

# Informatik PDF Markup

## Desktop PDF Markup

Version 4.10

(Module of Informatik PDF Complete Suite or Separate)

## User Guide

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Please visit [www.informatik.com](http://www.informatik.com) for the latest version of the software.

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## General

Always back up your files before they may be overwritten.

The program supports most PDF files, however there may be some file formats that are not supported by the program. Some uncommon font types used in PDF files may not be rendered correctly. Certain transparent objects may be rendered opaque.

This program is suitable for processing regular size PDF documents, single-page or multipage. The program is not suitable for very large documents, such as engineering drawings; the system's high memory requirement would stall the program.

Please visit the publisher's website often and find out if upgrades and newer versions are available. [www.informatik.com](http://www.informatik.com)

For more comprehensive processing, such as batch markup, file merging, splits, concatenations, conversions from and to TIFF files, please consider the 'Informatik PDF Complete' program.

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# Open a PDF File

The PDF files can be opened from either the File menu or the toolbar. If the PDF file is a multi-page file, navigate thru the pages with the navigation buttons in the toolbar: First Page, Previous Page, Next Page, Last Page, Prompt for Page.

If the file is password-encrypted you will be prompted to enter the user-password.

PDF Markup has the following edit functions:

- Lines
- Arrows
- Freehand drawing
- Highlighting
- Irregular shapes (Path)
- Redaction (white or black)
- Rectangles (Boxes)
- Ellipses
- Bullets
- Insert Text
- Insert Watermarks
- Insert Graphics
- Insert Rubber Stamps
- Insert Text Balloon

When you select a drawing option, most stay in effect until you select another option. To cancel the option, click on the Pointer icon or press the ESC key.

## Lines

Click on the Line button. Review and change the line thickness and drawing color. With your left mouse button pressed draw the line. If needed, move the object and set transparency.

## Arrows

Click on the Arrow button. Review and change the line thickness and drawing color. With your left mouse button pressed draw the outline of the arrow. If needed, move the object and set transparency.

## Freehand Drawing

Click on Freehand. Review and change the line thickness and drawing color. With your left mouse button pressed draw your pattern. The initial line will be a black draft. When you release the mouse button, the colored drawing will be displayed. If needed, move the object and set transparency.

## Highlighting

Click on the Highlight button. Review and change the current Highlight color setting. With your left mouse button pressed outline the rectangle of the area that you wish to highlight. Release the mouse button. If needed, move the object.

The Highlight option 'highlights' the specified rectangle in a light color. The default color is yellow, but the color can be changed in the palette option.

## Path (Irregular Shapes)

This option represents a series of lines that represent a path (open or closed). Click on the Path button. Review and change the line thickness, drawing color and fill color. The area can be filled with color or a hatch pattern.

With your left mouse button click on the end points of each section of the path that you wish to create (i.e. click on each corner of the shape that you want to create). When all lines are drawn, choose one of the options in the popup menu:

- Finish Path
- Finish Path - Color Fill
- Finish Path - Color Fill (Select Color)
- Finish Path - Hatch Fill
- Finish Path - Hatch Fill (Select Color)

To cancel the drawing, click on the Cancel icon button (next to the Path button). If the lines should be exactly horizontal or vertical, then draw the lines while holding down the SHIFT key.

A closed path can be color-filled or filled with a hatch pattern.

If you choose **Color Fill**, the path will be closed and filled with the currently selected Fill Color, but you can choose any other color.

If you choose **Hatch Fill**, the Hatch Pattern window opens where you can select from one of five hatch patterns: cross, horizontal, vertical upward diagonal and downward diagonal. The hatch color is the selected Fill Color, but you can choose any other color. If you wish to hatch-fill an existing shape, mark the inside area with the Path option; you will want to un-check the Draw Border in the Hatch Selection window.

If needed, move the object and set transparency.

## Redaction (White-out, Black-out)

Click on the Redaction button. Select White or Black setting.. With your left mouse button pressed outline the redaction area. Release the mouse button. If needed, move the object.

