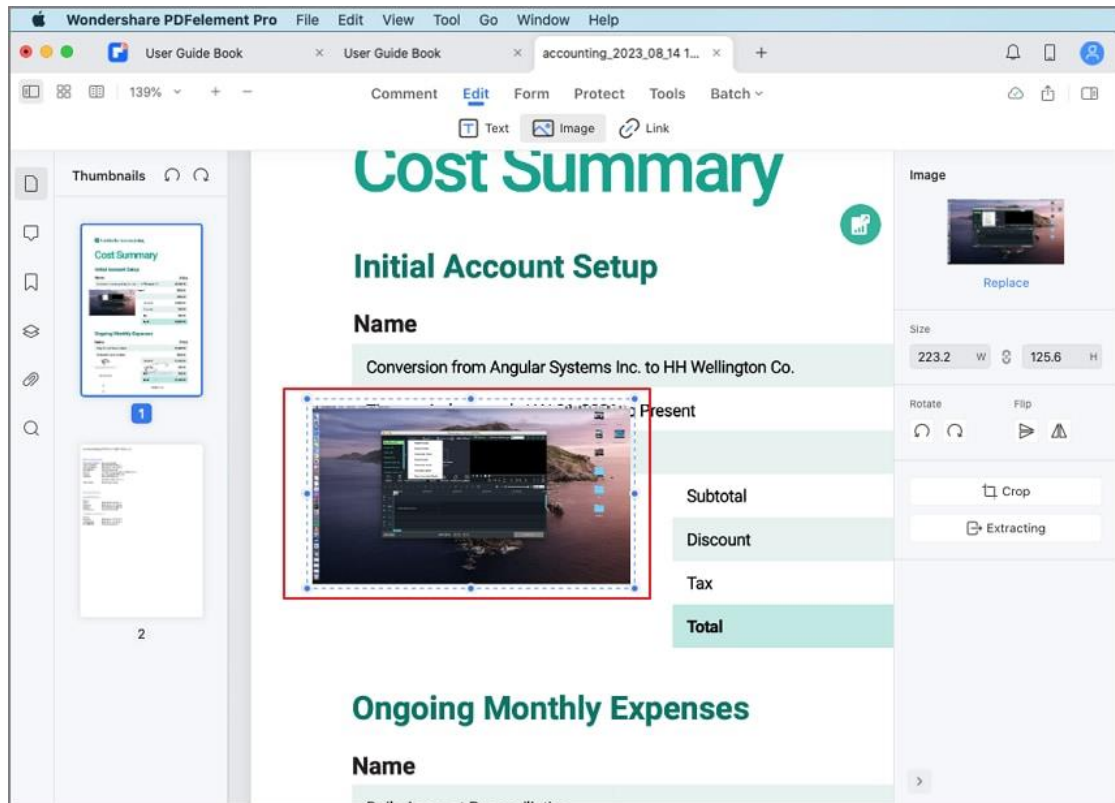
- Select the "Image" button under the "Edit" tab, and click the location where you want to insert the image.



- In the pop-up dialog box, browse your computer to open the desired image file.



- Click and hold on one of the eight small blue boxes on the edge to resize the image.
- To move the image as needed, click and drag the image to the location required, or use the arrow keys on the keyboard for precise movements.



2. Delete Image

- To delete an existing image, you can click on the image and press the "Delete" key on your keyboard, or select the "Delete" option under the "Edit" tab on the top menu. Alternatively, you can right-click the image and select the "Delete" option in the drop-down menu.

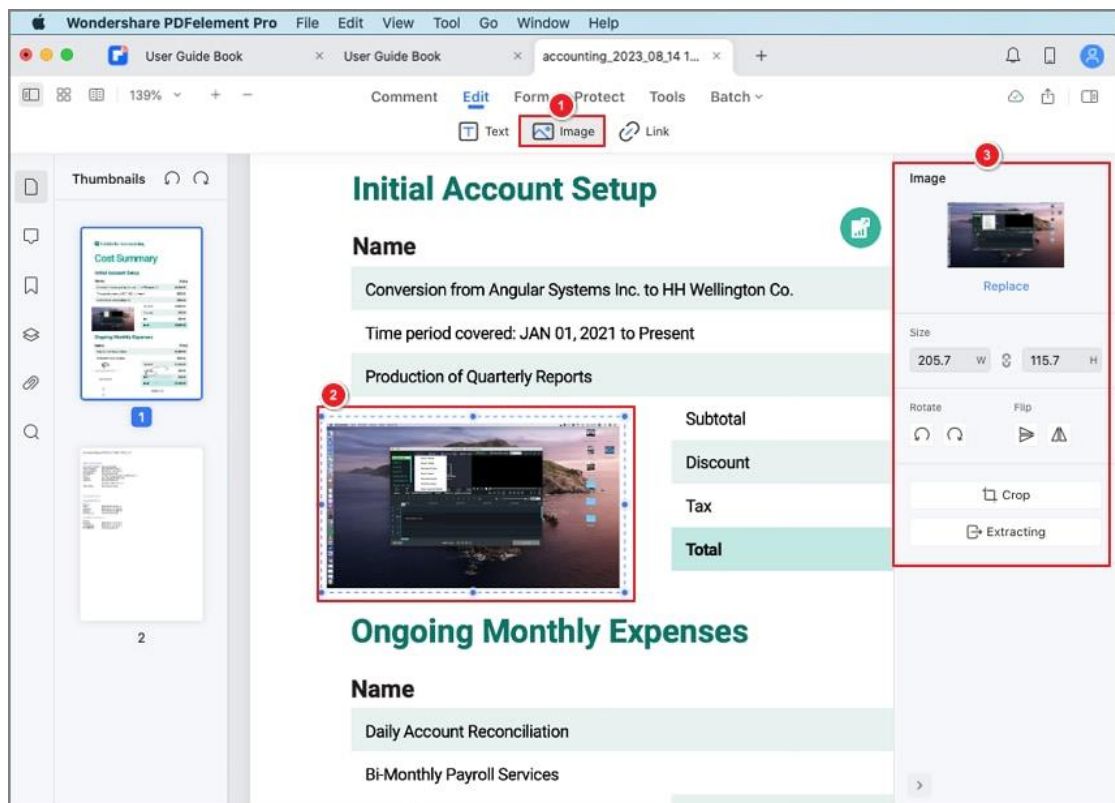
3. Copy/Paste Image

- If you want to duplicate one image in the file, you can right-click the image to select the "Copy" button, and then right-click to "Paste" it in the desired place. You can also use Command+C keys to copy any image

from other files or your clipboard, then press Command+V keys to paste in the PDF file via our program.

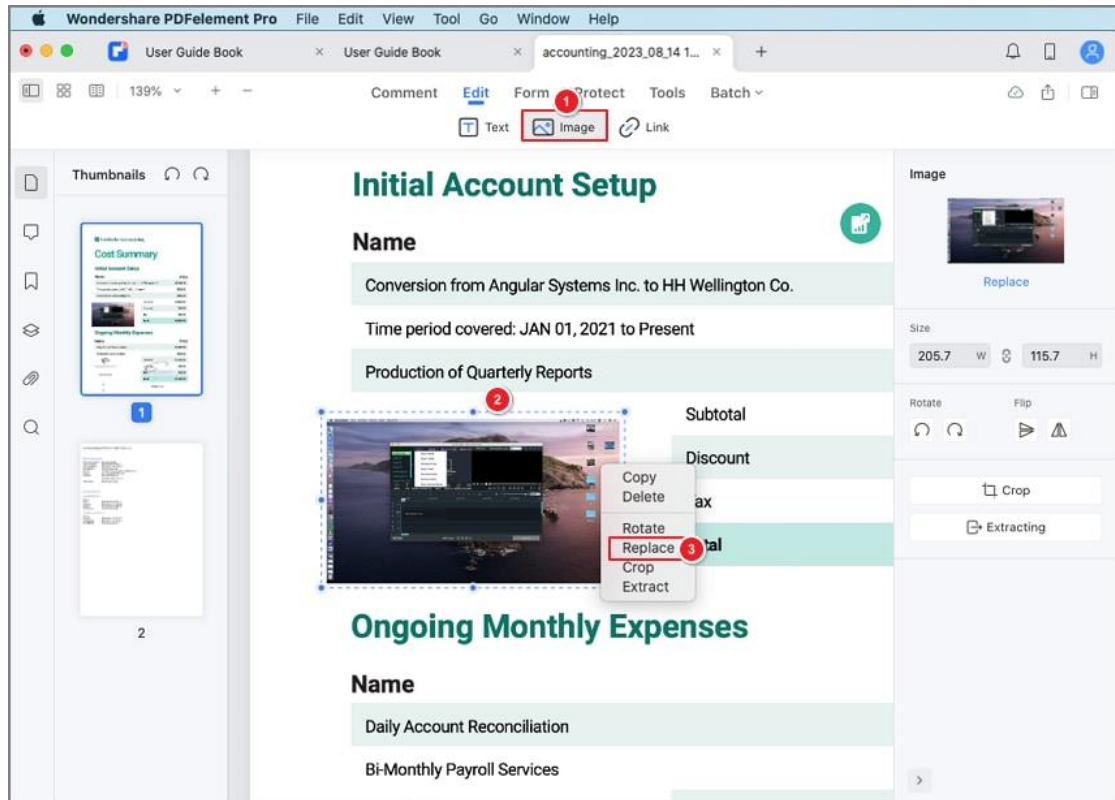
4. Rotate/Replace/Extract/Crop Image

- Click the "Image" button at the Secondary Toolbar to start the editing mode, then click the target image.
- You can directly edit the image on the right-side panel, or select the corresponding options in the right-clicking drop-down menu.

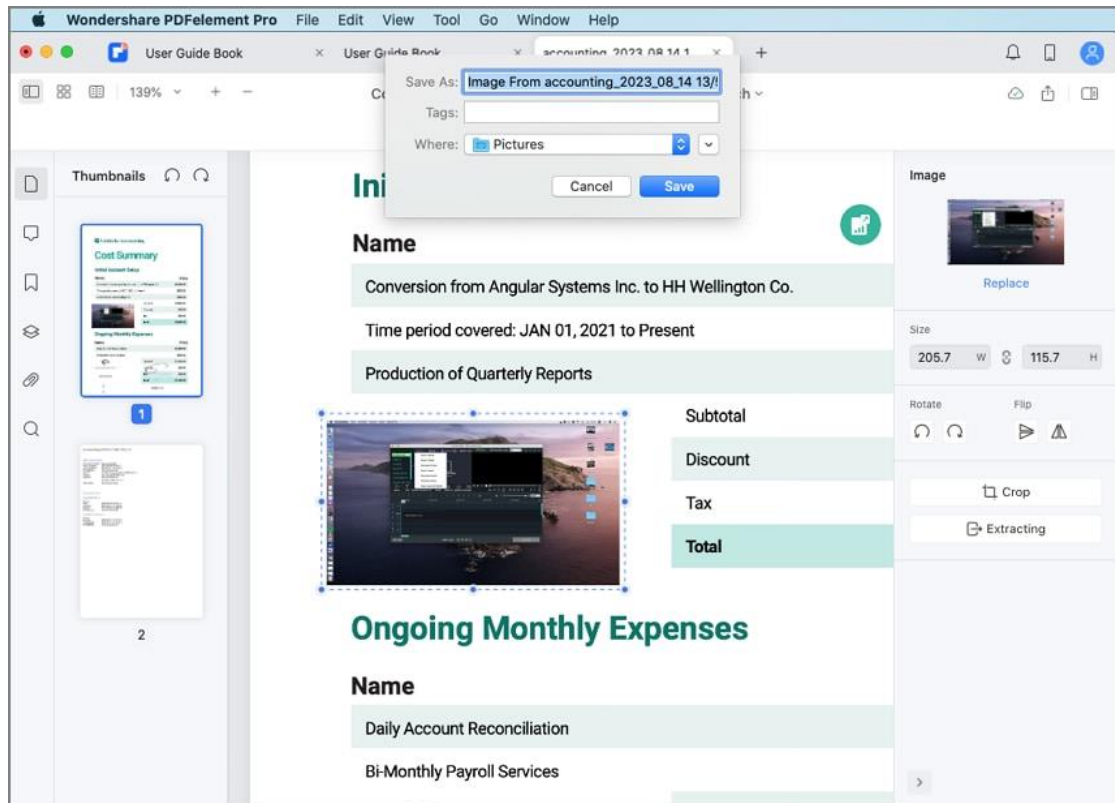


- **Rotate:** Change the orientation of the selected image. You can rotate the selected image ninety degrees in the clockwise or counterclockwise direction, and flip it vertically or horizontally.

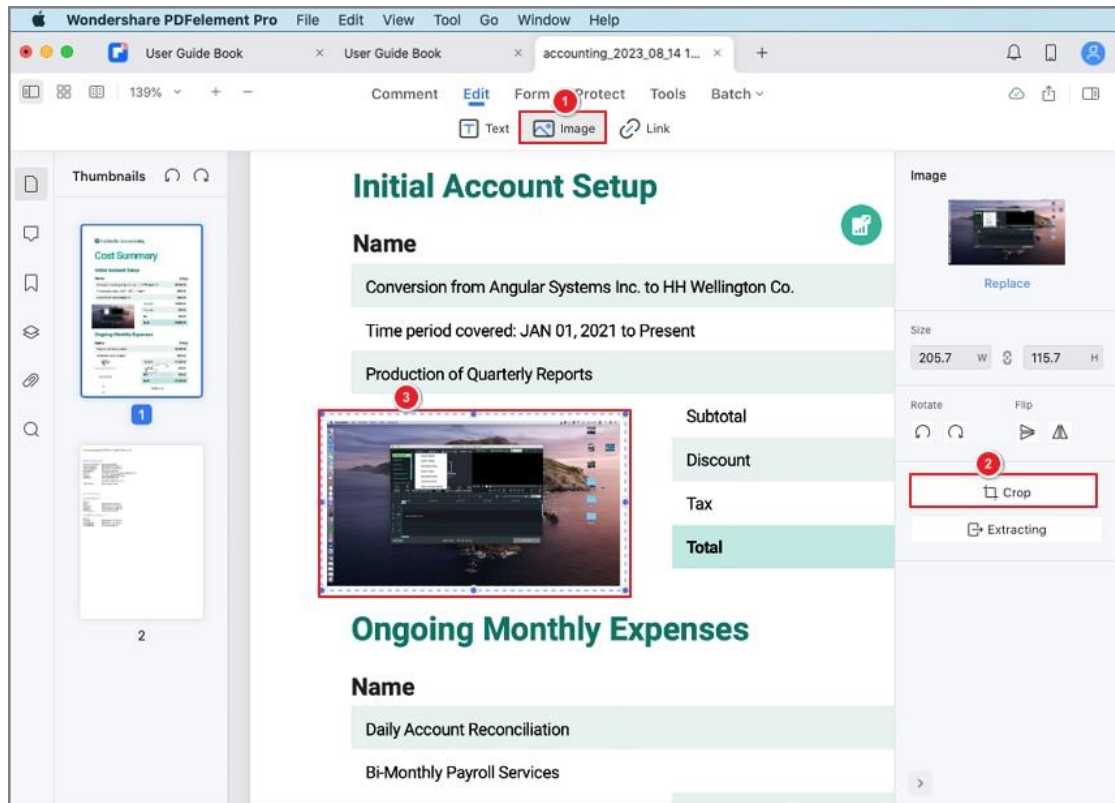
- **Replace:** Select a new image as a substitution to the target one. Click the "Replace" option in the right-clicking drop-down menu, and open a new image in the pop-up dialog window to replace the existing one.



- **Extract:** Take the target image out from the current PDF.



- **Crop:** Adjust the image to only show the important aspects of the document. Click the "Image" button at the Secondary Toolbar, select the target image, and select the "Crop" option in the right panel or in the right-clicking drop-down menu.

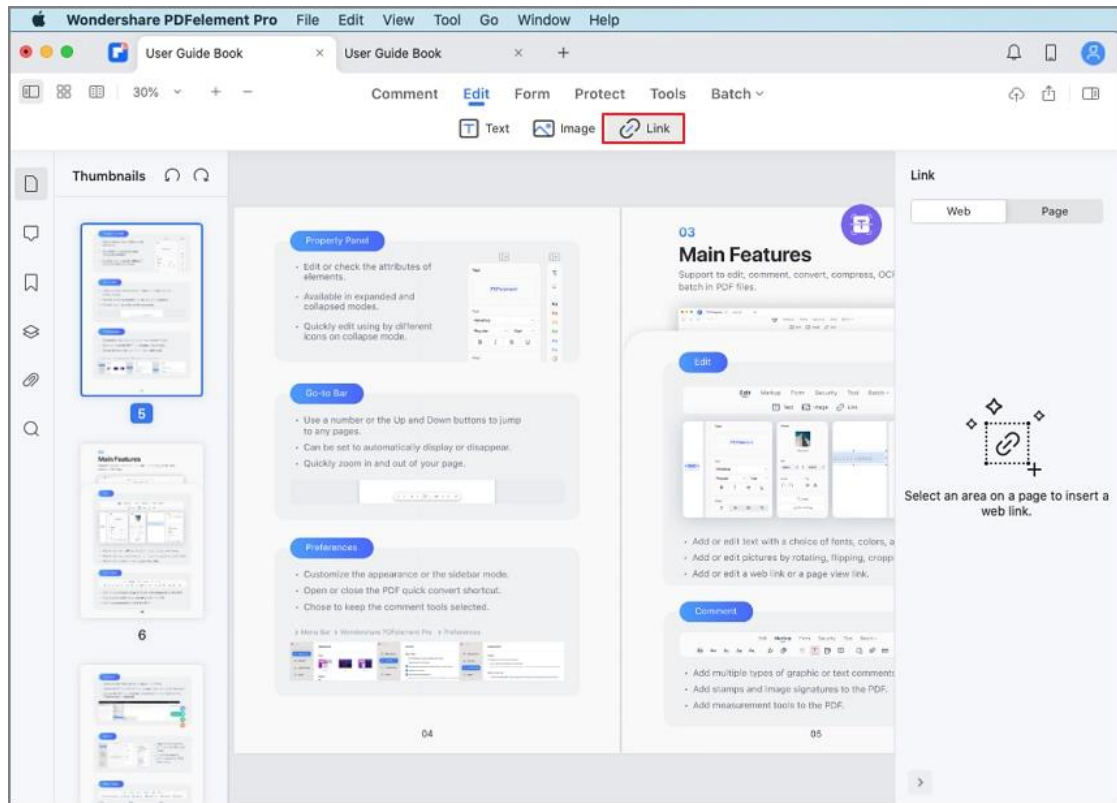


How to Edit Link in PDF on Mac

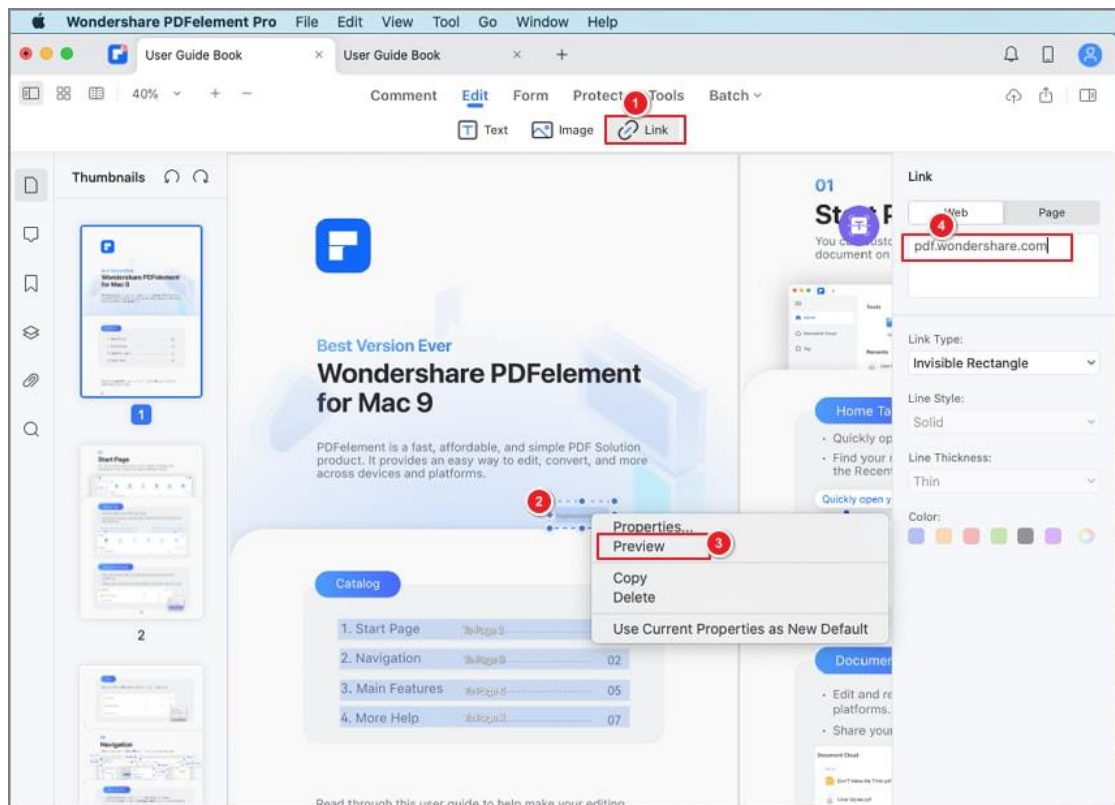
Much like hyperlinks on the internet, using a "Link" in PDFelement for Mac will allow you to jump to other pages in the same file or a website. This feature allows for citing sources or easy access to important information in the document.

1. Add Link

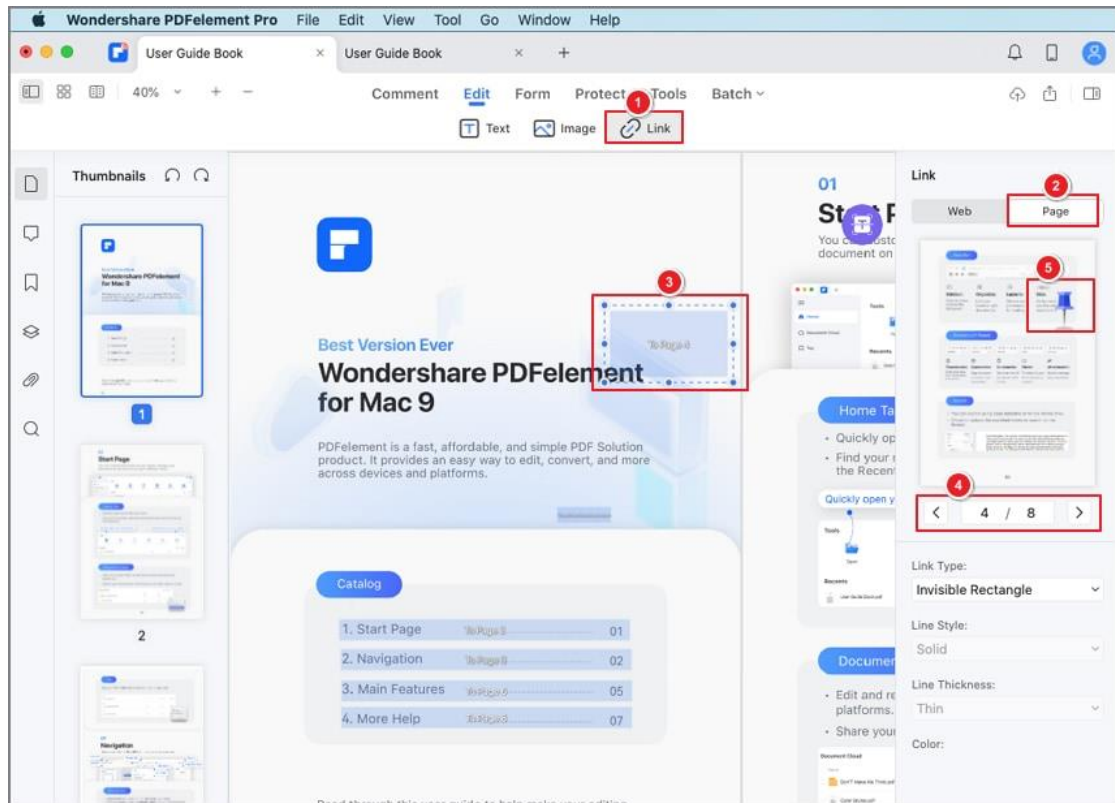
- Click "Link" under the "Edit" tab in the Main Toolbar.



- Drag a rectangle where you want to add a link. This rectangle is the area where the link is active.
- On the right-side panel, you can choose the action of the link.
- **Link to a web page:** After choosing this option, please enter the website link in the box, right-click the link, and select "Preview" to open it.

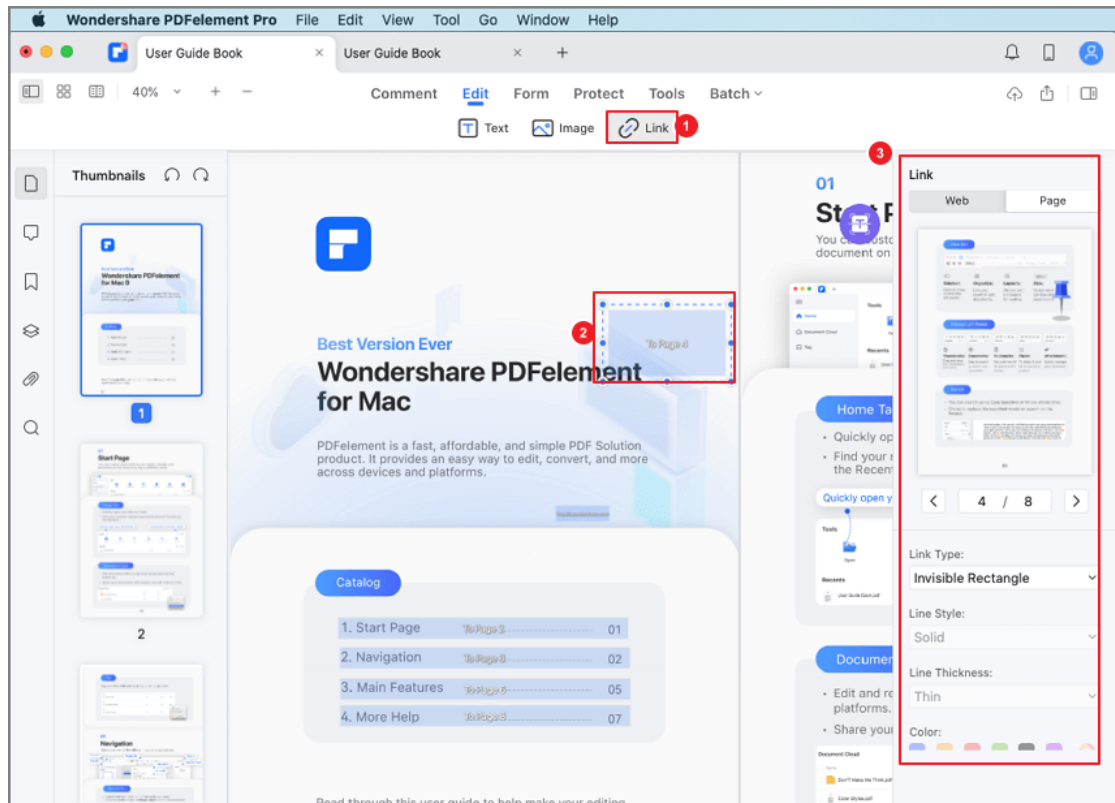


- **Go to a page view:** After choosing this option, drag a rectangle to select an area on a page to add a link. In the right panel, set the desired page number and view magnification. Next, right-click the link and select "Preview" to check the target page view.



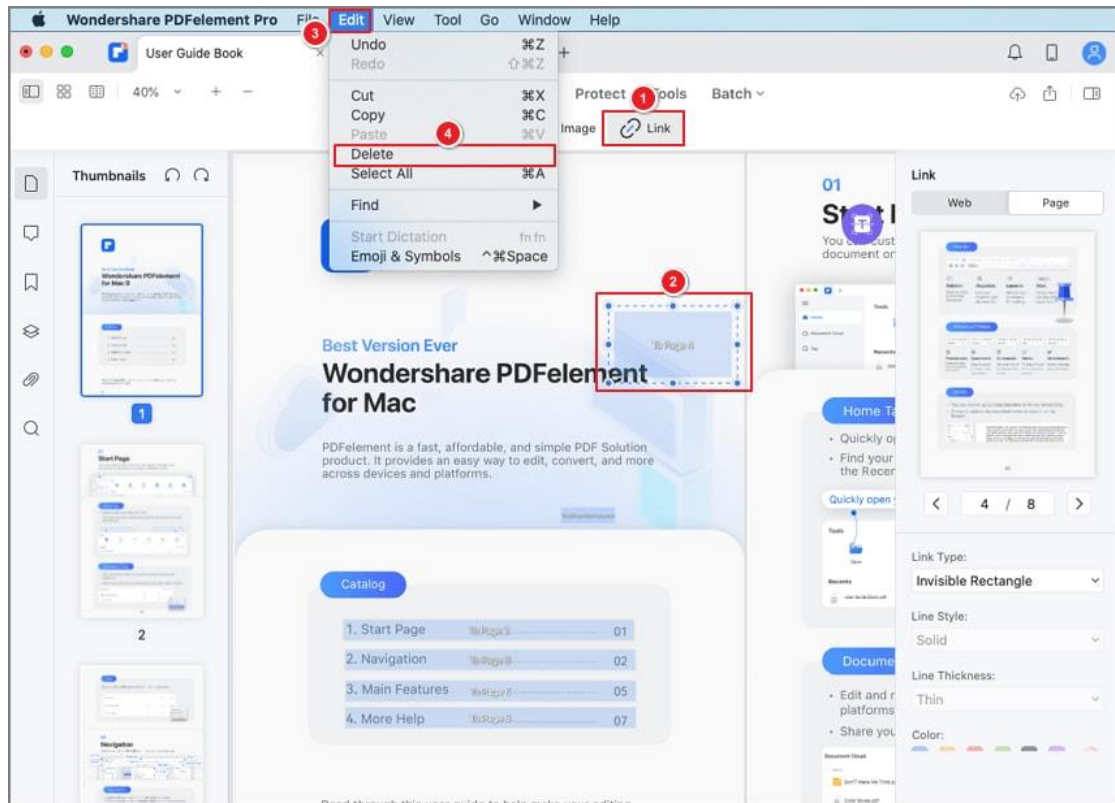
2. Edit Link

- To edit the link, click the "Link" button in the Secondary Toolbar, select the target link, and edit its properties and appearance in the right-side panel.



3. Delete Link

- Select the link you added, and click "Delete" in the drop-down menu under the "Edit" tab to delete it. Alternatively, press the Delete key directly, or right-click the target link to select the "delete" button.

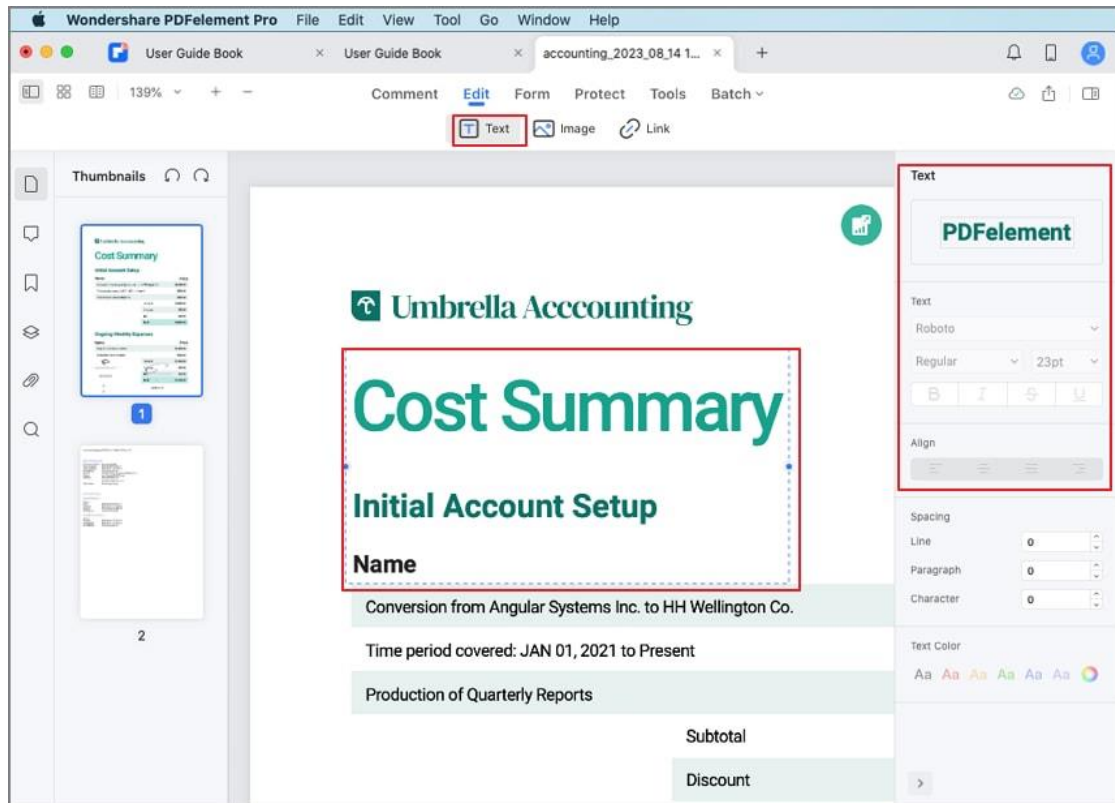


How to Edit Text in PDF on Mac

With PDFelement for Mac, you can edit, add, and remove texts, as well as change text properties.

1. Edit Text

- Click the "Text" button on the Secondary Toolbar, then select the text you want to edit. Type new text to replace the selected text, or press Delete to remove it.
- Modify the font, size, layout, color, or other formatting options on the right-side panel.



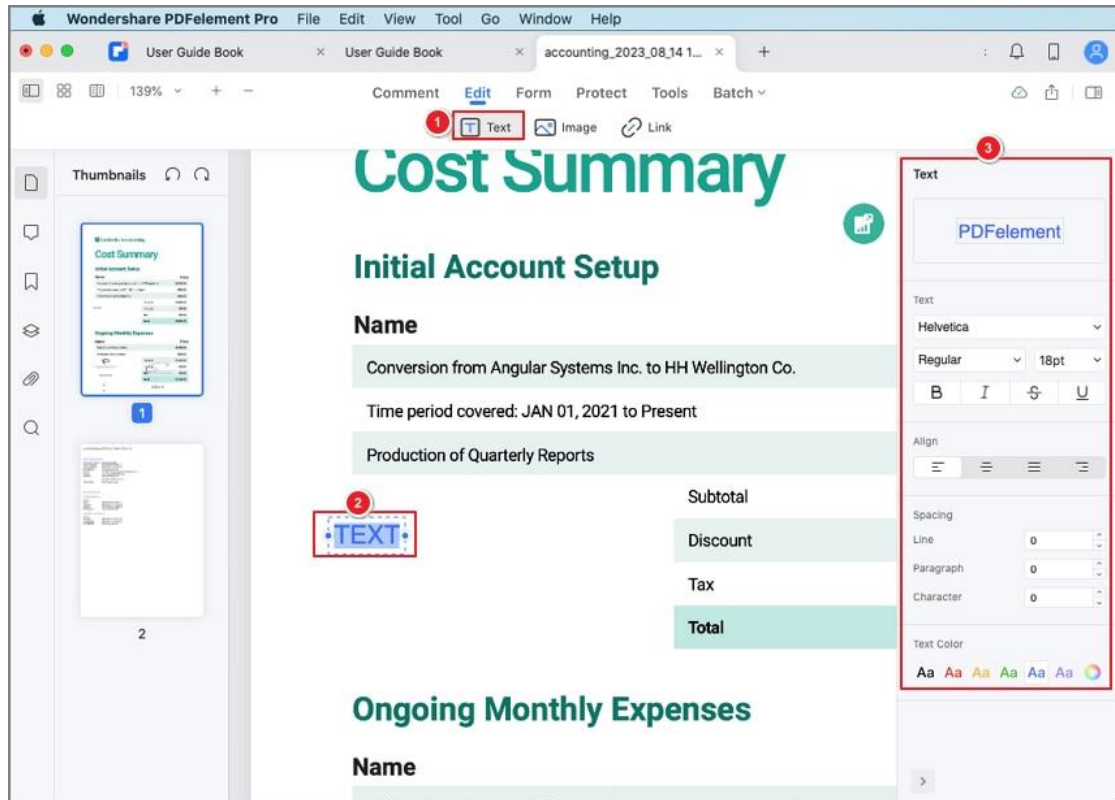
Note:

If you experience a failure in editing the PDF, please run the OCR process to make the text editable. If this is the case, you will see a blue highlighted notice informing you that it needs to run this operation on the file. Please refer to the chapter of "OCR PDF on Mac" for more instructions on how to perform OCR before editing a scanned PDF file.

2. Add Text

- You can add or insert new text into a PDF using the Text feature.
- Select the "Text" tool, and click the location where you wish to place the new text. An input box will appear for adding text.

- You can change the font name, size, color, alignment, and other text properties in the right panel.

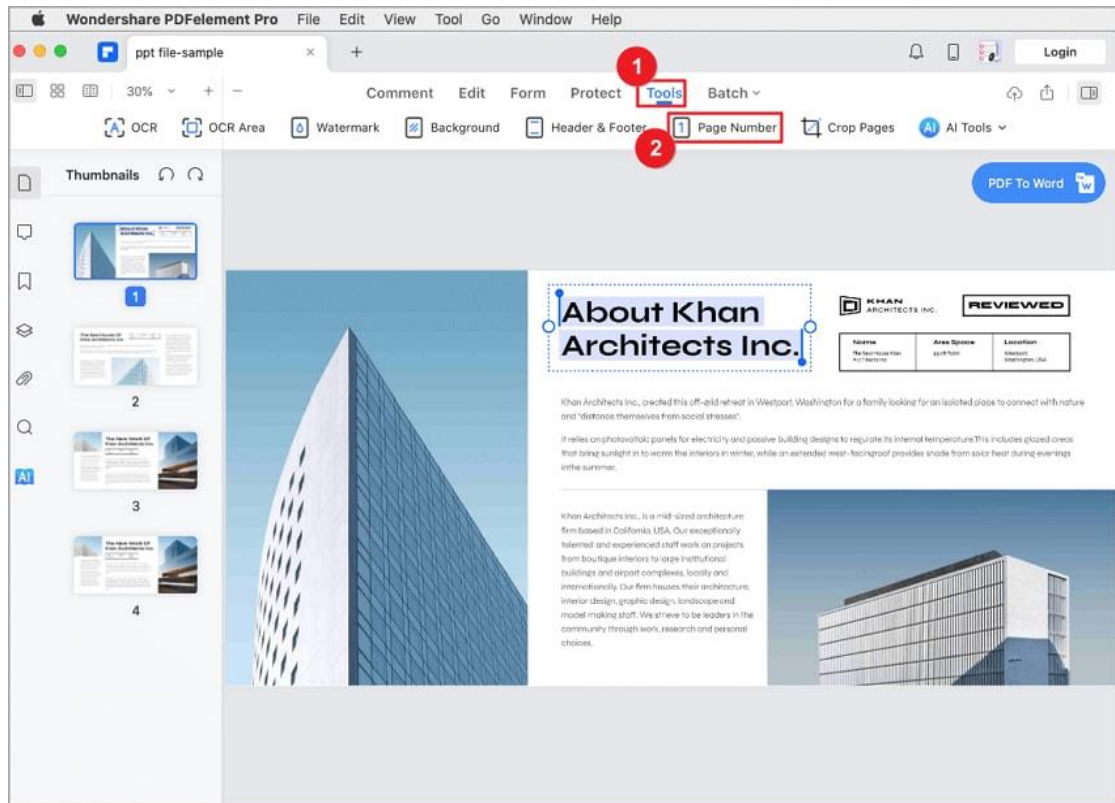


How to Add Page Number to PDF on Mac

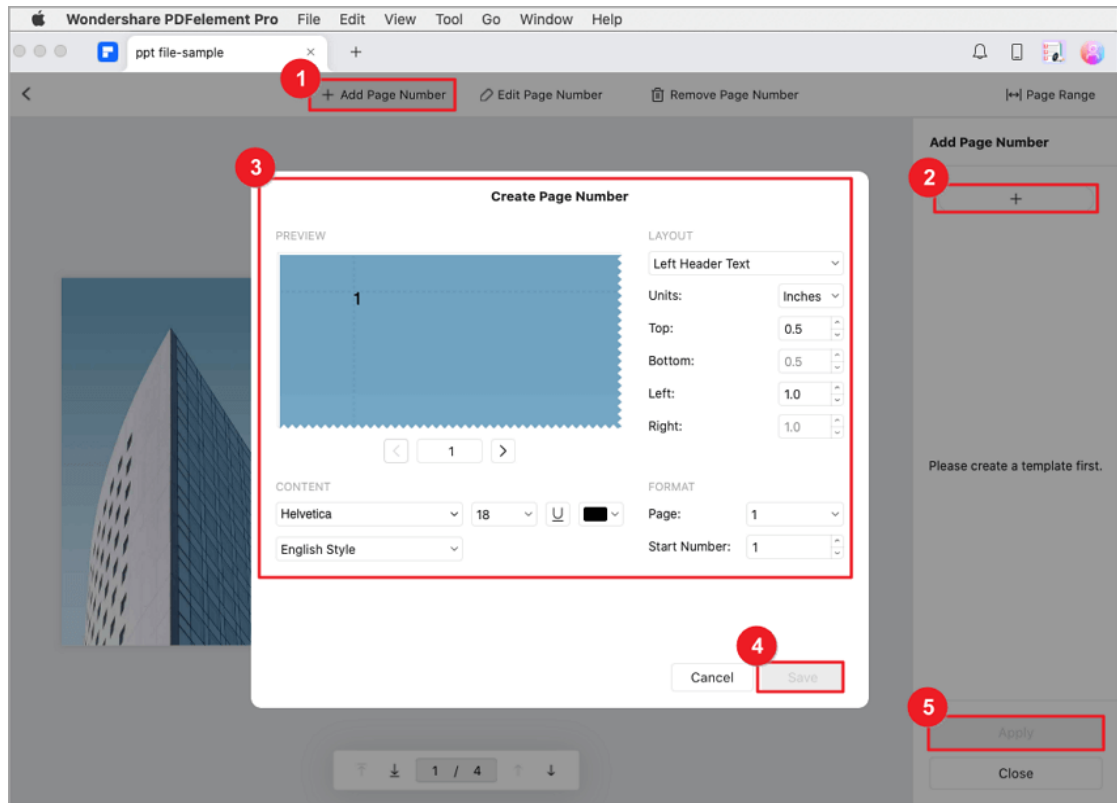
Enhance the organization and navigation of your PDF documents on a Mac by learning how to seamlessly add page numbers.

1. Add Page Number

- Locate and click the "Page Number" button situated under the "Tools" tab.

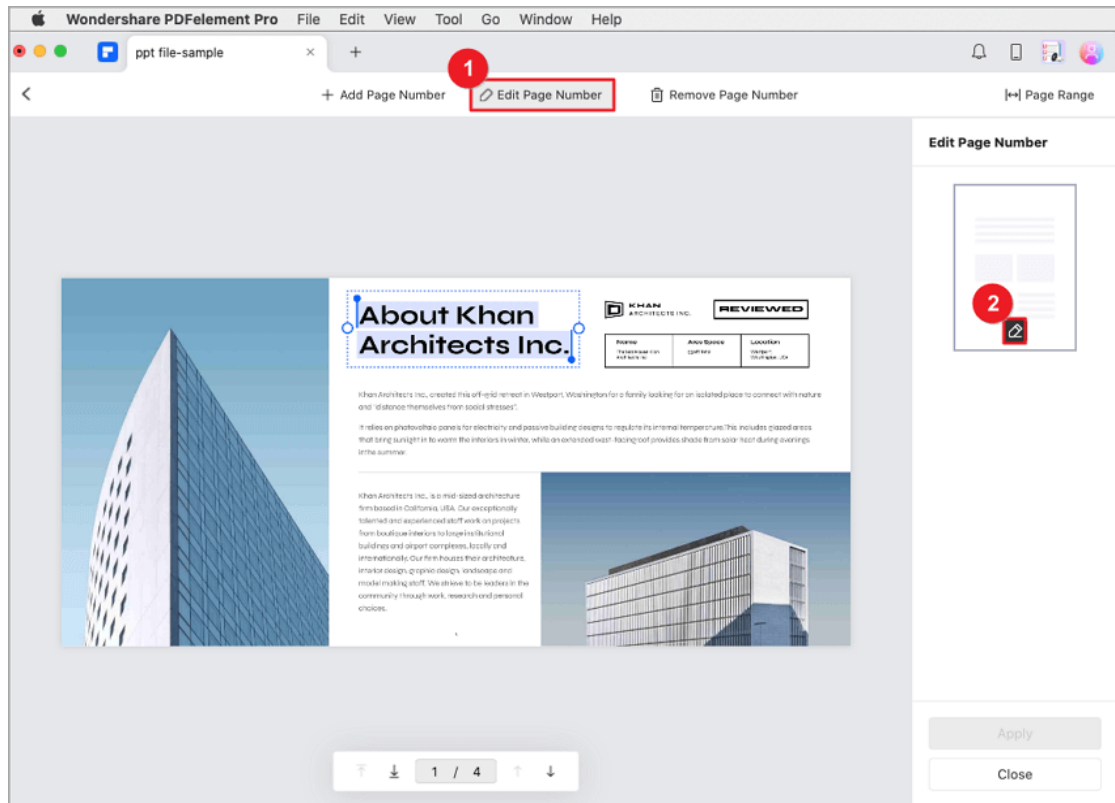


- In the ensuing menu, select "Add Page Number." A "Add Page Number" panel will appear on the right. Click the "+" icon to access the "Create Page Number" window.
- Set font style, layout, and format preferences. Preview the page number layout in the designated "Preview" section. Finalize your settings and click "Save."
- The page numbers will be seamlessly added to your PDF.

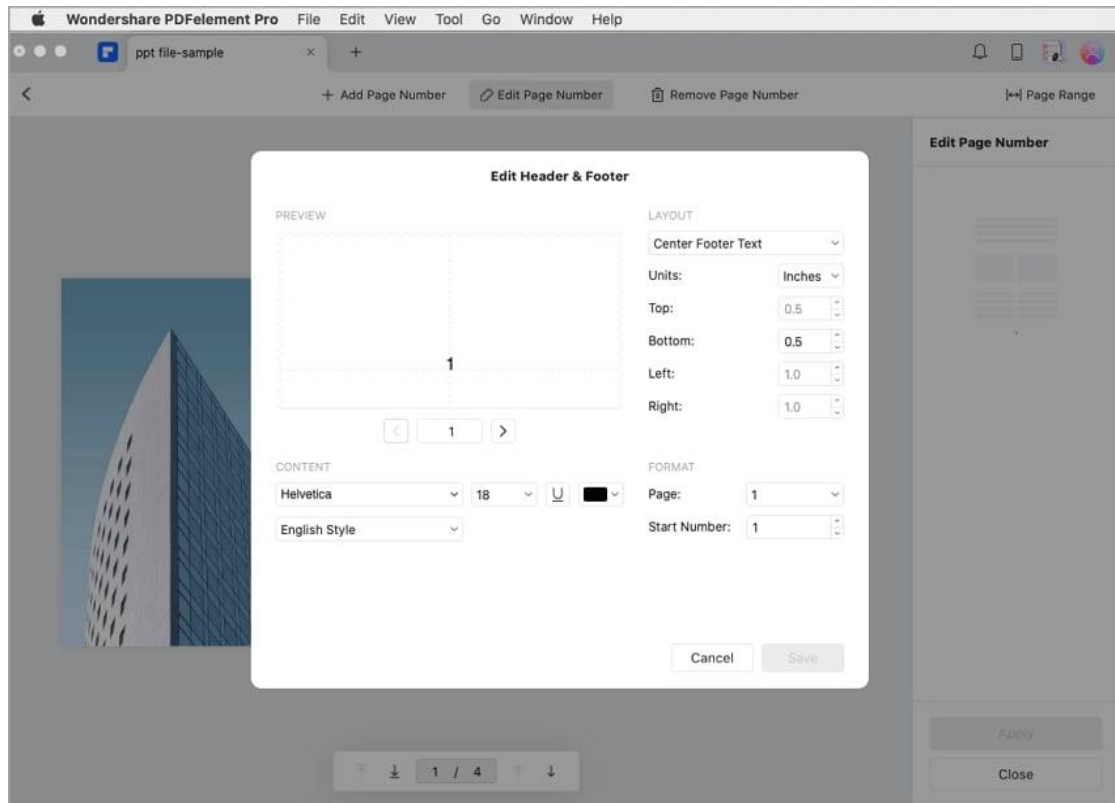


2. Edit Page Number

- Click the "Edit Page Number" button. Access the "Edit Page Number" window by clicking the pencil icon on the right side.

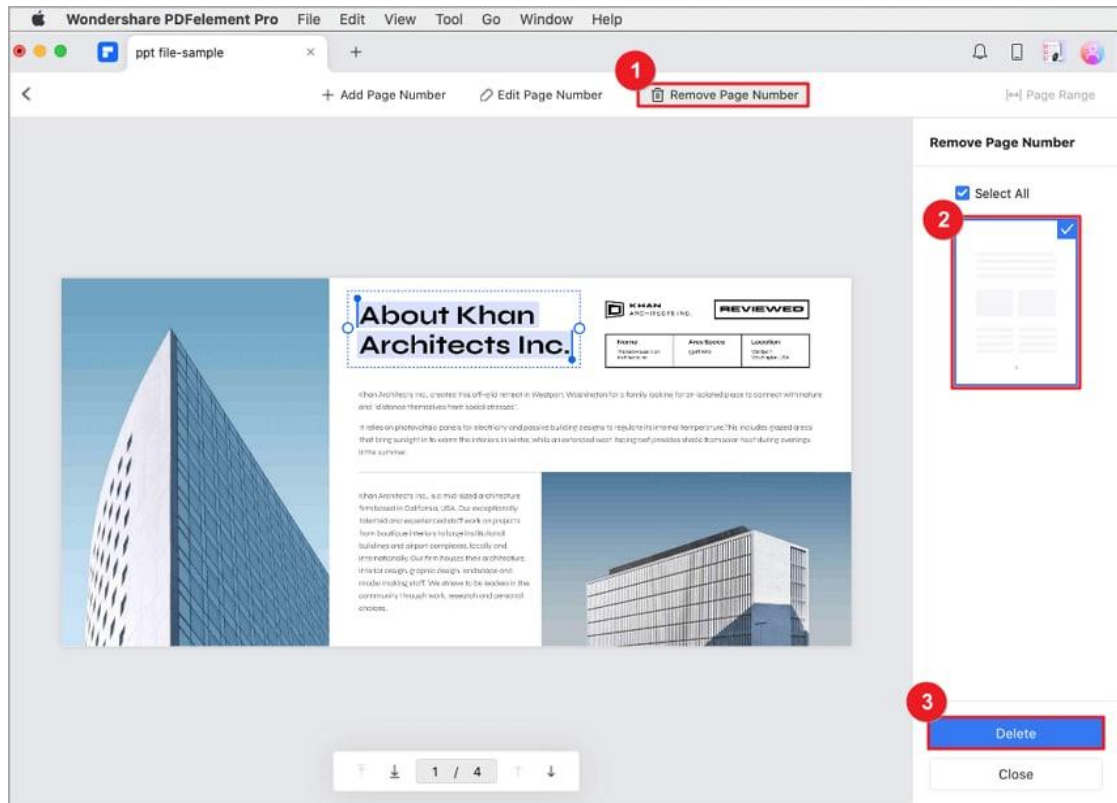


- Customize your page number settings within the pop-up window.
Witness real-time changes in the "Preview" section.
- After editing, click "Save" to confirm and apply your modifications.

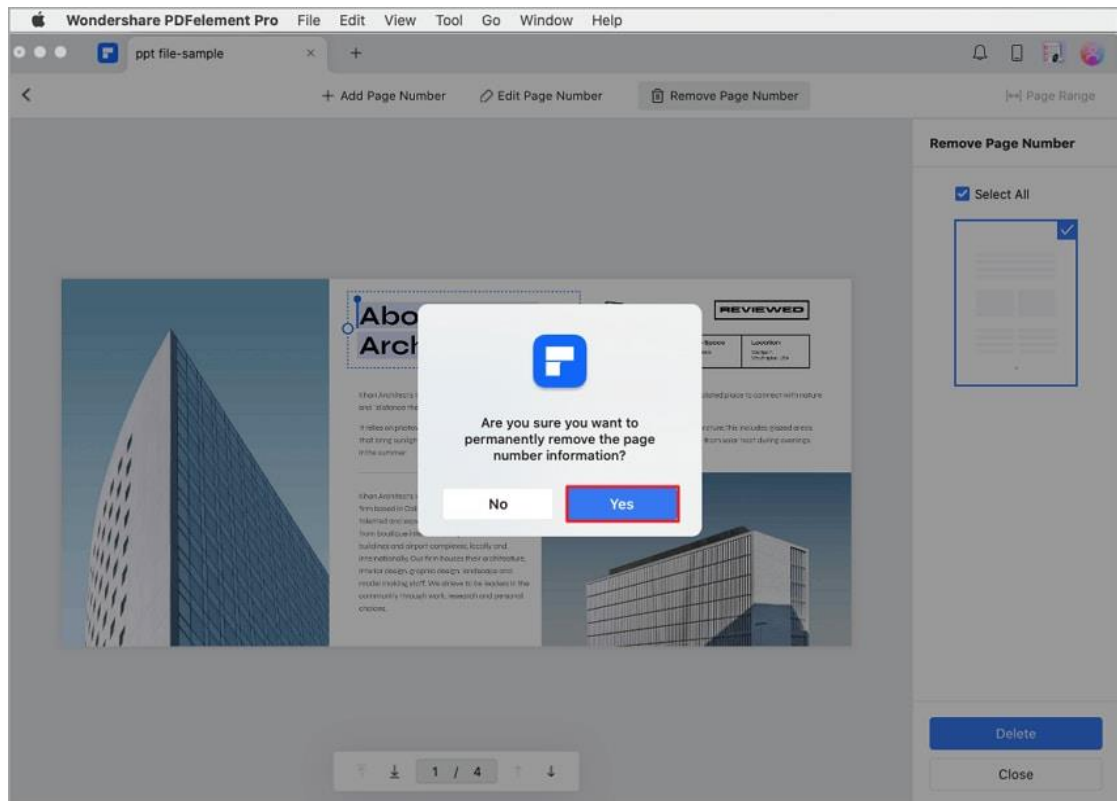


3. Delete Page Number

- Click the "Remove Page Number" button. On the right panel, choose the page number for removal. Click "Delete."



- Confirm deletion by clicking "Yes" in the confirmation dialog.

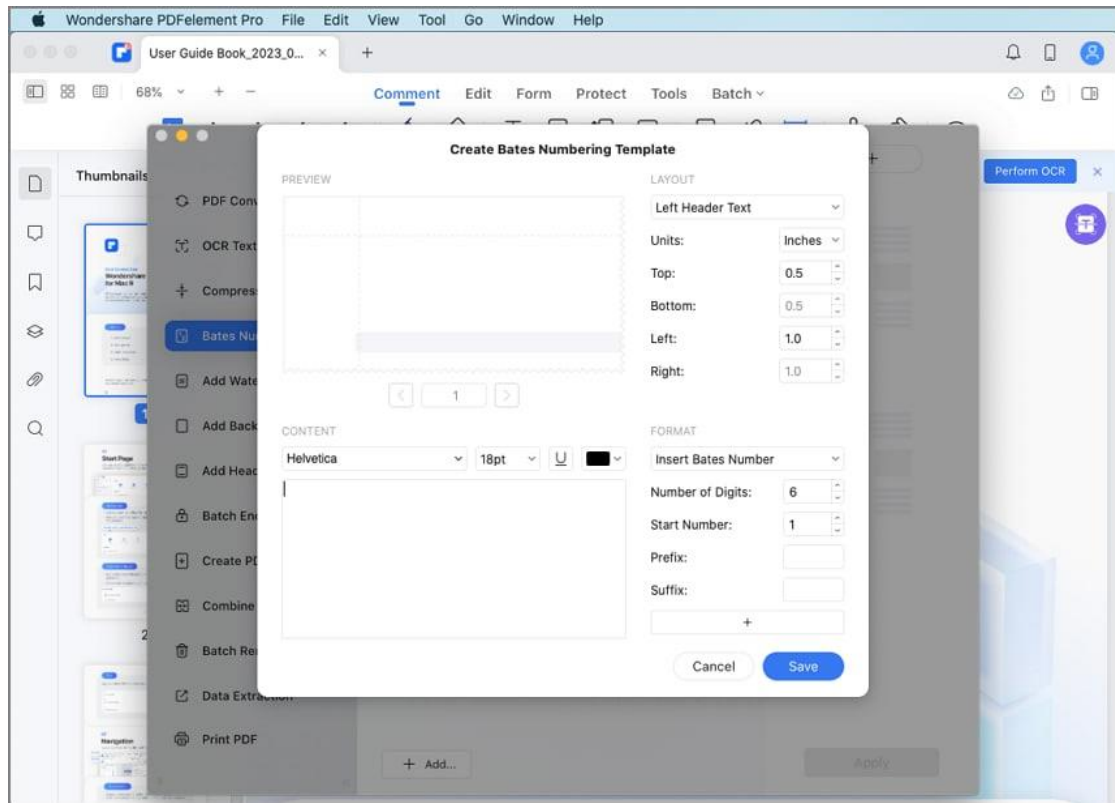


How to Add Bates Number to PDF on Mac

Bates numbering is a useful PDF tool for lawyers as it can help label and account for the PDF page by creating a unique number for it. The Bates Numbering function in Wondershare PDFelement for Mac allows you to add Bates Numbers to the pages easily and quickly.

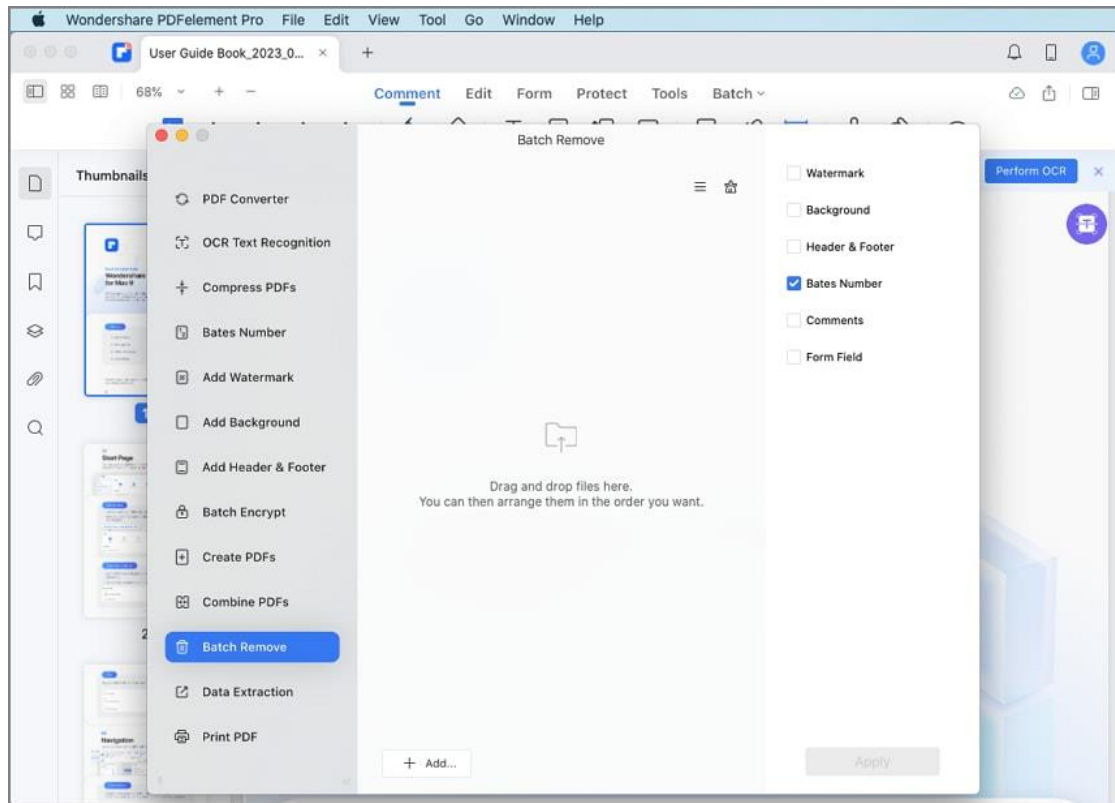
1. Add Bates Numbering

- Please go to "Batch" > "Bates Numbering".
- Click "+ Add..." to add the file you need to add bates Numbering and click the "+" button on the right panel.
- In the pop-up window, please create bates numbering as needed. Click "Save" after editing.



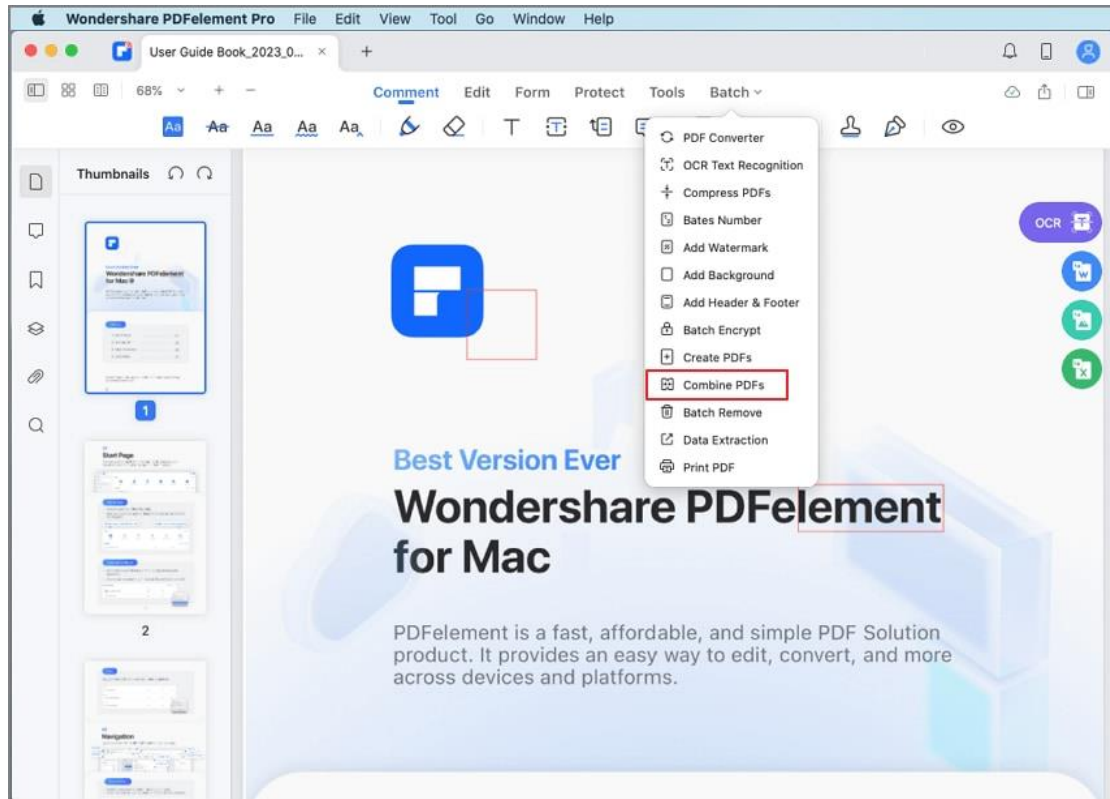
2. Remove Bates Numbering

- After opening a PDF file with bates numbering in the program, please click the "Batch" > "Batch Remove" button. Click "+Add..." to open the file from which you want to remove bates numbering, and select "Bates Numbering" on the right side. Next, click "Apply" and choose an output folder to save the new file.



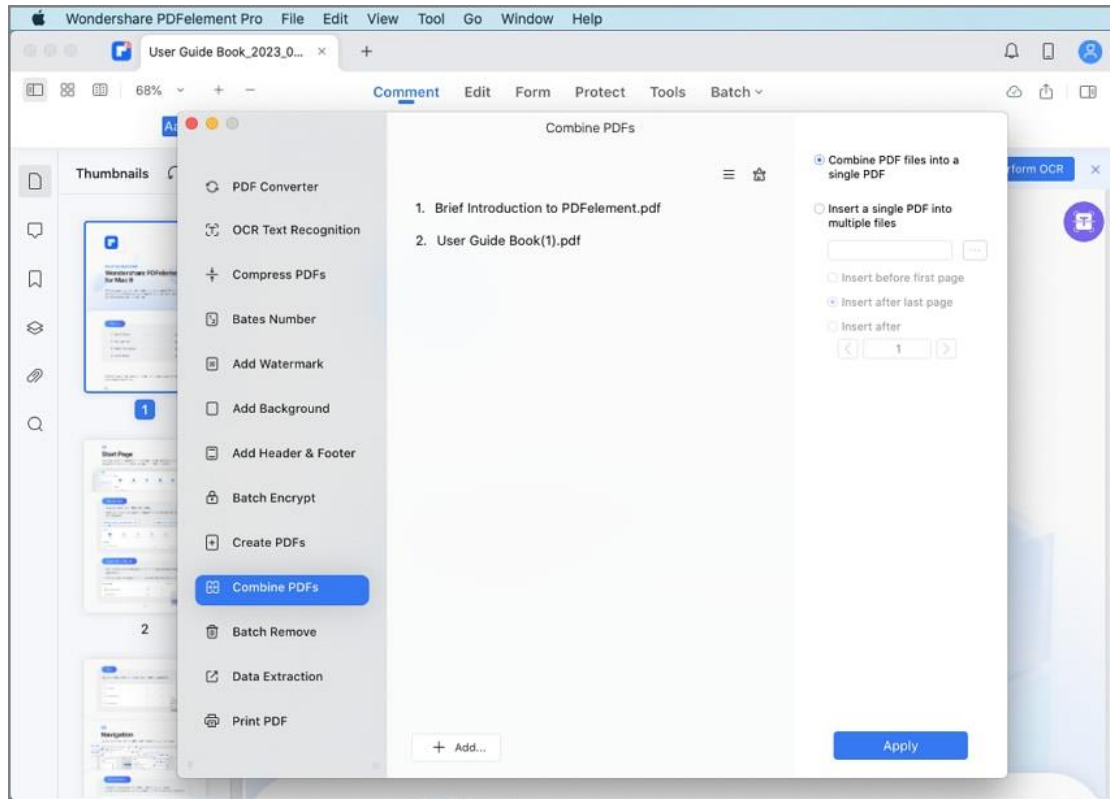
Combine PDF

- Start the "Merge PDF" tool from the Homepage, or click the "Batch Process" > "Merge PDF" button after opening a PDF file.



- Load all of the files that you need to combine.
- Click "Apply", and the output folder will be opened automatically.

Choose the output folder and click "Save", and your files will be combined.



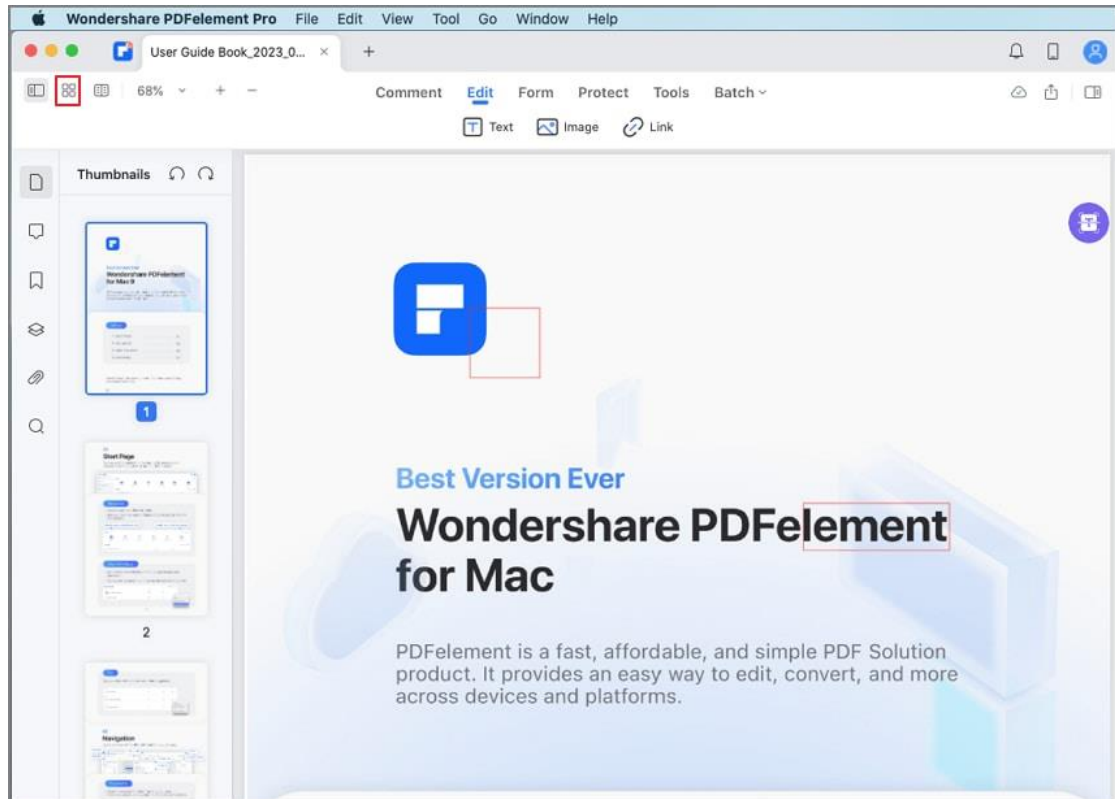
Organize PDF

How to Add Pages to a PDF on Mac

The program supports inserting pages from another PDF file or inserting blank pages into your current PDF file.

