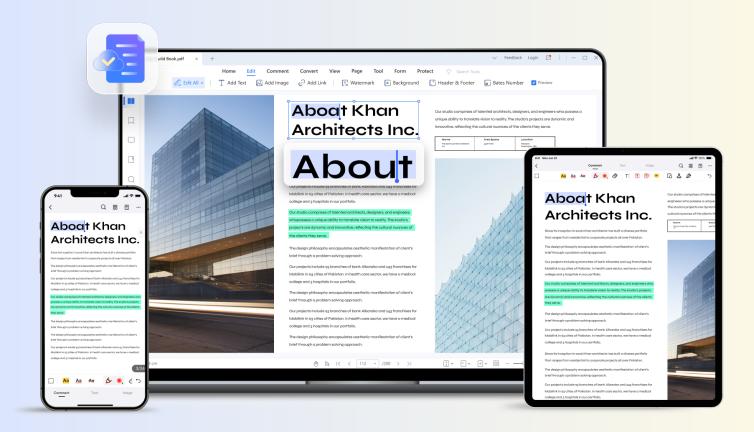
# PDFelement 9 User Guide (Mac Version)





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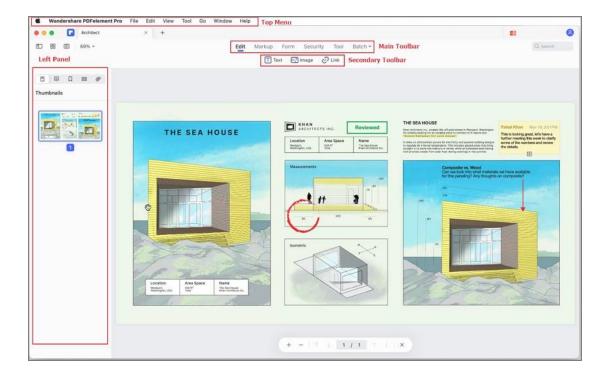
#### **Get Started**

#### **Brief Introduction to PDFelement for Mac**

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

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

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



#### 1. File Menu

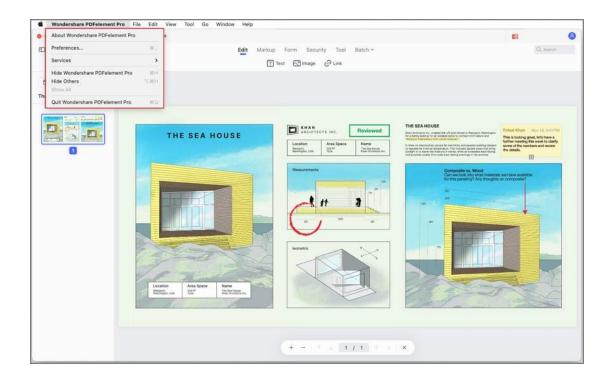
• Click the "File" on the Top Menu, and more options will appear.



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

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

#### 2. PDFelement Menu

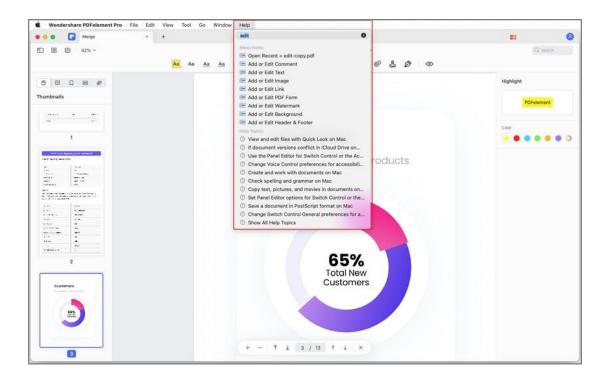


- About PDFelement: Check the version number of PDFelement for Mac.
- Preferences: Set preference options for PDFelement for Mac, including Appearance, General setting, Commenting setting, and Plugin.

#### 3. Search Feature

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

- Click the "Help" on the top menu, and you will see the search box.
- Type the feature or the content you are looking for, and select the menu term you need or check relevant Help Topics in the search results.





#### How to Download PDFelement for Mac

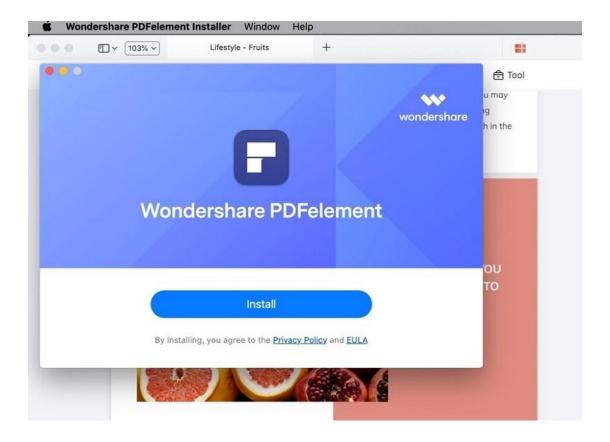
#### 1. System Requirements

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

- Operating System: macOS 10.14 (Sierra) to macOS11.
- Processor: an Intel<sup>®</sup> Pentium<sup>®</sup> 4, higher, or equivalent processor
- RAM: 512 MB RAM or above
- Disk: 1.5GB of free hard disk space for application files
- For more details, please visit: <a href="https://pdf.wondershare.com/tech-spec.html">https://pdf.wondershare.com/tech-spec.html</a>

#### 2. Download and Install on Mac

- Visit <a href="https://pdf.wondershare.com/pdfelement-mac.html">https://pdf.wondershare.com/pdfelement-mac.html</a> to
  download the trial version of Wondershare PDFelement for Mac.
- Find the .dmg file you just downloaded and open it. Follow the
  onscreen instruction to install Wondershare PDFelement. When you
  want to use the program, please access it from the Application folder
  or the Launchpad on the taskbar.



#### How to Register and Get PDFelement Mac Full Version

#### 1. Limitations of Wondershare PDFelement for Mac Trial Version

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

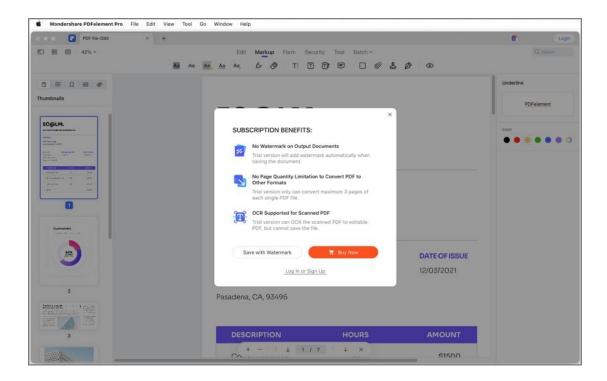
- Watermarks: Export PDF files with watermarks after editing or commenting on your documents. If you use the batch process to add a watermark or bates number, it will process all the files you load but will still add the trial watermark in each file. You'd better save it to a new copy with the watermark, and then it won't affect the original PDF.)
- Conversion Limitation: The trial version only can convert a maximum of 3 pages of each single PDF file.

 OCR: The trial version can OCR the scanned PDF to an editable PDF, but you cannot save the file.

#### 2. Purchase PDFelement for Mac

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

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



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

#### Note:

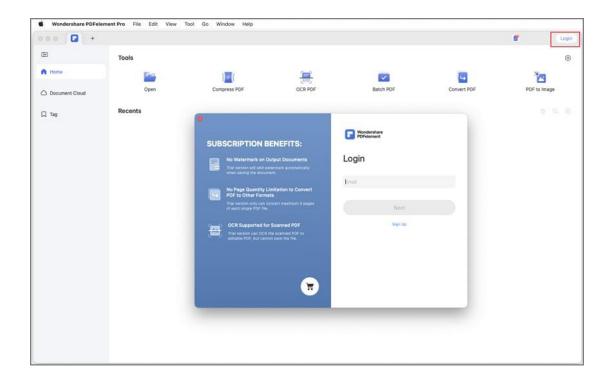
Please check your junk or spam folder to ensure that your email provider hasn't misfiled the email.

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

#### 3. Register PDFelement for Mac

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

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



#### 4. Remove Trial Watermark

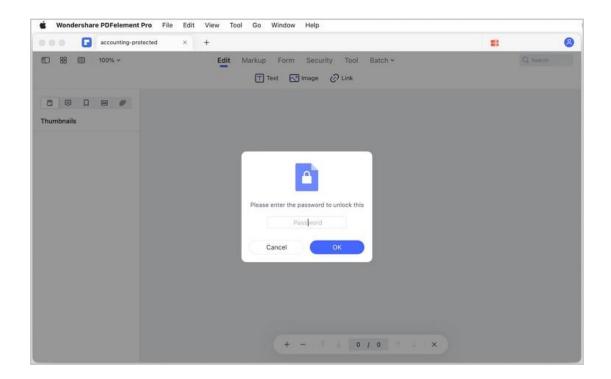
After registration, the registered full version program does not have any limitations to use. So if you have any files that you worked on during the trial period that have the trial watermark on them, reopen them in the registered PDFelement for Mac, and the watermark will be removed automatically. You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



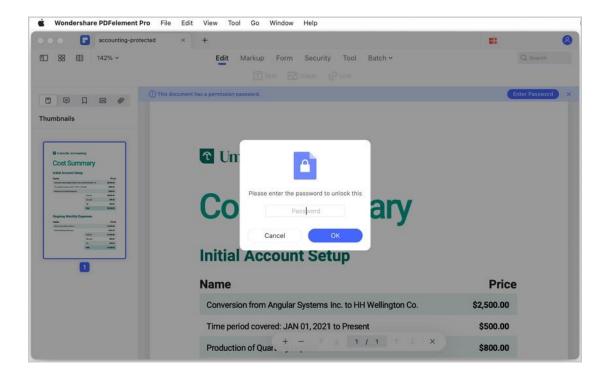
## **Open PDF**

### How to Open Password Protected PDF on Mac

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



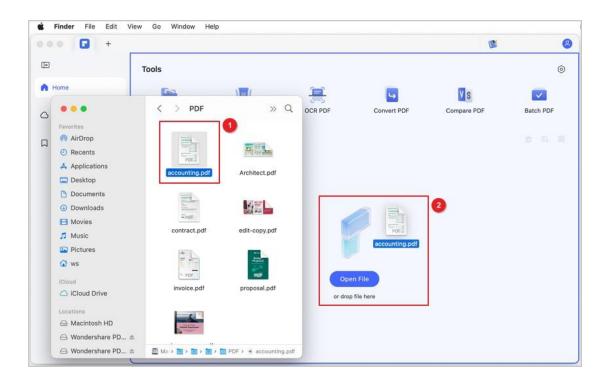
Some protected PDF files have other restrictions, and tools related to such features, e.g., printing, editing, copying, etc., are dimmed. When you try to print or edit such secured PDF file, you will be notified that "this document has a permission password". You can click the "Enter Password" button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



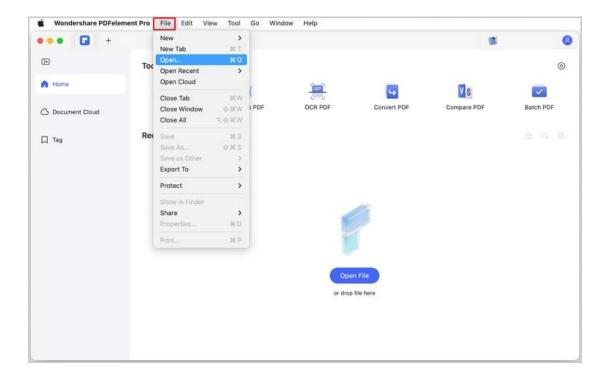
### How to Open PDF File on Mac from File Menu

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

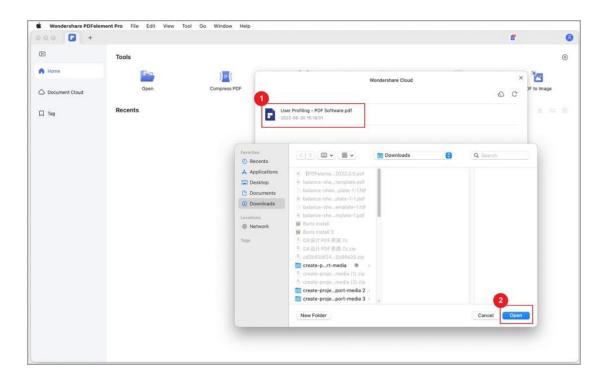
 After opening PDFelement for Mac, please drag and drop your PDF file in the product window, then the PDF file will open.



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



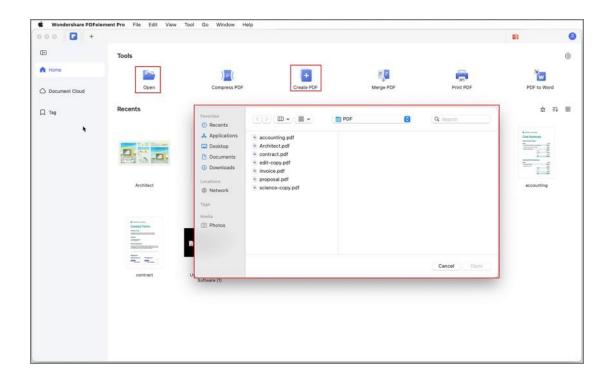
Go to "File" > "Open Cloud" on the Top Menu, and then the
 Wondershare Cloud window pops up. If you've already saved some
 files in Wondershare Document Cloud, you can directly open the file
 from there.



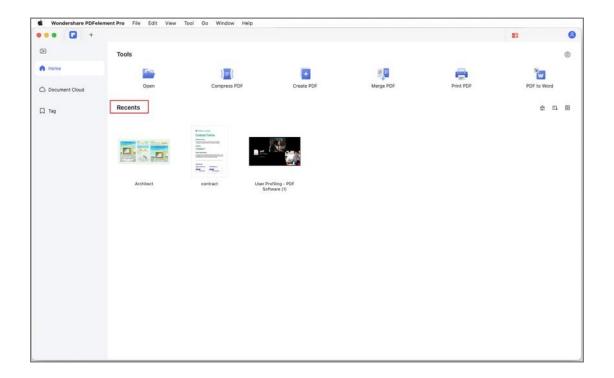
#### How to Open PDF on Mac from Homepage

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

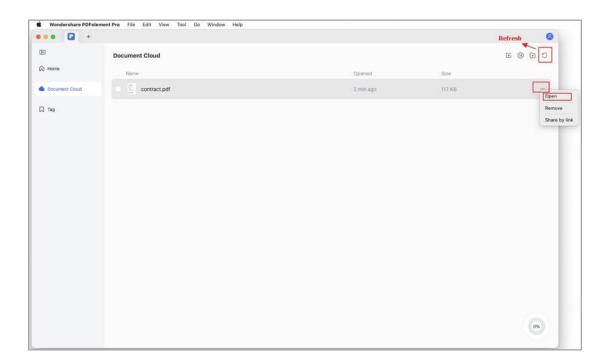
 After opening PDFelement for Mac, click "Open" button or "Create PDF" button in the Tool Tab and browse your computer to open a PDF file, or select multiple PDF files to open them at once.



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



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



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



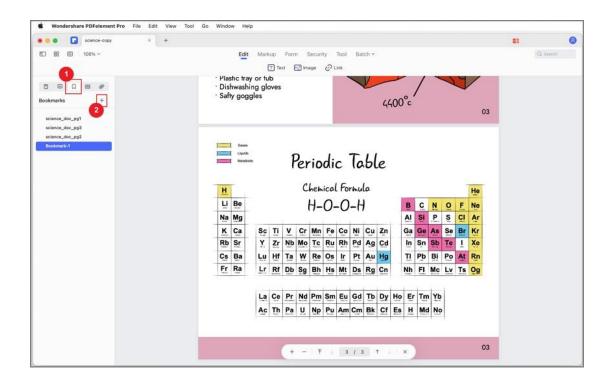
#### **View PDF**

#### How to Add Bookmarks to PDF on Mac

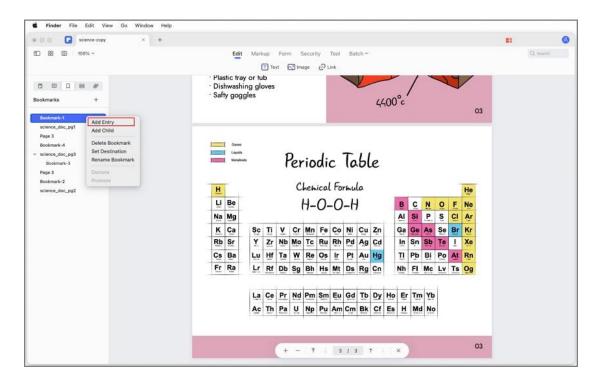
Bookmark is a helpful tool to navigate you to the specific page in the document, which is the bookmark's destination.

#### 1. Add/Delete Bookmarks

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



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



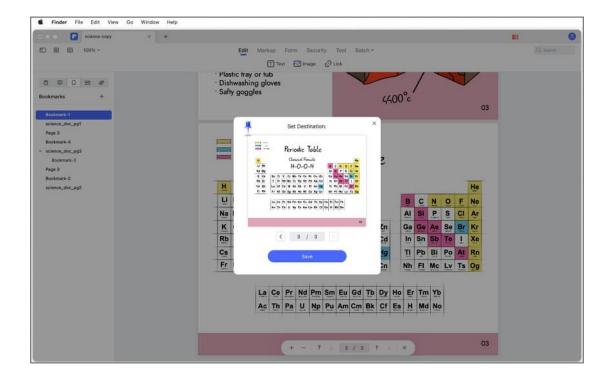
 Add Child option allows you to create a child bookmark underneath an existing bookmark.

 You can delete a bookmark by right-clicking it and selecting the Delete Bookmark option.

#### 2. Edit Bookmarks

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

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



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

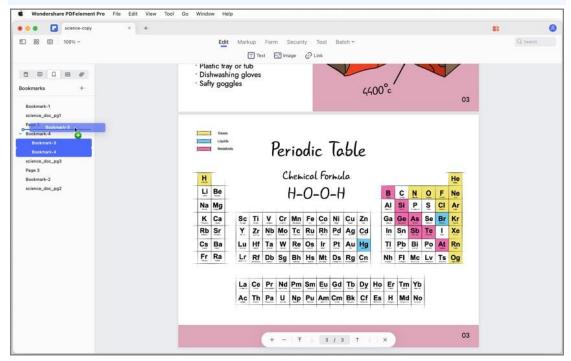
#### 3. Change a Bookmark's Hierarchy

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

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

#### Note:

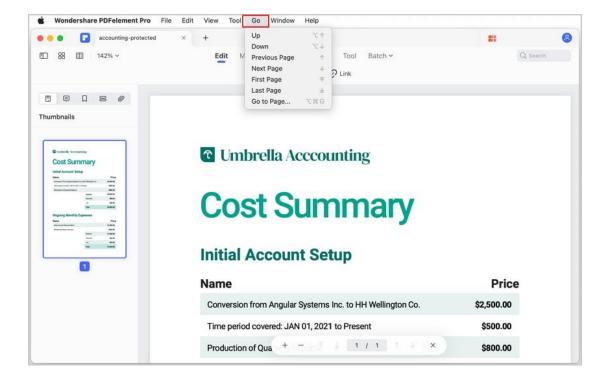
While the bookmark is moved, the actual page remains in its original location in the document.





#### How to Navigate PDF on Mac

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

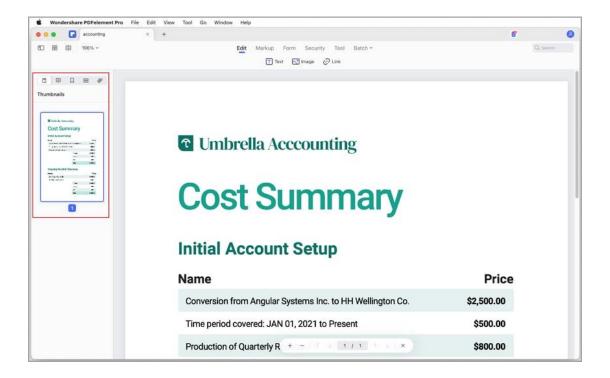


- Click the "Go" > "Up" button to move up from the current place.
- Click the "Go" > "Down" button to move down from the current place.
- Click the "Go" > "Previous Page" button to move from the current page to the previous page.
- Click the "Go" > "Next Page" button to move from the current page to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

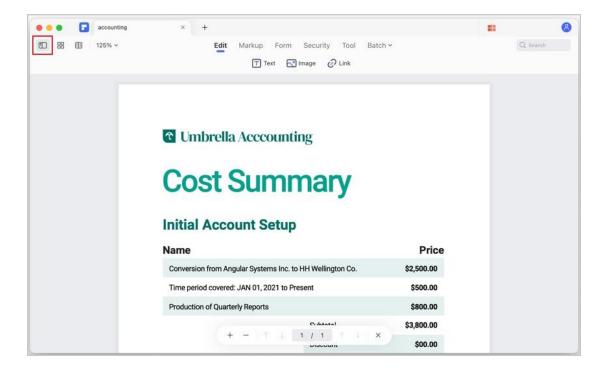
- Click the "Go" > "Last Page" button to jump from the current page to the last page directly.
- Click the "Go" > "Go to Page...", enter the page number, and press the
   "enter" on the keyboard to jump to the destination page.
- You can also use the arrow keys on your keyboard to go up or down.

