PDF EDIT PRO USER MANUAL

OCR

The **OCR** panel converts scanned or image-based PDF documents into searchable PDFs by recognising the text on each page.
After OCR is complete, you can select, search, and copy text like a normal digital document.

Basic use (most common workflow)

1. Open a scanned or non-searchable PDF.
2. Open the **OCR** panel.
3. Choose which pages to process:
    o **Entire Document** (most common)
    o **Current Page**
    o **Page Range**
    o **Pages Without Text**
4. Select the language used in the document text (or leave **Auto Detect** enabled).
5. Click **Run OCR** and wait for processing to finish.
6. When complete, choose whether to:
    o Save a **new searchable PDF**, or
    o **Replace the original PDF** with the OCR version.

Page selection options

- **Entire Document**
  Runs OCR on every page.
- **Current Page**
  Runs OCR only on the currently visible page.
- **Page Range**
  Allows specific pages to be processed (for example: `1-3, 5, 8-10`).
- **Pages Without Text**
  Runs OCR only on pages that do not already contain searchable text.

Language selection

- **Languages**
  Select one or more languages used in the document text.
- **Auto Detect**
  Automatically detects the language.
  Use this if you are unsure which language the document uses.

Accuracy and quality settings (explained simply)

- **Accuracy: Fast / Accurate**
  - **Fast**
    Processes pages more quickly. Suitable for clear, high-quality scans.
  - **Accurate**
    Slower, but improves recognition on low-quality, skewed, or complex scans.
- **Resolution (DPI)**
  Controls how much image detail is used during OCR.
  - **150 DPI** – Faster processing, suitable for large text
  - **300 DPI** (recommended) – Best balance for most documents
  - **600 DPI** – Highest accuracy, slower processing

Confidence highlighting

- **Highlight Low Confidence**
  Highlights words the OCR engine is less confident about.
  This helps with proofreading OCR results.
- **Confidence thresholds (Red / Yellow)**
  Adjust how strict the confidence highlighting is:
  - Lower values highlight more text
  - Higher values highlight only the most uncertain results

Extraction mode

The **Extraction** tab allows you to extract recognised text **without modifying the PDF**.

In this mode you can:

- Preview the PDF and recognised text side-by-side
- Export text as:
  - TXT
  - Markdown (MD)
  - RTF
  - DOCX

Additional extraction options allow you to:

- Include confidence markers
- Merge lines
- Remove repeating headers and footers
- Export each page as a single text block

Notes

- OCR may take longer on large documents or when using **Accurate** mode and high DPI values.
- For most documents, **Auto Detect language**, **Accurate**, and **300 DPI** provide good results.

Save / Export

The **Save / Export** panel is used to save your PDF, either as an editable document or as a flattened final version.

Basic use

1. Open the **Save / Export** panel.
2. Choose whether to save the document as **Non-Flat** or **Flat**.
3. Review the estimated file size.
4. Click **Save** to overwrite the current file, or **Save As** to create a new copy.

Save modes (explained simply)

- **Non-Flat (Editable)**
  Saves the PDF with editable elements intact, such as overlays, annotations, and objects.
  Use this if you plan to continue editing the document later.
- **Flat (Final Output)**
  Permanently merges all visible content into the PDF pages.
  After flattening, text boxes, redactions, highlights, and objects can no longer be edited.

Flatten quality options

When **Flat** mode is selected, you can choose a quality preset:

- **Standard (Smaller File)**
  Produces a smaller file size. Suitable for sharing or archiving.
- **High Clarity (Larger File)**
  Preserves more visual detail at the cost of a larger file size.
  Recommended for printing or high-quality output.

Estimated file size

- The panel displays an **estimated file size** based on your selected options.
- This helps you balance quality against file size before saving.

Save options

- **Save**
  Overwrites the current file.
- **Save As**
  Creates a new file and lets you choose the location and filename.

Notes

- Flattening is **not reversible**.
  If you may need to edit the document again, save a **Non-Flat** version first.

Convert

The **Convert** panel exports PDF pages as image files such as PNG, JPEG, or TIFF.

