

User Manual of VeryDOC Advanced PDF Tools

User Handbook

VeryDOC
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Introduction

VeryDOC Advanced PDF Tools has been designed for Windows users to edit PDF property contents and enhance PDF files without opening PDF documents. This application allows users to edit PDF initial view, PDF software interface, PDF window options, PDF start page of preview, PDF page magnification, PDF page layout, PDF page size, PDF content size, PDF rotation and PDF optimization, PDF compression, PDF metadata, PDF info customization and others. **VeryDOC Advanced PDF Tools** is independent of any PDF editing and viewing softwares.

Operating System

At least 64M Windows 98/ME/2000/XP/2003/Vista/7 of both 32 and 64-bit

How to add PDF files

There are two ways:

- Click **Open** on toolbar on GUI interface > select right PDF files in pop dialog box > click **Open**
- Drag and drop PDF files from one folder into processing form directly

Then, selected PDF files could be shown in processing form with directories located under **Source files**.

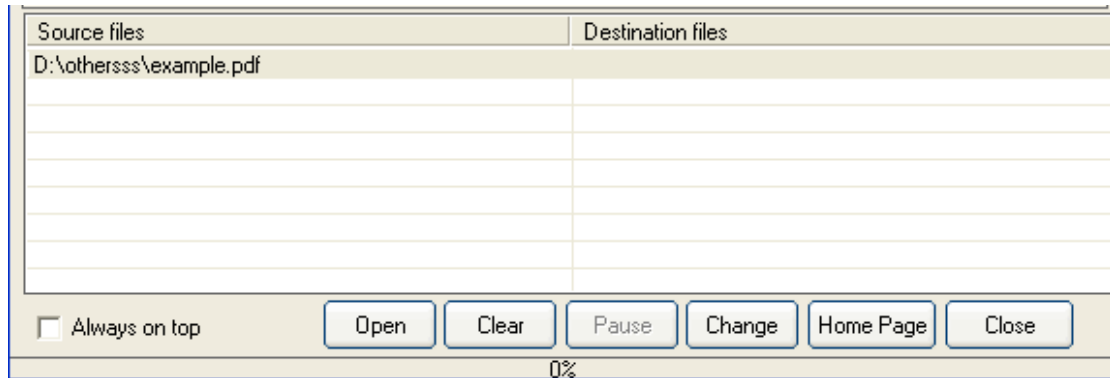


Fig1. Processing form on GUI interface with tool buttons below it

After adding source PDF files, you can do operations what **VeryDOC Advanced PDF Tools** supports:

How to edit PDF summary/information

Please click tab **Summary** on GUI interface, then, do the following optionally and flexibly.

Title

To edit PDF title, please click check-box **Title** > type PDF title in edit-box **Title**

Subject

To set PDF subject, please click check-box **Subject** > input PDF subject in edit-box **Subject**

Author

To set PDF author, please click check-box **Author** > type PDF author in edit-box **Author**

Keywords

To customize PDF keywords, please click check-box **Keywords** > type PDF keywords in edit-box **Keywords**

CreateDate

To edit PDF created date, please click check-box **CreateDate** > type PDF title in edit-box **CreateDate**

ModifyDate

To set PDF modified date, please click check-box **ModifyDate** > type PDF modified date in edit-box **ModifyDate**

Creator

To edit PDF creator, please click check-box **Creator** > type PDF title in edit-box **Creator**

Producer

To customize PDF producer, please click check-box **Producer** > type PDF title in edit-box **Producer**