#### 1. Display Navigation Panel

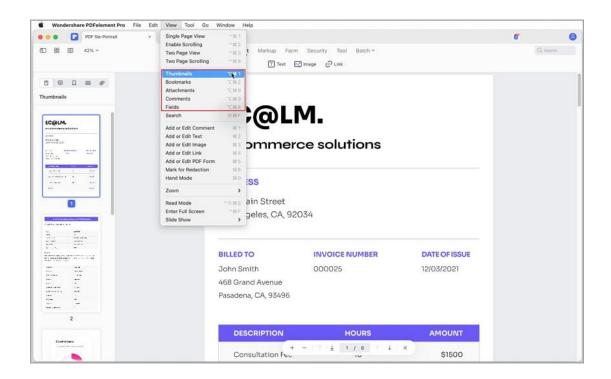
After opening a PDF document in the program, you can find
 Navigation Panel on the left. There are Thumbnail Panel, Comment
 Panel, Bookmark Panel, Field Panel, and Attachments Panel here.



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



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

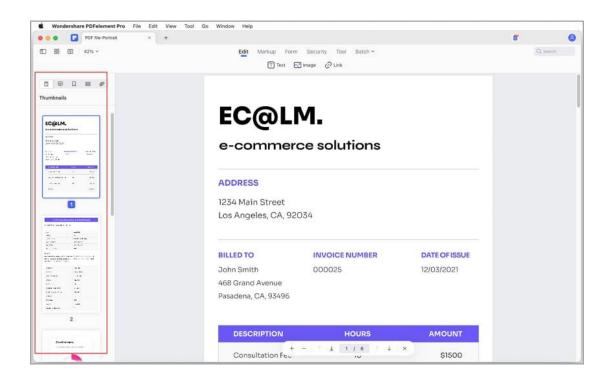




#### 2. Thumbnail Panel

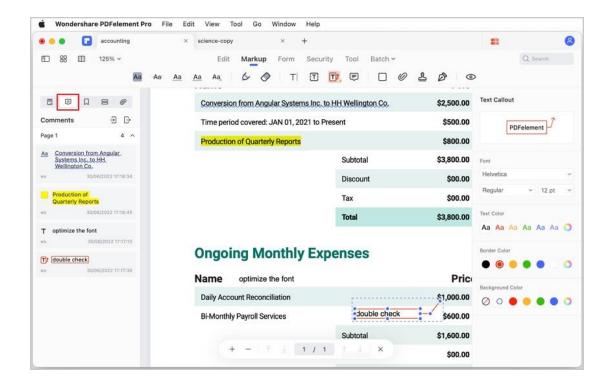
The Thumbnail Panel allows you to quickly scroll through pages in your document by using the mouse wheel or dragging the slider in the panel.

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



#### 3. Comment Panel

The Comment Panel enables you to find all the comments added to the PDF file. If you need to delete a comment, click on the comment in the right panel, and then press the Delete key on your keyboard or right-click it to find the "Delete" button.



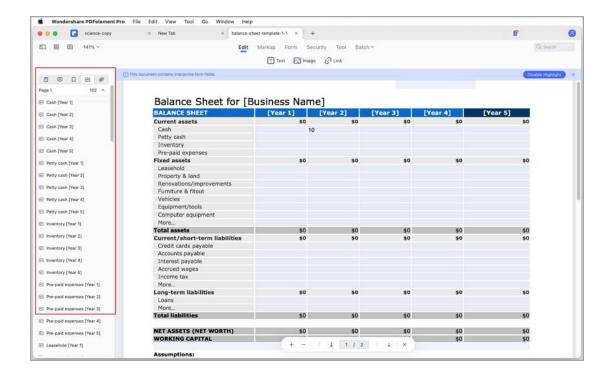
#### 4. Bookmark Panel

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



#### 5. Field Panel

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



#### 6. Attachment Panel

If your PDF file has any attachments, they will be displayed in such panel.

Right-click an attachment, and more editing options will appear in the dropdown menu.



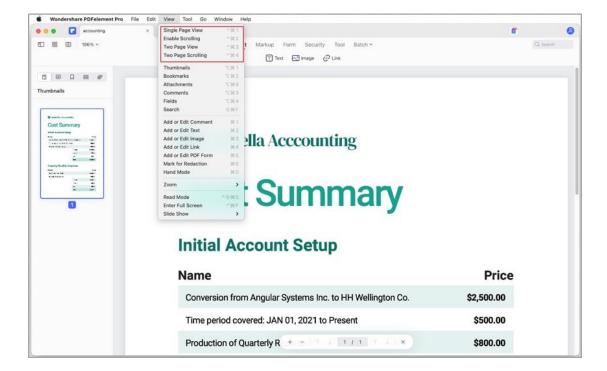


#### How to Read PDF with PDFelement for Mac

#### 1. Document Layout

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

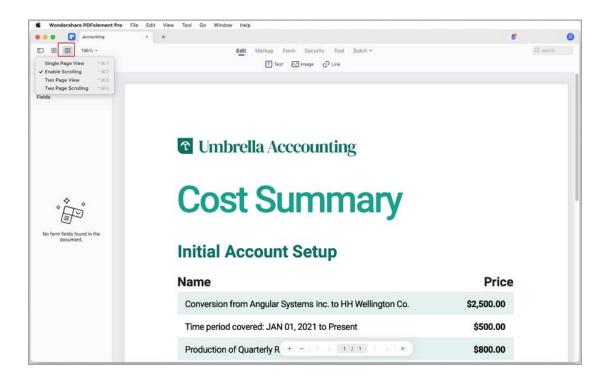
The most commonly used options are under the "View" tab in the Top Menu.



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

 Two Page Scrolling: Arrange pages side by side in a continuous vertical column with scrolling enabled.

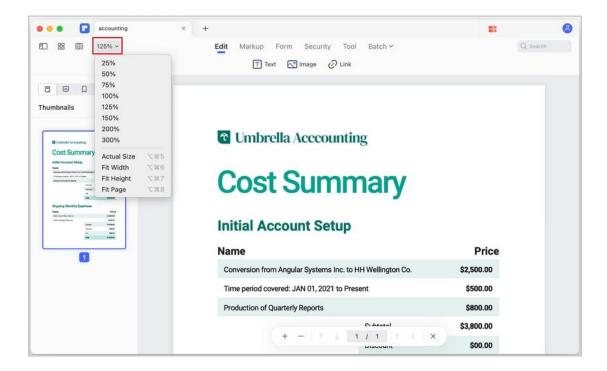
You can also use click the "View" button on the top left corner to find these options.



#### 2. Zoom

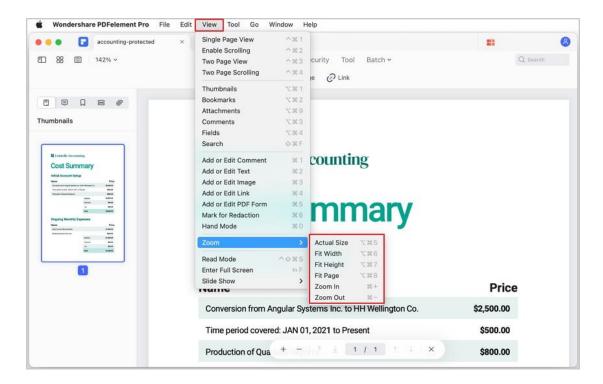
With the zoom tool, you can enlarge or shrink the view of a PDF to see more details. You can zoom in to a minimum of 20% and zoom out to a maximum of 6400%.

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



### 3. Page Layout

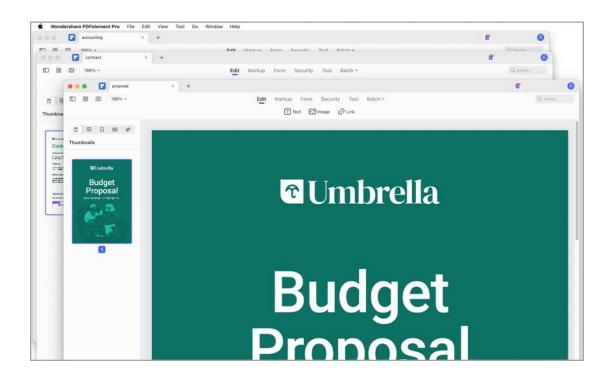
You can also get the page layout options under "View" > "Zoom", which include "Actual Size", "Fit Width", "Fit Height", and "Fit Page".



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

#### 4. Multi-Windows Viewing

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



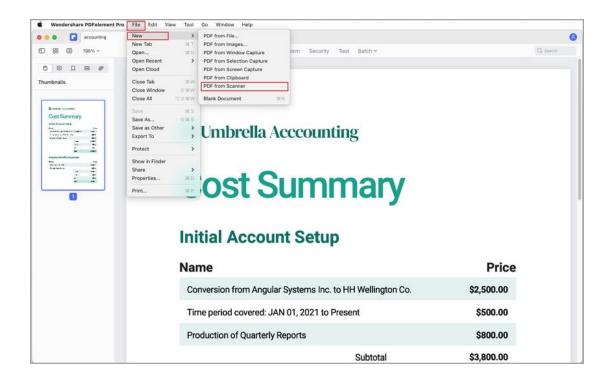


### **Create PDF**

### How to Convert Scanned Document to PDF on Mac

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

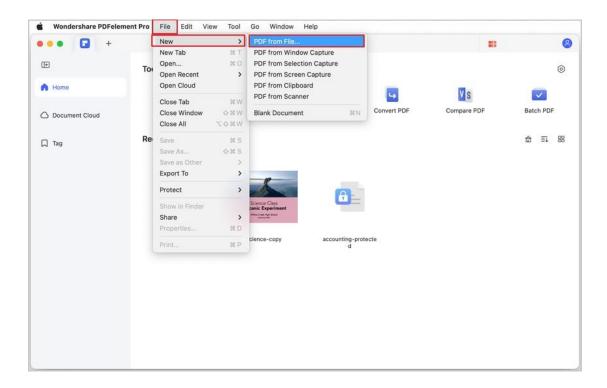
 Click the "File"> "New" > "PDF from Scanner" button on the Top Menu to convert a scanned document to PDF.



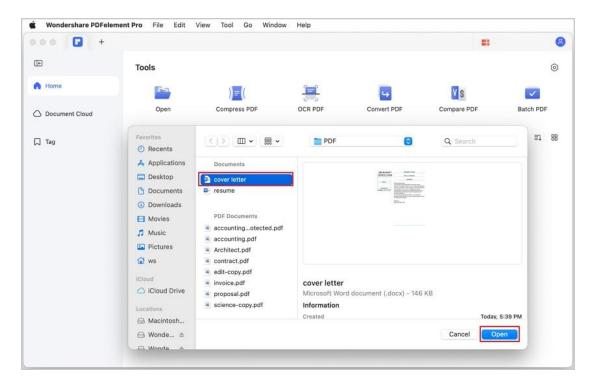
### How to Create a PDF on Mac from Any File

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

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



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



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

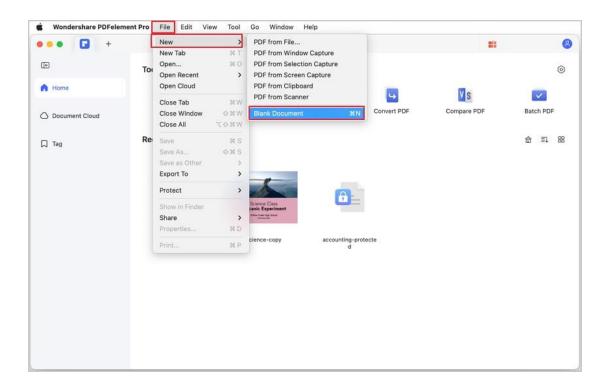
#### Note:

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

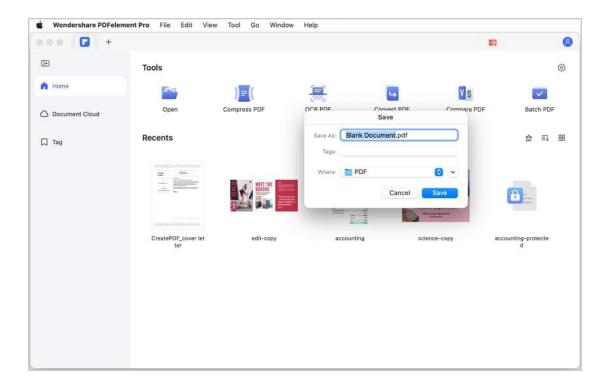
### How to Create Blank PDF on Mac

PDFelement for Mac supports creation of a blank document.

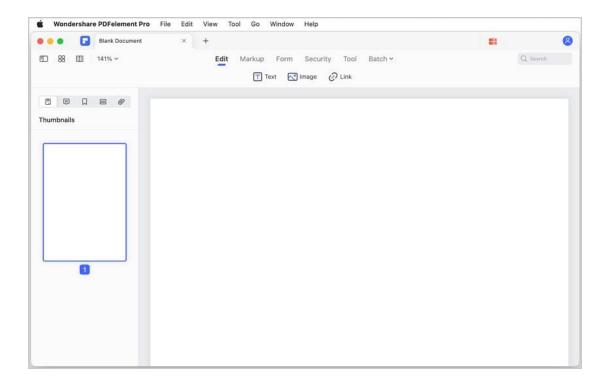
Click "File" > "New" > "Blank Document".



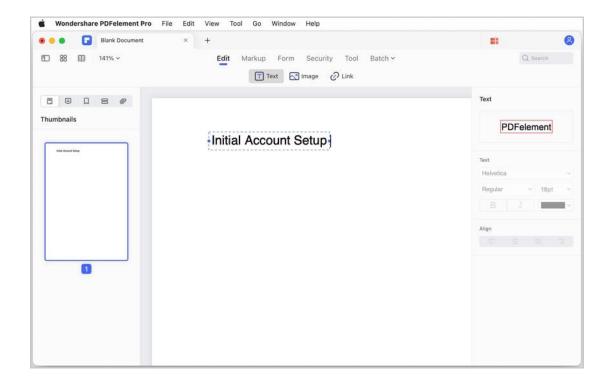
 In the pop-up window, enter the name of the blank PDF file and set its location. Click "Save", and a blank document is created successfully.



• After creation, the blank PDF will open automatically.



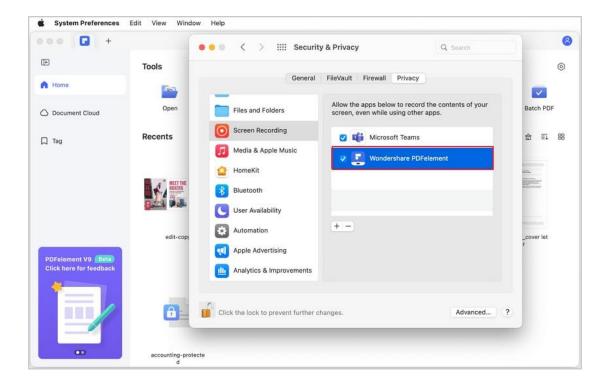
You can easily edit the blank PDF like Word.



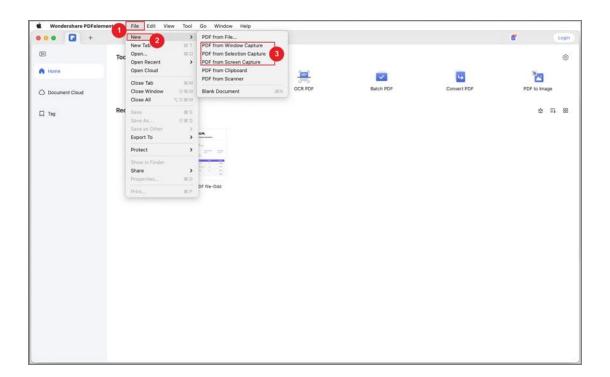
### How to Create PDF from Capture on Mac

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

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



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



### **Annotate PDF**

### How to Draw on a PDF on Mac

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

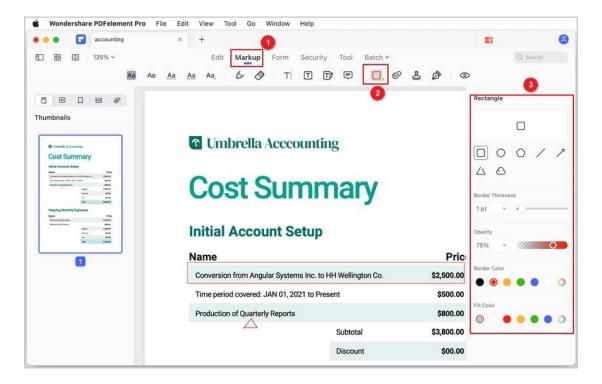
#### Index

- **01** Add Drawing Shapes to PDF
- **02** Pencil and Eraser Tools

#### 1. Add Drawing Shapes to PDF

 Click the "Markup" button on the Main Toolbar, select the rectangle icon, and more shapes will be available on the right-side panel. You can choose anyone you need.

 Click the PDF page where you wish to add a drawing markup and drag the cursor to add a shape.



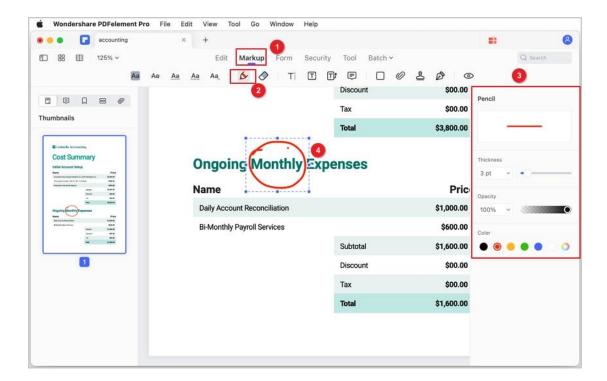
#### Note:

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

#### 2. Pencil and Eraser Tools

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

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

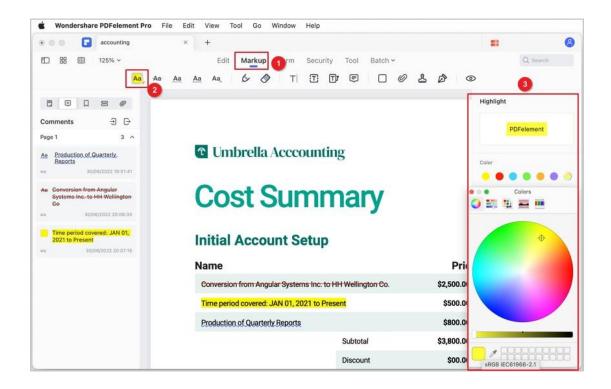


### How to Mark up PDF on Mac

- O1 Highlight: to mark important texts with a fluorescent marker for memory retention or later reference.
- O2 Strikethrough: by using the "Strikethrough" option, you indicate that the text is to be ignored or deleted.
- 03 Underline: to show an emphasis on the critical through an underline.
- **O4** Squiggly: to emphasize some vital information through a squiggly.
- **05** Insert: by adding a remark to the PDF files, you can express your opinion on a feature.

#### 1. Highlight PDF Text

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

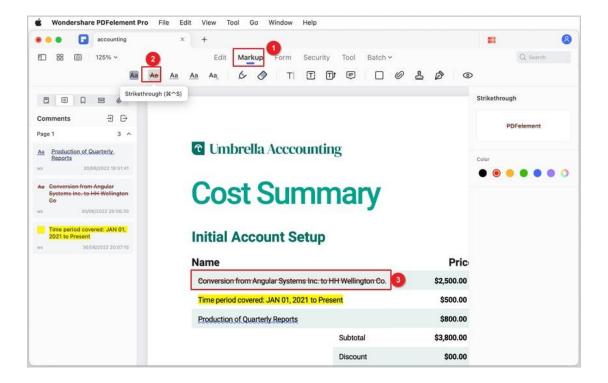


### 2. Add Strikethrough/Underline/Squiggly to PDF Text

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

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

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



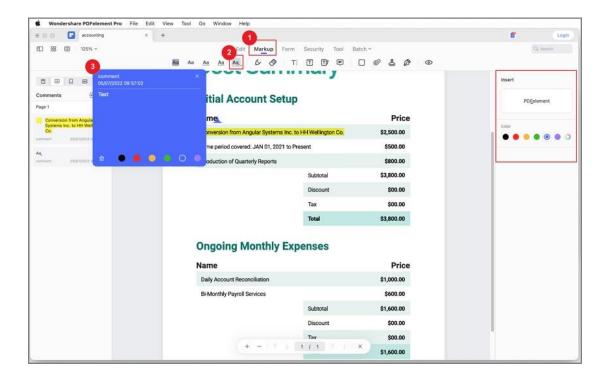
#### 3. Insert Text Markup to PDF

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

- After opening the PDF file in the program, please click the "Markup" on the Main Toolbar to get more tools.
- Then click the "Insert" button, select the text after which you want to insert text, and type the text you want to add.



You can modify the color of the text you inserted on the right panel.



### **Adjust Comment Properties**

#### Index

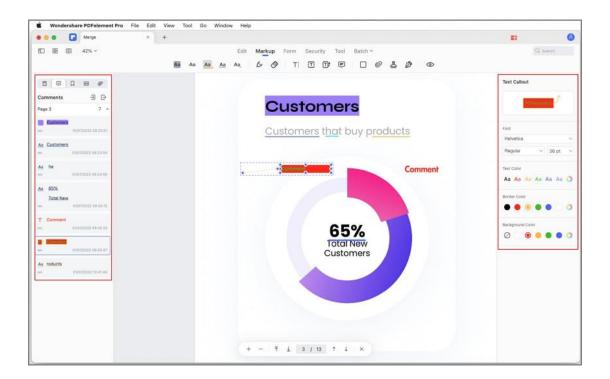
- 01 Change comment properties
- O2 Change the name used for comments

### Change comment properties

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

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

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

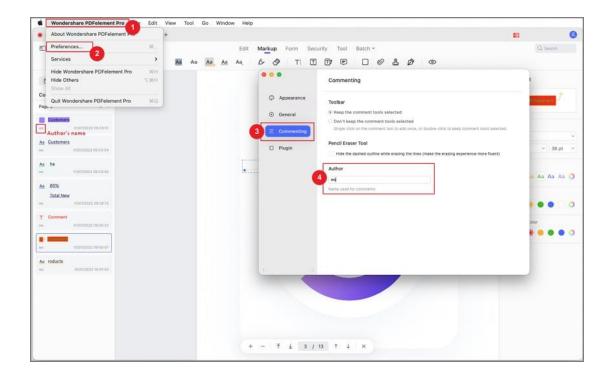


### Change the name used for comments

PDFelement for Mac uses the username on your Mac for author's name. To change the name used for comments, click Wondershare

PDFelement Panel > Preferences, then change the name of the Author in

the Commenting Tab.



