

NCH Software

PicoPDF PDF Editor

This user guide has been created for use with
PicoPDF PDF Editor Version 6.xx

Technical Support

If you have difficulties using PicoPDF PDF Editor please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date PicoPDF PDF Editor Online Technical Support at www.nchsoftware.com/picopdf/support.html.

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

Software Suggestions

If you have any suggestions for improvements to PicoPDF PDF Editor, or suggestions for other related software that you might need, please post it on our Suggestions page at

www.nch.com.au/suggestions/index.html.

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

PicoPDF PDF Editor

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About PicoPDF

Introduction

PicoPDF is an easy to use program for editing PDF files. With PicoPDF, you can easily edit text and images in an existing PDF file.

Easily rearrange text and graphics, add notes or comments to PDFs, enter information in blank spaces in PDF forms, add a digital signature to a PDF and more.

System Requirements

Windows XP / Vista / 7 / 8 / 10 / 11

NCH Software Suite

This is a useful way to browse all the software available from NCH Software

You can see a set of products by type like Audio, Video and so on and view the product. From there you can try out the product and it will download and install it for you to trial. If you already have the product installed then you can click "Run It Now" and the program will be launched for you.

There is also a list of features for products in the category. Click on a feature, such as "Edit a Video File", to install a product with that ability.

Search

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Legal Department
NCH Software, Inc.
6120 Greenwood Plaza Blvd, Ste 120
Greenwood Village CO, 80111
USA

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B. The arbitrator may award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim. **YOU AND NCH AGREE THAT EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN YOUR OR ITS INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING.** Further, unless both you and NCH agree otherwise, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding. If this specific provision is found to be unenforceable, then the entirety of this arbitration provision shall be null and void.

C. Notwithstanding any provision in this Agreement to the contrary, we agree that if NCH makes any future change to this arbitration provision (other than a change to the Notice Address) you may reject any such change by sending us written notice within 30 days of the change to the Arbitration Notice Address provided above. By rejecting any future change, you are agreeing that you will arbitrate any dispute between us in accordance with the language of this provision.

D. To opt out of this Arbitration Agreement and class action waiver send an Opt Out notice to the Notice Address stating "I am electing to opt out of the Arbitration Agreement and class action waiver contained in the Legal Terms applicable to my purchase of an NCH product." Your Opt Out Notice must include the date and proof of purchase. The Opt Out Notice must be postmarked no later than thirty (30) days after the date of purchase. A separate Opt Out Notice must be sent for each product purchased.

General - Options

Open the Options Dialog Box by clicking the **Options** button on the toolbar. There are three options tabs:

- General
- Metadata
- Snapping

General - Shortcuts

Tools and Options

Open PDF File
Save
Save As
Close PDF File
Print
Undo
Redo
Cut
Copy
Paste
Find Text
Zoom In
Zoom Out
Zoom Fit Page
Zoom 100%
Zoom Fit Width
Delete Selected Item
Help Contents
Exit/Close Application

Shortcut Keys

Ctrl + O
Ctrl + S
Ctrl + Shift + S
Ctrl + F4
Ctrl + P
Ctrl + Z
Ctrl + Y
Ctrl + X
Ctrl + C
Ctrl + V
Ctrl + F
Ctrl + Num + / Ctrl + Mousewheel Up
Ctrl + Num - / Ctrl + Mousewheel Down
Ctrl + Num 0
Ctrl + Num 1
Ctrl + Num 2
Delete
F1
Alt + F4

Tasks - Editing Scanned Documents

Why can't I edit my document? If the text in your PDF isn't editable, that might be because the document only contains pictures of text, rather than the original text data itself. This is often the case with scanned documents. In order to make a scanned document editable, the images need to be converted back into text. PicoPDF uses Optical Character Recognition (**OCR**) to convert images into editable text.

Converting Images to Text

Use the **OCR** tool to convert images into editable text. You can access the [OCR tool](#) from the **Tools Menu** or from the **Tools Menu**. The OCR tool will search the document for images containing text, then replaces each image with text that can be edited.

Please note that the accuracy of converting images to text is highly dependent on the sharpness of the image and clarity of the texts in the image.

Tasks - Signing Documents

Adding a signature To add a signature to your document, click on the **Sign** button in the **Home Tab** to open the **Quick Sign Toolbar**.

