

ParmisPDF

Version 6

1. Welcome

User's Guide



Website: www.ParmisPDF.com

2. Getting started

- [Installation](#)
 - [Requirements](#)
 - [Install the software](#)
 - [Uninstall the software](#)
 - [Activate the software](#)

2.1 Installation

- [Requirements](#)
- [Install the software](#)
- [Uninstall the software](#)
- [Activate the software](#)

2.1.1 Requirements

- Pentium-Class processor
- Windows 98 Second Edition, ME, NT 4.0, 2000, XP, Vista, 7
- 256 MB of RAM
- 20 MB of available hard disk space

2.1.2 Before You Install

Have your Registration Information handy. You need these items to perform an installation and activation.

- Exit any existing copies of the software that you have running.
- Get administrator privileges on your computer.
- Consider disabling virus-checking software and Internet security applications on your system for the duration of the installation process. These applications can slow down the installation process or cause it to appear unresponsive (or to hang).

2.1.3 Install the software

- Insert the CD/DVD into the CD/DVD drive connected to your system or double-click the installer file you downloaded from the InforDesk Website. The software installer starts, displaying the welcome dialog box; click **Next**
- Review the software licensing agreement and, if you agree with the terms, select Yes and click **Next**.

- In the Installation Type dialog box, specify whether you want to perform a Typical or Custom installation and click **Next**.
- Specify the name of the folder where you want to install the software. You can accept the default installation folder or specify the name of a different installation folder. If the folder doesn't exist, the installer creates it.
When specifying a folder name, do not specify a name that contains the @ sign, an exclamation point (!), the per cent character (%), the plus sign (+), or the dollar sign (\$) character. The full path of the installation folder must not include a folder named private. To continue with the installation, click **Next**.
- When the software installer finishes, it displays the Installation Complete dialog box.

Note: If you want to install the software on a different computer, you must first Uninstall the software on your computer then install the software on new computer and activate it using your license information.

2.1.4 After You Install

To start the software, you can use any of these methods:

- From the Desktop Double-click the **ParmisPDF** icon (called a shortcut) that the installer creates on your desktop.
- From the Start menu Click the Start button, select Programs, and move the pointer over the **ParmisPDF** entry. On the application menu that appears, click the **ParmisPDF** entry.
- Using Windows Explorer Navigate to your installation folder of the software. Expand the software folder and then double-click the shortcut to the **ParmisPDF** executable.

2.1.5 Activate the software

Purchasing the software and then entering the license key you receive will return the product to a fully-functional state.

1. If the Activation dialog box isn't already open, choose Help > Activation.
2. Enter your registration information in fields.
3. Click on "Activate" button.

Note: If you want to install the software on a different computer, you must first Uninstall the software on your computer.

2.1.6 Uninstall the software

To remove InforDesk products from your system, follow this procedure:

1. Shut down the software.
2. Start the uninstaller.
On the Windows Start menu, select Settings>Control Panel>Add or Remove Programs. Select **ParmisPDF** from the list.
3. Then continue to uninstall.

3. Open / Save / Print

- [Open a PDF](#)
- [Save a PDF](#)
- [Print a PDF](#)

3.1 Open a PDF

You can open a PDF with ParmisPDF.

To Open a PDF:

- **Home** tab>**Open...** button
 - Select a PDF file
 - Click **Open**

Tip:

You can Open a PDF document simply with a drag and drop.

3.2 Save a PDF

Use this method to save PDFs in which you have added watermarks/backgrounds, header/footers, digital signatures, etc.

To Save a PDF:

- To save changes to the current file
 - **Home** tab>**Save** button
- To save a copy of a PDF
 - **Home** tab>**Save as...** button

Note: Saving a digitally signed PDF invalidates the signature.

3.3 Print a PDF

Use print functionality to print current PDF document. Also using [Batch](#) functionality you can print a number of PDF documents located in different folders/subfolders at once with batch/command-line.

To Print current PDF:

- **Home** tab>**Print...** button

4. Convert to PDF / Create PDF

Convert your files including image, text, webpage and RTF to PDF documents and create PDF by combining PDF files.

- [Convert to PDF](#)
- [Create Blank PDF](#)

4.1 Convert files to PDF

You can create a PDF document by converting and merging a number of a supported files or by combining PDF files. For example you if have scanned a number of documents (Such as your catalogs) and you want to create a PDF file contains scanned images; you can easily do this using this feature.

To convert files to PDF:

Create / Convert to PDF tab > **Convert to PDF** button

- Create a list of files.
Tip: You can add files or folders by dragging and dropping them.
- Select Page Size of images in **Page Size (For Image Files)** box
- Select size of images files in **Image Size** box
 - Fit to Page
 - Stretch
 - Actual Size
- Set **Output** options:
 - Select "**Create separate PDF files**" to create a separate PDF file for each input file
 - Select output folder (Leave empty to create files in their original folders)
 - Select "**Merge all to a PDF file**" to create a single PDF files from selected files
 - Check **Delete original files** to delete original files after converting them to PDF
 - Check **Use extensions for naming** to use extension of input file for naming of output.
- Click **Create PDF**.

Tip: Click **File Formats** button to filter types of files in conversion process

4.2 Create Blank PDF

You can create a Blank PDF file.

To create a Blank PDF document:

Create / Convert to PDF tab > **Create Blank PDF** button

- Select **Paper Format**
- Select **Number of Pages**

- Click **OK**.

5. Watermark / Background

A watermark/background is text, shape or an image/document that appears in front of or behind existing PDF document content, like a stamp but unlike a stamp, a watermark/background is integrated into PDF pages as a fixed element.

For example, you could apply a "Confidential" watermark/background to pages contains confidential information. You can add multiple watermarks to one or more PDFs. You can specify the page or range of pages on which each watermark appears.

Note: Unlike a stamp, a watermark/background is integrated into PDF pages as a fixed element. A [stamp](#) is a type of PDF comment, which others reading the PDF document can open to display a text annotation, move, change, or delete.