Note that the reaction function creates a white or black overlay. The underlying content is not removed in the source document but becomes invisible to the eye. If the document is text-searchable (not a raster image), in theory, the hidden content can still be retrieved with a series of text searches. If the redacted area must be un-retrievable, you should convert the PDF file to an image-based file (save it as a TIFF file, then convert it back to a PDF, for example).

## Rectangles (Boxes)

Click on the Rectangle button. Review and change the current Drawing color setting. If the rectangle needs to be color-filled, check the Fill checkbox and review/select the Fill color. You have an option to render the shape square or with beveled corners. With your left mouse button pressed outline the rectangle. Release the mouse button. If needed, move the object and set transparency.

## Ellipses

Click on the Ellipse button. Review and change the current Drawing color setting. If the ellipse needs to be color-filled, check the Fill checkbox and review/select the Fill color. With your left mouse button pressed outline the ellipse. Release the mouse button. If needed, move the object and set transparency.

## Bullets

Click on the Bullet button. Review and change the current Drawing color setting. If the bullet needs to be color-filled, check the Fill checkbox (the bullet will then be filled with the drawing color). Click on the spot where you like to insert the bullet. If needed, move the object.

## Insert Text

Click on the Text button. The Insert Text window opens. Type the text and set the many properties, such as font size, color, style, background color, etc. and click on the OK button. The object will appear in the upper left corner of the display window. Move the object to the desired location. If needed, resize and rotate the object.

If the text is horizontal or vertical, without font attributes, the inserted text object can be text searchable in the PDF document.

For special ASCII characters (characters that are not on the keyboard), click on Special Characters button, select and insert the character.

## Insert Watermark

Click on the Watermark button. The Insert Watermark window opens. Select or type the text of the watermark and select the properties. Select the orientation of the watermark (diagonal, horizontal, vertical). There are two fixed letters sizes. Choose the "Large" option for the larger option. The watermark is rendered at a defaulted 60 percent transparency. The watermark can be a transparent gray or it can be in the form of outline letters (hollow letters). The angle of the watermark text can be horizontal, vertical or diagonal.

Click on the OK button, then drag the watermark object to the desired location.

The initial drop-down list of default watermark words is not extensive and you will want to add your own text items to the list. This can be done in the Setup (via the File menu). In Setup, simply enter the watermark text strings, separated by a semi-column. While in Setup, you can also change the transparency factor which is initially set at 60.

## Insert Image (Files or Clipboard)

Click on the Image button. The Insert Graphics window opens. Specify the image file name or click the Clipboard checkbox and select the properties. Click on the OK button. The object will appear in the upper left corner of the display window. Move the object to the desired location. If needed, resize and rotate the object and set transparency.

Note that this program does not show the transparency after the image is saved; however, your PDF viewer will show the transparency correctly.

The following image formats can be imported: BMP, PNG, GIF, TIFF, JPEG.

When you clip and copy a section of the image to the clipboard, the clipboard image will have a PPI of 96x96 (this is a Windows feature). So, if you paste the image back, you may need to re-size it as it may appear too large. Resizing of pasted images should be done in the Insert Image window.

## Insert Rubberstamps

Click on the Stamp button. The Insert Stamp window opens. Select or type the text of the stamp and select the properties. The stamp is rendered in dark blue. Click on the OK button. The object will appear in the upper left corner of the display window. Move the object to the desired location. If needed, resize and rotate the object.

You may want to tilt the stamp a bit to give it more realism (use the Rotation option).

The initial drop-down list of stamp words is not extensive and you will want to add your own text items to the list. This can be done in the Setup (via the File menu). In Setup, simply enter the stamp text strings, separated by a semi-column.

The following placeholders are supported:

[D] Inserts the current date in short form, for example 10/15/09.