Alternatively, open the **Sign Menu** to add a specific type of signature.

Quick Sign Toolbar

Open the Quick Sign Toolbar by clicking on the **Sign** button from the **Home Tab**.

Add Signature - Open the Add Signature dialog where you can draw your signature, open an image file of your signature, or type your signature. Once you've chosen your signature appearance, click the **Add Signature** button to insert the signature into the center of the document. Click and drag to move and resize your signature.

Draw Signature - Draw directly on the document. Once you've finished drawing your signature, click the **Done** button.

Select Signature - Select a signature preset and insert it into the document. Click the Trash icon to make PicoPDF forget the signature preset.

Clear - Erase any previously drawn lines created with the **Draw Signature** tool.

Done - Convert your drawn signature into an image, and insert it into the document. Lines that were drawn close to each other will be grouped together into a single image. Click and drag to move and resize your signature images.

Exit signing mode without adding any signatures by clicking on the **Sign** button again to uncheck it.

Sign Menu

The sign menu can be accessed through the **Tools > Sign** menu, or by clicking on the Sign button's dropdown arrow.

Draw Signature - Draw a signature preset with your mouse.

Image Signature - Browse for an image of your signature. Use the **Auto Crop** checkbox to remove blank areas of the selected image. Note that white pixels in the signature image will become transparent in the inserted signature.

Typed Signature - Type your signature using one of the fonts provided in the pulldown list.

Certify With Invisible Digital Signature - Use this to add a Digital Signature to your document.

Certify With Visible Digital Signature - Use this to add a signature graphic that represents a Digital Signature.

Tasks - Print PDF

Print PDF

To print a PDF, click the **Print button** on the **Home tab** or select **File -> Print**. This will open a print document dialog with a preview window on the left and print options on the right.

Printer

Select the printer that you would like to use.

Pages

Select **All** to print every page

Select **Custom** to select specific pages to print by entering the page numbers on the textbox below the dropdown.

Paper Size

Select the size of the paper you will be printing to. The dimensions of the selected paper size are displayed in the print preview.

Page Resize

Select **Fit to Paper Size** to resize the PDF to the same size as the paper.

Select **Original Page Size** to retain the original PDF size. If the PDF is larger than the paper size, the PDF may be cropped.

Color

Choose whether the page should be printed in **Color** or **Black and White**.

Click the **Print** button to print the PDF.

Click the **Cancel** button to close the Print dialog without printing.

Tasks - Send PDF By Email

Send PDF By Email

The **Send PDF By Email** tool allows the user to send by email the currently opened PDF document. Please note that on first time use the Settings dialog is opened. Keep the settings at MAPI to route the email to the installed email software, e.g. Outlook. Use the other settings if there is no email software installed.

Tasks - View Permissions

View Permissions

To view the PDF's permissions, click the **View Permission** on the **Encrypt** dropdown. You can also access this link on **Tools > Encrypt > View Permissions**. Items without a check mark are restricted and not allowed.

Editing - Add Text

Add Text

The **Add Text** tool allows you to place new text anywhere on the .PDF document. Simply click anywhere on the document and type in your desired text.

Editing - Add Images

Add Image

The **Add Image** tool will allow you to import an image and paste it into your .PDF document.

Editing - Edit Text

Edit Text

The **Edit Text** tool allows you to click on any body of text and edit it. The format of the original text being edited will be preserved.

Editing - Move Content

Move

The **Move** tool is used to move, resize or delete elements on the PDF. When a block of text or image is selected with the move tool, it will have a blue border around it with resize handles. Click from anywhere inside the border and then drag to move the selected element to a new location.

For resizing an image, hover the mouse over the resize handlers and it will become a two-sided arrow. Click and drag to resize the image.

For deleting a selected element, select Delete from menu or press the delete button.

Editing - Delete Content

Delete

The **Delete** tool allows you to delete text, whole text blocks or images from your PDF document.

Editing - Cut, Copy, Paste

Cut, Copy, Paste

Please note that you are only able to use the Clipboard while in the Edit Text tool

The **Cut** tool allows you to perform a cut to clipboard of a selected text.

The **Copy** tool allows you to perform a copy to clipboard of a selected text.

