



User Manual TurboPDF

Version 4

TurboPDF Quick Guide

This guide gives you a brief introduction to the main features of TurboPDF. For detailed instructions, please refer to our user manual.

Getting Started

Installing TurboPDF

System Requirements

Operating Systems

- Windows 7 (32-bit & 64-bit).
- Windows 8.x Full Version.
- Windows 10.
- Microsoft Office® 2007 or later version (required for some PDF creation features).
- Verified as Citrix Ready® with Citrix XenApp® 7.13.

Recommended Minimum Hardware for Better Performance

- 1.3 GHz or faster processor.
- 512 MB RAM (Recommended: 1 GB RAM or greater).
- 2G of available hard drive space.
- 1024*768 screen resolution.

How to Install

The installer format of TurboPDF is MSI. Please download the installer to your computer, and then do the following:

1. Double click the MSI file, and you will see the setup wizard pop up. Click **Next** to continue.
2. TurboPDF is protected by copyright law, so in order to proceed, you must accept the License Agreement. Check the **I accept the terms in the License Agreement** box to continue.
3. There are two installation setup types for TurboPDF. The user has the ability to change the installation directory or to keep the default settings.
Typical — Installs all features by default, which requires more disk space.
Custom — Allows users to choose which program features will be installed.
4. For **Typical Setup**, just click **Install**. For **Custom Setup**, do the following:
 - A) Click on “**Browse**” to change the installation directory of the PDF Viewer plug-in.
 - B) Click “**Disk Usage**” to check the disk space available for the selected features.
 - C) Check the options you want to install and click “**Next**” to continue.
 - D) Select the additional tasks you would like the Setup to perform, then click “**Install**” to

start the installation.

5. When the process is complete, a dialog box will notify the user that TurboPDF is installed. You can choose to check the **Launch TurboPDF** box to run the application right after installation. Click **Finish** to complete the installation.

Command-line Installation

You can also use the command-line to install the application:

```
msiexec /Option <Required Parameter> [Optional Parameter] [PROPERTY=PropertyValue]
```

For more detailed information on msiexec.exe, as well as required and optional parameters, type "msiexec" in the command line or visit Microsoft TechNet Help Center.

Public Properties of the TurboPDF MSI Installation Package.

TurboPDF installation properties supplement the standard MSI public properties to give administrators greater control over the installation of the application.

For the complete list of standard public properties, please refer to:

[http://msdn.microsoft.com/en-gb/library/aa370905\(VS.85\).aspx](http://msdn.microsoft.com/en-gb/library/aa370905(VS.85).aspx)

The TurboPDF properties are:

ADDLOCAL <list of features> The value of the ADDLOCAL property is a comma-delimited list of features that the installation of TurboPDF will make locally available. TurboPDF installer is composed of the following features:

FX_PDFVIEWER - TurboPDF and its components.

FX_FIREFOXPLUGIN – A plugin used for opening PDF files in Mozilla Firefox, Opera, Safari, and Chrome browsers. This feature requires FX_PDFVIEWER to be installed.

FX_EALS – A module used for displaying Eastern Asian Languages. Eastern Asian Languages can't be displayed properly without it. This feature requires FX_PDFVIEWER to be installed.

FX_SPELLCHECK - A tool used for searching any misspelled words in typewriter or form filler mode. This tool also suggests the correct spelling for common mistakes. This feature requires FX_PDFVIEWER to be installed.

FX_PDFA – A module used for verifying compliance with PDF/A-1a and PDF/A-1b. This feature requires FX_PDFVIEWER to be installed.

FX_OCR – A module used for making scanned or image-based PDF documents selectable and searchable. This feature requires FX_PDFVIEWER to be installed.

FX_CREATOR - TurboPDF Creator installs a virtual printer on your system. Creator can convert any printable documents into high-quality PDFs conveniently and efficiently. This feature

requires FX_PDFVIEWER to be installed.

FX_CONVERTTEXT - Shell extension used for converting PDFs or combining supported files from the right click menu. This feature requires FX_CREATOR to be installed.

FX_CREATORWORDADDIN - MS Word toolbar add-in to create PDFs in just one click. This feature requires FX_CREATOR to be installed.

FX_CREATOREXCELADDIN - MS Excel toolbar add-in to create PDFs in just one click. This feature requires FX_CREATOR to be installed.

FX_CREATORPPTADDIN - MS PPT toolbar add-in to create PDFs in just one click. This feature requires FX_CREATOR to be installed.

FX_CREATOROUTLOOKADDIN - MS Outlook toolbar add-in to create PDFs in just one click. This feature requires FX_CREATOR to be installed.

FX_SE - Plugins for Windows Explorer and Windows shell. These extensions allow PDF thumbnails to be viewed in Windows Explorer, and PDF files to be previewed in Windows OS and Office 2007 (or a later version). This feature requires FX_PDFVIEWER to be installed.

FX_CONNECTEDPDF – A plugin that provides ConnectedPDF features including creation, sharing, securing, and tracking of PDF documents worldwide.

FX_BROWSERADDIN - The web browser plugin used for converting web pages to PDFs.

INSTALLLOCATION	Specifies the folder location of the product installed.
MAKEDEFAULT	Default value of "1", TurboPDF will be set as the default application for opening PDF files.
VIEW_IN_BROWSER	Default value of "1", TurboPDF will be configured to open PDF files inside browsers.
DESKTOP_SHORTCUT	Default value of "1", installer will place a shortcut for the installed application on the Desktop.
STARTMENU_SHORTCUT	Default value of "1", installer will create a program menu group for installed application and its components.
SETDEFAULTPRINTER	Default value of "1", installer will install TurboPDF Printer and set it as the system's default printer.
LAUNCHCHECKDEFAULT	Default value of "1", TurboPDF will check if TurboPDF is the default reader when launched.
REMOVENEWVERSION	Forces an installation to overwrite the newer version of TurboPDF with the value of "1".

CLEAN	Executes with the command <code>"/uninstall"</code> , removing all of TurboPDF's registry data and related files with the value of <code>"1"</code> . (<i>Note: This is a command for uninstallation.</i>)
AUTO_UPDATE	Does not download or install updates automatically with the value of <code>"0"</code> ; automatically checks for updates and downloads updates if any, but lets users choose when to install them with the value of <code>"1"</code> ; automatically installs updates with the value of <code>"2"</code> . The default value is <code>"1"</code> .
CPDF_DISABLE	Disables the ConnectedPDF features by setting the value to <code>"1"</code> .
NOTINSTALLUPDATE	Does not install updates by setting the value to <code>"1"</code> . This will prevent TurboPDF from being updated from within the software.
INTERNET_DISABLE	Disables all features that require Internet connection by setting the value to <code>"1"</code> .
READ_MODE	Opens PDF file in Read Mode by default in web browsers by setting the value to <code>"1"</code> .
DISABLE_UNINSTALL_SURVEY	Stops the Uninstall Survey after uninstallation by setting the value to <code>"1"</code> .
KEYCODE	Activates the application by key code.
EMBEDDED_PDF_INOFFICE	With the value of <code>"1"</code> , opens embedded PDF files in Microsoft Office with TurboPDF if Acrobat is not installed.

Command-line Examples:

1. Silently install the application (no user interaction) to folder "C:\Program Files\Software":

```
msiexec /i "TurboPDF.msi" /quiet INSTALLLOCATION="C:\Program Files\ Software"
```

2. Install the TurboPDF Viewer only:

```
msiexec /i "TurboPDF.msi" /quiet ADDLOCAL="FX_PDFVIEWER "
```

3. Use the license key file saved in disk C to activate the application when running the setup:

```
msiexec /i "TurboPDF.msi" KEYPATH="C:\fpmkey.txt"
```

4. No installation of TurboPDF Printer:

```
msiexec /i "TurboPDF.msi" ADDLOCAL=ALL, ADVERTISE="FX_CREATOR" /qn
```

5. Force an installation to overwrite the same or higher version of TurboPDF:

```
msiexec /i "TurboPDF.msi" REMOVE_NEWVERSION="1"
```

6. Remove registry and user data when performing silent uninstallation:

```
msiexec /x "TurboPDF.msi" /quiet CLEAN="1"
```

7. Install the application without ConnectedPDF related features and services:

```
msiexec /i "TurboPDF.msi" ADDLOCAL=ALL, ADVERTISE="FX_CONNECTEDPDF"
```

8. Activate the application by key code:

```
msiexec /i "TurboPDF.msi" KEYCODE="your key code"
```

9. Install the application without TurboPDF Create PDF Toolbar

```
msiexec /i "TurboPDF.msi" ADDLOCAL=ALL, ADVERTISE="FX_BROWSERADDIN"
```

Activating TurboPDF

After installing TurboPDF, the activation wizard pops up. If you have already purchased a license for TurboPDF, input the Serial Number and click **Register** to register your license key. If not, you can click **Purchase License** to purchase TurboPDF from the IMSI website .

Uninstalling TurboPDF

How to Uninstall

Please do one of the following:

- Click **Start > All Programs > TurboPDF > Uninstall**.
- For Windows 8 and 10, click **Start > Windows System > Control Panel > Programs > Programs and Features** > Select TurboPDF and click **Uninstall**. For Windows 7, click **Start > Control Panel > Programs and Features** to uninstall it.
- Double-click the **Uninstall** shortcut or the `uninstall.exe` file under the TurboPDF installation directory drive name: `\...\TurboPDF\`.

Using TurboPDF

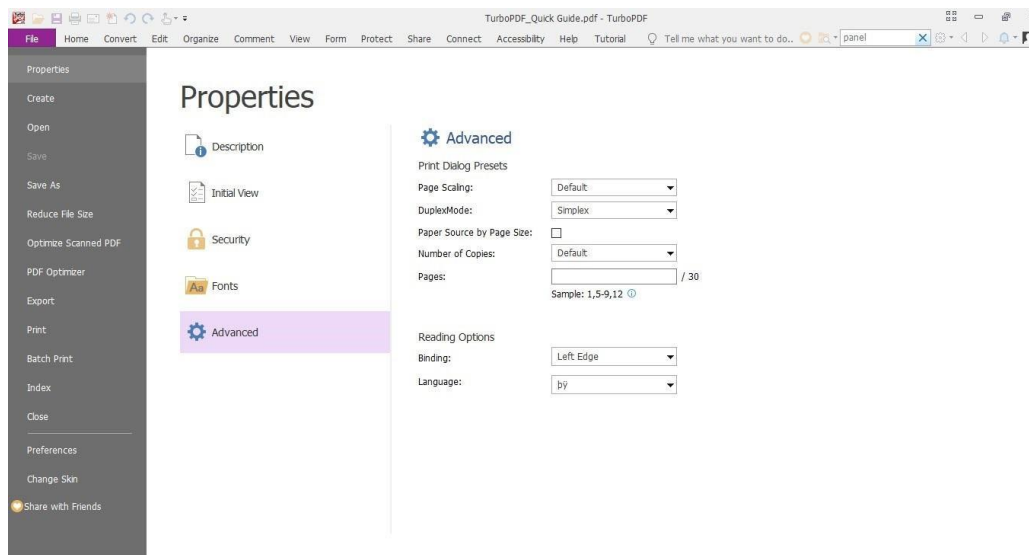
TurboPDF provides an organized and friendly user interface, which contains a toolbar (ribbon mode), a document pane, a navigation pane, and a status bar. By default, when you start TurboPDF, you can see the Start page which includes helpful product tutorials and Tool Wizard for some most frequently used features to help you get started with TurboPDF.

- [File menu](#)
- [Skin and Toolbar](#)
- [Move around the documents and select things](#)
- [See all the different commands](#)
- [Search and index](#)
- [Standards Validation and Creation](#)

File menu

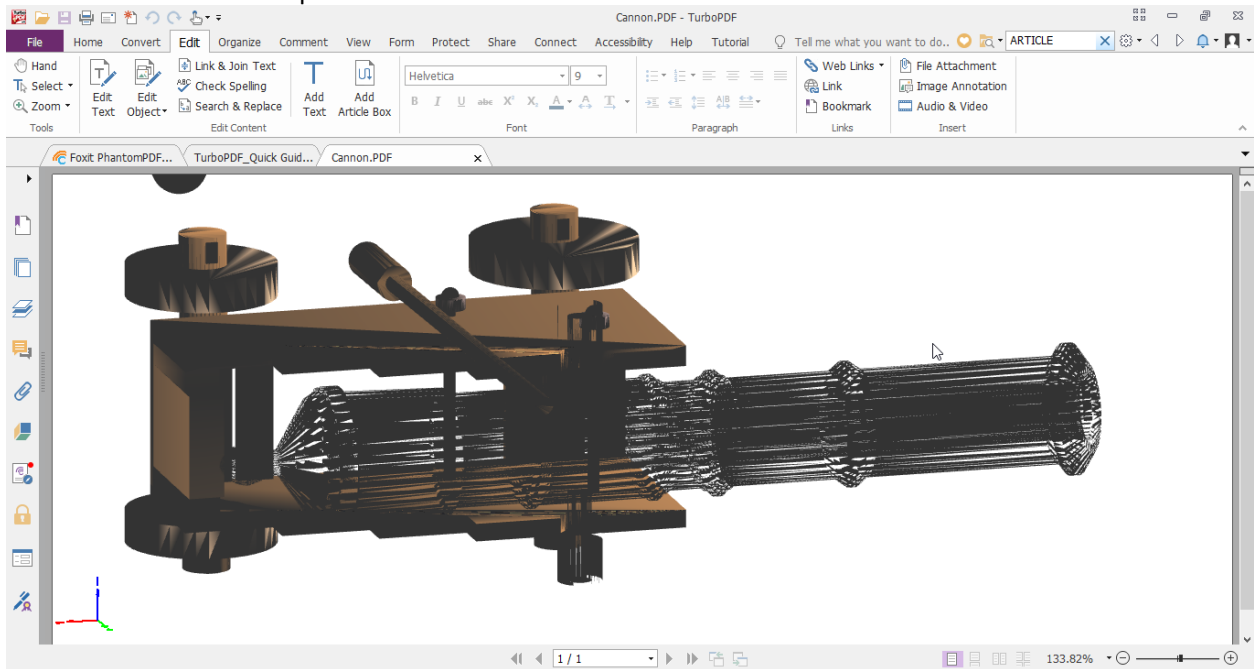
The functions **Open**, **Save**, **Print**, **Action Wizard**, **Index**, and other basic tools can be accessed by clicking the **File** menu, and then selecting them from the drop-down menu. Click **Open** to open PDFs in your local drives, ECM systems, and cloud services including SharePoint, OneDrive, Google Drive, and more. To check the document properties, select the file menu and go to **Properties**. To change Program settings select **Preferences**.

