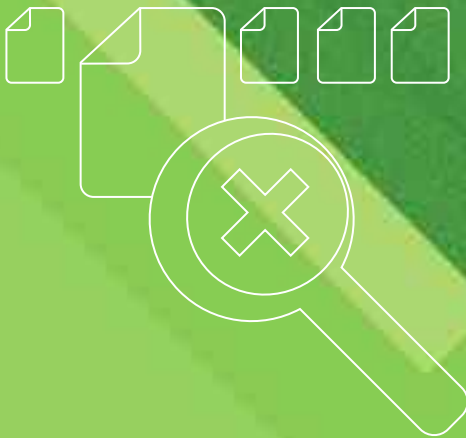




JAWS pdf editor™ v2

User Manual





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Chapter I

Introducing Jaws PDF Editor

Welcome to Jaws PDF Editor from Global Graphics Software. Jaws PDF Editor allows you to open and work with PDF documents. Using the tools in Jaws PDF Editor, you can insert comments, comment text, add and change bookmarks, and apply new security settings to a PDF file.

Jaws PDF Editor is an ideal tool for group working, as it allows you to gather comments from multiple sources and import them into one master PDF document.

What are PDF files?

A Portable Document Format (PDF) file captures all the elements that make up a page, such as text, graphics and page layout, and displays them exactly as they appeared on the original page. Use Jaws PDF Editor to view a PDF file and add comments to the document. To create a PDF file, use Jaws PDF Creator, also from Global Graphics.

Jaws PDF Editor at a glance

With Jaws PDF Editor you can work with PDF documents in the following ways:

- Open, view and print PDF documents: this also includes 40-bit and 128-bit encrypted PDF files.
- Use bookmarks, page lists and thumbnails to navigate a PDF document.
- Integrate Jaws PDF Editor into Internet Explorer.

- Add comments and comment text with strike-outs, highlights and underlines and share them with other Jaws PDF Editor users using the import/export options.
- Insert, delete, reorder, rotate and extract pages from a PDF document.
- Prepare a PDF file for distribution using the built-in Jaws PDF Editor wizards.

About this manual

This manual is a guide to using Jaws PDF Editor and is comprised of the following sections:

- [“Getting to know Jaws PDF Editor” on page 14](#) describes the Jaws PDF Editor application window and the tools that are available to you when working with PDF documents.
- [“Working with Jaws PDF Editor” on page 35](#) describes how to open, print and save PDF documents.
- [“Working with Text” on page 47](#) describes how you can work with text in Jaws PDF Editor.
- [“Working with Bookmarks” on page 50](#) describes how you can work with bookmarks in Jaws PDF Editor.
- [“Working with Comments” on page 58](#) describes how you can work with comments in Jaws PDF Editor.
- [“Working with Pages” on page 64](#) describes how you can work with pages in Jaws PDF Editor.
- [“Document Security” on page 70](#) describes the security features that you can apply to PDF documents with Jaws PDF Editor.
- [“Preparing a PDF Document for Distribution” on page 74](#) describes the Finish Document Wizard which takes you through all the steps necessary to properly prepare a PDF document for distribution.
- [“Reference Section” on page 76](#) describes technical features of Jaws PDF Editor.

This manual is also available from within the Jaws PDF Editor application. To access it, click the **Help** menu and select **User Guide**.

Contacting the Jaws PDF Editor team

You can contact the Jaws PDF Editor team at:

Global Graphics Software Limited

Barrington Hall

Barrington

Cambridge, CB2 5RG

United Kingdom

Tel: +44 (0) 1223 873 800

Fax: +44 (0) 1223 873 873

Or via e-mail at: sales@jawspdf.com

When reporting any issues, please quote your build number (listed in brackets in the About Box) and your platform details.

Jaws PDF Editor support

Technical support for Jaws PDF Editor is available from the Jaws PDF Editor web site:

www.jawspdf.com.



Chapter 2 Installing PDF Editor

This section describes how to install Jaws PDF Editor:

NOTE: *Jaws PDF Editor version 2 is a free upgrade to registered users of Jaws PDF Editor version 1, but you require a new license number to use it. If you are a registered user and did not receive a new license number, contact your distributor or visit www.jawspdf.com.*

You must uninstall Jaws PDF Editor version 1 before you install version 2.

To uninstall:

- 1 Open the Windows Control Panel.
- 2 Double-click the **Add/Remove Programs** icon and select **Jaws PDF Editor** from the list of installed programs.
- 3 Click **Remove** to uninstall Jaws PDF Editor.
- 4 In Windows Explorer, navigate to the **Program Files/Jaws PDF Editor** folder and then delete the **Jaws PDF Editor** folder.

Once you have uninstalled version 1, you can install version 2, as described below.

Installation procedure

After downloading the Jaws PDF Editor installation file from www.jawspdf.com or getting the installation file from your distributor, you are ready to install Jaws PDF Editor. Before installing, check that your system has the necessary system resources to run Jaws PDF Editor, which are listed in [Table 2.1](#).

To install Jaws PDF Editor, do the following:



- 1 Navigate to the installation file `Jaws PDF Editor x.x.exe`, where `x.x` is the version number.
- 2 Double-click the installation program to start the installation wizard. The wizard will guide you through the installation procedure.

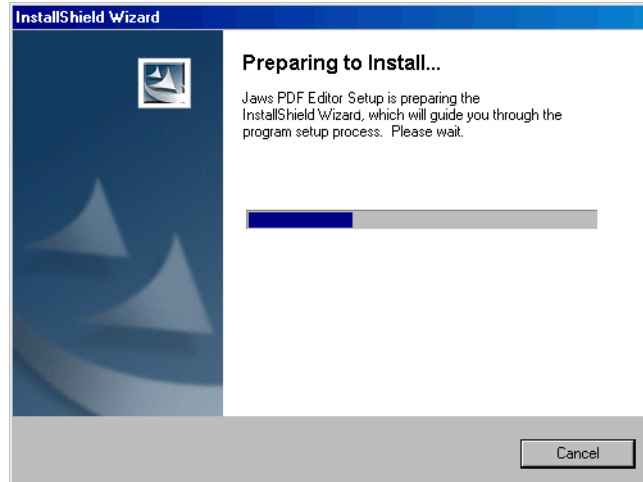


Figure 2.1 Jaws PDF Editor InstallShield Wizard

- 3 In the wizard, enter a user name and a company name. If you are evaluating Jaws PDF Editor, leave the **License** field as “TRIAL”, or, if you have purchased a license, enter it here. You may evaluate Jaws PDF Editor for **14 days**, after which you must enter a license key to continue to use the program. You must also choose whether to install Jaws PDF Editor so that it is available to all users of the computer or just the registered user.
- 4 You may select an installation folder for Jaws PDF Editor or leave the installation folder at the default setting, `C:\Program Files\Global Graphics\Jaws PDF Editor\`.



- 5 Click **Next** to install the program files and click **Finish** to close the wizard.

Jaws PDF Editor is now installed and can be started from the shortcut placed on your Windows desktop, or from the **Jaws PDF Editor** program group in your **Start** menu.

NOTE: *If a PDF File Association dialog box appears when you first start Jaws PDF Editor, you must also set your application preferences.*

Jaws PDF Editor system requirements

Before installing Jaws PDF Editor check that your system has the necessary system components, as listed in [Table 2.1](#).

Table 2.1 System requirements for Jaws PDF Editor

Operating System:	Windows 98/SE, Windows ME, Windows NT 4.0 with Service Pack 3, Windows 2000 or Windows XP
Processor:	Minimum: Pentium, 50 MHz Recommended: Pentium, 333 MHz or above.
Memory (RAM):	Minimum: Windows 98/ME/NT 4.0 - 32MB Windows 2000/XP - 64MB Recommended: Windows 98/ME/NT 4.0 - 64MB Windows 2000/XP - 128MB
Disk space:	16 MB of free space
Web Browser:	Internet Explorer 5.5 or later required for browser integration.

Entering your Jaws PDF Editor license number

You can enter your Jaws PDF Editor license number after installation by opening the About dialog box in the Help menu, and clicking the Enter License Number button.

Uninstalling Jaws PDF Editor

If you wish to uninstall Jaws PDF Editor, do the following:

- 1 Open the Windows Control Panel.

- 2 Double-click **Add/Remove Programs** and select Jaws PDF Editor from the list of installed programs.
- 3 Click **Remove** to remove Jaws PDF Editor.



Chapter 3

Getting to know Jaws PDF Editor

This section describes the Jaws PDF Editor application window and the tools that are available to you when working with PDF documents.

The Jaws PDF Editor application window

The Jaws PDF Editor application window (Figure 3.1) opens when you start the application.

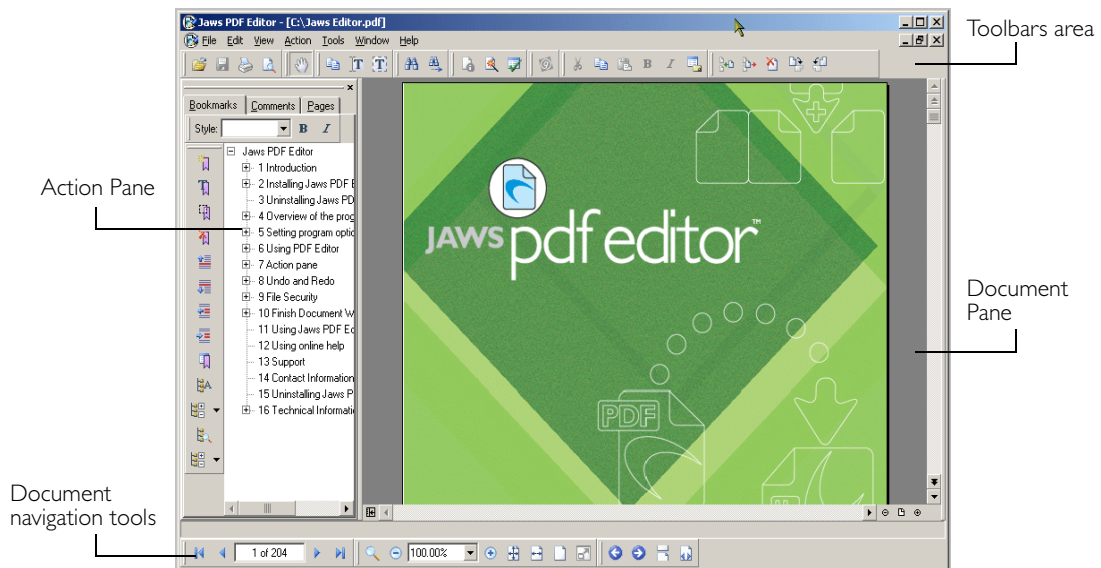


Figure 3.1 Jaws PDF Editor application window

The Jaws PDF Editor application window contains the following main areas:

Document navigation tools: Shows tools which allow you to resize the page and navigate through a document.

Toolbars area: Shows the docked toolbars that are currently selected. You can undock a toolbar by dragging it off the Toolbars area, or to dock a toolbar; drag it back to the Toolbars area. If a particular toolbar is not displayed, click **Tools > Customize** and select the appropriate check box from the list of toolbars that are available.

Document Pane: Displays the current PDF document page. This page can be resized to suit your viewing preferences using the tools in the Document navigation toolbar.

Action Pane: Displays a list of bookmarks, comments and pages that are present in the document. If the Action Pane is hidden, select **Window > Action Pane** to display it.

You can also open multiple PDF documents at the same time, allowing you to view two or more pages and drag and drop comments between the two PDFs. Use **Window > Tile Horizontally/Vertically** to tile the open pages, or arrange the pages as you want in Jaws PDF Editor.