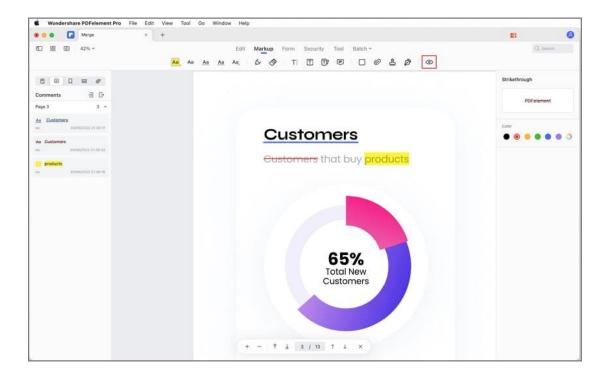
### Hide/Remove Annotations from PDF on Mac

#### Index

- 01 Hide annotations from PDF files
- O2 Remove annotations from PDF files

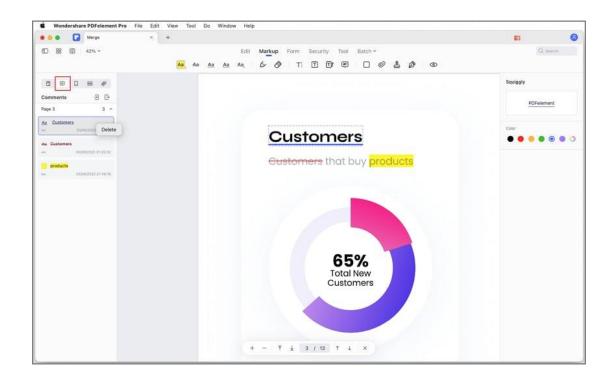
#### Hide annotations from PDF files

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



### Remove annotations from PDF files

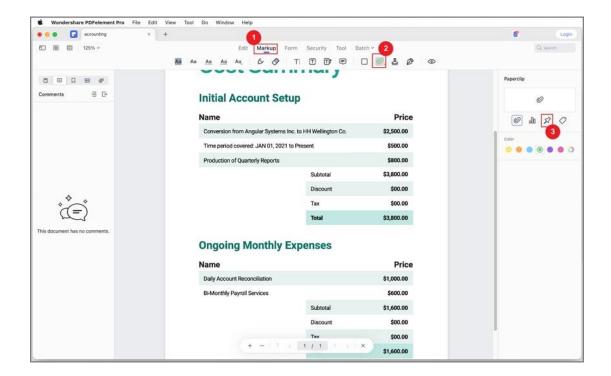
After adding annotations to your PDF or opening a PDF file with annotations therein, you can delete the markup or comment by selecting the same in the Comments Panel and clicking the Delete Key, right-clicking it to choose "Delete", or selecting the "Delete" option in the drop-down menu under the "Edit"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



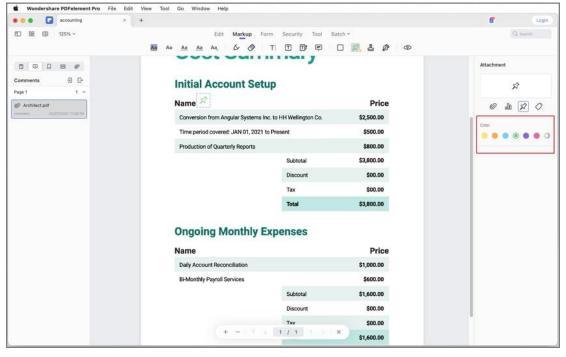
### How to Add Attachments to PDF on Mac

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

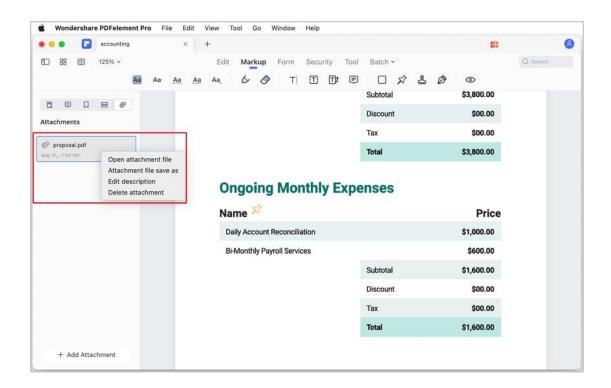
- After opening a PDF file, click the "Markup" button on the Main Toolbar, then select the "Paperclip" icon.
- There are four icons "Paperclip", "Graph", "Attachment", and "Tag" in the right panel. You can select one of them as desired.



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



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





### How to Add Comments to PDF on Mac

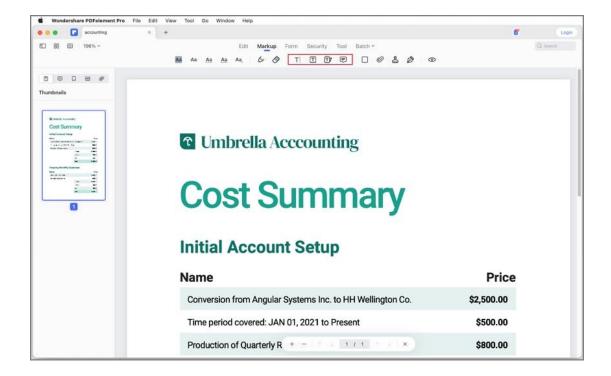
A comment is a written note intended as an opinion, an example, an illustration, or a statement of fact or opinion, especially a remark that expresses a personal reaction or attitude. You can easily edit, delete, and move the comments in Wondershare PDFelement for Mac.

#### Index

- 01 Add Text Comment/Text Box/Callout/Sticky Notes
- **02** Edit Comments
- **03** Delete Comments

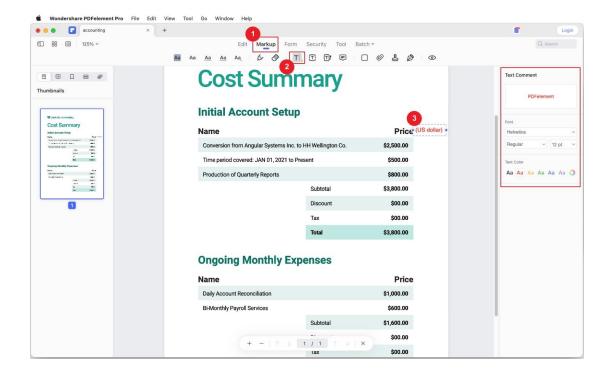
### 1. Add Text Comment/Text Box/Callout/Sticky Notes

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



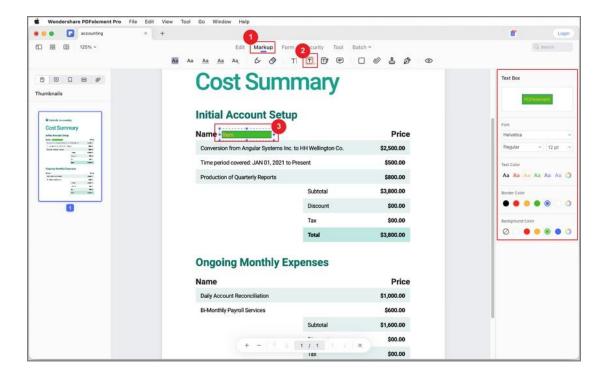
#### Text Comment

You can leave a Text Comment to indicate content modification or suggestion. Text font, size, and color can be changed in the right panel.



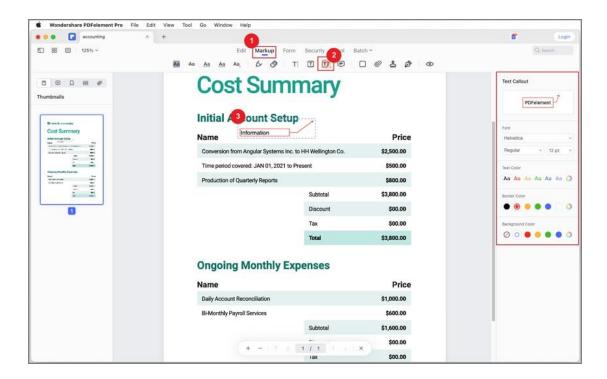
#### Text Box

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



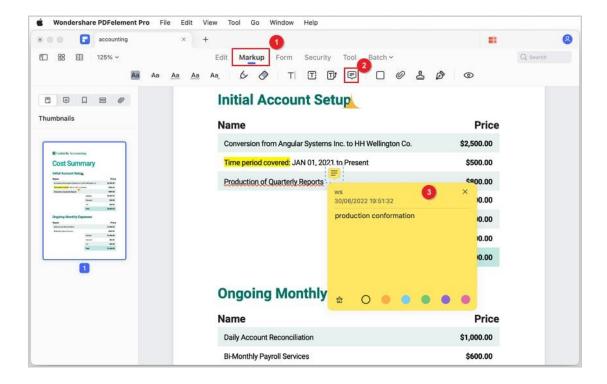
#### Text Callout

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



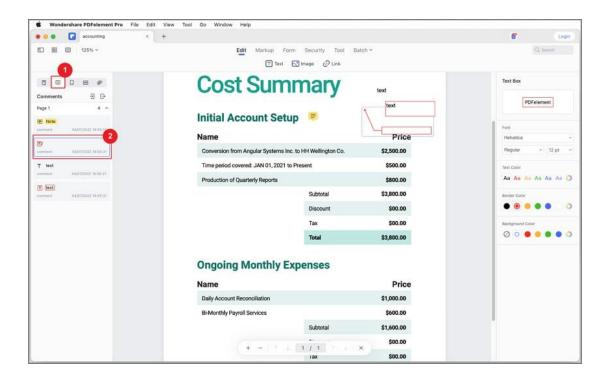
### Sticky Note

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



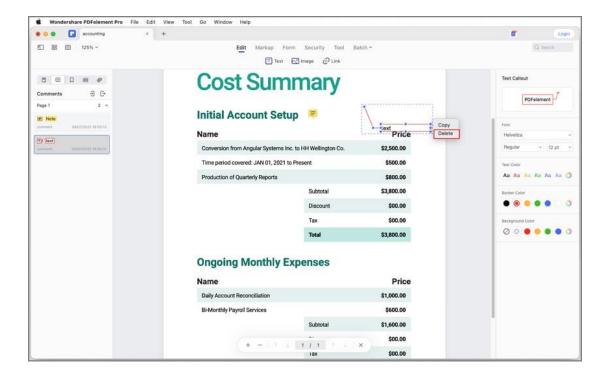
#### 2. Edit Comments

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

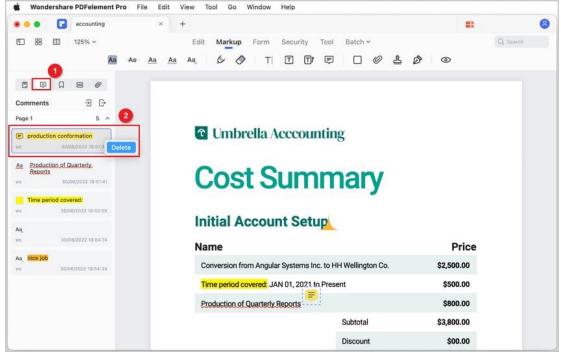


#### 3. Delete Comments

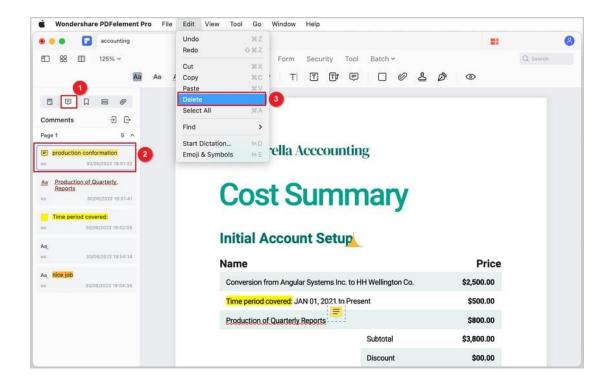
 Select the comment by clicking the comment on the PDF page, and then press the Delete key to delete it, or right-click it and select "Delete".



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



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



### How to Add Stamps in PDF on Mac

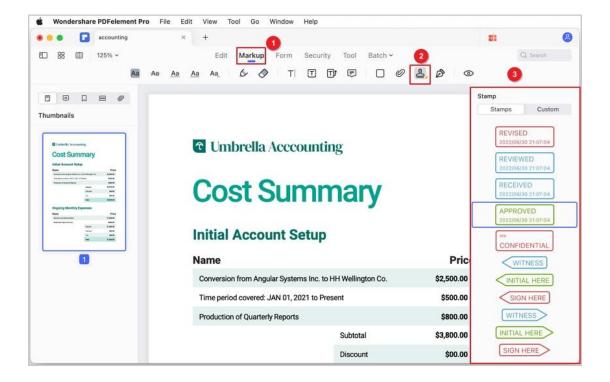
Stamp annotations help indicate the status of PDF pages. There are some built-in stamps available in PDFelement for Mac, and you can also create your signature or use images as the stamps. Moreover, PDFelement allows you to customize your stamp.

#### Index

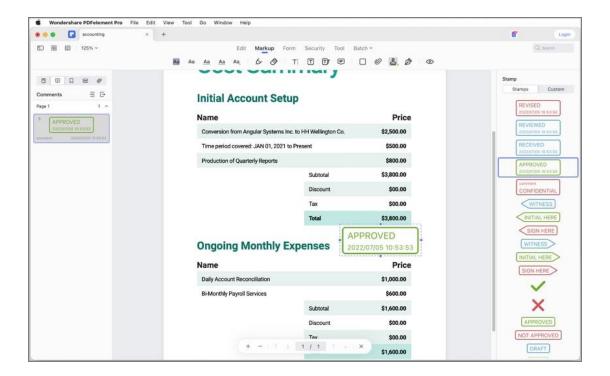
- Wondershare PDFelement
- 01 Create Built-in Stamp
- **02** Create Custom Stamp
- **03** Create Signature

#### 1. Create Built-in Stamp

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

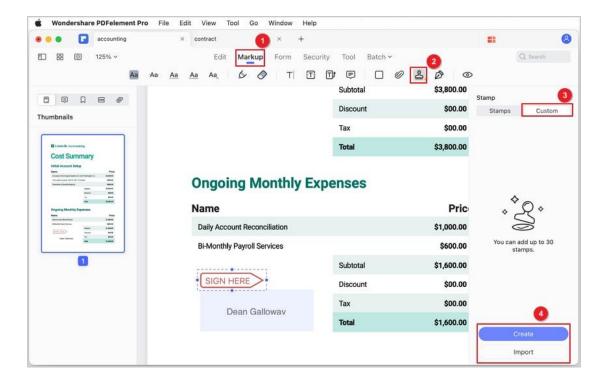


 You can drag a corner handle to resize a stamp. To move a stamp, drag it to a new location, or use the arrow keys for precise movements.

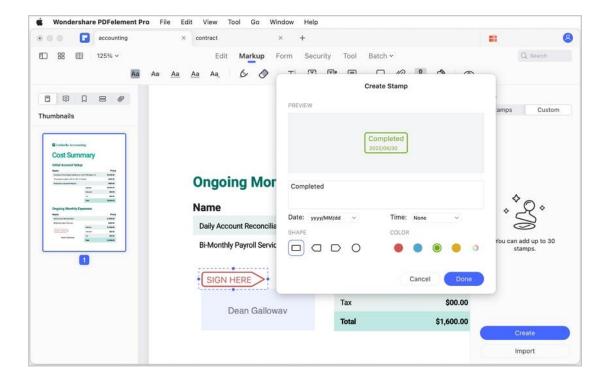


### 2. Create Custom Stamp

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

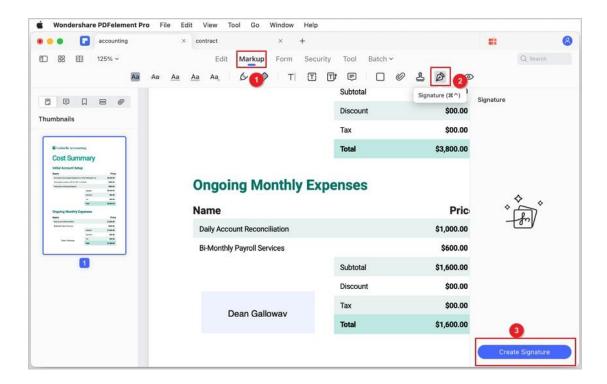


If you choose to create a stamp, you can customize it in the pop-up "Create Stamp" window. Then, enter the text in the "Sample Text" box, and at the same time, you can preview the stamp you created in the "PREVIEW" window. In addition, you can also change the shape and color of the stamp, and customize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

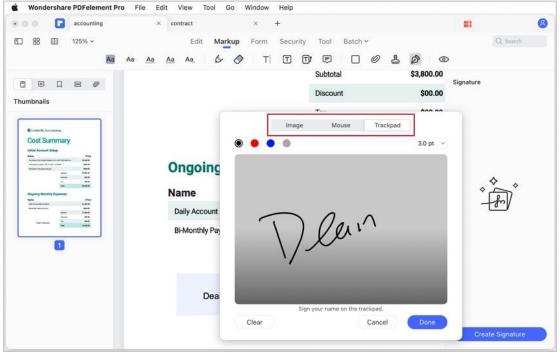


### 3. Create Signature

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



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





### **Edit PDF**

### How to Add Header & Footer to PDF on Mac

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

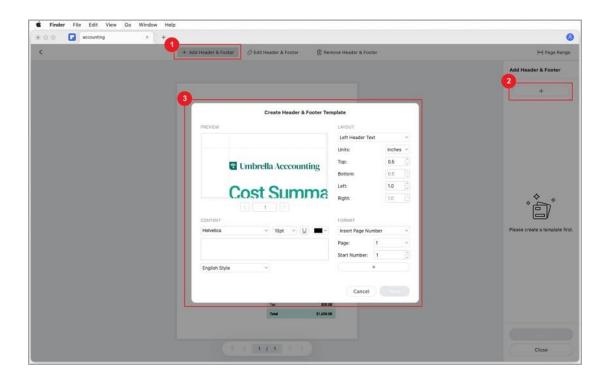
#### Index

- 01 Add Headers & Footers
- O2 Edit Headers & Footers
- **03** Delete Headers & Footers
- O4 Batch to Add and Remove Headers & Footers

#### 1. Add Headers & Footers

- Go to the "Tool" > "Header & Footer" > "Add Header & Footer" button in the toolbar.
- Alternatively, you can click the "Tool" > "Add or Edit Header & Footer"
   button on the Top Menu.

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

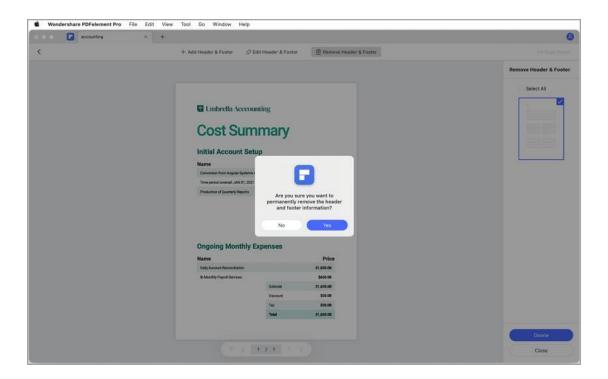


#### 2. Edit Headers & Footers

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

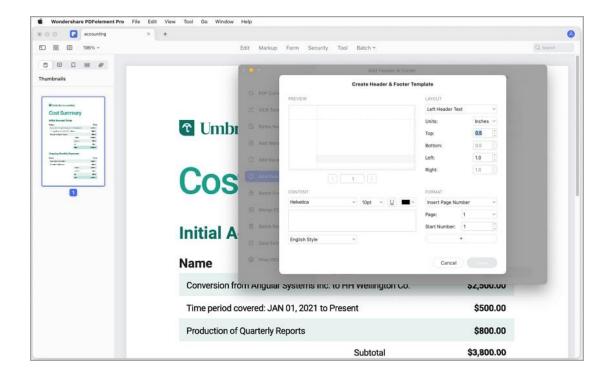
#### 3. Delete Headers & Footers

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

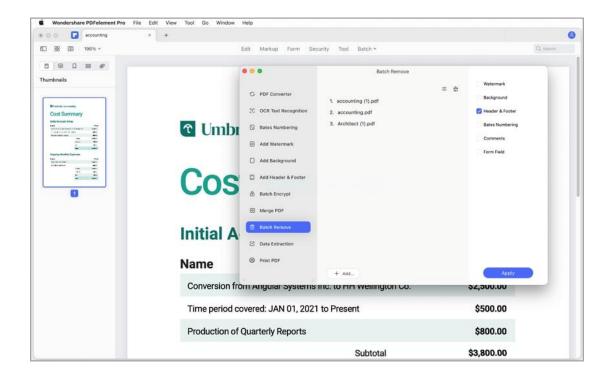


#### 4. Batch to Add and Remove Headers & Footers

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

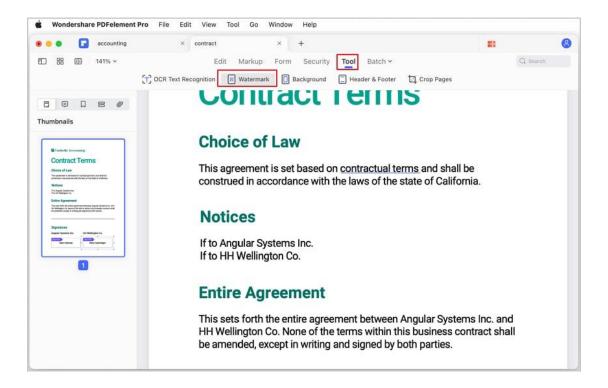


To batch to delete the Header & Footer, you need to click the
 "Batch" > "Batch Remove", load all files you need to remove their
 headers & footers, click "Header & Footer" on the right side, and click
 the "Apply" button, choose an output folder to proceed to remove
 Header & Footer.



