



PDFelement 9 User Guide (Windows Version)

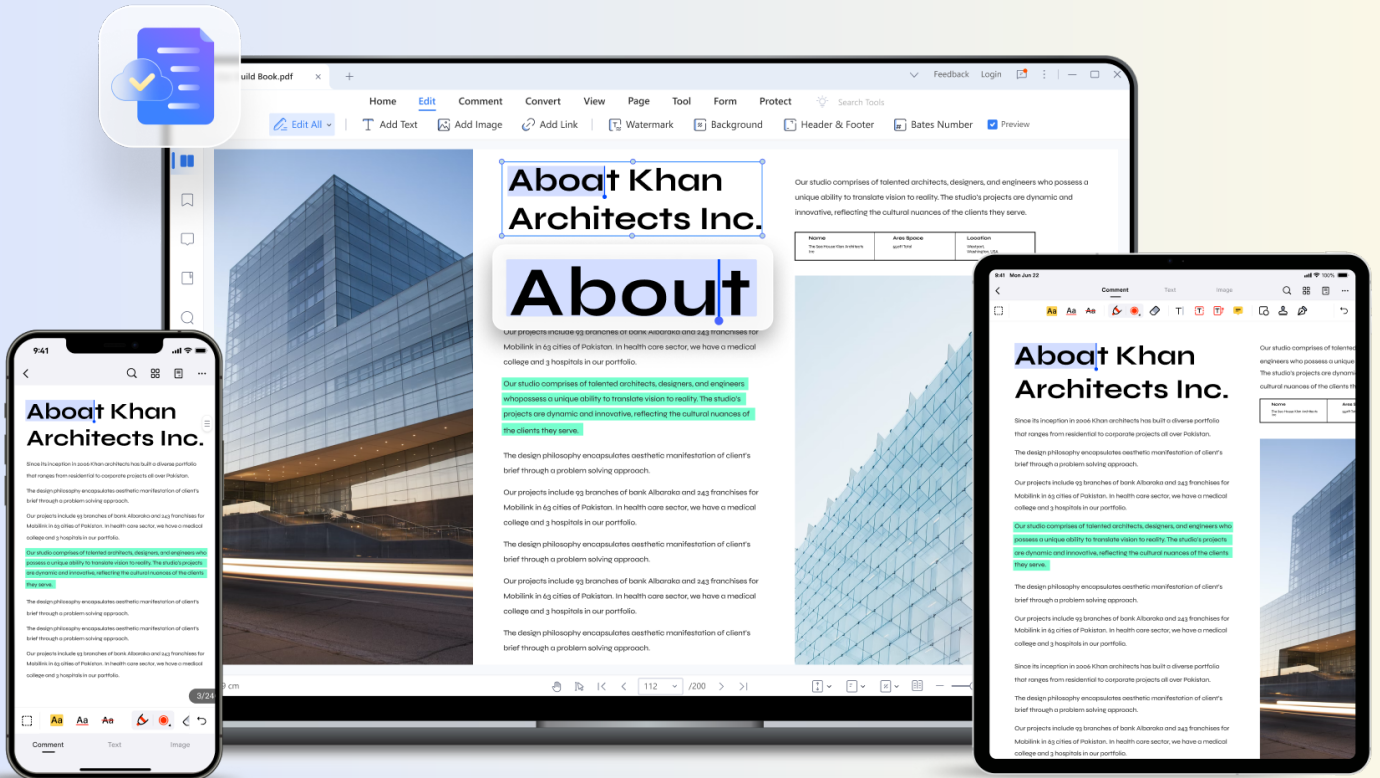


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Print multiple PDFs at once	250
Share PDF Files	252
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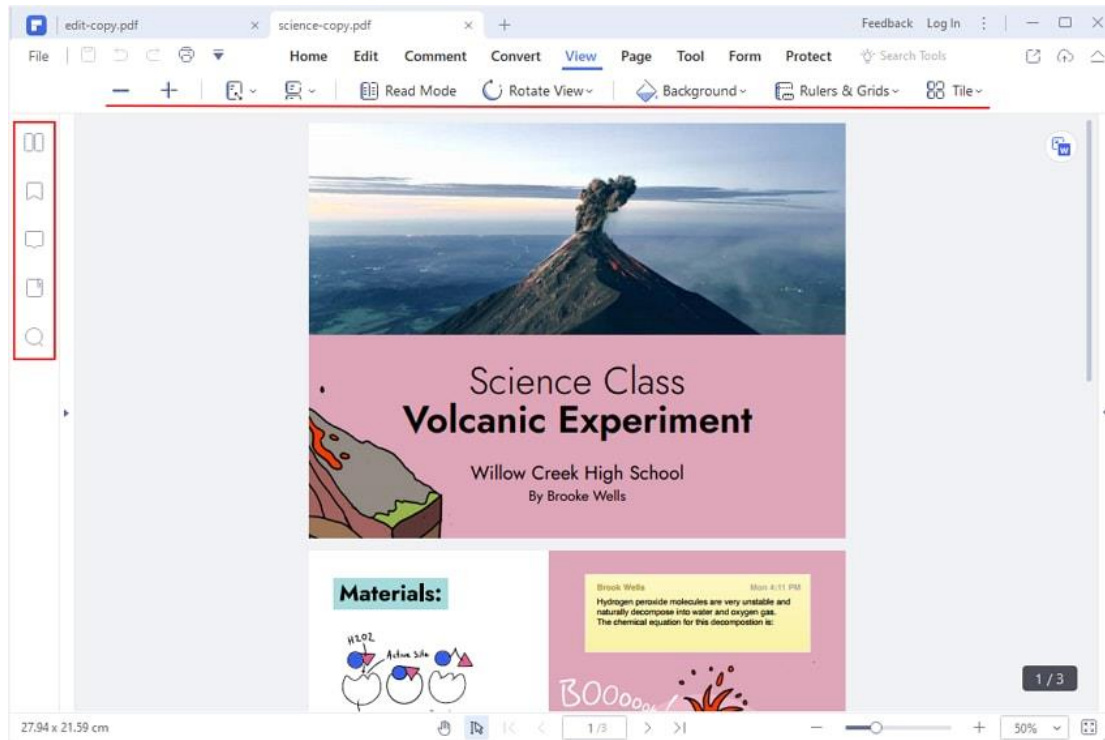
Get Started

Brief introduction to PDFelement.

Wondershare PDFelement for Windows is a powerful PDF tool that helps windows users work with PDF files easier and allows you to produce great-looking PDF documents and forms quickly, affordably, and securely. With this PDFelement for Windows software, you can:

- Open, save, print and markup PDFs;
- Add, remove, move, re-size and rotate any graphical element within your PDF;
- Secure your PDFs with password protection;
- Convert PDF documents into Word, PowerPoint, Excel, HTML, text and image files;
- Create interactive form field and recognize form field automatically;
- Extract data from interactive PDF forms and export in CSV format;
- Insert page numbers, bates number, and page elements;
- Approve and sign documents digitally;
- Unlock text within images using OCR;
- Perform partial OCR on specific user-defined fields in scanned PDFs;
- Batch process to convert, create, optimize, data extract, bates number, and watermark.

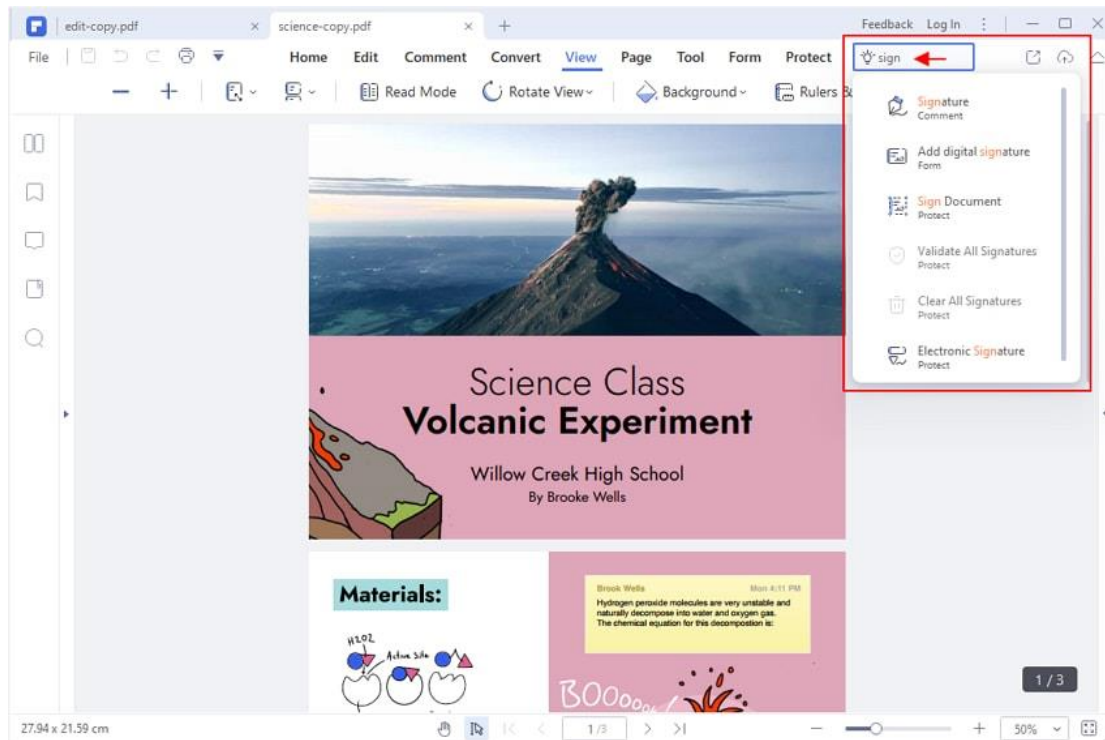
A good way to get up to speed in using PDFelement is by familiarizing yourself with its workspace. PDFelement provides an intuitive user interface with a menu bar, a toolbar, a navigation panel, and work area.



The toolbar displays different tabs with different tools. This is the toolbar on the center of the screen. What's more, you can search some certain tools through the "Search" feature to directly find the tool.

Note:

Position the pointer over a button to see the description of the button.

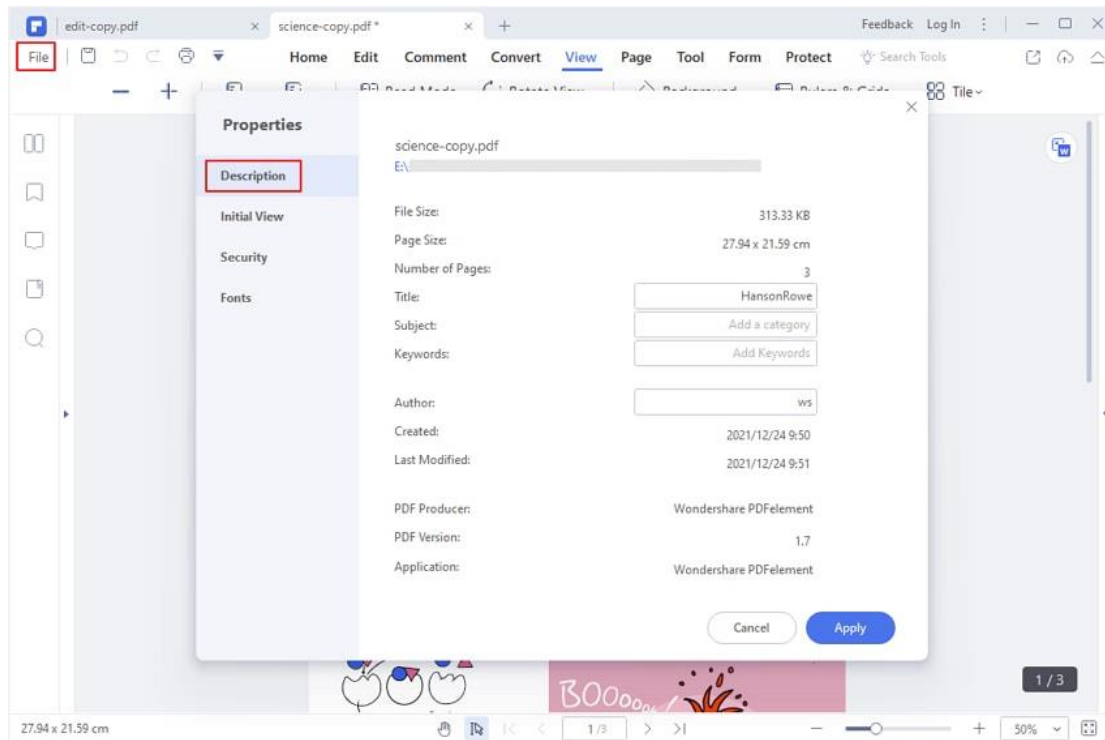


To quickly find out the tool you need, you can enter the tool name or keyword in the Search box, and then click your needed feature in the search results. After that, the corresponding tool will be activated directly. That's quite fast and easy to complete some operations in PDFelement.

What's more, you can click "File" tab to view more menu options.

1. File Properties

Go to "File > Properties > Description", you can check the file properties, you can also edit the data of "Title", "Subject", "Keywords" and "Author" that are marked by the pencil symbol.



2. File Preferences

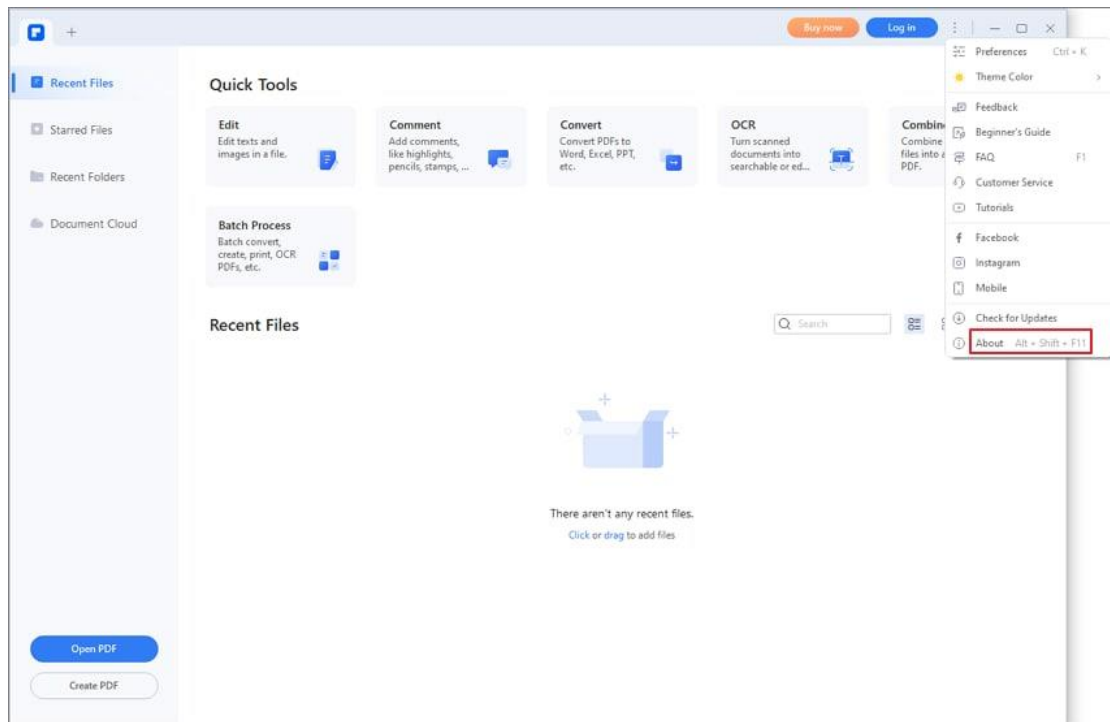
Click on "File > Preferences", you will get more settings about "General", "Font", "OCR", "Units & Grid", "Update", "Proxy", "Password", "Redaction", "Signature", "Blank PDF" and "Shortcut".

- **General:** You can set the quantity for the recent file list, the display mode, automatic save time and measurement units.
- **Font:** You can set Default Textbox Font for comments and Default Text Font.
- **OCR:** You can set the default language to use in Document Language list.

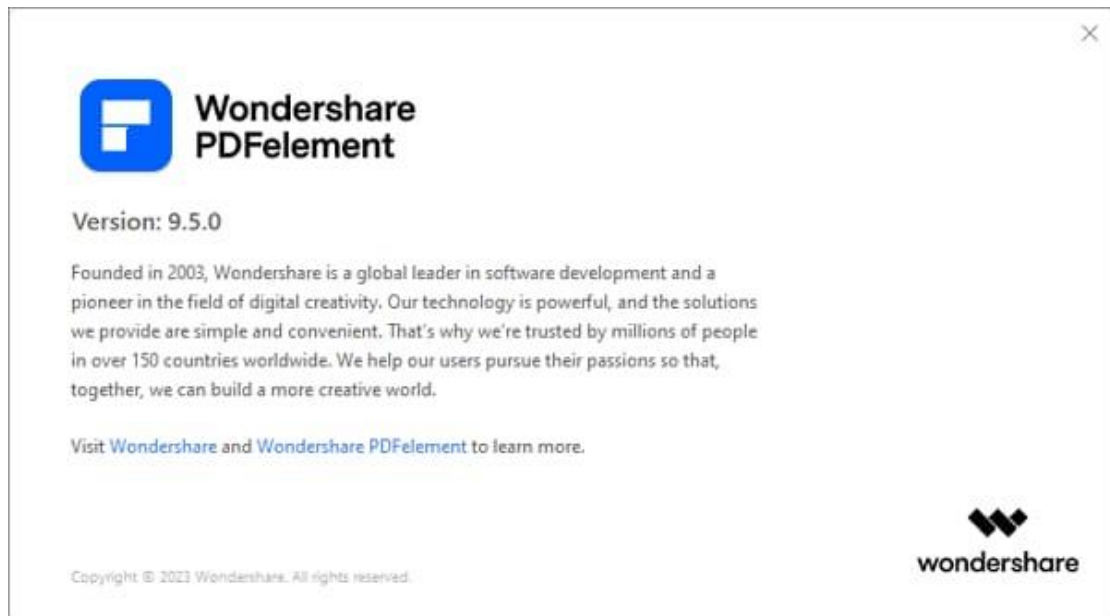
- **Units & Grid:** You can precisely line up the texts and objects in your documents.
- **Update:** You can set the frequency to check updates.
- **Proxy:** You can select the proxy settings.
- **Password:** You can set the password to open the encrypted documents.
- **Redaction:** You can set redaction to black out the sensitive text.
- **Signature:** You can design your own digital signature and edit the style.
- **Blank PDF:** You can create a blank PDF and apply it to use.
- **Shortcut:** You can find shortcuts for main functions.

How Do I Check to See What Version of Wondershare PDFelement I Have?

Once you have opened the program, click on the **three-dot icon** in the top right corner to access more settings. Then click the **About** option.



The About window will be opened and show you the current version information of PDFelement.



How to register and get Wondershare PDFelement full version

1. Trial Version Limitations

After downloading and installing, you will receive the trial version of PDFelement. The trial version does contain the following limitations:

- **Watermark:** Places a watermark on your PDF files when you save after editing or commenting on the file. (It is recommended that you click the "Save As" button in "File" menu to save it to a new copy with the watermark, then it will not affect your original PDF.) When using 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.
- **Convert:** Will only convert 3 pages at most. All files together must not exceed 20 MB.
- **Batch:** When using the batch process to extract data, it will process two files only.
- **Combine:** The trial version can merge up to 3 files. All files together must not exceed 20MB.
- **Templates:** Limited free templates available to edit and download.
- File compression is not available on the trial version.

2. Purchase PDFelement

To get the full version of Wondershare PDFelement, you need to purchase the license to activate it. Please follow the below steps to purchase the license:

- Find the "Buy Now" button on the top right corner of the trial version product window and click it. Alternatively, you can visit the Wondershare Official Store [purchase page](#).
- Follow the on-screen instructions to complete the purchase process.
- The process of how to activate the software will be displayed on the website after paying successfully. And please go to your email inbox to find the download link and activation process.

Note:

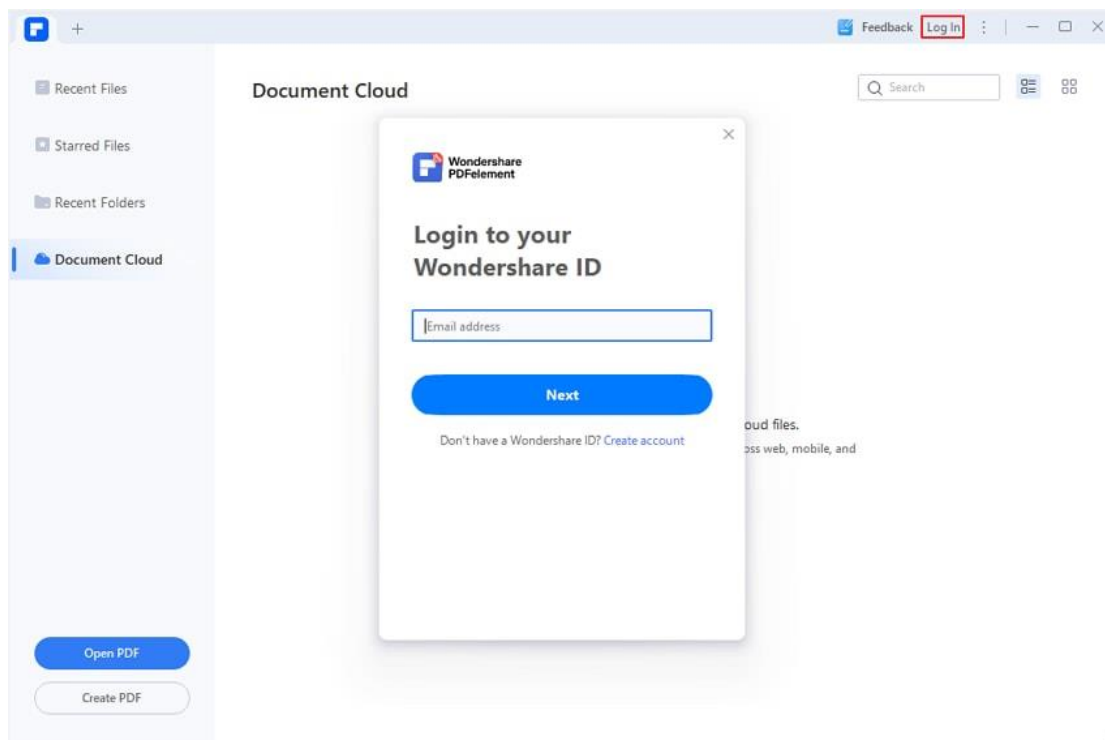
Sometimes, you may find the activation email located in the junk/spam mail box.

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

3. Register PDFelement

To be able to have access to the full features of the registered version, ensure that you have taken the time to use the registration information submitted to you to fully activate the software after purchase. Without registration, the product will remain as the trial version even though you have paid for it. Here is how to register PDFelement after you have purchased the product.

- Launch PDFelement and click the "Log In" button in the top right corner.
- A Login window will pop up, you can log in with your Wondershare ID account to activate it.
- If you do not have an account, click "Create account" under the "Next" button.



How to Download and Install PDFelement

1. System Requirement

If you want to install PDFelement, the minimum required specifications to run Wondershare PDFelement Professional are as follows:

- Operating System: Windows 10/8.1/8/7/Vista
- Processor: 1Ghz Processor or above
- RAM: 512 MB RAM or above
- Available Hard Drive Space: 500 MB or above

Note:

See more details please visit: <https://pdf.wondershare.com/tech-spec.html>

2. Download PDFelement on Windows Computer

- Visit <https://pdf.wondershare.com/> to download the trial version of PDFelement.
- Double click the executable installation file and follow the on-screen instructions to finish the installation.

Shortcut keys.

There are many shortcut keys for your better operating PDFelement and managing files efficiently. After opening the program, you can refer to the

following instructions to work. Also, you can find the shortcuts in "File" > "Preferences" > "Shortcuts".

- F1: Open online help page
- Alt + Shift + F11: Prompt product version pop-up
- Ctrl + O: Prompt document pop-up
- Ctrl + Tab: Switch to the next document
- Ctrl + Shift + Tab: Switch to the previous document
- Ctrl + W/Ctrl + F4: Close the current document
- Ctrl + S: Save the current document
- Ctrl + Shift + S: Save as current document
- Ctrl + D: Open the document properties dialog box
- Ctrl + K: Open the preferences dialog box
- Ctrl + F: Search panel pop-up
- Ctrl + Shift + F: Pop up the advanced search panel
- Ctrl + T: Open the search and replace panel
- Ctrl + P: Print
- Ctrl + Z: Undo last change
- Ctrl + Y: Redo last change
- Ctrl + Shift + I: Insert from the file
- Ctrl + Shift + T: Insert blank page
- Ctrl + Shift + D: Delete the page

- Ctrl + Shift + K: Tile horizontally
- Ctrl + Shift + L: Tile vertically
- Ctrl + N: Convert the document to PDF
- Alt + 7: Screenshots
- Alt + 3: Switch to text hand mode
- Ctrl + E: Switch to text editing mode
- Alt + 6: Switch to select mode
- Ctrl + F10: Window maximization
- Ctrl + 1: The actual size
- Ctrl + 0: Fit page to window
- Ctrl + 3: Fit height
- Ctrl + 2: Fit width
- F8: Fold functional area
- Ctrl + +: Zoom into page
- Ctrl + -: Zoom out of page
- F11: Enter or exit full screen mode
- Shift + F4: Expand/collapse the right property bar
- F4: Display or hide the left navigation bar
- F6: Switch to the next Ribbon Tab
- Shift + F6: Switch to the previous Ribbon Tab
- Home: The first page

- End: The last page
- ←: Scroll to the left
- →: Scroll to the right
- ← / PageUp / Shift + Enter: The previous page
- → /PageDown/ Enter: The next page
- Alt + ←: Jump to the previous view
- Alt + →: Jump to the next view
- ↑: Scroll up
- ↓ / Space: Scroll down
- Ctrl + 4: Continuous mode
- Ctrl + 5: Single page view
- Ctrl + 6: Two pages view
- Ctrl + 7: Two pages continuous
- Tab: Move the focus to the next comment, link, or form field in the document pane
- Shift + Tab: Moves the focus to the previous comment, link, or form field in the document panel
- Esc: Exit temporary editing status
- Ctrl + B: Add bookmark
- F2: Rename the selected bookmark
- Ctrl + Shift + -: Rotate page to the left

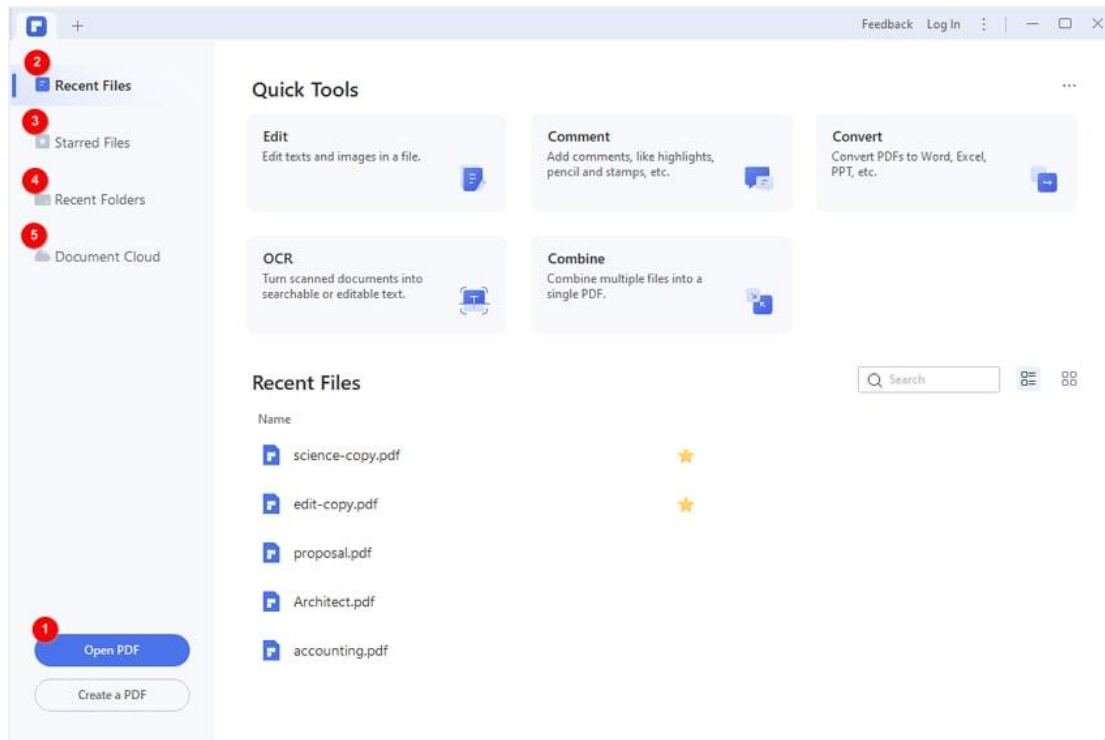
- Ctrl + Shift + +: Rotate page to the right
- F12: Batch Processing
- Ctrl + B: Make the selected text bold
- Ctrl + I: Italicize the selected text
- Ctrl +]: Increase font size
- Ctrl + [: Decrease font size

Open PDF

How to open PDF from homepage.

Once you have become familiar with Wondershare PDFelement for Windows and the basic tools, you can begin reading and working with your PDF files. You can open a PDF file, reach a specific page easily, adjust the view of the document, and more. Now, check how to open pdf from homepage of PDFelement in different ways.

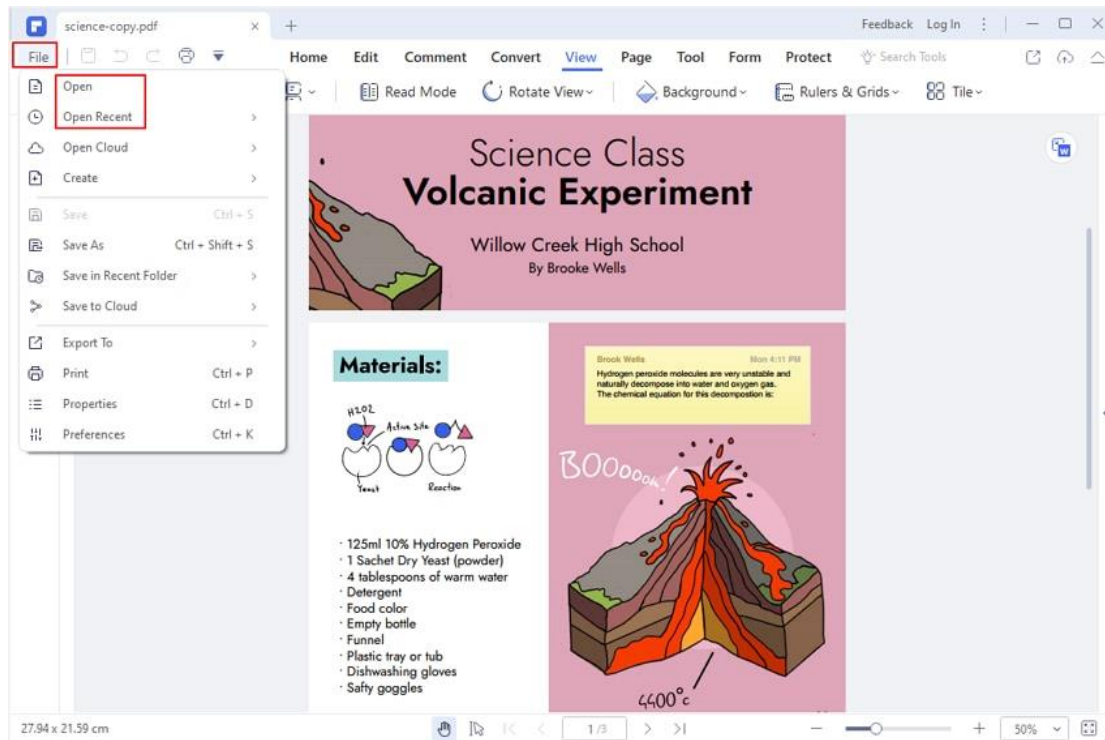
- Open PDF from File Explorer. Open PDFelement and Click the "Open File" button in the home window to browse the PDF files on your computer to open.
- Open recent files. Choose PDF from the "Recent Files" list to open directly.
- Open starred files. Tap "Starred Files" button to select the files you have starred before.
- Open PDF from "Recent Folders".
- Open PDF from "Document Cloud".



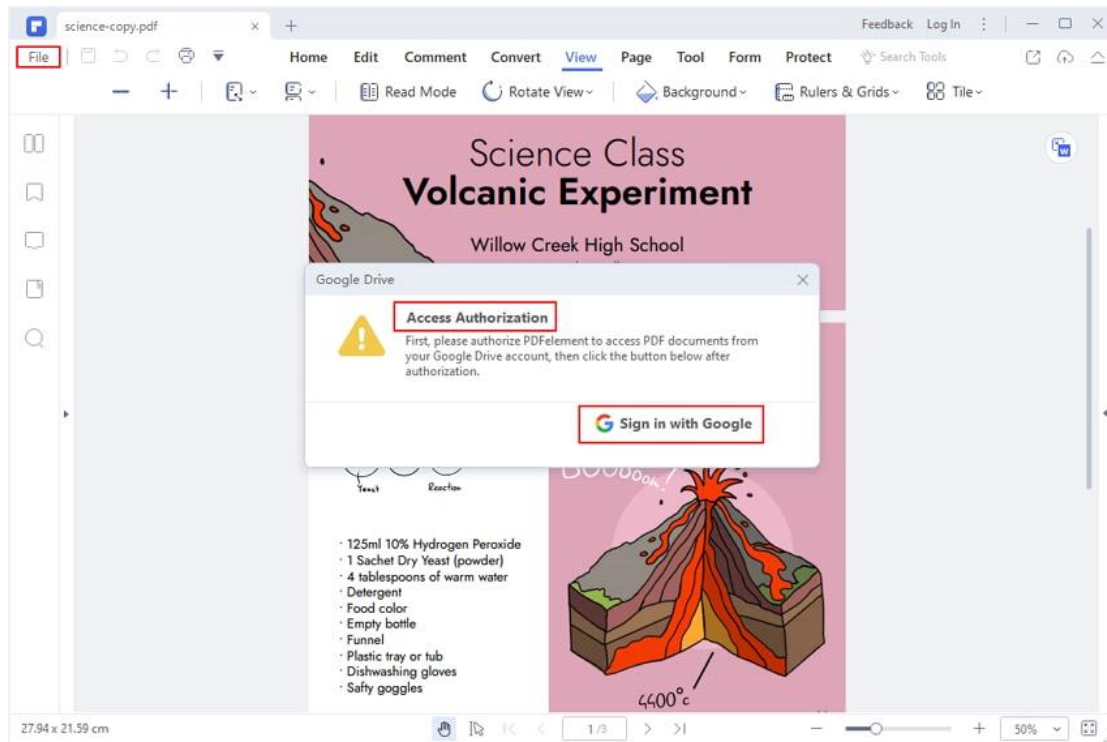
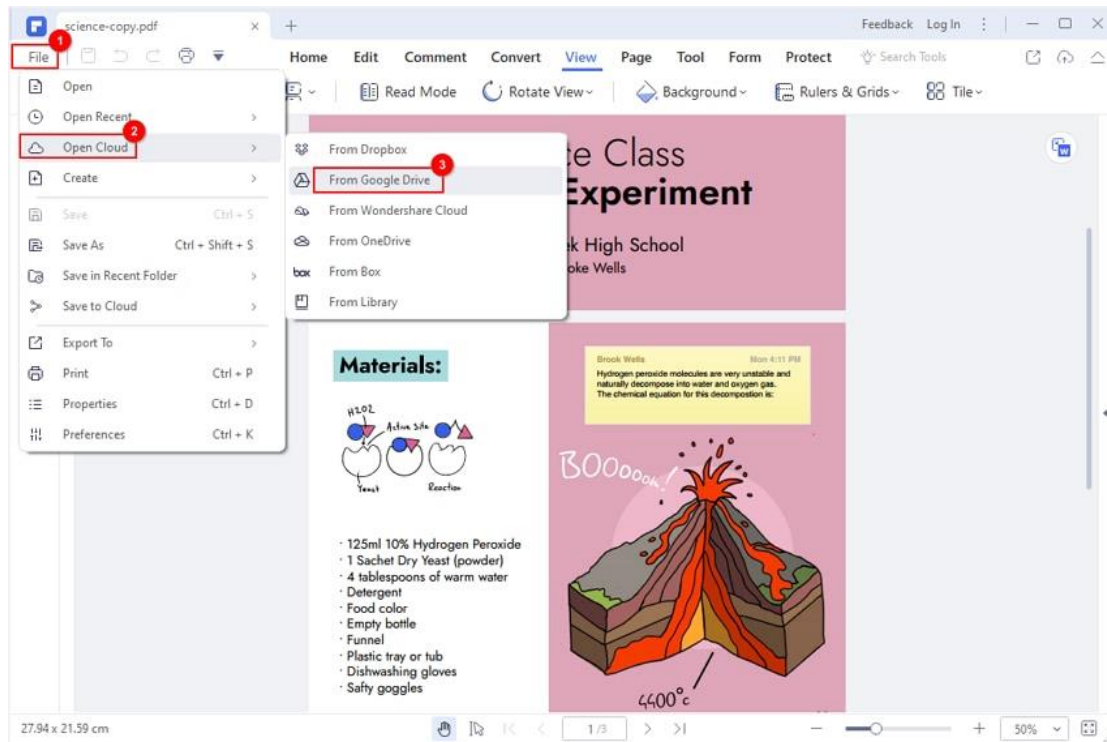
How to Open PDF from File Menu

If you have already opened one PDF in PDFelement, you will see the “File” menu on the top left. Here we present how to open pdf file from the “File” menu.

- Tap “File” button and then “Open” or “Open Recent” option to select the PDF files from File Explorer.



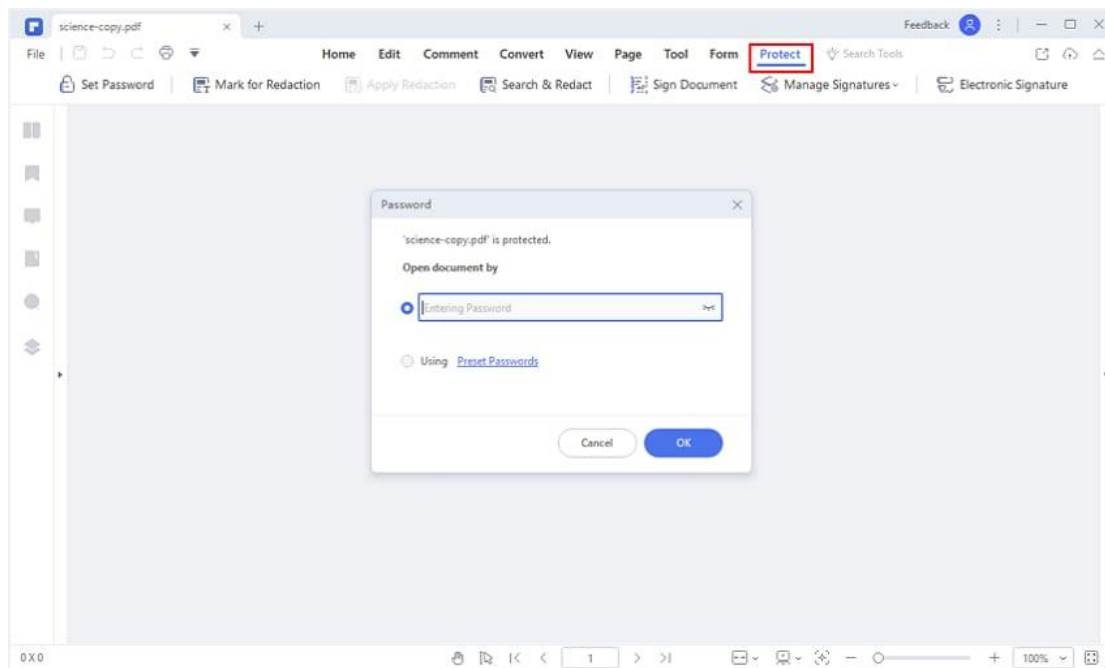
- Click on “File > Open Cloud”, you will see many cloud options including Dropbox, Google Drive, Wondershare Cloud, OneDrive, Box and Library. You may need to sign in your cloud account and complete access authorization, then you can open PDF files from “Open Cloud”.



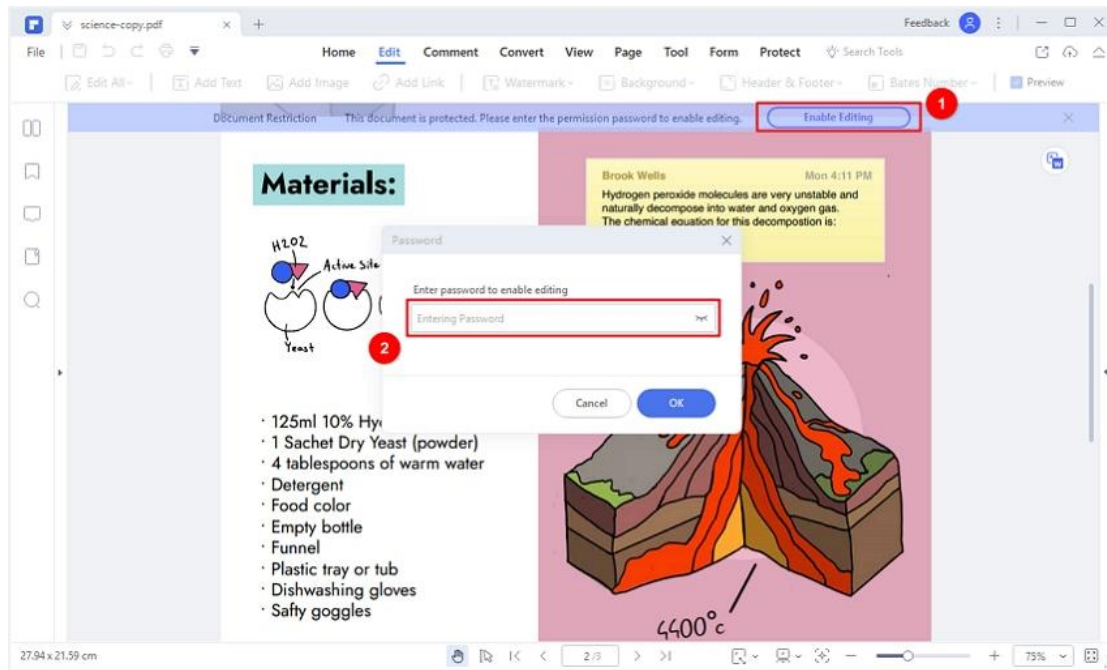
How to open a protected PDF.

To ensure the security of data, some PDF's will have a password to protect it.

How to open protected PDFs? If you have received a PDF that is protected with a password, you just need to enter the correct password to view the file.



Some protected PDF files have other restrictions to prevent from printing, editing, copying, etc. When you try to print or edit this secured PDF file, you will be notified that you are prohibited to do so without the permission password. You can click the "Enable Editing" button to enter the permission password to edit it.

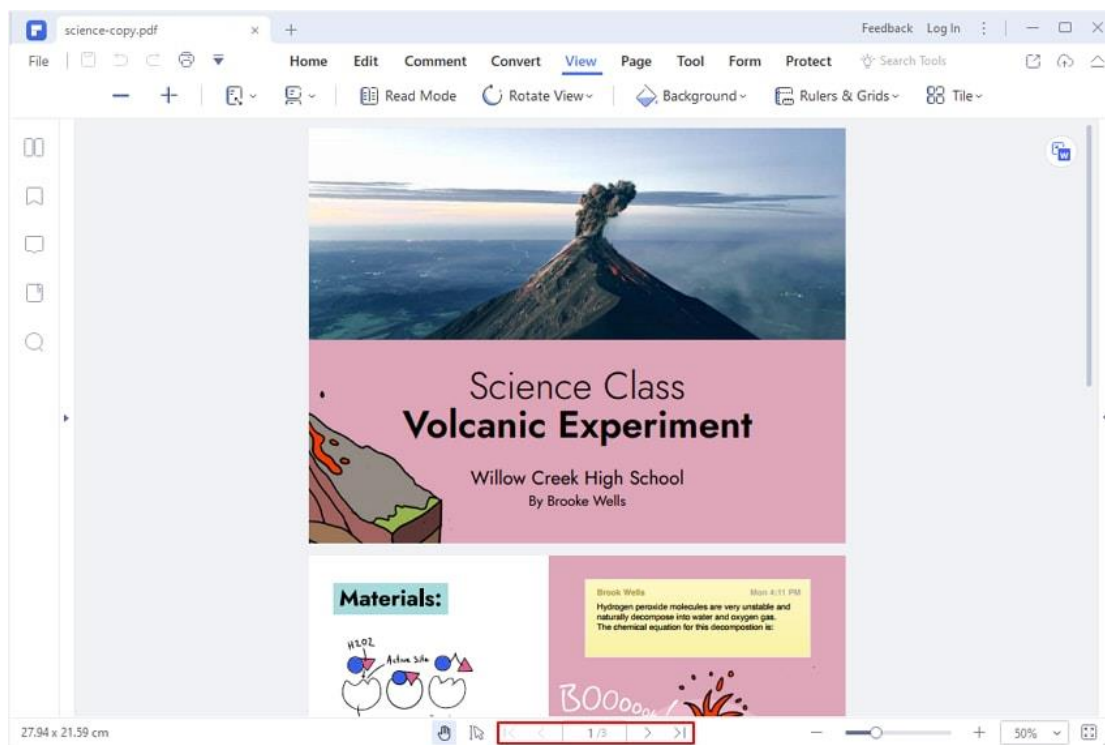


View PDF

How to navigate PDF.

1. Page navigation.

You can navigate PDF through the pages of your active document in the "View" tab or in the bottom floating bar.

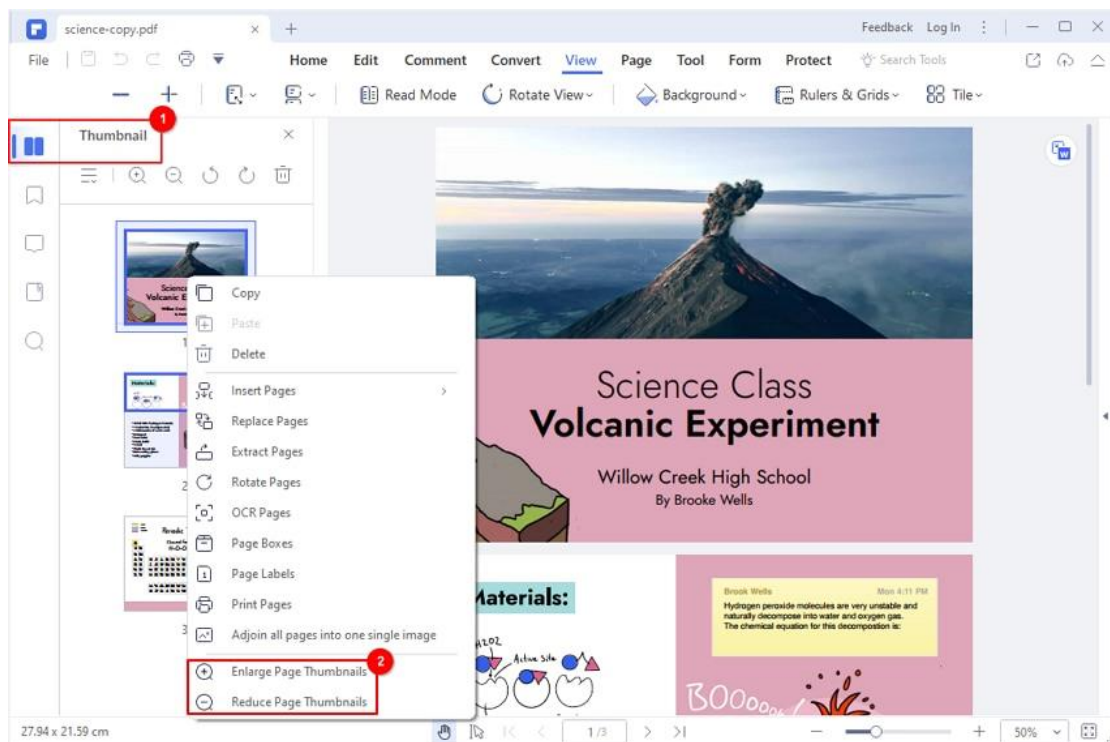


- Click the "Previous Page" button to navigate to the previous page of the current document.
- Click the "Next Page" button to navigate to the next page of the current document.

- Enter the page number and press Enter key to navigate to the page immediately.

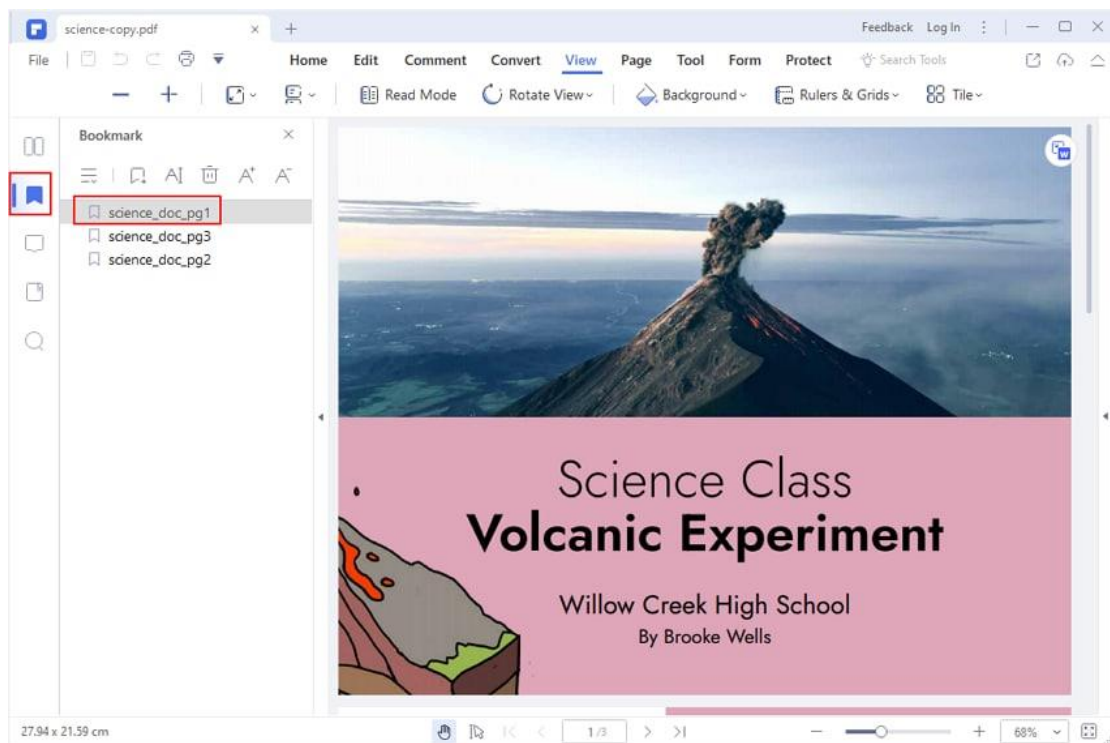
2. Thumbnail panel.

The Thumbnail Panel allows you to quickly scroll through pages in your document using the mouse wheel, or by dragging the slider in the panel. Right-click on a page in the thumbnail panel, and you can adjust the size of the thumbnails by choosing “Enlarge Page Thumbnails” as well as “Reduce Page Thumbnails”.



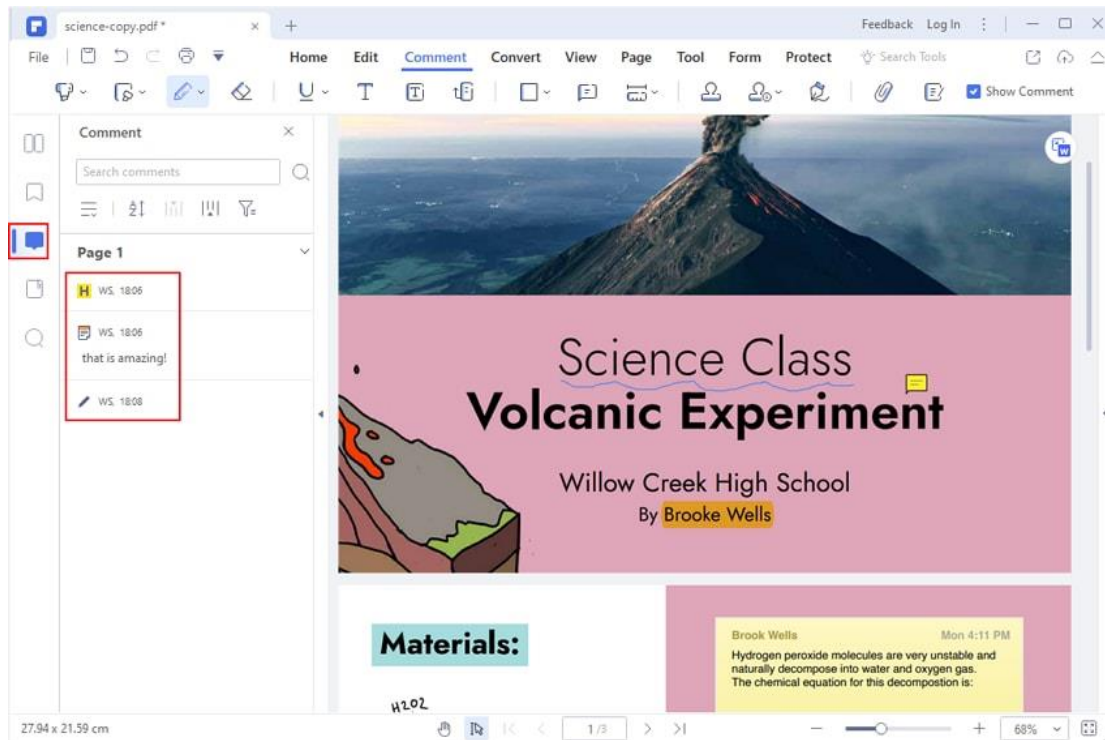
3. Bookmark panel.

A bookmark is a link with specific text in the Bookmark Panel. Use the bookmarks to go to different pages in the document. PDFelement allows you to navigate PDF through bookmarks. Simply go to the Bookmark Panel and click on the bookmarks you set before.



4. Annotation panel.

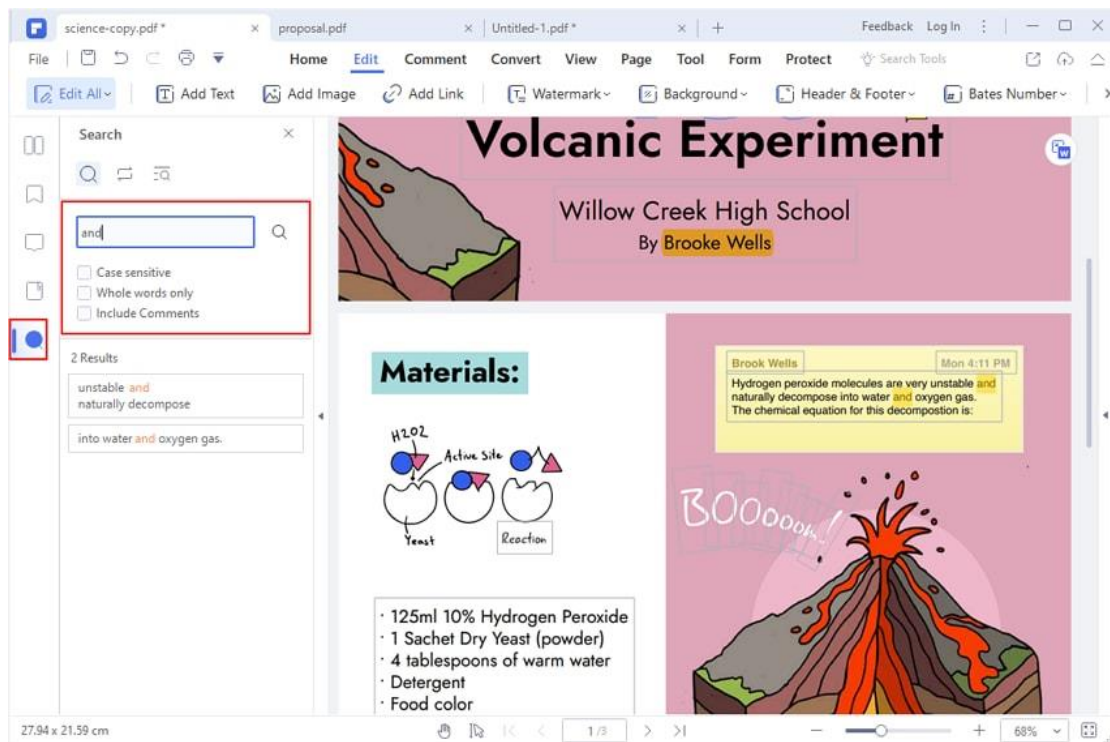
If you've annotated the PDF documents, you can find all the annotations list here. The annotations can be sorted by pages, date, author, and type. You can navigate to a specific page by clicking on the annotation.



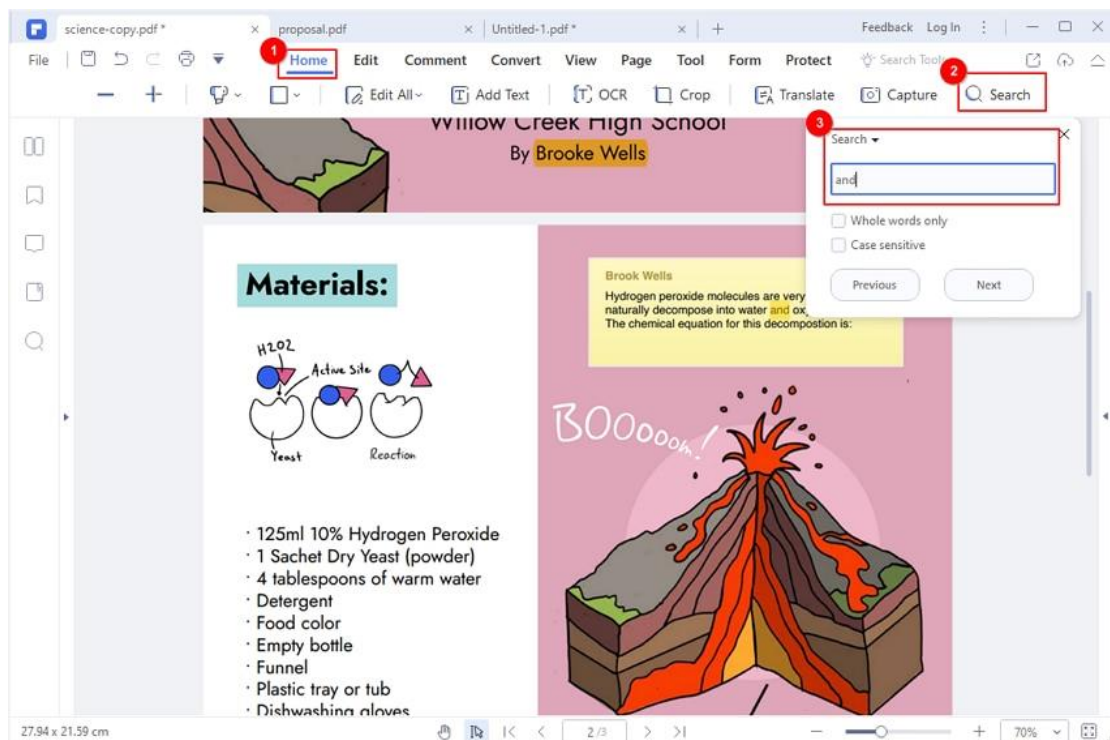
5. Search panel.

PDFelement has a powerful built-in search tool that allows you to navigate PDF through your documents, looking for specific text in the active document. There are different ways to perform a search:

- Click the Search Panel in the left navigation column to enter the keyword in the box and press Enter key to start the search process.

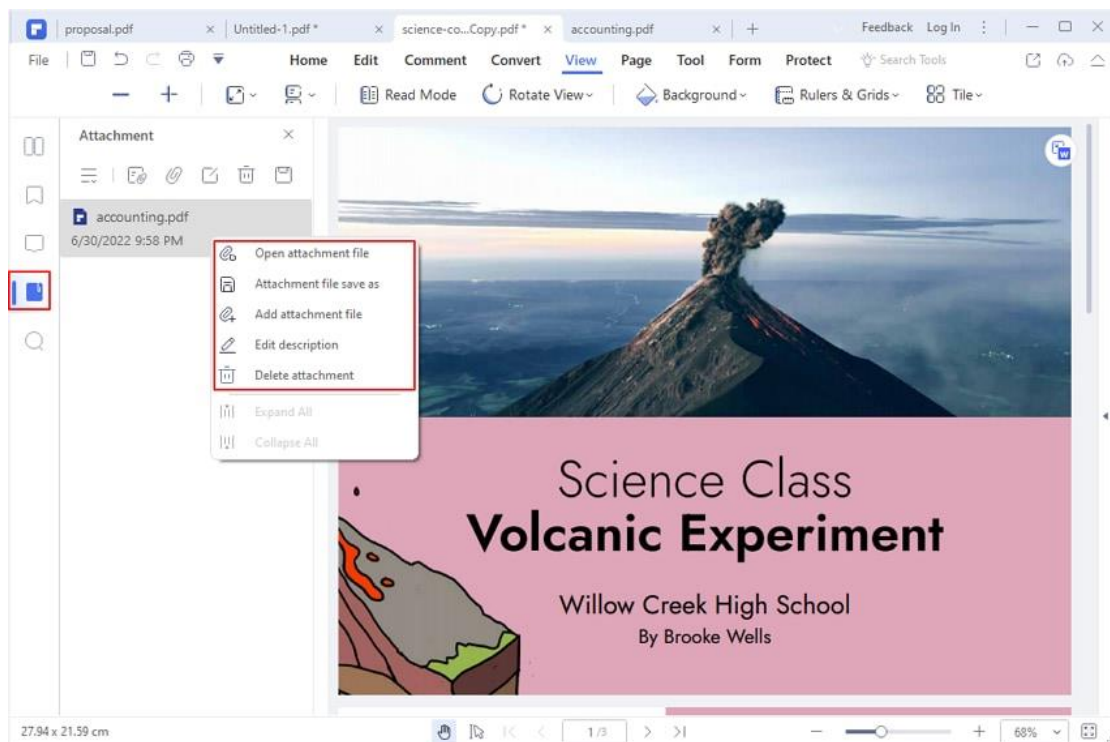


- Click "Home > Search" and enter a keyword in the search box and press Enter key to start the search process.



6. Attachment panel.

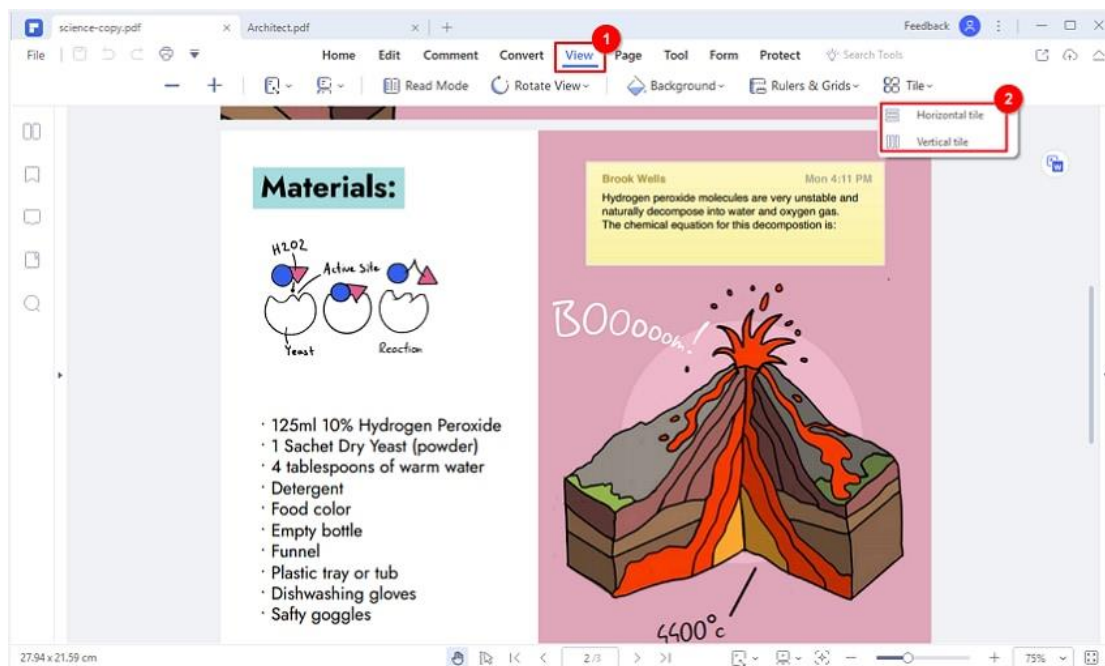
If you need to open a PDF with attachments, the Attachment Panel can navigate to where the files are stored. You can directly open these attached files, add more attachment files, edit description, delete or save them.



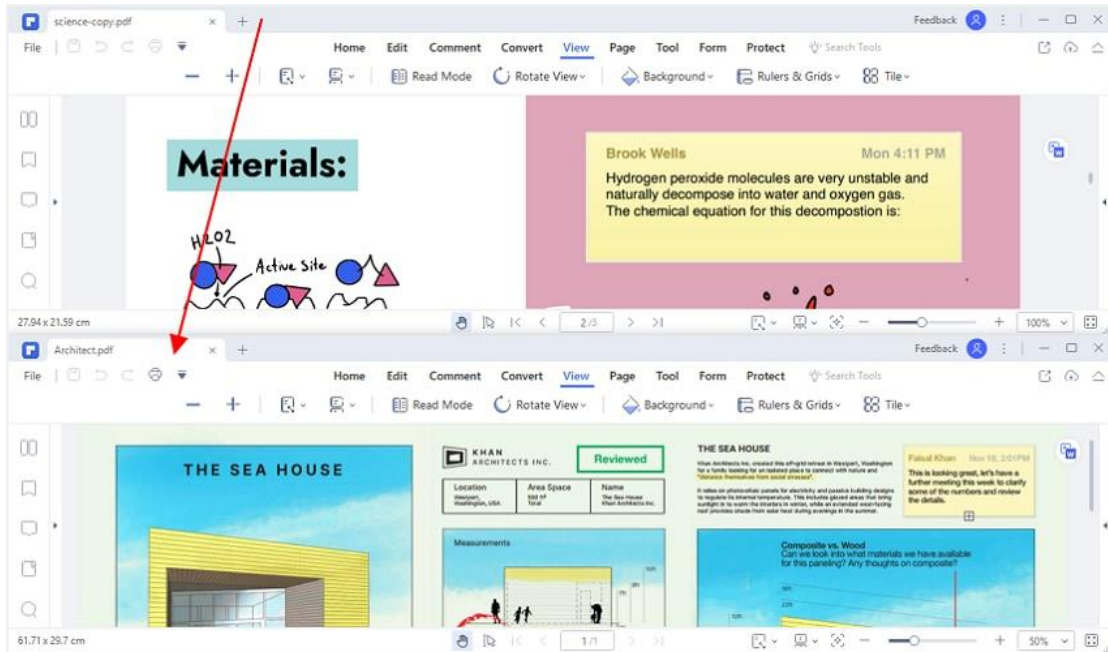
How to view multiple PDFs in different windows.

Since version 6.3.0 of PDFelement, we support to view multiple PDFs in different program windows, so that you can better view or compare among different files.

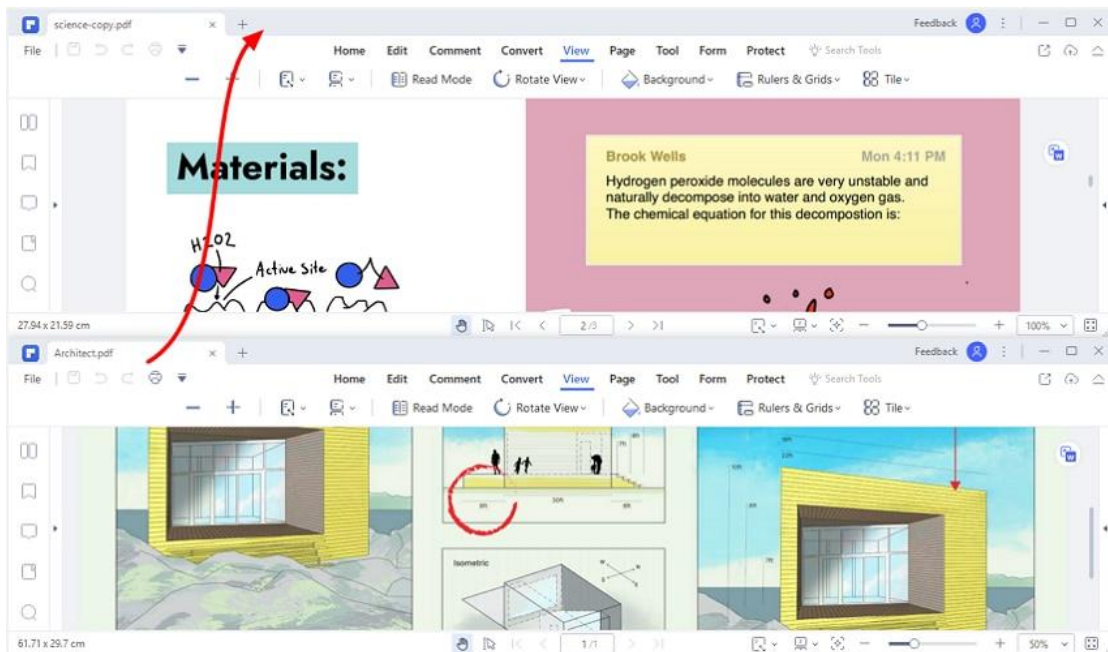
- Open multiple PDF files in the program first, then click the "View" > "Tile" button.
- Choose to tile the windows Horizontally or Vertically.



- Alternatively, you can open multiple PDFs first, and reduce the window size, then drag the tab of the file to create other windows for each file directly, then adjust the window size as you want by dragging the edge of the window again.



- After tiling to multiple windows, drag the tab of the file back to one window one by one, you will get all the opened files back into one window.



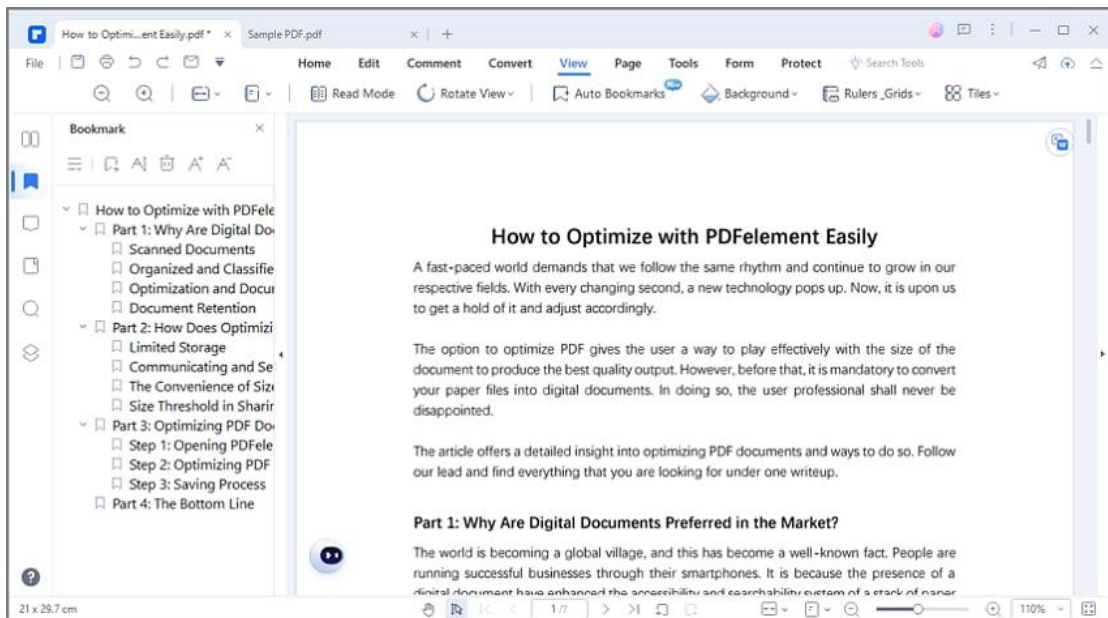
How to add bookmarks to PDF.

1. Auto Bookmarks.

- PDFelement is able to generate bookmarks automatically according to the heading styles in your PDF. Click the "Auto Bookmarks" button under the "View" tab. Thus, the bookmarks will be created automatically.

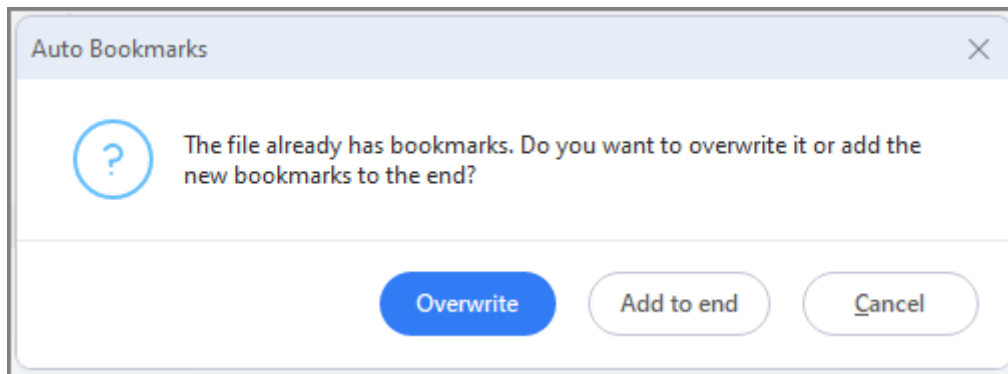


- You can head to the Bookmark Panel on the left side, expand and check the auto-generated bookmarks.



- If your PDF file has already got bookmarks. You will receive the following message after clicking the "Auto Bookmarks" button. Then, you can

choose to write the existing bookmarks or add new bookmarks to the end.

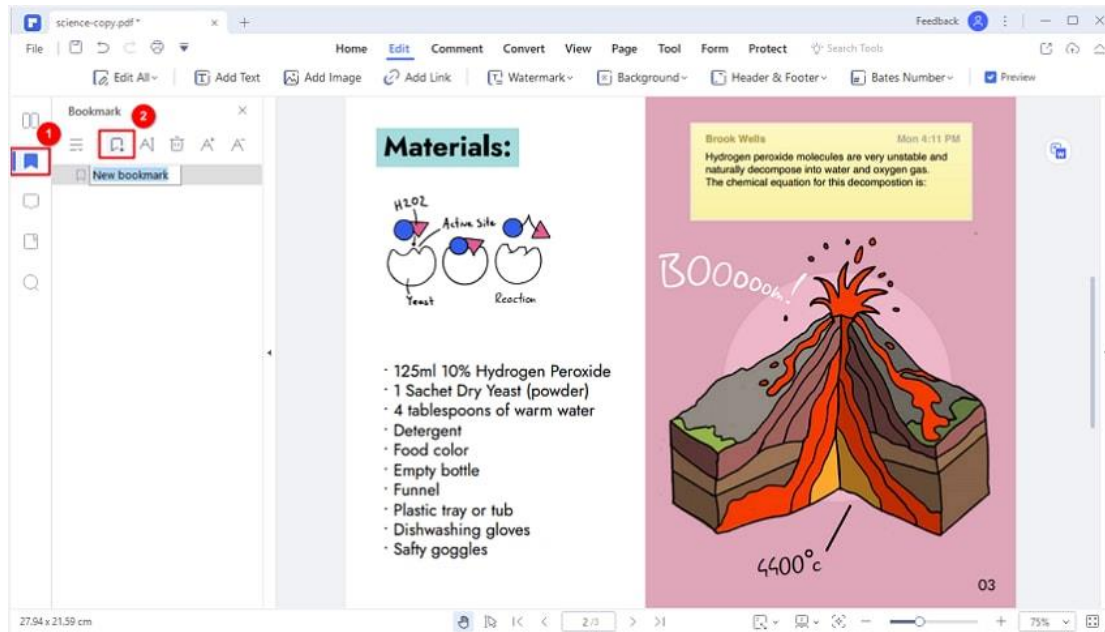


Tip:

Please apply different text formatting styles to your PDF file for each level of heading. It will make PDFelement generate auto bookmarks precisely and easily.

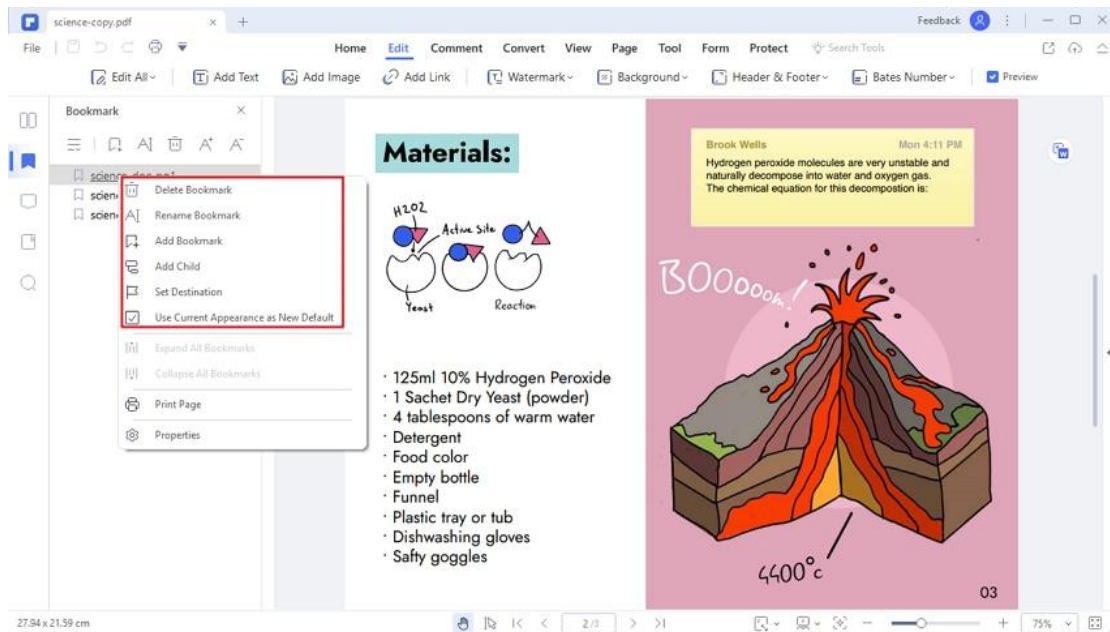
2. Add Bookmarks.

- Navigate to the page in which you want to insert a bookmark. Then click the Bookmark panel and select the "Add" button to insert the bookmark.
- Open one file and click the "Bookmark" button at the left side panel, and it will open the Bookmark panel to create the bookmark for the current page directly.



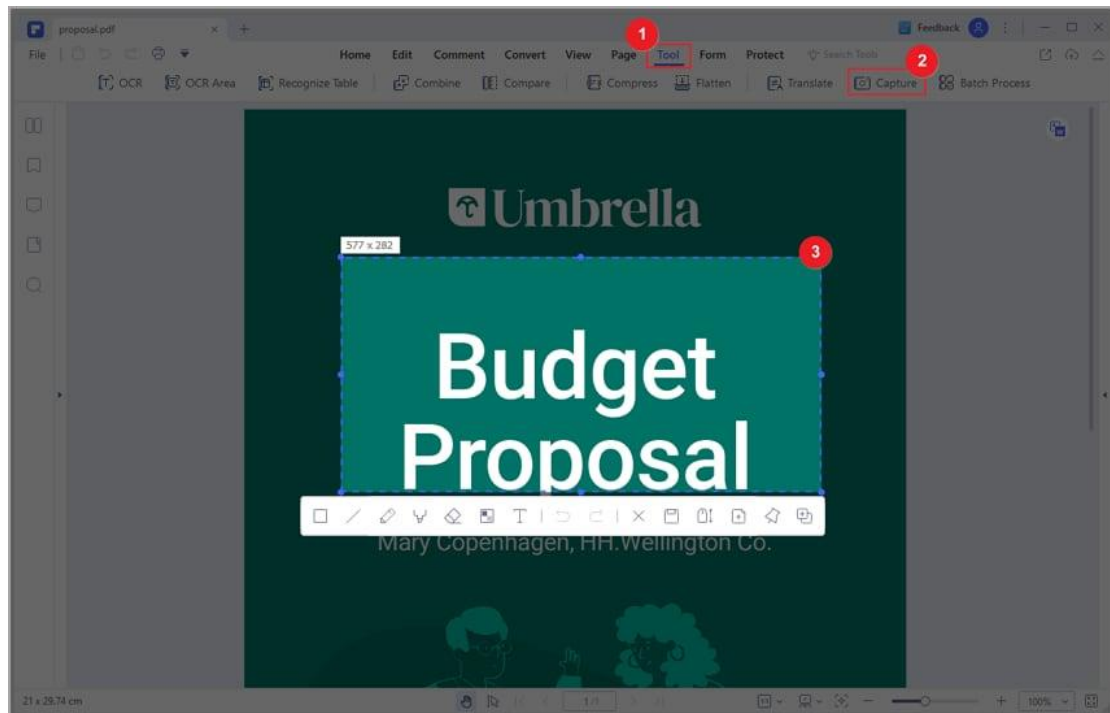
3. Edit Bookmarks.









- Right-click the bookmark in the Bookmark panel to choose "Rename Bookmark" to change the name.
- Right-click the bookmark in the Bookmark panel to choose "Add Child" to add a child bookmark.
- Right-click "Set Destination" to change the bookmark to the current page.
- Right-click "Expand All Bookmarks" to expand all the bookmarks including the child bookmark.
- Right-click "Collapse All Bookmarks" to collapse the child bookmark.



How to take a screenshot of a PDF page.