- Watermark / Background
 - [Text](#)
 - [Image / Document](#)

5.1 Text

ParmisPDF makes it easy to add a text watermark/background to your PDFs. A text watermark/background can be a simple plain text or contains dynamic elements such as date, time, filename, etc. You can insert text watermark/background contents from a CSV or XLS file (Using "[Mail Merge](#)" functionality). Watermark/background also can contains "[Bates Numbering](#)" elements.

To add text as watermark/background:

- **Watermark / Background** tab > **Text** button
 - **Contents** Tab
 - Text type:
 - **Simple Text:** You can enter text in box and adjust font/format options
 - **Rich Text Format:** It gives you more options. You can easily enter and format text by clicking "Edit" button. Also you can copy/paste from RTF (Rich Text Format) editors.
 - **Tags:** You can use [tags](#) for adding dynamic contents to text watermark/backgrounds by clicking "**Available Tags (Dynamic contents)**" button
 - **General Tags:** To insert parameters such as date, time, filename, etc in text watermark/background
 - **Defined Mail Merge Tags:** To insert contents from a CSV or XLS file ("[Mail Merge](#)") in text watermark/background
 - **Bates Numbering Tags:** To insert "[Bates Numbering](#)" parameters such as total pages, page number, etc in text watermark/background
 - **Text Box Formatting** Tab: Uses boundaries to control the flow of characters, either horizontally or vertically.
 - **Width:** Determines the width of Text Box

- **Height:** Determines the height of Text Box
 - **Rotate:** Rotating turns an item around a reference point.
- **Skew:** Skewing lets you slant an item vertically and horizontally.
- **Text Box Frame:** Select a visible outline for the text box boundaries:
 - **Border Size:** Specifies the width of the frame surrounding the text
 - **Corner Radius:** Specifies the corner radius
 - **Draw Mode:** Fill Stroke, Fill, Stroke
 - **Fill Color:** Select a color to fill inside a shape.
 - **Stroke Color:** Select a color for the visible outline of a shape
- To set **Shading** options:
 - **Shading Mode:** Select option for applying shading:
 - **Vertical:** Shades from the starting point to the ending point in a straight line vertically.
 - **Horizontal:** Shades from the starting point to the ending point in a straight line horizontally.
 - **Radial:** Shades from the starting point to the ending point in a circular pattern.
 - **Color:** Creates a gradual blend between multiple colors.
 - **Start Color:** Select start color of shading
 - **End Color:** Select end color of shading
 - **Shading Center:** Adjust the location of the midpoint where the gradient displays an even mix of the starting and ending colors
 - **Alpha Blending:** Adjust transparency for the shape. It controls how shape blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape.
 - **Stroke Alpha Blending:** Adjust transparency for the shape's stroke. It controls how shape's stroke blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape's stroke.
- **Bookmark** tab: Check following options, as needed:
 - **Bookmark watermarked pages with watermark text as bookmark title**
 - **Delete previous bookmarks**
 - **Only bookmark pages (Do not show watermark text on pages)**
- **Bates Numbering Options** tab: To use "[Bates Numbering](#)" elements in text watermark/background
 - **Style:** numeric, alphabetical, Roman numerals, etc.
 - **Minimum digits of bates stamp:** You can set minimum length for Numeric and Alphabetical styles.
 - **Start from:** defines the starting value.
 - **Page Offset:** This value will be added to value of these parameters: %tp, %tb, %dp, %db
 - **Increment:**
 - **Increase:** sets value of element increment on each occurrence.
 - **Every ... Page(s)/Document(s):** Defines when the increment counter should occur. For example, if the Increment **Every** is set to 3 **Page(s)**, the increment will occur every 3 pages.
 - **Increase number on bates pages only**
 - **Continue bates on next documents (only in Batch/Command line)**
- **Horizontal Position:** Adjust horizontal position

- **Vertical Position:** Adjust vertical position
- **Page Range:** To apply the watermark/background selectively to individual pages, click Page Range Options. Then specify a page range and choose a Subset option, as needed.
- **Add Link:** To add a link to watermark/background and open it on click.
- **Alpha Blending:** Adjust transparency for the shape. It controls how shape blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape.
- **Stroke Alpha Blending:** Adjust transparency for the shape's stroke. It controls how shape's stroke blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape's stroke.
- Adjust the appearance. **Add as:**
 - **Foreground:** Appears foreground of page's contents
 - **Background:** Appears background of page's contents
- **Profiles:** Save profiles to reuse later, as needed.
- Click **OK**

Tips:

- To reuse a watermark/background and options that you saved in an earlier session, select it from the **Profiles**.
- To apply the same watermark/background to a number of PDFs, you can use [Batch](#) functionality.

5.2 Image / Document

You can add an image or a document as watermark/background onto PDF documents. The file location can be located in a local directory (For example, C:\watermark.jpg) or a URL (For example, <http://www.yoursite.com/watermark.pdf>).

Note: These file formats can be used as watermarks/background: Jpeg, Bitmap, Gif, PNG, EMF, WMF, RTF, DOC, DOCX, TXT, HTML, PDF

You can customize the content, appearance and action of each watermark/background. You can define and save your watermark/background to reuse them later, or you can simply apply a watermark/background and forget it. You can also preview watermark/background before applying them and adjust properties like position, color, etc.

To add images or documents as watermark/background:

- **Watermark / Background** tab > **Image / Document** button
 - **Contents** Tab
 - **Select type:**
 - **File / URL:** Select from supported file types. It can be located in a local directory (For example, C:\watermark.jpg) or a URL (For example, <http://www.yoursite.com/watermark.pdf>).
 - **Stamp:** Designed stamps can be used as watermark/background. Unlike a [stamp](#), a watermark/background is integrated into PDF pages as a fixed element. (A stamp is a type of PDF comment, which others

reading the PDF document can open to display a text annotation, move, change, or delete.)