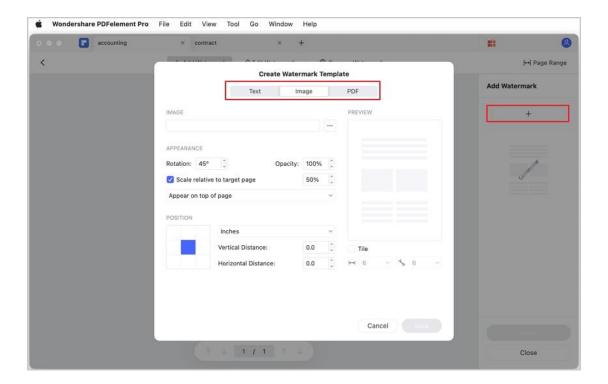
### How to Add Watermark to PDF on Mac

Adding watermarks to PDF pages is a great way to declare your ownership. With the help of PDFelement for Mac, you can easily add/update/remove watermarks from PDF pages. What's more, PDFelement supports tiling watermarks.

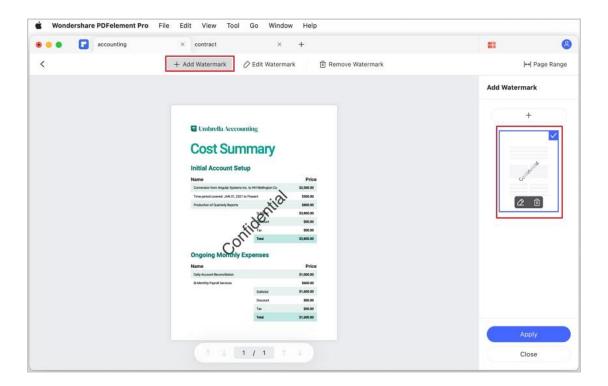


#### 1. Add Watermark to a Single PDF

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

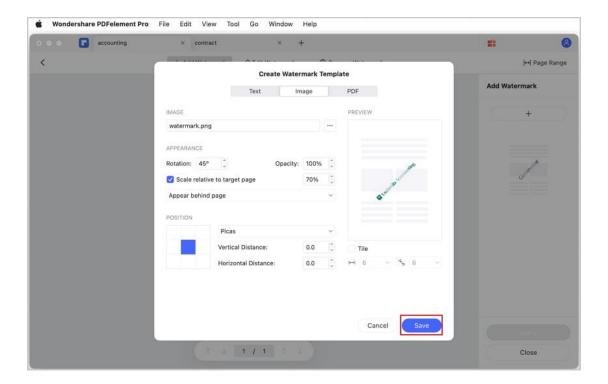


Text: Click the "Text" tab in the pop-up dialog and enter the text in
the text box as the watermark. You can also modify its font type, size,
color, position, etc., and then the created watermark will appear on
the page.

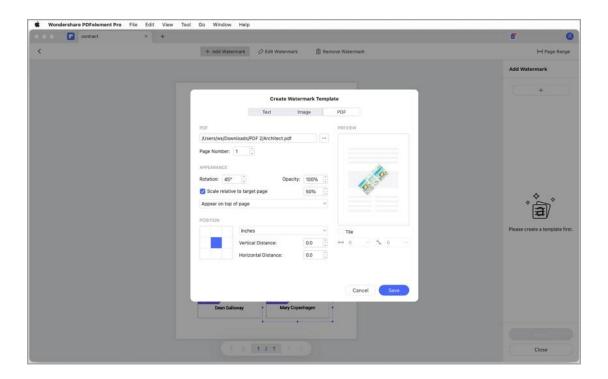


• Image: Select the "Image" tab in the pop-up dialog and click the "..."

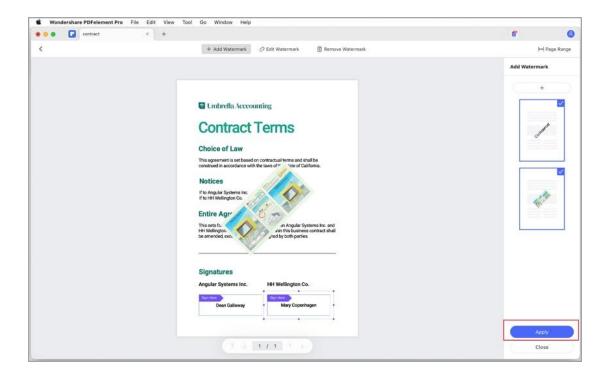
button to choose an image on your Mac as the watermark, and click
"Save". You can also change its appearance and position.



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



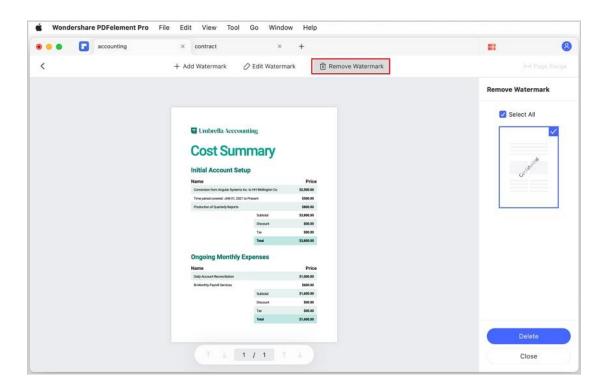
 Click the "Apply" button after you finish editing the watermark to apply the watermark to your file.





#### 2. Delete Watermark on PDF Pages

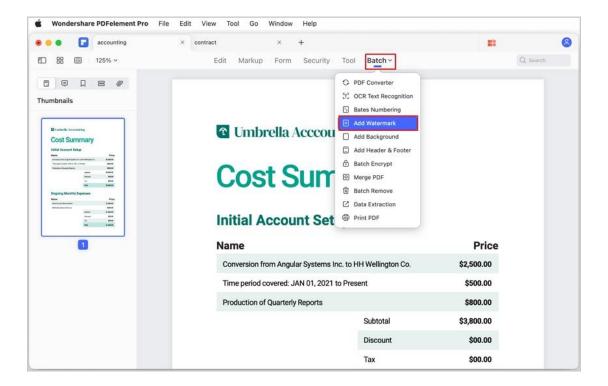
- Click "Tool" > "Watermark" > "Remove Watermark". Select the
   watermark(s) you want to delete in the right panel, and click "Delete".
- Click "Yes" in the pop-up window to remove the watermark(s).



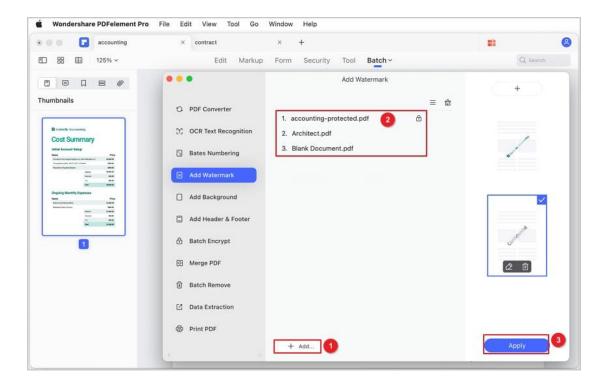
#### 3. Batch Watermark Process

#### Batch to add watermark:

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

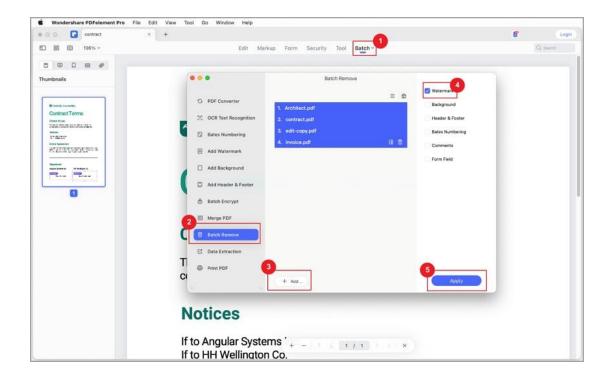


- Add multiple PDF files in the program through drag-and-drop or choosing the files from the finder.
- Choose existing watermark(s) on the right side, click the "+" button to create a new watermark template to add to the PDF files, and click "Apply".
- Select the destination folder to save the output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



#### Batch to delete watermark:

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

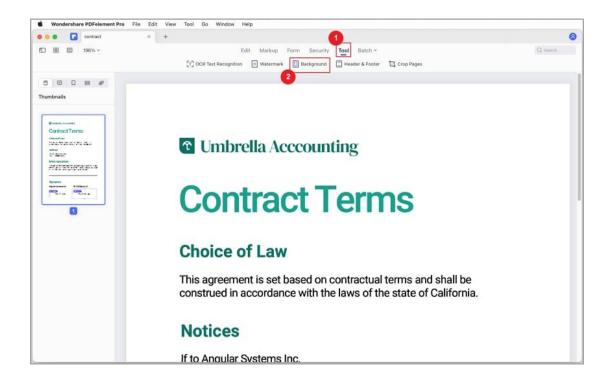


### How to Change Background Color in PDF on Mac

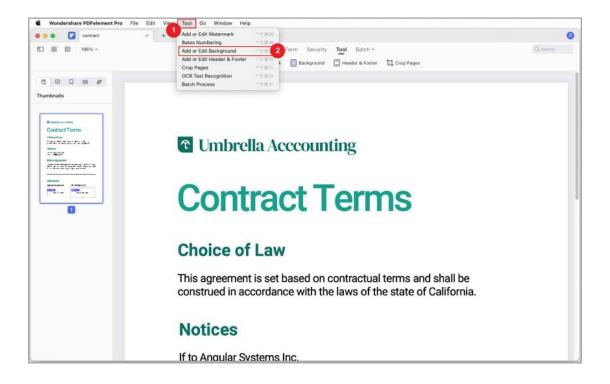
The Background function in PDFelement for Mac allows you to set a color for the background or import an image to make your PDF pages more attractive.

#### 1. Add Background to PDF Pages

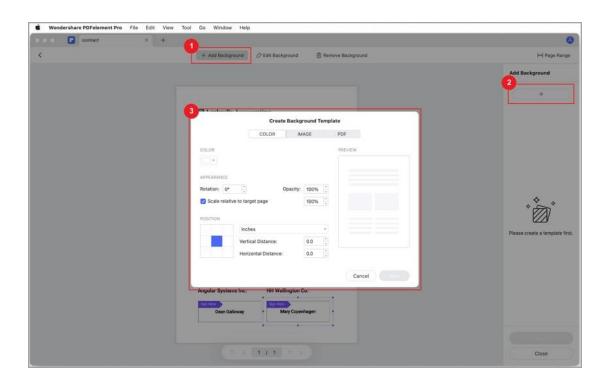
 Go to the "Tool" > "Background" > "Add Background" button in the toolbar.



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

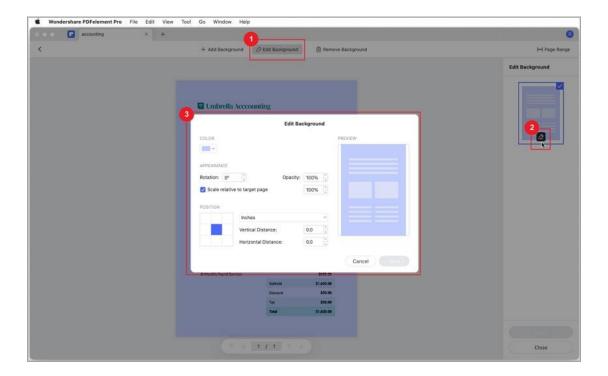


- Click the "Add Background" button in the pop-up window, and hit the "+" icon on the right-side panel. Select the "Color", "Image" or "PDF" in the pop-up box.
- Color: Choose the color as you wish. You can set its appearance and position.
- Image: Click the "..." button to select an image on your Mac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



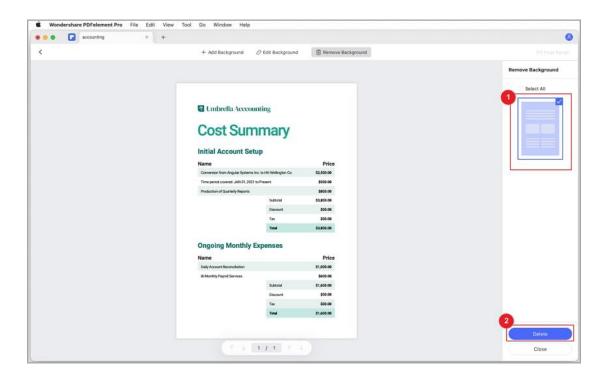
### 2. Edit Background

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



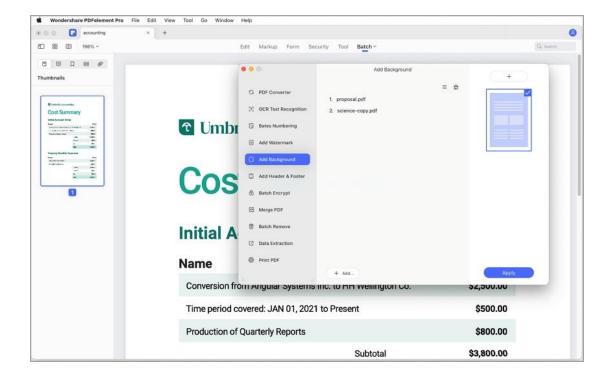
### 3. Remove Background

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

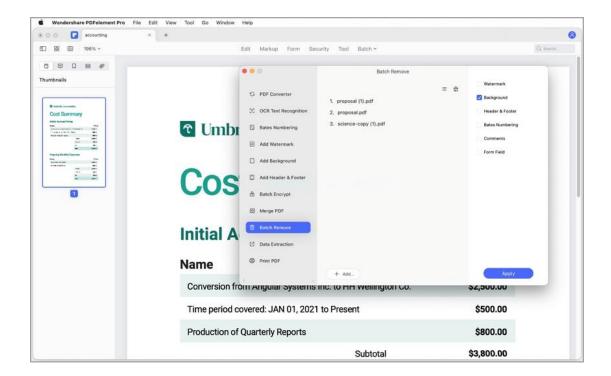


### 4. Batch to Add and Remove Background

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



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



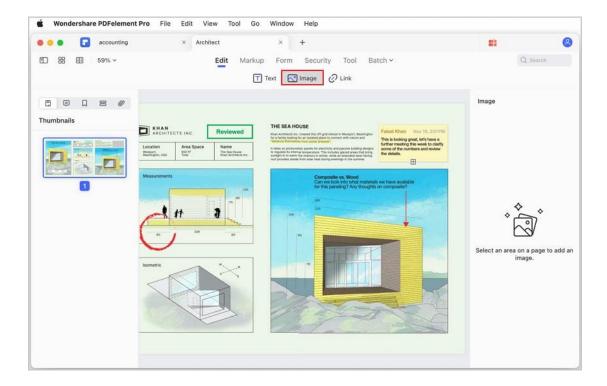
### How to Edit Image in PDF on Mac

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

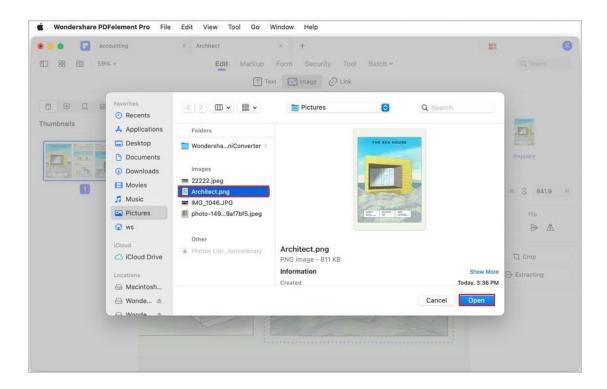
### 1. Add Image

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

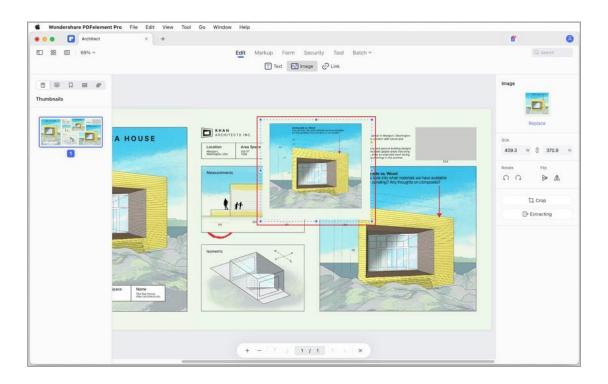
 Select the "Image" button under the "Edit" tab, and click the location where you want to insert the image.



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



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



### 2. Delete Image

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

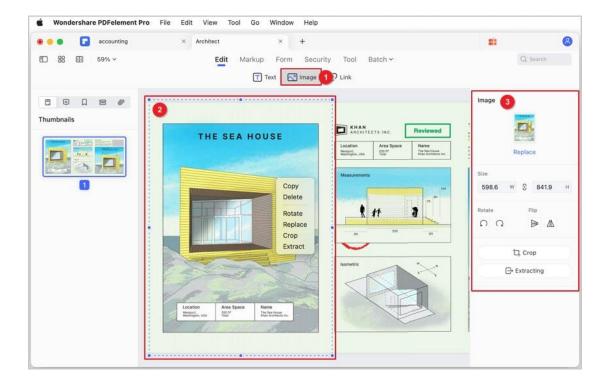


#### 3. Copy/Paste Image

• If you want to duplicate one image in the file, you can right-click the image to select the "Copy" button, and then right-click to "Paste" it in the desired place. You can also use Command+C keys to copy any image from other files or your clipboard, then press Command+V keys to paste in the PDF file via our program.

### 4. Rotate/Replace/Extract/Crop Image

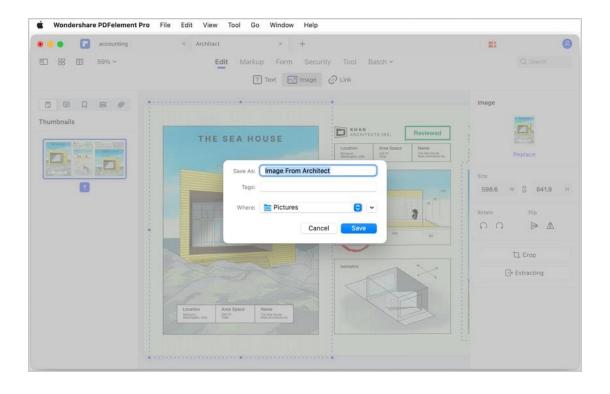
- Click the "Image" button at the Secondary Toolbar to start the editing mode, then click the target image.
- You can directly edit the image on the right-side panel, or select the corresponding options in the right-clicking drop-down menu.



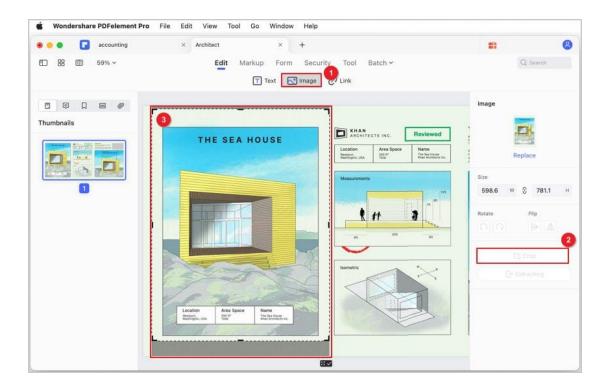
- Rotate: Change the orientation of the selected image. You can rotate the selected image ninety degrees in the clockwise or counterclockwise direction, and flip it vertically or horizontally.
- Replace: Select a new image as a substitution to the target one. Click
  the "Replace" option in the right-clicking drop-down menu, and open
  a new image in the pop-up dialog window to replace the existing one.



• Extract: Take the target image out from the current PDF.



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

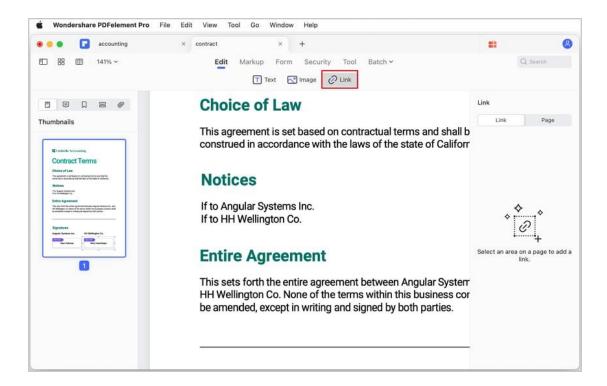


### How to Edit Link in PDF on Mac

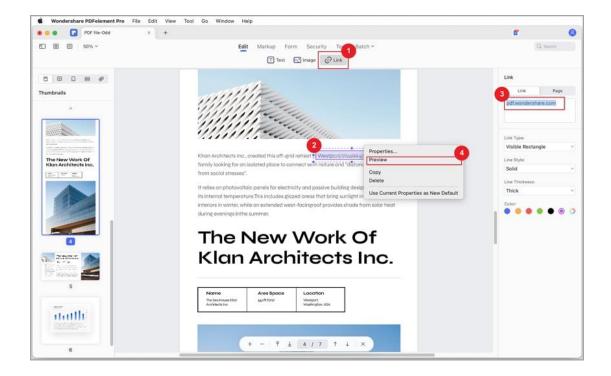
Much like hyperlinks on the internet, using a "Link" in PDFelement for Mac will allow you to jump to other pages in the same file or a website. This feature allows for citing sources or easy access to important information in the document.