Undocking toolbars

The toolbars and the Action Pane can be undocked and moved from their default positions in the Jaws PDF Editor application window. Once a toolbar or the Action Pane is undocked it can be positioned anywhere on your screen, and may be placed at the most convenient location as you work with a document.

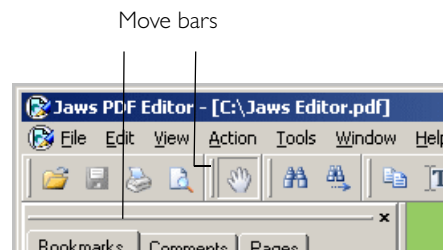


Figure 3.2 Toolbar move bars

To undock a toolbar or the Action Pane:

- 1 Click and hold your cursor on the “move bar” of the toolbar or Action Pane.
- 2 With the mouse button held down, drag the toolbar onto your Windows desktop and release the mouse button.

Double-click the toolbar title bar to quickly re-dock it back to its last position, or, drag the toolbar to the toolbar area to reposition it.

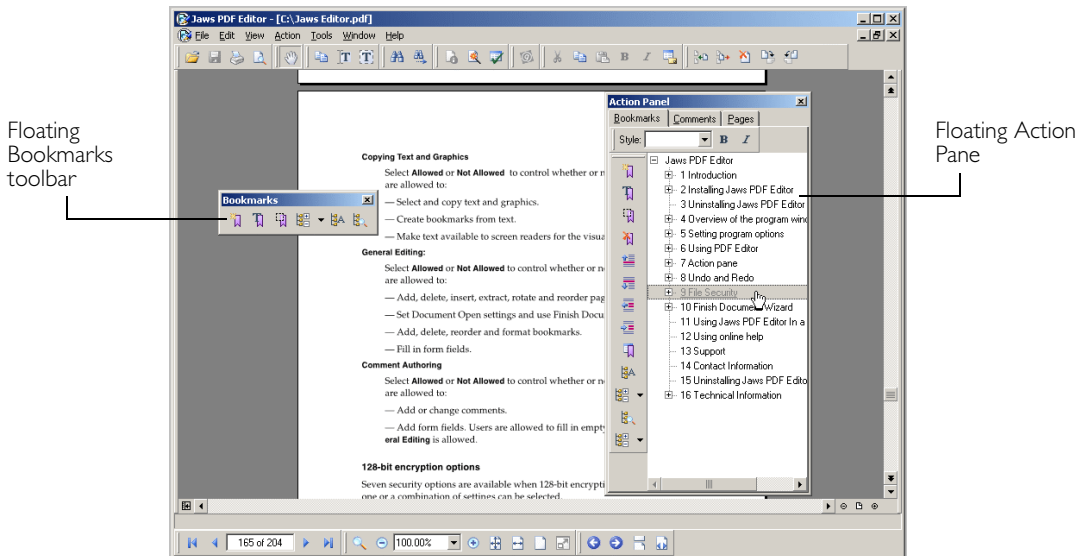


Figure 3.3 Toolbars and the Action pane undocked

Customizing Jaws PDF Editor

To suit your working preferences, toolbars, buttons and keyboard shortcuts can be customized in Jaws PDF Editor. For example, you can show and hide toolbars, add and remove buttons from toolbars, and assign new keyboard shortcuts to editing operations. Customization options are available in the Customize dialog box (**Tools > Customize**) and are described in the following sections.

Customizing toolbars

To hide or show toolbars:

- 1 Select **Tools > Customize > Toolbars** to open the Toolbars dialog box.
- 2 From the list of toolbars that are available, select the check boxes of the toolbars you want to show, and clear the check boxes for the toolbars you want to hide.
- 3 Click **Close** to apply your settings and close the Customize dialog box.

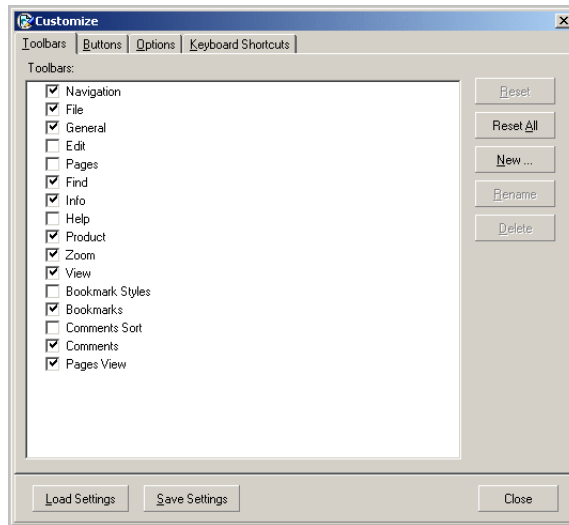


Figure 3.4 The Customize Toolbars dialog box

Customizing buttons

To add or remove buttons from toolbars, use the options in the Customize Buttons dialog box (Figure 3.5), as follows:

- 1 Select **Tools > Customize > Buttons** to open the Customize Buttons dialog box.
- 2 From the list of buttons that are available, select the button you want to add.
- 3 Drag and drop the button in the desired position.

Use a similar action to remove a button from a toolbar, but this time drag the button from the toolbar back to the Customize Button dialog box.

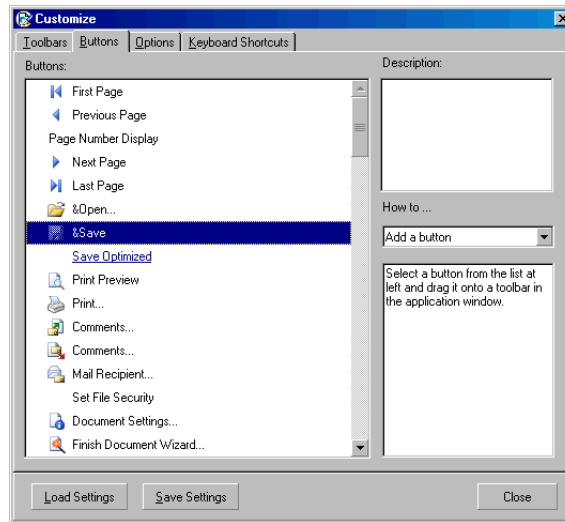


Figure 3.5 The Customize Buttons dialog box

Customizing tooltips and icons

To show tooltips when you point to a button and to show large icons in the toolbars, use the options in the Customize Options dialog box (Figure 3.6), as follows:

- 1 Select **Tools > Customize > Options** to open the Customize Options dialog box.
- 2 Set the following options:

Show Tooltips on toolbar: Select this check box to show pop-up tooltips when you hover your cursor over a button.

Show shortcut keys in Tooltips: Select this check box to show the keyboard shortcut assigned to the button when you hover your cursor over a button.

Large icons: Select this check box to display buttons with large icons.

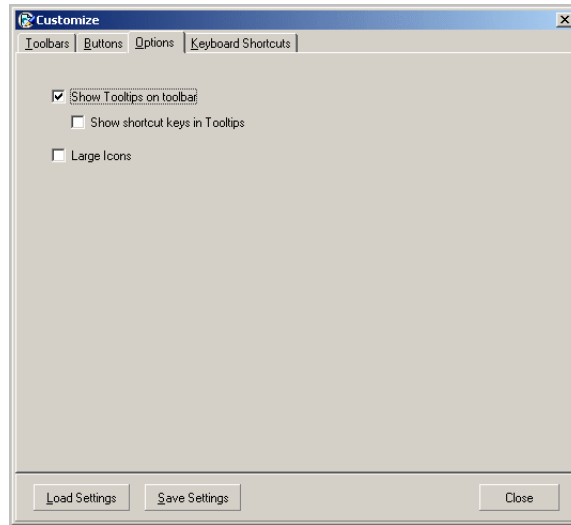


Figure 3.6 The Customize Options dialog box

Customizing keyboard shortcuts

To customize the keyboard shortcuts, use the options in the Keyboard Shortcuts dialog box (Figure 3.7), as follows:

- 1 Select **Tools > Customize** and select the Keyboard Shortcuts tab.
- 2 Using the **Ctrl**, **Shift** and **Alt** check boxes, assign a key combination to the command that you want to change. For example, to assign **Alt+F12** to “Single Page Mode”, select the **Alt** check box and clear the **Ctrl** and **Shift** check boxes, and click the **Keys** button and click **F12** in the keyboard layout that appears.

Jaws PDF Editor will notify you if you attempt to assign a keyboard shortcut that is already in use. You are given the choice to reassign the shortcut to the new command, which removes it from the old command, or you can return to the Customize dialog box to enter another key combination.

- 3 Do the same for any of the other commands that you want to change then click **Close** to save your new settings and close the Customize dialog box.

To reset a command, select the command you want to reset and click the **Reset** button. To reset all commands, click the **Reset All** button.

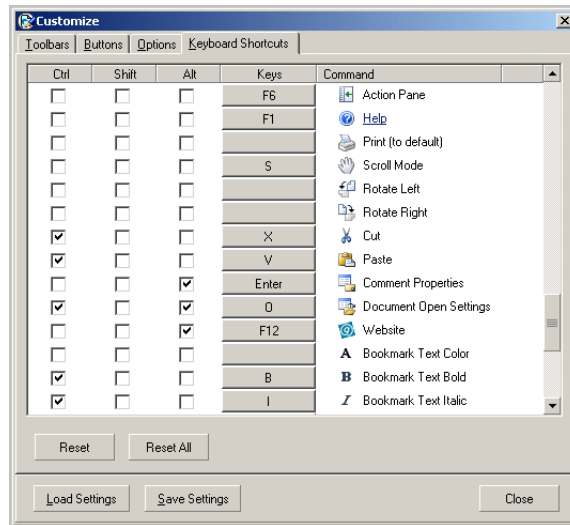


Figure 3.7 The Customize Keyboard Shortcuts dialog box

Saving and loading customization settings

Jaws PDF Editor allows you to save your customization settings to a file. To do this, click the **Save Settings** button in the Customize Dialog box (**Tools > Customize**), and enter a name for the customization file.

To load a customization file, click the **Load Settings** button and open the file you want to use.

Jaws PDF Editor toolbars

The tools that are available in Jaws PDF Editor, and the default toolbars that they appear in are shown below.

Navigation toolbar

Use the navigation tools to move through the pages of a PDF document.

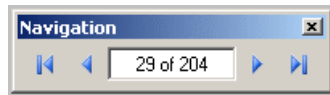


Figure 3.8 Navigation toolbar

From left to right, the following tools are available:

First Page | Previous Page | Page _ of _ | Next Page | Last Page

Default status is *on*.

See [“Navigation controls” on page 39](#) for more details.

File toolbar

Use the file tools to open, save and print a PDF document.



Figure 3.9 The File toolbar

The following tools are available:

Open | Save | Print to default printer | Print Preview

Default status is *on*.

See [“Working with Jaws PDF Editor” on page 35](#) for more details.

General toolbar

Use the scroll mode tool in the General toolbar to “drag” pages in a PDF document as you read through a document.



Figure 3.10 The General toolbar

Default status is on.

See [“Working with Jaws PDF Editor” on page 35](#) for more details.

Edit toolbar

Use the edit tools to select text in a PDF document and to undo and redo changes that you might have made to a PDF file.



Figure 3.11 The Edit toolbar

The following tools are available:

Copy Text | Select Lines of Text | Select Areas of Text | Undo | Redo

Default status is on.

See [“Tools for working with text” on page 47](#) for more details.

Find toolbar

Use the find tools to locate text in a PDF document.



Figure 3.12 The Find toolbar

The following tools are available:

Find | Find Next

Default status is *on*.

Info toolbar

Use the information tools to open the PDF document properties dialog box and to access Jaws PDF Editor program options.



Figure 3.13 *The Info toolbar*

The following tools are available:

Document Settings | Finish Document Wizard | Program Options

Default status is *on*.

