Right PDF User Manuals

Right PDF Reader 6

Last updated: 2026/09/11

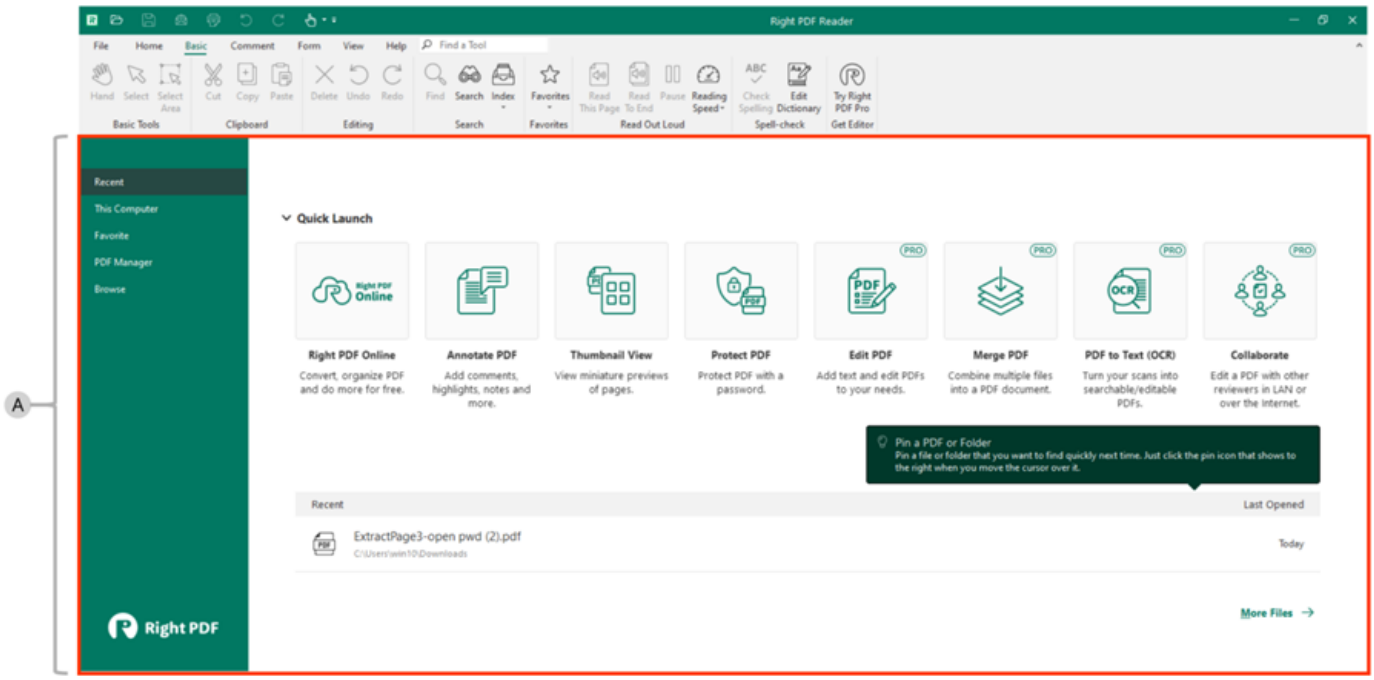
Chapter 1: Workspace

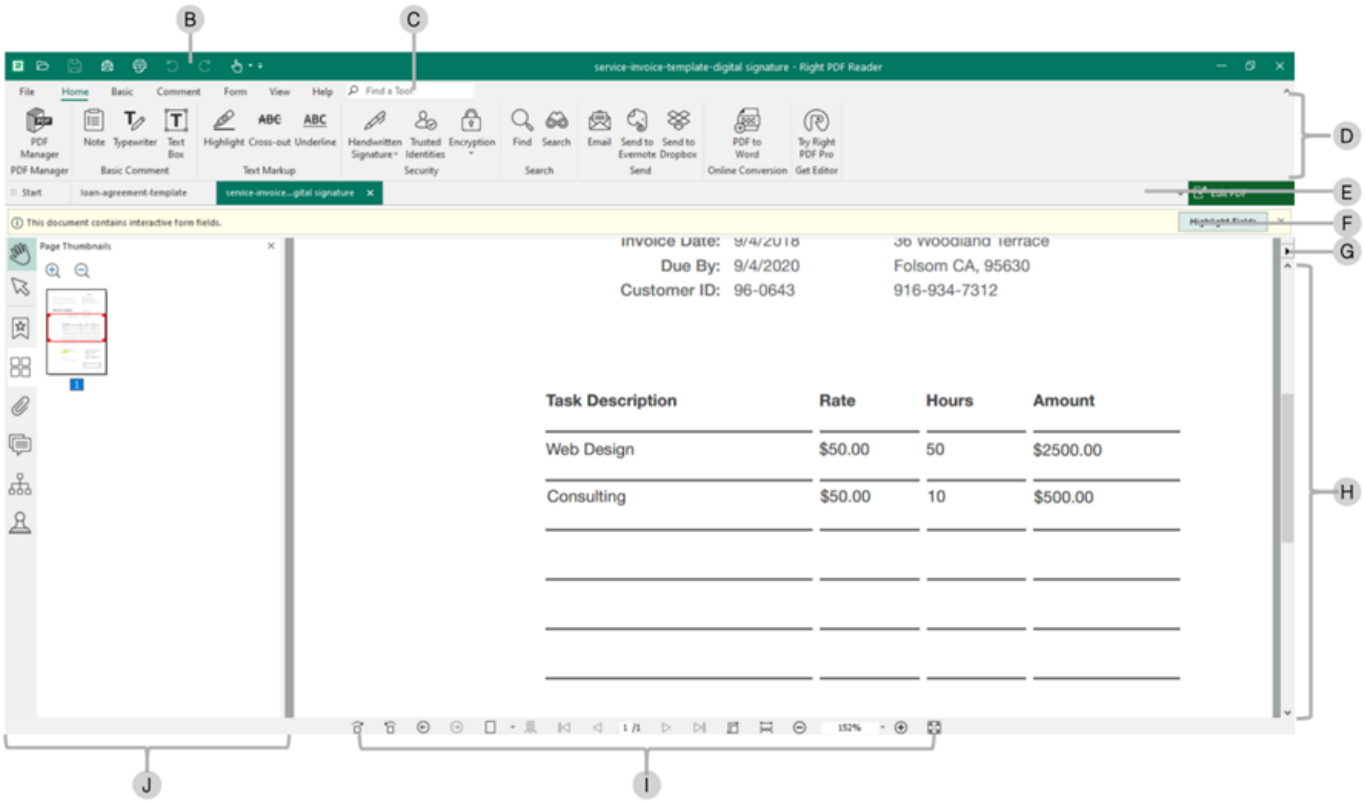
Workspace basics

The Right PDF Reader workspace contains 10 key areas, which are Intro, Quick Access Toolbar, Ribbon tabs, File tabs, Document message bar, Find a Tool, Document Properties/Preferences shortcuts, Document pane, Page viewing controls bar and Sidebar Navigation pane.

A tour of Right PDF Reader

The following descriptions demonstrate the function of each section, starting from Quick Access Toolbar:





Work area as it appears in Right PDF Reader:

A. Intro

B. Quick Access Toolbar

C. Find a Tool

D. Ribbon tabs

E. File tabs

F. Document message bar (this bar appears only when the document is signed or includes form fields)

G. Document Properties/Preferences shortcuts

H. Document pane

I. Page viewing controls bar

J. Sidebar Navigation pane

A. Intro

Start page shows when you click the Start tab or launch Right PDF Reader without opening any document. This page provides quick access to recent files and commonly used tools, while the left panel offers ways to open or create PDFs.

B. Quick Access Toolbar

Available in the top-left corner on Right PDF Reader window, the customizable Quick Access Toolbar enables you to quickly access your favorite tools and commands.

More information, see The Quick Access Toolbar.

C. Find a Tool

The Find a Tool feature helps you locate the tool you need and lets you use it directly. In accordance with the characters entered into the field, a list of matched results will be displayed below so that you can choose one from. If applicable, it will also open a panel corresponding to the feature to the left of the document pane. For more information, see Find a Tool.

D. Ribbon tabs

Right PDF Reader's ribbon design provides sets of tools grouped together based on the purpose they serve. For example, if you wish to have a watermark added on a page, on the Document tab, in the Assemble panel, select Watermarks.

More information, see Customize Ribbon and Sidebar Navigation Pane.

E. File tabs

Tab viewing bar groups multiple open documents. Each open file appears as tabs below the Ribbon Tabs. There are left and right arrows at the far right of the tabs that help you navigate the open files. You can reorder the tabs and open the files as individual windows. Go to Preferences to default the tab interface always on.

More information, see View multiple files as tabs.

F. Document message bar

The document message bar, located right beneath the Ribbon section, appears as long as there are interactive form fields or signatures within the document. Also, the Highlight Fields button to the right of the message bar can be used to help you locate interactive form fields in the document.

More information, see Document message bar.

G. Document Properties/Preferences Shortcuts

You can view and change document properties/preferences settings using the shortcuts located in the top-right corner of Document pane. Or, you can access them choosing File > Info/Preferences.

More information, see Document Properties and Preferences Shortcuts.

H. Document pane

You can perform all commands and get your work done within the Document pane. Further, with Split commands, you can divide Document pane into two or four separate viewing screens.

I. Page viewing controls bar

Page viewing controls options allow you to go to a specific page, retrace page views, change the zoom level, and adjust page layout and orientation for you to achieve optimal reading experience.

The following is the Page viewing controls bar at the bottom of the work area:



A.View rotation: Rotate View Clockwise (Left); Rotate View Counterclockwise (Right)
B.Retracing page views: Previous view (Left): Next view (Right)
C.Page Layout: Single page, Continuous, Continuous Facing, Facing, and Document Assembly
D.Separate cover page: display cover page (the first page) alone in facing or continuous facing page view mode.
E.Page controls: First Page – Previous Page – Page Number text box – Next Page – Last Page (from left to right)
F.View modes: Fit the page and show one page at a time (Left); Fit width and scroll pages continuously (Right)
G.Zoom level controls: Zoom Out button (Left), Zoom Value text box and the Zoom Value menu button (Mid), Zoom In button (Right)
H.Start full screen. Display a PDF file in full screen mode.

J. Sidebar Navigation Pane

The Sidebar Navigation pane includes diverse panels listed vertically on the left side of the work area. With the exception of default panels, others will become visible in the sidebar only when an associated function is performed in a document.

More information, see Customize Ribbon and Sidebar Navigation Pane.

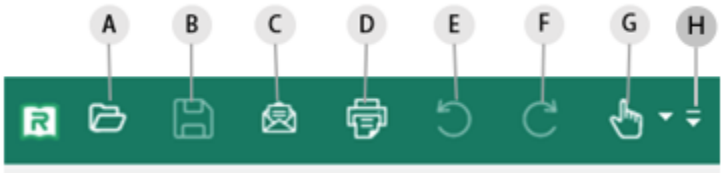
Customize the user interface

The Quick Access Toolbar

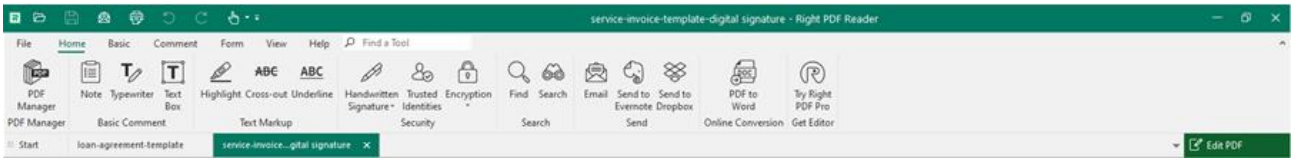
Quick Access Toolbar

Available in the top-left corner of the Right PDF Reader window, the Quick Access Toolbar enables you to quickly access the tools and commands you often use, and you can place it above or below the Ribbon area.

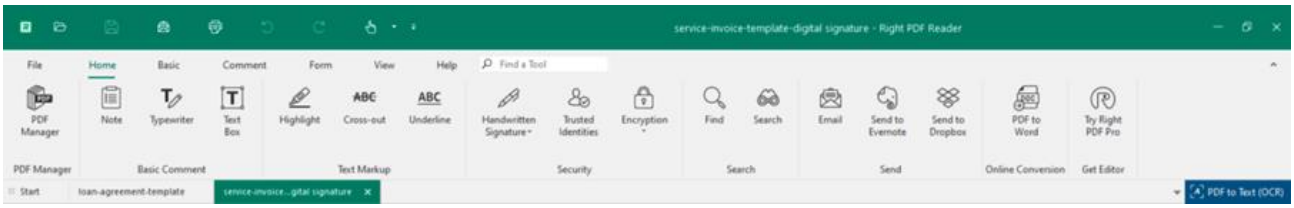
By default, the toolbar contains the following shortcuts (from left to right):



- **(A) Open.** Locate a PDF file and open it.
- **(B) Save.** Save your current file by overwriting the previous version with your latest changes.
- **(C) Email.** Send the current document or just selected pages of it as an attachment via email.
- **(D) Print .** Print the current document.
- **(E) Undo.** Retrace your previous steps by undoing any changes to the PDF.
- **(F) Redo.** Redo an action that you undid.
- **(G) Touch/Mouse Mode.** Due to the increased use of mobile devices, Right PDF provides Touch Mode to make toolbar buttons, panels, and feature icons drift apart slightly, so that users can easily select them with fingers. To switch back to Mouse Mode, click the **Touch/Mouse Mode** button and select Mouse Mode from the menu.

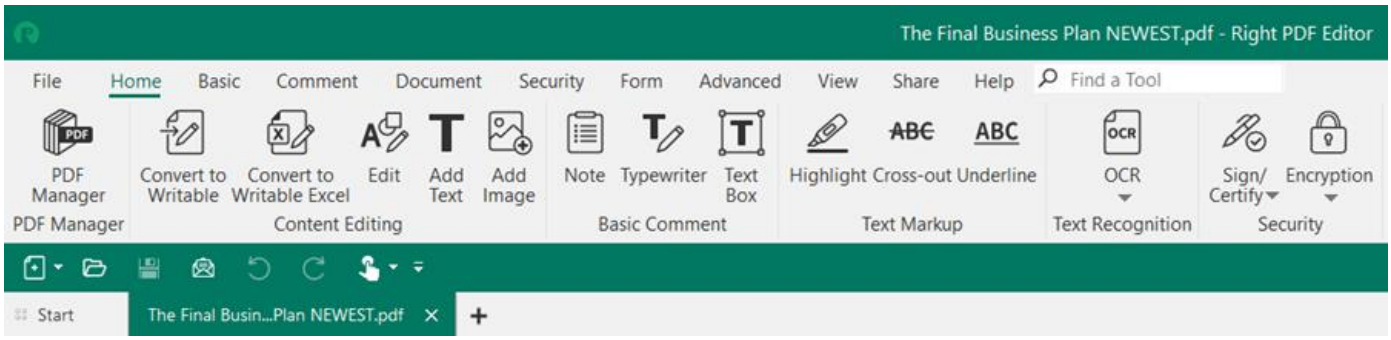


Mouse Mode



Touch Mode

- **(H) Customize Quick Access Toolbar.** Select options to keep just the commands you want, insert other commands into the toolbar, and minimize the Ribbon section to enlarge your document work space. You can also move the Quick Access Toolbar to the underside of the Ribbon section by selecting **Show Below the Ribbon** and then select **Show Above the Ribbon** to move it back.



The Quick Access Toolbar below the Ribbon section

Customize Quick Access Toolbar

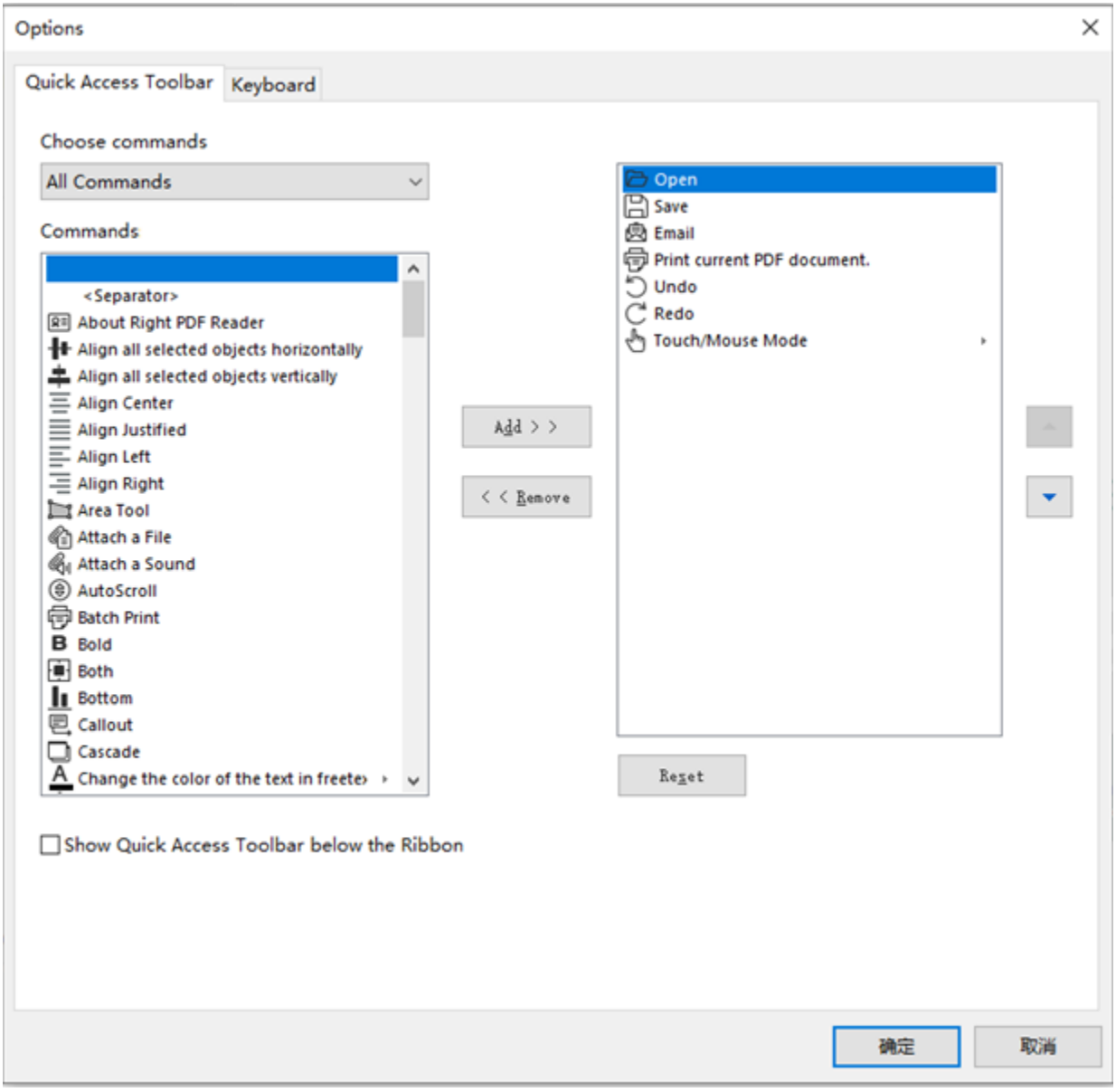
Click the **Customize Quick Access Toolbar** down-pointing button on the right edge of the Quick Access Toolbar and deselect the commands you don't want to be displayed on the Quick Access Toolbar. Alternatively, select **More Commands…** from the options, and add or remove commands based on your needs in the **Quick Access Toolbar** tab, or manage shortcut keys in the **Keyboard** tab.

Quick Access Toolbar tab

- **To add commands:** Select a command from the Commands list to the left and click the **Add** button to add it to the list on the other side. For example: select **Add Text Comment** and click

Add >> and then click **OK**. Then, the shortcut of Add Text Comment appears on the Quick Access Toolbar.

- **To remove commands:** Select one and click the **Remove** button to remove it from the Quick Access Toolbar menu.
- **To arrange existing buttons in the Quick Access Toolbar:** Use **Up** and **Down** buttons to change the order in which the commands appear on the Quick Access Toolbar.



Keyboard tab

- **To set/edit a shortcut key**

1. Select a category from the Category list to the left, and then select a command from the Command list to the right.
2. Press keyboard buttons to form a combination in the field below (usually begin with Ctrl). Right PDF will run an automatic check for you to see if the shortcut key is available.
3. Click **Assign** when finished.
4. Click **OK**.

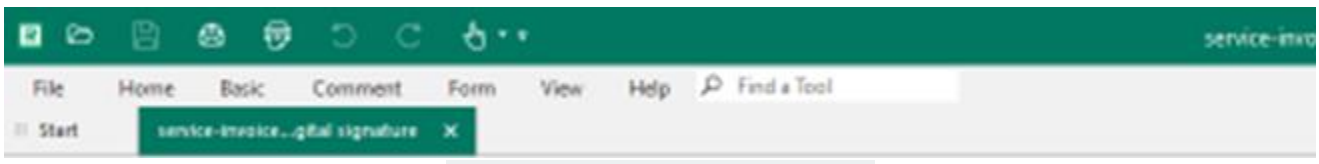
- **To remove or reset all shortcut key**
    1. Select a category and a command with an existing shortcut key.
    2. Click **Remove** to remove the shortcut key, or click **Reset All** to remove all shortcut keys.
    3. Click OK.

Customize Ribbon and Sidebar Navigation Pane

Minimize the Ribbon

To enlarge your workspace, you can minimize the entire Ribbon toolbar by doing either of the following ways:

1. Simply double click the Ribbon tab you are currently on;
2. Click the Customize Quick Access Toolbar button and select **Minimize the Ribbon** from the options;
3. Right click anywhere on the Ribbon tab area and choose **Minimize the Ribbon** from the options. Afterwards, you may double click the tab again or deselect the **Minimize the Ribbon** option to restore the Ribbon toolbar.



The Ribbon seciton minimized

Rearrange panels on Sidebar Navigation pane

Besides minimizing the Ribbon toolbar, Right PDF Reader also supports customizing the Sidebar Navigation pane. By moving and rearranging panels in the desired order, you are in power to create your own working environment according to personal preferences.

The order in which the panels are displayed on the sidebar Navigation pane is changeable. You can simply drag the icons up or down to a new location within the bar.

Navigate PDF pages

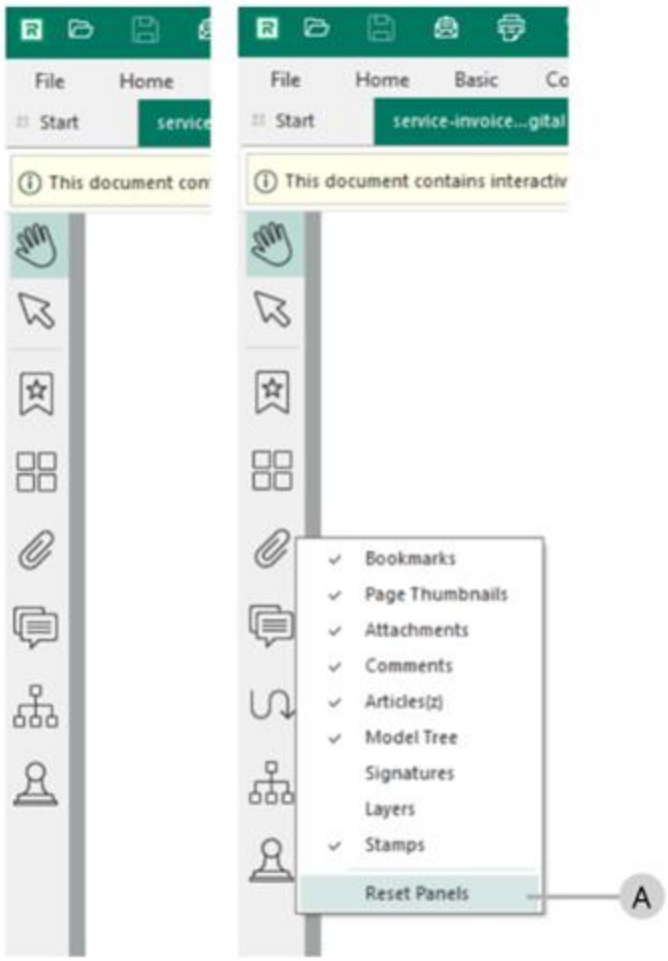
Sidebar Navigation pane

The Sidebar Navigation pane contains buttons along the left side of the window which provide quick access to various panels, enable navigating through the PDF, and help perform various functions on PDF files.

Show or hide panels on display

When you open a PDF document, it contains **Hand** and **Select** shortcuts and 5 default panels by default, which are Bookmarks, Page Thumbnails, Attachments, Comments and Stamps, listed vertically on the left side of work area. You can right-click to show the menu and then select/deselect the items to decide which will be displayed on the pane, or select **Reset Panels** from the options to restore the default settings. Note that whenever you open a new PDF document, it shows the 2 shortcuts (Hand and Select) and the 5 default panels.

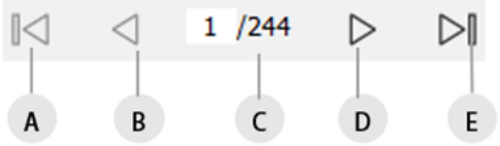
1. To hide a panel(s), right-click anywhere in the navigation pane and deselect the panel(s) you don’t want to appear on the navigation pane.
2. To show a panel(s), right-click anywhere in the navigation pane and select the panel(s) you want to appear on the navigation pane.
3. To restore the default settings, right-click anywhere in the navigation pane and select **Reset panels** from the options.



Panels displayed by default on the Sidebar Navigation pane (left).
Checked panels will be displayed on the Sidebar Navigation pane (right).
Click **Reset Panels** (A) to display default panels only.

Page through a document

There are various ways to turn pages in a PDF. You can use a scroll bar, enter a page number to jump to a specific page, use the previous and next page buttons, or simply press the left/right arrow keys to navigate through a multipage PDF document.



The Page Controls options on the Page viewing controls bar can be found on the View tab and at the bottom of the work area:

1. First page
2. Previous page
3. Page number text box
4. Next page
5. Last page

Move through a document

You can navigate a PDF file page-by-page by using the Page Controls options.

- **First Page:** click to jump to the first page of the document.
- **Previous Page:** click to view the page before the current one.
- **Next Page:** click to move to the page after the current one.
- **Last Page:** click to jump to the last page of the document.

Jump to a specific page

You can enter the page number to replace the current one and then press Enter to jump to the specific page.

- **Page Number Text Box:** type a page number and press Enter to jump to the page.

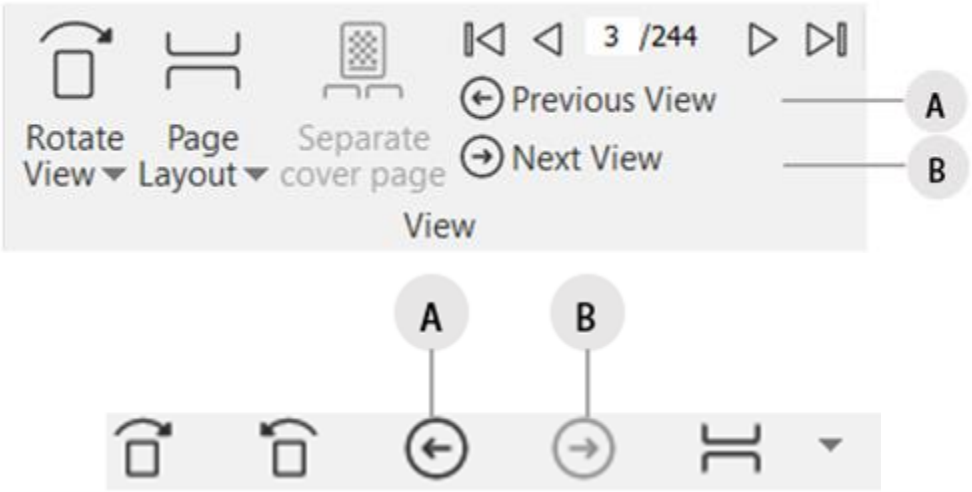
Scroll through a document

- If your document is displayed in **Single Page** layout, you will not see any portion of other pages.
- If your document is displayed in **Continuous** layout, you will view the document in a continuous vertical column.
- If you document is displayed in **Continuous Facing** layout, two pages are displayed side by side in a continuous vertical column.

- If you document is displayed in **Facing** layout, two pages are displayed side by side with no portion of other pages visible.

Retrace page views

You can go back to the page locations you viewed earlier by using the **Previous View** and **Next View** options on the View tab or Page viewing controls bar at the bottom of the work area. Not only is viewing history capable of remembering the page locations you have viewed, it also brings back page zoom, orientation, and layout settings at the time of viewing.



***Retracing page views** options on the Page Viewing controls bar: **A.** Previous View **B.** Next View*

- Click the **Previous View** button (A) to retrace your viewing path.
- Click the **Next View** button (B) to see another part of your path.

Document Properties Shortcuts

You can view and change the properties of the document in Document Properties, such as security settings, initial view, and description. Note that Reader doesn't allow you to make any changes to these document properties settings.



*Set document properties and preferences via the shortcuts **(A)** located in the top-right corner of the Document pane.*

Description

- This area shows the basic information about the current document: title, author, subject, base URL, keywords, and the time the document is created and modified. Click **Additional Metadata…** to view more metadata such as document titles, author, descriptions, keywords, and copyright information.
- This area shows the application that produces the document, the PDF version, the page and file size, location, number of pages, whether the document has been tagged, and if the document is enabled for Fast Web View.
- The information in the Advanced area is generated automatically and cannot be modified unless **Inspect Document** is used to permanently remove Metadata and Embedded non-display data. Within Inspect Document, select Metadata to remove the entire Description area and information of PDF Producer from document properties.

Security

- It displays the security method that has been applied to the document. If it displays No Security, that means the document is currently without any protection. There is also a summary of permitted actions below for your reference.

Initial view

- It demonstrates how the PDF document is presented when it is opened.

- The Initial view determines the initial window size, the zoom level, the starting page number, and whether menu bar, toolbars and window controls are displayed.

Custom

It displays existing property categories of the document.

Fonts

It lists the fonts and font types used in this document.

Advanced

- **Reading Options** shows reading direction and language used in this document.
- **Print Dialog Presets** displays the print dialog preset information for the document.

Preferences Shortcuts

The Preferences dialog box lets you configure a wide range of settings, such as comment, forms, display, and security. You can access it via the preferences shortcut located in the top-right corner of the document pane or choose **File > Preferences** to open the Preferences dialog box.



Set document properties and preferences via the shortcuts (A) located in the top-right corner of the Document pane.

Accessibility

In the Document Colors Options area, check the **Replace Document Colors** box to enable settings for changing document appearance.

- **Use Windows Color Scheme**. Replace document colors using the Windows Color Scheme. Check this and you will see that the black-and-white document changes to match the color scheme you have chosen in Windows control panel.
- **Use High-Contrast Colors**. Select a high-contrast color combination for text and background color.
- **Custom Color**. Specify a color for page background and a color for document text.
- **Only change the content in black/white color.** Check this box to make sure color schemes only apply to contents in black/white color.
- **Change the color of line art as well as text.** Check this to apply color schemes to watermarks, stamps, and drawings created by Draw Tools as well as text within the document, except for images.

Note: to display a document in its original color scheme, uncheck the **Replace Document Colors** box to restore.

