

PDFelement 12

User Guide

(Win Version)



Table of Content

Get Started with PDFelement	5
Brief introduction to PDFelement.....	5
Download and Install PDFelement	8
Register and Get Wondershare PDFelement Full Version	9
Check the Version of PDFelement.....	11
Customize the PDFelement Toolbar.....	12
Shortcut keys	14
Open PDF	16
Open PDF from Top Menu	16
Open PDF from File Menu	17
Open a Protected PDF.....	18
View PDF	20
How to Read PDF Files	20
How to Navigate PDF	25
View PDF in Night Mode.....	28
Read a PDF in Reversed Order.....	29
View Multiple PDFs in Different Windows.....	30
Use Split View on Windows	32
View PDF with Ruler and Grids	33
Add Bookmarks to a PDF on Windows	35
Do Word Count and Page Count in PDF	39
How to Record a PDF Screen.....	40
Create PDF Files	43
Create PDF Files from Any File	43
Create Blank PDF	46
Create PDF Files Using Print.....	48
Turn Scanned Document to PDF	50
Create PDF from Clipboard	51
Create PDF from HTML	52
Create PDF from Templates	54
Create A PDF Portfolio	57
Convert Multiple Files to PDF	59
Annotate PDF Files.....	63
Add Comments to a PDF	63
Adjust Comment Properties	68
Use Comment Summary on Windows	69
Mark Up a PDF	70

Draw on a PDF	72
Add Stamps to PDF	73
Add a Time Stamp to a Document	76
Add Stickers in a Document	78
Hide/Remove Annotations	80
Do Page Measurements	82
Access Cross-Page Seal Feature	85
Add Attachments to PDF	87
Edit PDF Files	88
How to Edit Text in PDF	88
Add Vertical Text	92
Create Outlines for Text	93
Spelling Check in PDF	94
Edit an Image in a PDF	96
Edit Hyperlink in PDF	97
Add Watermark to PDF	99
Change Background in PDF	103
Add Page Numbers to a PDF	105
Add a Header or Footer in a PDF	107
Add Bates Number to PDF	109
Add Audios or Videos to PDF and Play Them	114
Import As Layer	118
How to Flatten a PDF	120
PDF AI Tools	120
How to Summarize a PDF	120
Summarize Multiple Files with AI	124
Summarize a PDF to a Mind Map	125
Use Lumi AI Reading Assistant to Chat with PDF	127
Chat with Multiple PDFs	131
Proofread PDF	133
Rewrite PDF with AI	135
Translate a PDF On Windows	138
Get Side-by-Side Translation	140
Batch Translate PDFs	142
PDF Grammar Checker	145
AI Knowledge Card	147
Customize AI Assistant	148
How to Customize AI Prompt	149
Use Intelligent Image Editing	152

Detect AI-Written Text.....	156
Explain PDF Content and Code.....	159
PDF to Markdown	163
Read Aloud a PDF	164
Generate Images With AI.....	166
Combine PDF Files.....	169
How to Combine PDF	169
Combine PDF via Right-Clicking.....	171
Cross-Merge Two PDFs.....	173
Organize PDF Files	175
How to Split PDF.....	175
Resize Page on PDF	177
Insert a Page in a PDF.....	179
Insert Pages from the Scanner	181
Delete Pages from PDF	182
Delete Blank Pages from PDF	183
Replace a Page in a PDF	185
Duplicate PDF Page	187
Extract Pages from PDF	188
Crop PDF Pages.....	190
Batch Crop PDF	192
Set Page Margin on Windows.....	195
PDF Pages Labels	197
Rotate Pages in PDF	198
Compress PDF	199
PDF OCR.....	202
What is OCR?	202
Download and Uninstall OCR	202
Scan PDF with OCR	204
Batch OCR.....	206
Convert PDF Files	208
Convert PDF to Image	208
Convert PDF into Other Formats	210
Convert PDF to an Image-Based PDF.....	212
Convert PDF to PDF/A	214
Batch Convert PDF	215
Convert Scanned PDF	217
PDF Conversion Settings.....	218
Fill PDF Forms.....	221

How to Fill PDF	221
Recognize PDF Form	223
Turn PDF to Fillable Form Automatically	224
Make Fillable PDF Manually	226
Recognize a Table in a PDF on Windows	227
PDF Form Alignment	229
Set Form Field Position	230
Import/Export PDF Form Data	232
Extract Data from PDF	234
Check Form Field List	238
PDF Form Properties	239
Protect & Sign PDF Files	243
How to Sign PDF	243
How to Send PDF for eSignatures	254
How to Decline to Sign	262
Set Signature Timestamp on PC	264
Sync Signatures or Stamps	267
Download a Signed Document	269
Batch Sign on Windows	270
How to Redact PDF	273
Smart Redact Document	276
Apply Redaction to Multiple Pages	277
Password Protect PDF	280
Print PDF Files	282
Print a PDF in PDFelement	282
Print Documents in Batch	286
PDF Print Settings	287
Batch Print	289
Add a Print Template	291
Print with Bleed Marks	292
Share PDF Files	294
Share PDF with QR Code	294
Add a QR Code to a PDF	295
Send PDF To Email	297
Share PDF to Dropbox	297
Upload PDF to Cloud	298
Share PDF to Google Drive	299

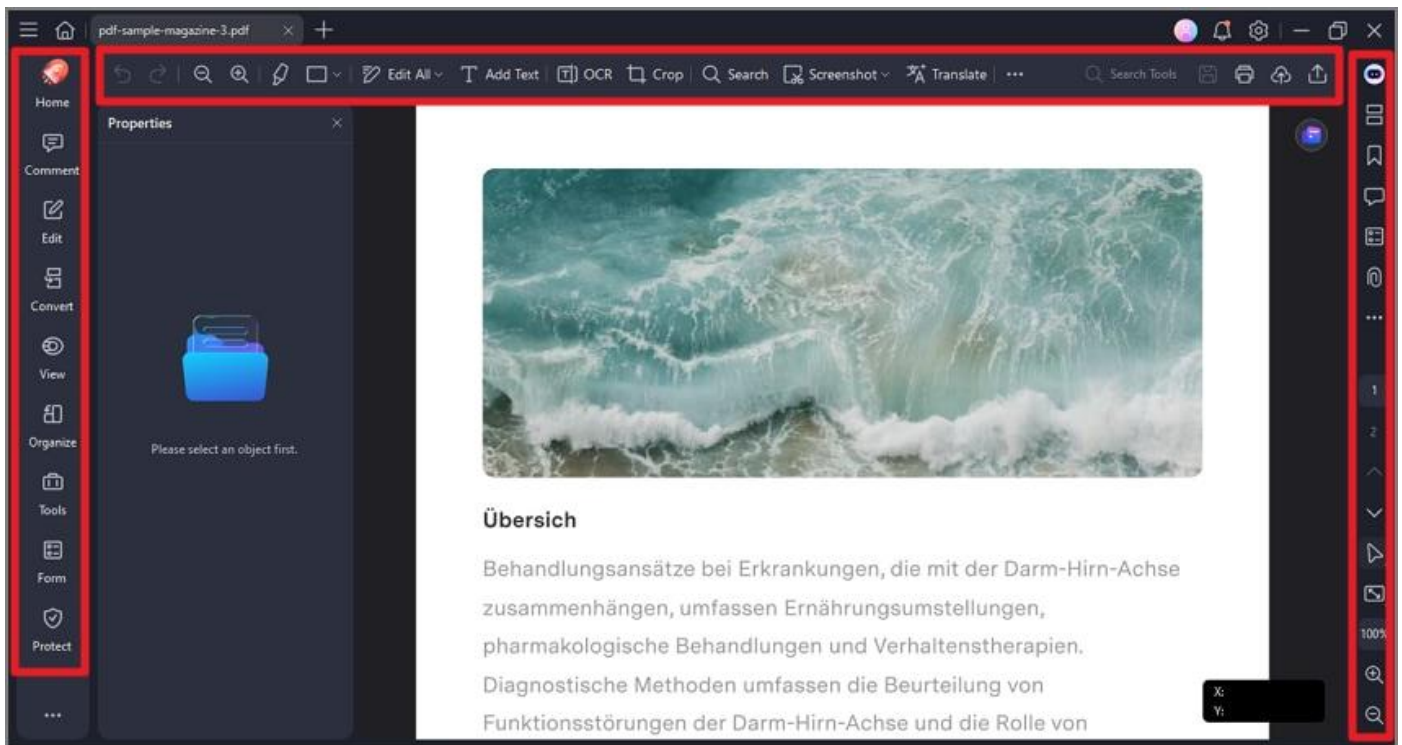
Get Started with PDFelement

Brief introduction to PDFelement

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

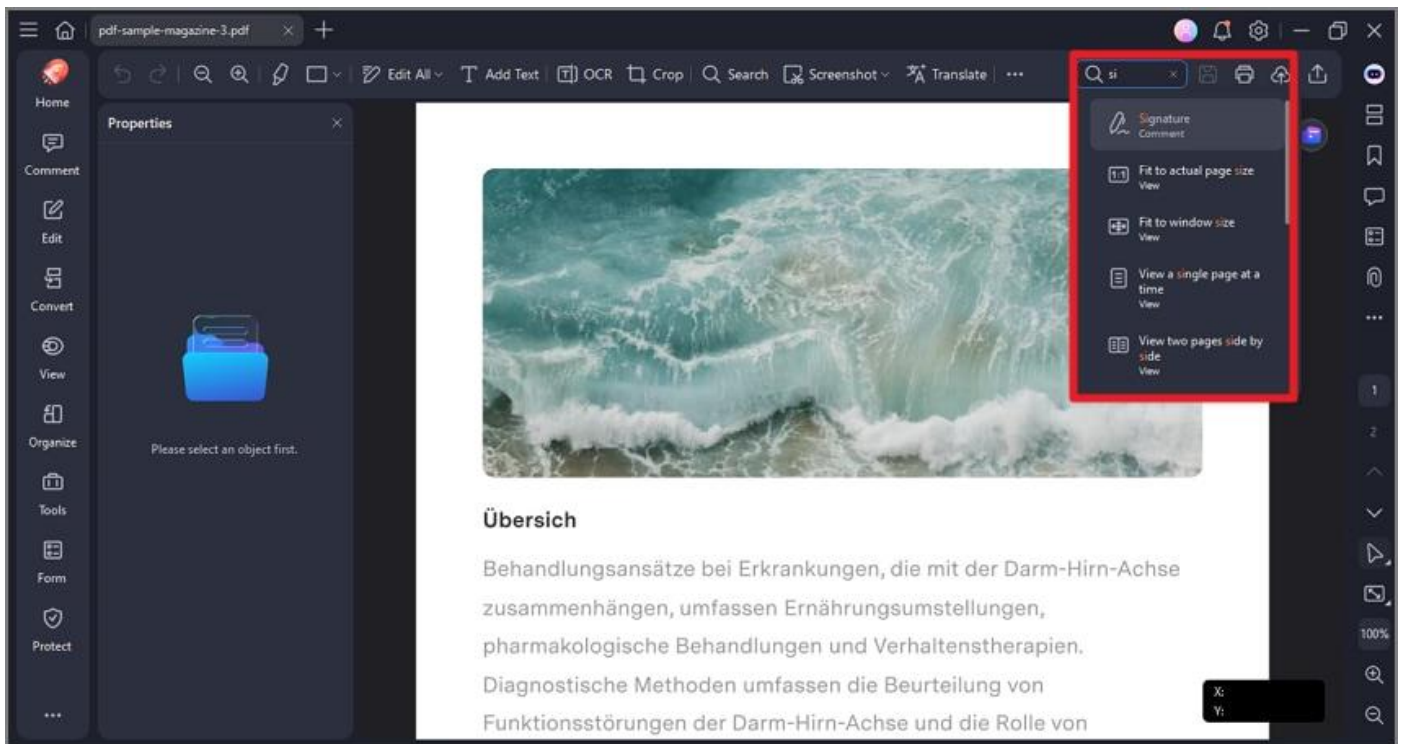
- Open, save, print and markup PDFs;
- Add, remove, move, re-size and rotate any graphical element within your PDF;
- Secure your PDFs with password protection;
- Convert PDF documents into Word, PowerPoint, Excel, HTML, text and image files;
- Create interactive form field and recognize form field automatically;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

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



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

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

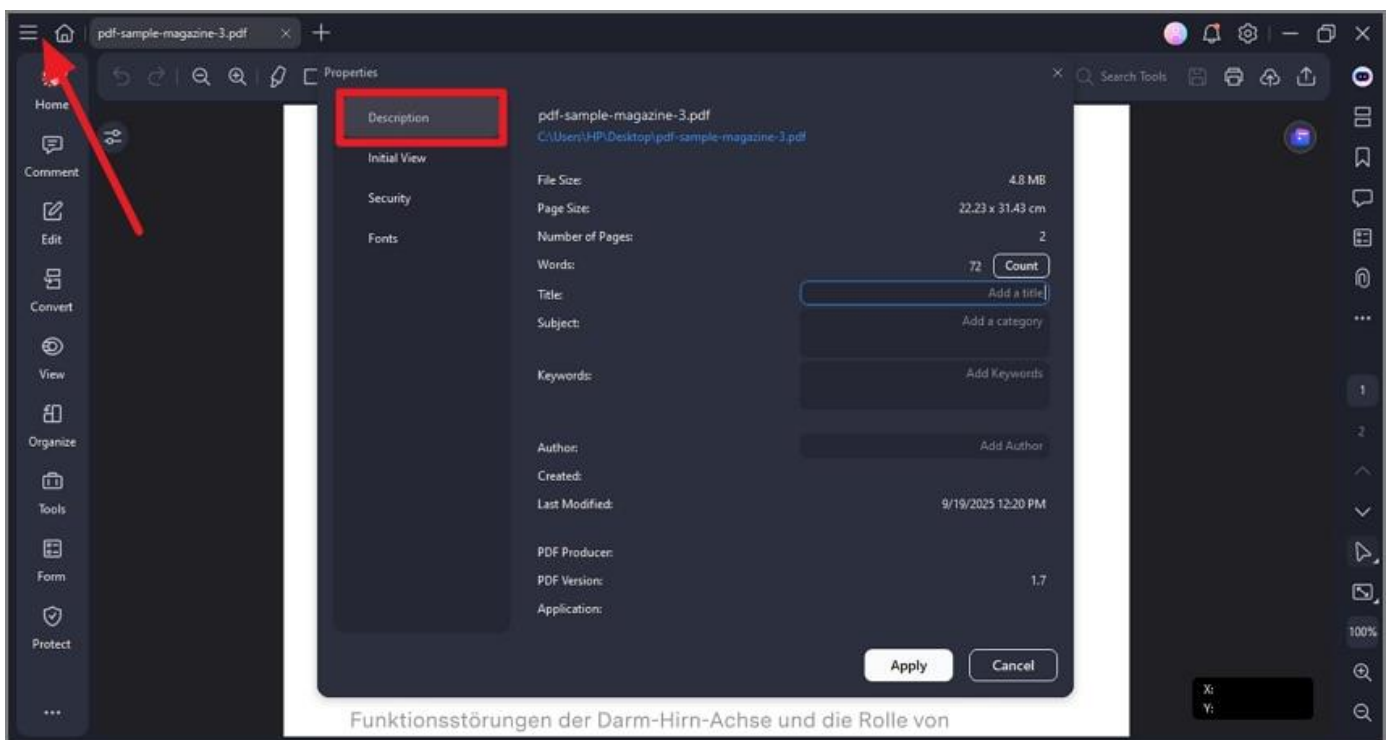


To quickly find out the tool you need, you can enter the tool name or keyword in the Search box, and then click your needed feature in the search results. After that, the corresponding tool will be activated directly. That's quite fast and easy to complete some operations in PDFelement.

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

1. File Properties

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

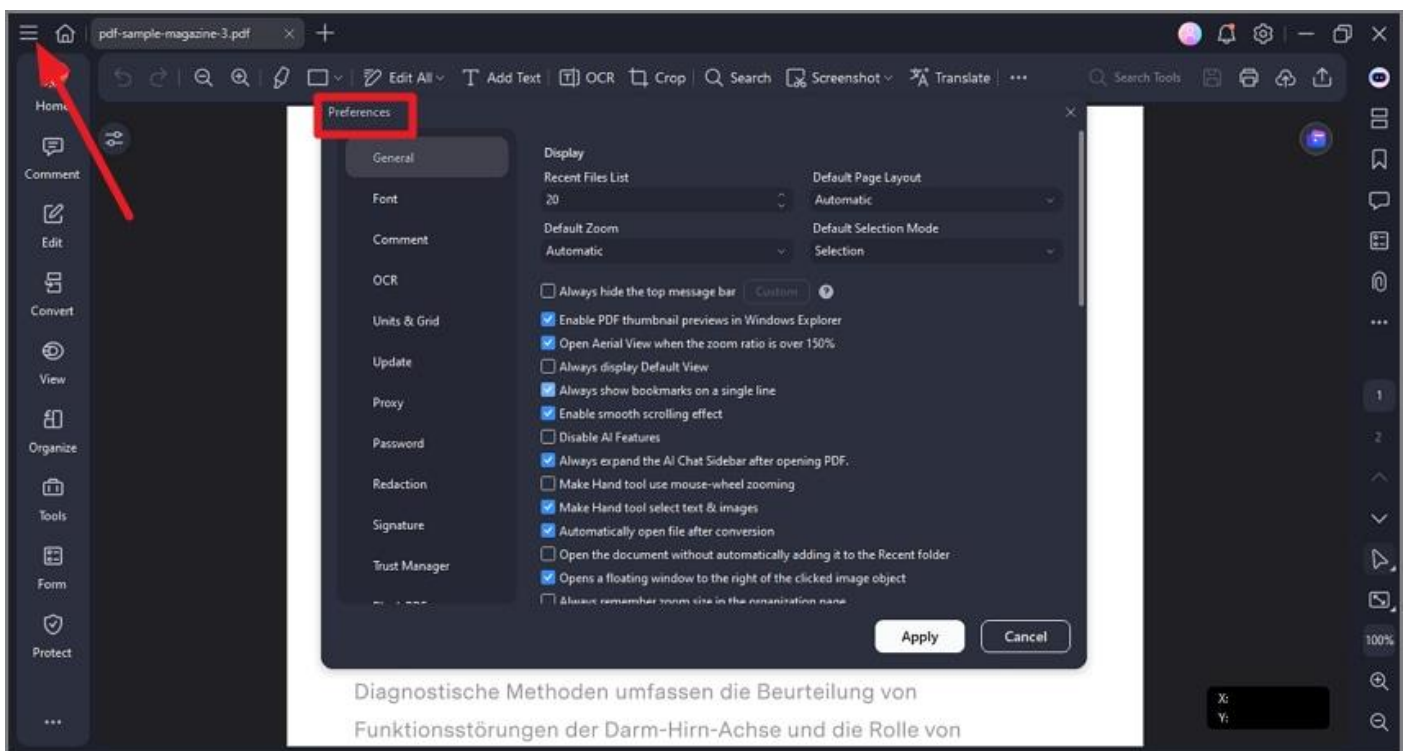


2. File Preferences

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

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

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



Download and Install PDFelement

1. System Requirement

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

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

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

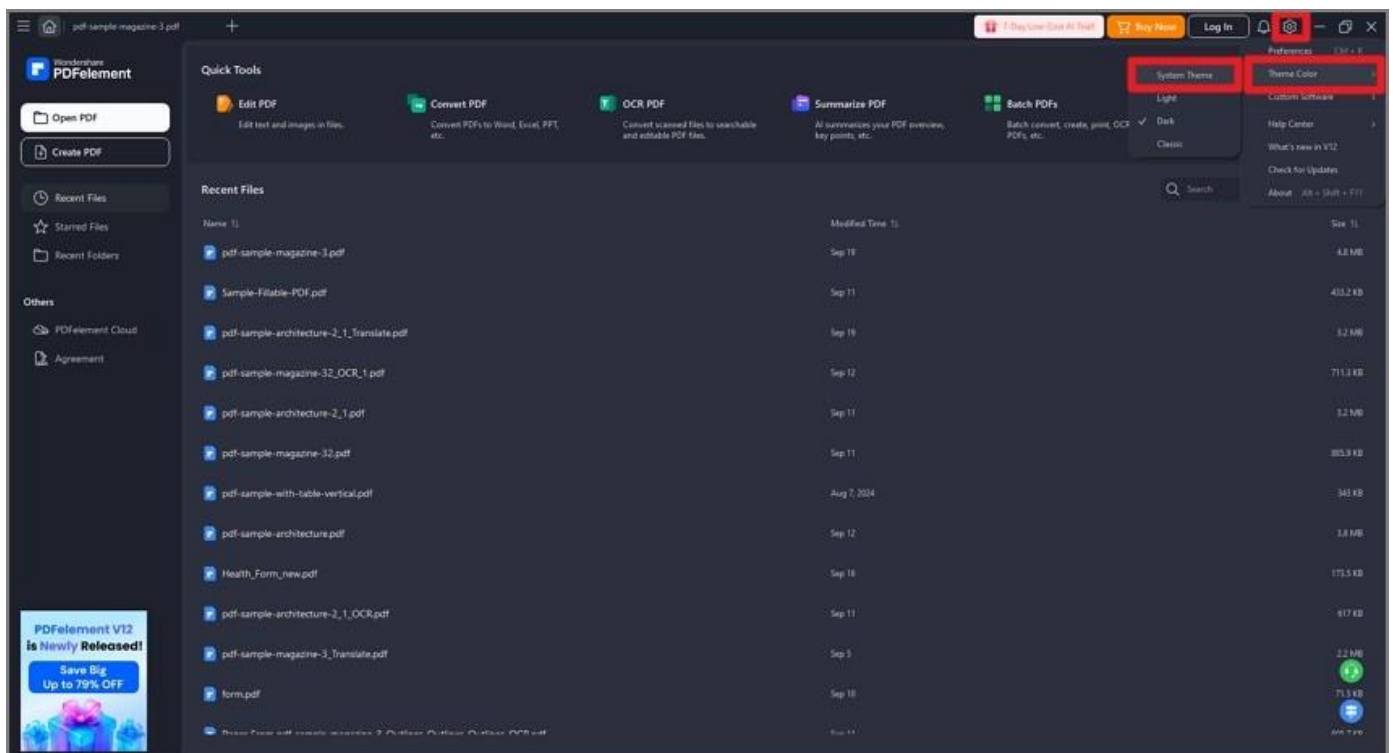
2. Download PDFelement on Windows Computer

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

3. Change a Theme Color

After PDFelement is downloaded and installed, you can change its theme color if you like. There are three theme colors to choose from: Light, Dark, Classic.

- Select three-dot icon on the top right corner of the home interface.
- Select Theme Color and pick a color of your choice.



Register and Get Wondershare PDFelement Full Version

1. Trial Version Limitations

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

- **Watermark:** Places a watermark on your PDF files when you save after editing or

commenting on the file. (It is recommended that you click the "Save As" button in "File" menu to save it to a new copy with the watermark, then it will not affect your original PDF.) When using the batch process to add a watermark or bates number, it will process all the files you load but will still add the trial watermark in each file.

- **Convert:** Will only convert 3 pages at most. All files together must not exceed 20 MB.
- **Batch:** When using the batch process to extract data, it will process two files only.
- **Combine:** The trial version can merge up to 3 files. All files together must not exceed 20MB.
- **Templates:** Limited free templates available to edit and
- download. File compression is not available on the trial version.

2. Purchase PDFelement

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

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

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

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

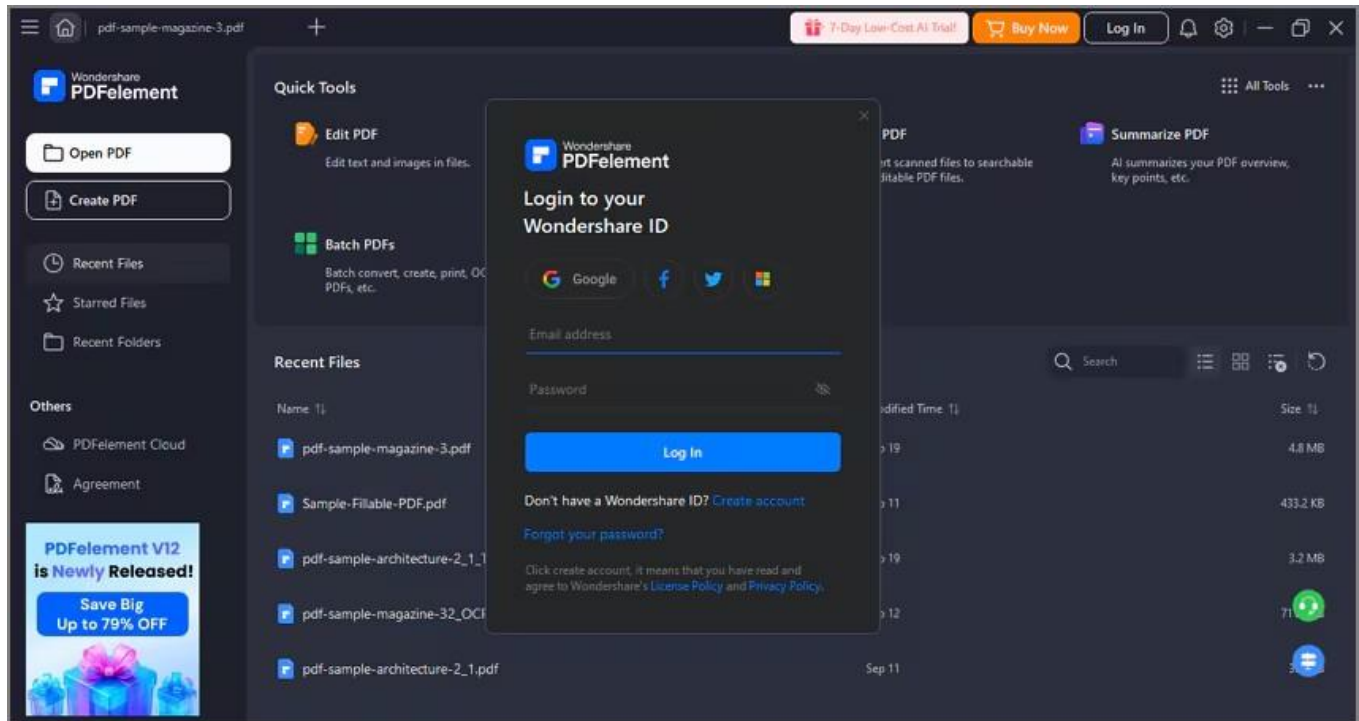
3. Register PDFelement

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

- Launch PDFelement and click the "Log In" button in the top right corner.

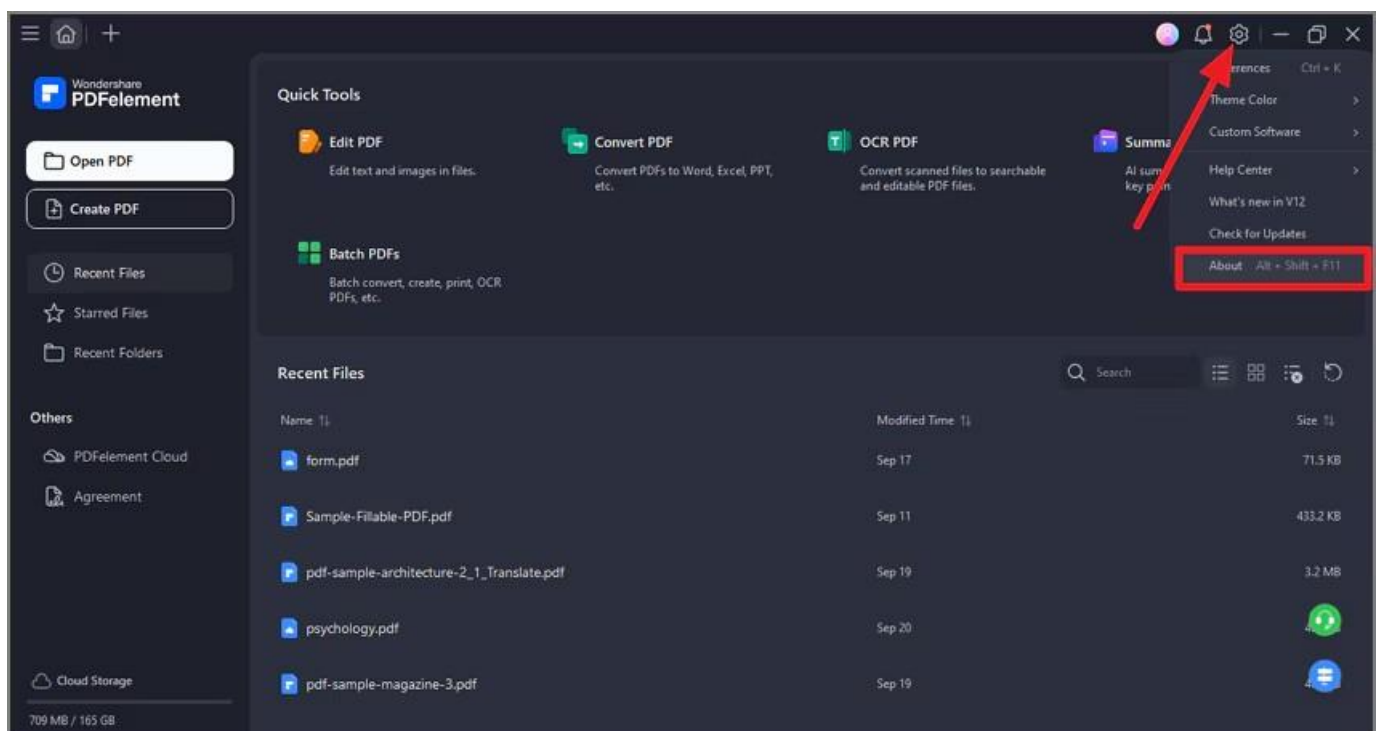
Wondershare PDFelement

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

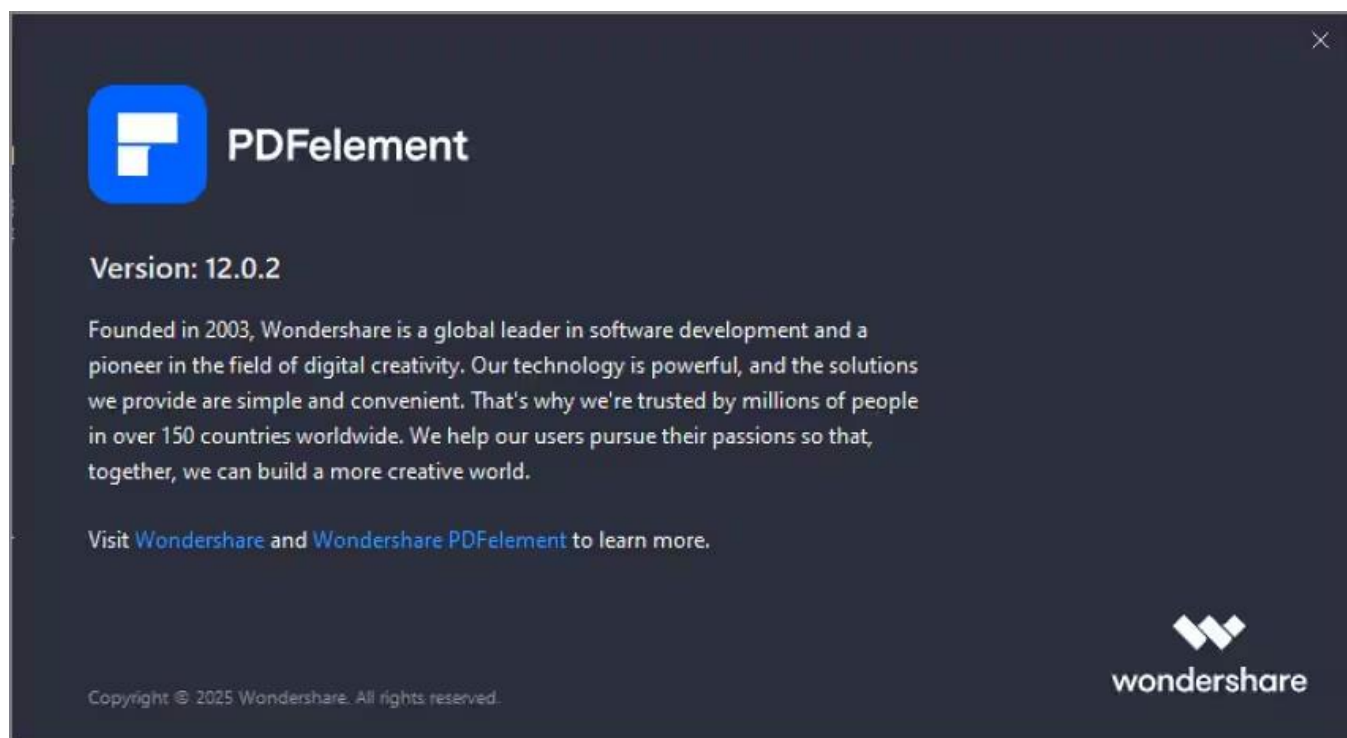


Check the Version of PDFelement

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



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



Customize the PDFelement Toolbar

PDFelement allows users to customize specific toolbar functions, enabling a more efficient workflow. You can prioritize and sort the tools, ensuring that core functions are displayed prominently for quick access. The toolbar can be set to auto-expand or collapse for a clean workspace. Learn how to customize the toolbar of your PDF tool by following the steps mentioned below:

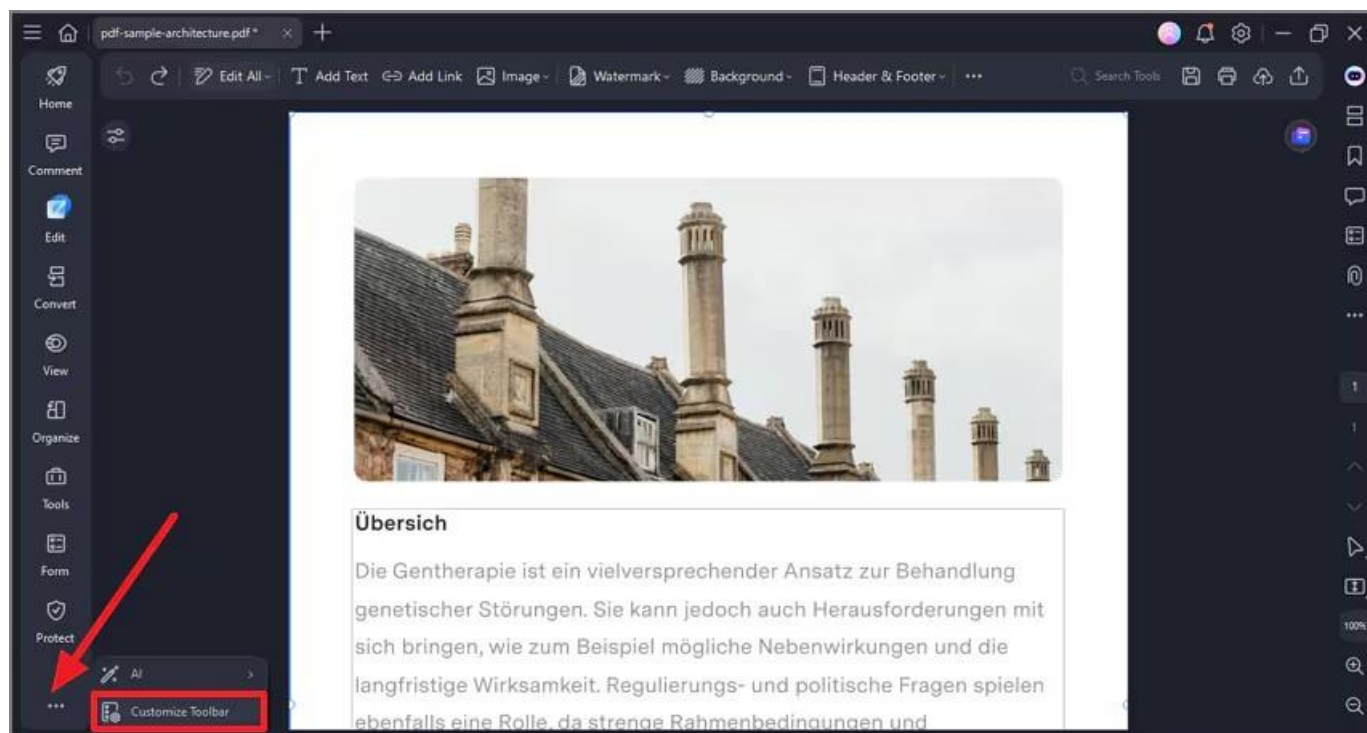
Step 1: Launch PDFelement and Access Customize Toolbar

- ♦ To initiate the process, launch PDFelement and add your document. Head to the bottom left corner of the interface and press the “Three Dots” icon to click on the “Customize Toolbar” option.



The screenshot shows the PDF.js interface with a document titled 'pdf-sample-architecture.pdf'. The left sidebar contains navigation options: Home, Comment, Edit, Convert, View, Organize, Tools, Form, and Protect. A red arrow points to the 'Protect' option, which has opened a sub-menu. In this sub-menu, the 'Customize Toolbar' option is highlighted with a red box. The main content area displays a page from a document about gene therapy, featuring a photograph of a building with several tall, ornate chimneys and the heading 'Übersich'.

-
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Shortcut keys

There are many shortcut keys for your better operating PDFelement and managing files efficiently. After opening the program, you can refer to the following instructions to work. Also, you can find the shortcuts in “File” > “Preferences” > “Shortcuts”.

- F1: Open online help page
- Alt + Shift + F11: Prompt product version pop-up
- Ctrl + O: Prompt document pop-up
- Ctrl + Tab: Switch to the next document
- Ctrl + Shift + Tab: Switch to the previous document
- Ctrl + W/Ctrl + F4: Close the current document
- Ctrl + S: Save the current document
- Ctrl + Shift + S: Save as current document
- Ctrl + D: Open the document properties dialog box
- Ctrl + K: Open the preferences dialog box
- Ctrl + F: Search panel pop-up
- Ctrl + Shift + F: Pop up the advanced search panel
- Ctrl + T: Open the search and replace panel
- Ctrl + P: Print
- Ctrl + Z: Undo last change
- Ctrl + Y: Redo last change
- Ctrl + Shift + I: Insert from the file
- Ctrl + Shift + T: Insert blank page
- Ctrl + Shift + D: Delete the page
- Ctrl + Shift + K: Tile horizontally
- Ctrl + Shift + L: Tile vertically
- Ctrl + N: Convert the document to PDF
- Alt + 7: Screenshots
- Alt + 3: Switch to text hand mode
- Ctrl + E: Switch to text editing mode
- Alt + 6: Switch to select mode
- Ctrl + F10: Window maximization
- Ctrl + 1: The actual size
- Ctrl + 0: Fit page to window
- Ctrl + 3: Fit height
- Ctrl + 2: Fit width

F8: Fold functional area

Ctrl + +: Zoom into page

Ctrl + -: Zoom out of page

F11: Enter or exit full screen mode

Shift + F4: Expand/collapse the right property bar

F4: Display or hide the left navigation bar

F6: Switch to the next Ribbon Tab

Shift + F6: Switch to the previous Ribbon Tab

Home: The first page

End: The last page

←: Scroll to the left

→: Scroll to the right

← / PageUp / Shift + Enter: The previous page

→ / PageDown / Enter: The next page

Alt + ←: Jump to the previous view

Alt + →: Jump to the next view

↑: Scroll up

↓ / Space: Scroll down

Ctrl + 4: Continuous mode

Ctrl + 5: Single page view

Ctrl + 6: Two pages view

Ctrl + 7: Two pages continuous

Tab: Move the focus to the next comment, link, or form field in the document pane

Shift + Tab: Moves the focus to the previous comment, link, or form field in the document panel

Esc: Exit temporary editing status

Ctrl + B: Add bookmark

F2: Rename the selected bookmark

Ctrl + Shift + -: Rotate page to the left

Ctrl + Shift + +: Rotate page to the right

F12: Batch Processing

Ctrl + B: Make the selected text bold

Ctrl + I: Italicize the selected text

Ctrl +]: Increase font size

Ctrl + [: Decrease font size

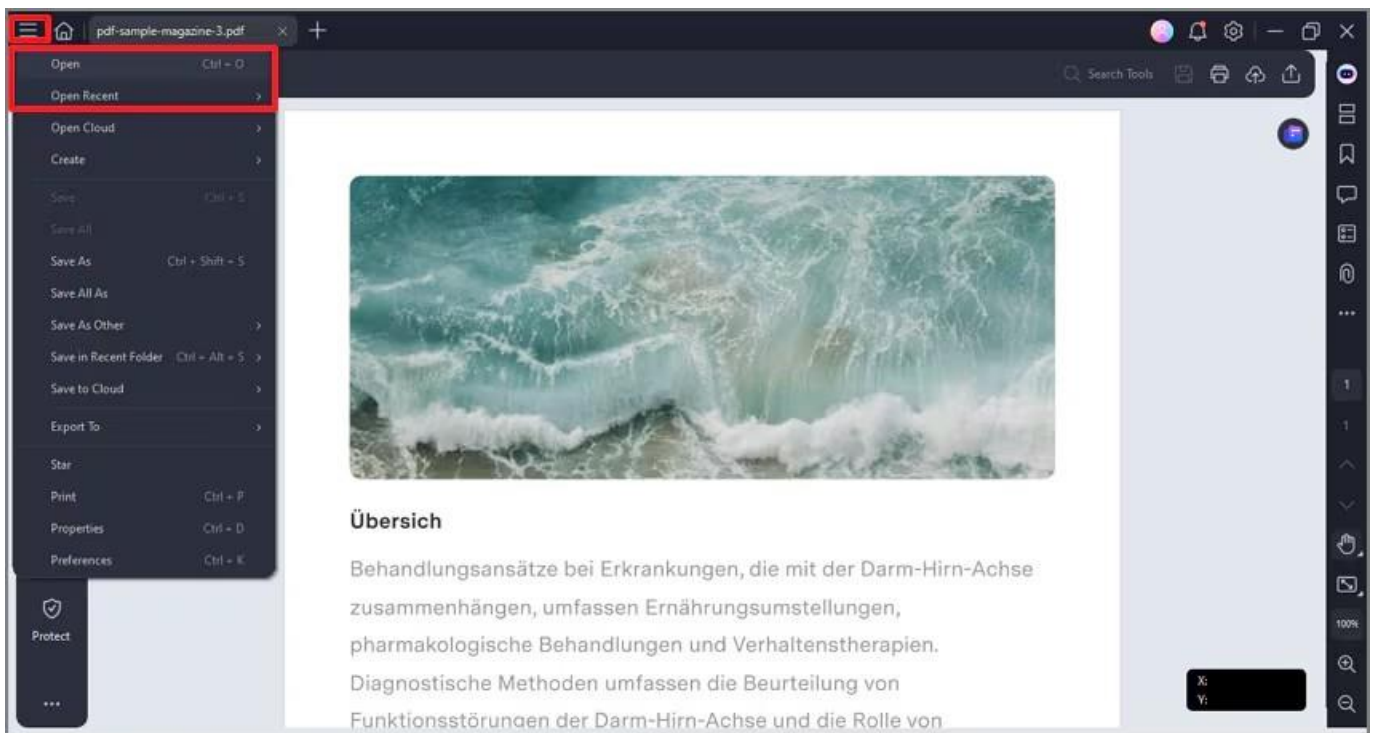
Open PDF

Open PDF from Top Menu

If you have already opened a file in the tool's interface, you can open another document using the three-bar icon on the interface. Here is how you can open the document using this option:

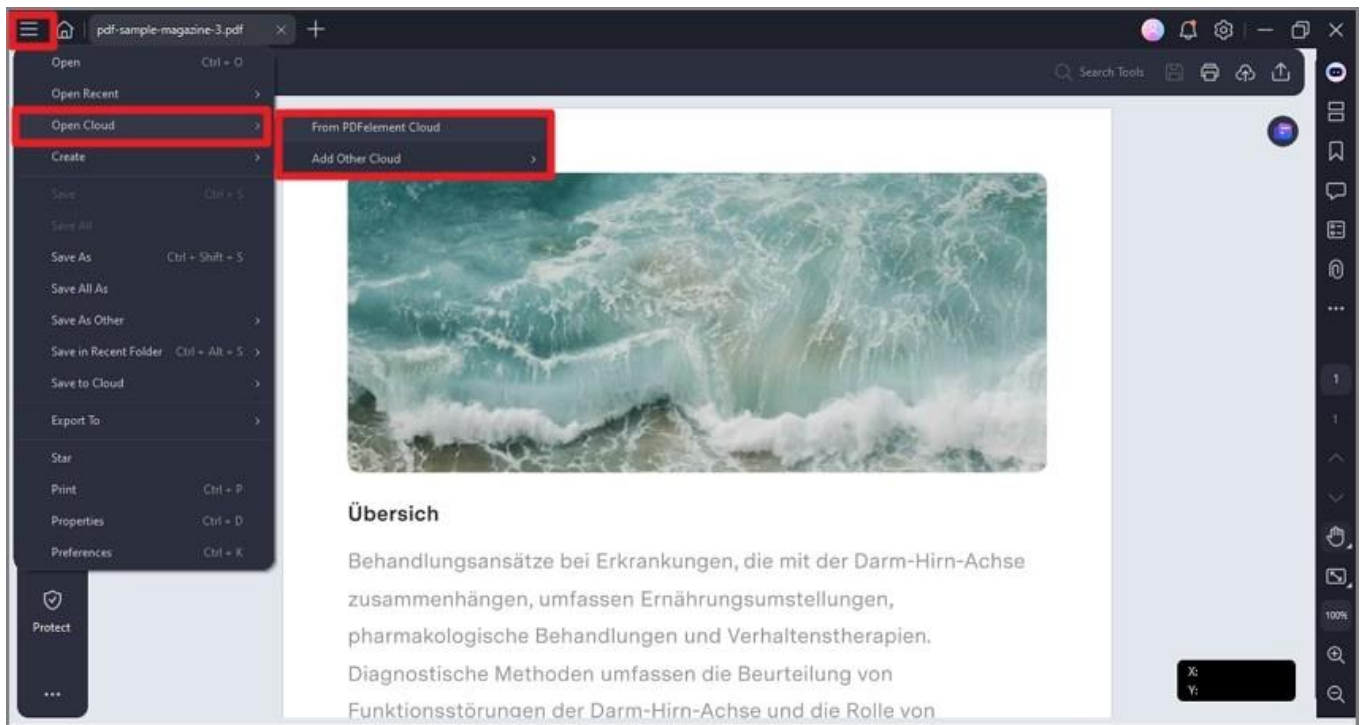
Step 1: Open or Open Recent

- Head to the “Three Bars” option located at the top left corner of the interface and press the “Open” option. To open a recent file, click on the “Open Recent” option from the same Three Bar icon and click the desired file from the list.



Step 2: Open from Cloud

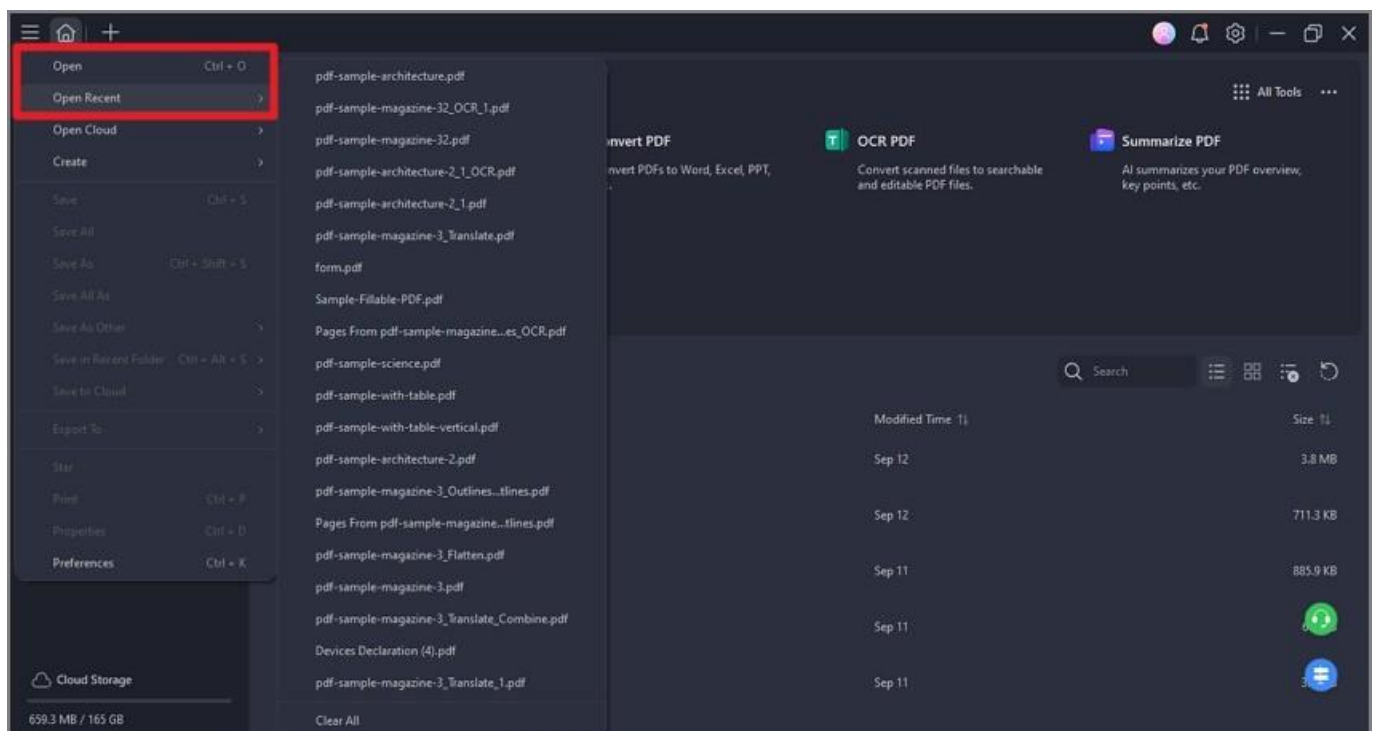
- To open a file from the cloud, head to the “Three Bars” icon, press the “Open from Cloud” option, and choose the cloud option.



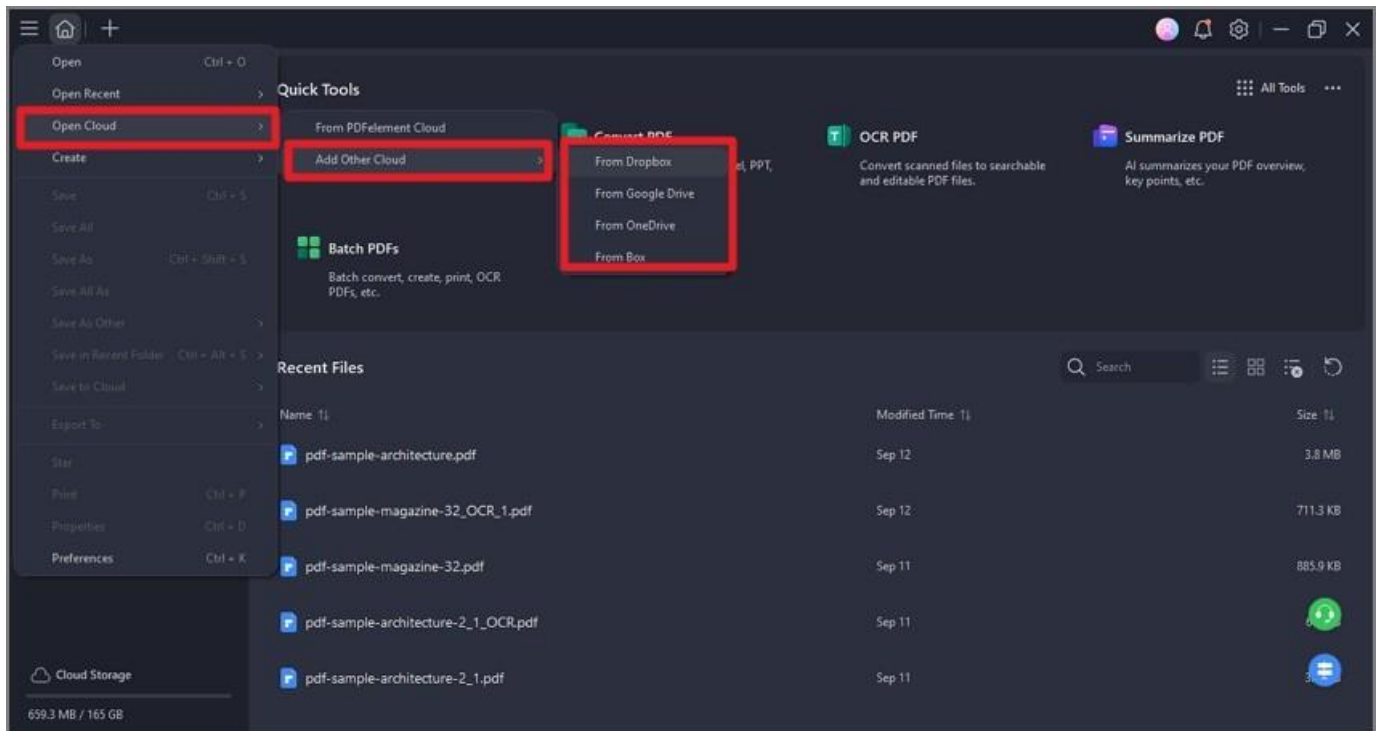
Open PDF from File Menu

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

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



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

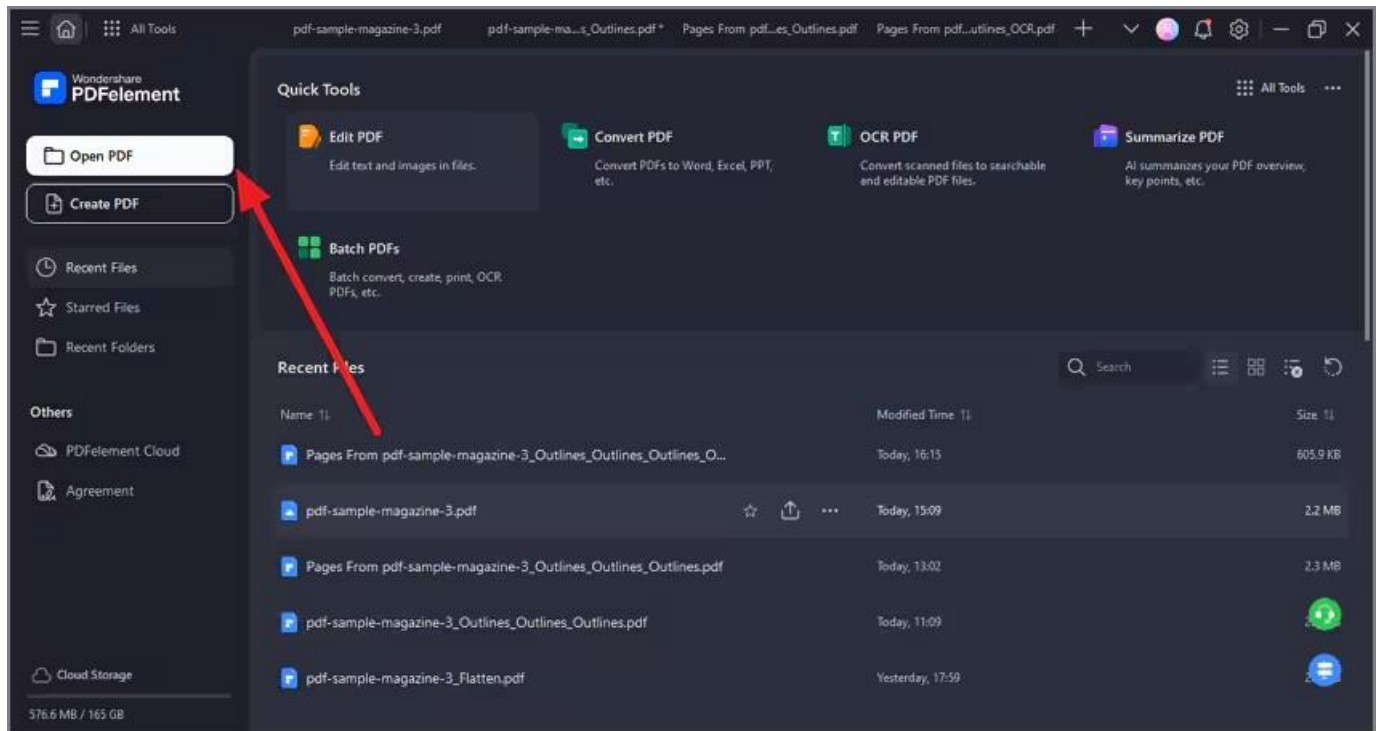


Open a Protected PDF

PDFelement Windows provides the ability to apply encryption to your document and secure it. Moreover, it also provides the utility of opening a password-protected file within its interface in its original condition. Here is how you can open a protected PDF file within the tool's interface:

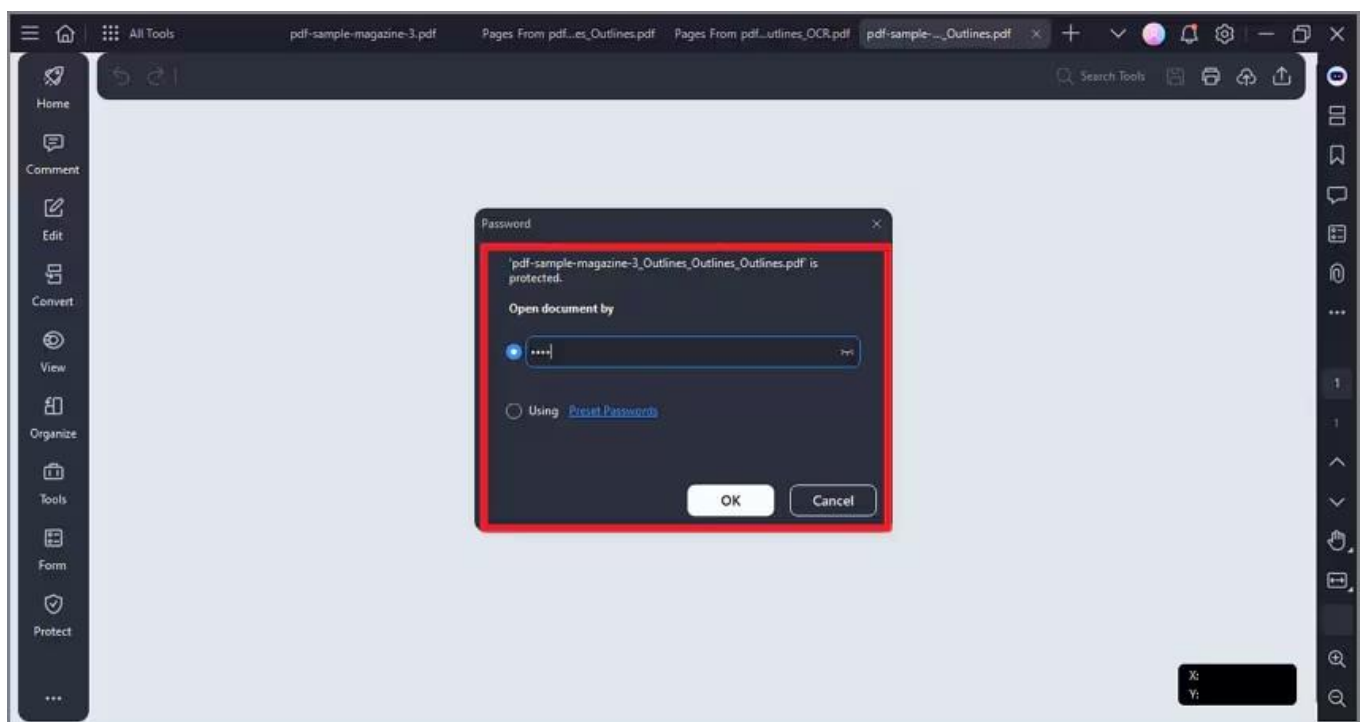
Step 1: Launch PDFelement and Open PDF

- Start by launching the tool on your Windows and head to the top-left corner of the interface. Now press the “Open PDF” option and import the locked file to the tool's interface.



Step 2: Input Password and Open

- In the following interface, input the password of the file in the designated field and press the “OK” button. The file will be successfully opened in the tool’s interface, where you can perform different processes according to your preferences.



View PDF

How to Read PDF Files

PDFelement offers a rich and versatile PDF reading experience designed to enhance user engagement and comprehension. It provides several reading modes which users can select and customize according to their needs.

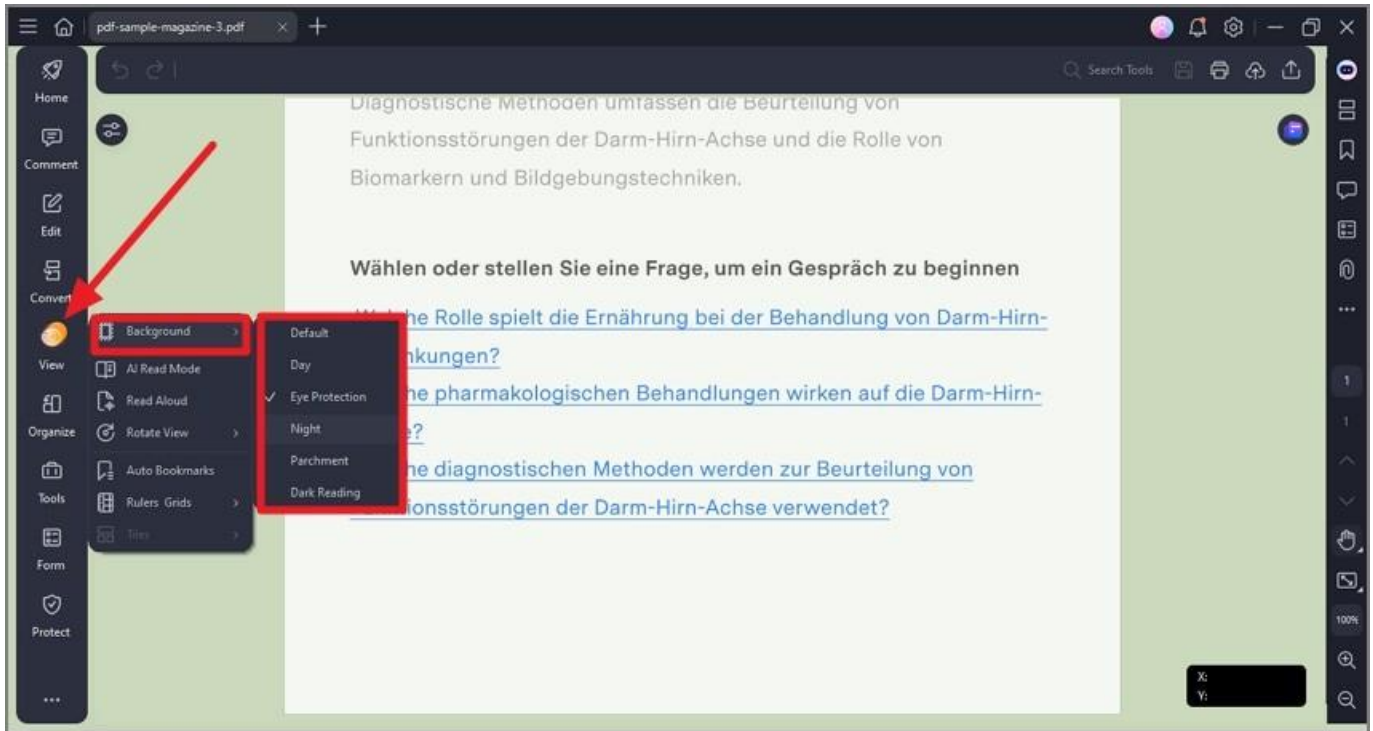
View PDF in Full Screen

- Open the document in PDFelement, access the right sidebar, click “More Viewing Mode,” and choose “Full Screen.” Press ESC to exit.



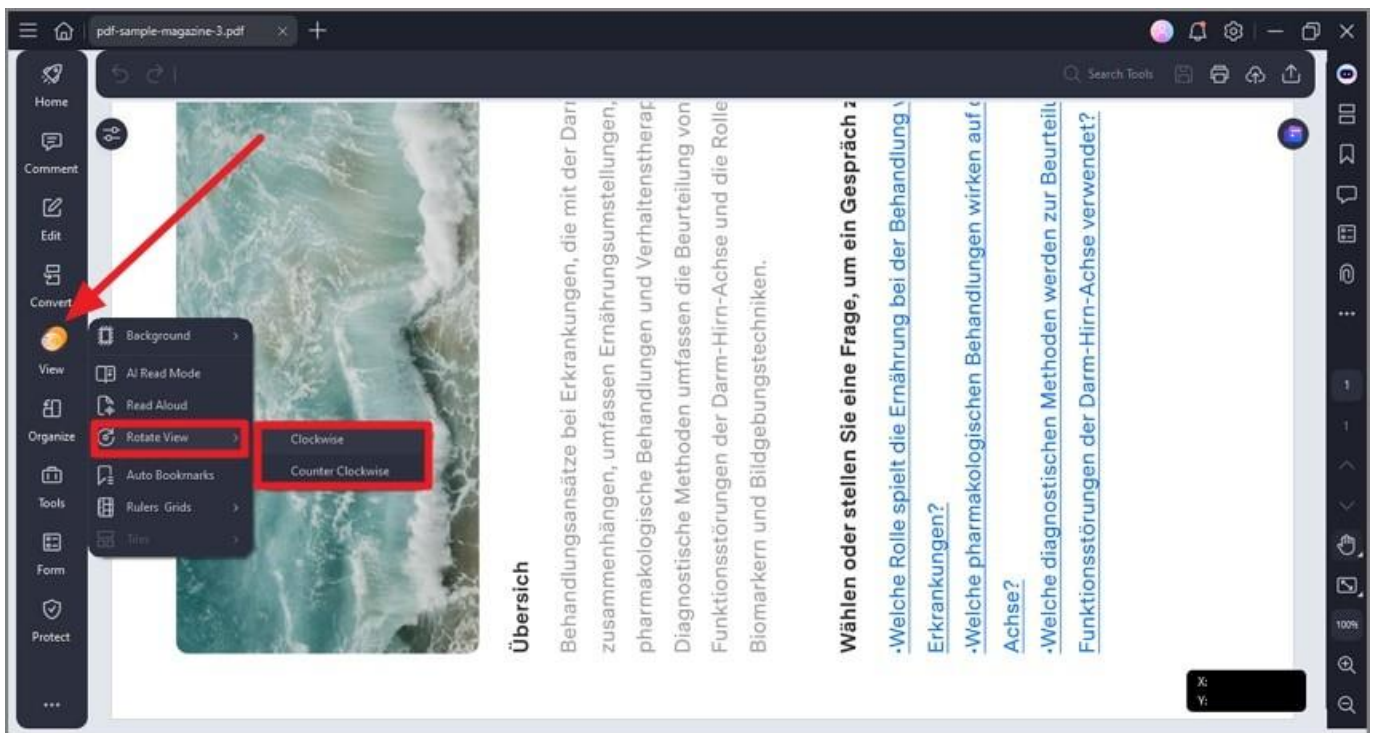
Adjust Reading Background

- Click “View” on the left sidebar, select “Background,” and choose a background color or style for your reading mode.



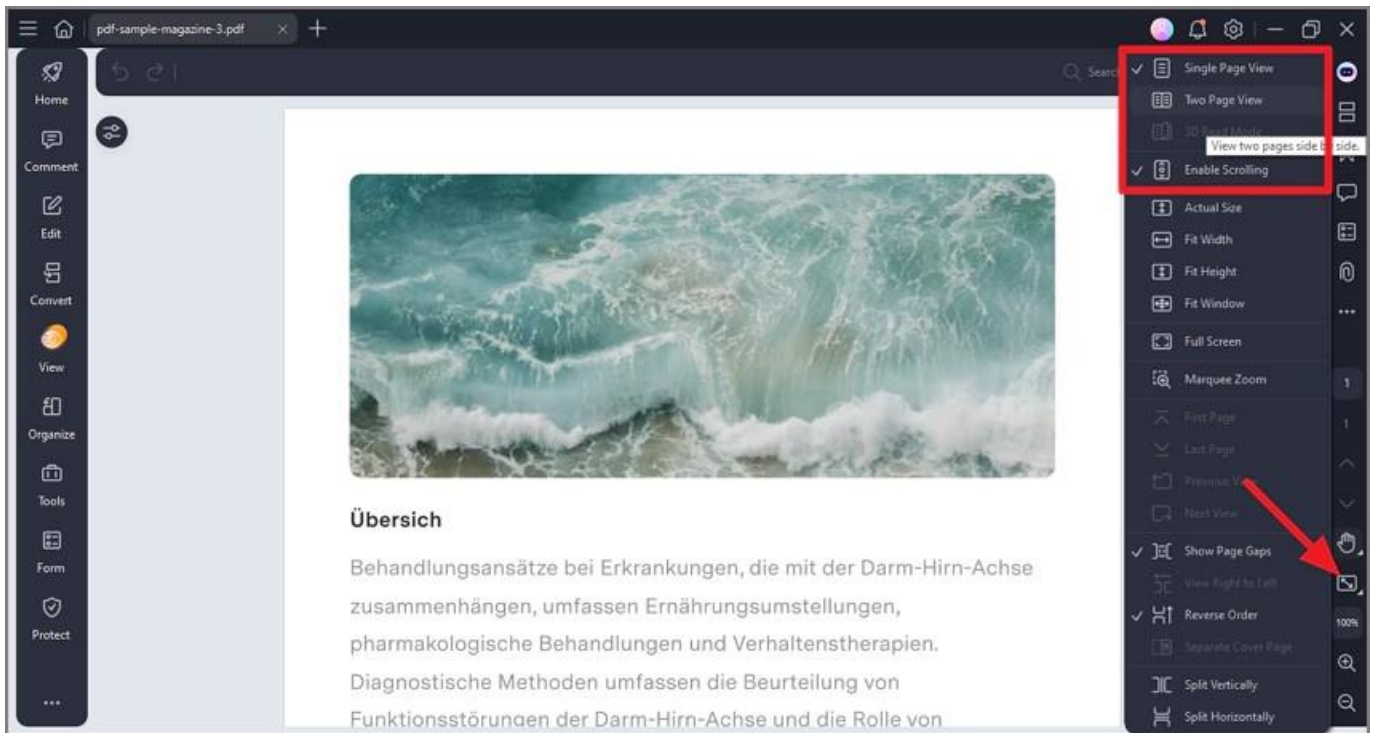
Change Page Orientation

- Go to "View" > "Rotate View" to rotate the document clockwise or counterclockwise as needed.



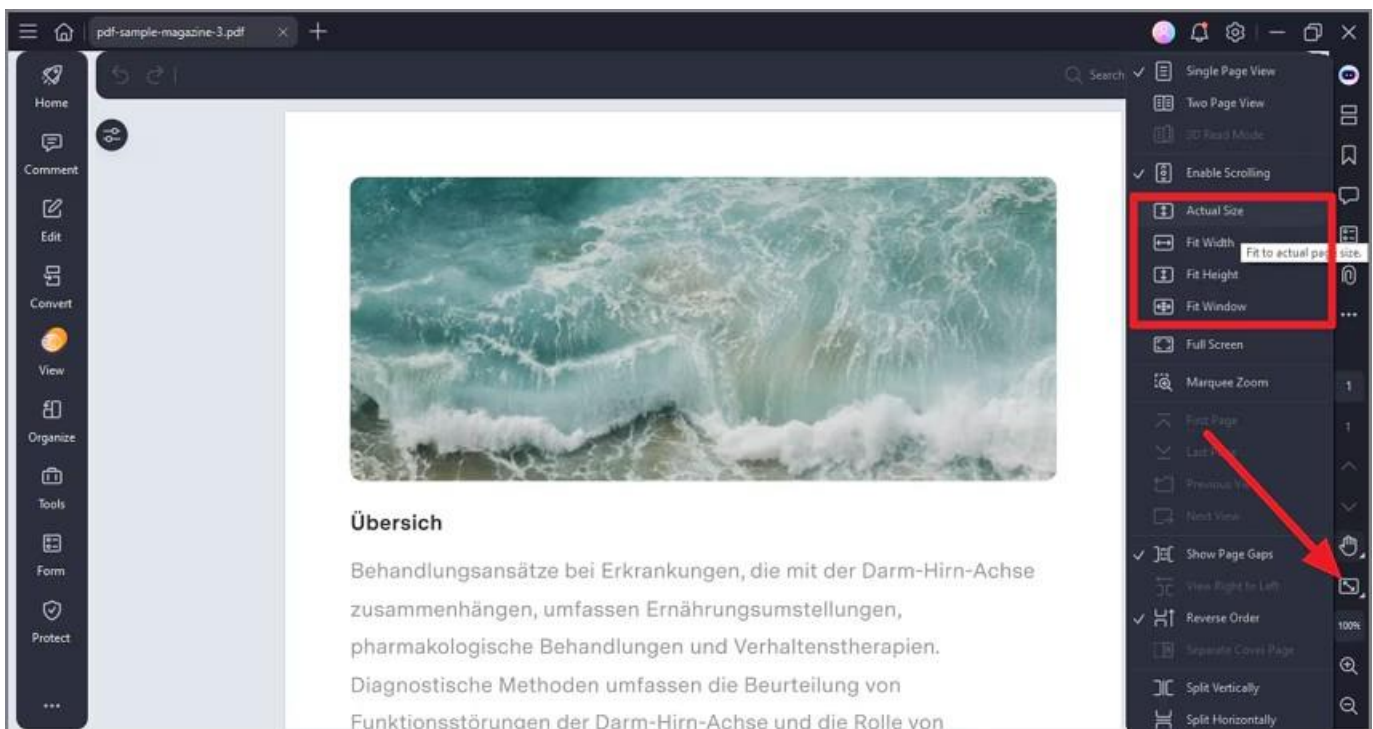
Page Viewing Options

- ◆ Select “More View Modes” to choose “Single View,” “Two Page View,” or enable scrolling for continuous reading.



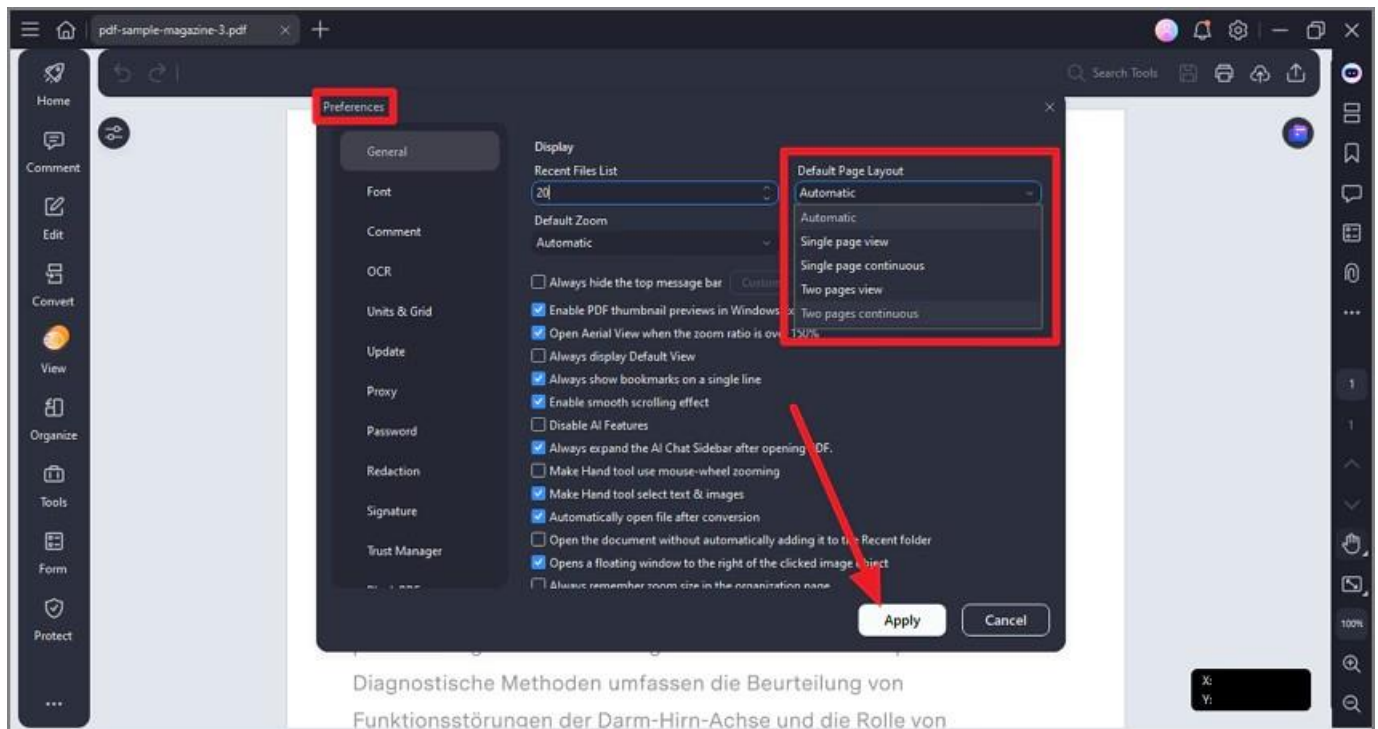
Multiple Page Layout Options

- ◆ Click “More View Modes” and choose “Fit Window,” “Fit Width or Height,” or “Actual Size” as preferred.



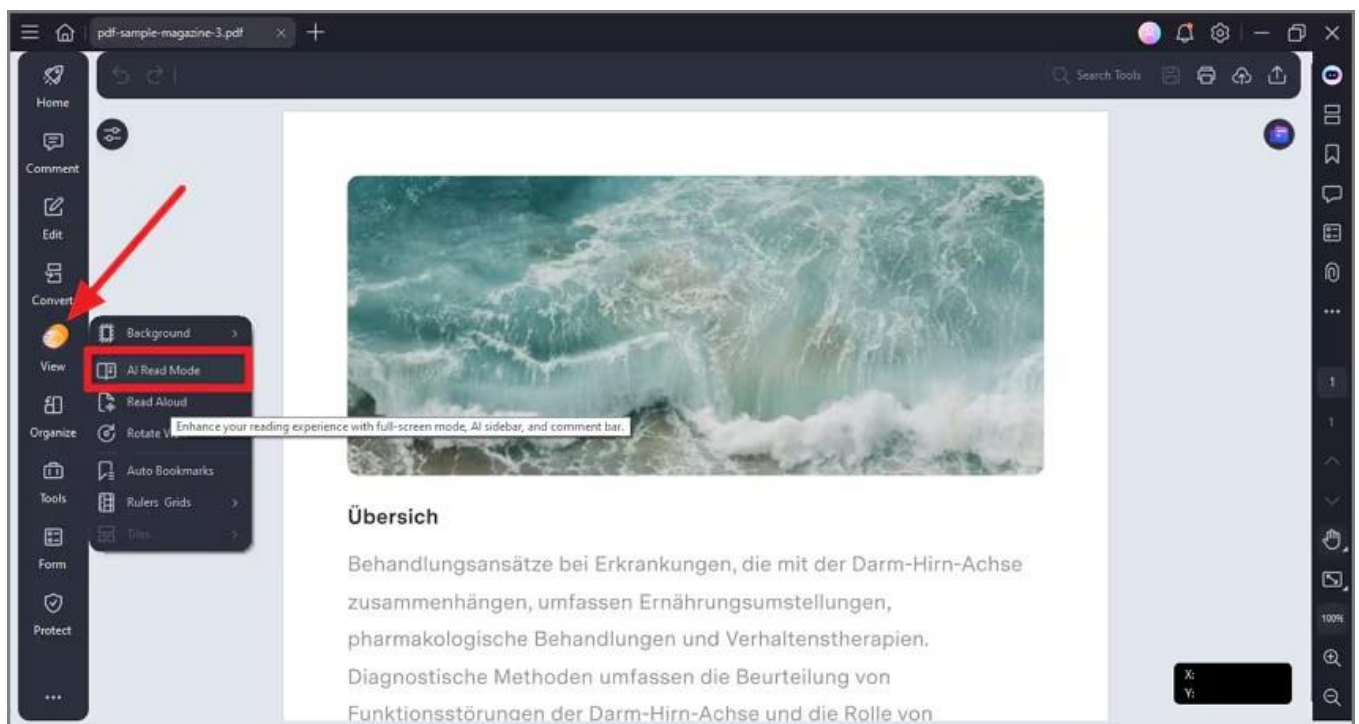
Adjust View Preferences

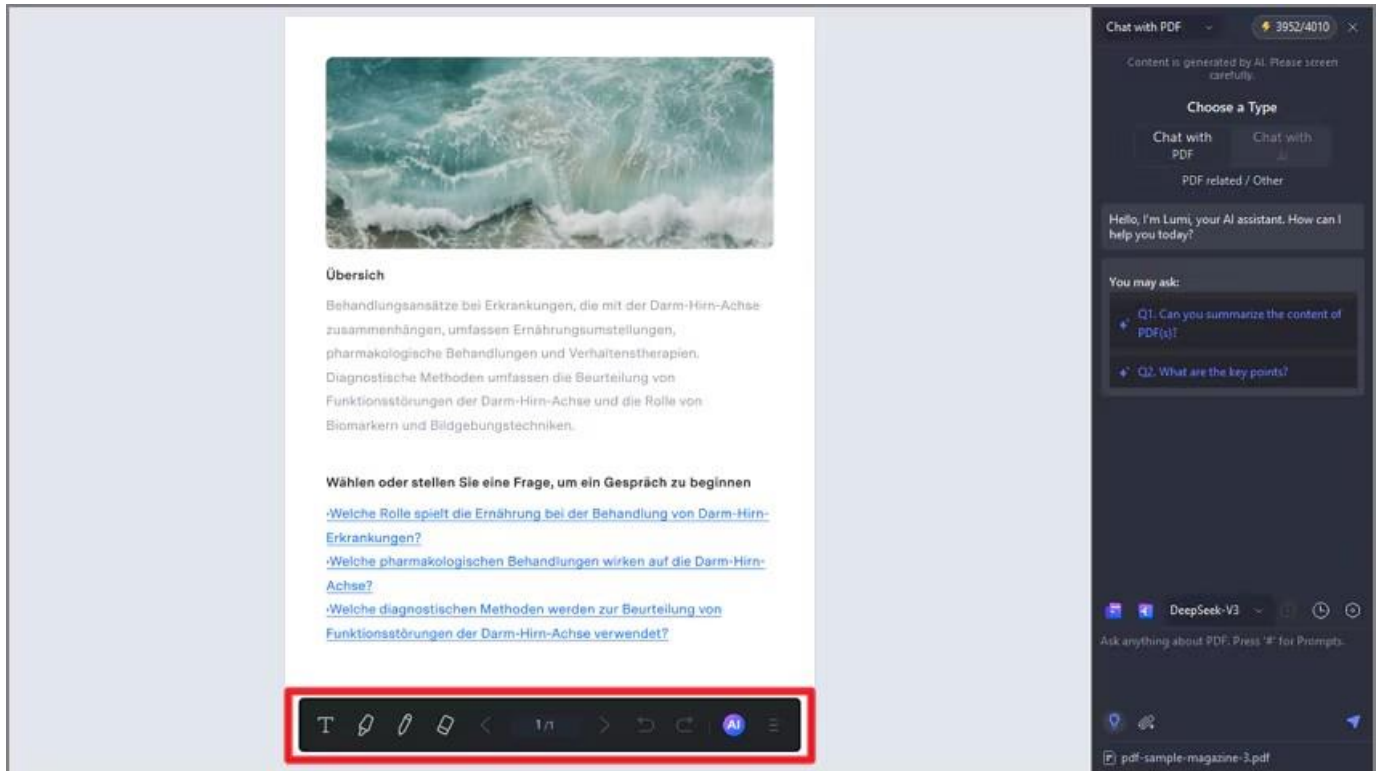
- Click the “Three Bars” icon at the top-left, open “Preferences,” expand “Default Page Layout,” select your option, and click “Apply.”



AI Read Mode

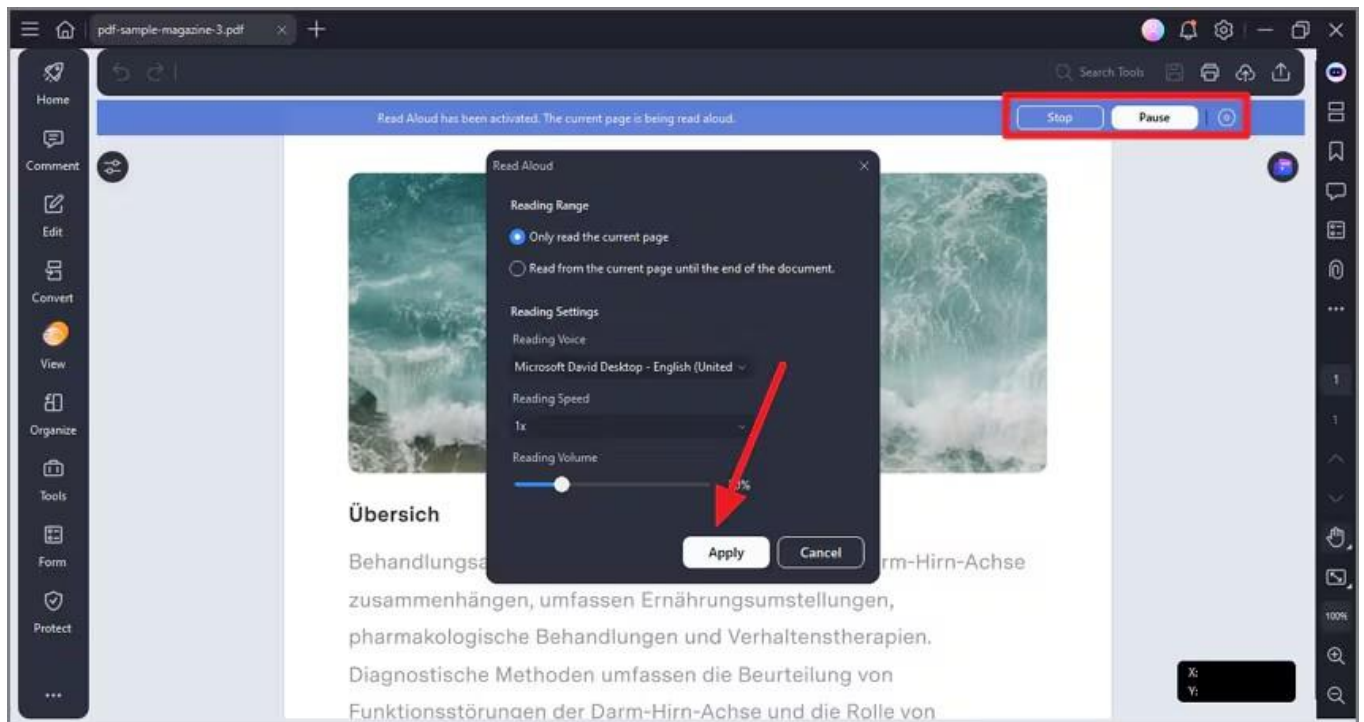
- Click “View” on the left sidebar and choose “AI Read Mode” to enter. Use the bottom toolbar and right panel to chat with the document and access AI reading features.





Read Aloud Mode

- Click “View” on the left sidebar and select “Read Aloud.” The tool narrates the text. Use Pause/Stop options, configure via Settings, then click Apply.

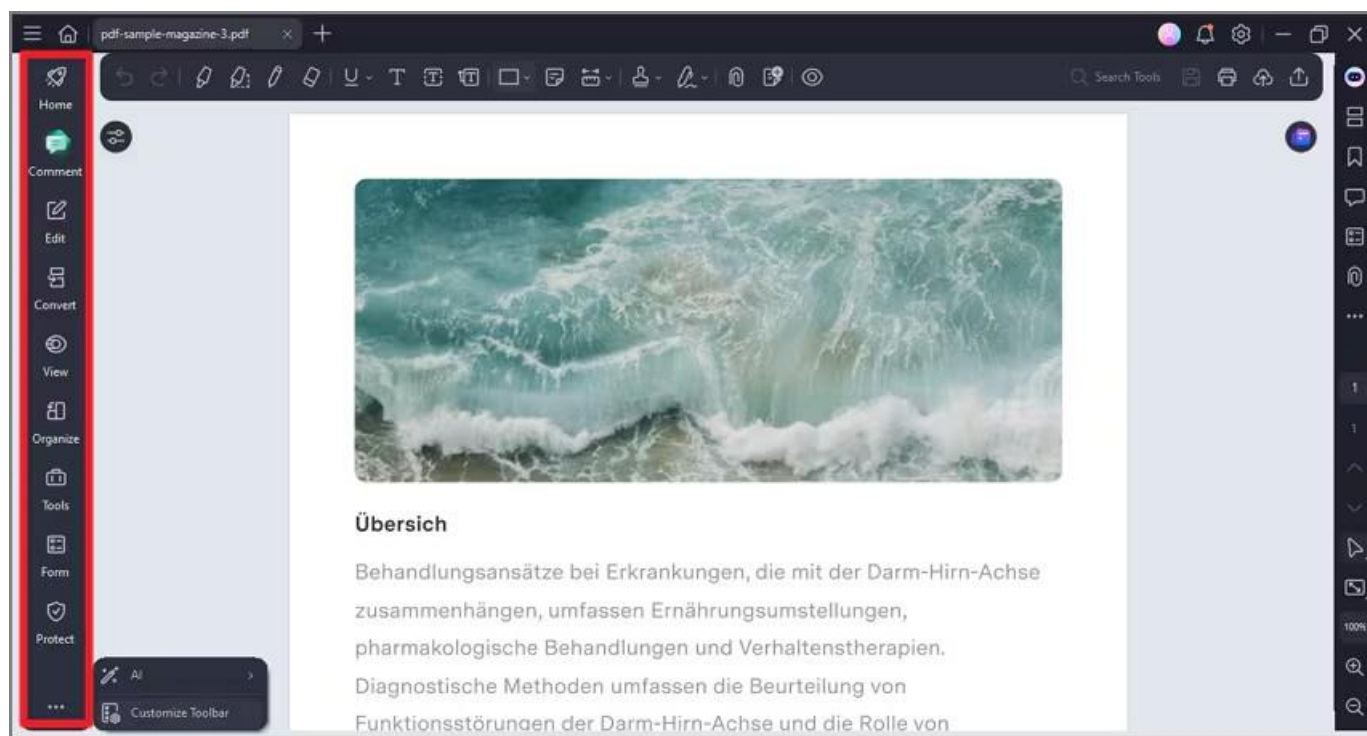


How to Navigate PDF

The main interface of PDFelement features an intuitive and user-friendly design that includes various tools. The toolbar is located on the side and displays various tools that are organized accordingly. Users can quickly search for specific tools using the built-in search box in the toolbar for faster workflow. Here is how the page is navigated in this PDF manager:

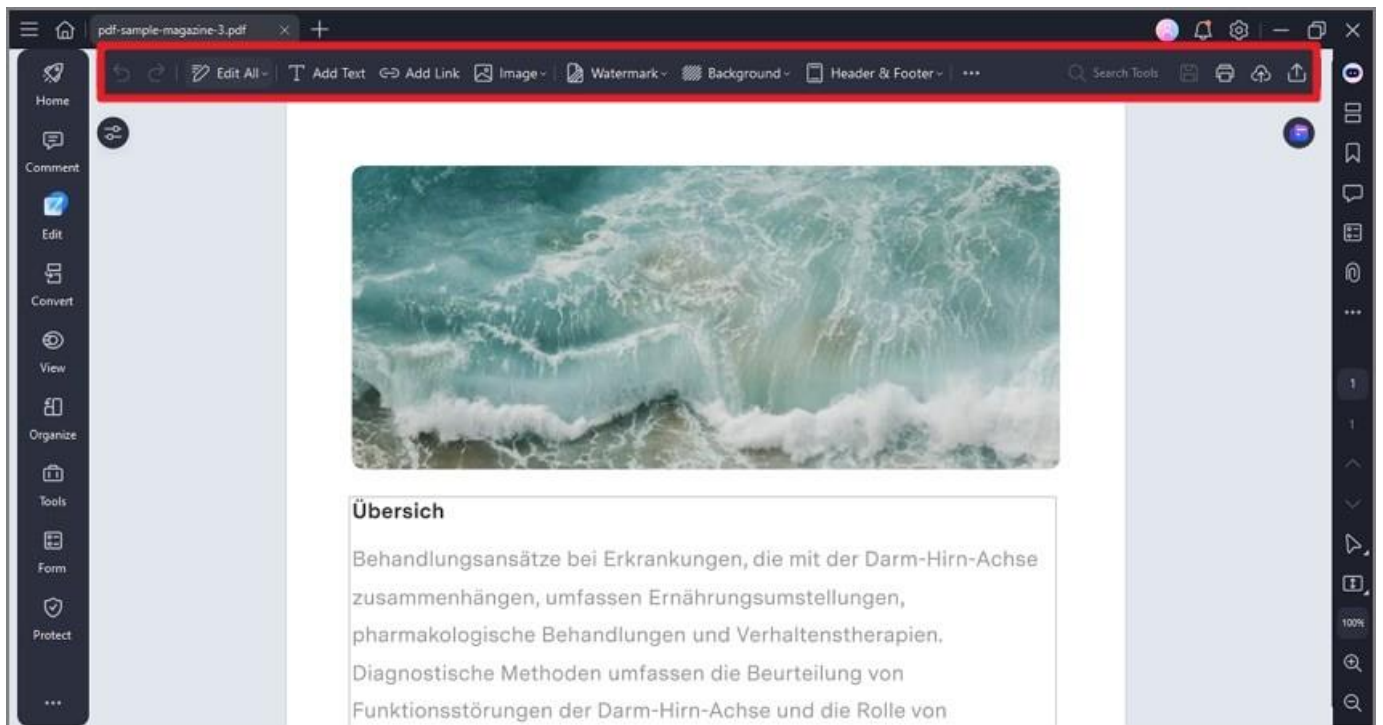
1. The Main Sidebar

When you enter the main interface, the first toolbar on the left is the main toolbar of this software. You get various options, such as Home, Comment, and Convert, to apply functionalities on your document according to your preferences. You get a Customize Toolbar option located at the bottom to customize this toolbar as per your requirements.



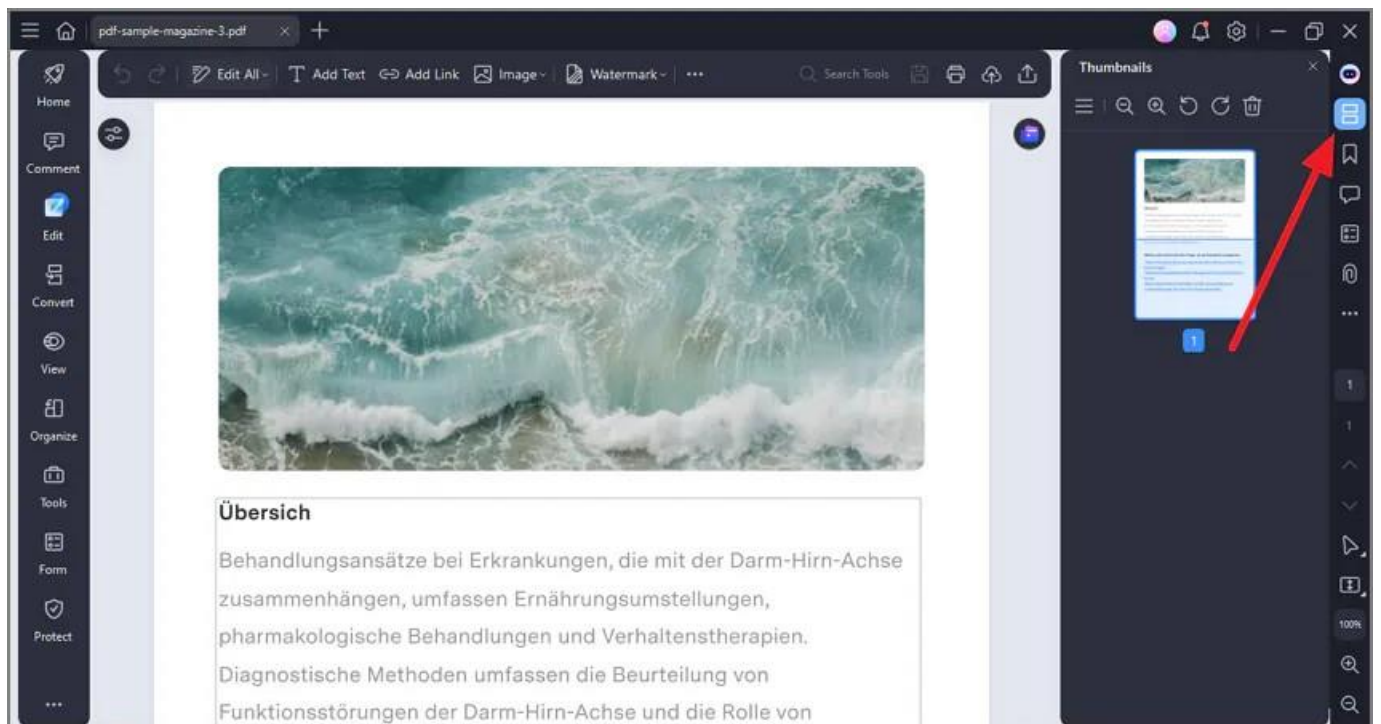
2. Top Toolbar

When you click on a specific icon from the sidebar, a new toolbar appears at the top of the page. It contains tabs for tools such as editing, image handling, OCR, and more. You can apply various functionalities to your PDF by accessing the toolbar for each tool on the sidebar. The toolbar also contains a search bar through which you can access all the features of the platform instantly.



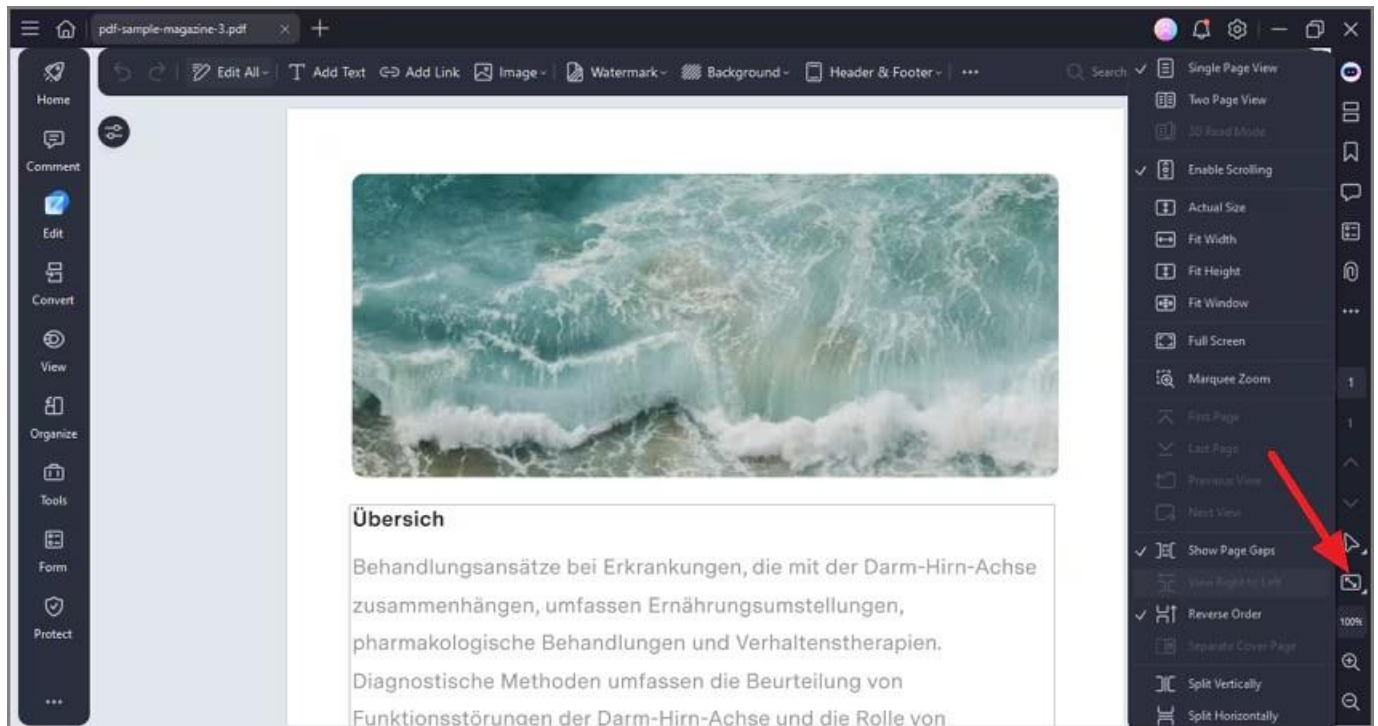
3. Thumbnails

If we move towards the right side of the interface, another sidebar is present, which contains tools like thumbnails. You click on the “Thumbnails” icon to quickly scroll through pages in your document using the mouse wheel or by dragging the page in the panel. Enlarge and reduce the size of the thumbnail by pressing the respective icons on the thumbnail panel.



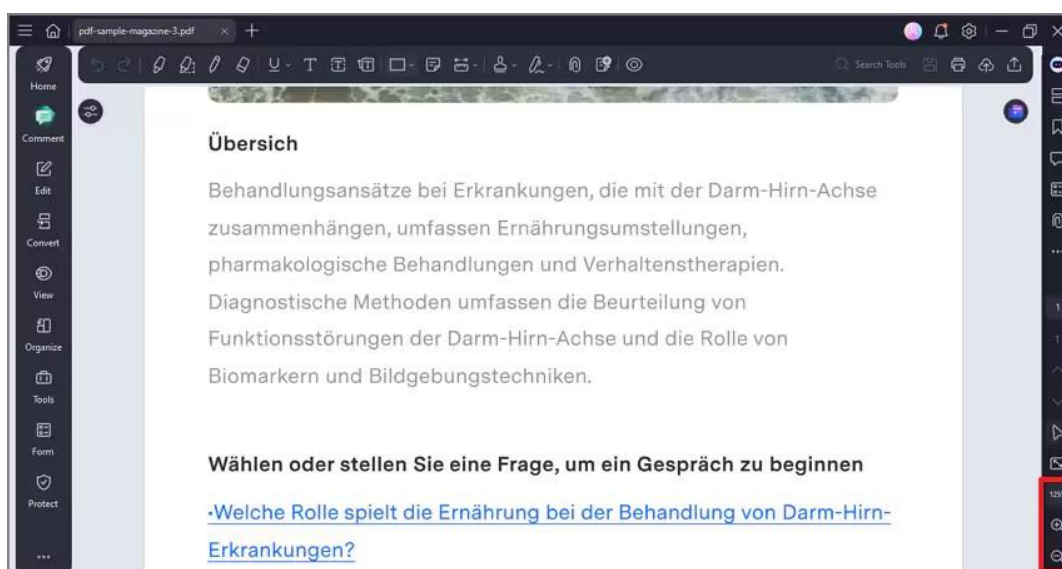
4. More View Option

The “More View” option is located on the right sidebar for various page viewing options. You can adjust the page size, view the document in full screen, and split the PDF into multiple viewing options.



5. Page Magnifier

At the bottom right corner of the interface, you will see page magnification options that zoom in and out of your page according to your preferences. You can see the zoom percentage right above the icon and adjust it accordingly.

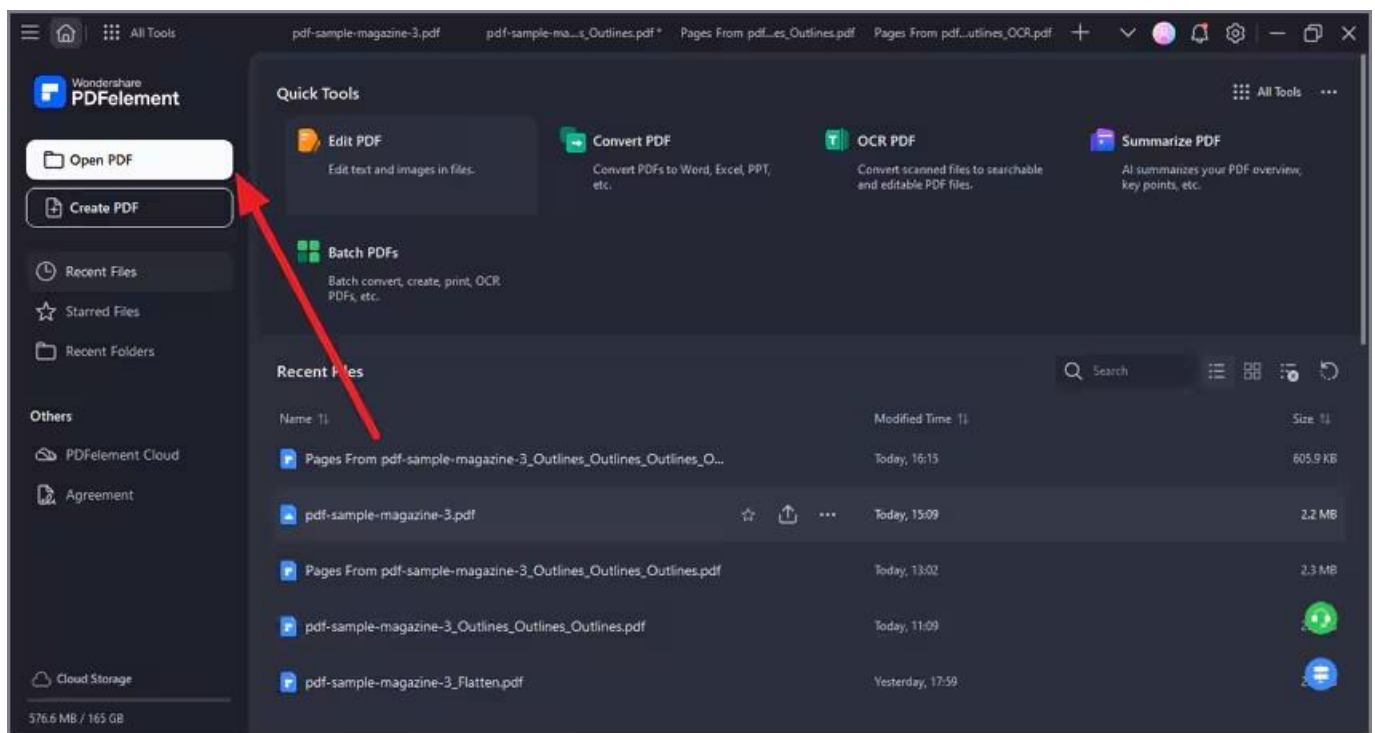


View PDF in Night Mode

PDFelement is specifically engineered to make your PDF editing easier. It offers you tons of tools and features to make your editing and reading experience smooth. For example, everybody prefers to read PDFs in different modes, like night, day, or parchment mode, and even in eye protection mode if the blue light irritates you. As of now, the focus is on night mode, so if you want to change view to this specific mode, adhere to the following steps:

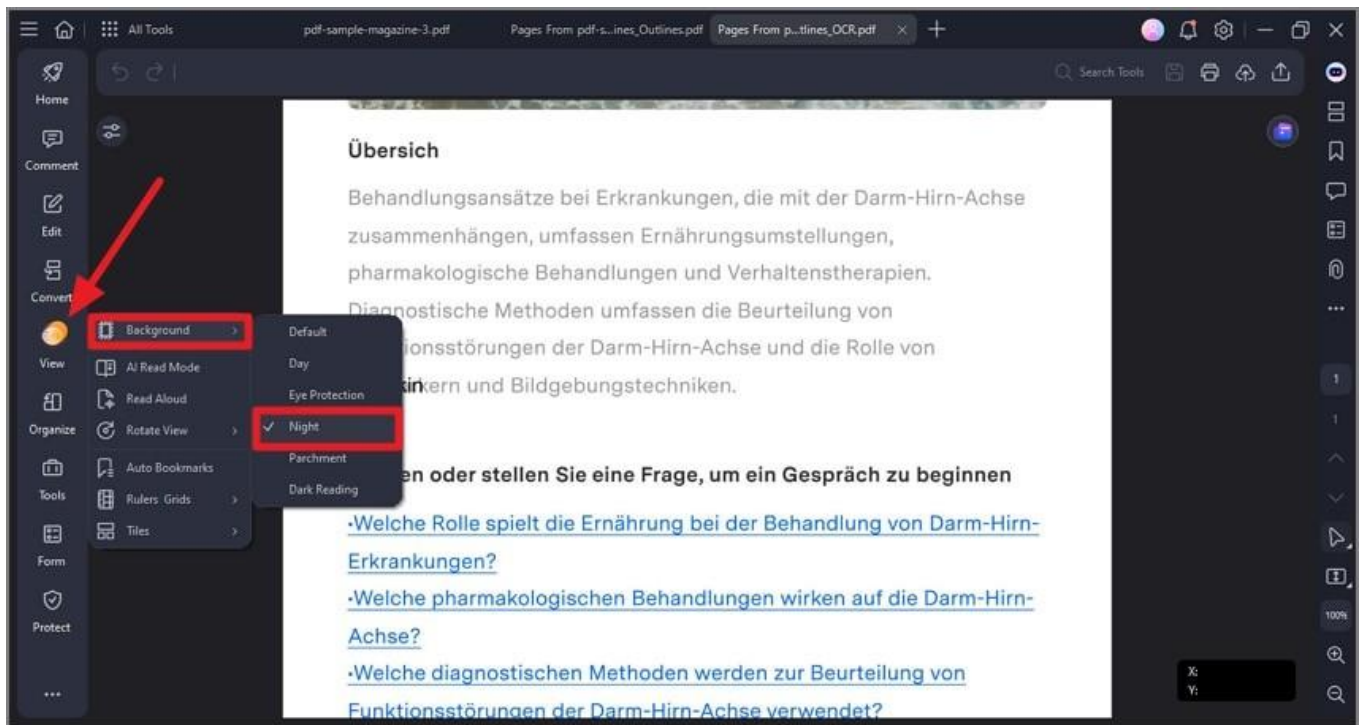
Step 1: Open PDF in PDFelement

- After launching PDFelement, open the document that you want to read in Night Mode by pressing the “Open PDF” option.



Step 2: Enable Night Mode

- Once the document is opened, head to the sidebar on the left and press the “View” option. Next, click on the “Background” option and press “Night” from the expanded list. The tool will enable the Night Mode, making it easier for you to read the document.

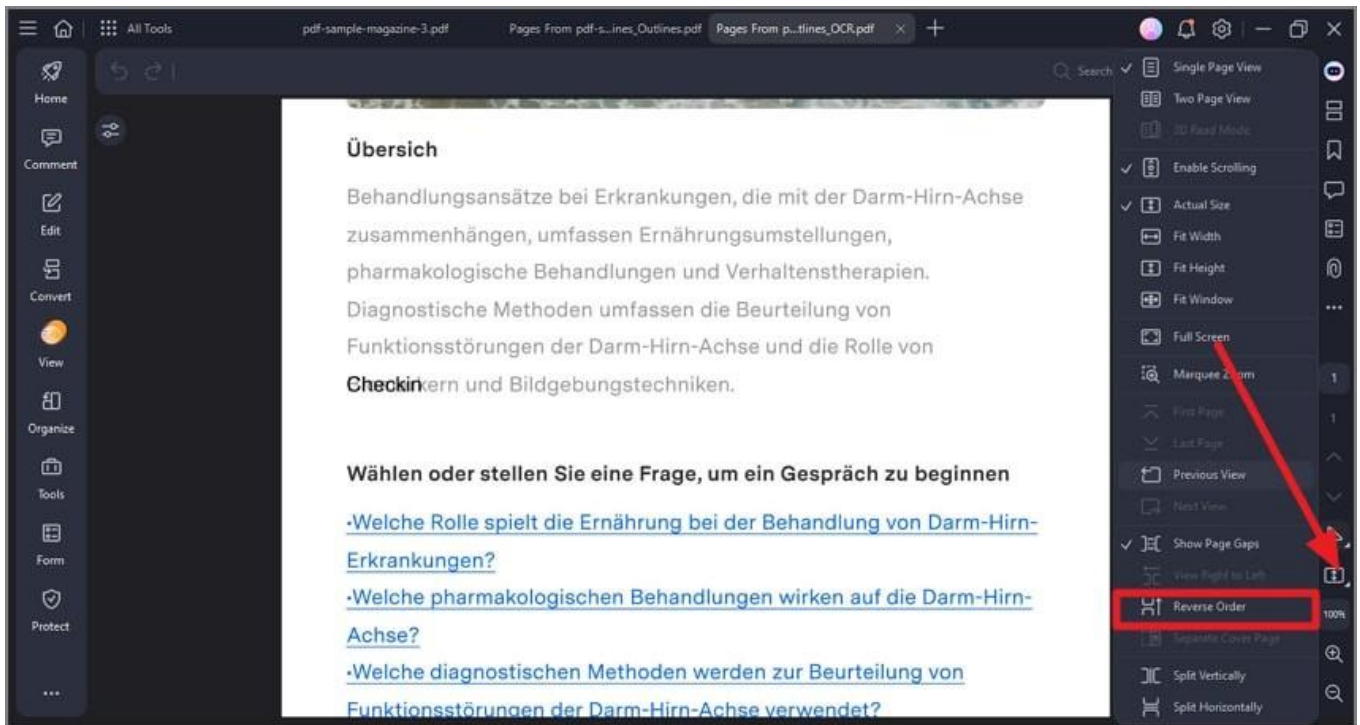


Read a PDF in Reversed Order

With the PDFelement Reversed Order tool, you can easily read your PDF in a backward sequence.

Sometimes, you need to read a PDF from the last page to the first, whether for reviewing documents or reading in chronological order. The reversed file temporarily applies changes to the PDF and remains in the same order as the document itself. For your better understanding, here's a detailed guide to reading your PDF in reversed order:

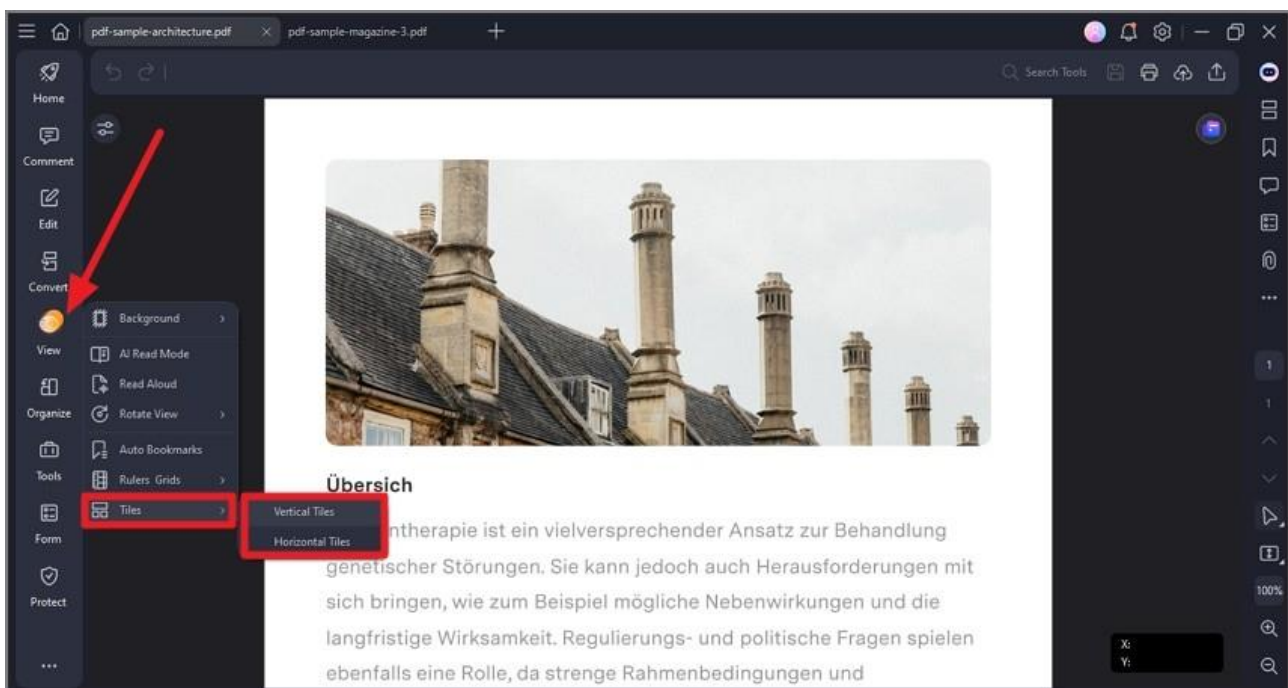
After you have opened the PDF file within the tool's interface, head to the sidebar located on the right and click on the "More View Modes" icon. From the list of options, click on the "Reverse Order" option. The tool will show pages backward in the reversed order according to the page number.



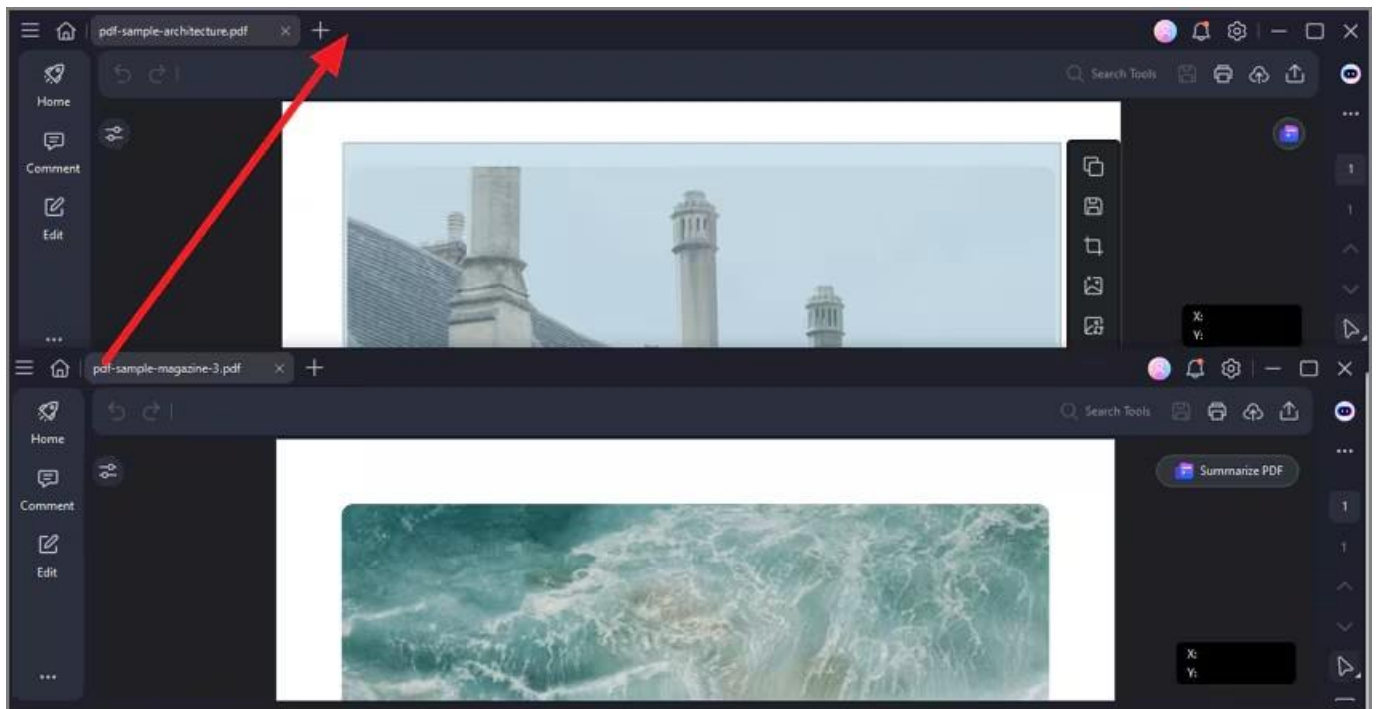
View Multiple PDFs in Different Windows

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

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



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



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



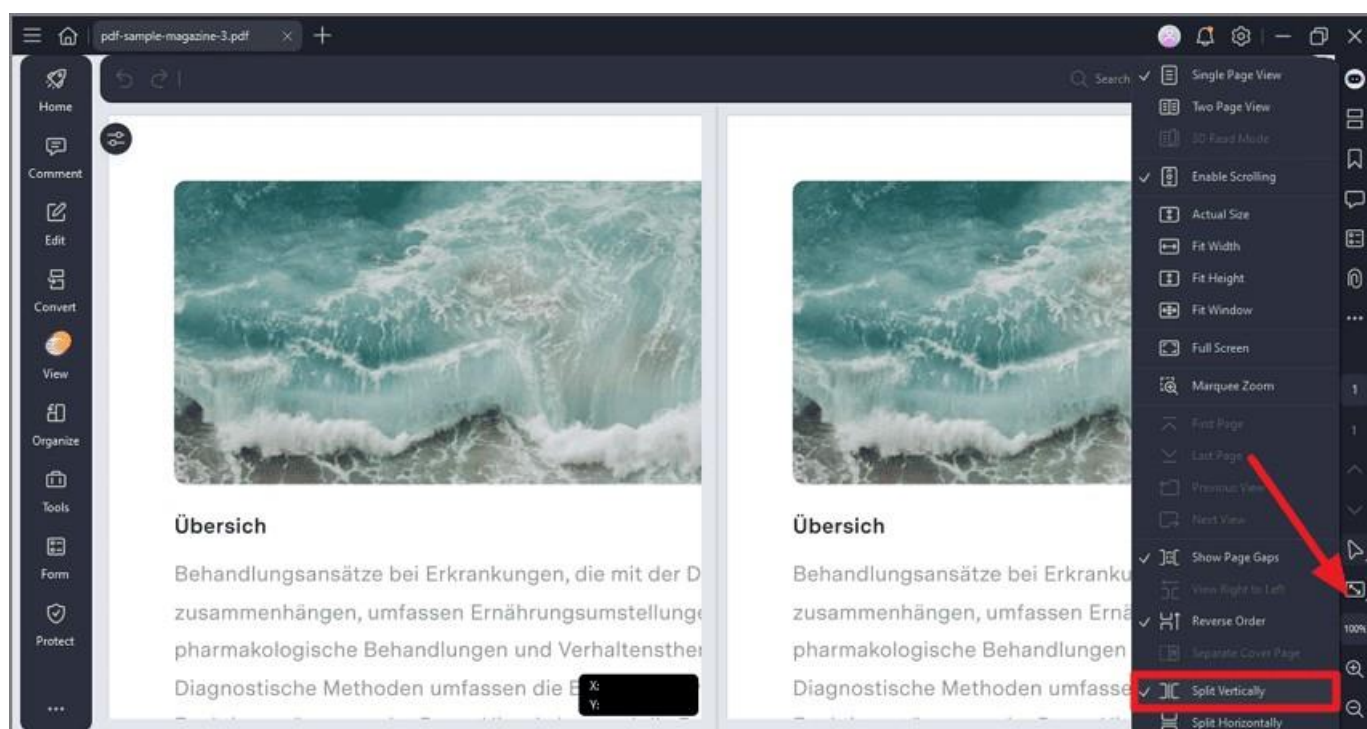
Use Split View on Windows

Split View lets you see two pages of the same PDF simultaneously for easy comparison or reference. Choose vertical or horizontal layouts as needed.

Split Vertically

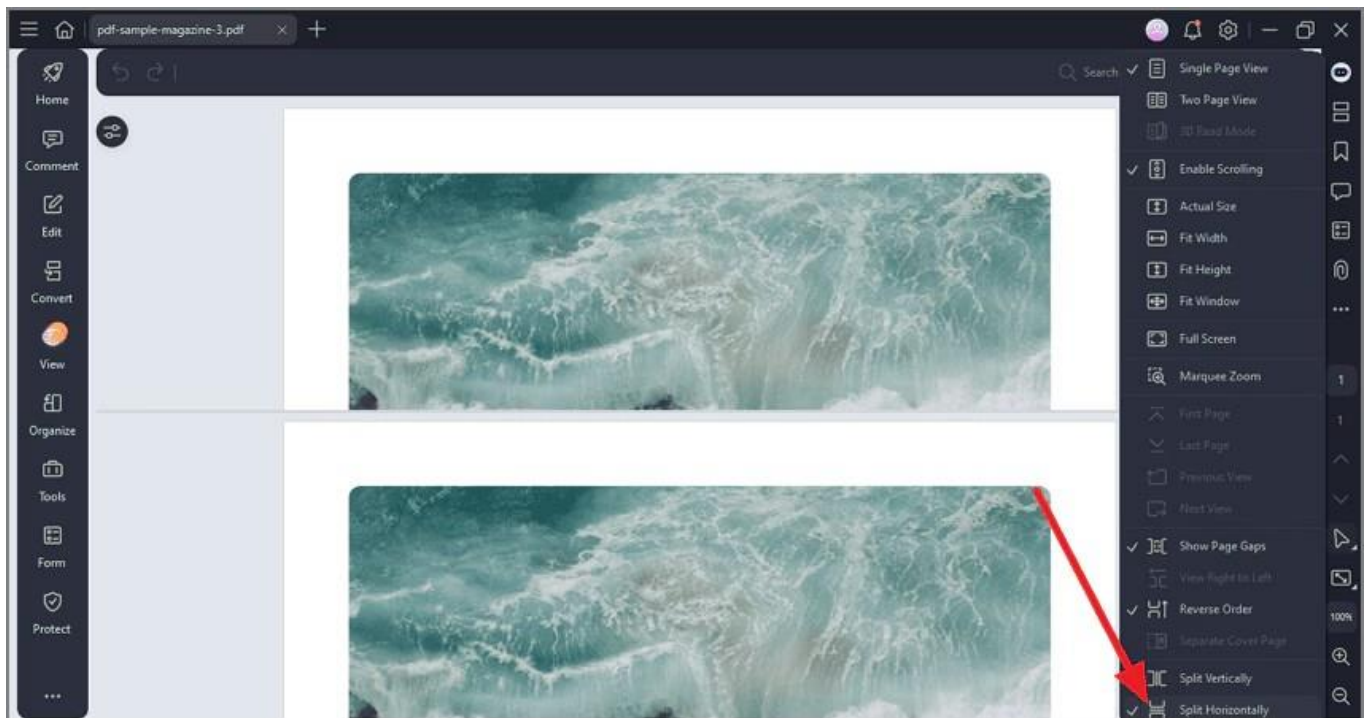
- Open the PDF and go to the right-side view controls. Click **More View Mode** and choose

Split Vertically to view pages side by side.



Split Horizontally

- Open the same menu again and pick Split Horizontally to stack the two views.

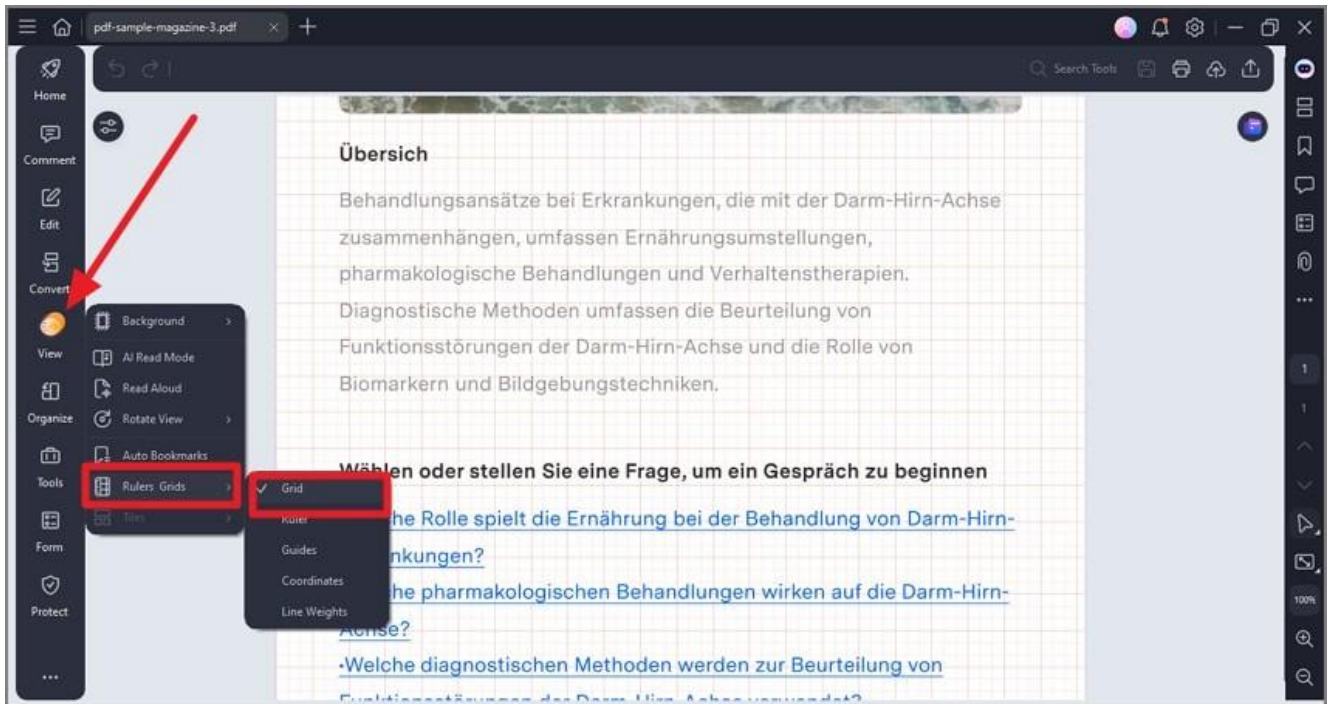


View PDF with Ruler and Grids

PDFelement provides rulers, grids, guides, coordinates, and line weights so you can align and measure precisely while editing PDFs. Follow the steps below to control these viewing options.

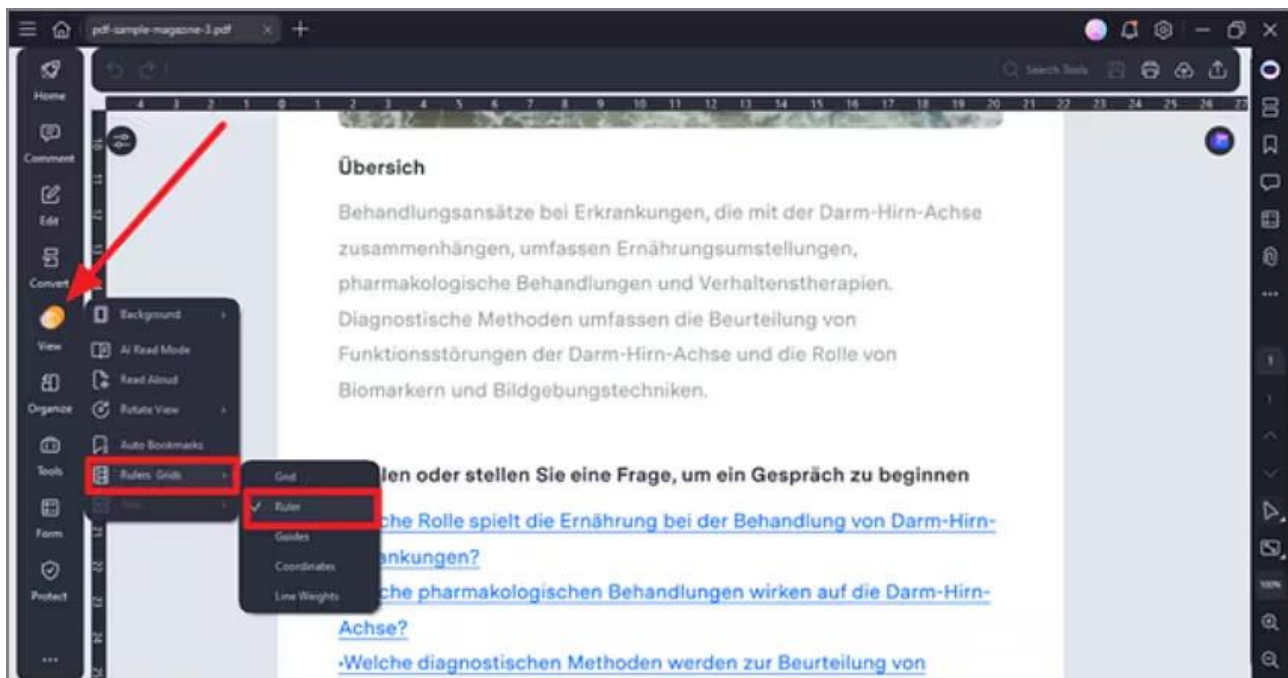
Enable Grid

- ◆ Open your PDF, go to the left sidebar, click **View > Rulers Grids**, then choose **Grid** to show grid lines on the page.



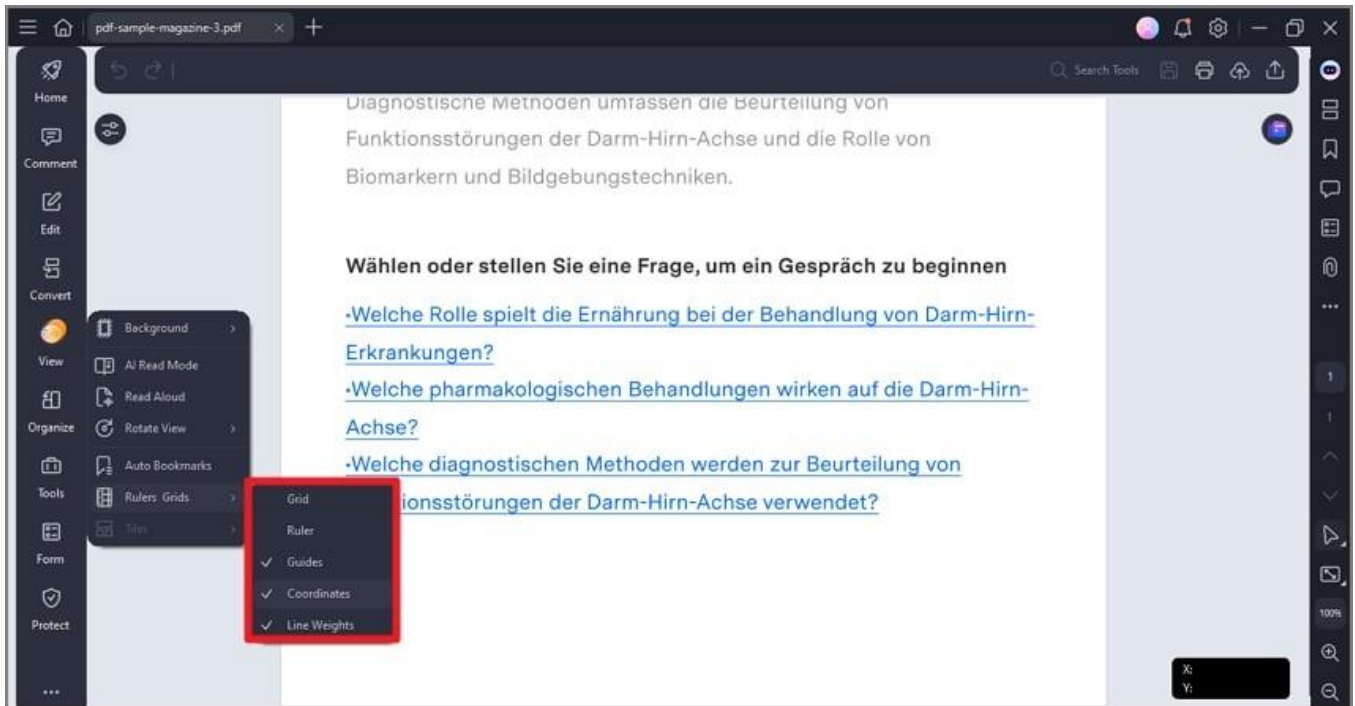
Enable Ruler

- From the same menu, pick **Ruler** to display horizontal and vertical rulers along the page edges.



Other Options

- Enable **Guides**, **Coordinates**, and **Line Weights** as needed for precise layout control.

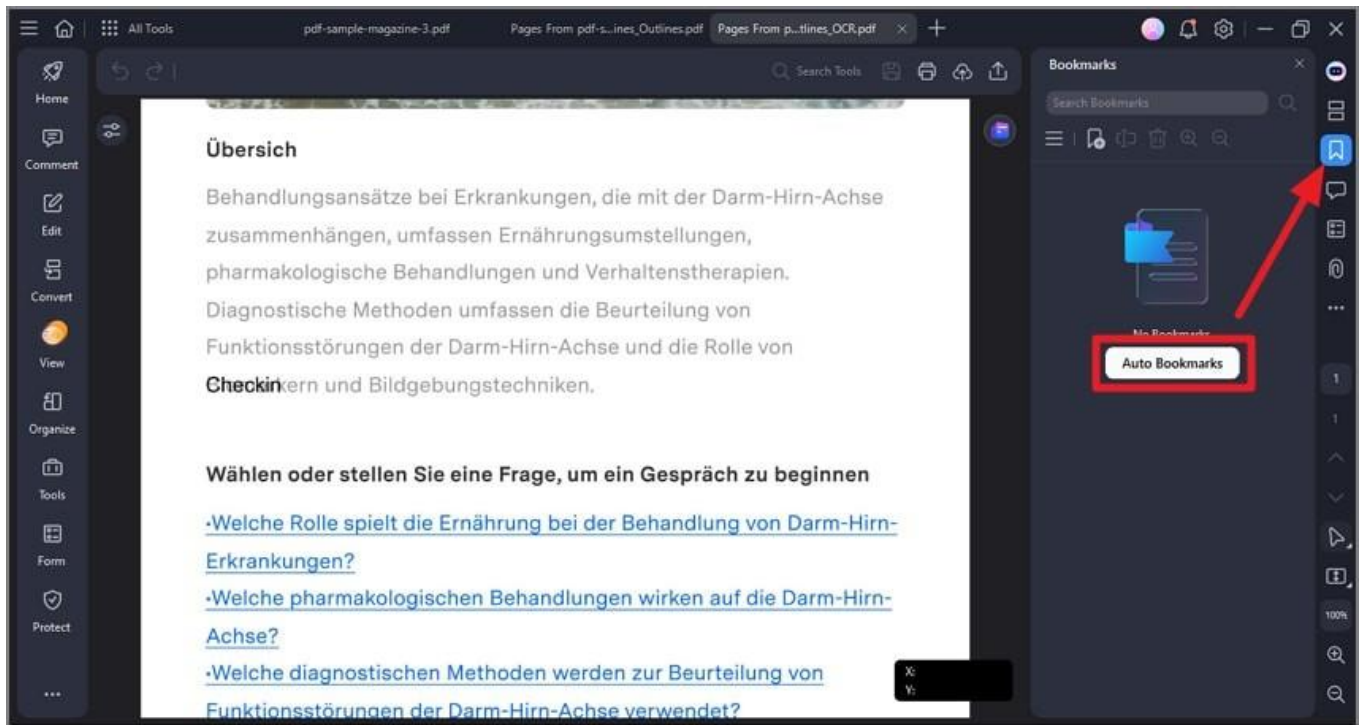


Add Bookmarks to a PDF on Windows

PDFelement's bookmarking feature significantly enhances PDF navigation and organization. It allows users to create bookmarks manually as well as automatically generate them based on heading styles within the document, saving considerable time. The software provides flexibility to customize bookmarks, including renaming, deleting, and creating hierarchical bookmarks for better document structure. To learn how to access the bookmark utility on PDFelement, read the steps mentioned below:

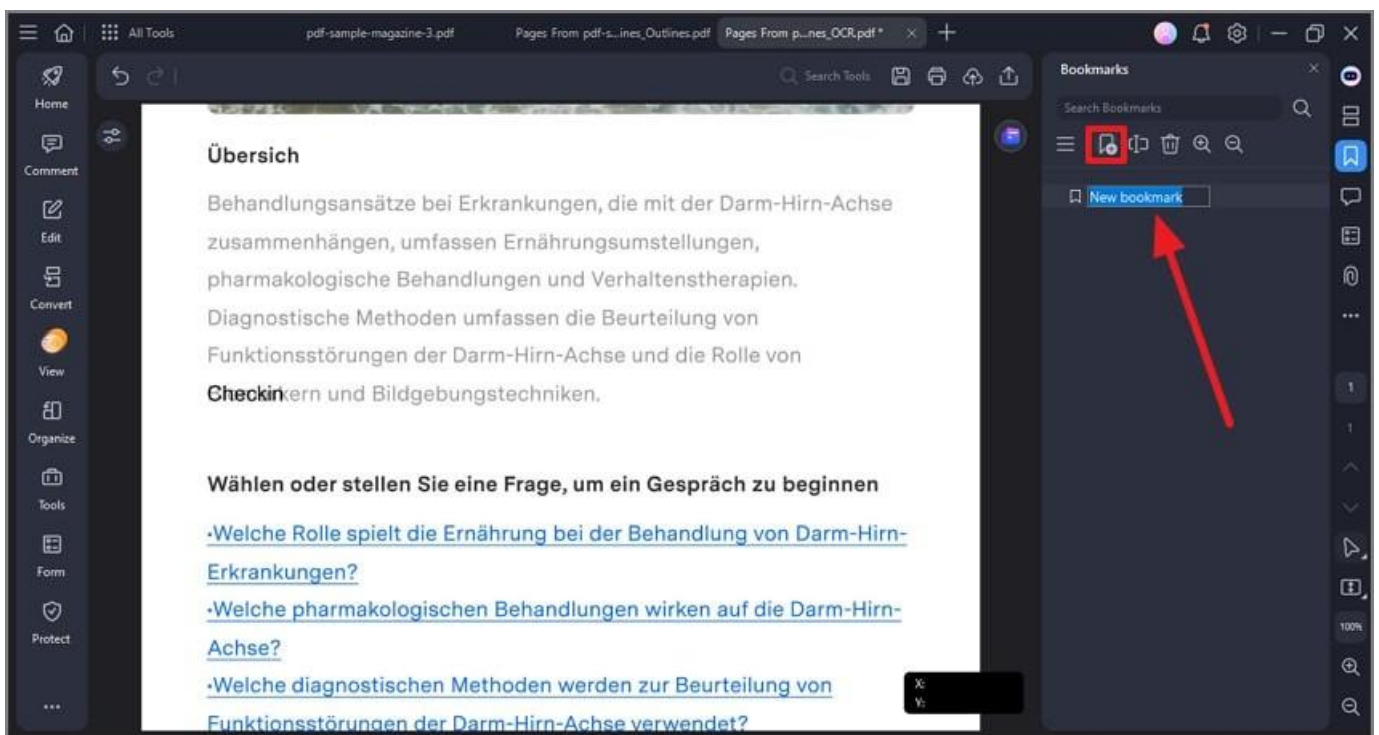
1. Auto Bookmark

- When you have opened a certain document within the tool's interface after launching it on your device, head to the sidebar on the left and press the "Bookmark" icon. Now, click on the "Auto Bookmark" option to let the platform automatically create bookmarks from the document.



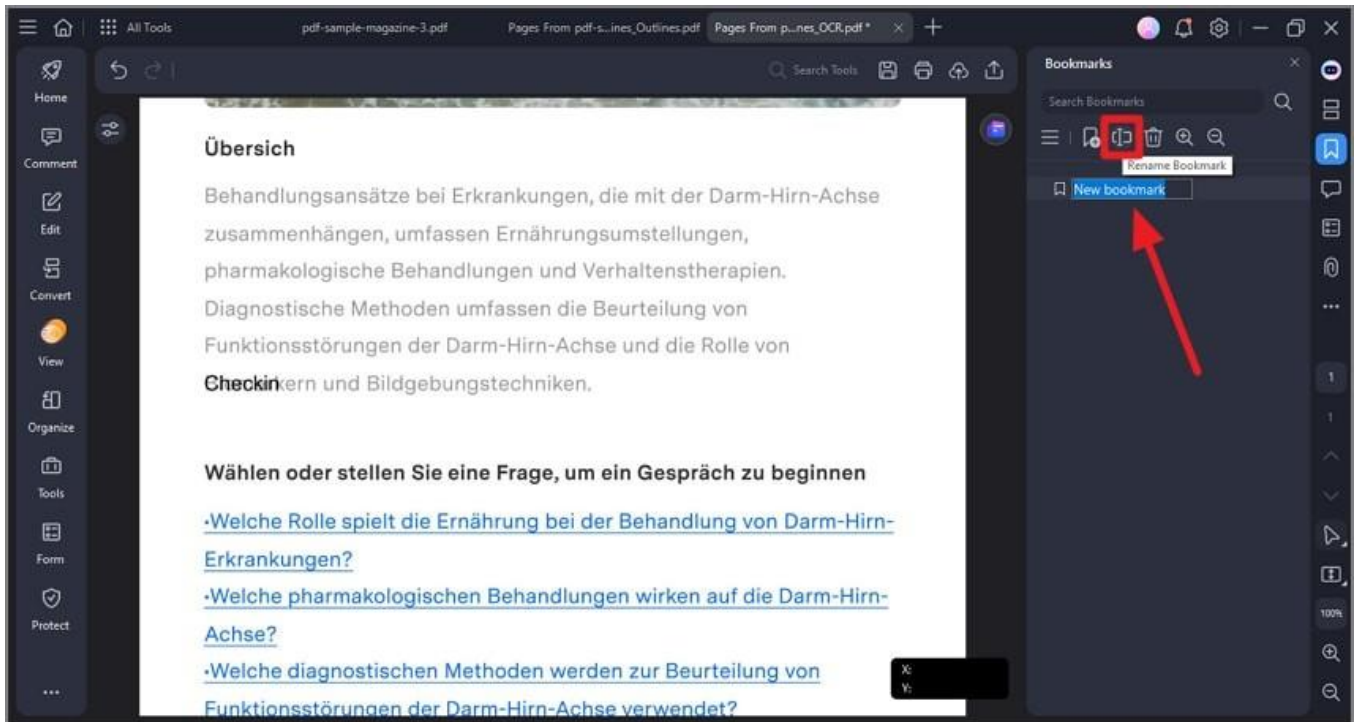
2. Add Bookmark

- To add your own bookmark, open the page that you want to bookmark, click on the “Add Bookmark” icon within the panel, and name the bookmark.



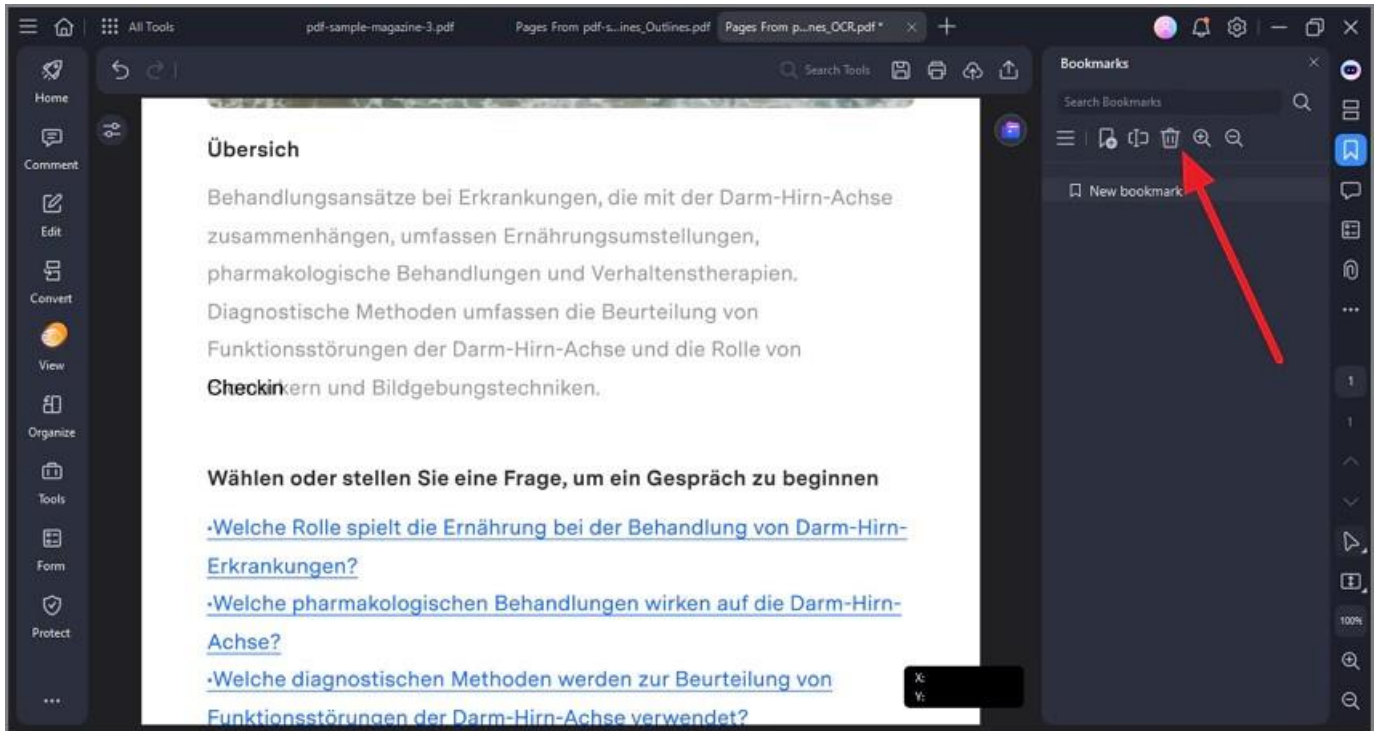
3. Rename Bookmark

- Change the name of the created bookmark by tapping on the “Rename Bookmark” icon next to the “Add Bookmark” icon. Amend the name of the specific bookmark according to your preferences.



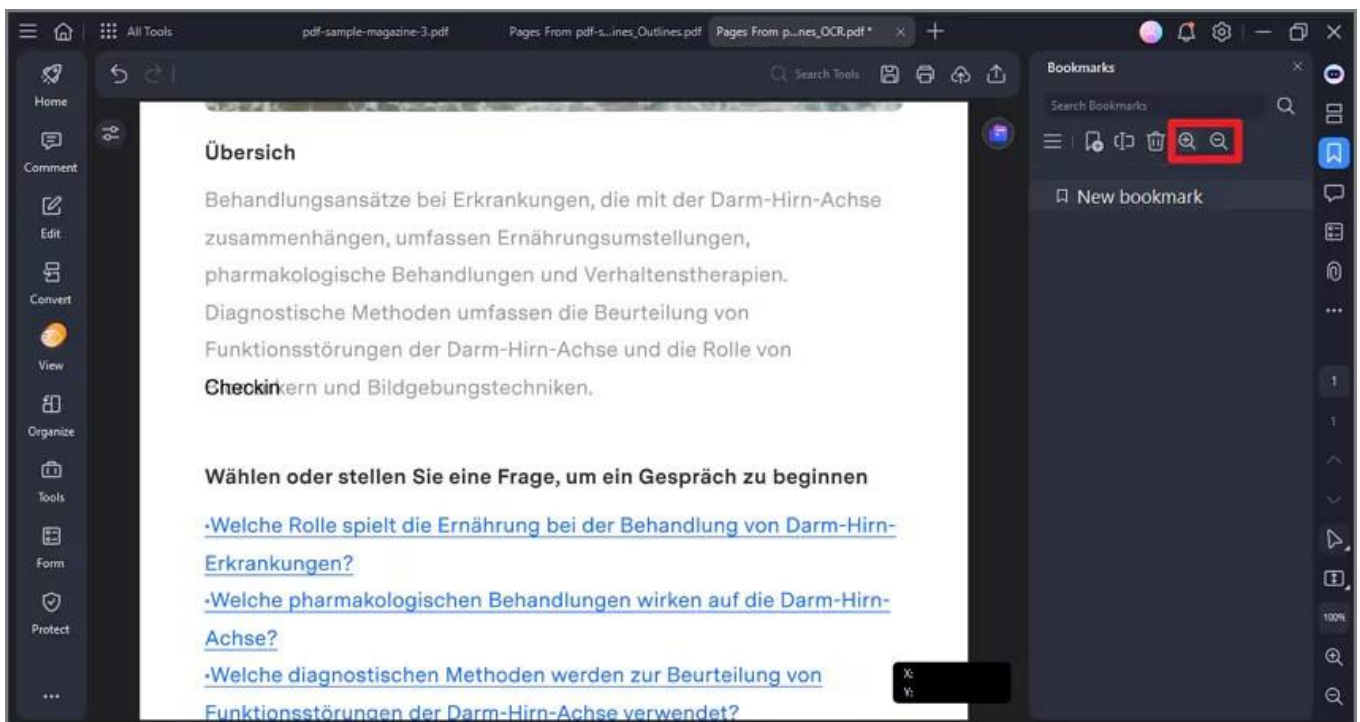
4. Delete Bookmark

- To delete a specific bookmark from the document, select the bookmark from the list and tap on the “Bin” icon located above the bookmarks.



5. Change Text Size

- You can enlarge or shrink the text of the bookmark by clicking on the magnifying glass icons located on the panel.

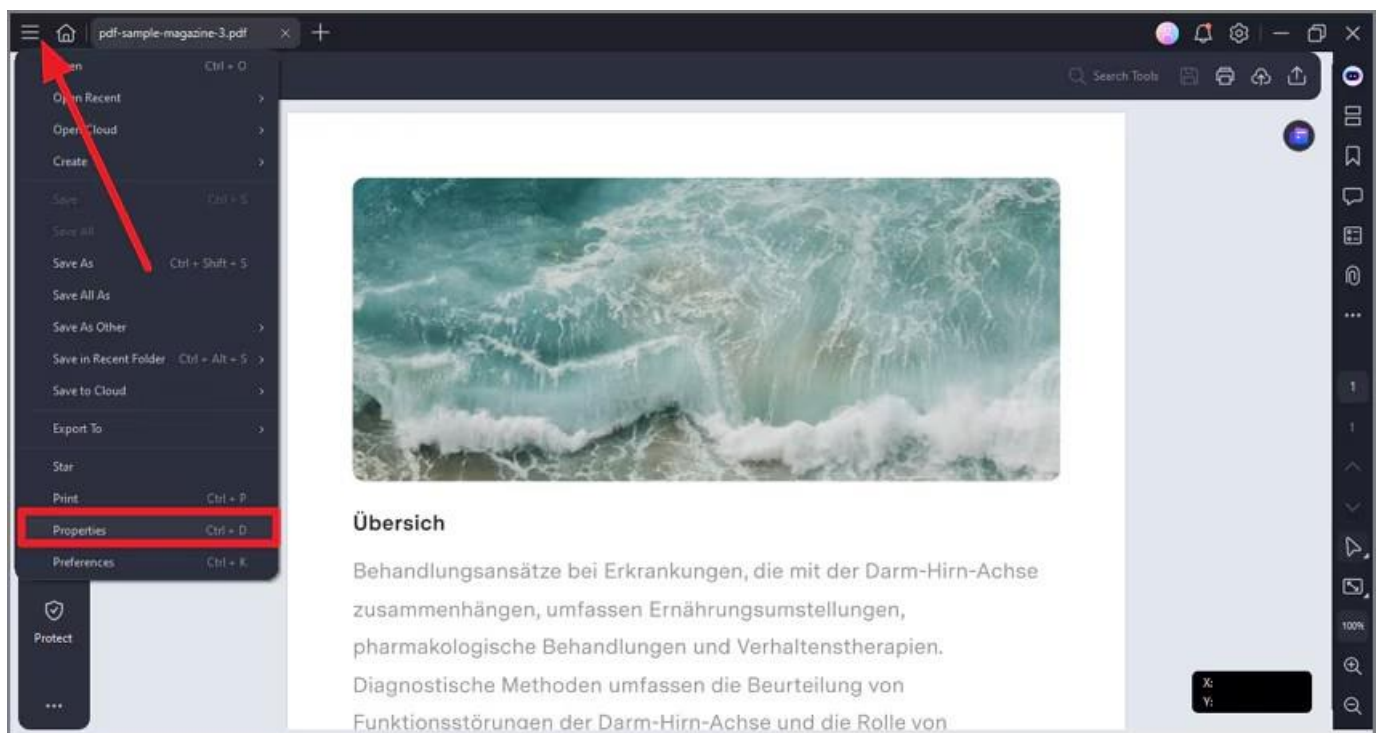


Do Word Count and Page Count in PDF

Use PDFelement to quickly view a document's page count and total word count. Below shows where to access both statistics while working on your PDF.

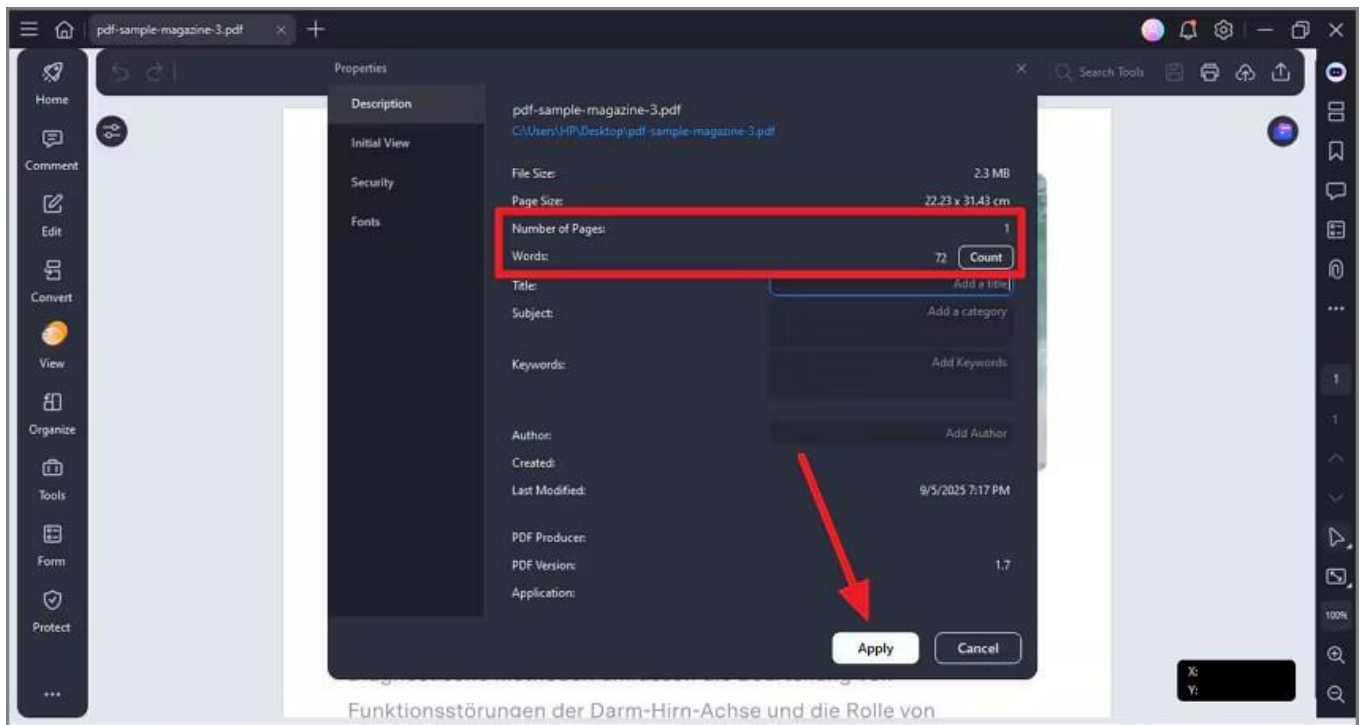
Check Page Count

- ♦ Open your PDF and access the document properties panel to view details including the total number of pages.



Check Word Count

- ♦ Open the word count view to see total words for the current PDF.

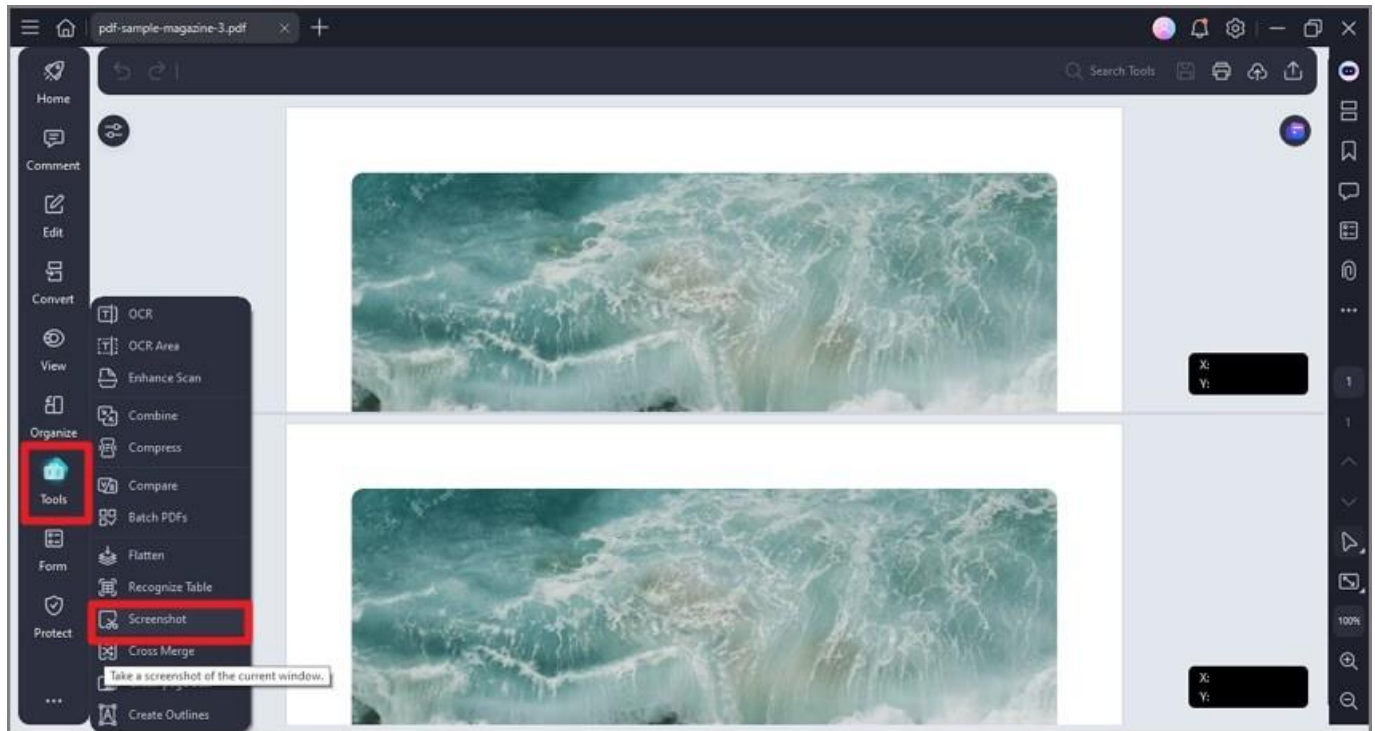


How to Record a PDF Screen

Use the built-in recorder to capture any region of your PDF, with options for system/mic audio and quick annotations. Follow these steps to record efficiently.

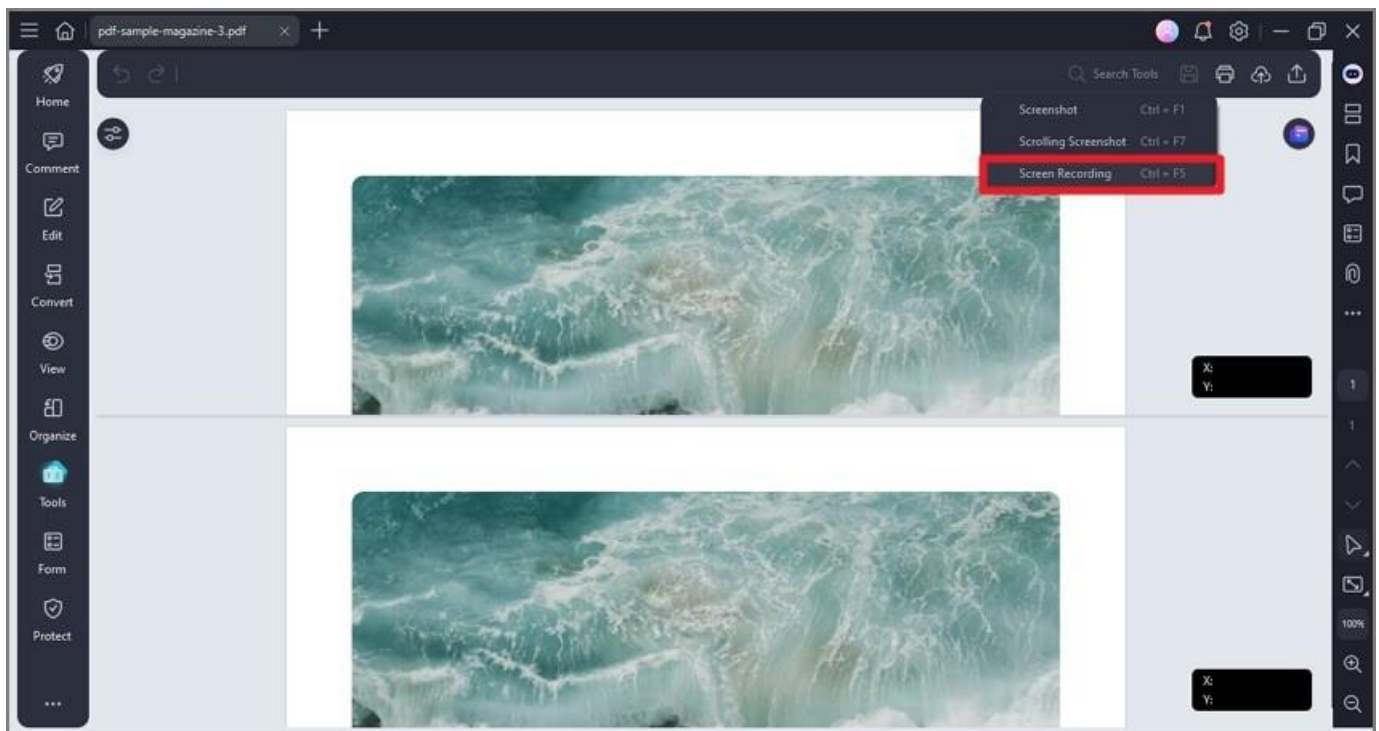
Choose Screenshot Tool

- ♦ Open your PDF, go to the left sidebar and click **Tools**, then select **Screenshot**.



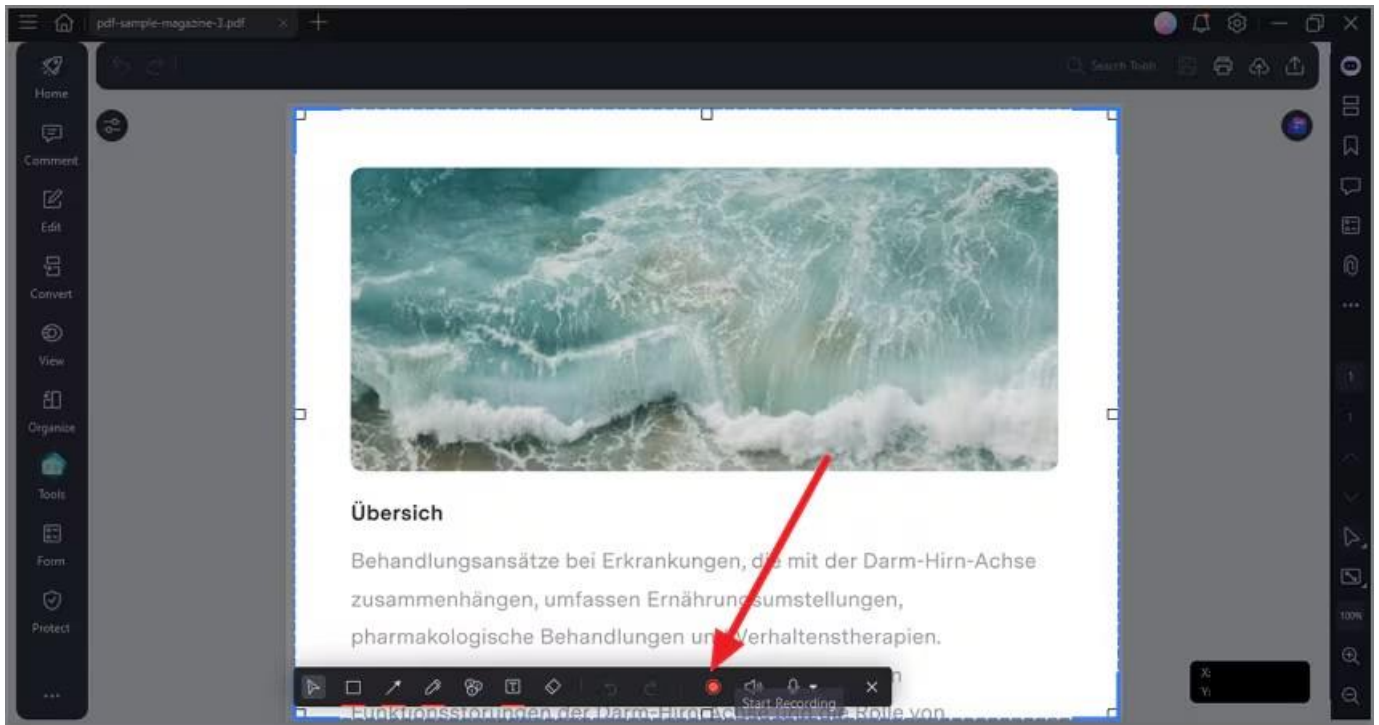
Open Screen Recording

- From the top-right options, select **Screen Recording** to switch to recording mode.



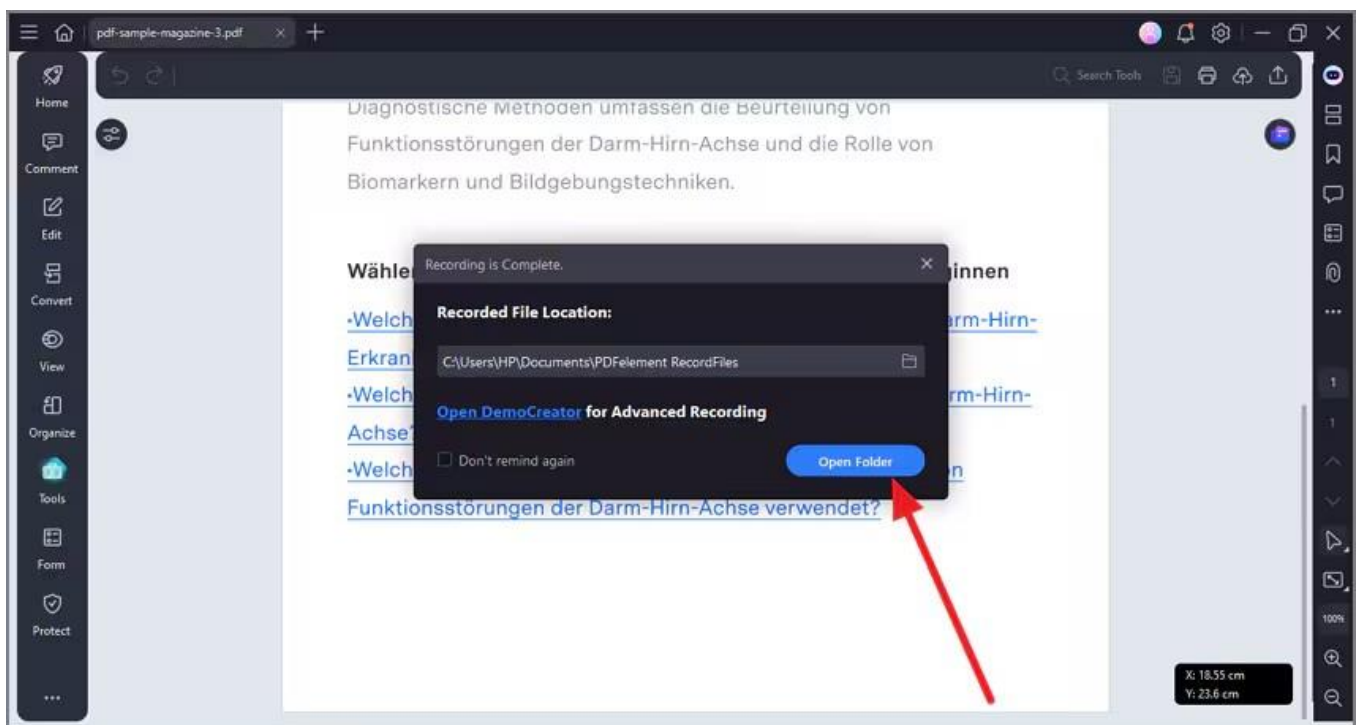
Select Area & Start

- Drag to select the capture area and adjust settings in the floating toolbar. Click the red **Record** button to start.



Stop & Save

- Click **Stop** to end recording. The video is saved automatically; click **Open Folder** in the dialog to locate it.