#### 1. Add Link

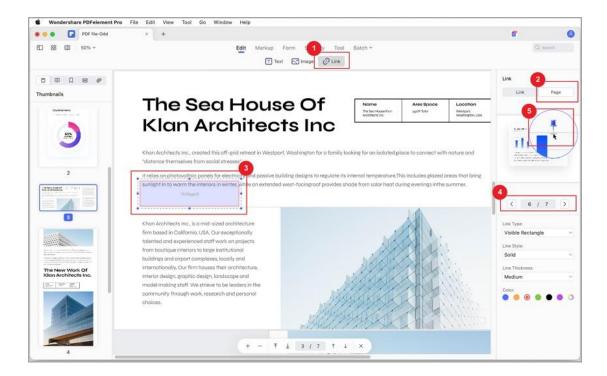
Click "Link" under the "Edit" tab in the Main Toolbar.



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

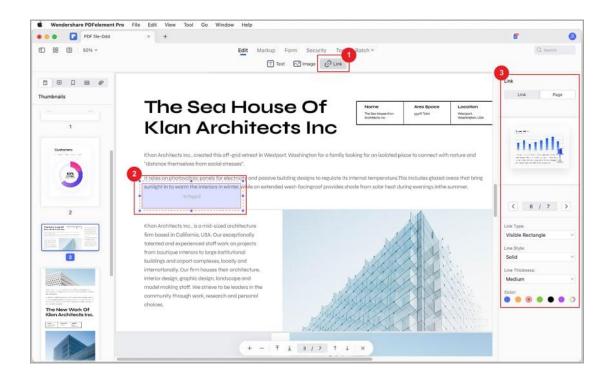


• Go to a page view: After choosing this option, drag a rectangle to select an area on a page to add a link. In the right panel, set the desired page number and view magnification. Next, right-click the link and select "Preview" to check the target page view.



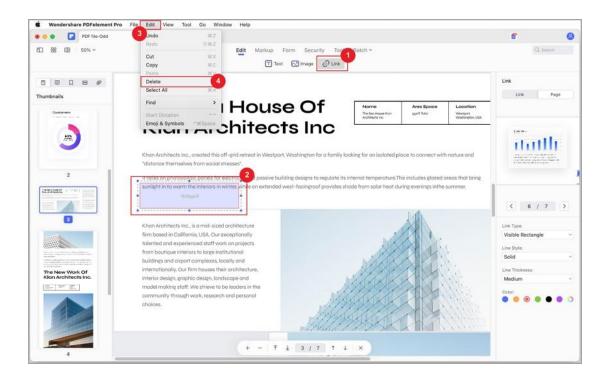
#### 2. Edit Link

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



#### 3. Delete Link

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

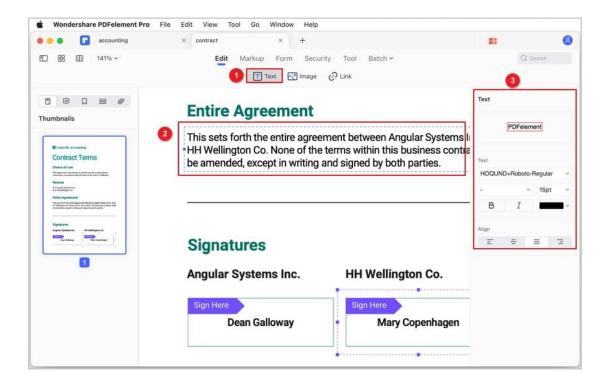


### How to Edit Text in PDF on Mac

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

#### 1. Edit Text

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

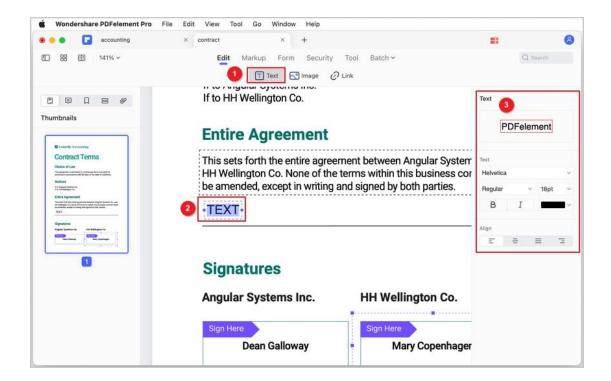


#### Note:

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

#### 2. Add Text

- You can add or insert new text into a PDF using the Text feature.
- Select the "Text" tool, and click the location where you wish to place the new text. An input box will appear for adding text.
- You can change the font name, size, color, alignment, and other text properties in the right panel.



#### How to Add Bates Number to PDF on Mac

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

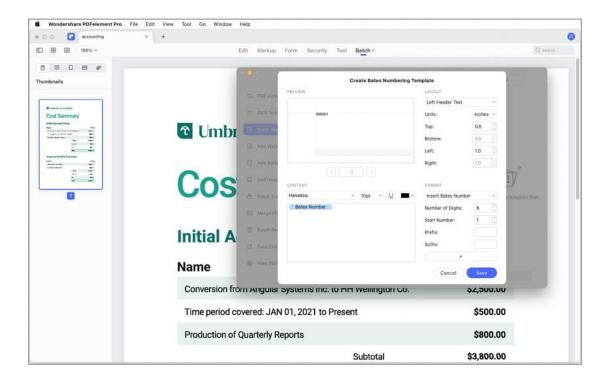
#### Index

- 01 Add Bates Numbering
- **02** Remove Bates Numbering

#### 1. Add Bates Numbering

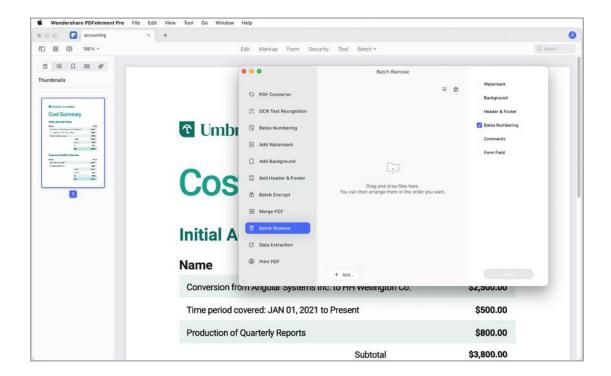
Please go to "Batch" > "Bates Numbering".

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



#### 2. Remove Bates Numbering

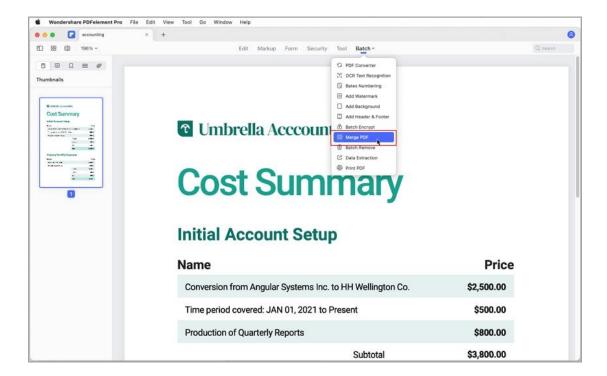
After opening a PDF file with bates numbering in the program, please click the "Batch" > "Batch Remove" button. Click "+Add..." to open the file from which you want to remove bates numbering, and select "Bates Numbering" on the right side. Next, click "Apply" and choose an output folder to save the new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



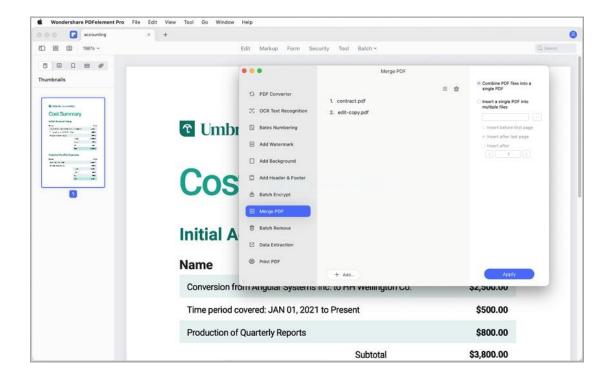
### **Combine PDF**

### How to Combine PDF Files on Mac

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



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



### Organize PDF

### How to Add Pages to a PDF on Mac

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

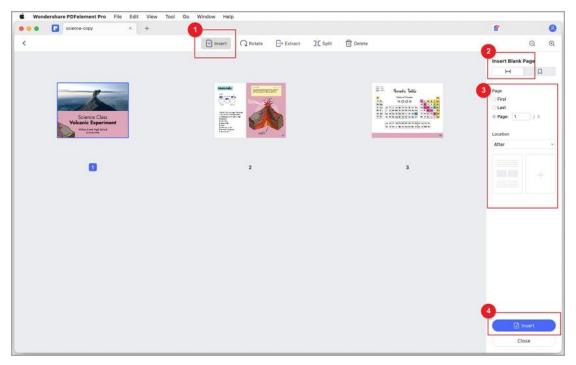
Open one file and click the "Organize Page" button on the top left.

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



#### **Insert Blank Pages**

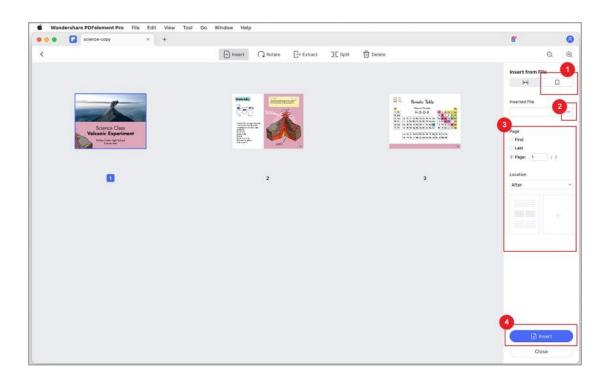
Select "Insert Blank Page" on the right-side panel, and set the location of the new blank pages. Click "Insert" to apply such action.





#### Insert from File

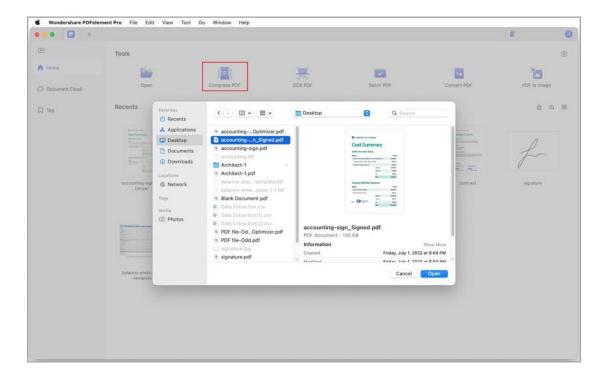
Select "Insert from File" on the right-side panel, and browse to select another PDF file that you want to insert. Please also set the location where the new pages will be added, then click "Insert". This action enables you to insert all pages of the inserted files to your current PDF. You can delete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



### **How to Compress PDF on Mac**

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

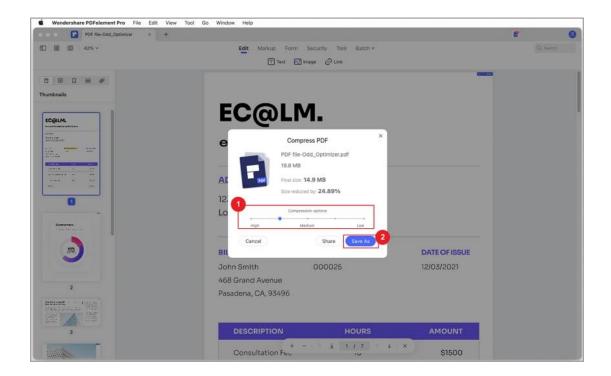
unwanted objects from your PDF files. Here are the steps for compressing your PDF file.



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



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





## How to Crop PDF on Mac

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

#### Index

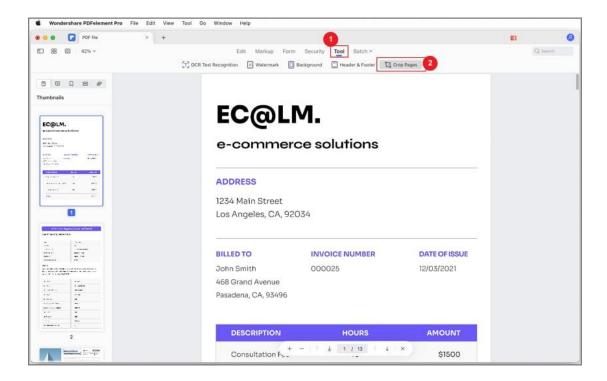
01 Crop pages tool

O2 Crop page rectangle



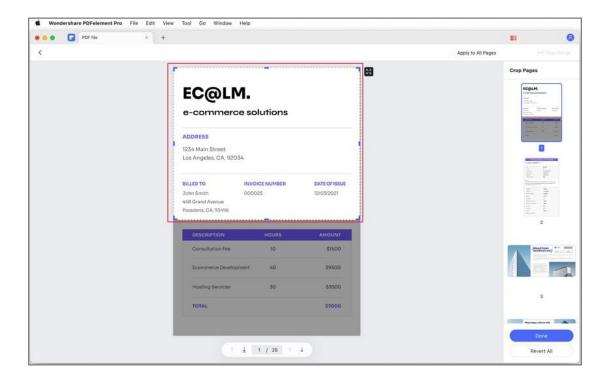
#### Crop pages tool

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



#### Crop page rectangle

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



## How to Delete Pages from PDF on Mac

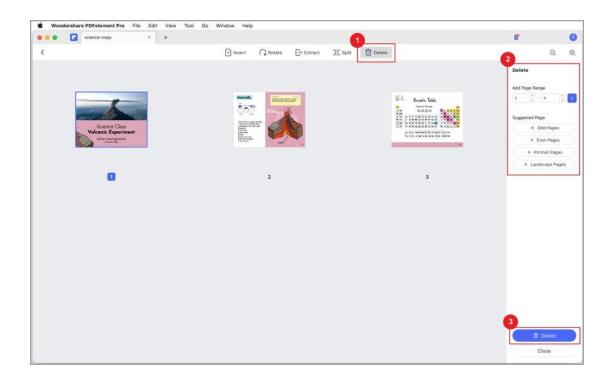
In PDFelement for Mac, it's effortless to delete pages from PDF files.

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



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

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



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





## How to Extract Pages from PDF on Mac

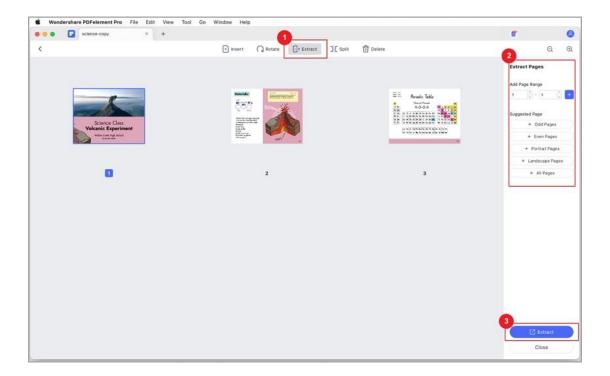
PDfelement for Mac allows you to extract pages from a PDF to create a new PDF easily.

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



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

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



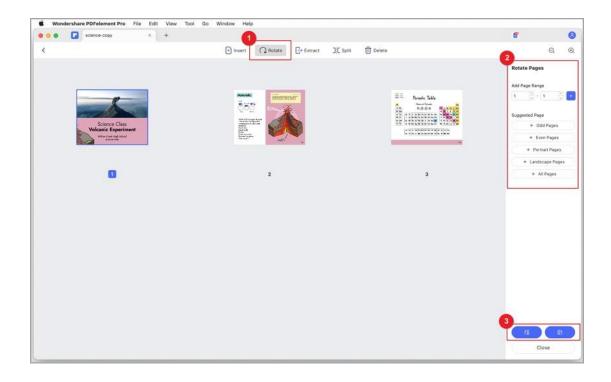
## How to Rotate a PDF on Mac

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

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



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



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





## How to Split PDF Pages on Mac

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

#### Index

Step 1 Organize pages button

Step 2 Split pages tool

Step 3 Set splitting criteria

Step 4 Set output locations



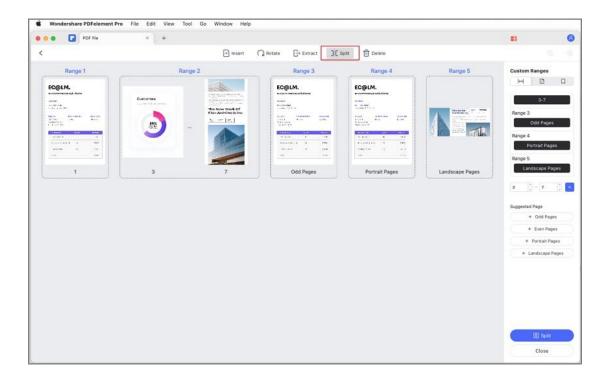
### Organize pages button

Click the Organize Pages Button on the top left.



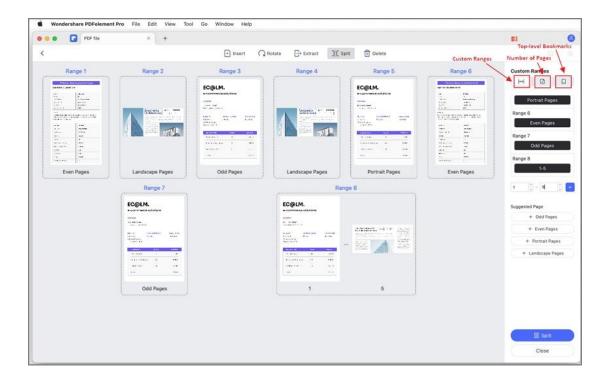
### Split pages tool

Click the "Split" button on the toolbar.



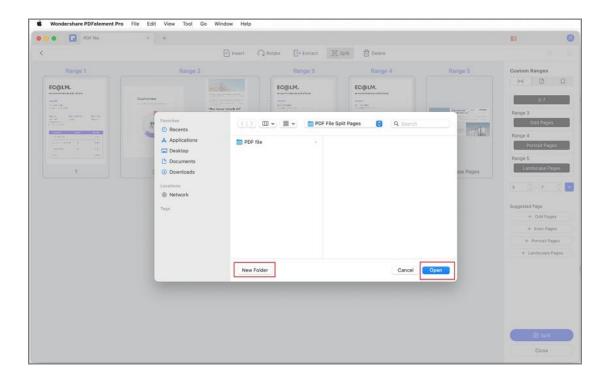
### Set splitting criteria

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



### Set output locations

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

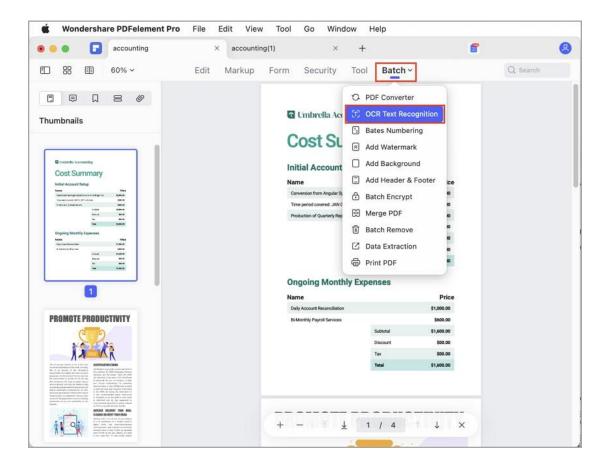


### **OCR PDF**

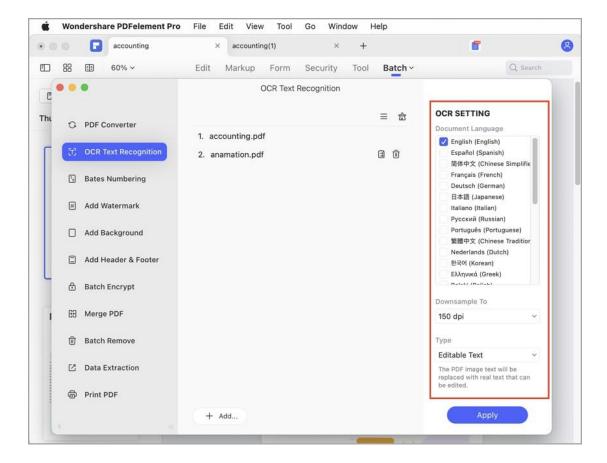
### **Batch OCR on Mac**

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

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



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

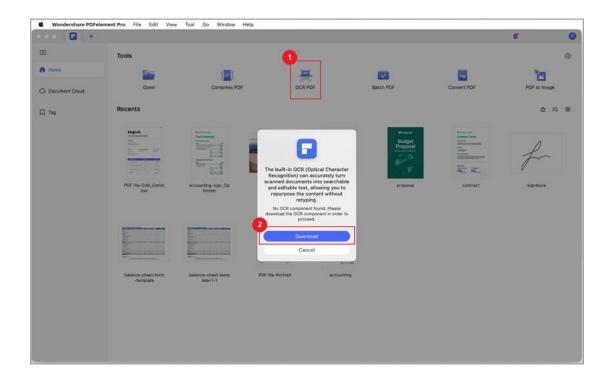


### How to Download and Install OCR on Mac

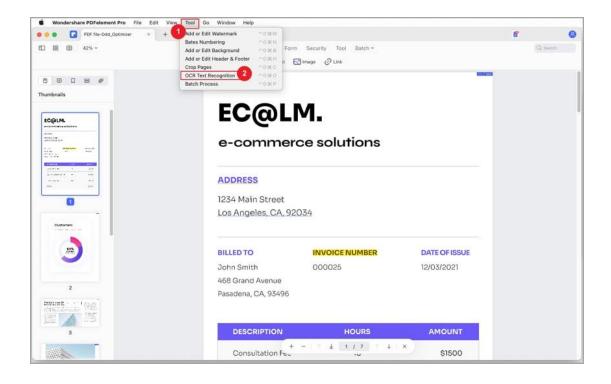
(Only available in PDFelement Professional for Mac version)

OCR needs to be installed separately.