- Print PDFs using the custom settings in Print Dialog Presets. - You can view and modify the print dialog presets in the Properties in the File tab.

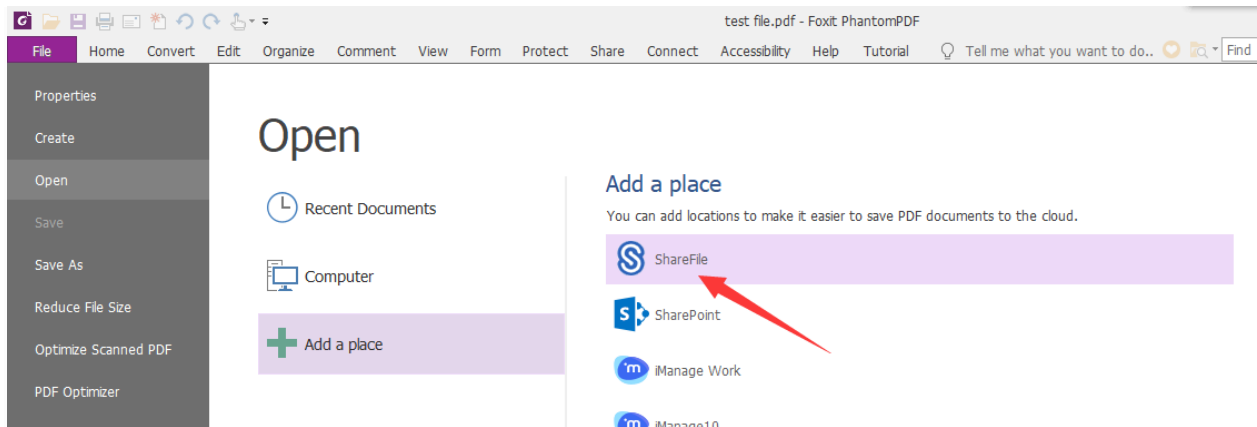


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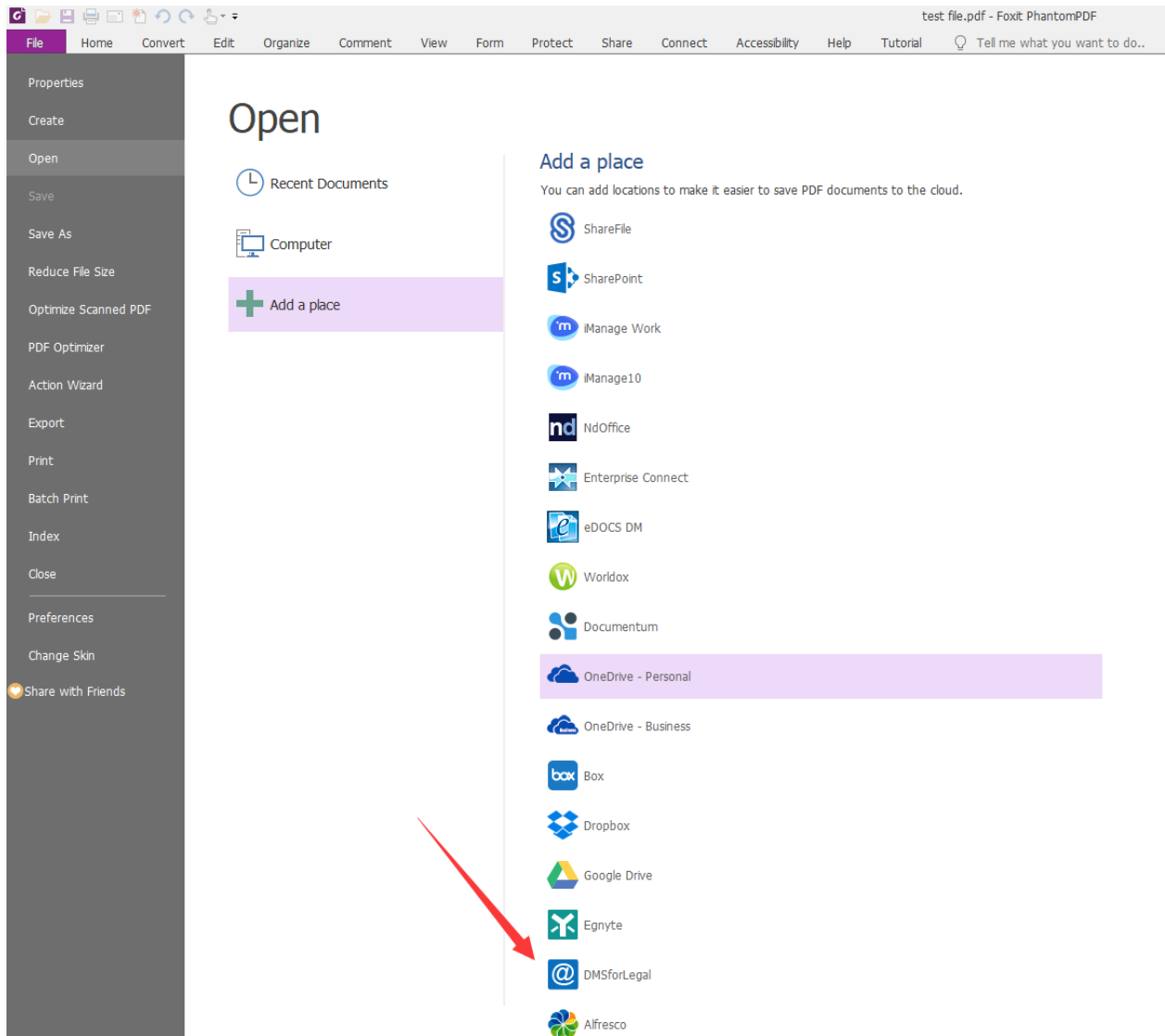
- **Smooth Line Art** - Provides an option to smooth lines when viewing a PDF that include CAD drawings, which also makes it faster to open the PDF.



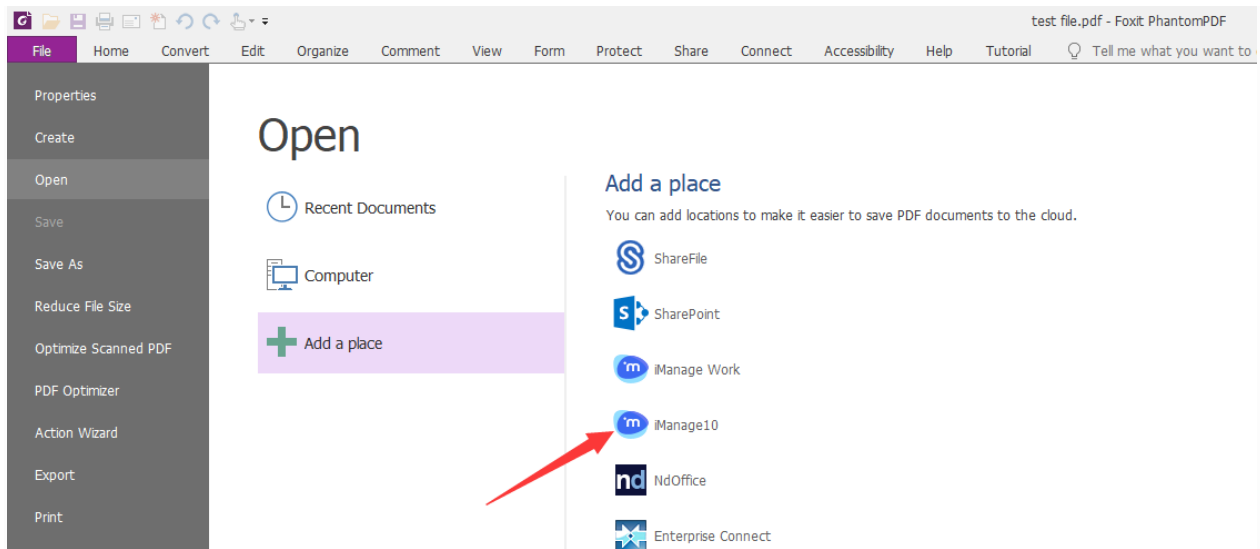
- **Integration with Citrix ShareFile** - Now you can open PDFs files stored in ShareFile directly from the Open menu, and save files to ShareFile from the Save As menu.



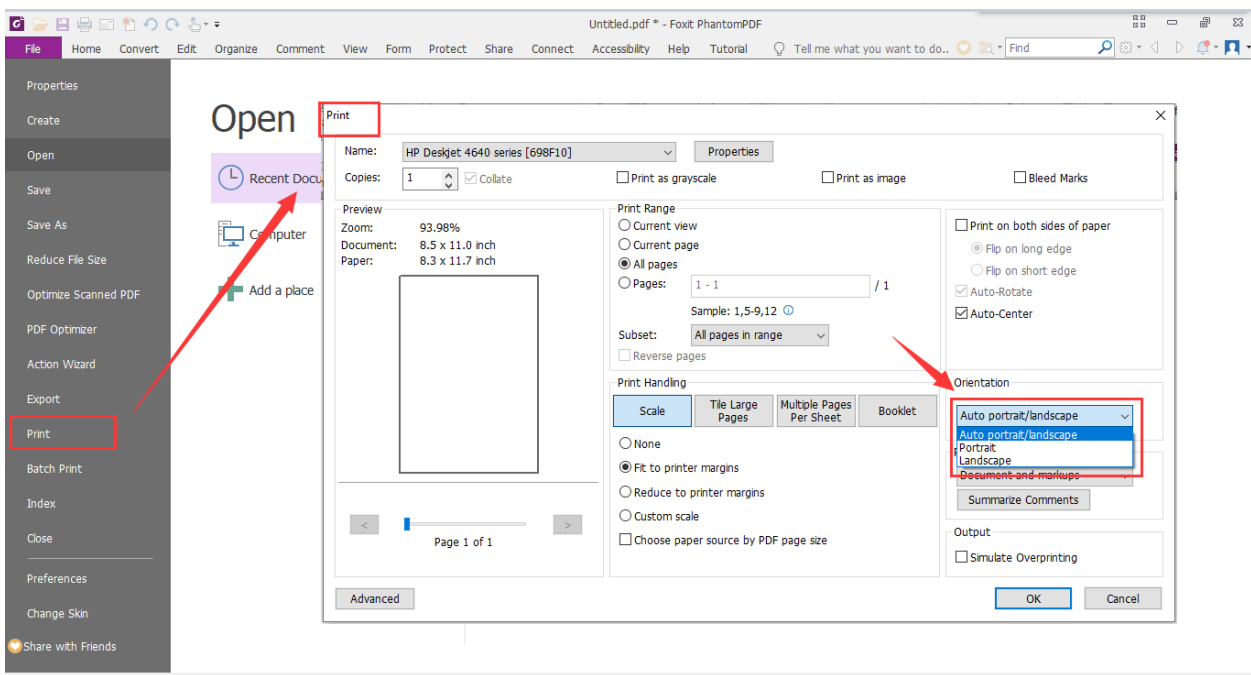
- **Pen and touch support** for Microsoft Surface
- **Support of Epona DMS for Legal Integration** - Use TurboPDF to directly open/check out PDF files from Epona DMSforLegal and after making changes save/check them in to Epona DMSforLegal.



- **iManage Work 10 integration** - Integrate with iManage Work Desktop for Windows (v10.x), allowing users to open/check out/edit PDF files from and save/check them in to iManage10 directly from PhantomPDF. Get all of your PDF files seamlessly integrated and managed along with your emails and other files in your workplace.



- An option to auto-detect portrait/landscape when printing PDFs.