To create a screenshot of your PDF file, click on the "Tool" > "Capture" button and then you will want to click and drag the mouse to the desired area. Once you release the mouse button, the following options will appear:

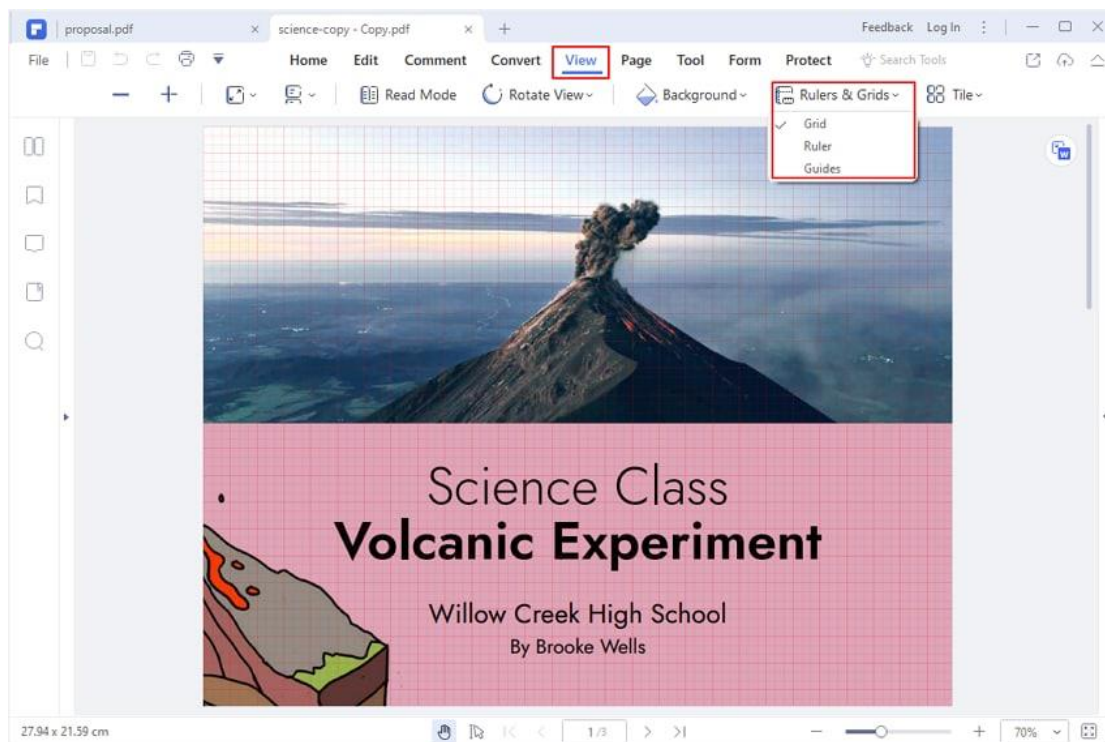


- You can annotate the screenshots with rectangle, lines, pencil, marker, eraser, Mosaic, or add text.
- Click  to undo the annotations on the screenshot.
- Click  to redo the annotations on the screenshot.
- Click  to save the screenshot on your computer.
- Click  to exit the screenshot.
- Click  to capture scrolling screenshot.
- Click  to save the screenshot image as a PDF.
- Click  to pin the screenshot image to the current PDF.
- Click  to copy the screenshot, you can paste it somewhere else.

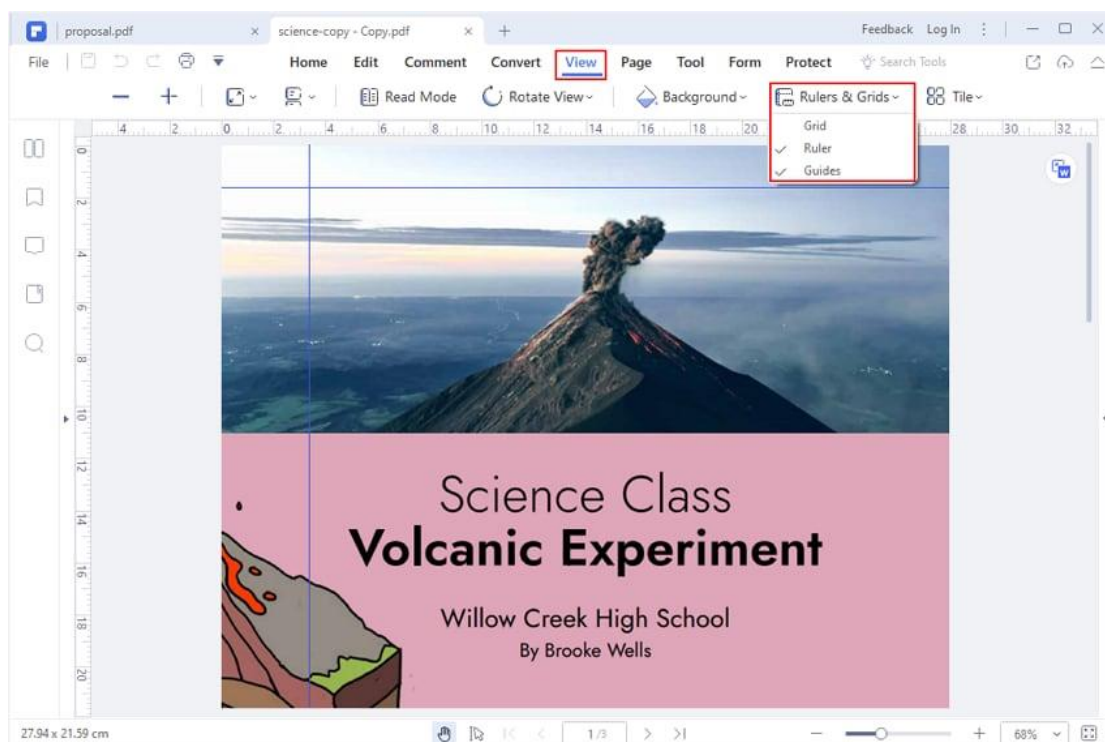
How to view PDF with rulers & grids.

There are crucial times when you must put every piece of your content in the right place. With PDFelement, you can precisely arrange the texts and objects in your documents with PDF Ruler and PDF Grid. Set "View > Rulers&Grids" to show or hide rulers or grids.

- **Grid:** When you click and turn on the "Grid" button, the grid will show up all over the PDF document. You can click the "Grid" button again to turn off this mode.



- **Ruler:** Click on the “View > Rulers & Grids > Ruler” button, a horizontal and a vertical ruler will appear to help you evaluate size of the elements in your PDF files.
- **Guides:** You can drag lines parallel to the rulers to any place in the page. To delete the guide lines, just select them and press the Delete key.



Use Lumi PDF AI robot to chat with PDFs.

Tip: The feature is only available on the PDFelement for Windows Version 9.5.0 and above.

PDFelement has imported a smart PDF AI robot named Lumi, **powered by ChatGPT**, which can help you seamlessly analyze the PDF content, comprehend your document, and summarize key information with ease.

Index

[Part 1 Summarize PDF](#)

[Part 2 Explain PDF](#)

[Part 3 Proofread PDF](#)

[Part 4 Rewrite PDF](#)

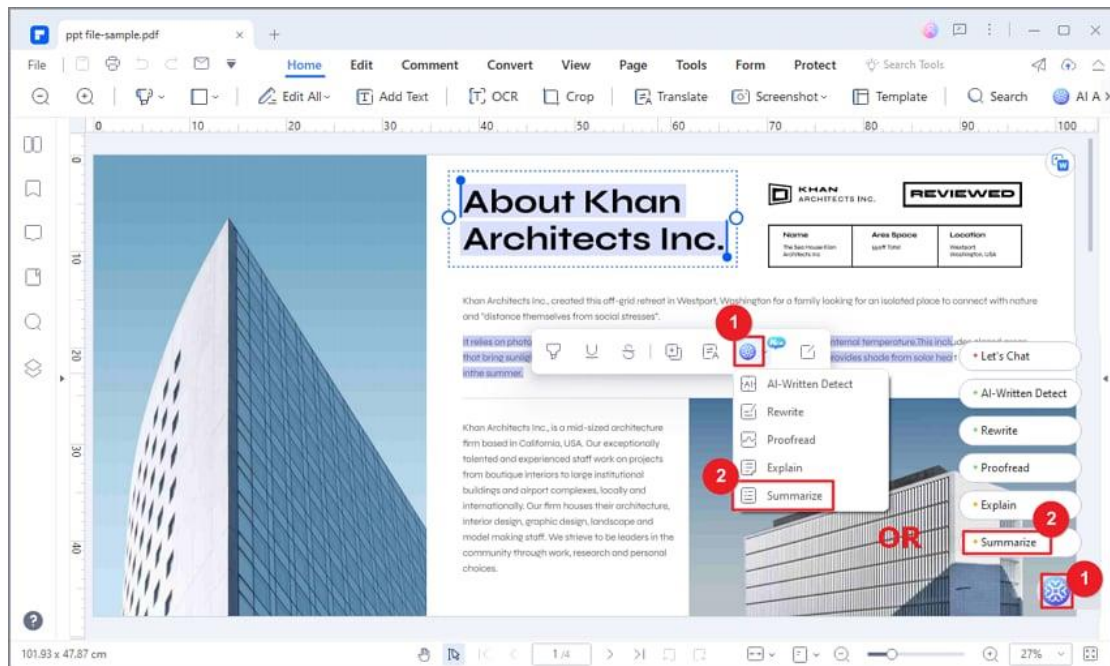
[Part 5 Chat with PDF](#)

[Part 6 AI Content Detector](#)

1. Summarize PDF

Click the "Lumi PDF AI robot" button at the bottom right corner of the software interface. You can also access Lumi by clicking the corresponding button in the floating toolbar.

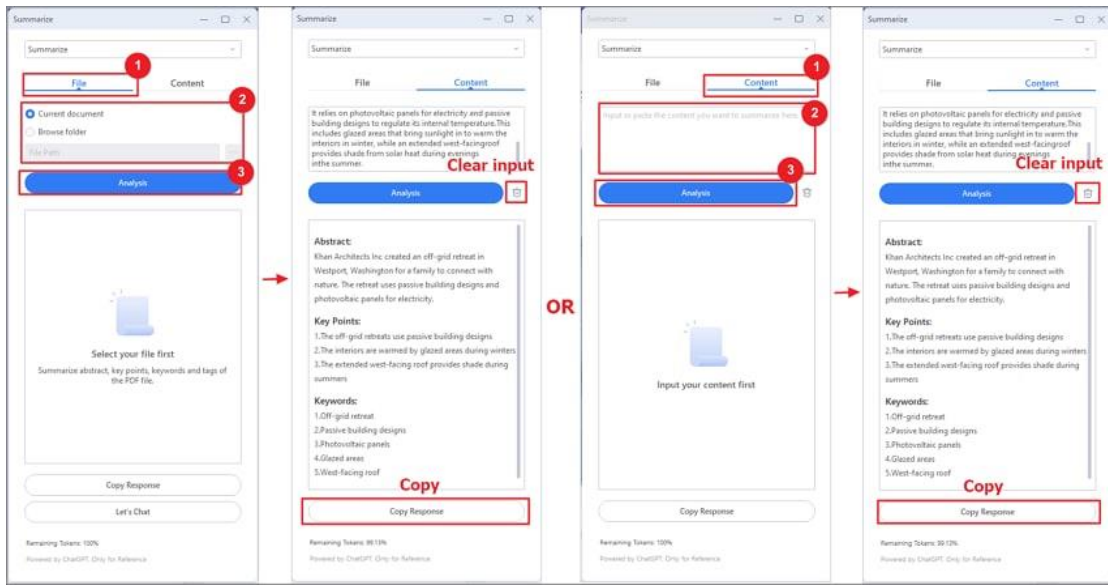
Select "Summarize" from the pop-up menu.



Import the current file or browse your local drive to add another PDF into the Summarize window. Alternatively, you can click the "**Content**" tab to let Lumi summarize the text.

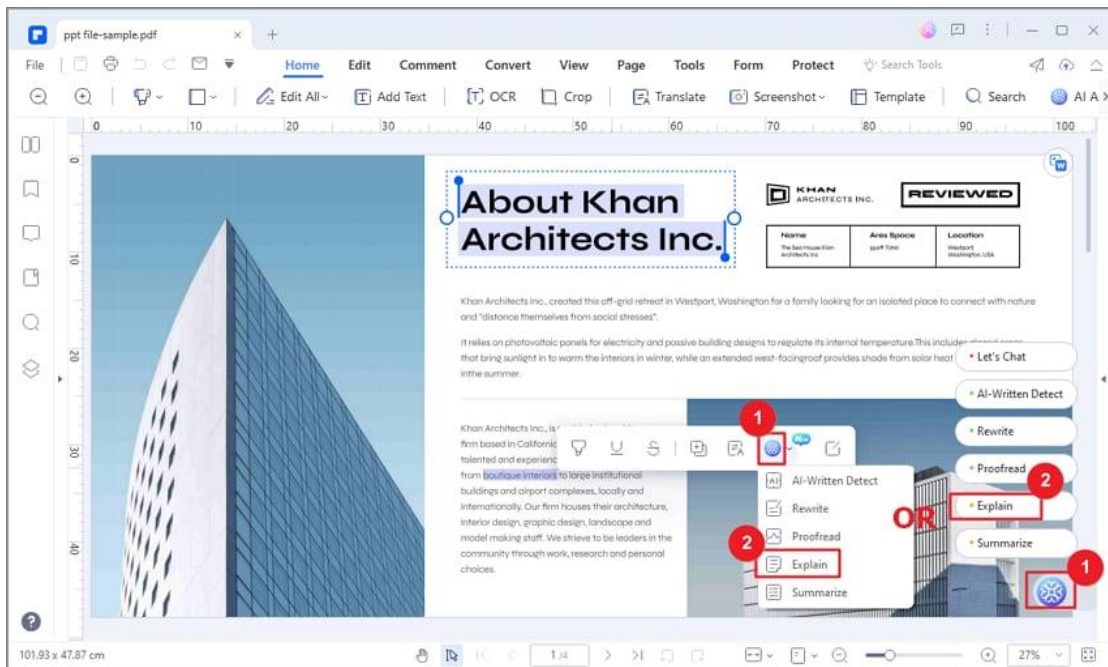
Click "Analysis" to initiate the process.

View the output under the Response box. Copy and paste the response into your file, and edit it as needed.



2. Explain PDF

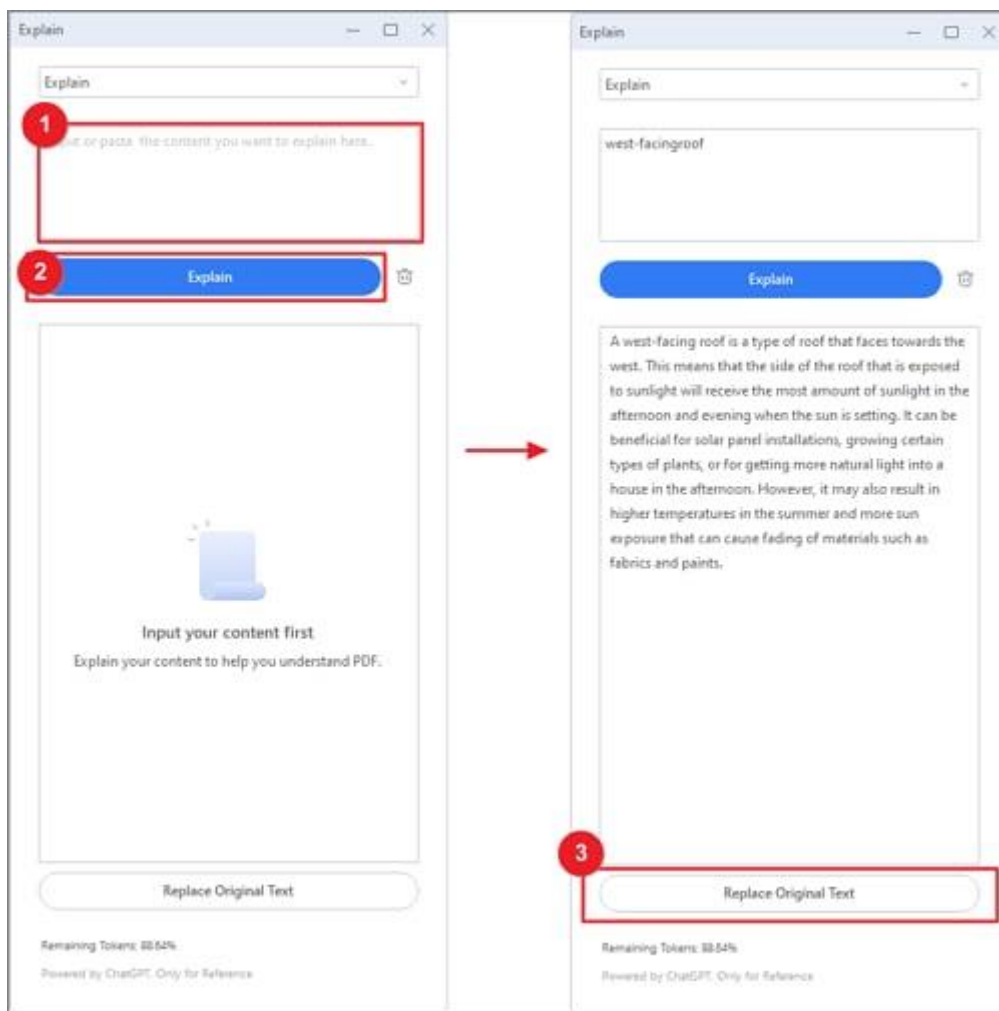
Choose the "Explain" option after clicking on Lumi. Alternatively, you can just switch to "**Explain**" in the robot window.



Add content that you want Lumi to explain, and click the "Explain" button.

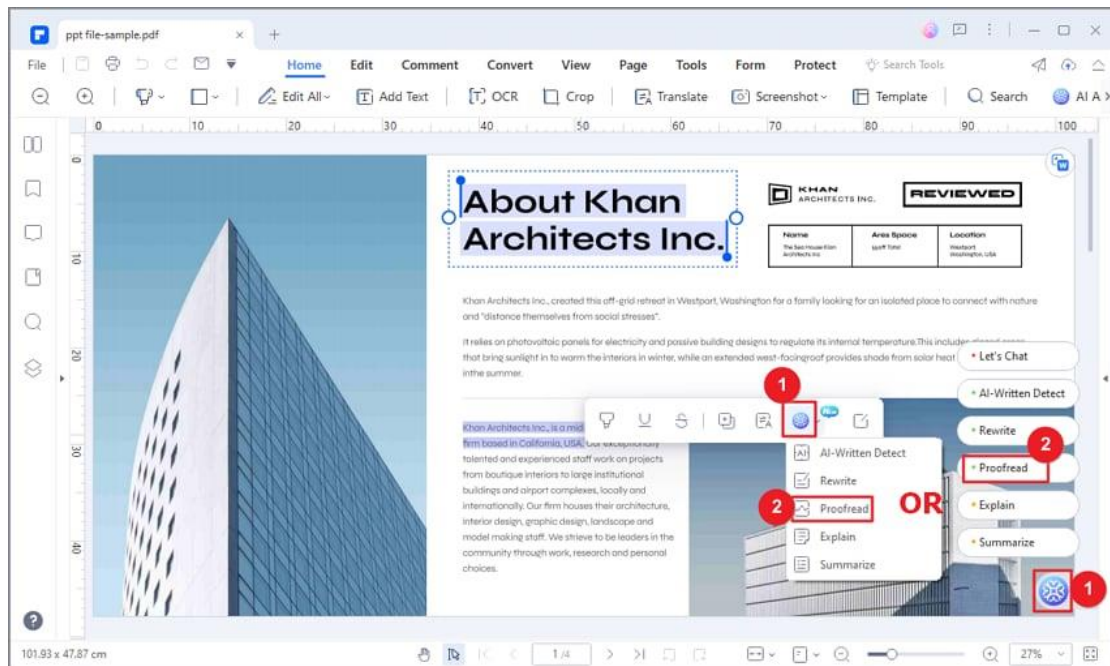
Alternatively, you can select the target text in the PDF document and click the AI Robot button on the floating toolbar.

Check the results in the Response box. You are free to replace the original text with it.



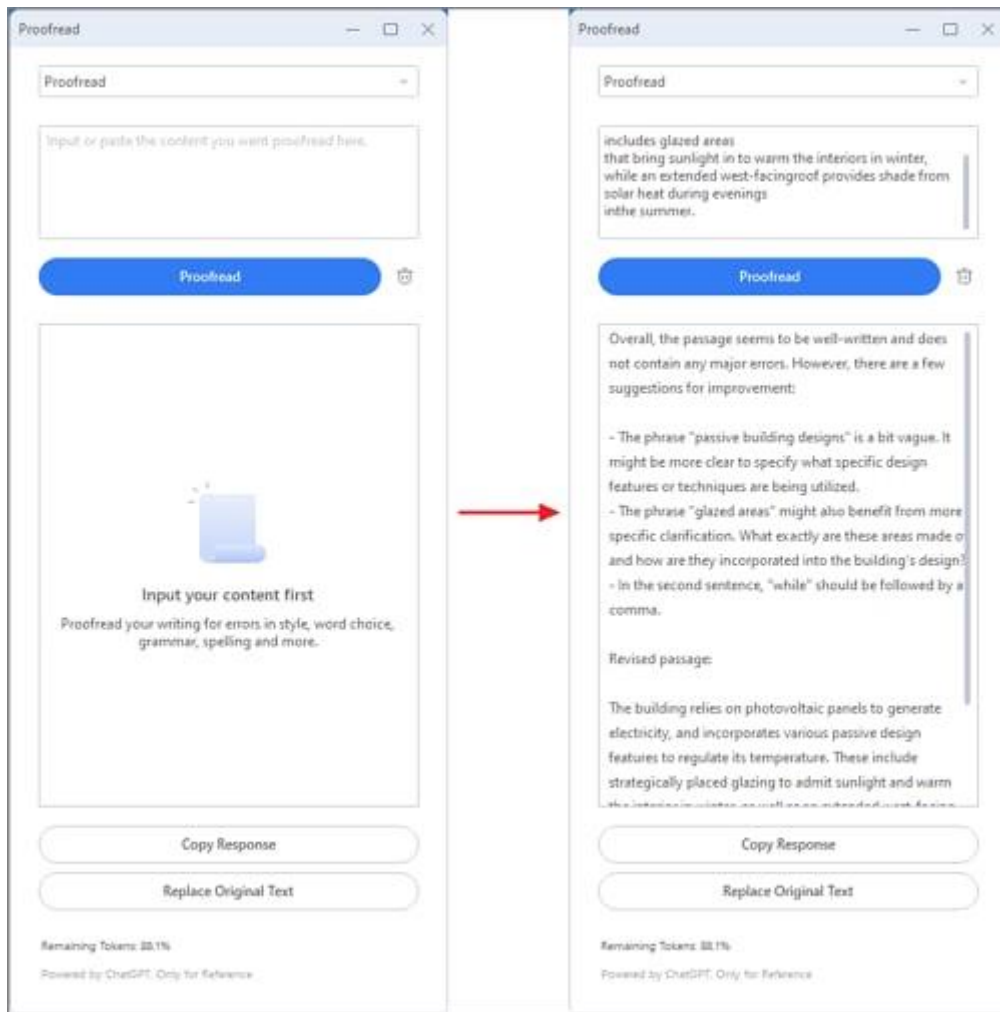
3. Proofread PDF

Switch to "**Proofread**." In the pop-up window, enter the content that you want to proofread in the "**Content**" box and click "**Proofread**." Or, select the content in the PDF and access the PDF AI robot from the floating toolbar.



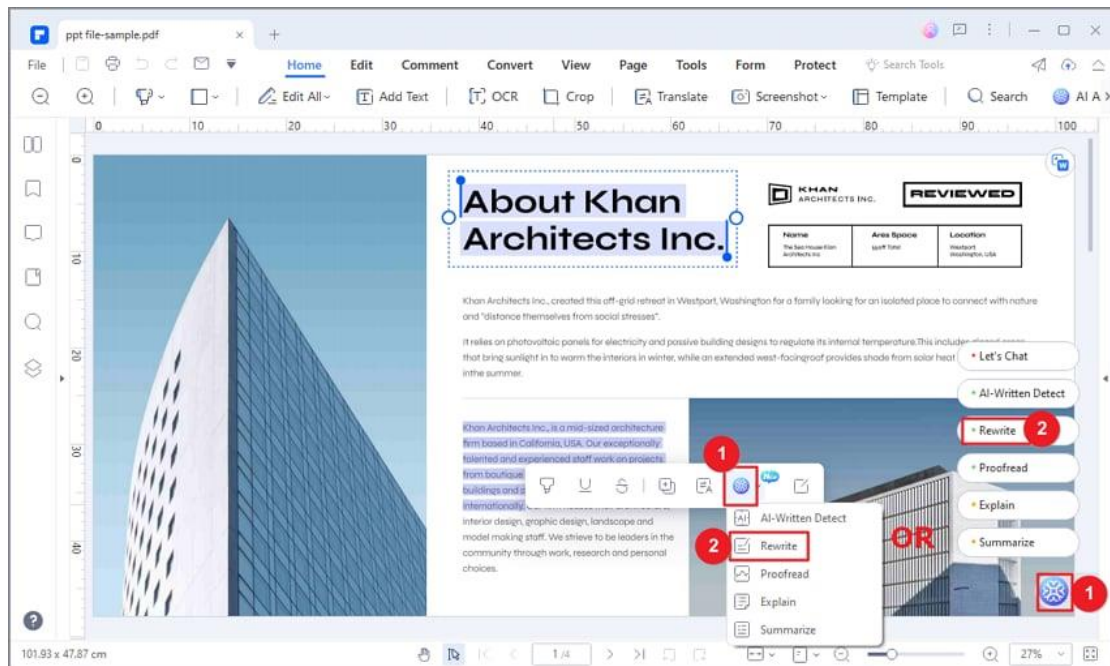
Then, Lumi will give you some suggestions to correct errors in grammar and spelling, improve the word choice, etc., and put the revised version underneath.

Check the results in the Response box. You can copy the revised content to other files or use it to replace the original text directly.



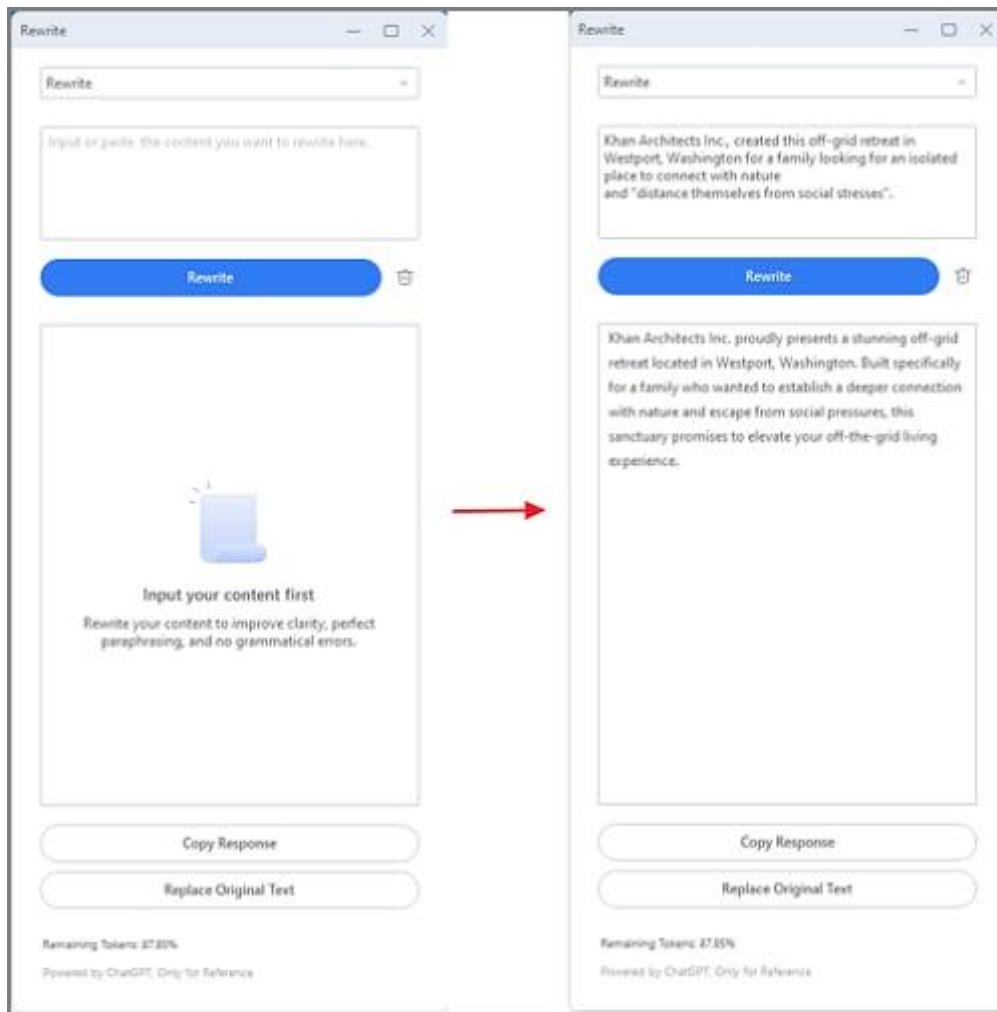
4. Rewrite PDF

Choose the "**Rewrite**" option, enter the content in the "Content" box, and click "Rewrite."



Lumi will rewrite and optimize your content to enhance its clarity, style, and grammar.

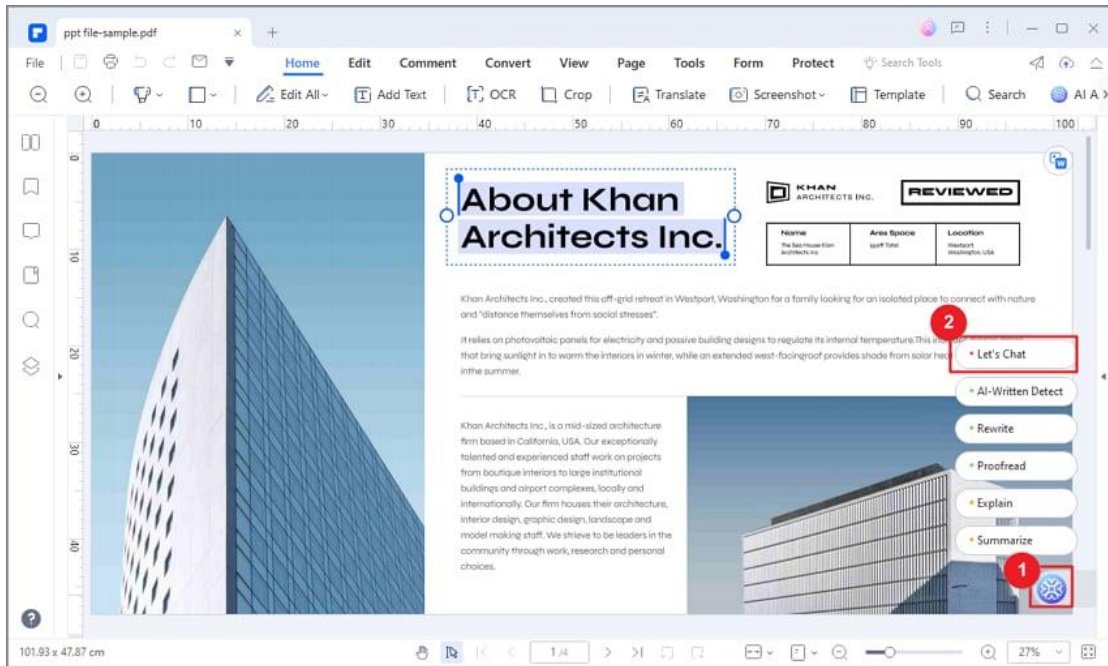
You can copy the response to your files or use the rewritten content to replace the original text directly.



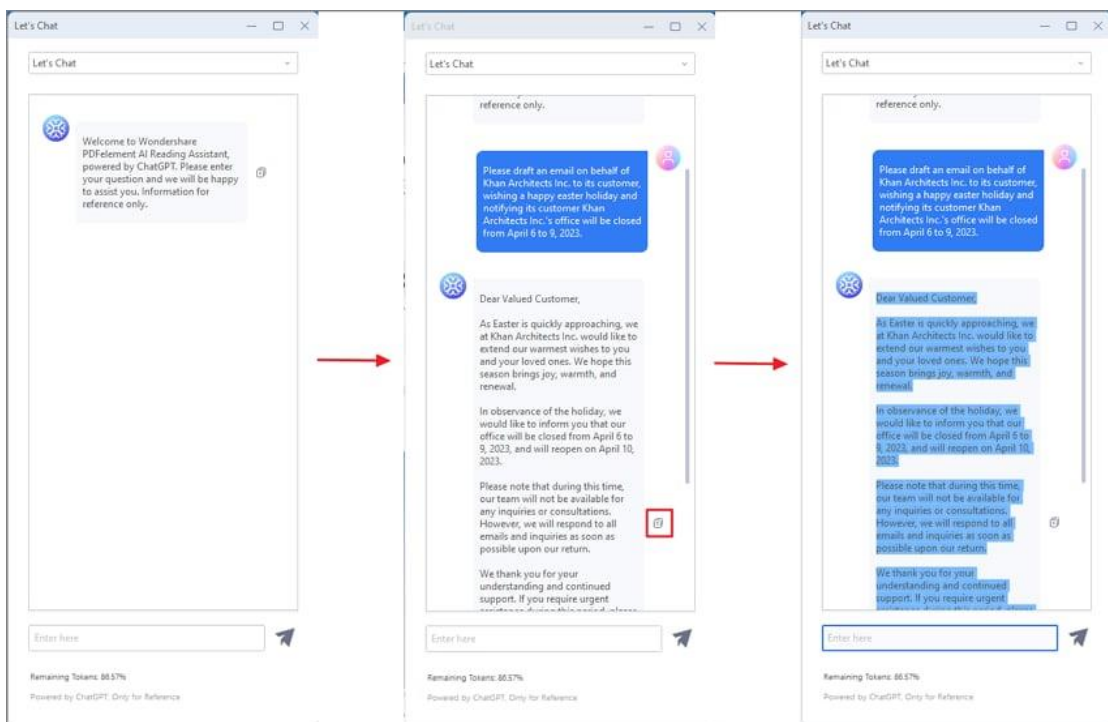
5. Chat with PDF

Lumi can also do the math, create text content, write programming codes, etc., according to your requirements.

Switch to the "**Chat with PDF**" option. Interact with Lumi by sending questions with your text input. The responses will appear in the chatbox.



To copy and paste the response into your file, simply click the "copy" button and paste the content into your file.

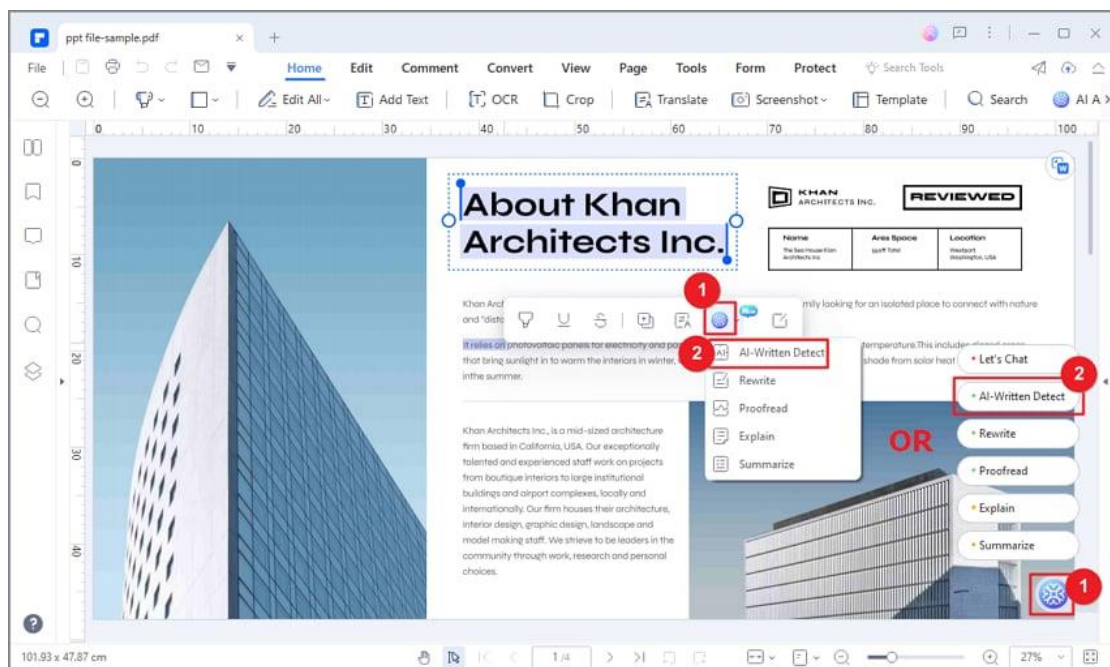


6. AI Content Detector

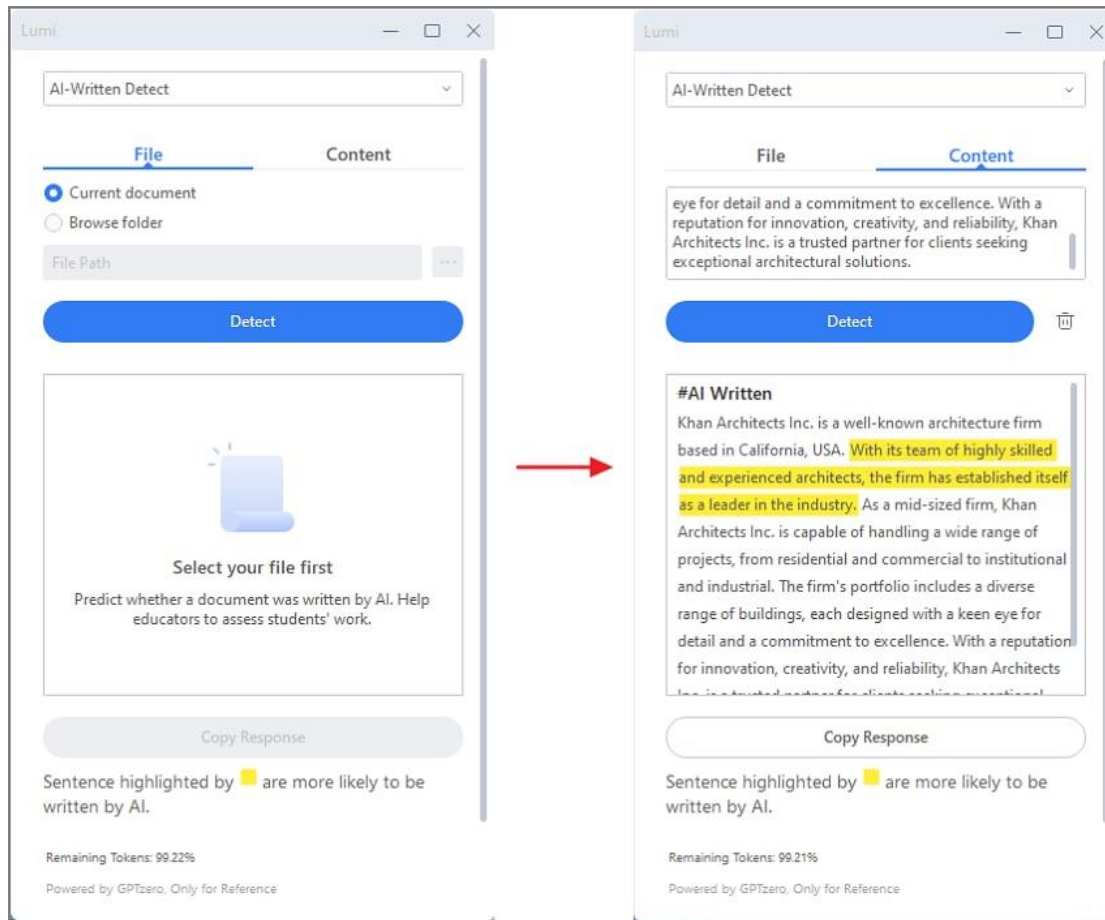
With Lumi, you can easily identify if your PDF content has been generated by an AI algorithm. Enter the AI Detect window by clicking the "AI-Written Detect" button.

To analyze the entire content of your PDF, select the "File" tab and add your PDF file from your local drive. Alternatively, paste the text you want to analyze in the "Content" box. Click "Detect" to initiate the analysis.

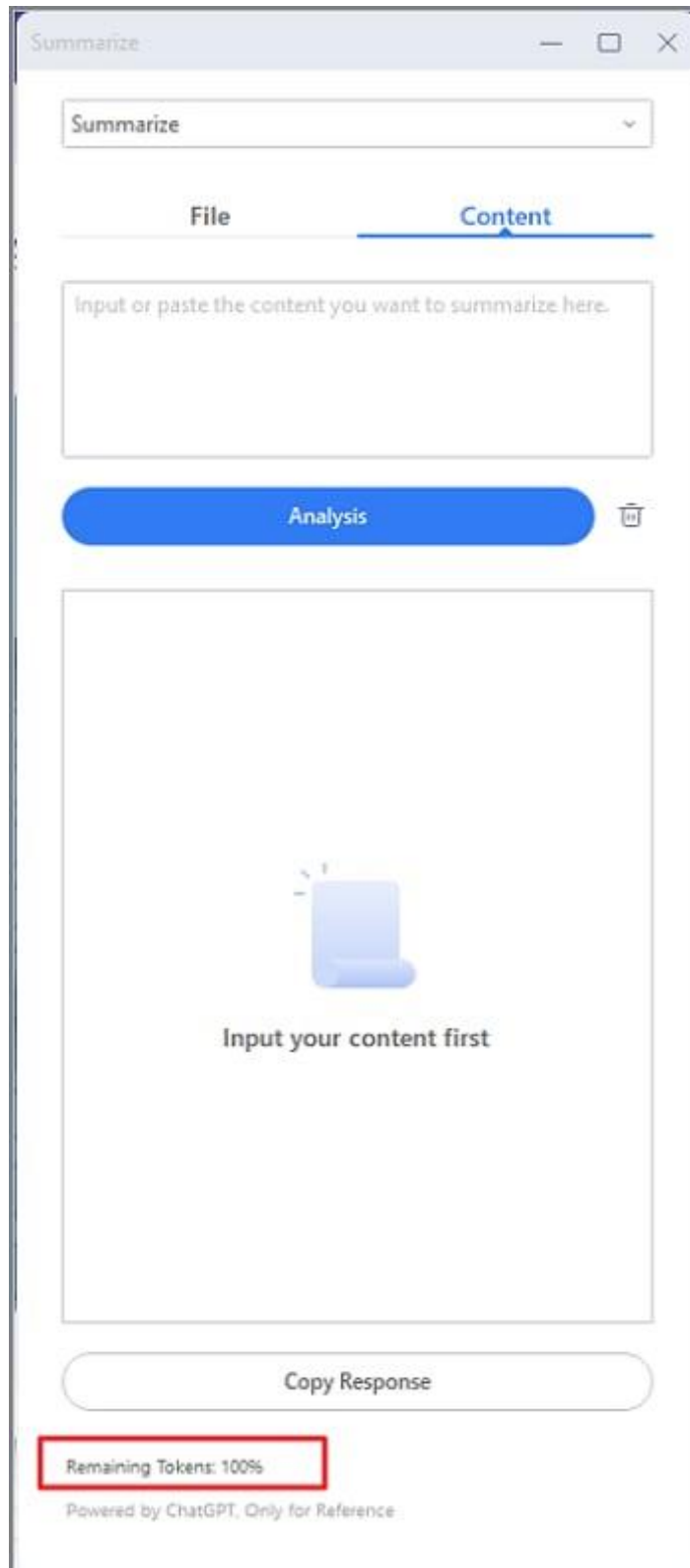
Switch to the "**Chat with PDF**" option. Interact with Lumi by sending questions with your text input. The responses will appear in the chatbox.



Lumi will then give you content detection results by highlighting text that is more likely to be generated by AI.



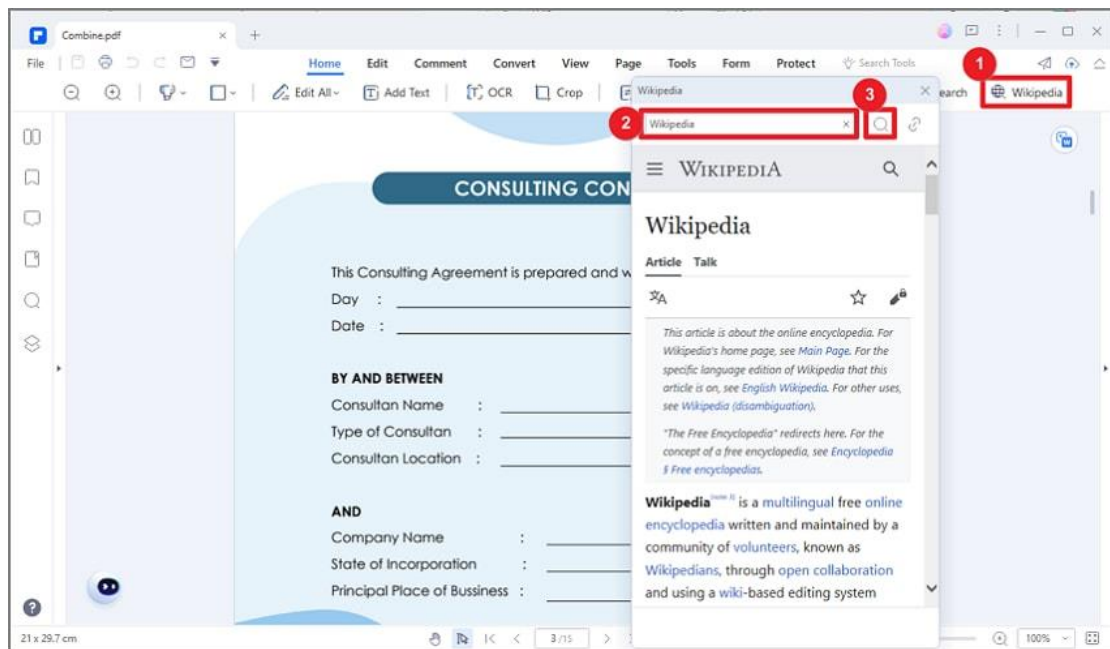
Note: PDFelement offers limited tokens per month. You can check the remaining tokens in the chatbox. After using up those tokens, you're welcome to buy the AI feature separately to enjoy more tokens.



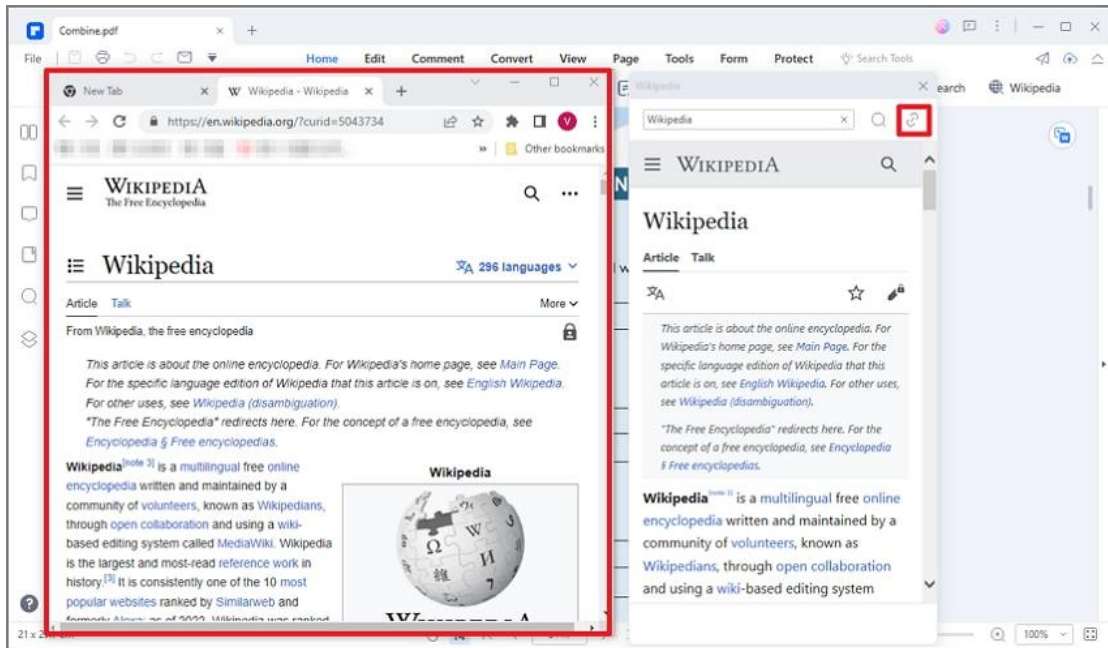
How to do Wikipedia searches in PDFelement.

PDFelement allows users to do Wikipedia searches within the software.

Click the "Wikipedia" icon under the Home tab, and the Wikipedia window will pop up. Type a keyword into the search bar, then click the "Search" icon or tap the Enter key to start a search.

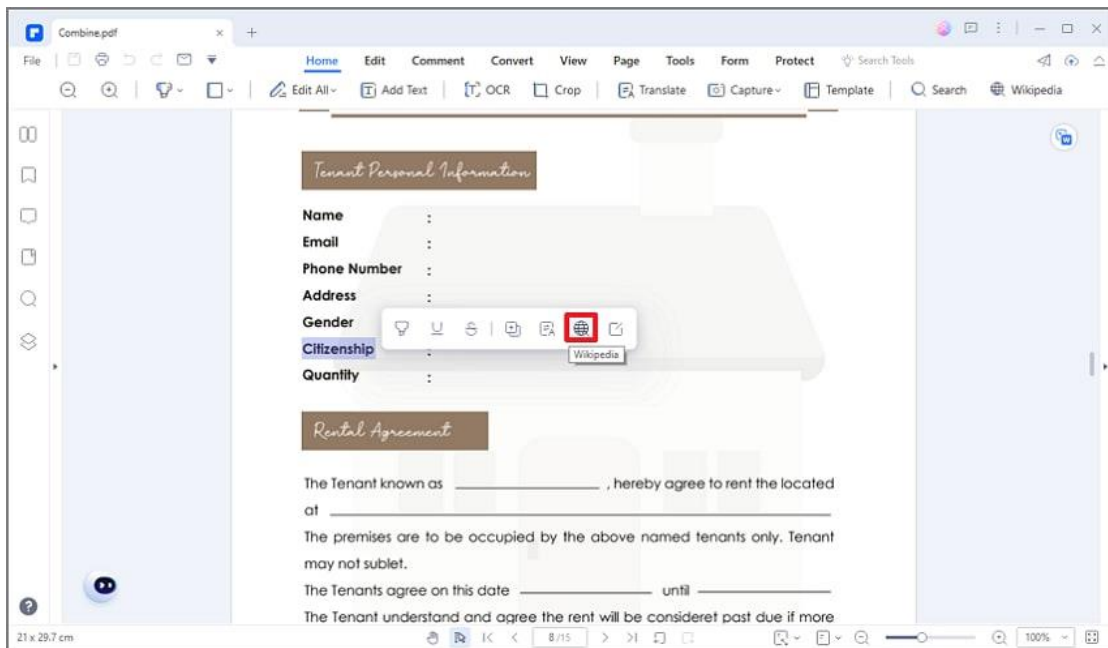


You can click the "Go Link" icon to open the search result page in your website browser.

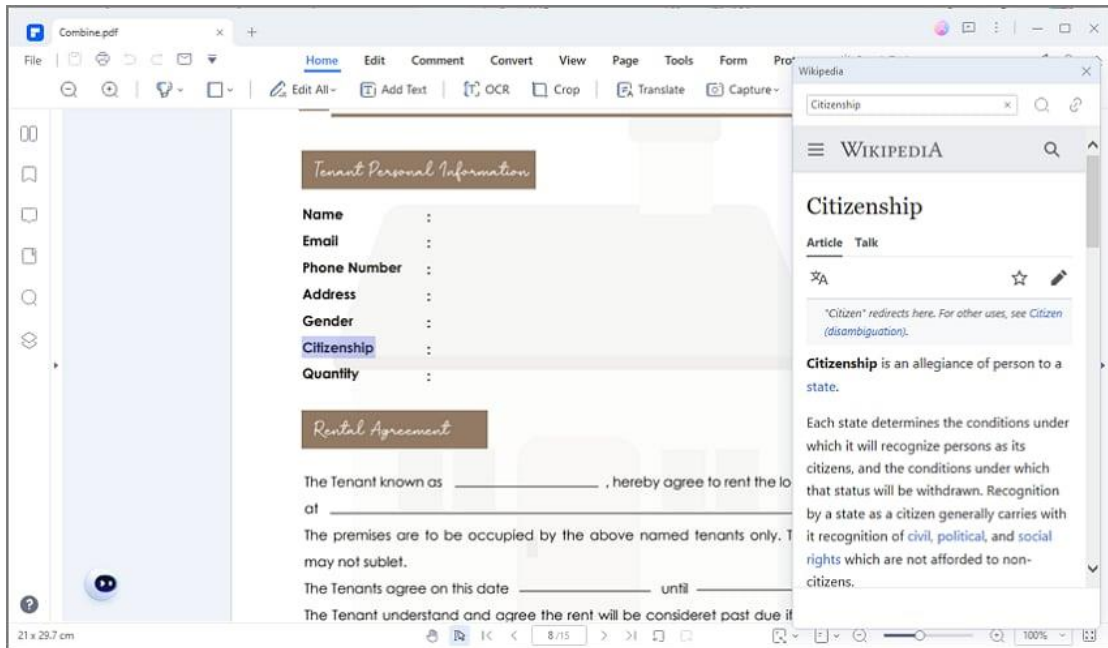


PDFelement also allows you to search for selected text directly in Wikipedia.

Open your PDF with PDFelement, and select the text you want to look up in Wikipedia. Then, in the pop-up floating bar, click the "Wikipedia" icon.



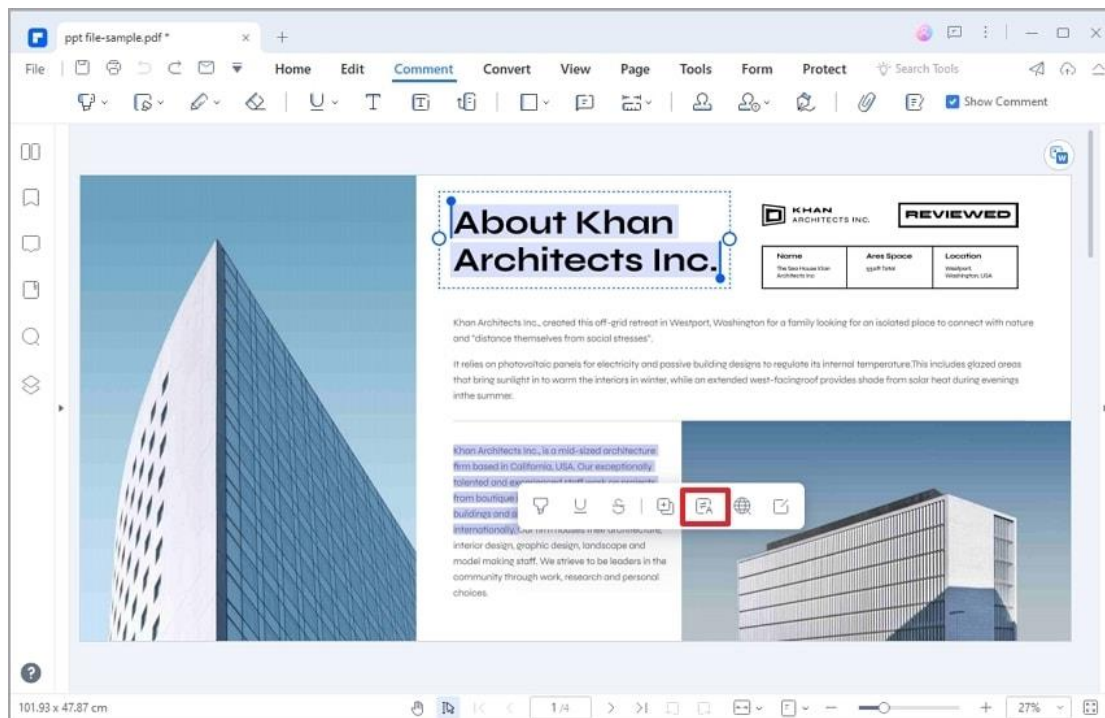
Then, check out the search result in the Wikipedia window.



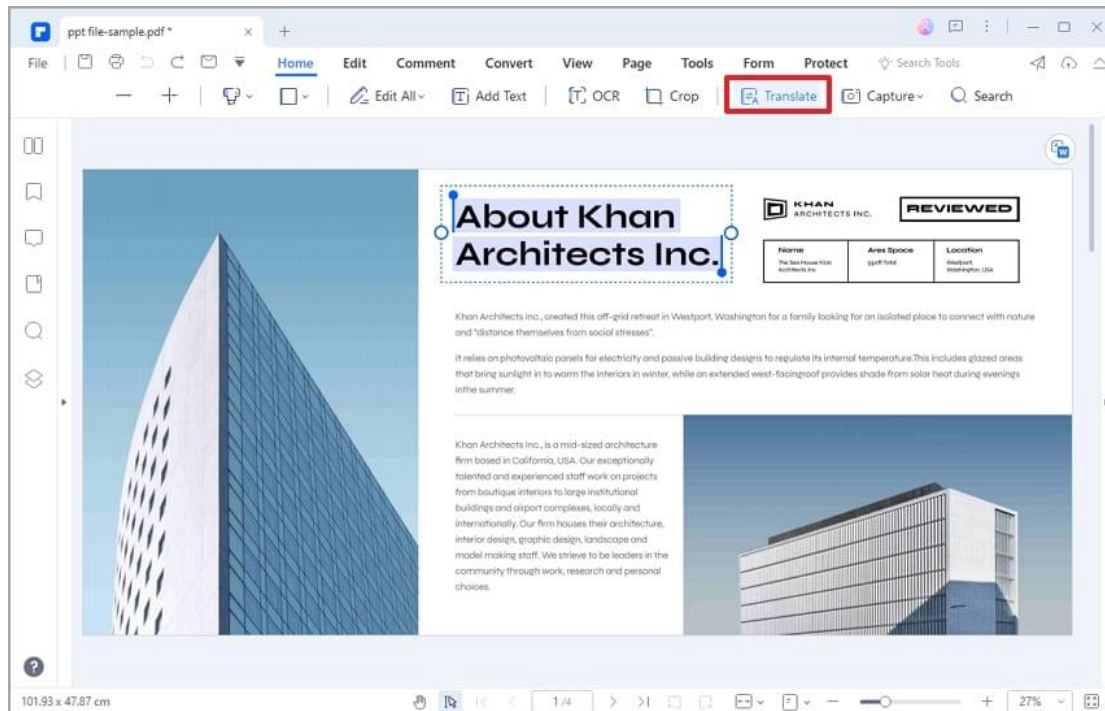
How to translate PDFs.

PDFelement provides a built-in translator to translate your source document into more than 100 languages.

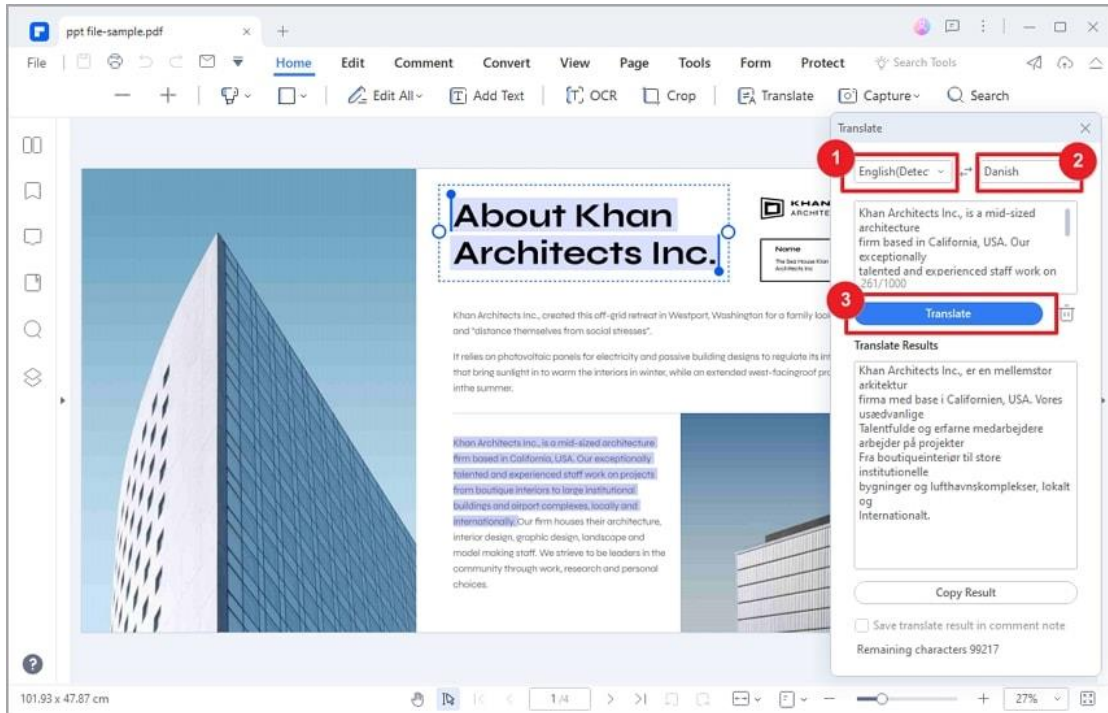
After opening your source PDF document, select the word, phrase, sentence, or paragraph that you want to translate. In the pop-up floating comment bar, click on the "Translate" icon.



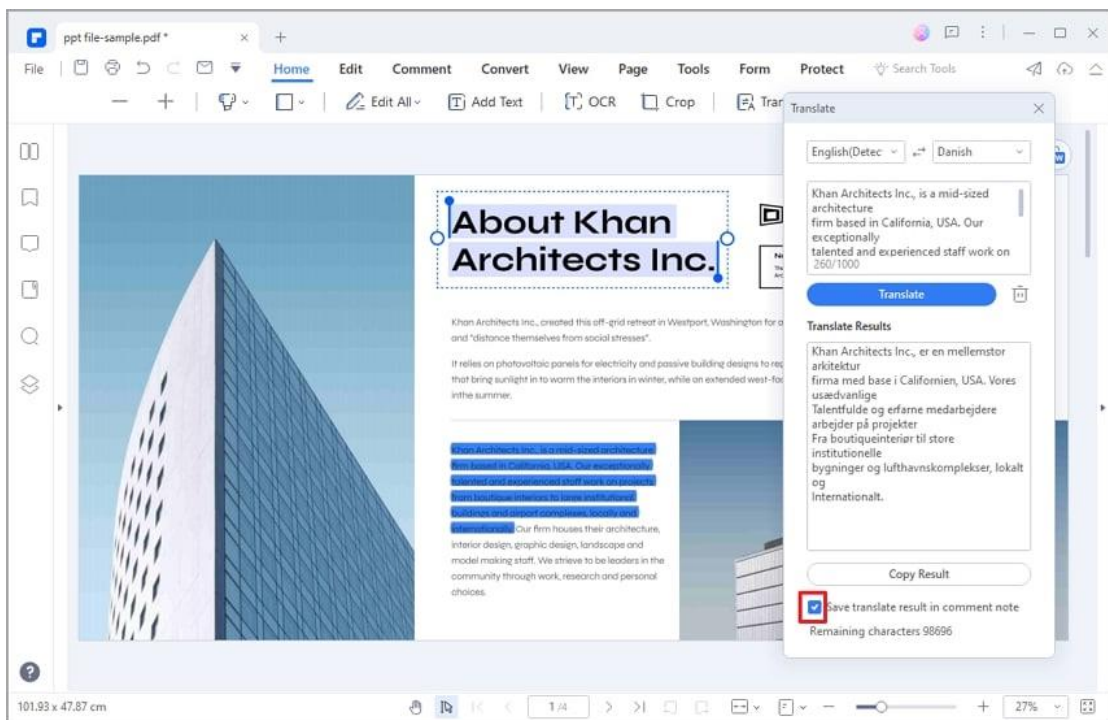
Alternatively, you can initiate the translation process by clicking the "Translate" button under the "Home" tab.



In the pop-up Translate window, select the language of the source text, or ask the Translate tool to detect the source language automatically. Then, set the target language. Click the "Translate" button to start the translation process.



The tool might take a few seconds to show the result. You can copy the result or save it in a comment note.



Note:

Users of the paid version are able to translate 10,000 characters per month. The registered free-trial version also allows users to translate 1,000 characters at most.

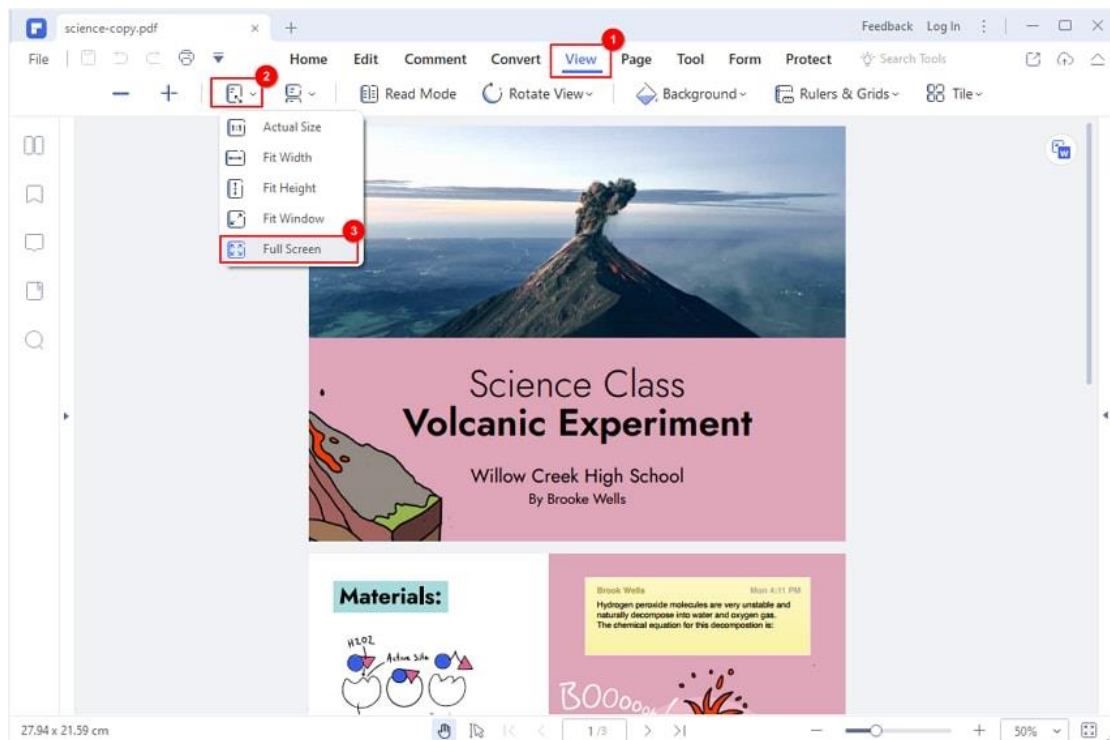
Create PDF Files

How to read PDF files.

Wonder how to read PDF files with PDFelement? Let's get started.

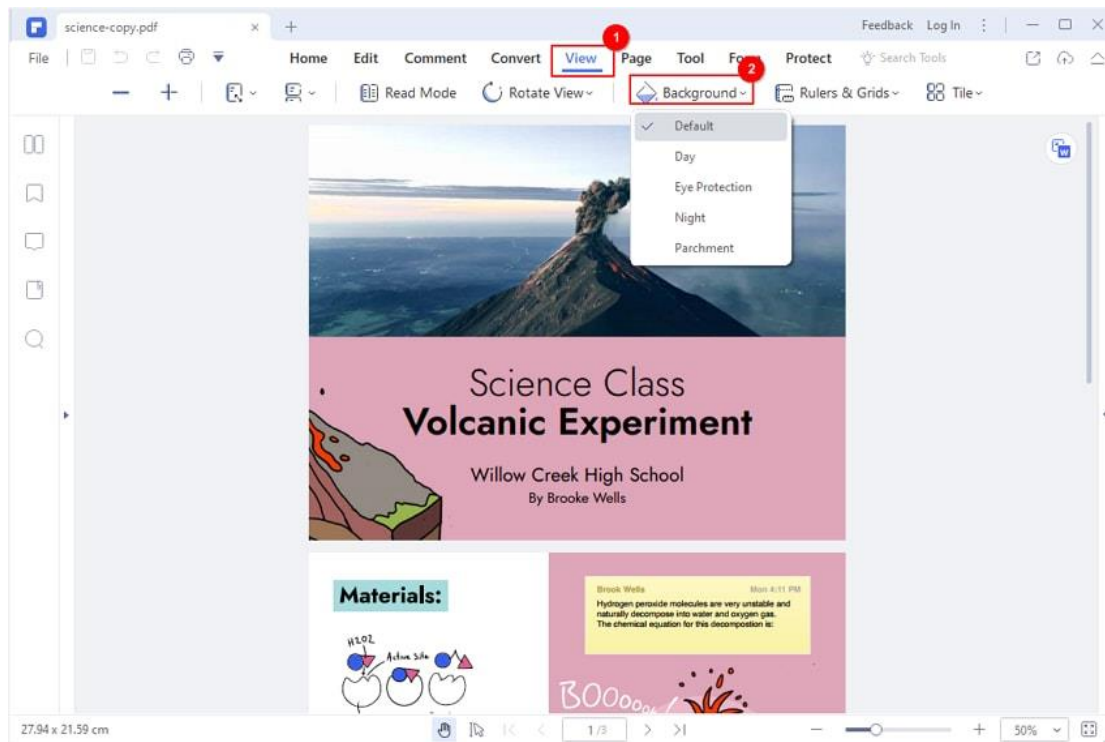
1. View PDF in full screen.

To check some informational or instructional PDFs, we recommend using the Full Screen mode to focus on viewing. You can go to "View > Full Screen", or click on the bottom right corner of the screen. The keyboard shortcut of "F11" will also make it.



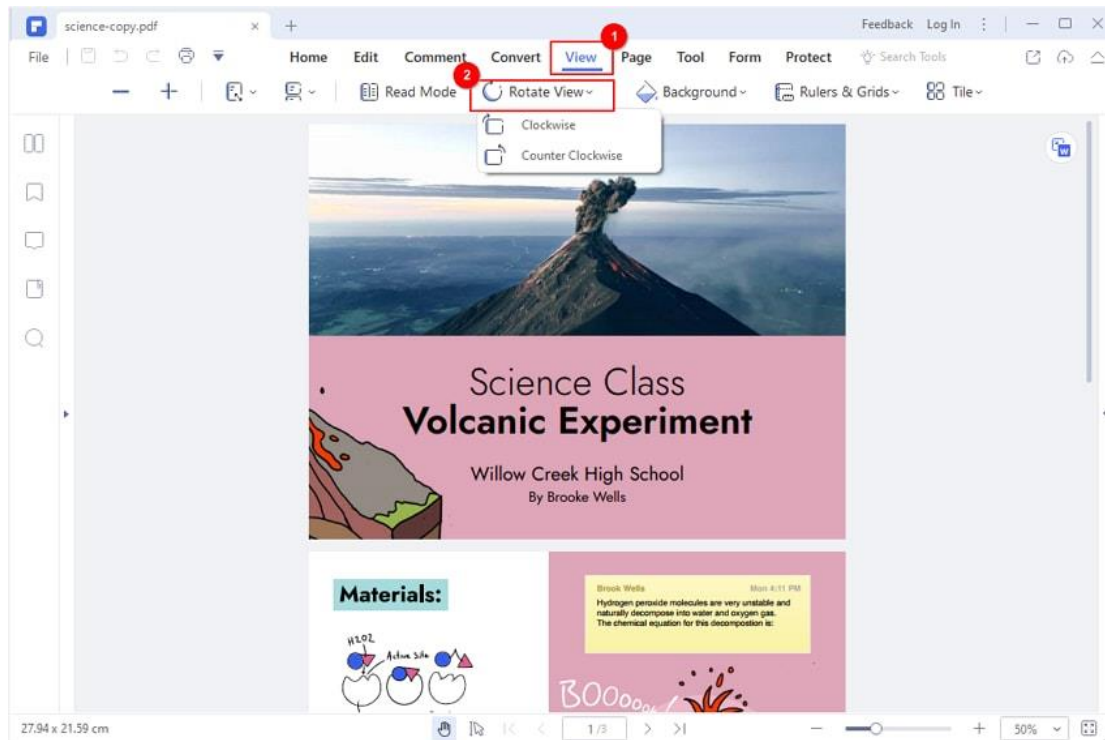
2. Adjust viewing themes.

There are several backgrounds for you to choose from when viewing PDFs. With "View>Background", you can easily adjust the Default background to Day, Eye Protection, Night, or Parchment background for your preference.



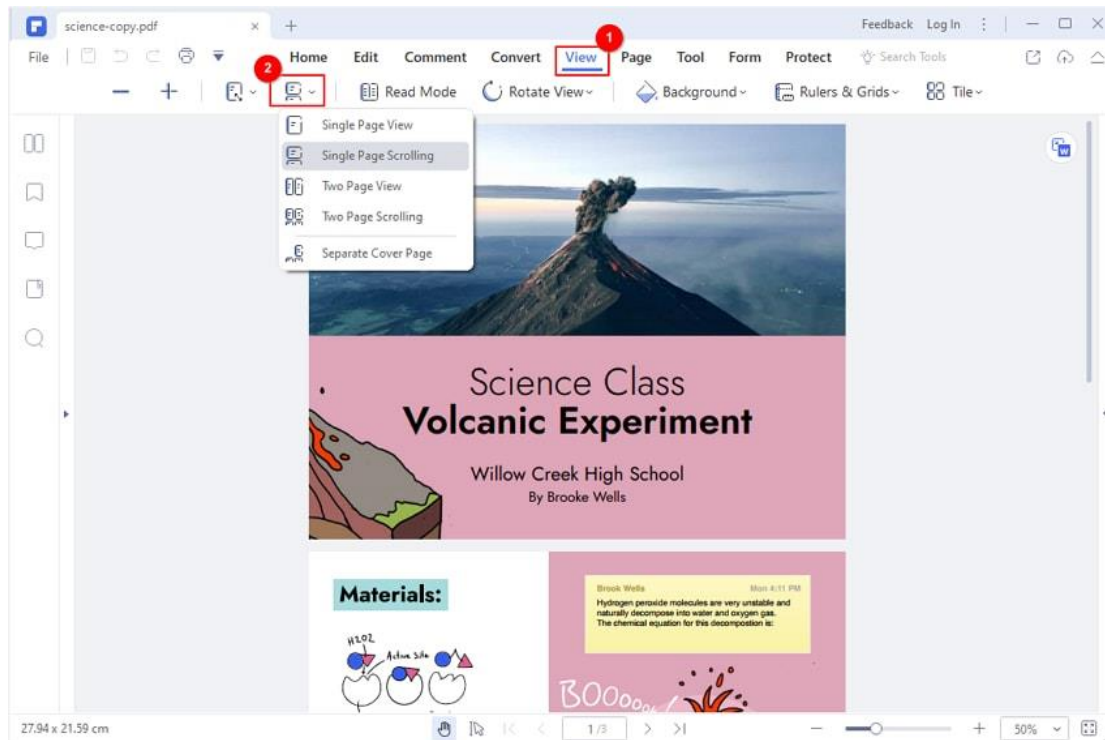
3. Change page orientation.

Click on "View > Rotate View", you can change your PDF orientation to "Clockwise" or "Counter Clockwise".



4. Document layout.

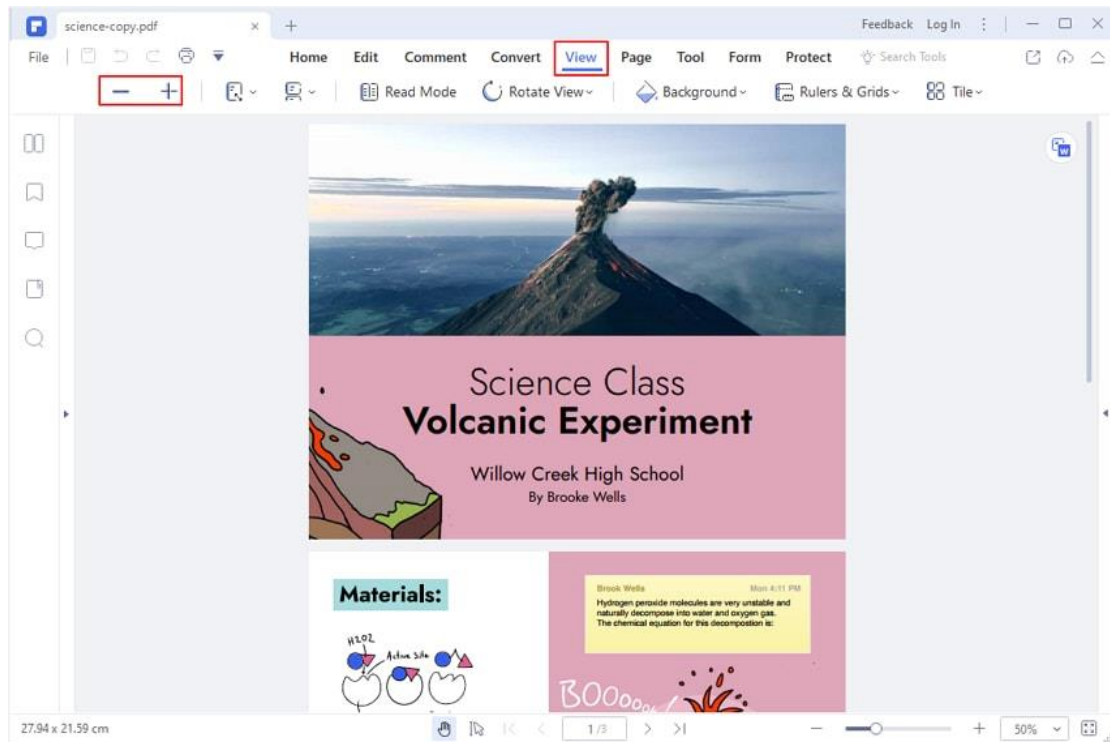
You can find some settings about the layout of your PDF document under the "View" tab option. Or you can select the page view mode in the bottom floating bar that automatically appears when you move your cursor to the bottom.



- **Single Page View:** View one page in the document panel at a time.
- **Single Page Scrolling:** Arrange the pages in the document panel in a continuous vertical column and have scrolling enabled.
- **Two Page View:** Arrange the pages side by side, displaying only two pages at a time.
- **Two Page Scrolling:** Arrange the pages side by side in a continuous vertical column and scrolling enabled.

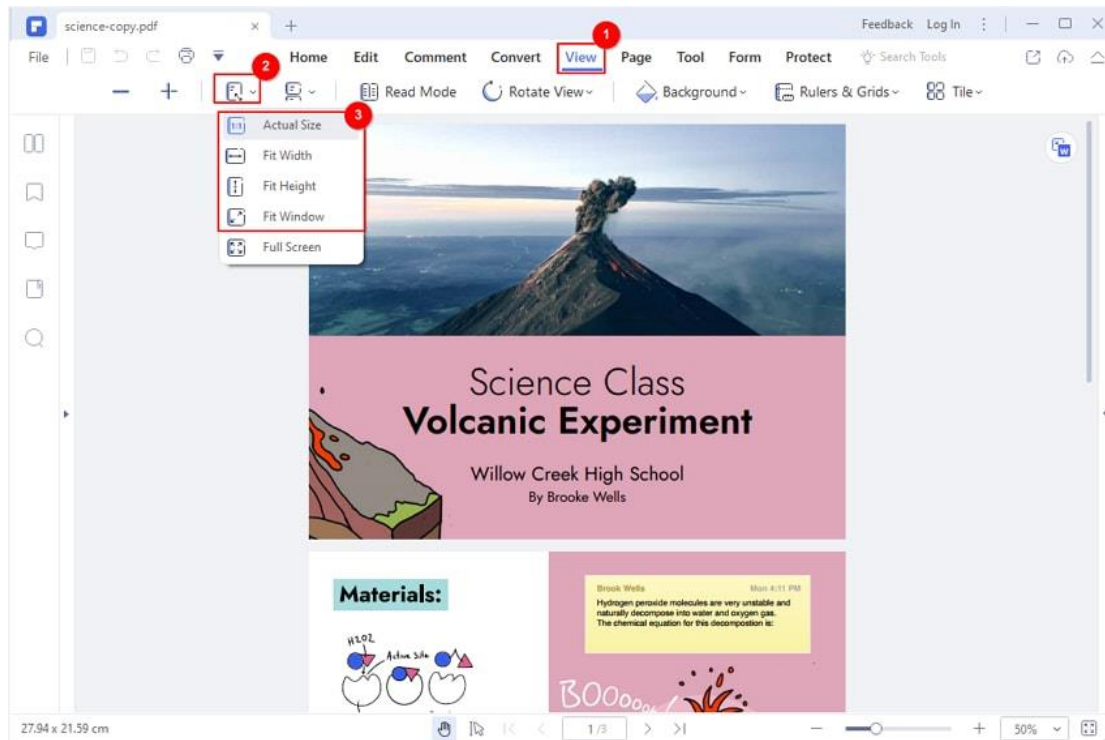
5. Zoom.

With the zoom tool, you can enlarge the view of a PDF to see more details. You can zoom in to a minimum of 1% and a maximum of 6400%.