The **Paste** tool allows you to perform a paste from clipboard to the current cursor position.

Editing - Undo, Redo

Undo, Redo

The **Undo** tool allows you to perform an undo of the previous operation like a text edit or an add image.

The **Redo** tool allows you to redo an edit that was reverted by the Undo tool.

Editing - Font Properties

Change Font Properties

The **Font Properties** tool allows you to change the font styles of text and color of text. Selecting the Text Color option will open the [Color Picker Dialog](#).

Please note that sometimes the bold or italic styles are disabled because the font installed in the system does not support the styles.

Editing - Crop Page

Crop Page

The Crop Page tool will allow you to adjust the visible area of the PDF pages.

To crop PDF pages, open your PDF file. Click the **Crop page** button on the **Edit tab**, or click **E dit > Crop page** on the menu. The Crop pages dialog will appear. On the left side, drag the rectangle's handles to change the size of the cropped area.

Crop Margin

You can also type in directly into the crop margin entry fields at the right side of the dialog. You can change the default unit by going to the **Options** on the toolbar.

Crop Page

Select **All** to crop every page

Select **Custom** to select a specific page to crop by entering the page numbers on the textbox below the dropdown.



Editing - Highlight Text

Highlight Selected Text

The **Highlight Text** tool allows you to highlight a text selection by adding a shaded box around it. Using the toolbar, select the main icon button to highlight using the last color used. Select the dropdown to select a different highlight color to use.

Editing - OCR

Optical Character Recognition (OCR)

The **OCR** tool will search through the document for images containing text, then replaces each image with text that can be edited. This allows you to make edits to scanned documents. For more, refer to [Tasks - Editing Scanned Documents](#).

Editing - Sign

Sign

The **Sign** tool will allow you to add a quick signature to your document. Use one of the following options to create your signature appearance:

Add Signature

Show the Add Signature dialog.

Draw Signature

Directly draw a signature from your .PDF document.

Select Signature

Select a previously created signature and add them to your .PDF document

Note that these signature options are not considered secure and can be forged. For a cryptographically secure way to sign documents, refer to digital signatures.

Editing - Link

Link

The Link tool allows you to set text as a hyperlink. A hyperlink is a reference to data or a website that the user can quickly navigate to by clicking. When you move your mouse over a hyperlink, you'll see a tooltip telling you to Ctrl + Click to follow the link.

Adding a Link

To add a link, select the text that you want to turn into a hyperlink and click the **Link button** on the **Home Tab**. In the **Link button dropdown**, you can also select **Set As Link**. The **Set As Link** dialog will open where you enter the link address. There are two types of links that can be added:

URL

Designate the link to open a web page. Select this option to enter the URL of the web page (e.g. www.mysite.com or <https://www.mysite.com>). Click the 'Set As Link' button to confirm adding the hyperlink.

Note: Your link will not work if you do not include the full address, for example, `mysite.com` will not be a successful link.

File

Designate the link to open an external file. Select this option to enter the file path (e.g. `./mysample.pdf`) or use the 'Browse' button to select the target file. To confirm that it is a valid file path, using the 'Browse' button is recommended. Click the 'Set As Link' button to confirm adding the hyperlink.



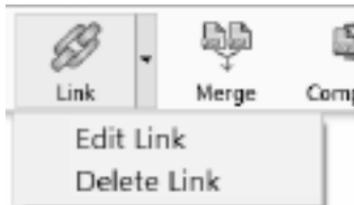
is to save your PDF before adding a file link so that the file path is added as a relative file path to the PDF, e.g. `../external_files/myfile.pdf`". If a relative file path is not possible, e.g. external file is on another drive or PDF is a new file, then an absolute file path will be used, e.g. `"D:/myfiles/external_files/myfile.pdf"`.

Edit Link

To edit a link, select the text with a hyperlink. Click the **Link button dropdown** on the **Home tab**, then click **Edit Link**. A dialog will open where you can edit the link.

Delete Link

To delete a link, select the text with a hyperlink. Click the **Link button dropdown** on the **Home tab** then click **Delete Link**. The hyperlink and text formatting for the link will be removed.