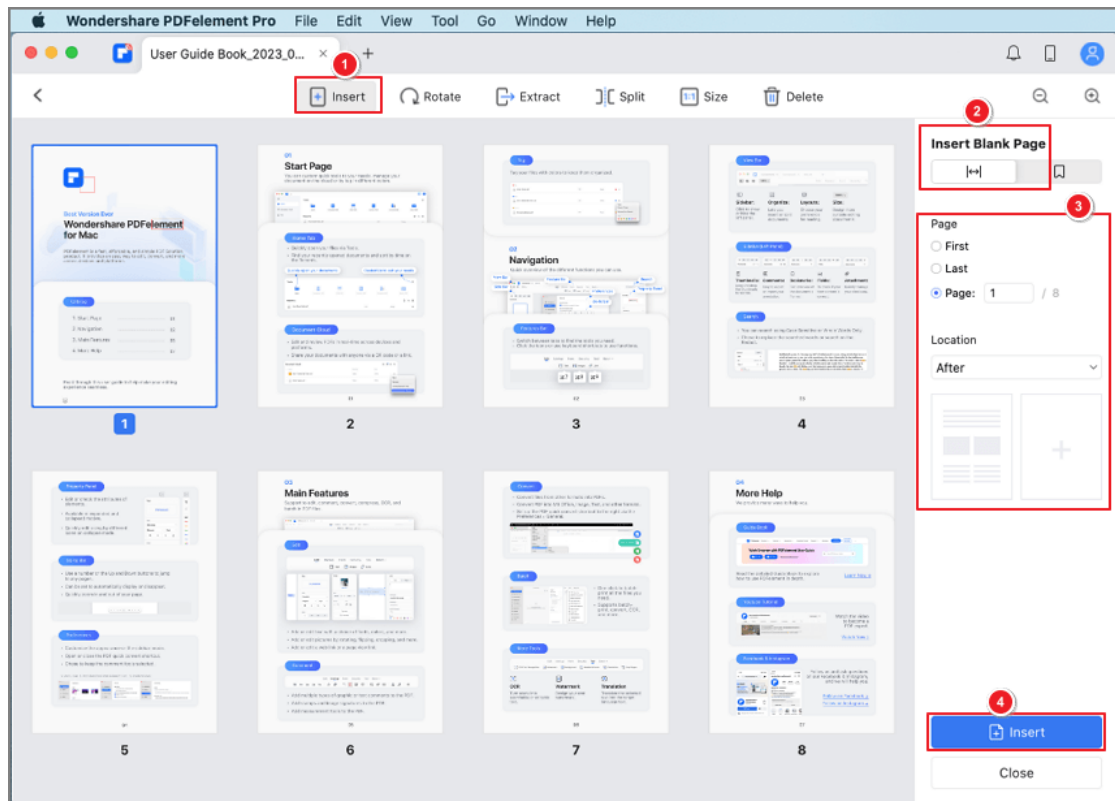
Open one file and click the "Organize Page" button on the top left.

In the pop-up window, click the "Insert" button.



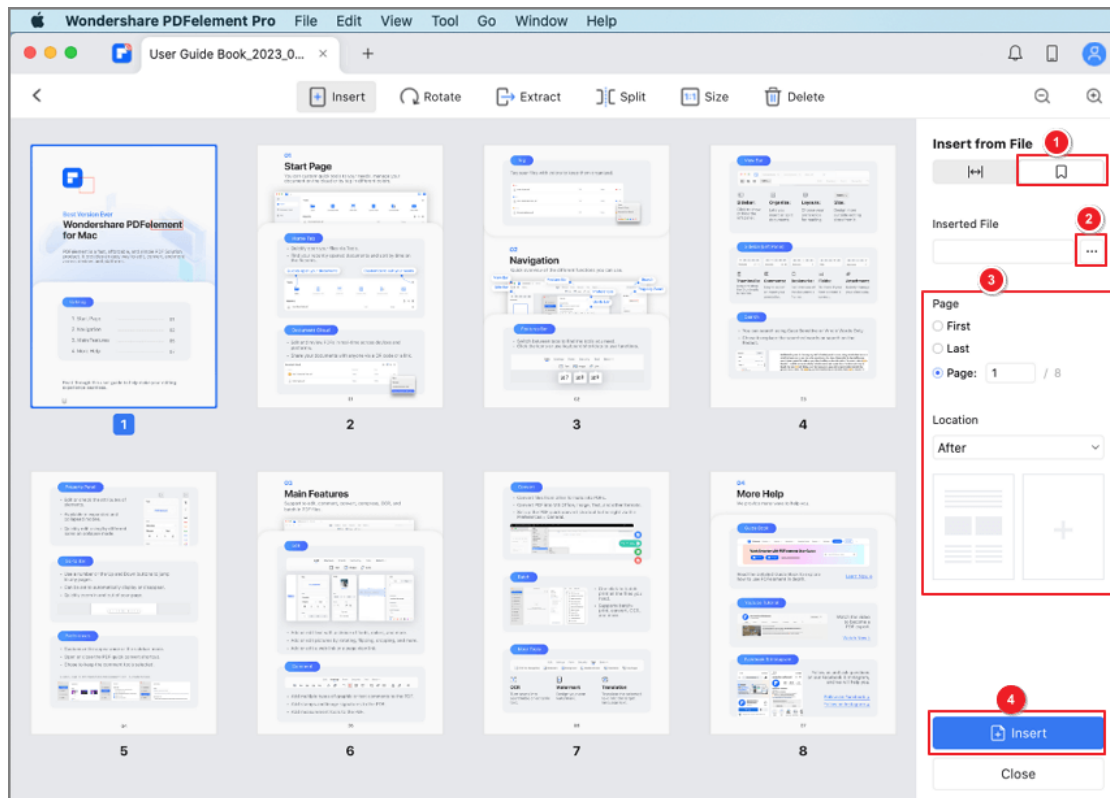
Insert Blank Pages

Select "Insert Blank Page" on the right-side panel, and set the location of the new blank pages. Click "Insert" to apply such action.



Insert from File

Select "Insert from File" on the right-side panel, and browse to select another PDF file that you want to insert. Please also set the location where the new pages will be added, then click "Insert". This action enables you to insert all pages of the inserted files to your current PDF. You can delete the pages you do not want later.



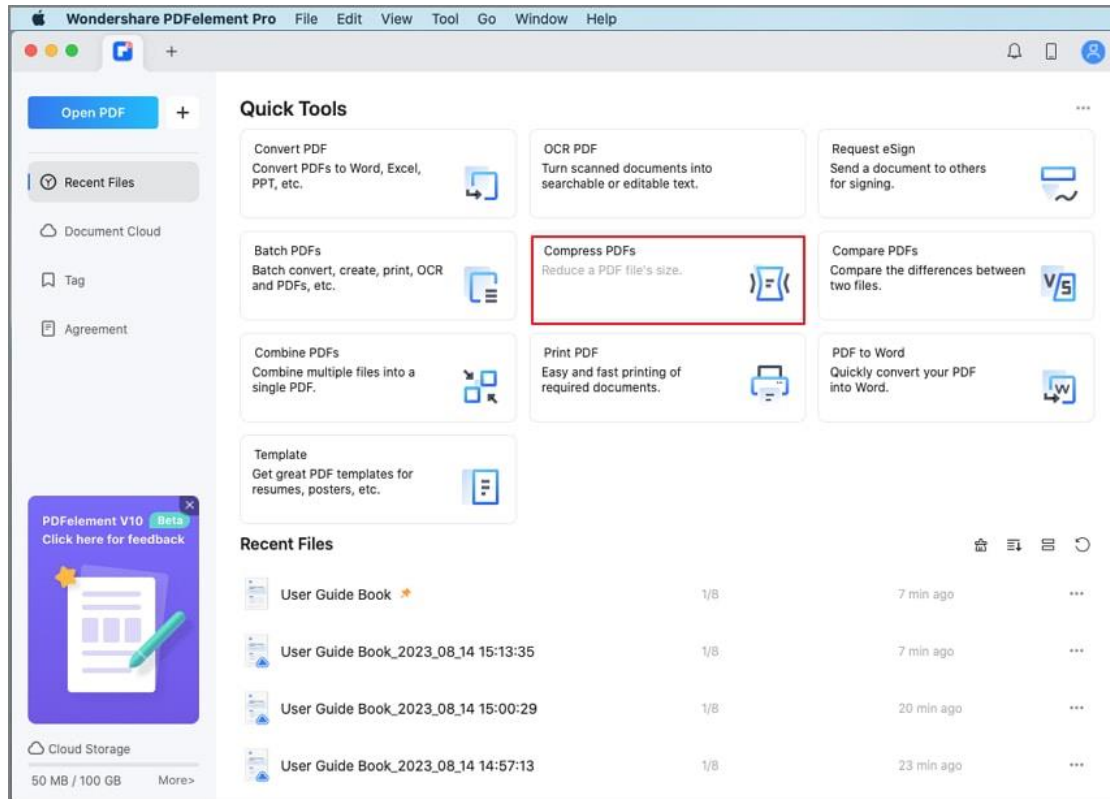
How to Compress PDF on Mac

The compress function can help reduce the file size of a document to facilitate transferring and saving in a local folder. With PDFelement for Mac, you can use the compress function to optimize the file size and remove unwanted objects from your PDF files.

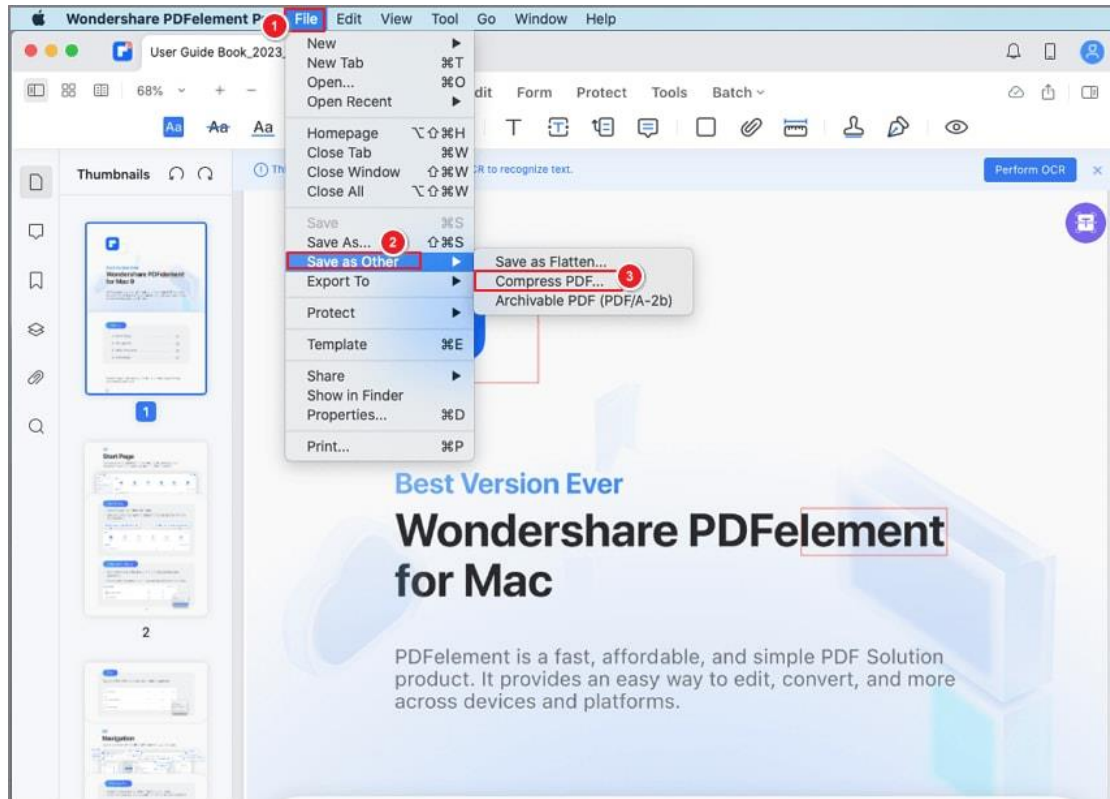
1. Compress Single PDF on Mac

Here are the steps for compressing your PDF file.

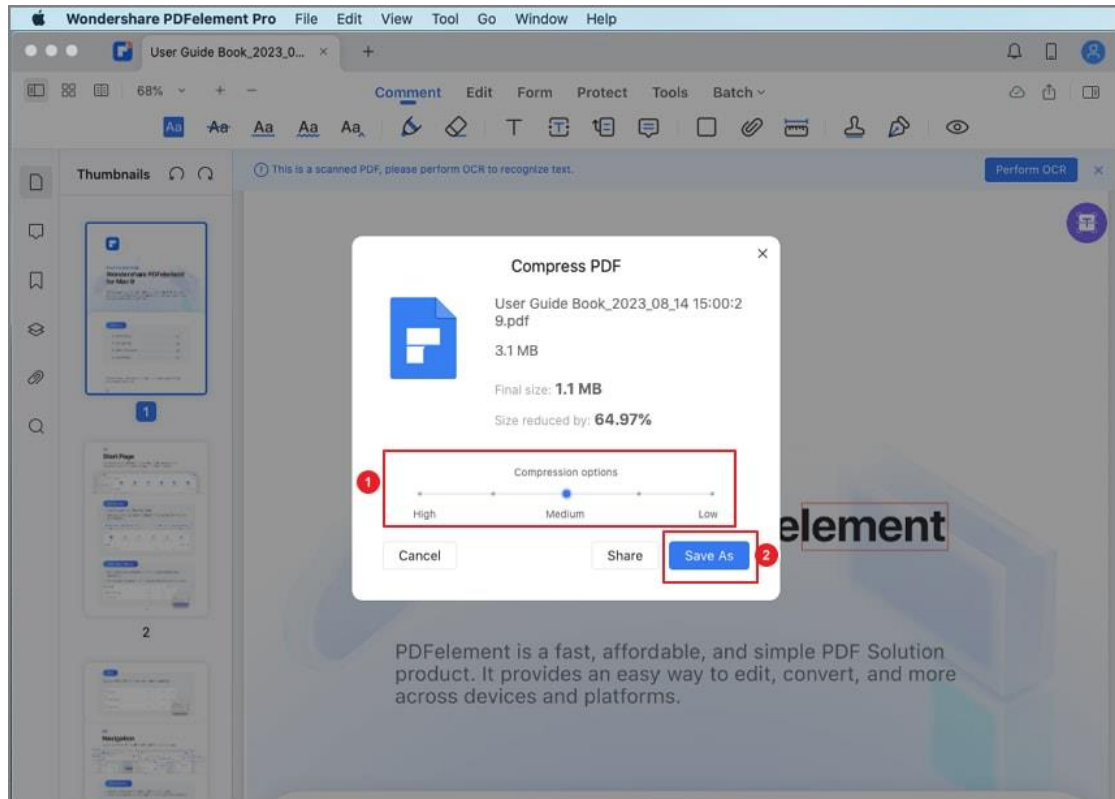
- You can start the "Compress PDF" tool from the homepage and browse your Mac to open the PDF file you want to optimize.



- Alternatively, you can click the "File" button on the Top Menu and select "Save as Other" > "Compress PDF..." from the drop-down menu.



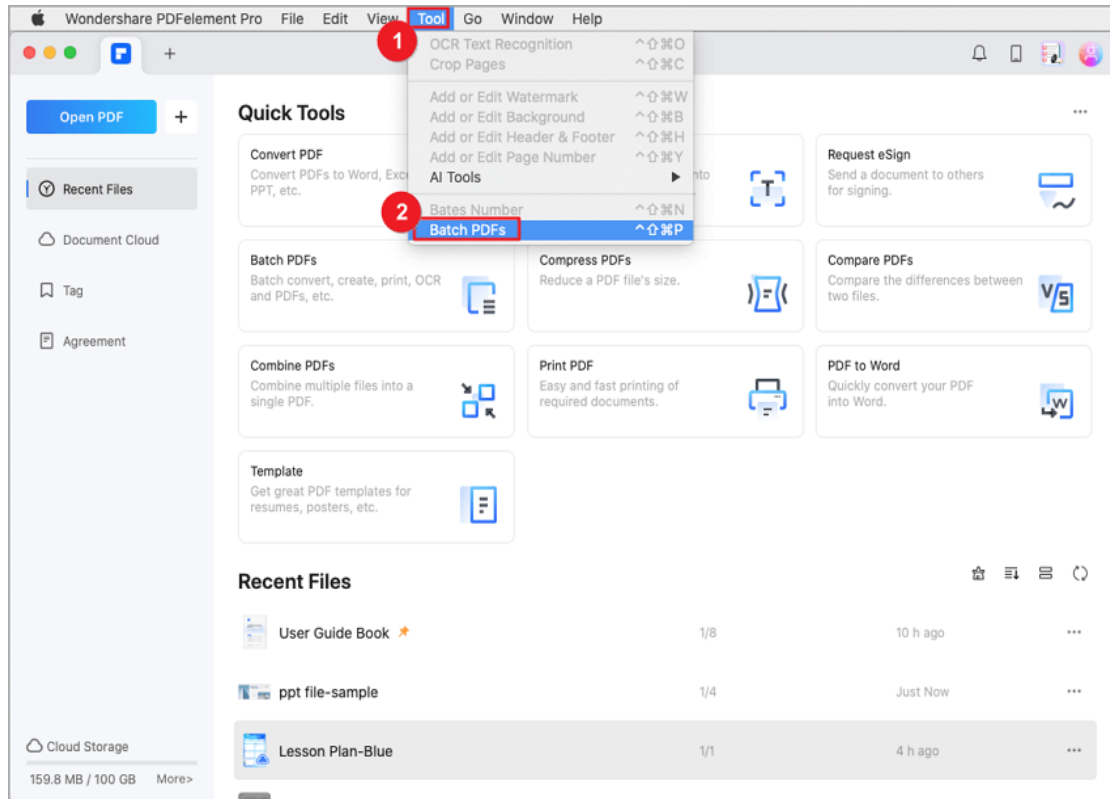
- In the pop-up dialog window, choose a compression quality and save the compressed file in a local folder.



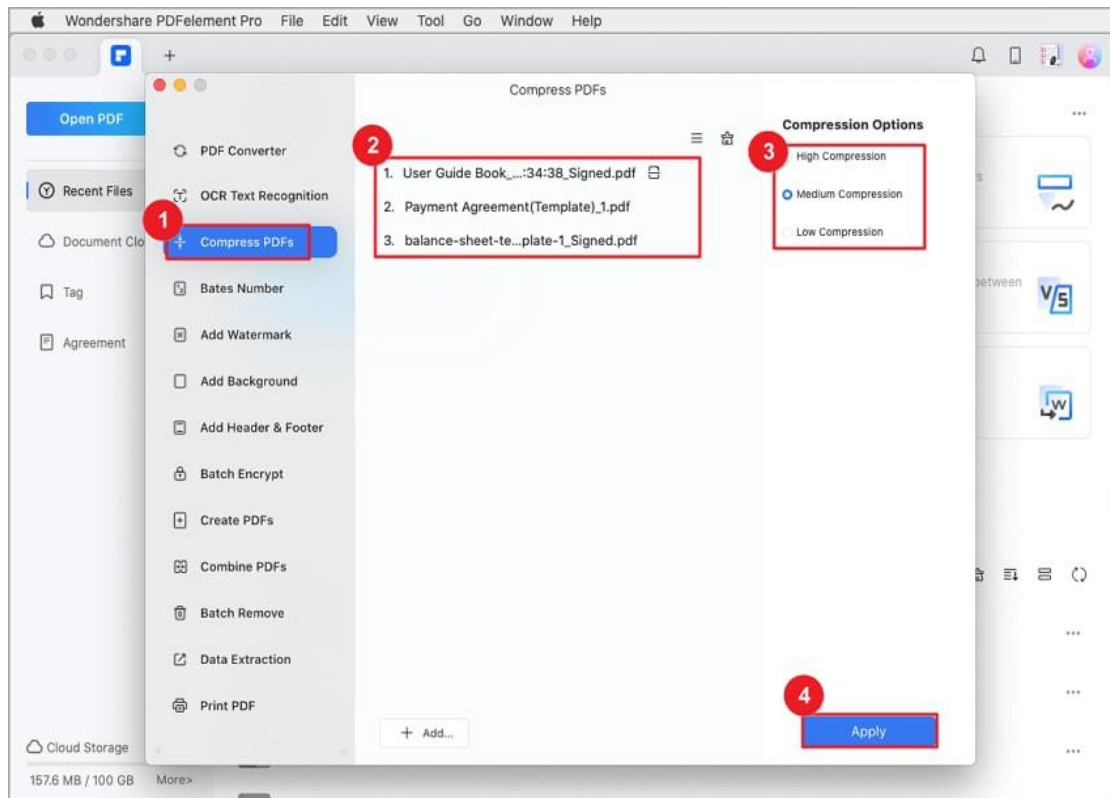
2. Batch Compress PDFs on Mac

Save both time and effort in your PDF tasks by taking advantage of PDFelement's ability to compress multiple PDF files on your Mac.

- locate the "Tool" button in the top menu bar. From the dropdown menu, opt for "Batch PDFs."



- Within the resulting popup window, navigate to the "Compress PDFs" tab. Add the selection of PDF files you wish to compress. To the right, in the "Compression Options" section, choose your desired compression level. Click "Apply" to initiate the compression process.



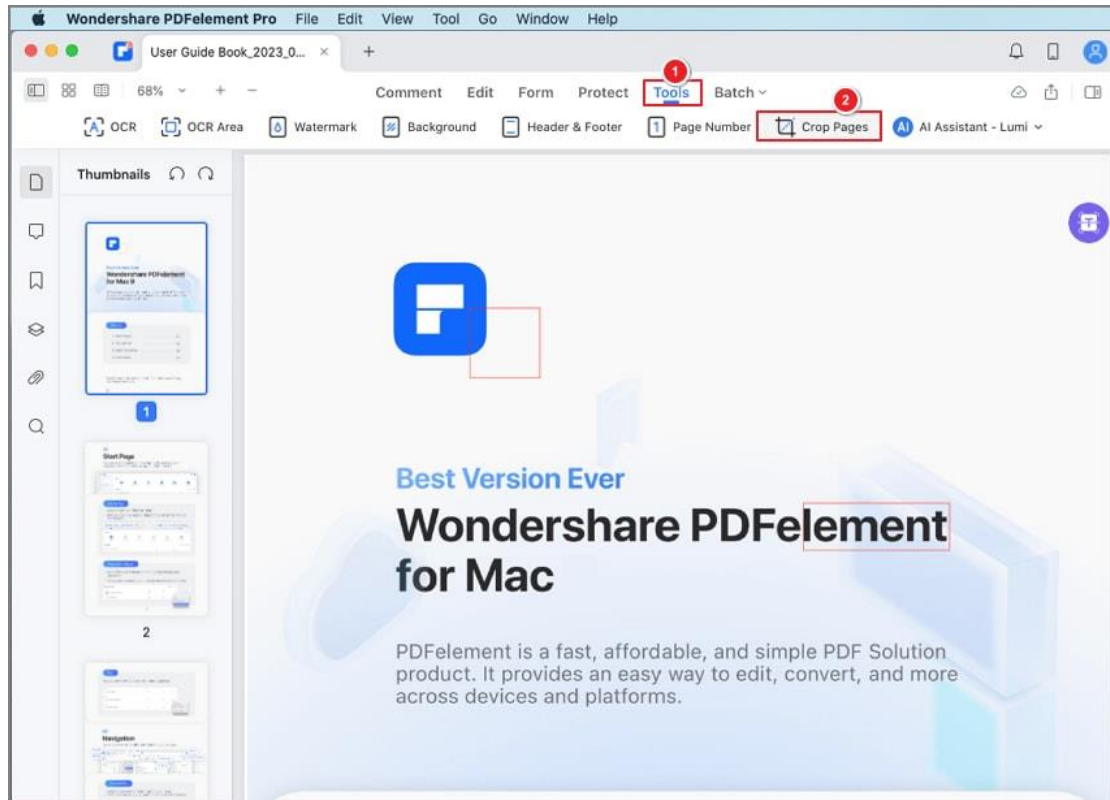
- Save the newly compressed files in your preferred destination. Witness the simultaneous compression of your selected PDF files, streamlining your workflow effectively.

How to Crop PDF on Mac

You can use the Crop Pages Tool to adjust the visible page area, and quickly resize pages.

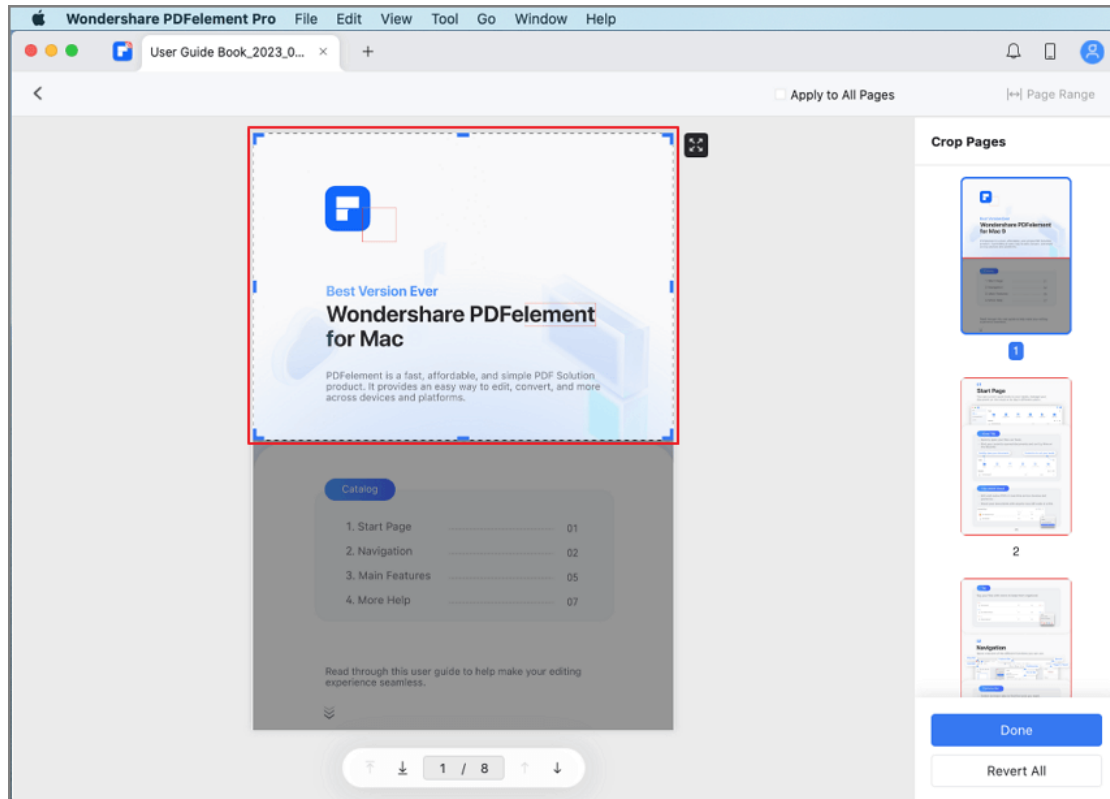
Crop pages tool

Click the Tool button on the Main Toolbar, and select "Crop Pages" on the Secondary Toolbar.



Crop page rectangle

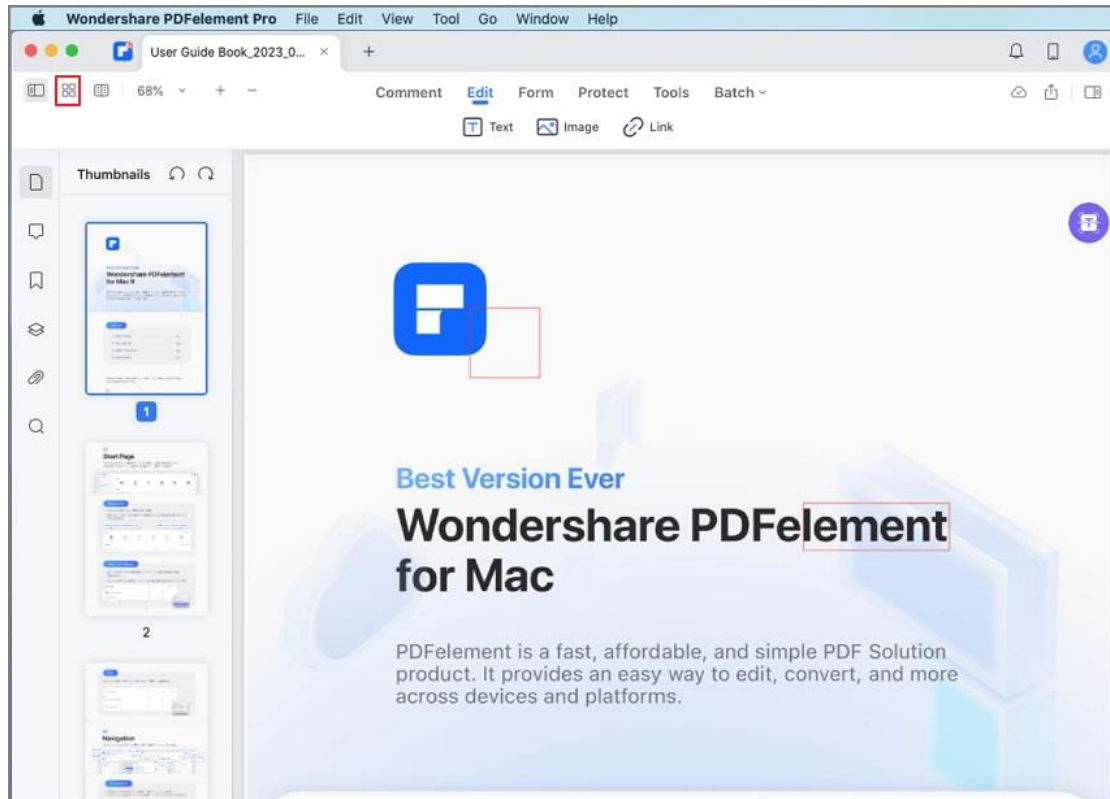
Resize the rectangle by dragging the corner handles to crop the page. Click Done to apply the settings. You can click Revert All to reset and crop again.



How to Delete Pages from PDF on Mac

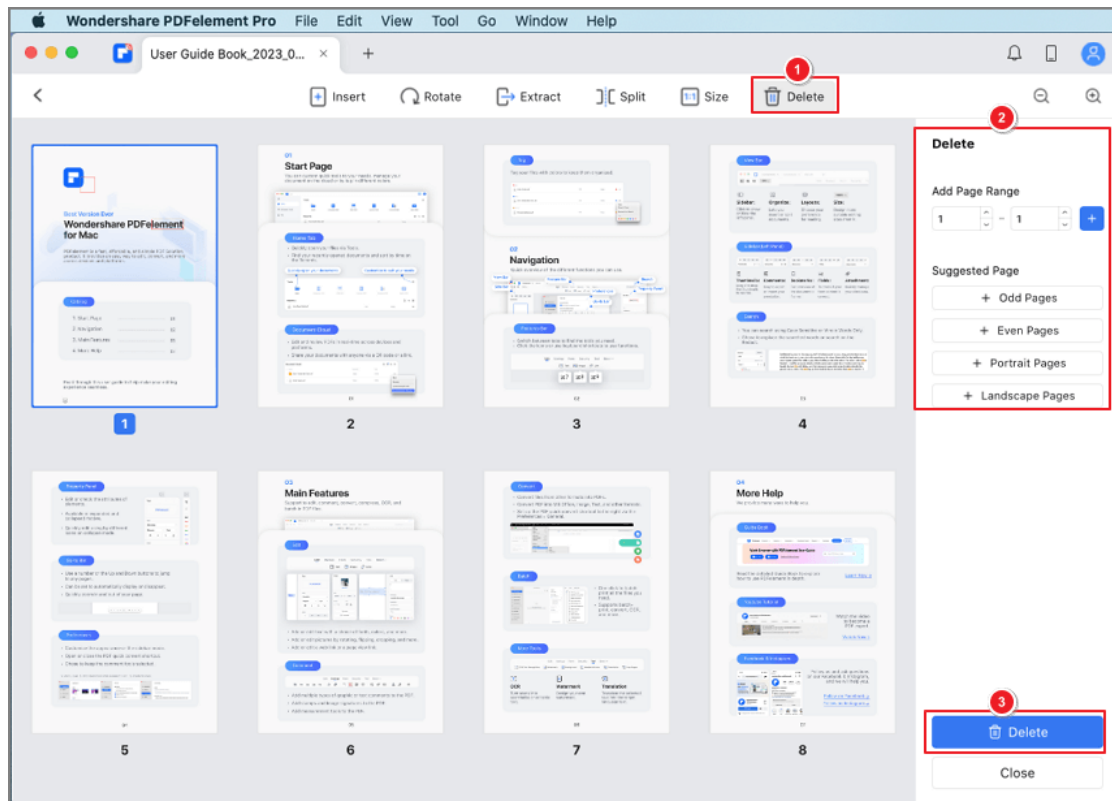
In PDFelement for Mac, it's effortless to delete pages from PDF files.

Open one file and click the "Organize Page" button on the top left.

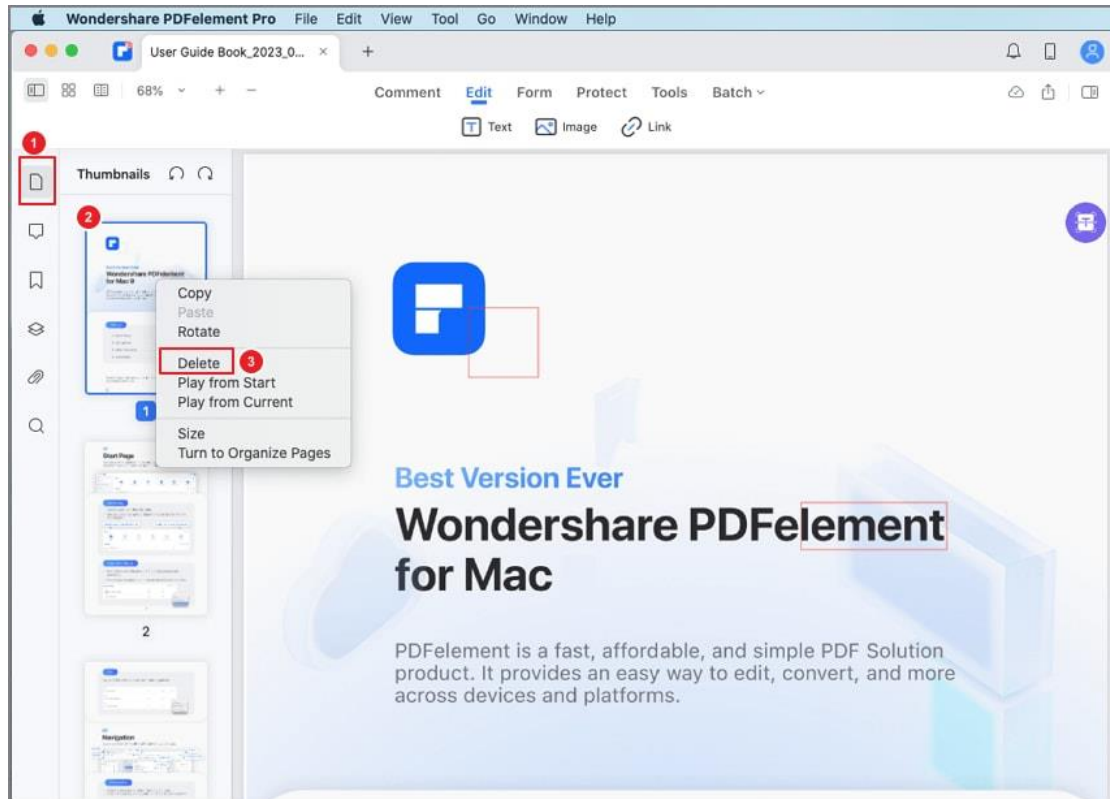


In the pop-up window, click the "Delete" button. Click a single page or hold the Command key to select multiple pages at the same time, or select the "Page Range" in the right-side panel.

Click the "Delete" button or press the Delete key on your keyboard to remove the selected pages.



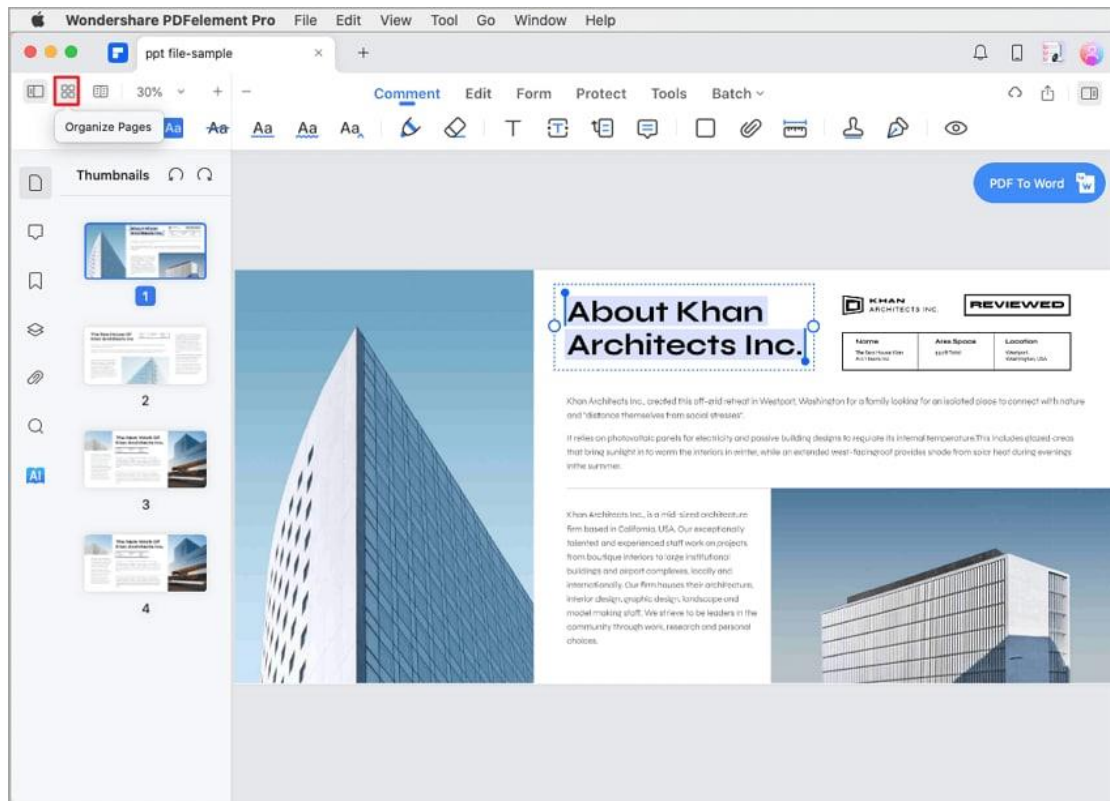
Alternatively, you can go to the Thumbnail Panel, right-click a page you want to remove, and select the "Delete" option in the drop-down menu.



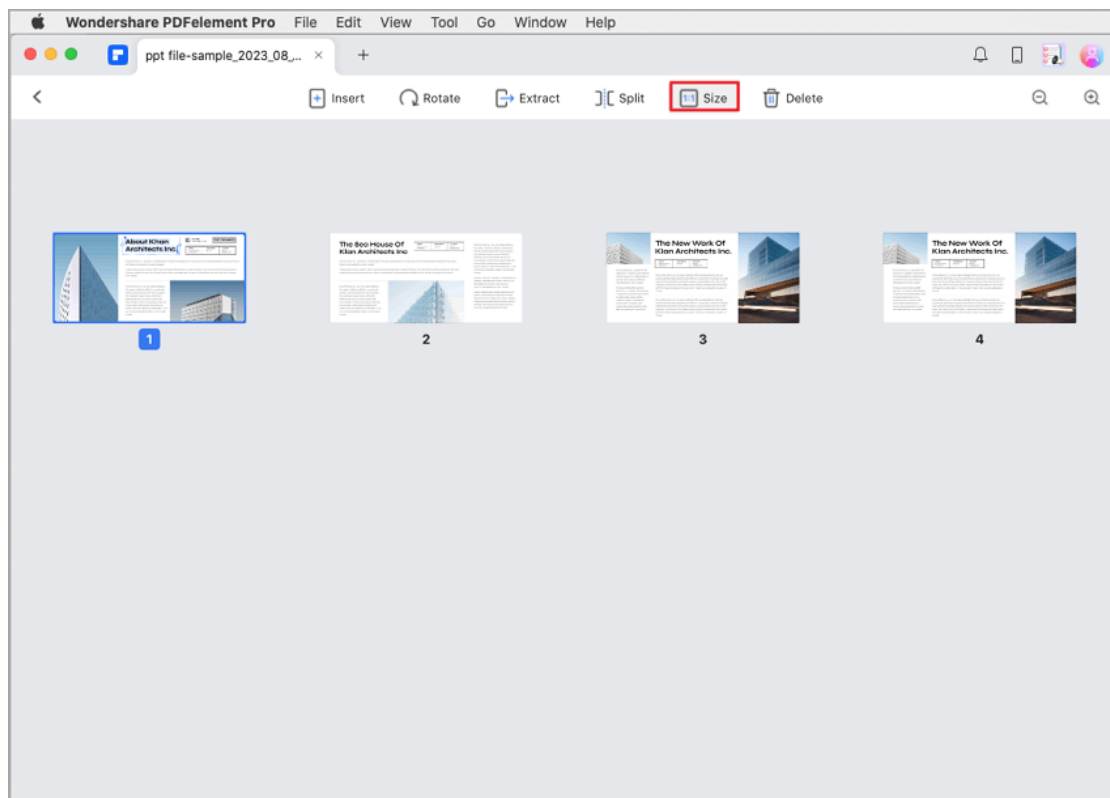
How to Change PDF Page Size on Mac

Modifying the page size of your PDF document is made simple with Wondershare PDFelement for Mac.

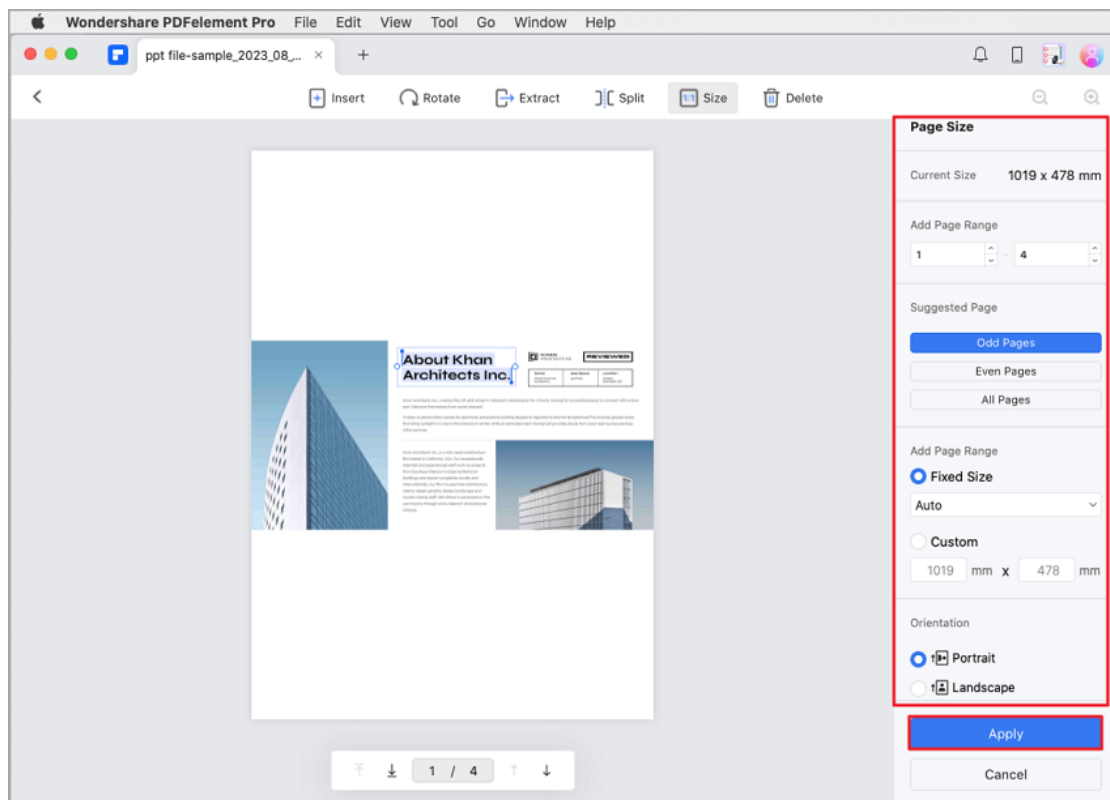
- Begin by clicking the "Organize Pages" button situated in the upper left corner of the interface.



- In the ensuing window, locate and click the "Size" button.



- The "Page Size" panel will appear on the right-hand side. Here, you can fine-tune your changes. Select your desired "Page Range," and either opt for a fixed size or customize the dimensions as needed. Additionally, choose the appropriate page orientation to suit your requirements.

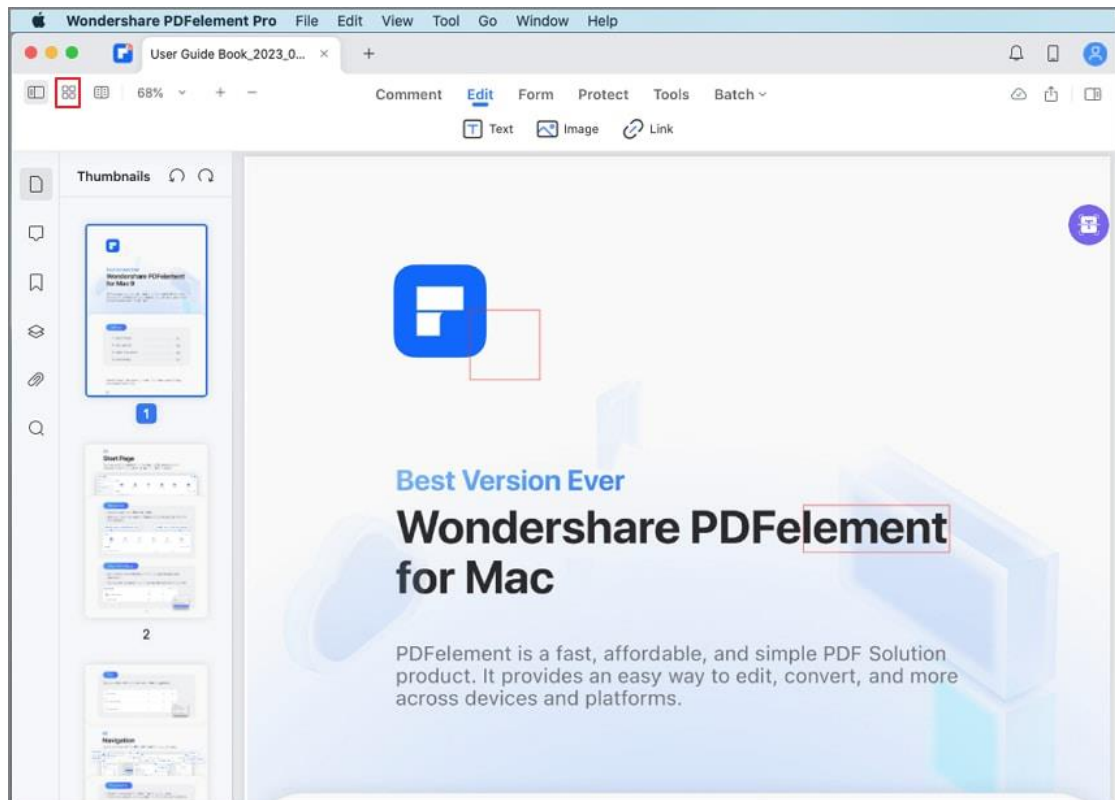


Once you've configured your preferences, solidify your changes by clicking the 'Apply' button. Your PDF page size will be updated accordingly.

How to Extract Pages from PDF on Mac

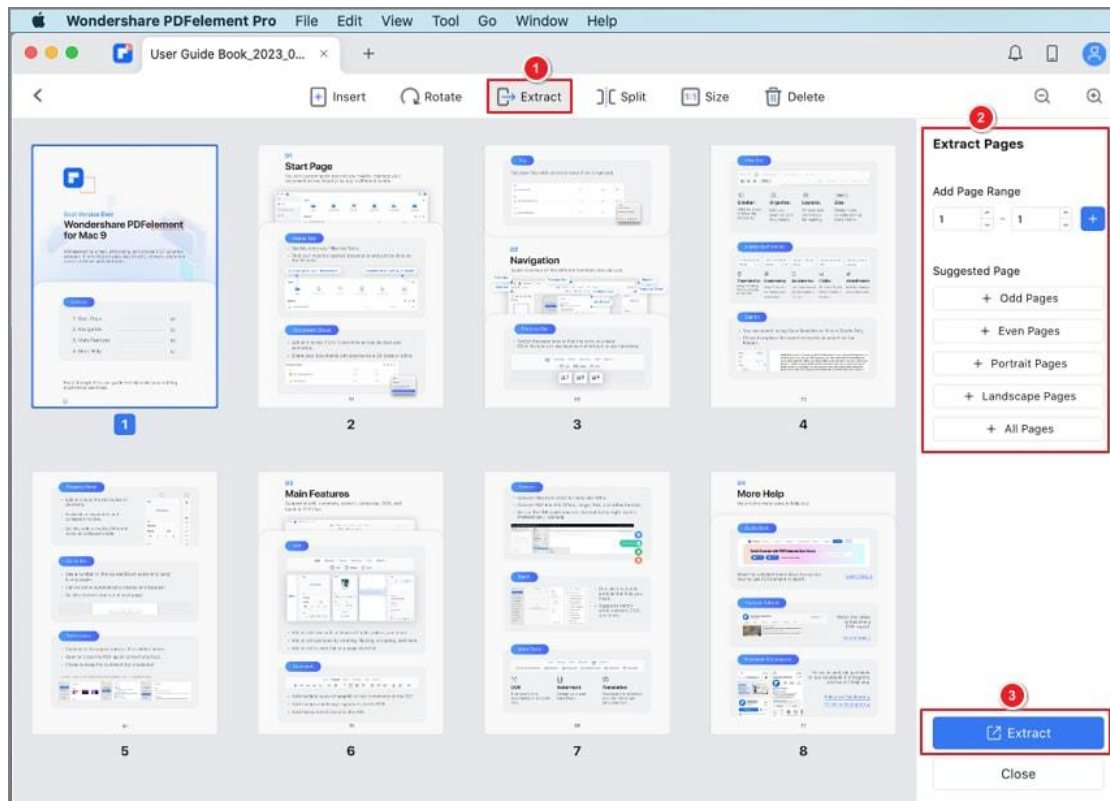
PDFelement for Mac allows you to extract pages from a PDF to create a new PDF easily.

Open one file and click the "Organize Page" button on the top left.



In the pop-up window, click the "Extract" button. Click a single page or hold the Command key and click multiple pages at the same time, or select the page range you want to extract on the right-side panel.

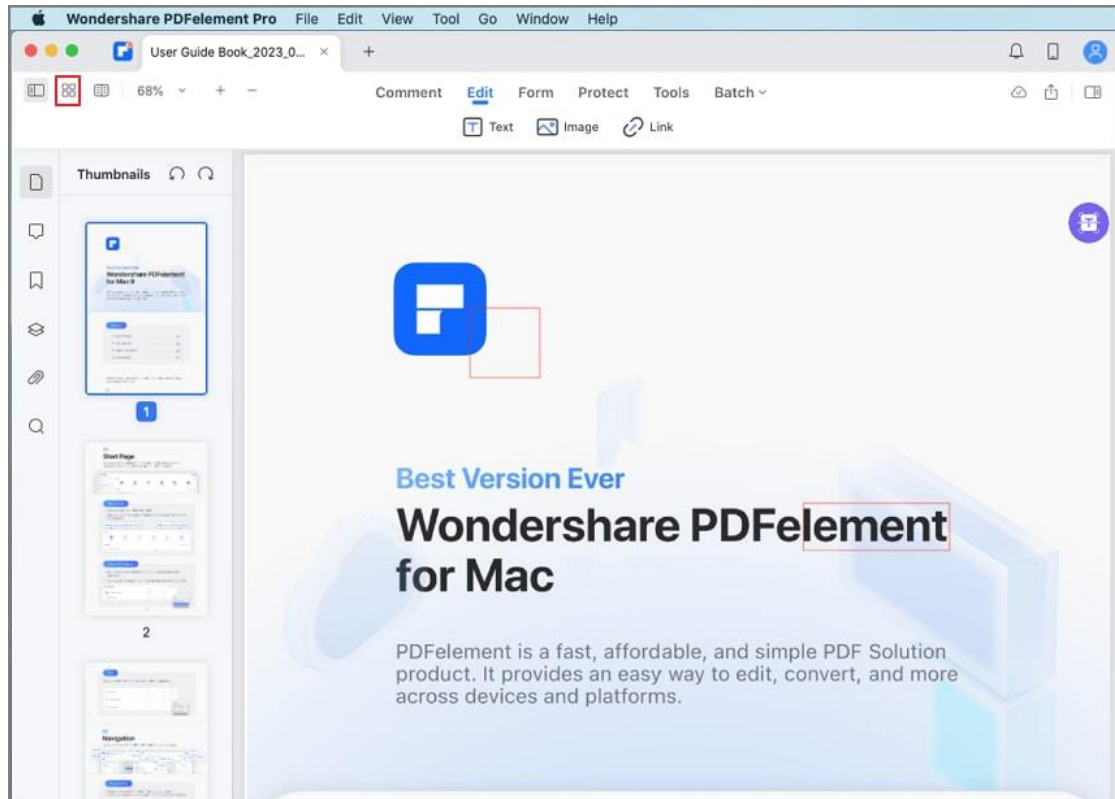
Click the "Extract" button to extract and select an output folder to save the new file.



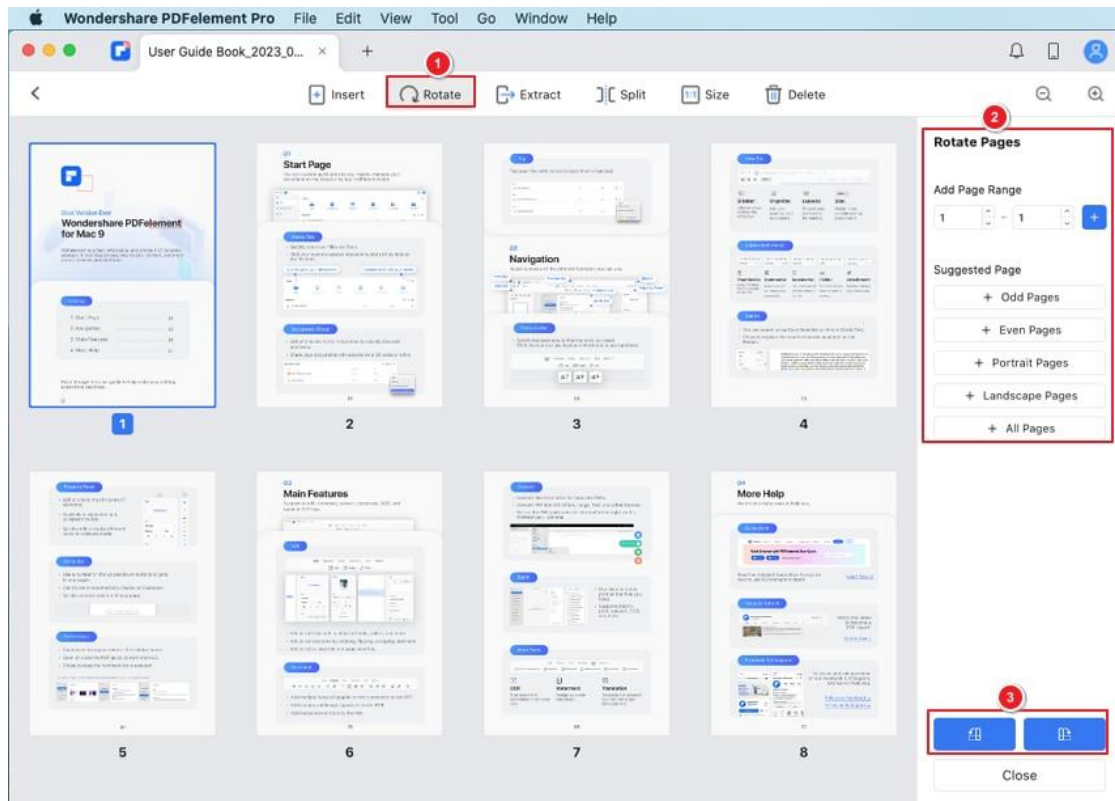
How to Rotate a PDF on Mac

PDFelement for Mac enables you to rotate pages in a PDF document.

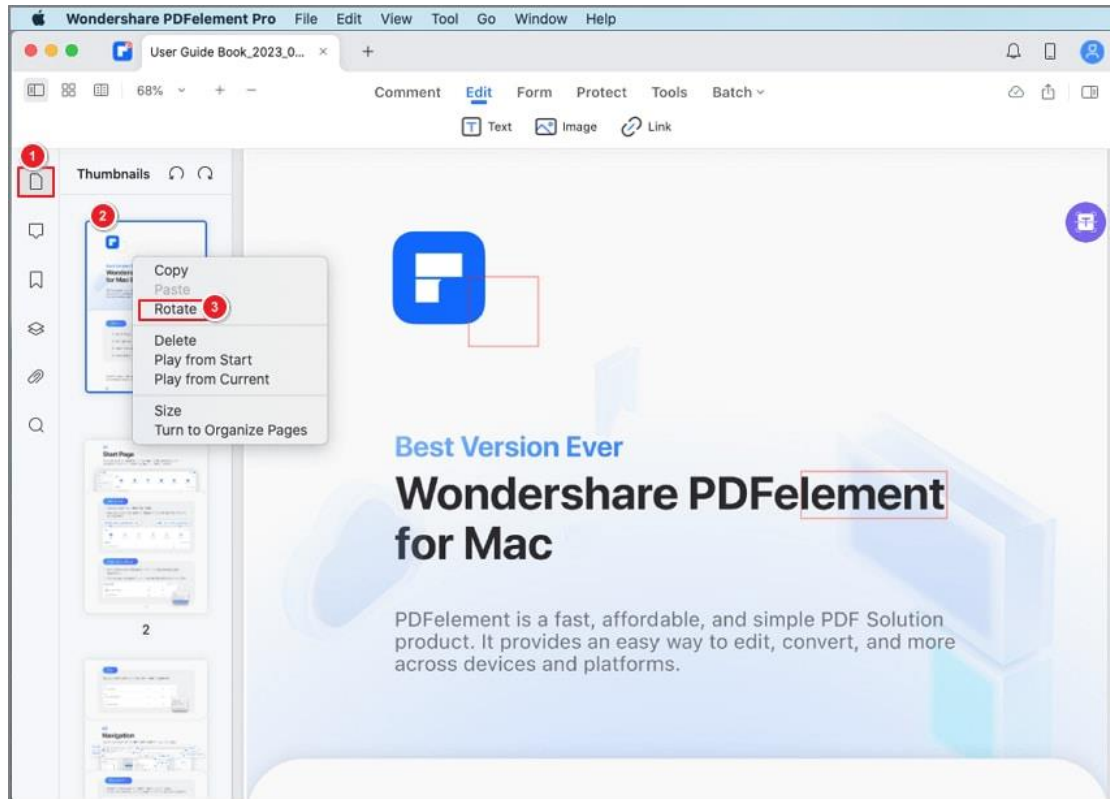
Open one file and click the "Organize Pages" icon on the top left.



Click "Rotate " in the pop-up window. Click a single page or hold the Command key and click multiple pages to be selected, or select the pages you want to rotate in the right panel, and then choose the rotate direction on the bottom.



Alternatively, you can go to the Thumbnail Panel, right-click a page you want to rotate, and select the "Rotate" option in the drop-down menu.

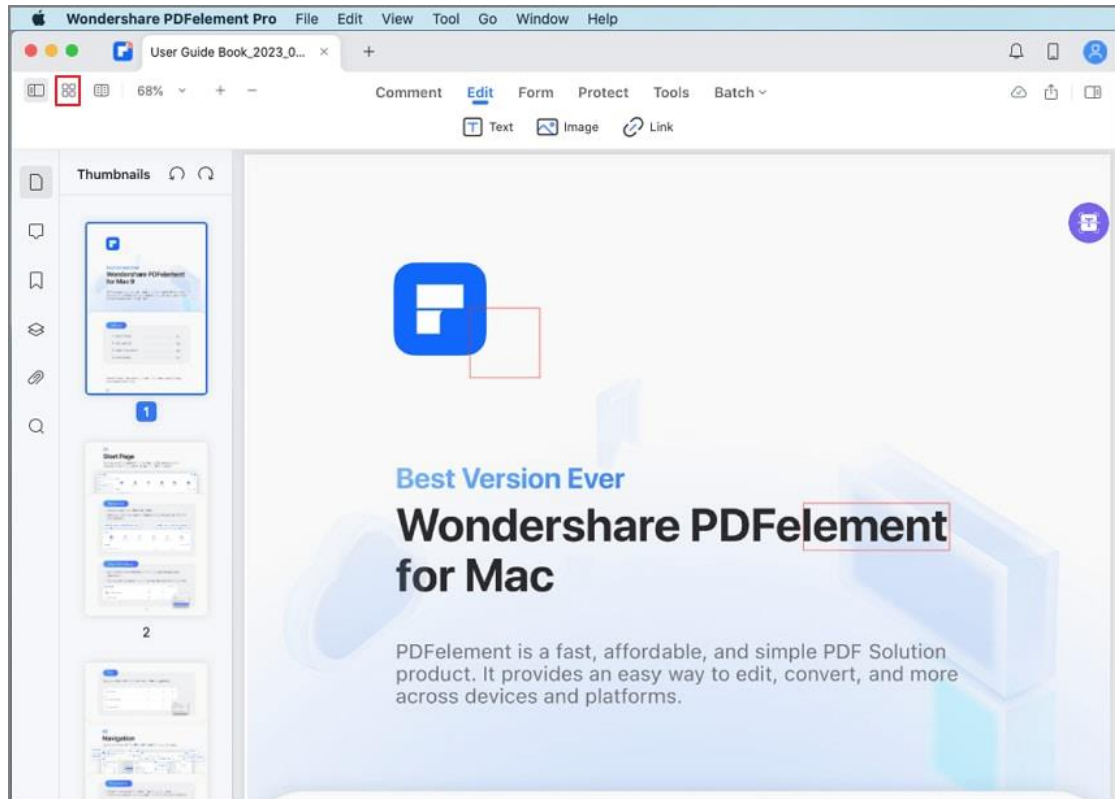


How to Split PDF Pages on Mac

You can use the Split Pages Tool in PDFelement for Mac to separate one or more PDF into multiple files by specifying the range, number or orientation of pages, or top-level bookmarks.

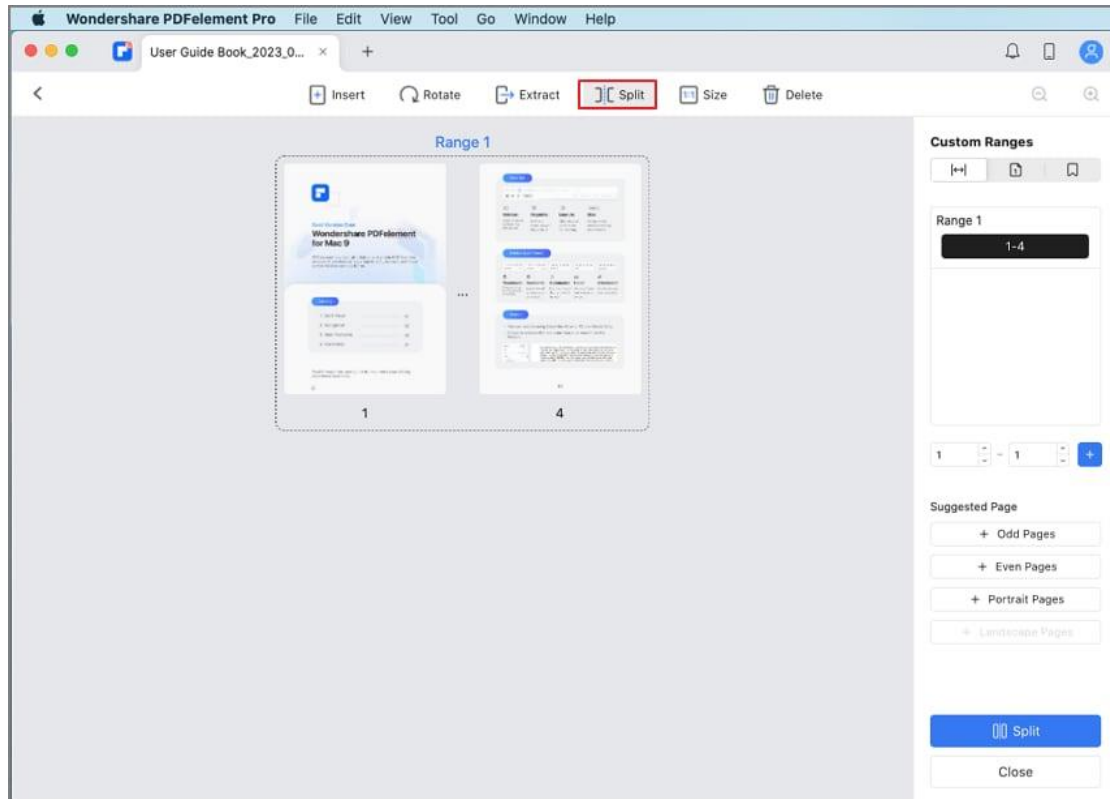
Organize pages button

Click the Organize Pages Button on the top left.



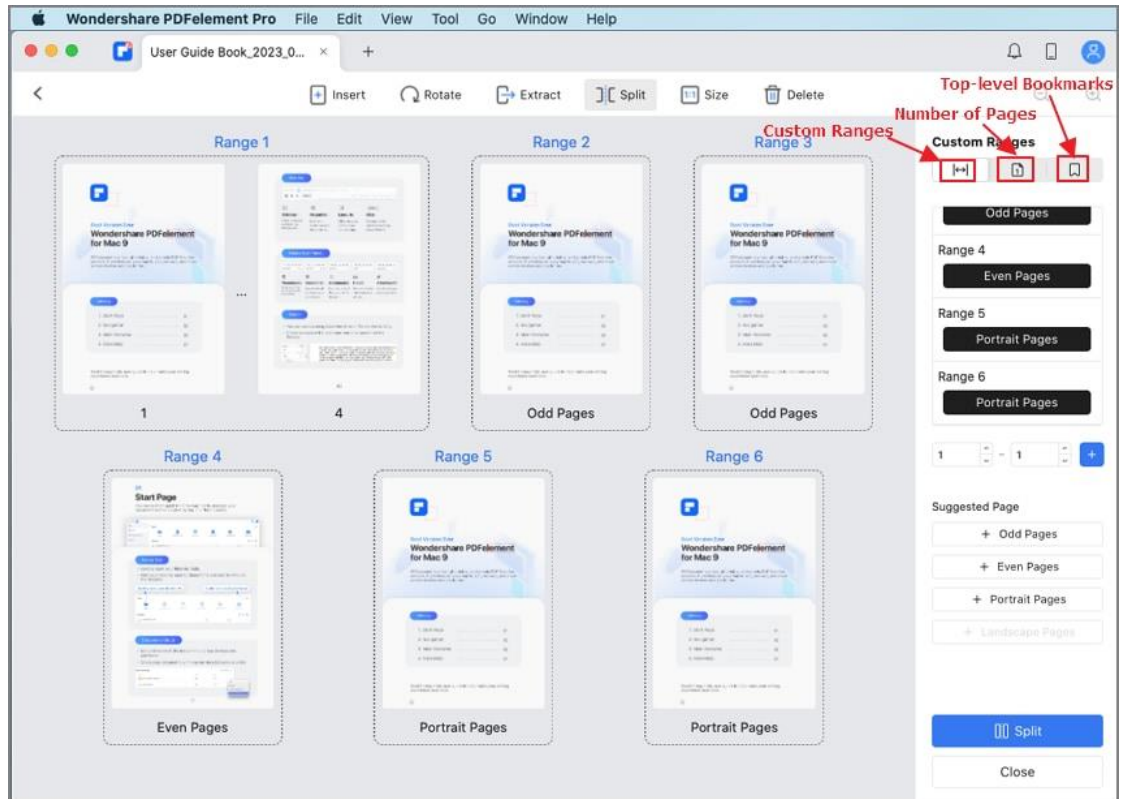
Split pages tool

Click the "Split" button on the toolbar.



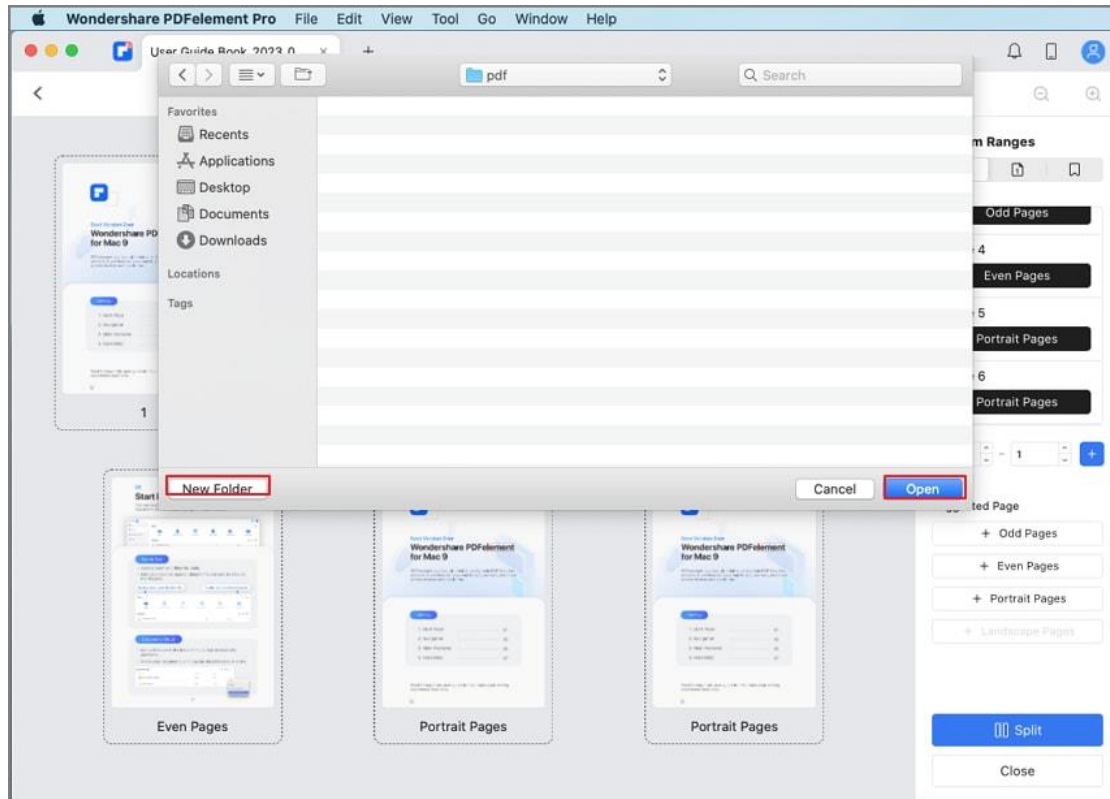
Set splitting criteria

In the pop-up pane on the right, specify if you want to separate the PDF file by number of pages or top-level bookmarks. In addition, you can customize the ranges by yourself in the "Custom Ranges" Tab.