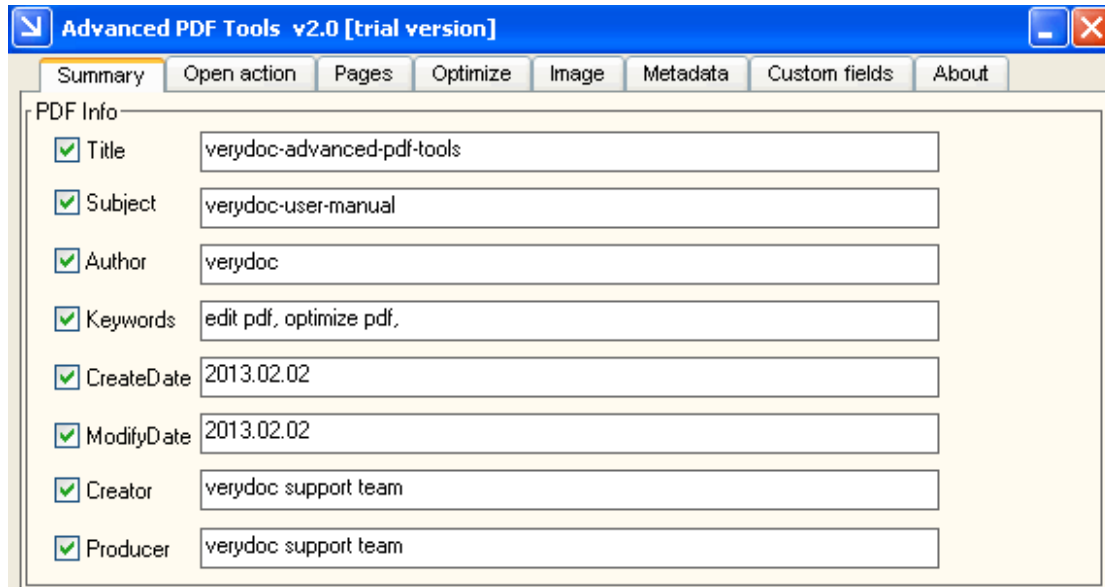


Fig2. Summary tab

How to set opening action for PDF

VeryDOC Advanced PDF Tools supports setting opening actions for PDF in various aspects:
After click on tab **Open action**, it is easy to set supported action.

Initial view

Not change

- To retain default setting on PDF view, please click radio **Not change**

Page only

- To only view PDF page initially, please click radio **Page only**

Bookmarks and page

- To make PDF page and bookmark viewed initially, please click radio **Bookmarks and page**

Thumbnails and page

- To view thumbnails and pages only initially, please click radio **Thumbnails and page**

Open in full screen mode

- To open PDF file in full screen mode, please click radio **Open in full screen mode**

UseOC

- To use OC to view PDF, please click radio **UseOC**

Start page number

- To set which page is initially to view, please type page number, e.g., 2, in edit-box **Start page number**

Magnification

- To edit PDF magnification, please select one on pop list **Magnification**, e.g., Fit visible, etc.

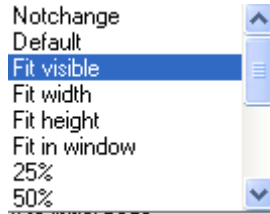


Fig3. Magnification list

Page layout

- To edit page layout for preview initially, just select one on pop list **Page layout**, e.g., single page, etc.

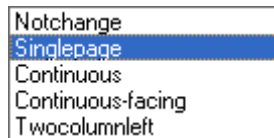


Fig4. Page layout list

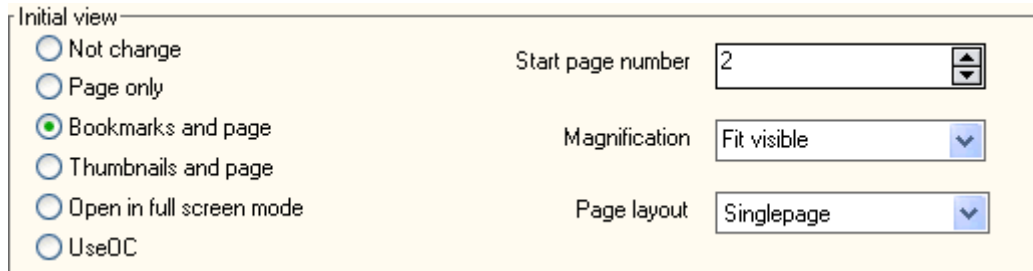


Fig5. Initial view panel

User interface option

Not change

- To preview PDF in default user interface option, please click check-box **User interface option**

Hide menu bar

- To hide menu bar, please click check-box **Hide menu bar**

Hide tool bar

- To hide tool bar once opening PDF, please click check-box **Hide tool bar**

Hide windows control

- To hide windows control when opening PDF, please click check-box **Hide windows control**

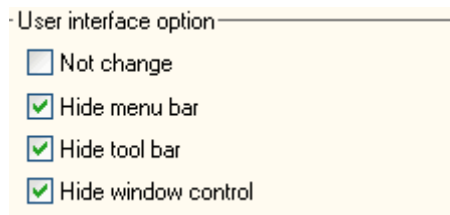


Fig6. User interface option panel

Window option

Not change

- To maintain default setting on Windows of opened software interface when viewing PDF, please click radio **Not change**