See [“Document settings” on page 41](#), [“Using the Finish Document Wizard” on page 74](#) and [“Setting Jaws PDF Editor properties” on page 27](#) for more details.

Help toolbar

Use the help tool to open the online help for Jaws PDF Editor.



Figure 3.14 *The Help toolbar*

Default status is *off*.

Product toolbar

Use the product tool to open the Jaws PDF Technologies web page, where you can read about other Jaws products and access technical information.



Figure 3.15 The Product toolbar

Default status is on.

Zoom toolbar

Use the zoom tools to resize the pages in a PDF document and to resize the Document pane.



Figure 3.16 The Zoom toolbar

The following tools are available:

Zoom Box | Zoom Out | Zoom Levels | Zoom In | Fit Page | Fit Width | Actual Size | Full Screen

Default status is on.

See [“Resizing pages” on page 37](#) for more details.

View toolbar

Use the view tools to retrace the pages you have viewed and to set continuous or single page view.



Figure 3.17 The View toolbar

The following tools are available:

Previous View | Next View | Single Page mode | Continuous Page mode

Default status is *on*.

See [“Revisiting viewed pages” on page 40](#) and [“Scrolling pages” on page 38](#) for more details.

Bookmark Styles toolbar

Use the bookmark styles tools to set the properties for bookmarks in a PDF document.



Figure 3.18 The Bookmark Styles toolbar

The following tools are available:

Style name | Color | Bold | Italic |

Default location is on the Bookmarks tab of the Action Pane.

See [“Formatting bookmarks” on page 55](#) for more details.

Bookmarks toolbar

Use the bookmarks tools to work with bookmarks in a PDF document.



Figure 3.19 The Bookmarks toolbar

The following tools are available:

Add Bookmark | Add Bookmark from Text | Add Area Bookmark | Delete Bookmark | Move Bookmark Up | Move Bookmark Down | Outdent Bookmark | Indent Bookmark | Bookmark Properties | Quick Format Bookmarks | Quick Set All Bookmark Zoom Levels | Expand Collapse Bookmark

Default location is on the Bookmarks tab of the Action Pane.

See [“Working with Bookmarks” on page 50](#) for more details.

Comments Sort toolbar

Use the comments sort tools to organize the comments in a PDF document. Sort comments by page, type, caption or date.



Figure 3.20 The Comments Sort toolbar

Default status is on, and default location is on the Comments tab of the Action Pane.

See [“Using the Action Pane to view comments” on page 61](#) for more details.

Comments toolbar

Use the comments tools to work with comments in a PDF document.



Figure 3.21 The Comments toolbar

The following tools are available:

Note | Highlight | Highlight Area | Underline | Underline Area | Strikeout | Strikeout Area | Delete Comment | Show/Hide Comments | Import Comments | Export Comments | Comment Properties | Send To

Default location is on the Comments tab of the Action Pane.

See [“Working with Comments” on page 58](#) for more details.

Pages toolbar

Use the page tools to work with pages in a PDF document.



Figure 3.22 The Pages toolbar

The following tools are available:

Insert Pages | **Extract Pages** | **Delete Pages** | **Rotate Page Right** | **Rotate Page Left**
 | **Apply Page Order Updates** | **Cancel Page Order Updates**

Default position is in the Pages tab of the Action Pane.

See [“Working with Pages” on page 64](#) for more details.

Pages View toolbar

Use the pages view tools to see pages in the Action Pane as thumbnails or as pages.



Figure 3.23 The Pages toolbar

Default location is on the Pages tab of the Action Pane.

See [“Viewing pages in the Action Pane” on page 65](#) for more details.

Setting Jaws PDF Editor properties

Jaws PDF Editor allows you to specify options for bookmarks, comments, display, edit confirmations, file associations, and general settings. The options are available in the Options dialog box, which can be opened by selecting **Tools > Options**. Each option is described in the following sections.

To restore the styles back to their default settings, click the **Restore Defaults** button.

Bookmarks styles

The Bookmarks Styles dialog box shows the bookmark styles that have been supplied with Jaws PDF Editor. If the styles do not suit your requirements you can redefine them to suit your own preferences.

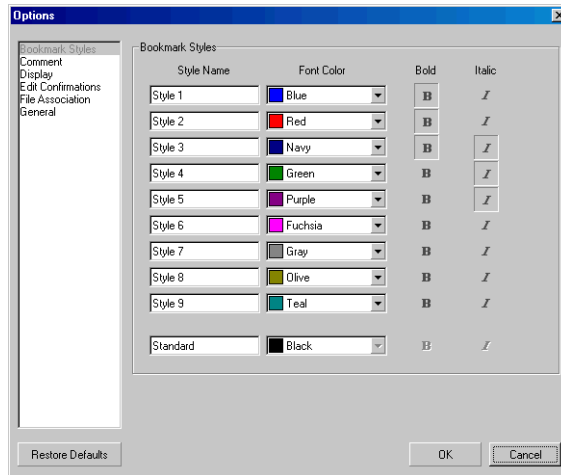


Figure 3.24 Bookmark options

The options for defining bookmark styles are as follows:

Style Name: Enter a name for the style. Choose a name that will help you to select the correct bookmark style.

Font Color: Select the color you want to use for the bookmark style from the drop-down list.

Bold: Click this option if you want to format the bookmark text in **bold**.

Italic: Click this option if you want to format the bookmark text in *italic*.

Comment options

The Comment options allow you to define the appearance of your comments. You may want to do this so your comments can easily be distinguished, which may be important when they are imported into a “master” PDF file with many other comments.

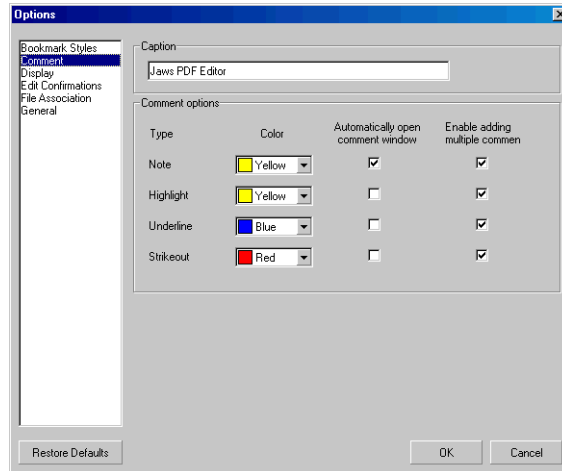


Figure 3.25 Comment options

Set the following options:

Caption: Enter a title bar caption for your comment windows. Comment windows allow you to enter additional information relating to the comment. The new settings will be used on all new comments; they have no effect on comments that are already present in the document.

Color: Choose the color you want to use for the comment from the drop-down list. The new settings do not effect comments that are already present in the document.

Automatically open comment window: When this check box is selected, a comment window opens each time you add a comment of that type. The comment window allows you to enter extra information relating to the comment. Double-click a comment to open it.

Enable adding multiple comments: When this option is selected, Jaws PDF Editor allows you to continue adding other comments of that comment type. This option is the default in all the comment types.

Display options

The Display options are used to control updating, line and path display, and text greeking in PDF documents.

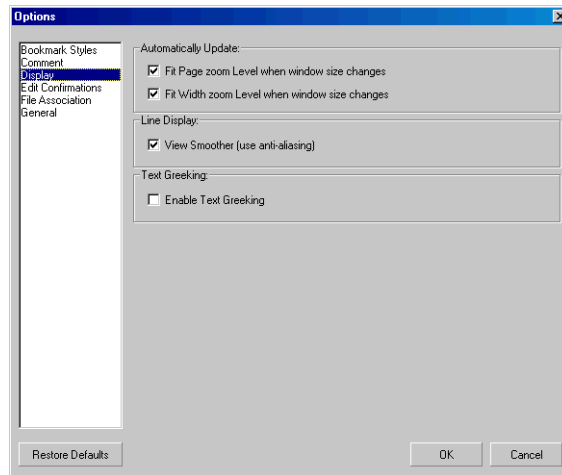


Figure 3.26 Display options

Set the following options:

Fit Page zoom level when window size changes: Select this check box to let Jaws PDF Editor automatically resize the page so it always fits inside its containing window.

Fit Width zoom level when window size changes: Select this check box to let Jaws PDF Editor automatically resize the page so its width always fits inside its containing window.

View Smoother: Select this check box to allow best quality viewing of documents. This may cause some pages (especially those with a large graphical content), to display more slowly. Try clearing this check box if slow page display is a problem on your system.

Enable Text Greeking: Select this check box to enable text greeking. Greeking occurs when text is deemed too small to read and is substituted by gray boxes. If greeking causes issues with other page elements, clear this check box to disable greeking.

Edit Confirmations options

The Edit Confirmations options allow you to select which edit types have to be confirmed before they can be implemented.

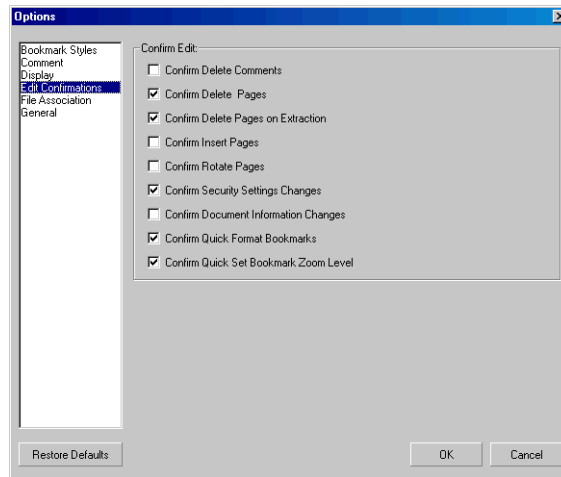


Figure 3.27 Edit Confirmations options

Set the following options:

Confirm Delete Comments: Select this check box to display a confirmation dialog before deleting a comment.

Confirm Delete Pages: Select this check box to display a confirmation dialog before deleting pages from a PDF document.

Confirm Deletion of Pages on Extraction: Select this check box to display a confirmation dialog before deleting extracted pages from a PDF document.

Confirm Insert Pages: Select this check box to display a confirmation dialog before inserting pages into a PDF document.

Confirm Rotate Pages: Select this check box to display a confirmation dialog before rotating pages.

Confirm Security Settings changes: Select this check box to display a confirmation dialog before changes to security settings are made.

Confirm Document Information changes: Select this check box to display a confirmation dialog before changes to the PDF file's Document Information are made.

Confirm Quick Format Bookmarks: Select this check box to display a confirmation dialog before format changes are made to bookmarks.

Confirm Quick Set Bookmark Zoom Level: Select this check box to display a confirmation dialog before zoom level changes are made to bookmarks.

File Associations options

The File Associations options allow you to enable Jaws PDF Editor as the default application for viewing PDF file types.

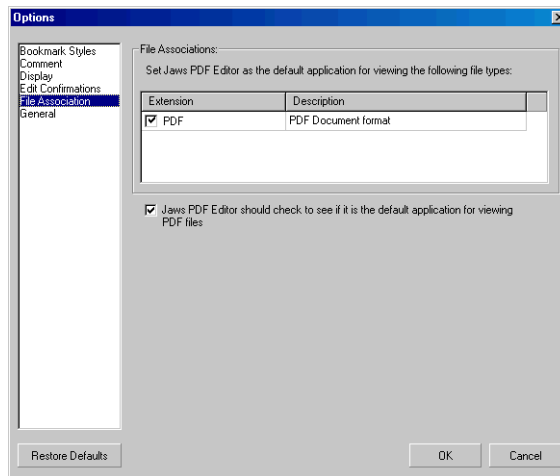


Figure 3.28 File Association options

Set the following options:

PDF: Select this option if you want PDF (*.pdf) files to be associated with Jaws PDF Editor.