Set output locations

After set the splitting criteria, click "Split" button, then specify a target folder for the output PDF files or create a new folder to save the split documents.

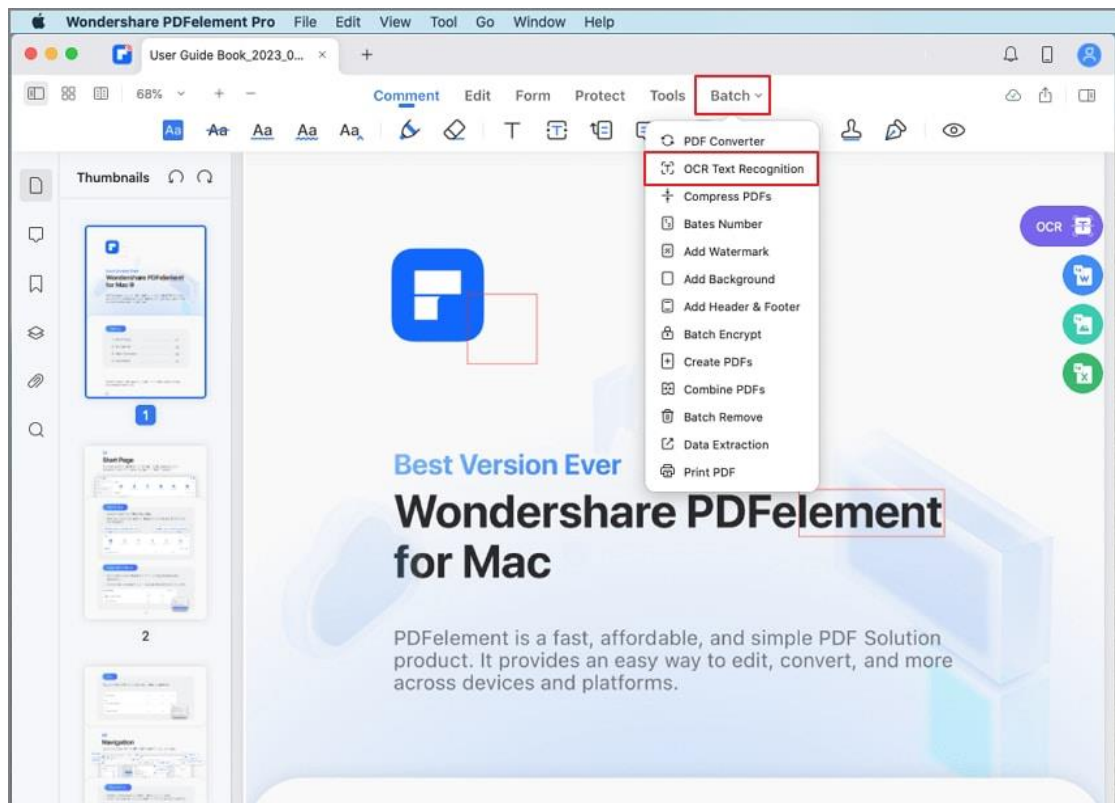


OCR PDF

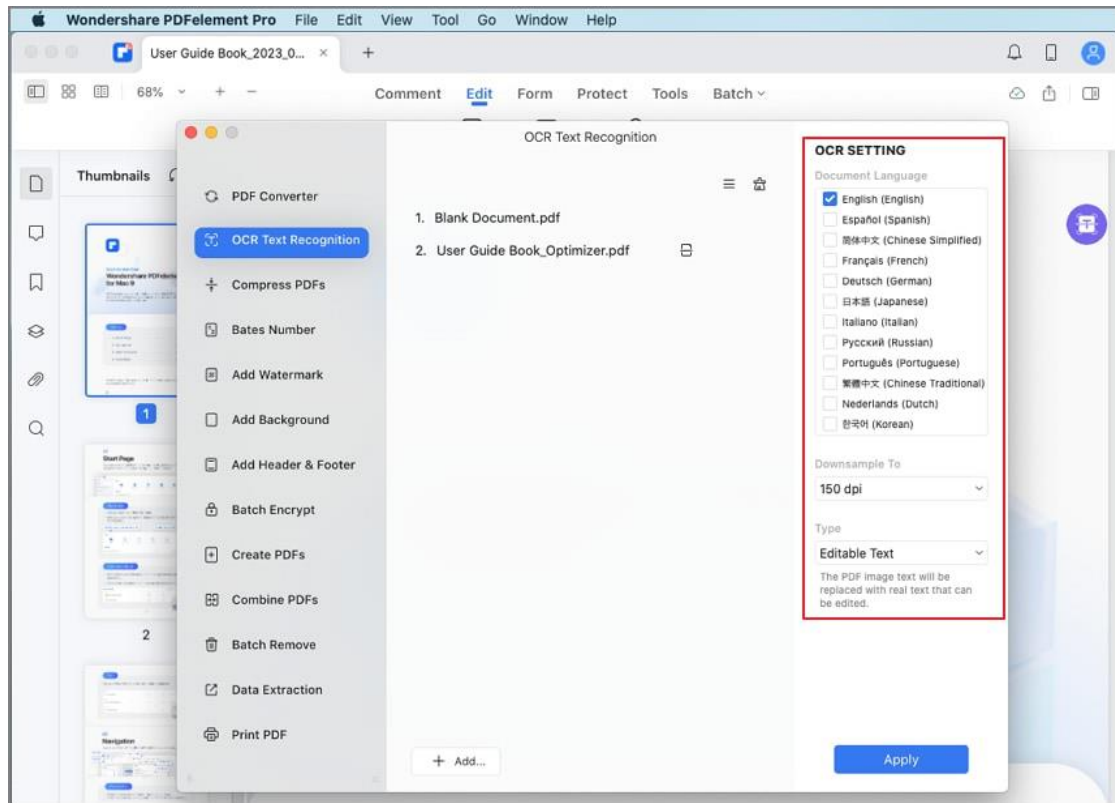
Batch OCR on Mac

This program supports batch OCR for multiple scanned PDFs, allowing you to edit texts and images in a scanned PDF. (The trial version can OCR the scanned PDF to an editable PDF, but you cannot save the file.)

- Select the "Batch PDF" tool on the Homepage, or click the "Batch" button after opening a scanned PDF in the program, and then select "OCR Text Recognition".



- Add multiple scanned PDF files or image-based PDF files into the pop-up window.
- Choose "Document Language" and modify other properties in the "OCR SETTING" panel.
- Select the "Editable Text" or "Searchable Text Image" option for your PDF files. "Searchable Text Image" will enable the PDF file to be searchable so that you can search/copy/paste the text to other documents. "Editable Text" will enable the PDF file to be editable.
- Click the "Apply" button, then select the destination folder where you want to save the output PDF files.

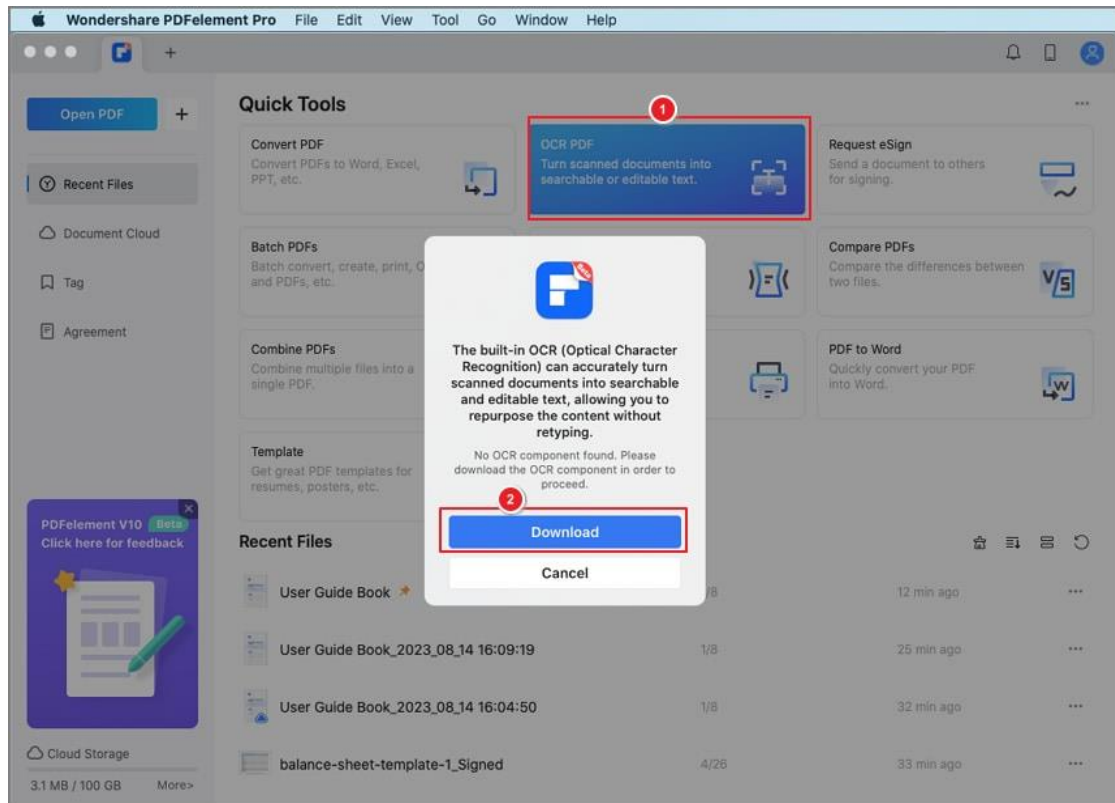


How to Download and Install OCR on Mac

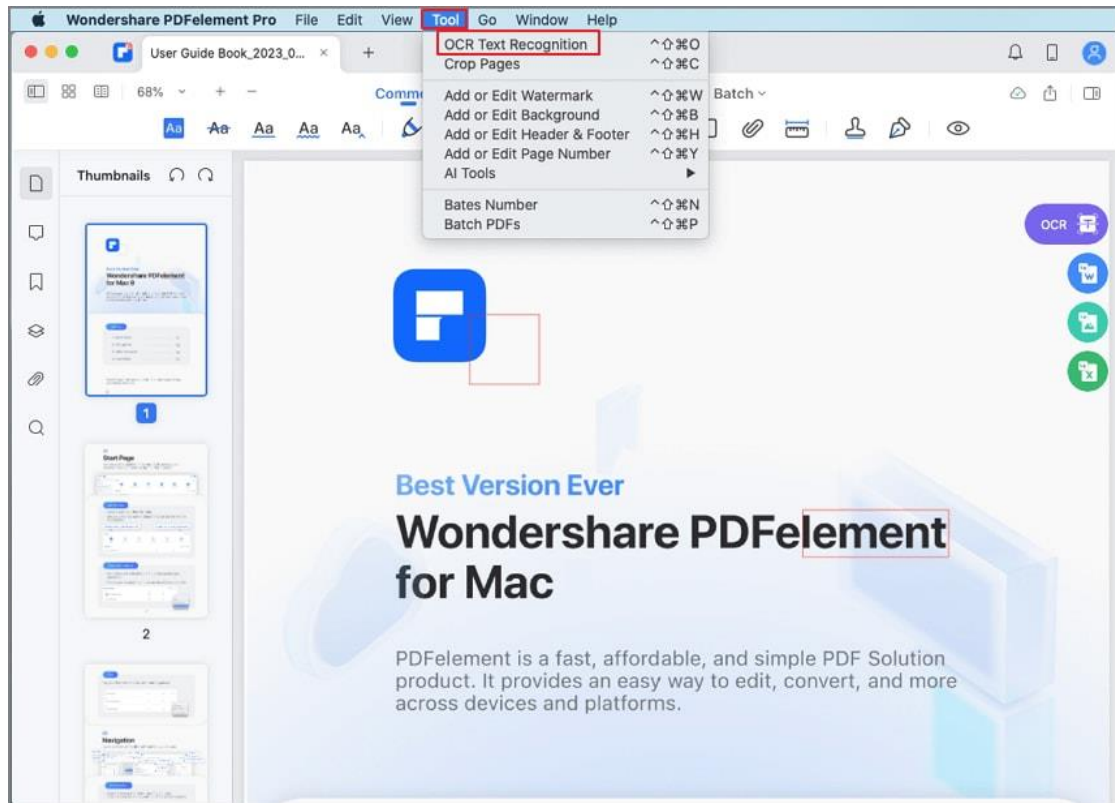
(Only available in PDFelement Professional for Mac version)

OCR needs to be installed separately.

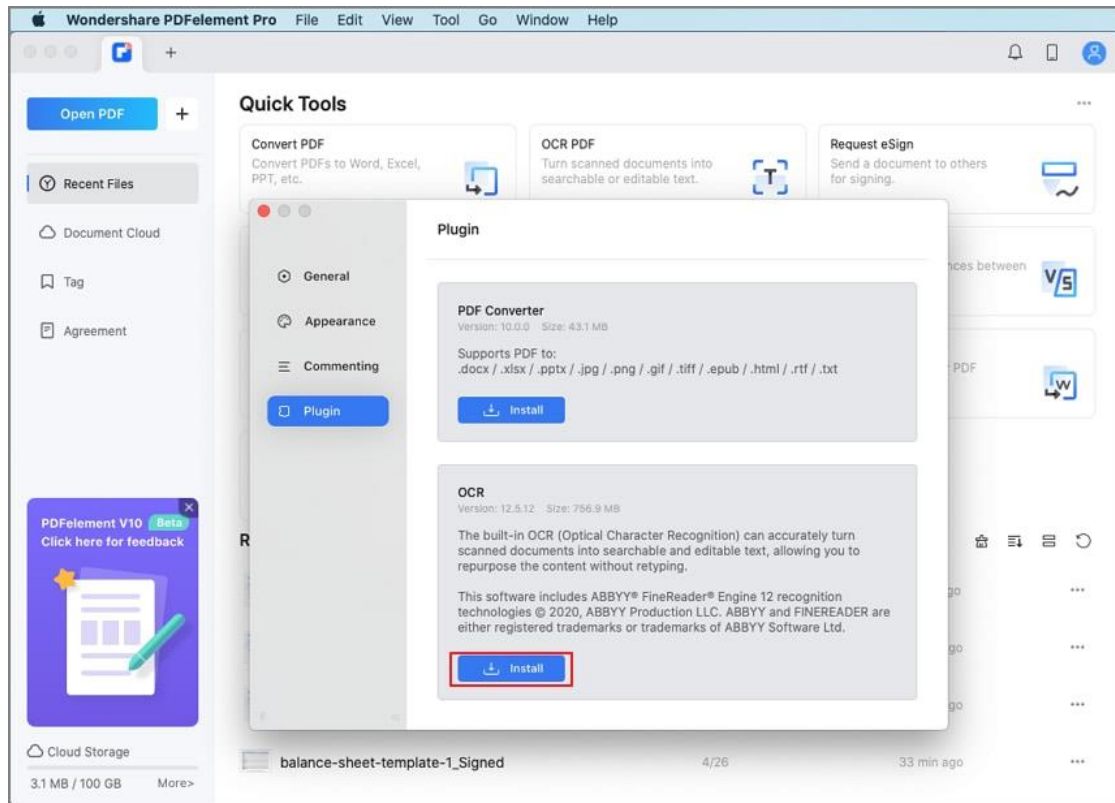
- After registering the full version of PDFelement Professional for Mac, please click the "OCR PDF" tool on the Homepage and select "Download" in the pop-up downloading window."



- You can also open a PDF file first, click the "Tool" > "OCR Text Recognition" button to open the OCR downloading window.



- Alternatively, you can click "Wondershare PDFelement Pro" > "Preferences..." > "Plugin" to install the OCR plugin.



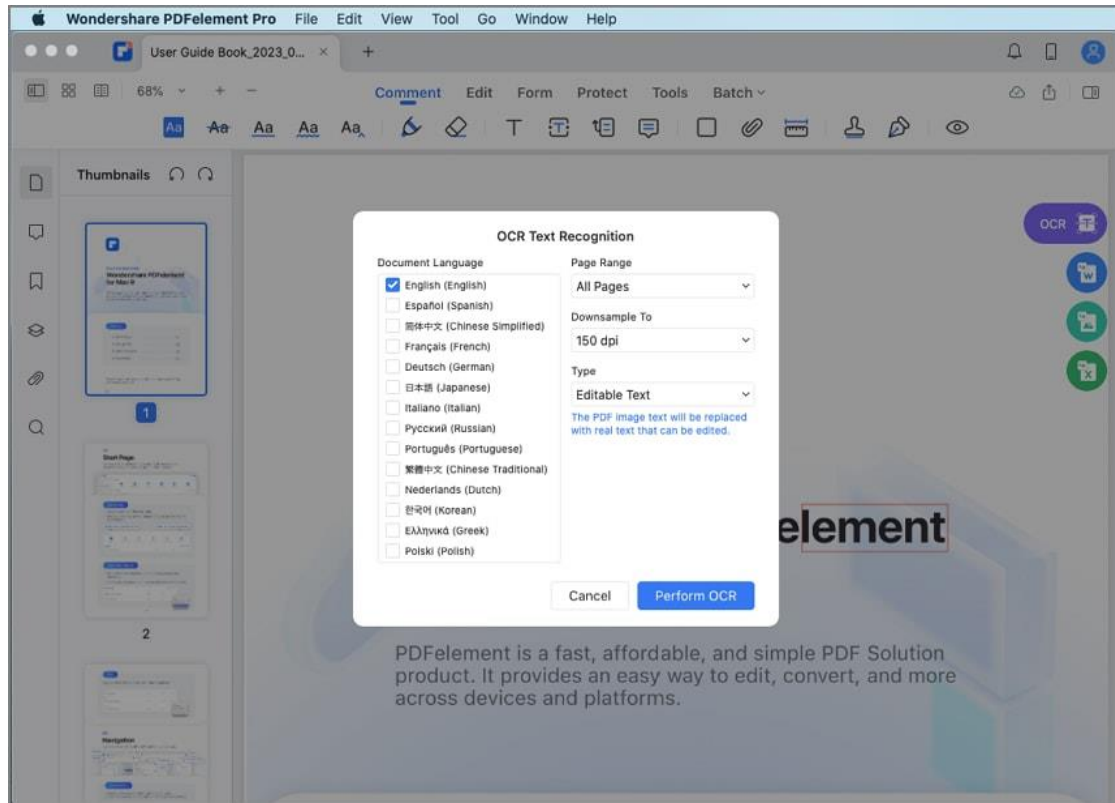
OCR PDF on Mac

(Only available in PDFelement Professional for Mac version)

If you experience a failure to edit the PDF text after clicking the "Text" button, or if the converted word file is non-editable, you may need to perform OCR on these files first.

- Click "Tool" > "OCR Text Recognition" button. "
- In the pop-up window, set "Document language", "Page Range", "Downsample To", and "Type setting".

- Click the "Perform OCR" button. You can edit the texts after the process is finished.



Convert PDF

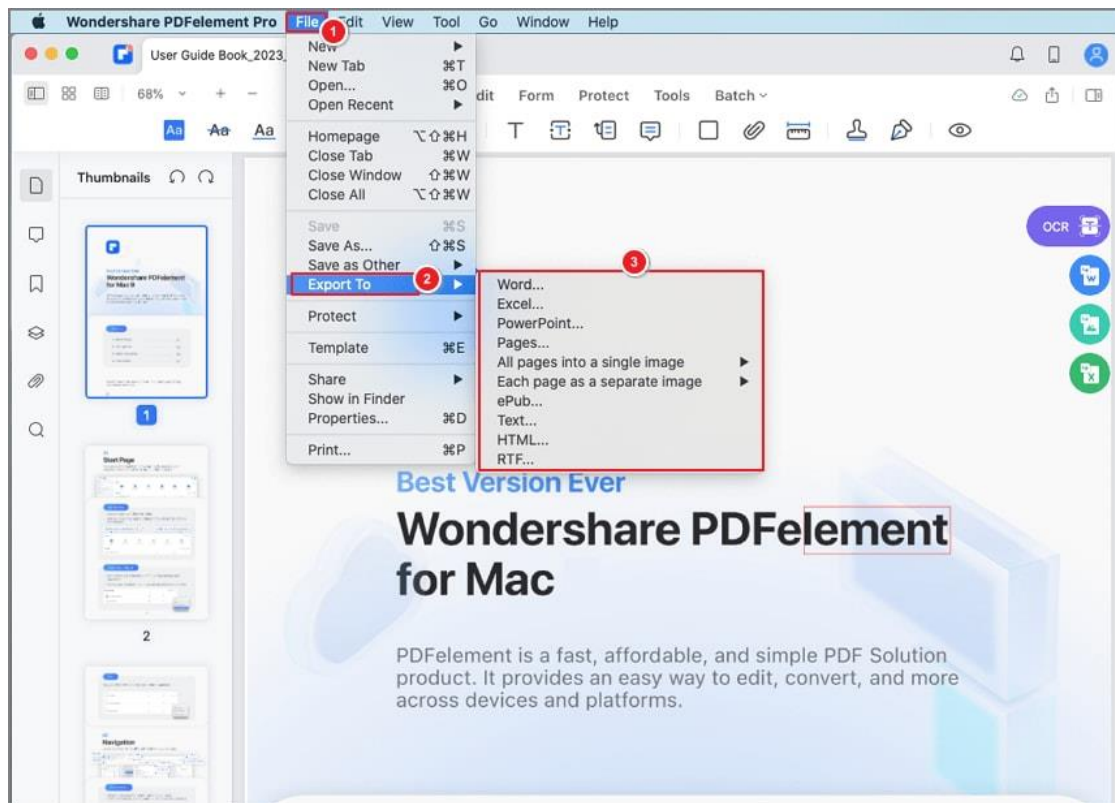
How to Convert PDF to Other Formats on Mac

PDFelement for Mac allows you to convert PDF to other formats. Please follow the steps below:

Start the "Convert PDF" tool on the Homepage, or click the "File" > "Export To" button in the Top Menu after opening the PDF file in the program.

Choose "Word" or another output format as needed. The Converter Plugin needs to download separately. If you have not installed this plugin, a pop-up dialog will appear to remind you to download the PDF Converter first.

Choose the output folder where you want to save the file and start the conversion.



Supported Output Formats:

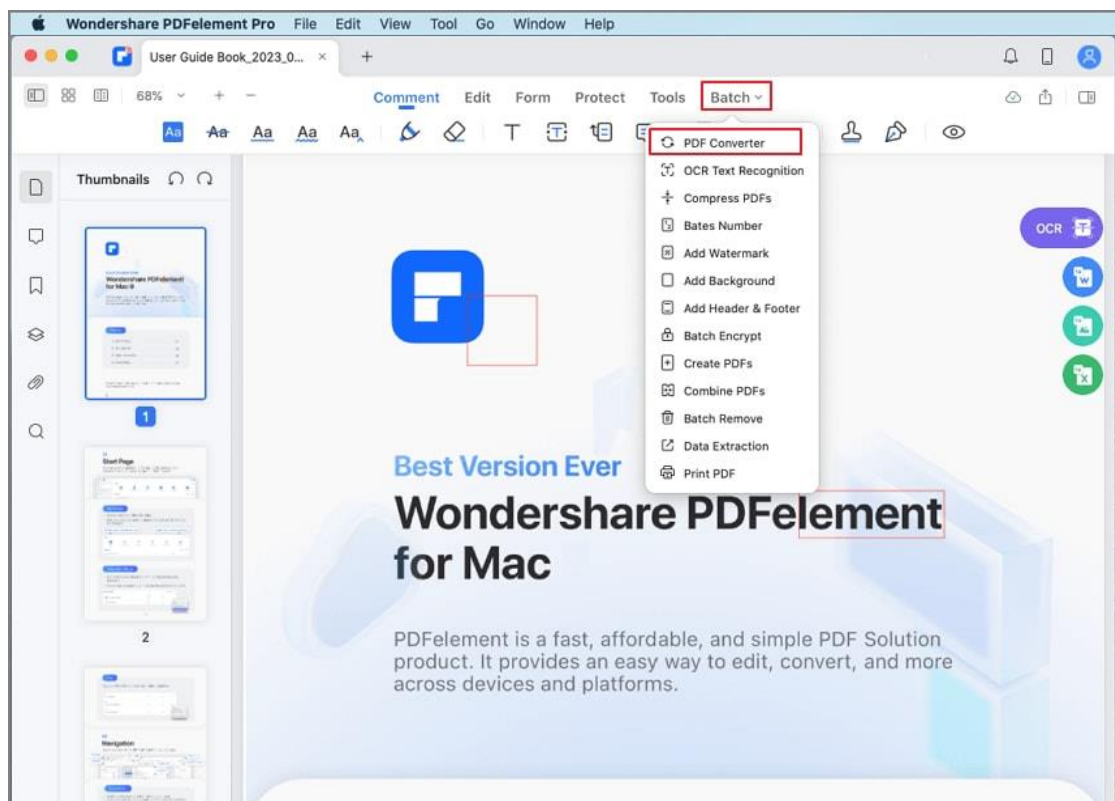
PDFelement Professional for Mac supports converting PDF files to many other formats such as:

- PDF to Word: Convert PDF to Microsoft Word (.doc & .docx) file
- PDF to Excel: Convert PDF to Microsoft Excel (.xls & .xlsx) file

- PDF to PowerPoint: Convert PDF to Microsoft PowerPoint (.pptx) file
- PDF to Pages: Convert PDF to Apple Pages (.pages) file
- PDF to Images: Convert PDF to image (.jpg, .JPEG, .BMP, .TIFF, .GIF) file
- PDF to Epub: Convert PDF to Electrical Publication (.epub) file
- PDF to Text: Convert PDF to Text (.txt) file
- PDF to HTML: Convert PDF to Hyper Text Markup Language file
- PDF to RTF: Convert PDF to Rich Text (.rtf) file

How to Batch Convert PDF on Mac

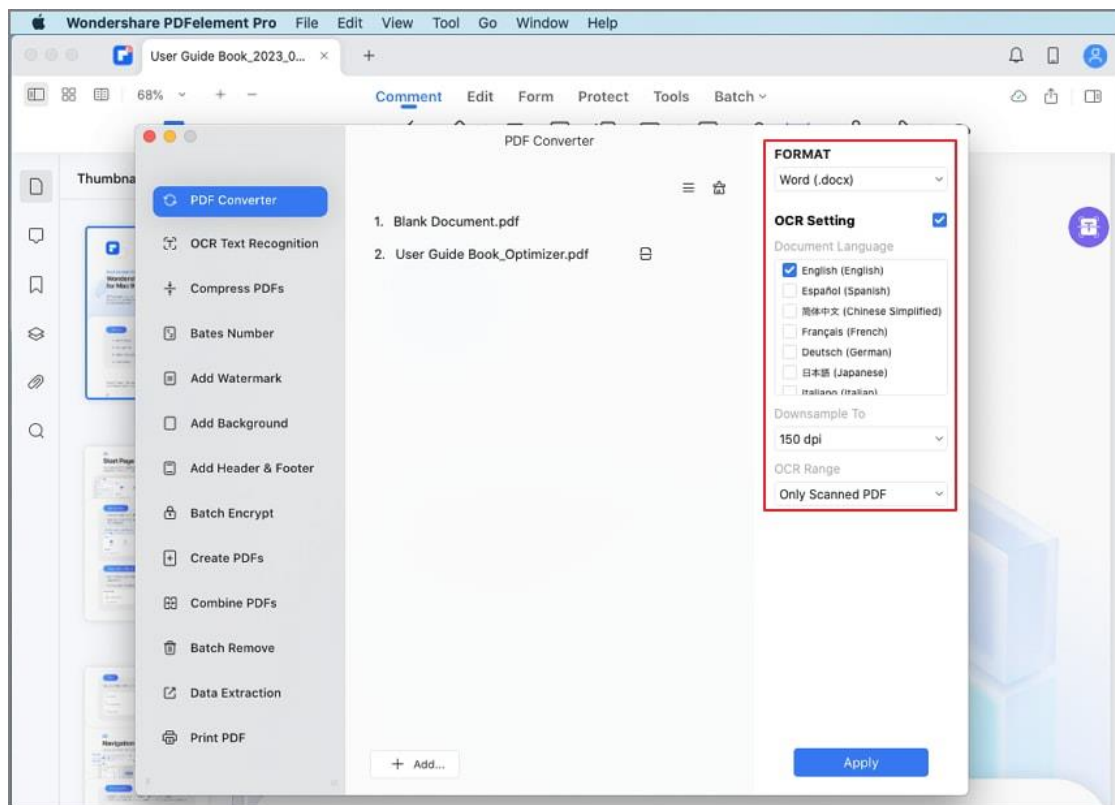
Select the "Batch PDF" tool on the Homepage, or click the "Batch" button after opening a PDF file in the program, and then select "PDF Converter".



Add multiple PDF files into the pop-up window.

Choose "Format" and modify other properties on the right-side panel. If the files are scanned PDFs, you can select OCR settings and choose a language..

Click the "Apply" button to start the process, then select the destination folder where you want to save the output files.



Note:

The trial version only can convert a maximum of 3 pages of each single PDF file.

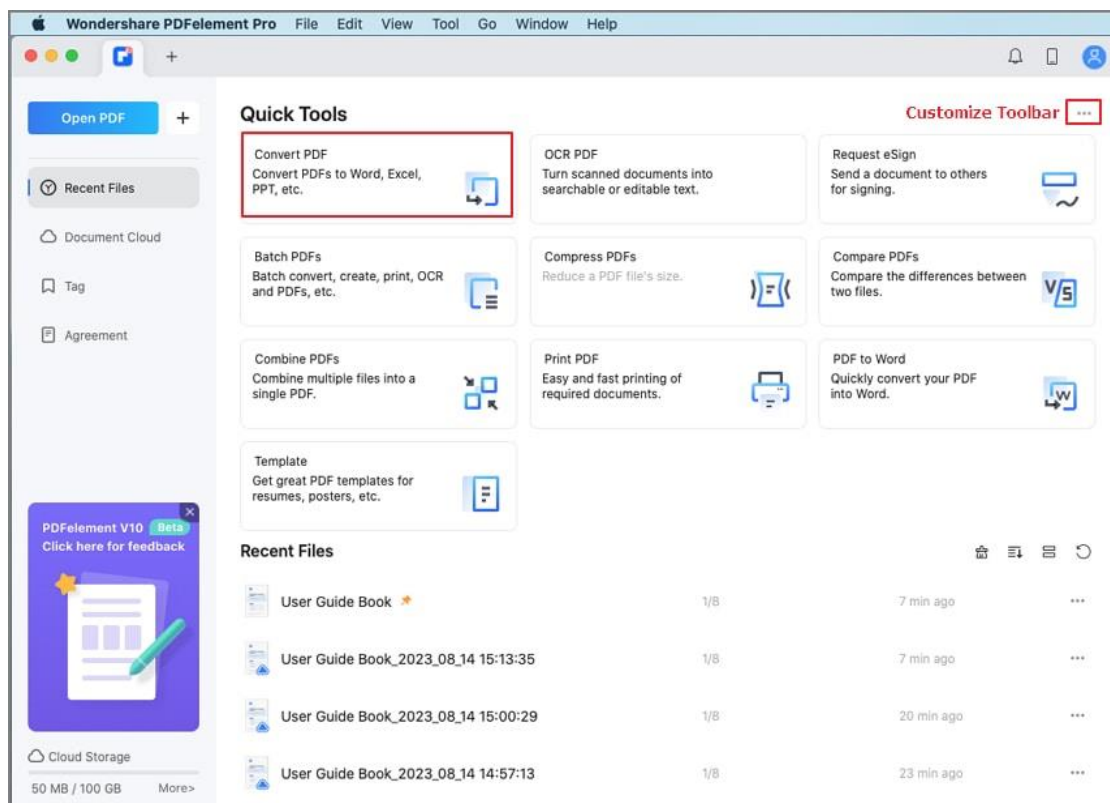
How to Convert PDF to Image on Mac

You can easily export or convert PDF pages into images with PDFelement for Mac.

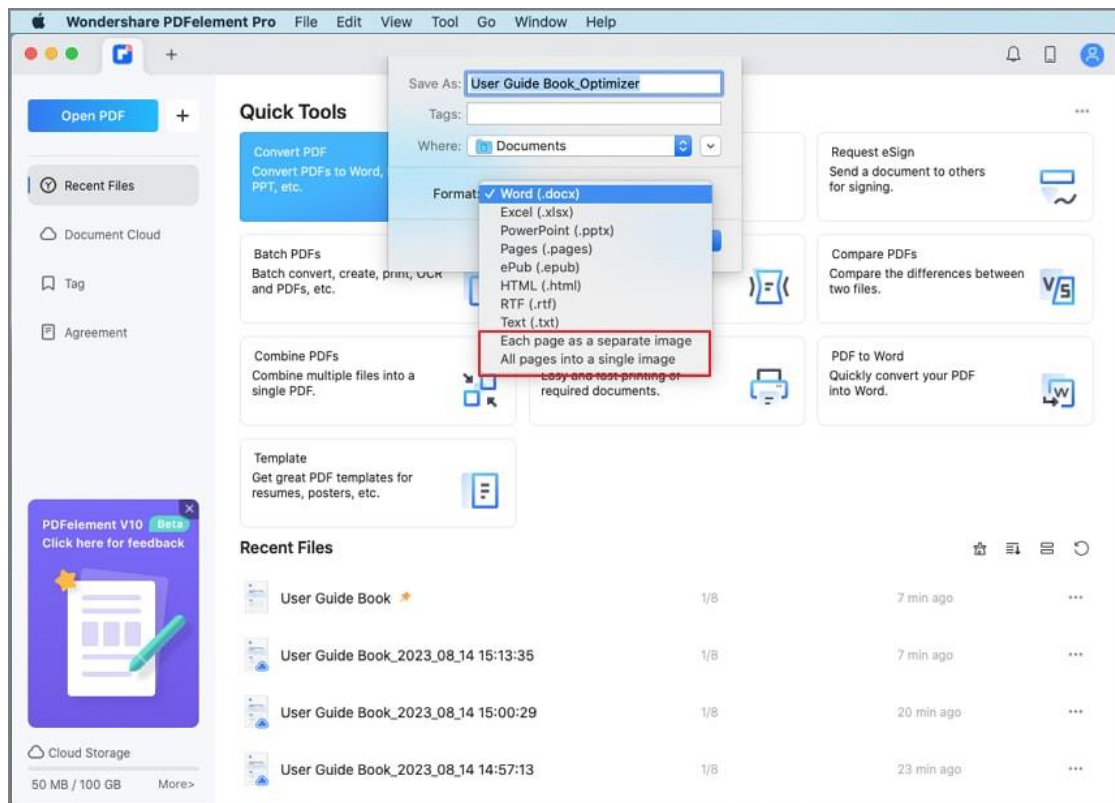
Click the Convert PDF Tool from the Tool Tab on the Homepage, and browse your computer to select the PDF file you want to convert.

Note:

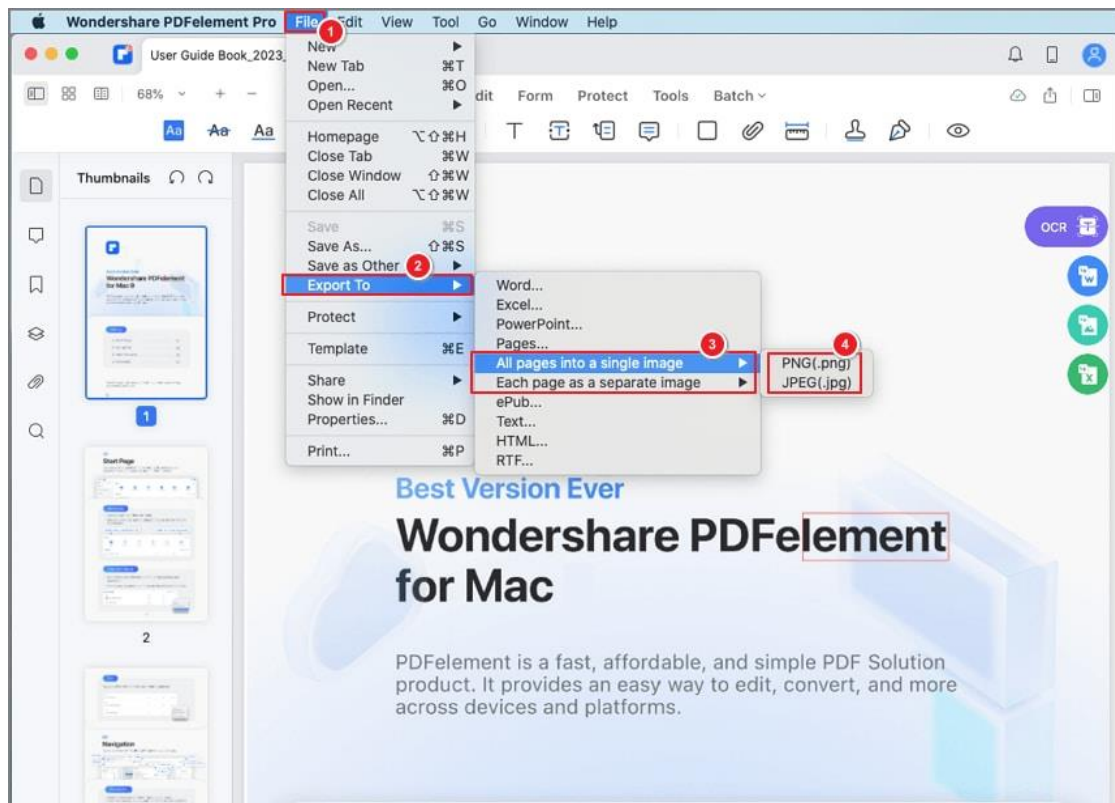
If the Convert PDF Tool doesn't appear in the Tool Tab, click the Customize Tool Button to add it to the Homepage Tool Bar.



In the pop-up dialog, you can select convert "Each page as a separate image" or "All pages into a single image" and set the name, tag, format, and location of the output files. After completing your settings, click Convert.



Alternatively, you can convert PDF pages to one or multiple images by using the Export Tool. Click File>Export To, select convert “Each page as a separate image” or “All pages into a single image”, and manage the settings of the output images as you like.

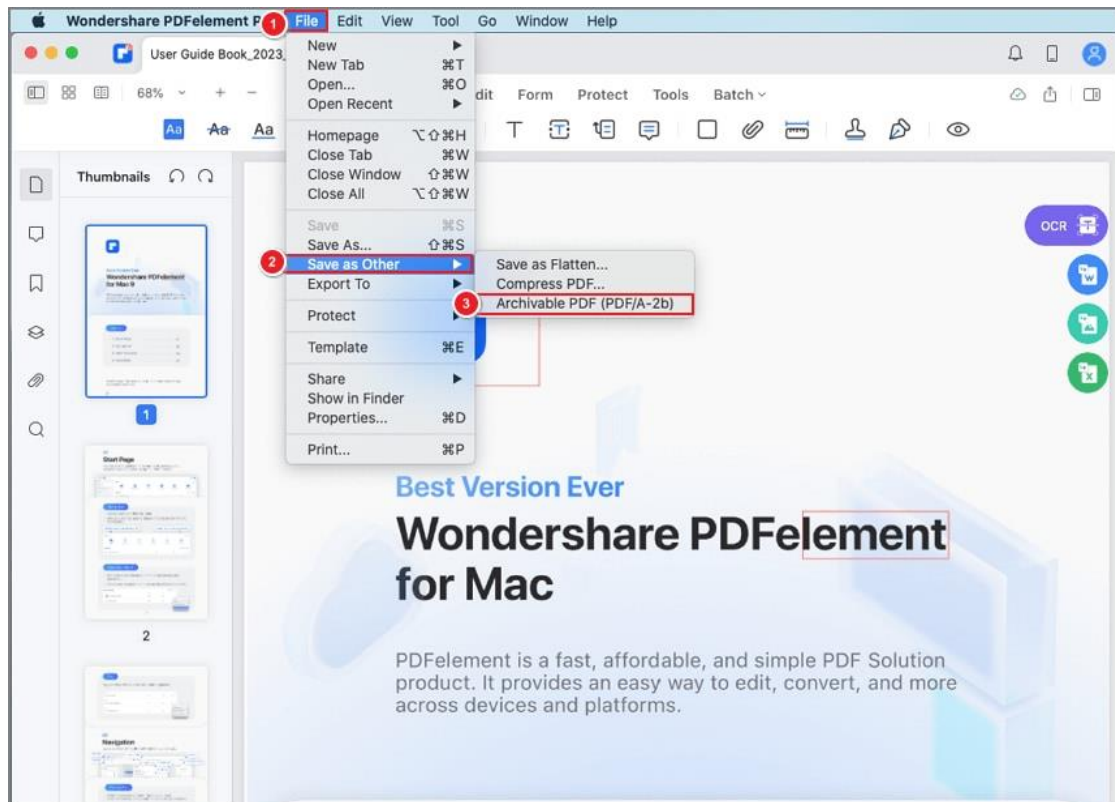


How to Convert PDF to PDF/A on Mac

(Only available in PDFelement Professional version)

PDF/A is an ISO-standardized version of the Portable Document Format (PDF) specialized for use in archiving and long-term preservation of electronic documents. PDF/A differs from PDF by prohibiting features ill-suited to long-term archiving, such as font linking (as opposed to font embedding) and encryption. The ISO requirements for PDF/A file viewers include color management guidelines, support for embedded fonts, and a user interface for reading embedded annotations.

- After editing or working with your PDF file in the program or creating a PDF file in the program, please click the "File" tab on the Top Menu
- Choose "Save As Other" > "Archivable PDF(PDF/A-2b)"to save it directly



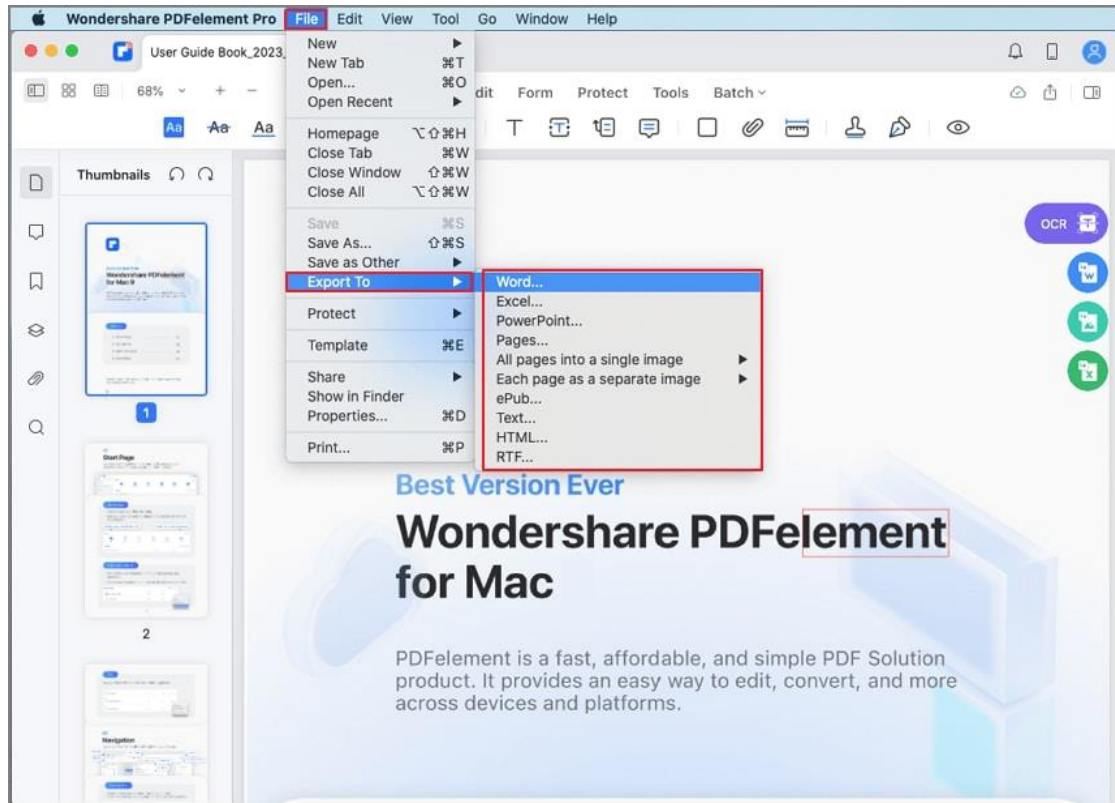
How to Convert Scanned PDF on Mac

There are two methods to convert the scanned PDFs or the image-based PDFs to editable files.

Method 1

The first method is to perform OCR first. Please refer to the chapter "[OCR PDF on Mac](#)" for more instructions on how to perform the OCR function. After

completing OCR, click the "File" > "Export To" button to convert the newly-created editable PDF file to another format.



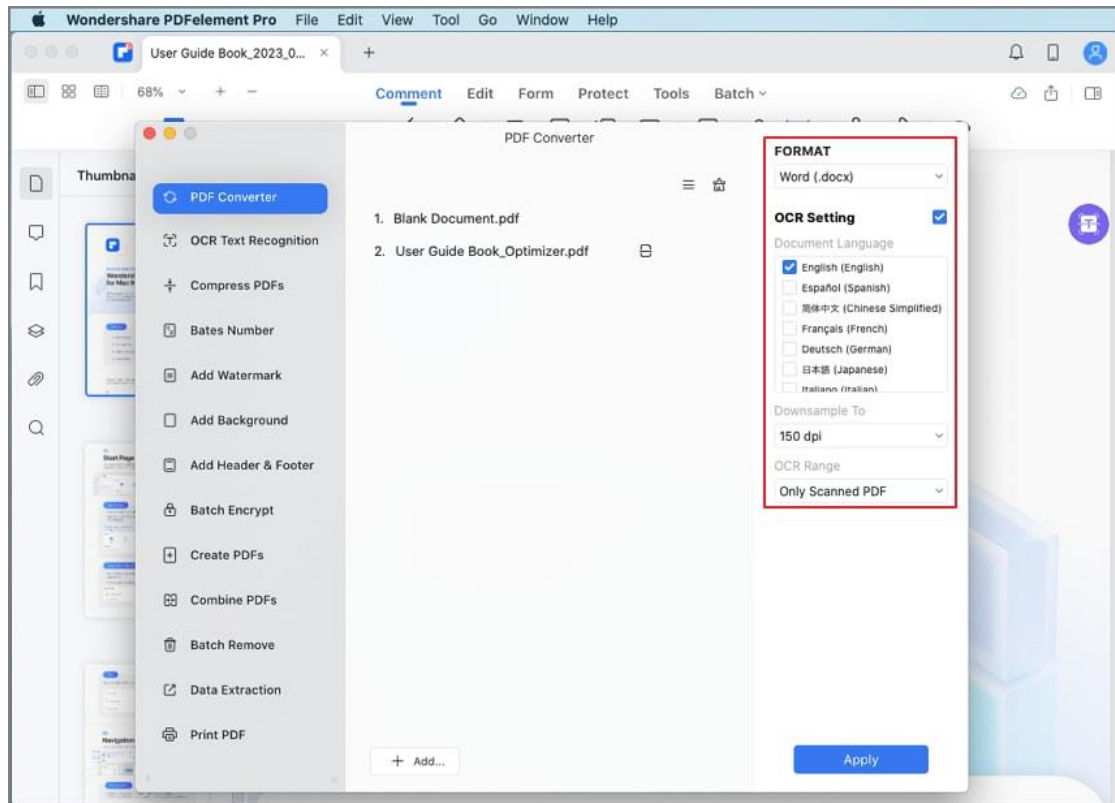
Method 2

please do the following steps:

After opening the scanned PDF files in the program window, please click the "Batch" > "PDF Converter" button, then choose the output format as needed.

Choose the "Document Language" and "OCR Range".

Click the "Apply" button and choose an output folder to start the conversion.

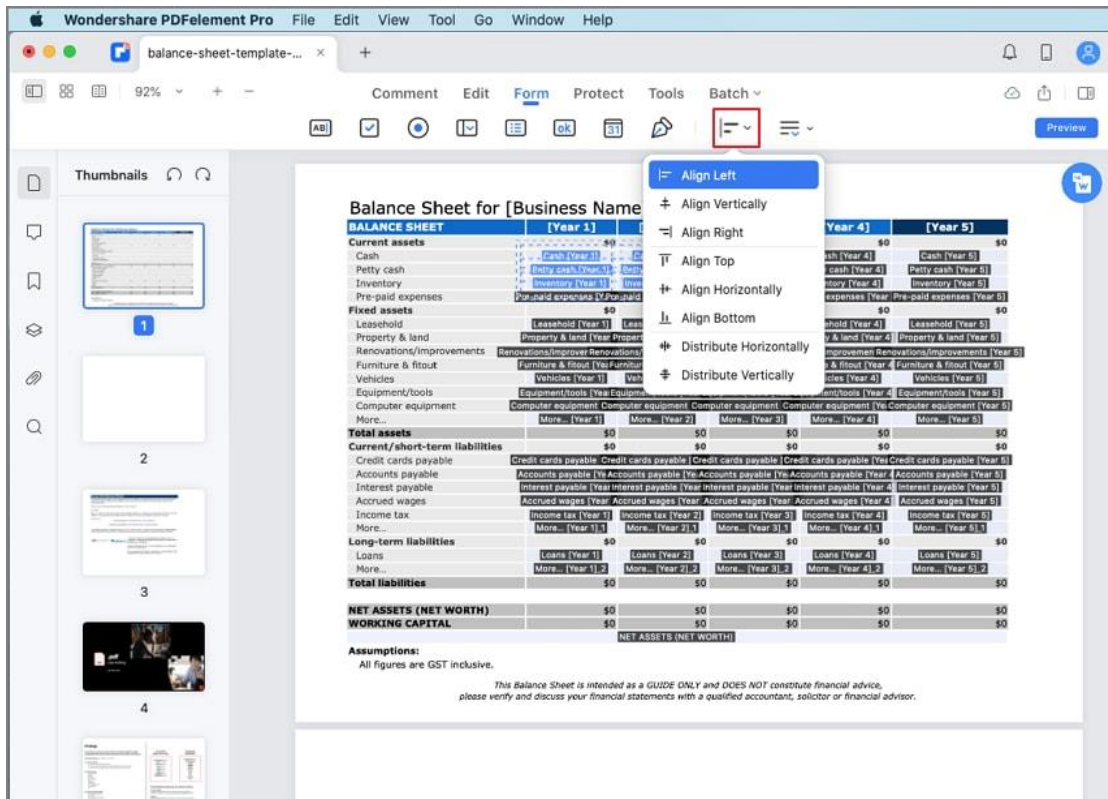


Fill PDF

PDF Form Alignment on Mac

PDFelement for Mac supports selecting multiple form fields to help you align and distribute the form fields effortlessly.

- After opening the PDF file with the interactive forms, please click the "Align" button under the "Form" tab.
- Hold the Command key to click multiple fields to select them simultaneously.
- Click the "Align" or "Distribute" options to align.

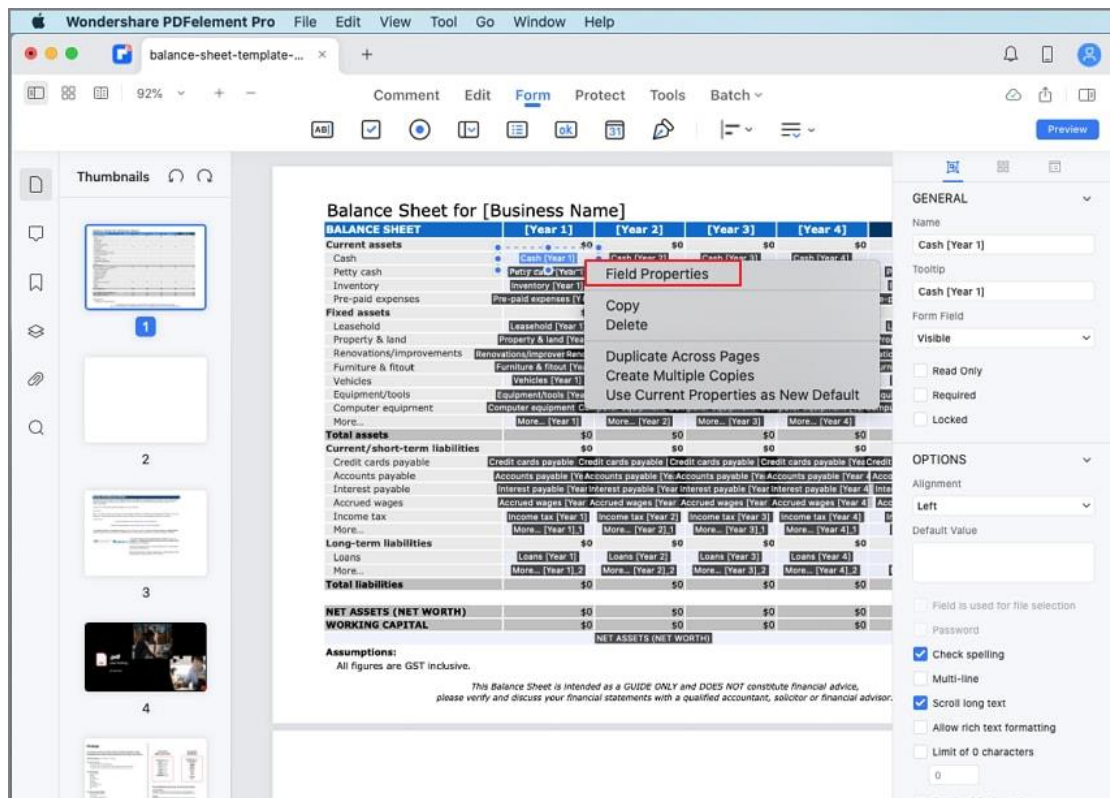


PDF Form Properties on Mac

After adding the form field, you can move it to a new location, or resize it by dragging the edge of the box. You can also modify form fields' properties that apply formatting, options, appearance, and actions on the right-side panel.

Different form fields or boxes have different properties. The following example of Text Field is for your reference.

- Open a PDF file with interactive fields, select the text field you want to edit, right-click it and choose Properties to open the right-side properties panel.



- General: You can set the other common properties on each of the available tabs as needed, including the following:
- Name: Each form field has a unique name.
- Tooltip: Tooltip text appears when the mouse hovers over the form field, which is used to give instructions on how to fill in the form field.
- Form Field: Specify the visibility and editing permissions of the form field.
- Options: Set alignment and the default value of the filled-in text. You can also set spelling check, multi-line, scroll long-text, rich text formatting, or limit of characters available for that text field. Check the "Comb of characters" to build a comb filed which is meant for typing characters in independent boxes.

The screenshot displays the Wondershare PDFelement Pro interface. The main window shows a 'Balance Sheet for [Business Name]' template with columns for [Year 1], [Year 2], [Year 3], and [Year 4]. The table includes sections for Current assets, Fixed assets, Current/short-term liabilities, and Long-term liabilities, culminating in NET ASSETS (NET WORTH) and WORKING CAPITAL. A right-side settings panel is open, showing options for GENERAL (Name, Cash [Year 1], Form Field, Visible, Read Only, Required, Locked) and OPTIONS (Alignment, Left, Default Value, Field used for file selection, Password, Check spelling, Multi-line, Scroll long text, Allow rich text formatting, Limit of 0 characters).

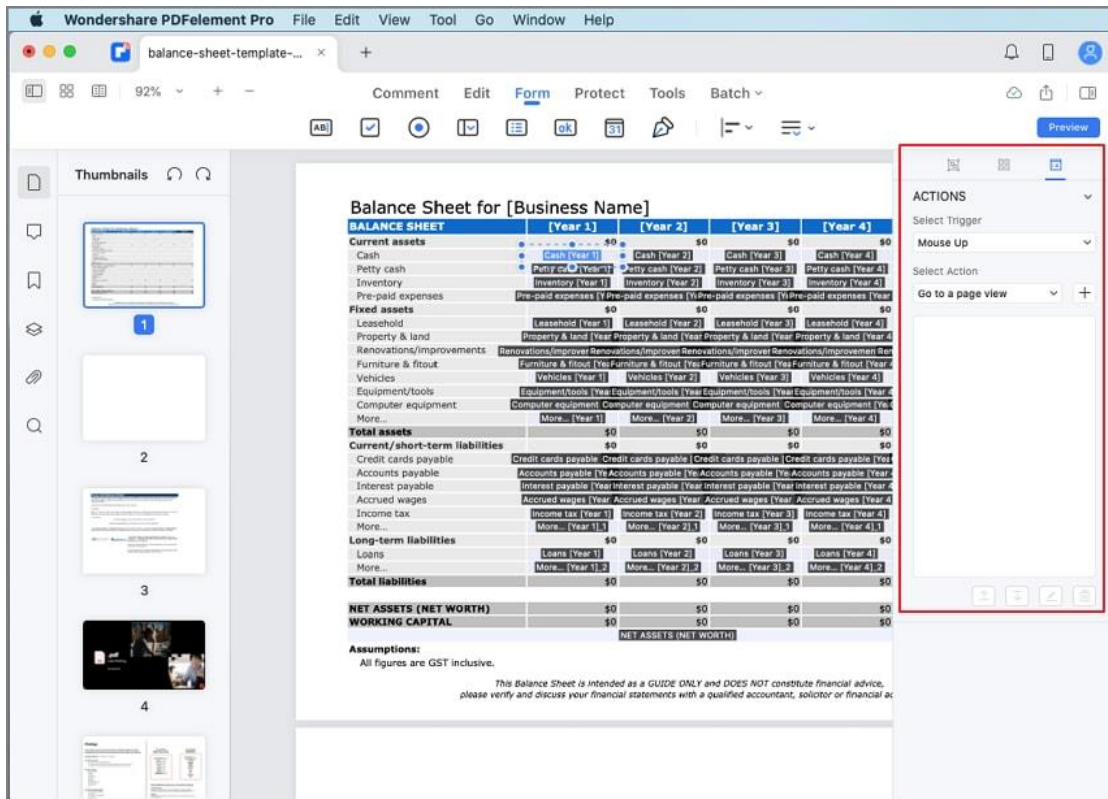
BALANCE SHEET	[Year 1]	[Year 2]	[Year 3]	[Year 4]	\$
Current assets					\$0
Cash	Cash [Year 1]	Cash [Year 2]	Cash [Year 3]	Cash [Year 4]	\$0
Petty cash	Petty cash [Year 1]	Petty cash [Year 2]	Petty cash [Year 3]	Petty cash [Year 4]	\$0
Inventory	Inventory [Year 1]	Inventory [Year 2]	Inventory [Year 3]	Inventory [Year 4]	\$0
Pre-paid expenses	Pre-paid expenses [Year 1]	Pre-paid expenses [Year 2]	Pre-paid expenses [Year 3]	Pre-paid expenses [Year 4]	\$0
Fixed assets					\$0
Leasehold	Leasehold [Year 1]	Leasehold [Year 2]	Leasehold [Year 3]	Leasehold [Year 4]	\$0
Property & land	Property & land [Year 1]	Property & land [Year 2]	Property & land [Year 3]	Property & land [Year 4]	\$0
Renovations/improvements	Renovations/improvements [Year 1]	Renovations/improvements [Year 2]	Renovations/improvements [Year 3]	Renovations/improvements [Year 4]	\$0
Furniture & fitout	Furniture & fitout [Year 1]	Furniture & fitout [Year 2]	Furniture & fitout [Year 3]	Furniture & fitout [Year 4]	\$0
Vehicles	Vehicles [Year 1]	Vehicles [Year 2]	Vehicles [Year 3]	Vehicles [Year 4]	\$0
Equipment/tools	Equipment/tools [Year 1]	Equipment/tools [Year 2]	Equipment/tools [Year 3]	Equipment/tools [Year 4]	\$0
Computer equipment	Computer equipment [Year 1]	Computer equipment [Year 2]	Computer equipment [Year 3]	Computer equipment [Year 4]	\$0
More...	More... [Year 1]	More... [Year 2]	More... [Year 3]	More... [Year 4]	\$0
Total assets	\$0	\$0	\$0	\$0	\$0
Current/short-term liabilities					\$0
Credit cards payable	Credit cards payable [Year 1]	Credit cards payable [Year 2]	Credit cards payable [Year 3]	Credit cards payable [Year 4]	\$0
Accounts payable	Accounts payable [Year 1]	Accounts payable [Year 2]	Accounts payable [Year 3]	Accounts payable [Year 4]	\$0
Interest payable	Interest payable [Year 1]	Interest payable [Year 2]	Interest payable [Year 3]	Interest payable [Year 4]	\$0
Accrued wages	Accrued wages [Year 1]	Accrued wages [Year 2]	Accrued wages [Year 3]	Accrued wages [Year 4]	\$0
Income tax	Income tax [Year 1]	Income tax [Year 2]	Income tax [Year 3]	Income tax [Year 4]	\$0
More...	More... [Year 1]	More... [Year 2]	More... [Year 3]	More... [Year 4]	\$0
Long-term liabilities					\$0
Loans	Loans [Year 1]	Loans [Year 2]	Loans [Year 3]	Loans [Year 4]	\$0
More...	More... [Year 1]	More... [Year 2]	More... [Year 3]	More... [Year 4]	\$0
Total liabilities	\$0	\$0	\$0	\$0	\$0
NET ASSETS (NET WORTH)	\$0	\$0	\$0	\$0	\$0
WORKING CAPITAL	\$0	\$0	\$0	\$0	\$0

- Appearance: You can set the colors of the border and background, the font/size/color of the filled-in text, text format, and the calculations of the field.

The screenshot displays the Wondershare PDFelement Pro interface. The main window shows a 'Balance Sheet for [Business Name]' form with columns for [Year 1], [Year 2], [Year 3], and [Year 4]. The form is divided into sections: Current assets, Fixed assets, Current/short-term liabilities, Long-term liabilities, and a summary section for NET ASSETS (NET WORTH) and WORKING CAPITAL. A right-side panel is open, showing 'APPEARANCE' and 'CALCULATE' options. The 'APPEARANCE' section includes settings for Border Color, Fill Color, Text Color, Font (Helvetica), and Size (Regular). The 'CALCULATE' section includes a dropdown for 'Value is not calculated' and a 'Value is not calculated' label.

BALANCE SHEET	[Year 1]	[Year 2]	[Year 3]	[Year 4]
Current assets	\$0	\$0	\$0	\$0
Cash	Cash (Year 1)	Cash (Year 2)	Cash (Year 3)	Cash (Year 4)
Petty cash	Petty cash (Year 1)	Petty cash (Year 2)	Petty cash (Year 3)	Petty cash (Year 4)
Inventory	Inventory (Year 1)	Inventory (Year 2)	Inventory (Year 3)	Inventory (Year 4)
Pre-paid expenses	Pre-paid expenses (Year 1)	Pre-paid expenses (Year 2)	Pre-paid expenses (Year 3)	Pre-paid expenses (Year 4)
Fixed assets	\$0	\$0	\$0	\$0
Leasehold	Leasehold (Year 1)	Leasehold (Year 2)	Leasehold (Year 3)	Leasehold (Year 4)
Property & land	Property & land (Year 1)	Property & land (Year 2)	Property & land (Year 3)	Property & land (Year 4)
Renovations/improvements	Renovations/improvements (Year 1)	Renovations/improvements (Year 2)	Renovations/improvements (Year 3)	Renovations/improvements (Year 4)
Furniture & fitout	Furniture & fitout (Year 1)	Furniture & fitout (Year 2)	Furniture & fitout (Year 3)	Furniture & fitout (Year 4)
Vehicles	Vehicles (Year 1)	Vehicles (Year 2)	Vehicles (Year 3)	Vehicles (Year 4)
Equipment/tools	Equipment/tools (Year 1)	Equipment/tools (Year 2)	Equipment/tools (Year 3)	Equipment/tools (Year 4)
Computer equipment	Computer equipment (Year 1)	Computer equipment (Year 2)	Computer equipment (Year 3)	Computer equipment (Year 4)
More...	More... (Year 1)	More... (Year 2)	More... (Year 3)	More... (Year 4)
Total assets	\$0	\$0	\$0	\$0
Current/short-term liabilities	\$0	\$0	\$0	\$0
Credit cards payable	Credit cards payable (Year 1)	Credit cards payable (Year 2)	Credit cards payable (Year 3)	Credit cards payable (Year 4)
Accounts payable	Accounts payable (Year 1)	Accounts payable (Year 2)	Accounts payable (Year 3)	Accounts payable (Year 4)
Interest payable	Interest payable (Year 1)	Interest payable (Year 2)	Interest payable (Year 3)	Interest payable (Year 4)
Accrued wages	Accrued wages (Year 1)	Accrued wages (Year 2)	Accrued wages (Year 3)	Accrued wages (Year 4)
Income tax	Income tax (Year 1)	Income tax (Year 2)	Income tax (Year 3)	Income tax (Year 4)
More...	More... (Year 1)	More... (Year 2)	More... (Year 3)	More... (Year 4)
Long-term liabilities	\$0	\$0	\$0	\$0
Loans	Loans (Year 1)	Loans (Year 2)	Loans (Year 3)	Loans (Year 4)
More...	More... (Year 1)	More... (Year 2)	More... (Year 3)	More... (Year 4)
Total liabilities	\$0	\$0	\$0	\$0
NET ASSETS (NET WORTH)	\$0	\$0	\$0	\$0
WORKING CAPITAL	\$0	\$0	\$0	\$0
				NET ASSETS (NET WORTH)

- Actions: Specify the actions associated with the selected form field and the trigger that initiates such action.

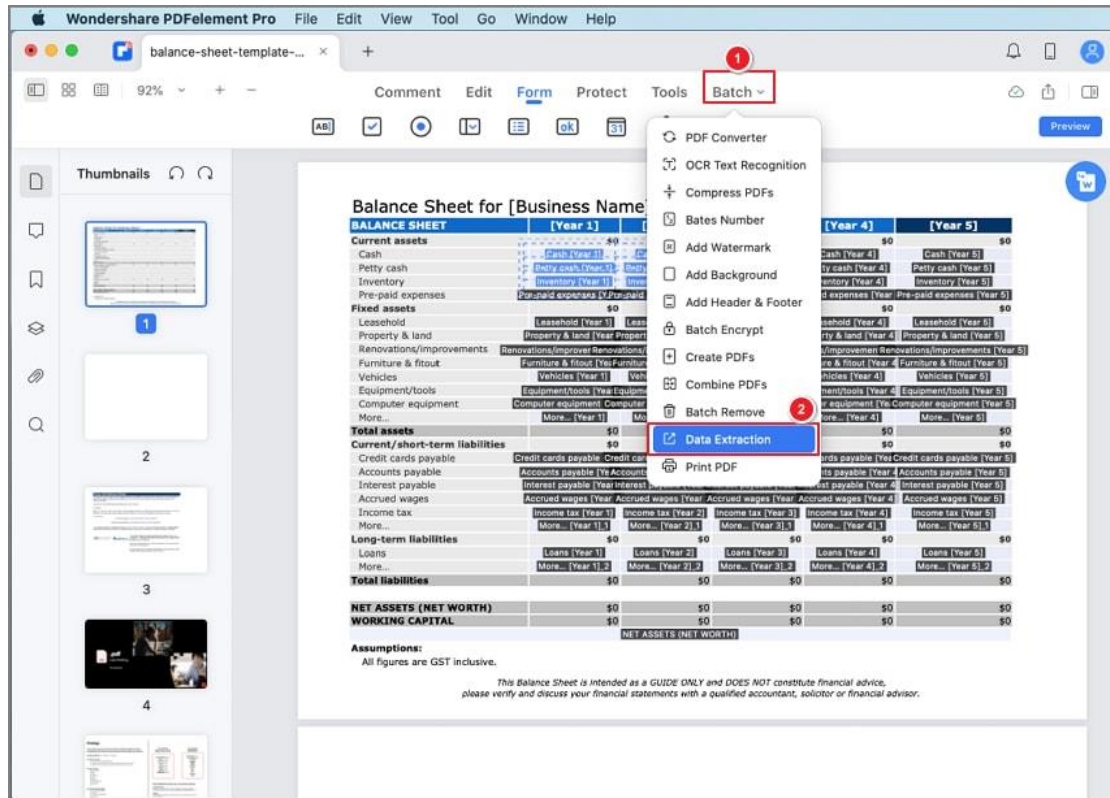


Extract Data from PDF on Mac

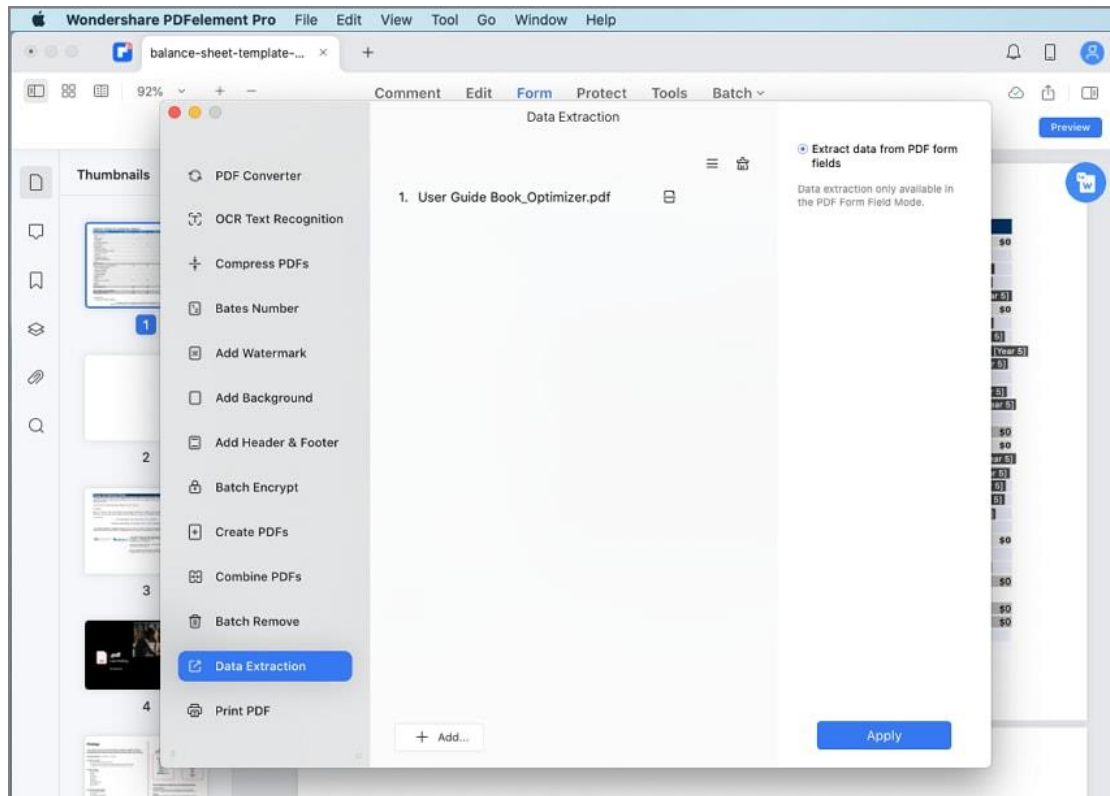
PDFelement for Mac allows you to extract data from fillable form fields to CSV files, where you can collect and manage the extracted data.

