



PDF ShapingUp 4.0.1

(Free, Standard and Advanced)

[User Manual]

Sommaire

1 / INTRODUCTION	6
1.1 / Compare editions.....	6
2 / EVALUATE AND ACTIVATE	10
2.1 / Install F S A	10
2.2 / Evaluate A	10
2.2.1 / Startup window F S A	10
2.3 / Purchase S A	10
2.3.1 / License S A	10
2.3.2 / Maintenance plan S A	11
2.4 / Manage license S A	11
2.4.1 / Activate S A	11
2.4.2 / Refresh S A	12
2.4.3 / Deactivate S A	12
2.5 / Update software F S A	13
2.5.1 / Users rights F S A	13
2.5.2 / Online update F S A	13
2.5.3 / Offline update F S A	13
2.6 / Contribute F S A	13
3 / GETTING STARTED	14
3.1 / User interface F S A	14
3.1.1 / Help resources F S A	15
3.1.2 / Personalize F S A	15
3.2 / Operating modes F S A	16
4 / MANAGE DOCUMENTS	17
4.1 / Open F S A	17
4.1.1 / Methods F S A	17
4.1.2 / Select documents F S A	17
4.1.3 / Secure documents F S A	17
4.2 / Create S A	18
4.2.1 / Normalize PDF/A S A	18
4.3 / Convert F S A	18
4.3.1 / Methods F S A	18
4.3.2 / Select files F S A	18
4.4 / Undo & Redo changes F S A	18
4.5 / Print F S A	19
4.6 / Save F S A	19
4.7 / Close F S A	19
5 / VIEW DOCUMENTS	20
5.1 / Navigate F S A	20
5.1.1 / Documents F S A	20
5.1.2 / Pages F S A	20
5.2 / Layout F S A	21
5.2.1 / Documents windows F S A	21
5.2.2 / Pages F S A	21
5.3 / Zoom F S A	21
5.3.1 / Magnifier F S A	21
5.4 / Render pages F S A	22
5.5 / Identify objects F S A	22
5.6 / Interact with objects F S A	22
5.6.1 / Fill form fields F S A	22

5.6.2 / Comment annotations	F S A	23
5.7 / Set viewer	F S A	23
5.7.1 / Measures units	F S A	23
5.7.2 / Visual aspect	F S A	23
6 / DOCUMENTS AND PAGES MANAGER		24
6.1 / Interface	F S A	24
6.2 / Resize thumbnails	F S A	24
6.3 / Navigate and select thumbnails	F S A	25
6.4 / Arrange thumbnails	F S A	25
6.4.1 / Documents	F S A	25
6.4.2 / Pages	S A	25
6.5 / Tools	F S A	26
6.5.1 / Add pages	S A	26
6.5.2 / Remove pages	S A	26
6.5.3 / Clone pages	S A	26
6.5.4 / Normalize pages	F S A	27
6.5.5 / Reset form fields	F S A	27
6.5.6 / Flatten pages	S A	27
6.5.7 / Rotate pages	F S A	27
7 / DASHBOARD		28
7.1 / Pages thumbnails	F S A	28
7.2 / Properties	F S A	28
7.3 / Encryption and permissions	F S A	28
7.4 / Form fields inventory	F S A	28
7.5 / Annotations inventory	F S A	29
7.6 / Bookmarks tree	F S A	29
7.7 / Attachments	F S A	29
7.8 / Optional contents	F S A	30
7.9 / Objects inspector	A	30
7.10 / Text searches	F S A	30
8 / PROJECTS		31
8.1 / Open	F S A	31
8.1.1 / Secure projects	F S A	31
8.2 / Protect	F S A	31
8.3 / Save	F S A	31
8.4 / Close	F S A	31
9 / EDIT DOCUMENTS		32
9.1 / Document properties	F S A	32
9.2 / Document viewer preferences	F S A	32
9.2.1 / Application interface	F S A	32
9.2.2 / Layout	F S A	33
9.2.3 / Printings	F S A	33
9.2.4 / Boundary boxes	F S A	33
9.3 / Document fonts	F S A	33
9.3.1 / Fonts list	F S A	34
9.3.2 / Extract fonts	F S A	34
9.3.3 / Replace fonts	F S A	34
9.3.4 / Add fonts	S A	34
9.4 / Split documents	S A	34
9.4.1 / Methods	S A	34
9.4.2 / Splitting by bookmarks	S A	35
9.4.3 / Options	S A	35

9.5 / Merge documents	S A	35
9.5.1 / Merging order	S A	35
9.5.2 / Options	S A	36
9.6 / Documents layout	S A	36
9.6.1 / Interface	S A	36
9.6.2 / Integrated viewer	S A	36
9.6.3 / Pages size and orientation	S A	37
9.6.4 / Pages background	S A	37
9.6.5 / Content scale	S A	37
9.6.6 / Content position and orientation	S A	37
9.6.7 / Boundaries areas	S A	37
9.7 / Attach files to documents	S A	38
9.7.1 / Add and remove attachments	S A	38
9.7.2 / Manager state	S A	38
9.8 / Document bookmarks	S A	39
9.8.1 / Interface	S A	39
9.8.2 / Manual editor	S A	39
9.8.3 / Generate automatically	S A	41
9.8.4 / Create links on page	S A	42
9.8.5 / Create links on external file	S A	42
9.8.6 / Create links on URL	S A	42
9.8.7 / Create links on Java script	S A	42
9.8.8 / Remove links	S A	42
10 / OBJECTS EDITOR		43
10.1 / Interface	A	43
10.2 / Selections	A	43
10.2.1 / Page to edit	A	43
10.2.2 / Objects	A	44
10.3 / Blocks	A	45
10.3.1 / Handling	A	45
10.3.2 / Behavior	A	45
10.3.3 / Grid	A	45
10.3.4 / Group and ungroup	A	45
10.3.5 / Align and space	A	45
10.4 / Create objects	A	46
10.4.1 / Method	A	46
10.4.2 / Available objects	A	46
10.4.3 / Texts	A	46
10.4.4 / Images	A	48
10.4.5 / Barcodes	A	48
10.4.6 / Form fields, Annotations and Vectors	A	49
10.5 / Modify objects	A	49
10.5.1 / Objects inspector	A	49
10.5.2 / Standard properties	A	49
10.5.3 / Extended properties	A	50
10.6 / Duplicate objects	A	52
10.7 / Flatten objects	A	52
10.8 / Remove objects	A	52
11 / DIFFUSE DOCUMENTS		53
11.1 / Protect document	S A	53
11.2 / Sign documents	S A	54
11.2.1 / Manage source files	S A	54
11.2.2 / Set signature	S A	54
11.2.3 / Integrated viewer	S A	55



- 11.3 / Linearize documents **S A** 55
- 11.4 / Convert documents **F S A** 56
 - 11.4.1 / Single page images **F S A** 56
 - 11.4.2 / Multipage images **F S A** 56
- 11.5 / Extract objects **F S A** 56
 - 11.5.1 / Texts **F S A** 56
 - 11.5.2 / Form fields **F S A** 57
- 12 / SUPPORT** **58**

1 / Introduction

PDF ShapingUp is a comprehensive editor that allows you to manipulate and modify any PDF documents thanks to its many integrated tools. It will be the perfect companion for all your daily work, as cases in point, Visualize one or more documents, Fill in form fields, Split pages, Merge and Secure documents, Organize the pages with Drag & Drop, Manage bookmarks trees, ... and in its most elaborate edition, you can easily edit all objects constituting the pages of your documents (texts, images, form fields, annotations, vectors and Bar-codes).

Uncompromising, PDF ShapingUp is the all-in-one solution for users who want the best of PDF without complexity and at the best price. Its neat, ergonomic and intuitive interface has WYSIWYG features (What You See Is What You Get) which effectively guide you in your tasks using previews or live displays. PDF ShapingUp boosts your creativity and productivity by offering, among other, templates that allow you to retain and quickly recall your personalized settings.

1.1 / Compare editions

PDF ShapingUp is available in several editions tailored to various needs and budgets of individuals, associations, small & large companies and schools:

Interface	Free	Standard	Advanced
Compatible with Microsoft® Windows® 7, 8, 8.1, 10	X	X	X
Compatible with Adobe® Acrobat® and Adobe Reader (not required)	X	X	X
Multi-languages	X	X	X
Online/Offline updates of the application	X	X	X
Full Unicode support (standard characters encoding)	X	X	X
Advanced graphical themes (semi-transparencies, reflections, shadows, ...)	X	X	X
Home page (documents management, settings, updates, license, ...)	X	X	X
Context-sensitive toolbars (taking control and optimized productivity)	X	X	X
Quick access toolbar (opening, printing, backups, ...)	X	X	X
Retractable dashboard	X	X	X
Open several documents (list with thumbnails)	X	X	X
« Viewer » and « Documents & pages manager » operating modes	X	X	X
Multi-levels Cancellation/Recovery changes	X	X	X

Opening	Free	Standard	Advanced
Multiple openings with previews from the quick toolbar	X	X	X
Multiple drag & drop from explorer (openings and conversions)	X	X	X
Double-click in explorer (if the PDF extension is associated with PDF ShapingUp)	X	X	X
Context menu « Open with » in explorer	X	X	X

Creation	Free	Standard	Advanced
Create blank documents (with/without standard fonts)			X
Create blank documents conforming to ISO PDF/A			X
Merge documents in a new document		X	X
Split a document into several documents		X	X
Linearize documents (optimization for web display)		X	X

Conversion and extraction	Free	Standard	Advanced
Convert images in one or several PDF documents	X	X	X
Convert multipage images in one or several PDF documents (tiff)	X	X	X
Convert vectors graphics in one or several PDF documents (emf/wmf)	X	X	X
Convert PDF pages in raster images or vectors graphics	X	X	X
Convert PDF pages in multipage images (tiff)	X	X	X
Convert PDF pages in HTML5 files	X	X	X
Extract texts of PDF documents in texts files (txt/csv)	X	X	X
Extract form fields of PDF documents in various formats	X	X	X
Extract embedded TrueType fonts (tff)	X	X	X

Visualization	Free	Standard	Advanced
Lock/Unlock secured document	X	X	X
Pages navigation with buttons and drop-down list	X	X	X
Start/Stop automatic pages scrolling (reading without mouse)	X	X	X
Mark views and select marked views (visual bookmarks)	X	X	X
Magnifier on pages and thumbnails (adjustable magnification)	X	X	X
View information of hovered objects (window attached to the mouse)	X	X	X
Manual zoom (buttons +/-, manual input value, Ctrl+Mouse wheel)	X	X	X
Automatic zoom (fit original size, width, height and full page)	X	X	X
Display pages in formatted table (setting the number of columns/rows)	X	X	X
Specify the page area to display (Mediabox, Cropbox, Bleedbox, ...)	X	X	X
Selective rendering objects (form fields and annotations)	X	X	X
Pages alignment (left, centered or right)	X	X	X
Rotate the pages display (clockwise and counterclockwise)	X	X	X
Arrange windows (cascading, mosaic, enlarging, reducing)	X	X	X
Information board showing the peculiarities of a document	X	X	X
Set the visual appearance of the display (margins, borders, selections, ...)	X	X	X
Choice of pages rendered engine (internal or GDI+)	X	X	X
Extract objects in « selection » mode (texts, images, areas)	X	X	X
Fill-in form fields and edit annotations in « selection » mode	X	X	X
Highlight texts		X	X
« Navigation » mode (movement in the pages)	X	X	X
« Area zoom » mode (selecting a page area to enlarge)	X	X	X
« Selection » mode (selection of texts, images, form fields, annotations, ...)	X	X	X
« Pick color » mode (memorizing the color of the pointing dot)	X	X	X
« Edition » mode (editions of the objects contained in the pages)			X

Documents and pages manager	Free	Standard	Advanced
Set the thumbnails size (documents and pages)	X	X	X
Batch backup of documents	X	X	X
Automatic selection of pages (even, odd, empty, ...)	X	X	X
Display a page in the viewer by double-clicks	X	X	X
Normalize the selected pages	X	X	X
Initialize the form fields in the selected pages (default values)	X	X	X
Rotate the selected pages by 90° (clockwise and counterclockwise)	X	X	X
Change pages order (buttons or Drag&Drop)		X	X
Copy/Move pages in the same or another documents (buttons or Drag&Drop)		X	X
Create empty pages		X	X
Remove the selected pages		X	X
Clone the selected pages		X	X
Flatten objects of the selected pages (Form fields, annotations and layers)		X	X

Dashboard	Free	Standard	Advanced
Thumbnails with adjustable size (rows/columns)	X	X	X
Comprehensive information (access to linked functions by double-clicks)	X	X	X
Display encryption and permissions list	X	X	X
Form fields list of the document (access to the container by double-clicks)	X	X	X
Annotations list of the document (access to the container by double-clicks)	X	X	X
Bookmarks tree (opening links by clicks)	X	X	X
Attachments list (opening files by double-clicks)	X	X	X
Optional contents list (show/hide contents)	X	X	X
Objects inspector (editable properties of selected objects in the editor)			X
Texts search (adjustable scope)	X	X	X
Auto hide unnecessary tabs (customizable)	X	X	X

Project (container of documents)

	Free	Standard	Advanced
Open all documents contained in a project	X	X	X
Project backup in a proprietary format (compressed documents)	X	X	X
Project protection by changeable and encrypted password	X	X	X
Project opening by double-clicks in Explorer	X	X	X

Properties

	Free	Standard	Advanced
Read/Write standard properties (dates, title, author, subject, ...)	X	X	X
Add/Remove custom properties	X	X	X
Print properties	X	X	X
Export properties (doc, html, txt, xls, xml, ...)	X	X	X
Read/Save templates of properties	X	X	X

Preferences of display at the document opening

	Free	Standard	Advanced
Set the viewer window	X	X	X
Show/Hide toolbars and panels	X	X	X
Set the first open page, zoom and layout	X	X	X
Set the default print dialog	X	X	X
Set the display and printing limits (Mediabox, Cropbox, ...)	X	X	X
Read/Save templates of preferences	X	X	X

Fonts

	Free	Standard	Advanced
List and characteristics of fonts used in a document	X	X	X
Extract TrueType fonts	X	X	X
Replace embedded fonts by standard fonts	X	X	X
Add fonts (standards, CJK, OpenType, TrueType and Postscript)		X	X

Splitting

	Free	Standard	Advanced
Multiple split methods (pages, sizes/pages orientations, bookmarks, ...)		X	X
Reflect source properties in the destination		X	X
Reflect source preferences of display in the destination		X	X
Reflect source protection in the destination		X	X

Merging

	Free	Standard	Advanced
Visual setting of merging order (Drag&Drop)		X	X

Layout

	Free	Standard	Advanced
Set the media size (standard and custom pages sizes)		X	X
Create/Remove optional background pages (solid or gradients)		X	X
Move the content in the media		X	X
Rotate the content in the media (deskewing)		X	X
Set the scale of content (standard and custom)		X	X
Set the pages areas (Cropbox, Bleedbox, Trimbox, Artbox)		X	X

Files attachment

	Free	Standard	Advanced
Add/Remove files in documents (attached files)		X	X
View attached files with the default application	X	X	X
Extract attached files		X	X
Customize properties of attached files		X	X

2 / Evaluate and activate

2.1 / Install **F S A**

Visit [our website](#), download and decompress the file « PDFShapingUp_Trial.zip ». Then, start the setup wizard by double-clicking the executable « PDFShapingUp_Setup.exe » and define your installation preferences:



- Select the language of the setup wizard
- Welcome to the setup wizard
- License agreement
- Select destination location
- Select start menu folder
- Select additional tasks (desktop and quick launch icons)
- Resume of the setup
- Installing files and system configuration
- Immediate starting of the application (optional)

You can uninstall PDF ShapingUp by double-clicking the file « uninstall.exe » under PDF ShapingUp installation directory or by clicking the Windows® start menu, « Control panel », « Programs and features » then by selecting PDF ShapingUp in the programs list.

2.2 / Evaluate **A**

PDF ShapingUp is distributed as shareware. [Aplixio](#) grants you a non-exclusive right to use a copy of PDF ShapingUp Advanced **A** for a 30-day unrestricted evaluation period from the date on which you run it for the first time, to determine if the software fits your needs and provides the services expected. PDF ShapingUp can be converted to a registered version at any time, before or after the expiration of the trial period by purchasing one or more licenses from [Aplixio](#) or our partners. Once the evaluation period has expired, PDF ShapingUp is executed in its « Free » edition **F** with limited features.

2.2.1 / Startup window **F S A**

The startup window is displayed when you run the trial or the « Free » edition **F** or when the license analysis generates an error.

1. License state
2. Display the product web page to purchase one or several licenses of the « Standard » **S** and/or « Advanced » **A** editions
3. Validate and [activate](#) a license using the product key that you receive by email when your purchase is authorized
4. Validate and [refresh](#) your product key changes (upgrade, new maintenance plan, ...)
5. Cancel the opening of PDF ShapingUp
6. Start PDF ShapingUp



2.3 / Purchase **S A**

2.3.1 / License **S A**

The purchase of one or more licenses allows you to continue using an enhanced edition of PDF ShapingUp. If you purchase a « Standard » **S** edition, you can always upgrade it to the « Advanced » **A** edition that will allow, in addition, the [editing of PDF documents](#):

To purchase or upgrade licenses, click the « Buy »  button in the start window indicating your license state, click the « Get more »  button located in the [tabbed toolbar](#) or go directly to our website <http://www.aplixio.com>. Discounted prices are available when purchasing in volume.

2.3.2 / Maintenance plan **S A**

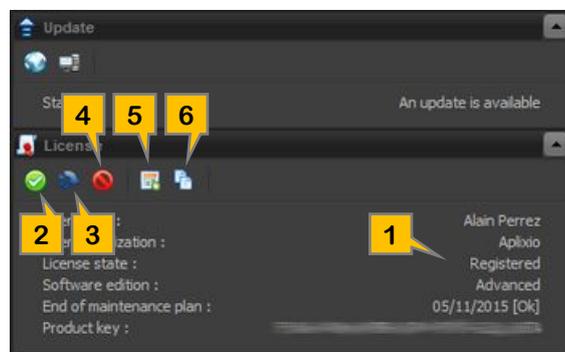
The maintenance plan is an affordable program that allows you to receive priority technical support by email and get all updates (major and minor) of the software for 2 months (« Bronze » plan offered) 12 months (« Silver » plan) or 24 months (« Gold » plan) from the date of purchase and that, with no additional cost during the coverage period. This entitles you to always have the most current version of the product you purchased. The price of a maintenance plan is significantly less than the price of an upgrade. In addition of the degressive pricing for volume purchase, enjoy an additional discount by combining « Silver » or « Gold » plan to your licenses purchase.

The end date of your maintenance plan is shown in the « License »  panel of the [status bar](#) and in the « About »  tab of the [application menu](#). The renewal of the maintenance plan can be done at any time, before or after the end of the coverage period, by clicking the button « Extend maintenance plan »  located in the « About »  tab of the application menu or by going directly to our website <http://www.aplixio.com>. The « Silver » or « Gold » plans add, respectively, 12 months or 24 months to the end date of your current maintenance plan. We draw your attention to the fact that if you buy a « Silver » plan 4 months after its expiry, you will receive only 8 months of real coverage. In the extreme case where you buy a « Silver » plan 13 months after its expiry, you will not benefit coverage, in this case, you should purchase a « Gold » plan to take advantage of its last 11 months of coverage.

2.4 / Manage license **S A**

The PDF ShapingUp license can be viewed and managed in the [startup window](#) or in the « About »  tab from the [application menu](#). You can also directly click on the « License » button  of the [quick setup toolbar](#):

1. License and maintenance plan state.
2. [Activate](#) a product key online & offline or update license offline.
3. [Refresh](#) your license online.
4. [Deactivate](#) your license online. Your product key can be activated on another computer (license transfer).
5. Purchase an extension of the current maintenance plan.
6. Copy the product key in the clipboard.



2.4.1 / Activate **S A**

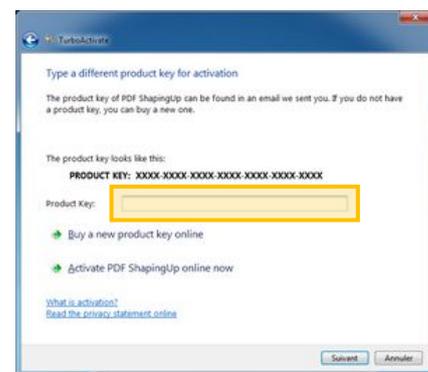
The activation process checks, on the activation servers, that your copy of PDF ShapingUp « Standard » **S** or « Advanced » **A** is genuine then records the license on your computer. An authentic copy and a valid maintenance plan entitle you to priority technical support by email and to receive all updates (major and minor) from [Aplixio](#).