Create PDF Files

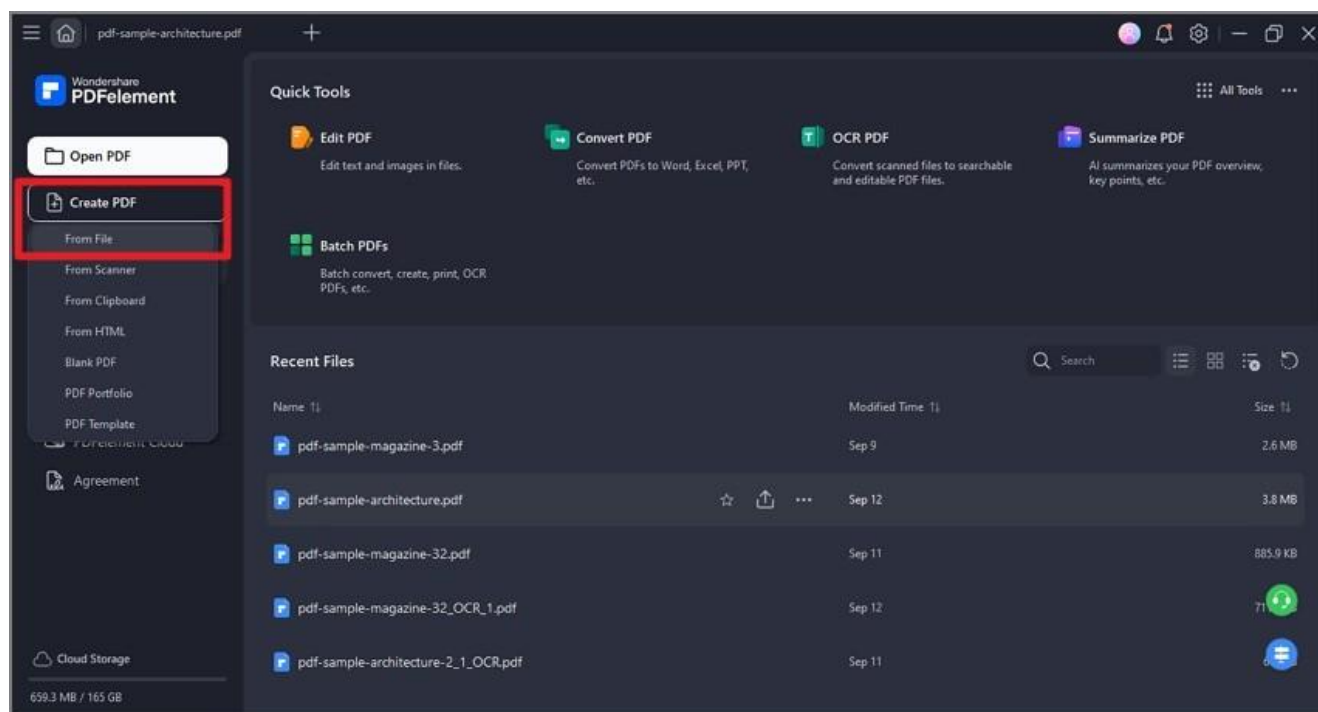
Create PDF Files from Any File

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

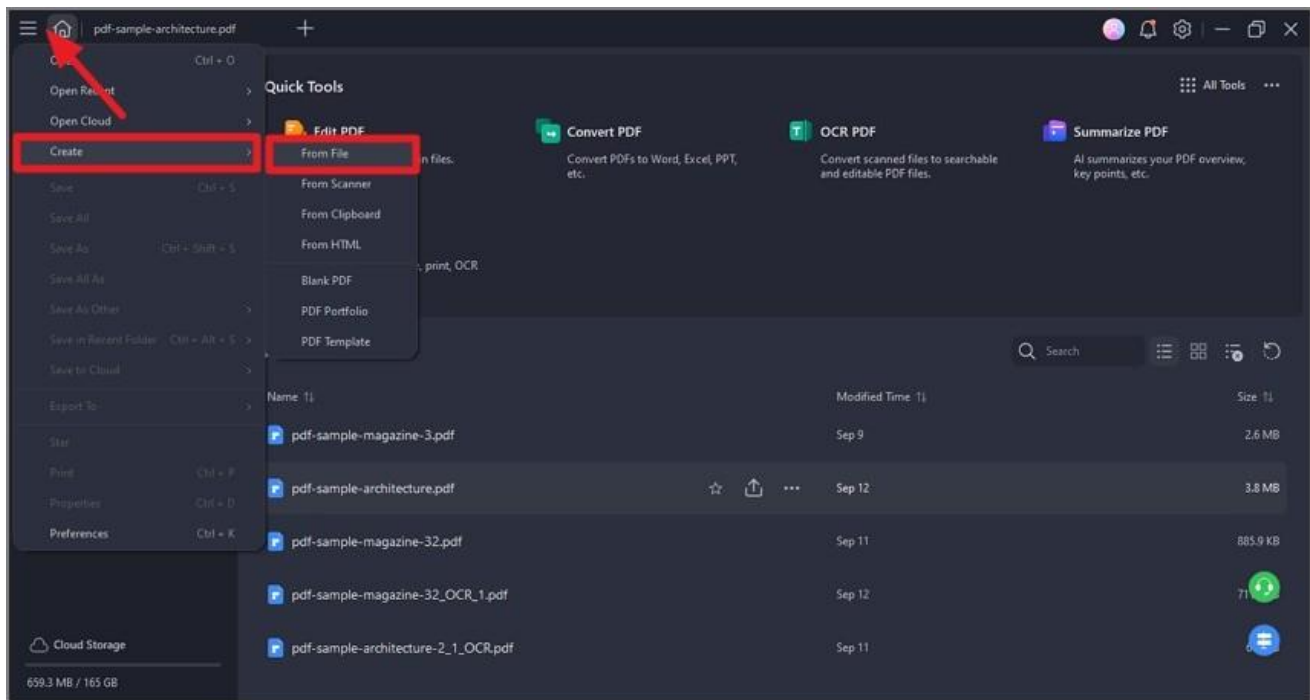
1. Create PDF from file explorer

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

- Open the PDFelement on your desktop, and you will see the homepage. Then click on Create a PDF > From File.



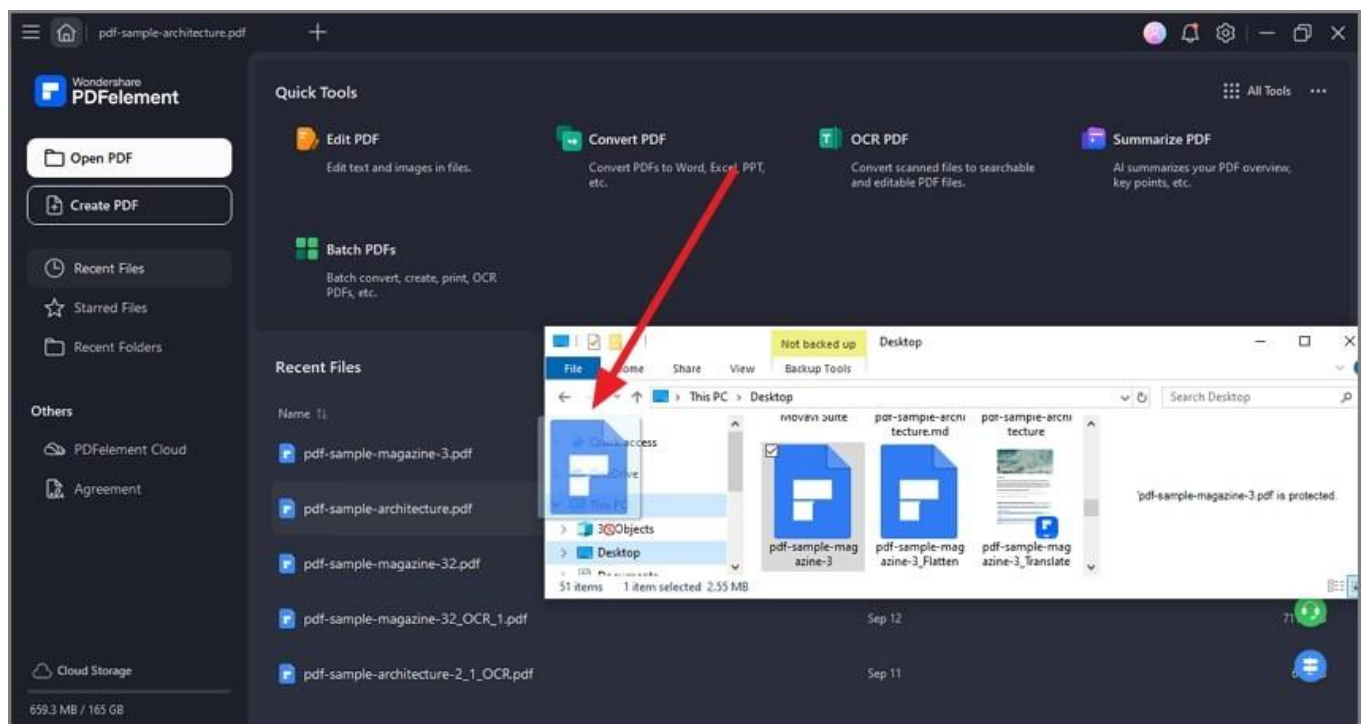
- If you have opened a PDF, go to File > Create > From File.



2. Create PDF by drag and drop

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

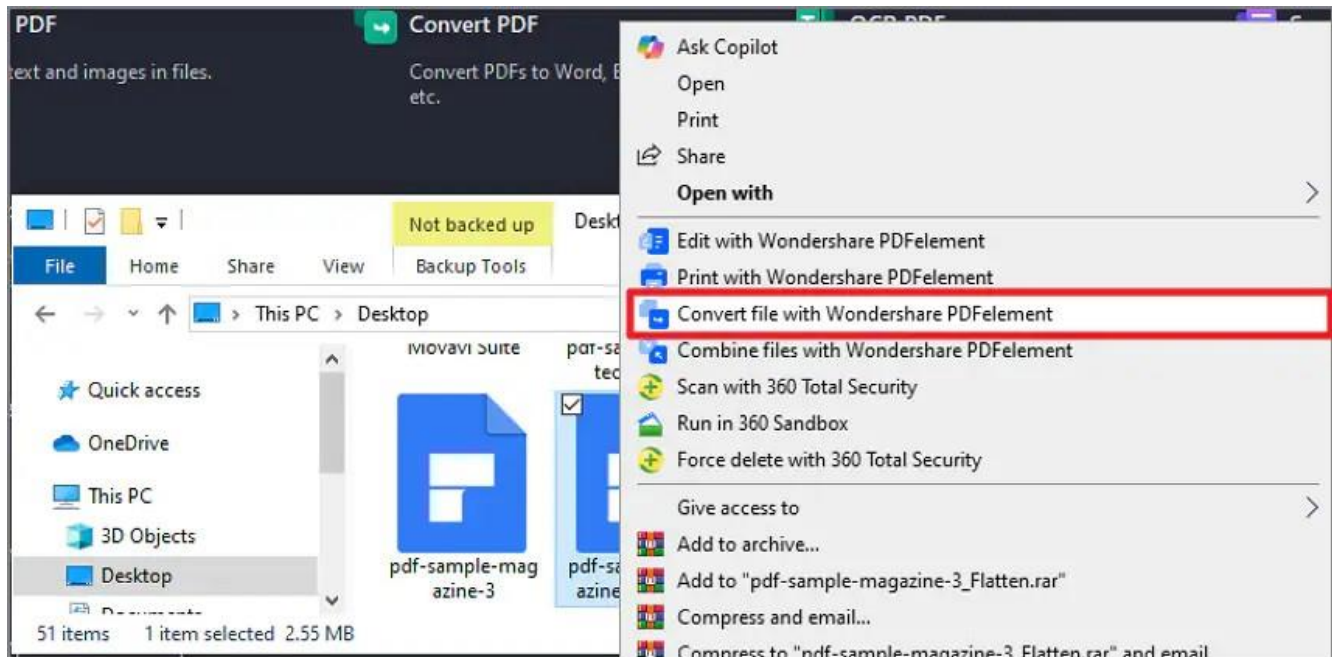
- Drag the document you want to convert on to the PDFelement desktop icon.
- If the PDFelement is open, drag the file directly into the application window.



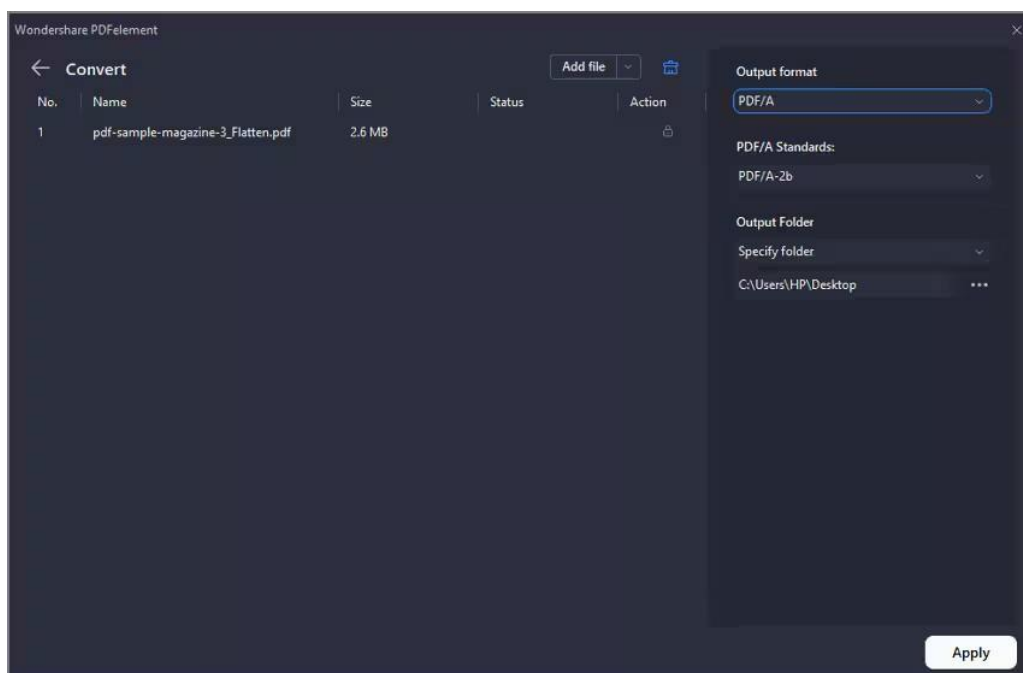
3. Create PDF by right click

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

- ♦ Right click the target document.
- ♦ Click the "Convert to PDF with Wondershare PDFelement" button on the menu.



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

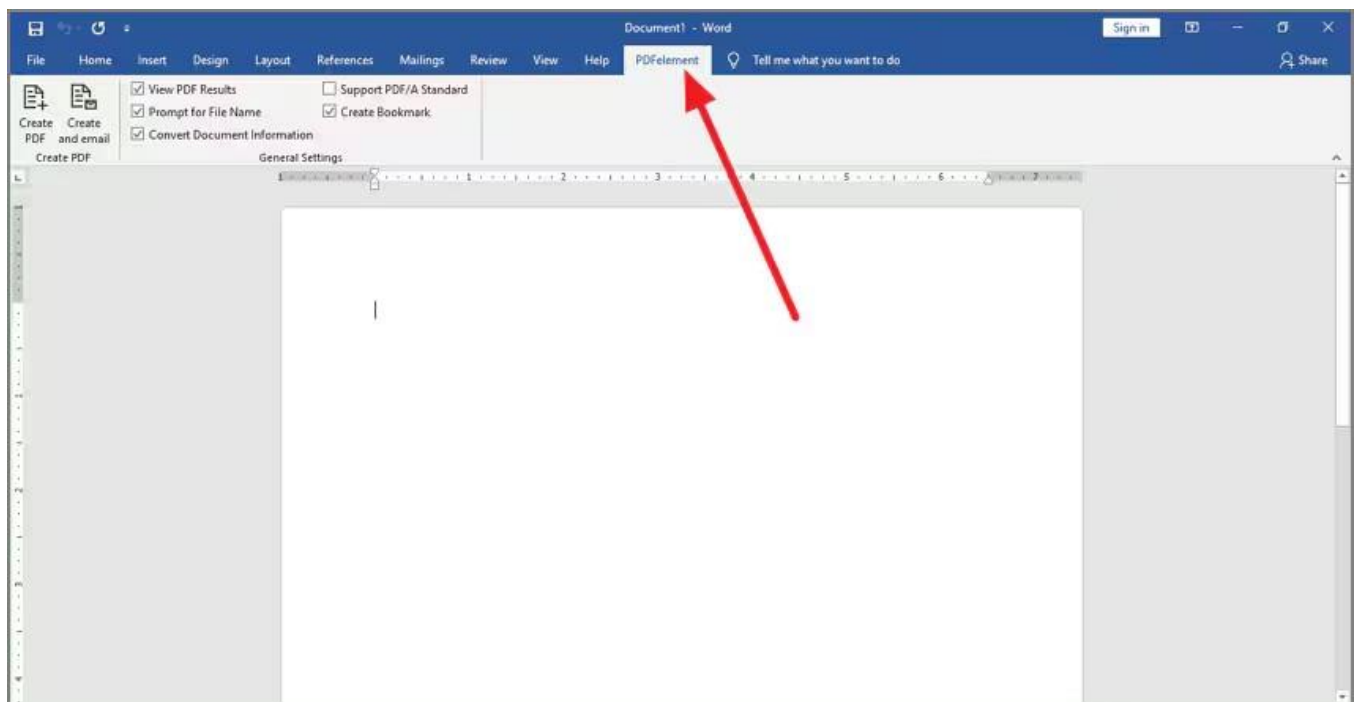


- ♦ The created PDF file will be open in PDFelement and you can press "Ctrl + S" to save it.

4. Create PDF in Microsoft Office

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

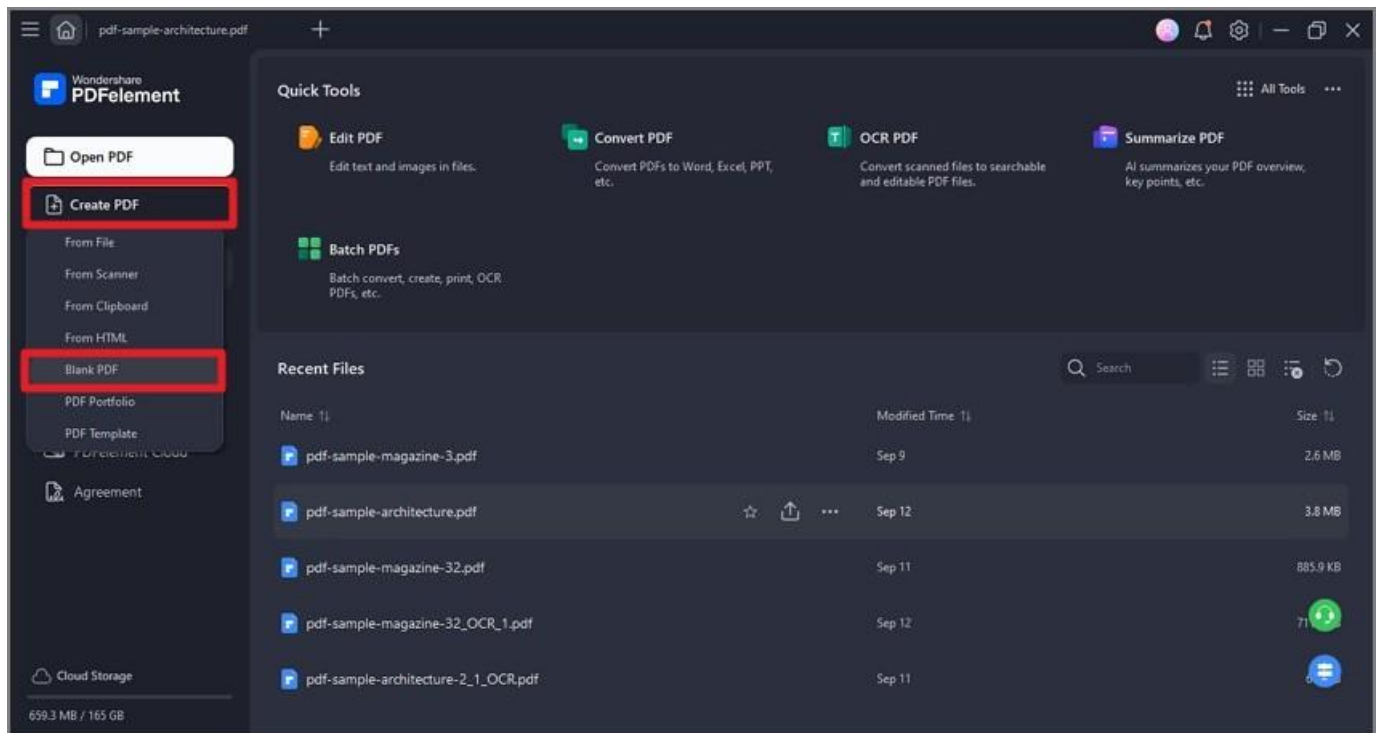
- ♦ Open a Word/Excel/PPT file. There is a "PDFelement" button on the menu.
- ♦ Click on " PDFelement > Create PDF " button to quickly create a PDFdocument.



Create Blank PDF

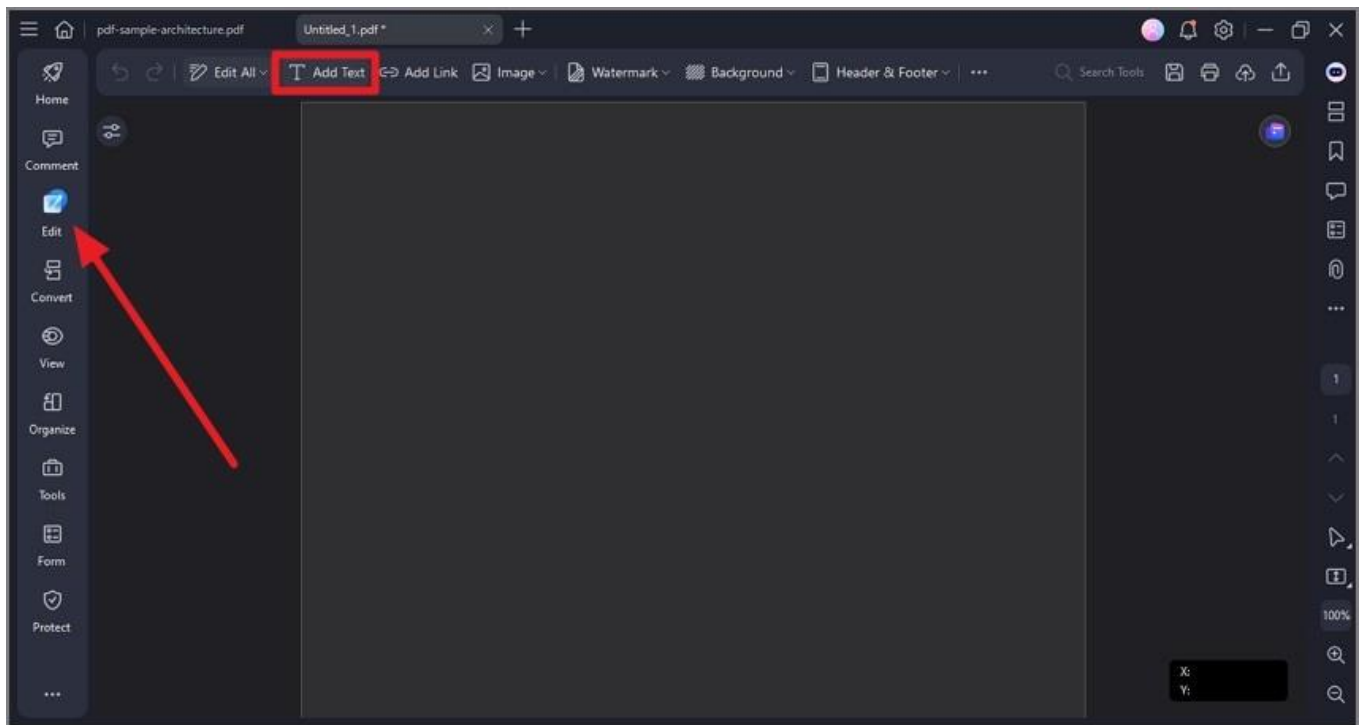
You can create blank pdf, or create a PDF from a blank page rather than beginning with a file, image, or scanning.

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



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

After you create a blank pdf, you can click the "Edit > Add Text" button or "Comment > Type Writer" button to add text on the page, or click other buttons to do what you want to this PDF. Click the "File > Save" button to save it on your computer.

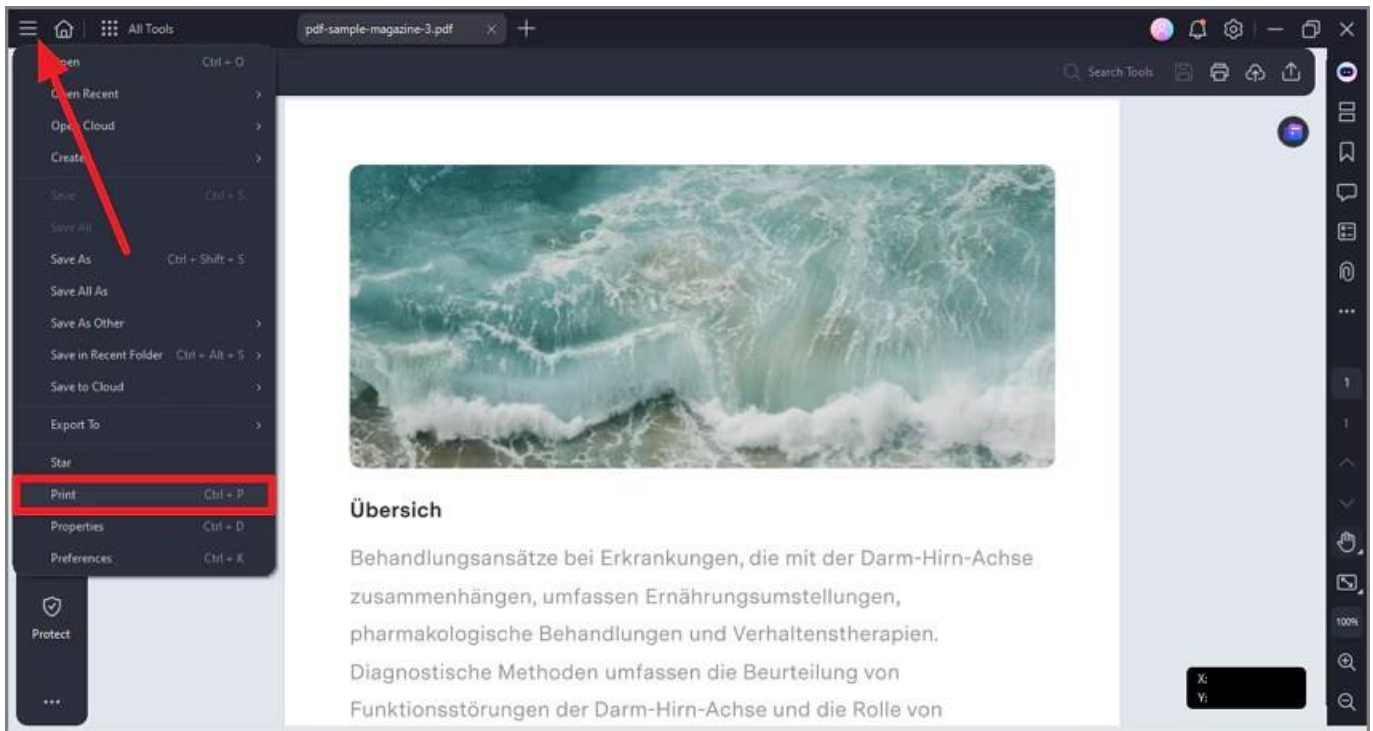


Create PDF Files Using Print

PDFelement offers a robust and flexible set of features for creating PDFs from various sources. Users get the ability to save the file as a PDF while accessing the print feature of this tool. To learn how to use this utility, read the steps mentioned below:

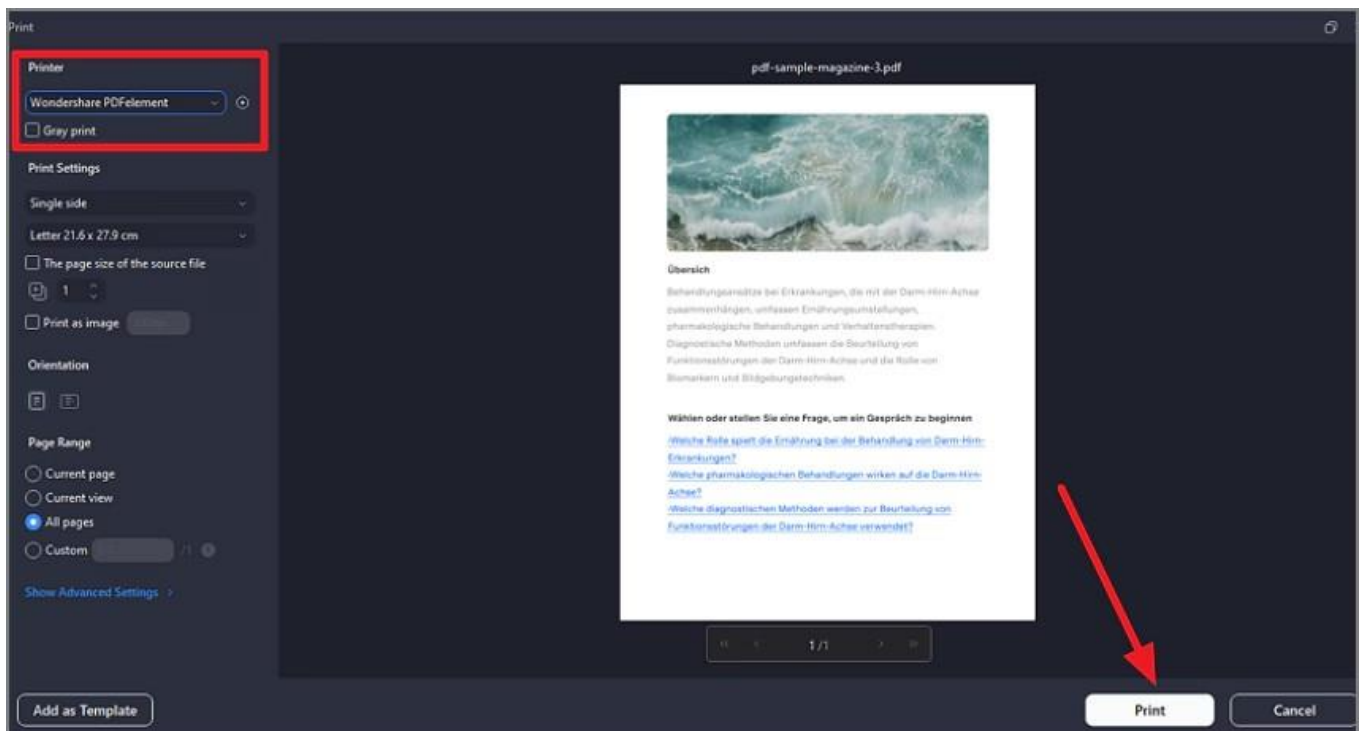
Step 1

Begin by launching the tool on your device and opening the document within it. Now head to the top-left corner of the interface and press the “Three Bars” icon. Next, choose the “Print” option from the list provided and click on it.



Step 2

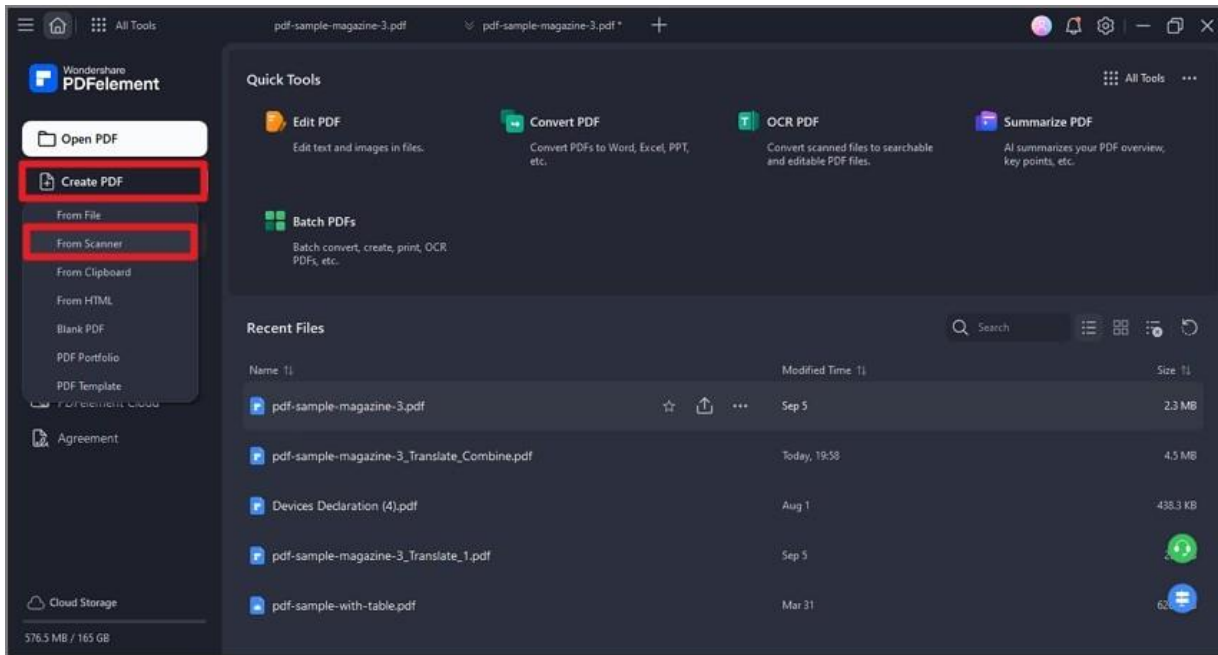
In the following interface, select the "Printer" as "Wondershare PDFelement" and configure other settings. Finally, hit the "Print" button located at the bottom to open the file as a new PDF in the next window.



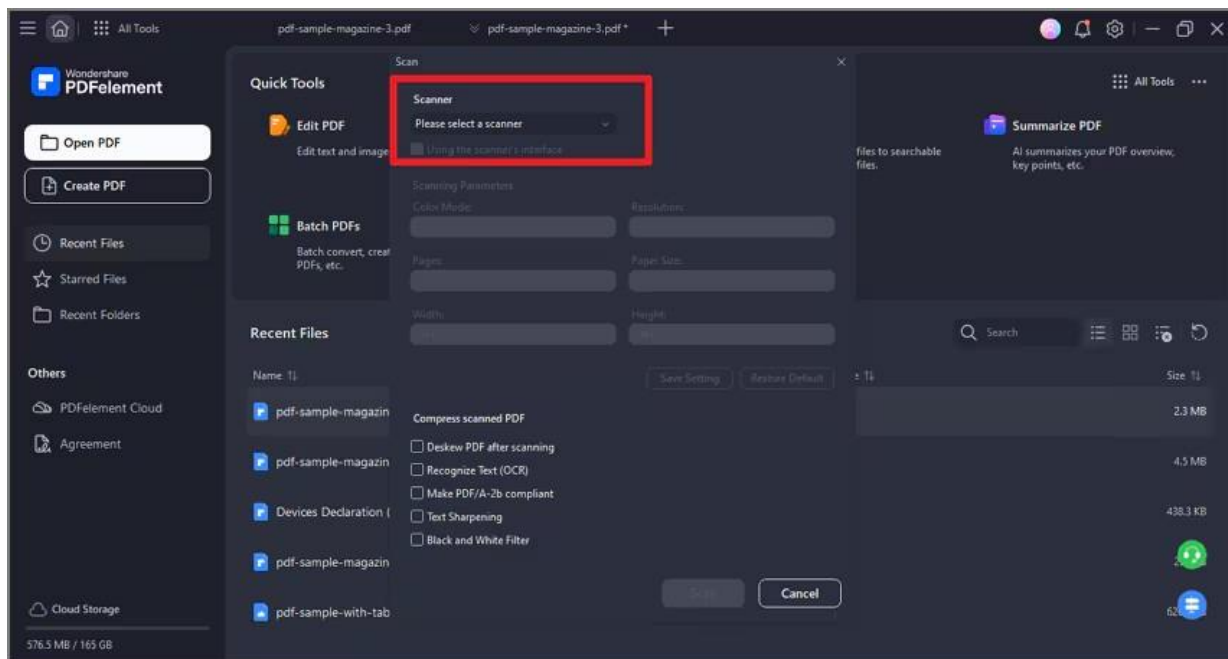
Turn Scanned Document to PDF

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

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



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



- Select the scanned image to create as a PDF, or continue to scan more pages to

create as one PDF.

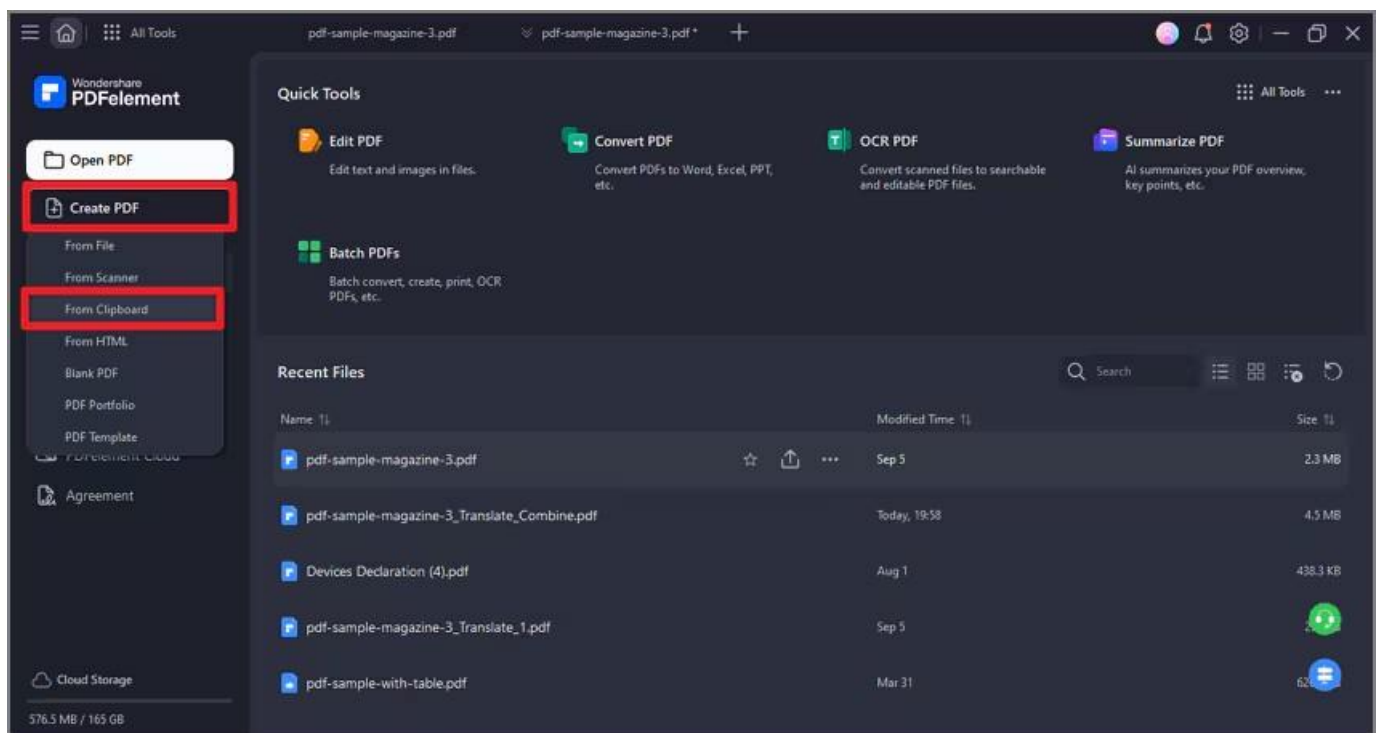
- ♦ The created PDF file will be opened in the program directly, you can start to work with it or save it on your computer.

Create PDF from Clipboard

PDFelement allows users to create PDFs directly from clipboard content, making it a flexible and efficient way to capture and convert text. Once created, the PDF can be edited, annotated, and saved like any other document within PDFelement. This clipboard-based creation simplifies workflows by enabling quick PDF generation from any copied material without needing to save the content as a separate file. Read the steps mentioned below to learn how to use this utility:

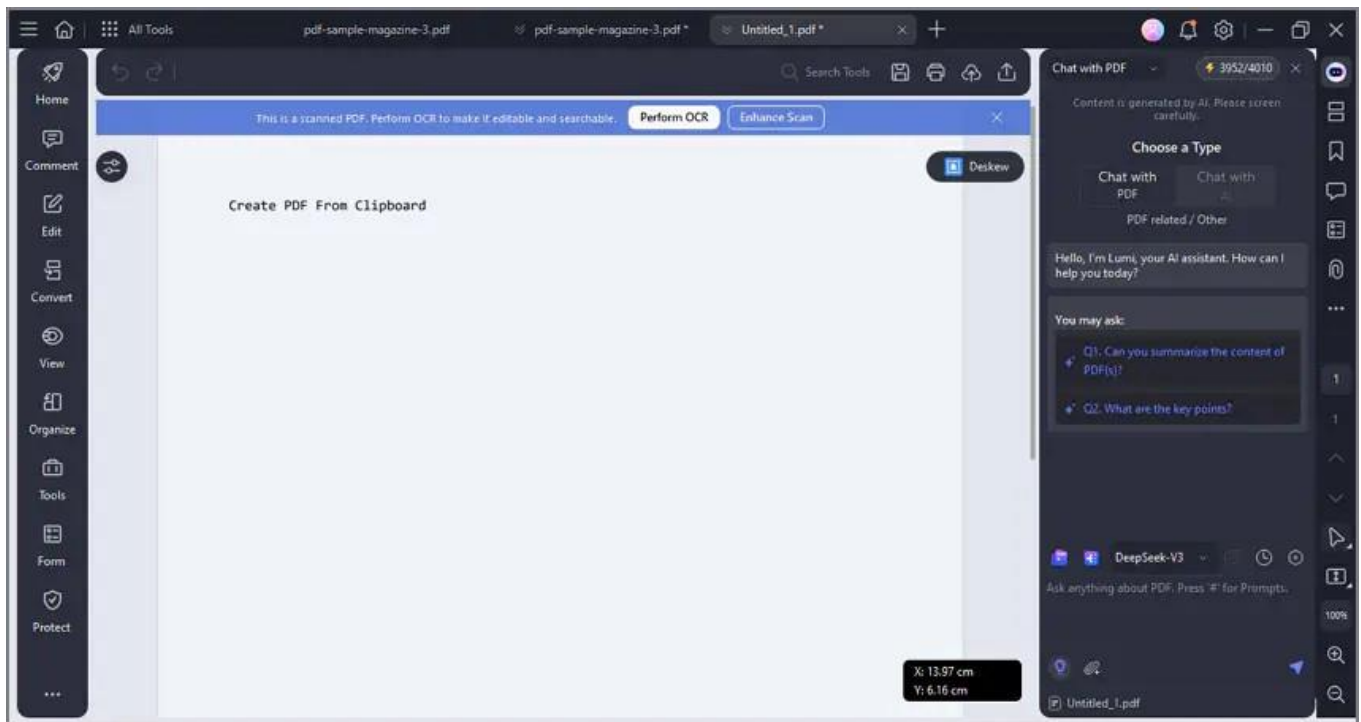
Step 1

Start by copying the text that you want to convert into a PDF document from its source. Now, access the homepage of the tool on your device and head to the “Create PDF” option located on the left. Next, choose the “From Clipboard” option and click on it.



Step 2

The document will be instantly created within the interface in a new window with the text pasted on the page. You can now process the document according to your preferences.

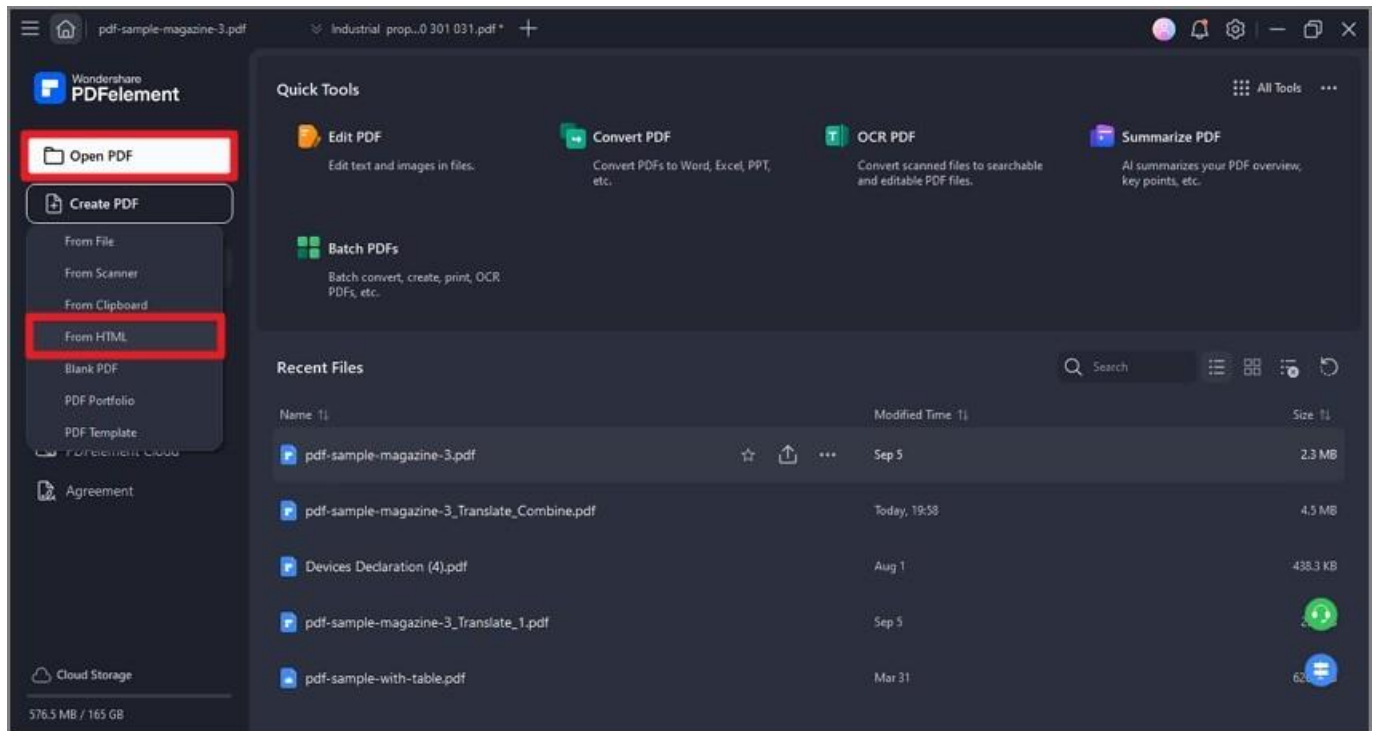


Create PDF from HTML

PDFelement supports creating PDF files from HTML content with high accuracy and quality. This feature allows users to convert HTML files or web pages into PDFs that are easy to edit, annotate, and share within the PDFelement environment. To learn how to create a PDF document from an HTML link, follow the steps provided next:

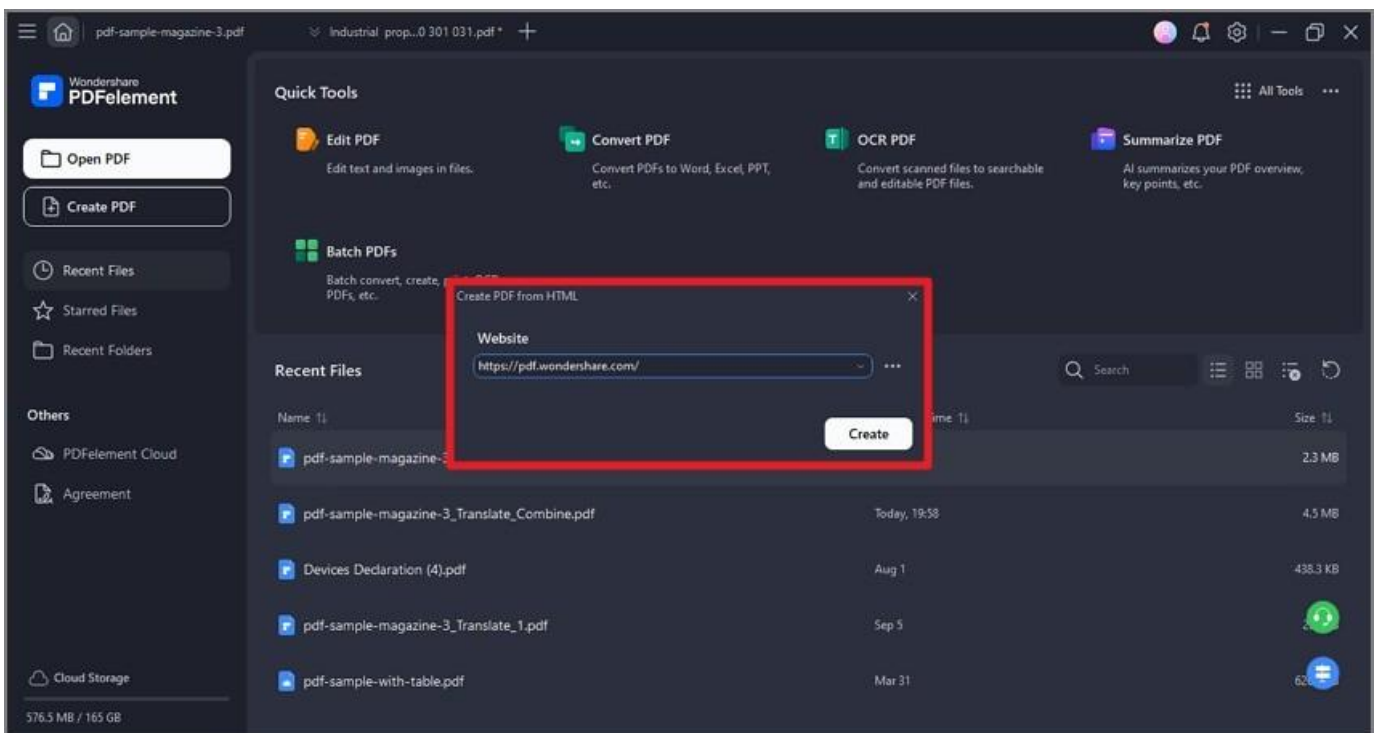
Step 1

After launching PDFelement on your Windows device, click on the “Create PDF” option and choose the “From HTML” option.



Step 2

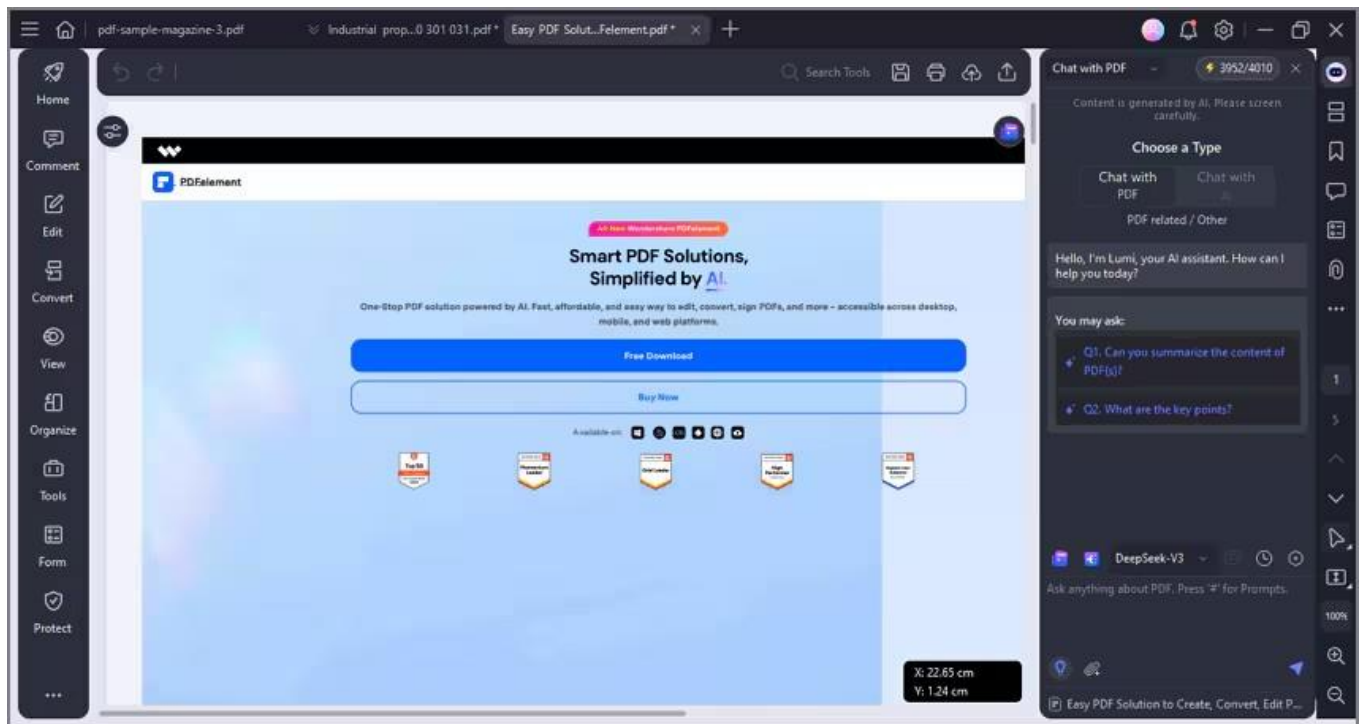
Next, copy the link that you want to convert into a document and paste it within PDFelement's interface. Click on the “Create” option to execute the conversion.



Step 3

Once the link is converted, the PDF will be created in a new window within the tool. You can

edit and modify it according to your preferences before saving it to your device.

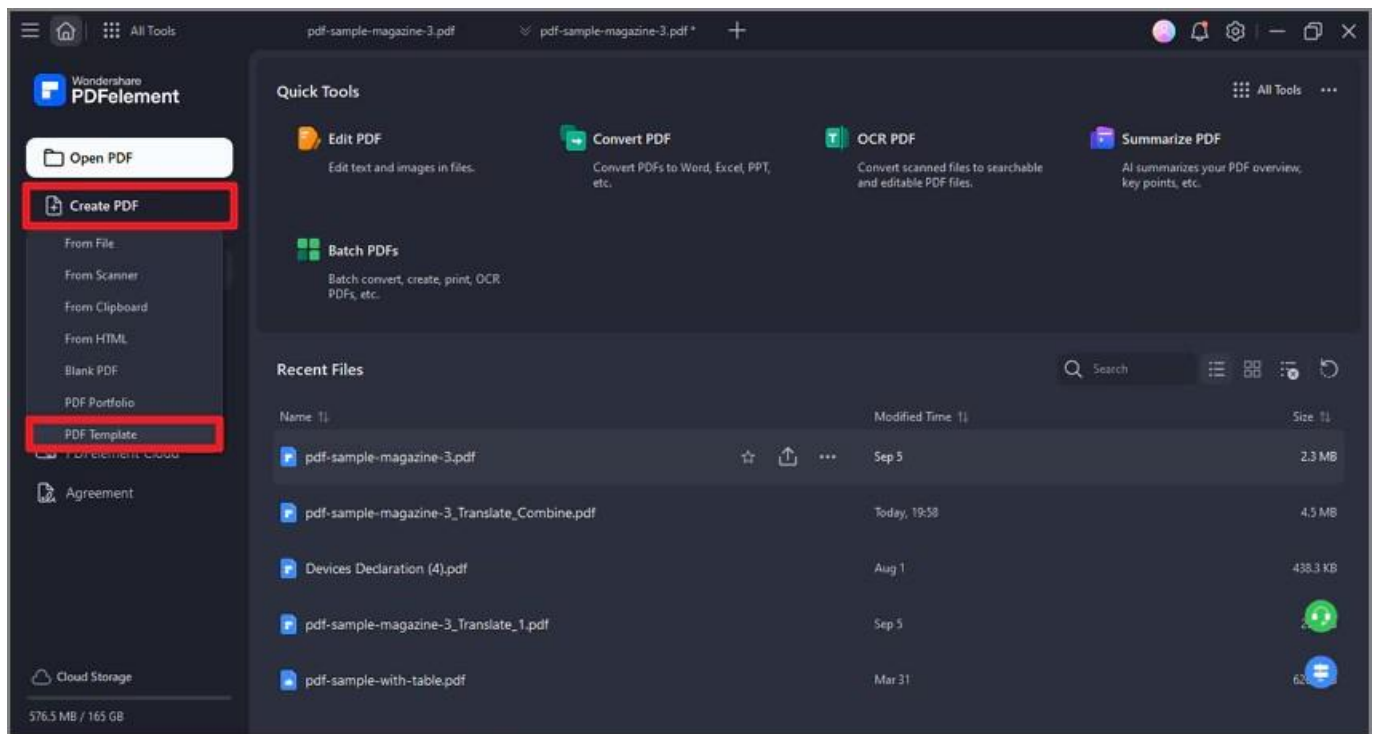


Create PDF from Templates

PDFelement offers a convenient feature to create PDF files from a variety of built-in templates available. These templates cover a wide range of categories, including business documents and educational materials. The templates are customizable, allowing modification of text, images, colors, and fonts to suit individual branding or specific needs. To learn how to create a document quickly with a professional format without starting from scratch, read the steps mentioned below:

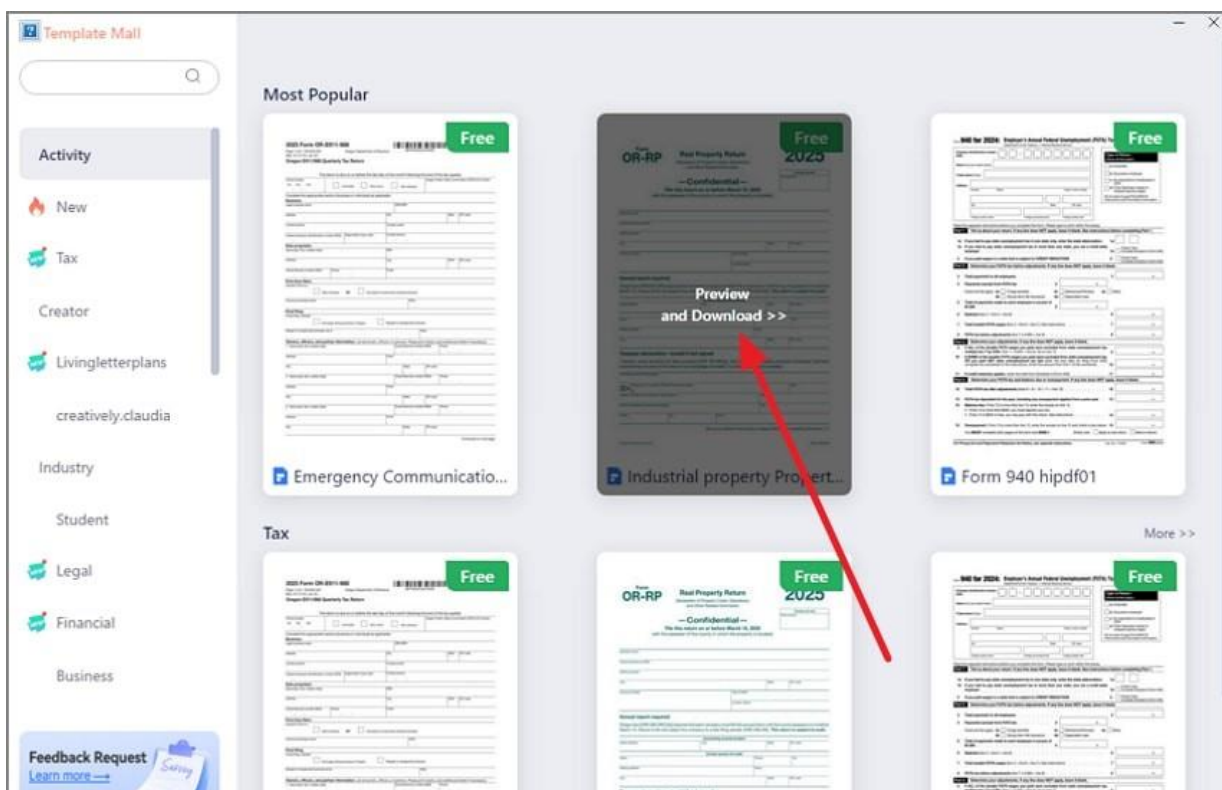
Step 1

Once you have launched the tool on your Windows device, head to the homepage and click on the "Create PDF" option. Now, locate the "From Template" option and click on it.



Step 2

Next, choose the template of your choice from the "Template Mall" in the following interface. Press the "Preview and Download" option to use the template and open it within the tool's interface.



Step 3

Preview the template in the next interface and press the "Edit Now" button located on the right.

Free

Other Schedules
Reporting period is January 1, 2024–December 31, 2024

Company name: _____ Real property account number: _____
(Only one account per page)

Schedule 3: Land site development (See instructions, page 6)

Description	Starting date	Completion date	Credits reported in prior years	Credits for current reporting period not previously reported	Total completed cost

Environmental contamination
Has environmental contamination been found on this account? ☐ Yes ☐ No. What substance? _____


Schedule 4: Real property equipment leased from or owned by others (See instructions, page 8)

Schedule 4-A: Completed additions (See instructions, page 8)




Owner's name, address, and phone number	Description (Include model year)	Yearly lease amount	Original lease date	Lease expiration date	Original acquisition or purchase date and price

Schedule 4-B: Retirements (See instructions, page 8)

4/5


 **Industrial property** Property 150
301 031

23


Share:   

Edit Now


Related Templates




Form 1040 (Schedule 2) (sp) hipdf01
3



Form 1116 hipdf01
1



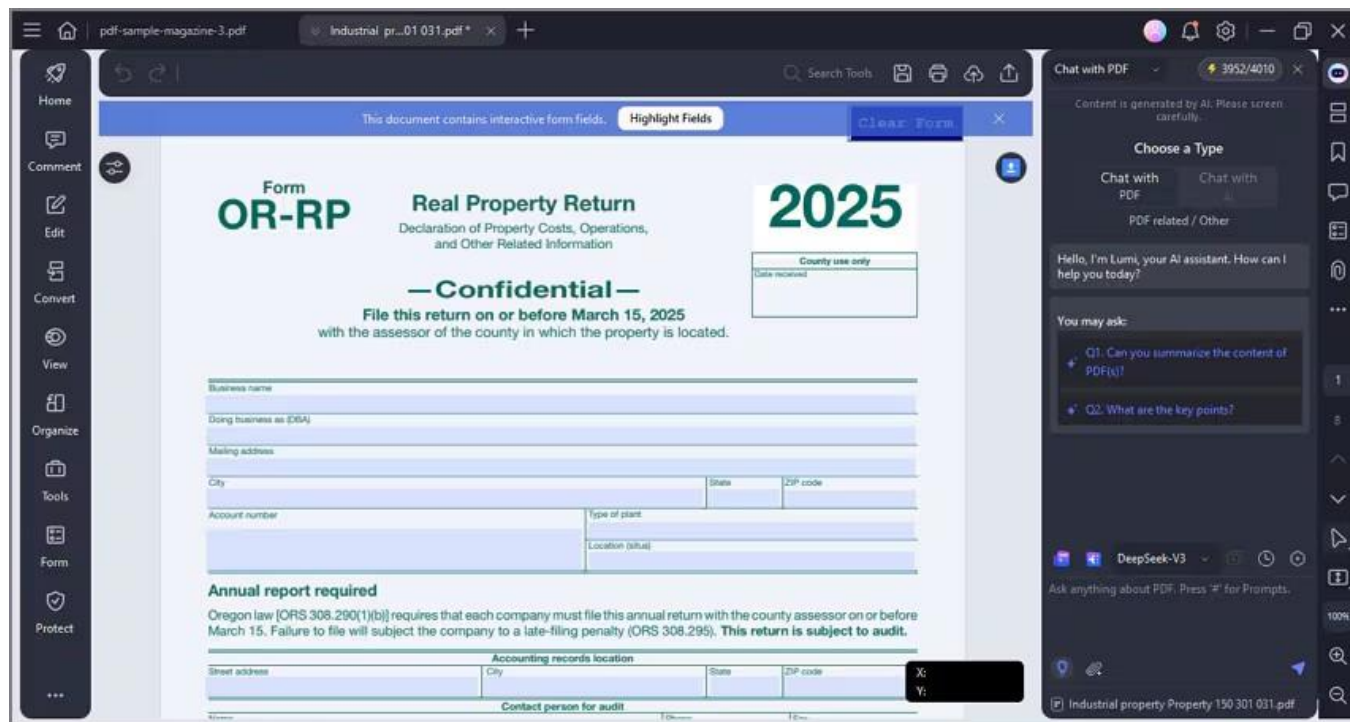
Form 8453 TE hipdf01
1



Form W 2 hipdf01
65

Step 4

Once the template is opened within the tool's interface, modify it according to your preferences and successfully save it to your device.

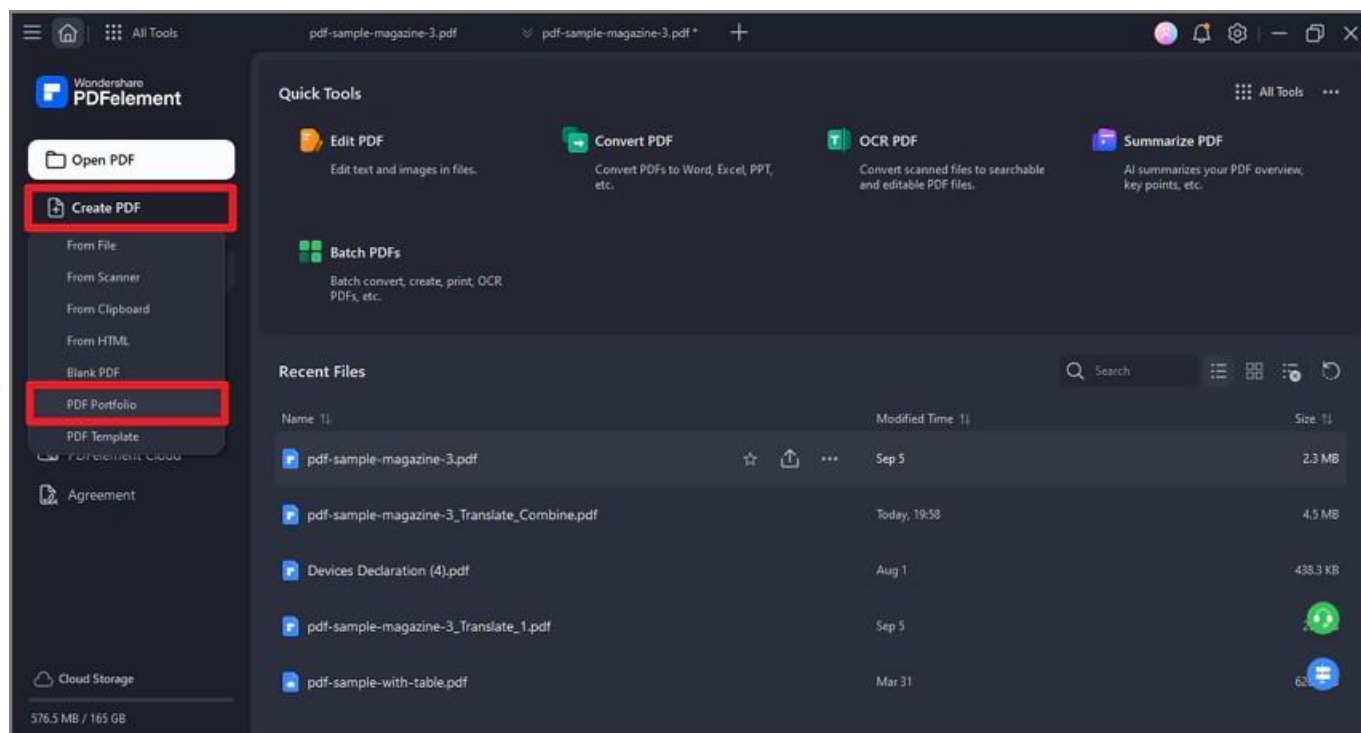


Create A PDF Portfolio

Users can easily create PDF portfolios to organize, view, and manage multiple related documents in one place while maintaining each file's standalone format. PDFelement enables users to add, remove, and reorder files or folders within the portfolio, helping streamline document management. To learn how to create a PDF portfolio with this comprehensive tool, read the steps mentioned below:

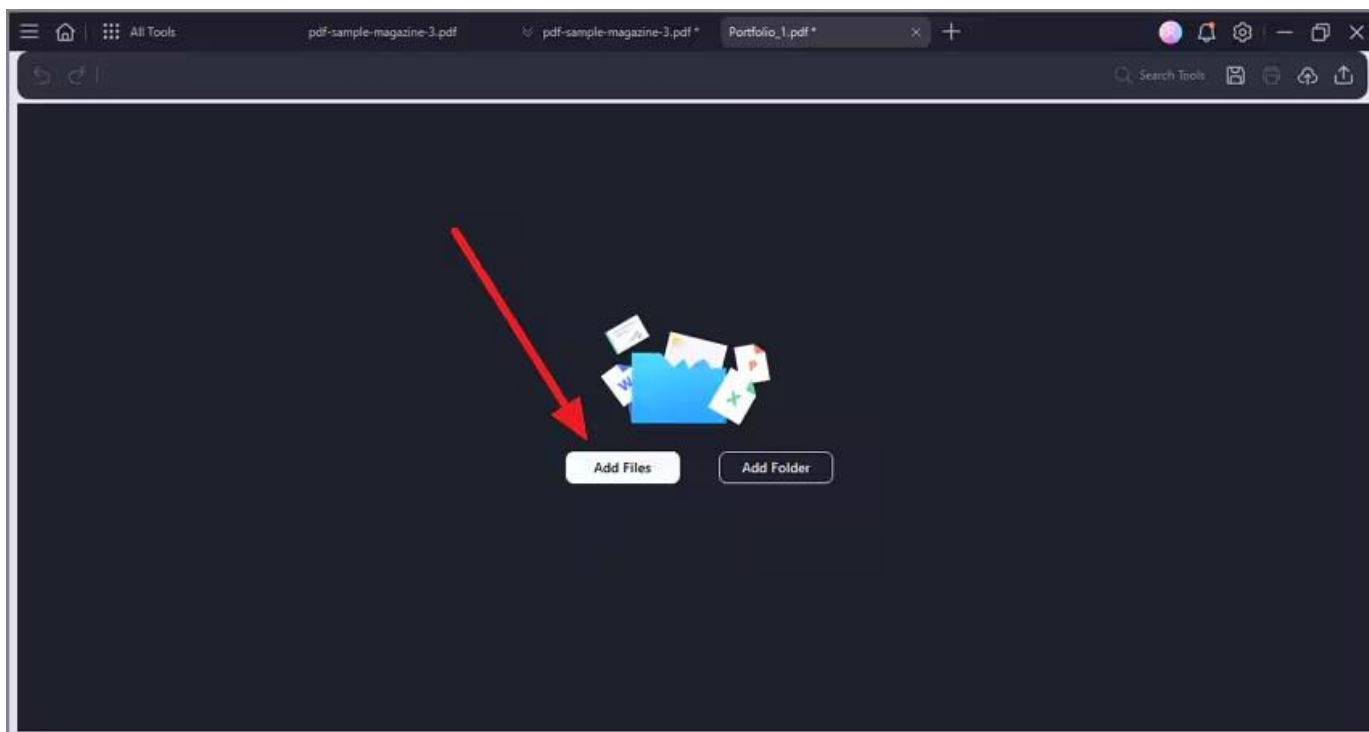
Step 1

Begin by launching the tool and acquiring its homepage. Now, click on the "Create PDF" option and select "PDF Portfolio" from the options provided.



Step 2

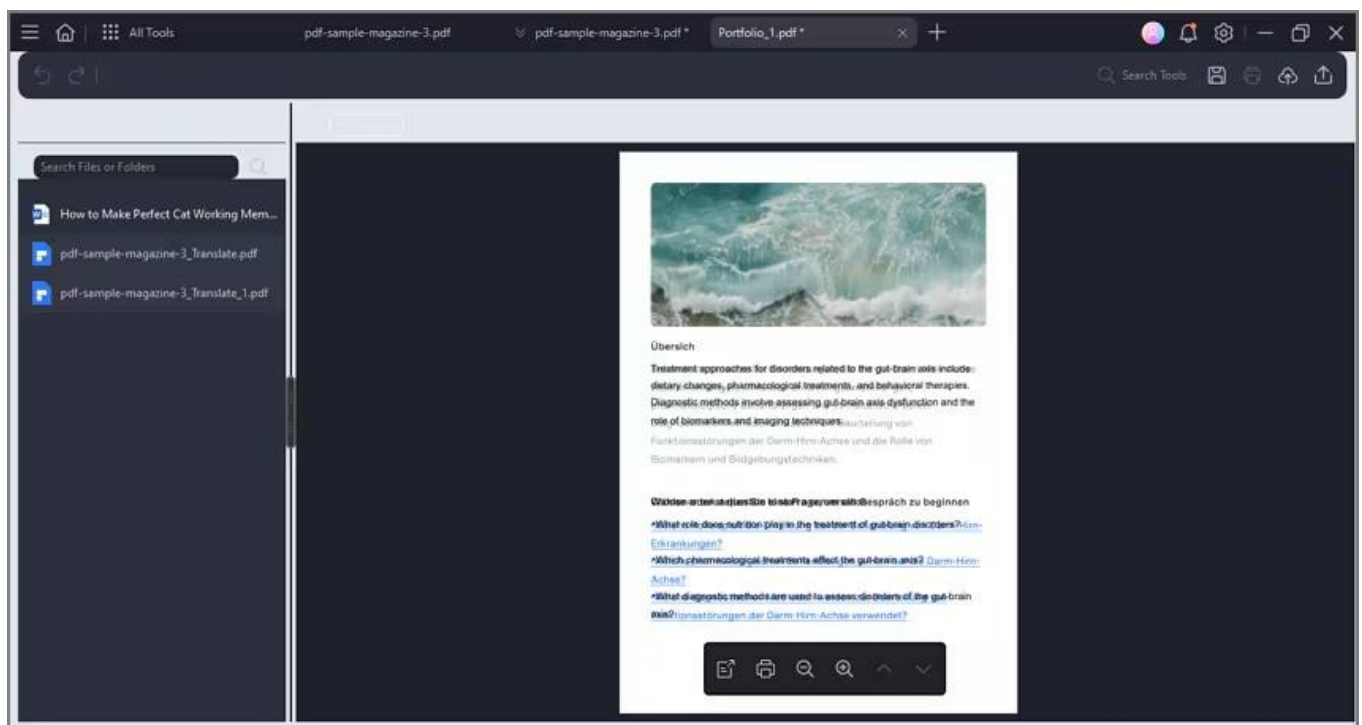
Add your multiple format files to the tool's interface by clicking on the "Add Files" option.



Step 3

Once the files are added, preview them within the tool's interface and add your desired

modification according to your preferences before saving it to your device.

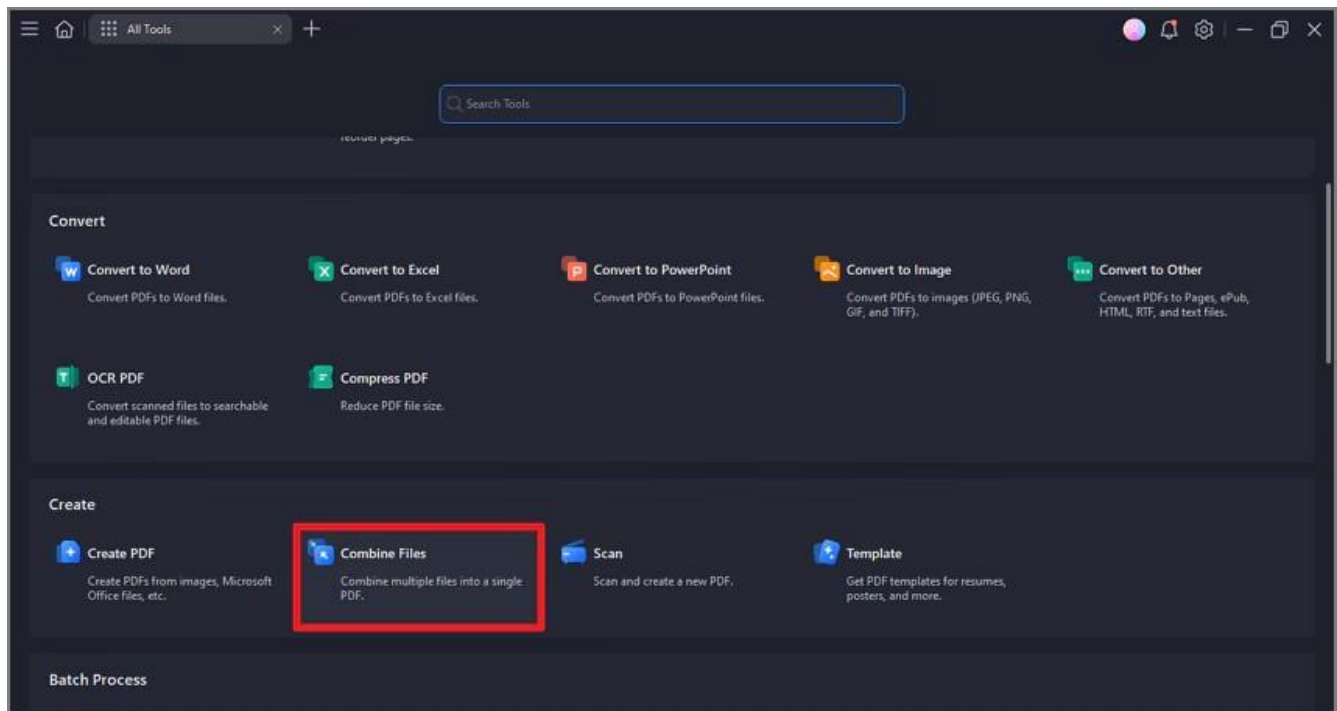


Convert Multiple Files to PDF

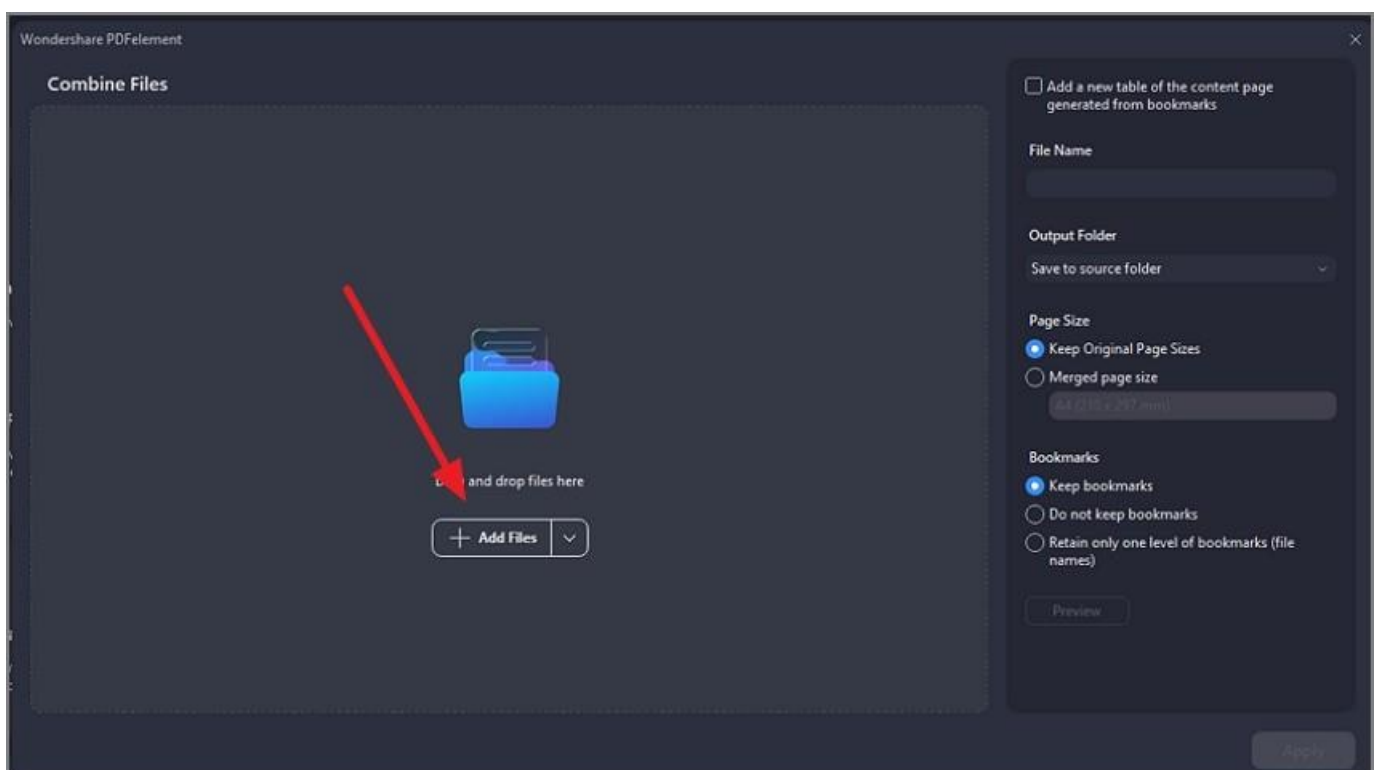
With PDFelement, you get the ability to create a single document from multiple files using the intuitive interface of this tool. Users can combine multiple files as well as batch-create PDF documents from other formats using this comprehensive tool. Here is how you can create batch PDF documents and combine multiple files into one:

Combine PDF

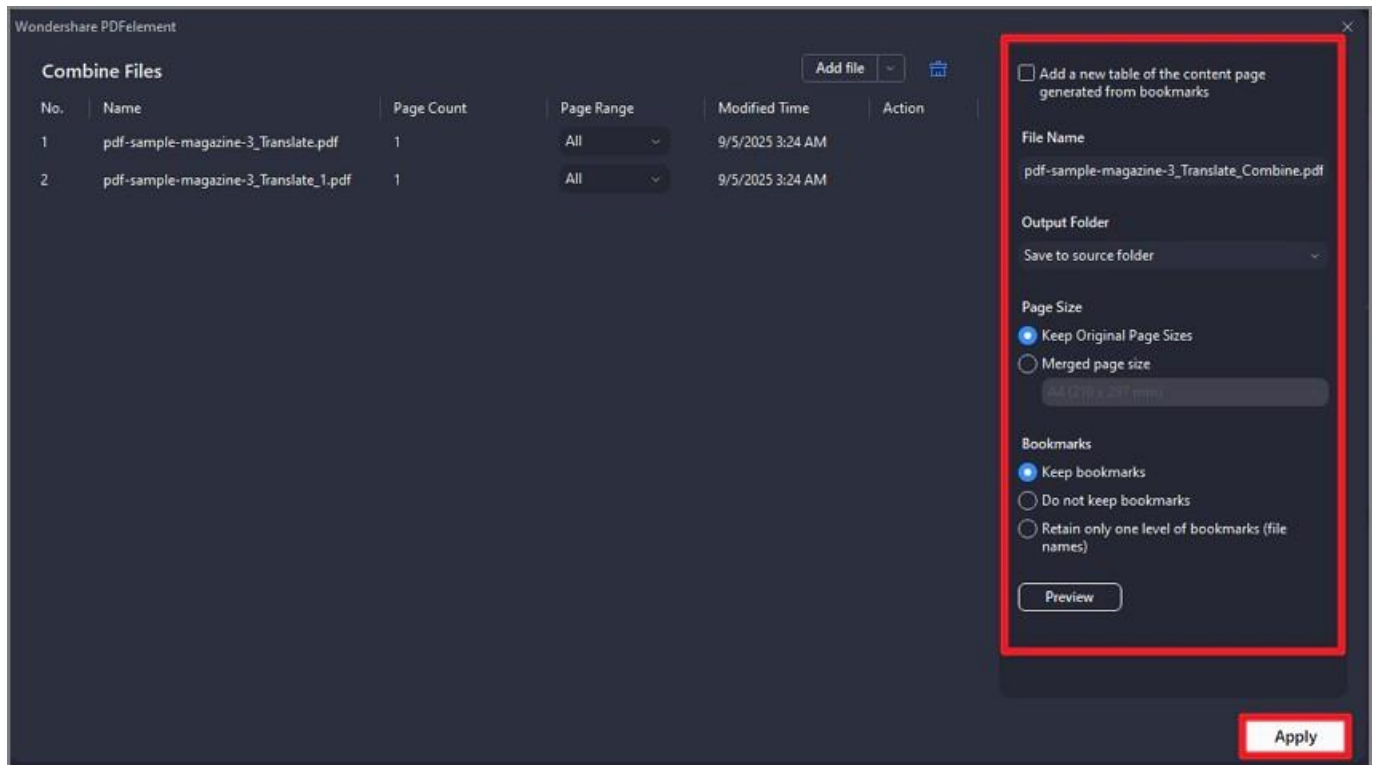
Step 1: After launching PDFelement on your device, access its homepage and click on the “Combine Files” option located within.



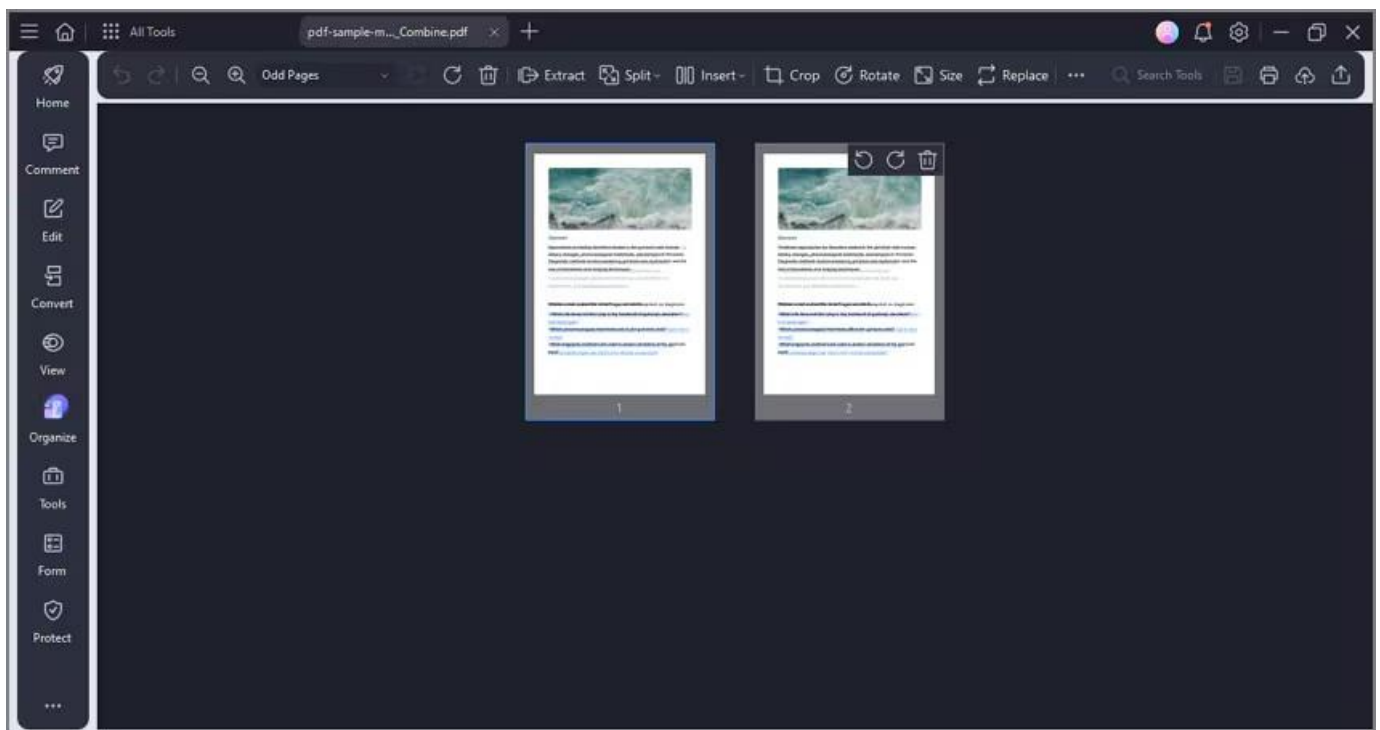
Step 2: In the following interface, hit the “Add Files” button to import multiple files into the interface.



Step 3: Once the files are added, configure settings such as “Page Size” and “File name,” and press the “Apply” button located at the bottom.

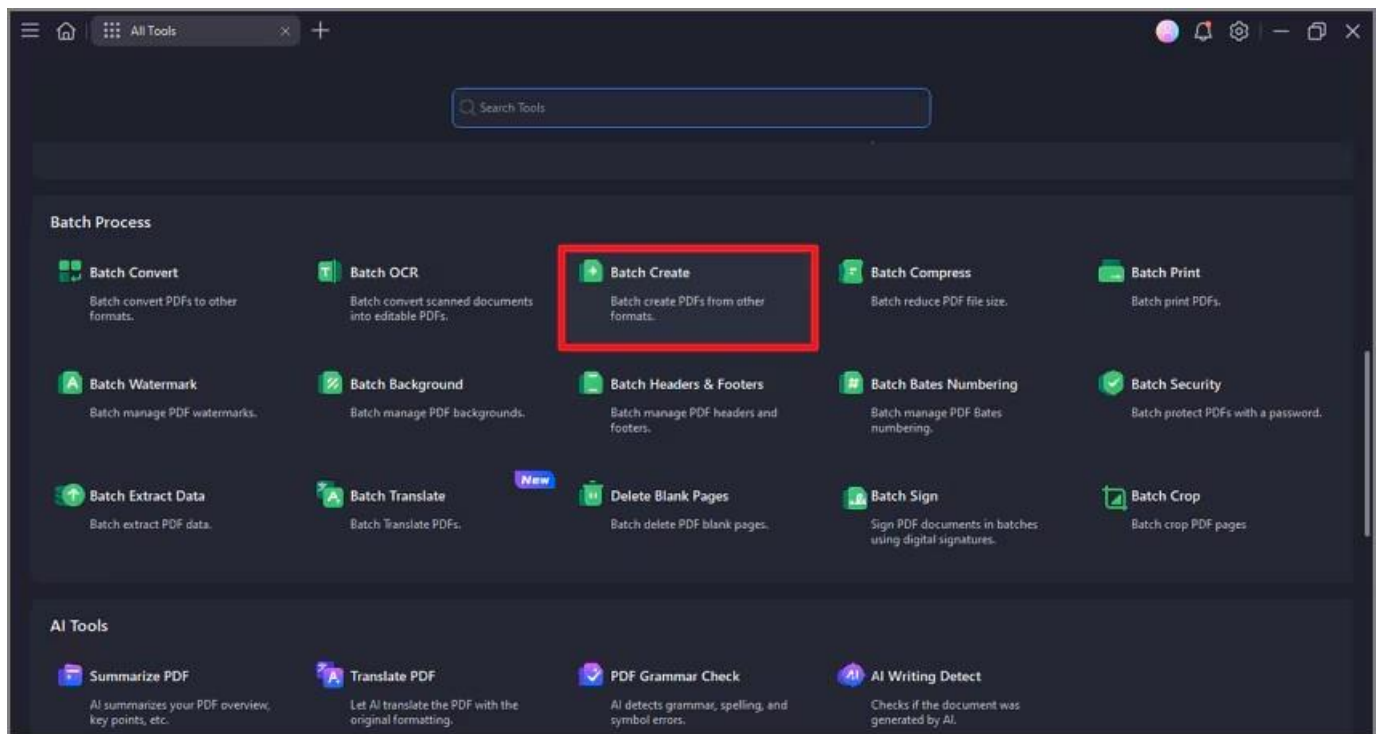


Step 4: A multiple-page PDF will be created in the following interface for you to click on your desired page to proceed.

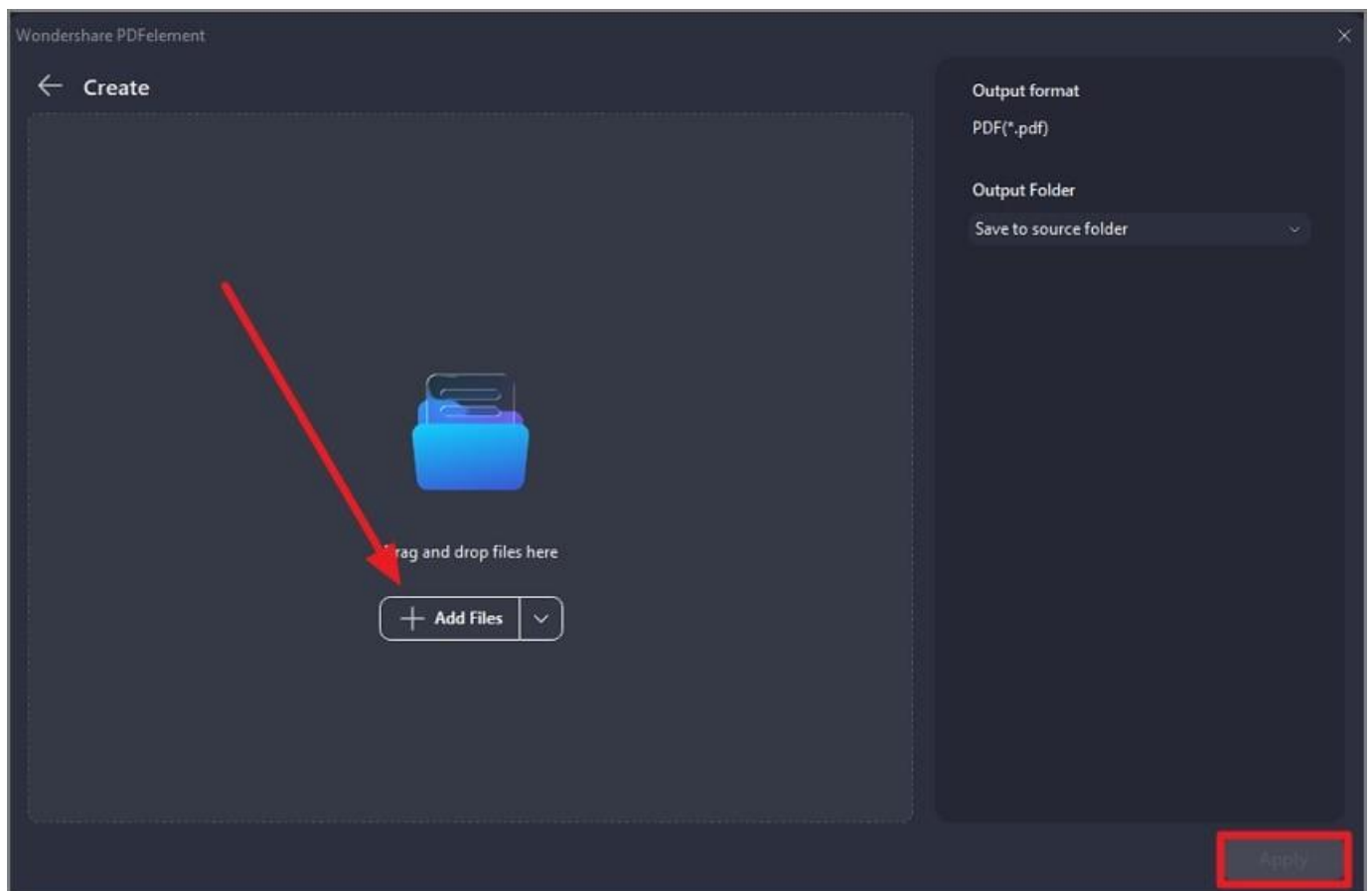


Create Batch PDF

Step 1: When you have launched the tool on your device, access its homepage and click on the "Batch Create" option.



Step 2: Click on the “Add Files” button to add your other format files and choose the “Output Format” from the options provided. Click the “Apply” button to create a PDF document from multiple format files successfully.



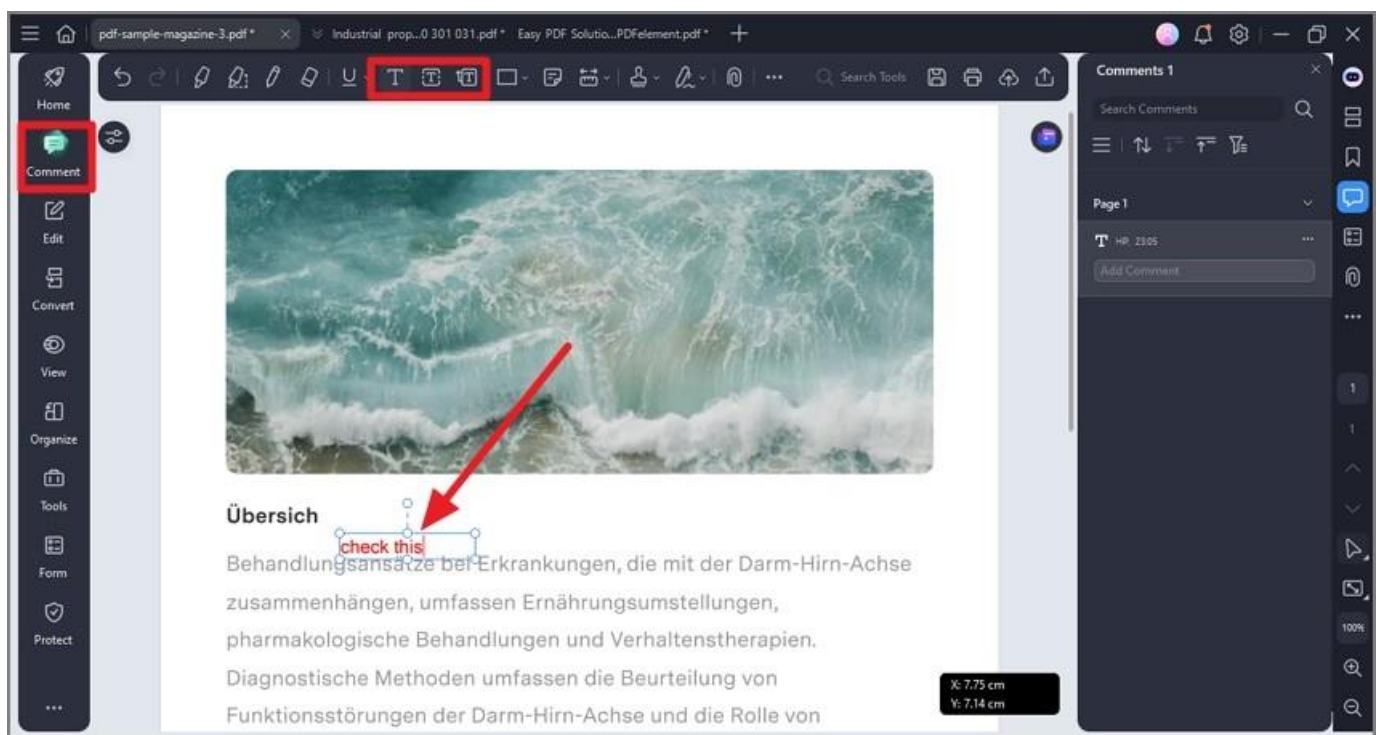
Annotate PDF Files

Add Comments to a PDF

PDFelement provides a comprehensive set of annotation tools that allow users to add comments to PDFs effectively. Users can insert sticky notes, text boxes, and callouts to offer detailed comments or explanations alongside document content. You get the ability to perform various actions on the comments added according to your preference. To learn how to add and manage comments in your PDF document, read the steps mentioned below:

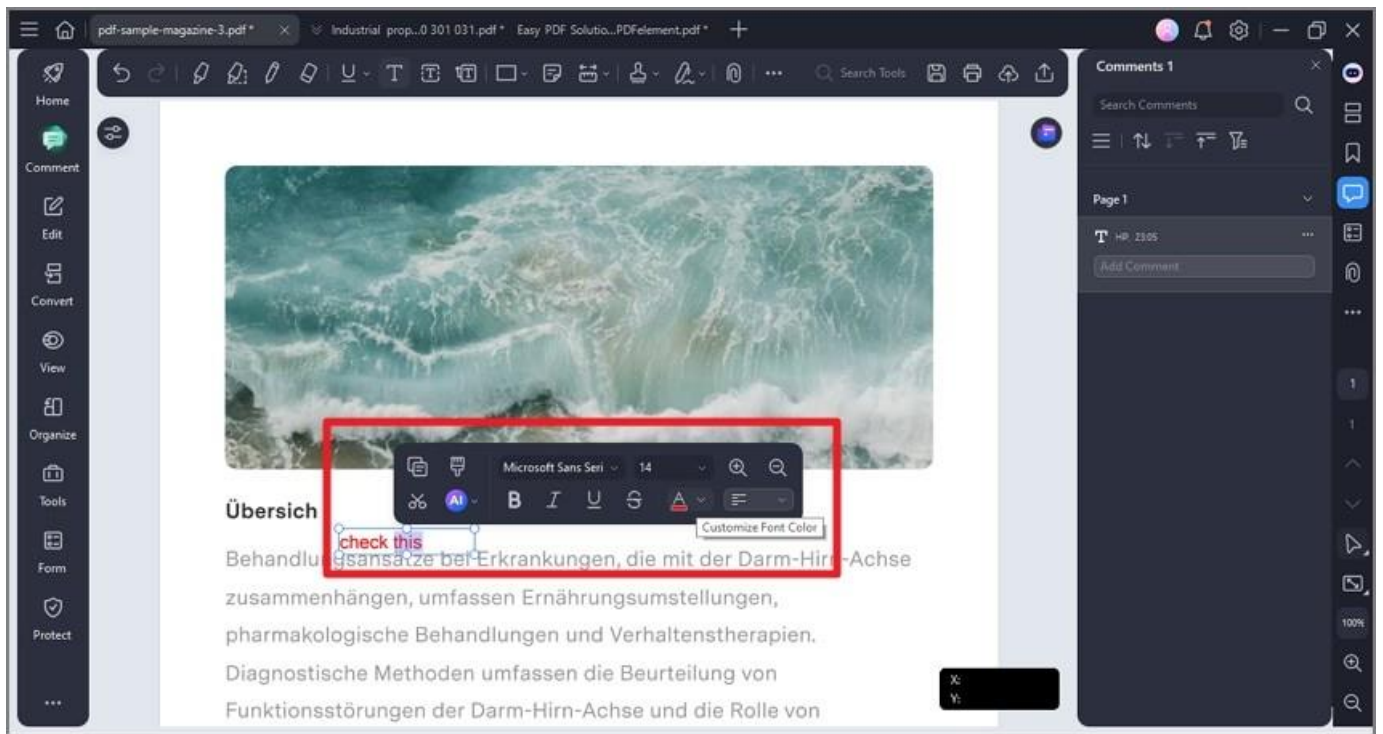
Step 1

After opening the document within the interface, head to the sidebar on the left and click on the “Comments” option located in it. Now, select the type of comment you want to add from the toolbar at the top, such as Textbox, Typewriter, or callout.



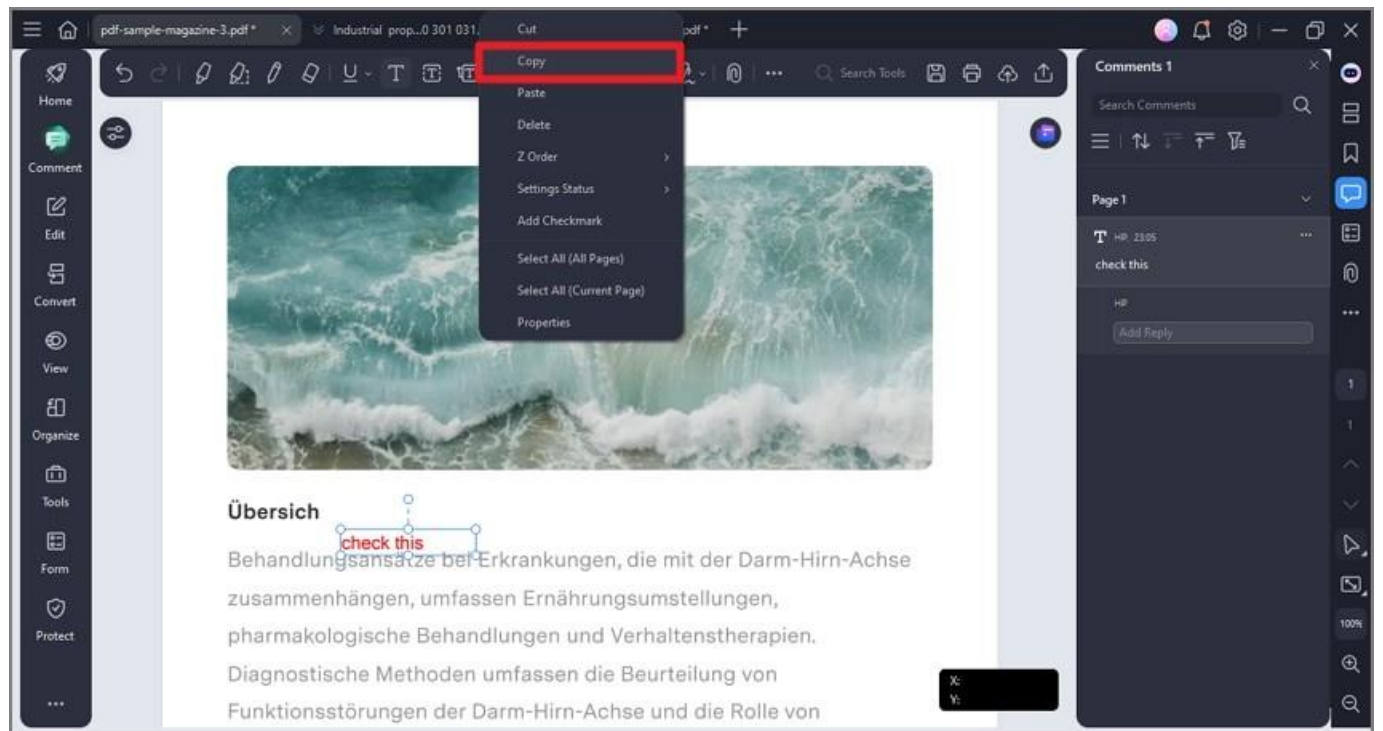
Step 2

Click on the section where you want to add the comment and type in your comment. Now select the text to enable a floating toolbar from where you can customize the appearance of the text comment according to your preferences.



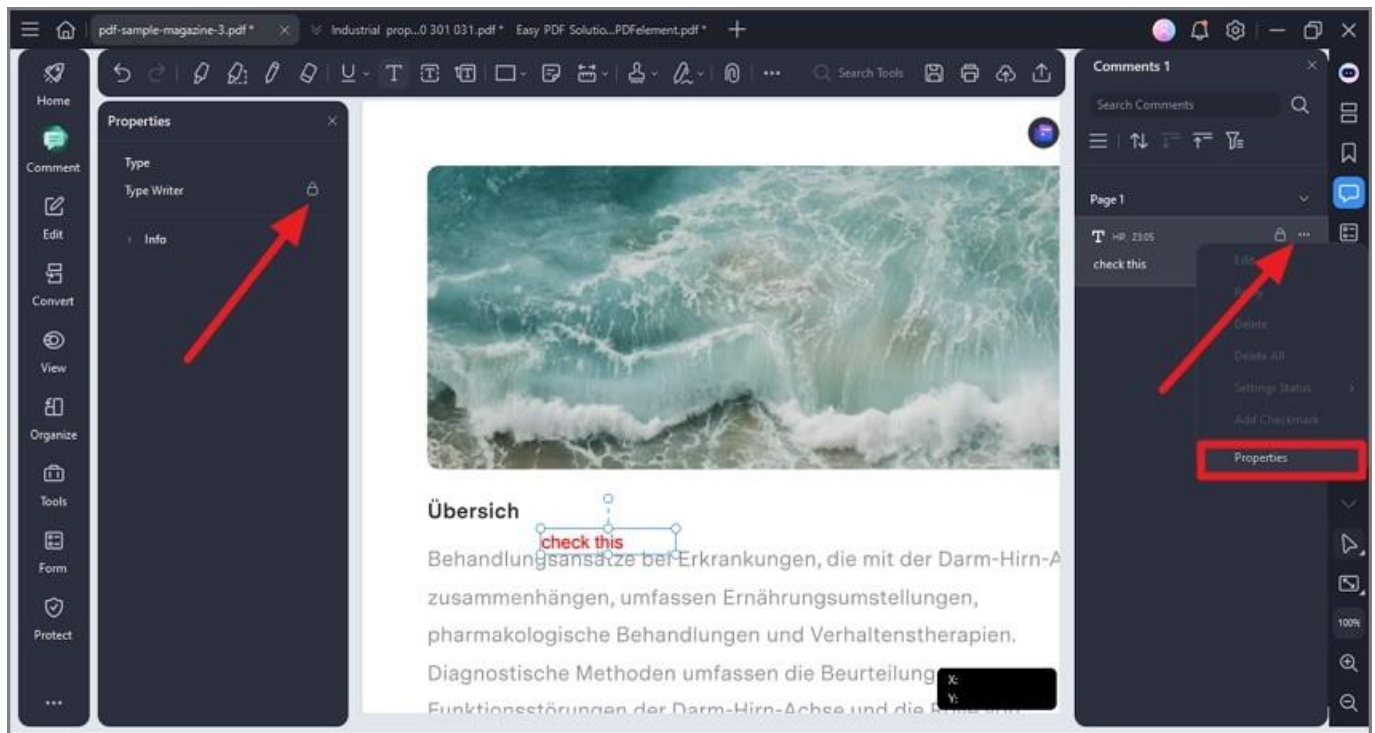
Step 3

To copy the same comment multiple times, place the cursor over the comment and right-click on it. Next, press the “Copy” option from the enabled list. Now, place the cursor where you want to add the same comment and right-click to paste.



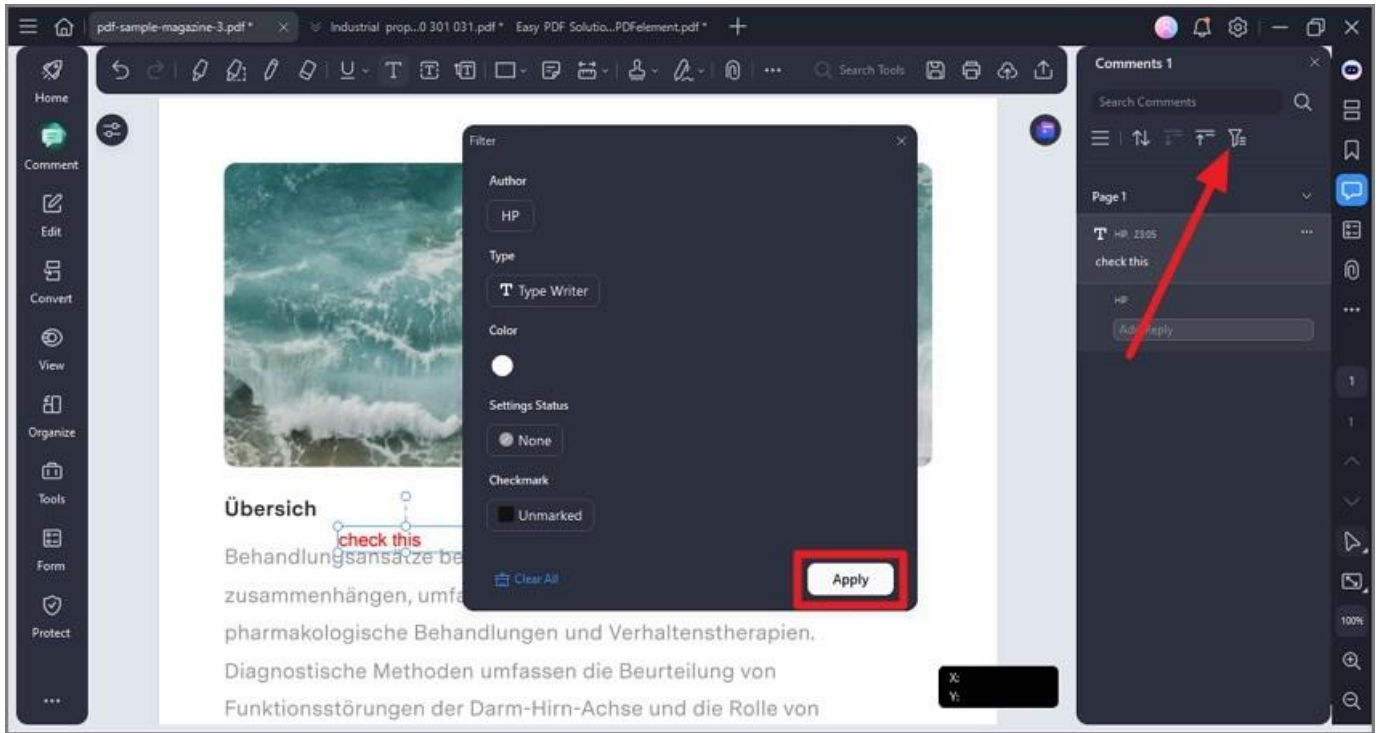
Step 4

If you want to lock a comment, head to the comment panel on the right and press the “Three Dots” icon to click on the “Properties” option located at the bottom. This will enable a panel on the right side of the interface. Locate a small “Lock” icon and click on it to lock a specific comment.



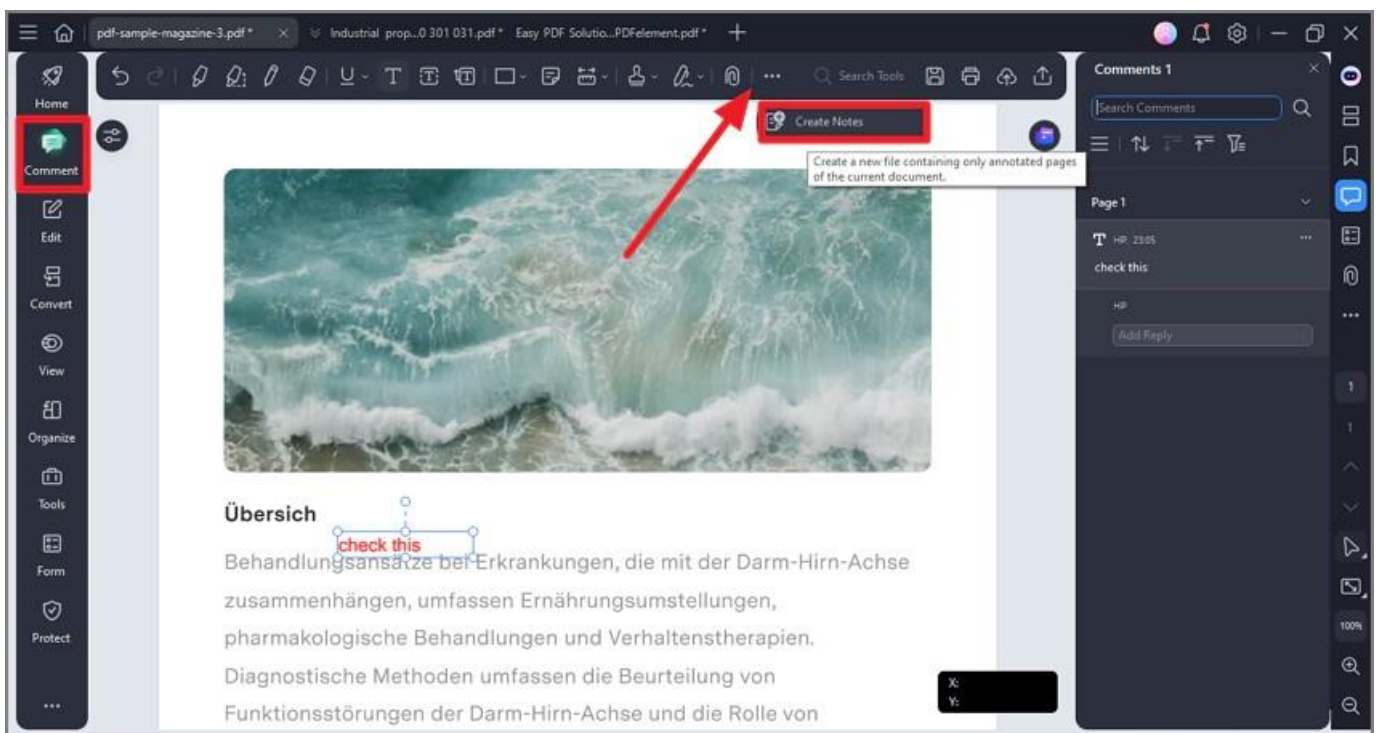
Step 5

Search for a comment or apply a specific filter on a comment by pressing the “Filter” icon on the panel on the right. Now configure the filter settings and hit the “Apply” button to save changes.



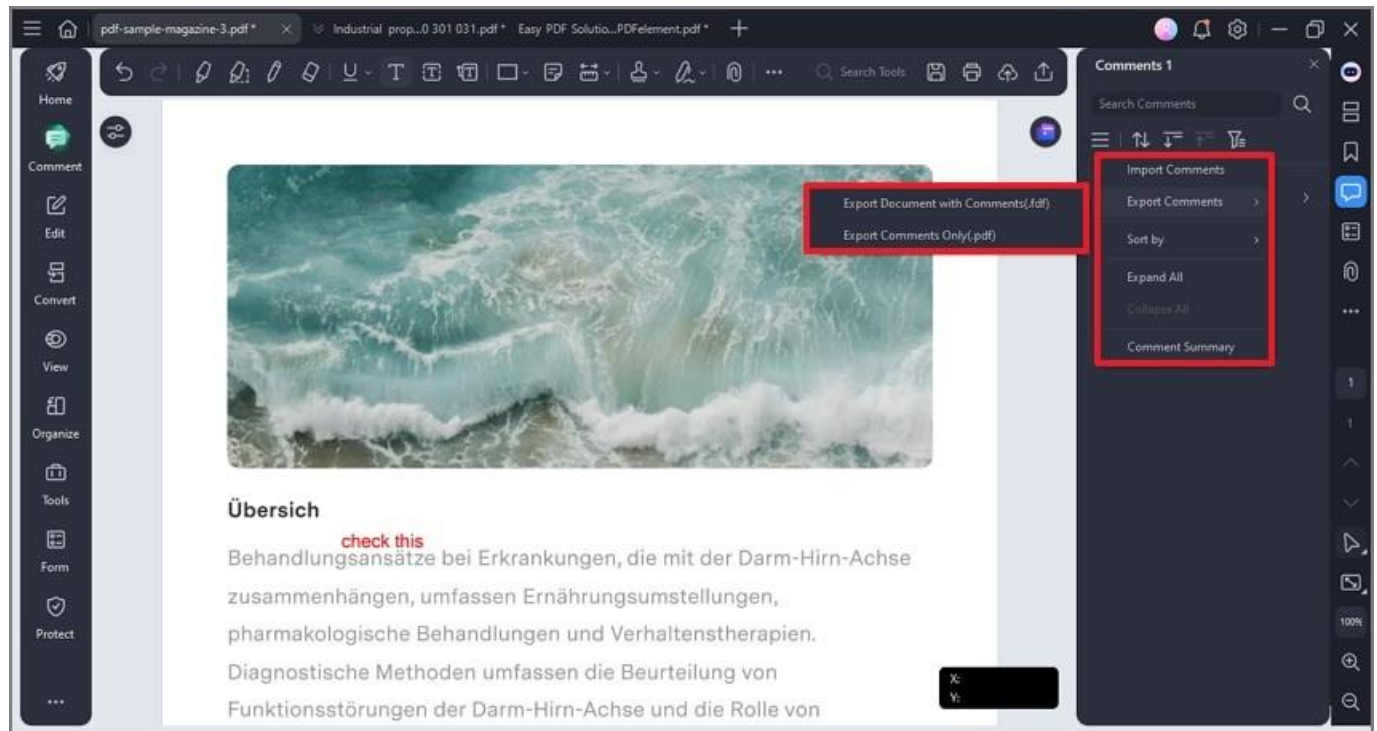
Step 6

To create a document with only pages with comments, click on the “Comments” option from the sidebar on the left and press the “Three Dots” icon to select the “Create Notes” option. This will generate a PDF consisting of only the pages with the comments.



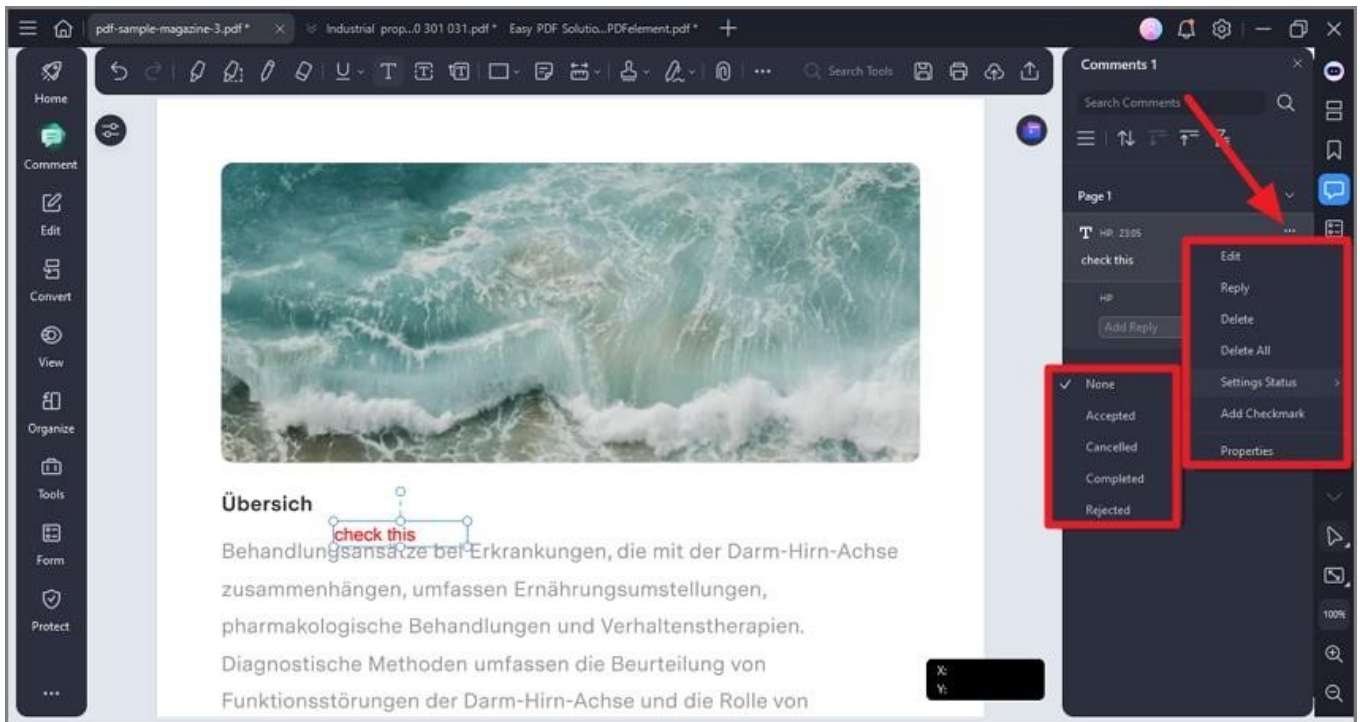
Step 7

PDFelement also offers users to import and export comments according to their preferences. To do that, click on the “Three Dots” icon and press the “Import Comments” or “Export Comments” option to proceed as desired.



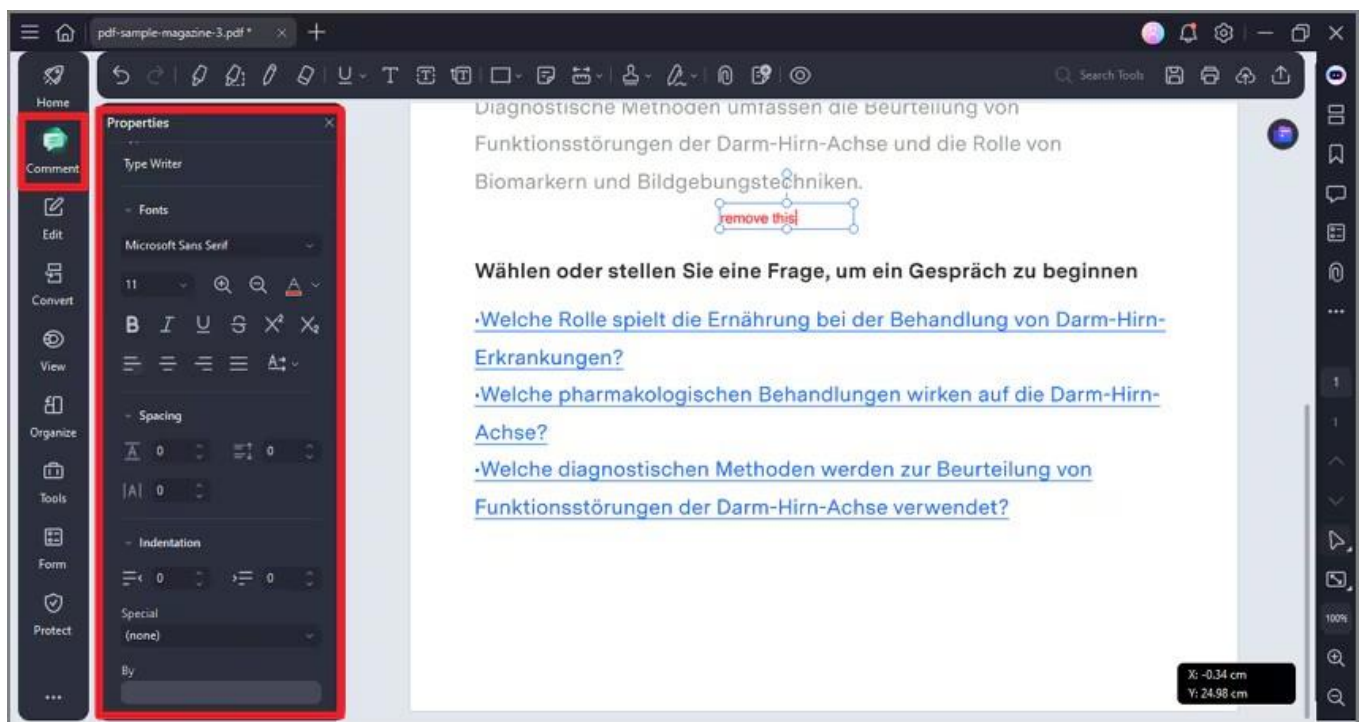
Step 8

Select the comment within the document and click on the “Three Dots” icon that appears on the side of the comment. Click on the “Edit,” “Delete,” or “Reply” option from the list to manage your comment.



Adjust Comment Properties

After accessing the left sidebar, click on the “Comments” option and add or select an existing comment. This will enable the “Properties” panel on the left. Here, customize the comment attributes according to your preferences.

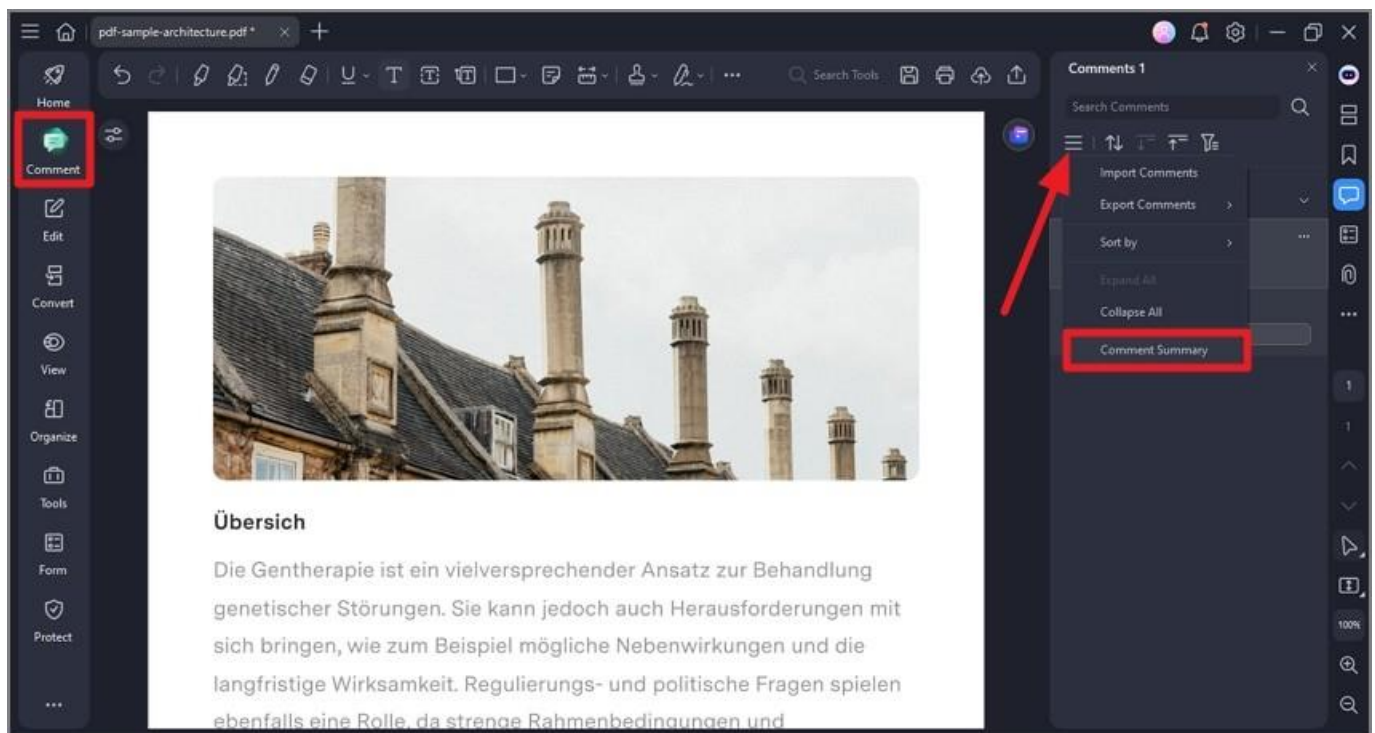


Use Comment Summary on Windows

Comment Summary automatically collects all annotations in a PDF, such as comments, highlights, and markups. It then generates a properly structured summary for easy review. This feature aggregates feedback and notes across the document, providing a clear overview without manually searching through pages. It streamlines collaboration and helps users efficiently manage and analyze all comments in one place within PDFelement. Here is how you can generate a summary for your PDF files across Windows:

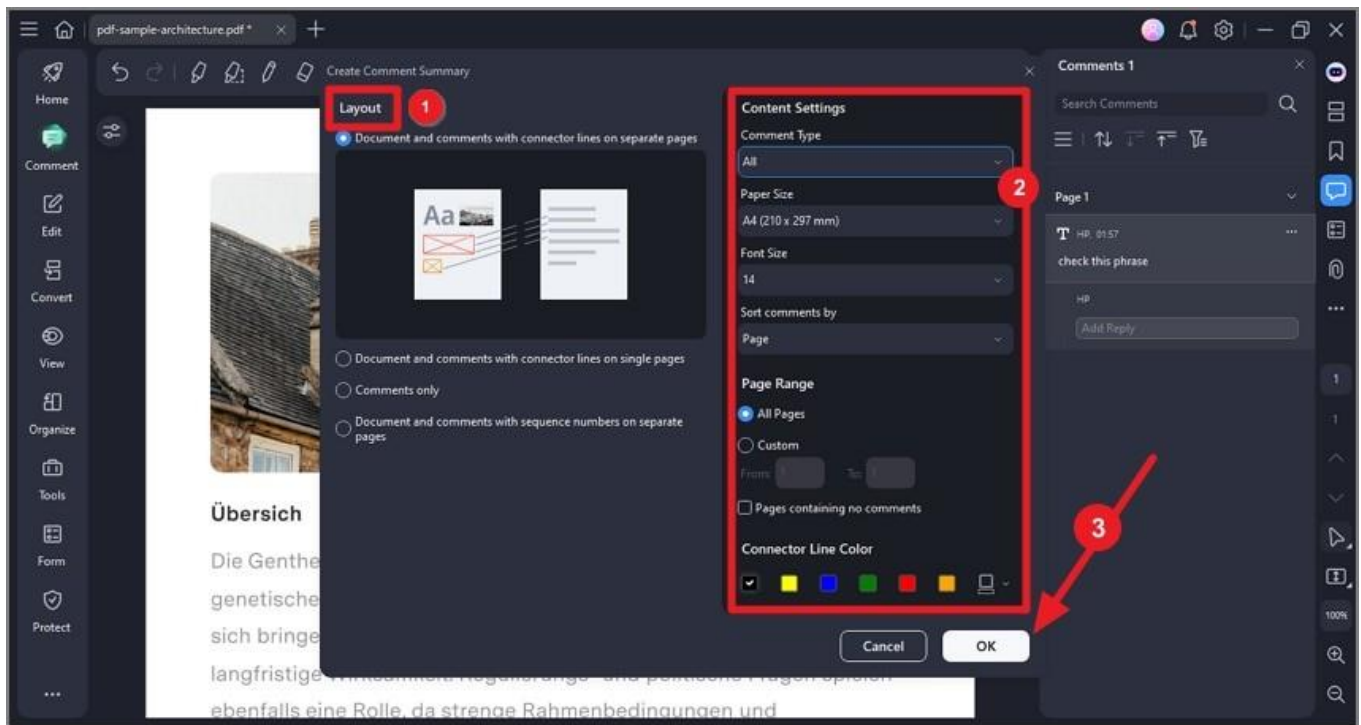
Step 1

After importing your PDF that has various comments, enable the “Comments” panel from the left. Press the “Three bar” icon and click on the “Comment Summary” option located on the options list.



Step 2

In the following small window, select the “Layout” for the summary from the options provided. Next, access the right side to configure different settings, such as “Page Range” and “Connector Line Colors.” Once done, hit the “OK” button to start the comment summary generation process.

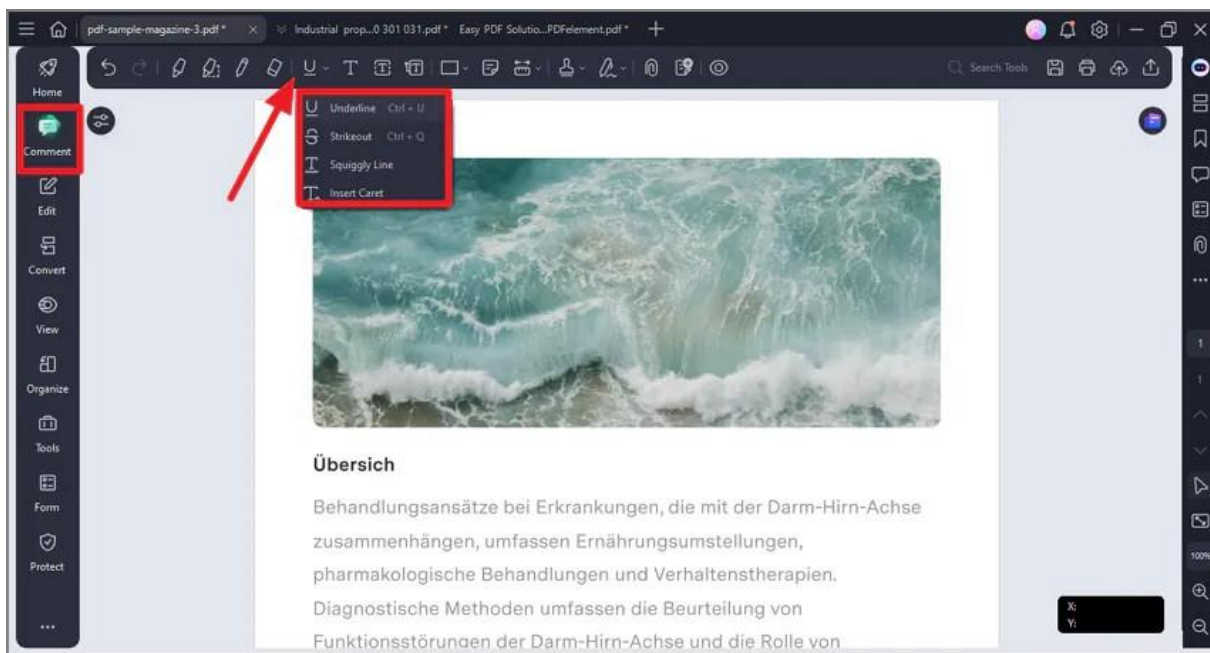


Mark Up a PDF

PDFelement offers a rich and intuitive set of markup tools to enhance PDF documents effectively. Users can highlight, underline, and strike through text to draw attention or suggest edits without altering the original content. It also provides customizable colors, thickness, and opacity for markup elements, enabling personalized and clear communication within the document. Here is how you can markup a document according to your preferences:

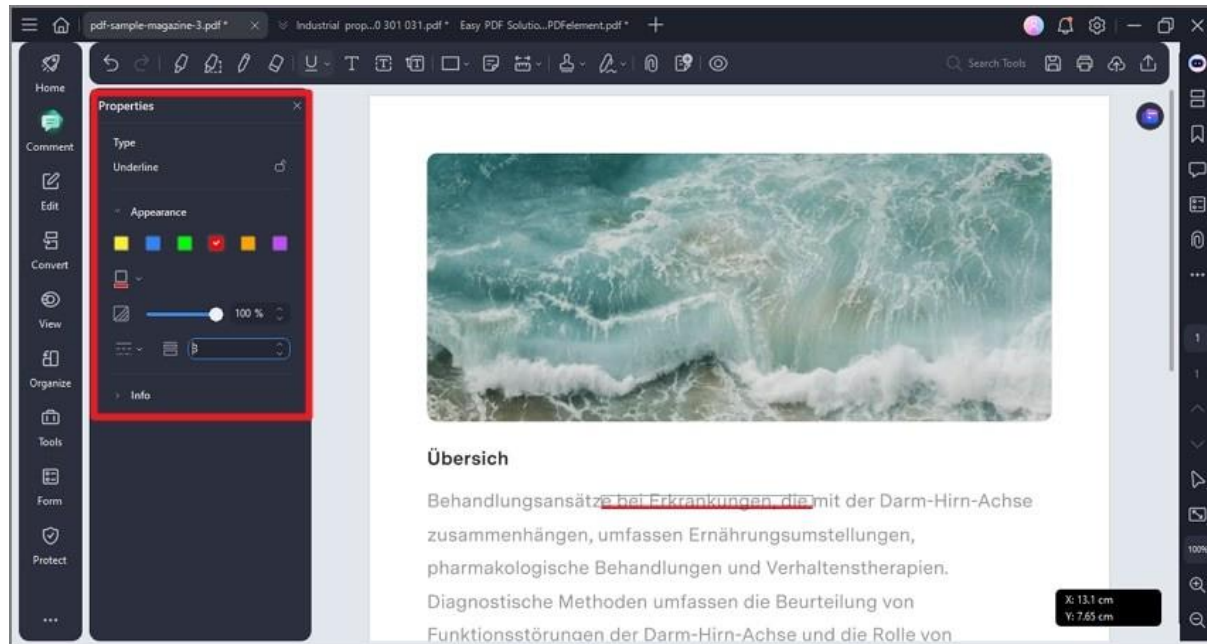
Step 1

Once you have opened a document within the tool's interface, click on the "Comments" option from the left sidebar. Now expand the "U" icon and select the annotation option of your choice from the toolbar at the top.



Step 2

Drag the cursor over the text that you want to markup to make the selection. From the panel on the left, customize the appearance of your markup by choosing your desired option. You can also lock the markup by clicking the small “Lock” icon.



With PDFelement, you can add the following annotations to your document:

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

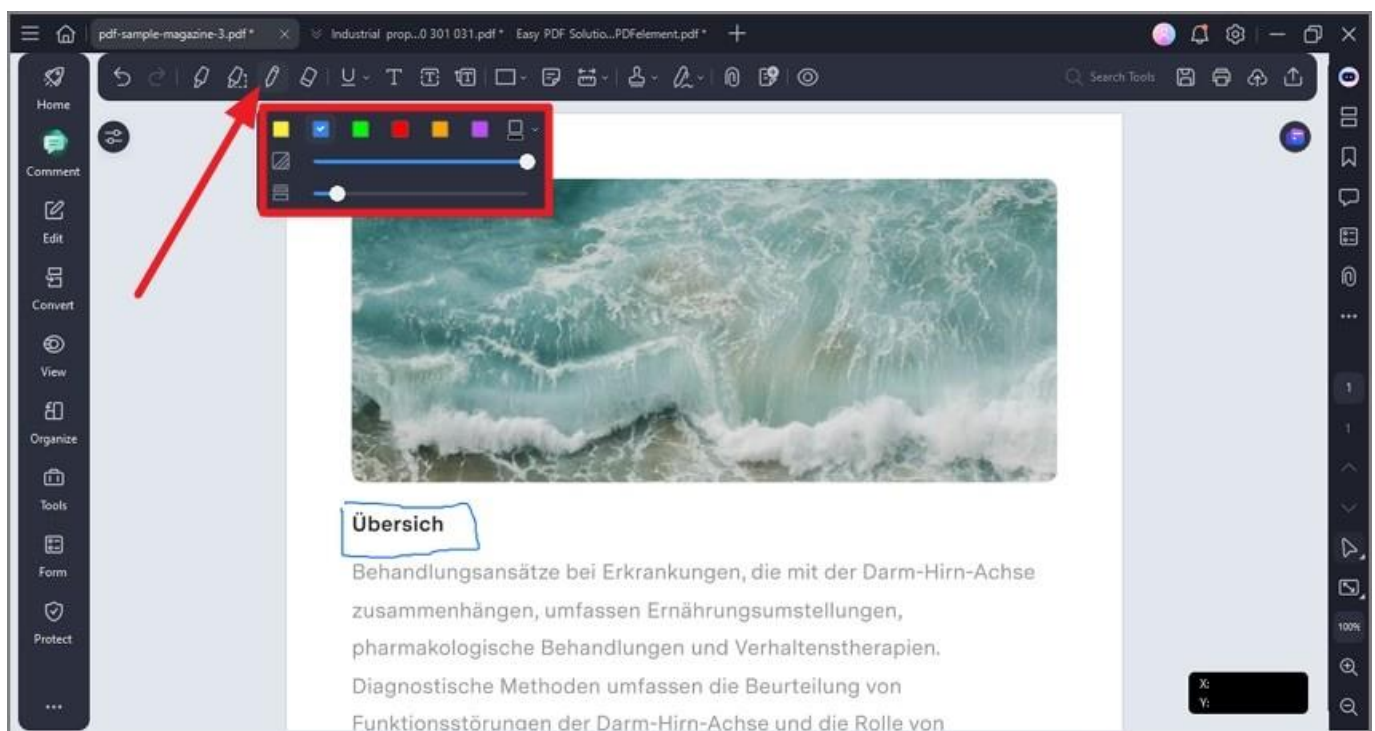
- Strikeout: To draw a line to cross out text, making others know the text is deleted.
- Squiggly: To draw a squiggly line under.
- Caret: A proofreading symbol used to indicate where something is to be inserted in a line.

Draw on a PDF

PDFelement provides versatile drawing tools that allow users to draw freehand or add various shapes directly on PDFs. These tools include options such as a pencil for freeform drawing, an eraser to remove unwanted marks, and geometric shapes like rectangles, ovals, polygons, and clouds for structured annotations. Use the following guide to learn how to use this utility for drawing shapes on your PDF:

Step 1

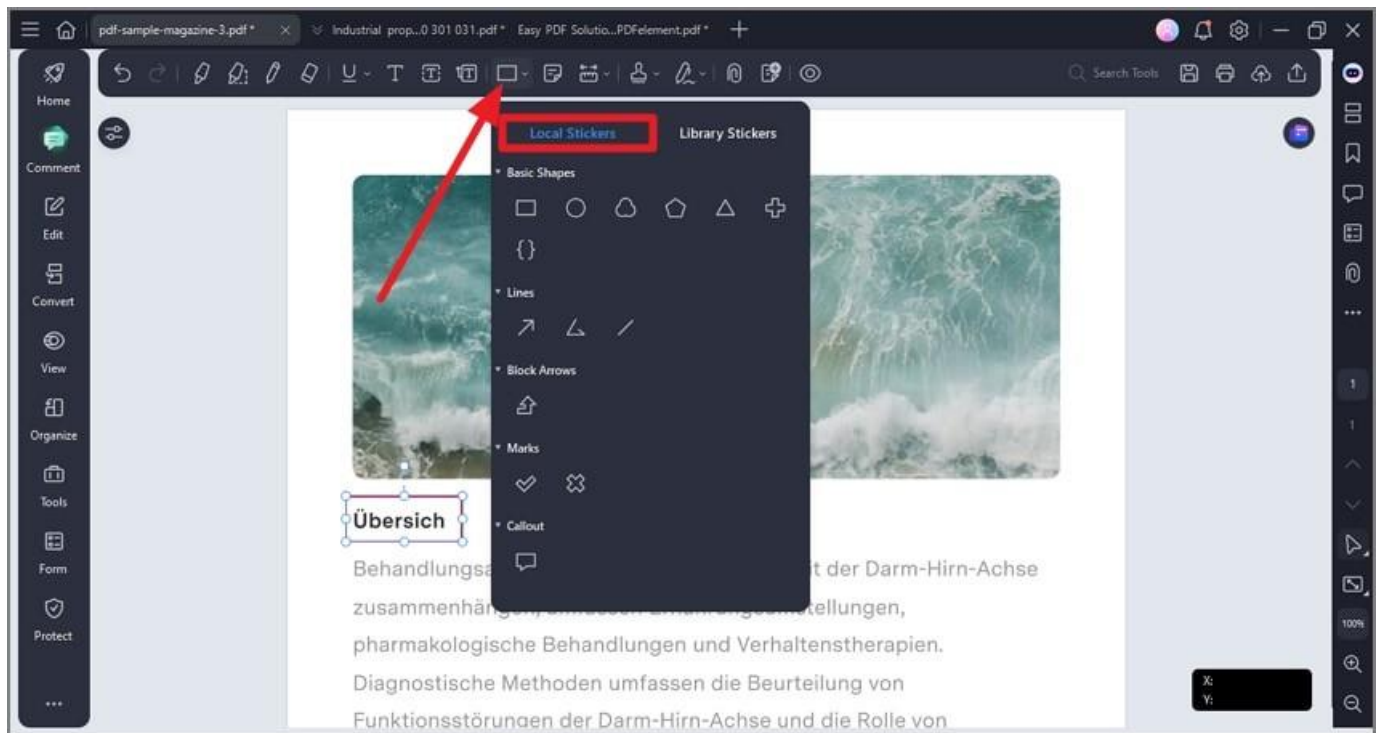
Once you have opened the document within PDFelement's interface, enable the "Comments" option from the left sidebar. Head to the toolbar at the top and select the "Pencil" for freehand drawing. Choose the color and width of the pencil and start drawing on the document. To delete the drawing, select the "Eraser" icon next to the Pencil icon.



Step 2

To draw a pre-made shape to your PDF, click on the "Shapes" icon from the toolbar and choose the shape from the options provided. Head to the page and drag the cursor on the

star where you want to draw the shape.



You can add the following drawings to your PDF document within this extensive tool:

- Rectangle: A proofreading symbol used to indicate where something is to be inserted in a line.
- Oval: To draw an oval or a circle with pressing the Shift key.
- Cloud: To draw cloud shapes.
- Polygon: To draw a closed plane figure bounded by three or more line segments. Connected Lines: To draw an open plan figure with three or more line segments. Line: To mark with a line.
- Arrow: To draw something, such as a direction symbol, that is similar to an arrow in form or function.
- Pencil: To draw free-form shapes.
- Eraser: To erase the pencil markups only, it cannot be used to erase other markings.

Add Stamps to PDF

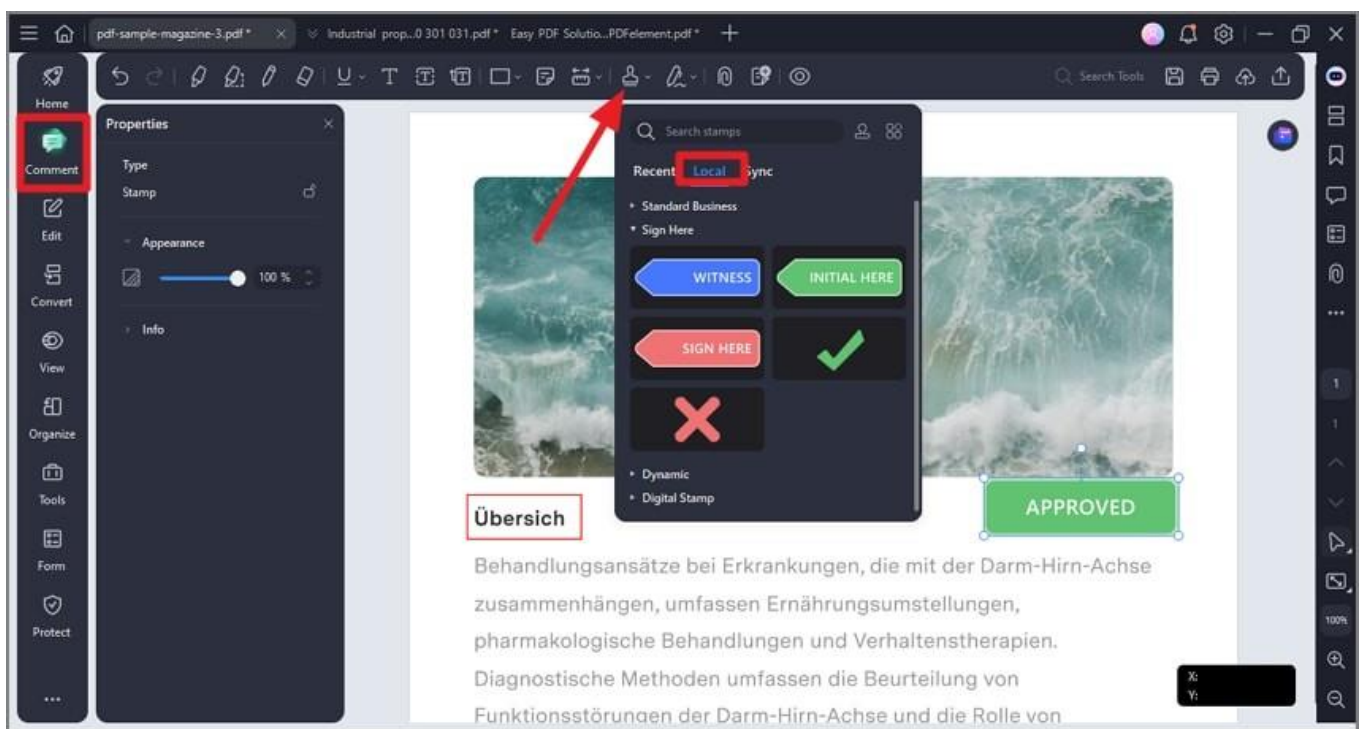
PDFelement's stamp feature provides users with a flexible way to add predefined or custom stamps to PDFs for enhancing document workflow and communication. It offers various types of local stamps, such as Standard, Dynamic, and Digital Stamp. Users can also create custom stamps by uploading images or designing their own graphics, which can be used

repeatedly across documents.

Moreover, you can sync the stamps from other devices and apply them to your PDF document. To learn how to add stamps to your document, read the steps mentioned below:

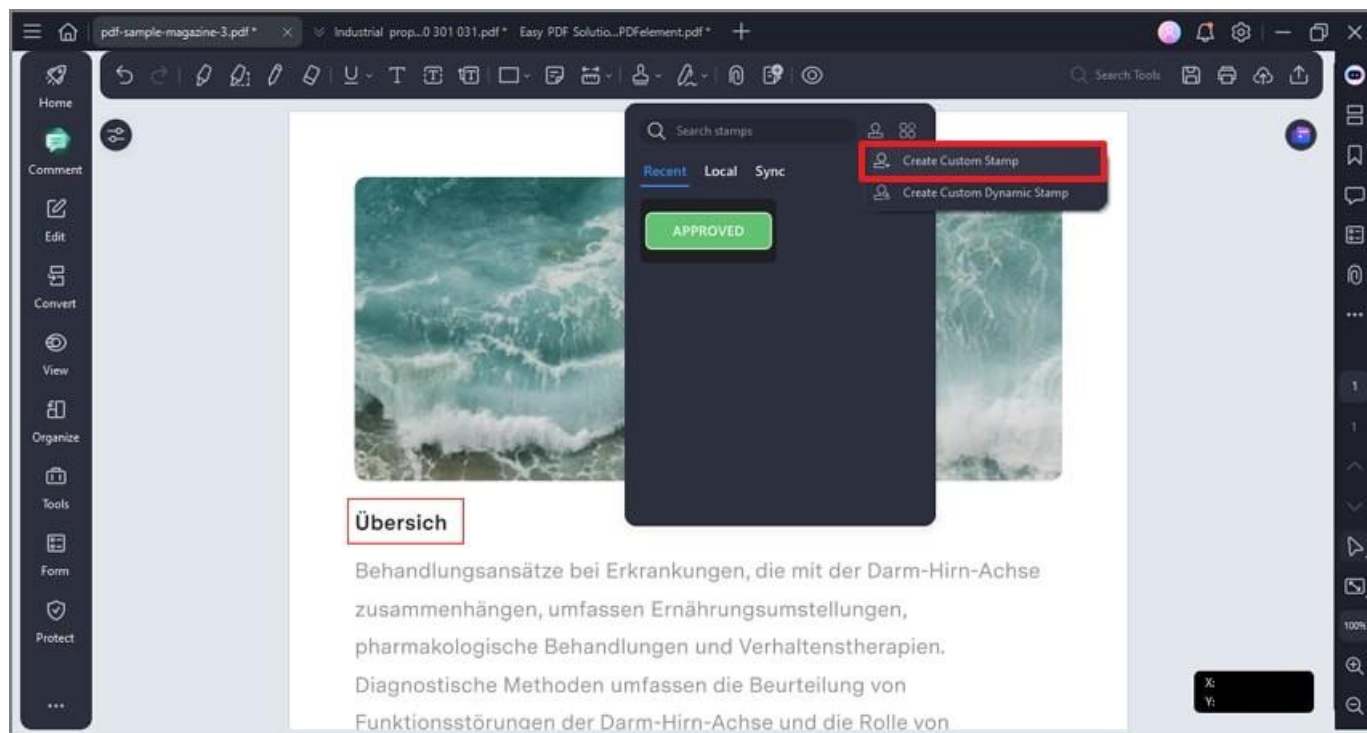
Add Local Stamps

Start by launching PDFelement and opening the document within its interface. Next, click on the “Comments” option from the sidebar on the left and enable the “Stamp” icon from the toolbar at the top. Now, access the “Local” section and choose the stamp of your choice. Apply it to the page, and customize the appearance from the panel enabled on the left.

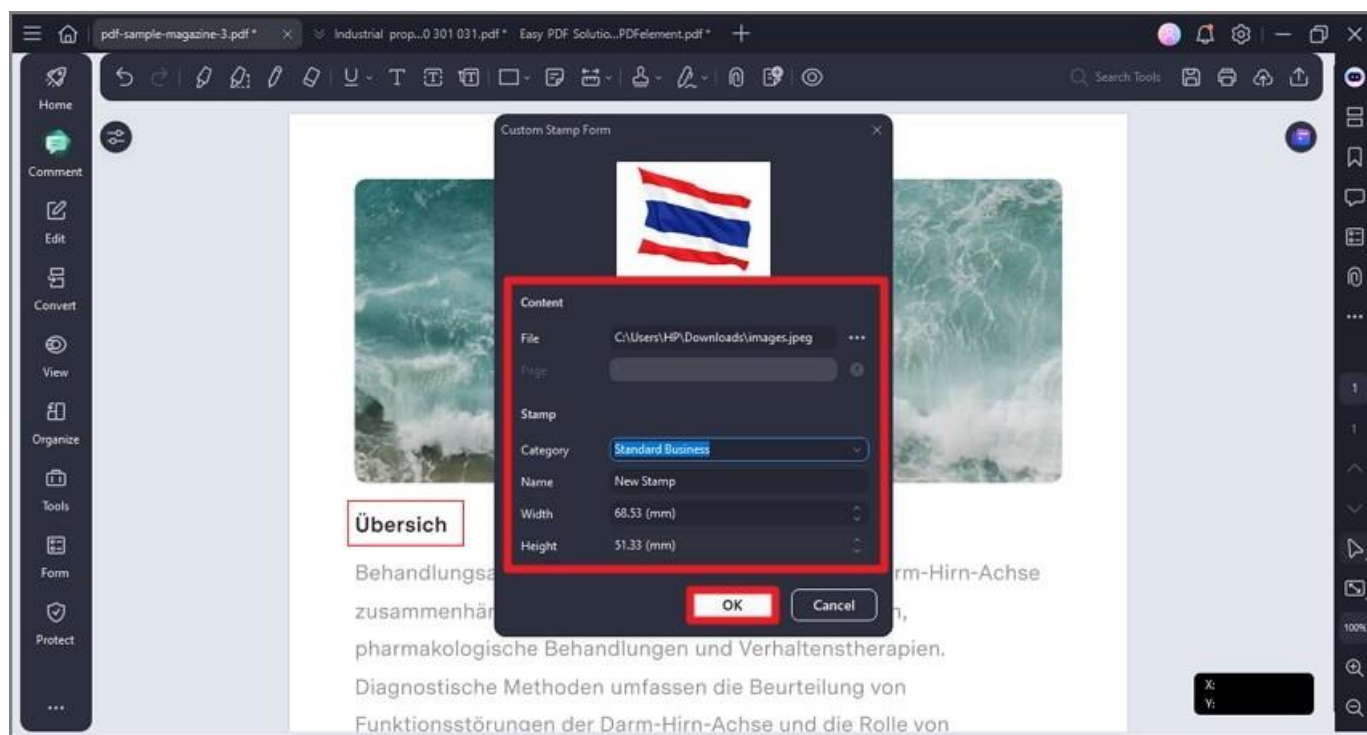


Create Custom Stamp

Step 1. To create your custom stamp, access the “Stamp” section and click on the “Stamp” icon. Next, opt for the “Create Custom” icon and click on it.

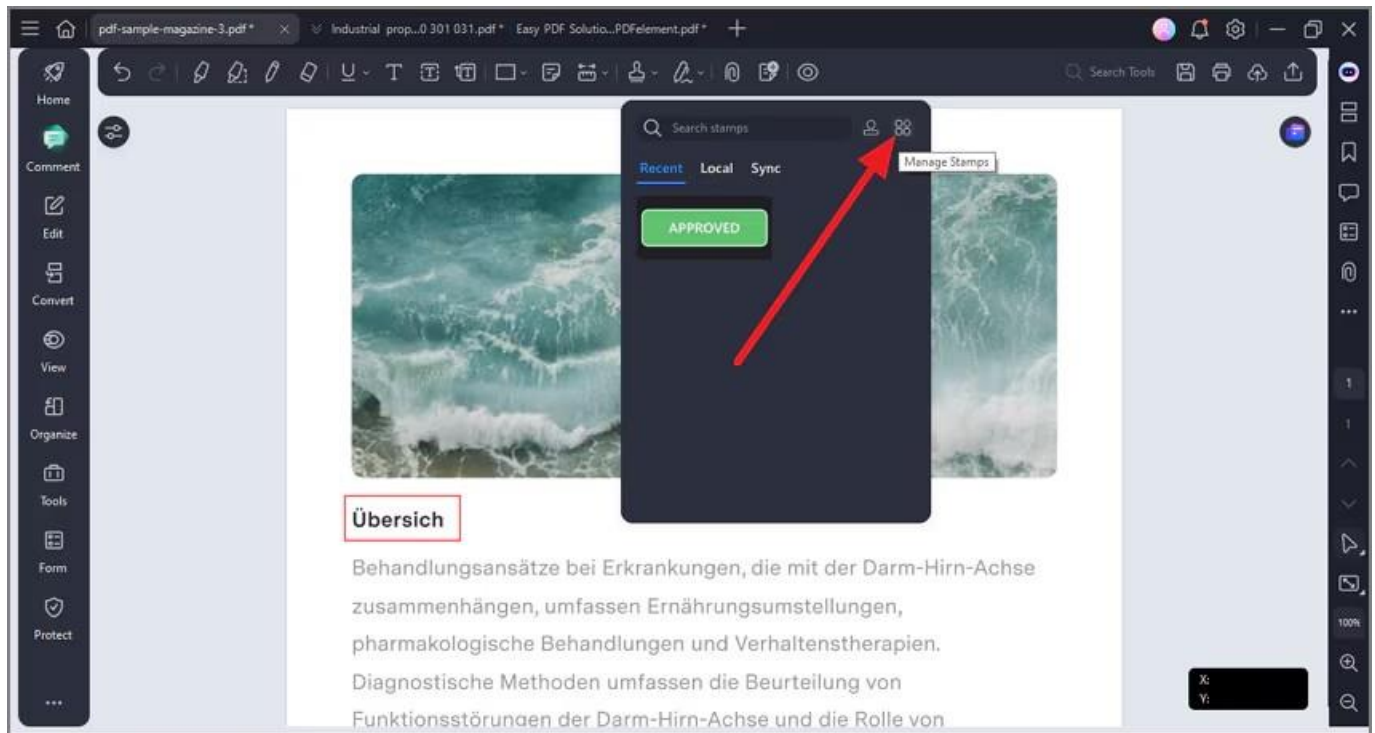


Step 2. Click on the “File” option and add the stamp from your device’s storage. Set up other configurations and hit the “OK” button located at the bottom. Now, apply the created stamp by accessing it from the category you added.

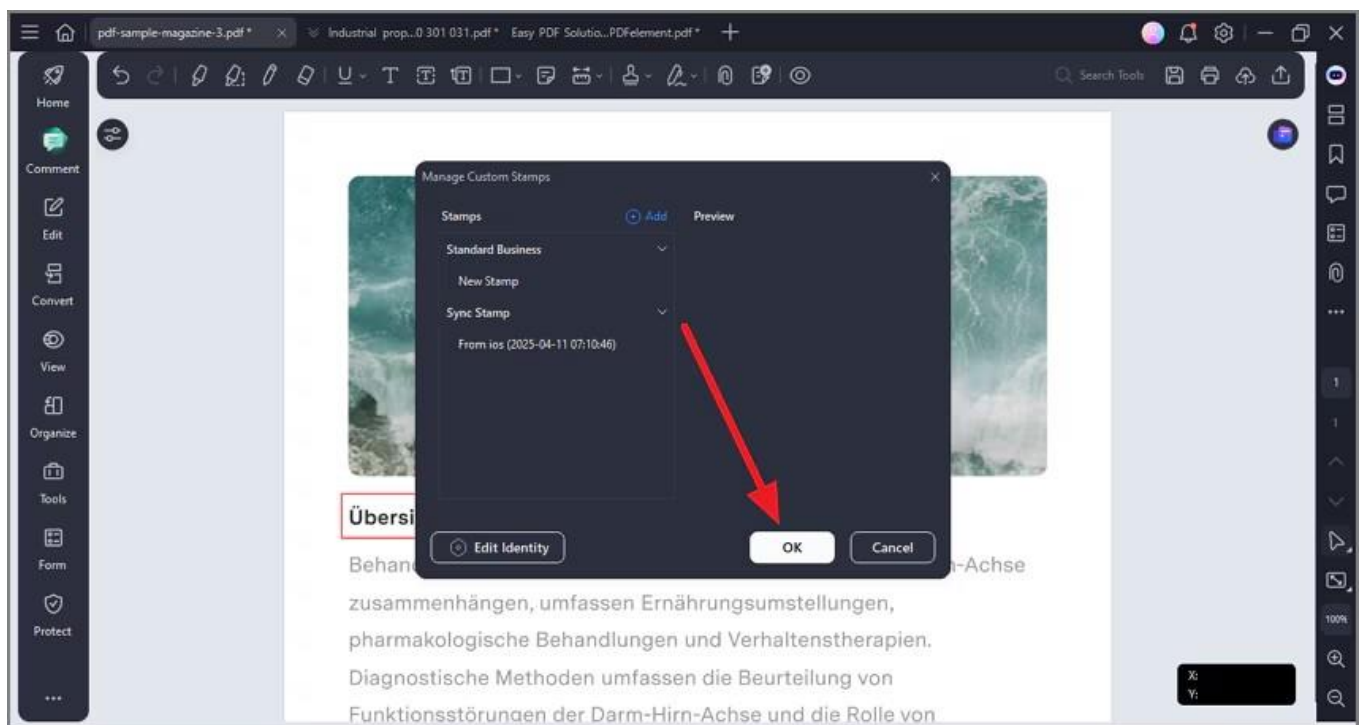


Manage Custom Stamp

Step 1. After accessing the “Comment” toolbar, expand the “Stamps” option and press the “Manage Stamps” icon located at the corner.



Step 2. In the following small window, configure the settings and press the “OK” button to confirm the settings.



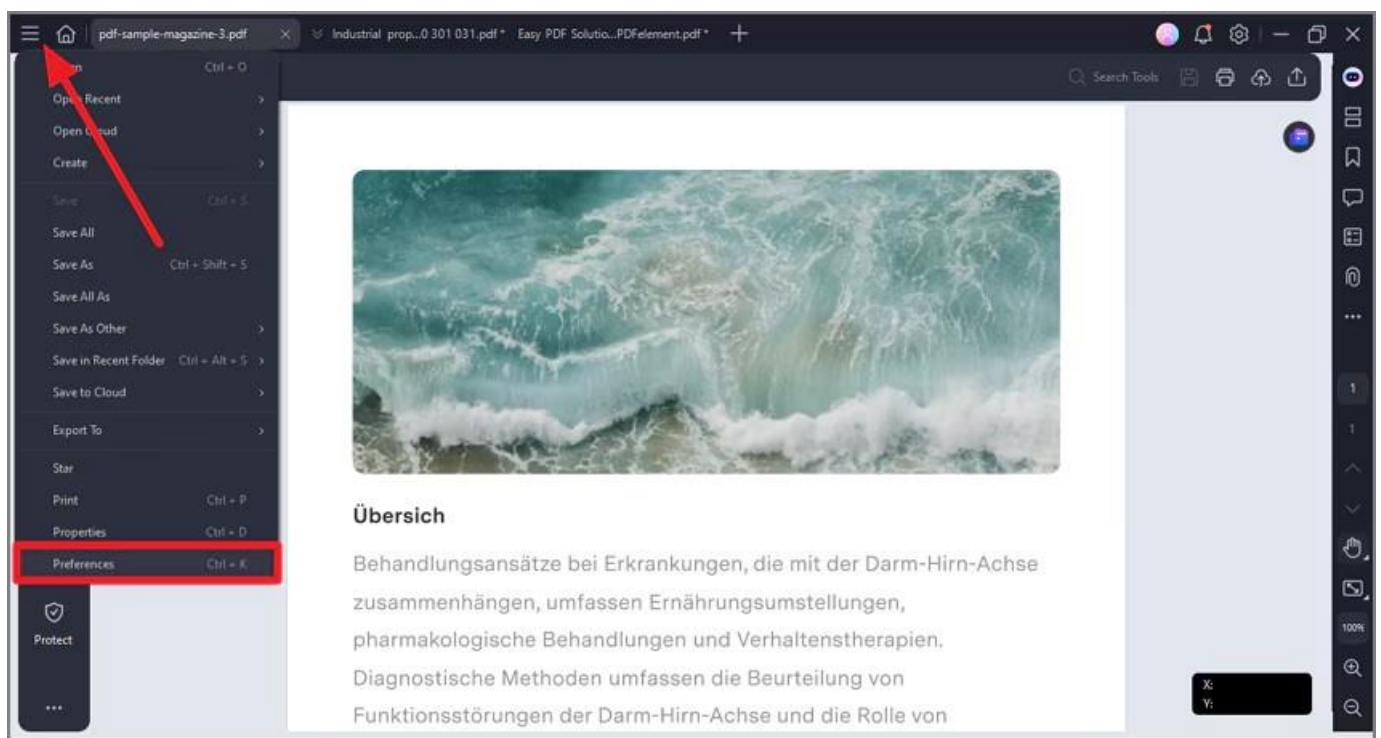
Add a Time Stamp to a Document

PDFelement provides dynamic stamps that can include the current date and time, which can be inserted anywhere in a PDF for purposes like a signature. Users can also add digital timestamps linked to trusted time stamp servers to certify the exact time an electronic signature or document action occurred, ensuring the timestamp cannot be altered or tampered with.

Consider the steps provided next to learn how to add the timestamp using the tools.

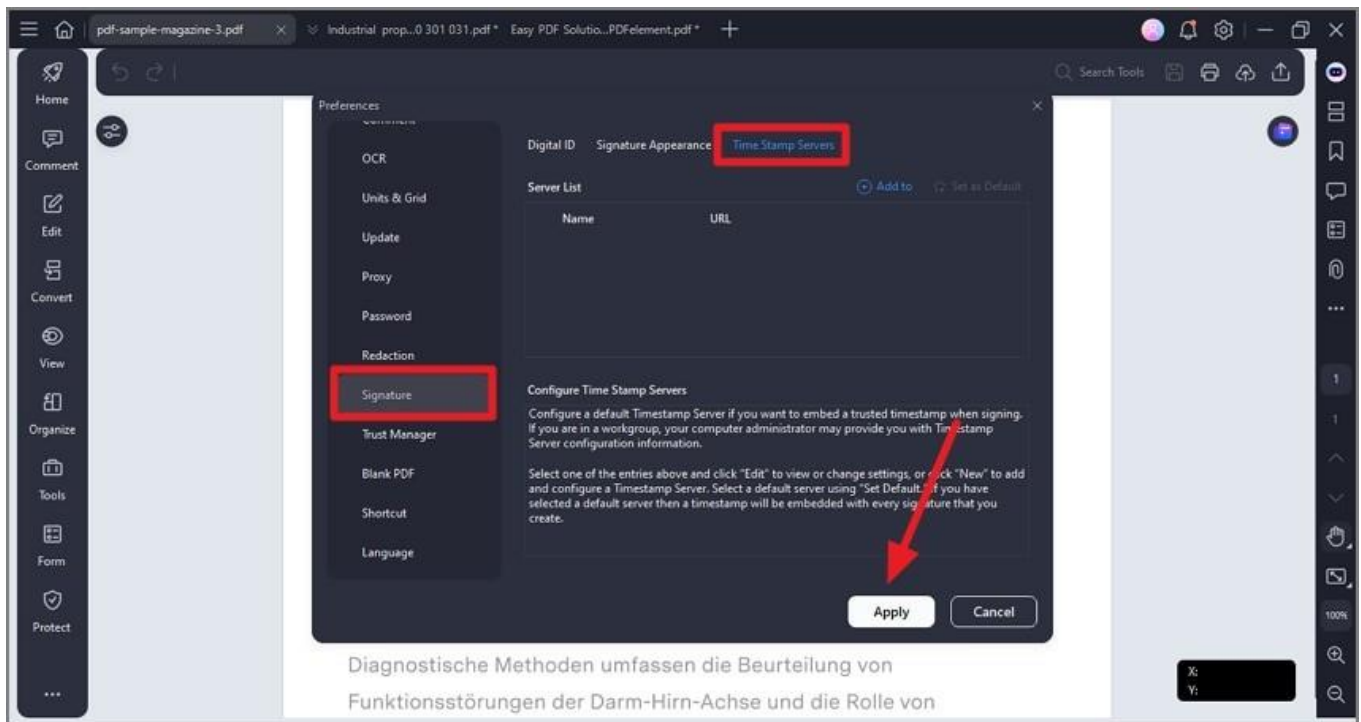
Step 1

Start by importing the document within the tools' interface and click on the “Three Bars” icon located at the top-left corner of the interface. Head to the bottom of the options and press the “Preference” option.



Step 2

Next, access the “Signature” option from the left panel and enable the “Time Stamp” server section. Now, add the server and press the “Apply” button to successfully configure the settings.



