PDF Page Organizer Contents

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Why PDFPO?

There are a number of affordable PDF creator on the market that can convert printed documents to PDF files. However, you often need to use very expensive tools like Adobe® Acrobat® to do post processing like merging different documents together, re-arranging pages, composing page outlines, etc.

PDF Page Organizer provides a very reliable alternative to those expensive and complicated tools. It is designed entirely to post process PDF files and generate PDF files. It also displays overview page without support of any additional software (like Adobe® Acrobat® Reader), so you can easily know what you are working on.

Introducing PDFPO

Welcome to use Foxit PDF Page Organizer (PDFPO). PDFPO is designed entirely to post process PDF files and generate PDF files.

PDFPO is a cost-effective and powerful tool that can be used to merge, split, and re-organize your PDF files, perserving original pages layout. It's very useful if you use PDF creation tools to create PDF files, or want to re-organize your existing PDF documents.

PDFPO has a build-in viewer that you can find nowhere on the market. Using this viewer, you can enjoy organizing documents on one side, and meanwhile viewing what you get on the other side.

PDFPO is released as shareware, you can have unlimited days to evaluate it free, while the eval version of the program has much limited way to use. If you want to use the fully functional version, you must register the program.

For details, please see [Eval and Registered Version](#) .

For registered users, PDFPO allows you to do the following things:

- Merge several PDF files or extract several pages from a PDF file and add them to a document.
- Add an outline (bookmarks) to the file so it's easier for users to browse inside the document.
- Creat annotations to the file, so you can add something like comments, company log, or copyright marks to your document.

More features will be built into future versions, and free lifetime technical support and upgrades are provided at a low price.

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Eval and Registered Version

PDF Page Organizer has two versions for users: Evaluation version and registration versions.

For more information about registration, please visit our Online order page.

Evaluation Version

PDFPO is released as shareware, you can evaluate it in an unlimited day, while you have to experience restrictions as below:

1. All pages in generated PDF files will contain a copyright mark.
2. Create only up to 10 outline entries for your target pdf document.
3. Allow only first half pages (up to ten pages) can be generated with annotations.
4. Allow only first half pages (up to ten pages) can be generated with layout.

If you are evaluating PDFPO, the "Licensed To" and "S/N" on "About" will be printed as "Evaluator" and "null" (see the following figure). While in the following two versions they will be displayed as "registered user name" and "registered serial number" respectively.
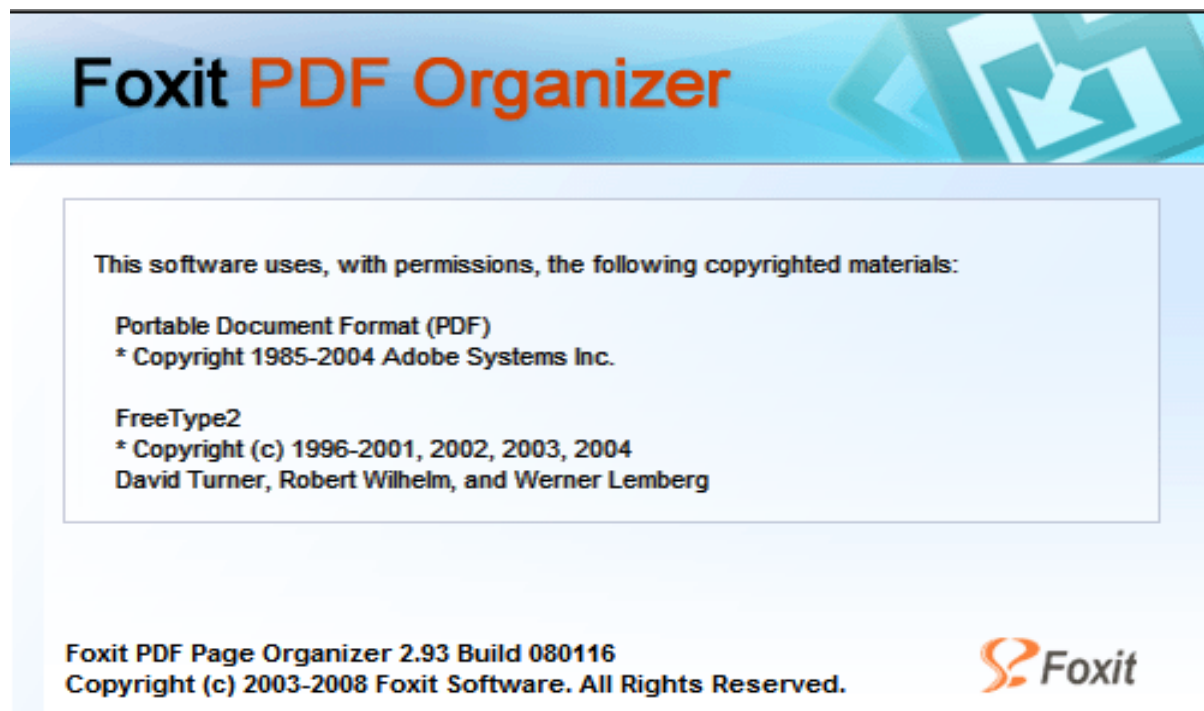
Registered Version

This is a complete version containing advanced key inside. In this version, user can freely use all functions supported by PDFPO program, without any restrictions. Using this Registered Version, users can:

- Merge several pdf files or split a pdf file into several pages by importing source pdf pages, and add them to a file
- Add an outline (bookmarks) to the file so it's easier for users to browse inside the document.
- Create annotations to the file, so you can add something like comments, company log, or copyright marks to your document.
- Reset page layout of the file, so that you can specify how the page can be previewed by users or printed.
- Generate the file into a new pdf document contained pages, outlines, annotations, and basic information.

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Main Features:

1. Standalone software, Adobe Acrobat and Reader NOT required!
2. Can generate multiple pdf files from a single pdf file by splitting its pages.
3. Can generate a single pdf file by merging multiple pdf files or selected pages from one or more pdf files.
4. Can save the pages in the rough as *.po file for further reorganization and use before finally generating it into target pdf file.
5. Can preview its contents while managing pdf pages.
   - PDFPO has a build-in viewer that you can find nowhere on the market. Using this viewer, you can enjoy organizing pages on one side, and meanwhile viewing what you get on the other side.
6. *Pages* pane allows you to import and edit pdf pages. You can use **Import** command to bring up *Page Details* dialog box, and within this box, you can:
   - Add (merge) multiple pdf files in one operation.
   - Split it into single page or sets of pages when imported a single pdf file.
   The imported files or selected pages are entered into *Pages*pane for further edit.
7. *Outlines* pane allows you to import and edit outlines for target pdf file. Within the *Outlines* pane, you can:
   - Directly insert and edit outline.
   - Use the **Import** command to import whole or a portion of outline from inside an pre-existing pdf file. And the imported outline can be mixed with other outlines as a subordinate or coordinate outline.
   - Position an entry(outline) to any location in a page simply by dragging the **Position** icon.
8. *Annotation* pane allows you to insert and modify three types of annotations (text, free text and stamp) for target pdf files. You can use **Insert** command to pop up *Annotation Details* dialog box, and within this dialog box, you can:
   - Edit contents and descriptions for annotations.
   - Set the attributes of annotations whether to be Read-only or Printable, or not.
   - Customize the size and color of the text and marquee for annotation(s)
   - Select to apply annotation(s) to current page, any page ranges, and or all pages.
   - Set the annotation location by simply selecting the Relative or Absolute position.
9. *Layout* pane allows you to reset page's layout so that you can easily change the page outlook for user preview or print. In this pane, you can:
   - Reduce and enlarge pang size.
   - Shrink or stretch page content in a vertical or horizontal way.
   - Clip the content of pages to meet the different purpose of the file printout.
   - Move the location of the current page's content.
   - Rotate the orientation of the current page's content.
10. *Info* pane allows you to add basic information, such as Title, Subject and Keywords, about pdf files into target files.

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What's New

What's New in Version 2.93

Foxit PDF Page Organizer Version 2.93 Build 080116 has introduced some new features and enhancements listed below:

- File Association: Version 2.93 creates ppo file association automatically. To open a ppo file with Foxit PDF Page Organizer, you just need to double-click on it.
- Rotating Preview: You can now preview page rotation in the Preview window.
- Multi-line Annotations: Now you can insert multi-line stamp or free text to the designated pages with Foxit PDF Page Organizer.
- Unicode Support: Better Unicode support for annotation editing.
- Streamlined UI: The User Interface has been redesigned thoroughly, making organizing your PDF files much easier.
- Bug Fixes.

What's New in Version 2.4

- Powerful *Layout* pane was added.

What's New in Version 2.3

- PDF displaying API was enhanced. A new PDF API was added in this version to make the preview displaying more clear and fast.
- File importing function was improved. User can import multiple PDF files at a time. In before version user can only add PDF file one by one.

What's New in Version 2.2

- Annotation pane was added. In this version, users can create annotations for their target PDF documents. Annotations can be displayed or printed in some or all pages of your document. It's very useful if you want to add something like comments, company logo, or copyright marks to your document.

What's New in Version 2.1

- Outline *Position* feature was added. This new feature can help you to quickly link an entry to any location of a page. What you need to do is dragging the position icon to the target you want.

What's New in Version 2.0

- Information pane was added. In this pane, user can add for the destination document basic information like Title, Subject, and Keywords.
- Outline Importing feature was added. In this version, user can use the new function of *Import PDF Outlines* to selectively import pre-existing PDF outlines included in one existing PDF document.

Install & Uninstall

The Foxit PDF Pages Organizer (PDFPO) is a neat green software, no installation is required. All you need to do is to visit the website, download the PDFPO zip file to your disk, and unzip it, and then run the pdfpo.exe.

Here are the steps:

1. Go to our <u>download</u> web page, click download the PDFPO
2. Click on **Open** to save the zip file into the temporary folder, click on **Save** (recommended) to store into your explorer.
3. Double click the zip file and extract the PDFPO file into PDFPO folder.
4. Open the PDFPO folder and run the PDFPO.EXE.
5. You can copy the PDFPO.EXE to anywhere you feel convenient.

To unistall the PDFPO program, just simply delete the pdfpo folder.

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Basic Steps in Using PDFPO

Launch a New File Window

On the PDFPO window, click **New** button or choose **File > New** or simply press **CTRL +N** to open a new file window.

Importing and organizing pages

On the *Pages* pane, click **Import** button or choose **Pages > Import PDF Page(s)** or simply press **CTRL + I** to import pages from the existing PDF document.

Importing and editing Outlines

On the *Outlines* pane, using Import, Insert and other edit functions to import and edit Outlines for the imported pages. If you are not a user of Pro Version, you have to use this function in limited way.

Creating Annotations

On the *Annotations* pane, using **Insert** to edit annotation content, description, position, page ranges and other parameters. If you are not a user of Pro Version, you have to use this function in limited way.

Resetting Page Layout

On the *Layout Pane*, use the value buttons to change the page layout such as resize page, scale content, clip content, move content, rotate page. If you are not a user of Pro Version, you have to use this function in limited way.

Adding Information

On the *Info* pane, filling the relevant information for the destinations file. This is an optional step, you can chose not to add information.

Saving and Opening

After finish the above first step or three steps, you can choose to save it so that later you can open it for further reorganization.

Generating

After finish the above first step or three steps, you can choose to generate it into PDF file by clicking on **Generate** button.