6. Page layout.

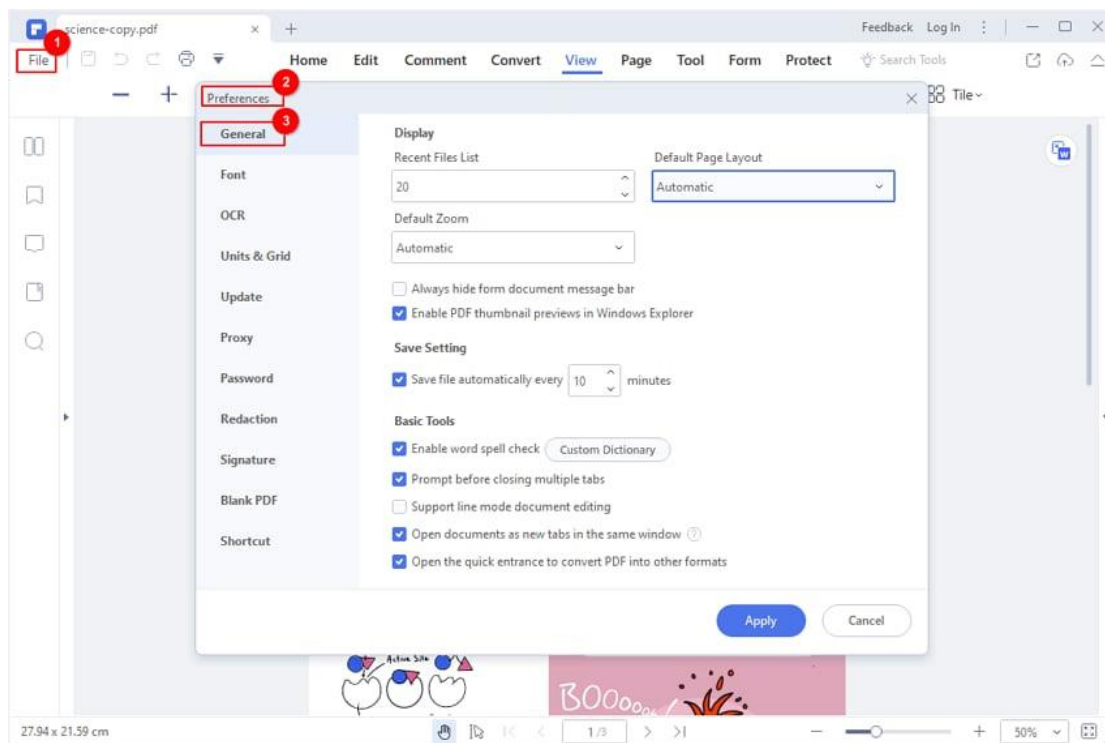
You can find the settings to change the page layout of the pages in the "View" tab too.



- **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 the view.
- **Fit Height:** To resize the page to fit the height of the window. Part of the page may be out of the view.
- **Fit Window:** To resize the page to fit entirely in the document panel.
- **Full Screen:** Arrange the pages to fill the entire screen, with Menu Bar, Toolbar, Status Bar, and Thumbnail panel hidden behind. Press Esc or F11 key to exit full-screen mode.

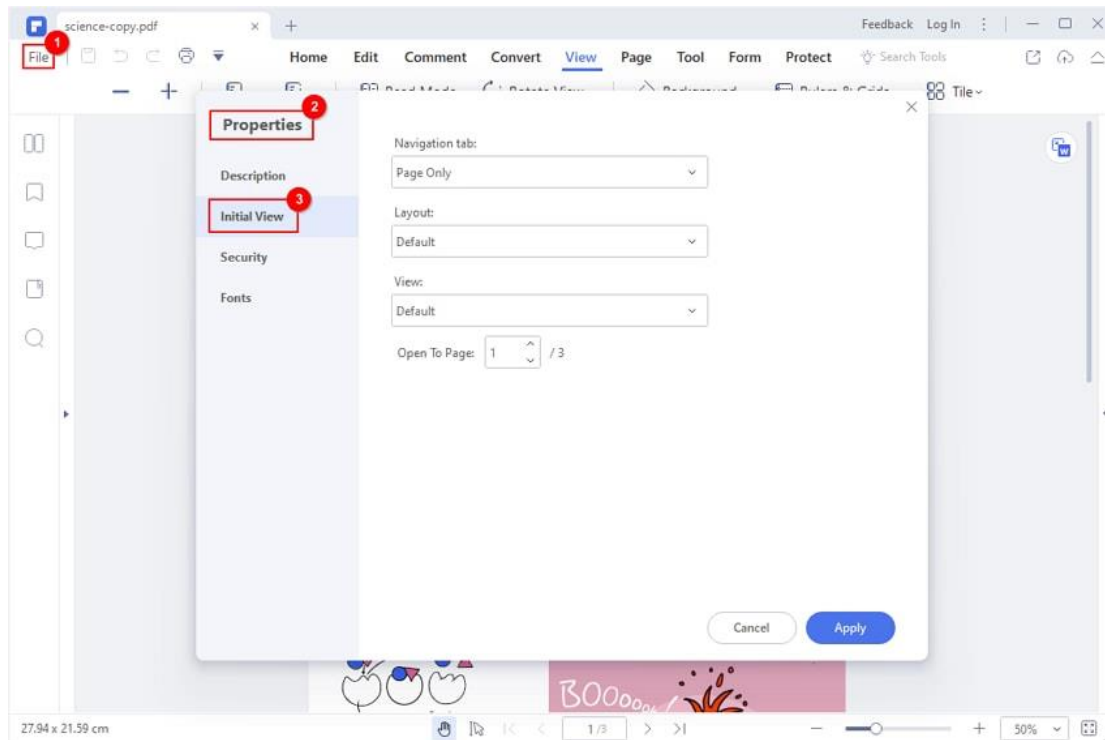
7. Viewing preference.

To assist in keeping all of your PDFs in the same viewing format, you can set a viewing preference from the PDFelement software file menu. To do this, please click on "File>Preferences>General" and set the "Default Page Layout" and "Default Zoom" as preferred.



8. Initial view.

For a file that you will be reviewed frequently, it is possible to adjust how it opens every time for you in PDFelement. To do this, go to "File > Properties > Initial View" and change the settings as you prefer. Once you have finalized your settings, click on "File > Save" or "Save As" to make the changes. Once you have done this, the file will always open with the settings you have chosen.



- **Navigation tab:** You can set whether to open the bookmark panel and thumbnail panel automatically when you open this document to view.
- **Layout:** You can set the layout mode to view this document.
- **View:** You can set the view mode for this document.
- **Open To Page:** You can set the open page for this document. For example, if you set to open page 2, then it will open page 2 automatically when you open this document every time.

How to Create PDF Files from Any File

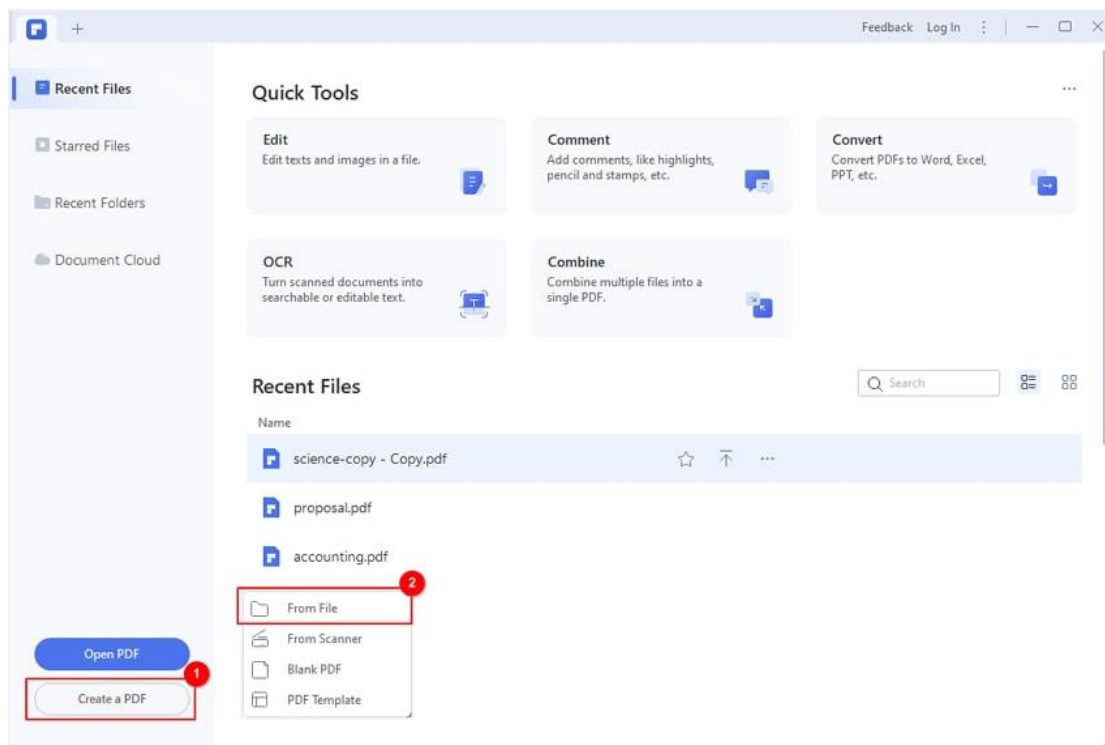
How to create PDF files with PDFelement? Efficient methods are listed below.

1. Create PDF from file explorer.

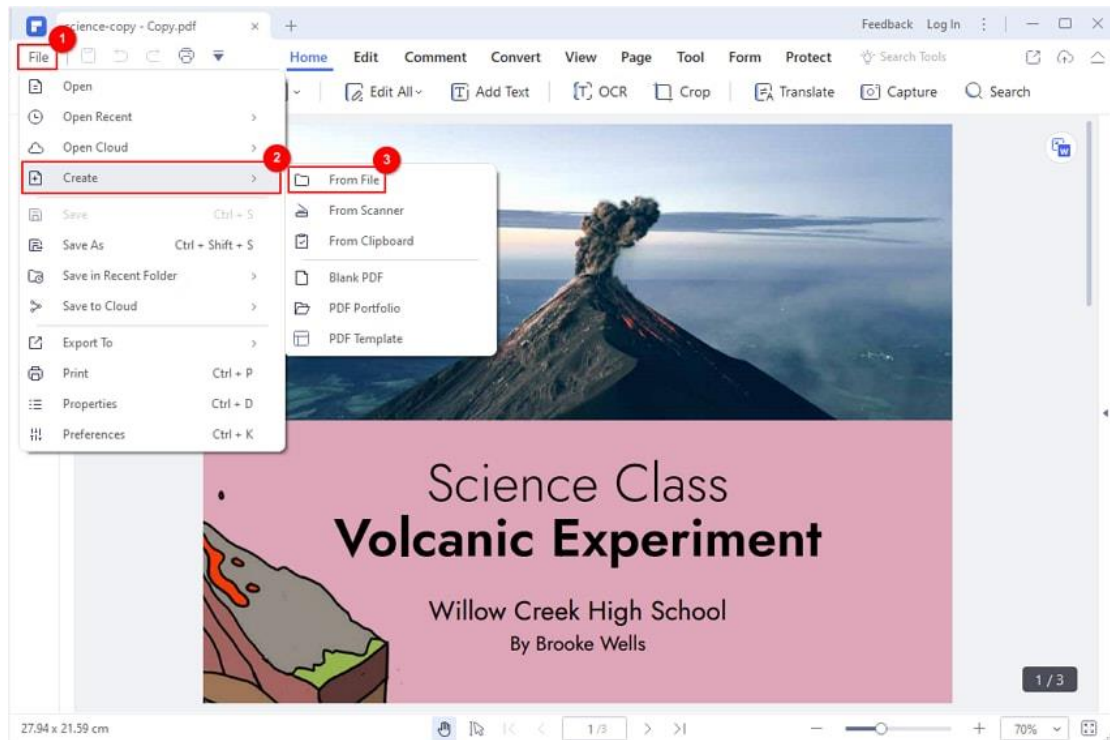
You can use PDFelement to create a PDF from any type of printable files.

- Open the PDFelement on your desktop, and you will see the homepage.

Then click on Create a PDF > From File.




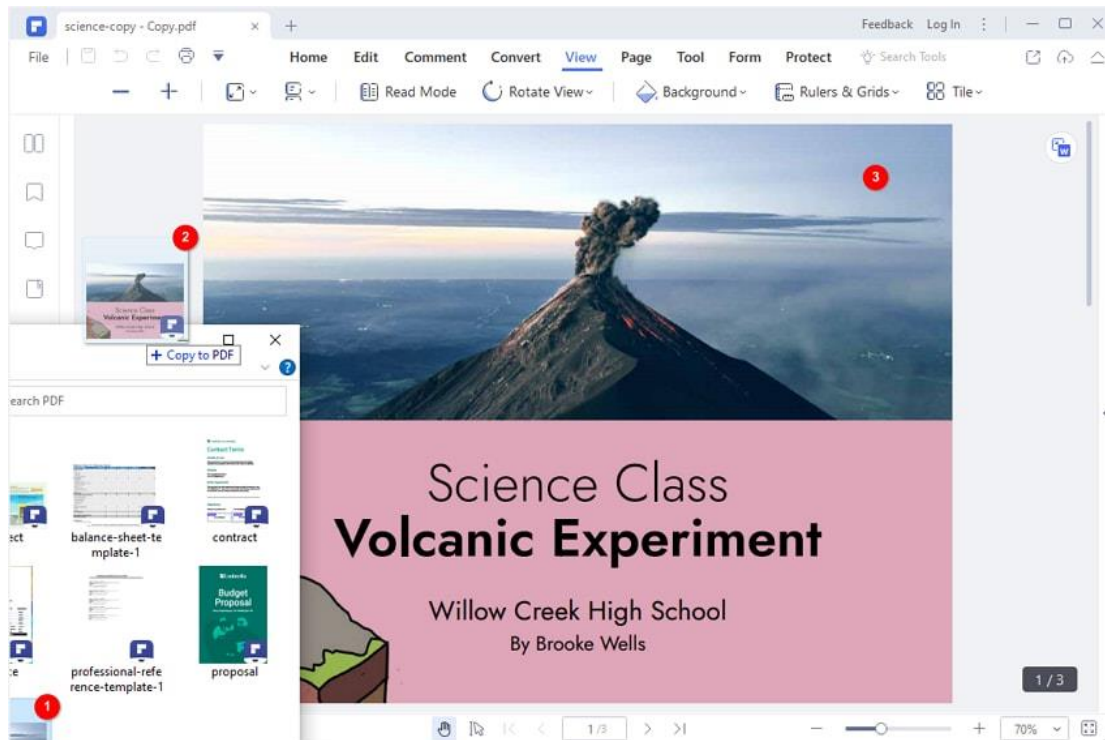
- If you have opened a PDF, go to File > Create > From File.



2. Create PDF by drag and drop.

Simply drag the file into the program window if it is open, or convert quickly from within Windows Explorer.

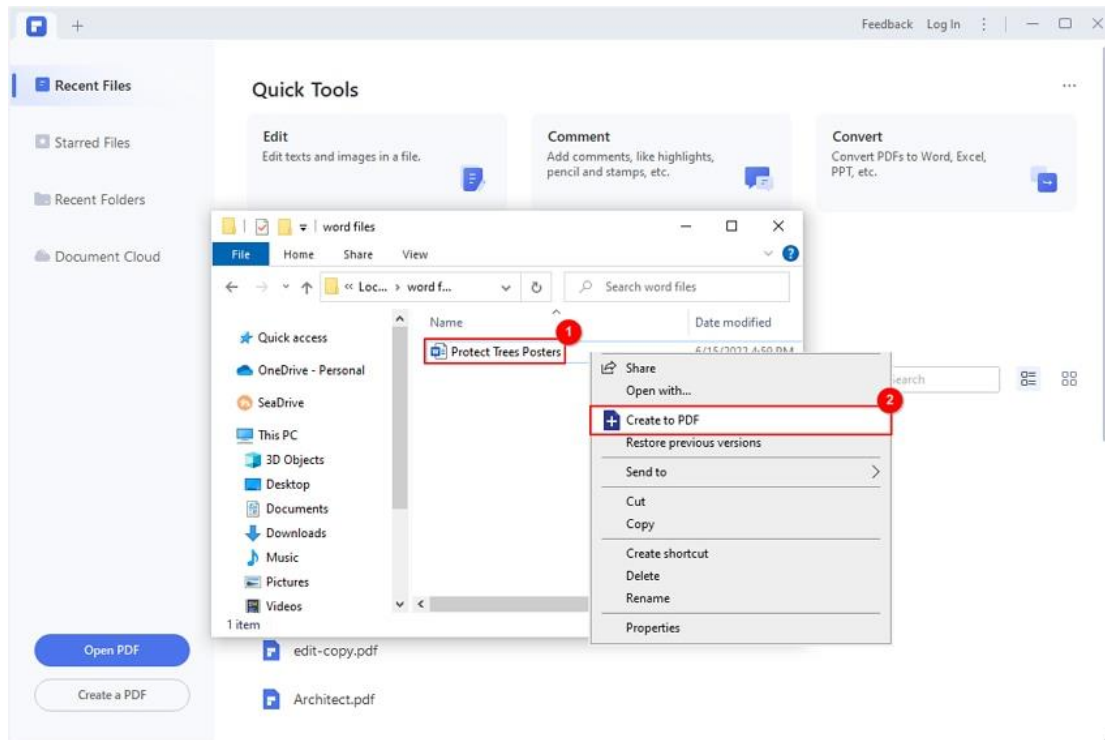
- Drag the document you want to convert on to the PDFelement desktop icon .
- If the PDFelement is open, drag the file directly into the application window.



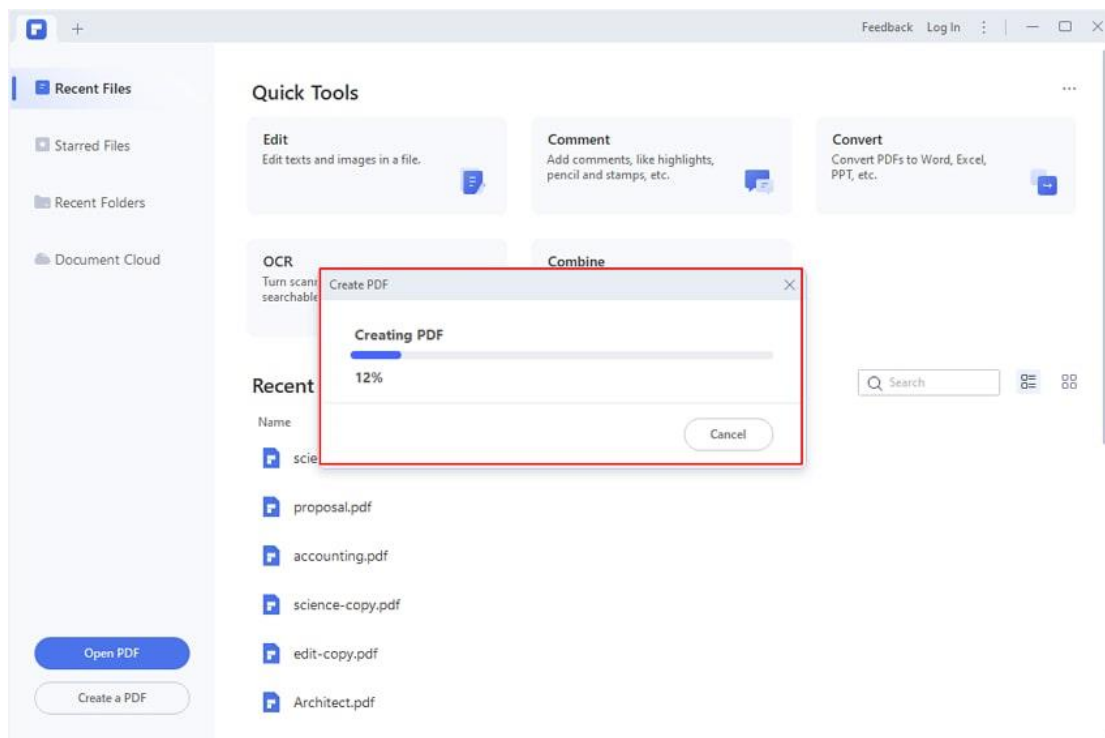
3. Create PDF by right click.

PDFelement is compatible with the Windows system and enables users to create PDF files directly by right-clicking the other formats of documents, including Word, Excel, PowerPoint, text, and images.

- Right click the target document.
- Click the "Create to PDF" button on the menu.



- This will start the creation process. Within a few seconds, the document will be created to PDF format.

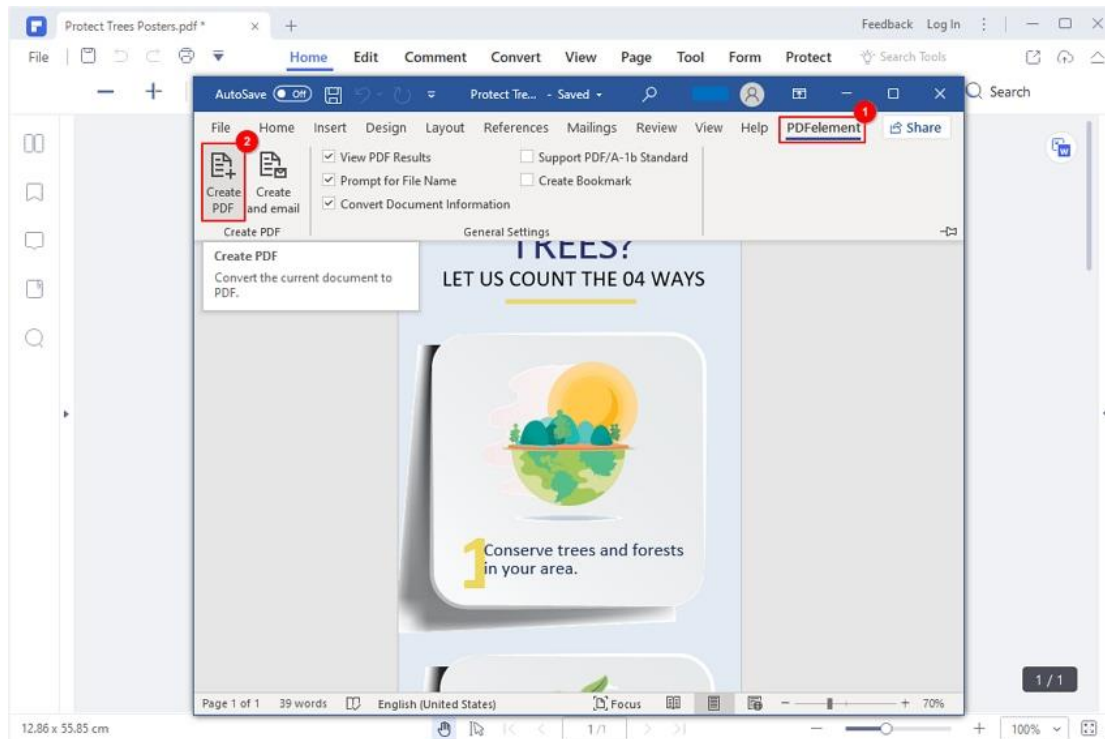


- The created PDF file will be open in PDFelement and you can press "Ctrl + S" to save it.

4. Create PDF in Microsoft Office.

PDFelement also enables you to create PDF files in in Microsoft Office software like Word/Excel/PPT.

- Open a Word/Excel/PPT file. There is a "PDFelement" button on the menu.
- Click on " PDFelement > Create PDF " button to quickly create a PDFdocument.



How to convert multiple files to PDF.

You can convert multiple files to pdf from Office files, email, a website, or from any files that are printable. Here are two ways to create:

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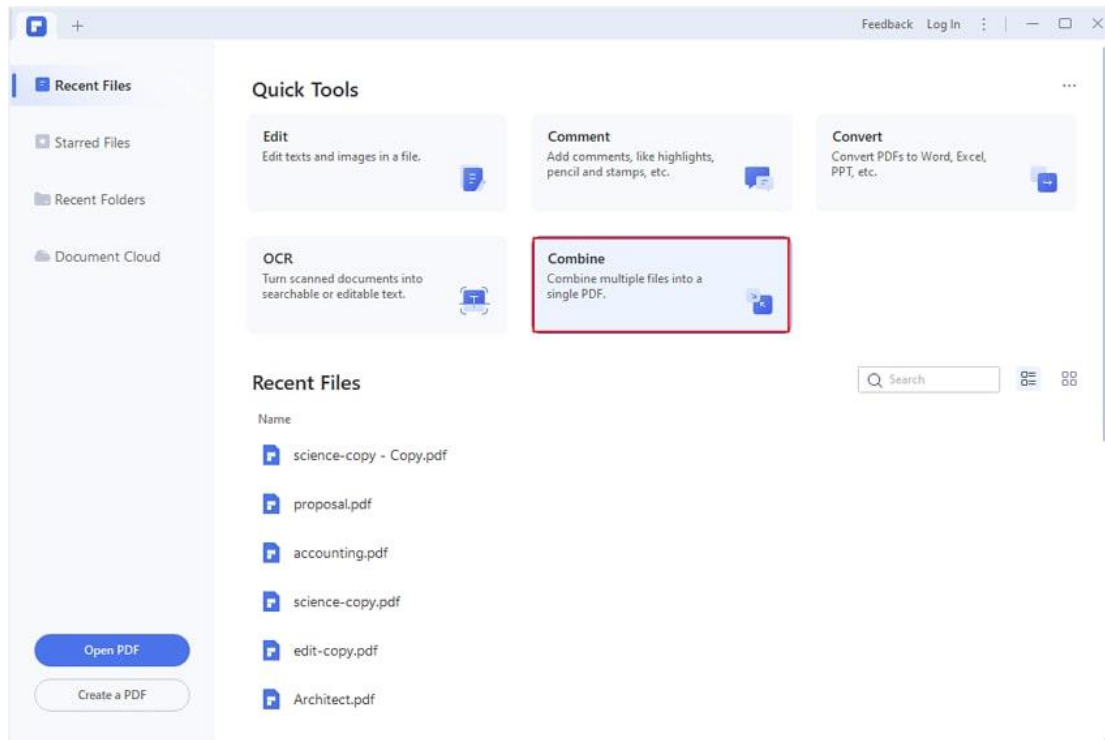
[01 Create PDF from multiple files](#)

[02 Create PDF files from a batch](#)

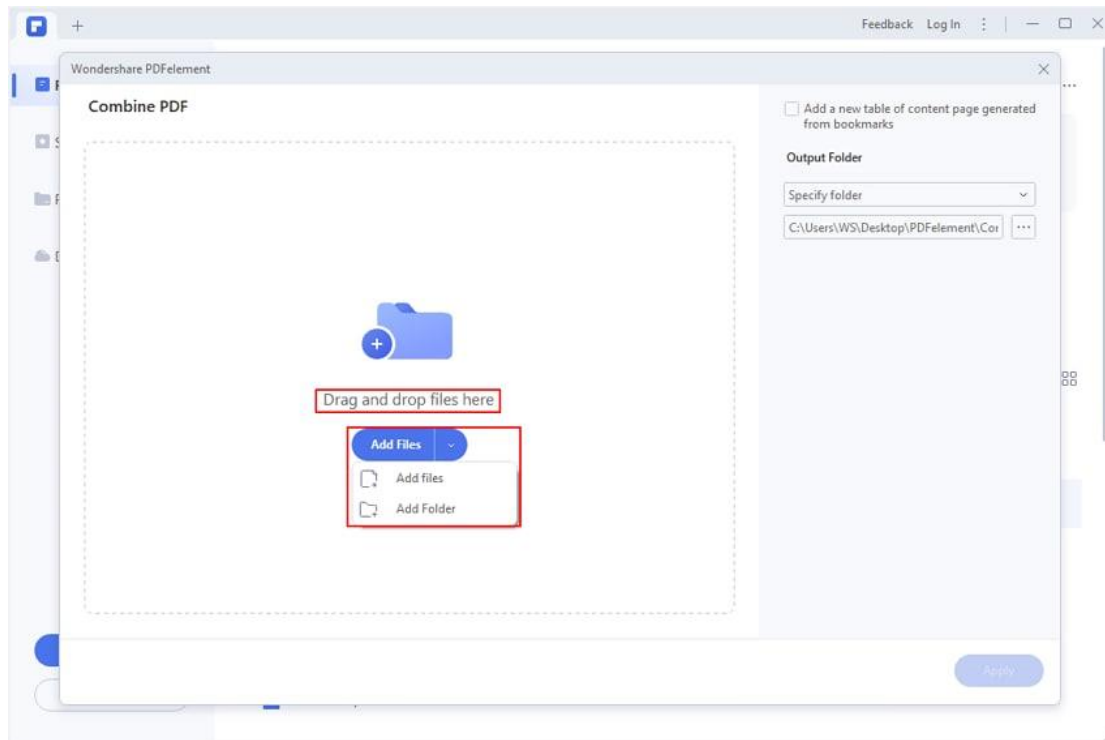
1. Create PDF from multiple files.

You can easily combine files of different formats into one single PDF file with "Combine" function in PDFelement.

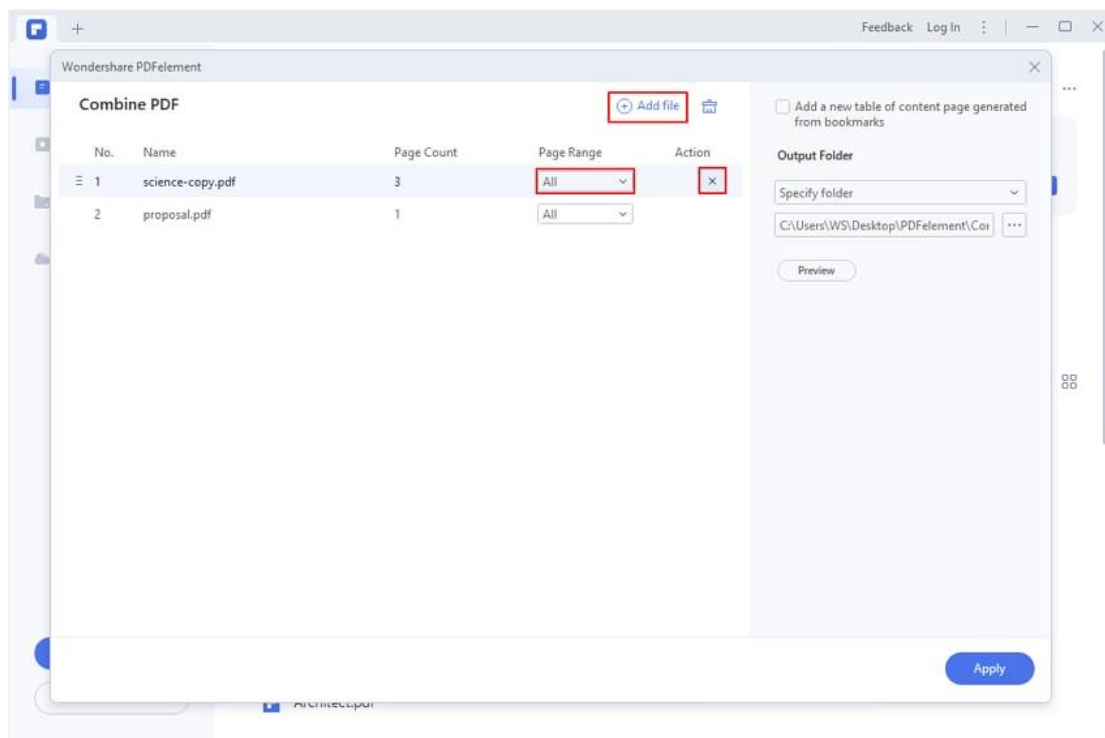
- Launch PDFelement and click the "Combine" button in Quick Tools.



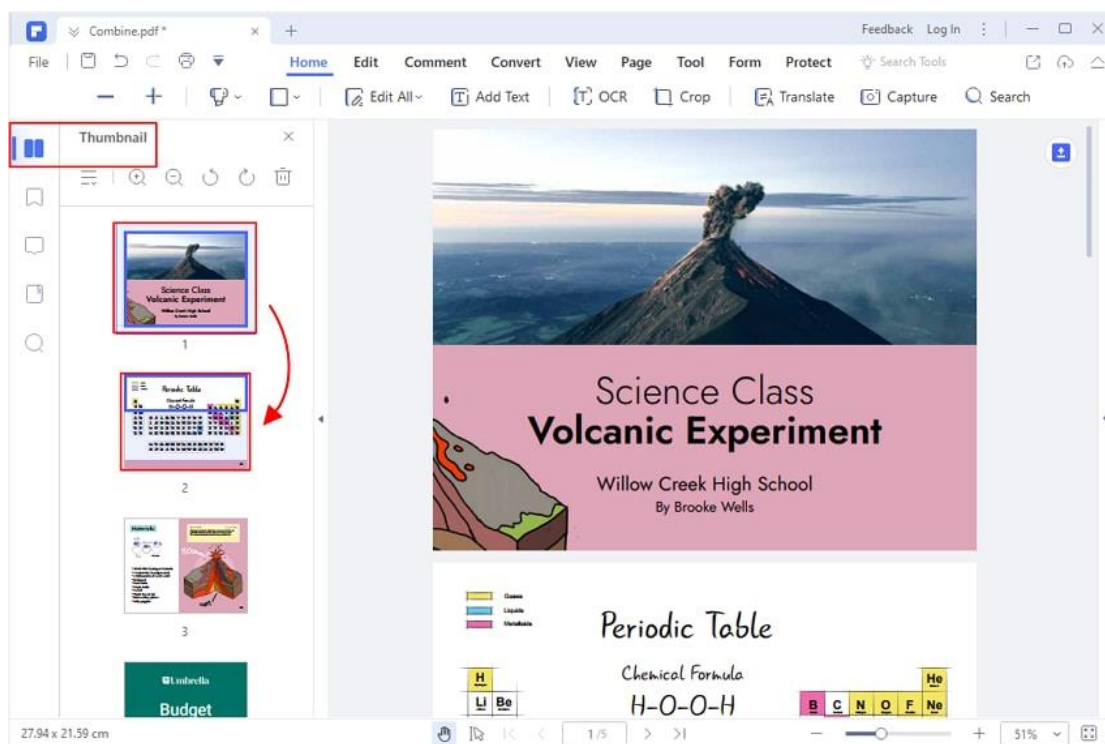
- You can drag and drop files to the border area, or use “Add Files” option to select multiple files you want to combine or drag these files into this window directly.



- You can add more files by clicking "Add file", and choosing the specific pages in "Page Range", or delete the doc you have added.



- Click the "Apply" button, the final created single PDF file will be opened in the application window. If you want to change the page order, you can drag the page on the left Thumbnail panel to move the page up or down, then you can click the "File" > "Save As" button to save again.

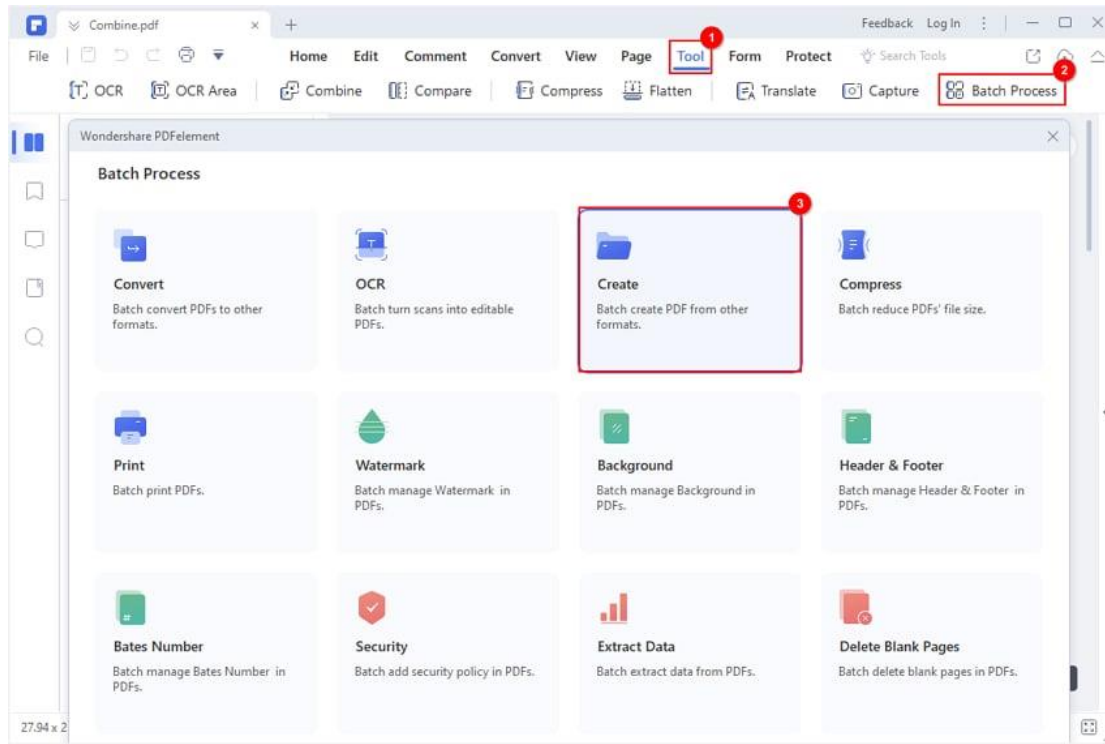


2. Create PDF files from a batch.

PDFelement allows you to create PDFs from a batch at once.

- Click on "Tool > Batch Process" button on the Home menu.
- Then a window pops up, select the "Create" option, and you can add the files that you need.

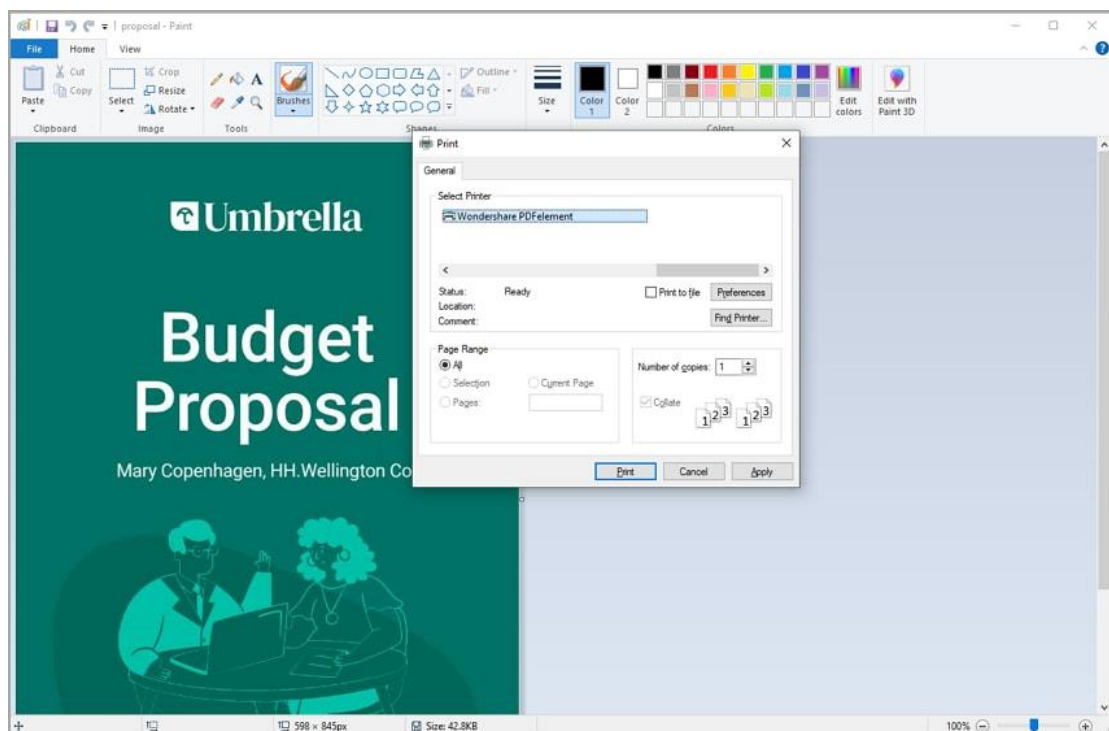
- Finally, you can click on the "Apply" button to complete this process.



How to print files to PDF.

PDFelement printer works like a standard printer, so you can use it to print your files from any Windows applications (such as Notepad, Outlook Express, and Internet Explorer) to PDFs as if you would print with a real printer.

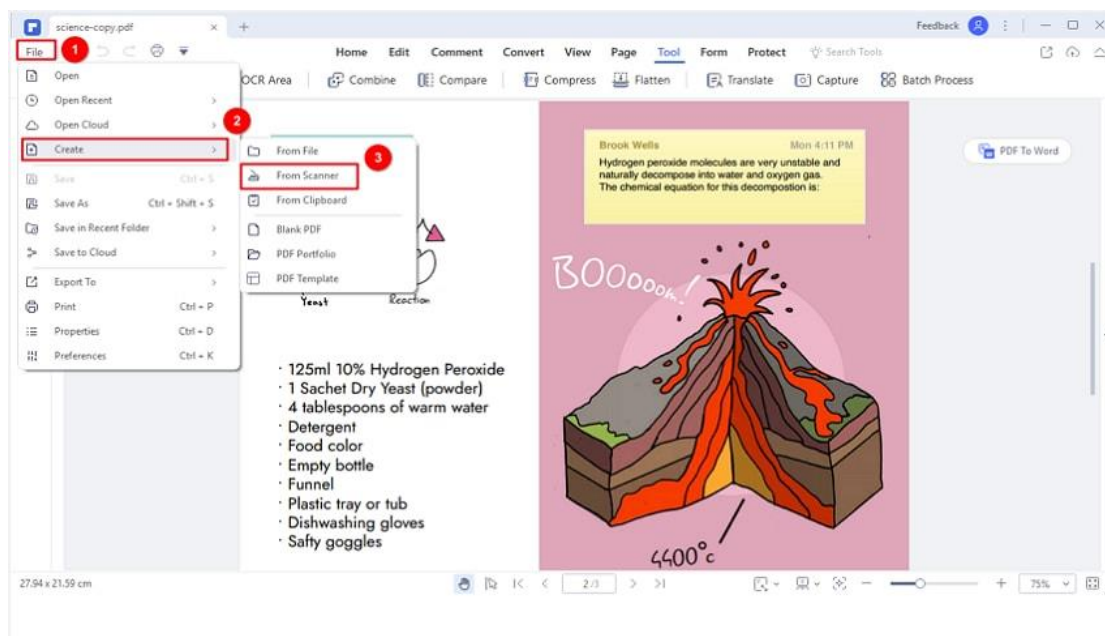
- Open the file in its authoring application.
- Click the "File" > "Print" button in the file.
- Select the printer named Wondershare PDFelement, and click the "Print" button.
- The file will be opened in our application window. Click the "File" > "Save" button to save it to a PDF file on your computer.



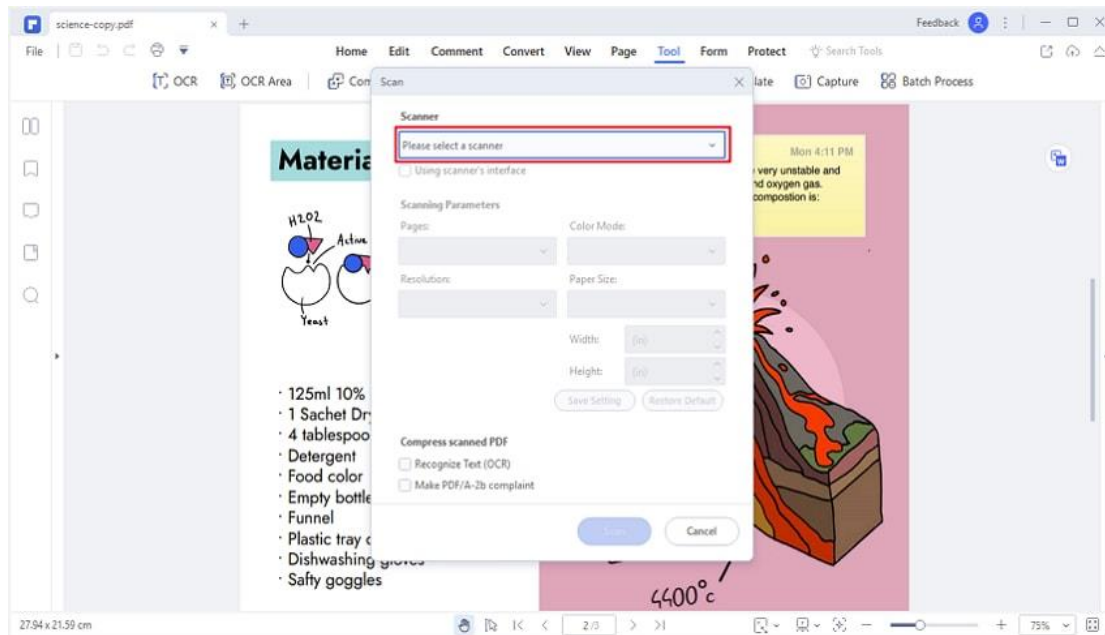
How to Turn scanned document to PDF.

PDFelement Professional supports creating PDF files from scanners or your mobile devices directly.

- After opening the program, click the "File" > "Create" > "From Scanner" button.



- Select your scanner or your device, and click the "Scan" button to start creating.

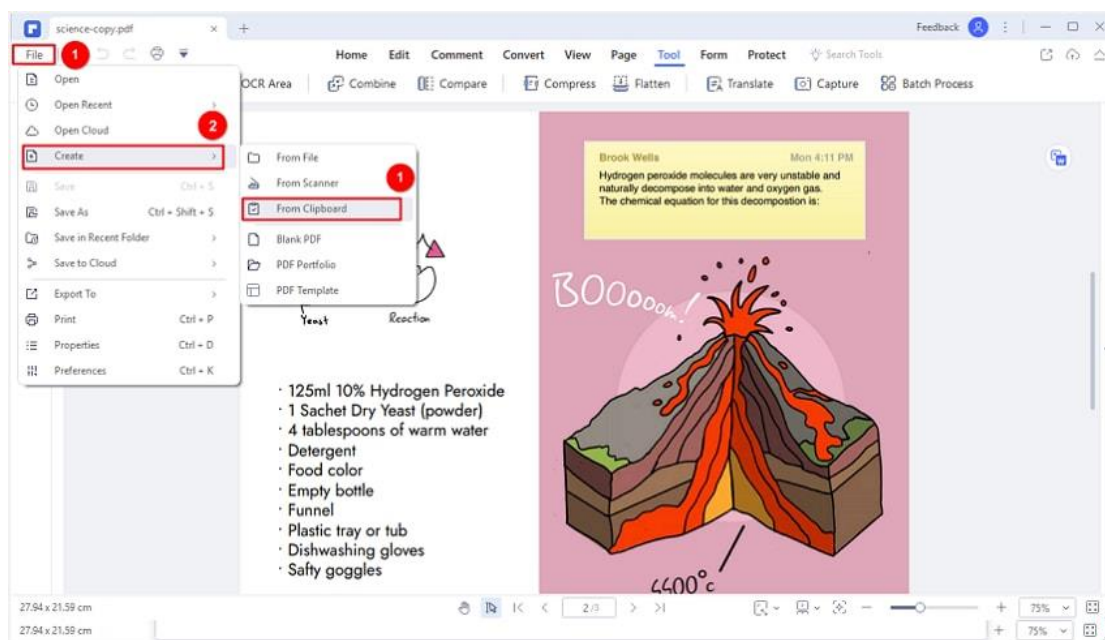


- Select the scanned image to create as a PDF, or continue to scan more pages to create as one PDF.
- The created PDF file will be opened in the program directly, you can start to work with it or save it on your computer.

How to create PDF from clipboard.

PDFelement allows to create a PDF file from Clipboard directly.

- After opening the program, click the "File" > "Create" > "From Clipboard" button.

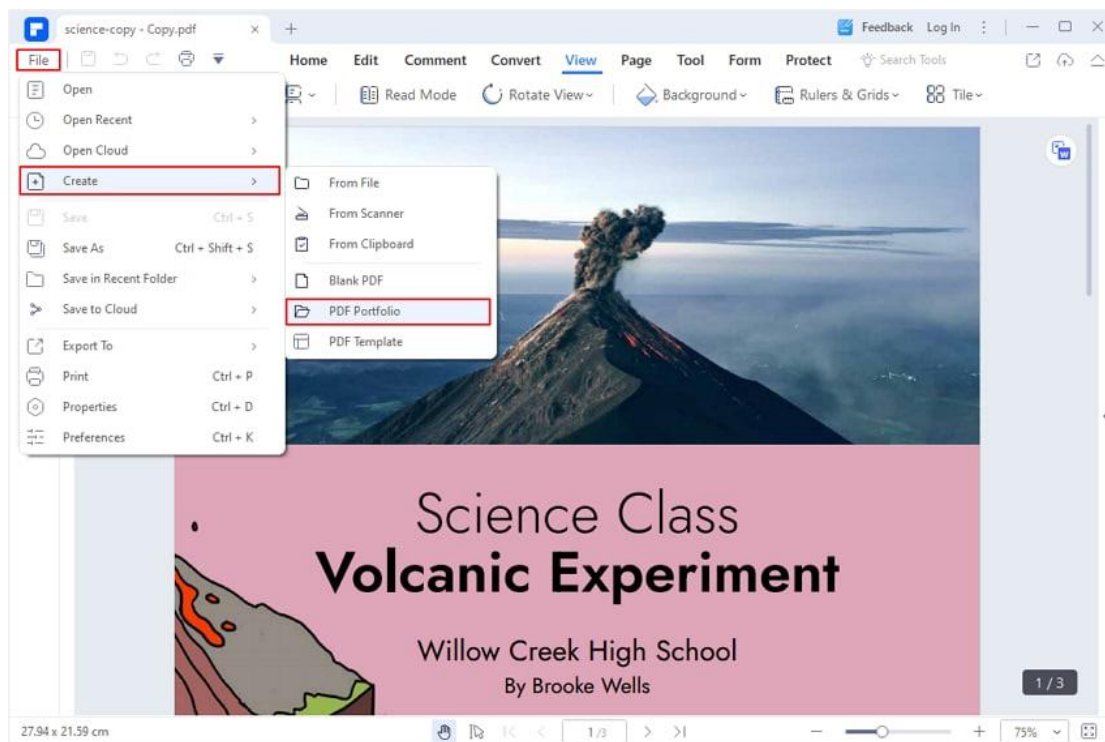


- Then the content from clipboard will be created as a PDF, and then you can process it with PDFelement, and finally click "Save" icon to save the created PDF file.

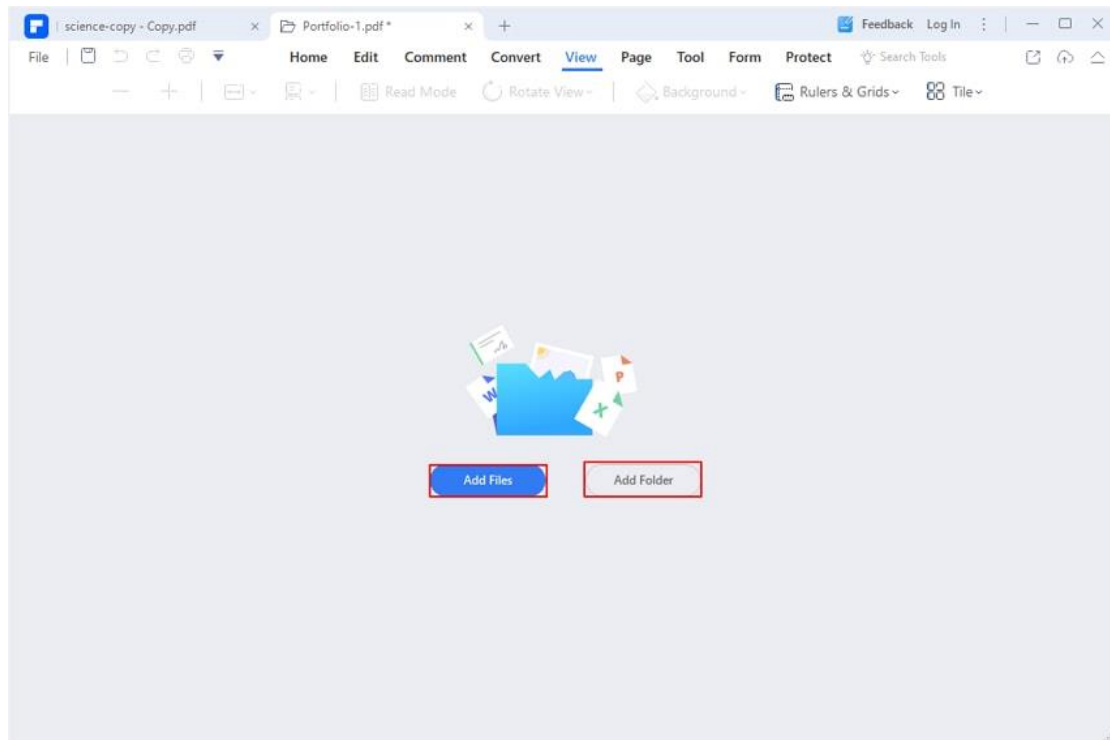
How to create a PDF portfolio.

PDFelement supports to create PDF Portfolios to view multiple files in one Portfolio.

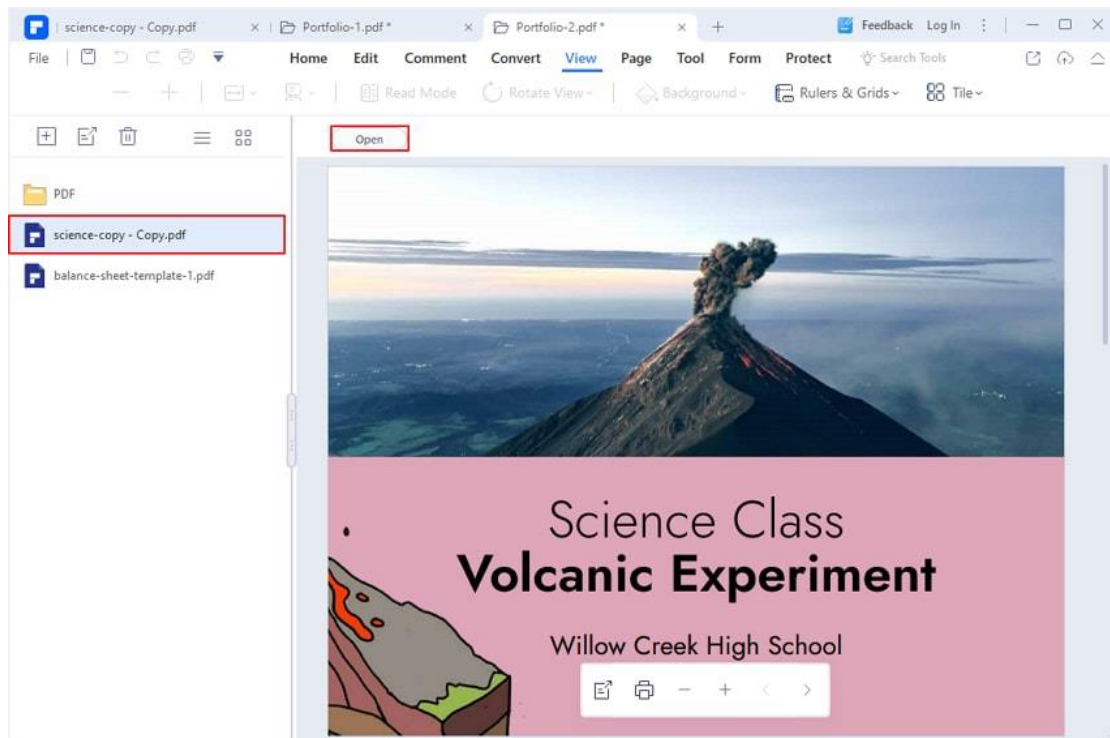
- After opening the program, click the "Back" on the top-left corner of Home window to enter the interface page.
- Then, click the "File > Create > PDF Portfolio" button to create a PDF Portfolio.



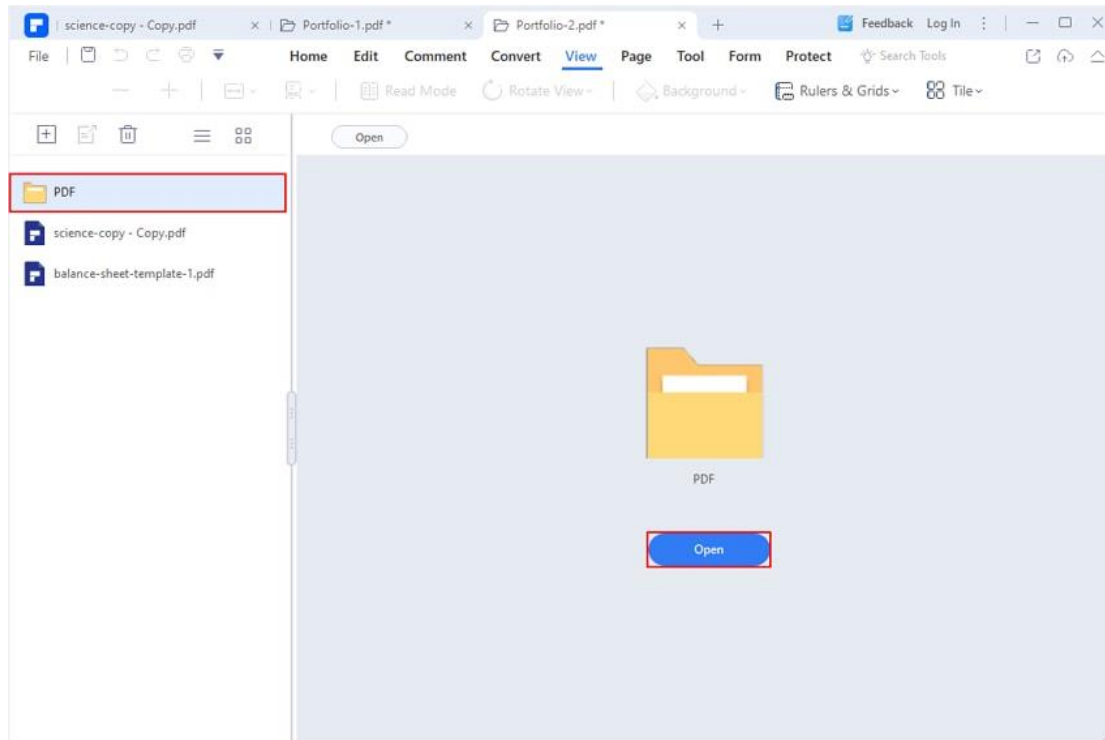
- Select "Add Files" or "Add Folder" to upload files or folder into PDFelement.



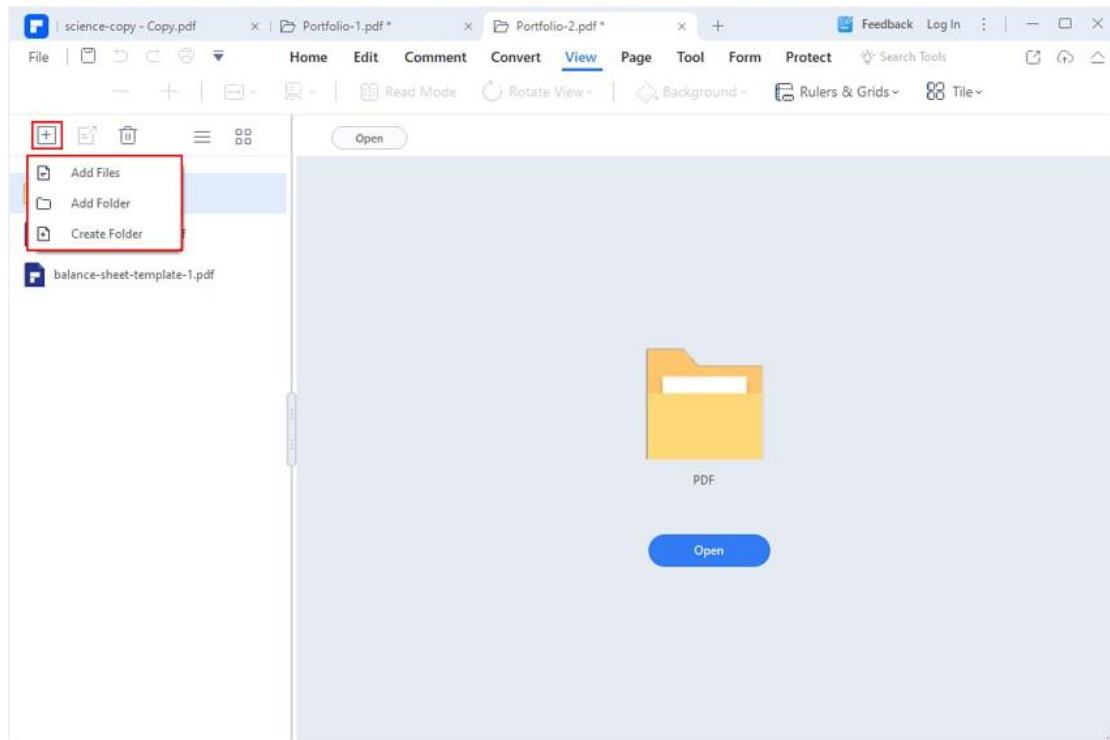
- Open a file from the Portfolio to view or edit.



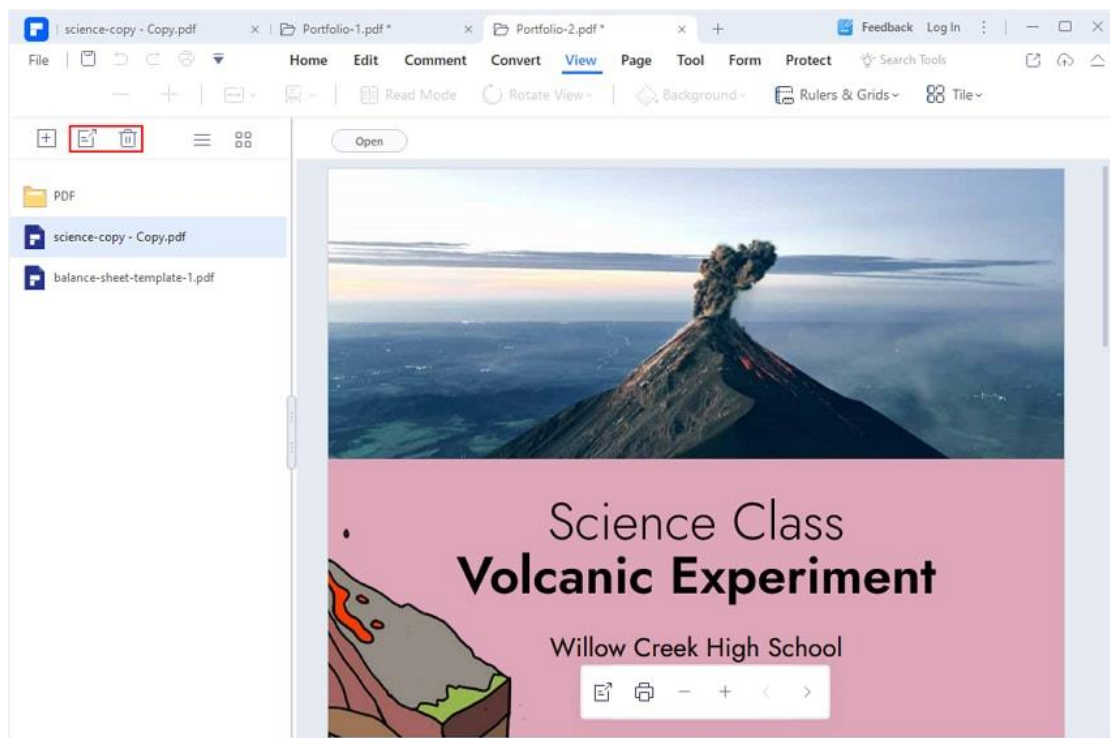
- Open the folder in PDFelement by clicking the folder and tap on the "Open" button to view the PDF files.



- Add new Files and Folders to PDF Portfolio by clicking the "+" icon and then choose the objects as you needed.

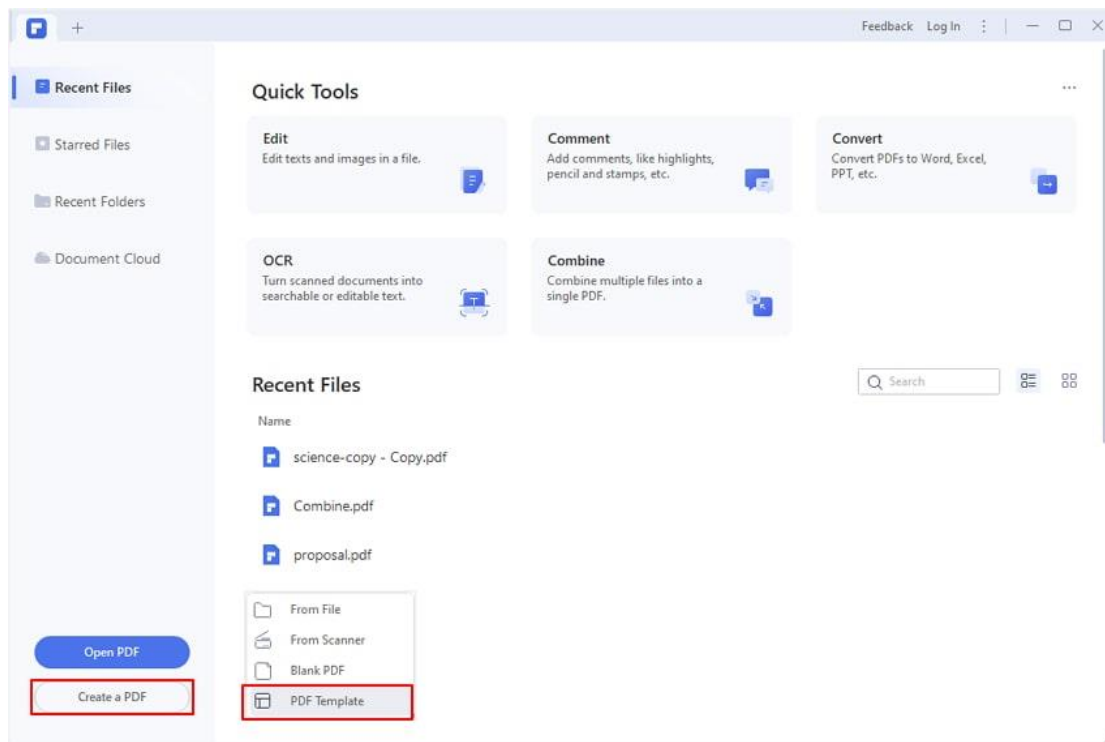


- Click the "Extract" icon or "Delete" icon to extract or delete files from PDF Portfolio.

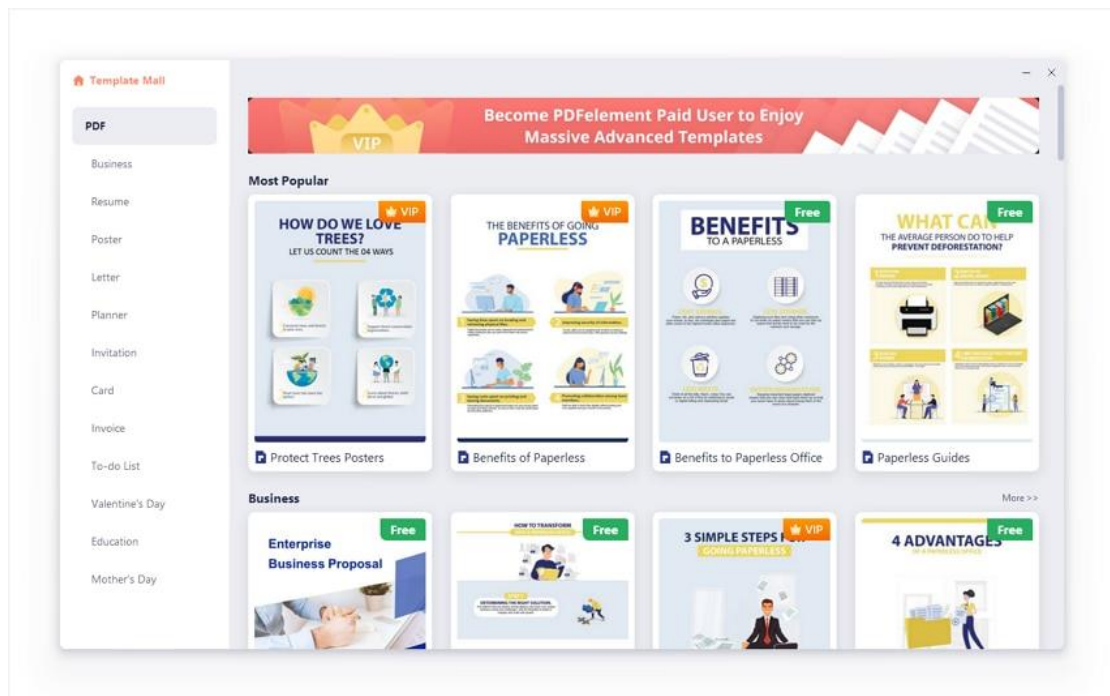


How to Create PDF from Templates

You can create pdf from templates with PDFelement, just click on “Create a PDF>PDF Template” button and you will enter the Template Mall.



There are massive materials in the Template Mall for you to choose from. The themes include PDF, Business, Resume, Poster, Letter, Planner, Invitation, Card, Invoice, To-do List, Valentine’s Day, Education, Mother’s Day, and more.



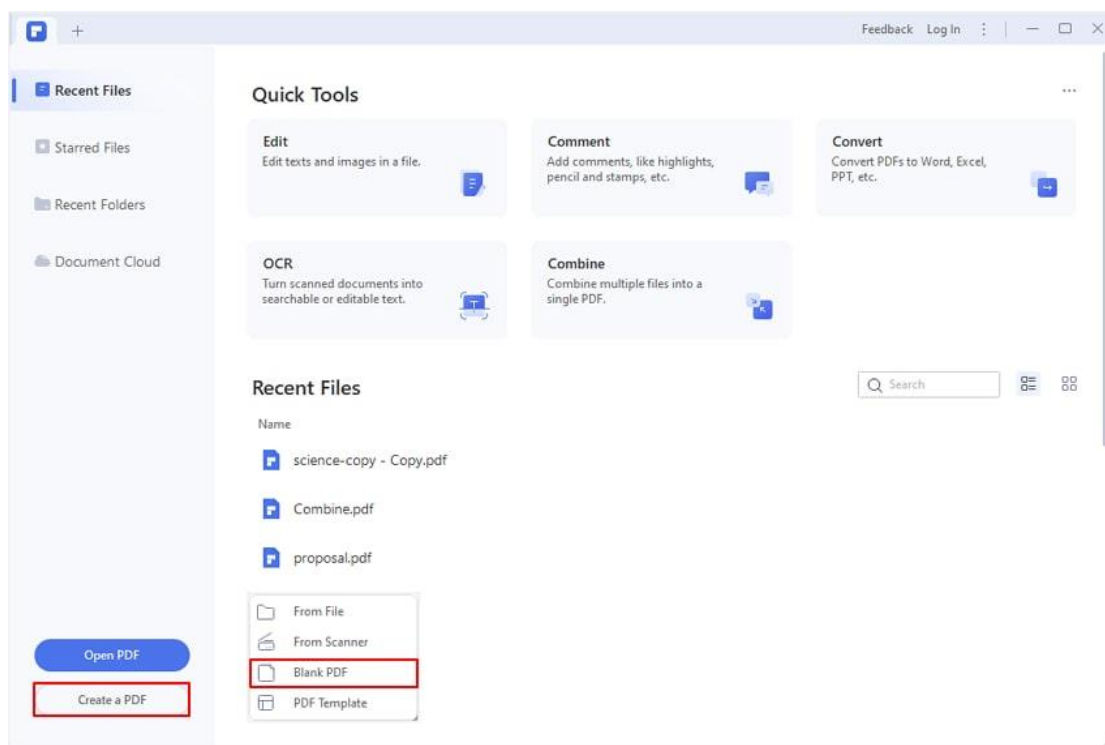
Tips:

PDFelement paid users will enjoy massive advanced templates of different themes.

How to Create Blank PDF

You can create blank pdf, or create a PDF from a blank page rather than beginning with a file, image, or scanning.

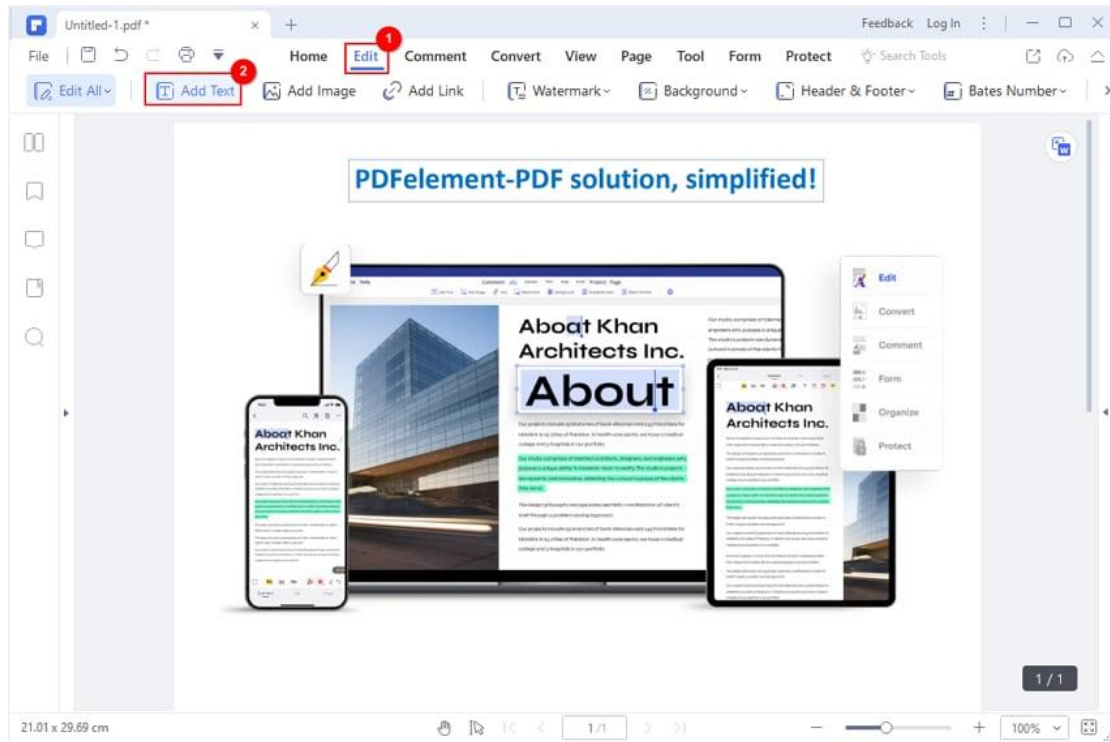
- Click on the " Create a PDF > Blank PDF" button on the home page.



- If a PDF is already open, you can go to "File > Create > Blank PDF" button to create it directly.
- You can also use a template from the Template Mall to save your time.

After you create a blank pdf, you can click the "Edit > Add Text" button or "Comment > Type Writer" button to add text on the page, or click other

buttons to do what you want to this PDF. Click the "File > Save" button to save it on your computer.



Annotate PDF Files

How to add comments to a PDF.

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 also edit, delete, and move the comments with ease. Now, let's see how to add comments to a PDF.

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Step 1 Note/Type Writer/Text Box/Callout/Area Highlight.

Step 2 Customize text in comments

Step 3 Add comments continuously

Step 4 Move/Copy/Paste comments

Step 5 Lock comments

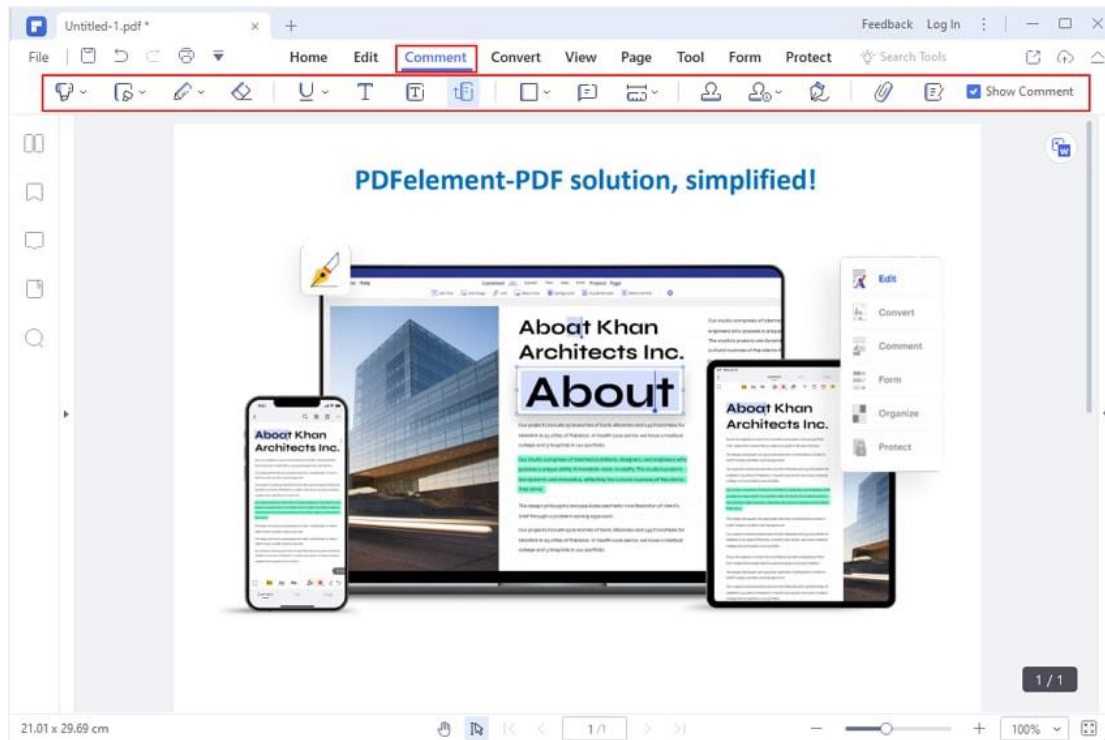
Step 6 Search or filter comments

Step 7 Export only pages with comments

1. Note/Type Writer/Text Box/Callout/Area Highlight.

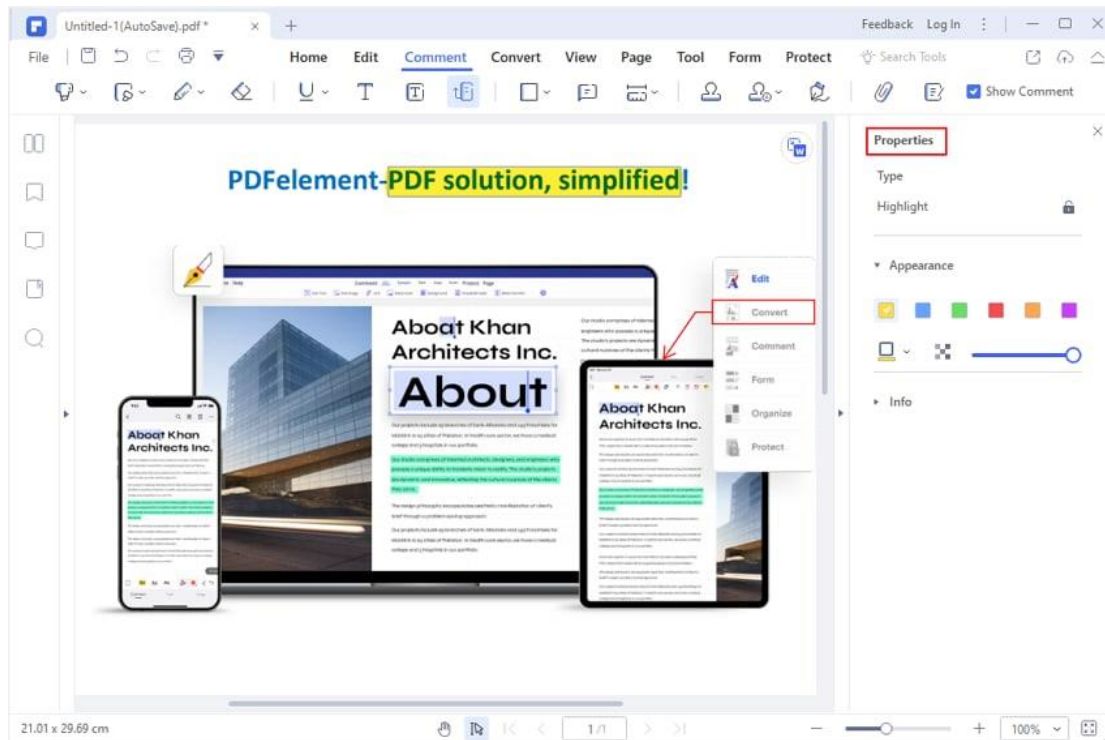
- **Note:** To add a note comment, please click the "Comment>Note" button, and click where you want to place the note and make comments in the box.

- **Type Writer:** To add a typewriter comment, please click the "Comment">"Typewriter" button, and click where you want to place it and double click it to type comments as you want.
- **Text Box:** To add a text box, please click the "Comment>Text Box" button, and click where you want to place the text box and double click the box to type comments in the box. A textbox is a rectangle of any size, possibly with a border that separates the text box from the rest of the interface, allowing the user to input text information. A text box usually remains visible on the document page, it does not close like a pop-up note.
- **Callout:** To add a callout comment, please click the "Comment>Callout" button, and click where you want to place it and double click it to type comments as you want.
- **Area Highlight:** To highlight an area, please click the "Comment>Area Highlight" button, drag the mouse click to select the area to highlight.



2. Customize text in comments.

You can change the font, font size, color, and alignment of the text in comments. You can also bold, italic and underline, strikethrough text or add a superscript or subscript. To do that, select the text in a typewriter, text box, callout comment, and make changes as per your liking in the popup window or in the Properties sidebar.



3. Add comments continuously.

You can continuously add Notes/Type Writer/Text Box/Callout/Area Highlight rather than clicking these options one at a time. PDFelement has defaulted to keep the tool selected until you select another option. For example, if you want to continuously add text boxes, simply click the "Text Box" button. After that, you can click any places on your page where you want to add these boxes.