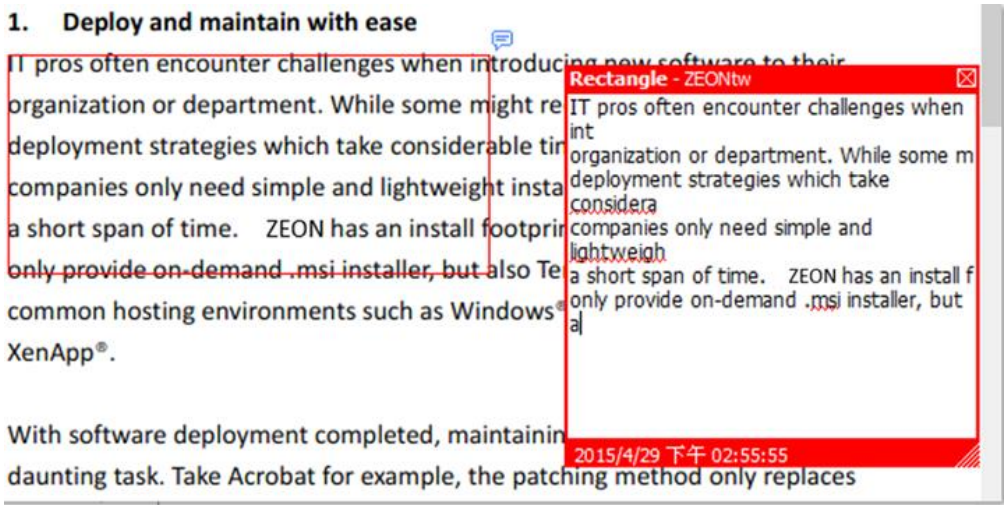
Comment

Comment

- **Comment Default Appearance.** Click the **Reset Comment Defaults** button to restore all comment appearance settings to default. You are required to restart Right PDF Reader to let the new settings take effect.
- **Text Box Default Font.** Determine font name, font size, underline, and font color for Basic tools such as Typewriter, Text Box, and Callout.
- **Text Box Default Align.** Specify the text aligning position for Basic tools such as Typewriter, Text box, and Callout text boxes.

Commenting

- **Always use Log-in Name for Author name.** If you select this box, the Login name (File > Preference > General > Identity > Login Name) becomes the author name in the pop-up notes.
- **Create new pop-ups aligned to the edge of the document.** Align new pop-up notes to the edge of the document pane. If this option is not selected, pop-up notes appear right next to the annotations you make.
- **Copy encircled text into Drawing comment pop-ups.** The text within the area created by Draw Tools such as Oval, Rectangle, Polygon, and Cloud, will be automatically copied to the pop-up notes. This does not apply to tools that cannot create an area, such as pencil, line, or arrow.



The text inside the area created by the Rectangle drawing tool appears in the comment pop-up note.

- **Copy selected text into Highlight, Cross-out, and Underline comment pop-ups.** The text selected by Highlight, Cross-out, or Underline tool, will be automatically copied to their text markup pop-up notes.
- **Automatically open comment pop-ups.** Pop-up notes appear immediately when comments are created; otherwise, you need to double-click to open them.

Forms

- **Automatically calculate field values.** Enable this to have mathematical operations assigned to form fields automatically updated. For example, if you select **as the sum (+) of selected fields** as your calculation method, the sum of the values in the selected fields will be displayed in the targeted field.
- **Show focus rectangle.** Display the form field with focus. If this option is selected, a dotted square appears as your click a button, a check box, a radio button, or a list box with **Hand**
- **Highlight form fields when document is opened.** Form fields are automatically highlighted in a color you specified every time a document is opened.
- **Show outline hover for fields when mouse enter.** If this box is checked, form fields will be outlined in black when the cursor hovers over them.
- **Fields highlight color.** Specify a color and then use **Highlight Fields** enclosed within the document message bar to have all form fields highlighted in the color you specify. You can also select **Form > Advanced > Highlight Form Fields** access it.
  For more information, see Form preferences.

- **Required fields highlight color.** Specify a color to highlight fields which are set as required.
  For more information, see Form preferences.
- **Auto-Complete**. If this feature is on, the text field drop-down menu offers you relevant options based on the entries you have previously entered, helping you fill out the form quickly. You may check the **Remember numerical data** box to begin storing the numbers.
- **Edit Entry List…**. Determine the options shown in the Auto-complete drop-down menu. This option is available only when there are text field entries already. To remove an entry from the list, in the Auto-Complete Entry List dialog box, click one of them and click Remove; to clear the entire list, click Remove all.

General

Startup

- **Open documents as new tabs in the same window.** Select to enable opening multiple PDF files in the same Reader window in different tabs instead of each file opened in an individual window. This setting in on by default.

- **Application language.** Set the language for Doc. Please note language is decided by the installer and not switchable within the application.
- **Default PDF Application.** This section shows the current default PDF application. You can click **Set Right PDF Reader as default PDF application** to make Right PDF Reader the default, or click **Return to previous default PDF application** to switch back to the previous default PDF application. If Right PDF is not your default PDF reader, you will be prompted to set Right PDF Reader as your default program for viewing PDF documents when you open a PDF document with Right PDF Reader.

Page Display

- **Smooth.** Select whether to make text, graphics, lines, and images smooth.
- **Gray out text below ___ pixels.** Gray-out the text when the number of pixels is below the set value.
- **Use page cache.** Store page data to speed up page display. If this feature is on, you do not have to wait for a page to reload when you view that page again; Right PDF Reader has already stored the pages you have viewed.
- **Use logical page numbers.** Allow Right PDF Reader to follow the page numbering printed on the page as opposed to the actual number based on total pages in the document. For example, the first page may have a printed number of A and will be listed as A (1 of 1) in the Page viewing controls bar and print dialogs. This option is unrelated to numbering pages in Write mode or the Header and Footer feature.
- **Show Gaps Between Pages.** Determine whether to show the blank space between pages in a document.
- **Default Page Layout.** Set the page layout to be applied when you first open a PDF document. The default setting is Automatic. Note that the **Page layout** setting in **Document Properties > Initial View** (or File > Properties > More Properties) overrides this value.
- **Default Zoom**. Set the magnification level for PDF documents when they are first opened. The default setting is Automatic, and you can enter a value by choosing **Custom** . Note that the Zoom setting in **Document Properties > Initial View** (or File > Properties > More Properties) overrides this value.

Units & Grids

- **Page Units.** Set the unit of page display used in Doc. It could be Points, Inches, Centimeters, or Millimeters.
- **Guide Color.** Specify a color for guide lines.
- **Grids.** Set grid properties and color for grid lines. You can use the Ruler & Grid features to display or hide grids. See View and snap to grid.

Identity

- Enter your identity information that will appear on your digital ID stamps.

Full Screen

- **Advance every ___ Second.** Specify whether to move forward to the next page every given time interval. This is off by default. You can still use mouse or keyboard commands to page through a document even if this option is selected.
- **Loop after last page.** Return to the first page after the last one. The option is typically used for kiosk display.
- **Escape key exist.** Allow pressing the Esc key to exit Full Screen mode. If this option is not selected, exit with the shortcut Ctrl + L instead.
- **Left-click to go forward; right-click to go back.** Allow clicking mouse to page through a document.
- **Show navigation bar.** Determine whether to show the Navigation bar. Once enabled, you can define a desired corner position for it.
- **Mouse cursor.** Specify mouse behavior, such as Always Visible, Always Hidden, and Hidden After Delay, in Full Screen mode.
- **Background color.** Select a background color for the areas outside the pages in Full Screen mode.

Miscellaneous

- **Restore last view settings when reopening documents.** This option is checked by default. Right PDF Reader restores the last view when reopening the document.
- **Open cross-document link in same window.** Click a cross-document link will open the document being linked to in the same window, minimizing the number of windows open. If the document being linked to is already open in another window, the current one will remain when you click the link.

- **Create links from URLs.** Enable this to have Right PDF Reader automatically create hyperlinks from URLs.
- **Allow layer state to be set by user information.** Enable this to let the settings in the **Layer Properties** dialog box take effect. If you want to make all layer settings work, you have to turn this feature on and then click the **Show property** button  to set layer properties. (For example, if you don't want to show layer An on-screen but want to print and to export to other applications, set the default to on, the initial visibility to never visible, and the initial print and export states to always print and always export.) Remember that you cannot apply any changes if this option is not selected.
- **Use Select tool as default instead of Hand tool.** Make the select tool default. If you deselect it, the default took will revert to Hand tool next time you open a PDF document.
- **Notify if** Right PDF Reader **is not my default PDF application.** If selected, you will be prompted that Right PDF Reader is not the default PDF reader when you open a PDF document with Right PDF Reader. You can then decide whether you would like to set Right PDF Reader as your default program for viewing PDF documents.
- **Make Hand tool read articles.** This changes the appearance of the Hand tool pointer when over an article thread. Upon the first click, the article zooms to fill the document pane horizontally; subsequent clicks follow the thread of the article.
  ***Note:** remember to save the file to let all changes take effect.
- **Background printing (unavailable in IE).** Enable this to continue working on documents while printing is in progress. This option works in Right PDF Reader program only. If you want to print a PDF document in IE, you are not allowed to work on it anymore while printing is in progress.
- **Hand Tool Double Click.** Determine how the document responds when clicking with the Hand Tool. If you select page down, double-click the page to jump to the next page; if you choose scroll down, double-click it to start scrolling down until the next mouse click.
- **Reset All Warnings.** Restore all warning messages to default status. Once you see a warning dialog box with the **Do not display this message again** checkbox on it, check the box to stop the dialog box from showing up again. To restore all warning dialog boxes, click the Reset All Warning button to have them show up again.

Save Location

- **Set default Save location.** Save PDF files to the location specified in the pathname field. Click Browse… to specify a save location.

Recent Files

- **Maximum number of files in Recent Files list.** Set maximum number of files displayed in the Recent Files list. If you set 8, then only up to 8 files will be displayed in the **File > Open > Recent Documents**.

JavaScript

- **Enable JavaScript.** Choose to enable or disable running JavaScript. This option is selected by default.
- **Allow JavaScript in documents with trusted certificates.** Allow JavaScript to run only if the document has a valid signed certificate.

Movie

Multimedia

- **Preferred Media Player.** Set a default media player for viewing movies embedded in the PDF.
- **Accessibility Options.** Determine whether to show supplemental text captions and/or audio description, and/or play dubbed audio when available.
- **Remove All Trusted Documents.** Remove the documents currently in the Trusted Documents list. When a movie within PDF is played, a dialog box will appear and ask you to either play only the movie or add the PDF to Trusted Documents. If you select the latter, you will not see the dialog box when playing movies in that document.

Security

Security Servers

Configure Server Settings. Click **More…** to configure Timestamp Servers/ Directory Servers. In the **Server Settings** dialog box, choose the servers to configure from the panel to the left.

- **Directory Servers.** Directory Servers can be used to search for contact information and certificates when managing your list of Trusted Certificates and when encrypting documents using Certificate Security.
  Select one of the entries above and click **Edit** to view or change settings, or click **Add** to add and configure a Directory Server. When performing a directory search, all servers in your list will be searched until a match is found. You can select a server and click **Set as Default** to make it the default server.

- **Time Stamp Servers.** Configure a default Time Stamp Server if you want to embed a trusted time stamp when signing. If you are in a workgroup, your computer administrator may provide you with information on how to configure Time Stamp Server. Select one of the entries above and click **Edit** to view or change settings, or click **Add** to add and configure a Time Stamp Server. Select a default server using **Set as Default**. If you have set a time stamp server as default, it will be used whenever you sign.

Security Settings

- It allows you to export and import security settings.
  - To export settings, click the **Export** button and select the settings to export in the **Export Security Settings** dialog box and then click
  - To import settings, browse to a .zeonsecuritysettings file and open it. As the current settings will be overwritten by the settings within the imported file, make sure that it comes from a trusted source and the setting meet your requirements.
- **Load security settings from a server**. This lets Right PDF regularly check for updates of security settings distributed periodically by your organization. Configure the following settings to let Right PDF check the server periodically via http or https. The default frequency is every week.

Signatures

Creation & Appearance. Control options for signature creation and set the appearance of signatures within a document. You can make changes to one or more signature appearances and store them for later use. Available appearances are listed in the **Select** drop-down menu under the Appearance section in the Sign Document dialog box when you attempt to sign a document.

Click **More…** and in the Creation and Appearance Preferences dialog box, do the following:

- **Creation.** Decide whether to make it compatible with Adobe Acrobat and then set the text fields to display when signing. The selected fields are displayed in the Sign Document dialog box when attempting to sign.
- **Appearance.** Set the graphic options and the text fields to display in the appearance. Click **New…** and name the appearance by adding a title used to identify the appearance, and then set graphic options, text fields to display and text direction in the following sections:
    - **Configure Graphic**. Choose to show nothing, an image, or the signer's name from the certificate. If you want to display nothing in your signature, select **No graphic;** otherwise, select **Imported graphic** to show an image in the appearance. Click **File…** and browse to a file to be used as the image and click **OK**.
    - **Configure Text.** Decide what to display in the appearance:
        - **Name.** The name of the signer.
        - **Location.** The location associated with the identity configured in Right PDF.
        - **Distinguishing Name.** A name with identifiable information such as country, organization, organization unit, and so on.
        - **Labels**. A label for each of the items above. For example, Digitally signed by, Location, Date, etc.
        - **Date.** The date the file is signed. It displays local computer time.
        - **Reason.** Reasons for signing.
        - **Logo.** Display the logo or graphic on the background of the signature. The default logo is the Right PDF logo.
    - **Text Properties.** Choose a direction (Left to right/Right to left) that is appropriate for the signer's language.

Verification. Control how and when signatures are verified. Click **More…** and in the Signature Verification dialog box, select **Verify signatures when the document is opened** (selected by default) to validate all signatures automatically in a PDF when the document is opened for the first time.

- **Verification Behavior.**
  - **When Verifying.** This allows you to choose a method to use for verifying signatures.
  - **Require certificate revocation checking to succeed whenever possible during signature verification.** This checks certificates against a list of excluded certificates during validation. If this option is deselected, the revocation status for approval signature is ignored. This option is selected by default.
- **Verification Time.**
  - **Verify Signature Using.** Decide how to check the digital signature for validity. **Time at which the signature was created** is selected by default, meaning you can check the time based on when the signature was created. You can also choose to check based on the current time or the time set by a timestamp server when the document was signed.
  - **Use expired timestamps.** It allows using the secure time provided by the timestamp or embedded in the signature even though the signature's certificate has already expired.
- **Verification Information.** Decide whether to save additional verification information to the signed document for extending signature validity.
- **Windows Integration.** Choose to trust all root certificates in the Windows Certificate Store for validating signatures or certified documents.

Identities. Create and manage identities for signing. Click **More…** to view details of all your digital IDs in the Digital ID List dialog box.

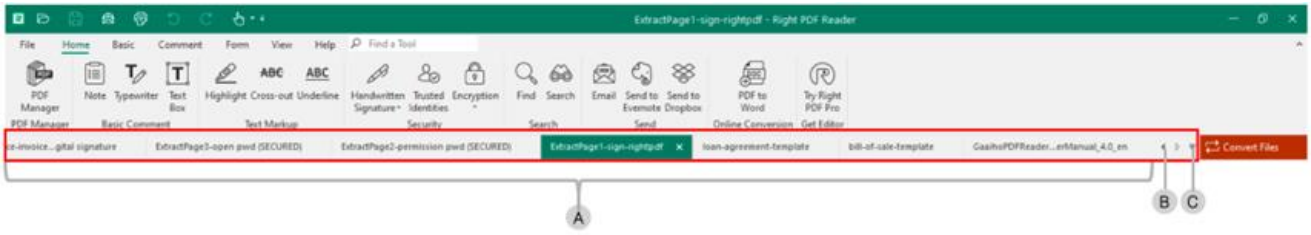
Document TimeStamping. Configure a default Time Stamp Server if you want to embed a trusted timestamp when signing. If you are in a workgroup, your system administrator may provide you with information on how to configure a Time Stamp Server. Select one of the entries above and click **Edit** to view or change settings, or click **Add** to add and configure a Time Stamp Server. Select a default server using **Set as Default**. If you have set a time stamp server as default, it will be used whenever you sign.

Spell Check

Check spelling while typing. Determine whether to check spelling while typing and specify its underline color. Then, select the dictionaries to use for spell check from the list. You can arrange the dictionary search order using the Up and Down buttons.

View multiple files as tabs

The tab bar displays currently open files as tabs below the ribbon area. You can open several files in the same window and use the left/right arrows at the far right of the tab bar to navigate, or reorder files by simply dragging and dropping a tab within the same group. If you want to open one of the files in new window, drag the tab away from the bar and release.



A. Grouped open files B. Left and right arrows for navigating all open files C. A list of open files

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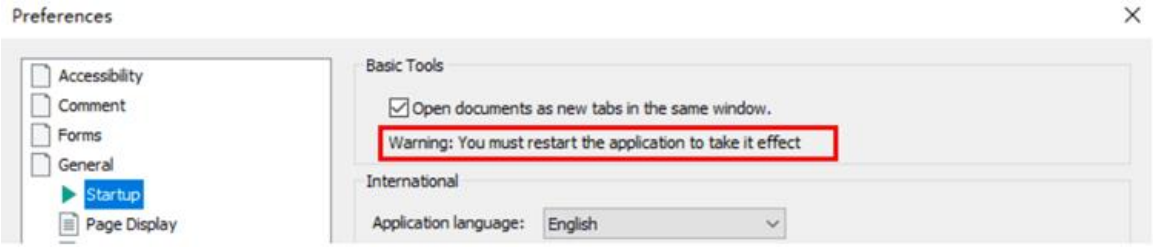
The right-click menu of a Right PDF Reader file tab provides the following actions:

- **Open File in New Tab.** Select a file and open it in a new tab.
- **Save Current/Save All.** Save the file you are currently viewing or save all open files in this window.
- **Close Current Tab/Close All.** Close the file you are currently viewing or all open files in this window.
- **Print Current Tab/Print All Tabs.** Print the file you are currently viewing or all open files in this window.
- **Open in New Instance.** Open the current file in an new window. The file will be removed from the tab bar of the previous window.

The tab bar feature is on by default. You can deselect the **Open documents as new tabs in the same window** option at General > Startup panel of the Preferences dialog box to always open a document in a new window.



*The **Open documents as new tabs in the same window** option is checked by default. Deselect it to open files in new windows.*

Note: Right PDF does not support reattaching the tab back to the tabbing bar.

Document message bar

The document message bar at the top of the document pane appears only when there are interactive form fields and when the document has been signed. To locate where the form fields are within the file, click the **Highlight Fields** button (A) enclosed within the message bar or choose **Form > Advanced > Highlight Form Fields** to highlight all form fields, making it easier for you to see where they are.

The document message bar also informs you the document is signed. To get details of signature status, name of the signer, etc., click the **Signature Panel** button (B) enclosed within the message bar to open the Signatures panel in which all the details are listed. As there might be signatures and form fields existing within the document at the same time, you can click the **Next Notification** button (C) to go to the next notification.



*The Document message bar for form fields. Click the **Highlight Fields** button (A) to locate where form fields are within the document.*



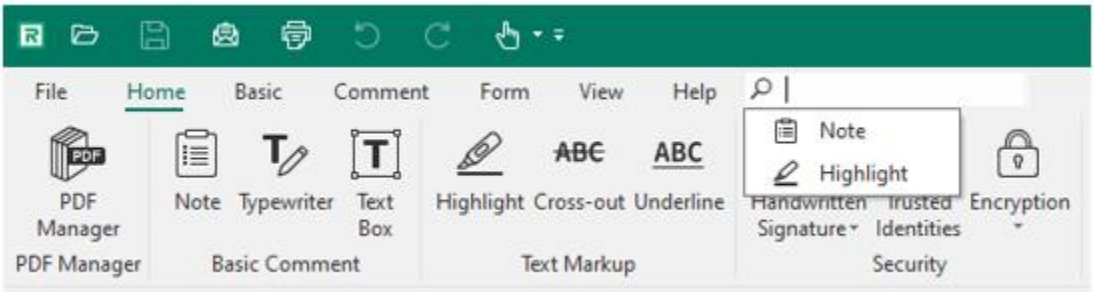
*The Document message bar for signed documents. Click the **Signatures Panel** button (B) to open the Signature Panel where details of all signatures are listed. Click the **Next Notification** button (C) to switch between the message for form fields and for signatures.*

Find a Tool

Right PDF Reader offers a variety of features to meet your PDF document reviewing and conversion needs. However, sometimes it could get challenging to find the right feature you need among a myriad of icons and buttons. The Find a Tool feature quickly locates the feature you are looking for and lets you use it directly.

Find a Tool

1. Open Right PDF Reader and the **Find a Tool** field can be found in the top right corner of the window.
2. Click the field and type in the name of the tool (or just part of it) and the menu will automatically show matched results which you can choose one from.
3. The feature will be automatically highlighted and enabled in the Ribbon area so that you can directly apply the feature to the document.



Chapter 2: Viewing PDFs

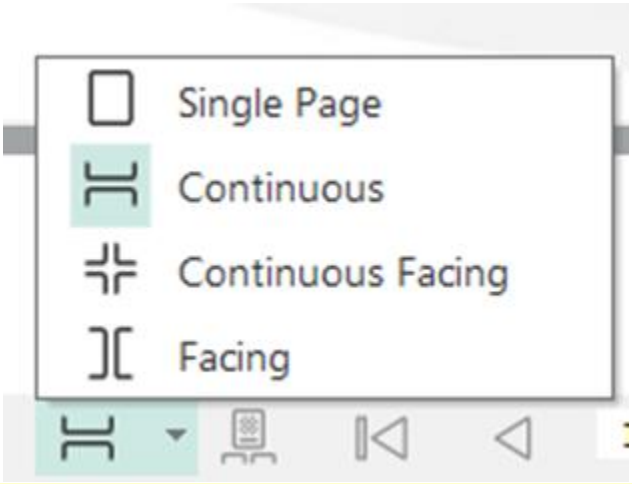
Adjust PDF views

Change the page view

Right PDF Reader provides page layout, view modes, view rotation options and other features to let you decide how you are going to read the document.

Change the page display options

On the Page Viewing controls bar or View tab, in the **Page Layout** drop-down menu, select one of the following page display options. You can use the left and right arrow keys to navigate within a PDF file if files are opened in Single Page, Continuous, or Document Assembly page display mode.



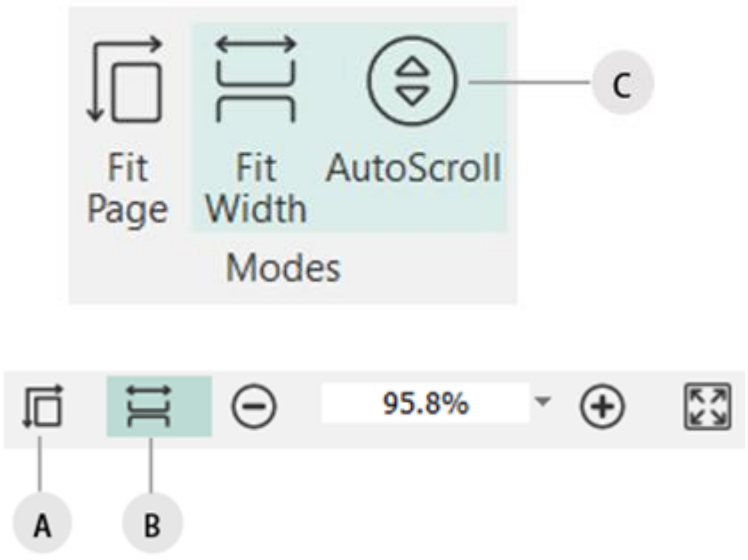
*Page display options in the **Page Layout** drop-down menu*

- **Single Page:** display just one page at a time without any portion of the previous and next page.
- **Continuous:** display pages in one long column so that you can smoothly scroll through the document without sudden transitions.
- **Continuous Facing:** display two pages facing each other and placed side-by-side with continuous scrolling enabled.

- **Facing:** display two pages placed side-by-side at a time.

Change page view modes

- **Fit the page and show one page at a time:** scroll through the document with sudden transitions at the end of every page and view it with the page fitting the width of the Document pane.
- **Fit width and scroll pages continuously:** scroll through the document smoothly without sudden transitions and view it with the width of the page fitting the width of the Document pane.
- **AutoScroll:** scroll through PDF documents automatically without keystrokes or mouse actions. Click the icon or double-click on the document to start scrolling, and click the icon again or press **Esc** to exit. Here are the functions you can use:
    - **Change direction**: press "**-**" key to change direction
    - **Adjust speed**: press up or down arrow key to adjust speed, or press number keys to adjust speed (on a 0-9 scale).
    - **Pause**: press and hold **Space,** or click and hold the mouse button to pause
    - **Jump to previous or next page**: press left or right arrow key to jump to the previous or next page.



View modes** on the Page Viewing controls bar and View tab: **A.** Fit the page and show one page at a time **B.** Fit width and scroll pages continuously **C. AutoScroll

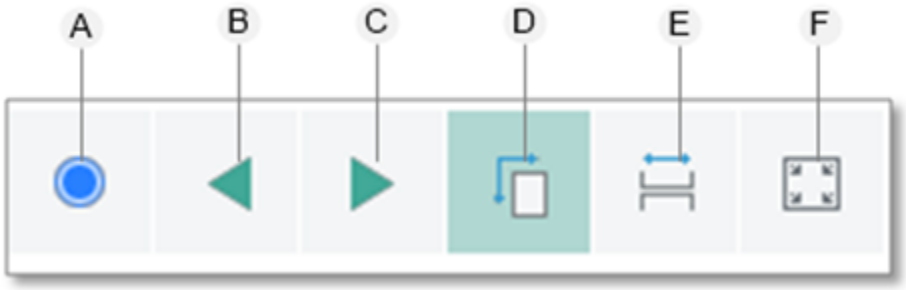
Note: those two commands are also available on the navigation toolbar in Full Screen mode.

Read in Full Screen mode

Click the Start full screen button on the View tab or the right side of the page viewing controls bar to start Full Screen mode, meaning the document occupies the entire screen without showing the application frame. The pointer still works in full screen mode so that you can click links and open notes.

In Full Screen mode, move cursor around the bottom-right corner to show the navigation toolbar, which includes the following functions:

- To view the previous page, click the **To Previous Page** icon or press the left or up arrow key. To view the next page, click the **To Next Page** icon or press right or down arrow key.
- To close full screen view, click the **Exit full screen mode** icon or press the **Esc** key (this works as long as the option **Escape key exit** is checked in **Preferences > General > Full Screen**). Or, you can also exit with the shortcut **Ctrl + L**.
- To change cursor styles, click the **Cursor style** icon and select a style as desired. Since pointer is still working in full screen mode, you can use the stylized cursor to click links or open notes.
- To resize the page view in the full screen mode, click the **Single page** icon to display one page at a time or the **Continuous page** icon to display a page fitting the width of the screen with continuous scrolling.



***The basic reading controls on the page navigation toolbar: A.** Cursor style **B.** To Previous Page **C.** To Next Page **D.** Single page **E.** Continuous Page **F.** Exit Full Screen Mode*

Read in Read mode

Read mode hides many interface elements including Sidebar Navigation Pane, Ribbon tabs, and File Tabs in exchange of maximum document display area. Select **View > Document Views > Read Mode** or press the shortcut key **Ctrl + 7**.

In Read Mode, you can press **Ctrl + Tab** to switch between each open file. To exit the Read Mode, press **Esc**.



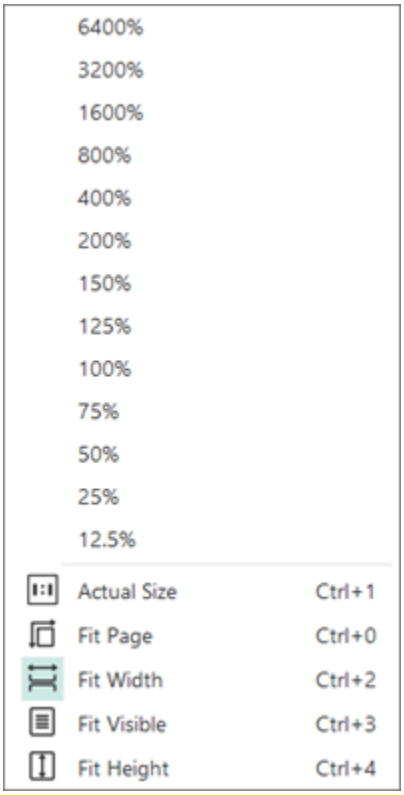
Read Mode off



Read Mode on

Resize page view

On the Page Viewing controls bar, click the **zoom value menu button** to the right of the zoom value text box and select one of the options:

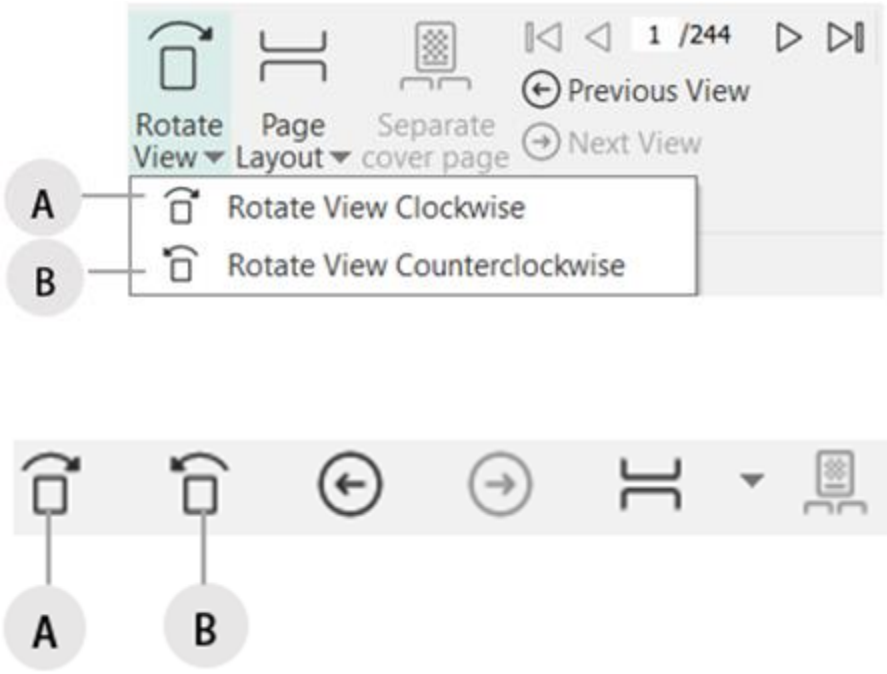


Click the Zoom value menu button to display options.

- **Actual Size**: view the document in its normal size.
- **Fit Page**: make the width and height of the document exactly fit within the Document pane.
- **Fit Width:** make the width of the document fit within the width of the Document pane.
- **Fit Visible:** to view a document without any portion of page margin in the screen, select it to make the width of the document fit within the width of the Document pane.
- **Fit Height:** make the height of the document fit within the height of the Document pane.

Rotate page view

To view a PDF document in a desired orientation, use view rotation features to view it properly. You can rotate the view clockwise and counterclockwise in Right PDF Reader.



*View Rotation features on the Page Viewing controls bar: **A.** Rotate View Clockwise **B.** Rotate View Counterclockwise*

- **Rotate View Clockwise:** click to temporarily rotate the view of all pages by 90 degrees clockwise. The original page orientation is restored the next time you open the PDF.
- **Rotate View Counterclockwise:** click to temporarily rotate the view of all pages by 90 degrees counterclockwise. The original page orientation is restored the next time you open the PDF.