Resize window to initial page

- To resize window due to initial page, please click check-box **Resize window to initial page**

Center window on screen

- To preview PDF in the screen center, please click check-box **Center window on screen**

Display document title

- To display PDF title in software window, please click check-box **display document title**

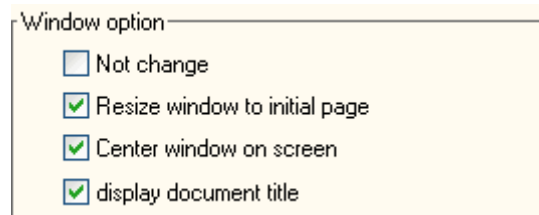


Fig7. Window option panel

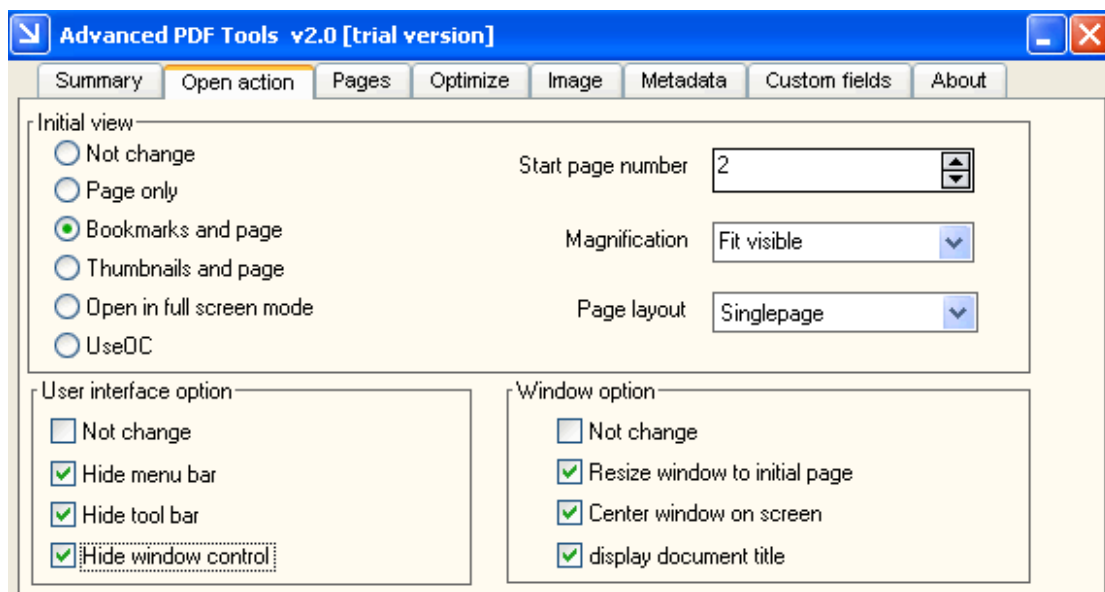


Fig8. Open action tab

How to edit PDF pages

After click on tab **Pages**, you can do the followings:

Rotate page

- To set page rotation, please select one rotation/degree on pop list **Rotate pages degree**

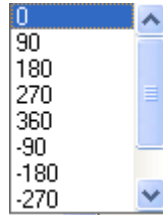


Fig9. Rotation list

Change page info

- To retain page info, please click radio **Not change**
- To change page size by using prepared one, please click radio **Change page size** > select one on pop list **Change page size**; to customize page size, please click **custom** on pop list **Change page size** > type values in edit-boxes **Width** and **Height**

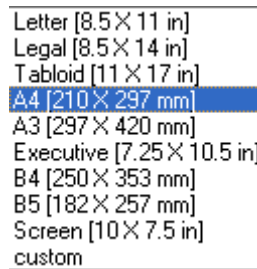


Fig10. Page size list

- To set page scale, please click radio **Set page scale** > input value in edit-boxes **Width** and **Height**