Skin and Toolbar

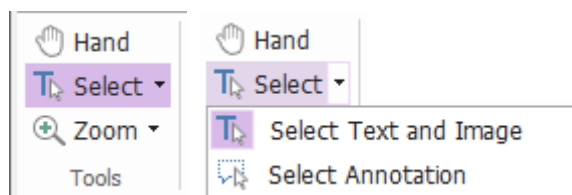
There are five kinds of skins, **Classic**, **Black**, **Blue**, **Orange** and **Purple** that allow the user to change the look of the software. To change the skin of the workspace, choose **File > Change Skin > Select** the desired skin from the list.

Ribbon Mode

The Ribbon Mode is an interface with a set of toolbars placed in categories on a tabbed bar. A ribbon provides the user interface of an application with a large toolbar filled with graphical

representation of control elements, which are grouped by functionality. TurboPDF's Ribbon Mode groups commands by task, eliminating the need for many different icon-based toolbars, while ensuring the commands used most frequently are close at hand.

Move around the documents and select text, image or annotations




The four most useful commands for navigating and interacting with PDFs are Hand, Select Text and Image, Select Annotation, and Zoom. The Hand command lets you scroll through the PDF, respond to links, fill in forms, and play multimedia files. The Select Annotation command allows you to select multiple annotations and then move, resize, or align them together. The Select Text and Image command lets you select text or image to copy, edit, add annotations, or manage bookmarks. The Zoom command lets you zoom in or out the page easily for better reading experiences.

See all the different commands






The Home Tab

Click the buttons in the ribbon under different tabs to switch between different commands. Also, the tooltip appears when the pointer is held above each command. For instance, there are Tools, View, Edit, Comment, Page Organization, Convert and Protect groups that are all most frequently used under the **Home** tab. You can use these text and annotation command to move around and interact with PDFs, zoom in/out pages, edit page contents, manage comments, organize pages, scan and OCR, place signatures, and perform other basic functions.

To quickly find a command you need, click in the **Tell me what you want to do...** box (or press **Alt +Q**) near a bubble  on the menu bar and type the name or description of the command. Then TurboPDF will display a list of matching commands from which you can select and activate the desired feature.

Search and index

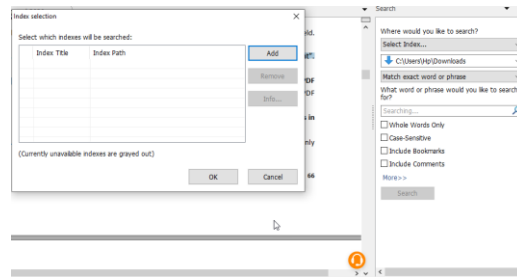
TurboPDF allows you to run searches and create indexes to easily find text in PDF files.

- To quickly find text you are looking for, select the Find Field  on the menu bar. Click  to set the search criteria.
- To do the advanced searching, click **Search** command  next to Find box, and choose **Advanced Search**. You can search for a string in a single PDF file, multiple PDF files under a

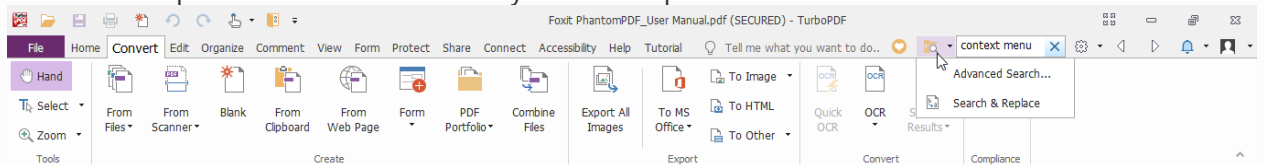
specified folder, PDFs in a PDF portfolio, or a PDF index. When the search finishes, all occurrences will be listed in a tree view. This will allow you to quickly preview the context and jump to specific locations. You can also save the search results as a CSV or PDF file for further reference.

Tip: To create an index for multiple PDF files, use the **Full Text Index with Catalog** function in **File > Index**.

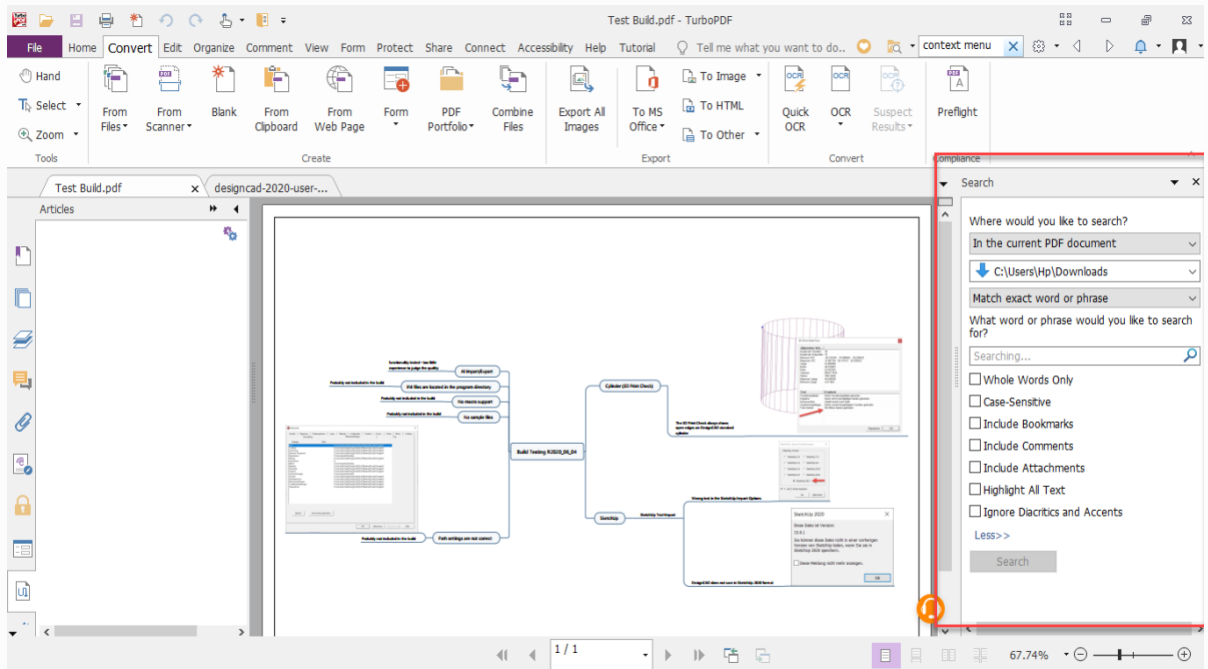
- PDF index creation and searching - Create a full-text index for a PDF file or a catalog (a specific group of PDFs) and search that index using Advanced Search, which can greatly speed up searches in PDF files.



- Search and replace all the results instantly with the replacement text.

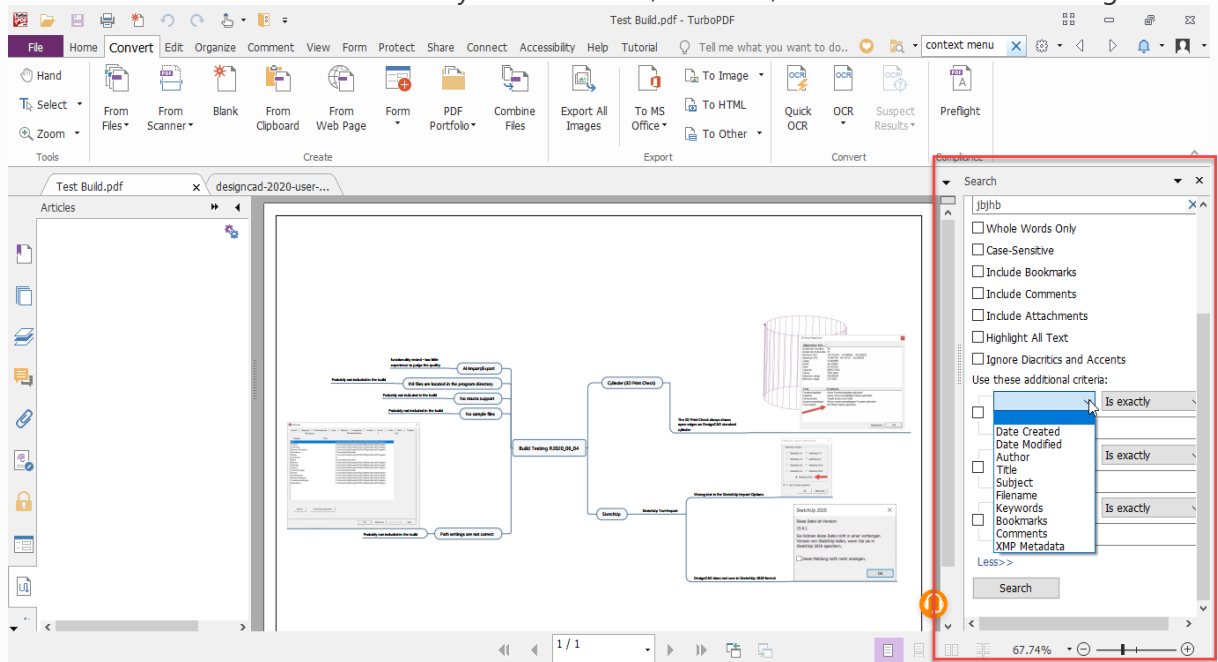


- Add additional criteria (document properties) in Advanced Search for searches across multiple PDFs and PDF indexes.



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- Sort instances in the search results by date modified, filename, or location when searching file



Industry Standards Validation and Creation

You can use the **Preflight** command in TurboPDF to analyze whether PDF documents are compliant with PDF's standards (including PDF/A, PDF/E, PDF/X, PDF/UA, and PDF/VT) or valid for print production, and fix errors in the documents. TurboPDF allows you to view detailed preflight results or create a report in a PDF, .xml, .txt, or .html file. TurboPDF also supports PDF/A, PDF/E and PDF/X creation.



To analyze a PDF document, select **Convert > Preflight**. Then in the pop-up dialog box, select one of the preflight profiles in the **Profile** tab and click **Analyze** or **Analyze and Fix**; after analyzing, you can click the **Results** tab to view preflight results or create a report. To create standard compliant PDFs, select **Convert > Preflight**, and then select one of standards in the **Standards** tab. Or you can directly save the documents as PDF/X, PDF/A, or PDF/E using the **Save As** command in **File**.

Document Views

Single-tab Reading and Multi-tab Reading

Single-tab reading mode allows you to open PDF files in multiple instances. This is ideal if you need to read your PDFs side by side. To enable single-tab reading, go to **File > Preferences > Documents**, check the **Allow multiple instances** option in the **Open Settings** group, and click **OK** to apply the setting.


Multi-tab reading mode enables users to open multiple PDF files in different tabs in the same instance. To enable multi-tab reading, go to **File > Preferences > Documents**, uncheck the **Allow multiple instances** option in the **Open Settings** group, and click **OK** to apply the setting. In multi-tab reading mode, you can drag and drop a file tab outside of the existing window to create a new instance and view the PDF file in that individual window. To recombine the file tab to the main

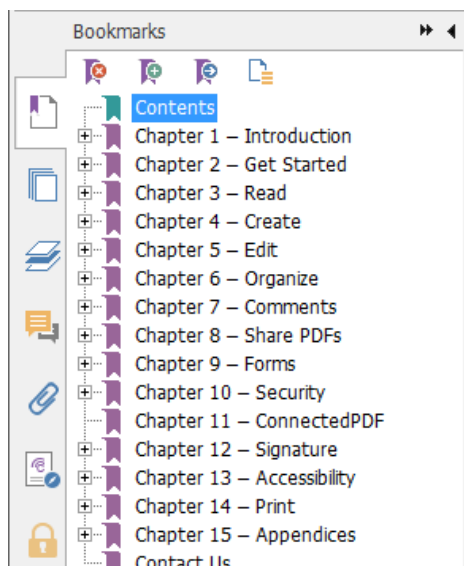
interface, click on the file tab and then drag and drop it in reverse to the main interface.


Switch between Different View Modes

You can view documents with text only, or view them in Read mode, Full Screen, Reverse View, Reflow mode, and Night Mode.

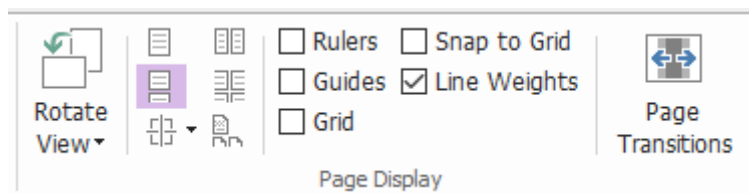
Go to Specified pages

- Click the **First Page**, **Last Page**, **Previous Page** and **Next Page** in the **Go To** group under the **View** tab or in the status bar to view your PDF file. You can also input the specific page number to go to that page. The **Previous View** lets you return to the previous viewed instance and **Next View** goes to the next viewed instance.
- To jump to a topic using bookmarks, click the **Bookmark** button  on the left Navigation pane. And then click the bookmark or right-click the bookmark and choose “Go to Bookmark”. Click the plus (+) or minus (-) signs to expand or collapse the bookmark contents.



- To jump to a page with page thumbnails, click the Page Thumbnails button  on the left Navigation pane and click its thumbnail. To move to another location on the current page, drag and move the red box in the thumbnail. To resize a page thumbnail, right-click on the thumbnail and choose “Enlarge Page Thumbnails” or “Reduce Page Thumbnails”.