Note: Rotate View changes the way that a PDF file is displayed in the Document pane. It temporarily changes the view for viewing purposes only, but no changes to page orientation are saved to the PDF file. **Rotate Pages,** however, permanently rotates the pages within the PDF file.

Adjust page zoom level

You can use Zoom tools or the Zoom level controls on the View tab or Page viewing controls bar to view a page or an image with different magnification.

Use the Zoom tools

Choose **View > Zoom** and select Zoom tools to zoom in, zoom out, or just view a particular area at high magnification.

- **Zoom in/out.** Select Zoom in/out to change the document magnification by preset levels. You can click or drag a rectangle on the page.
- **Dynamic Zoom.** Click Dynamic Zoom and a magnifying glass will appear. Drag up/down a page with the magnifying glass to smoothly zoom in/out pages without sudden transitions. Or, roll up/down a mouse wheel to zoom in/out pages in preset levels.
- **Loupe View.** Click Loupe View and click again anywhere on the page to call out the magnifying window. You can drag the loupe rectangle around to change its loupe view. Changing the color for the loupe rectangle is also available in the Loupe View Tool window.

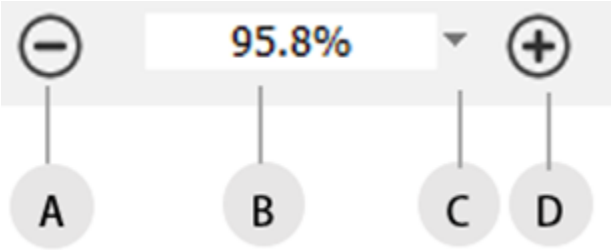
    1. Choose **View > Zoom > Loupe View** .
    2. Click an area where you want to view in closer detail. A rectangle appears in the document, corresponding to the area shown in the Loupe View Tool window. You can also drag the rectangle to change the view.
    3. (Optional) To change the zoom level of the Loupe tool, you can do any of the following:
        - Drag the slider.
        - Click the plus or minus buttons.
        - Enter a zoom value in the zoom value text box.



*A. A moveable rectangle **B.** A magnified portion displayed in the Loupe View Tool window with zoom level tools **(C)** at the bottom*

Adjust Zoom level with the Zoom level controls

- **Zoom in/out button:** click the ⊕ or ⊖ button to change zoom level.
- **Zoom value text box:** enter any number between 6.25 and 6400 into the percentage field and press enter.
- **Zoom value menu button:** click the arrow right next to the zoom text box and select a preset percentage, ranging between 12.5% and 6400%.



***Adjusting Zoom level on the Page Viewing controls bar: A.** Zoom out button **B.** Zoom value text box **C.** Zoom value menu button **D.** Zoom in button*

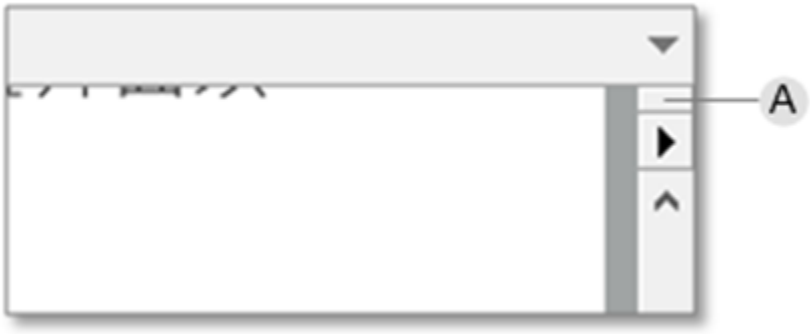
Use split-window view

Using the Split commands, you can view a document with the document pane divided into two panes (Horizontal Split and Vertical Split) or four panes (Quad Split). While viewing a document with split windows, you can scroll though pages, adjust zoom level, or jump to a specific page in one of the panes independently.

Create a type of split view

1. Open a PDF file and choose **View > Window**.
2. Select a Split command as needed:

- Select **Horizontal Split** to horizontally split the view into two. Alternatively, drag the small, grey rectangle box just over the top of the vertical scroll bar down.



- Select **Vertical Split** to vertically split the view into two.
- Select **Quad Split** to split the view into four panes.

3. Click and drag the splitter bars up, down, left, or right to adjust the size of the panes.

To adjust zoom level of each pane

- In **Horizontal Split** view, click a pane to make it active and change zoom level for the active pane only.
- In **Vertical Split** view, change zoom level for both panes.
- In **Quad Split** view, change zoom level for all four panes.

To scroll a document

- In **Horizontal Split** view, click a pane to make it active and then scroll the document in the active pane only.
- In **Vertical Split** view, scroll the document in both panes simultaneously.
- In **Quad Split** view, scroll vertically to change the view in the active pane and the pane beside it. Scroll horizontally to change the view in the active pane and the pane above or below it.

View and snap to grid

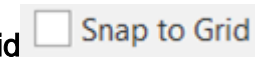
You can use grids to line up text and objects in a document. The grid becomes visible once it is turned on. The **Snap to Grid** option helps you align an object (can be selected text or images) to the nearest grid while moving the object.

View grids

1. Open a PDF file and choose **View > Tools > Grid** 

.
2. To hide the grid, click **Grid** again to turn it off.

Snap to grids

1. (Optional) To better align objects, turn on Grid in advance.
2. Choose **View > Tools > Snap to Grid** 

.
3. Move an object and it will automatically align with the nearest grids.

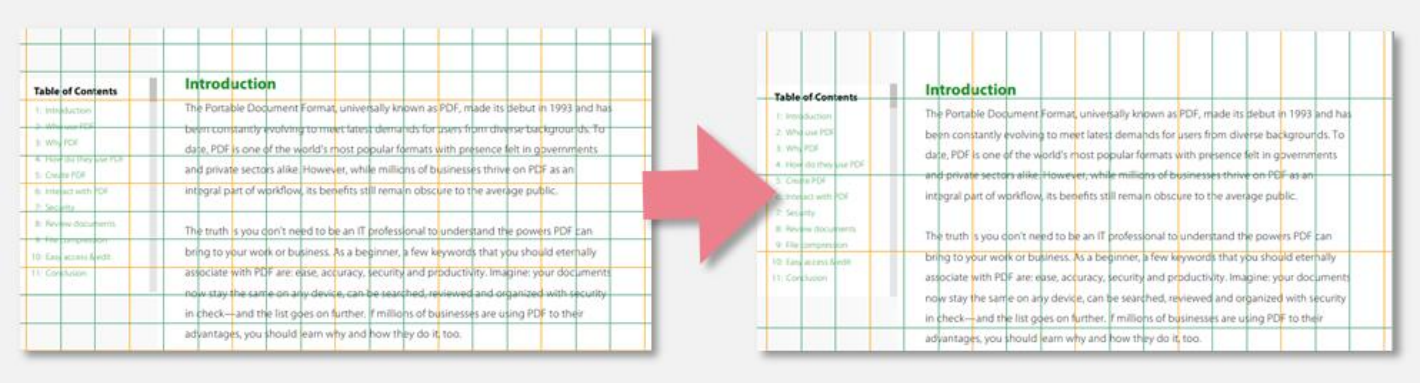
Change the grid appearance

You can change grid settings in the Preferences dialog box, such as page units, grid line color, and more.

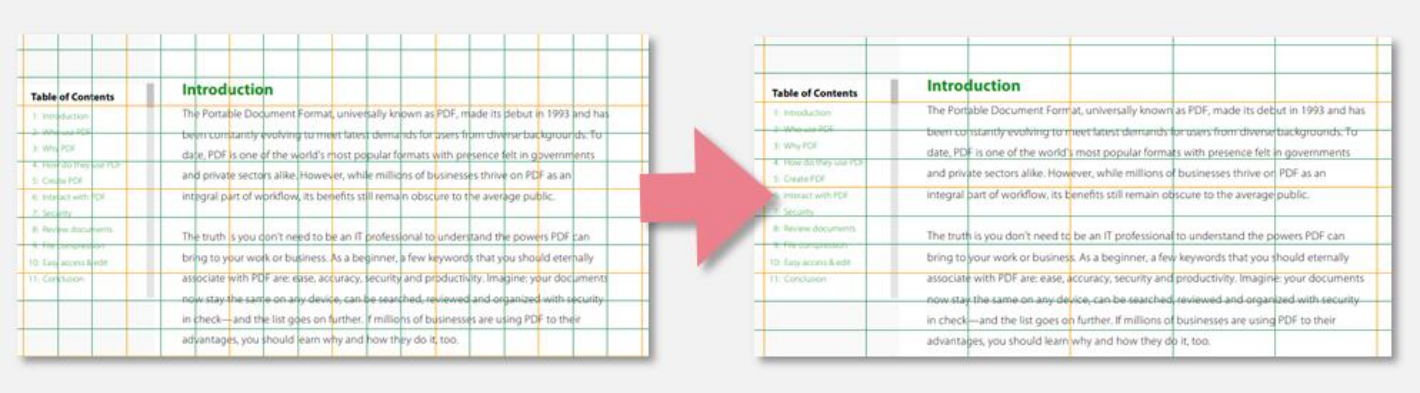
1. Do any of the following to open the Preferences dialog box:
    - Choose **File > Preferences**.
    - Press **Ctrl + K** on your keyboard.
    - Click the **Document Properties/Preference** shortcuts button located at the top-right corner of the document pane.

2. In the Preferences dialog box, choose **General > Units & Grids** and follow the on-screen instructions to change grid settings:

    - **Width between lines/Height between lines.** Both define the spacing between grids.



Height between grids increased



Width between grids increased

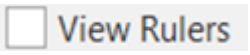
- **Grid offset from left edge/Grid offset from top edge.** Both define the origin of the grid.
- **Grid line color/Grid line minor color.** Choose a new color for the grid lines from the color palette.

Note: after **Snap to Grid** is activated, objects will be aligning with the “grids” even if **Grid** is not turned on. Please remember to disable **Snap to Grid** to make sure objects are placed as intended.

Create ruler guides

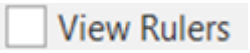
The horizontal and vertical rulers let you check the size (length and width) of an object. Once turned on, the rulers will be displayed on the top and to the left of the Document Pane. For aligning objects, you can also create guides in your document.

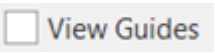
View rulers

1. Choose **View > Tools > View Rulers** 

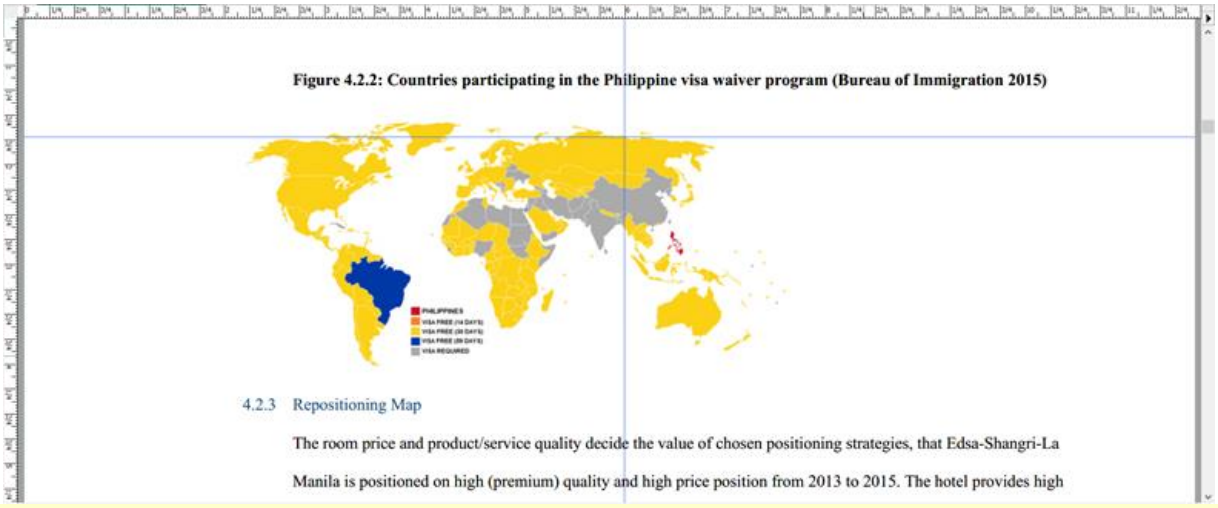
.
2. To hide the rulers, click **View Rulers** again to turn it off.

Create new ruler guides

1. Choose **View > Tools > View Rulers** 

.
2. Do either of the following to create new ruler guides:
    - Click the horizontal ruler and drag down to create a horizontal guide, or click and drag to the right of the vertical ruler to create a vertical guide.
    - Double-click a location on the horizontal ruler to create a vertical guide, or double-click a location on the vertical ruler to create a horizontal guide.
3. To hide guides, choose **View > Ruler & Grid > View Guides** 

. You can click it again to show guides.



*Horizontal **(A)** and vertical **(B)** ruler guides appear on a page where **View Guides** is on.*

Change guide colors

You can change guide colors in the Preferences dialog box.

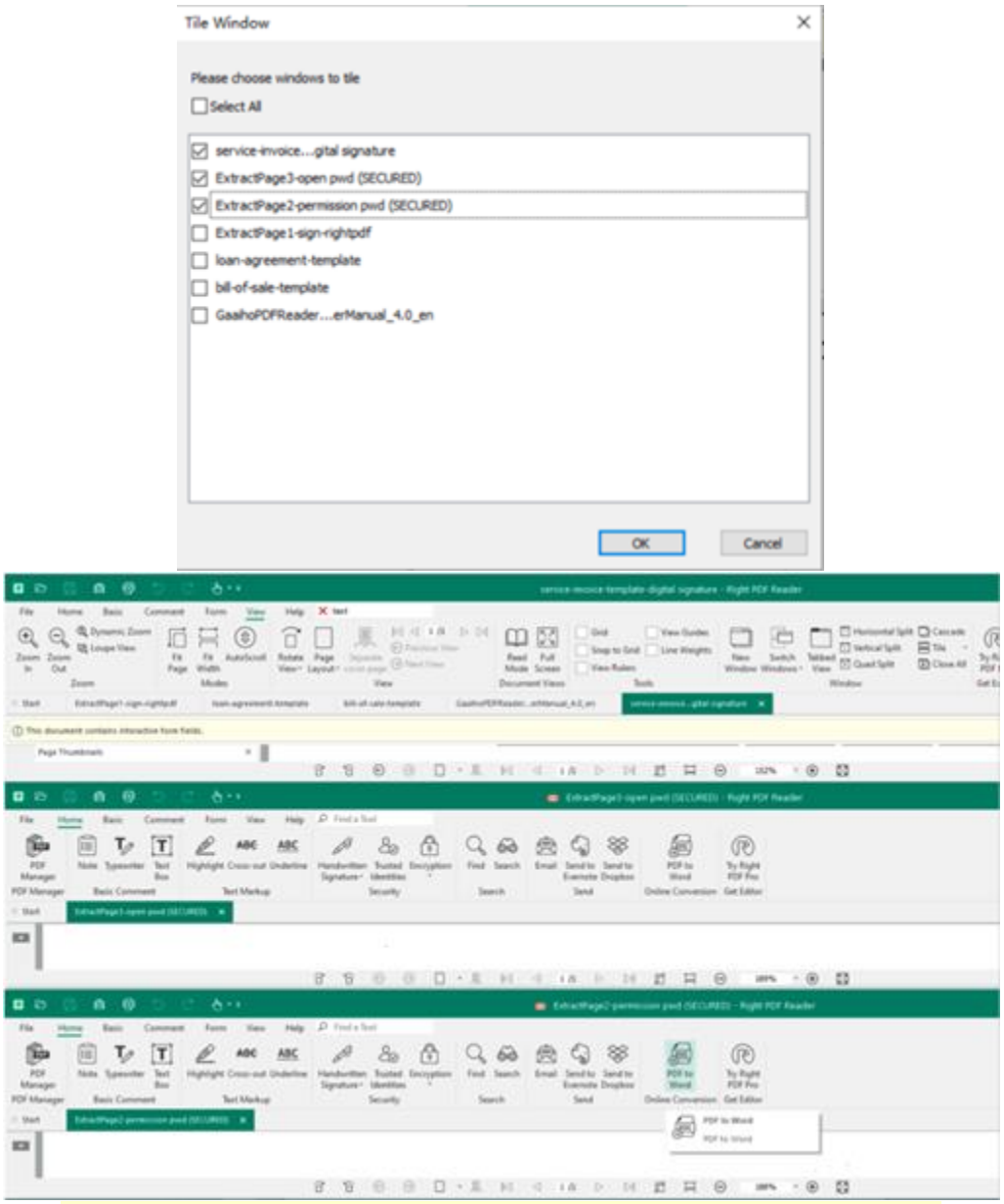
1. Do any of the following to open the Preferences dialog box:
    - Choose **File > Preferences**.
    - Press **Ctrl+K** on your keyboard.
    - Click the **Preference shortcut** located at the top-right corner of the document pane.
2. In the Preferences dialog box, choose **General > Units & Grids**.
3. Click the **Guide Color** square and choose a predefined color from the color palette or define a custom color.

Tile documents

You can navigate across multiple currently open PDF documents simultaneously within Right PDF Reader using the Tile command. Choose either horizontally or vertically tiled windows for optimal viewability.

1. Open multiple PDF documents and choose **View > Window >Tile** .
2. Select either **Horizontally** or **Vertically** from the menu.

3. In the **Tile Window** dialog box, choose the files to be tiled horizontally or vertically and then click **OK**.
4. The tiled windows appear on your screen.



Windows chosen to tile (Left). Horizontally tiled windows (Right)

Arrange windows in a cascade

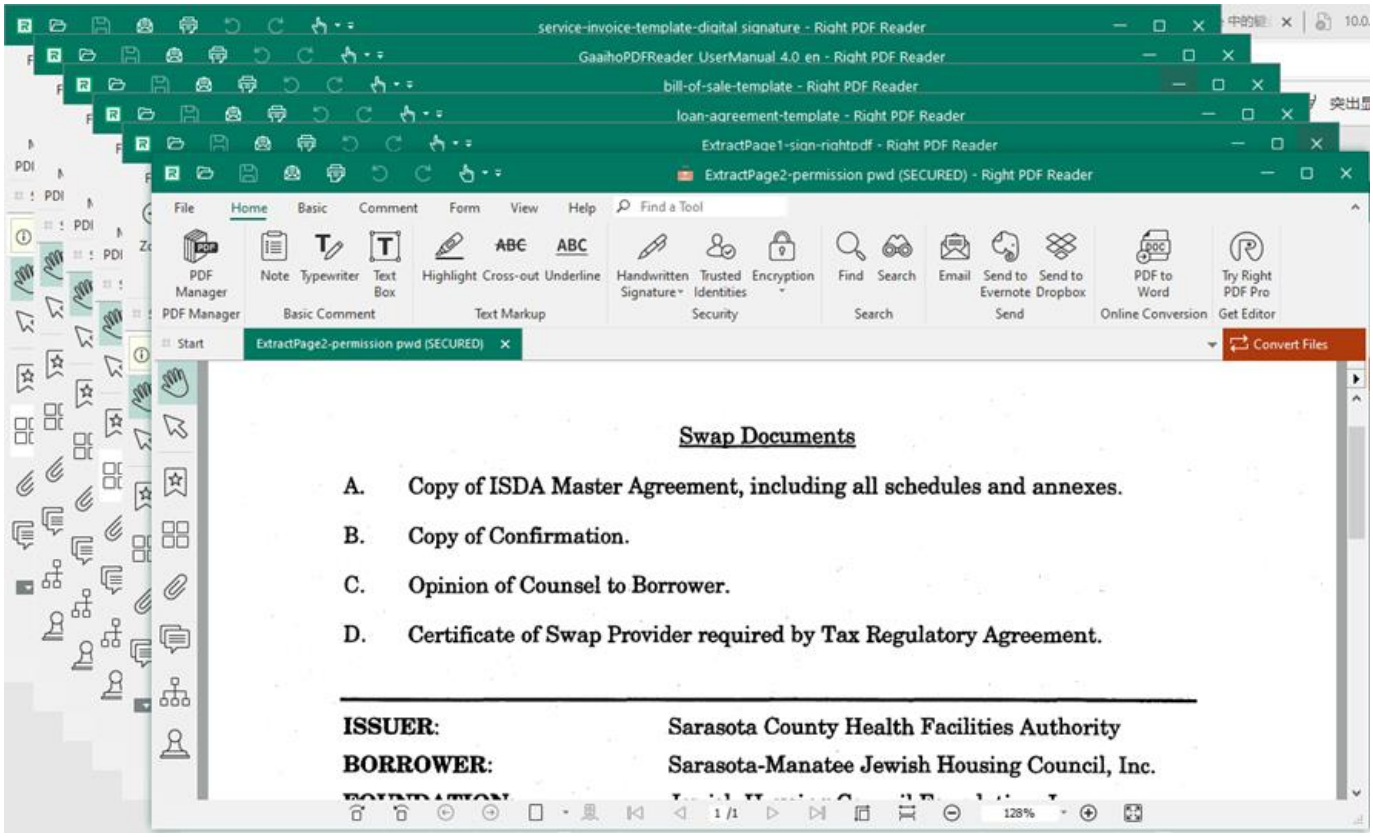
You can use Cascade to arrange all open documents in a cascade view, except the documents minimized on the taskbar. Make sure all documents you want to cascade are visible on the desktop before applying Cascade and leave those you don’t want to cascade minimized on the taskbar.

Before cascading

1. Open all PDF documents you want to cascade. Expand to make them all visible on the desktop.
2. Minimize the documents you do not want to cascade on the taskbar.

Cascade document windows

1. In any of the open documents you want to apply cascade view, choose **View > Window > Cascade** .
2. All visible document windows are arranged in a cascade, and the documents minimized to the taskbar are not included.



All open windows (documents minimized to the taskbar are not included) arranged in cascade.

Turn multiple windows into one

If you are viewing PDFs in multiple windows, you can use this feature to merge all windows as tabs in one window.

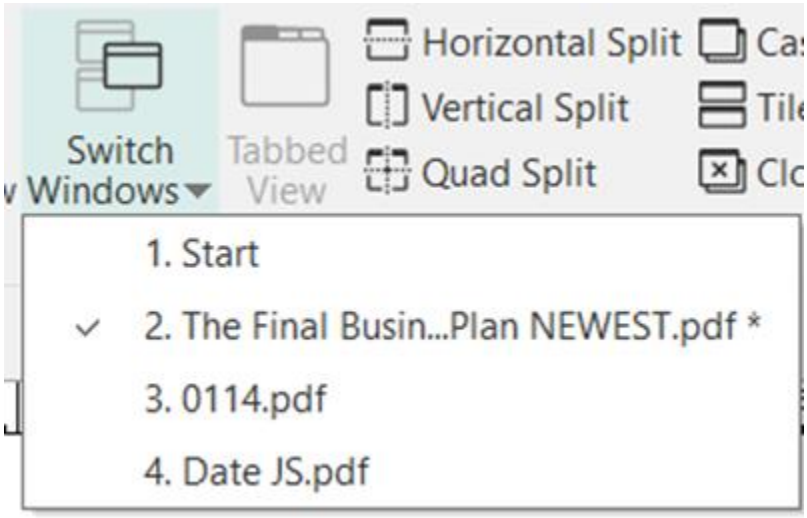
1. While viewing PDFs in multiple windows, choose **View > Window > Tabbed View**  .
2. All windows are merged into one window as tabs.

Switching between open windows

Using Switch Windows, you can switch between documents you have already opened. It is especially useful if you have opened a large number of PDF documents and want to quickly switch between them.

1. Open multiple files and choose **View > Window > Switch Windows**  .
2. Do either of the following to switch between open windows:

    - Click the down-pointing arrow next to **Switch Windows** and select the document you want to view from the menu.



Switch among the three open windows.

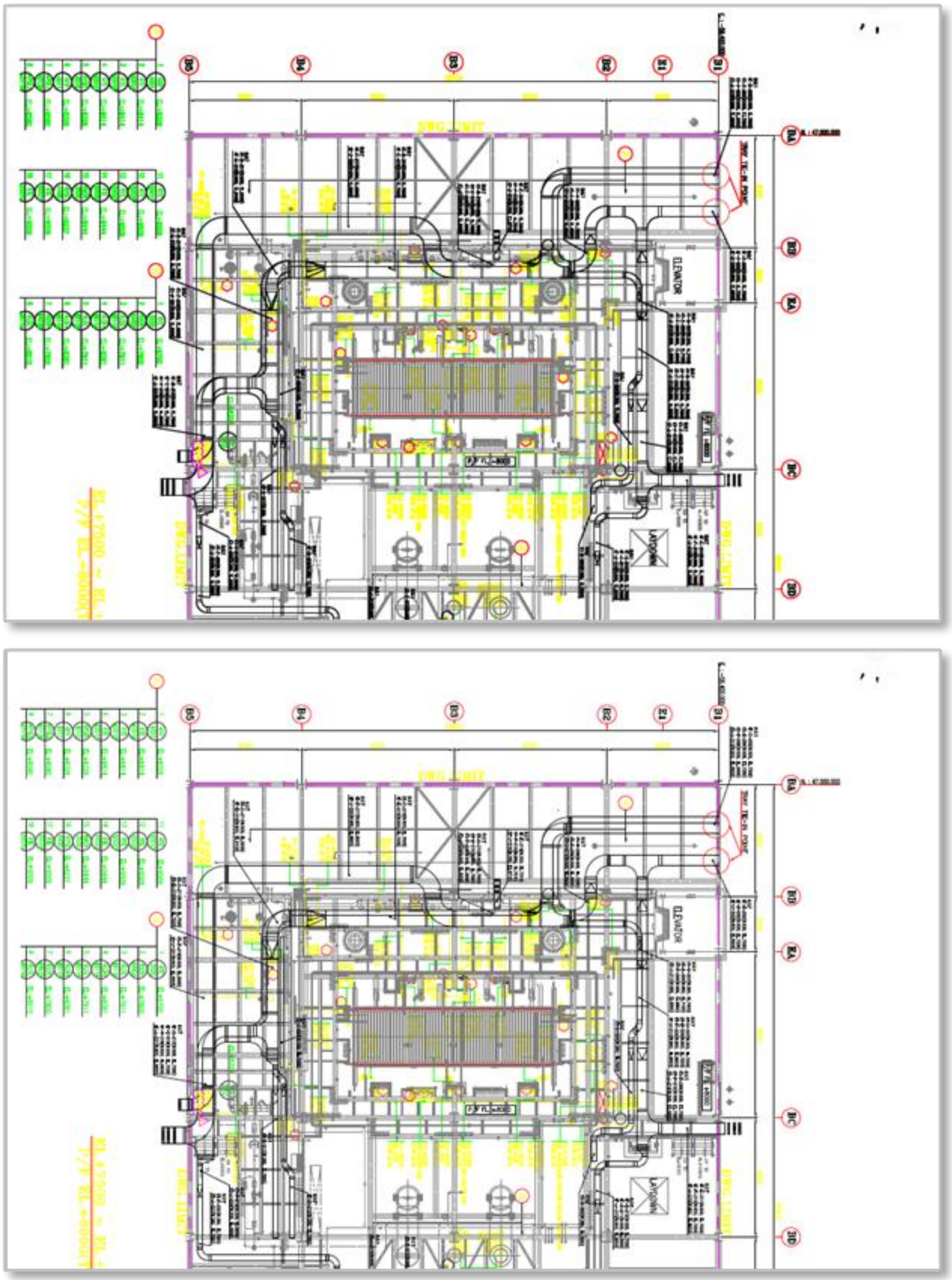
    - (Windows command) Hold down **Alt+Tab** on your keyboard and press the **Tab** key repeatedly until the desired document window is selected. Release the keys to go to the selected document window.

Display PDFs in the line weights view

By default, the Line Weights view is off. It displays lines with the weights defined in the PDF. When Line Weights is on, it applies a constant stroke width (1 pixel) to lines. When you print the document, the stroke prints at the true width.

View a document with the Line Weights view on

1. Open a PDF file and the Line Weights view is off by default.
2. Choose **View > Ruler & Grid > Line Weights** to turn it on.
3. To turn off the Line Weights view, choose **View > Ruler & Grid > Line Weights**



Line Weights off (Left); Line Weights on turning lines into a constant stroke width 1 pixel (Right)

View a document in multiple windows

You can create multiple windows for the same document using the New Window feature. The current document is then copied to a new window that retains the same page layout and magnification level.

When you create a new window, the file name of the original window is given a suffix":1" and the new window suffix":2". If you close one window, the remaining windows are renumbered sequentially.

For example, as demonstrated below, there are four windows from the same document. If you close the second window PDF Learning Guide: 2, the remaining three windows are automatically renumbered in order. You can close multiple windows without affecting the original window as long as there is more than one window open.



Closing one window and the remaining three windows are renumbered

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To open a new window

1. Open a PDF file and choose **View > Window > New Window**  .
2. A new window displaying the same page pops up on top of the original window, with the suffix:2 added to its file name. Repeat clicking **New Window** to create more windows for the document.
3. You can click the close box to close the window. It does not close the original window as long as more than one window is open.

Reading PDFs

This function reads text within a document and allows those who have visually or mobility impairment to read and view files easily.

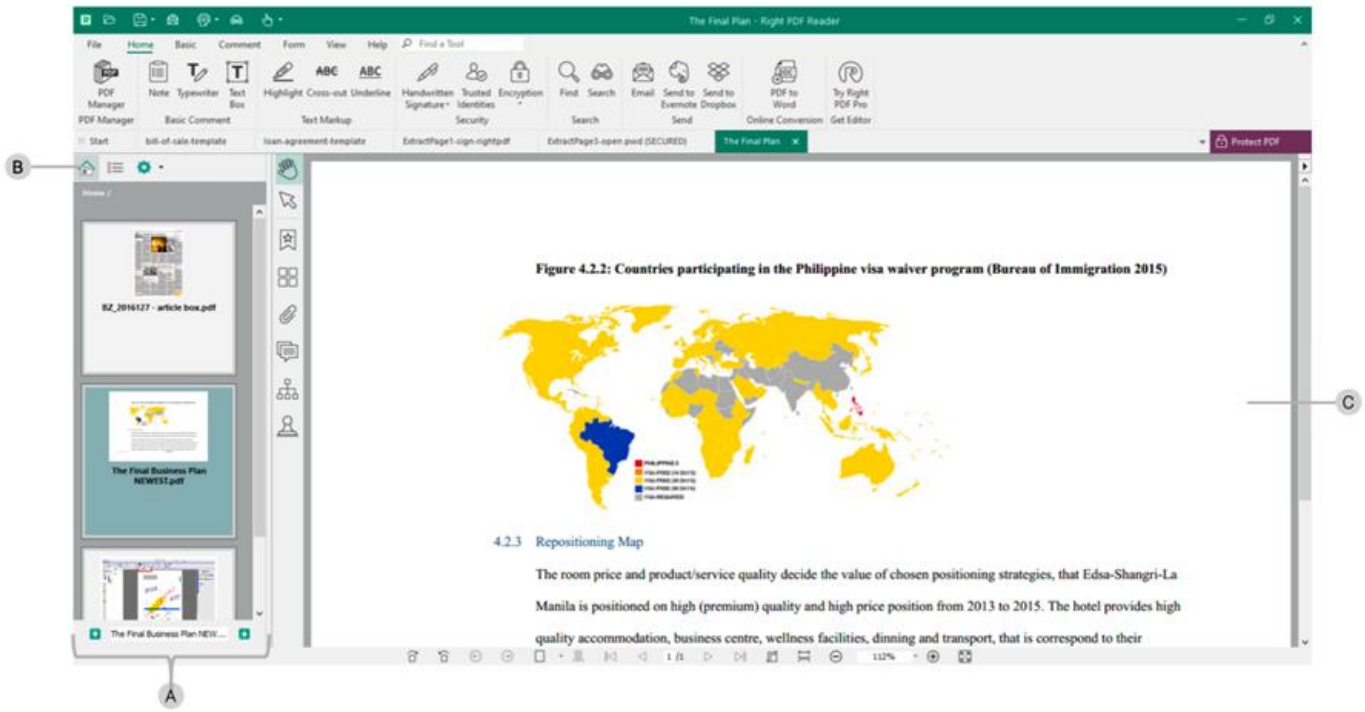
1. In Review mode, choose Basic > Read Out Loud.
2. In the Read Out Loud group, choose an appropriate option for reading:

- **Read This Page**. It only reads the current page. Click to start reading, and click again to stop and start over from the beginning.
- **Read To End**. It reads the entire document. Click again to stop reading.
- This button is available only when the reading is in progress. When paused, the button changes to **Resume**.
- **Reading Speed**. It adjusts the reading speed.