Jaws PDF Editor should check to see if it is the default application: Select this option if you want Jaws PDF Editor to check if it is the default PDF reader/editor on your system each time it is started.

General options

The General options allow you to select the default options to use when a PDF file is opened, such as, zoom level, opening page number, display units, and the opening action.

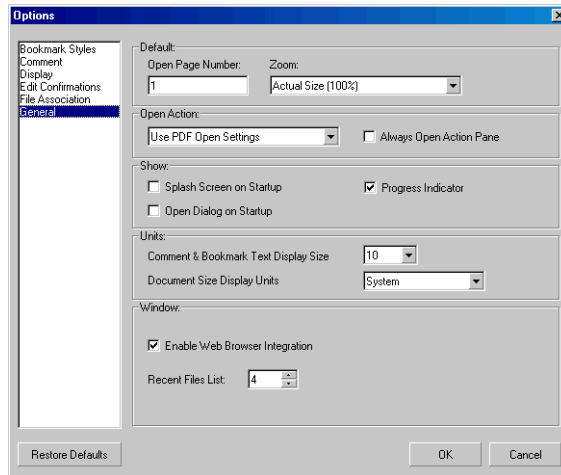


Figure 3.29 General options

Set the following options:

Open page number: Enter the PDF document page number you want Jaws PDF Editor to go to when it opens a PDF file. Keep in mind that PDF page numbers are not necessarily the same as those printed within your PDF document, which are known as the folios. For instance, folios may not include the title page, contents list and copyright page. PDF document page numbering includes every page in a document, starting at the beginning. This option has no effect *unless* **Open at Default Page & Zoom** has been selected in the **Open Action** option.

Zoom level: Enter the zoom level you want Jaws PDF Editor to use when a PDF document is opened. This option has no effect unless **Open at Default Page & Zoom** has been chosen in **Open Action**.

Open action: Select the default action to perform when a PDF document is opened. The available options are:

- **Use PDF open settings:** Uses the options that are embedded in the PDF file.

– **Use Default Page & Zoom:** Uses the options specified in **Open page number** and **Zoom level** when opening a PDF file.

– **Always open Action Pane:** Select this option to display the Action Pane when Jaws PDF Editor is started.

Splash screen on startup: Select this option to display the splash screen when Jaws PDF Editor is started.

Progress indicator: Select this option to display a progress indicator when Jaws PDF Editor is performing an action, such as saving a PDF file to disk.

Open dialog on startup: Select this option to open the Open dialog box, which allows you to select and open a PDF file, when Jaws PDF Editor is started.

Comment and Bookmark text display size: Choose the default text size to use in comments and bookmarks. This control does not change a PDF document, just the way in which text is displayed in comments and bookmarks on your system.

Document size display units: Choose the default display unit you want to use in Jaws PDF Editor. The available options are: **System** (uses your system's Regional Options, Measurement setting), **Inches**, **Centimeters**, and **Points**.

Enable web browser integration: Select this option if you want to open PDF documents from the web in your web browser. Clear this check box to open them in Jaws PDF Editor.

Recent File List: Choose the number of recently opened PDFs you want Jaws PDF Editor to remember. The recent file list is located at the foot of the **File** menu.



Chapter 4

Working with Jaws PDF Editor

This section describes the basics of working with PDF documents: opening a PDF file, navigating through a document, printing pages, saving your comments and viewing PDF document information.

Tools for working with PDF files

Tools for working with PDF files can be found in the File toolbar ([Figure 4.1](#)).



Figure 4.1 The File toolbar

If you do not have this toolbar available, ensure the **File** check box is selected in the Toolbars tab of the Customize dialog box (**Tools > Customize**).

Opening a PDF file

In Jaws PDF Editor there are several ways to open a PDF file:



- Click the **Open** button: select the PDF file you want to open, and then click **Open**.
- Click **File > Open**: select the PDF file you want to open, and then click **Open**.
- Use the keyboard shortcut **Ctrl+O**: select the PDF file you want to open, and then click **Open**.

- Select the PDF file from the list of recently opened PDFs: this option is only valid if you have already used one of the other three methods to open the same PDF file.

Jaws PDF Editor allows you to have multiple PDF documents open at the same time. To switch between open PDF documents, use the keyboard shortcut **CTRL+Tab** or select the PDF document you want to view from the Window menu.

If you want to see more than one PDF document at the same time, resize the window and position it in the Document pane to suit your needs, or use the **Tile** and **Cascade** options, which are available from the Window menu.

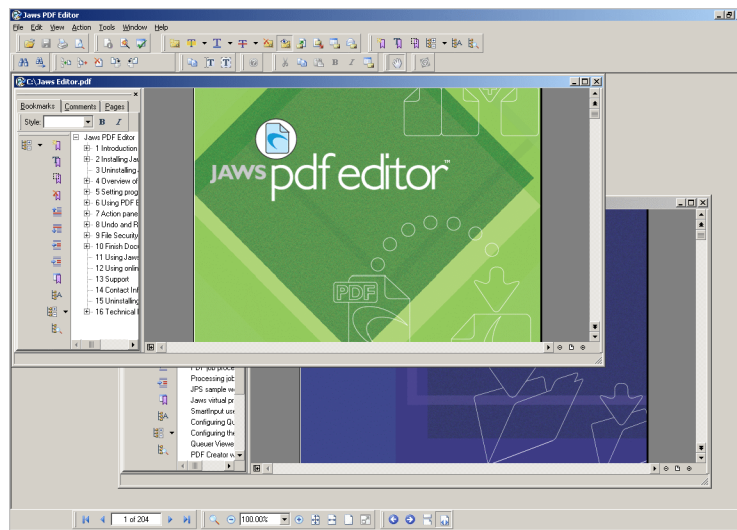


Figure 4.2 Jaws PDF Editor showing multiple open PDF documents

Viewing web PDF files

Jaws PDF Editor can display PDF documents from the web either in your web browser (Internet Explorer 5.5 or later), or in a separate Jaws PDF Editor window.

The first time you start Jaws PDF Editor, you will be asked if you want to enable web browser integration (Figure 4.3). If you select the **Enable web browser integration** check box, web PDF files will be displayed in your browser. Jaws PDF Editor functionality is limited within your browser.

NOTE: *The Enable web browser integration option is also available under General Options (Tools > Options).*

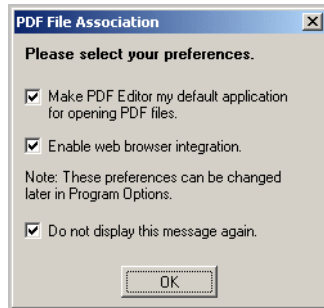


Figure 4.3 PDF File Association options

If you prefer to view web PDF files in Jaws PDF Editor, clear the **Enable web browser integration** check box. When you then click a PDF file on the web, Jaws PDF Editor will start and display the document.

Reading a PDF document

Jaws PDF Editor provides tools that can help you read a PDF file and find your way around a large document. Pages can be resized to make them easier to see, you can jump directly to a page number, step through a document page by page, or scroll the pages as you read them.

Resizing pages

Due to the nature of PDF documents, pages can be resized to a high magnification without loss of quality to the text. Vector graphics can also be enlarged without losing image quality, however, you may notice a slight degrading of quality when enlarging bitmap images.

Use the tools in the Zoom toolbar (Figure 4.4) to resize pages in a PDF document. Jaws PDF Editor supports zoom resolutions from 5% – 1600%, more than enough scope to see the finest details on a page. Enter the required resolution directly into the text box in the toolbar, select it from the drop-down list, or click the + and – buttons to resize the pages in increments of 20%.

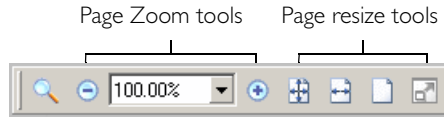


Figure 4.4 Zoom toolbar

To instantly resize a page to the size of your Document Pane window, click the **Fit Page**, **Fit Width**, **Actual Size** or **Full Screen** buttons (shown in Figure 4.4).

Full Screen mode

PDF documents may also be viewed in full screen mode. Full screen mode is useful for presentations, as all comments, menus, toolbars and the title bar are turned off.

Use your **Page Down** and **Page Up** keys to navigate between pages when operating in full screen mode, and press **Escape** to exit Full Screen mode.

Scrolling pages

You can use the Scroll tool to drag pages up or down with your mouse. If you cannot drag past the top and bottom edge of a page, ensure you have **Continuous Page Mode** selected in the View toolbar (shown below).



Figure 4.5 View toolbar showing page mode buttons

You can also use your mouse wheel to scroll through a document, which you may find more convenient and quicker. Note that you must not press the wheel button when scrolling, otherwise you will zoom into the page.

Navigation controls

The Navigation toolbar (Figure 4.6) allows you to navigate a page at a time, jump to the first or last page, or go to a specified page number:

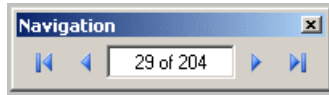


Figure 4.6 Navigation toolbar

Using bookmarks, comments and page thumbnails

You can also navigate the pages in a PDF document by clicking a bookmark, comment or page thumbnail to jump directly to the referenced page. Available from the Action pane (**Window > Action Pane**), bookmarks, comments and page thumbnails provide a useful aid to locating information in a PDF document.

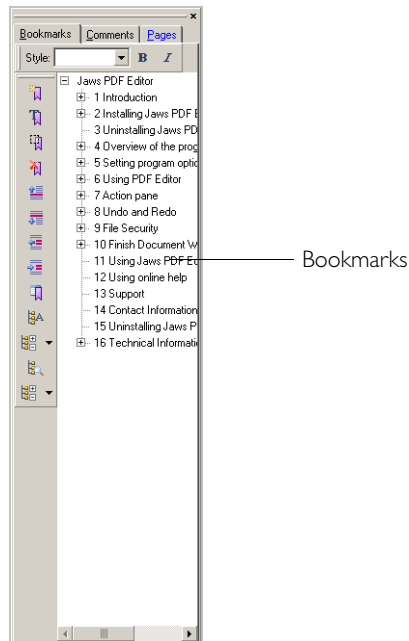


Figure 4.7 Action pane with Bookmarks tab selected

Hyperlinks

Jaws PDF Editor supports hyperlinks in a PDF document. Hyperlinks allow you to jump to related areas of interest within the document, or to a related web page, which can be opened in Jaws PDF Editor or in your default web browser, depending on the setting for **Enable web browser integration** in “[General options](#)” on [page 33](#).

NOTE: *Jaws PDF Editor does not allow you to add hyperlinks to a PDF document.*

Revisiting viewed pages

The **Previous View** and **Next View** buttons ([Figure 4.8](#)) allow you to step through your previous page views. For example, if you change the page view to fit the page in the window and then you zoom in on a small portion of the same page, clicking previous view will also step you back through these different views of the same page.



Figure 4.8 View toolbar showing View buttons

Printing a PDF document

There are several ways to print a PDF document in Jaws PDF Editor:



- Click the **Print** button: this method outputs the *whole* document to your default printer.
- Click **File > Print**: select the appropriate options for printer, page range, number of copies, and so on, and then click **OK**.
- Use the keyboard shortcut **Ctrl+P**: select the appropriate options for printer, page range, number of copies, and so on, and then click **OK**.

NOTE: *You can also preview your document before printing it using the Print Preview button in the same location.*

Saving a PDF file

There are several ways to save a PDF document.

To save the current PDF file:



- Click the **Save** button, **File > Save**, or use the keyboard shortcut **Ctrl+S**.

To save a copy of the current PDF file:

- Click **File > Save As** and enter a new name.