- To change the size of an image watermark/background:
 - **Fit to Page** adjusts the size so that the watermark/background fills the page horizontally.
 - **Stretch** adjusts the size so that the watermark/background fills the page horizontally and vertically.
 - **Actual Size** displays the watermark/background at 100% size.
 - **Custom Size:** Set width and height.
- **Compression / Quality:** Set compression method and quality of image watermark/background
- **Horizontal Position:** Adjust horizontal position
- **Vertical Position:** Adjust vertical position
- **Page Range:** To apply the watermark/background selectively to individual pages, click Page Range Options. Then specify a page range and choose a Subset option, as needed.
- **Add Link:** To add a link to watermark/background and open it on click.
- Adjust the appearance. **Add as:**
 - **Foreground:** In front of existing document content
 - **Background:** Behind existing document content
- **Transparency:** Check "**Transparent Color**" to mask areas of a specific color in image so that they become transparent. ParmisPDF renders parts of images with selected color as transparent.
- **Alpha Blending:** Adjust transparency for the shape. It controls how shape blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape.
- **Stroke Alpha Blending:** Adjust transparency for the shape's stroke. It controls how shape's stroke blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape's stroke.
- **Profiles:** Save profiles to reuse later, as needed.
- Click **OK**

Tips:

- To reuse a watermark/background and options that you saved in an earlier session, select it from the **Profiles**.
- To apply the same watermark/background to a number of PDF documents, you can use [Batch](#) functionality.

6. Bates Numbering

Bates Numbering is a method of indexing documents for easy identification and retrieval through placing Bates Numbers on a page. Many companies are still using Bates machines to stamp their documents, a time-consuming, labor-intensive process.

ParmisPDF allows users to apply Bates numbers to one document or to a whole set of documents, and they may apply more than one Bates Numbering sequence to a single or multiple documents. Document sets may also be given a unique set of numbers or prefixes which might include text such as a set number, case number, or firm name.

6.1 Bates Numbering

ParmisPDF bates numbering tool creates custom bates stamps and you can control every aspect of the stamp's creation: the font and color, the background color, the stamp increments, the stamp placement and many others.

This flexible structure allows for accommodation of a wide variety of stamping specifications. You can add unlimited number of stamps per page and there is no limitation in number of stamp elements including static texts(suffix, prefix and etc), dynamic texts (variables like total page/bates, document pages/bates, page number, date/time, etc).

To add a **Bates Numbering** to PDF documents

- **Bates Numbering** tab > **Text** button
 - **Contents** Tab
 - Text type:
 - **Simple Text:** You can enter text in box and adjust font/format options. You can enter bates stamping parameters and static text as suffix or prefix of bates numbering parameters. To insert parameters click "[Available Tags \(Dynamic contents\)](#)" button.
 - **Rich Text Format:** It gives you more options. You can easily enter and format text by clicking "Edit" button. Also you can easily copy/paste from RTF (Rich Text Format) editors. You can enter bates stamping parameters and static text as suffix or prefix of bates numbering parameters. To insert parameters click "[Available Tags \(Dynamic contents\)](#)" button
 - **Bates Numbering Options**
 - **Style:** numeric, alphabetical, Roman numerals, etc.
 - **Minimum digits of bates stamp:** You can set minimum length for Numeric and Alphabetical styles.
 - **Start from:** defines the starting value.
 - **Page Offset:** This value will be added to value of these parameters: %tp, %tb, %dp, %db
 - **Increment:**
 - **Increase:** sets value of element increment on each occurrence.
 - **Every ... Page(s)/Document(s):** Defines when the increment counter should occur. For example, if the Increment Every is set to 3 Page(s), the increment will occur every 3 pages.
 - **Increase number on bates pages only**
 - **Continue bates on next documents (only in Batch/Command line)**
 - **Text Box Formatting** Tab: Uses boundaries to control the flow of characters, either horizontally or vertically.
 - **Width:** Determines the width of Text Box
 - **Height:** Determines the height of Text Box
 - **Rotate:** Rotating turns an item around a reference point.
 - **Skew:** Skewing lets you slant an item vertically and horizontally.
 - **Text Box Frame:** Select a visible outline for the text box boundaries:
 - **Border Size:** Specifies the width of the frame surrounding the text
 - **Corner Radius:** Specifies the corner radius
 - **Draw Mode:** Fill Stroke, Fill, Stroke
 - **Fill Color:** Select a color to fill inside a shape.
 - **Stroke Color:** Select a color for the visible outline of a shape
 - To set **Shading** options:

- **Shading Mode:** Select option for applying shading:
 - **Vertical:** Shades from the starting point to the ending point in a straight line vertically.
 - **Horizontal:** Shades from the starting point to the ending point in a straight line horizontally.
 - **Radial:** Shades from the starting point to the ending point in a circular pattern.
- **Color:** Creates a gradual blend between multiple colors.
 - **Start Color:** Select start color of shading
 - **End Color:** Select end color of shading
- **Shading Center:** Adjust the location of the midpoint where the gradient displays an even mix of the starting and ending colors
- **Alpha Blending:** Adjust transparency for the shape. It controls how shape blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape.
- **Stroke Alpha Blending:** Adjust transparency for the shape's stroke. It controls how shape's stroke blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape's stroke.
- **Bookmark tab:** Check following options, as needed:
 - **Bookmark watermarked pages with watermark text as bookmark title**
 - **Delete previous bookmarks**
 - **Only bookmark pages (Do not show watermark text on pages)**
- **Horizontal Position:** Adjust horizontal position
- **Vertical Position:** Adjust vertical position
- **Page Range:** To apply the watermark/background selectively to individual pages, click Page Range Options. Then specify a page range and choose a Subset option, as needed. **Link:** To add a link to header/footer an open it on click.
- **Add Link:** To add a link to Bates Numbering and open it on click.
- **Alpha Blending:** Adjust transparency for the shape. It controls how shape blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape.
- **Stroke Alpha Blending:** Adjust transparency for the shape's stroke. It controls how shape's stroke blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape's stroke.
- Adjust the appearance. **Add as:**
 - **Foreground:** Appears foreground of page's contents
 - **Background:** Appears background of page's contents
- **Profiles:** Save profiles to reuse later, as needed.
- Click **OK**

Tips:

- To reuse a bates numbering and options that you saved in an earlier session, select it from the **Profiles**.
- To apply the same bates numbering to a number of PDFs, you can use [Batch](#) functionality.