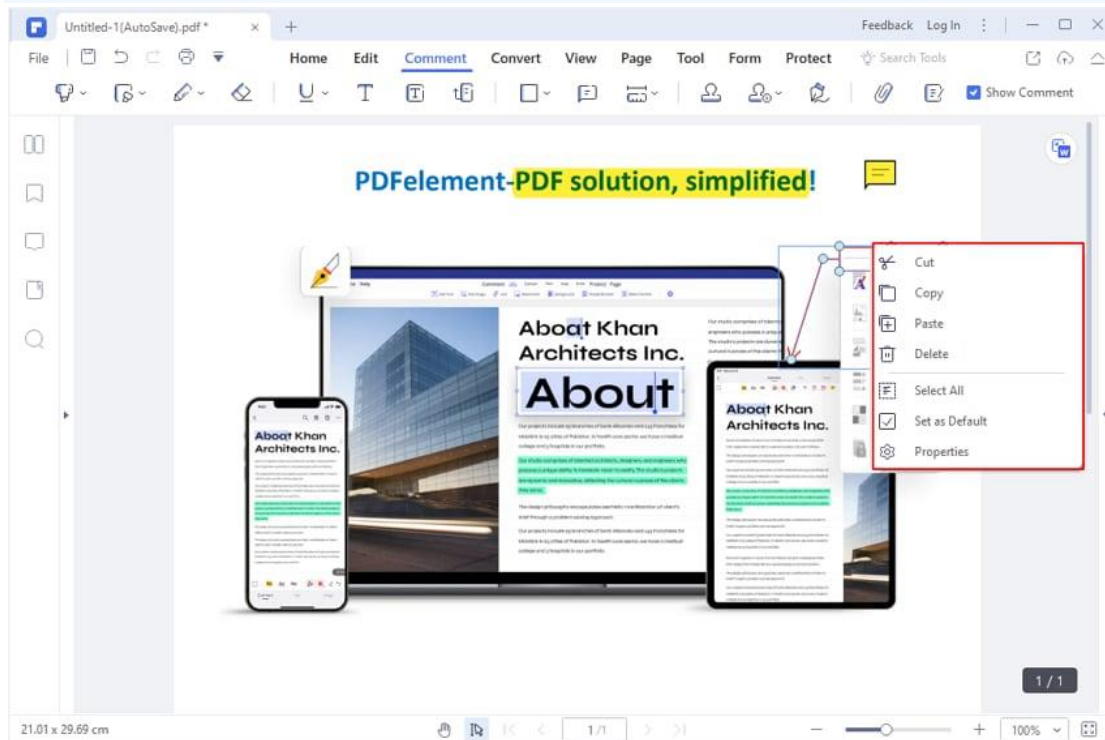
4. Move/Copy/Paste comments.

After adding the Stick Notes/Text Box/Typewriter/Callout comment, you can drag it to move to the place where you want. And you can press Ctrl+C keys to copy and press Ctrl+V keys to paste as many as you want. Or you can right-click

the Stick Notes/Text Box/Typewriter/Callout comment to choose "Copy" and "Paste" to duplicate.

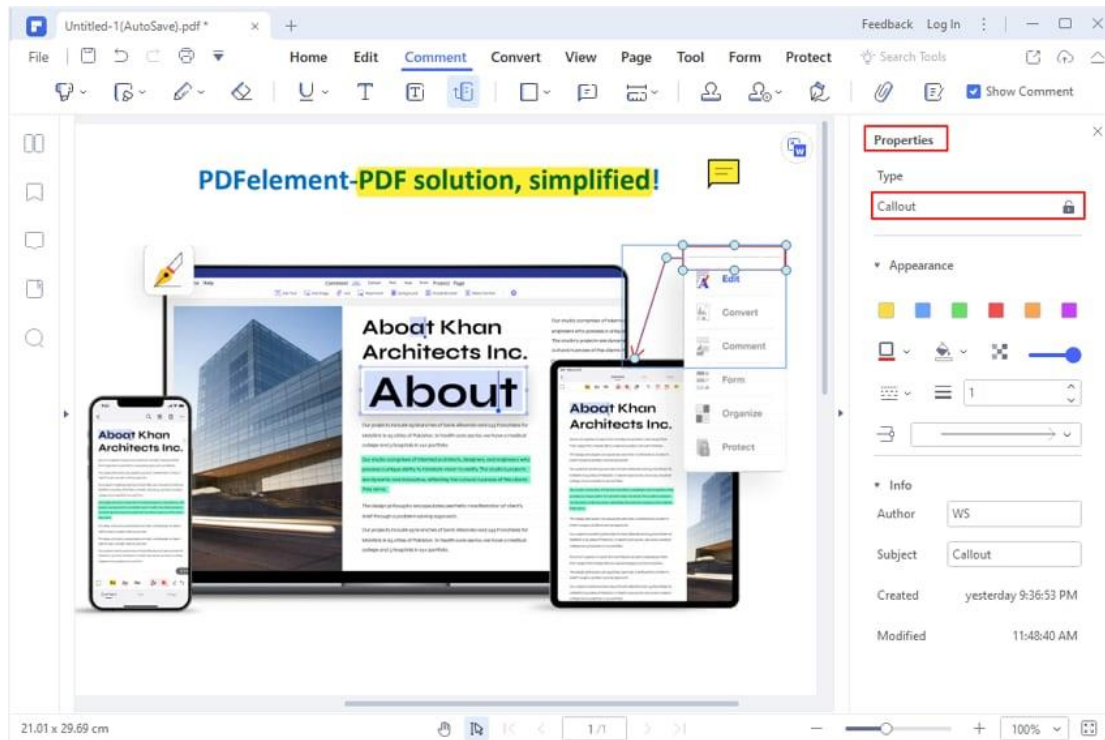
Note:

The Stick Notes/Text Box/Typewriter/Callout comment can only be moved, copied, and pasted within the same page, you cannot do this across different pages.



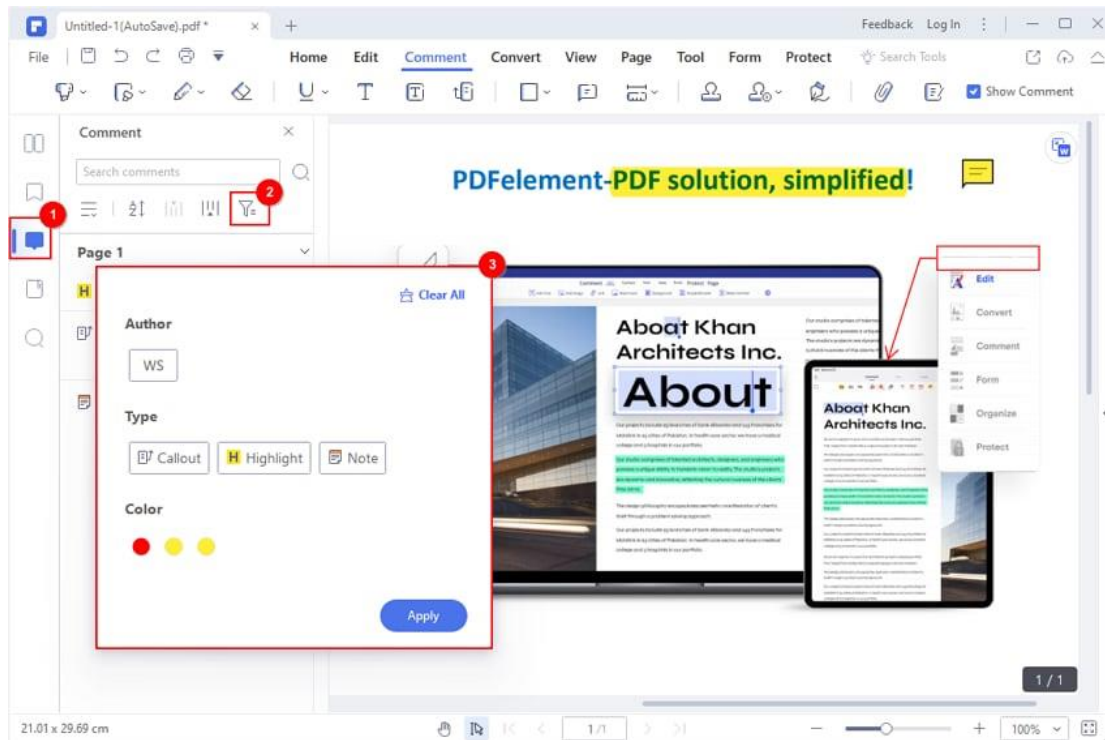
5. Lock comments.

If you need to lock your comments, you can right-click the comment to open the Properties Panel, and then click the "Lock" icon. Once locked the comment, others cannot modify the comment.



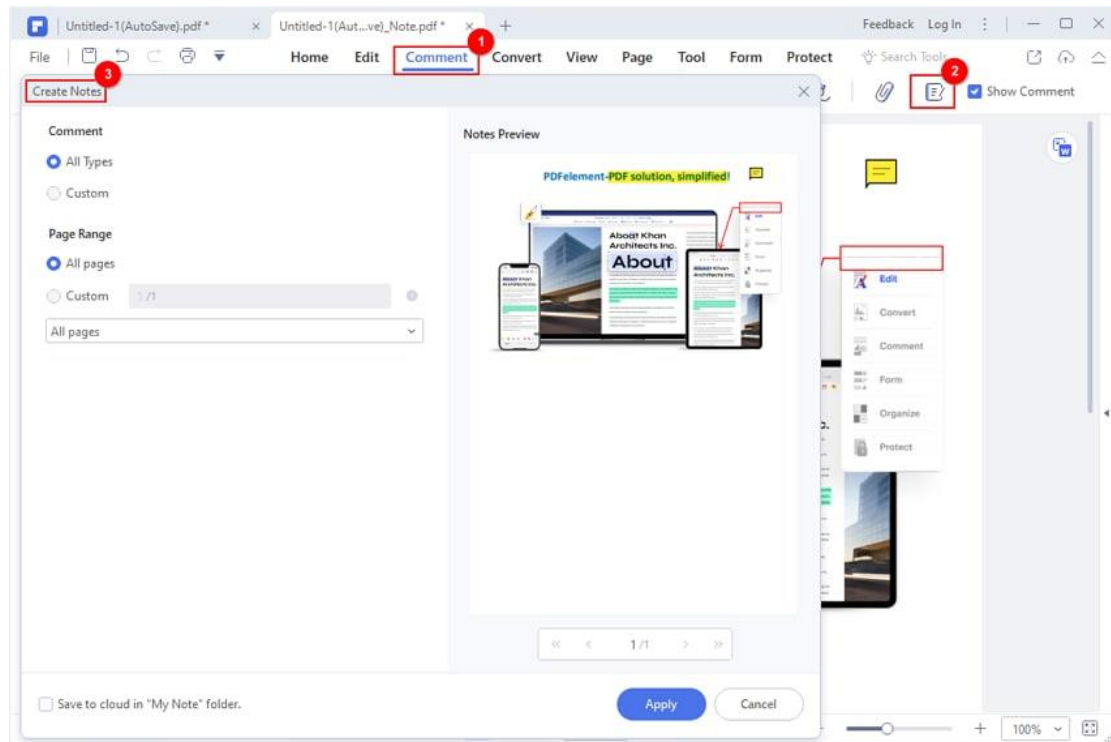
6. Search or filter comments.

If you need to quickly locate a comment, click "Comment List" panel to unfold all comments. Then you can either search the comments by keywords in the search bar, or click "Filter" button to filter comments by author, type and color.



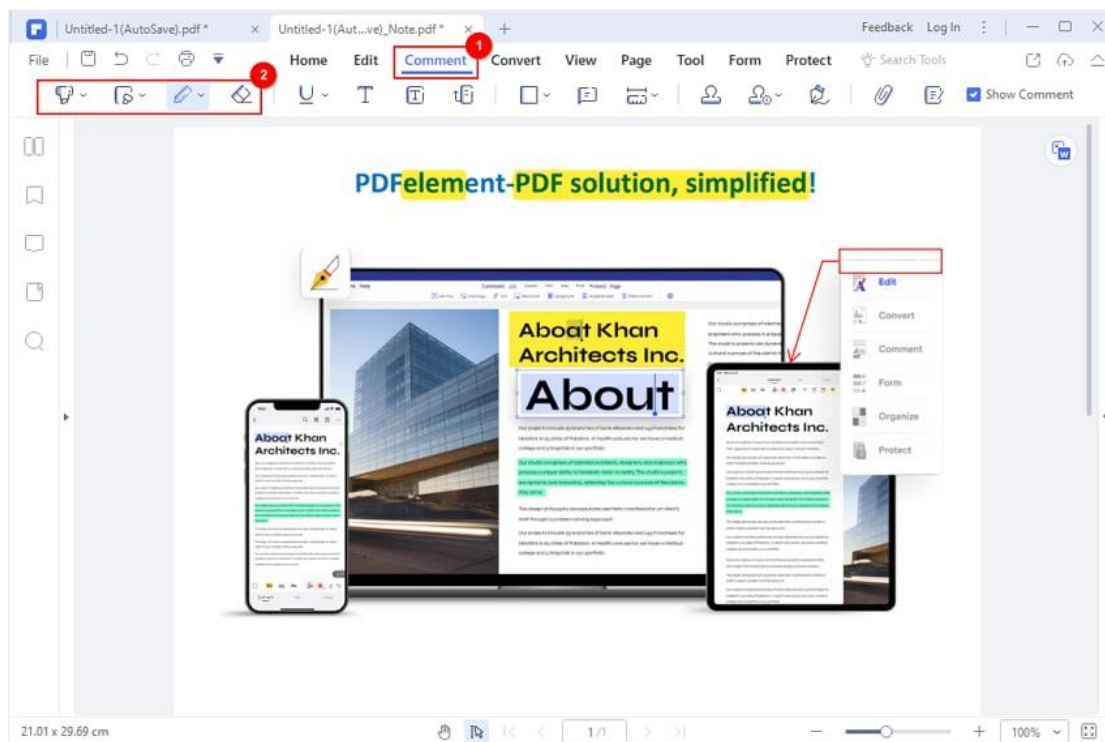
7. Export only pages with comments.




If you want to save or export the pages with comments, you can click on “Comment>Create Notes”, then you will create a new file containing only annotated pages of the current document.






How to Mark up a PDF

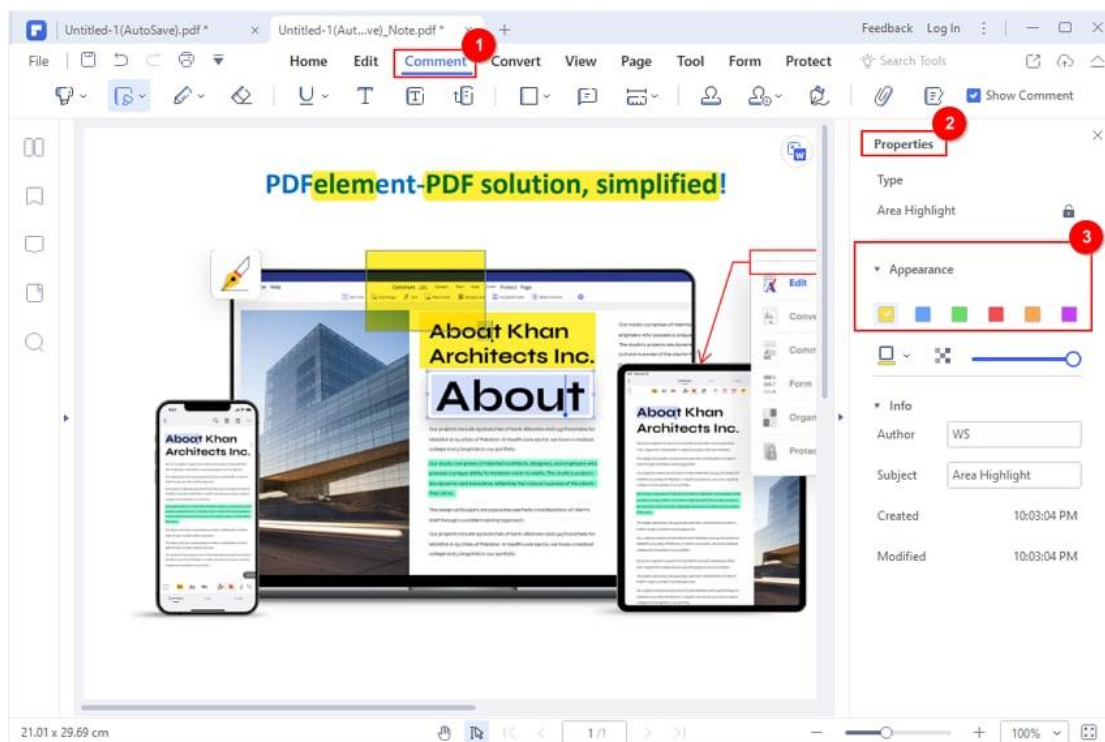
How to mark up a PDF with PDFelement? You can go to the "Comment" tab to find the text markup tools, you will see "Highlight", "Area Highlight", "Pencil", "Eraser", "Underline", and many other tools there for your quick access. Holding the Alt key, or holding the mouse button, allows you to select a region of text to work with.



- Highlight  : To mark important passages of text with a fluorescent marker as a means of memory retention or for later reference.
- Area Highlight  : To mark a certain area you like.
- Underline  : To draw a line under to indicate emphasis.

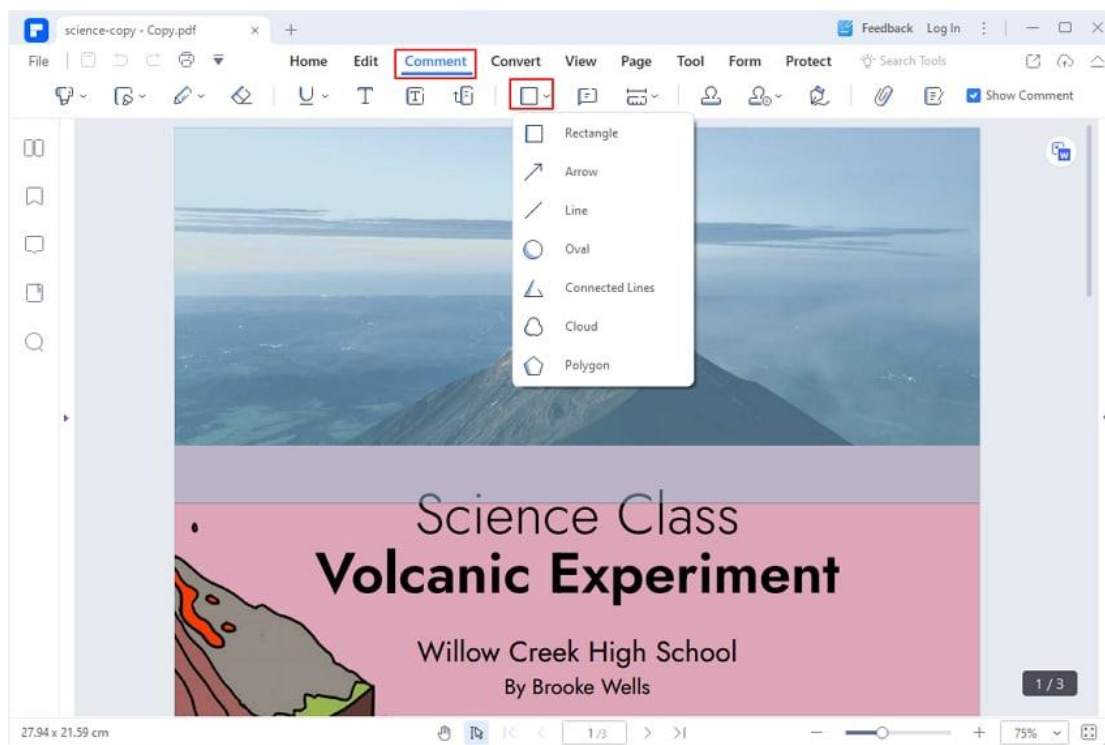
- Strikeout  : To draw a line to cross out text, making others know the text is deleted.
- Squiggly  : To draw a squiggly line under.
- Caret  : A proofreading symbol used to indicate where something is to be inserted in a line.





If you want to change the color of the text markups, please select the markups you make, then right-click the highlight or underline to choose "Properties". In the right-side Properties panel, you can change the color and opacity in "Appearance" options.








How to draw on a PDF.

Drawing tools allow you to add different graphic elements into your PDF, such as rectangles, polygons, ovals, and other images. It is useful when you need to use an image to bring attention to a section of your document.



- Rectangle  : A proofreading symbol used to indicate where something is to be inserted in a line.
- Oval  : To draw an oval or a circle with pressing the Shift key.
- Cloud  : To draw cloud shapes.
- Polygon  : To draw a closed plane figure bounded by three or more line segments.

- Connected Lines  : To draw an open plan figure with three or more line segments.
- Line  : To mark with a line.
- Arrow  : To draw something, such as a direction symbol, that is similar to an arrow in form or function.
- Pencil  : To draw free-form shapes.
- Eraser  : To erase the pencil markups only, it cannot be used to erase other markings.

How to add stamp in PDF.

The Stamp tools in PDFelement are a group of advanced tools that enable you to stamp content into a PDF document. PDFelement supports image stamps with various image formats (jpeg, png, bmp, etc). You can either use our predefined stamps or create your own stamps. Stamping PDF files is a very useful feature especially when you need to give reviews or explain the document's status or sensitivity.

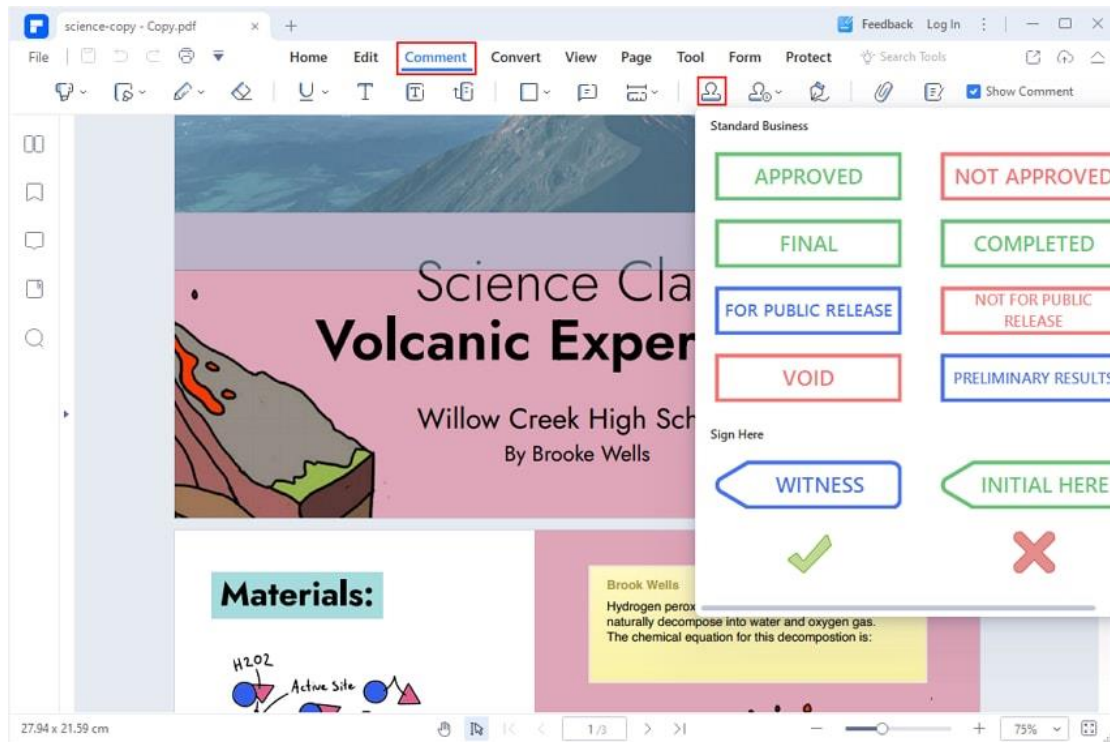
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[Step 1 Stamp a PDF](#)

[Step 2 Create/manage stamps](#)

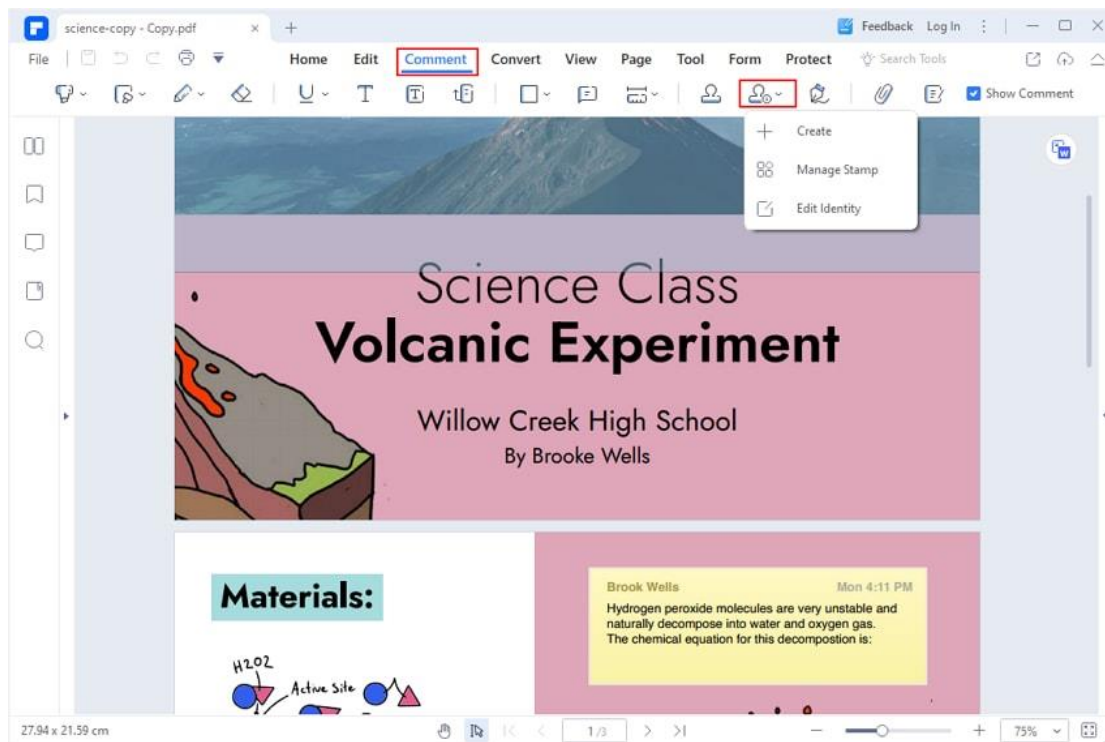
1. Stamp a PDF.

Click the "Comment>Add Stamps" button, and click one predefined stamp from the types of "Standard Business", "Sign Here" and "Dynamic", then click on the position where you want to place it.

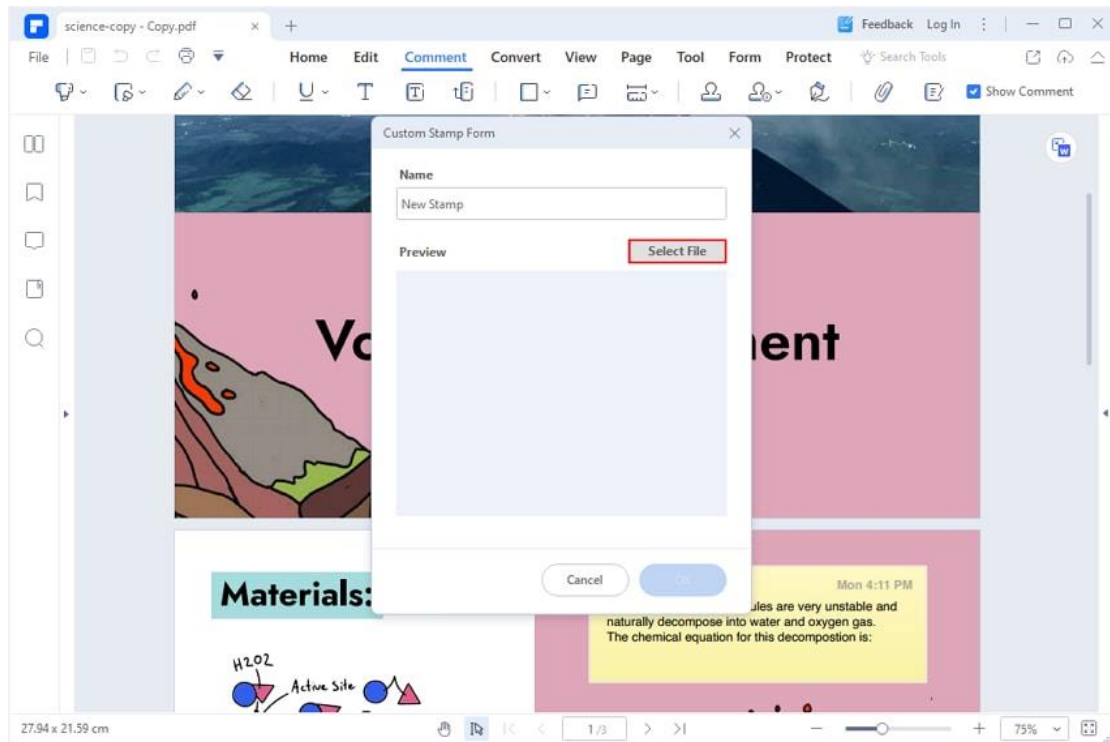


2. Create/manage stamps.

You can create custom image stamps, and manage all your created stamps, however, it does not support the creation of customized dynamic stamps.



- Click the "Comment>Manage Stamp>Create" button, click the "Select File" button to browse the picture as you want to, you can also name the stamp. Then click the "OK" button, it will be added in the Custom type under the "Stamp" button.

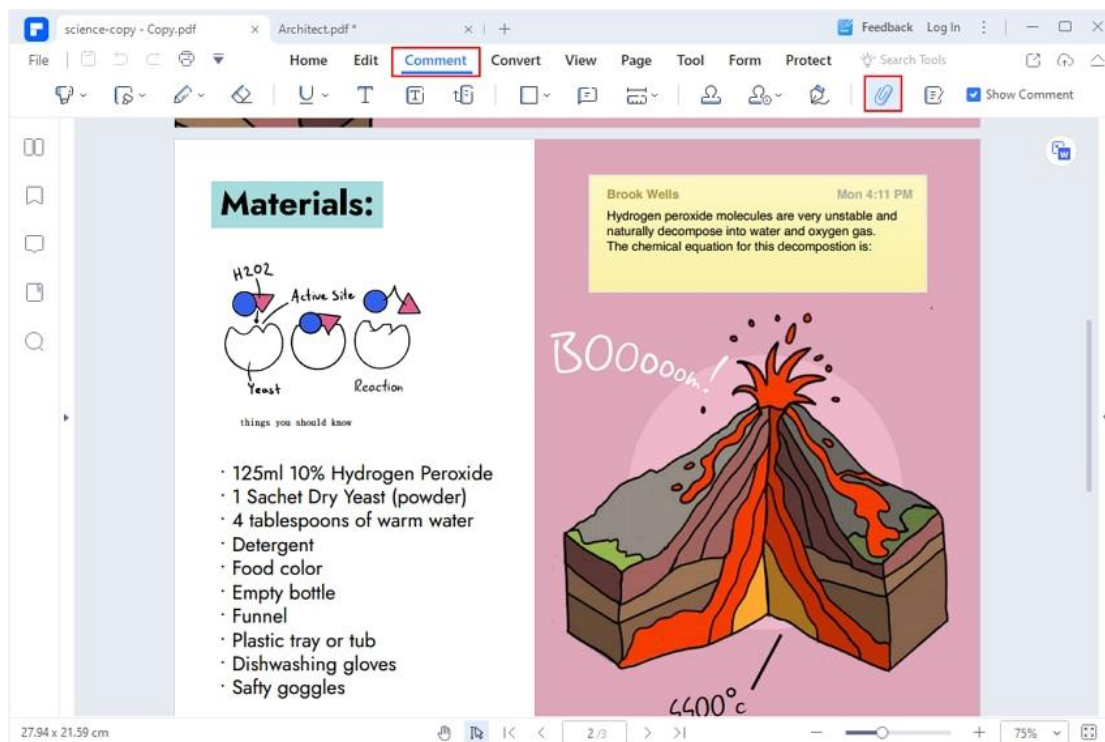


- Then you can select the stamps to "Create", "Edit" and "Delete".

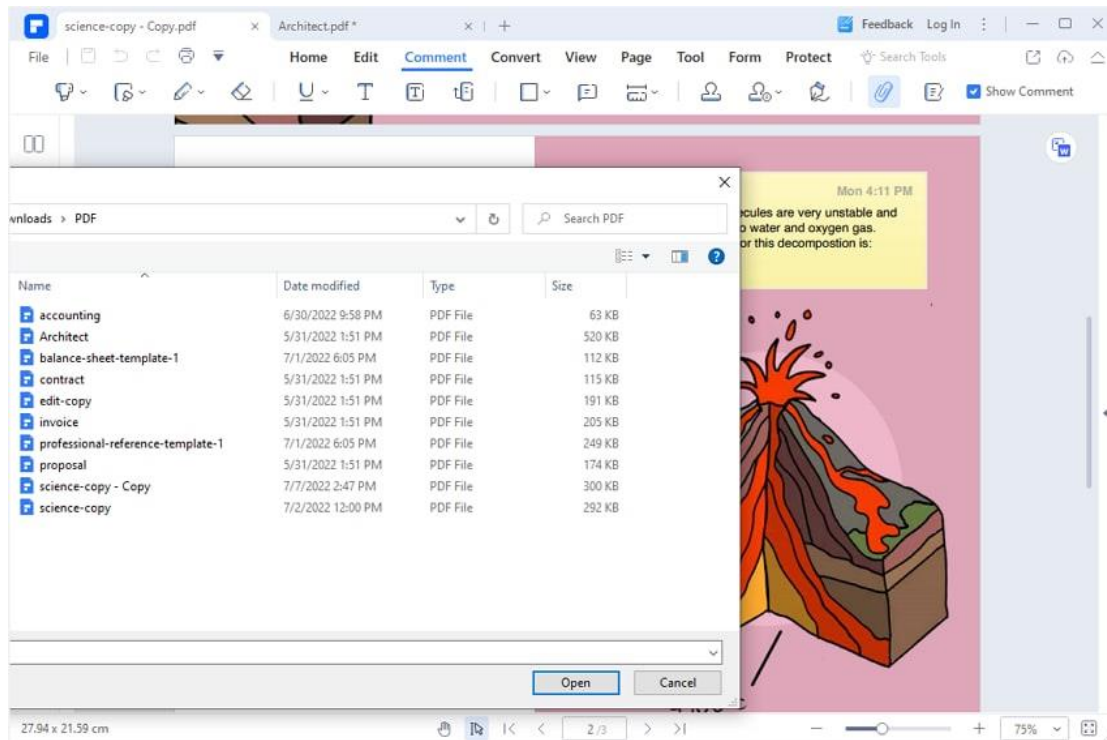
How to add attachments to PDF.

Use the "Add Attachment" tool to embed a file at a selected location in a PDF, so that the reader can open it for viewing. By adding attachments as comments, you can reference longer documents that can't easily be pasted into a pop-up note or text box. If you move the PDF to a new location, the embedded file attachments automatically go with it. To view an attachment, the reader must have an application installed that can open the attachment.

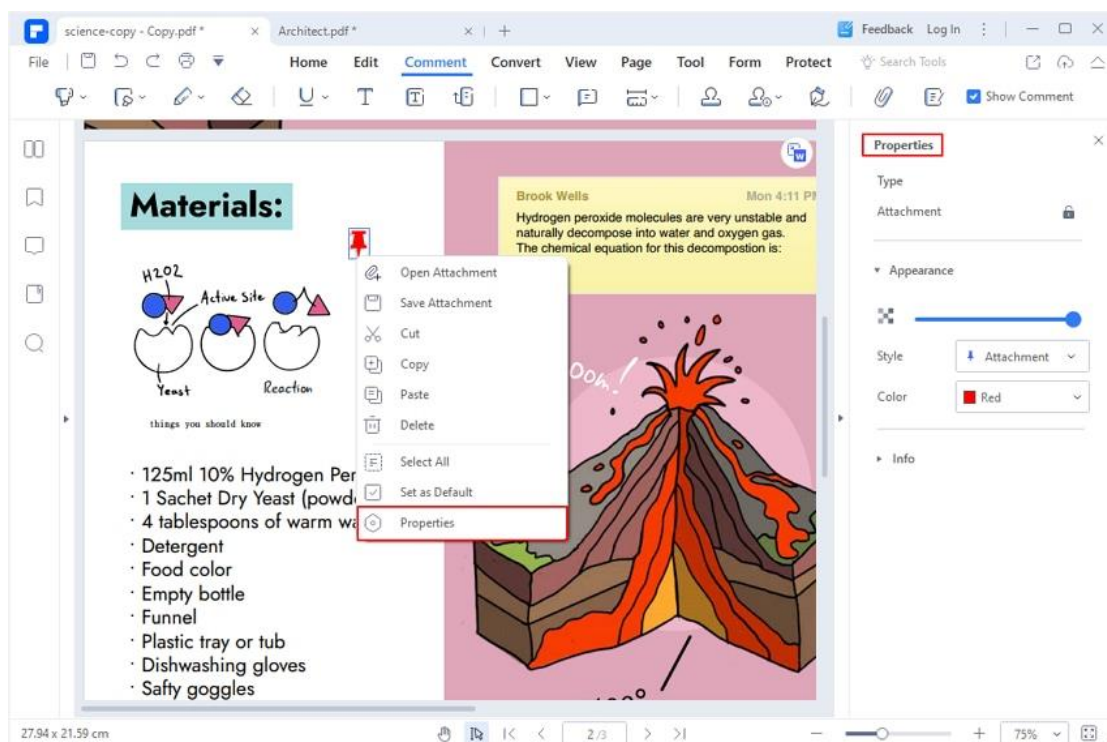
- Click the "Comment>Attachment" button, and click on the page where you want to add this comment.



- A pop-up dialog will open, and you can browse to select a file to attach.

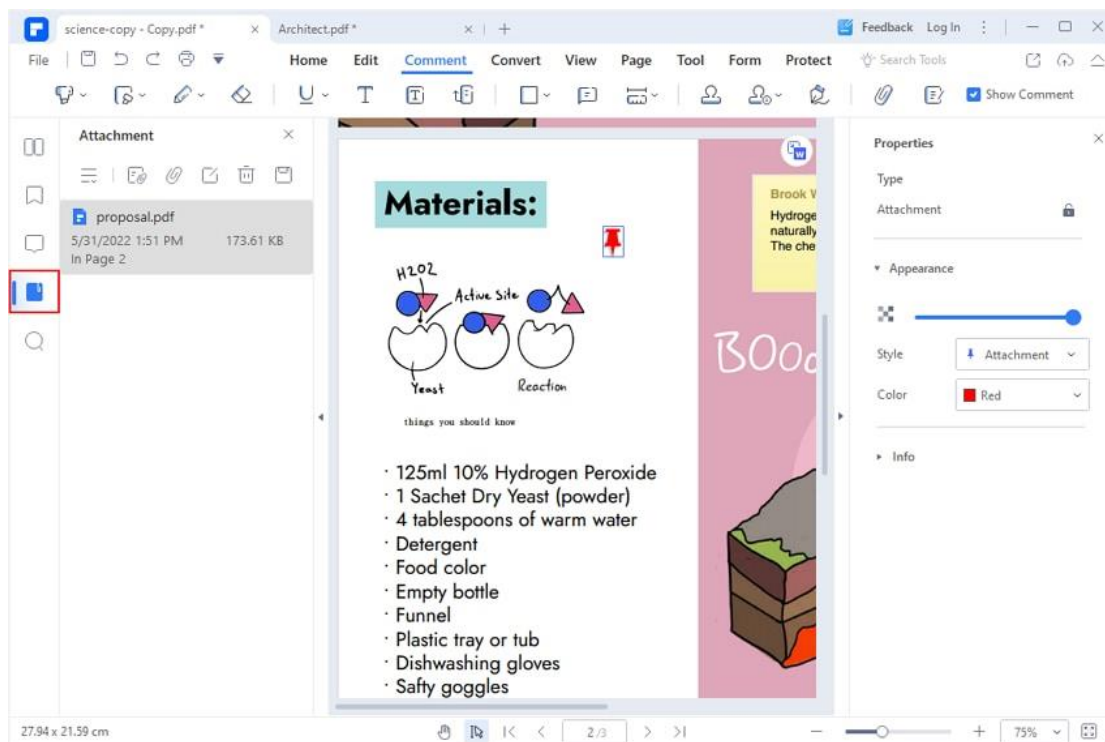


- Right-click this comment to open attachment/save attachment/cut/copy/delete/open properties.



- You can change the icon style/color/opacity in its properties.
- The attachment comment will also be listed in the Attachment panel.

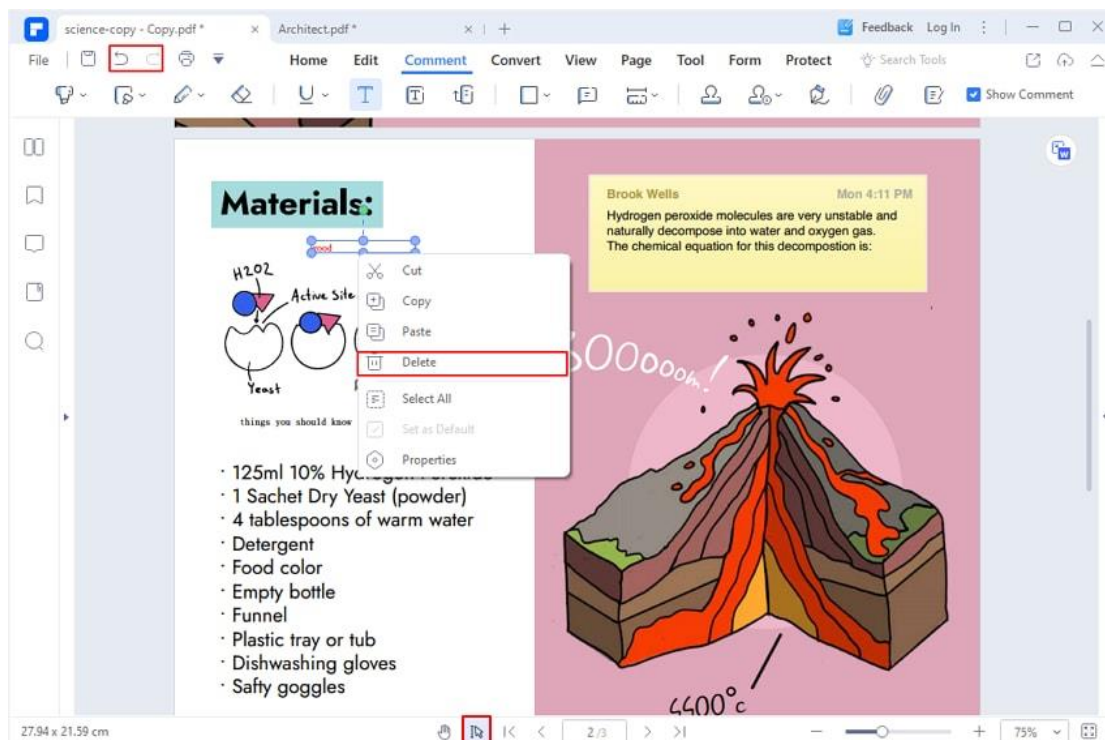
Click one of the attachments in the panel, and it will lead you to that page.



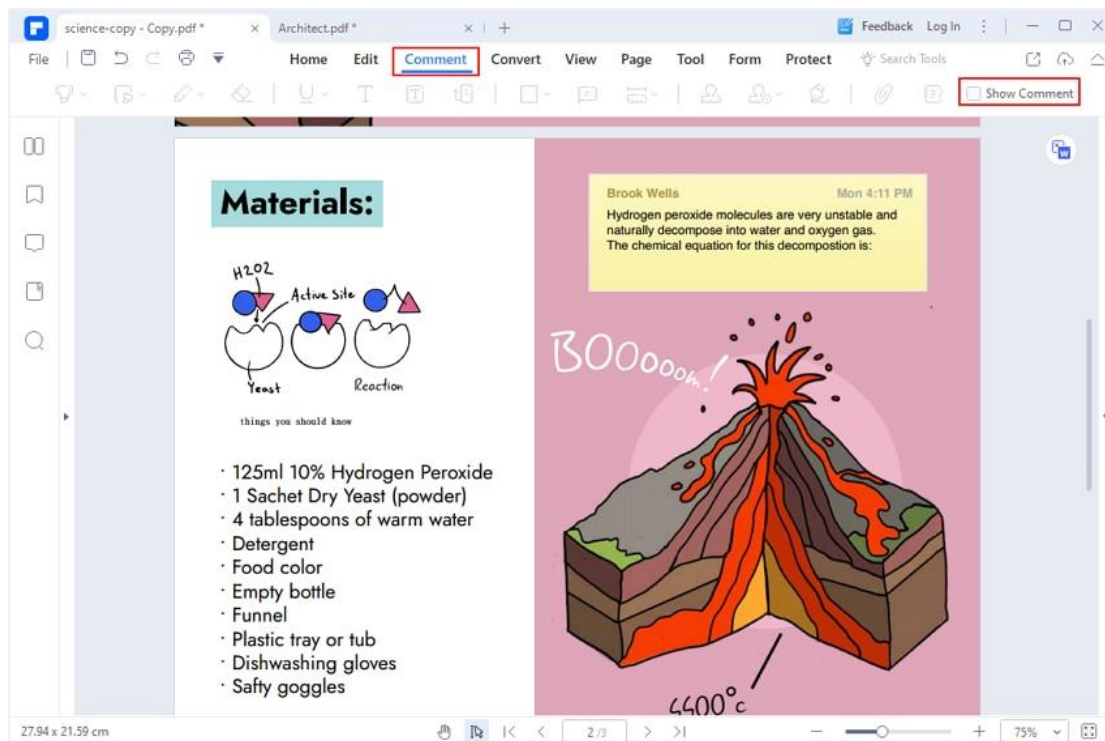
Hide / remove annotations from PDF.

Undo/Redo: When you annotate PDF documents, like adding text boxes, adding drawings or highlights, etc, you can click the "Undo" button in the top Quick Access Toolbar to undo the last operation. Click the "Redo" button in the top Quick Access Toolbar to redo the last undo operation.

Delete: After adding annotations, or if you open a PDF document with annotations in it, please move your cursor to the bottom of the page, and then click the "Select" button in the floating bar to go into select mode, then right-click the annotation to choose "Delete". Alternatively, click the annotation and press the Delete key on your keyboard. Another option is to click the Annotation panel on the left side, right-click the annotation to choose "Delete".



Hide: If there are too many annotations on your PDF page to affect the reading of your text content, you can go to the "Comment" tools to cancel the "Show Comment", then you can hide annotations for current PDF reading. You can then click the "Show Comment" button again to display all the annotations in the document again.

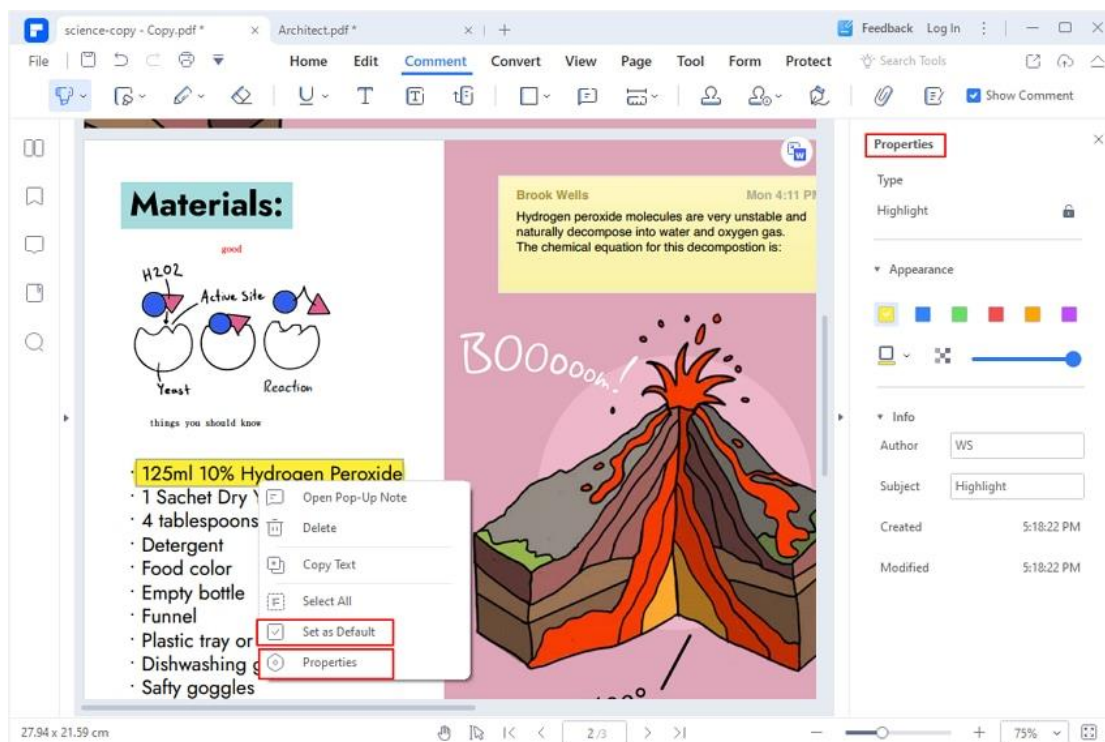


Note:

Display changes for annotations will not be saved and when you re-open the page, they will display as normal again.

How to adjust comment properties.

You can change the appearance of all the comments. Click the "Select" button to go into the select mode, right-click the comment to choose "Properties", then the "Properties" panel on the right side will be opened. You can change its "Info", "Appearance" or "Font" settings. You can also click the "Set as Default" button to set the properties as default when you add this type of comment again. For example, it shows the Text Box properties as follows:



Tips:

You can change properties for multiple comments in a batch. In the "Select" mode, you just need to hold the Ctrl key and click all the comments one by one, they will be selected at the same time. Right-click one comment to choose "Properties", then set as you want. All the selected comments will be changed.

Edit PDF Files

How to edit text in PDF.

It's known to all that we can edit the text in Microsoft Office like Word, Excel, or PowerPoint. But can we edit the text in PDF and how to edit the text in PDF?

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[01 Edit with different modes](#)

[02 Edit only text, image, or link](#)

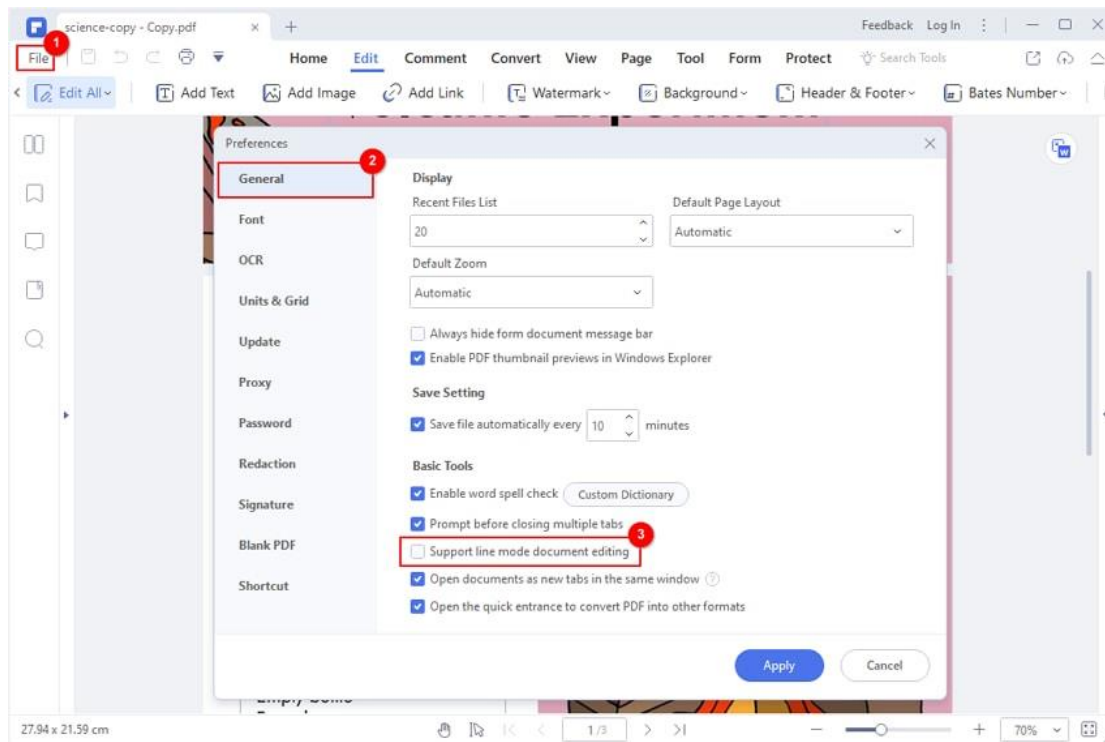
[03 Create and edit superscript and subscript text](#)

[04 Find and replace](#)

1. Edit with different modes.

With PDFelement, you can edit texts in a paragraph as well as change the font, font size, and color. To edit texts in a paragraph, please follow the lead:

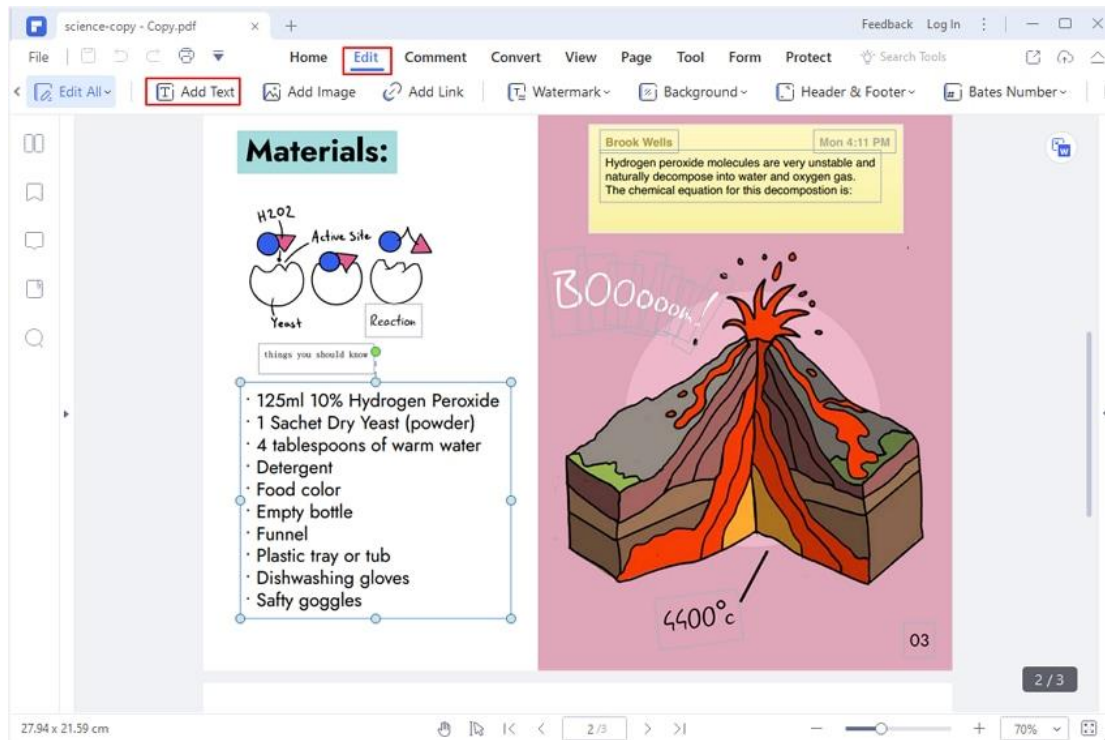
- Go to "File>General" to select the "Support line mode document editing". Then "Edit Mode" will show up in the toolbar under "Edit" function.



- Select the "Edit>Edit Mode". There are two modes for you to edit the text: "Paragraph Mode" and "Line Mode". When you use the "Paragraph Mode", the whole text will appear in one complete block. When you use "Line Mode", each line of the text will be a separate block. Then you can edit the desired text to start editing by typing new text and deleting text.

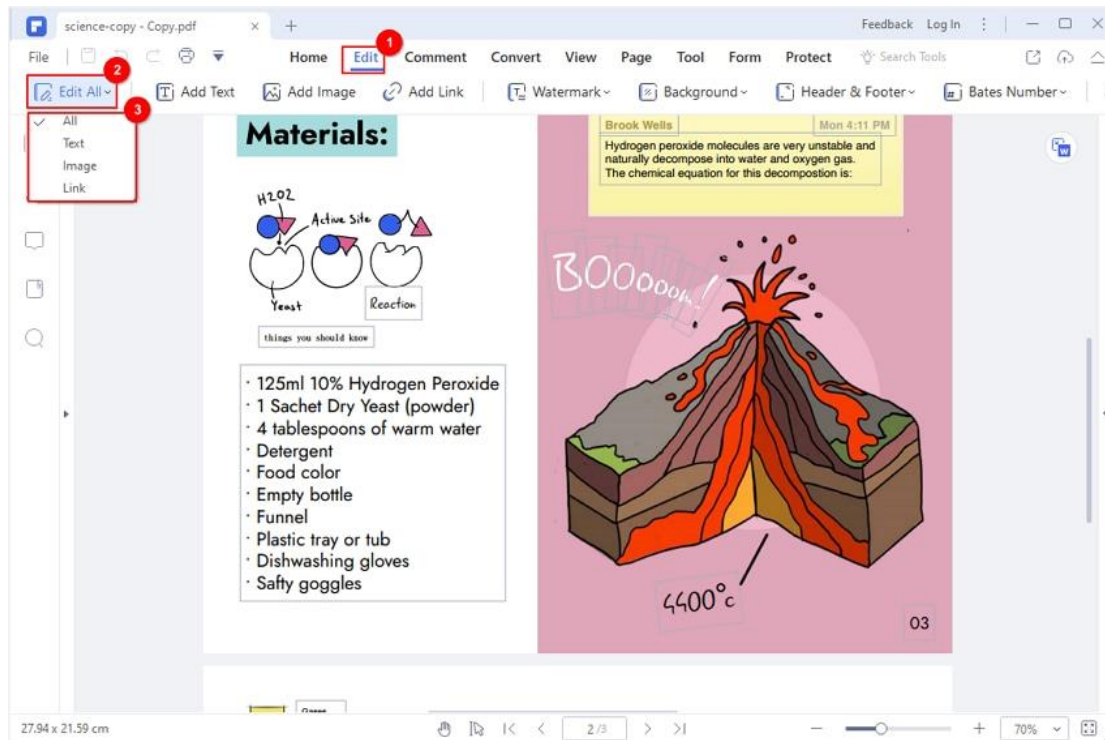


- Click the "Edit>Add Text" button to add new text to the position that you want.
- Choosing the text will allow you to change its font, font size, bold, italic and color, line spacing and paragraph spacing, etc., as you like.



2. Edit only text, image, or link.

When we edit a PDF, we can edit all objects in the file. However, if there are too many objects, it can be annoying if you mistakenly select other elements while editing the text or other specific elements. Don't worry, click on "Edit>Edit All", PDFelement offers to edit only text, images or links now!



3. Create and edit superscript and subscript text.

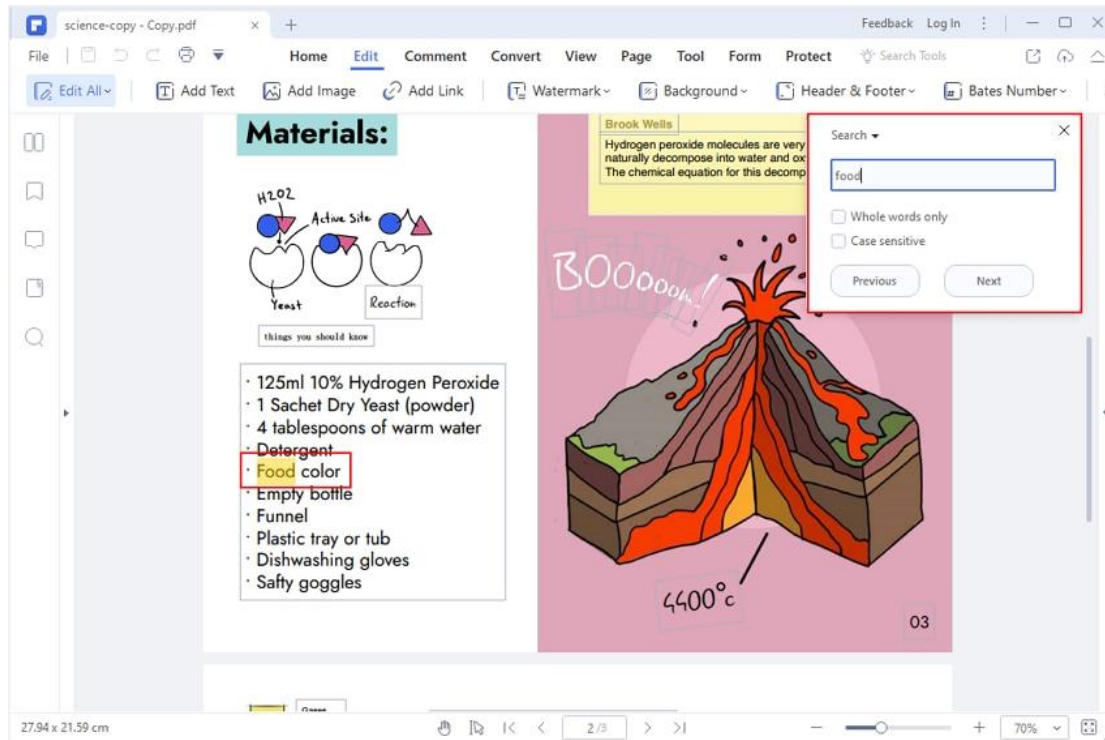
The program allows you to create and edit your superscript or subscript text now.

- After opening the PDF file in the program, please click the "Edit" button and click the text where you want to superscript or subscript text first.
- Select the text and click the "Superscript" or "Subscript" button, then the text will change to be superscript or subscript.

4. Find and replace.

The program can help you find the keyword in your document, and also supports replacing any word with another one at one time.

- After opening the PDF file in the program, press Ctrl+F keys to open the window, and enter the keyword that you want to find.



- And you can click the "Replace with" button to enter a new word that you want to replace with.

The screenshot shows the Wondershare PDFelement interface with a PDF document titled 'science-copy - Copy.pdf'. The document contains two main sections:

- Materials:**
 - H_2O_2
 - Active Site
 - Yeast
 - Reaction
 - things you should know
 - 125ml 10% Hydrogen Peroxide
 - 1 Sachet Dry Yeast (powder)
 - 4 tablespoons of warm water
 - Detergent
 - Food color
 - Empty bottle
 - Funnel
 - Plastic tray or tub
 - Dishwashing gloves
 - Safety goggles
- Volcano Illustration:** A 3D cutaway diagram of a volcano with a red interior. Text includes '3000000!', '4400°C', and '03'. A yellow text box above it reads: 'Brook Wells: Hydrogen peroxide molecules are very naturally decompose into water and ox The chemical equation for this decom'.

A 'Replace' dialog box is open over the volcano illustration. It features the following elements:

- Search field: Ctrl + F
- Replace field: Ctrl + T
- Options: Whole words only, Case sensitive
- Buttons: Previous, Next
- Replace with field
- Buttons: Replace, Replace All

Red circles with numbers 1, 2, and 3 are overlaid on the dialog box, pointing to the 'Replace' dropdown, the 'Replace' field, and the 'Replace with' field respectively.

How to edit image in PDF.

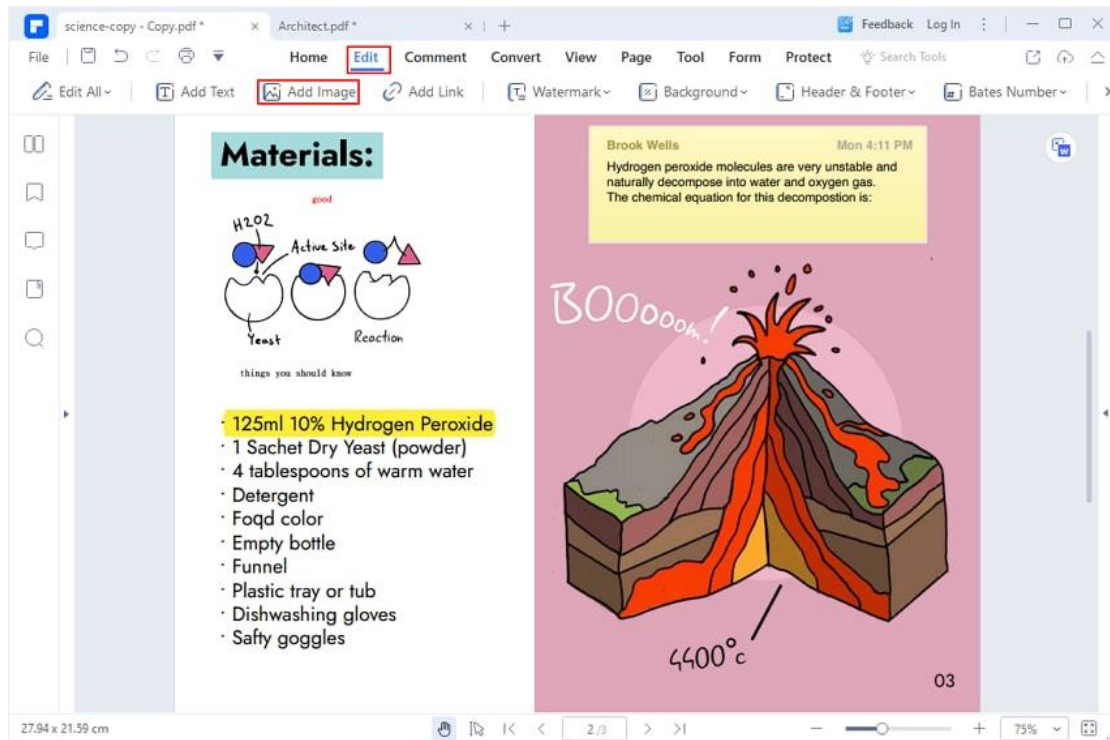
PDFelement is equipped with many useful functions, and this page will guide you on how to edit images in PDF.

When reading a PDF, you may also need to edit an image, shape, or other objects in the PDF file. With PDFelement, you can add and edit the objects as well as text content. To edit an image, please do the following:

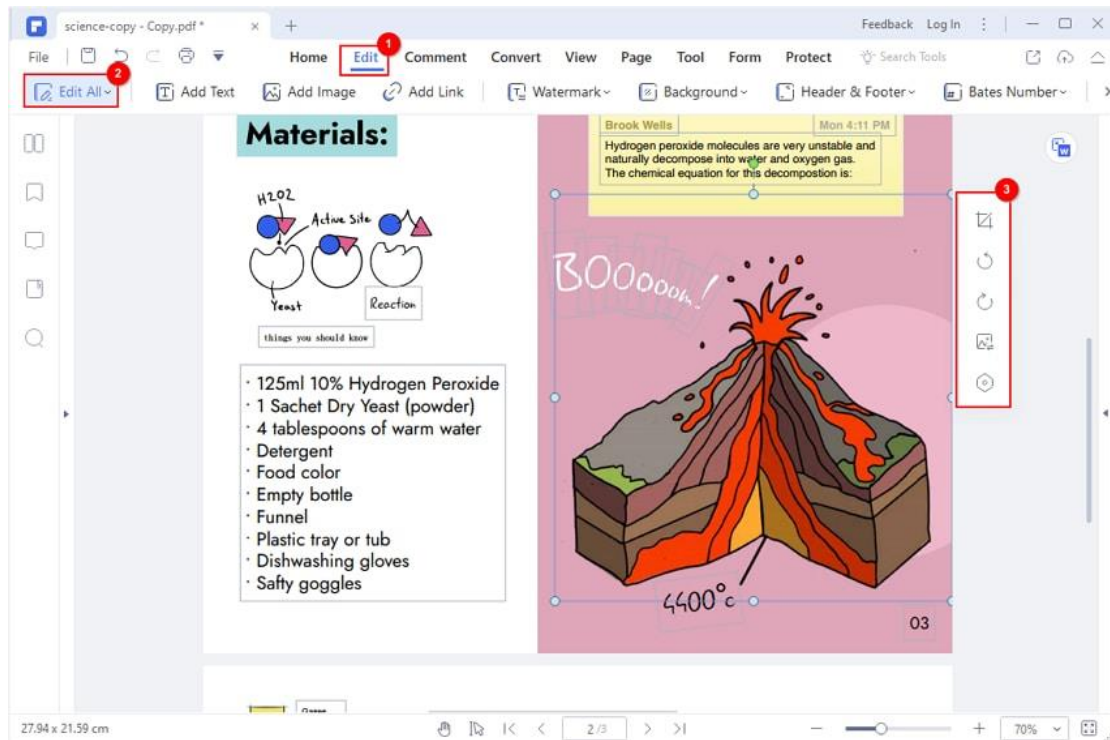
- Firstly, Click the "Edit>Add Image" button to select the image as you want to add to the PDF.


Tips:

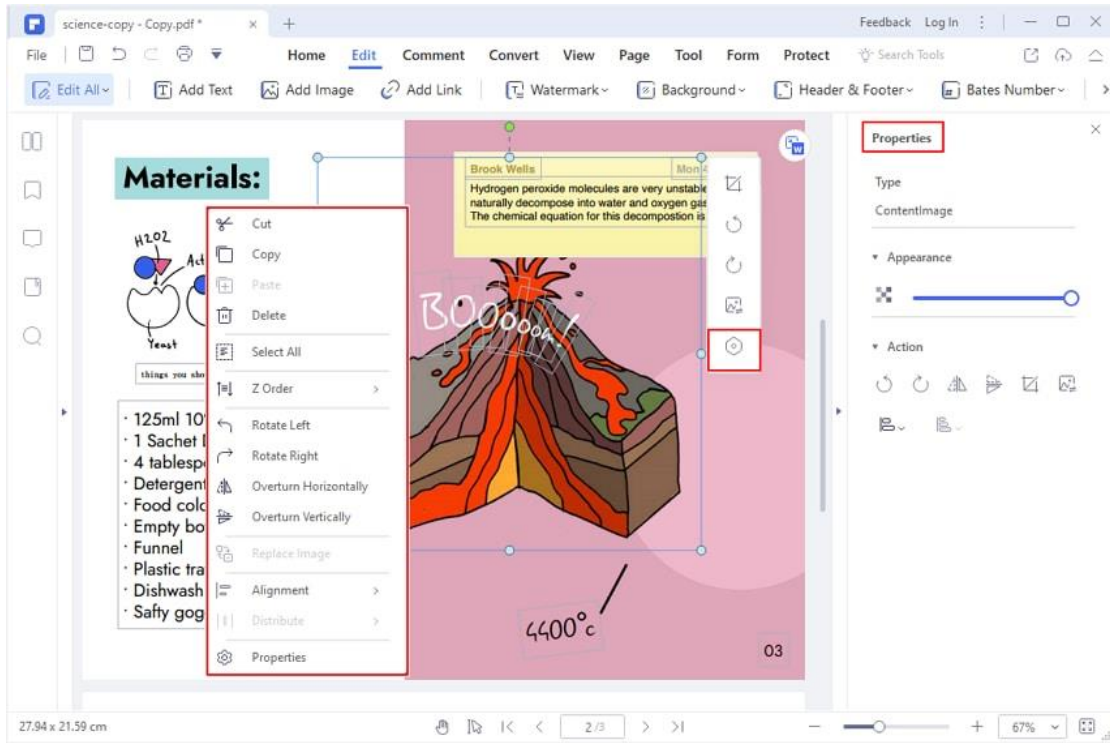
After clicking the "Edit" button on the top-right corner, you can copy/paste an image from your clipboard into the PDF directly.



- Then click the image or object to select, then you can drag it to move. When moving the object, you will also notice there is an alignment grid line, to allow you to keep your documents alignment set. Alternatively, you can click the object and press the arrow keys on your keyboard to move it to the desired location.



- A small toolbar will appear next to the image, and it allows you to "Crop", "Rotate Right", "Rotate Left", "Replace image", or "Edit image". You can rotate the image as you want, hover the mouse click over the green round button, hold the mouse click to rotate at any degree.
- You can select the "Edit image" button () or you can also select the image and right click to wake up the shortcut menu. Then you will easily move image, align image or adjust image transparency.



How to Edit Link in PDF

This function helps you to lead the readers to related pages or an intended webpage.

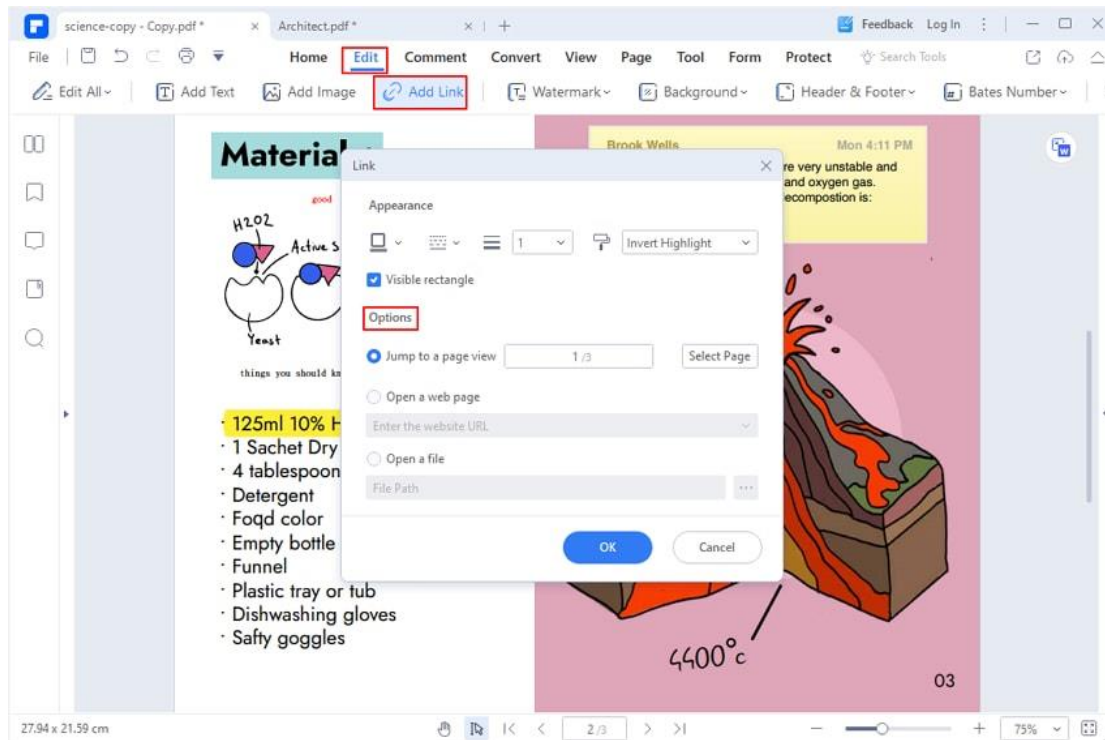
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Step 1 [Add link](#)

Step 2 [Edit link](#)

1. Add link.

To add a link, please choose the "Edit>Add Link" button, then there are three options of link action you can select. After clicking one of them, position the cursor on the place you want to add the link, hold and drag your mouse button to draw a rectangle. It will pop up a dialog box for you to set the link action and appearance.



Appearance

- **Link Type:** You can select a visible or invisible rectangle.
- **Highlight Style:** The effect when you click the rectangle link, there are three types: invert, push, and outline.
- **Color:** The border color of the rectangle.
- **Link Thickness:** The thickness of the four sides of the rectangle. The higher the value, the thicker of the sides.
- **Link Style:** The style of the rectangle's border, there are three types of the border: solid, dashed, and underline.

Options

- **Jump to a page view:** After selecting the option "Go to a page view", please click on the "Set Link" button which will bring up the following message. Follow the message to scroll through the pages in the work area, or in the thumbnail panel to select the target page. Once you have selected the target page, click the "Set Link" button to complete the action.
- **Open a web page:** Designate the link to open a web page. Select this option to enter the URL of the destination web page.
- **Open a file:** Designate the link to open another file on the computer. Select this option and click the button of "..." to browse the target file.

2. Edit link.

You can move, resize, delete and edit the link after you have created it. Click the "Edit>Edit All>Edit Link" button, drag the link to move to the desired position.

Or drag the rectangle around the link to resize it. Alternatively, right-click the link you create to choose "Delete" or "Edit Link" to reset. After clicking the "Select" or "Hand" button, when you click the link in your file, it will execute the link to go to the target that you set.

science-copy - Copy.pdf * Architect.pdf * Feedback Log In

File Edit Comment Convert View Page Tool Form Protect Search Tools

Edit Link Add Text Add Image Add Link Watermark Background Header & Footer Bates Number

Materials:

good

things you should know

- 125ml 10% Hydrogen Peroxide
- 1 Sachet Dry Yeast (powder)
- 4 tablespoons of warm water
- Detergent
- Foqd color
- Empty bottle
- Funnel
- Plastic tray or tub
- Dishwashing gloves
- Safy goggles

Brook Wells Mon 4:11 PM
Hydrogen peroxide molecules are very unstable and naturally decompose into water and oxygen gas. The chemical equation for this decomposition is:

4400°C 03

27.94 x 21.59 cm 2/3 75%

How to Add Watermark to PDF

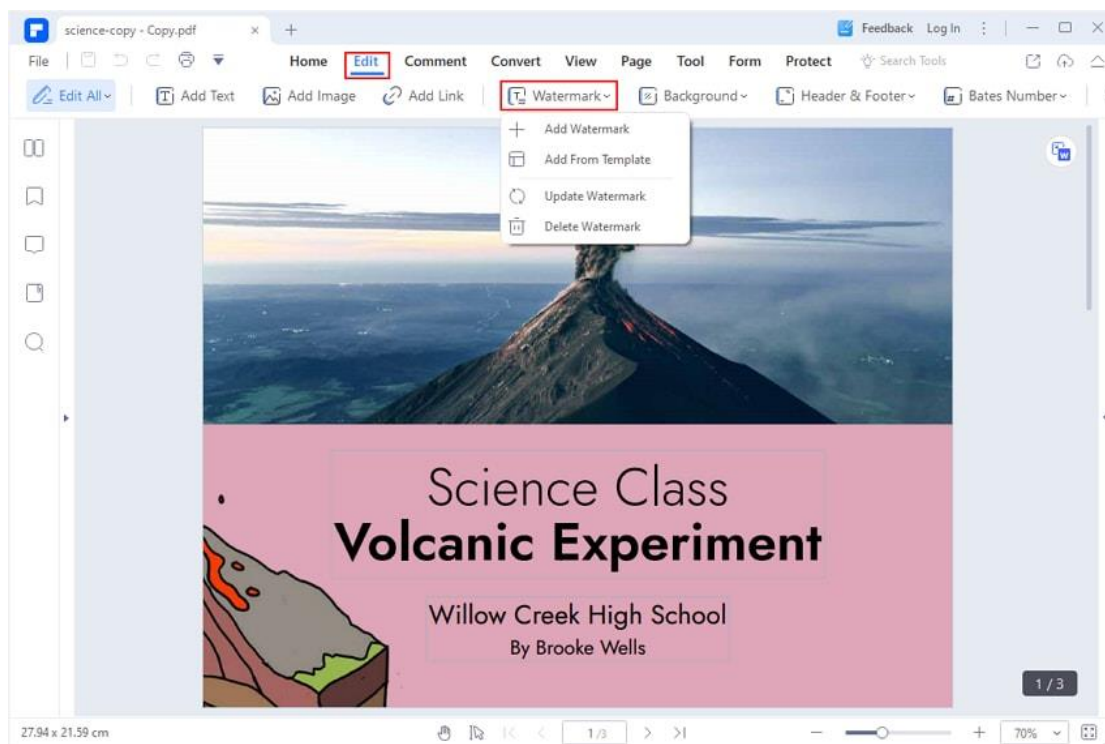
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[01 Add watermark for a single PDF](#)

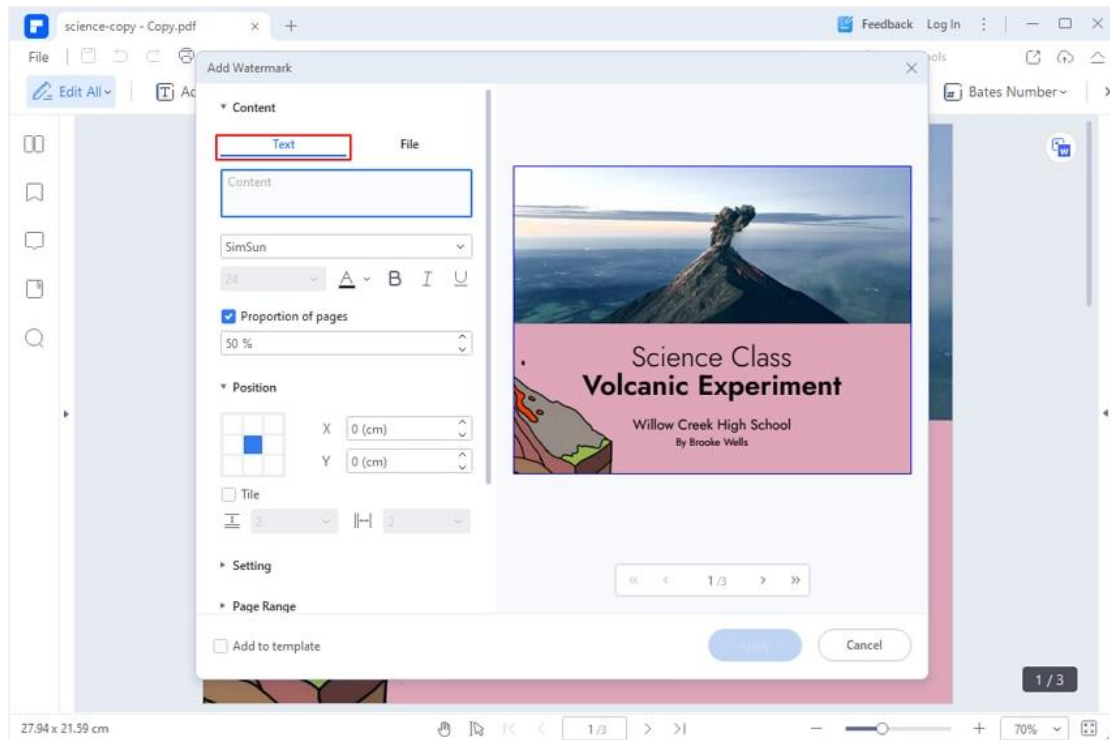
[02 Add/remove watermark for a batch](#)

1. Add a watermark for a single PDF.

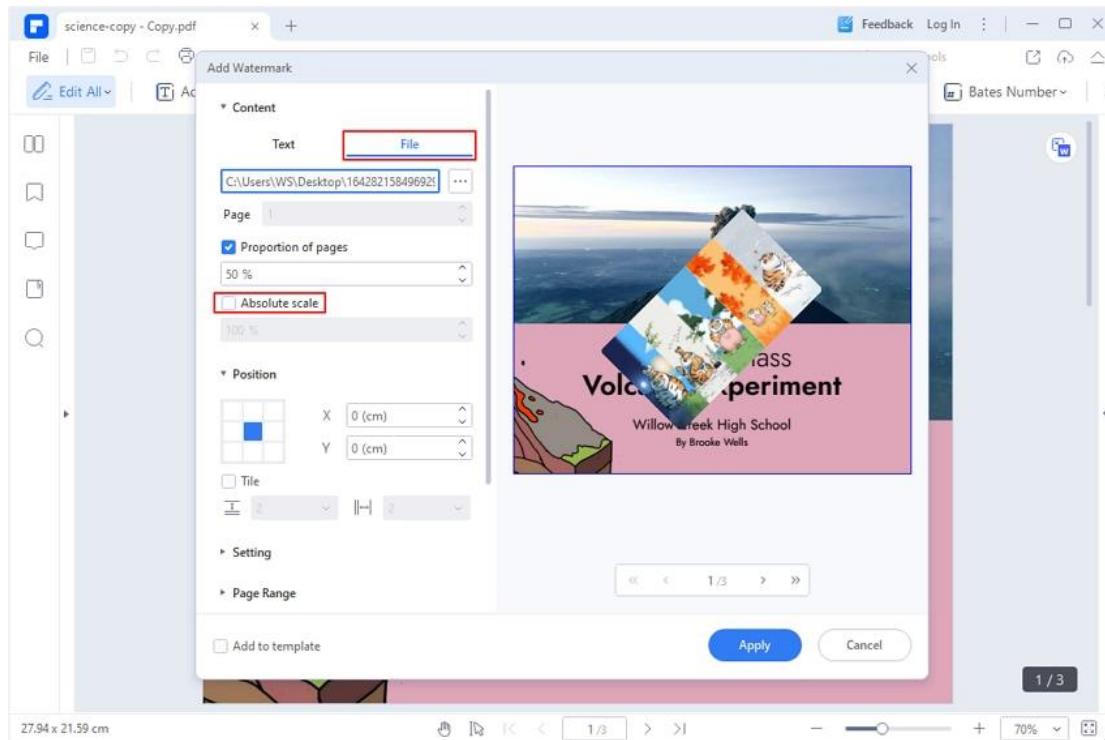
After opening your PDF file in the program, please click the "Edit" > "Watermark" > "Add Watermark" button.