Closing a PDF file

There are several ways to close a document in Jaws PDF Editor:

- Click **File > Close** to close the current PDF document, or click **File > Close all** to close all open documents. If you have made changes to a PDF document since it was last saved, Jaws PDF Editor prompts you to save the PDF file before closing it.
- Use the keyboard shortcut **Ctrl+F4**.
- Click the Window's Close button “X” in the top right of the window.

To close Jaws PDF Editor, use the command **File > Exit**. Before closing, Jaws PDF Editor checks that all open PDF documents have been saved.

Document settings

Jaws PDF Editor allows you to view information for the current PDF document.

Details for general information (title, subject, author and keywords), the fonts that are present in the document, the initial opening page number and zoom level, as well as the security features that are present, are all available from the Document Settings dialog box.

To open the Document Settings dialog box, click the **Document Settings** button in the Info toolbar (shown below) or click **File > Document Settings**.



Figure 4.9 The Info toolbar

General Information

The options in the General Info dialog box (Figure 4.10) provides information for the PDF document, including the source application, the PDF file generating program, the date when the PDF file was created and the last time it was modified, and also allows you to enter a title, subject, author, and keywords for the PDF document.

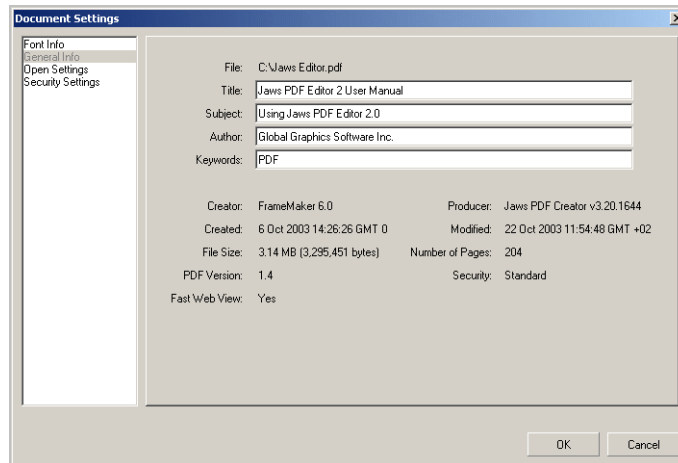


Figure 4.10 The General info dialog box

Font Information

The following font information is available for a document in Jaws PDF Editor:

Original font: Lists the fonts used in the original document from which the PDF document was created.

Type: Lists the font types used in the original document, such as Type1, Type3 or TrueType fonts.

Security Information

The Security Settings dialog box (Figure 4.12) provides information on the PDF file security settings.

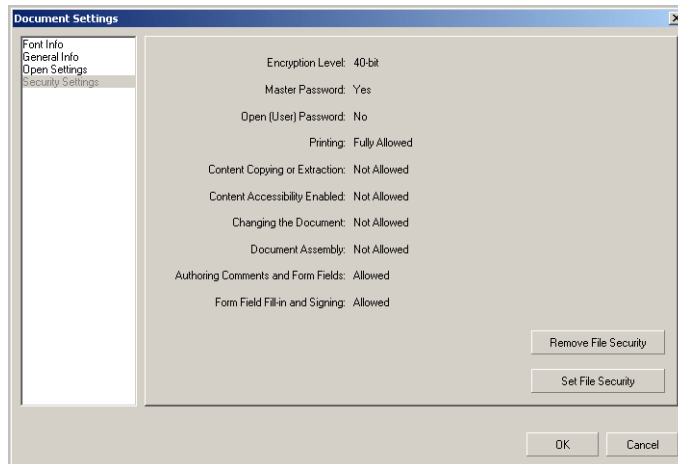


Figure 4.12 Security Settings dialog box

To remove the security settings that are in force in the PDF file, click the **Remove File Security** button and enter the Change Document Security password if prompted. To change the security settings, click the **Set File Security** button (again, you may need to enter the Change Document Security password if this has been set in the PDF file). See [Chapter 9, “Document Security”](#) for more information on PDF file security.

PDF file default opening options

The options in the Document Open Settings dialog box (Figure 4.13) determine how the PDF file will display when opened. Note that these settings will be overruled if the general **Open Action** option is set to Use Default Page and Zoom. See “General options” on page 33 for information on setting **Open Action** options.

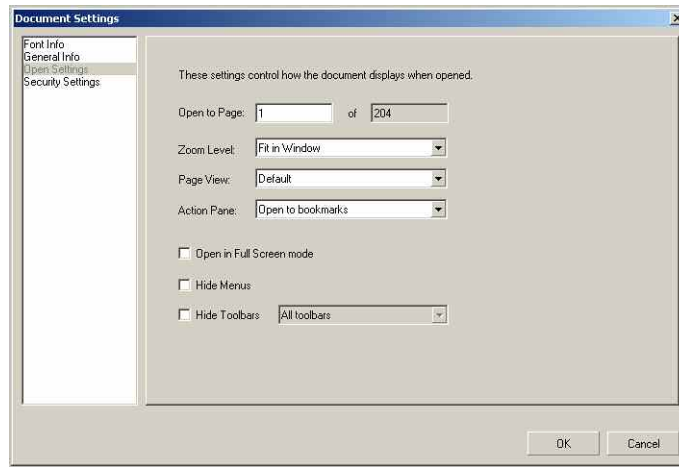


Figure 4.13 Open Settings dialog box

Set the following options:

Open to Page: Enter the page number you want the document to open at. Keep in mind that PDF document page numbers are not necessarily the same as those used in your PDF document, which are known as the folios. For instance, your folios may not include the title page, contents list and copyright page. PDF document page numbering includes every page in a document, starting at the first page.

Zoom level: Select the default zoom level to use when the document is opened.

Page View: Select the default page view to use when the document is opened. The options in Page View are as follows:

Default—displays a default page mode setting for the application;

Continuous—allows pages to be scrolled;

Single page—pages are displayed one at a time.

Action pane: Choose how you want the Action pane to appear when the document is opened. Select from, Closed, Open to bookmarks or Open to thumbnails.

Open in Full Screen mode: Select this check box to open the PDF document in full screen mode.

Hide menus: Select this check box to hide Jaws PDF Editor menus when the PDF document is opened.

Hide toolbars: Select this check box to hide **All toolbars** or **All except navigation toolbars** when the PDF document is opened.



Chapter 5

Working with Text

This section describes how you can work with text in a PDF document.

Tools for working with text

The tools for working with text can be found in the Edit and Find toolbars ([Figure 5.1](#)).



Figure 5.1 Edit and Find toolbars

If you do not have these toolbars available, ensure the **Edit** and **Find** check boxes are selected in the Toolbars tab of the Customize dialog box (**Tools > Customize**).

Selecting and copying text

Jaws PDF Editor allows you to select and copy text in a PDF document. Once copied, the text can be pasted into another Windows application, such as a word processor. The Select Line tool allows you to mark lines (or individual words) for copying. The Select Area tool allows you to mark an area on the page. All text within the marked area will then be selected (graphics are ignored by Jaws PDF Editor).

To select and copy text:

- 1 Open the page that contains the text you want to copy.

2 Select the text you want to copy:



- to copy a word or a line of text, click the **Select Lines of Text** tool in the Edit toolbar and drag your cursor over the text.



- to copy a paragraph or a similarly large body of text, click the **Select Area of Text** tool in the Edit toolbar and drag your cursor over the area you want to mark.



3 Click the **Copy Text** tool, also in the Edit toolbar.

The copied text can now be pasted into another application.

NOTE: You can also cut, copy and paste text within a comment.

Finding text

To find text in a document use the Find tools. You can search for a word or a phrase. If the text is found, Jaws PDF Editor opens the page and highlights the words on the page.

To find a word or phrase:



1 Click the **Find** tool in the Find toolbar. The Find dialog box opens (Figure 5.2).

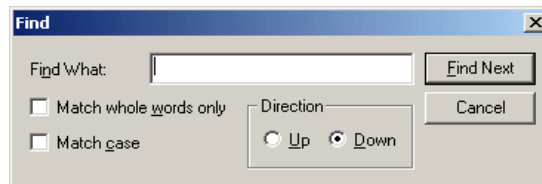


Figure 5.2 The Find dialog box

2 Set the following options:

Find What: Enter the word or phrase you want to search for.

Match whole words only: Select this check box to match whole words only, that is, do not match words where the word you are searching for is part of another word.

Match case: Select this check box to consider case when searching for words. Only words which match the text and case entered in the **Find What** text box will be found.

Direction: Select the direction you want to search from the current page.

- 3 Click **Find Next** when you have made your selections to search the document.
- 4 Click **Find Again** to continue searching the document after the text has been found.



Chapter 6

Working with Bookmarks

Jaws PDF Editor allows you to add new bookmarks to a PDF document, remove existing bookmarks, and apply formatting styles to give your document a clear bookmark structure.

Tools for working with bookmarks

The tools for working with bookmarks can be found in the Bookmarks toolbar (Figure 6.1), which by default is located in the Bookmarks tab of the Action Pane.



Figure 6.1 Bookmarks toolbar

If you do not have these toolbars available, ensure the **Bookmarks** check box is selected in the Toolbars tab of the Customize dialog box (**Tools > Customize**).

Viewing bookmarks in the Action Pane

Bookmarks that have been added to a PDF document are listed in the Action Pane under the Bookmarks tab. If you are unable to see the Action Pane, click **Windows > Action Pane**, or click the **Action Pane** button located in the lower left corner of the Document Pane.

Bookmark levels

Depending on how the bookmarks have been set up in a document, bookmarks may contain branches and sub-branches, as shown in [Figure 6.2](#). Click the **+** to expand a bookmark and view its sub-branches, or use the **Expand/Collapse Bookmarks** button in the Bookmarks toolbar:

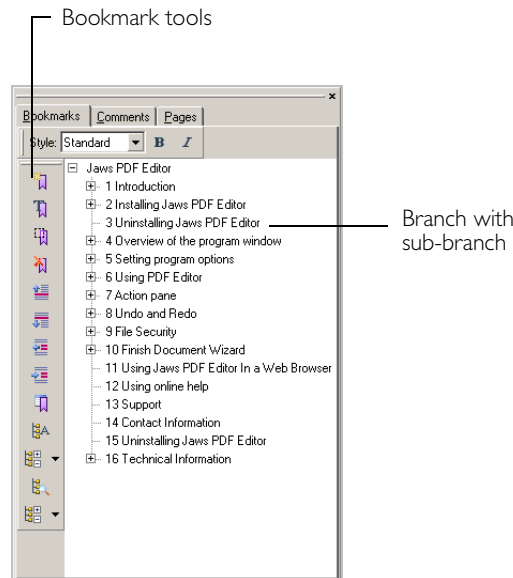


Figure 6.2 Action Pane Bookmarks tab

Adding new bookmarks

With Jaws PDF Editor you can add new bookmarks to a PDF document that link to a page, to a line of text, or to an area on a page. The Destination Zoom controls that are available when you add a bookmark allow you to resize the bookmarked area to suit your preference.

To add a bookmarked page:



- 1 Click the **Add Bookmark** tool or select **Action > Bookmarks > Add Bookmark**.

- 2 With the Bookmark tool selected, click in the document at the place you want to add a bookmark. The New Bookmark dialog box opens (Figure 6.3).