Editing - Add Bookmark

Add Bookmark

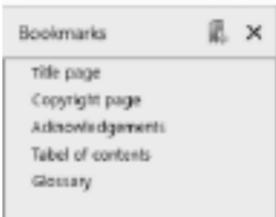
The **Add Bookmark** tool allows you to add a bookmark to a page in the PDF.

From the **Tools** menu, select **Bookmarks** then select **Add Bookmark**. Now as you move the mouse inside any page the cursor will show "Click to add bookmark" to indicate that clicking on a location in the page will set the bookmark to jump to that location. Clicking on a page will show the add bookmark dialog



Bookmark at top of page

Select this to set the bookmark to jump at the top of the page. Otherwise, it will jump to the specific location in the page.



Bookmarks Window

Existing bookmarks and bookmarks added are shown in the Bookmarks window. Clicking on **Add Bookmark** will automatically show the Bookmarks window. To just show the bookmarks, from the Tools menu select **Bookmarks** then select **Show Bookmarks**.

Editing - Export PDF

Export PDF

The Export tool allows you to convert your PDF file into the following document formats:

- Microsoft Word (*.docx)
- HTML file (*.html)
- OpenOffice Document (*.odt)
- Rich Text Format (*.rtf)
- Plain Text (*.txt)
- XML file (*.xml)

To Export a PDF, open the PDF file. Click **Export** on the **File menu**. Select a folder for the exported file, enter a file name, choose a file format on the 'Save as type' dropdown and click **Save**.

Editing - Merge PDFs

Merge PDFs

The **Merge PDFs** tool will allow you to merge multiple PDF files into a single PDF file.



Add Files

Click the **Add Files** button or drag and drop files or folders into the merge dialog.

Rearrange PDF files

Rearrange the PDF files in the desired order by clicking the up and down arrows. You can also click and drag each file to the correct position. The top file in your list will appear first in the merged PDF.

Delete PDF file from the list

Delete a PDF file from the list by clicking the X button beside the PDF file.

Output Folder

Set the location where the merged PDF file is saved. You can directly type the output folder on the edit box or use the Set Output Folder button to browse for the output folder.

Editing - Compress PDF

Compress PDF

The **Compress PDF** tool will allow you to compress the currently opened PDF file to reduce its file size without any layout changes.

Lossy Compression

Include lowering the quality of images to further reduce the file size. **Quality** refers to the image quality. A higher image quality results in less degrade but also less reduction. A lower image quality has more reduction but image quality degrade is also more.

Lossless Compression

Do not include lowering the quality of images.

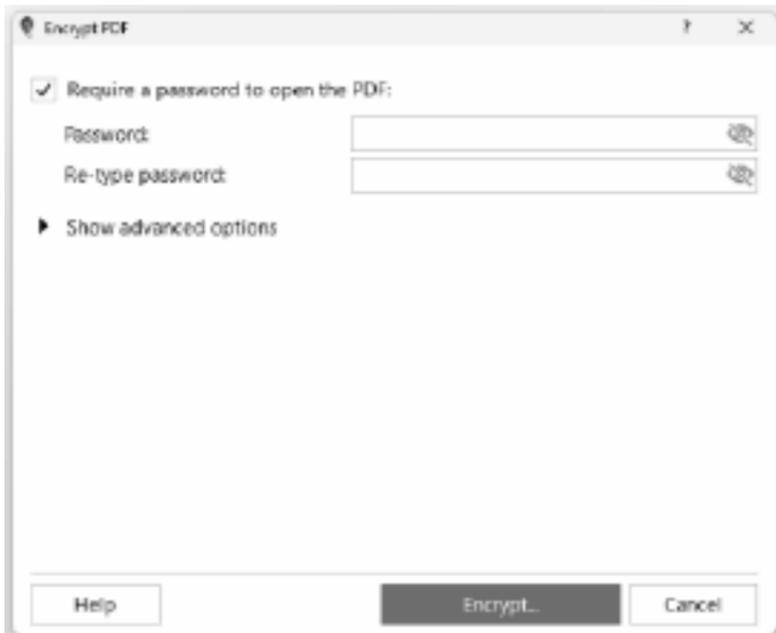
Editing - Encrypt PDF

Encrypt PDF

The Encrypt PDF tool allows you to protect the content of your PDF file from unauthorized use. PDF documents can be encrypted by creating a password. Only people who know the password will be able to open and view the PDF file. You can also protect your PDF document by setting permissions to print, edit and copy the contents. These permissions are managed by assigning an owner password.