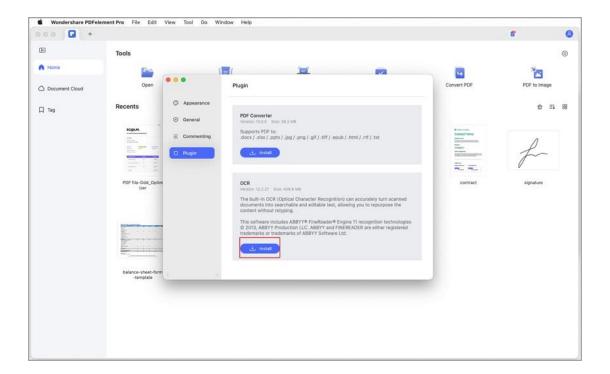
After registering the full version of PDFelement Professional for Mac,
 please click the "OCR PDF" tool on the Homepage and select
 "Download" in the pop-up downloading window.".



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



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



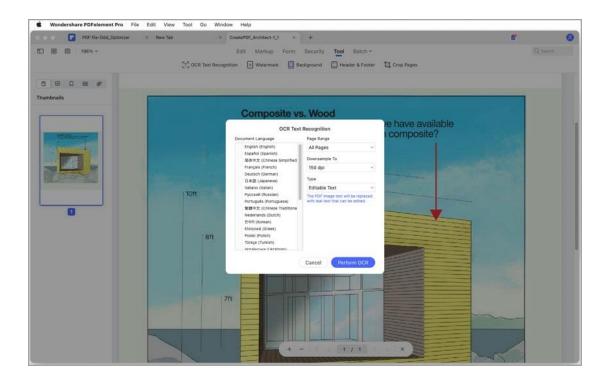
### **OCR PDF on Mac**

(Only available in PDFelement Professional for Mac version)

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

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

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



### **Convert PDF**

### How to Convert PDF to Other Formats on Mac

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

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

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

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



#### **Supported Output Formats:**

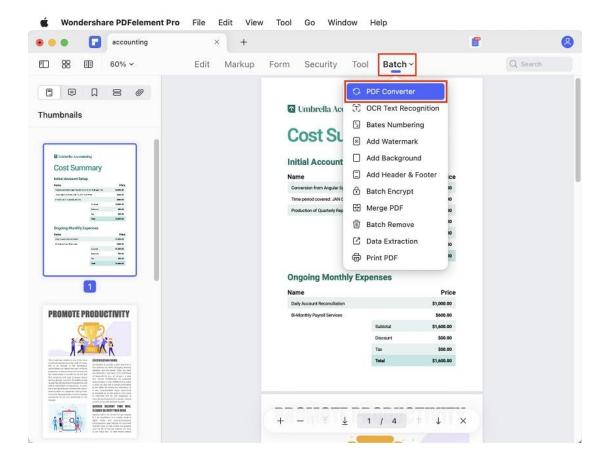
PDFelement Professional for Mac supports converting PDF files to many other formats such as:

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

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

#### How to Batch Convert PDF on Mac

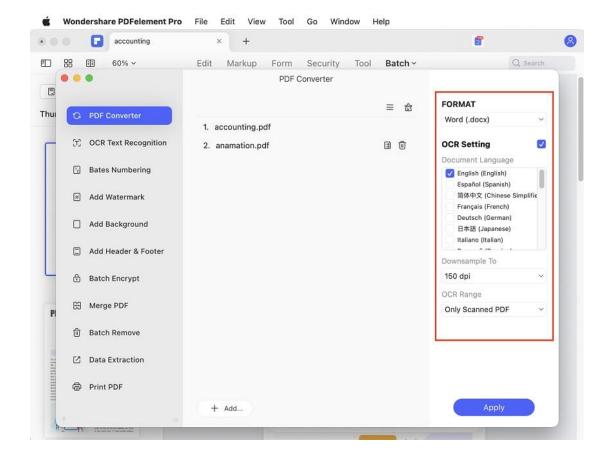
Select the "Batch PDF" tool on the Homepage, or click the "Batch" button after opening a PDF file in the program, and then select "PDF Converter".



Add multiple PDF files into the pop-up window.

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

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



#### Note:

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



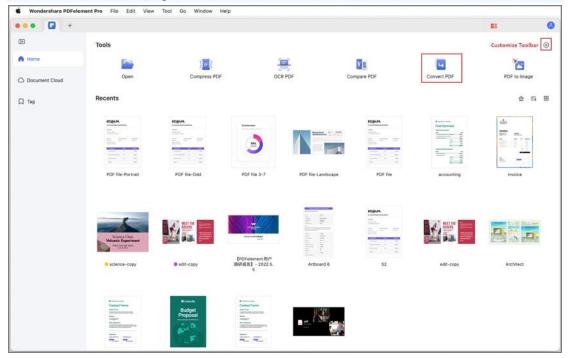
### How to Convert PDF to Image on Mac

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

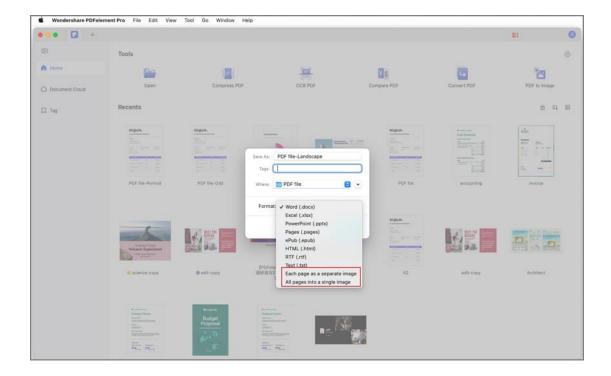
Click the Convert PDF Tool from the Tool Tab on the Homepage, and browse your computer to select the PDF file you want to convert.

#### Note:

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



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



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



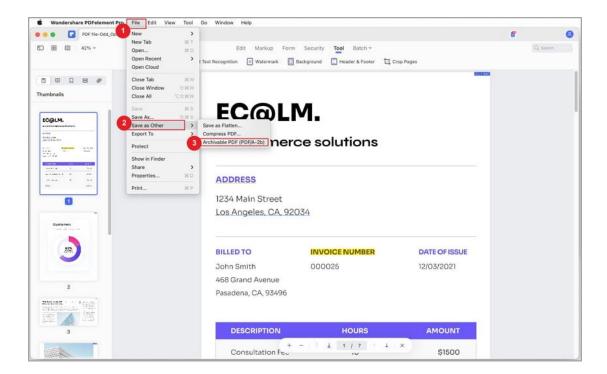
#### How to Convert PDF to PDFA on Mac

(Only available in PDFelement Professional version)

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

 After editing or working with your PDF file in the program or creating a PDF file in the program, please click the "File" tab on the Top Menu

 Choose "Save As Other" > "Archivable PDF(PDF/A-2b)"to save it directly



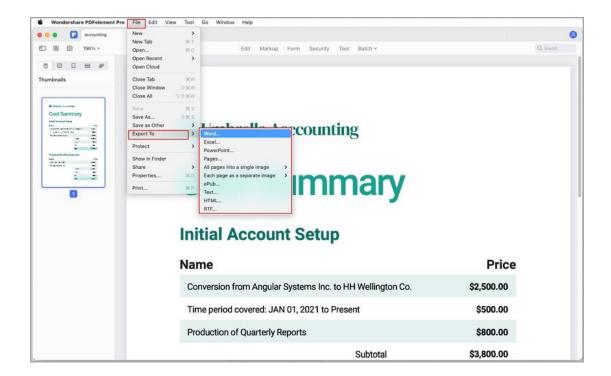
### **How to Convert Scanned PDF on Mac**

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

#### Method 1

The first method is to perform OCR first. Please refer to the chapter "OCR PDF on Mac" for more instructions on how to perform the OCR function.

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



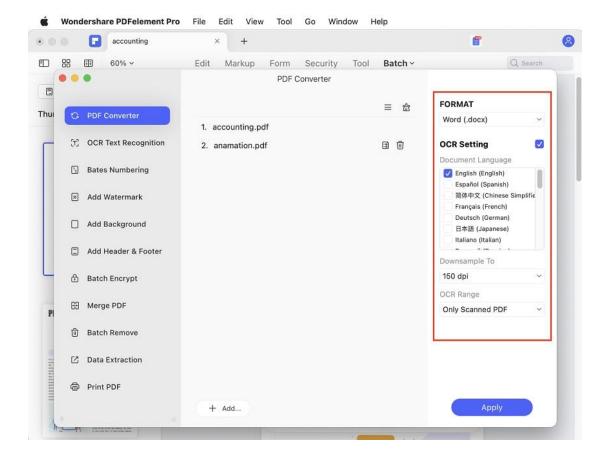
#### Method 2

please do the following steps:

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

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

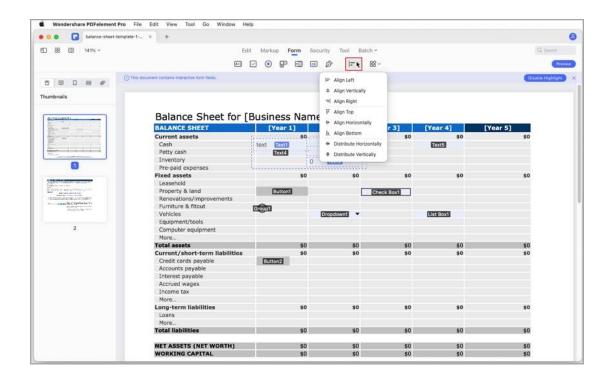
Click the "Apply" button and choose an output folder to start the conversion.



## PDF Form Alignment on Mac

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

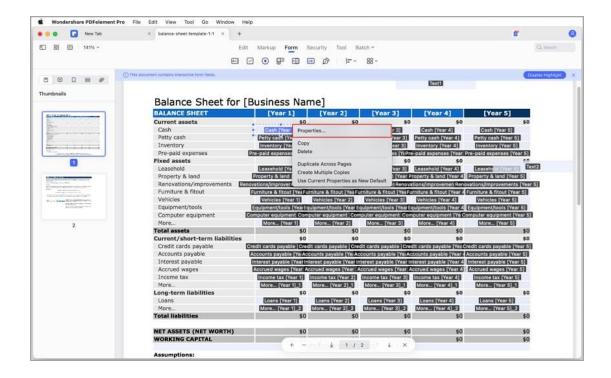
- After opening the PDF file with the interactive forms, please click the "Align" button under the "Form" tab.
- Hold the Command key to click multiple fields to select them simultaneously.
- Click the "Align" or "Distribute" options to align.



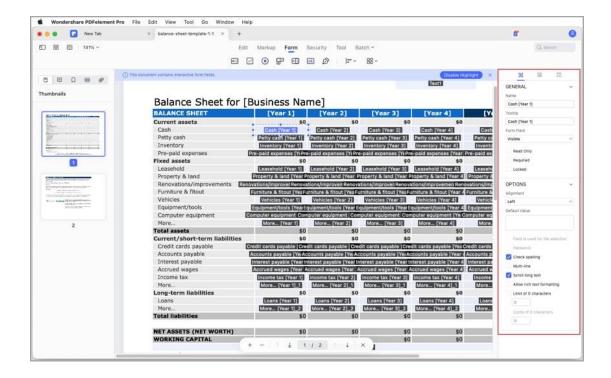
### **PDF Form Properties on Mac**

After adding the form field, you can move it to a new location, or resize it by dragging the edge of the box. You can also modify form fields' properties that apply formatting, options, appearance, and actions on the right-side panel. Different form fields or boxes have different properties. The following example of Text Field is for your reference.

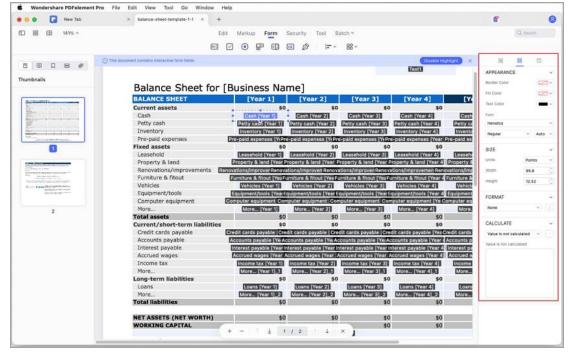
 Open a PDF file with interactive fields, select the text field you want to edit, right-click it and choose Properties to open the right-side properties panel.



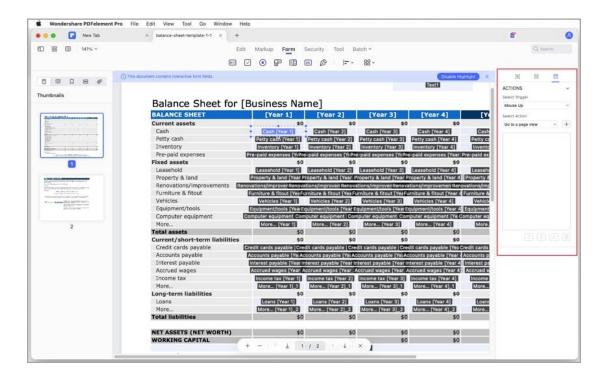
- General: You can set the other common properties on each of the available tabs as needed, including the following:
- Name: Each form filed has a unique name.
- Tooltip: Tooltip text appears when the mouse hovers over the form field, which is used to give instructions on how to fill in the form field.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



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



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

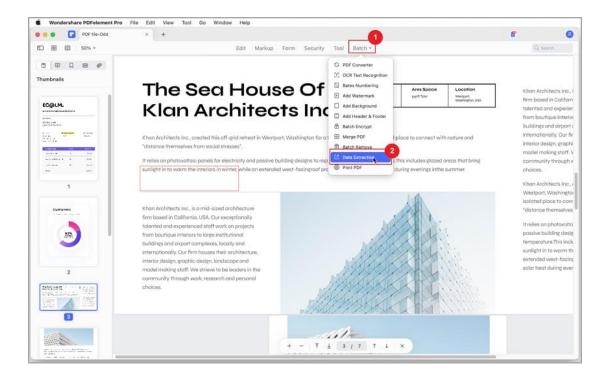




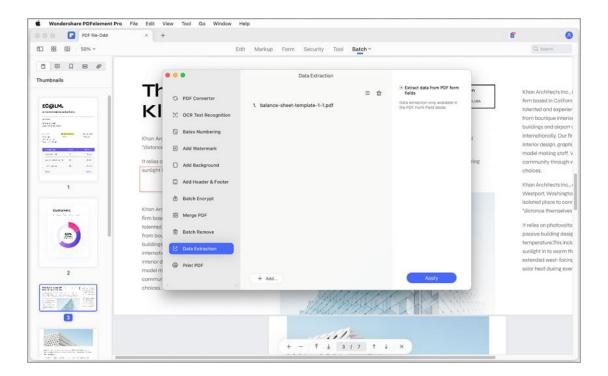
### **Extract Data from PDF on Mac**

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

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



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





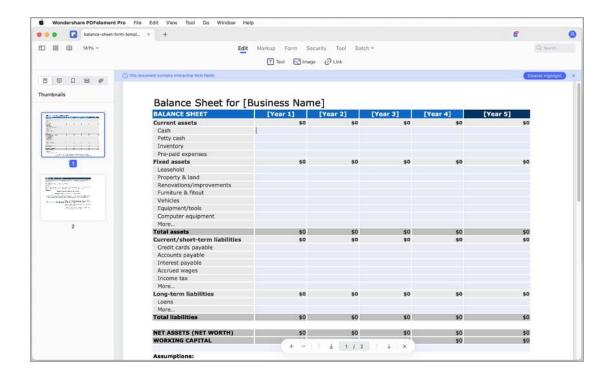
### Fill PDF

### How to Fill PDF on Mac

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

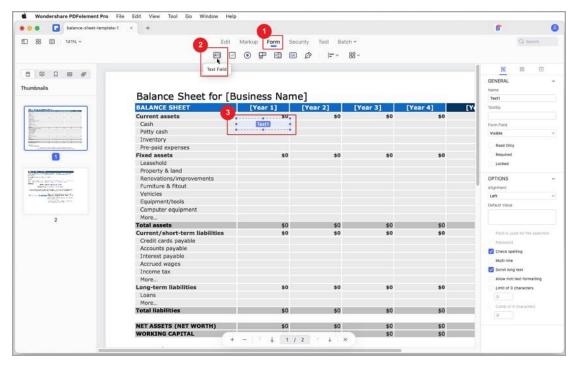
#### 1. Fill in interactive forms.

- To fill in an interactive PDF form, open the form within PDFelement for Mac.
- Click on the fillable fields or boxes to input text.
- Click "File > Save" or press the "Command+S" keys to save the form into a local folder.



#### 2. Fill in non-interactive forms.

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





### How to Make a PDF Fillable on Mac Manually

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

- Text Field: Text filed is used for inputting information allowing for both alpha and numeric values to be included.
- Check Box: Check boxes allow for multiple selections to be chosen from a list of given options.
- Radio Button: Radio Buttons are also used for making selection,
   except for that only one selection is allowed to be checked. Once
   one of the radio buttons is selected, the remaining buttons will turn
   to grey and be non-selectable.
- Dropdown: A Dropdown supplies a list that can be accessed by clicking on the downward-facing arrow. You can choose a single item among the expanded list to fill in the specific field.
- List Box: List Boxes provide multiple choices in the form of a scrolldown list. You can press the Command key while selecting to choose more than one options at the same time.

- Button: Buttons are used for triggering an action, such as submitting the form or resetting the form.
- Digital Signature: A digital signature can be used to authenticate the
  identity of a user as well as the document content. It stores
  information about the signer along with the date, time, and state of
  the document when it was signed.

#### Index

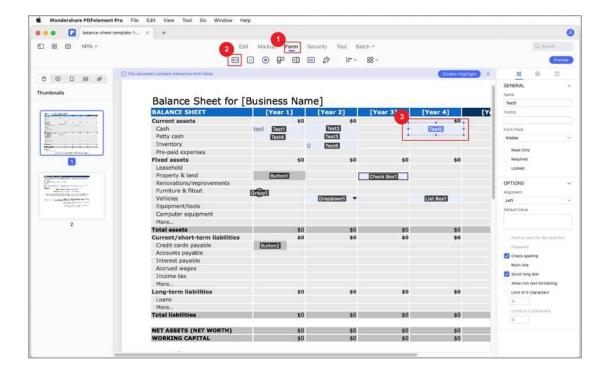
- 01 Add text field
- O2 Add check box
- O3 Add radio button
- O4 Add a dropdown
- 05 Add a list box
- 06 Add a button
- 07 Add a digital signature

#### 1. Add text field

Click the Organize Pages Button on the top left.

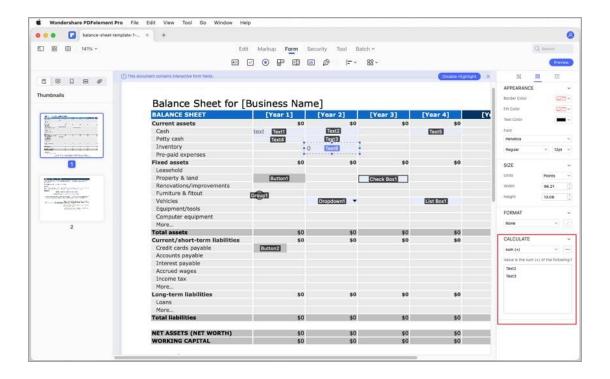
• Click the "Form" menu on the Main Toolbar.

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

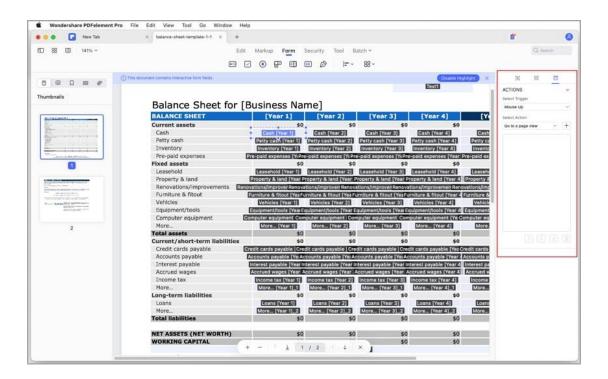


- Click on the text field or right-click the field and select "Properties" to modify its properties on the right-side panel.
- In the "General" option, you are able to alter the name of the field.
- "Options" allow you to set the alignment mode for the text, and also add in a "Default Value" for the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

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

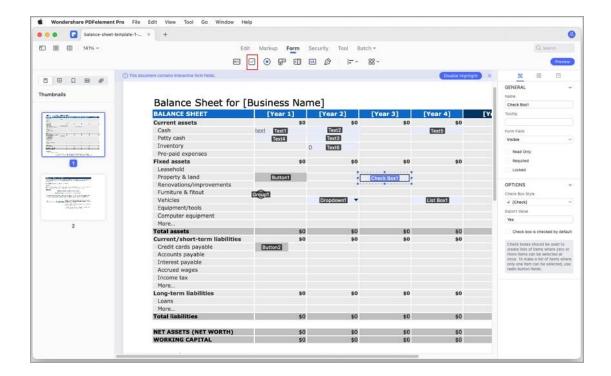


 Choose the actions and triggering mode for the text field in the "Actions" tab.