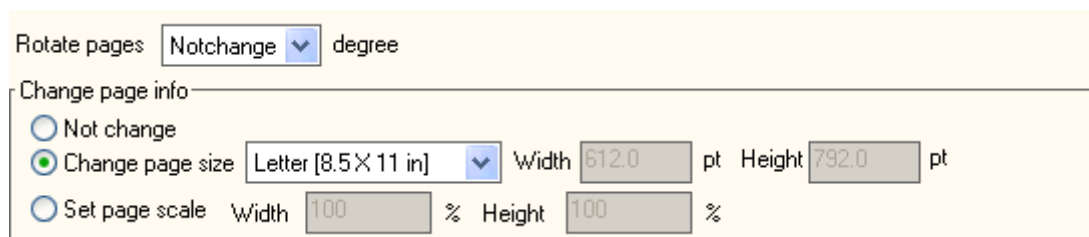


Fig11. Rotation and page info changing panel

Page content

Content scale and rotation

- If click on **No scaling**, PDF page content will be retained in the default state

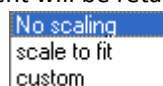


Fig12. Page content list

- If click on **scale to fit** on pop list **page**, you can edit content rotation by selecting one degree on pop list **Pages rotate degree**

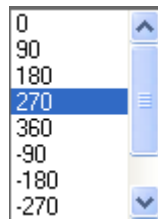


Fig13. Pages rotate degree list

- If click on **Custom** on pop list **page**, scale width and height could be set in edit-boxes **Width** and **Height**, as well as rotation on pop list **Pages rotate degree**

Set page margin

- To edit page margin, please type integer in edit-box **Increase pages margin pt**

Content position

- To customize content offset in X and Y, just type values in edit-boxes **xOffset** and **yOffset**
- To set PDF content at the center of page, please click check-box **Center on page**

Page content

page Width % Height % Pages rotate degree

Increase pages margin pt xOffset yOffset Center on page

Fig14. Page content panel

Affect pages range

- To affect all pages of PDF with setting above under tab **Pages**, please click radio **All pages**
- To affect only several pages, please click radio **Set page range** > type page numbers or ranges in edit-box **Set page range**, and more info could be found in the following snapshot:

Affect pages range

All pages

Set page range Example: 1,2,3,7,12-18,19

Fig15. Affect pages range panel

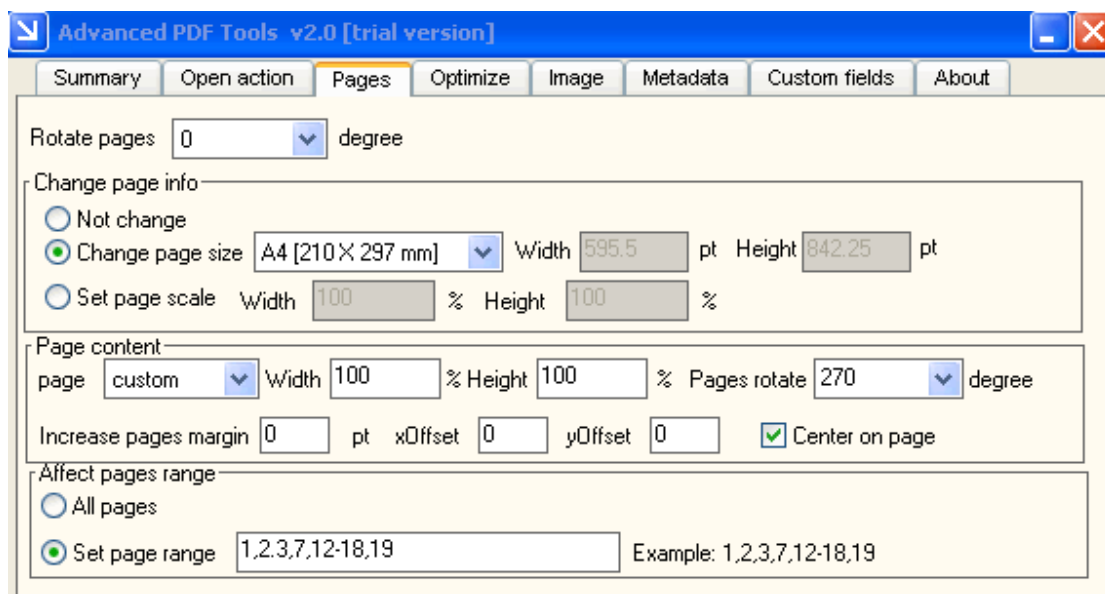


Fig16. Pages tab

How to optimize PDF

It is essential to click tab **Optimize** firstly.