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Overview the Work Area

As the following legend shows, the main window of PDFPO falls into two head areas, the left area is the *Page Edit Area* comprising of five panes for organizing pages. The right one is the *Document Preview Area* for previewing pages. *Menu Bar* and *Toolbar* on the top of the window provides shortcut control to work with the imported pages. And the *Status Bar* on the bottom of the window provides a visual view reporting the current page location on the source or destination document.
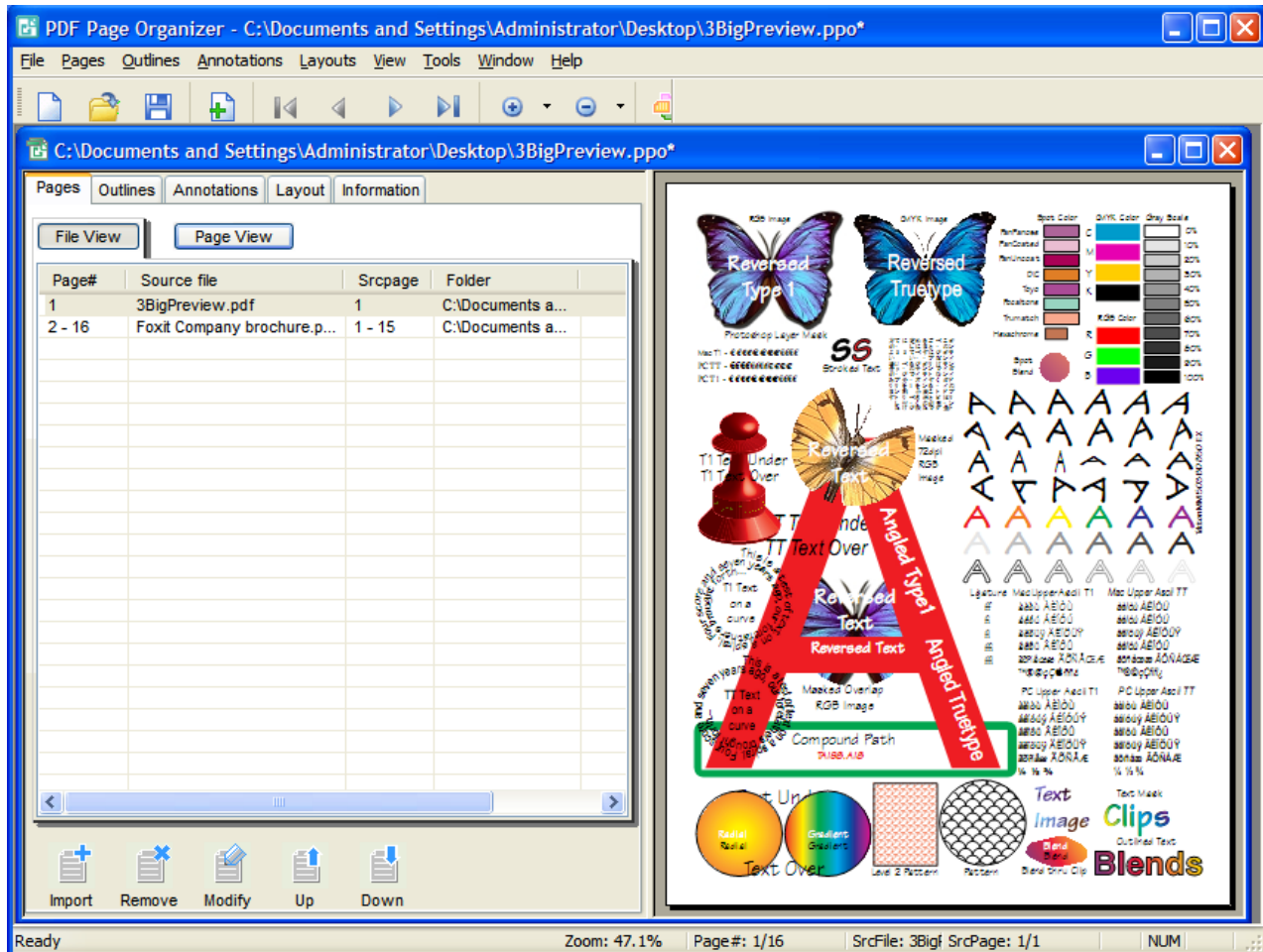
Menu Bar

The Menu Bar gives you the full access to all features of the PDF Page Organizer. You can access the menu by either using mouse or keyboard. Keyboard shortcuts, when available, are printed on the right of the menu item.

Tool Bar

The Tool Bar provides access to the frequently- used commands and facilitates your work with the document. When you point to a button, the "Ready" on the left side of *Status Bar* can synchronously report events for you.

Page Edit Area

The Page Edit Area, comprising of three panes, is the central work places, nearly all organization work are accomplished here.

- **Pages:** This pane serves to import the source pages and list them in a visual way for further edit. See also The Pages pane.
- **Outlines:** This pane serves to import , insert attach the bookmarks for the imported pages. See also The Outlines pane.
- **Annotations**: This pane serves to create and edit Free Text or Stamp annotations for target pdf files. See also The Annotations pane.
- **Info:** This pane serves to add basic information for the final output file which includes all imported pages. See also The Info pane.
- **Layout:** This pane serves to reset page layout for file preview or printing. See also The Layout pane.

Document Preview Area

This area serves to dispay pdf contents for you to preview, so that you can enjoy organizing pages on one side, and meanwhile viewing what you get on the other side.

You can preview the documents uisng the Pages, Outlines together with View Tools in the *Menu Bar* or *Tool Bar*. Please see Previewing Documents for details.

Status Bar

The Status Bar on the bottom of the window provides a visual view reporting the current page location on the source or destination document, the mouse pointing event, and the zoom level.

- **Ready:** Reporting the status of this program in progress. When mouse is doing on the toolbar or in the menu bar, , it will state the function of that feature.
- **Zoom:** Reporting the size of your viewing screen with percentage.
- **Page#:** Reporting location of the current displayed page in the destination file.
- **SrcFile:** Reporting the name of the source file from which pages are distilled.
- **ScrPage:** Reporting the location of the current displayed page in the source file.

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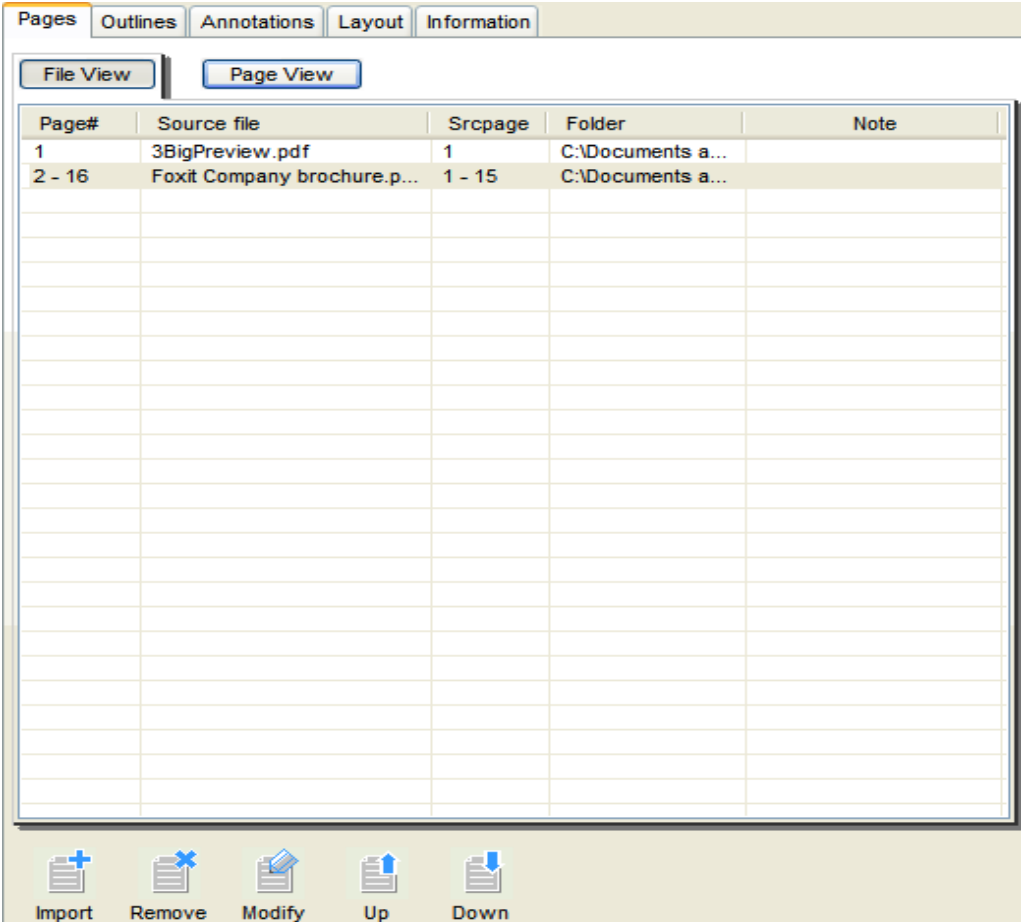
A Closer Look at the Edit Area

The Page Edit Area, comprising of five panes, is the central work places. And nearly all tasks are manipulated here.

- **Pages pane:** This pane serves to import the pdf pages and list them in a entry-list way for reorganization. You can click a pages list to view their included contents in the *Preview Area* by using the left or right cursor key.
- **Outlines pane:** This pane serves to import, insert, attach bookmarks for the imported pages. You can also click the Outline entries to view their associated contents.
- **Annotations pane** This pane serves to create and edit annotations for target pdf files. You can select to create Free Text or Stamp annotations.
- **Info pane:** This pane serves to add basic information for the final output file. You can annotate Tile, Subject and Keyword for this file which contains all the imported pages.
- **Layout pane:** This pane serves to reset page layout for target pdf file. You can resize page, scale content, clip content, move content, and rotate page.

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The Pages pane

This *Pages* pane is populated to import and organize the pdf pages. It is comprised of a *Entry List* on the top, and *Button Tools* on the bottom. You can fist use the **Import** command to bring about "The Pages Import Box" to add pdf pages. Imported pages details will then be displayed into *Pages* pane in light of *Entry List* as following legend shows. You can view their included contents in the *Preview Area* using navigation bar or left/right cursor. You can also remove or modify the undesired imported pages, and deftly rearrange the pages list sequence by using **Up** and **Down** arrow.

Entry List

- **Page#:** Displaying the output locations of the imported pages in the destination document.
- **Source File:** Displaying the original PDF document name from which pages are extracted.
- **Srcpage:** Displaying the input locations of the imported pages in the source file.
- **Folder:** Displaying the file path of the source PDF document on your disk driver.

Button Tools
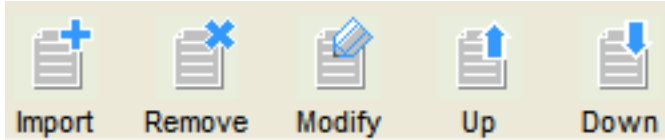
- **Import:** A button for you to merge or extract pages from the pdf files. Click on this button will bring about [Pages Import Box](#). on which you can add file and set page ranges to import. The equivalent commands are -- **Import** button on the Toolbar, **Import PDF Page(s)** on the Pages of Menu bar, or on the Right-click drop-down Menu.

  See Also:
  [Importing Pages](#)

- **Remove:** A button for you to delete an unwished-for pages list. To remove, highlight a pages list you want to delete, and then click on **Remove** button. The equivalent commands are -- **Remove** item on the Pages of Menu bar, or on the Right-click drop-down Menu.

  See also:
  [Removing Imported Pages](#)

- **Modify:** A button for you to reorganize the imported pages, such as changing the pages ranges or re-importing pages from another pdf file. To modify, select a page(s) list want to be changed, and click on **Modify** button, or double click on it, this will bring up [Pages Modify Box](#) on which you can do changing. The equivalent commands are -- **Modify**item on the Pages of Menu bar, or on the Right-click drop-down Menu.