2.4.1.1 / Online activation **S A**

When you are connected to the Internet, the activation of your product key takes a few seconds:

Click the « Activate »  button, paste your product key, you received via email after your purchase, in the « product key » field then click the « Next » button to start checking the authenticity of your key and register the license on your computer. If you activate your product key from the « About »  tab of [application menu](#), PDF ShapingUp automatically adapts its interface without restarting and assign your purchased features (« Standard » **S** or « Advanced » **A**).

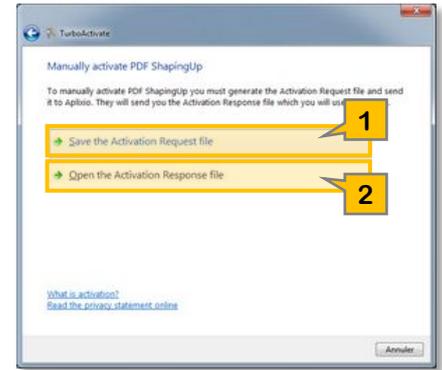
 If you encounter problems when connecting to the activation servers, you can replace the default system [proxy settings](#) with custom settings.



2.4.1.2 / Offline activation **S A**

You can activate your product key off-line if you cannot connect to the Internet from your computer (in « closed » networks for example):

1. Click the « Activate »  button, paste your product key, you received via email after your purchase, in the « product key » field, select the lines « Other options », « Manually activate PDF ShapingUp offline » and then « Save the activation request file ». Save the activation request XML file and send it to sales@aplixio.com from a computer with an Internet connection.
2. When you get, in return, the activation response file, click the « Activate »  button, select the lines « Other options », « Manually activate PDF ShapingUp offline » and then « Open the Activation Response file ».



2.4.2 / Refresh **S A**

The license update allows replicating changes made to your license following the purchase of a maintenance plan extension or an upgrade of PDF ShapingUp (« Standard » **S** to « Advanced » **A** edition).

2.4.2.1 / Online refresh **S A**

When you are connected to the Internet, click the « Update »  button to synchronize your license with the licenses management servers.

2.4.2.2 / Offline refresh **S A**

If you cannot connect to the Internet from your computer, follow the same procedure as the [offline license activation](#) (without entering the product key) to update your license.

2.4.3 / Deactivate **S A**

Deactivating a license removes a license from your computer in order to transfer it to a new computer. When connected to the Internet, click the « Deactivate »  button to withdraw the license after confirmation. Following the license withdrawal, PDF ShapingUp is running in « Free » **F** edition with reduced features or in trial if the authorized period has not expired.

 In case of error or change of mind, it is possible to reactivate the license by following the [activation](#) process.

2.5 / Update software **F S A**

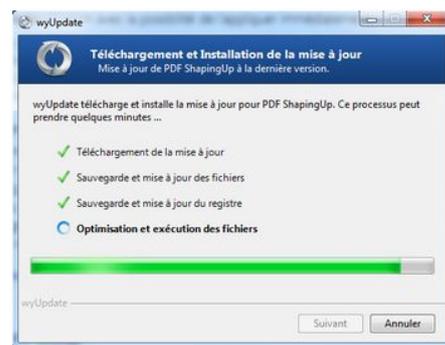
PDF ShapingUp is regularly updated with new features, improvements and bug fixes. These updates are available, online and offline, for users with a free version **F** or a paid version with a valid maintenance plan **S A**. When you are connected to the Internet (online) and the option « [Check the availability of an update ...](#) » is checked, you will be automatically notified of the availability of a new version at the software startup with the ability to apply it immediately.

2.5.1 / Users rights **F S A**

The update module handles the troublesome problems caused by the UAC® (User Account Control) included in Windows® Vista and later versions. Users with limited rights can check for updates without requiring Administrator privileges and if an update is ready to install, Windows UAC® prompts, if necessary, the user for a name and a password of a local administrator.

2.5.2 / Online update **F S A**

When you are connected to the Internet and the [automatic updates notification](#) is not enabled, you can query, at any time, our server by clicking the button « Search an update online »  located in the « About »  tab from the [application menu](#). If an update is available, the module indicates the new version number and changes. Click the « Update »  button to download and install it. The algorithm of our updates generator creates tiny patches (VCDIFF) that allow you to consume less bandwidth while saving your time. After ensuring the current user rights, the module prompts you to close the software. Click on the « PDF ShapingUp » line in the processes list to close then click the button « Close the process ». After its closure, the module applies the update and automatically restarts the software.



 Make sure to save your work before performing an update because it restarts the software without notice.

 If you encounter problems when connecting to the updates server, you can replace the default system [proxy settings](#) with custom settings.

2.5.3 / Offline update **F S A**

If you cannot connect to the Internet from your computer, click the button « Search an update offline »  located in the « About »  tab from the [application menu](#). Select the location of the offline update files (extension « .wys »), provided in advance by [Aplixio](#), and follow the same procedure as the [online update](#).

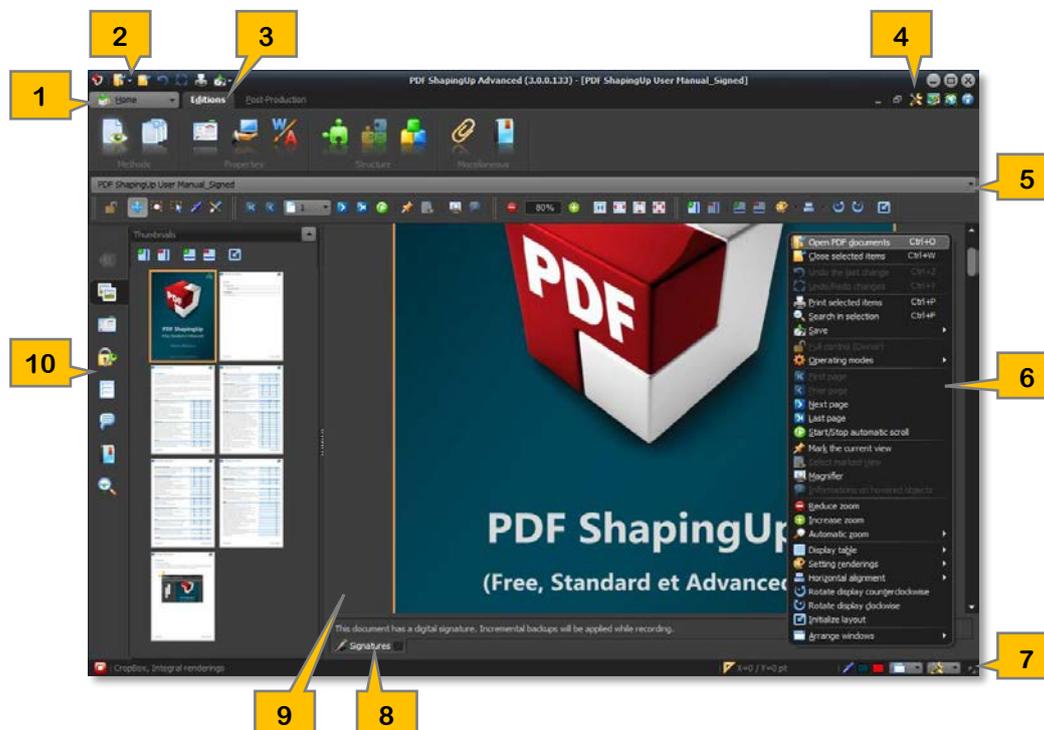
2.6 / Contribute **F S A**

Our aim is to supply top quality products at very competitive prices. We pay particular attention to the suggestions and requests of our registered and potential users so, do not hesitate to send us your comments at support@aplixio.com.

3 / Getting started

3.1 / User interface **F S A**

With our user feedbacks, PDF ShapingUp does not yield to the mode of functions showcase in an unproductive « tabbed ribbon ». It is a deliberate choice because we wanted to develop an intuitive and « refined » interface that provides functions only when you need it.

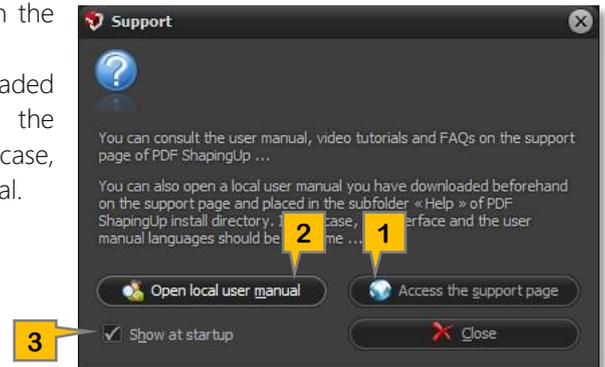


1. **Application menu:** The home page contains the files management functions (documents and projects), the application settings, managing of application updates and license, support and system information and the versions history.
2. **Quick access toolbar:** This toolbar, always available, includes the main application modes functions (opening, converting, closing, printing and saving documents as well as the cancellation and recovery of recent changes).
3. **Tabbed toolbar:** The PDF ShapingUp tools that do not require direct interaction with the main viewer or the documents & pages manager are grouped in this bar. Some of these tools have their own interactive preview system. You can also, from this bar, toggle between the « viewer » and the « documents & pages manager ».
4. **Quick setup toolbar:** This toolbar, integrated into the tabbed toolbar, includes shortcuts to the main modules of PDF ShapingUp management (settings, themes, updates, license, help ...).
5. **Documents dropdown list:** In viewer mode, this list displays the first pages of each open document as thumbnails. It allows to select or preview a document when mouse over.
6. **Context menus:** PDF ShapingUp have many context menus. They appear when you right-click on a component and list the commands that relate to the item or the area clicked.
7. **Status bar:** The status bar shows the [license](#) state and in « viewer » mode, it displays the current mouse position, the selected and hovered color, the scope of the pages renderings and allows making settings requiring direct control of visual changes applied to the document viewer.
8. **Information panel:** In documents viewer mode, this panel is automatically displayed when information, concerning the current document, requires your attention.
9. **Work area:** This space will show the documents viewer or the documents & pages manager.
10. **Dashboard:** In documents viewer mode and documents & pages manager, this tab panel, retractable (F4) and sizeable with the splitter, displays the pages thumbnails, integrates text searches module and list all information about the current document. Some of this information are interactive and allow direct access, by double-clicks, to the corresponding tool. By default, the tabs are visible only when they have information to display.

3.1.1 / Help resources **F S A**

A « Support » window centralizes access to the various help resources available. She's displayed by default (can be disabled) at the application opening, by clicking the « Help » button  in the [quick setup toolbar](#) or by pressing the « F1 » key:

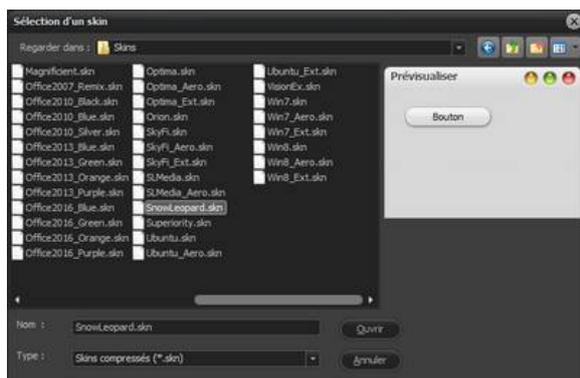
1. Consult the user manual, video tutorials and FAQs online on the support page of PDF ShapingUp.
2. Open the local user manual (this file) you have downloaded beforehand on the online support page and placed in the subfolder « Help » of PDF ShapingUp install directory. In this case, the interface and the user manual languages should be identical.
3. Disable the window display at the application opening.



3.1.2 / Personalize **F S A**

The « Preferences » tab of the [home page](#) or the « Preferences » button  of the quick setup toolbar allows you to access the settings of the PDF ShapingUp interface:

- **Language:** PDF ShapingUp automatically selects an available language depending on the language specified in your operating system. Use the drop down list « Language » if you want to change it. Changing the language is applied without restarting the application.
- **Updates:** If you are in possession of a free version **F** or a paid version with a valid maintenance plan **S A** (coverage period including updates and support via email), the option « Check the availability of an update ... » will notify you of the existence of a new downloadable version at application startup. The historical developments and the installation of the update are available in the « About » tab  of the home page.
- **Window:** If you want to restore the position and size of the PDF ShapingUp window at its next run, check the option « Memorize position and size of the main window ».
- **Dashboard:** By default, the tabs in the [dashboard](#) are visible only when they have information to display. If you want to view unconditionally all tabs of the dashboard, uncheck the option « Automatically hide unnecessary tabs ... ».
- **Graphical theme:** The high quality graphical themes allow you to customize the appearance and colors of PDF ShapingUp to your liking.



The window for selecting a theme, which is also directly accessible by clicking on the « Themes » button  of the quick setup toolbar, pre-visualizes your choice and its application does not require a restart.

Many settings allow you to refine the graphic effects: Aero Blur, Glows around buttons, Windows shaded borders, Progressive windows display, effects applied to inactive windows.

- **PDF processor:** Set the [measures unit](#).
- **Proxy:** Use the proxy defined in the system or set a custom proxy (Name or IP Address, Port, User Name and Password). The configured proxy is used during [application updates](#) and exchanges with the [licenses management](#) servers.

3.2 / Operating modes **F S A**

PDF ShapingUp has two main operating modes: The « Viewer » mode  (default) which allows to navigate in a document and the advanced « Documents and pages manager » mode  which allows to organize the pages in a document or across several documents, making multi-document processing via the integrated tools and make some changes to the selected pages (rotation, normalization, cloning, ...). Depending on requirements, you can quickly switch from one to the other mode using the first two buttons in the [tabbed toolbar](#):



The viewer has several operating sub-modes summarized in its dedicated toolbar:

1. [Navigation](#) (Ctrl+Alt+N): Navigate without constraint in a document.
2. [Zoom areas](#) (Ctrl+Alt+Z): Enlarge or reduce the display of an area.
3. [Selection](#) (Ctrl+Alt+S): Select and extract objects (text, images, ...), Fill form fields, change annotation comments, edit selected object **A** ...
4. [Pick color](#) (Ctrl+Alt+P): Show and memorize pointed color.
5. [Edition](#) (Ctrl+Alt+E) **A** : Edit objects (add, change, remove).



4 / Manage documents

4.1 / Open **F S A**

4.1.1 / Methods **F S A**

PDF ShapingUp offers several methods for opening PDF documents:

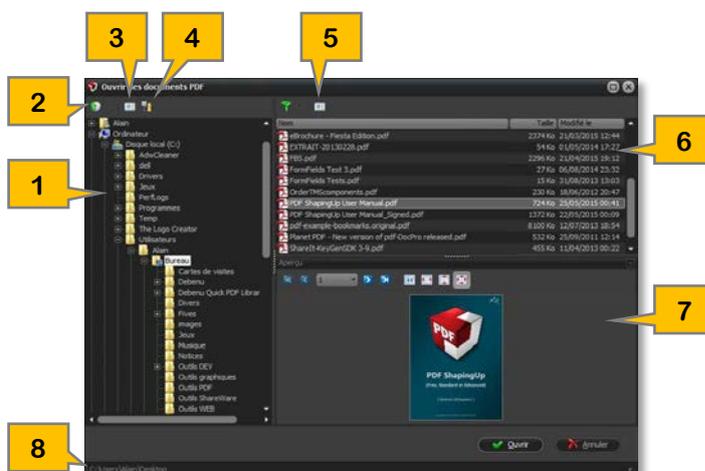
- **Keyboard shortcut:** Do the combination « Ctrl+O » to open one or more documents.
- **From the application menu:** Click on « Files » tab then « Open PDF documents »  to open one or more documents or click on the associated button to open a recently opened document.
- **From the Quick Access Toolbar:** Click on the button « Open PDF documents »  then select the line « Open PDF documents » in the displayed menu to open one or more documents or click on a line of the context menu to open a recently opened document (the context menu contains a command to « Clear the list »  of recently opened documents).
- **From the context menu of the viewer or the documents & pages manager:** Right-click on one of these components and select the line « Open PDF documents »  in the context menu to open one or more documents.
- **Drag & Drop:** Drag one or more documents from Windows® Explorer onto the work area of PDF ShapingUp.
- **Double-click or right-click:** Double-click a PDF document in Windows® Explorer if PDF ShapingUp is set as the default PDF application. You can also right-click on a PDF document and execute the line « Open With ... » in context menu.

If you open an already opened document in PDF ShapingUp, you will be asked if you want to open a second instance of this document or replace the existing instance.

4.1.2 / Select documents **F S A**

The window for opening documents in PDF ShapingUp allows you to quickly find your documents, make previews and perform multiple selections:

1. Folders tree
2. List of recently used folders: This list can be initiated via the command « Clear list »
3. Rename the current folder or do a second click on the current folder
4. Collapsing all nodes of the folders tree
5. Rename the current PDF document or do a second click on the current document
6. List of PDF documents contained in the current folder: Hold down the « Ctrl » key to select several documents or to deselect an already selected document. Selecting a document without the « Ctrl » key resets the current selection.
7. Preview the current document: You can change pages via the built-in toolbar or by using the key « Home », « End », « Page Up » and « Page Down ». The modification of the preview zoom can be done via the automatic zoom buttons integrated in the toolbar (original size, page width, page height or full-page), by changing the display size of the preview panel with the splitter or/and by enlarging the window.
8. Display the current folder



4.1.3 / Secure documents **F S A**

When a document is encrypted and protected by a « user » password, you will be prompted to enter the password allowing you to open the document. After their openings, protected documents can also restrict access to some features like printing, content extraction, form field filling, In this case, you will need to specify the « owner » password if it is different from « user » password by using the « Limited permissions » button  to unlock these features. The image  on this button indicates that you get full access to the document.

4.2 / Create **S A**

PDF ShapingUp authorizes the creation of a blank document: In the application menu, click « File » then « Create a PDF document »  to create a new document in memory. Specify the document name, and if you wish, you can incorporate the [standard PDF fonts](#) and make the document conforms to the PDF/A standard by checking the appropriate options.

4.2.1 / Normalize PDF/A **S A**

PDF/A is an ISO standardized version of the Portable Document Format (PDF) specialized for digital preservation of electronic documents (see <http://www.pdfa.org>). Only certain PDF features are supported in the PDF/A format, interactive elements such as multimedia and JavaScript are not supported.

4.3 / Convert **F S A**

Converting files to PDF supports raster images (BMP, GIF, JPEG and PNG), multi-page images (TIFF) and vector graphics (WMF and EMF).

4.3.1 / Methods **F S A**

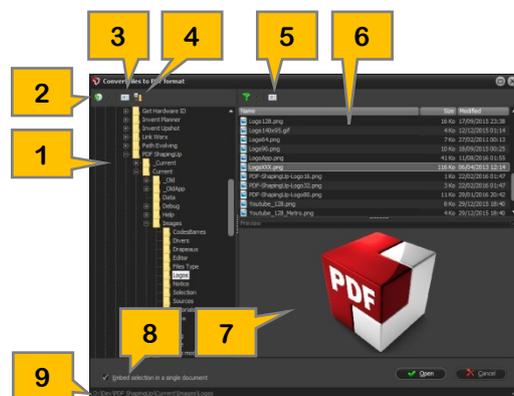
PDF ShapingUp offers several methods for converting files to PDF format:

- **Keyboard shortcut:** Do the combination « Ctrl+M » to convert one or more files.
- **From the application menu:** Click on « Files » tab then « Convert files to PDF format »  to convert one or more files.
- **From the Quick Access Toolbar:** Click on the button « Convert files to PDF »  to convert one or more files.
- **From the context menu of the viewer or the documents & pages manager:** Right-click on one of these components and select the line « Convert files to PDF »  in the context menu to convert one or more files.
- **Drag & Drop:** Drag one or more supported files from Windows® Explorer onto the work area of PDF ShapingUp.
- **Right-click:** You can also right-click on a supported file from Windows® Explorer and execute the line « Open With ... » in context menu.