PDF Portfolios

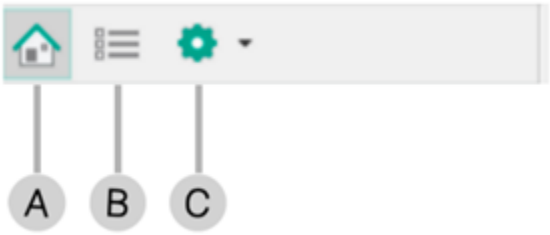
PDF Portfolio overview

A PDF Portfolio is a collection of files packaged into an integrated PDF unit. However, PDF is the only format that can be opened and viewed in a PDF Portfolio. See the following for more about Right PDF Portfolio workspace.



- **(A)** PDF Portfolio workspace comprises cards representing component files and folders.
- **(B)** PDF Portfolio toolbar allows navigating through files in a list/grid view, sorting component files, showing/hiding cover sheet, and showing file properties of each component file.
- **(C)** PDF Portfolio document pane.

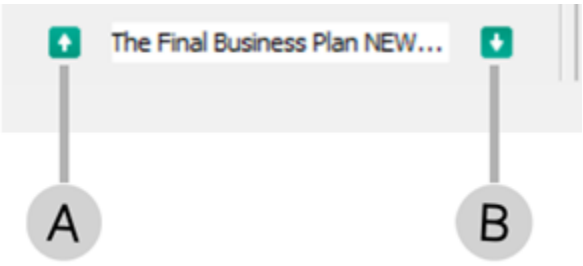
The PDF Portfolio toolbar



- **Go home to navigate through files visually (A)** lets you get back to view components in a grid view that displays cards representing component files.
- **Go to list view to navigate through files using file details (B)** displays components in a list view with details of file properties.
- **Option (C).** You can sort components files and folders by description, compressed size, etc., select all files/folders, hide/show the cover sheet, and show portfolio properties.

Scroll through component files

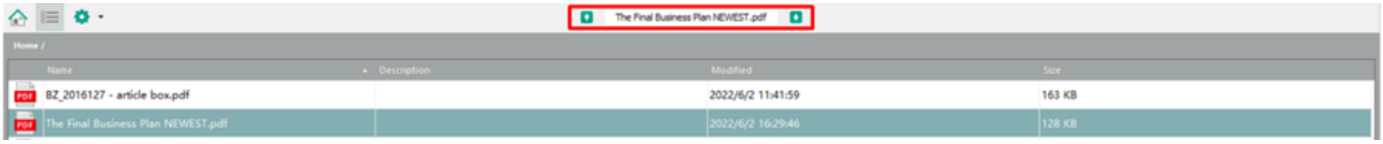
You can scroll through component files using the Previous (A) and Next (B) buttons, which are located at two different places depending on the current view. The **Previous** button lets you go back to the previous file and the **Next** button move forward to the next file.



- If you are visually viewing a PDF Portfolio in a grid view, the buttons appear at the bottom of the component file pane to the left, as shown below.



- In a list view, they appear in the upper part of the document pane with an adjustable border, as shown below.



Note: the previous and next buttons switch between PDF files placed in the same path level in your PDF Portfolio. For example, if there are a bunch of files and a folder placed under **Home/** and you open one of the files, the buttons switch through only those files, and contents in the folder are not included (Home/folder).

Working with component files in a PDF Portfolio

Right PDF Reader provides portfolio viewing options that enable users to present content in an optimal layout. There are two ways to navigate through files/folders: View files in a grid and View files in a list.

You can choose to view component files in a list or a grid view. By default, files are placed in grid but you can switch to a list view by clicking the Go to list view to navigate through files using file details button on the PDF Portfolio toolbar.

View files in a grid

All component files/folders are presented in Grid view by default, which are used mainly for presentations or brochures. In a Grid view, each card represents a file or a folder and also shows thumbnail and information about the document, including file name and description.

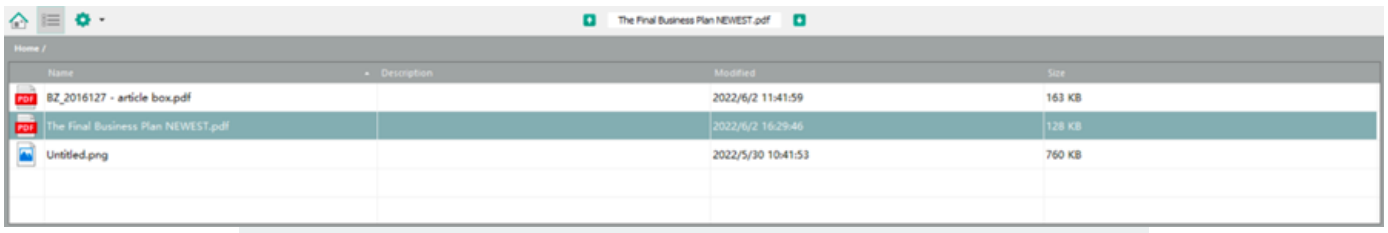
To switch from list view to a grid view, on the PDF Portfolio toolbar, click Go home to navigate through files visually to restore grid viewing.



Navigate through files in a gird view that lists all files/folders on the left side of the Portfolio workspace.

View files in a list

You can choose to view files/folders in a list that shows the details of component files. By default, the columns contain properties including name, description, size, date created and modified, and compressed size.



In list view, the file list is in the upper part of the document pane.

Search a PDF Portfolio

You can search through all PDF documents within the PDF Portfolio, Selected Portfolio Documents, or the current document for specific words, phrases, or patterns such as phone numbers.

By default, the Search window displays basic search options that can help you narrow down results.

To search all PDF documents within a PDF Portfolio

You can search for specific words, phrases, or patterns in the entire PDF Portfolio.

1. Open the PDF Portfolio and on the PDF Portfolio Quick Access Toolbar, click **Search**  .
2. In the Search dialog box, select **Entire PDF Portfolio** from the **Look In** drop-down menu.
3. Specify what to search for, and set the search options and additional criteria.
4. Click **Search**.

To search selected content within a PDF Portfolio

You can search for specific words or phrases in the selected PDF documents.

1. Select the PDF files to be searched. You can hold down **Ctrl** to select multiple files.
2. On the PDF Portfolio Quick Access Toolbar, click **Search**  .
3. Select **Selected Portfolio Documents** from the **Look In** drop-down menu.
4. Specify what to search for, and set the search options and additional criteria.
5. Click **Search**.

To search the current document

It searches through the document you are currently viewing instead of the entire PDF Portfolio.

1. In the current document, on the PDF Portfolio Quick Access Toolbar, click **Search**  .
2. Select **Current Document** from the **Look In** drop-down menu.
3. Specify what to search for, and set the search options and additional criteria.
4. Click **Search**.

Notes: searches do not apply to non-PDF files inside PDF Portfolios.

Articles

Before the advent of the digital age, paper-based documents like magazines and newspapers arrange text in multiple columns which could span across pages. However, since printed material is inherently different from electronic document, reading on screen could be difficult.

Read articles in the PDF

1. Right-click on the Sidebar Navigation pane, select **Articles** from the menu to open the **Articles** The shortcut to the panel will stay on the pane until you deselect it on the menu.
2. Double-click the article you want to read, or select the article and choose **Read Article** from the options menu.
3. Select **Hide After Use** from the options menu if you want to hide the panel after the article opens.

Chapter 3: Commenting and Sharing PDFs

Commenting in PDFs

Commenting preferences

Commenting preferences affect the default appearance of and how you view annotations and markups in a PDF.

To open the Preferences dialog box, do any of the following and select **Comment** from the options listed in the panel to the left:

- Click the **Document Properties/Preferences** shortcuts located on the top of the vertical scroll bar and select **Preferences** from the options.
- Choose **File > Preferences**.
- Press **Ctrl + K** on your keyboard.

Comment

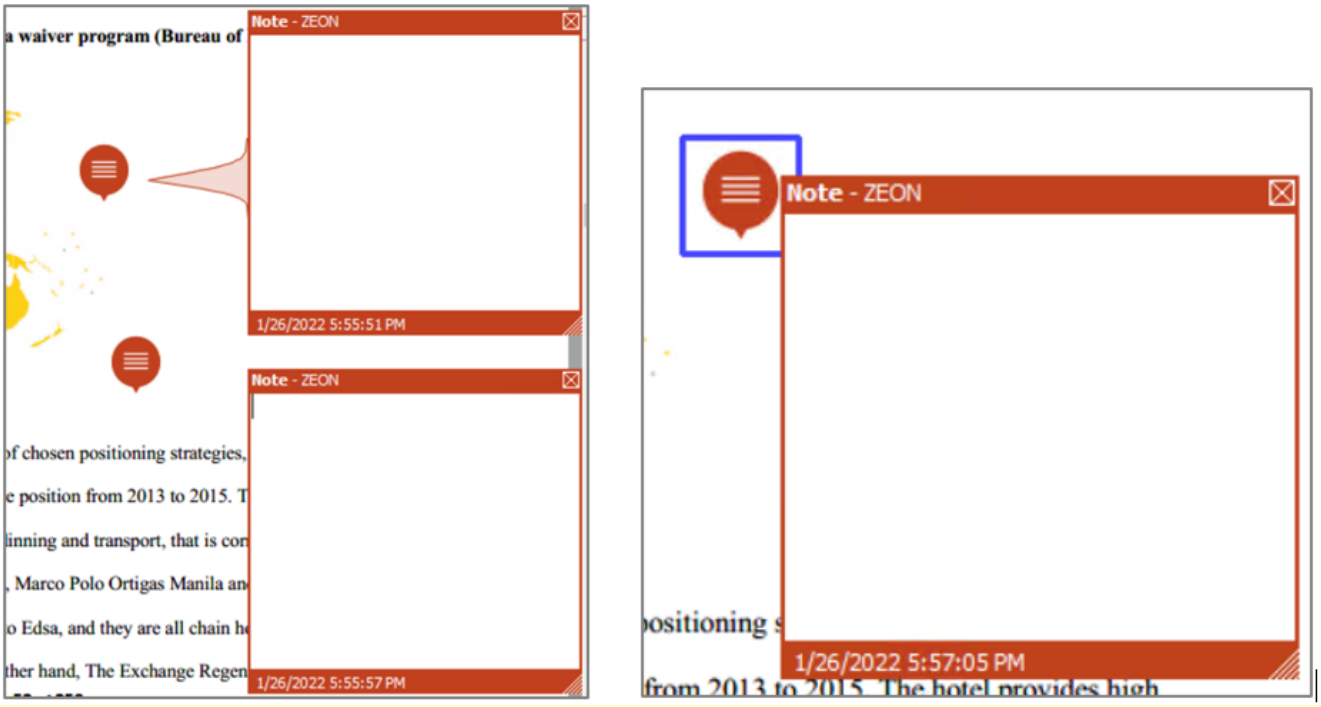
Under Comment, you can determine the default font and text alignment settings of text for pop-up notes.

- **Reset Comment Defaults**. Click to restore all comment default appearance settings to factory values. Restart is required.
- **Text Box Default Font.** Determine font name, font size, underline, and font color for Basic tools such as Typewriter, Text Box, and Callout. Changes to these settings apply to new comments only.
- **Text Box Default Align.** Specify the text aligning position for Basic tools such as Typewriter, Text box, and Callout text boxes. Changes to these settings apply to new comments only.

Commenting

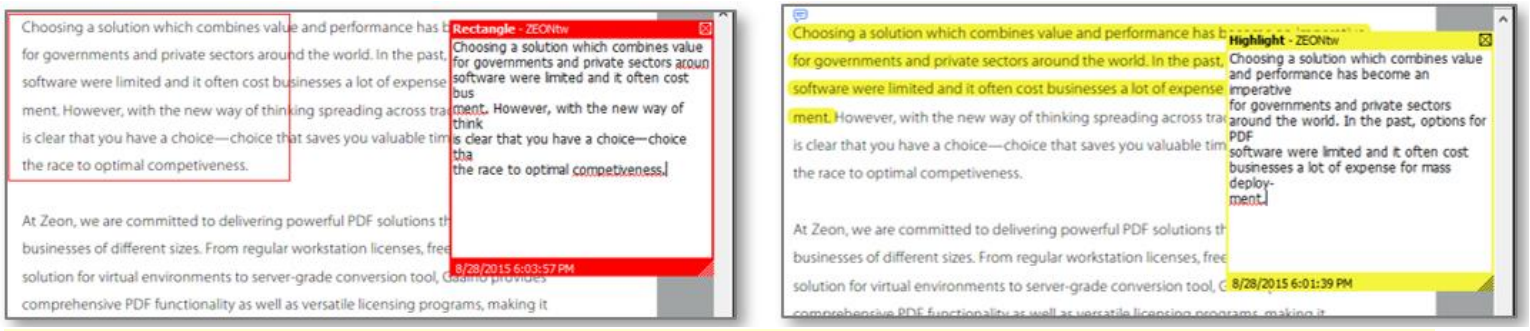
You determine the behaviors of pop-up notes and comments that appear therein. The checkboxes within the Making Comments area are explained below:

- **Always use Log-in Name for Author name.** If you select this box, the Login name (File > Preference > General > Identity > Login Name) becomes the author name in the pop-up notes.
- **Create new pop-ups aligned to the edge of the document.** Align new pop-up notes to the edge of the document pane. If deselected, pop-up notes appear right next to the annotation you make.



Aligning pop-up notes to the right edge of the document pane (Left). With the option deselected, the note appears right next to the note icon (Right).

- **Copy encircled text into Drawing comment pop-ups.** The text within the area created by Draw Tools such as Oval, Rectangle, Polygon, or Cloud, is automatically copied to the associated pop-up notes. This does not apply to tools that cannot create an area, such as pencil, line, or arrow.
- **Copy selected text into Highlight, Cross-out, and Underline comment pop-ups:** the text selected by Highlight, Cross-out, or Underline tool, is automatically copied to their pop-up notes.



The text within the area created by Draw Tools is copied and pasted into the pop-up notes (Left). The text highlighted with text markup tool is copied and pasted into the pop-up note (Right).

- **Automatically open comment pop-ups:** Pop-up notes appear immediately when comments are created with draw tools or text markup tools; otherwise, you need to double-click to open them.
- **Enable text indicators and tooltips:** show or hide markup tool-tips and text indicators. If you think the indicators are interfering with your reading, uncheck it.

Add notes as annotations

The most common type of comment is Note, which lets you direct the attention of readers to a specific area of page. For instance, you can add a note anywhere on the page and type text in the associated pop-up note for other reviewers to see.

To add a note

1. Open a PDF and choose **Comment > Basic Tools > Note** .
2. Click on the page where you want to place the sticky note and then a pop-up note appears. You can also format the text in the **Popup** tab which appears when you type in it.
3. To show or hide the pop-up note:

To hide a pop-up note

- Click on the exit icon in the top-right corner of the pop-up note to hide it.
- Right-click on the note and choose **Minimize Pop-Up Note** from the options.

To show a pop-up note

- Double-click the sticky note to show it.
- Right-click on the sticky note and choose **Open Pop-Up Note** from the options.

Note: right-click on any of the existing comments and select Open All Pop-Ups/Minimize All Pop-Ups from the options to show or hide pop-up notes of all comments instantly.

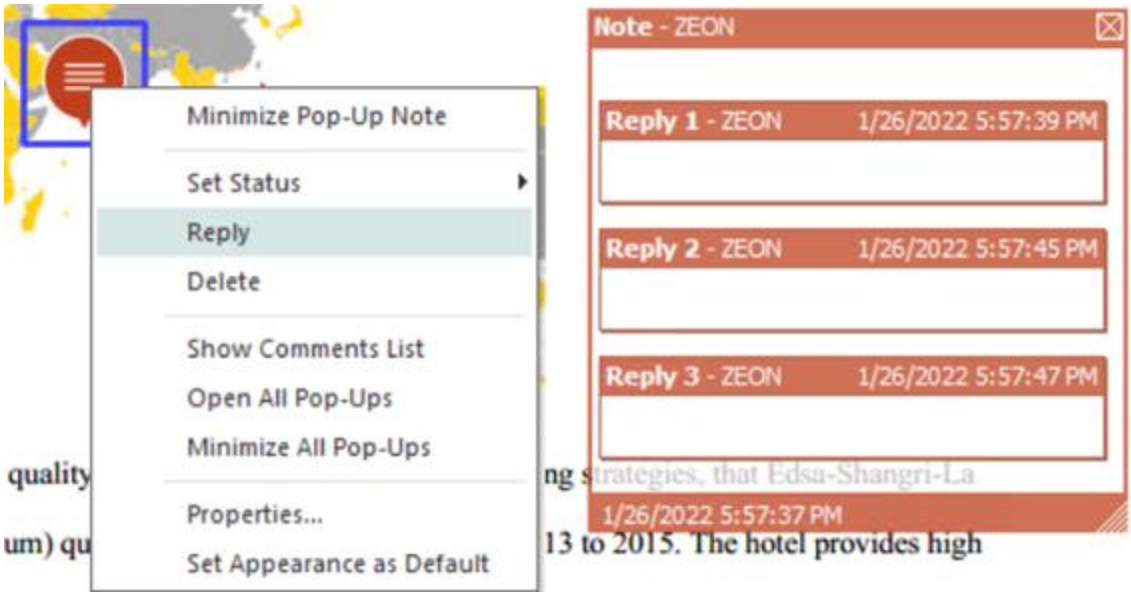
To edit note properties

1. Right-click on the sticky note and select **Properties…**.
2. On the **Display** tab of the **Note Properties** dialog box, edit the visual characteristics of the note, such as **Icon**, **Color**, and **Opacity**.
3. On the **Author and Subject** tab, you can edit the **Author** and **Subject** details for the note.
4. On the **History** tab, you can view all changes made to the comment.

Note: you are able to click-drag the sticky note icon and move it anywhere on the page of the document.

To reply to a note

1. If the pop-up note is hidden, double-click the note icon to make it appear.
2. Right-click on the pop-up note and select **Reply** from the menu options.
3. An additional pop-up note appears inside the original one. You can then write your response in it.



Note: you have to double-click the note icon to call out the associated pop-up note unless you allow **Automatically open comment pop-ups** in **Preferences**.

Comment with basic commenting tools

Typewriter, *Text Box* and *Callout* tools let you add text comments anywhere on the page. You can use the Text Box tool to type text in a box that is movable and resizable. Unlike a pop-up note, it always remains visible on the document.

You can use the Typewriter tool to add additional text directly on the page. Different from Text Box, the Typewriter box is hidden after you finish typing.

The Callout tool serves to create a callout box with an arrow pointing to a particular spot on the page. The callout box expands vertically as you type so that all text remains visible. It can be useful especially when you want to associate a comment with a related section of text or image.

To comment with typewriter, text box or callout

1. Open a PDF and choose **Comment** > **Basic Tools** > click **Typewriter** , **Text Box** , or **Callout** .
2. Click on the page where you want the box to appear. Then you can type text in it.



Examples of adding notes with Typewriter (A) Text Box (B) and Callout (C)

To edit properties

1. Right-click on the box with the Select tool and select **Properties…**.
2. In the **Display/Text Box/Callout Properties** dialog box, do the following if needed:
    - On the **Display** tab, edit the appearance of the box, such as **Color**, **Opacity**, **Thickness** and more.
    - On the **Author and Subject** tab, you can edit **Author** and **Subject**
    - On the **History** tab, you can view all changes made to the

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To move or resize a text box

- To **move**: click inside a text box and drag to move it anywhere on the page.
- To **resize**: click-drag its selection handles to resize it.

Add a stamp to a PDF

Stamps work much like applying a static rubber stamp to a paper document. The extra merit is that you can use Dynamic stamps to indicate the name, date, and time information on the stamp without having to create multiple static stamps for your purposes.

You can choose one from a list of predefined stamps on the Stamps panel or create your own stamps from an image or a template.

Open the Stamps panel

1. Do either of the following:
    - Choose **Comment > Basic Tools > Stamps**  .
    - On the Sidebar Navigation pane, click on the **Stamps** icon  to open the Stamps panel.
2. The Stamps panel displays all preset stamps. Click **Collapse All**  to display only the names of categories. To show all stamps, click **Expand All**  .

To apply a stamp to a PDF

By default, predefined Stamps are categorized into three groups – **Dynamic**, **Legal**, and **Standard**.

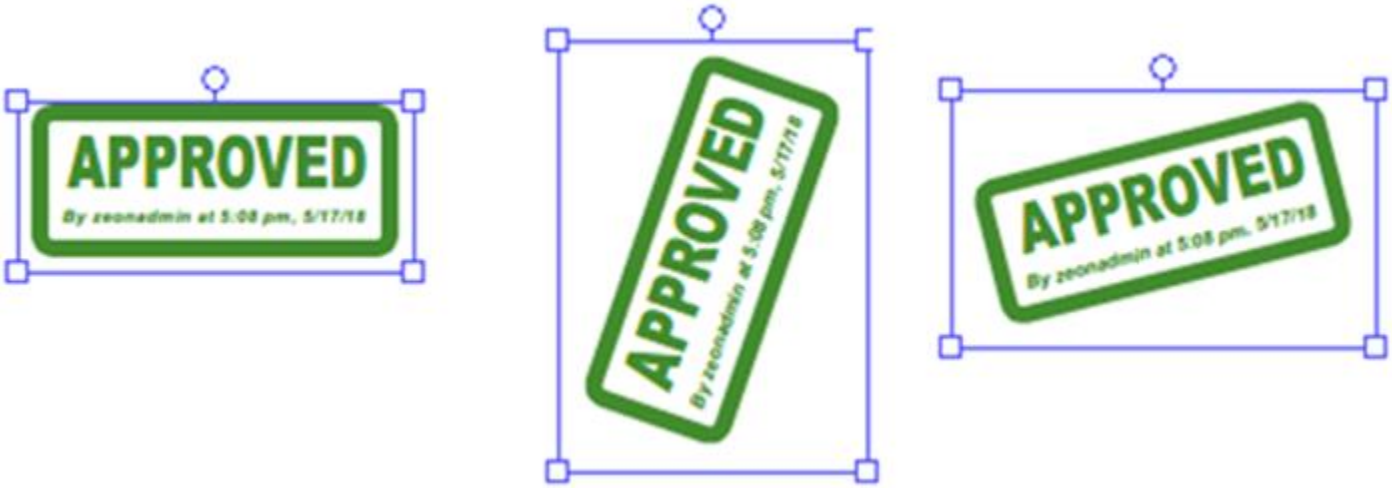
1. In the Stamps panel, choose a stamp category and then select a stamp.
2. To place the stamp on the page:
    - Click anywhere on the document page where you want to place the stamp.
    - Click-drag a rectangle to define the size and placement of the stamp.
3. If you have not set up your identity information yet, the **Identity Setup** dialog box will prompt you to enter the identity information that will appear on your digital identity stamps. Click **Complete**.

To edit Stamp properties

1. Right-click on the stamp using the Hand tool or Select tool, and select **Properties…**.
2. In the **Stamp Properties** dialog box, do any of the following as needed:
    - On the **Display** tab, determine the **Color** of stamp pop-up notes and **Opacity** of stamps.
    - On the **Author and Subject** tab, you can edit the **Author** and **Subject**
    - On the **History** tab, you can view all changes made to the stamp.

To move, resize and rotate a stamp

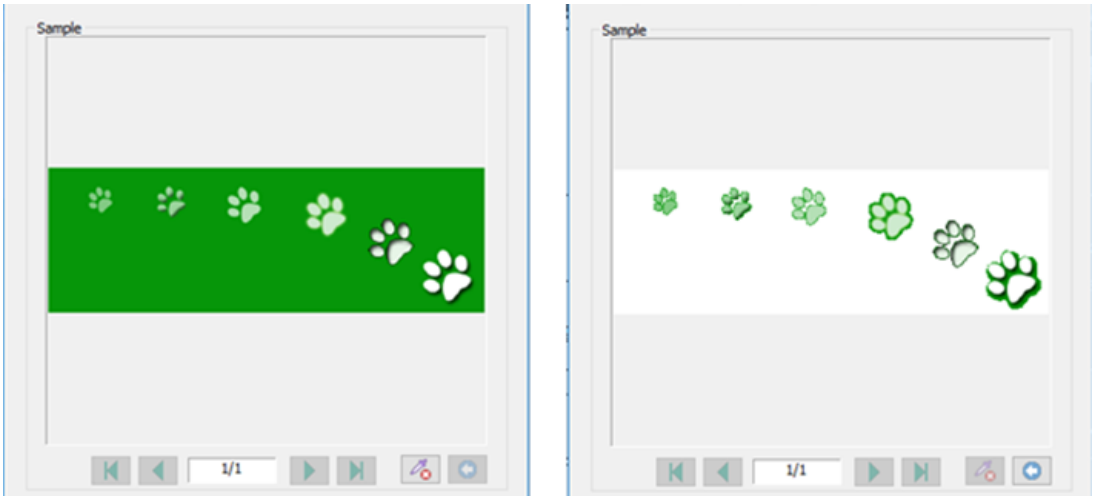
- Using the Hand tool or Select tool, click-drag to move it anywhere on the page.
- Using the Hand tool or Select tool, click on it and drag selection handles to resize.
- Using the Hand tool or Select tool, click on it and a blue box appears around the shape. Hover your cursor over the rotate icon and drag it in clockwise or counterclockwise direction.



To create a custom stamp

You can create two types of custom stamps, from an image or a template.

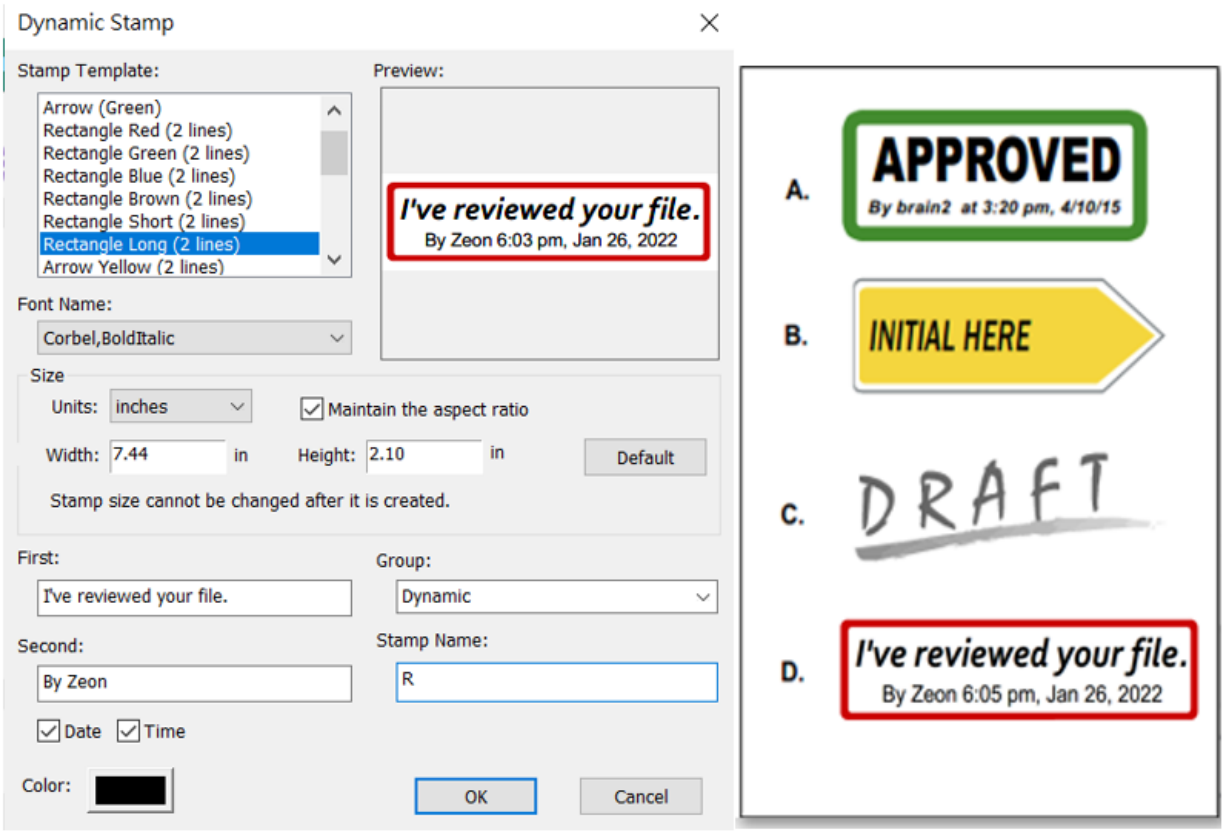
1. Choose **Comment** > **Basic Tools** > **Stamps**.
2. Click the **Create** button at the top of the Stamps panel.
3. There are two ways to create a stamp:
    - Select **Create From an Image…**. Choose a file and determine its **Group** by either choosing one from the **Group** options (Dynamic, Legal, or Standard) or typing in a name to create a new group. Then decide its Stamp Name and click To remove background of the selected image, click **Apply Transparency** and click on the image.



Before , After

- Select **Create Custom Dynamic Stamp…**. Select a Stamp Template and specify its Group, Stamp Name, text to display, and Color. Click

4. The newly-created custom stamp appears in the specified group in the Stamps panel.
5. Select the stamp and click on the page or drag a rectangle at where you want to place it.



Set up a dynamic stamp in the Dynamic Stamp dialog box (Left).

Insert types of stamps in a page for various purposes (Right): A. Dynamic stamp B. Legal stamp C. Standard stamp D. Custom Dynamic stamp

Annotate with text markup tools

Text markup tools let you indicate the text that needs more attention without changing the actual text in PDF.

To mark up text

1. Open a PDF and choose **Comment > Text Markup**, and then select one of the text markup tools. Alternatively, select the text to mark up using the **Select** tool, right-click on the text, and choose a text markup tool from the options.
2. Ways to mark up text vary depending on the text markup tool you use:

    - **Highlight.** Click the text and drag to mark. Release the mouse to finish.
    - **Highlight Area.** Click-drag to define the size and location of an area.
    - **Cross-out**. Click the text and drag to mark. Release the mouse to finish.
    - **Underline.** Click the text and drag to mark. Release the mouse to finish.
    - **Insert Text.** Click anywhere on the page to add text.
    - **Replace Text.** Click the text and drag to mark. Release the mouse to finish.

3. Double-click the text markup to call out its pop-up note in which you can type a message as feedback or comment. Pop-up notes of the markups created by **Insert Text** or **Replace Text** will show automatically without requiring a click.