  See also:
  [Modifying Imported Pages](#)

- **Up:** A button for you to rearrange the order of the pages list by moving up a highlight pages list. To move up a list, select this list, and click **Up** button. The equivalent commands are -- **Move Up** item on the Right-click drop-down menu.

  See also:
  [Reordering the Pages List](#)

- **Down:** A button for you to rearrange the order of the pages list by moving down a highlight pages list. To move down a list, select this list, and click **Down** button. The equivalent commands are --**Move Down** item on the Right-click drop-down menu.

  See also:

[Reordering the Pages List](#)

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The Outlines Pane

This *Outlines* pane provides a place for you to edit outlines for the target document by inserting, positioning, attaching, releasing, deleting the entries (outlines), and importing pre-existing outlines included in the source PDF document. It comprises *Button Tools* and *Status Bar* on the bottom. You can select to directly insert and edit new outlines in the Outlines pane, or use **Import** button to bring about *Outlines Import Box* to import pre-existing from pdf files. In addition, in course of organizing the outlines, double-click an engaged entry, its associated pages can be displayed in the *Preview* pane.
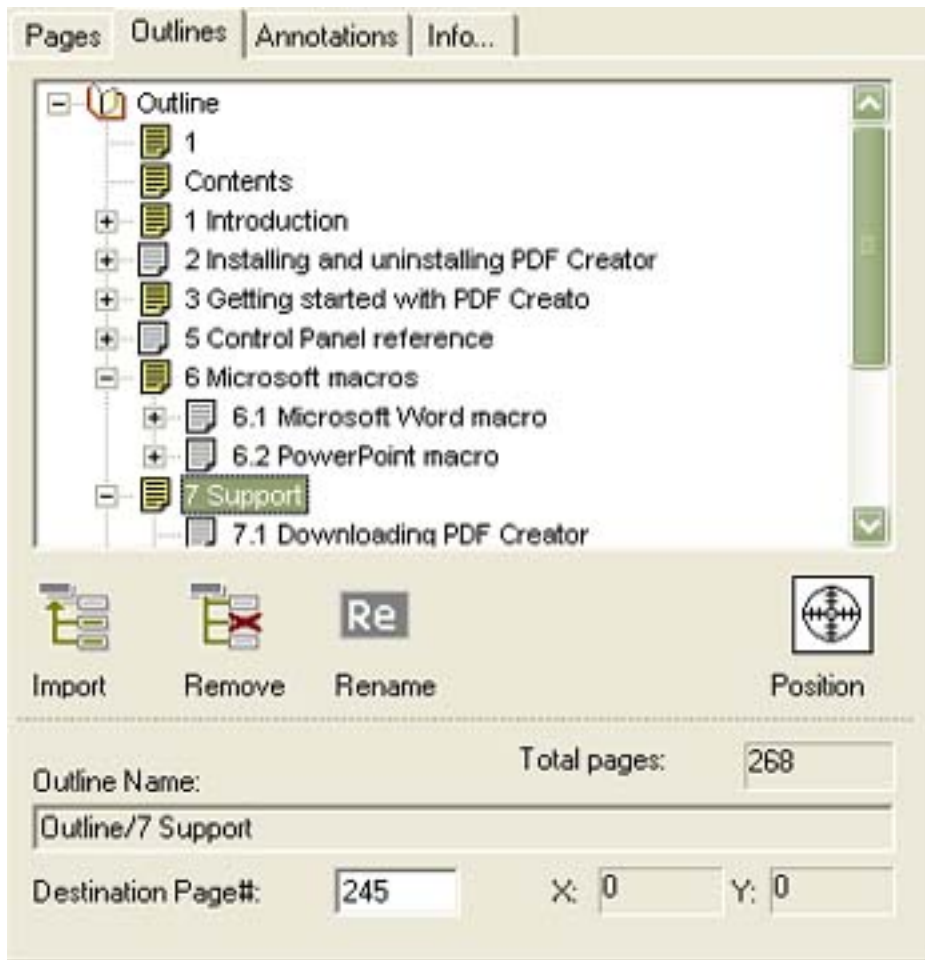
Button Tools

- Import: A button for you to import pre-existing outlines from pdf files. Click this button will bring about Outlines Import Box on which you can select ready-made outlines from a source pdf

file or another pdf on your disk. The equivalent commands are -- **Import PDF Outlines** on the Outlines of Menu bar, or on the Right-click drop-down Menu.

- Remove: A button for you to delete needless entries (outlines). To remove an entry or a section tree, select this entry or section, and click Remove button. The equivalent commands are -- **Remove** on the Outlines of Menu bar, or on the Right-click drop-down Menu.
- Rename: A button for you to change an entry or a sub-entry name. To rename an entry or sub-entry, select this entry or sub-entry, and click Rename button, and then input a new name. The equivalent commands are --**Rename** on the Outlines of Menu bar, or on the Right-click drop-down Menu.
- **Position:** A button for you to make a linking between an entry and any location in a page. To position an entry pointing, just drag this button to anywhere you want in page. Once you position a entry, the X and Y coordinates on the Status bar will show exact place.

Status Bar

- Total Pages: Displaying the sum total of pages contained in the destination document.
- **Outline Name:** Providing a place to display the selected entry name.
- Destination Page#: This place serves the following two purposes:
    - The first one is to facilitate your attachment of an entry to some page, to do this, just need to select an entry, a disengaged entry ▤ or an engaged entry▤, and then key a page number in this place. To view the result, first click other entry, and then click it.
    - The other is for displaying its associated destination page number when you selecting an engaged entry ▤.
- X and Y Coordinates: These two coordinates are used to show you your position when you drag the **Position** button to somewhere in a page.

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The Annotations (Annots) Pane

This *Annotations* (*Annots*) pane is populated to create and modify annotations for your target pdf documents. It contains a *Entry List* on the top, *Button Tools* on the bottom. You can first use **Insert** button to create a *Free Text Annot, Stamp Annot*, or *Text Annot* in *The Annotation Insert Box* . Annot details then will be displayed into *Annotations* pane as showed in the following legend, you can use the navigation bar to view it. You can also use **Remove** or **Modify** command to delete or change a undesired annotation.
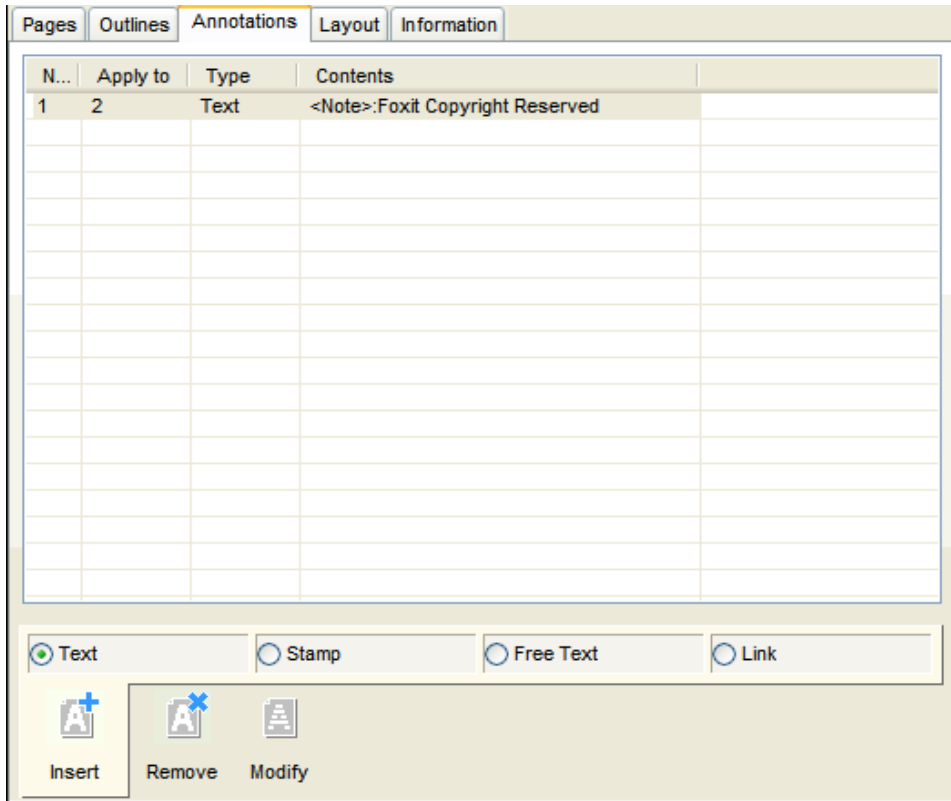
Entry List

- No.: Indicates the insertion sequence of the annotations.
- Apply To: Indicates the page or page ranges which the annotation append to
- Type: Indicates the type of the annotation, like Text, Stamp, Free Text and Link.
- Contents: Indicates the contents of the annotations.

Button Tools

- Insert: A button for you to insert annotations. Click on this button will bring about *Annotation Insert Box.*on which you can edit the annotations. The equivalent commands are -- **Insert a New Annotation** item on the Annotations of Menu bar, or on the Right-click drop-down menu.

  See also:
  Inserting Free Text Annotations
  Inserting Stamp Annotations

- Remove: A button for you to remove the undesired annotation list. To remove, select the annotation you want to delete, and then click on **Remove** button. The equivalent commands are -- **Remove** item on the Annotations of Menu bar, or on the Right-click drop-down menu.

  See also:
  Removing Annotations

- Modify: A button for you to modify a dissatisfactory annotation list. To modify, select the annotation list you want to change, and then click on **Modify** button, or double click on that annotation list. The equivalent commands are -- **Modify** item on the Annotations of Menu bar, or on the Right-click drop-down menu.

  See also:
  Modifying Annotations

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The Info Pane

This *Info* pane is populated to add basic information for the destination document. You have three fields to describe: *Title, Subject* and *Keywords*.

Title

The destination document's name you wish to entitle.

Subject

The motif of the destination document.

Keywords

The keywords associated with the destination document. Keywords are useful for those who will be indexing their documents and would like to improve searching efficiency.

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The Layout Pane

The *Layout* pane is populated to reset page layout. It's especially useful when you want to specify page layout for user preview or print. It consists of an undone button - *Restore Original* on the top, and five *Value Button*s beneath. You can simply click on a *Value Button* to enable its affiliated value fields, and type in a new value you want, and then click **Apply** to make it effect, or **Cancel** to retract your behavior.

Note: The page layout is deployed in user space coordinate system.

A --- Undo Button **B**--- Value Buttons **C** --- Value Fields

Restore Original

A button for you to undo all changes in a current page. Click on this button, all values you changed on current page will be got back to its original state.

Resize Page

A button for you to enlarge or reduce the size of current page displaying in the *Preview Pane*. When you click on **Resize Page** button, its affiliated value fields are enabled for edit. You can either enter **H** (height) and/or **W** (Width) in their field, or drag the reference point on the *red rectangle*, in *Preview Pane*, to a position you want. And then click **Apply** to take effect, or **Cancel** to undo the changing.

See also: Resizing Page

Scale Content
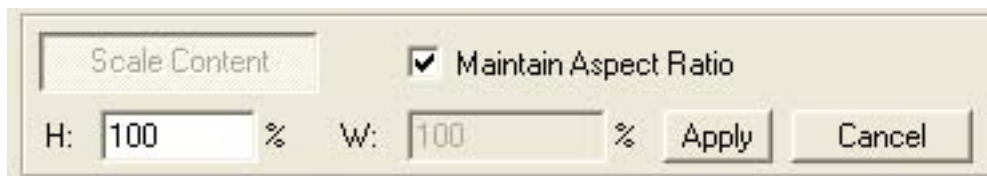
A button for you to stretch or shrink the proportion of document content currently displayed in the *Preview Pane*. When you click on **Scale Content** button, its affiliated value fields are enabled for edit. Just enter a new value in the **H** (height) or **W** (width) field, and then click on **Apply** button to take it affect, or **Cancel** to take back the changing. If you want to constrain proportions when scaling contents, check **Maintain Aspect Ratio**. You can preview the result in the *Preview Pane*.