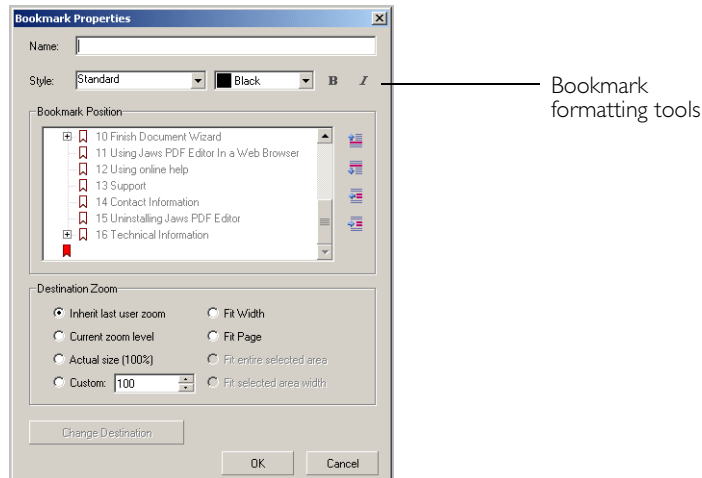


Figure 6.3 New Bookmark dialog box

- 3 In the New Bookmark dialog box, set the following options:

Name: The text you enter is displayed in the bookmarks list.

Style: Select a bookmark style from the drop-down list or use the bookmark formatting tools to create your own style.



Bookmark Position: Use the up and down buttons to position the new bookmark in the bookmark list, which is shown in the window. Use the left and right buttons to promote and demote bookmarks (demoted bookmarks appear as sub-branches).

Destination Zoom: Select the zoom setting to use when opening the bookmarked page. Choose from:

- **Inherit last user zoom:** Opens the page using the zoom level in effect when the bookmark was clicked.
- **Current zoom level:** Opens the page at the zoom level used when the bookmark was added.
- **Actual size (100%):** Opens the page at the actual page size.
- **Custom:** Opens the page at the zoom level entered here.
- **Fit width:** Opens the page zoomed to the width of the Document pane.

- **Fit page:** Opens the page zoomed to the size of the Document pane.
 - **Fit entire selected area:** Only active when the Add Area Bookmark tool has been used. Opens the selected area zoomed to the size of the Document pane.
 - **Fit entire selected area width:** Only active when the Add Area Bookmark tool has been used. Opens the selected area width, zoomed to the width of the Document pane.
- 4 Click **OK** to create the new bookmark.

Adding text and area bookmarks

Text and page area bookmarks can be added to a PDF document with Jaws PDF Editor. Clicking a text or area bookmark opens the bookmarked page, taking readers directly to the relevant information.

To add a text bookmark:



- 1 Open the page that contains the text you want to bookmark.
- 2 Click the **Add Bookmarks from text** tool in the Bookmarks toolbar.
- 3 Drag the cursor over the text you want to bookmark. The New Bookmark dialog box opens (Figure 6.3, page 52) when you release the mouse button, with the selected text entered as the bookmark name.
- 4 Use the options in the New Bookmark dialog box (described in “Adding new bookmarks” on page 51) to format your bookmark, and then click **OK** to add the new bookmark.

To add a page area bookmark:



- 1 Open the page containing the text you want to bookmark.
- 2 Click the **Add Area Bookmarks** tool in the Bookmarks toolbar.
- 3 Drag the cursor over the area you want to bookmark. The New Bookmark dialog box opens (Figure 6.3, page 52) when you release the mouse.
- 4 Using the options in the New Bookmark dialog box (described in “Adding new bookmarks” on page 51), add a name for the new bookmark and, if necessary, format the new bookmark and select a destination zoom.
- 5 Click **OK** to create the new bookmark.

Moving bookmarks

Jaws PDF Editor allows you to reorganize your bookmarks to better suit your requirements. You can move bookmarks up and down, and promote (outdent) and demote (indent) them. When you move a bookmark any attached sub-branches are also moved. Similarly, promoting or demoting a bookmark also promotes and demotes its sub-branches.



Figure 6.4 Bookmarks toolbar showing bookmark move tools

To move, promote and demote a bookmark:

- 1 Open the Action pane (**Window > Action Pane**), if it is not already open, and click the Bookmarks tab.
- 2 Select the bookmark that you want to move, promote or demote.
 - To move a bookmark: click the **Move Bookmark Up** or **Move Bookmark Down** buttons in the Bookmarks toolbar (Figure 6.1, page 50). As you click notice how the bookmark moves in the direction you have selected.
 - To promote or demote a bookmark: click the **Outdent Bookmark** or **Indent Bookmark** buttons in the Bookmarks toolbar (Figure 6.1, page 50). As you click notice how the bookmark is promoted or demoted, depending on the option selected.

Deleting bookmarks

To delete a bookmark from the bookmarks list:

- 1 Open the Action pane (**Window > Action Pane**), if it is not already visible, and click the Bookmarks tab.
- 2 Select the bookmark you want to delete.



- 3 Click the **Delete Bookmark** button in the Bookmarks toolbar (Figure 6.1) to remove the bookmark.

Formatting bookmarks

Jaws PDF Editor allows you to add color and text formatting to bookmarks. You may want to do this so that parts of your document can be easily located. For example, in a holiday brochure you could format all the bookmarks for hotel information in one style and all the bookmarks for travel information in another style.

Use the formatting options at the top of the Bookmarks tab in the Action Pane to apply color, bold or italic to your bookmarks, or use the predefined bookmark styles supplied with Jaws PDF Editor.

Applying a predefined bookmark style

Jaws PDF Editor is supplied with predefined bookmark styles which you can use to quickly apply formatting styles to bookmarks. If the supplied bookmark styles are unsuitable you may want to change them, and you can do so in the Options dialog box (**Tools > Options**), as described in [“Bookmarks styles” on page 28](#).

To use a predefined bookmark style:

- 1 With the Action pane open (**Window > Action Pane**), click the Bookmarks tab.
- 2 From the list select the bookmarks you want to format. Use the **Ctrl** and **Shift** keys to select multiple bookmarks, if necessary.
- 3 Select the style you want to apply from the **Style** drop down list on the Bookmarks tab.

The style is applied to your selected bookmark.

See also [“Quick bookmark formatting” on page 55](#) for details about applying styles to multiple bookmarks.

Quick bookmark formatting

Jaws PDF Editor allows you to apply styles and text formatting to bookmark levels. When the new styles are applied, all bookmarks in the PDF document are updated with the new styles *unless* No Change has been selected as the formatting option.

Jaws PDF Editor contains nine predefined formatting styles for you to use, or you can create custom styles and apply these instead. See “[Bookmarks styles](#)” on page 28 for information on creating bookmark styles.

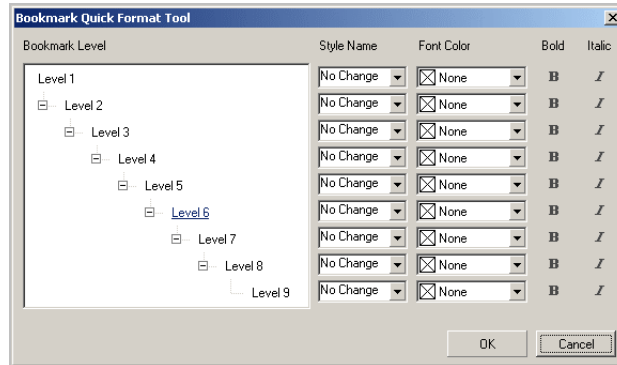


Figure 6.5 *Bookmark Quick Format Text dialog box*

To format bookmarks levels:



- 1 Click the **Quick Format** button in the Bookmarks toolbar ([Figure 6.4](#)) to open the Quick Format dialog box ([Figure 6.5](#)).
- 2 For each level, choose the style that you want to apply from the following choices:
 - **Pre-defined styles:** choose one of the nine styles supplied with Jaws PDF Editor.
 - **Custom style:** create a Custom style, select the Standard default style or select No Change if you have applied custom formatting to a bookmark that you do not want overridden. This setting will be applied to all bookmarks at the selected level.
- 3 Click **OK** to apply the formatting changes to the bookmarks and close the dialog box.

Quick page zoom formatting

Jaws PDF Editor allows you to globally set the zoom level of all bookmarks in a document to the same level setting. To apply zoom level settings:

- 1 Open the Action pane (**Window > Action Pane**), if it is not already open, and click the Bookmarks tab.
- 2 Click the **Quick Set All Bookmark Zoom** button in the Bookmark toolbar ([Figure 6.4](#)) to open the Quick Set Zoom Level dialog box.

- 3 Select the zoom level you want to use from the following options:

Inherit last user zoom: Opens the page using the zoom level in effect when the bookmark was clicked.

Current zoom level: Opens a page at the zoom level used when the bookmark was added.

Actual size (100%): Opens the page at the actual page size.

Custom: Opens the page at the zoom level entered here.

Fit width: Opens the page zoomed to the width of the Document pane.

Fit page: Opens the page zoomed to the size of the Document pane.

- 4 Click **OK** to apply the settings and close the dialog box.

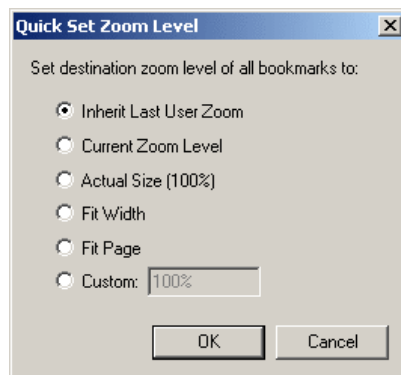


Figure 6.6 Quick Set Zoom Level dialog box



Chapter 7

Working with Comments

Use the comment tools in Jaws PDF Editor to review and comment your PDF documents. Jaws PDF Editor supports the following comment types:

- Notes
- Strikeouts
- Highlights
- Underlines

Comments supported for display only: Jaws PDF Editor supports the viewing of Stamp, Freehand, Line, Rectangle, Circle and Free Text comments. Associated comments can be opened and the text edited. These types of comments cannot be added to or deleted from the document using Jaws PDF Editor.

Unsupported comments: Jaws PDF Editor does not support, Sound, Movie or File Attachment comments. When these comment types are encountered in a PDF a placeholder icon appears on the page but no action occurs if you click the placeholder.

You can also save your comments to a file or e-mail them directly from Jaws PDF Editor¹.

1. Jaws PDF Editor supports MAPI compliant clients only.

Tools for working with comments

Comment tools can be found in the Comments toolbar (Figure 7.1), which by default is located in the Comments tab of the Action Pane.



Figure 7.1 Comment toolbar

If you do not have this toolbar available, select the **Comment** check box in the Toolbars tab of the Customize dialog box (**Tools > Customize**). By default this toolbar displays on the Comments tab in the Action Pane.

Annotating a PDF document

Using the tools in the Comment toolbar you can annotate a PDF document with notes, highlights, strikeouts and underlines. You may also add an additional note to an annotation, providing more information where you think it is needed.

Adding comments

To add a comment to a PDF document:

- 1 Decide which comment type you want to use and select the correct tool in the Comment toolbar (Figure 7.1) (or select **Action > Comments > Comment type**).
- 2 Drag your cursor over the text you want to comment, or in the case of the Note tool, click at the appropriate place on the page.
- 3 To add some commentary text to a comment, double-click the comment and enter your text in the window that opens. If you would prefer to have the text box open automatically each time you add a comment, select **Automatically Open Comment Window** in the Comment options dialog box (**Tools > Options > Comments**).

Removing comments

To remove (delete) a comment:

- 1 Select the comment you want to delete in the comments list in the Action Pane.



- 2 Click **Delete Comment** in the Comment toolbar, or press **Delete** on your keyboard, to remove the comment.

NOTE: *If you accidentally remove a comment by mistake, use the **Undo** button in the Edit toolbar to get the comment back.*

Hiding comments



You can hide all comments if they are proving to be an unhelpful distraction as you read through a document. To hide comments, click the **Show/Hide Comments** button in the Comments toolbar. Use the same button to reveal the comments again.

Changing the color and caption of a comment

Jaws PDF Editor allows you to change the color and caption of any comment that you have added to a document, overriding the default setting in the Comment properties dialog box (described in [“Comment options” on page 29](#)).