Encrypt a PDF with a password

To set a password to open a PDF, open your PDF file and click the **Encrypt** button on the **Home** tab, or click **Tools > Encrypt > Encrypt PDF** on the menu. The **Encrypt PDF** dialog will appear. Select the checkbox "**Require a password to open the PDF**" and type the password of your choice. You will need to re-type the password to confirm. The typed password is hidden by default. Click on the eye icon to show / hide the password characters. After clicking the Encrypt button, the Save As dialog will appear. A new PDF file will be created with the password.



Set

permissions and owner password

You can restrict permissions and add an owner password by clicking the **Encrypt button** on the **Home tab**, or click **Tools > Encrypt > Set permissions** in the menu. The owner password will need to be entered to modify permissions. To display the permissions options, click on the **"Show advanced options"**. Select the **"Set permissions"** checkbox to modify permission options. Select the permissions you want to enable by selecting the checkboxes next to an option. To restrict a permission, deselect the checkbox next to an item. To assign an owner password, simply enter the desired password on the password textbox under the owner password section. You will need to re-type the password to confirm. When you are satisfied with the selections you made, click the Encrypt button. Your PDF file will be saved as a new file with the new permission restrictions.

Note: If advanced options is not checked and an open password is set, the open password will be used as the owner password.



The screenshot shows the 'Encrypt PDF' dialog box with the following settings:

- Require a password to open the PDF:
 - Password: [text box]
 - Re-type password: [text box]
- Show advanced options
 - Set permissions:
 - Allow printing
 - Allow editing and modifications
 - Allow copy content
 - Require a password to edit permissions:
 - Password: [text box]
 - Re-type password: [text box]

Buttons at the bottom: Help, Encrypt..., Cancel.

Modify

PDF password and change permissions

To modify the PDF password, open your encrypted PDF file. The PDF Password dialog will appear asking you to enter the user password. Enter the correct user password and click OK. When the PDF is successfully opened, click the **Encrypt** button on the **Home** tab. Enter the correct password and click OK. Under the **Require a password to open the PDF**, enter the correct current password and type the new password. You will need to re-type the new password to confirm. You can also change the permissions by clicking on the **Show advanced options** to view the permissions section. Check the Set permissions and select the permissions you want to allow. Change the owner password by entering a new password and re-typing it on the owner password section. When you are satisfied with the new password and permissions you have chosen, click the Encrypt button to create a new PDF file with the assigned new password and permissions.

Encrypt PDF

Require a password to open the PDF:

Current password:

New password:

Re-type new password:

▾ Show advanced options

Set permissions:

Allow printing

Allow editing and modifications

Allow copy content

Require a password to edit permissions:

Current password:

New password:

Re-type new password:

Help Encrypt... Cancel

Remove

Encryption

For a PDF that is already protected, removing encryption means that the permissions as well as the password to open the PDF file will be removed.

To remove encryption, open your encrypted PDF file. The PDF Password dialog will appear asking you to enter the user password. Enter the correct user password and click OK. When the PDF is successfully opened, click the **Encrypt** button dropdown on the **Home tab** and select **Remove Encryption**. Enter the correct owner password and click OK. The Save As dialog will appear. A new PDF file will be created without the encryption.

Remove Password

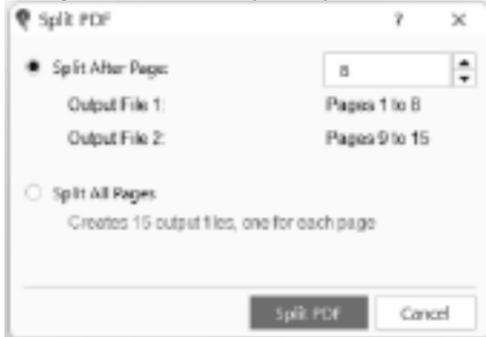
For a PDF that is already protected, removing password means that the password to open the PDF file will be removed but not the permissions set.