See also: Scale Content

Clip Content
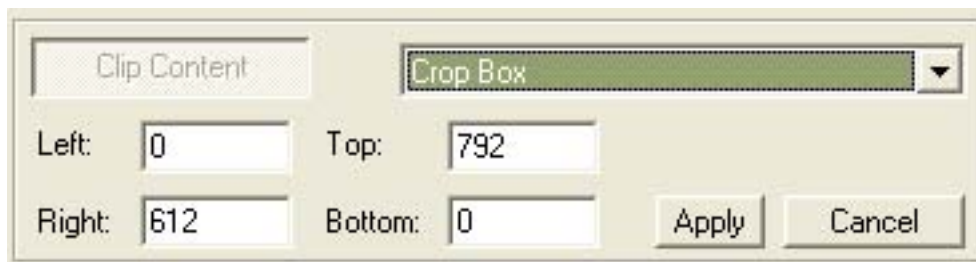
A button for you to clip contents for file output. Before going on with this part, please click here to understand what's Media Box, Crop Box, Trim Box, Art Box and Bleed Box.

When you click on **Clip Content** button, its affiliated value fields are enabled for edit. Drop down the combo box and select a kind of box - CropBox, ArtBox, TrimBox, BleedBox, and then enter a new value into Left, Right, Top, and Bottom field, or drag the reference point on the *red frame*, in *Preview Pane*, to a position you want. And then click **Apply** to take effect, or **Cancel** to undo the changing.

See also: Clipping Content

Move Content

A button for you to adjust the location of current page content. When you click on **Move Content** button, its affiliated value fields are enabled for edit. You can either enter a new **X** and /or **Y** value in their field, or drag content in *Preview Pane* to a position you like. And then click **Apply** to take effect, or **Cancel** to undo the changing.

See also: Moving Content

Rotate Page

A button for you to change orientation of current displayed page. When you click on **Rotate Page** button, its affiliated value fields enabled for edit. You can drop down the **Deasil** combo box to select an orientation in 90-degree increments. And then click **Apply** to take effect, or **Cancel** to undo the changing.

See also: Rotating Page

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A Look at the Editable Dialog Boxes
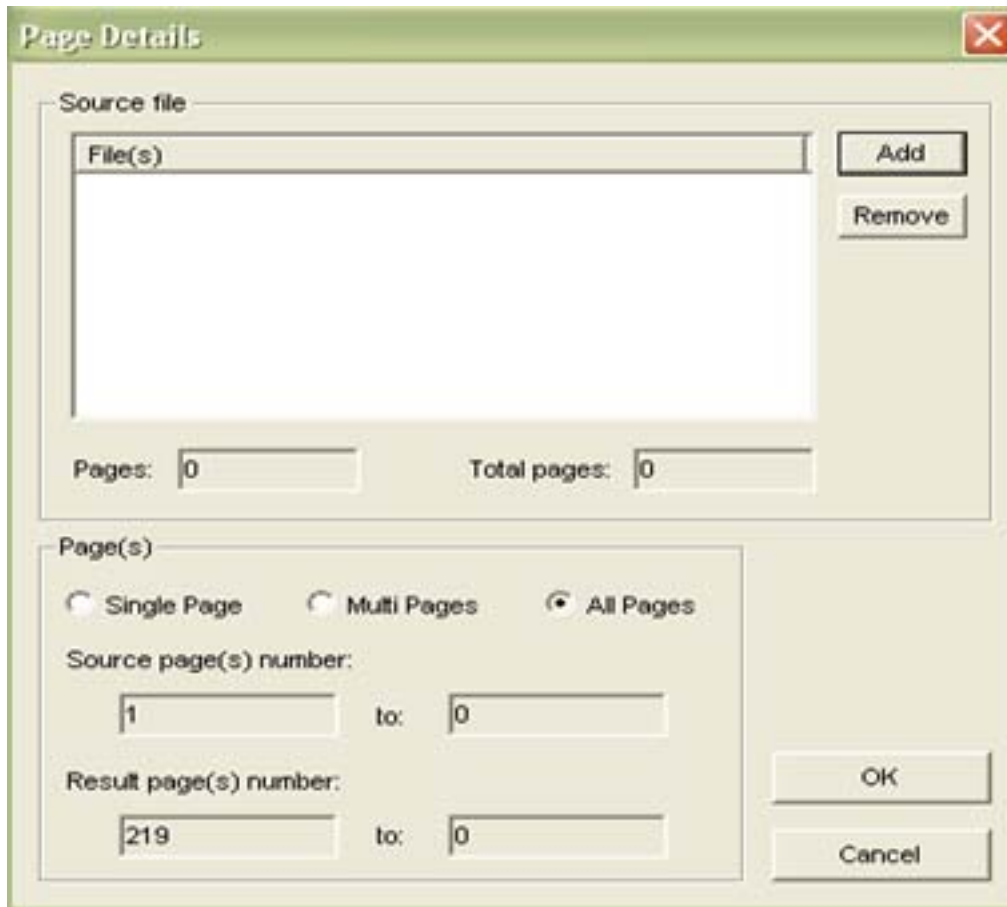
In this section, we will be introducing four main dialog boxes which you will most often deal with when importing , modifying pages, importing outlines, and inserting annotations.

- **The Pages Import Box:** This box works to import source pages and specify the pages range that you want to import.
- **The Pages Modify Box:** This box works to provide chances for you to change the imported page (s) if the pages don't meet your satisfaction.
- **The Outlines Import Box:** This box works to selectively import the pr-existing outlines in the source file.
- **The Annotation Insert Box**: This box works to create and edit annotations, and specify its location on documents, and more.

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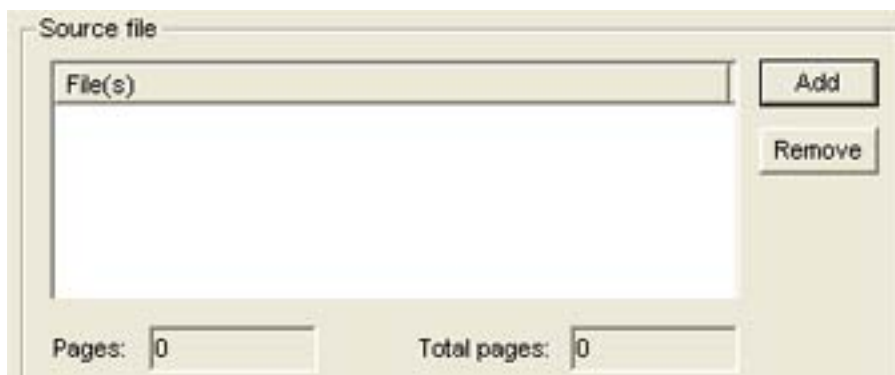
The Pages Import Box

When you import pages, you should see a pop-up dialog box of the following example. In this dialog box, you can add multiple pdf file to import in one operation, and or extract pages from a pdf file. By default, all pages in the source file are imported. All imported pages are displayed in "*The Pages pane*".

Source File

Provide a place for you to add the source PDF files which pages you want to import. To add file(s), click

on **Add** button, in the pop-up *Open* dialog box, select one or multiple pdf files, and click **Open**. The selected pdf files will be entered into the *File(s)* box. And files are displayed by its location like "E:\PDFfoxitlprinter.pdf:". If you wish to delete an unwanted file, highlight this file, and click on **Remove** button.

- **Pages:** When a file is selected in the *File(s)* box, **Pages** will show its total page number.
- **Total Pages:** Shows the total pages number of all the added files in the *File(s)* box.

Note: Currently, you can not specify page ranges when you import multiple pdf file at one time.

Page(s)

This area is only available when one file is added. In this *Page(s)* area, you can specify the page ranges to import by checking Single Page, Multi Pages or All Pages. When you do a checking, the *Source Page (s) Number* and the *Result Page(s) Number* will change accordingly.

- **Single Page:** When check this option, the left space under *Source Pages Number* will be meanwhile editable, which allows you to type in the single page number say *8* (the 8th page). If the page number you type exceeds the total pages number of a file, once you click **Ok**, you will be prompted invalid.
- **Multi Pages:** When check this option, the two spaces under *Source Pages Number* will be meanwhile editable, which allows you to type the initial page and ending page number so that you can import sets of ranges say *2 - 28*.
- **All Pages:** This is the default check value which allows you to import all pages of a pdf file.
- **Source Pages(s) Number:** This field depends on which page range you select. When **All Pages** is checked, this field are disabled, only displaying initial and final number of a pdf file; when **Multi Pages**, this field is enabled to edit; when **Single Page**, the right space of this field is enabled to edit.
- **Result Page(s) Number:** This field is designed to display the location or position of the source page(s) in the destination document.

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The Pages Modify Box

When you modify pages, you should see a pop-up dialog box of the following example. This Page Details box is populated to give a chance for altering the imported pages and re-specify the page rangs. For the parameters' usage, please refer to "The Pages Import Box".

Source File

Display the path of the souce PDF document that you want to change. You can just use **Browse** to select and open another PDF document to replace this current PDF file. Then will the location of the new PDF document be shown here instead.

Total Pages

Display the sum total of pages in the being imported source file. For example, the **Total pages** will report *100* number, if you are importing a source PDF document containing total 100 pages.

Page(s)

In this Page(s) area, you can re-specify the page ranges to import by checking Single Page or Multi

Pages. When you do a checking, the Source Page(s) Number and the Result Page(s) Number will change accordingly.

- **Single Page:** When this option is checked, the left space under **Source Pages Number** will be meanwhile editable, which allows you to type in the single page number say *8* (the 8th page). If the page number you type in exceeds the total pages number in the source file, when you click **Ok**, you will be prompted invalid.
- **Multi Pages:** When this option is checked , the two spaces under **Source Pages Number** will be meanwhile editable, which allows you to type in the initial page and ending page number so that you can import ranges of pages say *2 - 28*.
- **Source Pages(s) Number:** This field is associated with the page ranges specification. When **Multi Pages** is checked, this field is enabled to edit; when **Single Page**, the right space of this field is enabled .
- **Result Page(s) Number:** This field is designed to display the location of the source page(s) in the destination document.

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The Outlines Import Box

When you perform import of outlines, you should see a pop-up dialog box of the following example. In this dialog box, you can select to import outlines from the listing of source files, or Browse another PDF file on your hard drive. To follow, under Source Outline(s), you can further select different portion inside one outline to import .The imported outlines are entered into *Outlines* pane, and mixed with outlines from other pdf files, or of your insertion.

