

Tips

How to perform OCR to

Office formats, EPUB,

How to insert images to

• How to annotate on PDF

How to add bookmarks for

scanned PDF files?

• How to export PDF to

HTML, and Text?

PDF files?

PDF files?

files?

Open a scanned PDF file with PDF Editor Pro for Mac, and there will be a pop-up window asking you if you wan to perform OCR to the current file. Just select the right language of your PDF file and click **Perform OCR** button, PDF Editor Pro for Mac will OCR your scanned PDF file and make the text editable and searchable in seconds.



You can also OCR the PDF file later by choosing **Edit > OCR Document** from the top menu.

How to edit PDF text?

Note: If the text you want to edit is in scanned PDF, you need to perform OCR before editing.

Choose Add Text in the toolbar, and then click on any area on the page, you can add text into the PDF file.

Choose Touchup Tool in the toolbar or right-click to choose Touchup Tool, after that:

• a. Click on the text, and then you can delete it, or move the text block by dragging and dropping;

• b. Double click on any text in the PDF file, and then you can modify the text within editable text block.df sdf sd sd fsd fsd

1.1 File \rightarrow New

Select the size of the blank document that you want to create. Pay special attention to your choice of resolution. If you're creating an image for the web, 72 pixels per inch will suffice.

Note: If the system doesn't have the font of your selected text, there will be a pop-up window notifying you to auto-match font or select font when you want to edit the text. You can choose either and then modify the text. And if you always want to auto-match this kind of embedded fonts afterward for editing text, you can customize settings in the **General** window by choosing **PDF Editor > Preferences...** in the menu bar.



How to export PDF to Office formats, EPUB, HTML, and Text?

To export PDF to the editable formats you need, just click on the **Convert** icon on the toolbar and then choose the format you need to convert (.doc, .xls, .pptx, .html, .txt, .epub), after that click **Convert** button, and PDF Editor Pro for Mac can help you quickly export PDF to the format you need.

File Name: scanned-2222
Format: MS Office Word (.doc)
Page Range: All Pages
Output Folder: /Users/wondersharesoftware/D Select
Open the file when conversion is finished.
Cancel Convert

Note: In order to export a scanned PDF to the editable formats, you need to perform OCR before conversion.

How to edit images and graphics?

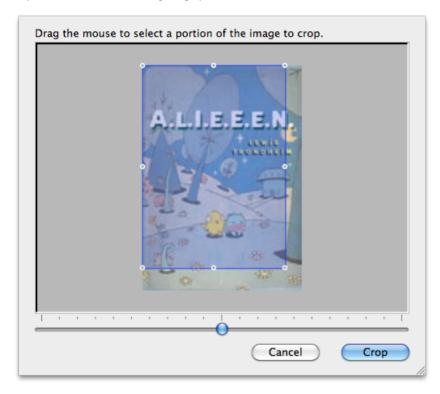
Before editing images and graphics in your PDF files, you can customize your toolbar by clicking **Customize** in the toolbar, and then drag **Insert Image** and **Crop Image** to the toolbar. Then get started:

1. Choose **Touchup Tool** in the toolbar, and select an image or graphic in the PDF file. Then you can delete it, or move it by dragging and dropping.



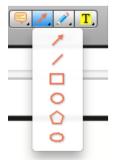
The graphic novel-

- 2. Click **Insert Image** in the toolbar, and you can insert local images and graphics to the page.
- 3. Select an existing image in the PDF file with **Touchup Tool**, and then click **Crop Image** in the toolbar, you can crop and resize the selected image or graphic.

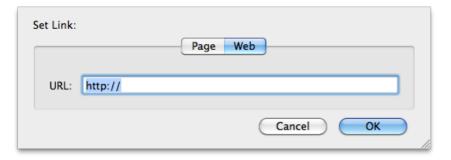


How to markup and annotate PDF files?

Note: Click on the button of each marking and annotating tool in the toolbar, you can find more tools in the drop down menu.



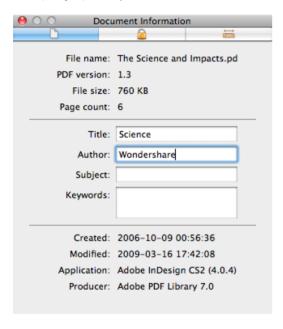
- 1. Choose the suitable annotating tools from the drop down menu, and you can annotate PDF files with any annotations: Sticky Note, Text Box, Arrow, Arrow, Line, Rectangle, Oval, Polygon, Cloud, and Free-hand Drawings (with Pencil and Eraser).
- 2. Choose ${\bf Link}$ in the drop down menu, you can add links on the PDF file.



3. Choose **Highlight, Underline or Strikethrough** in the toolbar, and then by selecting the text on the page, you can markup the text as you like.

How to edit properties of PDF files?

Click Inspector in the toolbar, and choose the tab **Properties**, then you can edit the properties of the PDF file: title, Author, Subject, and Keywords.



How to edit bookmarks?

Choose **View > Sidebar > Bookmark** in the menu bar to display bookmarks in the sidebar, and then you can add, remove, promote, and demote bookmarks for the PDF files.

+ Add Bookmark

- Delete Bookmark
- Promote
- ▶ Demote

Expand Bookmarks

Collapse Bookmarks



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