To change the color and caption of a comment:



- 1 Select the comment you wish to change by clicking it.
- 2 Click the **Comment Properties** tool in the Comment toolbar to open the Comment Properties dialog box ([Figure 7.2](#)).
- 3 Select a new color for the comment and enter a new caption message.
- 4 Click **OK** to save your settings and close the dialog box.

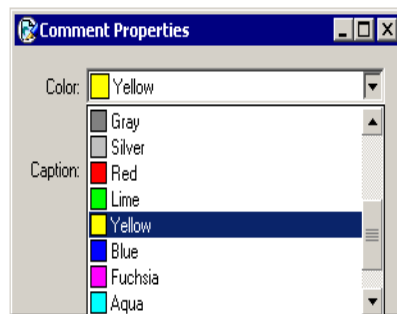


Figure 7.2 *Comment Properties dialog box*

You can also change the default color of the comments as you add them by right clicking on the document pane and selecting **Fast Color Switch** from the pop-up menu.

NOTE: *The steps above describe how to change the properties of the current comment. To change the default properties for all comments, choose **Tools > Options > Comment** and set your desired options.*

Using the Action Pane to view comments

Comments that have been added to a PDF document are listed in the Action Pane under the Comments tab. If you are unable to see the Action Pane, click **Windows > Action Pane**, or click the **Action Pane** button located in the lower left corner of the Document Pane.

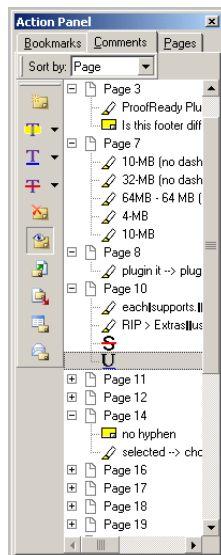


Figure 7.3 Action Pane showing Comments

Comments are sorted according to the selected option in the **Sort by** drop-down list. By default, comments are sorted by page, but you may also sort by Type, Caption and Date.

Clicking a comment in the Action Pane opens the page in the Document Pane. Double-clicking a comment opens the page and the comment text box, allowing you to see the notes for the comment text.

Importing and exporting comments

Jaws PDF Editor allows you to save your comments to a file and import them into another PDF document. This feature is useful when several people are reviewing the same document and you want to see all comments in one PDF document.

NOTE: You can import comments from Adobe® Acrobat® 5.0 onwards (PDF 1.4).

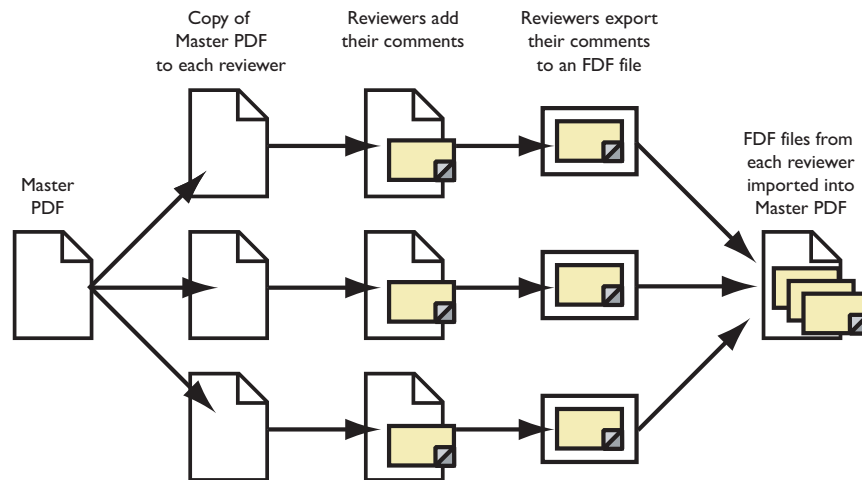



Figure 7.4 Workflow for distributing a PDF document to multiple reviewers

Exporting comments

To export (save) your comments:

- 1 Open the PDF document containing the comments you want to save.
- 2 In the Action Pane, select those comments you want to save, or, to save *all* comments, ensure no comments are selected.
- 3  Click the **Export Comments** button to open the Export comments dialog box.
- 4 Enter a name for your comments file.
- 5 Click **OK** to create the file and close the dialog box.

Importing comments

Jaws PDF Editor allows you to import comments into a PDF document. Existing comments will not be changed or removed when you import new comments.

NOTE: *Jaws PDF Editor cannot determine if the comments you are importing are relevant to the PDF document, or were created for a completely different document.*

To import comments in a PDF document:



- 1 Open the PDF document you want to import the comments to.
- 2 Click the **Import Comments** button. The Import comments dialog box opens.
- 3 Select the FDF file you want to import.
- 4 Click **OK** to add the comments and close the dialog box.

Sending comments via e-mail

Jaws PDF Editor also supports MAPI e-mail clients (such as Outlook and Eudora). This allows you to e-mail the comments file directly from Jaws PDF Editor, without having to save it to disk.



Click the **E-mail Comments** button to start a new e-mail in your default e-mail client with the comments file automatically attached.

Printing comments

To print comments:

- 1 Open the Print dialog.
- 2 In the **Print What:** drop down select Document and Comments.
- 3 Click **OK** to print.

NOTE: *Comment windows print in their current state (open or closed). To open all comment notes, right-click in the Comment tab and select **Open All Comments** in the popup menu.*



Chapter 8

Working with Pages

Jaws PDF Editor allows you to reorganize, extract and delete the pages in a PDF document. You can also insert pages from other PDF documents into your document.

Tools for working with pages

Page tools can be found in the Pages toolbar (Figure 8.1), which by default is located in the Pages tab in the Action Pane.



Figure 8.1 Pages toolbar

If you do not have this toolbar available, select the **Pages** check box in the Toolbars tab of the Customize dialog box (**Tools > Customize**).

Viewing pages in the Action Pane

The Action Pane shows all the pages in a PDF document. Using the options in the **View** control you can view pages as thumbnails or as page numbers. If the Action Pane is hidden, select **Windows > Action Pane** or click the Action Pane button located in the lower left corner of the document pane.

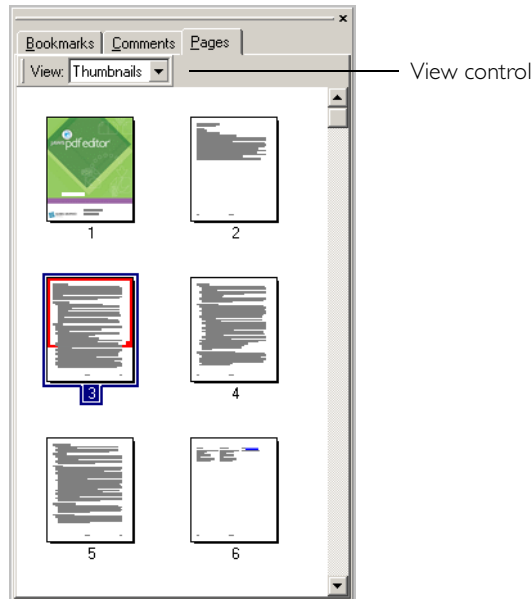


Figure 8.2 The Pages tab in the Action Pane

Moving pages

At times you may want to move and reorganize the pages in a PDF document to better suit your needs. You can do this easily in Jaws PDF Editor by dragging and dropping pages in the Action Pane. You can also use the same action to move pages from one PDF document to another.

To move pages:

- 1 In the Action Pane, select the Page tab. If moving pages between two documents, ensure the Action Panes of both documents are visible.
- 2 From the pages list, select the page you want to move. Use **Click+Shift** to select a range of adjacent pages, or use **Click+Ctrl** to select non-adjacent pages.

- 3 Click and hold your mouse button and drag the pages to their new position in the pages list. A move bar appears as you drag the pages, use this to place the pages at the desired location in the document.
- 4 Release your mouse button to move the documents to their new location. Although the page appears to have been moved in the pages list it has not yet been moved in the PDF document.
- 5 To update the page order in the document, click the **Apply Order Updates** button in the Pages toolbar; or press **Enter**. Click **Cancel Order Updates** to undo your update.



If you need to undo a page move, click the **Undo** button in the Edit toolbar.



NOTE: *If more than one copy of Editor is open you cannot drag and drop pages between copies. Files must be open in the same copy of Editor to support drag and drop between files.*

Inserting and extracting pages

Jaws PDF Editor allows you to insert pages from other PDF documents. Using this feature you can collate pages from several sources into one document. Jaws PDF Editor also allows you to extract pages from a PDF document and add them to another document.

Inserting pages

To insert pages into a PDF document:



- 1 Click the **Insert Pages** tool or select **Action > Pages > Insert Pages**. The Insert Pages dialog box opens (Figure 8.3).

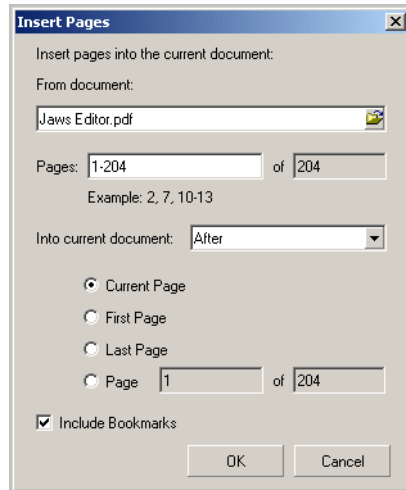


Figure 8.3 The Insert Pages dialog box

- 2 Enter information in the fields as follows:

From document: Click the **Open** button and navigate to the PDF document containing the pages you want to insert.

Pages: Enter the PDF document page numbers of the pages you want to insert, for example, 2, 7, 10-13.

Into current document: Select where you want the pages to be added. Use the options in the drop-down list to insert the pages before or after the current page, the first page, the last page or a specified page number.

Include bookmarks: Select this check box to also add any bookmarks that may be present in the pages you are adding.

- 3 Click **OK** to insert the pages and close the dialog box.

To undo an insert page command, click the **Undo** button in the Edit toolbar.

Extracting pages

To extract pages from a PDF document:



- 1 Click the **Extract Pages** tool or select **Action > Pages > Extract Pages**. The Extract Pages dialog box opens (Figure 8.4).

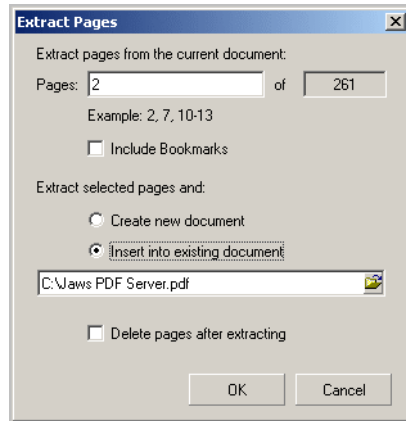


Figure 8.4 The Extract Pages dialog box

- 2 Enter information in the fields as follows:

Pages: Enter the PDF page numbers of the pages you want to extract, for example, 2, 7, 10-13.

Include Bookmarks: Select this check box to also extract the bookmarks that may be present in the pages.

Extract selected pages and: Select how you want Jaws PDF Editor to handle the pages it extracts: **Create new document** or **Insert into existing document**.

Delete pages after extracting: Select this option if you want the pages to be deleted after they have been extracted.

- 3 Click **OK** to extract the pages and close the dialog box.

To undo an extract page command, click the **Undo** button in the Edit toolbar.

Deleting pages

To delete pages from a PDF document:

- 1 In the Action Pane, Pages tab, select the pages you want to delete. If necessary, use the **Ctrl** or **Shift** keys to make multiple selections.
- 2 Click the **Delete Pages** tool to remove the pages from the PDF document.



Alternatively, select **Action > Pages > Delete Pages** to open the Delete Pages dialog box (Figure 8.5) and enter the page numbers that you want to delete.