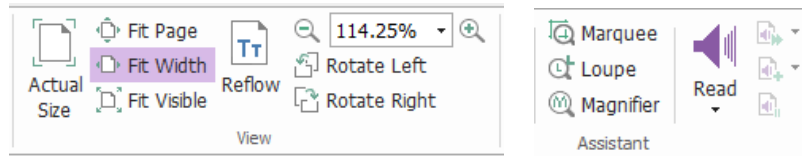
Change the way the document is displayed



The Page Display Commands



TurboPDF offers a number of different ways to view the pages of a PDF, customized to your preference. Under the **View** tab, you can choose the following page layouts: Single Page, Facing, Continuous, Continuous Facing, Split, and Separate Cover Page.

Adjust the page magnification






The View Commands

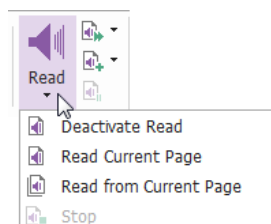
Click **Home** tab and choose the commands in the **View** group.

1. Click **Zoom In**  or **Zoom Out**  to increase or decrease the magnification of the document.
2. Click **Fit Page** to see an entire page on screen, **Fit Width** to make the page fill the width of the screen, **Fit Visible** to fit only the visible area of the page, and **Actual Size** to return the page to its actual size.
3. Click **Rotate Right/Left** to rotate the page view clockwise/counterclockwise in 90-degree increments.

Under the **View** tab, you may choose the following commands in the **Assistant** group:

1. Click the **Marquee Zoom** command  to enlarge an entire page. Click and drag this command to enlarge an area of the page.
2. Click the **Loupe** command  and move it to the location on the page you want to view, and you will see that specific location amplified or diminished in the Loupe command dialog box.
3. Click and move around the **Magnifier** command  to easily magnify areas of the PDF.

Read Out Loud



Read Out Loud is a Text-to-Speech (TTS) tool. It reads the text in a PDF aloud, including the text in

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comments and alternate text descriptions for images, tables, and fillable fields. Text is read based on the order of the page content. (**Note:** *Read Out Loud isn't a screen reader, it may not be available in some operating systems.*)

You need to select **View > Read > Activate Read** to activate Read Out Loud before using it. Then navigate to the page that you want to read out and choose **View > Read > Read Current Page** or **Read from Current Page**. While reading, you can interrupt the reading and adjust reading volume and speed as needed.

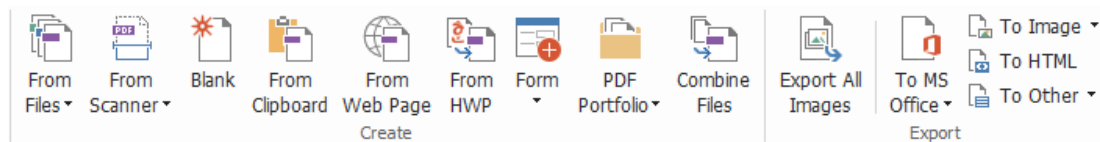
Compare PDF

The Document Compare feature lets you see the differences between two versions of a PDF, as well as select the type of differences you're looking for to verify that the appropriate changes have been made. The Document Compare feature does not compare comments in the PDF.

Choose **View > Compare** to choose files and select comparing options in the Compare PDF Files dialog box.

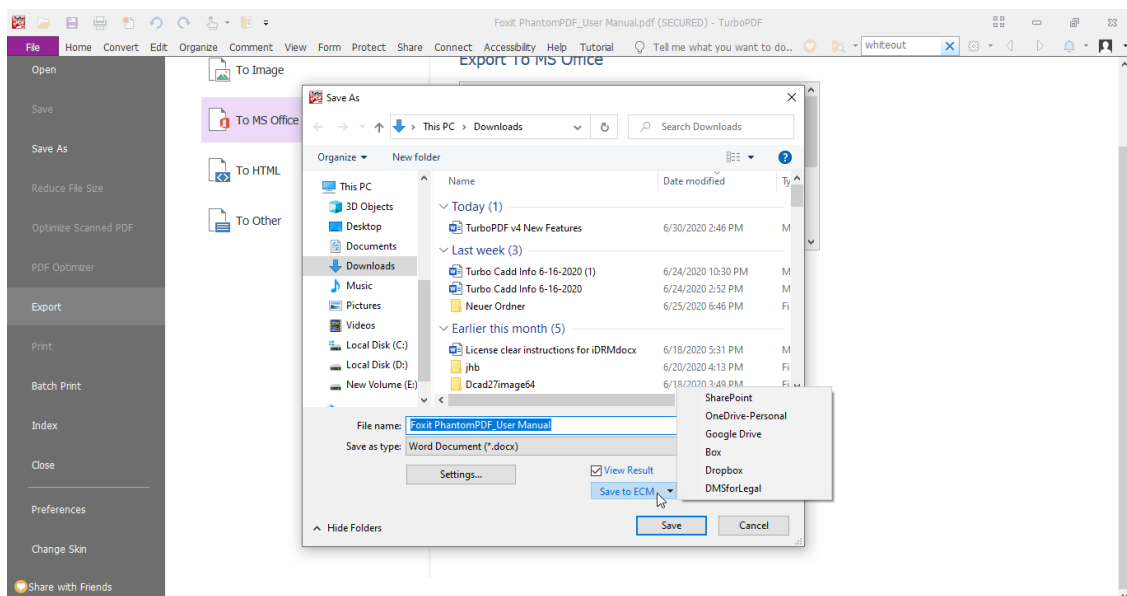
Create & Export

TurboPDF gives you almost unlimited options to create PDFs. In the **Convert** tab, you can directly create PDFs from specific files, a blank page, a web page, a scanner, the clipboard, or from ECM systems and cloud services (such as SharePoint and Google Drive). You may also create PDF portfolios, as well as export PDFs to images, MS office, HTML and more.



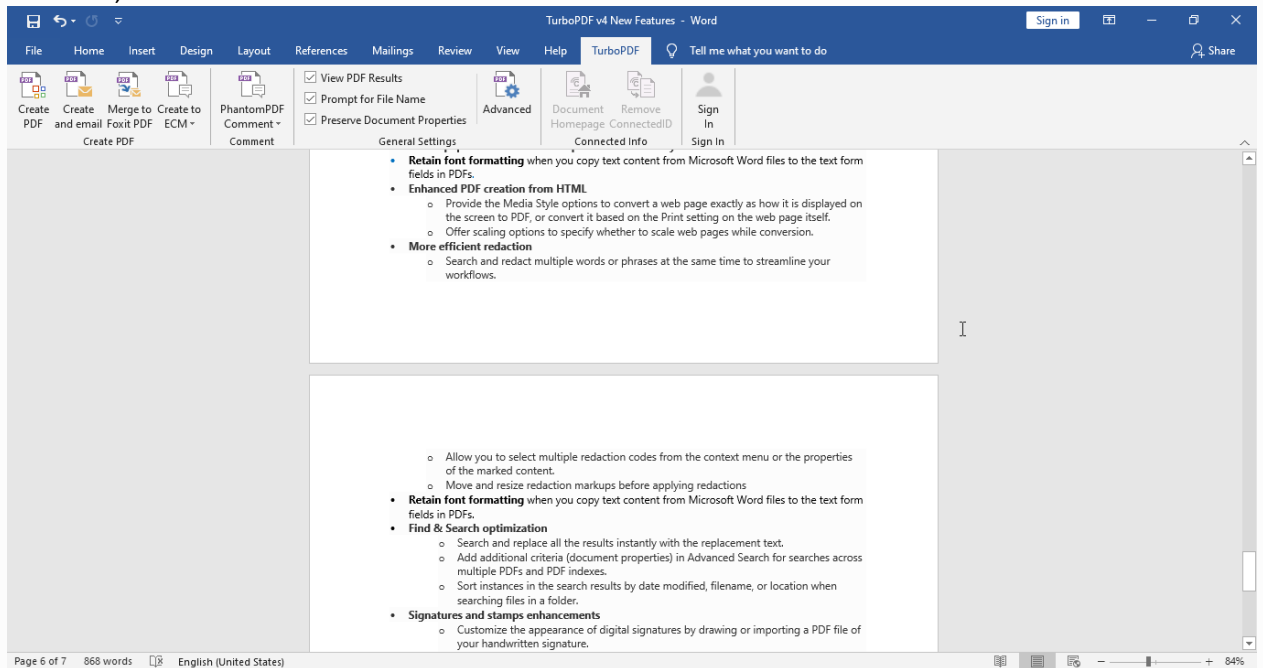
The Create and Export Groups

- When exporting PDFs to other formats, directly save output files to SharePoint, Google Drive, OneDrive, and ndOffice.
- Create PDFs from files in SharePoint, iManage, Google Drive, OneDrive, and ndOffice.



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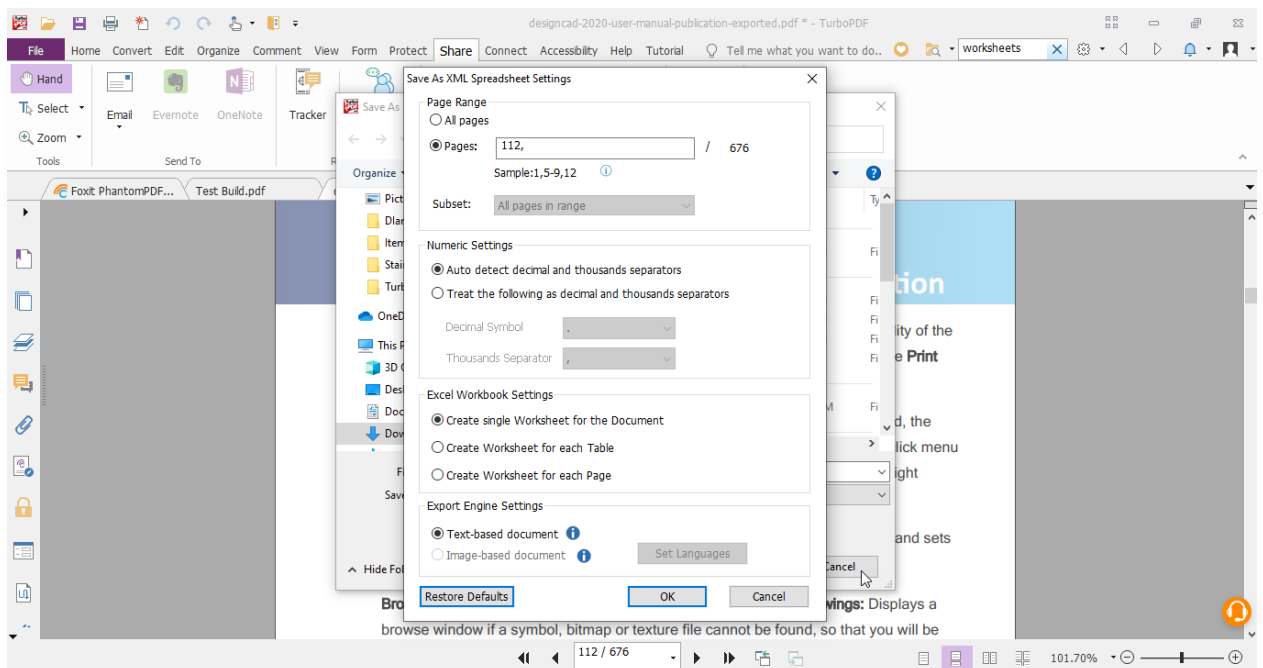
- Within Microsoft Office, directly convert the Office file to PDF and save it to SharePoint, iManage, Google Drive, OneDrive, and Office.



- Enhanced integration with Alfresco helps users better manage and share PDF documents.