Note: The "listing of source files" lists those pdf files of which page(s) have been included in or imported to *Pages* pane.
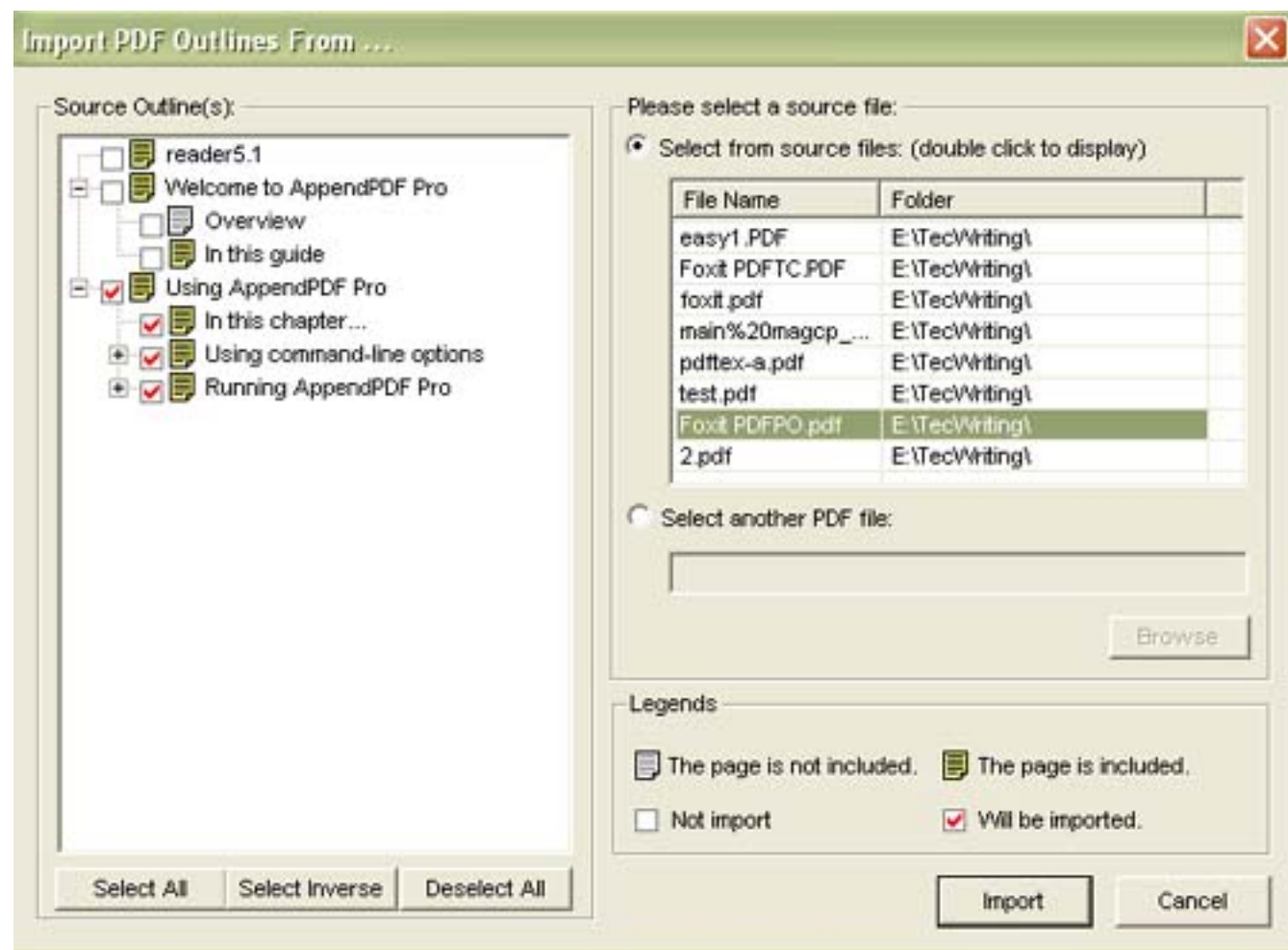
Select from Source File(s): This place is for listing source files which pages have been imported to the *Pages* pane. Double click a file will display its outline onto *Source Outline(s)* on the left side. If you select a file that does 't contain outline itself, *Source Outlines* will display "No Outlines".

Select Another PDF File: This place is for imputing outlines from other PDF documents on your drive. Using **Browse**, you can bring about *Open* dialog box to select your intended PDF document.

When you open a document, its outline will at once be displayed on to the *Source Outlines* area. If this document doesn't include outline itself, the *Source Outlines* will show "No Outlines".

Source Outline(s): Displaying bookmarks of a pdf document when you select it.

- **Select All:** Click this button to check all outlines for import.
- **Select Inverse:** Click this button to reverse your selection
- **Deselect All:** Click this button to cancel all your selections.

Legends: Illustrating the reference meaning of the icons on the *Source Outlines*.

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The Annotation Insert Boxes

When you perform insertion of annotation, you should see a small pop-up dialog box (see below), prompting you to select one annot type to create: *Free Text*, *Stamp* or *Text*.
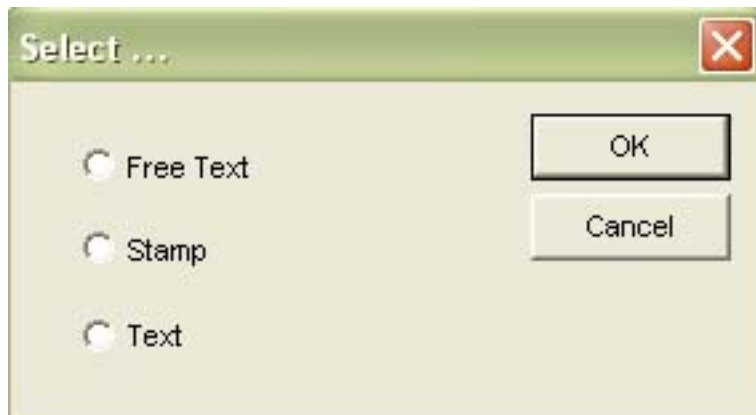
Whatever you select in the above **Select...** dialog box, its corresponding window will always pop up to allow you to edit the annotation. And every edited annotation entry is entered onto "*The Annotations pane* " for later view or reedit. Click the following links to know more about the corresponding pop-up window:

- The Free Text Insert Box
- The Stamp Insert Box
- The Text Insert Box

Parameters (Common to all the Annots Boxes)

Attributes Setup

- **Print:** Check this option to indicate the annotation is allowed to be printed together with target document. Uncheck it to indicate the annotation should only display its appearance while in the Reader but should not print.
- **Read-Only:** Check this option to indicate you set annotation attribute as Read-Only into the target document, and user is not allowed to change its value in the Reader.

Location Setup

- **Position:** A place for you to set location of annotations in target documents.
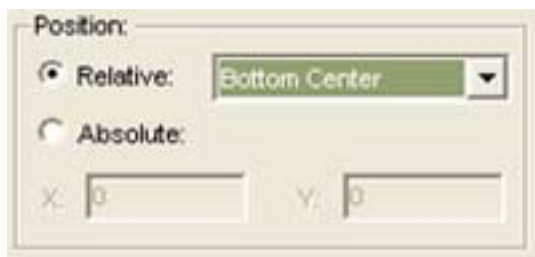
- **Relative:** This is default option. There are total nine position indicators in the combo box. You can drop them down, and choose the fittest one for yourself.
- **Absolute:** If you check this option, you can manually enter the X and Y coordinates to position your annotation. But be sure the coordinates are not set too big to exceed the visible area.

Page Range(s) Setup

- **Apply Range:** A place for you to specify page ranges to which you want to append annotations. Should use commas to separate the page number if you assign annotations to multiple non-contiguous pages.

- Check **All**, annotations will be appended to the whole document.
- Check **Current Page**, annotations will only gain access to the current displaying page.
- Check **Page(s)**, annotations will be appended to the page ranges or the separate page you specify in this edit box.

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Creating and Saving *PPO* Documents

To create a basic *PPO* document, do the following:

1. Click the **New** button on the Toolbar, or alternatively choose **File > New**, or simply press **CTRL + N** to open a new file window. If needed, you can launch multiple file windows.
2. On the *Pages pane*, click **Import** button, or alternatively choose **Pages > Import PDF Page(s),** or simply press **CTRL + I** to import pages from the existing PDF document.

   You can add multiple pdf files to import at a time, or import a single file by extracting its sets of pages.

3. Click the **Save** button on the Toolbar, or alternatively choose **File > Save**, or simply press **CTRL +S** to save this file with the extension as *.ppo*. You can also use **Save as** command to save the file with another name.

To create a *PPO*document with Outlines, do the following:

1. Click the **New** button on the Toolbar, or alternatively choose **File > New**, or simply press **CTRL + N** to open a new file window. If needed, you can launch multiple file windows.
2. On the *Pages pane*, click **Import** button, or alternatively choose **Pages > Import PDF Page(s),** or simply press **CTRL + I** to import pages from the existing PDF document.

   You can add multiple pdf files to import at a time, or import a single file by extracting its sets of pages.

3. On the *Outlines pane*, use **Import**, **Insert** command and other edit functions to create Outlines for the imported pages.

   You can import a pre-existing outline from a pdf file.

4. Click the **Save** button on the Toolbar, or alternatively choose **File > Save**, or simply press **CTRL +S** to save this file with the extension as *.ppo*. You can also use **Save as** command to save the file with another name.

To create a *PPO* document with Annotations, do the following:

1. Click the **New** button on the Toolbar, or alternatively choose **File > New**, or simply press **CTRL + N** to open a new file window. If needed, you can launch multiple file windows.
2. On the *Pages pane*, click **Import** button, or alternatively choose **Pages > Import PDF Page(s),**

or simply press **CTRL + I** to import pages from the existing PDF document.

You can add multiple pdf files to import at a time, or import a single file by extracting its sets of pages.

3. On the *Annotations pane*, use **Insert** command to edit the annotation content and determine its style and format.

You can select to insert a [Free Text](#) or [Rubber Stamp](#) annotation for the imported pages.

4. Click the **Save** button on the Toolbar, or alternatively choose **File > Save**, or simply press **CTRL +S** to save this file with the extension as *.ppo*. You can also use **Save as** command to save the file with another name.

To create a *PPO* document with reset page Layout, do the following:

1. Click the **New** button on the Toolbar, or alternatively choose **File > New**, or simply press **CTRL + N** to open a new file window. If needed, you can launch multiple file windows.
2. On the *Pages pane*, click **Import** button, or alternatively choose **Pages > Import PDF Page(s),** or simply press **CTRL + I** to import pages from the existing PDF document.

You can add multiple pdf files to import at a time, or import a single file by extracting its sets of pages.

3. On the *Layout pane*, click a value button together with the displayed page in *Preview Pane* to resize page, rotate page, scale content, clip content, or move content.

You can use **Restore Original** button to undo all your change on a current displayed page.

4. Click the **Save** button on the Toolbar, or alternatively choose **File > Save**, or simply press **CTRL +S** to save this file with the extension as *.ppo*. You can also use **Save as** command to save the file with another name.

To create a *PPO*document with pdf Info, do the following:

1. Click the **New** button on the Toolbar, or alternatively choose **File > New**, or simply press **CTRL + N** to open a new file window. If needed, you can launch multiple file windows.
2. On the *Pages pane*, click **Import** button, or alternatively choose **Pages > Import PDF Page(s),** or simply press **CTRL + I** to import pages from the existing PDF document.

You can add multiple pdf files to import at a time, or import a single file by extracting its sets of

pages.

3. On the *Info pane*, enter text or information in the Title, Subject, and Keywords fields.
4. Click the **Save** button on the Toolbar, or alternatively choose **File > Save**, or simply press **CTRL +S** to save this file with the extension as *.ppo*. You can also use **Save as** command to save the file with another name.

To create a *PPO* document with all above features do the following:

1. Click the **New** button on the Toolbar, or alternatively choose **File > New**, or simply press **CTRL + N** to open a new file window. If needed, you can launch multiple file windows.
2. On the *Pages pane*, click **Import** button, or alternatively choose **Pages > Import PDF Page(s),** or simply press **CTRL + I** to import pages from the existing PDF document.

   You can add multiple pdf files to import at a time, or import a single file by extracting its sets of pages.

3. On the *Outlines pane*, use **Import**, **Insert** command and other edit functions to create Outlines for the imported pages.

   You can import a pre-existing outline from a pdf file.

4. On the *Outlines pane*, use **Import**, **Insert** command and other edit functions to create Outlines for the imported pages.

   You can import a pre-existing outline from a pdf file.

5. On the *Layout pane*, click a value button together with the displayed page in *Preview Pane* to resize page, rotate page, scale content, clip content, or move content.