To remove password, open your encrypted PDF file. The PDF Password dialog will appear asking you to enter the user password. Enter the correct user password and click OK which will open the encrypted PDF. Proceed with removing the password by selecting **Remove password** from the **Tools** menu, or click **Del Pwd** on the **Home tab**. You will be asked to enter the password again. Enter the correct password and click OK. The Save As dialog will appear. A new PDF file will be created without the password.

Editing - Split PDF

Split PDF

The **Split PDF** tool allows you to split the PDF into multiple files.



To split PDF pages, open your PDF file.

Click the **Split PDF** button on the **Pages** tab. The Split PDF dialog will appear. There are 2 options available:

Split After Page

Selecting this option will split the PDF into 2 files. The value entered on the textbox will be the last page on the first output file.

Split All Pages

Selecting this option will split all pages into separate PDFs (1 page = 1 PDF). The number of PDF files that will be created will be displayed below this option.

Editing - Extract Pages

Extract Pages

Extracting a page in a PDF means separating a single page or range of pages from a larger PDF document and saving it as a separate file. This is useful when you need to share or use a specific page or range of pages from a larger PDF document, without having to share or work with the entire document.

Extract the current page

To extract a page, open the PDF file. Click the **Page** tab, go to the page you want to extract and click **Extract Page > Extract the current page**.

Extract multiple pages

If you want to extract multiple pages, click **Extract Page > Extract multiple pages...** The extract pages dialog will appear where you can enter the pages to include in the output file.



Select page to extract

If you want to choose a page to extract, click **Extract Page > Choose a page to extract**. The thumbnail section will appear where you can scroll through the list of pages until you find the page that you want to extract. Click on the page you want to extract and click the extract icon on the right side of the page.



Choose a destination folder and file name for the extracted page. Click "Save" to save the extracted page as a separate PDF file.

Signatures - Quick Signatures

What are Quick Signatures? PicoPDF creates an image of your signature, then inserts it into the document like any other image. The signature image is created with the Add Signature dialog, where you can draw, type, or select an image file to represent your signature. Quick signatures give you full control over your signature appearance, but are not considered secure and can be forged.

How to add a Quick Signature

To add a Quick Signature to a document, use the **Sign Toolbar** or **Sign Menu**. For more information, check the [Signing Documents](#) help page.

Signatures - Digital Signatures

What are Digital Signatures? Digital signatures offer a more secure way to sign documents. By signing a document with a Digital ID, anyone with Adobe Acrobat can verify the signer's identity and see if the document was edited after it was signed. Unlike Quick Signatures, it is impossible to forge a digital signature.

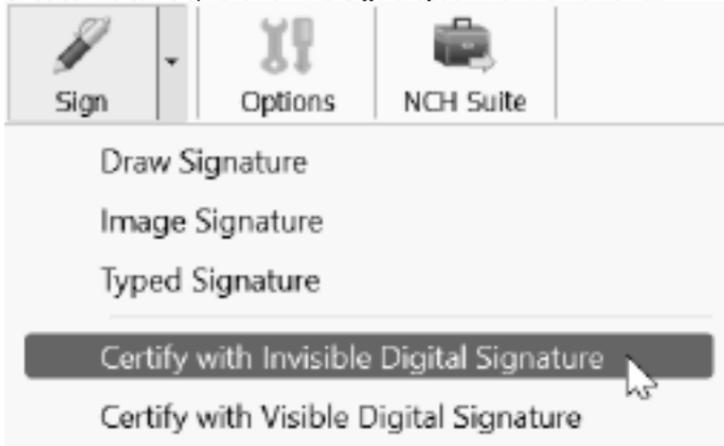
Digital Signatures are only valid for files saved as a PDF. PDFs exported to other formats will not contain a digital signature.

How to digitally sign a document

To digitally sign a document, use the **Tools > Sign** menu to select one of the following menu options:

- Certify with Invisible Digital Signature
- Certify with Visible Digital Signature

Or select the same options from the **Sign dropdown** on the **Home Tab**



This will open the Digital ID wizard, where you will be prompted to select an existing Digital ID file (.p12 or .pfx), or create a new Digital ID. Once you've created or selected a Digital ID file to sign with, click on the blue **Sign** button to close the Digital ID wizard and mark the document as signed. Note that Digital Signatures are not applied until the document is saved.