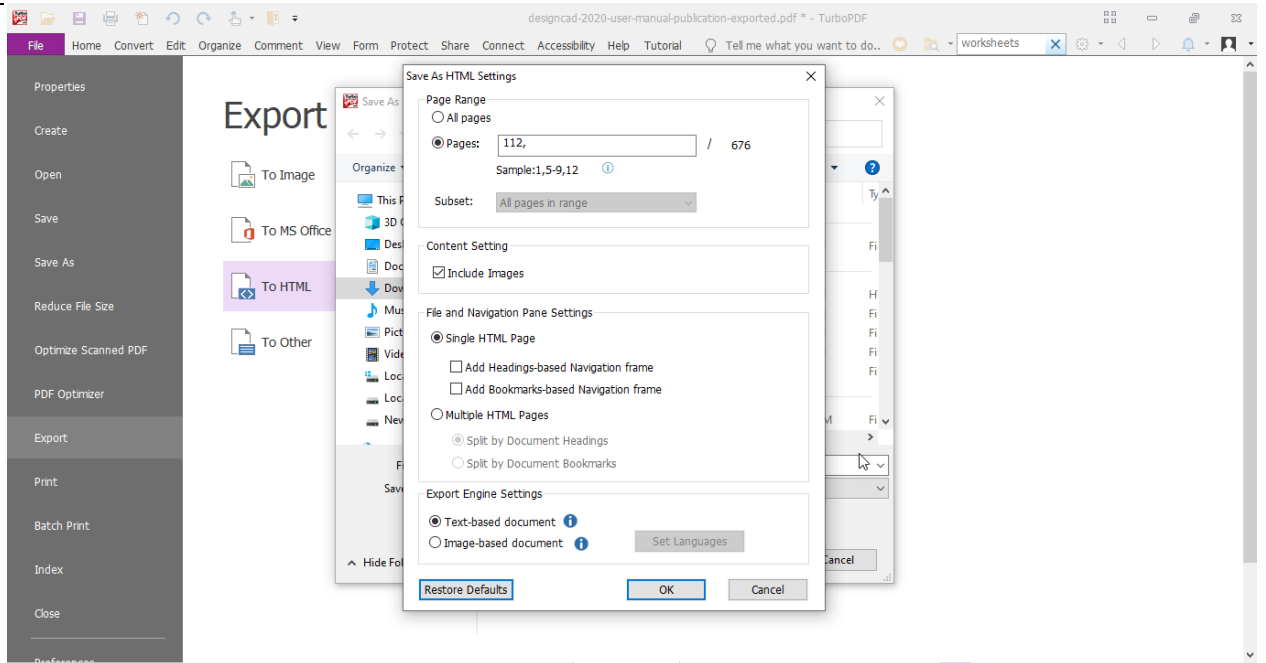
Settings for exporting PDF files to other file formats

- Numeric settings and options to create multiple worksheets for each table/each page.

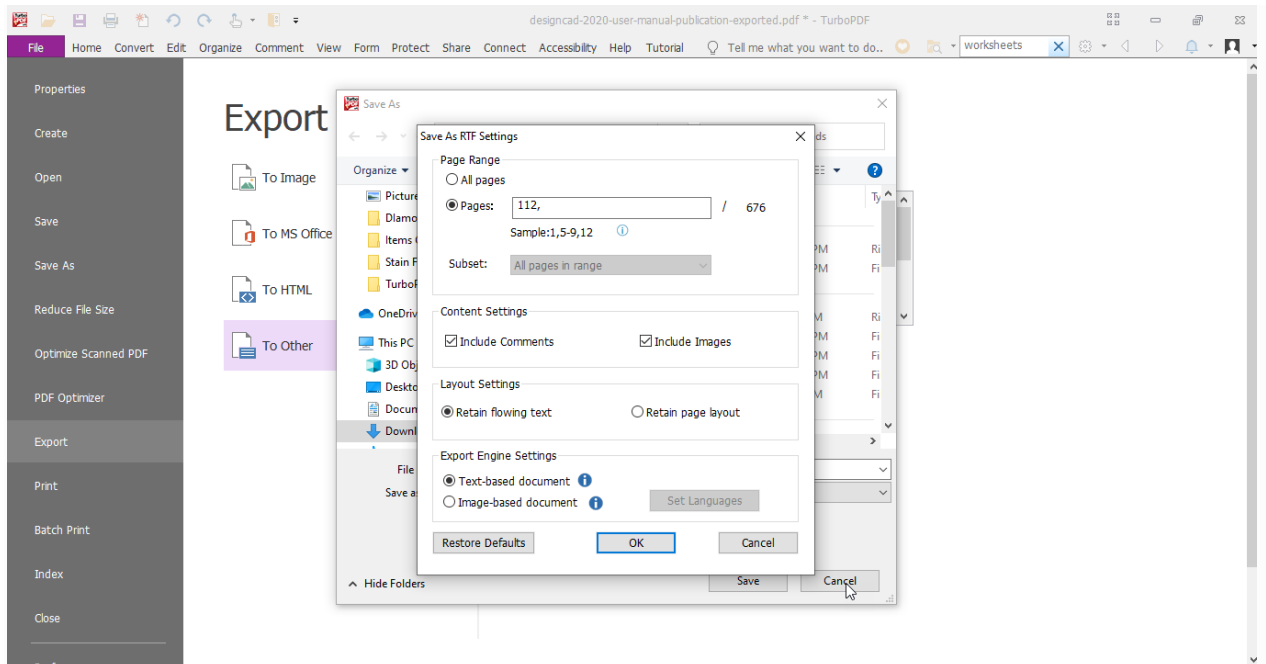


- Export PDF to multiple HTML files by its headings or bookmarks, or to a single HTML file with a Bookmarks/Headings panel for navigation.

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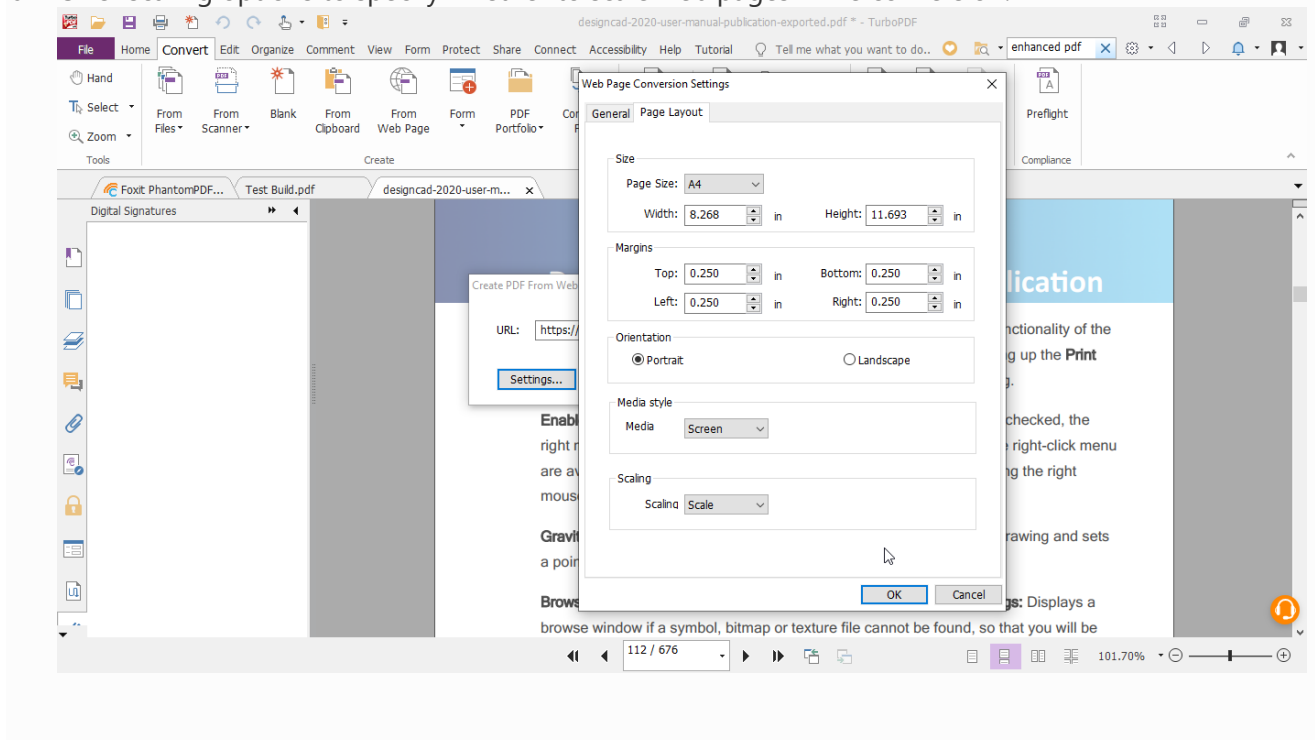
- include the images in the conversion when exporting PDF to Word, RTF, and HTML files.



- Provide the Media Style options to convert a web page exactly as how it is displayed on the screen to PDF, or convert it based on the Print setting on the web page itself.

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- Offer scaling options to specify whether to scale web pages while conversion.



- [Create PDF with one-click](#)
- [Create PDF from Microsoft Office](#)
- [Create PDF using the Print command](#)
- [Create PDF using Print to Evernote](#)
- [Create a PDF using Scanner](#)
- [Create a PDF within web browsers](#)
- [Create PDF Portfolios](#)
- [Export PDF all images](#)
- [Export PDF to Image, MS Office, HTML and others](#)

Create PDF with one-click

To create a PDF with one click:

- Drag the document you want to convert onto the TurboPDF desktop icon.
- If TurboPDF is open, drag and drop the file directly into the application window.
- Right click the document icon you want to convert and choose **Convert to PDF in TurboPDF**.

TurboPDF also allows you to quickly create PDFs from blank pages, the clipboard, webpages, and create a PDF form from an existing file, with commands in **File > Create** or under the **Convert** tab. When creating from webpages, you can choose to convert the entire website or a specified number of levels of the website, and set more options like timeout, hyperlinks, and more.

Create PDF from Microsoft Office

TurboPDF enables you to create professional and secure PDF files directly from Microsoft Office applications (Word, Excel, PPT and Outlook). Creating PDFs from Microsoft Word automatically retains bookmarks, links, outlines, and other settings during conversion.

TurboPDF also allows you to convert personalized email messages, letters, or labels created from Microsoft Word's **Mail Merge** function into PDFs all at once. You can also change the settings to send the PDFs via email attachments to a number of individuals if needed.

Create PDF using the Print command

1. Open the file.
2. Select **File > Print** from the main menu.
3. Select **TurboPDF Printer** from the Printer list.

Create a PDF using Print to Evernote

TurboPDF adds a new printer "Print to Evernote" after installation. This feature enables the user to send the PDF file as an attachment to Evernote, as well as the option to create a PDF the same as TurboPDF's PDF printer does.

To create a PDF using Print to Evernote, see below:

1. Install the Evernote application and sign in to an Evernote account.
2. Open the file you want to convert to PDF, and choose **File > Print > Print to Evernote**.
3. Set the print properties and then click **Print**. Name the PDF file and specify the storage location.
4. You will see that the PDF file is created and attached in Evernote.

Create a PDF using Scanner

TurboPDF allows you to create a PDF directly from a paper document using your scanner. You can scan a document to PDF directly with custom settings or by using preset preferences that you configured before.

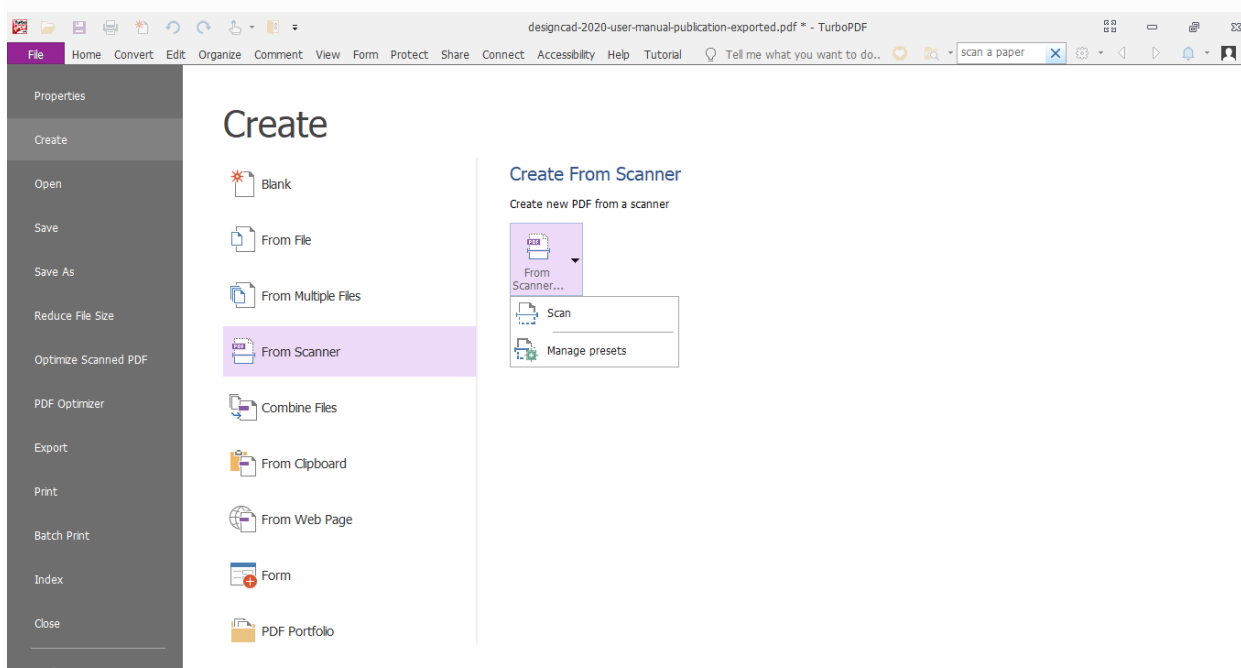
To scan a document to PDF with custom settings, use one of the following options: 1) Choose **File > Create > From Scanner > the From Scanner... button > the Scan** command, 2) Choose **Convert >**

the **Create** group > **From Scanner** > **Scan**, or 3) Choose the **Home** tab > the **Convert** group > the **Scan** button > the **Scan** command.

To scan a paper document to PDF using a configured preset, select a preset to scan documents from 1) the **Home** tab > the **Convert** group > the **Scan** button, 2) from **File** > **Create** > **From Scanner** > the **From Scanner...** button, or 3) from **Convert** > the **Create** group > **From Scanner**.