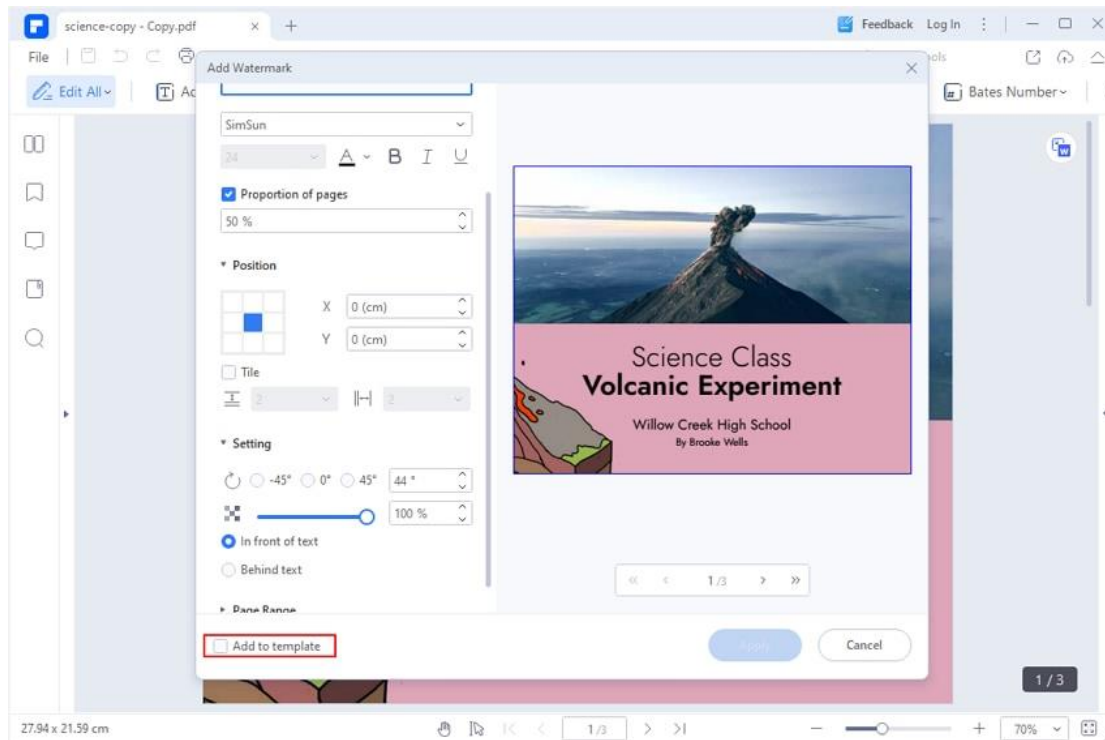
In the "Add Watermark" window, you can input the text as the watermark and choose the font, size, color, and position.



You can add an image as the watermark from your computer via clicking the "File" and select an image from your computer. If you choose another file as the watermark, you can set the "Absolute scale" of the watermark. In this way, the watermark size will not change no matter what is the size of your PDF page.



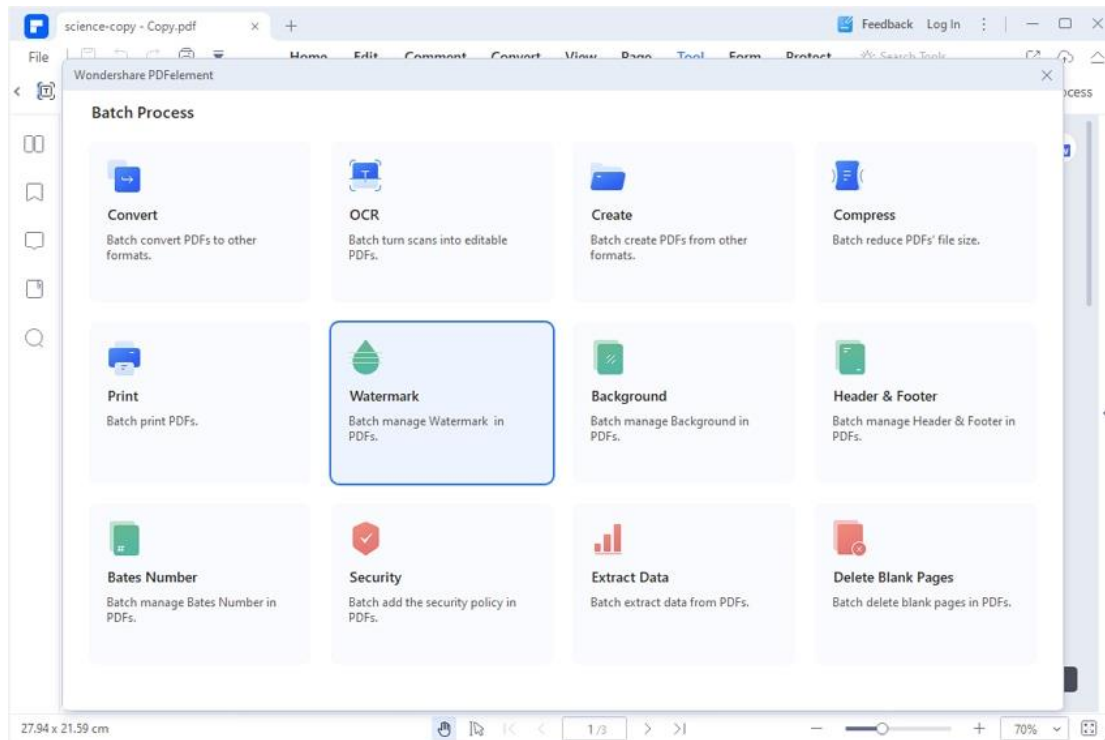
- In the "Setting" option, you can set the rotation degree and opacity by clicking the "<>" button. If you choose "behind text", the page content will obstruct your view of some part of the watermark. If you choose "In front of text", the watermark will cover some content, however, you can adjust it via the setting of the opacity of the watermark.
- Set the vertical and horizontal distance between the target page and the watermark.
- Choose the page range and appearance to apply the watermark.
- Click the "Save" button to save a watermark template for your future use. Next time, you can click the "Add Watermark" button to choose the one you want to apply directly without setting again.



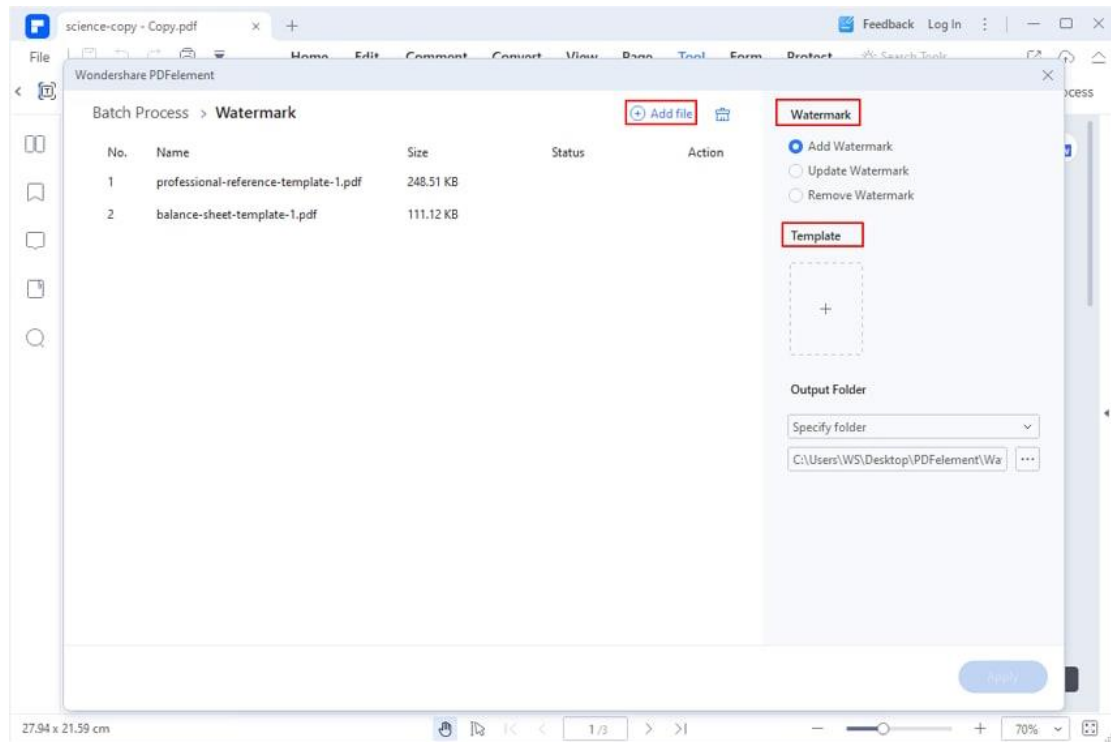
2. Add/remove watermark for a batch.

PDFelement supports adding the same watermark into multiple PDF documents at the same time. Also, it supports removing watermarks from PDFs in batches.

- After opening the program, please click the "Tool" > "Batch Process" button.
- Click on the "Watermark" tab to drag and drop the selected PDF files for the operation.



- If you have not saved any watermark template yet, you cannot do the batch process. So, you can click the " + " button on the bottom of the pop-up window to set and save one template first. On the other hand, if you want to remove the watermarks, you can click the "Remove Watermark" option.
- Click the "Apply" button to begin the process.

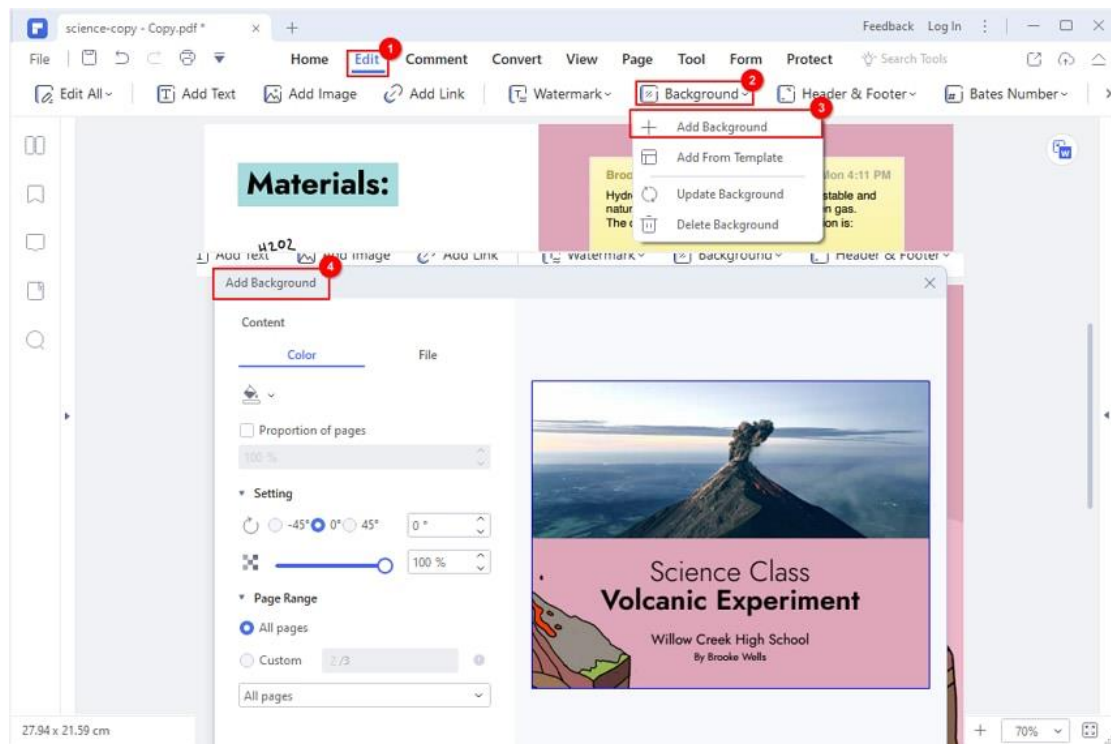


How to change background in PDF.

With PDFelement, you can easily handle PDF editing related issues. For instance, how to change the background in PDF?

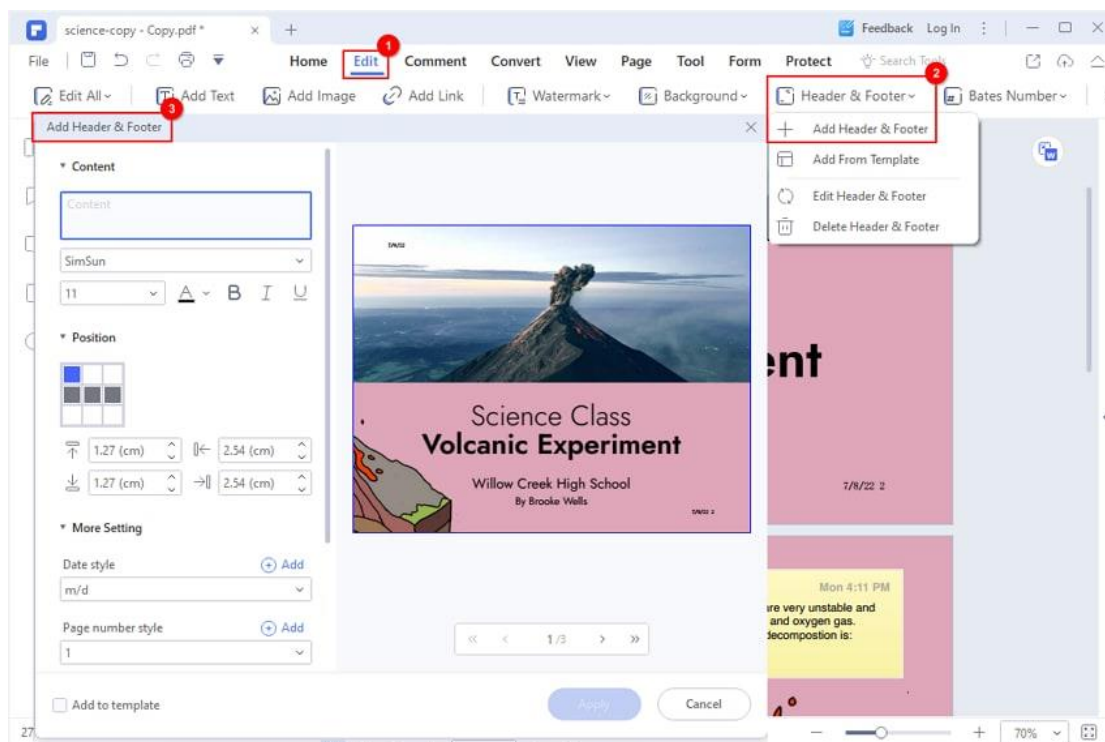
To add a new background, you can choose the "Edit>Background>Add Background" button. In the "Add Background" dialog box, there are two options of background type, including "Color" and "File", and you choose one of them to set a template.

- If you choose to set a color as the background, you can just click "Color" to set the background in the "Add Background" window. If you want to make an image or PDF file as the background, you need to click the "File" button in the "Add Background" window.
- Click the "<>" button to set the appearance by choosing the rotation degree and the opacity. You also can choose to make the scale relative to the target page or not.
- Choose the page range to display the background. You can select all pages or specify the page range. You can also add backgrounds in batches.

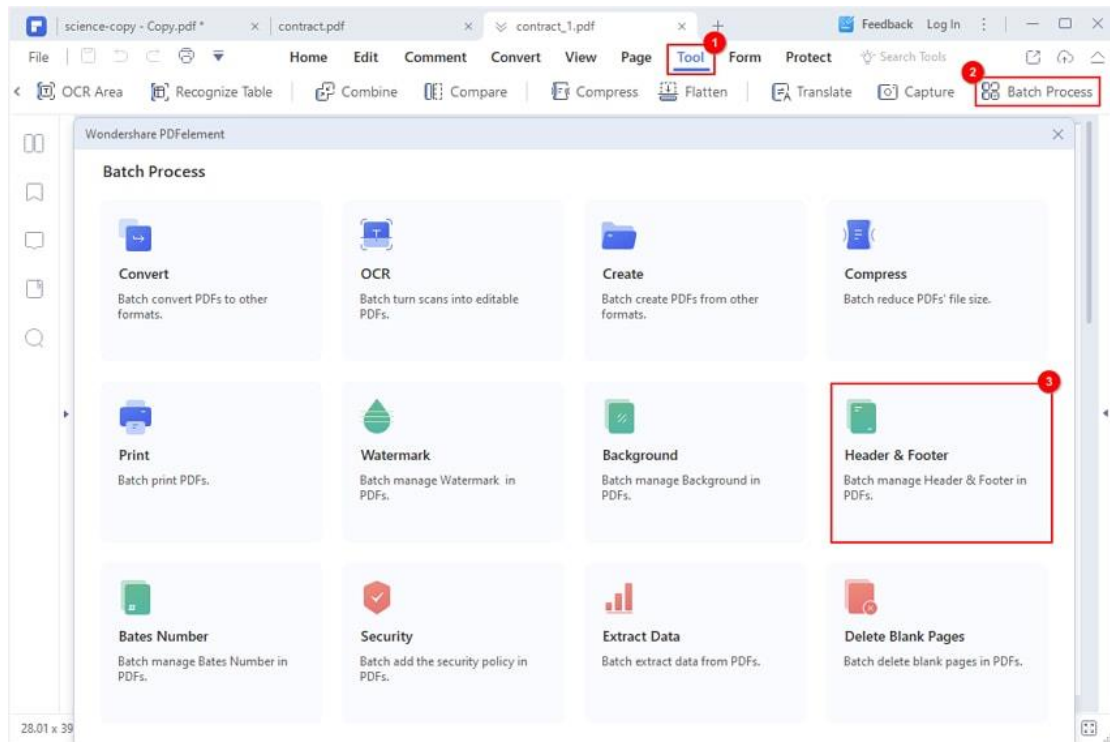


How to add header or footer to PDF.

You can add header and footer in PDF pages by clicking the "Edit" > "Header & Footer" button. You can design your Header and Footer contents in "Content" area, or choose where to put them in the "Position" area. In the "More Setting" area, you can select the date style, page number style or start page number. What's more, you can add a header and footer in batch by clicking "All pages" in the "Page Range" area.



To add header and footer in batch, you can also click on "Tool>Batch Process>Header & Footer".



How to add bates number to PDF.

Bates Number is used to label a page, allowing for easy searching and accounting for pages in a PDF, which is a helpful tool usually used to handle legal documents. The Bates numbering tool in PDFelement allows you to create a unique number for PDF pages, including a number, a prefix, and suffix, assisting you in recognizing the subject of the documents. In addition, you can remove the unwanted Bates numbers as you wish.

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[01 Add bates number for a single PDF](#)

[02 Add bates numbers from a template](#)

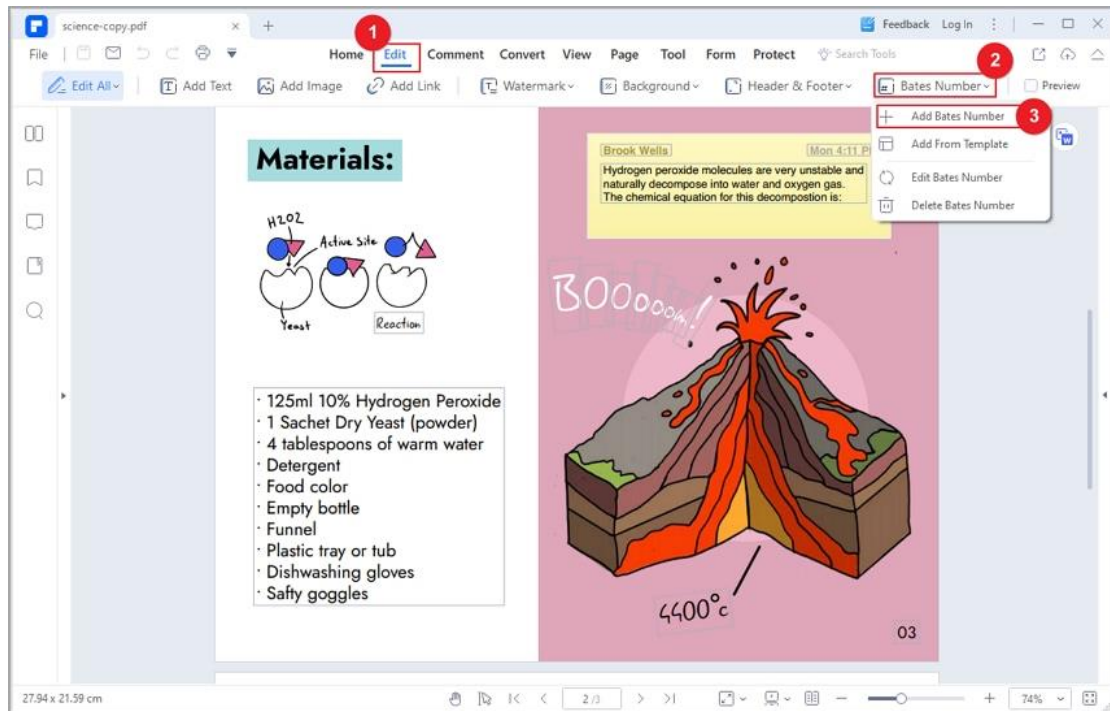
[03 Edit bates number](#)

[04 Delete bates number](#)

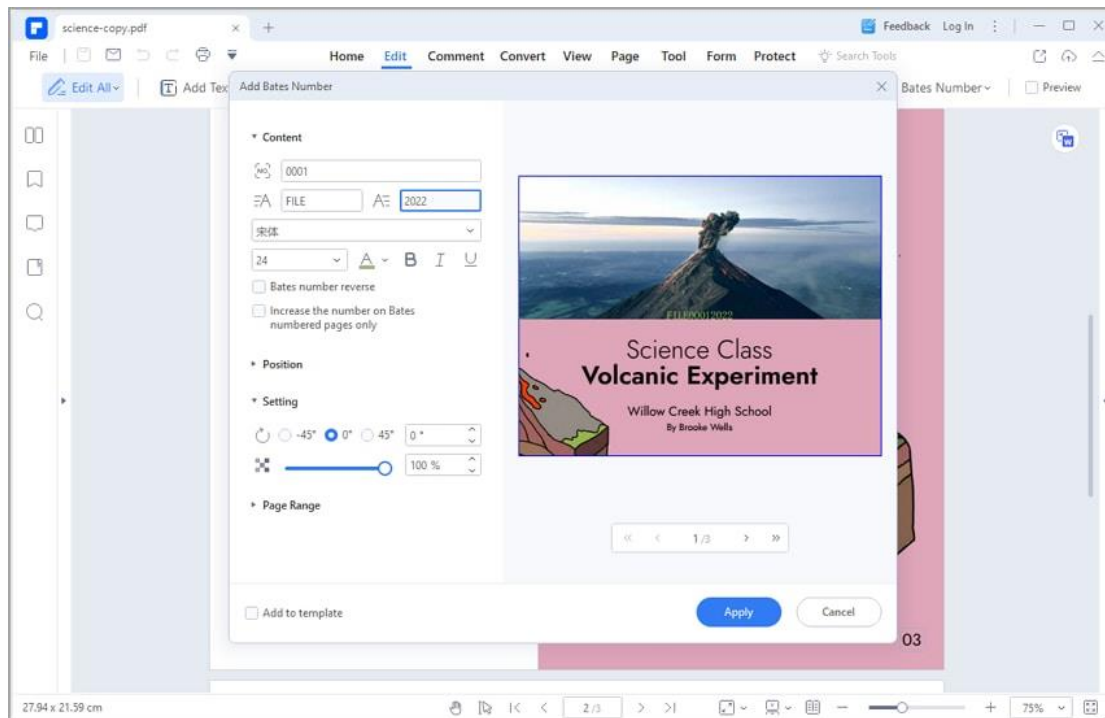
[05 Add bates number for batch](#)

1. Add bates number for a single PDF.

After opening your PDF file in the program, please click the "Edit" > "Bates Number" > "Add Bates Number" button.



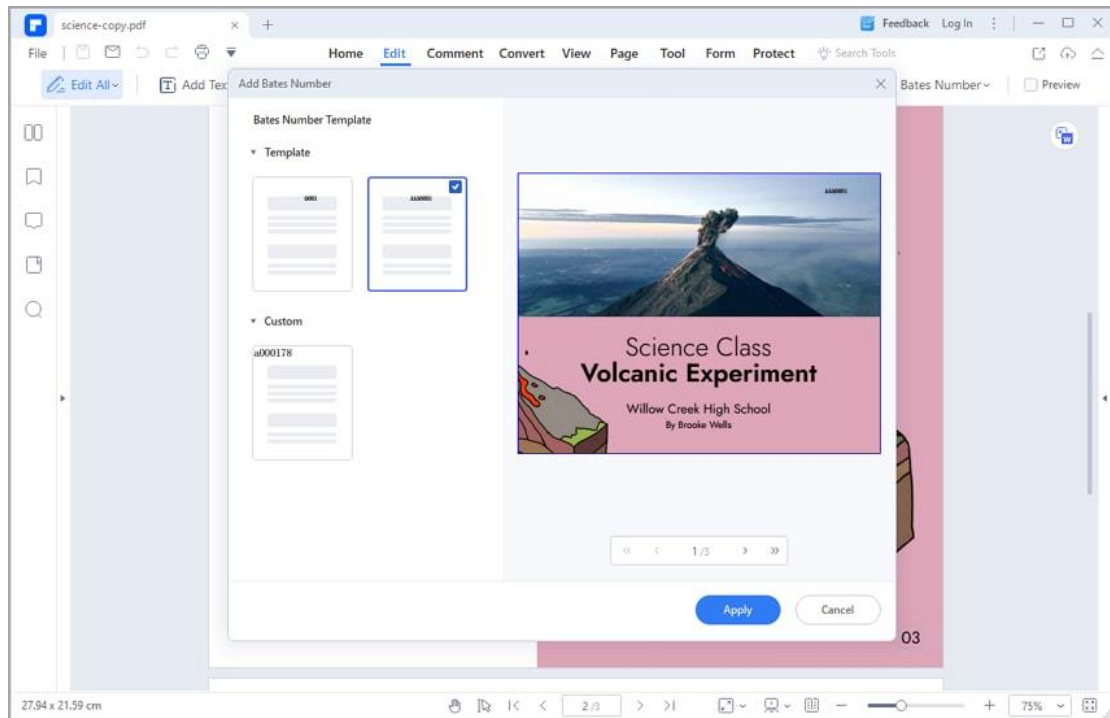
In the pop-up Add Bates Number window, you can set a Prefix, Start At, and Suffix for your pages. Also, you can select the font, appearance, position, and page range to apply for the Bates number. After modifying the settings, click "Apply".



- **Content:** Set the number of digits and the start number of the Bates number. The Prefix is the text appearing before the Bates number, while the Suffix is the text after the Bates number. For example, the start number is 0001, the Prefix is FILE, and the Suffix is 2022. Therefore, the Bates number of the first selected page will be FILE00012022.
- **Bates number reverse:** Sort the Bates number in reverse order.
- **Increase the number on Bates numbered pages only:** Add continuous Bates number on selected pages only.
- **Add to template:** Create a Bates number template for your future use.

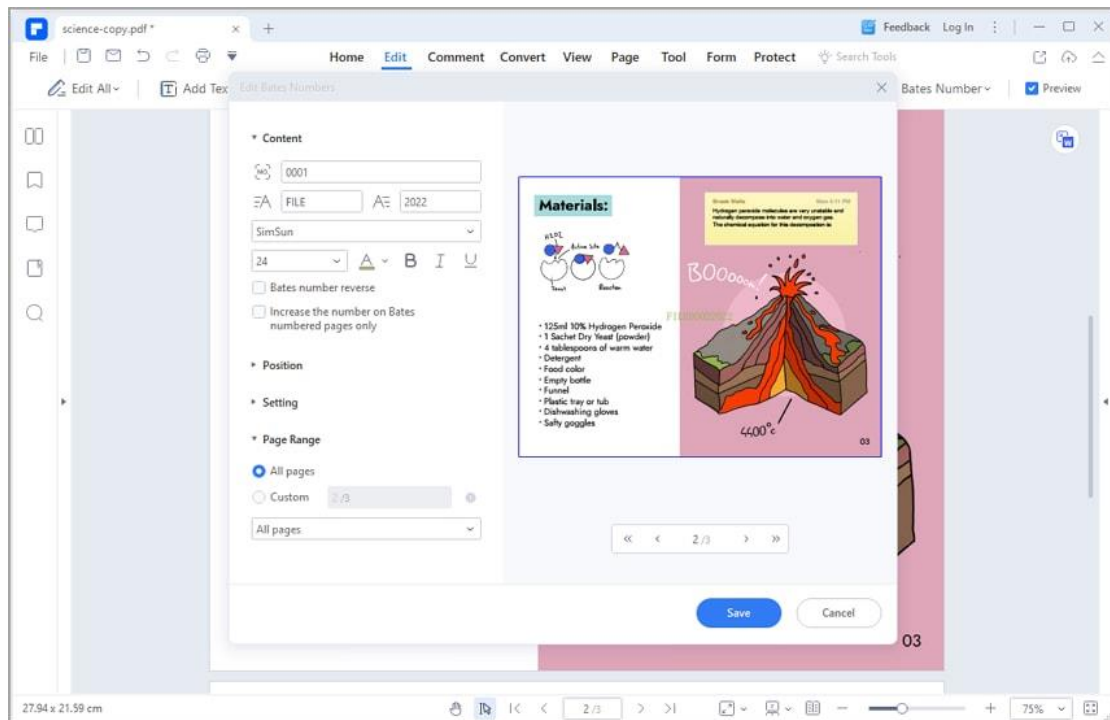
2. Add bates numbers from a template.

Click the "Edit" > "Bates Number" > "Add From Template" button to easily add Bates number from preset templates without adjusting the setting again.



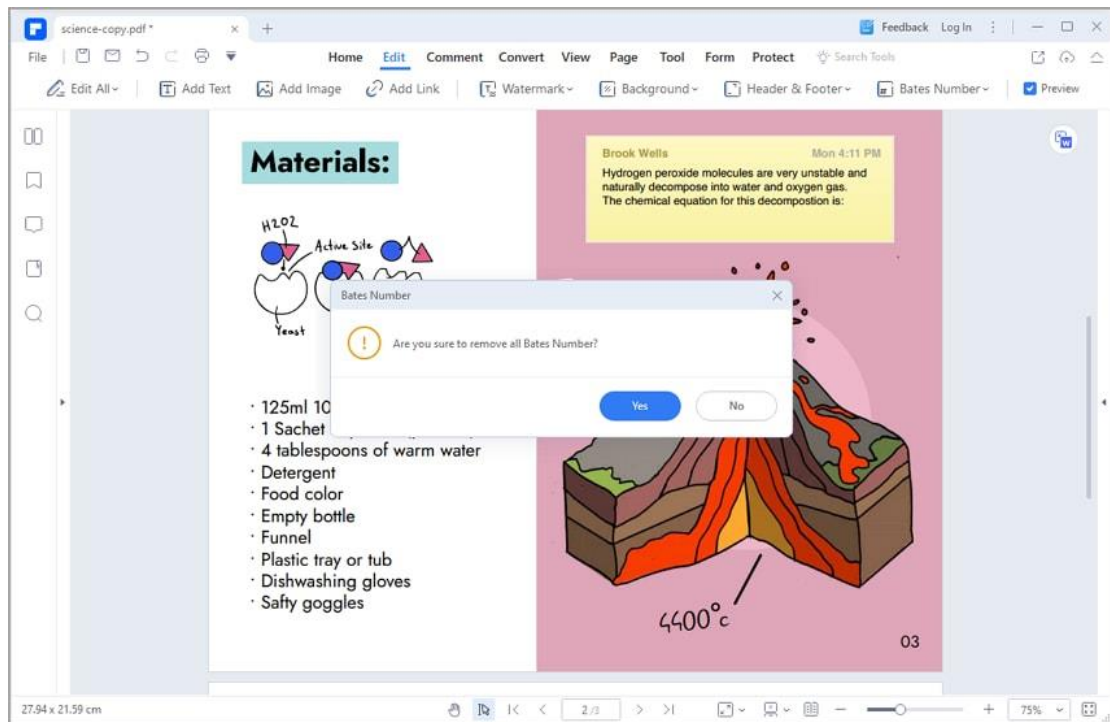
3. Edit bates number.

Click the "Edit" > "Bates Number" > "Edit Bates Number" button to modify the existing Bates number. Click "Save" to apply the changes after adjusting the settings.



4. Delete bates number.

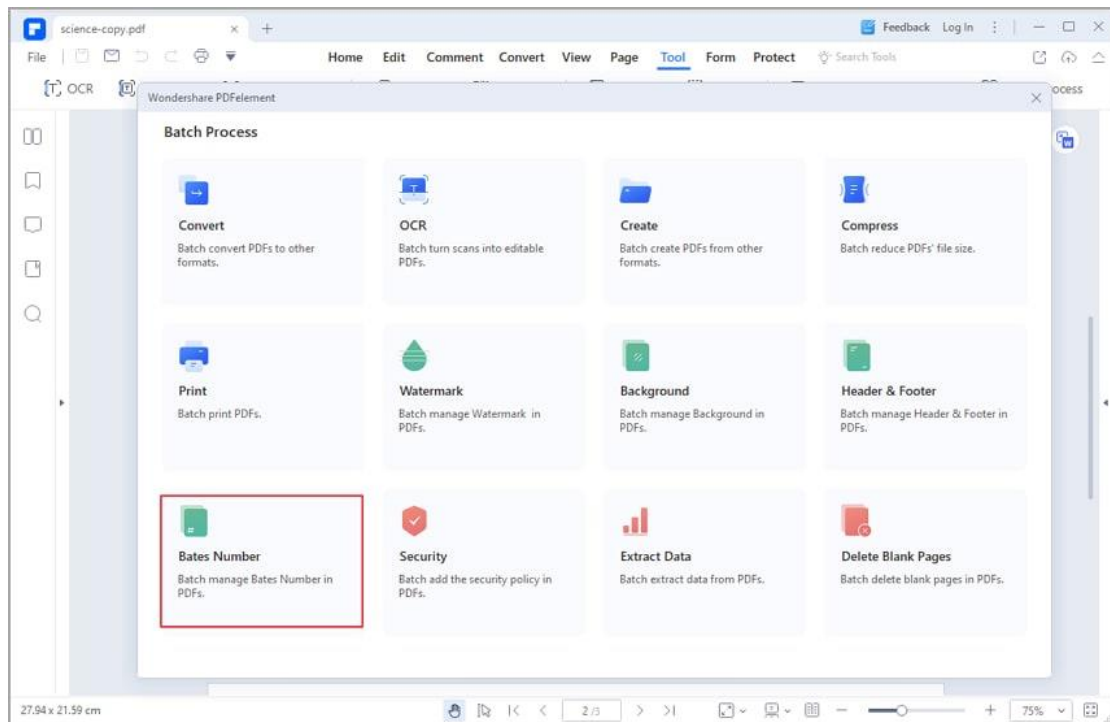
Click the "Edit" > "Bates Number" > "Delete Bates Number" button to delete the Bates number of the current file. A reminder will pop up to let you confirm the deletion.



5. Add bates number for batch.

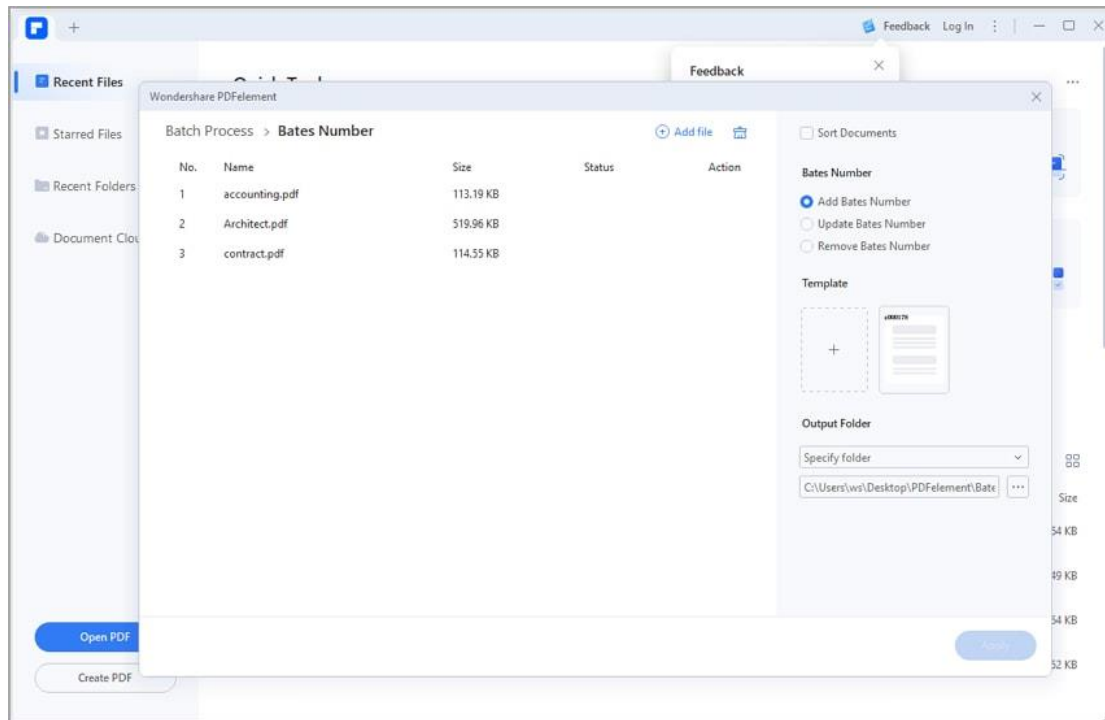
PDFelement supports adding Bates number to multiple PDF files at the same time.

- After opening your PDF file in the program, please click the "Tool" > "Batch Process" button or directly click the "Batch Process" box on the start page.
- Click the "Bates Number" tab in the pop-up window.



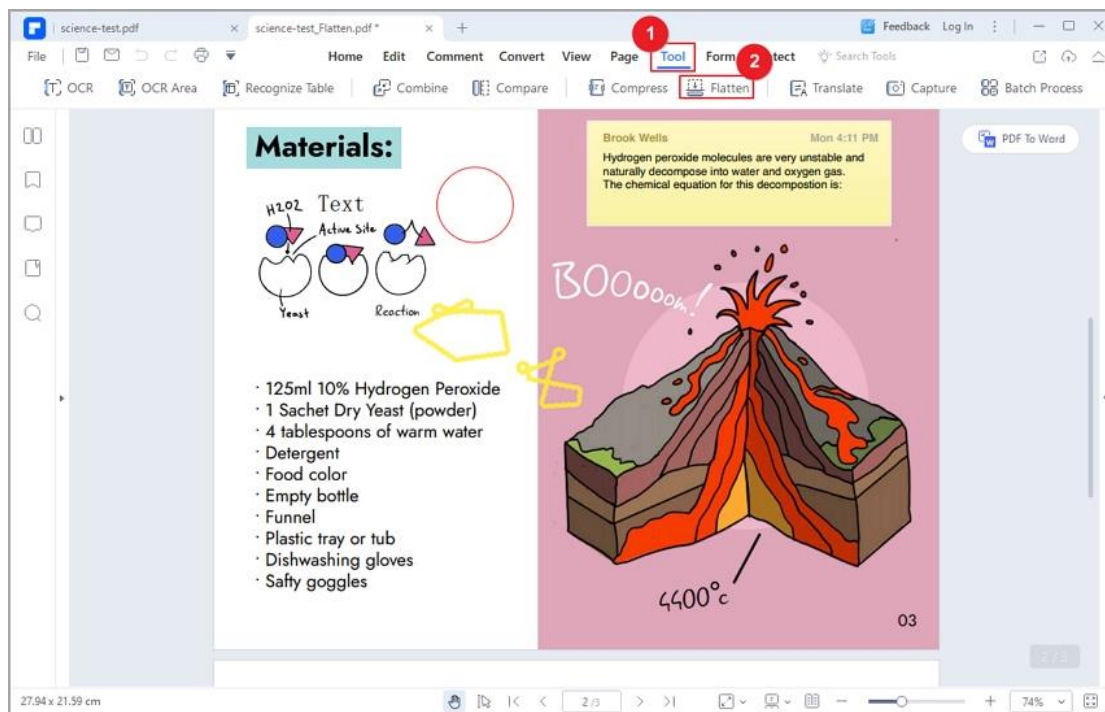
- Add multiple PDF files in the Bates Number window. First, select a template you previously set. If you have not created any Bates number template yet, please click "+" to add a new one first.
- Click the "Apply" button to begin the process.
- **Sort Documents:** If this option remains unchecked, each PDF file added in the window will have its own separate Bates numbering series. If you check this option, a single Bates numbering series will be added to these PDF files according to their listed order.
- **Update Bates Number:** Update the existing Bates number of the selected files.

- **Remove Bates Number:** Delete the existing Bates number of the selected files.



How to flatten PDF.

To flatten a PDF, you can find the "Flatten" button under the "Tool" tab. Click it and the program will flatten the annotations, form fields, and layers in PDF. The flattened PDF file will be automatically open in PDFelement and you can save it on your computer.



Combine PDF Files

How to combine PDF files.

PDFelement supports combining multiple PDF files into one and generating a new catalog page from bookmarks.

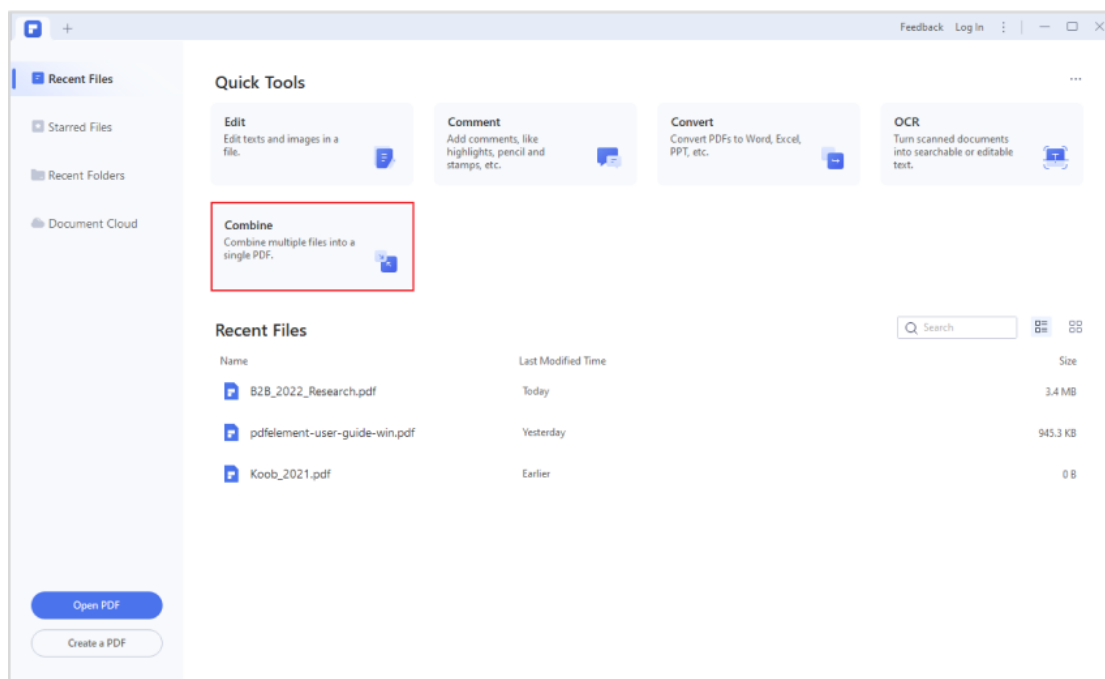
Index

[01 Combine PDFs](#)

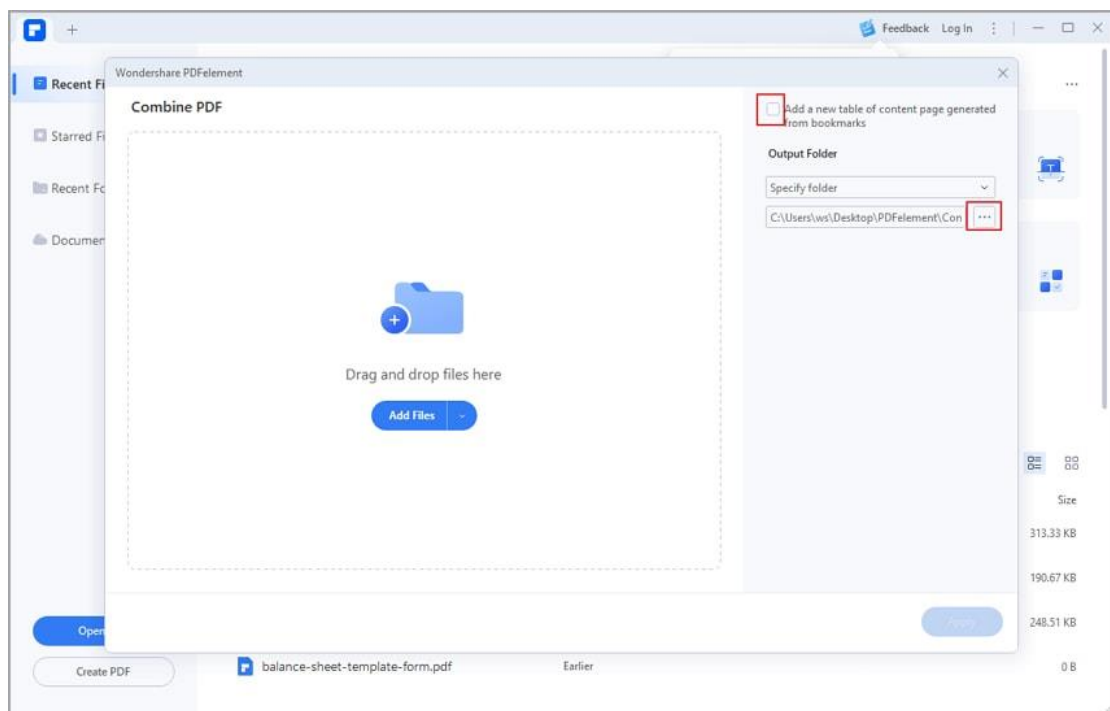
[02 Combine to PDF from different format files](#)

1. Combine PDFs.

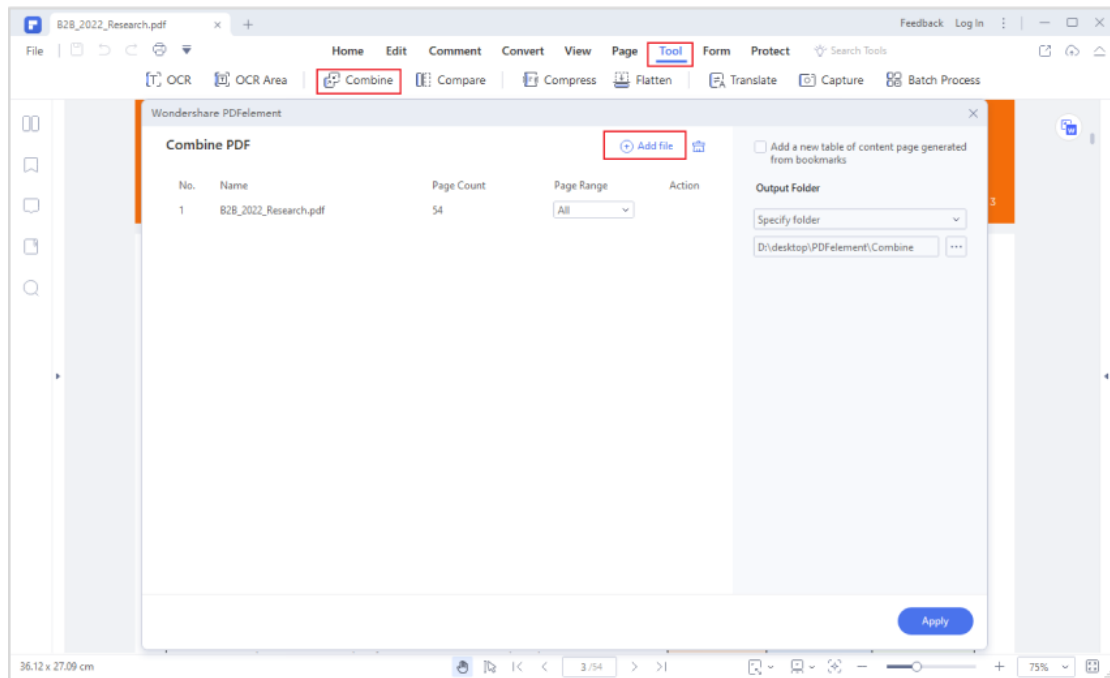
Launch PDFelement, click the "Combine" box on the start page under the Quick Tool tab.



In the new "Combine PDF" Window, drag and drop files or click the "Add Files" button to import the PDF files from your computer. (Tip: To combine attached files from emails, you can directly drag and drop the attachments to the "Combine" Window.)



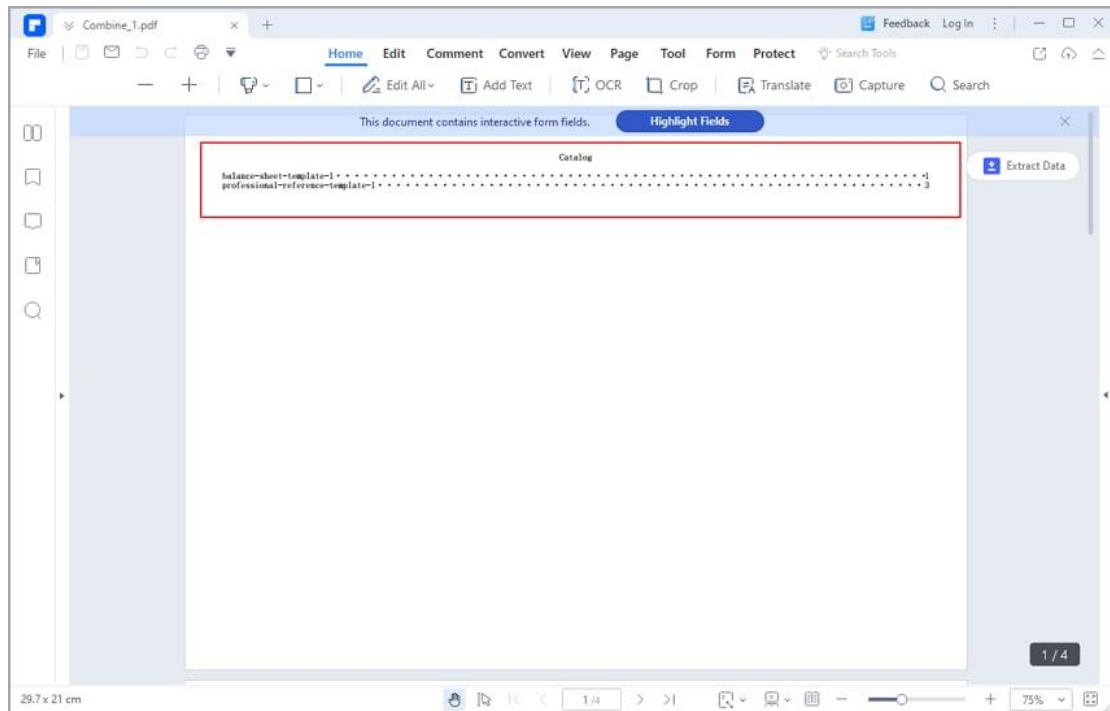
Alternatively, you can open a file you want to combine in the program first, click the "Tool" > "Combine" button in the Toolbar to open the Combine PDF window. Next, click "Add File" to import more other files.



Click "..." to set an output folder for the combined PDF file. In addition, you can select the "Add a new table of content page generated from bookmarks" option as needed.

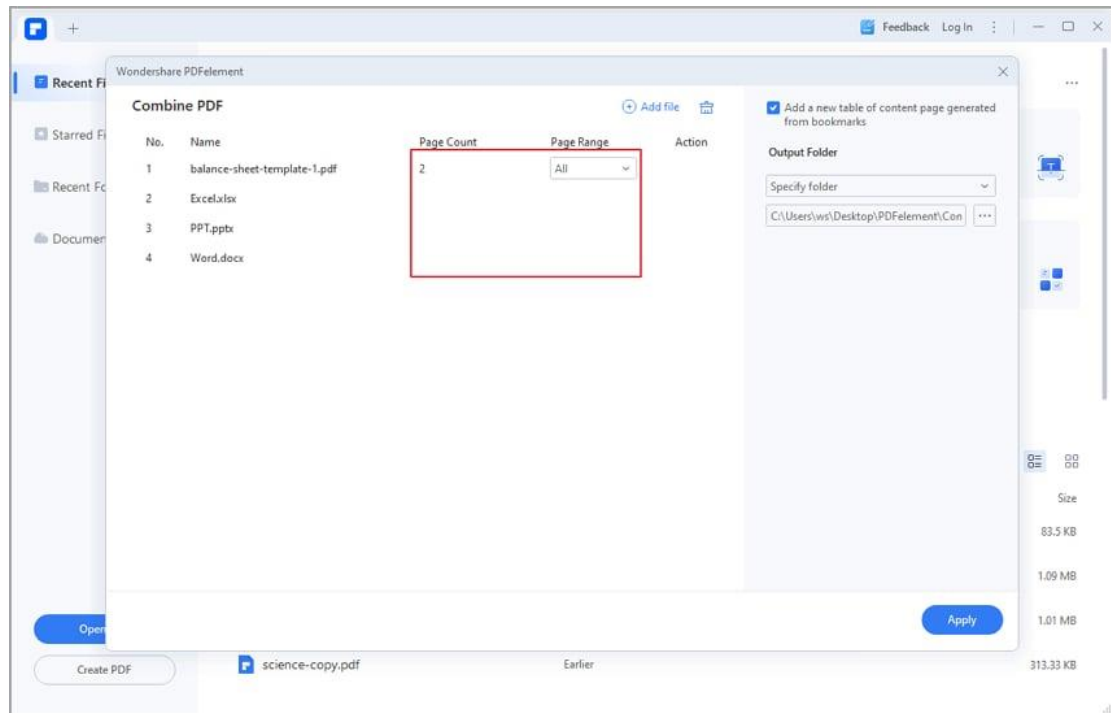
Click the "Apply" button. PDFelement will combine the PDF files you add within a few seconds. Besides, the combined PDF will be automatically open in PDFelement, and you can now edit or manage it as you wish.

Furthermore, if you select to generate a new catalog page from bookmarks when combining files, there will be a new catalog page in your combined PDF, helping you find the target page quickly.



2. Combine PDF from different format files.

You can easily combine files in different formats into a single PDF. The operation method is the same as combining multiple PDF files into one, except you cannot set the Page Range of files in other formats for combination. Therefore, please refer to the previous section for detailed information.



How to combine PDF via right-clicking.

You can combine two or more PDF files into one or combine different types of documents into one PDF (the file formats including Word, Excel, PowerPoint, Text, and images).

Press the "Ctrl" key and select the documents you want to combine to PDF.

Right-click the selected documents and choose the "Combine to PDF" option.

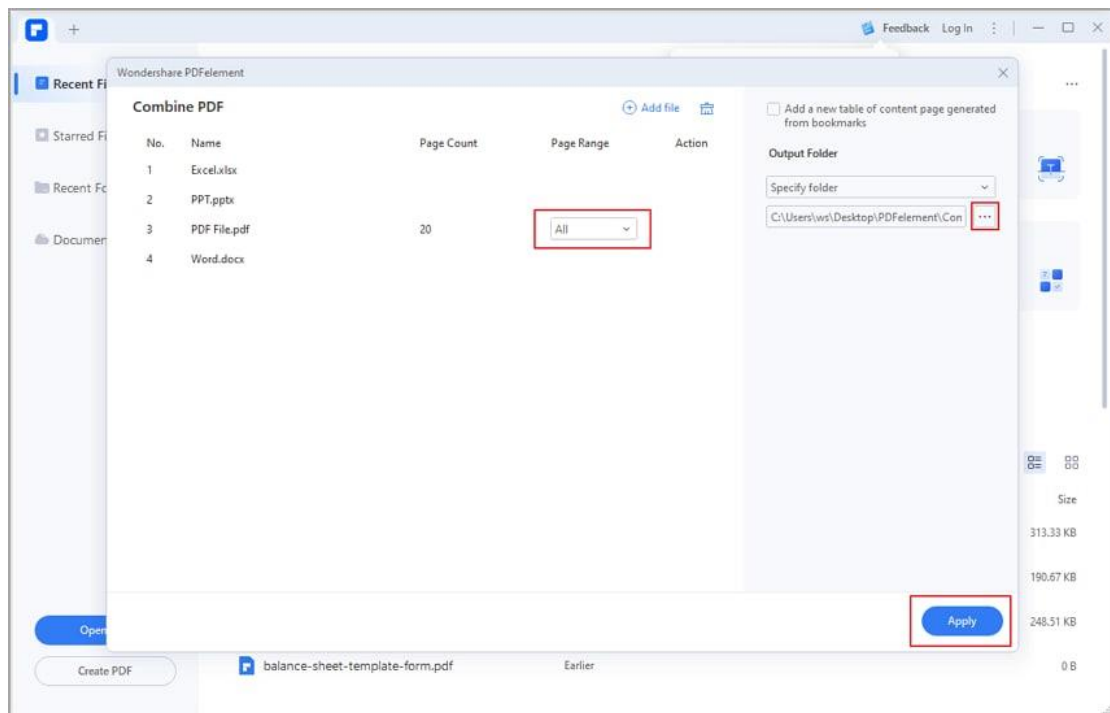


Once you click the "Combine to PDF" option, the Combine PDF window will pop up.

In this window, you can set the "Page Range" of the file(s) in .pdf format for combination, while you cannot set the page range for the files in other formats.

Click the "... " button to select the output folder for the combined PDF file.

Finally, click the "Apply" button to start the combination process.



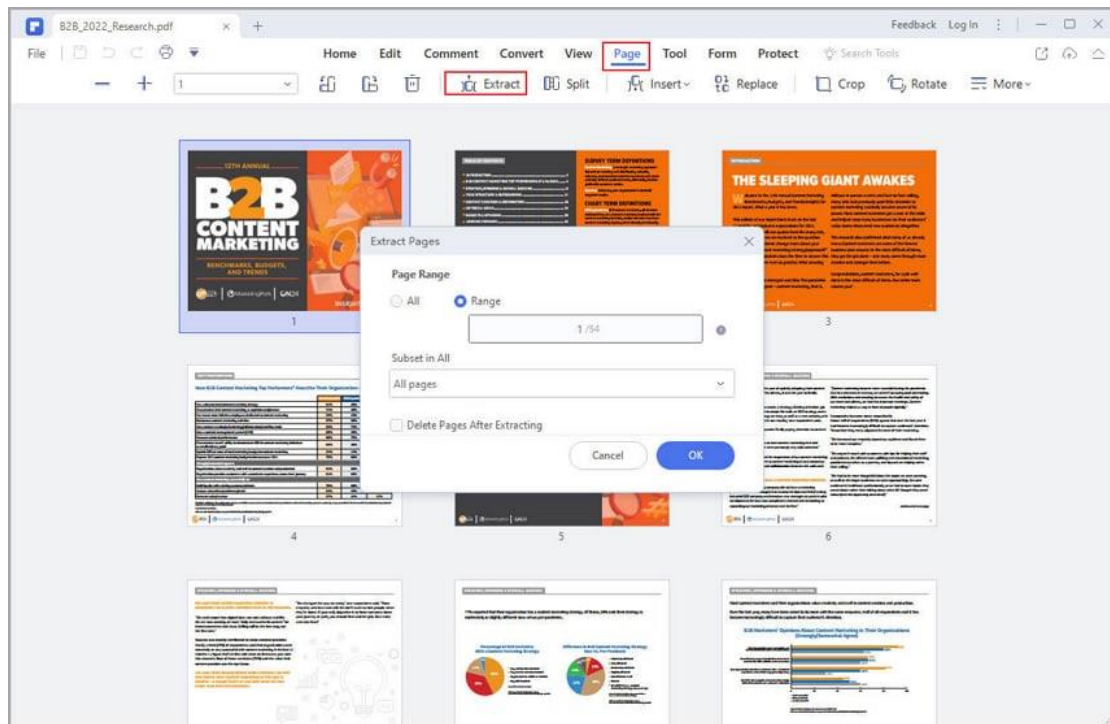
Organize PDF Files

How to Extract Pages from PDF

Extraction is the process of reusing selected pages of one PDF in another PDF.

You can set the page range to extract, and the extracted pages will be generated as a new PDF file and opened in PDFelement automatically.

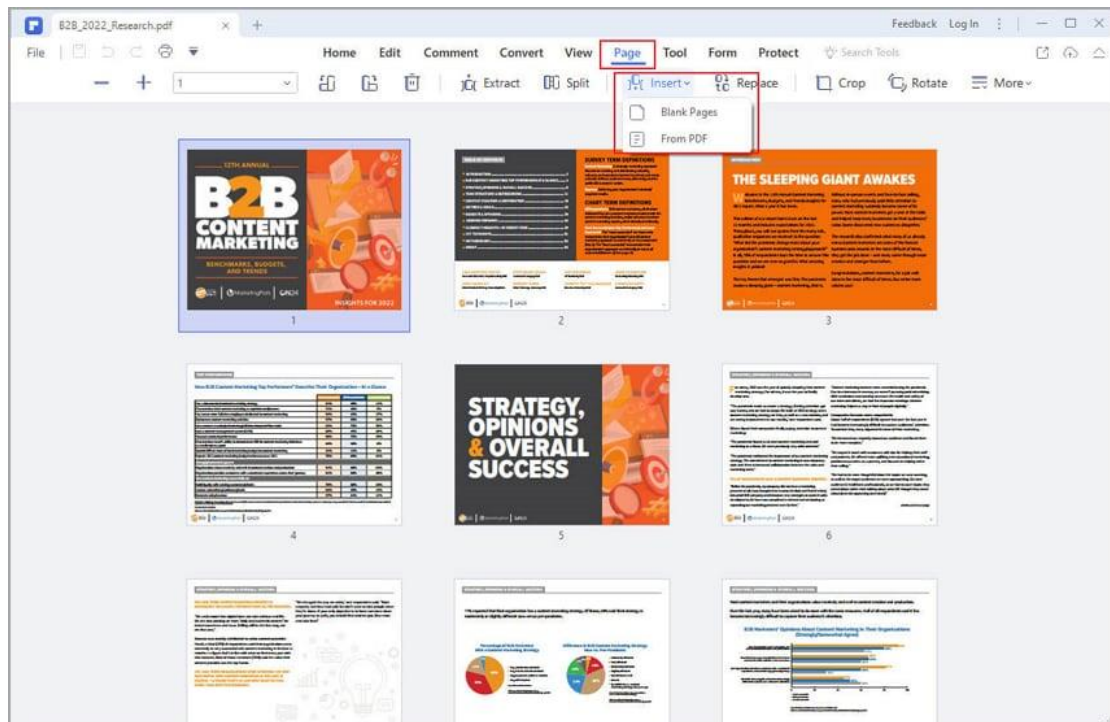
- Click the "Page" menu first.
- Select the "Extract" button and set the page range as you wish in the pop-up dialog window. Alternatively, click the below page thumbnails first (you can press the Ctrl key and select multiple pages) and click the "Extract" button. Next, click "OK".
- Click the "File" > "Save" button to save it as a new PDF on the computer.



How to Insert Page in PDF

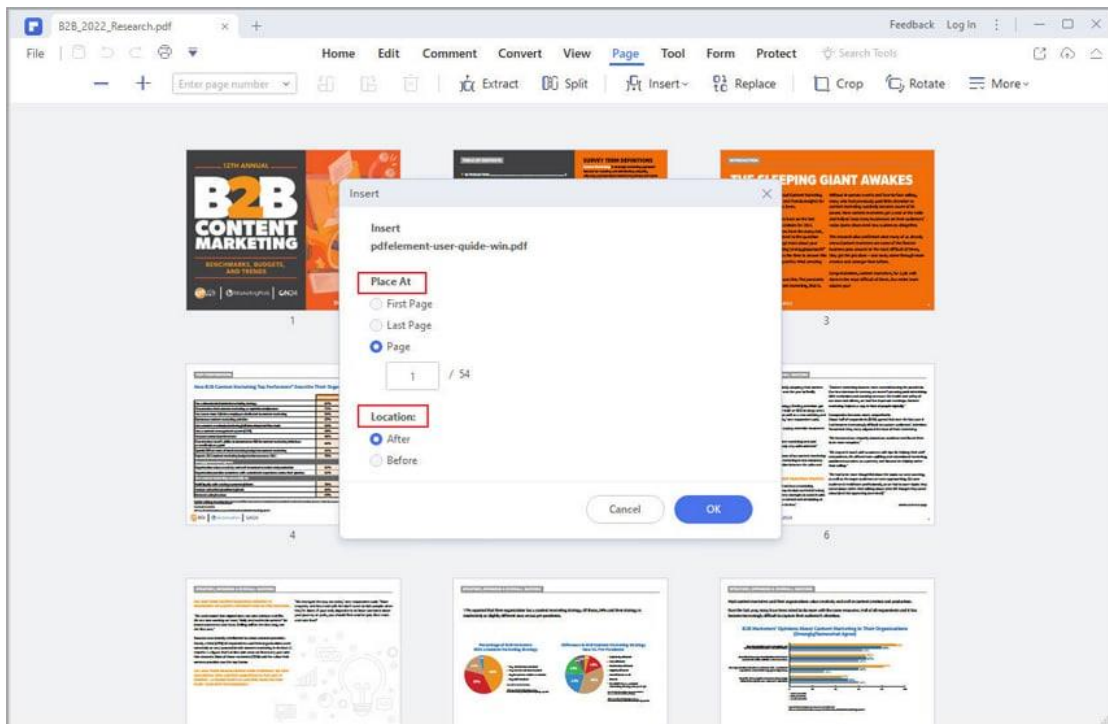
1. Insert blank page.

You can go to the "Page" > "Insert" button and choose "Blank Pages". In the dialog box, set the number of blank pages as needed. By default, the new blank pages will be inserted after the current page in the document. If you want to change the order of the pages, you can drag and move the page.



2. Insert from PDF.

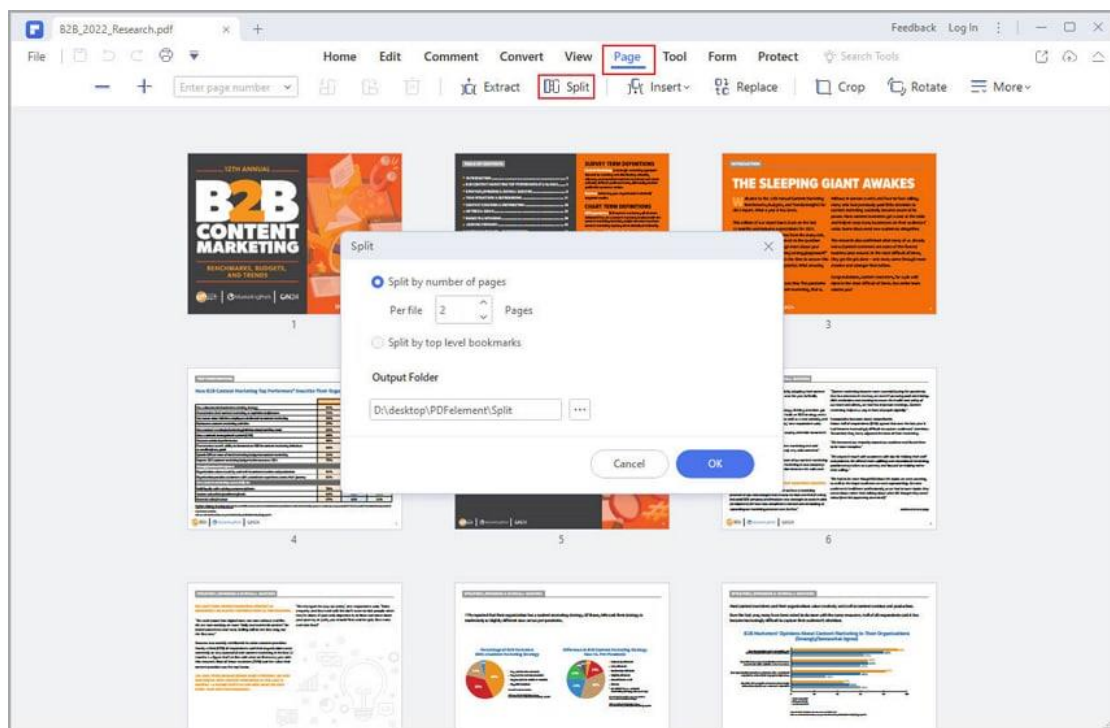
- Choose the "Insert" > "From PDF" button to select the PDF document you wish to insert. Here you can choose the page range that you need from the target PDF and select the location for the inserted pages.



- If you have opened multiple PDF files in the application window, you can drag a page from one PDF Thumbnail Panel and drop to the place where you want to insert into another PDF's Thumbnail Panel.

How to Split PDF File

Click the "Page" > "Split" button and set the number of pages in each split file after clicking the "Split by number of pages" option. The other option allows you to split the file by its top-level bookmarks. Next, click the "..." button to choose the output folder to save the split files.



Tips:

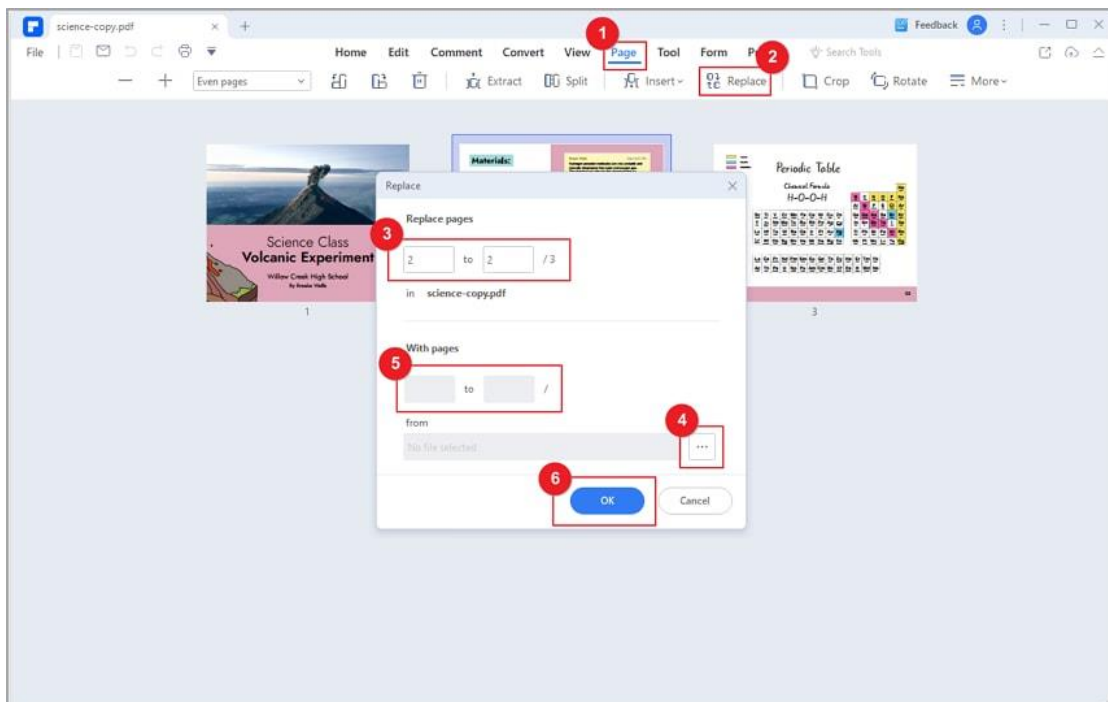
If you want to split each page into a separate PDF file, please enter "1" in the box of "Split by number of pages". In this way, you will get each page as an individual PDF file.

How to replace page in PDF.

You can click the page(s) you want to replace in the left-side Thumbnail Panel, and right-click to select the "Replace" option in the drop-down menu.

Alternatively, you can click the "Page" > "Replace" button.

In the pop-up "Replace" dialog box, you can set the page range of the current PDF file, click the "..." button to browse and select the replacement PDF, and set the page range of the replacement PDF. Next, click "OK" to start the replacement.



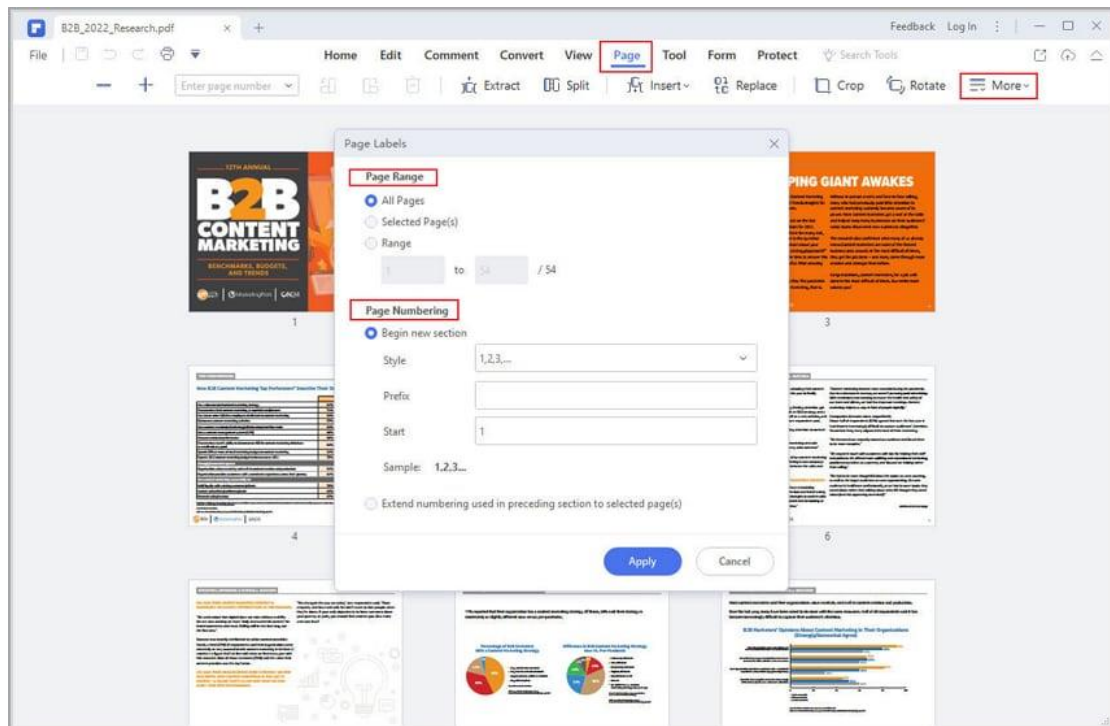
PDF pages labels.

The page numbers on the document pages do not always match the page numbers below the page thumbnails. Pages are numbered with integers, starting with page 1 for the first page of the document. Because some PDFs may contain front matter, such as a copyright page and table of contents, their body pages may not follow the numbering shown in the Page Navigation toolbar.

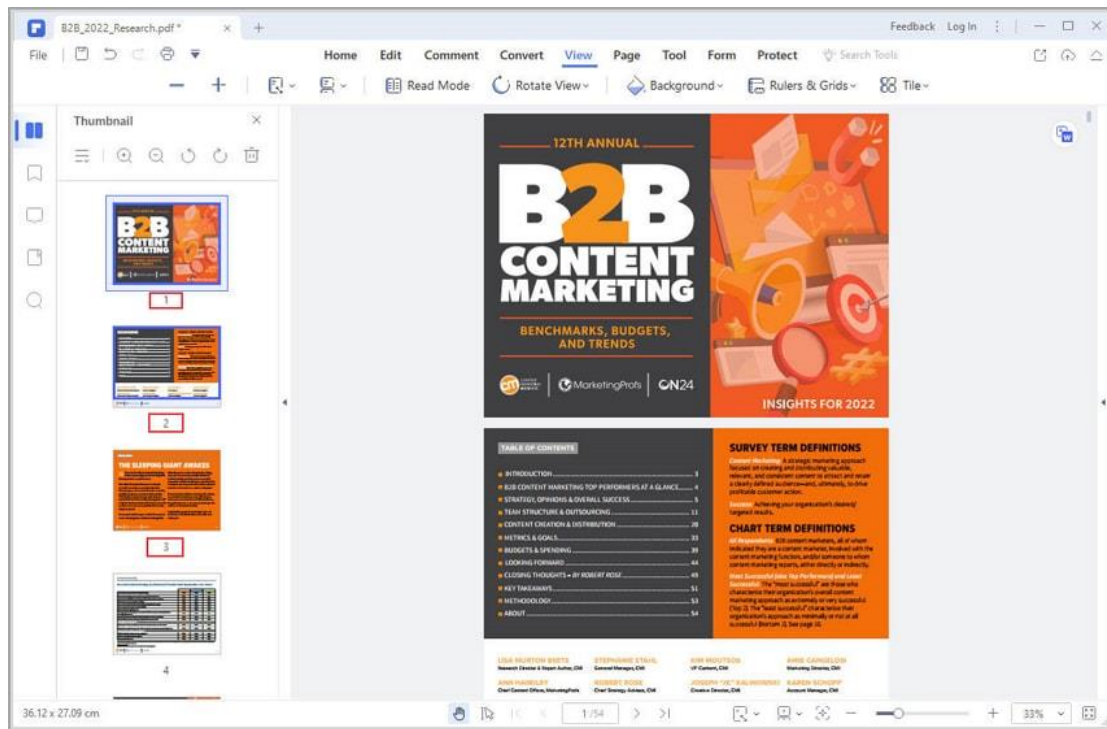
You can number the pages in your document in a variety of ways. You can specify a different numbering style for a group of pages, such as 1, 2, 3, or i, ii, iii, or a, b, c. You can also customize the numbering system by adding a prefix. For example, the numbering for chapter 1 could be 1-1, 1-2, 1-3, and so on, and for chapter 2, it could be 2-1, 2-2, 2-3, and so on.

Note:

Using the Page Labels tool affects only the page thumbnails on the Pages panel. You can physically add new page numbers to a PDF using the Header&Footer feature.

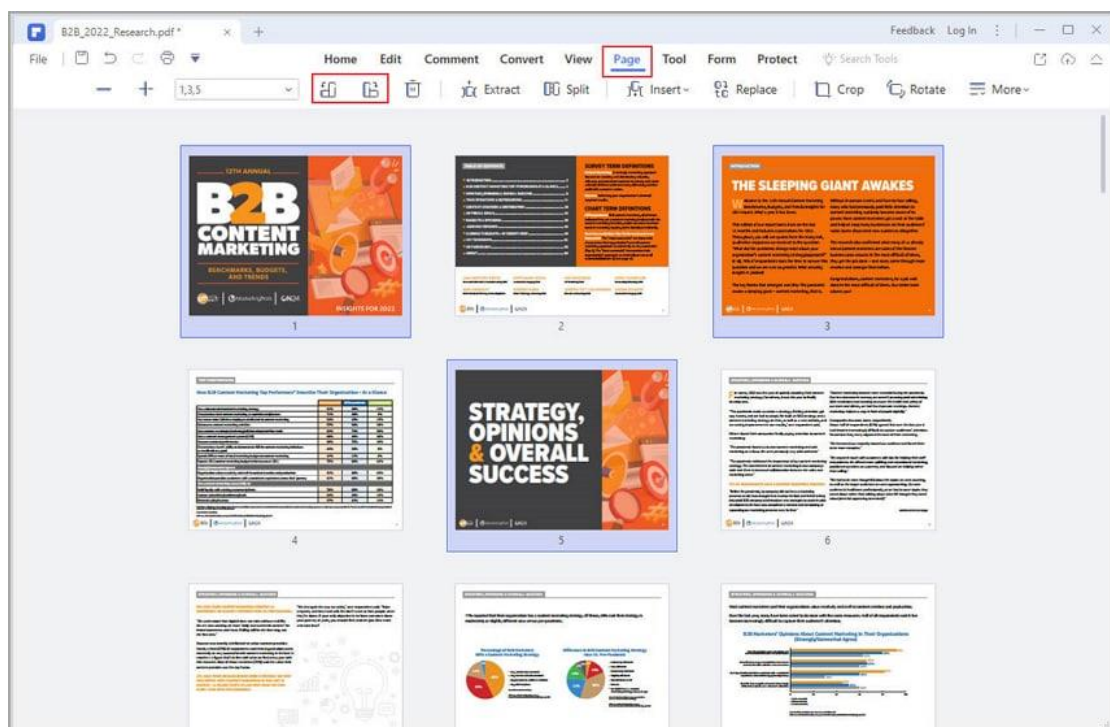


- Click the "Page"> "More" button and select the "Page Label" option in the drop-down menu.
- Set the Page Range and Page Numbering style/prefix as you want in the pop-up window.
- Click the "Apply" button to add the page labels.