Data Extraction feature is only available in the PDF Form Field Mode. If your PDF file is the fillable form, you can click the "Batch" button after opening a PDF file, or directly select the "Batch PDF" tool on the Homepage, then click "Data Extraction". If your PDF file does not contain the fillable form, please refer to the chapters of "How to Turn PDF to Fillable Form Automatically on Mac" and "How to Make a PDF Fillable on Mac Manually" to create the fillable forms first. (If you

have not installed the OCR plugin before performing "Data Extraction", it will ask you to download such plugin first.)



Add a file(s) in the pop-up window, click the "Apply" button, select the destination folder of the output file(s), and click "Save" to start the extraction. After processing, the extracted .csv file will be created and saved to your selected destination.



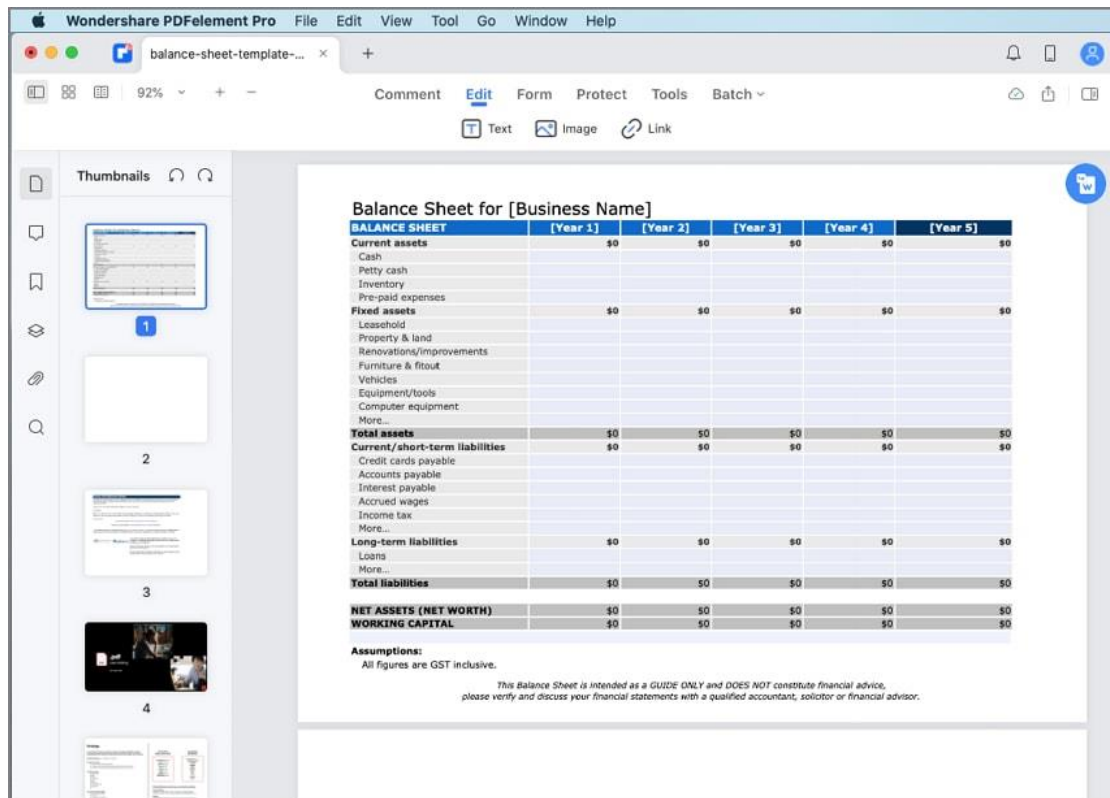
How to Fill PDF on Mac

There are two kinds of PDF form files. One is a PDF file with fillable fields, which enables you to fill in the form directly by clicking the form fields without using other features. This is called an Interactive PDF Form. The other is a plain PDF file with lines and texts, which should be filled with the typewriter feature or by creating a fillable form in PDFelement. This is called a Non-interactive PDF form.

1. Fill in interactive forms.

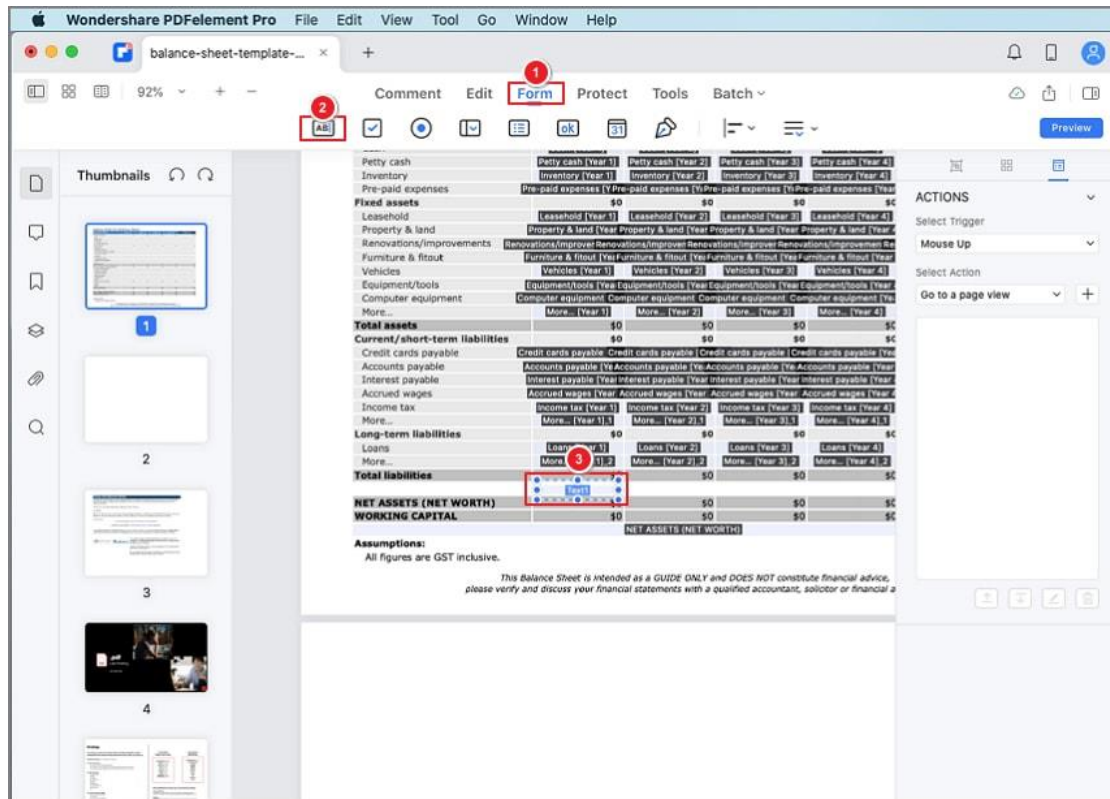
- To fill in an interactive PDF form, open the form within PDFelement for Mac.

- Click on the fillable fields or boxes to input text.
- Click "File > Save" or press the "Command+S" keys to save the form into a local folder.



2. Fill in non-interactive forms.

If a PDF form contains non-interactive form fields, you can fill in the form by clicking the "Form" > "Text Field" button to add text.



How to Make a PDF Fillable on Mac Manually

PDFelement for Mac provides a complete form toolkit with various form field options which are used to create specific field type. In order to create, please click the "Form" button first, and then click the following buttons below it to create form fields.

- Text Field: Text field is used for inputting information allowing for both alpha and numeric values to be included.
- Check Box: Check boxes allow for multiple selections to be chosen from a list of given options.

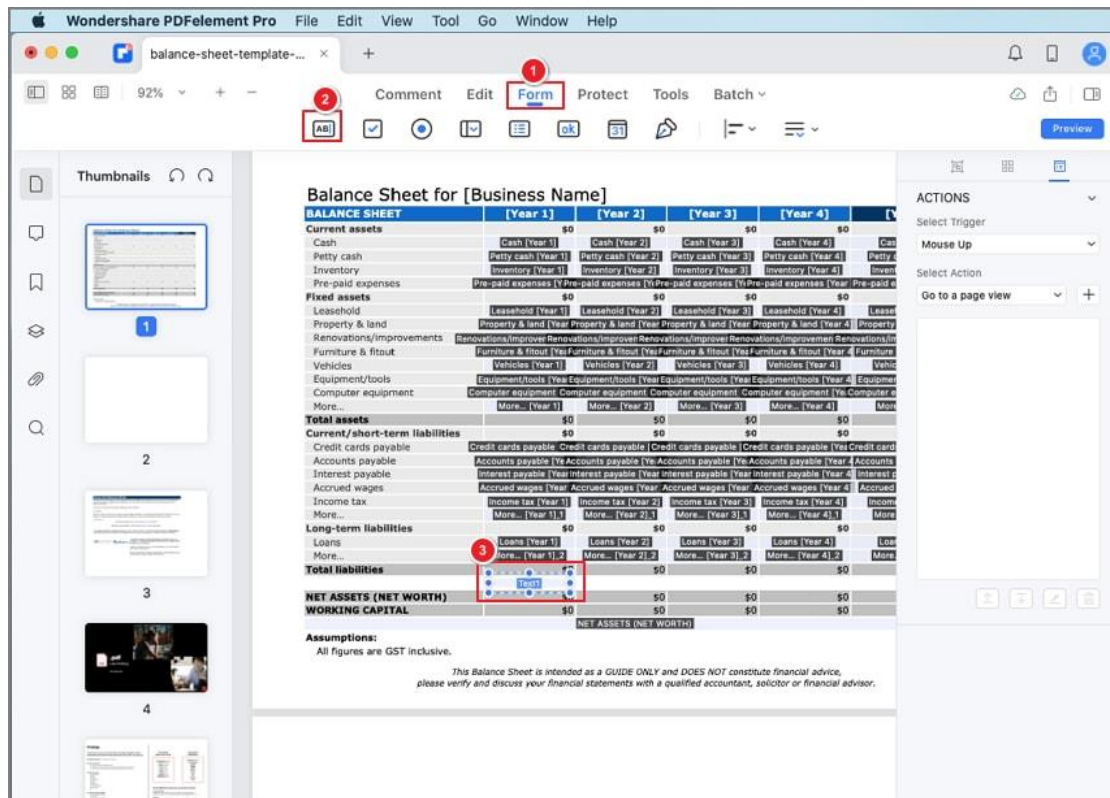
- **Radio Button:** Radio Buttons are also used for making selection, except for that only one selection is allowed to be checked. Once one of the radio buttons is selected, the remaining buttons will turn to grey and be non-selectable.
- **Dropdown:** A Dropdown supplies a list that can be accessed by clicking on the downward-facing arrow. You can choose a single item among the expanded list to fill in the specific field.
- **List Box:** List Boxes provide multiple choices in the form of a scroll-down list. You can press the Command key while selecting to choose more than one options at the same time.
- **Button:** Buttons are used for triggering an action, such as submitting the form or resetting the form.
- **Digital Signature:** A digital signature can be used to authenticate the identity of a user as well as the document content. It stores information about the signer along with the date, time, and state of the document when it was signed.

1. Add text field

Click the Organize Pages Button on the top left.

- Click the "Form" menu on the Main Toolbar.

- Select the "Text Field" icon and then choose the location in the document that you need to add a text field element. The text field will be labeled as "Text" by default.



- Click on the text field or right-click the field and select "Properties" to modify its properties on the right-side panel.
- In the "General" option, you are able to alter the name of the field.
- "Options" allow you to set the alignment mode for the text, and also add in a "Default Value" for the text box as needed. You can also set spelling check, multi-line, scroll long-text, rich text formatting, limit of characters, and comb of characters available for that text field.

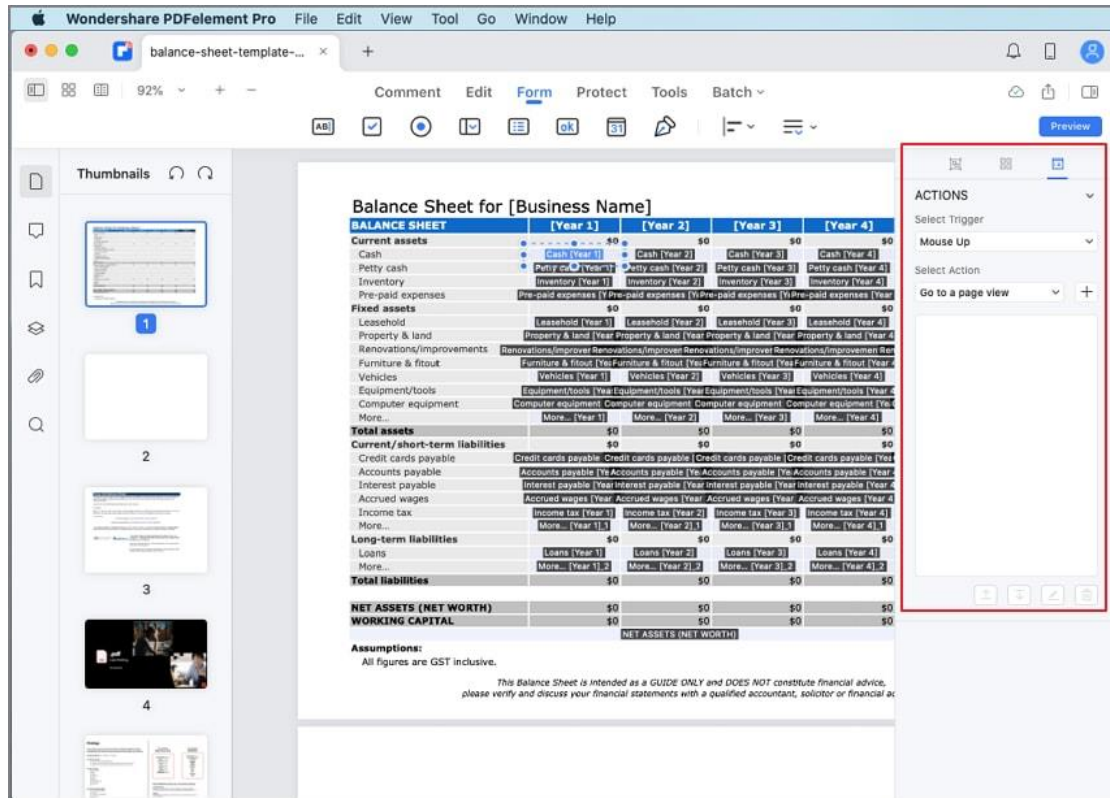
- If you need to alter the boxes appearance that can be completed through the "Appearance" option on the top middle of right side.
- To format the text field, select a format category from the "Format" tab in the right side.
- If the data in the text field is for calculation, check the calculate option and define the existing fields in which the data will be calculated by clicking the "... " button. For example, the following is the property for Text6 on the PDF, and after settings this, it will calculate $\text{Text6} = \text{Text2} + \text{Text3}$. When you input data in Text2 and Text3, Text6 will get the sum result automatically.

The screenshot displays the Wondershare PDFelement Pro interface with a balance sheet template open. The main window shows a table titled "Balance Sheet for [Business Name]" with columns for [Year 1], [Year 2], [Year 3], and [Year 4]. The table is divided into sections: Current assets, Fixed assets, Current/short-term liabilities, Long-term liabilities, and Total liabilities. Below the table, there are sections for "NET ASSETS (NET WORTH)" and "WORKING CAPITAL".

On the right side, the "APPEARANCE" and "FORMAT" panels are visible. The "CALCULATE" dropdown menu is highlighted with a red box, showing options for "Value is not calculated" and a button with three dots "...".

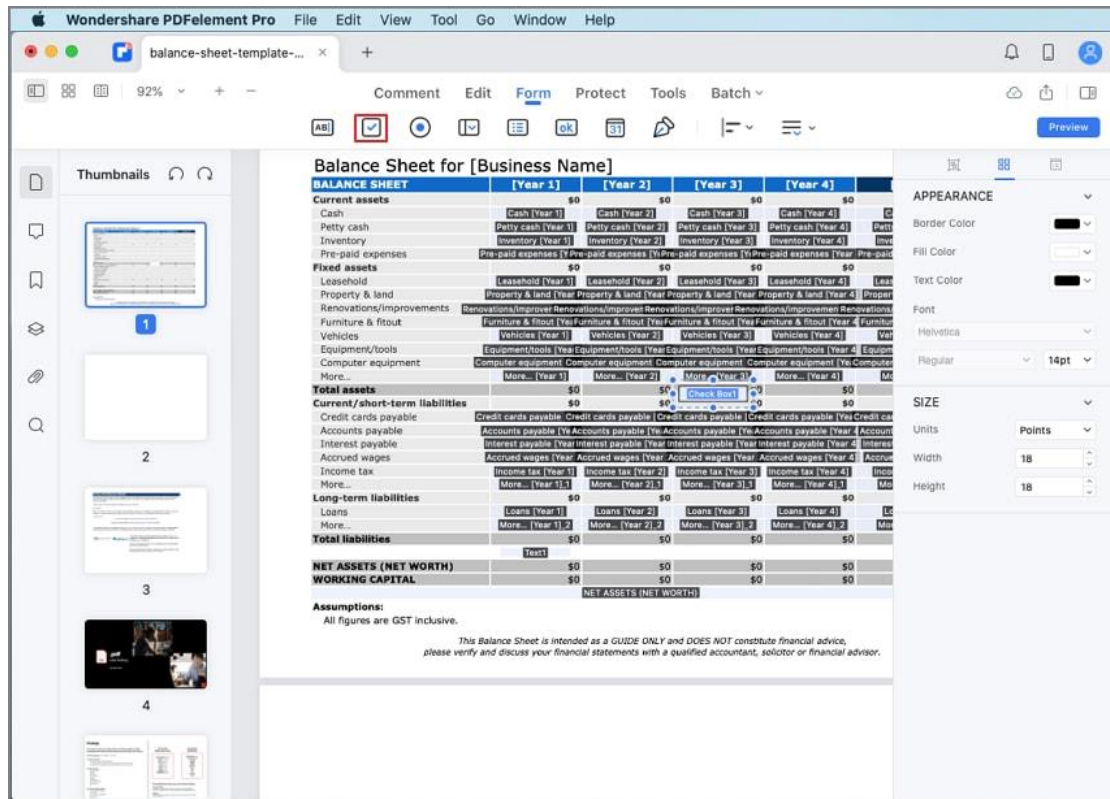
BALANCE SHEET	[Year 1]	[Year 2]	[Year 3]	[Year 4]
Current assets	\$0	\$0	\$0	\$0
Cash	Cash (Year 1)	Cash (Year 2)	Cash (Year 3)	Cash (Year 4)
Petty cash	Petty cash (Year 1)	Petty cash (Year 2)	Petty cash (Year 3)	Petty cash (Year 4)
Inventory	Inventory (Year 1)	Inventory (Year 2)	Inventory (Year 3)	Inventory (Year 4)
Pre-paid expenses	Pre-paid expenses (Year 1)	Pre-paid expenses (Year 2)	Pre-paid expenses (Year 3)	Pre-paid expenses (Year 4)
Fixed assets	\$0	\$0	\$0	\$0
Leasehold	Leasehold (Year 1)	Leasehold (Year 2)	Leasehold (Year 3)	Leasehold (Year 4)
Property & land	Property & land (Year 1)	Property & land (Year 2)	Property & land (Year 3)	Property & land (Year 4)
Renovations/improvements	Renovations/improvements (Year 1)	Renovations/improvements (Year 2)	Renovations/improvements (Year 3)	Renovations/improvements (Year 4)
Furniture & fitout	Furniture & fitout (Year 1)	Furniture & fitout (Year 2)	Furniture & fitout (Year 3)	Furniture & fitout (Year 4)
Vehicles	Vehicles (Year 1)	Vehicles (Year 2)	Vehicles (Year 3)	Vehicles (Year 4)
Equipment/tools	Equipment/tools (Year 1)	Equipment/tools (Year 2)	Equipment/tools (Year 3)	Equipment/tools (Year 4)
Computer equipment	Computer equipment (Year 1)	Computer equipment (Year 2)	Computer equipment (Year 3)	Computer equipment (Year 4)
More...	More... (Year 1)	More... (Year 2)	More... (Year 3)	More... (Year 4)
Total assets	\$0	\$0	\$0	\$0
Current/short-term liabilities	\$0	\$0	\$0	\$0
Credit cards payable	Credit cards payable (Year 1)	Credit cards payable (Year 2)	Credit cards payable (Year 3)	Credit cards payable (Year 4)
Accounts payable	Accounts payable (Year 1)	Accounts payable (Year 2)	Accounts payable (Year 3)	Accounts payable (Year 4)
Interest payable	Interest payable (Year 1)	Interest payable (Year 2)	Interest payable (Year 3)	Interest payable (Year 4)
Accrued wages	Accrued wages (Year 1)	Accrued wages (Year 2)	Accrued wages (Year 3)	Accrued wages (Year 4)
Income tax	Income tax (Year 1)	Income tax (Year 2)	Income tax (Year 3)	Income tax (Year 4)
More...	More... (Year 1)	More... (Year 2)	More... (Year 3)	More... (Year 4)
Long-term liabilities	\$0	\$0	\$0	\$0
Loans	Loans (Year 1)	Loans (Year 2)	Loans (Year 3)	Loans (Year 4)
More...	More... (Year 1)	More... (Year 2)	More... (Year 3)	More... (Year 4)
Total liabilities	\$0	\$0	\$0	\$0
NET ASSETS (NET WORTH)	\$0	\$0	\$0	\$0
WORKING CAPITAL	\$0	\$0	\$0	\$0

- Choose the actions and triggering mode for the text field in the "Actions" tab.



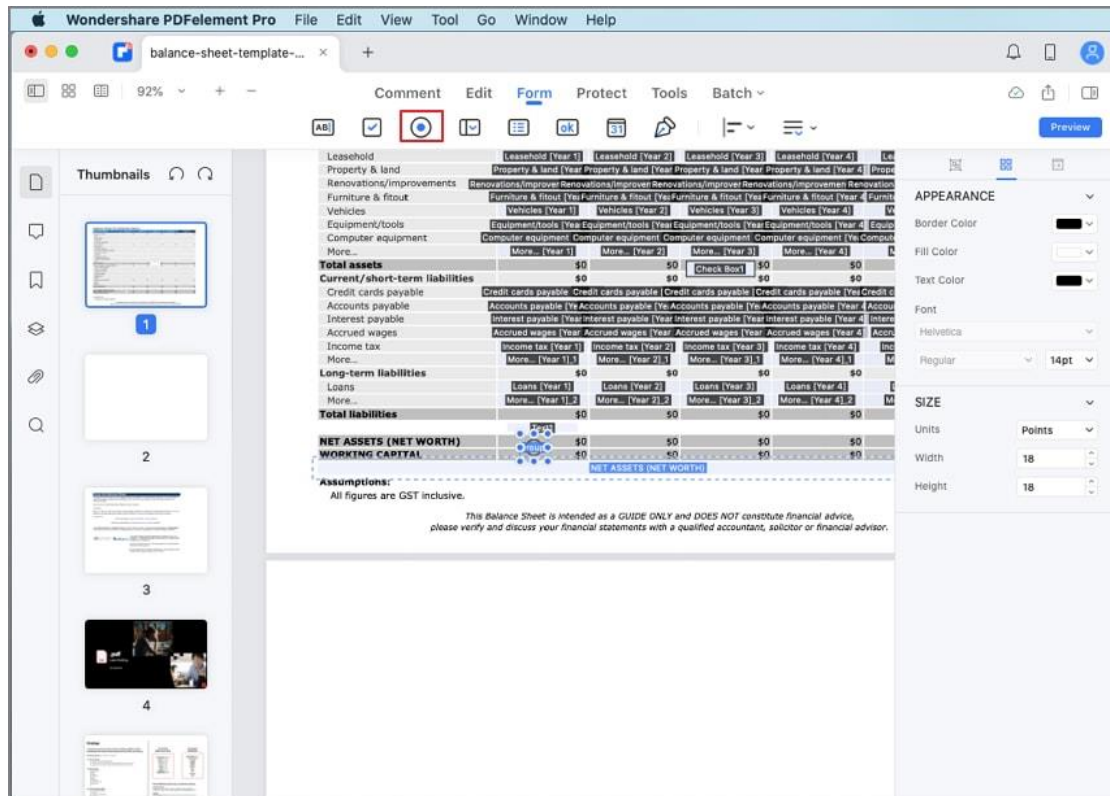
2. Add check box

- Under the "Form" tab, click the "Check Box" icon, and drag the mouse to the place that you require the check box.
- In the right-side panel, define its name and modify its appearance as needed.
- In the "Options", you can pick the check box style and modify the export value.
- Choose the triggering actions for the check box in the "Action" tab.



3. Add radio button

- To add a radio button, select the radio button icon under the "Form", click on the PDF page.
- In the right-side panel, define its name and modify its appearance as needed.
- Select the button style under the "Options". If you want all radio buttons checked when one button is selected, check the option of "Button with the same name and choice are selected in unison".
- Modify the actions for the radio button in the "Actions" tab.

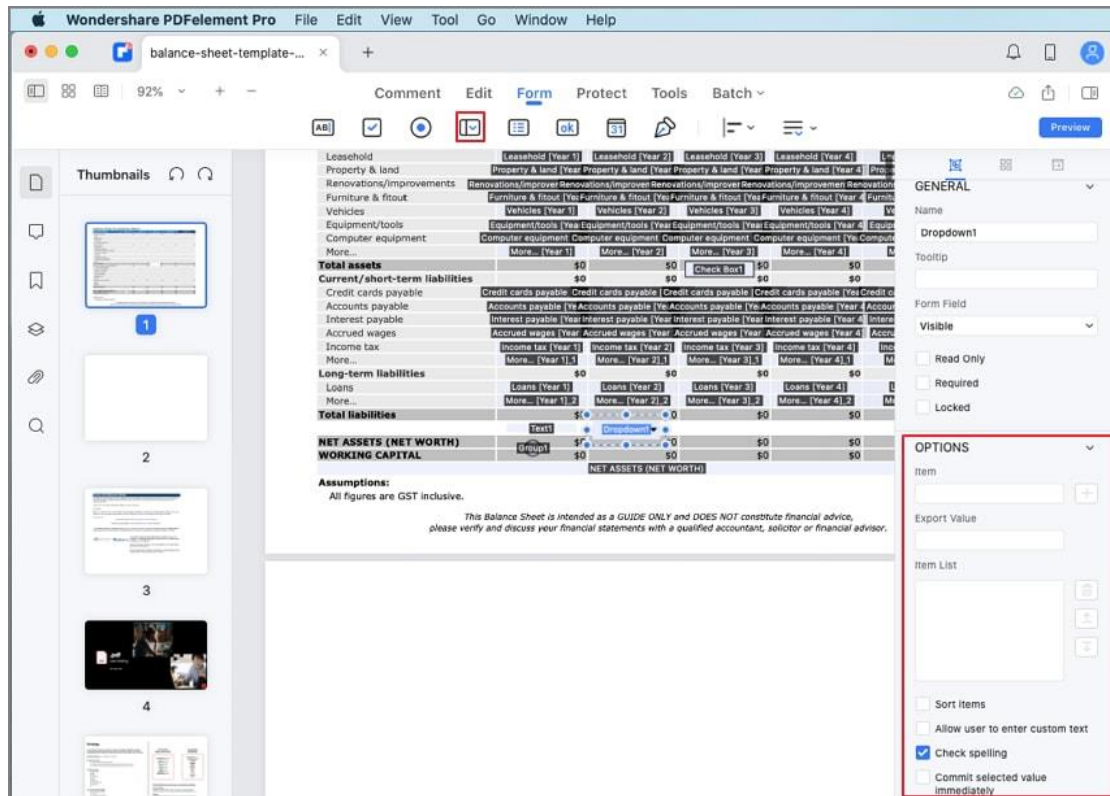


4. Add a dropdown

- Under the "Form" tab, click the "Dropdown" icon. Drag your mouse cursor to add a dropdown on the PDF page.
- In the right-side panel, define its name and modify its appearance as needed.
- In the "Options" tab, add an item and enter an export value in the "Export Value" text box. Repeat this step until you have all of the items that you need.
- Check the "Sort items" option if you want all the items stored by alphabetical order. To manually reorder the items, choose the item, and

click the "Move Up" and "Move Down" buttons. If you want to remove an item, select it and click the "Remove" button.

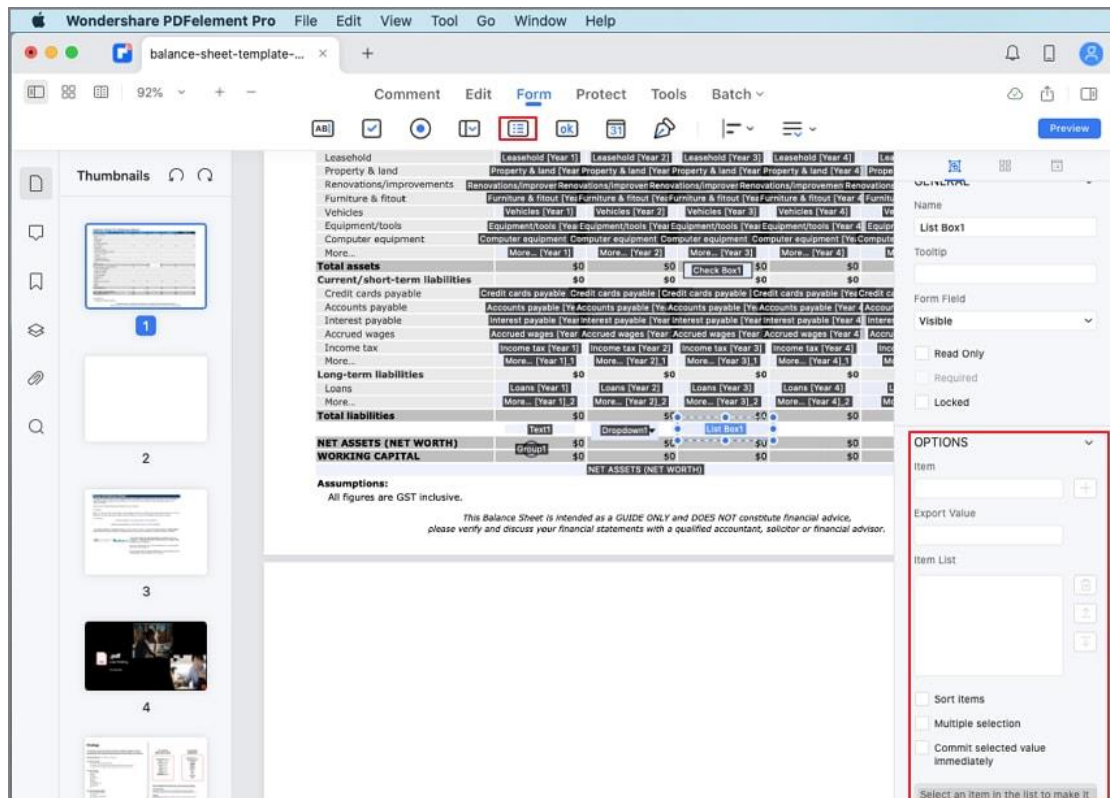
- If you are looking to have the information submitted by the user, check the "Allow user to enter custom text" option.



5. Add a list box

- Find the list box icon from the "Form" tab, and click on the page to insert the list box.
- In the "Option" window, add the new item and include an export value into the "Export Value" field.
- You can arrange the items by alphabetic order by clicking "Sort items".

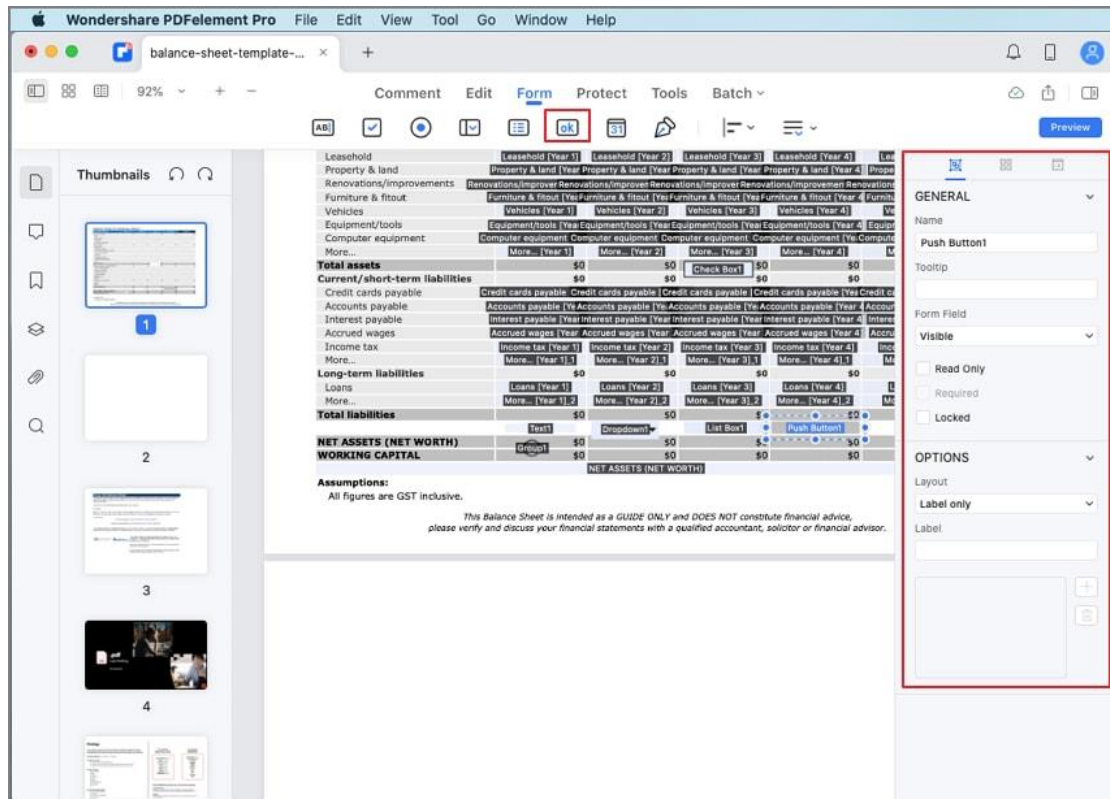
- If you want the respondent to select multiple items at the same time, check the "Multiple selection" option.
- Create actions for the list box field in the "Action" tab.



6. Add a button

- Click the "Button" icon under the "Form" tab. Drag your cursor to add a button to the desired location.
- In the right-side panel, define its name and modify its appearance as needed.
- In the "Options" part, you can define the button layout. Choose your preferred icon from the local folder and give it a label in the "Label" text box, and then select the button layout.

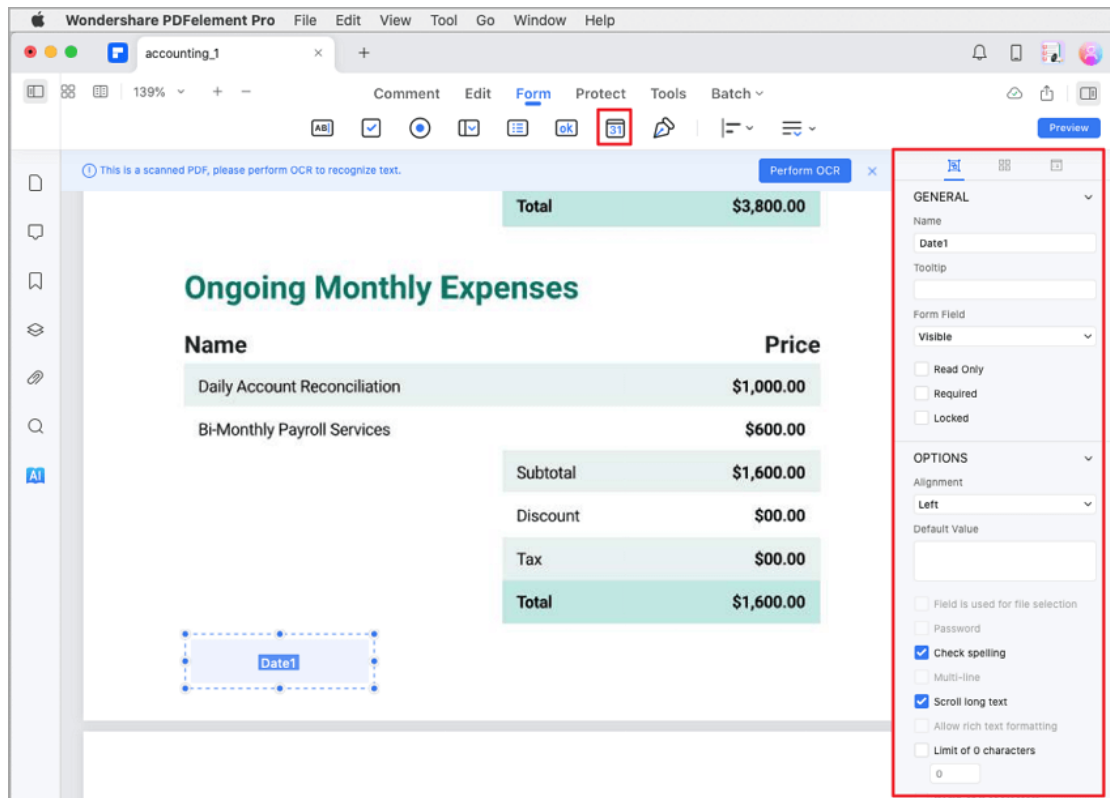
- Customize the actions for the button field in the "Actions" tab.



7. Add a date field

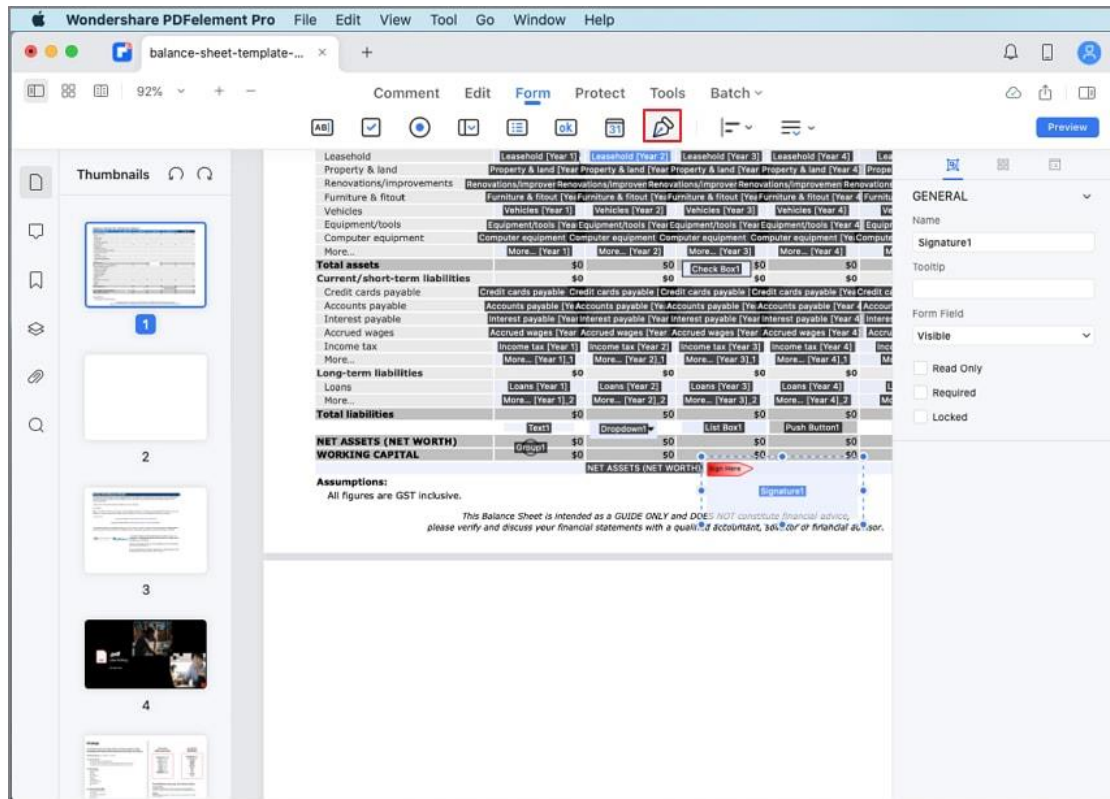
- Head to the "Form" tab, and locate the "Date" icon. Effortlessly drag and drop it to your desired position on the PDF page.
- To fine-tune the date field, navigate to the right-side panel. Here, you can specify its name and customize its appearance.
- If necessary, enhance user guidance by adding a tooltip to the date field.
- In the "Options" tab, streamline data entry by assigning a default value in the designated "Default Value" text box.

- For an additional layer of accuracy, activate the "Check spelling" option if you wish PDFelement to scrutinize the input spelling within this field. If required, define a character limit to ensure concise entries.

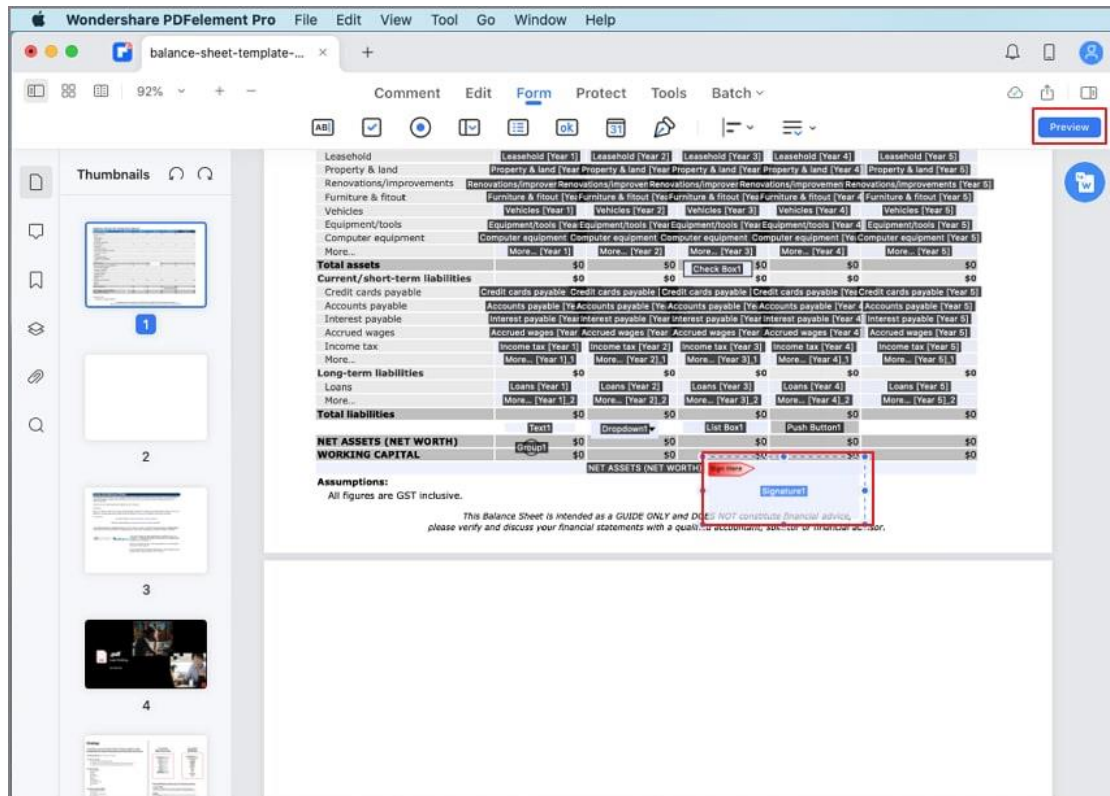


8. Add a digital signature

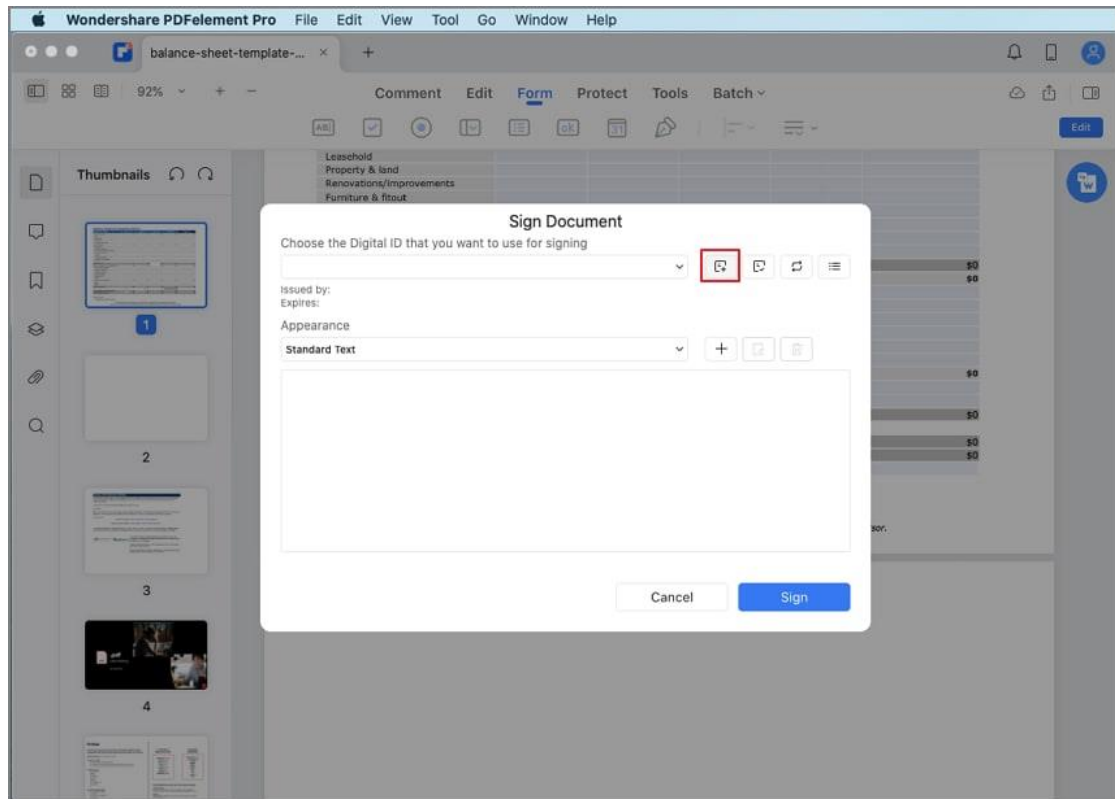
- You can use PDFelement Professional for Mac to create a digital signature field by clicking the "Form" > "Digital Signatures" button, then send the PDF file to others to add digital signatures.



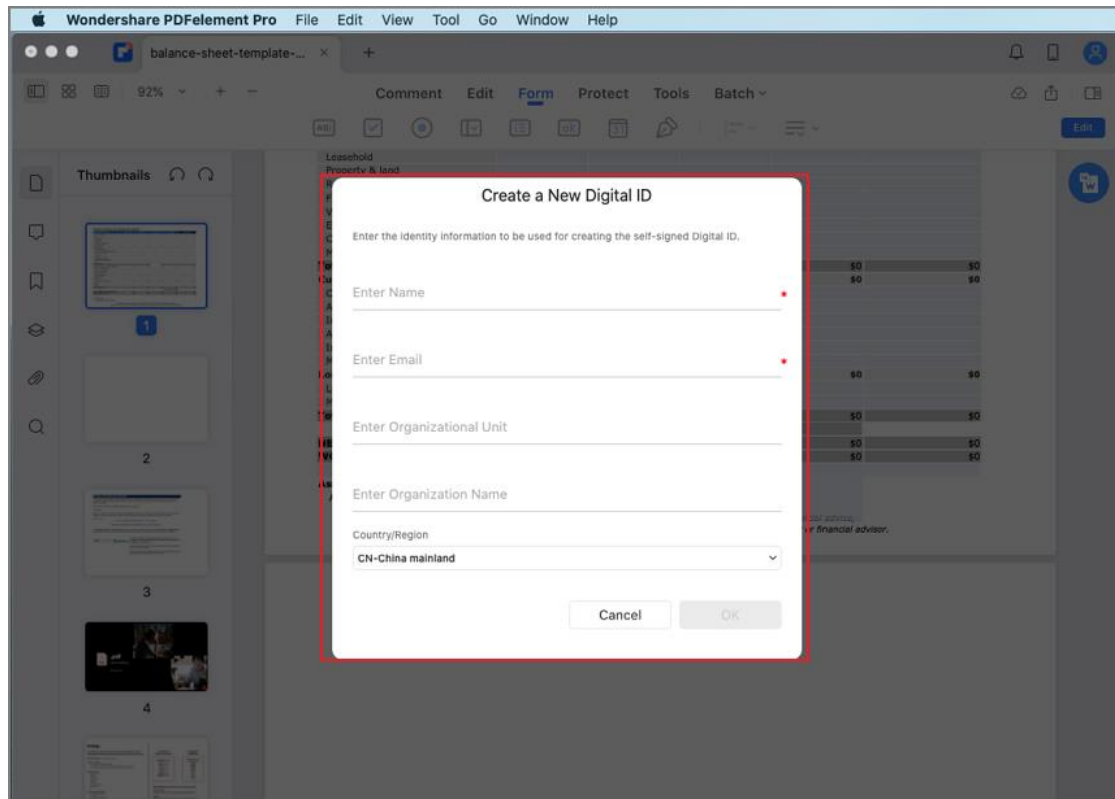
- Or you can use our program to add the digital signatures directly. After adding a digital signature field, please click the "Preview" button, then click the "Sign Here" symbol.



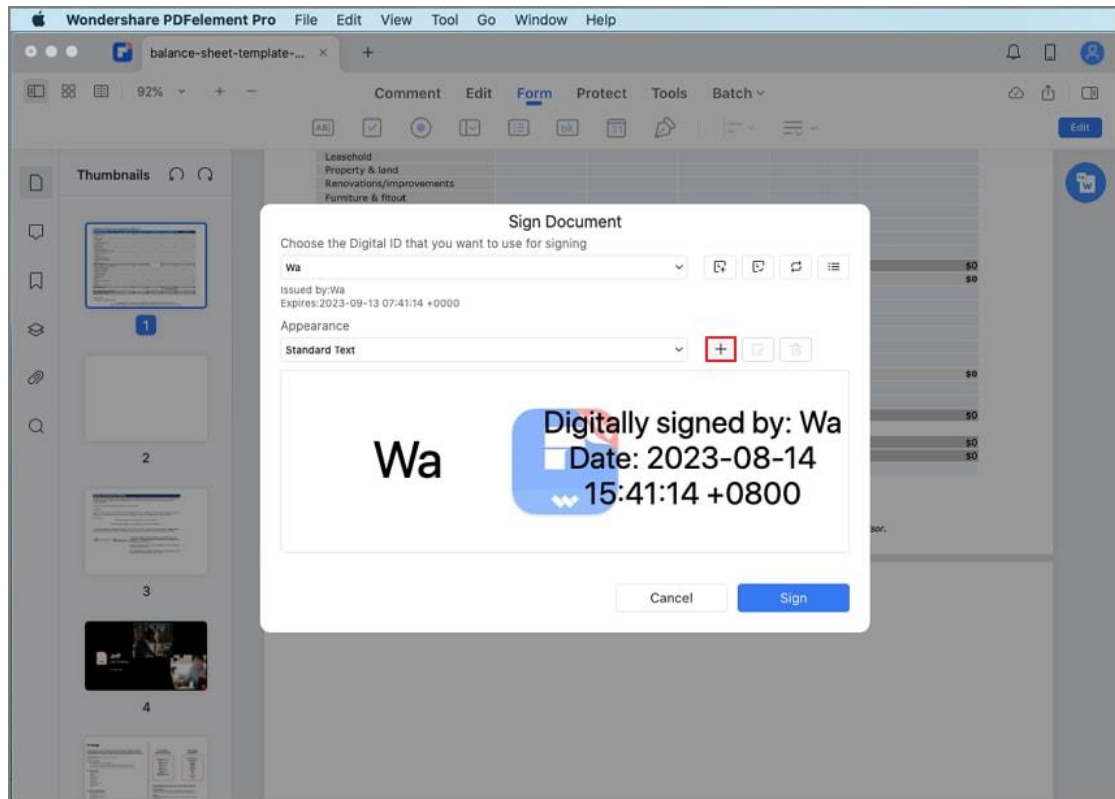
- In the pop-up window, choose a digital ID. If you do not have any ID yet, please click the "Create" button to create one.



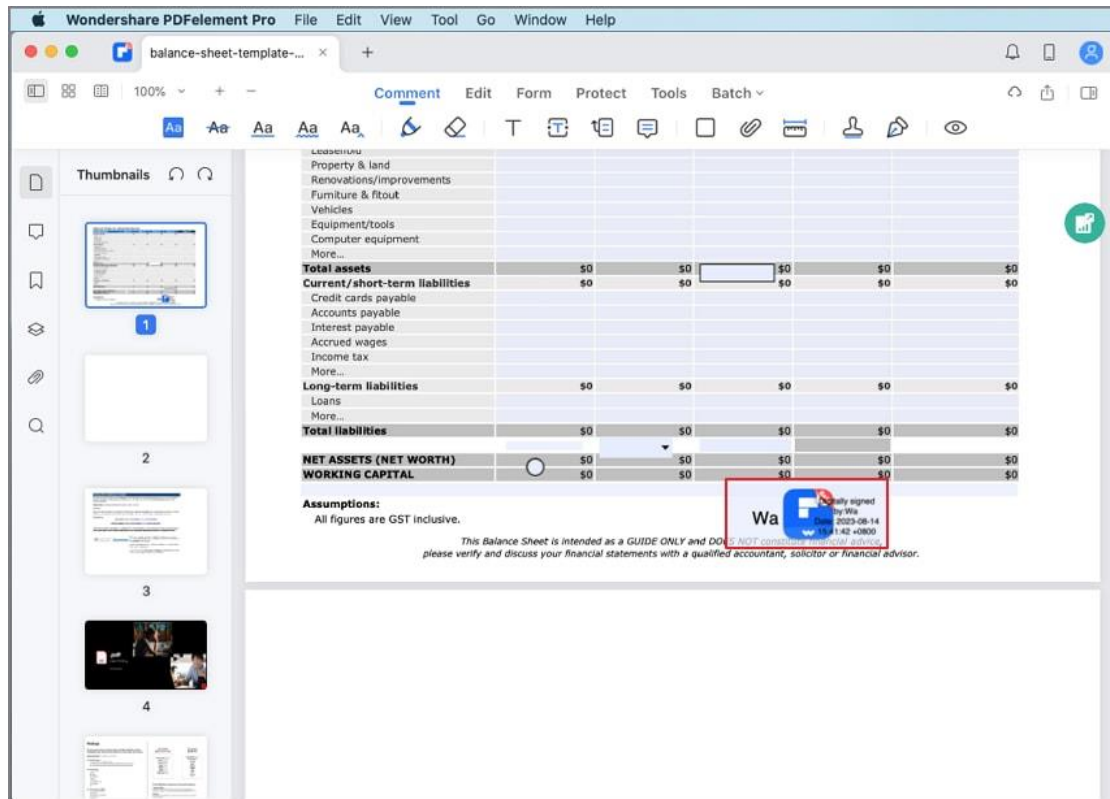
- In the pop-up windows, enter the Identity information to be used for creating the self - signed Digital ID, and then click the "OK" button.



- It will go back to the first "Sign Document" window and you can preview your digital signature. You can also click the "Create" button under the "Appearance" tab to change the style of your Digital signature.



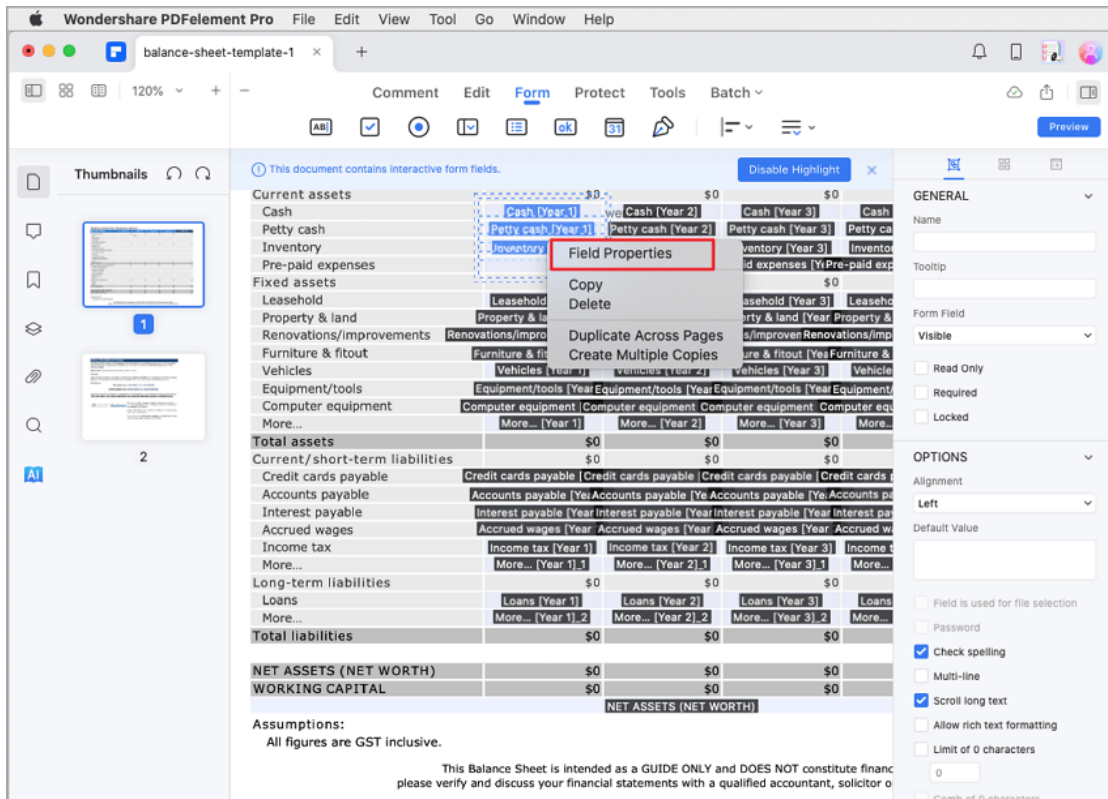
- Click the "Sign" button and save your file, the digital signature will be applied in it directly.



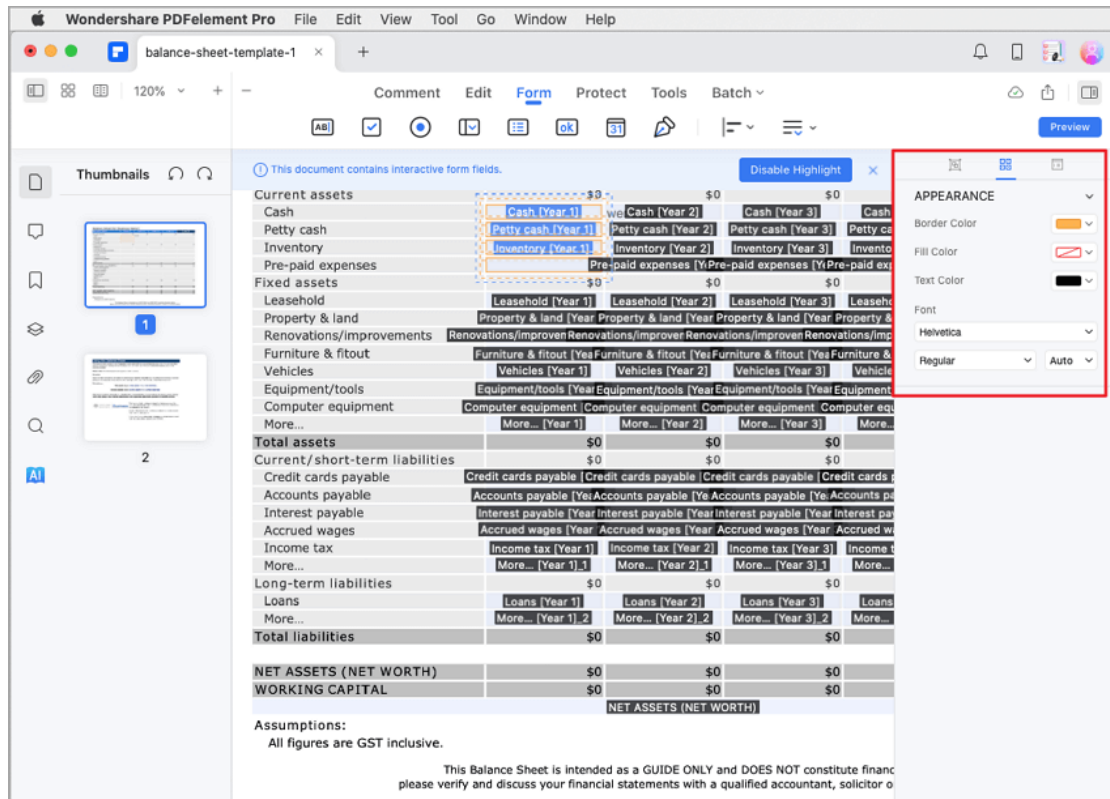
9. Batch Modify Field Properties

PDFelement empowers you to efficiently adjust properties for multiple form fields in a single action on your Mac.

- Highlight and select multiple form fields on your PDF document. Perform a right-click. From the ensuing menu, opt for "Field Properties."



- The comprehensive form field property panel will appear on the right, enabling you to simultaneously define the name, alignment, options, appearance, and actions of the selected form fields in one go.

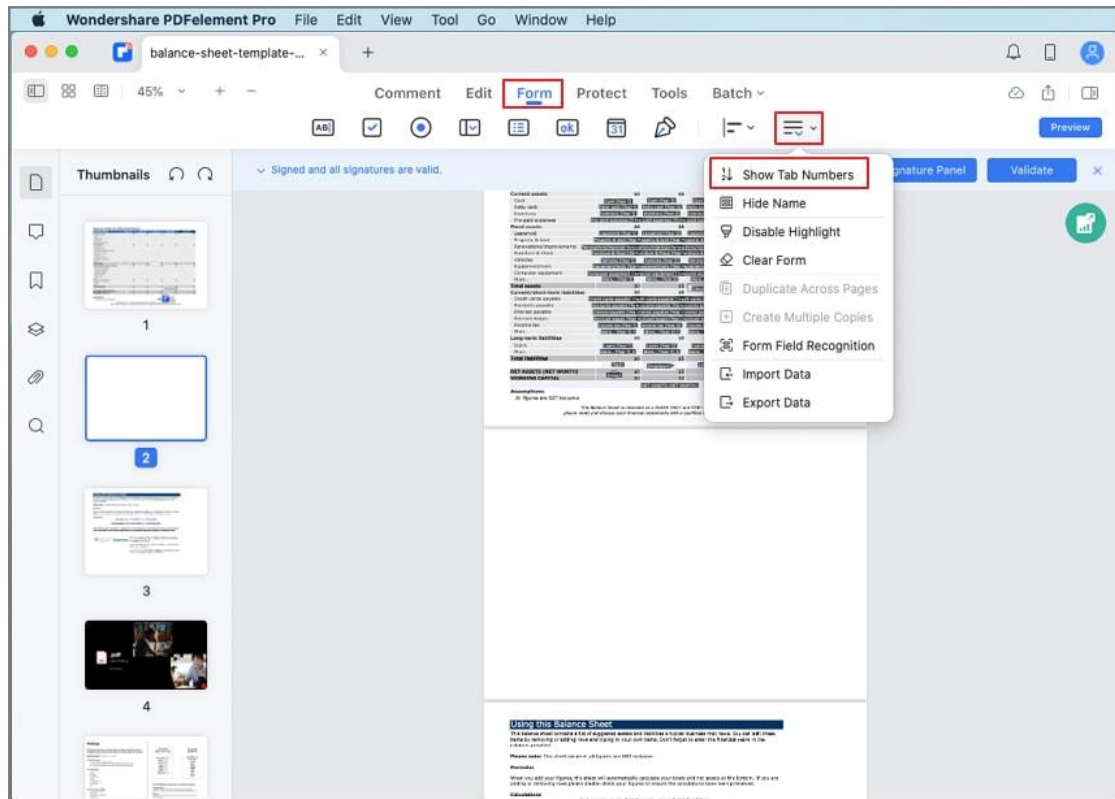


Set Tab Number on Mac

PDFelement for Mac let you set the tab numbers of the form field you created.

By default, the tab number is the order of creating these fields and buttons. If you want to customize the tab number, follow the steps below.

- Go to Form and unfold the "More" menu. Then click "Show Tab Numbers", you'll be able to see the default field order when you use the Tab key to enter.
- You can click a form field and change the order manually if you'd like.
- The tab numbers will decide **the order of data** when you try to extract data from the PDF form.



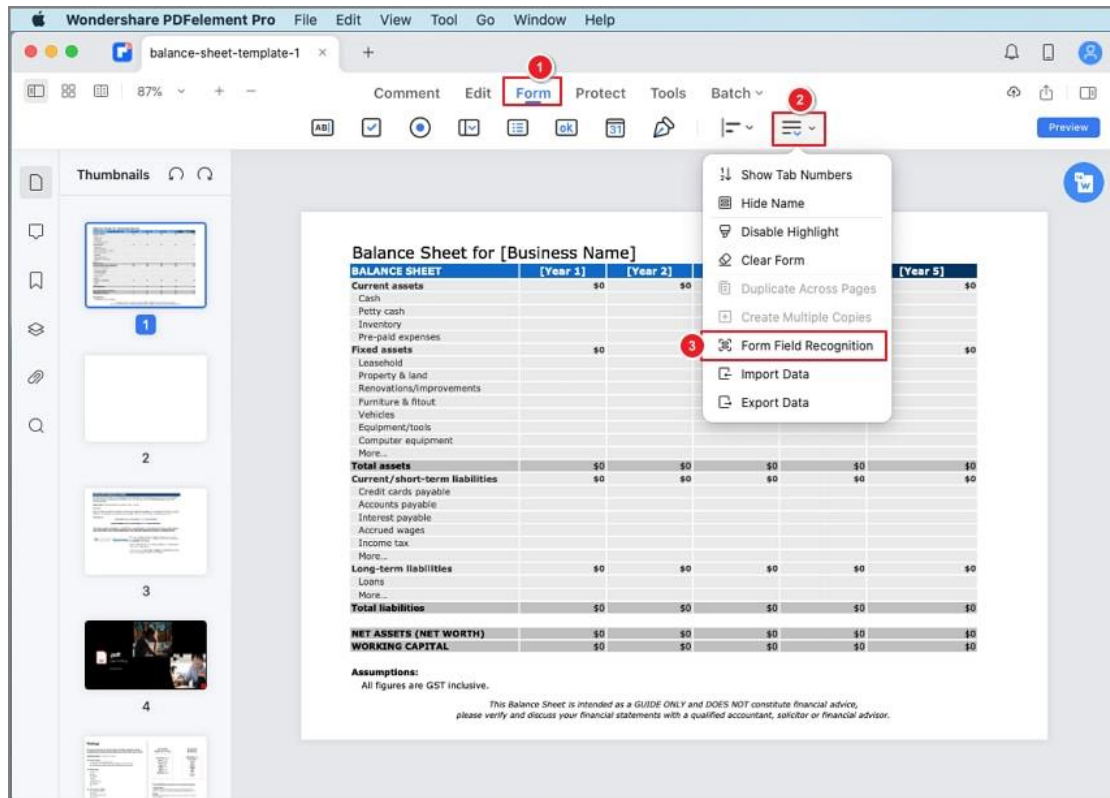
How to Turn PDF to Fillable Form Automatically on Mac

PDFelement Professional supports creating interactive forms automatically with one click, which can dramatically improve your efficiency. If you have a non-interactive PDF form containing blank lines and tables, the document is not a fillable form and will not be useable.

- After opening it in our program, you can click the "Form" > "More" icon and select the "Form Field Recognition" button to recognize the blanks and tables automatically, then you will get the fillable fields.

Note:

The form field recognition operation cannot be undone.



- All the corresponding types of form fields will be automatically named with the text near the form fields.