To delete text markup

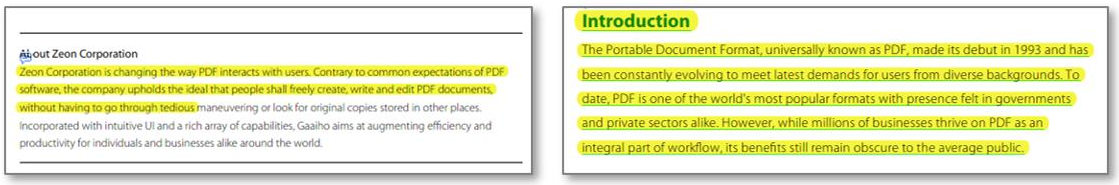
Do one of the following:

- Right-click on the marked text with **Hand** tool and select **Delete**.
- Right-click on the marked text with **Select** tool and select **Edit > Delete**.
- Click with either the Hand tool or the Select tool and press **Delete** on the keyboard.

To edit text markup properties

1. Select either the Hand tool or the Select tool. Click on the markup to have it highlighted with a blue frame. Right-click on the markup and select **Properties…**.
2. In the text markup **Properties** dialog box, do any of the following as needed:
    - On the **Display** tab, edit visual characteristics of the selected text markup.
    - On the **Author and Subject** tab, you can edit the **Author** and **Subject**
    - On the **History** tab, you can view all changes made to the text markup.

Note: you can apply more than one markup on the same text, meaning the text can also be underlined and highlighted.



Highlighted text (Left), Text that is both highlighted and underlined (Right)

Mark up with draw tools

Draw Tools (Line, Arrow, Oval, Rectangle, Polygon, Cloud, Polygon Line, Pencil, Eraser, and Hammer) can be used to provide feedback or comments during document review. Similar to editing visual characteristics of basic comment tools, it is easy to change the appearance of the drawings, such as Note, Typewriter, Text Box, Callout, and Stamps.

To add a drawing markup

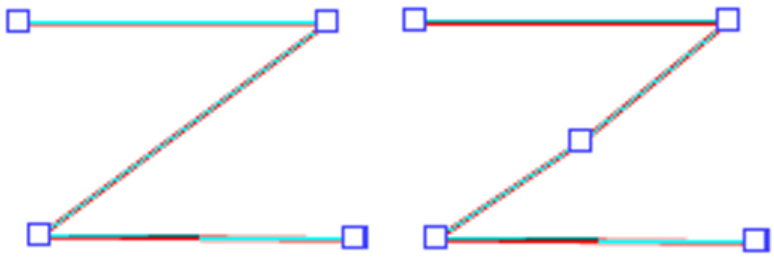
- **Add a line or arrow**
    1. Open a PDF file and choose **Comment** > **Draw Tools** > **Line/Arrow**.
    2. Click on the page and drag to define its length and placement.
- **Add an oval or rectangle**
    1. Open a PDF file and choose **Comment** > **Draw Tools** > **Oval/Rectangle**.

2. Do either of the following:
    - Click on the page where you want to place the drawing markup.
    - Click and drag to define the size and placement of the oval/a rectangle.

- **Add other shapes**
    1. Open a PDF file and choose **Comment > Draw Tools > Polygon/Cloud/Polygon Line.**
    2. Click on a page, move the cursor and click again to create a line. Repeat it to create an open shape that comprises line segments.
    3. To complete drawing, double-click or right-click and choose **Complete**.
- **Add a free-form drawing**
    1. Open a PDF file and choose **Comment > Draw Tools > Pencil**
    2. Click-drag the pointer on the page to draw.
    3. To remove marks created by the **Pencil** tool, please select **Eraser** and move the cursor back and forth to erase them.
    4. Double-click on the free-form drawing using **Hand** tool to call out its pop-up note.

Note: the **Erase** tool can only be used to erase pencil drawings. Other drawing markups cannot be wiped out by the **Erase** tool.

Note: the **Hammer** tool “hammers” only polygons and polygon lines, making curves and zigzags straight. It can also add a vertex to a straight line that you can drag to determine its angle.



Using the Hammer tool to break off a line (Right)

To move a drawing markup

- Using either **Hand** tool or **Select** tool, click anywhere inside the drawing markup you want to move and drag it to anywhere on the page.

To edit properties of a drawing markup

1. Using either the Hand tool or the Select tool, right-click on a drawing markup and select **Properties…**.
2. In the drawing tool **Properties** dialog box, do any of the following as needed:
    - On the **Display** tab, edit visual characteristics of the selected drawing markup.
    - On the **Author and Subject** tab, you can edit the **Author** and **Subject**
    - On the **History** tab, you can view all changes made to the drawing markup.

Edit the appearance of a Line drawing markup

You can convert a straight line drawing into an arrow by editing Line properties.

1. Using either the Hand tool or the Select tool, right-click on a straight line drawing and select **Properties…**.
2. On the **Display** tab of the **Line Properties** dialog box, do any of the following:
    - Click the **Start** drop-down menu. If you select **Open**, the straight line changes into an arrow drawing. There are more options available listed in the Start menu to choose from.
    - Click the **End** drop-down menu. You can decide the look of the end point of the selected line.

To delete a drawing markup

Do one of the following:

- Right-click on it with the Hand tool and select **Delete**.
- Right-click on it with the Select tool and select **Edit > Delete**.
- Click with the Hand tool or the Select tool and press **Delete** on the keyboard.

Attach files as annotations

The **Attach a File** tool lets you place reference files or lengthy text that doesn't cope well with pop-up notes into your PDF documents. Reviewers can double-click the attachment icon to open the file.

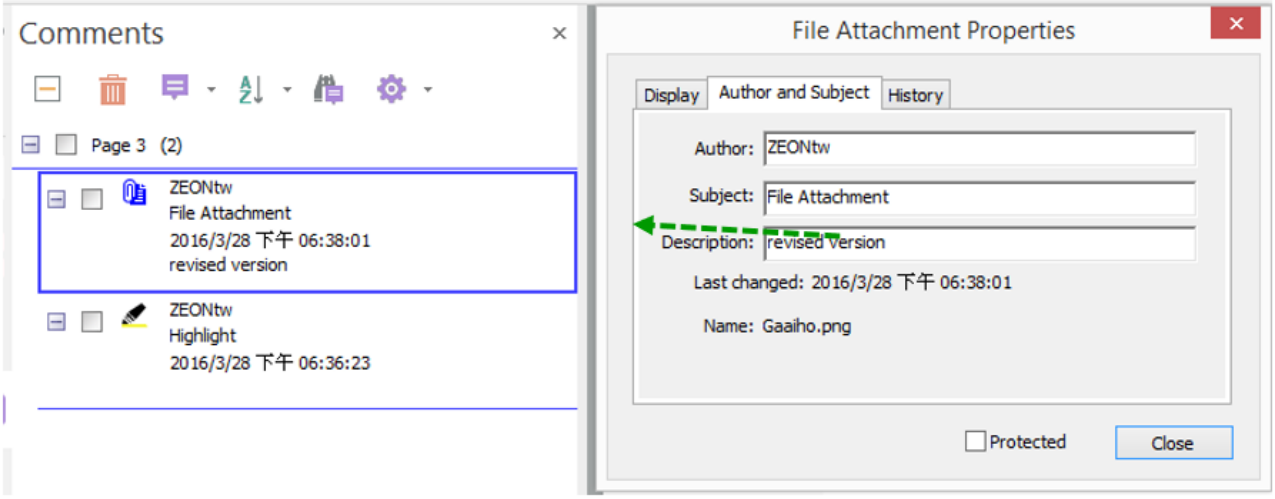
To attach a file

1. Open a PDF in which you want to add a file attachment and choose **Comment** > **Attachments** > **Attach a File**  .
2. Click on the page where you want to attach a file.
3. In the **Open** dialog box, choose a file you want to attach, select it, and click **Open**.
4. The file attachment icon  appears on the page. Do either of the following to open the file:
    - Double-click on it to open.
    - Right-click on it and select **Open**.

Note: to view an attachment file, you must have the application installed on your computer that can open the file.

To edit properties of a file attachment

1. Using either the Hand tool or the Select tool, right-click on the file attachment icon and select **Properties…**.
2. In the **File Attachment Properties** dialog box, do any of the following as needed:
    - On the **Display** tab, set up the appearance of the file attachment icon.
    - On the **Author and Subject** tab, you can edit the **Author** and **Subject** details and add description to the attachment. The description is displayed on the corresponding File Attachment column in the **Comment**
    - On the **History** tab, you can view all changes made to the file attachment.



The file attachment description displayed in the Comments panel.

To open and save a file attachment

- To open a file attachment, directly double-click the file attachment icon to open it. Or, right-click on the file attachment icon and select **Open** from the options.
- To save a file attachment, choose **File > Save As** and specify a location to save it. The embedded file attachment is saved along with the PDF file.

Note: the attached files are embedded in the PDF and always saved with the PDF they are attached to.

Add an audio comment

Using Attach a Sound, you can add a prerecorded WAV file or record one yourself. The audio attachment appears in the Comments panel and you can further edit properties of the sound attachment icon and view the history of changes.

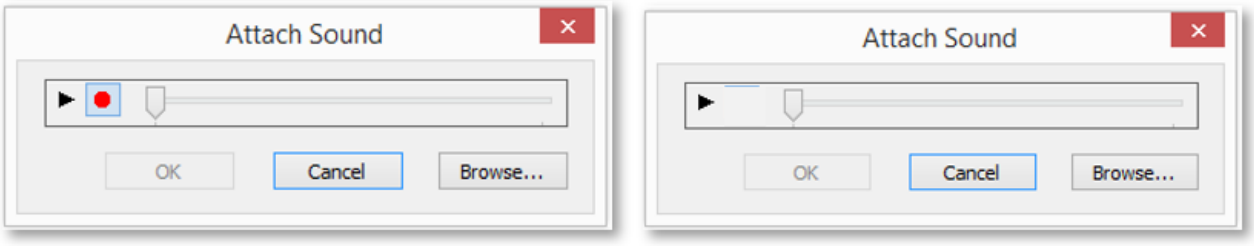
To add a prerecorded audio comment

1. Choose **Comment > Attachments > Attach a Sound** .
2. Click on the page where you want to place an audio comment.

3. In the **Attach Sound** dialog box, click the **Browse…** button and select the audio file you want to add. Click **Open**.
4. The sound attachment icon appears on the page and you can then right-click to edit its visual characteristics.

To record an audio comment and place it in a PDF

1. Choose **Comment** > **Attachments** > **Attach a Sound**.
2. Click on the page where you want to place an audio comment and the **Attach Sound** dialog box appears.
3. In the dialog box, click the **Record** button and speak into the microphone. Note that this button appears only when your computer has supported hardware for recording purpose. When you are done with recording, click the **Stop** button to finish. Click **OK**.
4. You can then click the **Play** button to play the file.



Computers with supported hardware to record audio (left); computers without supported hardware to record audio (right)

To edit properties of an audio attachment

1. Using either the Hand tool or the Select tool, right-click on the sound attachment icon and select **Properties…**.
2. In the **Sound Attachment Properties** dialog box, do any of the following as needed:

    - On the **Display** tab, set up the appearance of the sound attachment icon.

- On the **Author and Subject** tab, you can edit the **Author** and **Subject** details and add description to the attachment. The description appears on the corresponding Sound Attachment column in the **Comments**
- On the **History** tab, you can view all changes made to the sound attachment.

Sharing PDFs

Right PDF lets you share the entire document or just a part of it by email or by supported cloud add-ins.

Sharing PDFs by email

You can share the whole document or just a part of it using your email application.

1. Open a PDF file and do either of the following:
    - Choose **Home** > **Send** > **Email**  .
    - Choose **File** > **Email**.
2. In the pop-up window of your default email client application, the PDF file you want to send is enclosed as an email attachment with the file name automatically set as the email subject.
3. Edit email content and enter email addresses for recipients as needed. Click **Send**.

Sharing PDFs by supported cloud add-ins

You can use Dropbox and Evernote add-ins to upload the document quickly. Please note you need to install the applications before using their add-ins.

1. Open a PDF file in Right PDF Reader and choose **Home** > **Send**.
2. Do one of the following:
    - To upload the current PDF to your Evernote account, click **Send to Evernote**  .
    - To upload the current PDF to your Dropbox account, click **Send to Dropbox**  .

Managing comments

View comments

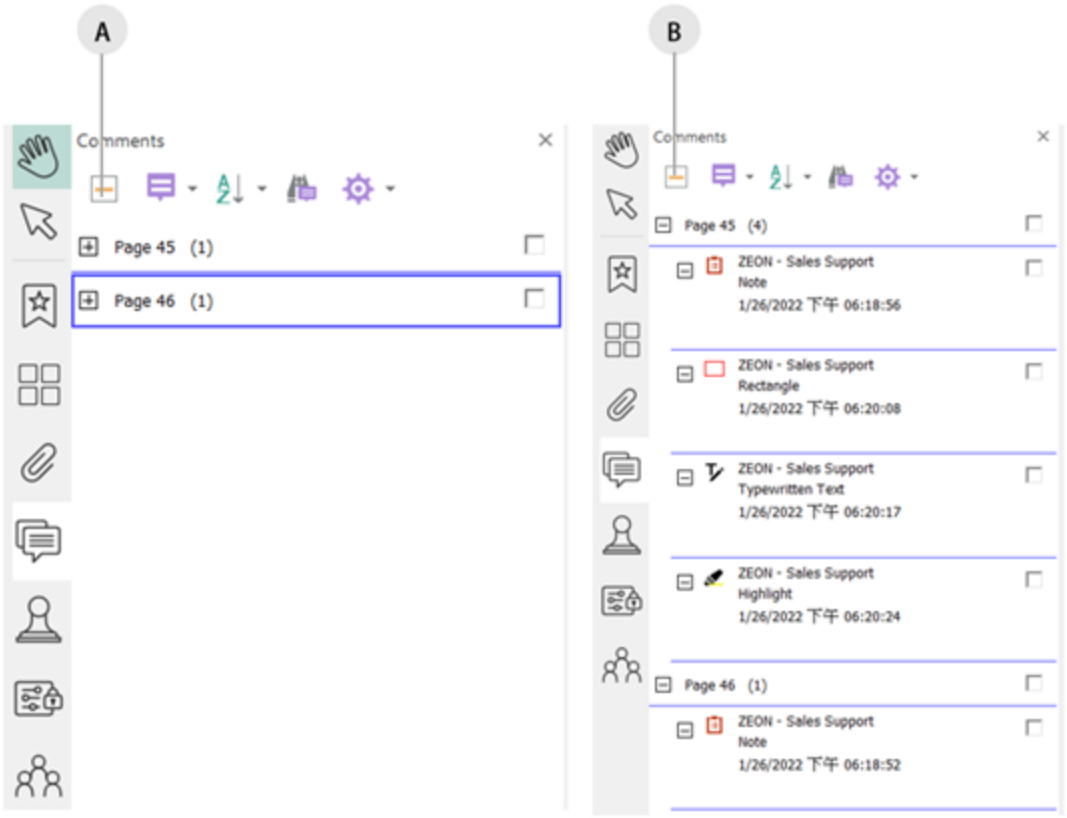
You can view all the comments added to the PDF document in the Comments panel that provides a toolbar with commonly used options, such as searching, sorting, filtering, and more.

To open the Comment panel

1. Do either of the following:
    - Choose **Comment > Comment Processing > Comment Panel** .
    - On the Sidebar Navigation pane, click on the **Comment** icon .
2. You can then use the options at the top of the Comment panel to work with comments, such as adjusting comment viewings, deleting, filtering, sorting, searching, and more.

To expand or collapse comments

1. Do either of the following:
    - Choose **Comment > Comment Processing > Comment Panel** .
    - On the Sidebar Navigation pane, click on the **Comment** icon .
2. In the Comment panel, do any of the following to expand or collapse comments in panel:
    - To expand or collapse all comments, click the **Expand all elements in panel** (A) or the **Collapse all elements in panel** (B) button.
    - To expand or collapse individual comments, click the **plus** or **minus** button to the left of comment.



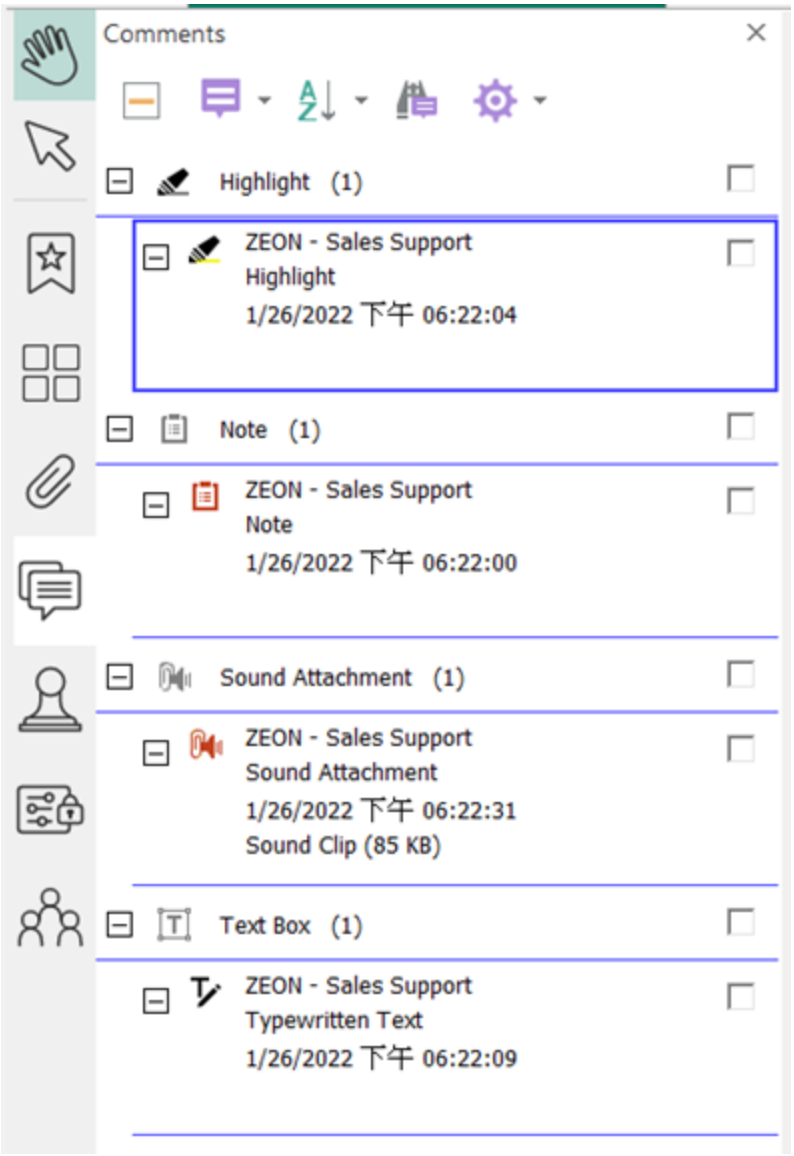
Comments are collapsed already (Left). Click the **Expand all elements in panel** button (A) to expand the comments.

Comments are expanded already (Right). Click the **Collapse all elements in panel** button (B) to collapse the comments.

Sort comments

You can sort comments in the Comments panel by type, page, author, date, color, or checkmark status.

1. Do either of the following:
    - Choose **Comment > Comment Processing > Comment Panel** .
    - On the Sidebar Navigation pane, click on the **Comment** icon .
2. In the Comment toolbar, click the **Change how comments are sorted** button and choose an option from the drop-down menu.



The Comment list sorted by type

Filter the displayed comments

Filter the displayed comments lets you hide or show comments based on type, reviewer, status, or checked state. Filtering affects both the comments in the document window and in the comment panel. For example, if you select Hide all comment, all the comments in the document and Comment panel will be hidden.

1. Open a PDF and do either of the following to open the Comment panel:
    - Choose **Comment > Comment Processing > Comment Panel**.
    - On the Sidebar Navigation pane, click on the **Comments** icon .

2. In the Comment toolbar, click the **Filter the displayed comments** button and choose an option from the list:

    - To hide all comments, select **Hide all Comments**. All comments are invisible both in the document pane and in the Comment panel.
    - To show all hidden comments, select **Show all Comments** to have all comments visible in the document pane and in the Comment panel.
    - Choose a category from the drop-down menu to filter comments accordingly. For example, if you only want to see drawing markups that have been checked, choose **Show by Types > Drawing Markups** and then choose **Show by Checked > Checked** so that only checked drawing markups appear in the panel and document pane.

Reply to comments

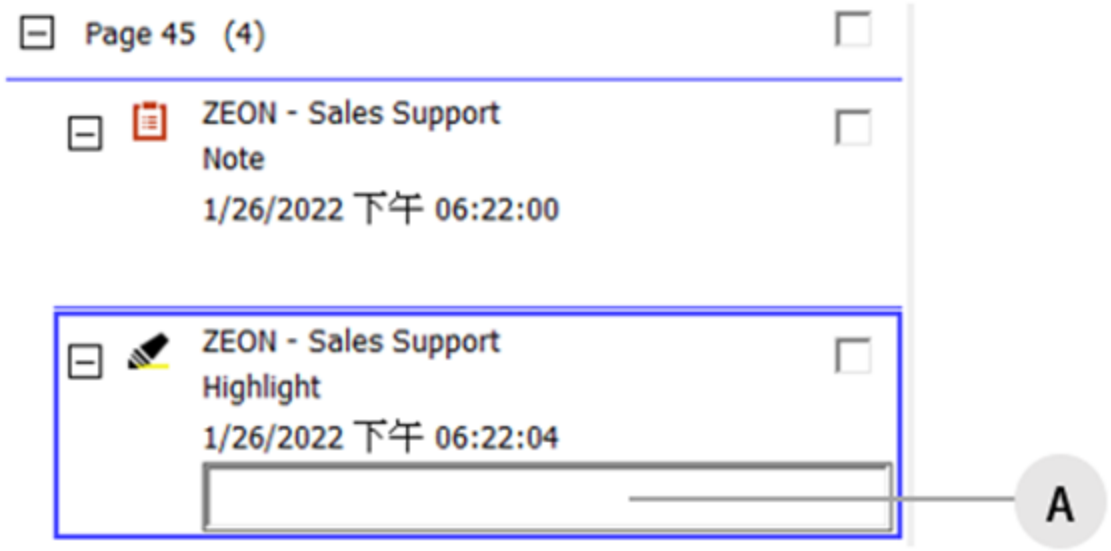
Reply is especially useful in shared reviews, enabling participants to read each other's comments. Upon creation, replies appear directly in the pop-up notes and in the Comment panel. Replies are shown below the original comments. You can hover the cursor over a comment on the document page to see all replies under it. However, if you create any sub-reply (replying to an existing reply), the pop-up notes will only show the number of sub-replies under the parent reply, meaning you need to open the Comment Panel to see them all. Sub-replies also cannot be edited directly within the pop-up notes.

Reply in the comment list

1. Open a PDF and do either of the following to open the Comment panel:

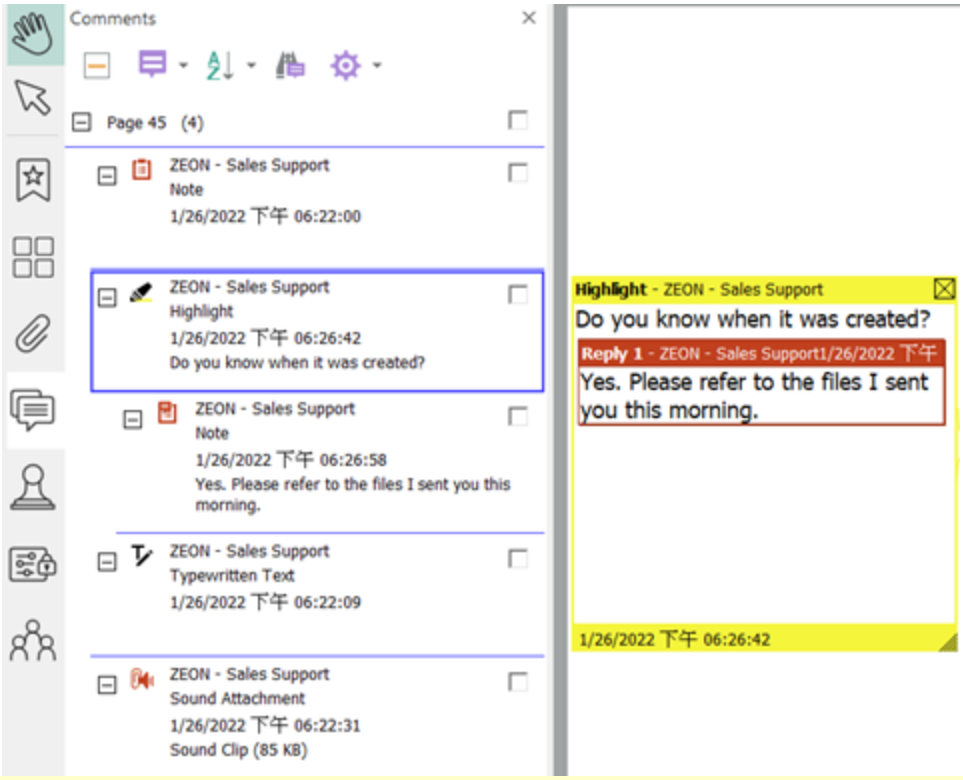
    - Choose **Comment > Comment Processing > Comment Panel**.
    - On the Sidebar Navigation pane, click on the **Comment** icon .

2. Select a comment in the Comment panel. Right-click on it and select **Reply** from the pop-up menu.
3. Type you reply in the box (A) that appears below the comment.



Reply in the pop-up note

1. Open a PDF and double-click a comment to open its pop-up note.
2. Right-click on the pop-up note and select **Reply** from the pop-up menu.
3. Type your reply in the box that appears below the comment.



Replies appear right below the comment, both in the pop-up note (Right) and in the Comment panel (Left).

Set a status or check mark

Statuses and checked marks indicate whether the comment has been read and whether it requires further action. By setting the review status, you can let other reviewers know how their purposed changes are being implemented. Once the review status is set, it is always visible in the Comment panel and cannot be removed from the Comment list even if you change the status to None. Note that Checked marks are “private”; they are invisible to others viewing the PDF document unless you change the comment statuses.

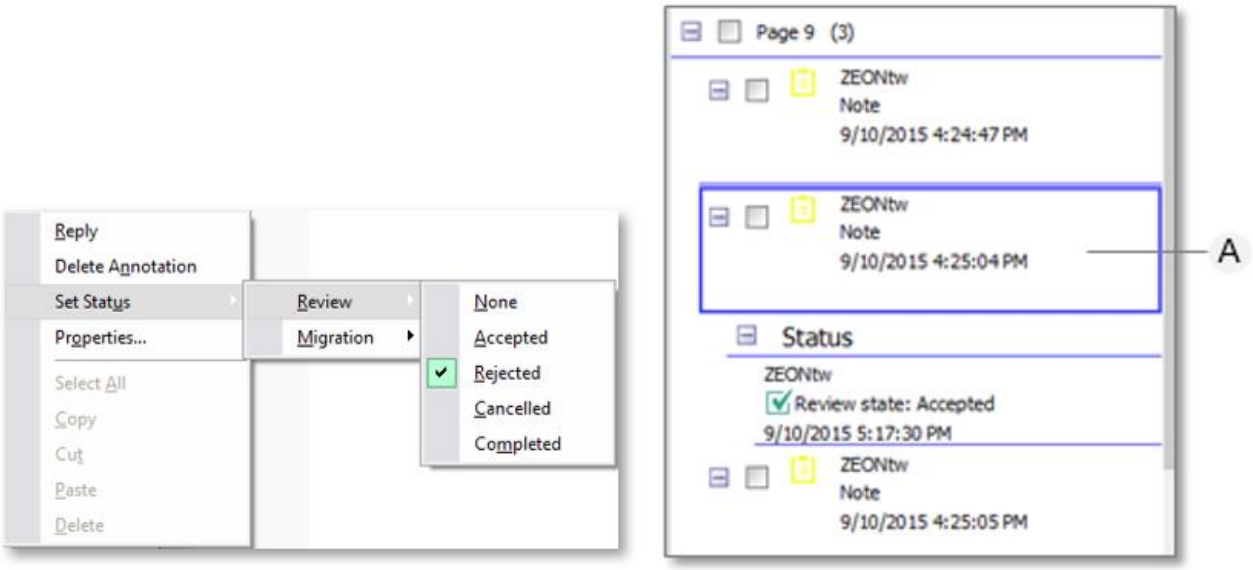
To set a status

Open a PDF and do either of the following to set review status for a comment:

- In the document pane, right-click on a comment and choose **Set Status > Review.** Choose an option from the Review menu. For example, if you choose **Set Status > Review > Accepted**,

the review state, Accepted, will appear below the comment along with the name of who set the review status and date (A).

- In the Comment panel, right-click on the comment and choose **Set Status > Review.** Choose an option from the Review menu.



Set status for a comment (Left). The review state of the comment is accepted (A).

Find a comment

The Search comments tool helps you locate a comment by searching for specific words or phrases in the Comments panel.

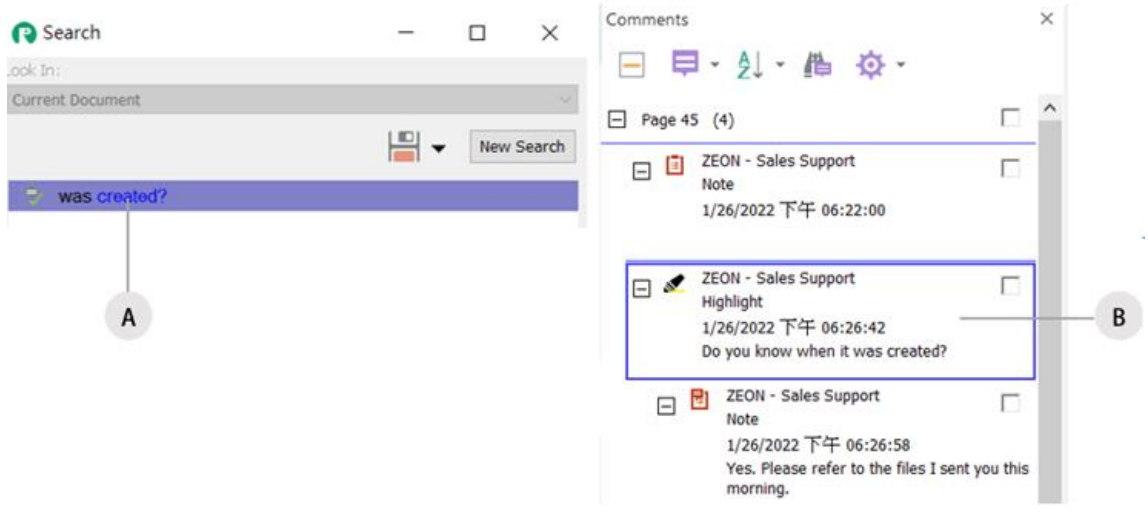
Search for single word or phrase

1. Open a PDF and do either of the following to open the Comment panel:
    - Choose **Comment > Comment Processing > Comment Panel**.
    - On the Sidebar Navigation pane, click on the **Comment** icon .
2. In the Comment toolbar, click **Search comments** and the **Search** dialog box appears.

3. In the **Search For** section, select **Single word or phrase**. Enter the word or phrase you want to search for in the **What word or phrase would you like to search for** text field and define search criteria by checking **Match Case** and/or **Match whole word only**.
4. Click **Search Comments**. The results show the comments that match the search criteria and the word or phrase you search for. The results are sorted by page. You can click on the result to go to the comment in the Comment panel.