   You can use **Restore Original** button to undo all your change on a current displayed page.

6. On the *Info pane*, enter text or information in the Title, Subject, and Keywords fields.
7. Click the **Save** button on the Toolbar, or alternatively choose **File > Save**, or simply press **CTRL +S** to save this file with the extension as *.ppo*. You can also use **Save as** command to save the file with another name.

Opening *PPO* Documents

To open a saved *PPO* file, do one of the following:

- On the Menu bar, select **File > Open.** In the *Open* dialog box, select a desired *.ppo file, and click **Open**.
- On the Toolbar, select **Open** button. In the *Open* dialog box, select a desired *.ppo file, and click **Open**.
- Use the keyboard shortcut **Ctrl + O** to open. In the *Open* dialog box, select a desired *.ppo file, and click **Open**.

Note: Currently you can only open one file at a time.

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Generating PDF Documents

After completing your pages organization on the Pages, Outlines, Annotations, Layout, and/or Info pane, and you exult over the work, you can then generate your PDF file.

To generate a PDF file do one of the following:

- On the Menu bar, select **File > Generate PDF.** In the Generate As.. dialog box, input a name and click **Save**.
- On the Toolbar, select **Generate** button. In the Generate As ...dialog box, input a name and click **Save**.
- Use the keyboard shortcut **Ctrl** + **Shift** + **G** to generate. In the Generate As.. dialog box, input a name and click **Save**.

You can see the generating process in a pop-up progress bar, and you may need to wait for seconds when generating pdf files. It depends on the file size you generate.

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Closing Documents

To close a current file window, do as the following:

- On the Menu bar, select **Window > Close** or **File > Close** to exit your current file window.
- Use the **Close** button on the right-up border of your current window.

To close all open files do as the following:

- On the Menu bar, select **Window > Close All** to close all windows at a time.
- Use the **Close** button on the right-up border of your file windows to close one by one.

Note: To close the application, you can use the **Close** button on the title border, or select **File > Exit** to perform the task.

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Showing or Hiding Toolbar or Status Bar

- Check in or check out the **Toolbar** or **Status Bar** from the View menu will achieve the task.

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Resizing the Edit Area or Preview Area

To expand or shrink the Edit Area, do the following::

- Drag the right border of the Edit Area toward to left side to shrink the Edit Area, toward the right side to expand it.

To expand or shrink the Preview Area, do the following:

- Drag the left border of the Preview Area toward to left side to expand the Preview Area, toward the right side to shrink it.

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Magnifying and Decreasing the View

To increase or decrease magnification

- To magnify or reduce your page, just select the **Zoom In** or **Zoom Out** tool from the Toolbar or View menu.

To Resize a Page to Fit the Window

- To resize a page to fit entirely in the Preview Area, choose **View > Fit Page** from the Menu bar.

To Resize a Page to Fit the Window Width

- To resize a page to fit entirely the width of the Preview Area, choose **View > Fit Width** from the Menu bar.

To Return a Page to its Actual Size

- To make a page come back to it actual size, choose **View > Actual Size** from the Menu bar.

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Previewing Documents

To preview Another Page with View Tools

Do one of the following:

- To go to next page, click the **Next** button on the Toolbar or choose **View > Next Page** on the Menu bar. To go to the previous page, click the **Previous** button on the Toolbar or choose **View > Previous Page** on the Menu bar.
- To go to the first page, click the **First** button on the Toolbar or choose **View > First Page** on the Menu bar. To go to the last page, click the **Last** button on the Toolbar or choose **View > Last Page** on the Menu bar.

T jump to Another Page by its Number

- Choose **View > Go To Page** on the Menu bar, on the pop-up box type the page number, and click **Ok**.

To preview Document with Outline

- To preview the destination document with its outline, click the outline's text in the pane.

To preview Document with Pages

- Select a file in the *Pages* list, and then press the left or right curser key to page through your document.

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Importing Pages From PDF Document

In this section, we introduce how to import pages from the existing PDF document to PDFPO and then modify them.

Importing Pages

You can import a single page, page ranges or all pages (a whole PDF document).

1. Click **Import** button either on the bottom of the Pages pane or on the Toolbar, or choose **Edit > Import** from the Menu bar, or simply right click your mouse and select **Import Before** or **Import After** on the drop-down menu.
2. In the Page Details box, click on **Browse**.
3. In the Open dialog box, select a PDF file from which you want import page(s), and click **Open**.
4. In the Page Details box, specify page rangs in the Page(s) area, and then click **Ok**.
5. The page(s) is listed in the Pages pane in a way indicating its original file title, path and location on the original and present file.

See also:

- [The Pages Pane](#)
- [The Pages Import Box](#)

Modifying Imported Pages

"Modify" feature is to provide a chance for you to rework the imported page(s) in case you feel the distilled page(s) or PDF file are not entirely what you want.

Do one of the following:

- Double click a source file you want to change, on the pop-up Page Details dialog box, make a modification to the existing items, or click **Browse** to import another PDF file, and then click **Ok** button.
- Right click a source file you want to change and choose **Modify**, on the pop-up Page Details dialog box, make a modification to the existing items, or click **Browse** to import another PDF file, and then click **Ok** button.
- Highlight a source file you want to change, click **Modify** button on the Pages pane. On the pop-up Page Details dialog box, make a modification to the existing items, or click **Browse** to import another PDF file, and then click **Ok** button.

- Highlight a source file you want to change on the Pages pane, click **Modify** button on the Toolbar. On the pop-up Page Details dialog box, make a modification to the existing items, or click **Browse** to import another PDF file, and then click **Ok** button.
- Highlight a source file you want to change, click **Pages > Modify** from the Menu bar. On the Page Details dialog box, make a modification to the existing items, or click **Browse** to import another PDF file, and then click **Ok** button.

The modified source pages will again be shown on the Pages pane list.

See also:

- [Pages Modify Box](#)

Removing Imported Pages

Do one of the following:

- Select a pages list you want to delete, and click **Remove** button.
- Select a pages list you want to delete, and right click your mouse, and then choose **Remove**.
- Select a pages list you want to delete, and choose **Pages > Remove** from the menu bar.
- If you are a key user you can use the cursor key to select a pages list you want to delete, and press **Del** key.

Note: The removed pages can not be undone or recovered, if you want to retrieve them, you have to import again.

Reordering the Pages List

After import multiple PDF files, you can resort the pages list so that they locate in a your desired order.

Do one of the followings:

- Select a source file you want to move in the Pages pane list, and click **Up** or **Down** button.
- Select a source file you want to move, right-click your mouse, and click **Up** or **Down** on the drop-down menu.

Note: When you reorder the pages list, the destination page# will be changed accordingly.

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Editing Outlines

In this section, we introduce how to create outlines for the destination file. You can first import outline from the existing PDF file and then base on that structure to perfect it to fit your current destination file. Or just manually insert entries one by one, according to your current file, to build the outline. And then, you can modify the entries' name and link them with their associated destination pages or a particular title in a page. To follow, you can preview the destination file by using the built outline and do remodification, and remove the disengaged entry to finish your work.

Importing Outlines From PDF Document

PDFPO provides a very flexible way for you to input outlines. You can import preexisting outlines for the imported pages from the source PDF file, or another PDF file on your driver.

1. Select a child entry, a parent entry or the head Outline under where you want to position the imported outline.
2. Click **Import** button on the *Outlines pane*, or right click your mouse to select **Import PDF Outlines** on the drop-down menu, or select **Outlines > Import PDF Outlines** from the menu bar.
3. On the pop-up *Outlines Import* dialog box, select the pdf file. If you select to import outlines from the *Source PDF Files*, just double click a file of which its outline will immediately be displayed in the left side box. If you select to import outlines from *another PDF file* , click **Browse** to **Open** the intended PDF file, and at once its outline will be displayed in the left side box.
4. On the left side box, check the check box to select your desired outline, or use the buttons "**Select All**, **Select Inverse**, **Deselect All** " on the bottom to help you do a quick select.
5. Click **Import** button after done.
6. The imported outline is located in the place you select in Step one.

Note: If you want imported outline to locate under a parent entry, you must select this parent entry and do the import task. If you want the imported outline to stay as a entirely new parent entry, you must select the head Outline, and then perform the import task.

See Also

- [The Outlines Import Box](#)

Inserting Entries

Many times you may want to insert entries while you are editing outlines. You can choose to insert a sub-

entry or a coordinate entry.

To insert a sub-entry, do one of the following:

- Point to an entry where you want to insert a child entry, and then on the menu bar, click **Outlines > Insert Under**.
- Point to an entry where you want to insert a child entry, and then right click on your mouse and choose **Insert Under** on the drop-down menu.

To insert a coordinate entry, do one of the following:

- Point to an entry where you want to insert a coequal entry before or after, and then on the menu bar, click **Outlines > Insert Before** or **Outline > Insert After**.
- Point to an entry where you want to insert a coequal entry before or after, and then right click your mouse and choose **Insert Before** or **Insert After** on the drop-down menu.

Renaming Entries

Many times you may want to change the outline's name while you are editing outlines. To rename do one of the following:

- Point to an entry which you want to rename, and then on the Menu bar, click **Outlines > Rename** and input a new name.
- Point to an entry which you want to rename, and then click on the **Rename** button and input a new name.
- Point to an entry which you want to rename, and then right click your mouse, choose **Rename** on the drop-down menu and input a new name.

Deleting Entries

Many times there are idle entries you may want to remove while editing the outlines. You can remove a sub-entry , node entries, or all entries (whole outline) at a time.

To delete a sub-entry do one of the following:

- Point to an child entry that you want to remove, and then on the Menu bar click **Outlines > Remove**.
- Point to an child entry that you want to remove, and then right click your mouse and choose **Remove** on the drop-down menu.
- Point to an child entry that you want to remove, and then click on the **Remove** button.

To delete node entries do one of the following:

- Point to a parent entry that you want to remove, and then on the Menu bar click **Outlines > Remove**.
- Point to an parent entry that you want to remove, and then right click your mouse and choose **Remove** on the drop-down menu.
- Point to an parent entry that you want to remove, and then click on the **Remove** button.

Note: When you are deleting a parent entry, all its child entries are deleted too.

To delete Whole Outline do one of the following:

- Point to the head Outline, and then on the Menu bar click **Outlines > Remove**.
- Point to the head Outline, and then right click you mouse and choose **Remove All** on the drop-down menu.
- Pont to the head Outline, and then click on the **Remove** button.

Previewing Outlines

To preview outlines, you can just click the plus sign to expand the outline or the subtraction sign to fold them. Or more simply, just use the menu items Expand and Expand All to accomplish task.

To preview outlines do one of the following:

- Point to the head Outline or a parent entry, and then on the menu bar, click **Outlines > Expand** or **Outlines > Expand All**.
- Point to the head Outline or a parent entry, and then right click your mouse and choose **Expand** or **Expand All.**

Note: "Expand" will only display the first parent entries, and "Expand All" will display the whole outline including all children.

Attaching Entries to Pages

You can attach a disengaged or reattach an engaged entry to a currently displaying page or other destination pages. You can also position an entry to a particular place in a page so that you can go directly to this place by clicking this entry later when you view it in PDF reader.

To attach to a currently displaying page, do one of the following:

- Display the page to which you want to attach entry on the Preview area, and then right click on

an engaged or disengaged entry, and choose **Point to This Page** on the drop-down menu.

- If you are to attach a vacant entry to the currently displaying page, you can use **Position** to make it. Do like this: click the vacant entry and then drag the **Position** to the current page.
- If you know the currently displaying page number in the destination document, you can also do like this: select the entry which you want to attach to page, and then in the **Destination Page#** box input this page number. (Actually you can get the currently displaying page number simply by looking at the item "Page#" in the status bar)

To attach to other destination pages

This task can be accomplished by means of the **Destination Page#** box. Here is how:

- Select an entry in the Outlines pane, and then in the **Destination Page#** box, input a page number you hope this entry to point to.