[DD] Inserts the current date in international format, for example 05 Mar 2009

## Insert Text Balloon

Click on the Balloon button. The Insert Balloon window opens. Type the text and choose the direction of the balloon pointer. Set the many properties, such as font size, color, style, background color, etc. and click on the OK button. The object

will appear in the upper left corner of the display window. Move the object to the desired location.

## Copy to Clipboard

A selected section of the image can be copied to the Windows Clipboard. With your mouse, select a rectangle section and click on the Copy button. The rectangle area is copied to the Clipboard. To retrieve the clipped section from the Clipboard, click on the Image button (check the Paste from Clipboard checkbox).

When you clip and copy a section of the image to the clipboard, the clipboard image will have a PPI of 96x96 (this is a Windows feature). So, if you paste the image back, you may need to re-size it as it may appear too large. Resizing of pasted images should be done in the Insert Image window.

## Resize

The Resize option increases or reduces some inserted object (inserted images only). Select the object and click on the Resize button. To increase or decrease the size of the object, enter a value between 50 and 200. The value represents the percentage of the new size; thus 50 will resize the object at 50% of the original, 200 will double the size. This option is intended for minor small-scale resizing. The resizing is by the raster method so large increases will appear pixelized. For large increases always delete the object and redraw it at its new size. When you insert an image, you should select the initial size in the 'Insert Image' window.

## Rotation

The Rotation option allows you to rotate some inserted objects to any angle (inserted images text objects only). Select the object and click on the Rotate button and select from 90 or 180 degrees clockwise or counter-clockwise, or choose the 'Rotate at Angle of Drawn Line' option. With this option, simply draw a line that represents the angle that you wish to apply. The selected rotation is applied to the original orientation (not incremental).

## Transparency

After you have drawn the objects you can change their transparency. The transparency function is available only for drawn lines and shapes. Watermarks

are already rendered at 60 percent transparency and you can change the transparency factor in Setup. Select the object and click on the Transparency button. Available transparency values are 0 to 90, where 0 is totally opaque and 90 is almost totally transparent. The selected transparency is applied to the opaque state (not incremental).

Note: The current version of the PDF display window may renders certain transparent objects as opaque.

## Layers

When you select an object it will bring it to the foreground. To send it to the background (behind other objects), click on the 'Send to Back' button.

Objects placed behind an opaque item will become invisible. To bring the hidden object to the foreground, do the following:

- Click on the window background so that no object has the focus.
- While no object has the focus (no object is activated), click on the spot where you believe the hidden item might be located. If you hit the correct spot, the hidden object will be brought to the foreground and will get the focus.
- If the hidden object does not appear, repeat the process but first again click on the window background so that no object has the focus.
- Or, simply move the covering object and unveil the objects behind it.

## Delete an Object

Objects can be deleted in one of the following ways:

- a) Select the object and click on the Delete button.
- b) Select the object, right-click and choose the Delete option.
- c) Select the object and press the Delete button on the keyboard.

## Save the Changes

For multi-page files, make the changes to all the pages that need changing; no need to use the Save option until all changes to all pages are made. Use the Pages icons to navigate thru the pages. If you need to restore a page use the Restore Current Page option in the File menu.

When the editing is completed, you must save the file. The save option is available from the File menu or the toolbar. If the source PDF is encrypted (password), the file may be saved with the original encryption. For multi-page files, make the changes to all the pages that need to be changed before you save the file. Once you have saved the file the Undo option for that file will be disabled. For cautionary reasons, in trial mode only, you must save the file to a different file name.

An option to save only the current page of a multipage PDF files is available in the File menu.

## **Encryption (User Password)**

When saving a file you can choose to encrypt the file (user password). In the Save As dialog choose 'Encrypted PDF File' from the 'Save as type'. Enter your password. If the file is already encrypted, the file may be re-saved under the same password.

## **Scaling / Zooming**

The program does not have a zooming option, but you can open a file at a specified scale (see Open options in the file menu). Once a file is open you can re-open the page by clicking on the Refresh button in the toolbar.

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