Remove metadata

Click on check-box **Remove metadata** enables you to remove metadata

Remove javascript

Click on check-box **Remove javascript** removes javascript

Remove embedded thumbnails

Click on check-box **Remove embedded thumbnails** enables you to remove embedded thumbnails

Remove all comments

Click on check-box **Remove all comments** is able to remove all comments

Remove embedded file

Click on check-box **Remove embedded file** allows you to remove embedded file

Remove bookmarks

Click on check-box **Remove bookmarks** helps you remove bookmarks

Remove named destination

Click on check-box **Remove named destination** removes named destination

Remove all form actions

Click on check-box **Remove all form actions** enables you to remove all form actions

Recompress data stream

Click on check-box **Recompress data stream** helps to recompress data stream

Fast web view enabled

Click on check-box **Fast web view enabled** enables **fast web view**

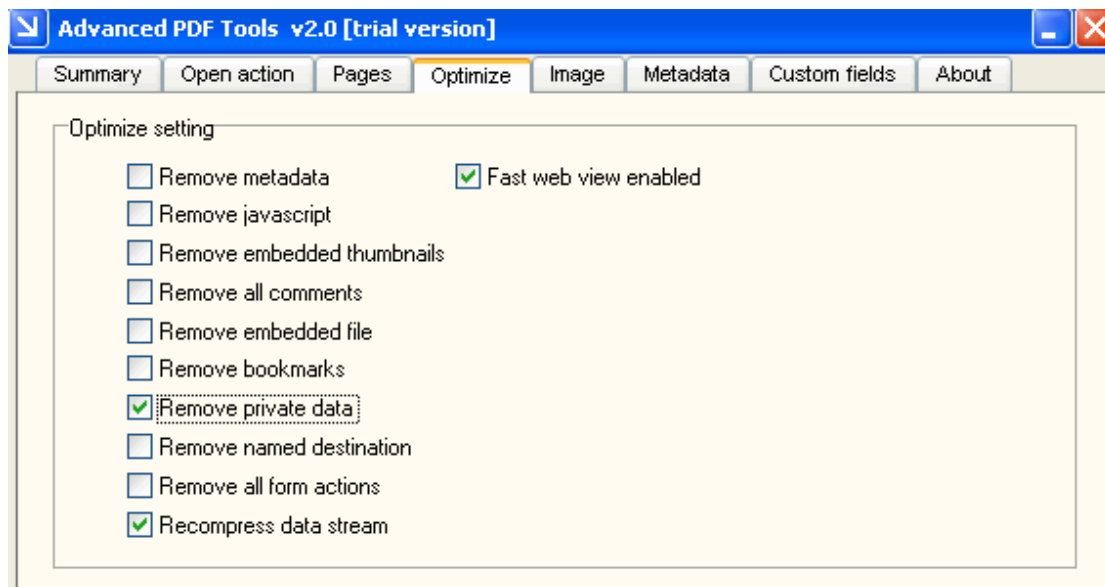


Fig17. Optimize tab

How to edit image in PDF

There are 3 types images located PDF files software can process, after click on tab **Image**:

Color image

- To edit color image compression, please click one on pop list **Compression** in **Color**, e.g., Flate, etc.

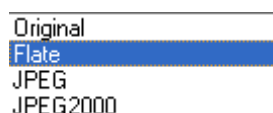


Fig18. Color image compression list

- To edit quality, please use up-and-down arrow buttons in edit-box **Quality** in **Color** to adjust value
- To set color image size, please select one in edit-box **Image size** in **Color** by click on up-and-down arrow buttons

Gray image

- To edit gray image compression, you can select one on pop list **Compression** in **Gray**

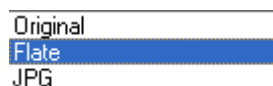


Fig19. Gray image compression list

- To set quality, please use up-and-down arrow buttons in edit-box **Quality** in **Gray** to adjust value
- To edit gray image size, please select one in edit-box **Image size** in **Gray** by click on up-and-down arrow buttons

Monochrome image

- To set monochrome image compression, please click one on pop list **Compression** in **Monochrome**

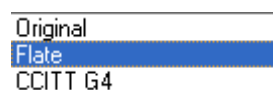


Fig20. Monochrome image compression list

- To customize image size, please select one value in edit-box **Image size** in **Monochrome** with up-and-down arrow buttons there