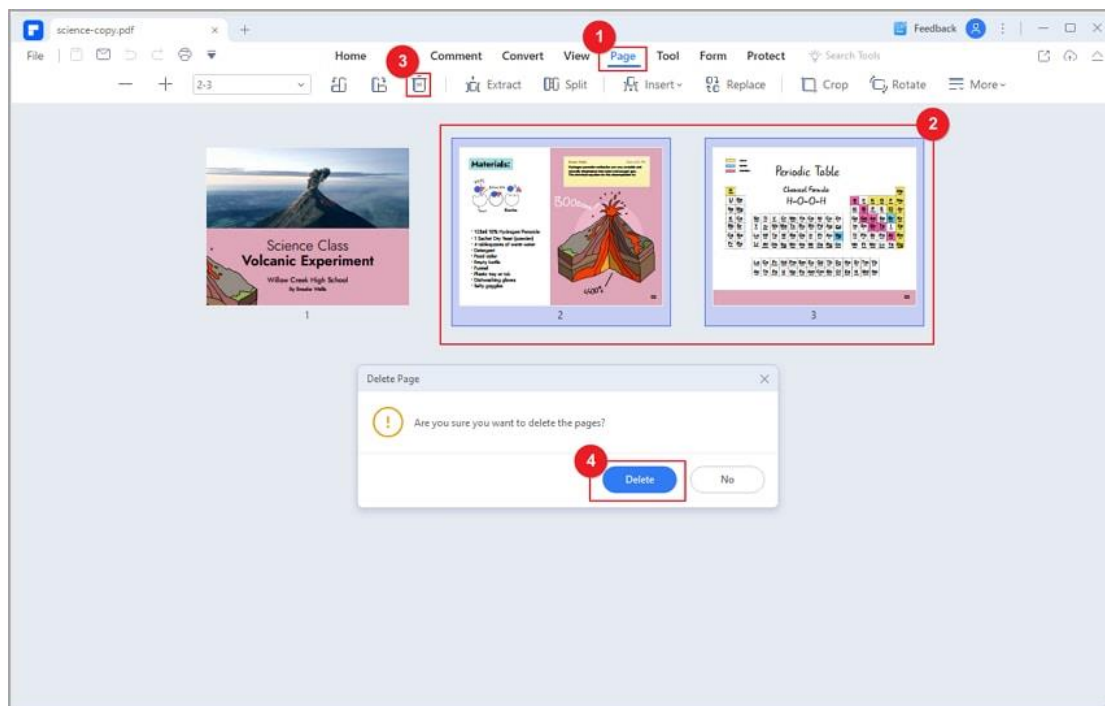
How to Rotate PDF

- Click the page you want to rotate in the left-side Thumbnail Panel, or press the Ctrl key and select multiple pages simultaneously, and then right-click the thumbnail(s) to select the "Rotate" option.
- Alternatively, you can hit the "Page" button, enter the page number in the box to select a page or click the page thumbnail directly, and then you can click the button to rotate it clockwise or counterclockwise.
- Keep pressing the Ctrl key and click multiple page thumbnails, and then you can click the button to rotate multiple pages at once.
- Click the "File" > "Save" or "Save As" button to save the changes.



How to delete pages from PDF.

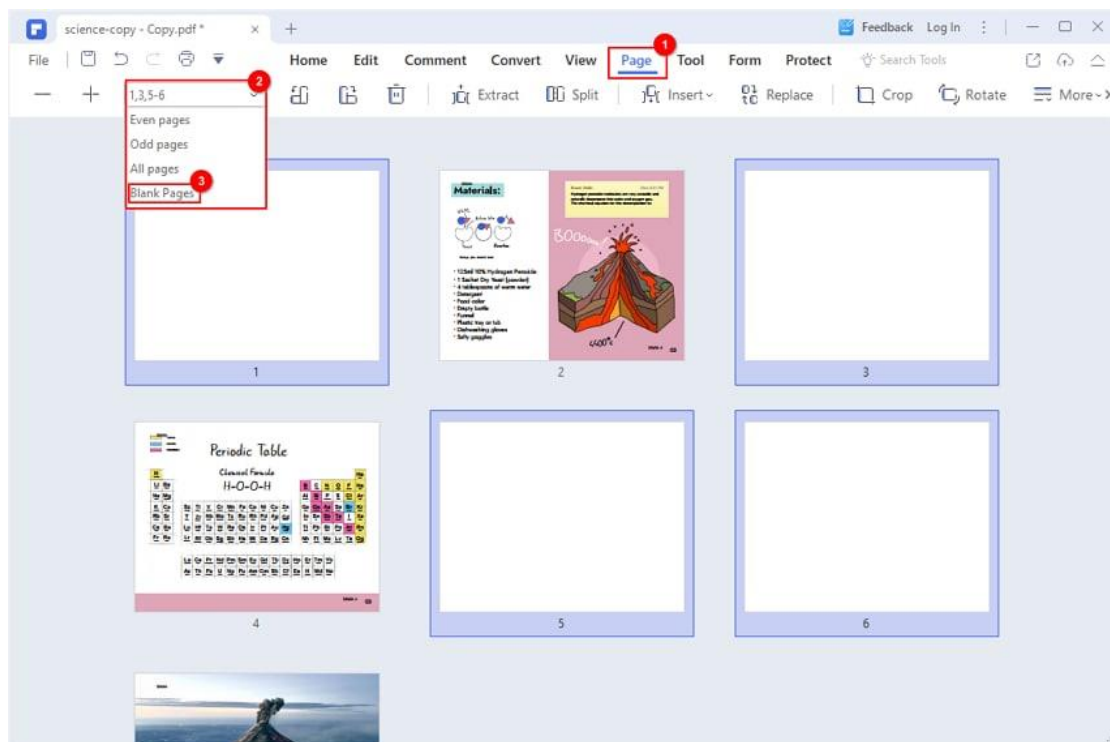
- Click the page you want to delete in the left-side Thumbnail Panel, or press the Ctrl key and select multiple pages simultaneously, and then press the Delete key to remove the page.
- Alternatively, you can hit the "Page" button, enter the page number in the box to select a page or click the page thumbnail directly, and then hit the "Delete" button to remove the page.
- Keep pressing the Ctrl key and click multiple page thumbnails to select more than one page, then click the "Delete" button to delete them.
- Click the "File" > "Save" or "Save As" button to save the changes.



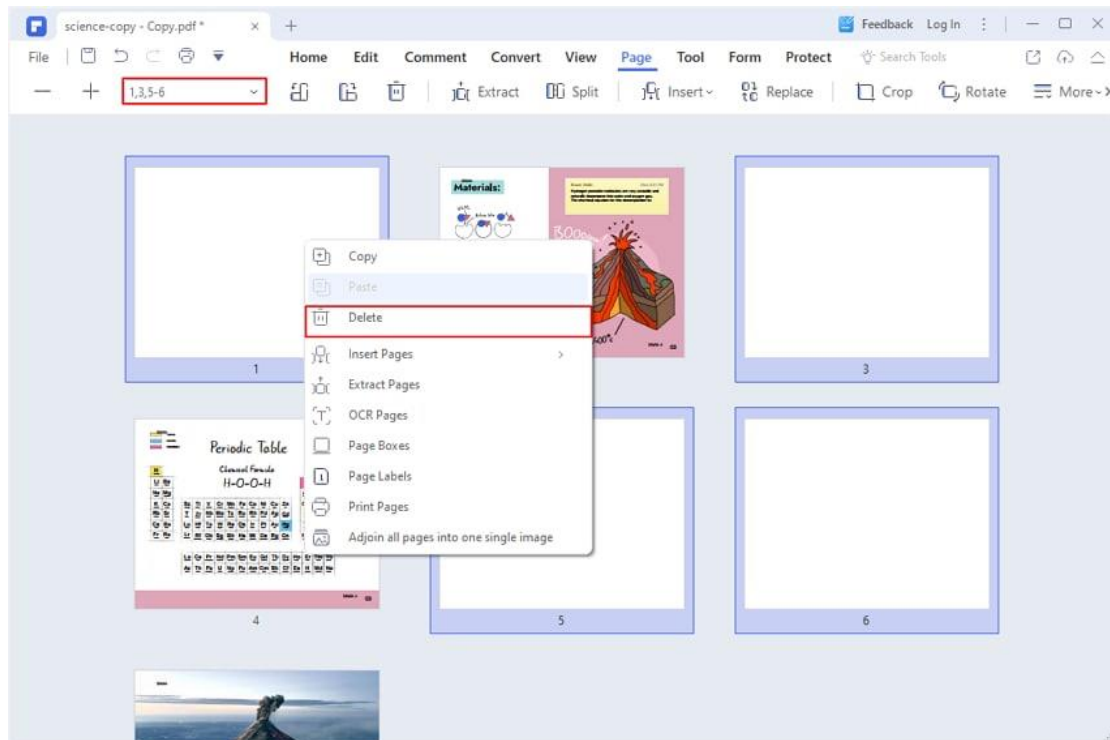
How to delete blank pages from PDF.

It's quite easy to delete single pages by selecting them in the Thumbnail panel and delete each page one by one. But what if there are many blank pages in the document? How to delete blank pages from PDF in batch?

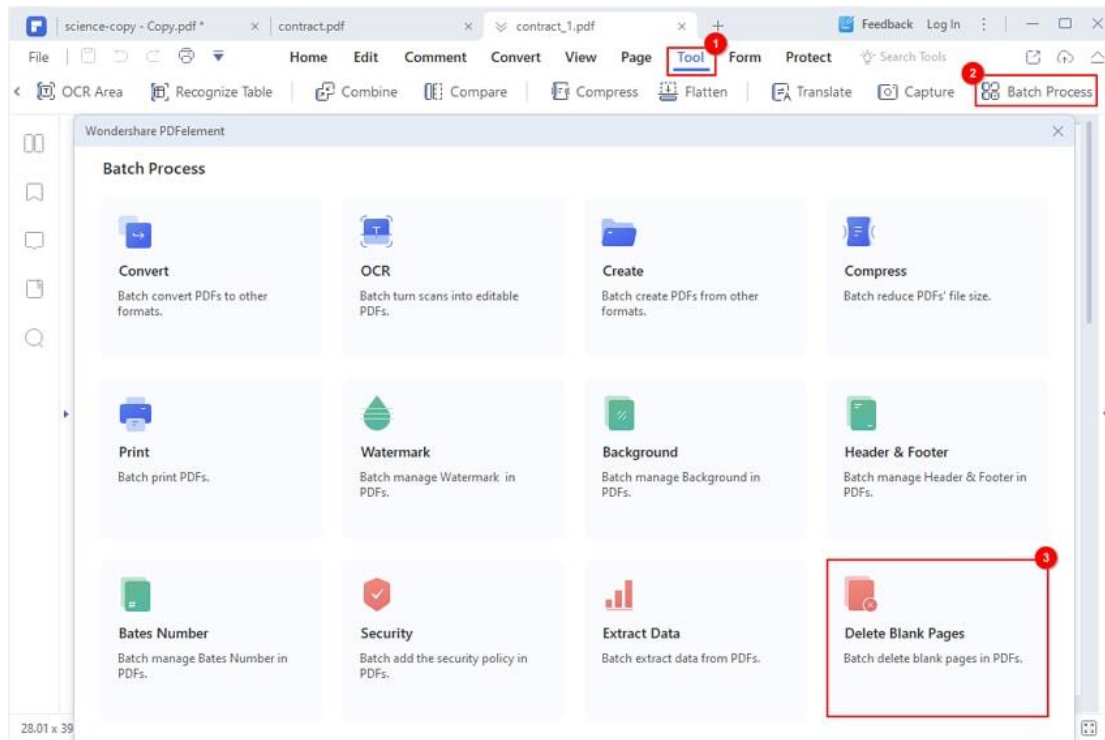
- Click on "Page", tap in "Page Input" box, select the "Blank Pages", then all the blank pages in the PDF will be selected at once.



- After you choose "Blank Pages", the "Page Input" box will show the page number of all the blank pages.
- Right click on any selected blank page, choose "Delete" and you can delete the blank pages from PDF in batch.



- You can also try “Tool>Batch Process>Delete Blank Pages”, then you drag or drop your files with blank sheets to the operating area, and PDFelement will quickly delete all blank page in your files within seconds.



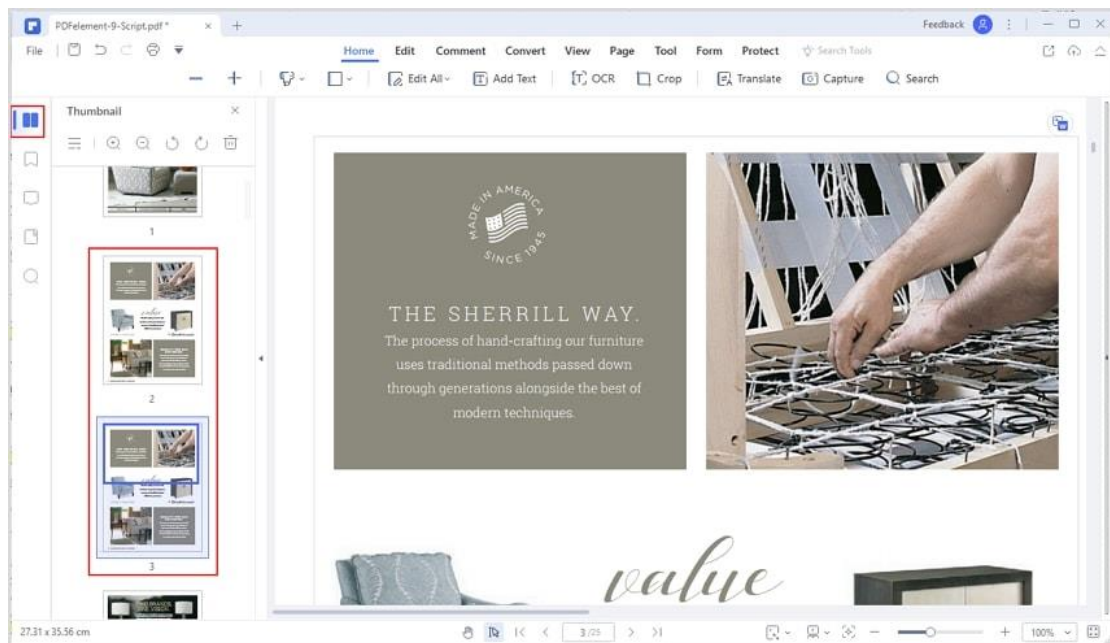
Contact Support

Still have confusion or any suggestions? Please contact support and we will reply within 24 hours.

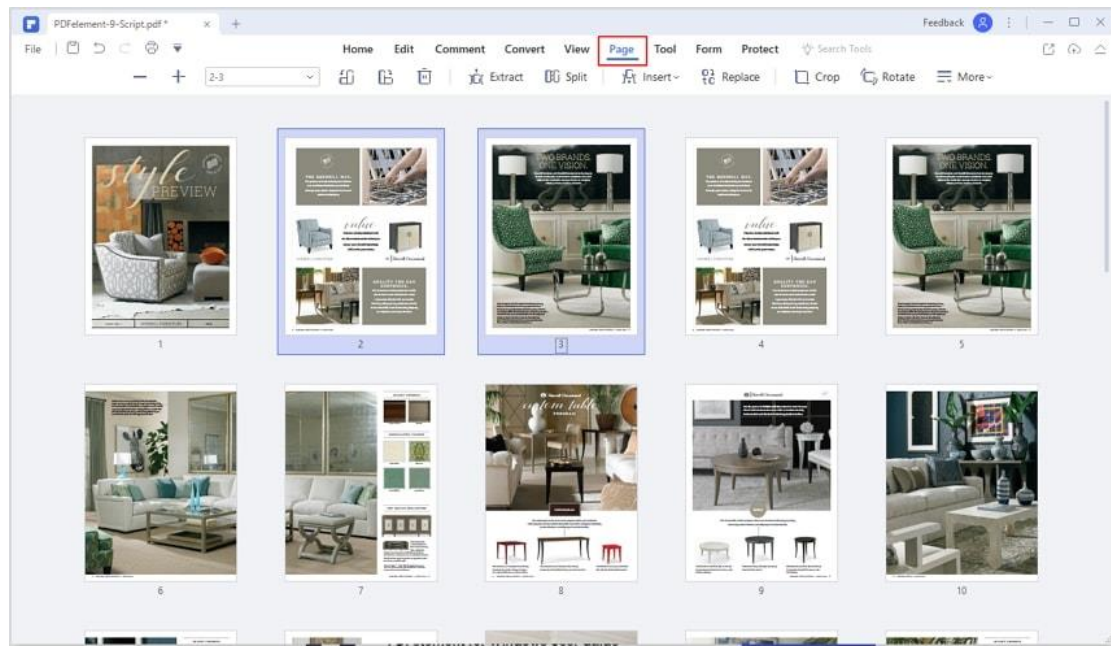
How to duplicate PDF page.

There are two methods to duplicate the page(s) in the program.

- 1. In the left-side Thumbnail Panel, click the page or hold the Ctrl key and select multiple pages at the same time, then press Ctrl+C and Ctrl+V to copy/paste the selected page(s).



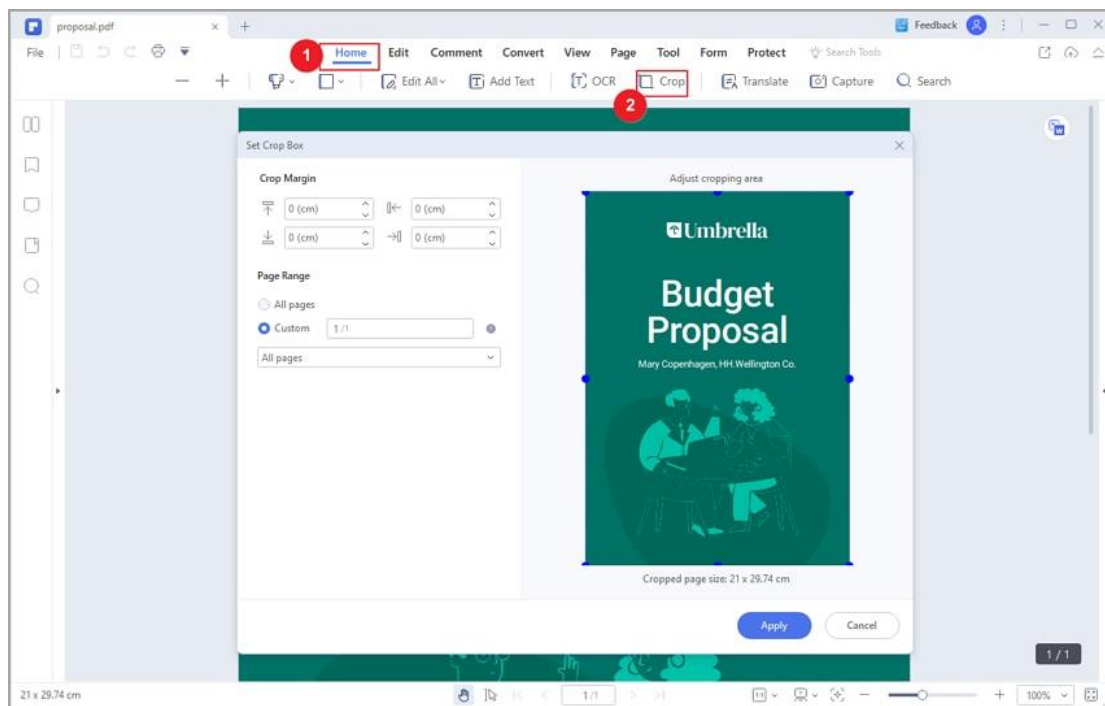
- 2. In the "Page" menu, please click the page or hold the Ctrl key and select multiple pages at the same time, then press Ctrl+C and Ctrl+V to copy/paste the selected page(s).



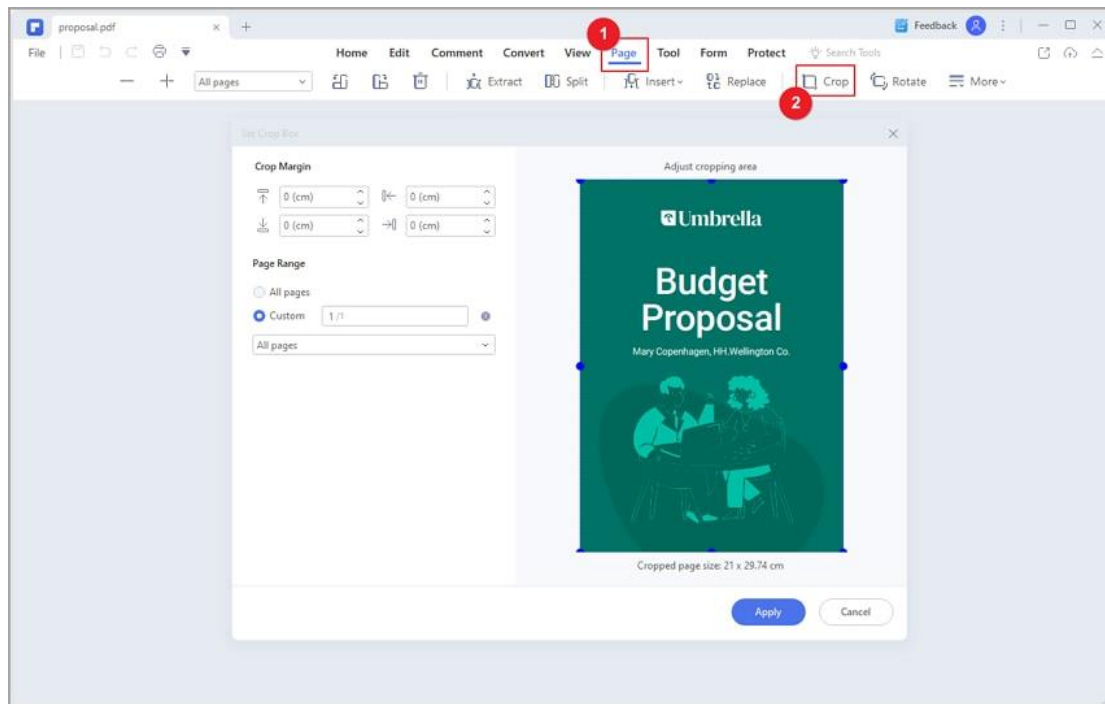
How to crop PDF.

1. Crop pages.

After clicking the "Home">"Crop" button, you will get the pop-up "Set Crop Box" dialog. Here you can drag the eight blue squares in the dashed box to adjust the cropping area. You can also enter the accurate parameters in the Crop Margin area. Then select the Page Range that you want to crop, and finally, click the "Apply" button to crop.



Alternatively, you can access the Crop tool from the Page tab and adjust crop settings accordingly.



2. Page boxes

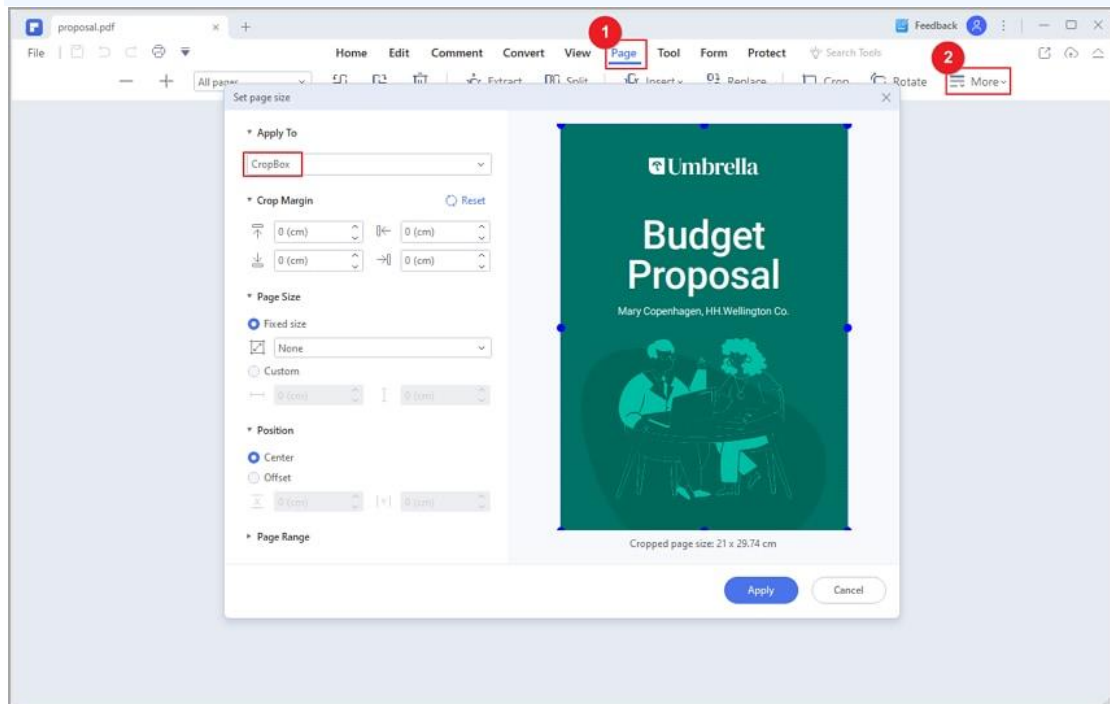
You can adjust the visible page area using the Page Boxes tool and the Set Page Size dialog. In addition, cropping pages can help you create consistency within a PDF composed of pages of different sizes.

- Click the "Page" > More button.
- Select the "Page Boxes" option in the drop-down menu. The Set Page Size dialog pops up, showing the margin measurements of the cropping rectangle and the page to be cropped. You can override the crop area you defined, making new selections in the dialog box.
- To apply these settings to additional pages, customize the page range or click "All" under Page Range.

- Click "Apply" to crop the page or pages.

Note:

Cropping does not reduce file size because the information is merely hidden, not discarded.



Margin Control options in the Set Page Size dialog box

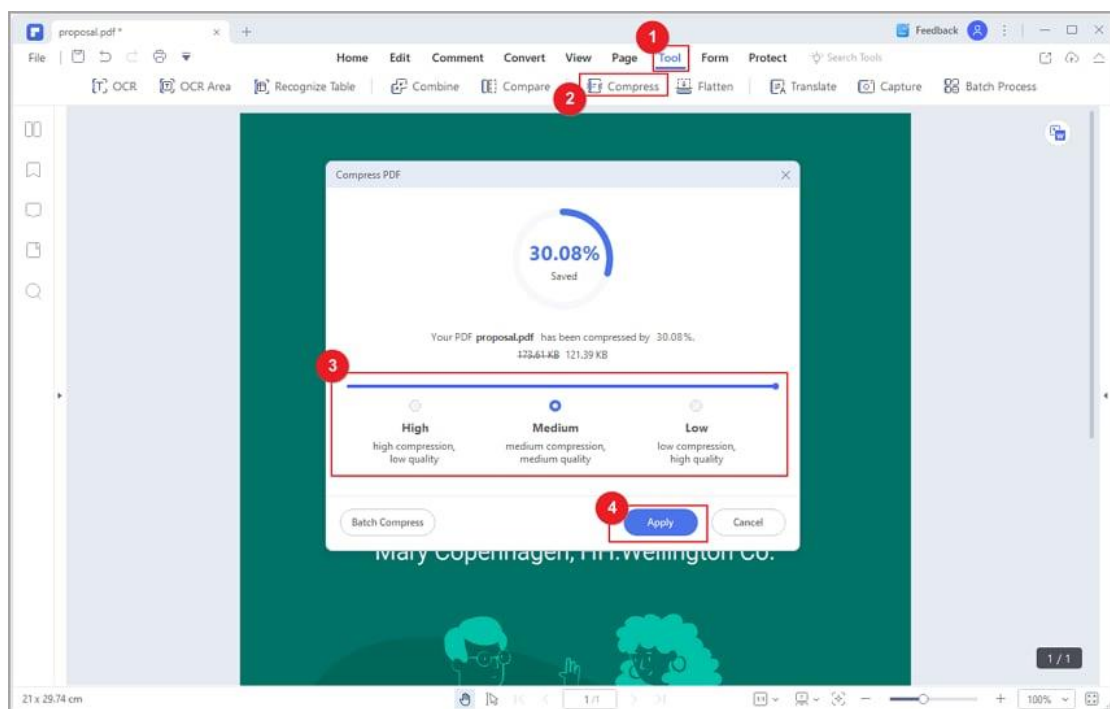
The Set Page Size dialog box contains options for cropping pages. The Margin Control options are as follows:

- CropBox: Defines the boundary for the contents of a page when it's displayed or printed.

- BleedBox: Defines the clipping path when the page is printed professionally to allow for paper trimming and folding. Printing marks may fall outside the bleed area.
- TrimBox: Defines the finished dimensions of the page after trimming.
- ArtBox: Defines the meaningful content of the page, including white space.

How to compress PDF.

PDFelement allows you to shrink the size of PDF files significantly. To optimize a PDF file, please click the "Tool">"Compress " button, choose the level of optimization, and click the "Apply" button. Alternatively, you can get access to the Compress tool from the Quick Tool tab on the Homepage.



PDF OCR

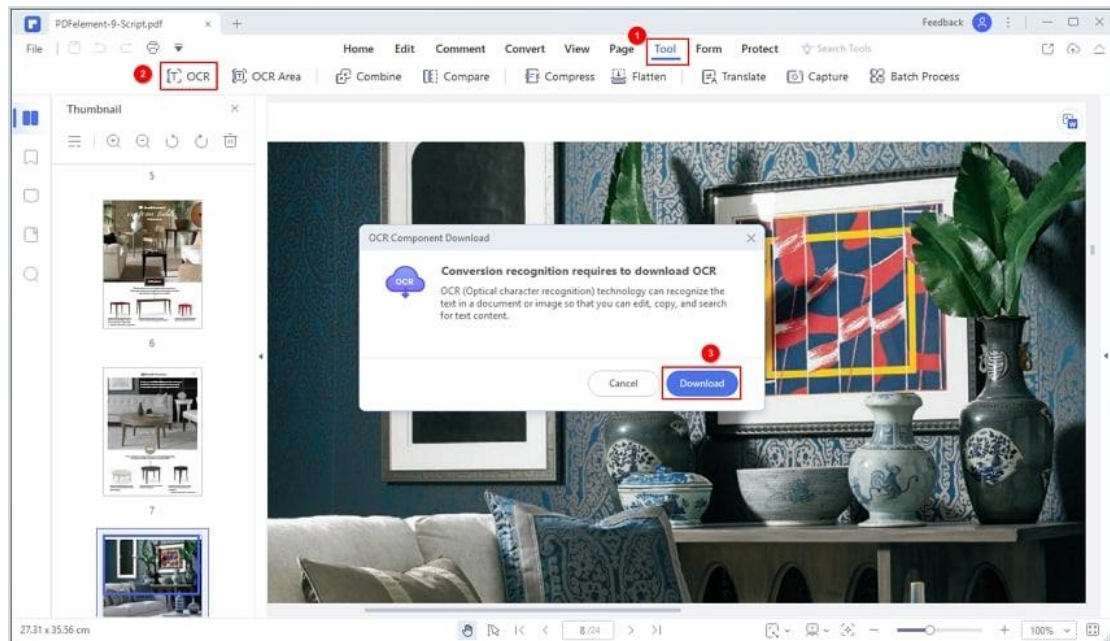
What is OCR?

OCR stands for Optical Character Recognition, which enables images or printed text to be translated into machine-readable text. OCR must be used when scanning paper documents to create electronic copies, but can also be performed on existing electronic documents (e.g. PDF). In order to edit the scanned PDF files or image-based PDF files directly or convert them to the editable other format files (such as Word, Excel, PowerPoint, etc.) you need to perform OCR first before editing or converting it.

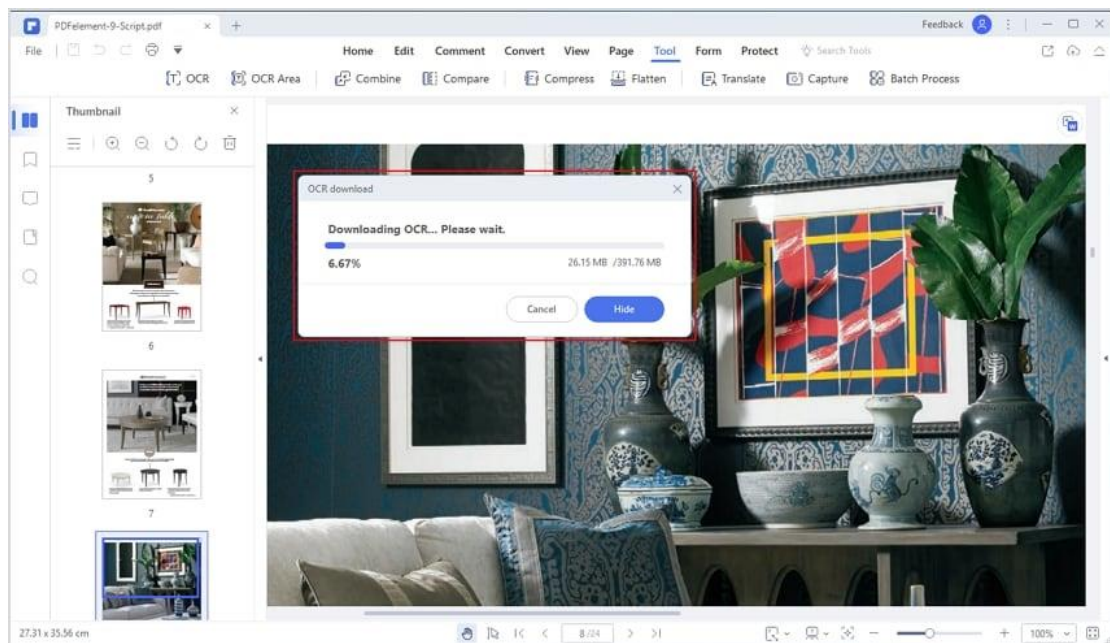
How to download and uninstall OCR.

1. Download OCR.

- If you have not downloaded the OCR plugin yet, you will get the following message to remind you to download OCR when clicking the "Tool" > "OCR" button or the "Perform OCR" in the notice bar



- The progress bar will display the downloading status.



2. Install OCR.

After completing the download process, the program will install the OCR plugin automatically. When the installation is completed, click the "OK" button in the pop-up window.

If you have already purchased the program PDFelement Professional, you will receive an email with its download URL and registration code as well. After installing and registering the program PDFelement Professional (Please refer to the Chapter of "How to Download and Install PDFelement"), you just need to download and install the OCR plugin, and then you can start to use it.

If you purchased the program of PDFelement Standard version, which does not include the OCR function, you can click the "Upgrade" button in the program to upgrade or go to the link below to upgrade to PDFelement Professional version. <https://pdf.wondershare.com/upgrade.html>.

Scan PDF with OCR

OCR PDF feature is available in the trial version of PDFelement Professional to try before purchase as well.

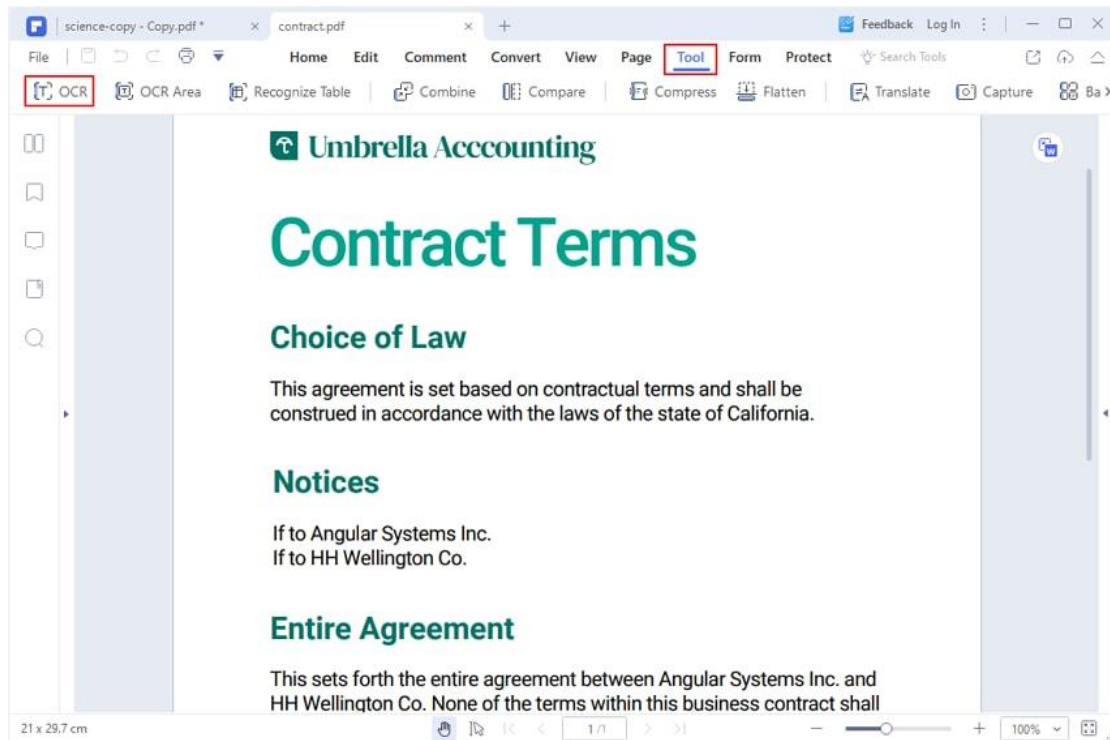
Please refer to the guide "How to Download and Install OCR" to install it first.

PDFelement can detect whether a PDF file is scanned or image-based and make corresponding suggestions to initiate OCR when opening a scanned or image-based PDF as below, in the grey highlighted notice.

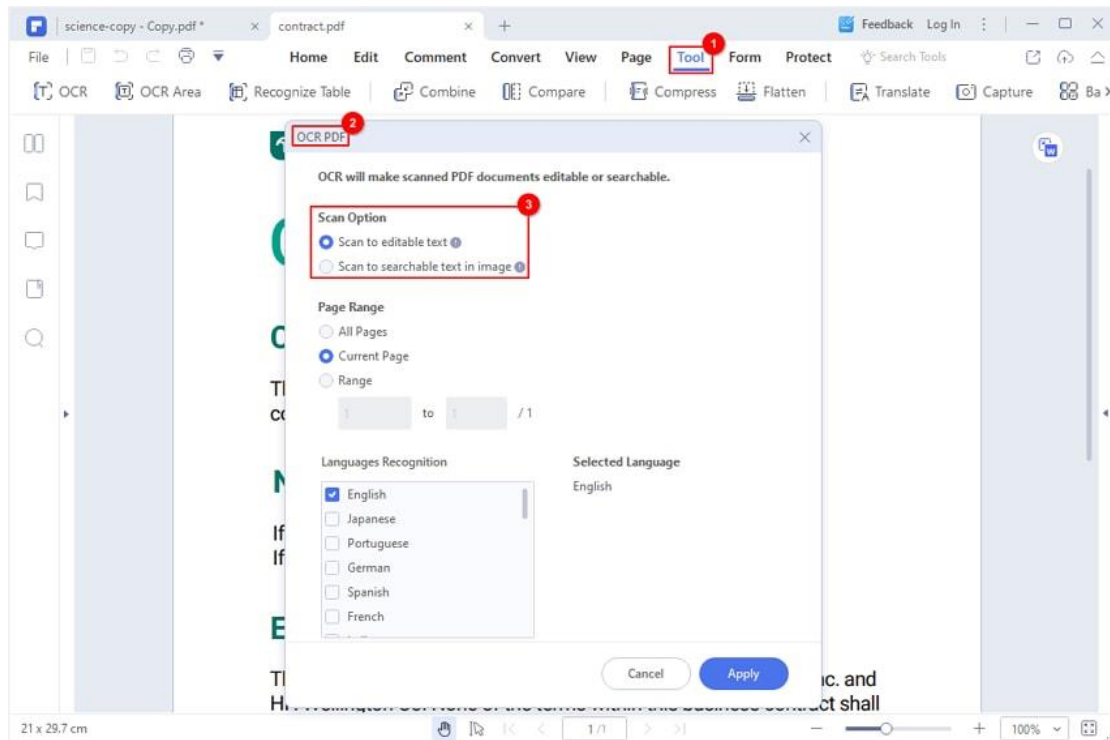
1. Editable OCR.

To edit or convert the scanned PDF files, perform the following steps:

- Click the "Tool>OCR" button in the Ribbon bar, select the "Scan to editable text" mode. Then texts in PDF image can be edited after scanning.



- Then click the "Change Language" button to choose the correct language of your PDF content (PDFelement Professional supports over 20 OCR languages) from the OCR language list. You can also click "Range" to choose an individual page or a set of pages for OCR.



- Now click "Apply" to perform OCR. Here you will see a progress bar to indicate the state of the operation, and let you know when it has completed.
- When the process is completed, it will open the newly created editable PDF file in the program. Once this is completed, click the "Edit" button to modify the text of the PDF file.

2. Searchable OCR.

Since version 6.3.0 of PDFelement Professional, we support the Searchable OCR mode, which allows you to search/select/copy the text.

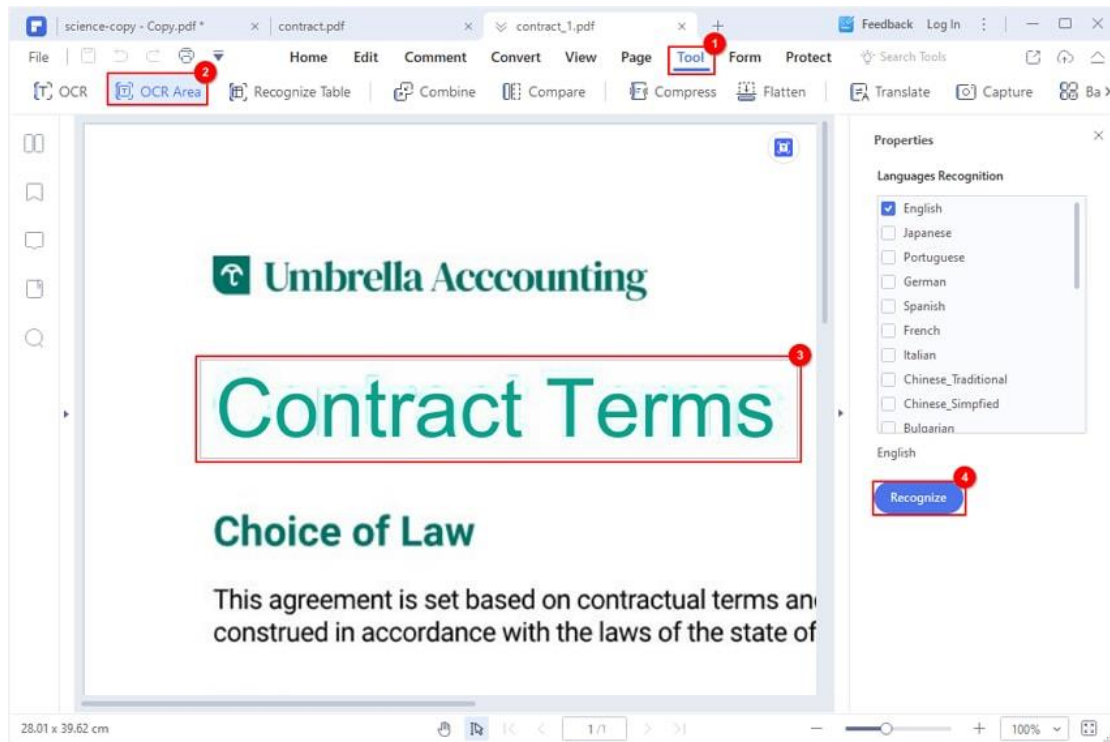
- After clicking the "Tool>OCR" button in the Ribbon bar, select "Scan to searchable text in image" mode, which means texts in PDF image can only be searched after scanning.
- The newly created PDF file will be searchable, you can press Ctrl+F keys to search the keywords. Or select the text to copy, then paste in another document as you want, such as a Word file.

OCR area.

With OCR, you can easily convert scanned PDF files to editable or searched text.

PDFelement also provides "OCR Area" function to convert the selected document area to editable or searched text.

- Open an image, click on the "Tool>OCR Area" to choose an area to start OCR scanning.
- Check the "Properties" window on the right and select the language you need to recognize.
- Tap "Recognize" button, then PDFelement will scan the texts in your selecting area and convert the contents into editable or searched texts.



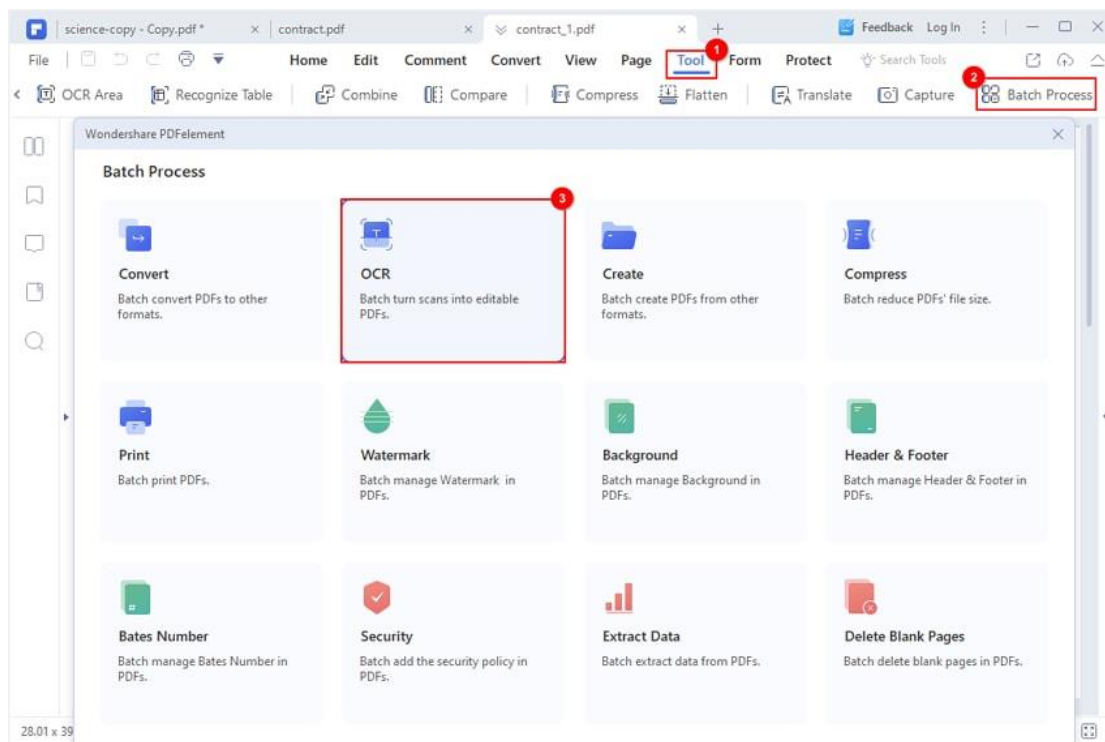
Contact Support

Still have confusion or any suggestions? Please contact support and we will reply within 24 hours.

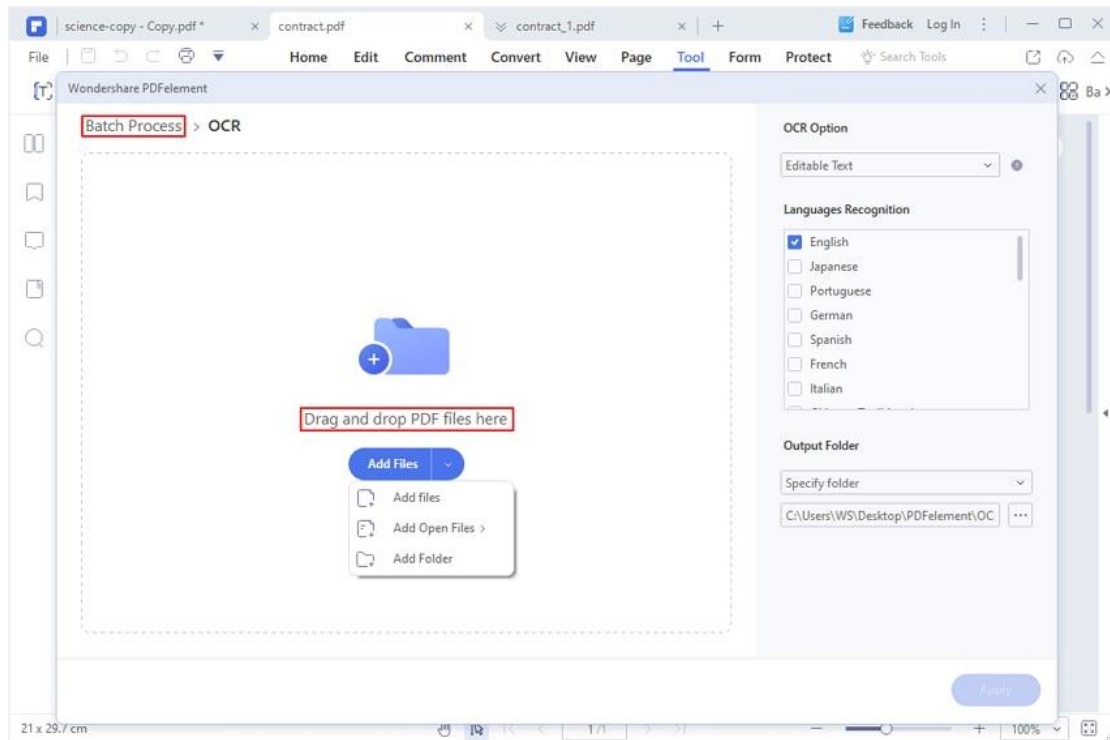
Batch OCR.

PDFelement offers quick solution for your batch operating issues. You can go use "Batch Process" tool to finish batch OCR.

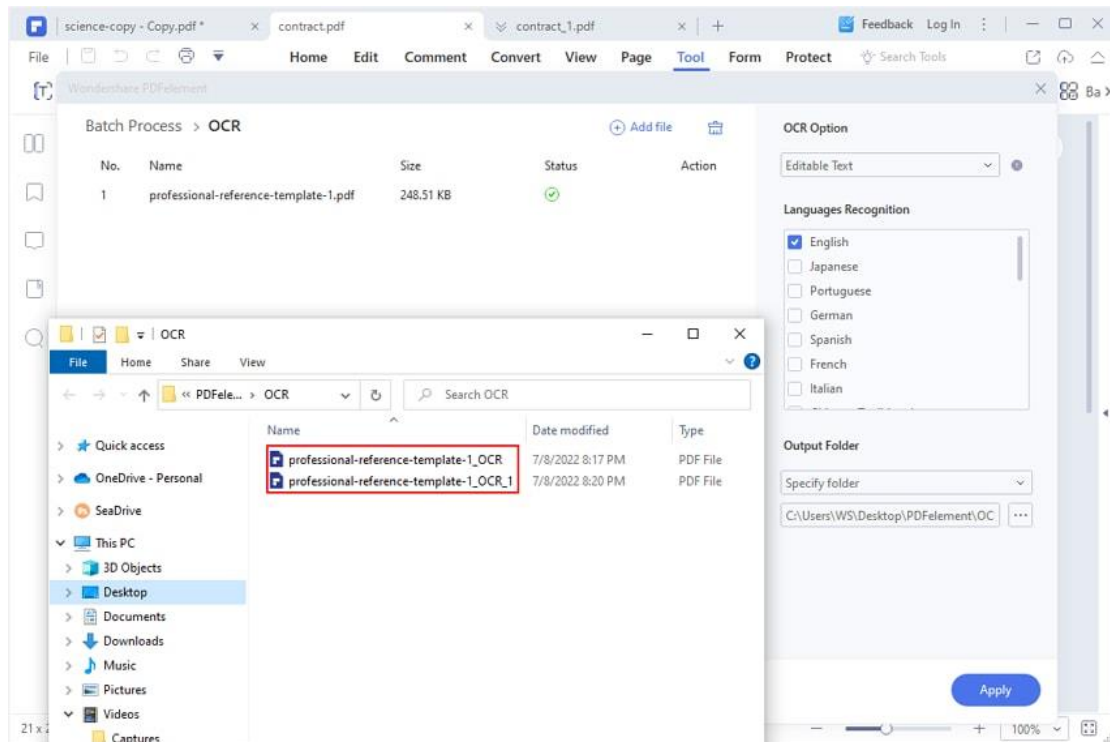
- After you open a file, go to "Tool>Batch Process>OCR". This function allows you to turn scans into editable PDFs in batch.



- You can drag or drop your files into the dashed box area, or you can also click "Add Files" to select your aiming documents. There are three options for you: add files, add open files, or add folder.



- After adding all files, set the OCR options, like converting to editable text or to searchable text and image. You also need to click the language you need to recognize.
- Then tab "Apply" to start OCR scanning in batch, the finished file will be automatically saved and the folder will pop up for you to check.



Contact Support

Still have confusion or any suggestions? Please contact support and we will reply within 24 hours.

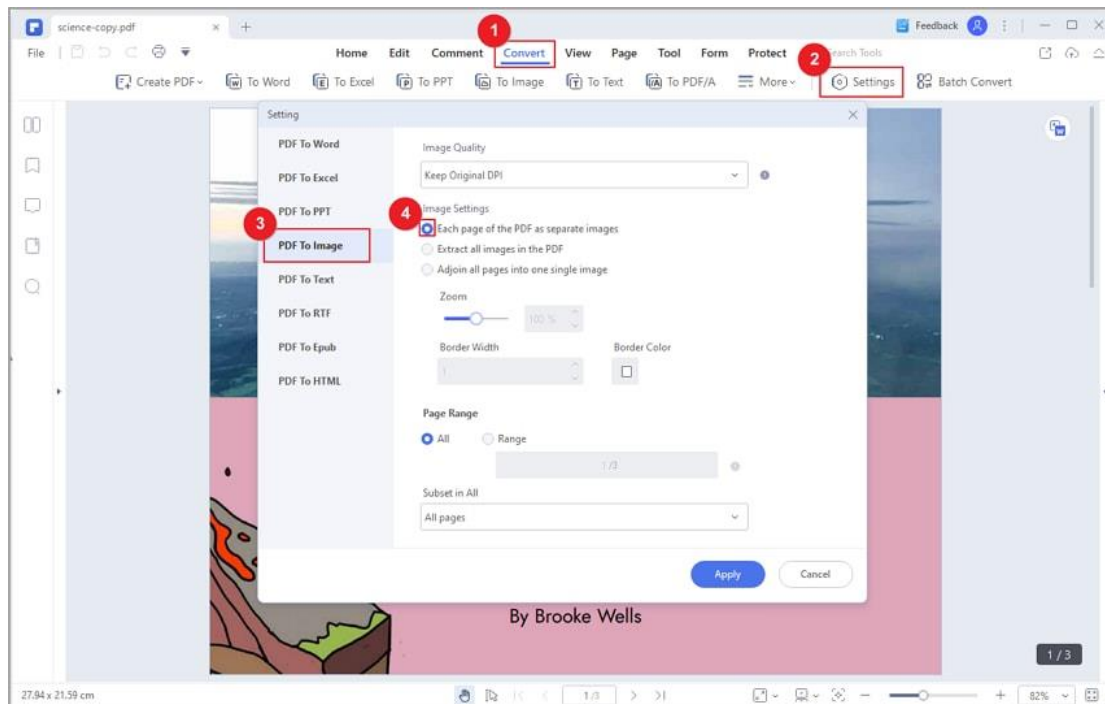
Convert PDF Files

How to convert PDF to image files.

PDFelement supports converting PDF pages to image files. If your PDF document contains more than one page, you can choose to convert each page as separate images or convert PDF pages into one long image.

1. Convert each page as one image file.

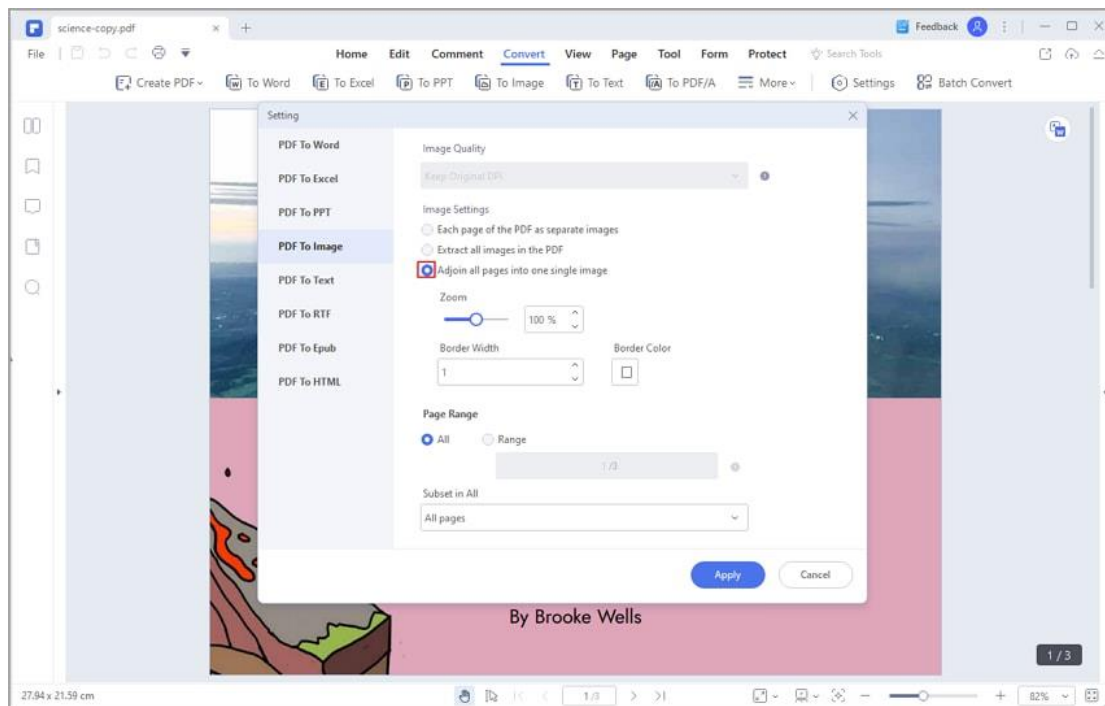
- Click the "Convert" > "Settings" button to open the Setting dialog. Click the "PDF To Image" tab, select "Each page of the PDF as separate images", and click "Apply". You can also set the other properties in the dialog, such as Image Quality, Zoom level, Border, and Page Range. Click "apply" after adjusting the settings.



- Then, click "To Image" button under the "Convert" tab. Alternatively, you can start the converter by clicking the "File" > "Export to" > "Image" button. Therefore, you will get multiple images if your PDF file has multiple pages.

2. Convert all pages as one image file.

- Open the Setting dialog window under the "Convert" tab, choose "Adjoin all pages into one single image", adjust other settings as needed, and click "Apply".



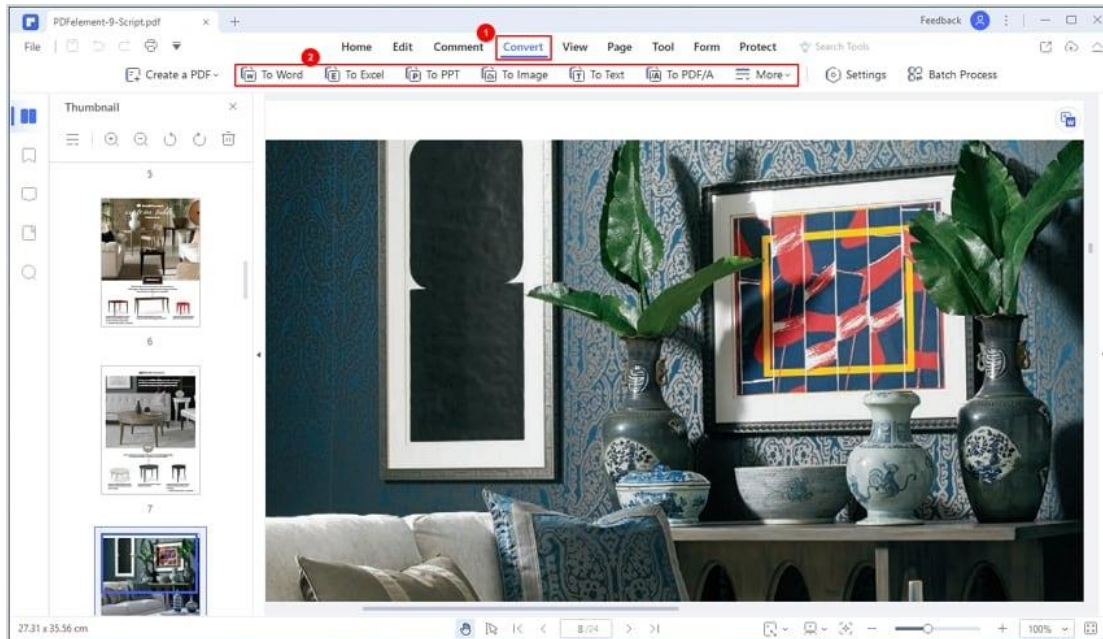
- Next, click the "To Image" button in the Secondary Toolbar. Alternatively, you can start the converter by clicking the "File" > "Export to" > "Image" button. In the pop-up window, choose a location to save the output image and the output format of the new image as needed. Therefore, you will get one long image if your PDF file has multiple pages.

How to convert PDF to other formats.

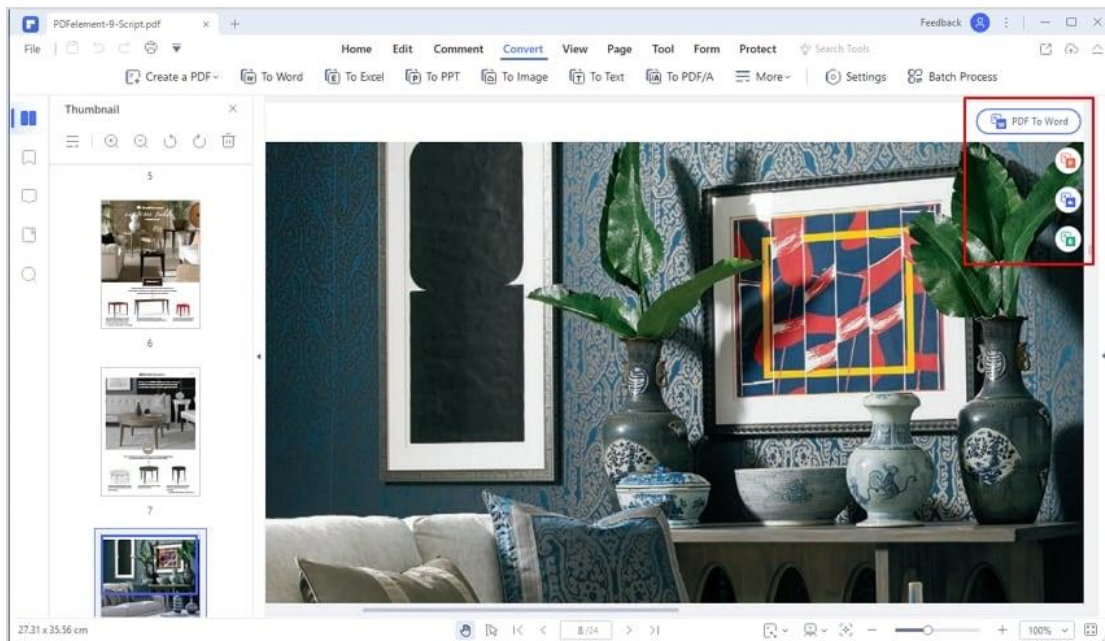
PDFelement supports exporting PDF to MS Office, Image, HTML, RTF, and other format files. Here are two methods for you to convert a single PDF file.

1. View and convert.

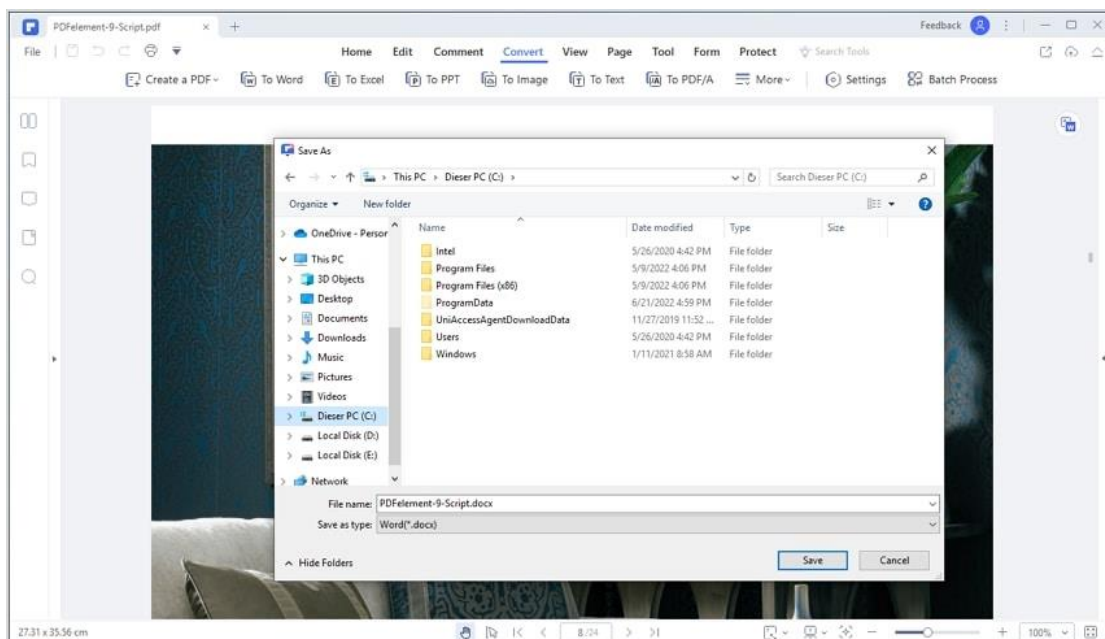
- After opening your PDF file in PDFelement, click "Convert" > "To Word", "To Excel", "To PPT", "To Image", etc. to convert the file to the format as needed.



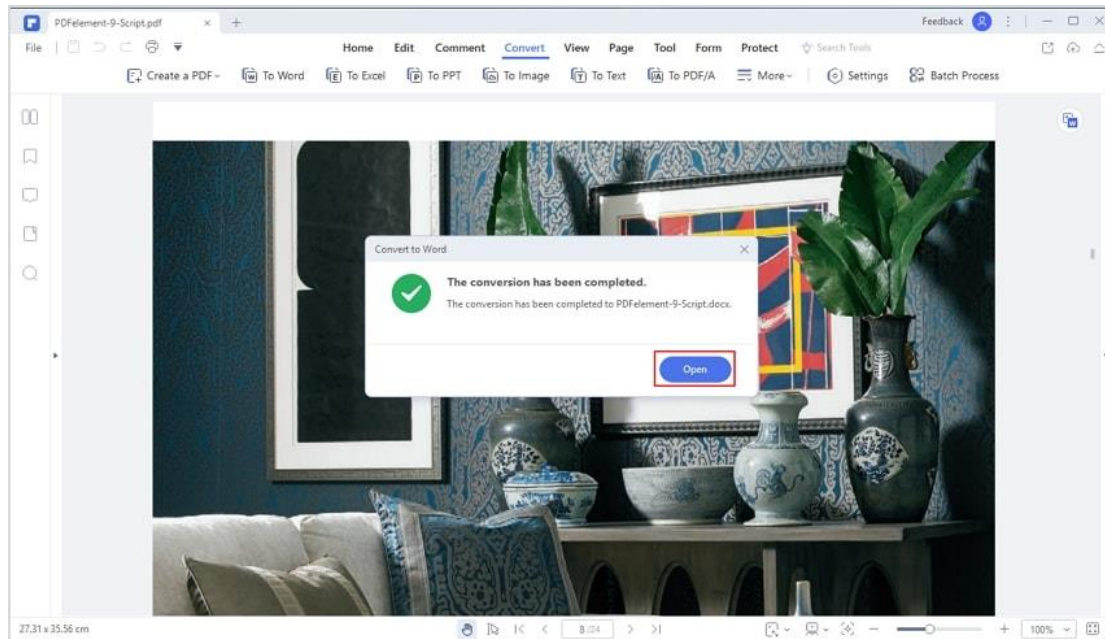
- You can also click the floating button on the top right corner to quickly start converting PDF to Word, Excel, PPT, and image.



- In the new dialog box, choose the output folder to save the converted file. Here you will have another chance to change the output format by changing the "Save as type" option.

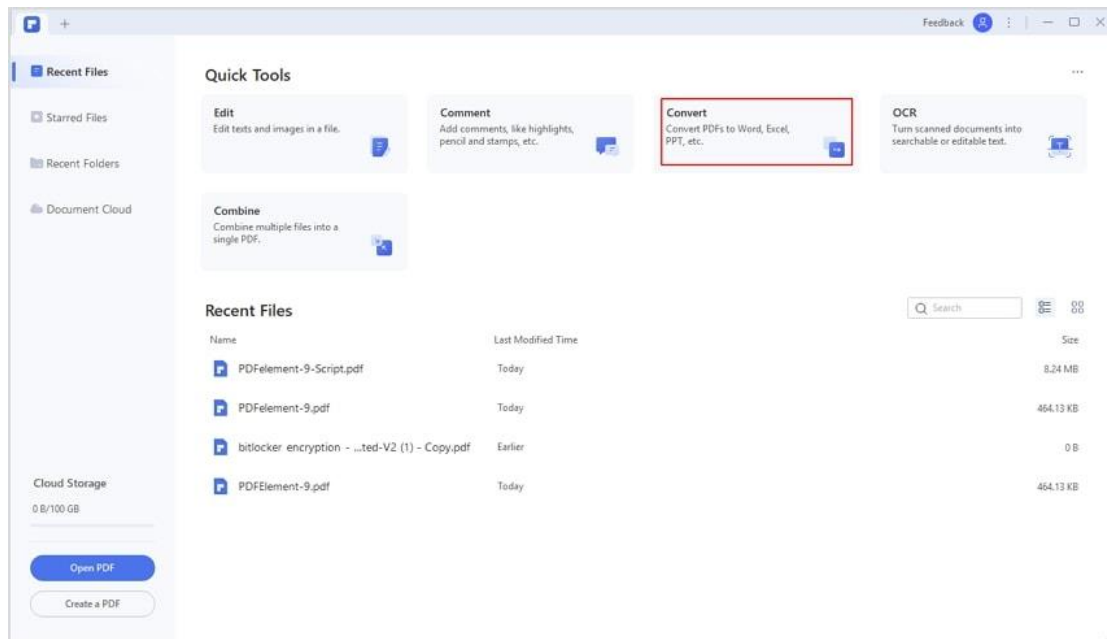


- After conversion, you can go to the output folder to find the converted file on your computer or click the "Open" button in our dialog box, it will lead you to the output folder directly

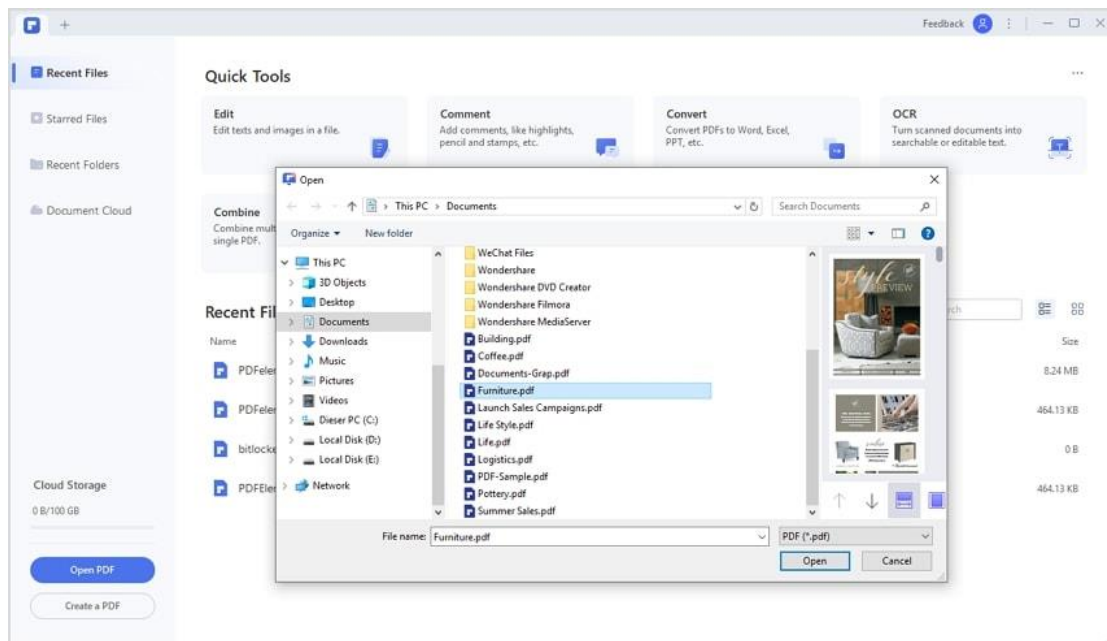


2. Convert Directly

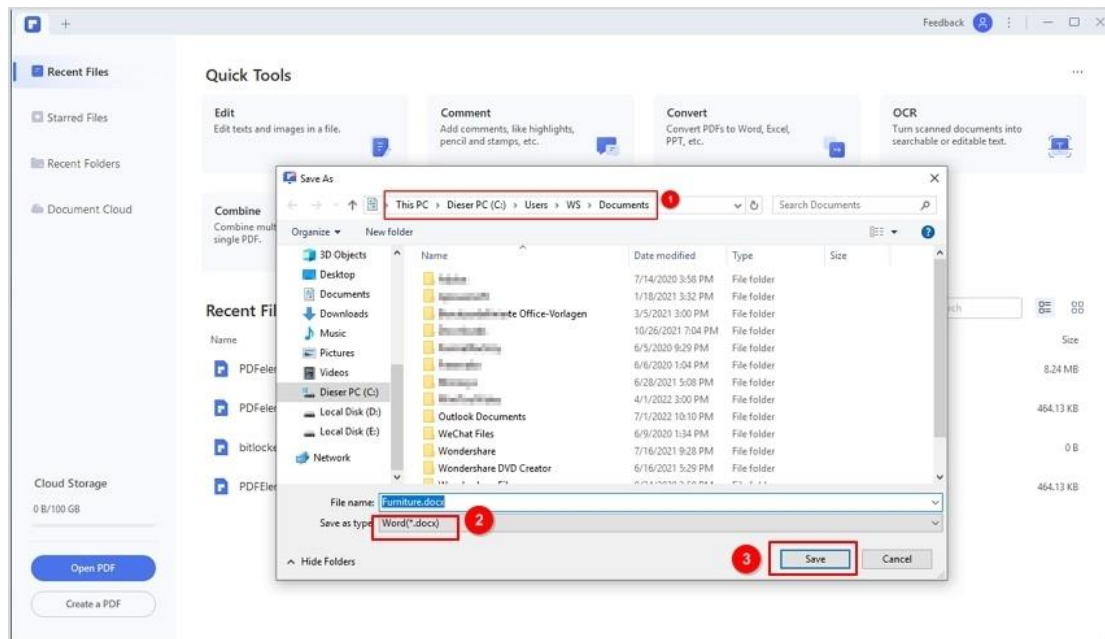
- After opening the program PDFelement, you can click the "Convert" box under the Quick Tools section on the start page.



- In the new dialog box, please select the PDF file that you want to convert.



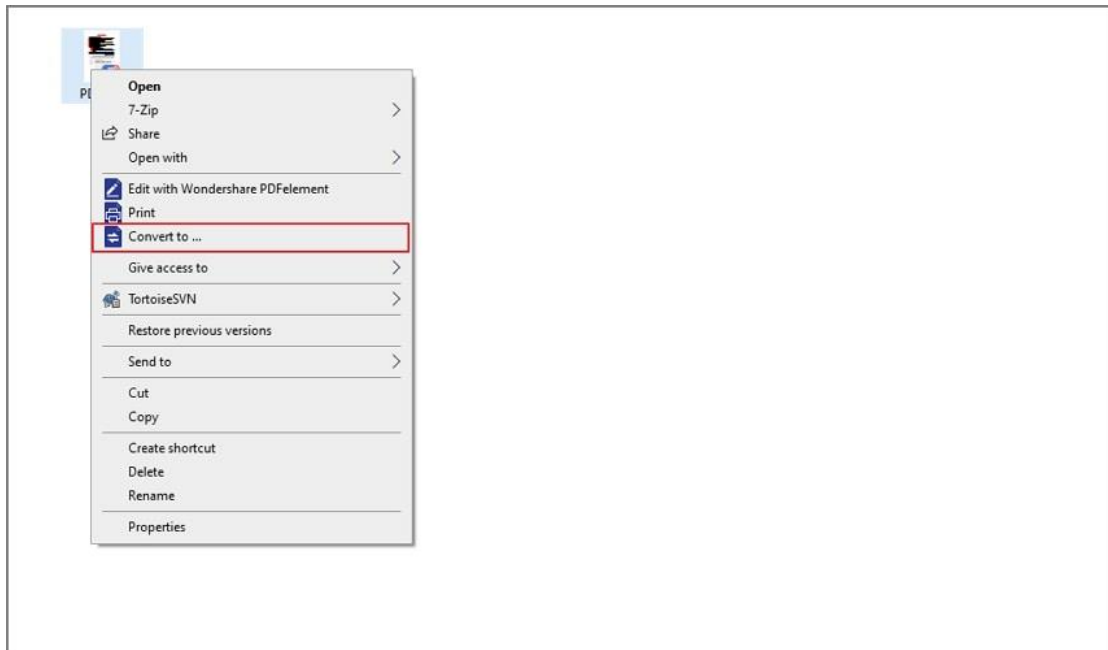
- In the second pop-up dialog window, please select the output folder where you want to save the converted file and select the output format as you wish.



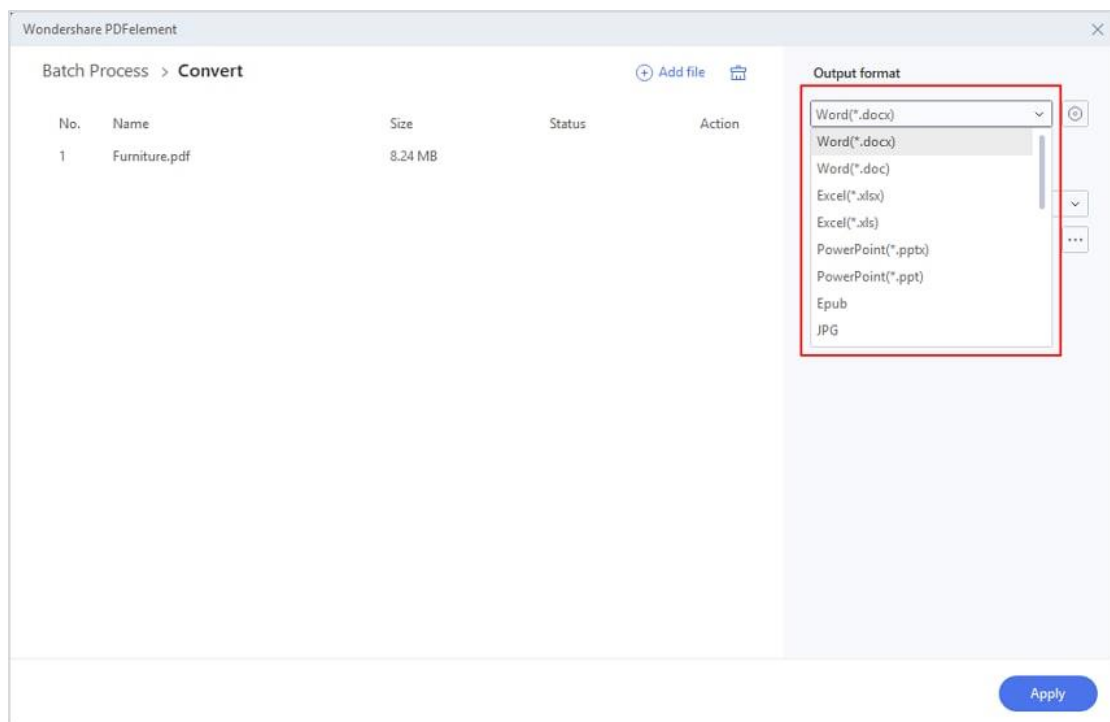
- After conversion, you can go to the output folder to find the converted file on your computer, or click the "Open" button in our dialog box, which will lead you to the output folder directly.