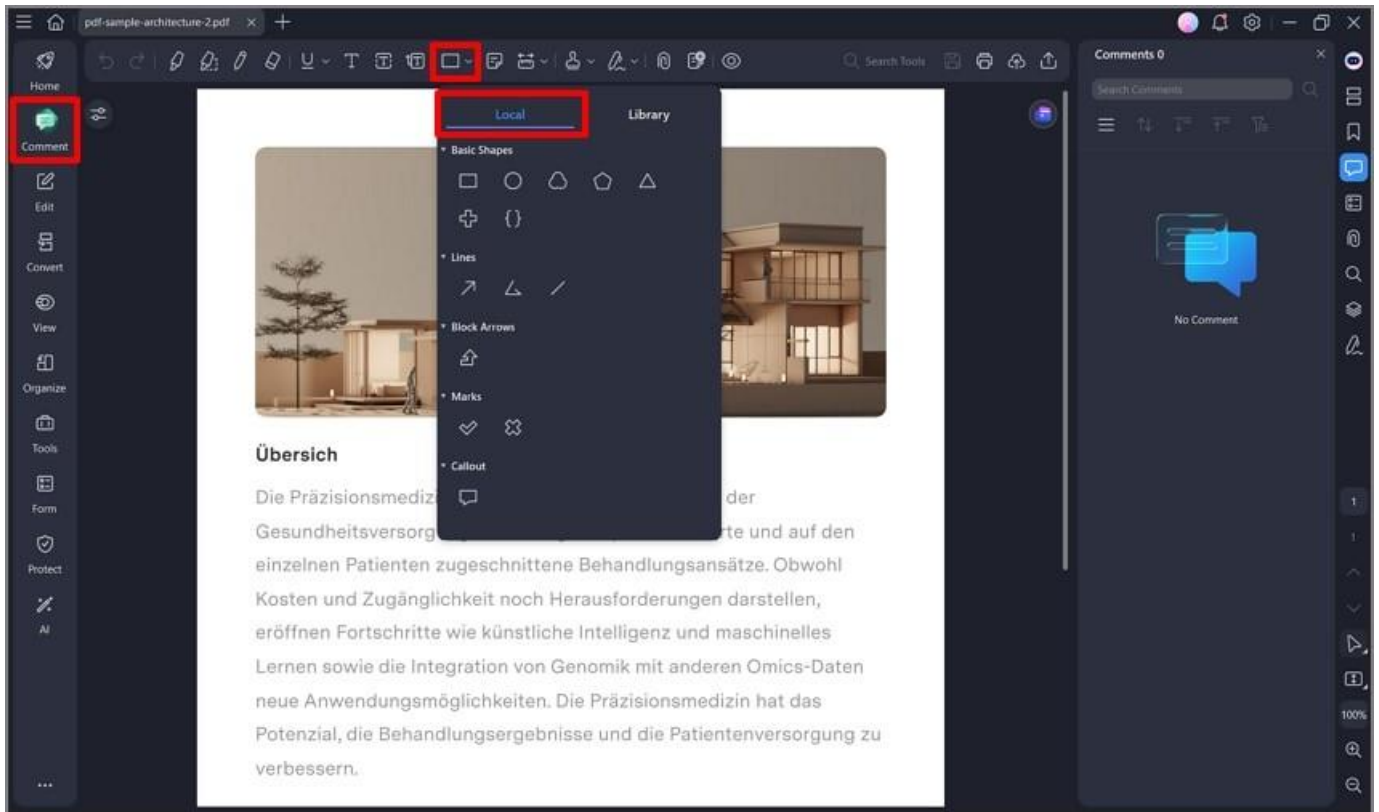
Add Stickers in a Document

The Sticker Library in PDFelement offers a powerful and extensive collection of stamps and stickers to enhance your PDFs. Users can select from a wide variety of ready-made stickers to add flair and emphasis to documents. The library supports customization, allowing you to create and save your own stickers as stamps for repeated use. Provided below is the guide on how to make your document more compelling with the stickers on PDFelement Windows:

Step 1

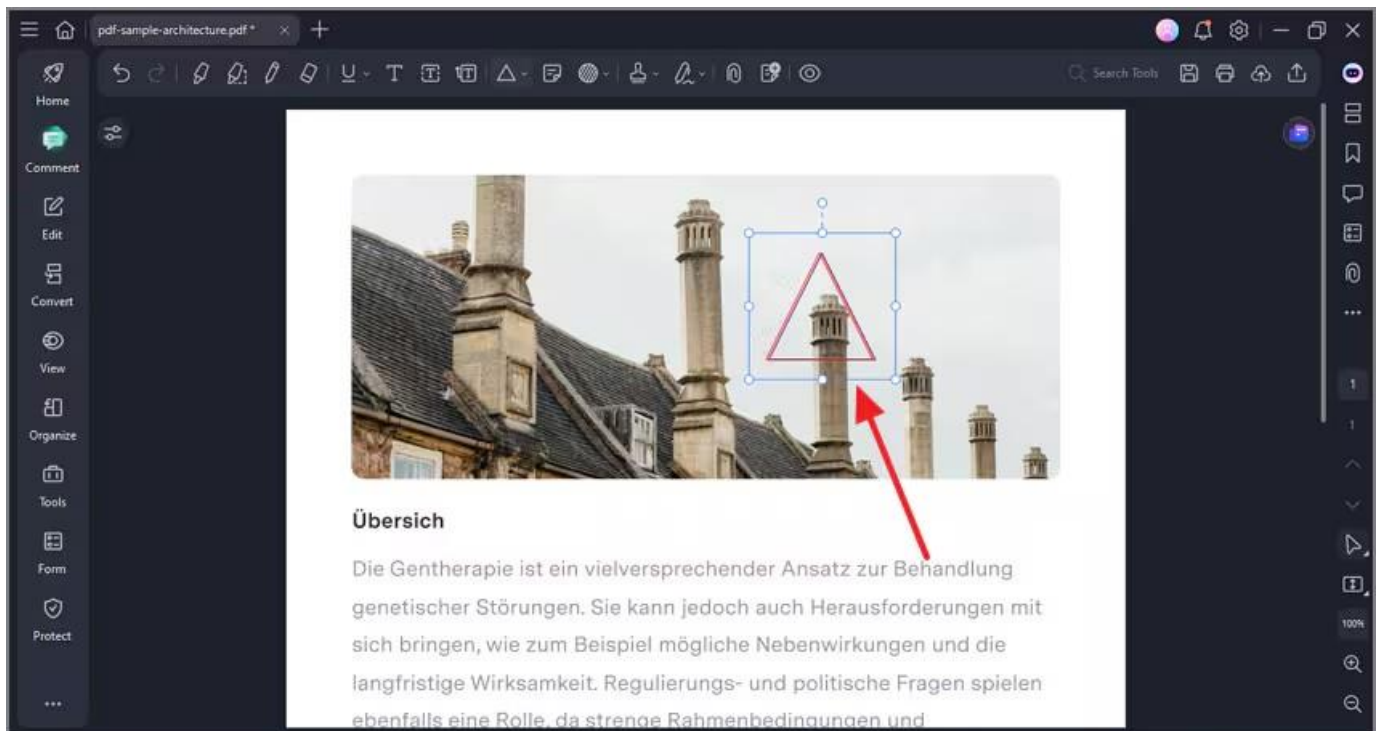
Start by opening the document within the PDFelement interface and accessing the “Comment” option from the sidebar on the left. Go to the toolbar at the top and locate the “Sticker” icon.

Select the “Local Sticker” option and choose the sticker of your choice.



Step 2

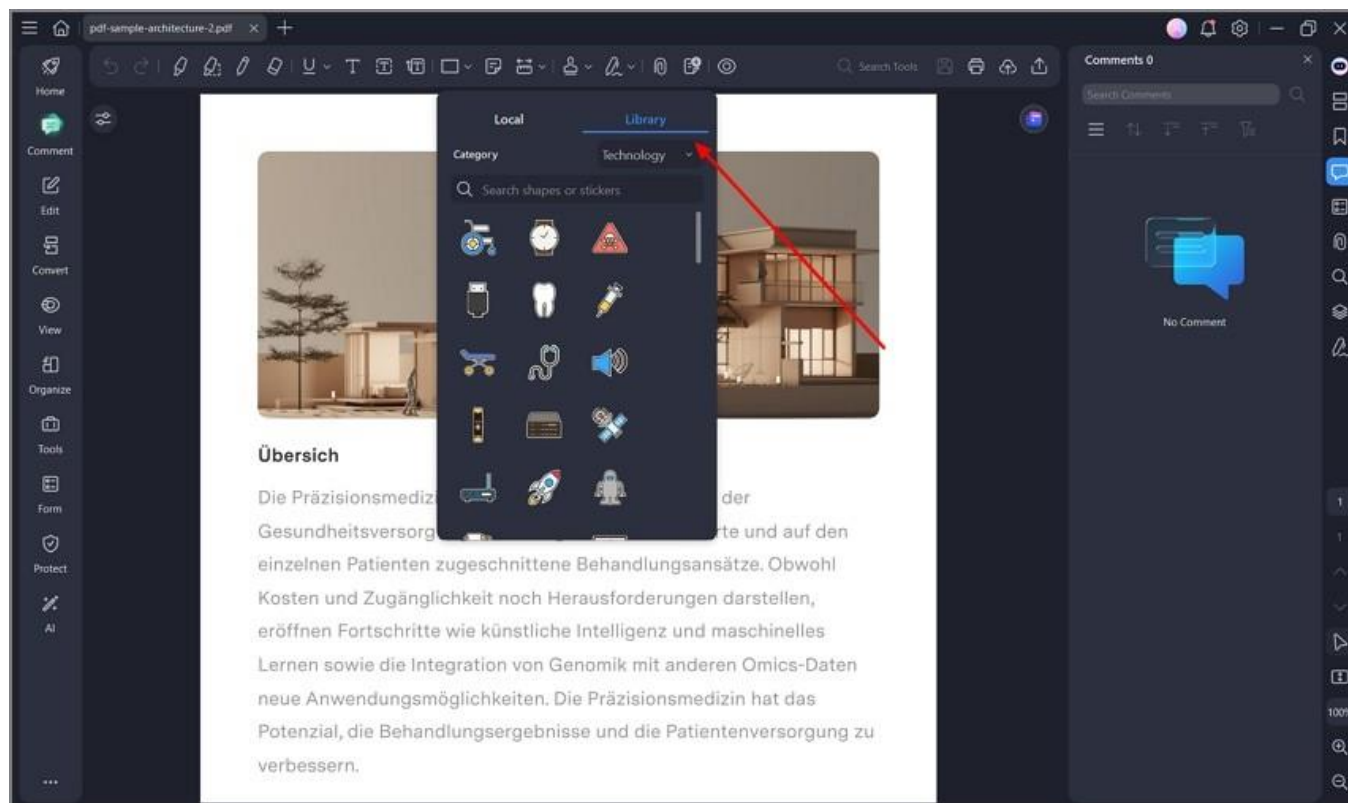
Draw the sticker on the PDF's page by dragging the cursor according to your preferences. Now customize the appearance of the applied sticker by acquiring the panel on the left.



Step 3

To add more enhanced stickers, access the “Library Stickers” option and set up the “Category” from the expanded menu. You can search for a specific sticker by accessing the search bar.

Now, select the sticker of your choice and click on the area on the page where you want to apply it. Adjust its appearance from the panel on the left and save the results.

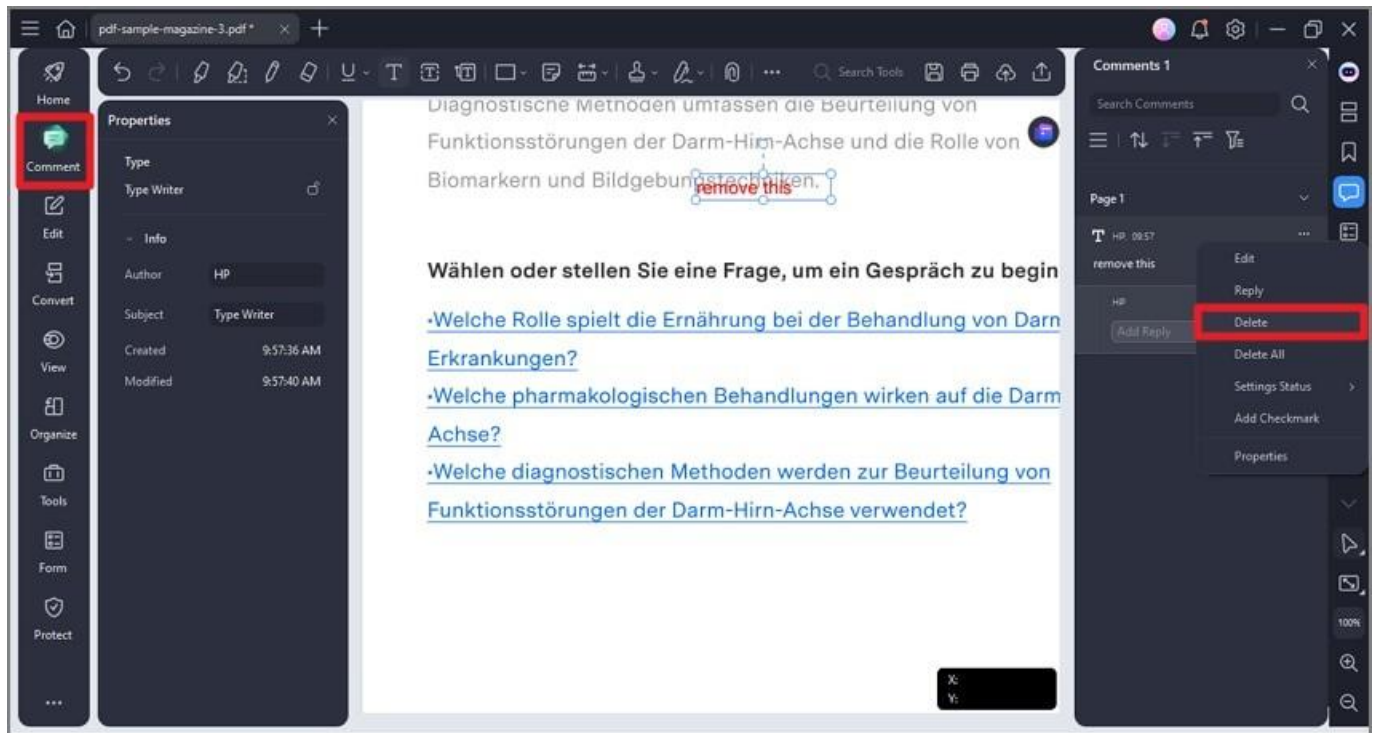


Hide/Remove Annotations

After adding a comment or annotation, PDFelement allows its users to remove or hide them seamlessly. You do not need to hide each comment separately; you can simply disable the visibility with only a single click. Here is how you can delete and hide annotations on PDFelement:

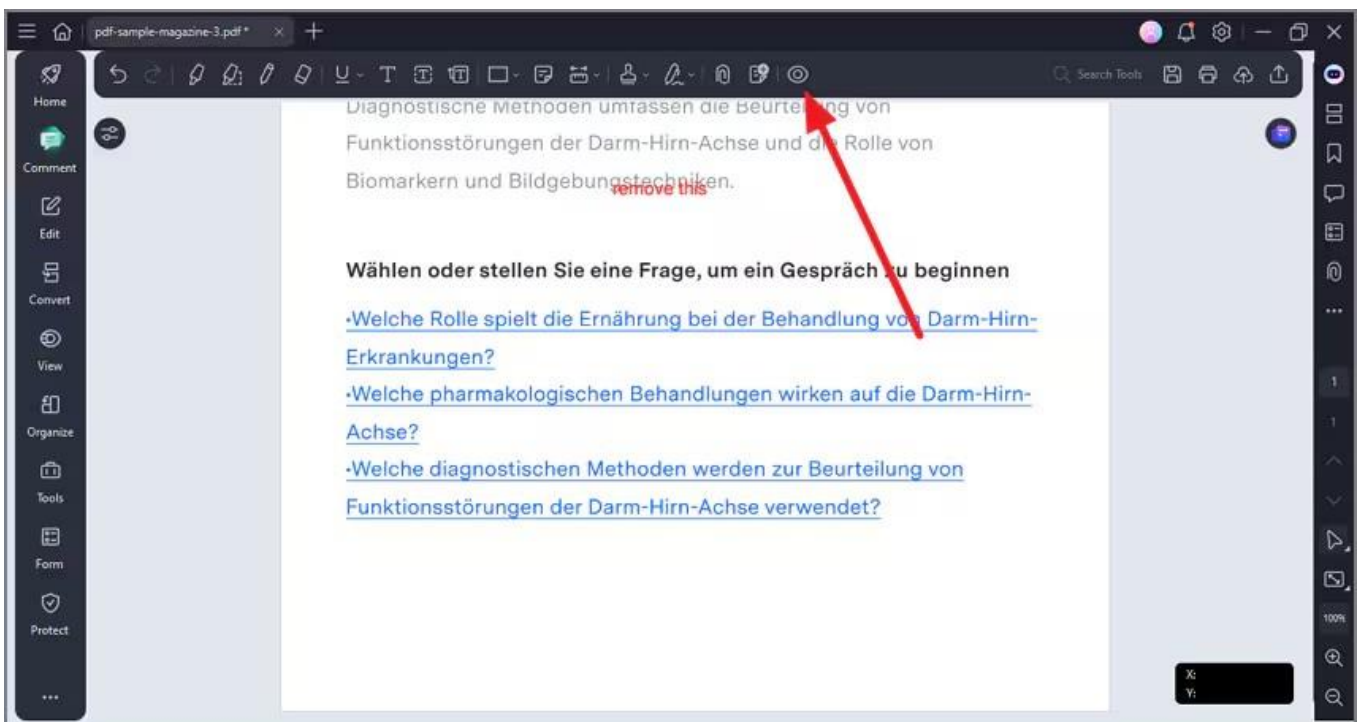
Delete a Comment

After accessing the “Comments” section from the left, click on the desired comment within the PDF and right-click on it. This will enable a list of options from which to click on the “Delete” option to successfully remove the selected comment.



Hide Comments

When the document is successfully opened within the interface, head to the toolbar at the top and press the “Eye” icon to hide the comments from the page and make it easy to read.



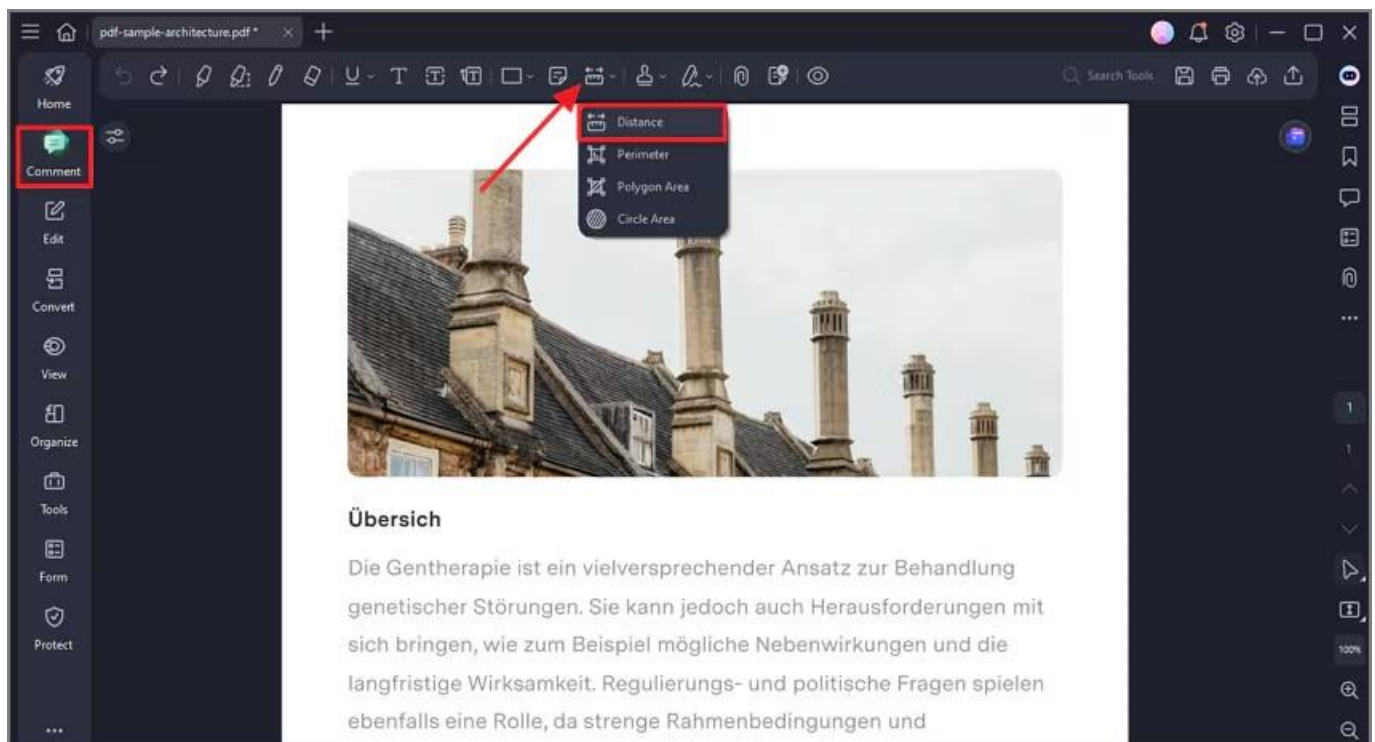
Do Page Measurements

The Page Measurements upgrade in PDFelement introduced several enhanced features for accurate and versatile PDF measurements. The tool supports automatic summation of multiple measurement results, helping users quickly get totals without manual addition.

Measurements can be made using a floating frame, enabling flexible placement across the document. It also supports measuring the area and perimeter of circular regions, expanding measurement capability beyond standard shapes. To know how to use this feature on PDFelement, read the steps mentioned below:

Step 1

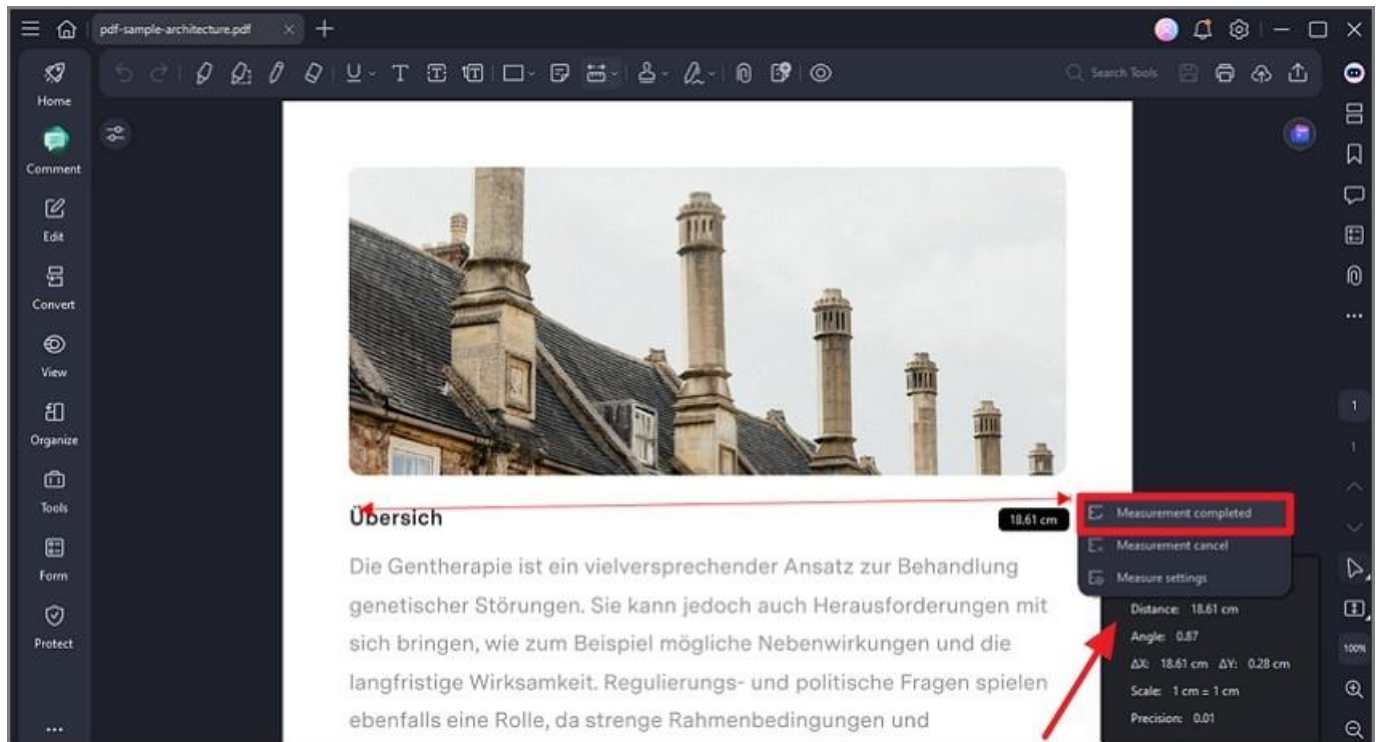
Once you have opened the document within the tool's interface, enable the "Comments" utility by accessing the sidebar from the left. Now head to the toolbar at the top of the page and expand the "Measuring Scale" icon. To measure the distance, click on the "Distance" option from the expanded list.



Step 2

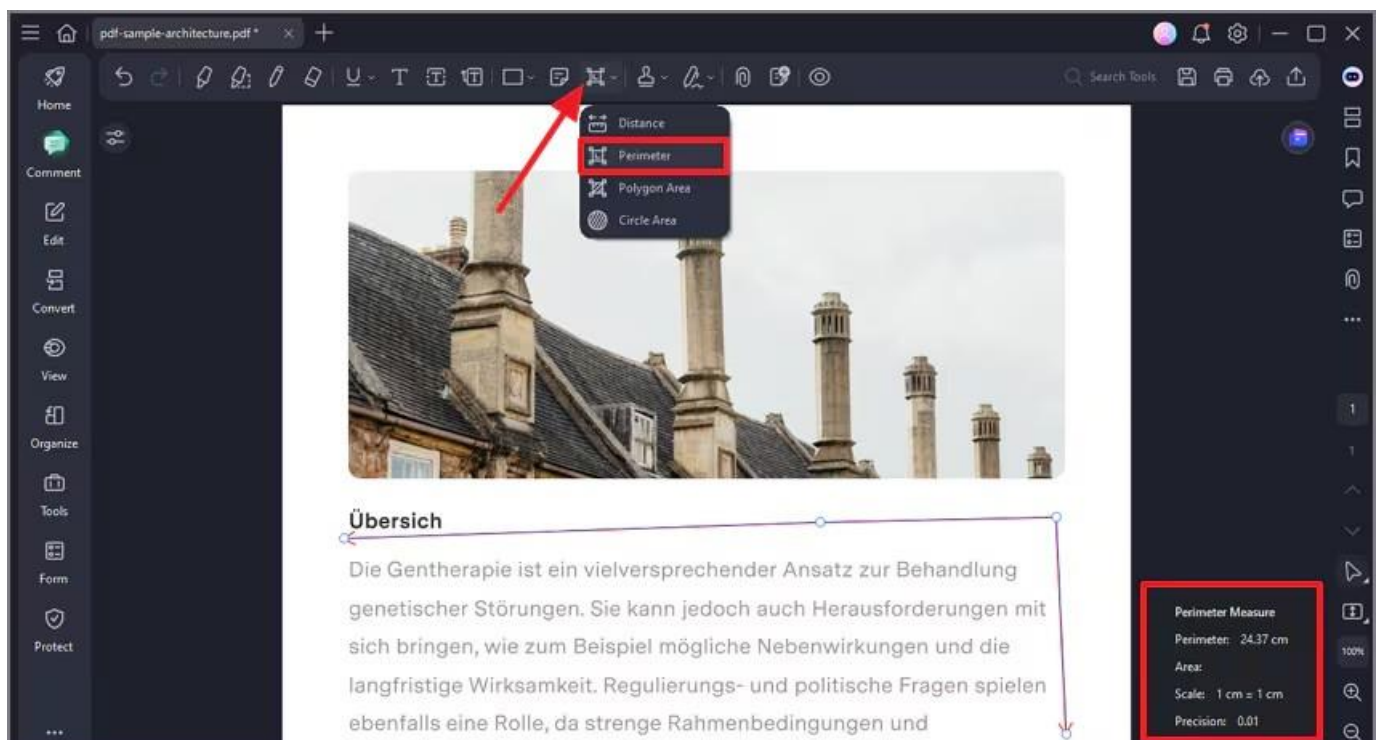
Drag the cursor to the area you want to measure the distance to specify the selection. Complete the selection by right-clicking and choosing the "Measurement Complete" option. Once the

selection is made, you can see the measured distance on the bottom right side of the interface. You can customize the appearance of the drawn scale by accessing the panel on the left.



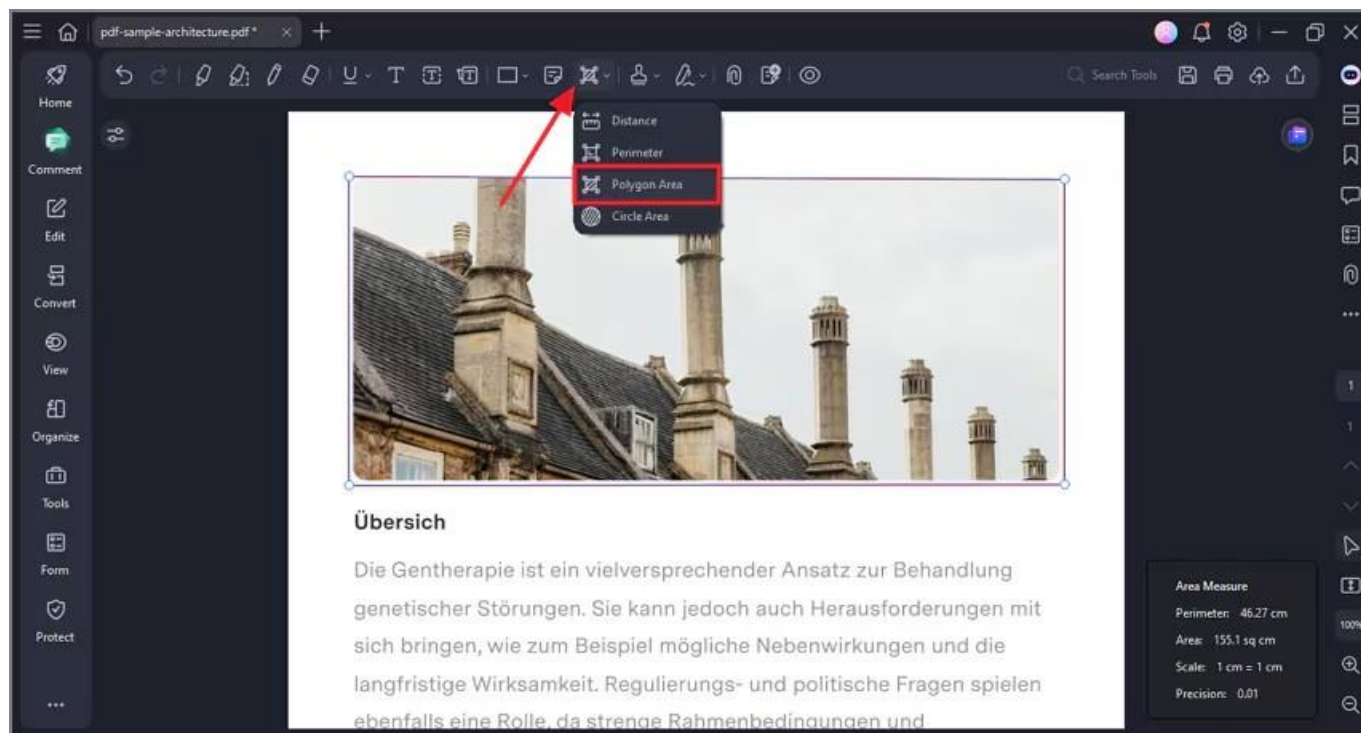
Step 3

To measure the perimeter, expand the “Scale” icon and select “Perimeter.” Now draw the selection, and the perimeter will be calculated at the bottom right corner.



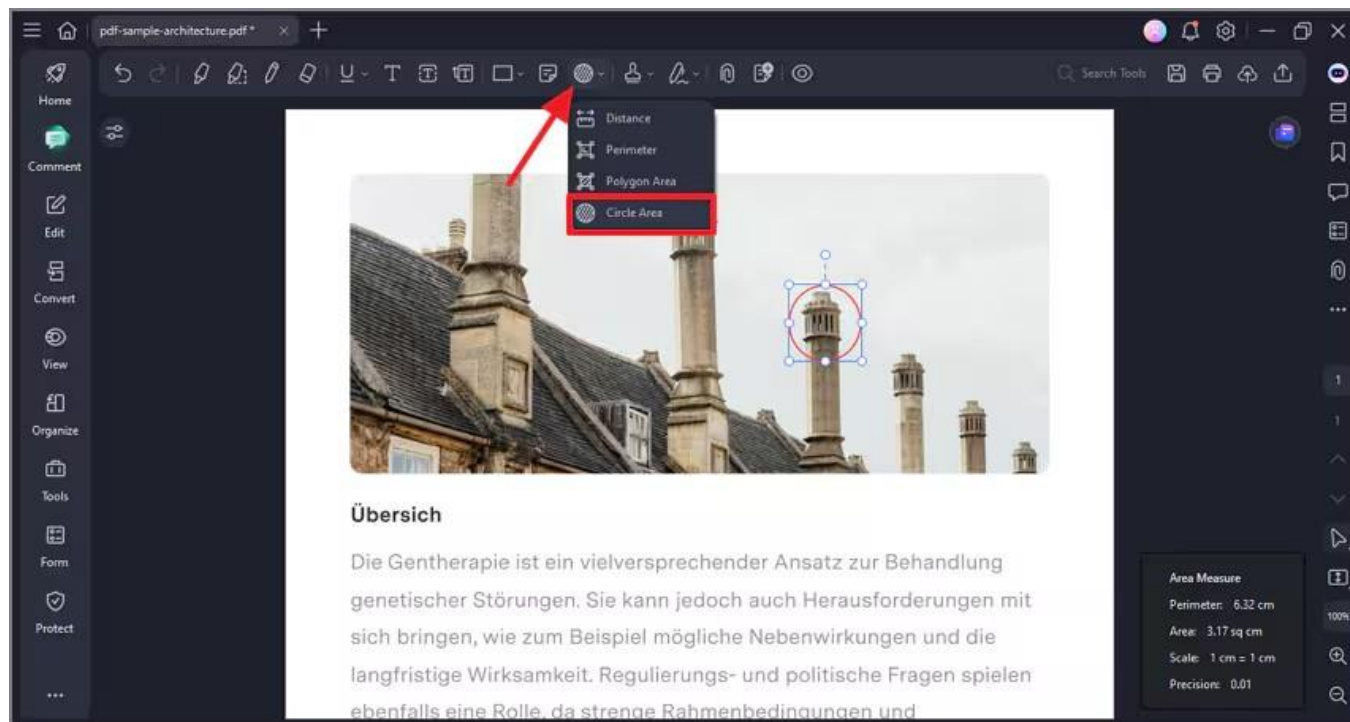
Step 4

Similarly, measure the “Polygon Area” by expanding the “Scale” icon from the toolbar and selecting the area on the page. After making the selection, you can also change the scale by right-clicking and pressing the “Measurement Settings.” Specify the “Scale Ratio” and other settings like “Precision” and “Snap,” before hitting the “OK” button.



Step 5

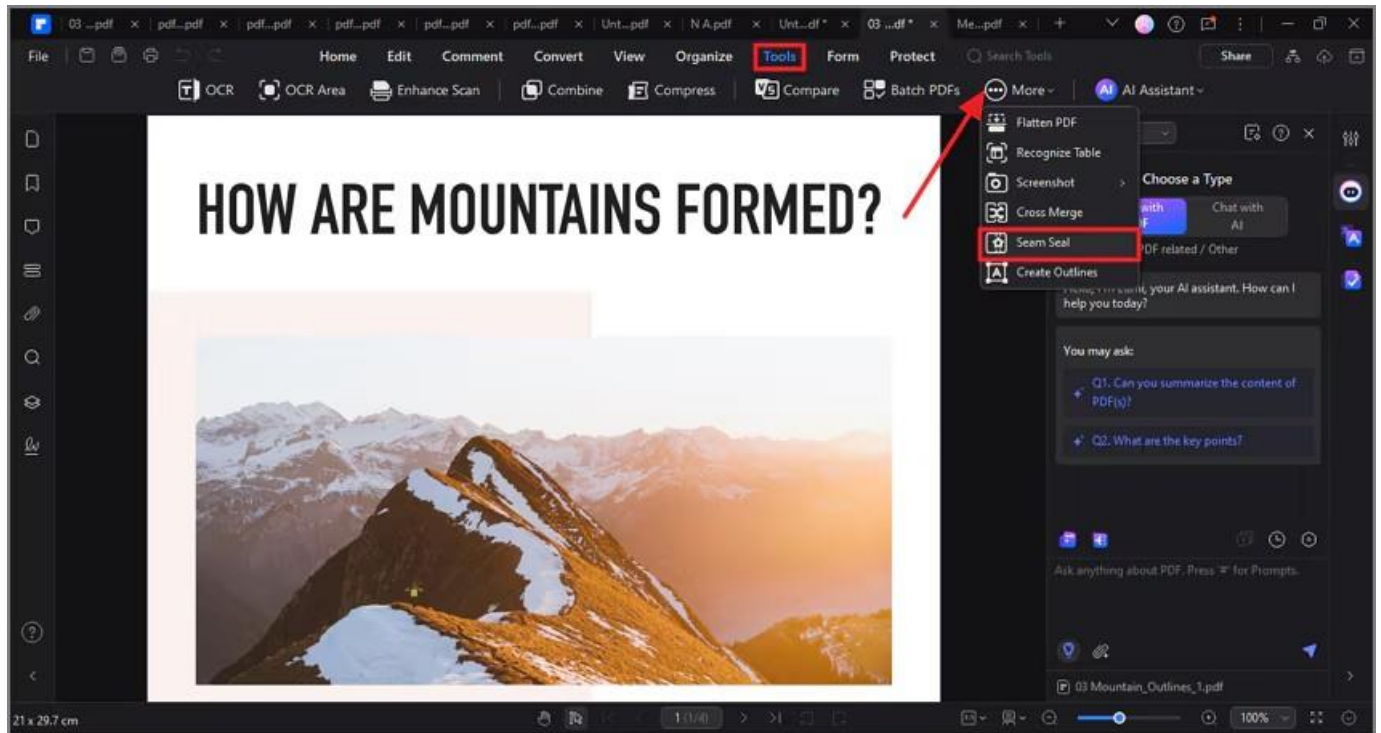
Finally, measure the circle area by expanding the “Scale” icon and choosing the “Circle Area” option. Repeat the same procedure to calculate the circular region and review the results in the small window at the bottom right corner.



If you want to protect your document from copyright infringement, you can add a seal to it using the Cross-Page Seal feature offered by PDFelement. It allows users to add an image as a watermark to the corner of each page to create a seal for the document.

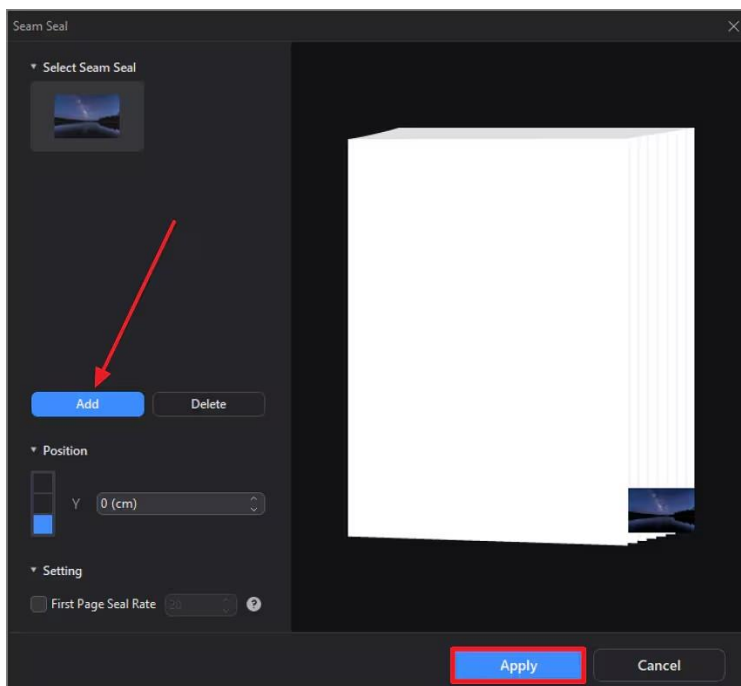
Access Cross-Page Seal Feature

- To begin the process, import the document for which you want to add the seal and head to the tool ribbon at the top.
- Next, locate the “Tools” option and enable it to expand the “More” option.
- Moving forward, click on the “Cross-Page Seal” option from the expanded list.



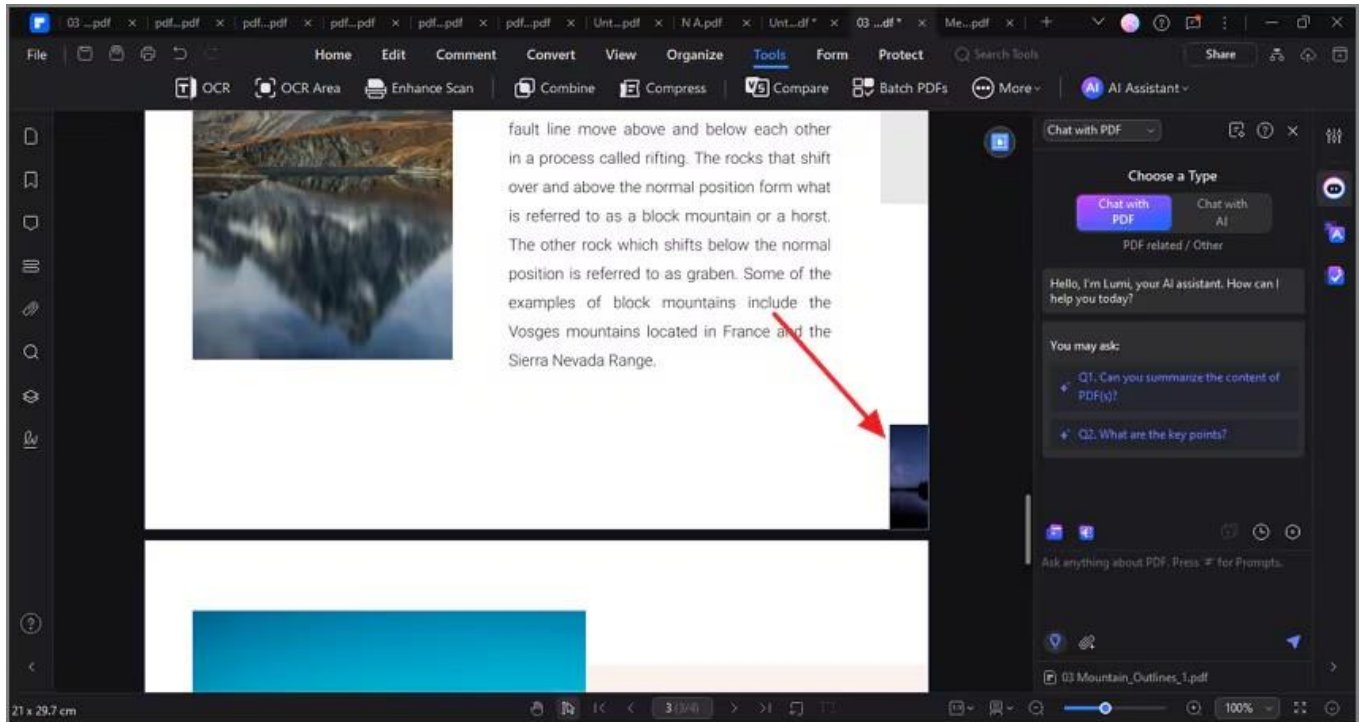
Upload the Seal Image and Apply

- In the following small window, click on the “Add” button to add the image from your device's storage.
- Adjust the position and other settings and press the “Apply” button to add the Cross-Seal to the document.



Review the Applied Cross-Page Seal

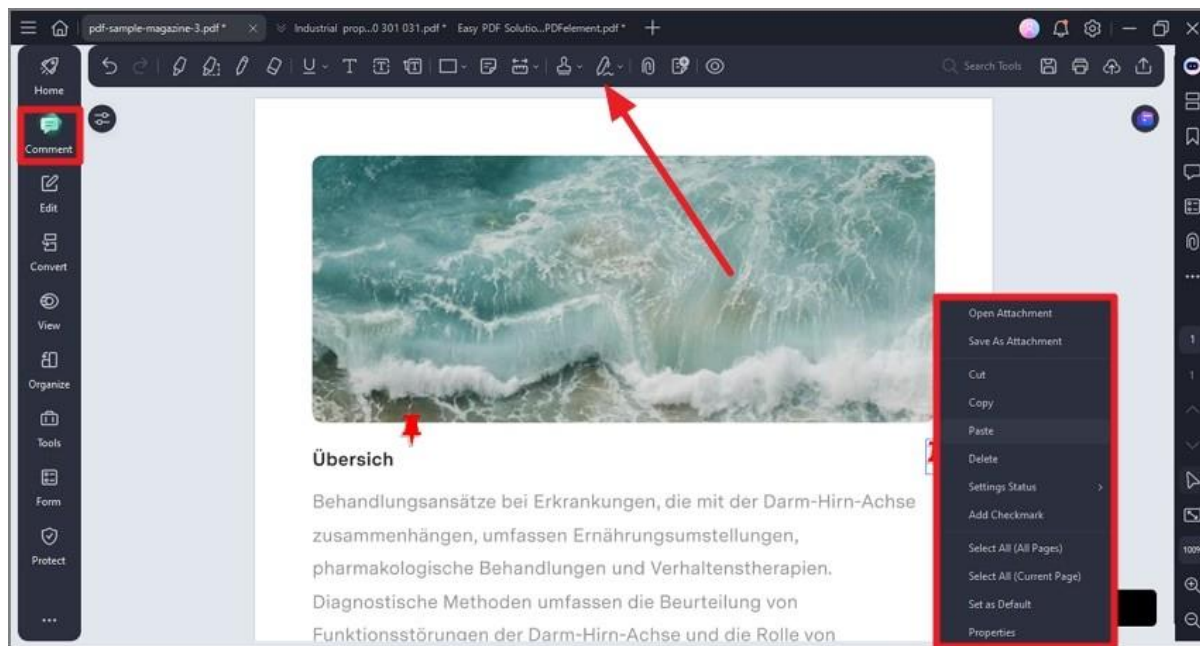
- Once the image is added to the corner of the pages, you can review it by scrolling through the PDF.



Add Attachments to PDF

PDFelement allows users to add attachments to PDFs, enhancing the document by embedding additional files such as images and other media. Once attached, the files become part of the PDF package and can be easily opened, saved, or managed directly from PDFelement.. To learn how to add attachments to your document, read the steps mentioned below:

After opening the document on your device, click on the “Comment “ option and locate the “Attachment” option from the toolbar at the top. Now, place the cursor where you want to add the attachment. Add the media from your device’s storage, and right-click on it to customize and adjust settings.



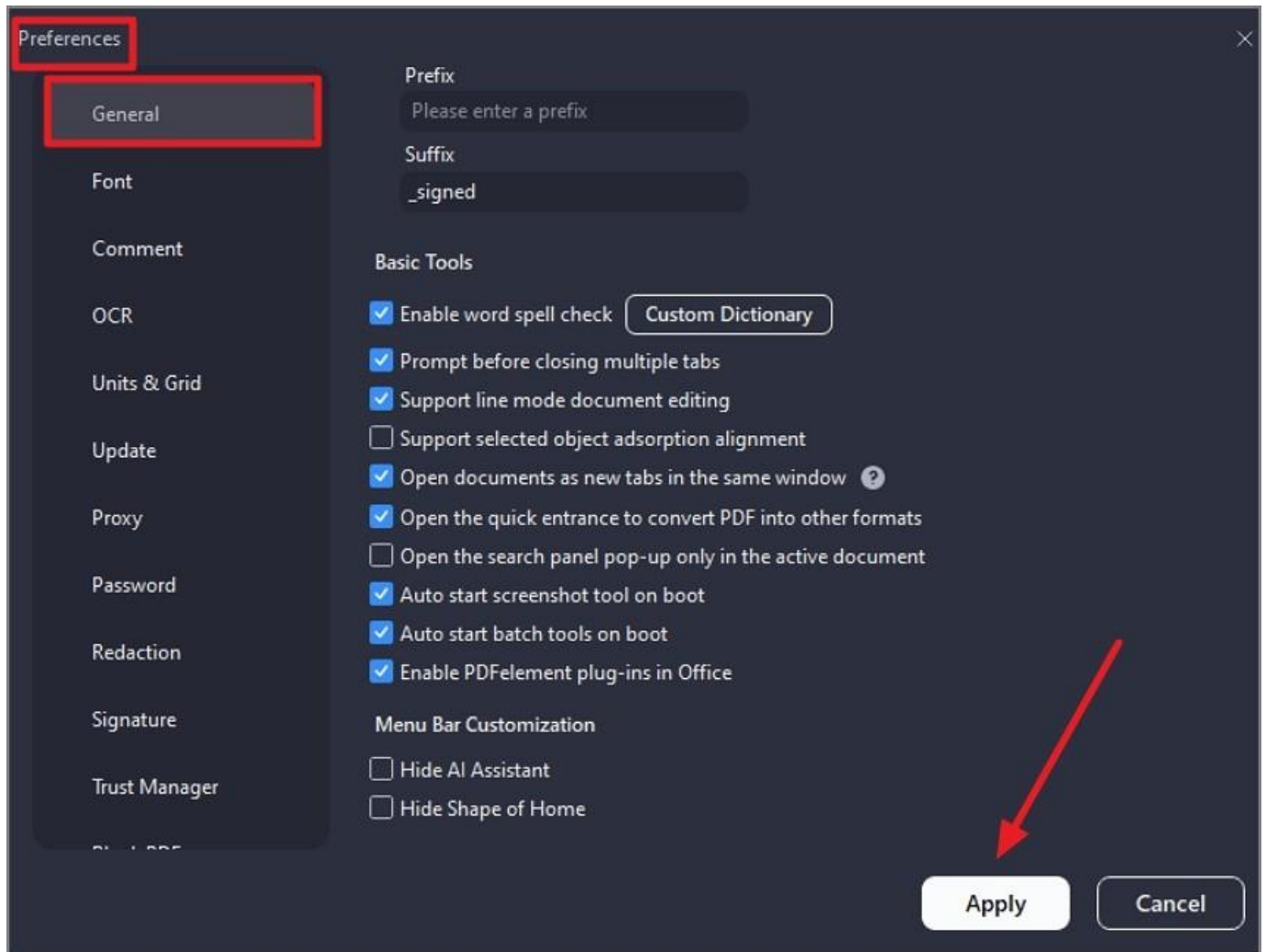
Edit PDF Files

How to Edit Text in PDF

PDFelement offers various methods to add and edit text in your PDF without ruining the entire page. Users can customize the text according to their preferences and apply multiple actions on the text, such as changing indentation or adjusting the spaces. To learn how to edit text within this comprehensive PDF management tool, read the steps mentioned below:

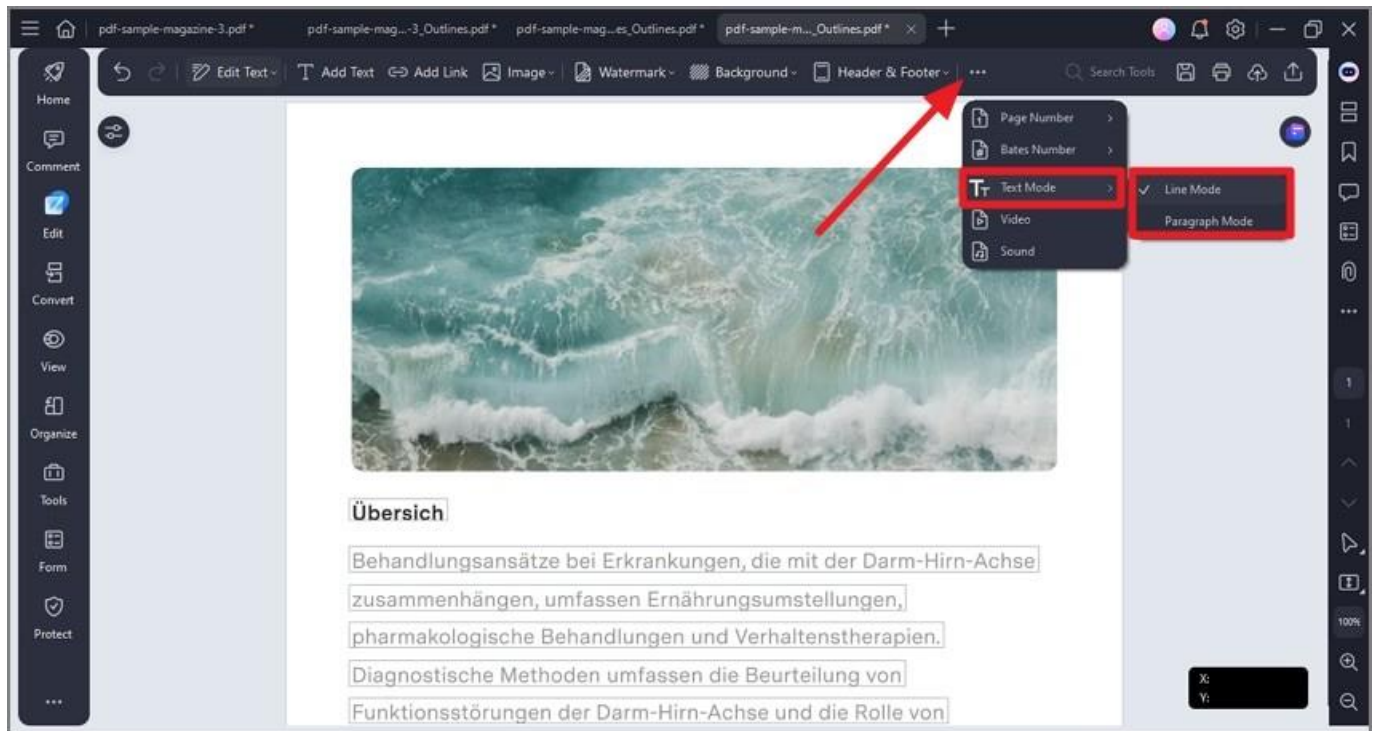
Step 1

After importing the document to the tool's interface, head to the top-left corner and press the "Three Bars" icon. Locate the "Preferences" option at the bottom and click on it. In the following small window, enable the "General" section and tick the "Support Line Mode Document Editing" checkbox. Press the "Apply" button to save the selection made.



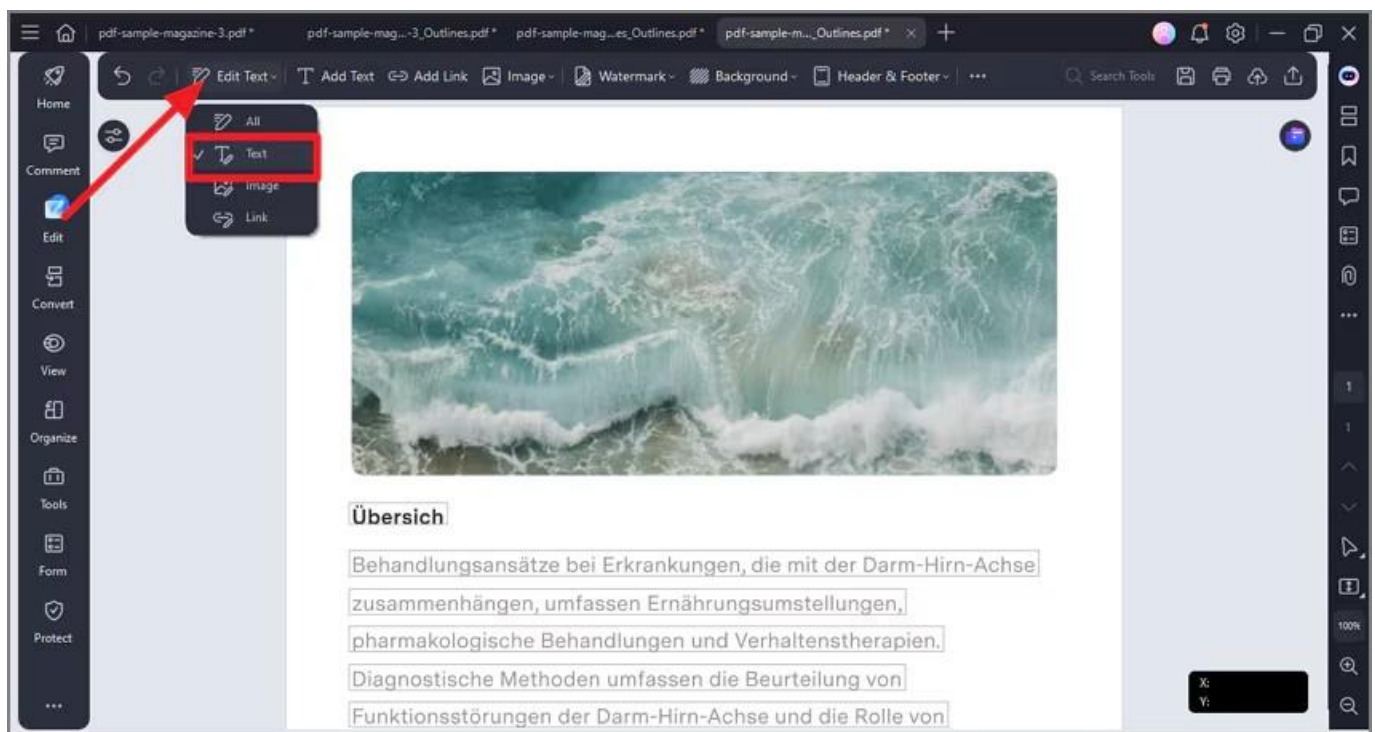
Step 2

Head to the enabled toolbar at the top, press the “Three Dots” icon, and click on the “Text Mode” option. Now choose your desired mode by clicking on it



Step 3

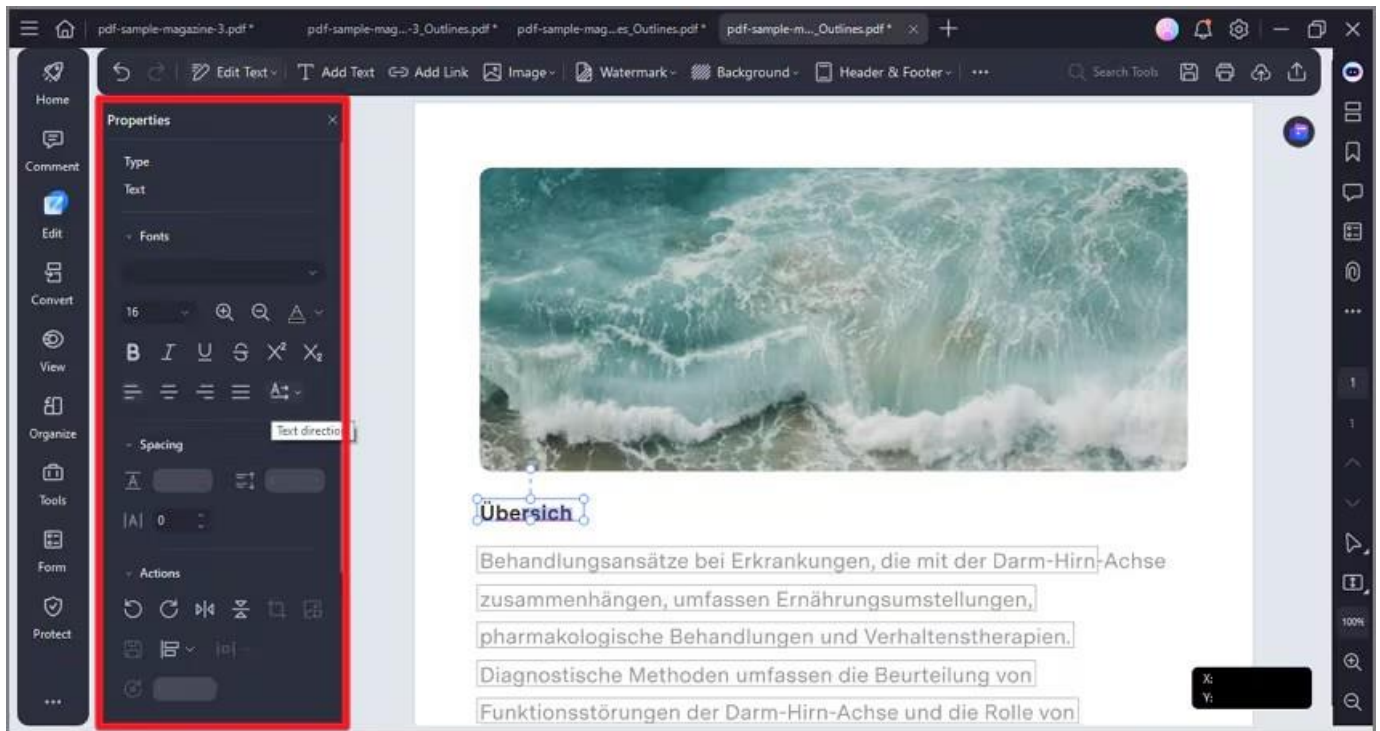
From the same toolbar, expand the “Edit Text” option and select the “Text” option from the list.



Step 4

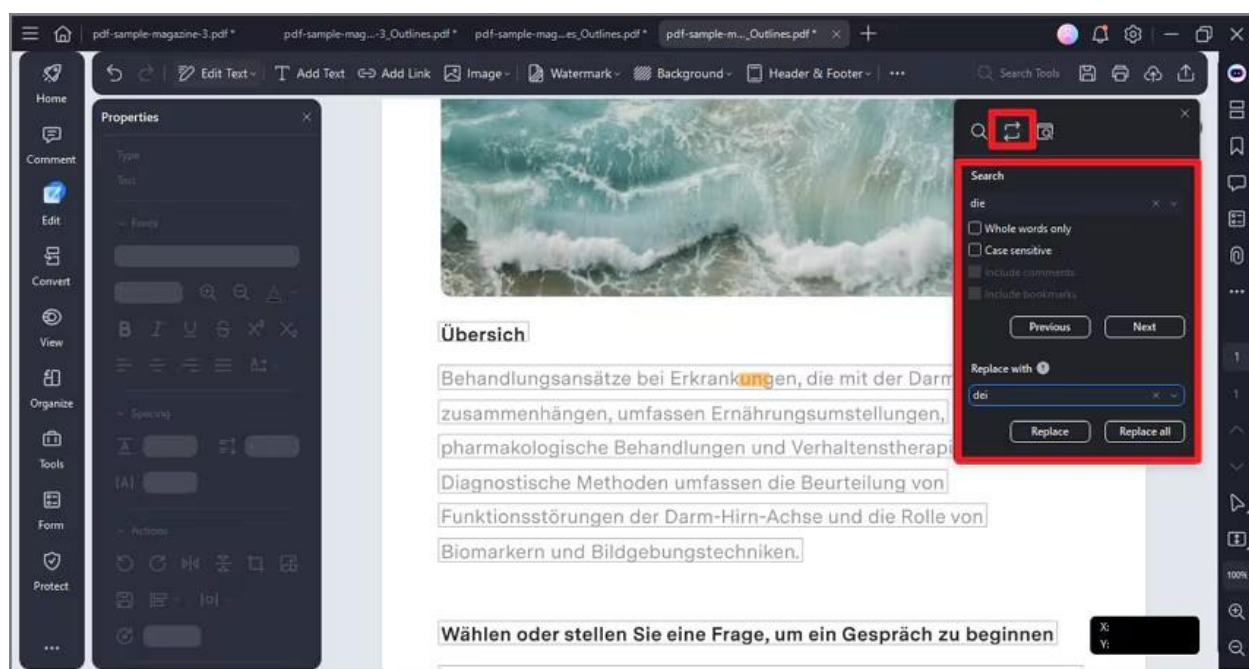
Edit the text on the page by selecting it and making changes to it. To customize the

appearance of the text, head to the “Properties” panel on the left and choose your desired action.



Step 5

To find and replace a phrase or term, press the “CTRL+F” keys on your keyboard and enable the “Search and Replace” option. Input the term you want to search for in the field and the term with which you want to replace it in the next field. Press the “Replace” button to successfully replace the searched phrase.

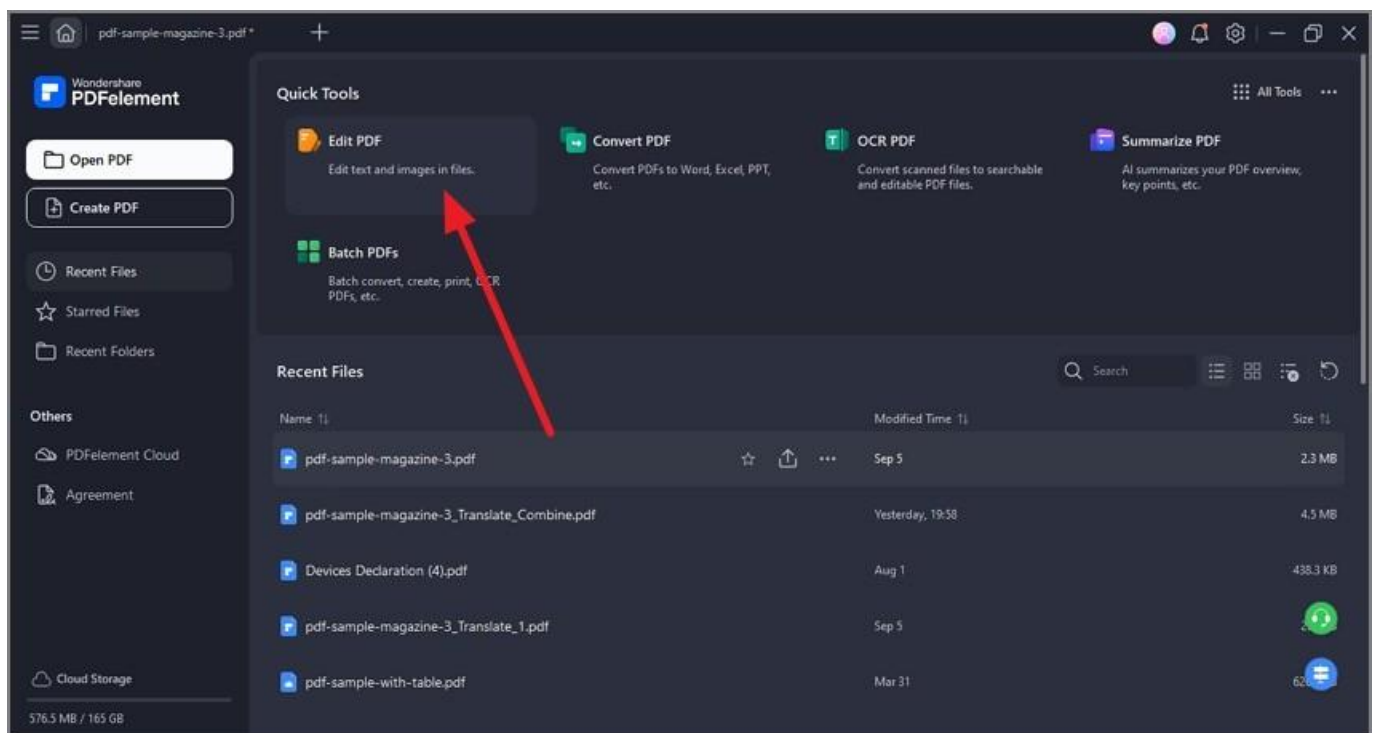


Add Vertical Text

Among the vast and seamless collection of editing tools in PDFelement, users can easily add vertical text to their PDF as well. You can adjust the text according to your preference and further customize its appearance. To learn how to change the text orientation, read the steps mentioned below.

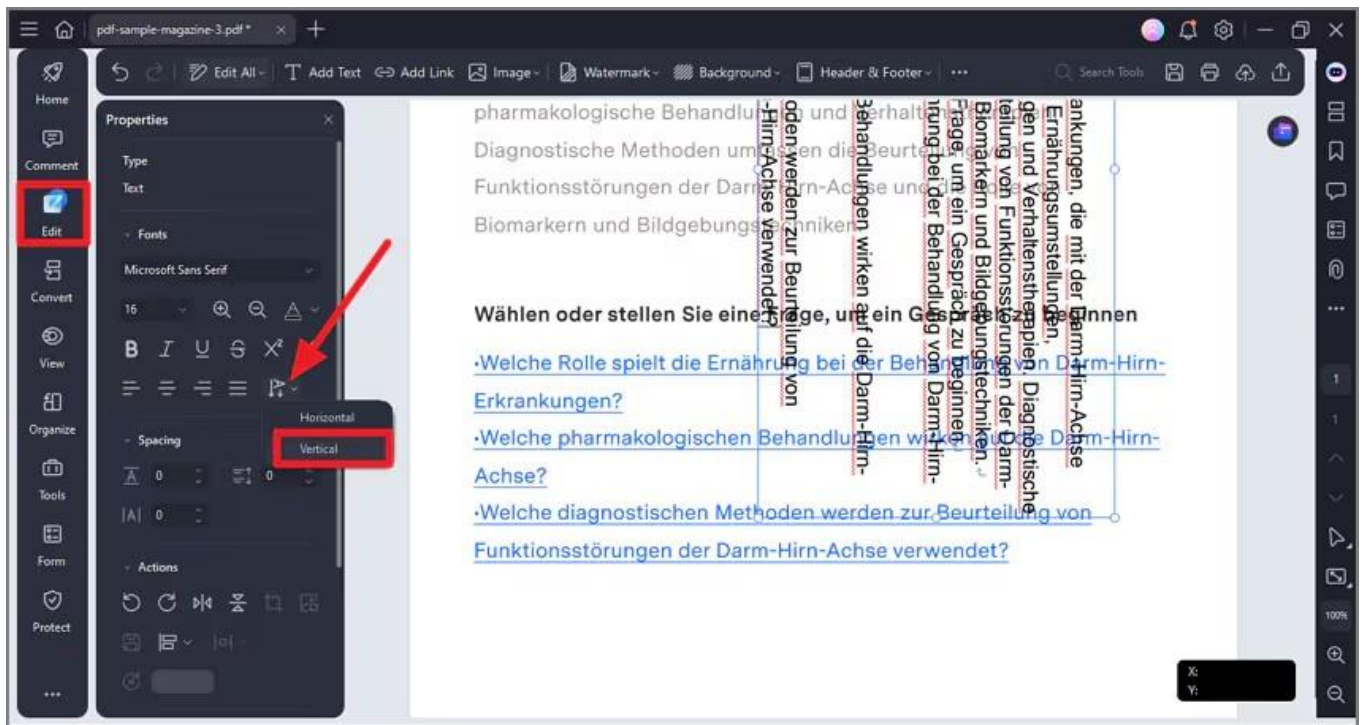
Step 1

Once you have launched PDFelement on your Windows, click on the “Edit PDF” option located on the homepage. Import the document to the interface for which you want to change the text orientation.



Step 2

In the following interface, access the “Edit” toolbar and enable the “Properties” panel on the left. Locate the “Text Direction” icon and select the “Vertical” option to make the text change into vertical position.



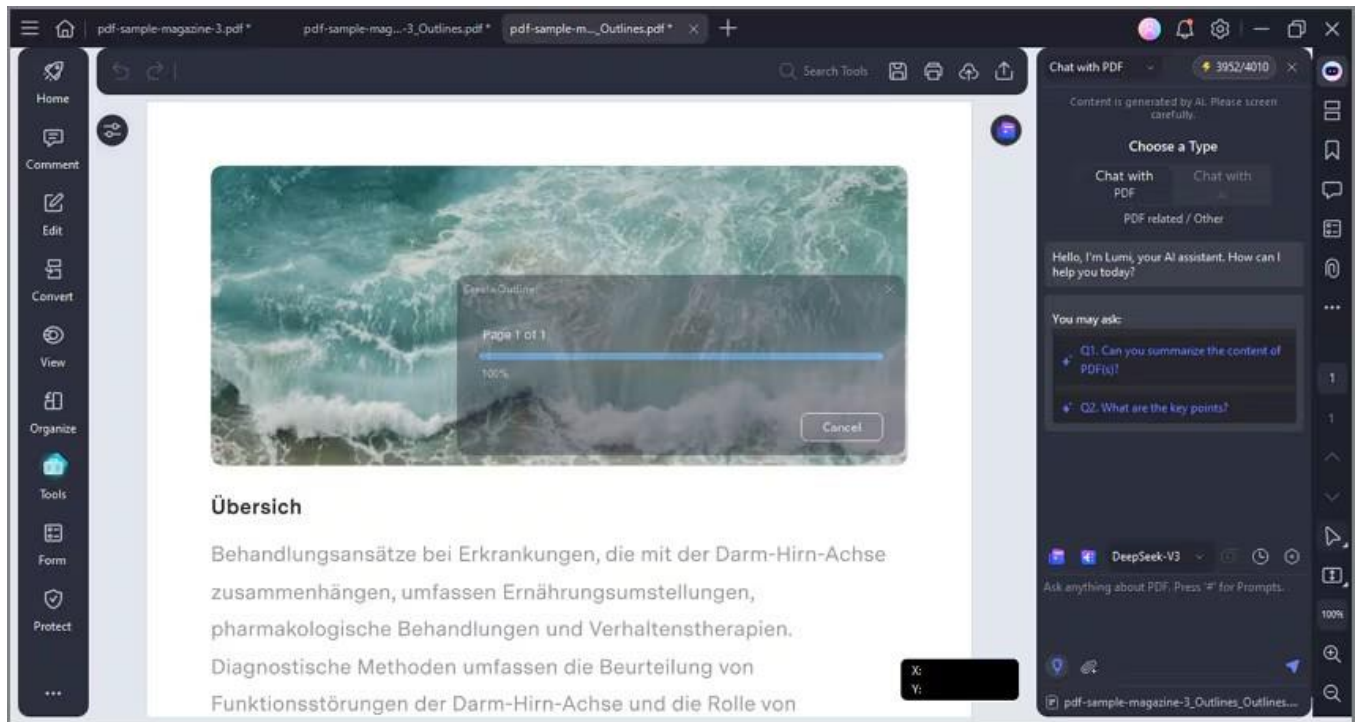
Create Outlines for Text

Step 1

After opening the PDF on your device, head to the sidebar on the left and click on the “Tools” option. Now, click on the “Create Outlines” option from the expanded list.

Step 2

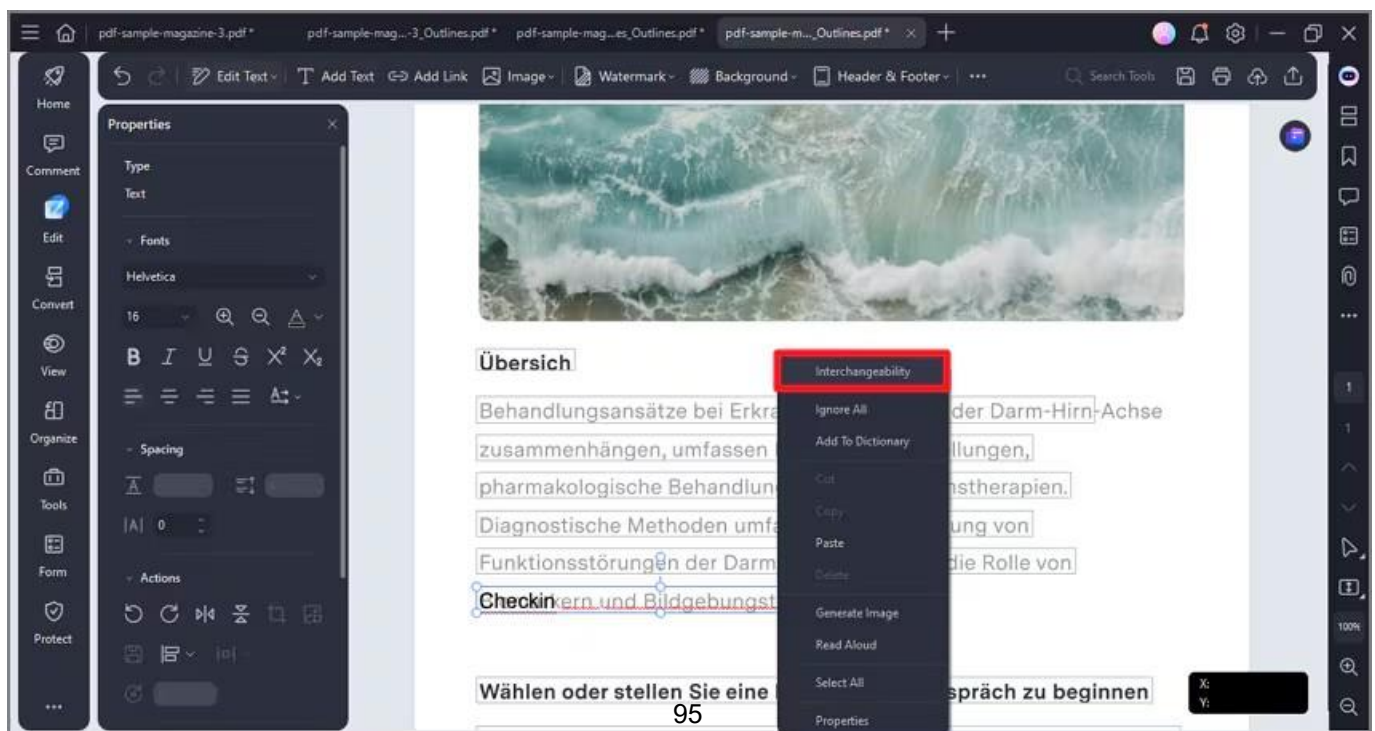
In the following small window, check the progress, and all the elements within the PDF will be converted into vector objects on a new PDF file.



Spelling Check in PDF

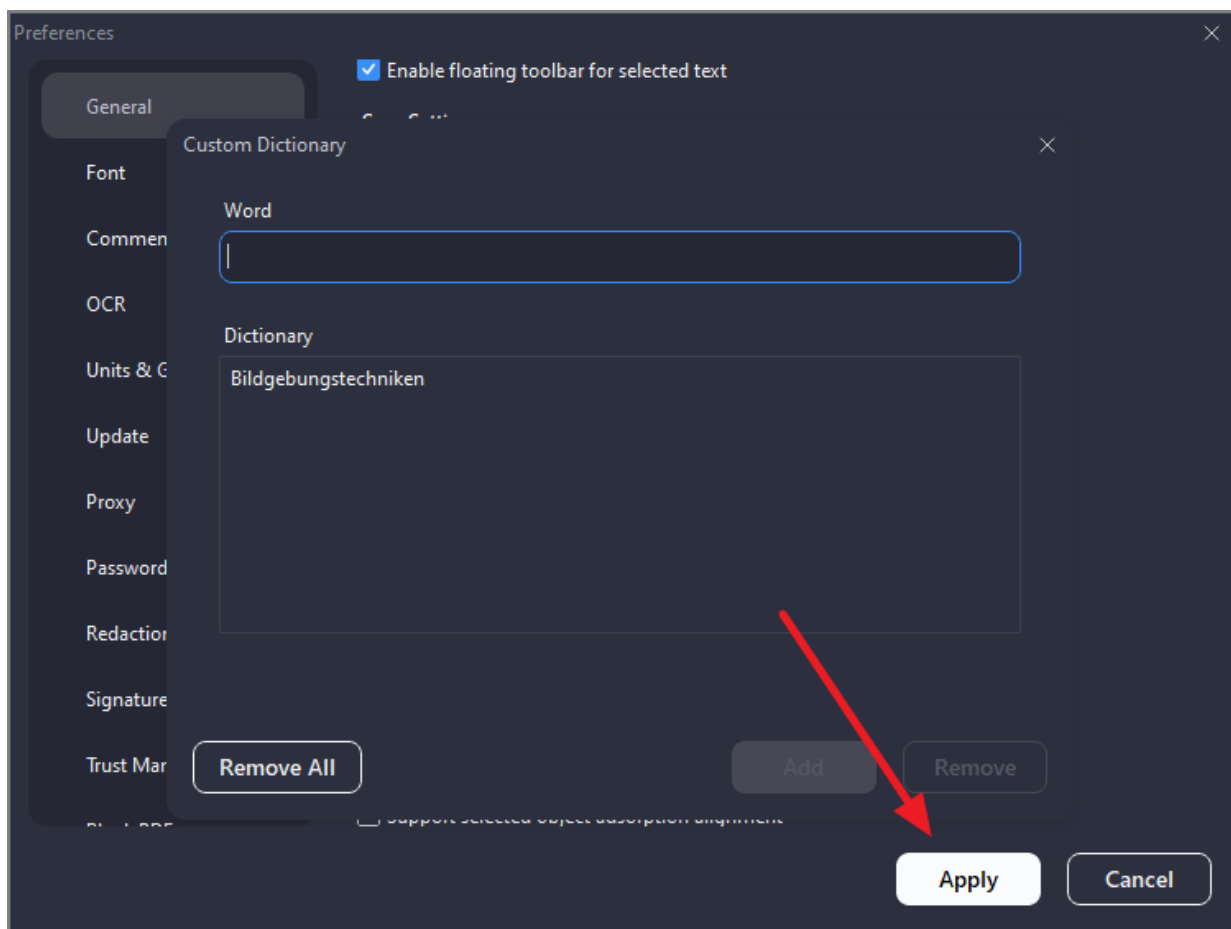
PDFelement allows users to check the spelling of PDF files and provides suggestions to correct misspelled words. This feature is useful when users want to proofread the text. You can check for possible mistakes and then confirm each correction.

By default, PDFelement automatically checks the spelling when you use the "Edit" or "Add Text" tool. You can disable the automatic spelling check by unchecking the "Enable word spell check" option in the "File>Preferences>General" menu.



To check spelling within a document, please do the following:

- Make sure the option of "Enable word spell check" in the "File>Preferences>General" menu has been checked.
- Click the "Edit>Edit Text" button, then highlight the section you wish to check. When there is an error, a red wavy line will appear under the suspect word.
- Right-click the words, you will get the suggestions for correction. Click on one of the suggested spellings to update the spelling or to insert the proper word.
- If the incorrect text is an acronym or a special term, you can choose the "Ignore All" option, then this acronym or the term in this file will be cognized as correct when you do spell- check. When you reopen this file, the acronym or special term will be recognized as incorrect again.
- If you want some words to be cognized as correct all the time, then you can add these words to the dictionary. Selecting the "Add to Dictionary" option, this word will be recognized as correct no matter which PDF file you open. Alternatively, you can go to "File>Preferences>General", click the "Custom Dictionary" button and add or remove the word as you want.

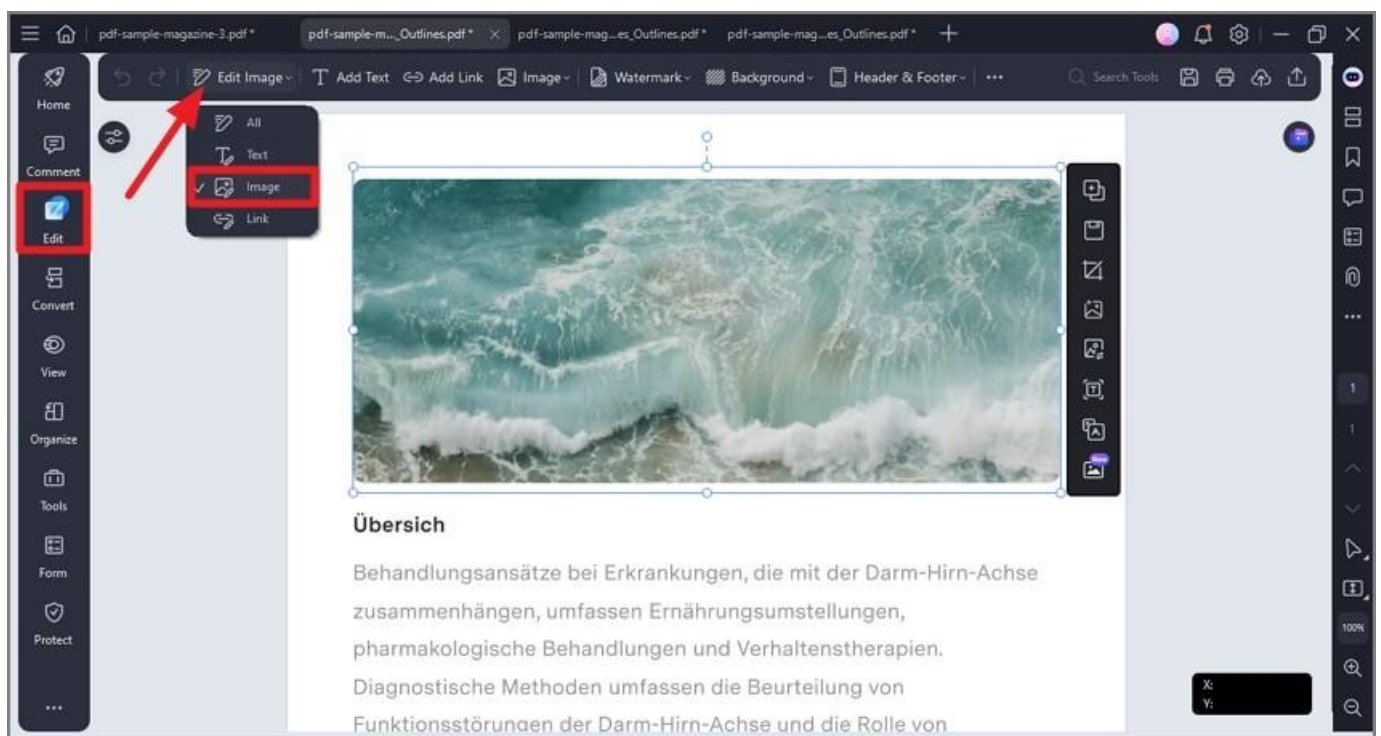


Edit an Image in a PDF

PDFelement offers robust image editing capabilities within PDFs, allowing users to manipulate images directly in their documents. The software provides tools for rotating, cropping, replacing, and resizing images embedded in a PDF. It also offers an AI-powered image editor that lets you modify the visuals of the images automatically using AI. Here is how you can edit a picture in your document using this efficient tool:

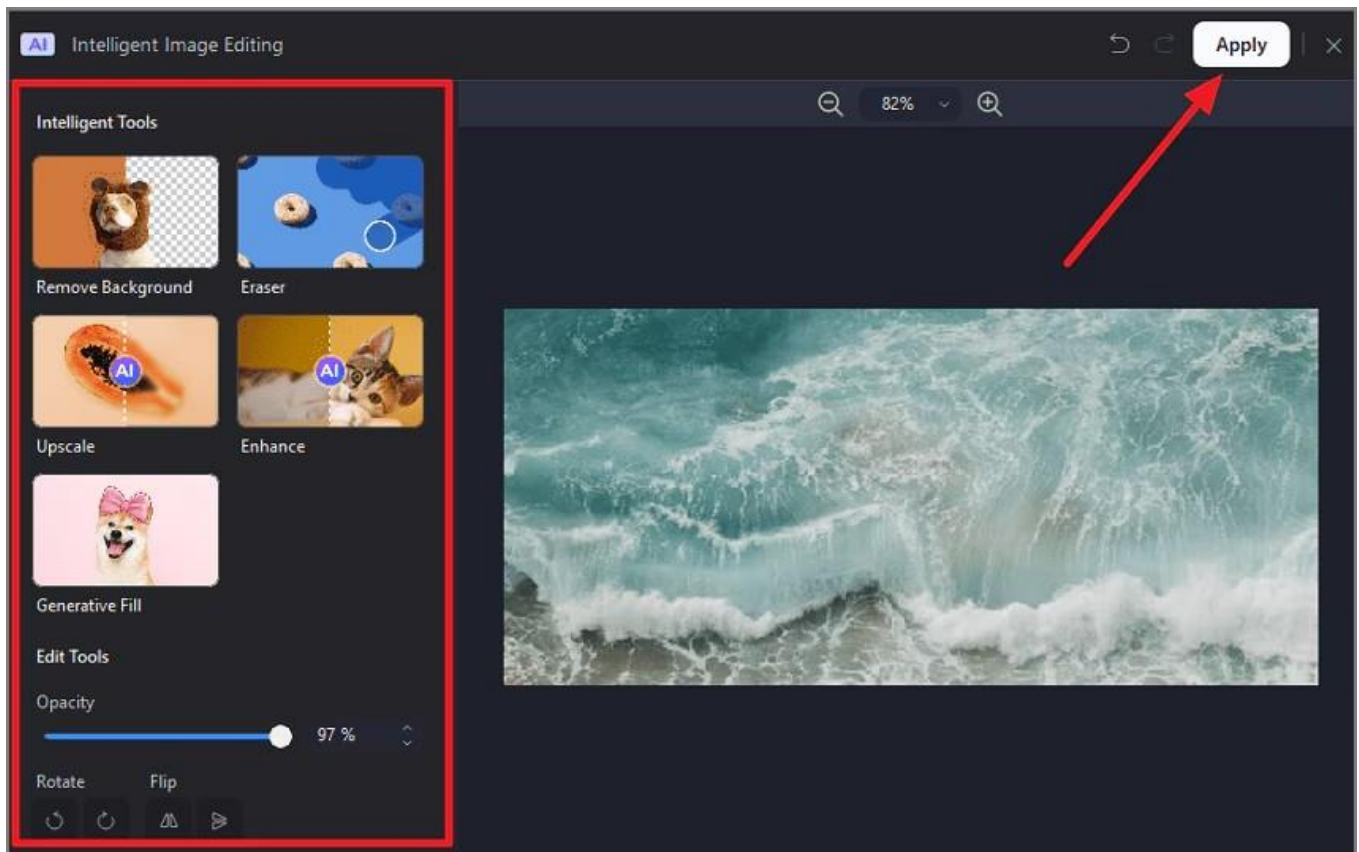
Step 1

Once you have accessed the “Edit” section after importing your document to the tool’s interface, head to the toolbar at the top and expand the “Edit” option and select “Image.” Choose your modification option from the toolbar enabled next to the image. You can crop, rotate, and apply other modifications according to your preferences. Locate the “Intelligent Image Editing” option and click on it.



Step 2

Select the enhancement feature from the following window, adjust the opacity, and press the “Apply” button.

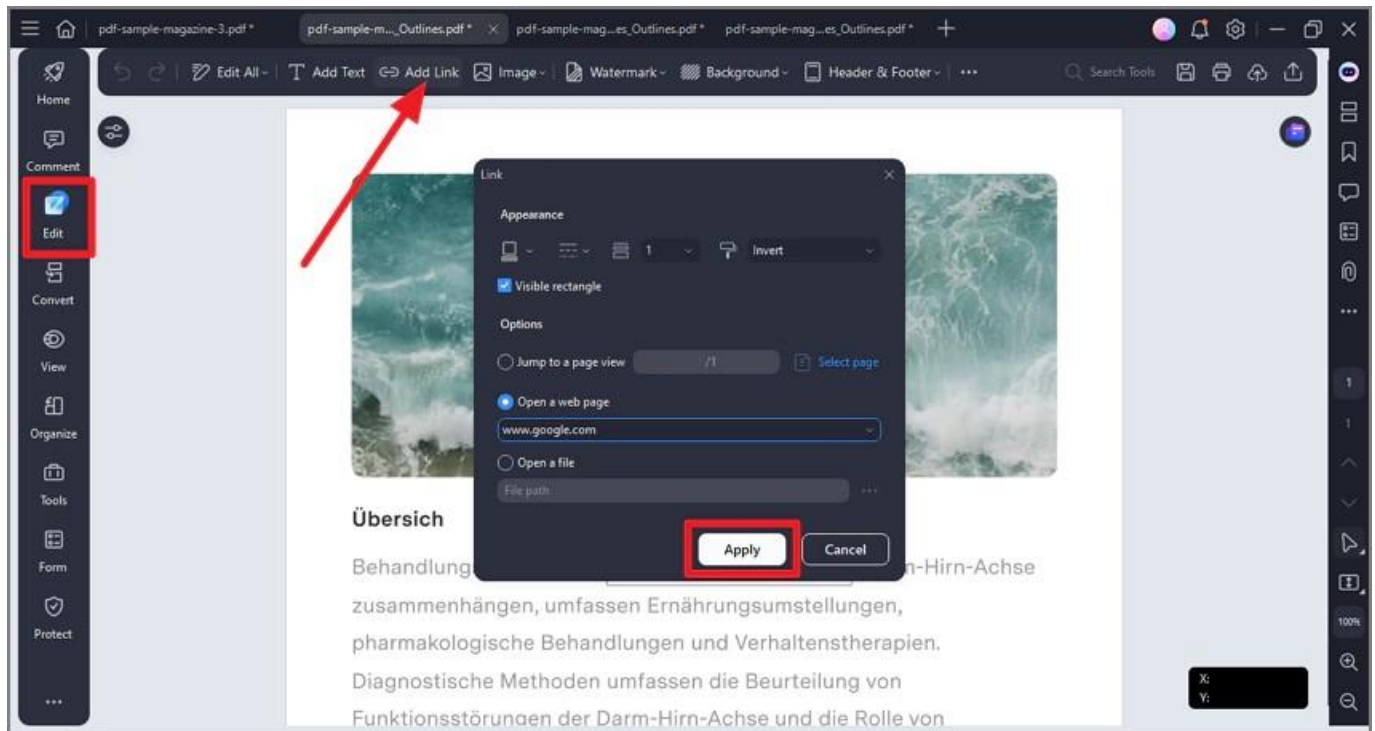


Edit Hyperlink in PDF

With PDFelement, you get the ability to add a hyperlink to any URL to the text in the PDF document. Moreover, you can edit an existing hyperlink within the document and make changes according to your preferences. To learn how to add and edit a link to your document's text, read the steps mentioned below:

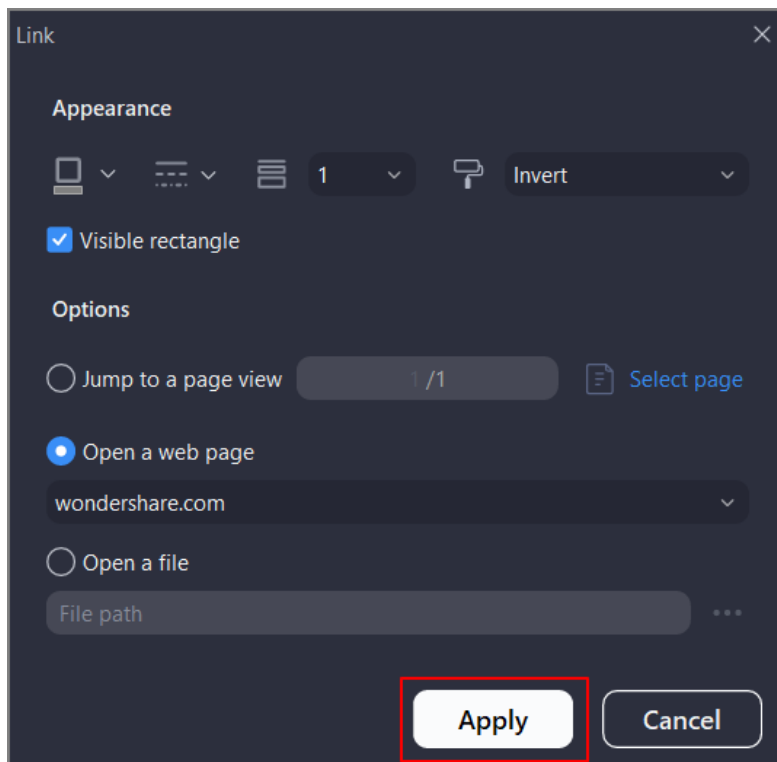
Step 1

After adding the document to the tool's interface, enable the "Edit" section from the sidebar on the left. Next, click the "Add Link" option from the toolbar at the top and select the area on the page where you want to add the link. Paste the link in the desired field or add the file from your device's storage. You can add a jump to a specific page and hit the "Apply" button to save changes.



Step 2

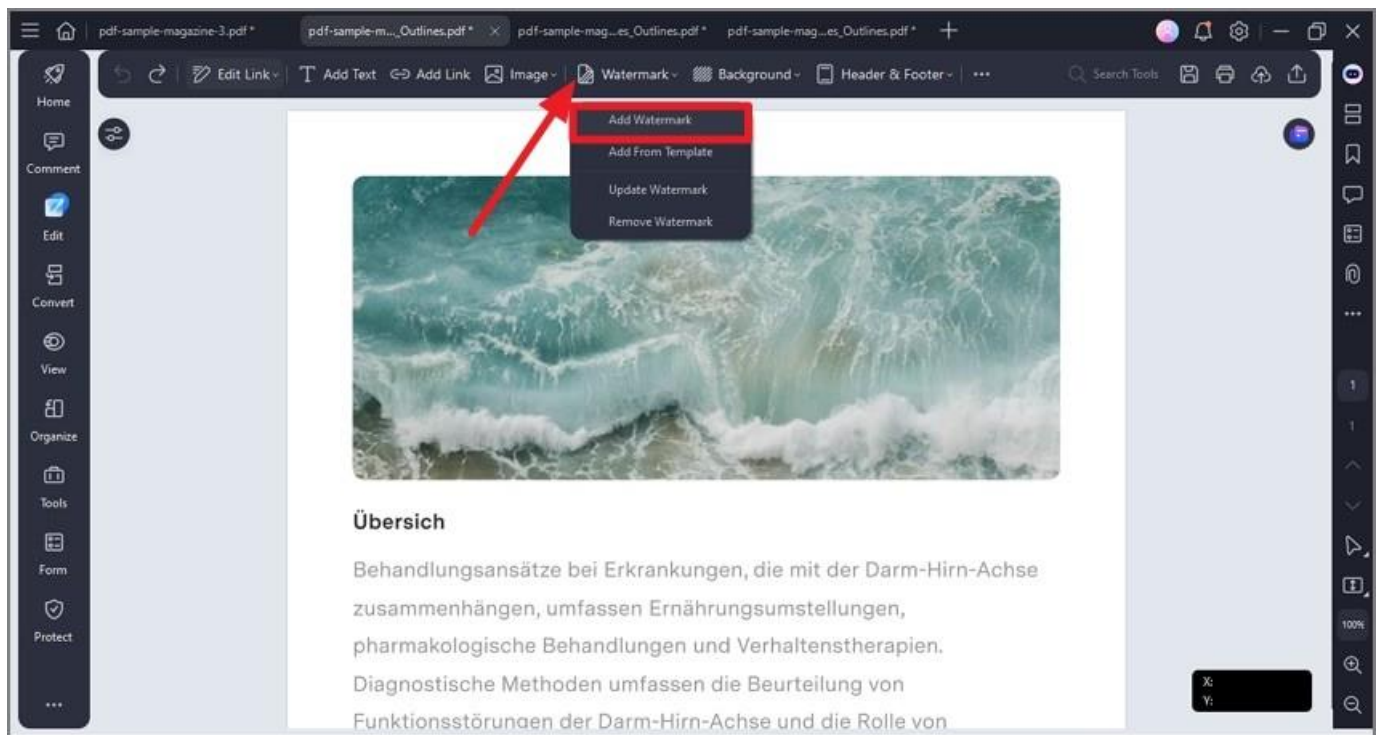
Once the link is added, you can modify and make changes to it by right-clicking on the link and selecting the “Edit” option. In the new small window, configure the changes that you want and hit the “Apply” button.



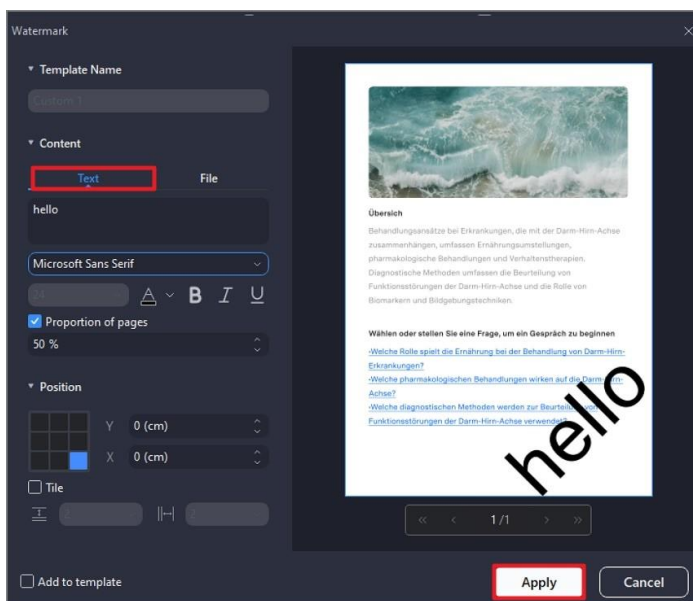
Add Watermark to PDF

1. Add a watermark for a single PDF.

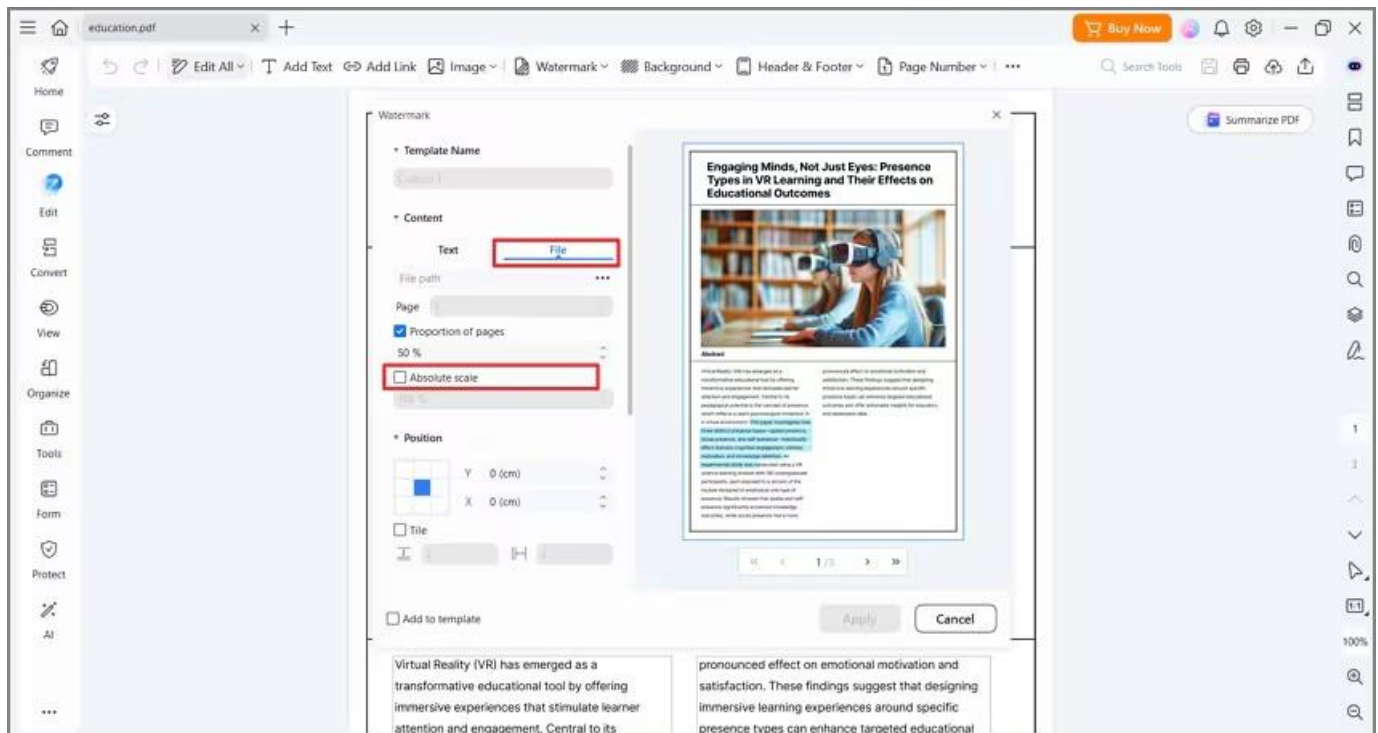
After opening your PDF file in the program, please click the "Edit" > "Watermark" > "Add Watermark" button.



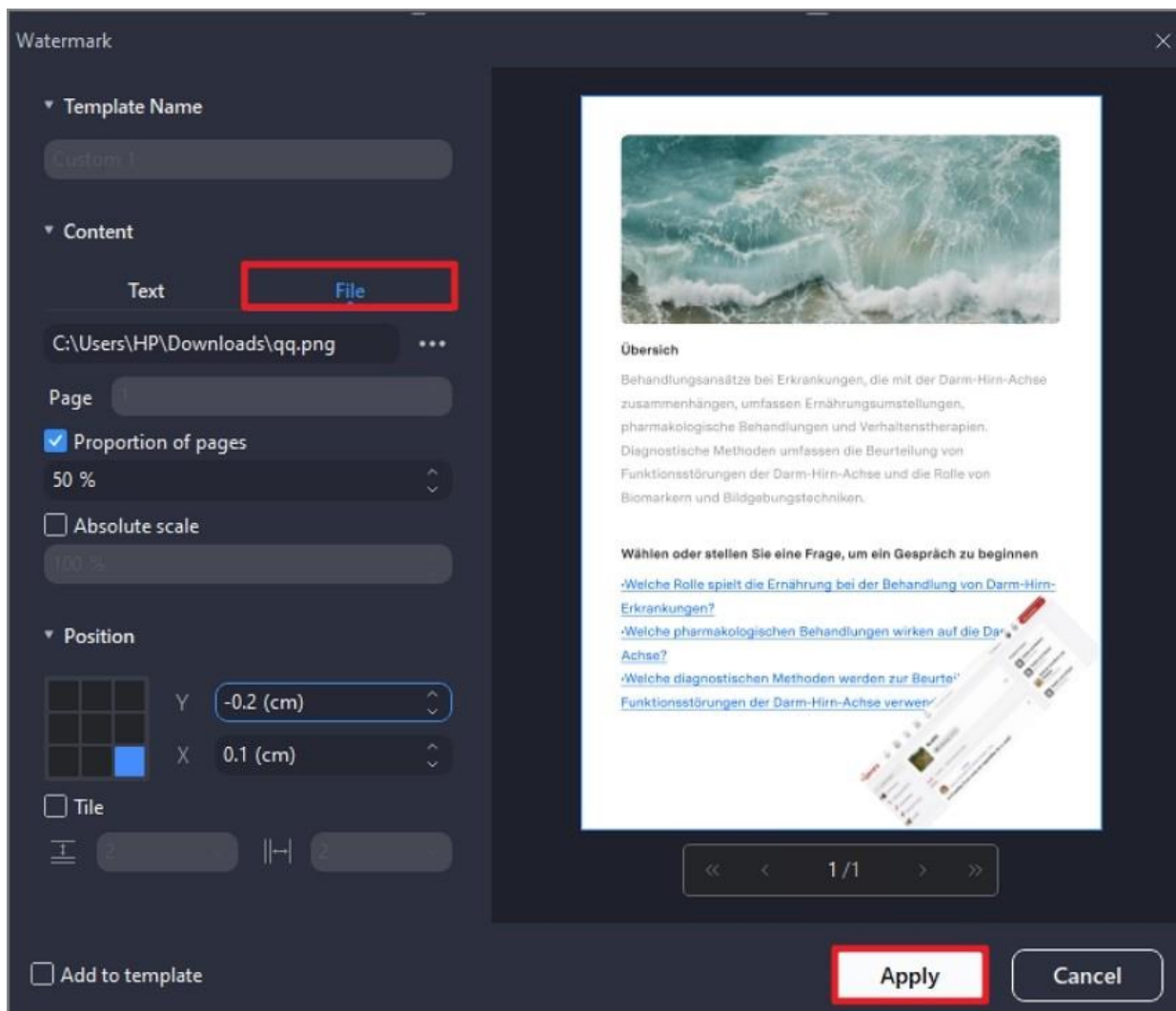
In the "Add Watermark" window, you can input the text as the watermark and choose the font, size, color, and position.



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



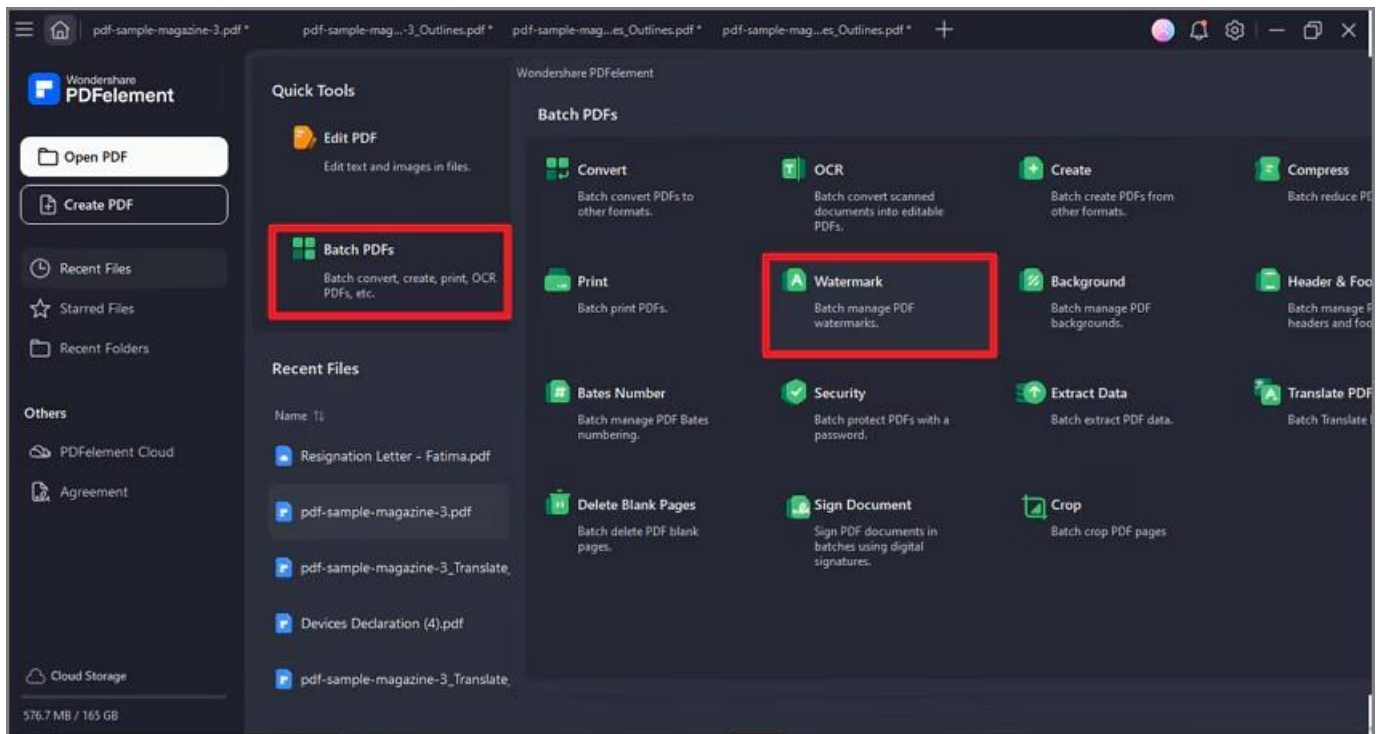
- In the "Setting" option, you can set the rotation degree and opacity by clicking the "<>" button. If you choose "behind text", the page content will obstruct your view of some part of the watermark. If you choose "In front of text", the watermark will cover some content, however, you can adjust it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



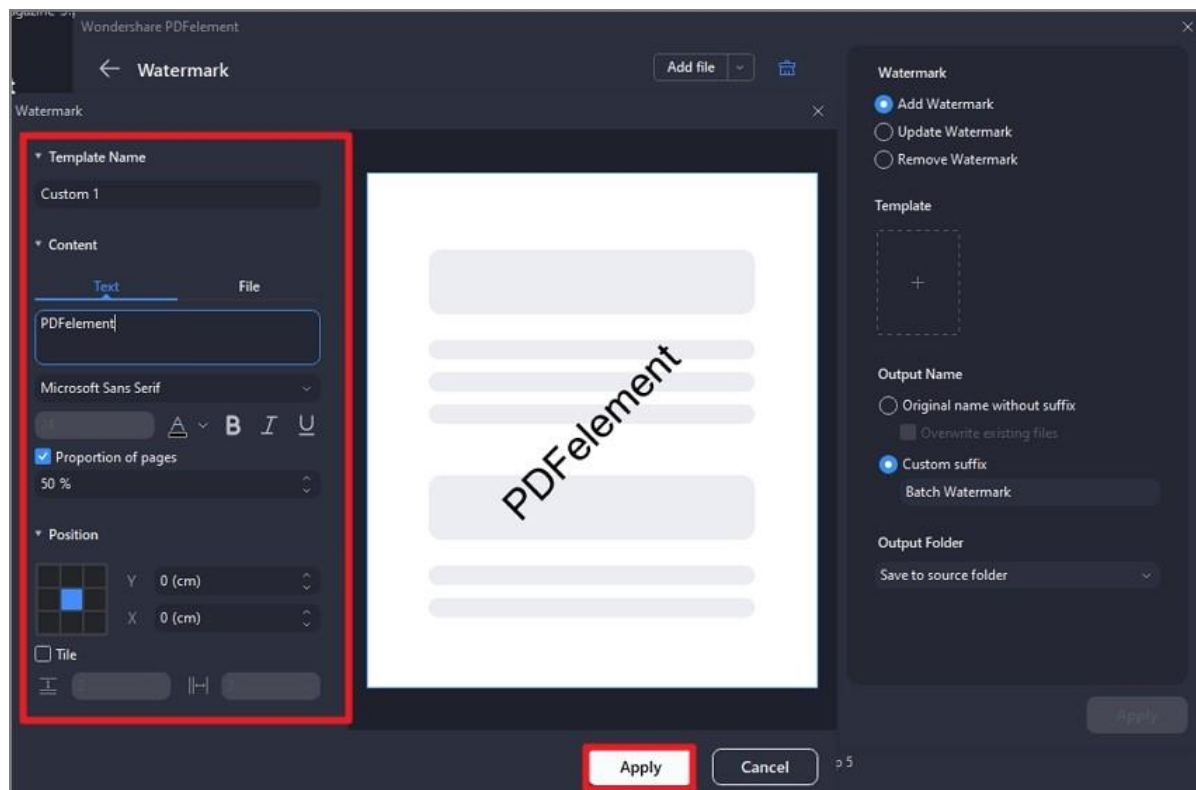
2. Add/remove watermark for a batch.

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

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



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

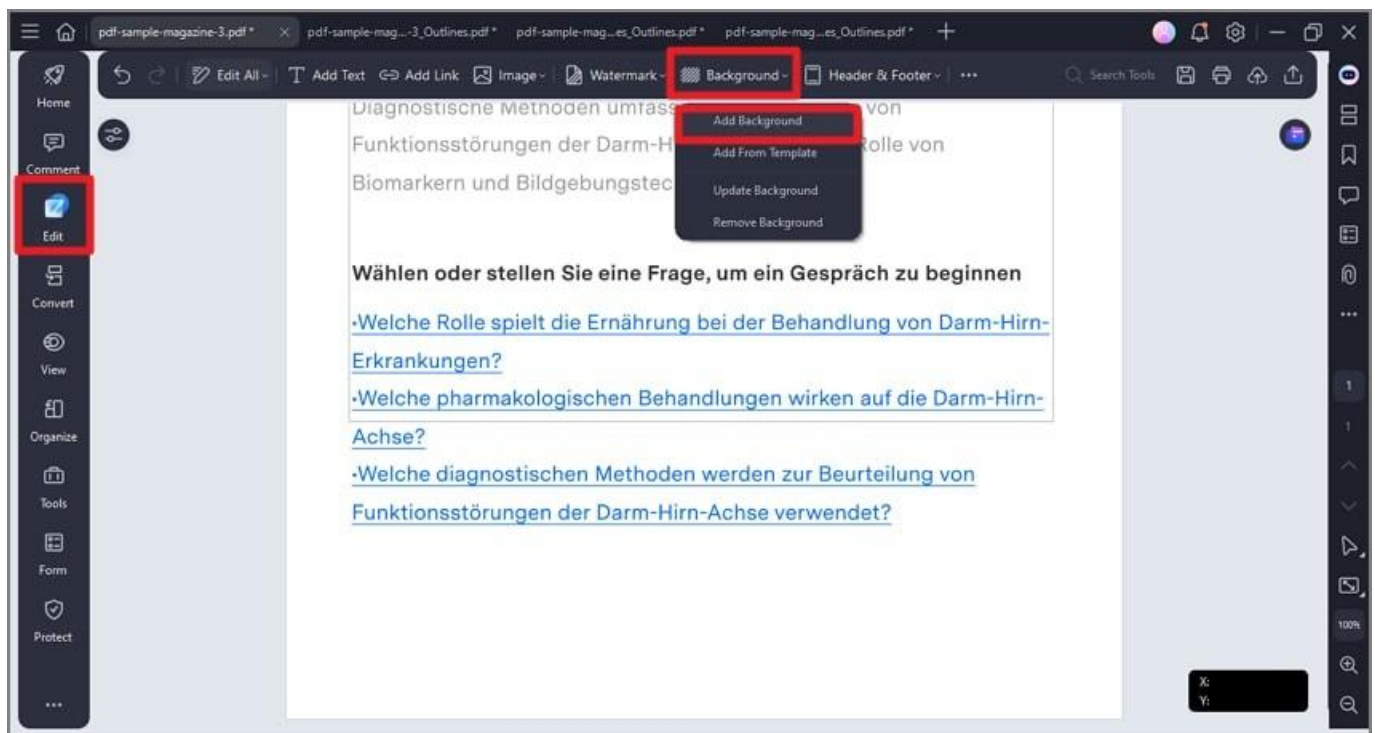


Change Background in PDF

PDFelement offers comprehensive features for managing PDF backgrounds. You can remove, add, and edit the backdrops according to your preferences. The software also allows making the background transparent by adjusting its opacity. Follow the steps mentioned below to learn how to change the background of a PDF document using this comprehensive tool:

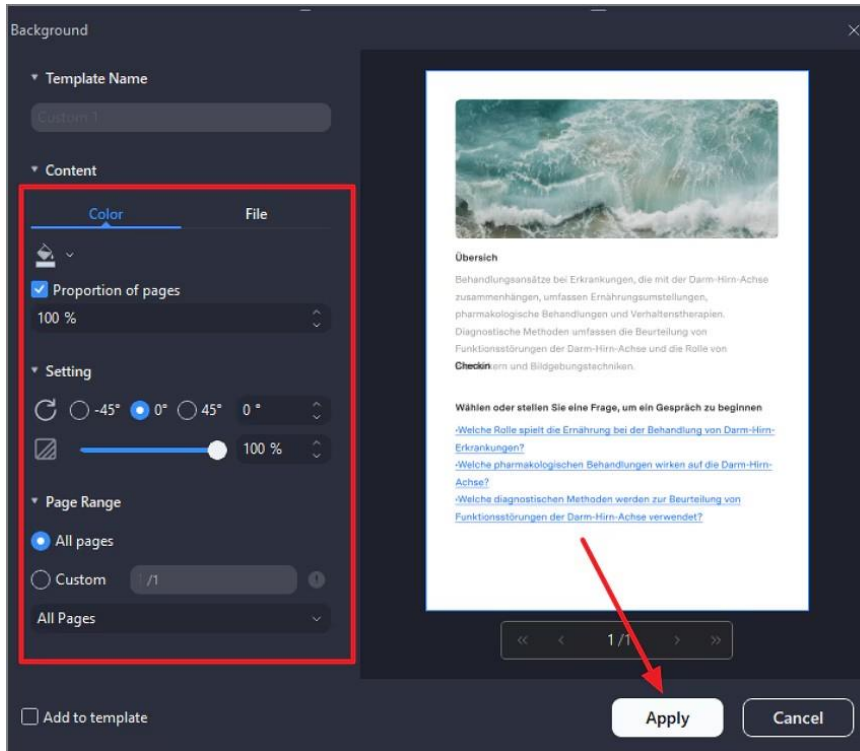
Step 1

After opening the document within the tool's interface, head to the sidebar on the left and click on the “Edit” option. Go to the toolbar at the top and press the “Background” option to expand the menu. Press the “Add Background” option.



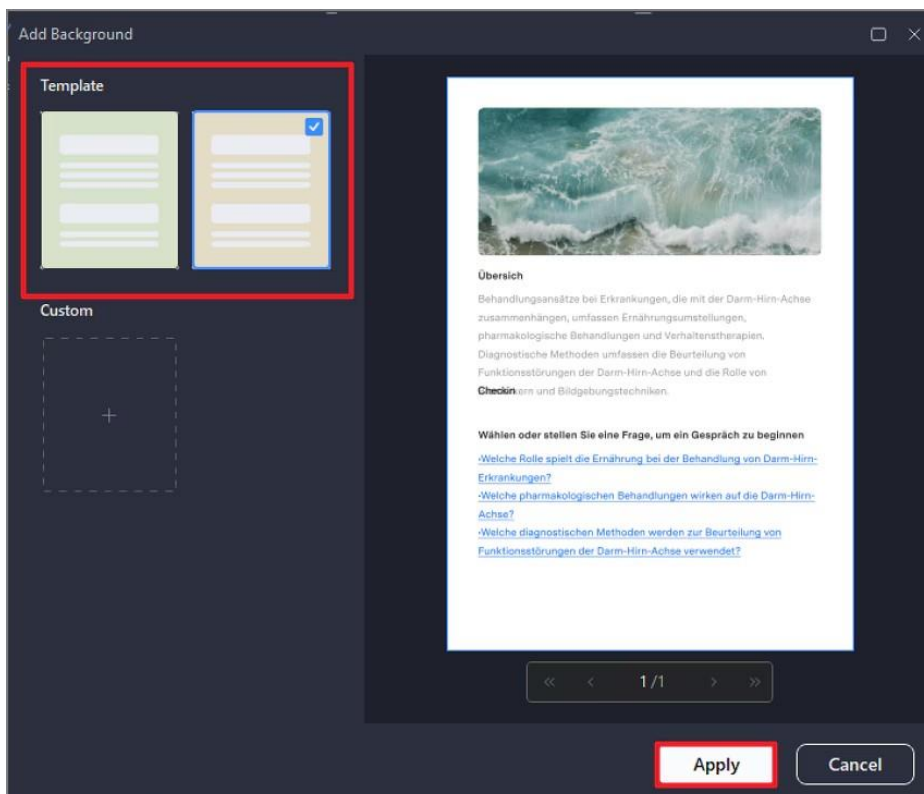
Step 2

In the following small window, enable the “Color” section and select the color. Adjust the opacity and other settings and press the “Apply” button. You can also add an image background from your device's storage by accessing the “File” section.



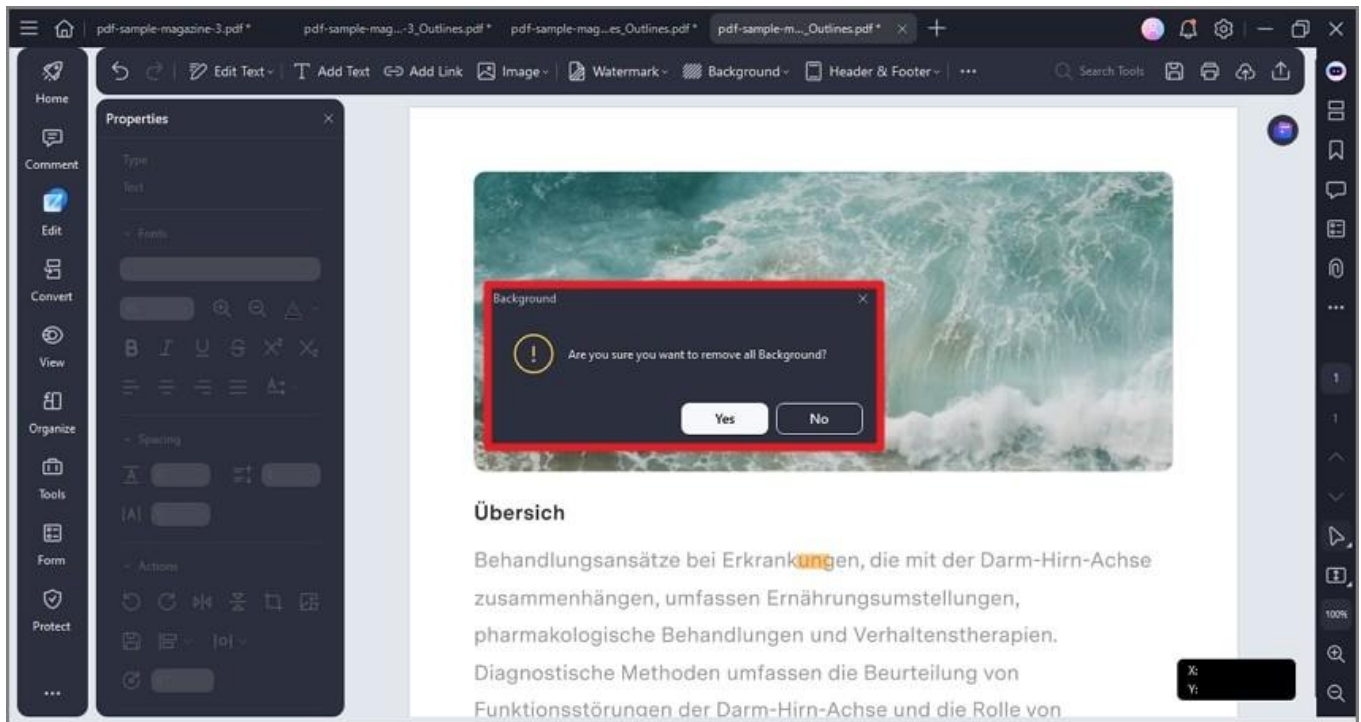
Step 3

To add a background from the templates, select the “Add from template” option and choose the template from the next window. Add it to your PDF by pressing the “Apply” button.



Step 4

To remove an unwanted background, opt for the “Remove Background” option from the previous menu and press the “OK” button when the confirmation message appears.



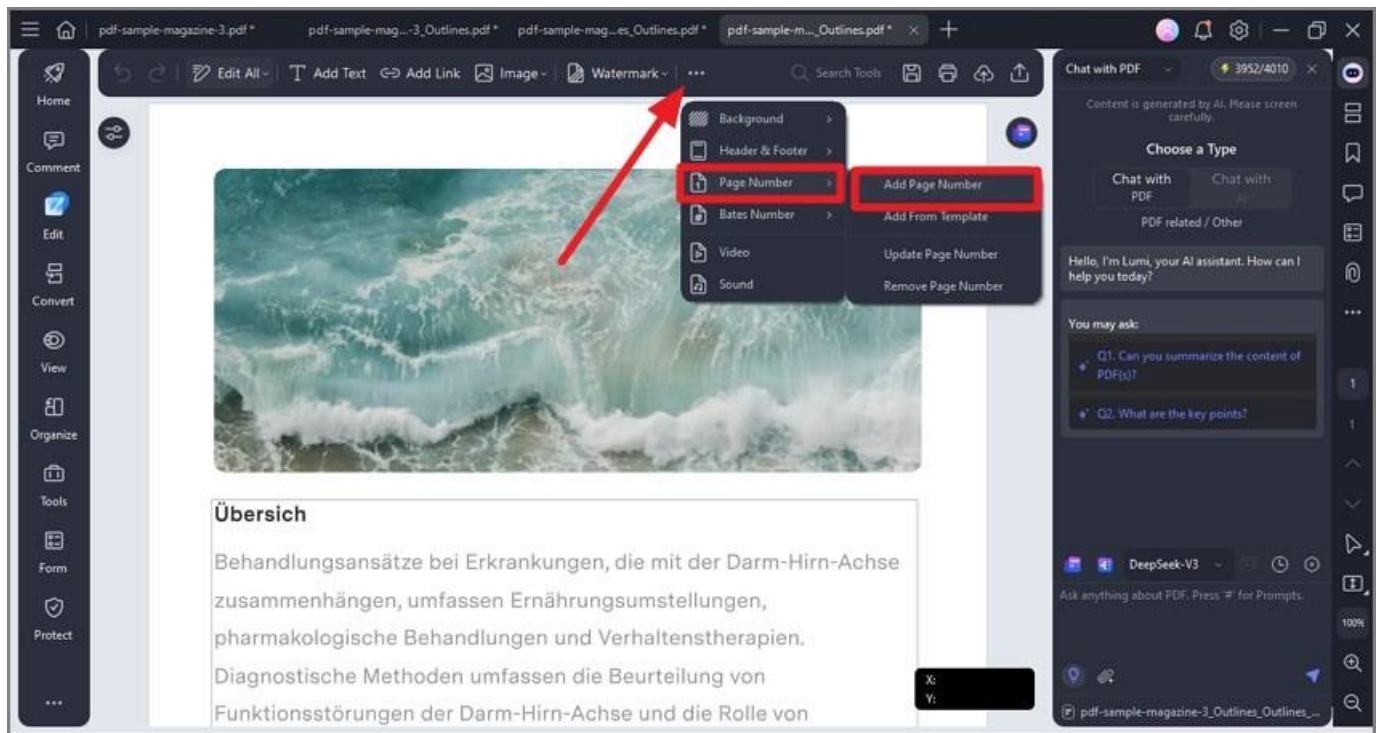
Add Page Numbers to a PDF

PDFelement allows you to enhance PDF document navigation by inserting customizable page numbers. Users can select the style, font, size, color, and position for the page numbers within the PDF, with options to apply numbering across a specified page range. The feature supports saving page number settings as templates for repeated use, which aids in workflow efficiency. Here is how you can effortlessly add a page number to your documents:

Step 1

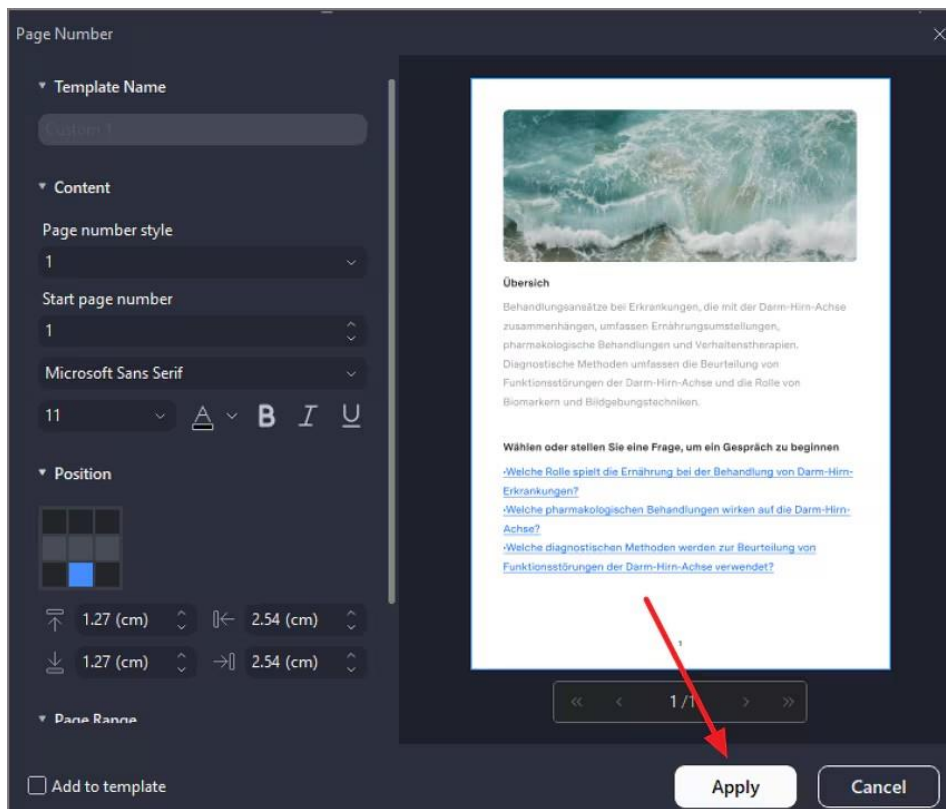
To begin, import your document into the tool's interface and access the sidebar on the left. Now, click on the “Three Dots” icon on the toolbar at the top and select the “Page Number” option.

Next, click on the “Add Page Number” option from the expanded menu.



Step 2

In the following small window, select the settings such as page number position, size, and page range. Finally, hit the “Apply” button to successfully add the page number as your defined position within the document.



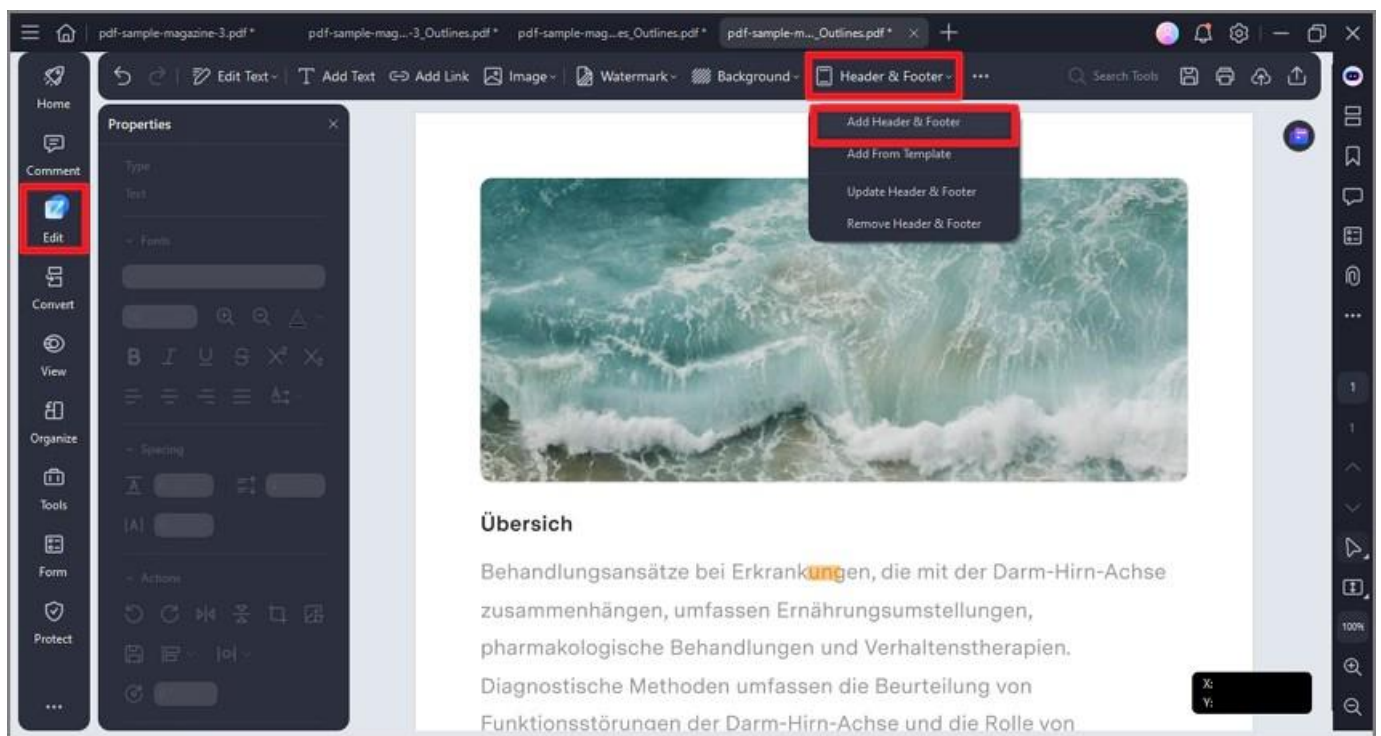
Add a Header or Footer in a PDF

The Edit PDF feature in PDFelement for adding a header or footer allows users to enhance their PDF documents by inserting customizable text or images at the top (header) or bottom (footer) of every page or selected page ranges.

This feature is valuable for adding consistent information such as page numbers, document titles, author names, dates, or company logos, which improves the professional appearance and organization of the document. Here is how you can use this utility to add and manage headers and footers within this comprehensive tool:

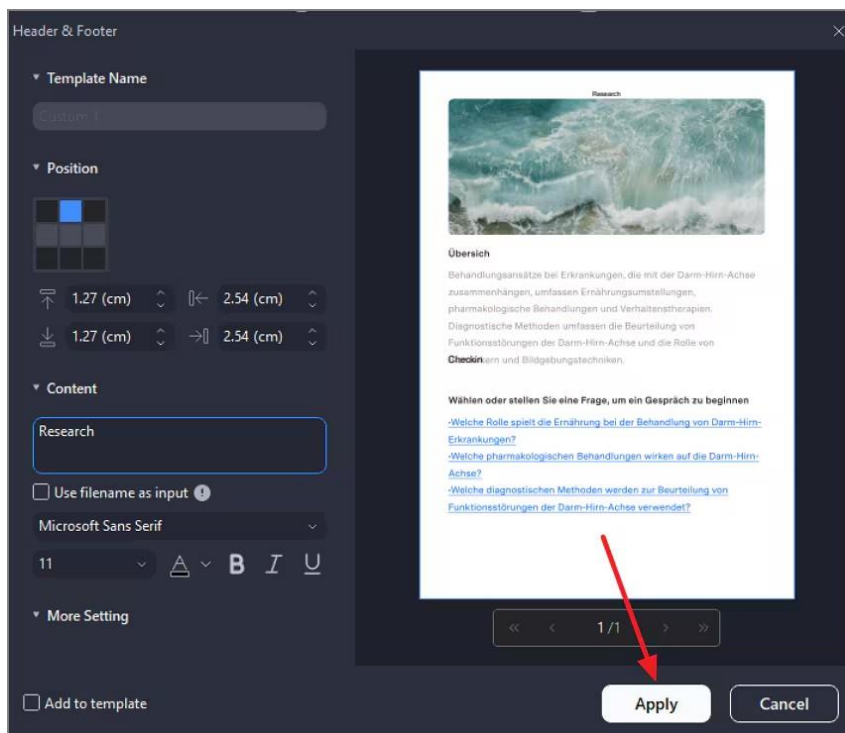
Step 1

To begin the process, launch PDFelement on your Windows and add your document. Next, enable the “Edit” section from the left and press the “Header and Footer” option from the toolbar at the top. Now press the “Add Header” option from the expanded list.



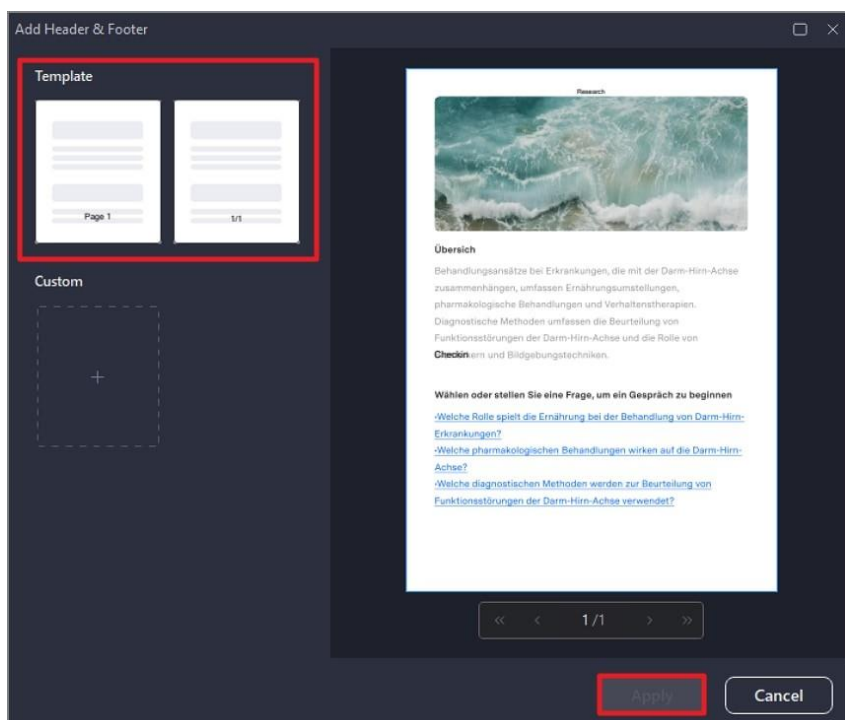
Step 2

In the following small window, input the content for the header and configure settings. Save the applied changes by clicking on the “Apply” button.



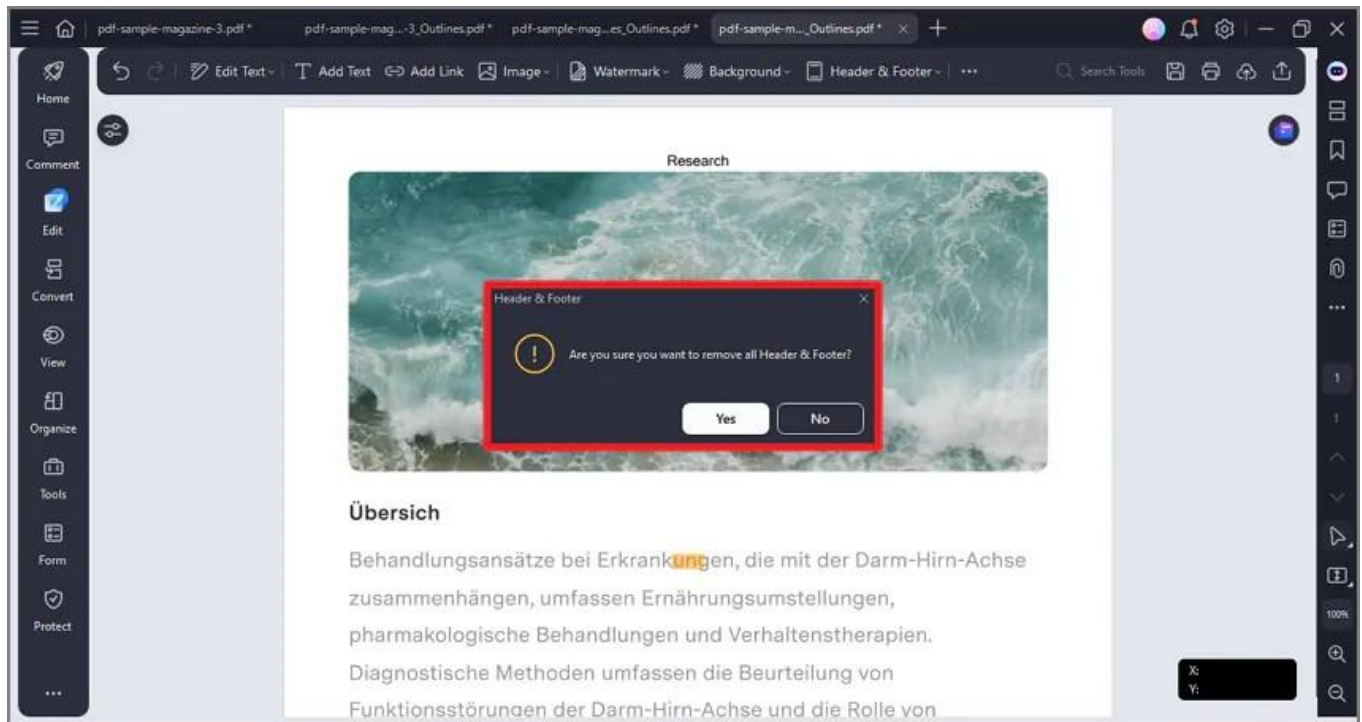
Step 3

To add a header from a template, select the “Add From Template” option from the previous menu and choose the header template of your choice. Apply it to your document by pressing the “Apply” button. Similarly, you can update an existing header by accessing the “Update Header” option.



Step 4

If you want to remove a footer or a header, press the "Remove Header" option and press "Yes" when asked for confirmation.

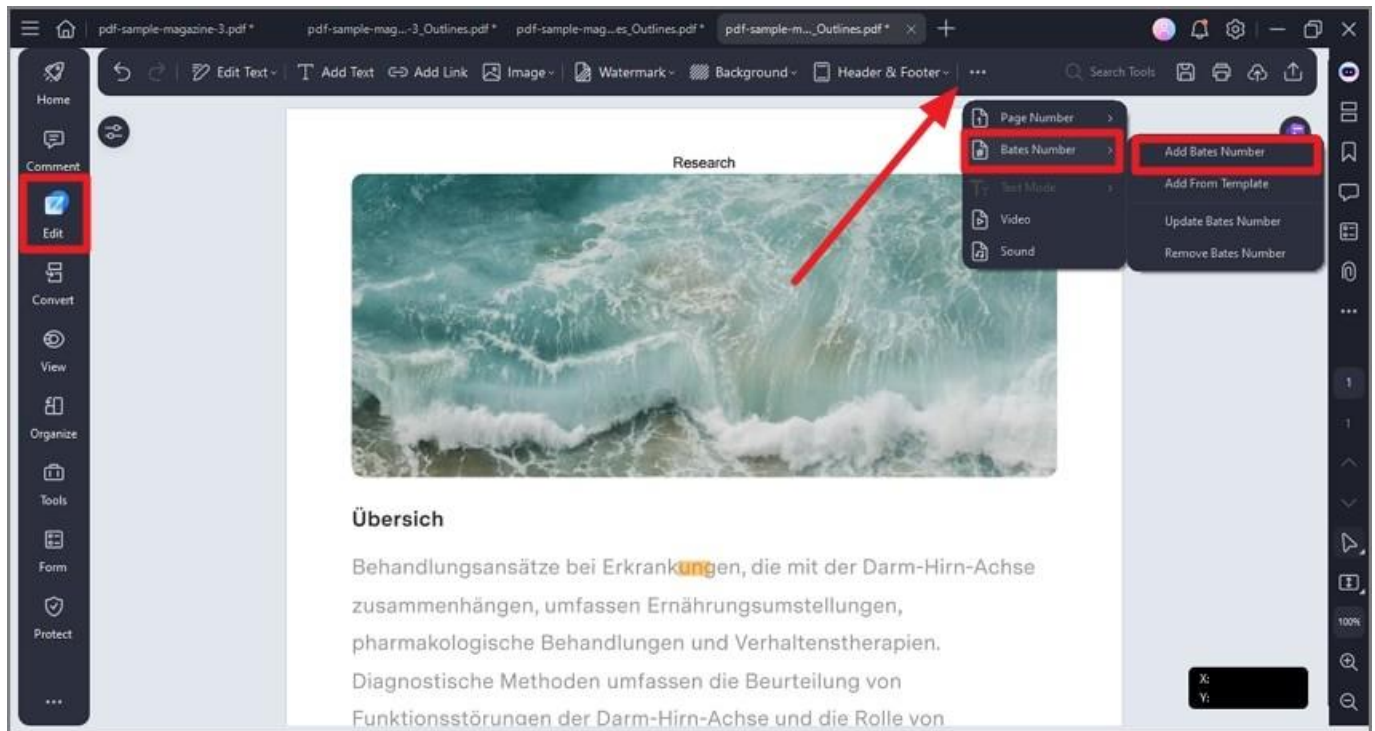


Add Bates Number to PDF

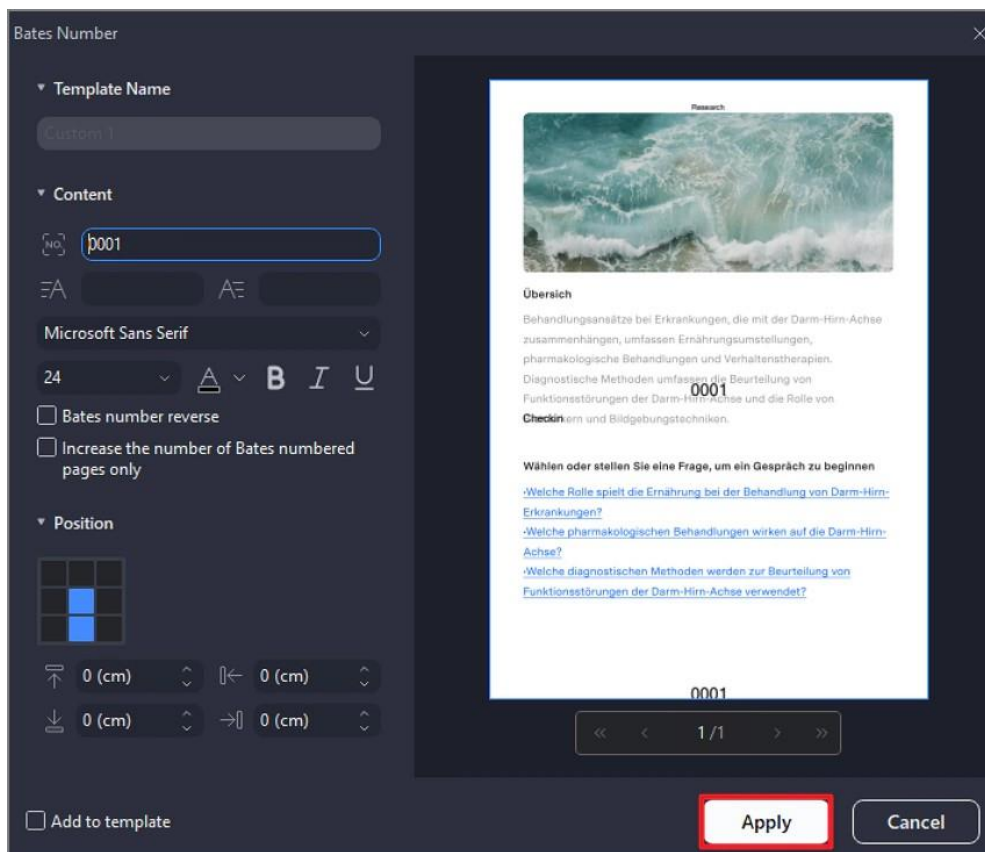
Bates Number is used to label a page, allowing for easy searching and accounting for pages in a PDF, which is a helpful tool usually used to handle legal documents. The Bates numbering tool in PDFelement allows you to create a unique number for PDF pages, including a number, a prefix, and suffix, assisting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

1. Add bates number for a single PDF

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



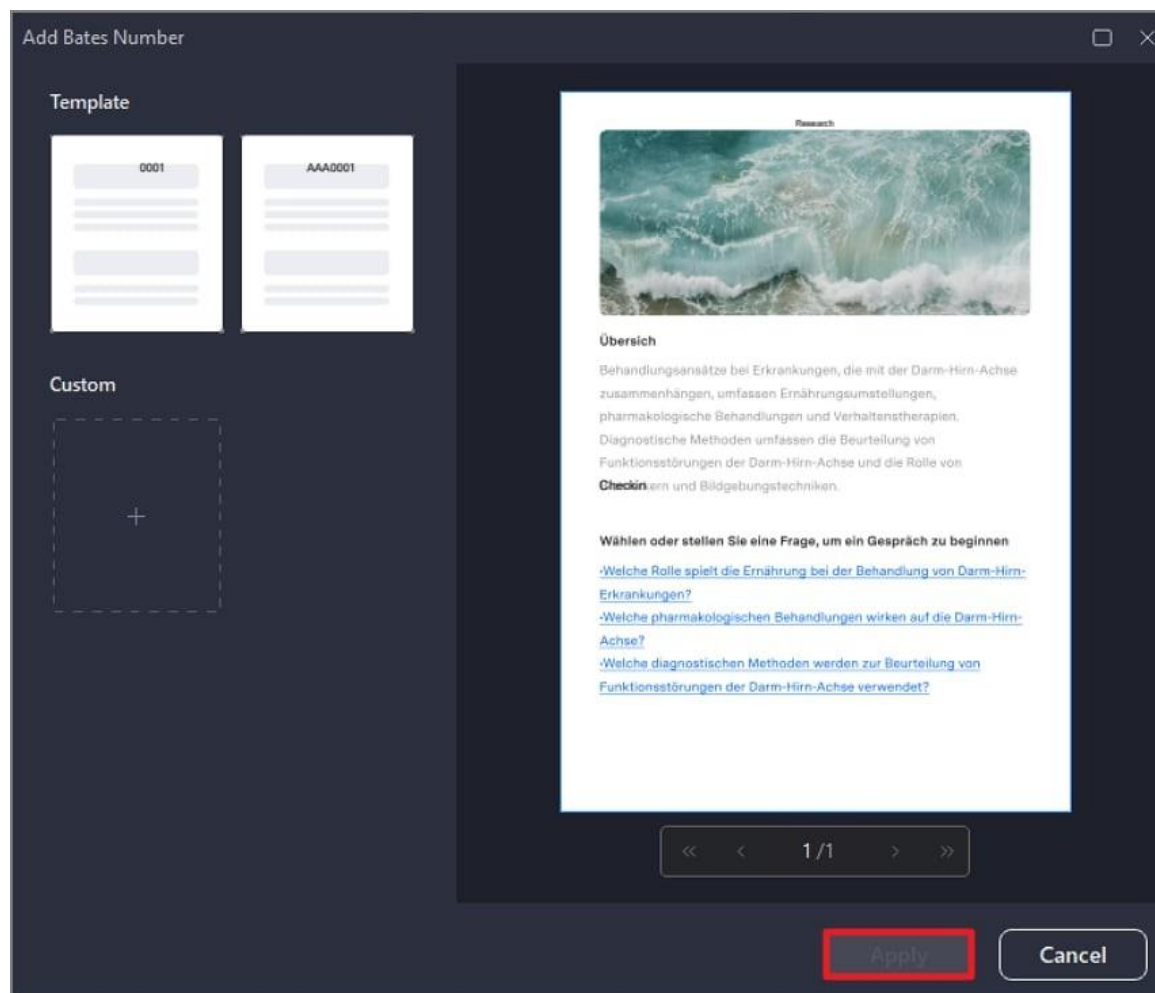
In the pop-up Add Bates Number window, you can set a Prefix, Start At, and Suffix for your pages. Also, you can select the font, appearance, position, and page range to apply for the Bates number. After modifying the settings, click "Apply".



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

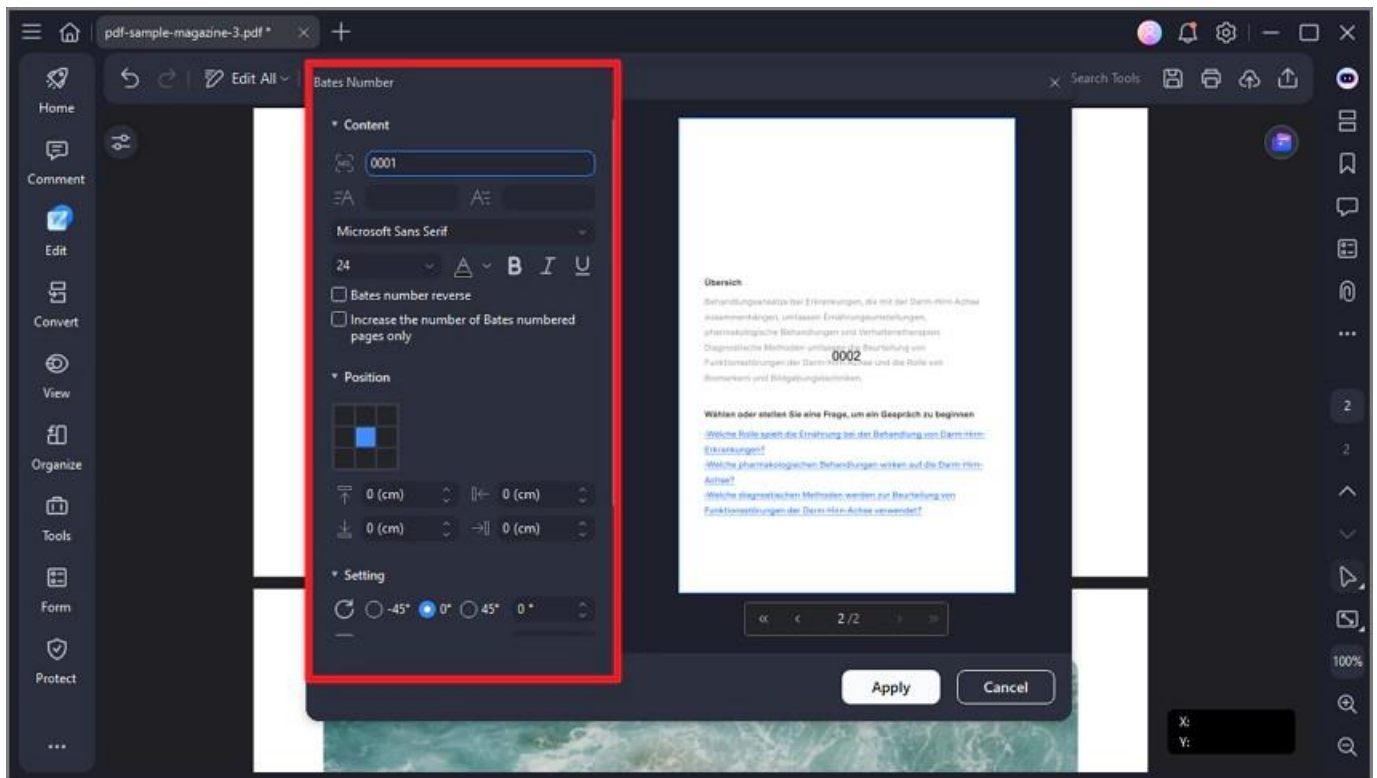
2. Add bates numbers from a template

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



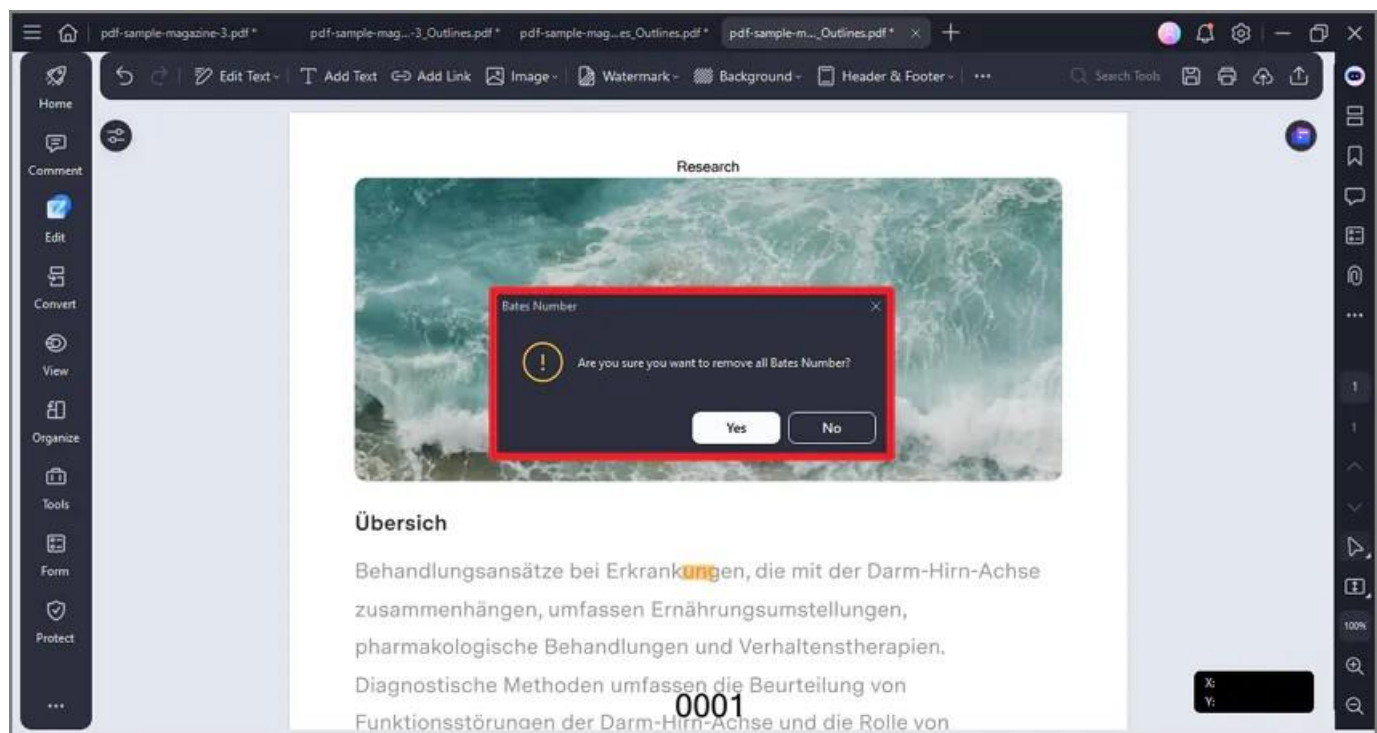
3. Edit bates number

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



4. Delete bates number

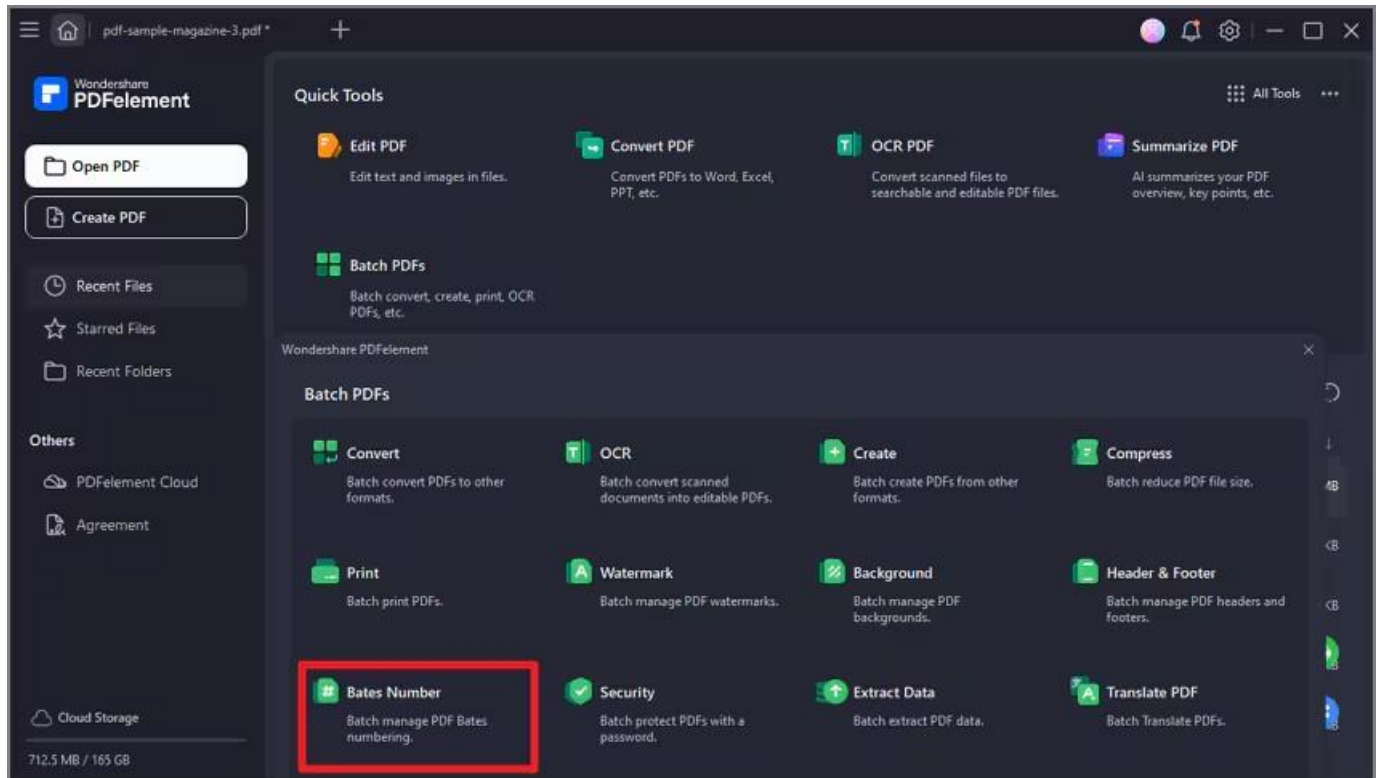
Click the "Edit" > "Bates Number" > "Delete Bates Number" button to delete the Bates number of the current file. A reminder will pop up to let you confirm the deletion.



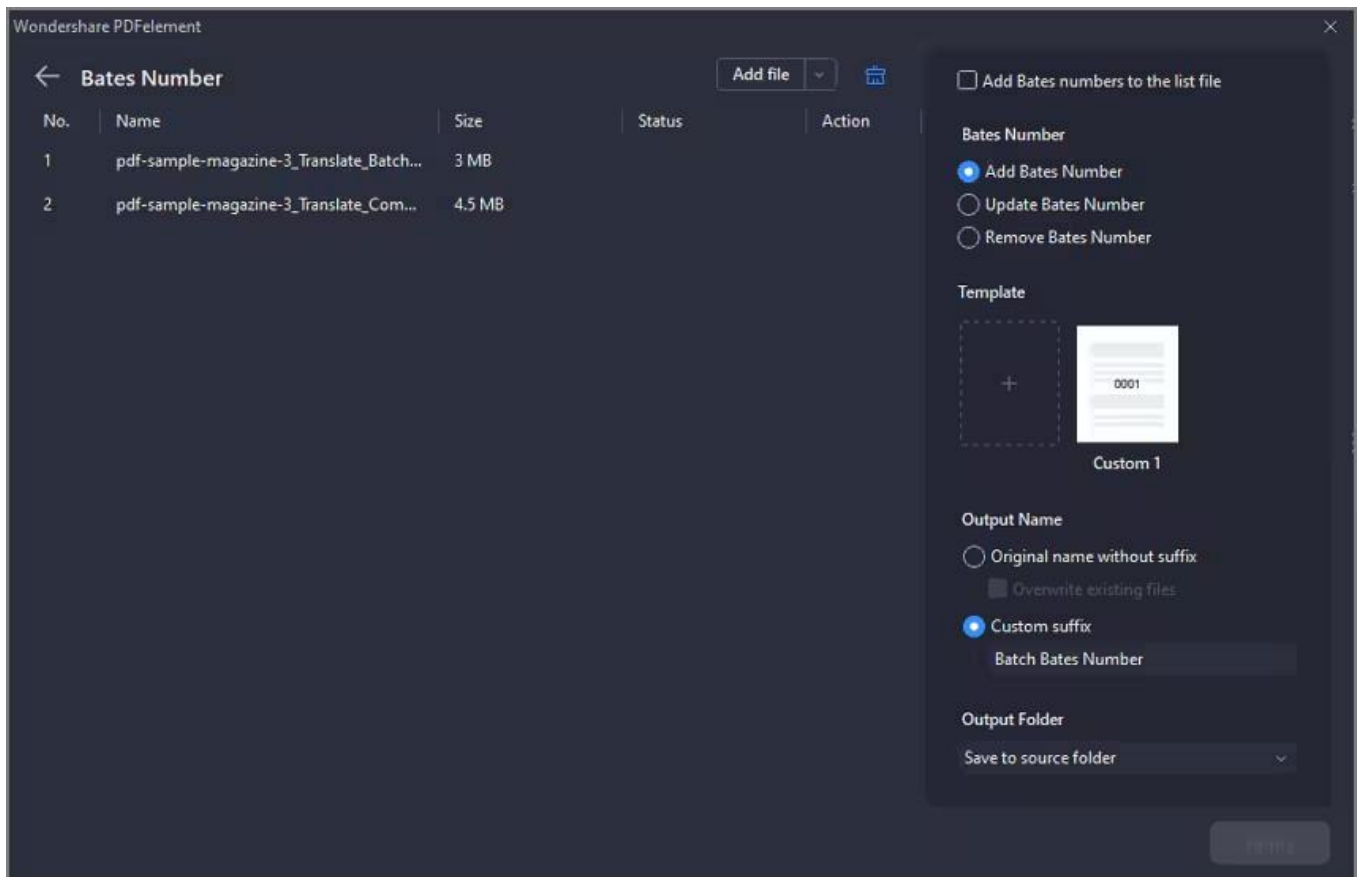
5. Add bates number for batch

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

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



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



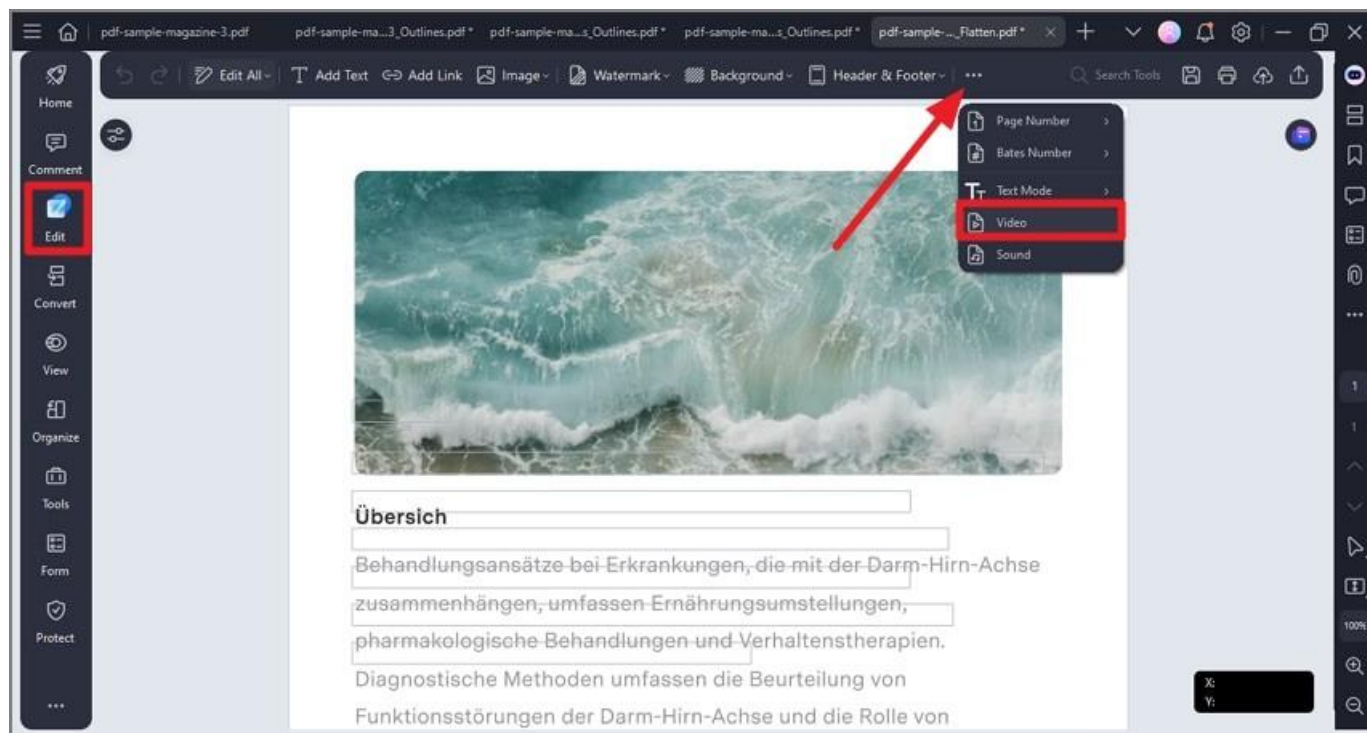
Add Audios or Videos to PDF and Play Them

Amongst the various page editing functionalities of PDFelement, let us dive into this guide to understand how to add audio or videos to a PDF.

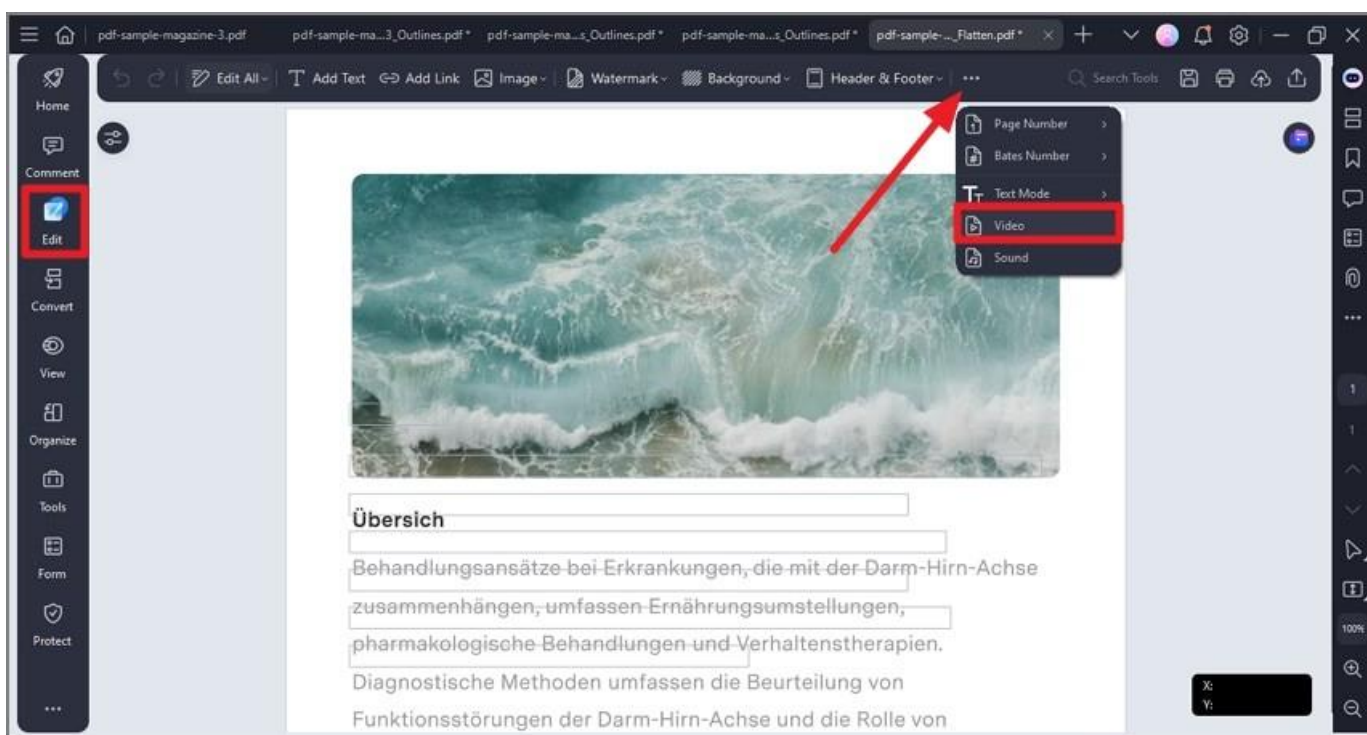
To make your documents more interactive, you can add more media elements other than images to the document. However, please note that currently, PDFelement for Windows supports playing audio or video in PDFs only if they are added using Adobe. Compatibility with PDFs edited by Foxit will be introduced in future updates. Follow the simple guide below to learn how to add audio or video to your PDFs.

To Add Videos to PDF

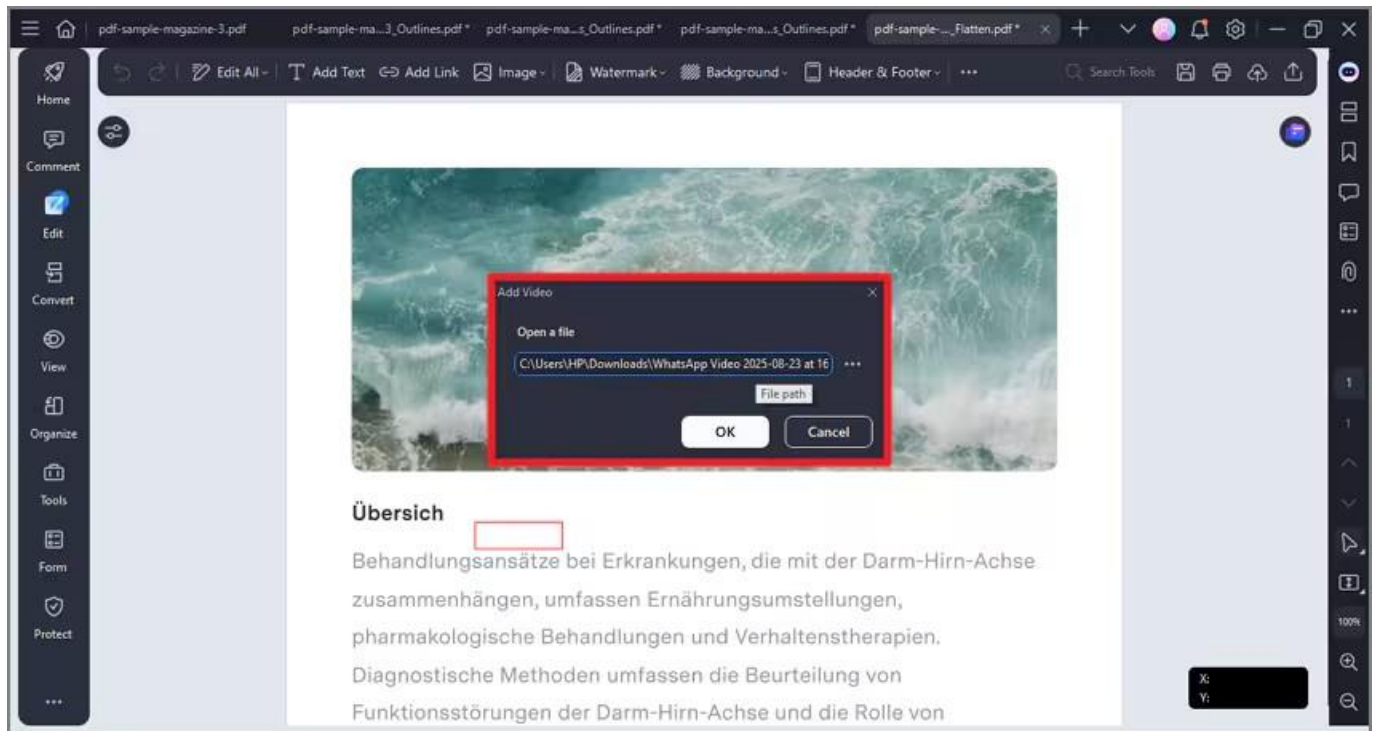
- Once you get access to the main interface of PDFelement after downloading it, hit the “Open PDF” button to add your file.