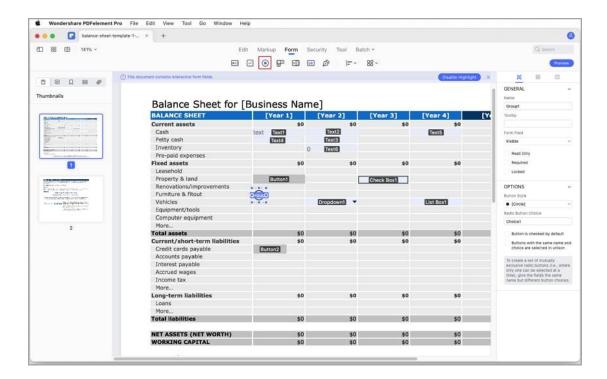
#### 2. Add check box

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



#### 3. Add radio button

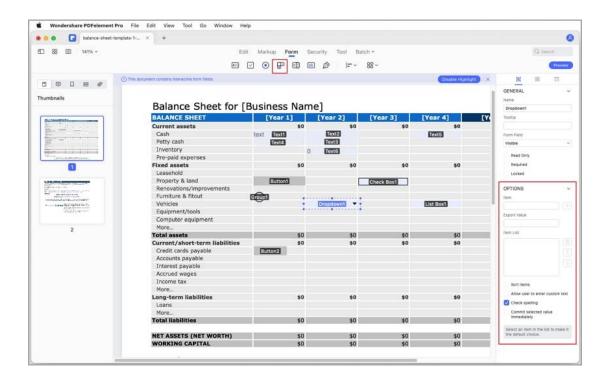
- To add a radio button, select the radio button icon under the "Form",
   click on the PDF page.
- In the right-side panel, define its name and modify its appearance as needed.
- Select the button style under the "Options". If you want all radio buttons checked when one button is selected, check the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



#### 4. Add a dropdown

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

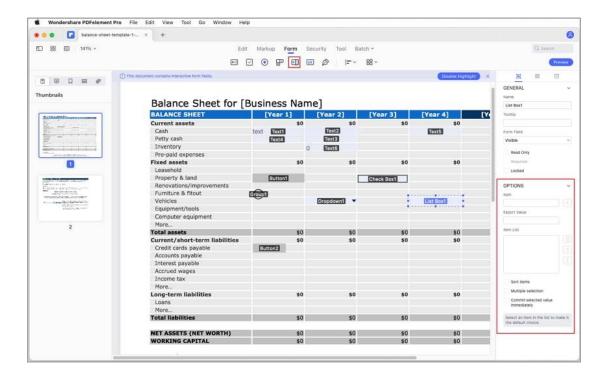
If you are looking to have the information submitted by the user,
 check the "Allow user to enter custom text" option.



#### 5. Add a list box

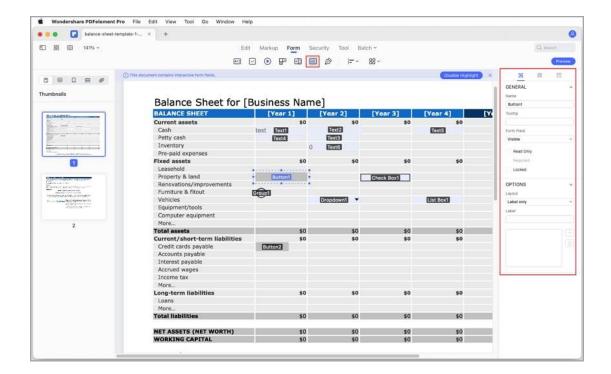
- Find the list box icon from the "Form" tab, and click on the page to insert the list box.
- In the "Option" window, add the new item and include an export value into the "Export Value" field.
- You can arrange the items by alphabetic order by clicking "Sort items".
- If you want the respondent to select multiple items at the same time,
   check the "Multiple selection" option.

Create actions for the list box field in the "Action" tab.



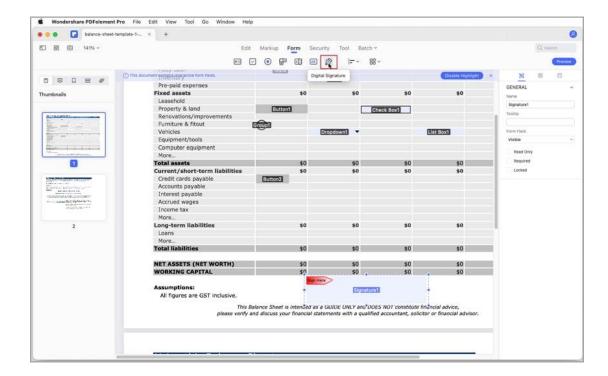
#### 6. Add a button

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



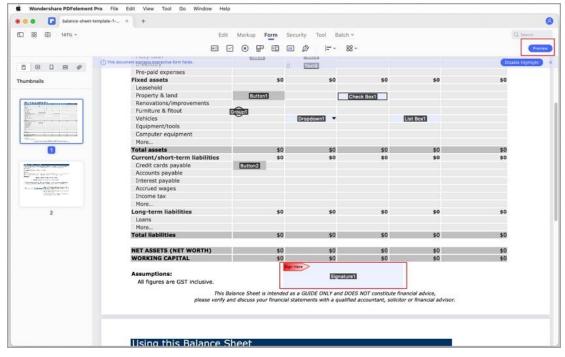
### 7. Add a digital signature

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

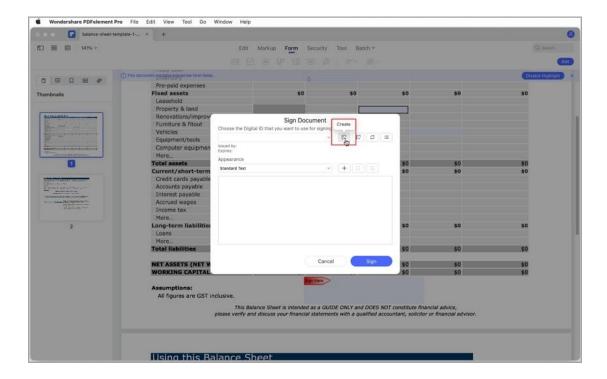


Or you can use our program to add the digital signatures directly.

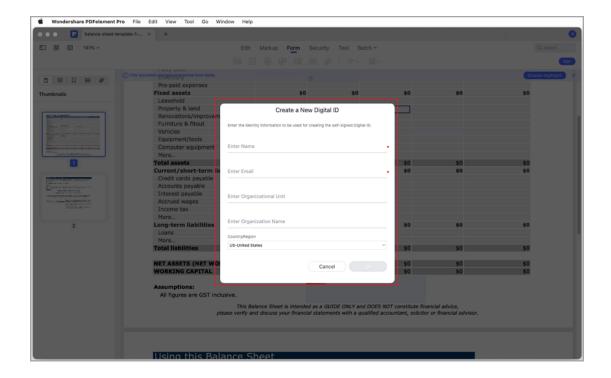
After adding a digital signature field, please click the "Preview" button, then click the "Sign Here" symbol.



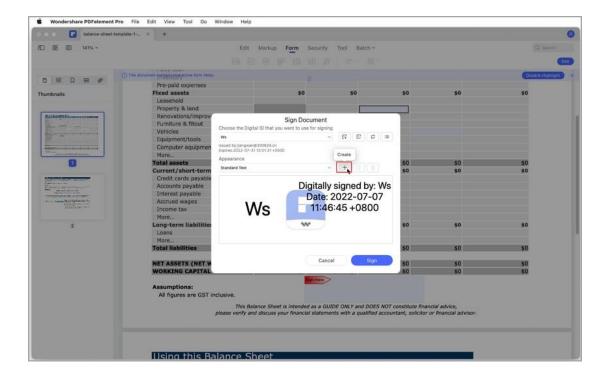
 In the pop-up window, choose a digital ID. If you do not have any ID yet, please click the "Create" button to create one.



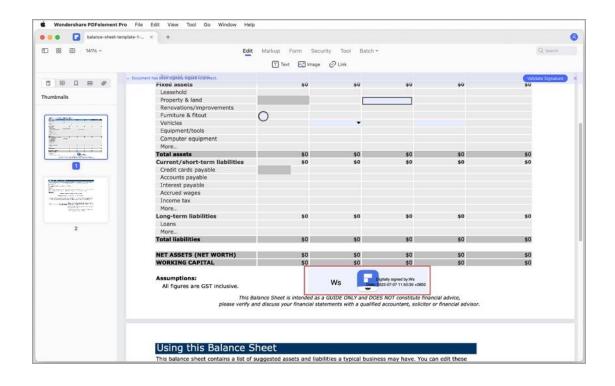
 In the pop-up windows, enter the Identity information to be used for creating the self - signed Digital ID, an then click the "OK" button.



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



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





### How to Turn PDF to Fillable Form Automatically on Mac

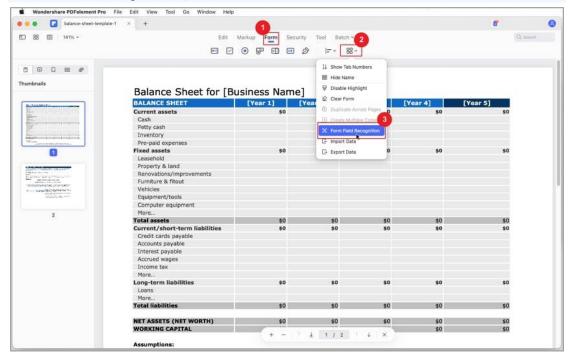
PDFelement Professional supports creating interactive forms automatically with one click, which can dramatically improve your efficiency. If you have a non-interactive PDF form containing blank lines and tables, the document is not a fillable form and will not be useable.

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

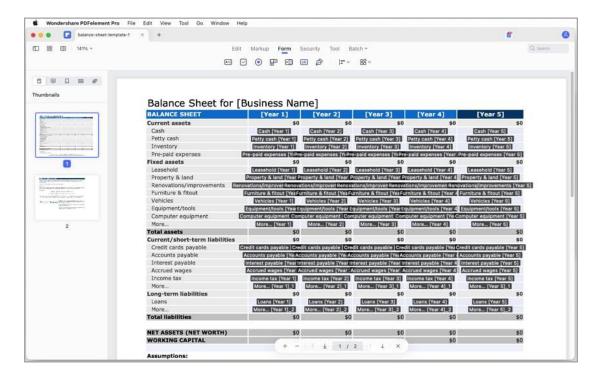


#### Note:

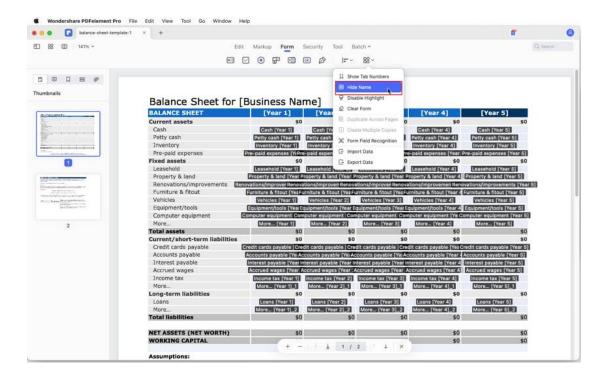
The form field recognition operation cannot be undone.



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



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



### Import/Export PDF Form Data on Mac

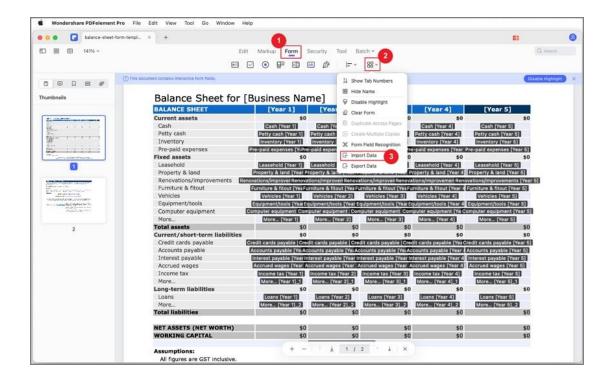
You can import or extract data from PDF files with interactive form fields.

#### 1. Import form data on Mac.

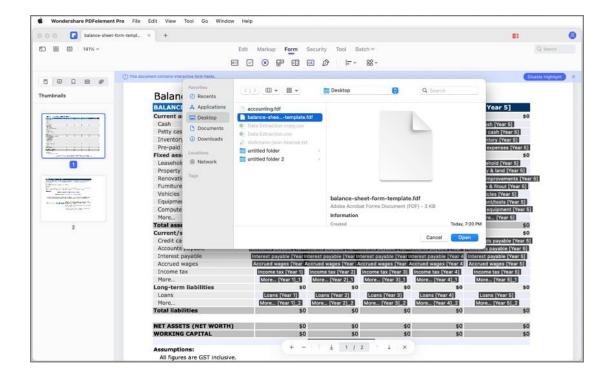
In some working cases, you may receive an FDF file, a text document generated by exporting data from the form fields of a PDF. You might need to view the data in the complete PDF rather than the data-only file.

PDFelement for Mac enables you to import information into the original file.

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



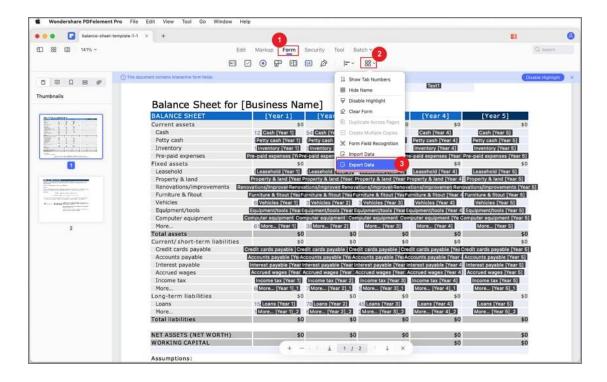
In the pop-up dialog, browse your computer to open the FDF file and import the data to the original PDF.



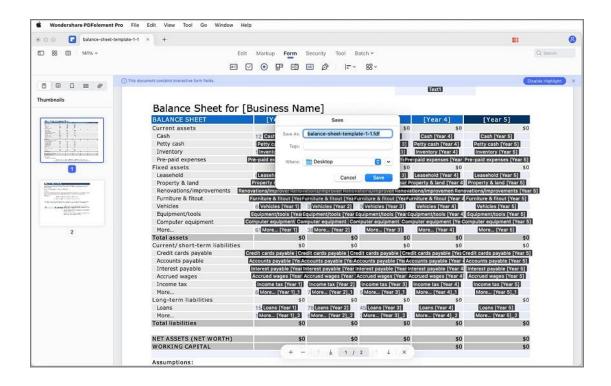
#### 2. Export form data on Mac.

You can only save the data in a PDF file as a separate file in much less space than the original PDF. The data can be imported to the original PDF again or reused in another form containing the same fields.

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



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





### **Protect & Sign**

#### How to Password Protect a PDF on Mac

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

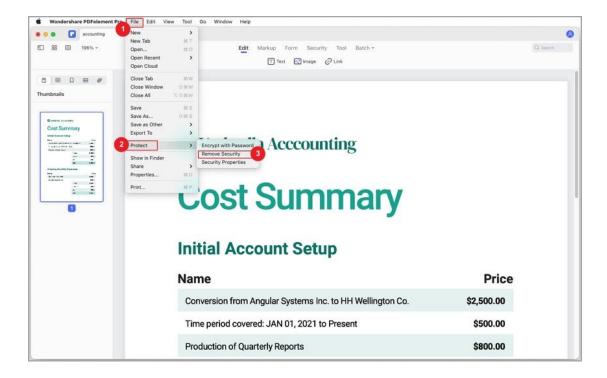
#### 1. Encrypt with a password.

You can encrypt your PDF file with an Open Password or a Permission

Password. If you set the open password to your document, users can only
view your document by entering the correct password. If you set the
permission password to your document, users will be asked to input the
password before editing or changing this PDF document.

#### **Open Password**

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



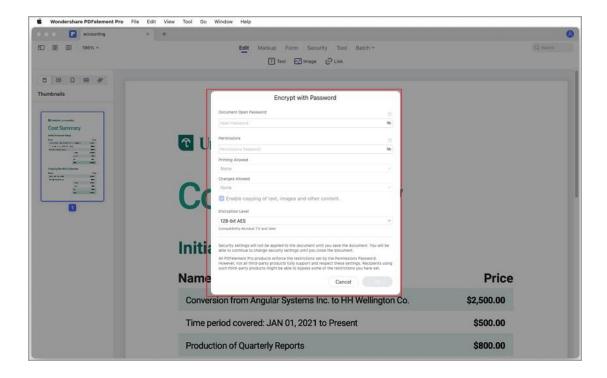
In the pop-up Security Settings window, choose the security settings.

#### Note:

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

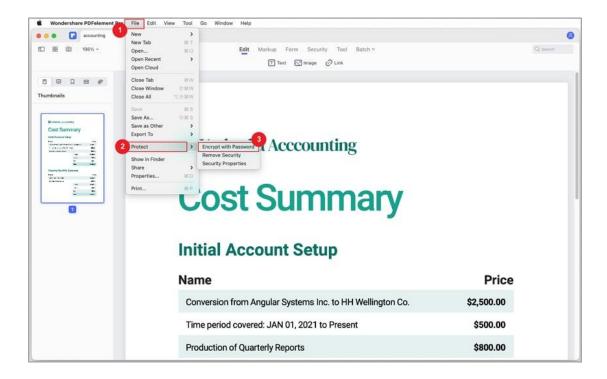
#### **Permission Password**

- Printing Allowed: Set permission for printing the document and the permitted resolution quality.
- Changes Allowed: Customize permissions for the modifications that can be made to the current PDF document. Steps to create a permission password are as follows
- Enter the permission password. You can customize the Encryption Level by adding complex password groups. The higher the encryption level, the more difficult it is to crack the password.
- Click the "OK" button to set the password and save the document.



#### 2. Remove security.

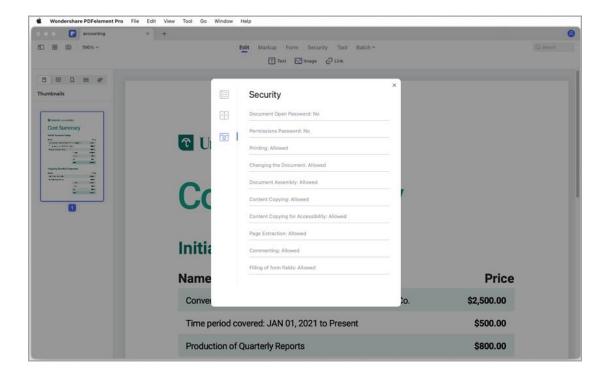
Open the "File" > "Protect" menu. Then click the "Remove Security" button.



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

#### 3. Check PDF permissions.

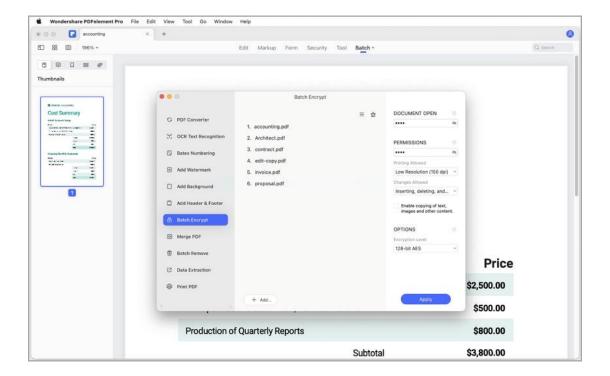
You can click the "File" > "Protect" > "Security Properties" button to check the permission details.



#### 4. Batch encrypt.

You can add the same password to a batch of PDF files by clicking the "Tool" > "Batch" button and selecting the "Batch Encrypt" option. Next, load multiple PDF files in the program, set the open password or the permission

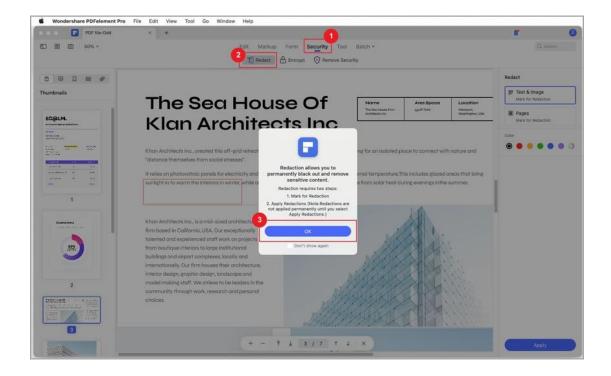
password as needed, click the "Apply" button, and choose the output location to save your files.



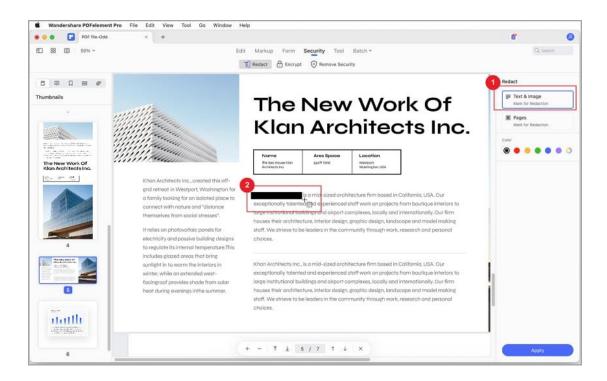
#### How to Redact a PDF on Mac

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

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



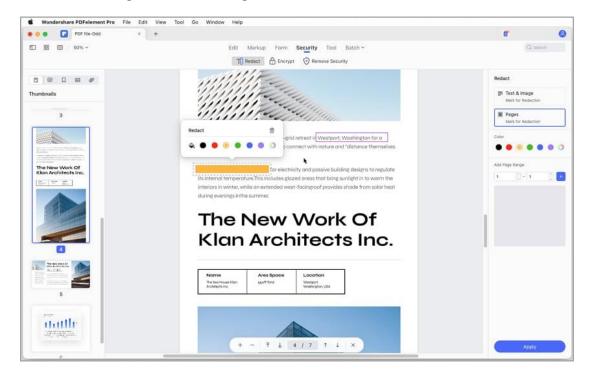
To redact text and images, you can click on the "Text & Image" button
on the right-side panel and drag the cursor to highlight the desired
text or images. Once you release your mouse, the item will be
automatically blacked out.