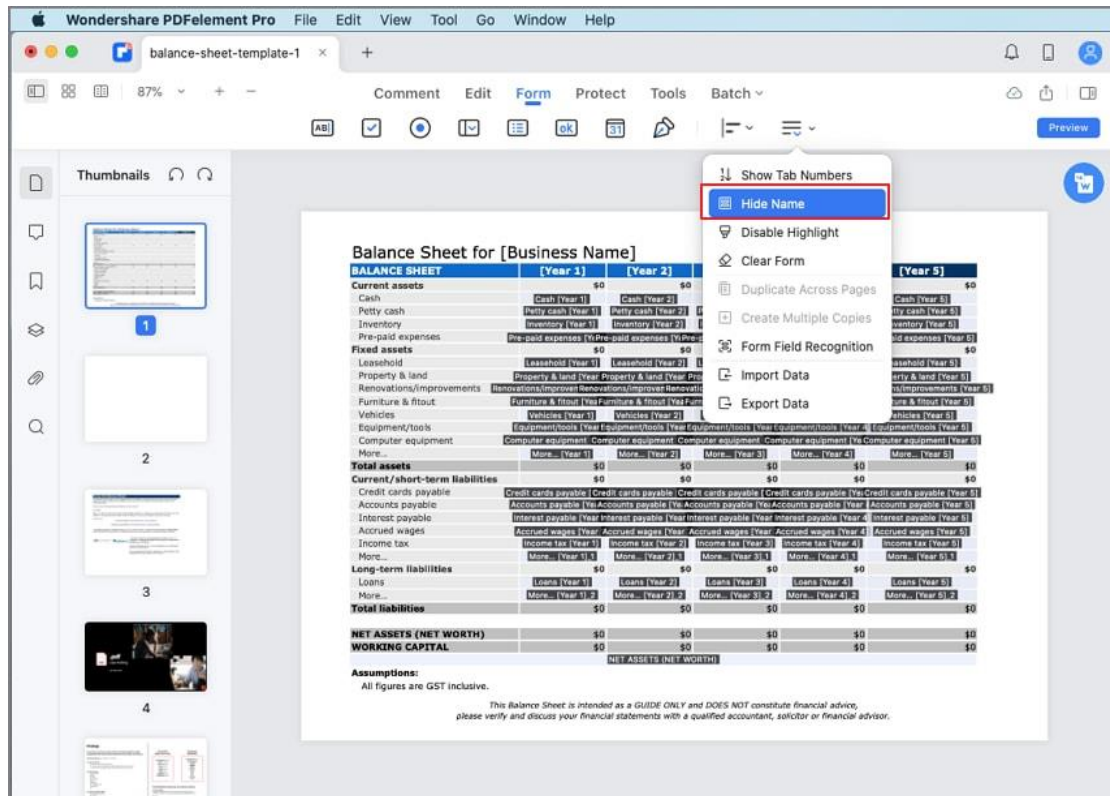
Balance Sheet for [Business Name]

BALANCE SHEET	[Year 1]	[Year 2]	[Year 3]	[Year 4]	[Year 5]
Current assets	\$0	\$0	\$0	\$0	\$0
Cash	Cash (Year 1)	Cash (Year 2)	Cash (Year 3)	Cash (Year 4)	Cash (Year 5)
Petty cash	Petty cash (Year 1)	Petty cash (Year 2)	Petty cash (Year 3)	Petty cash (Year 4)	Petty cash (Year 5)
Inventory	Inventory (Year 1)	Inventory (Year 2)	Inventory (Year 3)	Inventory (Year 4)	Inventory (Year 5)
Pre-paid expenses	Pre-paid expenses (Year 1)	Pre-paid expenses (Year 2)	Pre-paid expenses (Year 3)	Pre-paid expenses (Year 4)	Pre-paid expenses (Year 5)
Fixed assets	\$0	\$0	\$0	\$0	\$0
Leasehold	Leasehold (Year 1)	Leasehold (Year 2)	Leasehold (Year 3)	Leasehold (Year 4)	Leasehold (Year 5)
Property & land	Property & land (Year 1)	Property & land (Year 2)	Property & land (Year 3)	Property & land (Year 4)	Property & land (Year 5)
Renovations/improvements	Renovations/improvements (Year 1)	Renovations/improvements (Year 2)	Renovations/improvements (Year 3)	Renovations/improvements (Year 4)	Renovations/improvements (Year 5)
Furniture & fitout	Furniture & fitout (Year 1)	Furniture & fitout (Year 2)	Furniture & fitout (Year 3)	Furniture & fitout (Year 4)	Furniture & fitout (Year 5)
Vehicles	Vehicles (Year 1)	Vehicles (Year 2)	Vehicles (Year 3)	Vehicles (Year 4)	Vehicles (Year 5)
Equipment/tools	Equipment/tools (Year 1)	Equipment/tools (Year 2)	Equipment/tools (Year 3)	Equipment/tools (Year 4)	Equipment/tools (Year 5)
Computer equipment	Computer equipment (Year 1)	Computer equipment (Year 2)	Computer equipment (Year 3)	Computer equipment (Year 4)	Computer equipment (Year 5)
More...	More... (Year 1)	More... (Year 2)	More... (Year 3)	More... (Year 4)	More... (Year 5)
Total assets	\$0	\$0	\$0	\$0	\$0
Current/short-term liabilities	\$0	\$0	\$0	\$0	\$0
Credit cards payable	Credit cards payable (Year 1)	Credit cards payable (Year 2)	Credit cards payable (Year 3)	Credit cards payable (Year 4)	Credit cards payable (Year 5)
Accounts payable	Accounts payable (Year 1)	Accounts payable (Year 2)	Accounts payable (Year 3)	Accounts payable (Year 4)	Accounts payable (Year 5)
Interest payable	Interest payable (Year 1)	Interest payable (Year 2)	Interest payable (Year 3)	Interest payable (Year 4)	Interest payable (Year 5)
Accrued wages	Accrued wages (Year 1)	Accrued wages (Year 2)	Accrued wages (Year 3)	Accrued wages (Year 4)	Accrued wages (Year 5)
Income tax	Income tax (Year 1)	Income tax (Year 2)	Income tax (Year 3)	Income tax (Year 4)	Income tax (Year 5)
More...	More... (Year 1)	More... (Year 2)	More... (Year 3)	More... (Year 4)	More... (Year 5)
Long-term liabilities	\$0	\$0	\$0	\$0	\$0
Loans	Loans (Year 1)	Loans (Year 2)	Loans (Year 3)	Loans (Year 4)	Loans (Year 5)
More...	More... (Year 1)	More... (Year 2)	More... (Year 3)	More... (Year 4)	More... (Year 5)
Total liabilities	\$0	\$0	\$0	\$0	\$0
NET ASSETS (NET WORTH)	\$0	\$0	\$0	\$0	\$0
WORKING CAPITAL	\$0	\$0	\$0	\$0	\$0
	NET ASSETS (NET WORTH)				

Assumptions:
All figures are GST inclusive.

This Balance Sheet is intended as a GUIDE ONLY and DOES NOT constitute financial advice, please verify and discuss your financial statements with a qualified accountant, solicitor or financial advisor.

- Click the "Hide Name" button, then place the cursor in the field that you wish to fill in, and enter the information requested.



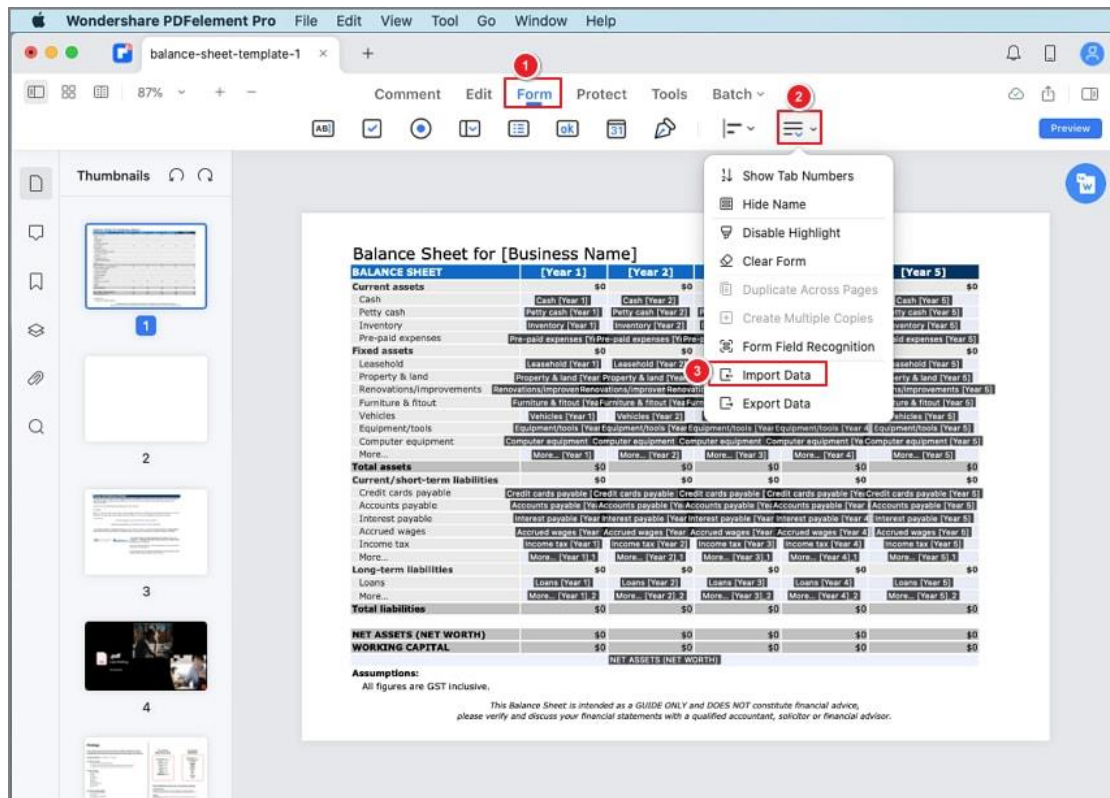
Import/Export PDF Form Data on Mac

You can import or extract data from PDF files with interactive form fields.

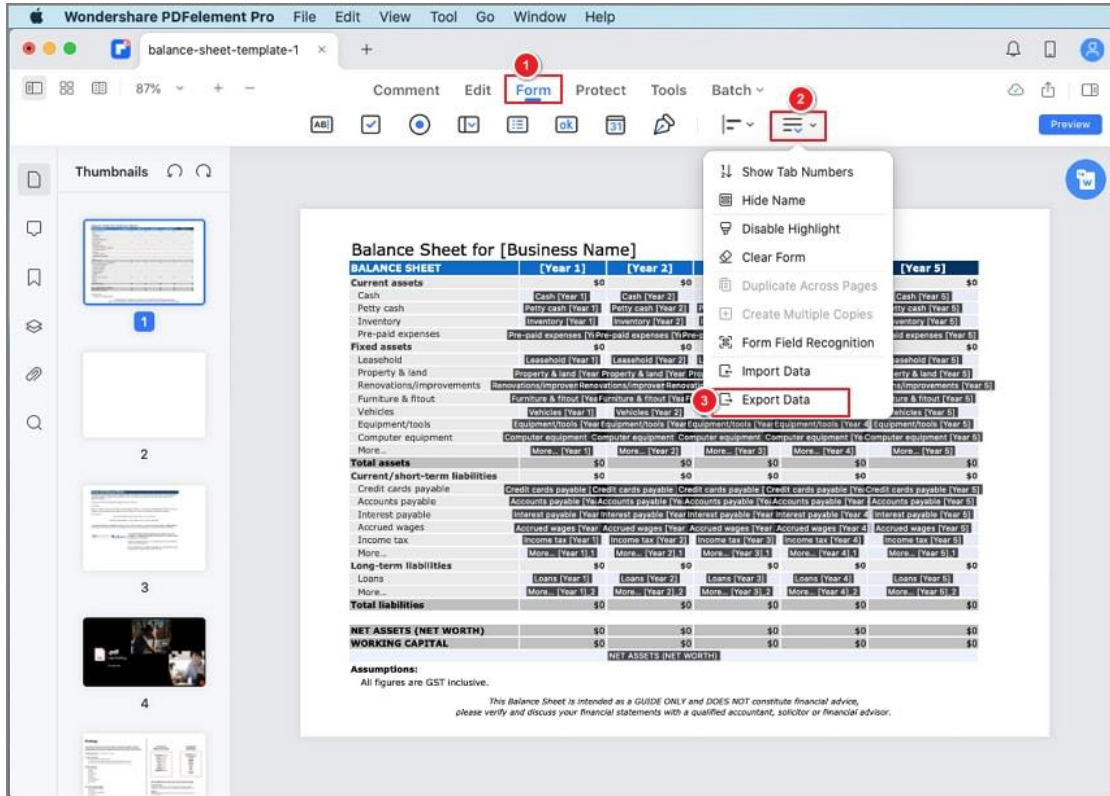
1. Import form data on Mac.

In some working cases, you may receive an FDF file, a text document generated by exporting data from the form fields of a PDF. You might need to view the data in the complete PDF rather than the data-only file. PDFelement for Mac enables you to import information into the original file.

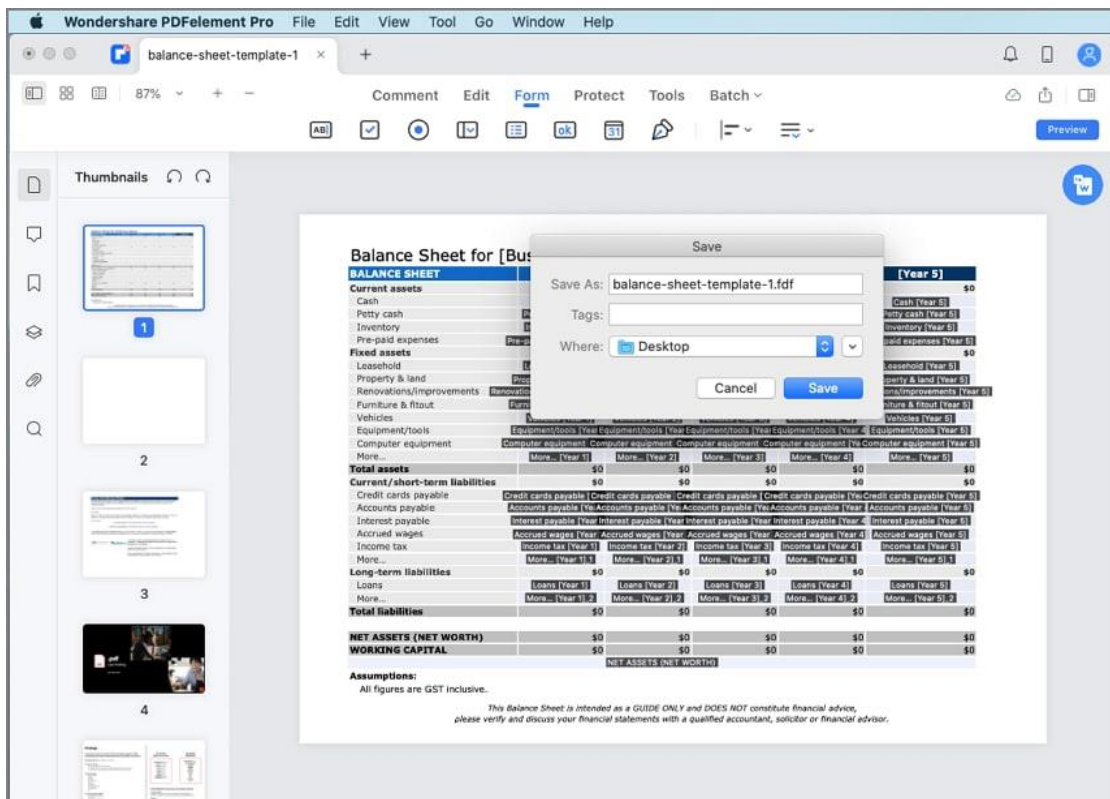
Open the PDF form into which you want to import data. Next, click Form on the Main Toolbar, select More Tools in the Secondary Toolbar, and click Import Data.



In the pop-up dialog, browse your computer to open the FDF file and import the data to the original PDF.



In the pop-up dialog, name the output FDF file and choose its location.



Protect & Sign PDF

How to Password Protect a PDF on Mac

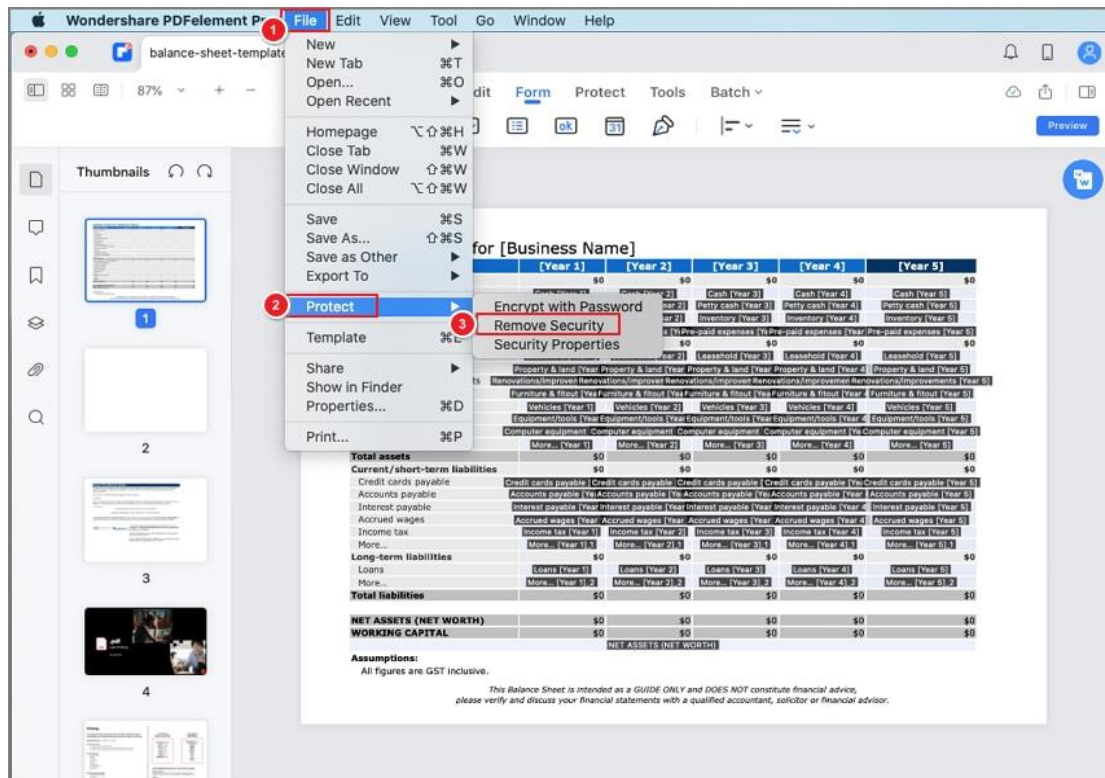
PDF security includes features like encryption and permission that ensure data integrity. In addition, for security reasons, there may be limitations on who is allowed to open, edit, or print a PDF document. Wondershare PDFelement for Mac supports setting an open password or permission password to your PDF files.

1. Encrypt with a password.

You can encrypt your PDF file with an Open Password or a Permission Password. If you set the open password to your document, users can only view your document by entering the correct password. If you set the permission password to your document, users will be asked to input the password before editing or changing this PDF document.

Open Password

- After opening the PDF file in the program, please click the "File" > "Protect" > "Encrypt with Password" button.



- In the pop-up Security Settings window, choose the security settings.

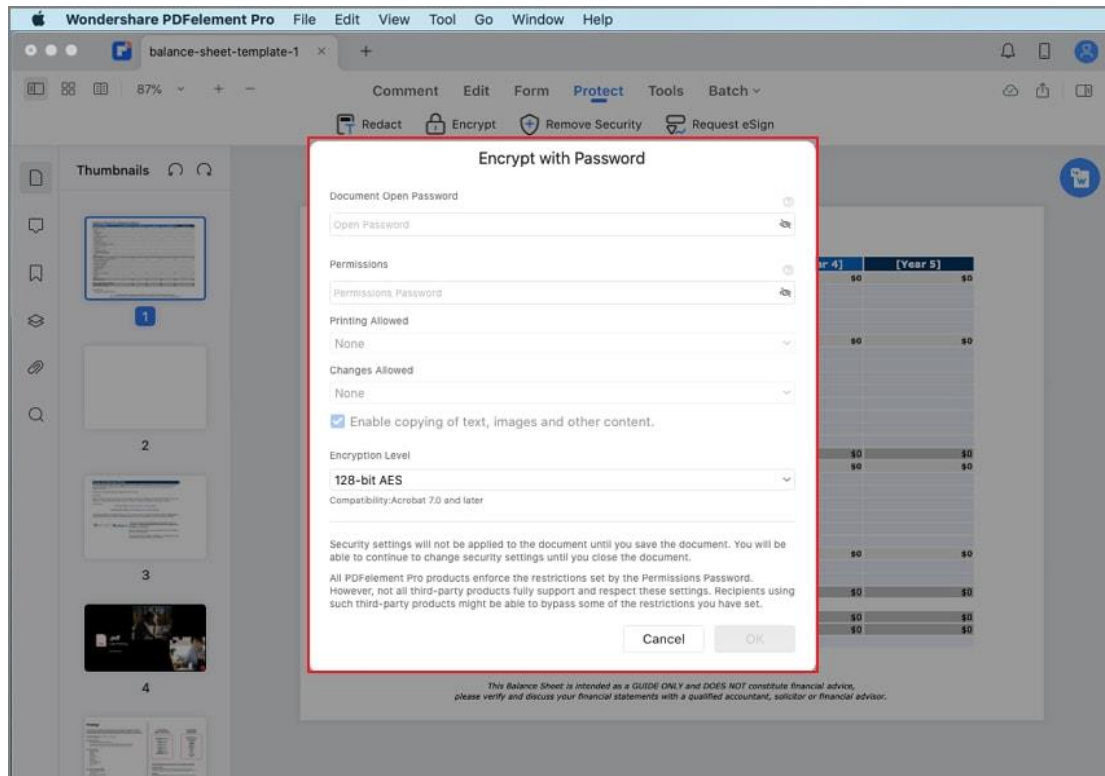
Note:

There is no way to recover or open the document if the password is lost/forgotten, please make sure to remember it.

Permission Password

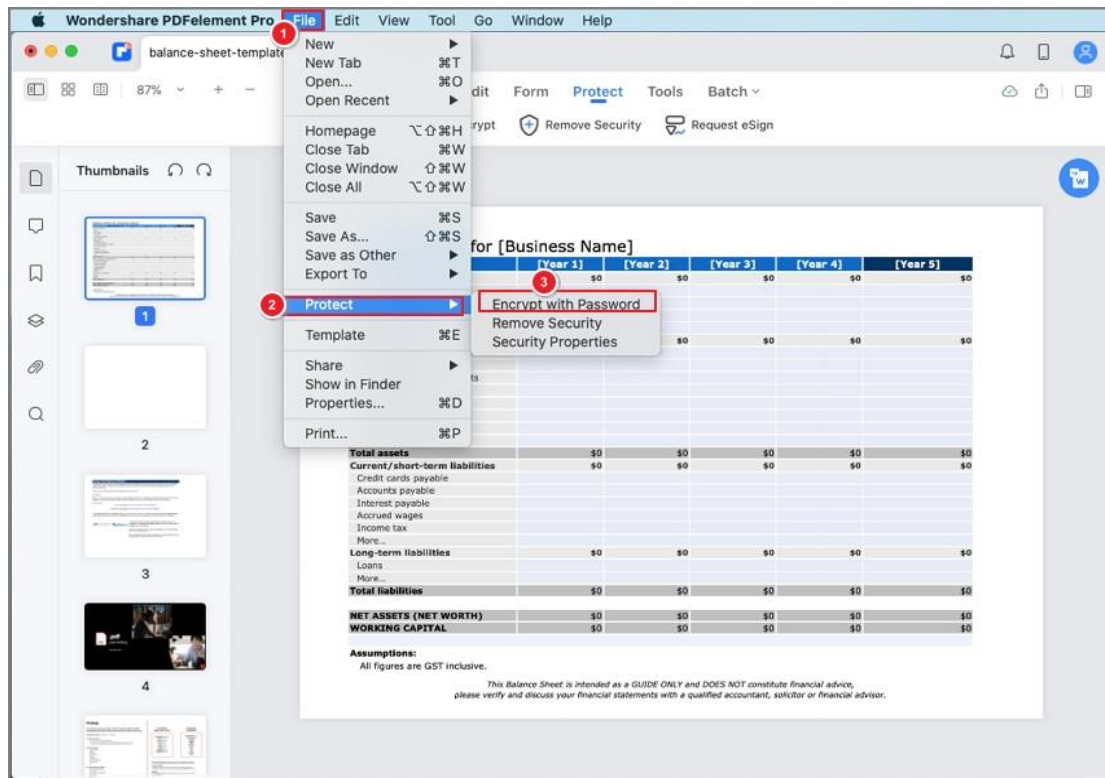
- **Printing Allowed:** Set permission for printing the document and the permitted resolution quality.
- **Changes Allowed:** Customize permissions for the modifications that can be made to the current PDF document. Steps to create a permission password are as follows

- Enter the permission password. You can customize the Encryption Level by adding complex password groups. The higher the encryption level, the more difficult it is to crack the password.
- Click the "OK" button to set the password and save the document.



2. Remove security.

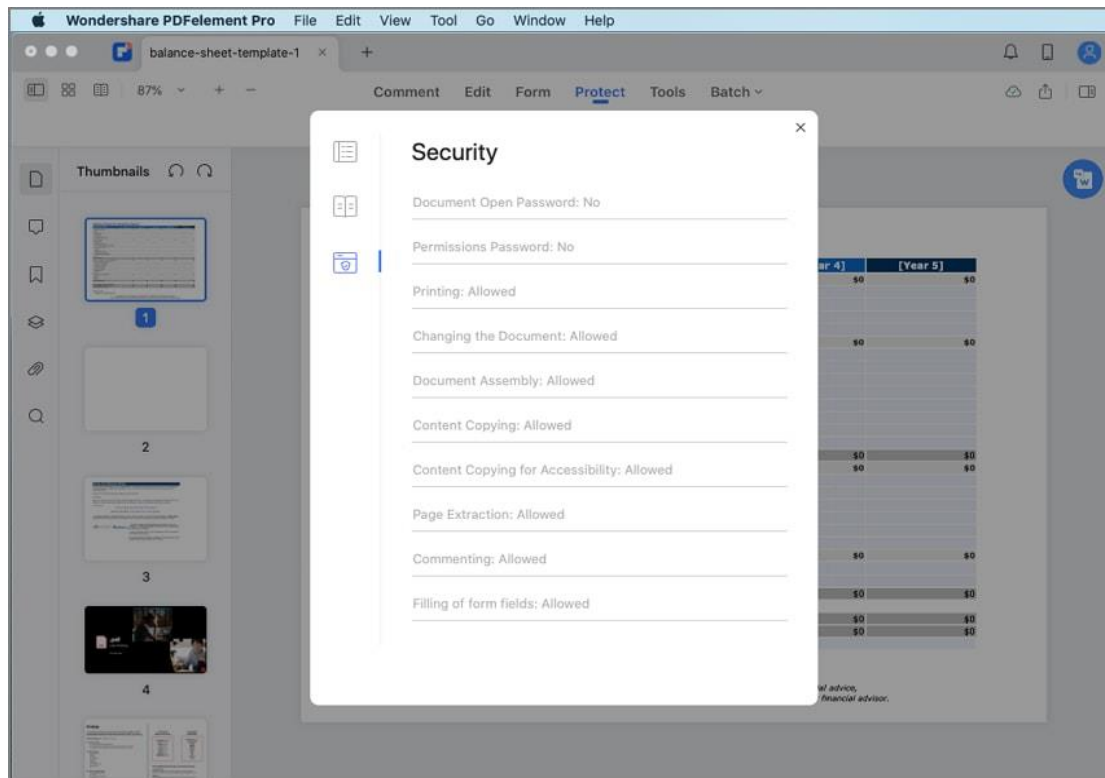
- Open the "File" > "Protect" menu. Then click the "Remove Security" button.



- There will be a pop-up window asking you to enter the permission password. Without that password, you will not be able to remove the security. Therefore, make sure to remember the password.
- Click the "Save" button.

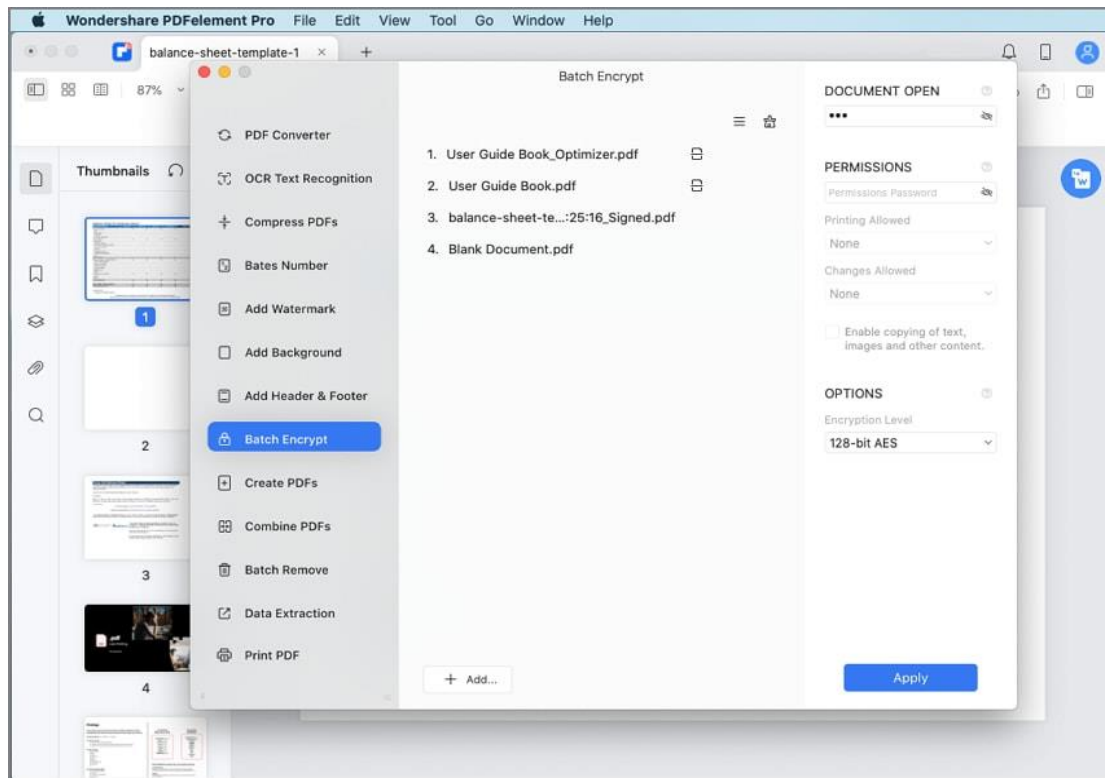
3. Check PDF permissions.

You can click the "File" > "Protect" > "Security Properties" button to check the permission details.



4. Batch encrypt.

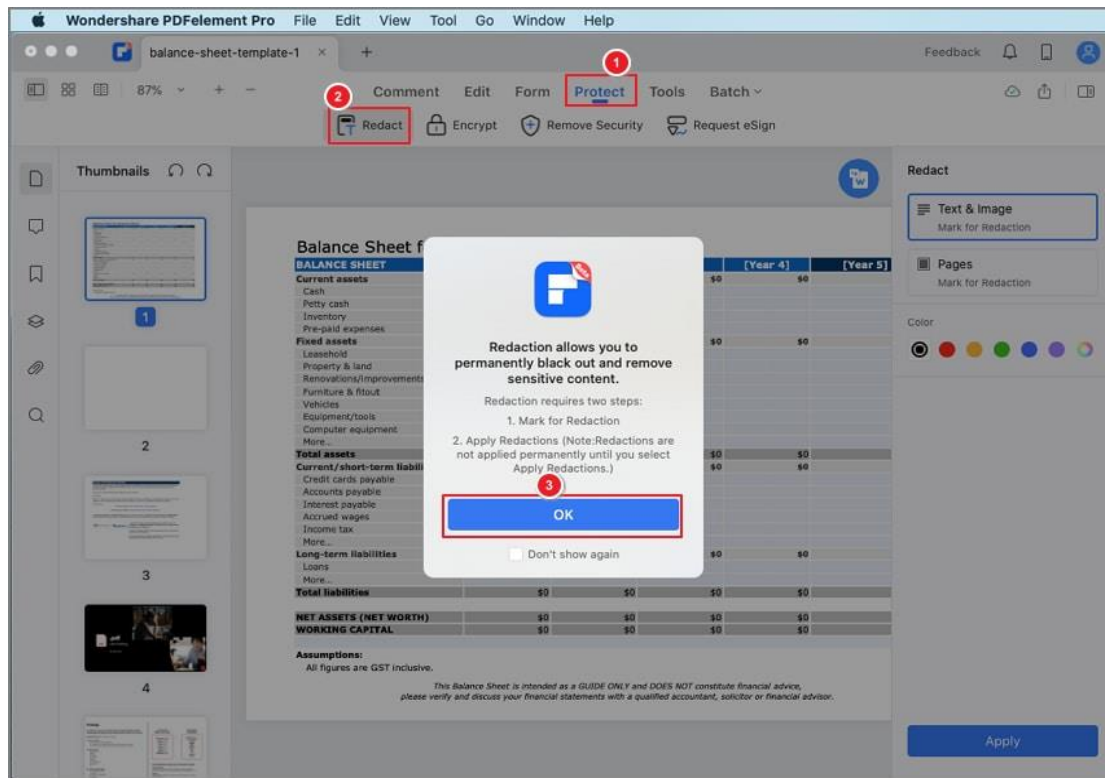
You can add the same password to a batch of PDF files by clicking the "Tool" > "Batch" button and selecting the "Batch Encrypt" option. Next, load multiple PDF files in the program, set the open password or the permission password as needed, click the "Apply" button, and choose the output location to save your files.



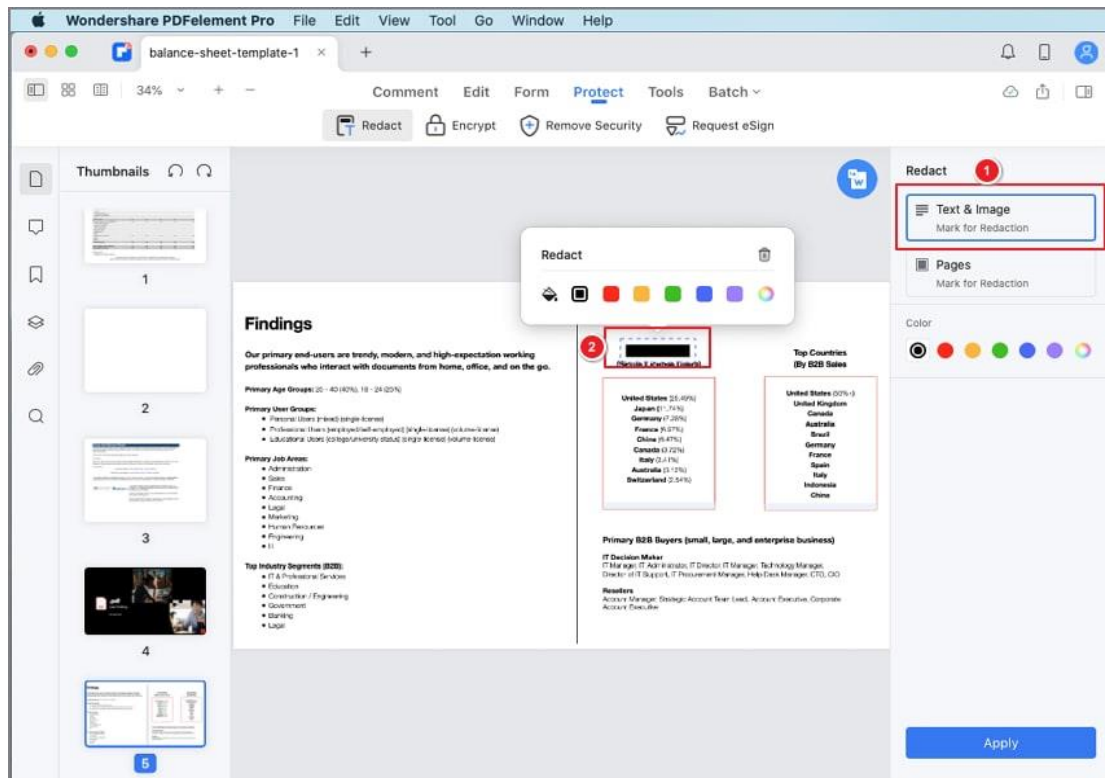
How to Redact a PDF on Mac

PDFelement for Mac has the "Redact" tool to help remove or redact sensitive text, images, and pages visible in PDF files.

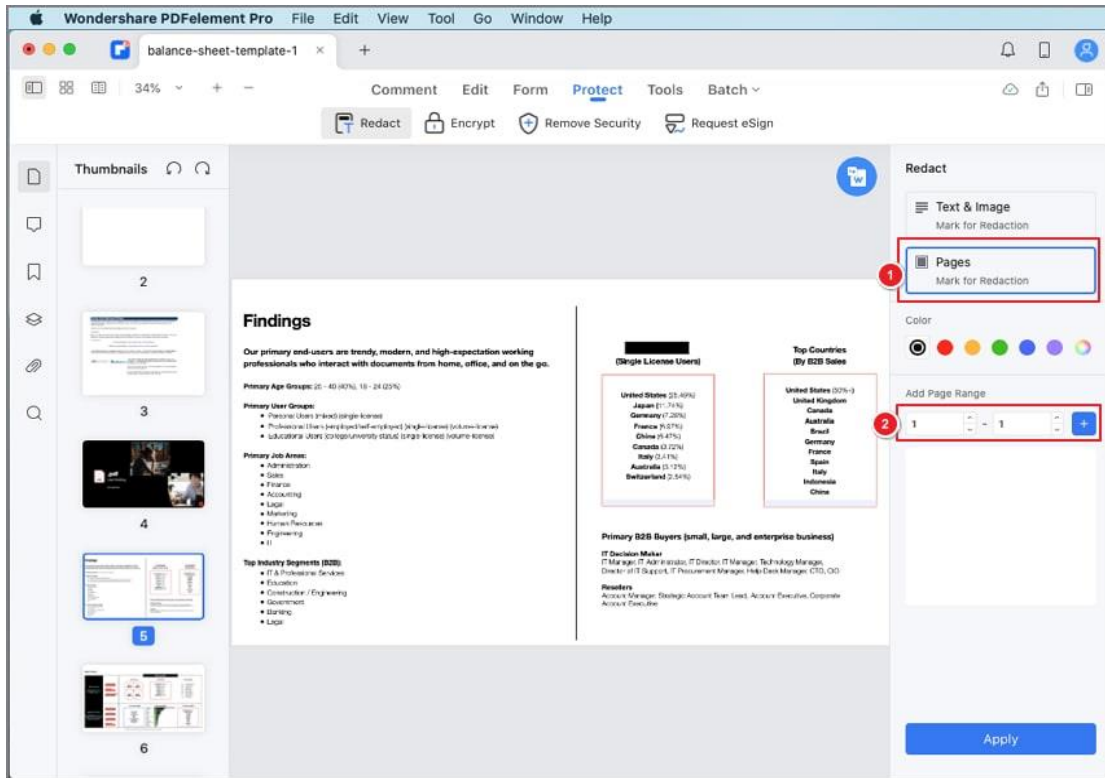
- Open the PDF that you want to protect through redacting in the program. Click "Security" > "Redact", and a pop-up dialog appears, informing you that the redaction is a process of permanently blacking out and removing sensitive contents.



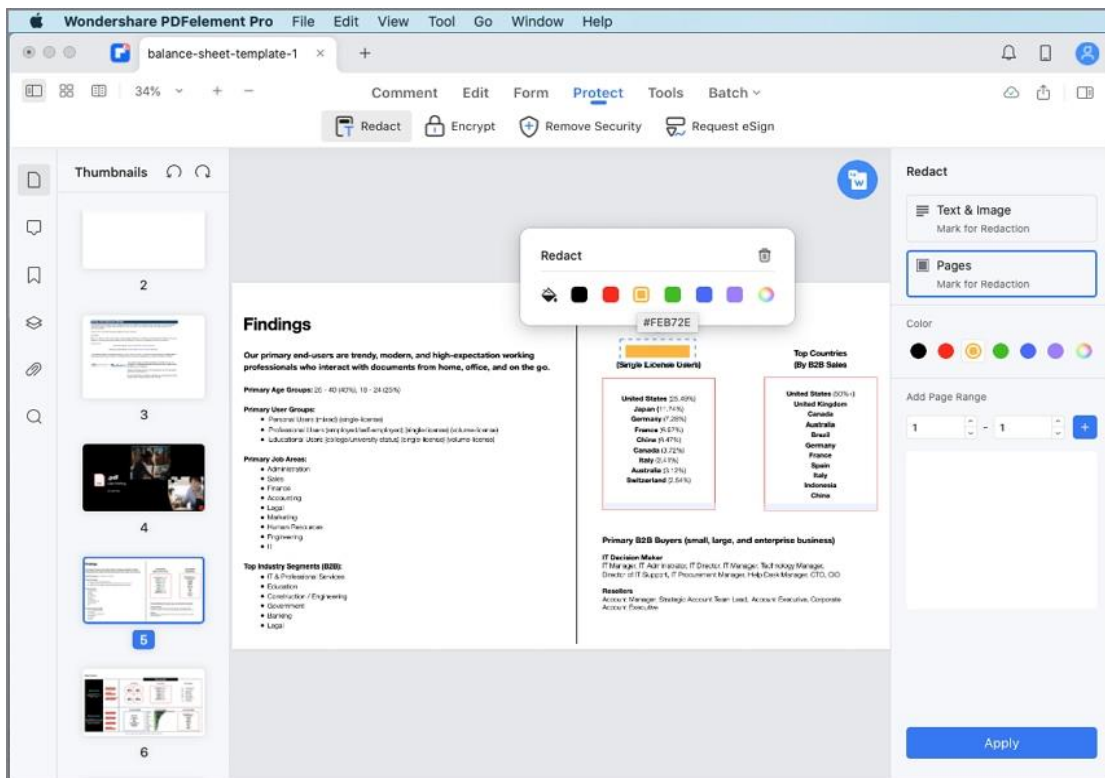
- To redact text and images, you can click on the "Text & Image" button on the right-side panel and drag the cursor to highlight the desired text or images. Once you release your mouse, the item will be automatically blacked out.



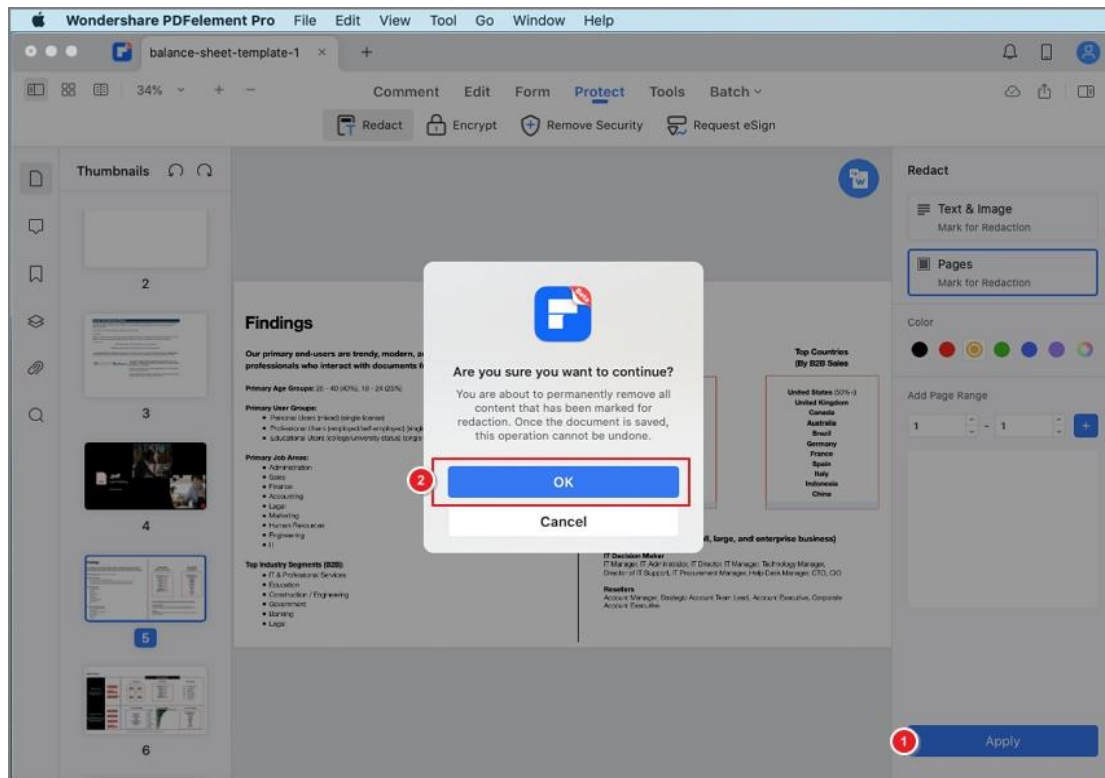
To redact pages, you can click on the "Pages" button on the right panel, select the page range you want to redact, the color to be used in the redaction mark, and click the "+" button.



You can also modify the appearance of an existing redaction mark by selecting it and choosing a new color in the pop-up menu.



After selecting the content that you want to redact, click the "Apply" button, and a dialog will pop up to remind you that the redaction is permanent. Please click "OK" if you are sure to remove the information. Then the selected content will be blacked out permanently.



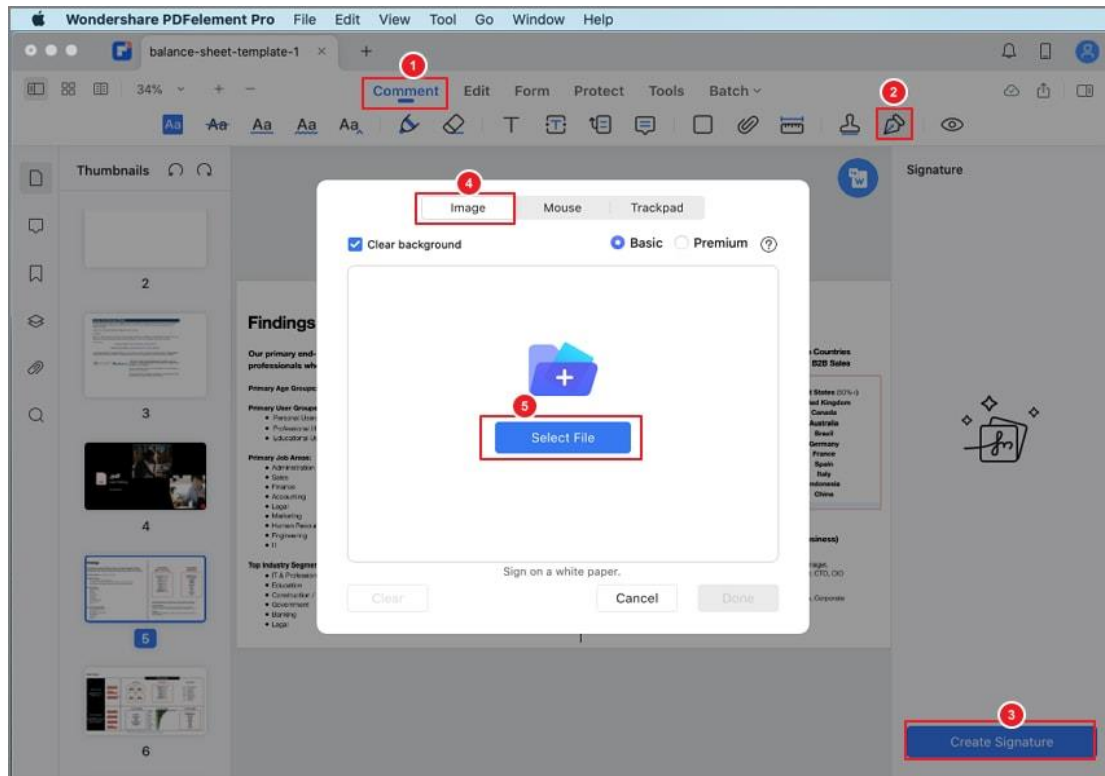
How to Sign PDF on Mac

With PDFelement for Mac, you can sign a document to protect or approve its content with four kinds of signatures: image signature, handwritten signature, electronic signature, and digital signature.

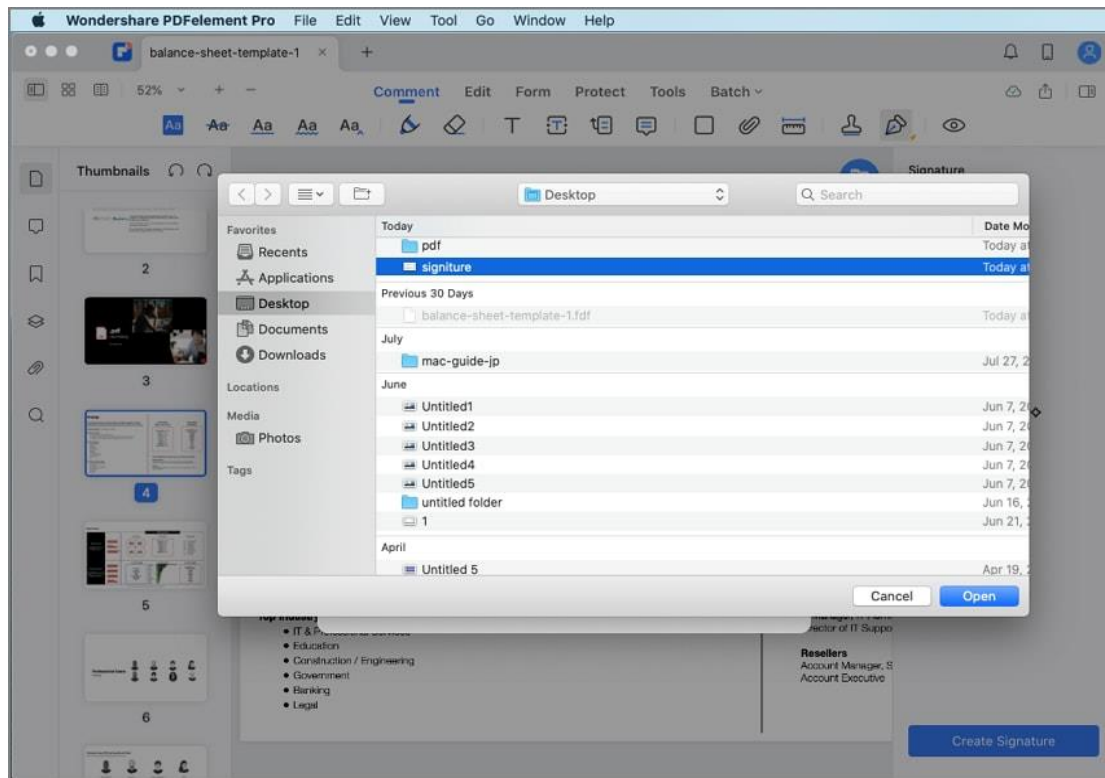
1. Image signature.

You can sign a document by adding an image signature to your PDF document.

Click Markup button on the Main Toolbar, select Signature on the Secondary Toolbar, click Create Signature on the right pane, and upload the image signature file.

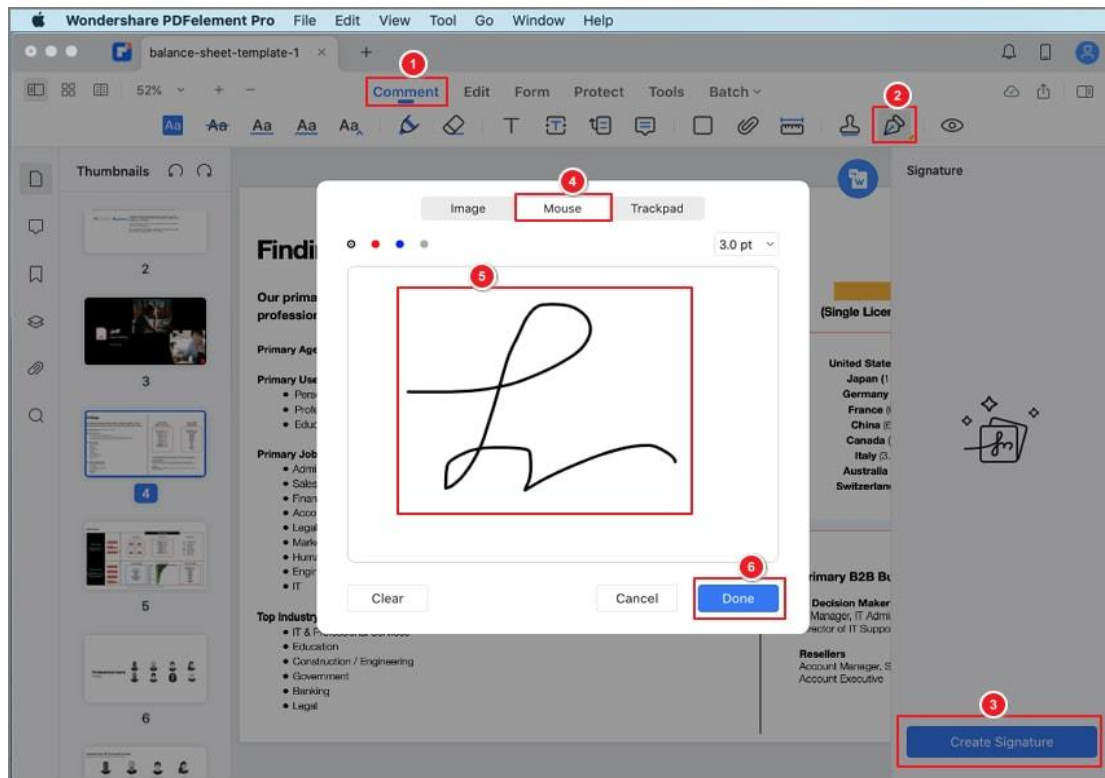


In the pop-up window, browse your computer to select the signature image and use it to sign your PDF.



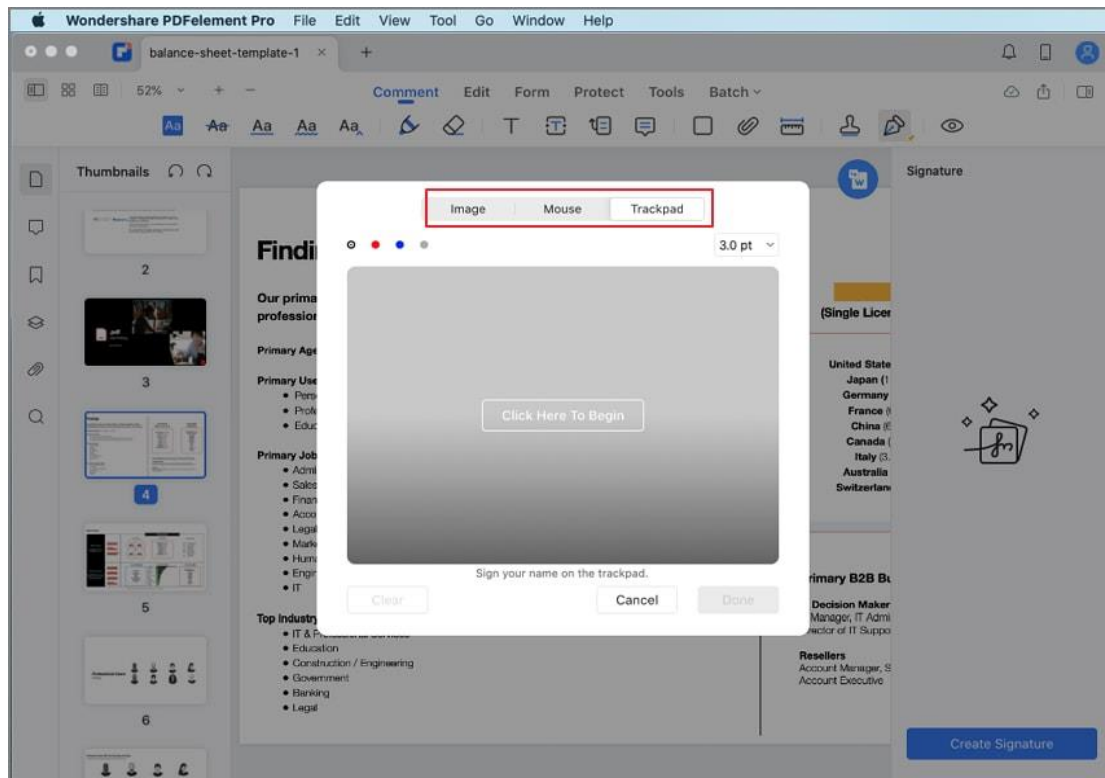
2. Handwritten signature.

You can create your handwritten signature to sign your PDF file. After clicking Markup>Signature>Create Signature, create your signature with the mouse to sign your PDF.



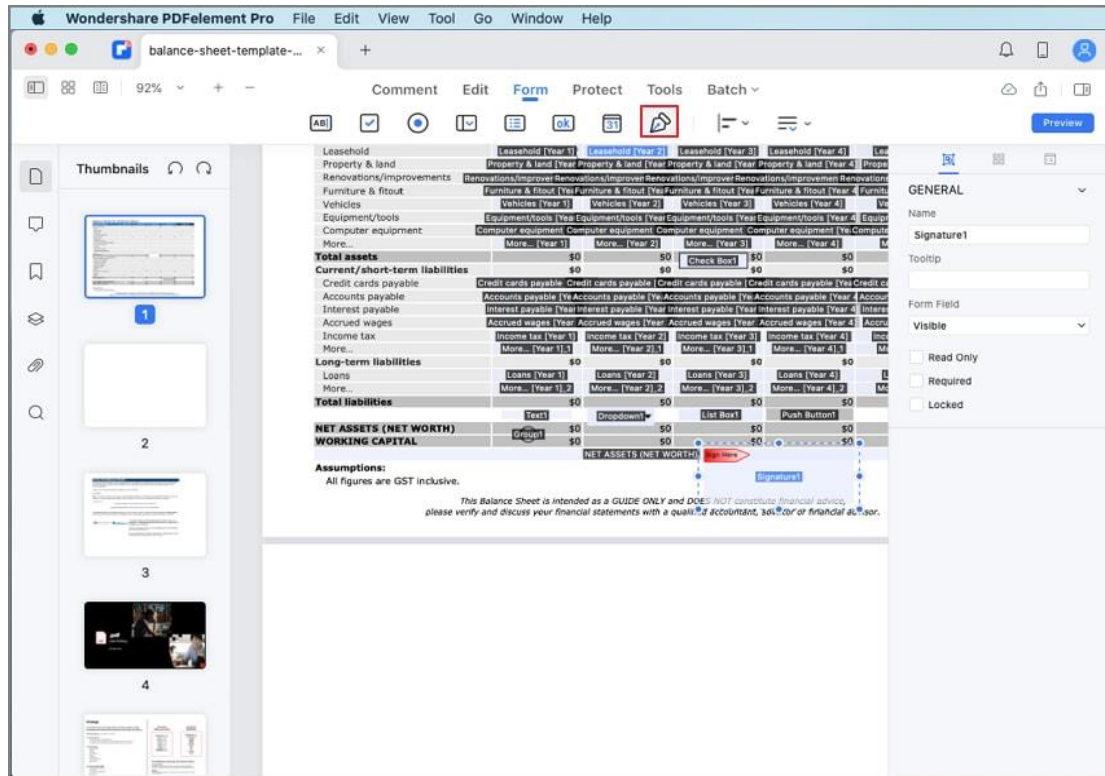
3. Electronic signature.

It's easy to create electronic signature to sign your PDF. After clicking Markup>Signature>Create Signature, creating your signature with the trackpad.

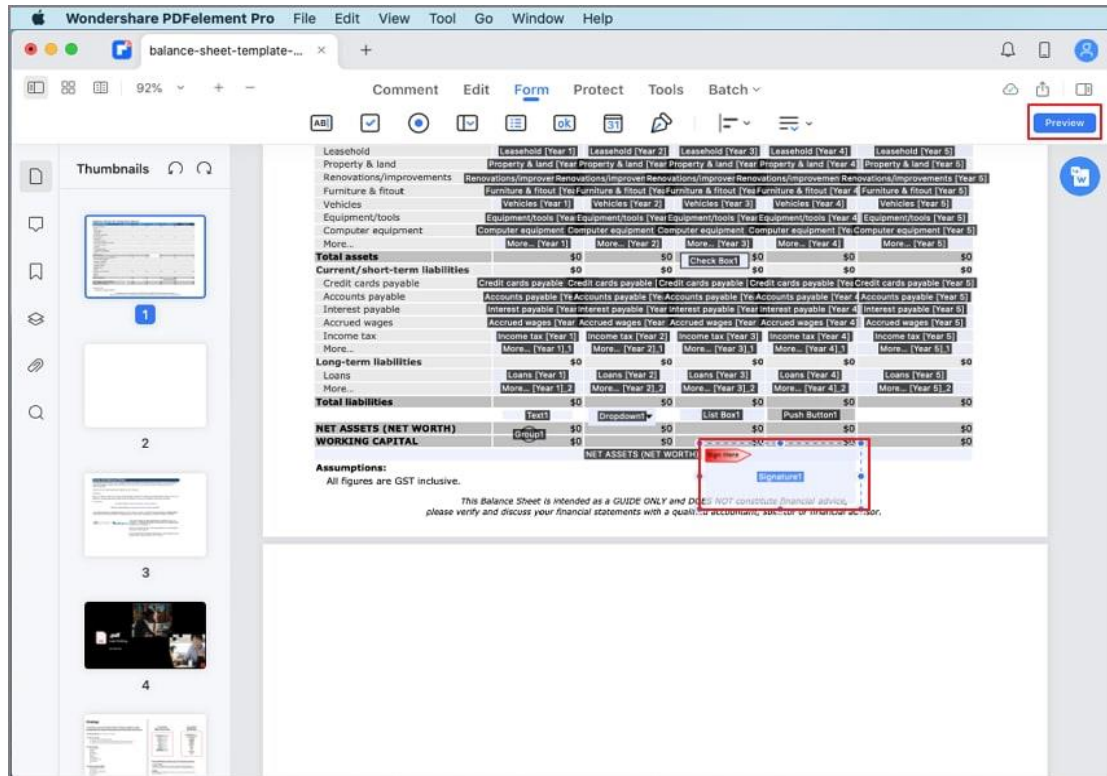


4. Add digital signature.

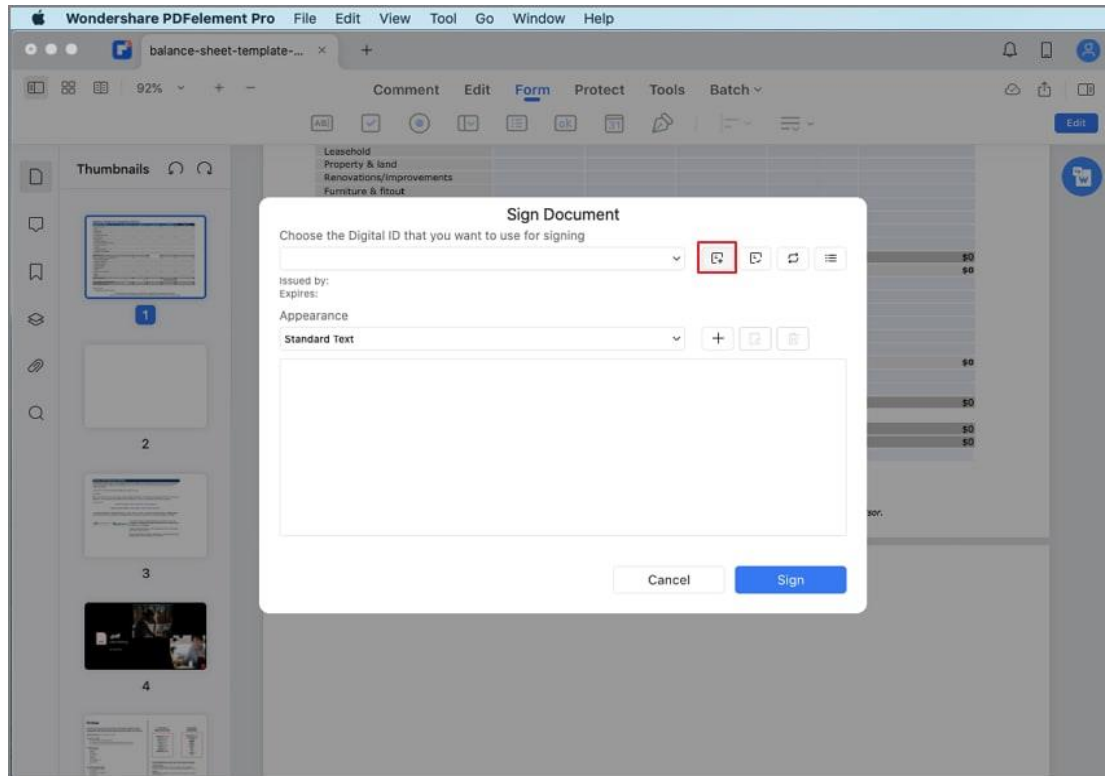
- You can use our PDFelement Professional for Mac to create a digital signature field by clicking the "Form" > "Digital Signatures" button, then send the PDF file to others to add digital signatures, and change the signature settings on the right pane.



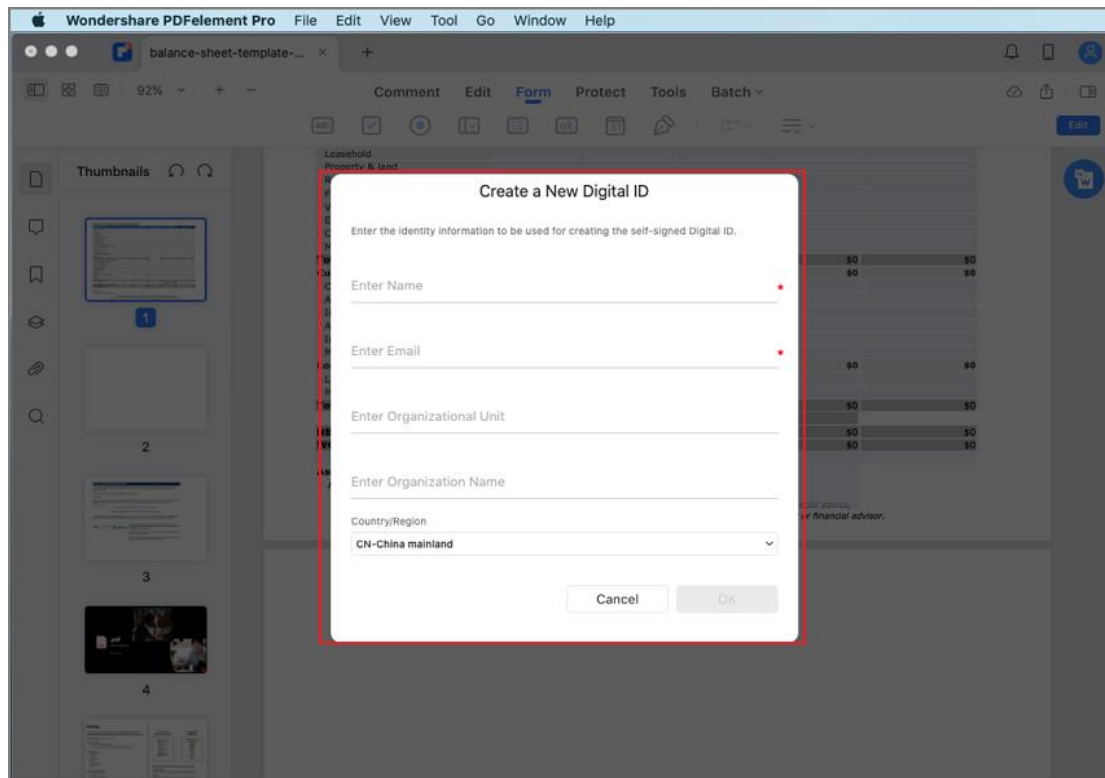
- Or you can also use our program to let others add the digital signatures.
After adding a digital signature field, click the "Preview" button and click the "Sign Here" symbol on the page.



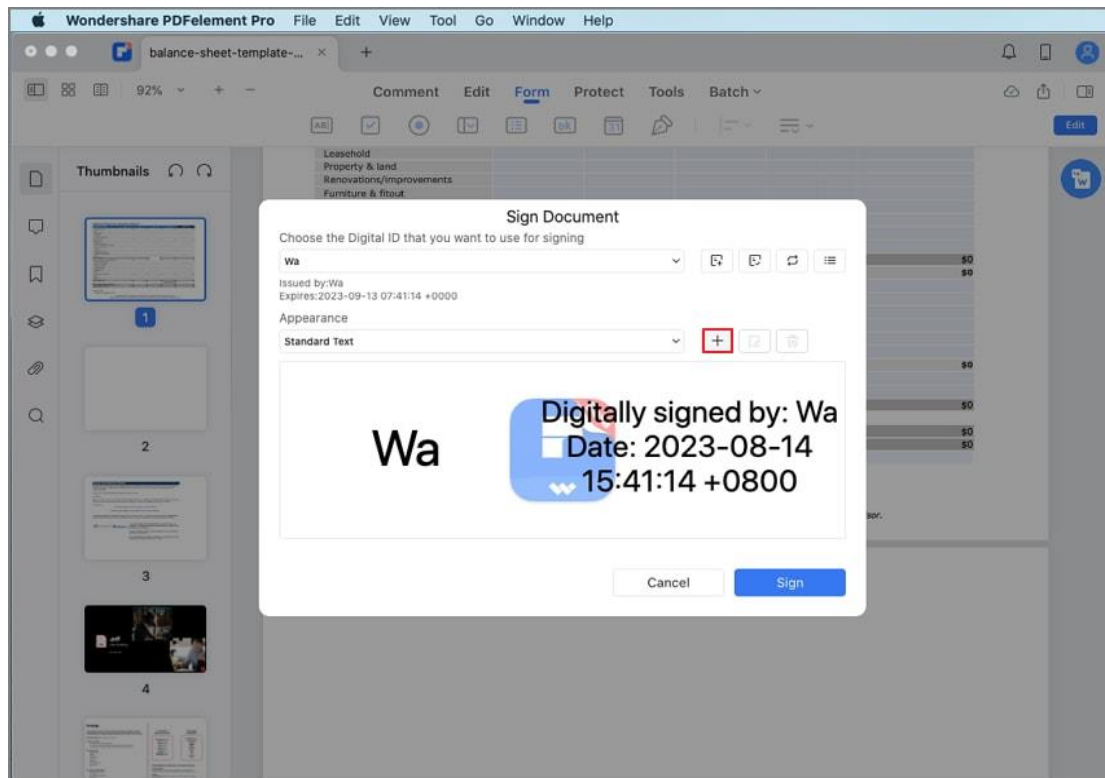
- In the pop-up window, choose a digital ID as you want to sign. If you do not have any ID yet, please click the "Create" button to create one.



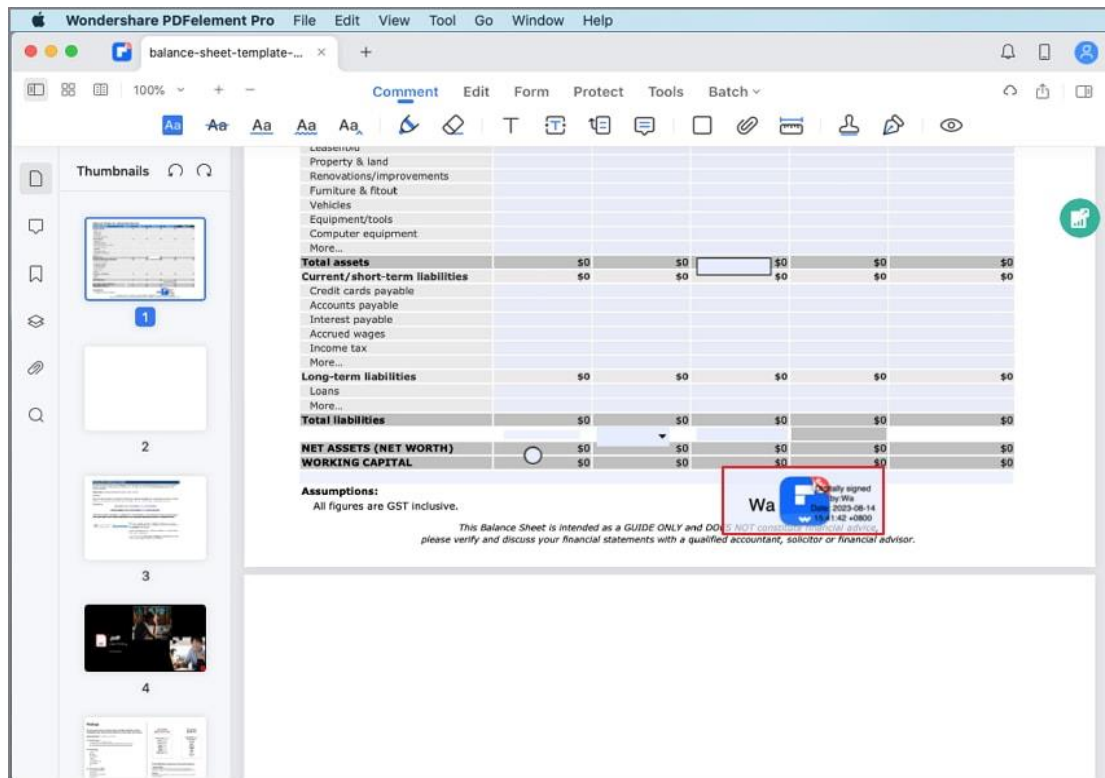
- In the pop-up windows, enter the Identity information to be used for creating the self - signed Digital ID, then click OK.