Notes:

- The page number you input must not exceed the total page number in the destination document, or it will be treated as invalid number.
- You can observer the page number in the status bar of the bottom of the PDFPO window.

To position an entry to a particular place in a page

This task is useful when there are multiple crosstitles in a page, you can position a group of contiguous entries to those crosstitles so that later you can view them directly and easily in a PDF viewer.

Do the following:

- Select an entry in the Outlines pane, display the page to which you want to position this entry on the Preview area, and then drag **Position** to anywhere you want in this page.

Note: You will not be able to see the result in PDFPO after finish this above performance until you view it in a PDF viewer.

Releasing Destinations

To release destinations is to delete pages that are included in the entries. Releasing a entry's destination will not remove this entry, only make it idle. You can release a sub-entry's destinations, node entries' or all entries' (whole outline's) destinations.

To release a sub-entry's destination, do one of the following:

- Point to an entry of which its page you want to release, and then on the Menu bar click **Outlines > Remove Destination**.
- Point to an entry of which its page you want to release, and then right click your mouse and choose **Remove Destination** on the drop-down menu.

To release node entries' destinations, do the following:

- Point to a parent entry of which its pages including its child entries you want to release, and then right click your mouse and choose **Remove Destinations Tree** on the drop-down menu.

To release all entries' destinations, do the following:

- Point to the head Outline, and right click your mouse and then choose **Remove Designations Tree** on the drop-down menu.

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Creating Annotations

In this section, we introduce how to create and edit annotations for the destination documents.

See also:
[The Annotations Pane](#)
[The Annotation Insert Boxes](#)
[Understanding Free Text, Stamp, and Text Annots](#)

Inserting Free Text Annotations

1. Click **Insert** button on "[The Annotations Pane](#)" .
2. Select [Free Text](#) on the pop-up prompt dialog box, and click on **Ok** button.
3. On the pop-up "[Annotation Details: Free Text](#)" dialog box, do the following:

- Enter text in the **Content** field which will appear in the associated pages.
- Choose **Marquee** size by selecting either **Auto Size** or **Custom.**
  Beware that the marquee size must not be smaller than that of the content text, otherwise part of the annotations will be out of view**.**
- Choose **Position** by selecting either **Relative** or **Absolute**. This will decide where you want the annotation to locate.
- (Optional) Choose **Font** style and format for Content text.
- (Optional) Check **Print** if you hope the annotation can be printed together with target document, and **Read Only**, if you don't want annotation be changed in Reader.

4. Click **Ok** to insert the annotation to the *Annotations Pane*.

Inserting Stamp Annotations

1. Click **Insert** button on "[The Annotations Pane](#)" .
2. Select [Stamp](#) on the pop-up prompt dialog box, and click on **Ok** button.
3. On the pop-up "[Annotation Details: Stamp](#)" dialog box, do the following:

- Enter text in the **Content** field which will appear in the associated pages.
- Enter text in the **Description** field which will appear as a *Pop-up Note* in Reader.
- Choose **Frame Color** to set *Pop-up Note* (description) appearance.
- Choose **Marquee** size by selecting either **Auto Size** or **Custom.**
  Beware that the marquee size must not be smaller than that of the content text, otherwise part of

the annotations will be out of view**.**

- Choose **Position** by selecting either **Relative** or **Absolute**. This will decide where you want the annotation to locate.
- (Optional) Choose **Font** style and format for Content text.
- (Optional) Check **Print** if you hope the annotation can be printed together with target document, and **Read Only**, if you don't want annotation be changed in Reader.

4. Click **Ok** to insert the annotation to the *Annotations Pane*.

Inserting Text Annotations

1. Click **Insert** button on "The Annotations Pane" .
2. Select Text on the pop-up prompt dialog box, and click on **Ok** button.
3. On the pop-up "Annotation Details: Text" dialog box, do the following:

- Enter text in the **Content** field which will appear in the pop-up window.
- Choose a **Type** name which will be used to construct icon appearance and displayed onto the associated page(s).
- Choose **Frame Color** to set pop-up window appearance.
- Choose **Position** by selecting either **Relative** or **Absolute**. This will decide where you want the annotation to locate.
- (Optional) Choose **Font** style and format for Content text.
- (Optional) Check **Print** if you hope the annotation can be printed together with target document, and **Read Only**, if you don't want annotation be changed in Reader.

4. Click **Ok** to insert the annotation to the *Annotations Pane*.

Removing Annotations

Do one of the following:

- Select an annotation list from "The Annotations Pane" , click **Remove** button.
- Select an annotation list from "The Annotations Pane" *,* and choose **Annotations > Remove** in the *Menu Bar*.

Modifying Annotations

Sometimes you may not satisfy with the existing annotations, you can then reedit it by using "modify".

Do one of the following:

- Select an annotation list you want to change in "The Annotations Pane" , click **Modify** button, and then change the contents or settings.
- Select an annotation list you want to change in "The Annotations Pane" , choose **Annotations > Modify** in the *Menu Bar*, and then change the contents or settings.

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Adding Information

The information you can append to the file includes Title, Subject and Keywords. Yet, this information is not always necessary for the destination file, you can choose to add or not.

For detail introduction, see the section of The Info Pane.

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Setting Page Layout

In this section, we introduce how to reset page layout. Resetting page layout is especially useful when you want to adjust page makeup when it displayed, or adjust page box when it printed.

Before begin this section, please first look through [Understanding MediaBox, CropBox, ArtBox, TrimBox, and BleedBox](#).

See also: [The Layout Pane](#)

Resizing Page

Resizing page is actually to enlarge or reduce the [Media Box](#) of a page currently displayed in the *Preview Pane*. It's very useful if there are documents with different page size (for example the dimensions of A4 and A3) which you want it to be unified in a same size (for example A4). When you resize page, you may like to zoom out your page to a fittest size for easy operation.

To resize a page, do the following:

1. Click on **Resize Page** button on the [Layout Pane](#), you will see the following changes:

- It's affiliated value fields are enabled for edit.
- The page rectangle in *Preview Pane* is highlighted in red. This rectangle is called [Media Box](#), its a natural size of a page.

2. Enter value in the **H**(height) and/or **W** (Width) field, or drag the reference point in the *Media Box* to a position you want.

- **Note:** PDFPO doesn't allow you to drag Media Box to a smaller size than that of the [Crop Box](#). If you insist on reducing the Media Box, you can manually type the value in the H &W field to perform the task.

3. Click on **Apply** button to take your change effect, or **Cancel t**o take back the change.

   Note: Please be aware of that the intersection between the page's media box and the crop box is the region that is viewed or printed. And the crop box's default is the value of media box. So on one hand, when you shrink the page's media box without reducing the crop box accordingly, the portion outside of the media box will not be displayed in Viewer (see the following example). On the other hand, if you enlarge the page's media box without resizing the crop box, the displaying content is kept intact, while the page size is expanded (for example expanded from A4 to A3), this will affect your printing result.

   Example: The following example shows a page' media box that is reduced in PDFPO and its result got displayed in a viewer.

| <A> | <B> | .<C> |
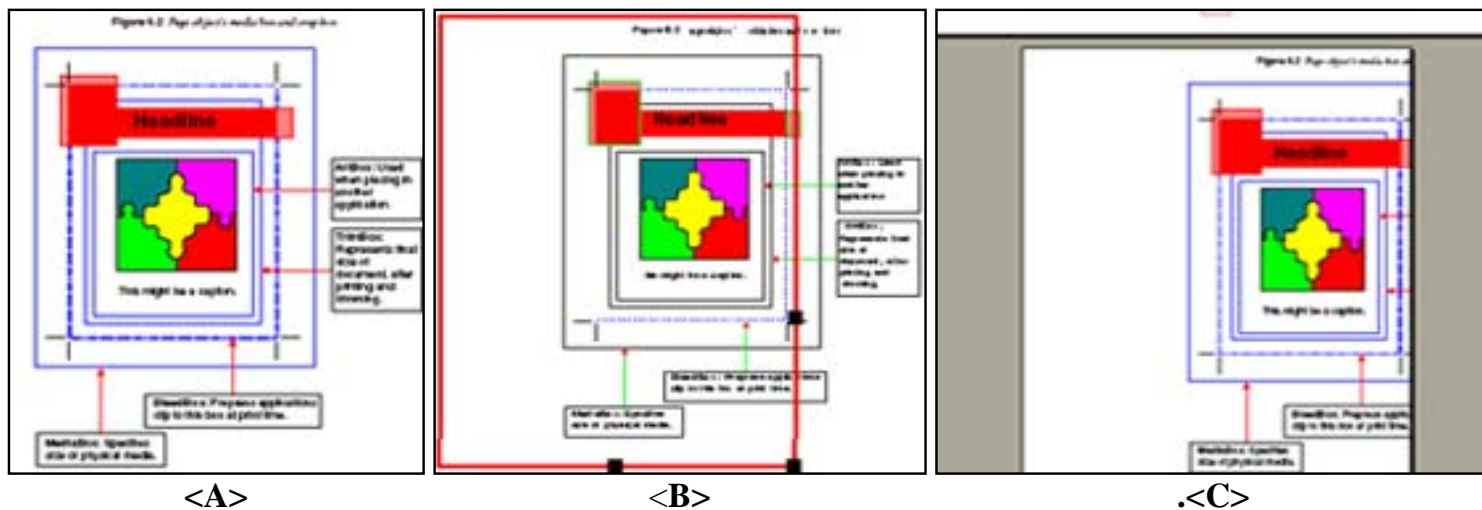
- **Figure <A>:** Shows the original PDF page in PDF Viewer.
- **Figure <B>:** Shows the PDF page is resized in PDFPO. The *red rectangle* indicates the page size (media box) you pick.
- **Figure <C>:** Shows the result page layout in PDF viewer

Scaling Content

Scaling content is actually to stretch or shrink the proportion of page content currently displaying in the *Preview Pane*. You can do vertical or horizontal scaling by changing the value **H**(height) and/or **W**(width). The scaling is specified as percent with 100 being the normal height and width. When you scale content, you may like to zoom out your page to a fittest size for easy operation.

To scale content, do the following:

1. Click on **Scale Content** button on the Layout Pane, you will see the following changes:

- It's affiliated value fields are enabled for edit.
- The page rectangle in *Preview Pane* is highlighted in purple. This rectangle indicates the region for viewing or printing.

2. Enter value in the **H**(height) and/or **W** (Width) field.
3. Check **Maintain Aspect Ratio,** if you want to constrain proportions when scaling contents.

- **Note:** When you check **Maintain Aspect Ratio,** the **W** field will be disabled, whereas its value will change accordingly when you change the value of H.

4. Click on **Apply** button to take your change effect, or **Cancel t**o take back the change.

   Note: In the default coordinate system, the positive direction of the x-axis points to the right, and the positive direction of the y-axis points upward. So for horizontal scaling, a positive value of scaling width has the effect of expanding the content space; see **Example 1**. For vertical scaling, however, a negative

value of scaling height has the effect of decreasing the content space; see **Example 2**.

Example 1: The following figures show a page content that is scaled horizontally with **W** percent being 160.