4.3.2 / Select files **F S A**

The window for converting files allows you to quickly find your files to convert, make previews and perform multiple selections:

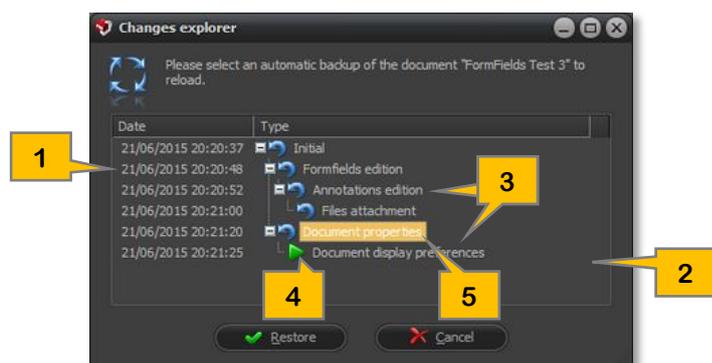
1. Folders tree
2. List of recently used folders: This list can be initiated via the command « Clear list »
3. Rename the current folder or do a 2nd click on the current folder
4. Collapsing all nodes of the folders tree
5. Rename the current file or do a 2nd click on the current file
6. List of supported files contained in the current folder: Hold down the « Ctrl » key to select several files or to deselect an already selected file. Selecting a file without the « Ctrl » key resets the current selection.
7. Preview the current file
8. Embed selection in a single document: Check this option if you want to generate one page per file in a single document for the whole selection.
9. Display the current folder



4.4 / Undo & Redo changes **F S A**

PDF ShapingUp includes exclusive changes tracking made on each opened document. It is able to simultaneously manage multiple branches of changes. When you restore a previous step of changes, new changes generate a new branch of tracking without erasing subsequent changes at this step. With this feature you can, for example, simultaneously studying several designs methods and/or changes to finally select the most appropriate:

- Changes made to the active document can be directly canceled by clicking one or more times on the « Cancel ... » button  in the [Quick Access Toolbar](#) or by making the keyboard combination « Ctrl+Z ».
- If you want to view the changes hierarchy and restore a specific step, click the « Changes explorer » button  in the [Quick Access Toolbar](#) or make the keyboard combination « Ctrl+Y »:



1. Date and time of changes
2. Changes hierarchy (treeview)
3. Parallel branches of changes
4. Current state of active document
5. Restore the selected step by clicking « Restore » button  or double-clicks on the step

4.5 / Print **F S A**

PDF ShapingUp offers several methods to print PDF documents:

- **Keyboard shortcut:** The keyboard combination « Ctrl+P » executes the print settings dialog box of the current document in « viewer » mode or of all selected documents in « documents & pages manager » mode.
- **From the quick access toolbar or from the context menu of the viewer or the documents & pages manager:** Click the button on the Quick Access toolbar or on the line « Print selected items »  of the context menu to display the print settings dialog box of the selected documents.

4.6 / Save **F S A**

PDF ShapingUp offers several methods to save PDF documents:

- **Keyboard shortcut:** The keyboard combination « Ctrl+S » save the current document in « viewer » mode or all selected documents in « documents & pages manager » mode. This method replaces the original documents.
- **From the application menu:** Click « Files » tab then « Save the selected documents »  to save the selected documents of the documents & pages manager. This method replaces the original documents. The associated context menu allows you to select another backup method (see next section).
- **From the quick access toolbar or from the context menu of the viewer or the documents & pages manager:** Click the button on the Quick Access toolbar or on the line « Save ... »  of the context menu then select a backup method:
 -  « Save selected items »: In « Viewer » mode, this method saves the current document. In « documents & pages manager » mode, all the selected documents are saved. This method replaces the original documents.
 -  « Save selected items as ... »: In « Viewer » mode, this method makes a copy of the current document. In « documents & pages manager » mode, this method makes a copy of selected documents. You must specify a location and file name for each document.
 -  « Save selected items in a common directory ... »: This alternative method is available only in the documents & pages manager when several documents are selected. It allows making a copy of the selection in a single pass into an existing directory while retaining the names of the original documents.
 -  « Save documents in project ... »: This method compresses and saves opened documents in a file (proprietary format) that lets you re-open them in one pass (see « [projects](#) »).

When a document embeds a digital signature, PDF ShapingUp performs an incremental update of the original document instead of saving it completely. When the recording is completed, you will have the opportunity to open the target folder in Windows® Explorer.

4.7 / Close **F S A**

PDF ShapingUp offers several methods to close PDF documents:

- **Keyboard shortcut:** The keyboard combination « Ctrl+W » close the current document in « viewer » mode or all the selected documents in « documents & pages manager » mode.
- **From the application menu:** Click « Files » tab then « Close the selected documents »  to close the selected documents in the documents & pages manager.
- **From the quick access toolbar or from the context menu of the viewer or the documents & pages manager:** Click the button on the Quick Access toolbar or on the line « Close selected items »  of the context menu to close the selected documents.

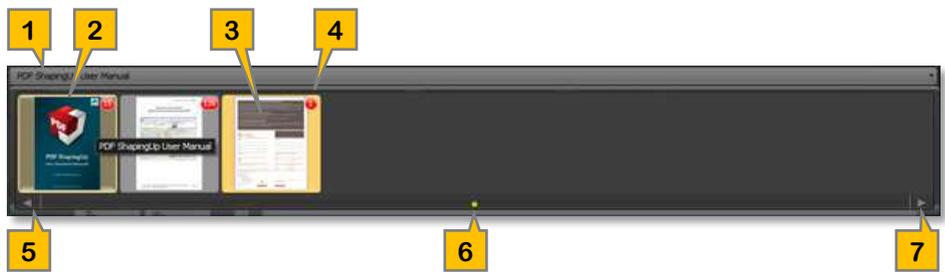
If necessary, you will be prompted to [save modified documents](#) before their closures.

5 / View documents

5.1 / Navigate **F S A**

5.1.1 / Documents **F S A**

PDF ShapingUp can display simultaneously several documents (MDI interface). In « viewer » mode, a [dropdown list](#) above the viewer toolbar displays the first pages of each opened document as thumbnails. It allows to select a document by clicking its thumbnail or to preview a document by hovering its thumbnail:

- 
1. Active document name
 2. Previewed document (hovered thumbnail)
 3. Viewed document.
This document remains the active document if you leave the dropdown list without making a new selection
 4. Pages count of each document
 5. Previous documents board
 6. Direct selection of a documents board
 7. Next documents board

5.1.2 / Pages **F S A**

Select the « [viewer](#) » mode, select the document to display in the [thumbnails dropdown list](#) above the viewer toolbar then opt for the « [Navigation](#) » sub-mode  (Ctrl+Alt+N). At your leisure, you can use the keyboard or the mouse to navigate in the current document. The current page is surrounded by a colored frame:

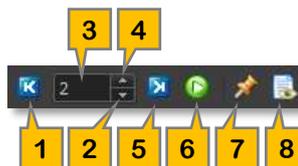
- **Keyboard:**
 - *Alt+Down* : Scroll the document down
 - *Alt+Up* : Scroll the document up
 - *Alt+Right* : Scroll the page right
 - *Alt+Left* : Scroll the page left
 - *Page Down* : Moving to the next page
 - *Page Up* : Moving to the previous page
 - *Home* : Moving to the first page
 - *End* : Moving to the last page
- **Mouse:**
 - *Wheel Down or Up* : Scroll the document down or up
 - *Hold the left mouse button down + Mouse move* : Panoramic
 - *Scrollbar* : Scroll the document down or up
- **From the dashboard:**
 - *Page thumbnails*: Select « Pages »  tab then click a page thumbnail to display the page in the viewer (the current page is surrounded by a colored frame). Conversely, changing the current page in the viewer is synchronized in page thumbnails.
 - *Form fields and Annotations*: When available, select the « Form fields »  or « Annotations »  tab then click one of the listed items to reach its container page in the viewer.
 - *Bookmarks*: If a bookmarks tree is available, click on one of the tree titles linked to a page to jump on to it.
 - *Text searches*: After a text search, you can click a text in the research tree (documents/pages) to display its container page in the viewer.

If the viewer is in « [Edition](#) » mode **A**, the selected page becomes the editable page.

- **From the documents & pages manager**: When pages of a document are displayed in the manager, you can double click on a page to display it in the viewer.

- From the dedicated toolbar:

1. First page
2. Previous page
3. Direct selection of a page
4. Next page
5. Last page
6. Scroll pages continuously (playback mode). The [scroll speed](#) can be set.
7. Marking a view (memorizing the view settings: zoom, orientation, layout, ...)
8. Marked view reminder (dropdown list with thumbnails)



5.2 / Layout **F S A**

5.2.1 / Documents windows **F S A**

The PDF ShapingUp multi-document interface lets you organize documents windows in the workspace of the main window. Click the « Arrange windows »  button on the [status bar](#) to display the menu for selecting the organizational method: Maximize/Minimize windows or arrange windows in cascade or in horizontal/vertical mosaic.

5.2.2 / Pages **F S A**

When you visualize or edit **A** a PDF document, you can adjust the pages layout in the current document viewer:

1. Add a pages column (horizontal side by side)
2. Remove a pages column (horizontal side by side)
3. Add a pages line (vertical side by side)
4. Remove a pages line (vertical side by side)
5. Align the pages to left, center or right
6. Rotate the view of the document pages counterclockwise (left) by 90 degrees
7. Rotate the view of the document pages clockwise (right) by 90 degrees
8. Restore default display settings (layout and zoom)



[3, 4] These features are available only when the automatic [zoom](#) is set to « Page height » or « Full page ».

[6, 7] Only the pages view is oriented. No changes are applied to the document.

5.3 / Zoom **F S A**

When viewing or editing **A** a document, you can adjust the zoom level of page display for the current document:

- **Keyboard:** The keyboard combination « Ctrl+Plus » increases the zoom while the combination « Ctrl+Minus » reduces the zoom using the increment defined in the [display settings](#).
- **Mouse:** The combination « Ctrl+Wheel Up or Down » increases or reduces the zoom using the increment defined in the viewer settings. Only the zoom of the current page is changed if it is being edited.
In « [Zoom areas](#) » mode  (Ctrl+Alt+Z), selecting an area with the left mouse button increases the zoom. Do the same using the right mouse button to decrease the zoom.
- **From the dedicated toolbar:**

1. Reduce zoom by [programmable](#) increment
2. Custom zoom value (input + « Enter »)
3. Increase zoom by [programmable](#) increment
4. Display the document at its original size (100%)
5. Zoom is adapted so that the largest width of pages occupies the width of the viewer.
6. Zoom is adapted so that the largest height of pages occupies the height of the viewer.
7. Zoom is optimized so that the largest width/height of pages occupies the width/height of the viewer.



[5, 6, 7] The zoom is automatically adapted when the size of the viewer window is changed.

5.3.1 / Magnifier **F S A**

In the viewer toolbar, click the « Activate magnifier »  button to display a window allowing you to enlarge or reduce the hovered area of a page in the viewer or in the pages thumbnails of the dashboard. Using the integrated cursor, alternately change the magnification factor  or the window transparency . The magnifier is automatically hidden if you go out of the viewer or page thumbnails limits. To disable it, click again on the « Activate magnifier » button or click the window close box.

5.4 / Render pages **F S A**

PDF ShapingUp integrates an efficient rendering engine of PDF pages (transformation process of the PDF code in its graphical representation). By clicking on the button « Setting renderings »  located in the viewer toolbar, you can select the PDF area (Media, Crop, Bleed, Trim or Art box) and the objects (form fields, annotations, ...) to display. This setting affects only the current document.

5.5 / Identify objects **F S A**

In « Selection »  and « Edition »  **A** mode, you can get information about hovered objects in the pages by activating the button « Display information »  located in the viewer toolbar. These real-time informations follow the mouse pointer and this feature is applied to all opened documents in « Select » and « Edit » **A** mode.

5.6 / Interact with objects **F S A**

The « Selection » (Ctrl+Alt+S)  mode of the documents viewer allows you to interact with objects in the pages. You will have the ability to select and extract objects (text, images and vectors), fill form fields and modify annotation comments. There are two selection methods:

- **Pointing:** When the mouse hovers an identified object, the mouse cursor turns into « hand »  indicating that it can be selected by left-clicking.
- **Area:** Hold the left mouse button down to begin the selection area, move the mouse to surround the desired area then release the left mouse button to finalize the selection area.

Finally, right click in the selection area to display the context menu adapted to the object type:

Function	Text	Image	Vector	Area
 Copy the object in the clipboard (Ctrl+C)	X	X		X
 Save the object on disk (Ctrl+B)	X (1)	X (2)		X (1)
 Capture the selected area to the clipboard	X	X	X	X
 Highlight the selection as an annotation	X			X
 Edit the object in the editor (Ctrl+E) A	X	X	X	

[1] Plain text (Txt)

[2] Image in native format (Jpg, Bmp, Tiff or Png)

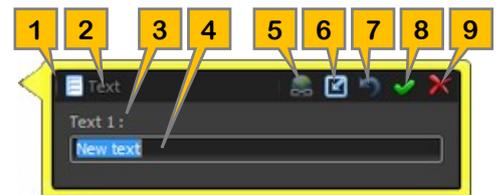
5.6.1 / Fill form fields **F S A**

If a document contains interactive fields and the permissions set by the author allow editing, you can fill, print and save the form fields:

Field	Function	Edition type
 Text area	Text edit box	Pop-up
 Action button	Performs an action	Direct
 Radio button	Single choice group	Direct
 Check box	Yes/No choice	Direct
 Scrollable list box	Scrollable list box	Pop-up
 Multi-select scrollable list box	Multi-select scrollable list box	Pop-up
 Dropdown combo box	Dropdown combo box	Pop-up
 Dropdown combo box with edit box	Dropdown combo box with edit box	Pop-up

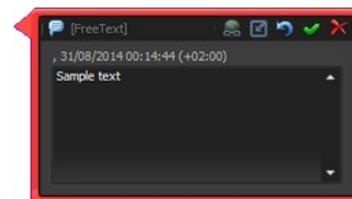
The popup window allows advanced editing of the pointed field:

1. Border color similar to the background color of the field
2. Nature and type of the field
3. Field name
4. Editing component suitable for the field type (text box or lists)
5. Open the entered link (web or email address)
6. Restore the field default value
7. Cancel the last value change
8. Close popup with input validation. To simplify and speed up the form filling, the same action is achieved when the mouse cursor leaves the popup display area.
9. Close popup without input validation (cancellation)



5.6.2 / Comment annotations **F S A**

Changing an annotation comment use the same popup window that allows you to edit a form field. Only the marker 3 is replaced by the creation date of the annotation (see above).



5.7 / Set viewer **F S A**

5.7.1 / Measures units **F S A**

From the application menu, click « Preferences »  then select the desired measures unit (point, millimeter or inch) in the « PDF Processor »  section. This setting is applied to all opened documents.

5.7.2 / Visual aspect **F S A**

On the [status bar](#), click the « Documents Viewer »  button to display the pop-up window of viewer settings. These settings are applied to all opened documents and changes are visible in real time:

- **Zoom increment:** Value added or removed to the zoom factor when enlarging or reducing the display.
- **Horizontal margins:** Minimum horizontal space between the pages edges and the viewer window edges.
- **Vertical margins:** Vertical space between each page.
- **Scrolling speed:** Value specifying the pages scrolling speed in [« reading » mode](#).
- **Pages borders:** Borders color of pages.
- **Selections:** Background color of the selection rectangles (viewer and editor).
- **Borders:** Border color of the selection rectangles (viewer and editor).

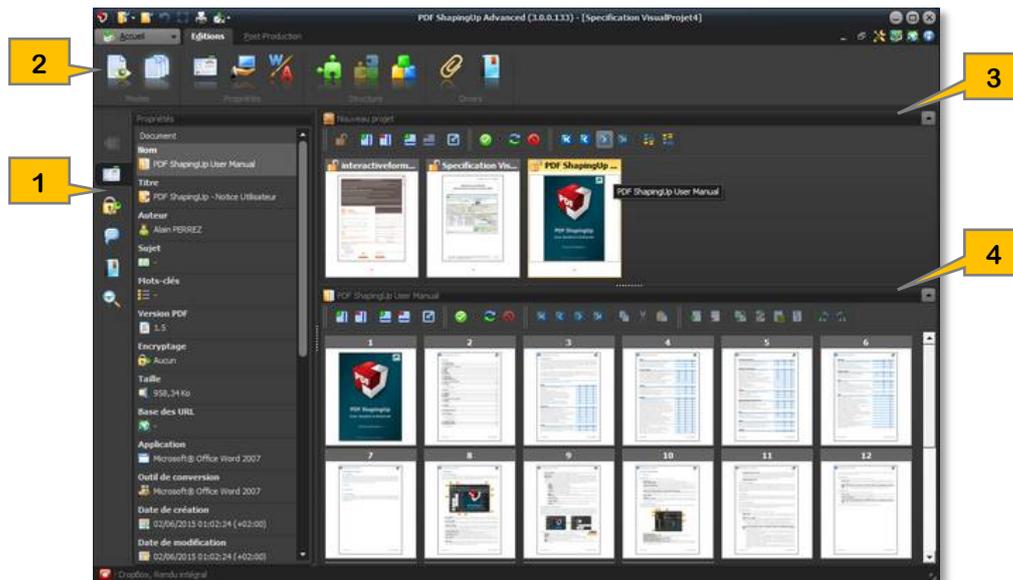
The « Default »  button allows to restore the default settings.

6 / Documents and pages manager

The mode of advanced documents and pages management can organize the pages in a document or across multiple documents, process multiple documents via the tools and make some changes to the selected pages (rotation, normalization, cloning, ...). To activate this mode, click the « documents and pages manager »  button in the [tabbed toolbar](#).

6.1 / Interface **F S A**

The interface of the documents and pages manager replaces the document viewer while retaining access to the tools of the tabbed toolbar and to dashboard that details the information of the current document. The heart of the manager consists of two resizable and retractable panels that display the opened documents in the current project and the pages of the active document as thumbnails:



1. [Dashboard](#)
2. [Tabbed toolbar](#)
3. **Documents panel:**
 - The title of the panel displays the name of the current project and can reduce or expand the panel.
 - The context toolbar allows you to set the display of document thumbnails, select the documents and change document order.
 - The thumbnails show the document name, the state of the [protection](#) (🔒/🔓) and modification (* if the document is modified) and selected pages (« - » = none, « 5-9 » = page range).
4. **Pages panel:**
 - The title of the panel displays the name of the current document and can reduce or expand the panel.
 - Depending on [PDF ShapingUp editions](#), the context toolbar allows you to set the display of page thumbnails, select the pages, change page order, create, clone & delete pages and perform few treatments on the pages (rotate, normalize, flatten, ...).
 - The thumbnails show the page number and pages marked for subsequent copies/move (📄 / ✂️).

6.2 / Resize thumbnails **F S A**

Changing the size of document or page thumbnails size is achieved by setting the number of rows and columns to display in the panels. The thumbnails size is automatically adjusted when the panels are resized (changing the size of the main window or changing the panels distribution using the splitter):

1. Add a thumbnails column (reduce size)
2. Remove a thumbnails column (increase size)
3. Add a thumbnails row (reduce size)
4. Remove a thumbnails row (increase size)
5. Restore the default display settings



6.3 / Navigate and select thumbnails **F S A**

Selecting thumbnails (documents and pages) works as selecting files in Windows® Explorer:

- **Keyboard:**
 - *Ctrl+A* : Select all thumbnails of the active panel
 - *Up ** : Select the thumbnail above the current thumbnail
 - *Down ** : Select the thumbnail below the current thumbnail
 - *Left ** : Select the thumbnail to the left of the current thumbnail
 - *Right ** : Select the thumbnail to the right of the current thumbnail
 - *Page Up ** : Select the thumbnail on the previous page
 - *Page Down ** : Select the thumbnail on the next page
 - *Home ** : Select the first thumbnail
 - *End ** : Select the last thumbnail
- **Mouse:**
 - *Wheel Down or Up* : Scroll thumbnail rows downward or upward
 - *Scrollbar* : Scroll thumbnail rows downward or upward
 - *Left click ** : Select a thumbnail
 - *Double-clicks* : A double-clicks on a thumbnail of the pages panel activates the viewer and displays the page
 - *Ctrl + Left click* : Add or remove a thumbnail to the current selection
 - *Shift + Left click* : Add or remove a range of thumbnails to the current selection (the range starts from the active thumbnail to the clicked thumbnail)

- **From the dedicated toolbar:**

1. Select all thumbnails (Ctrl+A)
2. Selection options submenu :
 -  : Select modified documents *
 -  : Select even pages *
 -  : Select odd pages *
 -  : Select blank pages
 -  : Select pages containing the text of the active search
3. Invert selection *
4. Unselect all thumbnails and removal of pages marked for subsequent copies/move



*: The new selection initializes the current selection

6.4 / Arrange thumbnails **F S A**

6.4.1 / Documents **F S A**

Changing order of the documents thumbnails allows you to define the [display order of the documents in the viewer](#) and to predetermine the merging order of selected documents **S A**. You can organize documents thumbnails by simple "Drag & Drop" or using the dedicated toolbar:

1. Move selected thumbnails at the begin
2. Move selected thumbnails towards the begin
3. Move selected thumbnails towards the end
4. Move selected thumbnails at the end
5. Ascending sort of thumbnails by the document names
6. Descending sort of thumbnails by the document names

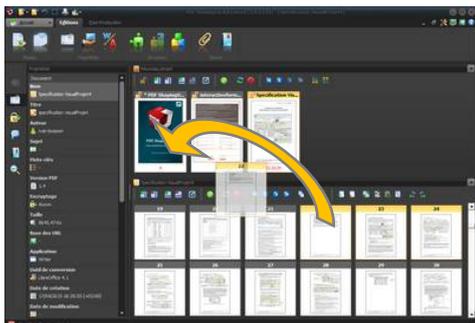


6.4.2 / Pages **S A**

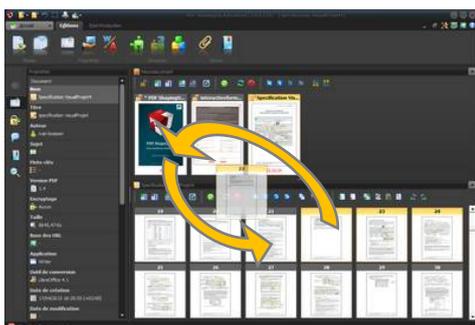
Changing order of the pages thumbnails allows you to define the pages order in the [active document](#) and copy/move pages into the current document or in another document.