TurboPDF supports size optimization of scanned PDFs during PDF creation from a scanner, also by choosing **File** > **Optimize Scanned PDF** in an existing scanned or image-based PDF.

Scan a paper document to multiple PDF files directly



Retain font formatting when you copy text content from Microsoft Word files to the text form fields in PDFs.

Create a PDF within web browsers

TurboPDF allows you to convert webpages to PDFs using the Convert tools in the toolbar within Google Chrome, Internet Explorer, and Firefox. You can convert the current webpage to a new PDF or append to an existing PDF, or send the new PDF as an email attachment with one click.

Create PDF Portfolios

TurboPDF lets you quickly create a new PDF portfolio with existing files or folders by choosing **Convert** > **PDF Portfolio** > **Create a new PDF Portfolio**, or by creating a blank PDF portfolio and adding files or folders by selecting **Create a blank PDF Portfolio**.

Export all images in the PDFs

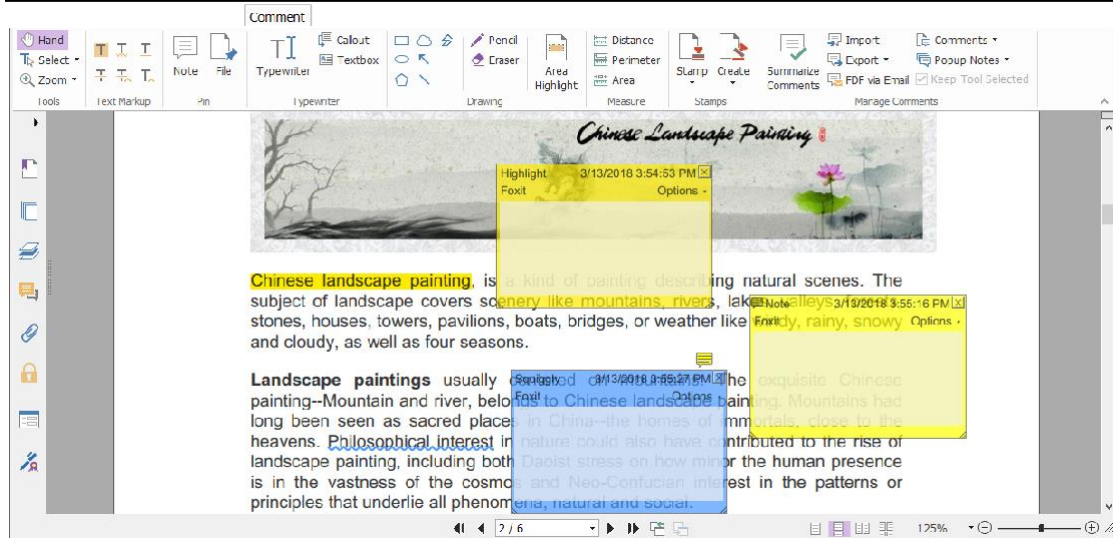
With one click of “Export All Images”, TurboPDF enables you to export all images in your document to separate image files. Please click **Convert > Export All Images**, and configure the settings before exporting via the **Export to Images** dialog box.

Export PDF to Image, MS Office, HTML and others

1. Click **Convert** tab.
2. Select the **To Image**, **To MS Office**, **To HTML**, or the **To Other** button to convert PDFs to the format desired.
3. You can click **Settings** in the **Save As** dialog box to select more advanced options for the conversion, and click **OK**.
4. Specify the filename and location, and click **Save** to start conversion.

Comment

With TurboPDF, you can add annotations or draw shapes to PDF files as you do to a paper document using the commenting, markup, and drawing commands. When you are done, all comments will be organized automatically, and can then be exported for convenient review.

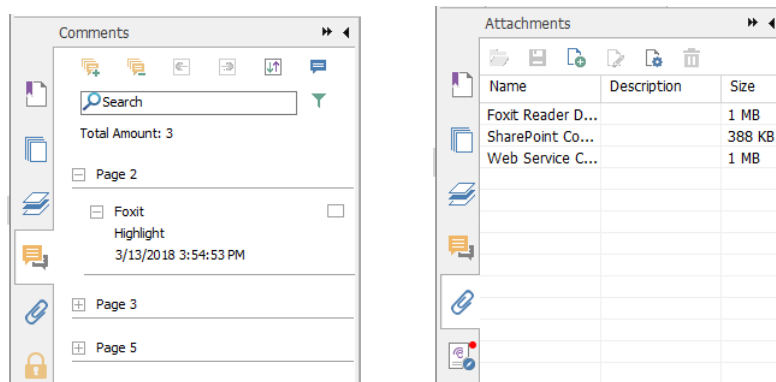


With the Hand command, the Select Annotation command or the corresponding command selected, right-click a comment and you can choose to set properties, set statuses, reply to comments, and more. You can export and import comment data and summarize comments using the commands in the **Manage Comments** group. Moreover, if you make comments in a PDF file which is created from a Microsoft Word document, you can easily export the comments to revise the original Word document by choosing **Comment > Export > Export to Word**.

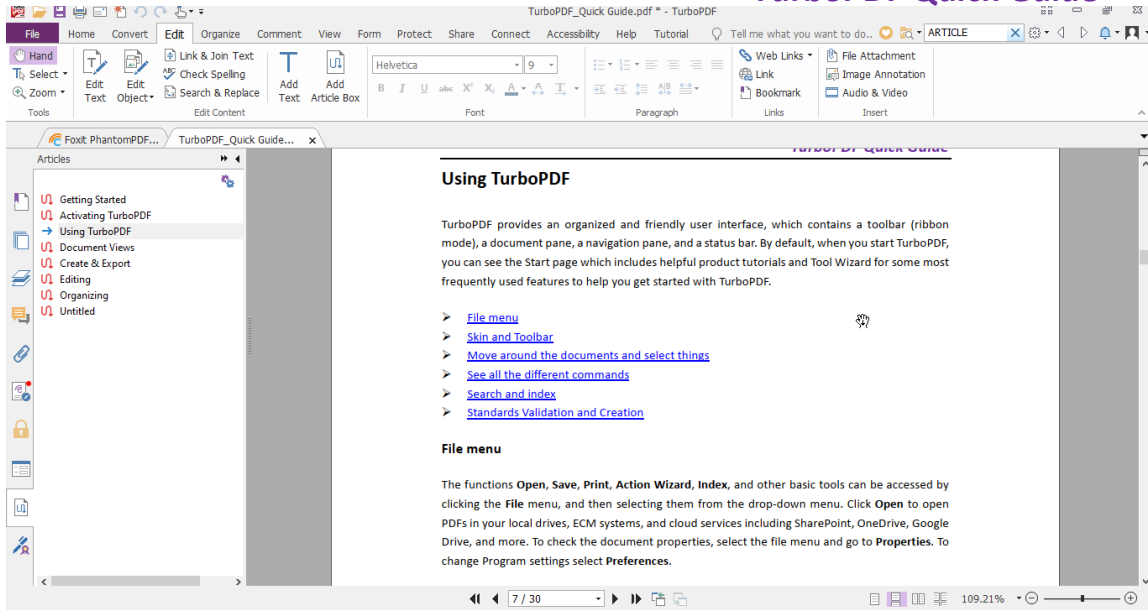
Note: You can view, navigate, and comment on the 3D content in PDFs by using the commands in the **3D Content Navigation** panel located in the navigation pane.

See comments and attachments

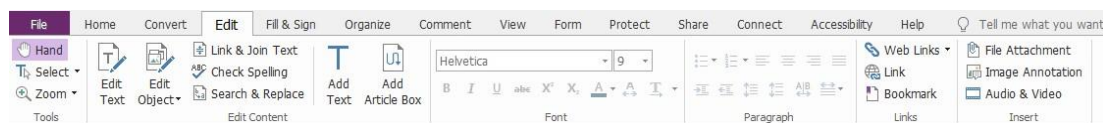
TurboPDF keeps organized listing of all comments and attachments in a PDF for easy reference. These are hidden by default to give you the largest possible view of your PDF document. To make them visible, click the Comments or Attachments buttons on the left Navigation pane.



- Viewing Article in PDF - Define a navigational path (or an article thread) for articles that arrange text content in multiple columns and pages, so that users can skim through the PDF like in a print newspaper or magazine, focusing on a specific article and ignoring the rest.



Edit








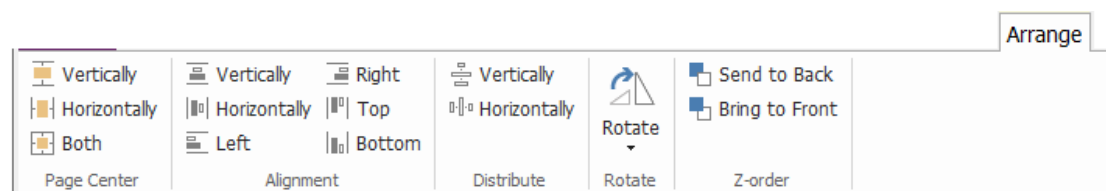
The Edit Tab

You can easily customize your PDFs by using general editing features to add links, attach files, add images, play and insert multimedia files, and other PDF editor capabilities including layer editing, Search and Replace, article defining, and PDF optimizing.

TurboPDF also provides advanced features to add objects (text, images, path and shading objects) and edit them, including font settings (font, font size, color, underline, etc.), paragraph settings (justify/align left/center/right, character spacing, character horizontal scale, line spacing), style settings, and objects’ splitting and merging.

When you use object editing commands, like the Edit Text command and Edit Object command, and click on text or an object, an Arrange tab appears for more editing features.

- **Adding objects** – click **Add Text** , **Add Images** , **Add Shapes**  to add objects to the PDFs and change settings if needed.
- **Paragraph editing** – click **Edit Text**  and select the paragraphs you want to edit, or just right-click the selected text with the **Select Text and Image** command and choose **Edit Text**. You can start a new line by pressing “Enter”. The text wraps automatically when the text being typed flows to the margin of the paragraph box. Also, the text within the paragraph box can reflow automatically and the paragraph box will then automatically rescale.
- **Object editing** – click **Edit Object**  and select the object you want to edit. It allows you to change the font, font size/color, and others of the text object. You may also move, resize, delete, or rotate the objects you selected. When you edit image, path or shading objects, the corresponding format tabs will appear.
- **Clipping** – Clip objects to make desired shapes of objects visible.



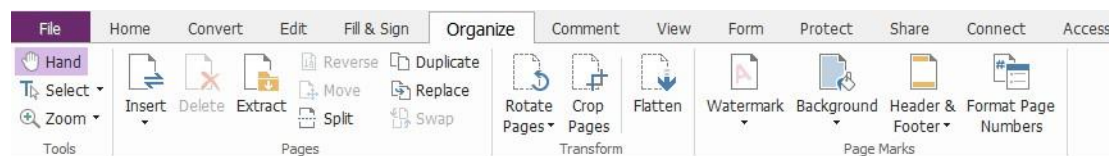
Object Arrange Tab

- **Arrange** – you can align the PDF content in your PDF file, or arrange them in the center of the page.
- **Reflow Editing** – click the **Reflow Editing** command to edit document content in a continuous

mode, like in a word processor.

Tip: You can do more actions by right-clicking an object with the *Edit Object* command.

Organize



The Organize Tab

TurboPDF enables you to directly organize PDF files by inserting/deleting pages, moving/extracting pages, splitting documents, merging pages, re-arranging pages, and composing page outlines. You may also add watermarks, backgrounds, change the header and footer, add bates numbering, and other page marks from the **Organize** tab. Also, you can drag and drop page thumbnails in the page thumbnail panel to assemble pages in different documents. You can even drag the page thumbnails to the blank areas to extract the selected page(s) as a new PDF file.




Forms

PDF forms streamline the way you receive and submit information. TurboPDF allows you to fill in, reset, create, save and submit forms, and more.

- [Fill in PDF forms](#)
- [Comment on forms](#)
- [Work on form data](#)
- [Create and edit forms](#)
- [Form recognition](#)
- [Set calculation order](#)
- [About running JavaScript](#)

Fill in PDF forms

TurboPDF supports *Interactive PDF Form* (Acro Form and [XFA Form](#)) and *Non-interactive PDF Form*.

You can fill in Interactive forms with the Hand command . For non-interactive PDF forms, you can use the Typewriter command ; or you can have TurboPDF recognize form fields with the Run Form Field Recognition command , and then fill in the forms with the Hand command.



TurboPDF supports the **auto-complete feature**, which enables you to fill in PDF forms quickly and

easily. It will store the history of your form inputs, and then suggest matches when you fill out other forms in the future. The matches will be displayed in a pop-up menu.

Comment on forms

You can comment on PDF forms, just like any other PDFs. You can add comments only when the form creator has extended these rights to the users. See also [Comment](#).