This is useful when you need images for presentations, websites, or other applications.

Basic use

1. Open the **Convert** panel.
2. Choose a format (PNG, JPEG, or TIFF).
3. Select which pages to export.
4. Adjust quality and resolution if needed.
5. Click **Export** and choose an output folder.

Format options

- **PNG**
  Lossless quality. Larger file size. Good for sharp text and graphics.
- **JPEG**
  Smaller file size. Quality can be adjusted. Best for photos.
- **TIFF**
  High-quality format commonly used in professional workflows.

Colour options

- **Color**
  Exports full-colour images.
- **Grayscale**
  Converts pages to shades of grey.
- **Monochrome**
  Black-and-white only. Smallest file size.

Resolution (DPI)

Resolution controls image detail:

- **Lower DPI**
  Smaller files, less detail.
- **Higher DPI**
  Sharper images, larger files.

For most uses, standard DPI values are sufficient.
Higher DPI is useful for printing.

Page selection

You can export:

- **All Pages**
- **Current Page**
- **Custom Range** (for example: `1-5, 8, 10-13`)

Page ranges can also be saved as presets for reuse.

Quality settings (JPEG only)

- **JPEG Quality**
  Controls compression:
    - Lower values reduce file size
    - Higher values preserve detail

Advanced options

- **Merge selected pages into one long image**
  Combines multiple pages into a single vertical image.
- **Create subfolder named after PDF**
  Keeps exported images organised.
- **Zip images after export**
  Packages all exported images into a ZIP file.
- **File naming**
  Controls how exported files are named.
- **Target total size**
  Attempts to keep the total export size near a specified limit.

Presets

- **Master Presets**
  Save all conversion settings together.
- **Quality Presets**
  Save only quality-related settings.
- **Page Range Presets**
  Save commonly used page ranges.

Notes

- Higher resolution and quality settings increase export time and file size.
- Presets are useful if you regularly export PDFs with the same settings.

Sticky Notes

The **Sticky Notes** panel adds note annotations to the document for comments, reminders, or review.

Adding a sticky note

1. Open the **Sticky Notes** panel.
2. Click **Insert Sticky Note**.
3. Drag on the page to place the note.
4. Double-click the note to enter text.

Editing sticky notes

When a note is selected, you can:

- Change the **background colour**
- Choose a **font**
- Adjust **font size**
- Toggle **bold**, **italic**, or **underline**
- Set text alignment (left, centre, right)

Managing notes

- **Delete** removes the selected note.
- Notes appear in a **note list** for easy navigation.
- Click a note in the list to jump to it.
- Use **Previous / Next** to move between notes.
- **Reindex** renumbers notes in order.
- A **priority flag** can be toggled for important notes.

Notes

- Sticky notes remain editable until the document is flattened.
- Notes are useful for collaboration and review.

Mark Up

The **Mark Up** panel applies underline or strike-through formatting to selected text.

Applying markup

1. Open the **Mark Up** panel.
2. Select text in the document.
3. Click:
    - **Underline Selection**, or
    - **Strike Through Selection**

Managing markup

- **Undo** removes the most recent markup.
- **Undo All** removes all markup from the current session.

Markup colours

Choose from preset colours or select a custom colour.

Notes

- Markup affects appearance only and does not change the text content.
- Markup remains editable until flattened.

Shapes

The **Shapes** panel inserts simple shapes onto the document.

Adding shapes

1. Open the **Shapes** section (via Sticky Notes panel).
2. Select a shape:
    - Rectangle
    - Square
    - Circle
    - Oval
    - Line
    - Arrow

3. Drag on the page to draw the shape.

Editing shapes

When a shape is selected, you can:

- Change **fill colour**
- Change **line colour**
- Adjust **line weight**
- Move or resize the shape
- Delete the shape

Notes

- Shapes are useful for callouts, diagrams, and visual emphasis.
- Shapes remain editable until flattened.

Import

The **Import** panel adds images to a new or existing PDF.

Importing images

1. Open the **Import** panel.
2. Choose whether images are imported as:
   - **Document Pages** (full pages), or
   - **Pictures** (objects placed on a page)
3. Click **Import Images** and select files.
4. Adjust layout and quality options.
5. Click **Save to PDF** to create or update the document.