- **Keyboard:**
 - *Ctrl+C* : Marking the current selection for subsequent copies
 - *Ctrl+X* : Marking the current selection for subsequent move
 - *Ctrl+V* : Insert the marked pages after the active thumbnail

- Mouse:
 - *Drag & Drop*: Hold the left mouse button down on a selected page thumbnail then drag the selection and drop on the destination. An arrow indicates the insertion position of selected pages. During the « drag », you can hover another document (in the « [documents panel](#) ») to copy or move the pages selection:



If you drop the selected pages on a document thumbnail, they are copied or moved to the beginning of the target document when the insertion arrow indicates the left edge of the thumbnail or to the end of the target document when the insertion arrow indicates the right edge of the thumbnail.



During the « drag » process, the hovering of a document thumbnail activates the document and displays its pages in the « [pages panel](#) ». So you can continue to drag on the pages of the new active document and drop the selected pages from the source document to the desired position in the target document (copy or move).

- From the dedicated toolbar:

1. Move the selected pages to the begin of the document
2. Move the selected pages towards the begin of the document
3. Move the selected pages towards the end of the document
4. Move the selected pages to the end of the document
5. Marking the current selection for subsequent copies (Ctrl+C)
6. Marking the current selection for subsequent move (Ctrl+X)
7. Insert the marked pages after the active thumbnail (Ctrl+V)



🌐 When you duplicate pages with interactive items (form fields) in a document, you can automatically rename these duplicate items or keep the source names. In this last case, the interactive items will be [linked \(K\)](#).

6.5 / Tools **F S A**

The « [pages panel](#) » bar provides tools that allow you to perform some operations on the pages of the active document:

6.5.1 / Add pages **S A**



Create the specified number of blank pages before or after the current page thumbnail by clicking the button « Create empty pages » . New pages inherit the same height and width as the current page.

6.5.2 / Remove pages **S A**

Select the pages to delete, click the button « Delete the selection »  and confirm your choice.

6.5.3 / Clone pages **S A**

Cloning involves copying the pages of a document multiple times, with only a negligible increase in the file size:

Select the pages to be cloned, click the button « Clone Selection »  and specify the number of cloning to be performed for each of the selected pages. Cloned pages will be inserted after each of the selected pages.

🌐 Note that only the first layer of the page is cloned. Check « Combine layers » to clone the entire content of the pages with multiple layers.

6.5.4 / Normalize pages **F S A**

Normalization moves and/or rotates the page contents so that subsequent drawing operations are at the expected position on the page. All the page [boundary](#) boxes (Cropbox, Bleedbox, ...) are adjusted to the physical size of the page and the page's rotation attribute is reset to zero.

Select the pages to normalize, click the button « Normalize selection »  then select the mode of normalization:

1. Standard normalization
2. Normalize and also balance the graphics state stack
3. Maintain existing page structure
4. Maintain existing page structure and balance the stack

6.5.5 / Reset form fields **F S A**

The initialization of form fields replaces their current values by their default values:

Select the pages where you want to initialize the form fields then click the button « Initialize the form fields of selection » .

The lack of form fields disables this function.

6.5.6 / Flatten pages **S A**

The page flattening deletes and replaces interactive objects by their graphical representations and combines all the layers of a page in one single layer:

Select the pages to flatten, click the button « Flatten selection »  then select the objects to be treated: Layers, Annotations and/or Form fields.

6.5.7 / Rotate pages **F S A**

The page orientation can perform rotations by increments of +/- 90 degrees (clockwise and counterclockwise).

Select the pages to rotate then click on the button « Rotate selection 90° counterclockwise »  or on the button "Rotate selection 90° clockwise » .

 In « Standard **S** » and « Advanced **A** » editions, an advanced layout tool is available in the tabbed toolbar.

7 / Dashboard

The dashboard is a tabbed panel reachable from the « [documents viewer](#) » and « [documents & pages manager](#) » modes. You can collapse it with the F4 key and resize it with the integrated splitter. By default, the tabs of the dashboard are only visible when they have information to display:

0. **Collapse**: Folding tab of the dashboard. Click another visible tab to restore the display of the dashboard.
1. **Pages**: Pages thumbnails with adjustable size.
2. **Properties**: Exhaustive list of various information.
3. **Securities**: Document encryption and permissions.
4. **Form fields**: List of document form fields. Double-clicks one of the listed items to reach its container page in the viewer.
5. **Annotations**: List of document annotations. Double-clicks one of the listed items to reach its container page in the viewer.
6. **Bookmarks**: Interactive and printable tree of document bookmarks.
7. **Attachments**: List of files attached to the document. The files can be viewed by the associated application.
8. **Optional contents**: List of document optional contents. These contents can be displayed or hidden in convenience.
9. **Objects inspector** **A**: Grid of editable properties common to the selected objects in the editor.
10. **Searches**: Configurable and multi-document texts research module whose scope can be specified.
11. **Splitter**: Change the width of the dashboard.



7.1 / Pages thumbnails **F S A**

Thumbnails  display reduced views of the document pages and allow you to quickly scan it especially if you are looking for visual elements. The current page is surrounded by a colored frame. To optimize reading, thumbnails are resizable using the dedicated toolbar:

1. Add a thumbnails column (reduce size)
2. Remove a thumbnails column (increase size)
3. Add a thumbnails row (reduce size)
4. Remove a thumbnails row (increase size)
5. Restore the default display settings



Click on a thumbnail to instantly reach the corresponding page in the document viewer.

7.2 / Properties **F S A**

The tab « Properties »  details the information of the active document (title, author, size, creation date, number of fonts, number of annotations, ...) and of the current page (format, orientation, number of layers, ...). Some of these information are interactive and allow direct access, by double-clicks, to the [corresponding management tool](#).

7.3 / Encryption and permissions **F S A**

The tab « Safeties »  indicates the encryption level built-in the active document and permissions granted by the document author (authorized actions). These information are interactive in the « Standard » **S** and « Advanced » **A** editions and allow direct access, by double-clicks, to the [corresponding management tool](#).

7.4 / Form fields inventory **F S A**

Form fields are interactive objects that allow entering text, checking options or making selections in single or multiple-choice lists. The tab « Form fields »  lists all form fields of the active document by specifying their names, their types as images and their values. You will have the ability to sort the list according to various criteria and initialize their current values by their default values (defined by the author) using the dedicated toolbar:

1. Ascending numerical sorting of indexes
2. Ascending alphanumeric sorting of titles
3. Ascending alphanumeric sorting of types and titles combined
4. Ascending numerical sorting of « container » page and tab order combined
5. Initialize the current values of all document form fields with the default values defined by the author. Use the function « [Initialize the form fields of selection](#) » of the documents & pages manager, if you do not want to initialize all form fields in the document.



The selection of a form field from the list displays instantly its « container » page and selects it in the [viewer](#) or in the [editor](#). Conversely, selecting a form field in the document viewer in « [Selection](#) » mode **F S A** or in « [Edition](#) » mode **A** selects it in the list.

7.5 / Annotations inventory **F S A**

Annotations are collaboration objects for organizing revisions for many types of content, expressing opinions, providing explanations, ...

The tab « Annotations »  lists all annotations of the active document specifying their titles, their types as images and their contents. You will have the ability to sort the list according to various criteria and verify the validity of all the document annotations using the dedicated toolbar:

1. Ascending numerical sorting of pages and indexes combined
2. Ascending alphanumeric sorting of contents
3. Ascending alphanumeric sorting of types, pages and indexes combined
4. Verify the validity of all the document annotations. Invalid annotations are removed from the document.



The selection of an annotation from the list displays instantly its « container » page and selects it in the [viewer](#) or in the [editor](#). Conversely, selecting an annotation in the document viewer in « [Selection](#) » mode **F S A** or in « [Edition](#) » mode **A** selects it in the list.

7.6 / Bookmarks tree **F S A**

The bookmarks tree can be likened to a summary that facilitates navigation in a document. Bookmarks allow marking a point in a document, reaching directly to a destination within the same document, another document, a URL (Web page or e-mail) or to running a Java script. This tree is available in the « Bookmarks »  tab and has a dedicated toolbar:

1. Extend all subfolders of the tree (Ctrl+Alt+Plus)
2. Collapse all subfolders of the tree (Ctrl+Alt+Minus)
3. Print the pages linked to the current bookmark
4. Direct access to the [bookmarks manager](#) of the current document **S A**



Selecting a bookmark linked to a page  in the tree displays instantly the page in the [viewer](#) or the [editor](#).

7.7 / Attachments **F S A**

Attached files are stored in PDF documents as attachments (without external reference). They can be viewed and previewed. The tab « Attachments »  lists all files attached to the active document by specifying their names, their types as system images system and their sizes. You will have the ability to sort the list according to various criteria and view files using the dedicated toolbar:

1. Ascending numerical sorting of indexes
2. Ascending alphanumeric sorting of files names
3. Ascending alphanumeric sorting of formats and names combined
4. Ascending numerical sorting of files sizes
5. View the selected file using the associated external application. You can also double-click an item in the list.
6. Direct access to the [attachments manager](#) of the current document **S A**



7.8 / Optional contents **F S A**

The optional contents (OCG) are layers of pages that can be displayed or hidden on the screen and/or printing. Saving a document with optional contents stores the active states of layers visibility (display and printing).

The tab « Optional contents »  lists all optional contents of the active document by specifying their names. You will have the ability to show or hide each content individually or all contents using the dedicated toolbar:

1. Show all optional contents
2. Hide all optional contents



7.9 / Objects inspector **A**

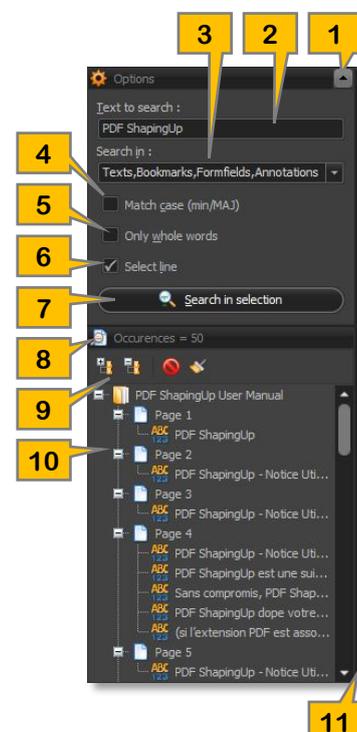
The tab « Objects inspector »  displays the grid of editable properties common to the selected objects in the [editor](#) of PDF ShapingUp.

7.10 / Text searches **F S A**

PDF ShapingUp supports an advanced search function with variable scope that allows you to search for a string in one or more PDF documents. When the search is complete, all occurrences are listed in a tree allowing you to quickly preview the context (document, page, sentence and object type).

Click on the tab « Text searches »  or make the keyboard combination « Ctrl+F » to access the tool:

1. **Setting:** Collapsible panel of searches settings.
2. **Text:** Search string.
3. **Scope:** Scope of research (text, bookmarks, form fields and/or annotations).
4. **Case sensitivity:** Research is sensitive to lowercase/uppercase differences when this option is checked.
5. **Whole word:** Research identifies whole words (not partial) when this option is checked.
6. **Line:** Extract the line containing the string instead of the word only when this option is checked.
7. **Execution :** Run the search for the specified string.
 - In « [viewer](#) » mode, search treats all pages in the active document.
 - In « [documents and pages manager](#) » mode, Search treats selected pages of selected documents. When no page is selected in a document, research treats all pages of the document.
8. **Occurrences:** The tree shows the number of occurrences found during the search of the specified string.
9. **Tree toolbar:**
 -  : Extend all nodes of the tree (Ctrl+Alt+Plus)
 -  : Collapse all nodes of the tree (Ctrl+Alt+Minus)
 -  : Reset the current selection
 -  : Reset the search



10. **Tree:** The occurrences are listed as a tree. The first level indicates the « container » document, the second level indicates the « container » page while the third level indicates the occurrence (word or line following the setting 6) and type of the « container » object as images (Texts , Bookmarks , Form fields  or Annotations ).
Selecting a node in the tree produces a different result depending on the node level:
 - Selecting node « Document » activates the document and display its first page.
 - Selecting node «Page» activates the « container » document and display the page.
 - Selecting node « Occurrence » activates the « container » document, display the « container » page and selects the word or the line (for editing if the viewer is in « edition » mode **A**).

The « documents & pages manager » can [automatically select the pages](#) containing research.

11. **Splitter:** Change the width of the dashboard.

8 / Projects

PDF ShapingUp integrates a complete « projects » management. A project acts as a container of PDF files and can be used to create reusable templates, link, compress and secure documents in a single file, store and index the documents or simplify sending documents via email.

8.1 / Open **F S A**

Opening a project replaces the project or the opened documents. If necessary, you will be prompted to [save the project](#) or [save modified documents](#) before their closures. PDF ShapingUp offers several methods for opening a project:

- **Keyboard shortcut:** Make the keyboard combination « Ctrl+F10 ».
- **From the application menu:** Click « Files » then « Open project »  or click on the associated button to open a recently opened project (this menu contains a command to « Clear the list »  of recently opened projects).
- **From the context menu of the viewer or the documents & pages manager:** Right-click on one of these components and select the line « Open project »  from the context menu.
- **Drag & Drop:** Drag a project from Windows® Explorer onto the PDF ShapingUp work area.
- **Double-clicks or right click:** Double-click a project in Windows® Explorer. You can also right-click on a project and run the line « Open a PDF ShapingUp project » from the popup menu.

The project name is displayed in the title of the document panel in the [documents and pages manager](#). The display settings of the documents contained in the project are returned in the stored state when saving the project.

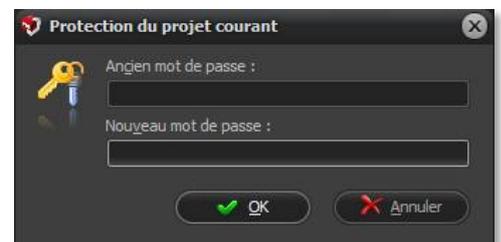
8.1.1 / Secure projects **F S A**

When a project is secured by a password, you will be prompted for the password allowing you to open it. This protection does not replace the protections of the PDF documents included in the project.

8.2 / Protect **F S A**

Opening a project can be protected by an encrypted password. In the application menu, click « File » then « Protect the current project » :

- **Add a password:** Enter a password in the « New Password » field.
- **Change password:** Enter the current password in the « Old Password » field and enter the new password in the « New Password » field.
- **Remove password:** Enter the current password in the « Old Password » and leave blank the « New Password » field.



8.3 / Save **F S A**

Saving a project compresses and records all opened documents in a proprietary format file (extension « .psu »). PDF ShapingUp offers several methods to save projects:

- **From the application menu:** Click « Files » then « Save the current project » . You will have the option to replace the current project or create a new project by defining a new file name.
- **From the quick access toolbar or from the context menu of the viewer or the documents & pages manager:** Click the button on the quick access bar or on the line of the context menu « Save »  then select the backup method « Save documents in a project » .

8.4 / Close **F S A**

In the application menu, click « Files » then « Close the current project » . If necessary, you will be prompted to [save the modified project](#) before it closed. Note that individual saving of documents contained in the project does not save the project. Also, if you close all documents of a project, it will be automatically considered closed.

9 / Edit documents

9.1 / Document properties **F S A**

The tool « Properties » allows you to view the properties of the active document, edit the standard properties and create or delete custom properties. In the [tabbed toolbar](#), click on the tab « Editions » then the button « Document Properties »  or double-click a property listed in the « Properties » tab of the [dashboard](#) or perform the keyboard combination « Ctrl+D ». Editing is done using a grid in which the read-only properties are grayed. The commands are accessible from the dedicated toolbar or from the context menu of the grid:

1. **Add a custom property:** The property name must be unique and cannot be equal to "Producer", "Creator", "Subject", "Title", "Keywords" or "Author".
2. **Remove a custom property:** Select the custom property, click the delete button and confirm. A standard property cannot be deleted.
3. **Change the name of a custom property:** Select the custom property, click the rename button then enter the new name for the property. The name must be unique and cannot be equal to "Producer", "Creator", "Subject", "Title", "Keywords" or "Author". A standard property cannot be renamed.
4. **Change the value of a property:** Select the property then click the edit button or select again the value of the property. The modified properties are marked with a yellow edging.
5. **Undo the last changes** (Ctrl+Z)
6. **Redo the last changes** (Ctrl+Y)
7. **Load a template of properties:** Loading a « template » file in a proprietary format (extension « .psup »). The values of standard properties are replaced with the values recorded in the template and custom properties and their values are synchronized with the template (creation and/or deletion)
8. **Save properties as template:** Saving standard and custom properties in a « template » file whose format is proprietary (extension « .psup »). This template can be reused and applied to the properties of another document.
9. **Print grid** (Ctrl+P) : Print properties grid with preview.
10. **Export properties:** Export the names and values of standard and custom properties in several file formats (csv, doc, html, rtf, txt, xls or xlm). When the export is complete, you will be able to open the target folder in Windows® Explorer.



Click the « Ok »  button to apply the changes and close the edit properties window.

9.2 / Document viewer preferences **F S A**

This module defines the environment that a PDF viewer may implement at the opening of the current document. You can specify the initial configuration of the application interface, the document layout and printing options. In the [tabbed toolbar](#), click the « Editions » tab and then « Document display preferences »  button. Through the use of templates, you can store and quickly set the display preferences of a document by clicking the « Templates »  button to display the context menu of templates management:

-  **Load a template of preferences:** Loading a « template » file in a proprietary format (extension « .psuv »). The current settings are replaced by the settings contained in the template.
-  **Save preferences as template:** Saving current settings in a « template » file whose format is proprietary (extension « .psuv »). This template can be reused and applied to the viewer preferences of another document.