- After enter the editing interface, tap on the “Edit” section from the top navigation bar. Then, access the “More” drop-down menu and choose “Video” to proceed with this task



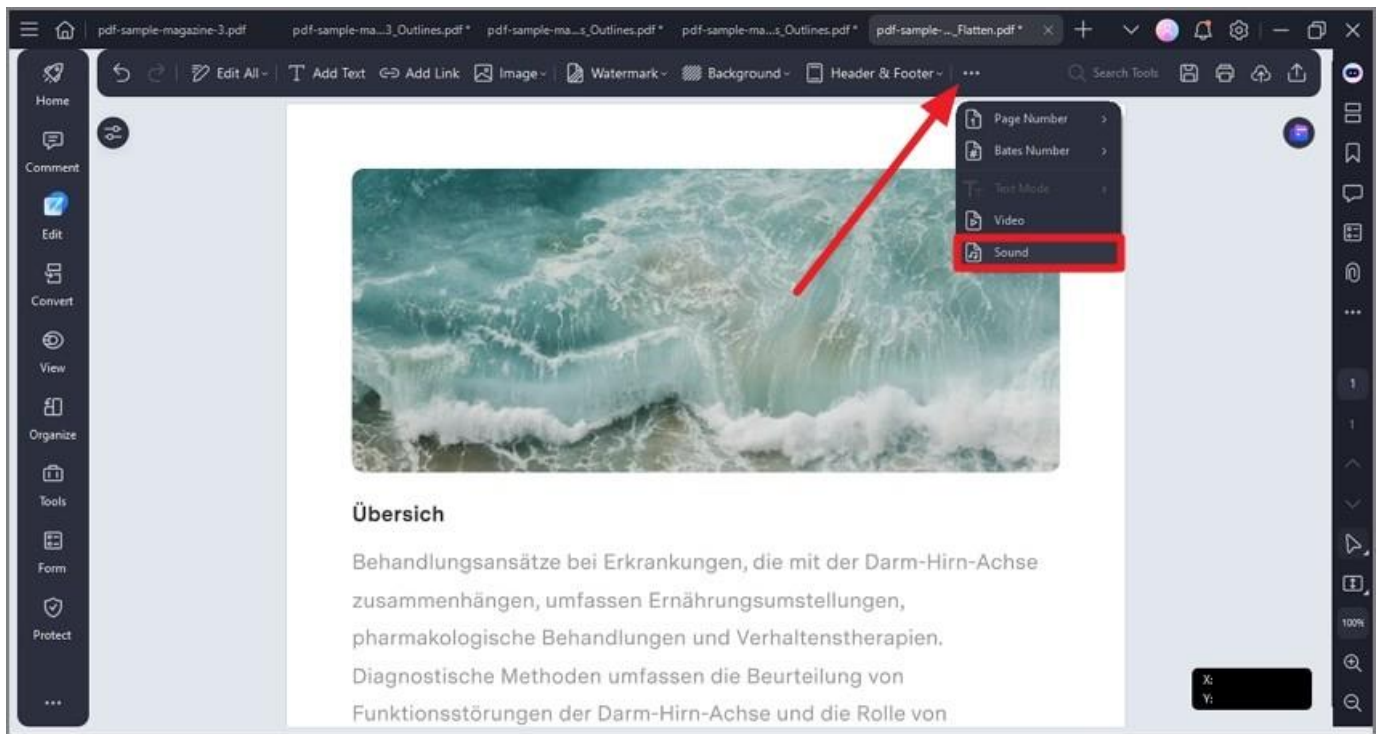
- As you pick the “Video” option, you are required to draw across the PDF file to highlight which section you want the video to be located in. From the “Add Video” pop up, choose the media and hit the “OK” button.



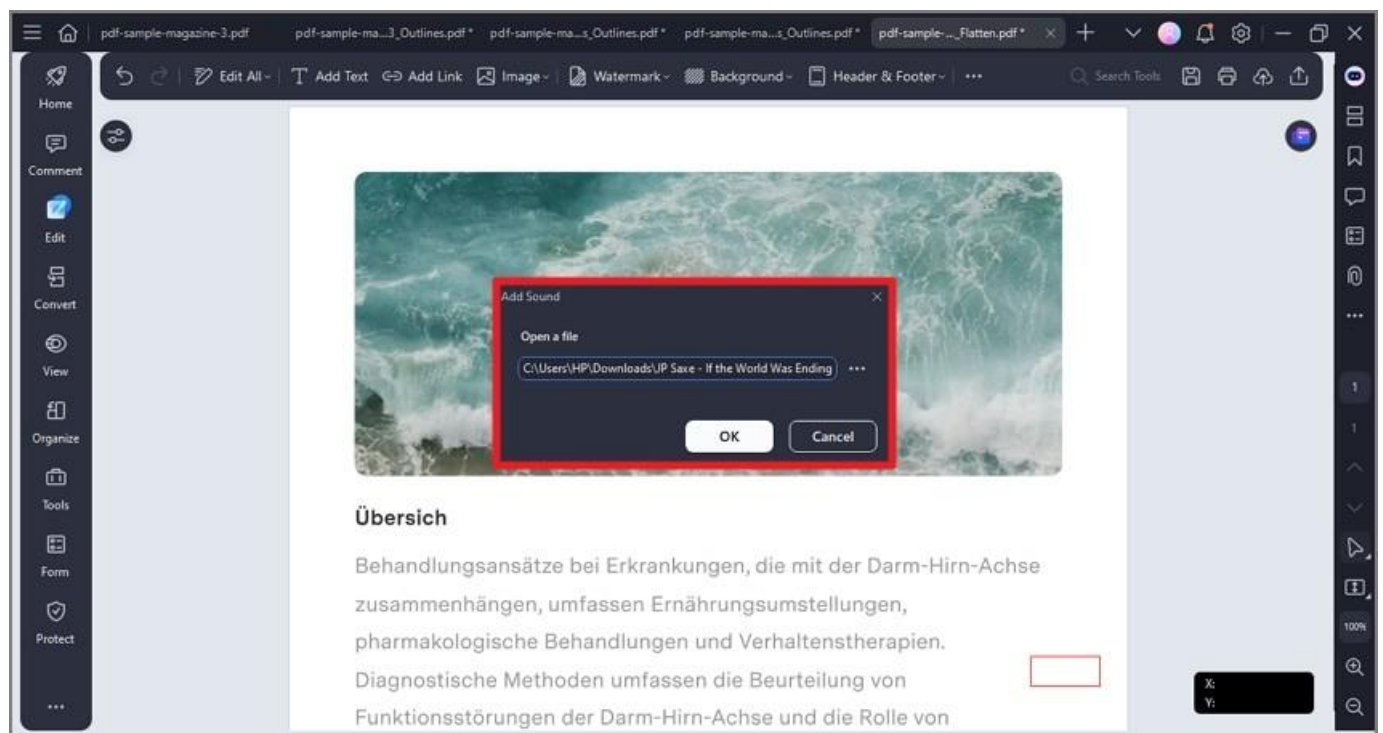
- Finally, hit the “ESC” key on your keyboard to leave the editing process and activate the video you added to the PDF document.

To Add Audios to PDF

- To add audios to the PDF, start by accessing the “Edit” tab from the main interface. Moving forward, click on the “Sound” option from the “More” menu to import audio of your choice.



- ◆ Highlight the area where you want to add audio and choose the sound from the newly appeared “Add Sound” window.



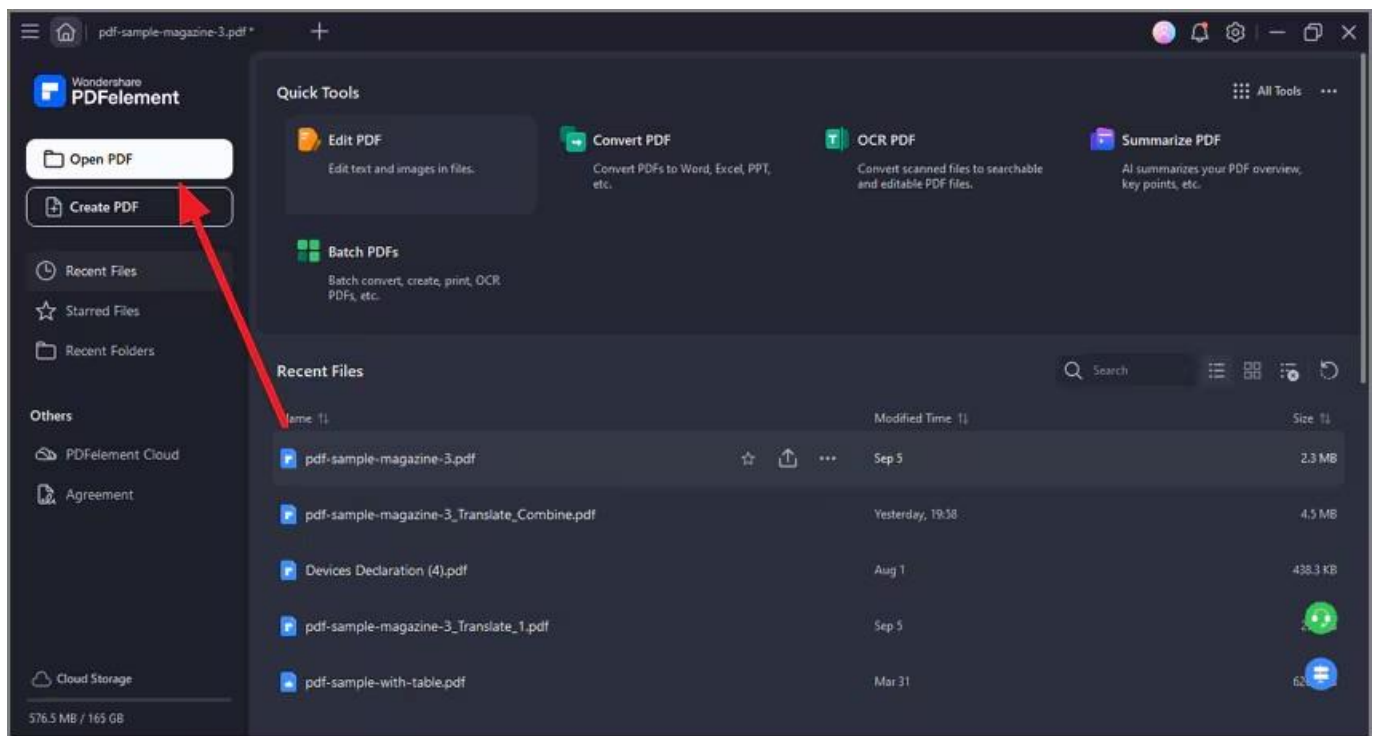
- ◆ After the media file is added to the document, hit the “ESC” key on your keyboard and activate the audio.

Import As Layer

PDFelement allows users to add a separate PDF or image as an overlay layer on an existing PDF. This feature enhances document organization by enabling multiple levels of content within a single file, which is especially useful for complex documents like architectural plans or design layouts. To learn how to import a PDF as a layer, read the steps mentioned below:

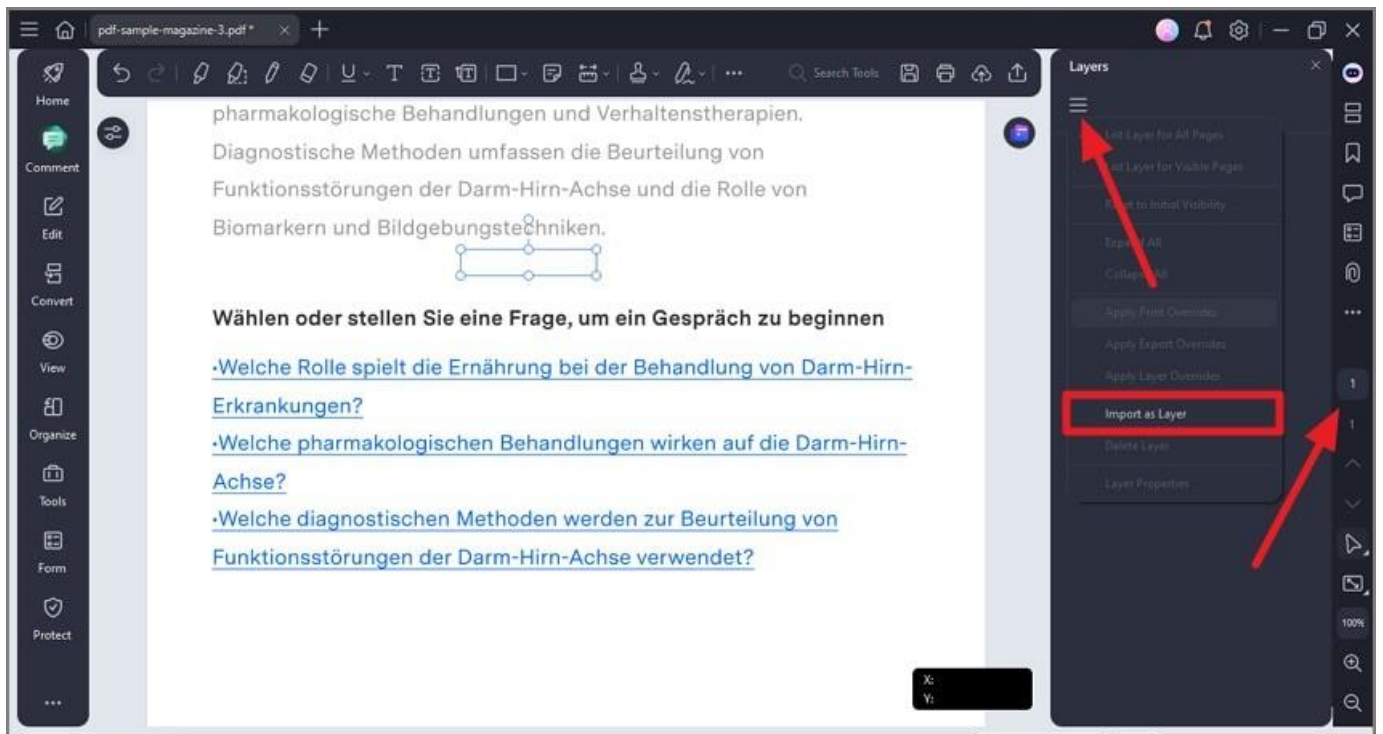
Step 1

Start by launching the tool on your device and clicking on the “Open PDF” option to add the document to the tool.



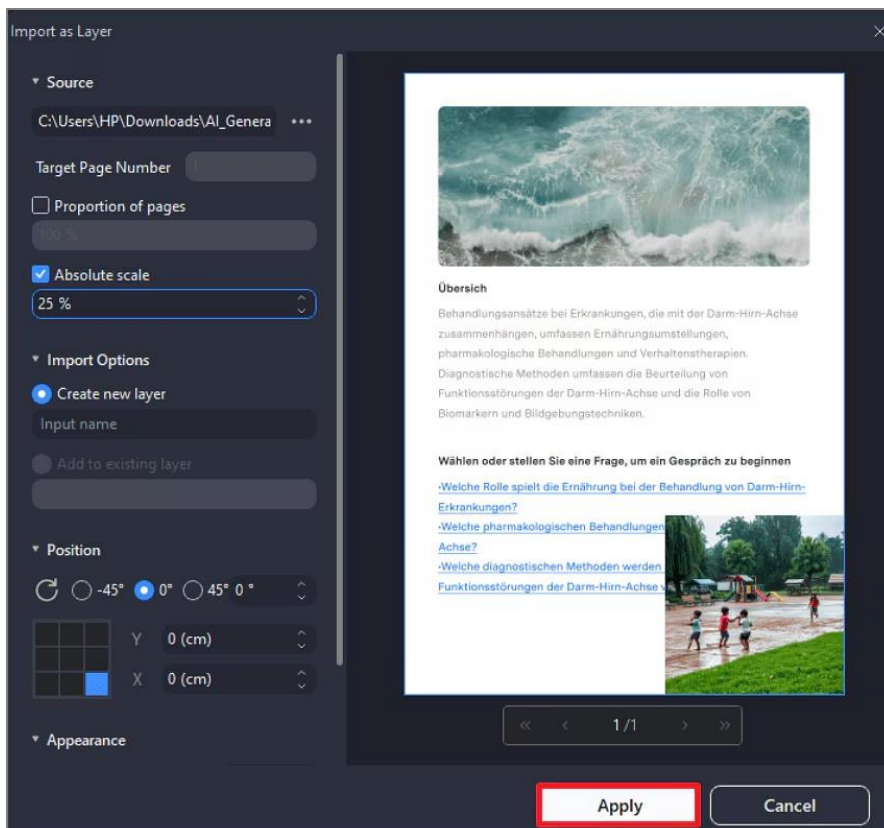
Step 2

In the main interface, head to the sidebar on the right and press the “Three Dot” icon. Next, press the “Layer” option and click on the “Three Bars” icon from the layer panel. Press the “Import as Layer” option to add the media from your device.



Step 3

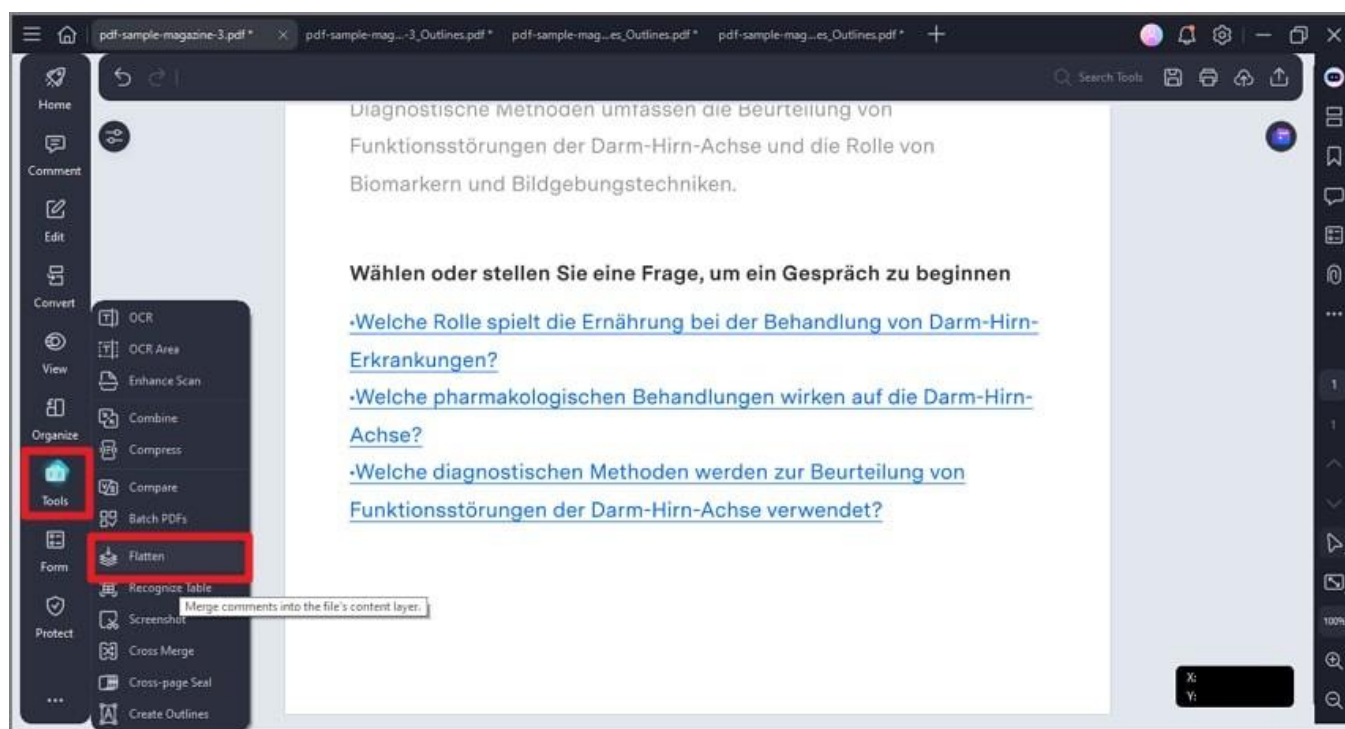
Next, configure the adjustments of the layer from the left side of the next window interface and press the “Apply” button to successfully import the media as a layer.



How to Flatten a PDF

The flatten PDF feature in PDFelement is designed to convert a PDF with multiple interactive layers into a single static layer. This process removes interactivity, making all elements permanent and preventing further edits to form fields or annotations. Flattening PDFs is especially useful for enhancing document security. To learn how to flatten a document effortlessly, read the steps mentioned below:

Start by adding the document to PDFelement's interface and head to the left sidebar. Now, click on the "Tools" option. From the expanded list, click on the "Flatten" option to execute the process. The tool will ask for confirmation in the following small window. Press the "Save" button to create a flattened version of your document successfully.



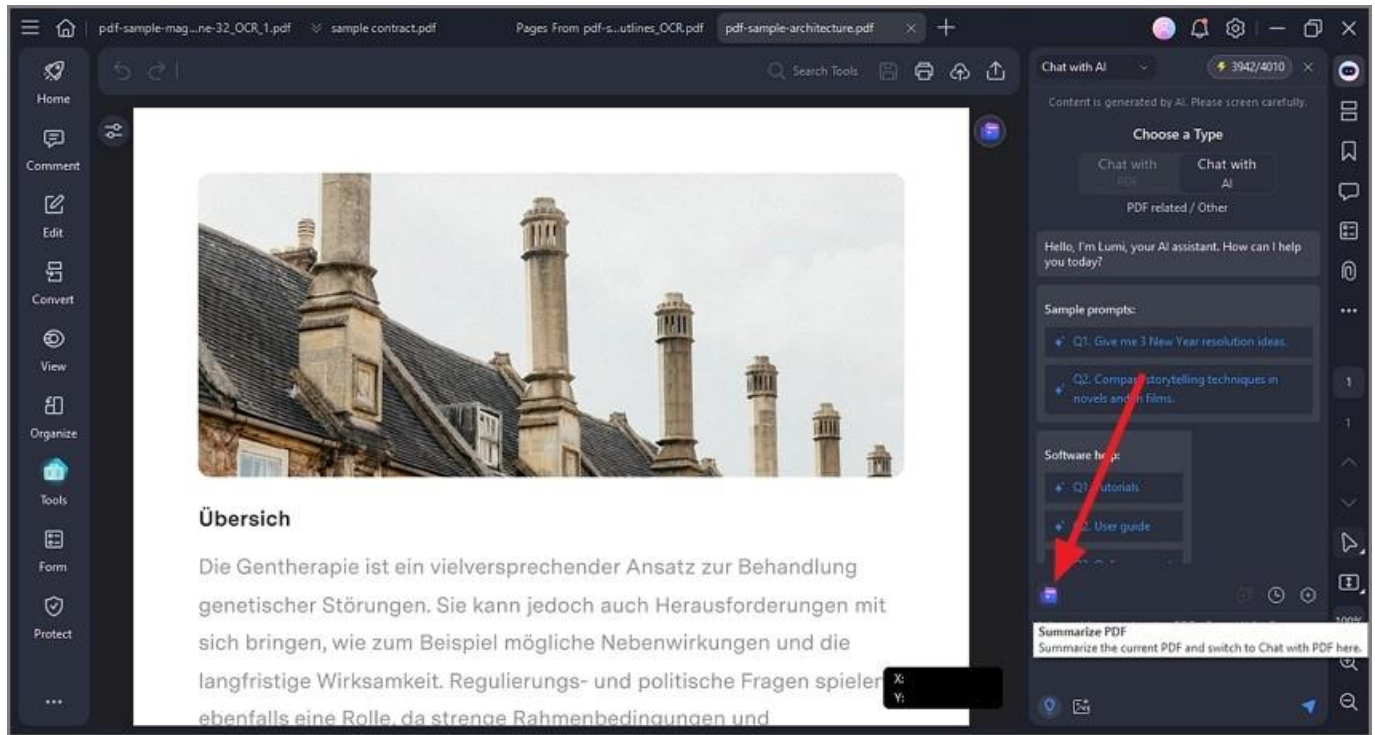
PDF AI Tools

How to Summarize a PDF

PDFelement's AI-driven summarization feature enables users to effortlessly create brief and clear summaries of PDF documents. By analyzing the content, the AI highlights the most critical points and condenses lengthy texts into digestible summaries. To learn how to summarize content with PDFelement, read the steps mentioned below:

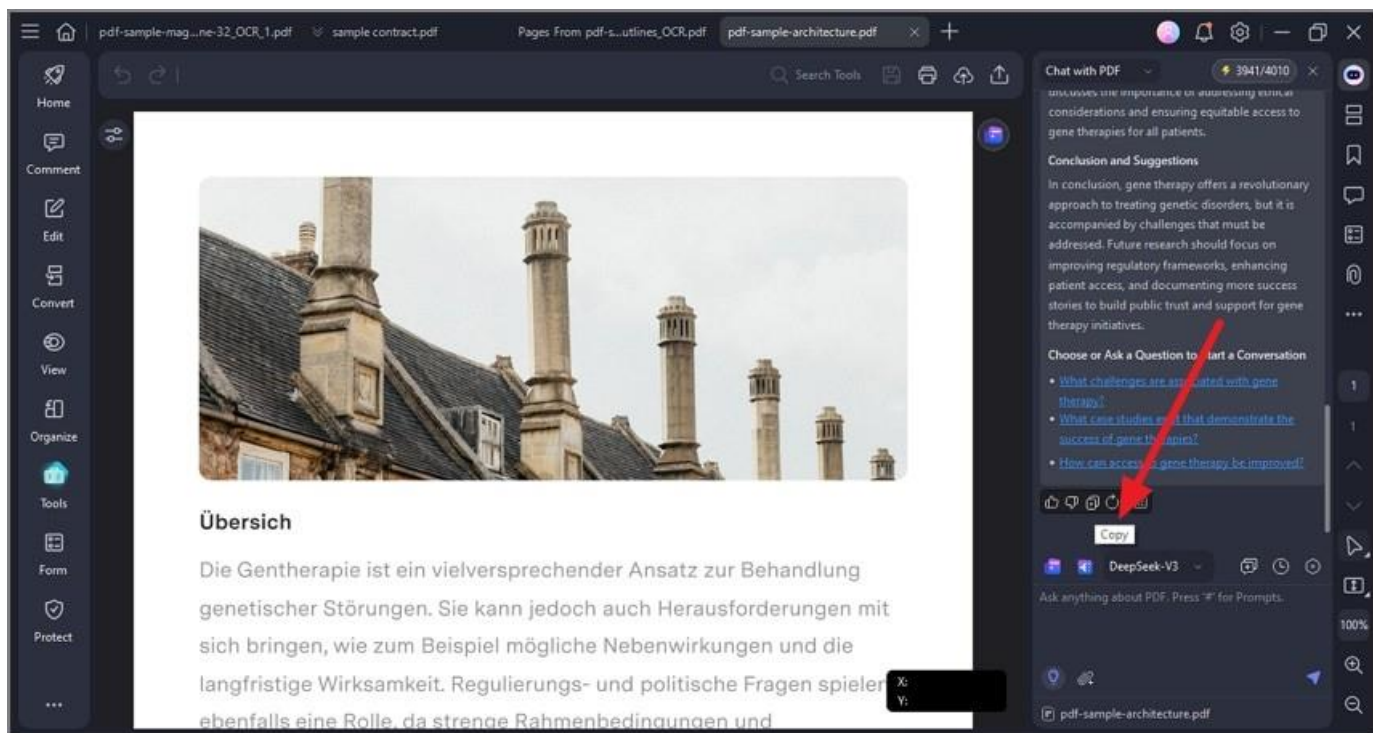
Step 1

Access the “AI” icon from the right side and enable the “Chat with AI” panel. Now head to the button and click on the “Summarize” option.



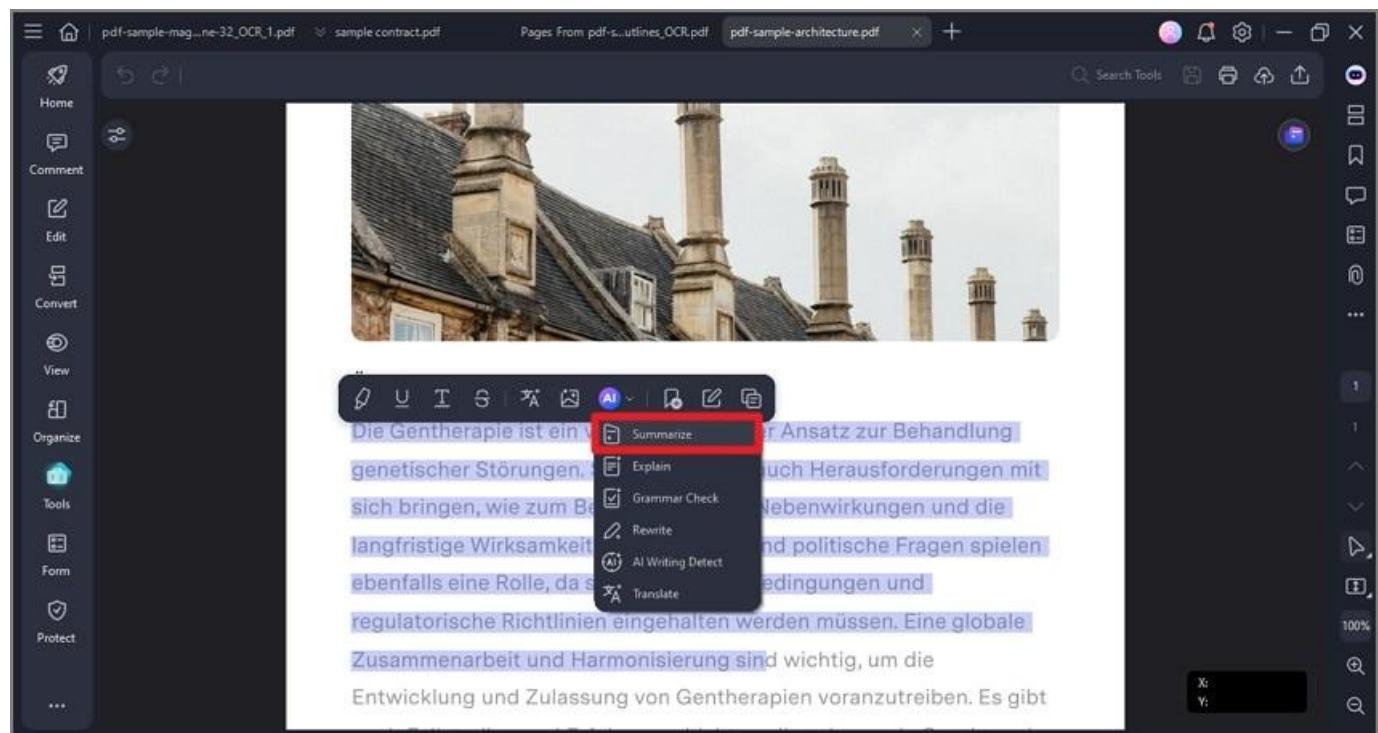
Step 2

Once the summary is generated in the chat, copy and paste it wherever you want or ask the tool to regenerate it.



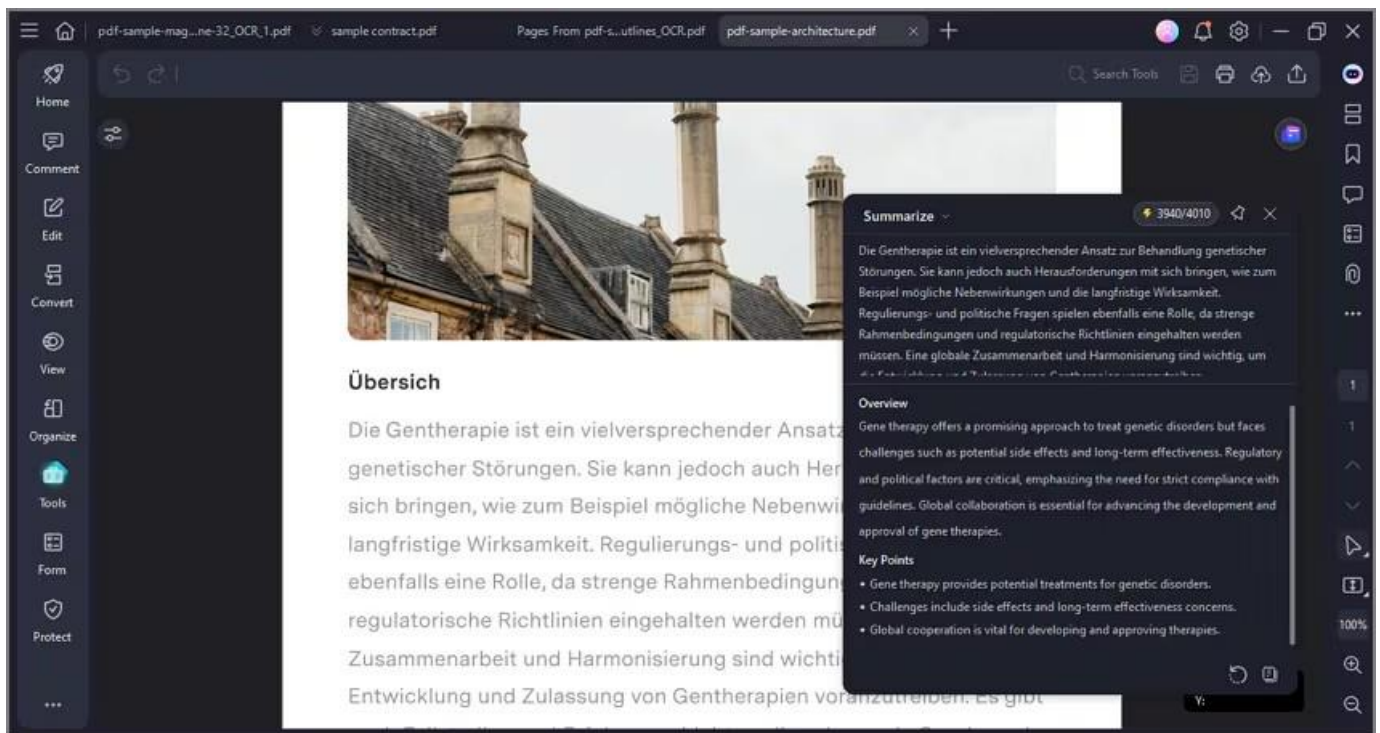
Step 3

Alternatively, to summarize a specific part of the document, select the text by dragging the cursor and expand the “AI Assistant” option from the floating toolbar to click “Summarize.”



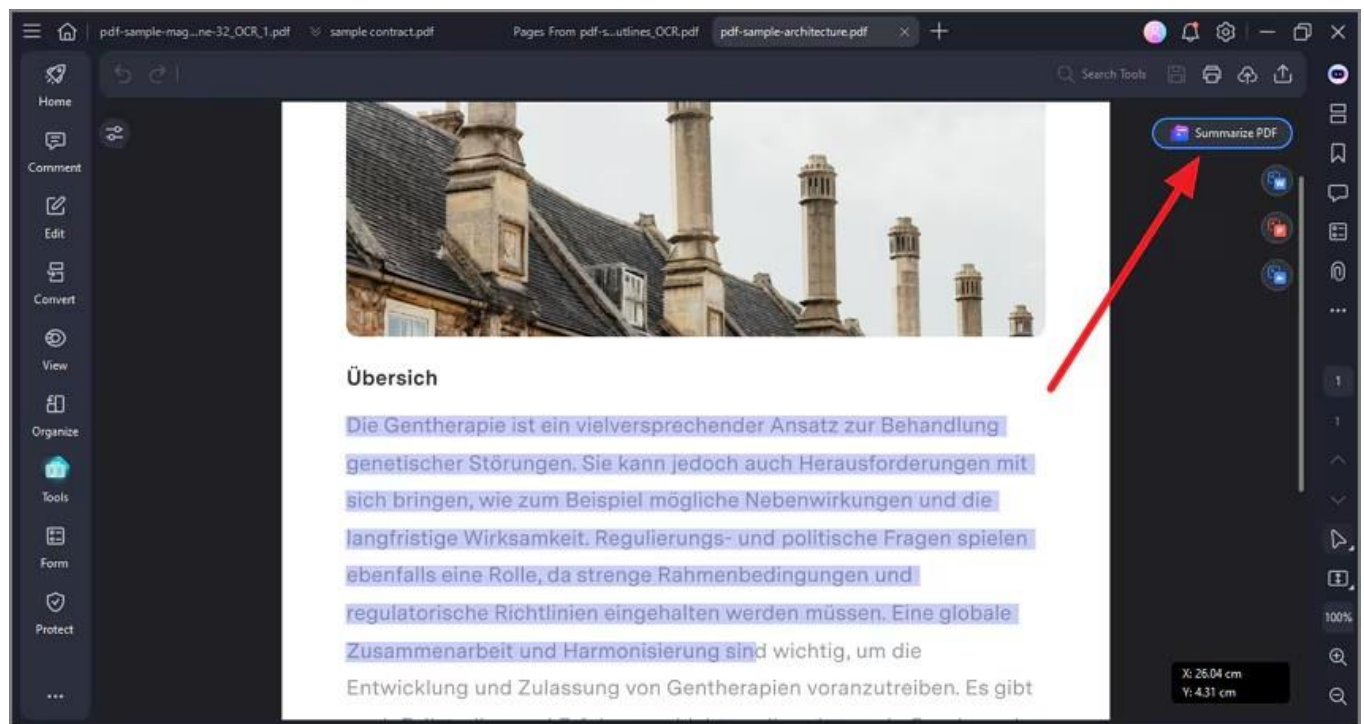
Step 4

Review the summary and repurpose the content according to your preferences.



Step 5

You can also ask the tool to summarize the PDF by clicking on the “Summarize PDF” floating icon on the top-right corner of the page.

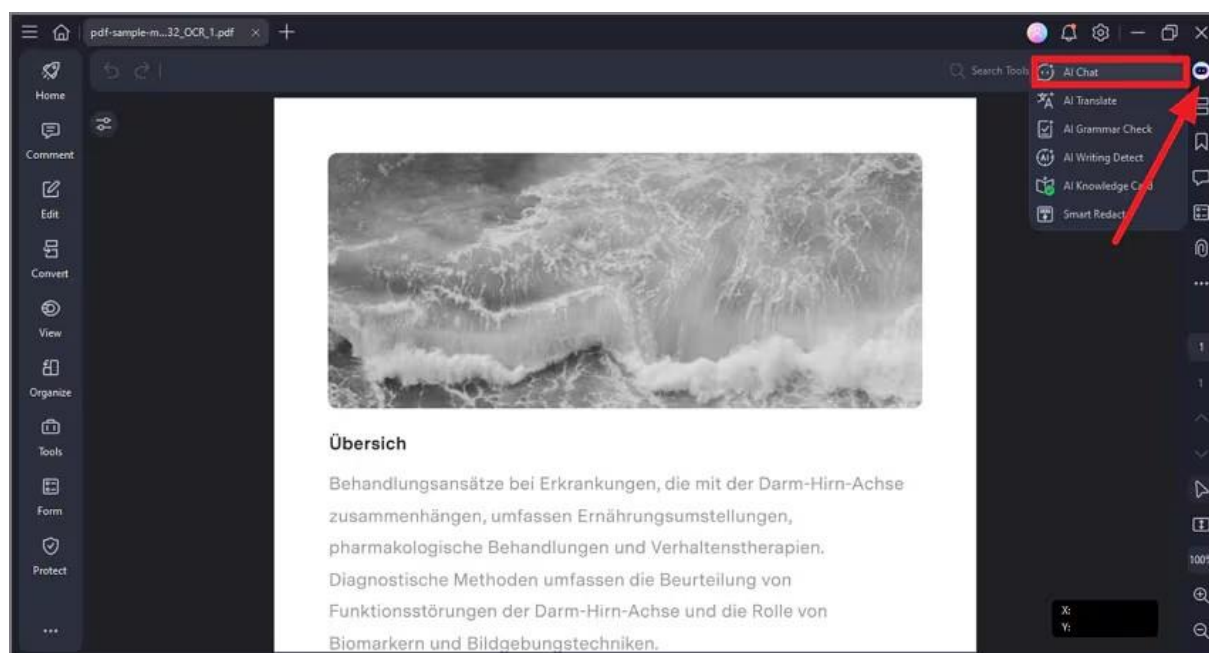


Summarize Multiple Files with AI

PDFelement offers a powerful AI-driven summarization feature that can quickly generate concise summaries of multiple PDF documents, making it easier to grasp key points without reading the entire content. Multiple AI models are offered by the tool to let you select according to your preferences. To learn how to summarize various PDF documents within PDFelement, read the steps mentioned below:

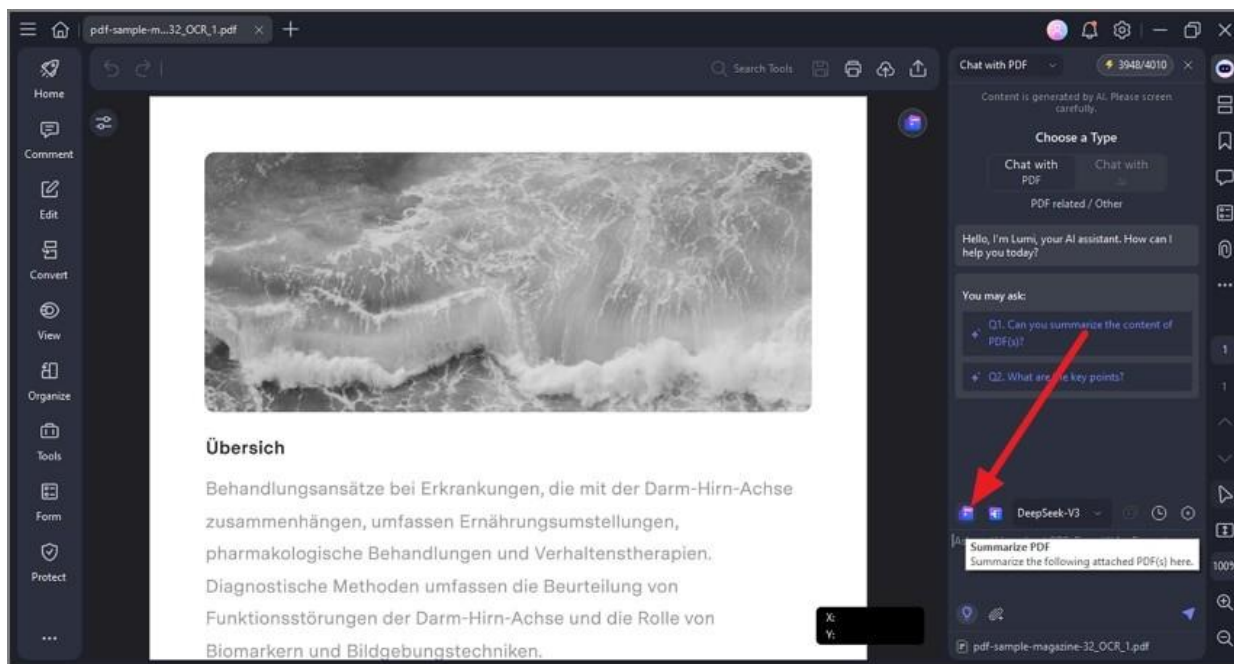
Step 1

Once the document is added to the tool's interface, head to the right corner of the interface and click on the "AI" icon. Now, select the "AI Chat" from the list of options.



Step 2

When the AI Chat panel is enabled on the right side, import your documents using the designated options. Locate the "Summarize" icon and click on it to activate the tool for AI summary generation. Once the summaries are generated, copy the results or perform other actions, such as "Regenerate."



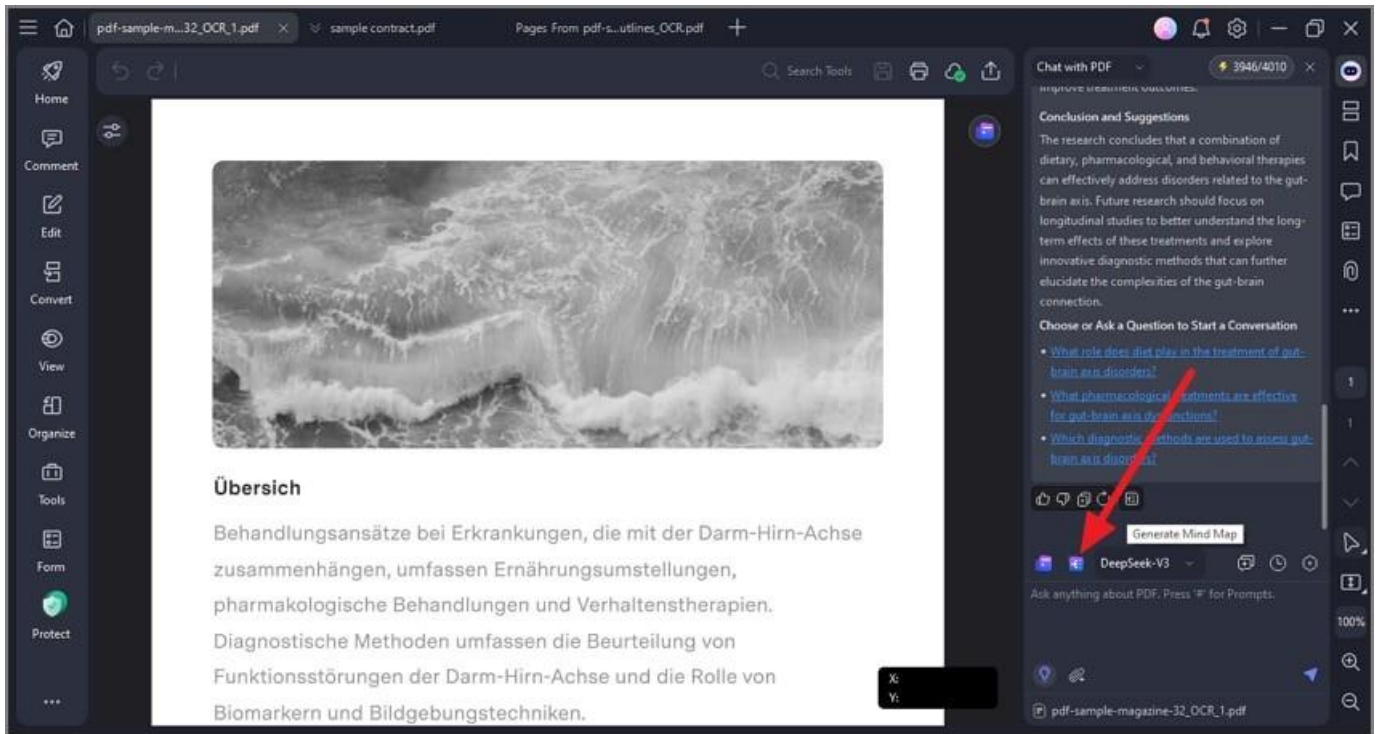
Summarize a PDF to a Mind Map

PDFelement offers a unique AI feature that can summarize PDF content into a mind map format. This transforms key points, concepts, and relationships from the document into a visual map, making it easier to understand the structure and connections within the text.

The mind map summary presents the main ideas in a hierarchical manner, helping users quickly grasp complex information or large volumes of content. To learn how to generate a mind map from a content summary, read the steps mentioned below:

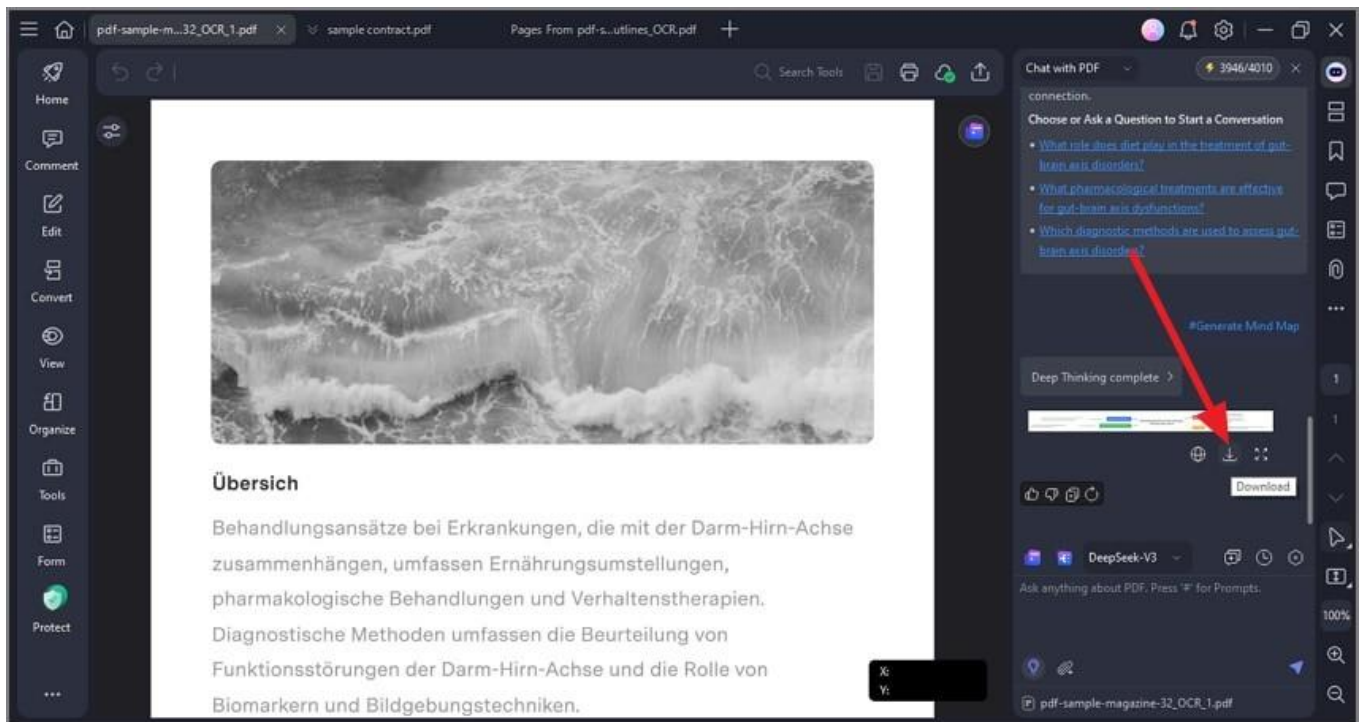
Step 1

Start by accessing the "AI Chat" feature from the right side of the interface after importing your document. Next, click the "Summarize" icon located within the chat panel to let the tool generate a content summary. Once the summary is generated, locate the "Generate Mind Map" icon and click on it.



Step 2

The tool will analyze the summary and will create a mind map across it. You can expand and search the result and save it to your device using the "Download" icon.

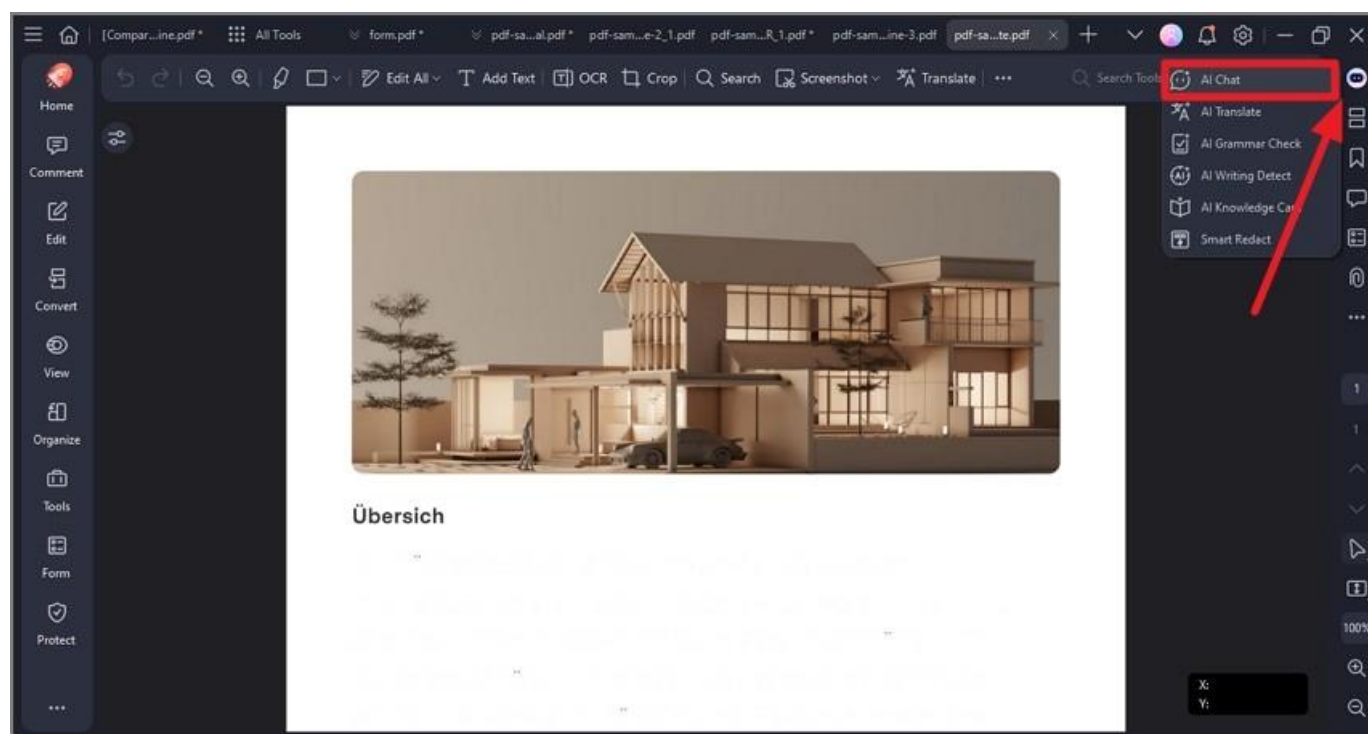


Use Lumi AI Reading Assistant to Chat with PDF

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

1. Access Lumi AI Reading Assistant

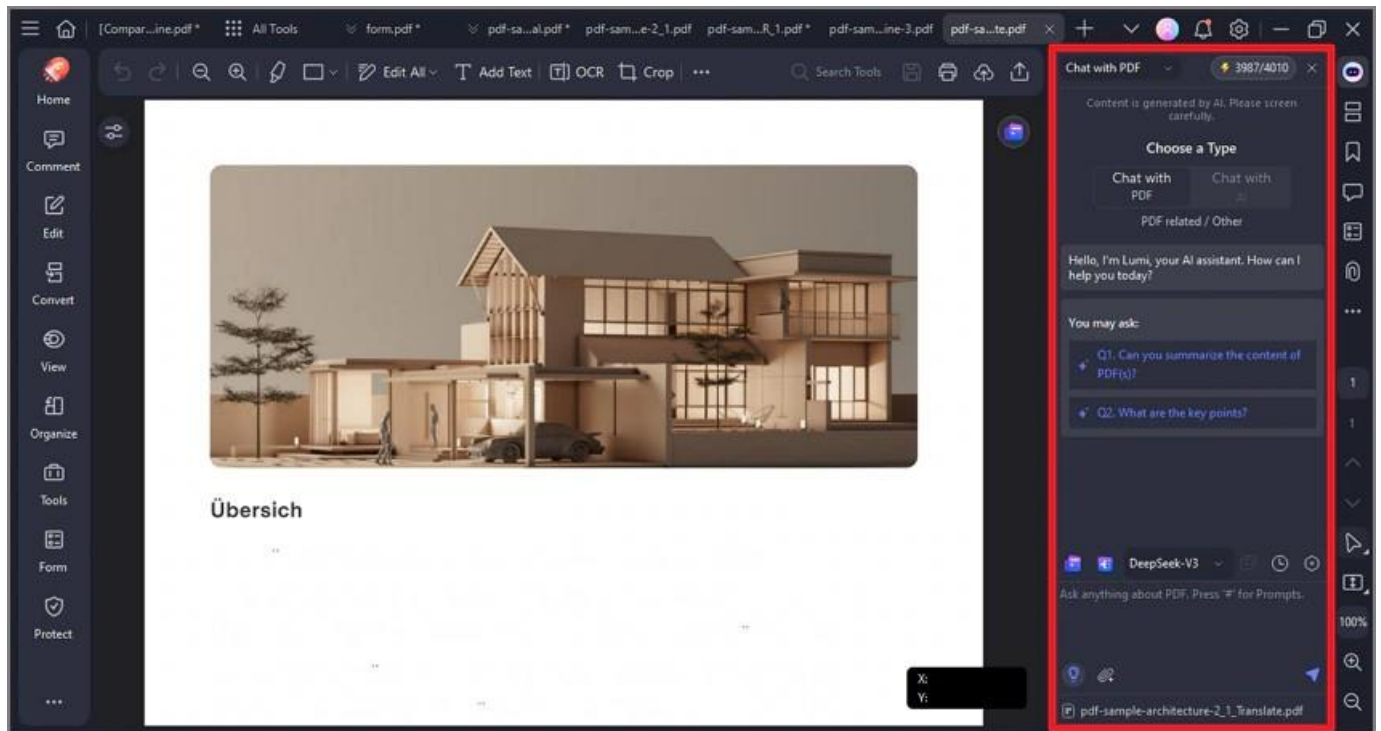
Access Lumi by clicking the "AI" icon on the interface's right side or selecting "AI Chat" from the "AI Assistant" button under the "Home" tab. Engage in a conversation with Lumi to gain knowledge and insights across various subjects.



2. Chat with PDF

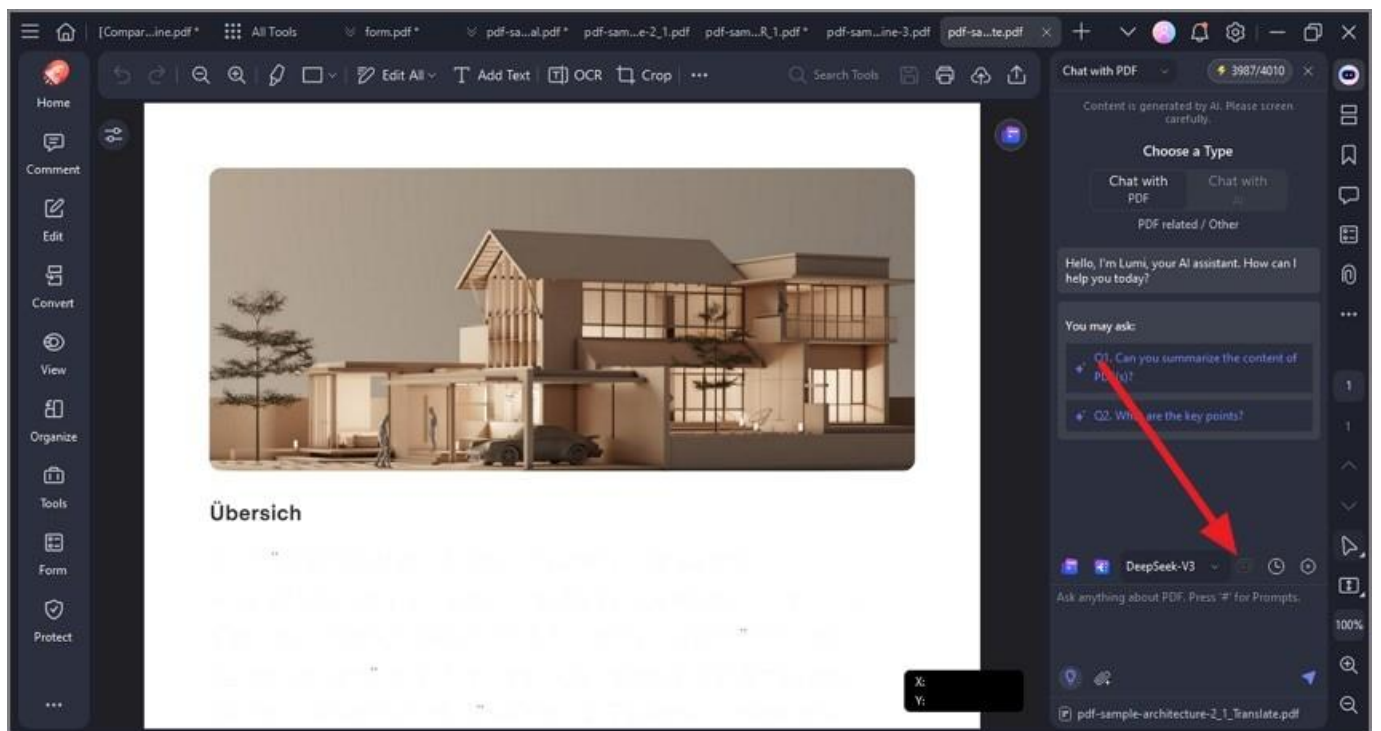
In addition to asking Lumi general questions, you can have a deeper exploration of your PDF by utilizing the "Chat with PDF" option within the AI Sidebar. By selecting this option, Lumi's responses will be tailored to the content of the current PDF document.

Lumi goes the extra mile by indicating the specific page number where it found the answer. This feature allows you to quickly locate and validate the information.



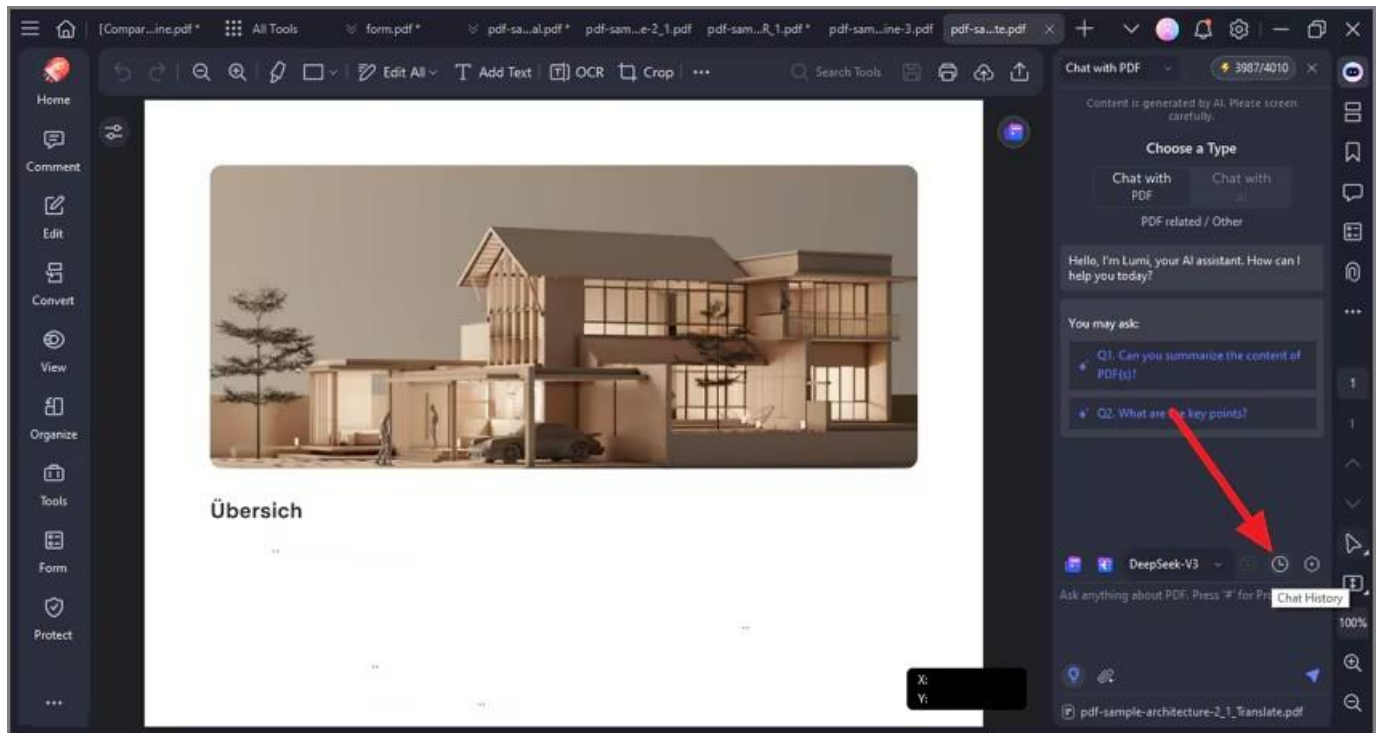
3. Start a New Chat

To initiate a fresh conversation with Lumi, select the "..." icon located at the top right corner of the AI Sidebar, and choose "New Chat."



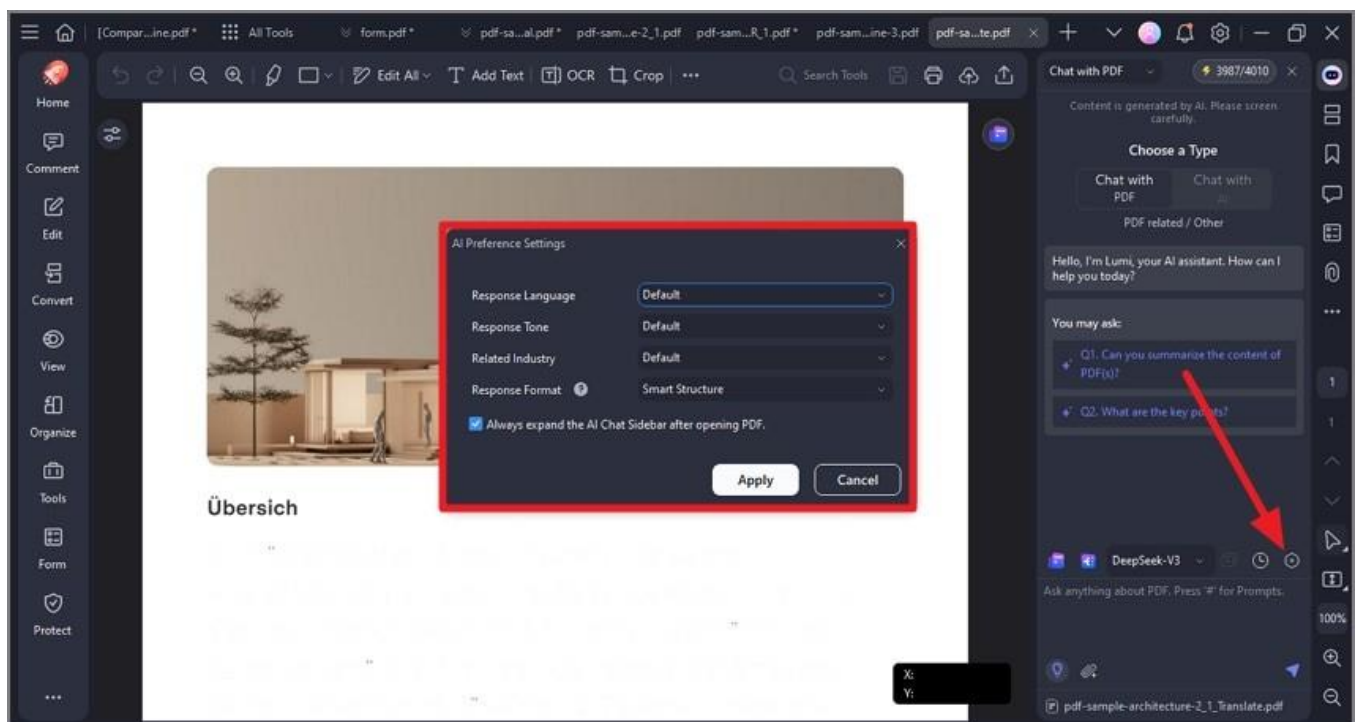
4. Access Chat History

To review your interaction history with Lumi, click the "..." icon at the AI Sidebar's upper right corner and select "History." Easily navigate through past conversations for reference.



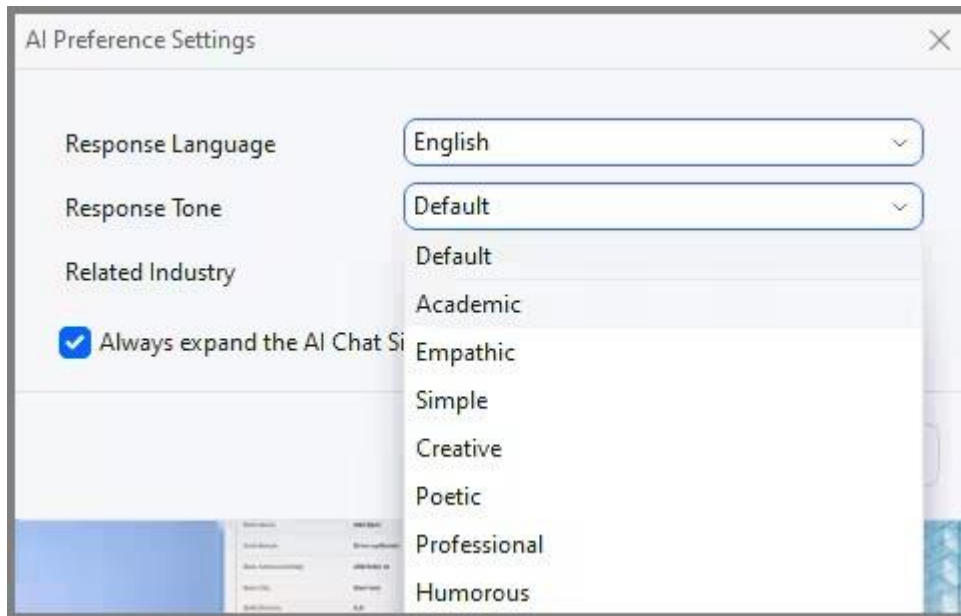
5. Change Settings

Tailor the Lumi AI reading assistant settings by clicking the "..." icon at the AI Sidebar's top right corner and choosing "Settings."

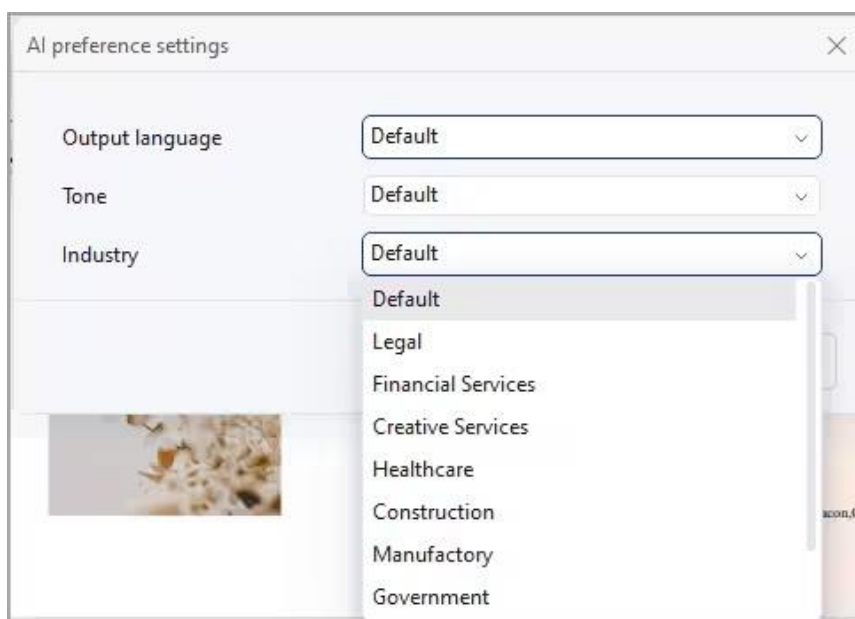


In the "AI preference settings" popup window:

- Response Language: Choose the output language; selecting "Default" prompts Lumi to respond in your input language.



- Response Tone: Adjust the output response tone to academic, empathic, simple, creative, poetic, professional, or humorous.
- Related Industry: Customize the output response for specific industries such as legal, financial services, creative services, healthcare, construction, manufacturing, government, education, and IT services.

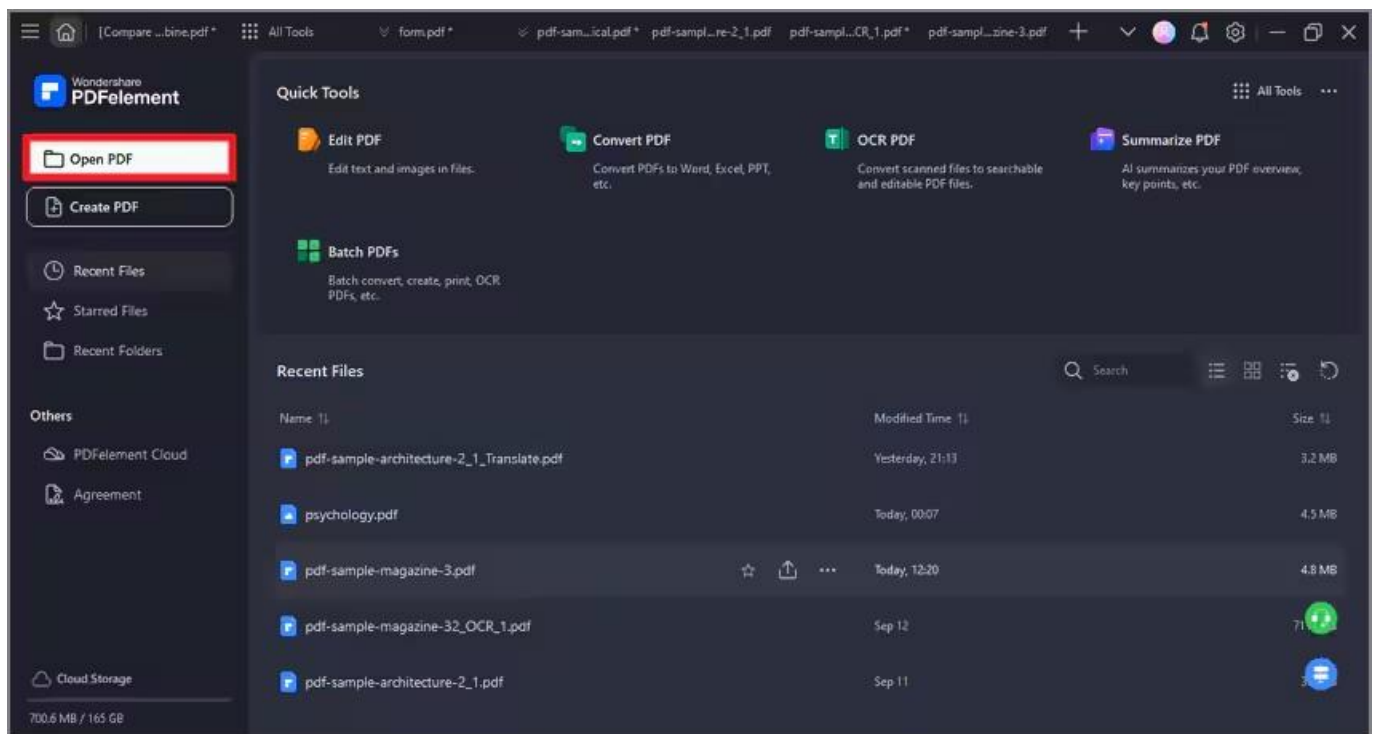


Chat with Multiple PDFs

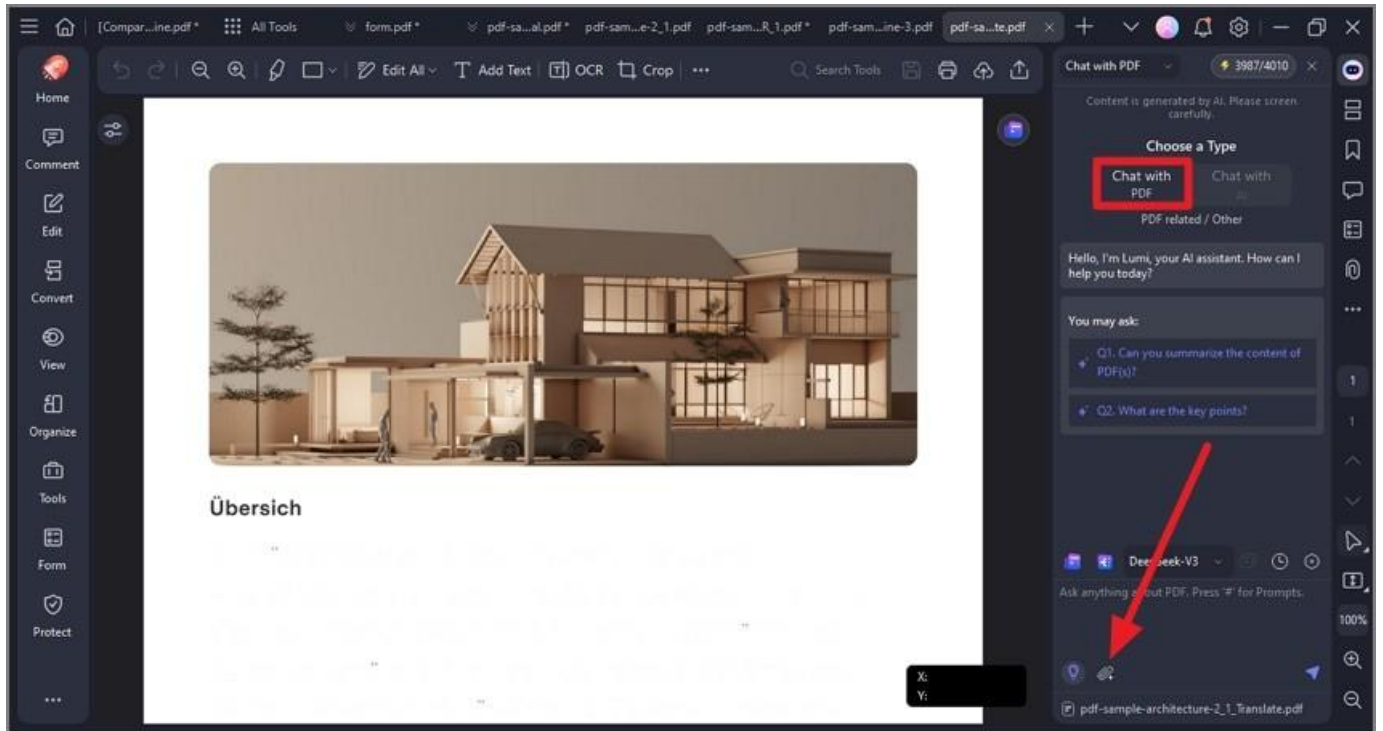
PDF AI tools have revolutionized how we interact with documents, enabling seamless and intelligent communication with multiple PDFs. Engaging with multiple PDFs allows you to extract insights, ask questions, and compare content across documents without switching between files.

This feature is particularly useful for researchers, analysts, and professionals handling extensive data. Follow the simple steps below to learn how to chat with multiple PDFs and unlock a more efficient way to work with your documents:

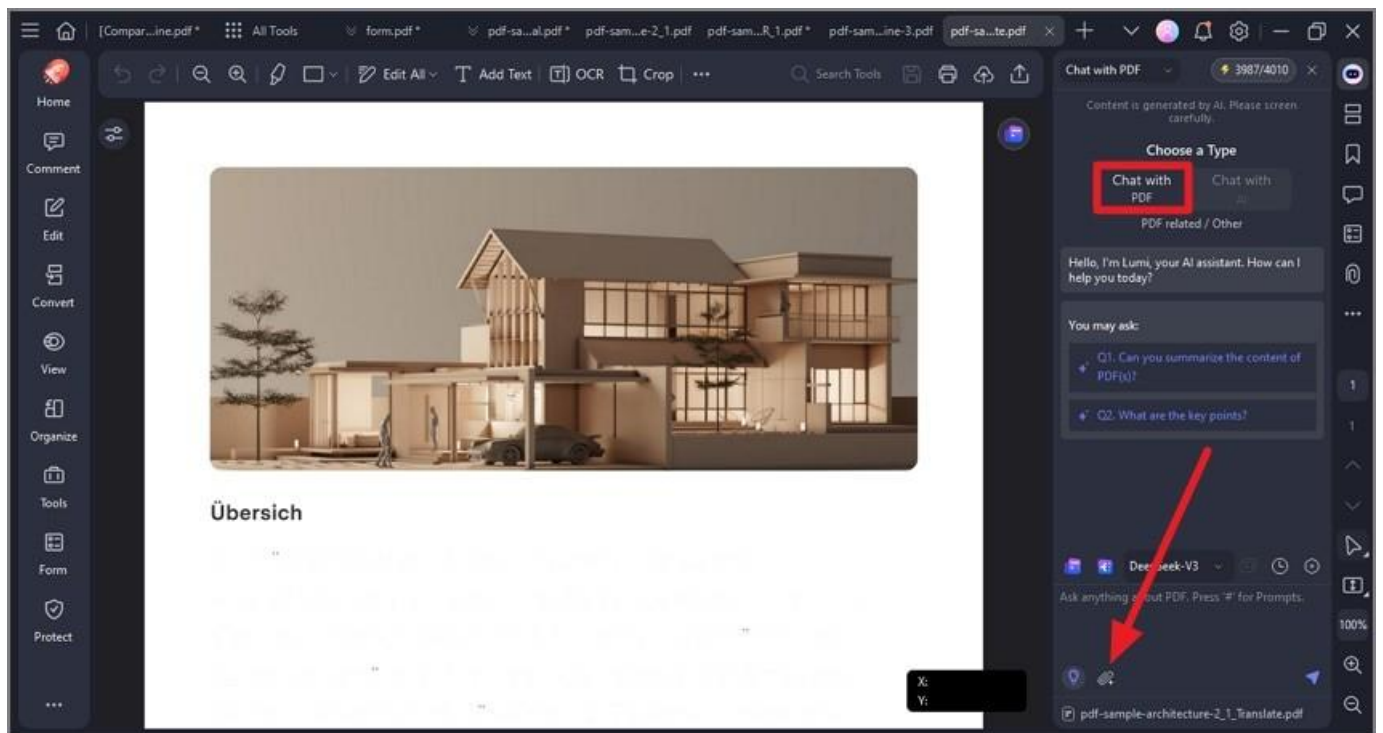
- ♦ Install and access PDFelement’s main interface to import the PDF you need to chat with. To import the file, click the “Open PDF” button on the top-left corner of the screen.



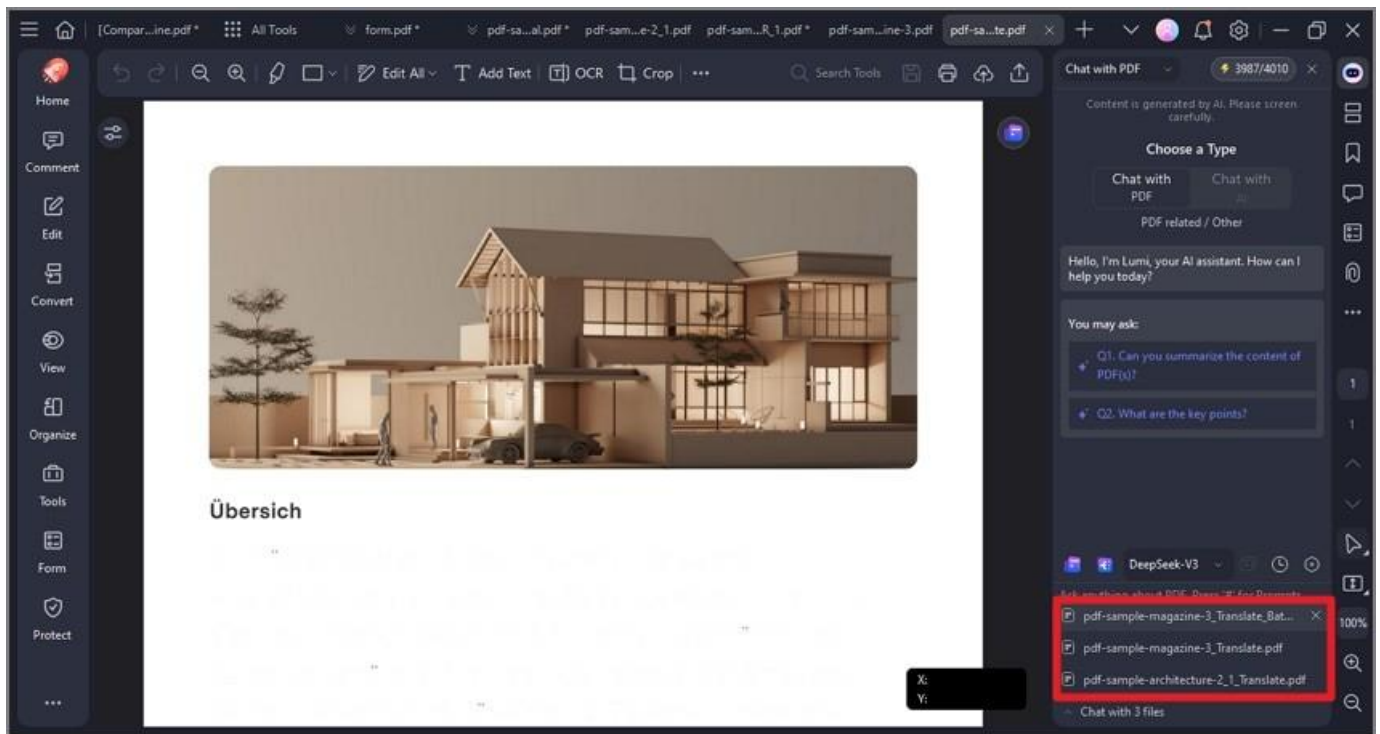
- ♦ Once you are on the editing interface, navigate to the “Home” tab from the top toolbar and pick the “AI Assistant” option. From the drop-down menu, choose “AI Chat” and select the “Chat with PDF” option from the extended menu.



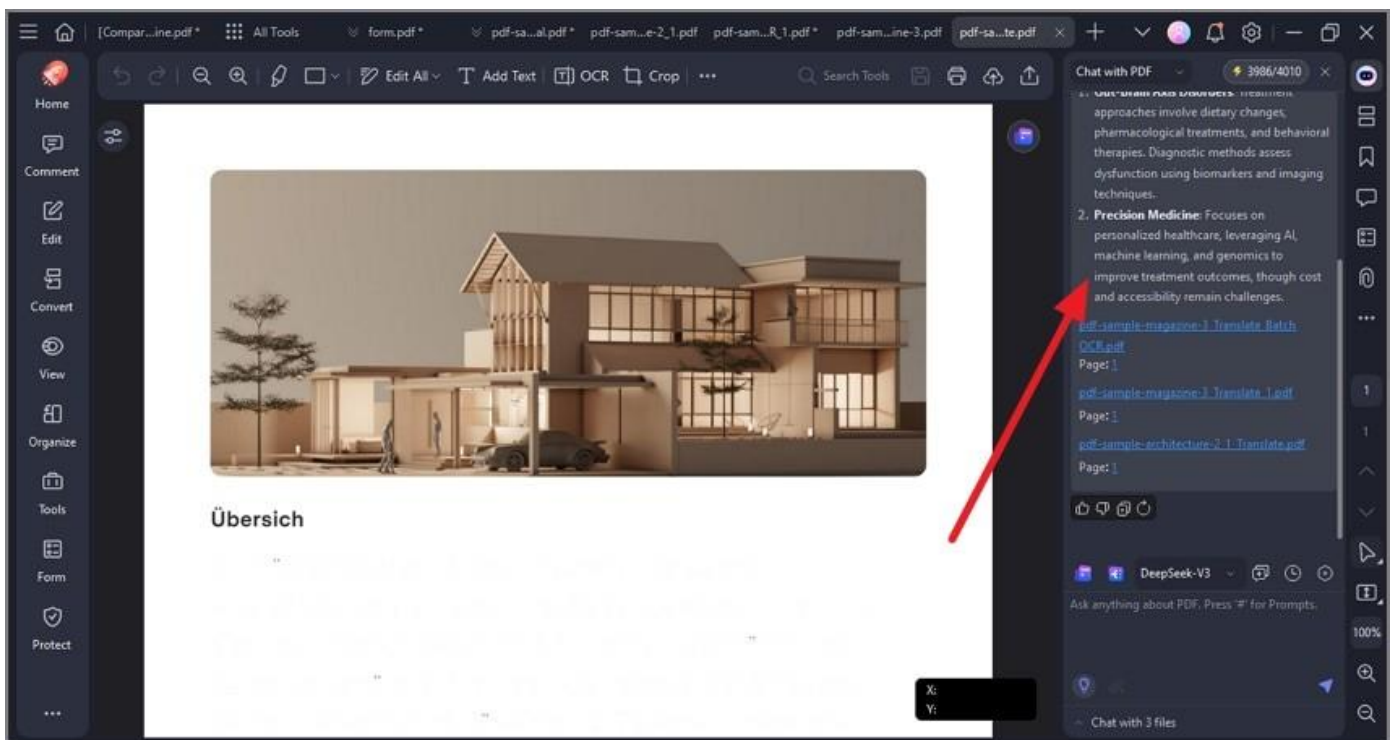
- Within the “Chat with PDF” screen, hit the “Paper Clip” icon to import a new file to chat with multiple PDFs on the same time.



- Once both the PDF files are integrated into the AI Assistant chat box of PDFelement, type in the “Prompt” box to chat with the multiple PDFs.



- Finally, its AI will generate a response to your prompt, which you can copy to your clipboard and use later on.



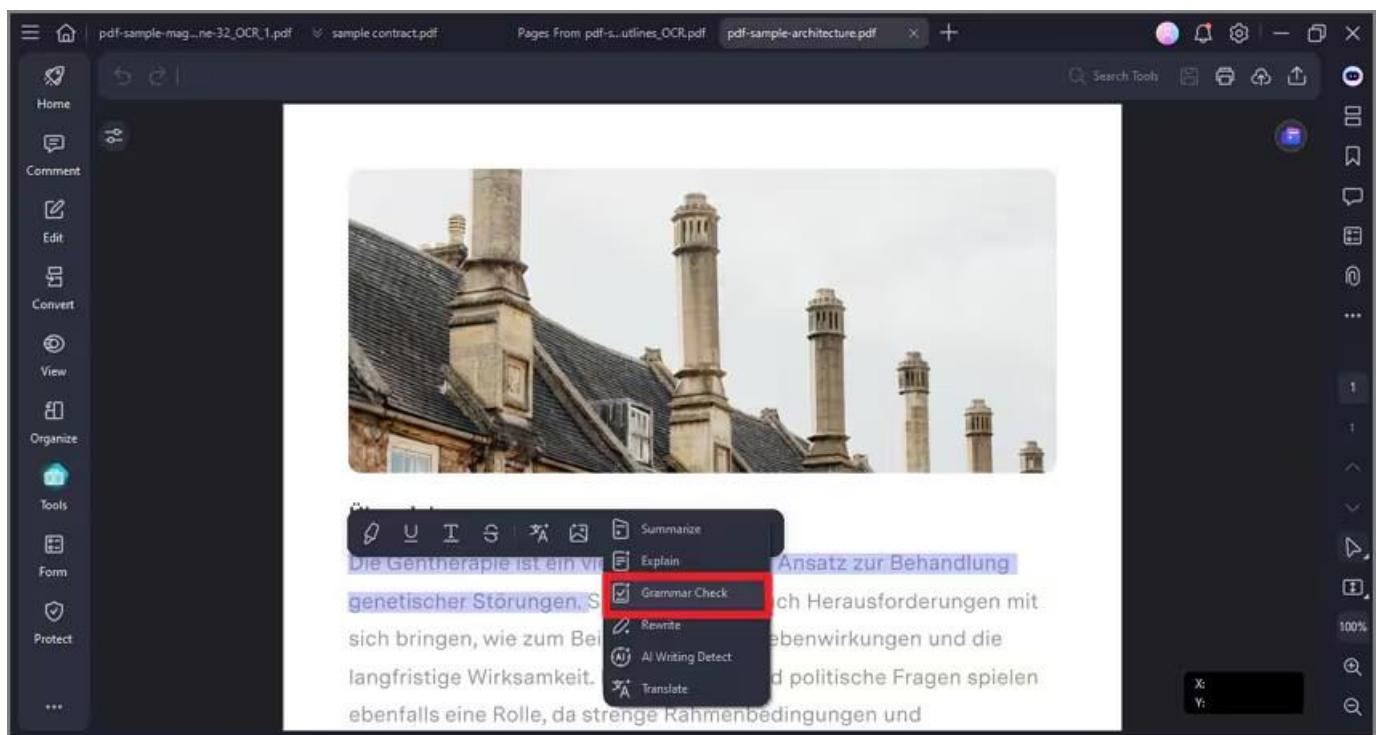
Proofread PDF

PDFelement offers an AI-powered proofreading feature that enhances PDF content by

correcting grammar, spelling, punctuation, and word choice errors. This tool is effective for refining vocabulary, tone, and overall readability, making documents more professional and polished. To check grammar and proofread the document with AI, read the steps mentioned below:

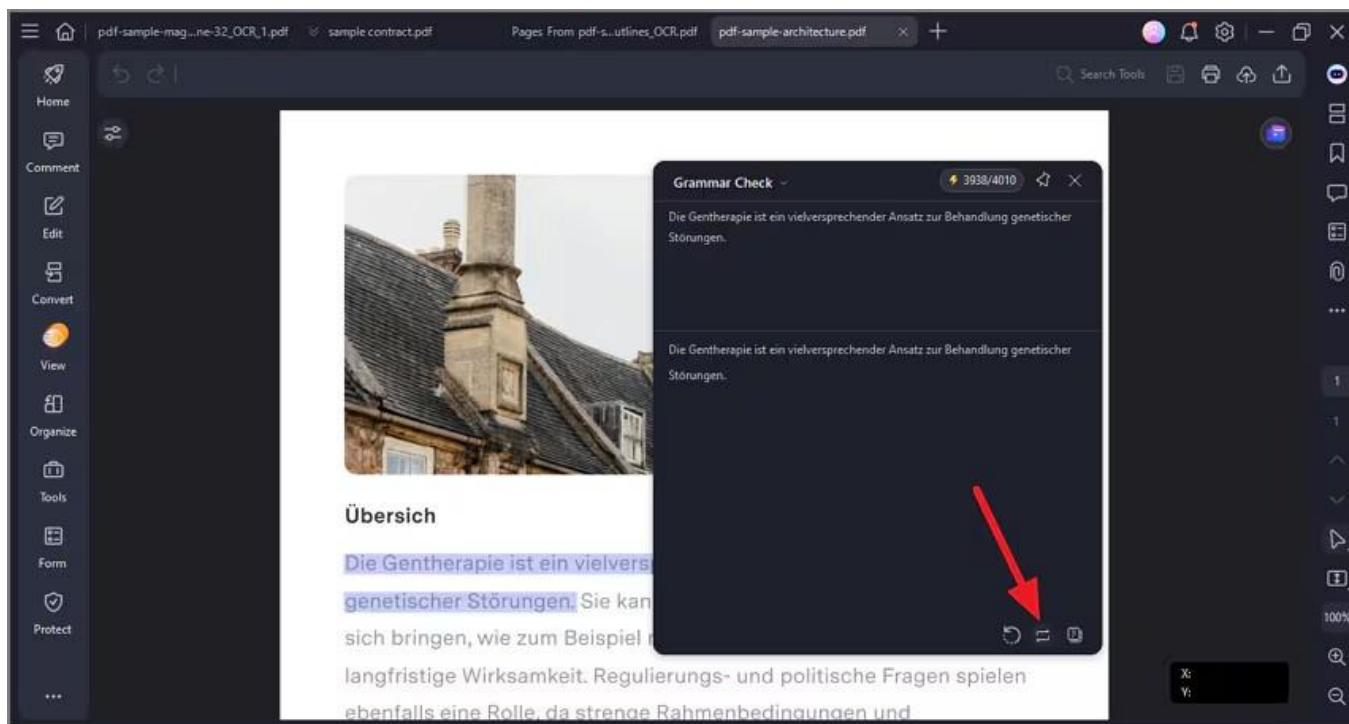
Step 1

Begin the process by launching PDFelement and importing the document to the tool's interface. Next, right-click on the page anywhere and expand the “AI Assistant” from the floating toolbar. Now, press the “Grammar Check” option.



Step 2

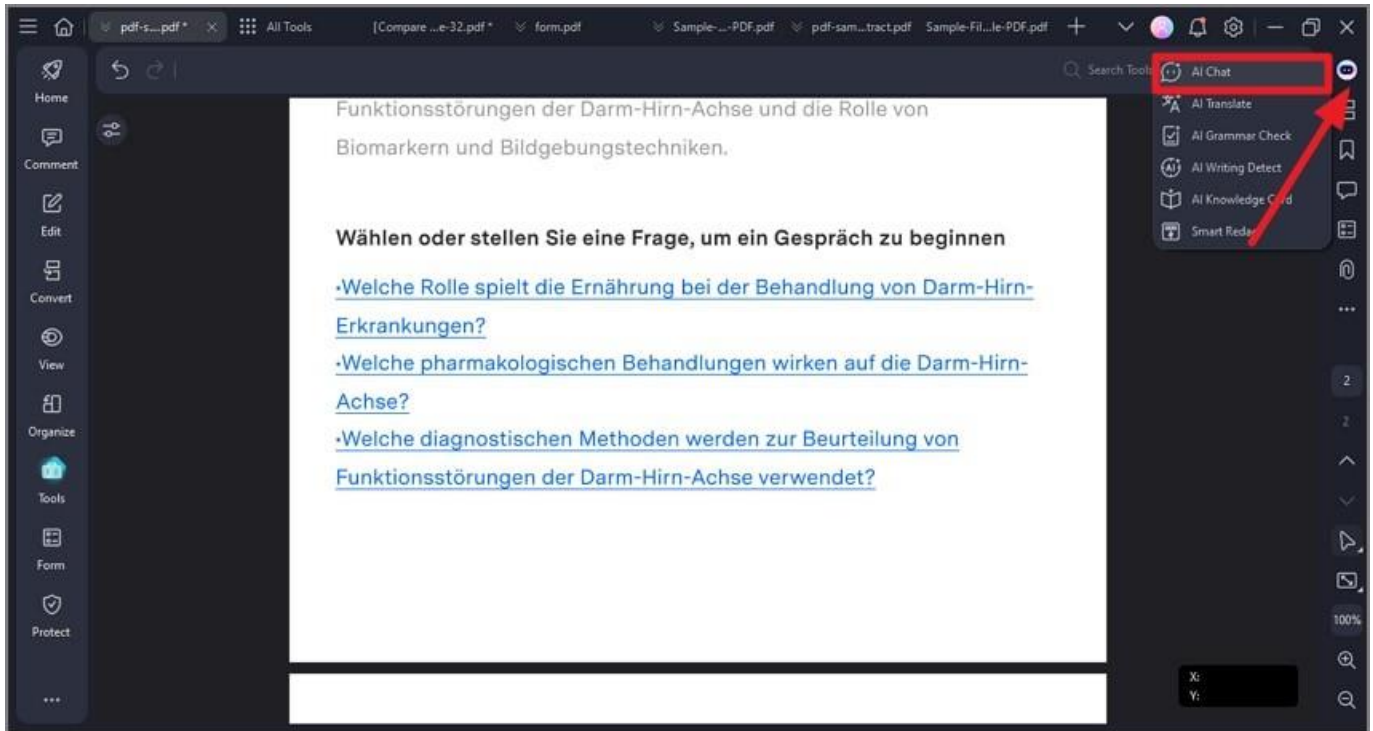
The tool will proofread the document with help from AI and detect the flaws and grammatical errors within it. A refined version with grammar editing will be provided in the small window, which you can copy and paste conveniently.



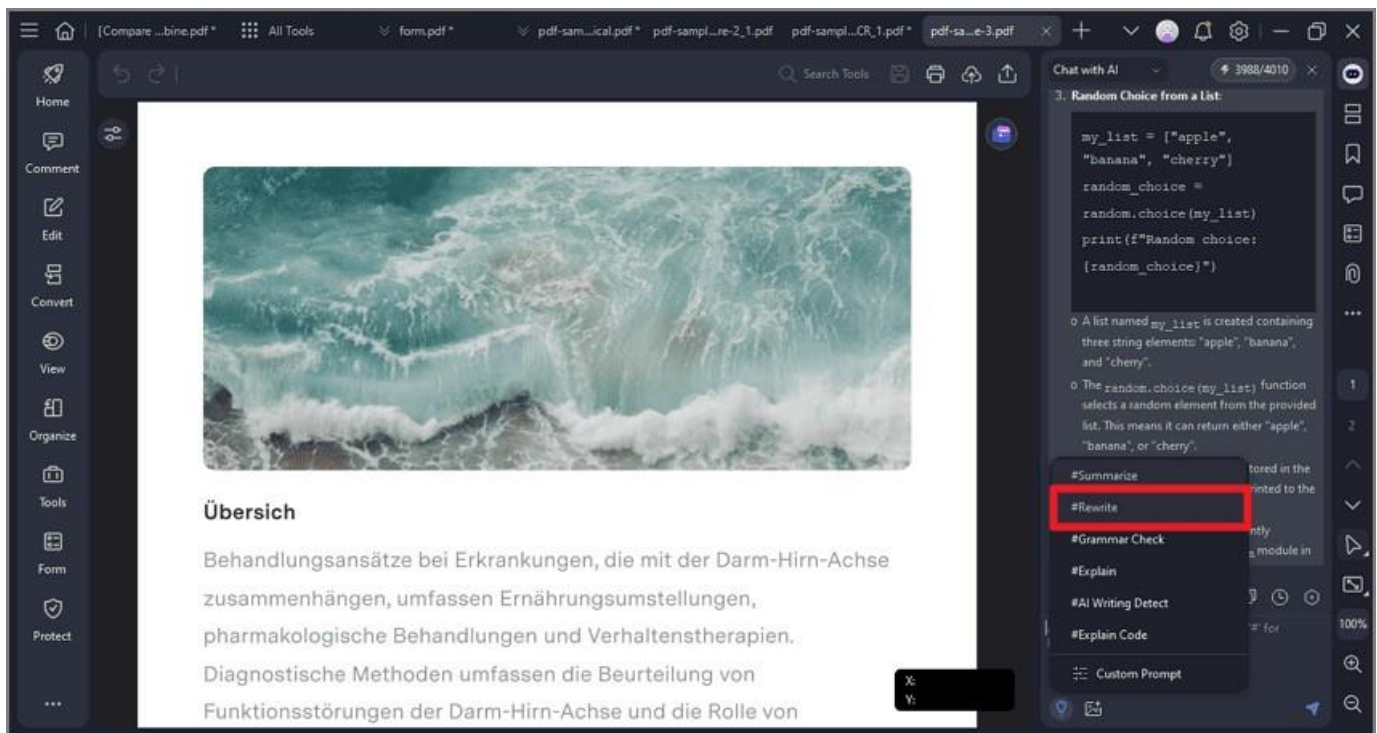
Rewrite PDF with AI

Lumi, the AI reading assistant, empowers you to effortlessly enhance your PDF documents by rewriting them for improved grammar, word choice, and more. Follow these steps to utilize the powerful AI-driven rewriting feature:

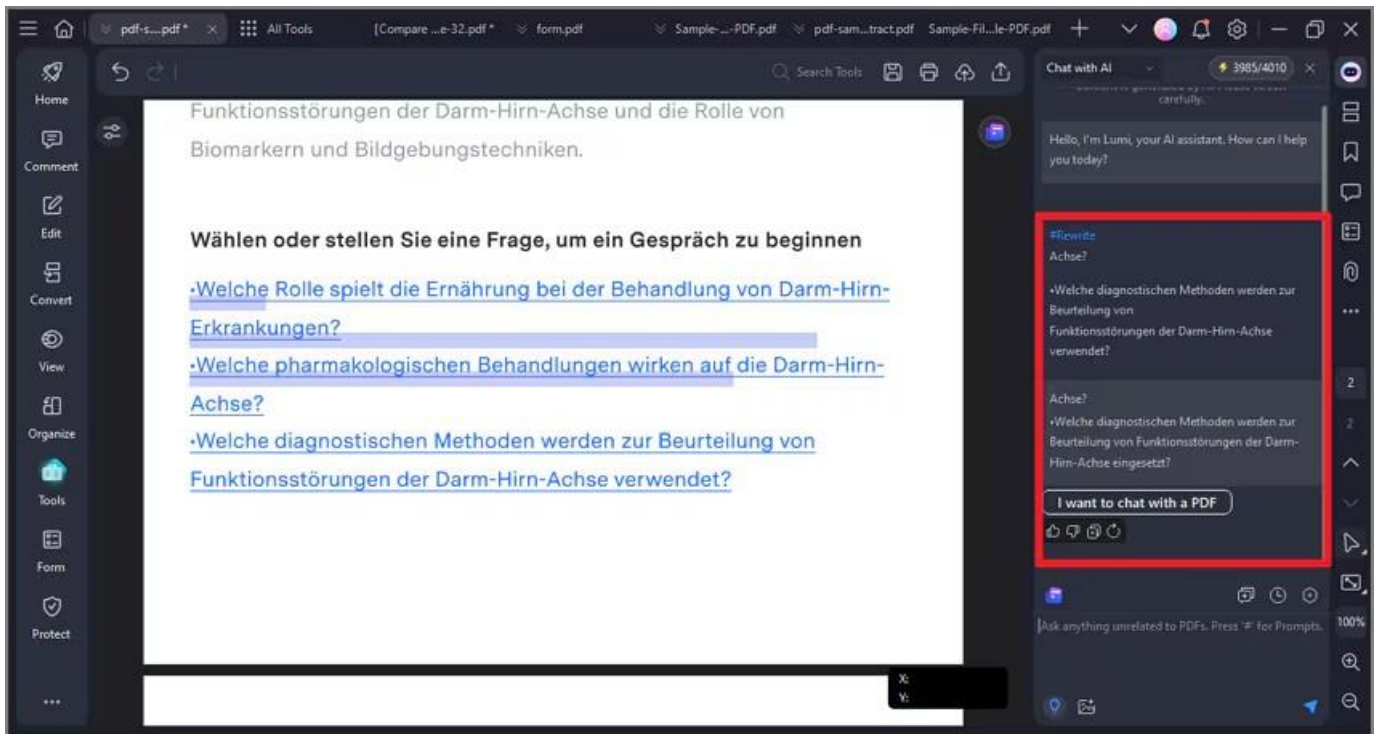
- Open your PDF in PDFelement. Access the AI Sidebar by clicking the "AI" icon on the right or through the "AI Assistant" button under the "Home" tab. Click the "AI Chat" and select "Chat with AI" command.



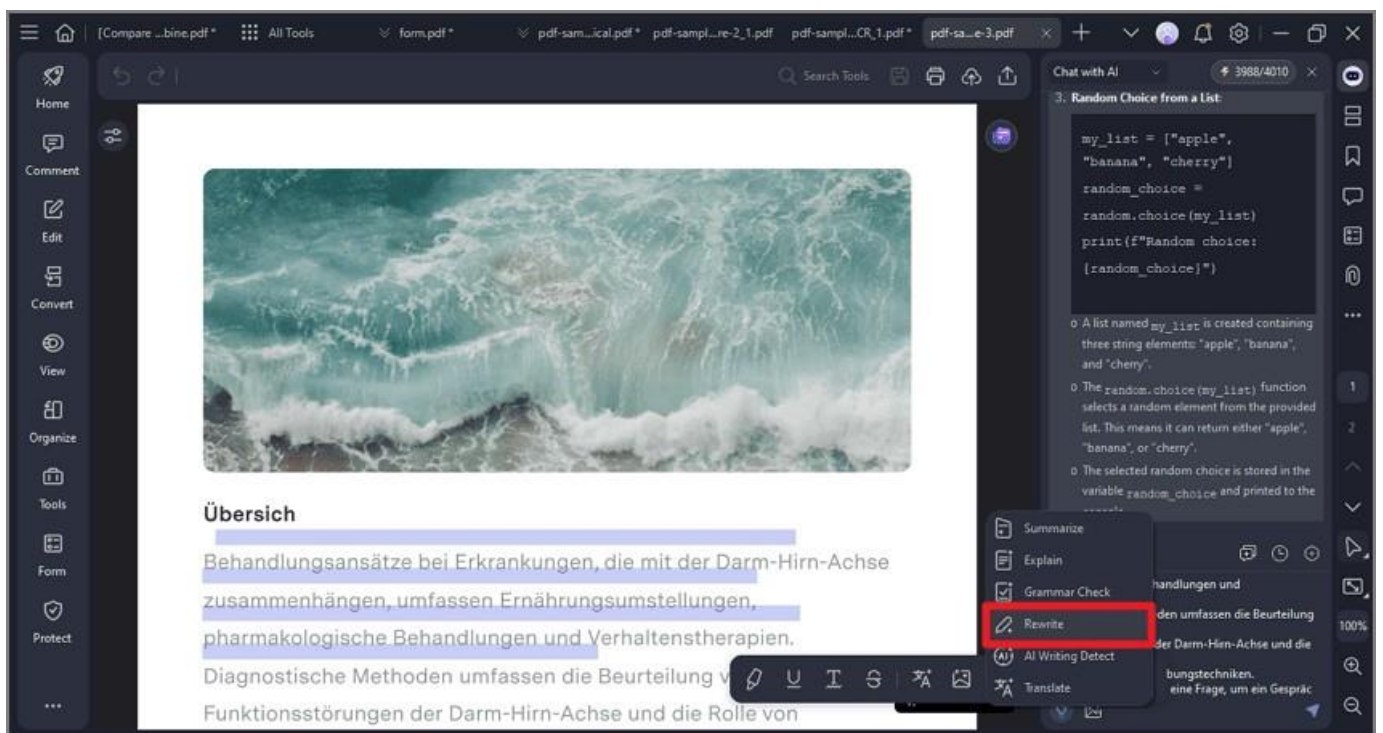
- Click the "Quick Prompt List" and select "Rewrite." Paste your text on the chat box.



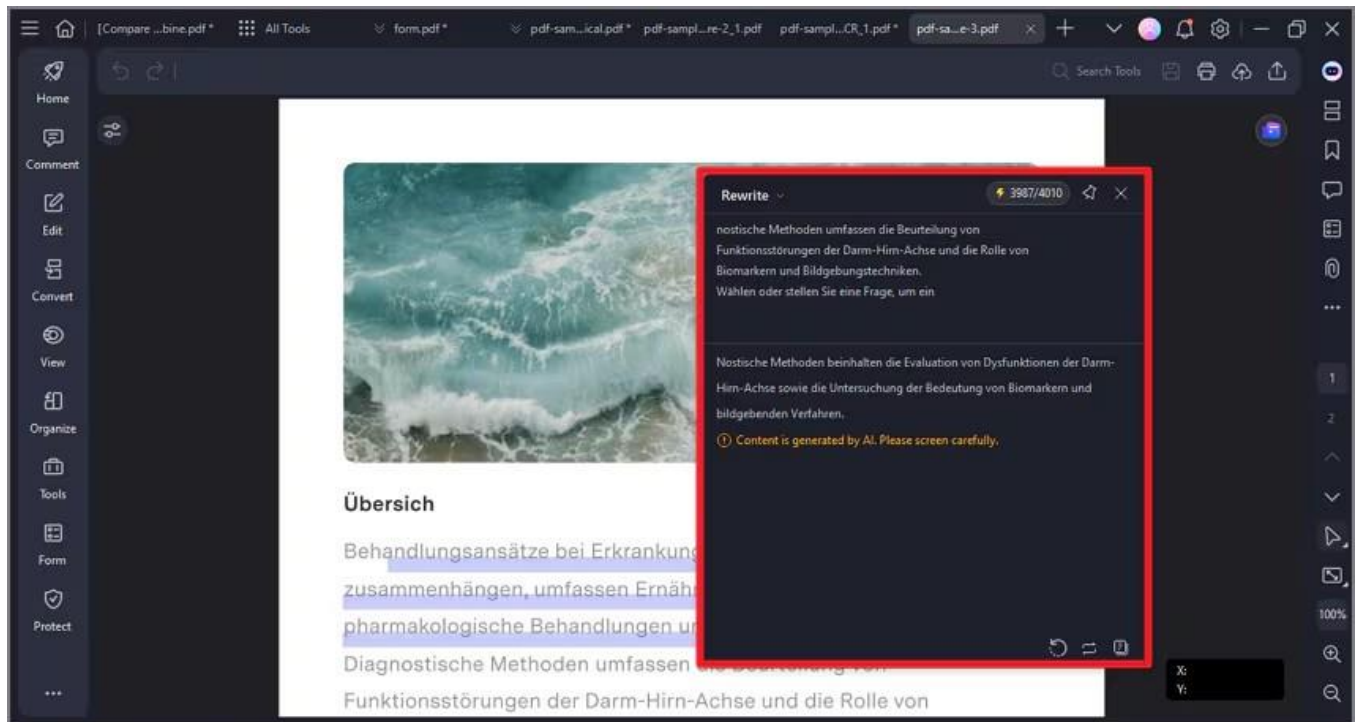
- Click the send icon. Lumi will swiftly rewrite the text, presenting you with the enhanced version. You can easily copy the result and paste it into your current or new file.



- For a quick rewrite of specific text within your current PDF file, highlight the desired portion. Click the "AI" button in the floating toolbar and select "Rewrite."



- Lumi will promptly generate a rewritten version of the selected text. You can opt to replace the original text with it by clicking the replace icon or utilize the "Copy" icon to duplicate the enhanced version.

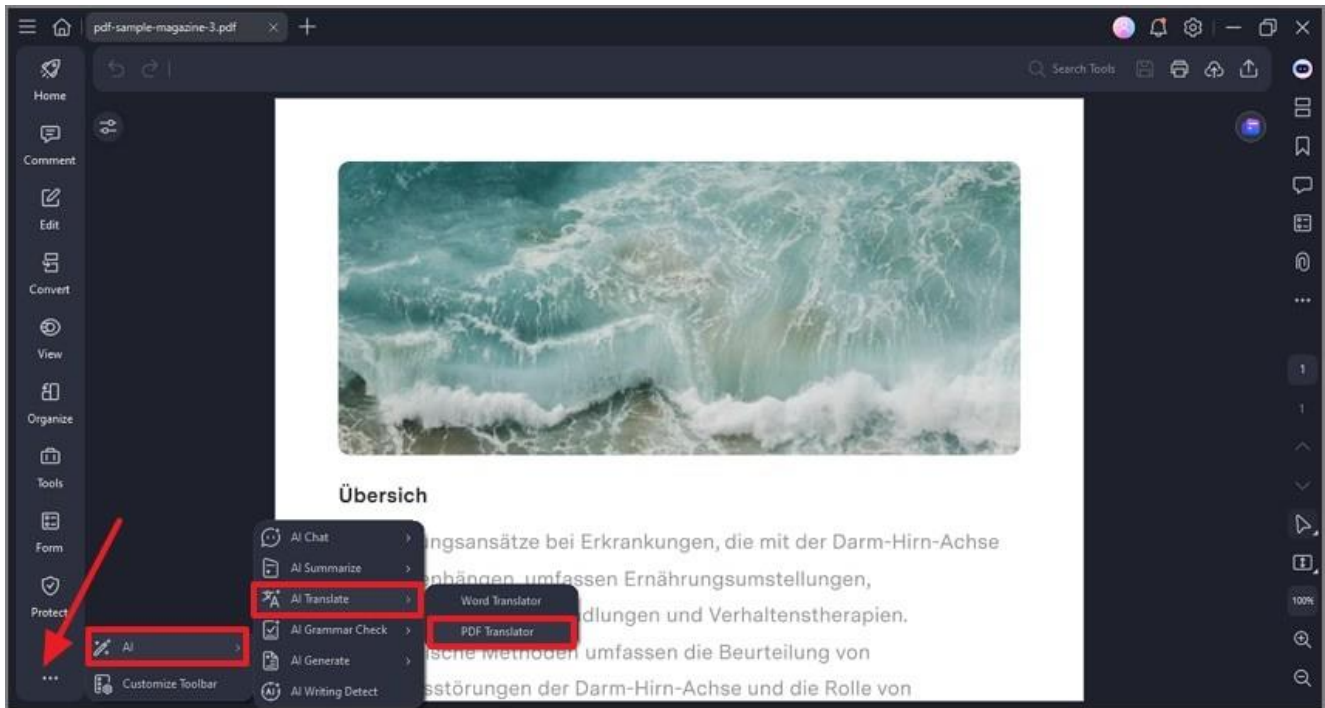


Translate a PDF On Windows

PDFelement's professional Translation Mode enhances the AI translation feature by providing more precise, industry-specific translations. Though it takes longer to process, this mode delivers highly accurate results tailored to specialized fields, ensuring context and terminology are correctly handled. Learn how to use this utility by following the steps provided in the section below:

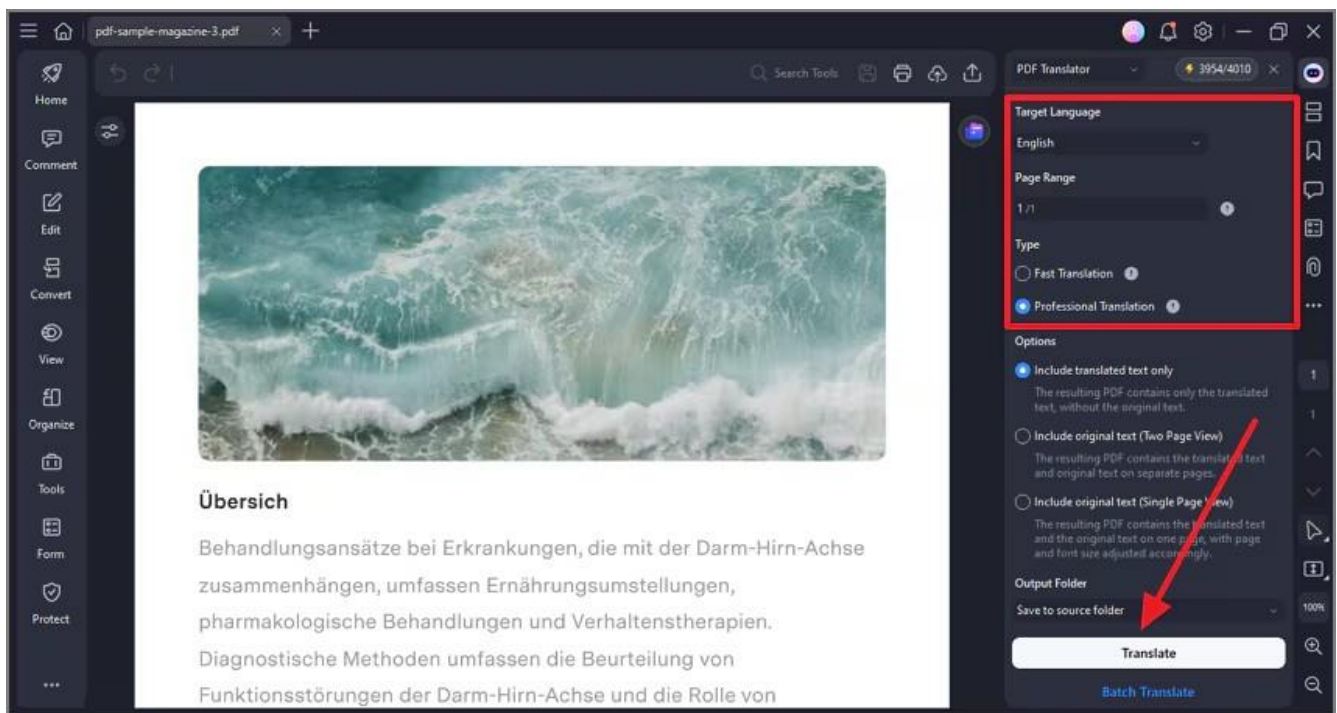
Step 1

Access the sidebar on the left after importing your PDF within the tool's interface. Next, click on the "AI Translate" option and press the "PDF Translator" option from the expanded menu.



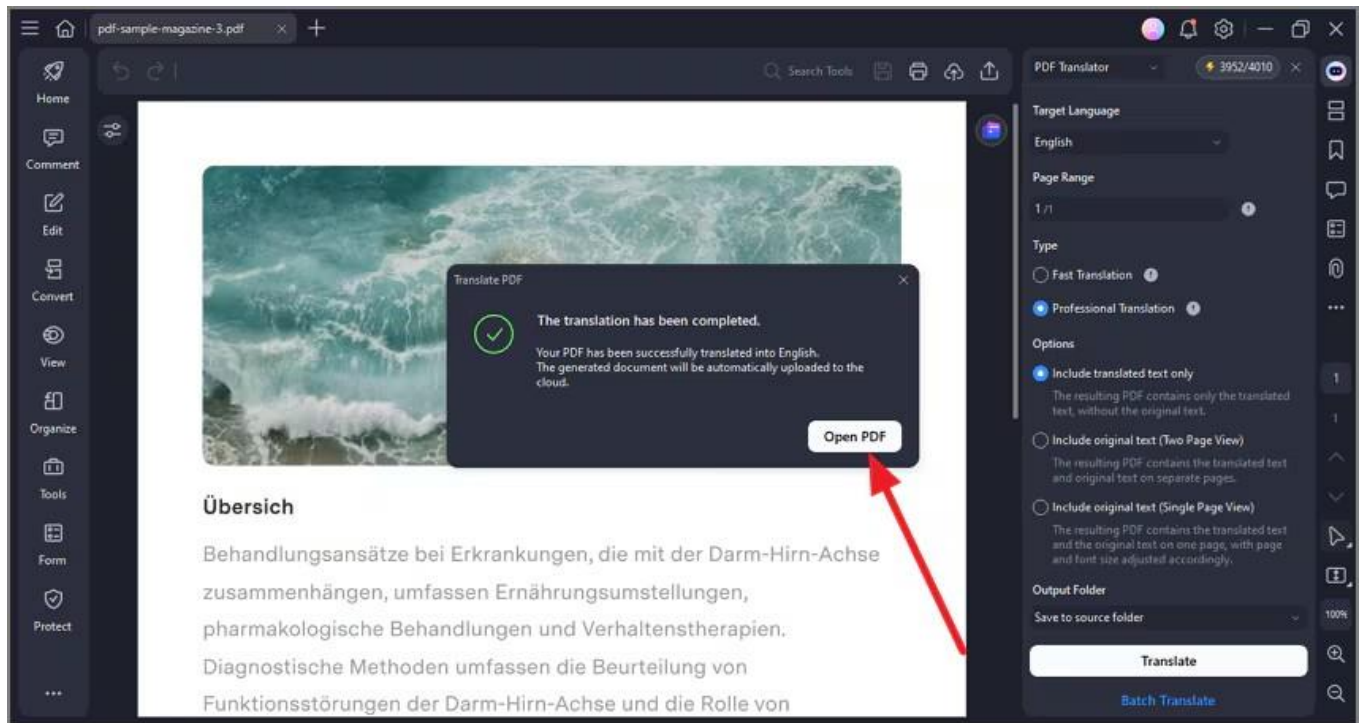
Step 2

Select the “Target Language” and “Page Range” from the options provided. Enable the “Professional Translation” option and configure other settings. Finally, hit the “Translate” button to begin the process. You can also opt for “Batch Translate” to translate multiple files simultaneously.



Step 3

The translated version of the document will be saved to your device which you can access using the “Open PDF” button.

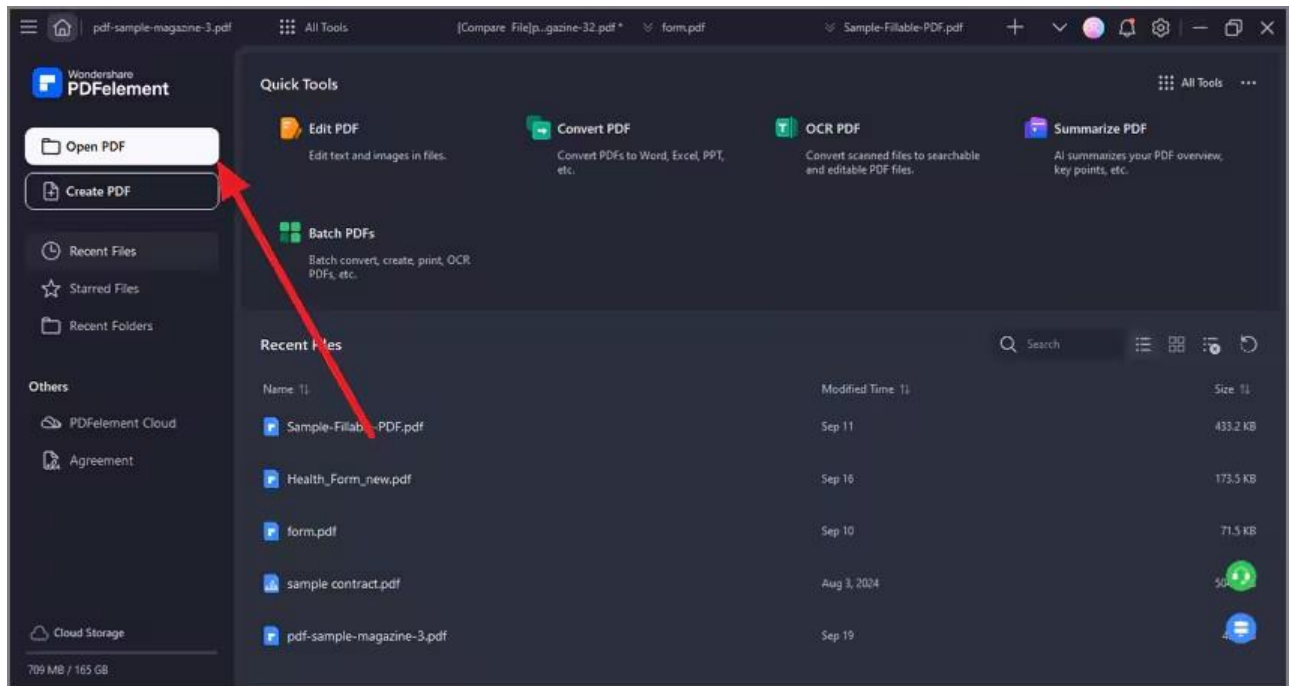


Get Side-by-Side Translation

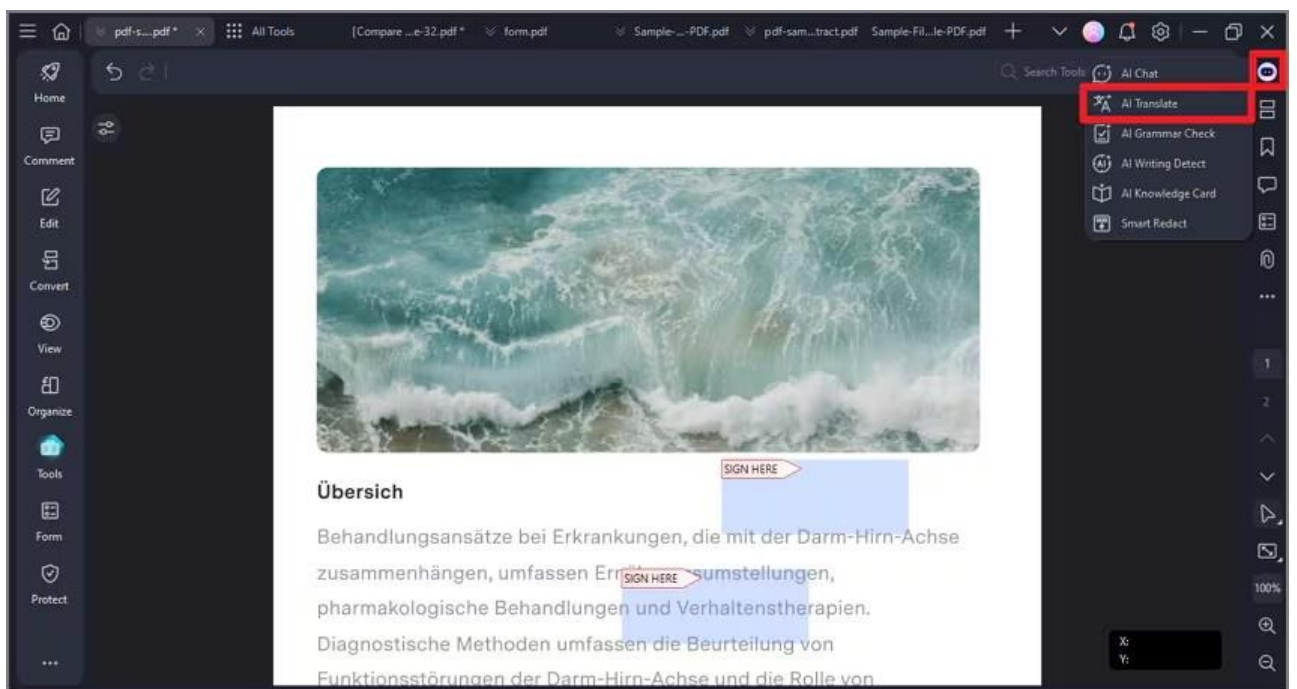
PDFelement is a versatile tool that offers an AI assistance feature to translate your PDF into different languages.

When it comes to translating PDFs, you can get side-by-side translations of your PDF with the original and translated versions on a single screen. This lets you easily compare both versions in real-time, which ensures accuracy. Moreover, it allows you to translate more than one file using its “Batch Translate” button. For your better understanding, here is a detailed guideline on how to use it:

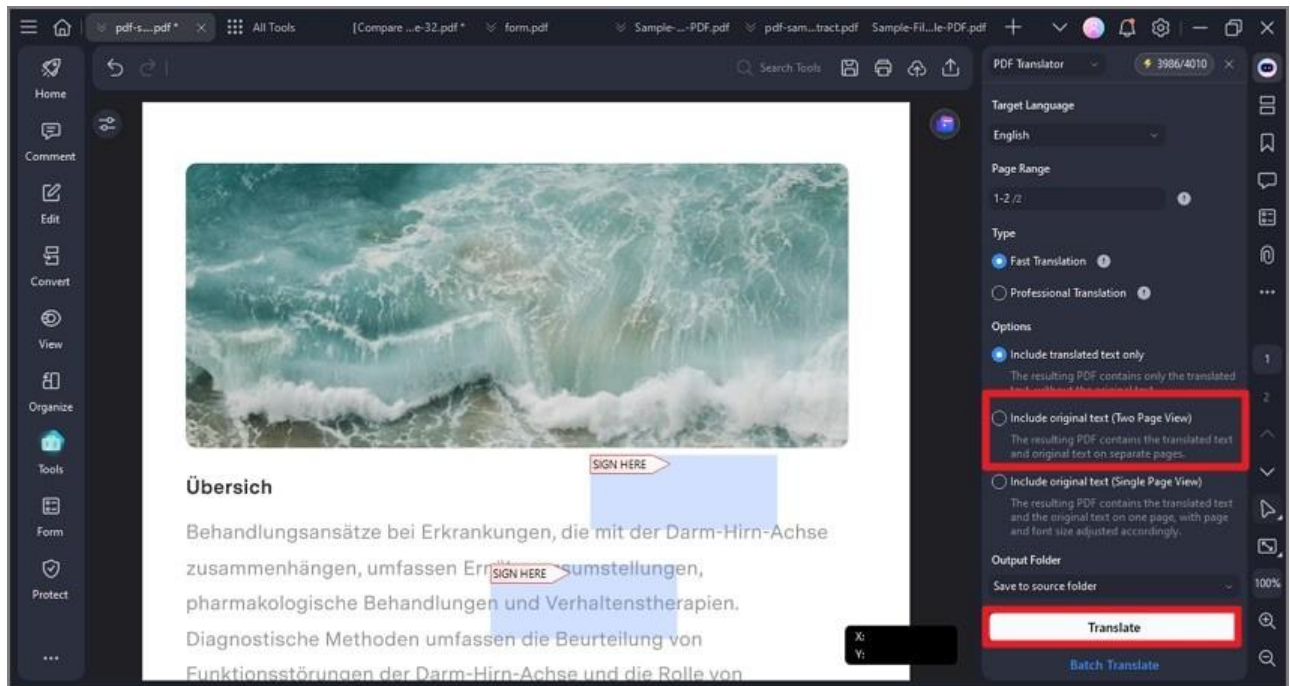
- ♦ Download and launch PDFelement and press the “Open PDF” to import your target file from your device.



- From the “Home” tab, select the “AI Assistant” tool, and a pop-up menu will appear. Then, select the “AI Translate” option from there and choose the “PDF Translator” button to proceed.



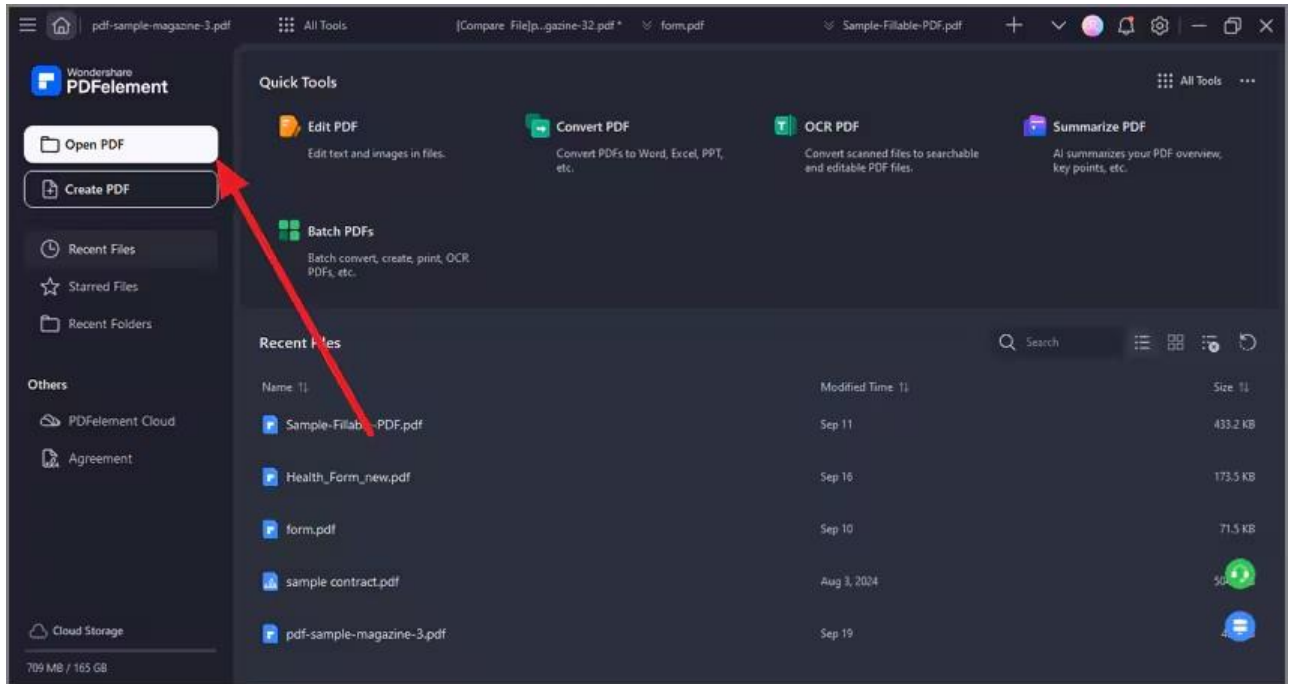
- Afterward, select the “Include Original Text (Two Page View)” option and hit the “Translate” button.



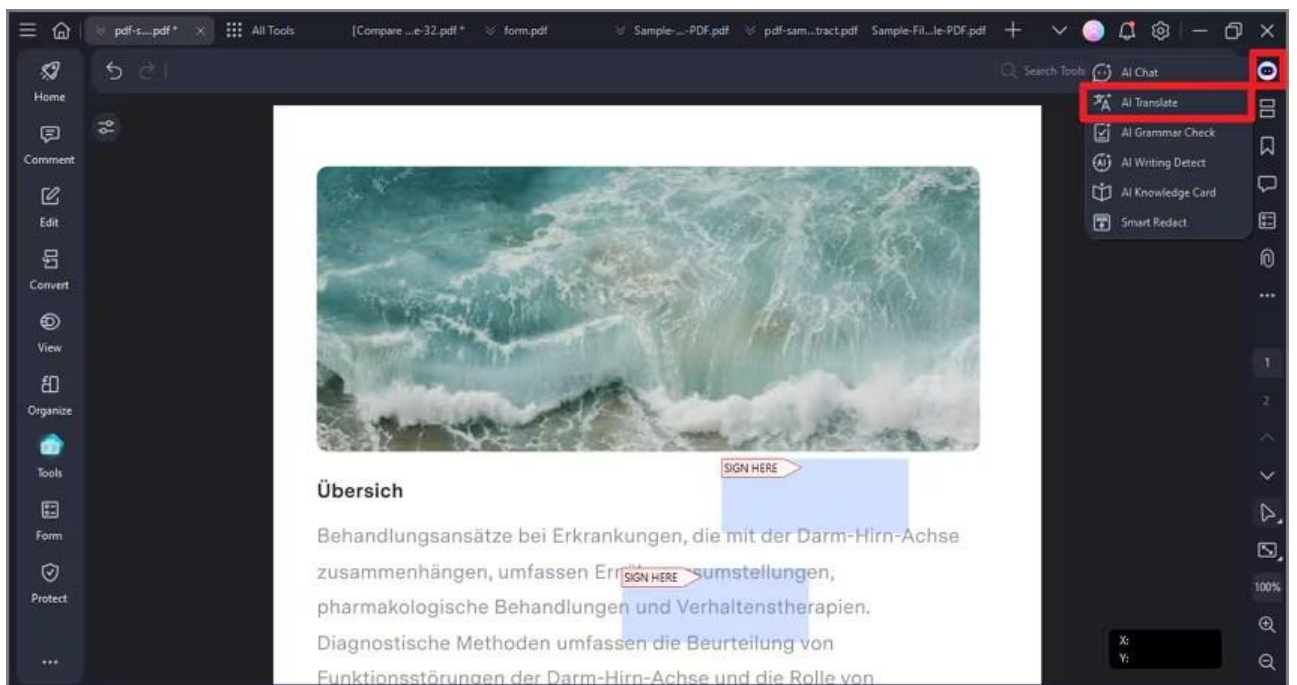
Batch Translate PDFs

Using the AI capabilities of PDFelement, you can either translate every word or the entire PDF document. Besides this, it allows users to choose a specific language by extending the list of target languages. The tool assists individuals in setting the page range for their document translation. So, dive into the stepwise guide and translate multiple documents at once:

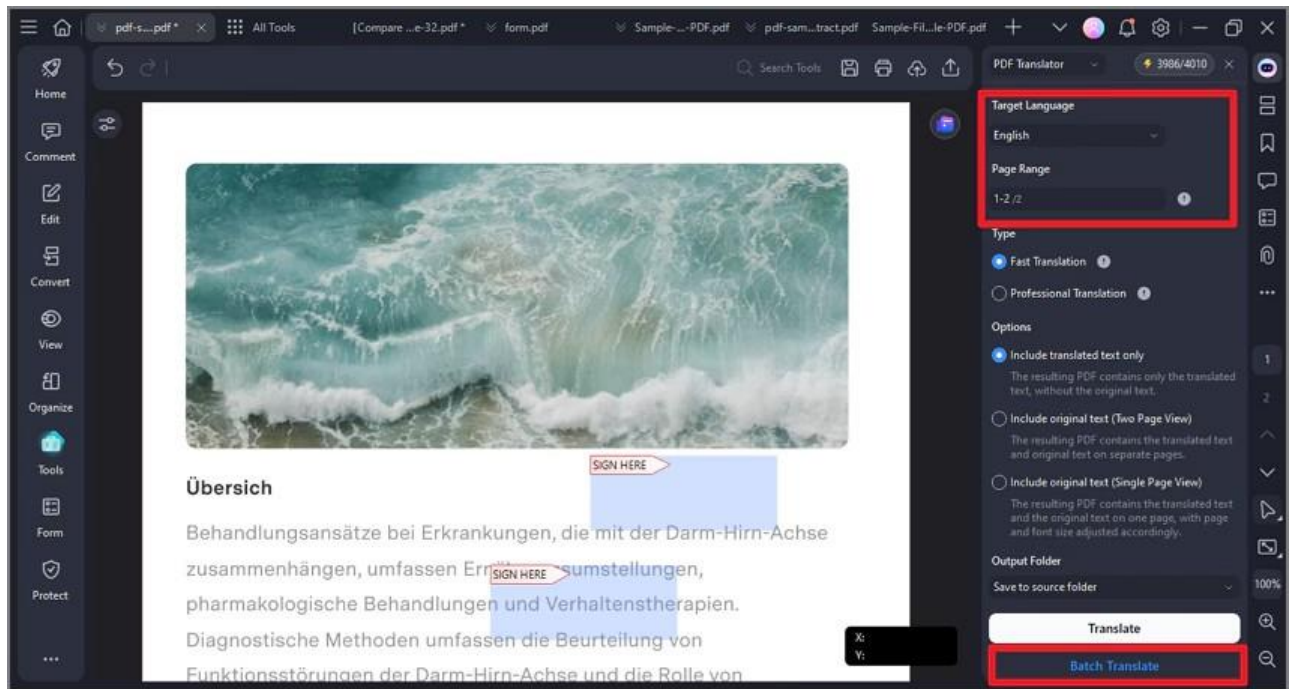
- Commence the tool and navigate to the “Open PDF” button to import your desired PDF on the platform for translation.



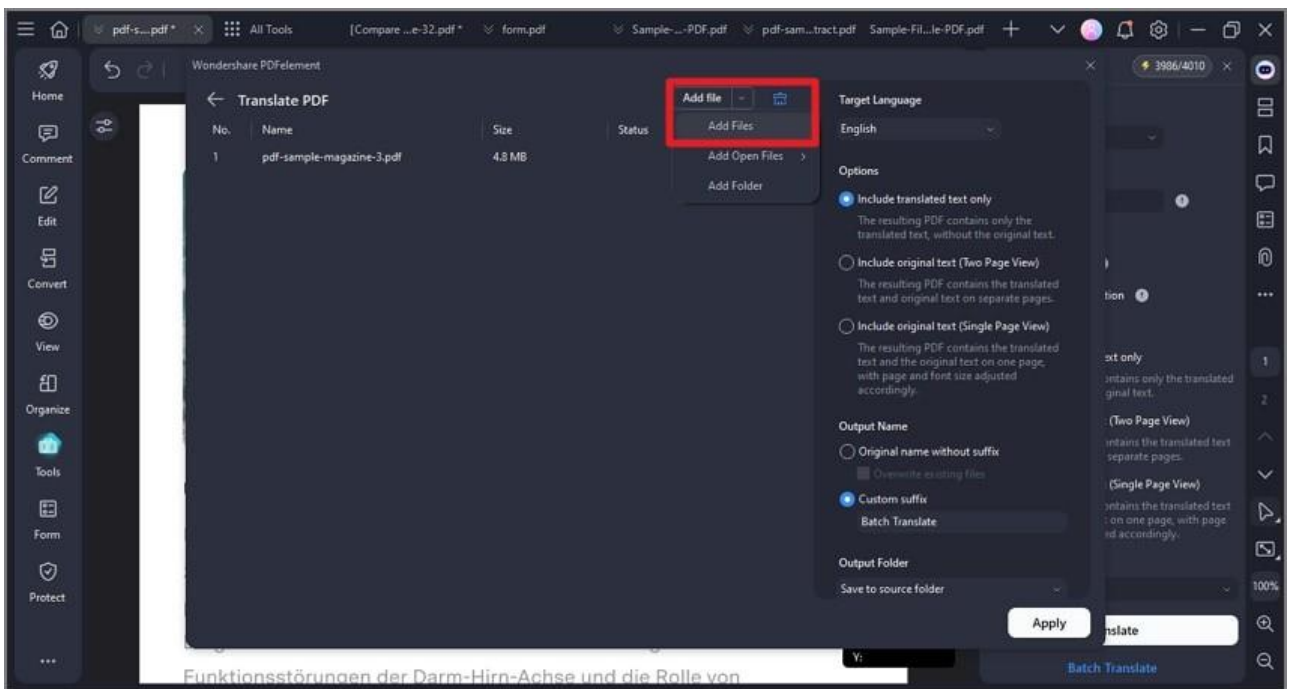
- ♦ Access the “AI Assistant” option from the top toolbar and extend the menu for “AI Translate.” Afterward, click on the “PDF Translator” option from the floating menu.



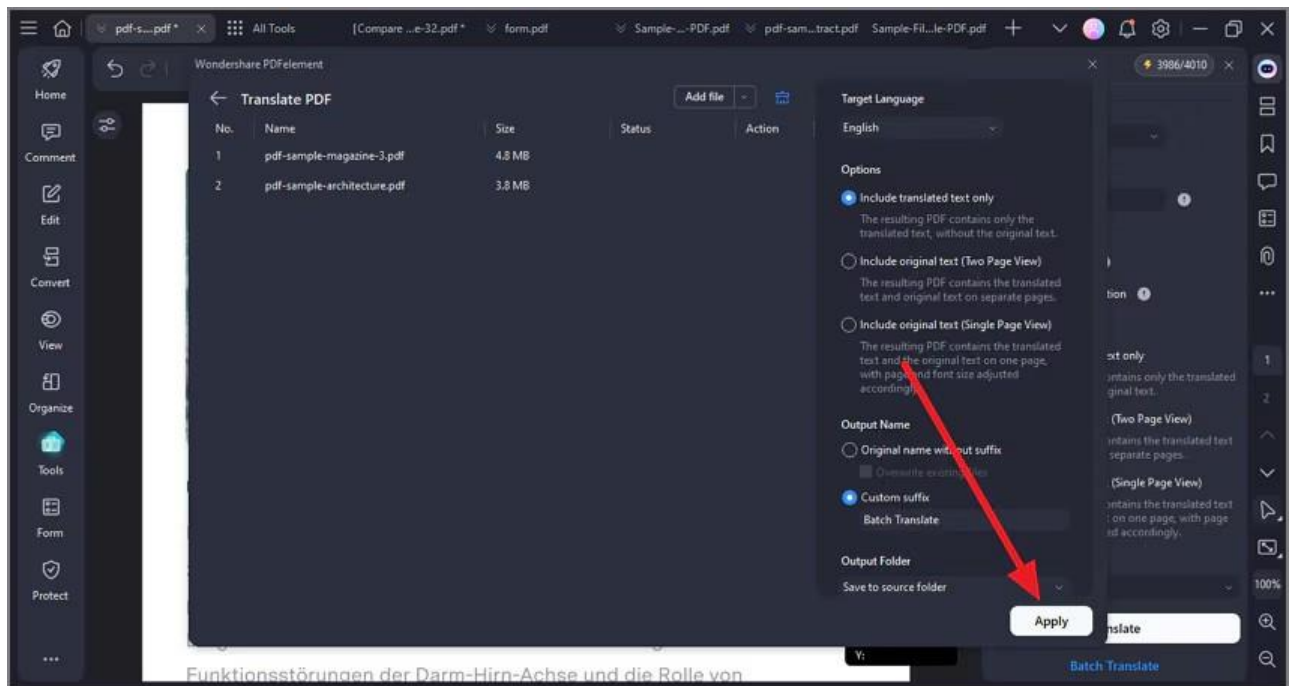
- ♦ From the “PDF Translator” panel, extend the menu to “Target Language” and choose your desired one. Set the “Page Range” accordingly and head to the “Batch Translate” button at the bottom of your screen.



- Following this, press the “Add File” button to choose the “Add Files” option from the list and import another PDF.



- In the end, head to the “Apply” button to translate all the imported files on the tool at once.



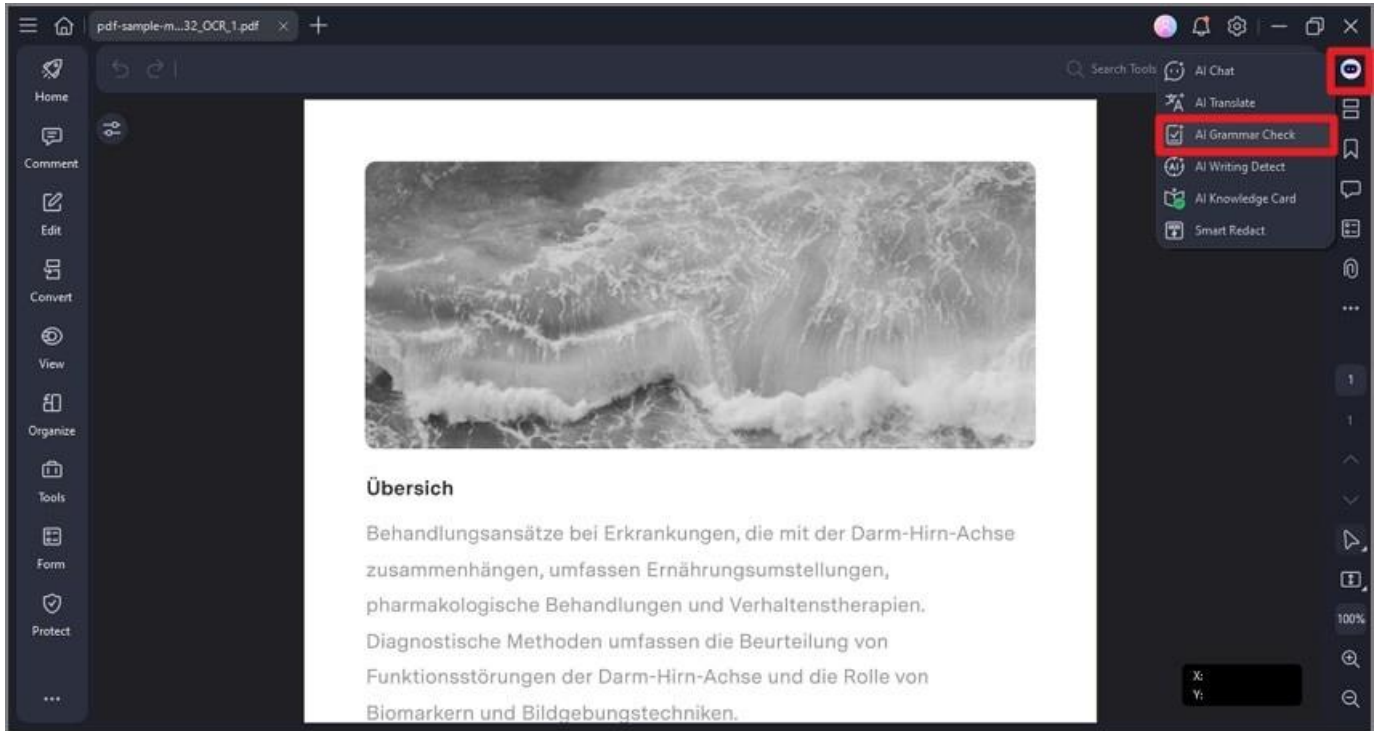
PDF Grammar Checker

With PDFelement, you get the ability to check grammar within your document using advanced AI. This tool reviews the grammar, spelling, punctuation, and word choice within the PDF text, offering suggestions to enhance clarity, correctness, and professionalism.

It can scan entire PDF files or individual paragraphs, making the proofreading process faster and more efficient compared to manual checks. Follow the steps mentioned below to learn how to check the grammar of your PDF file with AI:

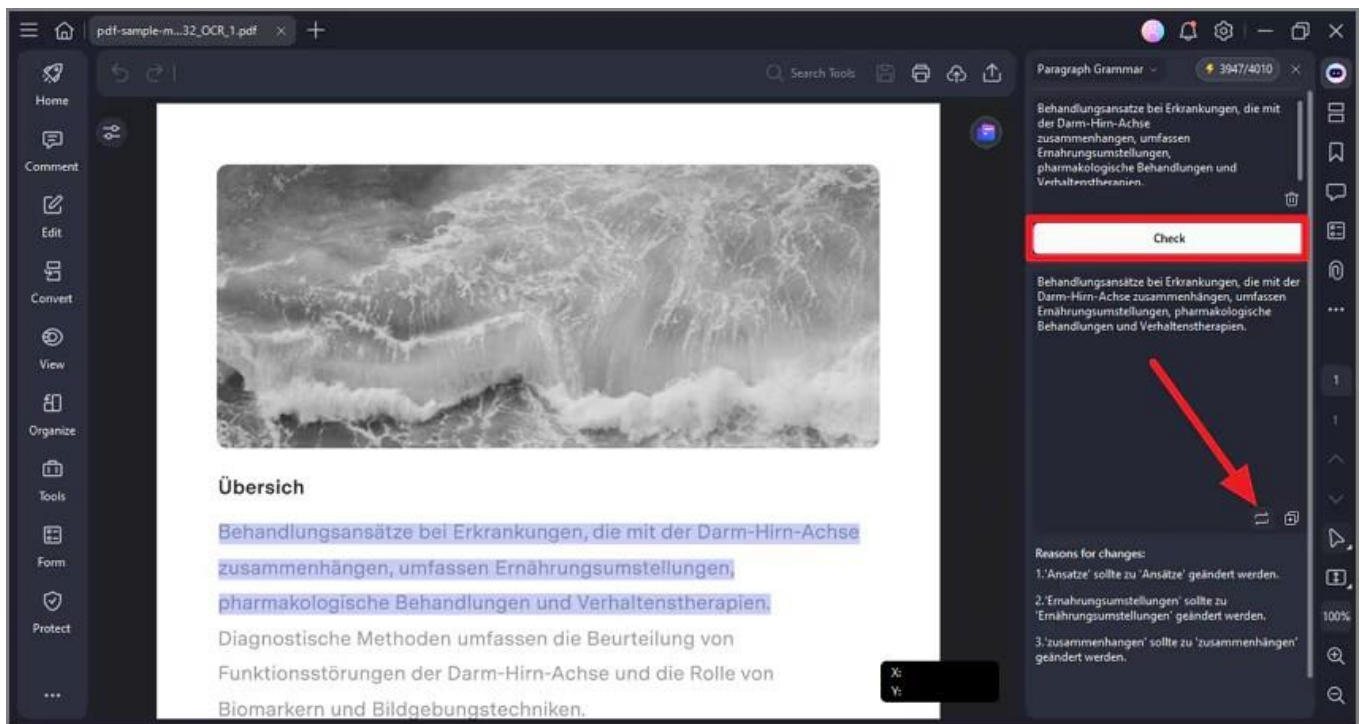
Step 1

To begin the process, import the PDF file to the PDFelement interface and click on the “AI” icon on the right. Now, click on the “AI Grammar Check” option from the expanded list.



Step 2

Paste the text from the file that you want to check grammar for and press the “Check” button. Once the corrections are made, press the “Replace Original” icon to apply the correction to our document.

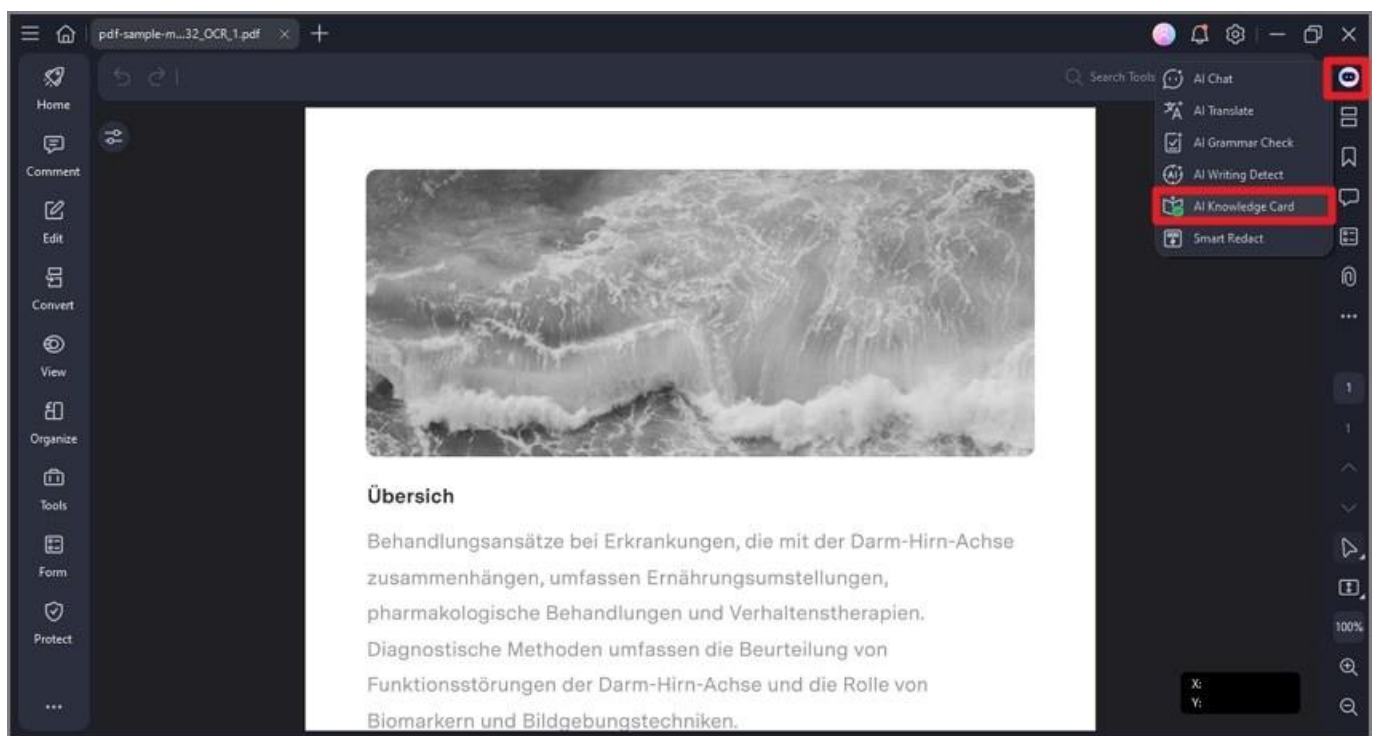


AI Knowledge Card

PDFelement's AI Knowledge Card is an advanced feature that automatically generates AI-powered overviews for PDF documents. These Knowledge Cards include a short summary, key points, and relevant tags, providing a quick snapshot of the document's content without needing to open and read the entire file. The cards are saved with the PDF and remain accessible whenever the document is reopened. Follow the steps mentioned next to know how to generate Knowledge Cards across your documents:

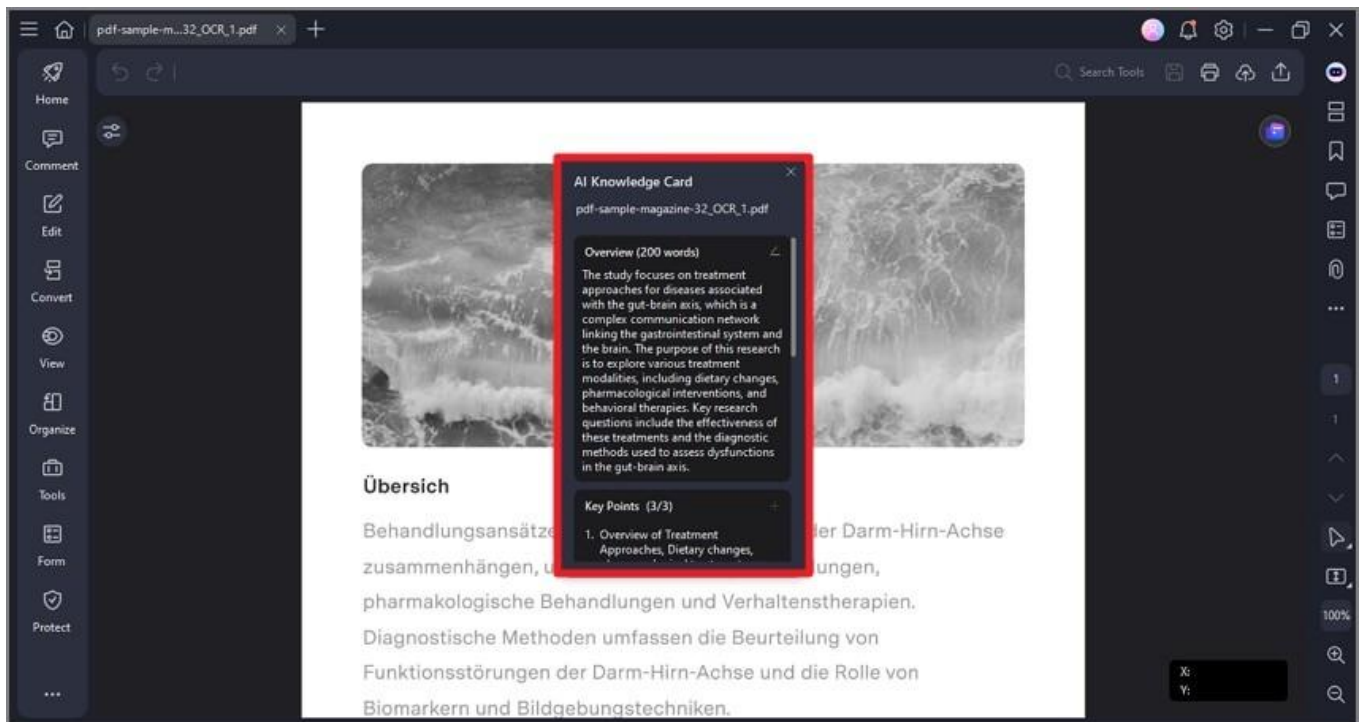
Step 1

Head to the “AI” icon located in the top-right corner after importing your document to the tool’s interface. Next, choose the “AI Knowledge Card” option from the list. Press the Generate Now button to let the tool execute the process.



Step 2

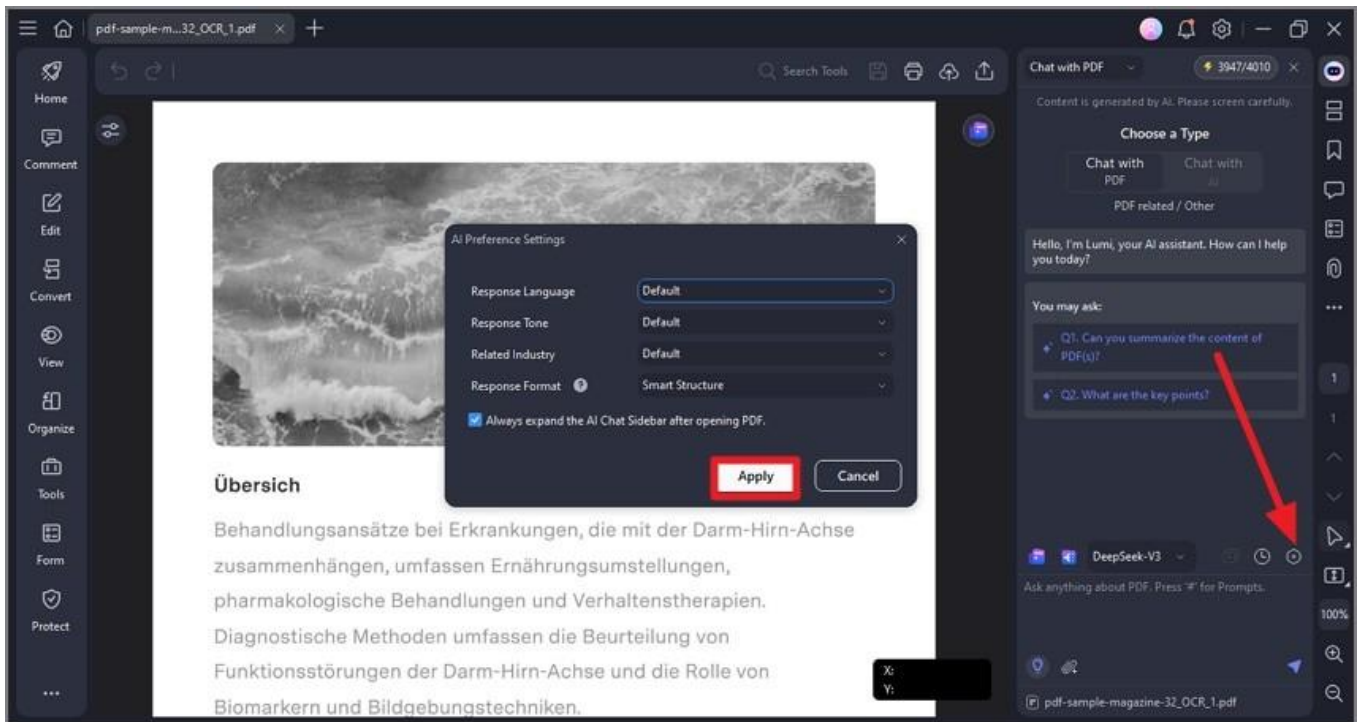
The knowledge card across your content will be generated, which you can repurpose according to your preferences.



Customize AI Assistant

PDFelement provides customization options for its AI Assistant that allow users to tailor AI responses according to their preferences and specific professional contexts. Users can set the AI's response language and tone to make interactions more natural or suited to formal, humorous, or other styles. To learn how to customize the AI settings, read the instructions next:

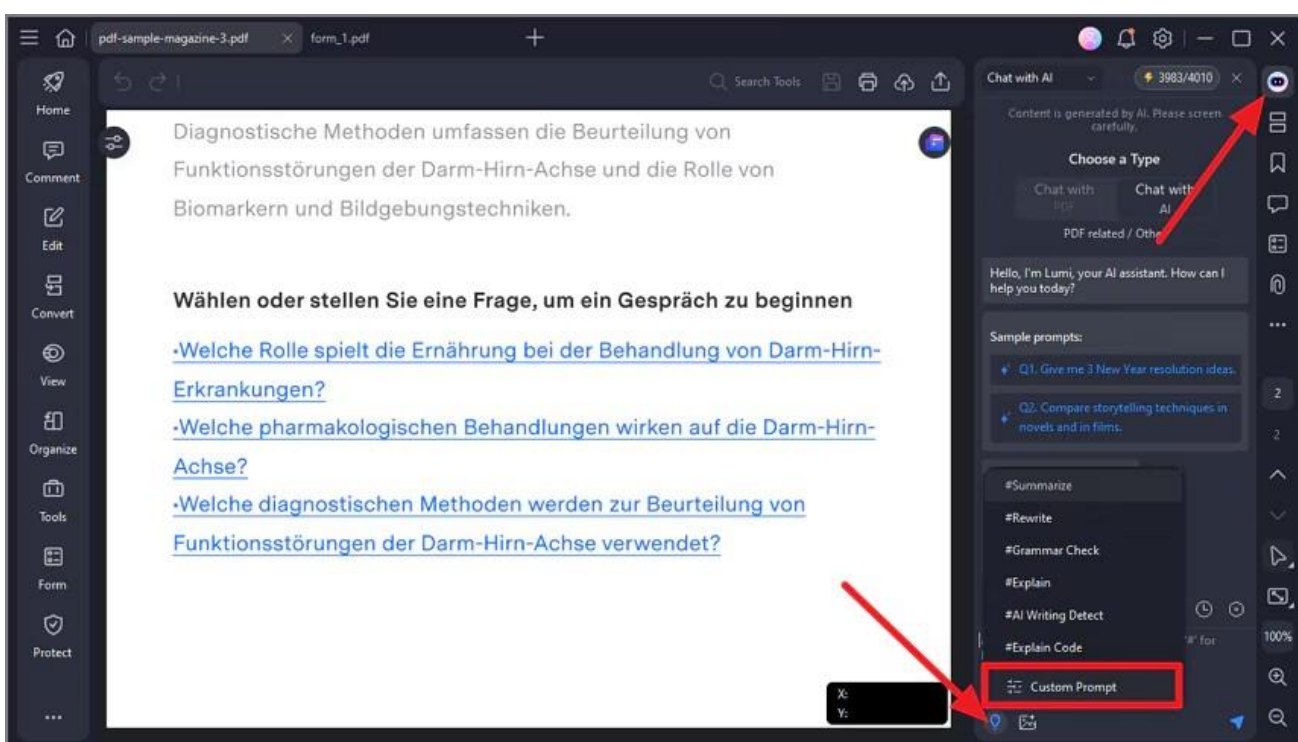
Instructions. Once you have opened the document and the AI chat within the interface, click the “AI Preference Settings” icon to open a small window. Set up configurations such as “Response Language” and “Tone,” according to your preferences and hit the “Apply” button.



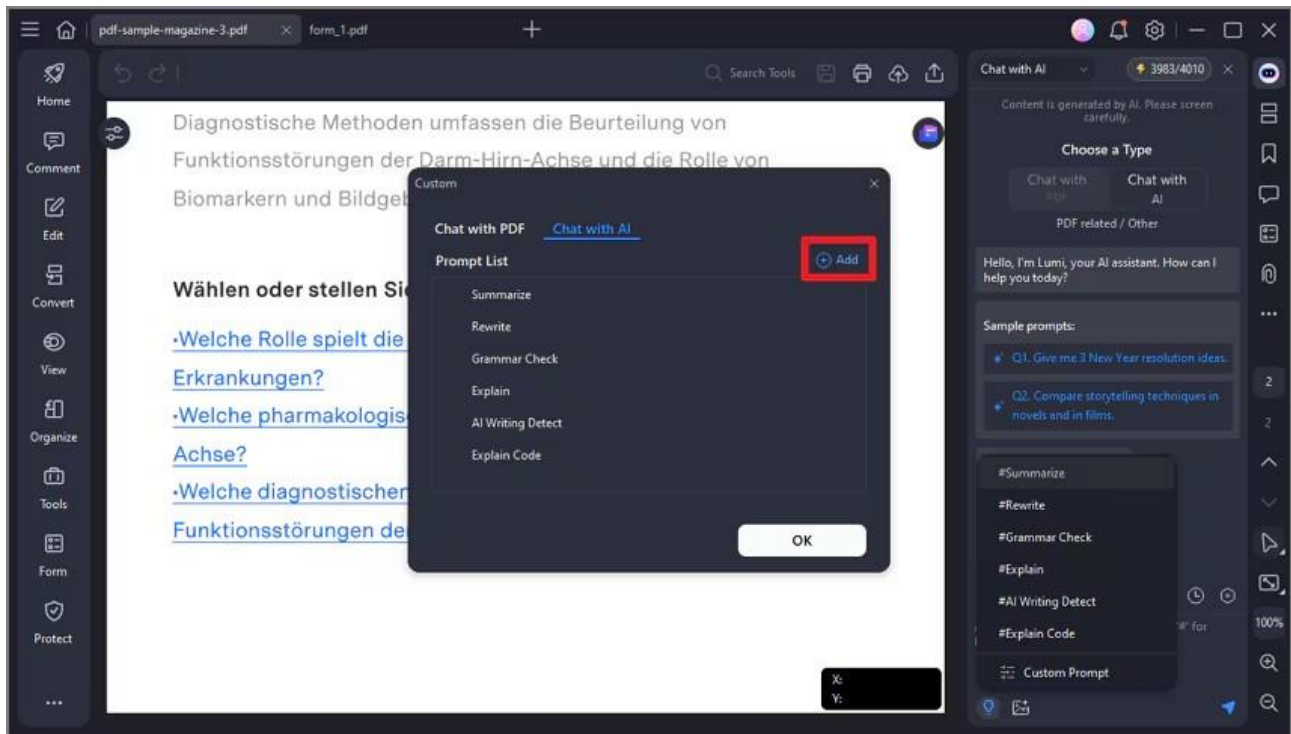
How to Customize AI Prompt

In addition to the built-in prompts in Lumi AI reading assistant, you can tailor the AI's responses to your specific needs. Here's how you can do it:

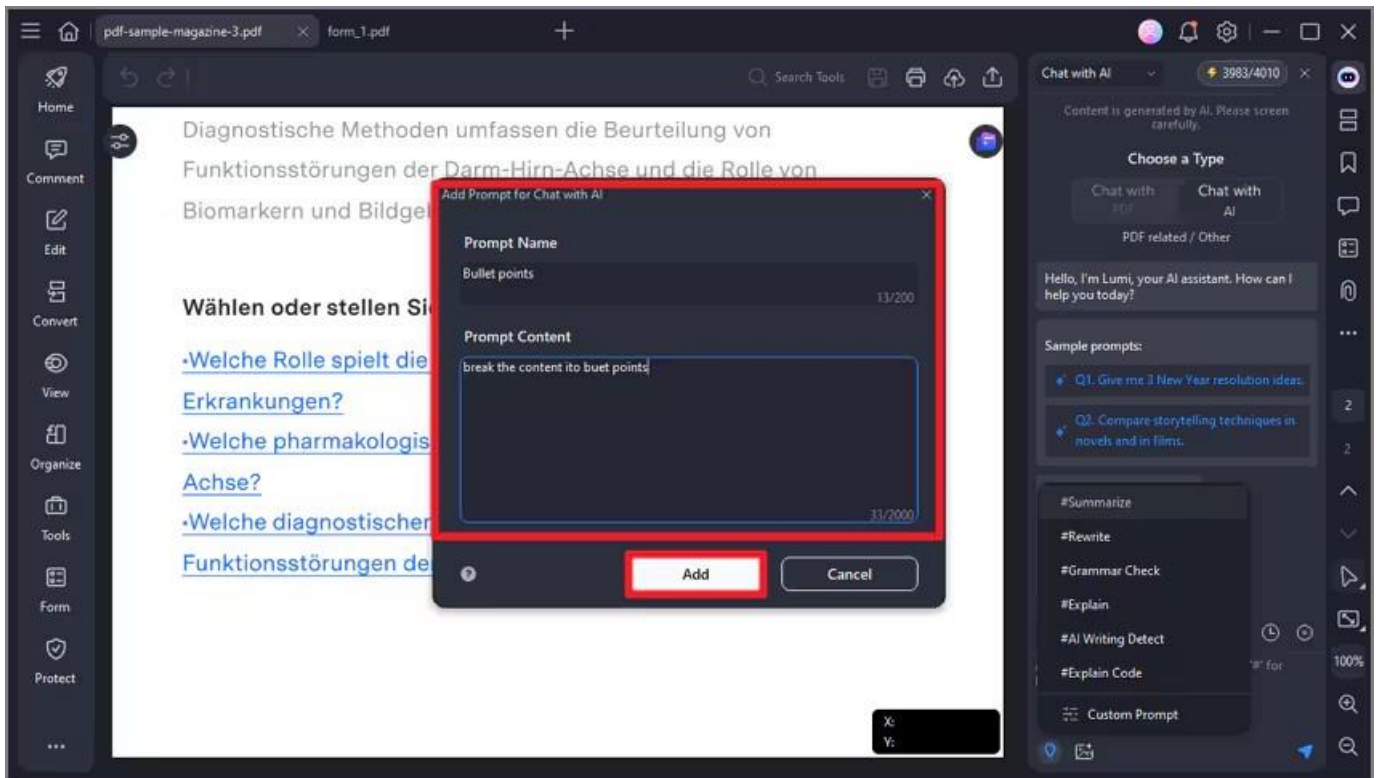
- To get started, open the AI Sidebar by clicking the "AI" icon located on the right side of the interface. Within the AI Sidebar, find and select the "Custom" option situated at the bottom.