Import options (simplified)

- **Page size and orientation**
  Controls how imported images are placed.
- **Scale mode**
  Fits or fills the page.
- **Quality**
  Higher quality increases file size.
- **Grayscale**
  Converts images to black and white.

Pages

The **Pages** panel manages pages in the document.

Managing pages

- **Add Blank Page** adds a new page after the current one.
- **Delete Pages** removes the current page.
- **Undo** restores the last deleted page.
- **Undo All** restores all deleted pages from the session.

Notes

- Page changes are session-based until saved.
- Undo allows safe experimentation.

PDF Info

The **PDF Info** panel displays document details.

Information shown

- File name and size
- Creation and modification dates
- Page count and page size
- Encryption and permission status
- Metadata such as title, author, and keywords

Notes

- This panel is read-only.
- Useful for checking document properties before sharing.

Duplicate

The **Duplicate** panel creates a copy of the current PDF.

Duplicating a document

1. Open the **Duplicate** panel.
2. Click **Duplicate PDF**.
3. Choose a save location and filename.
4. Choose whether to open the duplicate or stay on the original.

Notes

- The duplicate is a separate file.
- Useful for versioning or experimentation.

Encryption

The **Encryption** panel adds password protection to a PDF.

Encrypting a document

1. Open the **Encryption** panel.
2. Enter and confirm a **document password**.
3. Optionally enter an **owner password**.
4. Choose permissions:
    - Allow printing
    - Allow copying text or images
5. Click **Save Encrypted Copy**.

Password types

- **Document password**
  Required to open the file.
- **Owner password**
  Grants full control and permission changes.

Notes

- Encryption creates a new file.
- Keep passwords safe — they cannot be recovered.

Highlighter

The **Highlighter** panel marks text in the document so it stands out visually, without changing the underlying content.

Highlighting selected text

1. Open the **Highlighter** panel.
2. Click **Select Text**.
3. Drag to select text in the document.
4. Click **Highlight** to apply a highlight.

Highlighting by drawing boxes

1. Click **Draw Box**.
2. Drag a box over the area to highlight.
3. The selected area is highlighted.

Highlighting by search

1. Enter text in the **Search Highlight** field.
2. Click **Find**.
3. Use **Next** and **Previous** to move through matches.
4. Click **Highlight** to highlight the current match.
5. Click **Highlight All** to highlight every match.

Managing highlights

- **Undo** removes the most recent highlight.
- **Undo All** removes all highlights from the current session.
- **Delete** removes a selected highlight.
- **Highlight count** shows how many highlights are present.

Highlight colours

You can choose from:

- Yellow
- Green

- Pink
- Orange
- Custom colours (via colour picker)

Notes

- Highlights remain editable until the document is flattened.
- Highlighting does not remove or alter text.

Object

The **Object** panel inserts and manages images and signatures placed on the PDF.

Inserting an image

1. Open the **Object** panel.
2. Click **Insert Picture**.
3. Select an image file.
4. The image is placed on the current page.

Inserting a signature

1. Click **Insert Signature**.
2. Select an existing signature or create a new one.
3. The signature is placed on the page.

Editing objects

After selecting an object (shown with a green border), you can:

- **Move and resize**
  Drag the object or its handles.
- **Resize Mode / Crop Mode**
  Switch between resizing the entire object or adjusting the visible crop area.
- **Return Original**
  Restores the full, uncropped image.
- **Rotate**
  Rotate the object 90° left or right.

Deleting objects

- **Delete Selected Object** removes the object.
- **Undo Delete** restores the last deleted object.

Notes

- Objects remain editable until the document is flattened.
- Images and signatures behave the same once inserted.

Signature

The **Signature** feature allows you to place saved signatures onto a PDF.

Using signatures

1. Open the **Object** panel.
2. Click **Insert Signature**.
3. Choose a saved signature or create a new one.
4. The signature is placed on the current page.