3. Right Click to Convert

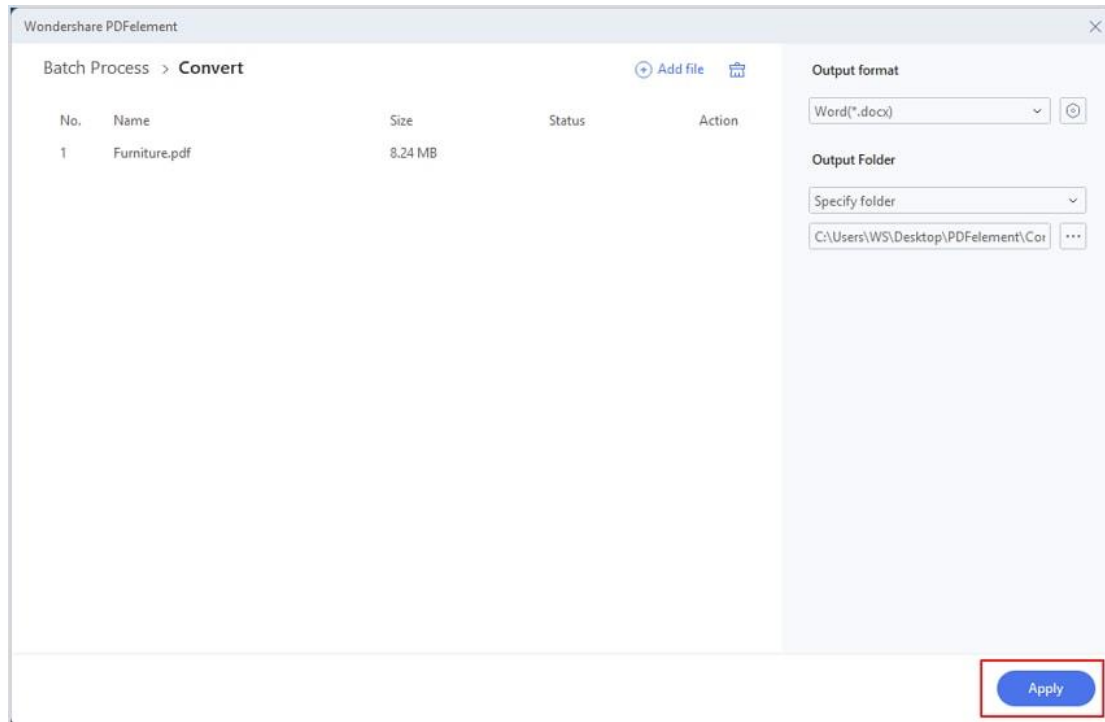
- Select the PDF file you want to convert to other file formats.
- In the reviewed menu, choose "Convert to..."



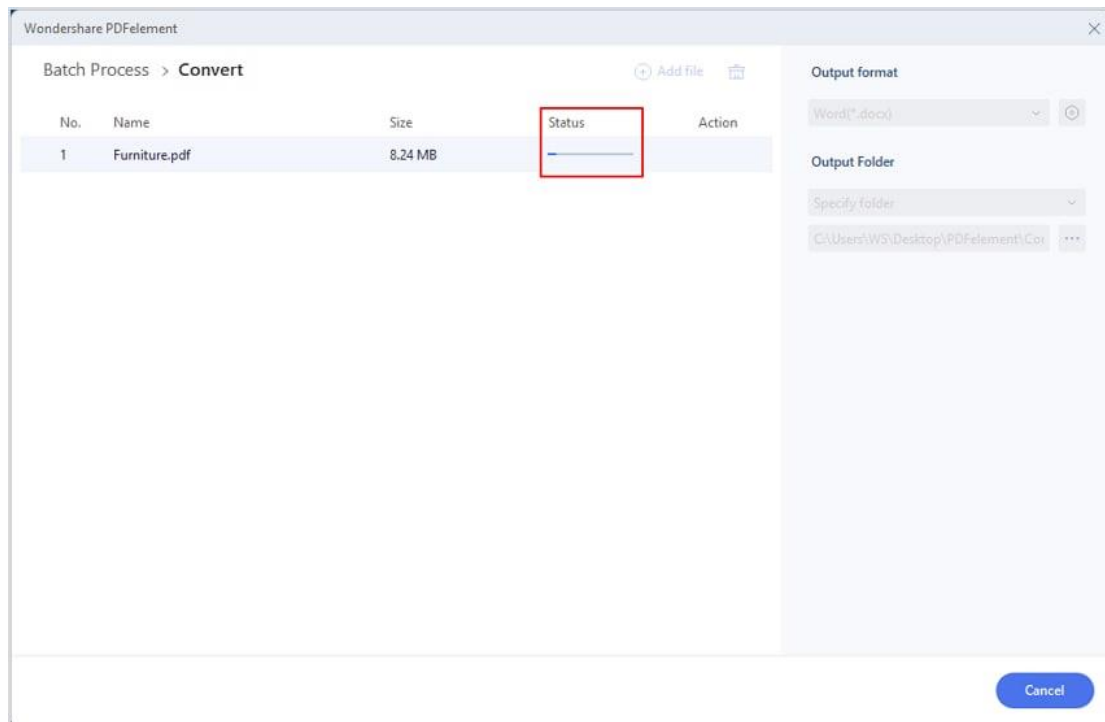
- Then PDFelement will start and pop up the convert window. In this window, you need to select the "Output Format". There are many options available in the drop-down menu.



- After selecting the output format, hit the "Apply" button.



- The bar under the Status column displays the converting progress.

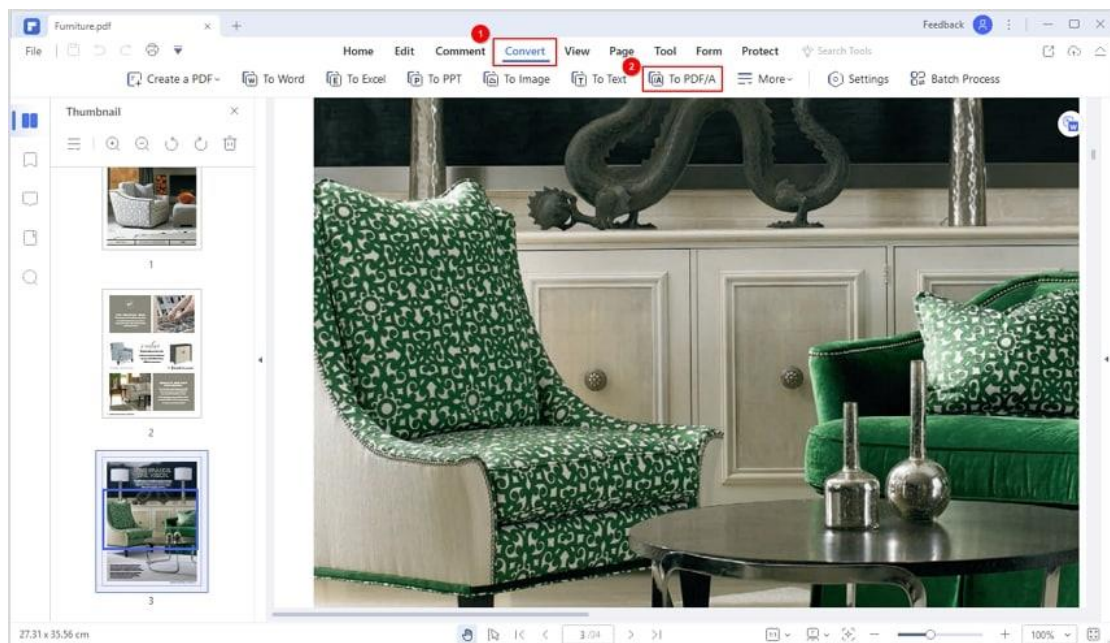


- Within a few seconds, the PDF file will be converted to other formats.

How to convert PDF to PDF/A.

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, please click the "Convert" > "To PDF/A" button.
- Now, the "Save as" window pops up, and then in the "Save as type" box, there are many options of PDF/A for your choice, such as PDF/A-1a, PDF/A-1b, PDF/A-2a, PDF/A-2b, PDF/A-2u, PDF/A-3a, PDF/A-3b, and PDF/A-3u. After selecting the desired format, click the "Save" button.



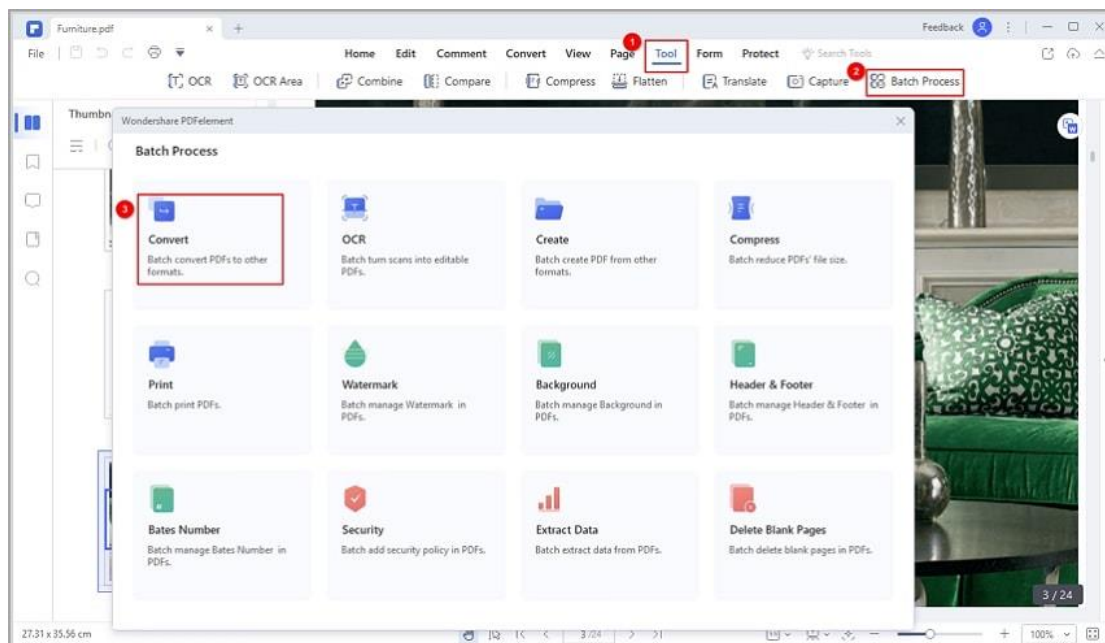
Note:

The trial version can only convert up to 3 pages. If the file has less than 3 pages, then it can only convert half of pages.

How to batch convert PDF.

If you want to convert a batch of PDF files to files in the same format, you can use the batch process.

- After opening the program PDFelement, please click the "Tool" > "Batch Process" button. Next, select the "Convert" option in the pop-up window.
- Load multiple PDF files, select the output format as needed, and choose the output folder to save the converted files.
- Click the "Apply" button to begin the process. After conversion, you can go to the output folder to find the converted files.

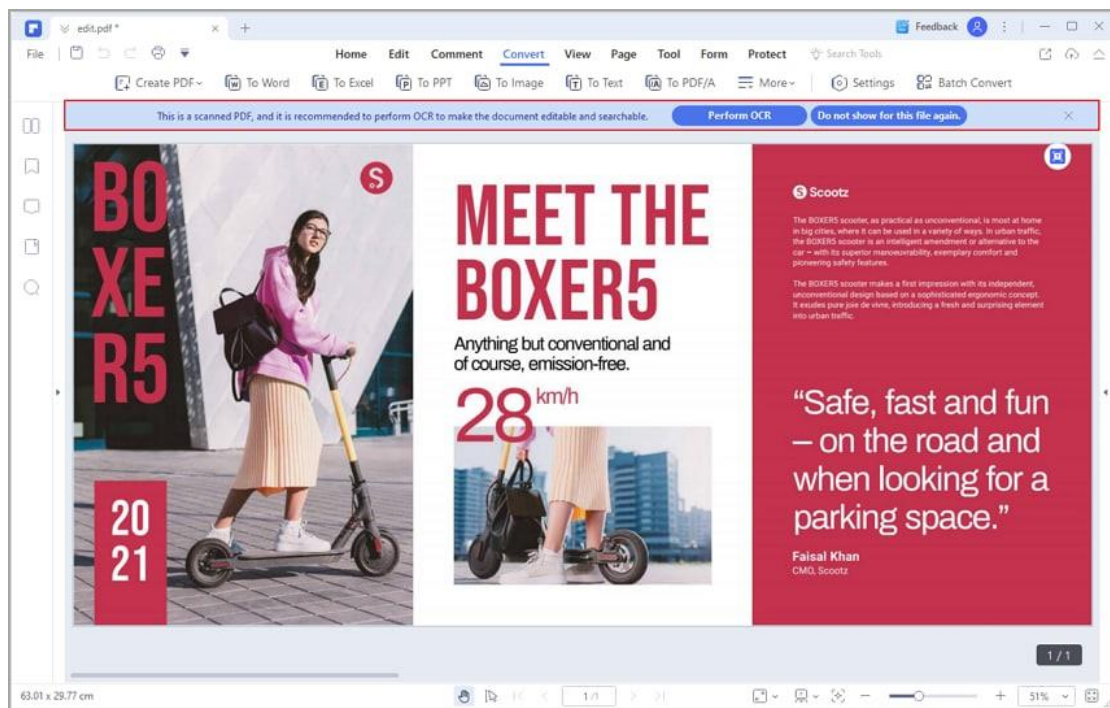


Note:

The trial version can only batch proceed with up to 3 files with a total file size limit of 20 MB.

How to convert scanned PDF.

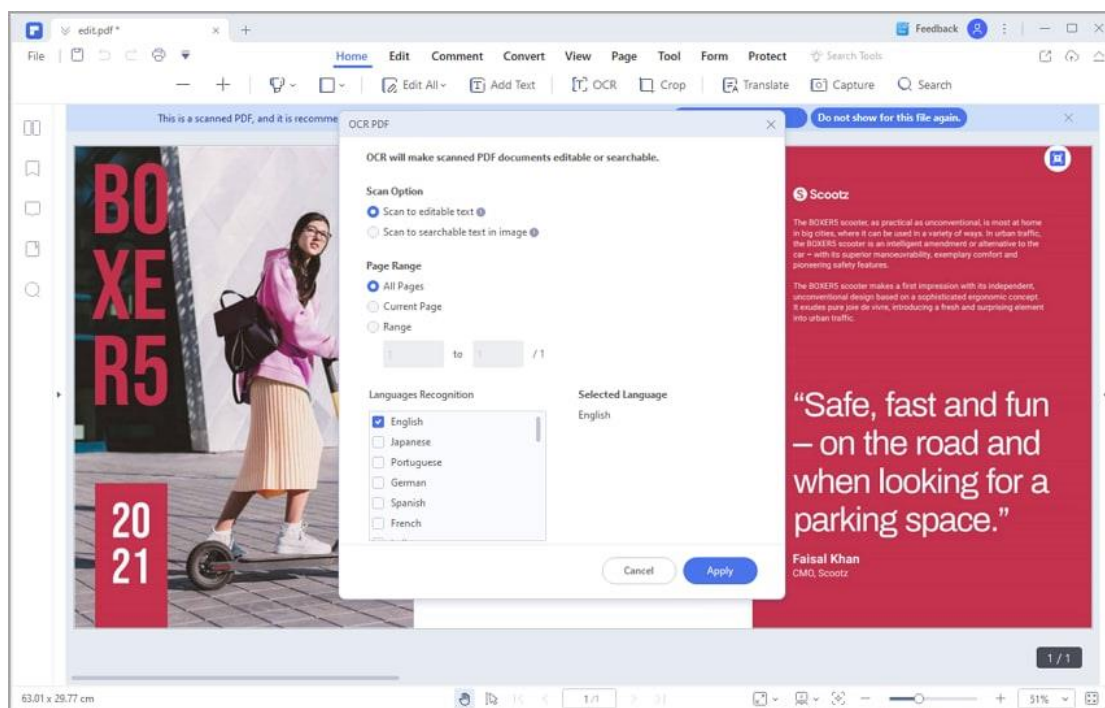
If your PDF file is scanned or image-based, you need to perform OCR first before converting it to the editable word file (Please refer to the part of "Ocr Scan PDF" for information). After opening your scanned or image-based PDF file in PDFelement, you will get the highlighted notice to inform you to perform OCR.



- You can directly click the "Perform OCR" button on the notice or the "Tool" > "OCR" button or "Home" > "OCR" button in the toolbar to open the OCR window.
- In the OCR window, please click the "Language Recognition" button to select the correct language of your PDF content in the list. If the PDF you

are working with contains many different languages, be sure to select all of the needed languages.

- Click the "Apply" button to start performing the OCR process. When it completes, the newly created editable PDF file will be opened in the program automatically.



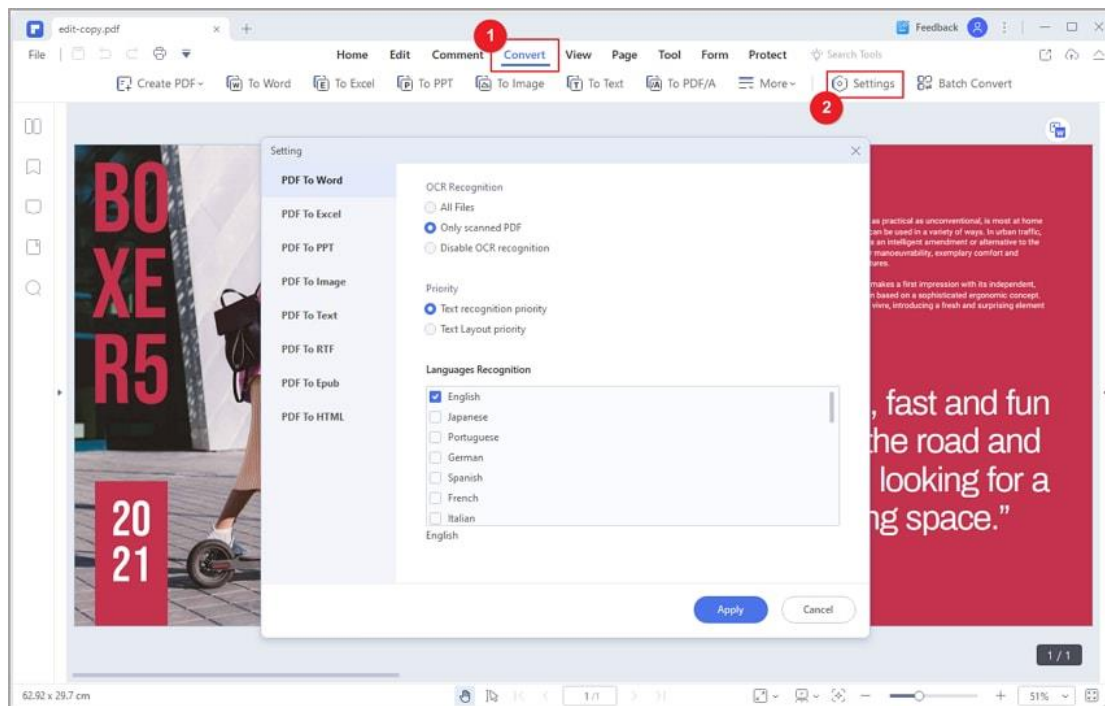
- Click the "Convert" > "To Word" button or choose others formats to convert it.

PDF conversion settings.

Before converting, please click the "Convert > " Settings" button. In the "Setting" window, you will find more settings for different output format conversions.

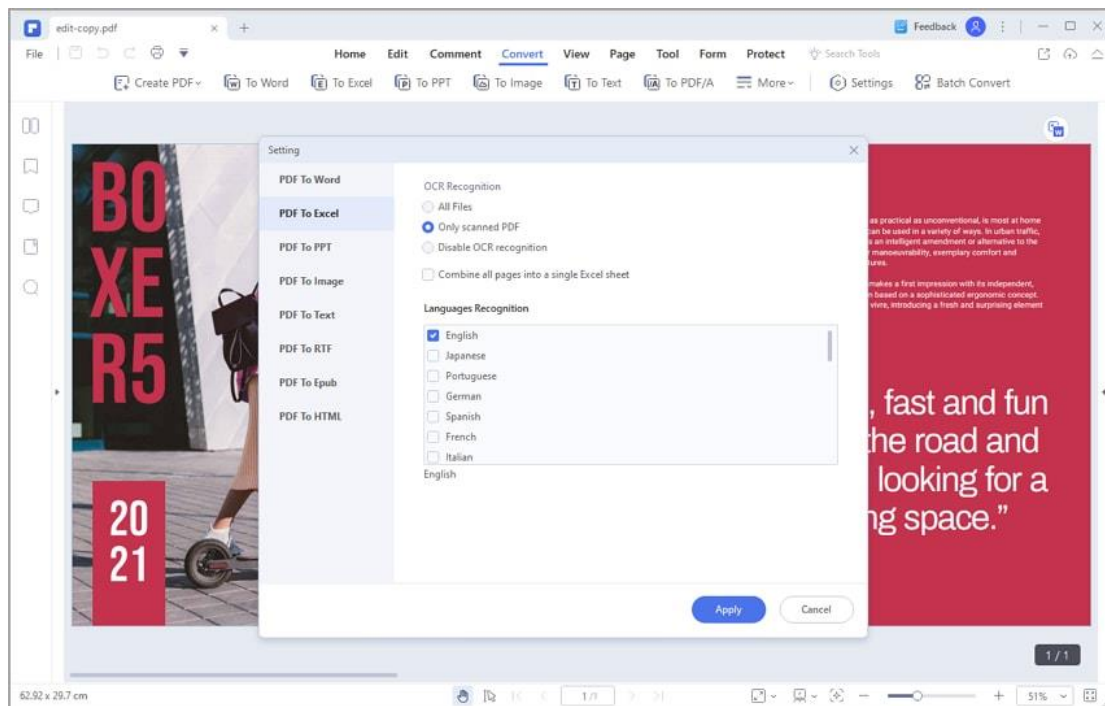
1. PDF to Word.

- OCR Recognition: Set if you want to perform the OCR process and the range of OCR during the conversion.
- Priority: If you don't want to change the format of the original PDF file, please tick "Text layout priority" to ensure the converter keeps the original format as much as possible. If you want the converter to recognize texts as accurately as possible, please click "Text recognition priority".
- Language Recognition: Select the correct language of your PDF content in the list. If the PDF you are working with contains many different languages, select all the needed ones.



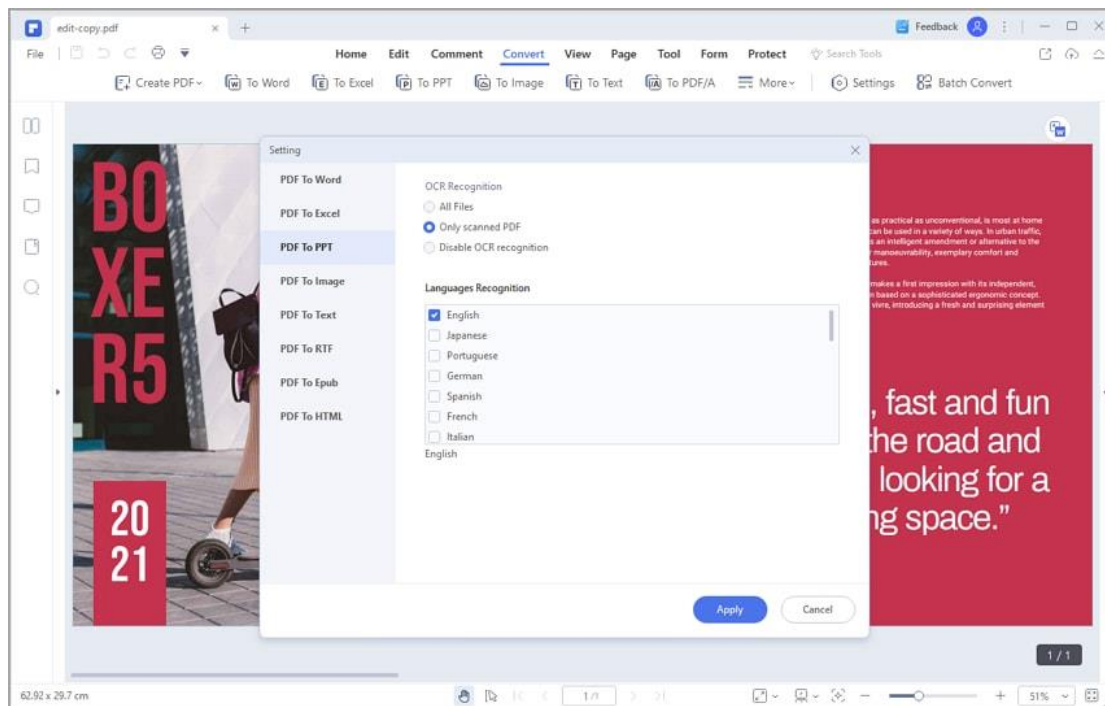
2. PDF to Excel.

- OCR Recognition: Set the range of the OCR process during the conversion.
- Combine all pages into a single Excel sheet: Tick this option, and all pages in your PDF file will be converted into a single excel sheet.
- Language Recognition: Select the correct language(s) of your PDF content in the list.



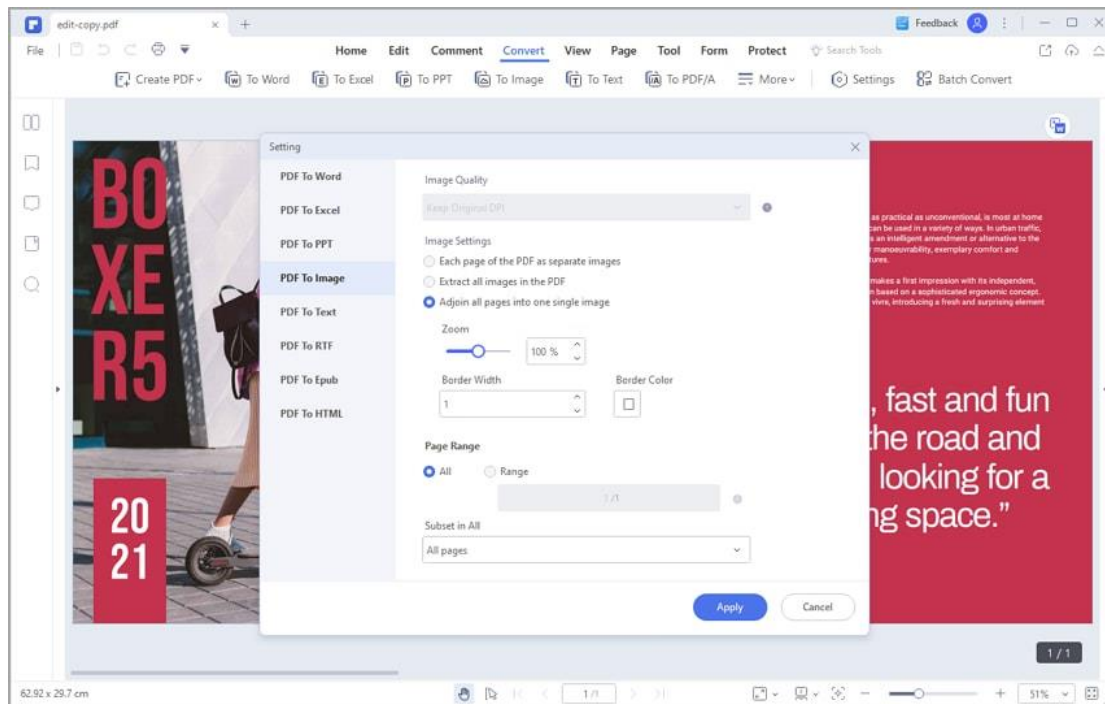
3. PDF to PPT / PDF to Text / PDF to RTF / PDF to HTML.

- OCR Recognition: Set the range of the OCR process during the conversion.
- Language Recognition: Select your PDF content's language(s) in the list.



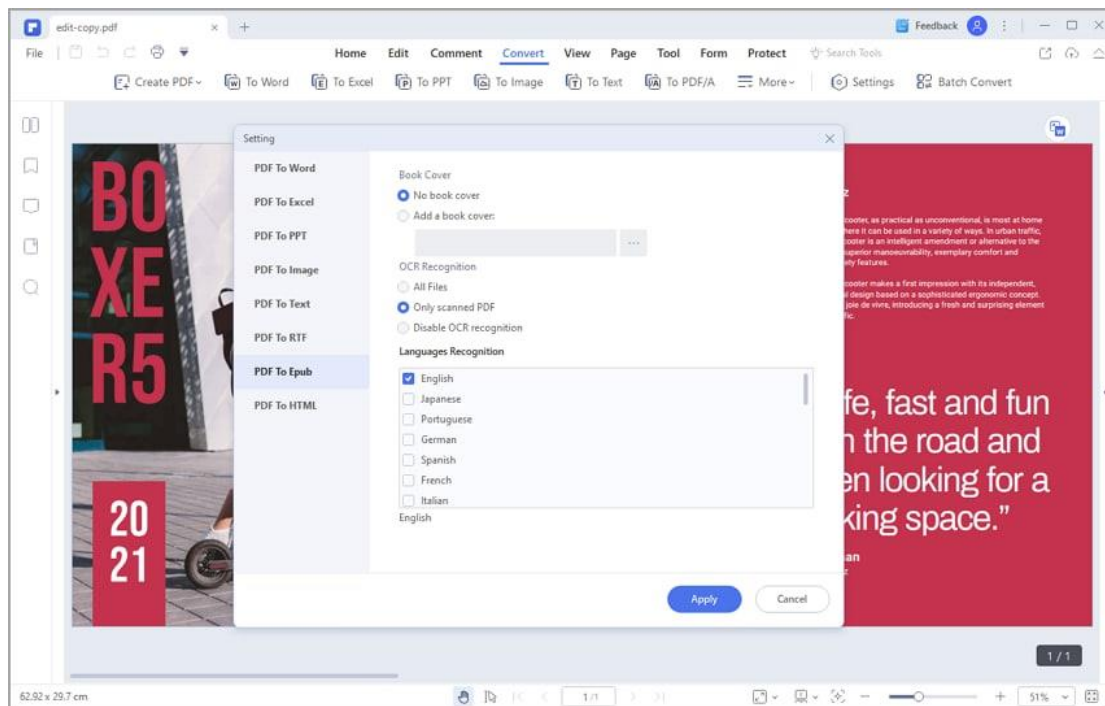
4. PDF to Image.

- Image Quality: PDFelement recommends keeping the original DPI of your PDF file during the conversion.
- Image Settings: Set if you want to convert each page of the PDF as separate images or convert all PDF pages into one long image. You can also adjust the magnification degree and border of the image.
- Page Range: Customize the page range of the conversion.



5. PDF to Epub.

- Book Cover: You can choose to add a book cover to the output e-book. Browse your computer by clicking the "..." button to add a book cover.
- OCR Recognition: Set the range of the OCR process during the conversion.
- Language Recognition: Select the language(s) of your PDF content in the list.



Fill PDF Forms

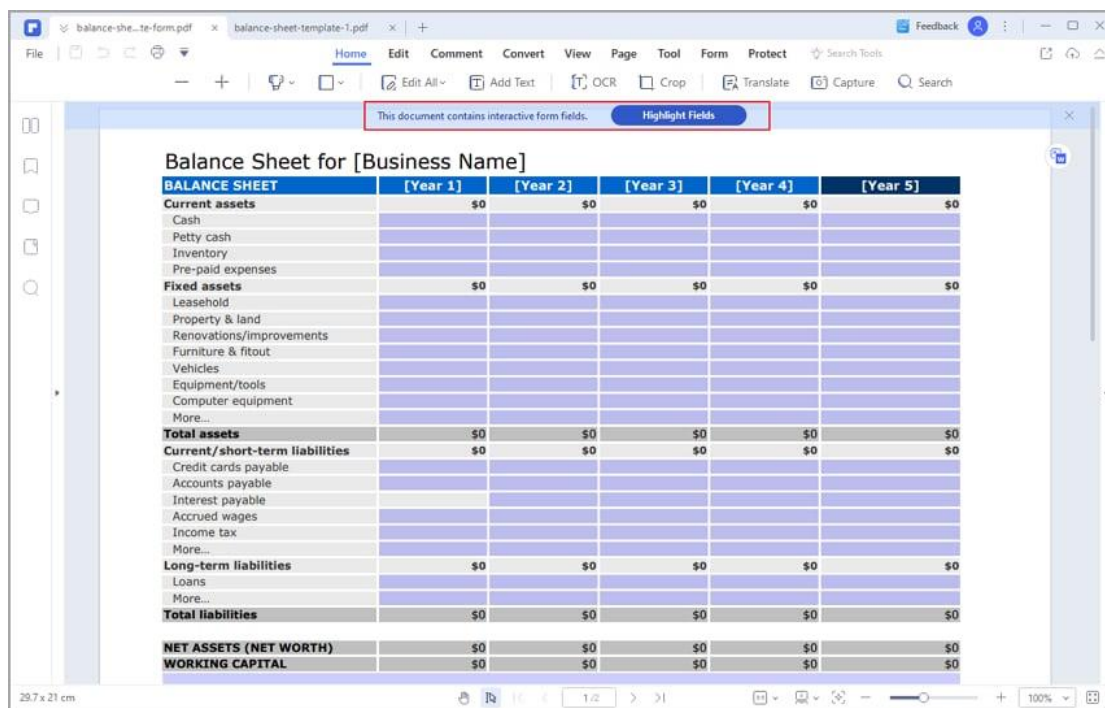
How to fill PDF.

There are two kinds of form files. One is a PDF file with fillable fields, which enables you to fill the form directly by clicking the form fields without using other features. This is called an Interactive PDF Form. The other kind of form is a plain PDF file with lines and texts, which cannot be filled directly. This is called a Non-interactive PDF form.

1. Fill in interactive forms.

If a PDF form contains interactive form fields, you will see a blue highlighted notice appear as follows. It informs you that this document contains fillable forms.

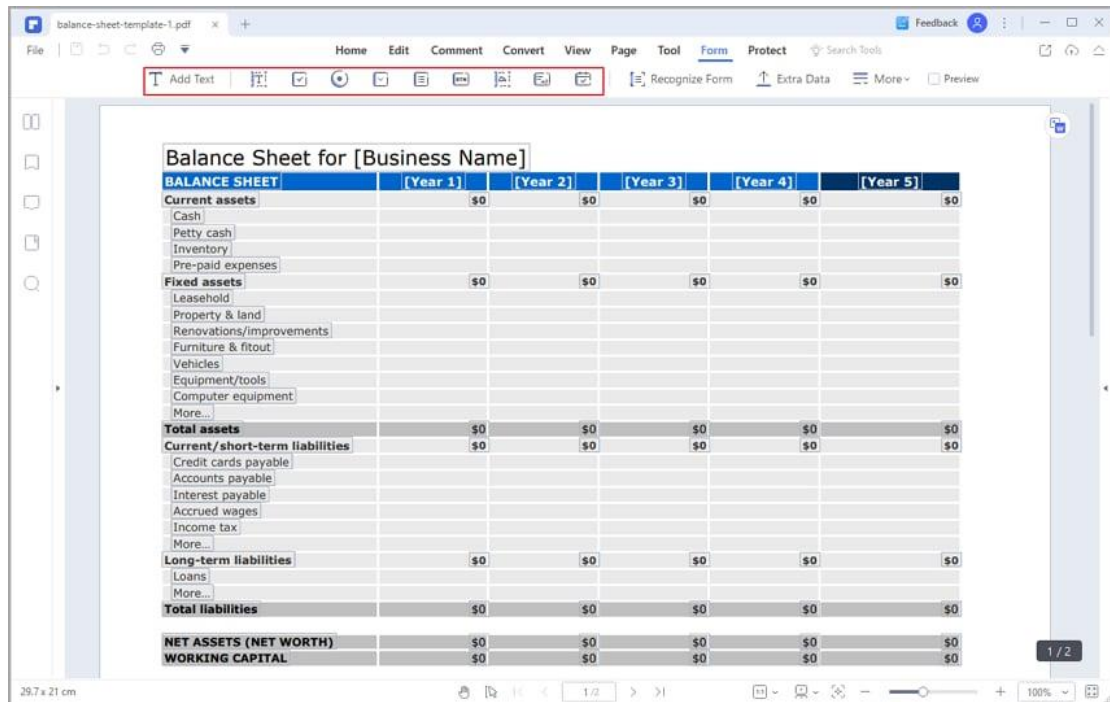
- Click on the fillable fields or boxes to input text.
- Click "File > Save" or press "Command + S" keys to save the form after filling.



2. Fill in non-interactive forms.

If a PDF form contains non-interactive form fields, you can fill in the form directly by using the tools under the "Form" tab. Otherwise, you can click the

"Recognize Form" button under the "Form" tab to convert it to interactive forms automatically first.

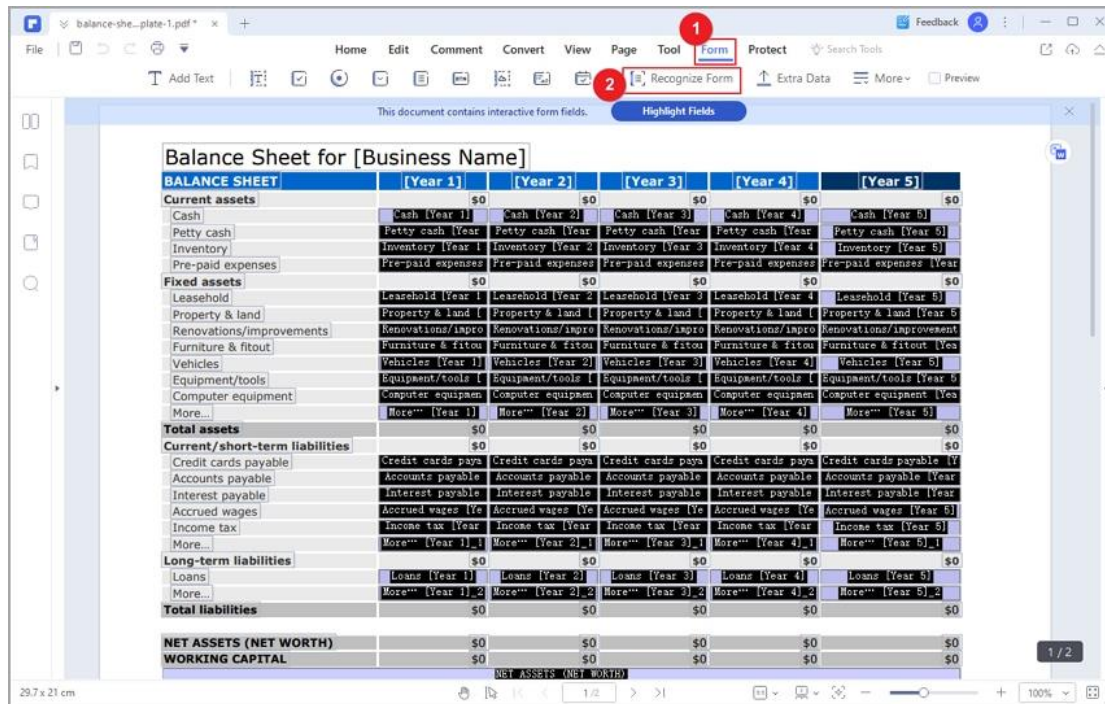


How to Turn PDF to Fillable Form Automatically (Only available in PDFelement Professional)

PDFelement supports creating interactive forms automatically with one click, if your non-interactive PDF form contains blank lines and tables. This feature can dramatically improve your efficiency.

- After opening a non-interactive form in our program, you can click the "Form" > "Recognize Form" button to recognize the blanks and tables automatically, and then you will get the fillable fields created. All the

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



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

balance-she...plate-1.pdf

Home Edit Comment Convert View Page Tool Form Protect Search Tools

Add Text Recognize Form Extra Data More Preview

This document contains interactive form fields. Highlight 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	600				
Petty cash	500				
Inventory					
Pre-paid expenses					
Fixed assets	\$0	\$0	\$0	\$0	\$0
Leasehold					
Property & land					
Renovations/improvements					
Furniture & fitout					
Vehicles					
Equipment/tools					
Computer equipment					
More...					
Total assets	\$0	\$0	\$0	\$0	\$0
Current/short-term liabilities	\$0	\$0	\$0	\$0	\$0
Credit cards payable					
Accounts payable					
Interest payable					
Accrued wages					
Income tax					
More...					
Long-term liabilities	\$0	\$0	\$0	\$0	\$0
Loans					
More...					
Total liabilities	\$0	\$0	\$0	\$0	\$0
NET ASSETS (NET WORTH)	\$0	\$0	\$0	\$0	\$0
WORKING CAPITAL	\$0	\$0	\$0	\$0	\$0

1/2

29.7 x 21 cm

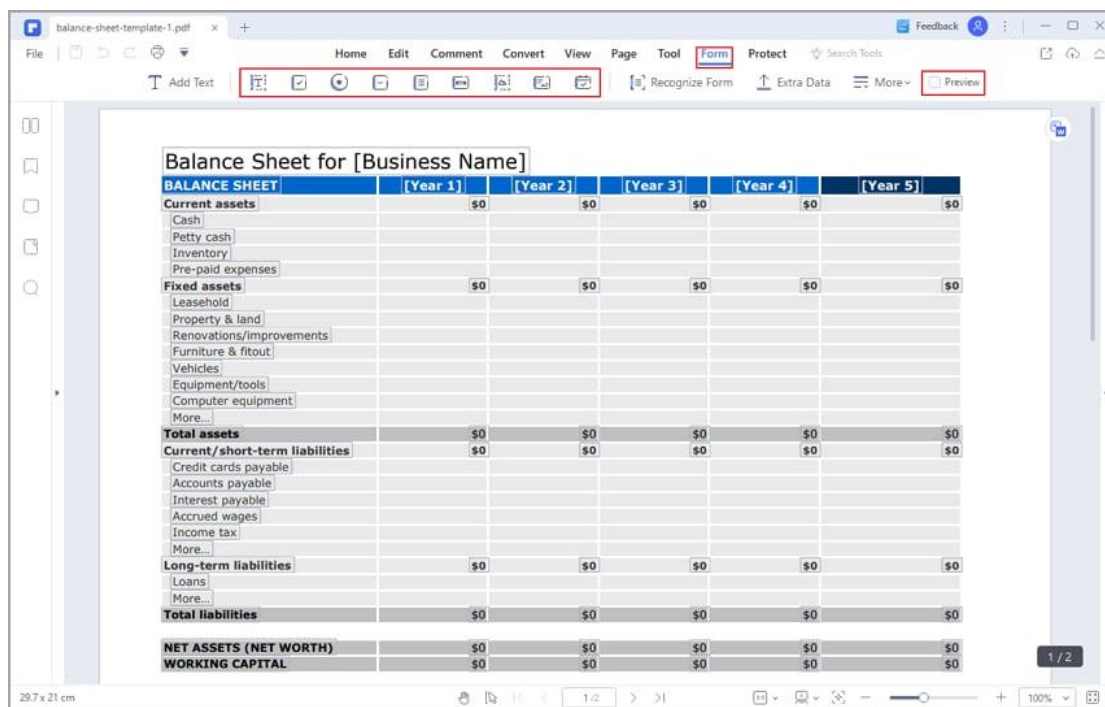
How to make fillable PDF form manually.

If the file you are working with cannot be recognized automatically to create fillable fields, PDFelement allows you to manually create a fillable form.

PDFelement uses a group of buttons to create and design fillable form fields.

You can add text fields, check boxes, radio buttons, combo boxes, list boxes, and buttons to create an interactive PDF form.

- Open the PDF file in PDFelement and click the tools under the "Form" tab.
- Select a desired location on the PDF page, and the text field or check box will be added.
- Click the "Preview" button to see the fields you added.



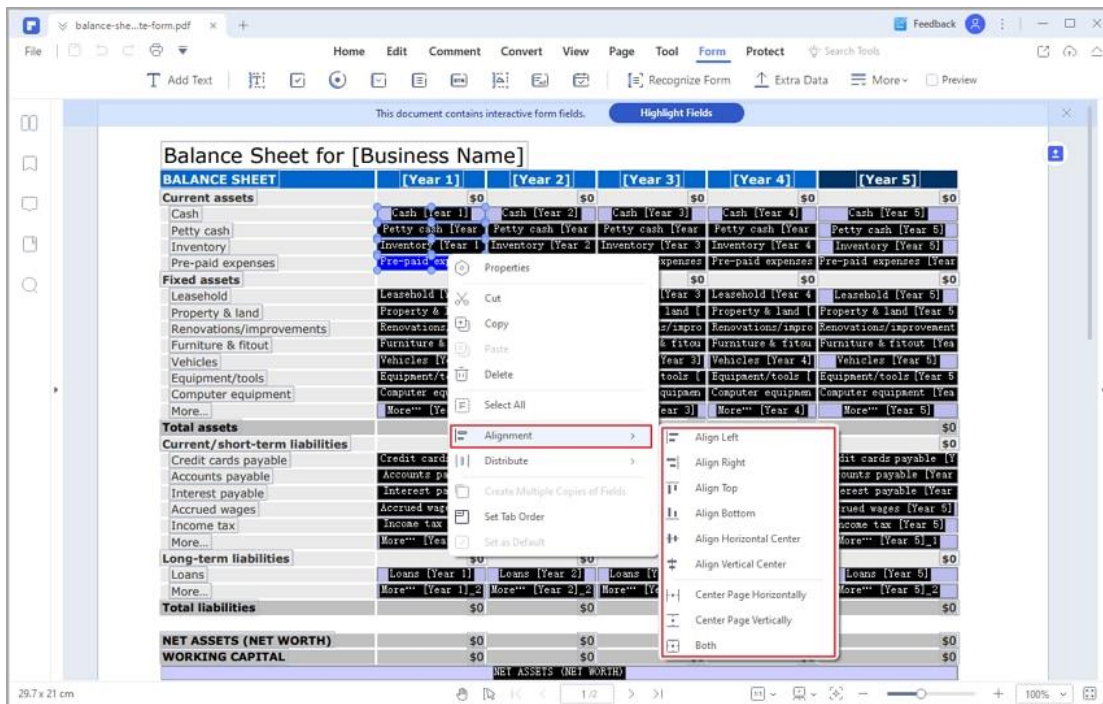
There are basic buttons to create an interactive PDF form:

- Text Field : Let the user type in a text, such as name, email address, phone number, etc.
- Check Box Field : Present yes-or-no choices for individual items. If the form contains multiple check boxes, users can select what they want.
- Radio Button Field : Present a group of choices from which the user can select only one item in the same group.(To uncheck a selected radio button in a group, you have to select another radio button.)
- Combo Box Field : Let the user either choose an item from a drop-down list.
- List Box Field : Display a list of options the user can select.
- Push Button Field : Create an interactive form element to initiate certain predefined actions, such as opening a file, opening a website, or submitting a form to a web server. This button's appearance can also be customized.
- Image Field : Create a field for users to add an image.
- Signature Field : Create a blank digital signature field for reviewers to sign the document.
- Time Field : Create a date field to show the time.

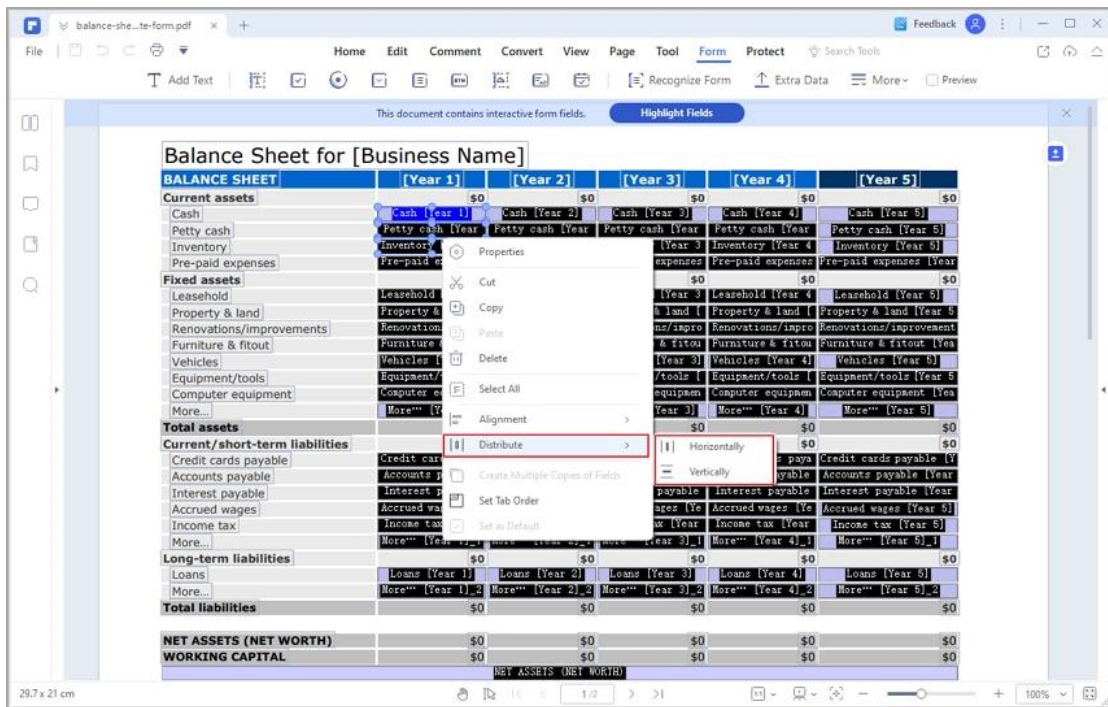
PDF form alignment.

You can align the selected form fields left, right, top, bottom, vertically, or horizontally. Please do the following interactive steps to align the fields:

- Click the "Form" > "Edit" button after opening the interactive form PDF file in PDFelement.
- Hold the "Ctrl" key on the keyboard and select all of the fields that you need at the same time. Alternatively, you can right-click one field to choose "Select All", then all the fields within this page will be selected.
- Click the "Alignment" option in the right-click drop-down list and choose the alignment you want to apply to the selected fields.



- Upon selecting at least three files, the "Distribute" option will be available. You can distribute the selected fields horizontally or vertically. (Note: Please select at least three fields, otherwise the distribute option will be disabled.)



Extract data from PDF.

PDFelement can assist you in extracting data from fillable form fields and other kinds of PDFs to CSV files, where you can manage the collected data.

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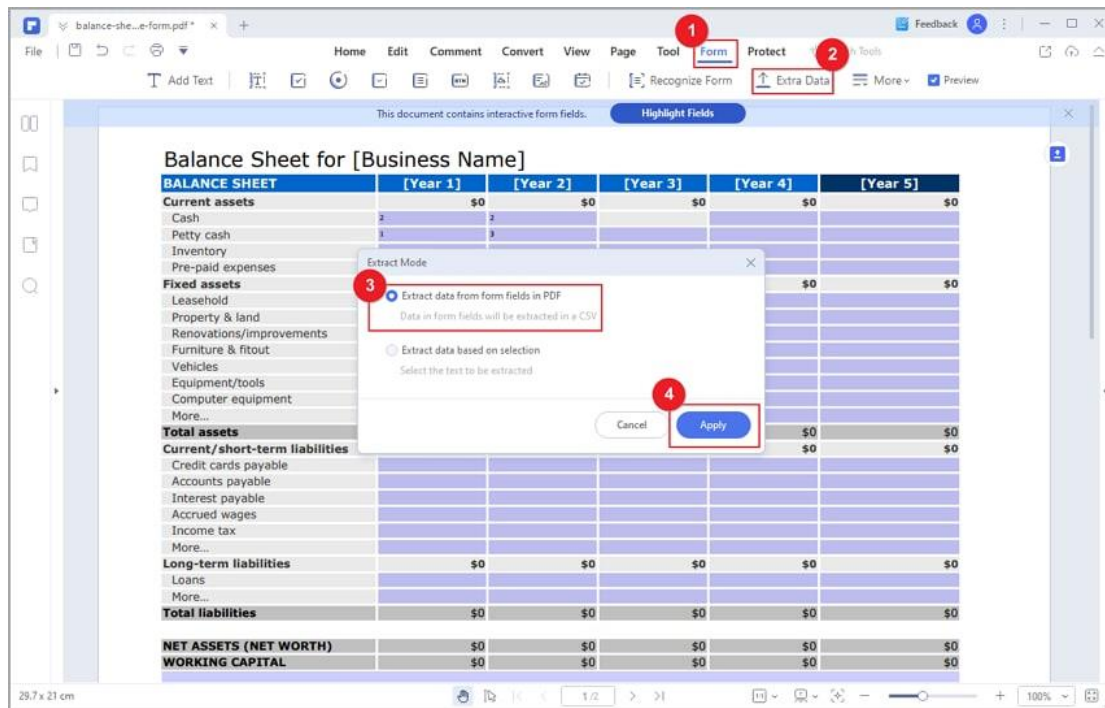
[01 Extract data from PDF form fields](#)

[02 Extract data from selected PDF text](#)

[03 Extract data for batch process](#)

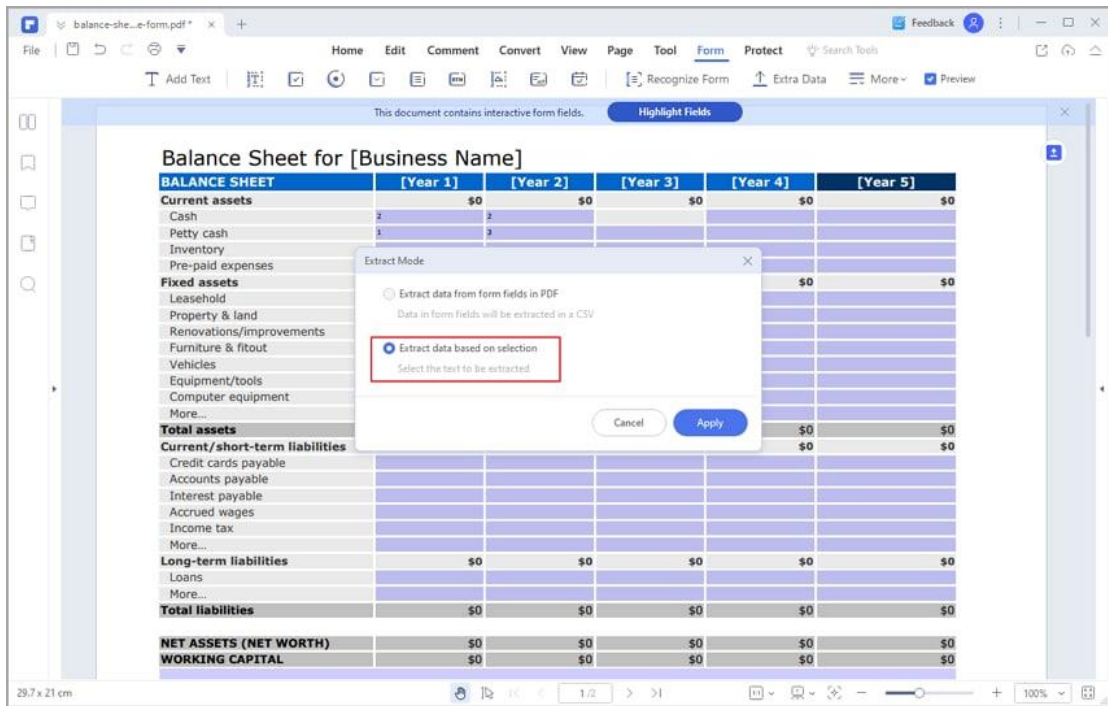
1. Extract data from PDF form fields.

- If your PDF file is the fillable form, you can click the "Form" > "Extract Data" button, then select the option of "Extract data from form fields in PDF" and click the "Apply" button. If your PDF file does not contain the fillable form, please refer to the chapters of "How to Turn PDF to Fillable Form Automatically" or "How to Make Fillable PDF Form Manually" to create the fillable forms first. (If you have not installed the OCR plugin yet, when you click the "Extract Data" button, it will ask you to download OCR first.)

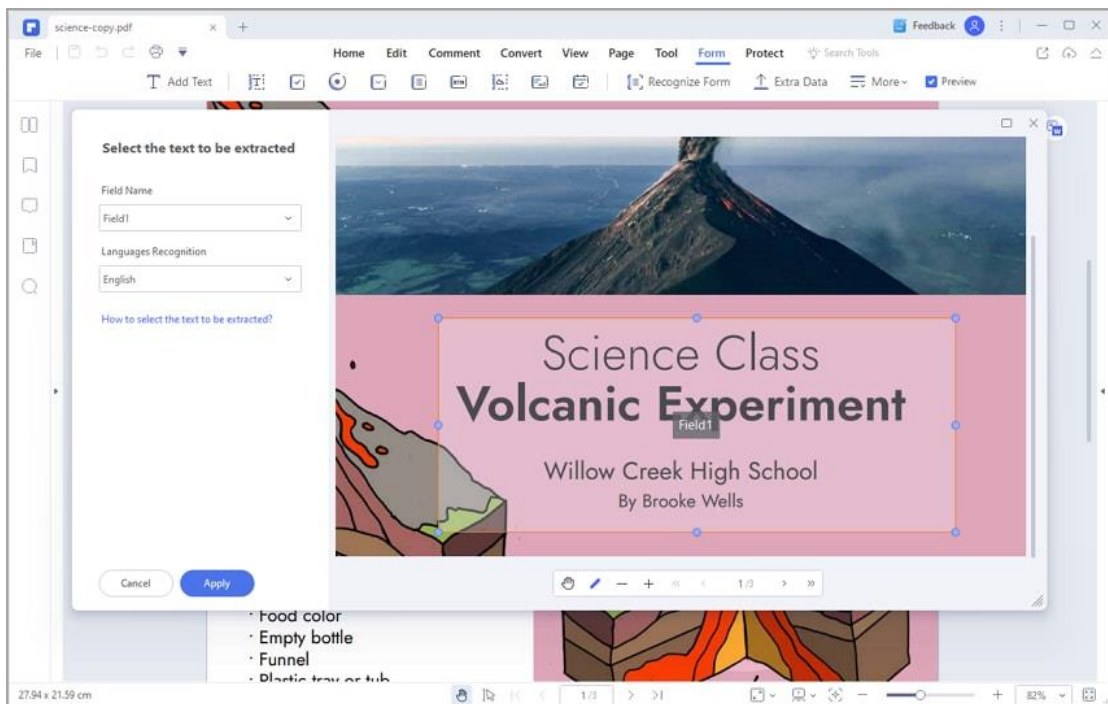


2. Extract data from selected PDF text.

- If your PDF file does not contain any form fields, you can still use our program to extract data from the marked areas whether it is a scanned PDF or a regular PDF.
- After opening your PDF file in the program, click the "Form" > "Extract Data" button and choose "Extract data based on selection".



- Click the "Apply" button, then use your mouse to select the area in the pages you want to extract, and choose the language of your file in the "Languages Recognition" tab.

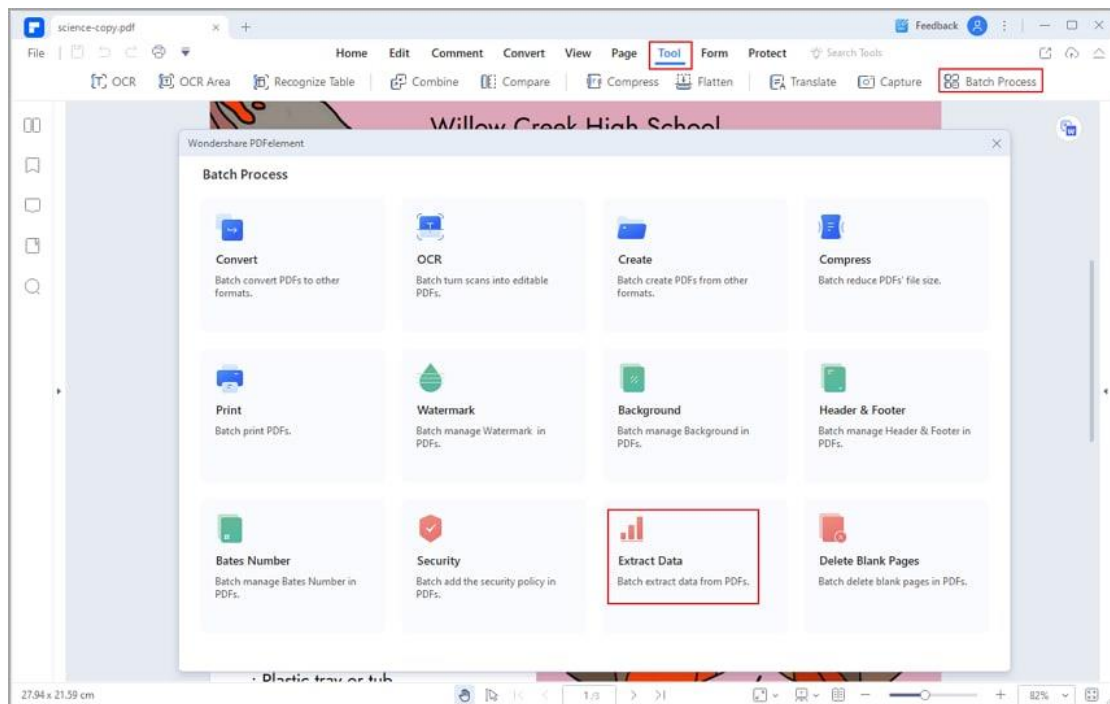


- After selecting all the areas you want to extract, please set the language of the selected texts in the "Language Recognition" option. Next, click the "Apply" button, then save the .csv file in your local folder.

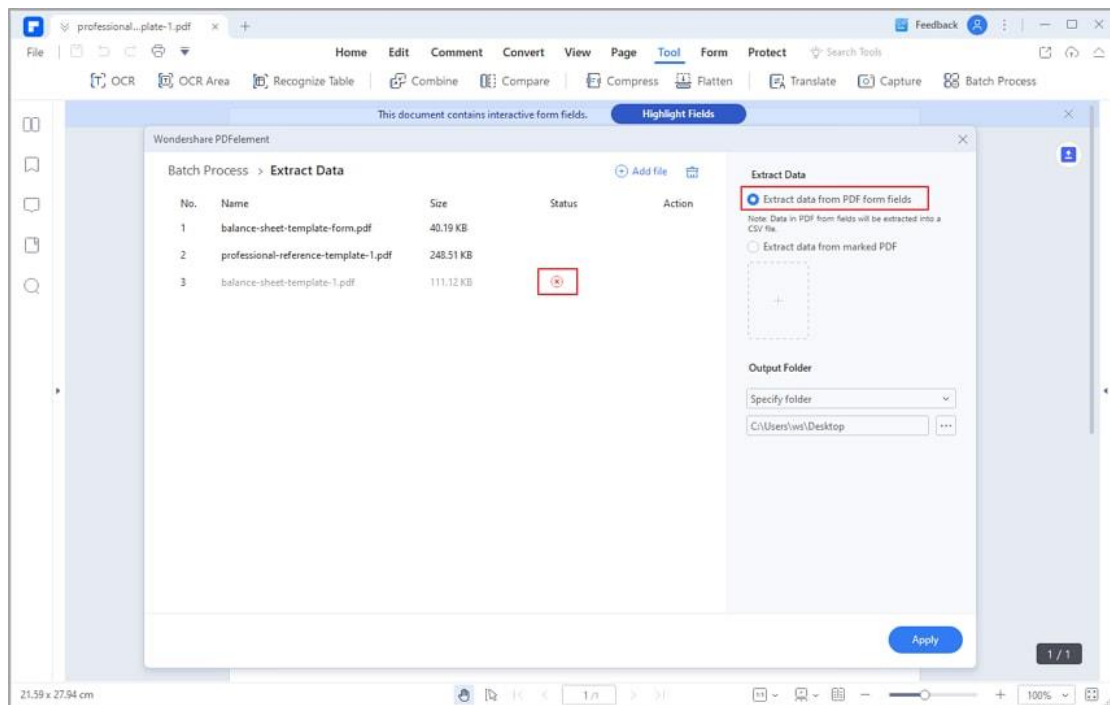
3. Extract data for batch process.

The batch process is an excellent tool if you have a form that has been filled in multiple times to collect different data, or if you have PDFs that you need to extract data from the same area.

- After opening the program, please click the "Tool" > "Batch Process" > "Extract Data" button.



- In the Extract Data window, add multiple files whose data you want to collect. Please note data extraction process is only supported on documents with form fields. If you add non-interactive forms, there will be a " " mark in the document's status. Click the "... " button to select the output folder. Next, click "Apply" to start the process. After completing, you can open the extracted .csv file in the output folder.



Import/export PDF form data.

Importing and exporting form data is only available in PDFs with interactive form fields. All the options for importing and exporting form data will be unavailable when you open ordinary PDFs or non-interactive forms.

Note:

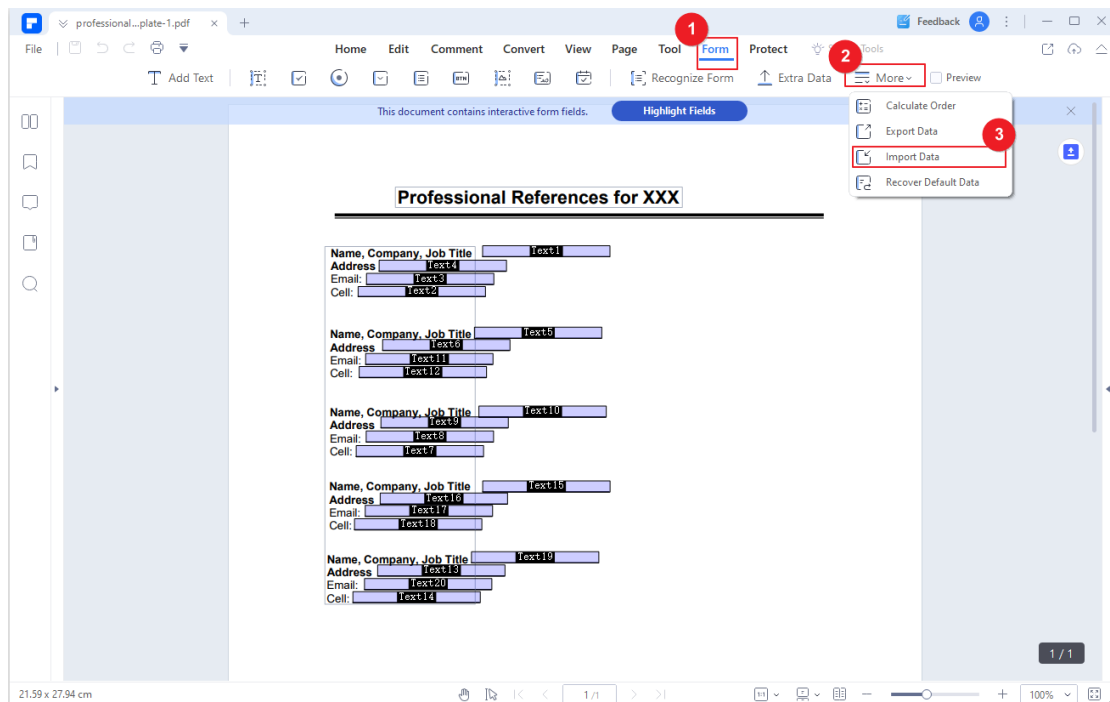
The import and export data can only be Form Data Format (.FDF).

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[01 Organize pages button](#)

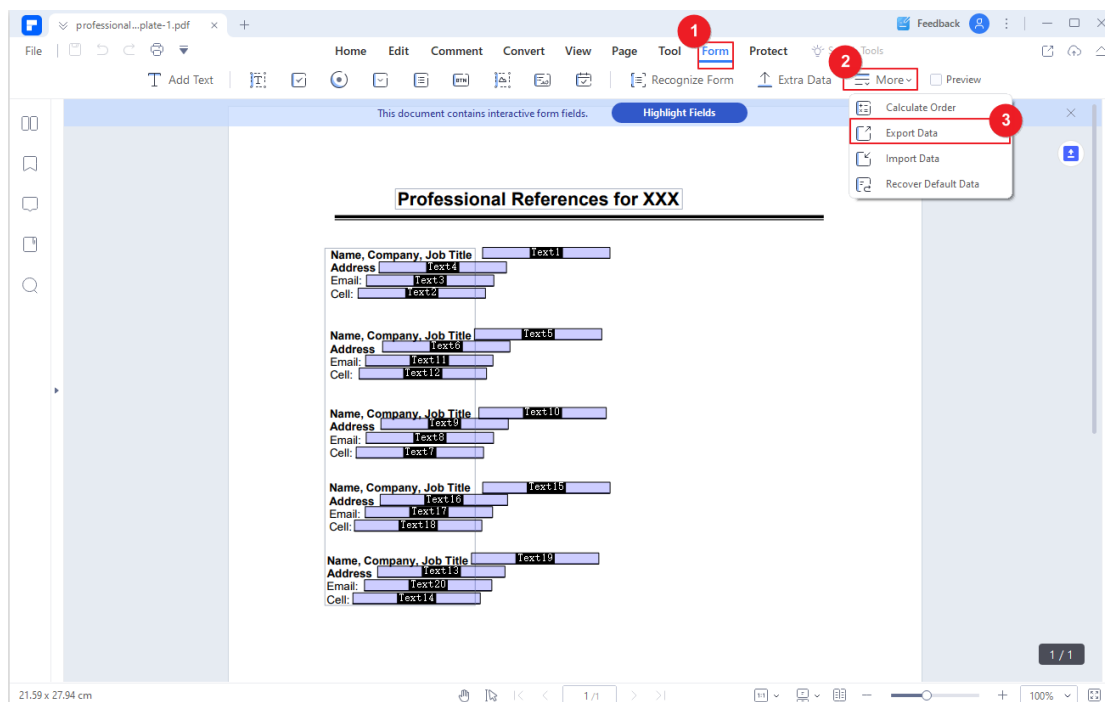
[02 Split pages tool](#)

1. Import form data.



- If you received a data-only file in .fdf format, you can use the data import feature to view the data in the original file by importing the information in the PDF file.
- Click the "Form" > "More" > "Import Data" button to select the .fdf format file to import its data to the corresponding PDF file.

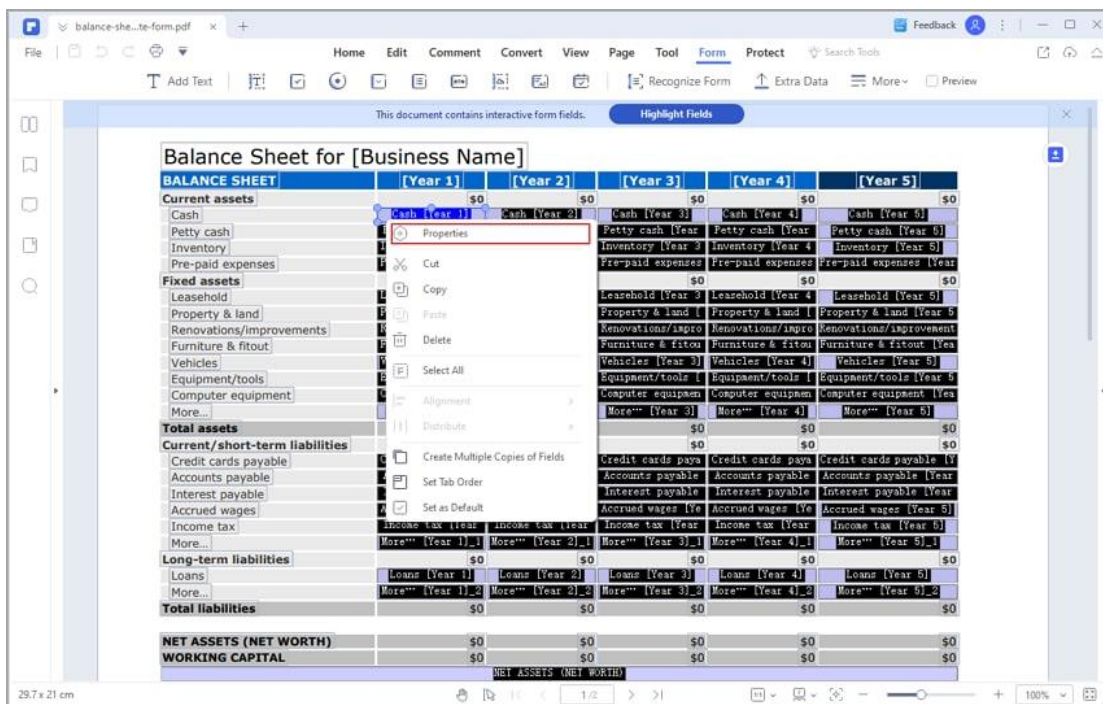
2. Export PDF form data.



- Click the "Form" > "More" > "Export Data" button to choose the folder to save the export data and rename the file, and then it will export the data in a .fdf format, which is a data-only file.

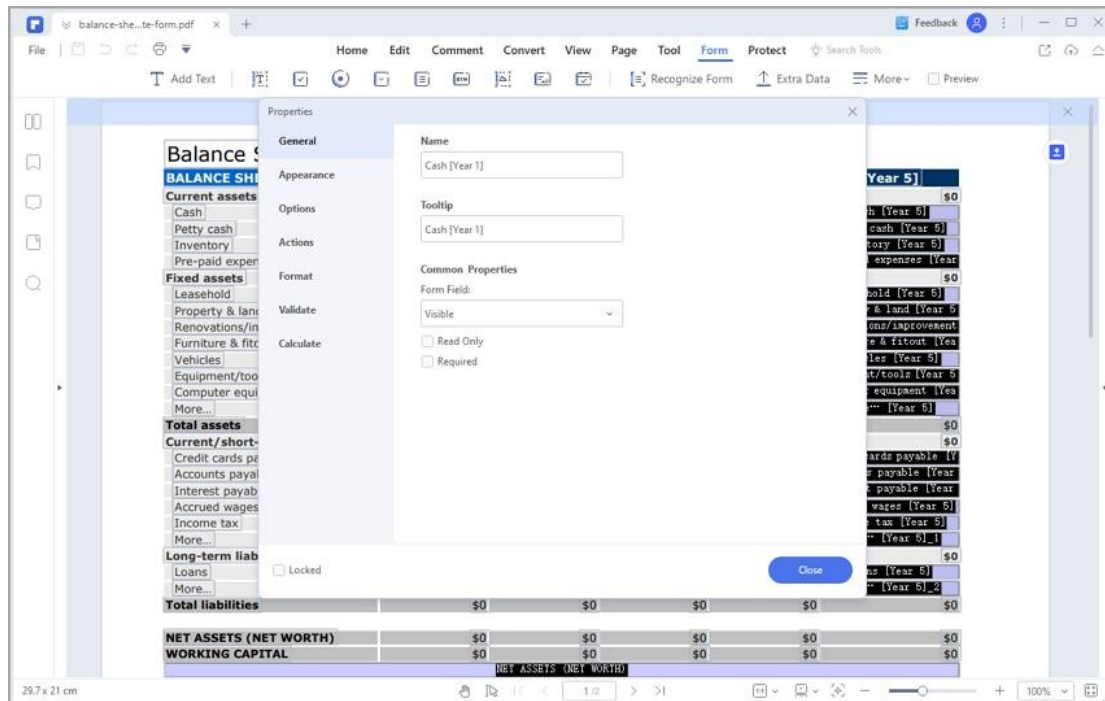
PDF form properties.

When you add the text field, check box or radio button, etc., you can drag the edge of the box to resize it or move it to another place. Press the Delete key to delete it. When you open an interactive form in PDFelement, you can right-click a form field and select the "Properties" option to change the settings of the field in the pop-up Properties dialog box. For different fields or boxes, you will get different properties. Here is an example of the Text Field Properties:

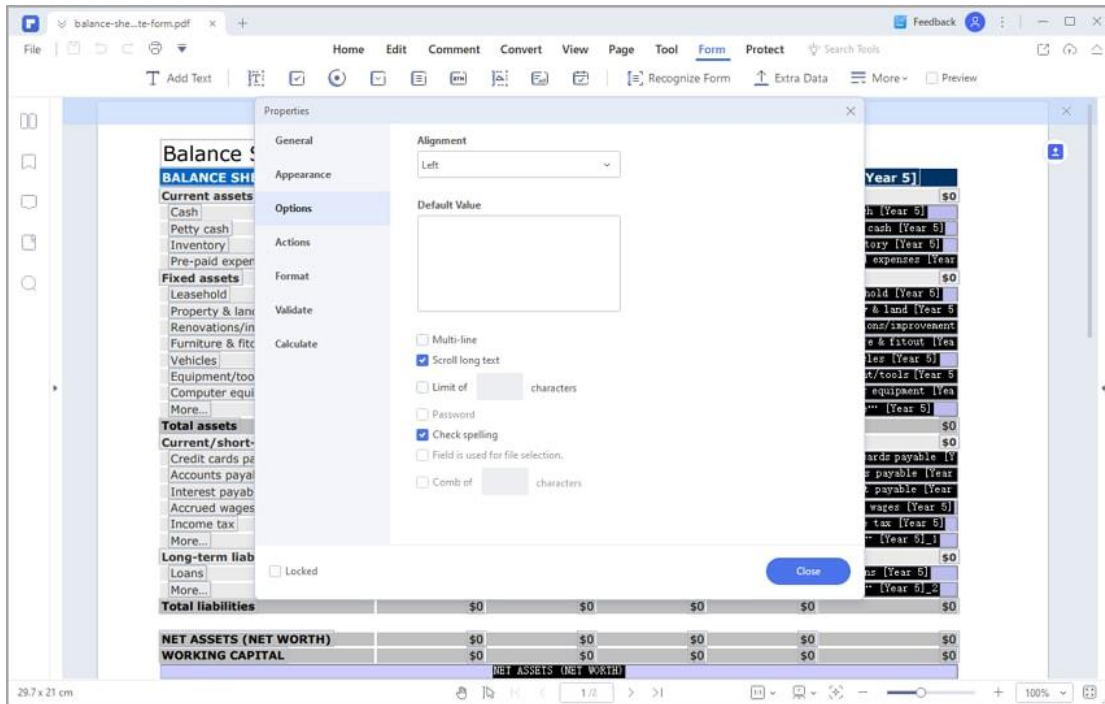


(Note: You can hold the Ctrl key and select multiple fields or boxes at the same time, right-click one to choose Properties, and the common properties will be enabled to change. Then the properties for all the selected fields or boxes will be changed)

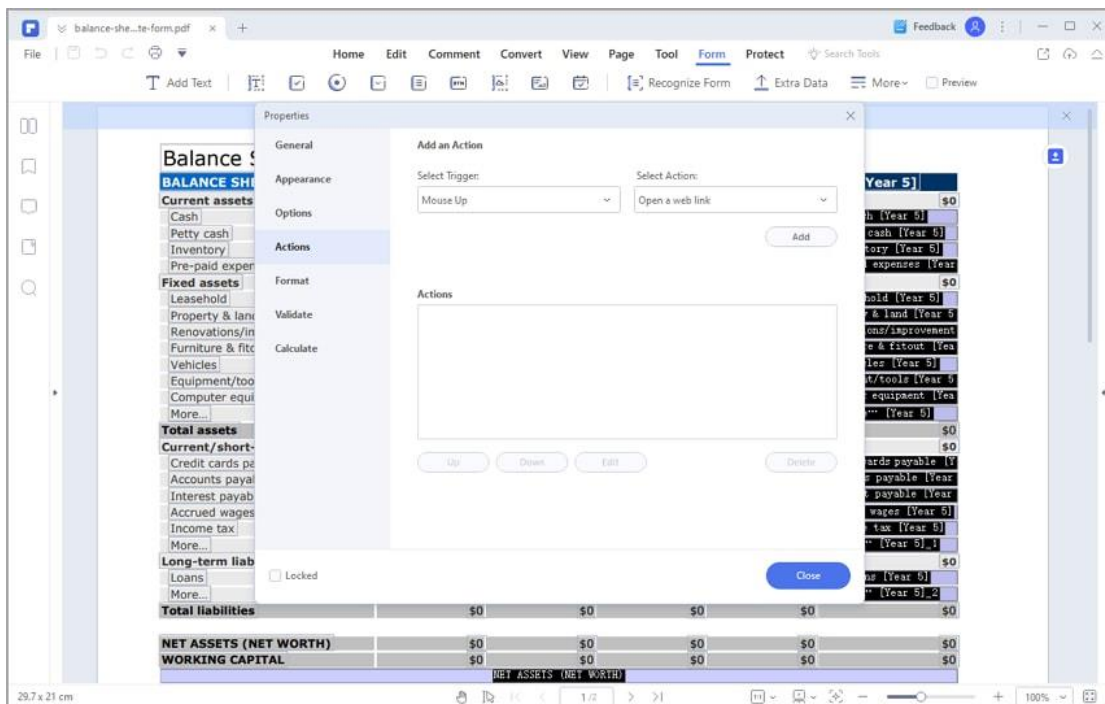
- General: You can set the field name, tooltip, and common properties.



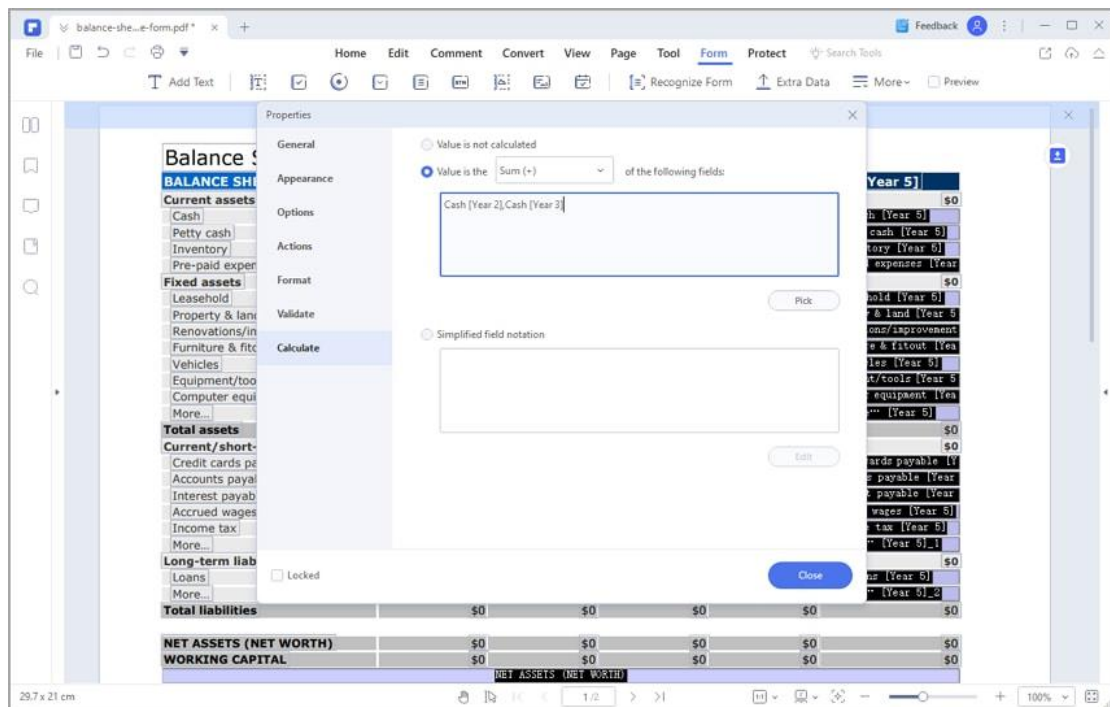
- Appearance: You can set borders and colors, and the font/size/color of the filled-in text.
- Options: You can set the alignment of the filled-in text and the default value of the field. Set multi-line, scroll long-text, password, or limit the characters available for that text field. It also has the spell check function of the filled-in text.