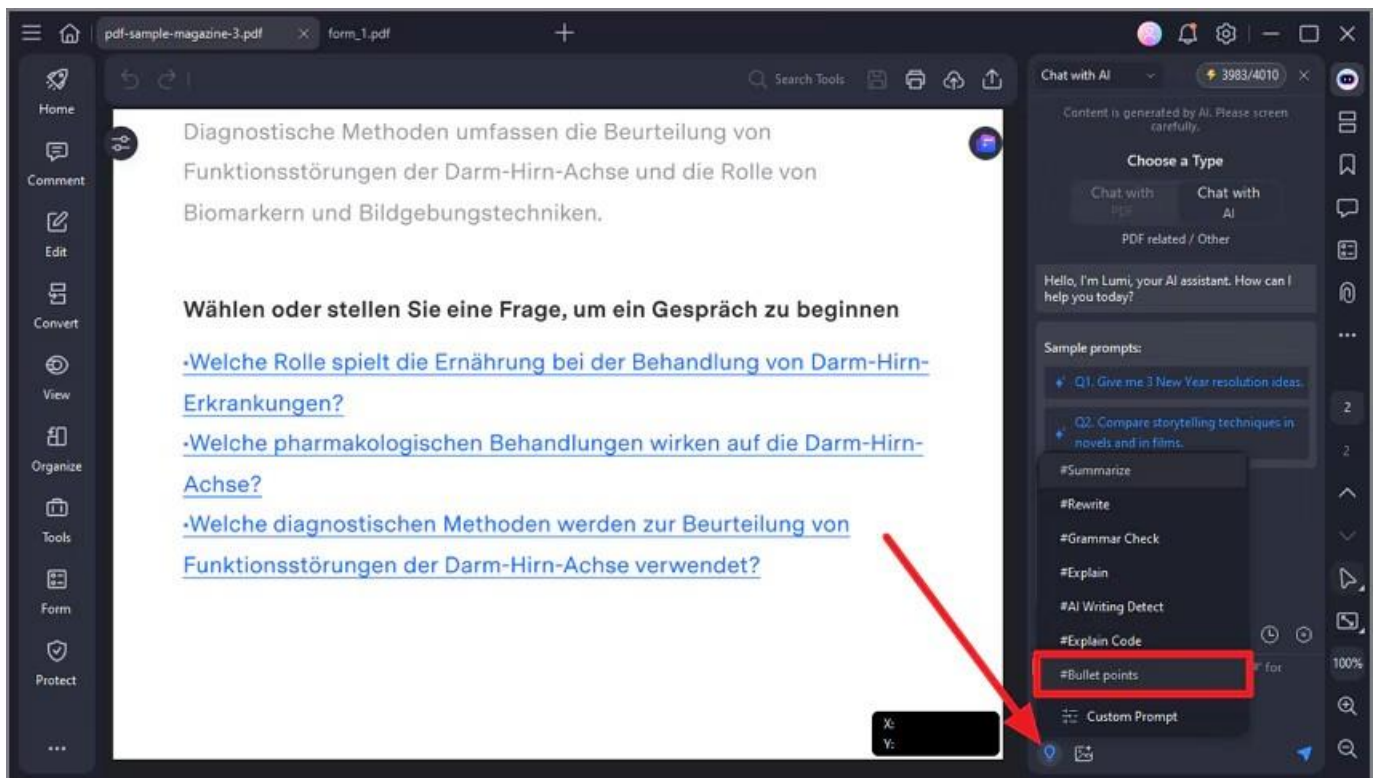
- In the resulting pop-up "Custom" window, click on the "Add" button. This will enable you to create a new custom prompt.



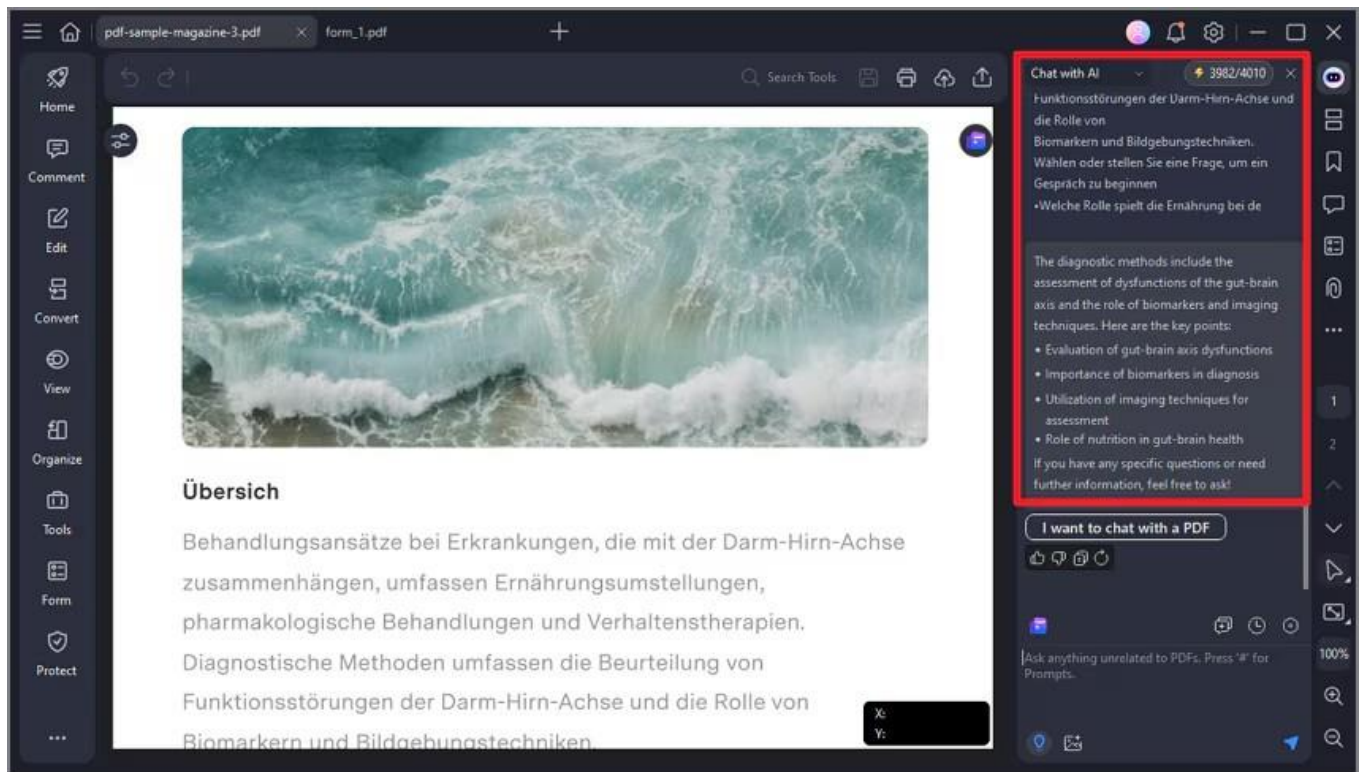
- Enter the desired "Prompt Name" to easily identify your customized prompt. For instance, you could name it "Bullet Points". Next, in the "Prompt Content" field, input the specific instructions you want the AI to follow. For example, you could enter "Break the following content into bullet points". Click the "Add" button to save your custom prompt settings.



- Now that you've created your customized prompt, you can use it to process text. When you encounter content that you want to convert into bullet points, simply follow these steps:



- Select the "Bullet Points" command from the available options in the text box. Input or paste the text that you want to transform into bullet points. Click the "Send" button to initiate the process. Lumi, powered by advanced AI technology, will promptly analyze the provided text and convert it into organized bullet points according to your customized prompt.



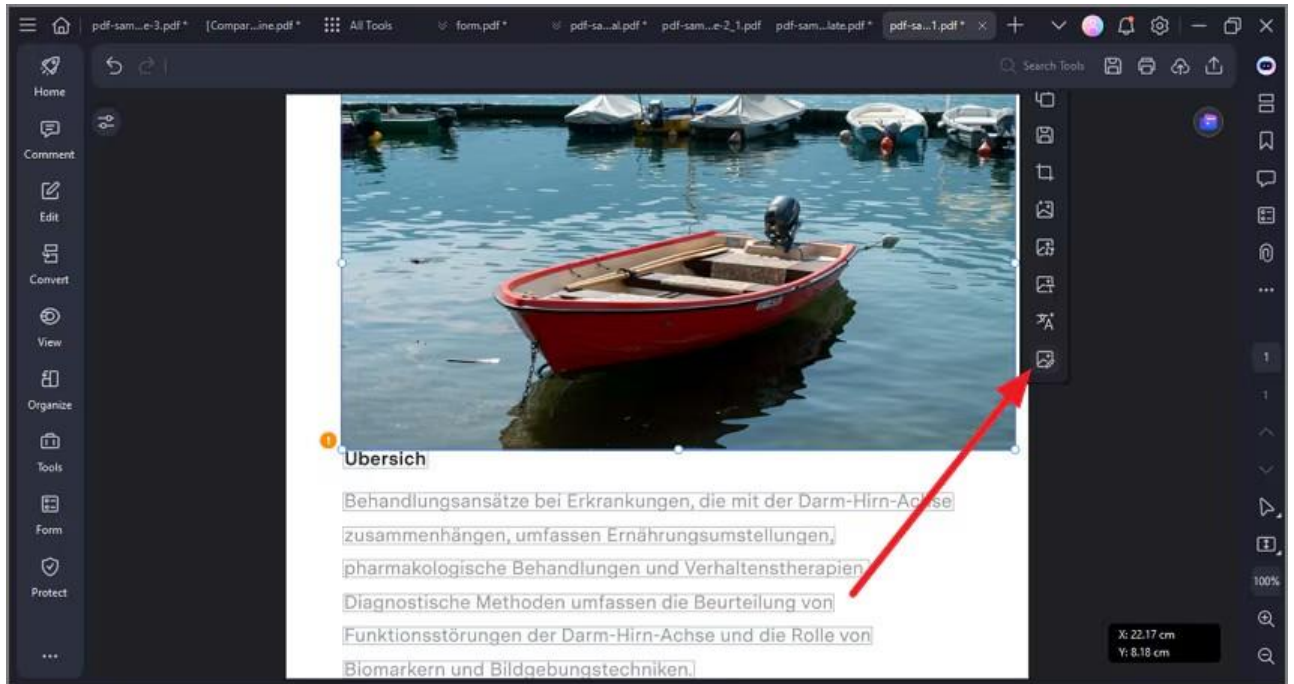
Use Intelligent Image Editing

PDFelement goes beyond your imagination and offers intelligent technology that seamlessly helps you translate, rewrite, and summarize PDF.

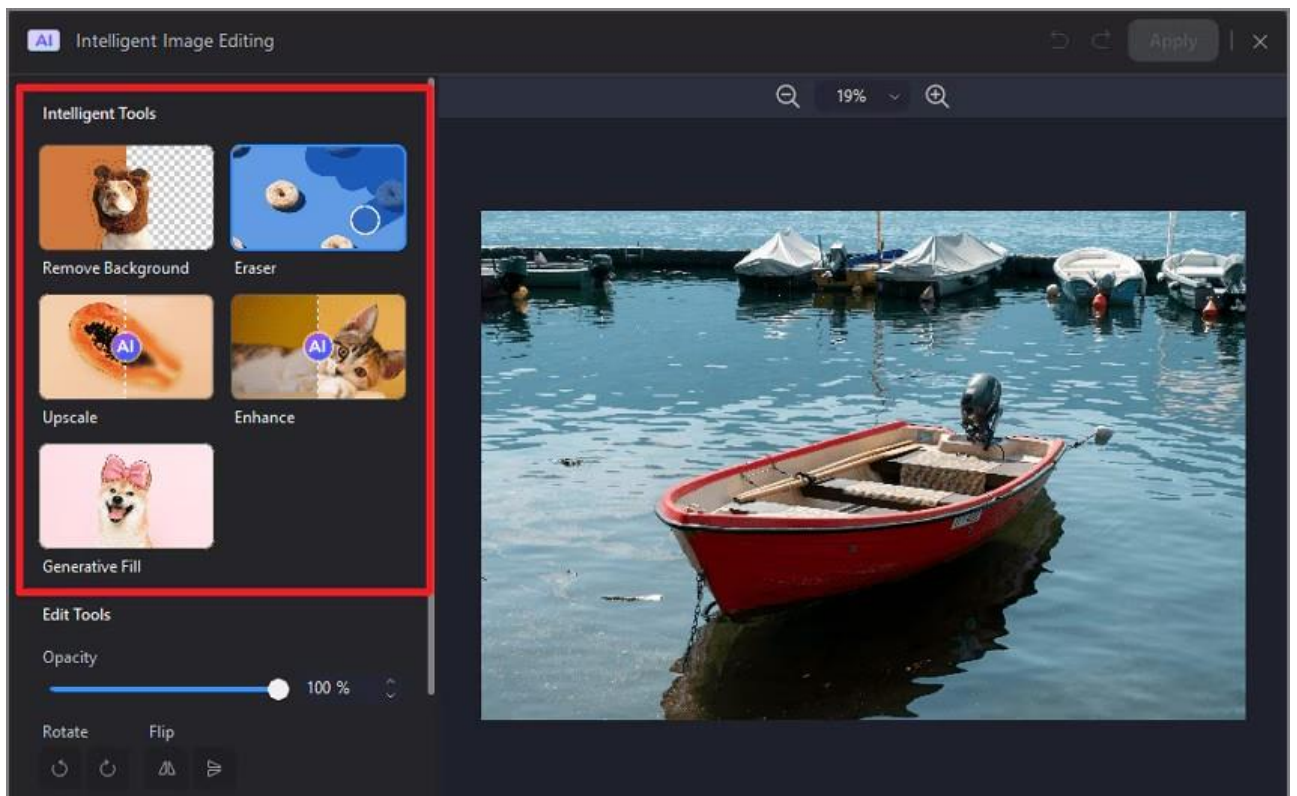
One of the latest and most advanced AI features of this software is Intelligent Image Editing, which includes various tools. You can remove the background, enhance the quality of the image, generate objects or persons, and more. Other than that, there are various editing options as well, like opacity and changing the rotation. Let's learn how to use this feature to edit PDF images with the following steps:

Use Intelligent Image Editing

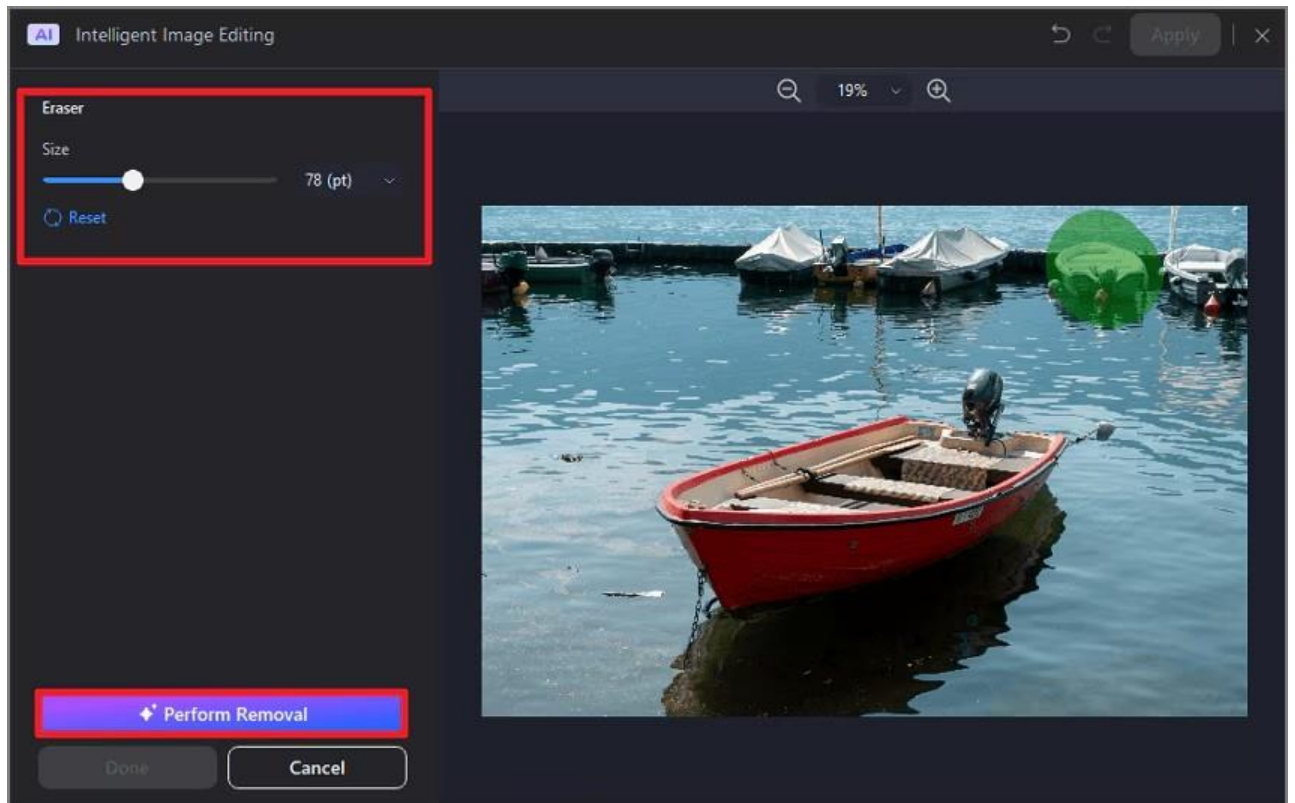
- After you click the "Open PDF" button and import the PDF, choose any image to open a side vertical toolbar. Now, press the "Intelligent Image Editing" icon from the menu and open a new dialogue box.



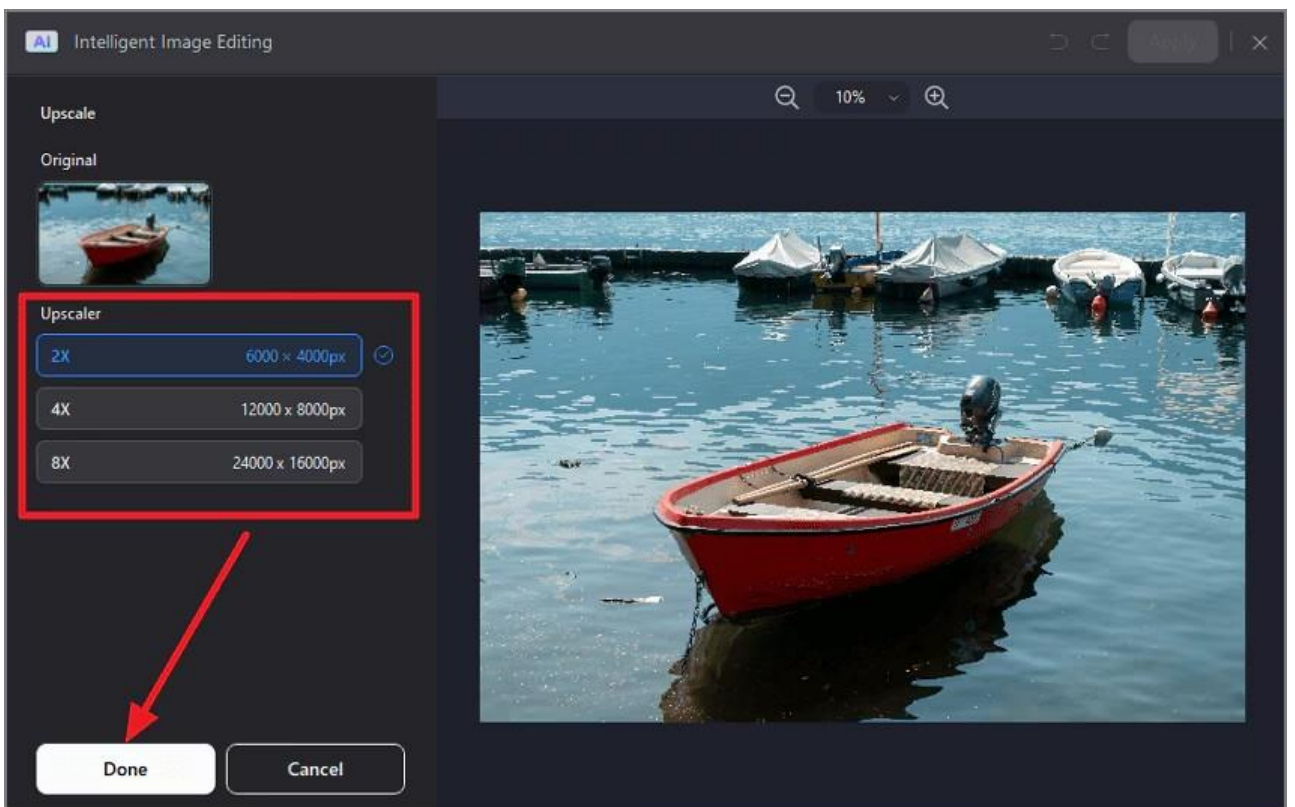
- From under the “Intelligent Tools” section, access all the image editing tools that you can use one by one.



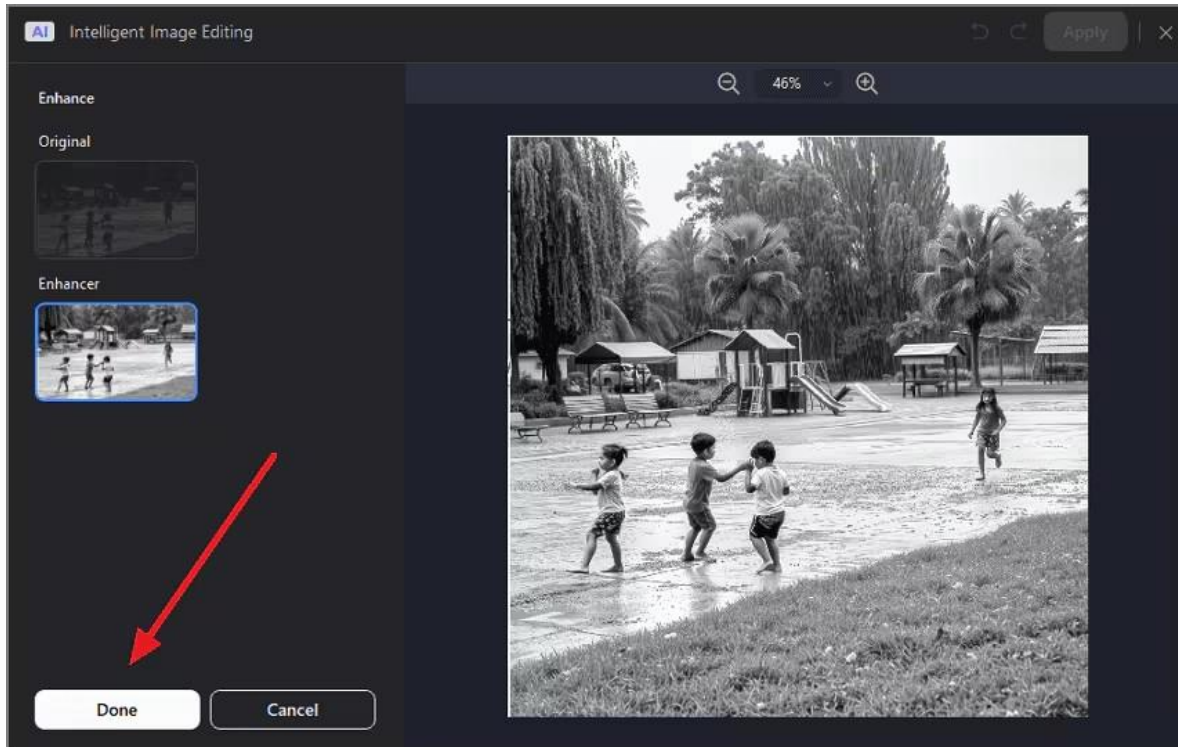
- On the “Eraser” option, set the “Size” from the scale or choose from the drop-down “20(pt)” option and choose an object in the image. Once selected, hit the “Perform Removal” button to start the removal process.



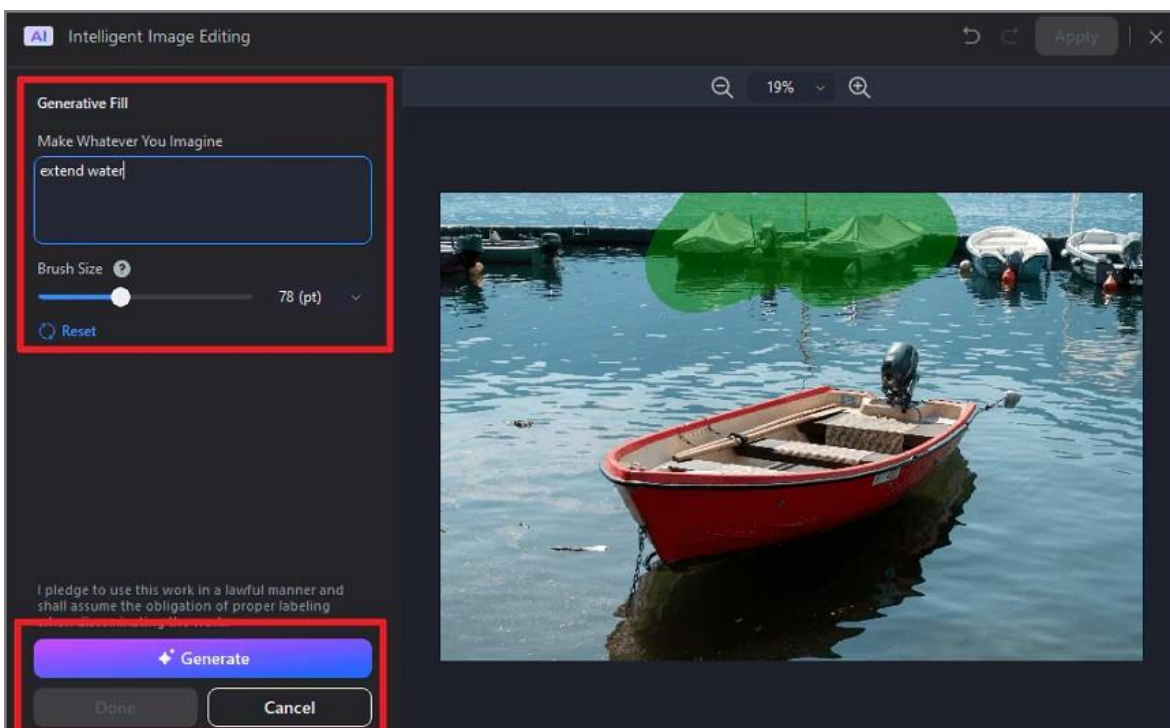
- ◆ Now, head to the “Upscale” tool, choose any upscale options from “2X” to “8X” quality, and press “Done” when the image is upscaled.



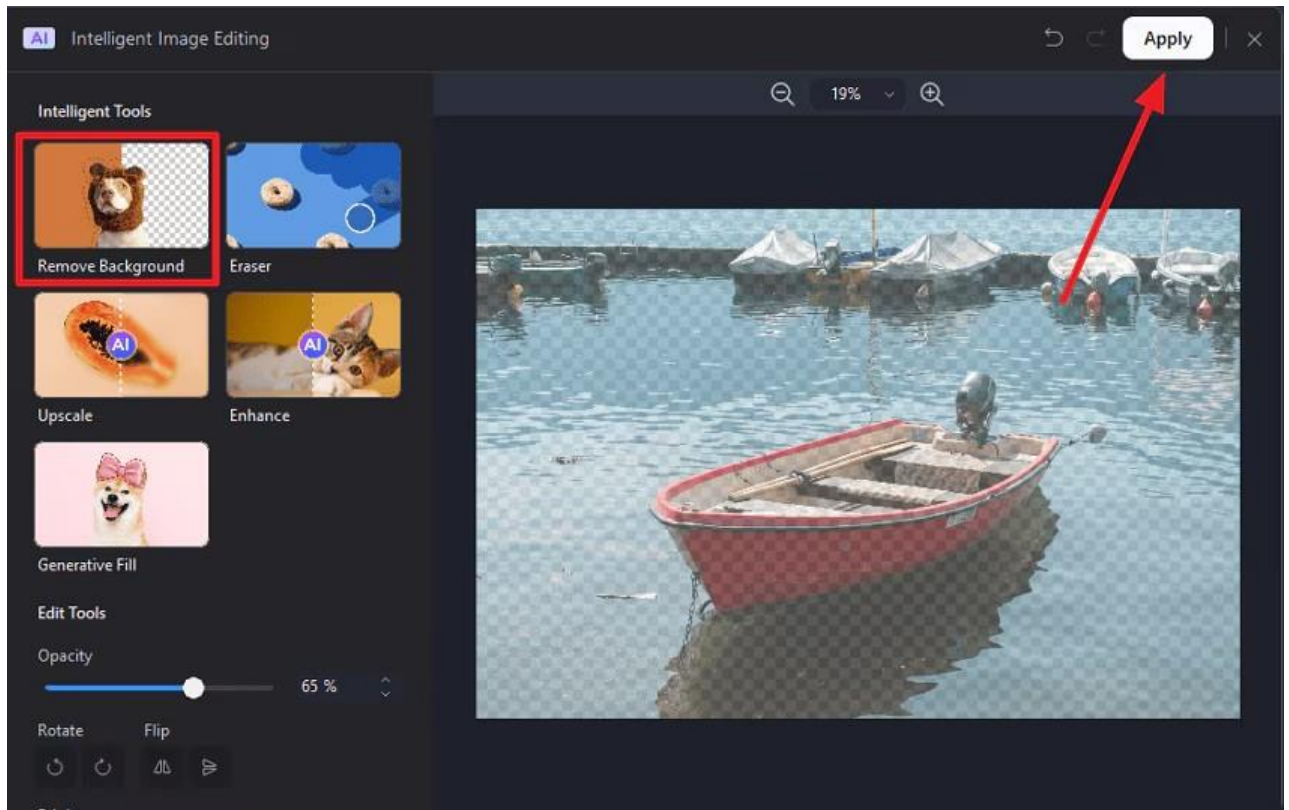
- Upon clicking the “Enhance” tool, the enhancement process will automatically start and display results in a separate window. If satisfied, press the “Done” button and proceed.



- After the “Generative Fill” tool is opened, write the desired prompt under the “Make Whatever You Image” section box and adjust the “Brush Size” option. Next, highlight the area where you want to generate the image and press “Generate.”



- Afterward, choose the “Remove Background” option from the main “Intelligent Image Editing” window, and hit “Apply” when the background is removed.



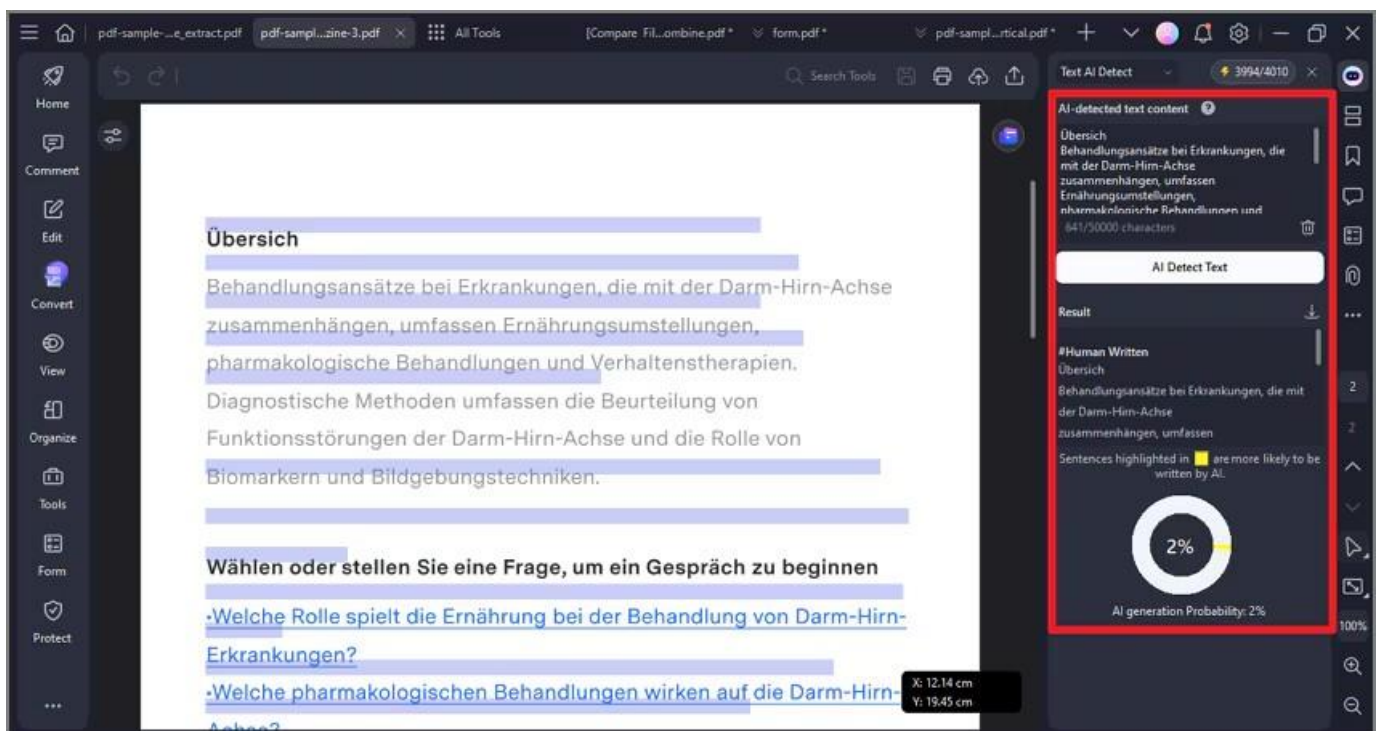
Detect AI-Written Text

Discovering AI-generated content in your PDFs is a breeze with Lumi, our AI reading assistant. Follow these steps to determine whether your PDF content has been generated by an AI algorithm:

- Start by opening the PDF document you wish to analyze in PDFelement.
- Click on the "AI Assistant" button located under the "Home" tab. From the drop-down menu, click on the "AI Generation Detect" button.



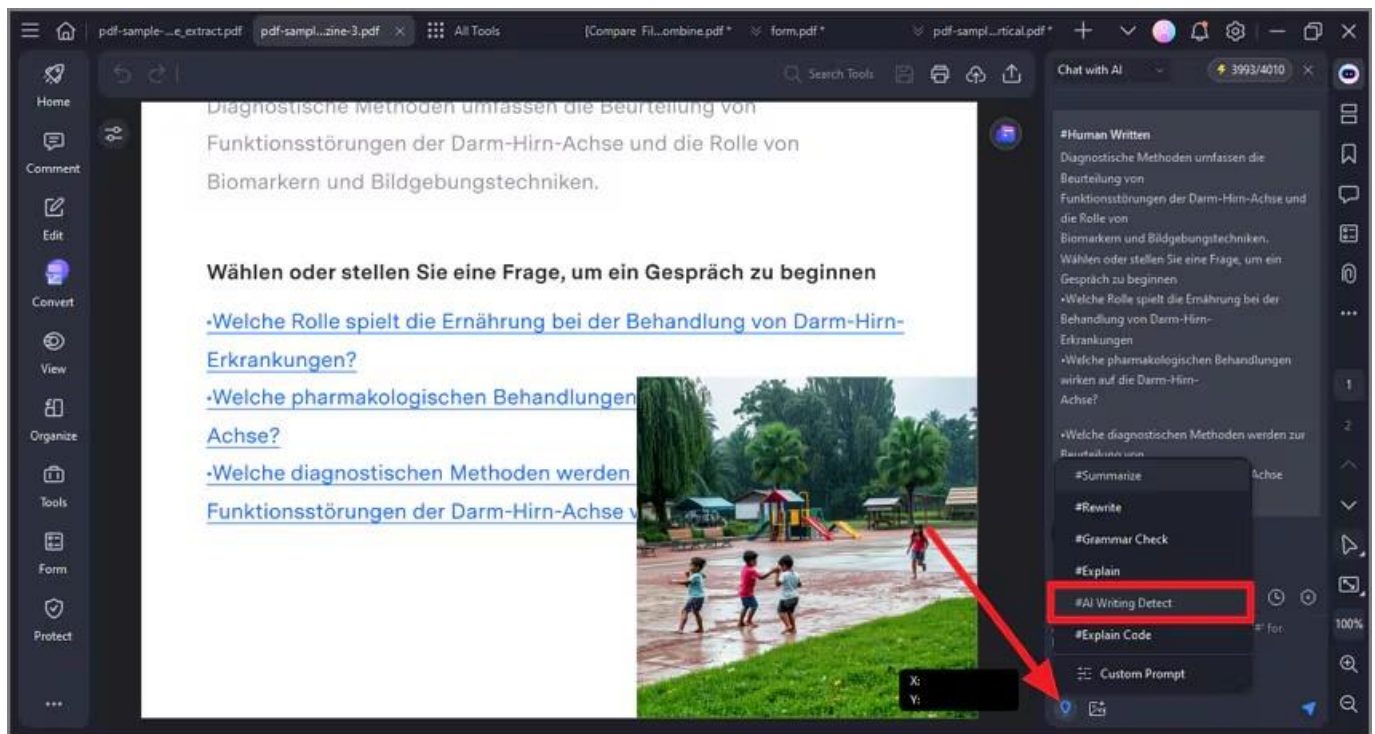
- Lumi, our advanced AI reading assistant, will comprehensively analyze the entire content of the PDF. It will promptly notify you whether the content is categorized as Human- Written, AI-Written, or Partially AI-Written. Any AI-generated portions will be highlighted for your reference.



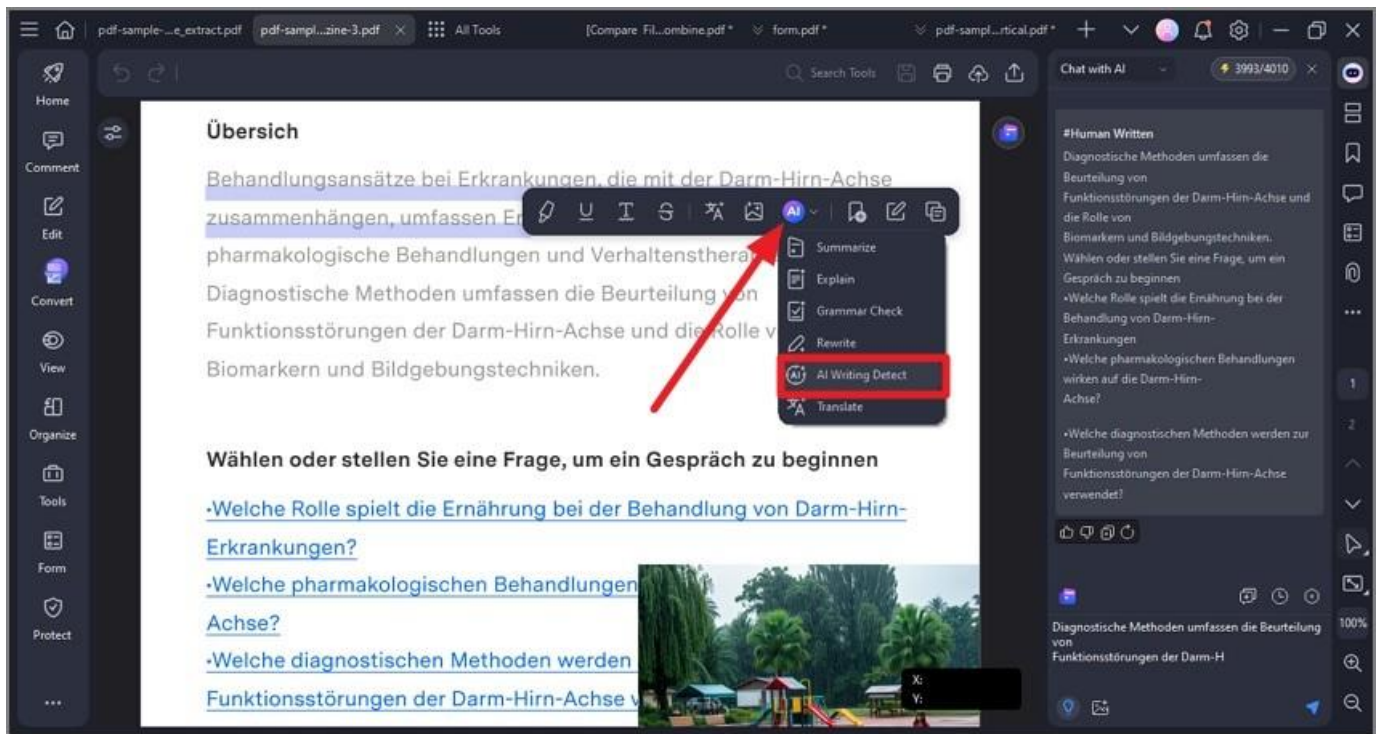
To detect AI-written text from external sources or specific parts of the PDF, utilize the "AI

Generation Detect" command in the AI Sidebar.

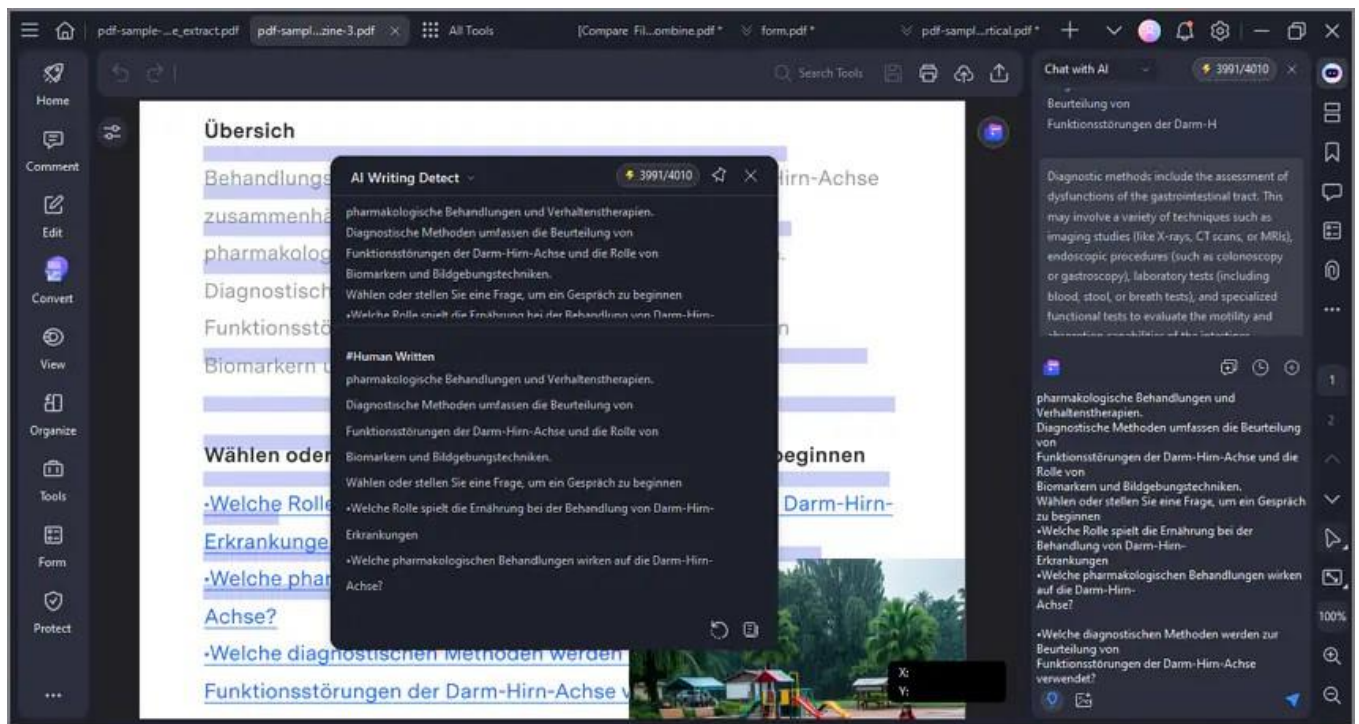
- Click on the "AI Sidebar" icon situated on the right side of the interface. Then, select "Chat with AI." Click the Lightbulb icon at the bottom, then, select the "AI Generation Detect" command and paste the text you wish to analyze into the designated text box.



- For swift access, highlight the text directly within your PDF. Click on the "AI" button in the floating toolbar and choose the "AI Generation Detect" option.



- Lumi will swiftly analyze the provided text to determine whether it's Human-Written, AI- Written, or Partially AI-Written. Any AI-generated segments will be clearly highlighted for your convenience.



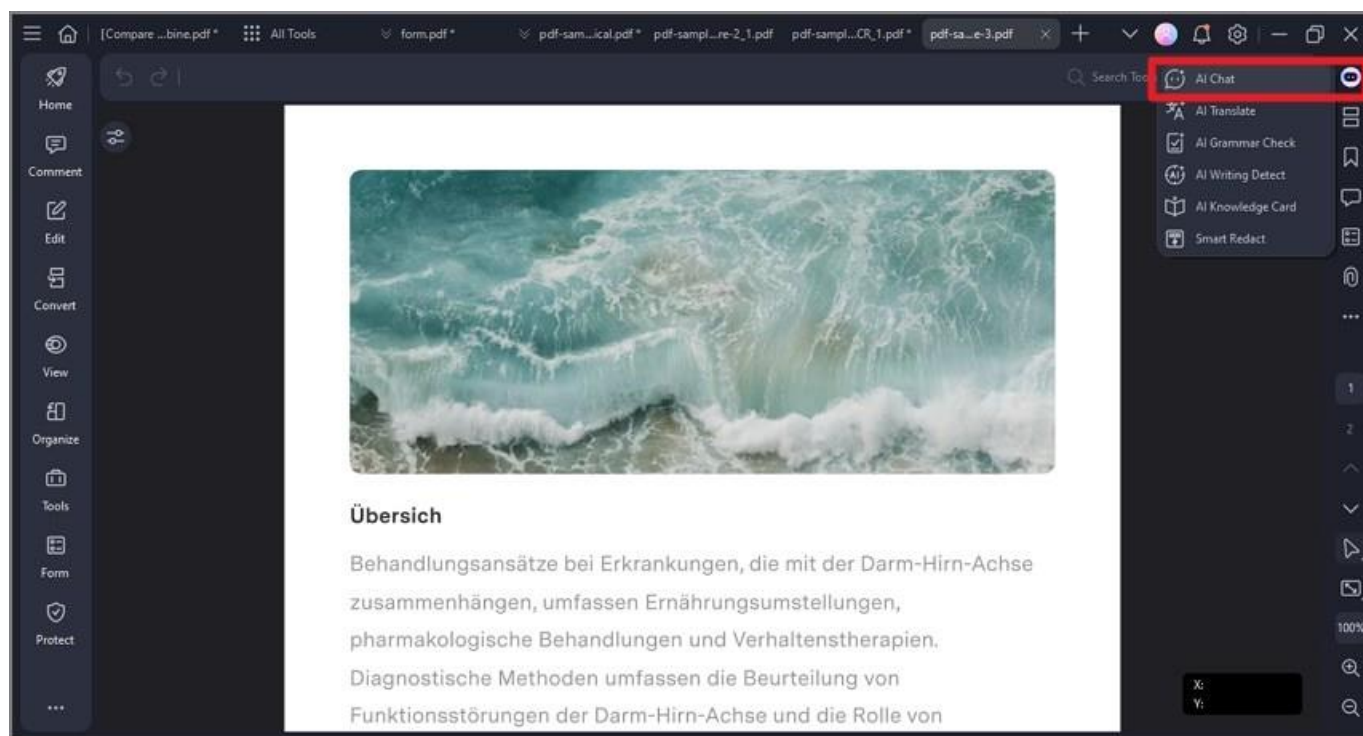
Explain PDF Content and Code

PDFelement empowers you to effortlessly explain PDF content, including code snippets,

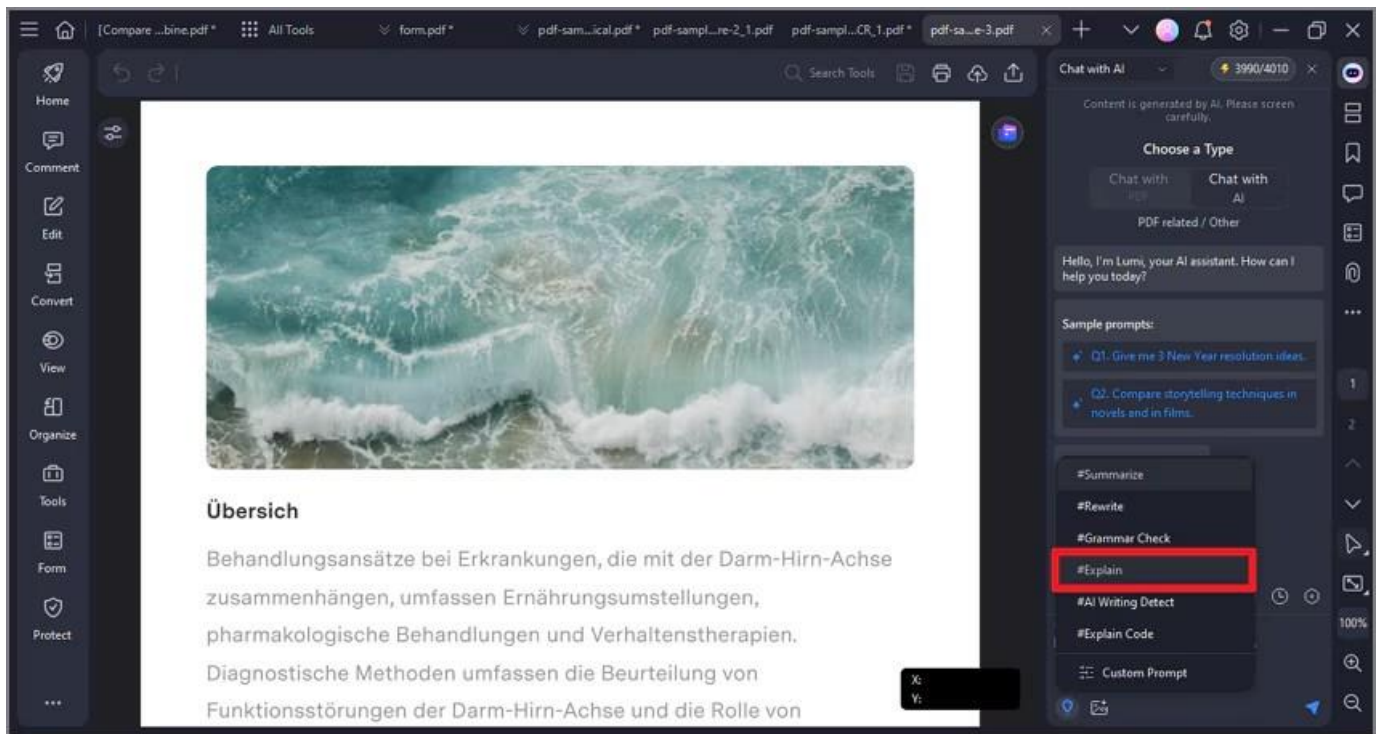
enhancing clarity and collaboration. Follow these steps to effectively explain PDF content and code:

1. Explain Content

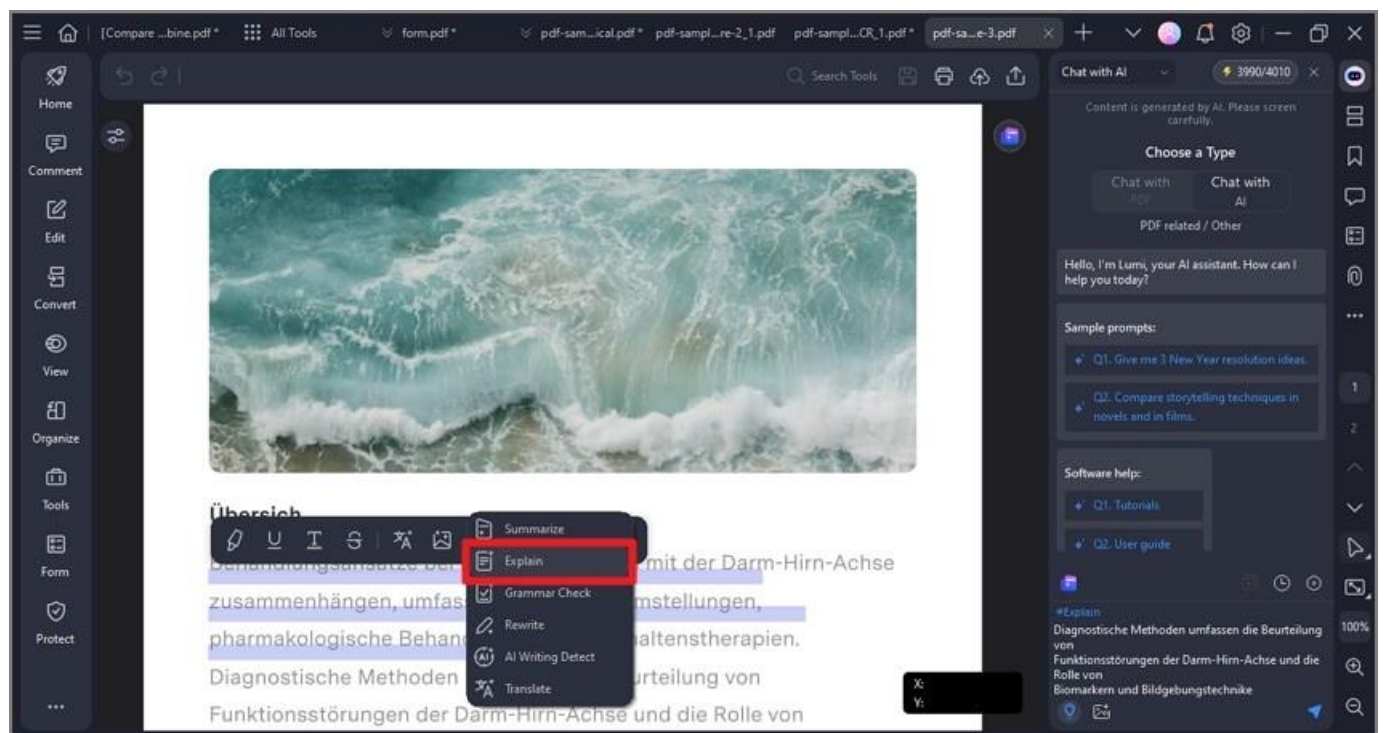
Access your target PDF file. Click the "AI" icon on the right side of the interface or choose "AI Chat" from the "AI Assistant" button under the "Home" tab.



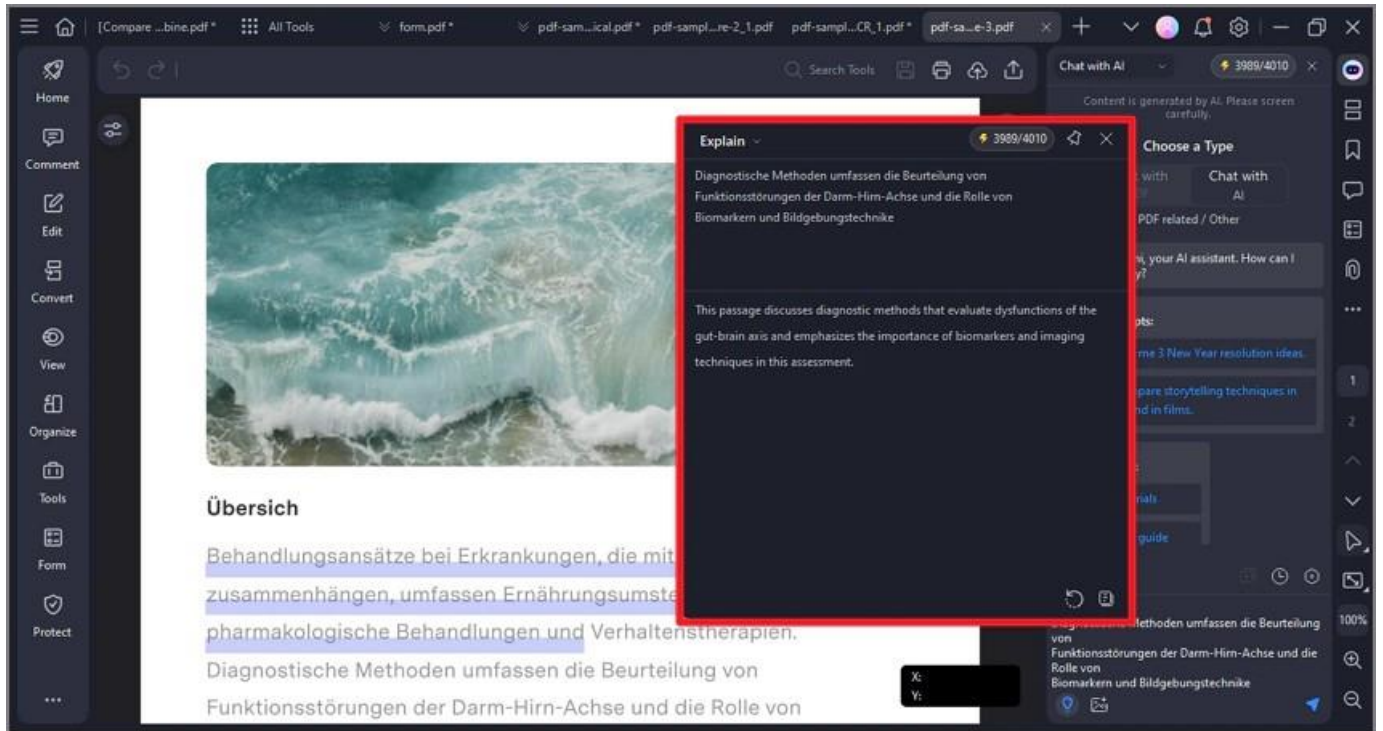
Click the "Quick Prompt List" and select the "Explain" command to start explaining content. Enter the text you wish to explain.



Alternatively, for quick access, highlight the desired text in the PDF, click the "AI" button in the floating toolbar, and choose the "Explain" option.

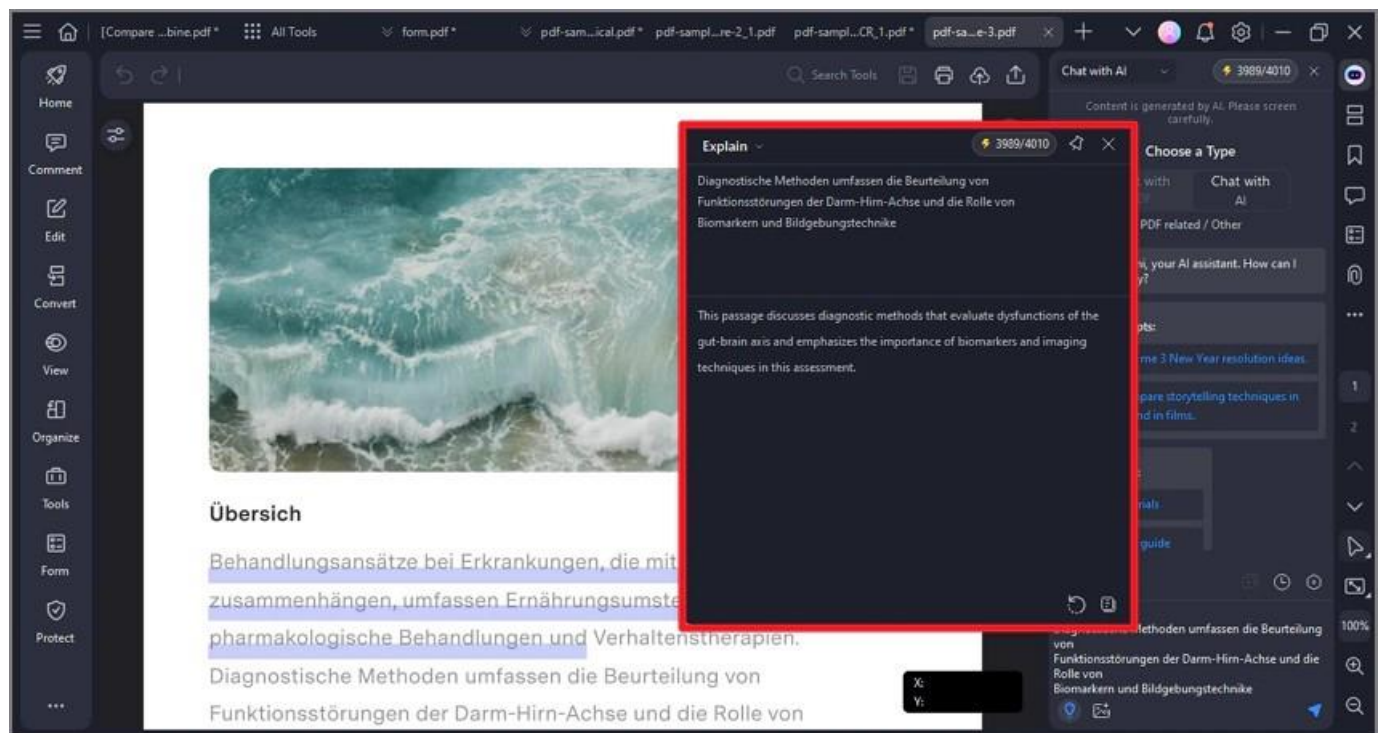


Lumi AI reading assistant will promptly provide an explanation. Copy the explanation for future reference.

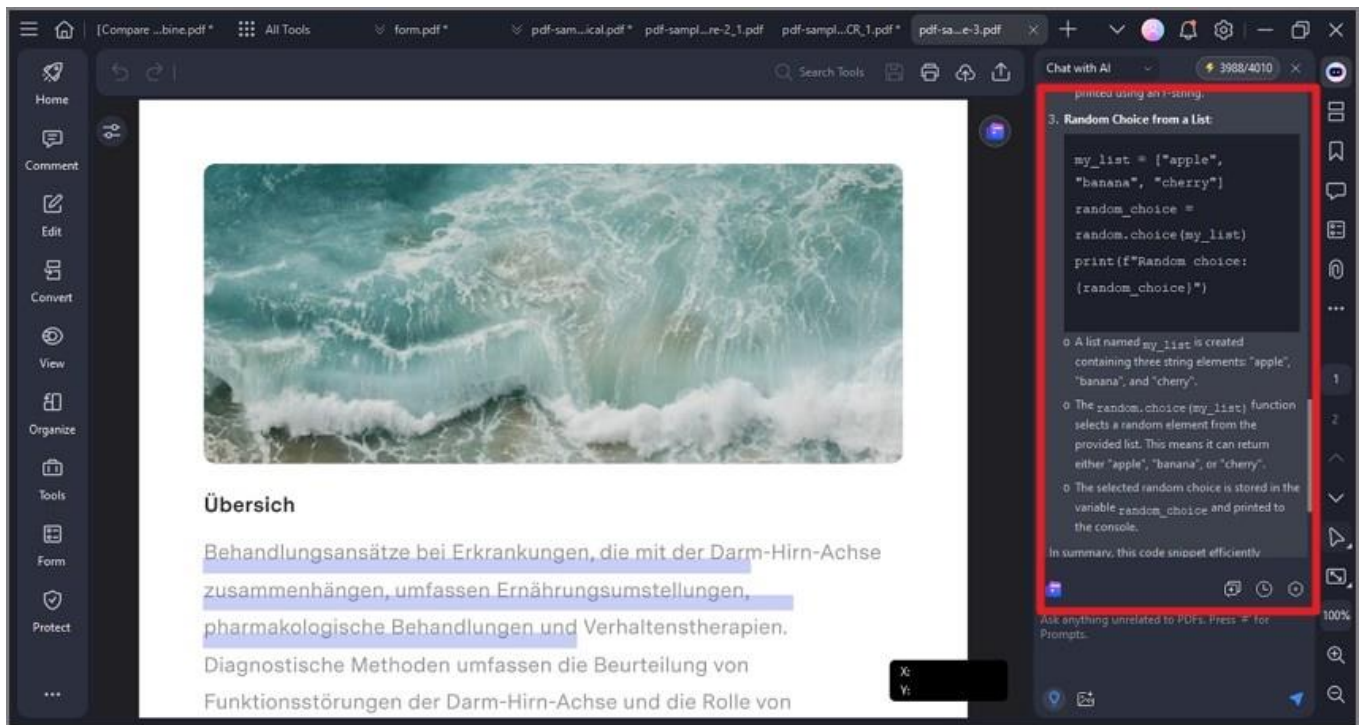


2. Explain Code

To explain code snippets, choose the "Explain Code" command. Enter the code snippets in the designated text box and send.



Lumi will elaborate on the code snippets, enhancing understanding.

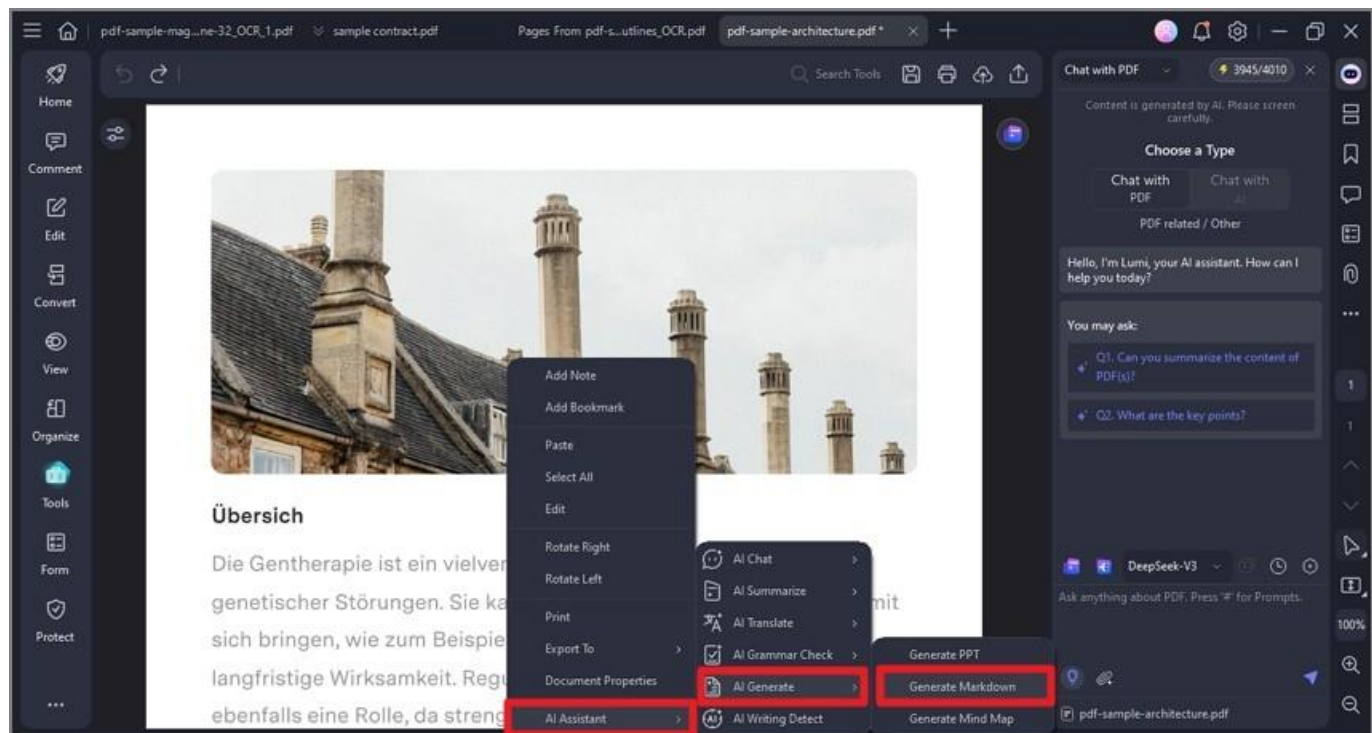


PDF to Markdown

PDFelement supports converting PDFs to Markdown format, which is a lightweight markup language ideal for structured, readable text documents. This conversion allows easier editing, compatibility, and use in web content or technical documentation. Follow the steps mentioned below to learn how to convert your document into Markdown using AI:

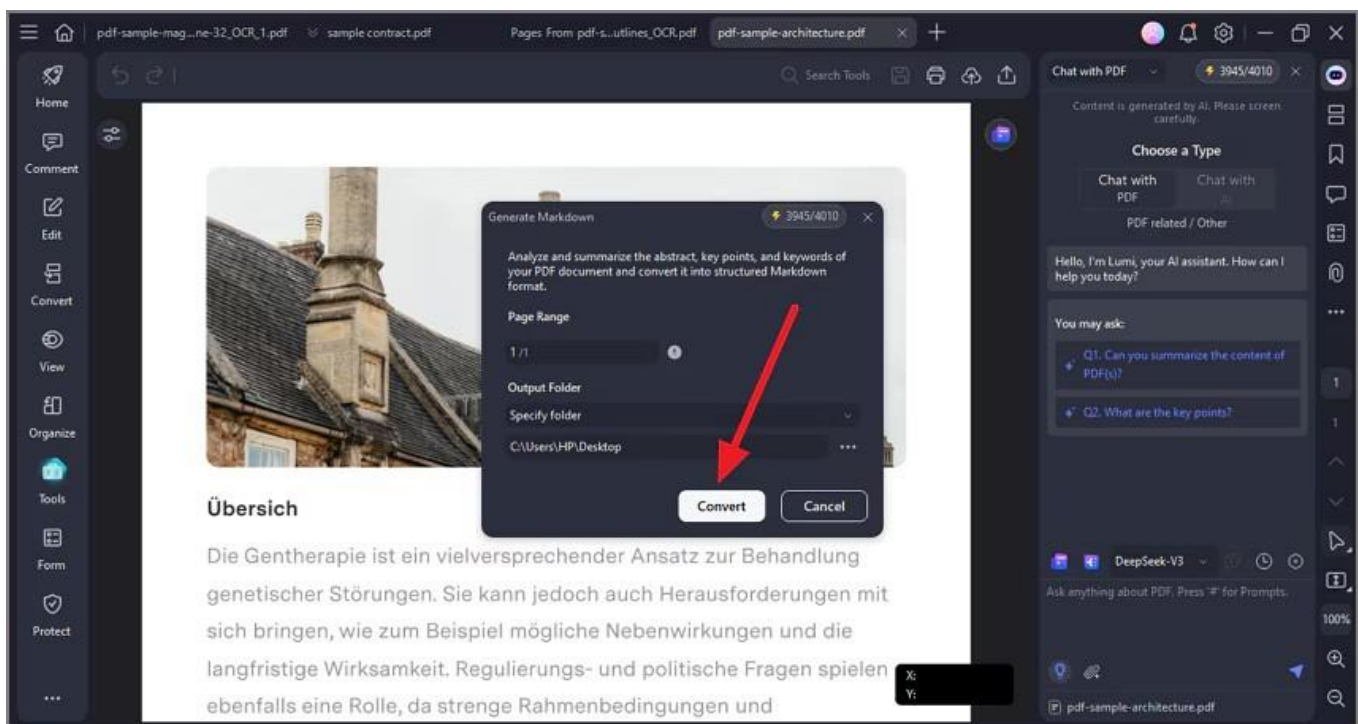
Step 1

After importing the document to the tool's interface, place the cursor on the page and right-click. Now, click on the "AI Assistant" from the list and choose the "AI Generate" option. Next, click on the "Generate Markdown" option to command the tool.



Step 2

In the following small window, configure output settings and press the “Convert” button to begin the process.

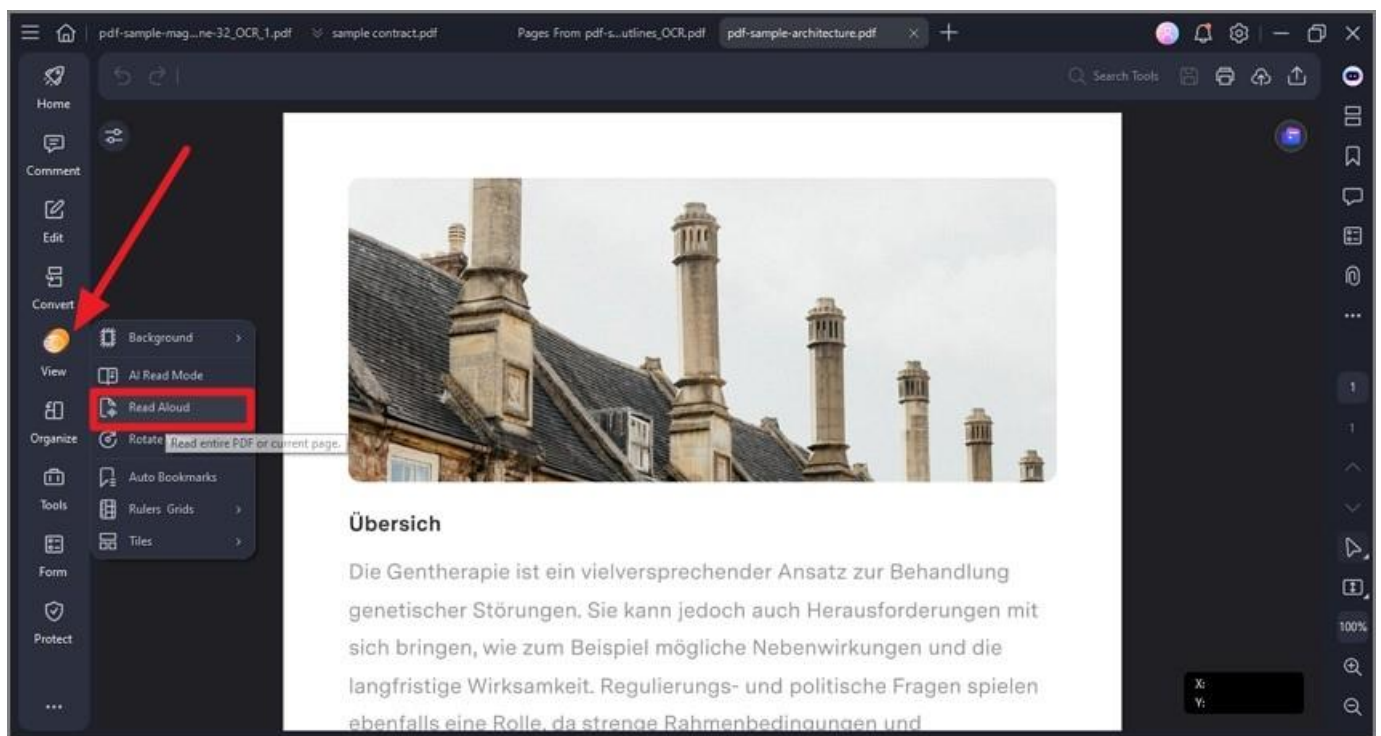


Read Aloud a PDF

The read-aloud feature in PDFelement enhances accessibility and multitasking by converting PDF text into spoken words. It supports multiple languages, including English and Chinese, and offers voice customization options, allowing users to select different voices and adjust reading speed and volume for a comfortable listening experience. To learn how to read a PDF document aloud, read the steps mentioned below:

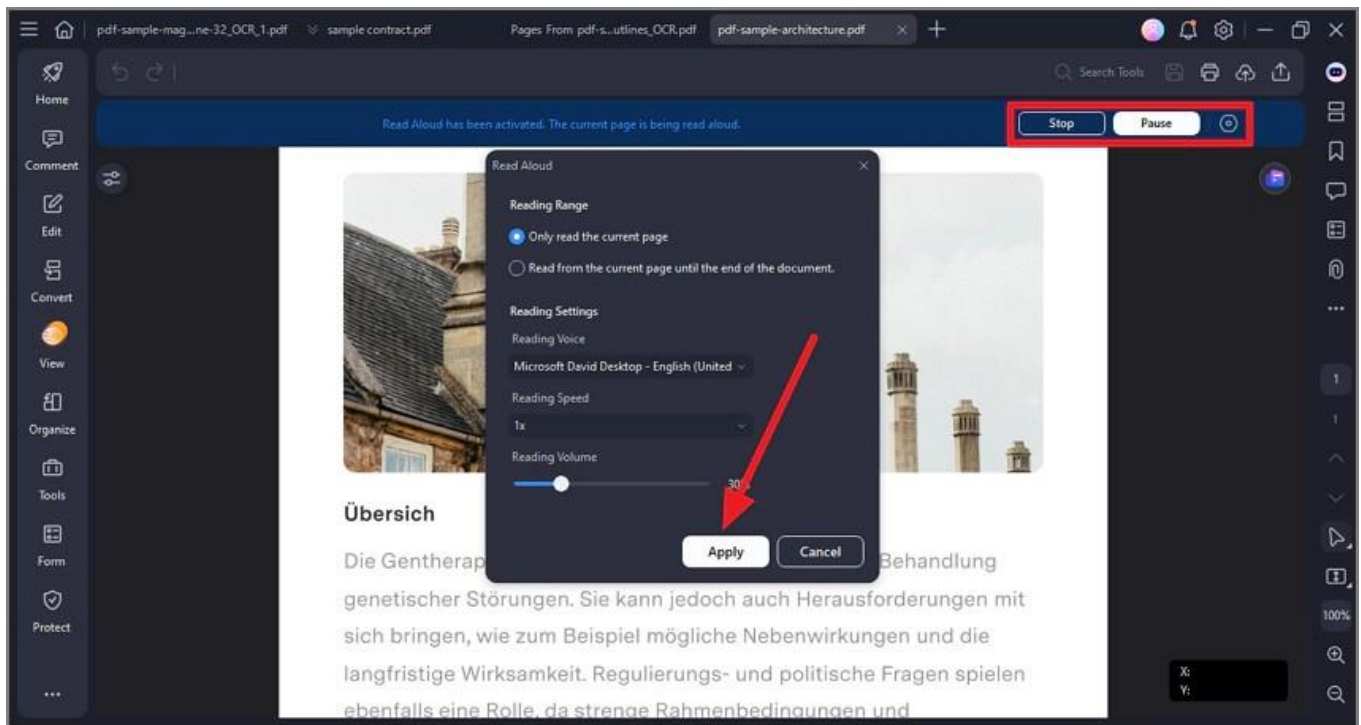
Step 1

Start by launching the tool on your device and importing the document to the tool's interface. Next, head to the left sidebar and press the “View” option from the list. In the expanded list, click on the “Read Aloud” option.



Step 2

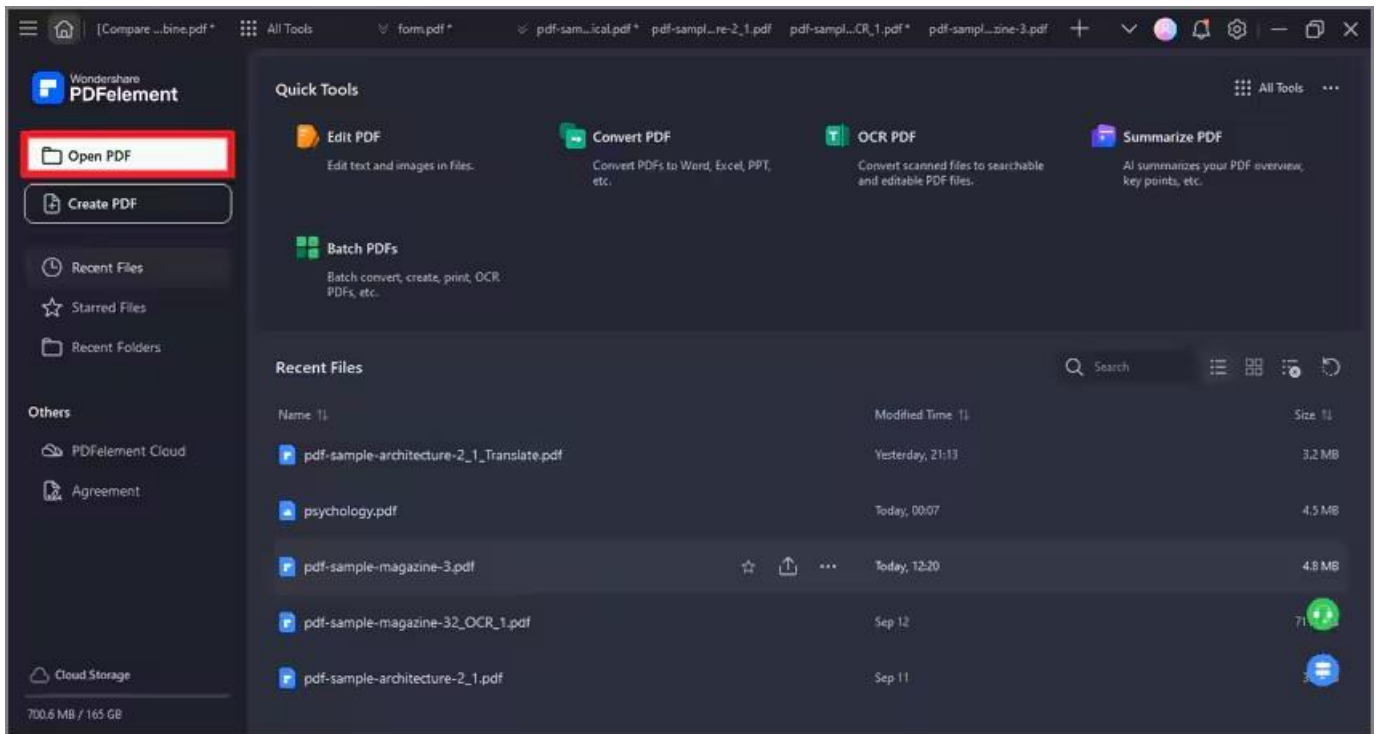
The tool will start reading the content out loud, which you can “Stop” and “Pause” according to your preferences. Press the “Settings” cogwheel to set up the configurations like reading speed and voice, and press “Apply” to save changes.



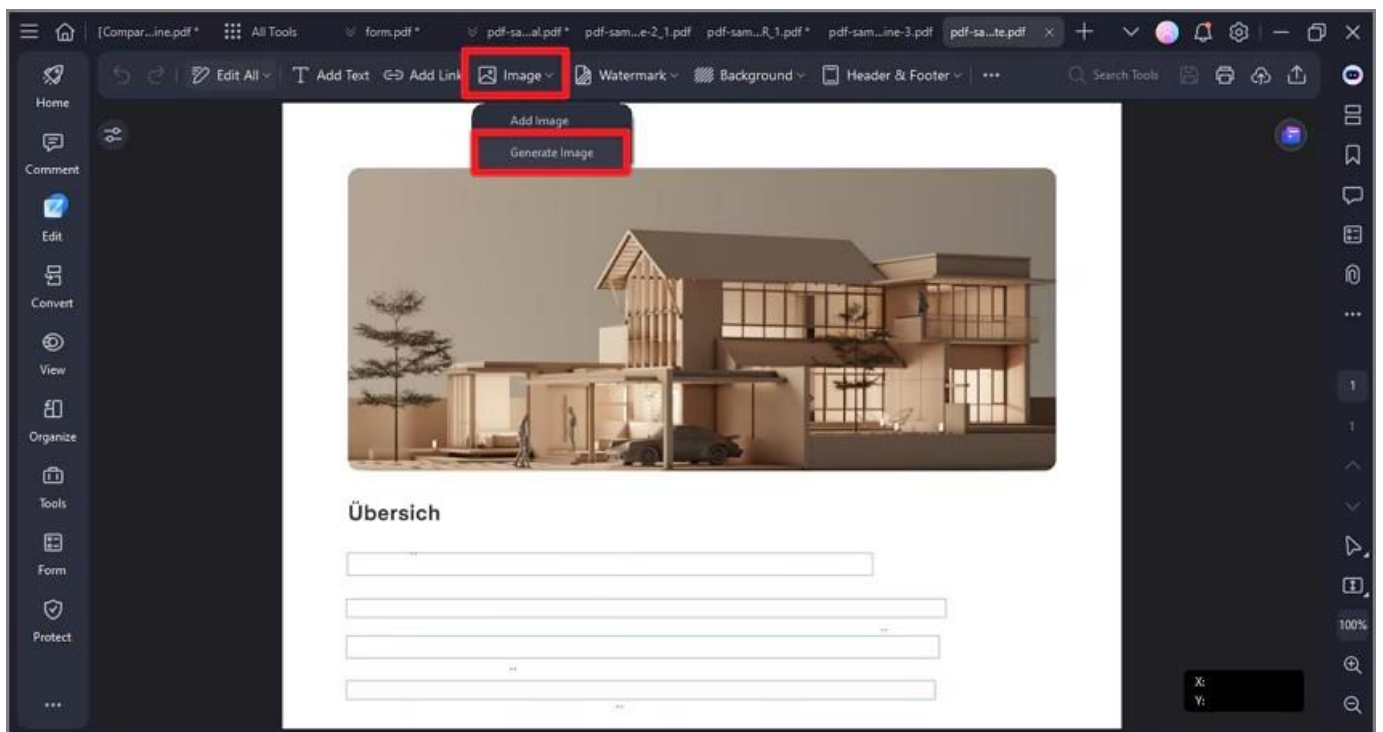
Generate Images With AI

PDFelement includes AI-driven capabilities for image generation to help you create custom designs directly within PDFs. By simply entering text descriptions, users can generate high-quality, realistic visuals tailored to their documents. This function simplifies the creation workflow, removing the necessity for external design applications and improving document personalization and attractiveness.

- First, download and install the latest version of PDFelement from its official website. Next, launch it on your device and click on the “Open PDF” button to import the document where you want to generate an image.

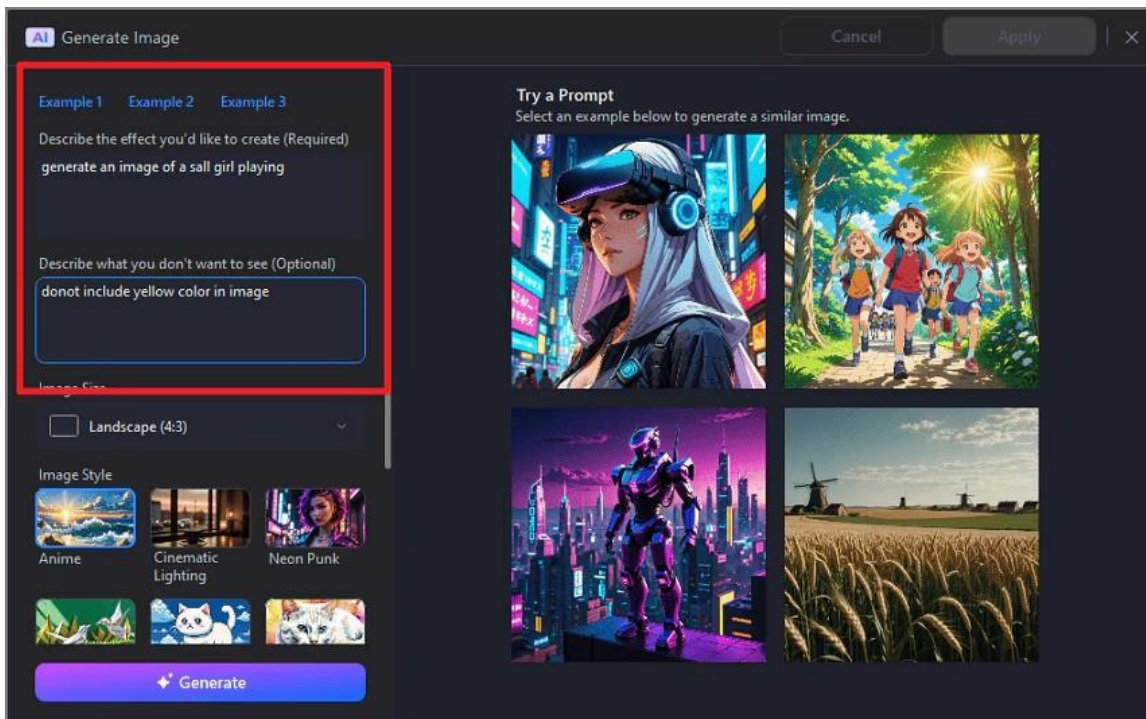


- Upon importing the document within the editing interface, tap on the “Edit” tab on the upper toolbar. Then, tap on “Image” and select the “Generate Image” option from the small menu that appears.

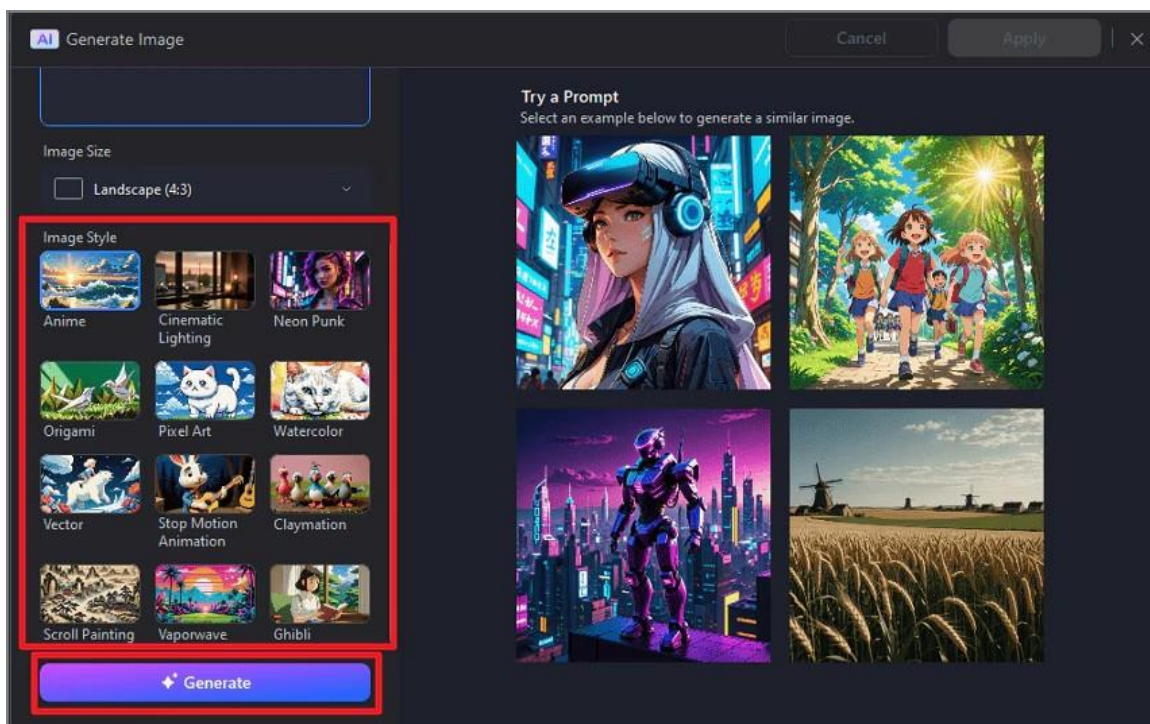


- In the “Generate Image” window, type the description for the image within the “Describe What You'd Like to See (Req)” section. You can also mention things you want to exclude from the final image by writing in the “Describe What You Don't Want

to See (Opt)” section.

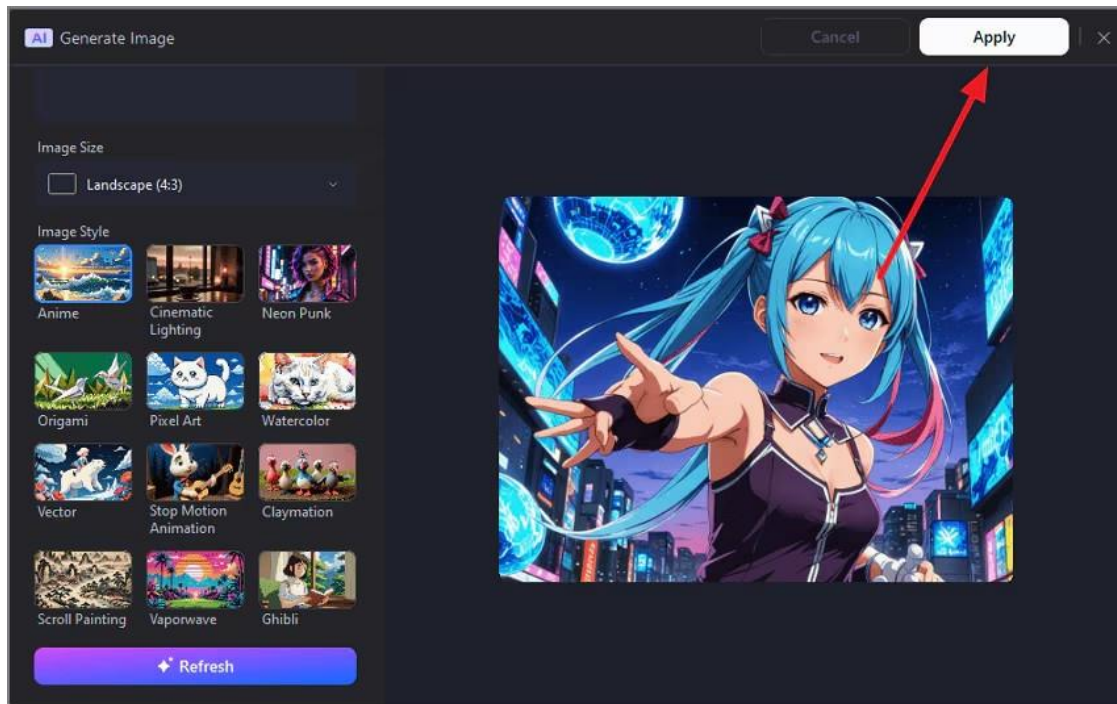


- After describing your image, choose the “Image Size” and “Image Style” according to your need. Lastly, press the “Generate” button to let the AI create image based on your input.



- When the image is generated, you can see the preview of generated image. If you're not satisfied with the results, hit the “Refresh” button to regenerate the image. To add

the image into your PDF document, use the “Apply” button on the top to lead into the editing window.



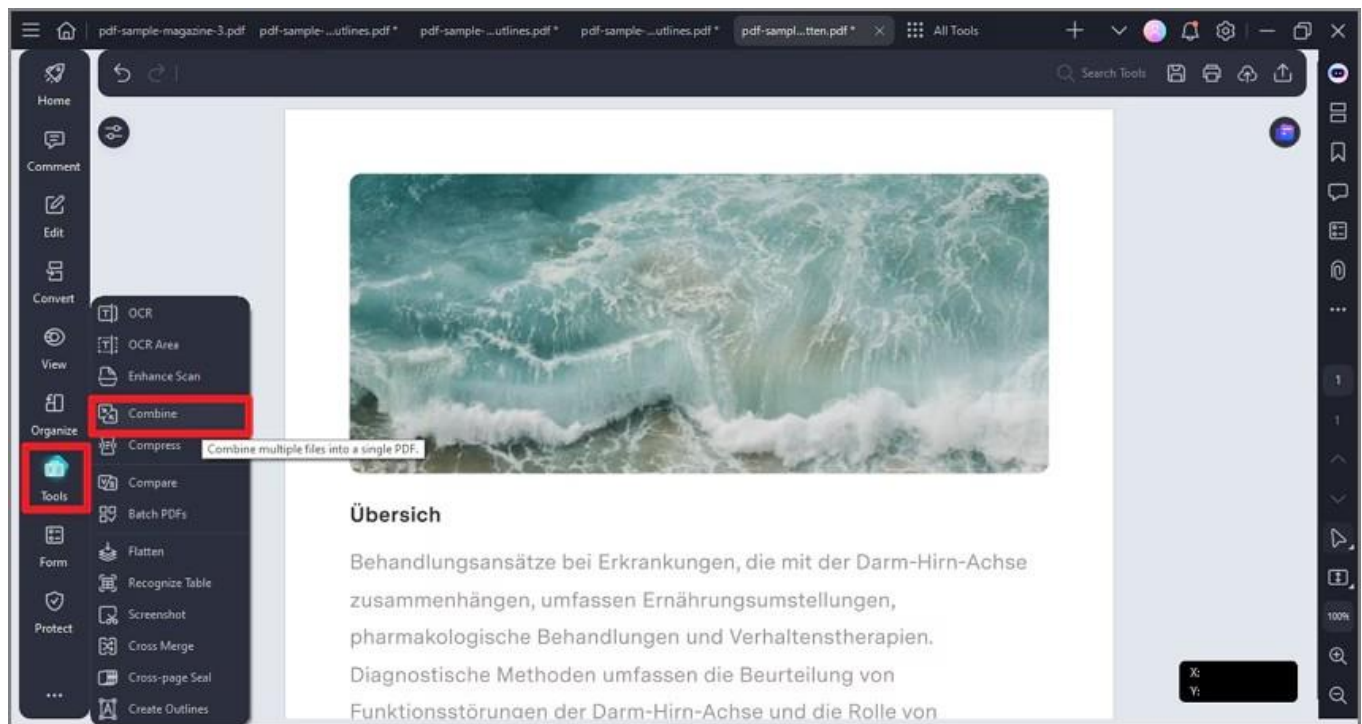
Combine PDF Files

How to Combine PDF

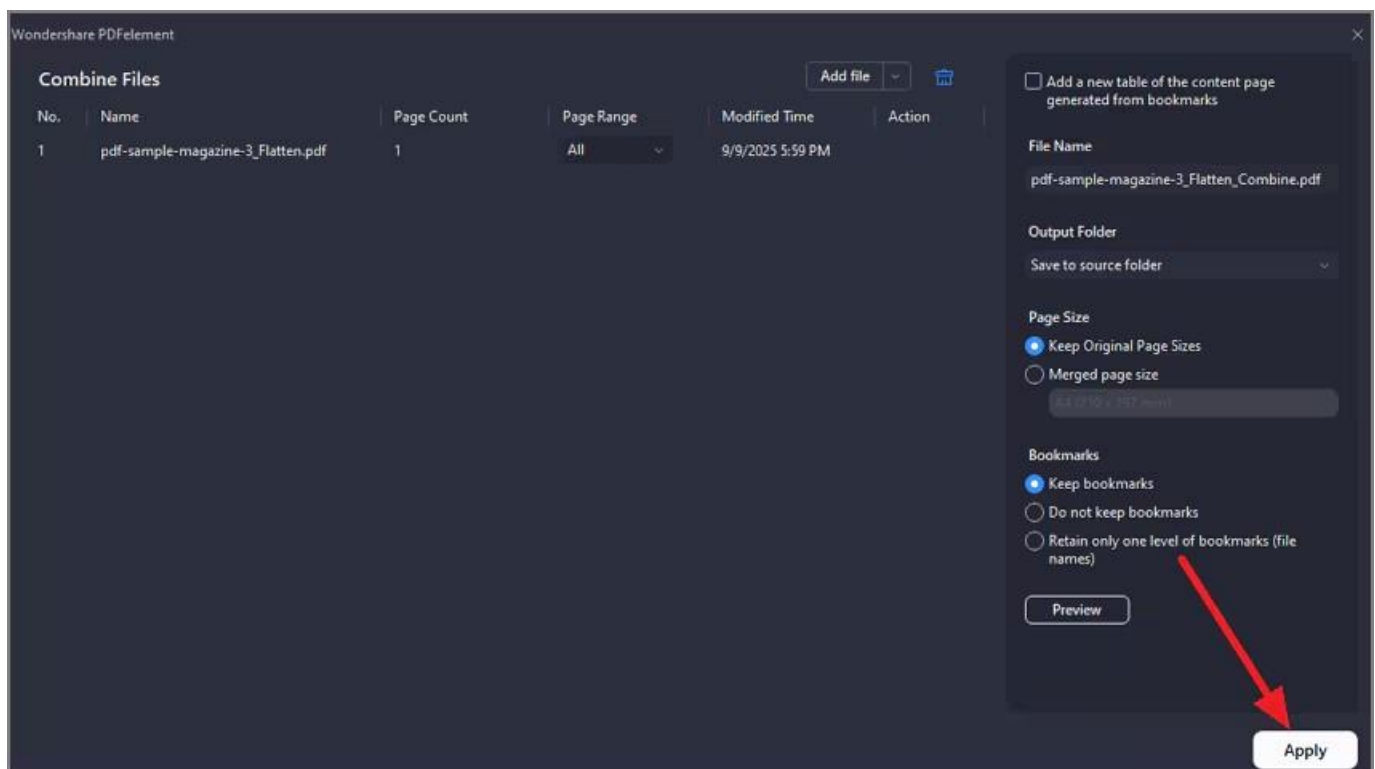
PDFelement supports combining multiple PDF files into one and generating a new catalog page from bookmarks.

PDFelement allows users to combine multiple PDF documents into a single file and save it according to their preferences. The tool allows you to adjust the page size and bookmarks for the new document to be created according to your preferences. Moreover, you also get the ability to combine various files of different formats and save them as a new PDF. To learn how to use this feature, read the steps mentioned below:

Step 1. After adding your first document, navigate to the left sidebar and click on the “Tools” option. Next, click on the “Combine” option from the expanded list to enter the following interface.



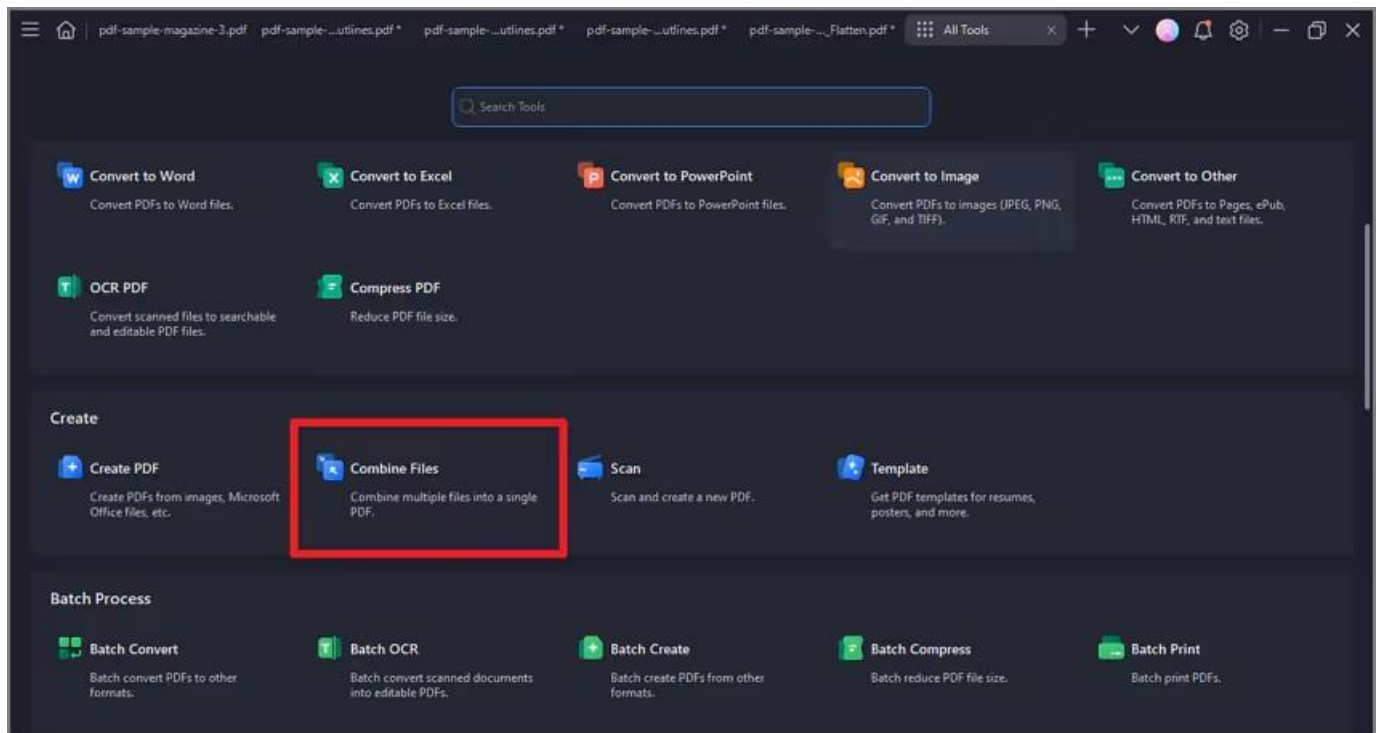
Step 2. Here, click the “Add Files” option to add more documents and configure document settings. Finally, press the “OK” button to combine the PDFs into one file.



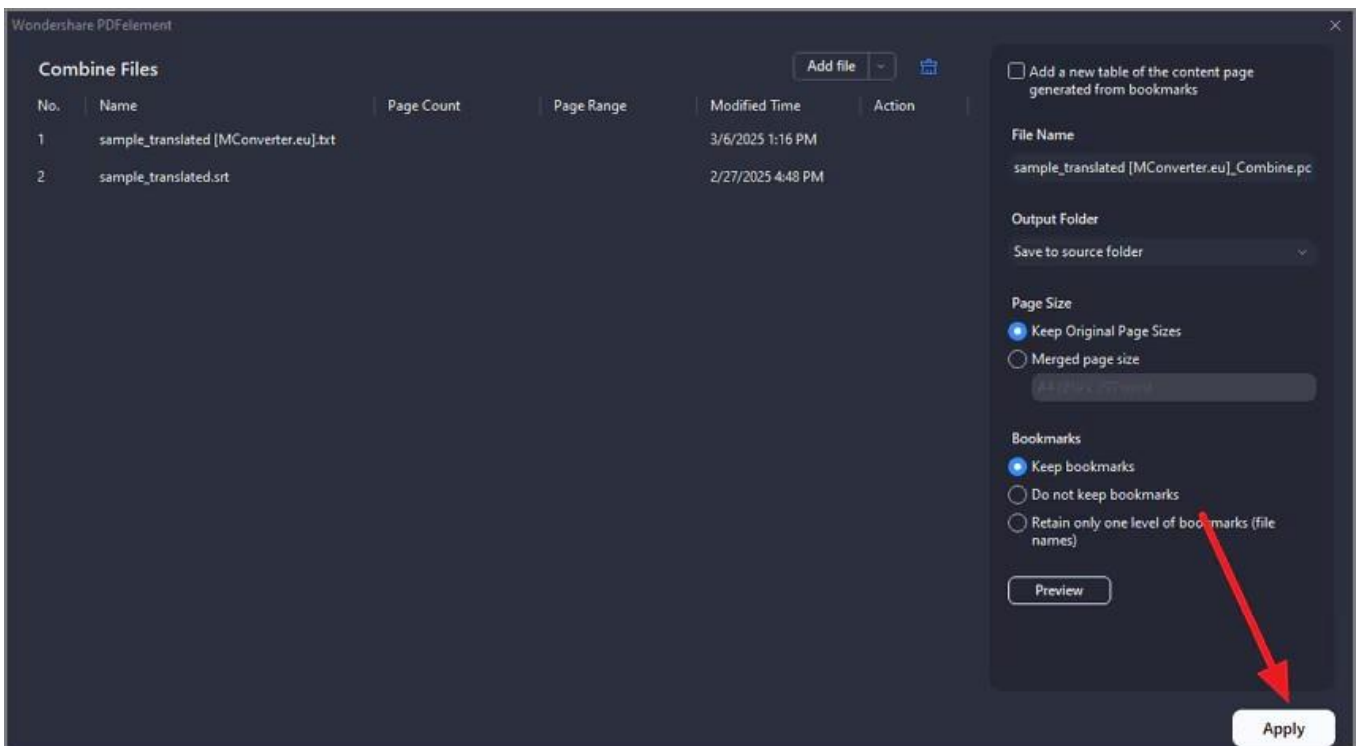
Combine Different Format Files as One PDF

Step 1. To begin the process, launch PDFelement on your device and press the “Combine

Files” option from the homepage.



Step 2. In the following window, press the “Add Files” option to add your files from different formats, and press the “Apply” button. The tool will successfully convert the documents into a single PDF file.

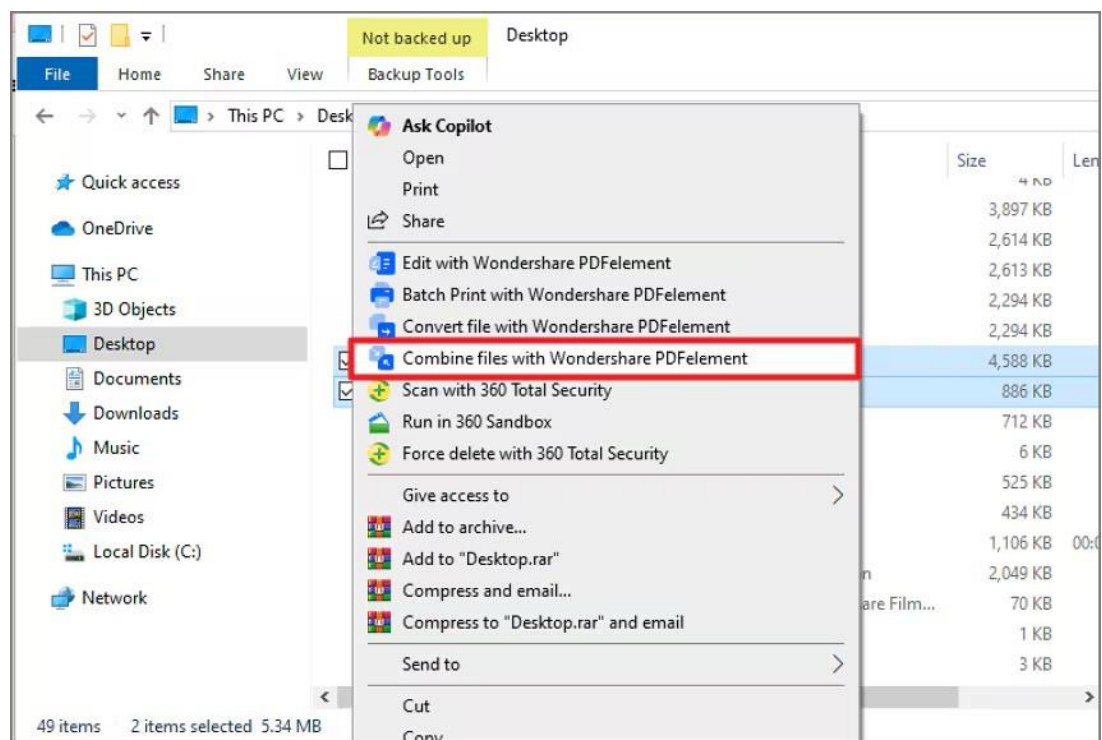


Combine PDF via Right-Clicking

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

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

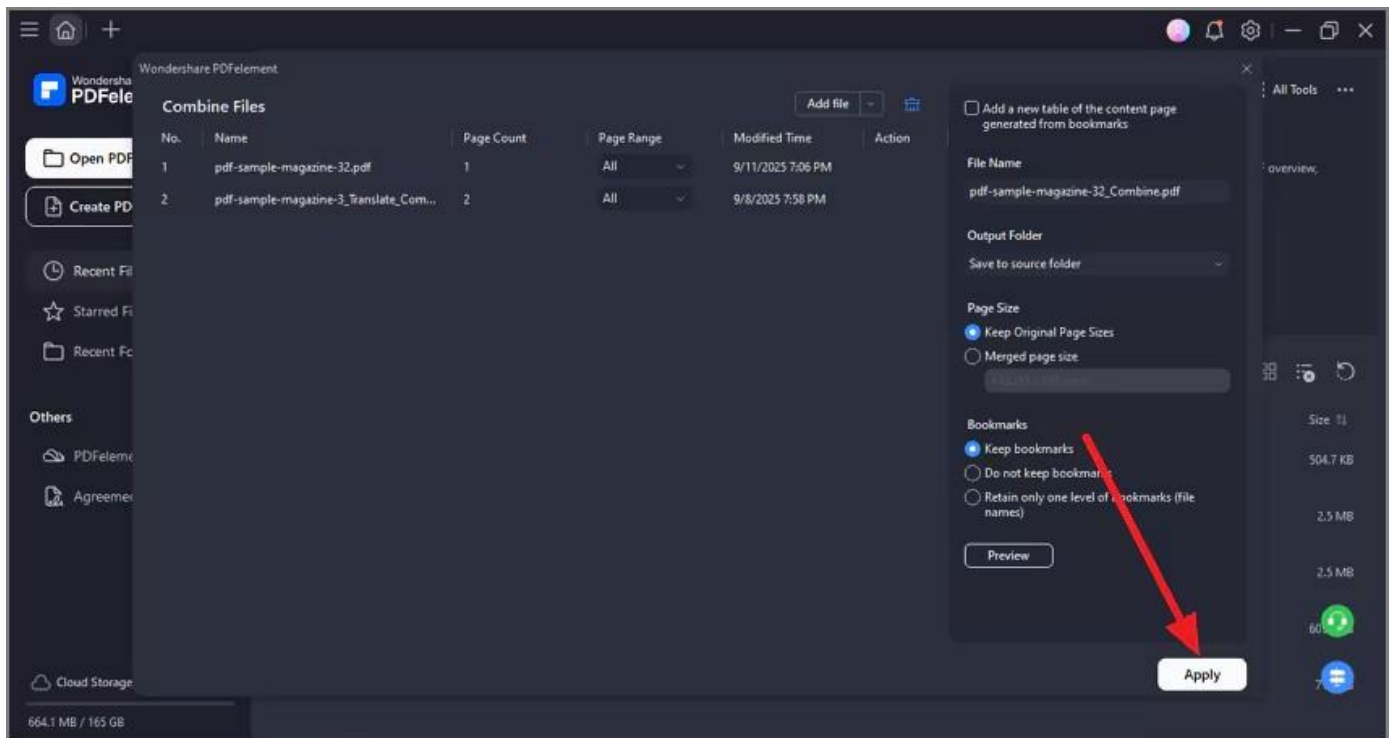
Right-click the selected documents and choose the "Combine files with Wondershare PDFelement" option.



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

In this window, you can set the "Page Range" of the file(s) in .pdf format for combination, while you cannot set the page range for the files in other formats. Click the "..." button to select the output folder for the combined PDF file.

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



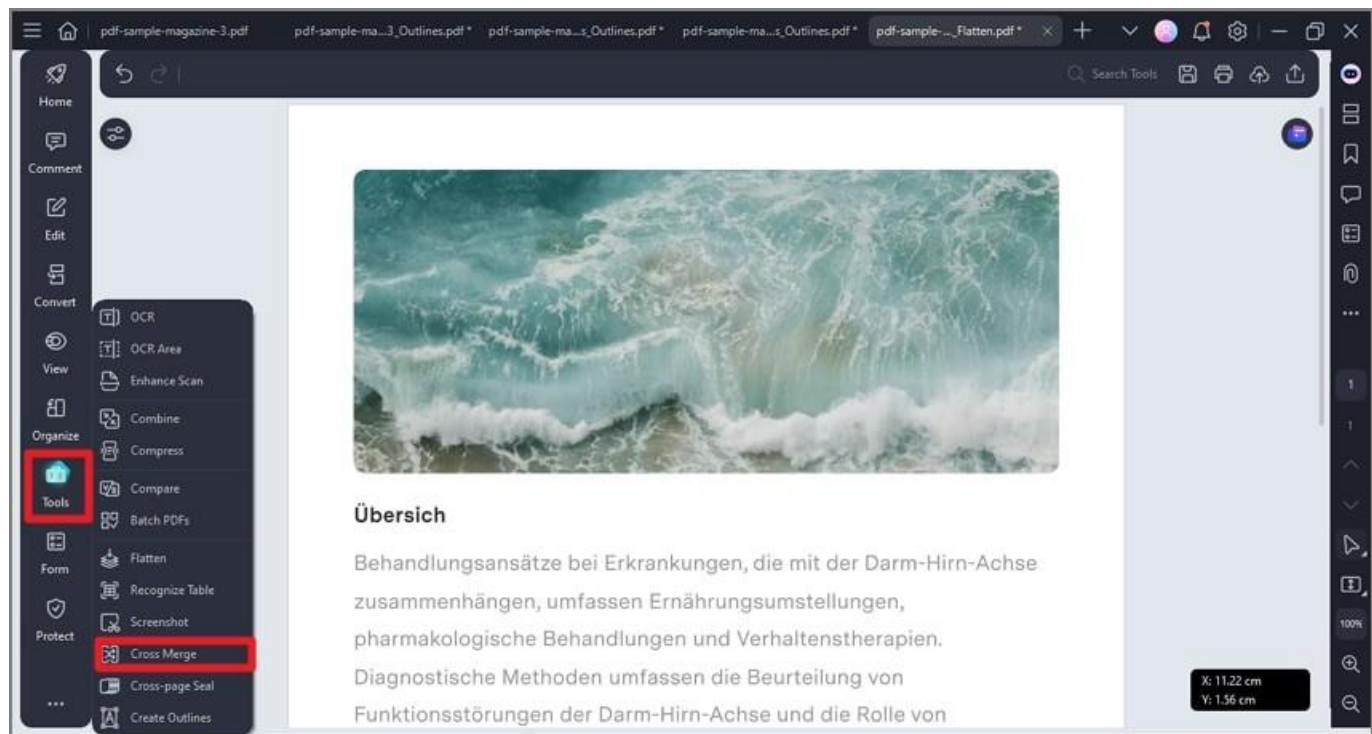
Cross-Merge Two PDFs

If you want to combine two PDFs but in a form that each page of one file cross-combines with the other, you can use the Cross-Merge function of PDFelement. This feature allows you to add both documents and select the number of pages that you want to combine efficiently. You can also name the merged file and select the destination folder accordingly to your preferences.

Read the steps mentioned below to learn how to use this utility within this tool:

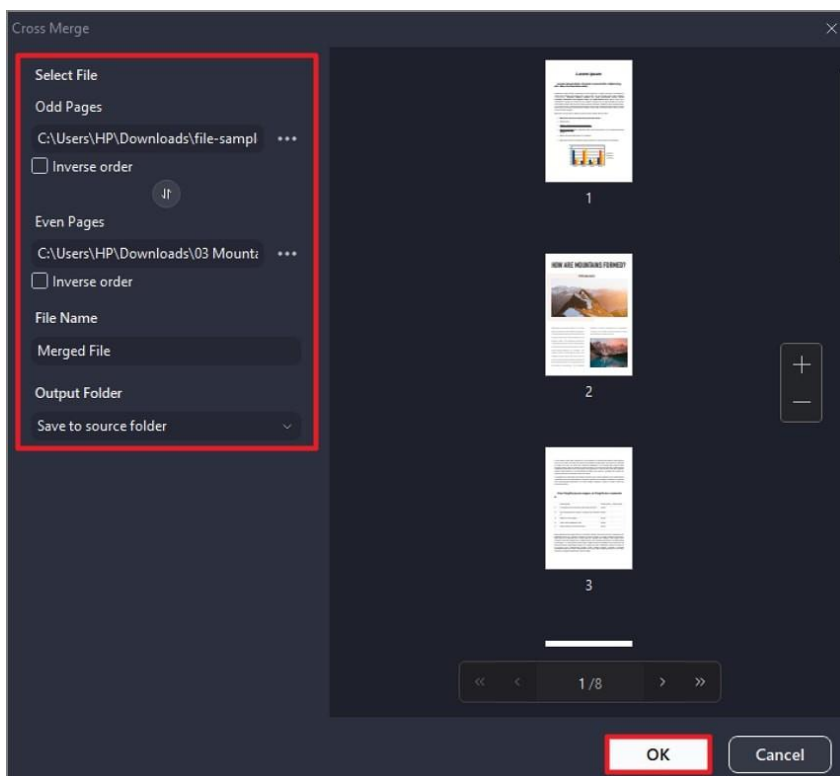
Step 1

After importing the documents within the tool's interface, head to the "Tools" option on the left sidebar and press the "Cross merge" option located in the expanded list.



Step 2

In the following interface, add the file for “Odd Pages,” and the document for “Even Pages.” Preview the pages in the preview section and press the “OK” button to successfully cross-merge two files.



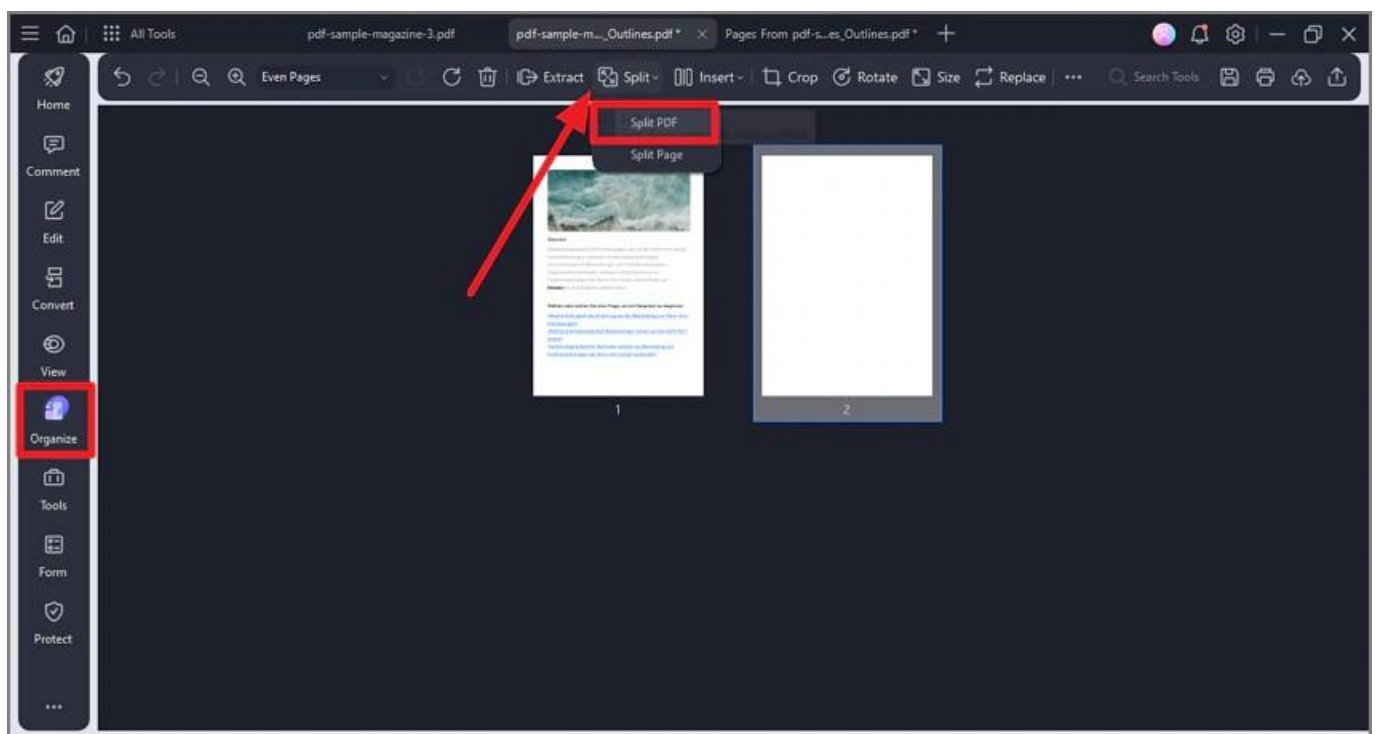
Organize PDF Files

How to Split PDF

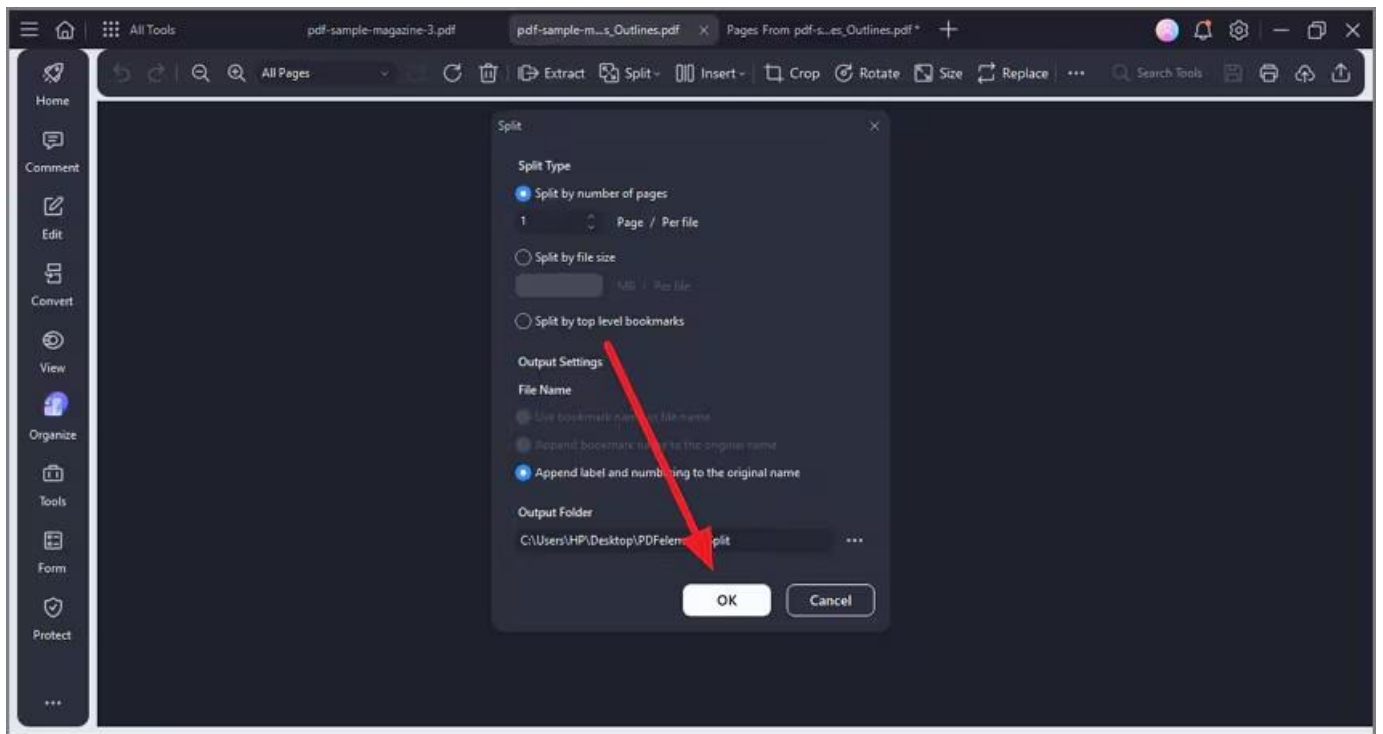
PDFelement's split PDF feature provides users with a powerful and flexible way to divide a single PDF document into multiple smaller files. Users can split PDFs by specifying the number of pages per new file. You can split an entire PDF file or even the pages into two halves. Read the steps mentioned below to learn how to use this function for splitting a document:

Split PDF Document

Step 1. After launching the tool, open the document and press the “Organize” option on the left sidebar. Next, head to the top toolbar and press the “Split” option to choose the “Split PDF” option from the expanded menu.

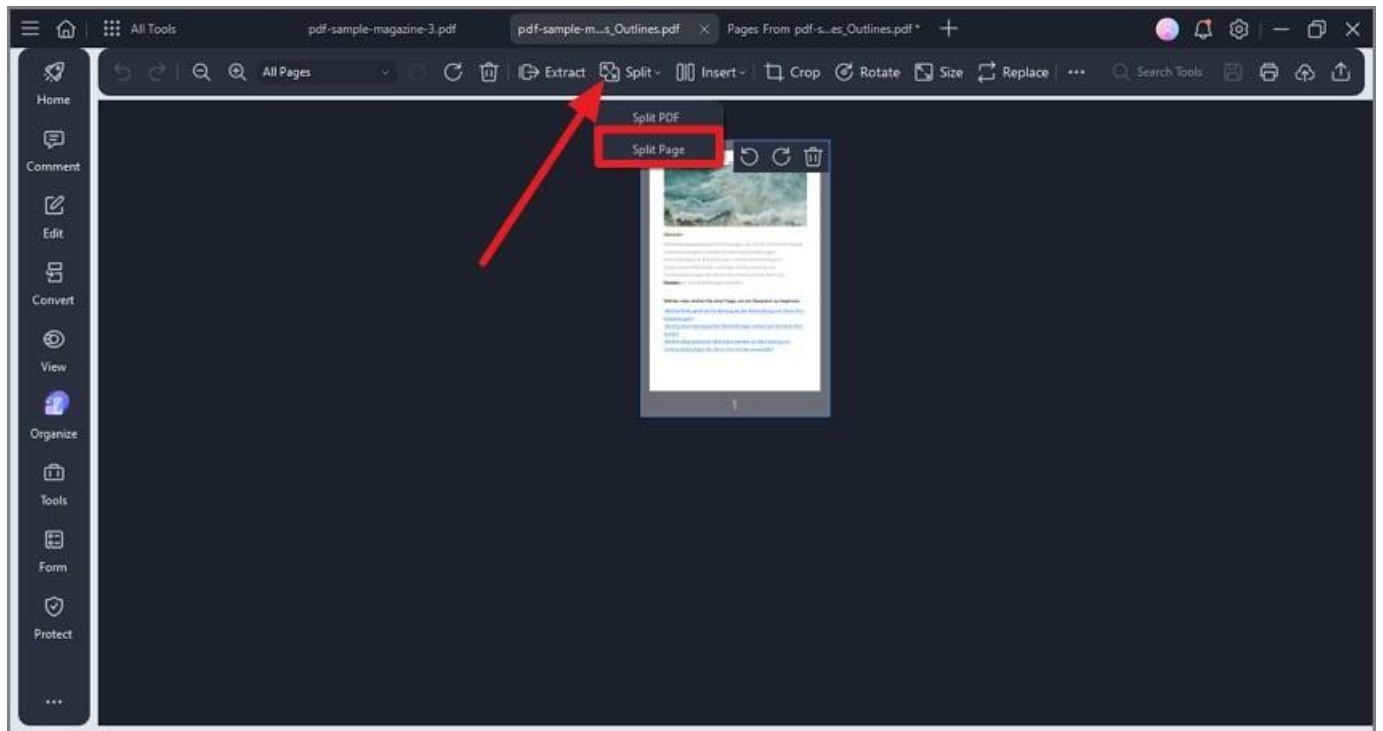


Step 2. In the next small window, select the split type and other settings, and hit the “OK” button to create a split PDF in the next window.

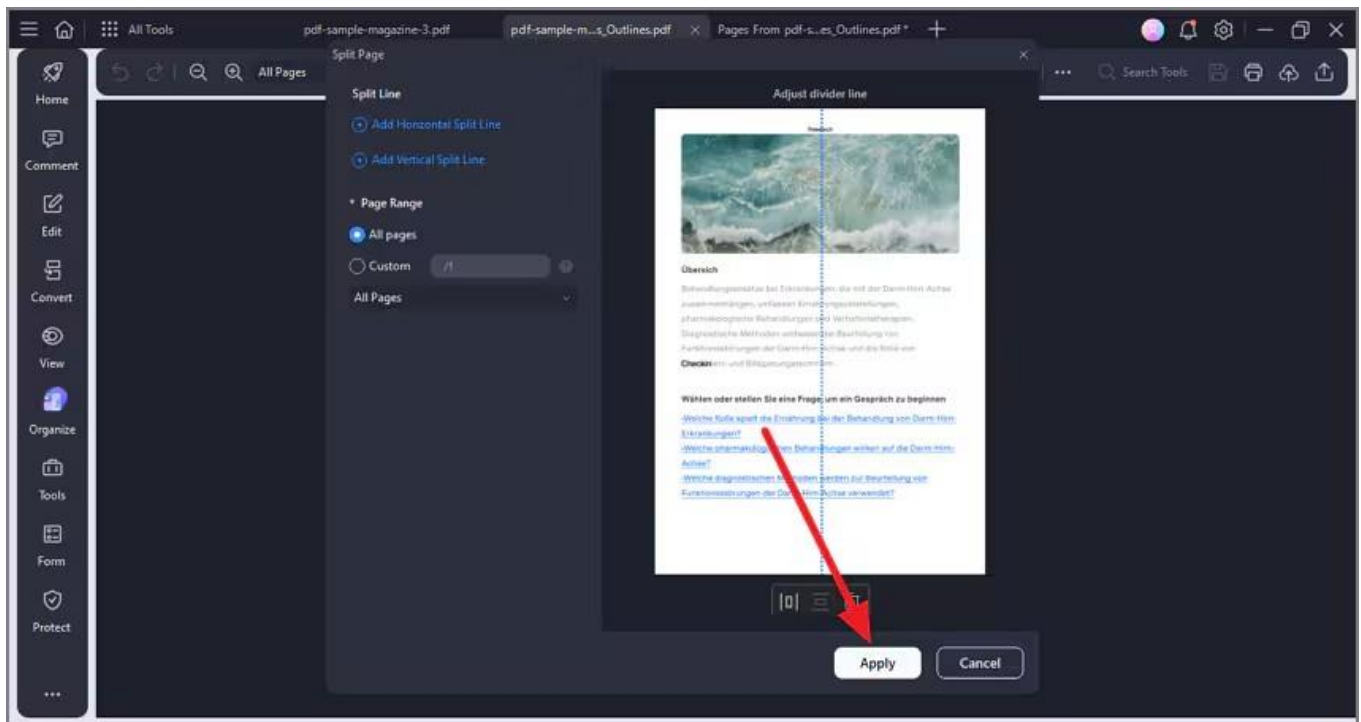


Split PDF Page

Step 1. After accessing the “Organize” function from the sidebar, expand the “Split” option and click on the “Split Page” option.



Step 2. Add split lines for the page in the following small window and configure other settings. Once done, hit the “Apply” button to save and proceed.

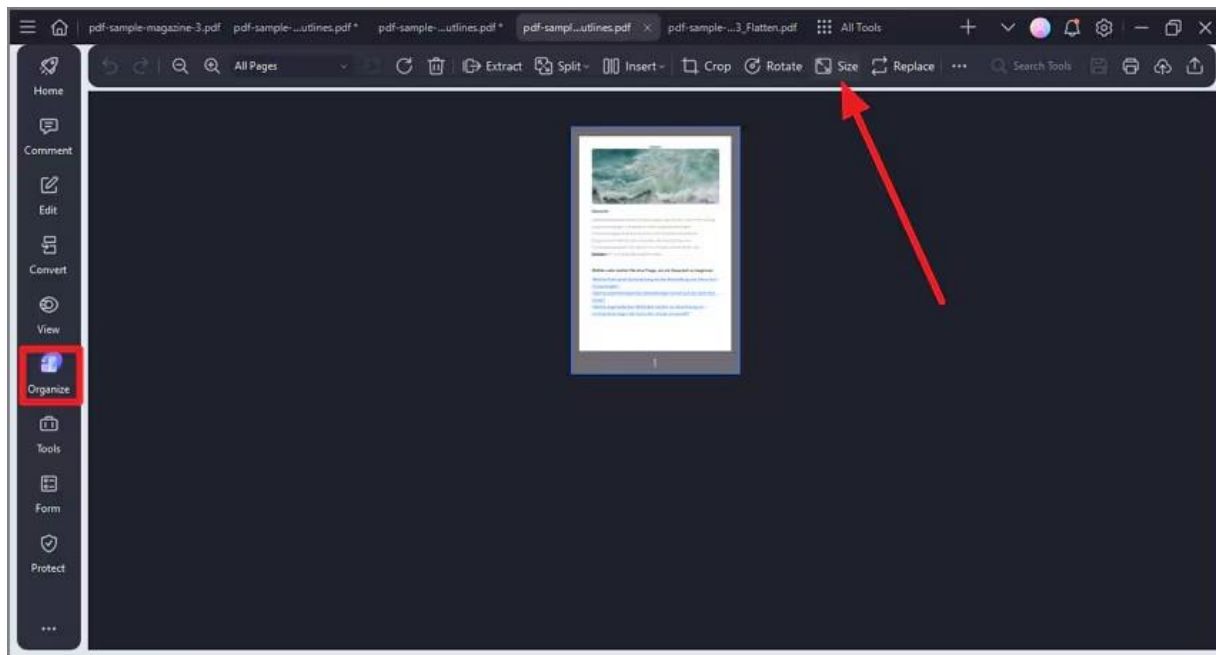


Resize Page on PDF

With PDFelement, users get the ability to change the size of their document's pages according to their preferences. You can set up a fixed size for all the pages throughout the document or configure a custom size for each page separately. To learn how to change the page size of your PDF files, read the steps mentioned below:

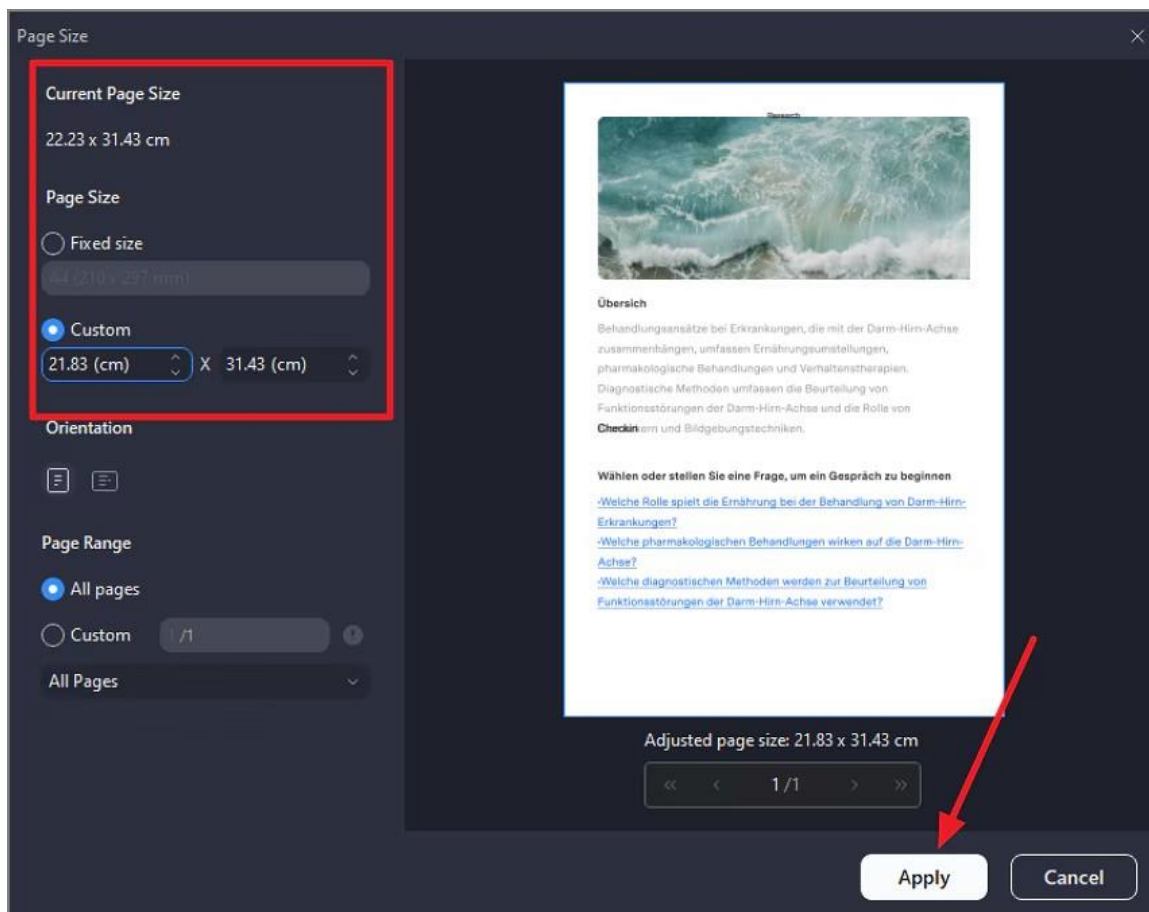
Step 1

After importing the document to the tool's interface, access the left sidebar and click on the "Organize" option. Now move towards the toolbar at the top and press the "Size" option from there.



Step 2

In the following small window, specify the size of your page by adjusting settings from the right and pressing the “Apply” button to successfully change the page size.

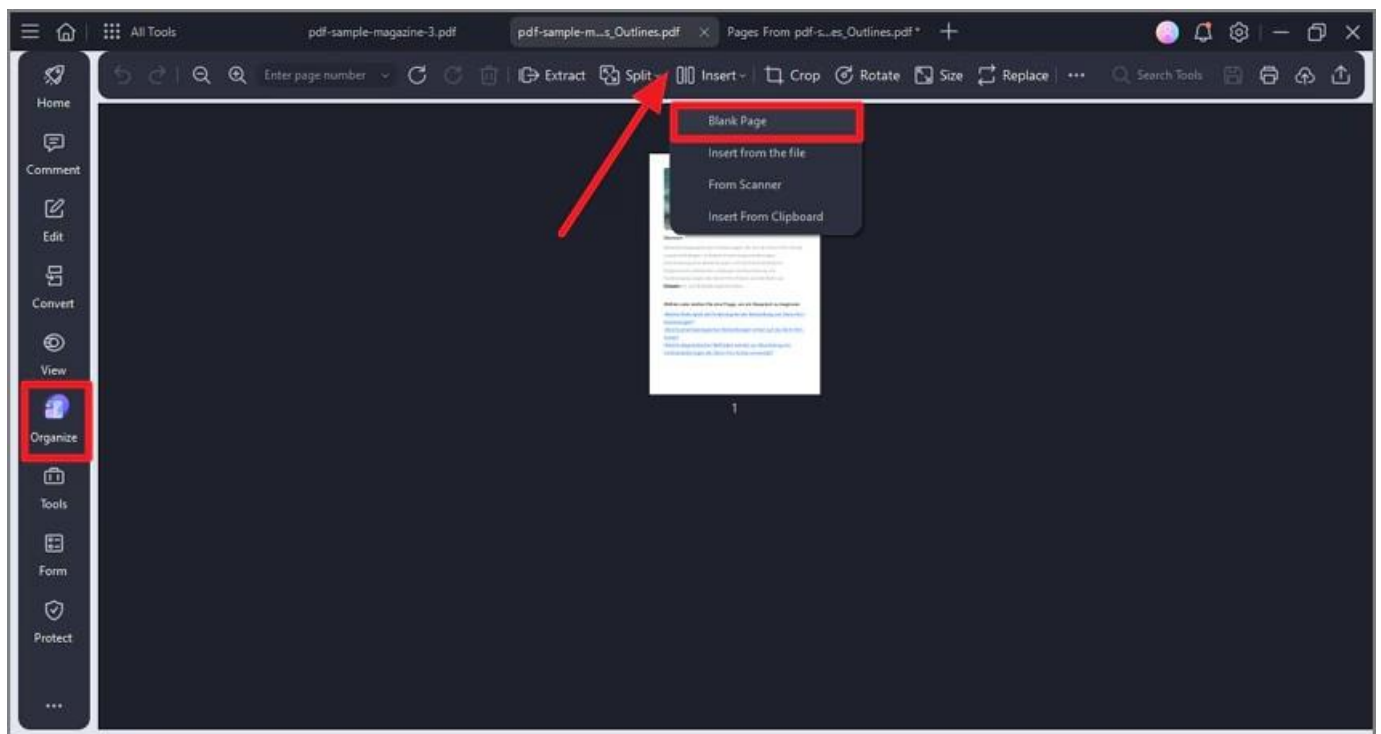


Insert a Page in a PDF

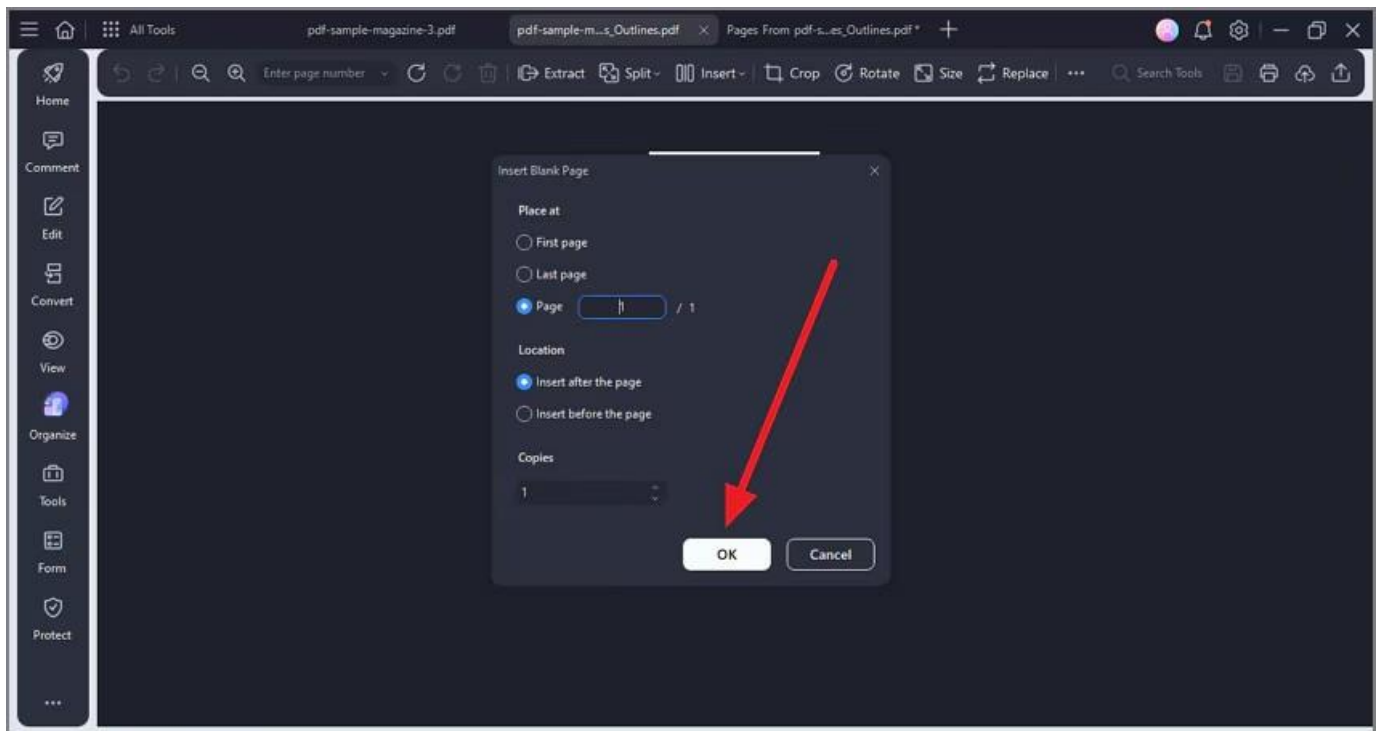
The insert pages feature in PDFelement enables users to add new pages to an existing PDF document to enhance or expand the content. This functionality supports inserting blank pages as well as pages from other PDF files, providing flexibility in augmenting the document either with fresh content or existing pages from related materials. Here is how you can insert pages into a PDF file using different ways:

Insert a Blank Page

Step 1. After you have added the document to the tool's interface, access the “Organize” function from the left sidebar. Now head to the top toolbar and expand the “Insert” option to select “Blank Page.”

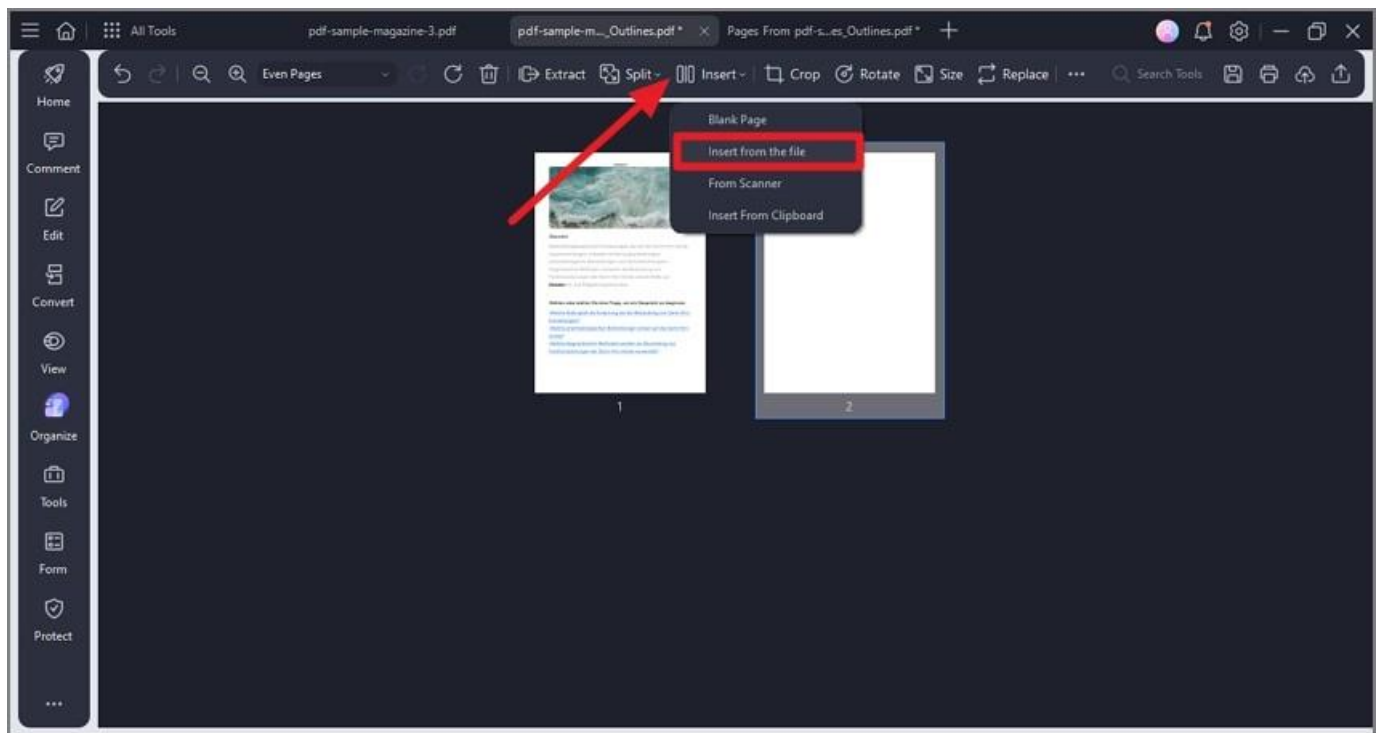


Step 2. In the following small window, select the number of pages and other settings and click on the “OK” button. New pages will be added within the Organize interface.

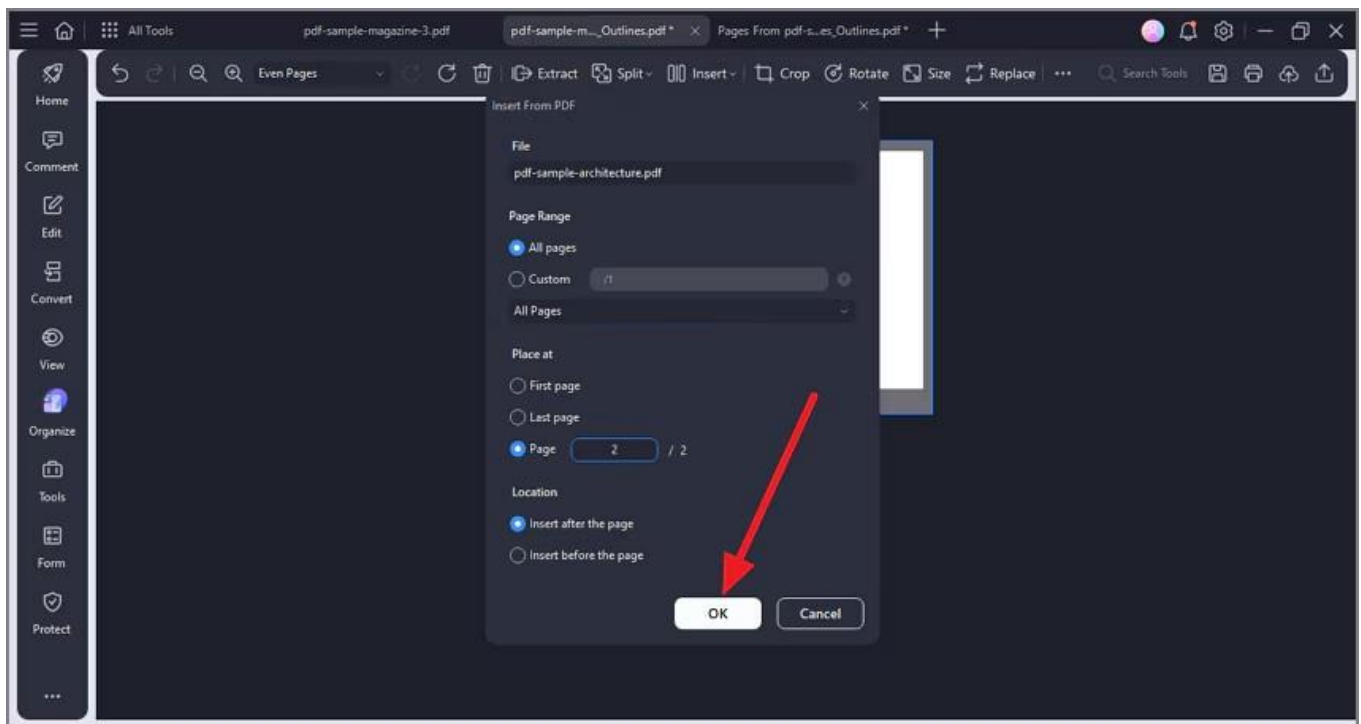


Insert Pages From PDF

Step 1. Begin by importing the document and click on the “Insert” option to select the “Insert From The File” option.



Step 2. Next, select the pages of the file and press “OK” to add the PDF pages to this document.

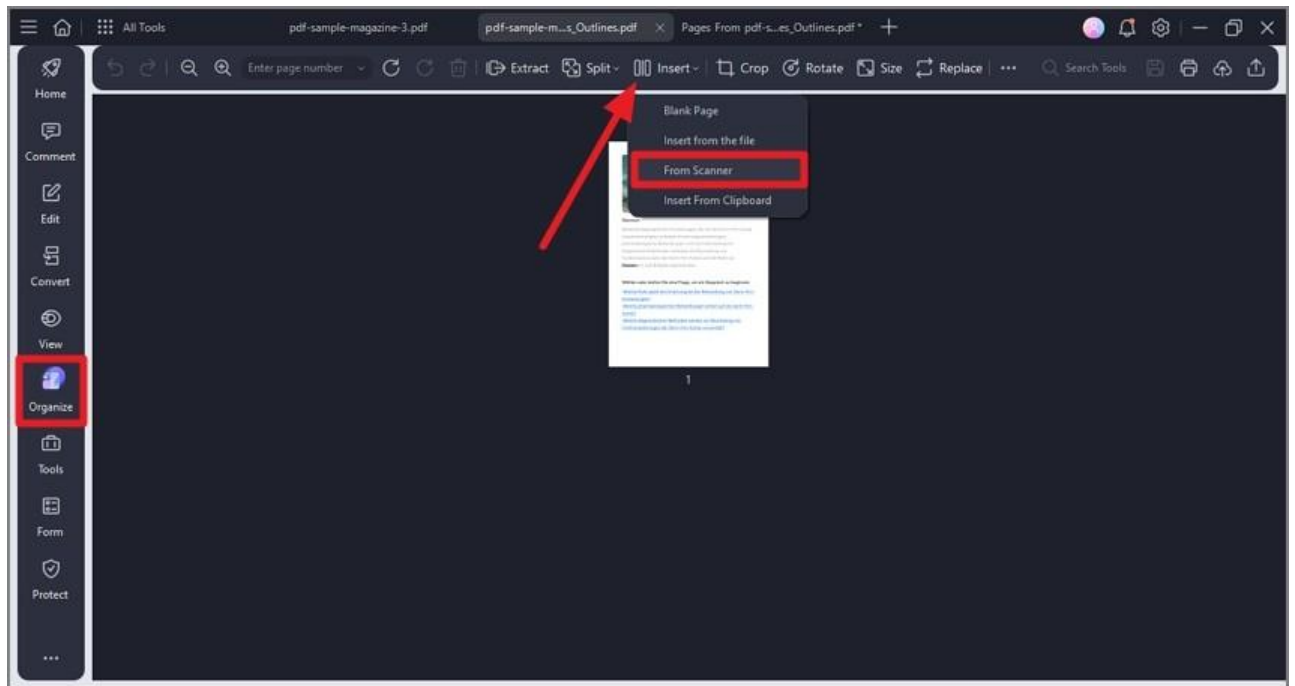


Insert Pages from the Scanner

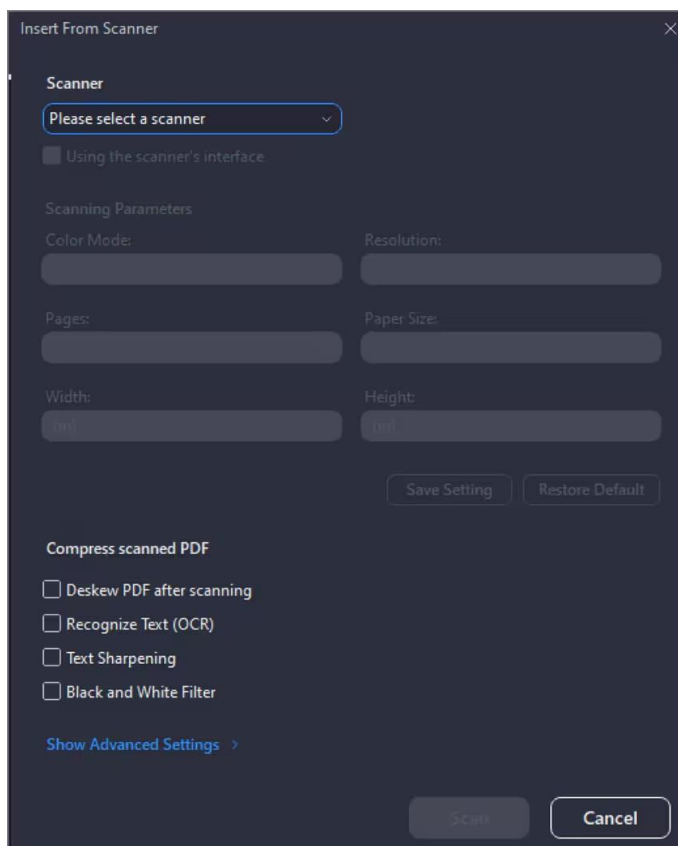
PDFelement is the best PDF editing software that allows you to insert the pages in your PDF files for easy navigation.

If you have a PDF file and want to add a few more pages but don't want to create new PDF all over again, you can use this tool. It allows you to quickly add the pages from the scanner with a few simple steps. Therefore, for your assistance, the following guide will help you add pages to the PDF from the scanner:

- Open the PDFelement tool and upload your target PDF from your device. From its main interface, press the “Organize” section and click the “Insert” drop-down menu. Upon clicking, a pop-up menu will appear, then choose “From Scanner” from there.

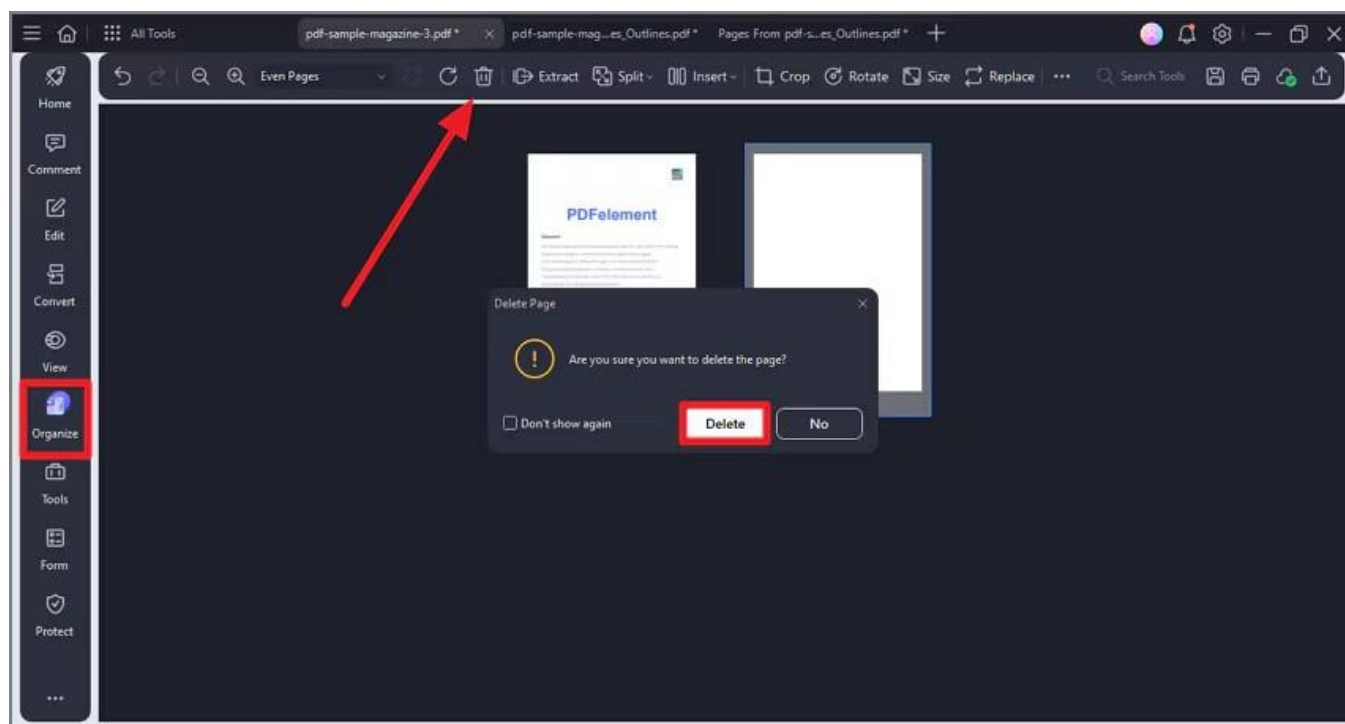


- Afterward, another pop-up menu will appear where you have to press the “Please Select a Scanner” option. Then, add pages from the given option, and hit the “Scan” button.



Delete Pages from PDF

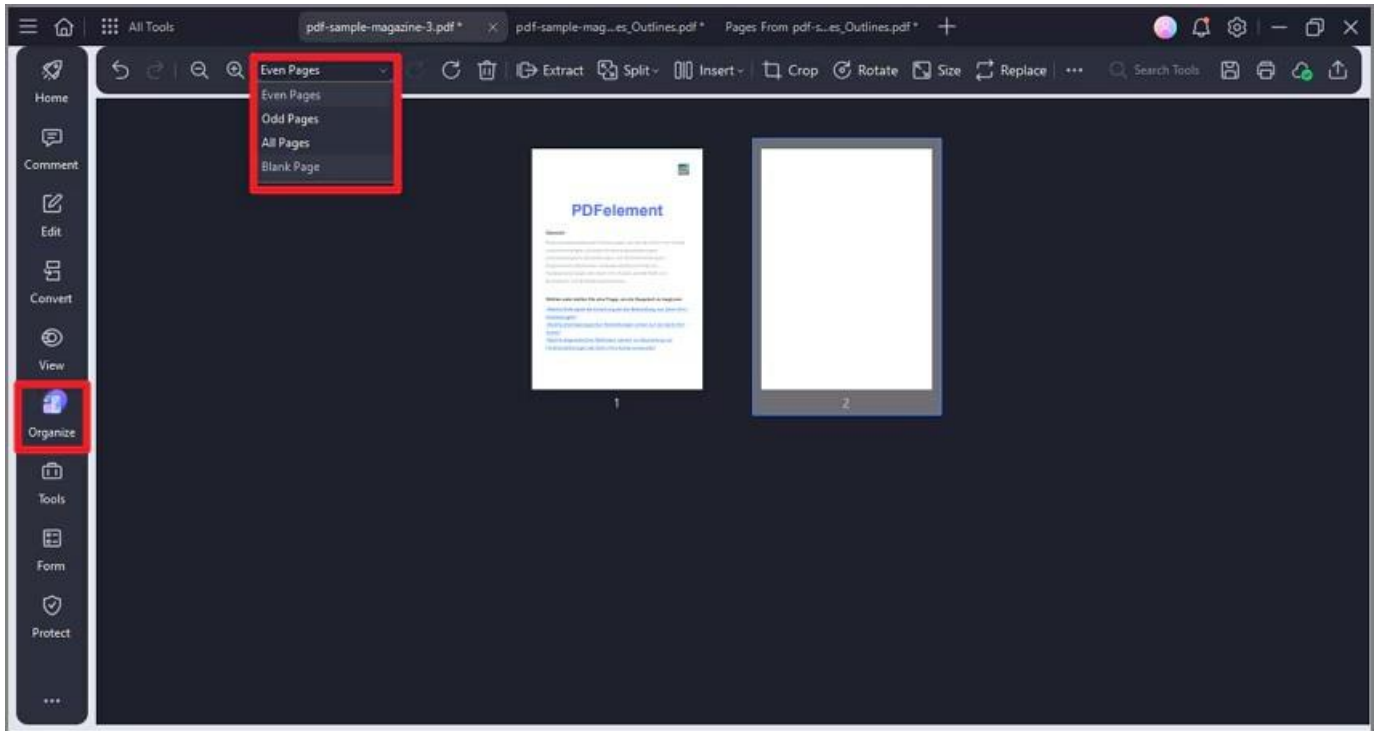
- Click the page you want to delete in the left-side Thumbnail Panel, or press the Ctrl key and select multiple pages simultaneously, and then press the Delete key to remove the page.
- Alternatively, you can hit the "Page" button, enter the page number in the box to select a page or click the page thumbnail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



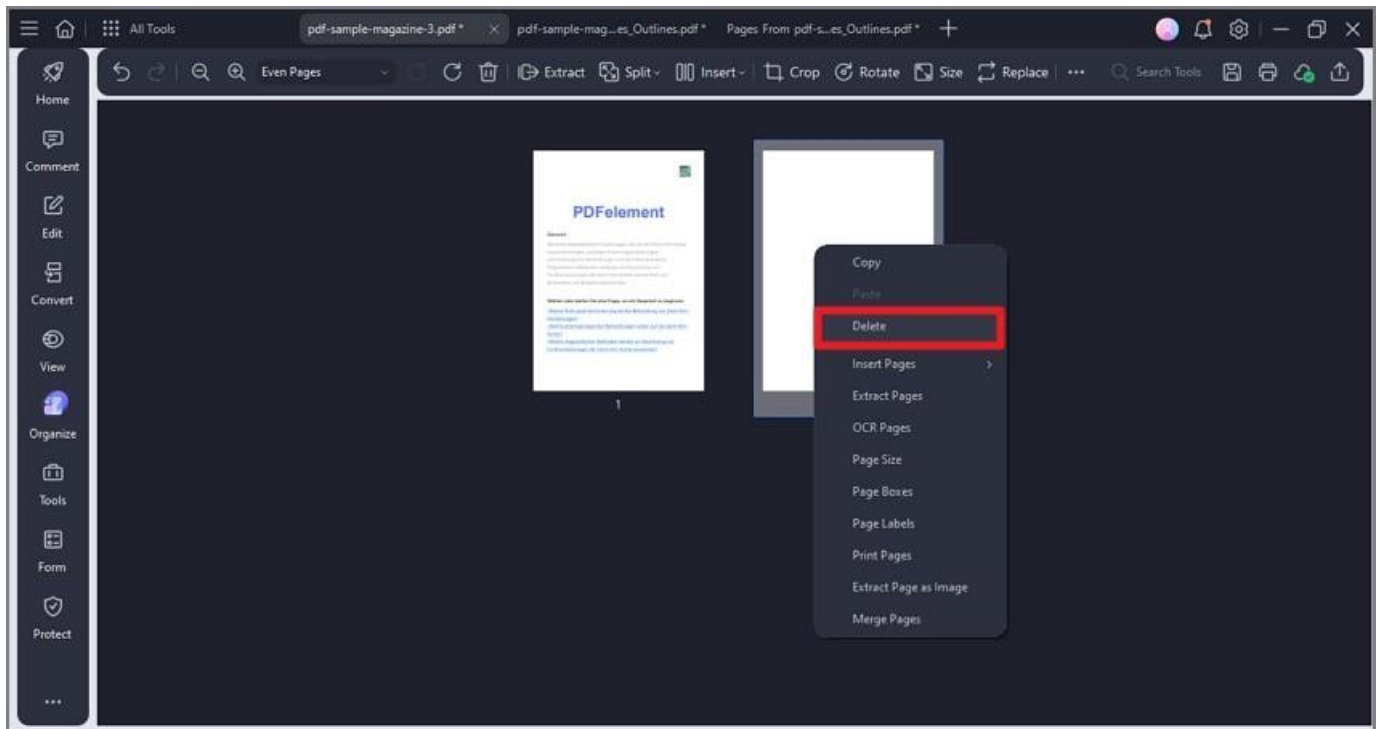
Delete Blank Pages from PDF

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

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

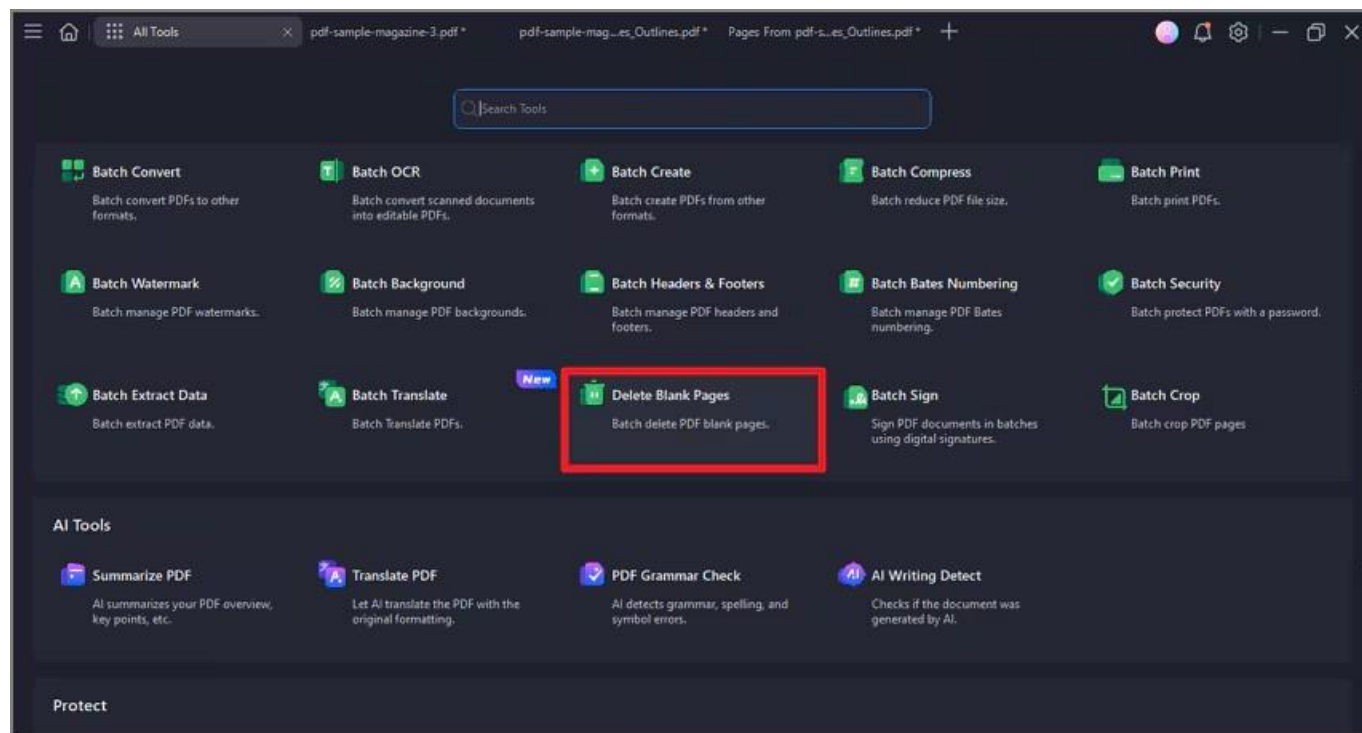


- After you choose “Blank Pages”, the “Page Input” box will show the page number of all the blank pages.
- Right click on any selected blank page, choose “Delete” and you can delete the blank pages from PDF in batch.



- You can also try “Tool>Batch Process>Delete Blank Pages”, then you drag or drop

your files with blank sheets to the operating area, and PDFelement will quickly delete all blank page in your files within seconds.