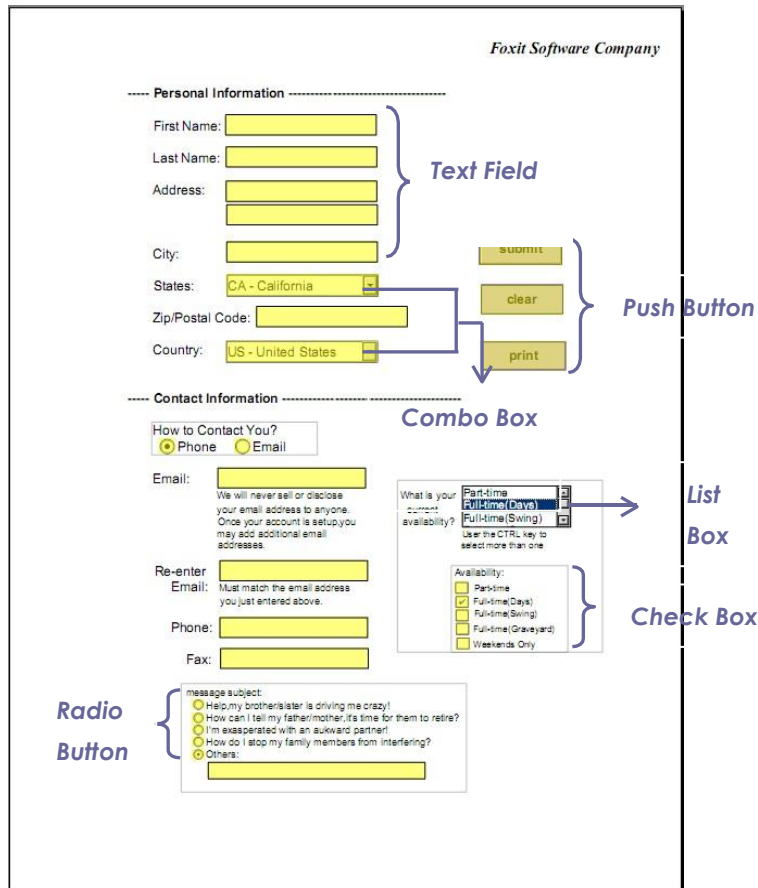
Work on form data

Click the **Import** button  or **Export** button  in the **Form Data** group to import/export form data of your PDF file. This is similar to the way of importing and exporting comment data. You can also export form data to append to an existing CSV file or combine multiple PDF forms to a CSV file. However, this function will only work for PDF interactive forms. TurboPDF provides users with the **Reset Form** command to reset the form. In addition, for PDF forms with Ultraform technology, TurboPDF enables users to create and display 2D barcode that contains form data.

Create and edit forms



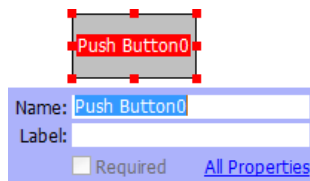
With TurboPDF, you can create interactive forms. You are able to add push buttons, text fields, check boxes, combo boxes, list boxes, or radio buttons to create an interactive PDF form and specify their properties. You can also set a PDF page as a page template, which is very useful in designing extensible forms where users can quickly add the page template to a PDF by creating a button with Java scripts. To make a form more accessible, you can click **Add Tooltip** to add tooltips automatically for all form fields which does not have descriptions.



A PDF Form

Creating form fields

Here take the Push Button as an example. You can create this button by selecting it in the **Form Fields** group. You can move, resize, and delete the Push button by selecting the **Select Annotation** command. You can set the button properties to determine the button appearance, actions and behaviors, and other form field settings.



Note: For the radio buttons in a group, they should have the same form field name but with different export values. This ensures that the radio buttons toggle and that the correct values will be collected in the database.

Form Recognition

TurboPDF provides **Semi-Automated PDF Form Design** features for users to easily develop interactive PDF forms. Normally, users need a way to define the form fields directly in their design layout or scanned file. **Run Form Field Recognition** is an important command and can save the

user's time in creating interactive PDF forms.

1. Run Form Field Recognition

Open the PDF file in TurboPDF. Click **Form** tab and select **Run Form Field Recognition**. TurboPDF looks for boxes, underlines, and other cues in your file that indicate a place to enter information and changes them into text fields and check boxes. All fillable fields in the document will be recognized and highlighted.


Note: To run form recognition automatically when a PDF is opened in TurboPDF, please click **File > Preferences > Forms**, and check the option "Run form recognition when creating PDF in TurboPDF application".

2. Inspect and correct the form results with Designer Assistant

Because the recognition process is not always perfect, you'll need to clean up your forms, add missed fields, adjust default font settings, and other general clean up duties to correct any errors. With the **Designer Assistant** and other **Form Field** commands, you can easily complete all the operations above because the Designer Assistant command can inspect corresponding form fields and change the settings automatically. You can modify the name directly in the pop-up box and click "All Properties" to change the settings. **See also:** [Creating form fields](#).

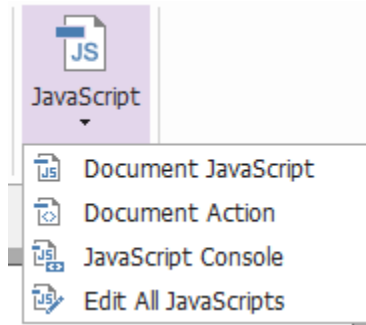
Note: Click **File > Preferences > Forms**, check the option "Open simple property box after creating field".

Set calculation order

When you define two or more calculations in a form, the order in which they are carried out is the order in which you set the calculations. If you want to use the results obtained from calculating two form fields to calculate the value of a third form field, the first two form fields must be calculated together first to obtain the correct results. Click the **Calculation Order**  button under the **Form** tab.

About running JavaScript

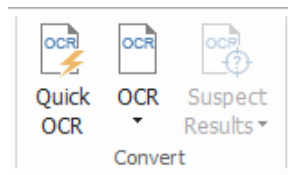
With TurboPDF, you can invoke JavaScript code using actions associated with documents, bookmarks, links, and pages. TurboPDF provides four options: Document JavaScript, Document Action, JavaScript Console, and Edit All JavaScripts. The Document JavaScript lets you create or access document level scripts in TurboPDF. The Document Action lets you create document-level JavaScript actions that apply to the entire document. The JavaScript Console provides an interactive and convenient interface for testing portions of JavaScript code and experimenting with object properties and methods. The Edit All JavaScripts option allows you to create and edit all JavaScripts (e.g. bookmark JavaScripts, page JavaScripts, etc.) in the JavaScript Editor.



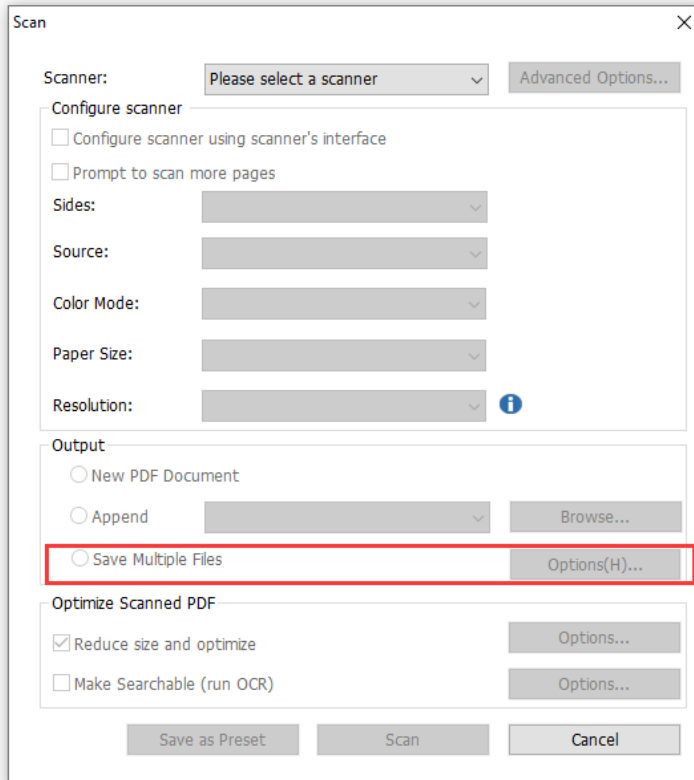
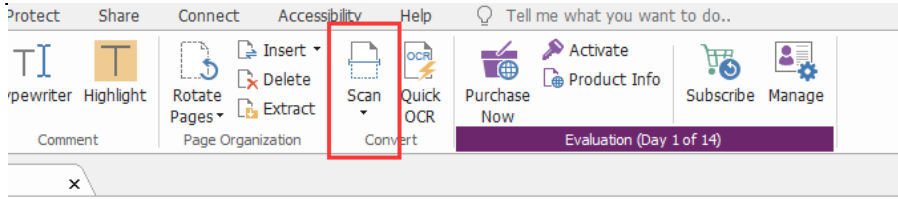
Optional Database connectivity to Windows ODBC

The Optional Database Connectivity plug-in is a JavaScript object inside TurboPDF, allowing you to connect to Windows ODBC (Open Database Connectivity) data sources. Also, developers can create document level-scripts to connect to a database for the purposes of inserting new data, updating information, and deleting database entries. Currently, ADBC (Acrobat Database Connectivity) is a Windows only feature and requires Open Database Connectivity (ODBC) provided by Microsoft.

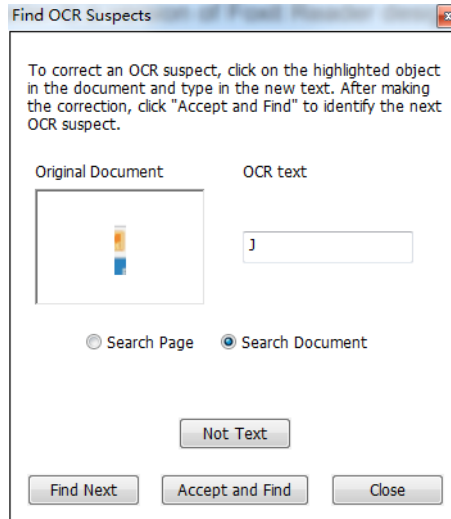
OCR



Optical Character Recognition (OCR) is a software process that enables images of printed text to be translated into machine-readable text. OCR is most commonly used when scanning paper documents to create electronic copies, but can also be performed on existing electronic documents (e.g. PDF or PDF portfolio). With TurboPDF, you can scan paper documents directly to PDF, and run OCR to make the scanned documents searchable and editable.



OCR Suspects - TurboPDF can detect the suspected and mark them in OCR results and allows you to edit the recognition results to improve the accuracy of OCR results. Click **Suspect Results** under the **Convert** tab and select **First Suspect/All Suspects** from the pull-down menu. The Find OCR Suspects dialog box shows both the original document text and the OCR text. You can edit text in the OCR text box directly if needed. If the highlighted text is incorrectly identified, click **Not Text**. Click **Find Next** to find the next suspect or click **Accept and Find** to accept the suspect and find next.



Tip: TurboPDF provides the **Quick OCR** command under the **Home/Convert** tab for recognizing all pages of a scanned or image-based PDF with the default or previously set settings in just one click.

Share

TurboPDF enables users to send PDFs as attachments to others or to their Evernote/OneNote accounts with one-click. Users can also share a document on an internal server with others to gather feedback/comments from other reviewers. Integration with cloud services or ECM systems like SharePoint, ndOffice, iManage Work, OpenText eDOCS, and Worldox lets users share and manage documents easily within one application.

- [Review Documents](#)
- [Integration with ECM systems and cloud services](#)

Review Documents

Shared Review allows document authors to share a document on an internal server. After receiving the invitation from the review initiator, reviewers can mark-up PDFs using a full set of commenting commands. They will be notified if others add new comments, in which they can reply to these comments. Comments from both the initiator and reviewers will be automatically collected on the internal server, and then synchronized by TurboPDF on a regular interval.

Email Review is useful when reviewers don't have access to a common server or initiators don't need collaborative reviews. In an **Email Review**, the initiator sends PDFs to reviewers as attachments and can view comments only after receiving the commented PDFs back from reviewers. Also, the reviewers can only send back the PDFs after adding comments, without access to viewing comments made by others.

The review **Tracker** can help review initiators or reviewers track all comments and manage the

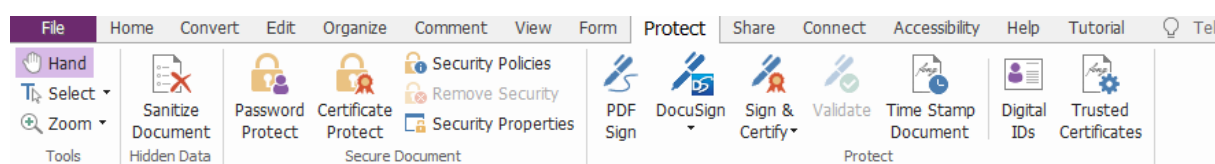
whole review process in real time.

If you are collecting comments for a PDF file under shared review or email review which is created from a Microsoft Word document, you can easily export the comments to revise the original Word document by choosing **Comment > Export > Export to Word**.

Integration with ECM systems and cloud services

Integration with ECM systems (including eDOCS DM, SharePoint, Documentum, ndOffice, iManage Work, Enterprise Connect, Worldox, ShareFile, Epona DMSforLegal, Alfresco, and iManage 10) and cloud services (including OneDrive for Personal or Business, Google Drive, Dropbox, Box, and Egnyte) lets users share and manage documents easily within one application. You can open and save files in the cloud services or ECM systems from **File > Open/Save As > Add a place⁺**, or from the buttons in the **Share** tab.