Signatures - Digital IDs

What is a Digital ID? A digital ID is a certificate that contains information about you, such as your name, company, and location. It also contains encryption keys used to cryptographically verify that a document was signed with your certificate, making it impossible to forge your signature.

How to obtain a Digital ID

You can obtain a Digital ID from an Certificate Authority (a trusted third party company such as GlobalSign), or you can create your own self-signed certificate in PicoPDF using the Digital ID wizard. However, note that self-signed certificates may not be trusted by the recipient of your signed document, since anyone can create a self-signed certificate.

Screen References - Color Picker Dialog

Color Picker Dialog

The color picker is divided into multiple parts, with several ways available to choose a color:

Visually Adjusting Color

The top half of the dialog consists of 2 colored boxes, one that lets you pick any point in a 256 x 256 square and the other that works as a long slider. Which colors are displayed in these two boxes depends on which radio button is selected (see below), but in all cases the position of the slider will change the colors available in the square box. Which ever point is selected in that square box is the selected color.

Adjusting by RGB or HSV

Underneath the square colored box, there is a series of 6 options (1 each for hue, saturation, value, red, green, and blue) that each contains a radio button, a slider, and an up-down number control. If one of the 3 HSV radio buttons is selected, that value will be represented by the visual slider (see above) while the other two values will be the axes of the square color box. The controls work the same way if one of the RGB radio buttons is selected. You can also adjust these values with the sliders provided next to the labels, as well as the up/down controls next to the sliders. Any adjustment of these values will update the visual controls, and any adjustment of those visual controls will update these values.

Selected Color

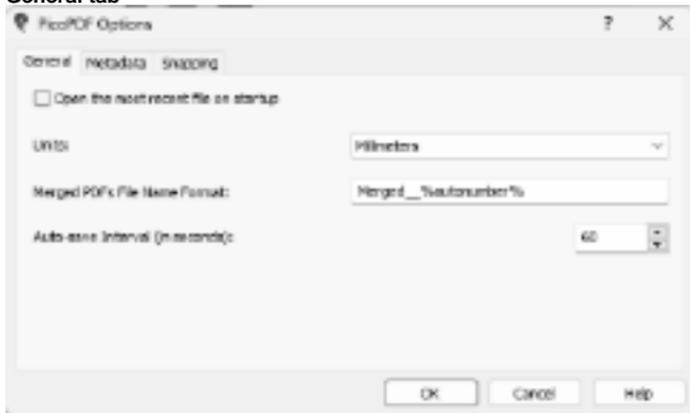
The selected color is displayed to the right of the RGB and HSV controls. The box is split diagonally, with the upper left section labeled New (the color you are creating), and the bottom right section labeled Current (the color that already exists, and will continue to be selected if you Cancel the dialog). Beneath that is the Hex Value of the selected color (you can also enter any valid hex value there to update the selected color). There is an eyedropper button to the right of the selected color that will allow you to set the selected color by sampling anywhere on the desktop.

User-defined Color Palette

At the bottom of the dialog you will find a series of 12 colored rectangles alongside a button titled Set to Swatch. These comprise the user-defined color palette, and allow you create and save (these will persist even when PicoPDF is closed) your own custom colors. To set a swatch's color, first select that swatch by clicking it. Then choose your desired color, and finally click the Set to Swatch button. You can then load any of the saved colors by simply clicking on that swatch.

Screen References - Options ~ General

General tab



recent file on startup

Open the most

Allows you to automatically load the most recently opened or saved PDF file when the application is launched. Toggle it On or Off using this checkbox based on your preferences.

Units

Allows you to specify the preferred unit of length measurement.

For the print option, this sets the default paper size to either A4 for Millimeters or Letter for Inches.

Merged PDFs File Name Format

Allows you to specify the file name of the output file when merge PDF is performed. Include %autonumber% in the file name which will be converted to a unique number each time merge PDF is performed to ensure the output file name is unique.