7. Stamp / Annotation

You apply a stamp to a PDF document in much the same way you apply a rubber stamp to a paper document. (APPROVED, DRAFT, CONFIDENTIAL, etc.)

- [Stamp / Annotation](#)
- [Design Stamp](#)
- [Flatten Stamp/Annotation](#)

7.1 Stamp

You apply a stamp to a PDF document in much the same way you apply a rubber stamp to a paper document.

To Stamp a PDF document:

Stamp / Annotation tab>**Stamp** button>Click **Select / Design** tab

- **Type:**
 - **Document / URL:** You can use an image (JPG, GIF, PNG and other supported file formats) or a PDF document to stamp PDF document. The file location can be located in a local directory (For example, C:\watermark.jpg) or a URL (For example, <http://www.yoursite.com/watermark.pdf>).
 - Click **Select File** button or enter the **URL** which the file is located, Click **OK**.
 - **Stamp:** You can design a custom standard PDF stamp and use it for stamping PDF documents. You can design a simple stamp contains an static text (For example APPROVED, CONFIDENTIAL, etc) or add dynamic parameters such as date, time, filename and other "[Tags](#)" to your stamp.
 - Click **Edit / Design Stamp** button, Design a new stamp or use a stamp that you have designed and saved. (**Profiles**), Click **OK**.
- **Compression / Quality:** Set compression method and quality of image stamp
- Add **Author**, **Subject** and **Comment** to stamp; as needed.
- **Horizontal Position:** Adjust horizontal position
- **Vertical Position:** Adjust vertical position
- **Page Range:** To apply the stamp selectively to individual pages, click Page Range Options. Then specify a page range and choose a Subset option, as needed.
- Adjust the appearance. **Add as:**
 - **Foreground:** In front of existing document content
 - **Background:** Behind existing document content
- **Alpha Blending:** Adjust transparency for the shape. It controls how shape blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape.
- **Stroke Alpha Blending:** Adjust transparency for the shape's stroke. It controls how shape's stroke blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape's stroke.
- **Profiles:** Save profiles to reuse later, as needed.
- Click **OK**

Note: You can see a live preview of your design in "Image Preview" box.

7.2 Design Stamp

With ParmisPDF you can design a standard custom stamp based on your needs. Your designed stamps can contain simply a static text such as APPROVED, DRAFT, CONFIDENTIAL, etc or also contain dynamic parameters such as date, time, filename, etc.

To Design and insert a Stamp:

Stamp / Annotation tab>Click **Edit / Design Stamp** button

- In "**Text 1**" and "**Text 2**" box
 - Enter your text in **Text** Field. You can use tags for adding dynamic contents such as date, time, etc to your stamp by clicking "[Tags](#)" button.
 - Adjust position of text in your stamp by specifying distance from top and left of stamp
 - Select font properties by clicking **Font** button
- In **Stamp Properties** box, specify stamp properties such size, angle, border size, border color, fill style, fill color and corner curve.
- If you want to re-use this stamp Click "**Save As...**" in Profiles box.
- Click **OK**

Note: You can see a live preview of your design in "**Image Preview**" box.

7.3 Flatten Stamp/Annotation

You can use Flatten function if you are supposed the annotations in your documents not to be altered.

After annotations have been flattened, they will lose all their interactivity and other special features and will become static graphics. That's a good thing to flatten your PDF documents If you are supposed the annotations in your documents not to be altered. (For example by other people if you want distribute it.)

To Flatten Stamp/Annotation:

Stamp/Annotation tab>**Flatten** button

Note: It may be a good idea to save an un-flattened copy of the document if there is a chance that changes will need to be made later.

8. Header / Footer

A header and footer present consistent information in the page margins throughout a page or whole of a PDF document. The information could be a text, image or a combination of them. A

text header/footer can be a simple plain text or contains dynamic elements such as date, time, filename, title, etc. using [Tags](#).

You can define and save your headers and footers to reuse them later, or you can simply apply a header and footer and forget it. You can also preview headers and footers before applying them and adjust the header and footer margins.

- Header / Footer
 - [Text](#)
 - [Image / Document](#)

8.1 Text

ParmisPDF makes it easy to add a text header/footer to your PDFs. A text header/footer can be a simple plain text or contains dynamic elements such as date/time, filename, title and etc. You can insert text header/footer contents from a CSV or XLS file ([mail merge](#)). Header/footer also can contains [bates numbering](#) elements.