<A>	**<B>**	**<C>**
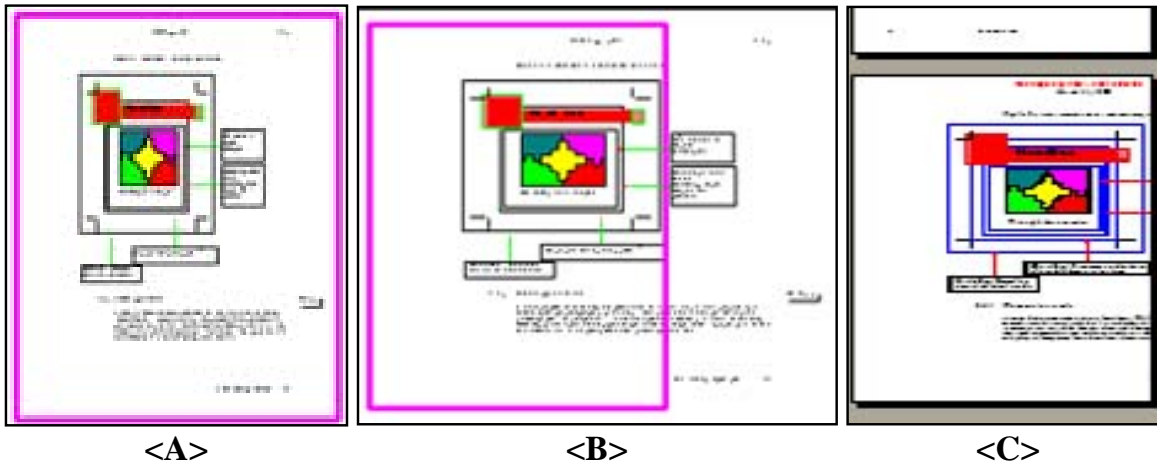
- **Figure <A>**: Shows the original PDF page in PDF Viewer.
- **Figure<B>:** Shows the PDF page which is stretched horizontally in PDFPO. The *purple rectangle* indicates the region for viewing or printing. That portion outside of *purple rectangle* will not be displayed in PDF Viewer, see **Figure <C>**.
- **Figure<C>**: Shows the result page layout in PDF Viewer.

Example 2: The following figures show a page content that is scaled vertically with **H** percent being 60.

<A>	**<B>**	**<C>**
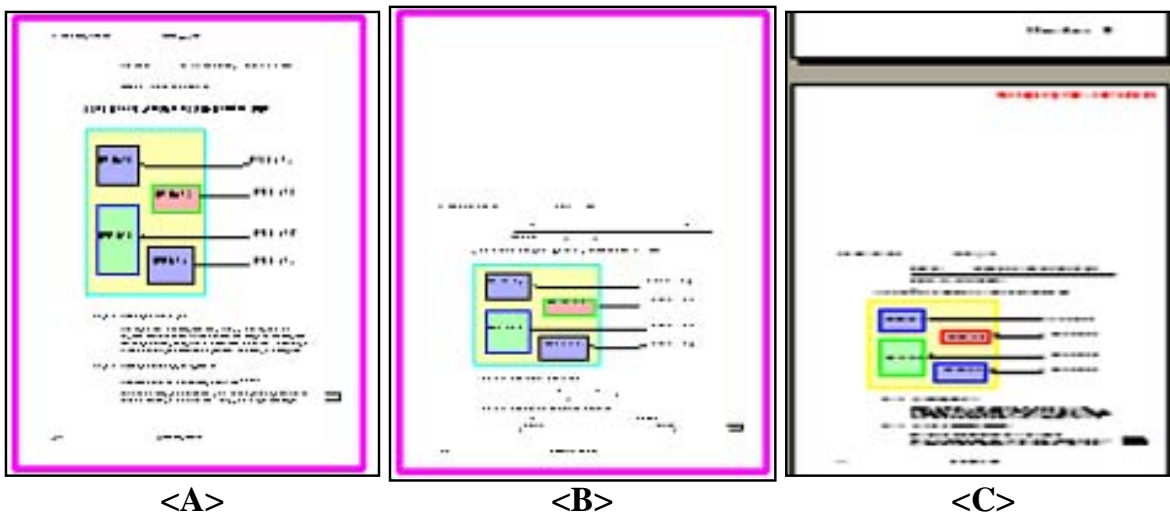
- **Figure <A>**: Shows the original PDF page in PDF Viewer.
- **Figure<B>:** Shows the PDF page which is shrinked vertically in PDFPO. The *purple rectangle* indicates the region for viewing or printing.
- **Figure<C>**: Shows the result page layout in PDF Viewer.

Clipping Content

Clipping content is actually to adjust the page's crop box, art box, trim box, and bleed box, so to adjust the file display, the output file page size and the file print. For better understanding the page's boxes, please skim through this section of Understand Media Box, Crop Box, Art Box, Trim Box and Bleed Box. When you clip content, you may like to zoom out your page to a fittest size for easy operation.

To clip content do the following:

1. Click on **Clip Content** button on the Layout Pane, you will see the following changes:

- It's affiliated value fields are enabled for edit.
- The page rectangle in *Preview Pane* is highlighted in red. By default, this *red rectangle* is Crop Box, its default is the value of Media Box,

2. Just change the value if you want to adjust crop box. If you want to modulate other box, drop down the combo box and select another box - ArtBox, TrimBox or BleedBox.
3. Enter a new value into Left, Right, Top, and Bottom field, or drag the reference point on the *red rectangle*, in *Preview Pane*, to a position you want.

- **Note:** PDFPO doesn't allow you to drag CropBox, ArtBox, TrimBox or BleedBox to a larger size than that of the Media Box. If you insist on enlarging the those boxes, you can manually type new value in the Left, Right, Top, or Bottom field, to perform the task.

4. Click on **Apply** button to take your change effect, or **Cancel t**o take back the change.

Moving Content

Moving content is actually to adjust the location of the current page's content. The location of the page content is specified as x-axis and y-axis with 0,0 being the starting place. When you move content, you may like to zoom out your page to a fittest size for easy operation.
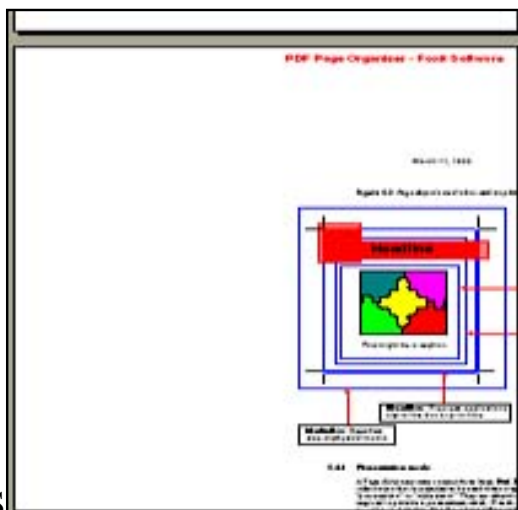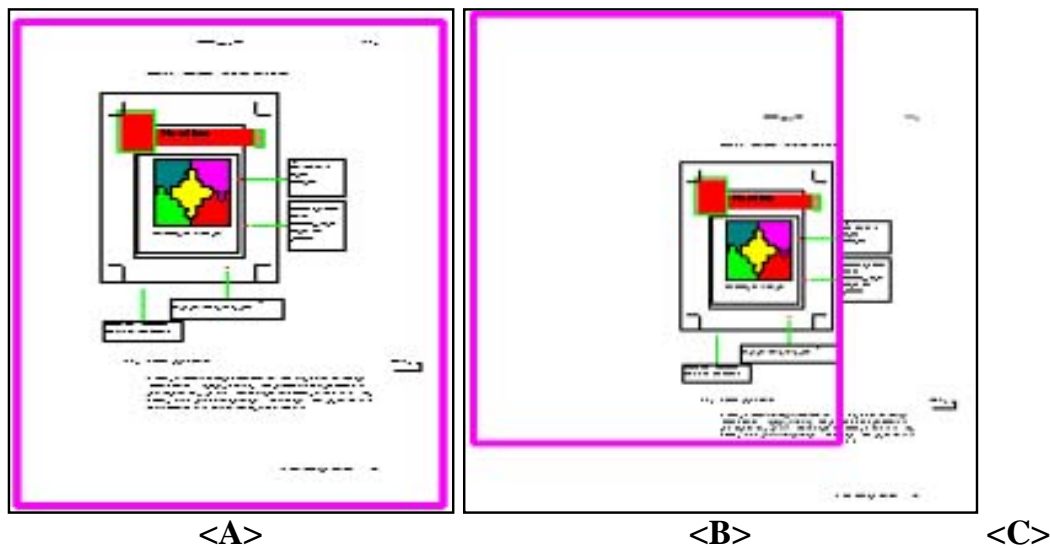
To move content do the following:

1. Click on **Move Content** on the Layout Pane, you will see the following changes:

- It's affiliated value fields are enabled for edit.
- The page rectangle in *Preview Pane* is highlighted in purple. This rectangle indicates the origin size of a page.

2. Enter a new **X** and /or **Y** value in their field, or drag content in *Preview Pane* to a position you like.

- **Note:** In the default coordinate system, the positive direction of the x-axis points to the right, and the positive direction of the y-axis points upward. So moving content rightward or upward has a positive X and Y value. Moving content leftward or downward, however, a negative X and Y value.
- Contents outside of the displaying region of a page, or exceed the intersection between Media Box and

<u>Crop Box</u>, will not be displayed in PDF Viewer.

3. Click on **Apply** button to take your change effect, or **Cancel t**o take back the change.

   Example: The figures show that a portion of a page content is moved outside of the displaying region of a page and got no display in Viewer.

<A>   <B>   <C>

- **Figure <A>**: S̶hows the original PDF page in PDF Viewer.
- **Figure<B>:** Shows a portion of the page is moved outside of the displaying region in PDFPO. The *purple rectangle* indicates the region for viewing or printing.
- **Figure<C>**: Shows the result page layout in PDF Viewer

Rotating Content

Rotating content is actually to change the orientation of the currently displayed page's content. This will change its actual orientation of the page, and can be saved and generated into pdf file.

To rotate content do the following:

1. Click on **Rotate Page** button on the <u>Layout Pane</u>, you will see the following change:

- It's affiliated value fields are enabled for edit.

2. Drop down the **Deasil** combo box to select an orientation in 90-degree increments - 90,180,270.
3. Click on **Apply** button to take your change effect, or **Cancel t**o take back the change.

Note: You can not see the result in the *Preview Pane*, while you can view it in PDF viewer.

Restoring Original

Restoring original is actually to undo all changes in a current displaying page. Click on this button, all values you changed on the current page will be got back to its original state.

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How can I Merge and Split PDF Documents?

As you know, in the importing progress, you can specify single page, range of pages or all pages to be imported to the PDFPO. In this way, you can choose to split or merge PDF documents. If to split, you can import (split) a PDF document to multiple page files, if to merge, you can import (merge) different PDF documents to a file.

1. Launch a **New** file window, or open a saved *.pdfpo document.
2. Select **Import** on the file window
3. On the pop-up Page Details box, click **Browse** to open the PDF document you want to split or merge.
4. On the Page Details box, specify the page ranges in the Page(s) area, and then click **Ok**

If you are importing pages for merging PDF files, you can repeat the above 2-4 steps to merge the page(s) into a same PDFPO file.

If you are importing pages for splitting a PDF file, you can open another PDFPO file, and then repeat the above 1-4 steps to split the other part of a PDF file into it.

For details, see [Merge Example](#) and [Split Example](#).

Can it work without Acrobat Reader?

Yes, you can use Foxit PDF Page Organizer or PDF Viewer without the support of Acrobat Reader.

Where is the inserted annotations?

You need to make the box size large, because your font size is already 25, so a 5x5 box doesn't make much space for the annotation, also you need to move the position a little bit. Try use 50x50 for the size, and 50,50 for position, you will see the annotation in the preview window.

We understand that's not convenient to specify those size and position in that way, so in the new version, we automatically calculate the box size (according to font and text content), and you can simple choose from positions like "left lower corner", or "lower middle", something like that.