- It will go back to the first "Sign Document" window and you can preview your digital signature. You can also click the "Create" button under the Appearance to change the style of your Digital signature.



- Click the "Sign" button and save your file, the digital signature will be applied directly.



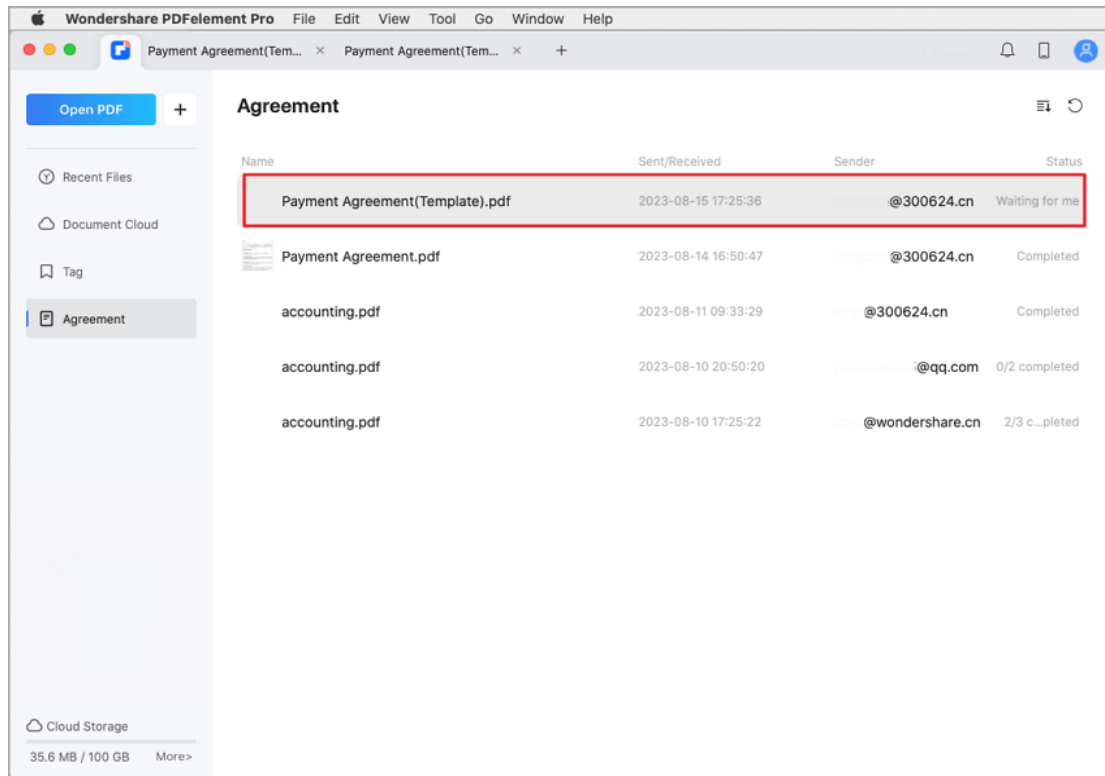
5. Sign PDF Agreement on Mac

When you receive an agreement for your signature via PDFelement's Request eSign feature, an email notification arrives, including a link to sign the agreement. Additionally, if you're using the PDFelement desktop application, an agreement awaiting your signature will be visible in the Agreement panel.

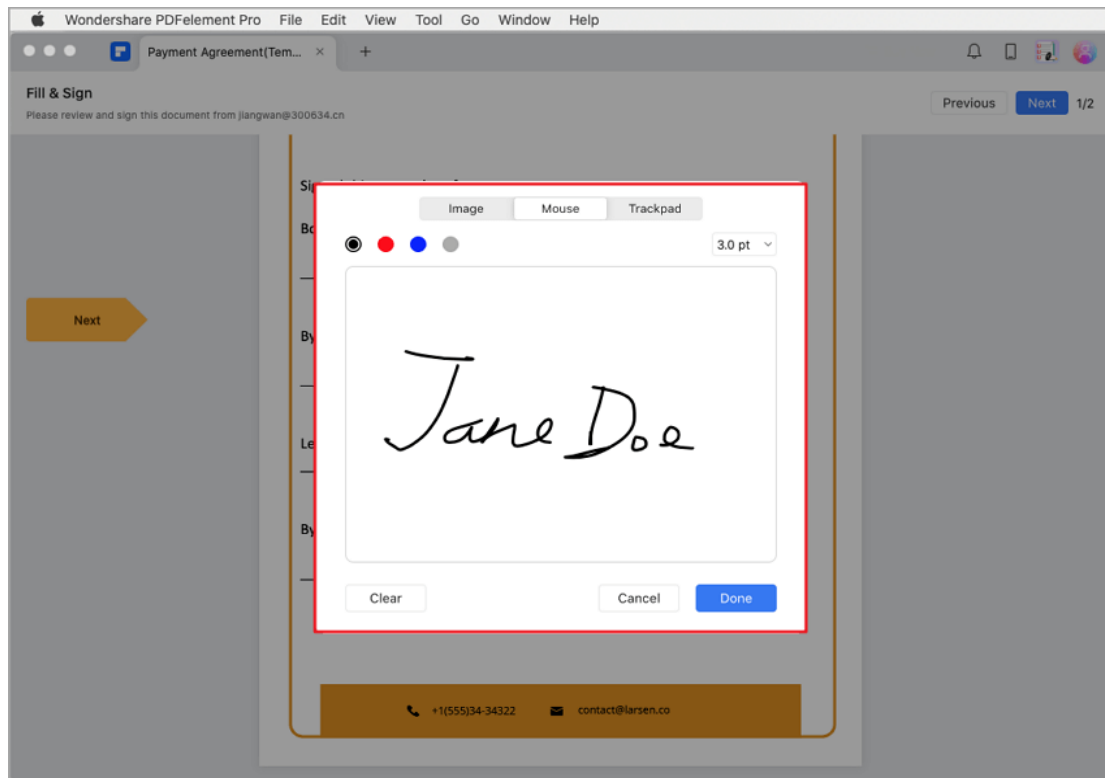
Whether utilizing the PDFelement desktop application or following an email link for signing, follow these steps to ensure a seamless and effective agreement process:

a. Sign PDF agreements using PDFelement desktop application

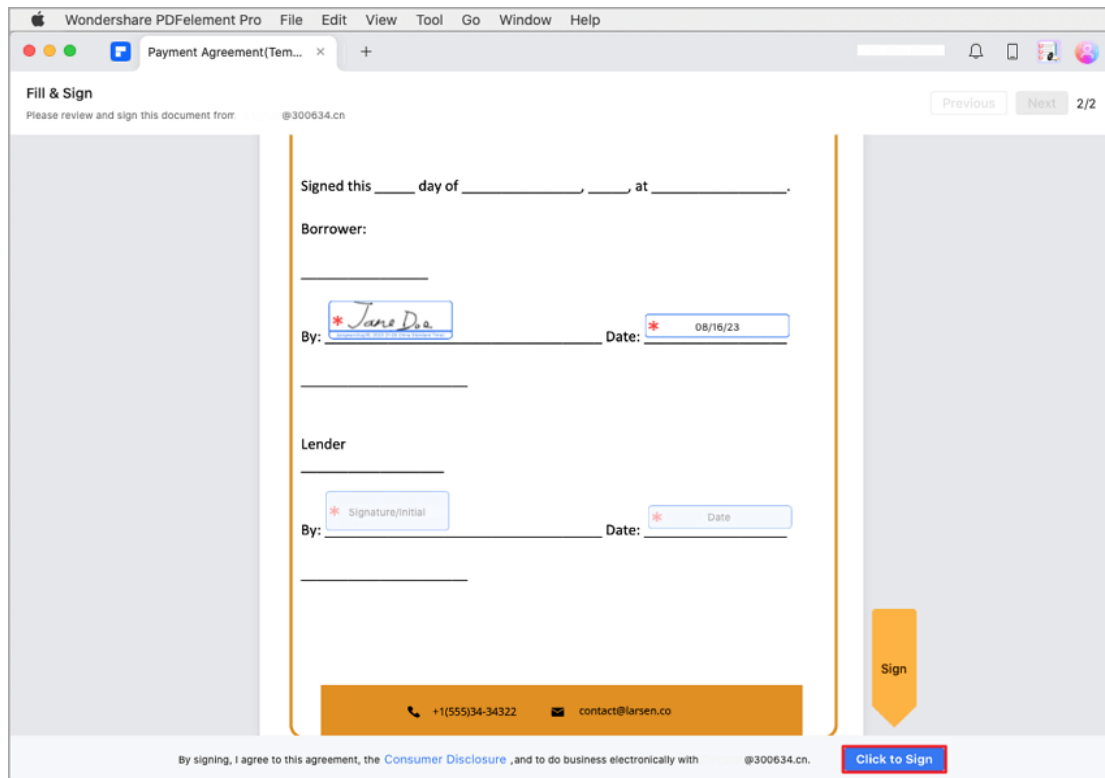
- Launch PDFelement on your Mac and navigate to the Agreement panel. Easily locate the agreement marked as "Waiting for me" and give it a double-click to initiate the signing procedure.



- Identify the designated signature fields as well as any additional required input areas. Specifically select the signature field, then proceed to choose your preferred signing method from the following options:
 - Image: Attach a previously saved image of your signature;
 - Mouse: Draw your signature with the mouse;
 - Trackpad: Employ your Mac's trackpad to create your signature.
- Upon successful signing, click the "Done" button to confirm and apply your signature to the agreement.

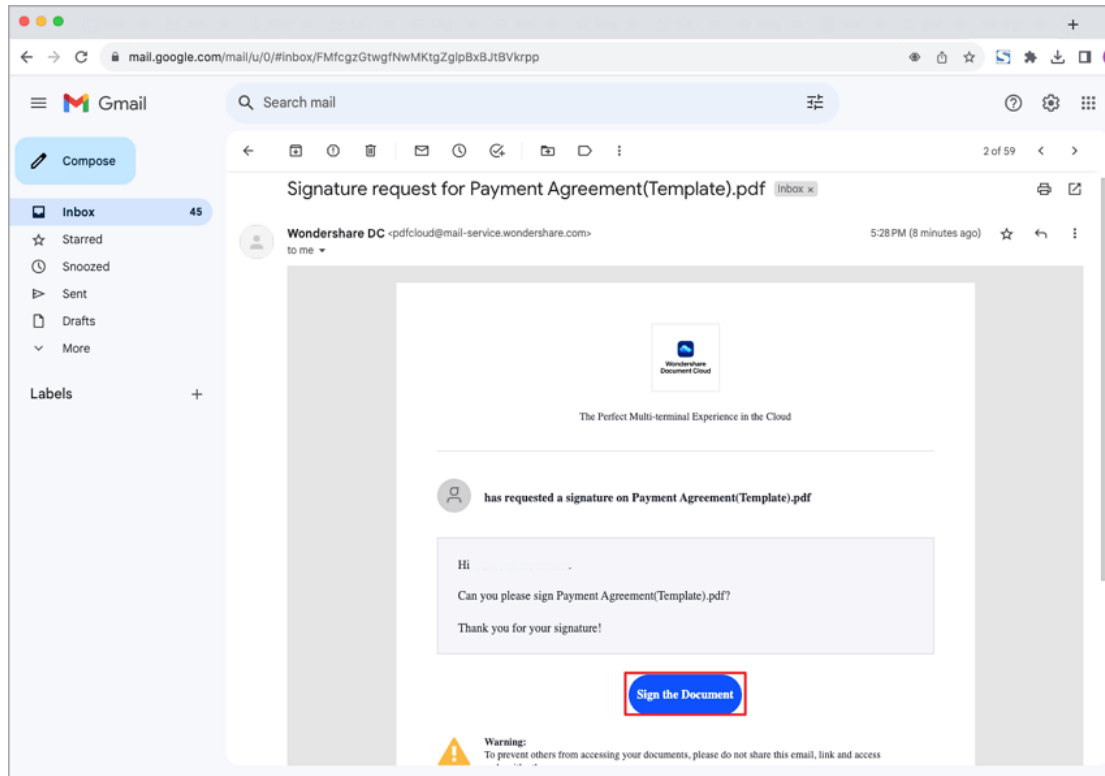


- Towards the bottom of the interface, you'll find a notification verifying your agreement to the terms and the Customer Disclosure for conducting business electronically. To finalize the process, confidently click the "Click to Sign" button, followed by the "Next" button.

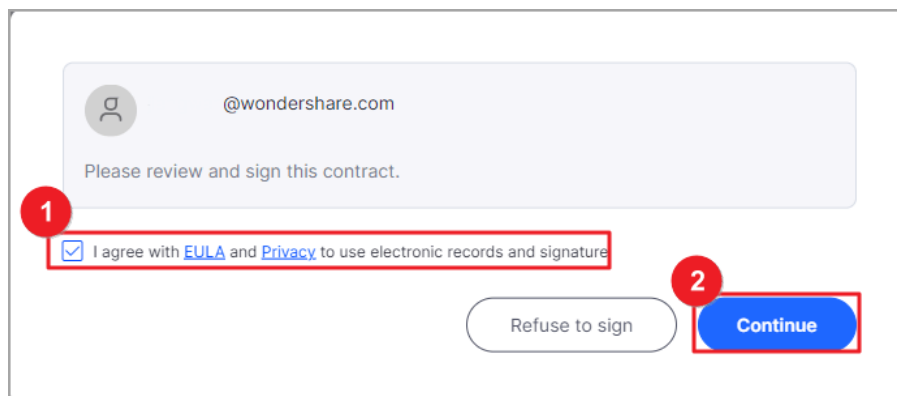


b. Sign PDF agreements using the email link

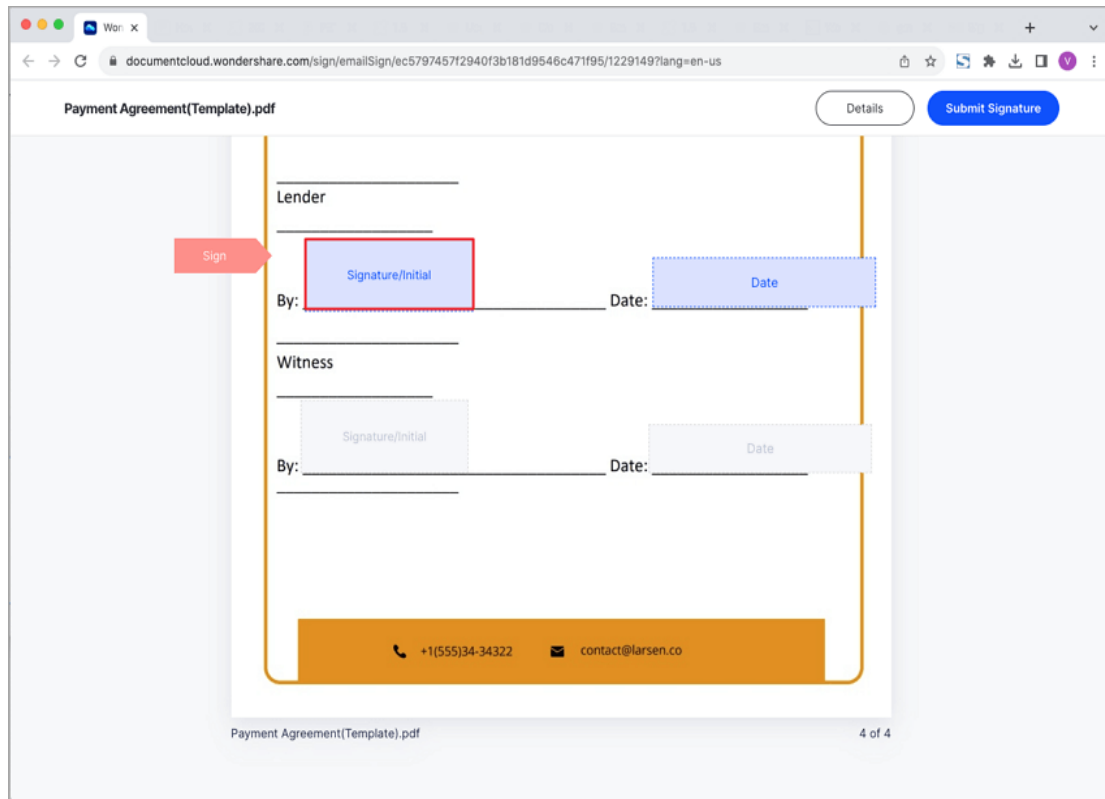
- Access the agreement by clicking on the signable link provided within the email notification.



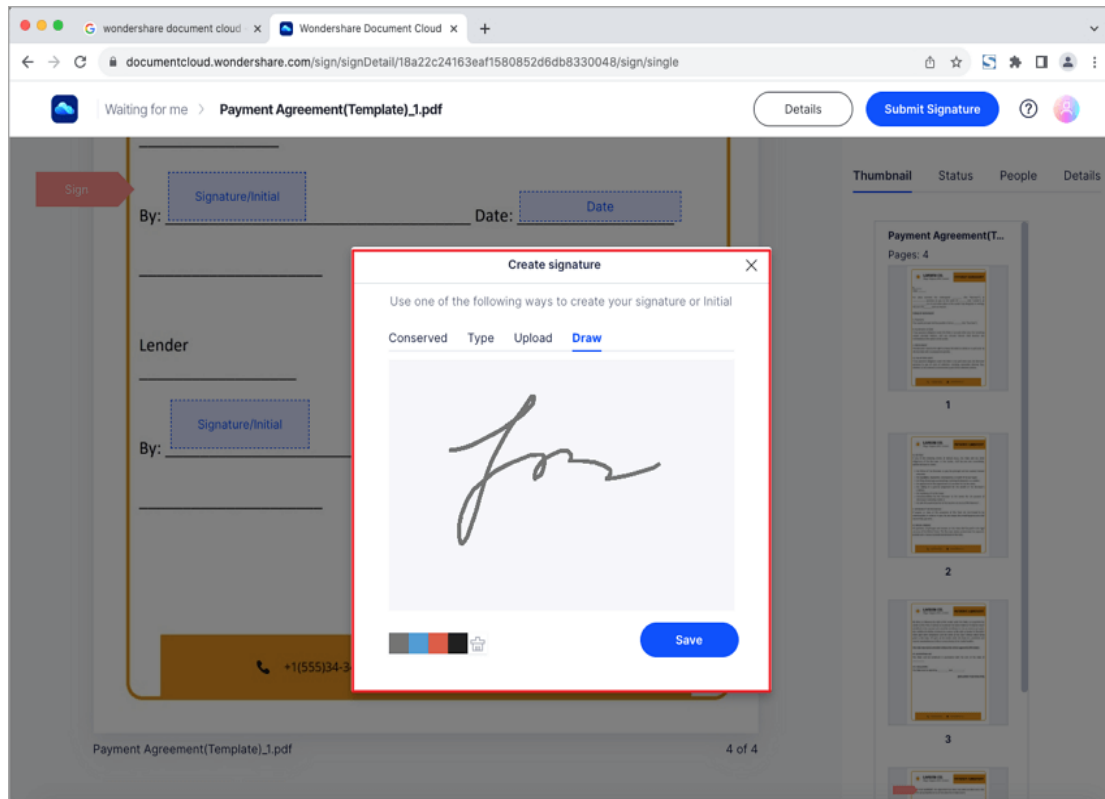
- Ensure compliance by checking the "I agree with EULA and Privacy for electronic records and signature" checkbox, and then proceed by clicking the "Continue" button.



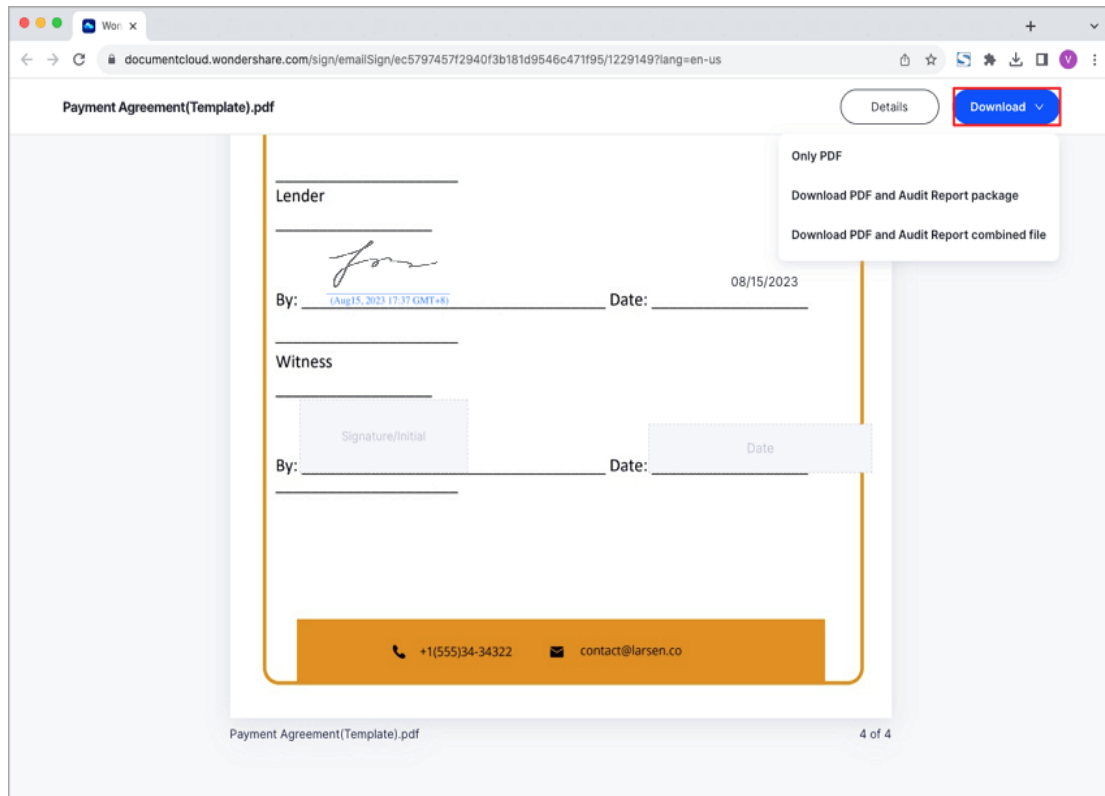
- Locate and select the designated "Signature/Initial" field within the agreement to proceed with adding your signature.



- If this is your initial time using this feature, follow these steps to create your signature:
 - Type: Input your name in the field, with options to choose the signature color;
 - Upload: Select an image of your signature;
 - Draw: Draw your signature.
- Upon creating or uploading your signature, save it. This action will embed your signature onto the agreement, securely storing it within the Wondershare Document Cloud for future use.



- Click "Download", and select an option:
 - **Only PDF:** Download the agreement itself;
 - **Download PDF and Audit Report package:** Receive both the agreement and a comprehensive audit report within a convenient zipped file;
 - **Download PDF and Audit Report combined file:** Obtain a single combined PDF containing the agreement and audit report.



- Once all signatories have successfully completed the signing process, an email notification will provide you with access to the fully signed and executed document.

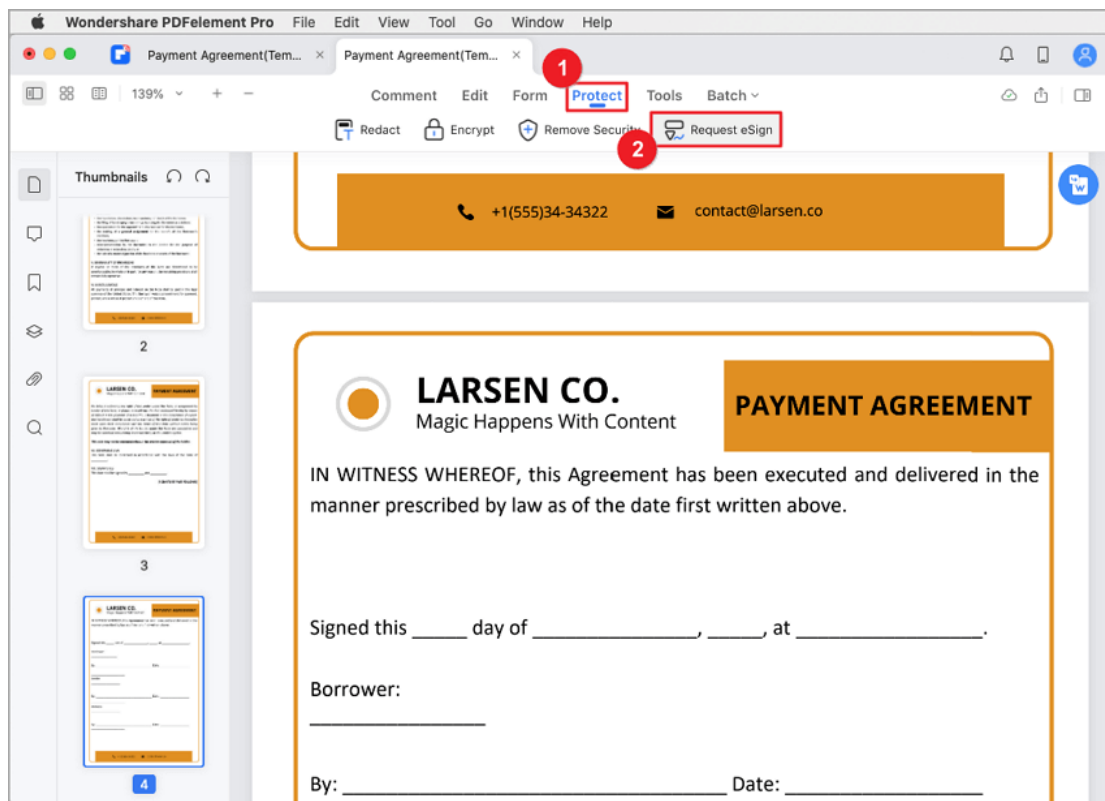
How to Send PDF for eSignature on Mac

PDFelement's Request eSign feature streamlines the secure and electronic process of collecting multiple signatures while adhering to legal and regulatory compliance standards. Industry standards adhered to include ISO 27001, HIPAA, GDPR, PDS2, Swift, CMMC, and NITES.

An email is dispatched to the recipients, requesting their signature for the agreements. Upon completion of signing, both you and the signers will receive the duly signed PDF via email. The progression of the entire signing procedure can be monitored within the Agreement panel of PDFelement for Mac.

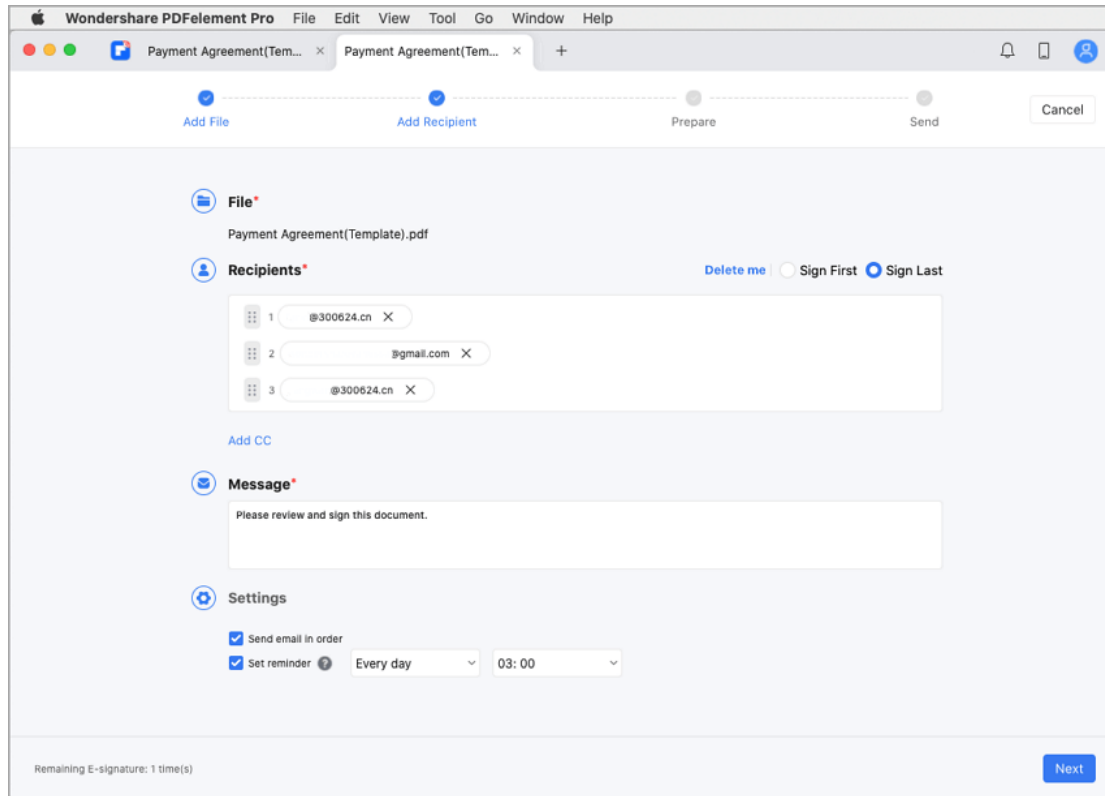
1. Collect Signatures from Others

- Launch PDFelement on your Mac and open the agreement that needs signatures. Click "Request eSign" under the "Protect" tab.

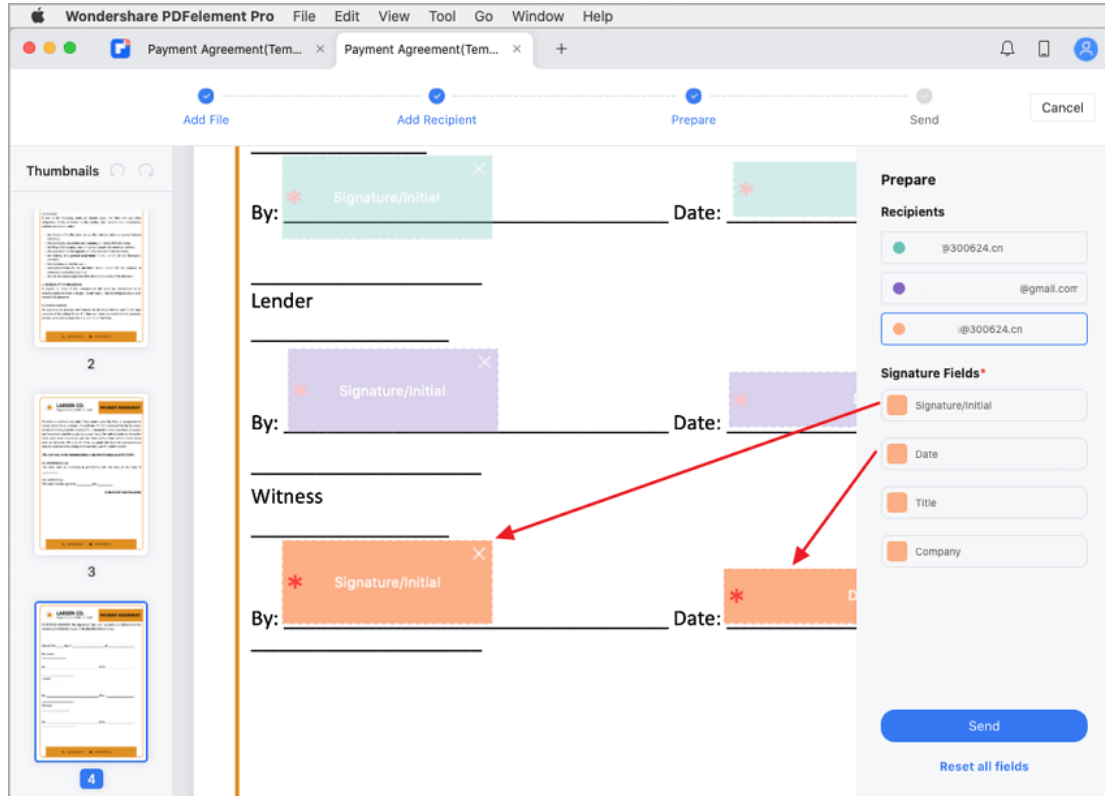


- In the popup window, add recipient email addresses in the desired signing order. Adjust the signing sequence using drag-and-drop. Include CC emails if needed.

- Choose to sign the document first or last. Personalize the email message to signers.
- Configure email sending order and reminder frequency in settings.



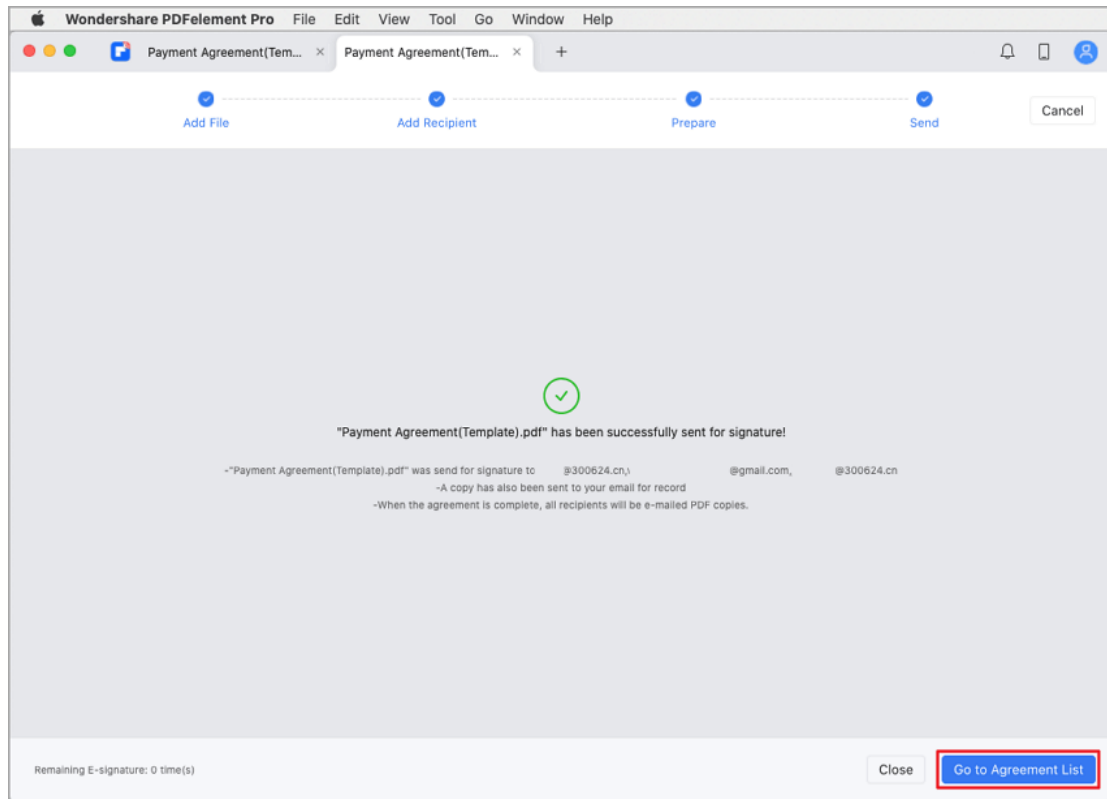
- Add essential fillable fields like Signature, Date, Title, and Company. Assign fields to recipients.
- Click "Send" to dispatch the agreement to recipients for signatures.



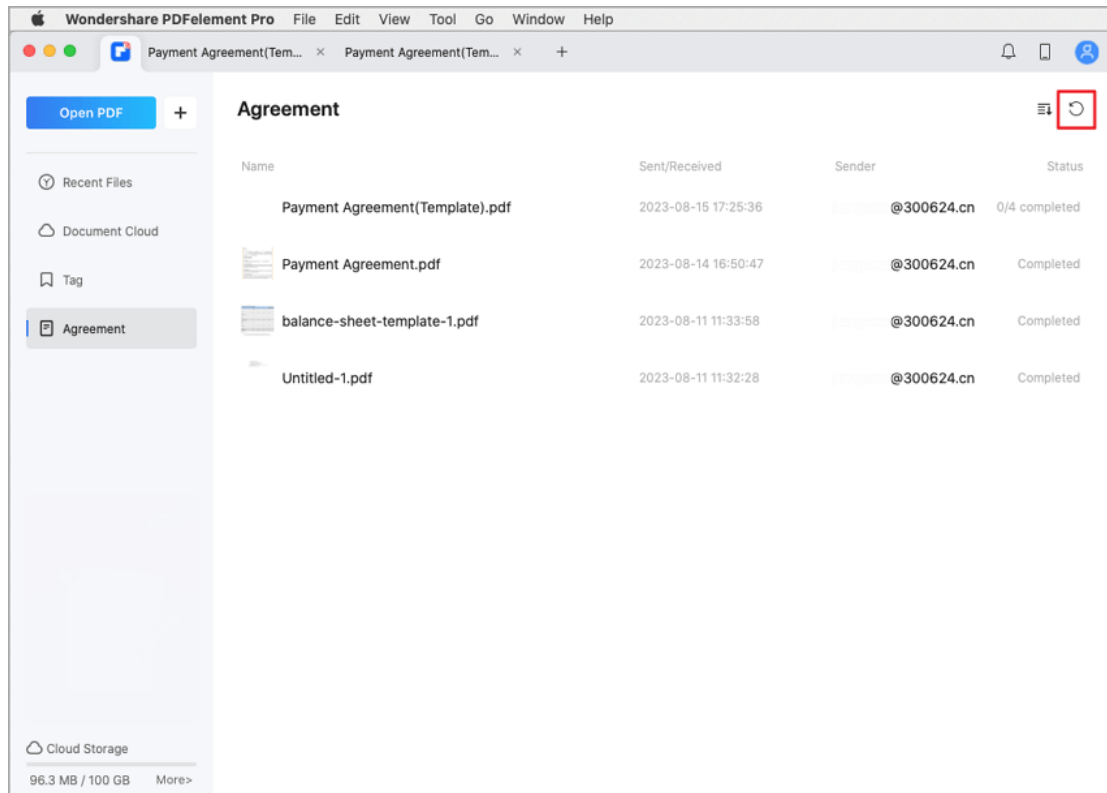
2. Track Signing Status

Keep a close watch on the progress of signatures.

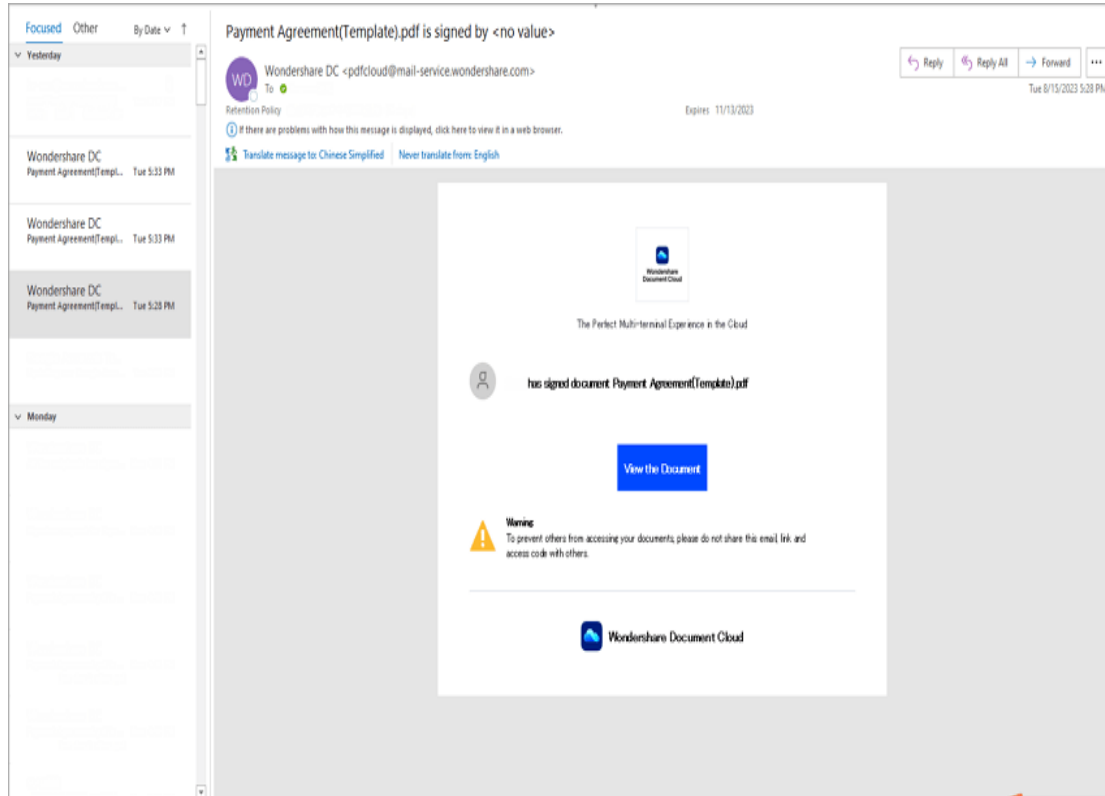
- After sending, click "Go to Agreement List."



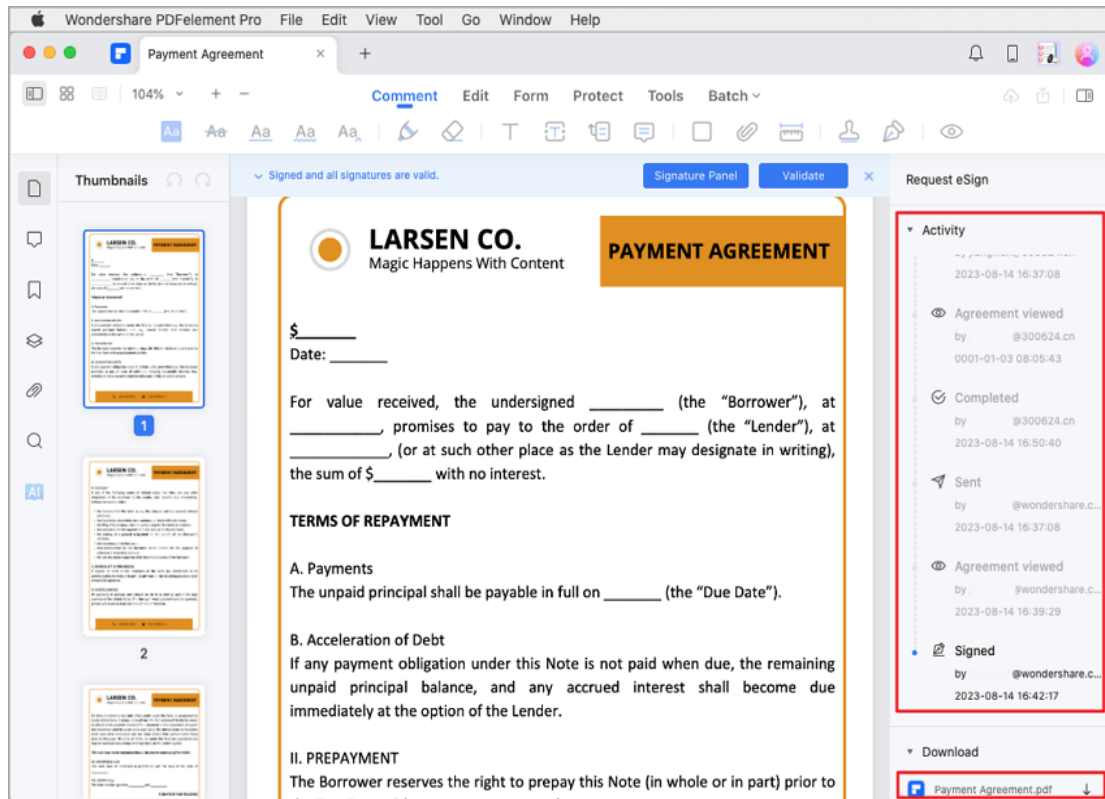
- Update signing status with the "Update" button.



- Stay informed through notification emails about signer activities.

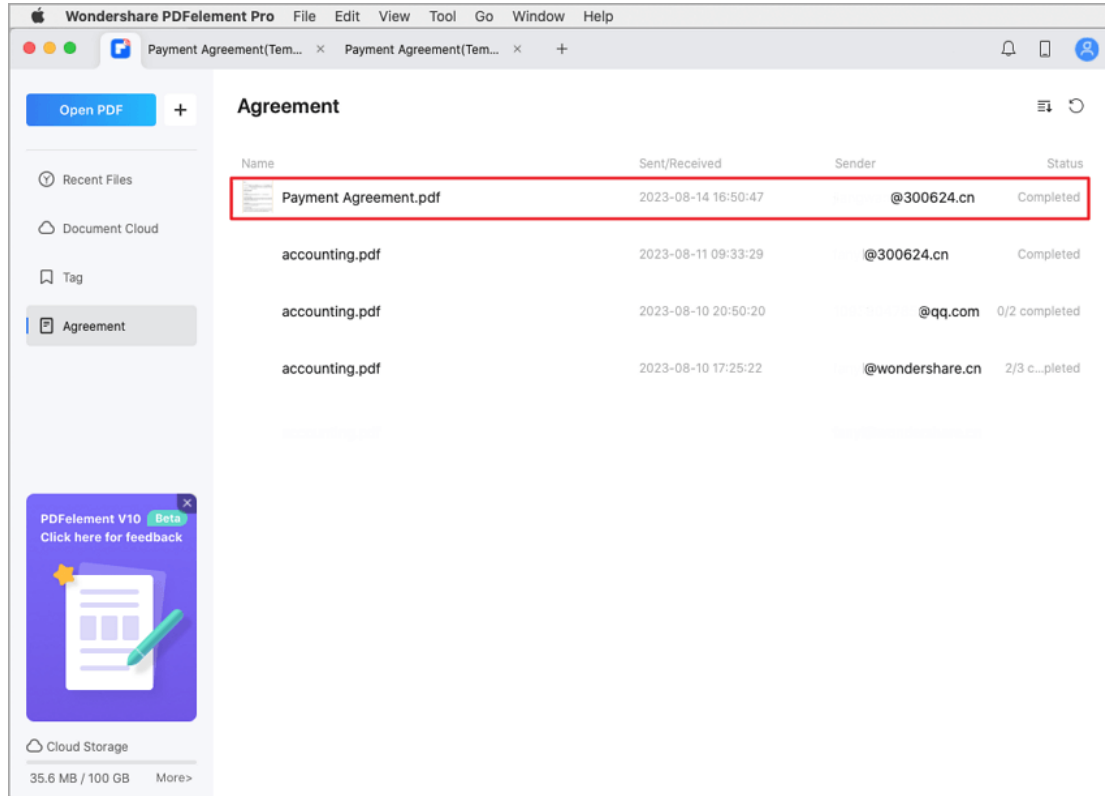


- Access the finalized document in the "Agreement" panel.
- View all activities related to the agreement in the right-hand panel.
- Download the agreement and comprehensive audit report for a detailed signing activity overview.

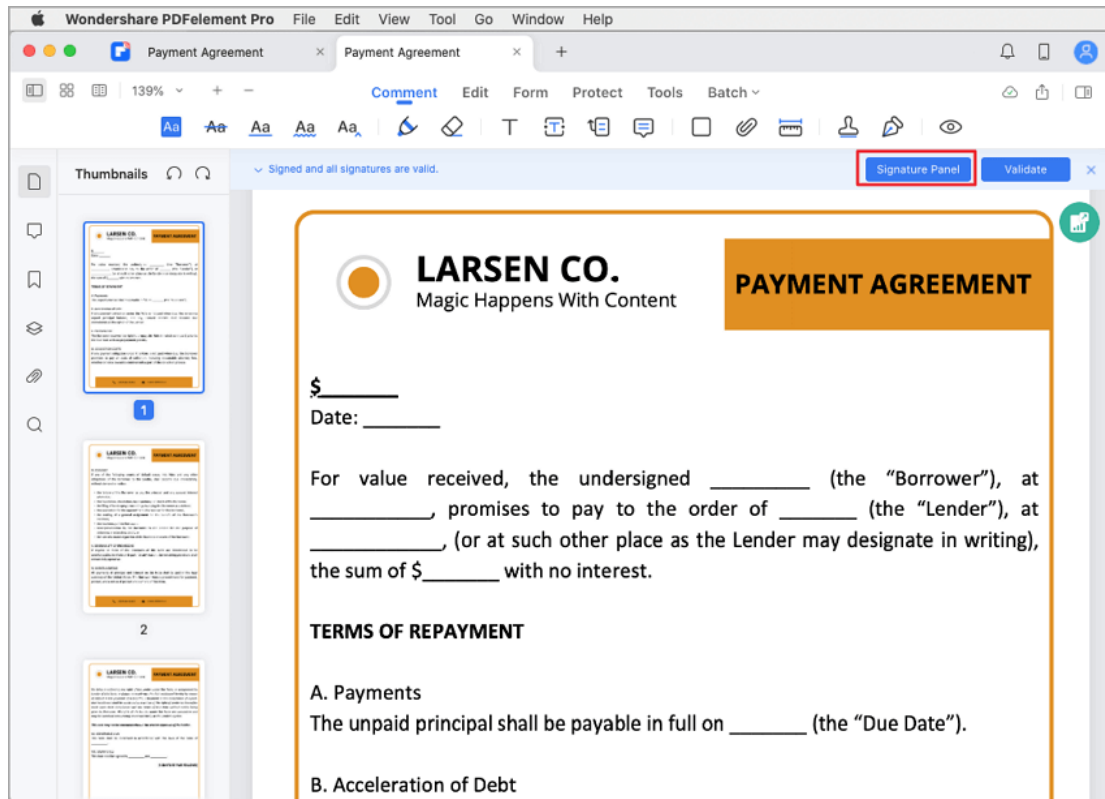


3. Validate the Signature

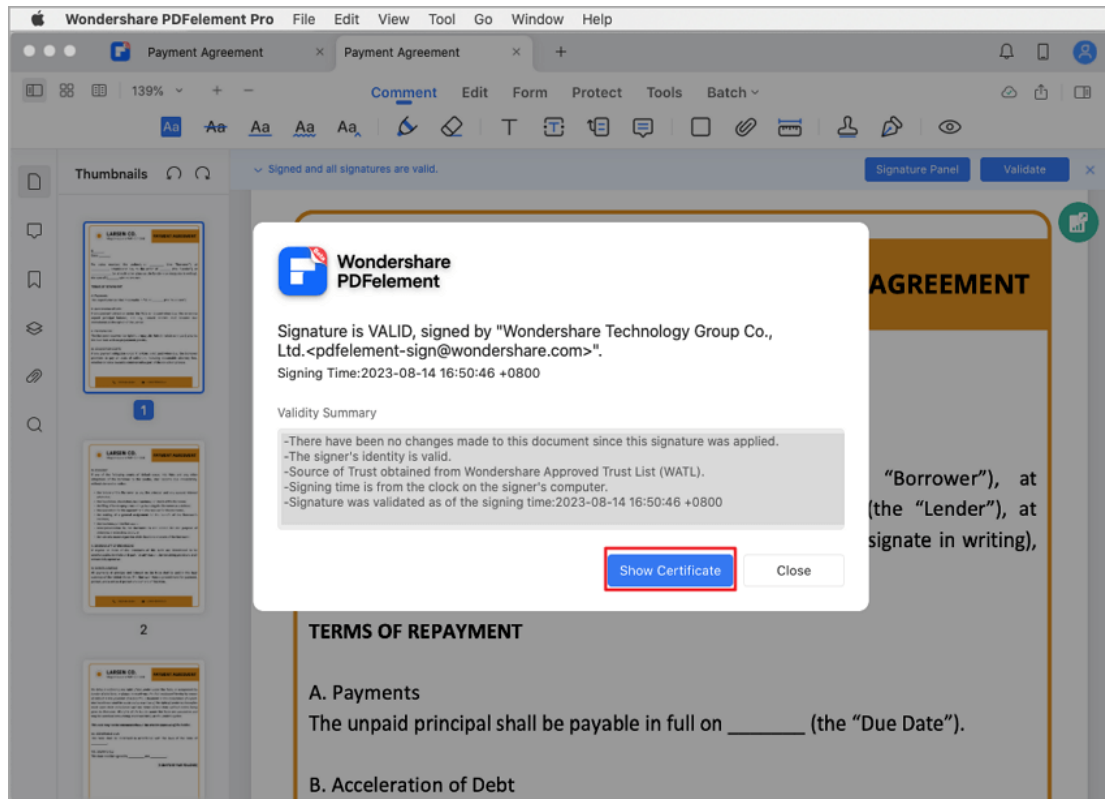
- Access the PDF agreement via the "Agreement" panel.



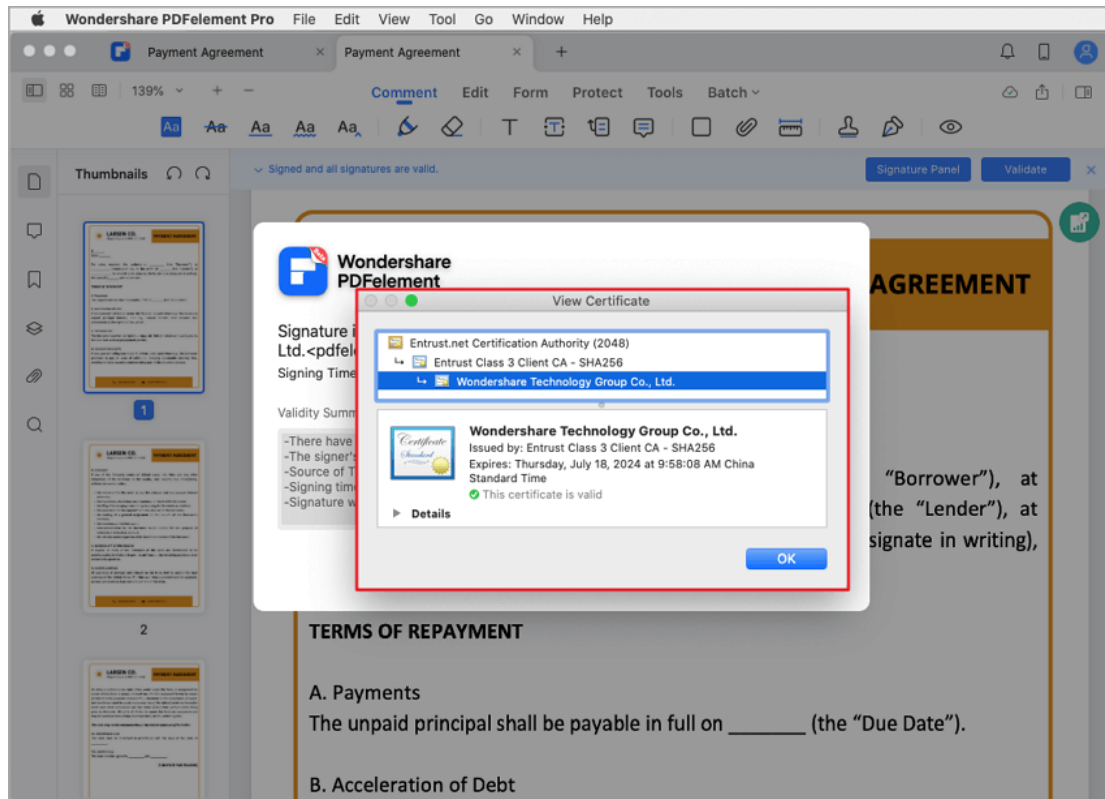
- Notice "Signed and all signatures are valid" notification.
- Click "Signature Panel" for the Validity Summary, which includes changes made since signing, signer identity, and validity period.



- Click "Show Certificate" for signature certificate details, issuer, and expiry date.



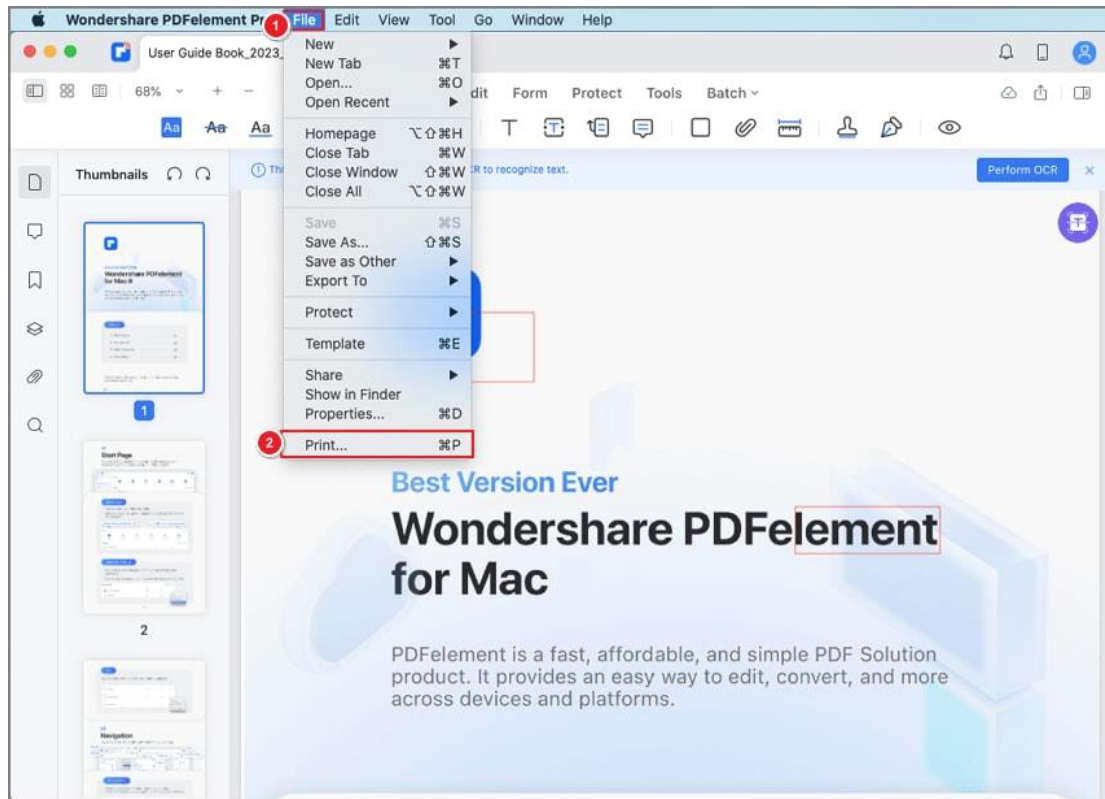
- In "Validate All Signatures," review digital signature information and access document change history since signing.



Print PDF

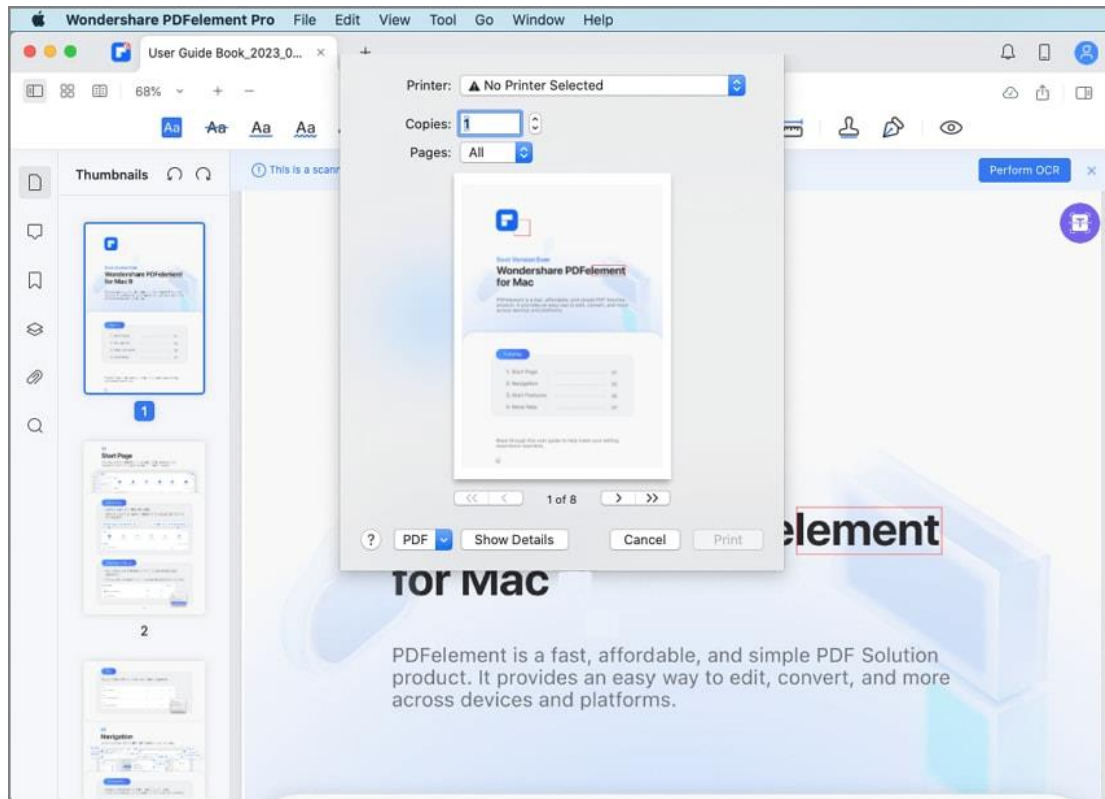
How to Print PDF on Mac

- Click the "File" > "Print" button on the toolbar or hit "Command + P" on the keyboards to activate the print command window.
- In the pop-up Print window, choose the printer, set the copies you need to print and customize the pages. You can preview the printed document in the preview window.



- In "Show details" at the bottom, you can choose the paper size, orientation, boarder, etc.
- After the settings, click "Print", and then you will get the paper copy.

If you experience a failure to edit the PDF text after clicking the "Text" button, or if the converted word file is non-editable, you may need to perform OCR on these files first.

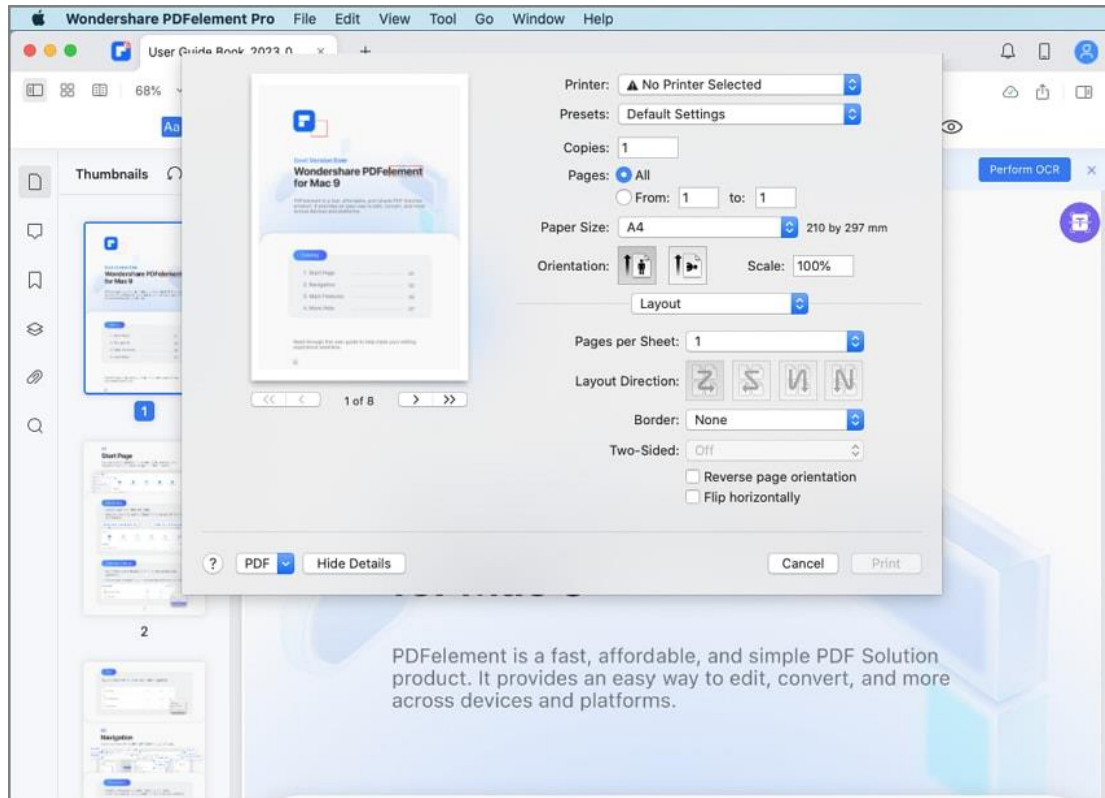


PDF Print Settings on Mac

To access more settings for printing PDF documents, click the "Show Details" button on the Print window.

- Printer: Choose the printer that is connected to your Mac.
- Presets: Choose the settings.
- Copies: Enter the number of copies of the output documents.
- Pages: Choose "All" or customize the page range.
- Page Size: Select the appropriate page size for the current PDF files, like A4, A5, or US Letter, etc.
- Orientation: Choose to print in Portrait or Landscape.

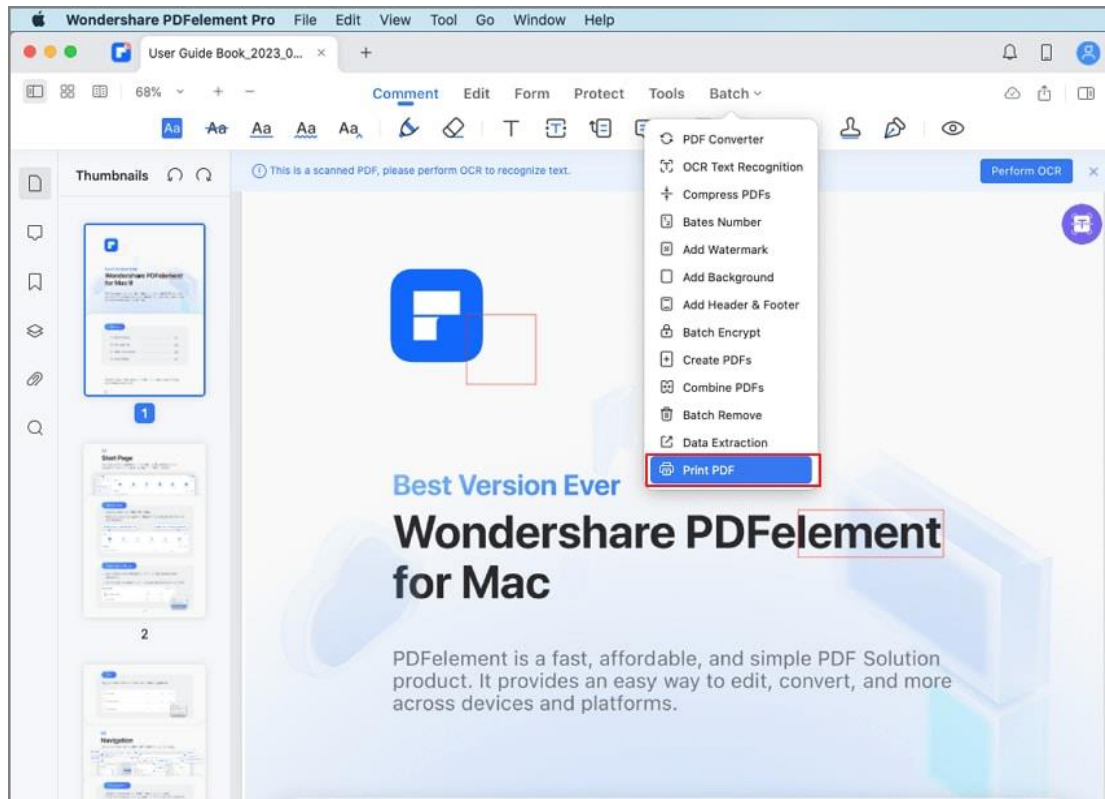
- Scale: Select the scale percentage as needed.
- Layout: Set the layout of pages



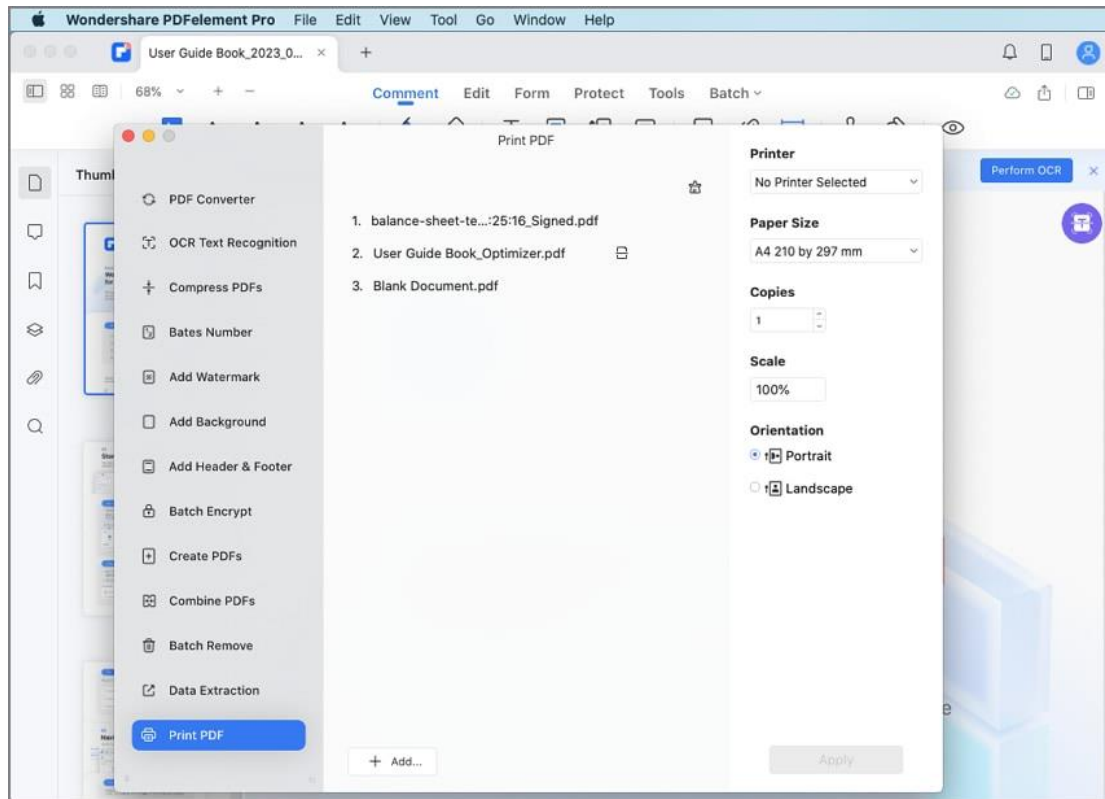
Print Multiple PDFs at Once on Mac

When handling multiple PDF files at the same time, batch printing may be a perfect feature for you to ease your work. PDFelement for Mac enables you to print multiple PDFs at once.