To add text as header/footer:

- **Header / Footer** tab > **Text** button
 - **Contents** Tab
 - Text type:
 - **Simple Text:** You can enter text in box and adjust font/format options
 - **Rich Text Format:** It gives you more options. You can easily enter and format text by clicking "Edit" button. Also you can copy/paste from RTF (Rich Text Format) editors.
 - **Tags:** You can use [tags](#) for adding dynamic contents to text header/footers by clicking "**Available Tags (Dynamic contents)**" button
 - **General Tags:** To insert parameters such as date, time, filename, etc in text header/footer
 - **Defined Mail Merge Tags:** To insert contents from a CSV or XLS file ("[Mail Merge](#)") in text header/footer
 - **Bates Numbering Tags:** To insert "[Bates Numbering](#)" parameters such as total pages, page number, etc in text header/footer
 - **Text Box Formatting** Tab: Uses boundaries to control the flow of characters, either horizontally or vertically.
 - **Width:** Determines the width of Text Box
 - **Height:** Determines the height of Text Box
 - **Rotate:** Rotating turns an item around a reference point.
 - **Skew:** Skewing lets you slant an item vertically and horizontally.
 - **Text Box Frame:** Select a visible outline for the text box boundaries:
 - **Border Size:** Specifies the width of the frame surrounding the text
 - **Corner Radius:** Specifies the corner radius
 - **Draw Mode:** Fill Stroke, Fill, Stroke
 - **Fill Color:** Select a color to fill inside a shape.
 - **Stroke Color:** Select a color for the visible outline of a shape
 - To set **Shading** options:
 - **Shading Mode:** Select option for applying shading:

- **Vertical:** Shades from the starting point to the ending point in a straight line vertically.
 - **Horizontal:** Shades from the starting point to the ending point in a straight line horizontally.
 - **Radial:** Shades from the starting point to the ending point in a circular pattern.
 - **Color:** Creates a gradual blend between multiple colors.
 - **Start Color:** Select start color of shading
 - **End Color:** Select end color of shading
 - **Shading Center:** Adjust the location of the midpoint where the gradient displays an even mix of the starting and ending colors
 - **Alpha Blending:** Adjust transparency for the shape. It controls how shape blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape.
 - **Stroke Alpha Blending:** Adjust transparency for the shape's stroke. It controls how shape's stroke blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape's stroke.
- **Bookmark** tab: Check following options, as needed:
 - **Bookmark header/footer added pages with header/footer text as bookmark title**
 - **Delete previous bookmarks**
 - **Only bookmark pages (Do not show header/footer text on pages)**
- **Bates Numbering Options** tab: To use "[Bates Numbering](#)" elements in text header/footer
 - **Style:** numeric, alphabetical, Roman numerals, etc.
 - **Minimum digits of bates stamp:** You can set minimum length for Numeric and Alphabetical styles.
 - **Start from:** defines the starting value.
 - **Page Offset:** This value will be added to value of these parameters: %tp, %tb, %dp, %db
 - **Increment:**
 - **Increase:** sets value of element increment on each occurrence.
 - **Every ... Page(s)/Document(s):** Defines when the increment counter should occur. For example, if the Increment **Every** is set to 3 **Page(s)**, the increment will occur every 3 pages.
 - **Increase number on bates pages only**
 - **Continue bates on next documents (only in Batch/Command line)**
- **Horizontal Position:** Adjust horizontal position
- **Vertical Position:** Adjust vertical position
- **Page Range:** To apply the header/footer selectively to individual pages, click Page Range Options. Then specify a page range and choose a Subset option, as needed.
- **Add Link:** To add a link to header/footer and open it on click.
- **Alpha Blending:** Adjust transparency for the shape. It controls how shape blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape.
- **Stroke Alpha Blending:** Adjust transparency for the shape's stroke. It controls how shape's stroke blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape's stroke.
- Adjust the appearance. **Add as:**

- **Foreground:** Appears foreground of page's contents
- **Background:** Appears background of page's contents
- **Profiles:** Save profiles to reuse later, as needed.
- Click **OK**

Tips:

- To reuse a header/footer and options that you saved in an earlier session, select it from the **Profiles**.
- To apply the same header/footer to a number of PDFs, you can use [Batch](#) functionality.

8.2 Image / Document

You can add an image or a document as header/footer onto PDF documents. The file location can be located in a local directory (For example, C:\footer.jpg) or a URL (For example, <http://www.yoursite.com/header.pdf>).

Note: These file formats can be used as header/footer: Jpeg, Bitmap, Gif, PNG, EMF, WMF, RTF, DOC, DOCX, TXT, HTML, PDF

You can customize the content, appearance and action of each header/footer. You can define and save your header/footer to reuse them later, or you can simply apply a header/footer and forget it.

You can also preview header/footer before applying them and adjust properties like position, color, etc.

To add images or documents as header/footer:

- **Header / Footer** tab > **Image / Document** button
 - **Contents** Tab
 - Select type:
 - **File / URL:** Select from supported file types. It can be located in a local directory (For example, C:\header.jpg) or a URL (For example, <http://www.yoursite.com/footer.pdf>).
 - **Stamp:** Designed stamps can be used as header/footer. Unlike a [stamp](#), a header/footer is integrated into PDF pages as a fixed element. (A stamp is a type of PDF comment, which others reading the PDF document can open to display a text annotation, move, change, or delete.)
 - To change the size of an image header/footer:
 - **Fit to Page** adjusts the size so that the header/footer fills the page horizontally.
 - **Stretch** adjusts the size so that the header/footer fills the page horizontally and vertically.
 - **Actual Size** displays the header/footer at 100% size.
 - **Custom Size:** Set width and height.
 - **Compression / Quality:** Set compression method and quality of image header/footer
 - **Horizontal Position:** Adjust horizontal position
 - **Vertical Position:** Adjust vertical position

- **Page Range:** To apply the header/footer selectively to individual pages, click Page Range Options. Then specify a page range and choose a Subset option, as needed.
- **Add Link:** To add a link to header/footer and open it on click.
- Adjust the appearance. **Add as:**
 - **Foreground:** In front of existing document content
 - **Background:** Behind existing document content
- **Transparency:** Check "**Transparent Color**" to mask areas of a specific color in image so that they become transparent. ParmisPDF renders parts of images with selected color as transparent.
- **Alpha Blending:** Adjust transparency for the shape. It controls how shape blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape.
- **Stroke Alpha Blending:** Adjust transparency for the shape's stroke. It controls how shape's stroke blend with underlying elements in page. By dragging the slider you can determine to what degree it obscures or reveals the page's elements beneath the shape's stroke.
- **Profiles:** Save profiles to reuse later, as needed.
- Click **OK**

Tips:

- To reuse a header/footer and options that you saved in an earlier session, select it from the **Profiles**.
- To apply the same header/footer to a number of PDF documents, you can use [Batch](#) functionality.