9.2.1 / Application interface **F S A**

The tab « Application interface »  is used to specify the initial configuration of the window, bars and panels of the PDF viewer:

-  **Window:**
 - Center the application window on the screen
 - Display document title instead of the file name
 - Resize window to the size of the first page displayed
-  **Bars :**
 - Hide toolbar
 - Hide menu bar
 - Hide items of user interface

-  **Panels:**
 - Initial view (Normal view, Show the bookmarks panel, Show the thumbnails panel, Show the document in full screen mode, Show optional content group panel **or** Show the attachments panel)
 - Page mode after full screen (Normal view, Show the bookmarks panel, Show the thumbnails panel **or** Show optional content group panel)

9.2.2 / Layout **F S A**

The tab « Page layout »  is used to specify the initial configuration of the size, the position and layout of the document pages in the PDF viewer:

-  **Size and position:** Check this section to access its settings.
 - Resizing type (**XYZ** = The target page is positioned at the "Left" and "Top" properties of the destination, and the "Zoom" property specifies the zoom percentage, **FIT** = The entire page is zoomed to fit the window, **FIT HORIZONTAL** = The page is zoomed so that the entire width of the page is visible. The height of the page may be greater or less than the height of the window. The page is positioned vertically at the "Top" property of the destination, **FIT VERTICAL** = The page is zoomed so that the entire height of the page can be seen. The width of the page may be greater or less than the width of the window. The page is positioned horizontally at the "Left" property of the destination, **FIT RECTANGLE** = The page is zoomed so that a certain rectangle on the page is visible. The "Left", "Top", "Right" and "Bottom" properties of the destination define the rectangle on the page, **FIT BOX** = The page is zoomed so that it's bounding box is visible, **FIT BOX HORIZONTAL** the page is positioned vertically at the value of the "Top" property of the destination, and the page is zoomed so that the entire width of the page's bounding box is visible, **FIT BOX VERTICAL** = The page is positioned at the value of the "Left" property of the destination is visible, and the page is zoomed just enough to fit the entire height of the bounding box into the window)
 - Zoom percentage (setting available depending on the type of adaptation selected)
 - Page to display
 - Left, right, top and bottoms margins (settings available depending on the type of adaptation selected)
-  **Original location:**
 - Location (Single page, One column, Two columns odd-numbered pages on left, Two columns odd-numbered pages on right, Two pages odd-numbered pages on left, Two pages odd-numbered pages on right **or** No preference)
 - Predominant text reading order (Left to right **or** Right to left)

9.2.3 / Printings **F S A**

The tab « Printings »  is used to specify the initial configuration of the default print dialog of the document in the PDF viewer:

-  **Default print dialog:**
 - Scaling (None **or** Application default)
 - Duplex (Simplex, Duplex flip short edge, Duplex flip long edge)
 - Number of copies
 - Auto paper tray

9.2.4 / Boundary boxes **F S A**

The tab « Limits »  is used to specify the [boundaries areas](#) of document viewing and printing in the PDF viewer:

-  **Viewing:**
 - Display boundary (MediaBox, CropBox, BleedBox, TrimBox **or** ArtBox)
 - Clipping boundary (MediaBox, CropBox, BleedBox, TrimBox **or** ArtBox)
-  **Printing:**
 - Display boundary (MediaBox, CropBox, BleedBox, TrimBox **or** ArtBox)
 - Clipping boundary (MediaBox, CropBox, BleedBox, TrimBox **or** ArtBox)

9.3 / Document fonts **F S A**

The tool « Fonts » manages the fonts used in the active document. In the [tabbed toolbar](#), click the « Editions » tab then click the button « Fonts of the document »  **or** double-click the property « Number of fonts » available in the « Properties » tab of the [dashboard](#).

9.3.1 / Fonts list **F S A**

The fonts of the active document and their characteristics are listed in a grid with advanced filtering tools by column  and research (lookup bar and search panel):

- **Embedded:** The symbol  displayed in the column « Name » indicates that the font is embedded in the document, otherwise, the symbol  is displayed. Embedded fonts are integrated in the document and do not require their presence in your computer but they will generate larger PDF files. The non-embedded fonts must be installed in your computer to be properly displayed by a PDF viewer. The « standards » fonts (Courier, Helvetica, TimesRoman Symbol and ZapfDingbats) did not need to be embedded as they are standardized and processed systematically by all PDF viewers.
 Note that some font licenses do not allow you to embed them in PDF documents.
- **Complete:** The symbol  displayed in the column « Name » indicates that all characters of the embedded font are integrated in the document. Otherwise, the symbol  is displayed, indicating that only the necessary characters are embedded in the document to produce a smaller PDF file.
- **Name:** Font name and character attributes.
- **Type:** Font type (Unknown, Standard, TrueType, Embedded TrueType, Packaged, Type1, Subsetted, Type3, Type1 CID, TrueType CID or CJK).
- **Encoding:** Font encoding (Unknown, MacRomanEncoding, WinAnsiEncoding, MacExpertEncoding or None).
- **ID:** Internal identifier of the font in the document.

9.3.2 / Extract fonts **F S A**

The « TrueType » fonts can be extracted and saved to disk. In this case, click the icon  displayed in the fixed column of the grid (first column) then specify the location and file name for the extracted font.

9.3.3 / Replace fonts **F S A**

The function « Replacement »  available in the dedicated toolbar or from the context menu of the grid replaces, after confirmation, embedded fonts by their equivalence « standards » to reduce the document size.

9.3.4 / Add fonts **S A**

The « Standard » **S** and « Advanced » editions of PDF ShapingUp allow you to add fonts in the active document:

1. **Add standard fonts:** Select fonts and attributes to add.
2. **Add CJK fonts** (Chinese Japanese Korean): Select fonts and attributes to add.
3. **Add OpenType, TrueType and Postscript fonts:** Select the fonts available on your computer to add.



9.4 / Split documents **S A**

The splitting function allows you to extract pages of a document in several smaller documents. PDF ShapingUp provides various methods to split the current document of the viewer or selected documents in the documents and pages manager. In the [tabbed toolbar](#), click the tab « Editions » then the button « Split pages of documents » .

9.4.1 / Methods **S A**

The « Methods »  tab allows selecting the splitting method to be applied among the many methods available:

-  **Number of pages:** The most common method splits the selected documents in a set of documents, each containing the specified number of pages.
-  **Selected and unselected pages:** When the « [documents and pages manager](#) » is active, each selected document is divided into two parts> A document containing the selected pages and other document containing the unselected pages.
-  **Selected pages as separators:** When the « [documents and pages manager](#) » is active, each selected document is divided according to its selected pages that act as separations markings. These pages can be included at end of document (end marking), included at the beginning of document (start marking) or may not be included in the generated documents (white pages for example).
-  **Files sizes (Ko):** This method splits the selected documents in several documents, each having a size less or equal to the size indicated in the associated field (integrated calculator).

- **Pages sizes:** This method aggregates the pages with similar widths, similar heights or similar widths and heights in new documents. You can choose « Don't differentiate portrait and landscape ».
- **Pages orientations:** This method aggregates the pages with similar orientations in new documents (0°, 90°, 180° or 270°).
- **Bookmarks:** The latter method splits the selected documents depending on the structure of their bookmarks trees (The settings are made in the « [Bookmarks](#) » tab).

Documents created by the splitting are generated in the PDF ShapingUp environment and are therefore not [recorded on disk](#).

9.4.2 / Splitting by bookmarks **S A**

The tab « Bookmarks»  [1] is only accessible when the selected documents contain bookmarks and the splitting by « [Bookmarks](#) » is selected. This method splits a document based on a bookmarks hierarchy level existing in the tree. Each bookmarks section is extracted in a separate document which is automatically named with the title of the first bookmark of the section.

You must specify the starting level [2] and the depth of extraction. [3] The depth can be set to 0 to incorporate, without restriction levels, all children of starting bookmarks in the extractions. The tree bookmarks [4] of the document, displayed in this tab, allows you to view the links of each bookmark (URL, page ranges, ...), to expand or collapse tree nodes and uncheck the bookmarks you want to remove from extractions. Bookmarks with a level equal or below the defined starting level [2] cannot be removed from the selection as well as the integration or removal of bookmarks in the extractions is only possible for children of starting bookmarks.



9.4.3 / Options **S A**

The « Options »  tab allows you to set the inheritances that generated documents will receive from their source document:

- **Source documents:** Close source documents after treatment (without notice of backups).
- **Standards properties:** Copy the source document [standard properties](#) on the generated documents (by default).
- **Custom properties:** Copy the source document [custom properties](#) on the generated documents (by default).
- **Viewer preferences:** Copy the source document [viewer preferences](#) on the generated documents (by default).
- **Safeties:** Copy the source document protection and permissions on the generated documents (by default). The owner password can be requested.

9.5 / Merge documents **S A**

The assembly feature lets you merge two or more documents in a single final document. When the « [documents and pages manager](#) » is active and several documents are selected, click the tab « Editions » of the [tabbed toolbar](#), then click the button « Merge documents » . The merging order is predetermined by the order of the selected documents in the « documents » panel of the « documents and pages manager ». Bookmarks, form fields and annotations of the source documents will be present in the merged document. The merged document is created into the PDF ShapingUp environment and is, therefore, [not recorded on disk](#).

9.5.1 / Merging order **S A**

The « Merging order »  tab allows you to change the order in which the documents will be added in the final document. To achieve this, select a thumbnail and hold the left mouse button down on that thumbnail until a red selection rectangle appears around it, then drag and release it above another thumbnail (green selection rectangle) to move it.

1. Index of the document in the document list
2. Previous documents board
3. Next documents board
4. Direct selection of a documents board



9.5.2 / Options S A

The « Options »  tab allows you to specify the name of the final document to create and configure the closing of source documents after treatment (without notice of backups).

9.6 / Documents layout S A

The « layout » module of PDF ShapingUp integrates all functions required for interactive editing of the media (pages) and contents (set of objects composing a page). You can change size and pages orientation, set pages backgrounds, change the scale of contents, position and orient the contents and define the [boundaries areas](#) (boxes). The scope of the treatment depends on the active [operating mode](#):

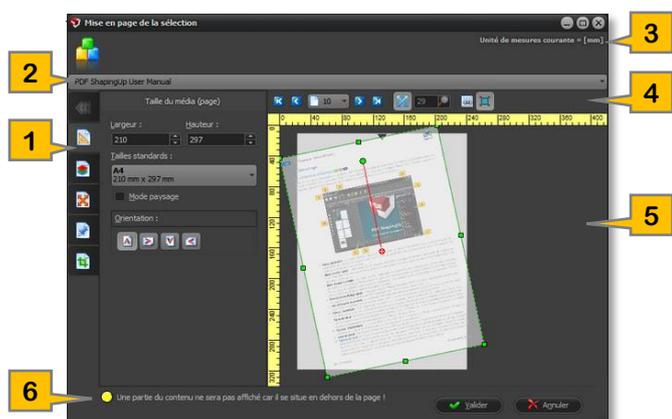
- **Documents viewer:** The module supports all the pages of the active document.
- **Documents and pages manager:** The module supports all documents selected in the manager. If no page is selected in a document, all pages are supported otherwise only selected pages are supported.

In the [tabbed toolbar](#), click on the tab « Editions » then on the button « Layout of selection »  or double-click the property « Format », « Trimming » or « Orientation » available in « Page » section of the « Properties » tab in the [dashboard](#).

 Note that this module does not edit the objects individually, this feature is supported by the « [Editor](#) » mode of the document viewer in the "Advanced" edition A.

9.6.1 / Interface S A

The interface of the « layout » module, whose window is resizable, has a complete and independent editing environment:

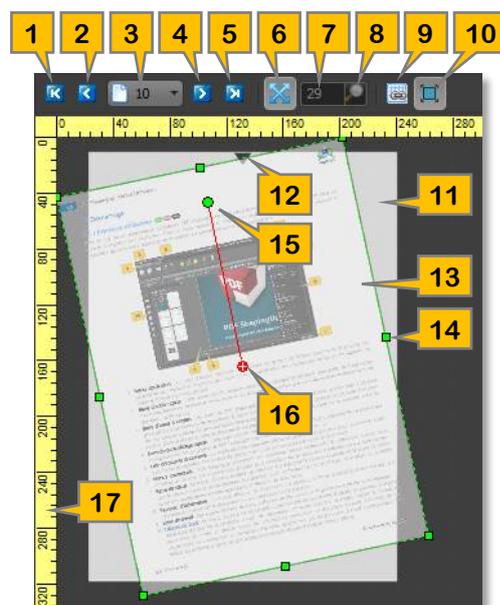


1. Tabbed retractable toolbar
2. Drop-down list showing the first pages of each document to be processed as thumbnails. It lets you select a document by clicking its thumbnail or to preview a document by hovering its thumbnail (its operation is similar to the [document viewer list](#)).
3. Current [unit of measurements](#)
4. Toolbar dedicated to the document viewer
5. Document Viewer also acting as content blocks editor. Media/Content are represented by two separate blocks
6. Warning message stating that some content is outside the limits of the page

9.6.2 / Integrated viewer S A

The integrated documents viewer allows to preview your changes in real time, to position and to orientate the content block in the page:

1. Display the first page (« Home » key)
2. Display the previous page (« Page Up » key)
3. Direct selection of a page in the dropdown list
4. Display the next page (« Page Down » key)
5. Display the last page (« End » key)
6. Automatically adjust the zoom according to the page and content sizes
7. Enter the zoom ratio manually *
8. Cursor variation of zoom percentage *
9. Align content on the viewer grid
10. Maintain aspect ratio while resizing content
11. Media block (page)
12. Graphic symbol indicating the top of the media (page)
13. Content block
14. Handles for resizing the content block
15. Handle for rotating the content block
16. Rotation axis of the content block
17. Horizontal and vertical rules based on the current unit of measurements



(*) Function available when auto zoom is disabled

9.6.3 / Pages size and orientation **S A**

The tab « Media size (page) »  is used to size the media representing the useful area of a page:

- **Width and height:** Set a custom size.
- **Standard sizes:** Select a standard size (A4, A3, A2, Letter, legal, ...).
- **Media orientation:** Portrait or Landscape.
- **Media angle:** 0°, 90°, 180° or 270°. In this case, the content inherits the same rotation angle as the media.

9.6.4 / Pages background **S A**

The tab « Media background (page) »  allows you to create , replace , delete  or keep  a page background. It may be filled with a solid color or with a gradient composed of two colors (horizontal, vertical, front diagonal or rear diagonal). Both gradient colors can be interchanged to vary the visual effect using the button « Invert Colors » . The page background is created on an [optional layer](#) (OCG) and can be displayed or hidden when the document is opened by checking or un-checking the corresponding option.

9.6.5 / Content scale **S A**

The tab « Content scale »  is used to size the content automatically or manually. You can also change the size of the content directly into the [integrated viewer](#) by moving the « resizing handles » of the content block. In this case, the tab fields replicate in real time the changes made in the viewer:

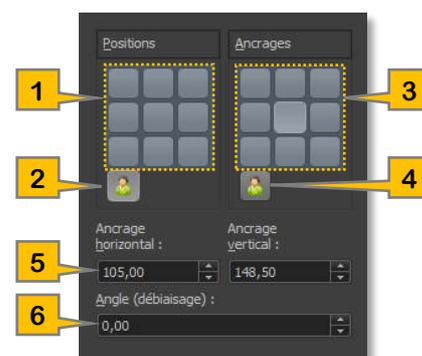
-  **Preservation of the original size:** The content retains its original size even if the [media is resized](#).
-  **Adjusting content to the media size:** The content is automatically adjusted to the size of the media. This feature can generate a disproportionate display of content.
-  **Custom scales:** Setting the horizontal and vertical scale. If you don't want to generate disproportions, check the button « Keep aspect ratio »  to link the two scales and thus maintain the proportions of the content.

In the « Content to keep » field, enter the [boundary area](#) that you want to keep as the content of page (Mediabox, CropBox, BleedBox, Trimbox or Artbox).

9.6.6 / Content position and orientation **S A**

The tab « Content position »  allows you to position and orient (de-skew) content. You can also change the position and rotation of the content directly into the [integrated display](#) by moving the content block or its « rotating handle ». In this case, the tab fields replicate in real time the changes made in the viewer:

1. Automatically position the content on the page.
Click, for example, on the top left button of the keypad to position the top left corner of the content in the top left corner of the media. The keypad « Anchors » (rotation axis) automatically inherits the new positioning.
2. Button to manually position the content in the page.
The fields « Horizontal anchor » and « Vertical anchor » as well as the keypad « Anchors » (rotation axis) are activated.
3. Automatically position the anchor of content block (rotation axis).
Click, for example, on the top left button of the keypad to position the anchor (rotation axis) in the top left corner of the content block.
4. Button to manually position the anchor of content block (rotation axis).
The rotation axis of the content block turns green indicating that it is possible to reposition it. In the integrated viewer, hold the left mouse button down on the rotation axis and move the mouse to the desired position.
5. Manually position the content block by specifying the horizontal and vertical position of the anchor point.
6. Rotation angle of the content block around its anchor (rotation axis).
This feature can be used to de-skew precisely the content in the media.



9.6.7 / Boundaries areas **S A**

The tab « Pages areas »  allows you to define the boundaries areas of pages. You can also change areas (boxes) directly into the [integrated viewer](#) by moving and resizing the « area block ». In this case, the tab fields replicate in real time the changes made in the viewer. You must select an area from the list "Area editing" before editing the field margins  (left, right, top and bottom) or move the « area block » in the viewer:

- **Mediabox** (Page area): Defines the physical limit of the page. This area is changed in the tab « [Media size \(page\)](#) ».
- **CropBox** (Framing area): Defines the limits of the page content when it is displayed or printed.
- **Bleedbox** (Bleed area): Defines the clipping path when the page is printed professionally to allow cutting and folding. The print marks may be located outside the bleed area.
- **Trimbox** (Trimming area): Defines the finished dimensions of the page after cutting.
- **Artbox** (Image area): Defines the meaningful content of the page including the empty space.

By default, the page areas are all equivalent to the « Mediabox ».

9.7 / Attach files to documents **S A**

PDF documents can contain fully integrated files. By embedding files in your documents, document exchange is facilitated and reliable. These files are visible in the tab « [Attachments](#) » in the dashboard. There are no limitations on the files types that can be embedded although recent versions of Adobe Acrobat® do not, for security reasons, inclusion of executable files.

The attachments manager with which you can add, edit, delete, view and extract file attachments in the documents is available in the [tabbed toolbar](#) by clicking the « Editions » tab then the button « Attach files » , by double-clicking on the property « Number of attached files » available in the tab « [Properties](#) » of the dashboard or by clicking the button « Attach files »  in the « [Attachments](#) » tab of the dashboard. The scope of the treatment depends on the active [operating mode](#):

- **Documents viewer**: The attached files manager supports the active document.
- **Documents and pages manager**: The attached files manager supports all documents selected in the documents and pages manager.

9.7.1 / Add and remove attachments **S A**

The « Attachments » manager list documents and their attachments in a multi-selection tree whose columns show the system icon, name, description, title and size (Ko) of each attached file. The commands are available from the dedicated toolbar or from the context menu of the tree:

1. **Add files**: Add one or more files to documents selected in the tree.
You can also drag & drop files into the tree from the explorer windows®.
2. **Remove files**: Remove one or more files selected in the tree.
3. **Edit Properties**: Change the current property of the selected file (Name, Title or Description). A second click on the selected property has the same effect. Press « Enter » key to finalize the edit.
 Changing the extension of a file can make it unreadable.
 The title should be unique in the document.
4. **View files**: View the file selected in the tree with the associated external application. A double-clicks on a file has the same effect.
5. **Extract files**: Extract the files selected in the tree to disk. You will be able to open the target folder at the end of the extraction.
 The extracted files are not removed from documents.
6. **Expand nodes** (Ctrl+Shift+Plus): Expand all nodes in the tree (show files).
7. **Collapse nodes** (Ctrl+Shift+Minus): Collapse all nodes in the tree (hide files).



9.7.2 / Manager state **S A**

The status bar of the attachments manager displays some additional information:



1. Number of selected documents / total in the tree.
2. Number of selected attachments / total in the tree.
3. Creation date of the selected file.
4. Modification date of the selected file.
5. « Mime » type of the selected file (Multipurpose Internet Mail Extensions).

The panels 3, 4 and 5 become progress bar when adding files to the selected documents.

9.8 / Document bookmarks **S A**

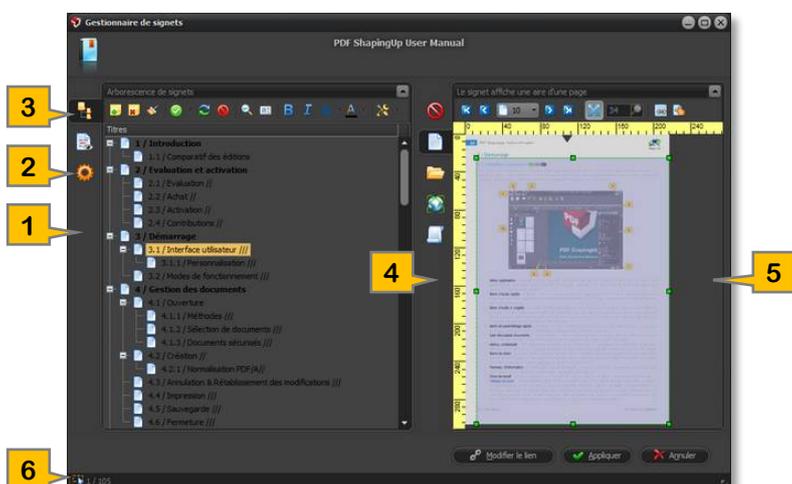
When creating a PDF file, your goal is to make it as easy to read as possible for the reader. Bookmarks allow to automatically guide your reader on a specific page , an external file , a URL  or run a Java script . Moreover, in an ecological concern, bookmarks can encourage your readers to view documents on screen instead of waste paper by printing them. The bookmarks tree that can be compared to a table of contents is visible in the tab « [Bookmarks](#) » of the dashboard.

The bookmarks manager with which you can add, rename, edit, move, delete bookmarks or automatically generate bookmarks tree is available in the [tabbed toolbar](#) by clicking the « Editions » tab then the button « Bookmarks Manager » , by double-clicking the property « Number of bookmarks » available in the tab « [Properties](#) » of the dashboard or by clicking the button « Bookmarks Manager »  in the [Bookmarks](#) tab of the dashboard.