- Actions: You can set the field actions. For example, you can choose "Open a web link" in the "Action", and click the "Add" button to enter the website link in the new dialog box.



- **Format:** Set the format category for this field.
- **Validate:** Set the value of this field.
- **Calculate:** Set the calculation of the fields. Choose the calculation as you want, and click the "Pick" button to pick the fields that you want to calculate. For example, the following is the Cash [Year 1] properties, so it means $\text{Cash [Year 1]} = \text{Cash [Year 2]} + \text{Cash [Year 3]}$.

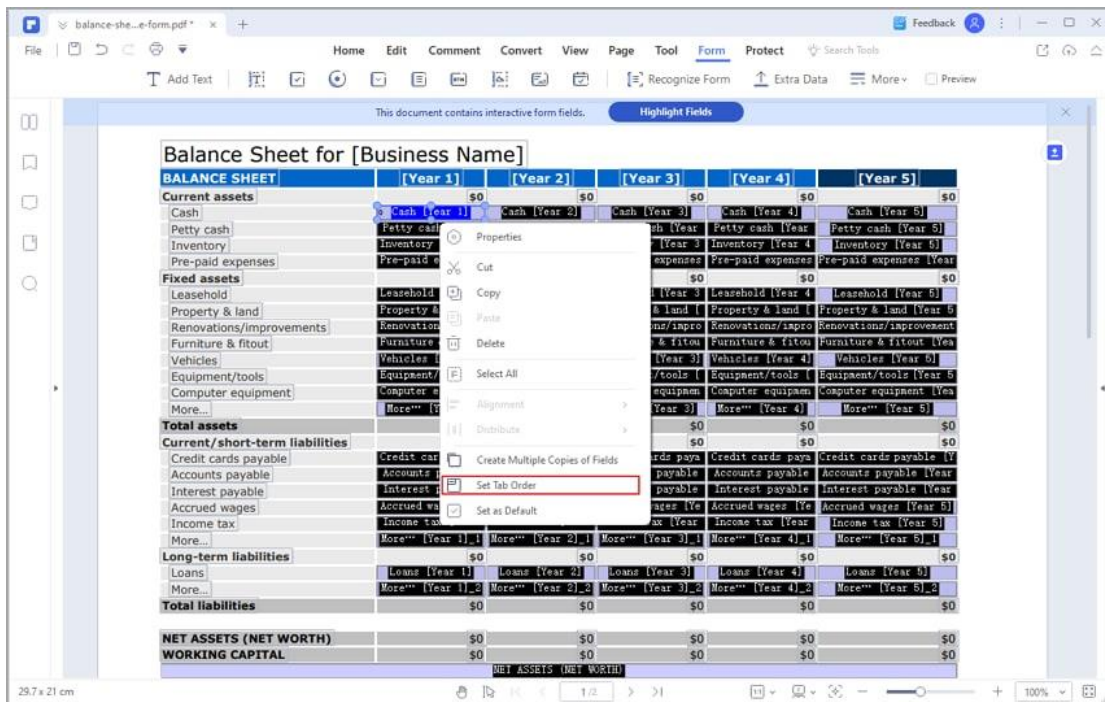


Set tab order.

You can set the tab order of the form field you created. The order number will show in the top left corner of the form field. By default, the tab order is the order of creating these fields and buttons. You can change to set the tab order

as needed. The tab order will decide **the order of data** when you try to extract data from the PDF form using the **Extract Data** feature.

- After opening the interactive form PDF file in PDFelement, please a form field, then right-click it to choose "Set Tab Order".
- The default order will show, then you can click the field or button one by one as the new order you want. After setting, click the "Preview" button, and fill in the field or button using the Tab key in the order you set.



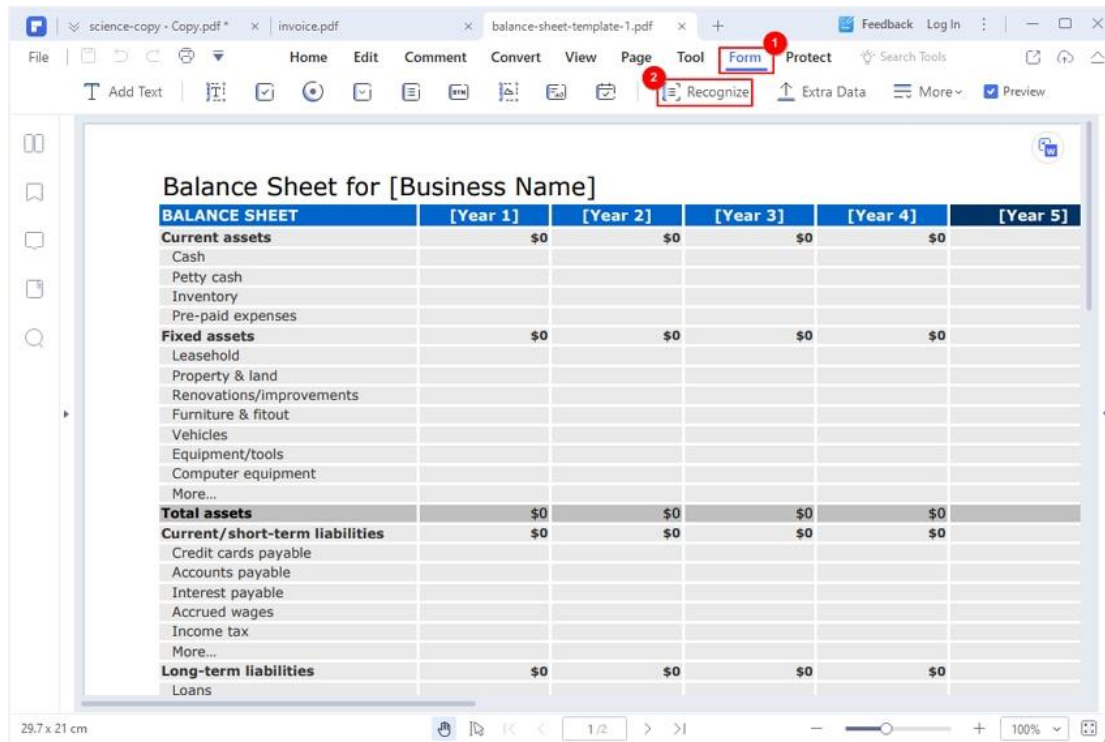
Note:

You can only set a tab order within one page.

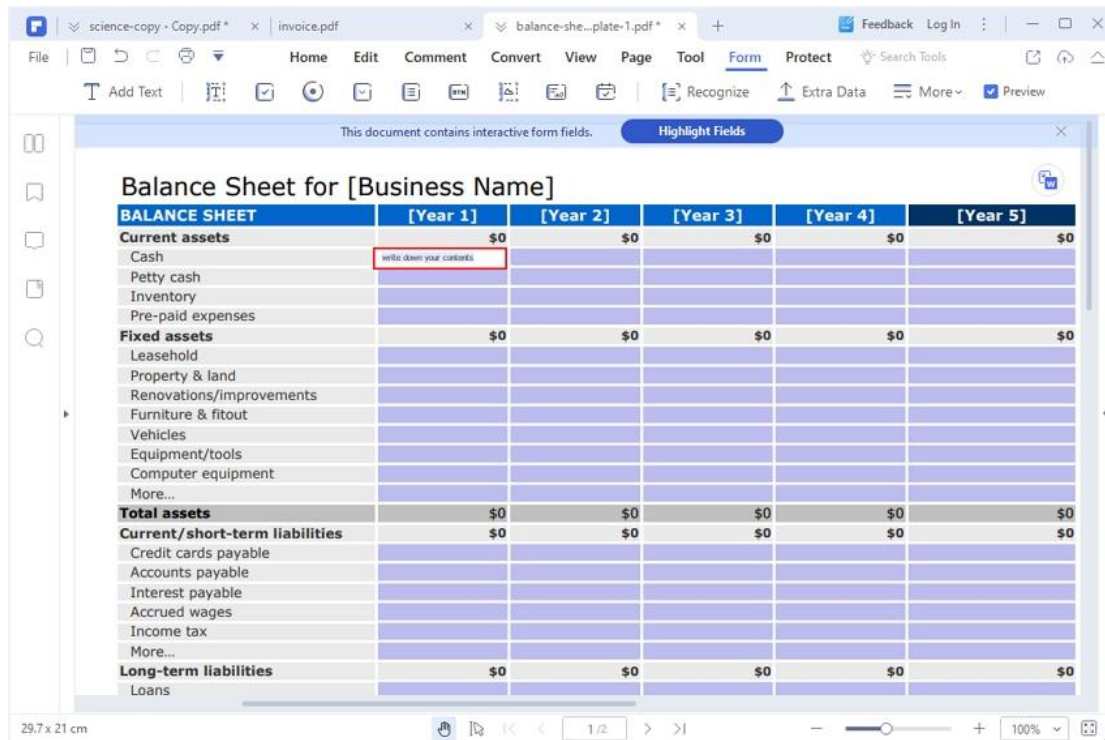
Recognize PDF form.

In addition to recognizing text and images, PDFelement can also accurately recognize PDF forms, helping users copy and edit the form contents.

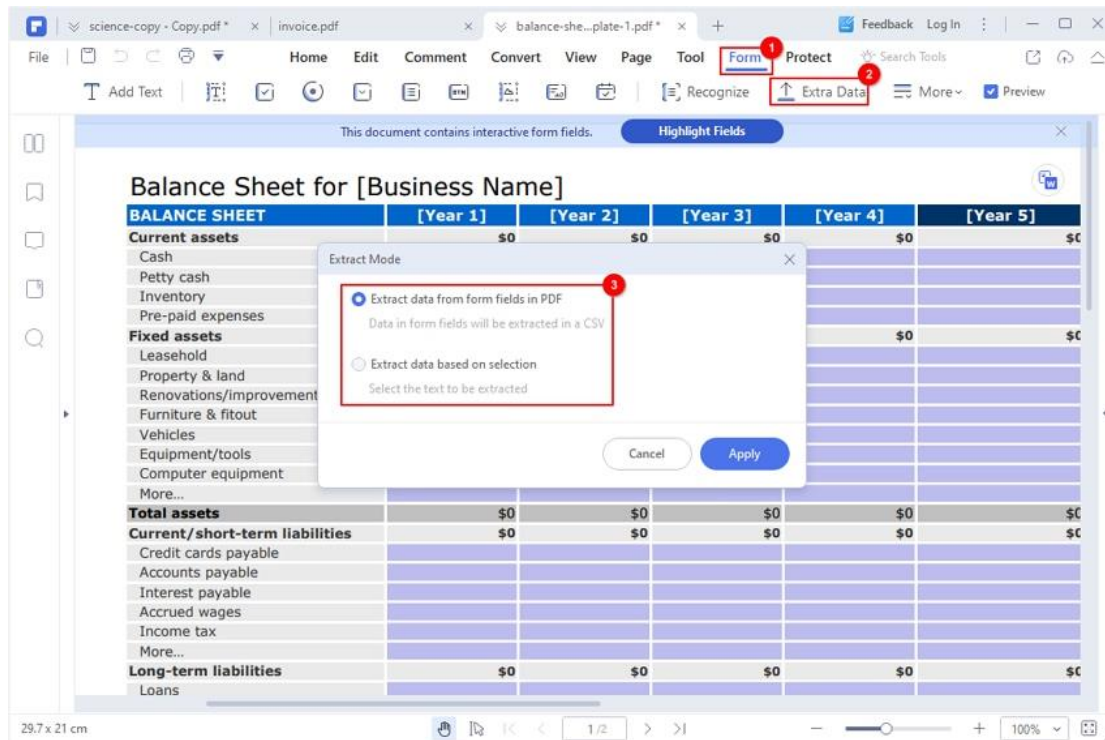
Click on "Form>Recognize", then PDFelement will automatically recognize the form fields in your PDF file.



After the recognition process, the form turns out to be editable. You can tap texts or copy contents to fill in the form.



You can also tap "Extra Data" to deal with your form data. If you select "Extract data from form fields in PDF", then data in form fields will be extracted in a CSV. And if you choose "Extract data based on selection", you can select the texts to be extracted.



Protect & Sign PDF

How to password protect PDF.

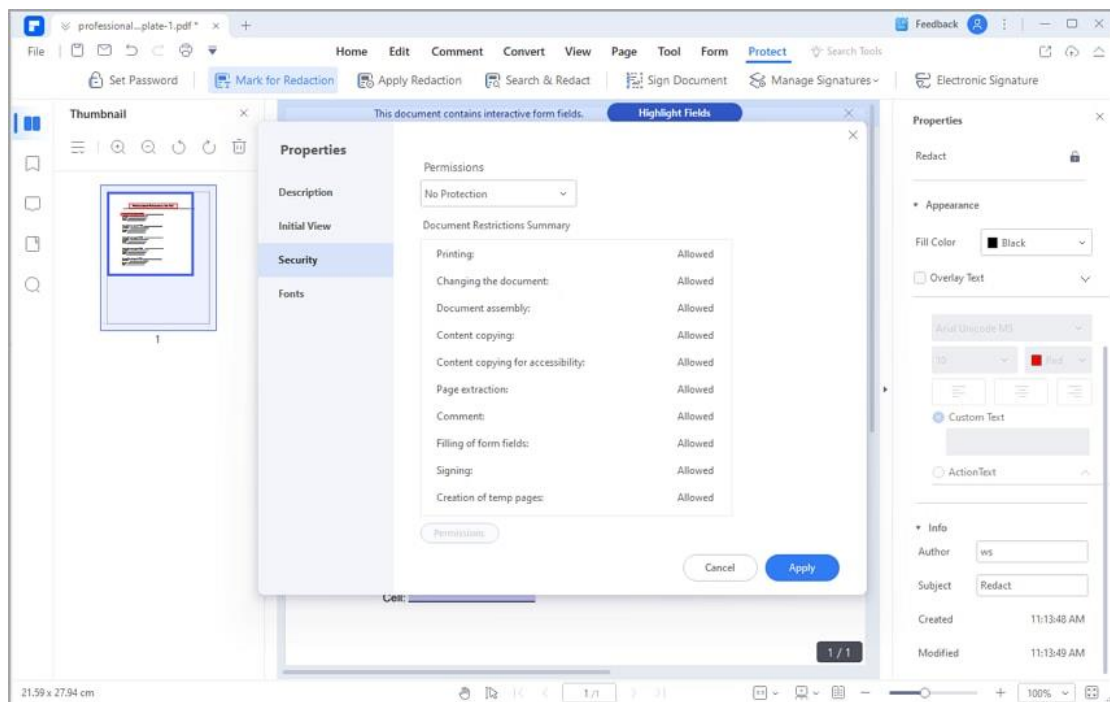
Some PDF files may contain restrictions preventing actions such as printing, editing, copying, etc.

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- 01 Check PDF permissions
- 02 Add open/permission password
- 03 Remove open/permission password

1. Check PDF permissions.

To review the permissions that have been listed on the file, click the "File" > "Properties" > "Security" button.



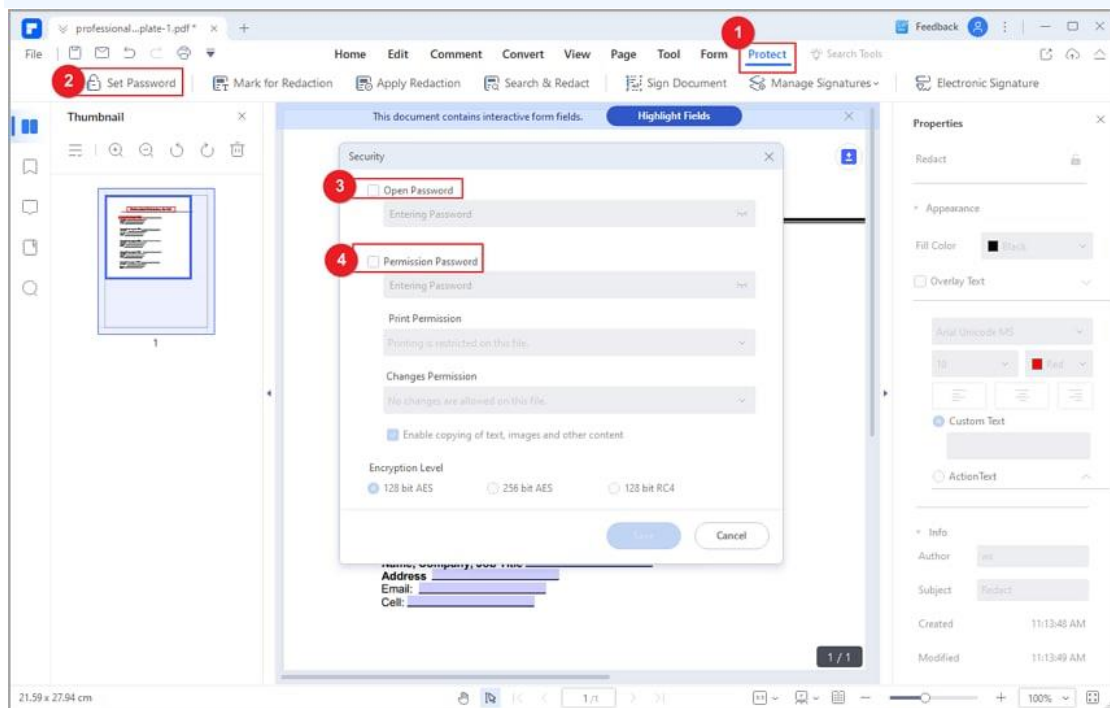
2. Add open/permission password.

You can add a password to a PDF document to limit access and restrict certain features, such as printing, copying, and editing. There are two kinds of passwords that could be applied to a PDF file: Open Password and Permission Password. When you set the Open Password, anyone who tries to open the PDF file must type in the password that you specified. When you set a Permission Password, anyone who wants to change the restrictions must type the

Permission Password. Please note that if a PDF is secured with both types of passwords, it can be opened with either password.

Tip:

There is no way to recover a password from the PDF if you forget it. We recommend that you keep a backup of the passwords that you have used to protect your PDFs. Click the "Protect" > "Set Password" button to set the Open password or Permission password. In the new dialog box, you will get:



Open Password settings:

- Password—type the password that users must type to open the document.

Permission Password settings:

- Password—type the password that users must type to change the permission settings. If the file is opened in PDFelement, the user can view the file but must enter the permissions password to change the file's security and permissions settings.
- Printing Permission—specify the printing resolution in which users are allowed for the PDF document.
- Changes Permission—define which editing actions are allowed in the document.
- Enable copying of text, image and other content—defines whether copying of text, images, and other content is allowed.

3. Remove open/permission password.

To remove the password from a PDF file by PDFelement, you must enter the password first. After opening the PDF file, click the "Protect" > "Set Password" button, type the permission password if requested, then uncheck all the options in the new dialog box to remove the password.

How to Redact PDF

The Redaction feature allows you to remove sensitive information from your document prior to making it available to others.

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[01 Organize pages button](#)

[02 Split pages tool](#)

[03 Set splitting criteria](#)

[04 Set output locations](#)

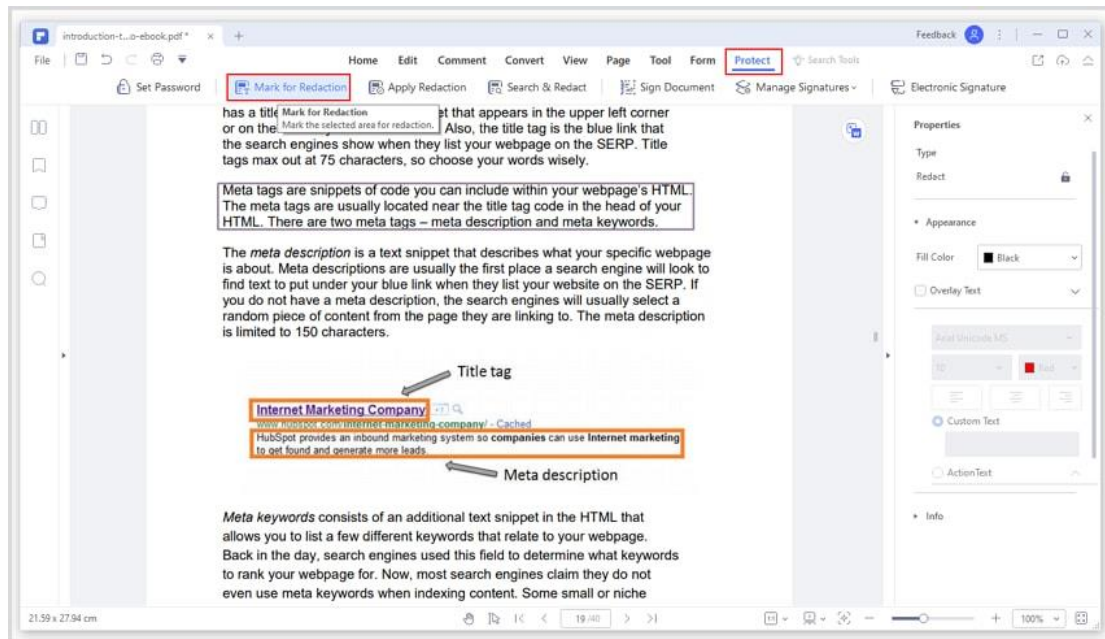
1. Mark for redaction.

The following options will allow you to mark the text or graphics for redaction:

To mark the text or graphics for redaction, do the following:

- Select the "Protect" > "Mark for Redaction" button (You will get a pop-up dialog window to provide the instructions, and you can check the option of "Don't show again" if you already know the instructions).
- (Optional) Double-click an image to mark an entire image which will be in a red rectangle.
- (Optional) Hold the pointer over the text you want to redact and drag a rectangle around it.

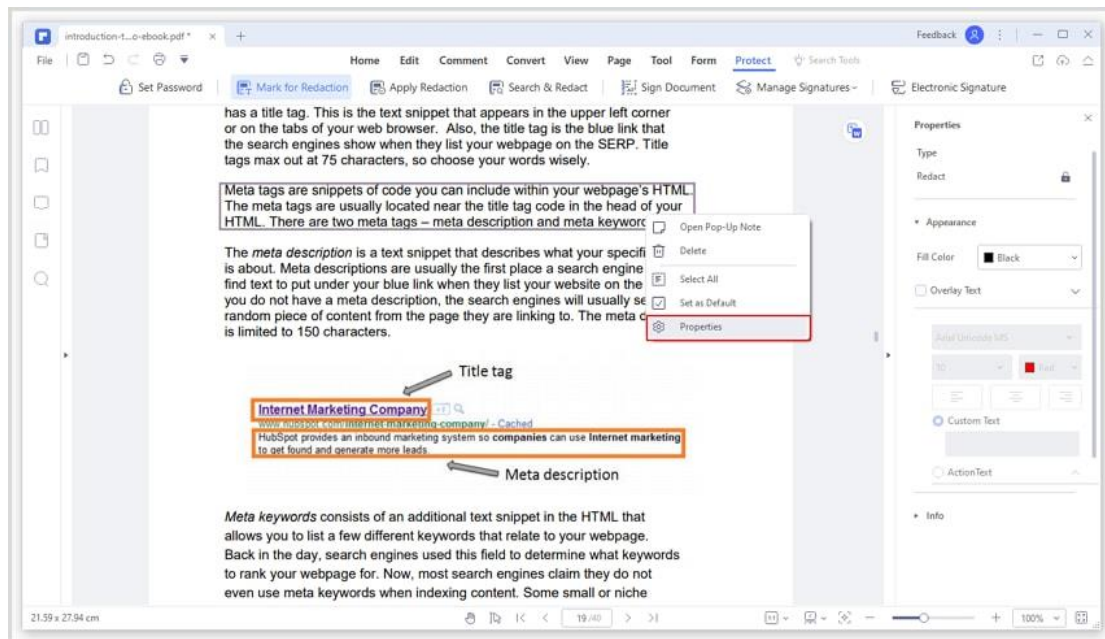
- Once you bring the pointer to the rectangle, it will be filled with black color. Once you move the pointer away, it will return to a red rectangle until you apply the redaction.



2. Set redaction properties.

You can set redaction properties, such as the appearance and the author, and so forth. The properties can only be set before you apply the redaction to the document.

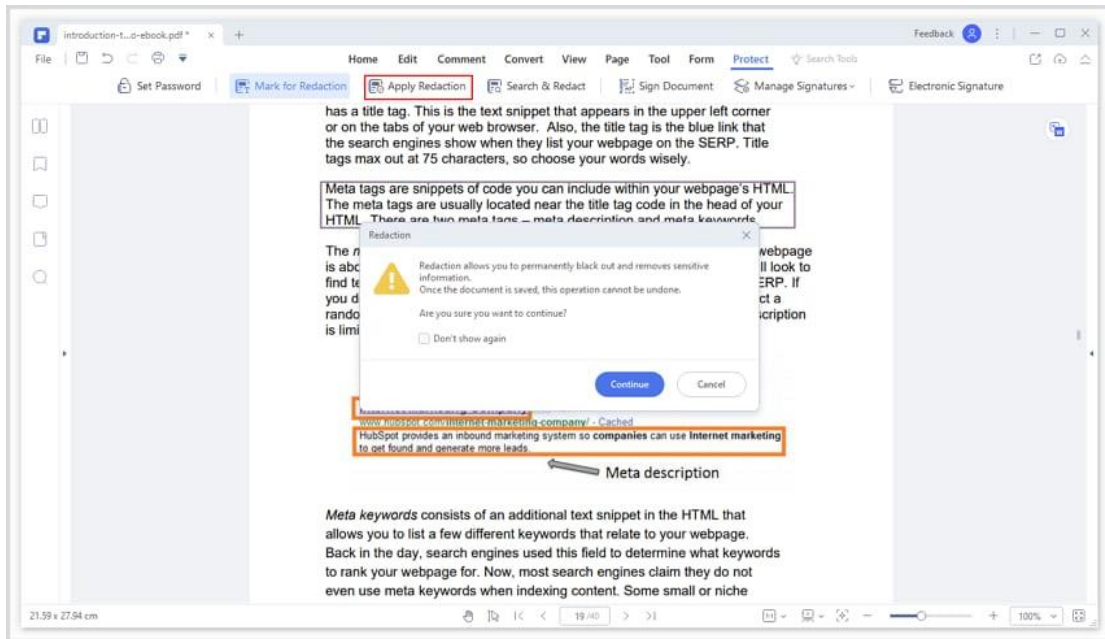
Right-click the marked area and choose "Properties", and the Redaction Properties panel will pop up on the right side. You can change the settings under the Appearance and Info tabs.



3. Apply redactions.

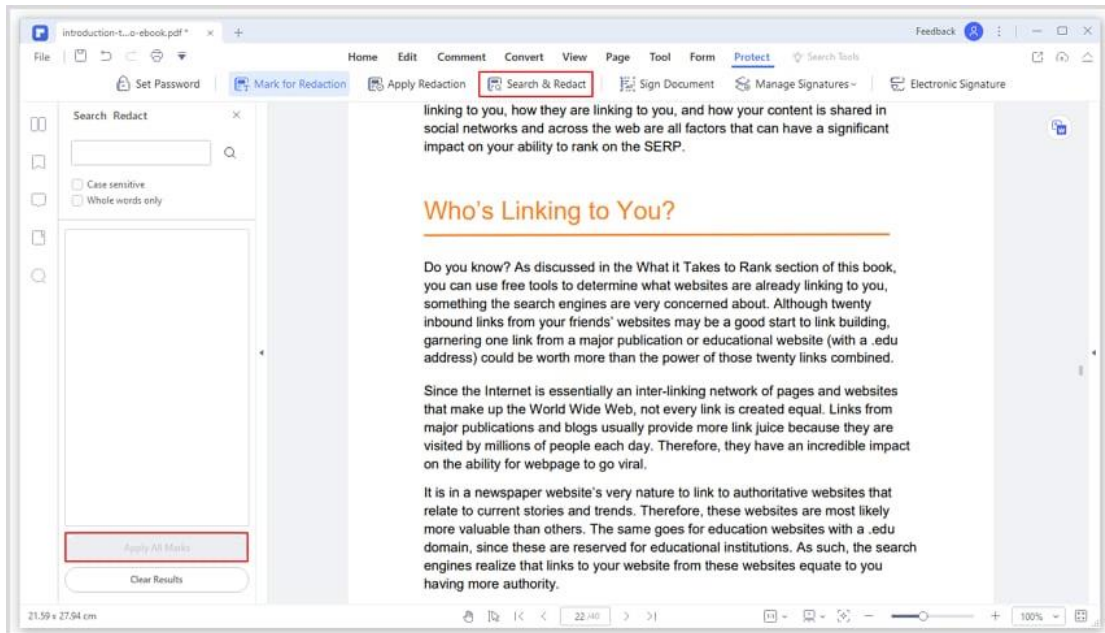
You need to apply the redactions after marking the text or graphics you want to redact. To apply the redaction, do the following:

- A warning will pop up to confirm that you indeed wish to apply the redaction, or if you wish to cancel.
- A dialog box pops up to give a warning message and ask if you are sure to apply the redaction or not.
- Select "Continue" after you have marked all content that you want to redact.



4. Search and redact.

You can redact multiple texts using the Search and Redact tool.



- Select "Protect" > "Search & Redact" button. Then type the text you wish to find and redact in the search box on the left-side Search and Redact panel.
- Check the item in the search result list, and it will help you redact the text automatically.
- Click the "Apply All Marks" button, and you will get the warning message to ask if you are sure to remove them permanently.
- Click the "OK" button if you are sure to remove it.

How to sign PDF

You can sign PDF with digital signature or handwritten signature using PDFelement.

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01 Digital signature

02 Handwritten signature

1. Digital signature

A digital signature acts as a traditional handwritten signature that 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.

About digital ID

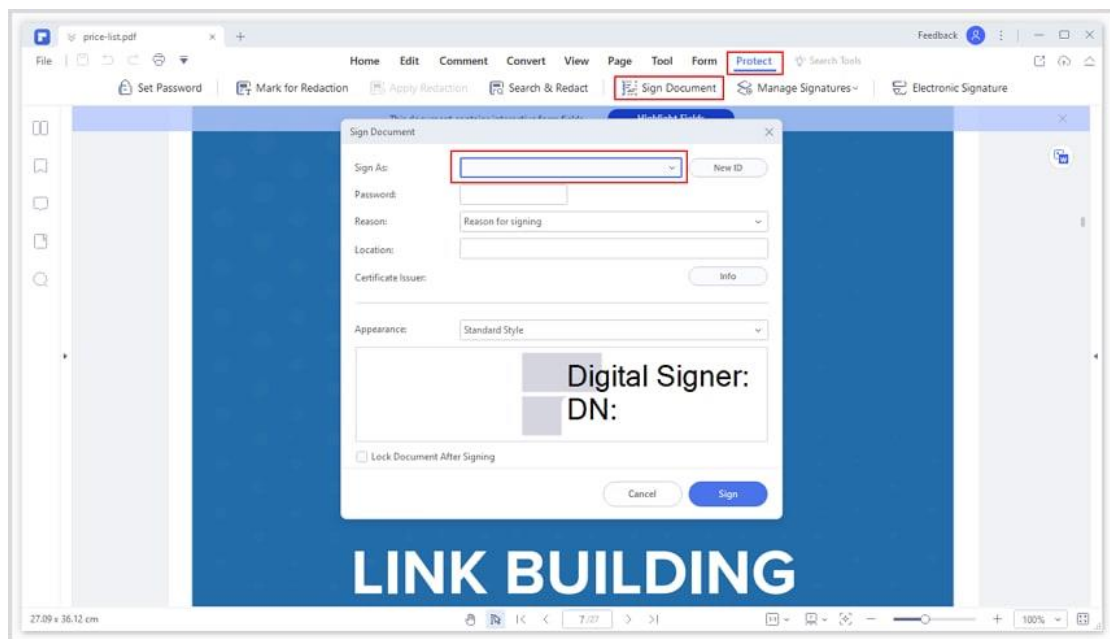
Digital ID is the identity of a person/organization, which contains your name, email address, serial number, expiration date, and the name of the company. A digital ID contains two keys, one is a public key (certificate) that is used to encrypt or lock data, and the other is a private key that is used to decrypt or unlock data that is encrypted.

You can distribute the certificate that contains the public key and other identifying information to those who need it to verify your identity, validate your signature, or encrypt a document for you. Only your private key can unlock information that was encrypted using your certificate. For security purposes, make sure to store your digital ID in a safe place.

You can not only obtain a digital ID from a trusted third-party provider called a Certificate Authority (CA). However, you can also create a self-signed digital ID with PDFelement. Digital IDs are usually protected by a password, which you can store on a computer in PKCS#12 file format, or in the Windows Certificate Store.

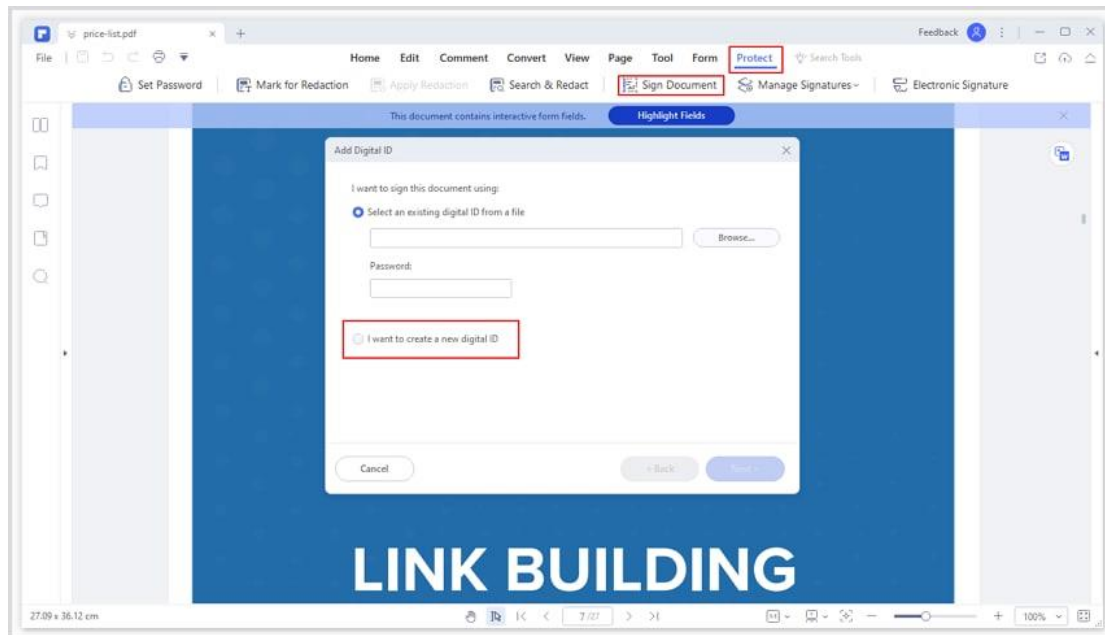
Sign a PDF

Open a PDF that already has the Signature field and click the "Protect" > "Sign Document" button, then choose your ID to sign.



Create a signature

If you do not have an ID yet, click on the "New ID" button, select the "I want to create a new digital ID" option, and then click the "Next" button.

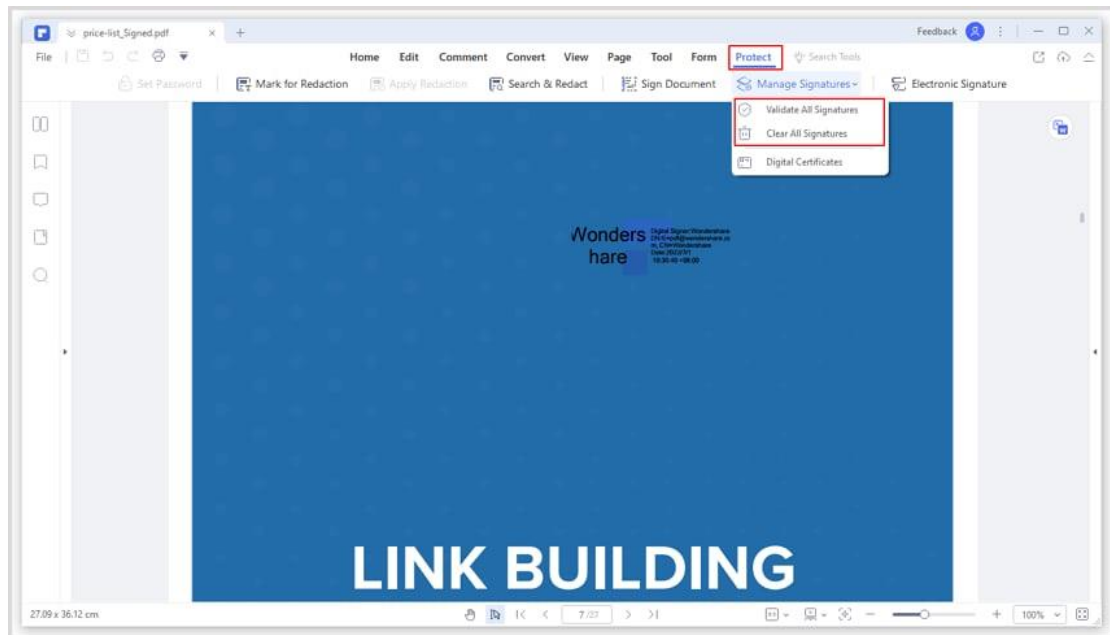


- New PKCS#12 digital ID file—Stores the digital ID information to a file with the extension .pfx on Windows and .p12 on Mac OS. You can use the files interchangeably across different operating systems.
- Windows Certificate Store—Stores the digital ID to a common location. Other windows applications can also retrieve it.

Validate and clear signature

To validate the signatures, please click the "Protect" > "Manage Signatures" > "Validate All Signatures" button, it will pop up a Signature Validation Status message box which describes the validity of the signature.

To remove the signatures, please click the "Protect" > "Manage Signatures" > "Clear All Signatures" button, which will assist you in removing all of the digital signatures within a PDF file.

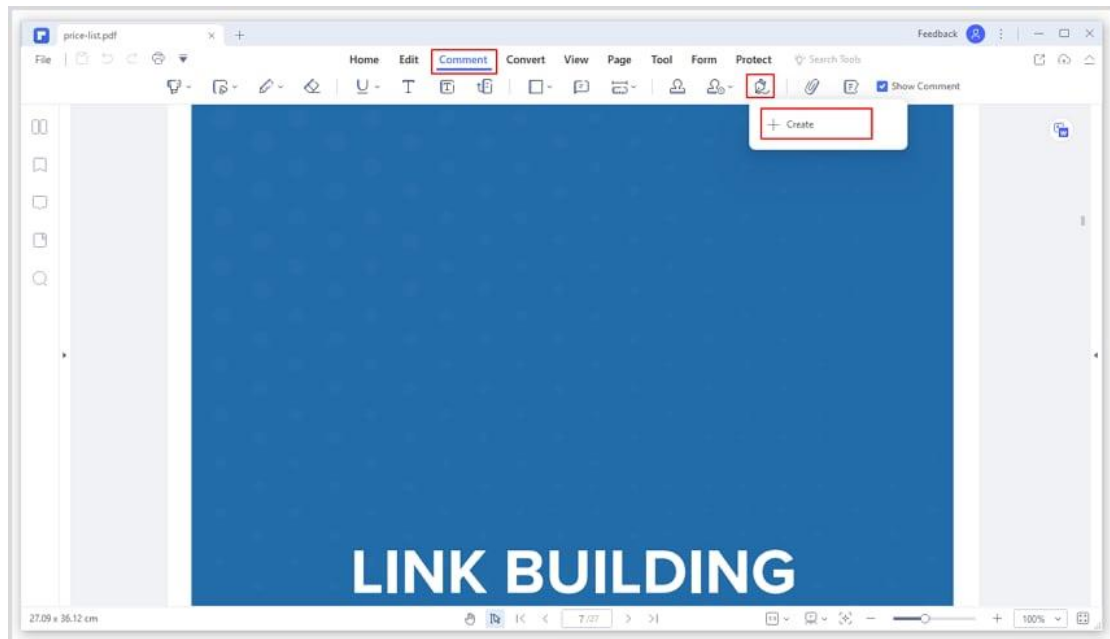


2. Handwritten signature

The signature feature allows you to sign PDF with a handwritten signature, including uploading an image signature, drawing a signature, and typing a handwritten signature.

Sign PDF

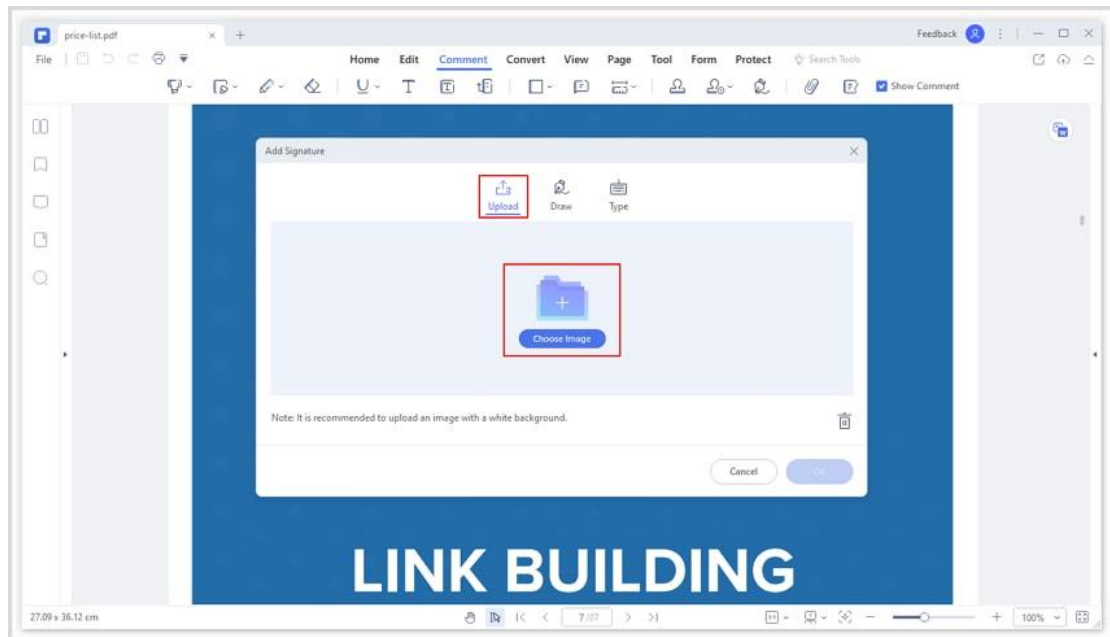
Click the "Comment" > "Signature" button, and tap on the "+ Create" button to create your handwritten signature.



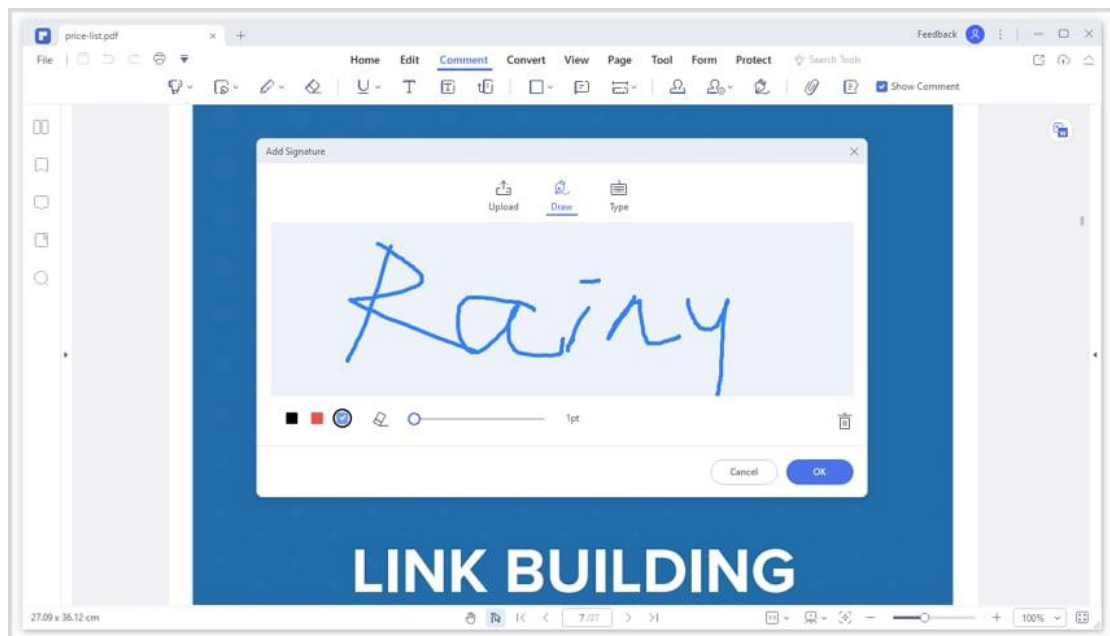
Create handwritten signature

There are three options for adding a handwritten signature, including "Upload", "Draw", and "Type".

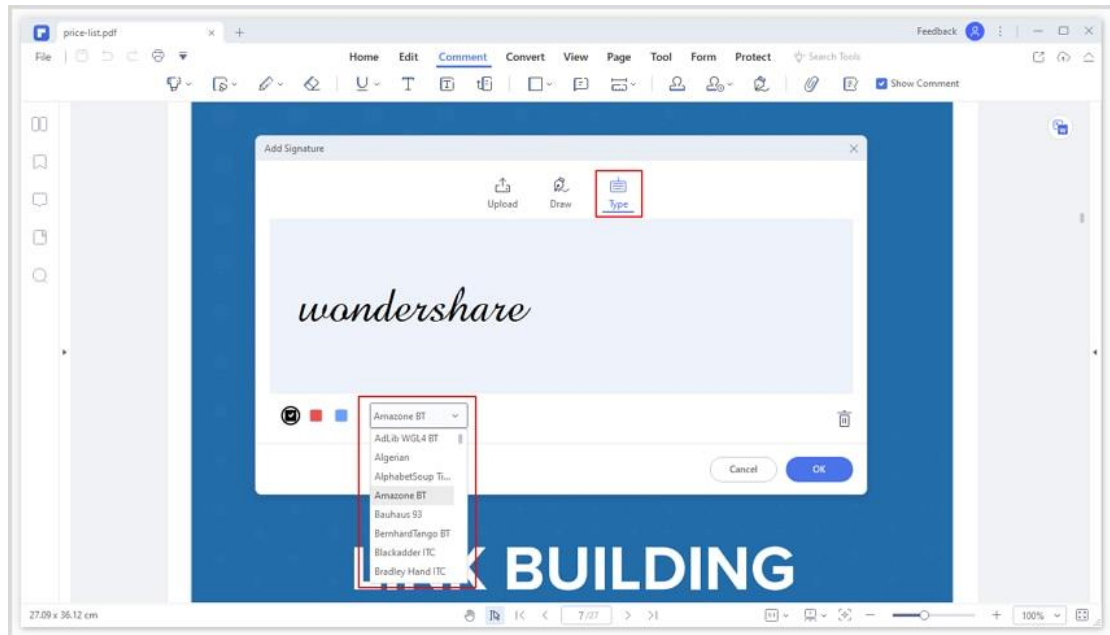
- Tap on the "Upload" tab, and click "Choose Image" to upload an image signature saved on your computer. After uploading the image, click the "OK" button.



- You can draw your name directly under the "Draw" tab. Also, you can select the color of the signature as you like.



- Click the "Type" button, and enter your signature to create your handwritten signature. You can select one of the fonts from the fonts list and choose a color, and then click the "OK" button.



Print PDF Files

How to print PDF

You can print PDFs in 4 ways. You can choose a way that best fits your need.

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[01 Print a PDF document](#)

[02 Print a portion of a page](#)

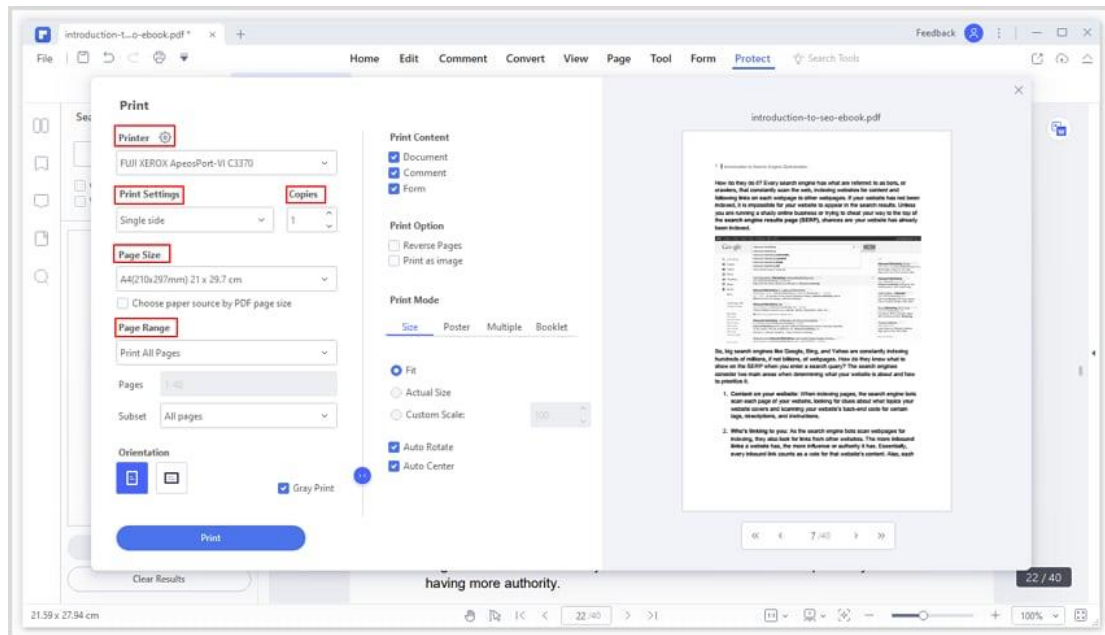
[03 Print multiple pages through page thumbnails](#)

[04 Print multiple PDF files in batch](#)

1. Print a PDF document

Printing is a process for reproducing text and images. When you have finished reading a helpful article or designing a PDF form, you may need to send it to an inkjet or laser printer and print it out. To print a PDF, please do the following:

- Make sure you have installed the printer successfully.
- Click the "File" > "Print" button.
- Specify the "Printer", "Print Settings", "Copies", "Paper Size", "Paper Range", "Orientation", "Print Content", "Print Option", "Print Mode", and other options.
- Click the "Print" button.

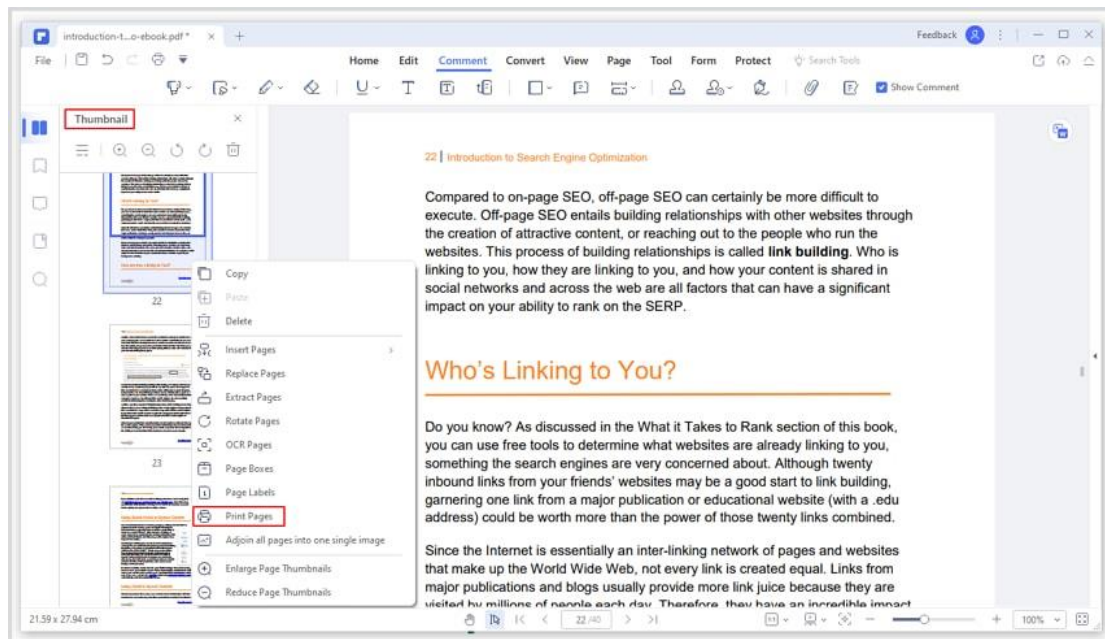


2. Print a portion of a page

- To print a portion of a page, you need to use the "Crop" tool.
- Select the "Crop" button by choosing "Page" > "Crop".
- In the pop-up window, use the mouse click to drag the area that you want to print and adjust other settings, and click the "Apply" button to crop.
- Click "File" > "Print" button print this cropped page.

3. Print multiple pages through page thumbnails

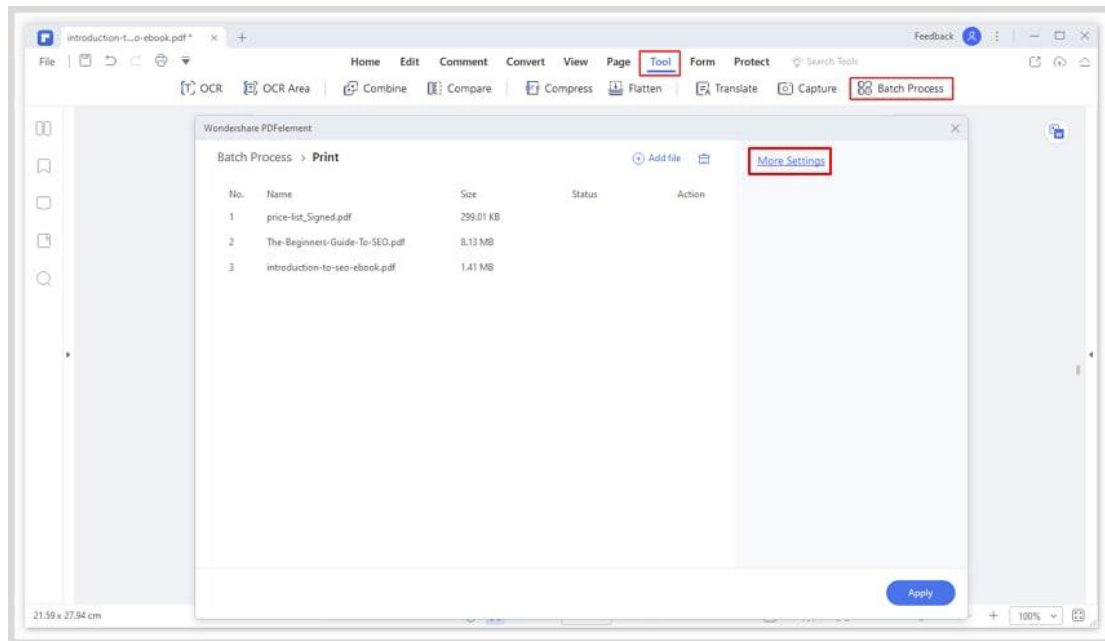
To perform a quick print, you can select multiple pages in a document from the thumbnail list.



- Open the document that you want to print, and then click the Thumbnail panel on the left navigation panel.
- Ctrl-click to select multiple pages from the document.
- Select "Print Pages" from the right-click menu, and then do the settings to print.

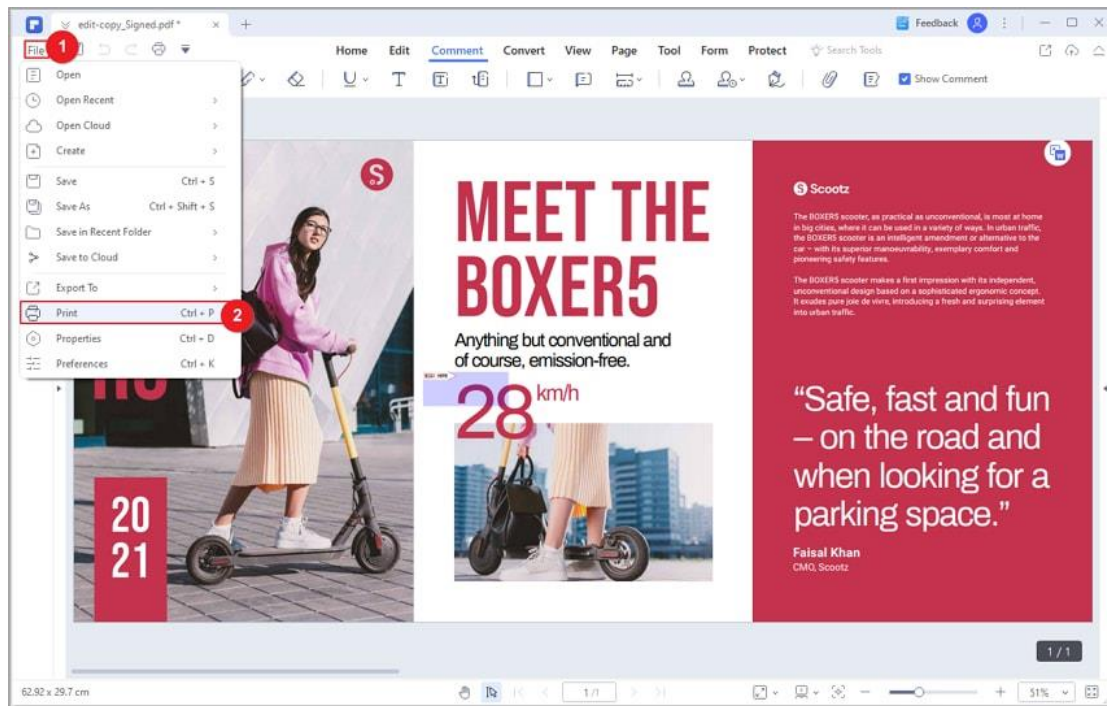
4. Print multiple PDF files in batch

What's more, you can batch print multiple PDF files. Click the "Tool" > "Batch Process" button, and then select the "Batch Print" option. In the pop-up window, upload the PDF files you want to print. For the print settings, you can click "More Settings" to set the print settings as needed.

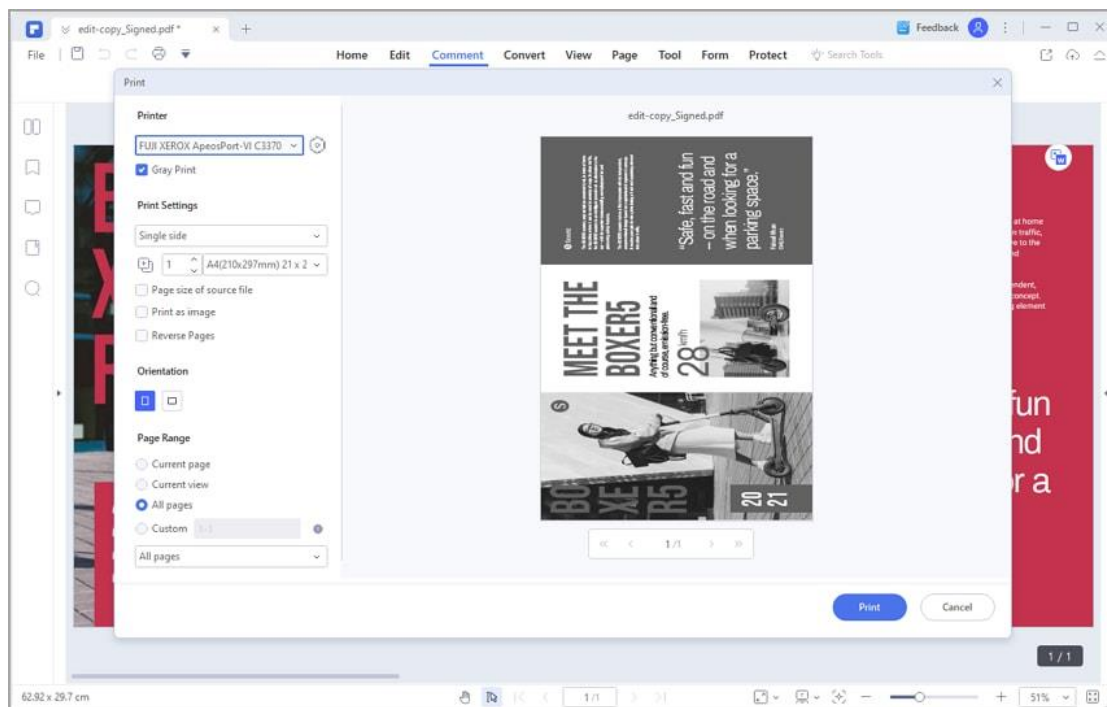


PDF print settings

Click the "File" > "Print" button, and the print dialog pops up.

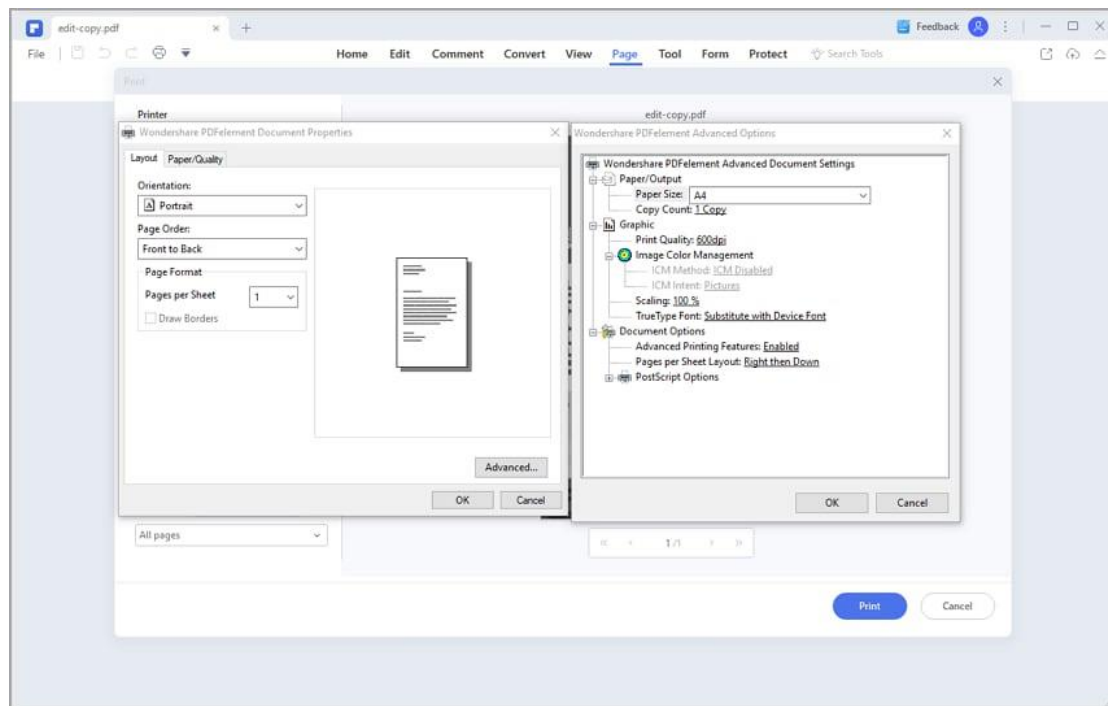


This dialog is the final step before printing. You can modify the printer in this dialog as well. Be aware that changing the printer may affect the page setup if the newly selected printer has a different paper size. For instance:



- Printer: choose the printer that you wish to use.
- Grey: select to print with colors or black and white.
- Print Settings: set to print on a single side or both sides of the paper.
- Copies: set the number of copies you need to print.
- Paper: select A3, A4, A5, or other paper sizes to print.
- Print Option- "Page size of source file" – choose paper size according to the PDF page size. "Print as Image"- allows you to print the PDF pages in the image format. "Reverse Pages" - Prints pages in the reverse order.
- Orientation: choose a Portrait or Landscape to print.
- Page Range: specify the page range you want to print. Subset-Provides options for setting a non-contiguous page range. "All Pages "- Prints all the pages within the specified range. "Odd pages"- Prints only pages with odd numbers within the specified range. "Even pages "- Prints only pages with even numbers within the specified range.

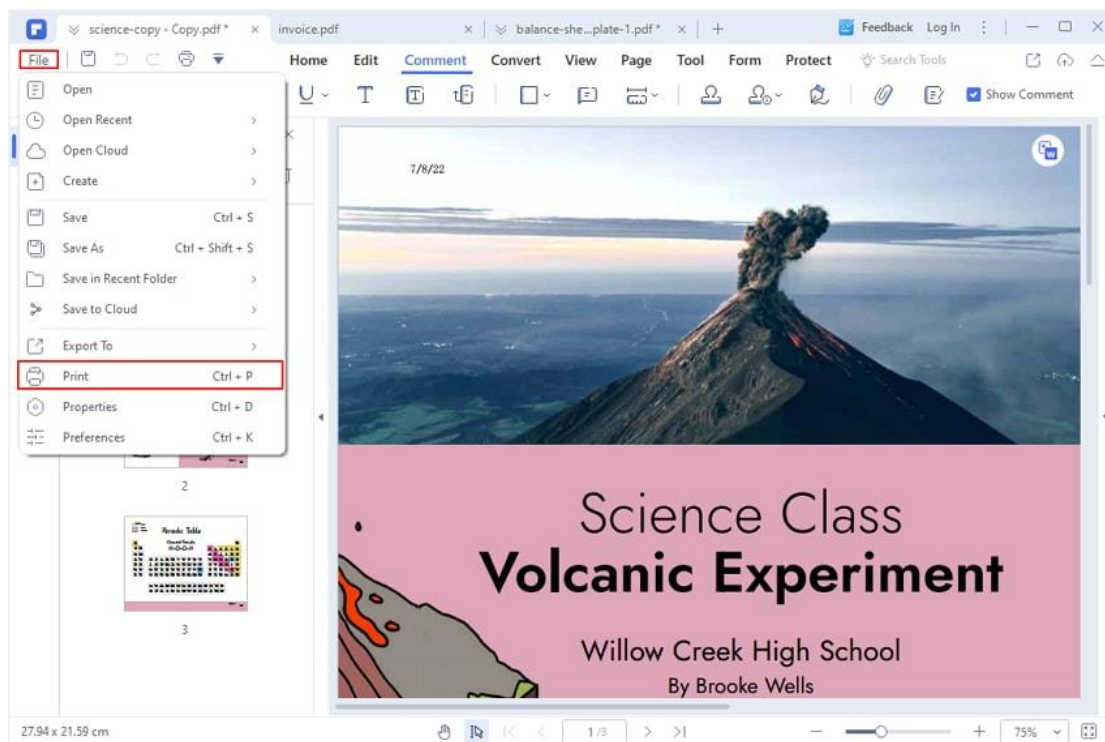
Clicking the "Printer Properties" button next to the "Printer" option, you can set the page "Orientation" to be Portrait or Landscape, set "Page Order" and "Page Format". Clicking the "Advanced..." button, you can set the "Paper Size", "Print Quality", "Scaling", etc.



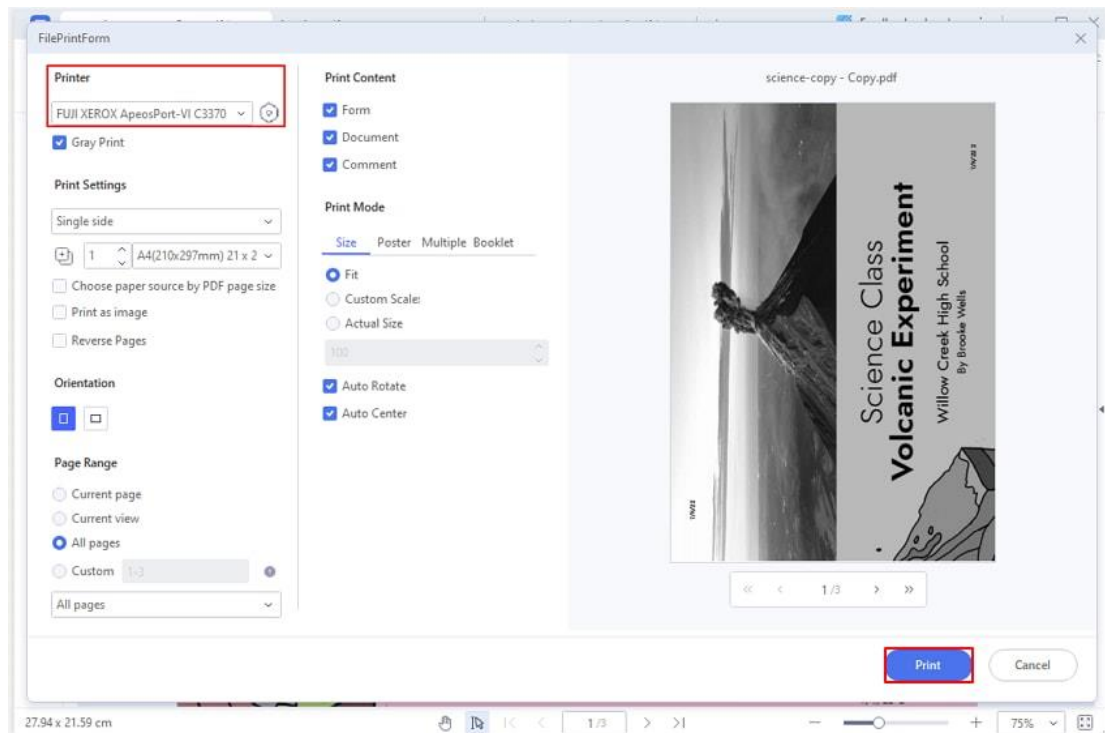
Print multiple PDFs at once

After you edit or annotate your files, you may need to print your digital works into reality. With PDFelement, you can easily set print properties to print a single PDF or print multiple PDFs at once.

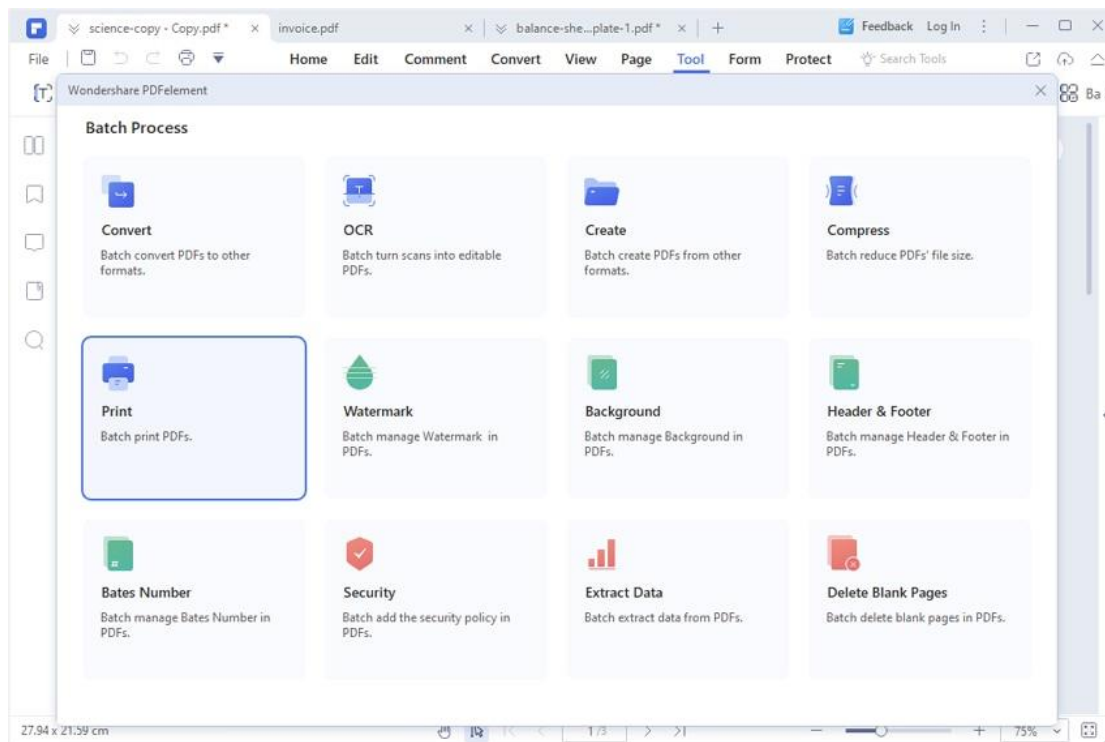
To print a single file, you can go to "File" > "Print" or use the shortcut Ctrl+P to print.



Before printing, you can set the parameters of the printer, there are "Print Settings", "Orientation", "Page Range", "Print Content", "Print Mode" for you to set for your need.



If you want to print multiple PDFs at once, you can directly go to "Tool" > "Batch Process" > "Print". Then you can select more than one PDF to print in batch.



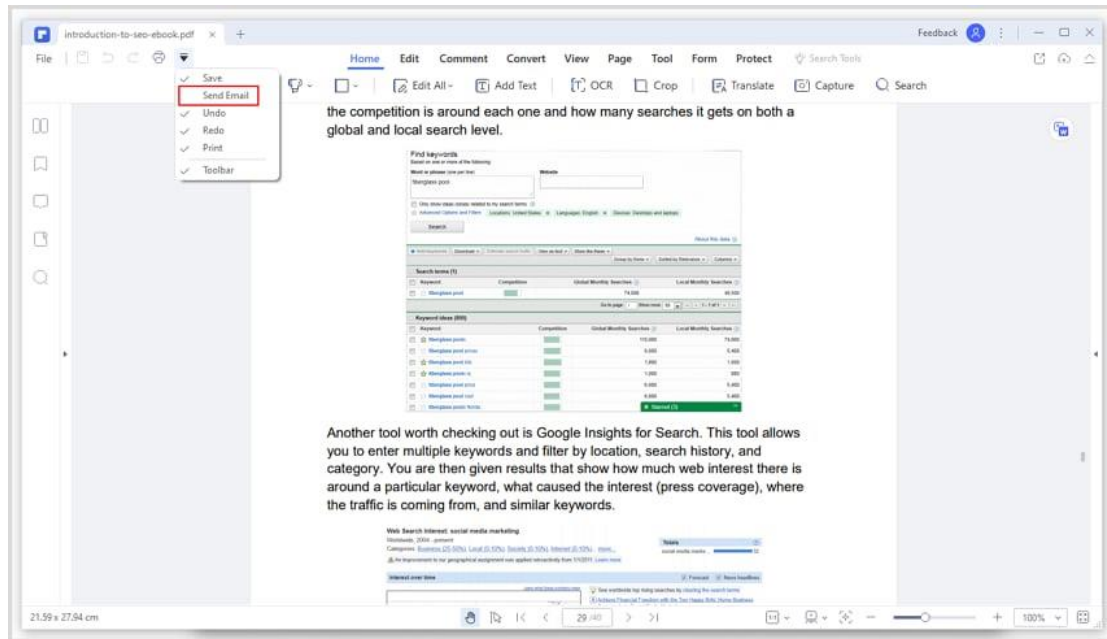
Share PDF Files

Send PDF to email.

PDFelement supports different methods to share PDF documents with others.

Emailing a document is such a helpful feature that you can easily email your document to others with one click. To email a PDF file, please do the following:

- Click the arrow down icon, then the "Send Email" button on the top left, and your email application will open
- The PDF will be attached to the email automatically.
- Type the subject and email address to send.



the competition is around each one and how many searches it gets on both a global and local search level.

Find keywords
 Search for keywords related to the following:
 What is a phrase you are looking for?
 Wondershare pdf
 [Search]

Search results (1)

Keyword	Competition	Global Monthly Searches	Local Monthly Searches
Wondershare pdf	0.000	10,000	10,000
Wondershare pdf price	0.000	4,000	4,000
Wondershare pdf file	0.000	1,000	1,000
Wondershare pdf to	0.000	1,000	1,000
Wondershare pdf tool	0.000	4,000	4,000
Wondershare pdf price	0.000	4,000	4,000

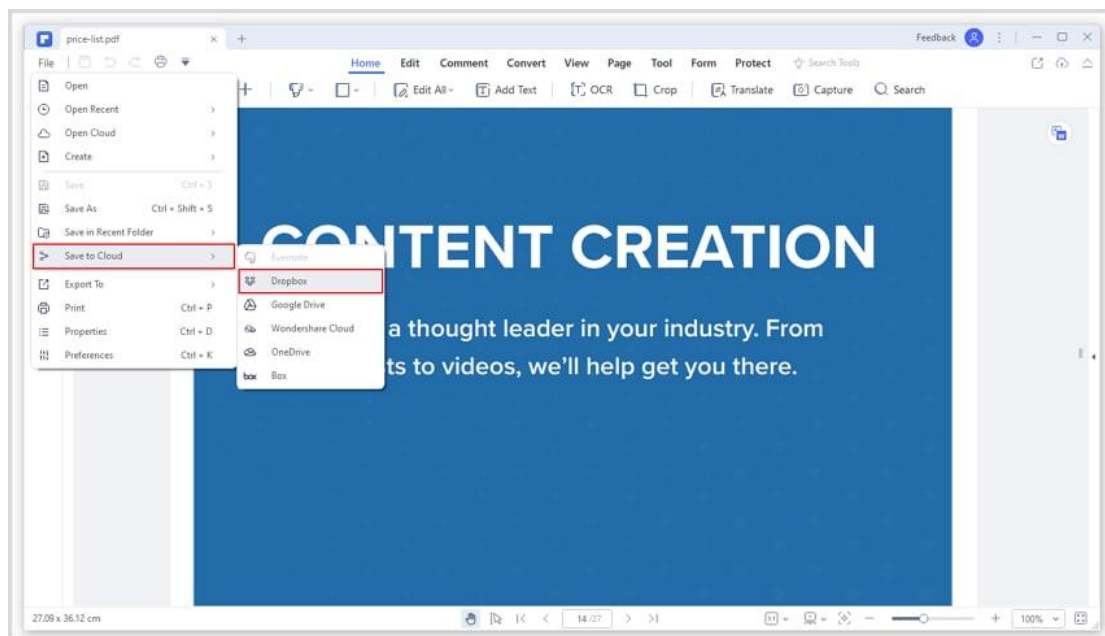
Another tool worth checking out is Google Insights for Search. This tool allows you to enter multiple keywords and filter by location, search history, and category. You are then given results that show how much web interest there is around a particular keyword, what caused the interest (press coverage), where the traffic is coming from, and similar keywords.

Web Search Interest: social media marketing
 Thousands 2004 - present
 Categories: Business (22.50%), Local (2.00%), Sports (2.50%), Interest (2.50%)
 [See more]

Interest over time
 [Line graph showing interest over time]

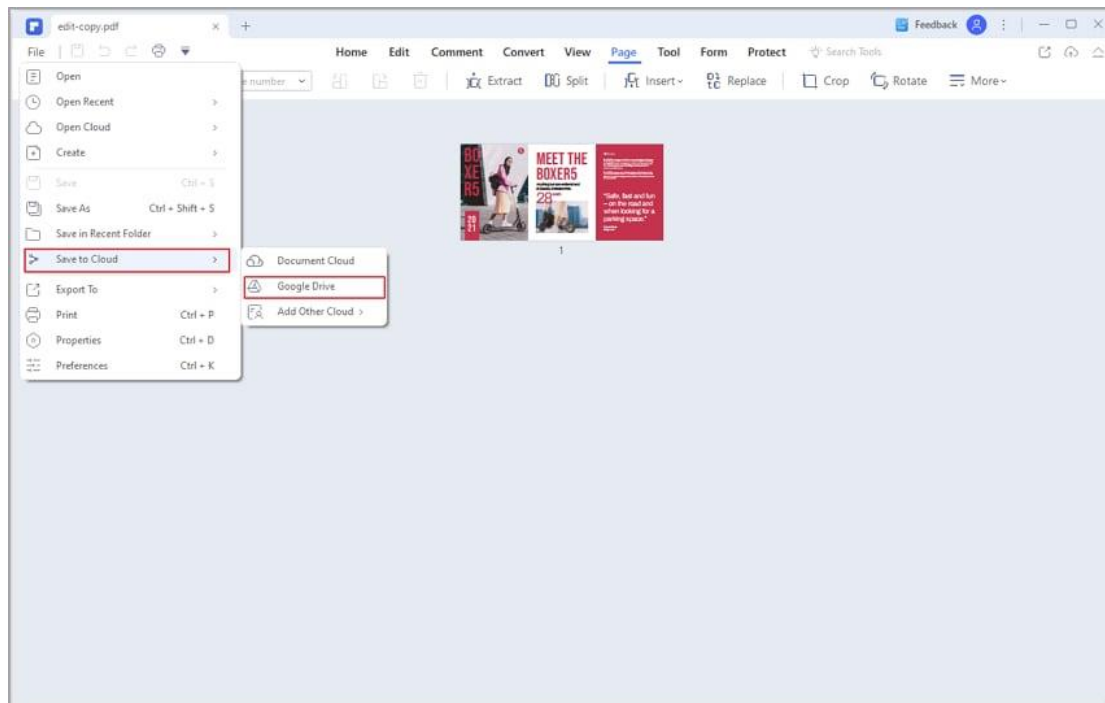
Share PDF to Dropbox.

- Please authorize PDFelement to access PDF documents from your Dropbox account before sharing PDFs to Dropbox. Click the "File" > "Save to Cloud" > "Dropbox" button.
- If you have not added Dropbox to this program, please click the "File" > "Save to Cloud" > "Add Other Cloud" button > "Dropbox" button. A dialog pops up to remind you to give access authorization to PDFelement. After authorization, click the "Refresh" button on the dialog.
- Click the "Upload" button to import the file in the pop-up window. After uploading, click "OK".



Share PDF to Google Drive.

- Please authorize PDFelement to access PDF documents on your Google Drive account before sharing PDFs to Google Drive. Click the "File" > "Save to Cloud" > " Google Drive" button.
- If you have not added Google Drive to this program, please click the "File" > "Save to Cloud" > "Add Other Cloud" button > "Google Drive " button. A dialog pops up to remind you to give access authorization to PDFelement first.
- Click the "Upload" button to import the file in the pop-up window. After uploading, click "OK".



Upload PDF to cloud.

Wondershare Cloud helps you get access to your PDF files from multiple devices and manage your work efficiently.

- Open the file you want to upload to the cloud and click the "File" > "Save to Cloud" > "Document Cloud" button.
- In the pop-up window, click the "Upload" button to import the file.
- After finishing uploading, click the "OK" button. Then you can keep the file in sync and access it anytime and anywhere.