Search for multiple words or phrases

1. Open a PDF and do either of the following to open the Comment panel:
    - Choose **Comment > Comment Processing > Comment Panel**.
    - On the Sidebar Navigation pane, click on the **Comment** icon .
2. In the Comment toolbar, click **Search comments** and the **Search** dialog box appears.
3. In the **Search For** section, select **Multiple words or phrase** and then click **Select Words…**.
4. In the **Words and Phrases to Search** dialog box, type the word or phrase to search for in the **New word or phrase** text field and then click **Add** to add it to the **Word and phrase list** box below. You can repeat the step to add more. At the bottom there are checkboxes you can select to refine search results. Click **OK** to finish.
5. The results show the comments that match the search criteria and the words or phrases you search for (A). You can click on the result to go to the comment in the Comments panel (B).



Delete comments

You can delete any comments but those that are protected.

Delete a comment

Open a PDF in Right PDF Reader and do one of the following:

- In a document, select the comment using either Hand or Select tool and press **Delete** on your keyboard or right-click on it and select **Delete**.
- In the Comments Panel, select the comments you want to delete and click **Delete the selected comment** or directly press Delete on your keyboard. You can also right-click on the comment in the document pane and select **Delete**.

Protect a comment

1. Open a PDF that contains comments or use comment tools to create one.
2. Select a comment, right-click on it and choose **Properties…** from the options.
3. In the Properties dialog box, click the **Display** tab and check Click **Close**.
4. A lock icon then appears beside the icon of the protected comment in the Comment panel. To unlock a protected comment, right-click on the comment and choose **Properties…** from the options. Uncheck **Protected** and click **Close**.

Spell-check all text in comments

Check Spelling helps you spell-check the text you add in note comments and form fields.

1. Open a PDF file with comments or text fields.
2. Double-click a comment to show its pop-up note.

3. Right-click on a pop-up note/text field and select **Check Spelling** from the options.
4. In the **Check Spelling** dialog box, click the **Start**
5. The first misspelled word is highlighted and underlined in red. Do any of the following as needed:

    - Click **Ignore** to skip the mistake.
    - In the **Suggestions** box, choose a suggested correction and click **Change** to replace.
    - Click **Change All** to replace every instance in the note box/text field with the suggested correction.

Migrate comments

Using Migrate Comments, you can move comments from one file to another. It is especially useful when you want to compare a revised document to the original.

Considered new to the target file, all migrated comments are automatically set as Not Confirmed.

To migrate comments

1. Open a PDF file you want comments to be migrated to.
2. Choose **Comment** > **Comment Processing** > **Migrate Comments**  .
3. In the **Migrate Comments** dialog box, select the source file with comments from the **From** drop-down menu. You can choose to migrate from a currently open PDF document or select **<Open a File to Migrate>** and choose another file.
4. Click **OK**.

To set migration status for a comment

You can set migration status for a comment.

Do either of the following to set migration status:

- Directly select a comment in the document. Right-click on it and choose **Set Status > Migration > None/Confirmed/Not Confirmed.**
- In the Comment panel, select a comment from the Comment list. Right-click on it and choose **Set Status > Migration > None/Confirmed/Not Confirmed.**

Note: only comments set as **Not Confirmed** will be displayed in the target file.

Exporting and importing comments

By exporting and importing comments, you can merge comments from multiple files into a single PDF file for easier review. You can export all comments from a PDF file and then import them into a different file or another version of the same document.

To export comments

You may want to export comments and send them to someone, or need to import comments you receive. As you export comments, you create a XFDF file that contains comments. Then you can import those comments from the XFDF file into the original PDF file.

1. Open a PDF file with comments and do either of the following:
    - Choose **Comment > Comment Processing > Export Comments**  .
    - In the Comment panel, click **Options**  and choose **Export Comments…** from the options.
2. In the **Export Comments** dialog box, name the **XFDF** file (.xfdf), decide a place to save it, and click **Save**.
3. You can then import the comments from the XFDF file to another version of the PDF file.

To import comments

1. Open a PDF file you want comments to be added to and do either of the following:

- Choose **Comment** > **Comment Processing** > **Import Comments**  .
- In the Comment panel, click **Options**  and choose **Import Comments…** from the options.

2. In the **Import Comments** dialog box, select a **XFDF** file and click **Open**.
3. The comment positioning is the same as that of the file they are imported from. If comments appear to be out of place, the source and recipient PDF file might be different. For instance, if you import comments from a ten-page document into a two-page document, only comments from the first two pages will appear.

Create a comment summary

Create Comment Summary generates a synopsis of all the comments associated with a PDF. You can choose to directly print the comment summary or create a PDF version of it.

To create a comment summary

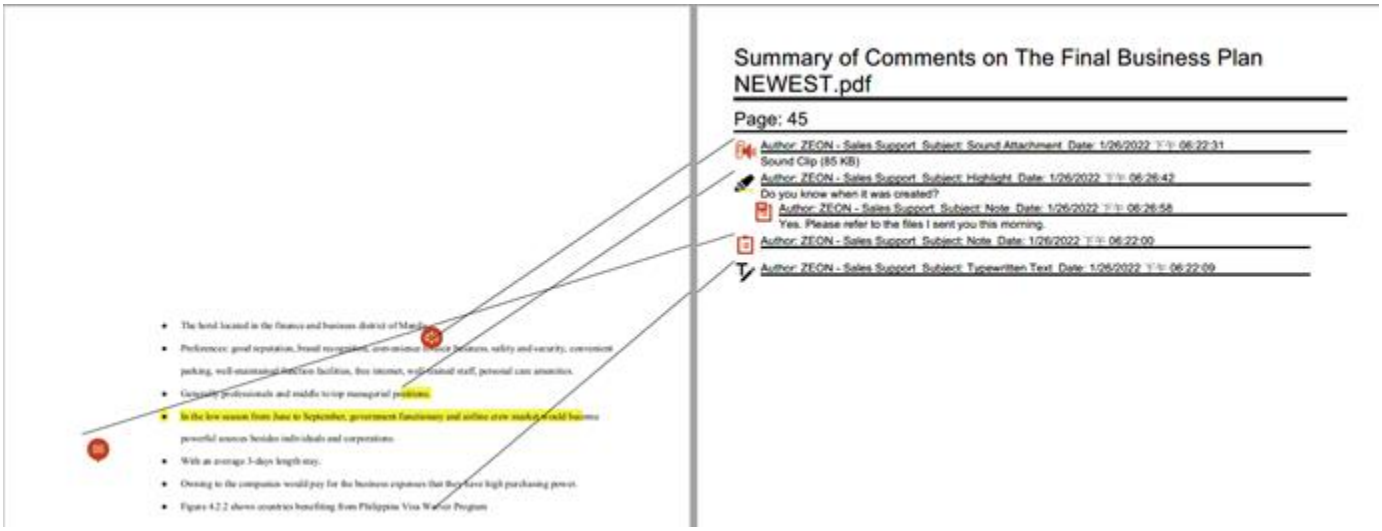
1. Open a PDF file with comments.
2. Choose **Comment** > **Comment Processing** > **Create Comment Summary**  .
3. In the **Summarize Comments** dialog box, do the following:

   - Choose a layout for the document and comments.
   - Choose how to sort the comments.
   - Specify a page range and decide whether to include pages with no comments.

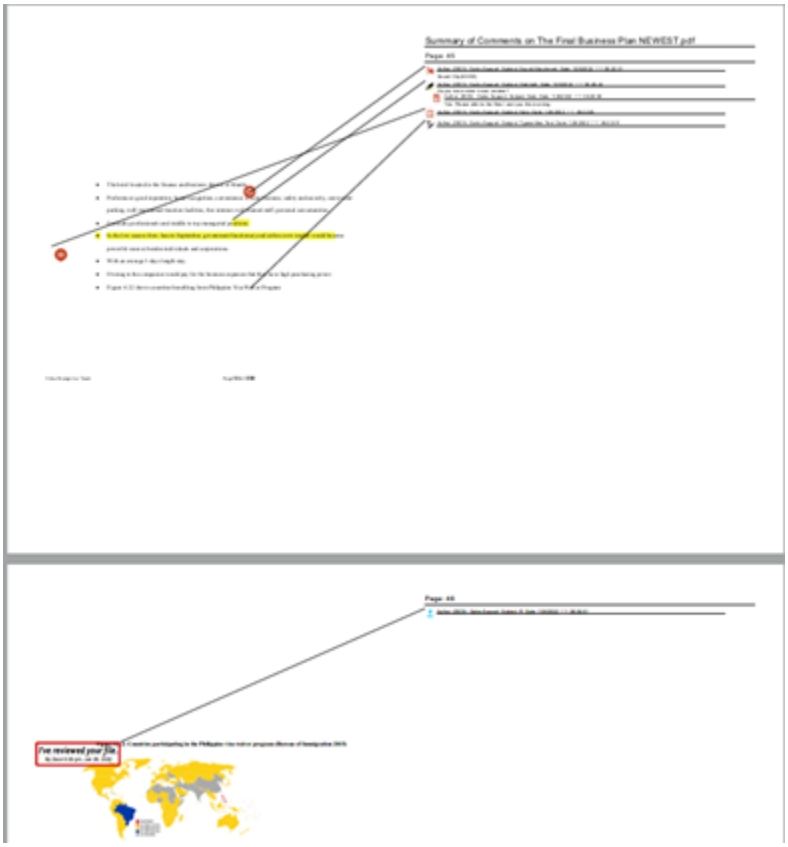
4. Specify whether to include all comments in the summary or just the comments currently shown in the Comment panel.
5. Click **OK**. Or, click **Print Comment Summary** to print.

Page layout options for comment summary

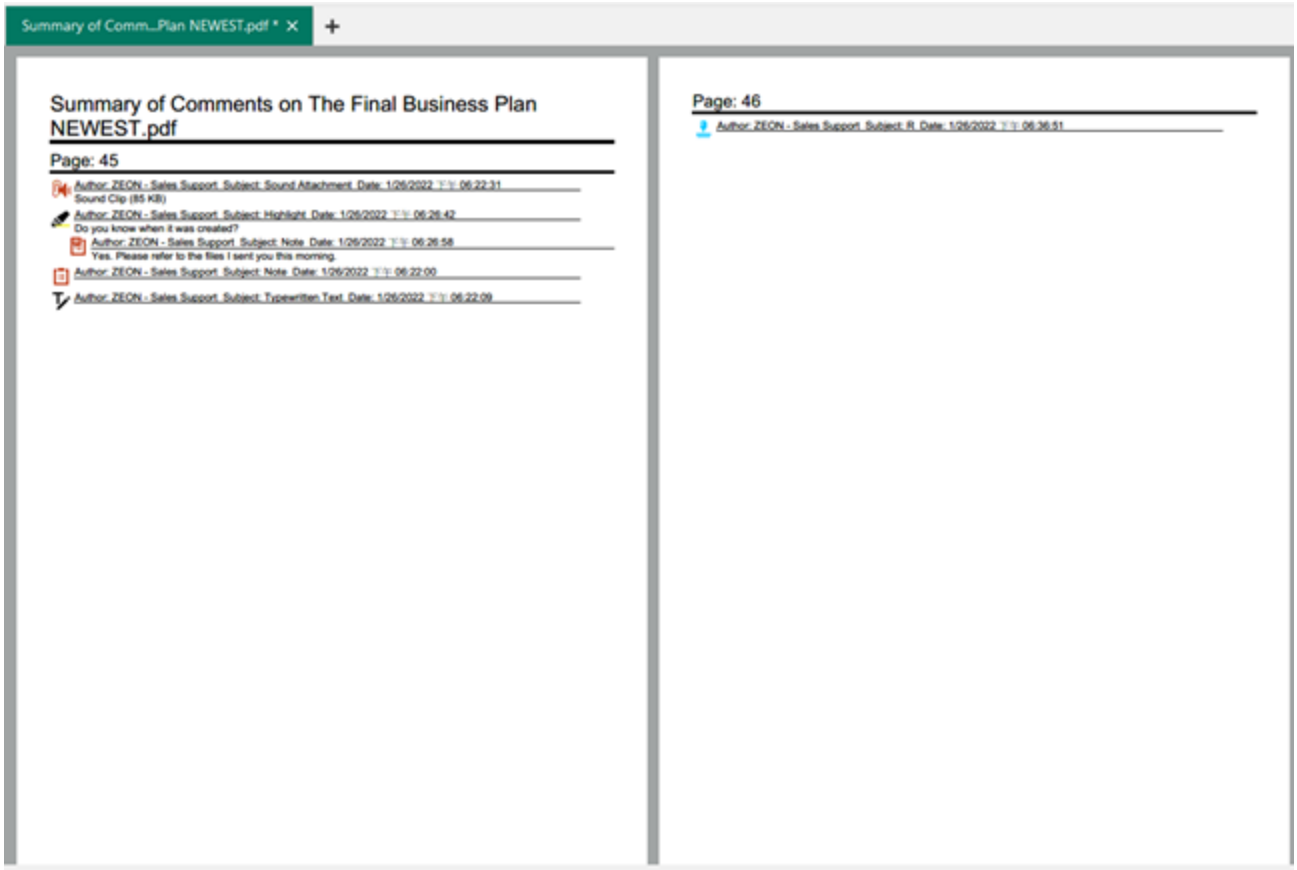
A. Document and comments with connector lines on separate pages



B. Document and comments with connector lines on single page

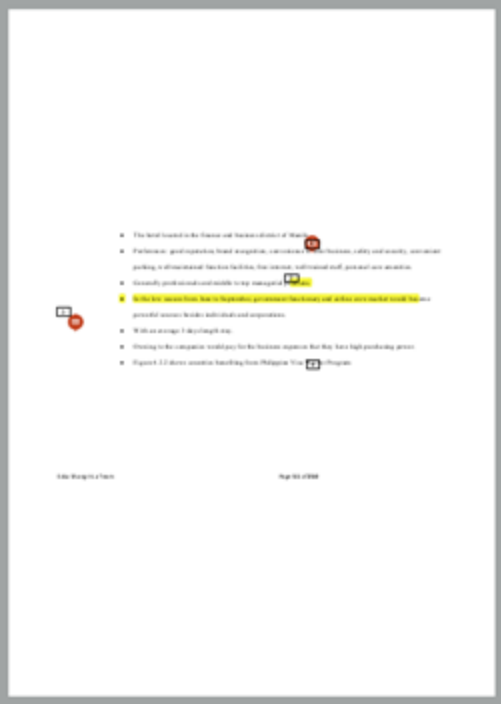


C. Comments only



D. Document and comments with sequence numbers on separate pages

Summary of Comm...Plan NEWEST.pdf *



Summary of Comments on The Final Business Plan NEWEST.pdf

Page: 45

Number: 1 Author: ZEON - Sales Support Subject: Sound Attachment Date: 1/26/2022 ☐ 06:22:31
Sound Clip (85 KB)

Number: 2 Author: ZEON - Sales Support Subject: Highlight Date: 1/26/2022 ☐ 06:24:42
Do you know when it was created?

Author: ZEON - Sales Support Subject: Note Date: 1/26/2022 ☐ 06:26:58
Yes. Please refer to the files I sent you this morning.

Number: 3 Author: ZEON - Sales Support Subject: Note Date: 1/26/2022 ☐ 06:22:00

Number: 4 Author: ZEON - Sales Support Subject: Typewritten Text Date: 1/26/2022 ☐ 06:22:09

Page: 46

Number: 1 Author: ZEON - Sales Support Subject: R Date: 1/26/2022 ☐ 06:36:51

Measure Distance, Perimeter, and Area

The Measure Tools help you easily figure out the distance, perimeter, and area of objects in the document, based on the scale you define.

To use the measure tool

To measure distance

1. Open a PDF file and choose **Comment** > **Measure Tools** > **Distance Tool** .
2. Click where you want to begin measuring. You can press **Esc** on your keyboard to restart.
3. Move the cursor to the second point and click again to finalize the measurement.
4. The measured distance is displayed on the PDF file.

To measure perimeter

1. Open a PDF file and choose **Comment** > **Measure Tools** > **Perimeter Tool** .
2. Click anywhere on the page to set a start-point. You can press **Esc** on your keyboard to restart.
3. Move the cursor to the next segment of the perimeter and click to set a midpoint. You can set as many midpoints as needed.
4. Click the first point or double-click the last point to finish measuring.

To measure area

1. Open a PDF file and choose **Comment** > **Measure Tools** > **Area Tool** .
2. Click anywhere on the page to set a start-point. You can press **Esc** on your keyboard to restart.
3. Move the cursor to the next segment of the area and click to set a midpoint. You can set as many midpoints as you need.

4. Double-click the last point or right-click the last point and select **Complete Measurement** to finish measuring.

To edit properties of the measure tool

The view tab

- The **Measurement** section lets you know the distance between the start-point and the end-point and the angle. The perimeter and area measurement are active only when you are using Perimeter or Area tool.
- The **Cursor Location** section shows the X and Y coordinates of your cursor in relation to the start-point. Your start-point is set as X=0, Y=0.

The settings tab

- **Perpendicular Measurement.** Check to set measurement lines always at right angles.
- **Caption Style** (Distance tool only). Specify whether the distance measurement caption is placed Inside or on Top of the measurement line.
- **Units Settings**. Set to change the scaling ratio and unit of measurement on the drawing areas. Enter the scale ratio in the **Ratio** text field.
- **Snap Settings**. Check **Snap to 2D** to have the measurement points snap to points, edges, or arcs in the document.
    - Check **Snap to Path** to enable snapping the measurement to the end of a line.
    - Check **Snap to Path Endpoints** to snap the measurement to the endpoint of a line.
    - Change **Snap color** to decide the color of the square that appears when you move the pointer to a line.
    - Set **Sensitivity** to define how close the pointer must be to the items being snapped to.

The markup tab

- **Use Markup**. It turns measurements into comments. The text you enter in the **Use Markup** text field will become note comments in the Measurement pop-up notes and also in the Comment panel.
- **Measuring Color**. Set the color of the measurement lines.
- **Set Length as Default (Distance Tool only).** If selected, you don’t have to manually move the cursor to determine the leader length each time you make a distance measurement.
- **Length (Distance Tool only).** It specifies the length of the line leader that appears on one side of the measurement points.
- **Extension (Distance Tool only).** It specifies the length of the leader extension that appears above the measurement line.
- **Offset (Distance Tool only).** It specifies the amount of blank space that appears between the measurement points and the leader.

Chapter 4: Forms

Form preferences

Forms

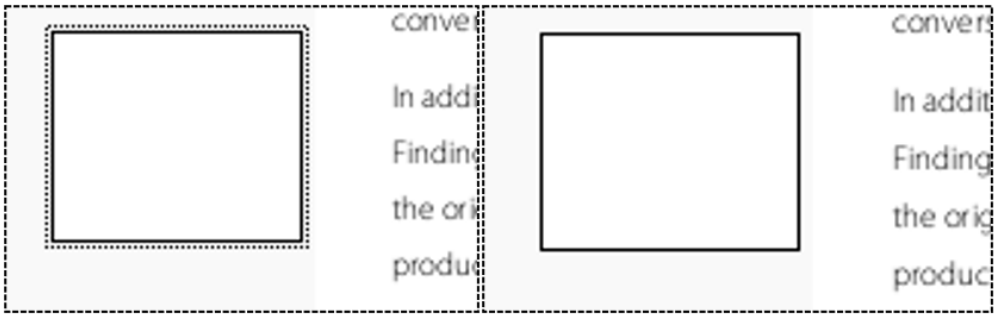
With Right PDF Reader, you can easily fill forms on your desktop or tablet device and perform tasks such as exporting form data to a specified file format, importing existing form files, resetting form fields, and highlighting form fields.

To edit form preferences

1. Do either of the following to call out the **Preferences** dialog box:
    - Click the **preferences shortcut**  located in the top-right corner of the document pane, select **Preferences**, and then choose **Forms > Forms** from the options menu to the left.
    - Choose **File > Preferences** and the **Preferences** dialog box appears. Choose **Forms > Forms** from the options menu to the left.
2. Set form preferences:

    General

    - **Automatically calculate field values:** check this box to enable automatic calculations when data is entered. See **Calculate field data** for details.
    - **Show focus rectangle:** highlight the form field with focus. If this option is selected, a dotted square appears when your click a button, a check box, a radio button, a list box, or a signature field with the Hand tool  .



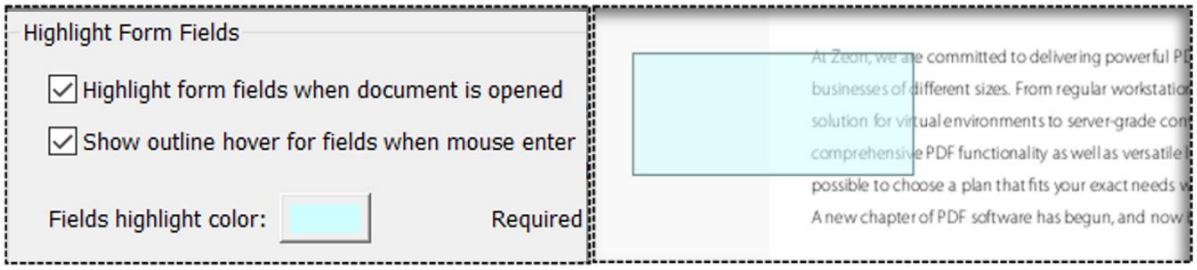
*Show focus rectangle **selected** (Left) Show focus rectangle **deselected** (Right)*

Highlight Form Fields

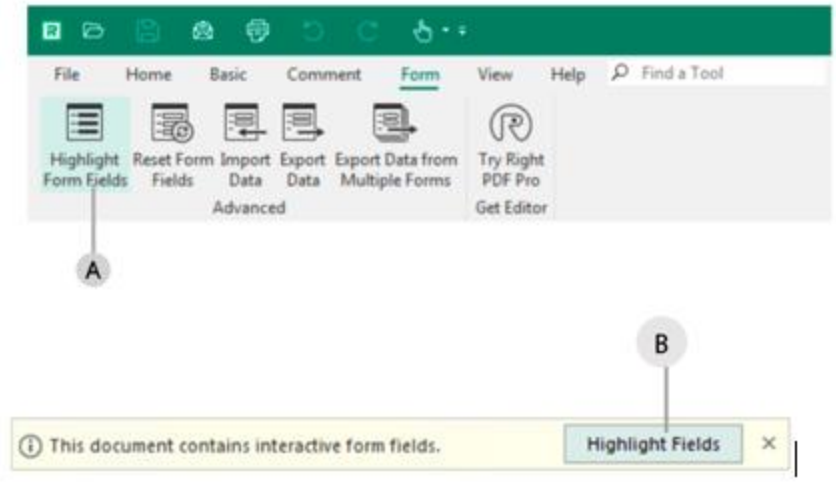
Check **Show outline hover for fields when mouse enter** to have form fields outlined when a cursor hovers over them.

- Highlight form fields when document is opened. All form fields are automatically highlighted when the document is opened.
- Show outline hover for fields when mouse enter. Form fields outlined when a cursor hovers over them.

  Click **Fields highlight color**, specify a color, and then use the **Highlight Fields** command to have form fields highlighted in the color you specify. The Highlight Fields command is enclosed in the document message bar or you can choose **Form > Advanced > Highlight Form Fields**.



*Set **Fields highlight color** in aqua (Left); Use **Highlight Fields** to highlight form fields in aqua (Right)*



Two ways to access Highlight Form Fields:

***A.** Form > Advanced > Highlight Form Fields*

***B.** Document message bar > Highlight Fields*

- Click **Required fields highlight** color and specify an outline color of **Required** Note that only radio buttons, combo boxes, text fields and signature fields can be set as required fields.

Auto-Complete.

- If this feature is on, the text field drop-down menu offers you relevant options based on the entries you previously entered, helping you fill out the form quickly. You may check **Remember numerical data**, which helps storing user entered numeric values. If this option is not selected, then only text options will be provided.
- **Edit Entry List….** Display current entries in the Auto-complete database. To remove an entry from the list, click one of them and click **Remove**; to clear the entire list, click **Remove all**.

Import and export form data

Using *Import* and *Export* commands, data within a PDF form can be moved to and from other file formats capable of preserving form data. The form data can be exported and repeatedly used to fill out other forms, which can be useful for speeding up form filling especially for a large number of forms.

The process includes exporting form data which can be saved in one of the following file types, FDF, XFDF, XML, or TXT and then importing those to fill empty forms.

To export form data from a single filled form

1. Open the PDF file that contains form fields.
2. Choose **Form > Advanced > Export Data**  .
3. Specify a name, location and file format in the **Export Form Data As** dialog box.
4. Click **Save**. The form data is then stored in the file type and at the location you defined.

To import data into a PDF document

1. Open a PDF file that contains unfilled forms.
2. Choose **Form > Advanced > Import Data**  .
3. In the **Select File Containing Form Data** dialog box, specify a file type (FDF, XFDF, XML, TXT) and locate the file with the form data you need to import into the open form.
4. Click The form data will be inserted into the proper fields as long as the chosen form contains data that are suitable for the currently open form.

Export data from multiple forms

Form Data can be exported from multiple forms to the file types XML and CSV (Comma Separated Values).

The file types can be opened by Excel or Notepad. The field names in the forms become the header texts for the columns. You can export form data of all field types except for digital signature fields.

1. Open a PDF file.
2. Choose **Form > Advanced > Export Data from Multiple Forms**  .

3. In the **Export Data from Multiple Forms** dialog box:
    - Click **Add Files** and choose the files containing form data to be exported. Click
    - Click **Remove Files** to delete one or more files from the **Files to Export Data Form**
    - Check **Include most recent list of files to export data from** to add all recently exported form files to the list.
4. Click **Export** when the file list is all set.
5. In the **Select Folder to Save File** dialog box, specify a location to save, a file name, and a file type (*.csv) or (*.xml). Click **Save**.
6. After the export is done, click **View File Now** if you would like to view the resulting file with your spreadsheet program. Otherwise, click **Close Dialog** to finish exporting.

Reset form fields

Reset Form Fields allows users to clear up any data you have already entered in the form, except for default values of text fields and options within *combo boxes* and *list boxes*.

To clear form data using Reset Form Fields command

1. Open a PDF file that contains form fields.
2. Choose **Form > Advanced > Reset Form Fields**  .

Chapter 5: Security

Limit access to a PDF

You can limit access to a PDF file by setting a Document Open password, which requires a user to type the correct password to open it. You can encrypt a single PDF file, components of a PDF Portfolio, or an entire PDF Portfolio.

Note: you are not allowed to change or remove the security settings of a signed/certified document. To add a password, you have to clear all signature fields by choosing **Form > Advanced > Reset Form Fields** or use a then-created **Reset Form button**.

Managing password security

1. Open a PDF file and choose **Home > Security> Encryption > Open Password**.
2. Upon receiving a prompt, click **Yes** to allow changing the security settings of the document.
3. In the Password dialog box, , type the password in the **Document Open Password** field and click **OK**.
4. At the prompt to confirm the Document Open Password, retype the password in the field and then click **OK**.

Note: we recommend always keeping a backup of the encrypted PDF file in case you forget the correct password. You cannot retrieve password from the PDF.

View the security method applied to a PDF

In the Document Properties dialog box, you can view which type of security method is currently in effect.

1. Open a PDF file. If the document is encrypted with password-based security, you have to type in the document open password to open and view the PDF.
2. Do one of the following to open the Document Properties dialog box:
    - Click the **Document Properties/Preferences** shortcuts and select **Document Properties…**.
    - Choose **File > Info > More Properties**.
3. On the **Security** tab, the **Security Method** menu shows either **No Security** or **Password Security**.
4. click OK.

Manage trusted identities

A Digital ID consists of the **public key** used to lock or encrypt documents, and the **private key** used to unlock or decrypt data. The public key is in a certificate which can be transferred and used to encrypt documents to prevent unauthorized access. When you sign, you use the private key to apply your digital signature.

You can get digital ID certificates from signature validation process as well as certificate-based security workflows to build a list of trusted identities. During the signature validation process, you verify the identity and add it as a trusted root. For certificate-based security workflows, you need to get certificates in advance for document encryption. Once you receive public key certificates from others, add them to your list of trusted identities so that you can encrypt documents for them. You also need the certificates to validate any PDF file they have digitally signed.

Add trusted contacts

You can import certificates to the list of trusted identities so that they can be used to implement certificate-based security and signature validation workflows.

1. In Right PDF Reader, choose **Home > Security > Trusted Identities**  .
2. In the **Manage Trusted Identities** dialog box, click **Browse…**

3. In the **Open** dialog box, locate and select the certificate file you already obtained from a trusted person and then click **Open**.

Note: you can click **Details** to view detailed information of a selected certificate, such as its serial number, the expiration date, fingerprints, and more.

Export a certificate

You can export a selected certificate and contact data via email or save as a certificate file so that other users can add the data to their list of trusted identities.

1. In Right PDF Reader, choose **Home** > **Security** > **Trusted Identities**  .
2. In the **Manage Trusted Identities** dialog box, select a trusted identity from the list and then click **Export**.
3. In the **Export Data** dialog box, determine whether you want to save the contact data to a file or share it via email and then click **Next**:

    - **Email the data to someone.** Select to send the Personal X.509 Certification File exported from the selected trusted identity to your email address. The certification file attached contains a copy of a certificate that you can use to verify signature and encrypt documents for the selected identity.
    - **Save the data to a file.** Select to save the exported certificate to a specified location as a PKCS #7 Certificate File (*.p7b).

4. Your options vary depending on the export option you choose:

    - If you choose to email the exported certificate, in the **Email Certificate** dialog box, enter an email address for the recipient of the certificate, review the message, and then click **Email**. Then, an email client, such as Outlook or Windows Live Mail, appears with the public key certificate ready as an attachment. Click **Send**.
    - If you choose to **Save the data to a file**, name the Certificate file, specify a location, and then click

Note: to delete a certificate, select a trusted identity from the list and click **Delete** to remove it from the list of trusted identities.

Signing PDFs

You can sign a PDF using either a digital signature or a handwritten signature to indicate your approval. A PDF can be signed with digital signatures multiple times and by different individuals. Your digital signature appears in the signature field when you sign a document and the appearance depends on the options you select through the Configure Signature Appearance dialog of the Preferences dialog box.

Sign with an existing digital ID

1. Open a PDF file and Click an existing digital signature field.
2. In the **Sign Document** dialog box, select a digital ID from the **Name** drop-down menu and type the correct password associated with the selected digital ID in the **Confirm Password** You can click **Details…** to view the detailed certificate attributes. Then click **Next**.
3. Select the appearance of your signature and then click **Save**. To create a new look, click **New** and select options as needed.

Sign with a new digital ID

1. Open a PDF file and click an existing digital signature field.
2. In the **Sign Document** dialog box, click **Add…**. Then, in the **Add Digital ID** dialog box, click **Create a Self-signed Digital ID** and click **Next**.
3. In the **Add Self-signed Digital ID** dialog box, select where to store your self-signed digital ID and then click **Next**.
4. In the **Create a Self-signed Digital ID** dialog box, type a name, organization information, email address, and other information for your digital ID. The name you specify appears in the digital signature field when you sign or certify a document. To use Unicode values for extended

characters, select **Enable Unicode Support** and then define Unicode values in the appropriate boxes. Type a password for the digital ID file and click **OK**.