9. Security

You use security features (Permissions/Restrictions, Password, Encryption & Digital Signature) to lock a PDF just as you lock doors of your home to prevent others to enter without your permissions.

For example, you can use passwords to restrict users from opening, printing, and editing PDFs. You can encrypt PDF documents.

- [Password / Permissions](#)
- [Digital Signature](#)
- [Add a Timestamp to Signatures](#)

9.1 Password / Permissions

Password security provides a simple way to share PDF documents among users when sharing passwords is possible or when backward compatibility is required. Password policies do not require you to specify document recipients.

You can use passwords to apply different kind of restrict for users such as opening, printing, editing, extracting and etc. You can encrypt PDFs with different methods. If you want to save security settings for later use, you can **Save** your security profile.

To Set Password/ Permissions/ Encryption:

- **Security** tab>**Permissions / Digital Sign** button
 - **Permissions / Encryption** tab
 - Check **Set Permissions / Encryption**
 - In **Encryption** box, Set Encryption method:
 - **Password Encryption**
 - Check "**Require a password to open the document**", as needed
 - Enter **Document Open Password**. You can use [Tags](#)
 - **Public Key Encryption**
 - Select **Certification File**
 - Enter **Password**
 - Set **Protection Type**
 - Set **Permissions**
 - **Profiles**: Save profiles to reuse later, as needed.
- Click **OK**

9.2 Digital Signature and Timestamp

With ParmisPDF you can digitally sign and timestamp your PDF documents. For example legal documents, official business communication such as electronic invoicing, confidential reports, important information, agreements, etc.

- [Digital Signature](#)
- [Add a Timestamp to Signatures](#)

9.2.1 Digital Signature

Certificate security provides a high level of security, eliminates the need for password sharing, and allows assigning different permissions to different users. You can digitally sign a PDF to indicate your approval.

A PDF can be signed more than once and by more than one person. When you sign a document, your digital signature appears in the signature field. The appearance of the signature depends on options you choose.

To Digital Sign a PDF document:

- **Security** tab>**Permissions / Digital Sign** button
 - **Digital Signature** tab
 - Check **Digital Signature**
 - Select **Certification File**
 - Enter **Password** of Certification File
 - Enter **Reason of Sign**. You can use [Tags](#)
 - Enter **Location of Sign**. You can use [Tags](#)
 - To add a [Timestamp](#) to signature:
 - Check **Request a timestamp from TSA server**
 - Enter **Server URL**
 - Enter **User name** and **Password** the server require
User name/Password.
 - Check **Visible Signature** to make the signature visible. Select file and set size and position of visible signature.

- **Profiles:** Save profiles to reuse later, as needed.
- Click **OK**

9.2.2 Add a Timestamp to Signatures

TSA (Time Stamp Authority)

With Timestamping functionality you can include the date and time you signed the PDF document as part of your signature.

Timestamps are easier to verify when they're associated with a timestamp authority's trusted certificate. Including a timestamp helps to establish exactly when you signed it and reduces the chances of an invalid signature. Timestamps appear in the signature field and in the Signature Properties.

Note: You can obtain a timestamp from a third-party timestamp authority or from the certificate authority that issued your digital ID. It is a good practice to include a timestamp from a trusted source with a digital signature. This helps establish the time that the document was signed.

To Add a Timestamp to Signature:

- **Security** tab>**Permissions / Digital Sign** button
 - **Digital Signature** tab
 - Check **Digital Signature**
 - Select **Certification File**
 - Enter **Password** of Certification File
 - Enter **Reason of Sign**. You can use [Tags](#)
 - Enter **Location of Sign**. You can use [Tags](#)
 - Check **Request a timestamp from TSA server**
 - Enter **Server URL**
 - Enter **User name** and **Password** the server require Username/Password.
 - Check **Visible Signature** to make the signature visible. Select file and set size and position of visible signature.
 - **Profiles:** Save profiles to reuse later, as needed.
- Click **OK**

10. Page Manipulation

You can apply various types of operations on your PDF documents' pages such as:

- [Insert Pages](#)
- [Delete Pages](#)
- [Rotate Pages](#)

10.1 Insert Pages

You can insert pages of a PDF document to another PDF document.

To Insert Pages:

- **Page Manipulation** tab>**Insert** button
 - **Insert File:** Select the file which you want to insert.
 - Set location for inserting page(s) of selected PDF document.
 - Select After to place inserting page(s) after that page. Select Before to place inserting page(s) before that page.
 - Select the page that the inserting page(s) will be places after or before that.
 - **Profiles:** Save profiles to reuse later, as needed.
- Click **OK**

10.2 Delete Pages

You can delete page or a range of pages of a PDF document. You can specify pages which you want to delete such: first pages, last page, odd pages, even pages, range of pages and etc.

To Delete Pages:

- **Page Manipulation** tab>**Delete Pages** button
 - Select range of pages.
 - **Profiles:** Save profiles to reuse later, as needed.
- Click **OK**

10.3 Rotate Pages

You can rotate all or selected range of pages in a PDF document. Rotation is based on 90 increments.

To Rotate Pages:

- **Page Manipulation** tab>**Rotate Pages** button
 - Select direction of rotation.
 - Select range of pages.
 - **Profiles:** Save profiles to reuse later, as needed.
- Click **OK**.

11. Extract

Extraction is the process of creating a new PDF document contains pages of another PDF document, or saving contents of a PDF documents.

With ParmisPDF you can easily extract pages, attachments, text, image, or data from PDF documents.

- [Pages](#)
- [Attachments](#)
- [Text](#)
- [Image](#)
- [Data](#)

11.1 Pages

Extracting page(s) of PDF documents is the process of creating a new PDF document contains pages of another PDF document.