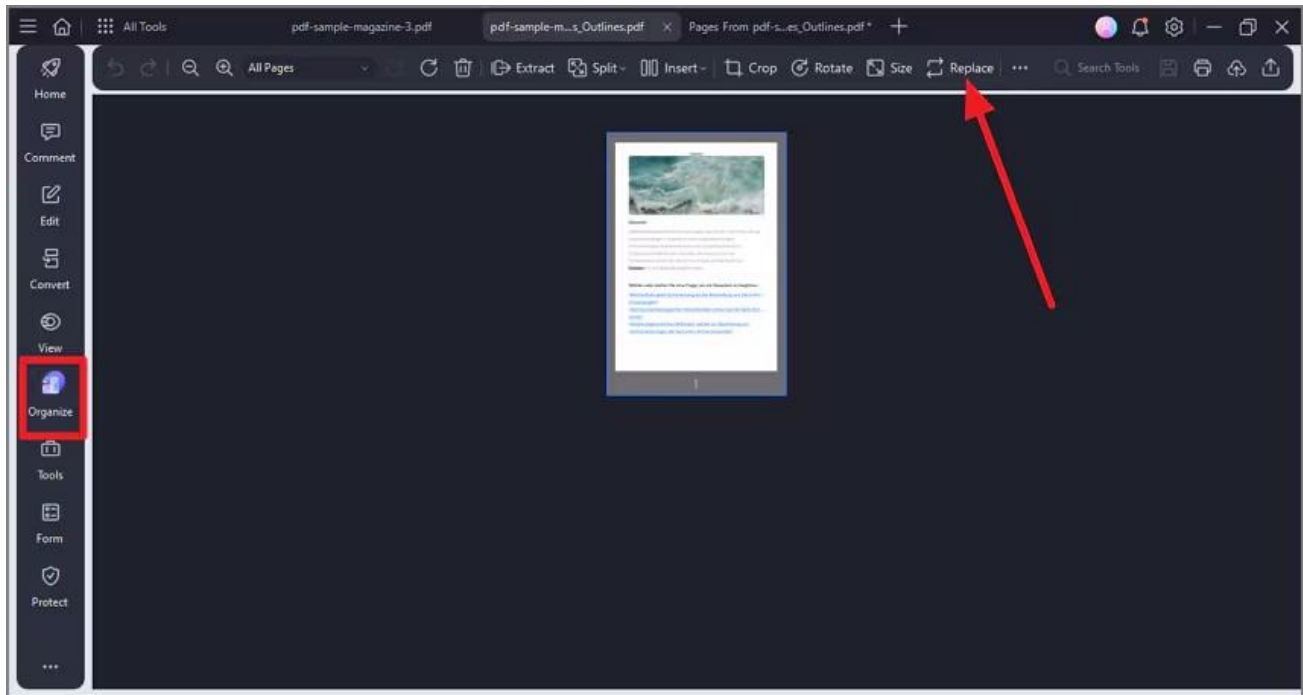


Replace a Page in a PDF

You can swap out one or more pages in a PDF document with pages from another PDF file. This is useful for correcting mistakes, updating content, or substituting pages without recreating the entire document. To learn how to change a PDF page with another document's page, read the steps mentioned below:

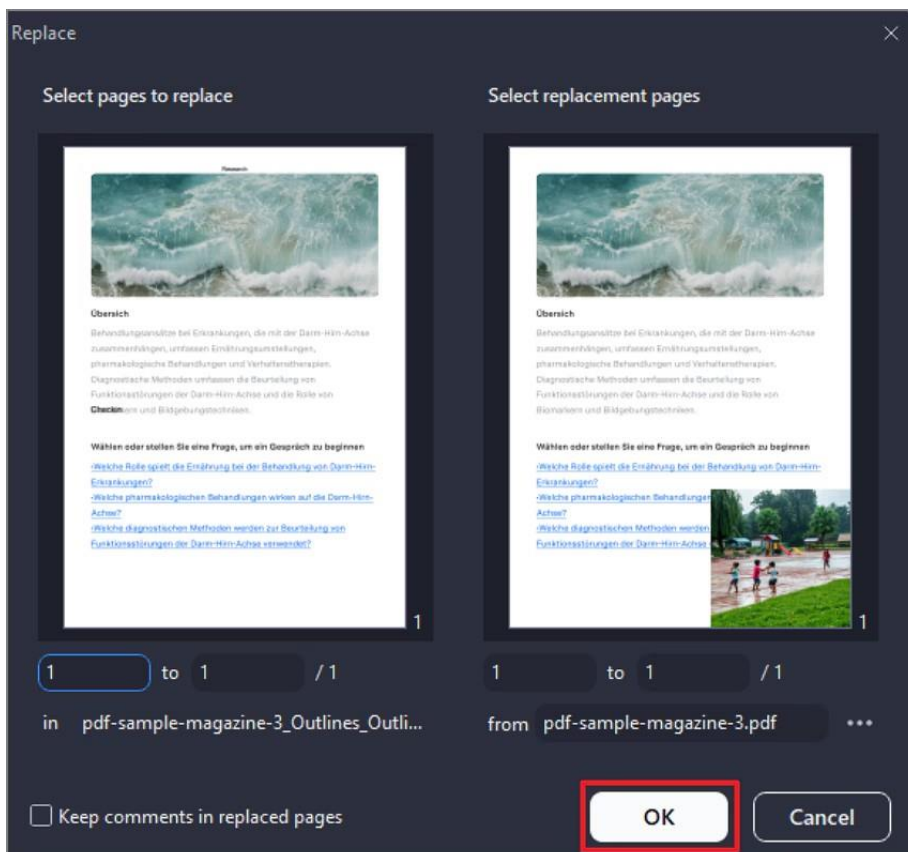
Step 1

Once you have acquired the “Organize” section from the left sidebar, locate the “Replace” option from the toolbar at the top and click on it.



Step 2

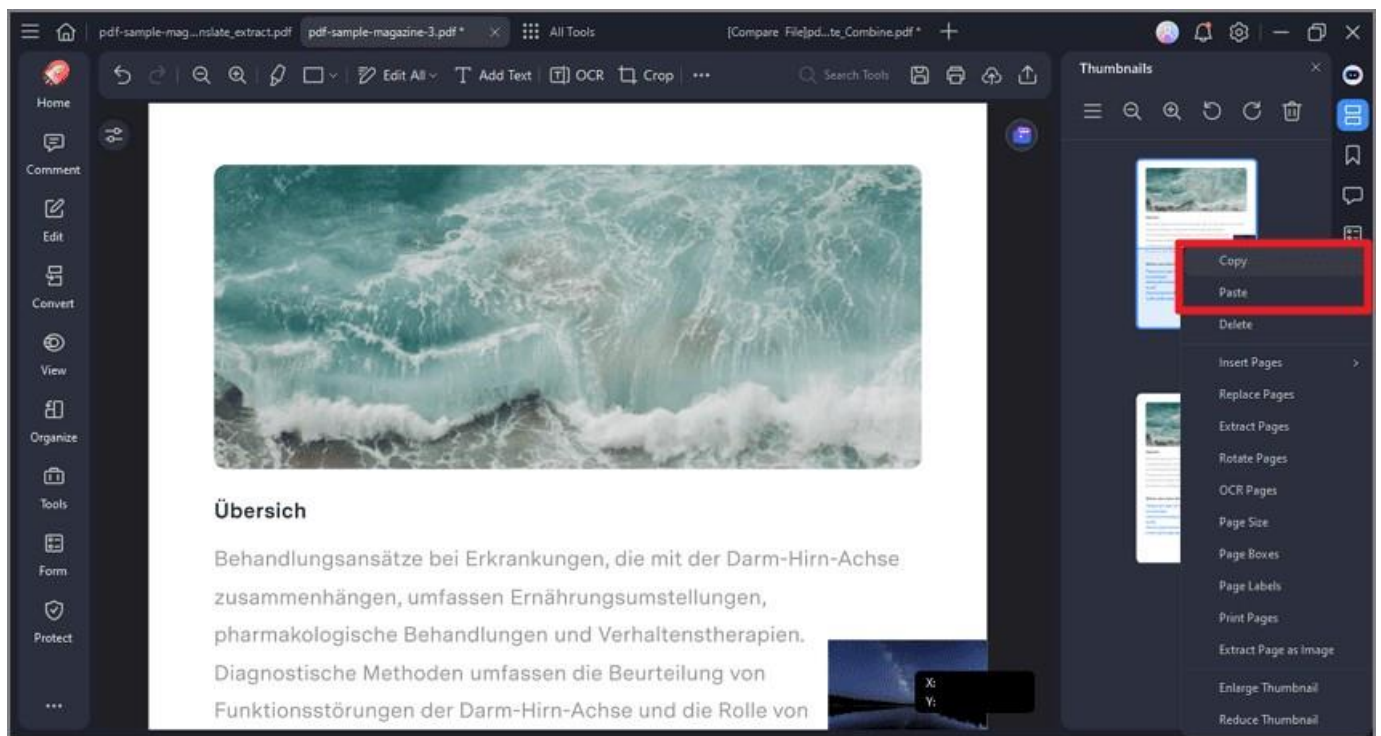
Now, add the page that you want to add to the designated field and press the “OK” button located at the bottom.



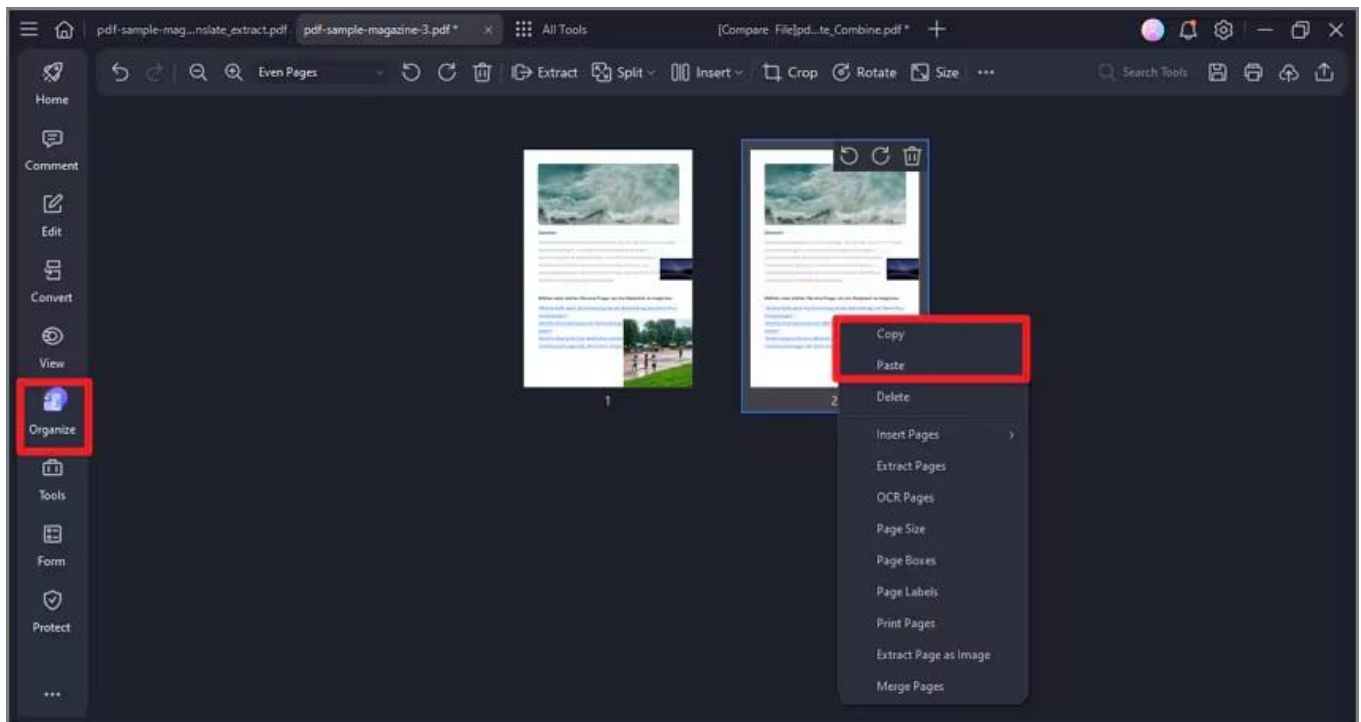
Duplicate PDF Page

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

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



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

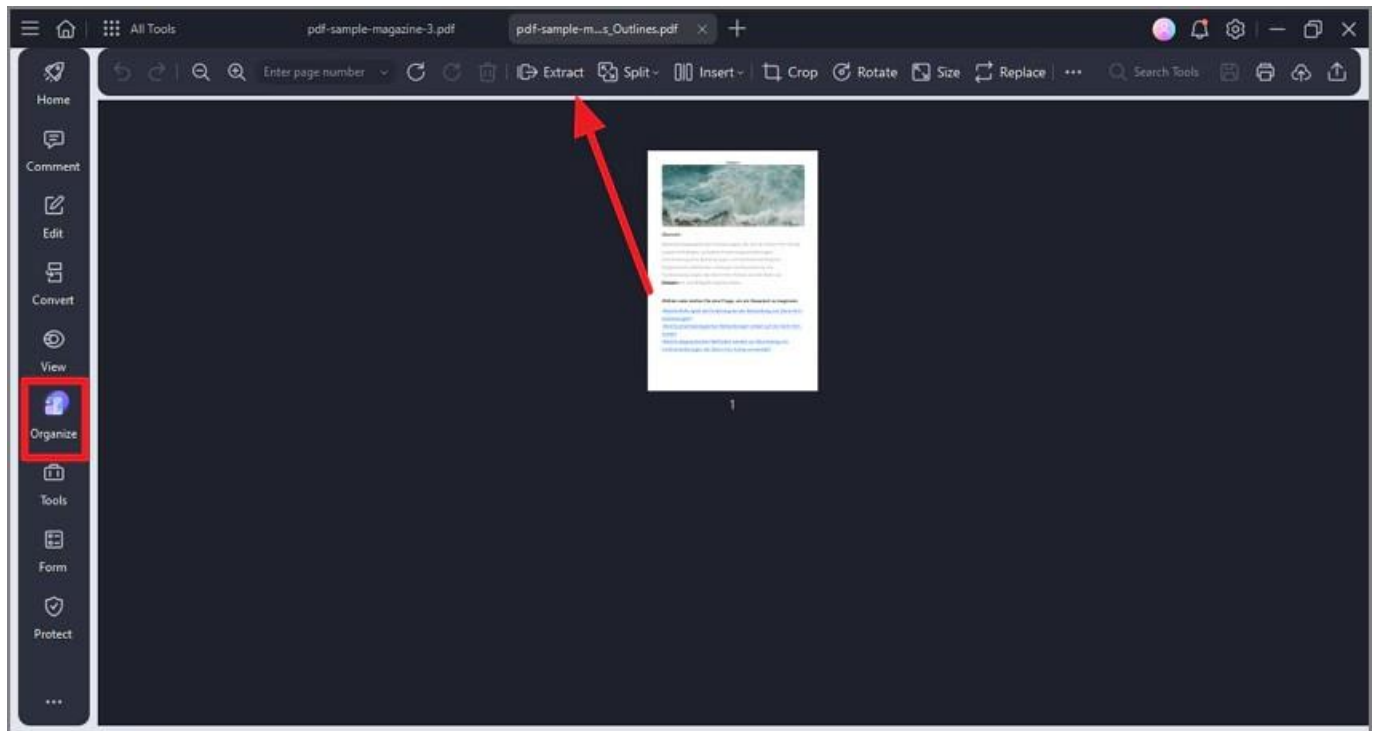


Extract Pages from PDF

PDFelement offers robust PDF extraction capabilities that enable users to pull specific types of content from PDF documents efficiently. With this feature, users can extract data from fillable PDF form fields and convert it into manageable formats or use the data elsewhere. To learn how to use this feature on PDFelement, read the steps mentioned below:

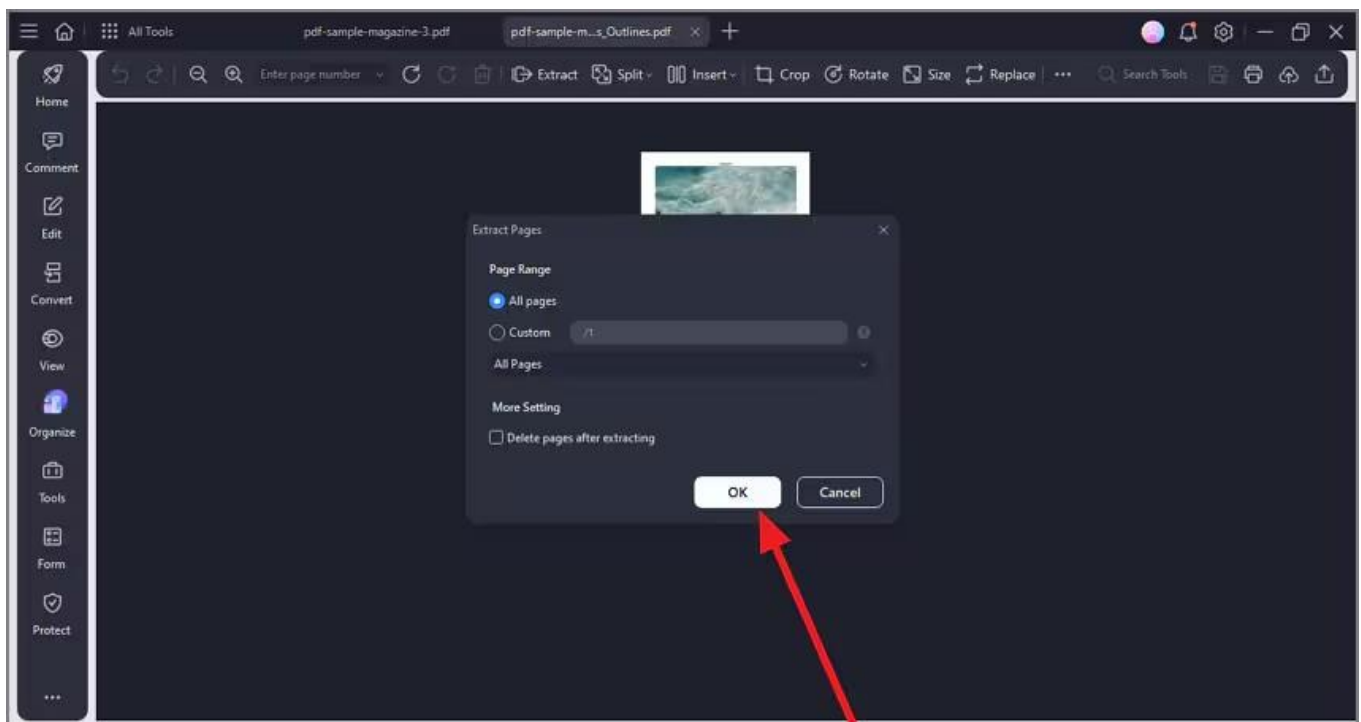
Step 1

Once you have imported the document to the tool's interface, head to the sidebar on the left and press the "Organize" option. Next, head to the top toolbar and select the "Extract" option.



Step 2

In the following small window, select the pages you want to extract and hit the “Ok” button. A new extracted version of the file will be created in a new window.

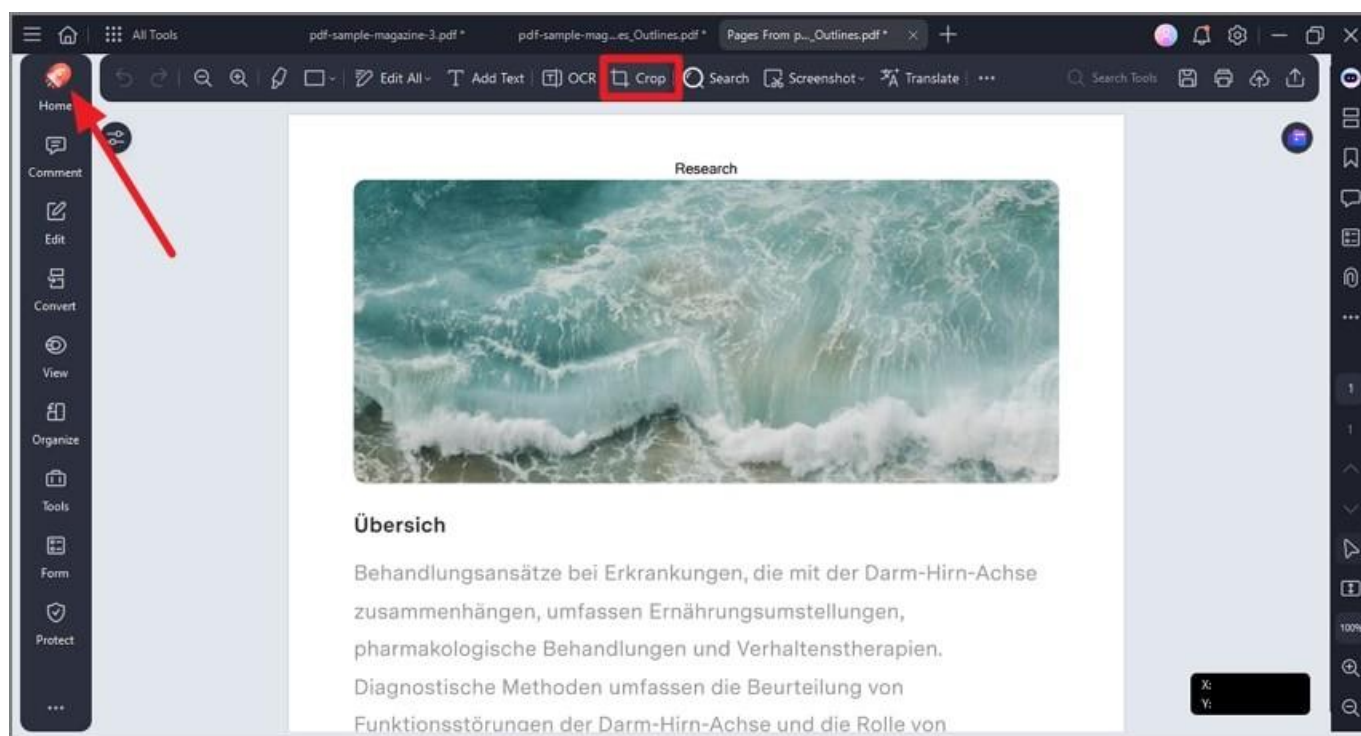


Crop PDF Pages

The crop PDF pages feature in PDFelement allows users to adjust the visible area of pages within a PDF document by trimming unwanted margins, borders, or blank spaces. The tool offers various cropping methods depending on your needs and requirements. Read the steps mentioned below to learn how to crop a document successfully using this tool's functionalities:

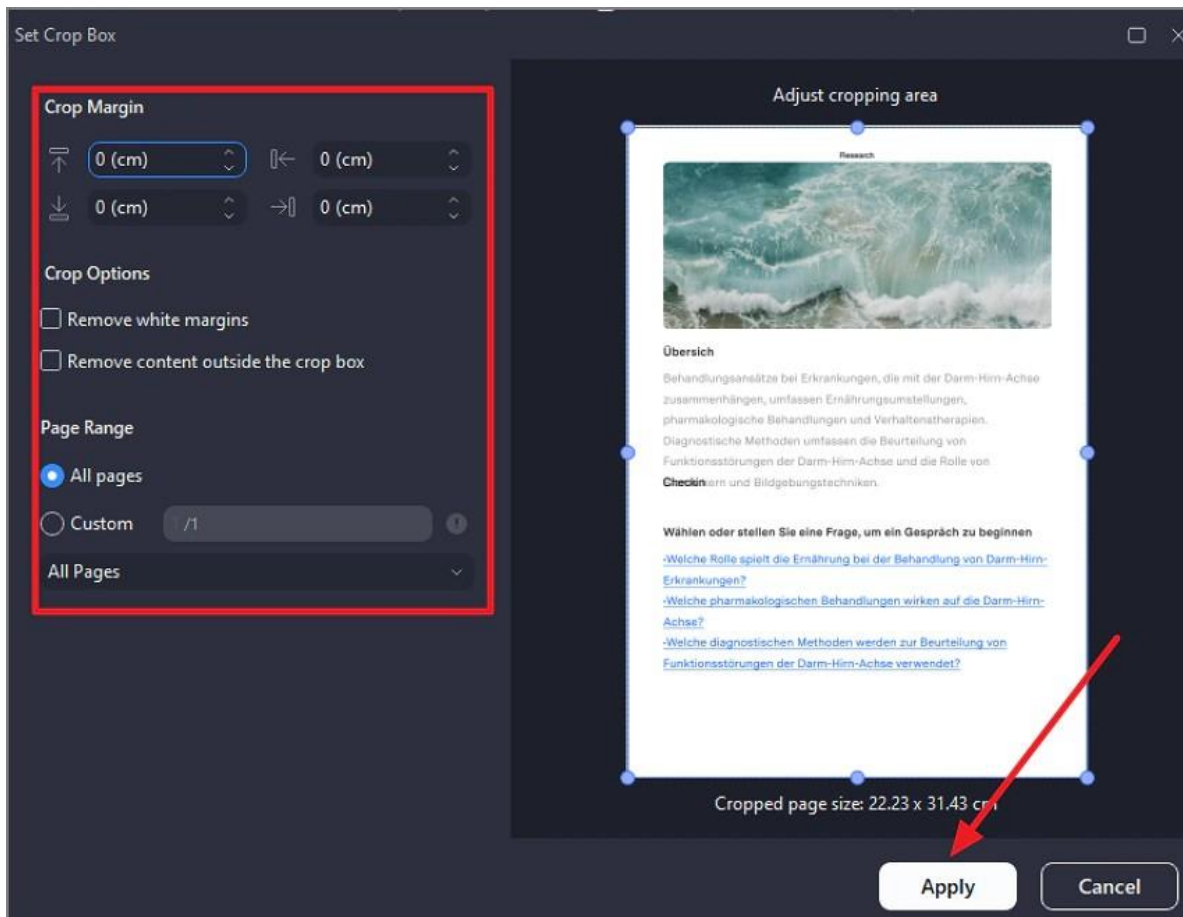
Step 1

Once you have imported your document within the tool's interface, head to the sidebar on the left and enable the "Home" section. From the toolbar at the top, locate the "Crop" option and click on it.



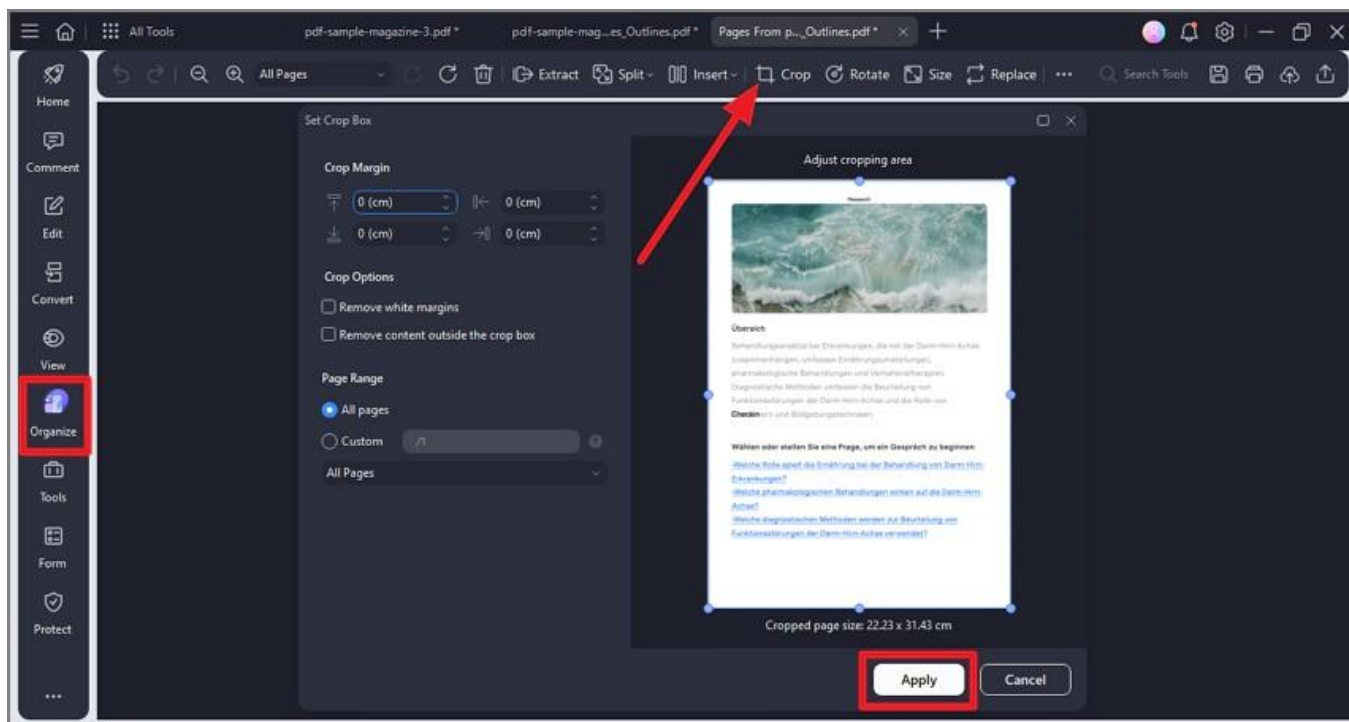
Step 2

In the following small window, specify the "Crop Margins" and select the page range to hit the "Apply" button located at the bottom.



Step 3

Alternatively, head to the “Organize” section and pick the “Crop” option from the toolbar. Select the desired area you want to keep using the preview window or specify margins from the left section. Finally, press the “Apply” button to save the changes applied.

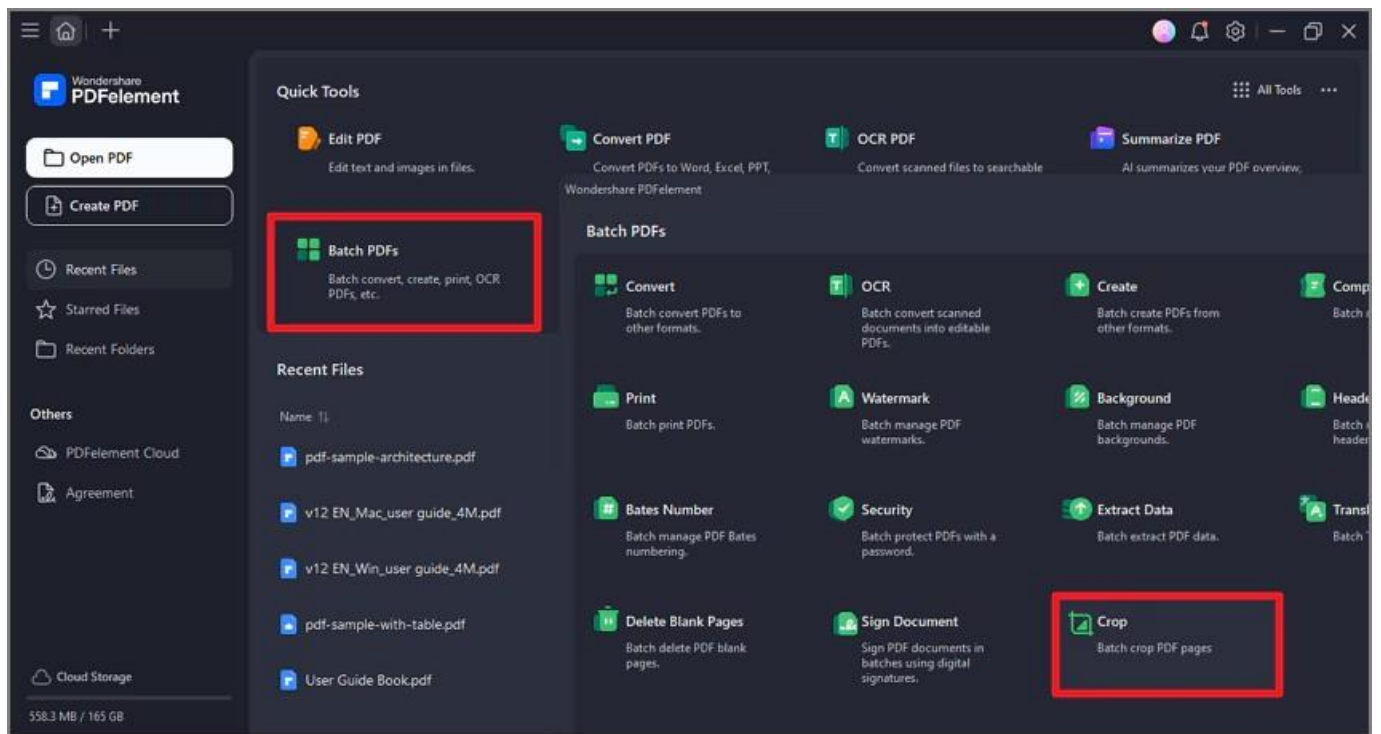


Batch Crop PDF

Batch Crop allows you to crop page ranges or margins from multiple PDF files at once, saving time and ensuring consistency across documents. You can select the desired pages or margins to crop, apply settings to all selected PDFs, and process them in one operation. This efficient feature helps manage large volumes of PDFs by removing unwanted areas across multiple files. Read the steps mentioned next to learn how to use the batch crop PDF feature:

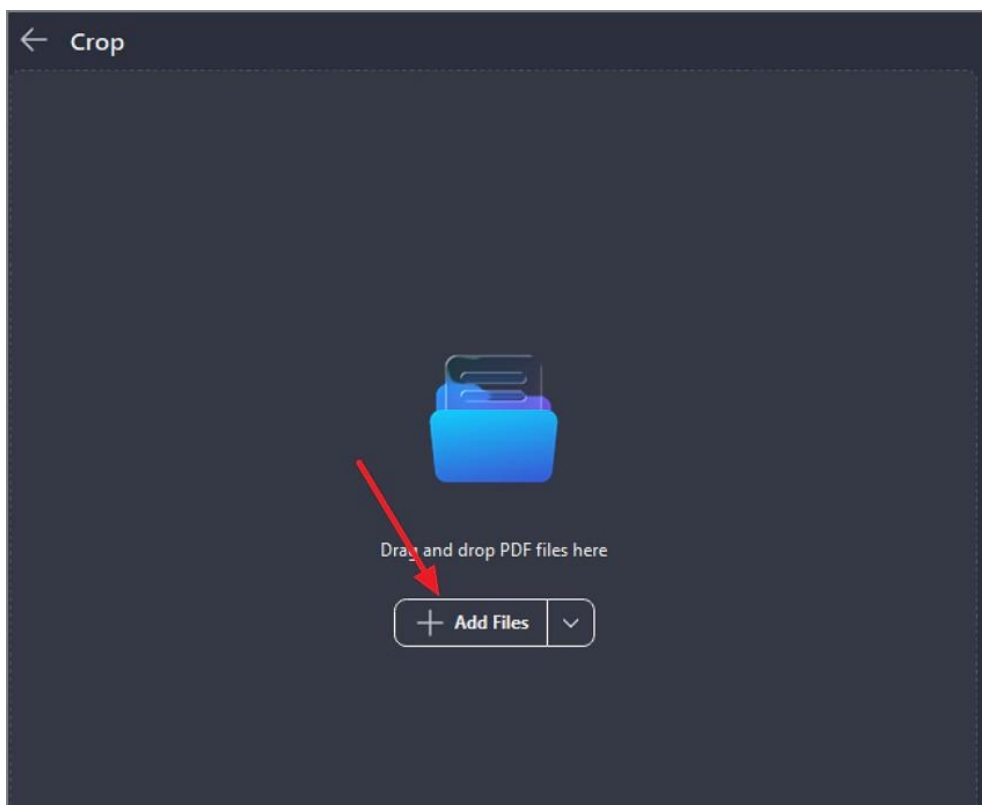
Step 1

After opening the tool on your Windows device, locate the “Batch PDFs” option on the homepage. Locate the “Crop” option in the following small window and click on it.



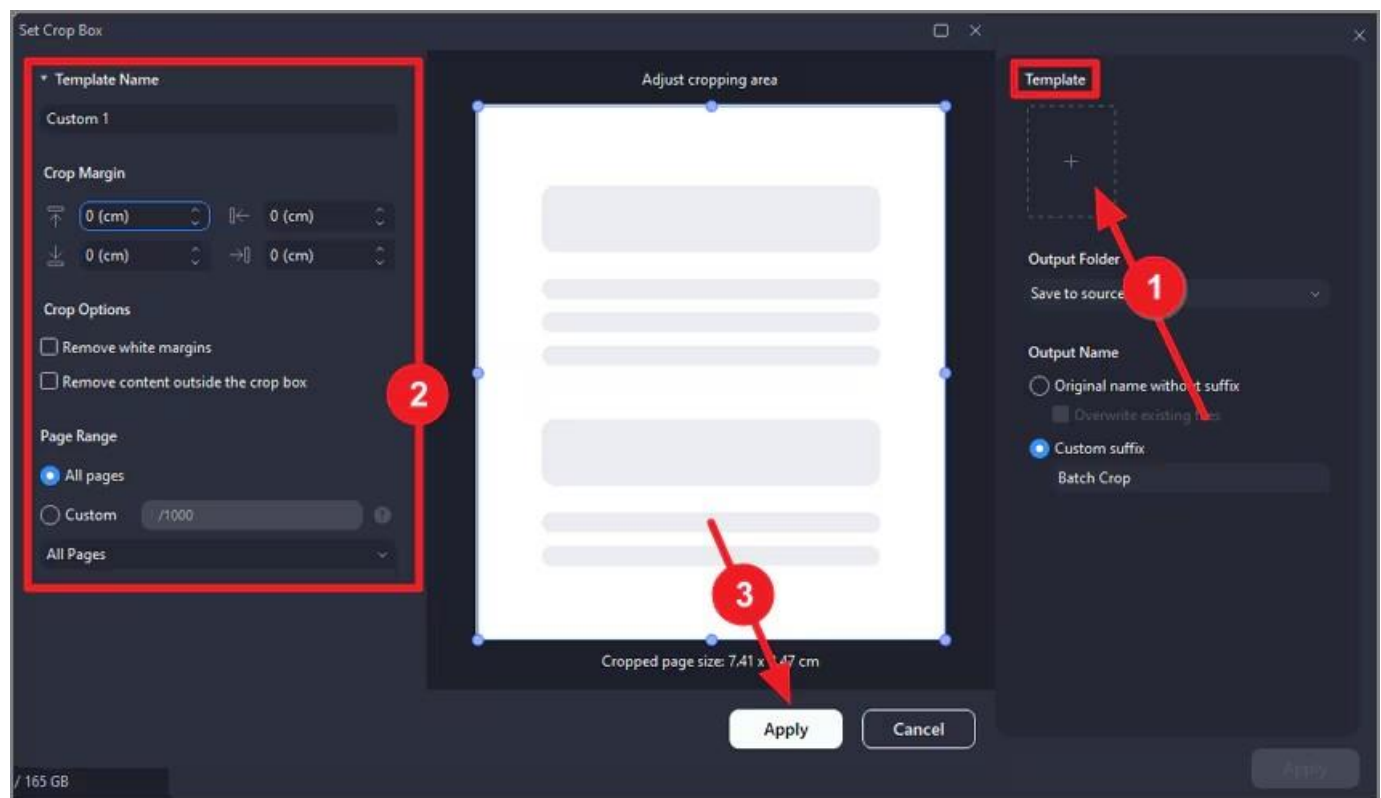
Step 2

In the following interface, add multiple documents to the tool's interface using the “Add Files” button.



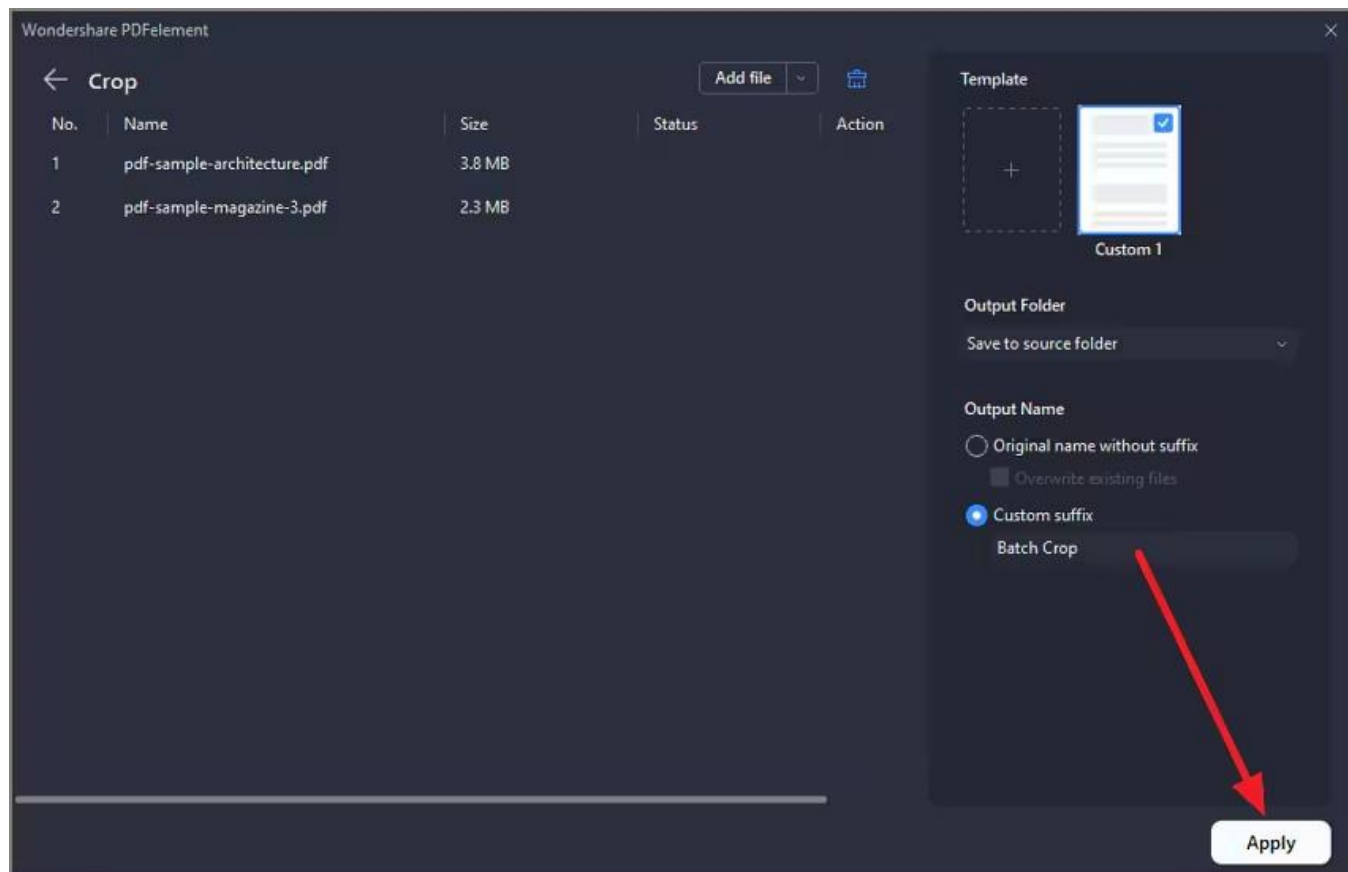
Step 3

Once the files are added, click the “Template” option from the right and specify crop settings such as “Margin,” “Page Range,” and “Crop Option.” You can manually crop the document by dragging the corners of the page in the preview. Press the “Apply” button located at the bottom to save the applied changes.



Step 4

Specify the output folder and name for the new file by accessing the options on the right and hitting the “Apply” button. The cropped documents will be automatically saved in the specified location on your device.

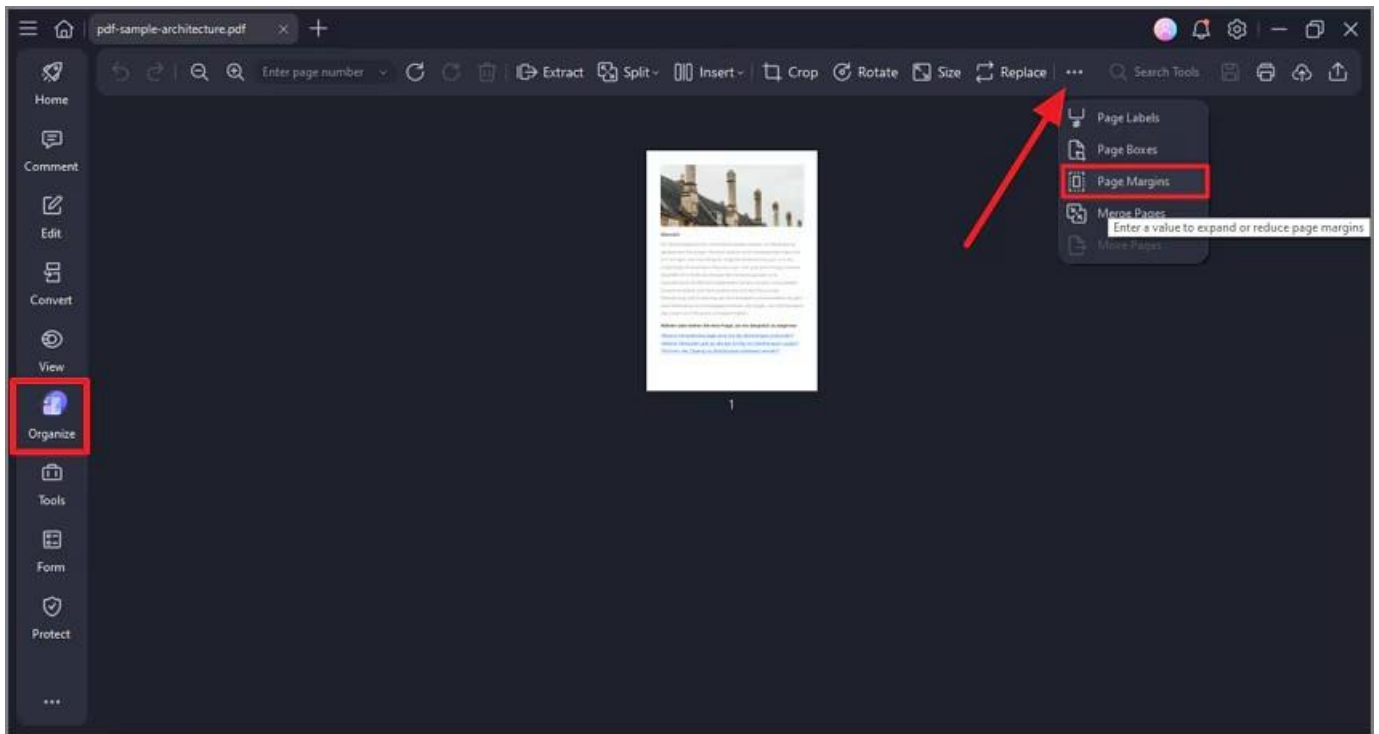


Set Page Margin on Windows

The Page Margin feature allows you to set or adjust the margins of your PDF pages easily for a clean and organized layout. This helps improve the document's appearance and prepares it for printing or sharing. Users get the ability to set the margin of each page separately by specifying their numbers or adjusting it in a go. To learn how to adjust the margin of the pages in your PDF, read the steps mentioned below:

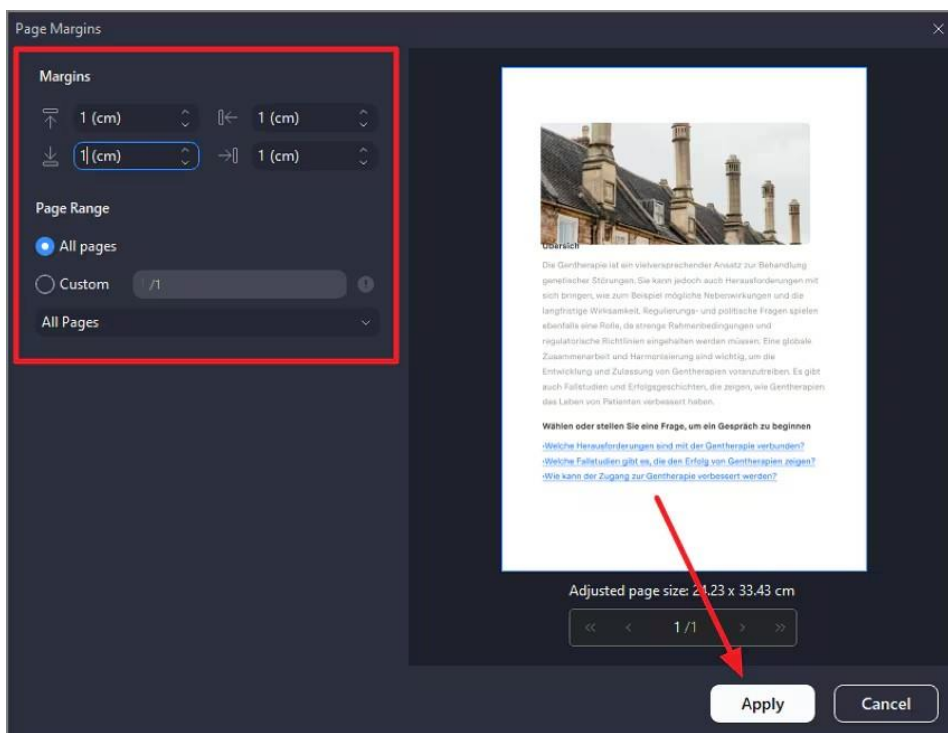
Step 1

After you have opened your desired document in the PDFelement's interface, head to the sidebar located on the left and click on the "Organize" option. Next, press the "Three Dots" icon located on the top toolbar and press the "Page Margins" option available there.



Step 2

In the following small window, set the “Margins” from the left by adjusting each scale separately from its drop-down menu. Specify the “Page Range” and preview the changes in the preview on the left. Save the applied changes by clicking on the “Apply” button located at the bottom.

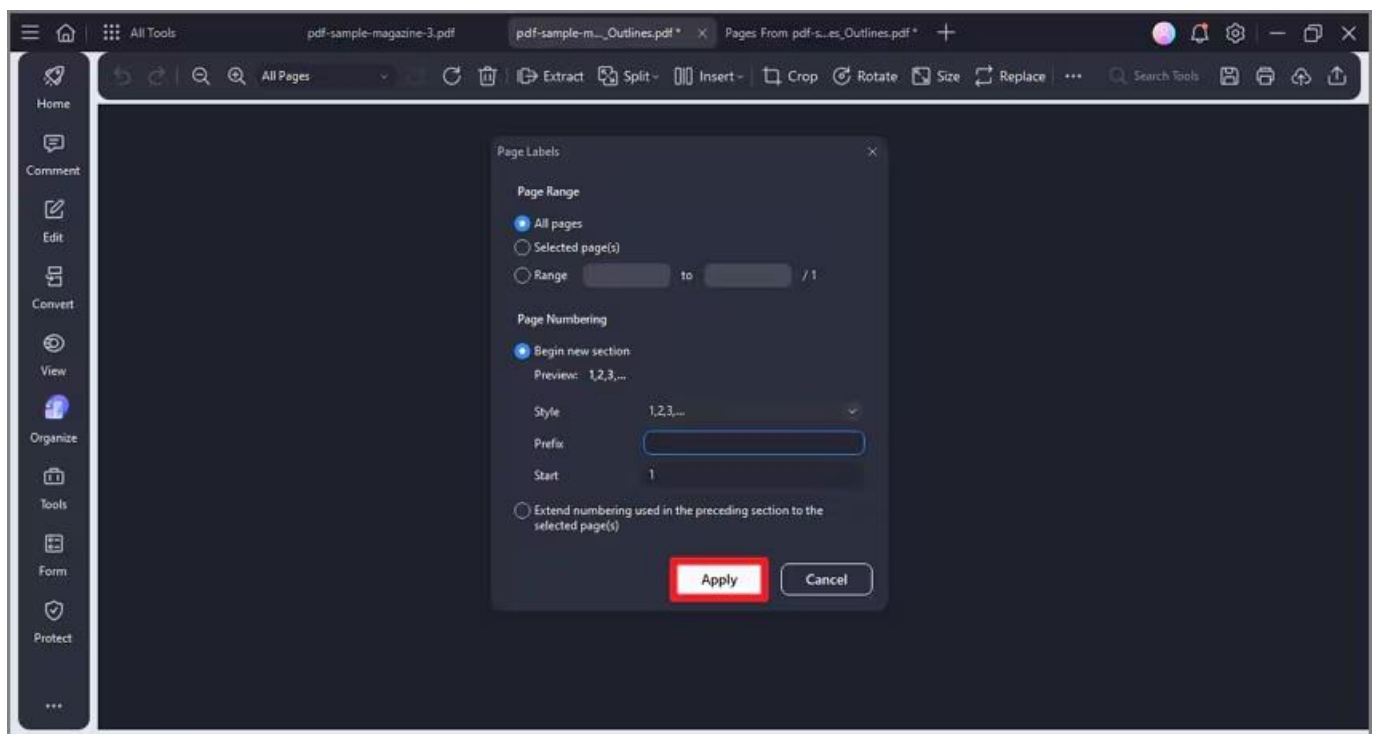


PDF Pages Labels

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

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

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



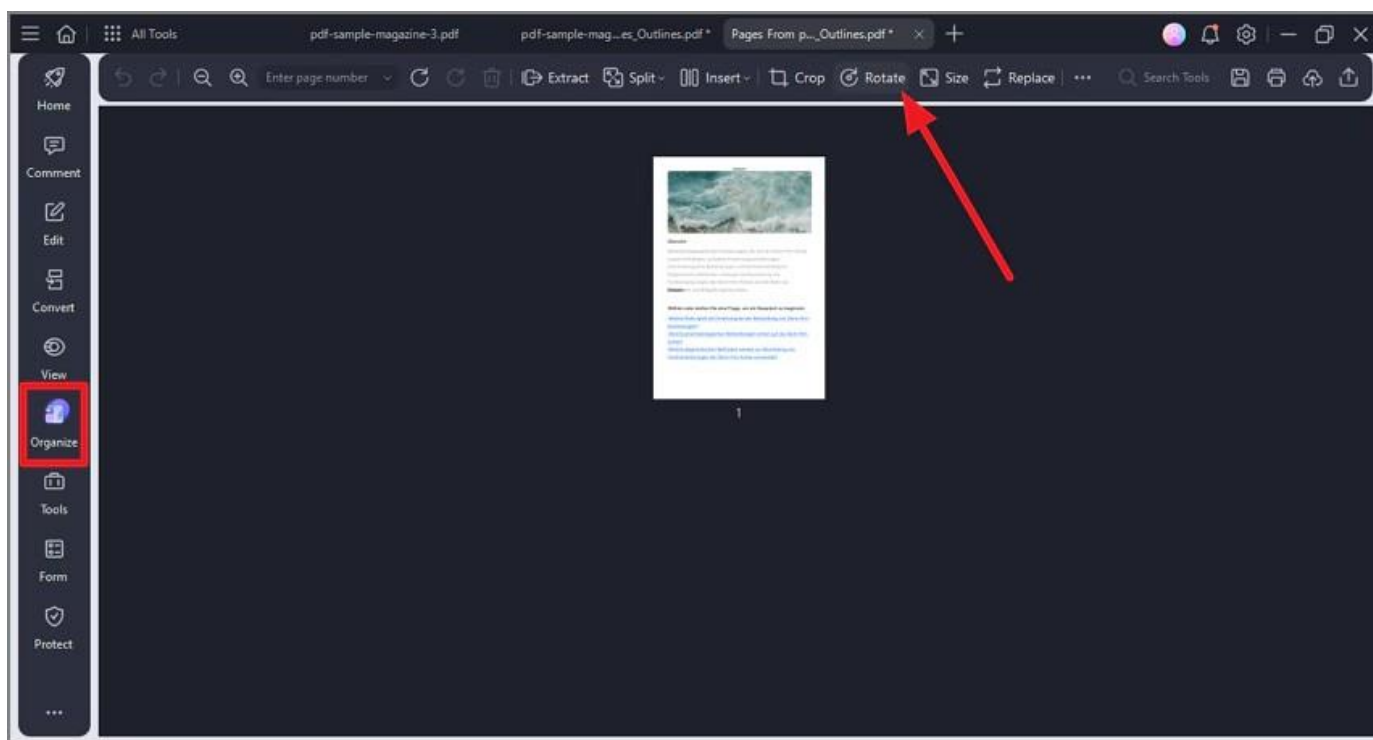
- Click the "Page"> "More" button and select the "Page Label" option in the drop-down menu.
- Set the Page Range and Page Numbering style/prefix as you want in the pop-up window. Click the "Apply" button to add the page labels.

Rotate Pages in PDF

PDFelement offers comprehensive page rotation features under its organize PDFs tools, allowing users to adjust the orientation of individual pages or page ranges within a PDF document. Users can rotate pages clockwise or counterclockwise by 90 or 180 degrees. To learn how to rotate the pages in a PDF, follow the steps provided next:

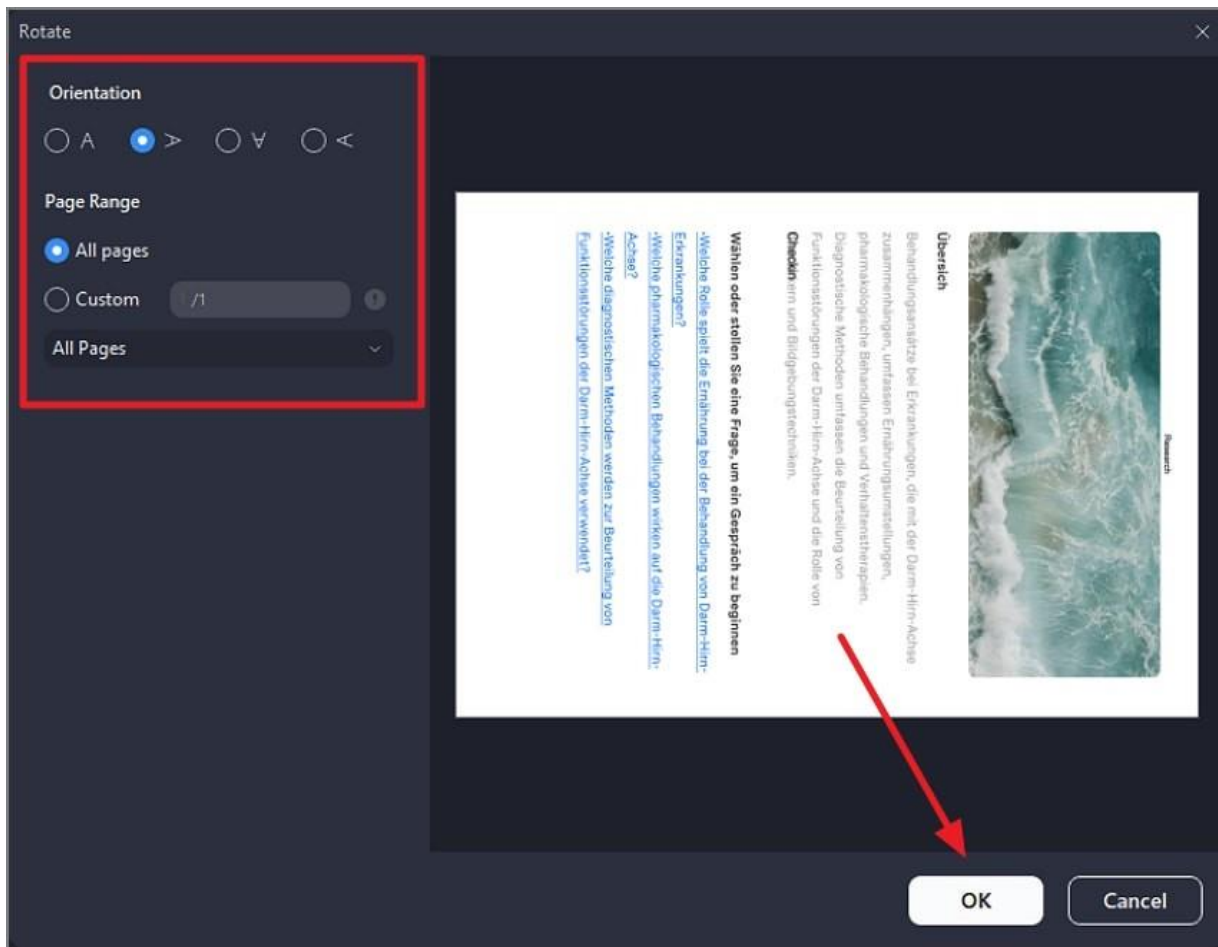
Step 1

Begin by opening the document in the interface and accessing the left sidebar to click the “Organize” option. Next, head to the top toolbar and select the “Rotate” option from there.



Step 2

In the following interface, select the orientation from the options provided and choose the page range. Apply the rotation by clicking the “Ok” button located at the bottom.

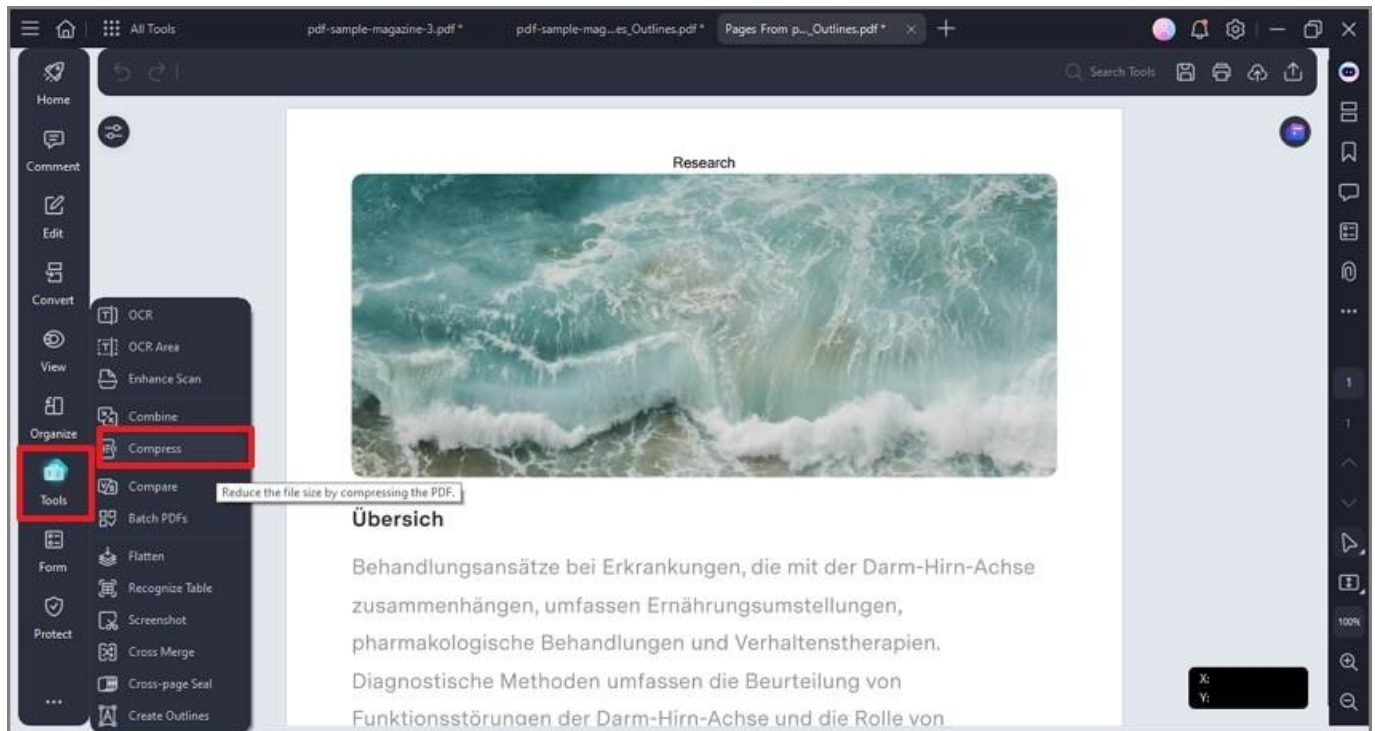


Compress PDF

PDFelement provides a powerful PDF compression feature designed to reduce the file size of PDF documents efficiently without sacrificing quality. The compression tool offers multiple levels: High, Medium, and Low that reduce the file size while maintaining the quality. Follow the steps provided next to learn how to reduce the size of the PDF document using this efficient tool:

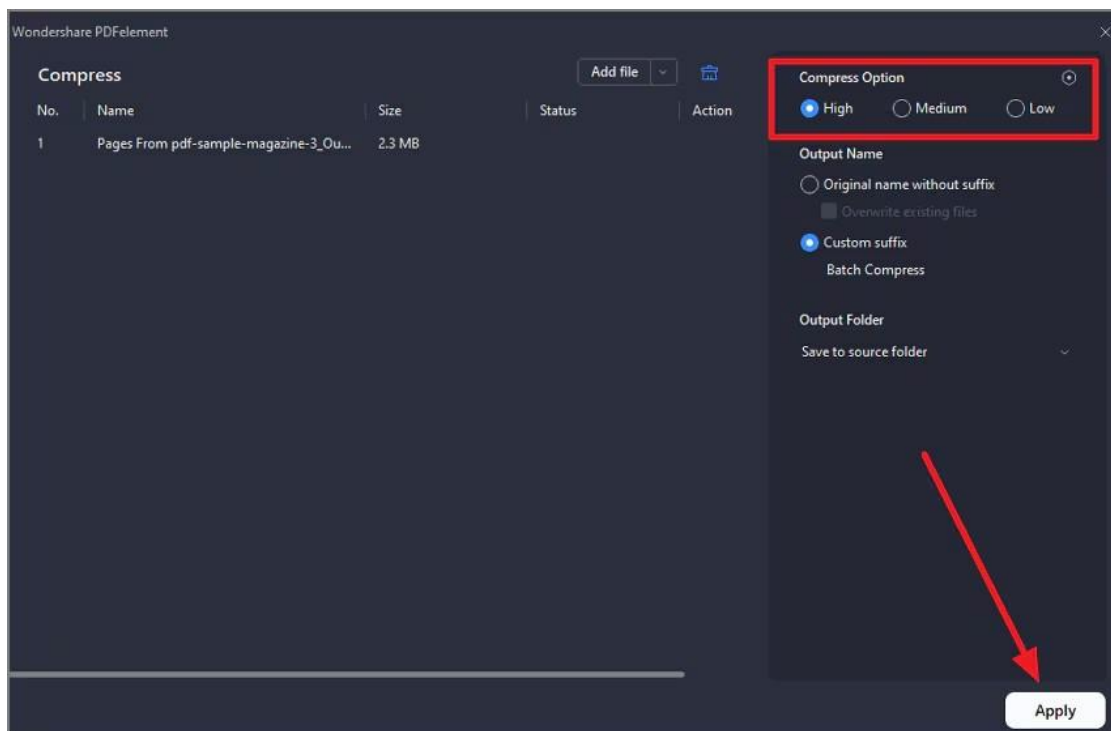
Step 1

After adding your PDF document to the tool's interface, go to the left sidebar and click on the "Tools" option. Next, press the "Compress" option from the expanded list to proceed.



Step 2

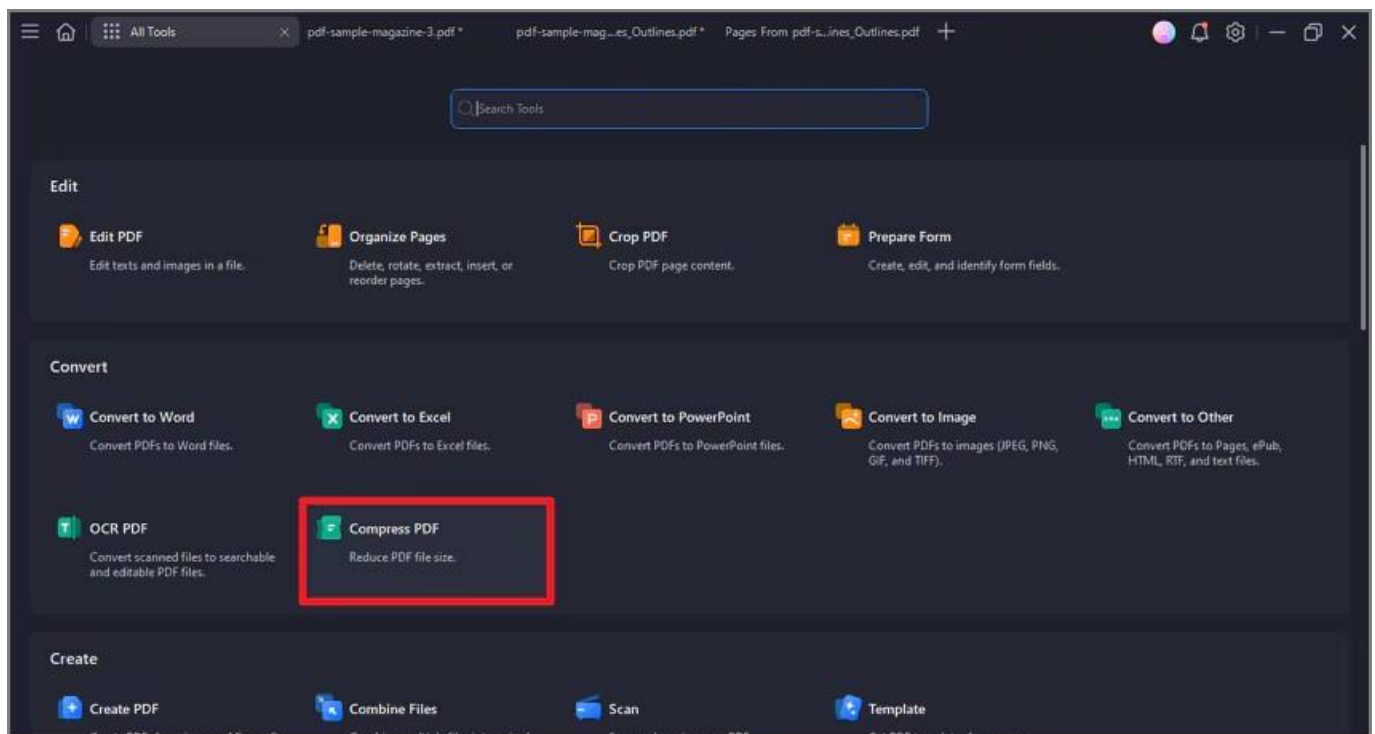
Moving forward, select the level of compression from the options provided and configure other settings. Finally, hit the “Apply” button at the bottom to execute the compression process.



Step 3

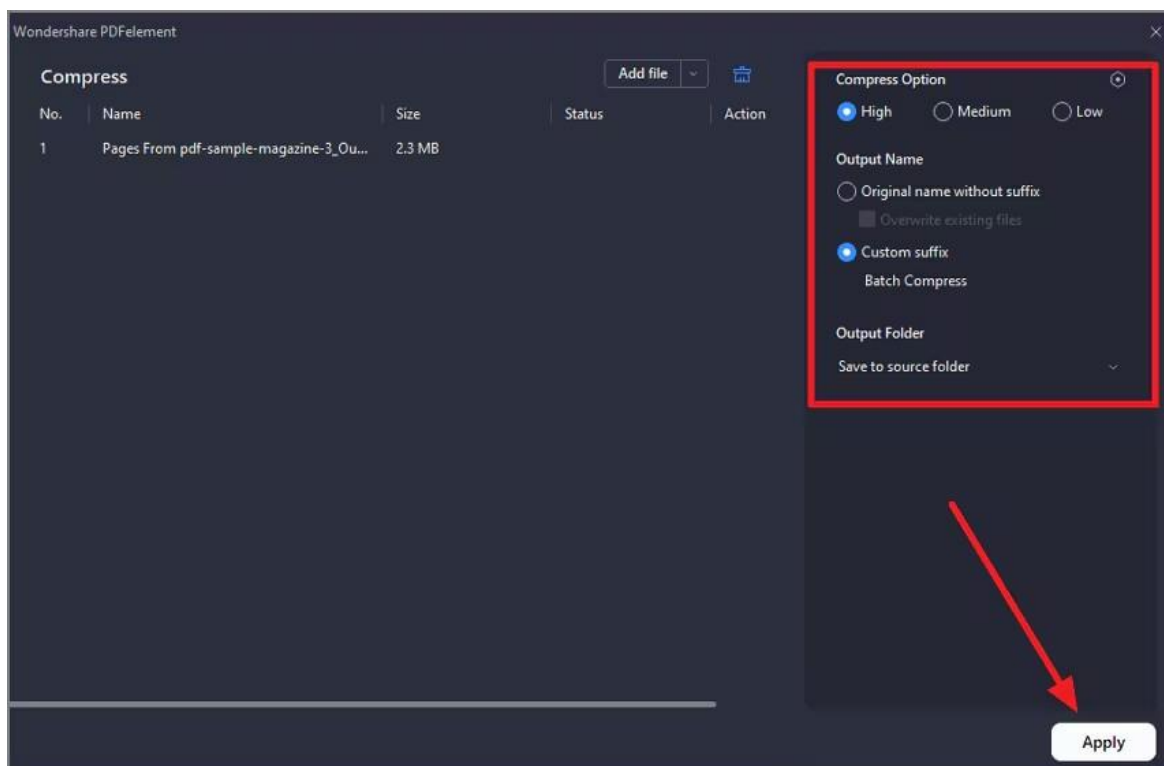
Alternatively, access the “Compress PDF” option located on the homepage once you launch

the tool on your device.



Step 4

Add the files for compression, select the compression level, and press “Apply” to successfully reduce the file size of the documents.



PDF OCR

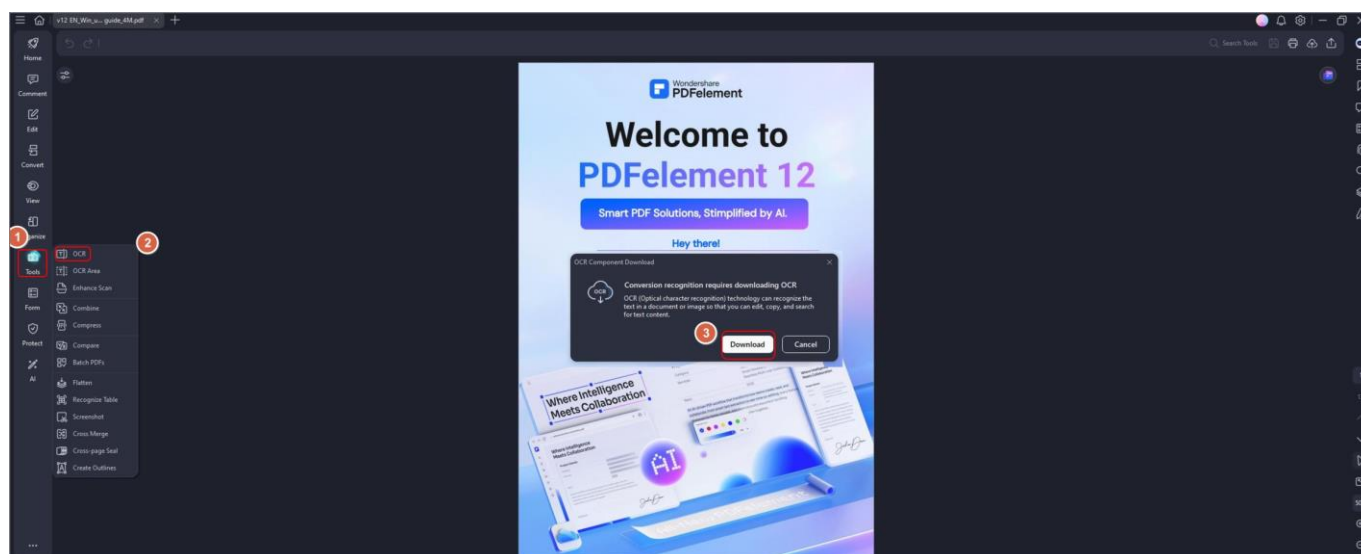
What is OCR?

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

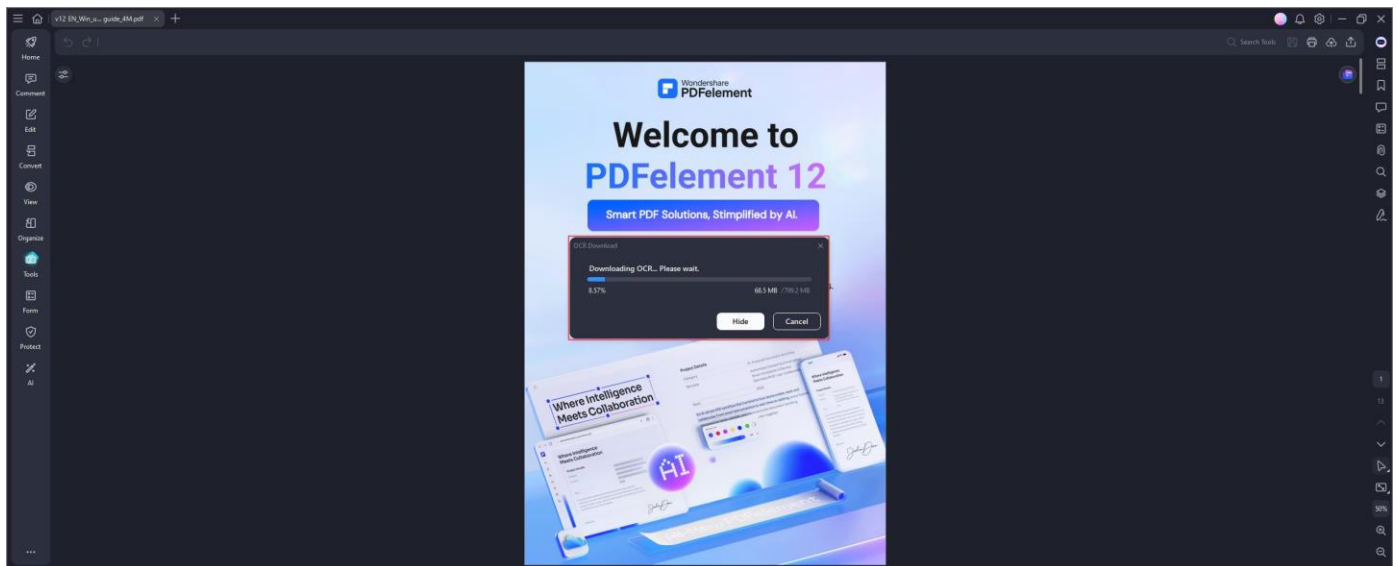
Download and Uninstall OCR

1. Download PDFelement OCR plugin.

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



- The progress bar will display the downloading status.



Tip: What to do if PDF OCR plugin fail to download?

If you can't download the OCR plugin in PDFelement program, you can try these:

- Uninstall the PDFelement on your computer. Then download the program and reinstall PDFelement.
- Download the OCR plugin separately from the following link: [OCR plugin for Windows](#). If you are using PDFelement for Mac, download PDFelement in the App Store, because the version in the App Store contains the OCR plugin.
- If the OCR plugin still can't be downloaded after reinstalling the program, please [contact our support team](#).

2. Install OCR.

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

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

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

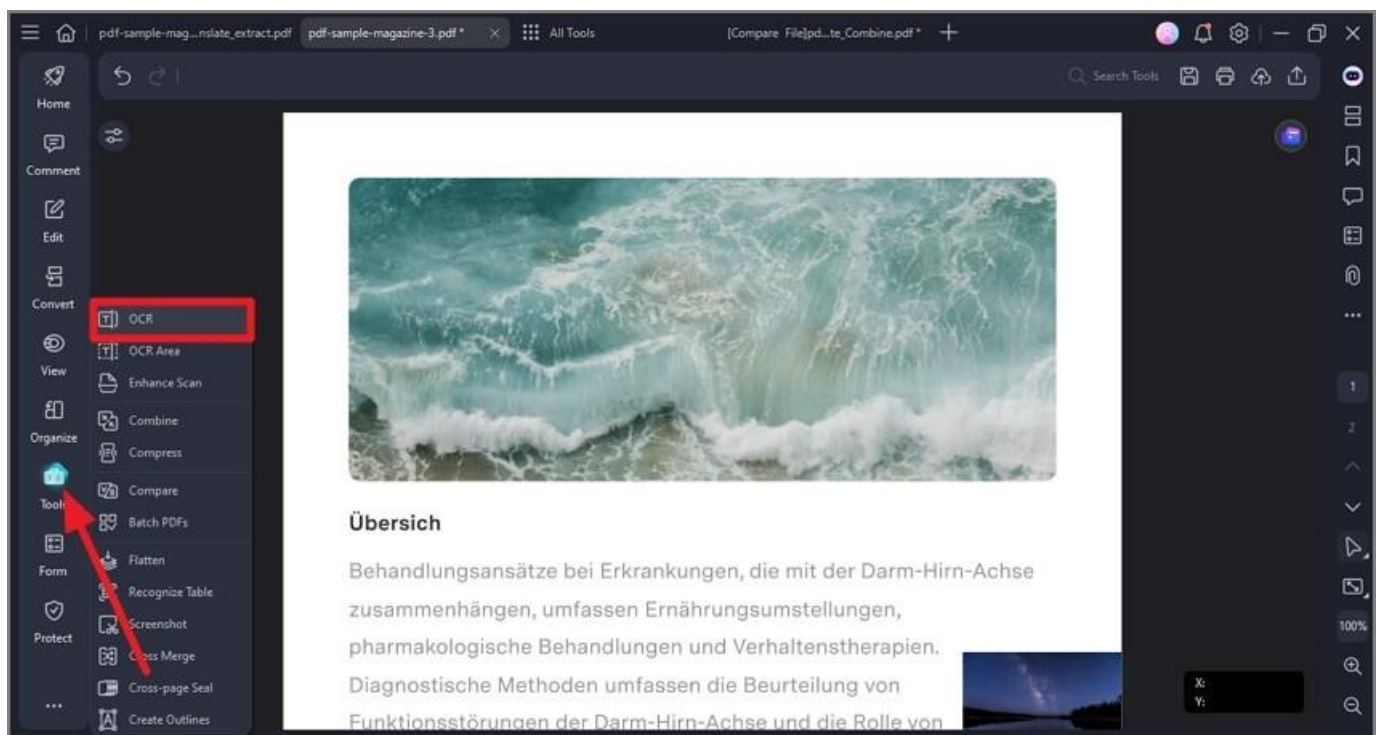
Scan PDF with OCR

The PDF OCR (Optical Character Recognition) feature in PDFelement enables users to convert scanned PDFs or image-based PDFs into fully editable and searchable documents. This technology recognizes text within images or scanned pages, making it possible to extract, edit, and search text.

Moreover, users get the ability to scan an entire document or only a selected area using the functionality of this efficient tool. To learn how to apply OCR to your PDF file, read the steps mentioned below:

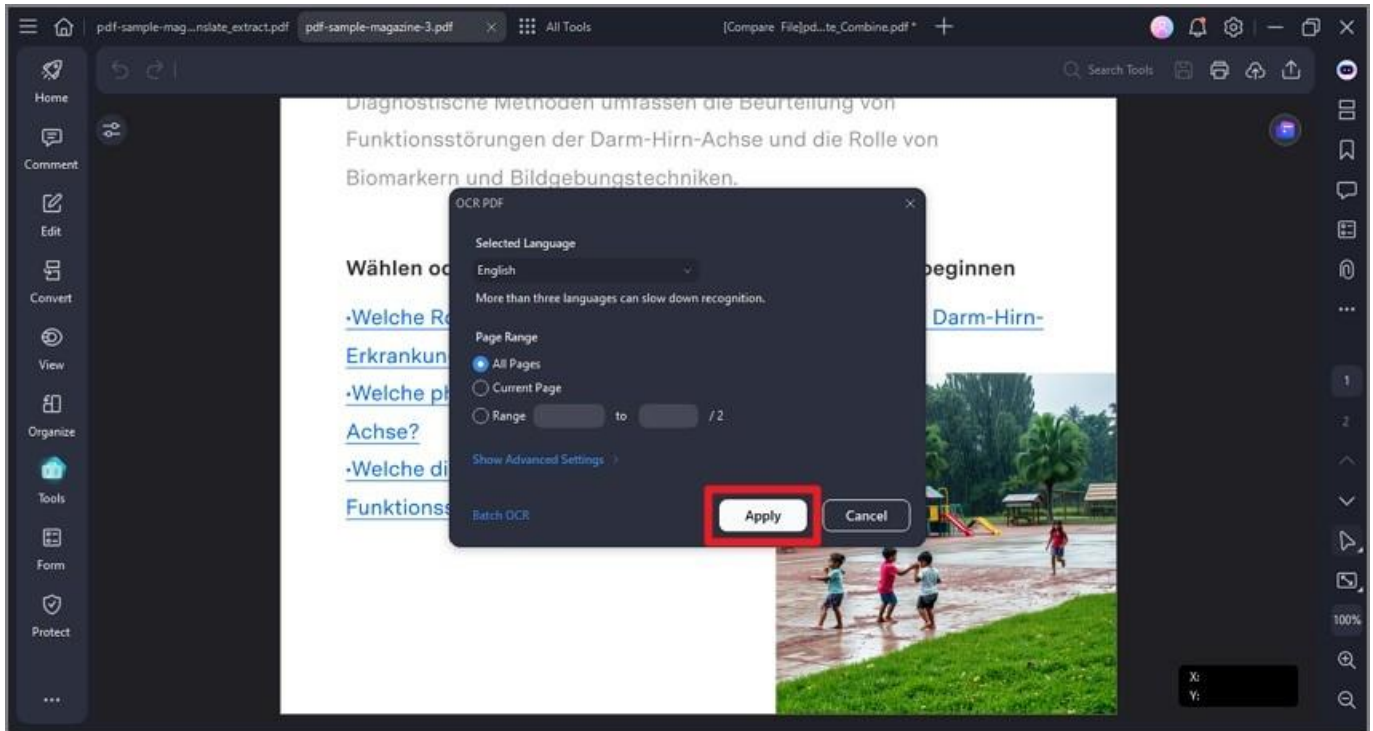
Perform OCR on Entire Document

Step 1. Once you have opened a document within the tool's interface, access the sidebar on the left and click on the "Tools" option. Next, press the "OCR" option located on the expanded list.



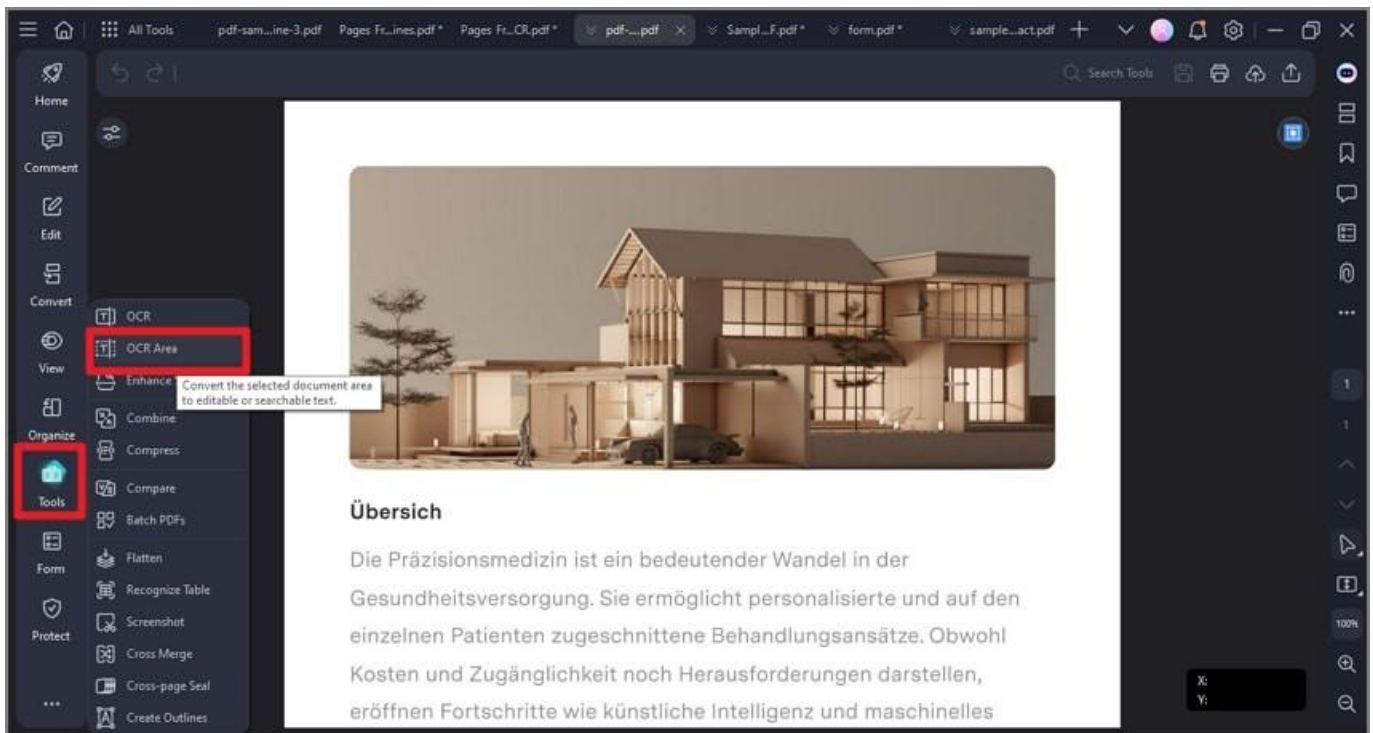
Step 2. In the next interface, select the language and the page range from the options provided. Expand the "Advanced Settings" section and select "Editable Text" to make the document

editable. To only allow searching, opt for "Searchable Text in Image" and hit the "Apply" button. Your editable new PDF document will be created in a new window within the tool.



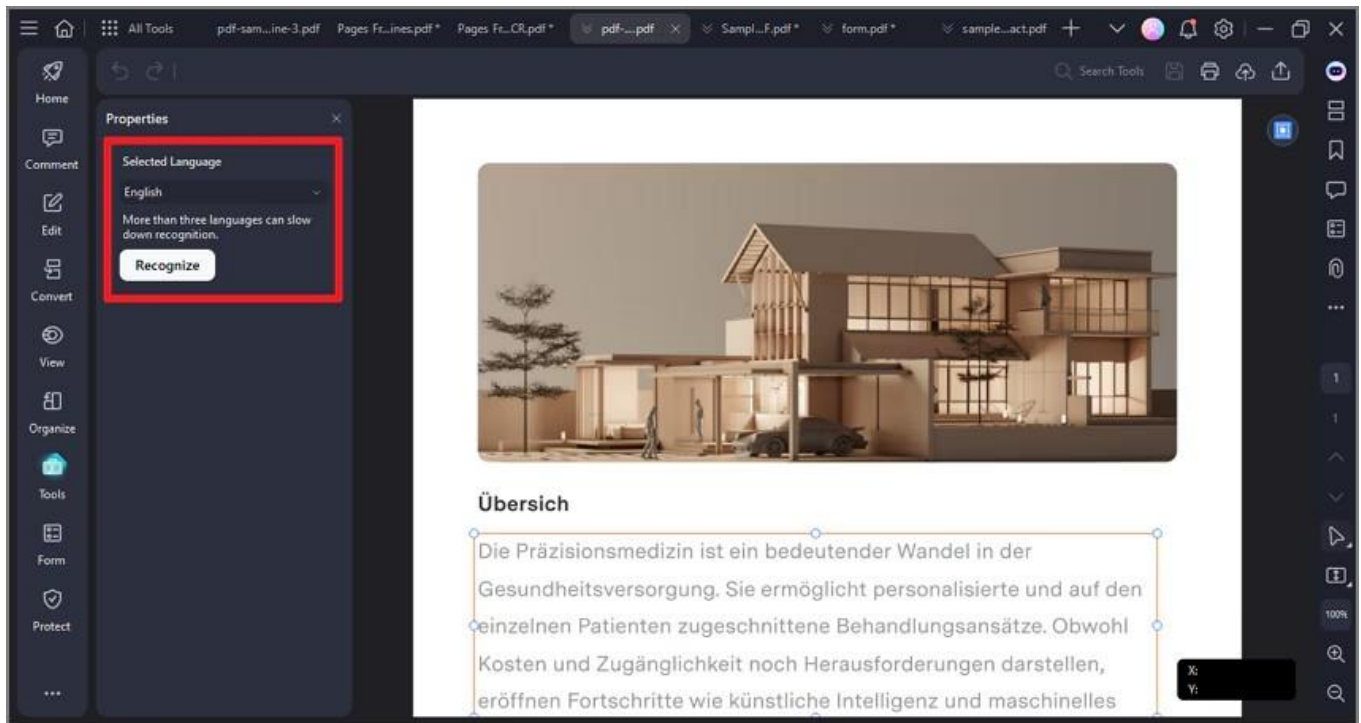
Perform OCR on a Specific Area

Step 1. Start by opening the document in the tool's interface and pressing the "Tools" option from the left sidebar. Next, choose the "OCR Area" from the expanded list by clicking on it.



Step 2. Select the area of the page on which you want to perform OCR by dragging the cursor. Select the language from the left panel and press the "Recognize" button. The tool will

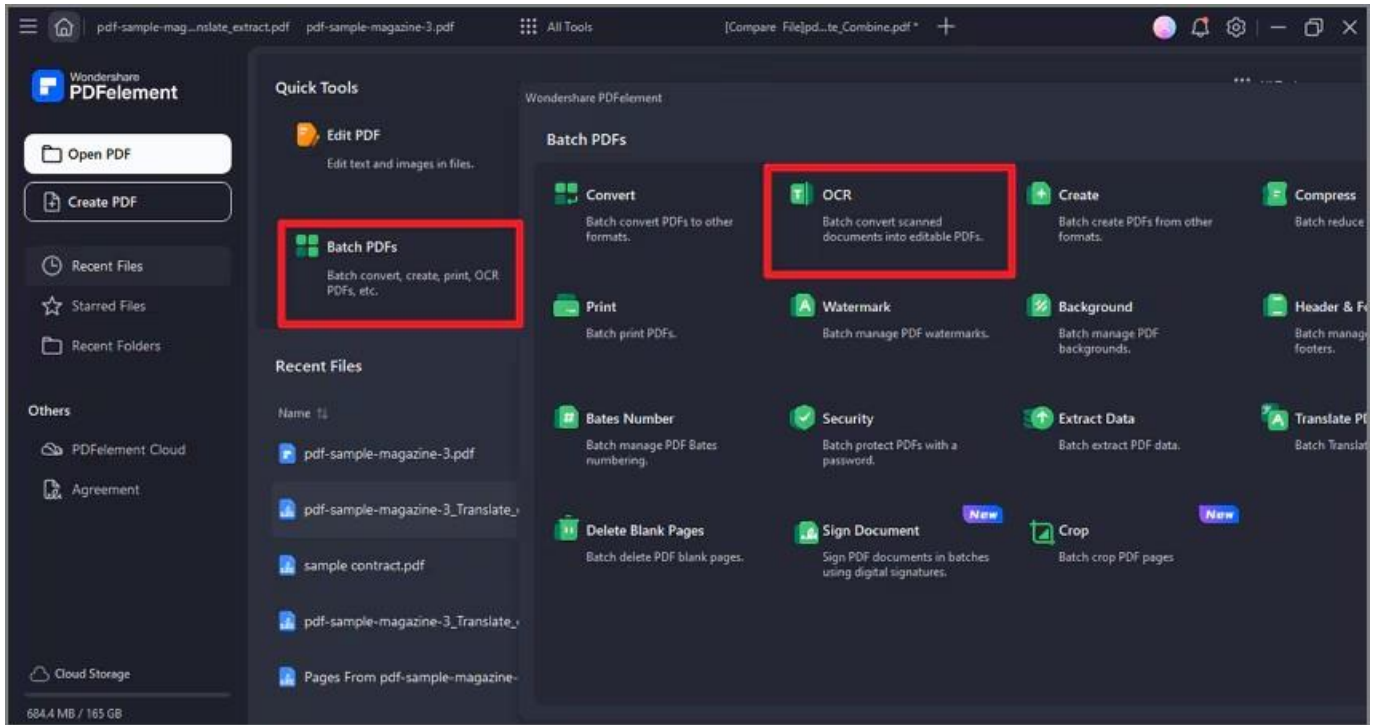
make the selected area editable and searchable in no time.



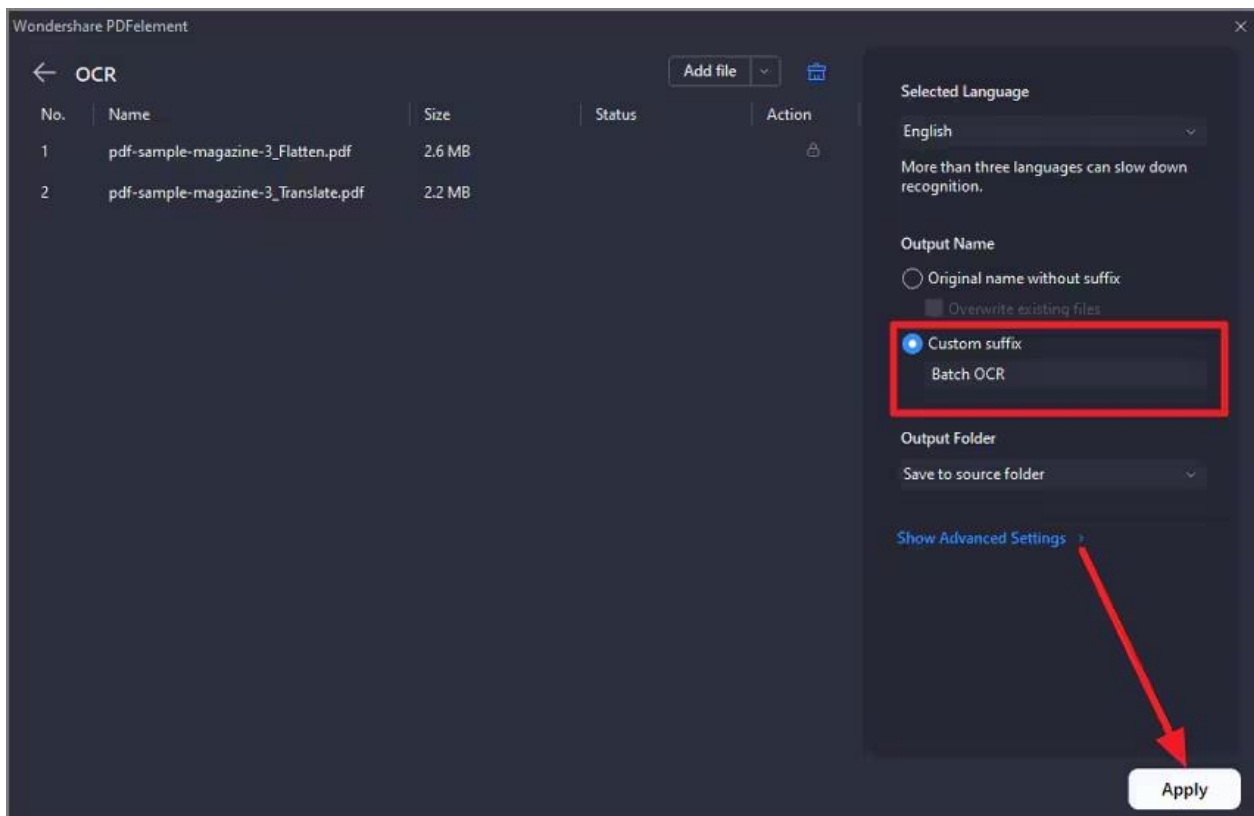
Batch OCR

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

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



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



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

Convert PDF Files

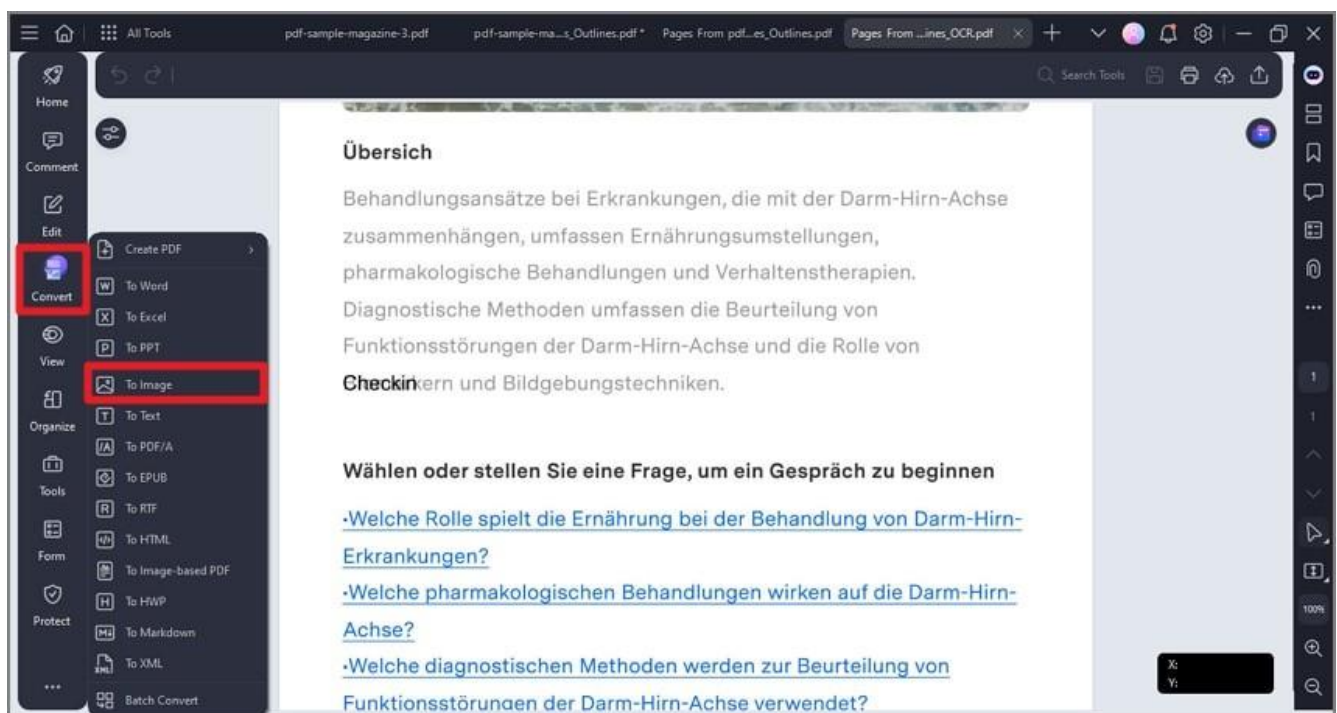
Convert PDF to Image

With PDFelement, you get the ability to convert your PDF into a picture effortlessly. Users get the ability to save each page of the document as a separate image file or save the entire document as one picture.

Moreover, you also get the ability to convert multiple documents into pictures simultaneously as the tool supports batch conversion. To learn how to use this tool for PDF to image conversion, read the steps mentioned below:

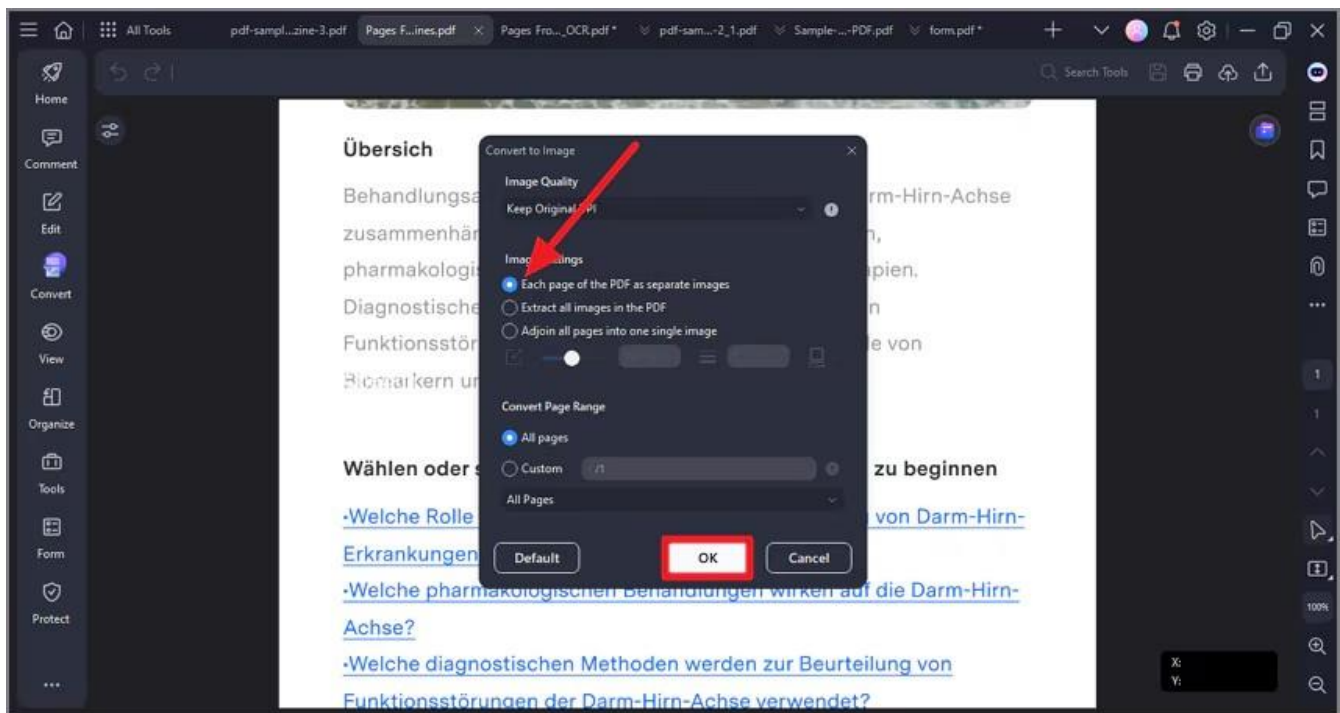
Step 1

Start by accessing the left sidebar and choosing the “Convert” option from there. Now select the “To Image” option from the expanded list and click on it.



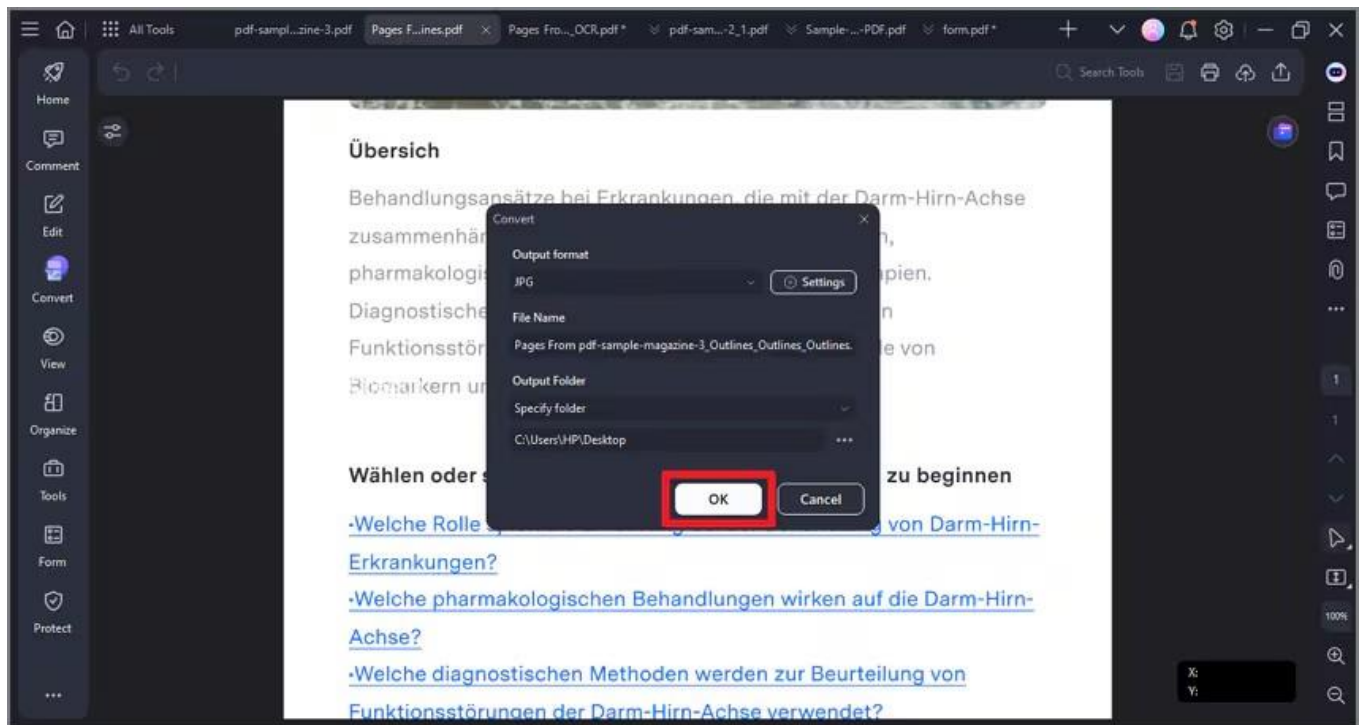
Step 2

To convert each page into a separate image, select the “Each page of the PDF as Separate Image” option in the following interface. To save the entire document as a single image, choose “Adjoin All Pages into One Single Image.” Select the page range and hit the “OK” button to proceed.



Step 3

Select the output format and folder in the new small window and hit the “OK” button to execute the process.

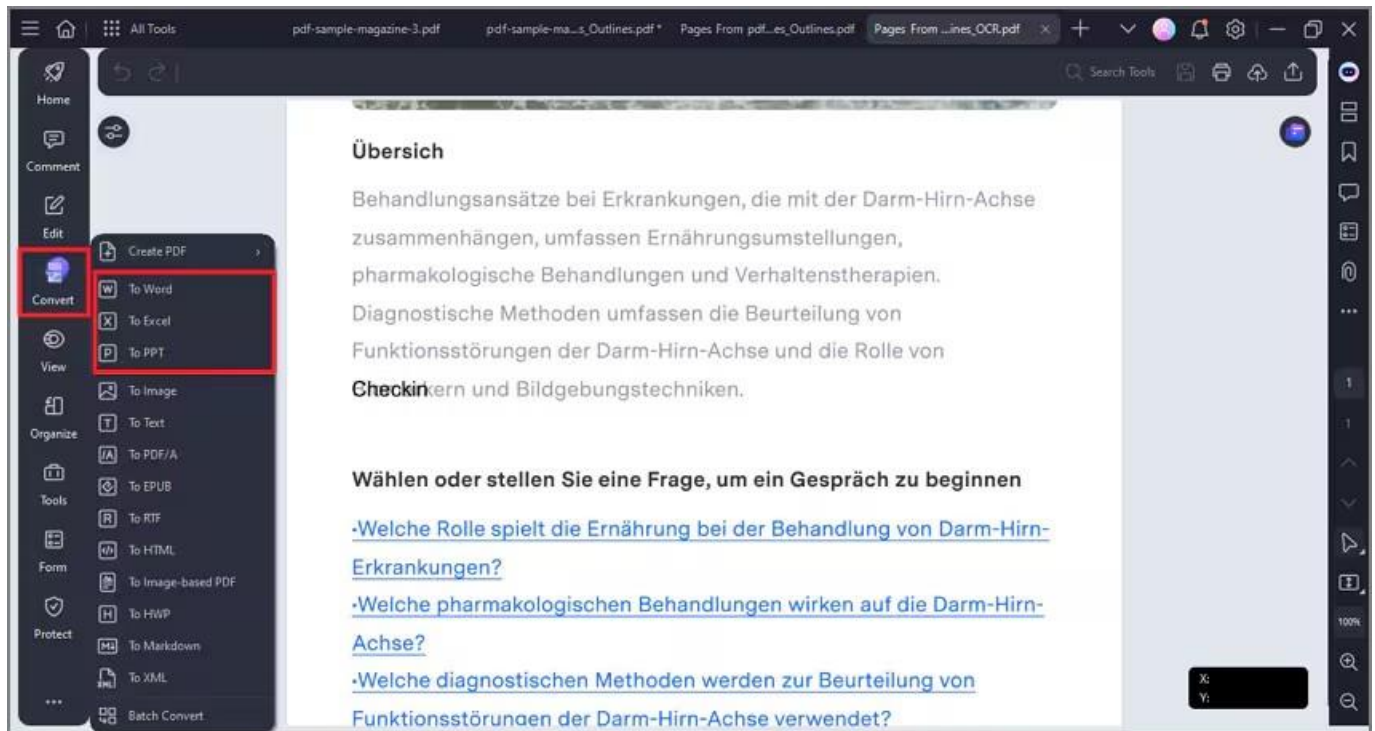


Convert PDF into Other Formats

PDFelement provides the extensive utility of converting your PDF into various other formats with only a few clicks. You get the ability to transform the PDF file into formats like Word, Excel, PPT, and more while keeping the original quality intact. The conversion process preserves fonts, layouts, tables, and images to ensure that the converted files remain true to the original document's design. To learn how to perform format conversion with PDFelement, read the steps mentioned below:

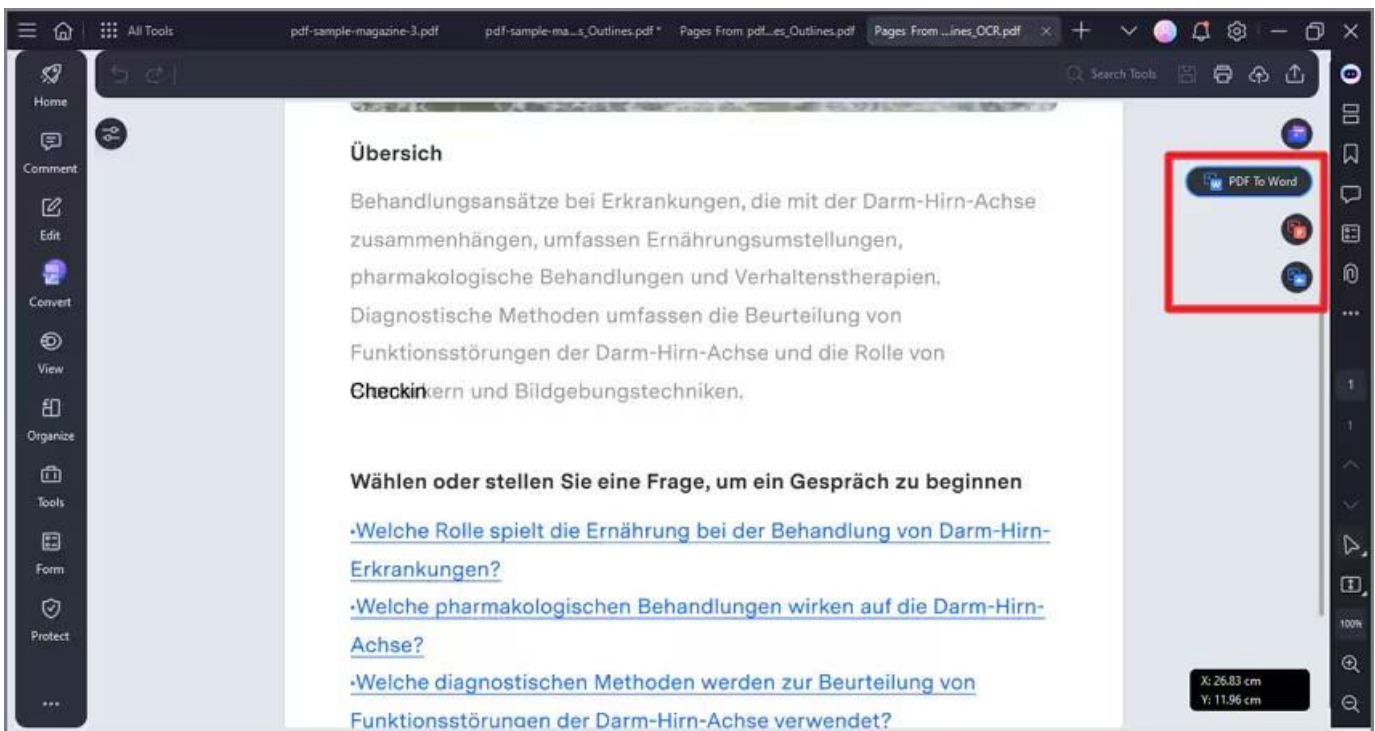
Step 1

Once you have opened the document within the tool's interface, head to the sidebar located on the left and press the "Convert" option. Now choose the format offered in the expanded list by clicking on it.



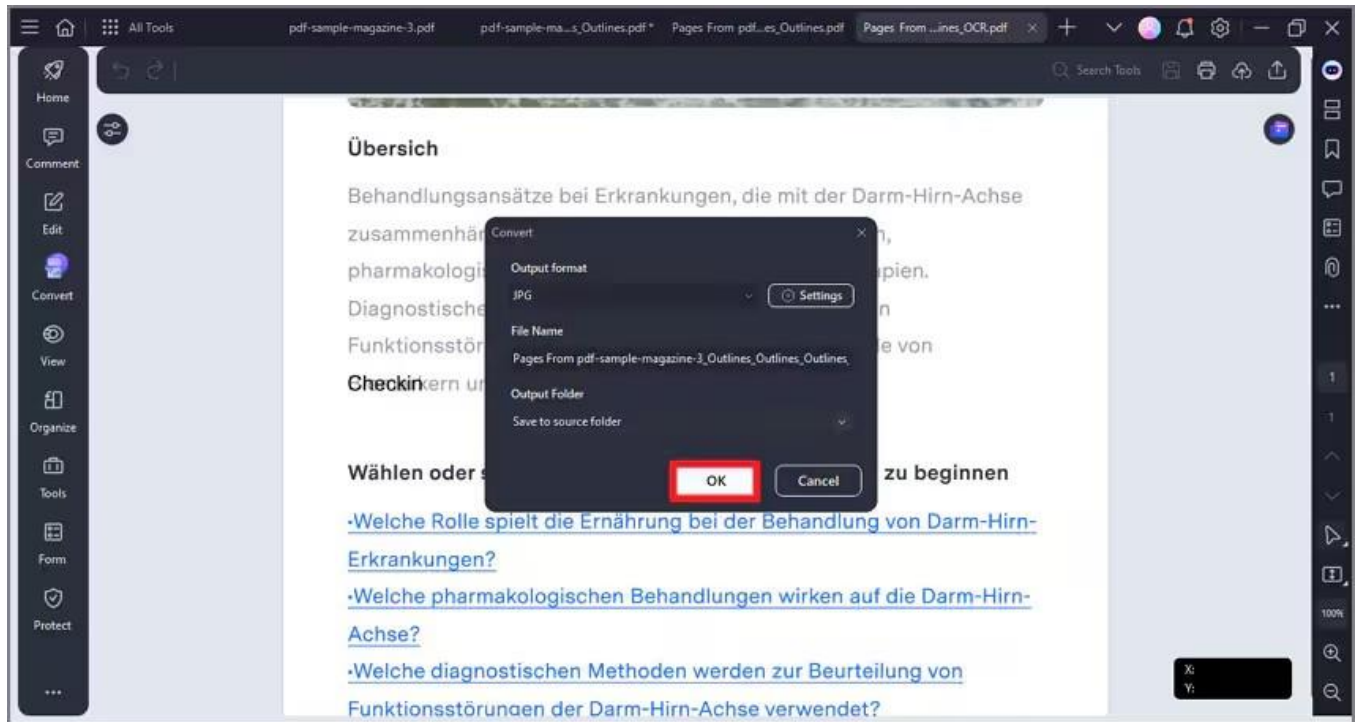
Step 2

Alternatively, hover the mouse to the top-right corner of the page to enable “Floating Icons” for format conversion. Select your desired conversion format by clicking on it.



Step 3

Next, configure the output settings and press the “OK” button to successfully execute the conversion process. The converted file will be saved automatically in your specified folder destination.

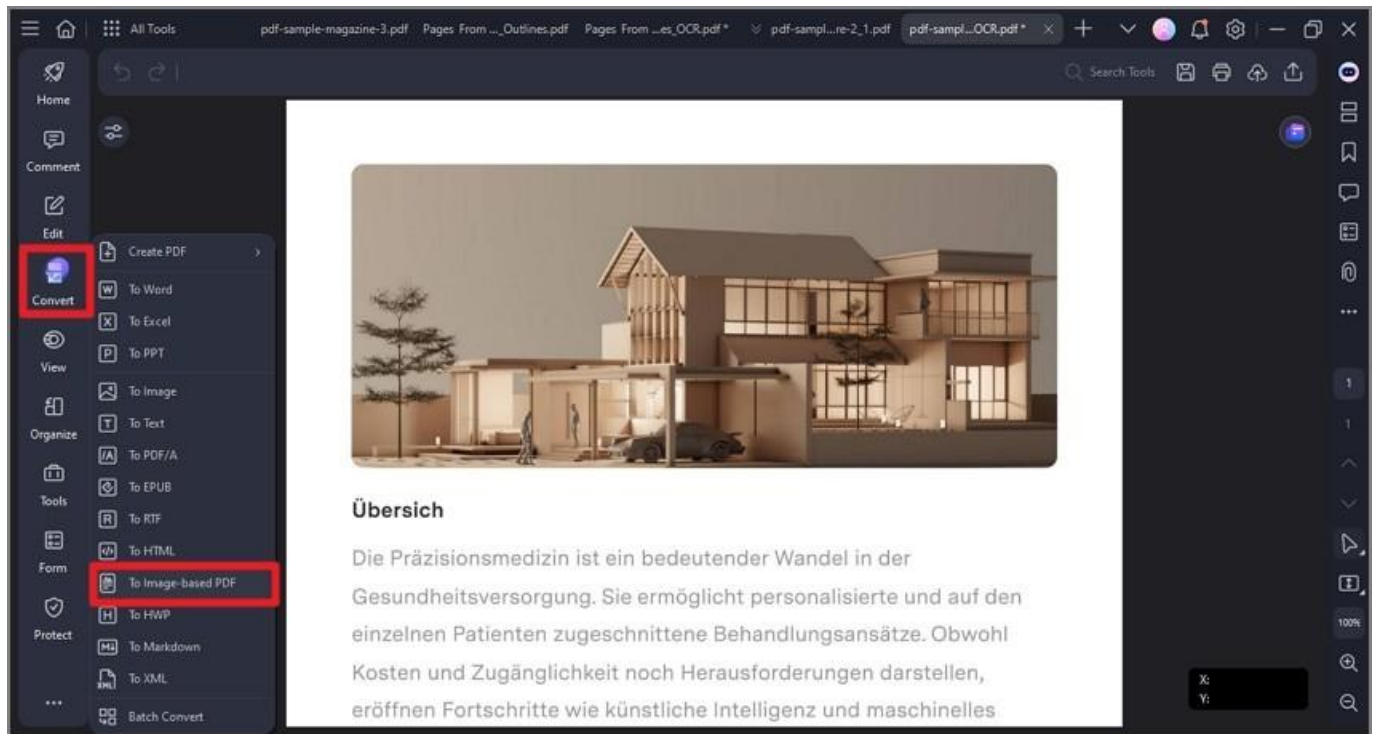


Convert PDF to an Image-Based PDF

Converting a PDF to an image-based PDF using PDFelement means transforming the document into a file that has each page as an image. However, the file is non-searchable and non-editable, like a scanned document. Read the steps mentioned below to learn how to use this functionality on PDFelement:

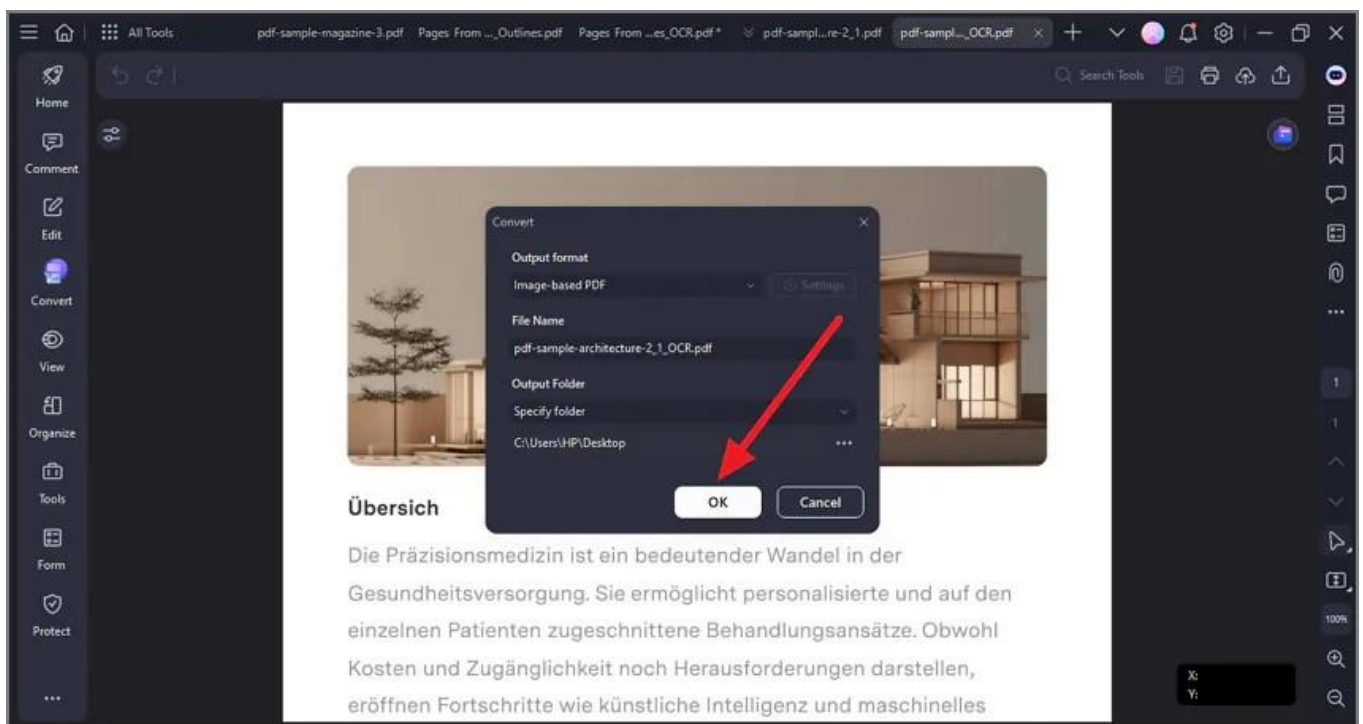
Step 1

To begin the process, open the document within PDFelement’s interface and head to the sidebar on the left. Next, locate the “To Image Based PDF” option from the expanded list and click on it.



Step 2

In the following interface, configure the output settings and hit the “OK” button to successfully save the converted file to your device.

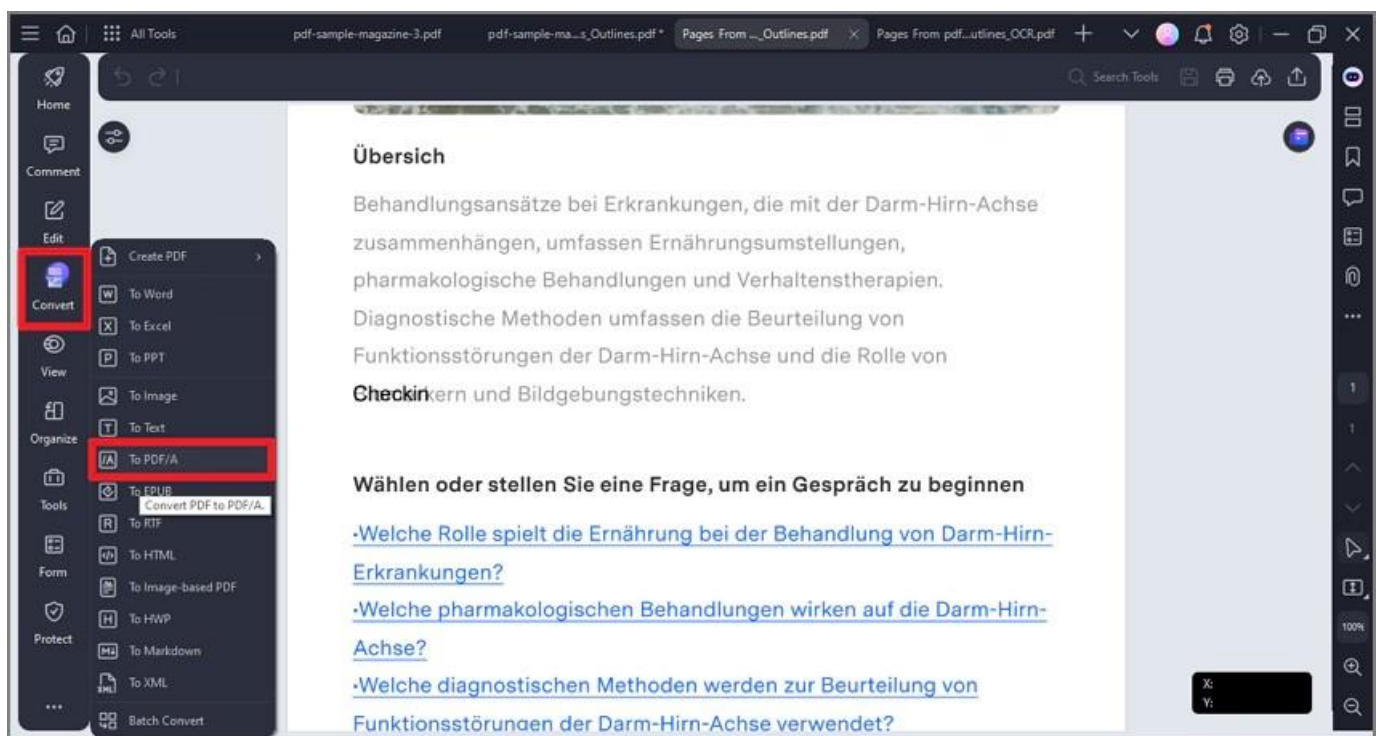


Convert PDF to PDF/A

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

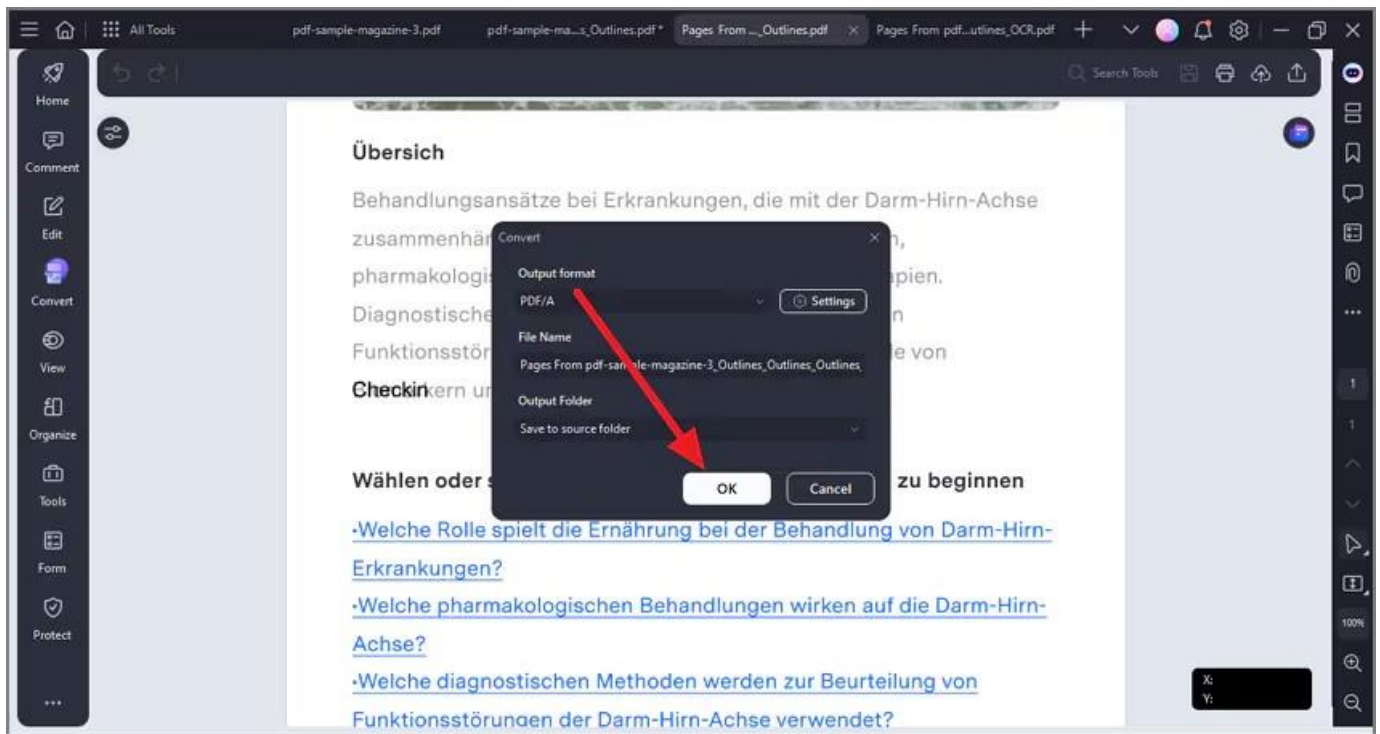
Step 1

To begin, click on the “Convert” option located on the left sidebar of the interface. Next, choose the “To PDF/A” option from the expanded list and proceed.



Step 2

In the following small window, configure output settings and hit the “OK” button to execute the process.



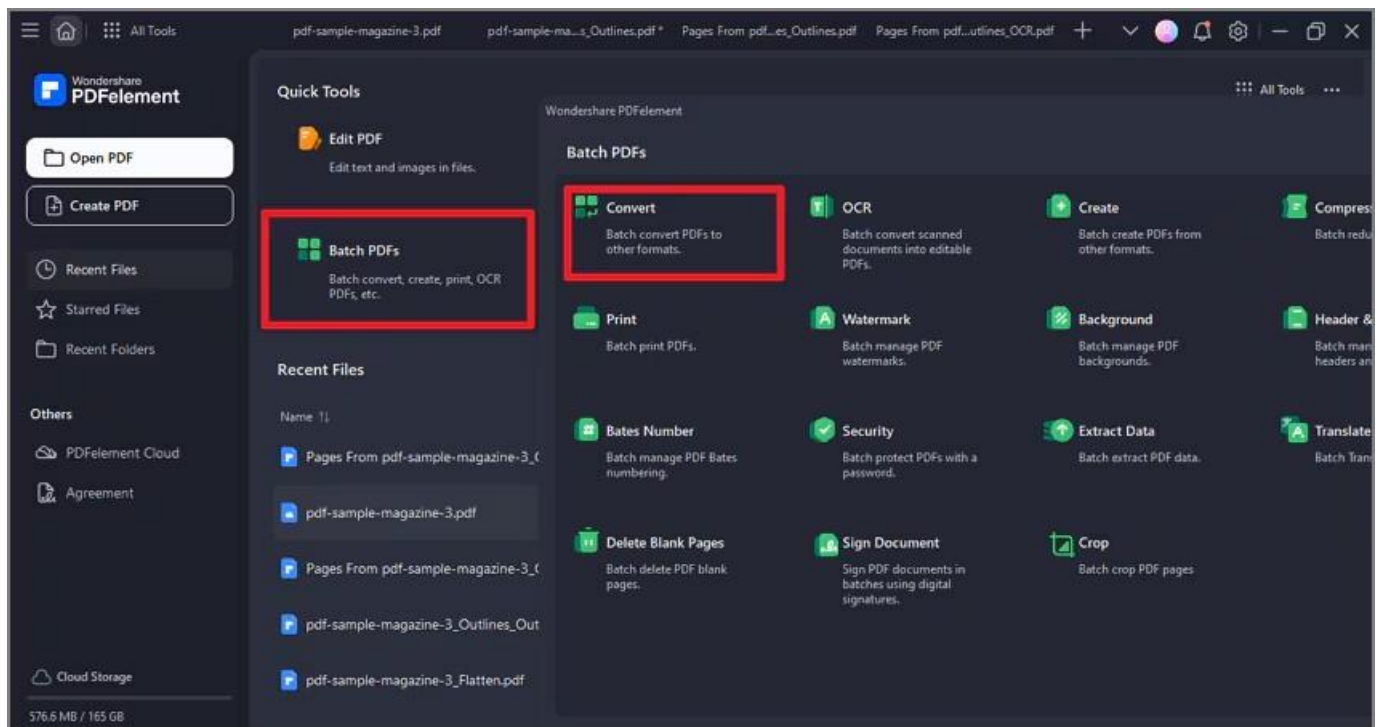
Note: The trial version can only convert up to 3 pages. If the file has less than 3 pages, then it can only convert half of pages.

Batch Convert PDF

PDFelement's batch convert feature offers users the ability to convert multiple PDFs to various formats in a single process, significantly improving efficiency. This bulk conversion preserves the original formatting and quality of each document, which is essential for professional and consistent results. To learn how to use this tool for batch conversion, read the steps mentioned below:

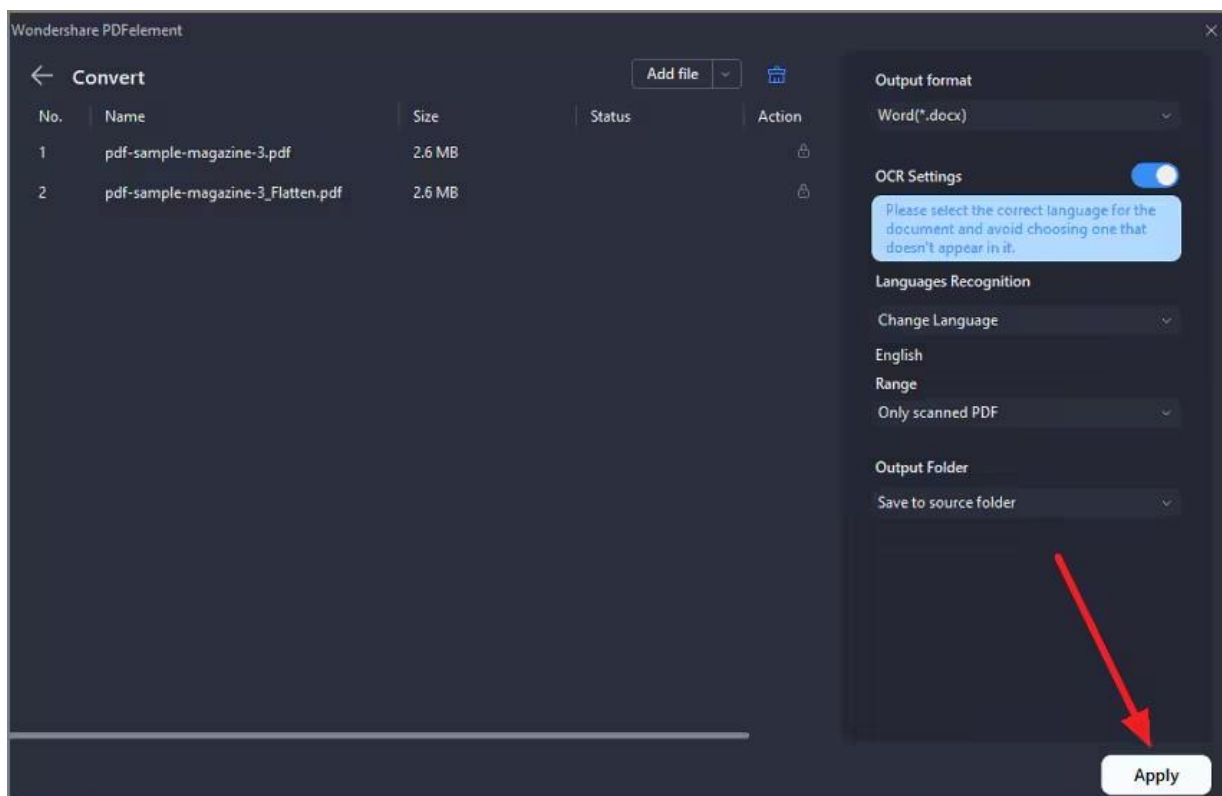
Step 1

Acquire the homepage by launching it on your Windows device. Next, locate the “Batch PDF” option and click on it. Next, press the “Convert” option from the following interface to proceed.



Step 2

In the next window, import your PDFs from your device's storage and configure output settings from the right. Finally, press the "Apply" button to process the conversion.

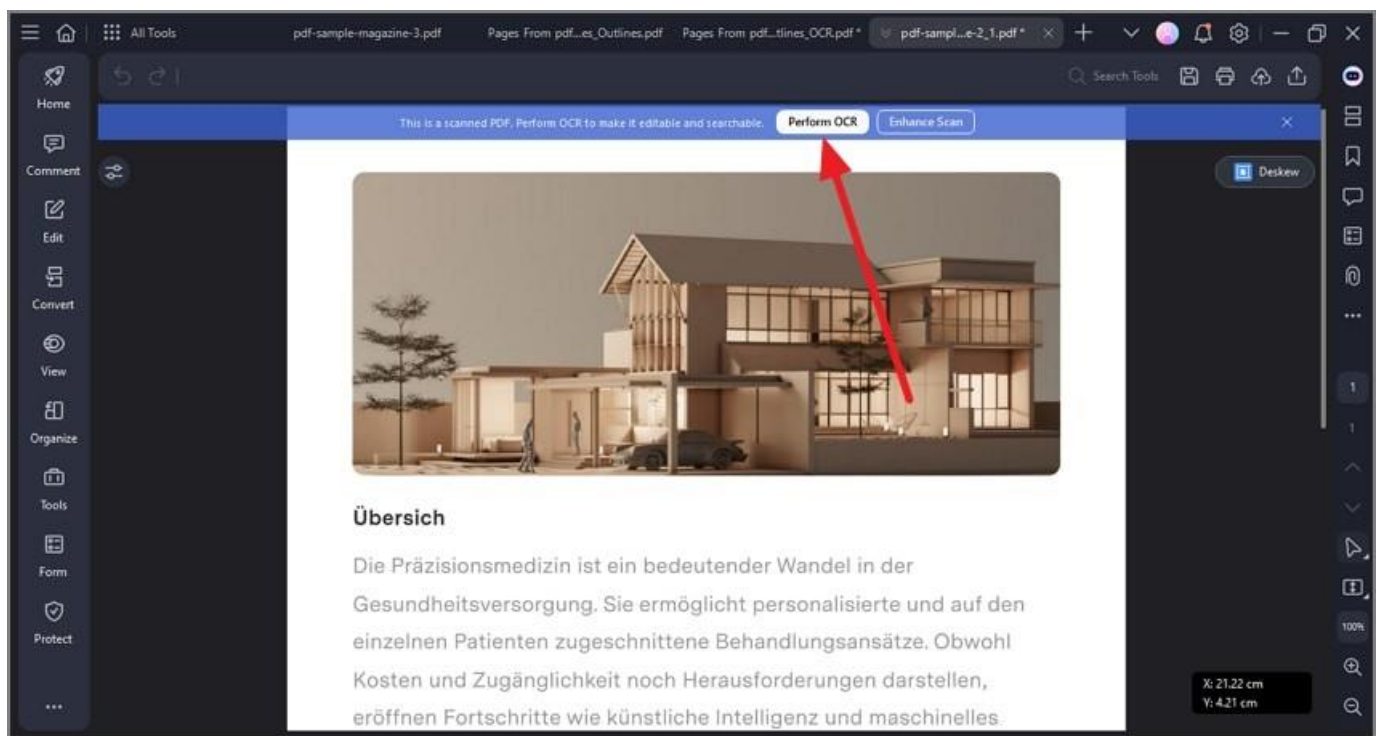


Convert Scanned PDF

PDFelement offers advanced capabilities for converting scanned PDFs by leveraging its integrated OCR (Optical Character Recognition) technology. This allows scanned image-based PDF files, which normally cannot be edited or searched, to be transformed into fully editable and searchable documents in various formats. To learn how to convert a scanned image or PDF, read the steps mentioned below:

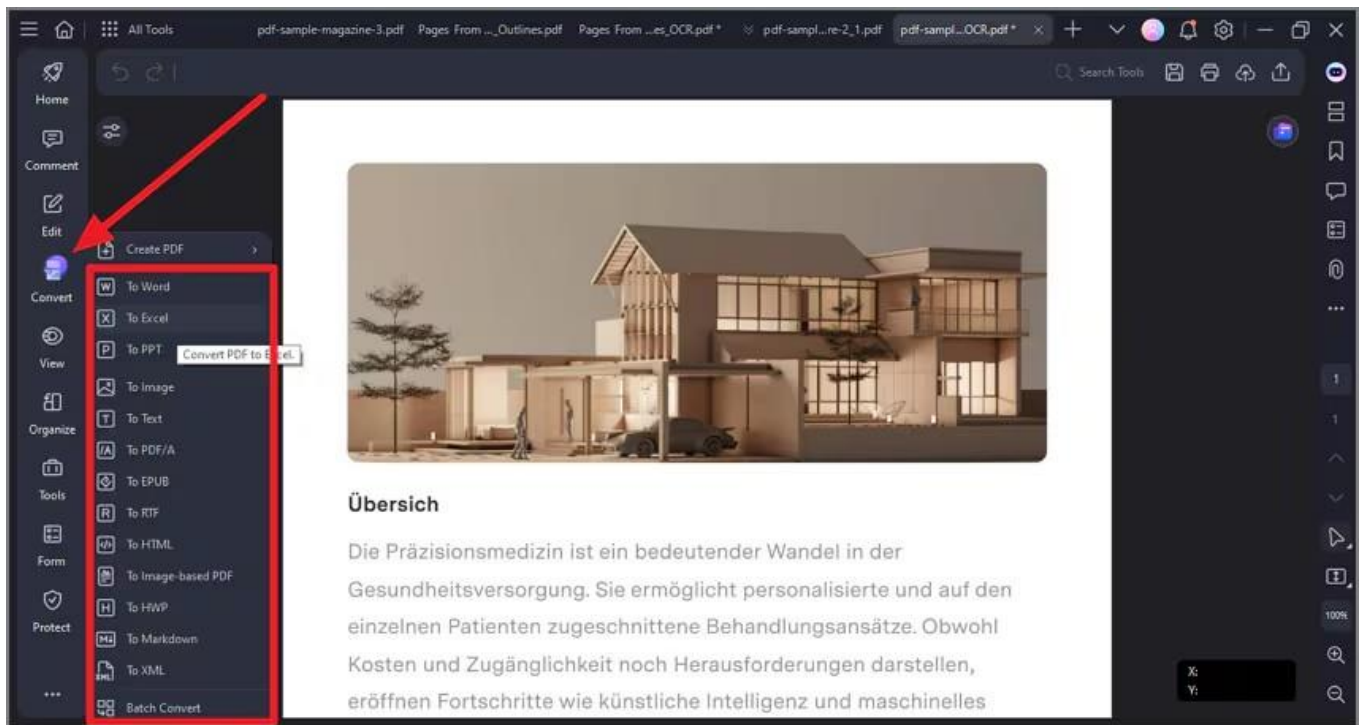
Step 1

Import your scanned document to the tool's interface and press the "Perform OCR" button located at the top of the page. The tool will ask for language and other configurations, input your desired option, and hit the "OK" button.



Step 2

Once the OCR is performed and the document becomes editable, head to the left sidebar and select "Convert." Choose your desired conversion format and click on it to successfully convert the scanned PDF file.

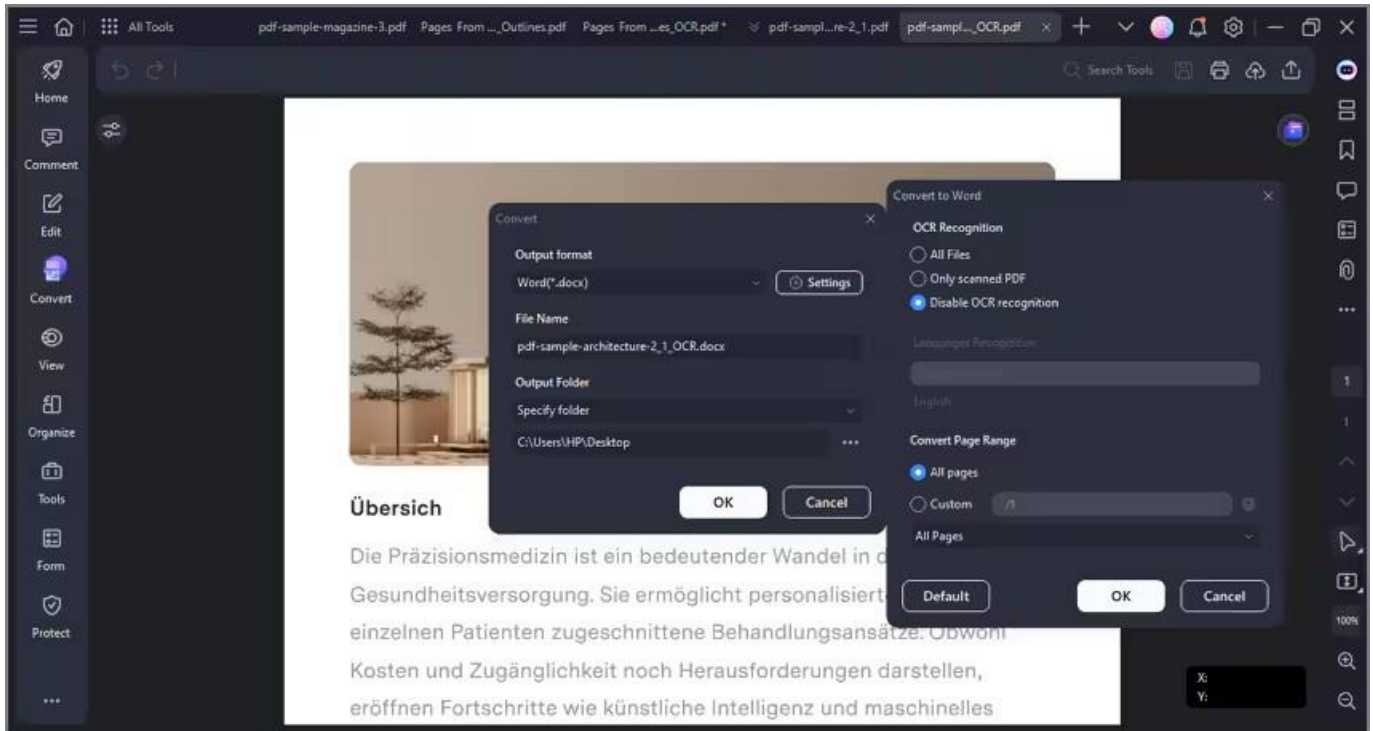


PDF Conversion Settings

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

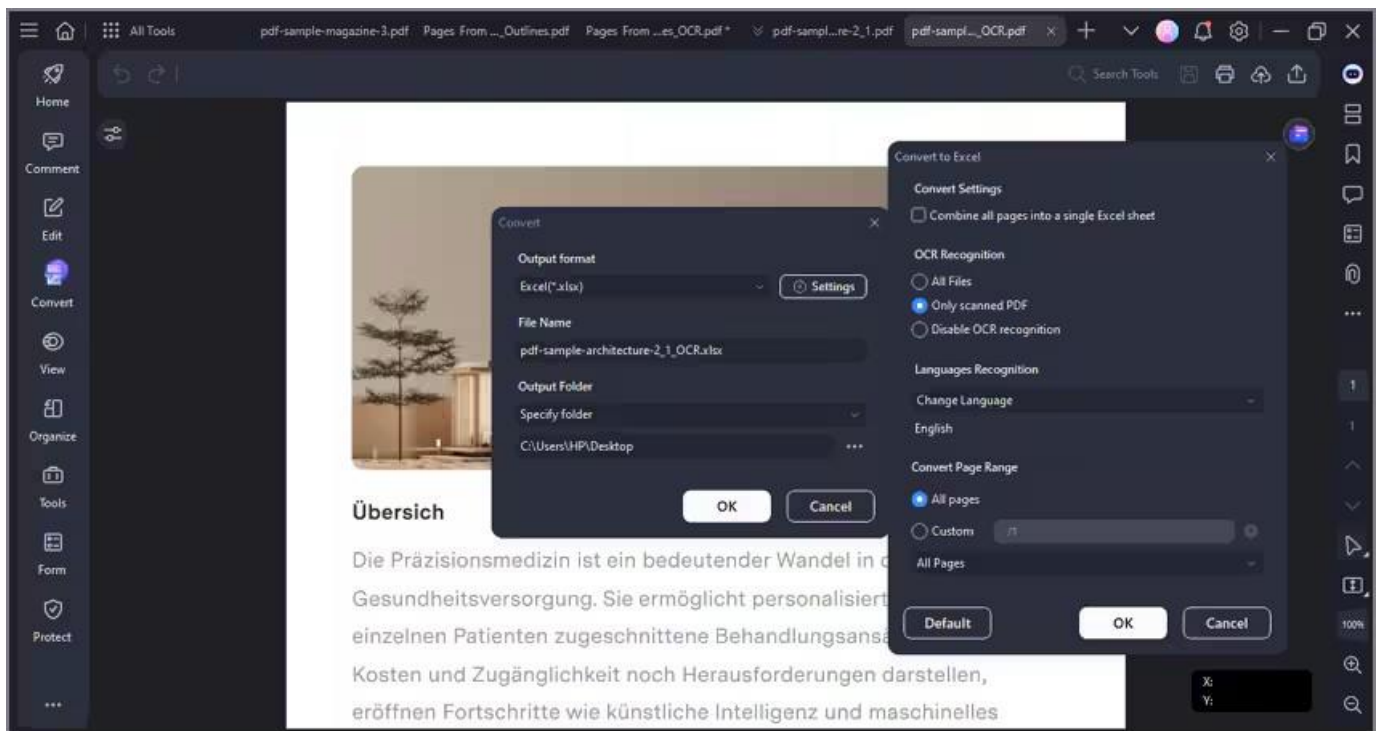
1. PDF to Word

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



2. PDF to Excel

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

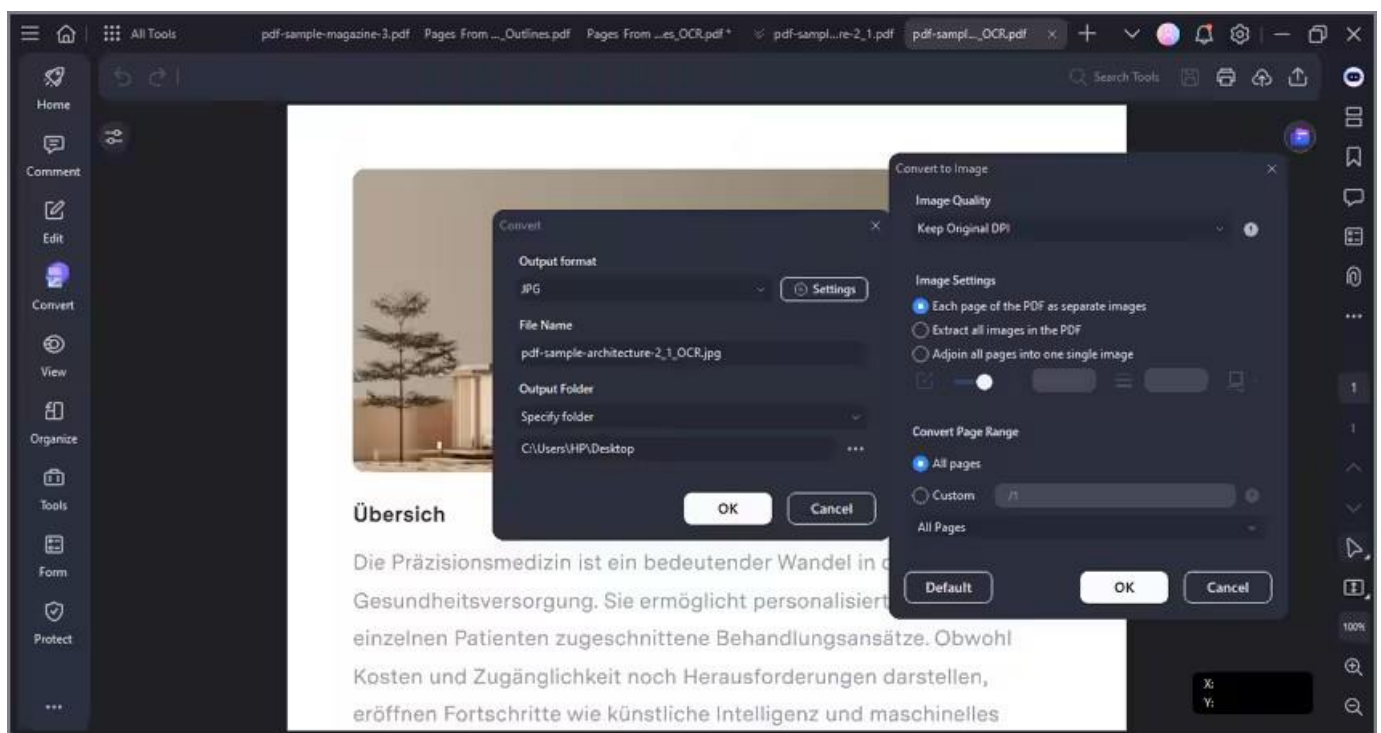


3. PDF to PPT / PDF to Text / PDF to RTF / PDF to HTML

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

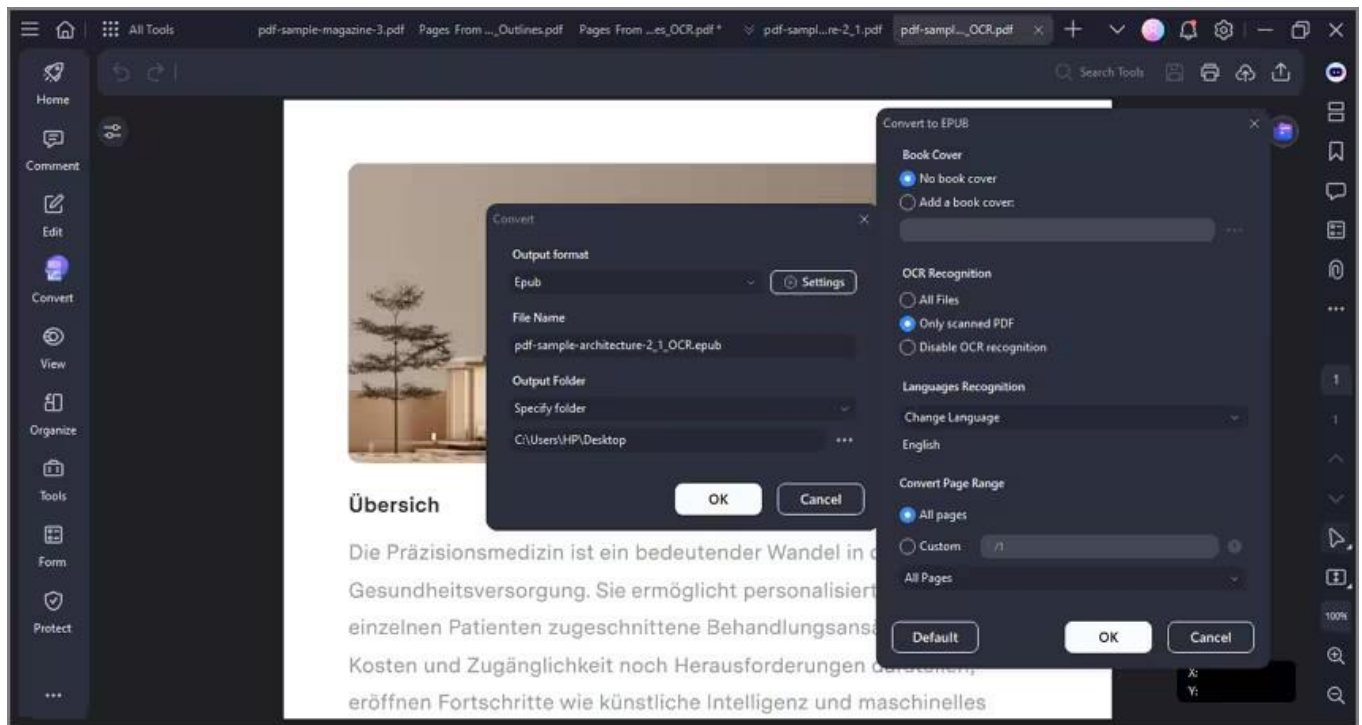
4. PDF to Image

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



5. PDF to Epub

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



Fill PDF Forms

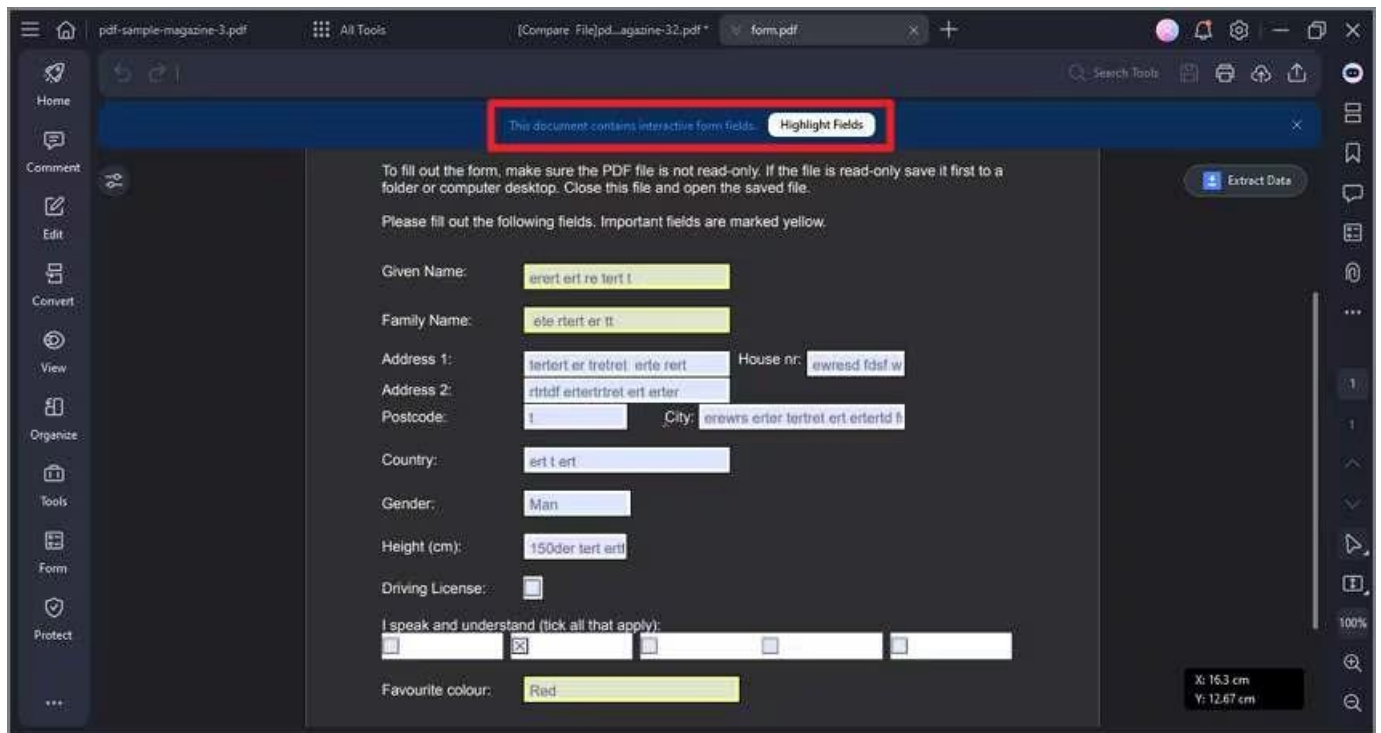
How to Fill PDF

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

1. Fill in interactive forms

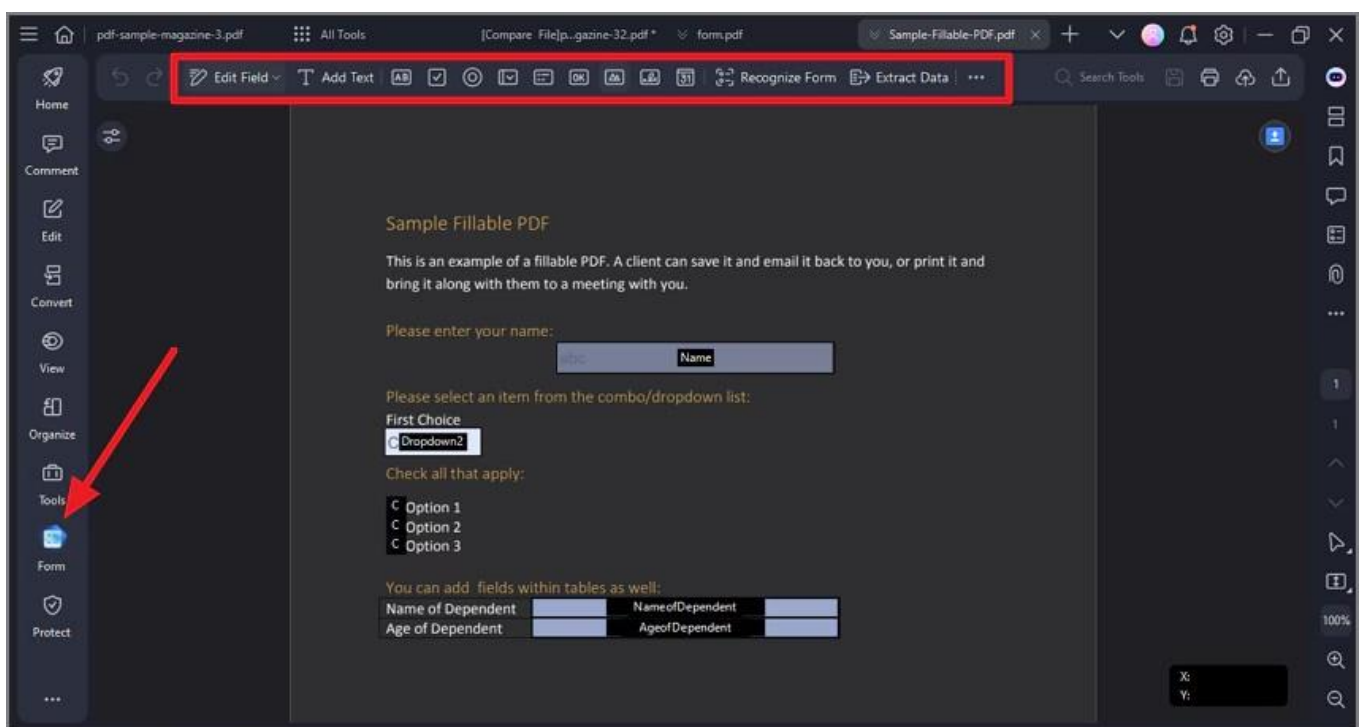
If a PDF form contains interactive form fields, you will see a blue highlighted notice appear as follows. It informs you that this document contains fillable forms.

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



2. Fill in non-interactive forms

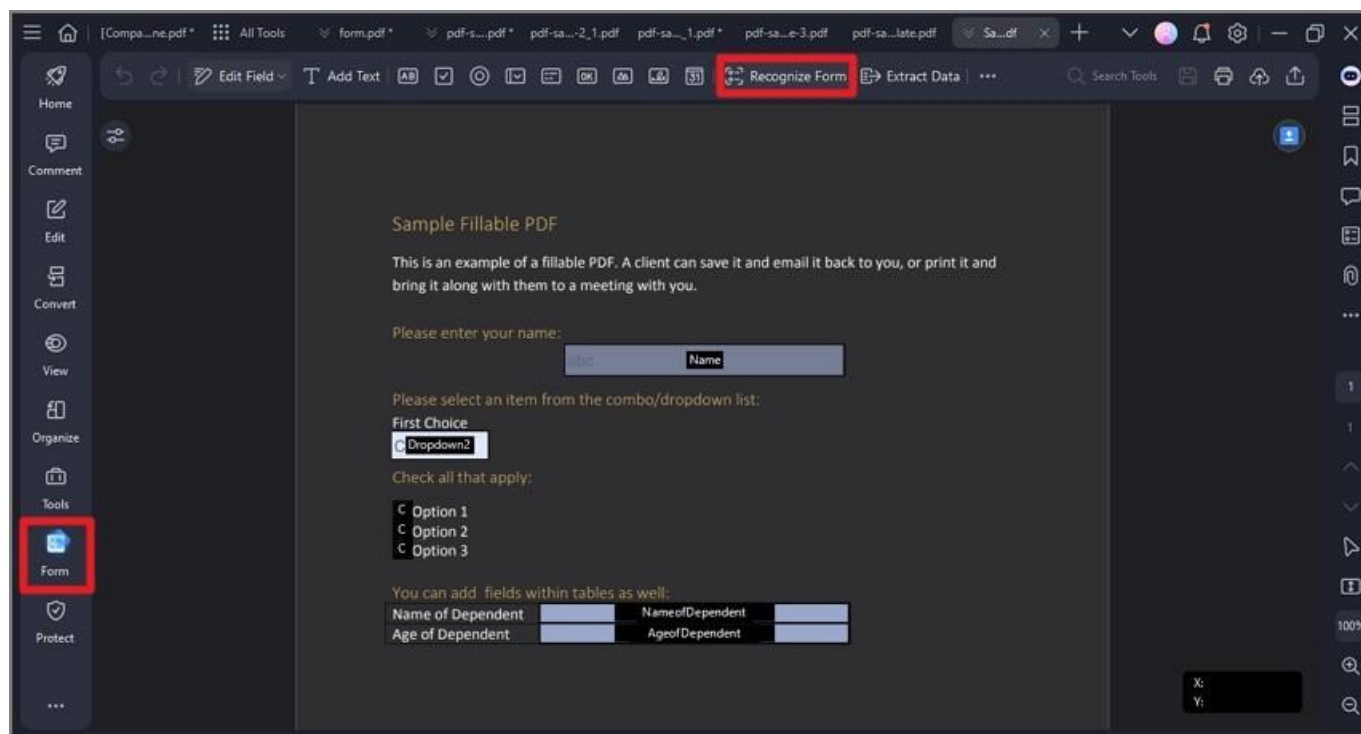
If a PDF form contains non-interactive form fields, you can fill in the form directly by using the tools under the "Form" tab. Otherwise, you can click the "Recognize Form" button under the "Form" tab to convert it to interactive forms automatically first.



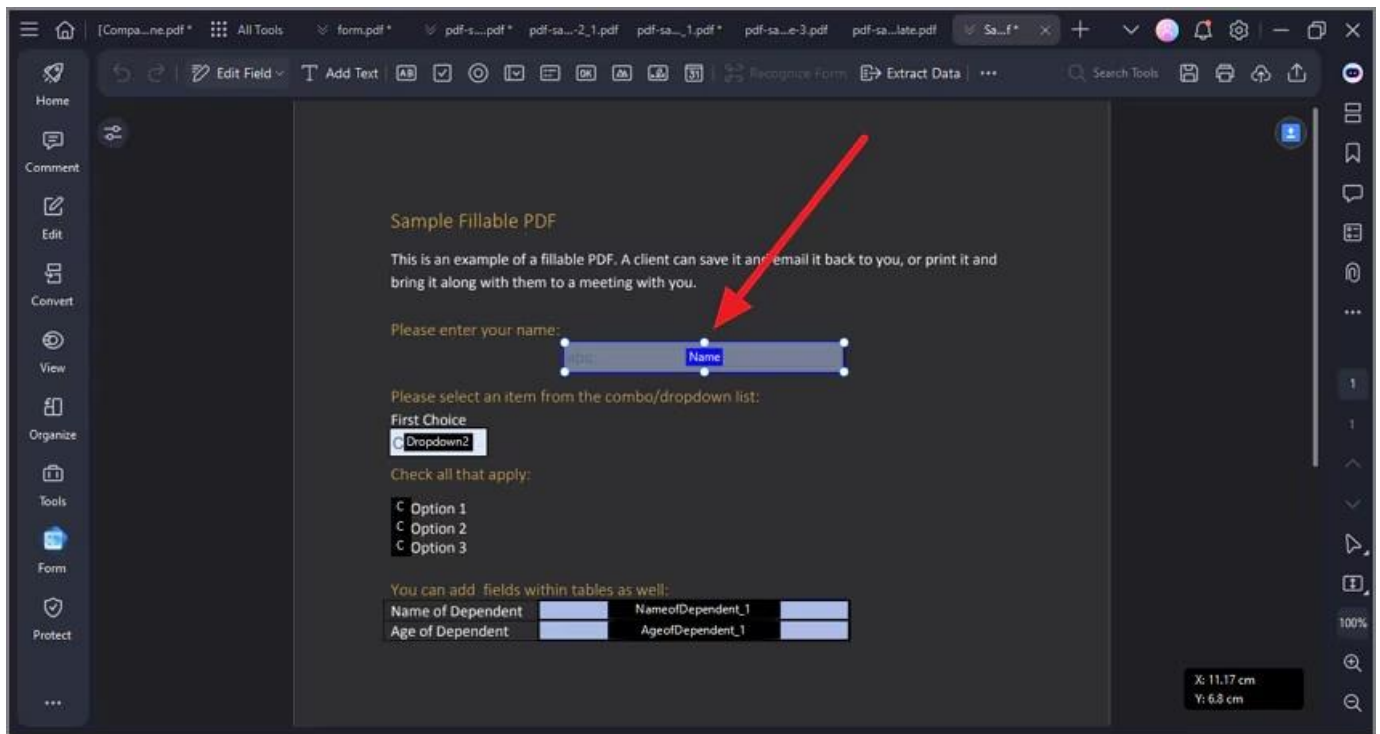
Recognize PDF Form

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

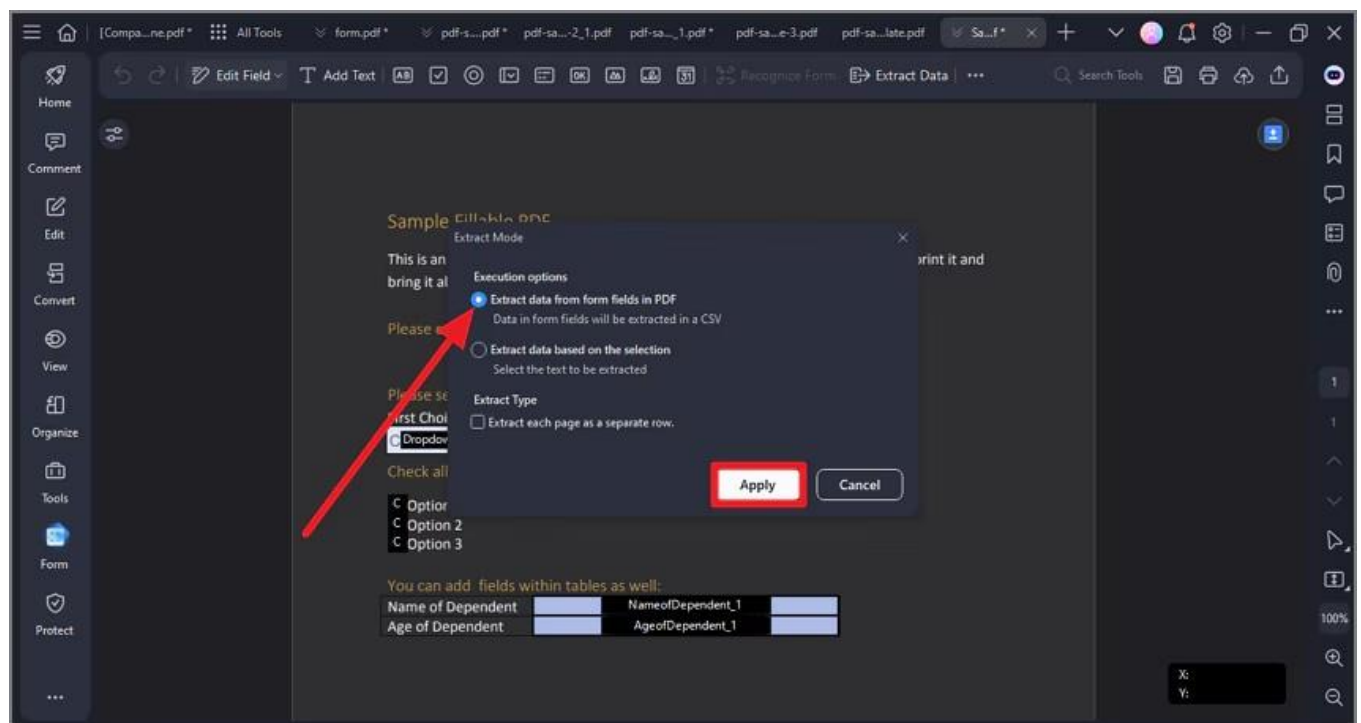
Click on “Form>Recognize”, then PDFelement will automatically recognize the form fields in your PDF file.