5. Save the Digital ID and in the Sign Document dialog box, type the correct password associated with the digital ID into the **Confirm Password** field and then click **Next**.
6. Select the appearance of your signature or click **New** to configure the signature appearance.
7. Click **Sign** and save the file.

Sign with a handwritten signature

You can sign a PDF document by typing, drawing, or importing an image of your preferred handwritten signature. You can add a new signature, delete or rename existing ones, set default, or get a preview in the Manage All Signatures dialog box.

Create a new handwritten signature

1. Open a PDF file or form you want to sign and choose **Home** > **Security** > **Handwritten Signature** .
2. Select **Manage All Signatures** and in the **Manage All Signatures** dialog box, click the **Add** icon to add a signature.
3. In the **Add a Signature** dialog box, choose a way to create a signature from the drop-down menu:

    - **Draw my signature.** Draw your signature in the **Draw it below** The default color is black but you can click the **Color** palette to choose the color you want and define the **Weight**.
    - **Type my signature.** Type your signature in the **Type the signature** You can further adjust the text attributes.
    - **Import an image as my signature.** Click **Browse** to locate and select an image of your signature.

4. Name the signature in the **Save the signature as** Click **OK**.

Sign with a handwritten signature

1. Set the signature you want to use as default before you actually apply one to your PDF file. Choose **Home > Security > Handwritten Signature** and then select **Manage All Signatures.**
2. In the **Manage All Signatures** dialog box, select a signature from the list and click **Set as Default**  . Click **OK**.
3. Choose **Home > Security > Handwritten Signature** and select **Place a Handwritten Signature**.
4. Drag your pointer to specify an area where the selected handwritten signature appears and save the file.

Customize the appearance of a certificate-based signature

You can determine the look of your certificate-based signature by specifying graphic, text configuration, and text properties using options in the Configure Signature Appearance dialog box. For example, you can make the information visible and decide whether to include an image of your handwritten signature or your company logo. You can create looks for different purposes and select a look for a specified digital ID.

Create a new certificate-based signature

1. In Right PDF Reader, do any of the following to open the **Preferences** dialog box:
    - Click the **Document Properties/Preference shortcut** button and then select **Preferences**.
    - Choose **File > Preferences**.
2. In the Preferences dialog box, click **Signatures** and in the **Creation & Appearance** section, click **More…**.

3. In the **Creation and Appearance Preferences** dialog box, click **...** to create one or more signature appearances and store them for later use. Available appearances are listed in the Select drop-down menu under the **Appearance** section when you attempt to sign.



A. Graphic signature B. Text signature

Validate digital signatures

alidate digital signatures

You can validate a signature to verify the signer and the signed content when you receive a signed document. It helps ensure that the signer's certificate exists in your list of trusted identities and confirm if the signed content has been modified after it was initially signed. See Setting up digital signature validation.

When a digital signature is validated, an icon appears at the upper-left corner in the digital signature field, indicating the validation status. By configuring verification preferences in the Preferences dialog box, you may enable automatic validation when the document is opened.

Setting up digital signature validation

Digital signature validation helps you verify the authenticity of the signature's digital ID certificate status and document integrity. The validity of signatures depends on whether the signer's certificate

exists in the validator's list of trusted identities (Home>Security> Trusted Identities) and whether the signed content has already been changed since it was signed.

You can configure the preferences in advance to decide whether signature validation occurs automatically when the signed document is opened.

Set signature verification preferences

1. Do any of the following to open the Preferences dialog box and then under the categories, select **Signatures** on the left:

    - Click the **Document Properties/Preferences** shortcuts located at the top of the vertical scrollbar and select **Preferences**.
    - Press **Ctrl + K** on your keyboard.
    - Choose **File > Preferences**.

2. Under **Verification**, click **More…** and in the **Signature Verification** dialog box, check **Verify signatures when the document is opened** to enable automatically validating all signatures in a PDF document when it is opened. Select the following options as needed and then click **OK**:

    - **Verification Behavior.**
        - **When Verifying.** This allows you to choose a method to use for verifying signatures.
        - **Require certificate revocation checking to succeed whenever possible during signature verification.** This checks certificates against a list of excluded certificates during validation. If this option is deselected, the revocation status for approval signature is ignored. This option is selected by default.
    - **Verification Time.**
        - **Verify Signature Using.** Decide how to check the digital signature for validity. **Time at which the signature was created** is selected by default, meaning you can check the time based on when the signature was created. You can also choose to check based on the current time or the time set by a timestamp server when the document was signed.

- **Use expired timestamps.** It allows using the secure time provided by the timestamp or embedded in the signature even though the signature's certificate has already expired.

- **Windows Integration.** Specify whether to trust all root certificates in the Windows Certificate Store when validating signatures or certified documents. Note that selecting either of these options may result in arbitrary material being treated as trusted content. We suggest you don't trust all root certificates since some of the certificates from the Windows Certificate Store were not designed to be used for building trusted identities.

View verification details in signatures panel

The Signatures panel shows information about every single digital signature in the current PDF document as well as the change history of the document. Each digital signature has an icon representing its validation status in the Signatures panel. You can expand each signature to check its detailed verification information.



Verification details listed in the Signatures panel

To open the Signatures panel, click on the **Signatures panel** icon in the Sidebar Navigation pane. In the Signatures panel, do the following to get more information about verification:

- Click **Click to view this version** to view the version of the document signed by the selected signature.
- View the time the document was signed, the signing method, the validation status, and the name.
- Right-click a signature to do the following tasks: verify the signature, clear the signature field, view the signed version, and compare the signed version to the current version.

- Click on the signature to jump to its location in the document. A dotted line appears around the selected signature.

Status icons for PDF documents

Do any of the following to view the validity status and other verification details of the signature:

- Using the Hand tool, click on the signature field on the page to display the **Validation Status** dialog which shows signature validity and other verification details.
- Using either the Hand tool or Select tool, right-click on the signature field and select **Properties…**..
- The Signatures panel displays signature validation status and other verification details. You can click the **Click to view this version** link to open versions of signed documents.

Validation Status	Icon	Meaning
Valid		The document is certified and the document has not changed in a way not permitted by the certificate.
Valid		The identity of the signer was successfully verified as a trusted identity, and the document hasn't been changed since this signature was added.
Valid		The identity of the signer was successfully verified. The revision of the document covered by this signature has not been altered, but there have been subsequent changes to the document. The current view of the document is not the same as when it was signed.
Invalid		The signature has been corrupted. The revision of the document covered by this signature has not been modified, but there have been subsequent changes to the document.
Validity Unknown		The identity of the signer was not yet able to be verified. The revision of the document that was covered by this signature has not been modified, but there have been subsequent changes to the document. The current view of the document is not the same as when it was signed.

Validity Unknown		The identity of the signer was not able to be verified. The revision of the document that was covered by this signature has not been verified, but there have been subsequent changes to the document.

Validate a digital signature

By configuring digital signatures validation preferences, you can enable validating signatures automatically when the document is opened. You may also manually validate the signature if it is unverified or of unknown origin. If the signature status shows validity unknown, you need to contact the signer about the problem. See Status icons for PDF documents for details about what each validation icon represents.

1. Set up digital signature verification preferences.
2. Open a PDF document that contains a signature. The signature validation occurs automatically if you have already enabled verifying the signature at startup. Otherwise, do the following to manually verify signatures:
    - Click on the signature field to validate the signature.
    - Right-click on the signature field and select **Verify Signature**.
    - Right-click on the signature you intend to validate in the Signatures panel and select **Verify Signature** from the menu.
3. The **Validation Status** dialog box appears, describing the validity of the signature. For more information about the signature, right-click on it and select **Properties…**. In the **Signature Properties** dialog box, review the validity summary that displays the validation status and changes that have been made to the document after the signature was applied. For information about the signer's certificate, in the **Signature Properties** dialog box, click **Show Certificate…**.
4. Check the signed versions of the document if the document has been modified after the signature was applied. See View previous versions of a digitally-signed document.

Trust a signerâ€™s certificate

Signature validity relies on the authenticity of the digital ID certificate. The signature is valid if the signer's certificate has already been set as a trusted identity in the list of trusted identities; otherwise, the signature validity status becomes unknown.

Therefore, to validate a signature, exchanging certificates and adding them to your list of trusted identities are required. Alternatively, you can import certificates from a signature in a signed document and then set them as trusted roots. See Manage Trusted Identities.

Do one of the following to make a signature valid:

- Manage your list of trusted identities. In the **Manage Trusted Identities** dialog box, add a certificate and set it as a trusted root.
- Directly add a certificate from a signature to your list of trusted identities. In the **Signatures Properties** dialog box, click **Verify Identity…** and then click **Add as a Trusted Root**. The certificate of the signer's signature is added to your list of trusted identities and automatically set as a trusted root.

Configure directory servers

Directory Servers can be used to search for contact information and certificates when managing your list of Trusted Certificates and when encrypting documents using Certificate Security. You can configure a public directory server or obtain configuration information from your computer administrator for directory servers within your organization.

1. In Right PDF Reader, do any of the following to open the **Preferences** dialog box:
    - Click the **Document Properties/Preference** shortcut button and then select **Preferences**.
    - Press **Ctrl** + **K** on your keyboard.
    - Choose **File** > **Preferences**.
2. In the **Preferences** dialog box, click **Signatures** and in the **Document TimeStamping** section, click **More…**.

3. In the **Server Settings** dialog box, select **Directory Servers** from the panel to the left. Then click on **Add …** to create and set up a Directory Server, or directly select one from the list and click on **Edit** to view and change settings.
4. In the **Edit Directory Server** dialog box, edit the name the directory and server settings. If required, check the **This server requires a log on** option and enter a username and a password. Click **OK**.

Time Stamp Servers

By default, a digital signature contains a date and time. The digitally-authorized time stamp indicates the contents of the document existed at that time and have not been changed since then. You can configure a new time stamp authority and add it to the list of time stamp servers. The time stamp will show on the Date/Time tab in the Signature Properties dialog box. Otherwise, the current date and time of your computer will be used instead.

Set up time stamp servers

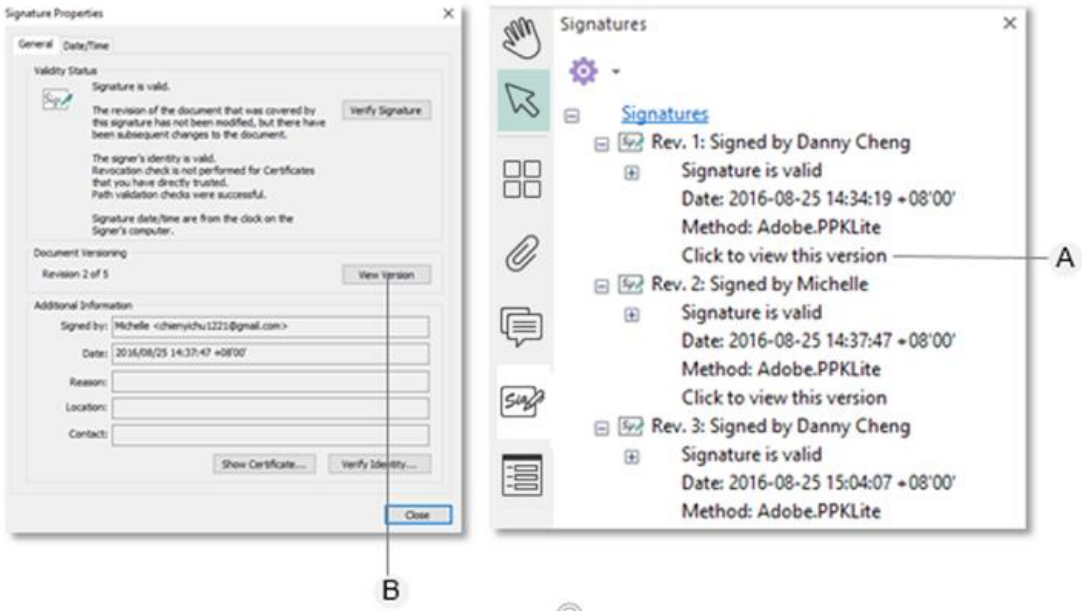
1. In Right PDF Reader, do any of the following to open the **Preferences** dialog box:
    - Click the **Document Properties/Preference** shortcut button and then select **Preferences**.
    - Press **Ctrl** + **K** on your keyboard.
    - Choose **File** > **Preferences**.
2. In the **Preferences** dialog box, click **Signatures** and in the **Document TimeStamping** section, click **More…**.
3. In the **Security Settings** dialog box, select **Time Stamp Server** in the left-side window and then click **Add…**.
4. In the **Add Time Stamp Server** dialog box, name the time stamp authority and enter its URL. Check **This server requires a log on** if needed and then enter the user name and password. Click **OK**.

Versions of the signed documen

Each time you sign a PDF document using a certificate, the signed version of the document is saved with the PDF. You can access the signed version via the link in the Signatures panel or in the Signature Properties dialog box. The selected signed version of the document then opens in a new PDF document.

View previous versions of a digitally-signed document

1. Open a signed document with multiple digital signatures.
2. Do any of the following to view signed versions:
    - In the Signatures panel, expand the signature and click **Click to view this version** (A) to view its signed version. Or, you can click on the signature, and select **View Signed Version** from **Signatures Panel Option** menu.
    - Right-click on the signature and select **View Signed Version** from the menu.
    - Right-click on the signature field and select **Properties…**. In the **Signature Properties** dialog box, click the **General** tab and click **View Version** (B) in the **Document Versioning** section.



Note: a prompt appears if you are right now viewing the version of the document covered by the selected signature.

Chapter 6: Saving PDFs

Save PDFs as PDF or TXT

Right PDF Reader can be used to save the current PDF document to either PDF or editable Text documents, making it possible to reuse valuable content in PDF files instead of retyping all information.

Save PDF

1. Open a PDF file in Right PDF Reader and choose **File > Save as**.
2. Select a path to save the generated file.
3. By default, the file name of the current document is already in the File name field. From the **Save as type** drop-down list, select the desired conversion format (*.pdf/ *.txt).
4. Click **Save**. The current PDF file will be converted into the selected file format and saved to the location you specified.

Reusing PDF content

Export images to separate PDF files

You can save each image within PDF to a separate image file.

1. Open a PDF file and do one of the following:
    - To export an entire image, using the Select tool, click to highlight the image. On the toolbar, click the down arrow and select **Save Image As…** from the menu.
    - To export a part of an image, using the Select tool, drag an area over the image. On the toolbar, click the arrow and select **Save Image As…** from the menu.

2. In the **Save As** dialog, specify the file name and where you want to save the file and click **Save**.

Select and copy text and images

Using the Select tool, you can select and copy the selected items, such as text, images, and tables from a PDF into another application. However, if you find the text cannot be selected, the text may possibly be a part of an image. If the text cannot be cut, copied or pasted, please check if the author of the file has set permissions to copying file content.

To select and copy text

1. Open a PDF file that contains the content you want to copy and do either of the following to select text:
    - **To select a part of the page (text only):** using the Select tool, drag your cursor and draw a rectangle to select a part of the page. Alternatively, click-drag from an insertion point to an end point or drag diagonally over the text.
    - **To select all text of the current page:** first select Single Page from the **Page Layout** options on the Page Viewing controls bar. Then right-click on the page and select **Select All** from the menu, or press **Ctrl + A** on your keyboard to select all text of the current page.
    - **To select all text of a file:** first select any page layout option except Single Page from the **Page Layout** options on the Page Viewing controls bar. Then right-click on the page and select **Select All** from the menu. Or, you can press **Ctrl + A** on your keyboard to select all text.
2. Do one of the following to copy the selected part of the text:
    - Right-click on the selected text and select **Copy** from the menu.
    - Press **Ctrl + C** on your keyboard.

- Choose **Basic** > **Clipboard** > **Copy**  .

To paste copied text

You can paste copied text into bookmarks, comments or documents in other applications, such as Word or Excel.

- **Paste to files created in other applications**
  1. Open the program (e.g. Word) that creates the file you want to paste the copied text to.
  2. Right-click wherever you want the content to appear and select **Paste**. Alternatively, click on the place you want the content to appear and press **Ctrl+ V** on your keyboard.

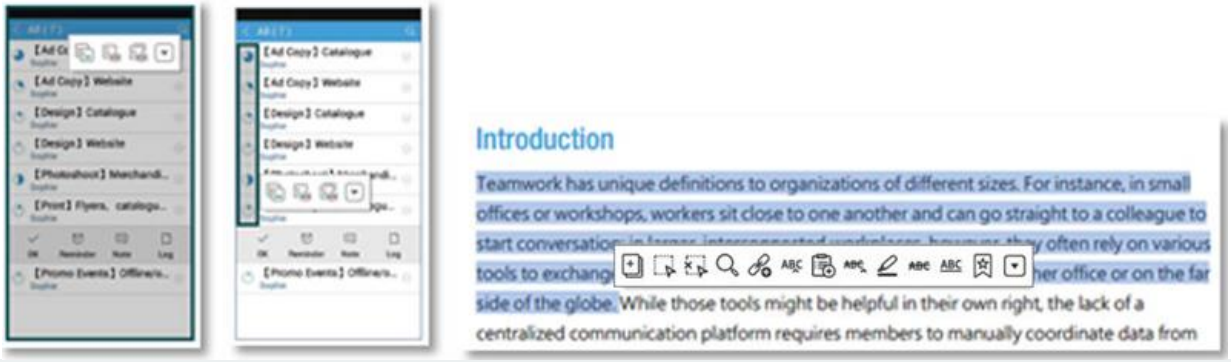
To select and copy images

1. Open a PDF file that contains images and do either of the following to select the **Select** tool:
   - Click **Select** tool on the Sidebar Navigation pane.
   - Choose **Basic** > **Basic Tools** > **Select**.
2. Using the Select tool, select an entire image or just a part of an image by doing the following:
   - To select an entire image, hover the cursor over the image and then click on it while the cross-hair pointer The entire image is highlighted.
   - To select a part of an image, hover the cursor over the image and the cross-hair pointer appears. Click-drag to specify an area to be copied.
3. Do the following to copy the selected part of the image:
   - Press **Ctrl + C** on your keyboard.
   - Right-click on the selected part of the image and select **Copy Image** from the options menu.
   - Choose **Basic** > **Clipboard** > **Copy**.

To paste the selected image

You can directly paste the copied part of an image into documents in other applications, such as Word, Excel, PowerPoint, etc.

1. Open the program you want to paste the copied image to.
2. Click on the place where you want the image to appear and press **Ctrl+ V** on your keyboard.



Select an image (Left) Select a part of an image (Mid) Select text by dragging from an insertion point to an end point or by dragging diagonally over text (Right).

Select Area

You can select an area on the page and copy, export or print the content.

1. Open a PDF file and choose **Basic > Basic Tools > Select Area**.
2. Click-drag a rectangle on the page. A menu appears when you finish dragging, and you can do the following:

    - **Copy**. Copy the selected area to the clipboard or to other applications.
    - **Select the whole page**. Replace the current selection with the whole page.
    - **Deselect all**. Deselect the area.
    - **Create Stamp Model**. Use the selected area to create a stamp.

Chapter 7: Multimedia and 3D models

Multimedia preferences

Using the advanced *Multimedia* tools, you can add interactive 3D models or multimedia files, including video clips and audio recordings to a PDF, transforming PDFs into multidimensional communication tools that can keep readers engaged in documents.

Multimedia preferences

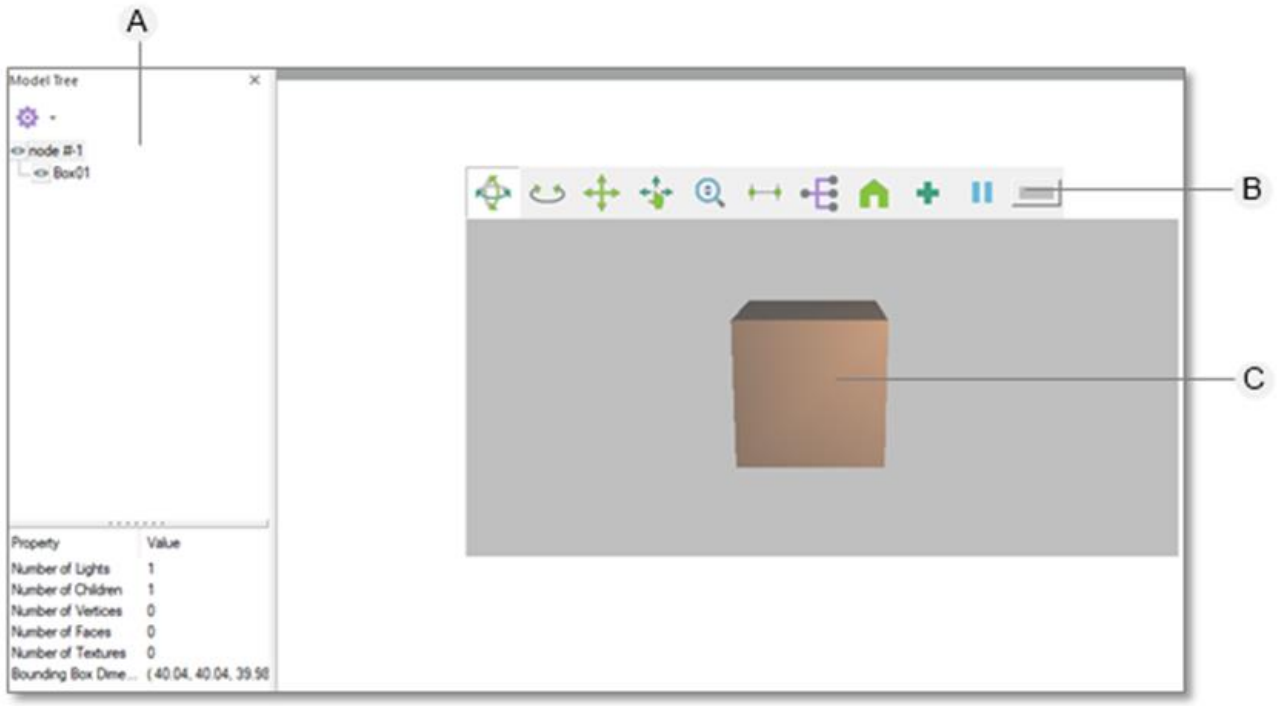
You can edit ***Multimedia preferences*** in the ***Preferences*** dialog box. Open the ***Preferences*** dialog box and then choose **Movie > Multimedia** from the left side of the dialog box.

1. Do any of the following to open the **Preferences** dialog box:
    - Choose **File > Preferences**.
    - Click the **Document Properties/Preferences** shortcut at the top-right corner of the document pane and select **Preferences** from the menu.
    - Press **Ctrl + K** on your keyboard.
2. In the **Preferences** dialog box, choose **Movie > Multimedia** and select the options as needed:
    - **Preferred Media Player.** Select the preferred application to play media content.
    - **Accessibility Options.** Determine whether to show supplemental text captions and audio description, and/or play dubbed audio when
    - **Remove All Trusted Documents.** Remove the documents currently on the *Trusted Documents* When a movie within PDF is played, a dialog box will appear and ask you to either play only the movie or add it to Trusted Documents. If you select the latter, you will not see the dialog box when you play movies in that document next time.

Interact with 3D models

Displaying 3D models in PDFs

In Right PDF, you can view and interact with 3D content embedded in PDFs. For example, you can decide which parts of the 3D object to be shown and hidden, measure the size of the 3D object, set a default view of it, turn parts around, change the background color of it, and more.



A. Model Tree B. 3D toolbar C. 3D object

3D Toolbar overview

The *3D toolbar* lets you view and interact with the 3D content you place on your PDF page. Click on the 3D canvas with the *Hand* tool to display the 3D toolbar, which appears on the top-left border of the canvas and cannot be removed. Using the 3D toolbar, you can spin, rotate, pan across, and dynamically zoom in and out the object.

You can also open the *Model tree* panel by clicking on the Model tree icon on the 3D toolbar. In the Model tree panel, you can hide, or isolate certain parts of the model or make selected parts transparent.



A. It turns 3D objects around on its axis. Where you start dragging and in which direction you drag determine the how the objects move.
B. It turns a 3D model in parallel to two fixed axes, the x-axis and the z-axis.
C. It moves the model vertically and horizontally only. You can also pan by holding down **Ctrl** on your keyboard and dragging the model using the Hand tool.
D. **Walk**. If you drag horizontally, the model pivots horizontally around the scene; if you drag vertically, the model moves forward or backward in the scene.
E. Drag the model vertically to move it forward or away from you. You can also hold down **Shift** and drag with the *Hand* tool.
F. **3D Measurement Tool.** It helps to measure size and distance in the 3D model. See Measuring 3D objects in PDFs.
G. **Model Tree.** It opens and hides the *Model Tree* See Model Tree overview.
H. **Default View**. It brings the model back to its original look.
I. **View Menu**. It lists any defined views for the current 3D model.
J. **Add a New View.** It saves the current view to the View Menu. Once you set up a desired view, click the **Add a New View** icon on the toolbar to save the view to the *Views Editor* view list.
K. **Pause/Play animation**. It plays or pauses any JavaScript-enabled animation.
L. **Use Orthographic/Perspective Projection**. It switches between displaying orthographic and perspective projection of the 3D object.
M. **Render Mode**. It determines how the 3D shape appears. See Change the appearance of the 3D model. You can also access it by choosing **Model Tree panel > 3D Model Tree Options > Render Mode.**
N. **Extra Lights**. It lists different lighting effects that can be used to enhance the illumination of the 3D object. See Change the appearance of the 3D model.
O. **Background Color**. You can specify a background color for the 3D canvas in which the 3D model appears. Click the color palette to select a predefined color or define a custom color.

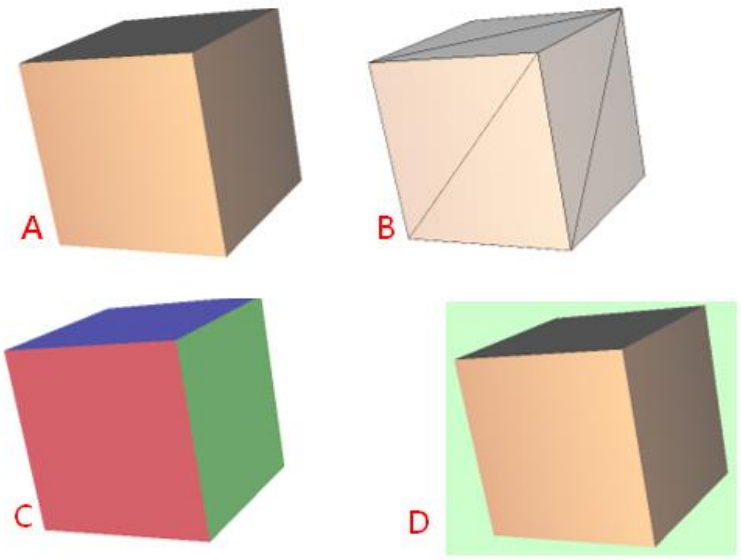
Note: to get more 3D tools, right-click anywhere on the 3D canvas and select **Expand 3D Tools**. The expanded 3D toolbar includes four more tools: **View Menu, Use Orthographic Projection (Use Perspective Projection)**, **Render Mode**, and **Extra Lights.**

Interacting with 3D models

Change the appearance of the 3D model

On the 3D toolbar, there are four 3D tools that can be used to determine how the 3D object appears*: Use Orthographic (perspective) projection*, *Render Mode, Extra Lights,* and *Background Color*.

The default render mode is solid, but you can select a desired render mode from the list. You can also change the lighting effect and the background color of the 3D object using *Extra Lights* and *Background Color*.



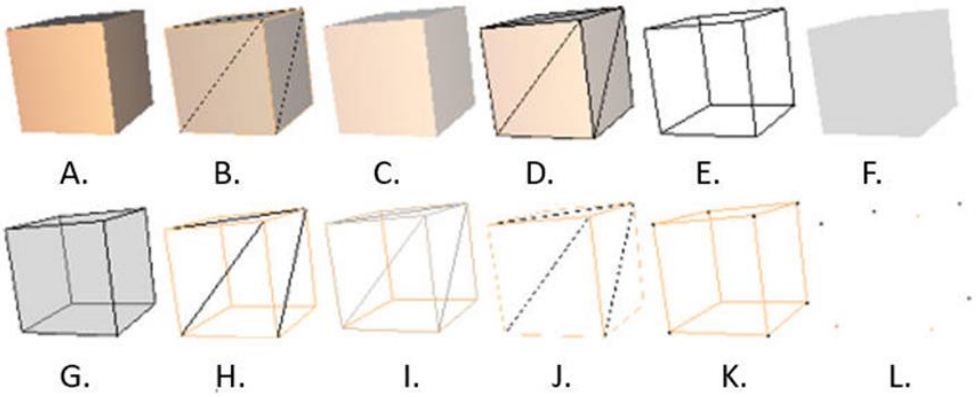
Using 3D tools to change the appearance of the 3D model:

A. *Default appearance* ***B.*** *Changing the render mode from Solid to Transparent Wireframe* ***C.*** *Changing the lighting effect from Lights From File to Primary Color Lights* ***D.*** *Changing background color*

The 3D toolbar offers the following tools for you to adjust the appearance of the 3D model:

- **Use Orthographic (Perspective) Projection.** It makes the 3D model less realistic by removing a dimension. You can click it again to restore Perspective projection.
- **Render Mode.** It lets you change the render mode of the 3D model. Choose a desired render mode from the menu.
- **Extra Lights.** You can choose to turn lighting on or off or change lighting effects. Choose a desired lighting effect from the menu.
- **Background Color.** It lets you change the background color of the 3D canvas. Click the button and select a predefined color or define a custom color.

Examples of the render modes



Types of render modes:

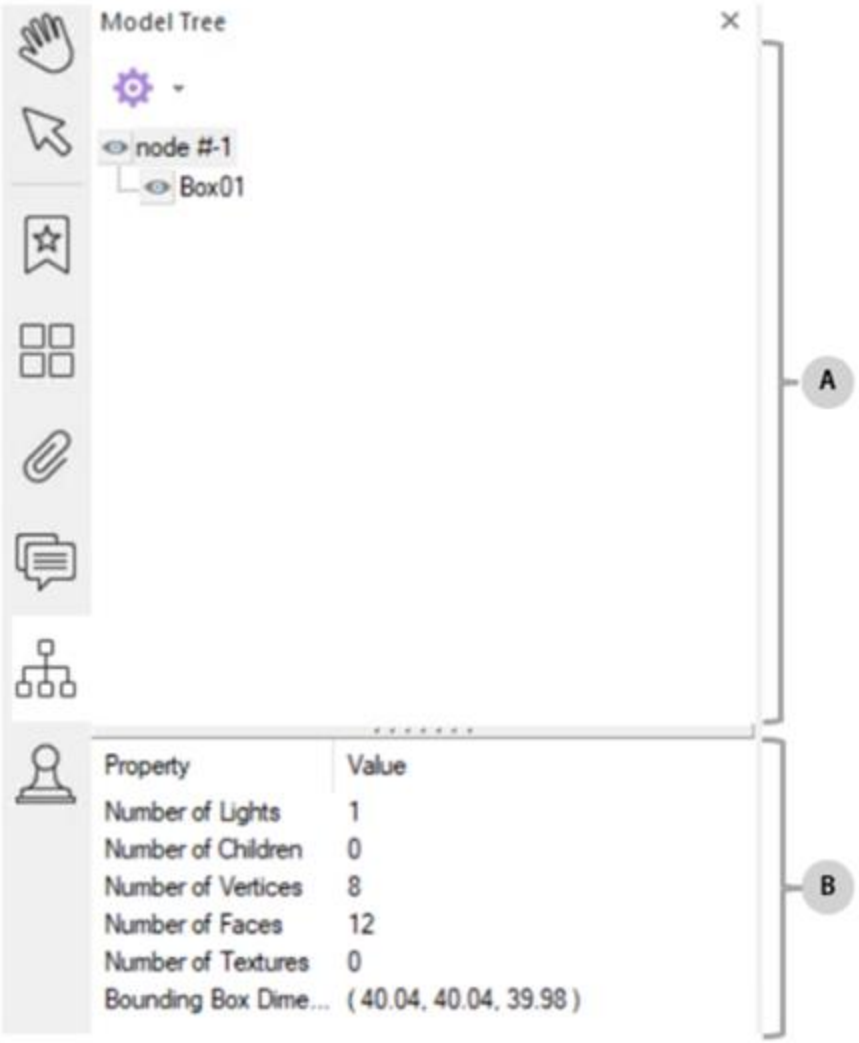
A*. Solid* ***B.*** *Solid Wireframe* ***C.*** *Transparent* ***D.*** *Transparent Wireframe* ***E.*** *Bounding Box* ***F.*** *Transparent Bounding Box*

G. *Transparent Bounding Box Outline* ***H.*** *Wireframe* ***I.*** *Shaded Wireframe* ***J.*** *Hidden Wireframe* ***K.*** *Vertices* ***L.*** *Shaded Vertices*

Model tree overview

The *Model Tree* panel displays the structure and the properties of the 3D model. The Model Tree is not available unless the 3D model is activated. You can open the *Model Tree* panel by clicking *Model Tree* on the 3D Toolbar or clicking the Model Tree icon on the *Sidebar Navigation pane.* You can also right-click on the 3D model with the Hand tool and select **Show Model Tree**.