9.8.1 / Interface **S A**

The interface of « bookmarks manager », whose window is resizable, has full and independent editing environment as two parts:

- **Manage bookmarks:** This manager allows imbricating, manually or automatically, a list of bookmarks to develop a hierarchical relationship (tree) between sections of a document. You and your readers can expand or collapse the list as needed.
- **Manage links:** This manager allows you to create or edit a link for the selected bookmarks in the bookmark editor. This link can reach a page area in the document, an external file, a URL (web or mail) or run a Java script.



1. Tabbed Toolbar to manage bookmarks
2. Automatic generator of bookmarks structure
3. Bookmarks manual editor
4. Tabbed Toolbar to manage links
5. Links « Page area » editor
6. State of the bookmarks manual editor (number of selected / total bookmarks)

9.8.2 / Manual editor **S A**

The tab « Manual editor »  allow you to create the hierarchical structure of bookmarks or edit an existing structure using a multi-selection tree (single or multiple selections using the standardized « Ctrl » and « Shift » keys). The commands are available from the dedicated toolbar or from the context menu of the tree:

1. **Add bookmark:** Add bookmark child to the selected bookmark. To add a bookmark to the first level of the structure, unselect beforehand all bookmarks with the button « Deselect all » . A link  is automatically generated on the active page of the document in the links « [Page area](#) » editor.
2. **Remove bookmarks:** Remove the selected bookmarks after confirmation.  All child of these bookmarks will be deleted too.
3. **Clear bookmarks:** Remove all bookmarks after confirmation.
4. **Select all (Ctrl+A) :** Select all bookmarks.
5. **Submenu of selection options:**  : Select bookmarks with the same level as the selected bookmark.
6. **Invert selection:** Invert the current bookmarks selection.
7. **Unselect all:** Unselect all bookmarks.
8. **Search & Replace (Ctrl+F):** Complete text search, with attributes, in the bookmarks titles and batch replacements.



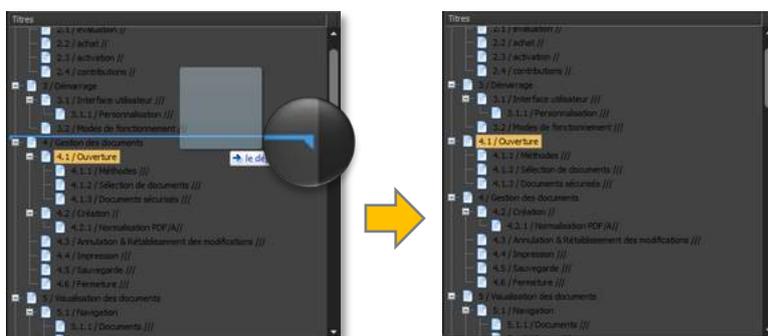
9. **Edit title:** Edit the title of the selected bookmark. A second click on the selected title has the same effect. The bookmark title can be extracted from a page by checking the button « Assign pointed text to the selection »  located in the toolbar of the links « [Page area](#) » editor and clicking on a text of active page. You also have the option to temporarily activate this feature by holding the « Alt » key down while clicking on the desired text.
10. **Bold characters:** Toggle the titles of selected bookmarks in bold.
11. **Italic characters:** Toggle the titles of selected bookmarks in italic.
12. **Submenu of characters case options:**
 -  : Capitalize the first word of the selected bookmarks titles.
 -  : Convert the selected bookmarks titles in lowercase.
 -  : Convert the selected bookmarks titles in uppercase.
13. **Titles color:** Assign a color to the selected bookmarks titles.
14. **Submenu of tree tools:**
 -  : Expand all tree nodes (Ctrl+Shift+Plus).
 -  : Collapse all tree nodes (Ctrl+Shift+Minus).
 -  : Print the bookmarks tree (Ctrl+P).
 -  : Export all the tree nodes in CSV, DOC, HTML or TXT format.
 -  : Export the selected tree nodes in CSV, DOC, HTML or TXT format.
 -  : Export the visible tree nodes in CSV, DOC, HTML or TXT format.

You can move selected bookmarks by simple « drag & drop » in the tree:

- **Move selection as a child of an existing bookmark:** Hold the left mouse button down on one of the selected bookmarks (sources) and then move the mouse over the title of the target bookmark. All children of the sources bookmarks will also be moved to the target bookmark while maintaining their original structures.
- **Move and insert the selection before or after an existing bookmark:** Hold the left mouse button down on one of the selected bookmarks (sources) and then move the mouse to the right of the tree (outside the titles display). A bar with rising or falling arrows at the ends will be displayed to indicate the insertion location:



The insertion is performed after the bookmark located before the bar when the arrows are rising.



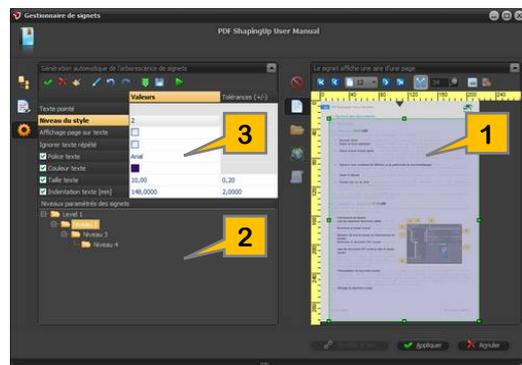
The insertion is performed before the bookmark located after the bar when the arrows are falling.

All sources bookmarks children will also be moved at the insertion point while maintaining their original structures.

9.8.3 / Generate automatically **S A**

The « Automatic bookmarks generator », available in the tab  of the [bookmarks manager](#) tabbed toolbar, is based on the identification of positions and text styles to build the bookmarks tree and create links on « pages areas » containing the texts identified as titles. The detailed setting of each structure level to be identified is performed in a grid and injected into a typical tree that you can save as a template for reuse as needed with other documents:

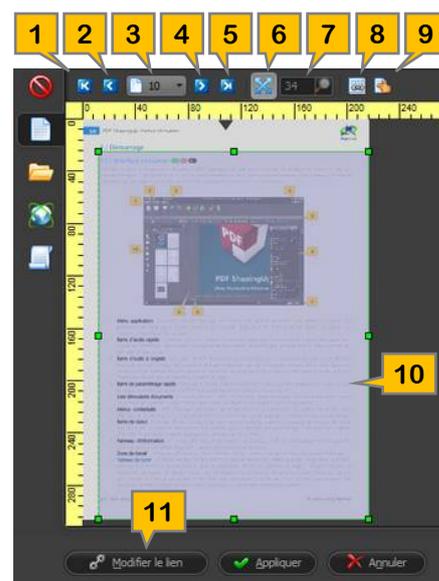
- PDF viewer:** Document viewer of the links « [Pages areas](#) » editor. Other links editors, useless for the generator, are disabled.
- Typical tree:** The typical tree stores the styles defined in the settings grid and can be saved as a template.
- Grid for set styles to identify:**
 - **Pointed text:** This function allows, by clicking a text in the document viewer, to automatically fill the grid with the font, color, size and indentation of the pointed text.
 - **Style level:** Indicate the style level that will correspond to the hierarchical level of the generated bookmarks tree. You must start to create the level 1 then level 2 and so on ...
 - **Display page on text:** By checking this option, you specify the generator to create a link on a restricted « page area » encompassing the top left origin of the text and the bottom right limit of the page. Otherwise, the created link refers to the full page.
 - **Ignore repeated text:** By checking this option, the generator creates a bookmark for only the first occurrence of a text that, in some documents, can be repeated several times in the same location.
 - **Text font:** If you wish that the identification of the current style level be based on the recognition of the texts fonts, check this option and specify the name of an embedded font in the document.
 - **Text color:** If you wish that the identification of the current style level be based on the recognition of the texts colors, check this option and specify the color.
 - **Text size:** If you wish that the identification of the current style level be based on the recognition of the texts sizes, check this option, specify a size and an acceptable variation tolerance. For example, if you specify a size of 10 and a tolerance of 0.20, the texts having a size between 9.80 and 10.20 will be conform to the current style.
 - **Text indentation [Unit]:** If you wish that the identification of the current style level be based on the recognition of the texts position relative to the left edge of the page (indentation), check this option, specify a value and an acceptable variation tolerance in the current unit of measurement. For example, if you specify an indentation of 100 and a tolerance of 2, the texts having a horizontal position between 98 and 102 will be conform to current style.
- Assign style to level:** Create or edit a level in the typical tree. To edit a level, click it in the typical tree, make your changes and save it by clicking this button. To duplicate a level, click a level in the typical tree, change the level in the « Level of the style » field, adjust the settings and save it by clicking this button.
 
 - ⚠ You must check at least one style properties (font, color, size and/or indentation) to record the level set in the typical tree.
- Remove current level:** Remove the selected level in the typical tree after confirmation.
 - ⚠ Sublevels will be also removed from the typical tree.
- Clear levels:** Remove all levels in the typical tree after confirmation.
- Edition of the cell:** Change the current property. A second click on the selected property produces the same effect. Press « Enter » key to finalize the edition.
- Undo the last changes (Ctrl+Z)**
- Redo the last changes (Ctrl+Y)**
- Load a template of automatic generation:** Load a « template » file in a proprietary format (extension « .psul »). The typical tree is replaced by the tree and its styles contained in the template.
- Save typical tree as template:** Save the typical tree and its styles in a « template » file whose format is proprietary (extension « .psul »). This template can be reused and applied to the automatic bookmarks generator of another document.
- Generate bookmarks tree:** Run the automatic generation of bookmarks based on the typical tree and identification styles parameterized. The generated tree is displayed in the « [Manual editor](#) »  tab.



9.8.4 / Create links on page **S A**

The tab « Page area »  of the links management tabbed toolbar allows you to create and set links on a page area for the bookmarks selected in the tree of the [bookmarks manual editor](#). To perform this task, select a page in the integrated viewer, position and resize the block representing the page area that will be displayed when selecting the bookmark, then click the button « Modify link » .

1. Display the first page (« Home » key)
2. Display the previous page (« Page Up » key)
3. Direct selection of a page in the dropdown list
4. Display the next page (« Page Down » key)
5. Display the last page (« End » key)
6. Automatically adjust the zoom according to the page and block area
7. Enter the zoom ratio or move the zoom percentage cursor
8. Align block area on the viewer grid
9. Enable the assignment of pointed text to the bookmarks selection (« Alt » key for a temporary activation)
10. Block representing the page area to be displayed by bookmarks selection
11. Change link for the bookmarks selection



In addition to or instead of positioning and resizing the block « page area » in the integrated viewer, you can specify precisely the margins left, right, top and bottom of the area that will be displayed when the bookmarks selected in the [manual editor](#) tree will be clicked. This setting is available in the tab « View the linked page »  from bookmarks management tabbed toolbar. Confirm your changes by clicking the « Modify link »  button.

9.8.5 / Create links on external file **S A**

The tab « External file »  of the [links management](#) tabbed toolbar allows to link the bookmarks selected in the [manual editor](#) tree on an external file. The full file name, including path, must be entered in the editing area. You can type it, paste it with the button  (Ctrl+V) or specify it by selecting a file using the button « Select File »  (Ctrl+O). Finish by clicking the « Modify link »  button. This type of link is identified by the icon  in the bookmarks tree.

9.8.6 / Create links on URL **S A**

The tab « URL »  of the [links management](#) tabbed toolbar allows to link the bookmarks selected in the [manual editor](#) tree on a web or mail URL. The URL must be entered in the editing area. You can type or paste it with the button  (Ctrl+V). Finish by clicking the « Modify link »  button. This type of link is identified by the icon  in the bookmarks tree.

9.8.7 / Create links on Java script **S A**

The tab « JavaScript »  of the [links management](#) tabbed toolbar allows to link the bookmarks selected in the [manual editor](#) tree on a JavaScript that will be executed. The code must be entered in the editing area. You can type or paste it with the button  (Ctrl+V). Finish by clicking the « Modify link »  button. This type of link is identified by the icon  in the bookmarks tree.

9.8.8 / Remove links **S A**

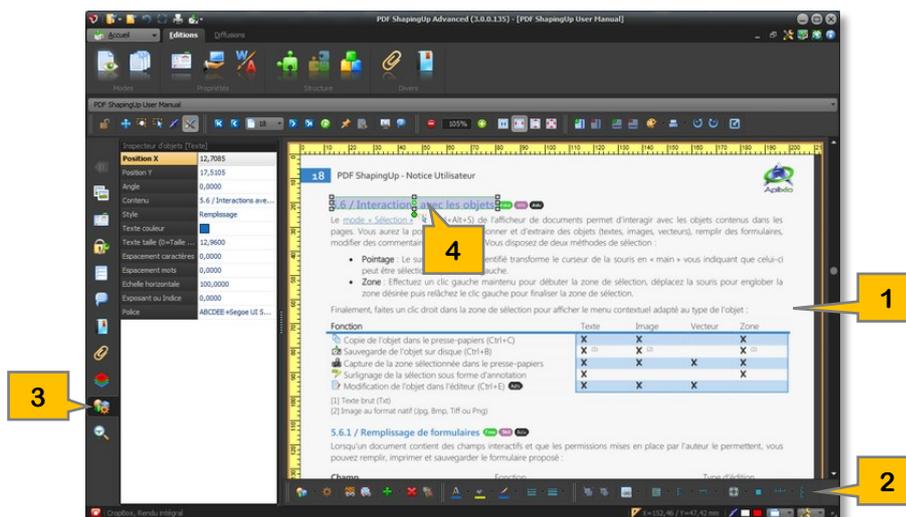
The tab « No link »  of the [links management](#) tabbed toolbar allows to remove links of bookmarks selected in the [manual editor](#) tree. Finish by clicking the « Modify link »  button. The absence of icon in the bookmarks tree indicates that no link is set to a bookmark.

10 / Objects editor

In addition to publishing tools of version « Standard » **S** that allow you to create bookmarks, create page backgrounds or attach files, the « Advanced » **A** version of PDF ShapingUp incorporates an advanced objects editor with which you can easily and efficiently create, delete, move and edit texts, images, vectors, form fields and annotations of existing PDF documents **if the permissions granted by the document author authorize the editing of objects**. Changes made in the editor can be [undone or redone](#).

10.1 / Interface **A**

This module, fully integrated with document viewer, is available in the [viewer toolbar](#) by clicking the button « Edition mode »  or making the keyboard combination « Ctrl+Alt+E »:



1. **Objects editor:** The editor, equipped with horizontal and vertical rulers graduated in the current [unit of measures](#), encapsulates the active page of the current document and lets you select one or more objects to be edited.  The other opened documents retain their own operating and display mode.
2. **Toolbar:** The dedicated toolbar gives immediate access to the main functions. These functions are also available in the context menu of the editor.
3. **Objects inspector:** Grid of editable properties common to the selected objects in the editor.
4. **Selection blocks:** The object selections are shown as blocks, with rotation and resizing handles, similar to Microsoft® Visio®.

10.2 / Selections **A**

10.2.1 / Page to edit **A**

Apply one of the following methods to enable the objects editor on a page:

- **Document viewer:**
 - *Left click:* Use the [navigation tools](#) of the document viewer to reach the page to edit then click directly on it.
- **Dashboard :**
 - *Pages thumbnails:* Select the « Pages »  tab then click a thumbnail to display the page and activate the objects editor on it.
 - *Form fields and Annotations:* When available, select the « Form fields »  tab or the « Annotations »  tab then click on one of the listed objects to display its container page, activate the objects editor and select the clicked object in the editor.
 - *Bookmarks:* If a bookmarks tree is available, click on one of the bookmark titles linked to a page  to display the page and activate the objects editor on it.
 - *Text researches:* After a text search, you can click a text in the researches tree to display its container page, activate the objects editor and select the clicked text in the editor.
- **Documents & pages manager:** When pages of a document are displayed in the manager, you can double-clicks on a page to display it in the documents viewer and activate the objects editor on it

10.2.2 / Objects **A**

The objects selection can of course be performed directly in the editor with the mouse but also through additional lists. The selections are represented as blocks:

- **Objects editor:**

Individual selection by pointing: The hovering of an identified object turns the mouse cursor into « hand »  indicating that it can be selected in the editor by left-clicking. You can get information on hovered objects by activating the button « Display information on hovered objects »  located in the viewer toolbar. These real-time information are attached to the mouse pointer:

- *Left click:* Selection of the pointed object. The new selection resets the current selection.
- *Ctrl + Left click:* Adding the object in the current selection if it is not selected otherwise removal the object from the current selection.

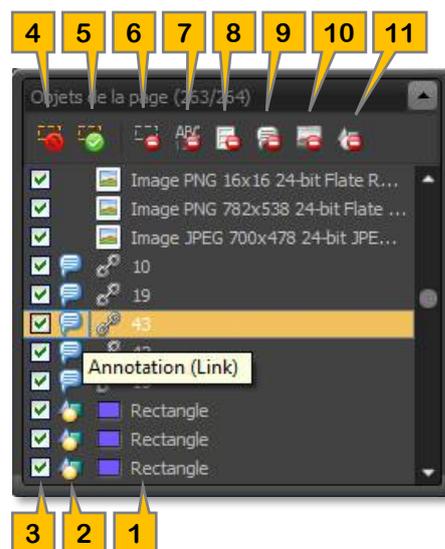
Multiple selections by area:

- *Hold the left mouse button:* Hold the left mouse button down to begin the selection area, move the mouse to surround the desired area then release the left mouse button to finalize the selection area. All objects identified in this area are selected individually in a single pass. The new selection resets the current selection.
- *Ctrl + Hold the left mouse button:* Press the « Ctrl » key then hold the left mouse button down to begin the selection area, move the mouse to surround the desired area then release the left mouse button and the « Ctrl » key to finalize the selection area. All the identified objects and not selected in this area are added individually to the current selection, the identified and already selected objects are removed from the current selection.

Multiple selections of linked objects: The « linked » objects in the PDF page structure can be selected in a single pass. In the [editor toolbar](#), check the button « Select paragraphs »  to select all the text included in a paragraph, check the button « Select linked graphics »  to select paths vectors like bars code or lines included in a rectangle for example. These selections of linked objects are [grouped](#) in a single block.

Page objects list: Click the button « Objects selection to edit »  in the [objects inspector](#) to get the objects list and the current objects selection from the edited page. As the selections made with the mouse, this list allows you to select objects (multi-selection with the « Ctrl » and « Shift » keys) but also to temporarily restrict the selectable objects with the mouse:

1. Object designation
2. Icons and tooltip indicating the object type
3. Object that can be selected with the mouse
4. Unselect all objects
5. Make all objects selectable with the mouse
6. Make selected objects non-selectable with the mouse
7. Make texts non-selectable with the mouse
8. Make form fields non-selectable with the mouse
9. Make annotations non-selectable with the mouse
10. Make images non-selectable with the mouse
11. Make vectors non-selectable with the mouse



- **Documents viewer:** If the documents viewer is in « [Selection mode](#) »  and one object is selected, you can right-click in the object selection area to display a context menu and click on the line « Edit object » , perform directly the keyboard combination « Ctrl+E » or activate the « [Edition mode](#) »  that automatically select this object

- **Dashboard:**

Form fields and annotations lists: When available, select the tab « Form fields »  or « Annotations »  then click on one of the listed items to select it in the objects editor. The objects editor reaches automatically its container page. The new selection resets the current selection.

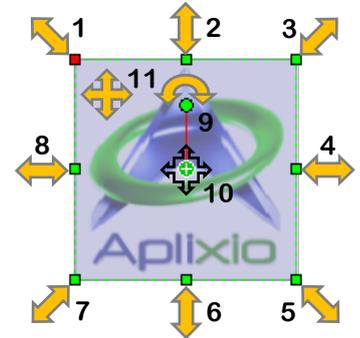
Text researches: After a text search, you can click a text in the researches tree to select it in the objects editor. The objects editor reaches automatically its container page. The new selection resets the current selection

10.3 / Blocks **A**

10.3.1 / Handling **A**

The blocks, similar to Microsoft® Visio® blocks, allows you to move, resize and rotate the selected objects using control handles. Changing the position, the size or the orientation of a block is reproduced on all selected blocks. If you want to keep the object proportions, check the button « Keep the height/width ratio »  before moving the block handles:

- The handles **1, 3, 5** and **7** increase or decrease the width and height of a block
- The handles **2** and **6** increase or decrease the height of a block
- The handles **4** and **8** increase or decrease the width of a block
- The handle **9** orients the block and the axis of rotation **10** is movable
- Area **11** of block movement



Handles colors indicate their states:

- **Green:** The handles can be moved
- **Red:** The handle can be moved and indicates the object anchor (X and Y positions)
The anchor of a vector changes when hovering one of its handles.
- **Gray:** The handles cannot be moved

10.3.2 / Behavior **A**

The behavior of a block depends on the selected object type:

-  : The block of a text can be moved and oriented at any angle but cannot be resized. The block size is changed by adjusting the size of the text font
-  : The block of an image can be moved, oriented at any angle and resized
-  : A vector is not represented by a block but by its main points identified by handles
-  : The block of a form field can be moved, oriented at 0, 90, 180 or 270 ° and resized
-  : The block of an annotation can be moved and resized but not oriented (except for type « FreeText »)

A block can be partially or completely moved out of the physical page boundaries. In addition, the behavior of a block is adapted to the various types of objects selected simultaneously. In this case, all blocks inherit the combination of the worst behavior. For example, if you select a form field with a text, their blocks can be moved, oriented only at 0, 90, 180 or 270° and cannot be resized.