Extracted pages contain not only the content but also all form fields, comments, and links associated with the original page content.

To Extract Pages:

- **Extract** tab > **Pages** button
 - Select range of pages.
 - Check **Extract Pages as Separate Files** to save each page in separate PDF files.
 - **Profiles**: Save profiles to reuse later, as needed.
 - Click **OK**.
 - Select a path and choose a name for Extracted PDF document.
 - Click **Save**.
-

Note: The creator of a PDF document can set the security to prevent the extraction of pages. So before extraction check Security permissions of PDF document

11.2 Attachments

To Extract Attachments:

Extract tab>**Attachments** button

- **Extract** tab>**Attachments** button
 - Attachment will be extracted in a folder named "**FILENAME.pdf_Files**" where the PDF file located.
-

Note: The creator of a PDF document can set the security to prevent the extraction. So before extraction check Security permissions of PDF document

11.3 Text

Extracting text contents of PDF documents is the process of creating a text file contains text contents of PDF documents.

To Extract Text:

- **Extract** tab>**Text** button
 - Select range of pages.
 - Check **Extract Pages as Separate Files** to save each page in separate PDF files.

- Check **Write Page Number** to write page number in created text file.
 - **Profiles**: Save profiles to reuse later, as needed.
- Click **OK**.
- Select a path and choose a name for Text files contains extracted PDF document.
- Click **Save**.

Note: The creator of a PDF document can set the security to prevent the extraction. So before extraction check Security permissions of PDF document

11.4 Image

To extract images of PDF document(s):

Extract tab>Image button

- Select file
 - Select **Output Images Format**
 - Set naming option for extracted images
 - You can use dynamic parameters ([Tags](#)) such as date/time, filename, document title, name, etc. for naming extracted image.
 - Select range of pages; In addition you can Load/Save profiles.
 - Click **OK**
- Select a path and choose a name for Text files contains extracted PDF document.
- Click **Save**

Note: The creator of a PDF document can set the security to prevent the extraction. So before extraction check Security permissions of PDF document

11.5 Data

Data extraction allows you to extract various types of data including email address, websites URLs, etc. form PDF files. You can look for a Text Pattern in PDF documents and save them in a text file.

To Extract Data:

Extract tab>Data button

- Select file
 - Enter **Text Pattern to Extract**
 - Enter **Extraction Output Format**
 - Select **Output File**
 - Click **OK**
- Select a path and choose a name for Text files contains extracted PDF document.
- Click **Save**

Note: The creator of a PDF document can set the security to prevent the extraction. So before extraction check Security permissions of PDF document

12. Document

You can apply various types of operations on your PDF documents such as:

- [Numbering](#)
- [Clean Up](#)
- [Set PDF Information](#)
- [Attach File](#)

12.1 Numbering

You can insert numbering for your PDF document. You can set various types of numbering styles and set numbering options.

To add Numbering to a PDF document:

Document tab>**Numbering** button

- Select file
- Set numbering style and options; In addition you can Load/Save profiles.
- Click **OK**

12.2 Clean Up

You can clean Up a PDF document by removing various objects such as text annotations, 3D annotations, Stamps, Files, JavaScripts, Bookmarks and etc.

To Clean Up a PDF document:

Document tab>**Clean Up** button

- Select file
- Mark objects which you want to be deleted; In addition you can Load/Save profiles.
- Click **OK**.
- Select a path and choose a name for saving cleaned up PDF document.
- Click **Save**.

12.3 Set PDF Information

You can set document information such title, author, subject, keyword and company.

To Set Information for a PDF document:

Document tab>**Set PDF Info** button

- Select file
- Enter information in fields; In addition you can Load/Save profiles.
 - **Tags:** You can use [tags](#) for adding dynamic contents by clicking **Tags** button
 - **General Tags:** To insert parameters such as date, time, filename, etc.
 - **Defined Mail Merge Tags:** To insert contents from a CSV or XLS file ("[Mail Merge](#)").
 - **Bates Numbering Tags:** To insert "[Bates Numbering](#)" parameters such as total pages, page number, etc.
- Click **OK**

12.4 Attach File

You can attach PDFs and other types of files to a PDF. If you move the PDF to a new location, the attachments move with it.

To add a File Attachment to a PDF document:

Document tab>**Attach File** button

- Select file
- Select attachment and write attachment description; In addition you can Load/Save profiles.
- Click **OK**

Important: Some application wont open certain file formats (such as EXE, VBS, or ZIP), because the format is associated with malicious programs, macros, and viruses that can damage computers.

13. Forms

- [Fill Form](#)
- [Flatten Forms](#)

13.1 Fill Form

You can fill in forms using ParmisPDF.

To Fill Forms:

- **Forms** tab>**Fill Form** button
 - Open PDF form
 - To fill an specified field:
 - Click **Get Fields Name**

- Click **Field Name** and select the field that you want to fill then in **Field Value** enter the value that you want to fill that field with it.
 - Click **Add** button
- **Profiles:** Save profiles to reuse later, as needed.
- Click **OK**

Tips:

- To reuse a form filling and options that you saved in an earlier session, select it from the **Profiles**.
- To apply the same form filling to a number of PDFs, you can use [Batch](#) functionality.

13.2 Flatten Forms

Flattening Form is process of removing form-field code from a PDF file after a form field has been populated with text or graphics. If the a PDF document contains form fields, contents of fields can be easily altered and edited so it's a good thing if you want allow others to edit fields in your PDF documents.

To Flatten Forms:

Flatten tab>**Forms** Button

Note: It may be a good idea to save an un-flattened copy of the document if there is a chance that changes will need to be made to these annotations later.

14. JavaScript

The JavaScript language was developed as a means to create interactive web pages more easily. Although best known for its use in websites (as client-side JavaScript), JavaScript is also used to enable scripting access to objects embedded in other applications. You can easily integrate this level of interactivity into your PDF documents. The most common uses for JavaScript in forms are formatting data, calculating data, validating data, and assigning an action.