Secure & Sign



TurboPDF offers powerful protection for PDF content. You can encrypt and secure PDF files to prevent unauthorized access, restrict sensitive operations, apply digital signature, and more.

The Protect Tab

- [Secure document](#)
- [Manage security policies](#)
- [About Signature](#)
- [Sanitize Document](#)

Secure document

In TurboPDF, there are three types of security services that control who can access your files, what actions they can perform once they receive them, and who can open a protected document. The three types are Password Protect, Certificate Protect, and Microsoft Windows Rights Management Services Encrypt.

Password Protect: Passwords allow you to limit access and restrict certain features, such as printing, copying, and editing.

- **Open password:** Users must enter the correct password to open the document.

- **Permission password:** Lock specific functionality when a user opens your file. For example, you can prevent recipients from modifying or printing your document.

Certificate Protect: The advantage of securing documents with certificates is that authors can specify unique permissions for each person. For example, authors can permit a person to fill in forms and comment in documents, as well as permit another person to edit text or delete pages.

To view the security in a file, select **File > Properties > Security**, or click the **Security Properties**



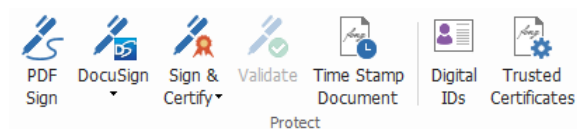
in the **Protect** tab.

Manage security polices

If you often apply the same security settings to multiple PDFs, you can save your settings as a policy that you can apply to other PDFs. Security policies include the security method, encryption password, permission settings, and other security settings. To manage this, click the **Security**

Policies in the **Protect** ribbon.

About Signature



Digital IDs

A digital ID contains two keys; one is a public key (certificate) that is used to encrypt or lock data, and the other is a private key that is used to decrypt or unlock data that is encrypted.

You can distribute the certificate that contains the public key and other identifying information to those people who need to use it to verify your identity or validate your signature. Only your private key can unlock information that was encrypted using your certificate, so make sure to store your digital ID in a safe place.

Digital IDs are usually protected by password; you can store it on a computer in PKCS#12 file format, or in the Windows Certificate Store. For company-wide deployment, IT managers can also use the [SignTMgr tool](#) to configure which digital ID file is allowed to sign PDF files by users across an organization.

TurboPDF enables you to create self-signed digital IDs in the following steps:

- Click **Sign & Certify > Place Signature** in the **Protect** ribbon, click and drag a signature area. In the Sign Document dialog box, select **New ID** to create a new one from the dropdown list

from **Sign As**.

- Choose the location to store your self-signed digital ID.
- Enter your identity information when generating the self-signed certificate.
- Enter a file location and password for your new digital ID file.

Signing documents

Before you sign a document, you need to draw a signature field where the signature is placed, get a digital ID, and create the signature.

- You can click **Sign & Certify > Place Signature** in the **Protect** tab to finish signing.

A PDF is signed to indicate your approval. The signature will not be resized and moved when you sign the document. Multiple people can sign a PDF more than once. When you sign a document, your digital signature appears in the signature field. The appearance of the signature depends on your preferences.

Validate signatures

Signature validity is determined by checking the authenticity of the signature's digital ID certificate status and document integrity. Depending on how you have configured your application, validation may occur automatically.

1. Open the PDF containing the signature, do one of the followings:

- Choose **Protect > Validate**.
- Right-click the signature with the Hand command, choose **Validate Signature** from context menu.
- Select the **Hand** command on the toolbar and click the signature.
- Click the **Digital Signatures** panel, right-click the signature and choose **Validate Signature**.

2. Pop-up a Signature Validation Status message box which describes the validity of signature.

***Note:** By default, TurboPDF will verify signatures when the document is opened, and will check the certificate revocation status while verifying signatures. To change the setting, please go to **File > Preferences > Signature**, and uncheck the corresponding options in **Signing & Verifications**.*

Add a time stamp to digital signatures and documents

Time stamps are used to specify the date and time you signed a document. A trusted time stamp proves that the contents of your PDFs existed at a point-in-time and have not changed since then. TurboPDF allows you to add a trusted time stamp to digital signatures or documents.

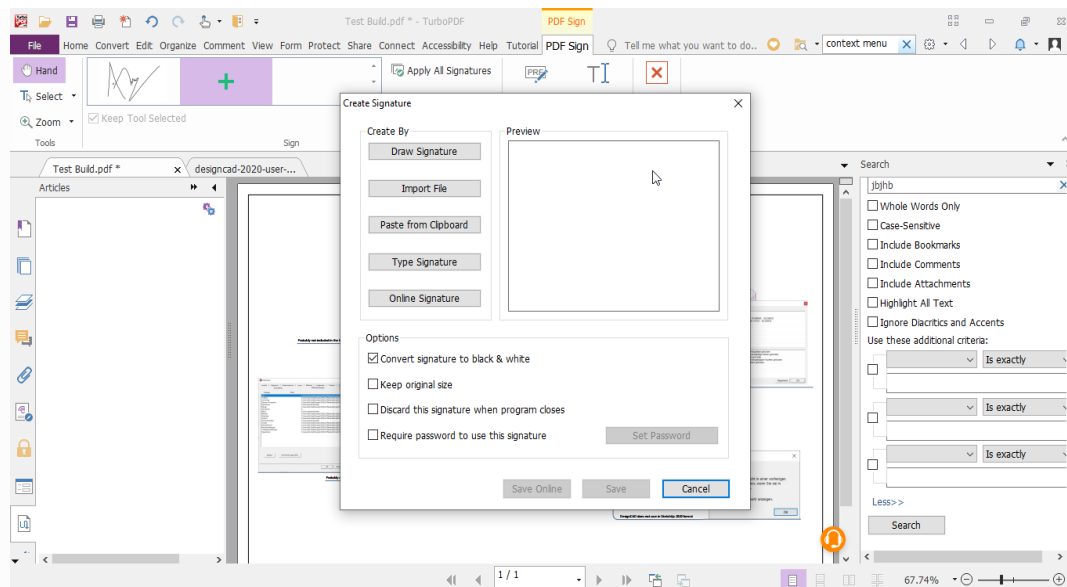
Before adding a time stamp to digital signatures or documents, you need to configure a default time stamp server. Go to **File > Preferences > Time Stamp Servers**, and set a default time stamp server. You can then sign the document by placing the digital signature, or by clicking **Protect > Time Stamp Document** to add a time stamp signature to the document. You need to add the time stamp server into the trusted certificate list so the properties of digital signatures will display the

date/time of the time stamp server when the document was signed.

- Support Long Term Validation (LTV) for digital signatures in PDF, which is useful in insuring that the document can be validated at any time in the future.
- Create a digital signature in compliance with PAdES standard.
- Place digital signatures on multiple files.

To add a trusted time stamp server to the **Trusted Certificates** list, click **Timestamp Properties** in the lower left corner of the **Signature Properties** dialog box. In the pop-up **Timestamp Properties** box, click **Add to Trusted Certificates**. If a time stamp signature was added in the document, you can right-click the timestamp signature in the **Digital Signature** panel and choose **Show Signature Properties**. In the pop-up **Signature Properties** dialog box, click **Add to Trusted Certificates**.


- Customize the appearance of digital signatures by drawing or importing a PDF file of your handwritten signature.
- Set the current size of the signature as default when placing a signature with the PDF Sign feature and the ability to place a signature or stamp by simply dragging a rectangle and filling in with



Quick PDF Sign

Quick PDF Sign enables you to create your self-signed signatures and add the signatures to the page directly. You don't need to create different signatures for different roles. In **Protect > PDF Sign**, create your own handwritten signature and sign the document with the commands in the **PDF Sign** context tab that appears in the ribbon.

To manage the created signatures, do the following:

In the **PDF Sign** context tab, click  on the lower right corner of the signature palette and choose **Manage Signature** from the drop down menu. In the **Manage Signature** dialog box, you can create,

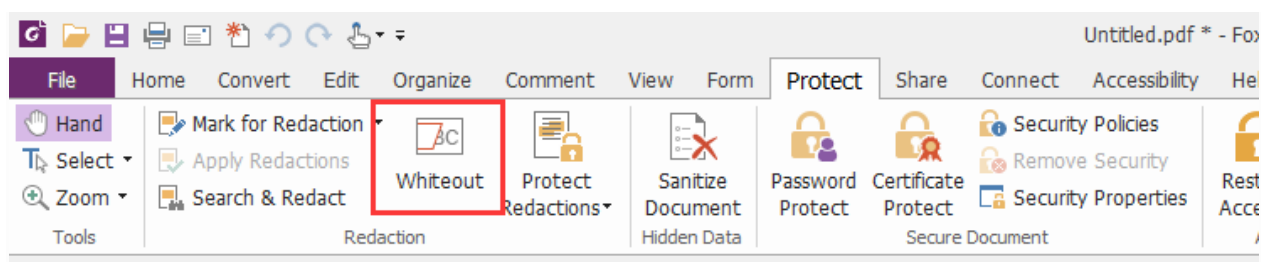
move and delete the created signatures, and set password for them.

Sanitize Document

TurboPDF supports the removal of hidden information that is private or sensitive for users from their PDFs, generally including metadata, embedded content, attached files, and scripts.

To remove hidden information from PDFs, please go to **Protect > Sanitize Document**.

- **Whiteout Tool** - Allows user to simply erase any content permanently to white background from a PDF with one click like an eraser, leaving no trace behind.



ConnectedPDF

ConnectedPDF allows each PDF to carry an identity assigned by the cPDF cloud service, and tracks all the events on the PDF like creation, distribution, and modification. So no matter where the ConnectedPDF document goes, how many distributions and modifications done to it, the document owner can always track the document in real time and collaborate with the document viewers involved. Therefore, ConnectedPDF connects files, people, location, and systems together while ordinary PDF is separate and static.

The **Connect** tab in TurboPDF toolbar provides powerful and easy-to-use commands to create, protect, and track the access to Connected PDFs. You can also start and join a shared review on Connected PDFs without any server anytime anywhere. The detailed features include:

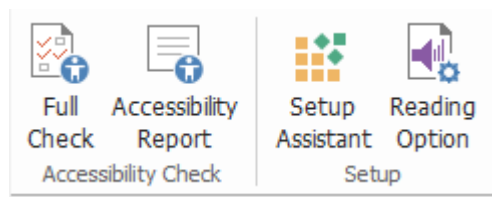
- Convert PDF to ConnectedPDF
- Convert other formats to cPDF when creating to PDF
- Track any access to cPDF documents
- Show usage data in document homepage

- Register and upload a new version of cPDF document
- Share a file by generating a file link and sending it via email or to social media
- Permission configuration
- Dynamically approve and revoke document permission
- Dynamically request document permission and response to the changes of document permission
- Connected shared review without having to set up a shared folder
- Document locator and request

For more information about ConnectedPDF, please refer to [ConnectedPDF User Manual](#).

Accessibility

TurboPDF provides accessibility features to give users with disabilities (such as visually impaired people) greater access to information and technology. With commands in the **Accessibility** tab in the ribbon and the panels related to accessibility in the navigation pane, you can check the accessibility of PDFs, fix accessibility issues, edit document structure, and set accessibility preferences to make PDFs and the setup more accessible.




The Accessibility Tab

- [Accessibility check and fixes](#)
- [Accessible reading and navigation](#)

Accessibility check and fixes

Use the **Full Check** command to check whether a PDF is compliant with accessibility standards of Web Content Accessibility Guidelines (WCAG) 2.0. You can choose which kinds of accessibility items to check for and how to view the results. When the check is completed, the **Accessibility Check** panel automatically expands in the navigation pane to display the check results, then you can right-click an item and choose one of the options from the context menu to deal with the accessibility issues.

To view the accessibility report, you can click **Accessibility > Accessibility Report** , or directly click the **Accessibility Report** panel in the navigation pane. The report includes the name of the PDF document, **Summary** of the result, and **Detailed Report** for each checking option. **Detailed Report** clearly lists the rule name, status, and description for each checking option. You can click the links in the report to view the online Help on fixing accessibility issues.

Accessible reading and navigation

TurboPDF allows you to set accessibility preferences that control the document colors, document display and reading order, and provides keyboard shortcuts, which are good for visually impaired and motion-impaired users to better read and navigate PDFs with or without assistive software/hardware.

Use the **Setup Assistant** command and follow the onscreen instructions to set accessibility preferences and the **Reading Option** command to change the reading settings for the current document like reading order and mode.

The reflow view allows users to read documents on a mobile device or even a screen magnifier without scrolling horizontally to read text by presenting pages as a single column that is the width of the document pane. To read PDF in reflow view, choose **Home > Reflow**, or choose **View > Reflow**.

Contact Us

Feel free to contact us should you need any information or have any problems with our products. We are always here, ready to serve you better.

- *Office Address:*
IMSI Design
384 Bel Marin Keys Blvd, Suite 150
Novato, CA 94949
USA
- *Sales:*
1-800-833-8082 (7am – 6pm M-F, Pacific time)
- *Support & General:*
1-415-483-8000
- *Website:*
www.turbocad.com
- *E-mail:*
Sales - sales@imsidesign.com
Technical Support – support@imsidesign.com or visit our web pages: [TurboPDF Support](#)