10.3.3 / Grid **A**

By default, moving a block and its handles with the mouse is free but it can be forced to snap to grid. This grid is adjustable via the button submenu « Snap to grid »  located in the dedicated toolbar of the objects editor:

-  : The grid automatically follows the ruler subdivisions (ticks).
-  : Set the horizontal and vertical sizes of the grid and then apply your settings with the button .

Check the button « Snap to grid »  to enable the objects alignment on the defined grid.

10.3.4 / Group and ungroup **A**

You can group objects together to move them all at once by clicking on the button « Group blocks »  located in the editor toolbar and then ungroup the objects to move them independently by clicking on the button « Ungroup blocks » . You can do anything to a group of blocks that you can do to a single block (see [handling](#) and [behavior](#)).

10.3.5 / Align and space **A**

The objects editor offers simplified layouts tools. These tools are available from the dedicated toolbar or from the context menu of the editor:

- The **Alignment** of the blocks, at least two, may be carried out on their left , right , top , bottom  edges and their horizontal  and vertical  centers. The reference block is the first selected block.
- The **Spacing** of the blocks, at least three, can be equalized , increased  or reduced  horizontally and equalized , increased  or reduced  vertically. The reference block is the first selected block.
 The increase and the reduction of the spacing between the objects can be carried out continuously by holding down the buttons.
- The **size** of the blocks, at least two, can be equalized in both width and height , only in width  or only in height .

10.4 / Create objects **A**

10.4.1 / Method **A**

In PDF ShapingUp, the addition of an object takes place in two steps:

1. Click the « Add object »  button in the toolbar or on the line « Add object at this location »  in the context menu of the editor:
A dummy block named « New Object » is created on the edited page. If you click the add button while an object is already selected, the « New Object » block is created below it and inherits its size (the angle is not taken into account). This block predetermines the insertion area of the object to create and can be moved and resized at will. Given the many various [behaviors](#) of objects, the rotation of this block is not allowed but you can rotate the new object after it is created. To cancel the operation, click an existing object or a blank area of the page.
2. [Select the object to insert](#) into the « New object » block area by clicking the submenu of the button « Add object »  or by clicking in the surface of the « New Object » block. The new object will be automatically selected and editable.

10.4.2 / Available objects **A**

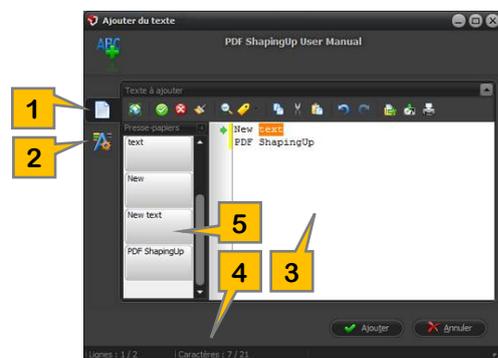
Many types of objects and variations can be inserted into the edited page:

Texts	Images	Barcodes	Form fields	Annotations	Vectors
 Plain	 BMP	 Code39	 Text area	 Free text	 Line
 HTML	 GIF	 EAN-13	 Push button	 Note	 Rectangle
	 JPEG	 Code128/UPC	 Radio button	 Comment	 Rectangle rounded corners
	 PNG	 PostNet	 Checkbox	 Help	 Circle
	 TIFF	 Interleaved 2of5	 Scrollable list box	 Insert	 Ellipsis
	 EMF	 DataMatrix	 Multiselect scrollable list box	 Key	 Arc
	 WMF	 OneCode	 Drop-down combo box	 New Paragraph	 Pie
		 PDF417	 Editable drop-down combo box	 Paragraph	
		 QRCode		 Stamp	

10.4.3 / Texts **A**

Inserting a text opens a sizeable window allowing its settings:

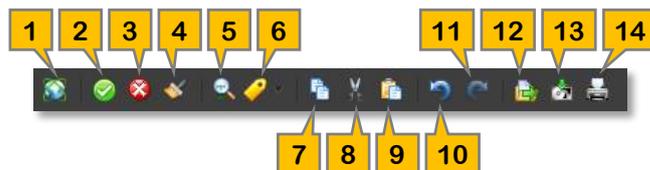
1. The « Text to add »  tab allows you to enter the text.
2. The « Text settings »  tab allows you to set the text.
3. Multiline editor of text to insert.
4. Status bar of the text editor (Cursor position and number of lines / characters).
5. Retractable panel of clipboard management.
You can drag items from panel into the text editor and vice versa.



10.4.3.1 / Edit text **A**

The toolbar of the text editor allows you to toggle between « Plain Text » and « HTML text »:

1. **HTML mode:** Check this button to switch to HTML input mode. A new toolbar will be displayed in this advanced mode.
2. **Select all** (Ctrl+A): Select all text.
3. **Remove selection** (Del): Remove selected text.
4. **Clear:** Remove all text.
5. **Search and Replace** (Ctrl+F): Complete text search, with attributes and batch replacement.
6. **Insert variable:** Insert a predefined variable at the cursor location. The variables are replaced by their corresponding values when inserting text in the edited page.
7. **Copy selection** (Ctrl+C): Copy the selected text to the clipboard.
8. **Cut selection** (Ctrl+X): Cut the selected text to the clipboard.
9. **Paste the clipboard** (Ctrl+V): Paste the text from the clipboard at the cursor location.

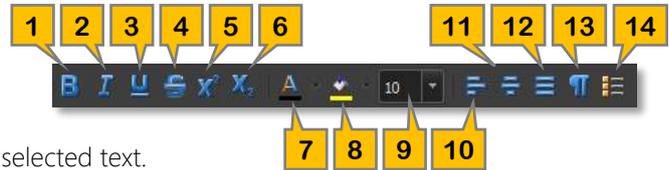


10. Undo the last changes (Ctrl+Z)
11. Redo the last changes (Ctrl+Y)
12. Open file (Ctrl+O): Load a TXT file in the text editor (replacing the current content).
13. Save the text (Ctrl+S): Save all the text on disk.
14. Print the text (Ctrl+P): Print text on the printer of your choice.

10.4.3.2 / HTML mode **A**

This special mode allows you to easily manipulate the HTML tags and insert HTML text in the edited page. A specific toolbar is added:

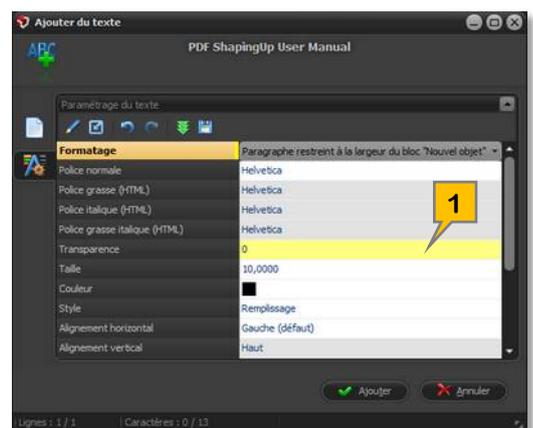
1. **Bold**: Insert or remove the `` tag around the selected text.
2. **Italic**: Insert or remove the `<i>` tag around the selected text.
3. **Underline**: Insert or remove the `<u>` tag around the selected text.
4. **Stroke**: Insert or remove the `<s>` tag around the selected text.
5. **Superscript**: Insert or remove the `<sup>` tag around the selected text.
6. **Subscript**: Insert or remove the `<sub>` tag around the selected text.
7. **Text color**: Insert `` tag around the selected text. Click the button or select a color from the button submenu.
8. **Background color**: Insert `` tag around the selected text. Click the button or select a color from the button submenu.
9. **Size**: Insert `` tag around the selected text. Enter a value and press « Enter » or select size from the drop down list.
10. **Left**: Insert or remove the `<p align="left">` tag around the selected text.
11. **Center**: Insert or remove the `<p align="center">` tag around the selected text.
12. **Justified**: Insert or remove the `<p align="justified">` tag around the selected text.
13. **Line break**: Insert `
` tag at the cursor location.
14. **Items list**: Insert tags « Ordered / Unordered bullet List » (``, `` and ``). First select all the text to convert into lists and click this button. The `` and `` tags are inserted around the selected text. Then, set the cursor position before the first text that corresponds to the first line of the list and click this button again. The `` tag is inserted before the text. Repeat the last step for each desired line of the list.



10.4.3.3 / Set text **A**

Configuring the text to be inserted is made using a grid with variable properties:

1. **Grid of settings**: The properties and options available in the grid of text settings vary depending on the current mode (Plain or HTML) and the selected options. The cells of non applicable properties are grayed:
 - **Format**: Indicates the method to use when inserting text into the area of the « [New object](#) » (**Paragraph with lines as defined in the text editor *** = Only the origin of the block "New Object" is taken into account, text lines are inserted into the page as defined in the editor / **Paragraph restricted to the width of block "New Object"** = Only the origin and the width of block "New Object" are taken into account, the height varies depending on the text to insert / **Paragraph restricted to the width and height of the block "New Object"** = The text to be inserted is limited to the size of the block "New Object", the text that cannot be inserted is deleted).
 - **Normal font**: Select an embedded font in the current document.
 - **Bold, italic and bold italic font ***: Select embedded fonts in the current document in « HTML » mode only.
 - **Transparency**: This value, between 0 and 100, sets the transparency of the text (0% = No transparency, 100% = Invisible).
 - **Size ***: Text size in points.
 - **Color ***: Select a standard or custom color for text.
 - **Style ***: Select the text style (Fill only / Outline only / Fill and Outline / Invisible).



- **Horizontal alignment ***: Select the text horizontal alignment (**Left** / **Center** / **Right** / **Justified** = This mode will not justify a line if it's the last line in a paragraph or if the line ends with a hard-break / **Force justified** = This mode will justify every line even if it's the last line or if it ends with a hard-break / **Last line justified** = This mode will not justify the last line of text, this is useful when different blocks of text are drawn one after the other).
 - **Vertical alignment ***: Select the text vertical alignment (**Center** / **Top** / **Bottom** / **Center without wrapping** / **Top without wrapping** / **Bottom without wrapping**).
 - **Characters, words and lines spacing ***: These values, in the [current measures unit](#), indicate the spacing of these elements.
 - **Horizontal scale ***: This value, between 0 and 1000, specifies the horizontal scale to apply on the text. The scale extends horizontally all the characters and spaces of the text (**100%** = No change).
 - **Superscript or Subscript ***: This value, between -10 and +10, specifies the offset of the text relative to the baseline. Positive values result in text that is higher than normal (superscript), negative values result in text that is lower than normal (subscript).
2. **Edit cell**: Modify the current property. A second click on the selected property produces the same effect. Press « Enter » to finalize the edition.
 3. **Reset settings**: Restore the properties to their default values.
 4. **Undo the last changes**
 5. **Redo the last changes**
 6. **Load a template of text insertion**: Load a « template » file in a proprietary format (extension « .psut »). The text of the editor and its settings are replaced by the template content.
 7. **Save text insertion settings as template**: Save the text and its settings in a « template » file whose format is proprietary (extension « .psut »). This template of text insertion can be reused and applied in another document.



* These properties are only available in « Plain text » mode.

* These properties are only available in « HTML text » mode.

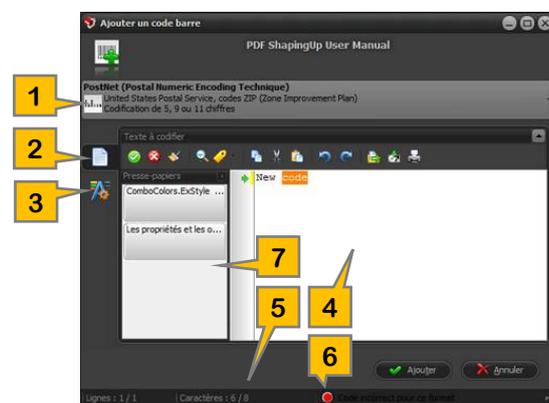
10.4.4 / Images

Inserting an image comes down to selecting an image in raster format BMP, GIF, JPEG, JPG, PNG, TIF, TIFF or vector format EMF, WMF on disk. You can, however, choose to keep the width / height ratio of the original.

10.4.5 / Barcodes

Inserting a barcode opens a sizeable window allowing its settings:

1. Drop down combo box to select the barcode format.
2. The « Text to codify »  tab allows you to enter the code.
3. The « Barcode settings »  tab allows you to set the code.
4. Multiline code editor to insert.
5. Status bar of the code editor (Cursor position, Number of lines/characters, Validation of the entered text according to the format required by the selected code).
6. Real-time code validation (correct format)
7. Retractable panel of clipboard management.
You can drag items from panel into the text editor and vice versa.



10.4.5.1 / Edit text to codify

The toolbar manages the code editor:

1. **Select all** (Ctrl+A): Select all text.
2. **Remove selection** (Del): Remove selected text.
3. **Clear**: Remove all text.
4. **Search and Replace** (Ctrl+F): Complete text search, with attributes and batch replacement.
5. **Insert variable**: Insert a predefined variable at the cursor location. The variables are replaced by their corresponding values when inserting code in the edited page.
6. **Copy selection** (Ctrl+C): Copy the selected text to the clipboard.
7. **Cut selection** (Ctrl+X): Cut the selected text to the clipboard.
8. **Paste the clipboard** (Ctrl+V): Paste the text from the clipboard at the cursor location.



9. **Undo the last changes** (Ctrl+Z)
10. **Redo the last changes** (Ctrl+Y)
11. **Open file** (Ctrl+O): Load a TXT file in the text editor (replacing the current content).
12. **Save the text** (Ctrl+S): Save all the text on disk.
13. **Print the text** (Ctrl+P): Print text on the printer of your choice.

10.4.5.2 / Set barcode **A**

The visual adaptation of the barcode is carried out using a grid. The properties and options available in this grid vary depending on the selected barcode format (the cells of non applicable properties are grayed). A toolbar and a context menu are associated with the grid:

1. **Edit cell**: Edit the current property. A second click on the selected property produces the same effect. Press « Enter » to finalize the edition.
2. **Reset settings**: Restore the properties to their default values.
3. **Undo the last changes**
4. **Redo the last changes**
5. **Load a template of barcode**: Load a « template » file in a proprietary format (extension « .psuc »). The code of the editor and its settings are replaced by the template content.
6. **Save barcode settings as template**: Save the code and its settings in a « template » file whose format is proprietary (extension « .psuc »). This template of barcode can be reused and applied in another document.



10.4.6 / Form fields, Annotations and Vectors **A**

The form fields, annotations, and vectors are inserted without prior setting in the edited page. They remain also editable after their selections.

10.5 / Modify objects **A**

Use one of the [described methods of selections](#) (mouse or lists) to choose objects to edit. [Depending of selected objects types](#), you will have the ability to [move, orient and resize](#) them at your leisure.

 Barcodes are built with vectors, so they are treated as such (use the function « [Linked graphics](#) » .

10.5.1 / Objects inspector **A**

In addition to the [standard objects properties](#) available in the editor toolbar, the grid of the objects inspector lets you change all the [extended properties](#) of various objects types. Click the tab « Objects inspector »  in the [dashboard](#) or click on the button « Display objects inspector »  in the [editor toolbar](#):

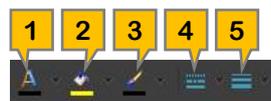
1. **Displaying the type of object** being edited and managing selections using the [comprehensive list of objects](#) contained in the edited page.
2. **Editable grid of selected object properties**. This grid also allows you to edit multiple objects in a single pass. In this case, only the properties common to the selected objects are accessible and the values shown are those of the first selected object. This feature will allow you, for example, to align objects by changing the property « Position X » or change the background color of several form fields at once. Just select and click on a property (right column) to edit its value. Each property has a [suitable editing component](#) (text area, combo box, color selection, check boxes, ...). To validate and view your changes in real time, select another property or press the « Enter » key. Changing some properties show or hide other properties.



10.5.2 / Standard properties **A**

Some standard properties are directly accessible in the toolbar of the editor:

1. Texts color *
2. Background color *
3. Border lines color *
4. Border lines style (Solid, [Dashed](#), Beveled, Inset or Underline)
5. Border lines width (between 0 to 3 points and Custom)



The text of the form fields can be justified using the button « Align content horizontally »  of the toolbar or the context menu of the editor. The submenu of this function offers the following choices:

-  : The text of form field is left justified
-  : The text of form field is centered
-  : The text of form field is right justified

* Click the button to select the current color or the submenu to choose a custom color.

10.5.3 / Extended properties

10.5.3.1 / Editing components

Modifying properties in the grid is supported by various types of editing components. You will find the color matches and abbreviations in the [list of extended properties](#) (e.g. **Ea** = Dropdown list « Page »):

- Text**: Text alphanumeric input.
- Multiline text**: Multiline text alphanumeric input.
 -  The row height of the grid can be enlarged for more comfort.
- Integer value with increment and decrement**: Integer input with the ability to increment or decrement the value.
- Floating value with increment and decrement**: Floating input with the ability to increment or decrement the value.
 -  0 = Automatic size for form fields only.
- Dropdown list**: Read-only dropdown list allowing only one choice.
 - Page**: Select a document page.
 - Angle**: Select a predefined angle (0°, 90°, 180° or 270°).
 - Radio button**: Select « Off » (no radio checked in the group) or the name of a radio button (checked).
 - Checkbox**: Select « Off » (unchecked) or « Yes » (checked).
 - Drawing a tick**: Select check style for checkbox fields or radio-button, « Cross », « Check », « Dot », « XP check », « XP radio », « Diamond », « Square » or « Star ».
 - List style**: Turn the list into « Scrollable list box », « Multiselect scrollable list box », « Drop-down combo box » or « Drop-down combo box with edit box ».
 - Border style**: Select the border drawing style « Solid », « Dashed » and for the form fields only « Beveled », « Inset » or « Underline ».
 - Text alignment**: Select text alignment « Left », « Center » or « Right ».
 - Text font**: Select a font embedded in the document.
 - Text style**: Select the text drawing style « Fill », « Outline », « Fill and Outline » or « None (invisible) ».
 - Line cap style**: Set the line cap style « Butt », « Round » or « Projecting square cap ».
 - Line join style**: Set the line join style « Miter », « Round » or « Bevel ».
 - Stamp style**: Select stamp style « Approved », « Experimental », « Not Approved », « As Is », « Expired », « Not For Public Release », « Confidential », « Final », « Sold », « Departmental », « For Comment », « Top Secret », « Draft », « For Public Release » or custom.
 - Annotation style**: Select annotation style « Note », « Comment », « Help », « Insert », « Key », « New paragraph », « Paragraph ».
- Editable combo box**: Drop-down combo box with text alphanumeric input.
- Combo box with checkbox**: Drop-down combo box with multiple checkbox.
 - Text options**: Check the options « Multiline », « Password » and/or "Spell check disable". The option « Multiline » transforms component **A** (one line text) in component **B** (multiline text) for input properties « Content » and « Default content » in « Text »  and « Button »  form fields.
 - Behavior**: Select form field behavior « Visible », « Printed », « Read only », « Not exported » and/or « Needed value for export ».
- Editable and scrollable list**: Scrollable list box with text alphanumeric input. The choices can be deleted by pressing the « Delete » key and added by pressing the « Insert » key.
 -  The row height of the grid can be enlarged for more comfort.
- Color selection**: Dropdown for selecting standard or custom colors via a setting window.
- File selection**: Select or direct edit a path and file name.
- « Field name » editor**: This component is an editable and evolved combo box for managing form fields names. You can enter a unique field name or select an existing field name of the same field type in the list. Form fields with the same name are linked. If you change the value of one field of this « group », the values of other linked fields are also modified whether they are on the same page or a different page of the document.

- L. « **Dashed line » editor**: The dashed lines used in objects can be customized very precisely. First you must indicate a value specifying the starting distance of the line from the origin → then a series of values indicating the lengths of drawings  and spaces  between the drawings. These values must be specified in the [current measures unit](#):



1. Update the selected segment in the list.
2. Add a new segment. Some objects, such as form fields, accept only one series of values (one drawing + one space).
3. Remove the selected segment in the list.
⚠ The starting distance of the line → cannot be deleted but it can be equal to zero.
4. Apply changes on selected objects.