Editing signatures

Once placed, a signature can be:

- Moved
- Resized
- Rotated
- Deleted

Notes

- Signatures are managed from the Object panel.
- Multiple signatures can be reused across documents.

Merge

The **Merge** panel combines pages from multiple PDF files into a single document.

Basic use

1. Open the **Merge** panel.
2. Select a source PDF from the list on the right.
3. Select one or more pages from the source PDF.
4. Drag the selected pages into the destination document on the left.
5. Drop the pages at the position where you want them inserted.
6. Click **Save Merged PDF** to save the combined document.

Selecting pages

- Click a page to select it.
- Hold **Command** to select multiple individual pages.
- Hold **Shift** to select a continuous range of pages.

Page placement

- Pages are inserted exactly where they are dropped.
- Existing pages automatically shift to make room.

Notes

- Source PDFs are not modified.
- The merged document must be saved to keep the changes.

Find & Replace

The **Find & Replace** panel searches for text in the PDF and replaces it with new text.

Finding text

1. Open the **Find & Replace** panel.
2. Choose the search scope:
    - **Document** (entire PDF)

           o   **Page** (current page only)
3. Enter the text to find.
4. Optional:
           o   Enable **Case Sensitive**
           o   Enable **Whole Word**
5. Click **Find**.
6. Use **Next** and **Previous** to move through matches.

Replacing text

1. Enter replacement text in **Replace With**.
2. Click **Replace** to replace the current match.
3. Click **Replace All** to replace all matches.
4. Use **Undo** or **Undo All** to reverse replacements.

Adjusting replacement appearance

When a replacement is selected, you can adjust:

- **Font**
- **Font size**
- **Bold**, **Italic**, **Underline**
- **Text colour**
- **Position nudging** (small left/right/up/down adjustments)
- **Height and width adjustments** for alignment

Mask view

- **Show Mask** displays a visual overlay to help align replacements accurately.

Notes

- Replacements remain editable until the document is flattened.
- Individual replacements can be deleted if needed.

Overlay

The **Overlay** panel inserts editable text boxes onto the PDF.

These text boxes remain editable until the document is flattened.

Adding a text overlay

1. Open the **Overlay** panel.
2. Click **Insert Text Box**.
3. Drag on the page to place the text box.
4. Double-click the text box to edit its content.

Editing overlays

When a text box is selected, you can:

- Change the **font**
- Adjust **font size**
- Toggle **bold**, **italic**, or **underline**
- Set text alignment (left, centre, right)

Managing overlays

- **Mask** highlights all unflattened text boxes.
- **Delete** removes the selected text box.
- **Undo** restores the last deleted text box.

Notes

- Overlays are ideal for adding or correcting text.
- Overlays become permanent when the document is flattened.

Redaction

The **Redaction** panel permanently removes sensitive information from a PDF.

Redacted content is hidden visually and removed from the document when committed.

Redacting selected text

1. Open the **Redaction** panel.
2. Click **Select Text**.
3. Drag to select text on the page.
4. Click **Apply Redaction**.

Redacting by drawing boxes

1. Click **Draw Box**.
2. Drag a box over the area to redact.
3. Click **Apply Redaction**.

Redacting by search

1. Enter text in the **Search Redact** field.
2. Click **Find**.
3. Use **Next** and **Previous** to review matches.
4. Click **Redact** to redact the current match.
5. Click **Redact All** to redact all matches.

Pattern-based redaction

You can automatically search for:

- Email addresses
- Phone numbers
- Financial numbers
- General numeric patterns

Managing redactions

- **Undo** removes the most recent redaction.
- **Undo All** removes all uncommitted redactions.
- **Delete** removes a selected redaction.

- **Redaction count** shows how many redactions are present.

Redaction appearance

- **Redaction colour** controls the colour used to cover redacted areas.

Committing redactions

- **Commit All Redactions** permanently applies redactions and creates a secure, flattened copy of the document.

Notes

- Once redactions are committed, they **cannot be undone**.
- Always review redactions carefully before committing.

Final note

Most edits in PDF Edit Pro remain **fully editable** until the document is flattened.
If you may need to make changes later, always keep an **unflattened copy**.