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



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



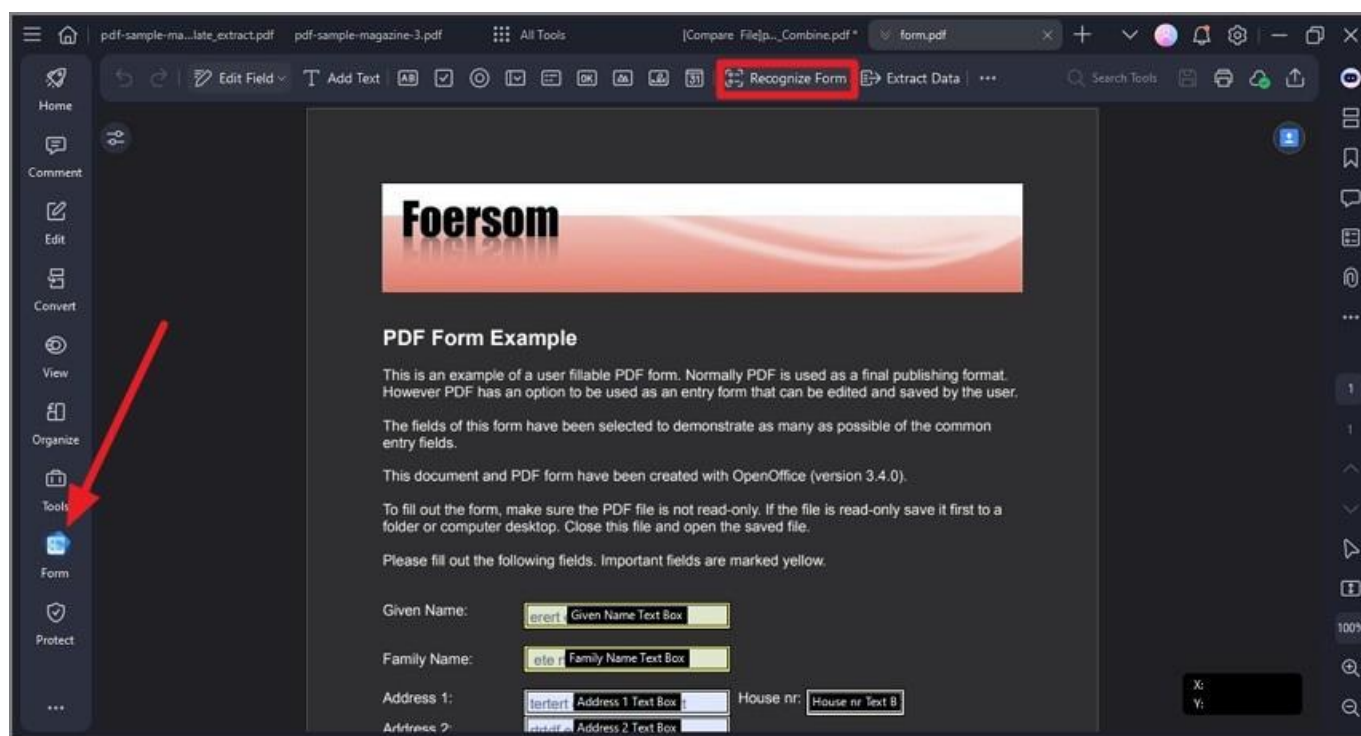
Turn PDF to Fillable Form Automatically

PDFelement supports creating interactive forms automatically with one click if your non-

interactive PDF form contains blank lines and tables. This feature can dramatically improve your efficiency. To learn how to perform the mentioned actions, read the steps mentioned below:

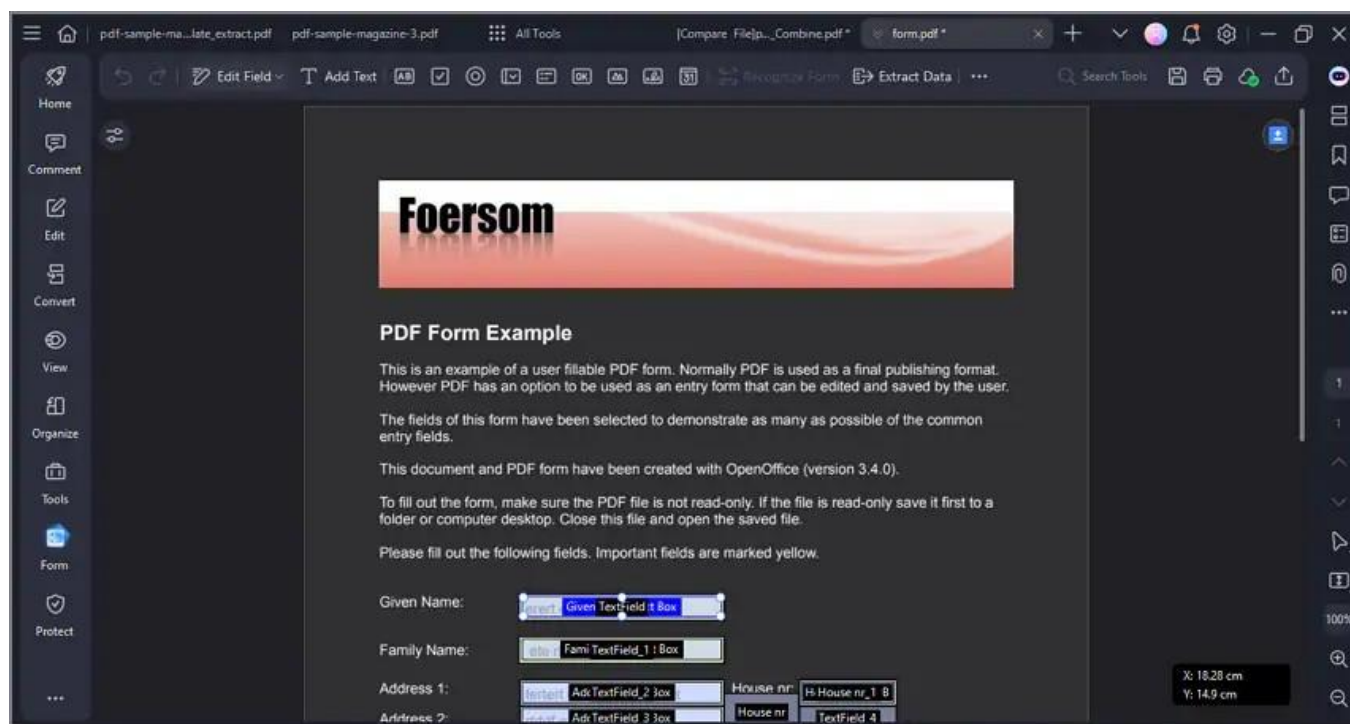
Step 1

Start the process by importing the document to the tool's interface and then enabling the "Forms" section from the sidebar on the left. Next, head to the top toolbar and click on the "Recognize Form" option.



Step 2

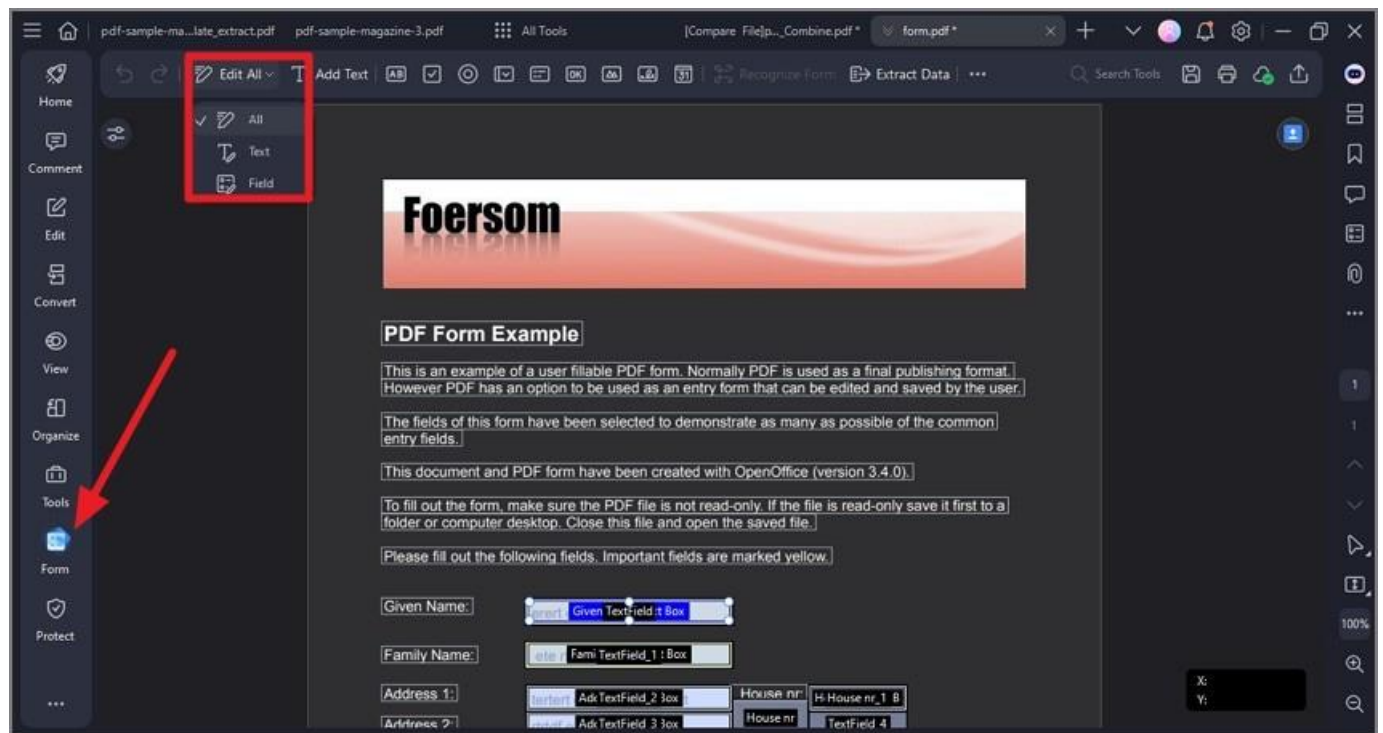
The tool will instantly execute the process and make the form fillable. You can now insert the text in the fields according to your preferences.



Make Fillable PDF Manually

If the file you are working with cannot be recognized automatically to create fillable fields, PDFelement allows you to manually create a fillable form. PDFelement uses a group of buttons to create and design fillable form fields. You can add text fields, check boxes, radio buttons, combo boxes, list boxes, and buttons to create an interactive PDF form. Read the instructions provided below to learn how to use this function:

Instructions: After importing the form to the tool, head to the sidebar on the left and click on the “Forms” option. Next, access the top toolbar and click on the “Edit All” option. You can now modify all the fields within the form according to your preferences.



There are basic buttons to create an interactive PDF form:

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

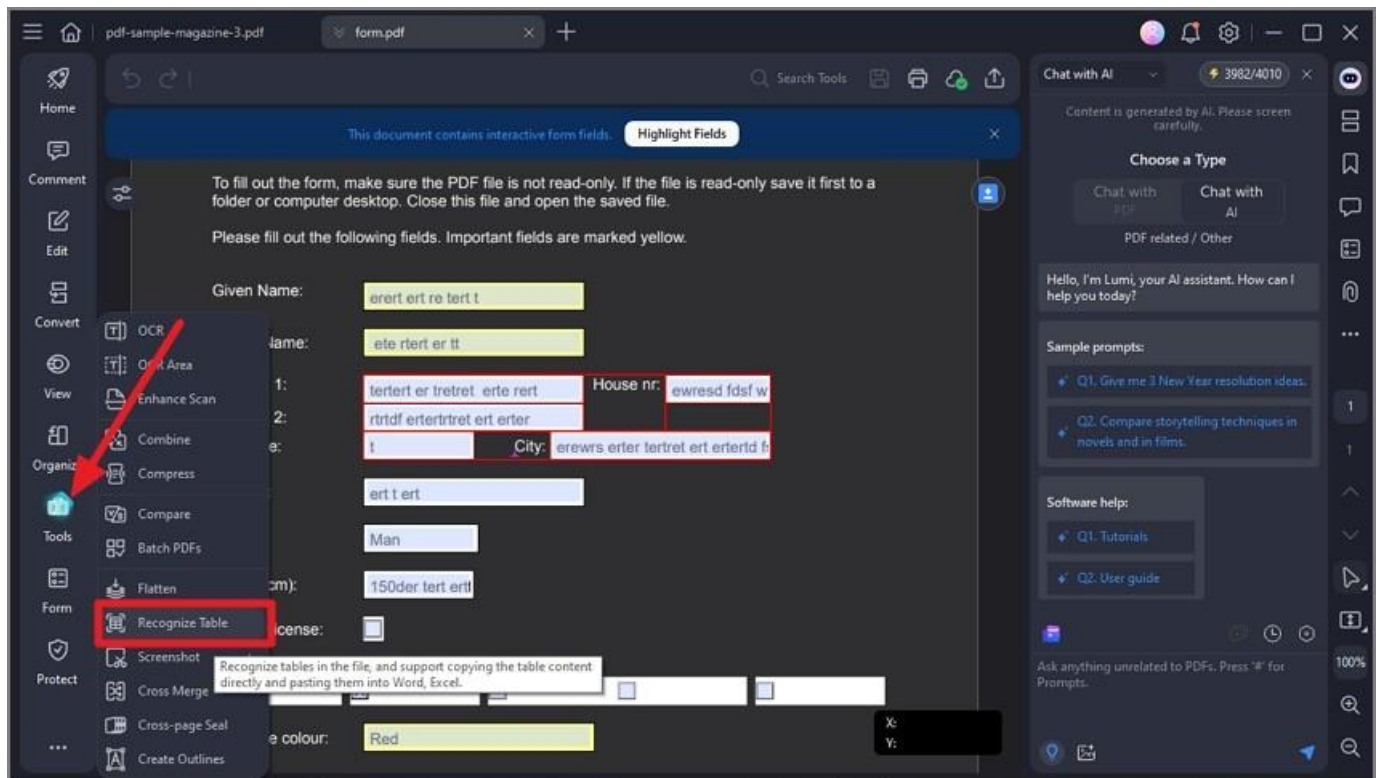
Recognize a Table in a PDF on Windows

This coherent functionality of PDFelement allows users to recognize the number of tables in a

document automatically. You can select the recognized tables and perform different actions, like copying the entire table. Moreover, you can save the selected table as separate PDF files for instant access.

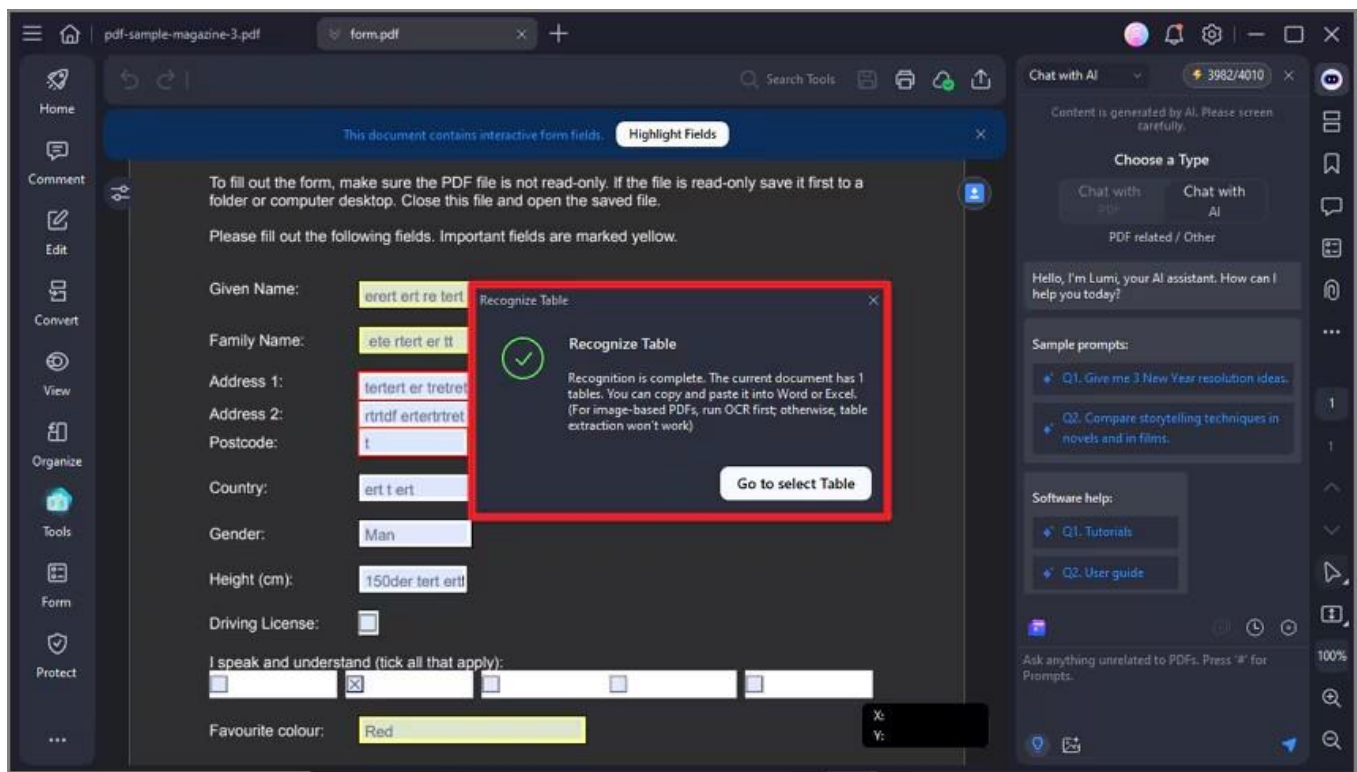
Open the PDF and Recognize the Table

After successfully launching the tool, open your PDF document that contains a table, enable the “Tools” section from the left sidebar, and press the “Recognize Table” option.



Go to the Selected Table

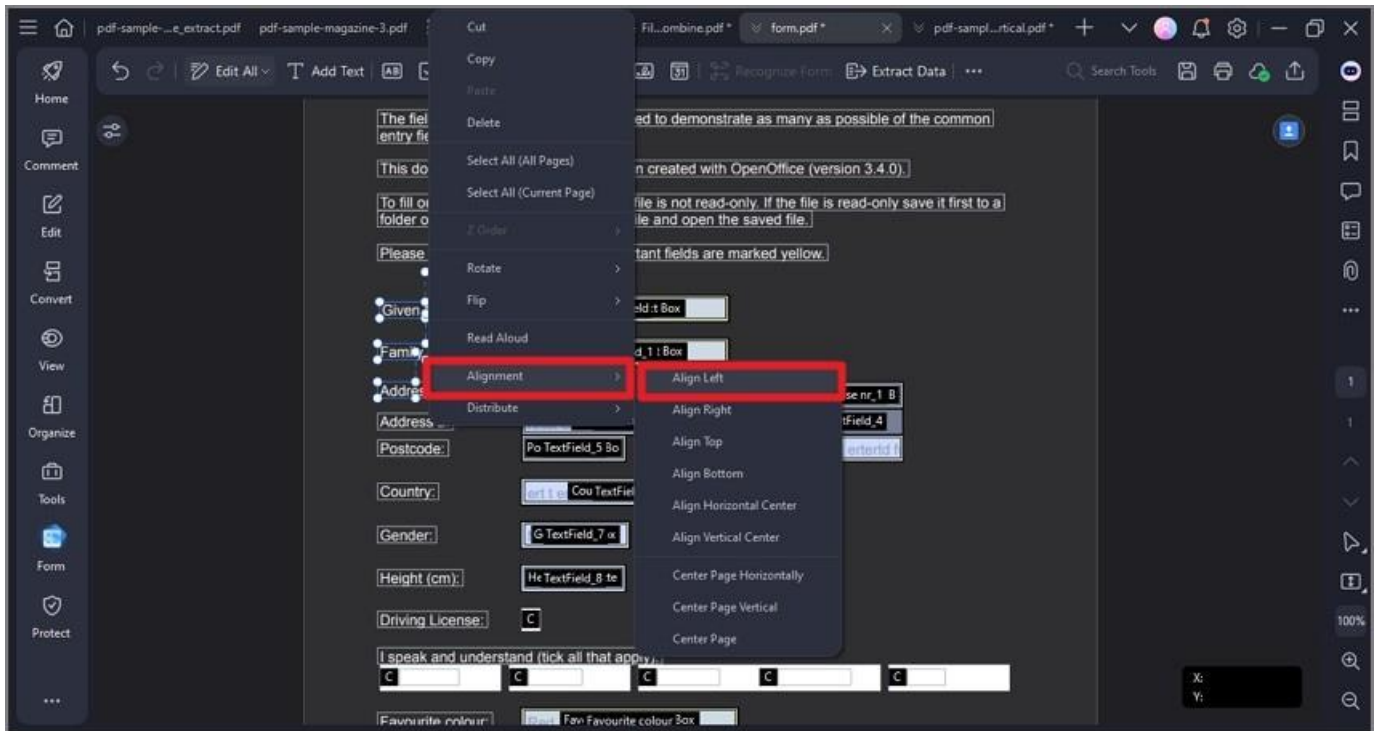
- Once you press the “Recognize Table” option, the tool will start analyzing your document and detect all the tables in it.
- In the small dialogue box, the number of tables will be mentioned. Click on the “Go to Select Table” to choose the table of your choice and perform further actions on it.



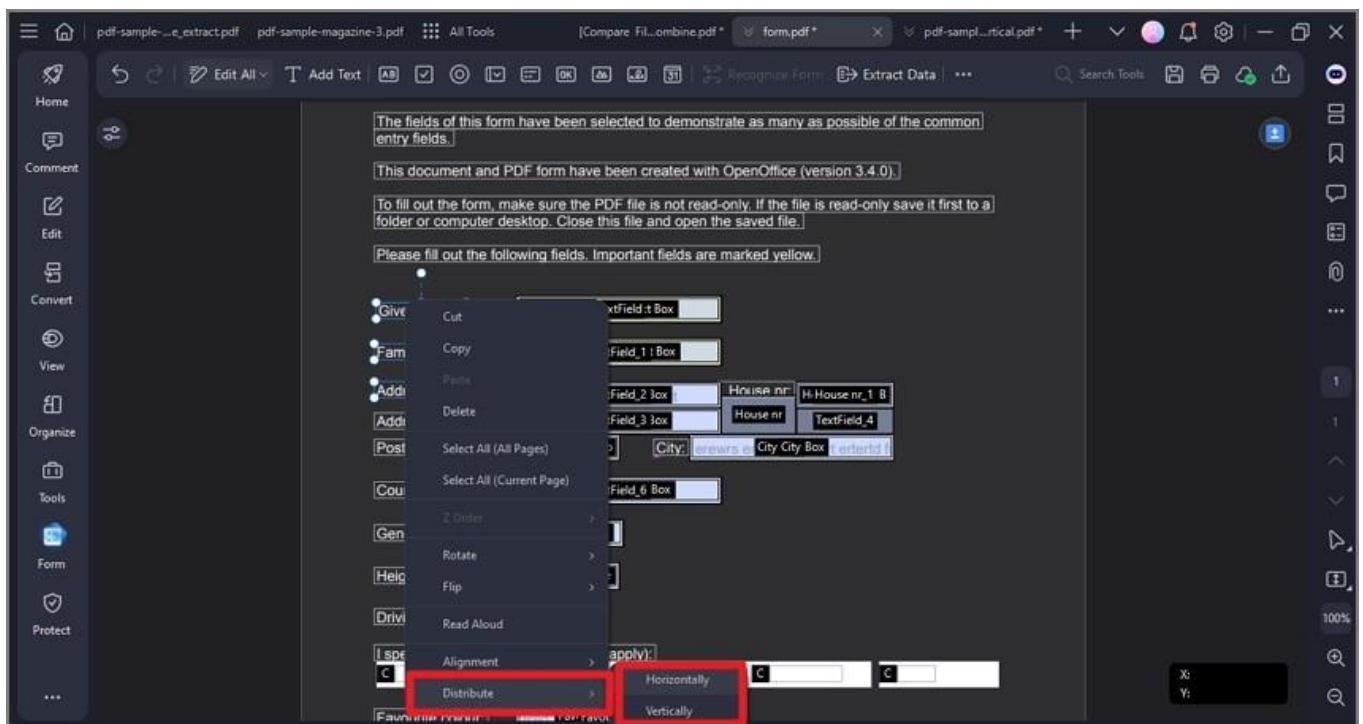
PDF Form Alignment

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

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



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



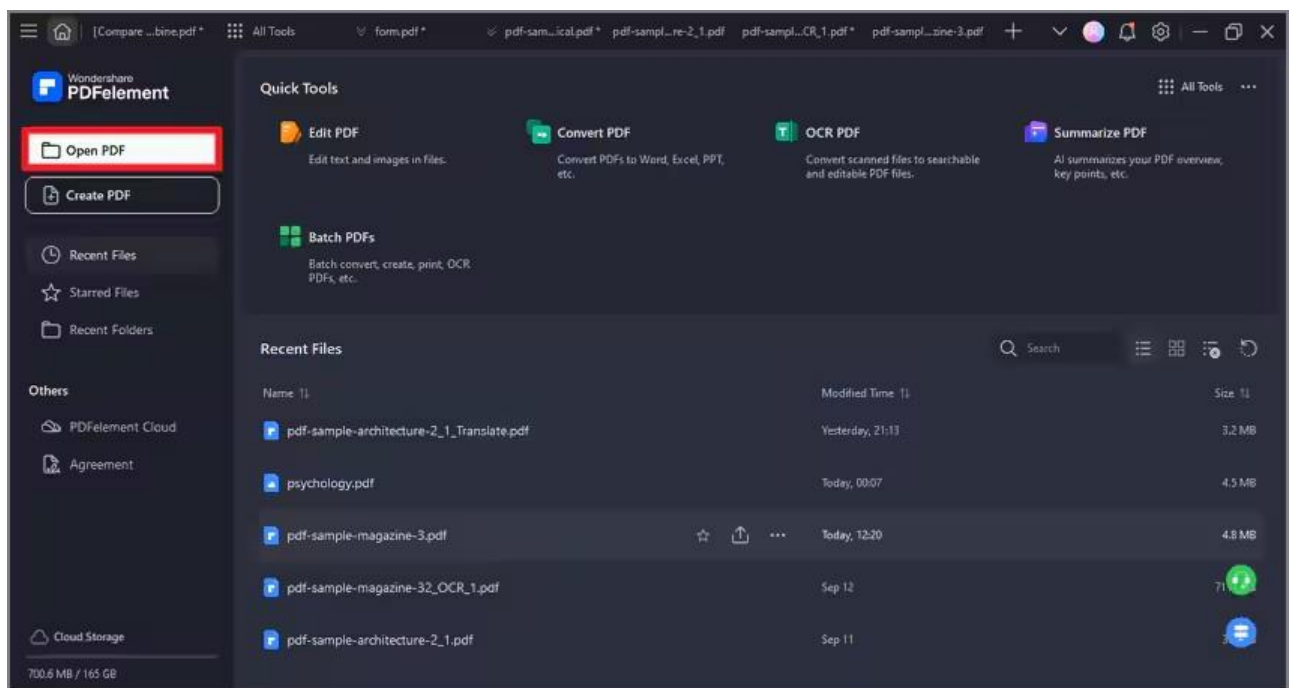
Set Form Field Position

One of the most convenient PDF editors out there is PDFelement, which provides various editing possibilities to users, like filling out forms in various positions.

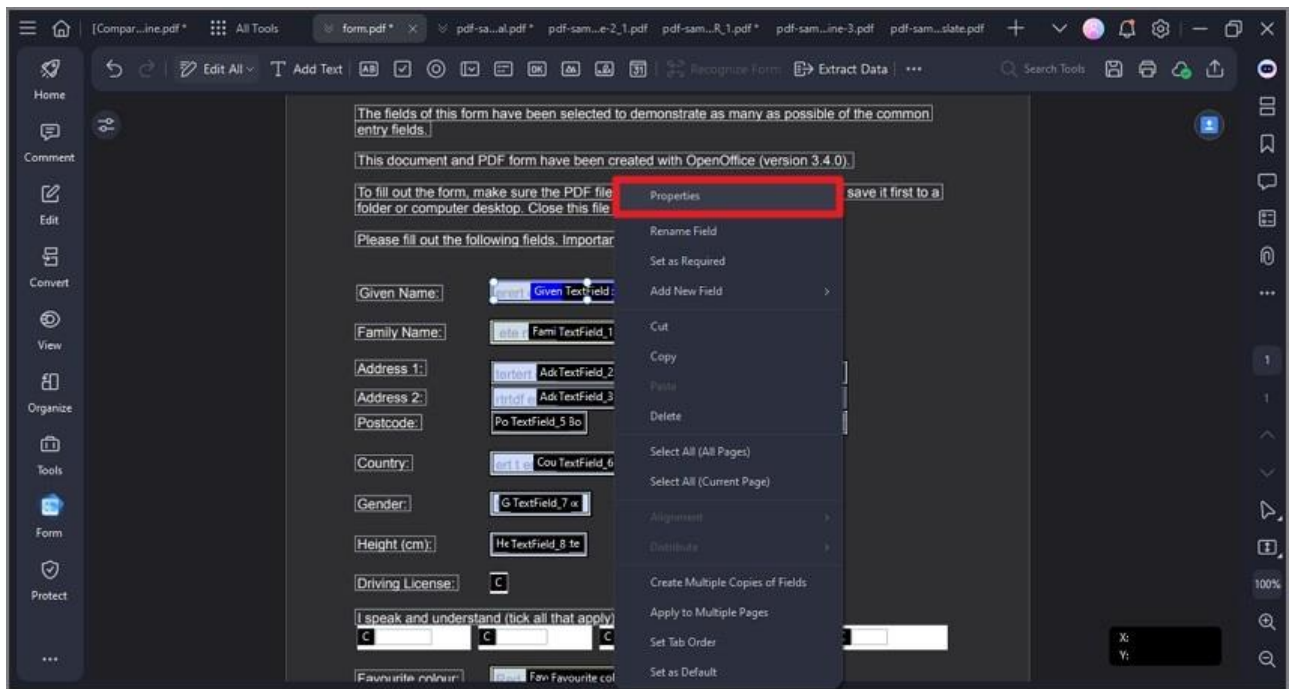
This software offers form recognition technology that makes the PDF form fillable with various editing options. You can set desired field positions in different widths, heights, and more. This way, users can increase the text box area field, making room for manually adding check boxes, labels, images, and more. Let's jump into the easy steps given below and learn how to set the form field position:

Set Form Field Position:

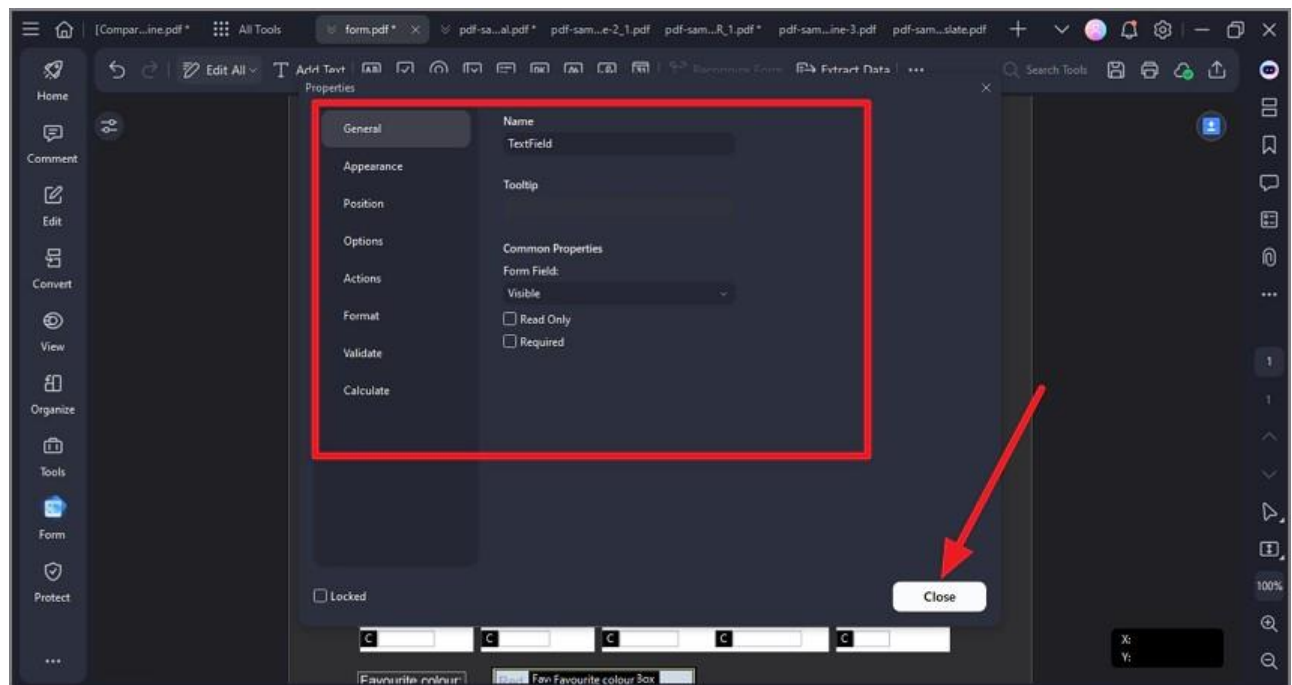
- First, open the PDF editor and click the “Open PDF” button on the main interface to insert the PDF form.



- Open the “Form” tab from the top toolbar and press the “Recognize Form” option to make the boxes editable. After that, right-click any form box and pick the “Properties” choice from the drop-down menu.



- On the “Properties” dialogue box, open the “Position” tab from the left panel and access the various position options. From here, set the units up and down of “Width,” “Height,” “Align Bottom,” and more. Next, hit the “Close” button to see the changed form field.



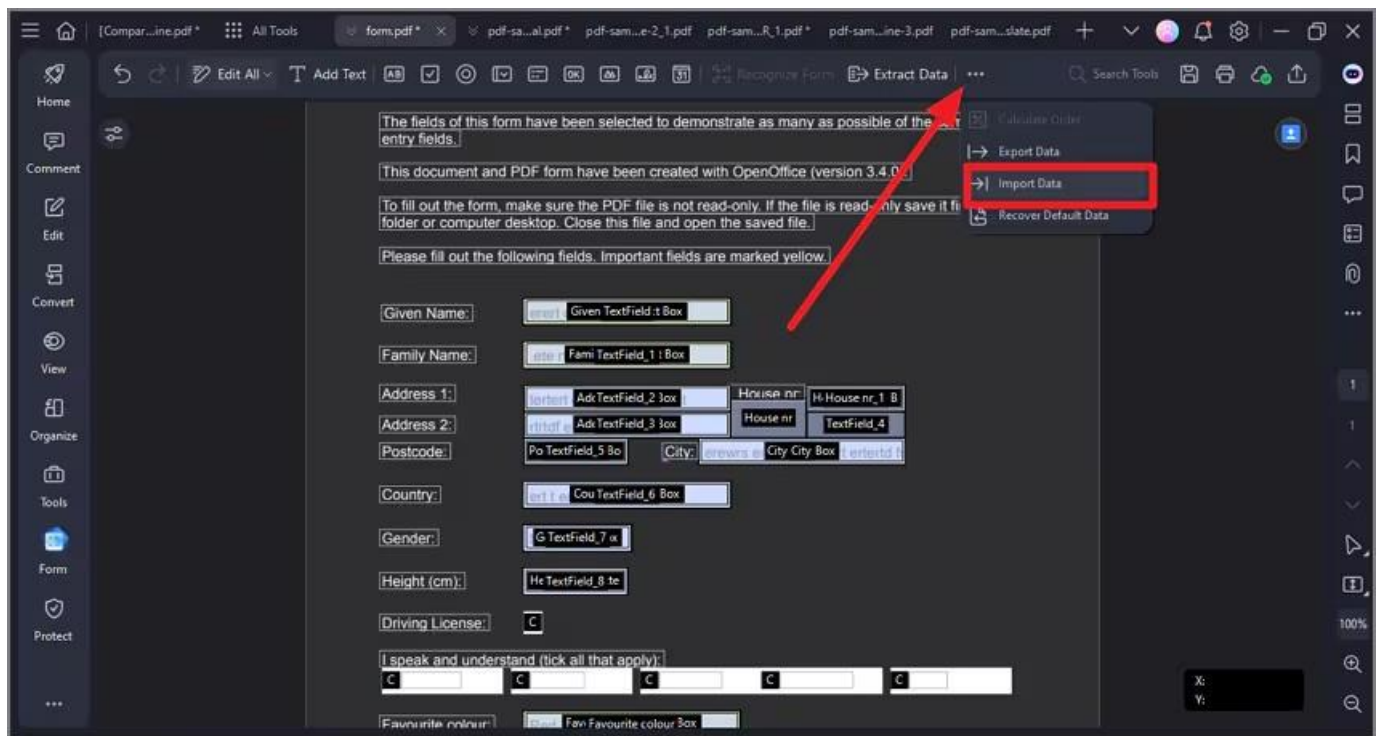
Import/Export PDF Form Data

Importing and exporting form data is only available in PDFs with interactive form fields. All

the options for importing and exporting form data will be unavailable when you open ordinary PDFs or non-interactive forms.

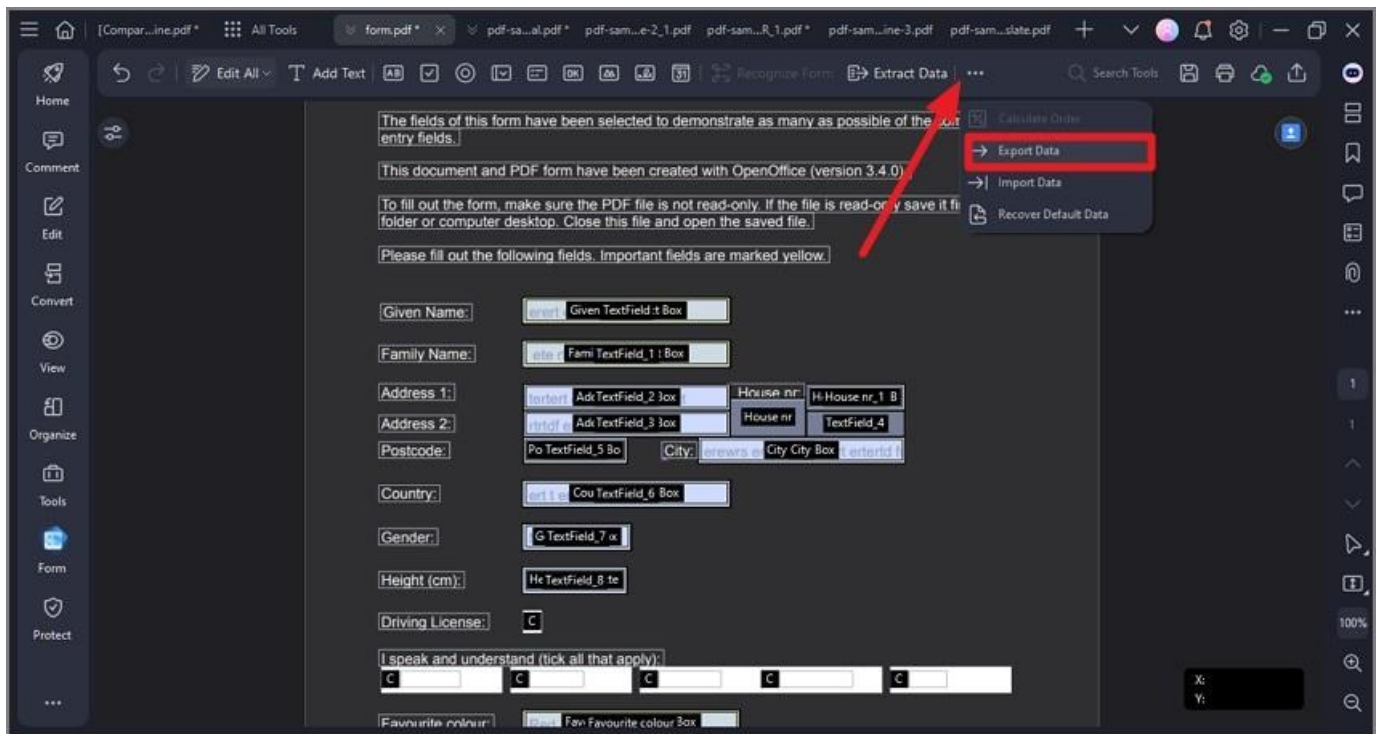
Note: The import and export data can only be Form Data Format (.FDF).

1. Import form data



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

2. Export PDF form Data



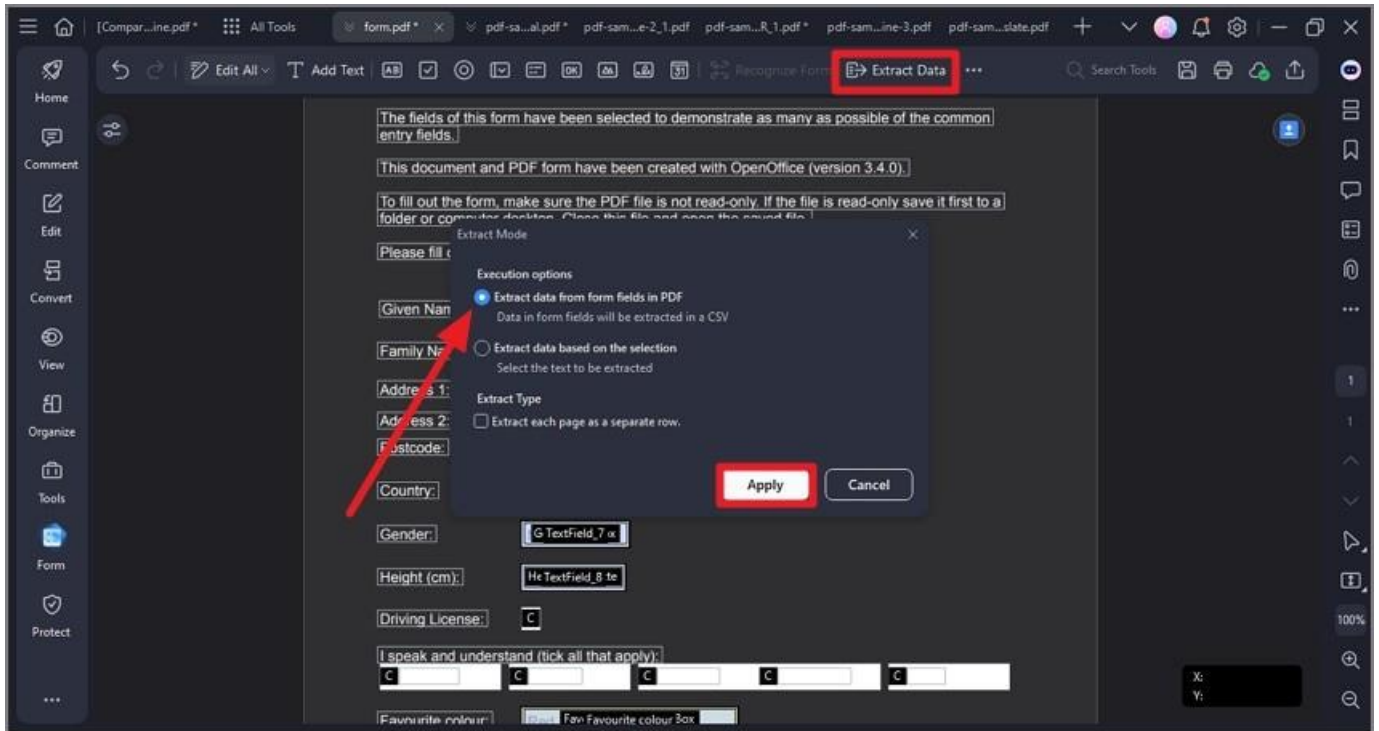
- Click the "Form" > "More" > "Export Data" button to choose the folder to save the export data and rename the file, and then it will export the data in a .fdf format, which is a data- only file.

Extract Data from PDF

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

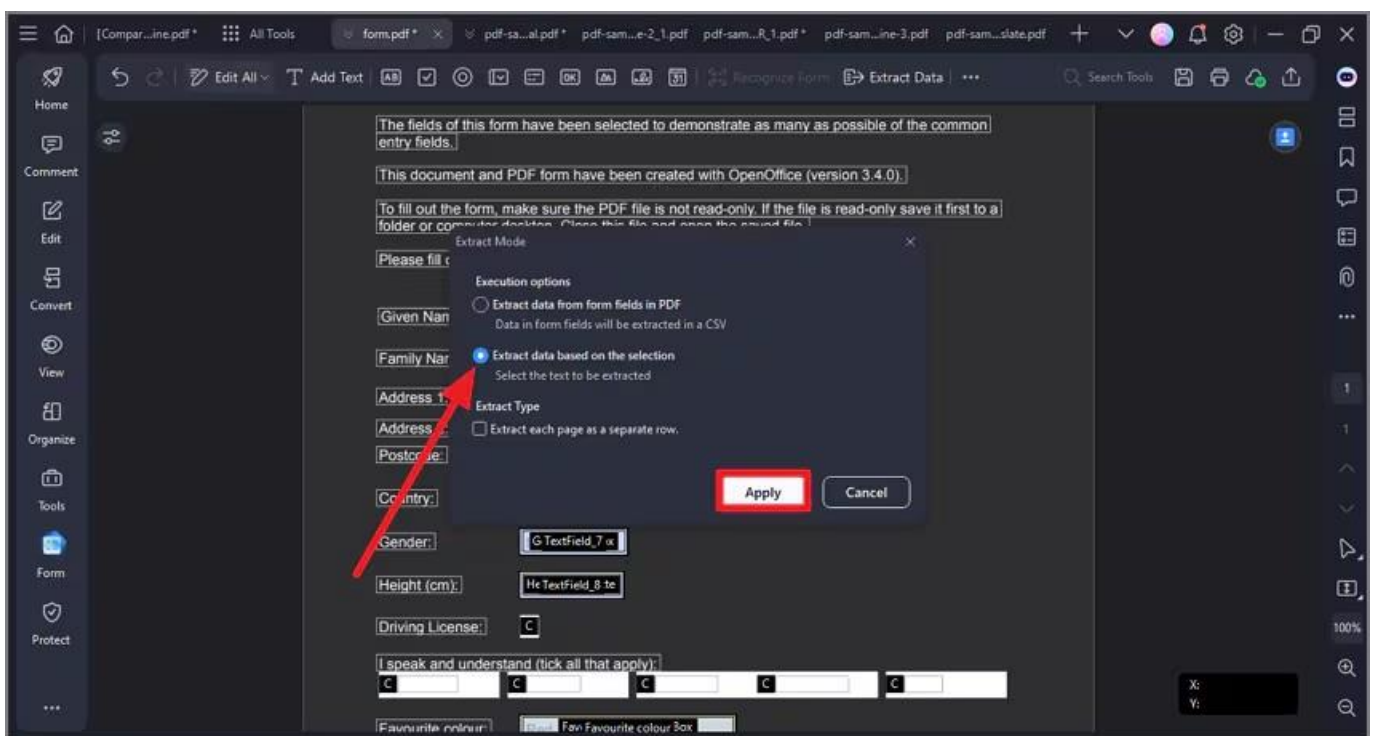
1. Extract data from PDF form fields

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

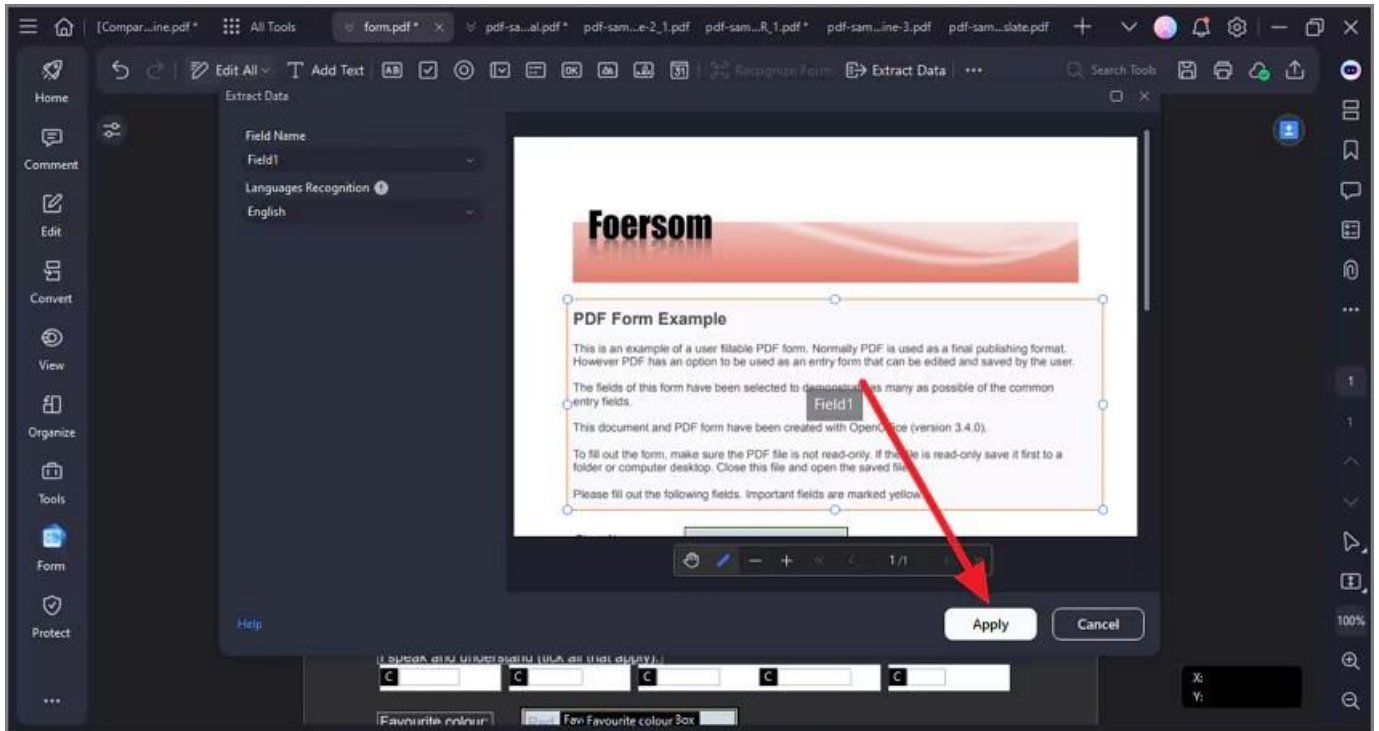


2. Extract data from selected PDF text

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



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

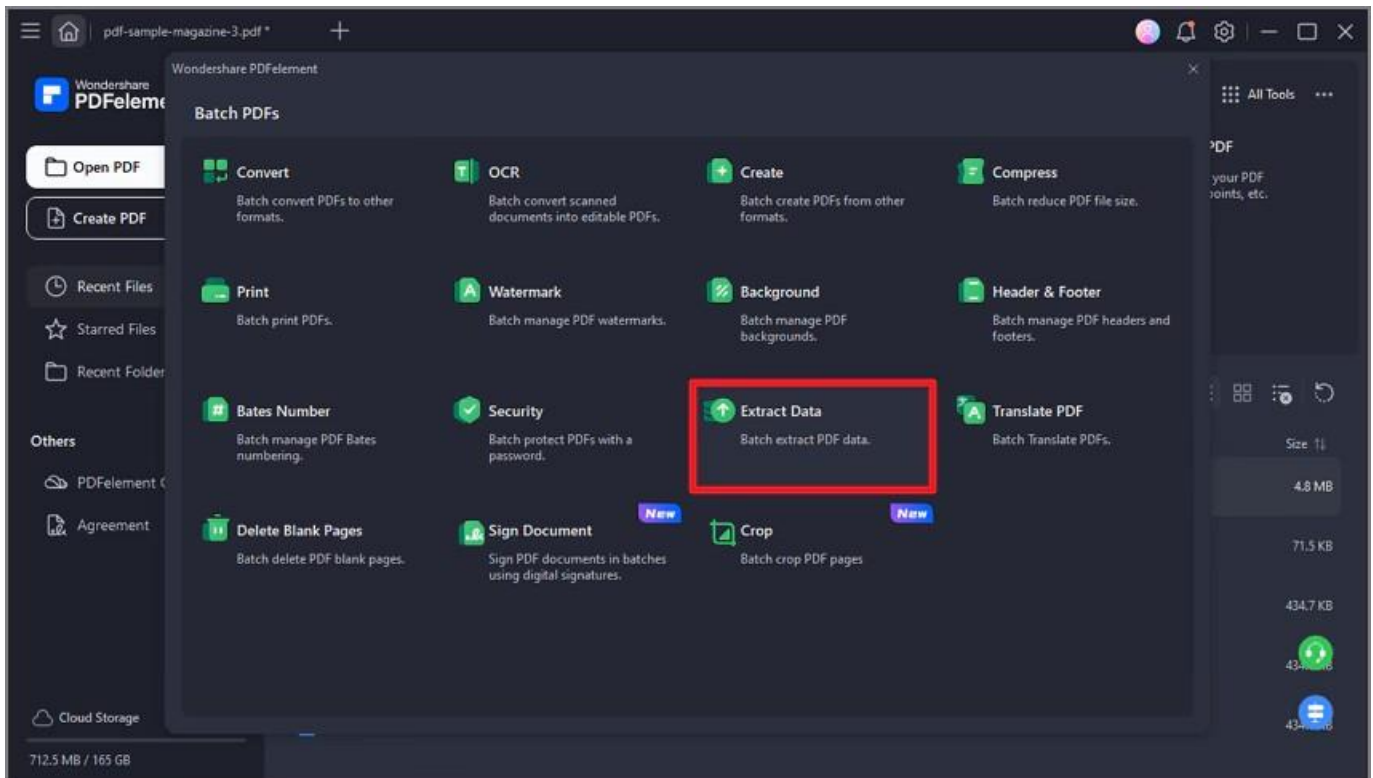


- After selecting all the areas you want to extract, please set the language of the selected texts in the "Language Recognition" option. Next, click the "Apply" button, then save the .csv file in your local folder.

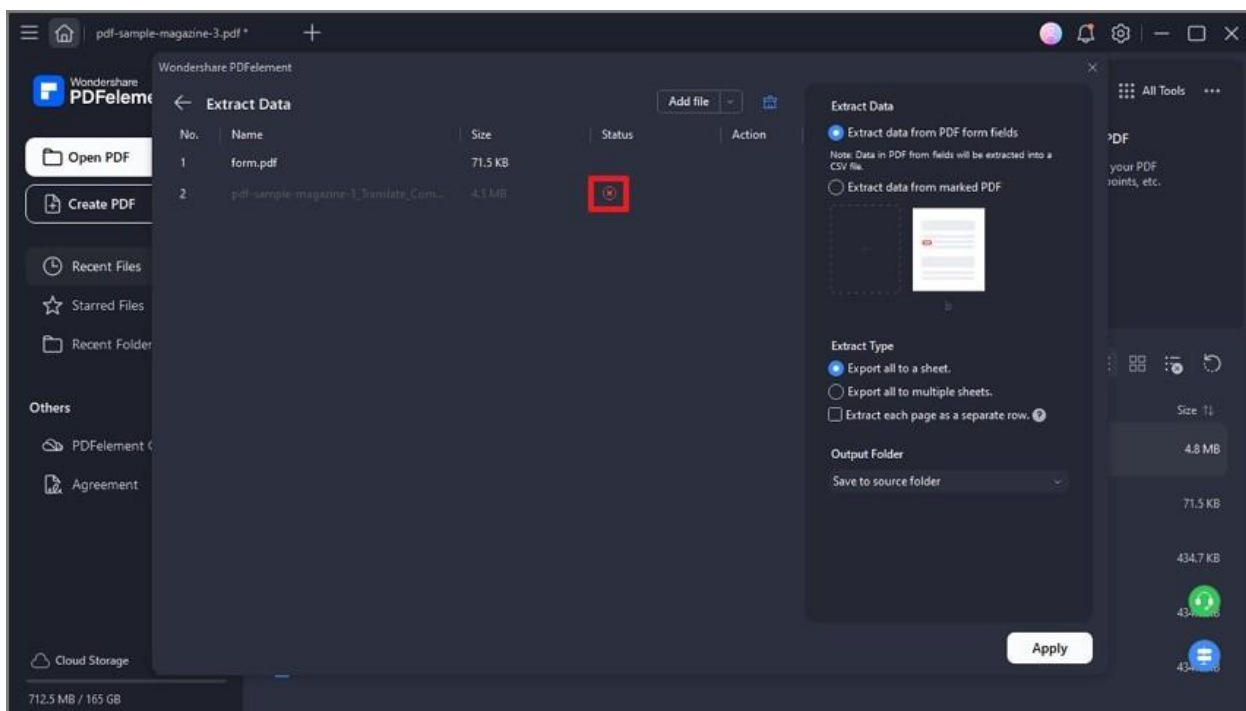
3. Extract data for batch process

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

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



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

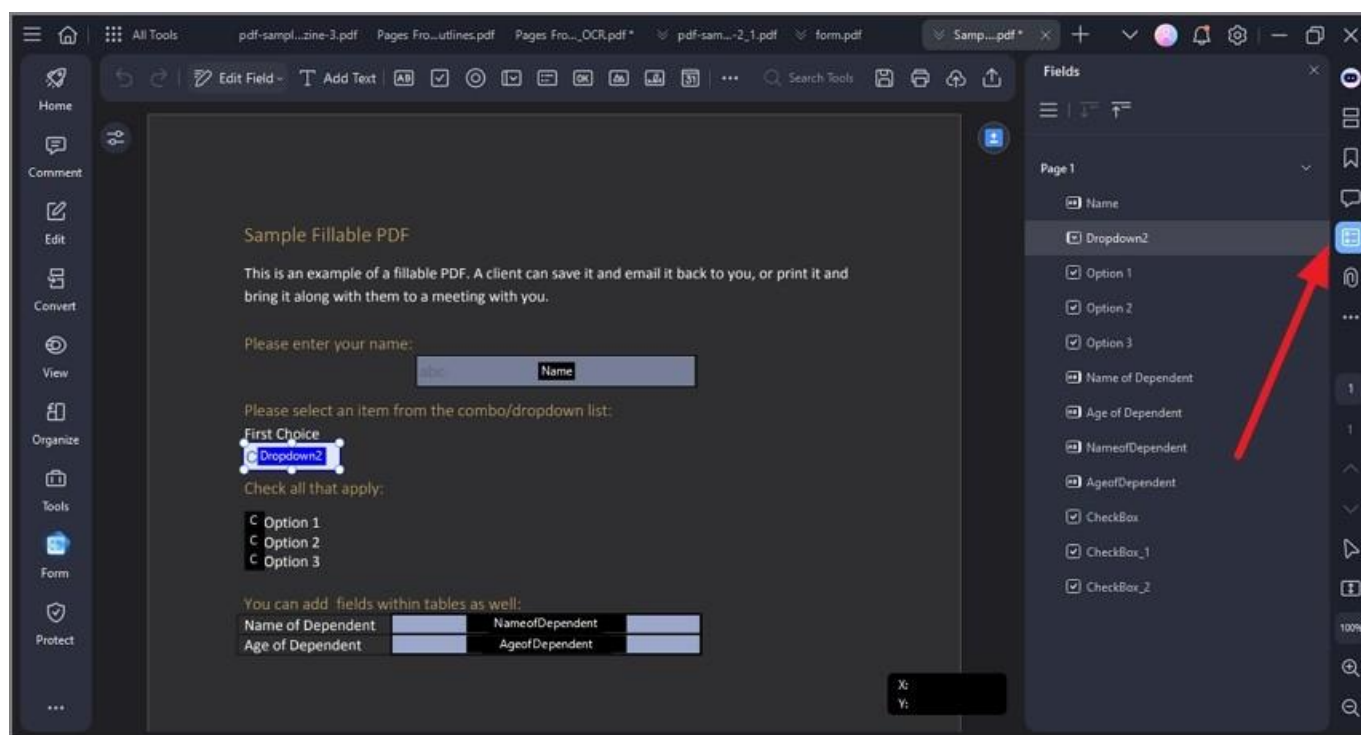


Check Form Field List

In PDFelement, checking the form field list allows users to view and manage all the interactive form fields present in a PDF form. This feature helps verify that all necessary fields are included and properly organized, improving form usability. You also get the ability to change the order and customize the positions of the fields according to your preferences. To learn how to check the form field list in a PDF form, read the steps mentioned below:

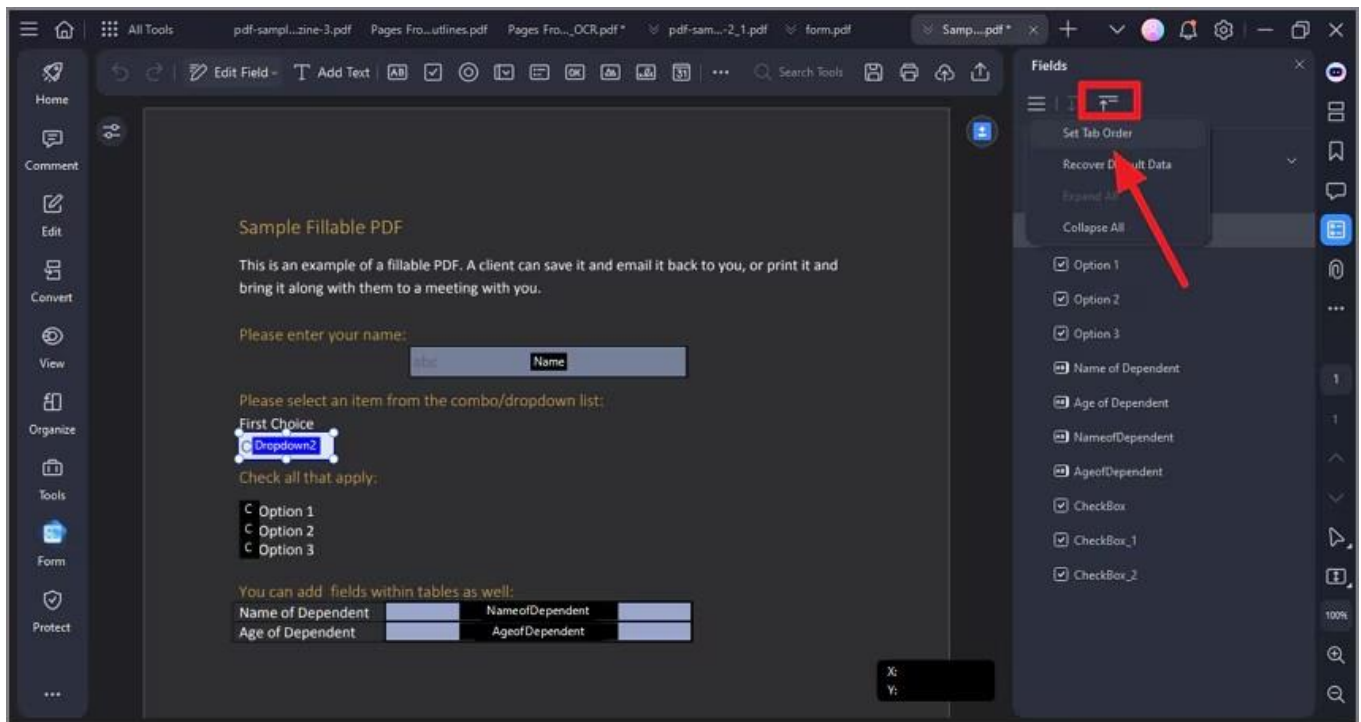
Step 1

After importing the form within the tool's interface, head to the sidebar located on the right and locate the “View Field List” option. Click on it to enable the list of form fields on the right side.



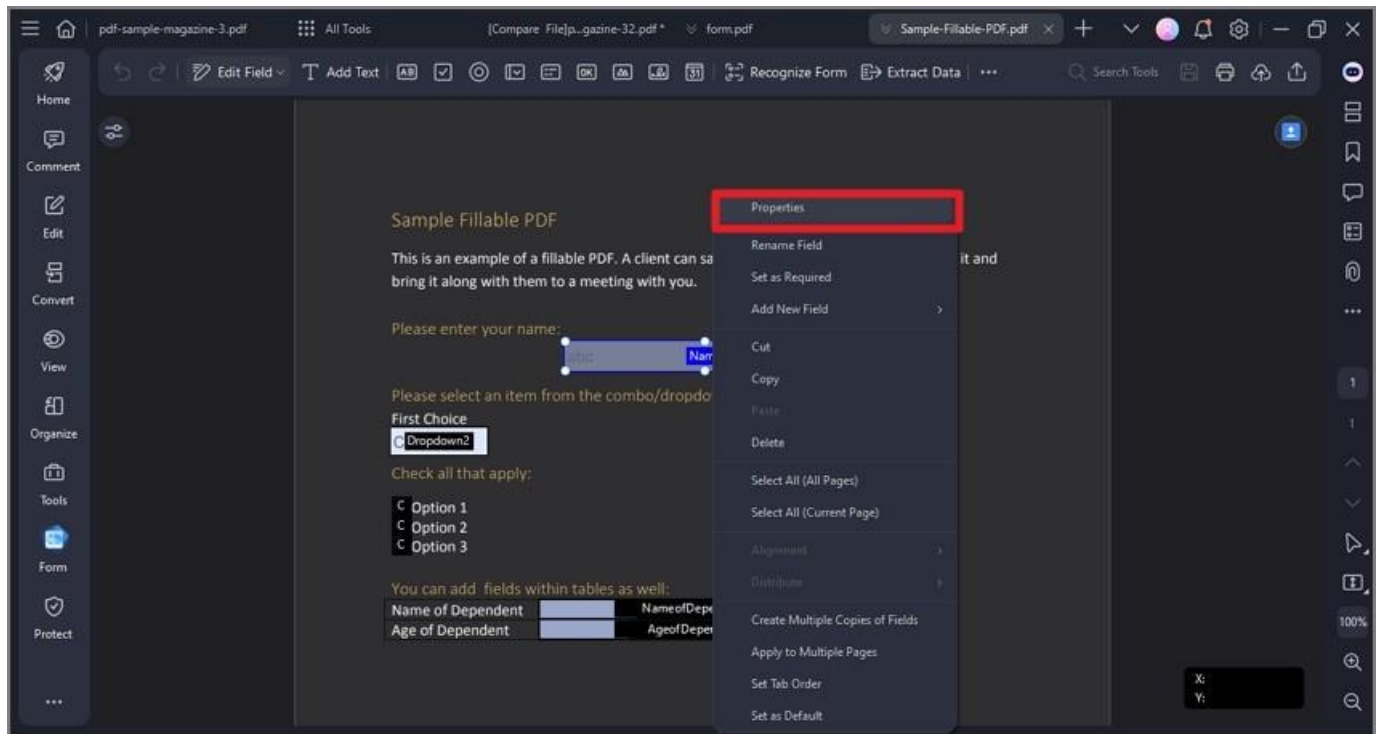
Step 2

To change the order of the field tabs, head to the field list panel and click on the “Order” tab. Press the “Set Tab Order” option from the expanded list and change the order by dragging the field within the page.



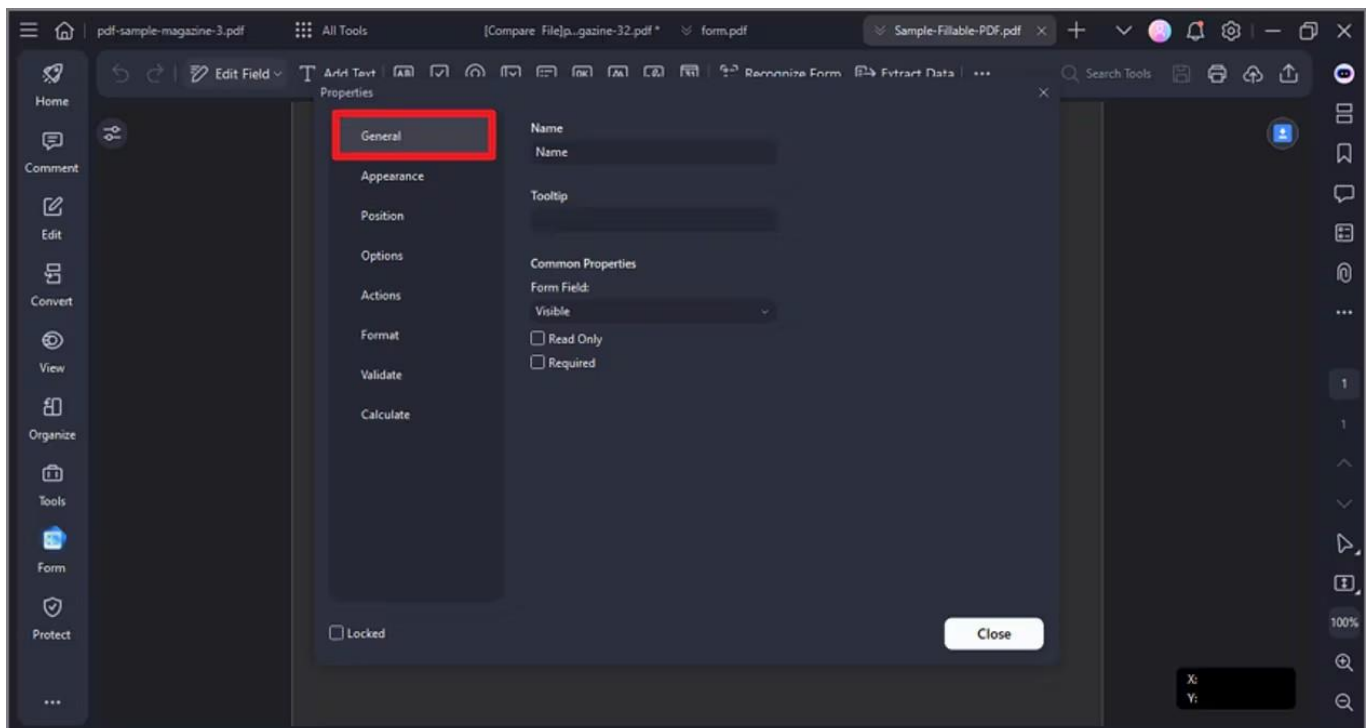
PDF Form Properties

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

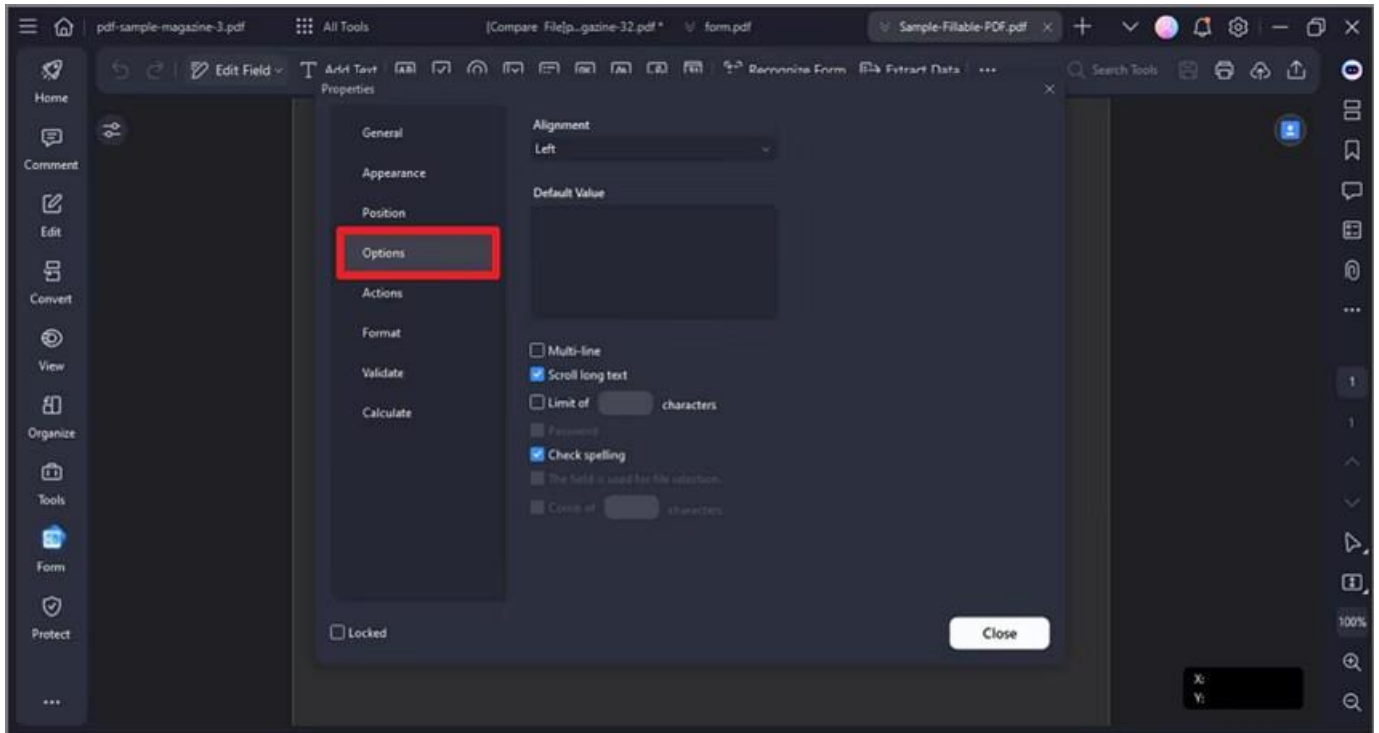


(Note: You can hold the Ctrl key and select multiple fields or boxes at the same time, right-click one to choose Properties, and the common properties will be enabled to change. Then the properties for all the selected fields or boxes will be changed)

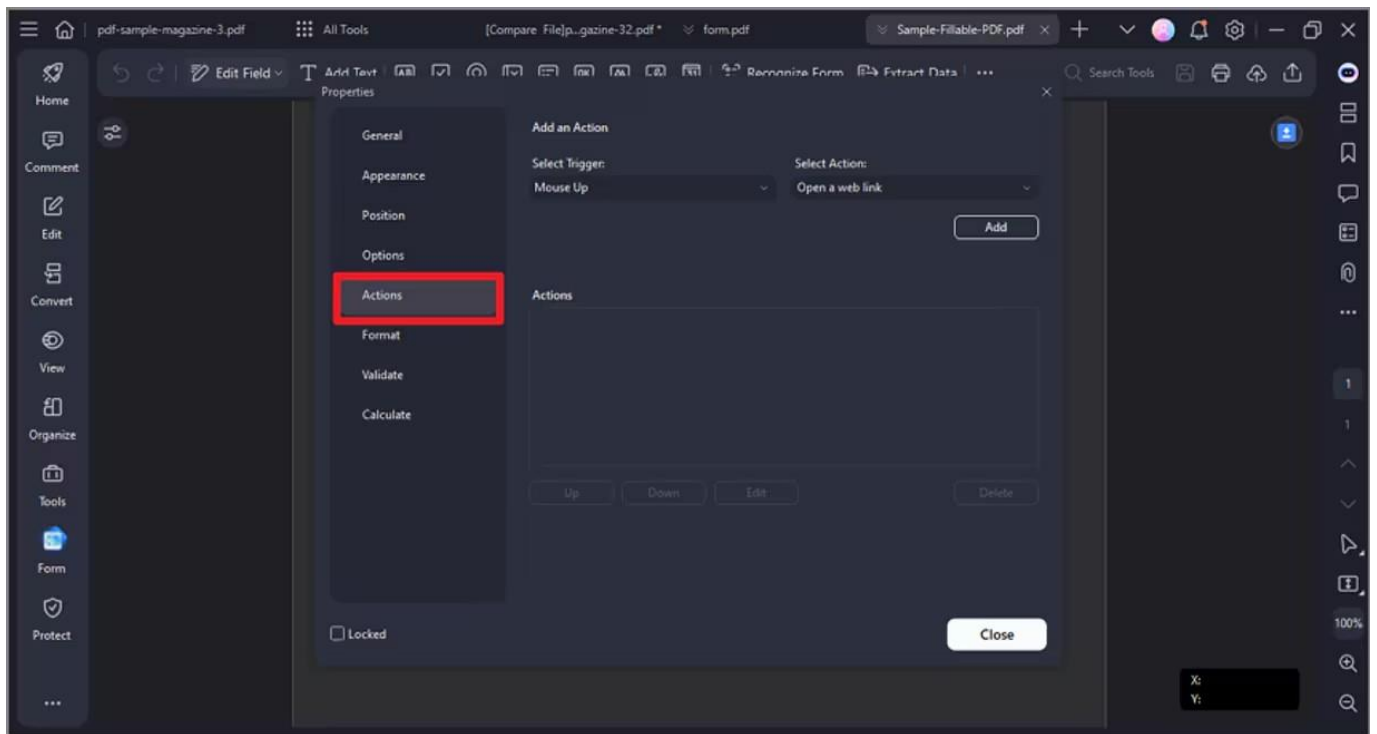
- ◆ General: You can set the field name, tooltip, and common properties.



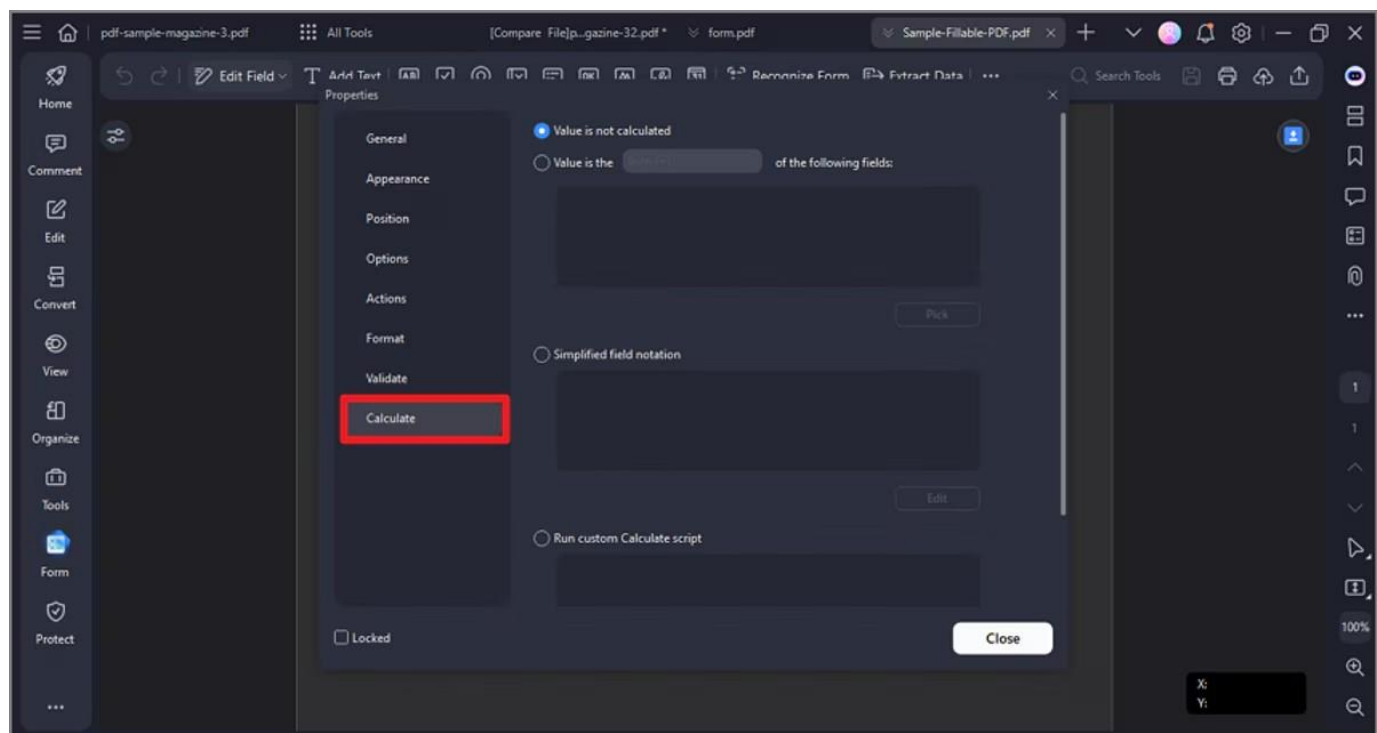
- ◆ Appearance: You can set borders and colors, and the font/size/color of the filled-in text.
- ◆ Options: You can set the alignment of the filled-in text and the default value of the field. Set multi-line, scroll long-text, password, or limit the characters available for that text field. It also has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



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



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

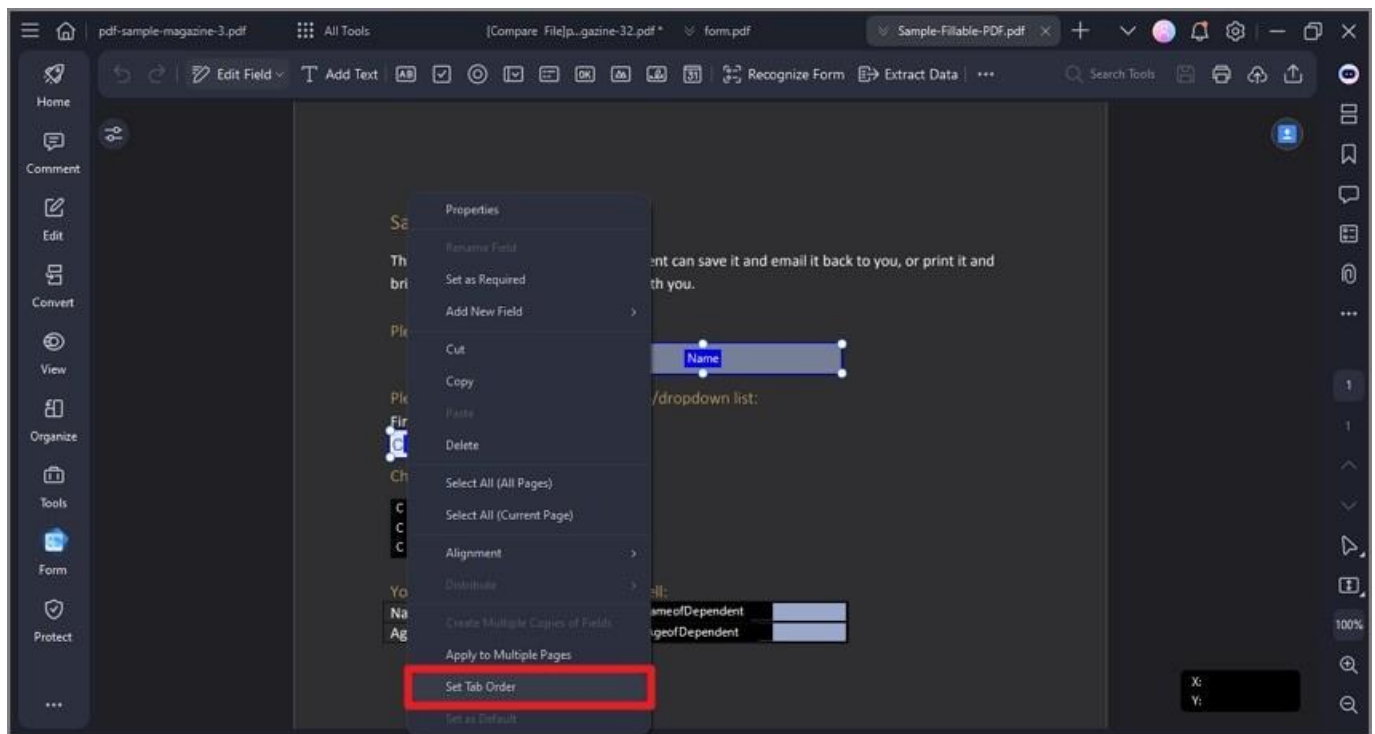


Set Tab Order

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

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

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



Note: You can only set a tab order within one page.

Protect & Sign PDF Files

How to Sign PDF

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

1. Digital Signature

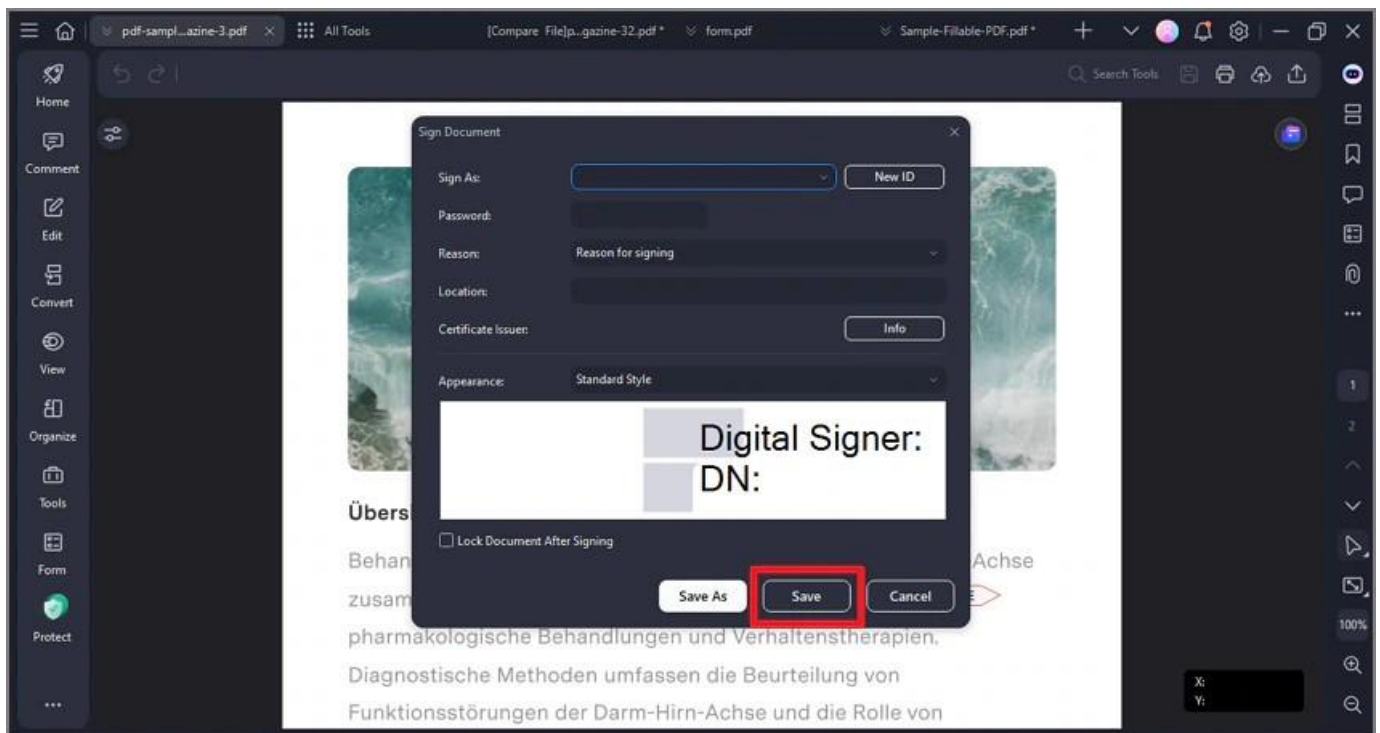
A digital signature acts as a traditional handwritten signature that can be used to authenticate the identity of a user as well as the document content. It stores information about the signer along with the date, time, and state of the document when it was signed.

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

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

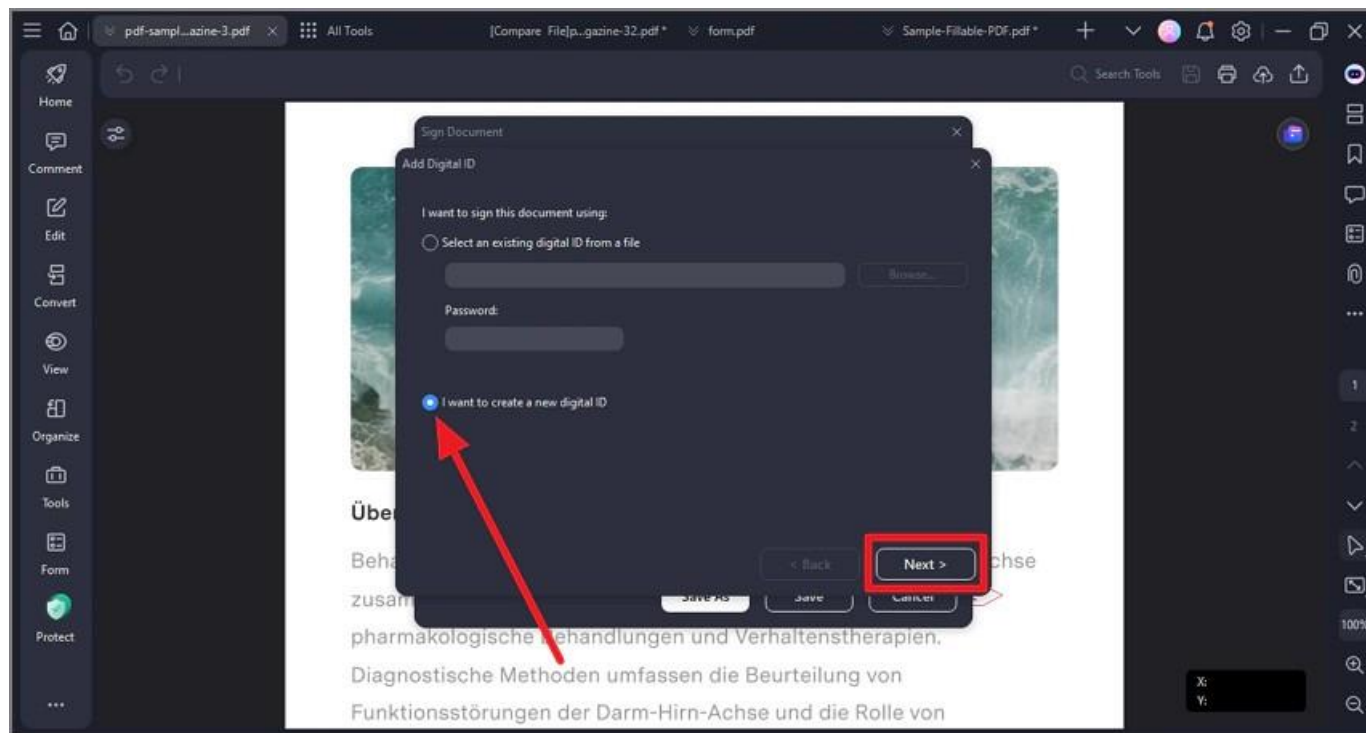
Sign a PDF

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



Create a signature

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

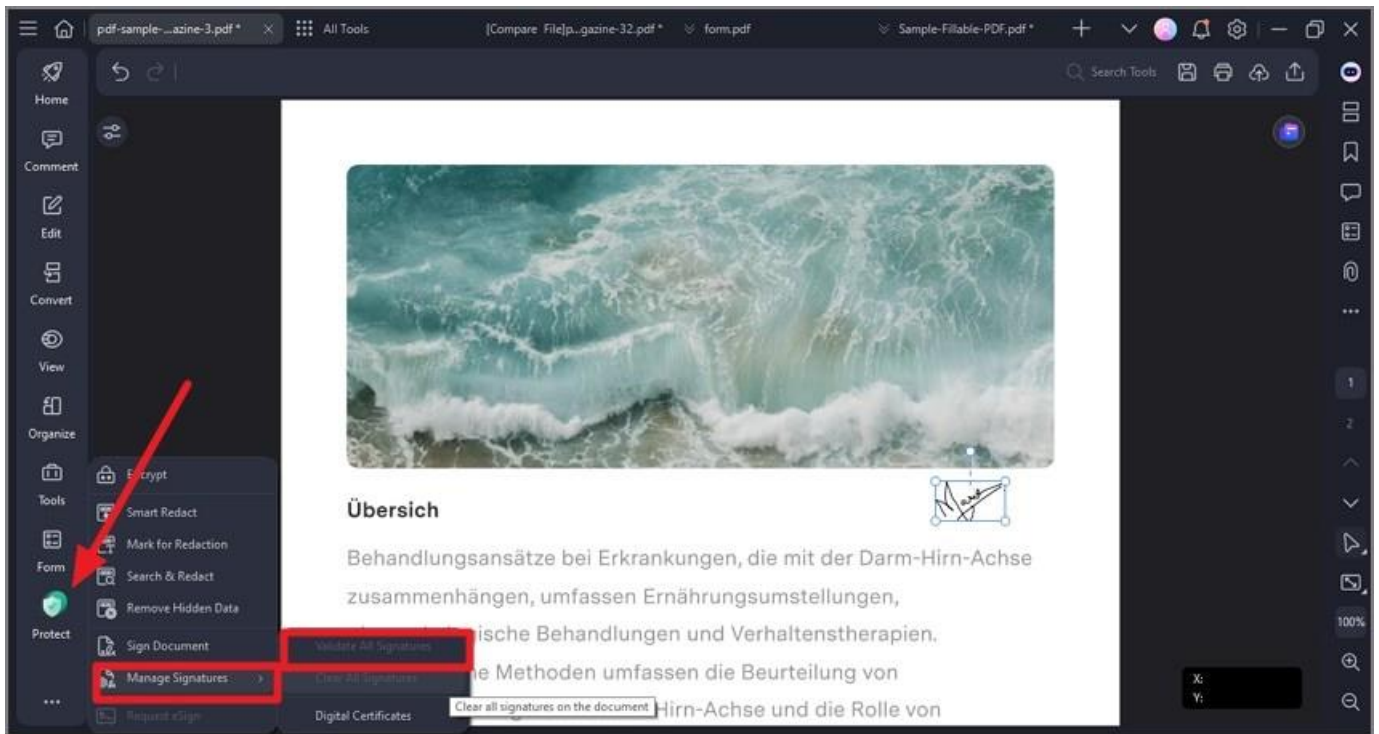


- New PKCS#12 digital ID file—Stores the digital ID information to a file with the extension .pfx on Windows and .p12 on Mac OS. You can use the files interchangeably across different operating systems.
- Windows Certificate Store—Stores the digital ID to a common location. Other windows applications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

Validate and clear signature

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

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

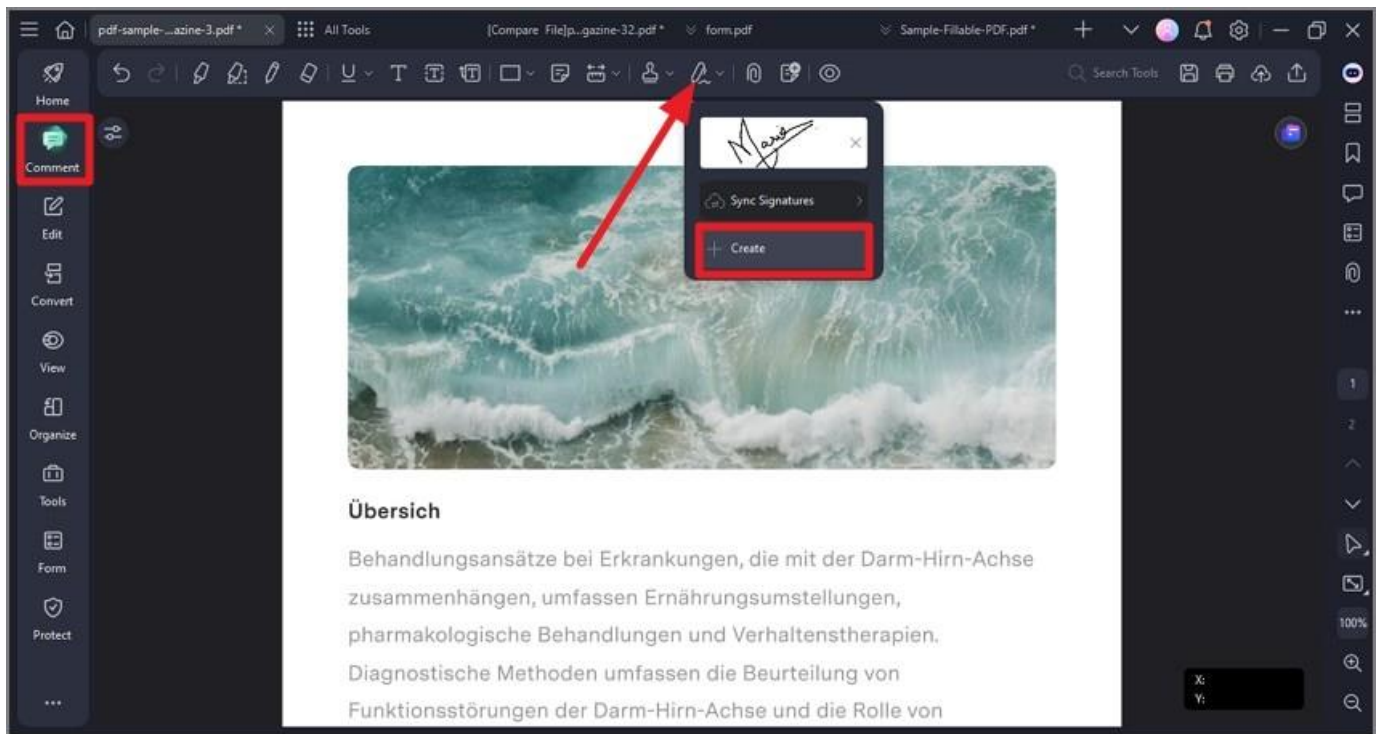


2. Handwritten signature

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

Sign PDF

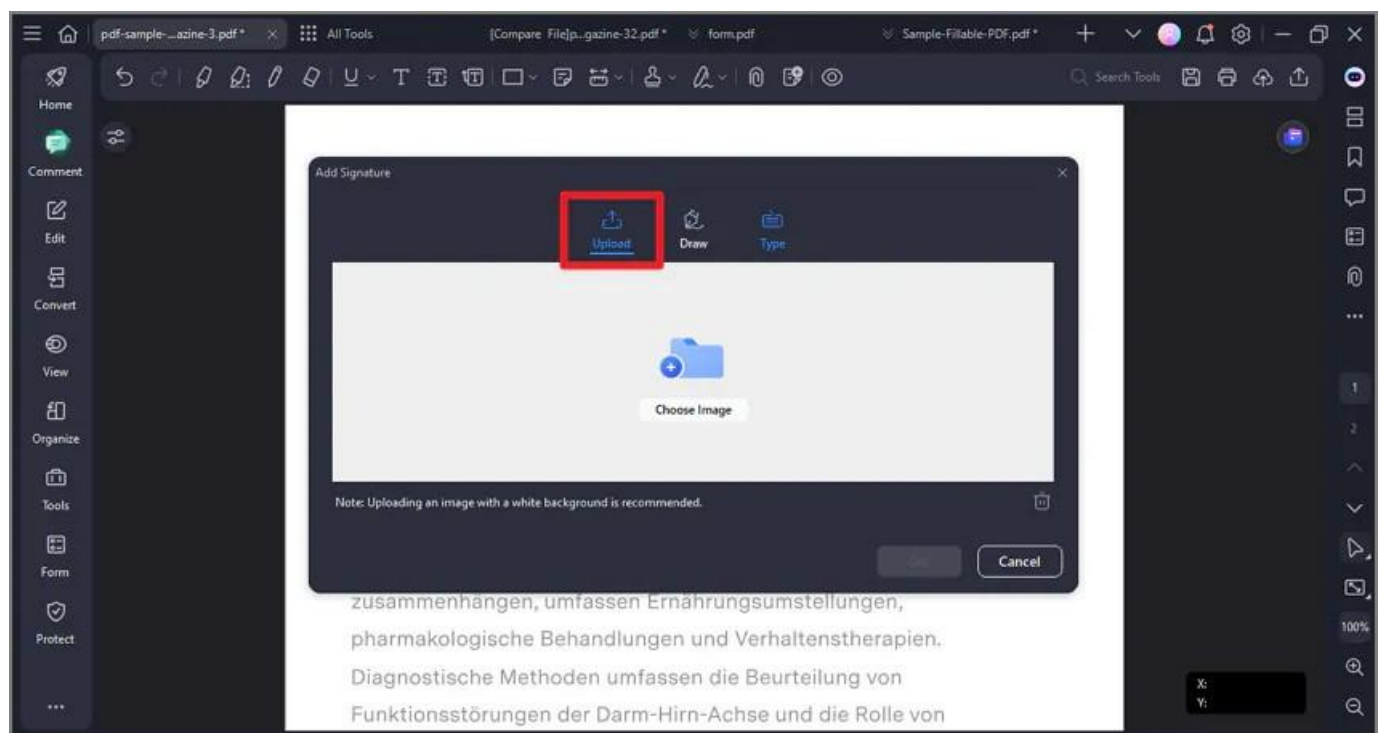
Click the "Comment" > "Signature" button, and tap on the "+ Create" button to create your handwritten signature.



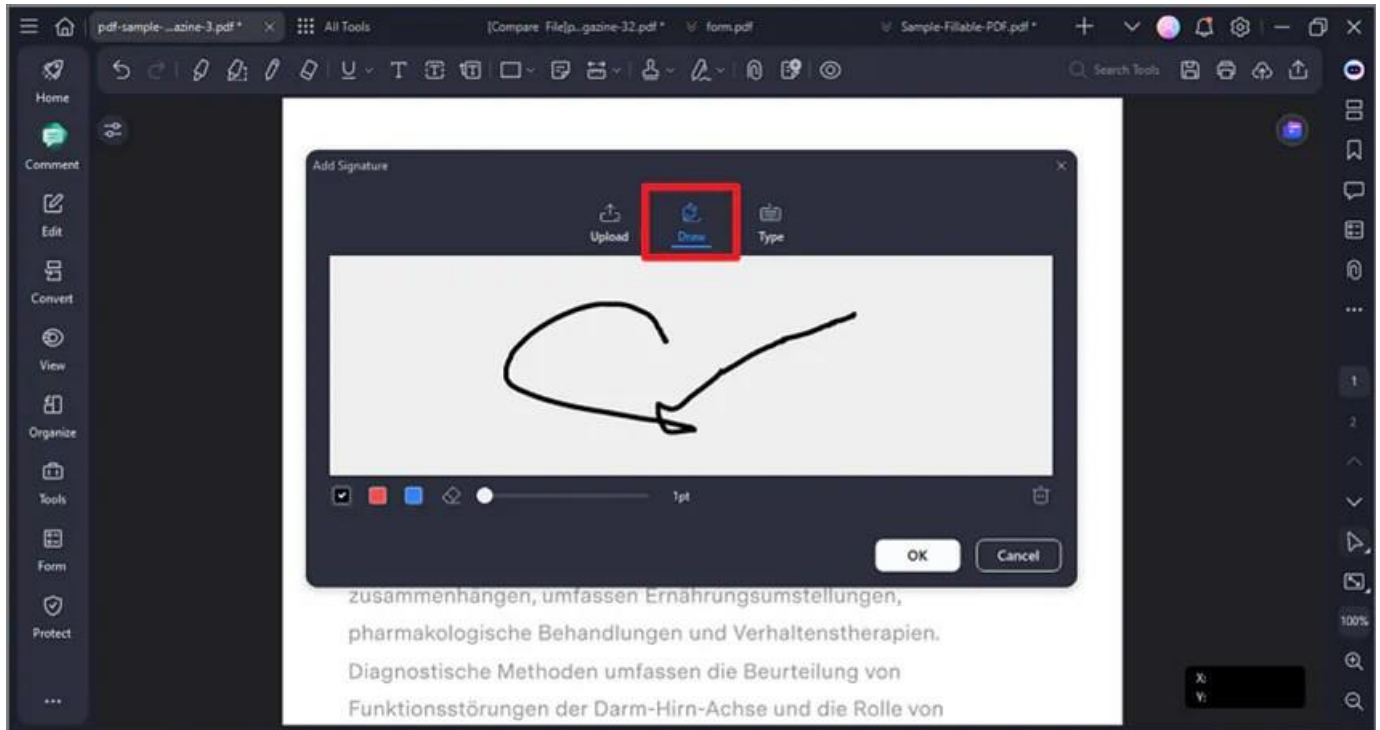
Create handwritten signature

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

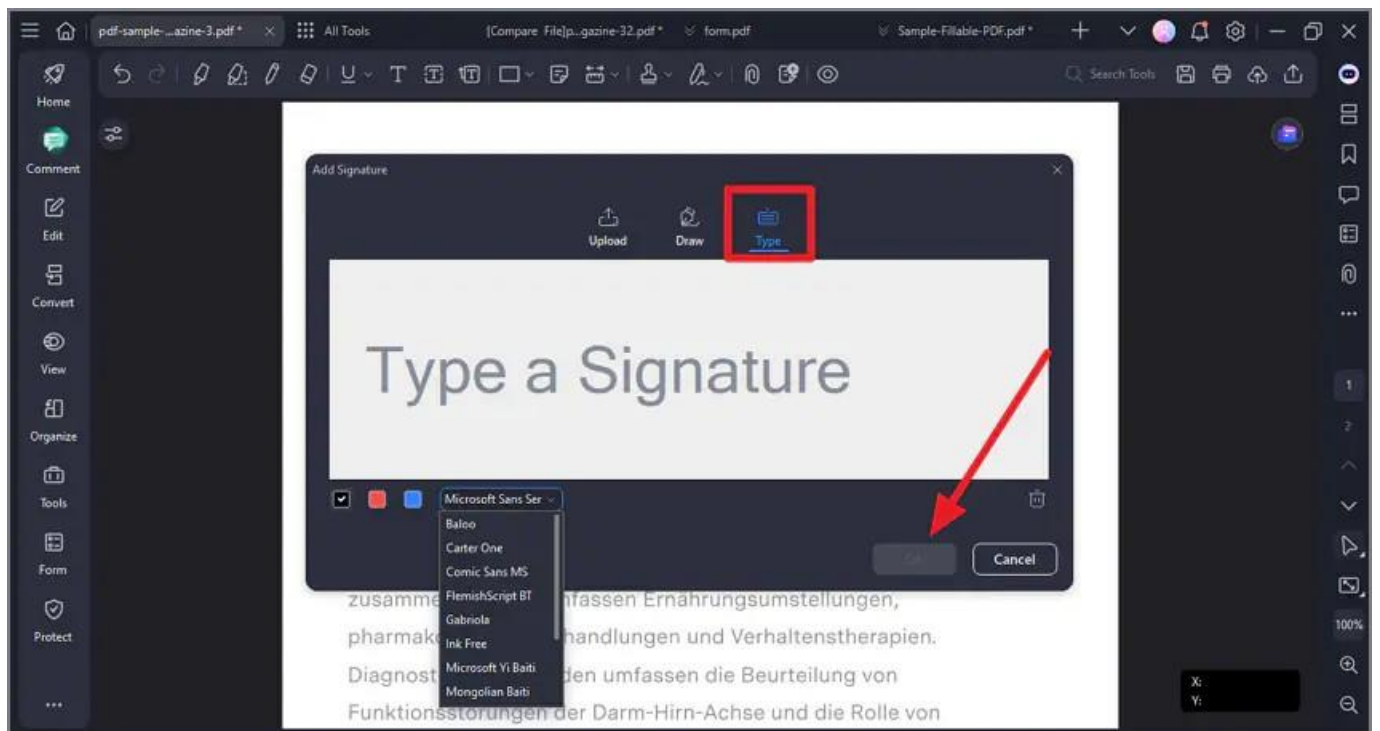
- Tap on the "Upload" tab, and click "Choose Image" to upload an image signature saved on your computer. After uploading the image, click the "OK" button.



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



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



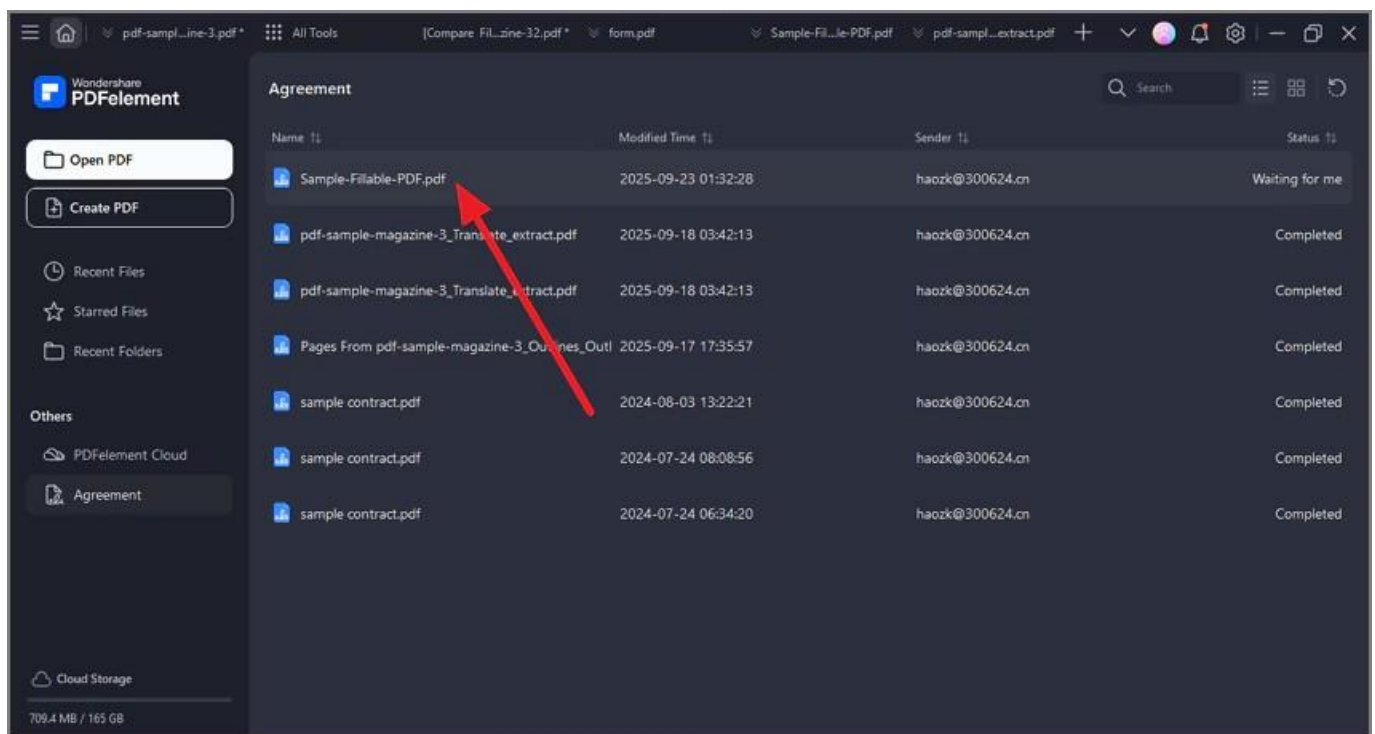
3. Sign PDF Agreement

If someone used PDFelement's Request eSign feature to send you an agreement for signing, you receive an email notification with a link to sign the agreement. Also, if you use PDFelement desktop application, you see an agreement waiting for your signature in the Agreement panel.

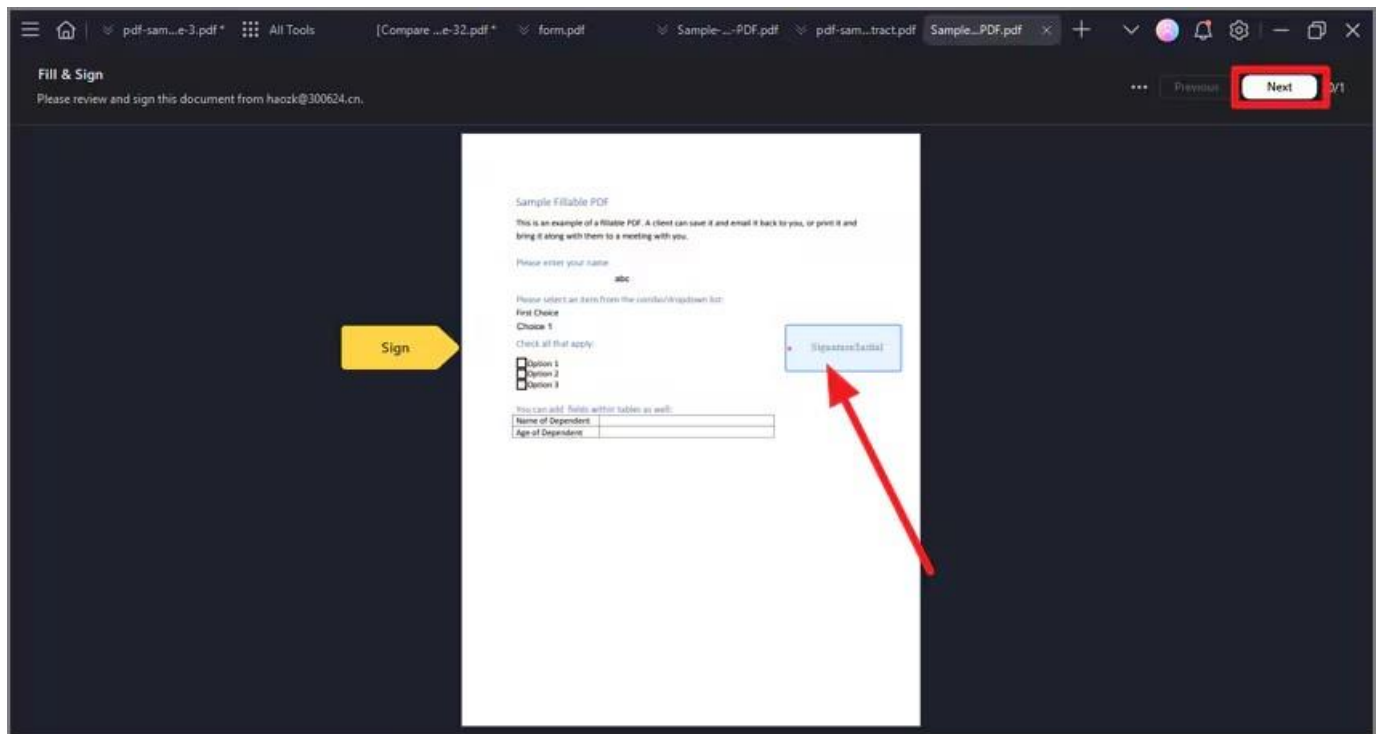
Whether you're using the PDFelement desktop application or signing via an email link, follow these straightforward steps to ensure smooth and efficient agreement execution:

Sign PDF agreements using PDFelement

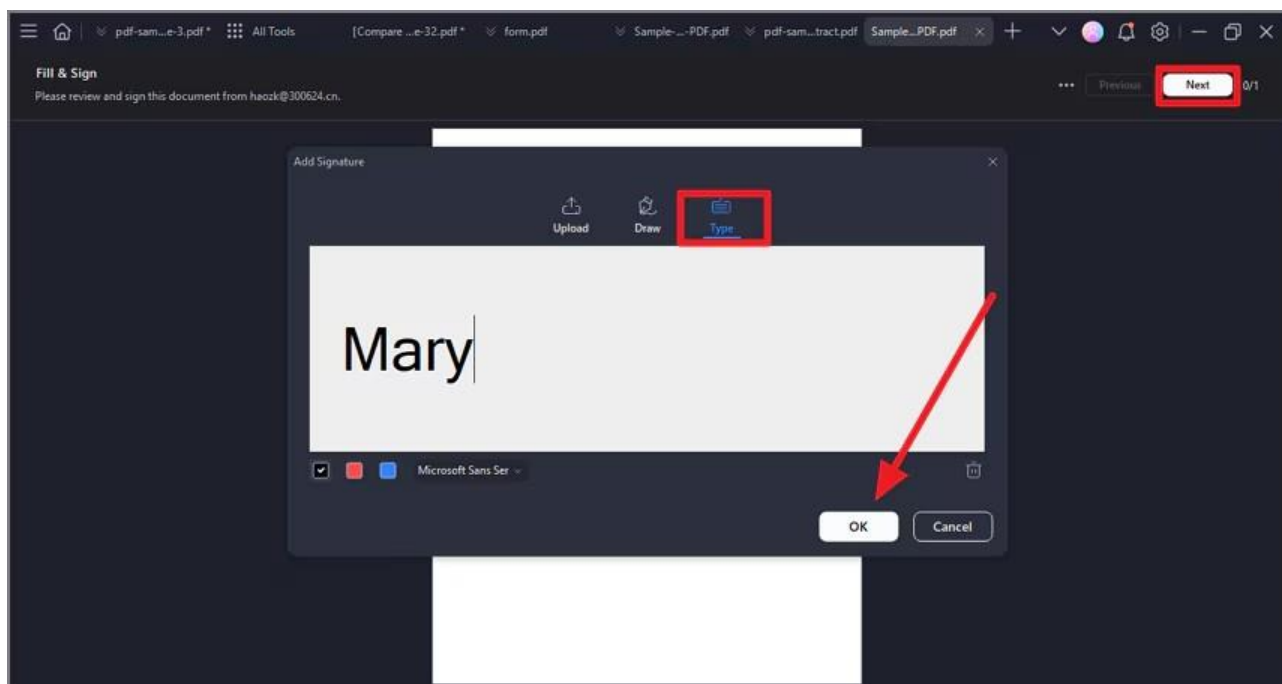
- Launch PDFelement on your computer and simply navigate to the Agreement panel. Double-click on the agreement labeled as "Waiting for me" to initiate the signing process.



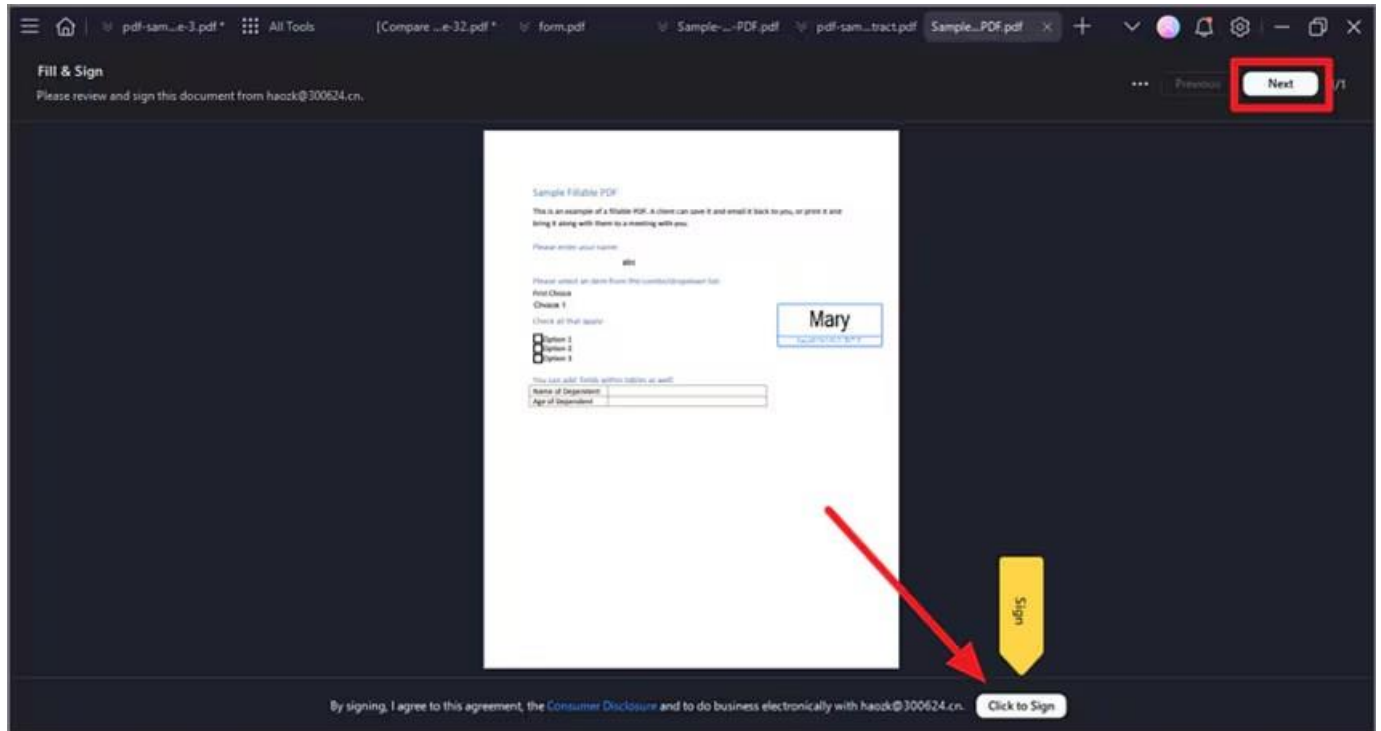
- Click the "Sign" tag to direct you to the signature fields and the other fields which require you to enter any requested information.



- ◆ Select the signature field, then choose your preferred signature method:
 - ◊ Upload: Import an image of your
 - ◊ signature. Draw: Draw your signature in the field.
 - ◊ Type: Input your name, with options for font color and style.
- ◆ Click "OK" to apply your signature.

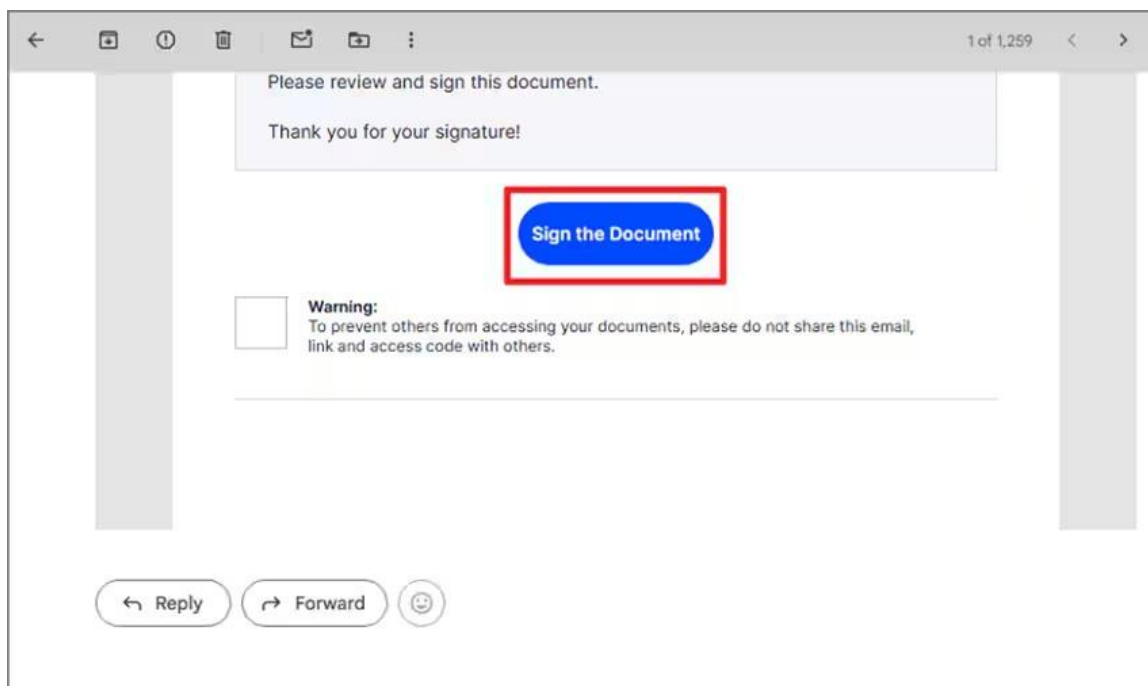


- At the bottom of the interface, a notification will confirm your agreement to its terms and the Customer Disclosure to do business electronically with the sender. Click the "Click to Sign" button and "Next" to complete the process.

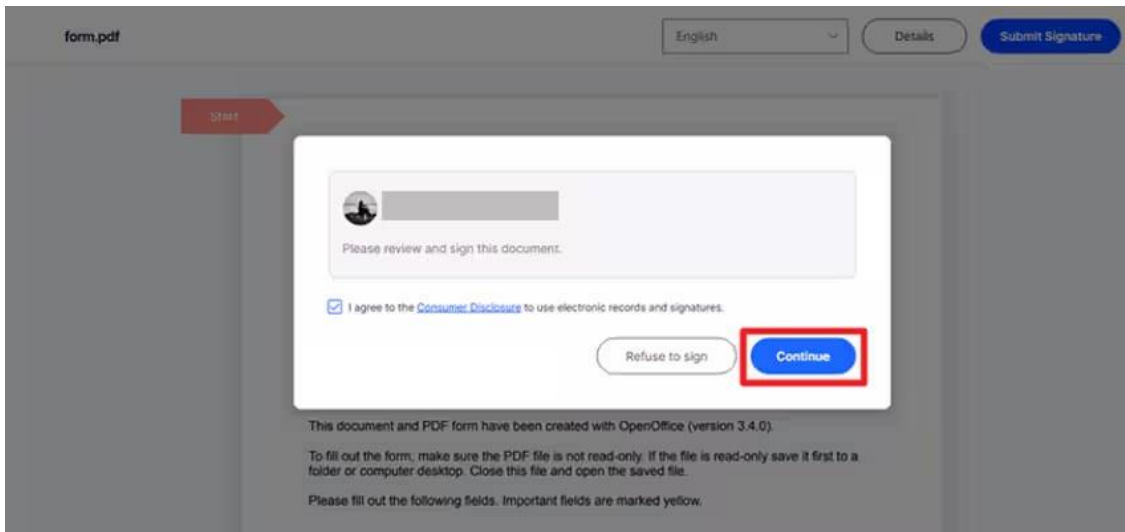


Sign PDF agreements using the email link

- Access the agreement from the notification email and click the "Sign the Document" button.

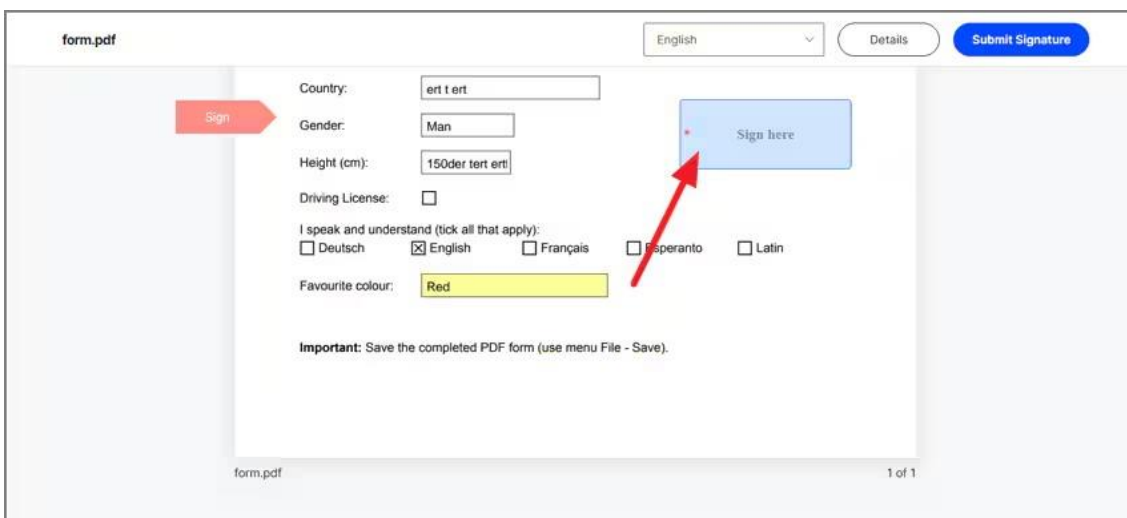


- Check "I agree with EULA and Privacy to use electronic records and signature," and click "Continue."



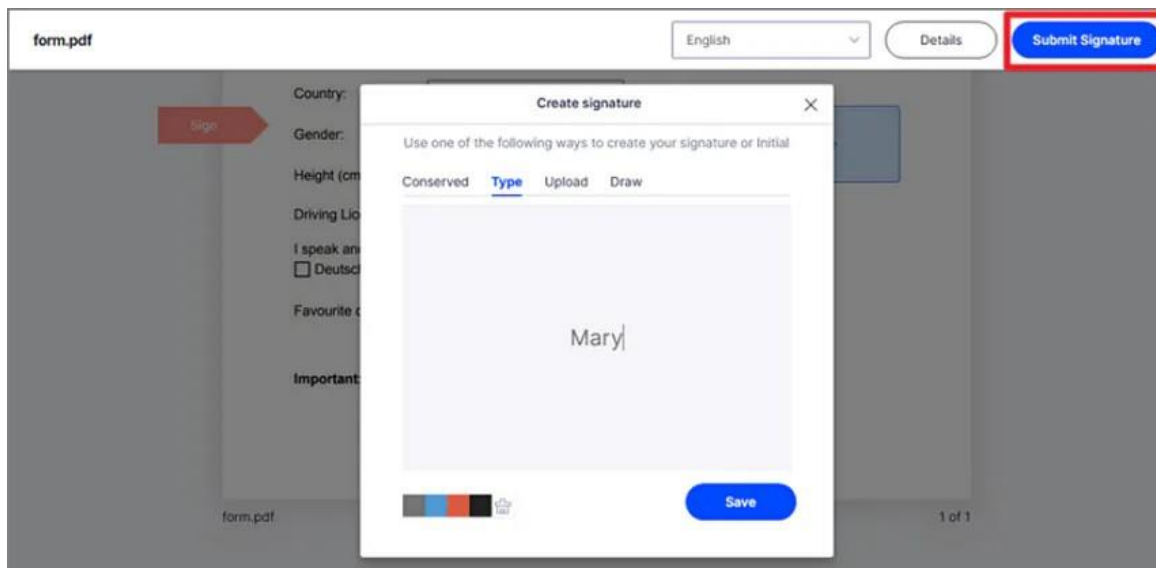
The screenshot shows the 'form.pdf' interface with a language dropdown set to 'English' and buttons for 'Details' and 'Submit Signature'. A central dialog box prompts the user to 'Please review and sign this document.' It includes a checkbox for 'I agree to the [Consumer Disclosure](#) to use electronic records and signatures.' The 'Continue' button is highlighted with a red rectangle, while the 'Refuse to sign' button is disabled. Below the dialog, text informs the user that the document and PDF form were created with OpenOffice (version 3.4.0) and provides instructions on how to fill out the form, noting that important fields are marked yellow.

- Click the "Signature/Initial" field.

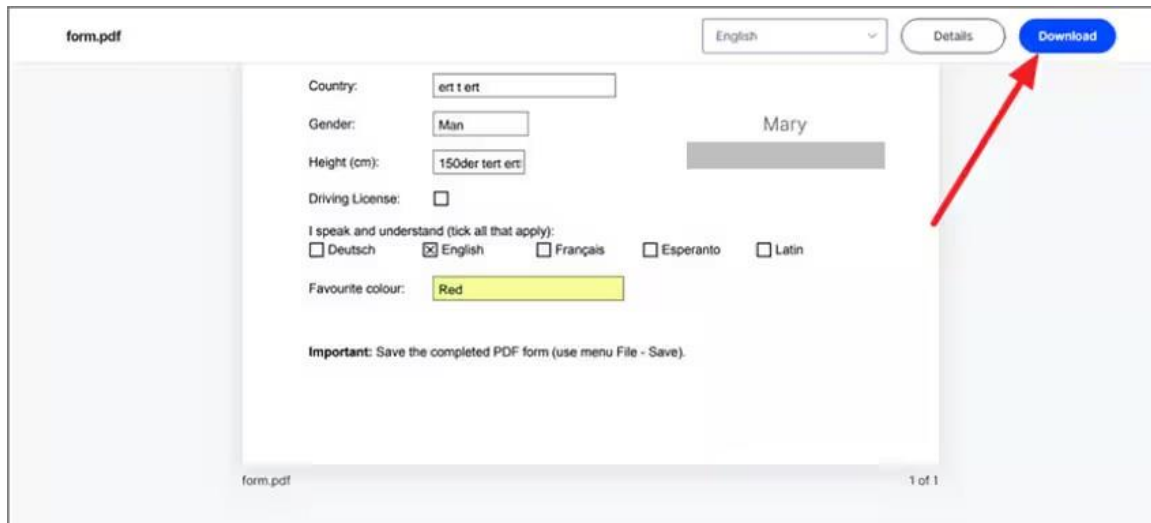


The screenshot displays the 'form.pdf' interface with a language dropdown set to 'English' and buttons for 'Details' and 'Submit Signature'. A red arrow points to a blue box labeled 'Sign here' with a red asterisk, indicating the signature field. The form contains several input fields: 'Country' (ert t ert), 'Gender' (Man), 'Height (cm)' (150der tert ert), 'Driving License' (checkbox), and 'I speak and understand (tick all that apply)' with options for Deutsch, English (checked), Français, Esperanto, and Latin. The 'Favourite colour' field is set to 'Red' and is highlighted in yellow. An 'Important' note at the bottom states: 'Save the completed PDF form (use menu File - Save).' The footer shows 'form.pdf' and '1 of 1'.

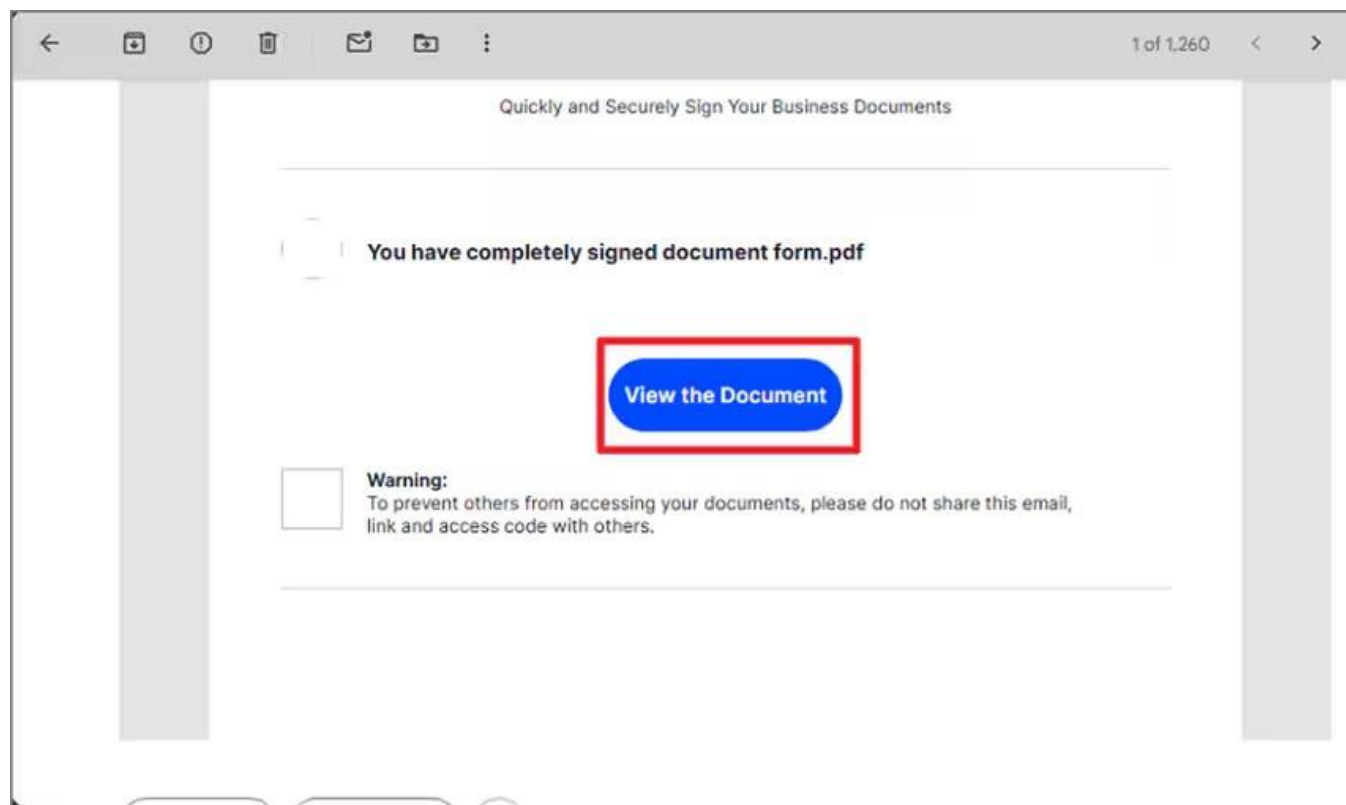
- For first-time users, create a signature using one of three
 - methods: Type: Type your name in the field with signature
 - color options. Upload: Browse and select an image of your signature.
 - Draw: Draw your signature in the field.
- Click "Save." The signature will be applied to the agreement and the added signature is saved securely in Wondershare PDFelement Cloud for further use.



- ♦ Click "Download", and select an option:
 - **Only PDF**: Download the agreement;
 - **Download PDF and Audit Report package**: Download both the agreement and the audit report in a zipped file;
 - **Download PDF and Audit Report combined file**: Download the agreement and the audit report as a combined PDF file.



- ♦ Upon all parties signing the agreement, you will receive an email with access to the fully signed document.



How to Send PDF for eSignatures

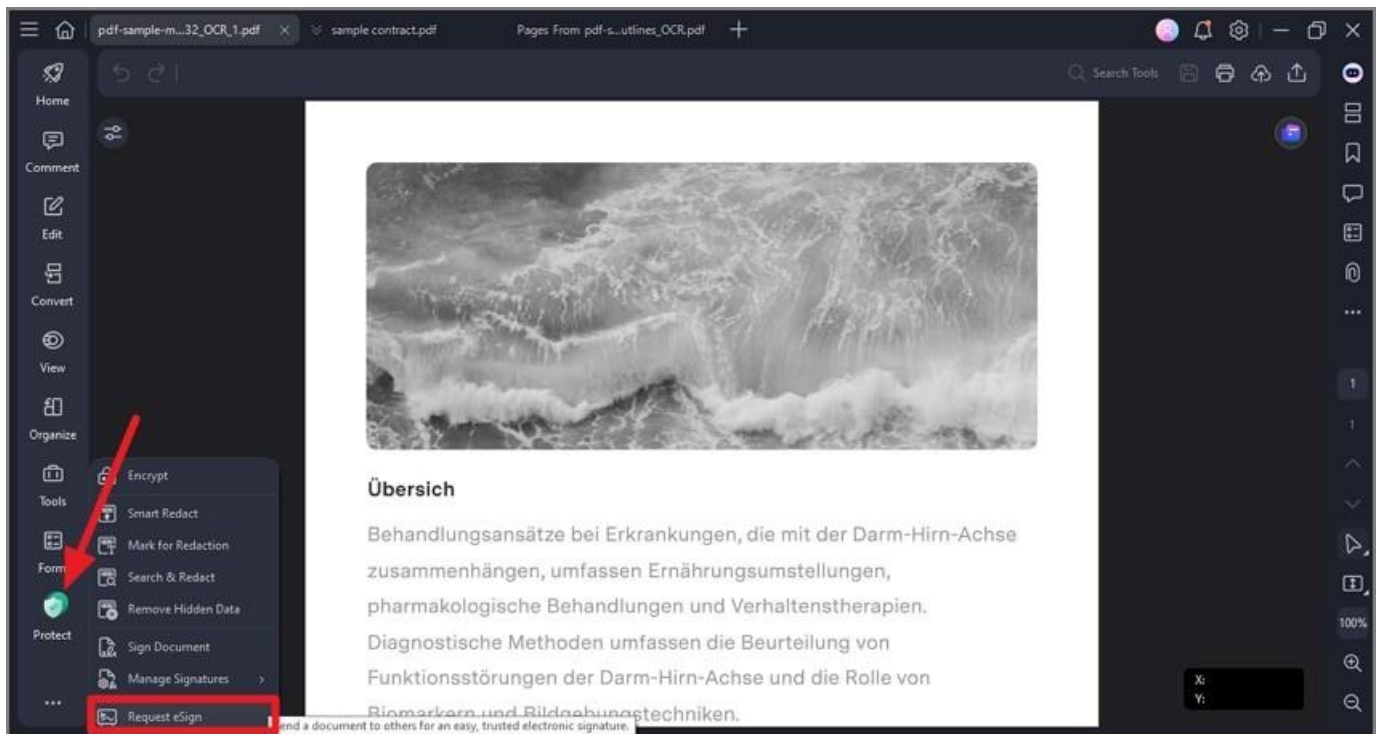
PDFelement's Request eSign feature allows you to send PDF documents to multiple parties securely and electronically while adhering to various legal and regulatory compliance standards. PDFelement eSign aligns with industry standards (ISO 27001, HIPAA), data protection regulations (GDPR), and other internet security-related standards (PDS2, Swift, CMMC, and NITES).

An email is sent to the signers asking them to sign the agreements. Once signed, you and your signers receive the signed PDF by email. You can track the entire signing process in the Agreement panel in PDFelement.

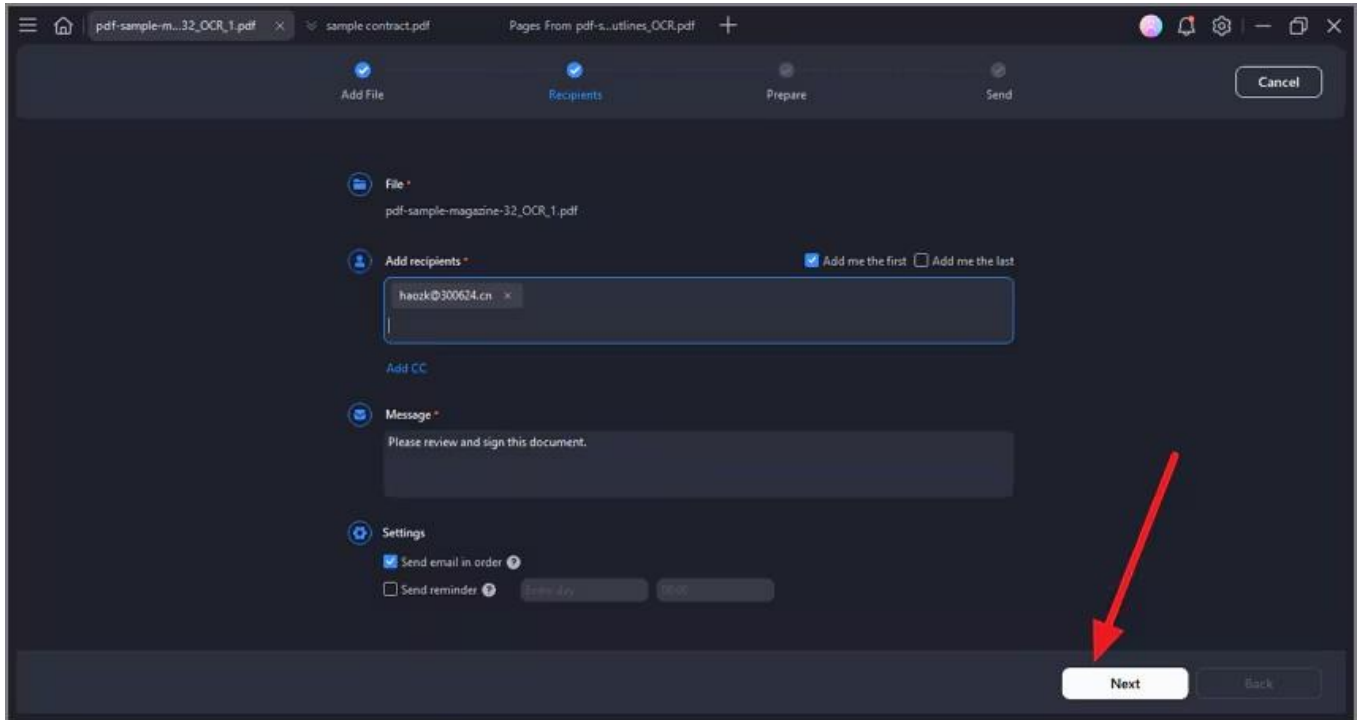
1. Collect Signatures from Others

To initiate a smooth and organized process of collecting signatures from multiple recipients, follow these steps:

- Launch PDFelement and open the agreement that requires signatures. Click on the "Request eSign" button, conveniently located under the "Protect" tab.

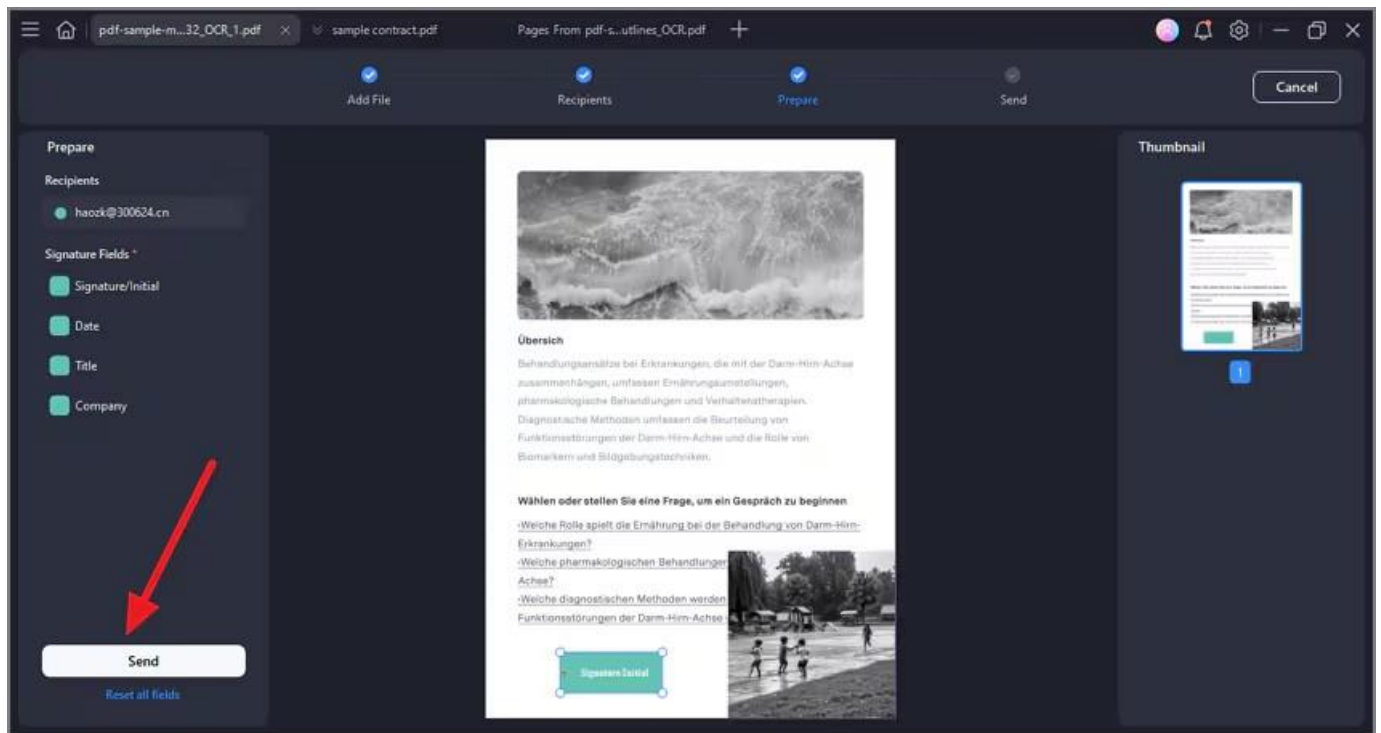


- In the popup window, locate the "Add recipients" field. Add recipient email addresses in the desired signing order. Easily adjust the signing sequence using the intuitive drag-and-drop method. Optionally, employ the "Add CC" button to include email addresses for informational purposes.
- Opt to sign the document either first or last using the "Add me the first" or "Add me the last" option.
- Navigate to the settings section and decide on the desired email sending order. Set the frequency of reminders to ensure timely and effective completion of signatures.
- Click the "Next" button to move forward after configuring the settings.



The screenshot displays the 'Recipients' tab in the Wondershare PDFelement software. The top navigation bar includes 'Add File', 'Recipients', 'Prepare', and 'Send' buttons, along with a 'Cancel' button. The main content area is divided into four sections: 'File' (showing 'pdf-sample-magazine-32_OCR_1.pdf'), 'Add recipients' (with a text input field containing 'haozk@300624.cn' and checkboxes for 'Add me the first' and 'Add me the last'), 'Message' (with a text area containing 'Please review and sign this document.'), and 'Settings' (with checkboxes for 'Send email in order' and 'Send reminder'). At the bottom right, a red arrow points to the 'Next' button.

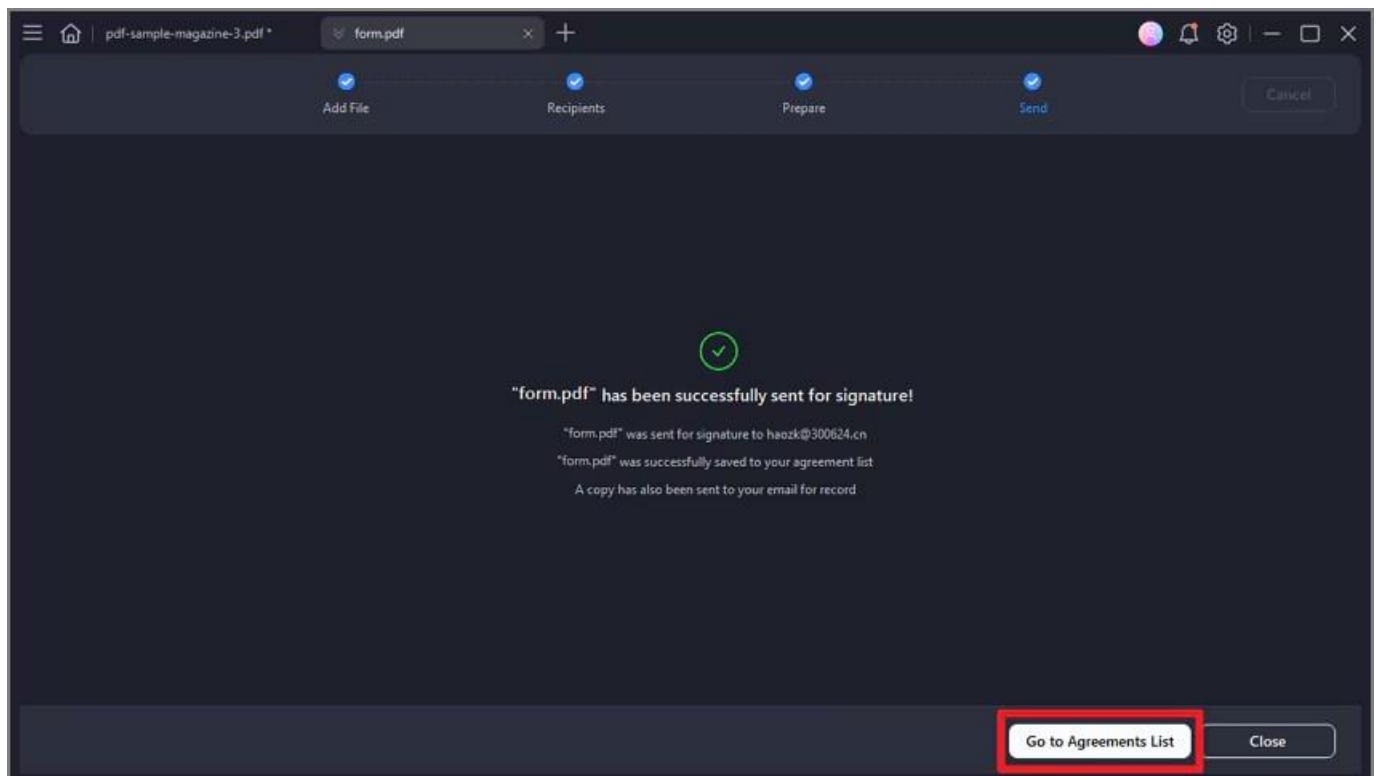
- Enhance the agreement by adding essential fillable fields. Incorporate fields such as Signature/Initial, Date, Title, and Company. Easily drag and drop these fields to appropriate locations within the agreement. Assign each field to the respective recipients as needed.
- After adding the required fields, ensure all elements are in place. Click the "Send" button to dispatch the agreement to recipients for signatures.



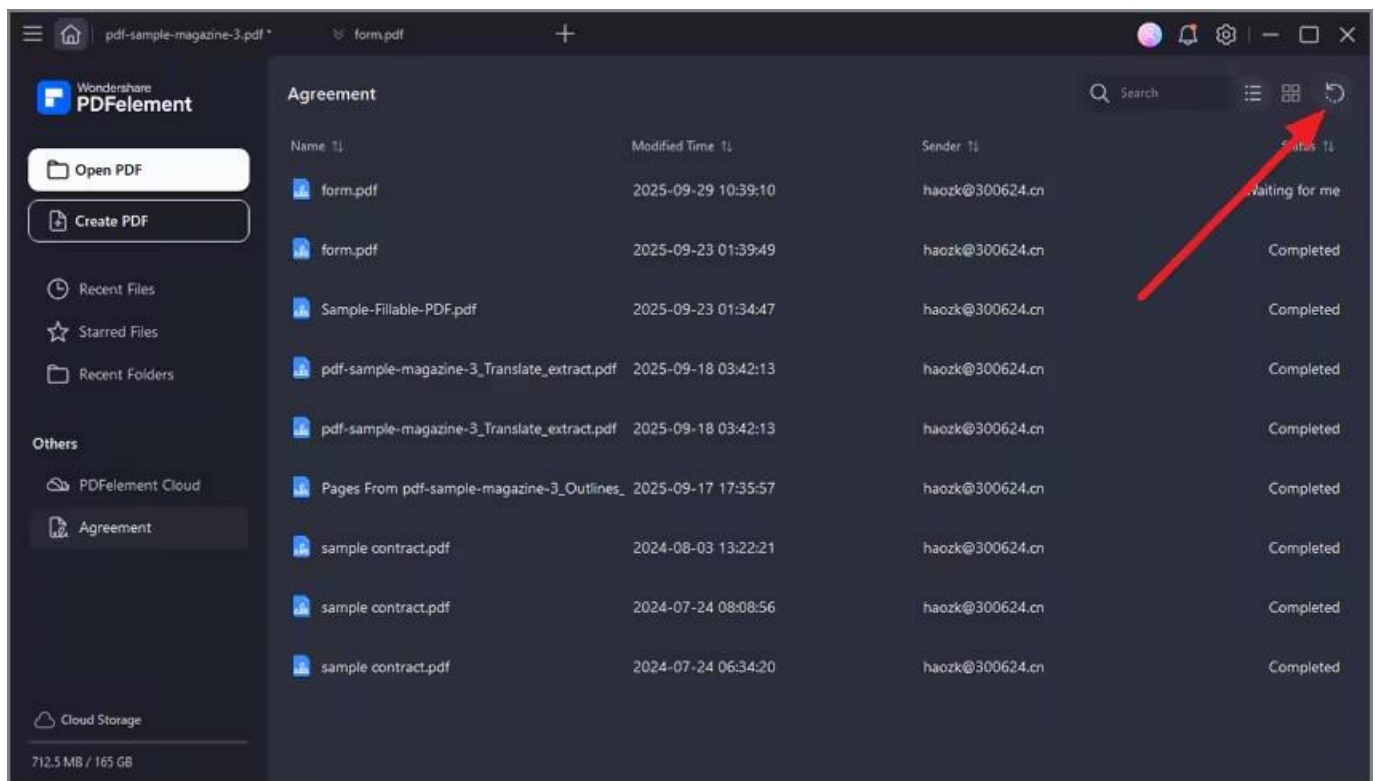
2. Track Signing Status

Keep a close watch on the progress of signatures by following these steps:

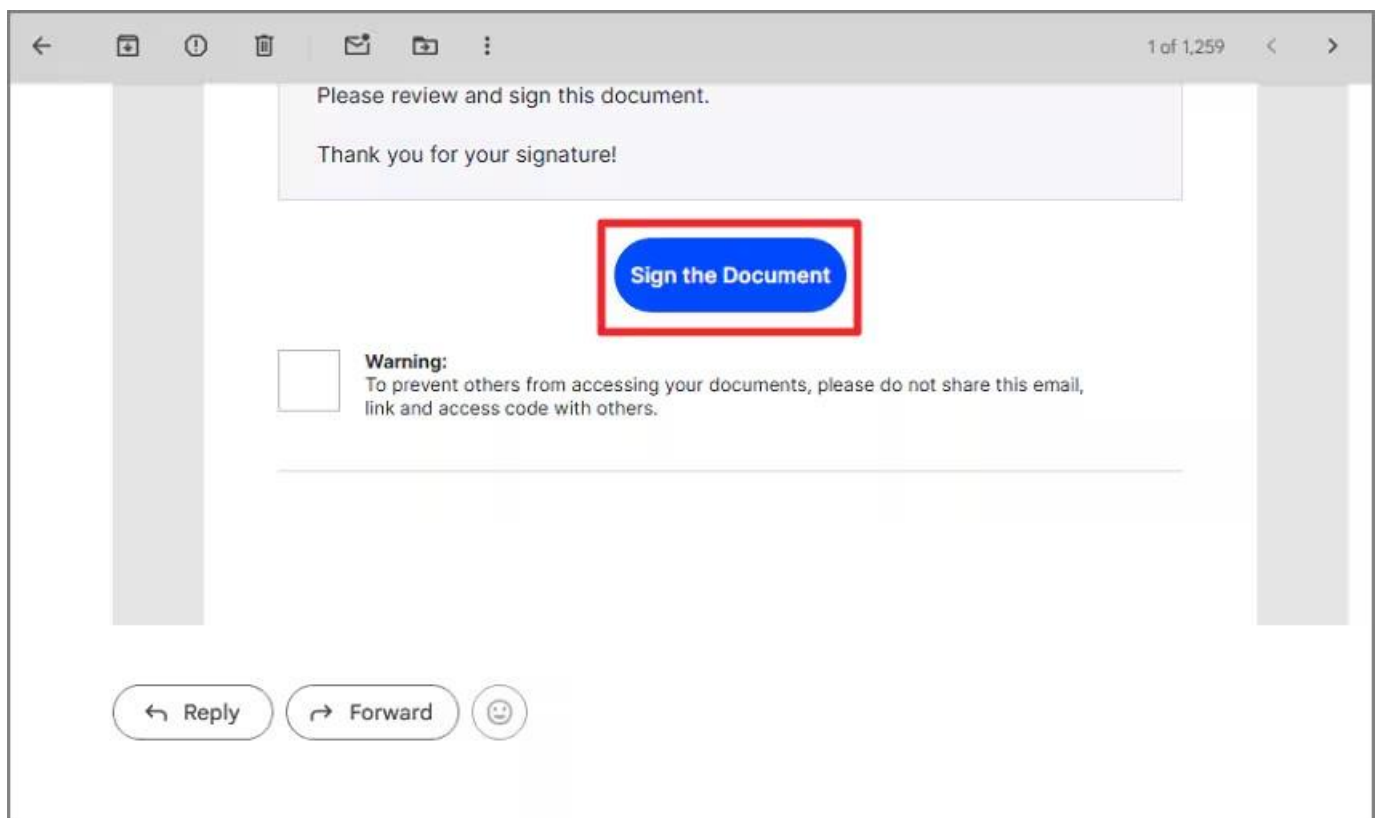
- Upon sending the agreement for signatures, locate and click "Go to Agreement List."



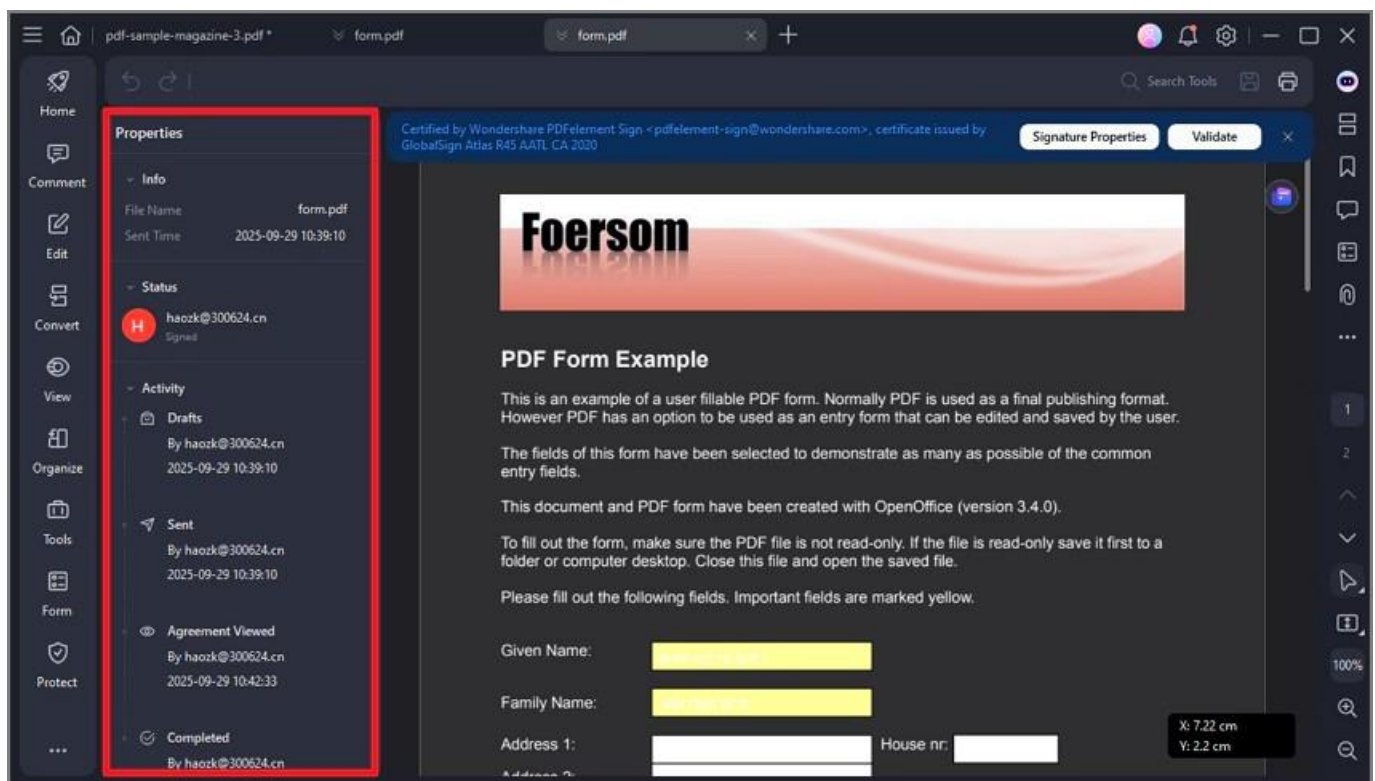
- ♦ To update the signing status, simply click the "Update" button.



- ♦ Stay informed about signer activities through notification emails. Receive updates when signers view or complete their signatures on the agreement.



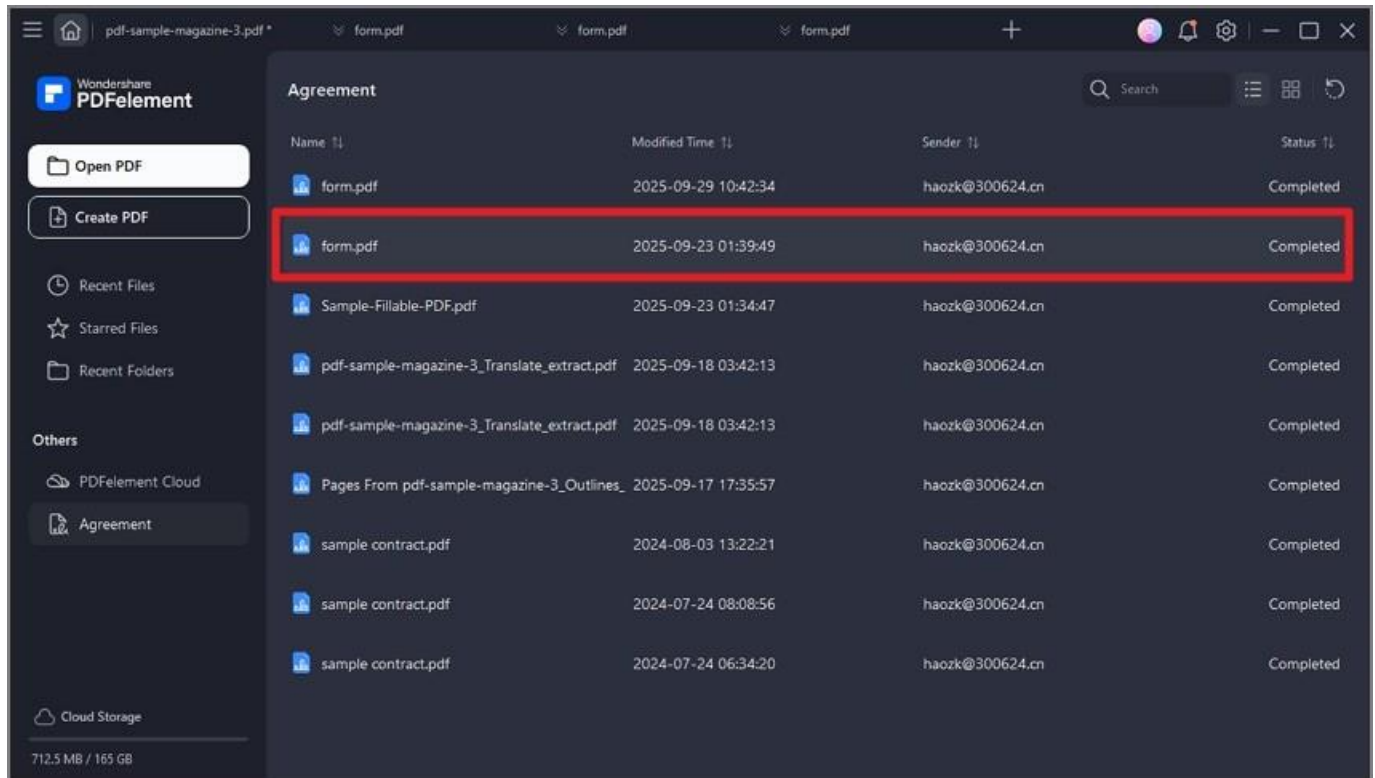
- After the signing process is finalized, locate and access your document within the "Agreement" panel.
- In the right-hand panel, you'll find a comprehensive display of all activities associated with the agreement. This provides a clear overview of the entire signing journey.
- Download both the agreement itself and the comprehensive audit report. The audit report presents all signing activities for your review.



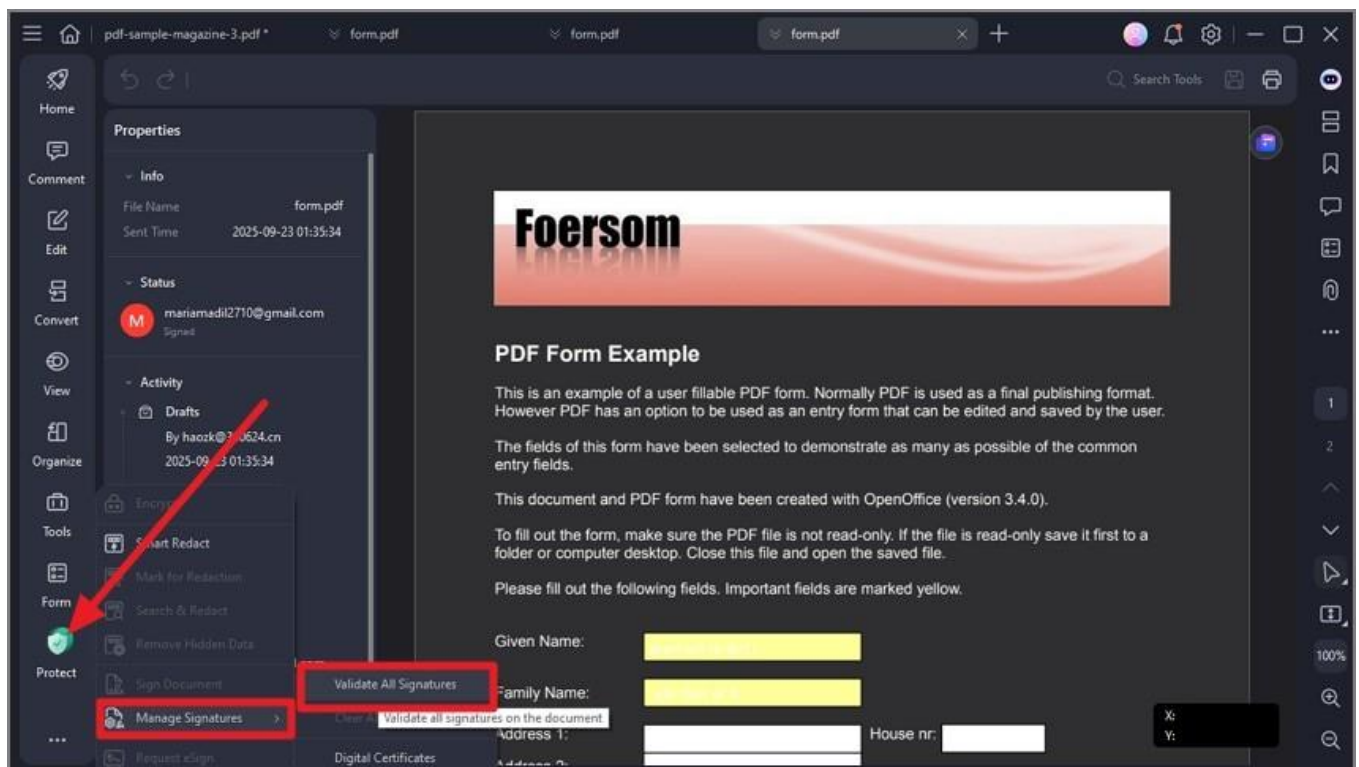
3. Validate the Signature

Ensure the validity of collected signatures with the following actions:

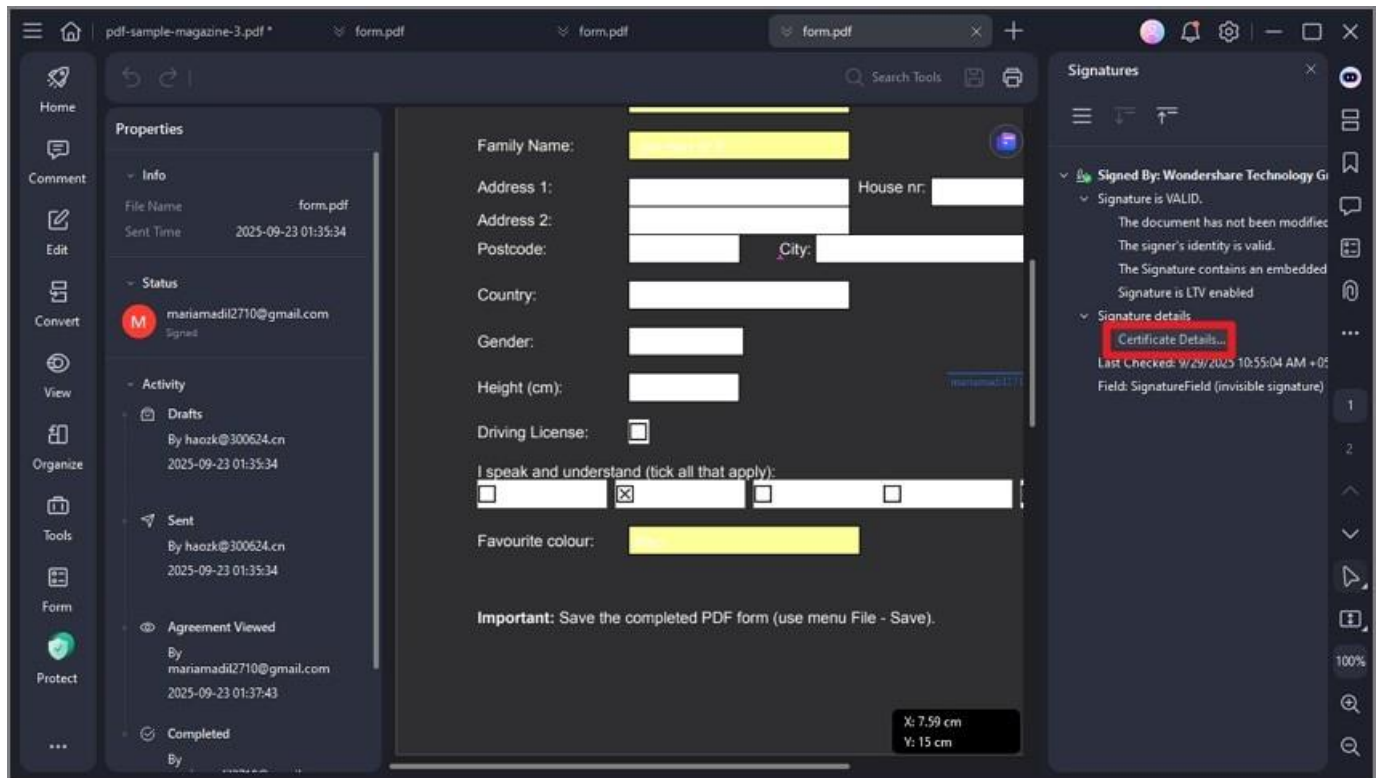
- Access the PDF agreement through the "Agreement" panel.