For example, the series « [0,3528 0,3528] 0 », specified in millimeters, generates a dotted line.

10.5.3.2 / Properties **A**

Complete list of editable properties and [editing components](#) by objects type:

Properties	Texts	Images	Form fields								Annotations								Vectors & Barcodes									
																												
Page			Ea																									
Position X	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
Position Y	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
Width		D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D		D	D					
Height		D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D		D	D					
Angle	D	D	Eb												D	D												
Name *			K	K	K	K	K	K	K	K	A	A	A	A	A	A	A	A	A	A								
Author											A	A	A	A	A	A	A	A	A	A								
Subject											A	A	A	A	A	A	A	A	A	A								
Choices edition *					H		H	H	H	H																		
Content *	A		A/B	A/B	Ec	Ed	E	G	E	F	B	B	B	B	B	B	B	B	B	B								
Default content *			A/B	A/B	Ec	Ed	E	G	E	F																		
Description *			A	A	A	A	A	A	A	A																		
Style	Ej				Ee	Ee	Ef	Ef	Ef	Ef	En	En	En	En	En	En	En	En	Em	Ej								
Background color			I	I	I	I	I	I	I	I											I	I	I	I	I	I	I	I
Border color	I		I	I	I	I	I	I	I	I											I	I	I	I	I	I	I	I
Border width	D		D	D	D	D	D	D	D	D											D	D	D	D	D	D	D	D
Border style	Eg		Eg											Eg	Eg													
Border drawing (Dashed)	L		L	L	L	L	L	L	L	L											L	L	L	L	L	L	L	L
Text color	I		I	I			I	I	I	I																		
Text size (0=Automatic size)	D		D	D			D	D	D	D																		
Number of characters (0=No limit)			C							C																		
Text alignment			Eh	Eh			Eh	Eh	Eh	Eh																		
Text options			Ga																									
Characters spacing	D																											
Words spacing	D																											
Horizontal scale	D																											
Superscript or Subscript	D																											
Font	Ei		Ei	Ei			Ei	Ei	Ei	Ei																		
Behavior			Gb																									
Image (Selection)		J																		J								
Border cap	Ek																				Ek	Ek						
Border join	EI																				EI	EI						
Border miter limit	D																				D	D	D	D	D	D	D	D

* Properties not available if several objects are selected.

10.6 / Duplicate objects **A**

Duplicating objects allows you to make single or multiple copies of selected objects in the original page, another page of the same document or in another document. Use one of the [described methods of selections](#) (mouse or lists) to select the objects to duplicate. Click the « Copy selection »  button in the toolbar or the context menu of the editor or make the key combination « Ctrl + C » to store the objects to duplicate. Click the "Paste selection"  button in the toolbar or the context menu of the editor or make the key combination « Ctrl + V » to duplicate the stored objects in the current edited page. The copy can be performed repeatedly.

10.7 / Flatten objects **A**

The flattening process consists to remove the interactivity of an object (form fields or annotations), only its appearance will remain. Use one of the [described methods of selections](#) (mouse or lists) to choose objects to flatten. Click the button « Flatten selection »  in the toolbar or the context menu of the editor for flatten the selected objects after confirmation.

10.8 / Remove objects **A**

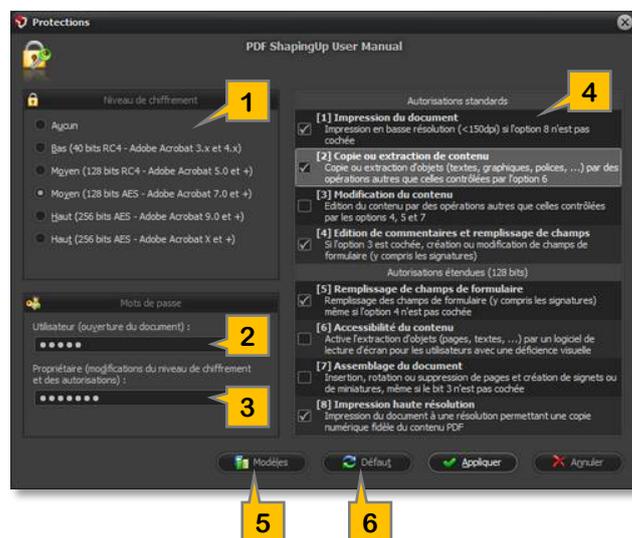
Use one of the [described methods of selections](#) (mouse or lists) to choose objects to remove. Click the button « Delete the selection »  in the toolbar or the context menu of the editor or press the « Del » key to remove the selected objects after confirmation.

11 / Diffuse documents

11.1 / Protect document S A

The PDF format supplies various security options to protect your documents. You can restrict access by setting an opening password and/or lock functions such as printing and editing. The tool « Protection » of PDF ShapingUp allows you to edit the rights of the active document. If a password restricts access to the document permissions, you must [supply it](#) to access this tool. In the [tabbed toolbar](#), click the « Diffusions » tab and click the button « Encrypt document »  or double-click a property available in the tab « Safeties » of the [dashboard](#):

- Encryption Level:** Select an encryption level depending on its complexity to be decrypted by unauthorized users, its compatibility with the various versions of Adobe® Acrobat® that you want to maintain and restrictions that you want to implement. The algorithms 40-bit RC4, 128-bit RC4, 128-bit AES and 256-bit AES encryption are supported.
- « User » password:** This password authorizes the opening of the document. If the document is secured with both types of password, which is recommended, it can be opened with any of two.
- « Owner » password:** This password allows access to the rights management. It must be provided to set passwords, encryption level and authorizations issued to the document readers. Readers don't need this password to open the document.
- Standards and extended permissions (128 bits) :** Set permissions issued to readers of the document.
 - [1] **Print document:** Low-resolution printing (<150dpi) if the option 8 is unchecked.
 - [2] **Copy or extract content:** Copying or extracting objects (texts, graphics, fonts, ...) by operations other than those controlled by the option 6.
 - [3] **Change content:** Editing content by operations other than those controlled by the options 4, 5 et 7.
 - [4] **Edit annotations and Fill form fields:** If option 3 is checked, creation or changing form fields (including signatures).
 - [5] **Fill form fields:** Filling form fields (including signatures) even if option 4 is unchecked.
 - [6] **Content accessibility:** Enables extraction of objects (pages, texts, ...) through a screen reading software for users with visual disabilities.
 - [7] **Assemble document:** Insert, rotate or delete pages and create bookmarks or thumbnails, even if option 3 is unchecked.
 - [8] **Print in high resolution:** Printing document at a resolution allowing a faithful digital copy of the PDF content.
- Templates management:** Click « Templates »  button to display a submenu.
 -  : Load a « template » file in a proprietary format (extension « .psus »). The current settings are replaced by the settings contained in the template.
 -  : Save current settings in a « template » file whose format is proprietary (extension « .psus »). This template of protection can be reused and applied in another document.
- Default settings:** Click « Default »  button to restore the default protection settings.



11.2 / Sign documents **S A**

A digital signature has many advantages compared to a handwritten signature. It can be used to authenticate the signer identity and to verify that the content of the document has not been altered since the signing. It stores encrypted information about the signer along with the date, time and state of the document at the time of signing. PDF ShapingUp digitally signs one or several documents on disk and generates new files with the suffix « <FileName>_Signed » in the directories of the source files. Click the tab « Diffusions » from the [tabbed toolbar](#) and then the button « Sign documents » .

11.2.1 / Manage source files **S A**

Click the « Documents to sign »  tab to open and manage files you want to sign digitally:



1. **Open documents** (Ctrl+O): [Open](#) one or more documents to sign. If necessary, enter the password authorizing the opening.
2. **Close selection** (Ctrl+W): Close selected documents.
3. **Close all**: Close all documents.
4. **Select all** (Ctrl+A): Select all documents.
5. **Invert selection**: Invert the list selection.
6. **Unselect all**: Unselect all documents.
7. **Open locations**: Open source directories of selected documents.
8. **Open in the main interface**: Open selected documents in the environment of PDF ShapingUp. If you open a document already opened in the interface, you will be asked if you want to open a second instance of this document or replace the existing instance.
9. **State of treatment**: The documents awaiting signature are identified by the icon « Hourglass »  while the processed documents are identified by the icon « Ok » .

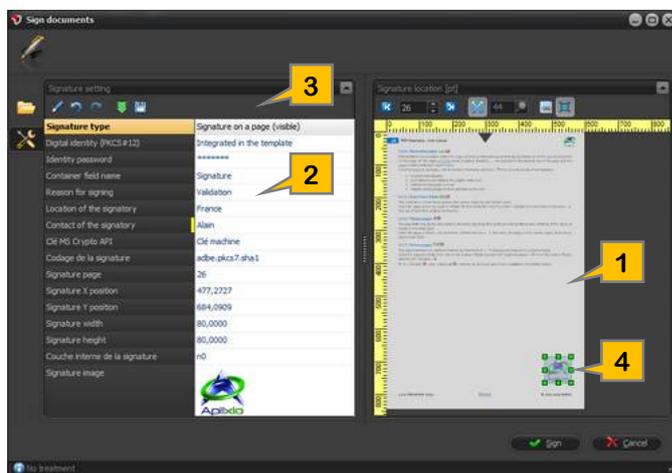
11.2.2 / Set signature **S A**

The signature identity must be in PKCS #12 format and must contain a certificate and private key. Click the « Settings »  tab to define the fields of the signature and eventually its position on a page of the integrated viewer:

1. **PDF viewer**: Viewer of the document selected in the [files list](#). The viewer is shown or hidden depending on the type of signature you select in the settings grid.

2. **Grid of settings**:

- **Signature type**: The digital signature can be affixed to a document page or performed at the document level, in this case it will be invisible. In all cases, it will be readable in the « Signatures » or « Form fields » panels of the PDF viewers.
- **Digital identity**: Select a certificate in PKCS #12 format (« .pfx » and « .p12 » extensions).
- **Identity password**: Provide the password that allows the use of digital identity.
- **Container field name**: Specify a field name for the digital signature. The field will be created if it does not exist in the document.
- **Reason for signing** (optional): Indicate the reason for the digital signature.
- **Location of signatory** (optional): Indicate the geographical location of the signatory of the document.
- **Contact of signatory** (optional): Indicate the contact information of the signatory of the document.
- **MS crypto API key**: Select a user or machine keyset.
- **Encoding of the signature value**: Select a sub-filter entry (none, adbe.pkcs7.sha1 or adbe.pkcs7.detached).
- **Settings for a signature on a page**: The signature can be positioned by indicating the « container » page, the X/Y positions as well as its width/height in the settings grid or by using the integrated viewer: To do this, select a document in the « [files list](#) »  and a page in the integrated viewer then move and resize the signature block [4].
- **Internal layer name**: Select the internal layer name for the signature image (none, n0 or n2).
- **Signature image**: Load signature image from disk (BMP, EMF, GIF, JPEG, JPG, PNG, TIF, TIFF or WMF).



3. Grid of settings toolbar:

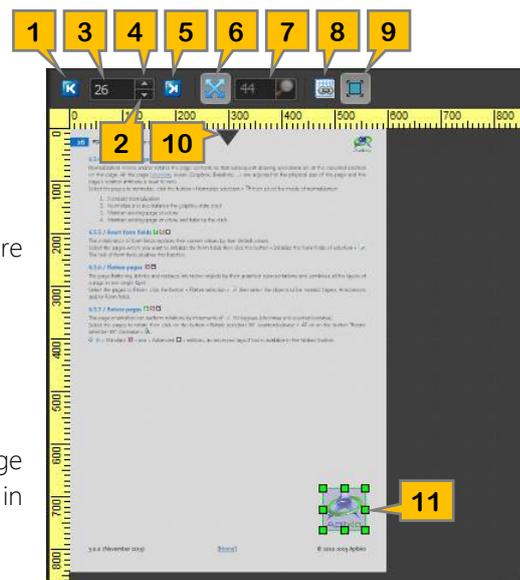
-  : Edit the current property. A second click on the selected property produces the same effect. Press « Enter » to finalize the edition.
-  : Undo the last changes (Ctrl+Z).
-  : Redo the last changes (Ctrl+Y).
-  : Load a « template » file in a proprietary format (extension « .psug »). The current settings are replaced by the settings contained in the template.
-  : Save current settings in a « template » file whose format is proprietary (extension « .psug »). This template of digital signature can be reused and applied in another document.

Click the « Sign »  button to run the process of signing on the listed documents.

11.2.3 / Integrated viewer **S A**

The integrated viewer displays the selected document in the [files list](#). It is shown or hidden depending on the type of signature you select in the [settings grid](#):

1. Display the first page (« Home » key)
2. Display the previous page (« Page Up » key)
3. Direct selection of a page
4. Display the next page (« Page Down » key)
5. Display the last page (« End » key)
6. Automatically adjust the zoom according to the page and signature block (the window is resizable)
7. Enter the zoom ratio or move the zoom percentage cursor
8. Align signature block on the viewer grid
9. Maintain aspect ratio while resizing the signature block
10. Graphic symbol indicating the top of the page
11. Editable block representing the signature to be affixed on current page
 The block is not moved or resized when selecting another page in the viewer or another document in the file list.



11.3 / Linearize documents **S A**

The internal structure of a linearized PDF document is reorganized to allow quick access on the web. This specific file format, also known as « Fast Web View », is still readable in « classical » PDF viewers but it is structured to allow web browsers to quickly access the required page by a reader. From a practical standpoint, this means that a linearized PDF opens almost instantly rather than requiring a full download for viewing. PDF ShapingUp linearize one or more documents on disk and generates new files with the suffix « <FileName>_Linearized » in the directories of the source files. Click the « Diffusions » tab from the [tabbed toolbar](#) and click the button « Optimize documents for the Web »  :

1. **Open documents** (Ctrl+O): [Open](#) one or more documents to linearize. If necessary, enter the password authorizing the opening.
2. **Close selection** (Ctrl+W): Close selected documents.
3. **Close all**: Close all documents.
4. **Select all** (Ctrl+A): Select all documents.
5. **Invert selection**: Invert the list selection.
6. **Unselect all**: Unselect all documents.
7. **Open locations**: Open source directories of selected documents.
8. **Open in the main interface**: Open selected documents in the environment of PDF ShapingUp. If you open a document already opened in the interface, you will be asked if you want to open a second instance of this document or replace the existing instance.
9. **State of treatment**: The documents awaiting linearization are identified by the icon « Hourglass »  while the processed documents are identified by the icon « Ok » .



Click the « Optimize »  button to run the process of linearization on the listed documents.

11.4 / Convert documents **F S A**

The conversion module converts the selected pages and documents in various raster images and vector graphics. The scope of the treatment depends on the active [operating mode](#):

- **Documents viewer:** The module supports all the pages of the active document.
- **Documents and pages manager:** The module supports all documents selected in the manager. If no page is selected in a document, all pages are supported otherwise only selected pages are supported.

Click the tab « Diffusions » located in the [tabbed toolbar](#), click the button « Convert selection »  and then select a conversion format.

11.4.1 / Single page images **F S A**

Select the target directory of the conversion in the « Location »  tab and specify whether you want to overwrite existing files. You will be able to open the target folder at the end of treatment. Set the image generated in raster formats BMP, JPEG, PNG, TIFF LZW, G4 TIFF, GIF, HTML5 or in vector formats EPS, WMF, EMF, EMF+ in the « Options »  tab:

- **Dots per inch (DPI):** Specify the quality of the image that you want to generate (DPI).
 - For an image intended to be printed, it is customary to sample it at 300 DPI because it will be dithered during printing. When viewing an image on screen, it is unnecessary that it has a number of pixels that is greater than the definition of the screen. Keep in mind that higher this value is, higher the pixels density and file size are important.
- **Quality rendering (JPEG only):** Specify the compression level of generated images.
 - Compression equal to 10 generates a low-quality image using little disk space. Conversely, a compression equal to 100 generates a better quality image using more disk space. Compression equal to 75 represents the best compromise because it generates an image with reduced weight which will appear more quickly in a Web page, the moderate degradation of the image is acceptable in this context.
- **Transparency color (PNG only):** Select a color that will generate the « Alpha » transparency mask in the produced PNG image.

11.4.2 / Multipage images **F S A**

Select the target directory of the conversion in the « Location »  tab and specify whether you want to overwrite existing files. You will be able to open the target folder at the end of treatment. Set the multipage image document generated in 24-bit RGB TIFF or 1-bit G4 TIFF format in the « Options »  tab (see « [Single page images](#) »).

11.5 / Extract objects **F S A**

The extraction module extracts the objects contained in the selected pages and documents in different formats. The scope of the treatment depends on the active [operating mode](#):

- **Documents viewer:** The module supports all the pages of the active document.
- **Documents and pages manager:** The module supports all documents selected in the manager. If no page is selected in a document, all pages are supported otherwise only selected pages are supported.

Click the tab « Diffusions » located in the [tabbed toolbar](#), click the button « Extract from selection »  then select the type of objects to extract and an export format.

11.5.1 / Texts **F S A**

Set the texts extraction that will be saved in TXT or CSV format:

1. **Select the target directory** of the extraction in the « Location »  tab and specify whether you want to overwrite existing files. You will be able to open the target folder at the end of treatment.
2. **Set the extraction format** in the « Options » tab:
 - **Accuracy (TXT only):** Select the desired level of accuracy.
 - **Standard:** Extract text in human readable format.
 - **Enhanced:** Extract text in human readable format with improved accuracy compared to option « Standard ».
 - **High:** Similar output format as option « Standard » but using the most accurate algorithm (returns unformatted lines).



- **Algorithm (CSV only):** Select the appropriate formatting.
 - **Option 1:** String for each text including Font, Color, Size and Position.
 - **Option 2:** String for each text including Font name, Text color, Text Size, X1, Y1, X2, Y2, X3, Y3, X4, Y4 and Text. The co-ordinates are the four points bounding the text.
 - **Option 3:** Similar to option 2 but individual words are returned, making searching for words easier.
 - **Option 4:** Similar to option 2 but character widths are output after each block of text.
 - **Option 5:** Similar to option 3 but character widths are output after each line of text.
 - **Word gap ratio:** The word gap ratio is the maximum distance between two text blocks specified as the ratio of the horizontal distance between the blocks to the height of the text. The default initial value is 0.7 and smaller values will allow closer distances between words.
3. **Set options of text extractions** in the tab « Text extractions options »:
- Ignore font changes to allow grouping different blocks together (CSV).
 - Ignore color changes to allow grouping different blocks together (CSV).
 - Ignore text block changes to allow grouping different blocks together (CSV).
 - Output CMYK color values instead of RGB (CSV).
 - Sort text blocks based on top left position (CSV).
 - Ignore the calculation of positions based on font measures (CSV).
 - Ignore overlaps.
 - Ignore duplicates.
 - Split on double space (CSV).
 - Trim characters outside area.
 - Use an alternative block matching.
 - Ignore rotated text blocks.
 - Trim leading and trailing whitespace from text blocks.
 - Output non ASCII characters below space character (0x32).
 - Remove certain character strings such as underscore lines.

11.5.2 / Form fields **F S A**

This process extracts the names and values of the form fields contained in the current selection as well as the names of « containers » documents. This feature will allow you to compile the collected data and to easily and quickly perform statistics on forms and surveys. The extraction of form fields can be saved in CSV, DOC, HTML, RTF, TXT, XLS or XML formats. These formats allow you to keep all the data in smaller files than PDF documents.

12 / Support

Contact us if you have encountered a problem with our software during your evaluation or maintenance period. We also pay special attention to the various demands and suggestions of our users and testers. We wish also to thank you in advance for your contribution to the improvement of the product.

Before contacting support:

- Consult this manual, the Advices and the FAQ on <http://www.aplixio.com>.
- Make sure you have the latest software version.

When you contact support:

- Communicate exclusively in French or English.
- Provide the name and version of the software.
- Give your computer's operating system.
- For registered users, provide your registration email and your license code. The consideration of your request will be priority.
- If you need to send a screenshot, do not use bitmaps files (BMP), prefer a compressed image format to avoid sending large email messages that saturate the bandwidth and that make them difficult to read on mobile devices.

Send your messages from an email account that:

- Receives answers sent from our server.
- Receives attachments in ZIP compressed format.
- Has a reply address that is working properly.

When you send attachments to specify a problem, take care of:

- Send only ZIP compressed files.
- Do not send executable files (e.g.: EXE format) in ZIP files.

Contact addresses of APLIXIO:

Technical support: support@aplixio.com

Sales details: sales@aplixio.com

General informations: info@aplixio.com