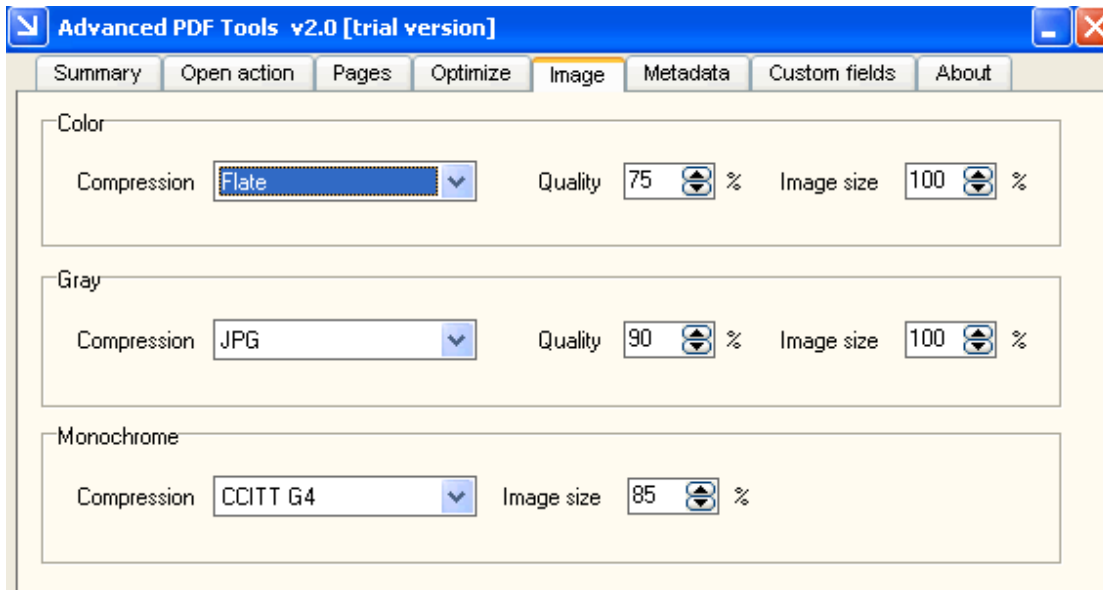


Fig21. Image tab

How to edit PDF metadata

If you need to set PDF metadata information, you can select XML file with button **Select xml file** to achieve it, after click on tab **Metadata**.

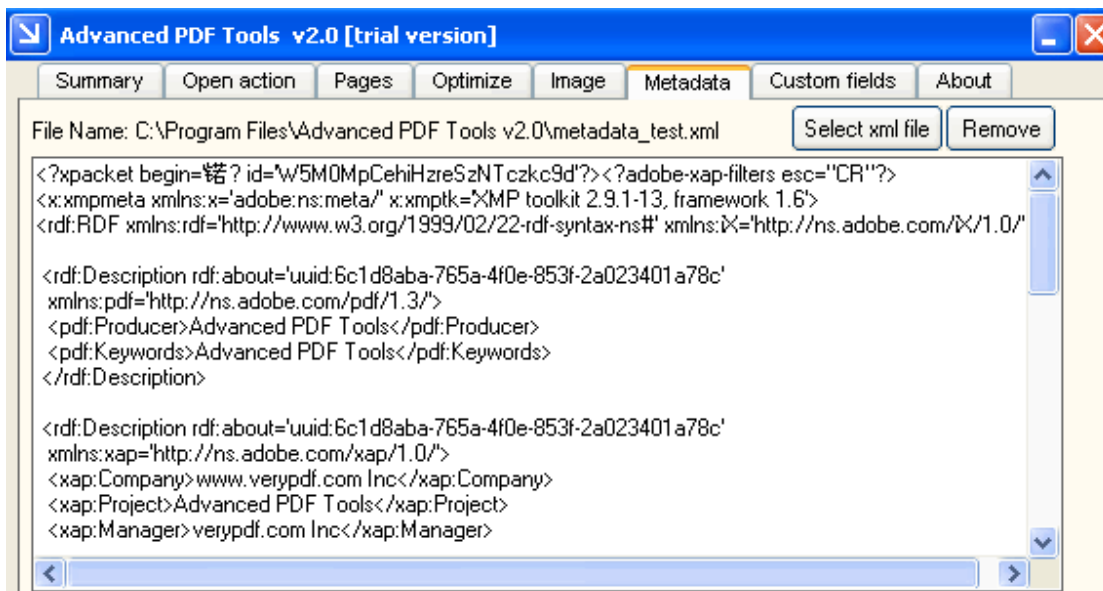


Fig22. Metadata tab with metadata in selected XML

To remove added XML file, please click **Remove** button.