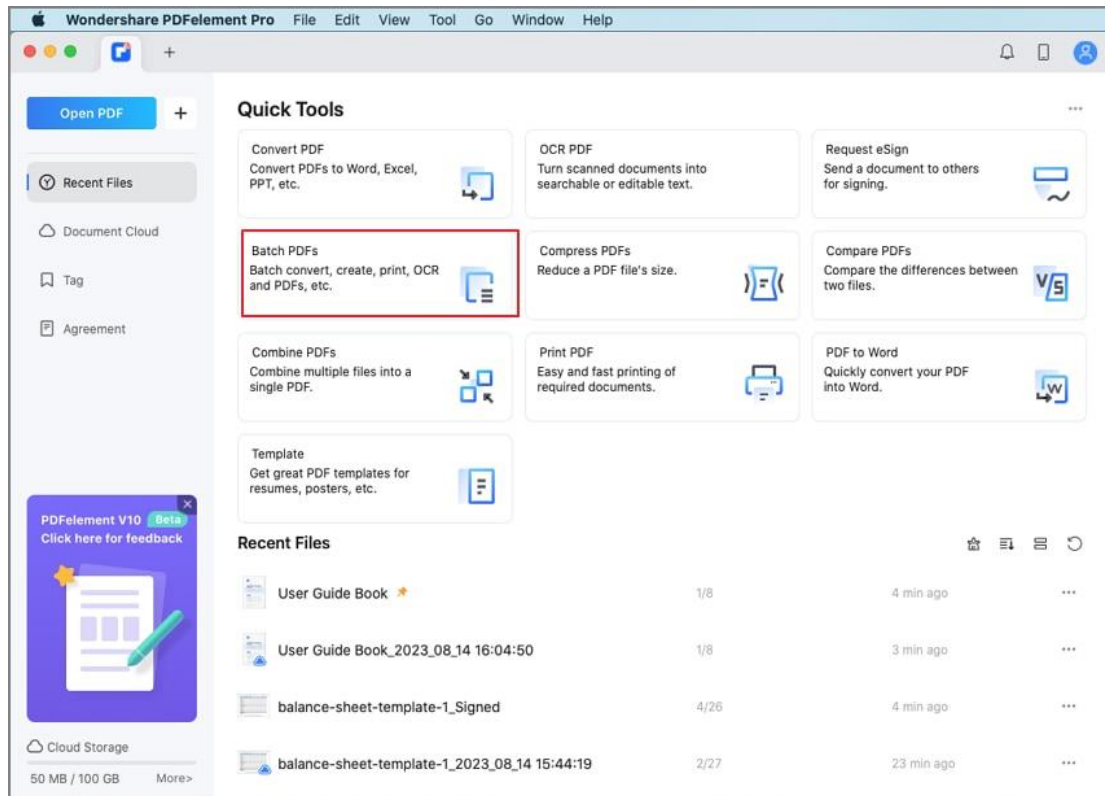
Select Print PDF option after clicking Batch button on the Main Toolbar.



In the pop-up window, click Print PDF tab, then add the PDF files you want to print. You can change the print settings on the right pane.



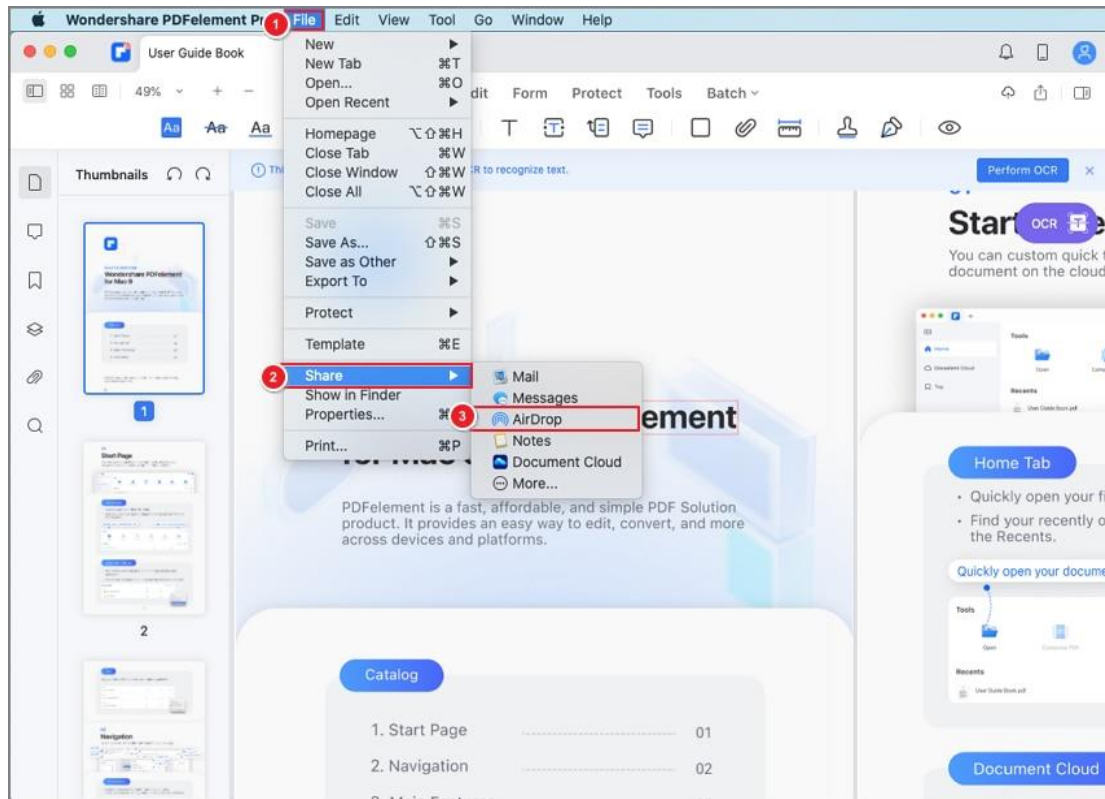
Alternatively, you can start the batch print function on the Homepage by clicking Batch PDF button.



Share PDF

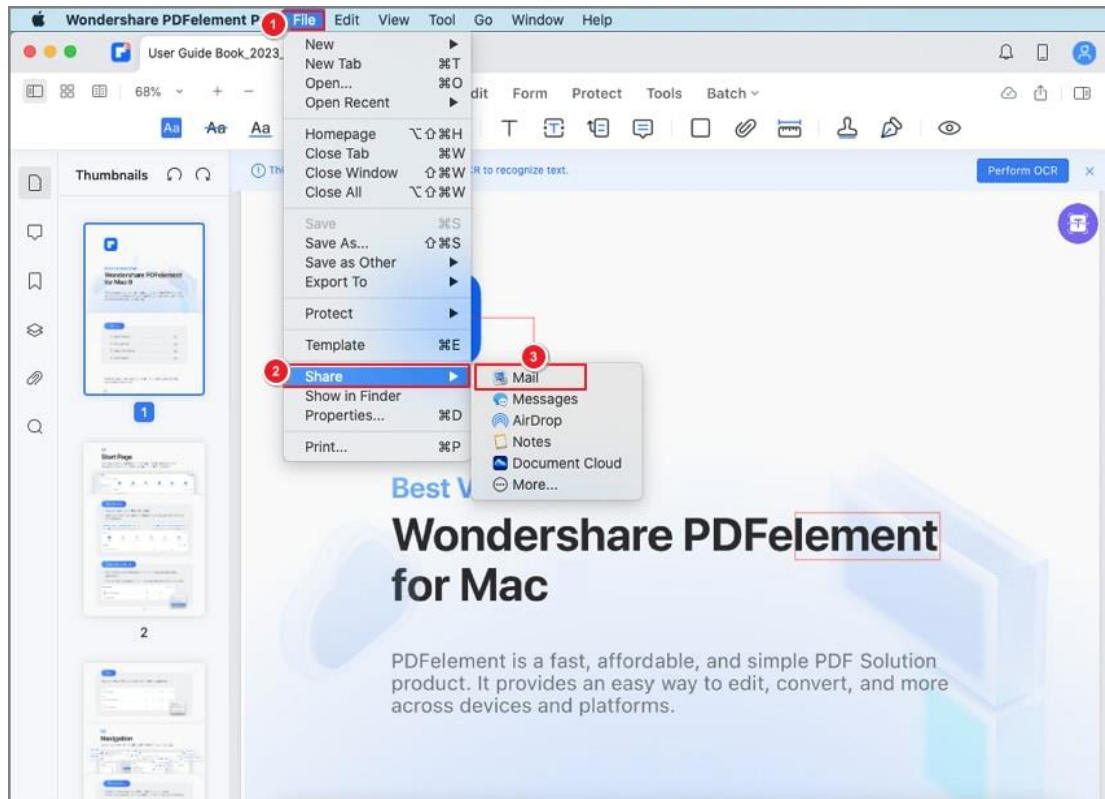
Airdrop PDF from Mac

- Go to "File" > "Share" > "AirDrop" on the Top Menu. You can share your file with someone using a Mac or iPhone through AirDrop.



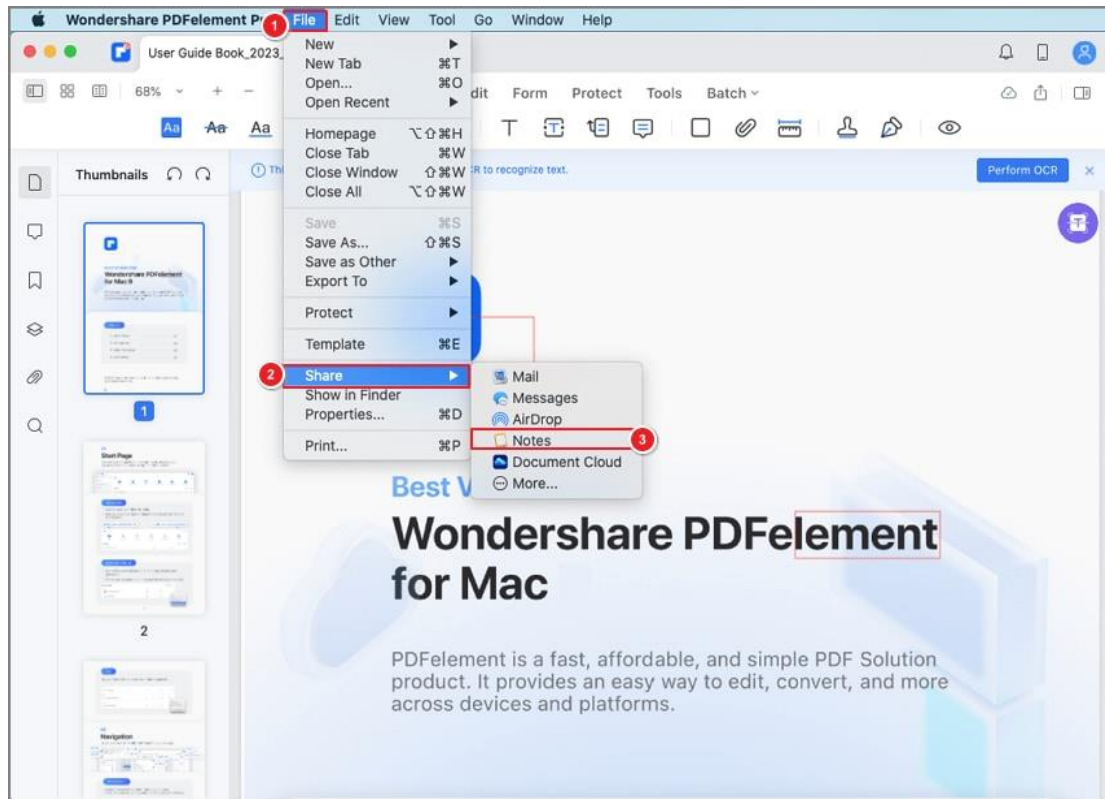
Send PDF to Email on Mac

- Please click to the "File" > "Share" > "Mail" button. Then log in to your email account.
- The current file will be attached to an email draft.
- You can then send your PDF file via email within the application.



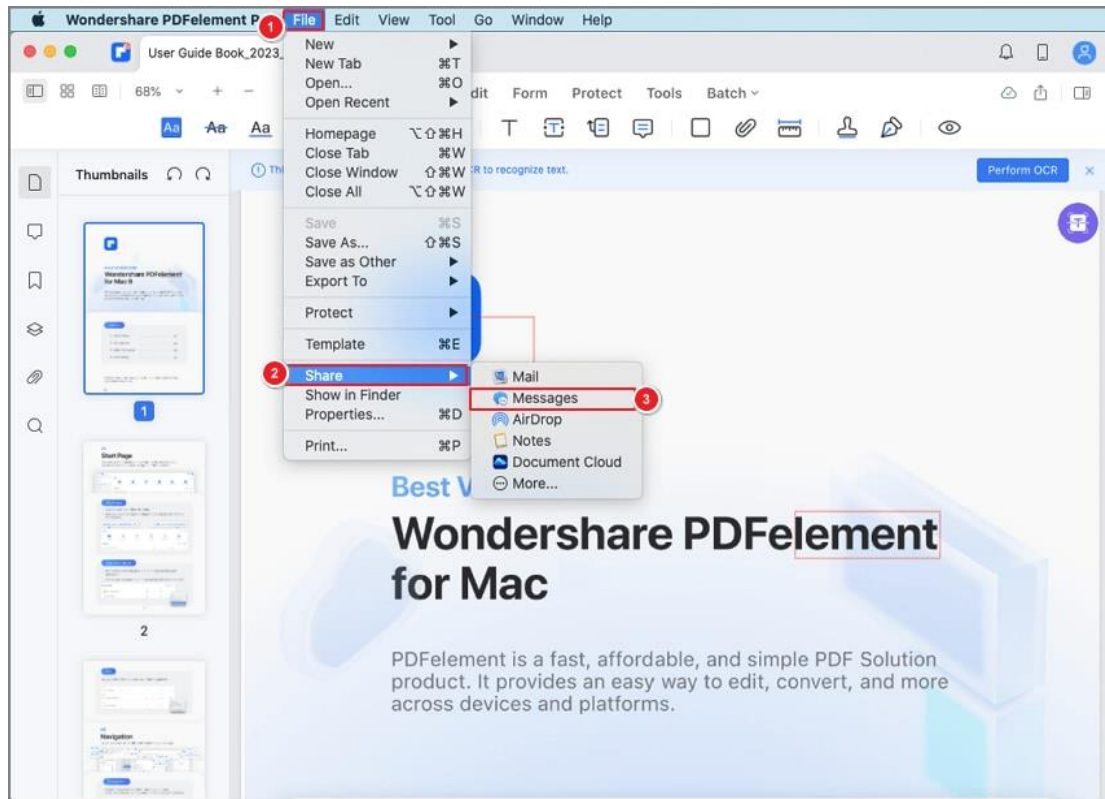
Share PDF to Note

- Go to "File" > "Share" > "Notes" on the Top Menu, you can save your file to Notes.



Share PDF via Messages on Mac

- Go to "File" > "Share" > "Messages" on the top menu, you can share your file with others via messages.

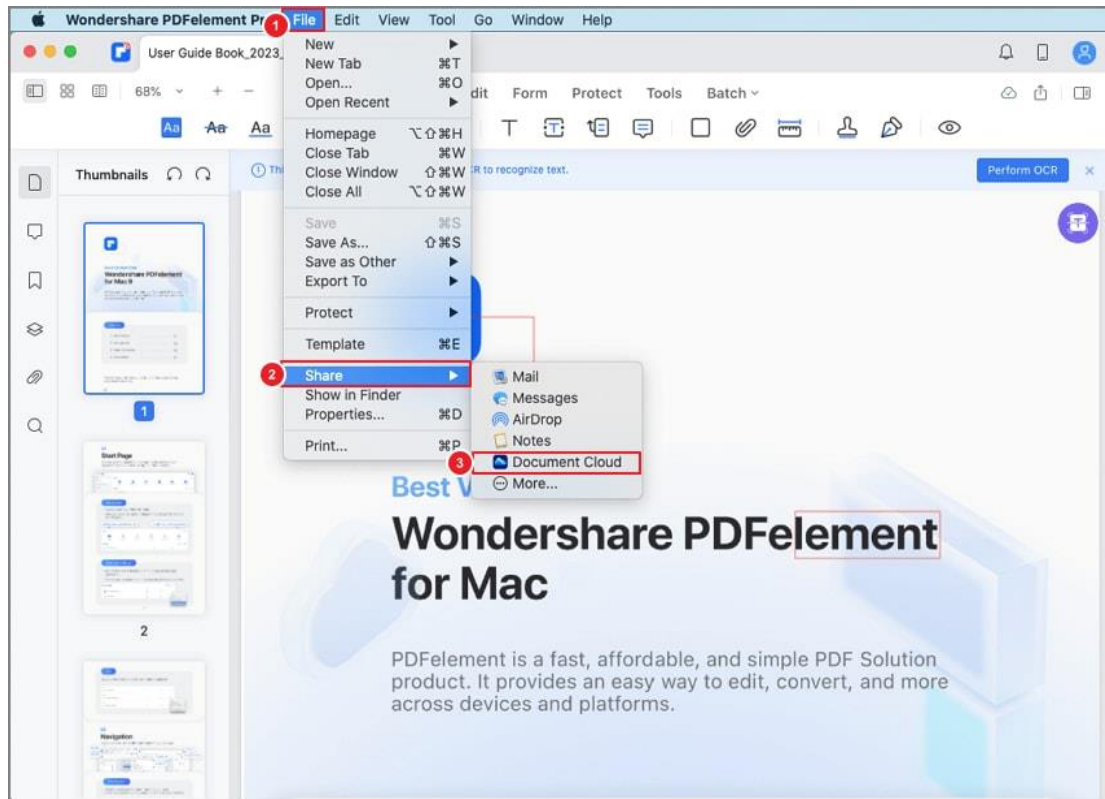


Upload PDF to Cloud on Mac

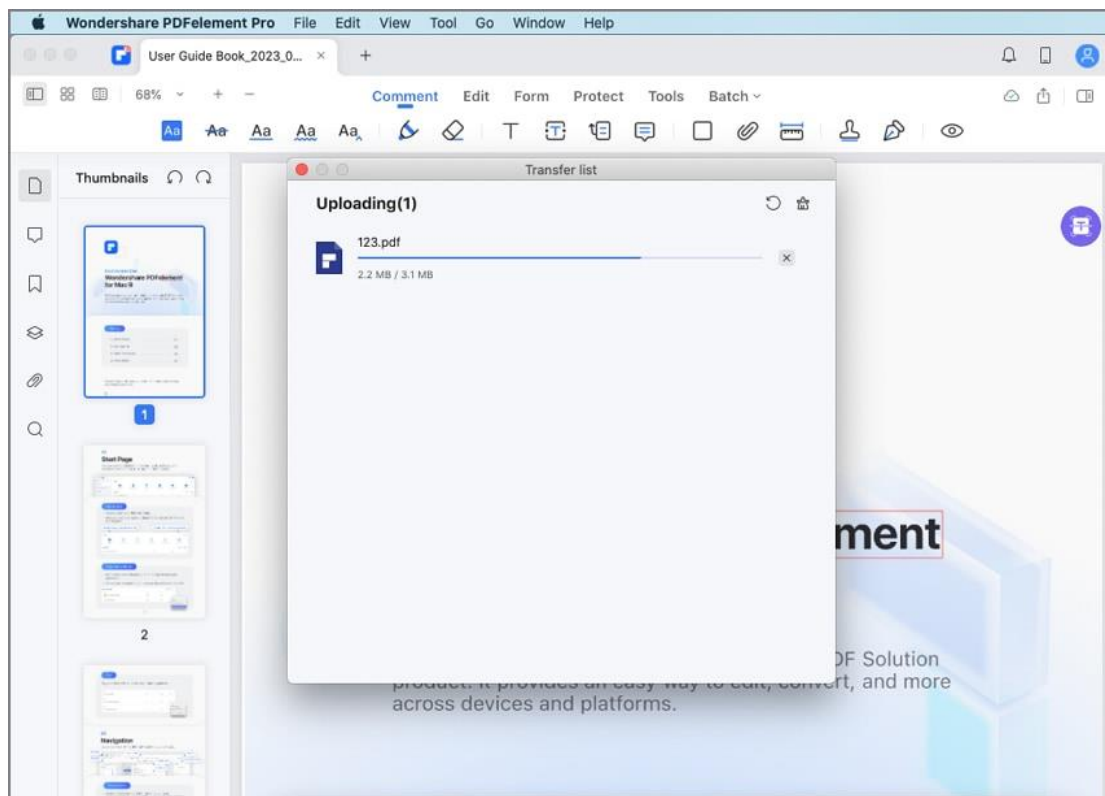
Wondershare Cloud allows you to transfer documents across devices. For example, you can upload a file to Wondershare Cloud from your Mac at your office, keep your files in sync, and access it from your mobile phone at home. With PDFelement for Mac, you can collaborate files smoothly and manage your work efficiently.

1. Share from the File Menu.

- Go to "File" > "Share" > "Wondershare Cloud" on the Top Menu to upload the file to this platform.



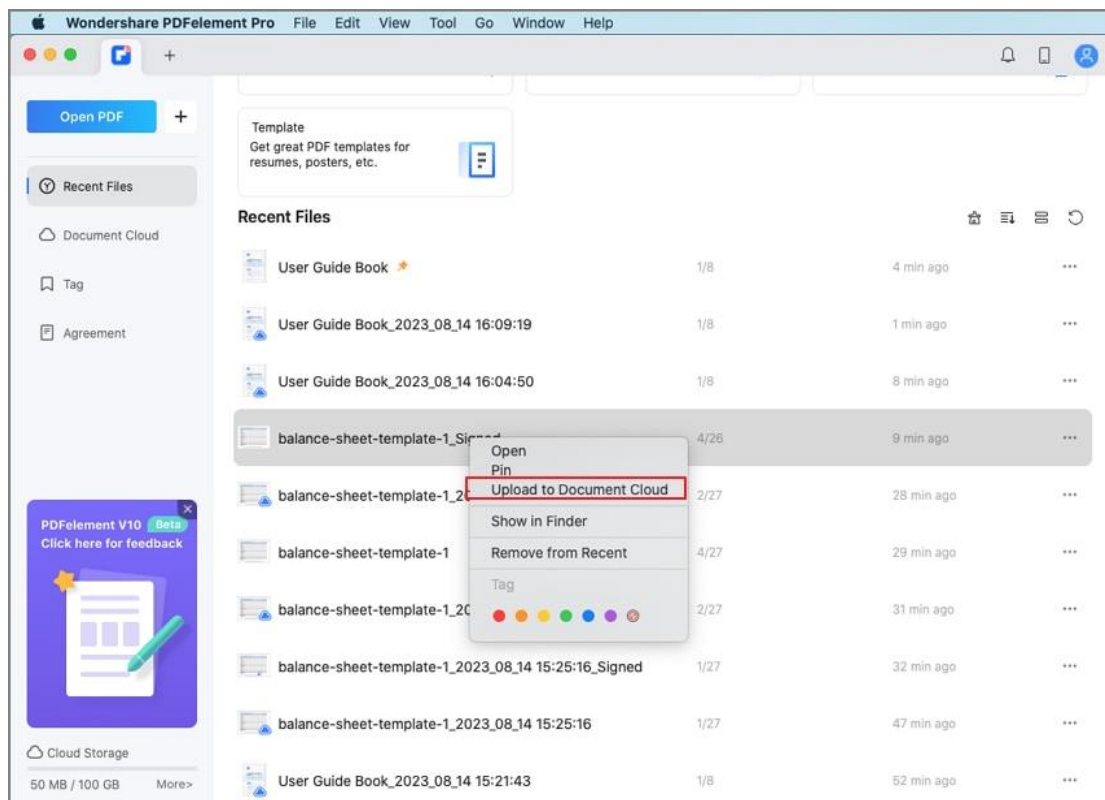
- And then click the "Upload" button in the pop-up window.



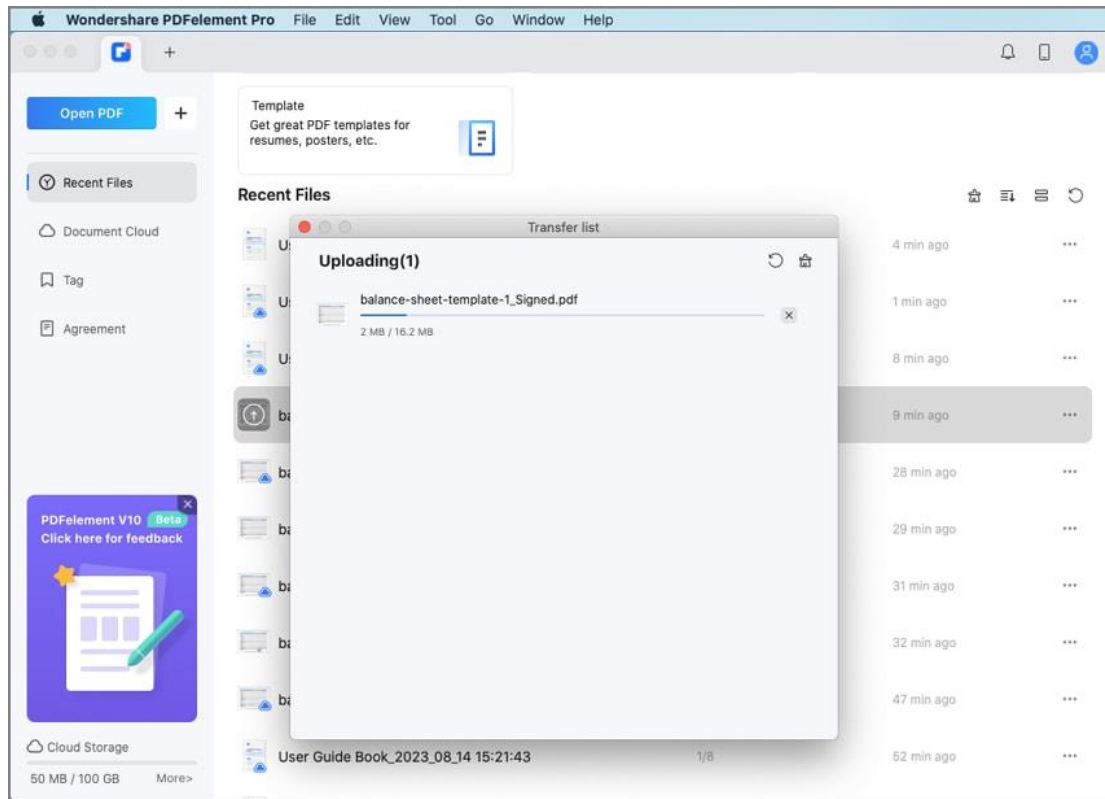
- Once the file is uploaded, click "OK" to complete.

2. Upload PDF to cloud from the Homepage.

- Or you can also share a PDF document to Wondershare Cloud on the Homepage. Find the PDF file you want to upload in the Recent List, click the "..." button on the bottom right side, and select the "Upload to Document Cloud" option.

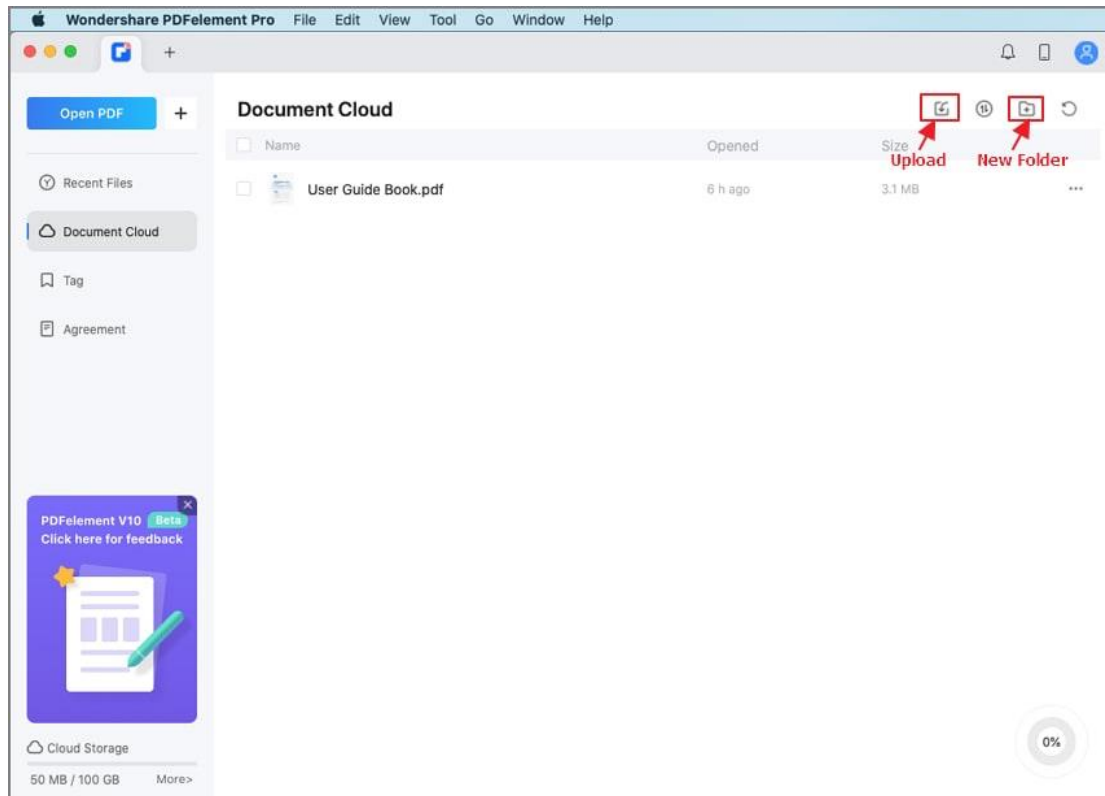


- The Transfer List will pop up to display the uploading progress.

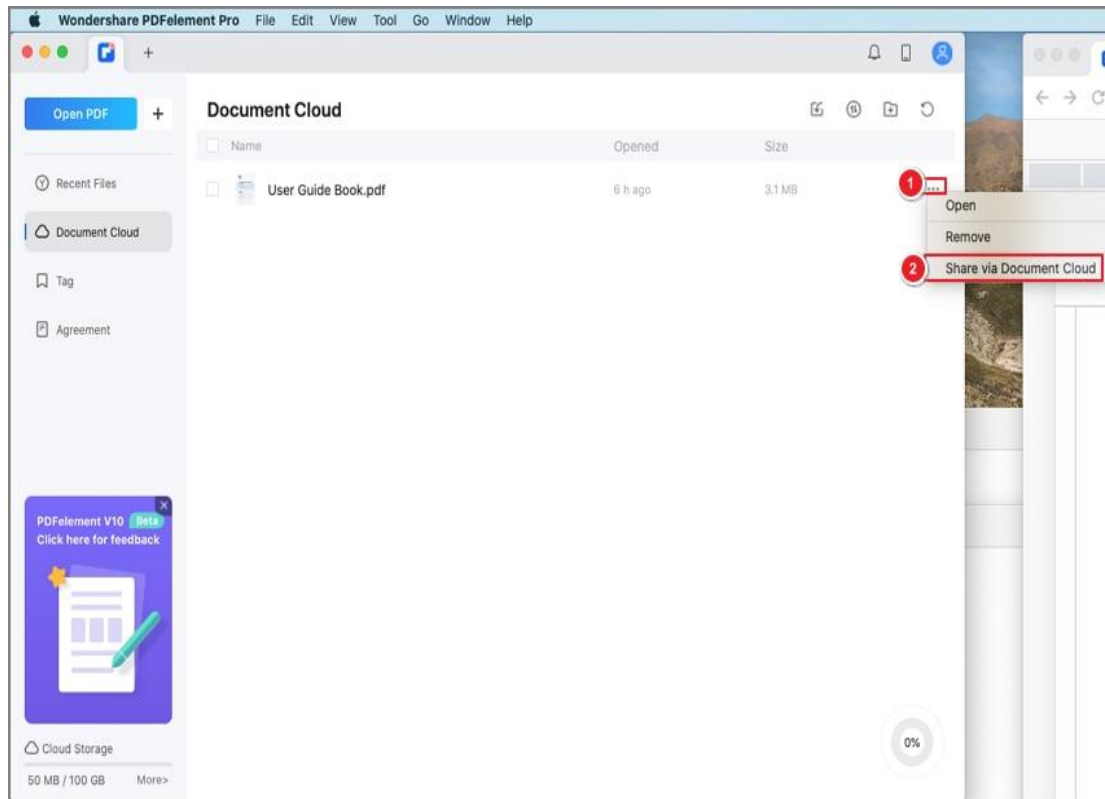


3. Upload PDF to cloud from the Document Cloud tab.

- Alternatively, you can go to the Document Cloud tab on the Homepage to upload files by clicking the "Upload File" button, the "Upload" icon on the top right corner, or drag-and-drop directly.
- You can also create a new folder within the Cloud and upload a PDF file to the folder.



- After uploading files to Wondershare Cloud, you can share them with others by creating a file link. Click the "..." button on the file icon and select the "Share by Link" option in the drop-down menu. Share this link with others, and they can directly open the shared PDFs in an internet browser.



- You can also remove an uploaded file from the Cloud as needed.

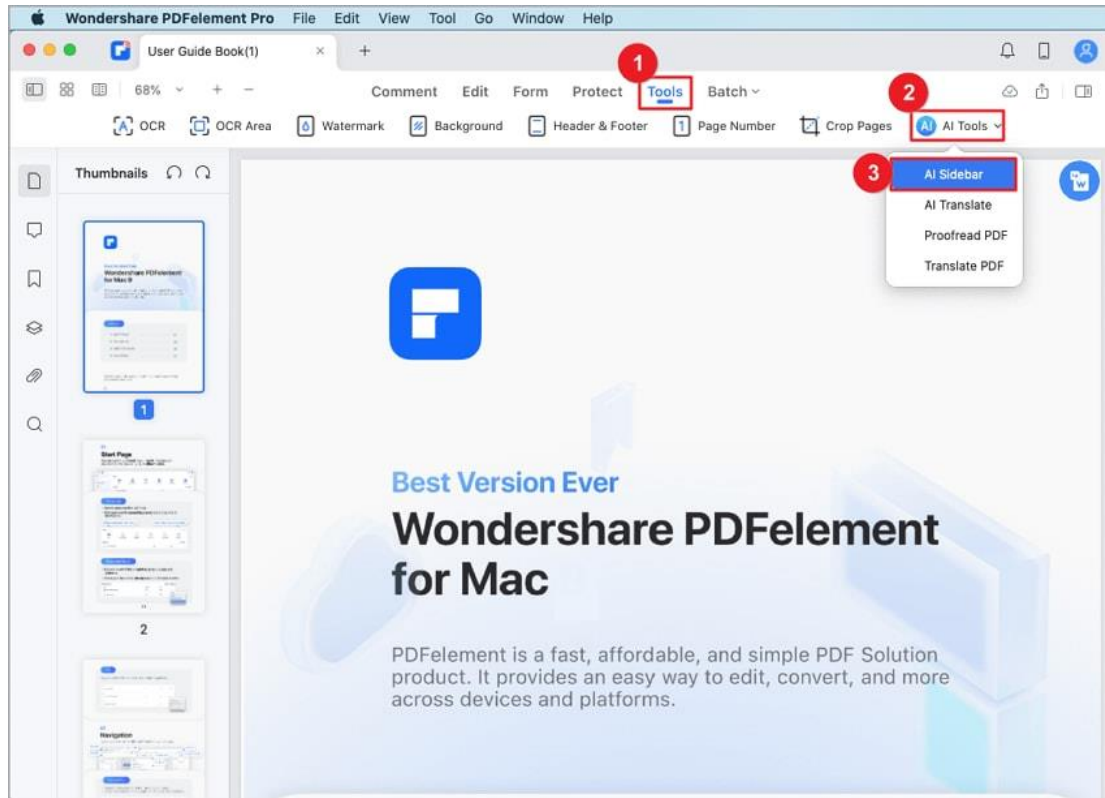
PDF AI Tools

How to Chat with PDF using AI on Mac

Make your PDF reading experience on Mac even better with PDFelement's Lumi AI reading assistant. Lumi, powered by ChatGPT, adds a new level of understanding to your PDFs.

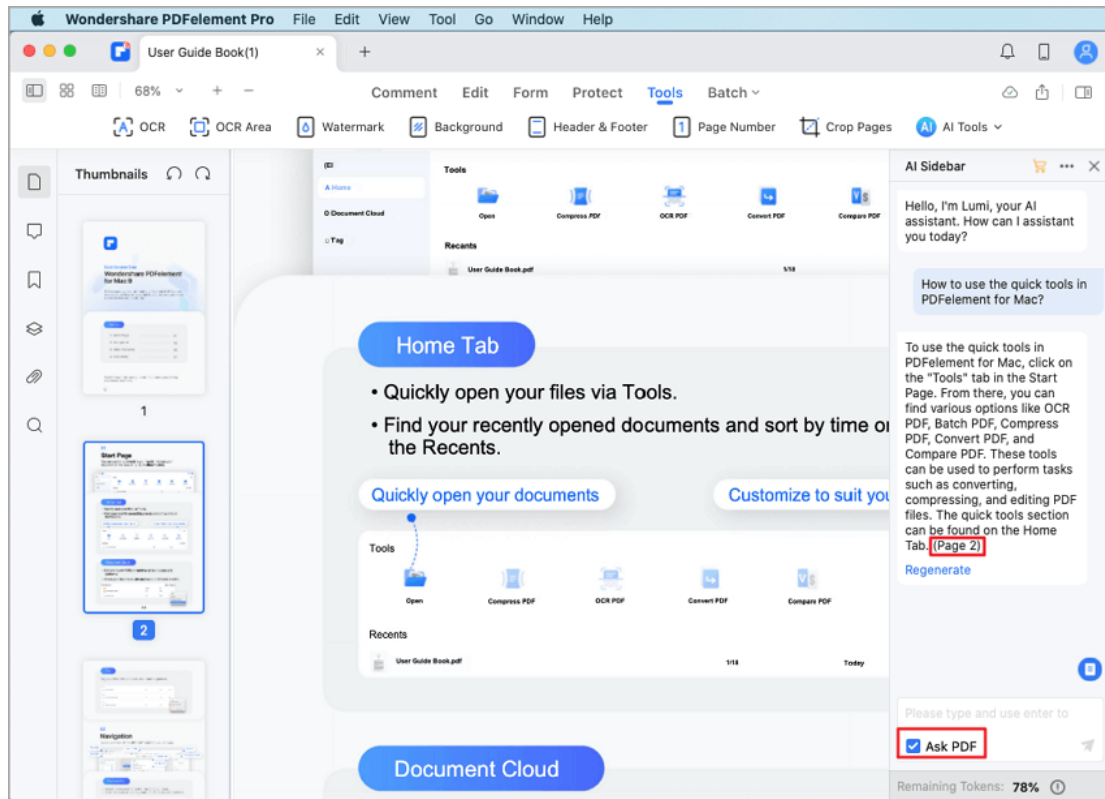
1. Access Lumi AI Reading Assistant

To start using Lumi, go to the "AI Tools" button under the "Tools" tab and select "AI Sidebar." You can have helpful conversations with Lumi about various topics.



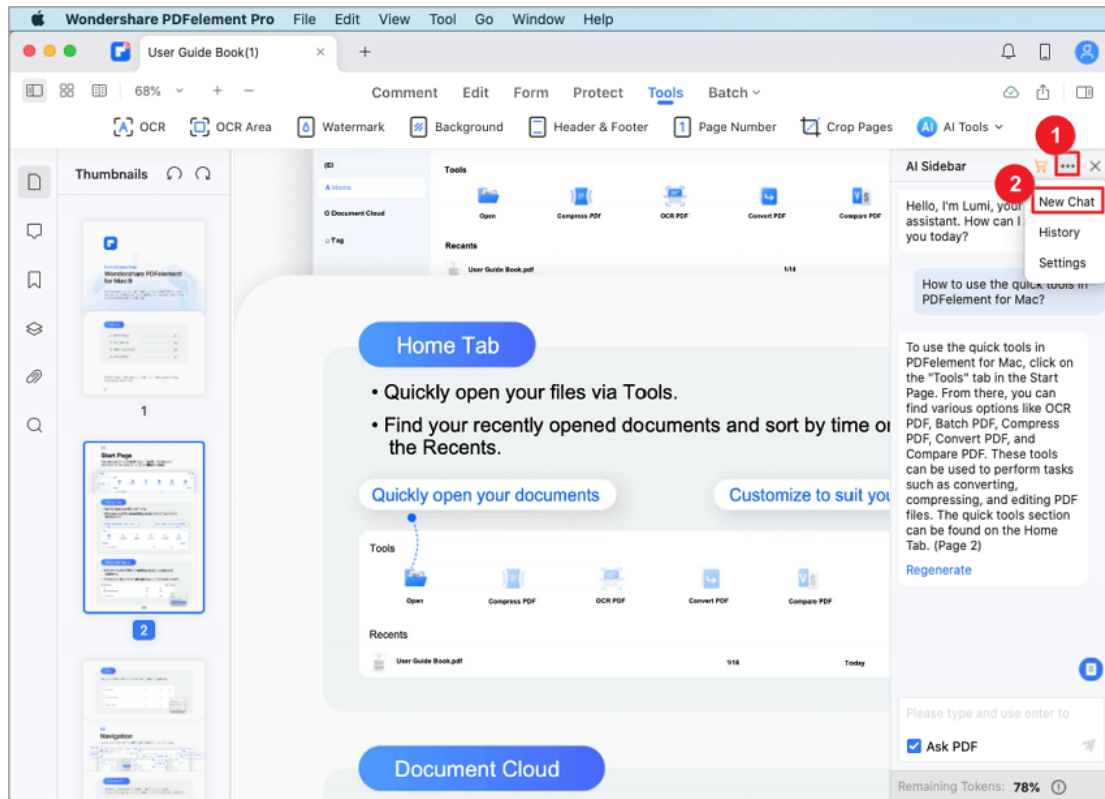
2. Chat with PDF

You can ask Lumi questions about your PDFs using the "Ask PDF" option in the AI Sidebar. This helps your understand your PDF content better and even tells you where to find specific information.



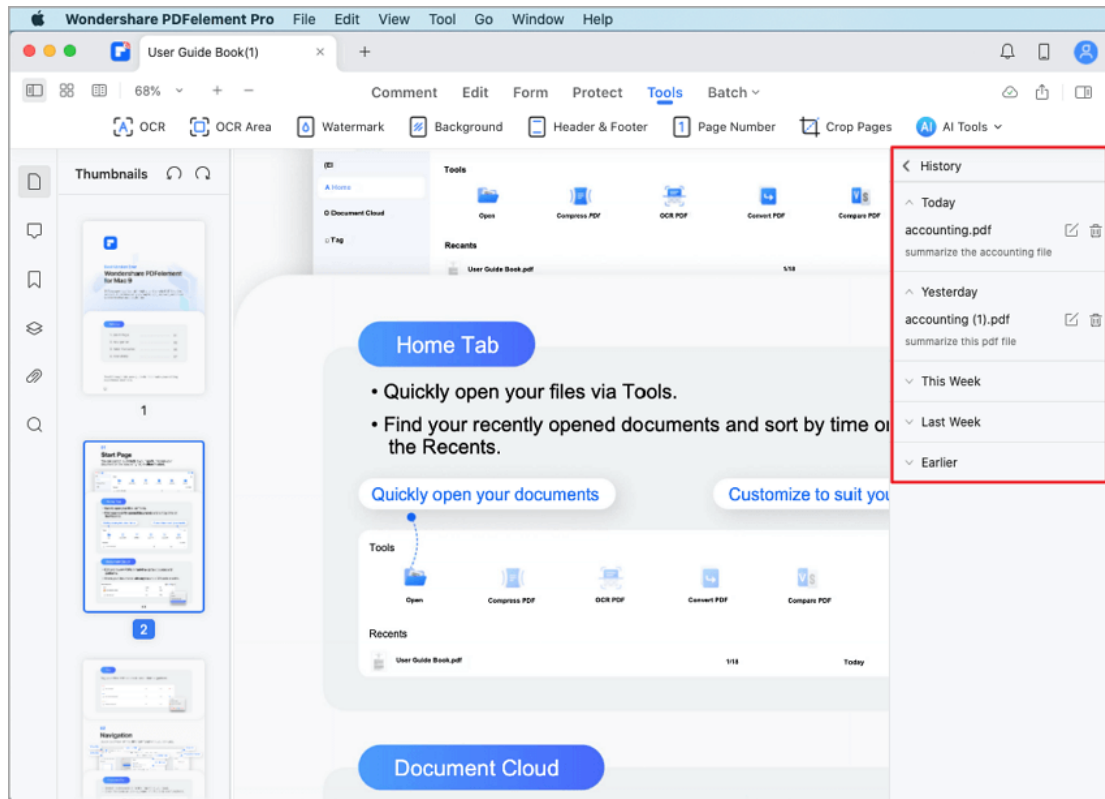
3. Start a New Chat

Begin a fresh conversation with Lumi at any time. Simply click the "..." icon at the top right corner of the AI Sidebar and select "New Chat."



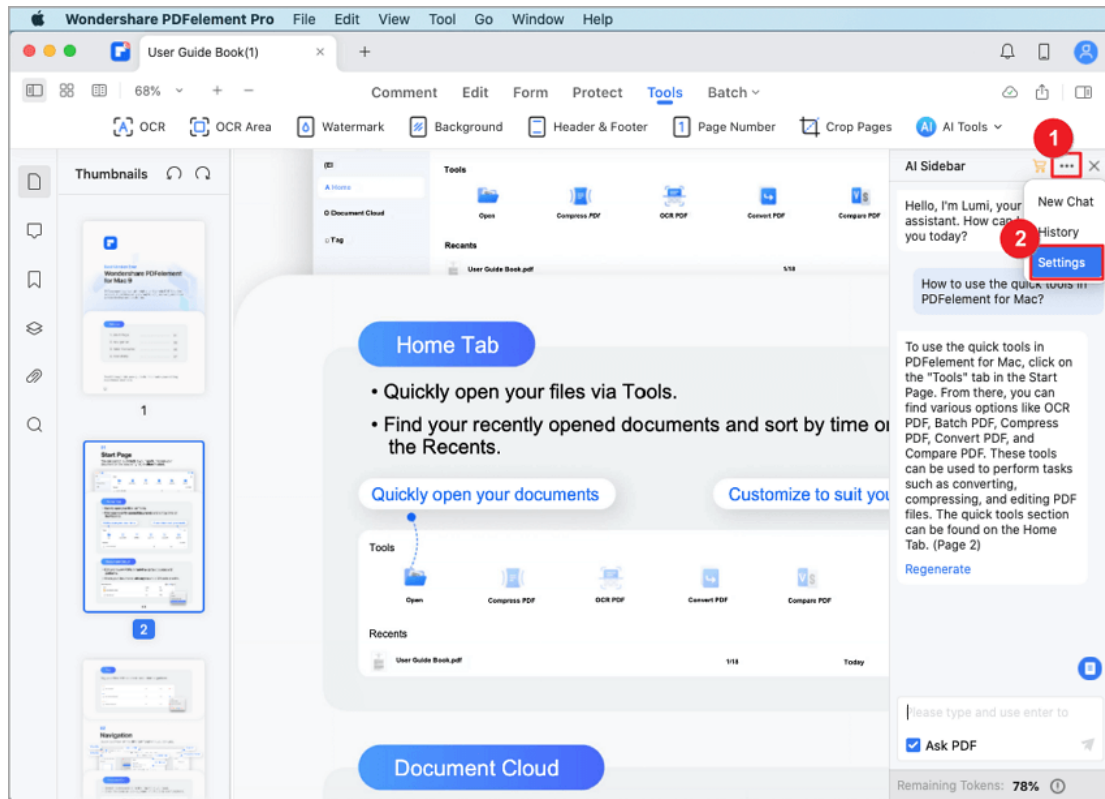
4. Access Chat History

To look back at your past conversations with Lumi, click the "..." icon at the top right of the AI Sidebar and pick "History."



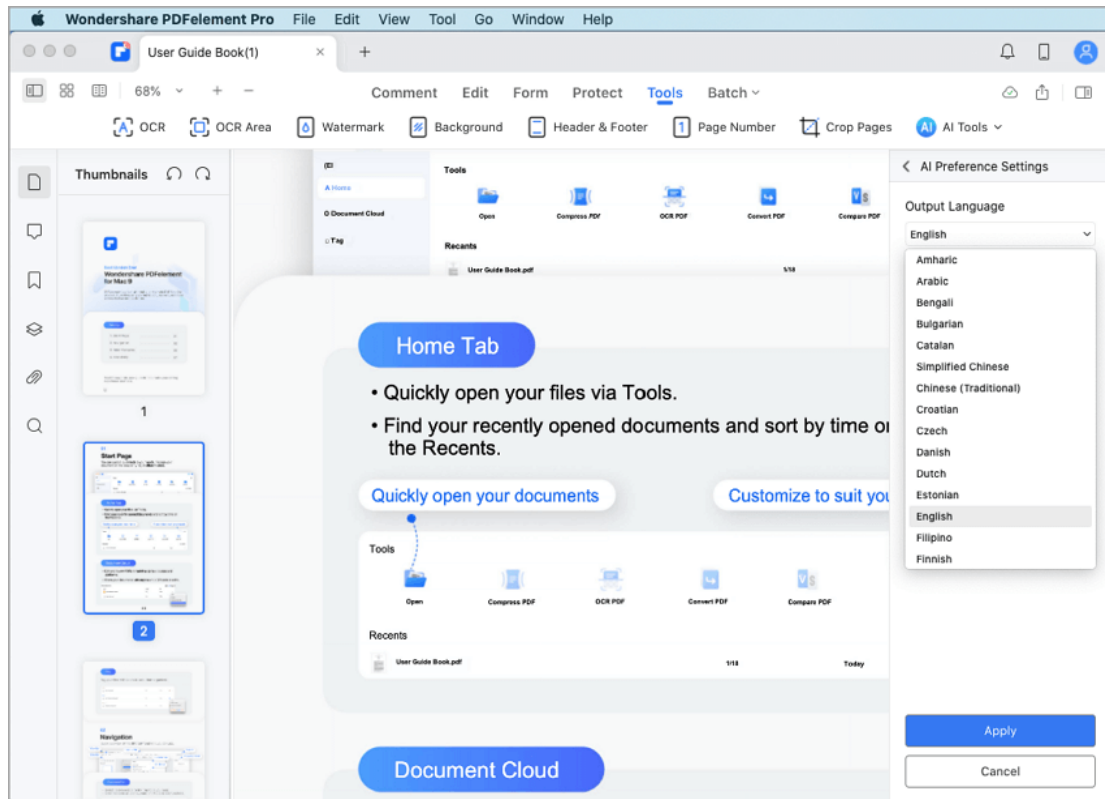
5. Change Settings

You can change how Lumi talks to you by clicking the "..." icon at the top right of the AI Sidebar and selecting "Settings."

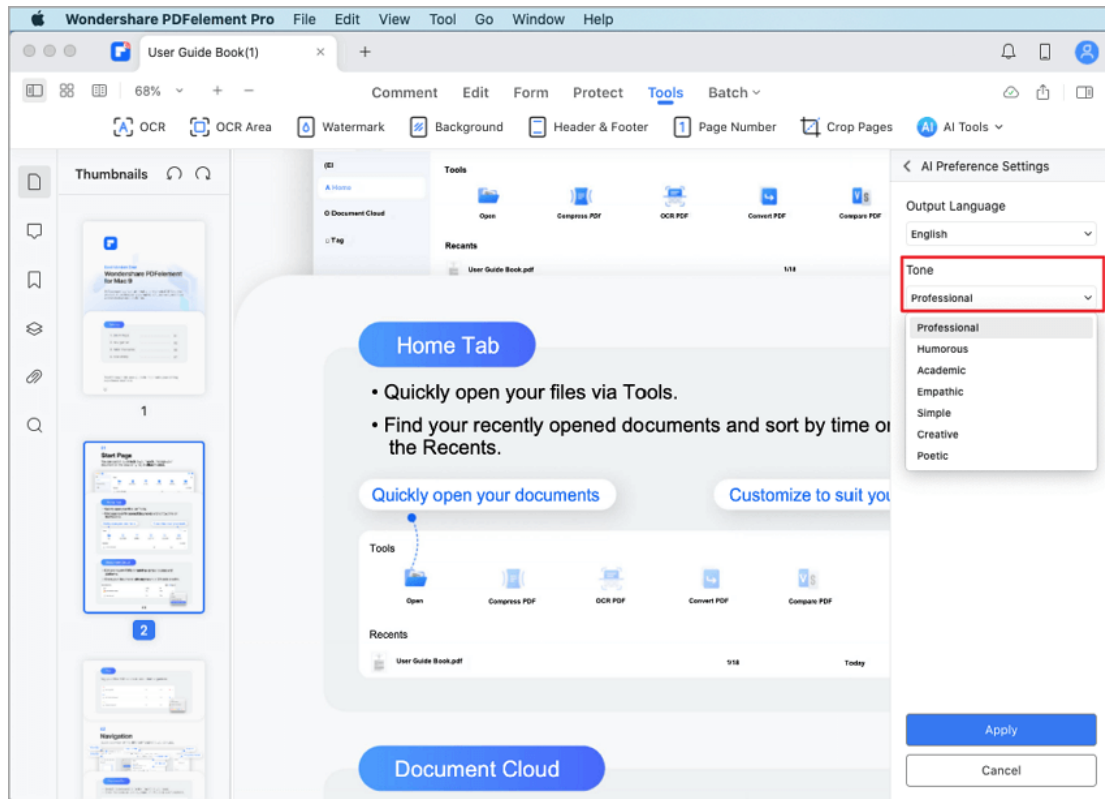


You can personalize the following settings:

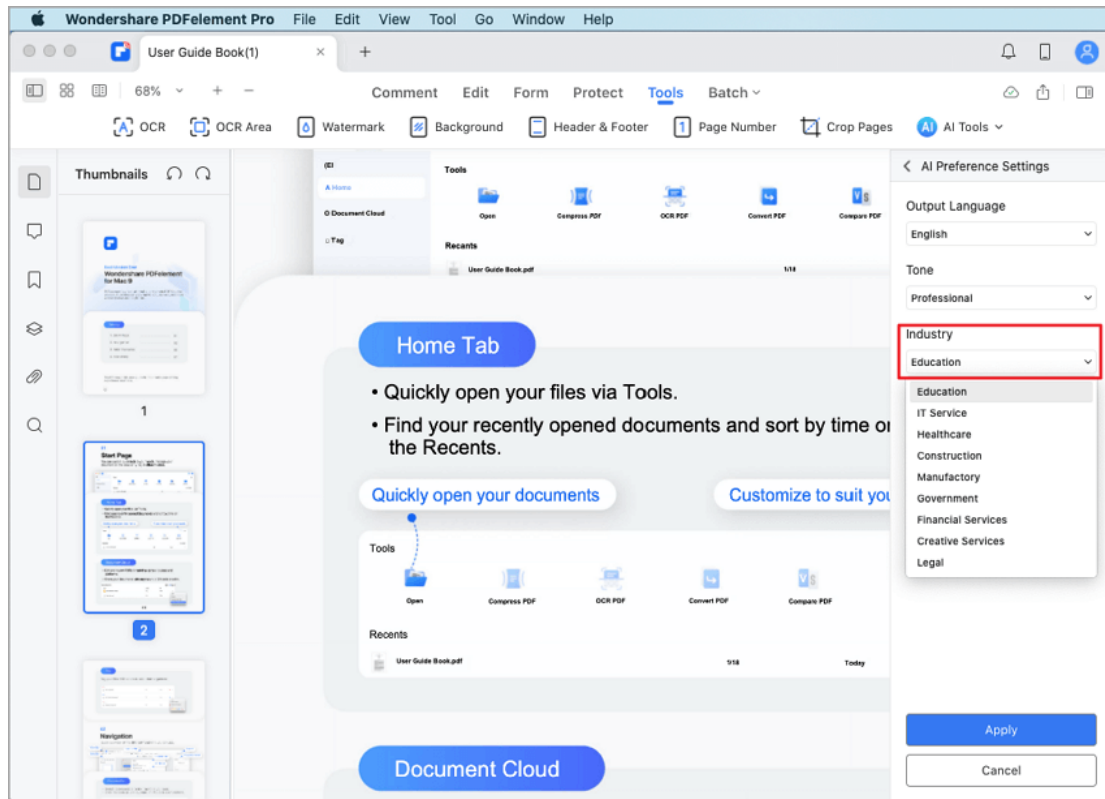
- Output Language: Choose the output language; opt for "Default" to receive responses in your input language.



- Tone: Adjust the response tone to match your preference, such as academic, empathic, simple, creative, poetic, professional, or humorous.



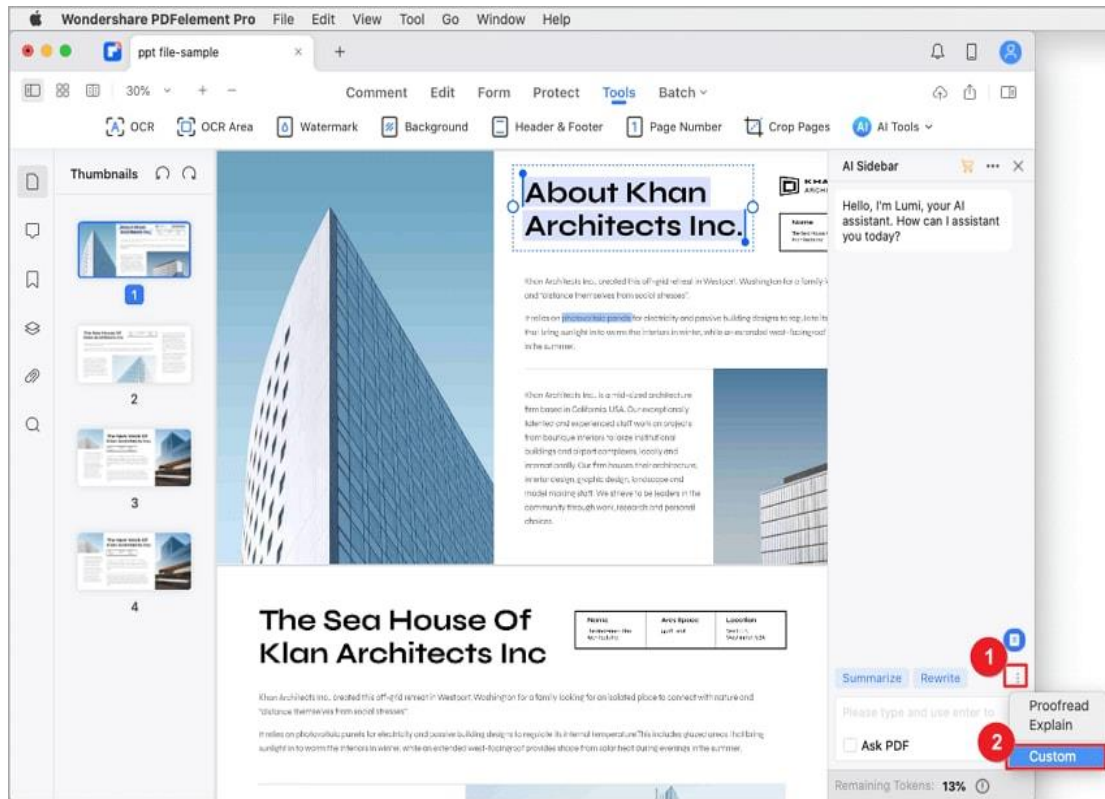
- Industry: Customize responses to specific industries, including legal, financial services, creative services, healthcare, construction, manufacturing, government, education, and IT services.



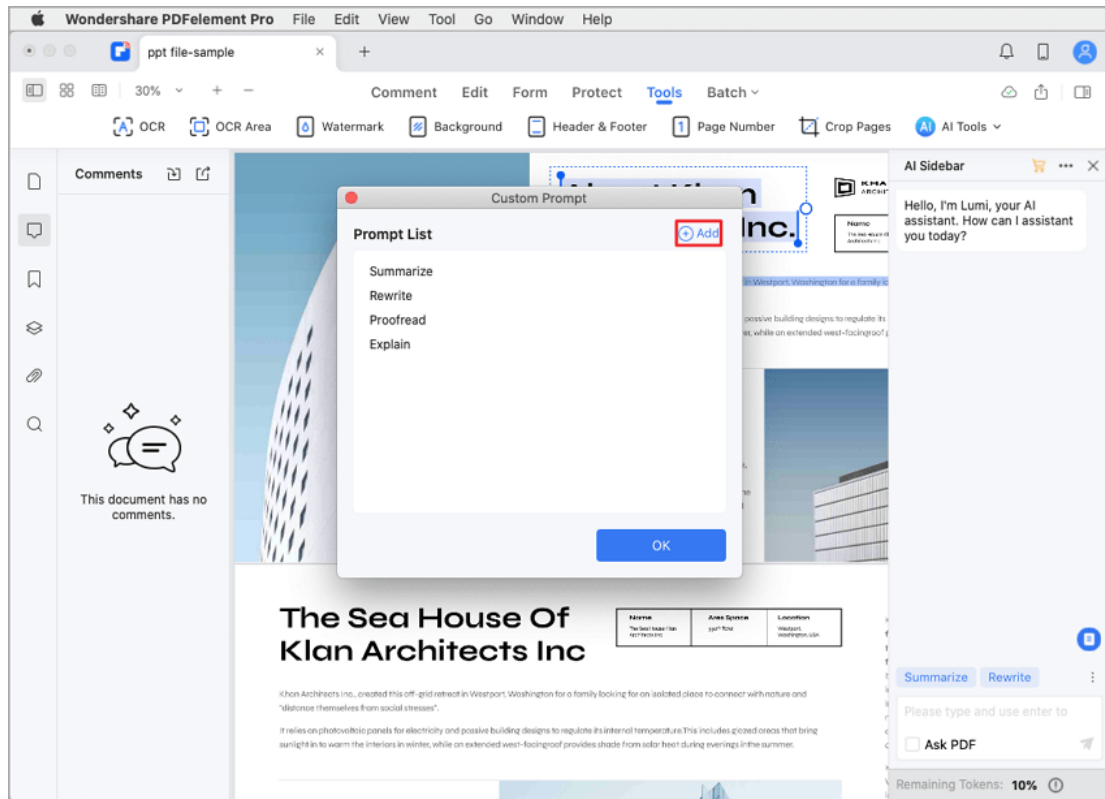
How to Customize AI Prompt on Mac

Customize the responses of Lumi, your AI reading assistant, to match your unique requirements. Follow these steps:

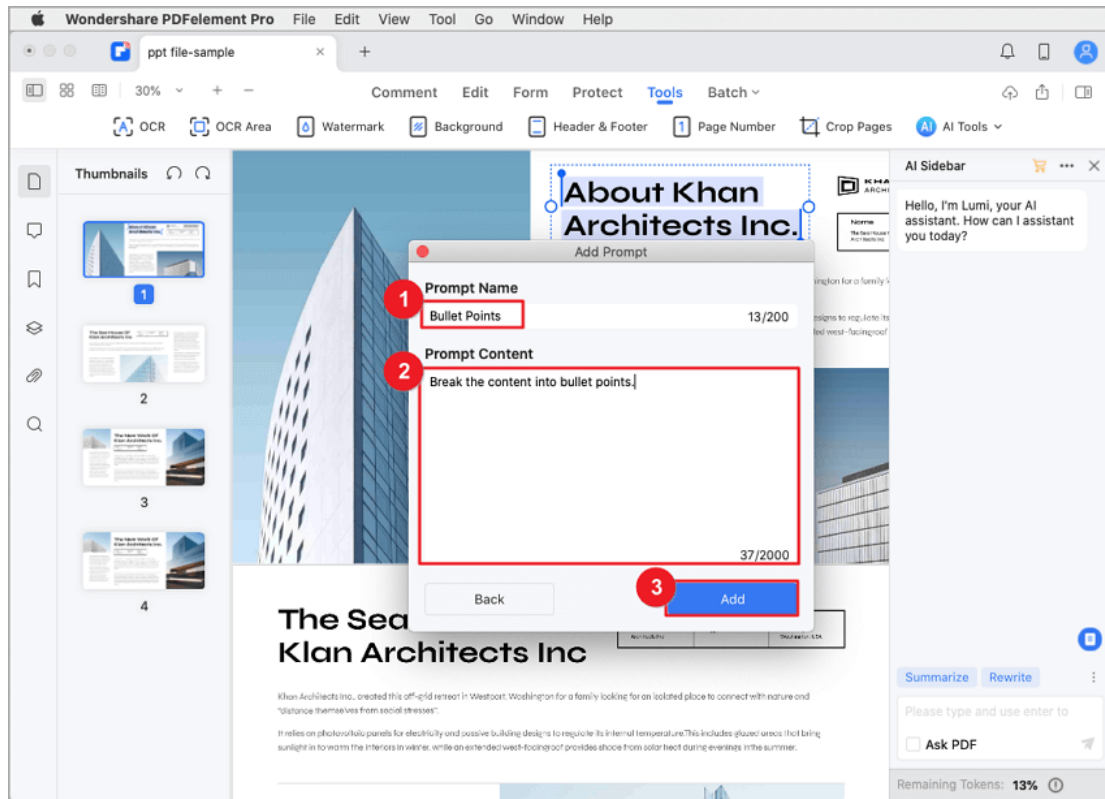
- Begin by opening the AI Sidebar. To do this, click the "AI Sidebar" option from the dropdown list under the "Tools" tab.
- Within the AI Sidebar, locate and select the "Custom" option at the bottom of the panel.



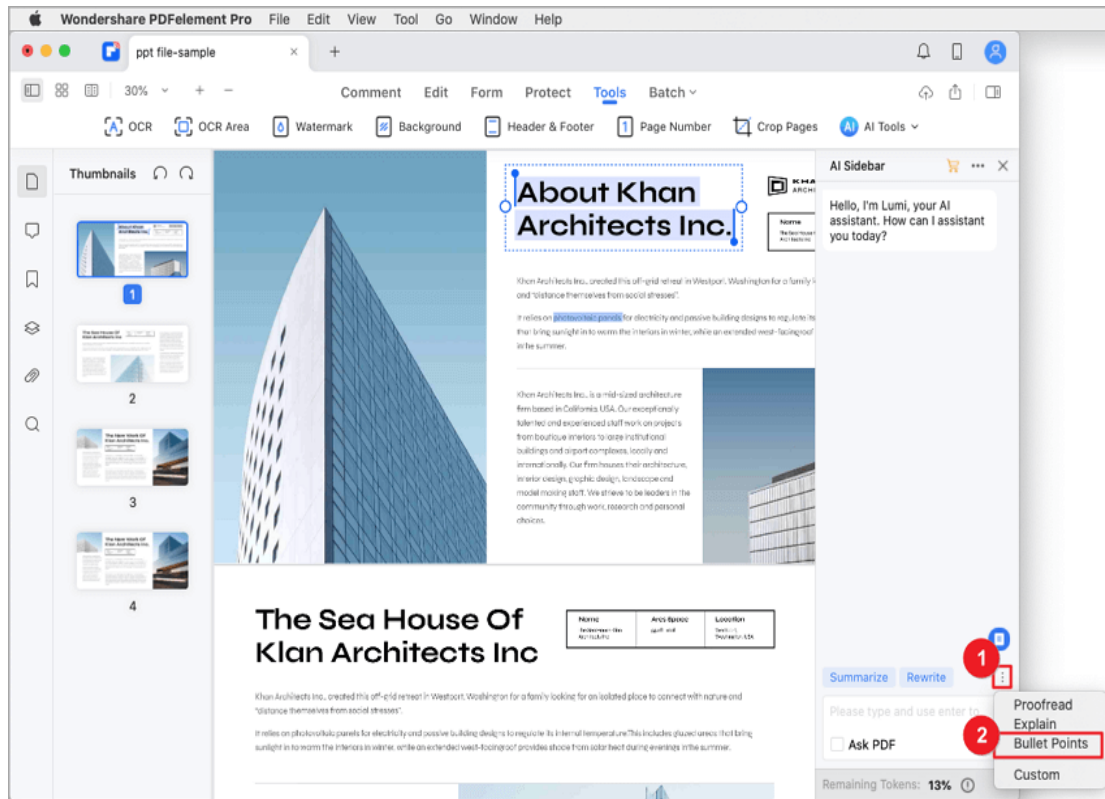
- In the pop-up "Custom" window, click the "Add" button to create a new custom prompt.



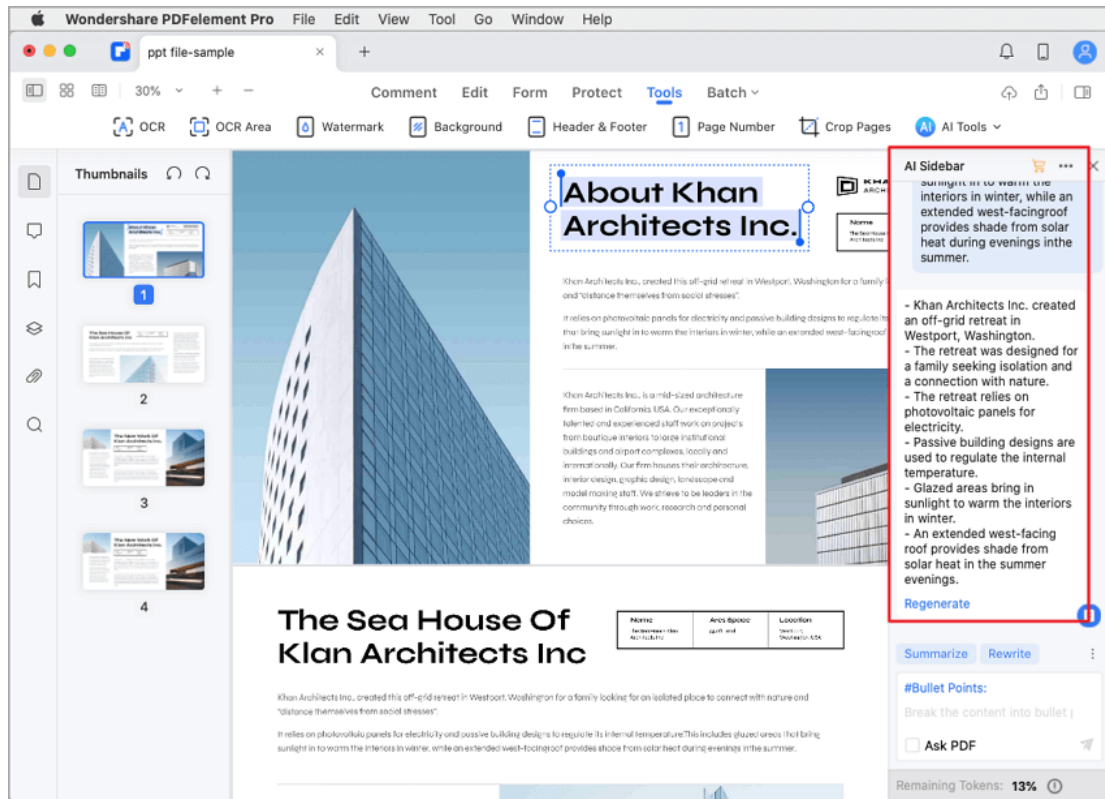
- Assign a meaningful name to your custom prompt, such as "Bullet Points". In the "Prompt Content" field, specify the instructions you want the AI to follow. For instance, you can input "Convert the following content into bullet points". Save your custom prompt settings by clicking "Add".