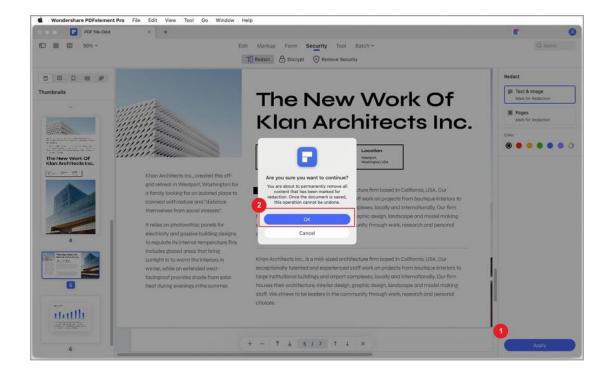
To redact pages, you can click on the "Pages" button on the right panel, select the page range you want to redact, the color to be used in the redaction mark, and click the "+" button.



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



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

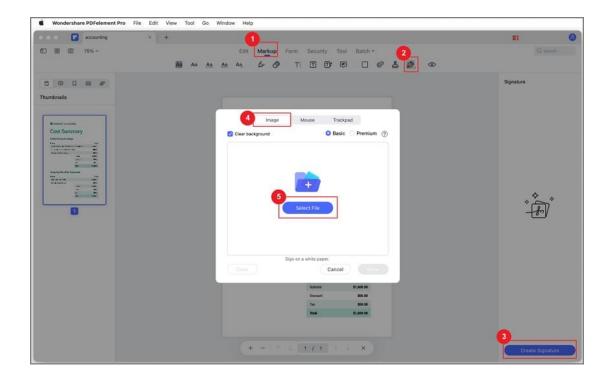


### How to Sign PDF on Mac

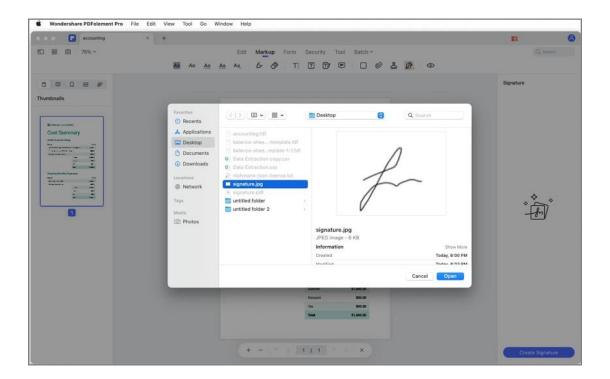
With PDFelement for Mac, you can sign a document to protect or approve its content with four kinds of signatures: image signature, handwritten signature, electronic signature, and digital signature.

#### 1. Image signature.

You can sign a document by adding an image signature to your PDF document. Click Markup button on the Main Toolbar, select Signature on the Secondary Toolbar, click Create Signature on the right pane, and upload the image signature file.

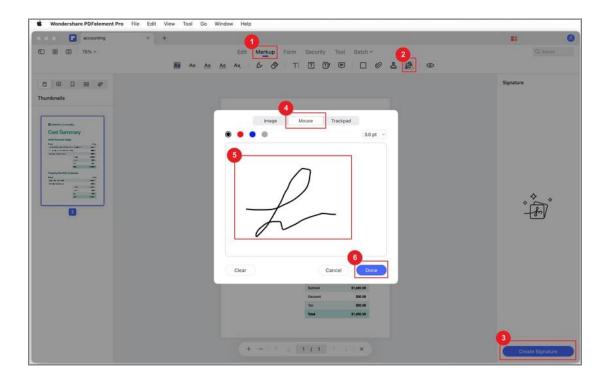


In the pop-up window, browse your computer to select the signature image and use it to sign your PDF.



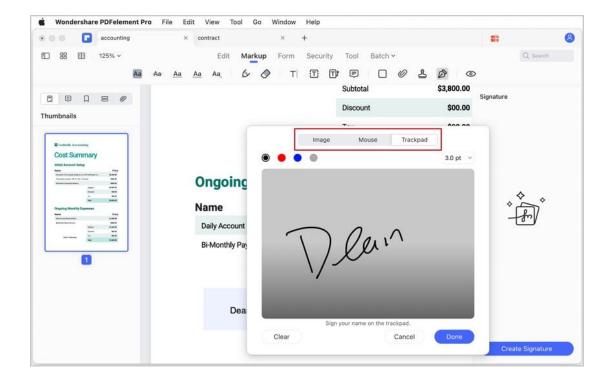
### 2. Handwritten signature.

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



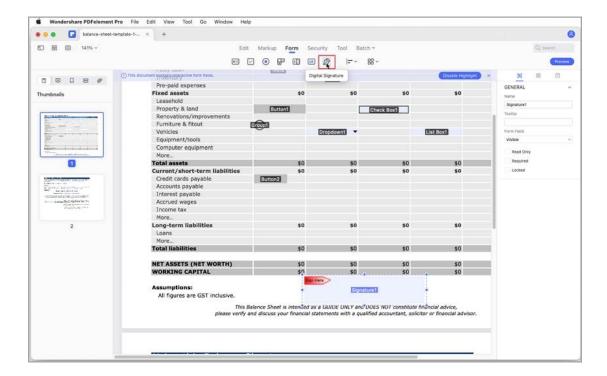
### 3. Electronic signature.

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

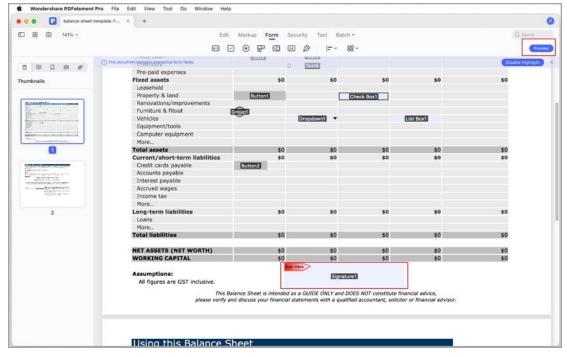


#### 4. Add digital signature.

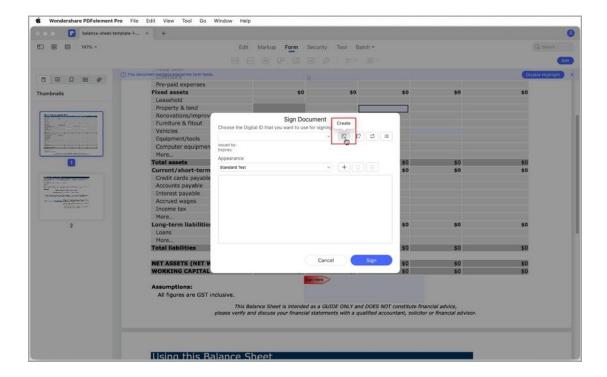
 You can use our PDFelement Professional for Mac to create a digital signature field by clicking the "Form" > "Digital Signatures" button,
 then send the PDF file to others to add digital signatures, and change the signature settings on the right pane.



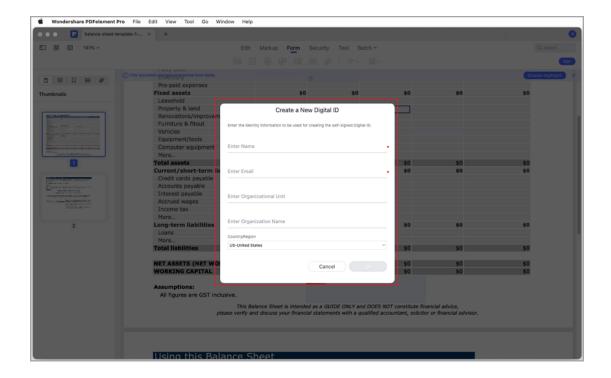
 Or you can also use our program to let others add the digital signatures. After adding a digital signature field, click the "Preview" button and click the "Sign Here" symbol on the page.



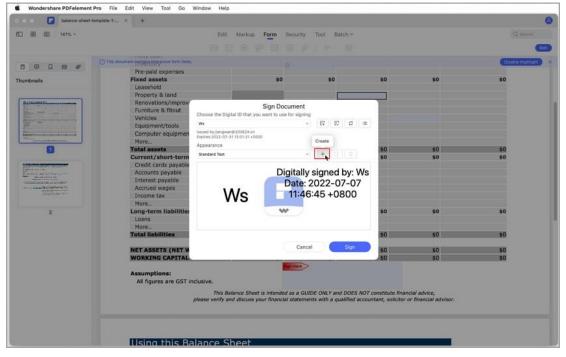
• In the pop-up window, choose a digital ID as you want to sign. If you do not have any ID yet, please click the "Create" button to create one.



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

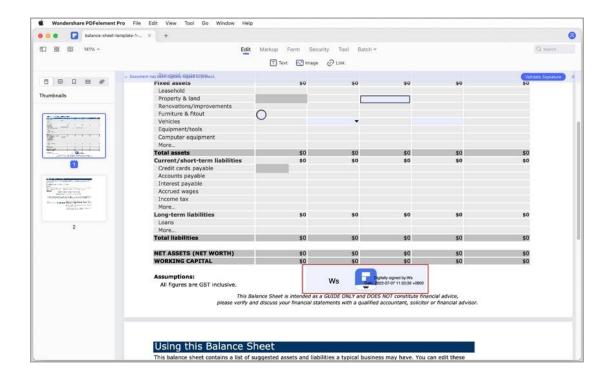


It will go back to the first "Sign Document" window and you can
preview your digital signature. You can also click the "Create" button
under the Appearance to change the style of your Digital signature.





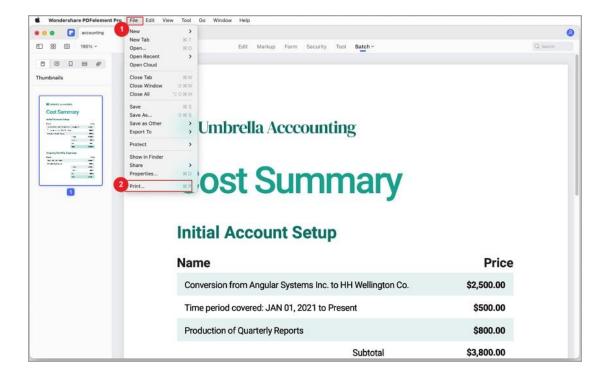
 Click the "Sign" button and save your file, the digital signature will be applied directly.



#### **Print PDF**

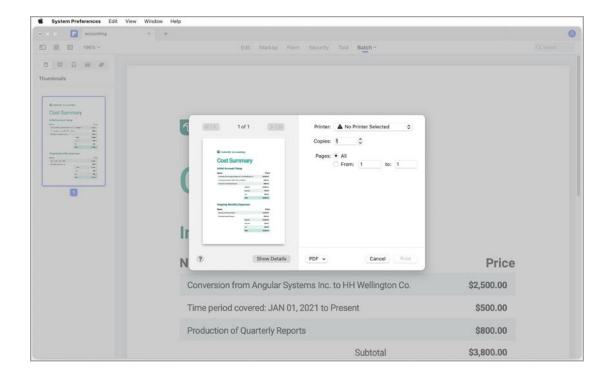
#### How to Print PDF on Mac

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



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

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



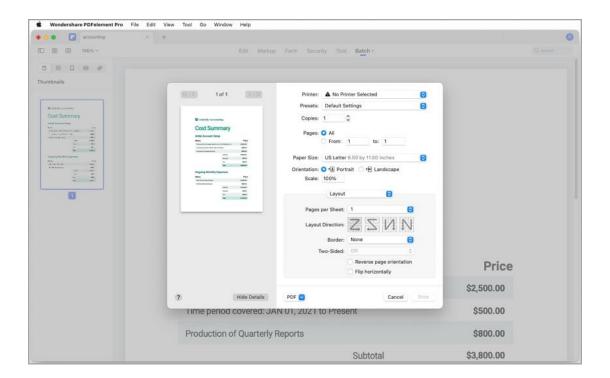
#### **PDF Print Settings on Mac**

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

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



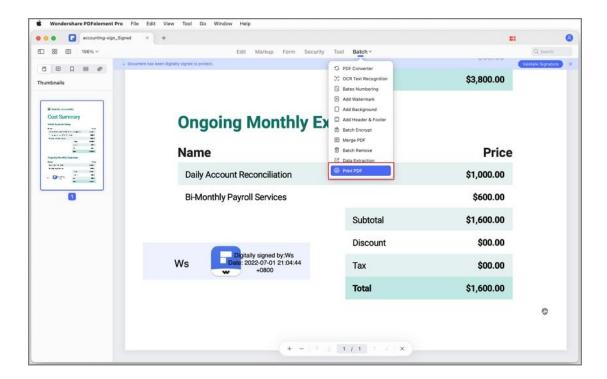
Layout: Set the layout of pages



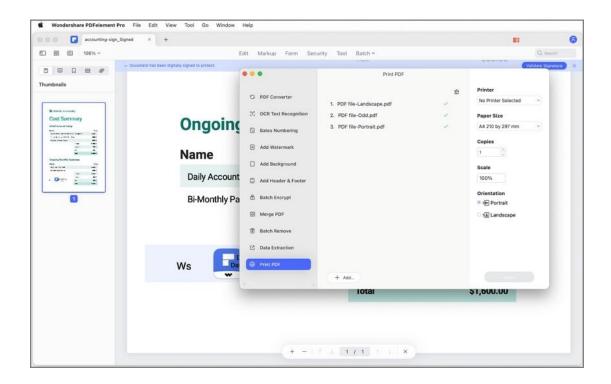
### Print Multiple PDFs at Once on Mac

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

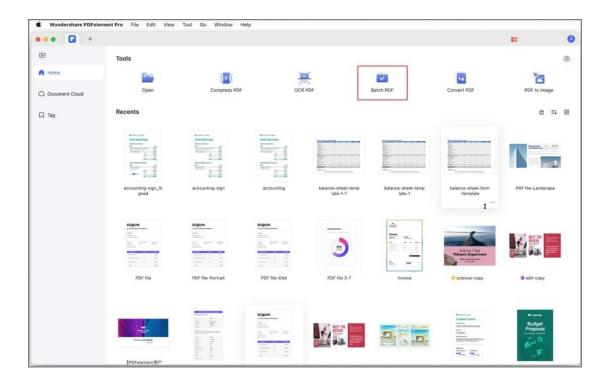
Select Print PDF option after clicking Batch button on the Main Toolbar.



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



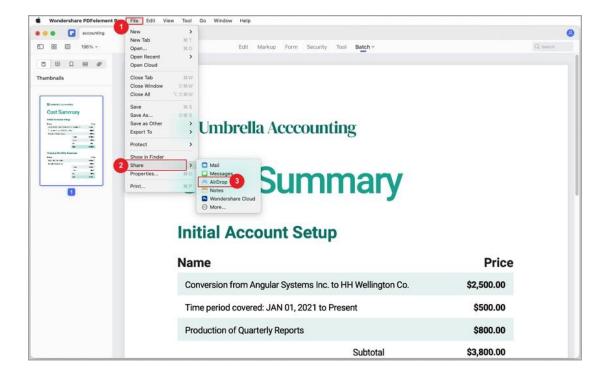
Alternatively, you can start the batch print function on the Homepage by clicking Batch PDF button.



### **Share PDF**

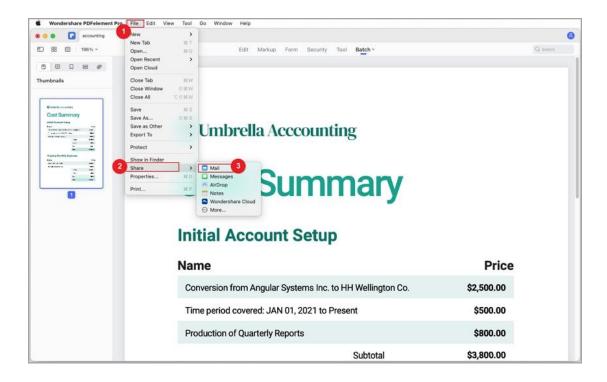
### Airdrop PDF from Mac

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



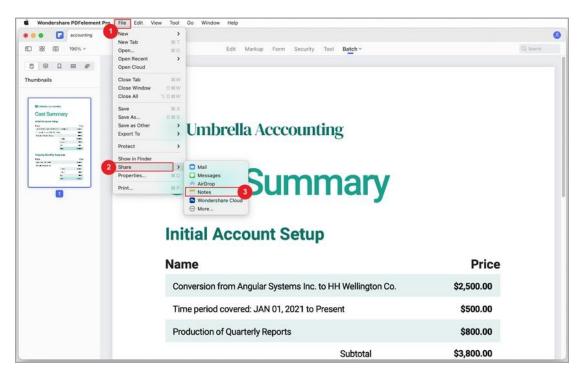
#### Send PDF to Email on Mac

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



#### **Share PDF to Note**

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





### Share PDF via Messages on Mac

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



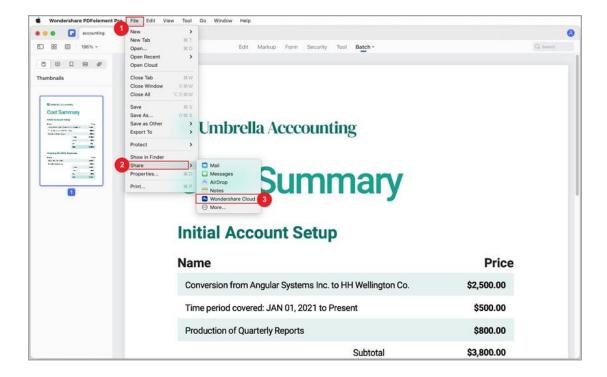
### Upload PDF to Cloud on Mac

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

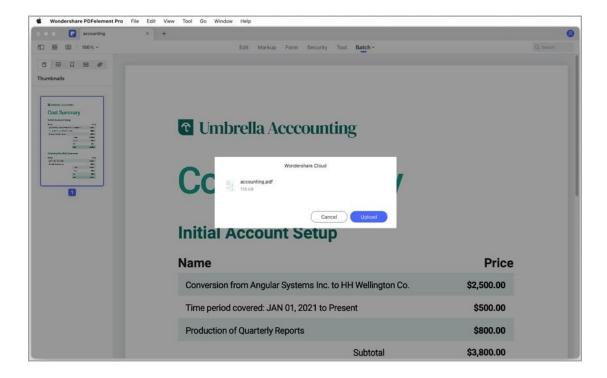


#### 1. Share from the File Menu.

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



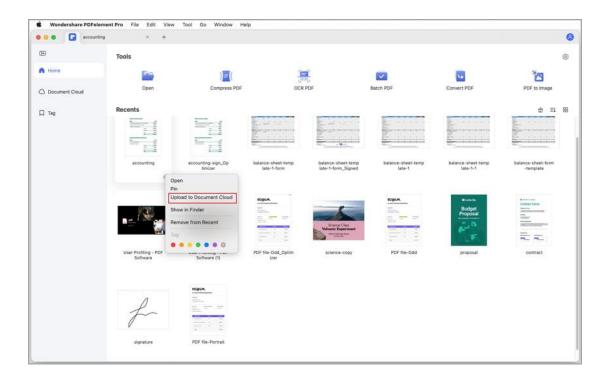
• And then click the "Upload" button in the pop-up window.



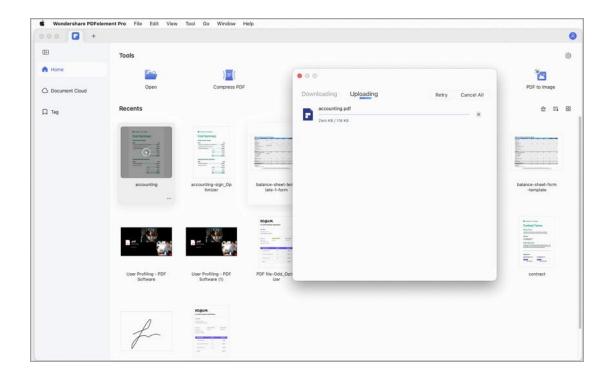
Once the file is uploaded, click "OK" to complete.

#### 2. Upload PDF to cloud from the Homepage.

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

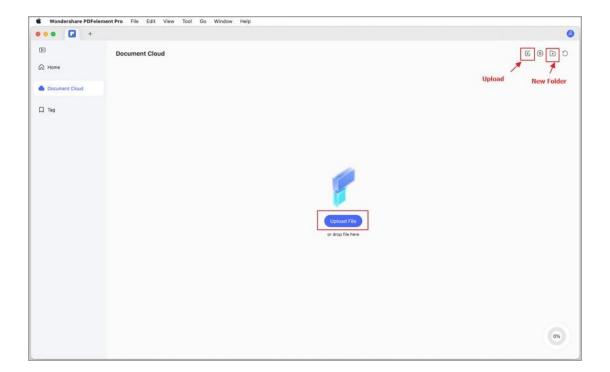


• The Transfer List will pop up to display the uploading progress.

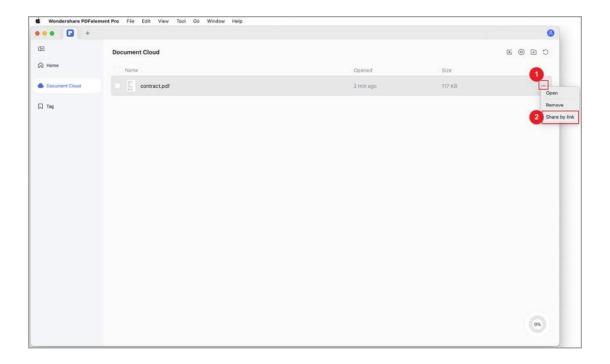


3. Upload PDF to cloud from the Document Cloud tab.

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



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



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