The *Model Tree* panel consists of two panes: ***Structure pane*** that shows the tree structure of the 3D object and the ***Object Data pane*** that displays information like properties and values.

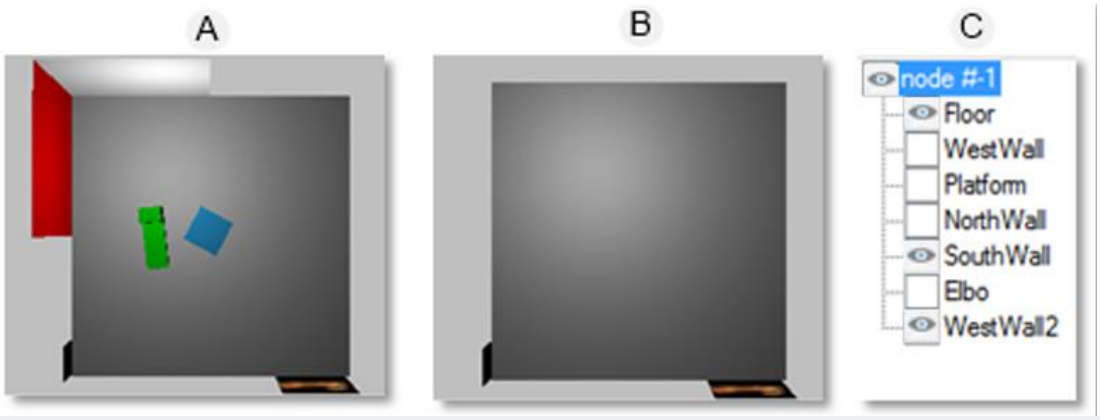


*The Model Tree panel consists of two panes: **A.** Structure pane **B**. Object Data pane*

- **Structure pane.** This pane shows the tree structure of the 3D model. Each branch of the tree structure represents each group of the 3D object. In this pane, you can move through the groups and hide, isolate, or make certain parts of the 3D model transparent.
- **Object Data pane.** This pane displays properties and metadata of the 3D model. You are not allowed to edit any information listed in this pane.

Use Model Tree to hide, isolate, and change the appearance of parts

The Model Tree structure represents the individual parts that form the 3D object. You can use the structure to hide, isolate, zoom in, make certain parts of the 3D object transparent, and more.



*The 3D object in its original look **(A)**. Some parts of it are hidden **(B)** as shown in the Model Tree panel **(C)**.*

1. Once the 3D model is activated, do any of the following to open the *Model Tree* panel:
    - Click the **Model Tree** icon on the 3D Toolbar.
    - Right-click inside the 3D model and select **Show Model Tree** from the menu.
    - On the *Sidebar Navigation pane*, click the **Model Tree** icon .
2. To manipulate certain parts of the 3D model, right-click the part and choose any of the following actions as needed. You can also access the actions from the **3D Model Tree Options** menu:
    - **Options appear by right-clicking:**
        - **Show All Parts.** It displays the entire 3D model.
        - **Export.** Export the “whole tree” or “current node” as an .XML file.
        - **Hide.** It displays the model without showing the parts you select. You can select and deselect the checkboxes in the Structure pane to show or hide certain parts.
        - **Isolate.** It shows only the selected part and hides all others.
        - **Zoom To Part.** It changes the center focus from the entire 3D model to the selected parts. This setting is useful especially for rotating a part, allowing the rotation to occur around the center focus of the part rather than around the entire model.
        - **Transparent.** It makes the selected part transparent.
    - **3D Model Tree Options :**
        - **Show All Parts.** It displays the entire 3D model.
        - **Hide (show) Bounding Box.** When you click a part in the 3D model, the bounding box appears, enclosing the 3D object or selected parts of the model. Select this option to display the bounding box or hide it.

- **Color Settings.** It changes the color of the bounding boxes and the highlight color of the selected part in the 3D model. Choose **3D Model Tree Options > Color Settings > Bounding Box Color/Highlight Color**, select a color, and then click **OK**.
- **Render Mode.** Determine the surface appearance of the 3D model.
- **Export Whole Tree.** Change the lighting of the 3D model.

Managing 3D views in PDFs

The *Default View* tool lets you quickly revert to the starting view. You can find the *Default View* function on the *3D Toolbar* or right-click and choose *Views* > *Default View*. You can also save the current views of the 3D model to the list.

Default view

You can use the **Default View** tool on the 3D Toolbar to revert the 3D model to its default view, which is normally the initial view when it's first placed on a PDF page.

1. Use the Hand tool to activate 3D models.
2. Use the **Default View** tool on the 3D Toolbar to revert the 3D model view to the starting view any time you interact with the 3D model. Or you can right-click on the model and choose **Views > Default View**.

Create and display a custom view

You can use the *Views Editor* option or directly click the *Add a New View* on the 3D Toolbar to add a new view. In the Views Editor dialog box, you can not only add a new view, and set a default view, but also delete, rename, and rearrange the list of views. All available views for the 3D models are listed in the View Menu drop-down list on the 3D Toolbar.

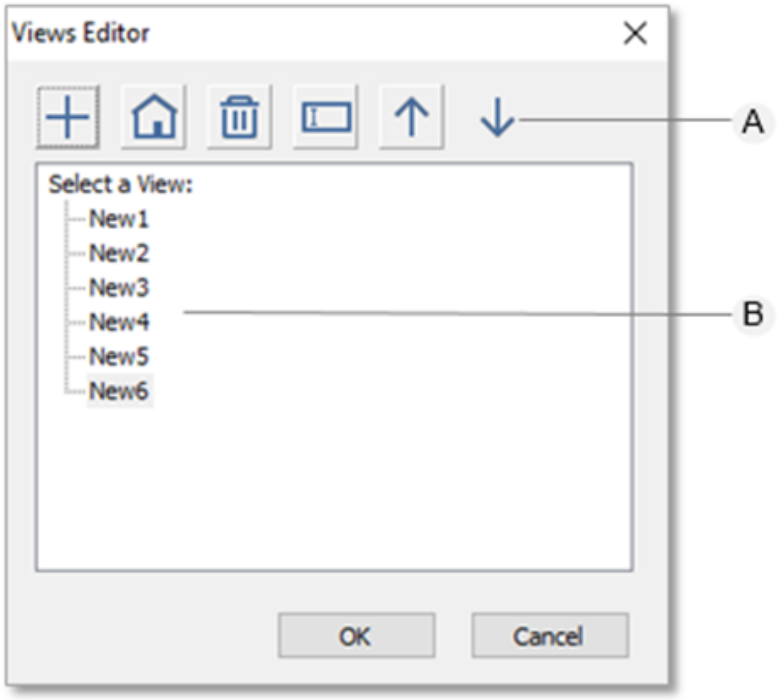
1. Activate the 3D model. Click the 3D object with the Hand tool, or right-click on it and select **Activate 3D**.

2. Adjust the view using the Rotate, Spin, Pan, Walk, and Zoom tools.
3. Do any of the following to add a new view:

    - Click **Add a new view** on the 3D Toolbar.
    - Right-click the 3D model and choose **Views > View Editor**. In the **Views Editor** dialog box, click **Add a new view** and then click

4. To change the view, do an appropriate action:

    - Select the view you want to display from the **View Menu** drop-down list on the 3D Toolbar.
    - Right-click the 3D model and choose **Views > (Name of the View).**



*The View Editor dialog box (from left to right): **A.** Add a new view; Use view as default; Delete a view; Rename a view; Move up a view; Move down a view. **B.** A list of all available views*

Change the default view

1. Right-click the 3D model and choose **Views > View Editor** from the menu.
2. In the **Views Editor** dialing box, click to highlight the view you want to set as the default view and click **Use view as default**. Click **OK**.

Delete a 3D view

You can use the Views Editor dialog box to delete a selected view.

1. Right-click the 3D model and choose **Views > View Editor**.
2. In the **Views Editor** dialog box, select the view you want to remove from the list and then click the **Delete a view** icon  .
3. Click **OK**.

Measuring 3D objects in PDFs

The 3D Measurement dialog box lets you select a tool to measure 3D models, adjust the markup appearance, or change the 3D measuring preferences to determine how 3D data is measured.

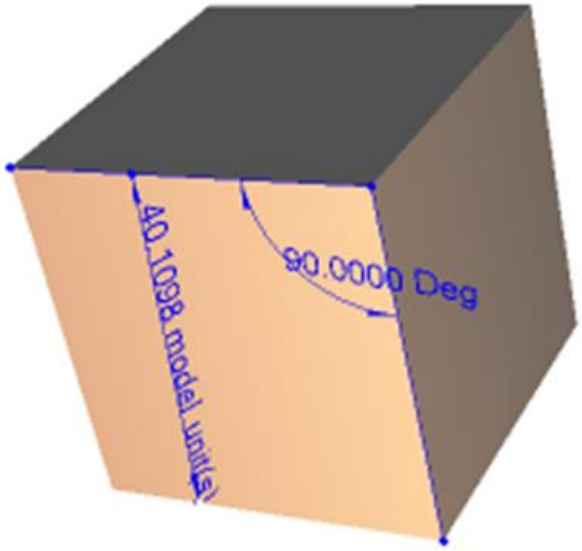
Measure a 3D object

You can use the 3D Measurement tool to create measurements between points and edges of the 3D object. The 3D Measurement tool provides four types of measurements: measure the distance between two straight edges or two points of the 3D object, the radius of circular edges, and the angle between two edges. You can then specify the measuring color and decide whether to display markup text.

1. Open a PDF that contains a 3D object.
2. Using the *Hand* tool, click on the 3D object to enable it. The 3D Toolbar appears when you move the cursor over the 3D object.
3. On the toolbar, click the **3D Measurement Tool** icon to open the **3D Measurement** dialog box.
    - Under the **View** tab, select the type of measurement you want to use from the **Type** drop-down menu:
        - **Ruler:** It measures the distance between two points.
        - **Distance:** It measures the distances between two edges.
        - **Radius:** It measures the radius of the circular edges

        - **Angle:** It measures the angle between two straight edges or three points.
        - **Auto:** It automatically makes a recommended measurement based on your mouse-click.
    - On the **Markup** tab, specify the measuring color and the markup text to appear with the measurements.
4. Start measuring the 3D model:

    - To measure the distances between two positions on the 3D model, click on the 3D object to set a start point. Then move the pointer to another location or an edge to set an end point. Finally, click to define where to place the measurement markup.
    - To measure the angle between two points or edges, select an edge or a point to begin on the 3D object. Then move to another location to select the second edge and select a markup position to finish the measurement.
    - To discontinue a measurement, right-click on the object and select **Cancel Measurement**.
    - To delete a measurement markup, click it with the 3D measurement tool and press Delete on your keyboard.



3D Measurement Display

Add measurement markups

You can decide the color of the measuring line and the text that appears with the measurements. Click the **Markup** tab in the 3D Measurement dialog box.

- **Measuring color.** Specify the color of the line and text that appear when you click or drag to measure an object. Click on the color square and select a predefined color or define a custom color.
- **Markup text.** Check **Use markup text** first and then enter the text that appears with the measurement while you are measuring.
- **Markup records.** It displays the list of measurements you have taken on the 3D model.

3D Measurement Unit and Snap settings

You can choose to display measurements based on the model scale and units, or define custom values. You can also select **Snap to 3D** and decide if it snaps to Points, Edges, Arcs, or Silhouette edges with adjustable color and sensitivity. Click the **Tool Settings** tab in the *3D Measurement* dialog box.

- **Unit Settings**
  - **Use Units and Scale from 3D Model.** It displays measurements based on the units and scale from the 3D model.
  - **Custom model scale and units**. Specify the units of measurements manually.
- **Snap Settings**
  - **Snap to 3D.** Select it to make the Snap Setting options available. Check the snap to boxes as needed, including Points, Edge, Arcs, and Silhouette edges. Then specify the snap color.
  - **Snap color.** Specify the color of the snap line that appears when you hold the pointer over the 3D object.
  - **Sensitivity.** Define how close the pointer must be to the item in order to activate snapping.

Chapter 8: Searching and indexing

Searching PDFs

Searching PDFs

Right PDF Reader provides a powerful search engine that helps you run fast and effective searches. You can search the currently open document, documents in an external folder, Portfolio documents and any location on your hard drive.

To incrementally speed up searching large numbers of related PDF documents, define a catalog of PDFs to create a full-text index and then choose to search the *PDF index* instead of the documents themselves.

Find text in PDFs

The type of search you want to run determines which search engine you choose to use. You can use *Find* for a basic search of the current PDF document or use the *Search window* to search for certain words, phrases, document properties across multiple PDF documents, selected Portfolio documents, or selected PDF indexes.

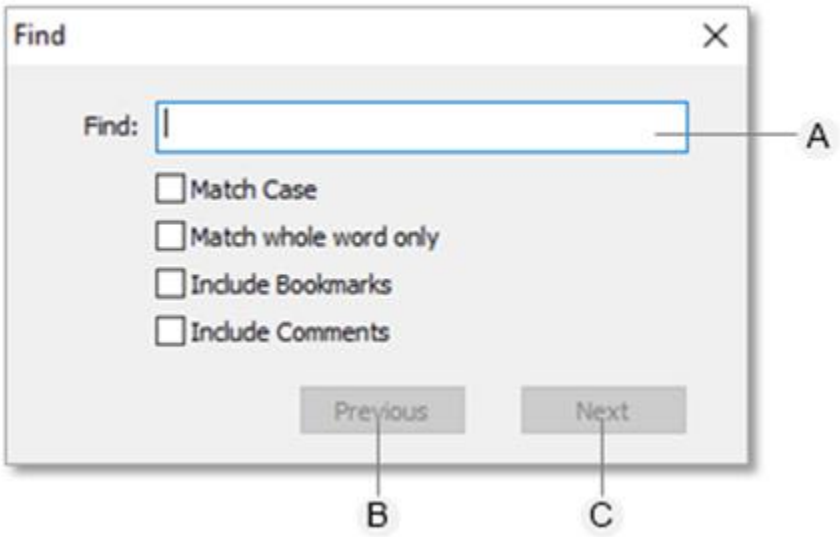
Both the *Find* and the *Search* windows are moveable so that you can click-drag to move it anywhere on your computer screen.

Find text in the currently open PDF

The *Find* feature searches the currently open PDF document and enables searching bookmarks labels and comment text.

1. Open a PDF file and do either of the following to call out the **Find** window*:*

- Choose **Basic** > **Search** > **Find** .
- Press **Ctrl+F** on your keyboard.



The Find window: A. *Find field* ***B.*** *Find Previous* ***C.*** *Find Next*

2. In the **Find** window, enter the text you would like to search for in the **Find** box and then select the options listed below if needed:

   - **Match Case**. Select to make the search case-sensitive. It finds only the instances that match the capitalization you specify. For example, if you search for *PDF*, the words *pdf* and *Pdf* will not be included in the results.
   - **Match whole word only**. It finds only the instances that match the complete word you type in the text box. For example, if you search for *background*, the word *backgrounds* will not be included in the results.
   - **Include Bookmarks.** Select to allow searching the text in the *Bookmark* panel and also the document.
   - **Include Comments.** Select to allow searching the text of any comments and also the document. If you would like to search comments only, open the *Comments* panel and click the **Search comments** button , or select **Comment** > **Comment Processing** > **Search Comments**. Type in the text you want to search for and click **Search Comments**.

3. Click **Next** or press **Enter** on your keyboard to go to the first instance of the search You can use the Previous and Next buttons to go back to the previous instance or the next instance at will.

Find text in multiple PDFs

You can look for search terms across multiple PDF documents in the *Search* window. The search engine can let you search the current document, across all PDFs in a specified folder, or all files in an open PDF Portfolio.

1. Open a PDF file and do either of the following to call out the **Search** window*:*
    - Choose **Basic > Search > Search**  .
    - Press **Ctrl + Shift + F** on your keyboard.
2. In the *Search* window, select the following options:

Look in: restrict the search to the current PDF document, selected Portfolio documents, the entire PDF Portfolio, an index, or a location on your computer. If you choose to search an external folder or indexes, click on Advanced and specify the Additional Criteria that follows.

- If you choose to search **External Folder**, specify a folder to look into from the Specify a folder drop-down menu.
- If you choose to search **Currently Selected Indexes**, you must have selected indexes files in Index Manager. Otherwise, you have to select **Select Index…** to add Index files (*.zpi).

Note: you cannot search files of a PDF Portfolio or an entire PDF Portfolio if the current document is not a Portfolio.

What word or phrase would you like to search for. Enter the text or phrase to search for.

Search for. Restrict your search results according to the option you choose:

- **Single word or phrase**. Enter the word or phrase you would like to search for and define its searching options:
- **Match Case.** It searches for the entire string of characters that matches the capitalization you type in the text box. For example, if you search for *Each of*, only *Each of* will be included in the results and *Each Of* or *Each OF* are not included in the results.

- **Match whole word only.** It searches for the entire string of characters, including spaces, in the same order in which they appear in the text box. For example, if you search for *Each of,* then *Each Of*, *Each OF*, and *Each of* are included in the results. You can check this option to filter out other words that contain the letter combination of the word you specify in the text box. For example, if you are searching for *all* and would like to filter out other words like *small* or *usually*, check this option to refine the results.
- **Include Comments**. It also searches the text of any comments added to the PDF.
- **Include Bookmarks**. It also searches the text of any bookmarks.
- **Include Subfolders.** It also searches subfolders of the specified folder or computer disk. This option is available only when you look in a specified folder.
- **Stemming.** Find words that contain a part (the stem) of the keyword. For example, a search for *control* will find instances of *controlling, controls,* and *controlled*.

Multiple words or phrase. You can search for more than one words or phrases. Click **Select Words…** and add new words or phrases. In the **Words and Phrases to Search** dialog box, type the word or phrase to search for in the **New word or phrase** field and click **Add** to add it to the **Word and phrase list** box below. You can repeat the steps to add more. At the bottom there are checkboxes which serves to refine your search results. Click **OK** to finish.

Patterns. Select a type of information you would like to search for from the drop-down menu. Click **Search**.

Arbitrary mask. It changes the format category to custom and makes another text field available, in which you can type a custom format. Use this option to specify which types of characters the user can enter in any given position, and how the data displays in the field.

- **A** accepts only letters (A-Z. a-z).
- **X** accepts spaces and most printable characters, including all characters available on a standard keyboard and ANSI characters in the ranges of 32-126 and 128-255.
- The letter **"O"** accepts alphanumeric characters (A-Z. a-z, and 0-9)
- **9** accepts only numeric characters (0-9). For example, a mask setting of AAA--p#999 accepts the input BOE--p#767.

3. Click **Search** to display a list of results in page order.

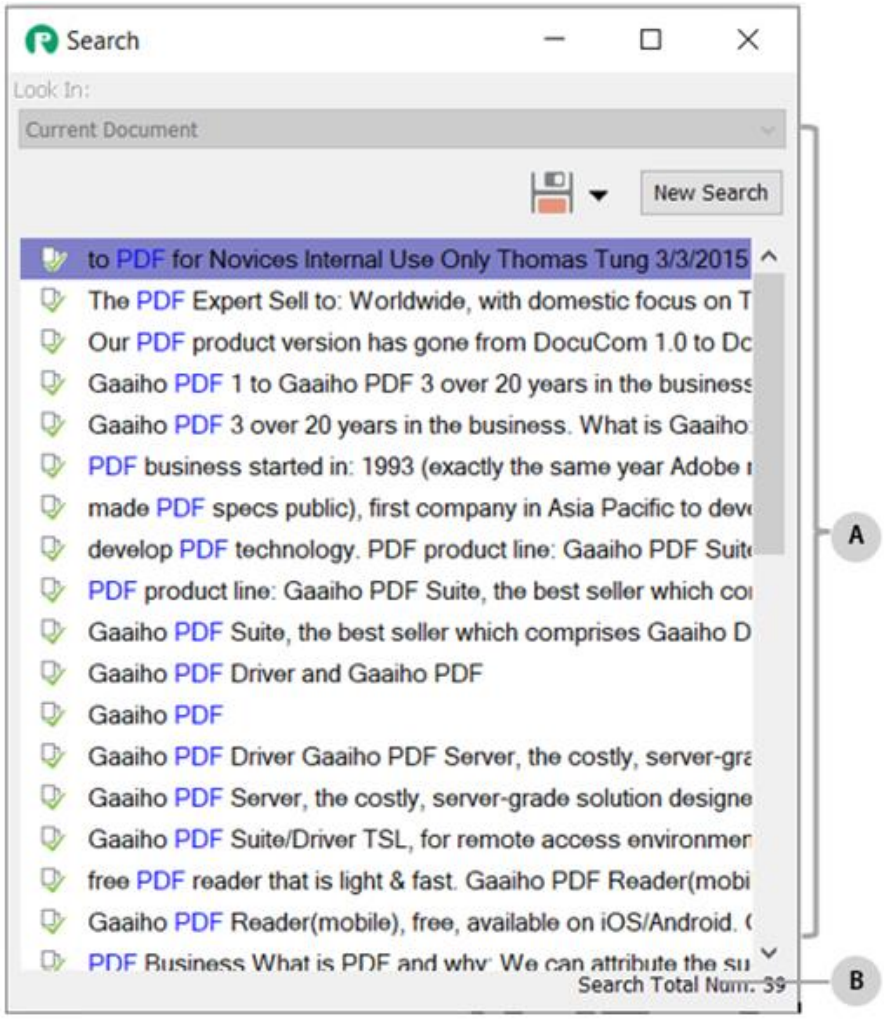
Review PDF search results

You will have a list of results displaying any instance that matches the search criteria you set. The results are listed in page order with the search term highlighted in blue. The total number of words found appears at the bottom-right corner.

View a specific instance in the search results

You can directly view an instance in the PDF by clicking it in the search results.

1. The search results appear after you run a search in the *Search*
2. Click an instance in the list of results and jump to the place in the PDF document where the instance appears.
3. You can then click another instance in the results to view it in the PDF document.
4. You can also click the **Save results to…**  button to save search results to PDF or CSV.



The search results (A) with the search total numbers shown at the bottom (B)

Search index files of cataloged PDFs

Search index files of cataloged PDFs

You can speed up the search by searching the index of a catalog of PDFs rather than running a full-text search of each individual PDF document in the catalog.

1. Open a PDF file and choose **Basic** > **Search** > **Search ,** or press **Ctrl+Shift+F** on your keyboard.
2. In the **Search** window, select **Select Index…** from the **Look In** drop-down menu.

3. In the **Index Manager** dialog box, select an index from the list or click **Add** and locate *zpi* Repeat as needed and then click **OK**. The path of the selected index is displayed in the setting box beneath the **Look In** field in which **Currently Selected Indexes** is automatically chosen.
4. Enter in words you search for and proceed with your search as usual.
5. Click **>>Advanced** to adjust advanced search options and then click **Search**.

Advanced search options

Match

- **Match exact word or phrase.** It searches for the entire string of characters, including spaces, in the same order in which they appear in the text box.
- **Match any of the words.** It searches for any instances that contain at least one of the words typed. For example, if you search for *at all*, the words *at, all, at all,* and *all at,* are included in the results.
- **Match all of the words.** It searches for any instances that contain all the words you type but not necessarily in the order you type.
- **Boolean query.** It searches using the *Boolean operators* that you type with the search word into the **What word or phrase would you like to search for** text field. For more information, see Boolean operators.

Additional Criteria

You can restrict results to certain keys by setting additional criteria for searching multiple documents. Additional criteria appear only when you search multiple PDF files or indexes.

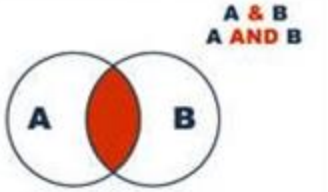
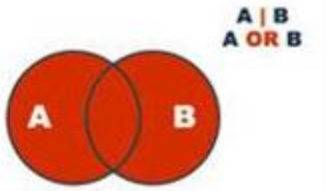
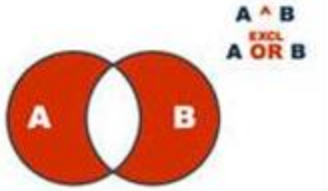
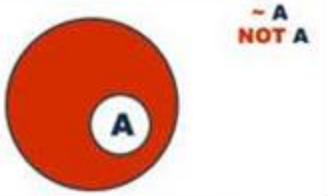
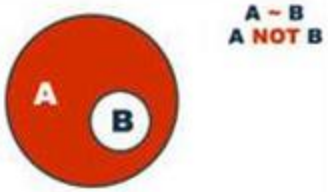
- **Key.** Select a field type to be a criterion. Click *[New Criteria]* to show the down-pointing arrow next to it and then select a field type from the drop-down menu. Repeat the steps to add more if needed.
- **Operation.** Select an operation for the key you selected. If Modified/Created Date option is selected for Key, then the available options will be “Is Before”, “Equal To”, “Not Equal To”, and “Is After”. Otherwise, they are “Includes” and “Excludes”.

- **Value.** Click inside the field and then enter a value. If you select either Modified Date or Created Date for Key, choose a date from the expanded calendar.

Boolean operators

Use the following *Boolean operators* to either narrow or broaden your set of results.

- Use **AND** between two words to find documents that contain both terms. For example, type New York *AND* All documents that contain both words will be found.
- Use **NOT**before a search term to exclude any documents that contain that term. For example, type *NOT* New York. All documents that do not contain the word New York will be found. Or, type New York *NOT* Philadelphia to find all documents that contain the word New York but not the word Philadelphia.
- Use **OR** to search for all instances of either term you enter. For example, type beside *OR* besides to fine all documents with occurrences of either word.
- Use **^**(exclusive OR) to search for all instances that contain either term, but not both. For example, type day ^ night and all documents that contain either *day* or *night* will be found but not both *day* and *night*.
- Use **( )** to specify the order of evaluation of terms. For example, type yellow & (beans | tails) and all documents containing either *yellow* and *beans* or *yellow* and *tails* will be found. The query processor performs an OR query on beans and tails, and then performs an AND query on those results with yellow.

Operator	Symbol	Examples	Diagram
AND	&	A **AND** B A & B	
OR	|	A **OR** B A | B	
EXCLUSIVE OR	^	A **EXCLUSIVE OR** B A ^ B	
NOT(Single)	~	NOT A ~ A	
NOT(Multiple)	~	A NOT B A ~ B	

Note: you can refer to web sources for more information on Boolean queries, syntax and other operators you can use in you searches.

Indexing PDFs

Create and manage an index in PDF

You can create an Index that consists of a catalog of PDF documents to speed up searching across a large volume of documents. It's faster and more efficient to search the index than to search the document. Before indexing PDF documents, you have to collect all PDF documents to be indexed into one or more folders. Make sure that the existing folder you choose contains only the PDF files to be indexed. The way you search documents without embedded indexes is exactly the same as how your search those with indexes.

Add an index to a PDF

1. Open a PDF file in *Right PDF Reader.*
2. Choose **Basic > Search > Index**  , and then select **Embedded Index…** from the menu.
3. In the **Embedded Index** dialog box, click **Create** to add an index to the PDF document that currently has no embedded index. Read the message that follows and click **OK**.

Update or remove the embedded index in a PDF

1. Open the PDF document that currently has an embedded index.
2. Choose **Basic > Search > Index**  and then select **Embedded Index…** from the menu.
3. In the **Embedded Index** dialog box, do an appropriate action as needed and then click **OK**:

    - **Remove**. Select to remove an existing embedded index from the currently open PDF file.
    - **Update.** Select to update the embedded index if there have been changes made to the PDF file.

Create a full text index

Using *Create Full Text Indexes*, you can create an index that contains a catalog of PDF documents. An index is especially useful when you want to search cataloged PDF documents for certain information. The search engine searches the selected index rather than the documents themselves, making the search process much faster.

To create an index

When you create a new index, an index file (*.zpi) is created along with a support index file that contains one or more files.

1. Open a PDF file and choose **Basic > Search > Index**  . Click the down-pointing arrow to the right of **Index** and select **Create Full Text indexes…** from the menu.
2. In the **Catalog** dialog box, type a name for the new index.
3. In **Description,** enter a few words to describe the purposes or the type of the index.
4. In **Stop Words**, enter words you want to ignore during the index search process and click Repeat it to add more words. To remove an item from the list, click to highlight one and click **Del**.
5. In **Custom Field**, type a field name, select a type for the index and then click **Add**.
6. Under **Include Directory**, click **Add** and locate a folder containing some or all of the PDF files to be indexed and then click **OK**. Repeat this step to add more folders. To remove a folder from the list, select one and click **Del**.
7. Under **Exclude Directory**, click **Add** and select any nested folder that contains PDF files you do not want to be indexed and then click **OK**. Repeat this step to add more folders. To remove a folder from the list, select one and click **Del**.
8. Click **Build**, give the *(*.zpi)* file a name, and specify a location for it. Click **Save**.
9. The **Building** dialog box shows the progress of indexing. You can click **Stop** to cancel the indexing process or click **Close** when the indexing process finishes. Note that if canceling the indexing, you cannot resume the same indexing session anymore but you don't have to redo the work. All the settings and folders chosen remain intact. You can simply click **Open**, select the partially finished index and revise it.

To revise an index

You can rebuild, purge an existing index folder, or create a new index with the existing information.

1. Open a PDF file and choose **Basic > Search > Index**  .
2. Click the down-pointing arrow to the right of **Index** and select **Create Full Text indexes…** from the menu.
3. In the **Catalog** dialog box, click the **Open** button located next to the **File** Locate and select an existing *Index File (*.zpi)* and then click **Open**.
4. Make changes to the selected index as needed. Click **Close**:

    - **Build**. Create a new index file with the existing information, and update it by adding new entries and marking changed entries as invalid. If you make a large number of changes or use this option repeatedly instead of creating a new index, searches may take longer to complete.
    - **Rebuild**. Create a new index by overwriting the existing index folder and its contents.
    - **Purge**. Delete the index contents (all files in the index folder) without deleting the index file *(*.zpi*) itself.