

# Isimsoftware PDF Markup

## User Guide

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## General

The program supports most PDF files. However there may be some rare file formats that are not fully supported. Some uncommon font types or insert objects in PDF files may not be rendered correctly.

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 PDF Markup module is available also as a separate program at a lower license fee. Please visit the [www.isimsoftware.com](http://www.isimsoftware.com) websites.

**Always make sure that all affected files are safely backed up so that the original files can be restored, and always review the output files**

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## Open a PDF File

PDF files are opened from the File menu. If the PDF file is a multi-page file, navigate thru the pages with the Pages button in the menu bar. For previous page, first page, last page, move the cursor over the Page button and select from the dropdown menu. If the file is password-encrypted, you will be prompted to enter the user-password. By default, the image is displayed at 100%. You can reset the display size in the menu bar from 50% to 300%.

## Editing

PDF Markup has the following edit functions:

- Redaction
- White-out
- Highlighting
- Lines
- Arrows
- Rectangles
- Ellipses
- Irregular shapes (path)
- Freehand drawing
- Insert Text
- Insert Watermarks
- Insert Image (file or clipboard)
- Insert text balloon
- Insert number bullet
- Rotation of pages
- Rearrange pages, exclude pages

### Redaction, white-out

Select the option and draw a rectangle of the area that you wish to redact. The redaction objects cannot be moved. If misplaced, delete and redraw. For quick access, use the F8 or F7 function keys. The four sides of the redact object can be adjusted. Activate the object and click the 'Adjust size' button in the menu bar.

Important. Redactions and white-outs in PDF files are just overlays that cover up the underlying text. It is recommended that you convert pages that have redactions or white-outs to raster images. Rasterization converts the image to pixels so that the reaction cannot be undone by advanced software. Alternatively, you may want to convert the file to Tiff. The options are available in the File menu.

### Highlighting

Select the option and draw a rectangle of the area that you wish to highlight. The default color is yellow, but you can change the default color. The highlight object cannot be moved. If misplaced, delete and redraw. For quick access, use the F5 function key. The highlighting on black and white

documents is a clear color; on non-white documents, the highlighting is done with a color overlay. If the rendering is not correct, press CTRL while drawing the rectangle, and the highlighting will be done with the generic overlay method.

### **Lines, arrows**

Select the option and draw a line in any direction. The thickness and color of the drawing can be set before you draw the line or afterwards. The line and arrow is displayed in the document. Click it to activate. A red frame is displayed around the object. Drag the object. In the menu bar, the buttons for supported edit functions are enabled, such as drawing color, line thickness, transparency, delete. The object can also be removed via a right-click.

### **Rectangles, ellipses**

Select the option and draw a rectangle to mark the outline of the drawing. For rounded rectangles press CTRL key while drawing the rectangle. The thickness and color of the drawing can be set before you draw the rectangle or afterwards. The rectangle or ellipse is displayed in the document. Click it to activate. Drag the object. A red frame is displayed around the object. In the menu bar, the buttons for supported edit functions are enabled, such as drawing color, line thickness, transparency, fill color, delete. The four sides of the redact object can be adjusted. Activate the object and right-click; select the Adjustment option. The object can also be removed via a right-click.

### **Irregular shapes, freehand drawing**

Select the option. For irregular shapes, click the corner points of the shape. When done confirm the drawing. The thickness and color of the drawing can be set before you draw the line or afterwards. The drawing is displayed in the document. Click it to activate. A red frame is displayed around the object. In the menu bar, the buttons for supported edit functions are enabled, such as drawing color, line thickness, transparency, color-fill, delete. The object can be removed via the Delete button, or right-click.

### **Text insert**

Select the option. In the Text window, enter the text, select the font and text color. Click OK. The text is displayed in the upper left corner of the document. Click it to activate, and drag it to the desired location. To edit the text, click the 'Edit text, button in the menu bar. The object can be removed by clicking the Delete button, or with a right-click. If you need vertical text, use the Watermark option with 10% transparency.

If you need vertical text, rotate the page, insert the text and rotate back. Alternatively, the watermark option may serve the function (reduce size and make it opaque).

### **Image insert**

Select the option, either an image from file or from the clipboard. The image is displayed in the upper left corner of the document. Click it to activate, and drag it to the desired location. You can

resize the image by dragging the handle in the lower-right corner of the image. Rotation and transparency options are enabled in the menu bar. If the image has a white background, the white background can be made transparent.

### **Watermark**

Select the option. The Watermark window opens. Enter the text of the watermark and choose between solid or outline style and size. The default transparency is set to 60%; you can change it in the Watermark window or later with the option shown in the menu bar. Click and drag the watermark. Resize the watermark with the lower-right corner drag handle.

### **Message bubble**

Select the option. Creating a message bubble involves several steps:

- Create the blank bubble.
- Drag the bubble into position, resize it, flip the bubble to the desired orientation. The flip option is in the menu bar.
- Separately, with the regular Text annotation option, create the text object. Keep the text in short lines.
- Slide the text into bubble.

### **Number bullet**

Select the option. The Number Bullet window opens. Enter the number (or letter, 3 maximum) for the bullet; select the color. The bullet will appear in the upper part of the open page. Drag it to location. Resize it if necessary.

### **Copy**

You can copy a section of the displayed document. Select the option and draw the rectangle of the area of interest. The section is saved in the Windows clipboard.

### **Color pick**

Select the option and click on a pixel in the displayed document. The pixel is posted to the Color dialog and available for drawing. Note, the system reads the pixel behind any overlaid objects. Click 'Define Custom Colors' in the Color dialog to see the picked pixel's RGB values.

### **Rotation**

To rotate the current page, click Rotation and select the rotation direction.

### **Rearrange pages, exclude pages**

Pages can be rearranged or excluded when you save the multi-page file. Select the option from the File menu. In the prompt, enter the page ranges that you wish to include in the output PDF file. The range can be ascending or descending.

## **Saving the file**

When you work with a multi-page file, the edits are realized and saved in a temporary file when you open another page. Before you close the file, you must save the file; the option is in the File menu.

The options in the File menu are:

Save the entire multi-page file

Save the pages of a multi-page file where pages are rearranged or excluded

Save the current page

Print the current page

Rasterize the current page

Review the current page in the default PDF viewer

Restore the current page (after you have made edit changes to it)

Convert the PDF file to TIFF (single or multipage), BMP, PNG and JPEG

When you rasterize the current page, the rasterized version is saved as a temporary file. When you do a final save of the document, that page will remain rasterized. Rasterization is important if you do redactions, to ensure that the redaction layer cannot be 'removed' by advanced software.

## **Layers**

If an object is covered by another object, click it until the red frame recognizes the hidden object. Then, click 'Foreground' button the menu bar to bring it to the top.

## **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.

## **Licensing Information**

Please visit [www.isimsoftware.com](http://www.isimsoftware.com)

## **Technical Support**

Please visit [www.isimsoftware.com](http://www.isimsoftware.com)

## **License, Warranty, Disclaimer**

Please read the License, Warranty, Disclaimer section in the main help file (Isimsoftware CompletePDF window). If you do not agree with the terms, you must un-install the software.