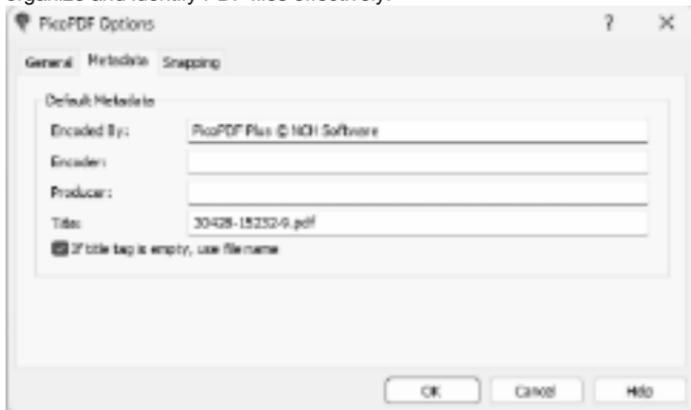
Auto-save Interval (in seconds)

Allows you to specify the time interval (in seconds) that auto-save is performed once an update is done on the open PDF. Auto-save allows you to retrieve your updates on the file in case PicoPDF terminates abnormally. The prompt to retrieve is done the next time PicoPDF is started.

Screen References - Options ~ Metadata

Metadata tab

Metadata refers to descriptive information embedded within a PDF document. It helps users organize and identify PDF files effectively.



Why Edit

Metadata?

- Enhance document organization.
- Provide accurate information about the document.
- Improve searchability and retrieval of files.

Metadata options:

Encoded By

Allows you to specify the value of the "Creator" metadata entry when file save is performed.

Encoder

Allows you to specify the value of the "Author" metadata entry when file save is performed.

Producer

Allows you to specify the value of the "Producer" metadata entry when file save is performed.

Title

Allows you to specify the value of the "Title" metadata entry when file save is performed.

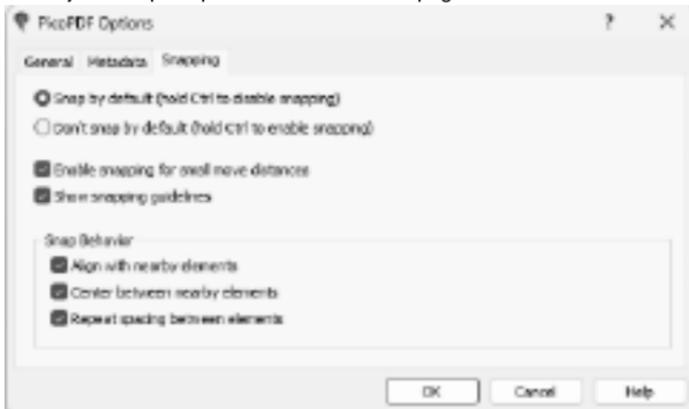
If title tag is empty, use file name

Allows you to set the "Title" metadata from the file name when file save is performed. User needs to set the Title edit box as empty.

Screen References - Options ~ Snapping

Snapping tab

Snapping is a feature that helps you align and position objects precisely within your PDF document. It makes it easier to create professional-looking layouts and designs by ensuring that objects snap to specific locations on the page.



Why Use

Snapping?

- Achieve pixel-perfect alignment.
- Speed up your editing process.
- Ensure consistency in your document's layout.

Snapping options:

Snap by default (hold Ctrl to disable snapping)

When this option is selected, snapping is enabled by default, meaning objects will automatically align with snap points.

Hold the Ctrl key while performing actions to temporarily disable snapping for precise adjustments.

Don't snap by default (hold Ctrl to enable snapping)

When this option is selected, snapping is disabled by default, allowing for free-form object placement.

Hold the Ctrl key while performing actions to temporarily enable snapping when needed for accurate alignment.

Enable snapping for small move distances

When this checkbox is selected, snapping will activate even for small movements of objects, ensuring precise alignment.

Show snapping guidelines

When this checkbox is selected, snapping guidelines will be displayed, providing visual cues for object alignment. Helpful for users who prefer visual references to aid in accurate object placement.

Snap behavior:

Align with Nearby Elements

When this checkbox is selected, objects will snap to align with nearby elements, ensuring consistent alignment along the same axis. Useful for maintaining uniformity in layouts by aligning objects with existing elements.

Center Between Nearby Elements

When this checkbox is selected, objects will snap to the center between nearby elements, providing precise centering. Ideal for achieving balanced compositions by centering objects between existing elements.

Repeat Spacing Between Elements

When this checkbox is selected, objects will snap to repeat the spacing between nearby elements, maintaining consistent intervals.

Valuable for creating evenly spaced rows or columns of objects.