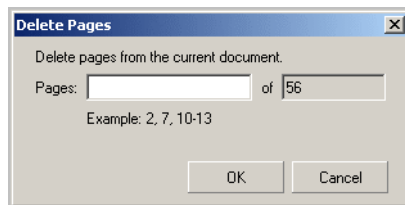


Figure 8.5 The Delete Pages dialog box

NOTE: Click the **Undo** button to restore deleted pages.

Rotating pages

You can rotate pages in a document using the rotate pages tools in Jaws PDF Editor.

To rotate pages in a PDF document:

- 1 With the Page tab displayed in the Action Pane and “Thumbnails” selected, select the page you want to rotate. (You may also select a number of pages by using your **Shift** key to select connected pages, or the **Ctrl** key to select disconnected pages.)
- 2 Click the **Rotate Page Left** or **Rotate Page Right** tool in the Pages toolbar (Figure 8.1) to rotate the page 90° or click twice to rotate 180°.



Chapter 9 Document Security

PDF files support security features which prevent unauthorized users from opening the document or changing its contents. Jaws PDF Editor supports and maintains any document security measures that are present in the PDF file and allows you to change security, provided you have the necessary password.

Viewing document security



To see what security measures are currently in force, open the Security Settings dialog box (Figure 9.1), by clicking the **Document Settings** button and selecting Security Settings.

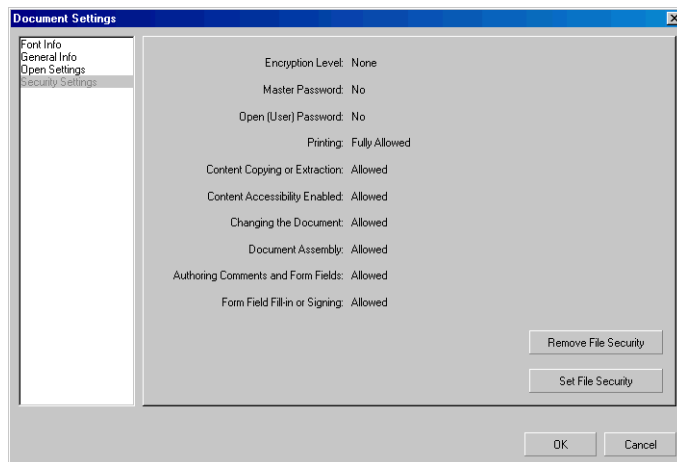


Figure 9.1 The Security Settings dialog box

Changing PDF file security

To change the security settings that are currently in force in a PDF document:



- 1 In Document Settings, select the Security Settings dialog box (Figure 9.1).
- 2 Click the **Set File Security** button. If the PDF file is protected with a “Change Security” password, enter it in the dialog box that opens and click **OK**.

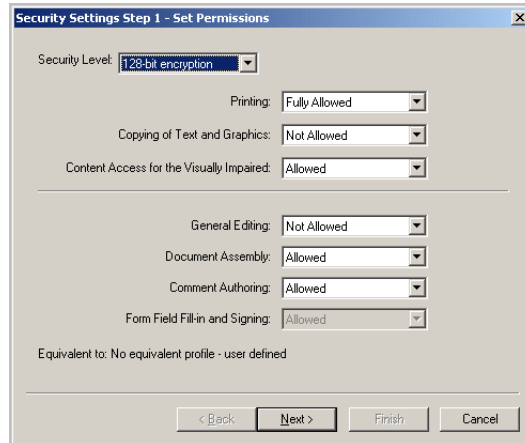


Figure 9.2 The Security Settings Step 1 - Set Permissions dialog box

- 3 Set your required security settings from the following options:

Security level: Choose from 40-bit or 128-bit encryption. 40-bit encryption complies with PDF 1.3 standard and provides basic PDF file security. 128-bit encryption complies with PDF 1.4 standard and provides more advanced security.

Printing: Select the security setting for document printing.

Copying of text and graphics: Select the security setting for copying text and graphics in a document.

Content Access for the Visually Impaired: (128-bit encryption only). Select the security setting for making text available to screen readers for the visually impaired and indexing.

General Editing: Select the security setting for general editing. General editing includes working with pages, bookmarks and document opening properties. See also, Document Assembly, below.

Document Assembly: Select the security setting for document assembly (deleting, rotating, inserting and extracting pages), when General Editing is *not* allowed. This option is not available when 40-bit encryption has been selected.

Comment Authoring: Select the security setting for adding and changing comments and form fields. See also, Form Field Fill-in and Signing.

Form Field Fill-in and Signing: Select the security setting for form fields and digital signatures when Comment Authoring is *not* allowed. Form fields and digital signatures are not available in Jaws PDF Editor. This option is not available when 40-bit encryption has been selected.

- 4 Click **Next** to advance. The Security Settings Step 2 - Set Passwords dialog box (Figure 9.2) opens.

Figure 9.3 The Security Settings Step 2 - Set Passwords dialog box

- 5 Set the following options:

Require a password to Change security settings: Select this check box and enter a password to prevent unauthorized users from changing the security settings in force in the PDF file.

Require a password to open document: Select this check box and enter a password to prevent unauthorized users from opening the PDF file.

- 6 Click **Finish** to implement the new security settings in your PDF file.

Removing document security settings

To remove all security settings:

- 1 Select **File > Set File Security > None**, or click the **Remove Security** button in the **Security Settings** dialog.
- 2 If prompted, enter the “Change Security” password and click **OK**.
- 3 Click **OK** to confirm your new security settings.



Chapter 10

Preparing a PDF Document for Distribution

Jaws PDF Editor can help you to prepare a PDF document for distribution with the Finish Document Wizard.

Using the Finish Document Wizard

The Finish Document Wizard takes you through all the steps needed to properly prepare your document for distribution, as follows:

- 1 Start the Finish Document Wizard. Click the **Finish Document Wizard** button in the Info toolbar; or click **File > Finish Document Wizard**.

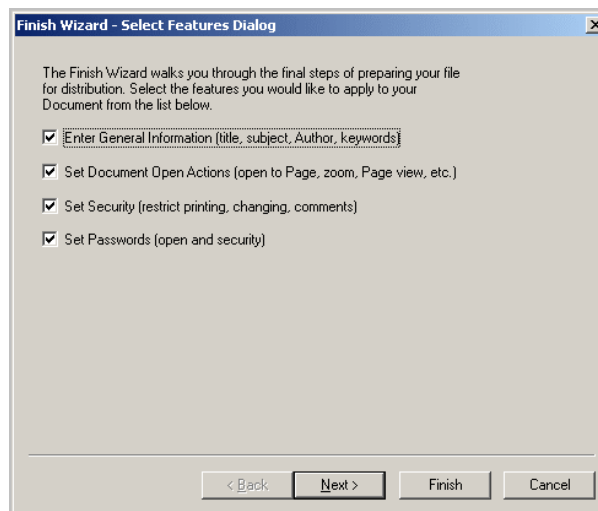


Figure 10.1 The Finish Wizard - Select Features Dialog window

- 2 Select the document options you want to open in the wizard. The available options are as follows:

Enter General Information (title, subject, author, keywords): Select this check box to access the options for general document information. See [“General Information” on page 42](#) for details about these options.

Set File Open Actions (open to page, zoom level, page view, and so on): Select this check box to access the options for file opening actions. See [“PDF file default opening options” on page 45](#) for more information on the options that are available.

Set Security (restrict printing, changing, adding comments, and so on): Select this check box to access the PDF document security options. See [“Changing PDF file security” on page 71](#) for more information on the options that are available.

Set Passwords (open and security): Select this check box to access password options, which allow you to enter a password to open the document and another to change security settings.

- 3 Click **Next** to advance to the next screen in the wizard, and enter the information as required in the dialog box that opens.
- 4 Click **Next** to advance to the next screen or click **Finish** to close the Finish Document Wizard and implement your choices.
- 5 In the Save As dialog box, enter a name for your PDF document.
- 6 Click **OK** to save the PDF document and close the dialog.



Chapter 11

Reference Section

This section provides technical information relating to the operation of Jaws PDF Editor.

Links supported by Jaws PDF Editor

Jaws PDF Editor supports the following types of links and hyperlinks:

- Links between pages
- Web pages links
- E-mail links
- Some “Execute Menu Item” actions.

Jaws PDF Editor does *not* allow you to add links to PDF files. Links must be added during PDF file generation, for example by using the Word macro and Jaws PDF Creator.

Keyboard shortcuts

Table 11.1 lists the default keyboard shortcuts used by Jaws PDF Editor. If you wish, you can choose a different shortcut using the options in the Customize dialog box, as described in [“Customizing keyboard shortcuts” on page 19](#).

Table 11.1 Jaws PDF Editor keyboard shortcuts

Command	Shortcut
Action Pane	F6
Actual Size	Ctrl + I
Add Area Bookmark	Ctrl + Alt + K
Add Bookmark	Ctrl + K
Add Bookmark from Text	Ctrl + Shift + K
Cascade Files	Shift + F5
Close All Documents	Ctrl + Alt + F4
Close Document	Ctrl + F4
Comment Properties	Alt + Enter
Copy Text	Ctrl + C
Customize...	Ctrl + Shift + C
Cut	Ctrl + X
Delete Pages dialog	Ctrl + Shift + D
Document Settings...	Ctrl + Alt + D
Exit	Alt + F4
Export Comments	Ctrl + Alt + E
Extract Page	Ctrl + Shift + X
Find	Ctrl + F
Find Next	Ctrl + Shift + F
Finish Document Wizard	Ctrl + W

Table 11.1 *Jaws PDF Editor keyboard shortcuts (...continued)*

Command	Shortcut
First Page	Ctrl + Home
Fit Page	Ctrl + 0
Fit Width	Ctrl + 2
Font Info	Ctrl + Alt + D
Full Screen (enter)	F7
Full Screen (exit)	Esc
Go To	Ctrl + G
Help	F1
Hide/Show Menus	F9
Hide/Show Toolbars	F8
Hide/Show Toolbars except Navigation	F10
Highlight	H
Highlight Area	Shift + H
Import Comments	Ctrl + Alt + I
Insert Page	Ctrl + Shift + I
Last Page	Ctrl + End
Next Page	Page Down
Next View	Ctrl + Right Arrow
Note	N
Open	Ctrl + O
Paste	Ctrl + V
Previous Page	Page Up
Previous View	Ctrl + Left Arrow

Table 11.1 *Jaws PDF Editor keyboard shortcuts (...continued)*

Command	Shortcut
Print	Ctrl + P
Print Preview	Ctrl + Alt + P
Print Setup	Ctrl + Shift + P
Program Options	Ctrl + Shift + O
Quick Format Bookmarks	Ctrl + Alt + F
Quick Set All Zoom	Ctrl + Alt + Z
Redo	Ctrl + Y
Rotate Page Dialog	Ctrl + Alt + R
Save	Ctrl + S
Save As	Ctrl + Shift + S
Save Optimized	Ctrl + F5
Scroll Down	Arrow - Down or scroll mouse wheel
Scroll Left	Arrow - Left
Scroll Mode	S
Scroll Right	Arrow - Right
Scroll Up	Arrow - Up or scroll mouse wheel
Security Info	Ctrl + Alt + D
Select All	Ctrl + A
Select Text Area	P
Select Text Line	L
Strikeout	O
Strikeout Area	Shift + O
Tile Horizontally	Shift + F4

Table 11.1 *Jaws PDF Editor keyboard shortcuts (...continued)*

Command	Shortcut
Tile Vertically	Shift + F3
Underline	U
Underline Area	Shift + U
Undo	Ctrl + Z
Zoom Box	Z
Zoom In	Ctrl + Num + or press mouse wheel
Zoom Out	Ctrl + Num -



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