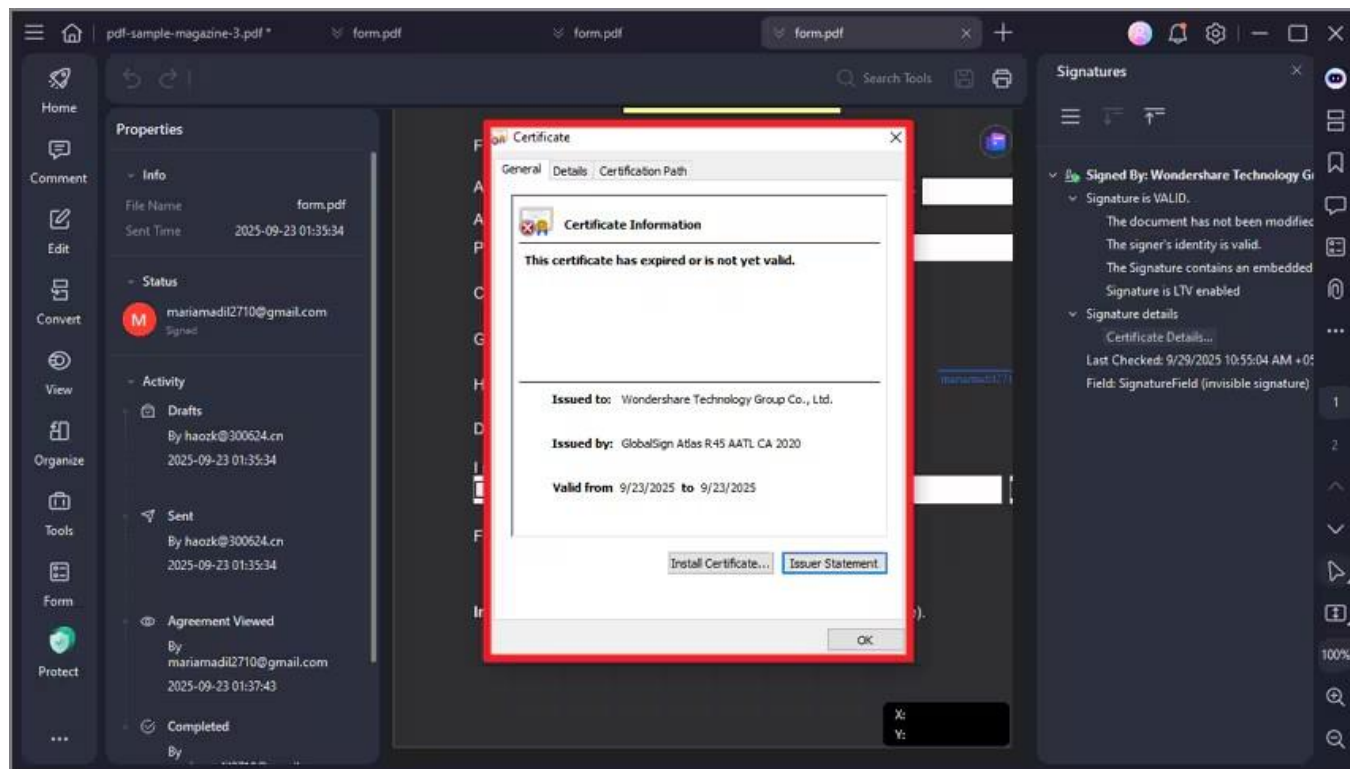
- Once the agreement is opened, observe a notification indicating "Signed and all signatures are valid."
- Click on "Manage Signatures" found under the "Protect" tab. Choose the "Validate All Signatures" option to proceed.



- In the "Validate All Signatures" window, check the digital signatures' information. Access the change history of the document since the signature was applied.
- To examine the certificate, select "Certificate Details..." within the window.



- The certificate will display essential information, including the issuer, validation date, and more.

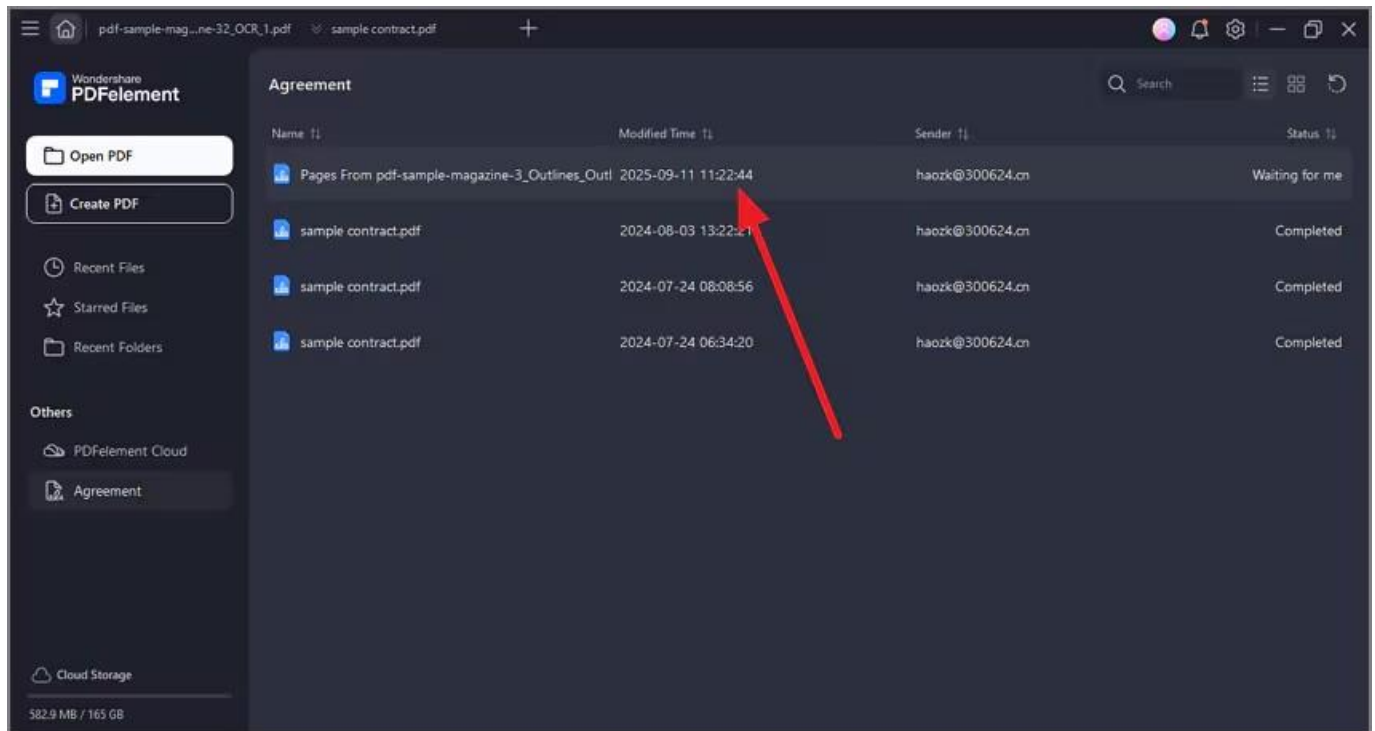


How to Decline to Sign

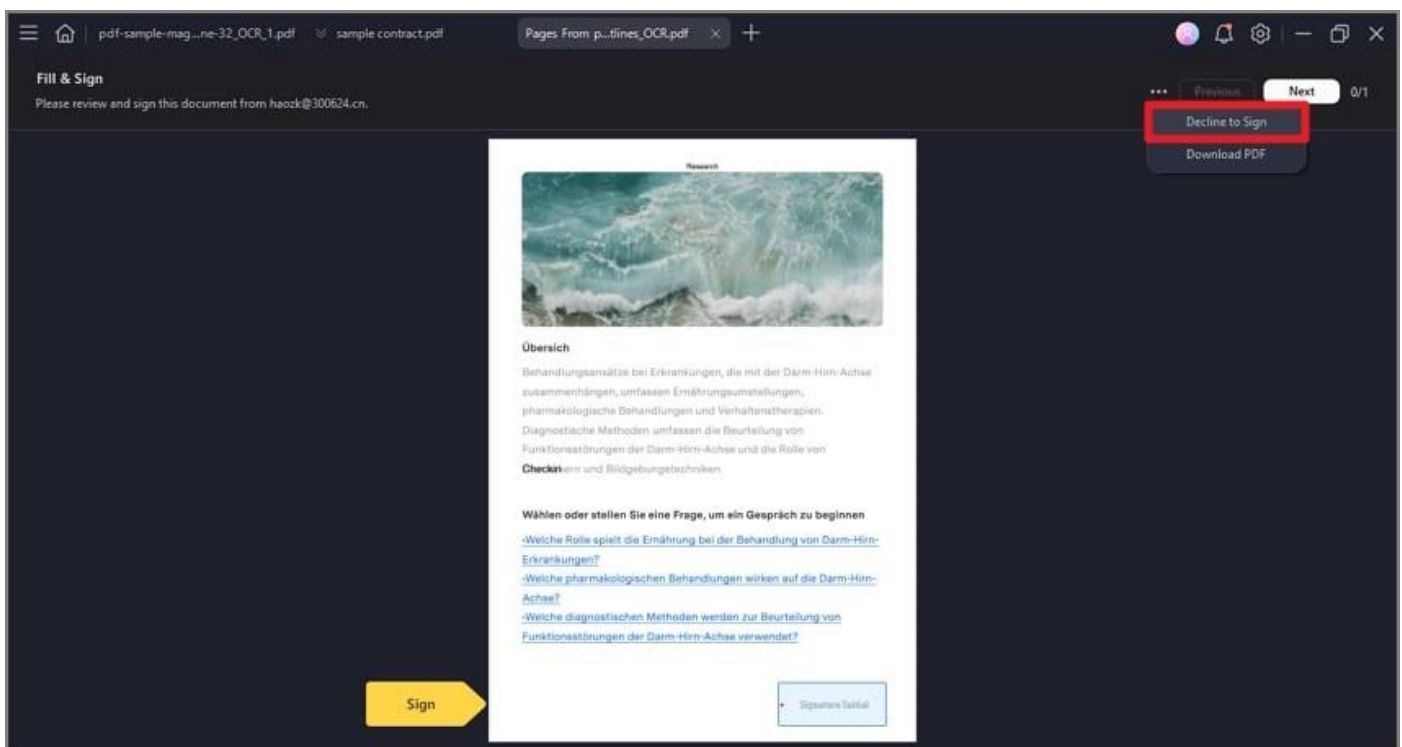
PDFelement is an all-in-one PDF editing tool with a "Decline to Sign" feature, enabling users to refuse document signatures, while accepting and editing them.

Sometimes, you receive documents for agreement but might not want to sign them. Refusing to sign can protect you from potential legal or personal risks, ensuring your consent is not misused. If you have such documents, follow this guide to understand how to use the "Decline to Sign" feature effectively.

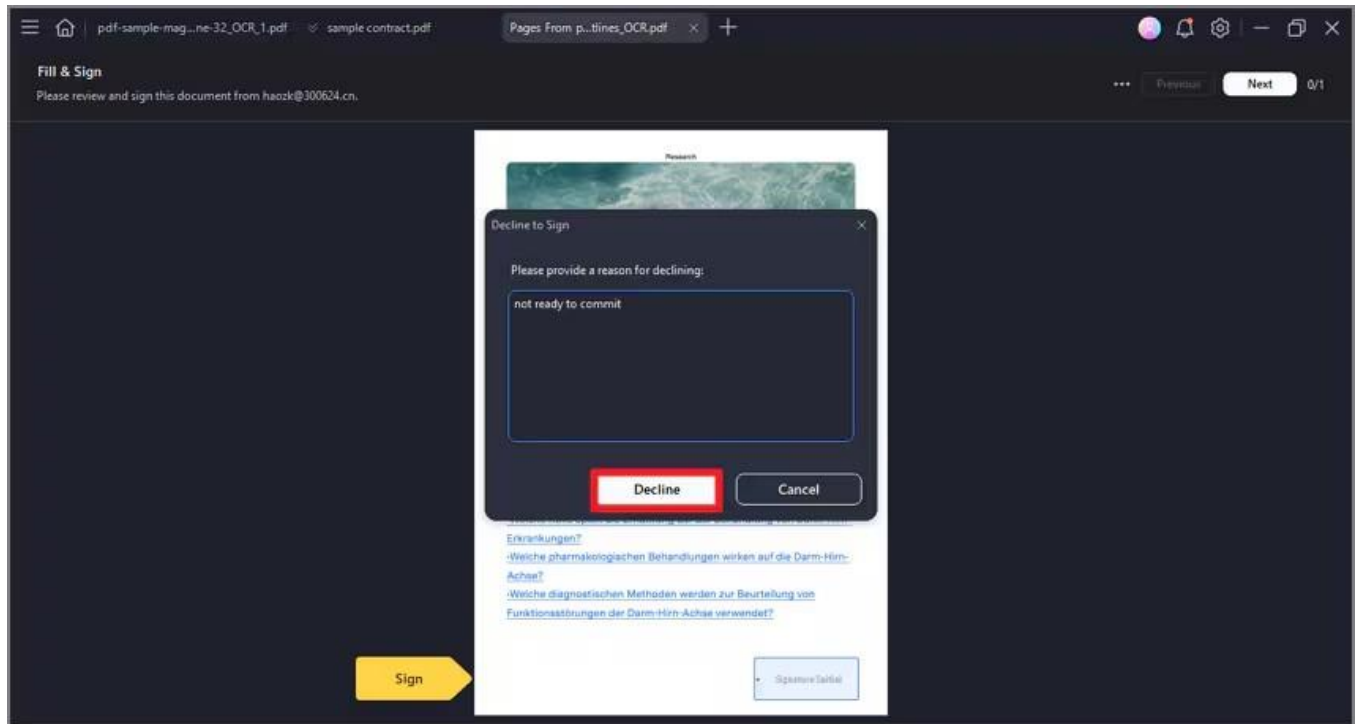
- Upon reaching the homepage of PDFelement after downloading and installing this tool, navigate to the "Agreement" section on the left side. You'll now see the documents you've received for adding a signature. Tap on the document you wish to review and decline to sign.



- When the document is opened within the Fill & Sign interface, head to the “Horizontal Three-Dotted” icon and choose the “Decline to Sign” option from the drop-down menu.



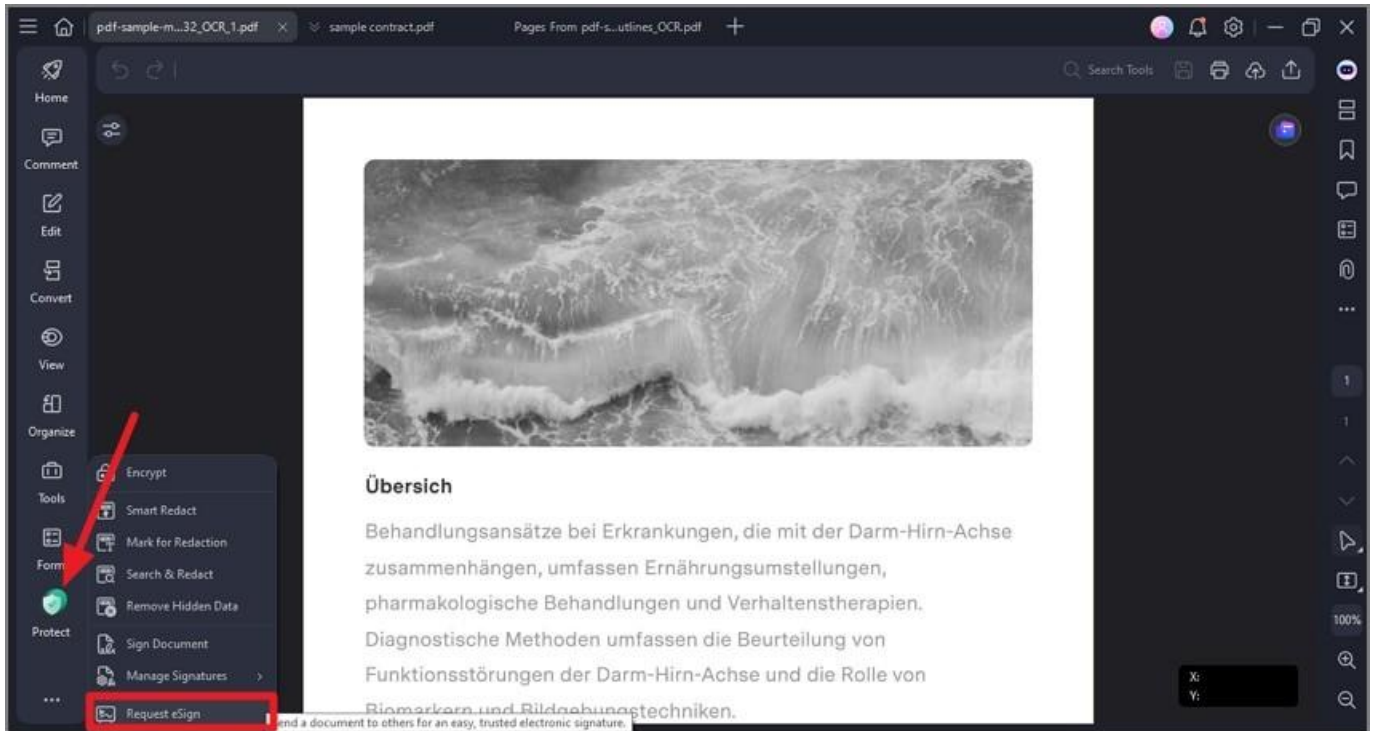
- In the “Decline to Sign” dialogue box, write down the reason for not signing the document in the provided text space. After doing so, hit the "Decline" button to confirm your decision and prevent the document from being signed.



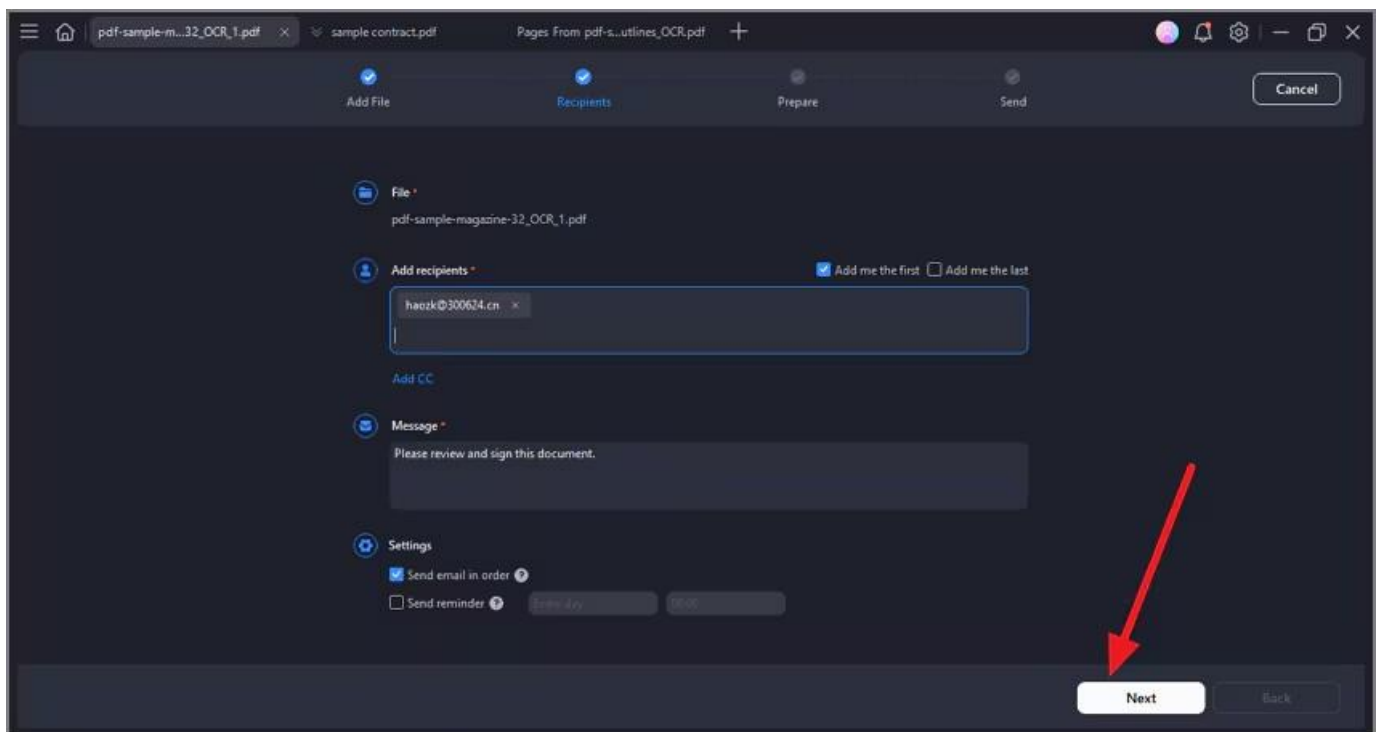
Set Signature Timestamp on PC

To ensure credibility and timely authorization, Wondershare PDFelement offers you the facility to insert signature timestamps. Through this, you can easily confirm when the form is signed for legal and professional purposes. Hence, this guide shows how you can insert signature stamps on your PC within a few taps:

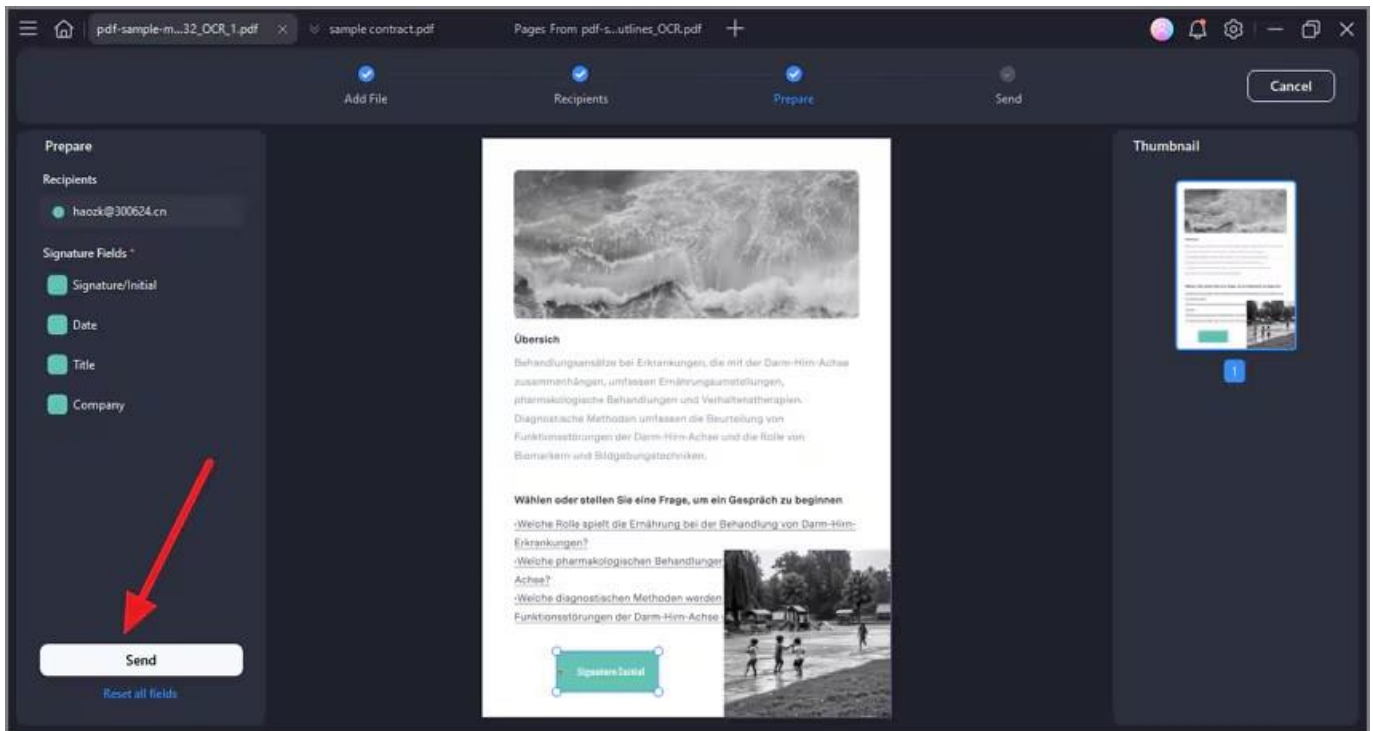
- Start by uploading the form on the tool and pick the “Protect” tool from the top toolbar. Beneath that, pick the “Request E-Sign” option to start adding the signature time stamp.



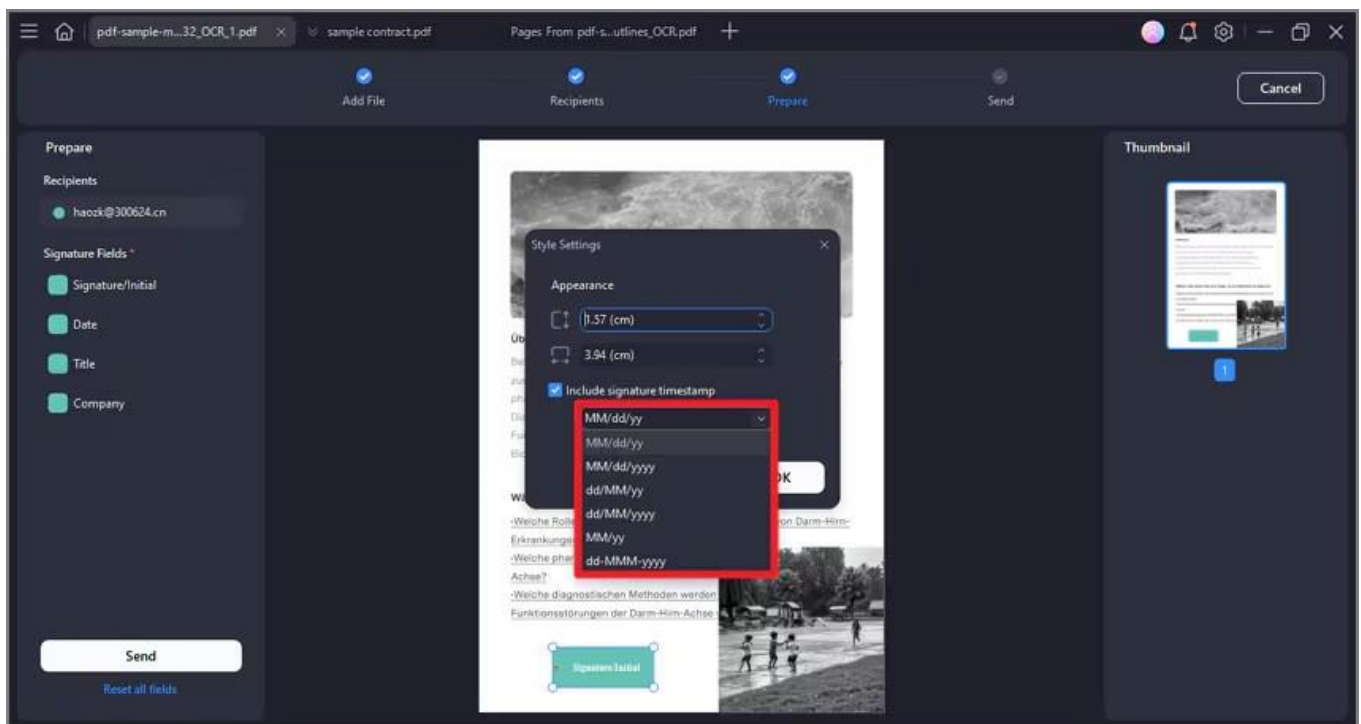
- On the new screen, enter the recipient's details and press the “Next” button to proceed further.



- Once done, select the signature field from the “Signature Fields” section and place it in the desired location. Now, right-click the signature field and choose the “Style Settings” option from the list.



- This will fetch a pop-up menu where you have to unfold the menu underneath the “Include Signature Timestamp” checkbox. From here, pick the desired timestamp format and hit the “OK” option to save the changes.

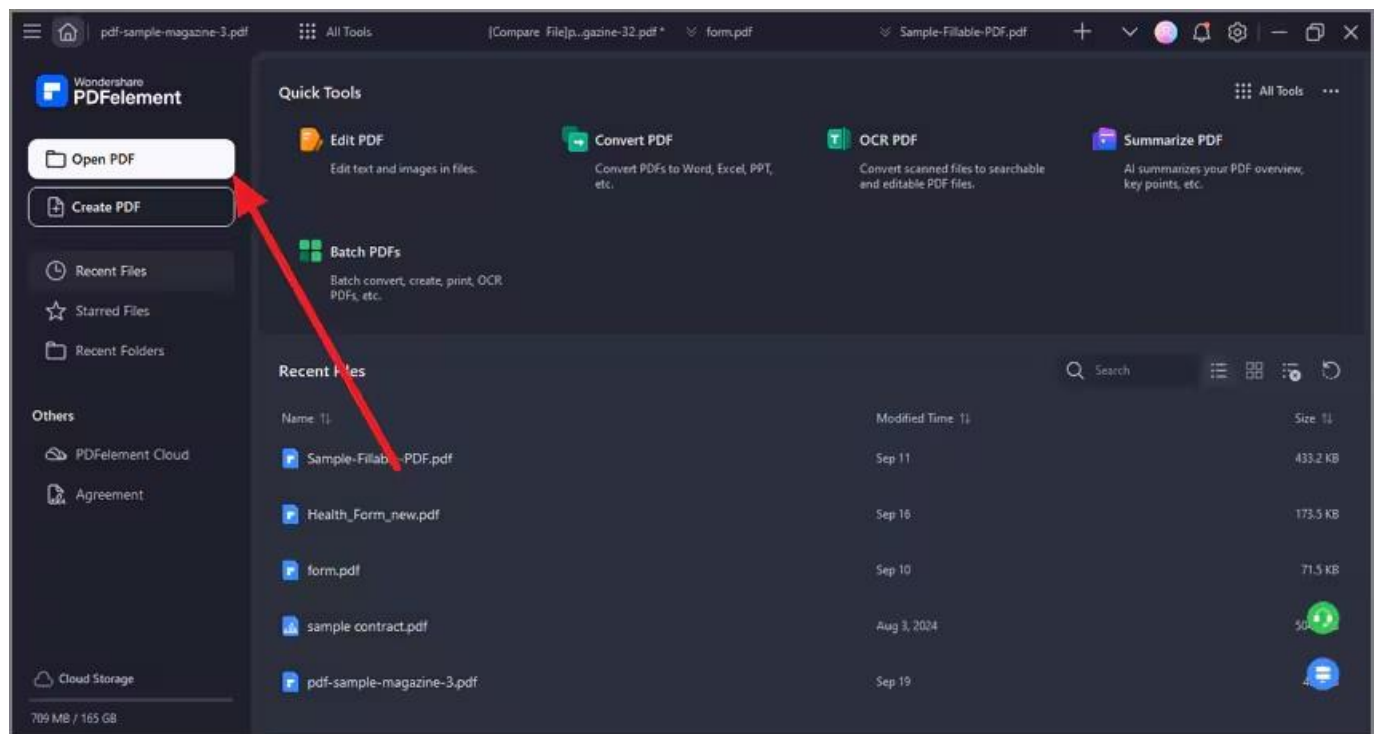


Sync Signatures or Stamps

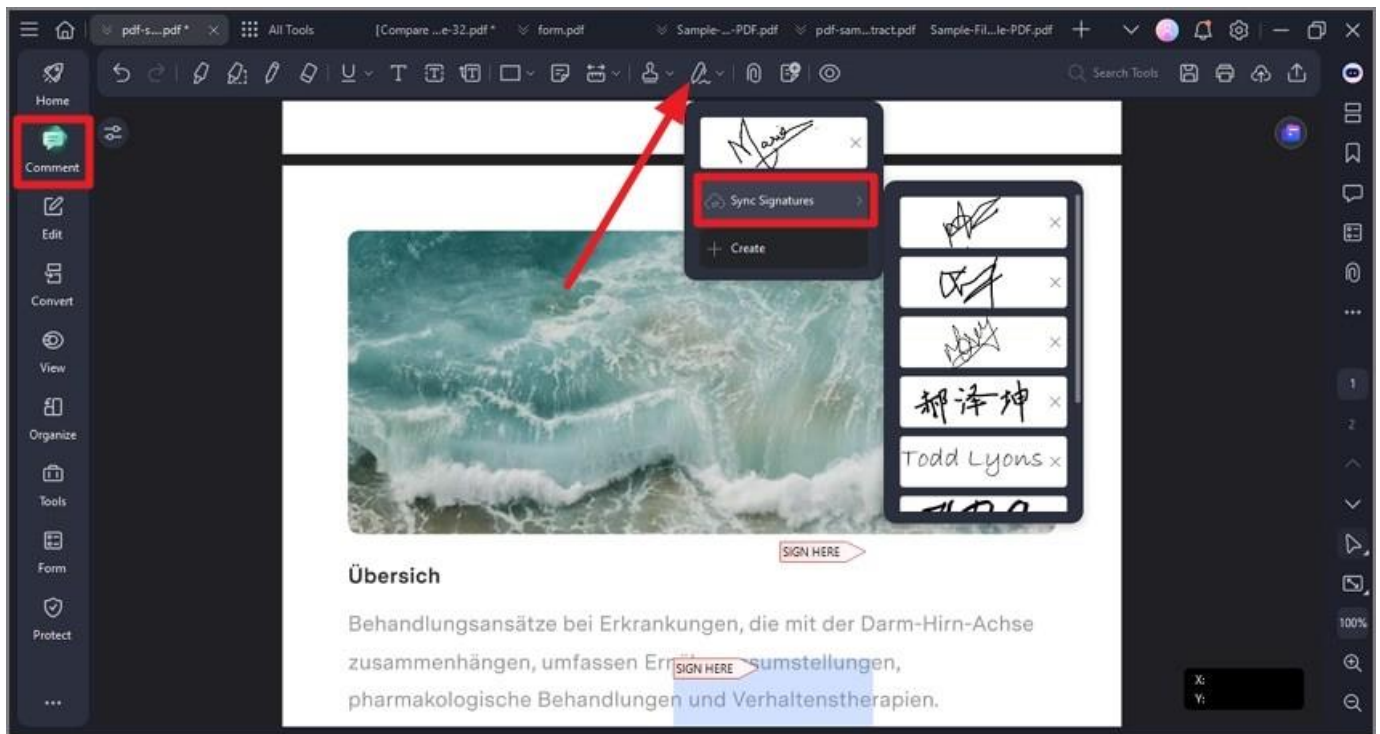
Among the many advanced PDF editing functionalities of PDFelement, we'll discuss how to sync signatures or stamps across multiple devices. This functionality ensures consistency and saves time, allowing professionals to apply the same signature or stamp to several PDFs from different devices running the same account. Go through the simple guide below to sync your signs and stamps across devices.

Guide to Sync Signatures

- ♦ As you launch the latest version of PDFelement on your PC, click on the "Open PDF" button on the top-left of the homepage. Moving forward, browse through the files and import file to proceed with this syncing task.

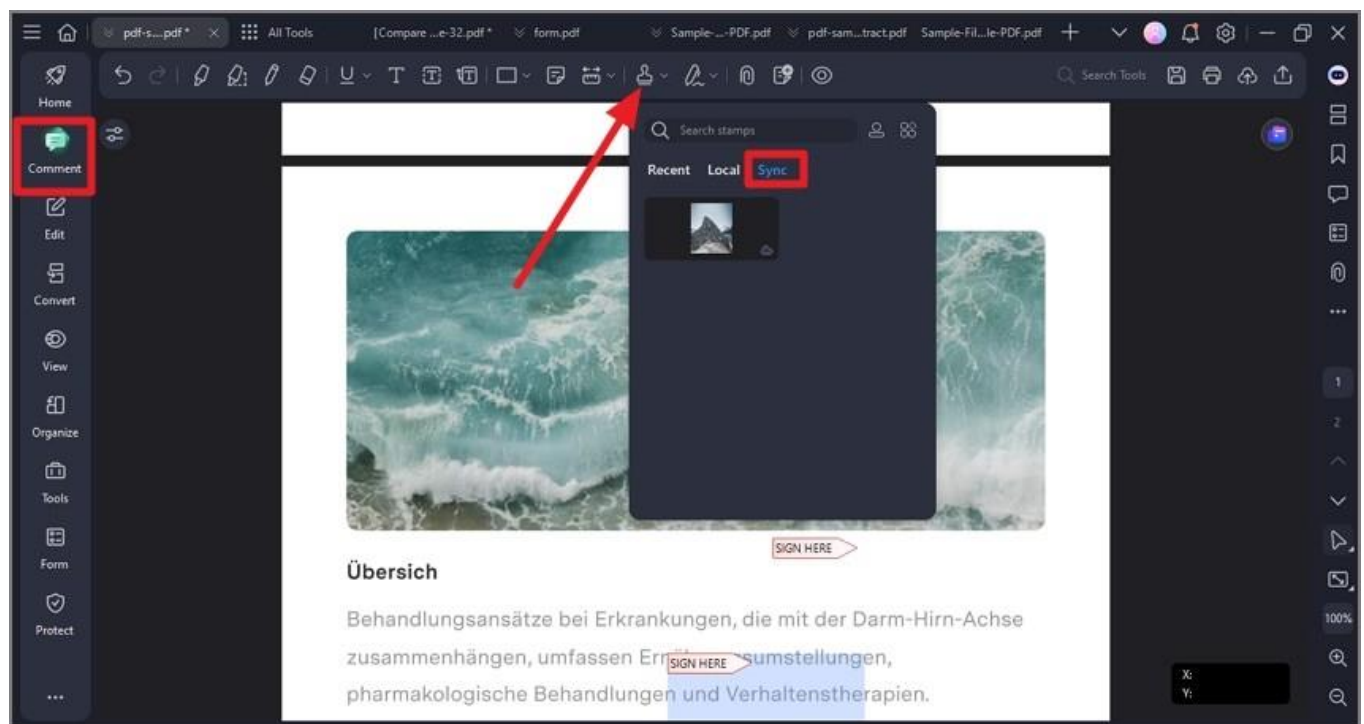


- ♦ After your file is accessible in the editing workspace, go to the "Comment" tab on the upper toolbar. Tap the "Signature" feature from the available tools and pick the "Sync Signatures" option from the dropdown menu.



Guide to Sync Stamps

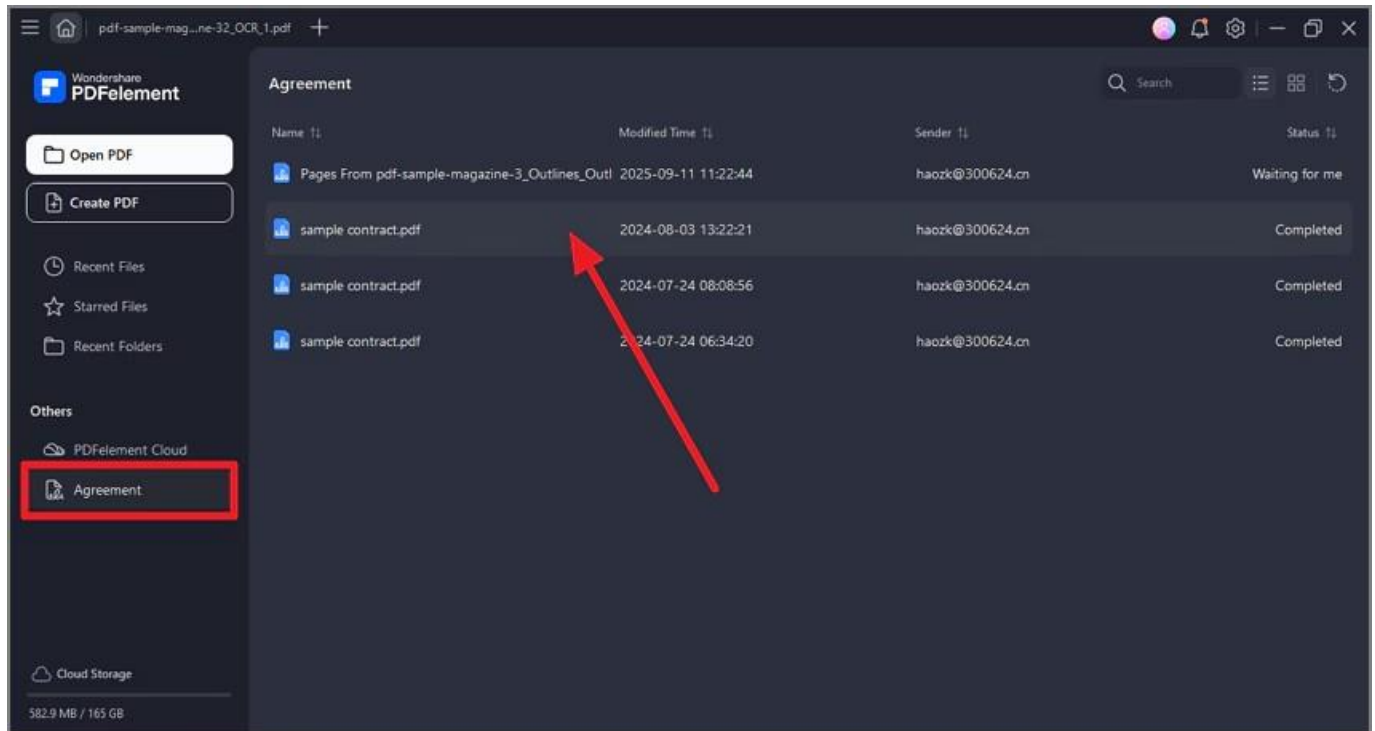
- Upon importing the document, locate and tap on the “Stamp” icon within the “Comment” tab. From the drop-down menu that appears, choose the “Sync Stamp” option to synchronize the stamps across devices with the same account.



Download a Signed Document

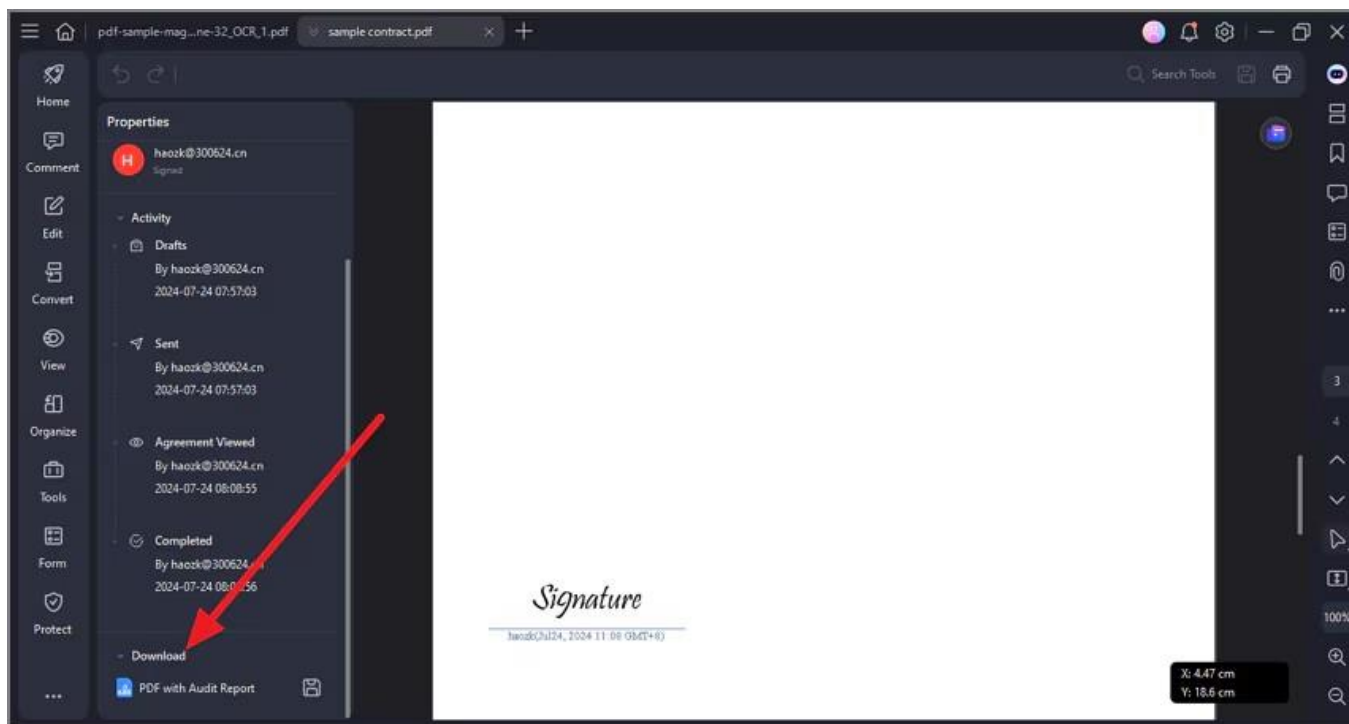
Step 1

To begin, launch PDFelement on your device and access the section on the left. Now, click on the “Agreement” option and choose the document from the list to open it.



Step 2

In the following interface, scroll through the panel on the left and click on the “Download” option to download the signed document to your device.

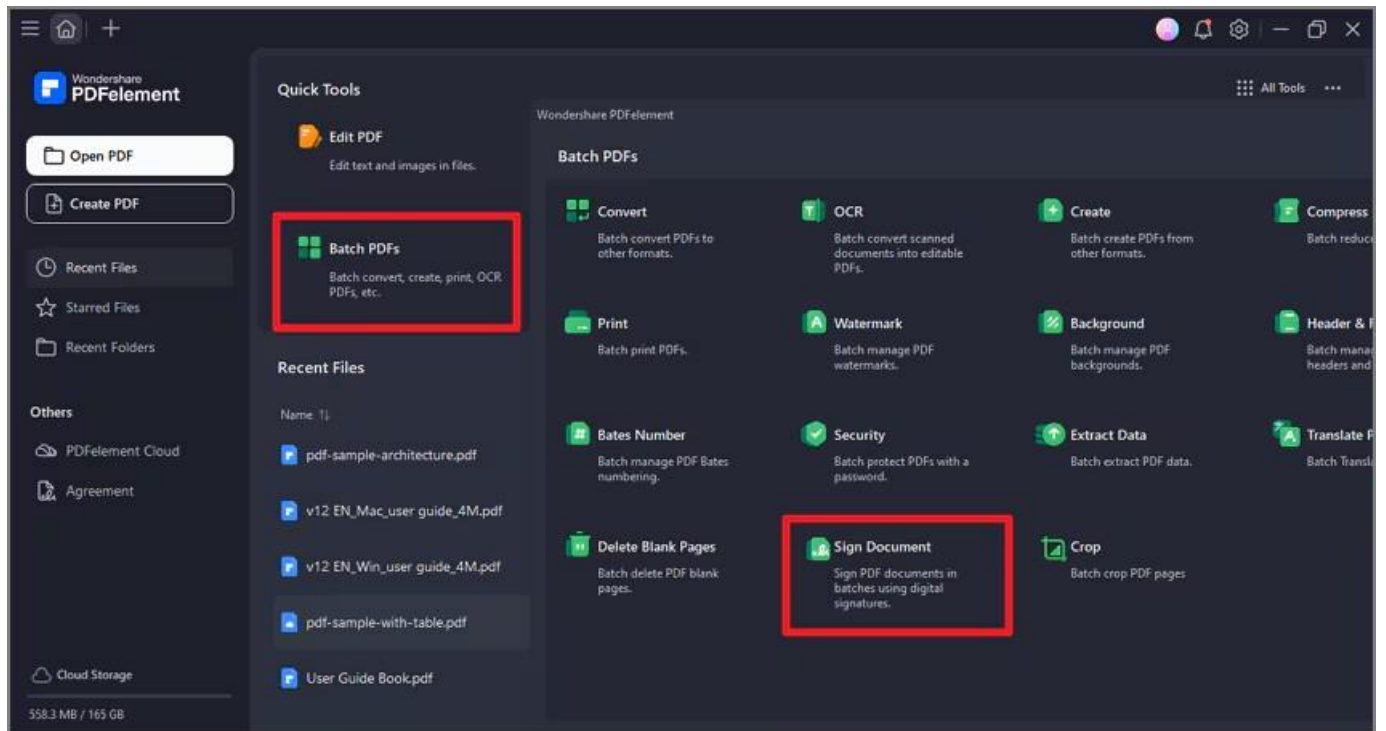


Batch Sign on Windows

Batch Sign lets you apply digital or handwritten signatures to multiple PDFs simultaneously, streamlining the signing process. With PDFelement's Batch Sign functionality, you can create your signature once and load several PDFs to sign in one go. This feature saves time and effort by eliminating the need to sign each document individually. Follow the steps mentioned below to learn how to use this utility for signing your documents:

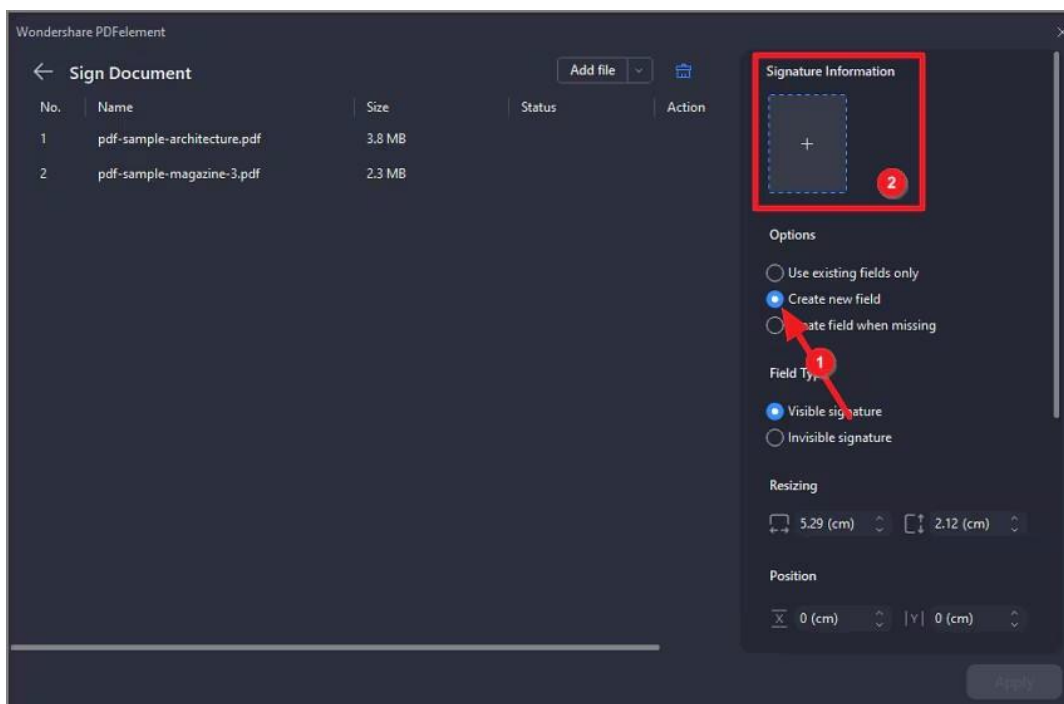
Step 1

Start by launching PDFelement on your Windows and click on the "Batch PDFs" option located on the homepage. Next, locate the "Sign Document" option and press it to enter the following interface.



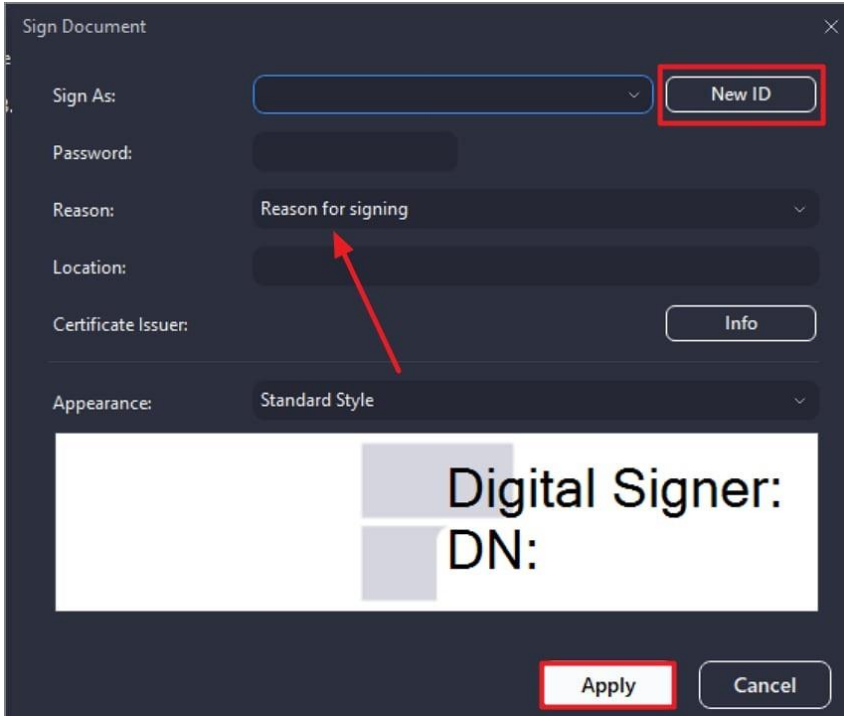
Step 2

In the next interface, click on the “Add Files” button to import your documents to the tool. Now, head to the right side of the interface and select the desired “Option” such as “Create New Field.” Click on the “+” icon located under the “Signature Information” section to add a signature.



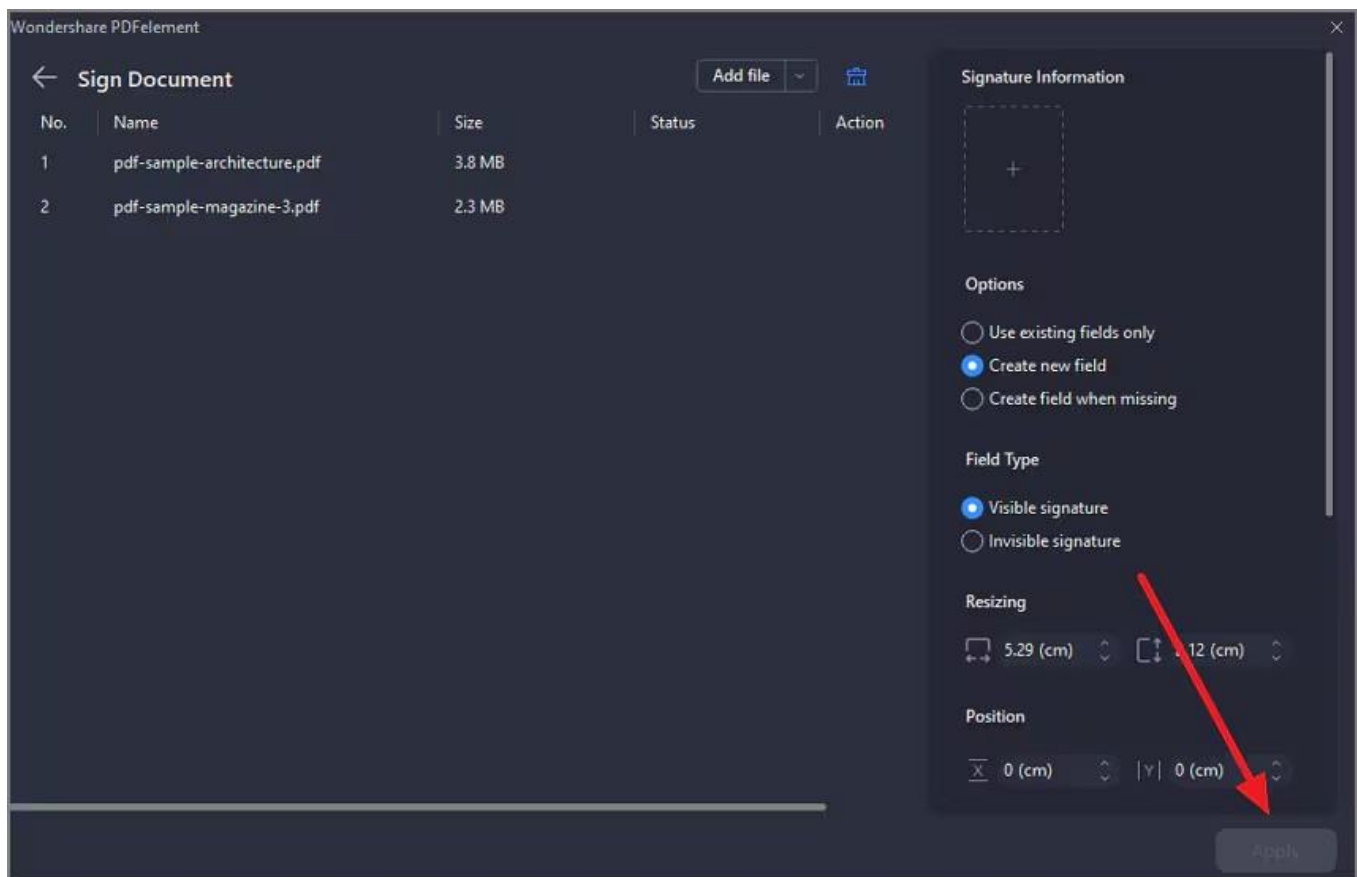
Step 3

Create a new Signature ID by pressing the “New ID” option or use an already existing Signature ID. Give the reason for the signature and press the “Apply” button.



Step 4

Once you enter the previous screen after inputting the signature requirements, access the panel on the left. Adjust the size and position of the signature along with the placement. Finally, hit the “Apply” button to apply the digital signature on the specified pages.



How to Redact PDF

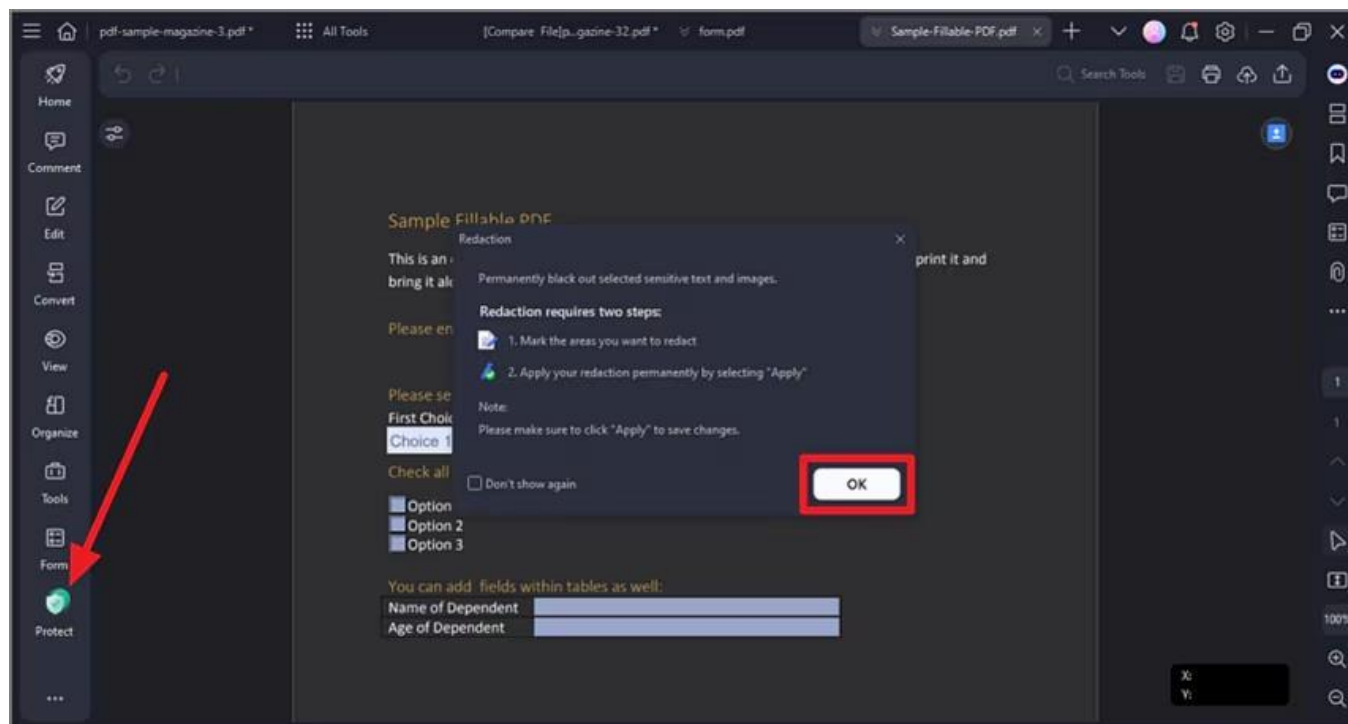
The Redaction feature allows you to remove sensitive information from your document prior to making it available to others.

1. Mark for Redaction

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

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

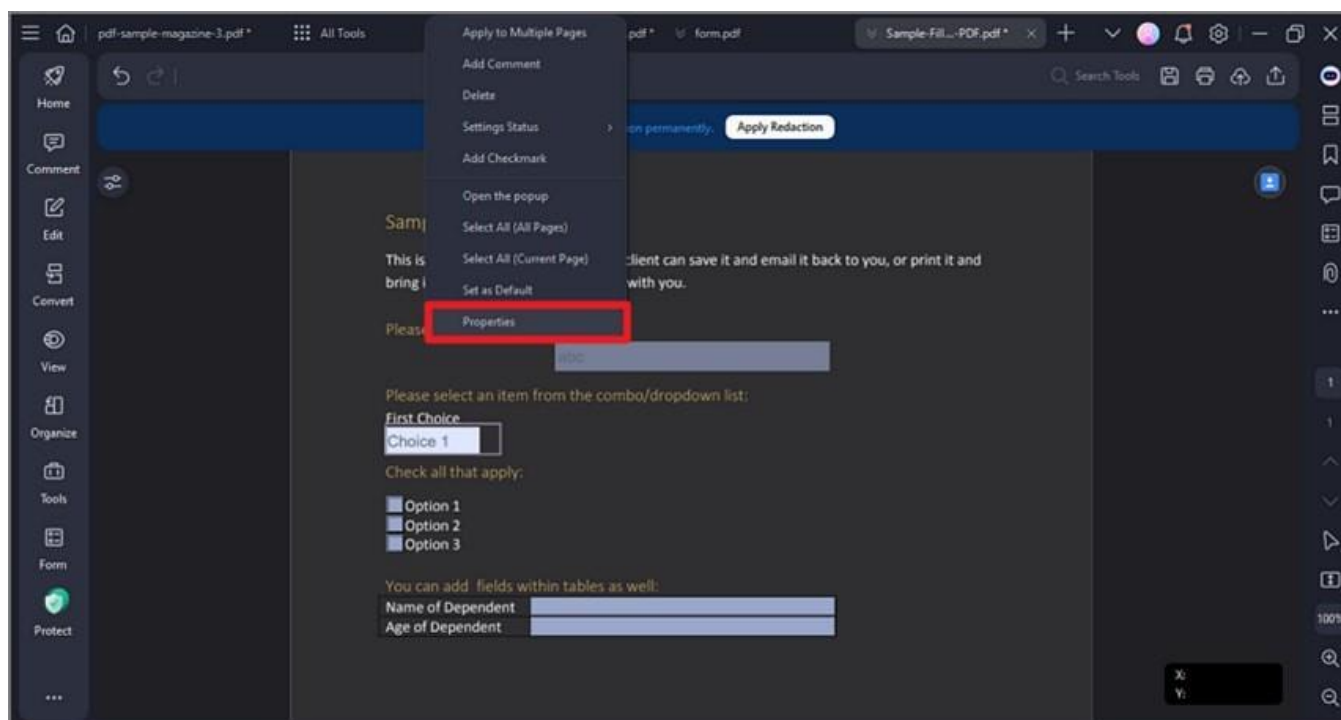
- Select the "Protect" > "Mark for Redaction" button (You will get a pop-up dialog window to provide the instructions, and you can check the option of "Don't show again" if you already know the instructions).
- (Optional) Double-click an image to mark an entire image which will be in a red
- rectangle.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



2. Set redaction properties

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

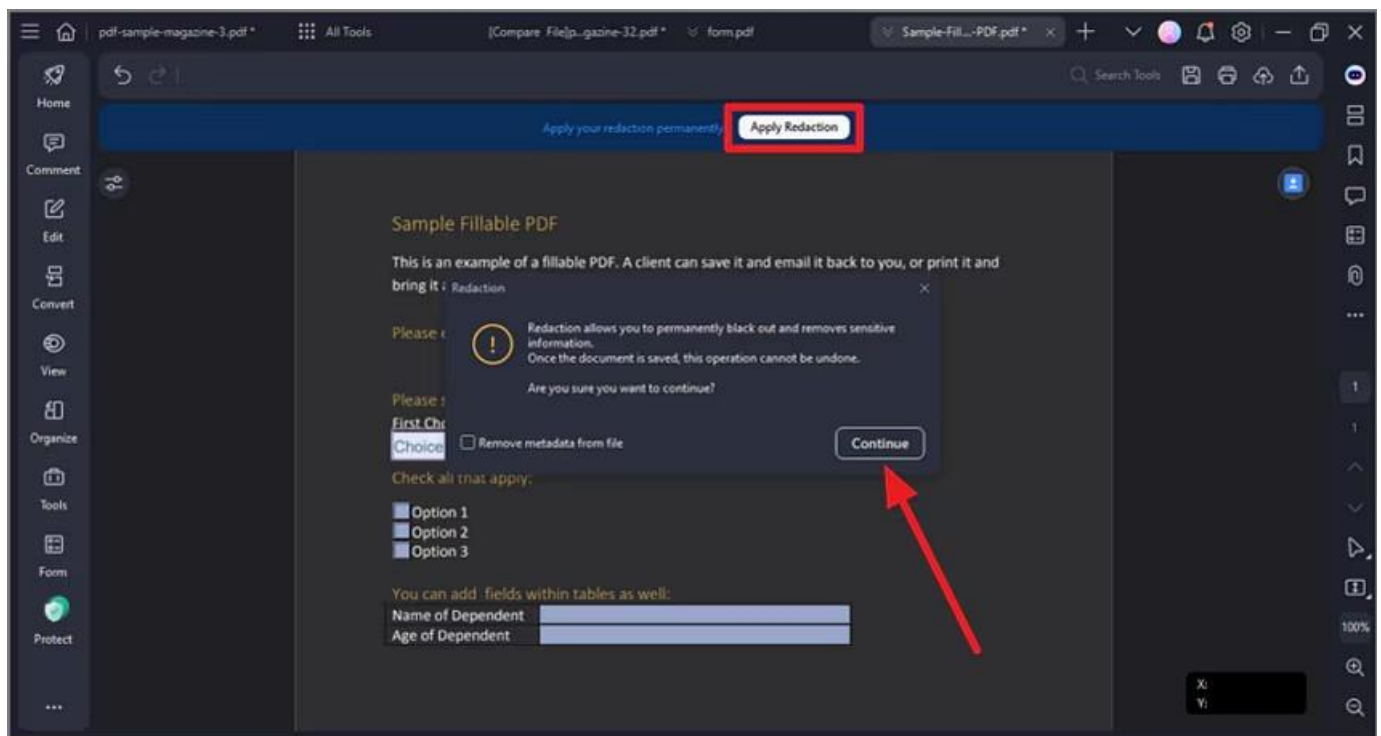
Right-click the marked area and choose "Properties", and the Redaction Properties panel will pop up on the right side. You can change the settings under the Appearance and Info tabs.



3. Apply redactions

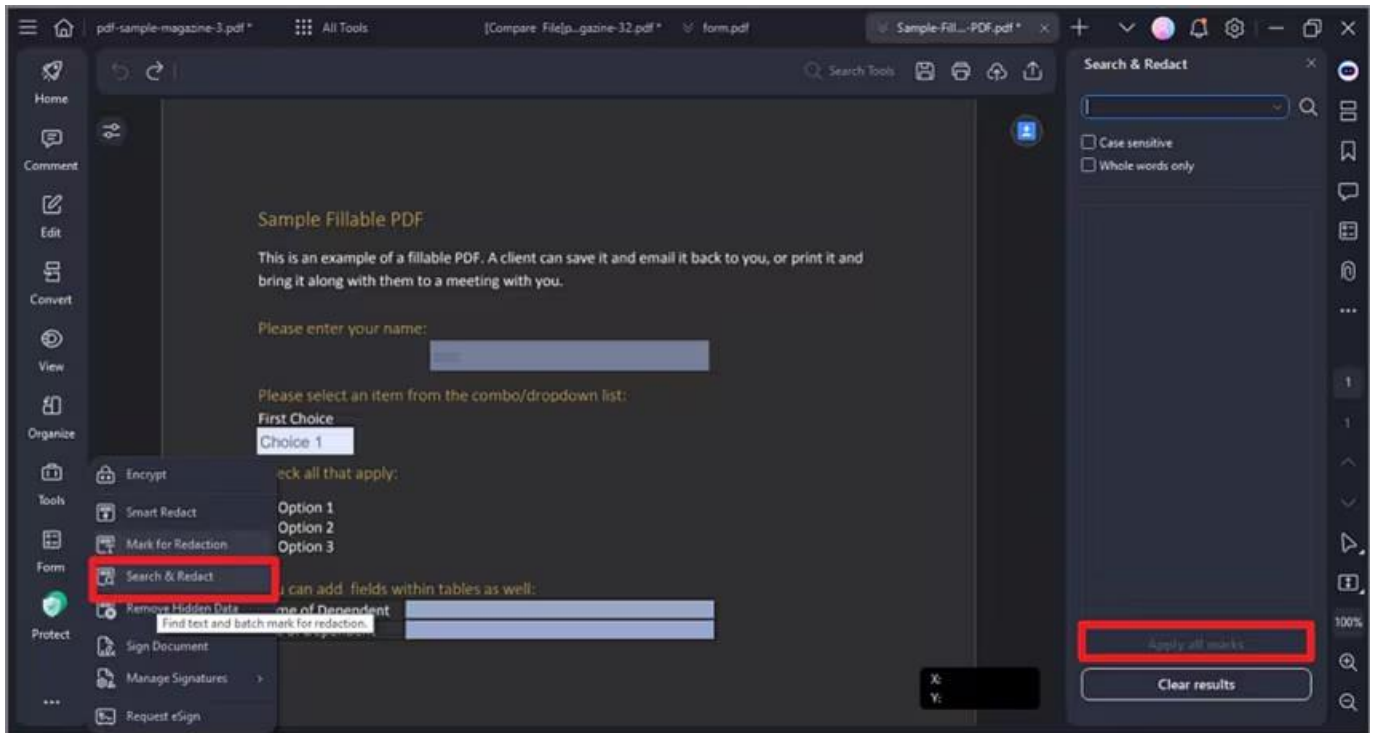
You need to apply the redactions after marking the text or graphics you want to redact. To apply the redaction, do the following:

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



4. Search and redact

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



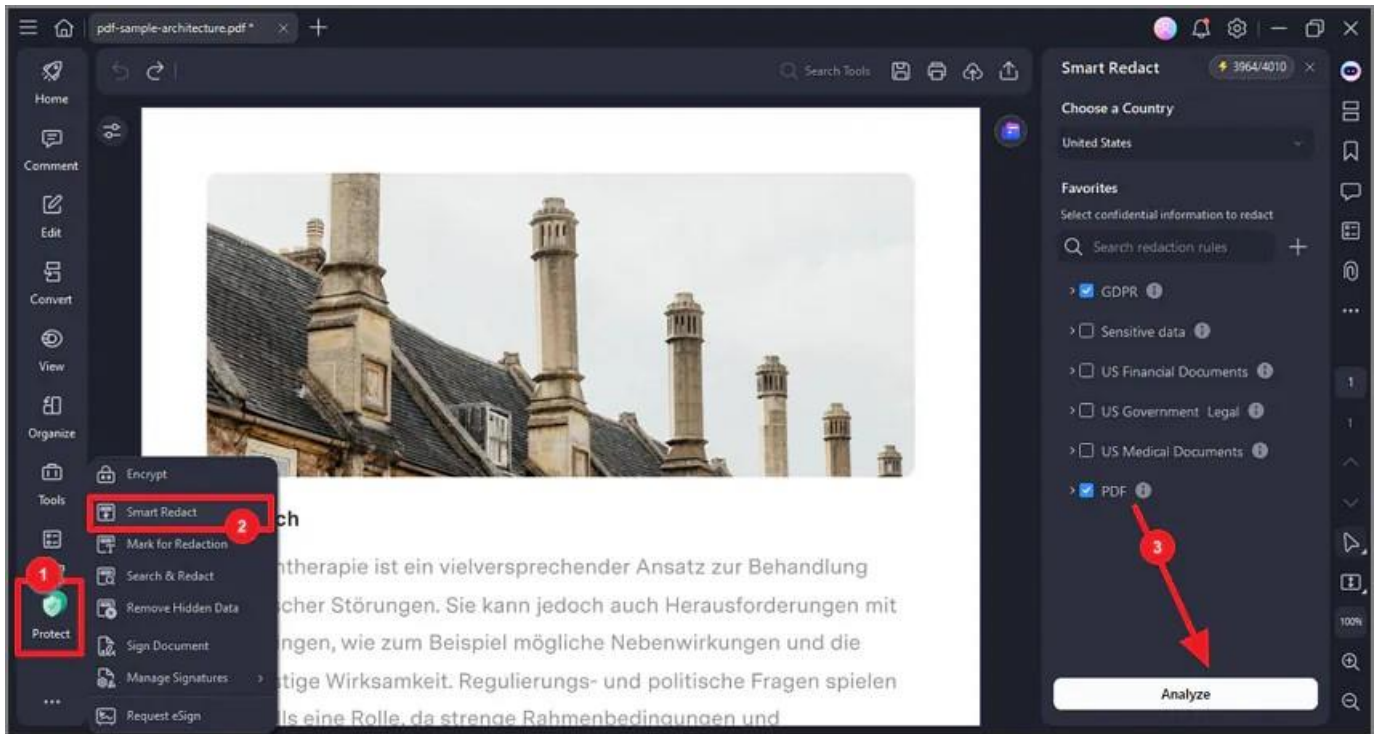
- Select "Protect" > "Search & Redact" button. Then type the text you wish to find and redact in the search box on the left-side Search and Redact panel.
- Check the item in the search result list, and it will help you redact the text automatically.
- Click the "Apply All Marks" button, and you will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

Smart Redact Document

Smart Redact in PDFelement uses AI technology to automatically identify and mask sensitive information in documents, such as names, ID numbers, bank card numbers, and more. This feature allows batch redaction, significantly speeding up the process of safeguarding confidential data. It supports custom rules and complies with privacy standards like GDPR and HIPAA. Read the steps mentioned below to learn how to use this coherent feature of PDFelement:

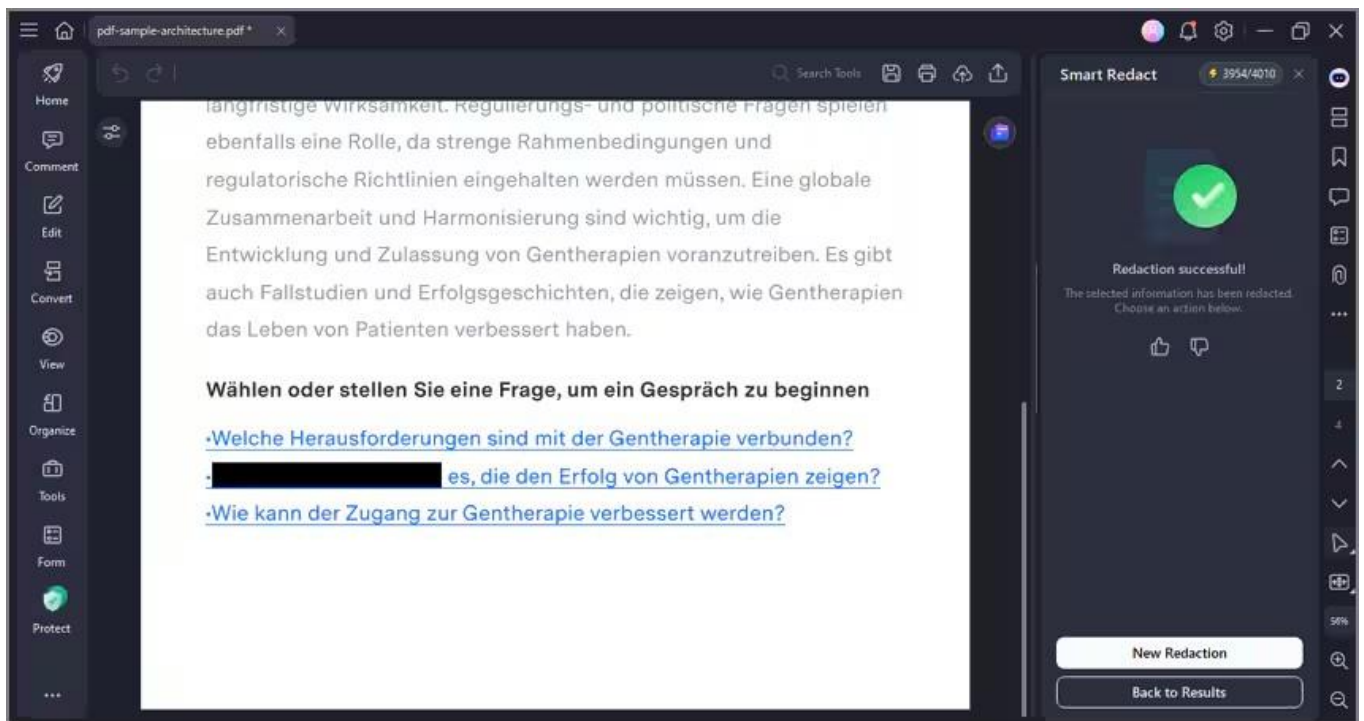
Step 1

After you have opened your PDF successfully within PDFelement, head to the sidebar on the left and press the "Protect" option. Locate the "Smart Redact" option from the list and click on it. After selecting a country from the "Choose a Country" section, select a privacy standard and hit the "Analyze" button at the bottom.



Step 2

The document will be automatically redacted with a success message appearing on the right.



Apply Redaction to Multiple Pages

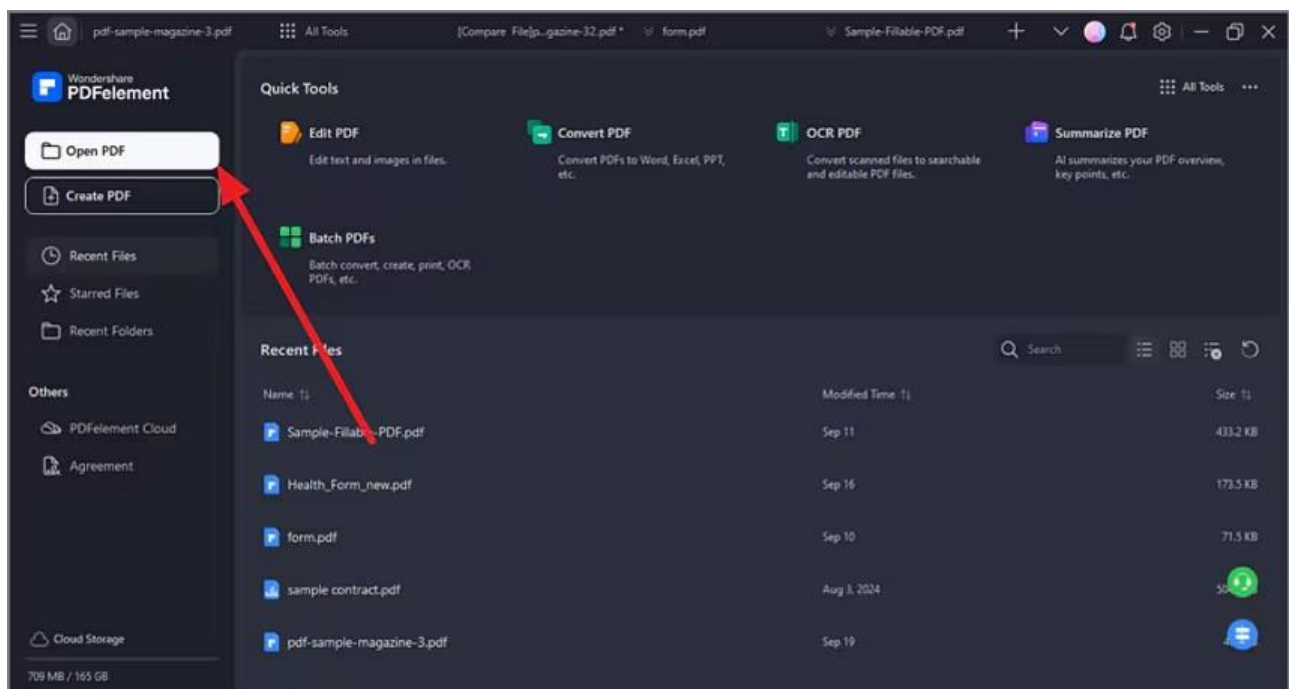
PDFs are the most compatible file formats, used mainly in the professional world.

PDFelement can help you edit and enhance your files to the highest of levels. Although it has a wide range of tools to modify and personalize your documents, a note-worthy feature is its redaction tool.

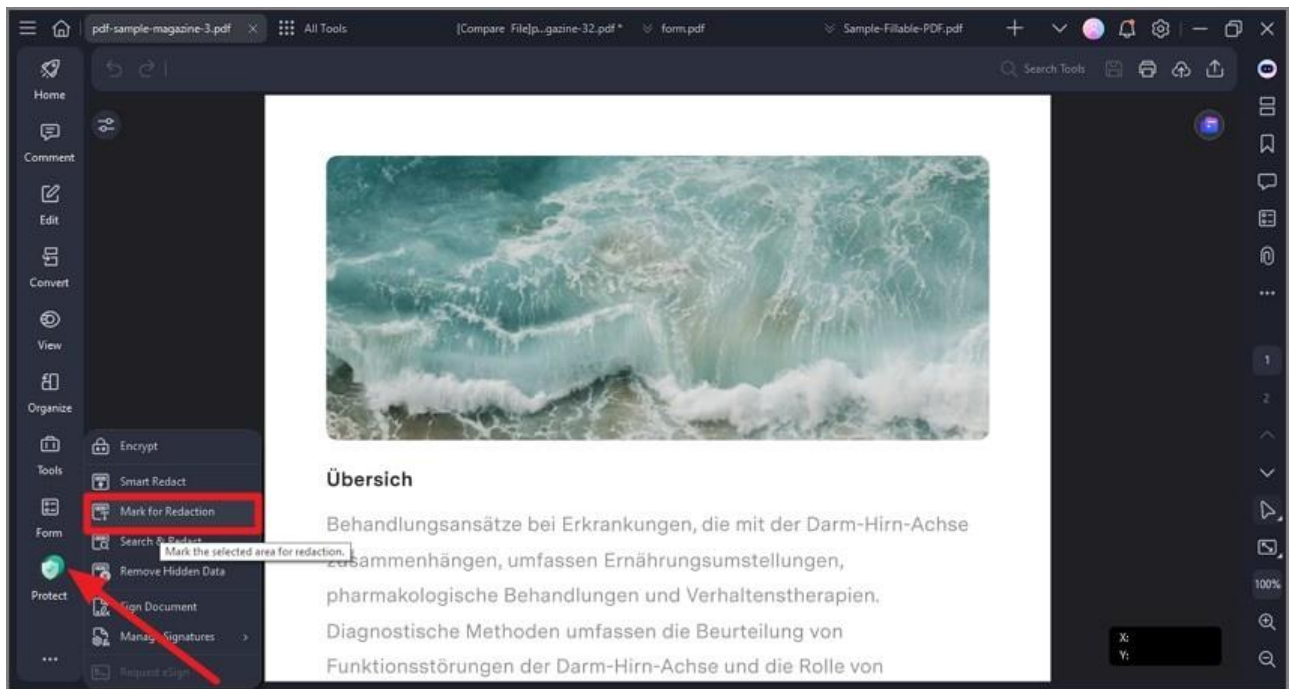
Using this, you can hide the information to prevent your sensitive data.

What if you want to redact data from multiple pages? PDFelement provides a comprehensive system to apply redaction across multiple pages, which is explained as follows:

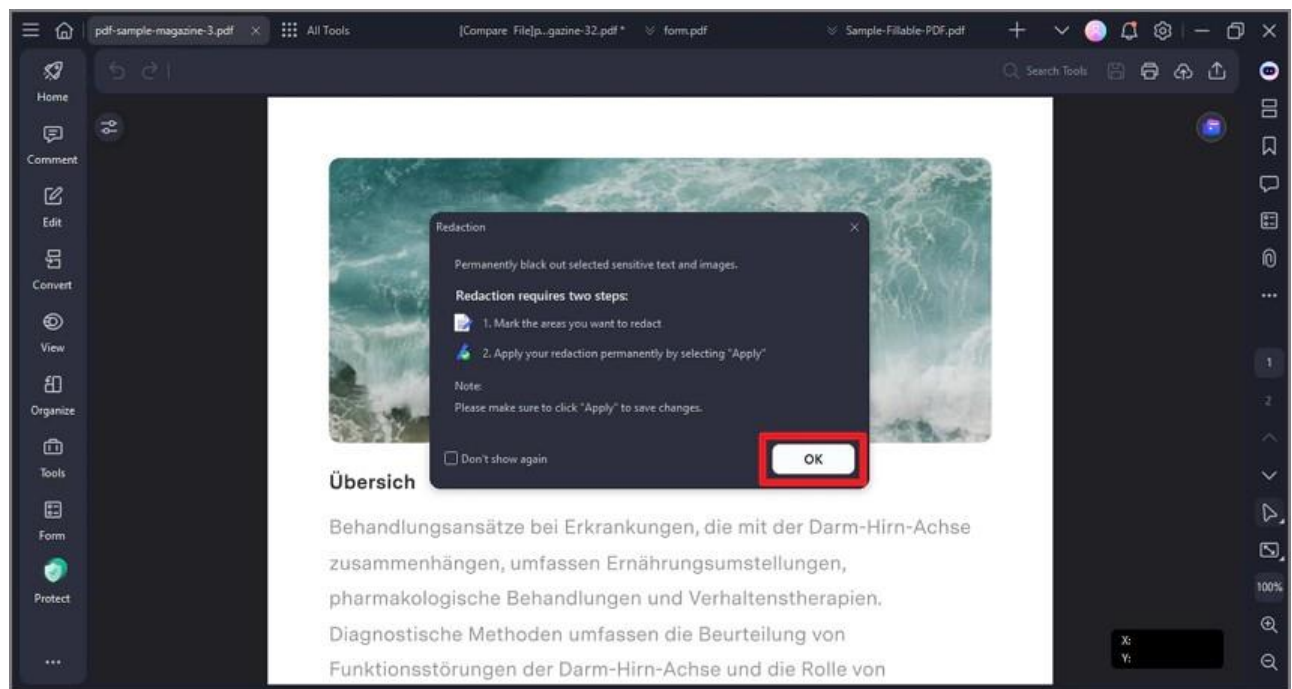
- ♦ Download PDFelement and open the PDF to which you want to apply redaction by pressing “Open PDF” button.



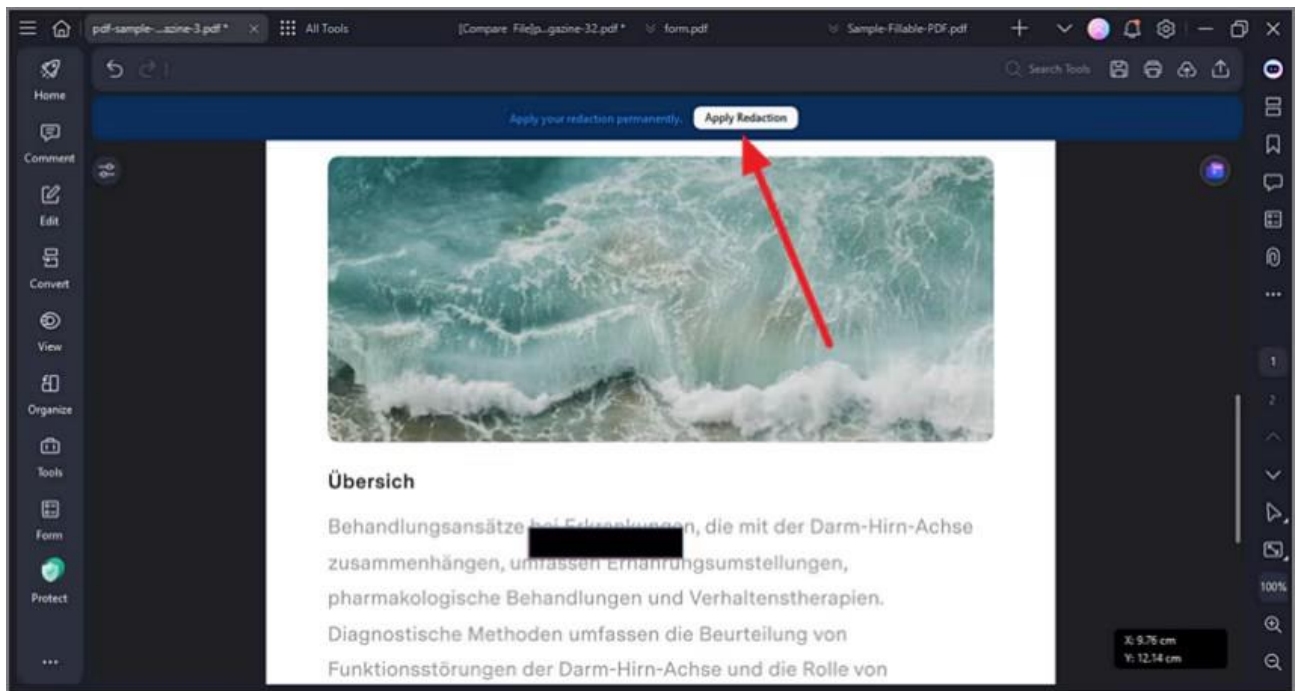
- ♦ After importing the file, select the “Protect” option given at the top and choose “Mark for Redaction” option. Highlight the text you want to redact and right-click it to reveal drop- down menu. From the list, press the “Apply to Multiple Pages” option to apply redaction at all pages.



- ◆ In the pop-up window, tick mark “All Pages” option and navigate to “OK” button to confirm changes.



- ◆ Hit the “Apply Redaction” button and press the “Continue” button to give permission for redaction application.

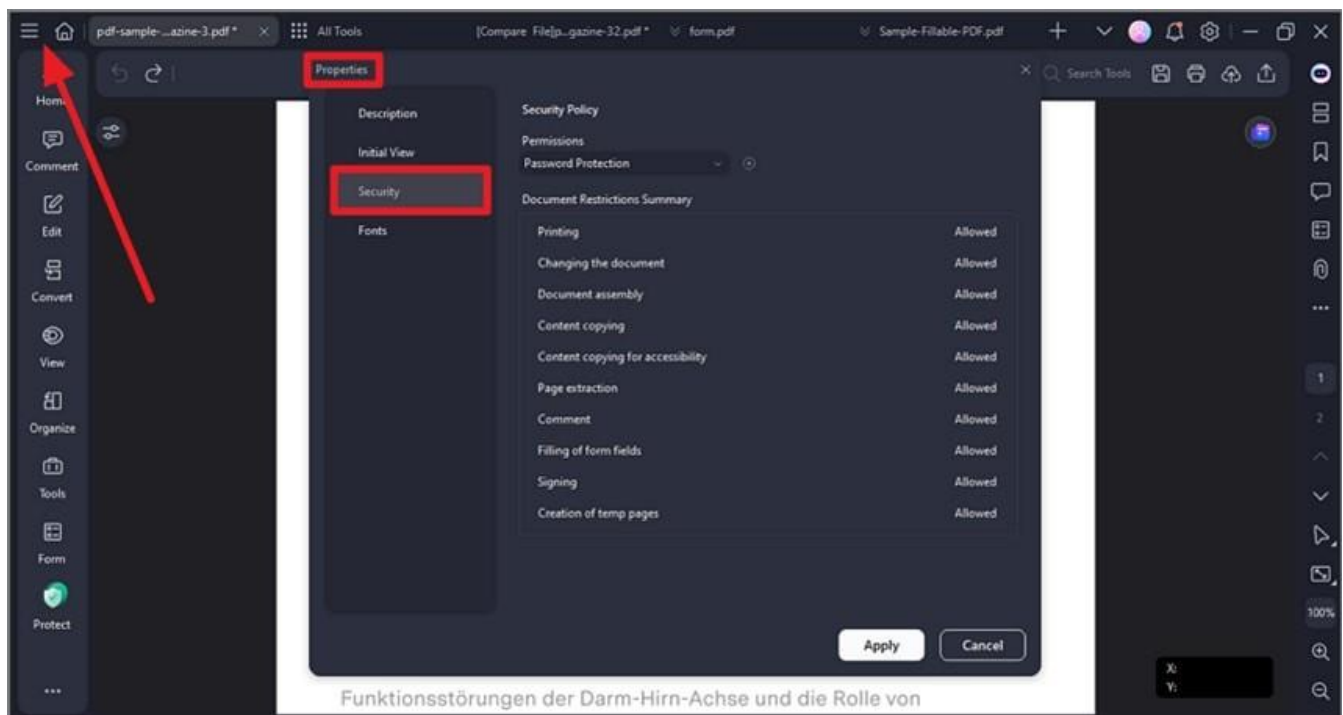


Password Protect PDF

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

1. Check PDF permissions

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

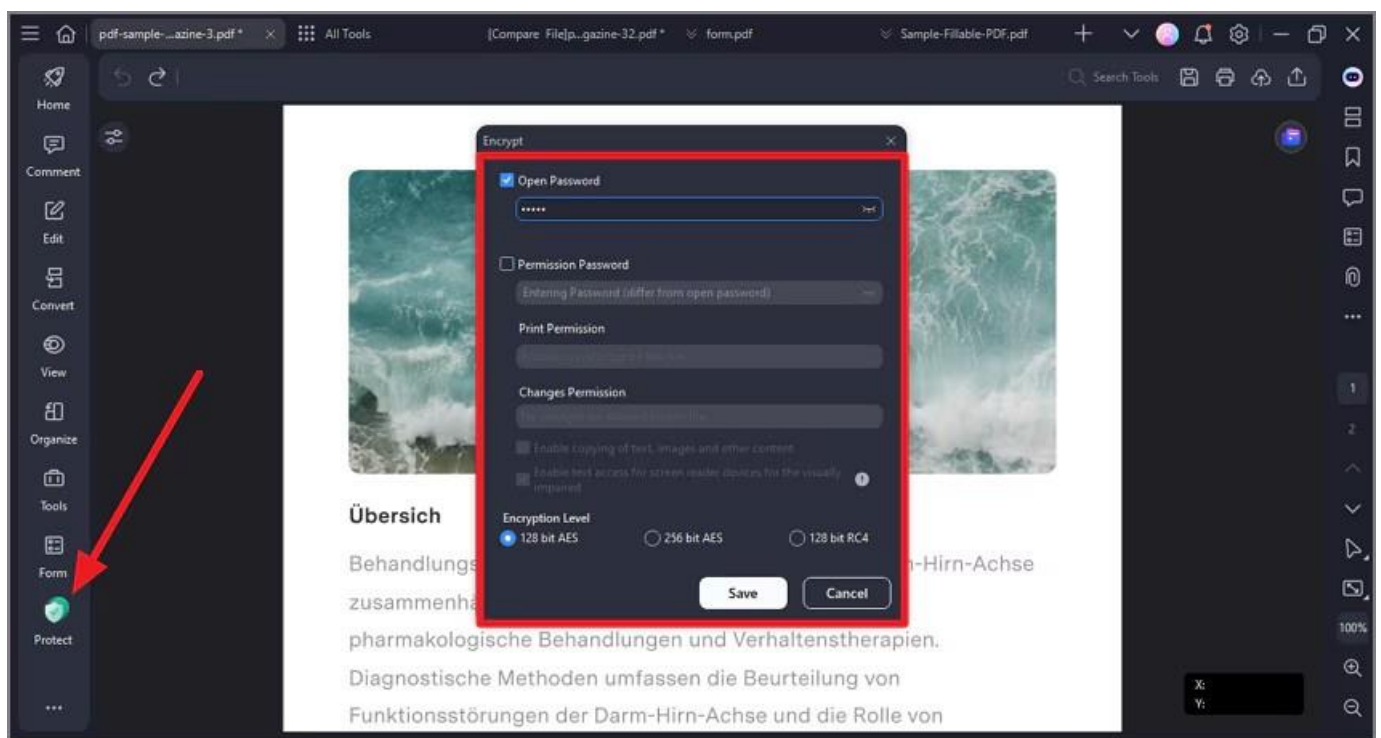


2. Add open/permission password

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

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

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



Open Password settings:

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

Permission Password settings:

- Password—type the password that users must type to change the permission settings.

If the file is opened in PDFelement, the user can view the file but must enter the permissions password to change the file's security and permissions settings.

- **Printing Permission**—specify the printing resolution in which users are allowed for the PDF document.
- **Changes Permission**—define which editing actions are allowed in the document.
- **Enable copying of text, image and other content**—defines whether copying of text, images, and other content is allowed.

3. Remove open/permission password

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

Print PDF Files

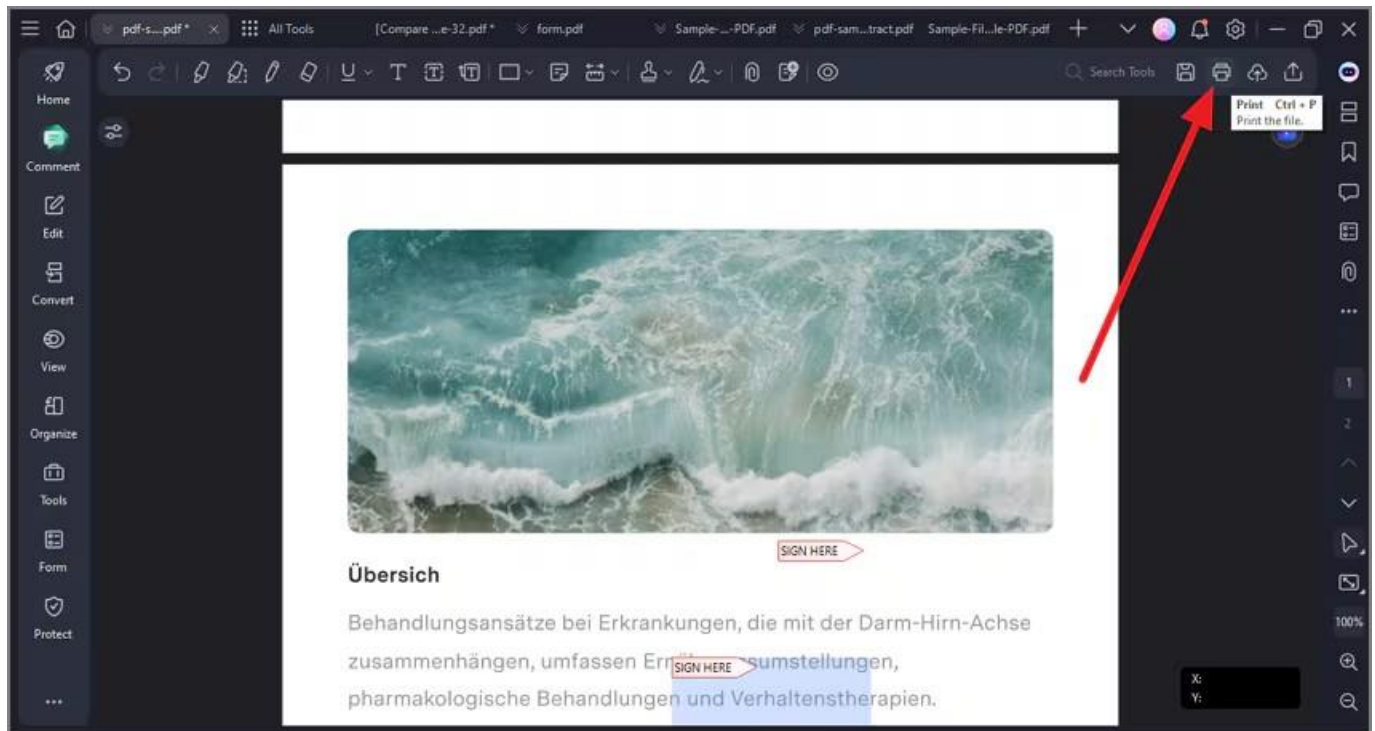
Print a PDF in PDFelement

Print The Entire Document

With PDFelement, you get the ability to print your PDF with various options and customizable settings. You can print a single page or multiple pages according to your preferences. Moreover, users can print a specific area of the page by offering a crop function. To learn how to print a document with different options, read the steps mentioned below:

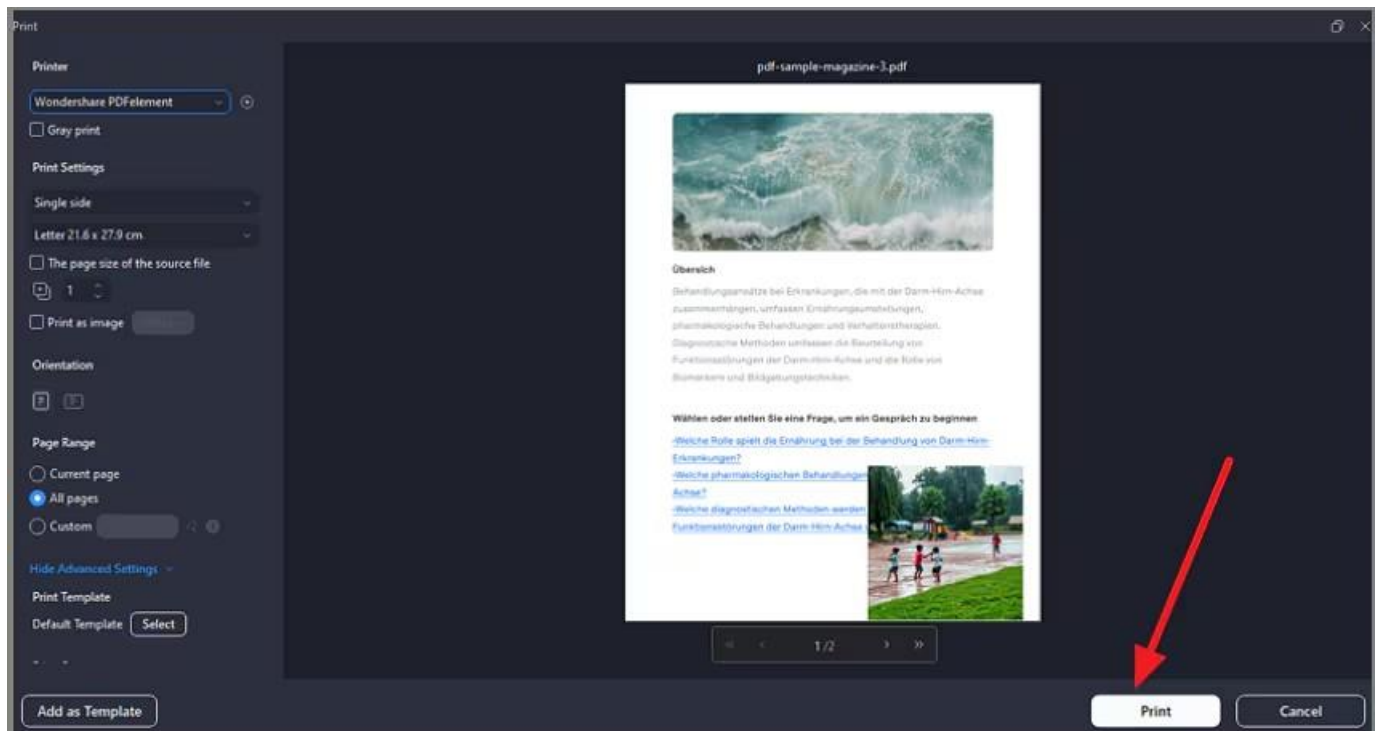
Step 1

After launching the tool on your device, import the document you want to print and head to the top-right corner of the interface and press the "Print" icon.



Step 2

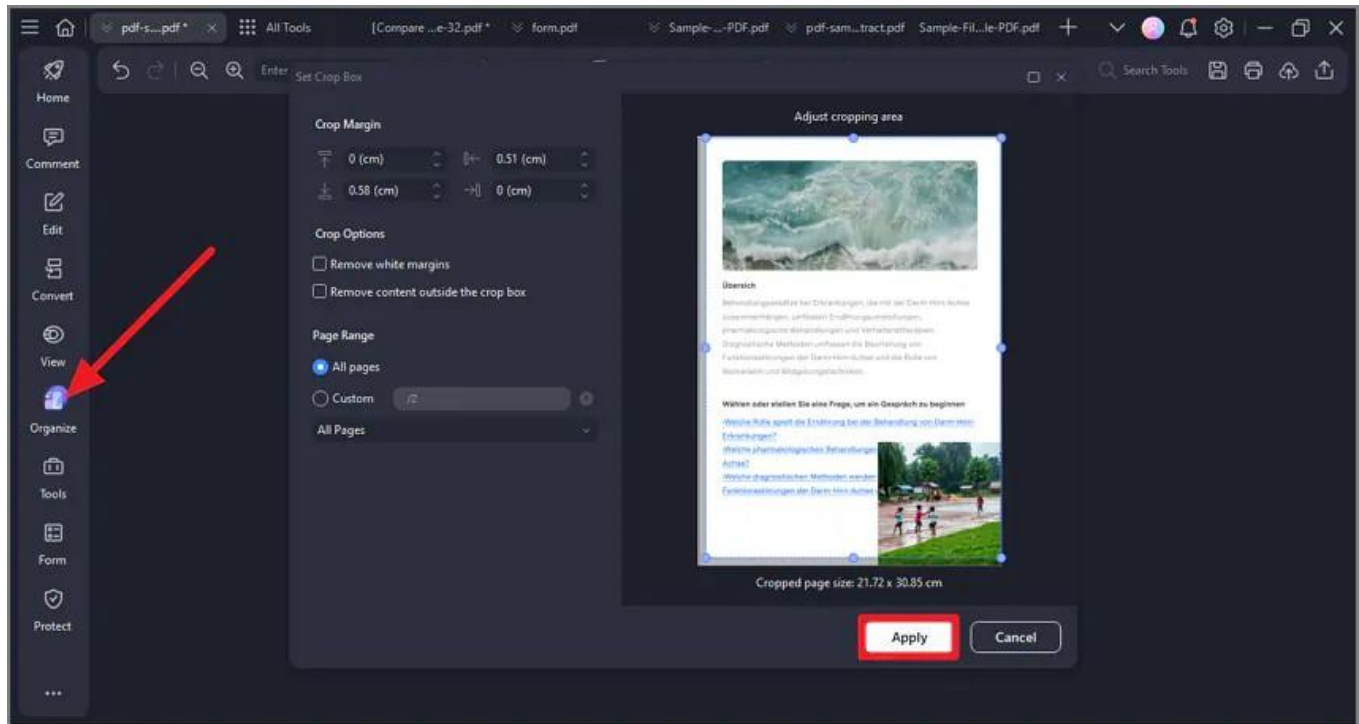
In the following window, configure the settings and press the "Print" button located at the bottom right corner.



Print a Specific Section

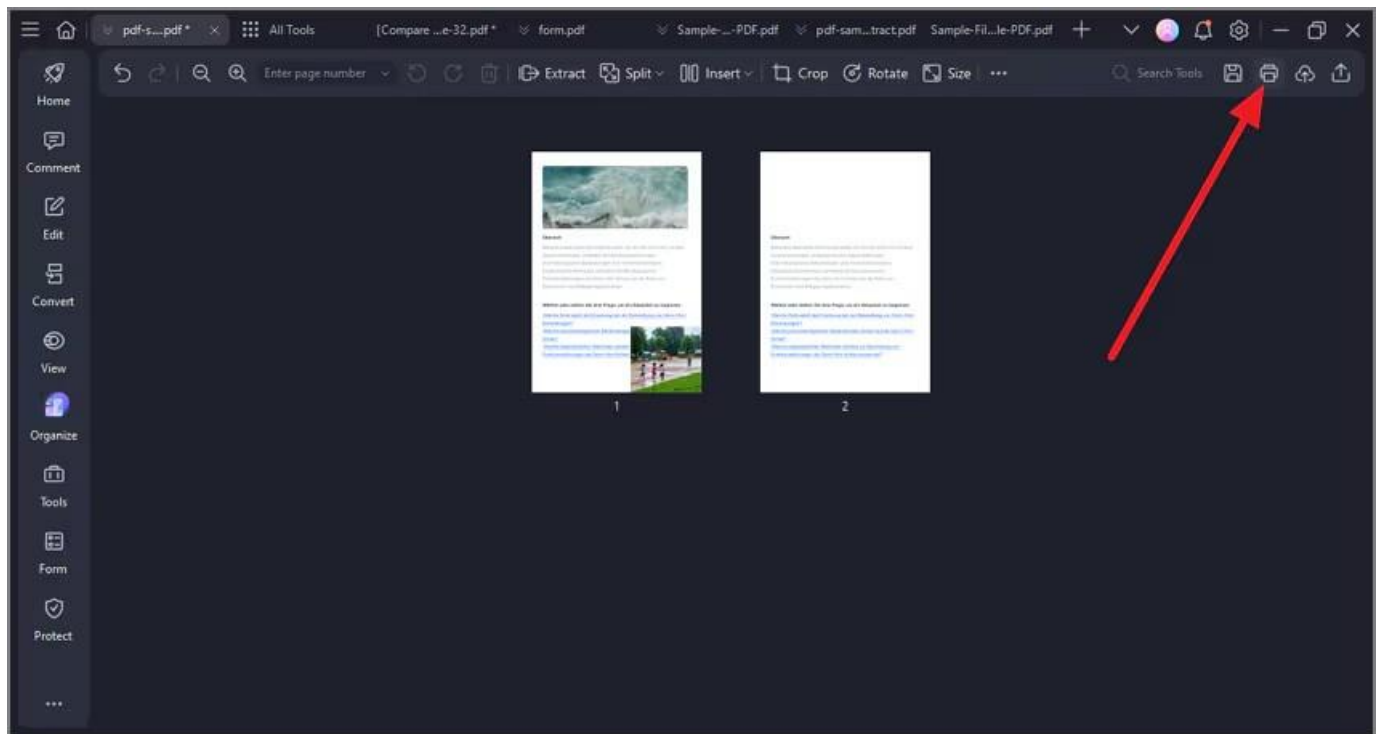
Step 1

To print a specific portion, head to the "Organize" section from the left sidebar and press the "Crop" option from the toolbar at the top. Next, make the selection of the page and press "Apply" to crop the page successfully.



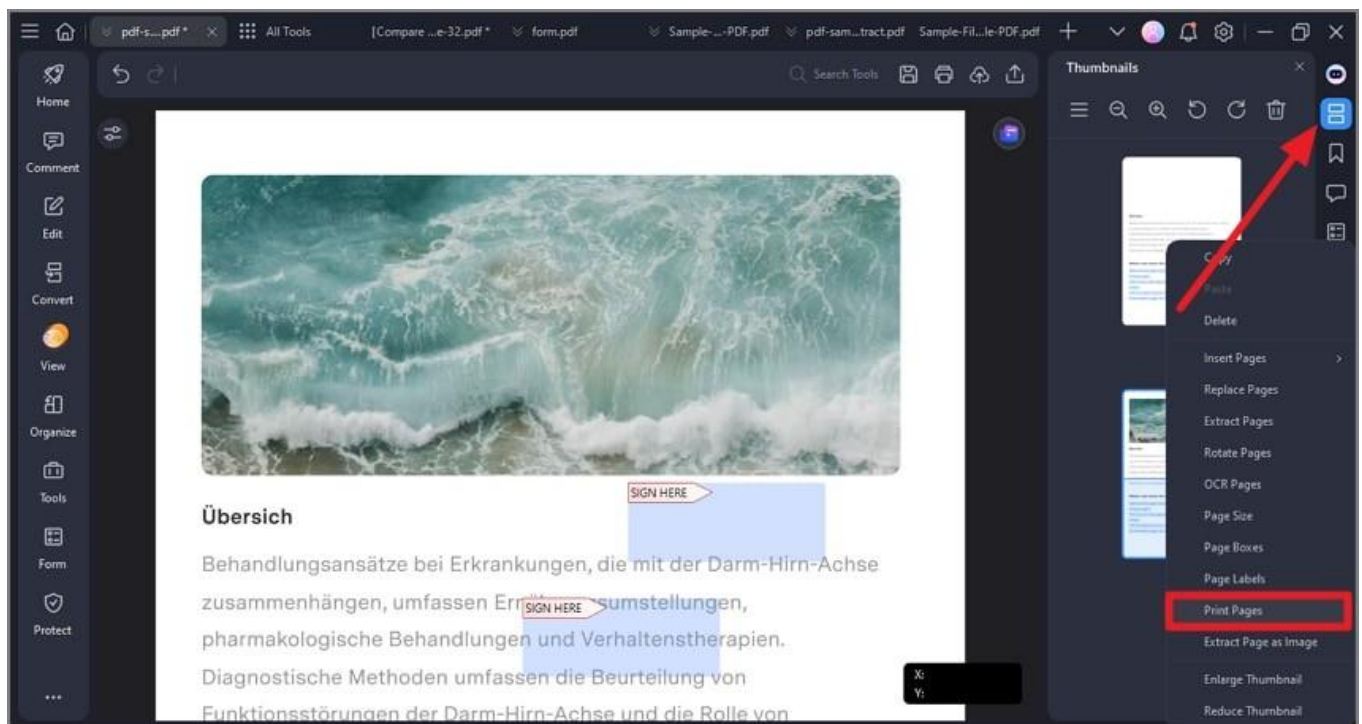
Step 2

Once the page is cropped, head to the top-right corner and press the "Print" icon to print the cropped document successfully.



Print Pages Through Thumbnails

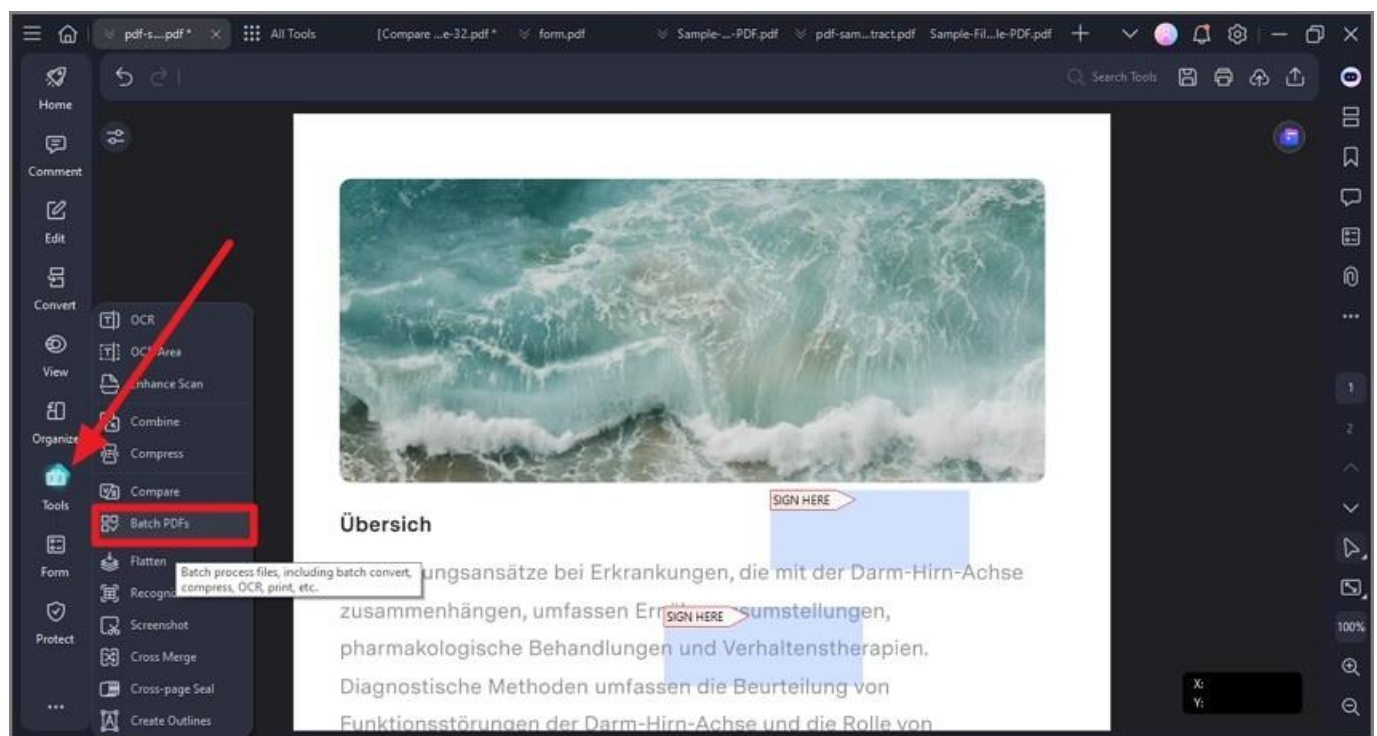
Instructions. After importing the document, access the sidebar on the right and press the "Thumbnail" icon. Select the pages and right-click to enable a list of options. Choose "Print Pages" and press Print after configuring the print settings.



Print Documents in Batch

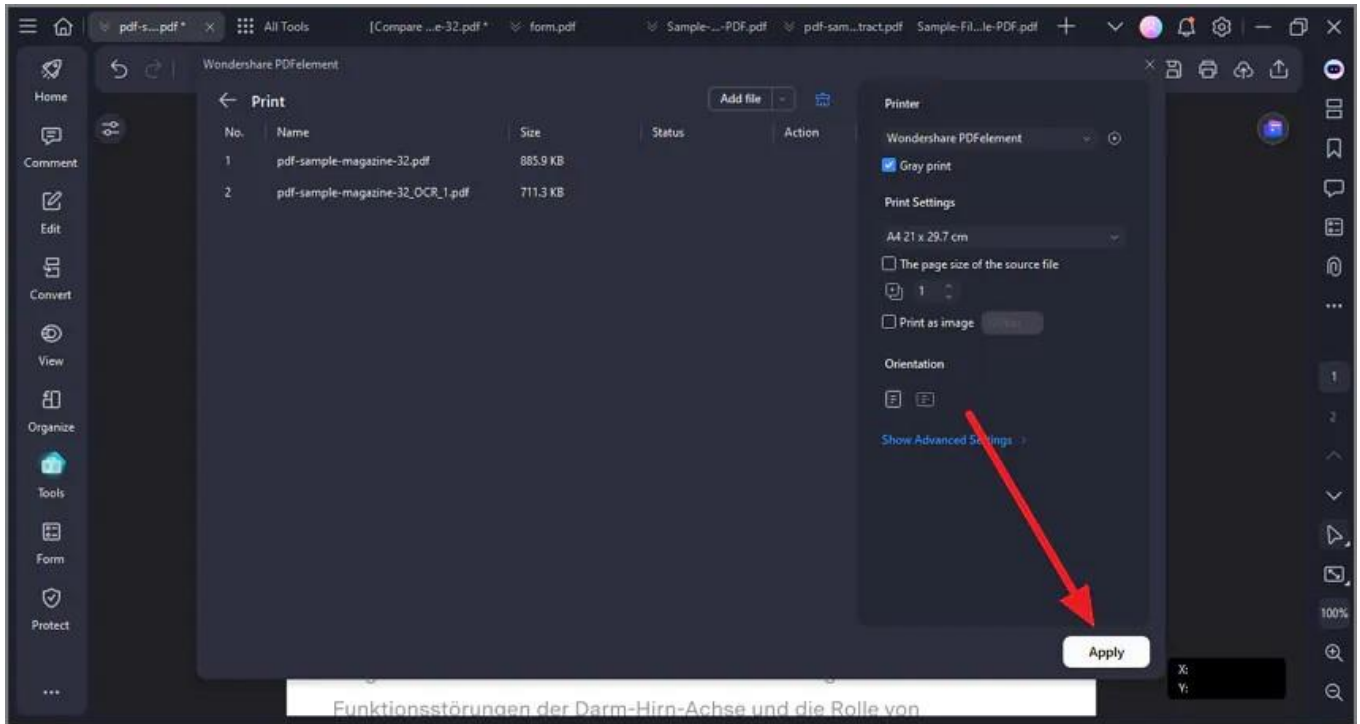
Step 1

Once the document is successfully imported, head to the "Tools" section from the left sidebar and pick the "Batch PDFs" option.



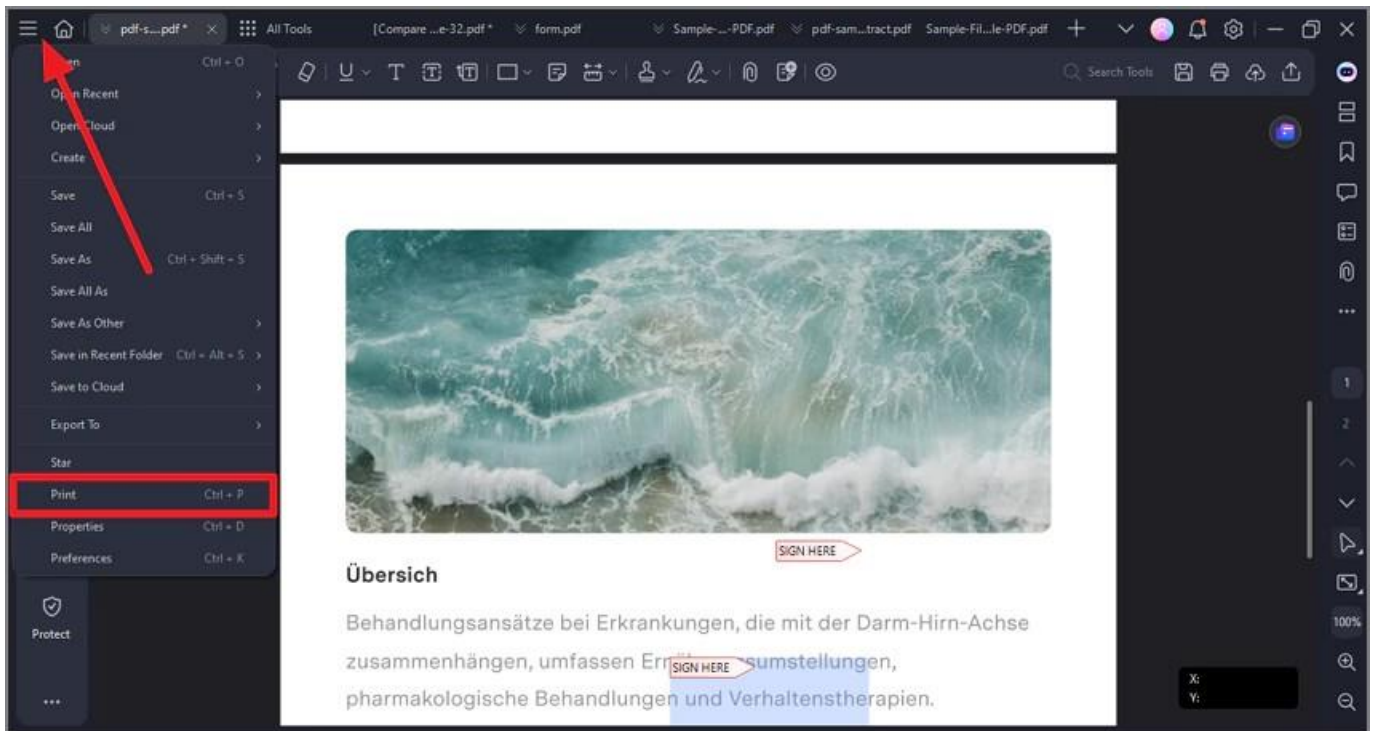
Step 2

Now, click on the "Print" option and import your documents that you want to print from your device. Set up print configurations from the right side to press the "Apply" button.



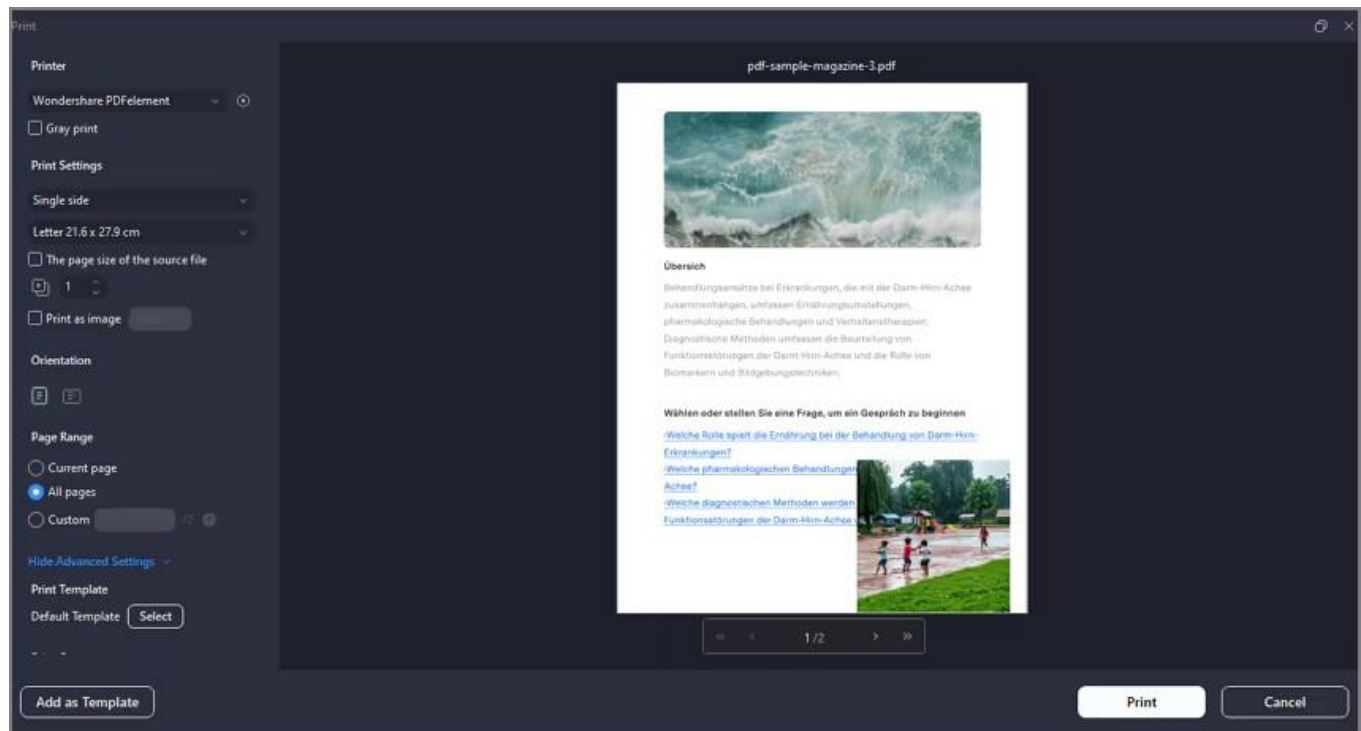
PDF Print Settings

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



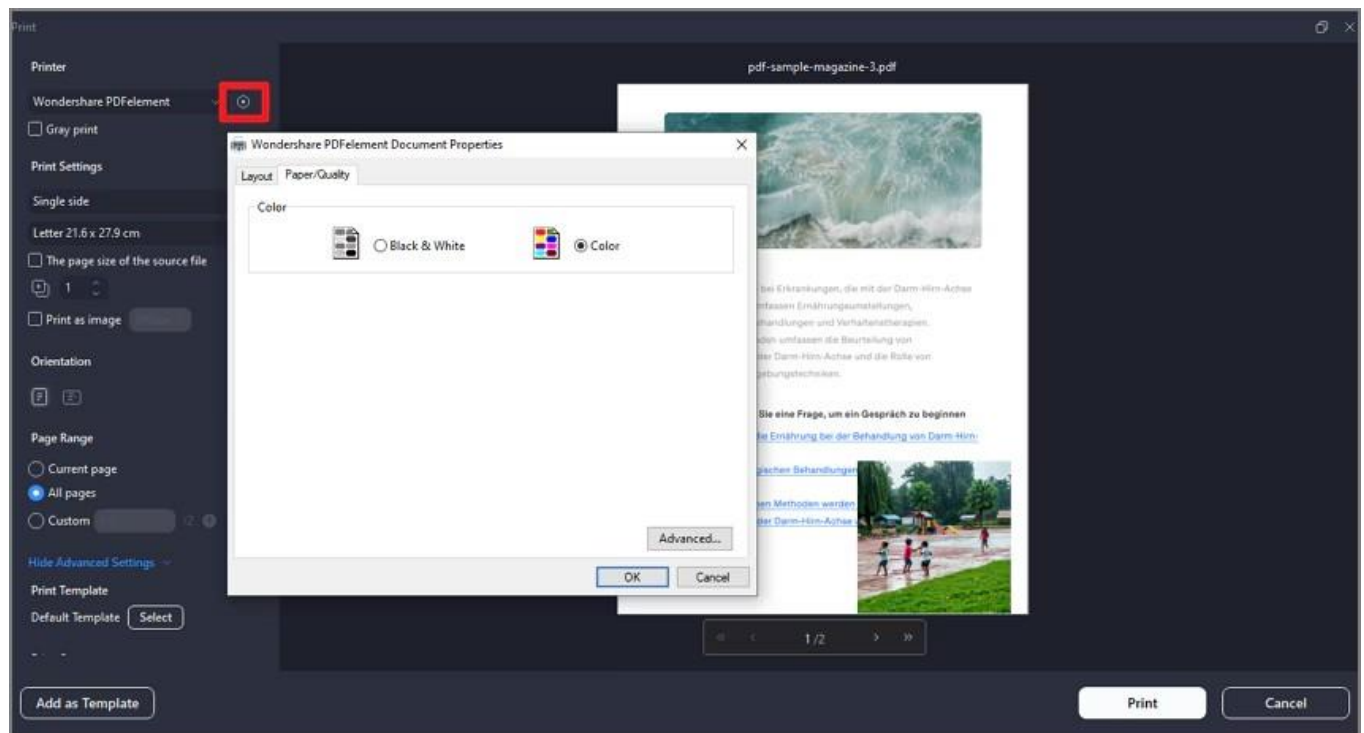
This dialog is the final step before printing. You can modify the printer in this dialog as well. Be aware that changing the printer may affect the page setup if the newly selected printer has a

different paper size. For instance:



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

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

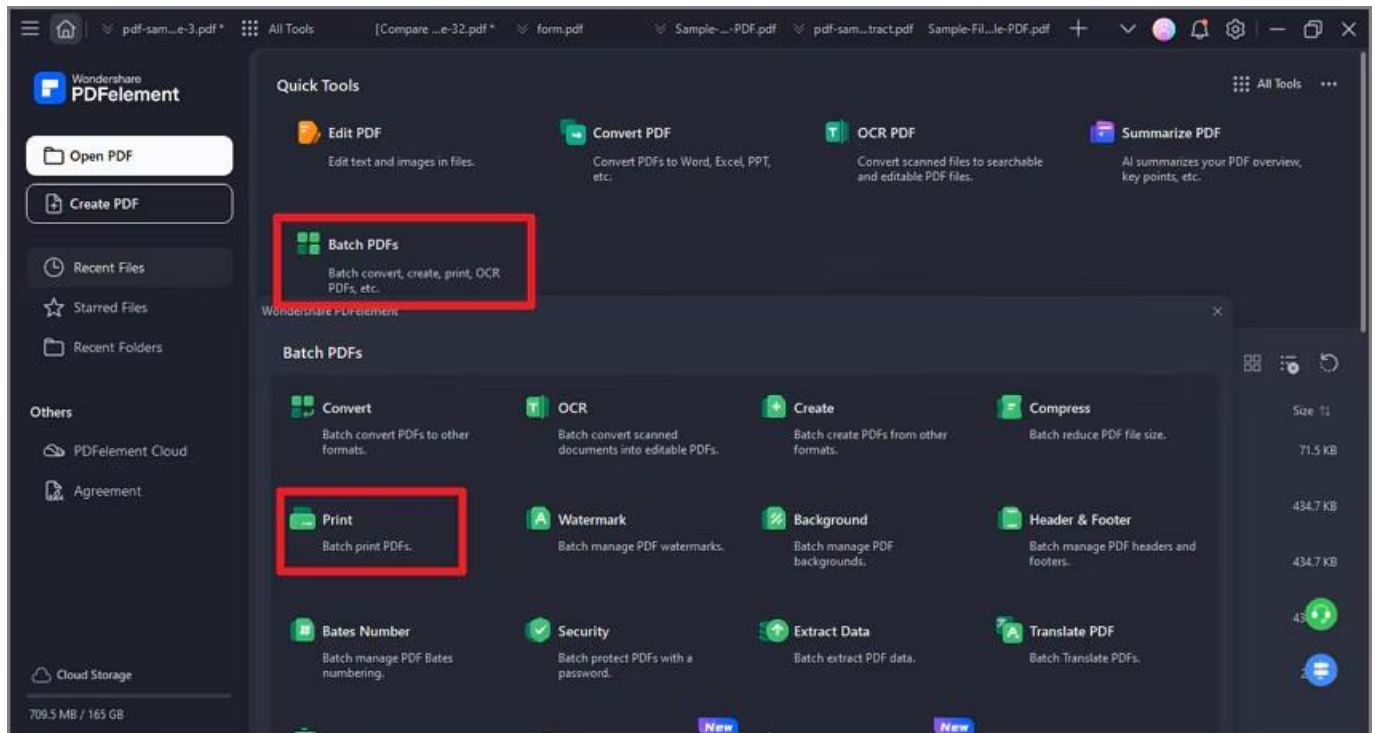


Batch Print

PDFelement's batch print ability enables users to print multiple PDF files at once, significantly saving time and boosting productivity when handling large volumes of documents. This feature allows users to select numerous PDFs, configure print settings collectively, and send them to the printer in a single batch job. To learn how to print multiple PDF documents at once, read the steps mentioned below:

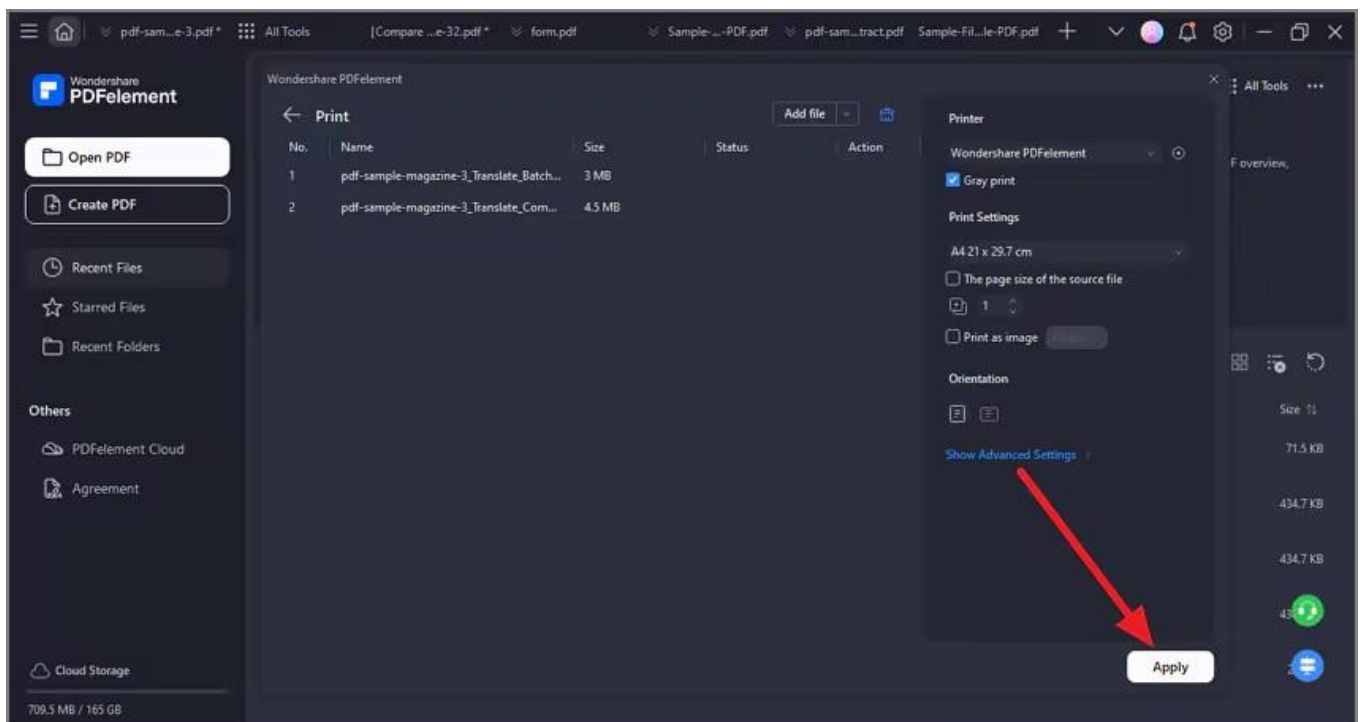
Step 1

Start by launching the tool on your device and clicking the "Batch PDFs" option located on the homepage. Next, click the "Print PDFs" icon in the following interface.



Step 2

Moving forward, import the documents that you want to print and configure settings. Once done, hit the "Apply" button to successfully print the documents.

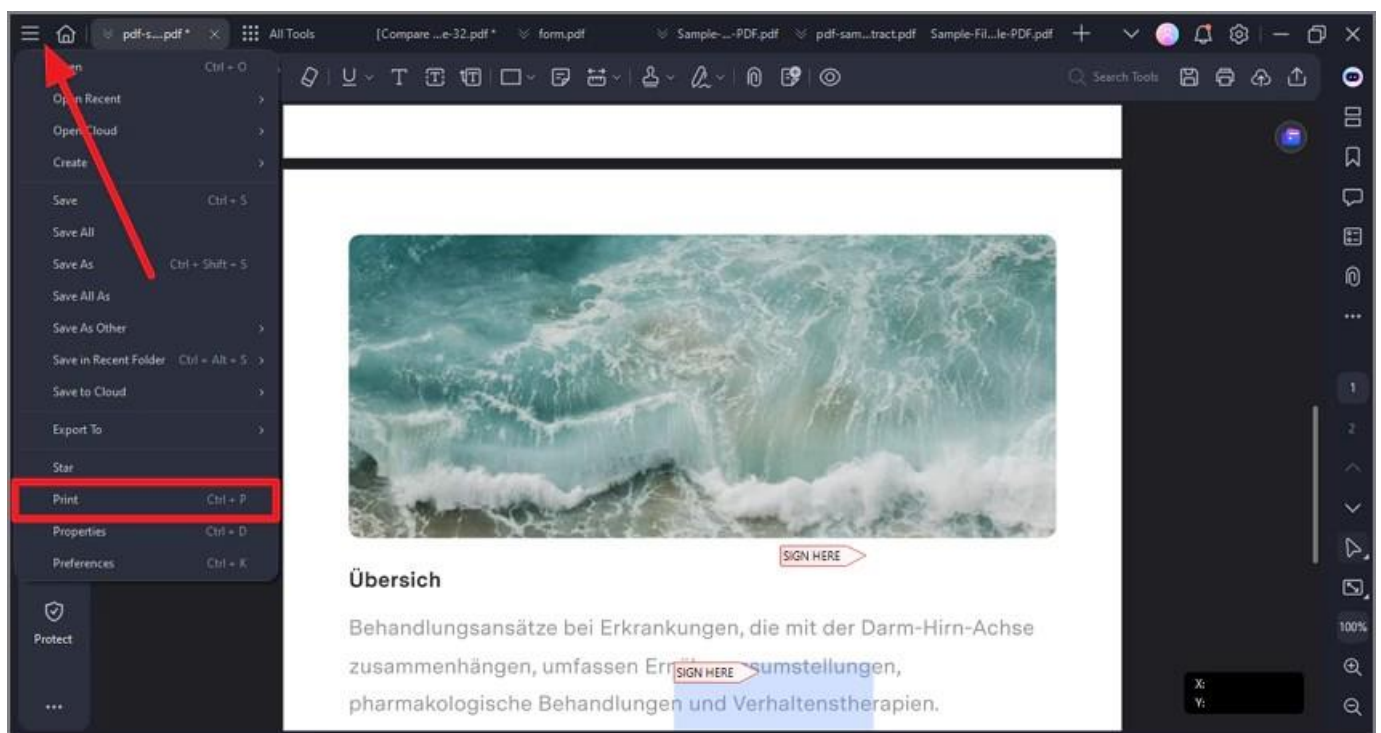


Add a Print Template

This feature in PDFelement allows you to save the preferred print settings as templates to use in the future. You can adjust different attributes according to your preferences and utilize them later effortlessly by saving them as templates. To learn how to add a print template, read the steps mentioned next:

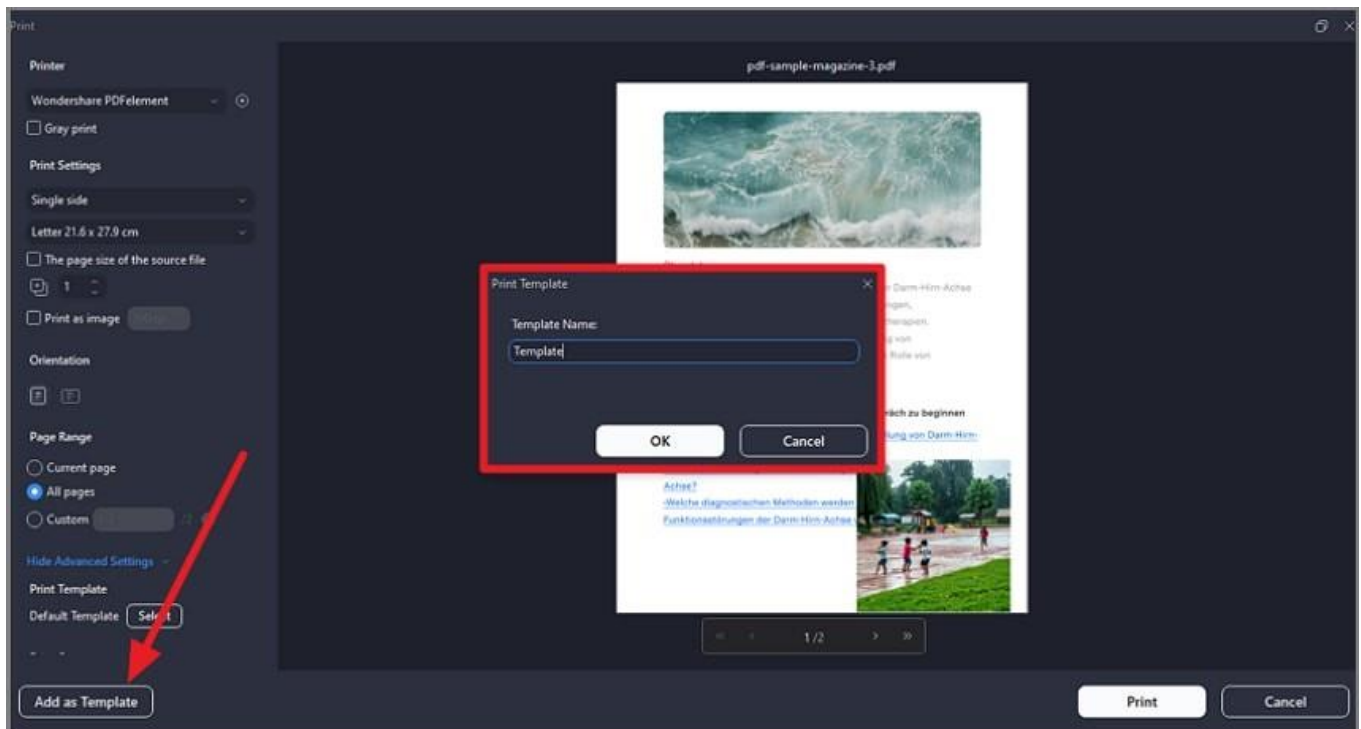
Step 1

Begin the process by launching the tool and importing your document into the tool. Next, click on the "Three Bars" icon and press "Print" from the enabled list.



Step 2

In the following interface, configure print settings and press "Add as Template" from the bottom left corner. Name the template and press the "OK" button to successfully save the changes made.

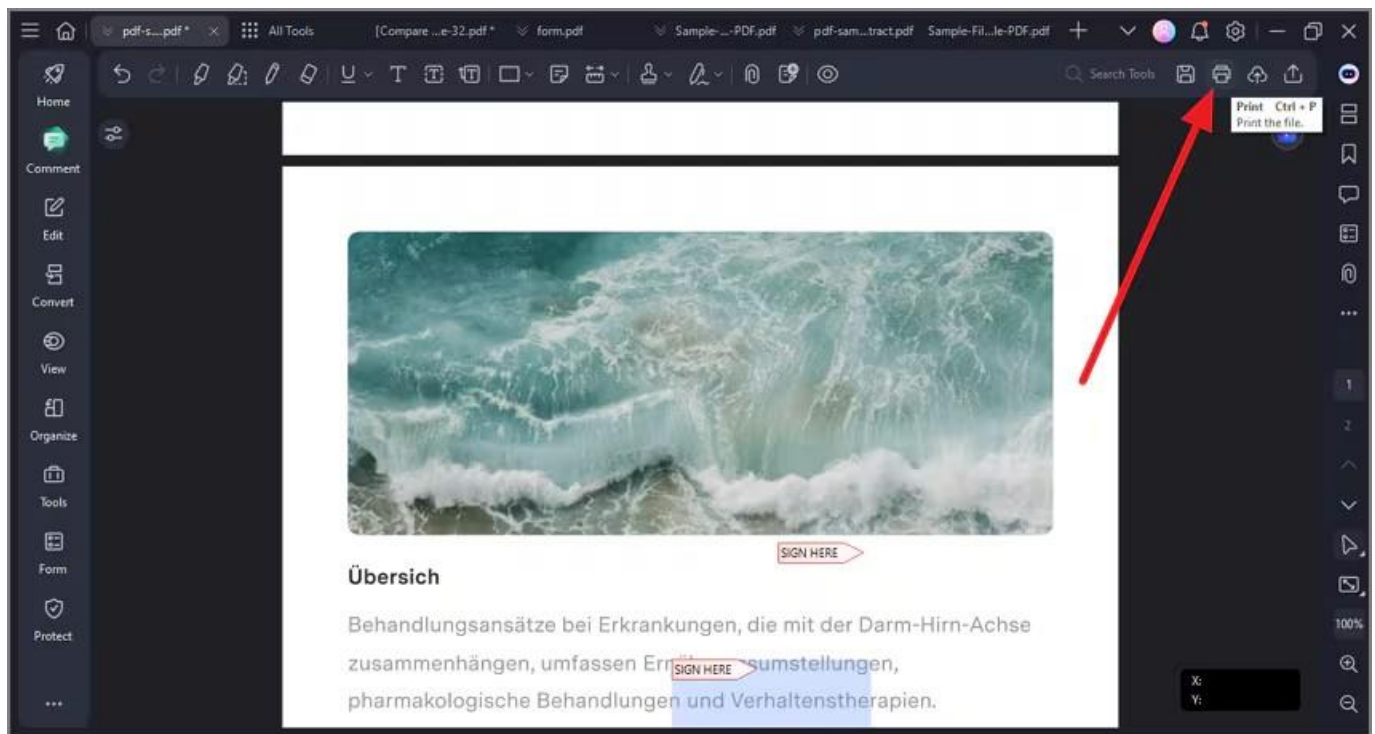


Print with Bleed Marks

Bleed marks guarantee that the printed content extends beyond the trim area while preventing white edges when cutting. With PDFelement, you can access the bleed marks option and set the appropriate page range. In addition, it allows users to choose the print mode according to the size, poster, multiple, and booklet. Adhere to the guide and ensure that the trimmed document has no unwanted white margins:

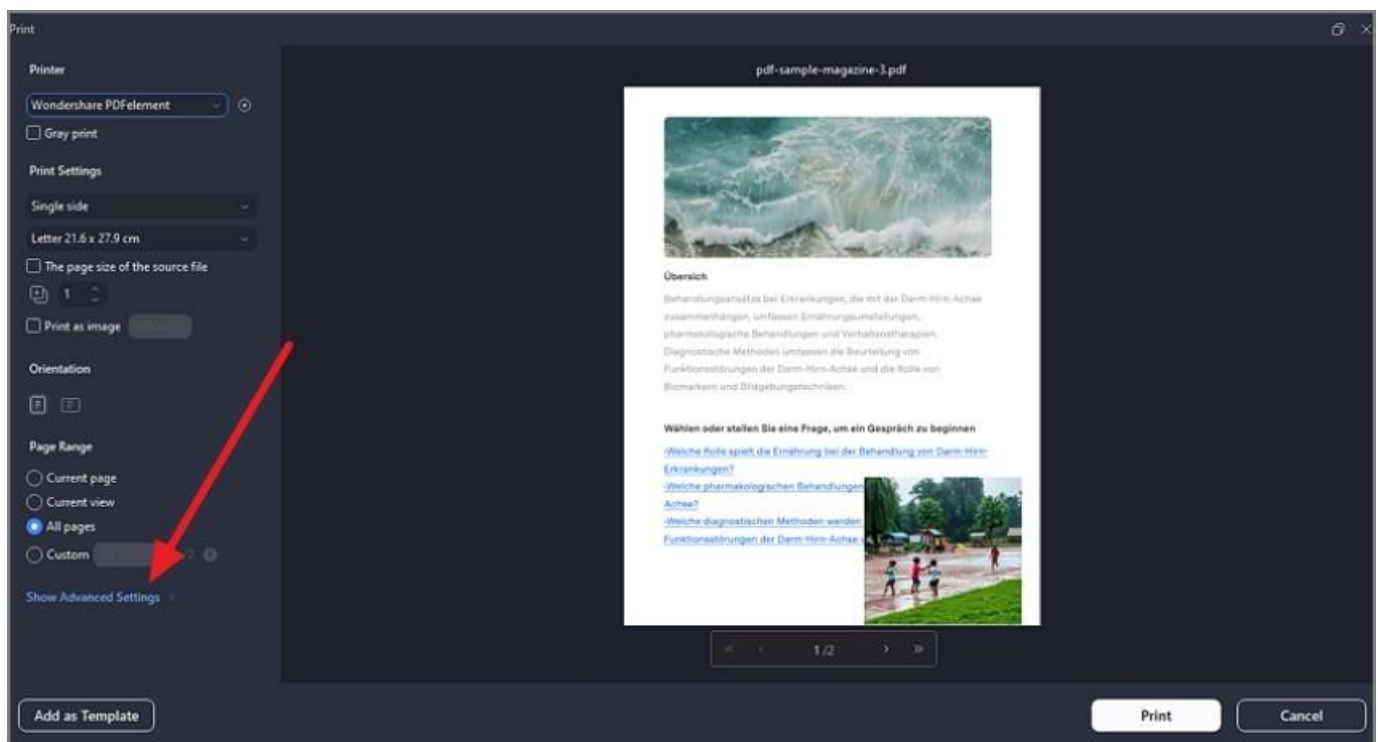
Step 1

After opening the document within the tool's interface, head to the top-right corner of the interface and press the "Print" icon from there.



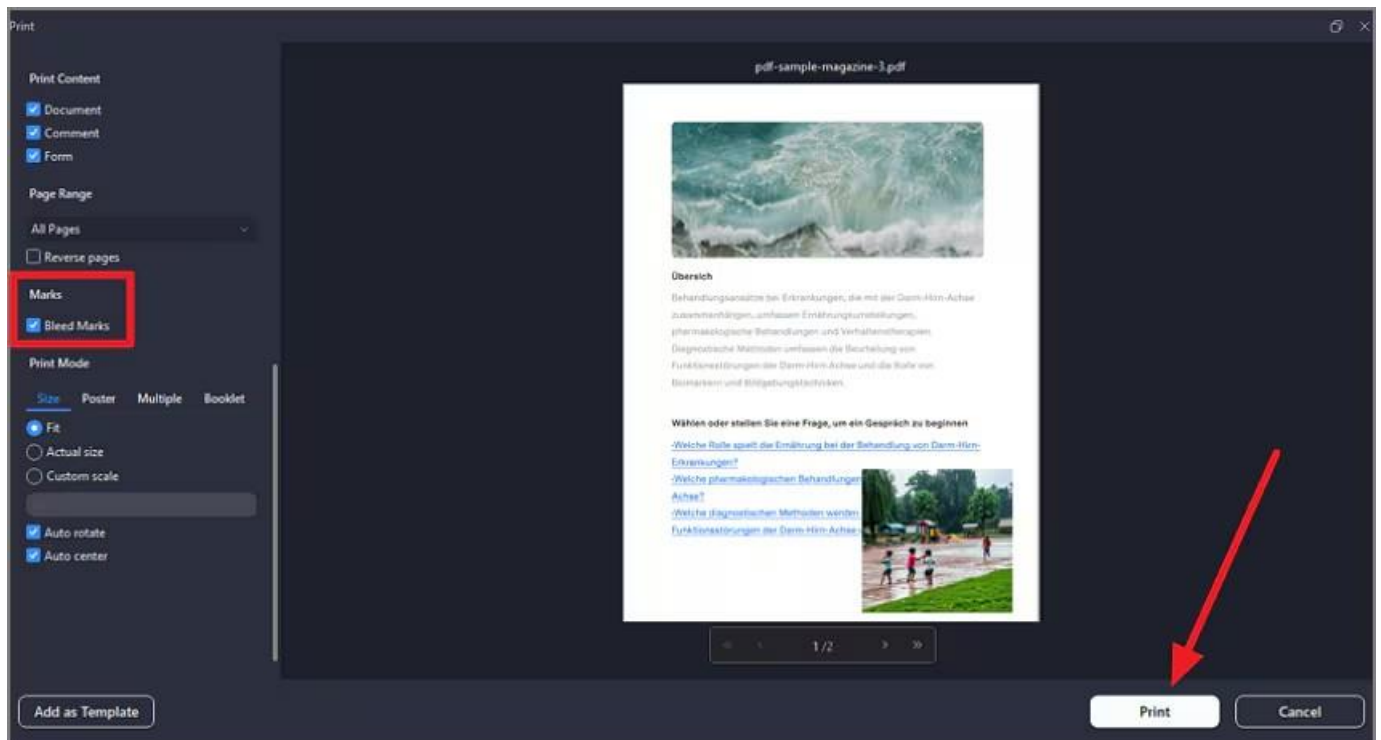
Step 2

Next, head to the left section of the enabled window and configure your settings. Press the “Advanced Settings” option to proceed with the process.



Step 3

Scroll through the section and tick the “Bleed Mark” checkbox available under the “ Marks” section. Finally, press the “Print” button to successfully print the document with bleed marks.

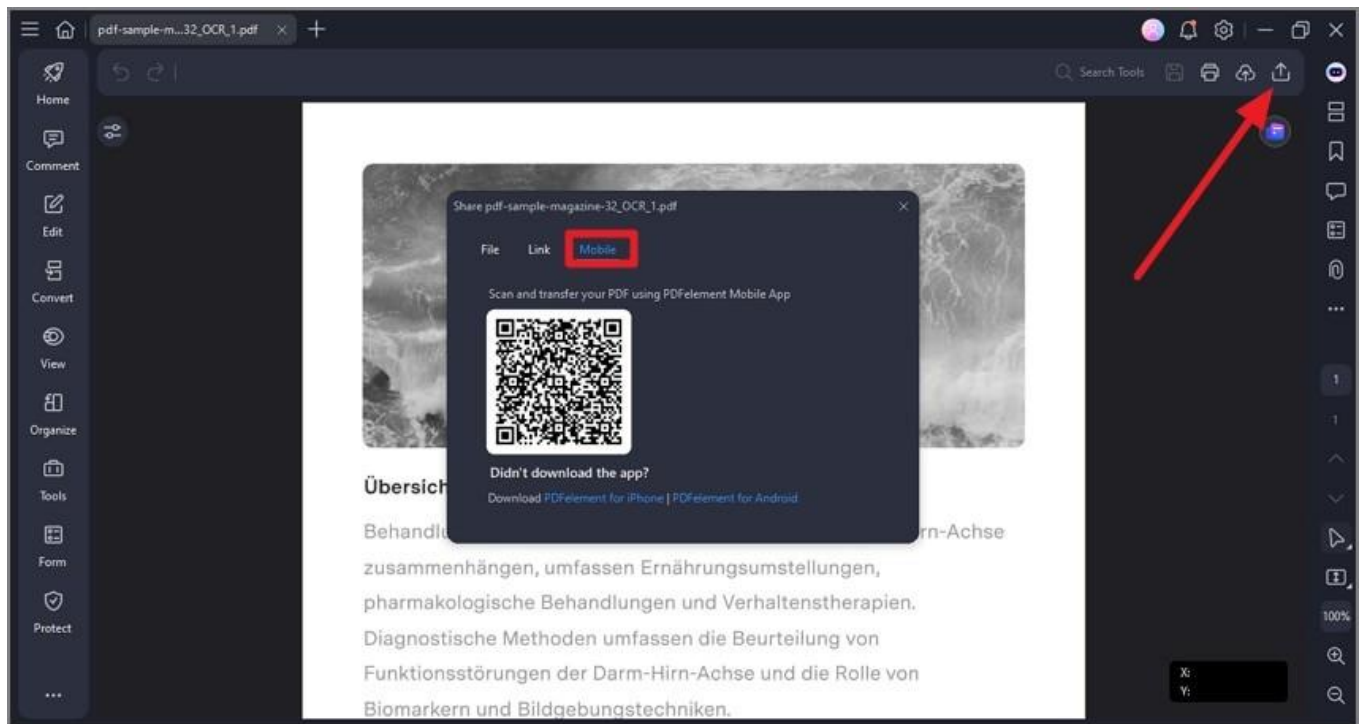


Share PDF Files

Share PDF with QR Code

Sharing a PDF with a QR code in PDFelement is a convenient way to quickly transfer or distribute PDF files, especially between devices or to other users without traditional file sending methods. PDFelement allows users to generate a QR code that links directly to the PDF file, which can then be scanned by a smartphone or tablet using the PDFelement mobile app or any QR code reader. To learn how to share a PDF video QR code, read the instructions mentioned below:

Instructions. After accessing the document that you want to share via QR code in the tool's interface, press the “Share” icon in the top-right corner of the interface. Next, enable the “Mobile” section to generate the QR code. You can now scan the code from your mobile device to open the document instantly on your smartphone.

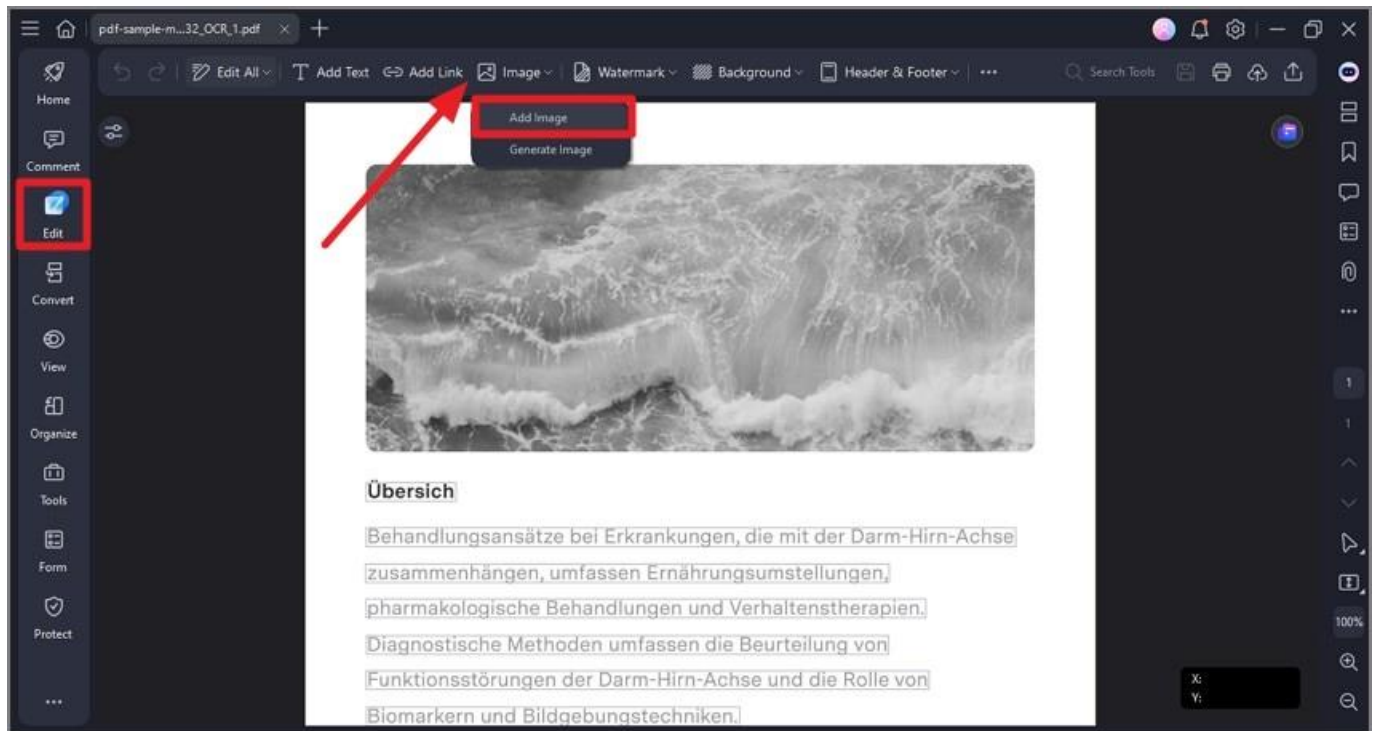


Add a QR Code to a PDF

With PDFelement, you can add a QR code to embed a scannable link or information directly within the document. This feature allows users to generate a QR code that can contain URLs, text, or other data, which is then inserted into the PDF as an image element. The QR code can be positioned anywhere on the page and customized in size to fit the document's layout. To learn how to insert a QR code into your document, read the steps mentioned below:

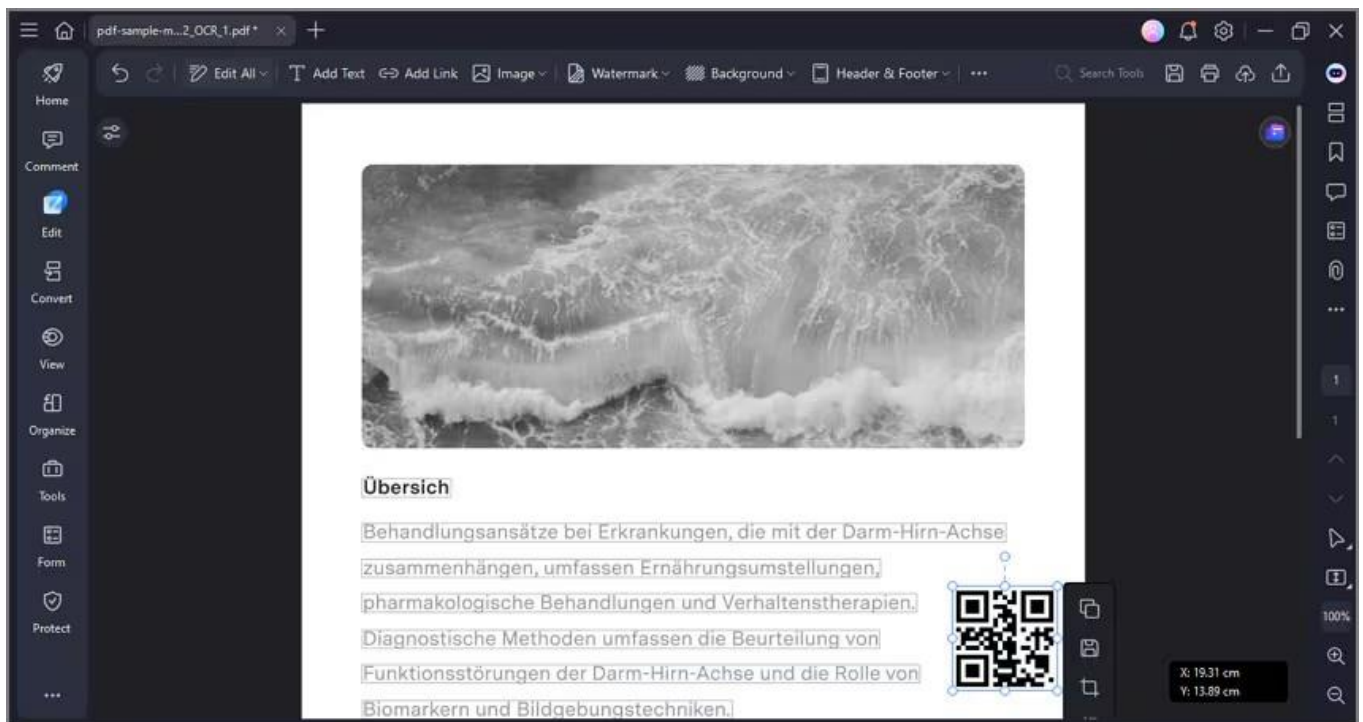
Step 1

To begin, generate a QR code using any online tool and save it to your device. Next, launch PDFelement and open the document in which you want to insert the QR code. Now, enable the "Edit" section from the left sidebar and head to the top toolbar. From here, expand the "Image" option and pick "Add Image."



Step 2

Now, import the QR code from your device and reposition it on the document according to your preferences.

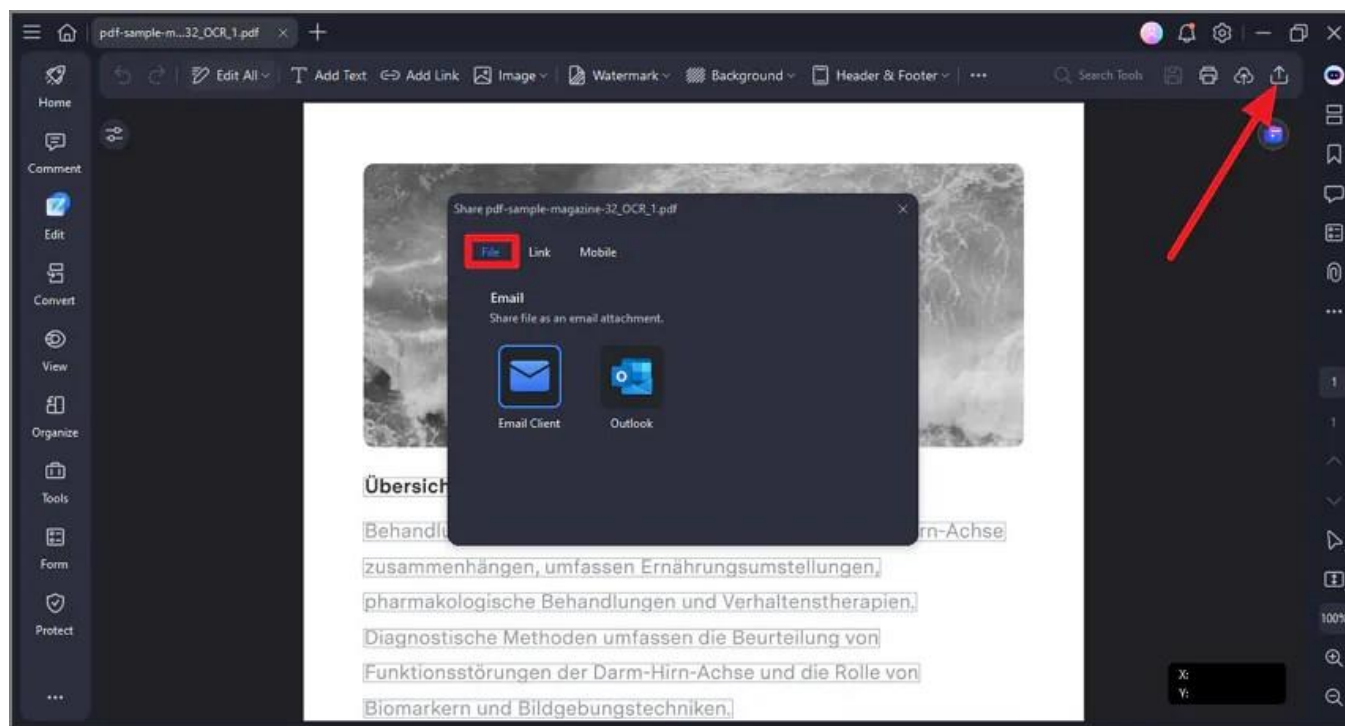


Send PDF to Email

PDFelement includes a built-in option to send PDFs directly via email without leaving the application. This feature streamlines the sharing process by allowing users to attach the PDF they are working on to an email through their default email client or integrated email services.

Users can customize the email subject line and message body before sending, according to their preferences. To learn how to send a document via email within the PDFelement interface, read the instructions mentioned below:

Instructions. After importing your document to the tool's interface, head to the top-right corner of the interface and press the "Share" icon. Next, access the "File" section and choose the email service to add the document as an attachment and send it to the respective recipient.

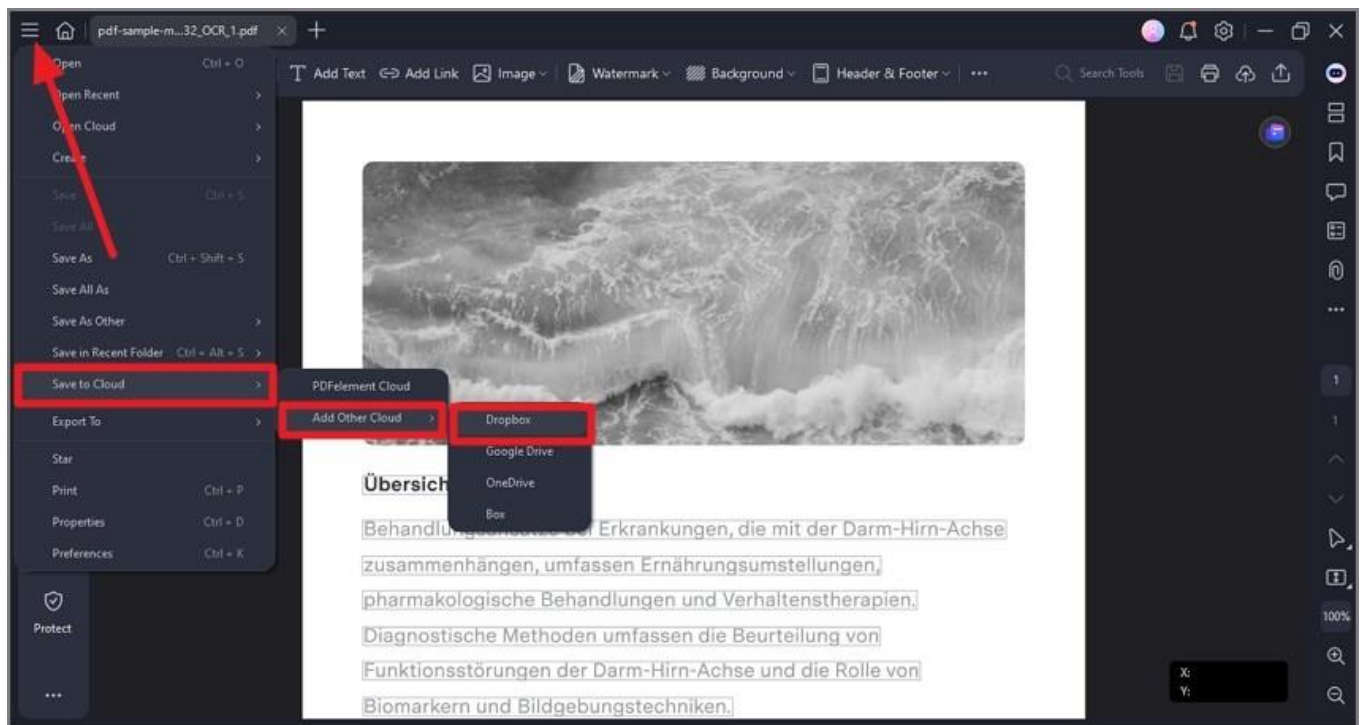


Share PDF to Dropbox

- Please authorize PDFelement to access PDF documents from your Dropbox account before sharing PDFs to Dropbox. Click the "File" > "Save to Cloud" > "Dropbox" button.
- If you have not added Dropbox to this program, please click the "File" > "Save to

Cloud" > "Add Other Cloud" button > "Dropbox" button. A dialog pops up to remind you to give access authorization to PDFelement. After authorization, click the "Refresh" button on the dialog.

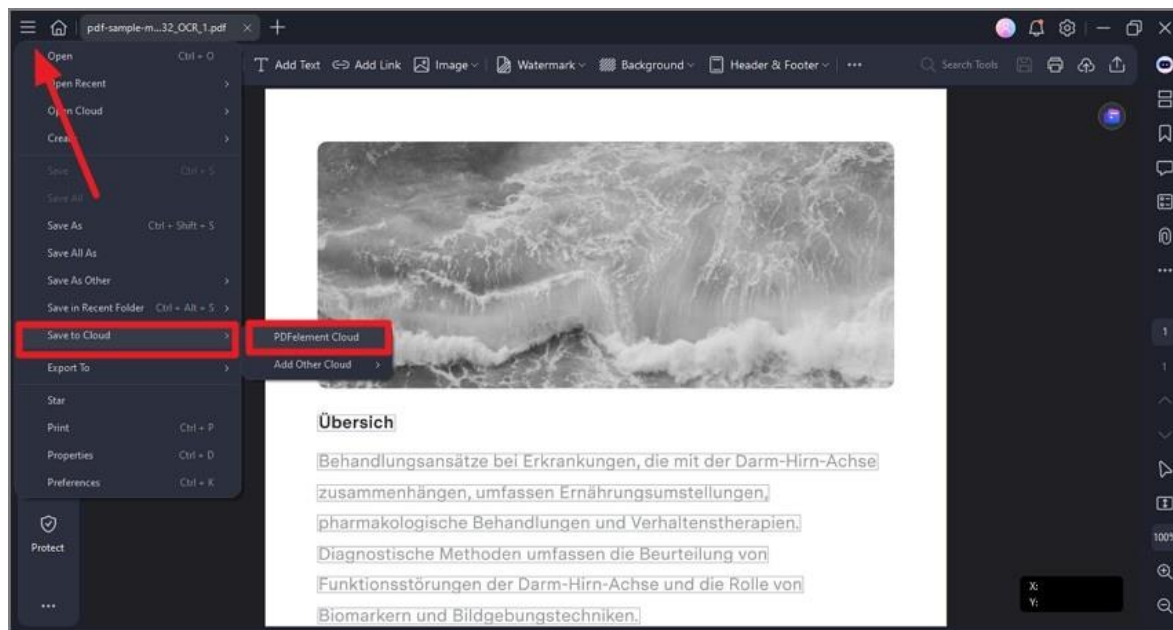
- Click the "Upload" button to import the file in the pop-up window. After uploading, click "OK".



Upload PDF to Cloud

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

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



Share PDF to Google Drive

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