- Now that you've created your tailored prompt. When you encounter content that you want to transform into bullet points, follow these steps.
- Select the "Bullet Points" command from the available options in the text box.
- Input or paste the text you wish to convert into bullet points.



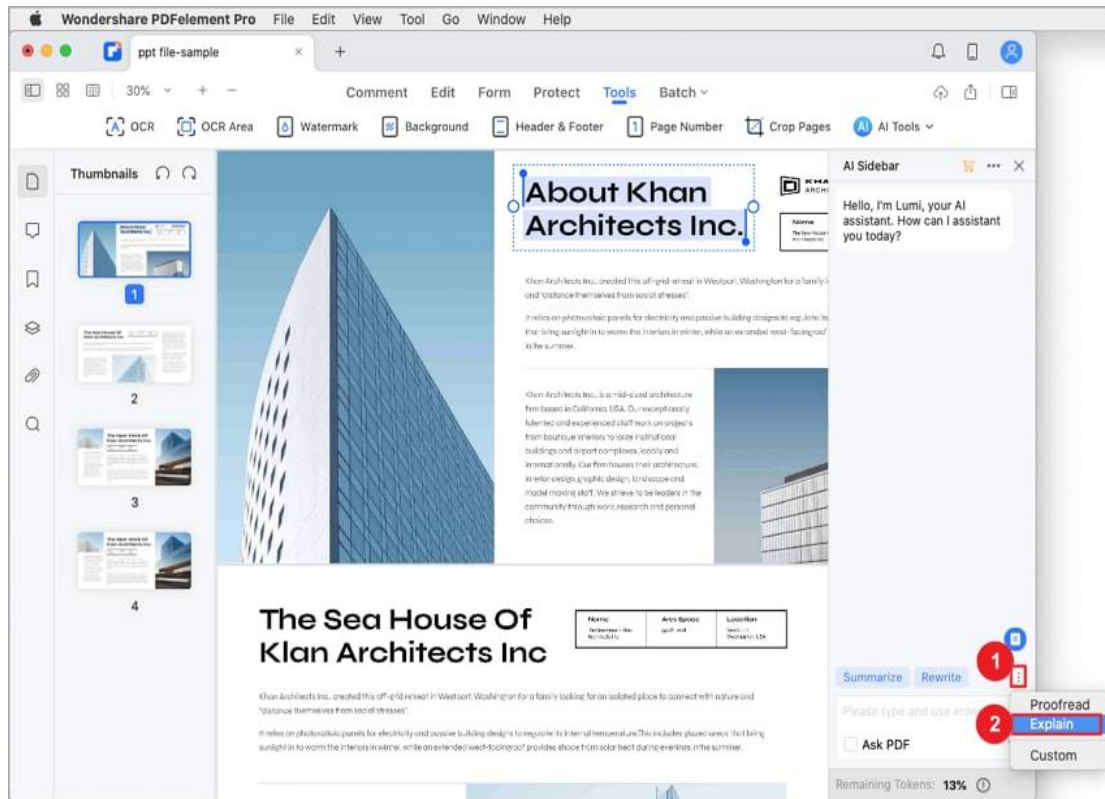
- Click the "Send" button to kickstart the process. Lumi, powered by advanced AI technology, will promptly analyze the provided text and craft organized bullet points based on your custom prompt.



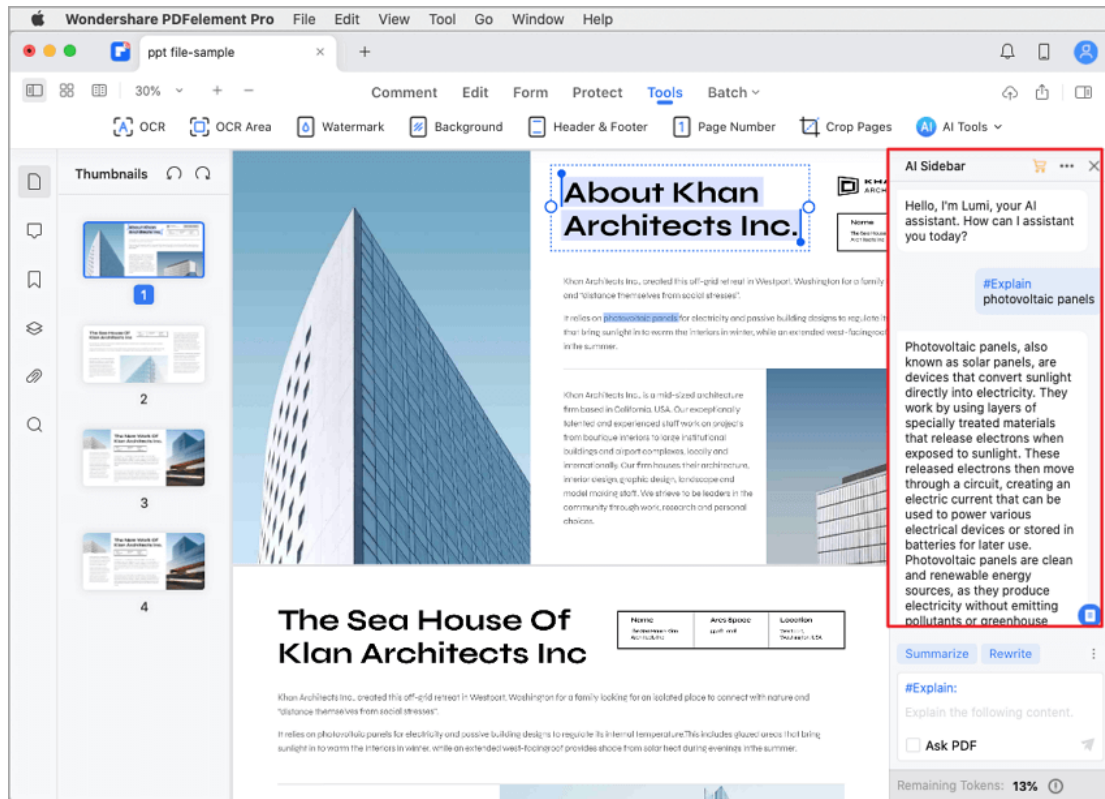
How to Explain PDF Content with AI on Mac

PDFelement empowers you to effortlessly enhance your understanding of PDF content, promoting clarity and collaboration. Follow these simple steps to effectively explain PDF content:

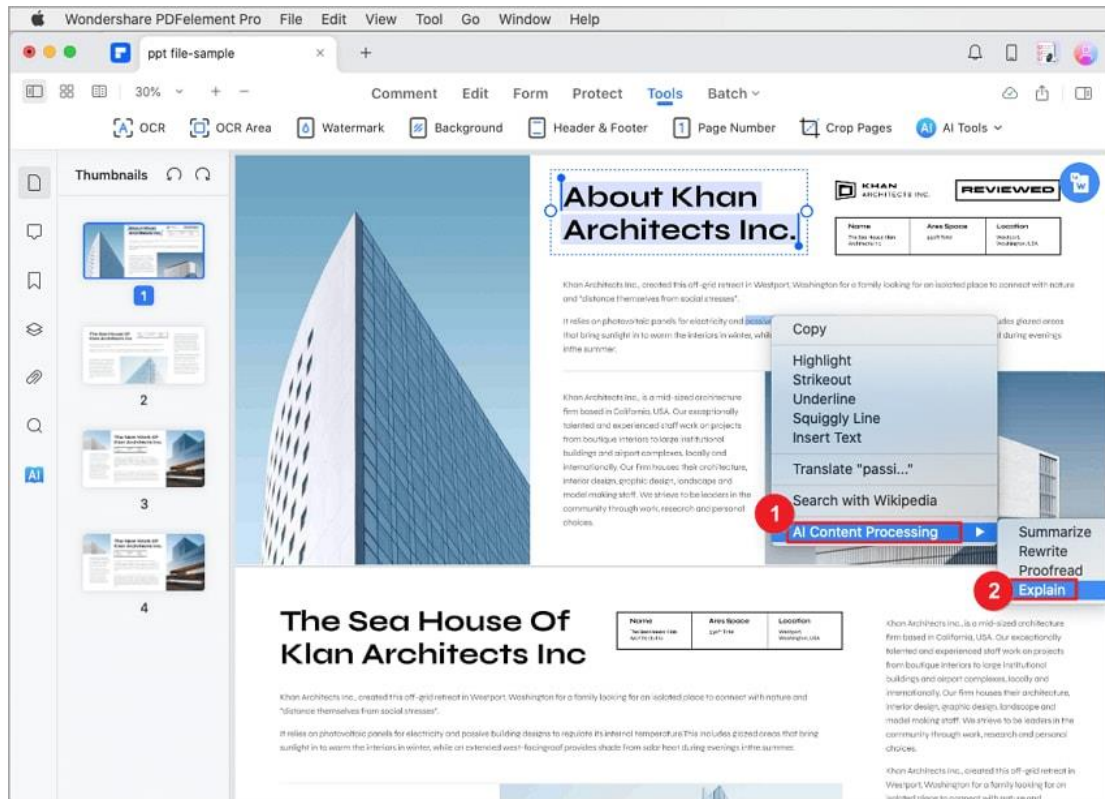
- Begin by opening your intended PDF file. Click the "AI Sidebar" option found under the "Tools" tab in the toolbar.
- Choose the "Explain" command from the AI Sidebar. Enter the text you wish to explain.



- Lumi, our AI reading assistant, will swiftly provide you with an explanation. Feel free to copy this explanation for future reference.



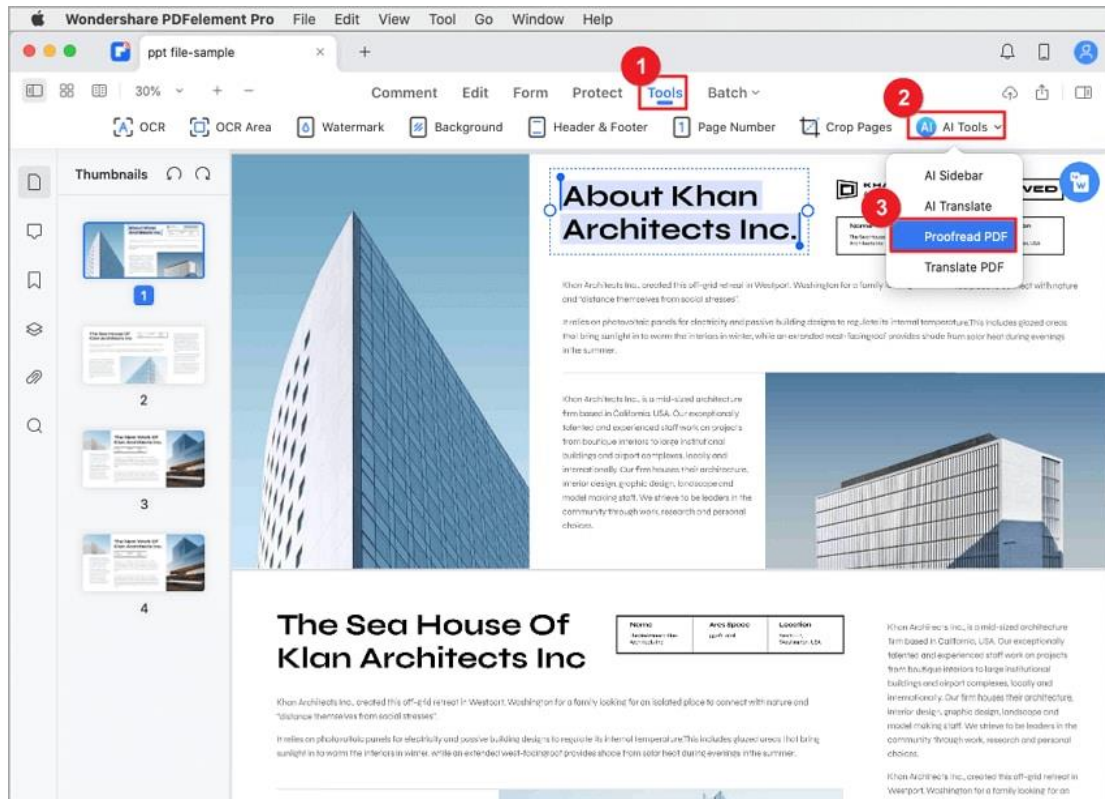
- To effortlessly explain specific text within your PDF, right-click the desired text in your current PDF, choose "AI Content Processing" > "Explain," and the AI Sidebar will instantly display the explanation for the selected text.



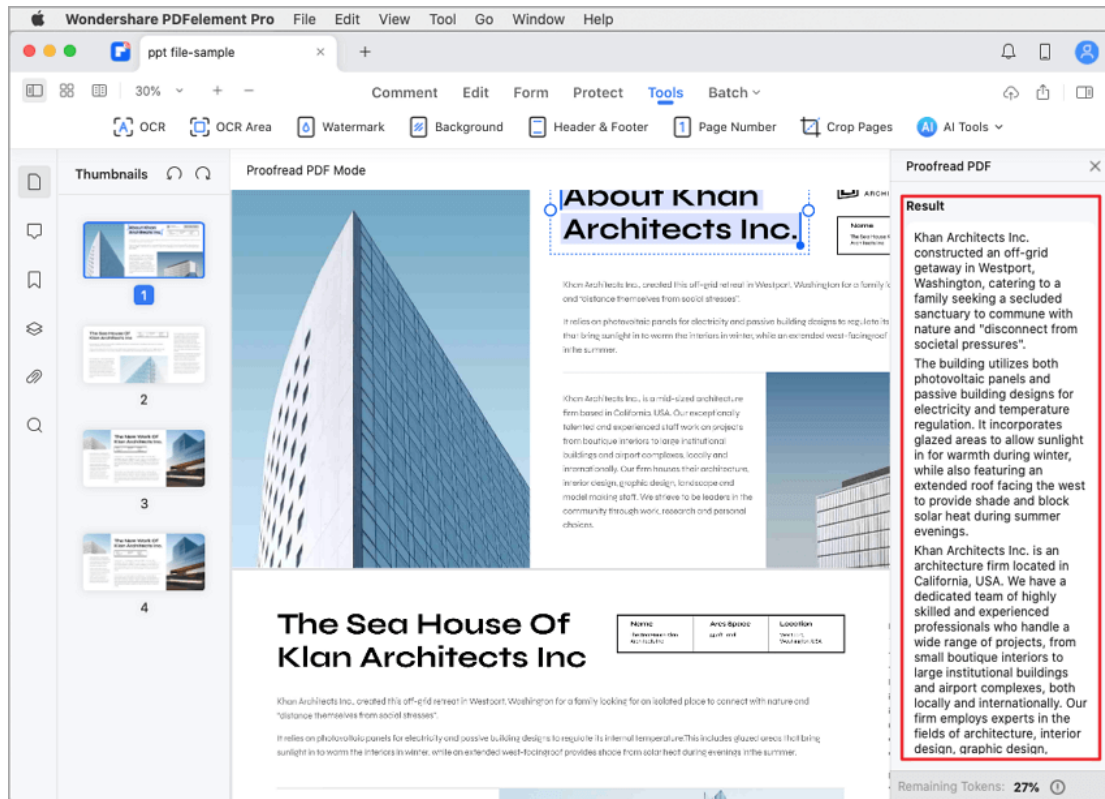
How to Proofread PDF with AI on Mac

Elevate the quality of your PDF documents with PDFelement's intuitive proofreading feature powered by Lumi AI reading assistant. Enhance your content's clarity and correctness using these simple steps:

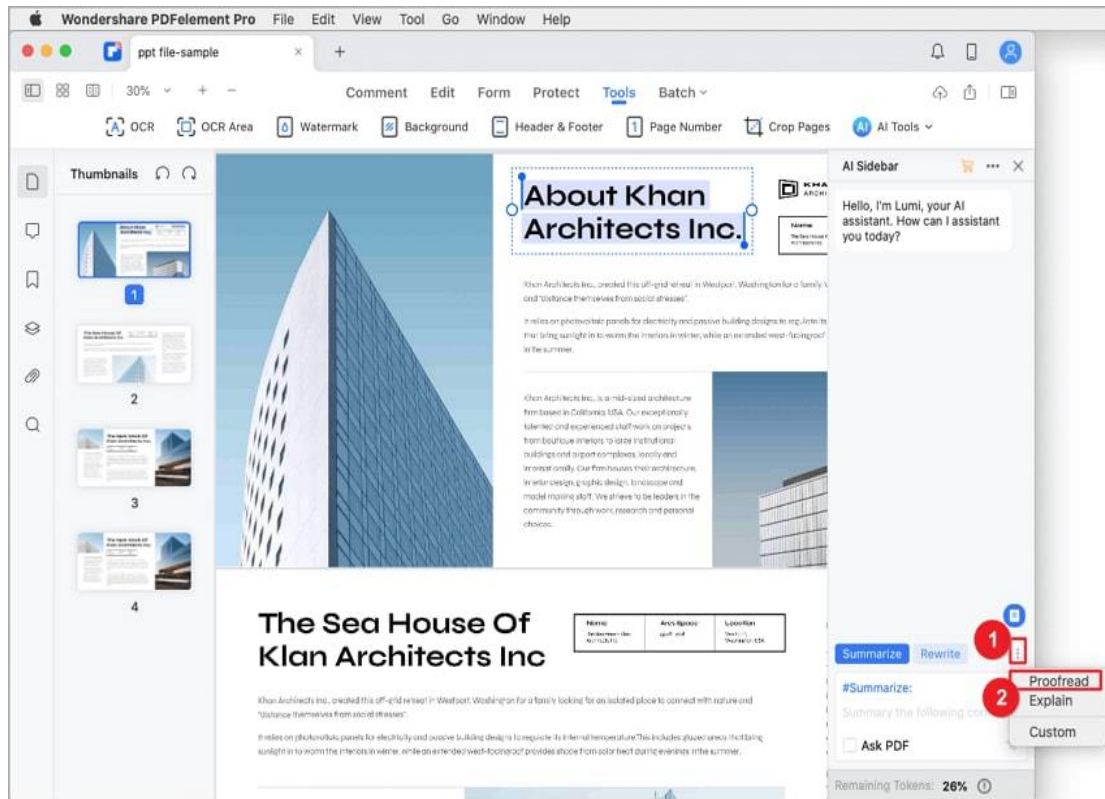
- Start by launching PDFelement and opening your PDF document. Head to the "Tools" tab and access "AI Tools," then choose "Proofread PDF."



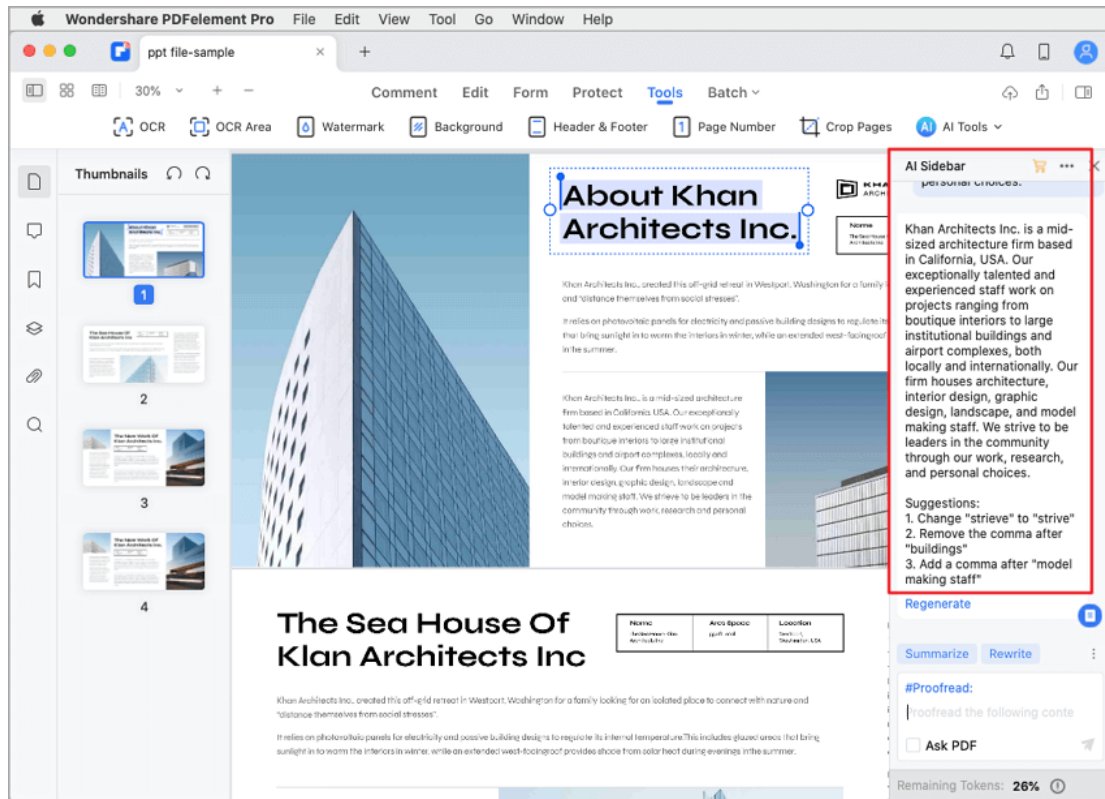
- Lumi AI quickly proofreads the current page, providing an updated version in the AI Sidebar.



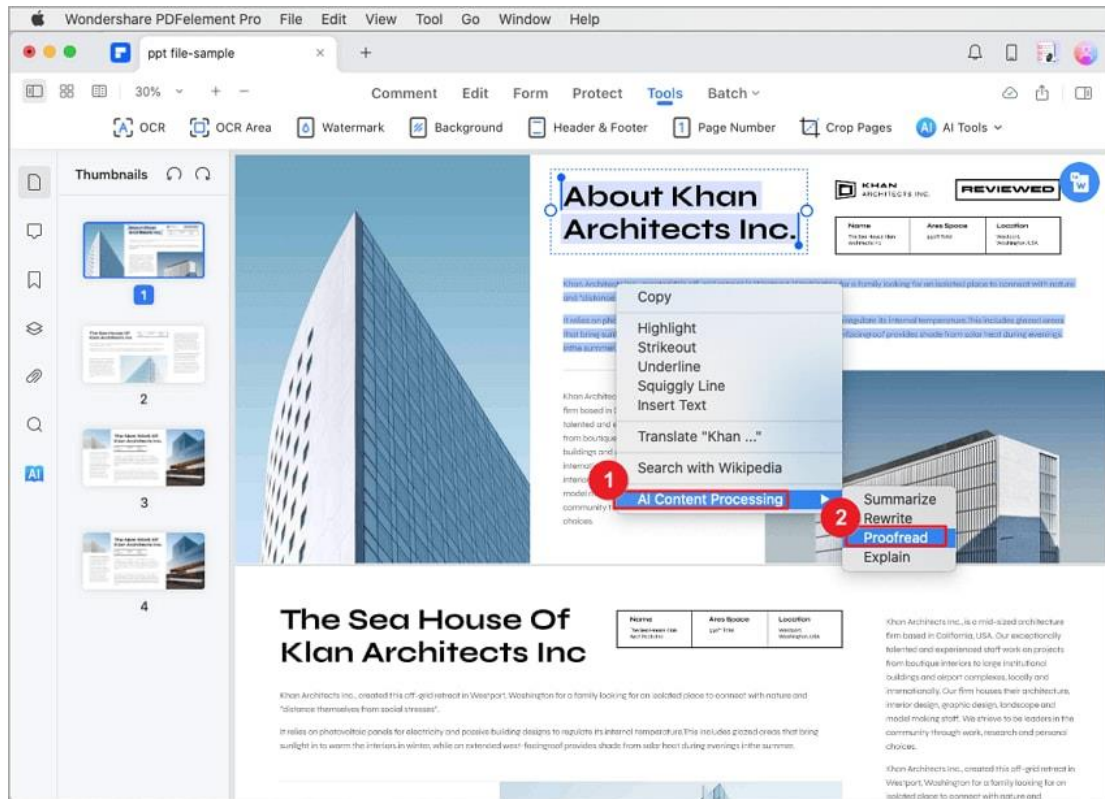
- For other content or specific sections of your PDF, utilize the "Proofread" command in the AI Sidebar. Simply input the text you wish to review.



- Click the send icon, and Lumi AI will present you with a polished version of the text. Moreover, it offers suggestions to refine and enhance your content's overall quality.



- To swiftly proofread specific text in your document, begin by selecting the desired text. Then, right-click the selected text.
- From the popup menu that appears, navigate to "AI Content Processing" and choose "Proofread." Witness the magic of Lumi's AI capabilities as the proofread version of your selected text promptly appears in the AI Sidebar on the right.

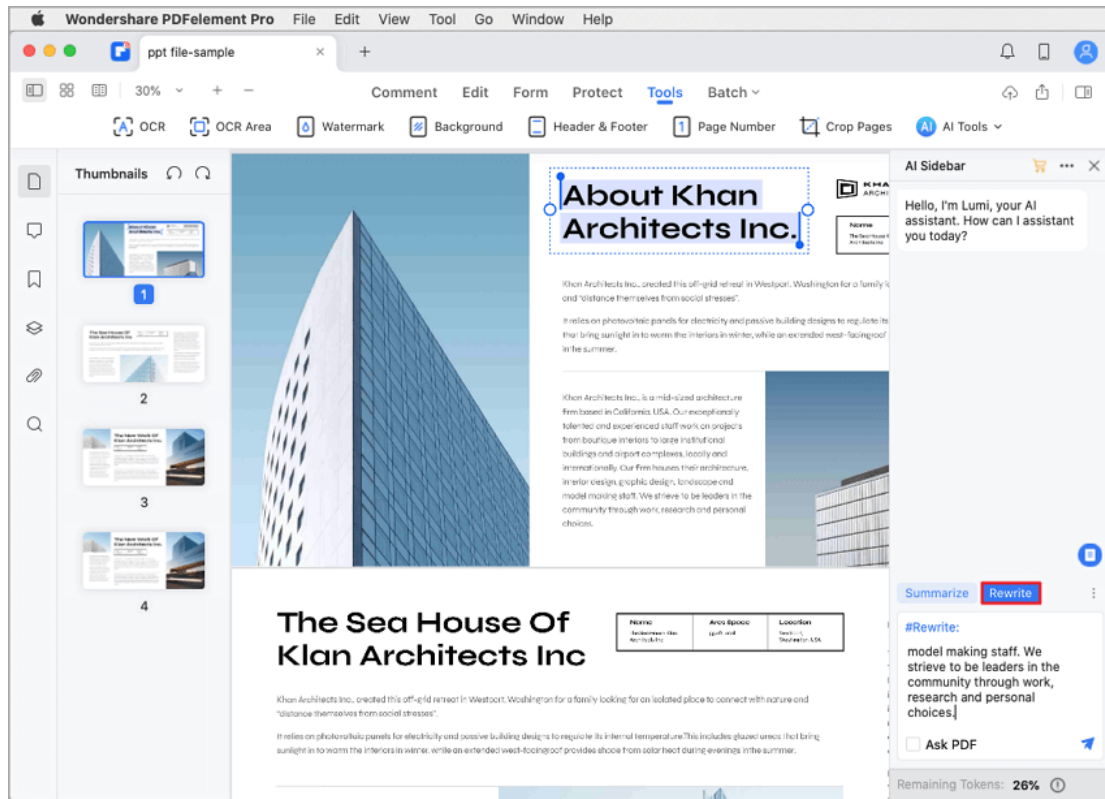


How to Rewrite Text with AI on Mac

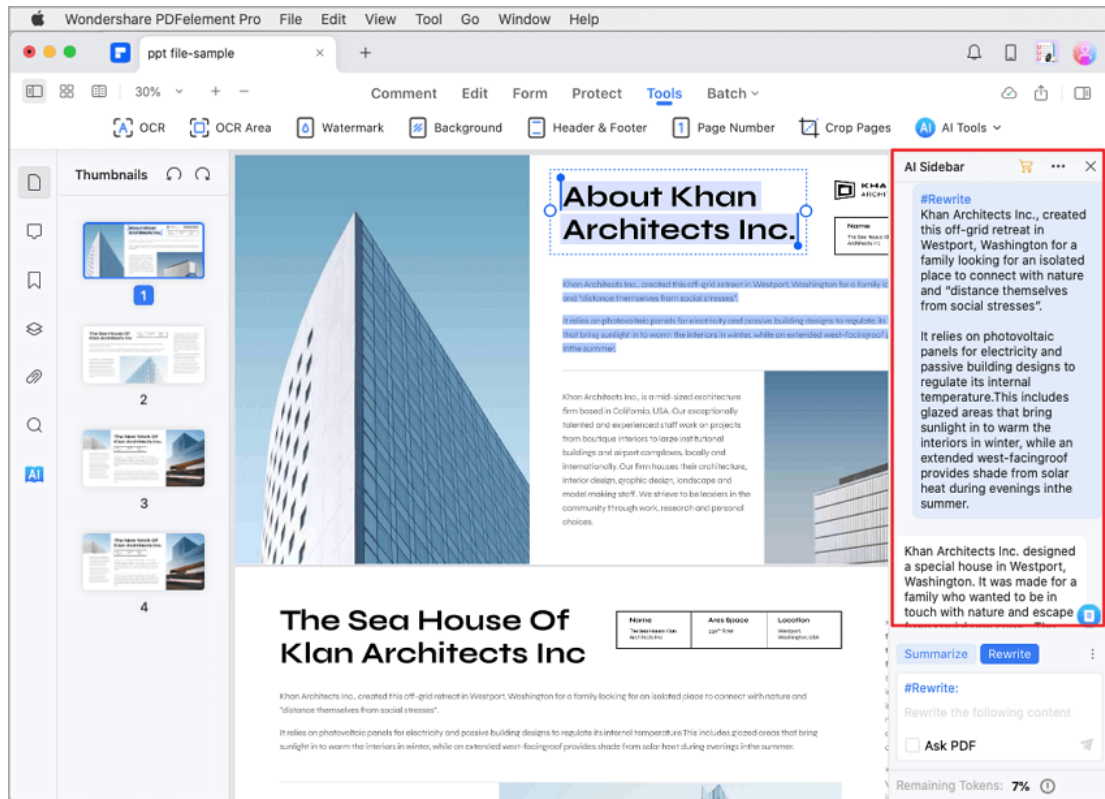
Elevate your PDF documents effortlessly using Lumi, the AI reading assistant.

Experience the power of enhanced grammar, improved word choice, and more through easy text rewriting. Follow these steps to harness the capabilities of AI-driven rewriting:

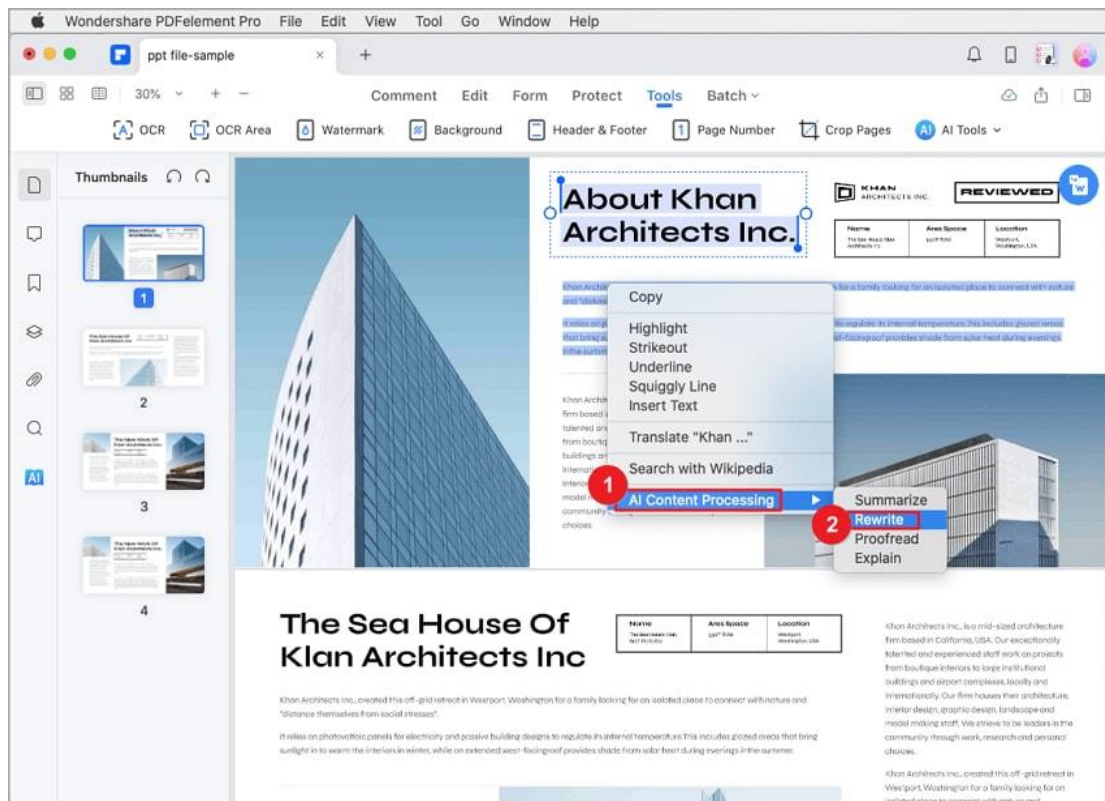
- Begin by opening your PDF within PDFelement. Easily access the AI Sidebar by clicking the "AI" icon on the right side or via the "AI Tools" button located under the "Tools" tab.
- Within the AI Sidebar, select the "Rewrite" command. Input the text you wish to enhance and improve for better clarity and expression.



- Click the send icon to set Lumi into action. Witness as Lumi swiftly rewrites the text, providing you with a refined version. Feel free to copy the result and seamlessly paste it into your current document or a new file.



- For quick access to the Rewrite feature, start by choosing the text you want to rewrite. Next, right-click the selected text.
- A menu will appear. Look for "AI Content Processing" and click on it. Then, choose "Rewrite."



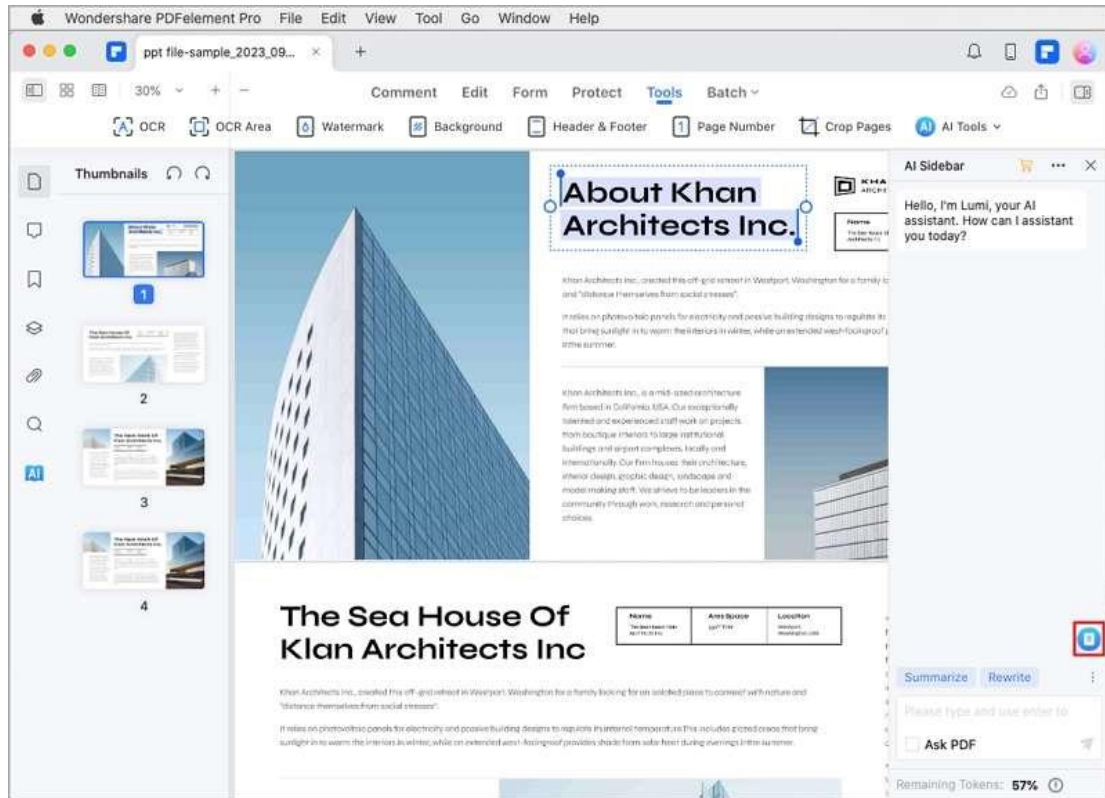
- Your text will be swiftly rewritten and displayed in the AI Sidebar on the right.

How to Summarize Text with AI on Mac

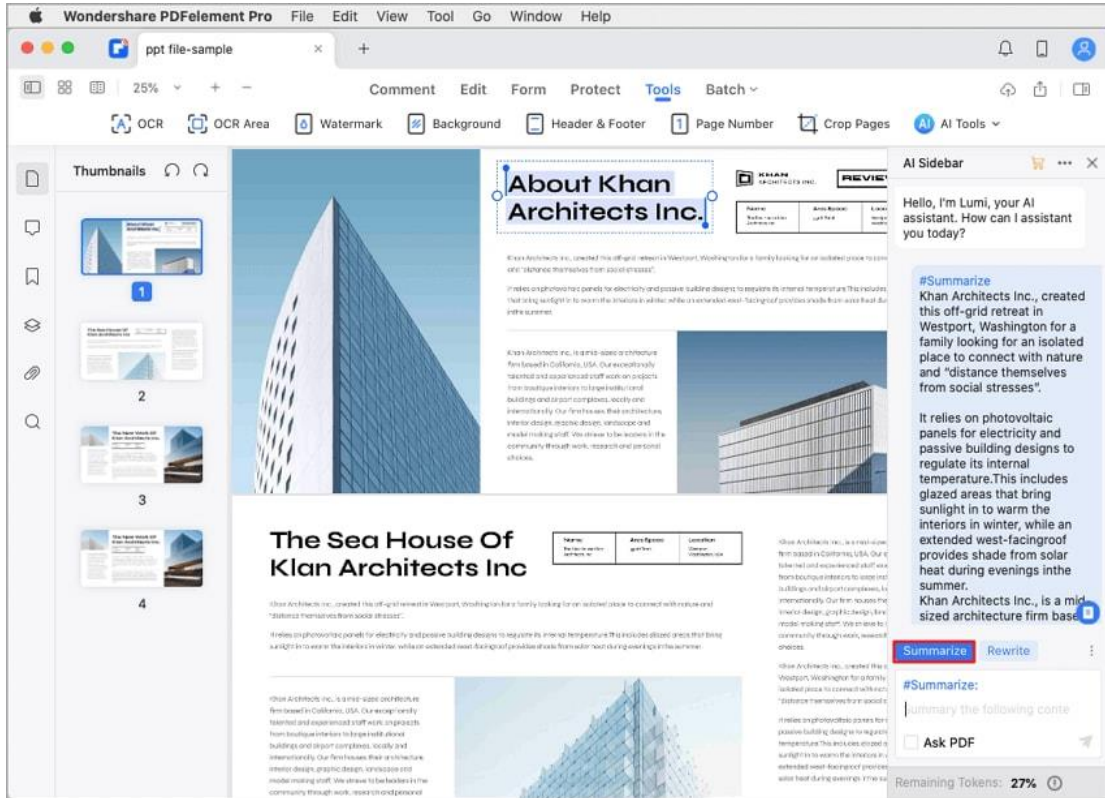
Make summarizing text a breeze on your Mac using PDFelement's Lumi AI reading assistant. Lumi can quickly create condensed summaries of your PDF content, highlighting the main points.

- Open the "AI Tools" under the "Home" tab and choose "AI Sidebar." Click on the "Summarize PDF" button on the right corner of the AI sidebar. PDFelement will generate a concise summary of your PDF

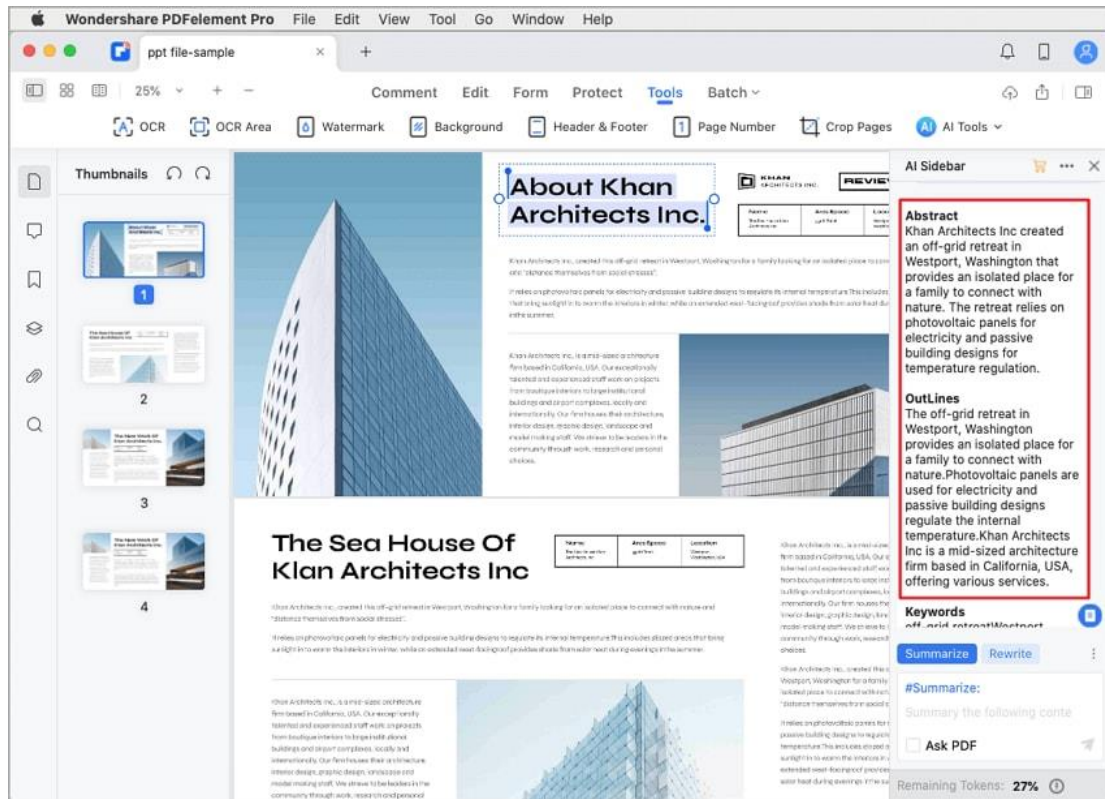
document, providing an abstract, an outline, three key points, and three questions related to the content.



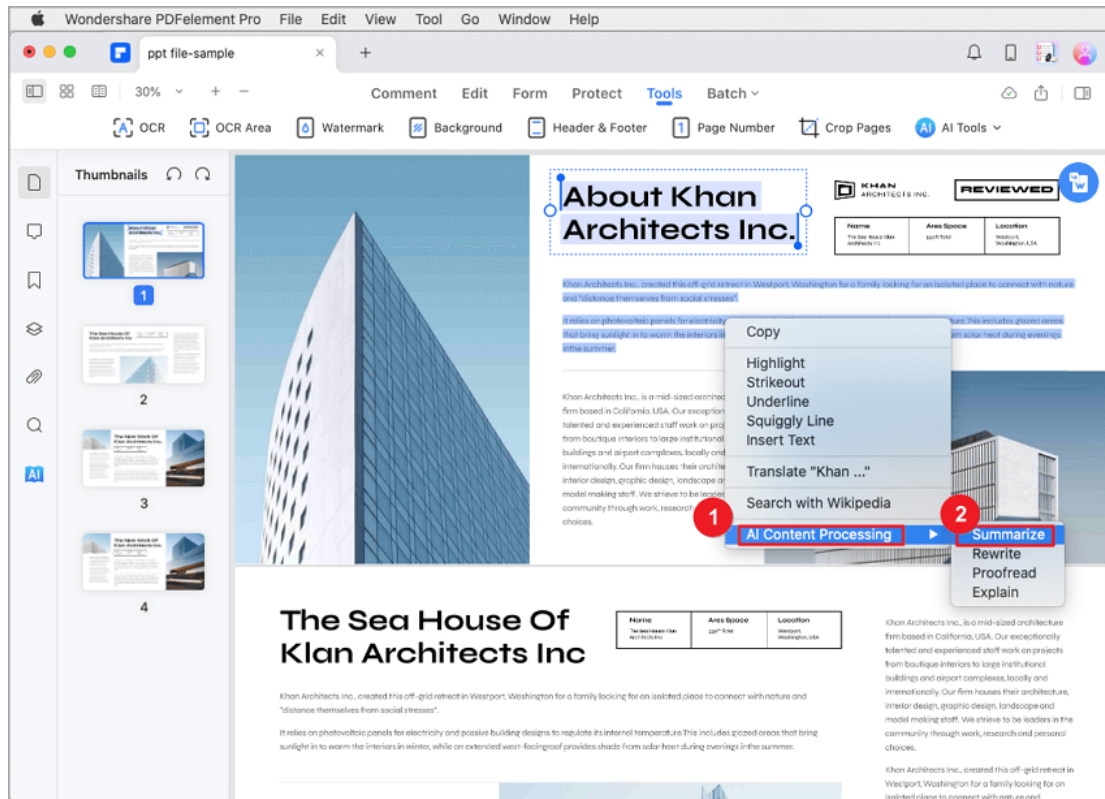
- If you want to summarize some specific text in the current PDF document, click on the "Summarize" command and type in the text you want to summarize.



- Click the send icon to instantly receive Lumi's AI-generated summary. It includes an overview, a structured outline, and essential keywords for quick reference.



- To swiftly summarize specific text within your PDF, start by highlighting the desired text portion. Next, right-click the highlighted text.
- From the context menu that appears, navigate to "AI Content Processing" and choose "Summarize."

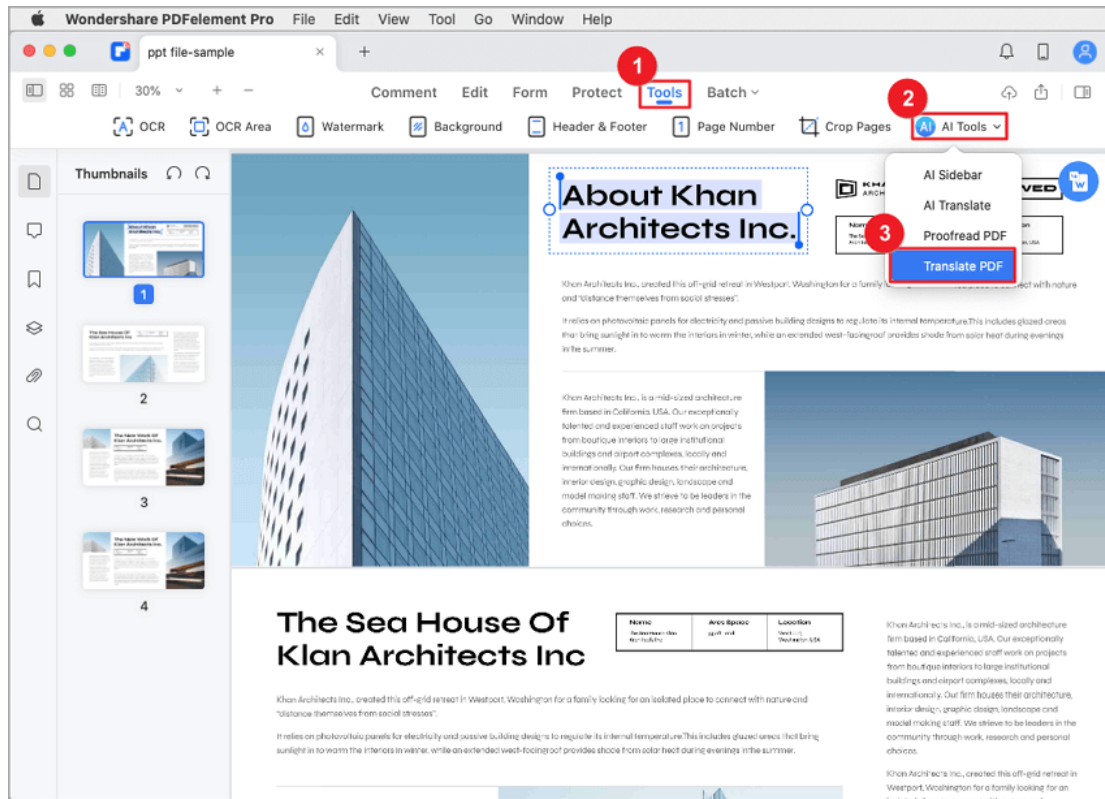


- Lumi will instantly swing into action, generating an abstract, an outline, and three key points associated with the selected text displayed in the AI Sidebar on the right.

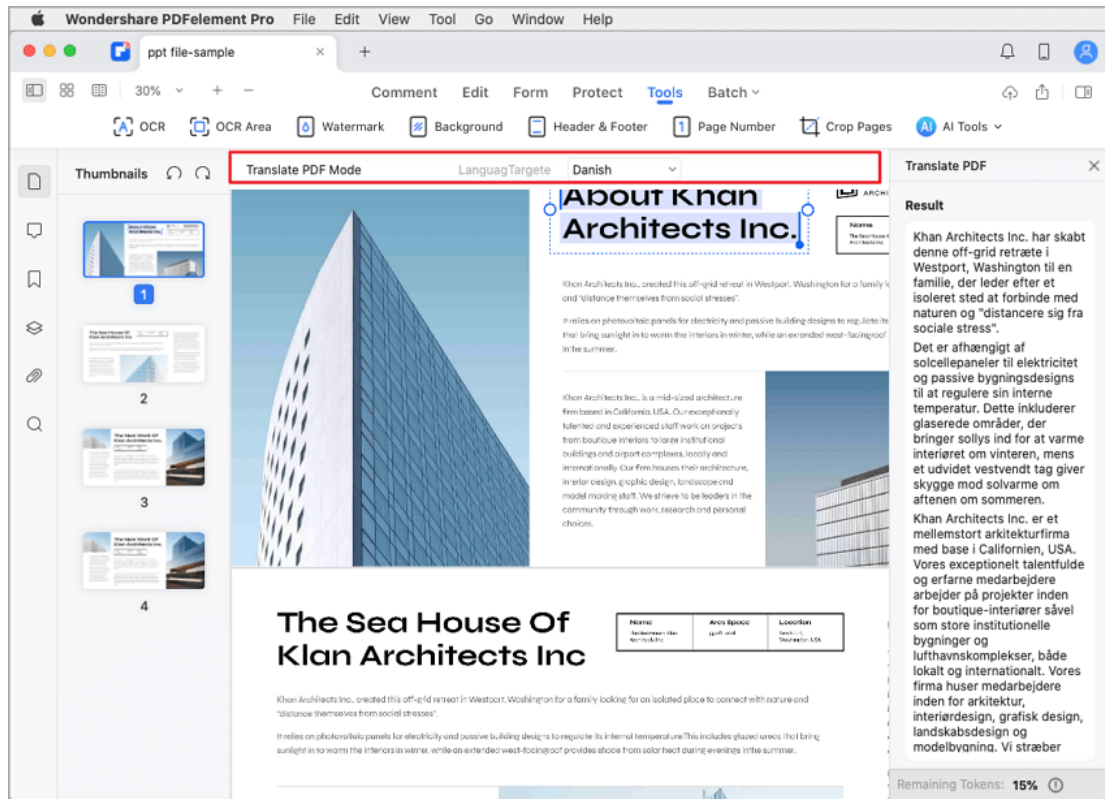
How to Translate PDF with AI on Mac

Transform your PDF documents into various languages seamlessly using Lumi AI reading assistant on Mac. Follow these steps to harness the power of AI translation:

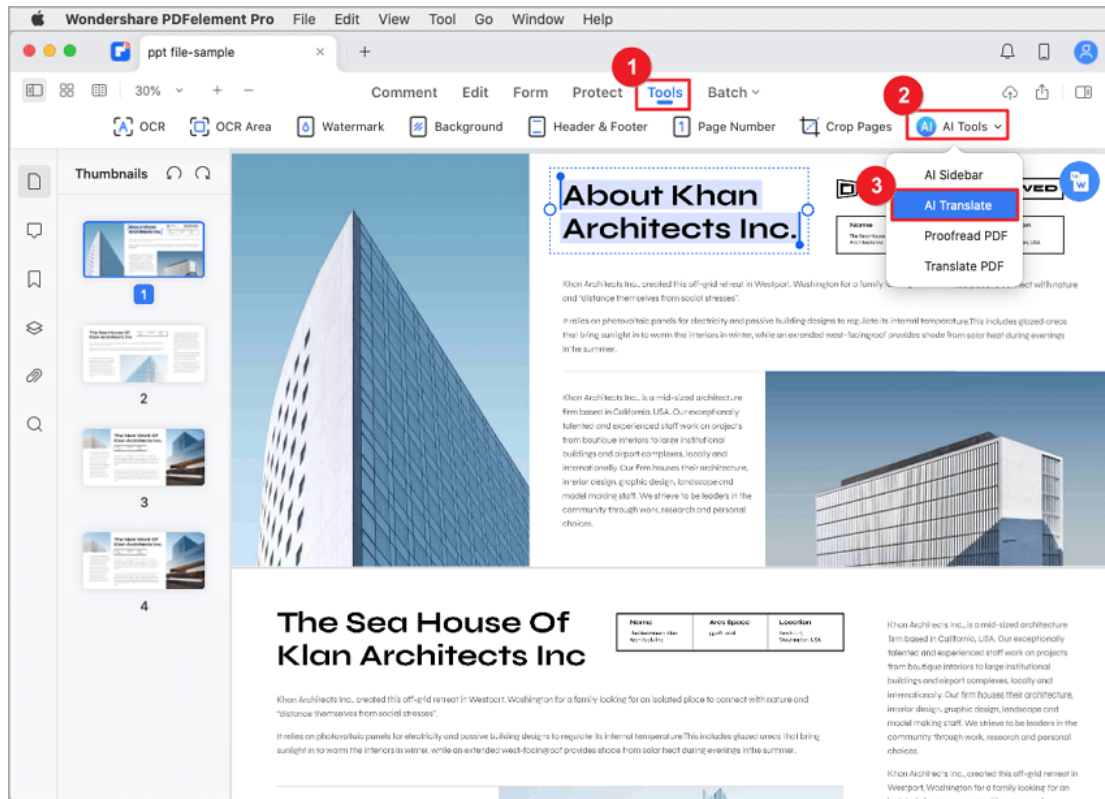
- Begin by launching your PDF in PDFelement. Under the "Home" tab, simply click the "AI Tools" button and select "Translate PDF."



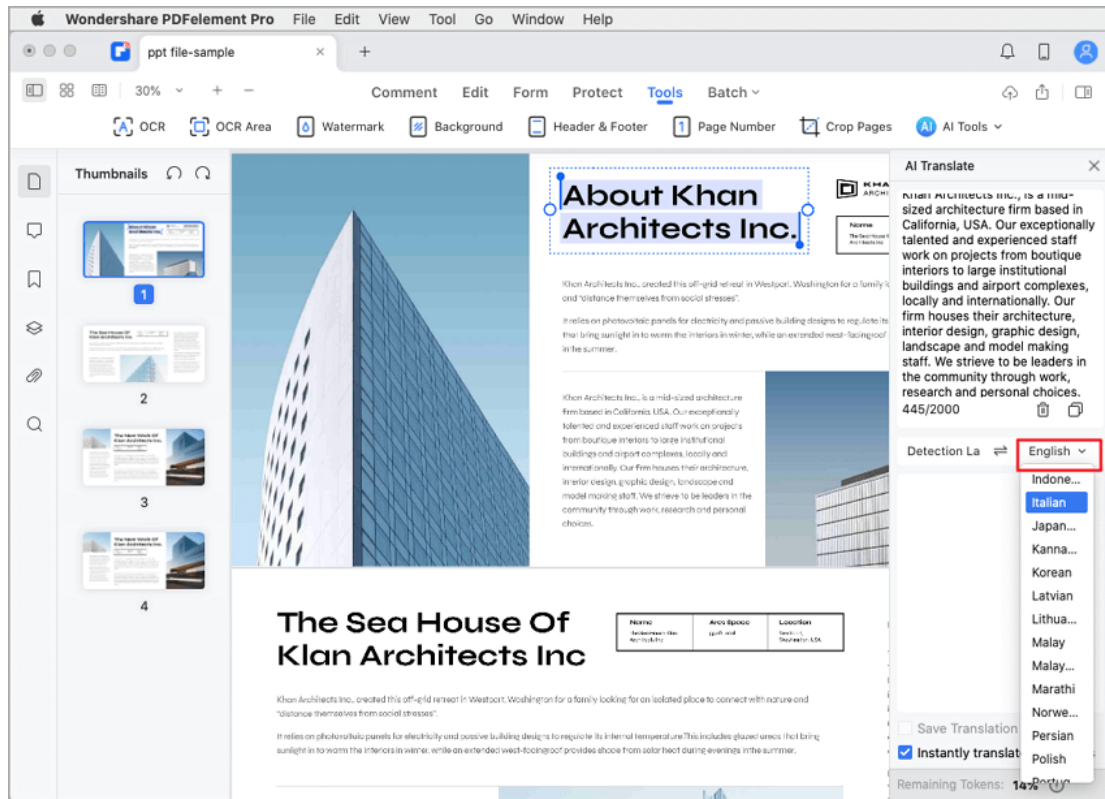
- Choose your desired target language. Lumi, our AI reading assistant, will automatically detect the source language. Lumi will reveal the translated content in the AI Sidebar on the right.



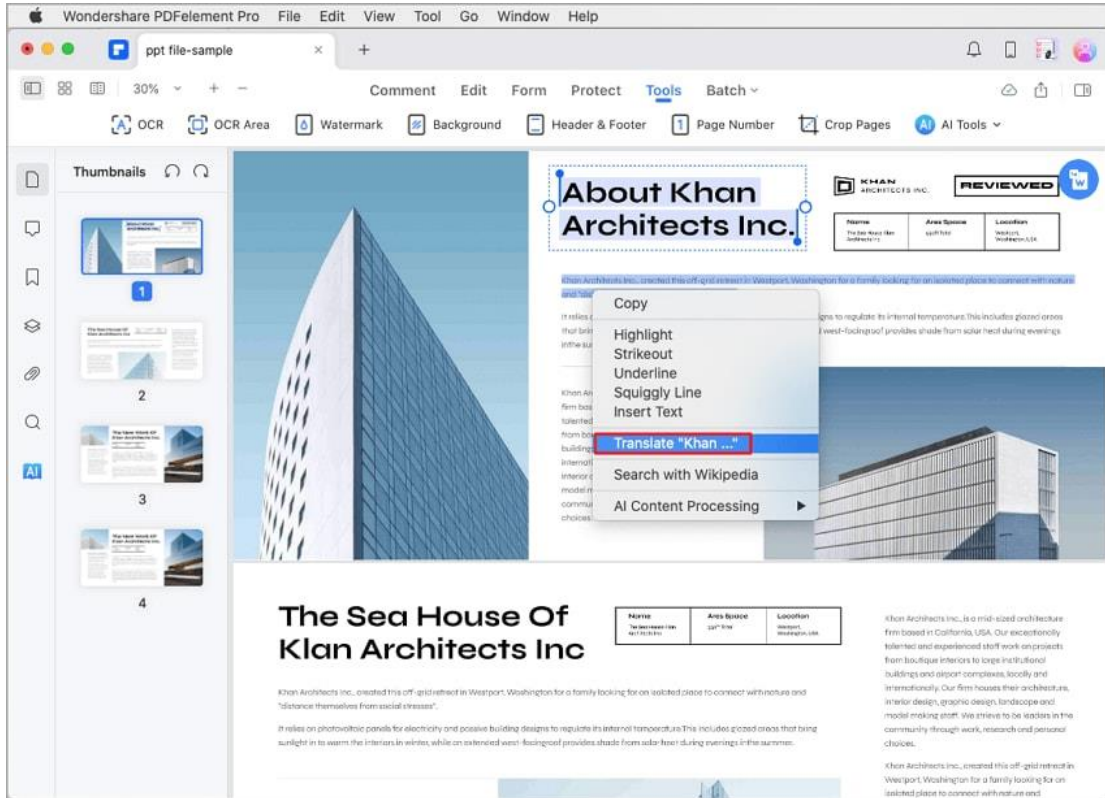
- Alternatively, you can opt for the "AI Translate" feature from the drop-down list under the "AI Tools" button.



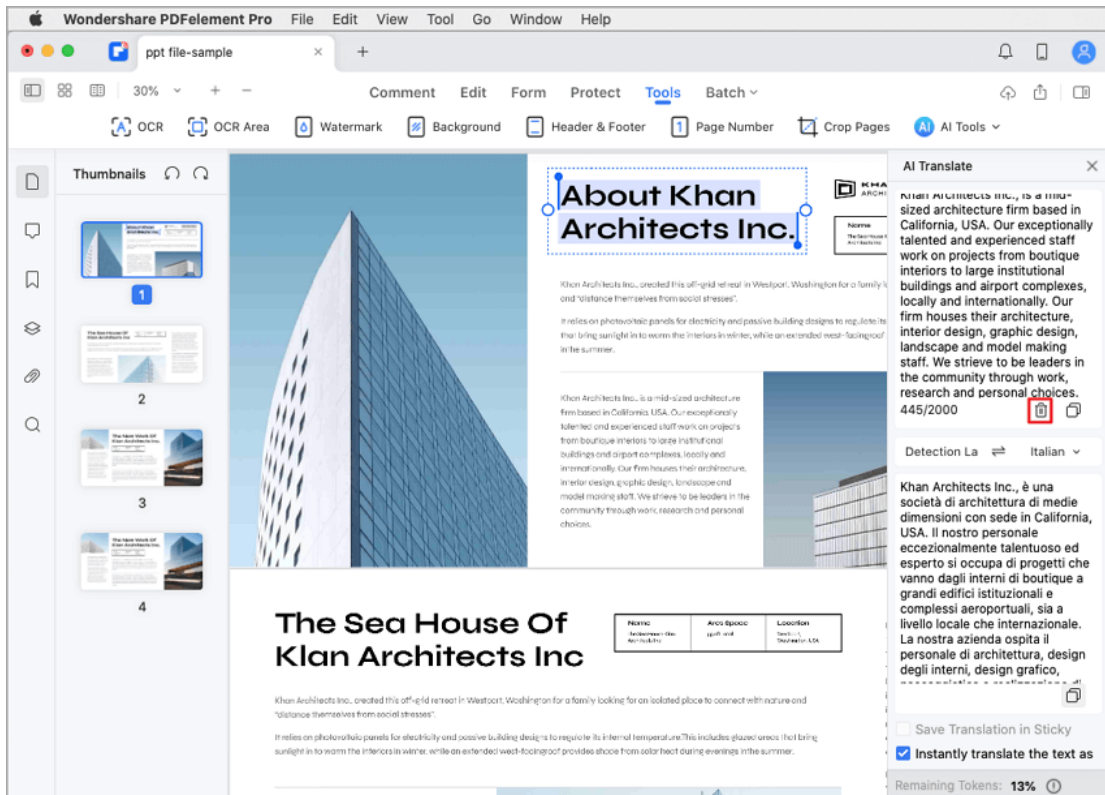
- Copy the text you wish to translate. AI will identify the source language. Specify the target language and simply copy the translated text for your convenience.



- For swift text translation within your current work PDF, highlight your desired text, right-click, choose "Translate ...", select the target language in the AI Sidebar, and witness the instant translation by Lumi.

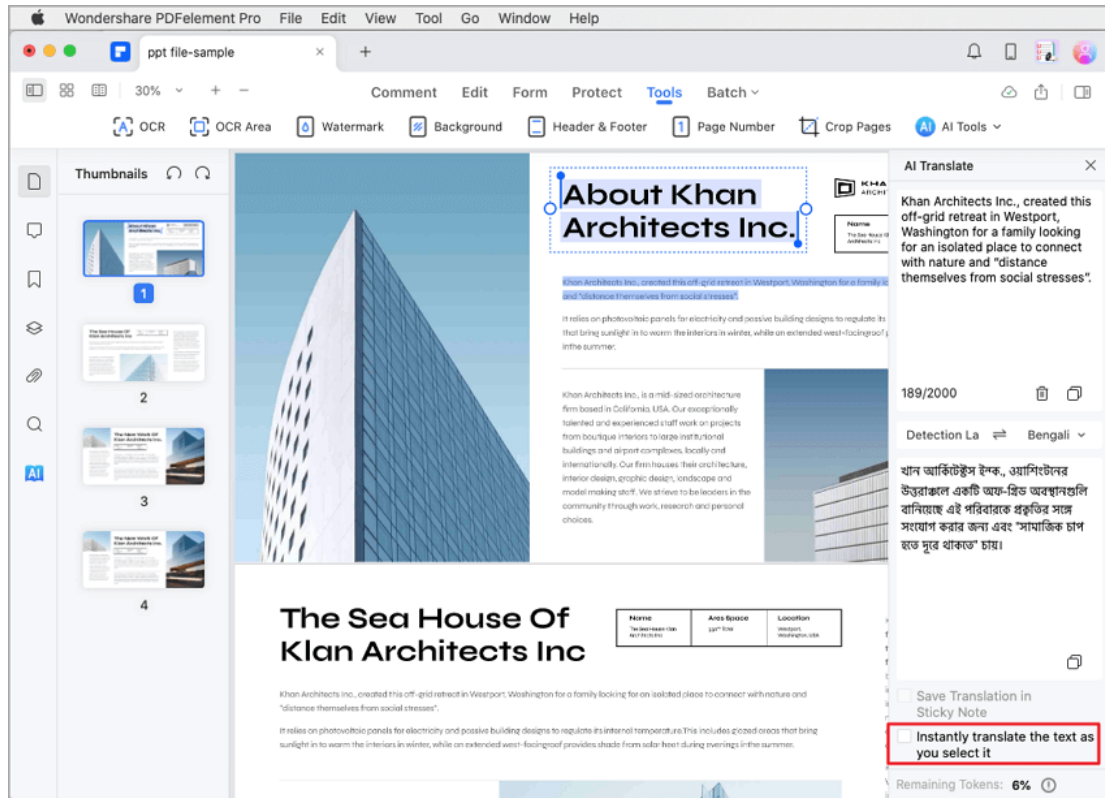


- To initiate a new translation, click the "Trash" icon.



Note:

If you prefer not to translate text immediately after selecting it, you can uncheck the "Instantly translate the text as you select it" option at the bottom.



- For added convenience, check the "Save Translation in Sticky Note" option. Your translated text will be stored as a sticky note in the Command panel on the left side of the interface.

The screenshot displays the Wondershare PDFelement Pro application window. The main document is a PDF titled "ppt file-sample" with a 30% zoom level. The document content includes a large image of a modern building, a section titled "About Khan Architects Inc.", and another section titled "The Sea House Of Klan Architects Inc". The "About Khan Architects Inc." section contains the following text: "Khan Architects Inc., created this off-grid retreat in Westport, Washington for a family looking for an isolated place to connect with nature and 'distance themselves from social stresses'." Below this, it states: "It relies on photovoltaic panels for electricity and passive building designs to regulate its that bring sunlight in to warm the interiors in winter, while an extended west-facing roof provides shade from solar heat during evenings in the summer." The "The Sea House Of Klan Architects Inc" section contains the text: "Khan Architects Inc., created this off-grid retreat in Westport, Washington for a family looking for an isolated place to connect with nature and 'distance themselves from social stresses'." Below this, it states: "It relies on photovoltaic panels for electricity and passive building designs to regulate its internal temperature. This includes glazed areas that bring sunlight in to warm the interiors in winter, while an extended west-facing roof provides shade from solar heat during evenings in the summer." The AI Translate sidebar on the right shows the detected language as Bengali and provides a translation of the selected text. The translation reads: "খান আর্কিটেক্‌স ইন্ক, ওয়াশিংটনের উত্তরাংশে একটি অফ-গ্রিড অবসানগুলি বানিয়েছে এই পরিবারকে প্রকৃতির সঙ্গ সংযোগ করার জন্য এবং 'সামাজিক চাপ হতে দূর থাকতে' চায়।". The sidebar also includes a checkbox for "Save Translation in Sticky Note" and a "Remaining Tokens: 6%" indicator.

Wondershare PDFelement Pro File Edit View Tool Go Window Help

30% + - Comment Edit Form Protect Tools Batch

OCR OCR Area Watermark Background Header & Footer Page Number Crop Pages AI Tools

Thumbnails

1 2 3 4

About Khan Architects Inc.

Khan Architects Inc., created this off-grid retreat in Westport, Washington for a family looking for an isolated place to connect with nature and "distance themselves from social stresses".

It relies on photovoltaic panels for electricity and passive building designs to regulate its that bring sunlight in to warm the interiors in winter, while an extended west-facing roof provides shade from solar heat during evenings in the summer.

Khan Architects Inc., is a mid-sized architecture firm based in California, USA. Our exceptionally talented and experienced staff work on projects from boutique interiors to large institutional buildings and airport complexes, locally and internationally. Our firm houses their architecture, interior design, graphic design, landscape and model making staff. We strive to be leaders in the community through work, research and personal choices.

Name	Area Space	Location
Sea House Of Klan Architects Inc.	2000 sq ft	Westport, Washington, USA

The Sea House Of Klan Architects Inc

Khan Architects Inc., created this off-grid retreat in Westport, Washington for a family looking for an isolated place to connect with nature and "distance themselves from social stresses".

It relies on photovoltaic panels for electricity and passive building designs to regulate its internal temperature. This includes glazed areas that bring sunlight in to warm the interiors in winter, while an extended west-facing roof provides shade from solar heat during evenings in the summer.

189/2000

Detection La Bengali

খান আর্কিটেক্‌স ইন্ক, ওয়াশিংটনের উত্তরাংশে একটি অফ-গ্রিড অবসানগুলি বানিয়েছে এই পরিবারকে প্রকৃতির সঙ্গ সংযোগ করার জন্য এবং 'সামাজিক চাপ হতে দূর থাকতে' চায়।

Save Translation in Sticky Note

Instantly translate the text as you select it

Remaining Tokens: 6%