How to customize PDF with your own way

If you need to add your own information, tab **Custom fields** helps you with more.

Under this tab, there are edit-boxes **Key** and **Value**, where you can specify the keys and values one by one, and after typing, click on **Add** make edited key and value displayed in table there.

Most important, any customized items you wish, e.g., specific to a document management system or indexing engine that you use, etc., can be added into this table.

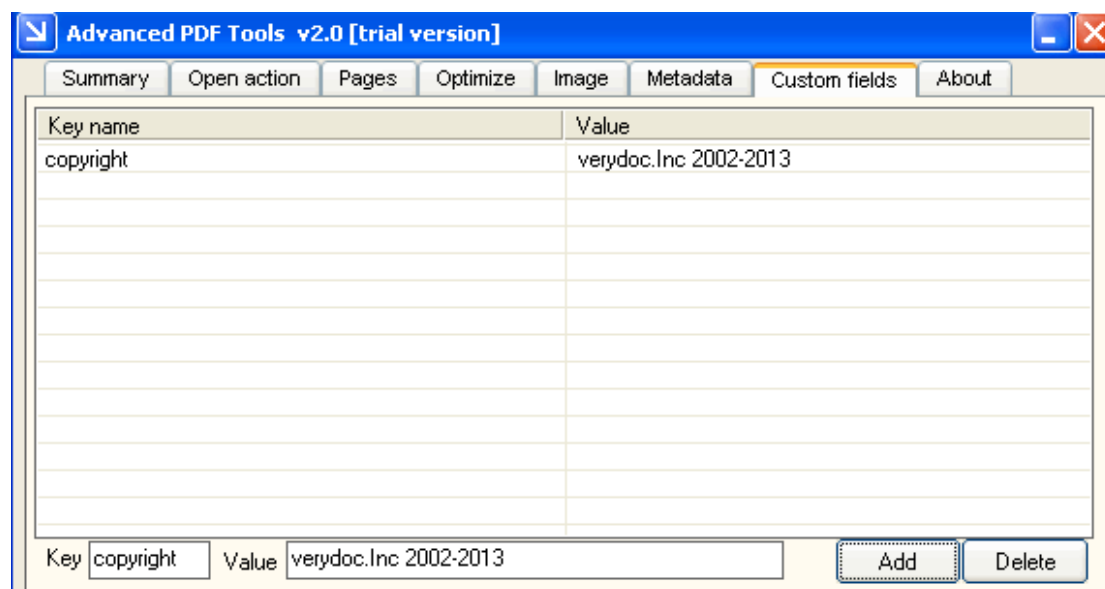


Fig23. Custom fields tab

Note:

Key = the key you want to add;

Value= the value you want key to be;

If you want append "Custom Properties" to existing PDF file, you may add a "+" symbol to the first item in the list, for instance:

"+Company" => "VeryDOC.com Inc"

"Copyright" => "VeryDOC"

How to change source PDF to targeting PDF

After prepared work as mentioned above, please click **Change** on toolbar on GUI interface > set one folder as targeting folder in pop dialog box > click **Save**, a few seconds later, targeting PDF file with specific properties, could be produced into targeting folder.

Shortcut Menu

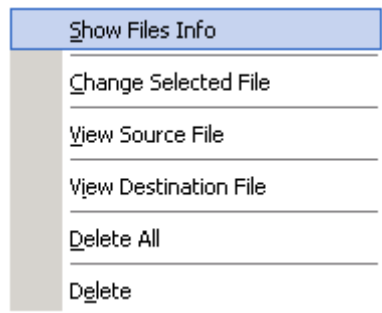


Fig24. Shortcut menu after click on PDF directory

Show Files Info

Select show files info menu PDF Info Editor will extract selected files info to a new window.

Change Selected File

PDF Info Editor allow user process one or more selected files instead of all

View Source File

User can select this menu to view source pdf file selected in pdf file list. User can also double click on one source file to browse .

View Destination File

User can select this menu to view Destination pdf file selected in pdf file list. User can also double click on one Destination file to browse .

Delete All

Select this menu PDF Info Editor will clear the file list box after confirm

Delete

Delete selected files in the file list box.

Other tool buttons on Toolbar

Clear is used to remove all added PDF files one time;

Pause is to help you pause processing;

Homepage is to set to jump to software homepage;

Close is set to close GUI interface.

Contact Info

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