In order to gain programming knowledge in JavaScript, you need to review sources you can find on the internet and books on JavaScript from local and online book resellers.

- [Add Action](#)
- [Remove Action](#)
- [Add JavaScript](#)

14.1 Add Action

You can cause an action to occur when document opened, page is viewed, and bookmark or link is clicked. For example you can use links and bookmarks to jump to different page in a document, execute commands from a menu, show a message, and perform other actions.

To Add Action:

JavaScript tab>**Add Action** Button

- Select file
- Enter JavaScript code in JavaScript box.
- Specify when you want the action to be executed; In addition you can Load/Save profiles.
- Click **OK**.

Note: If you want to existing actions of a document mark this check box: Remove existing actions.

14.2 Remove Action

You can remove existing actions in a PDF document.

To Remove Action:

JavaScript tab>**Remove Action** Button

- Select file

14.3 Add JavaScript

To Add JavaScript:

JavaScript tab>**Add JavaScript** Button

- Select file
- Select attachment and write attachment description; In addition you can Load/Save profiles.
- Click **OK**

15. Batch Operation

When you want to apply a number of routine sets of commands to your PDF files, you can save time and keystrokes by using an automated batch sequence.

Batch sequence is a defined series of commands with specific **settings** and in a specific **order** that you apply in a single step.

15.1 Batch Operation

- [Create a New Batch Sequence](#)
- [Edit Batch Sequence](#)
- [Run Batch Sequence](#)

15.1.1 Create a New Batch Sequence

To create a new batch sequence:

- **Batch** tab>**Batch Operation** button
- Click **New Project...**
 - Type a descriptive name for your Batch Sequence in **File Name** field and click **Save**

[Edit Batch Sequence](#)

15.1.2 Edit Batch Sequence

To select, edit and configure commands settings:

Click **Edit Selected Project...**>**Commands** tab>**Commands** Button

- Click commands in left side box
- Click Add button
- Click Edit button to configure setting for selected command. Edit button is disabled for commands which have not configurable settings; Such as Remove Security.
- Click Move Up and Move Down button to change order of commands
- Click Remove to remove commands from right side box (your Batch Sequence) you can unmark command(s) in right side box. Unmarked commands with their configured settings will remain in your Batch Sequence but they won't run until you mark them.

Note: In Commands list box you can see list of commands in your Batch Sequence.

To select input files:

Click **Edit Selected Project...**>Click **Input** tab>Click **Files/Folders** tab

- Drag/Drop Files/Folder
-

To Process files in subfolders:

Click **Edit Selected Project...**>Click **Input** tab>Click **Options** tab

- Mark **Process Files in Subfolders During Batch/Command Line Operation** check box
-

To select Input **File Types**:

Click **Edit Selected Project...**>Click **Input** tab>Click **Options** tab

- Select files types in **File Types** box
-

To select **Blank PDF** as Input:

Click **Edit Selected Project...**>Click **Input tab**>Click **Options tab**

- Mark **Create a Blank PDF as Input File at Batch Operation Runtime** check box
- Click **Set Blank PDF Properties** button to set Blank PDF properties.
- Set Blank PDF Name and Location
- Click **OK**.

Note: If you select **Folder** as input, all files into the folder will be selected; If you add files into the folder they would be in your list too; But If you select **List of Files** only selected individual files or selected files into folders would be in your list.

To define output location:

- Click **Edit Selected Project...**>**Select Output tab**

To **overwrite** output files on your input files:

- Click Same as Original Folder(s) radio button.

To save output files to specified folder:

- Click Specified Folder radio button.
 - Select output folder.
-

To set files naming method for output files:

Click **Edit Selected Project...**>**Output File Naming tab**

If you want to name output files same as original files:

- Click Same as Original(s) radio button.

If you want to name output files by adding a suffix or prefix to original files:

- Click Add to Original Base Name(s) radio button.
- Enter Prefix and Suffix in fields

15.1.3 Run Batch Sequence

To Run a Batch Sequence:

- **Batch** tab>**Batch Operation** button
- Select Batch Sequence file (xml file) by clicking on it
- Click **Run Selected Project** button

15.2 Mail Merge

A mail merge is a method of taking data from a structured data such as a spreadsheet or database, and inserting it into PDF documents for personalizing documents such as letters, mailing address labels, forms, and name tags.

Setting up Mail Merge options:

- **Batch** tab>**Mail Merge** button>
 - **Settings...** button
 - Click **Select File** to select CSV or XLS data file
 - Select **Sheet Number**
 - **Field Number**: select field number which contains data you want to use
 - **Tag**: Name the field number. For example: [%titlesofthedocument]. Then you can see this as a Mail Merge tag. You can use defined tags in the fields that support tags such as Header/Footer, Watermark, Stamp, Password, Document information, etc.
 - Select range of recipients in data file
 - Profiles: Save profiles to reuse later, as needed.
 - Click **OK**

15.3 Find/Replace

This enables you to look for search terms in multiple PDFs. In addition you can simply delete or replace it with other text or image. For example, you can search across all PDFs in a specific location, or you can simply change your company website or email using this function.

Pattern Matching feature gives you a powerful tool which allow you to search for a specific type of data in your PDFs. For example you can search for E-mail address in your PDF document. [Click here to learn more about Pattern Matching.](#)

To Find/Replace a text in a PDF document:

Batch tab>**Find/Replace** button

- Select PDF file(s):
 - Click **Input File** to select a PDF file.
 - Click **Input Folder** button if you want all of the files in selected folders to be processed
- Check **Search in Subfolders**, as needed
- Check **Case Sensitive**, as needed
- Enter **Text to Find**
- To replace text with a text:
 - Check **Replace by Text**
 - Enter text which you want to replace in **Replace by Text** field
 - Select **Replacement Font**, as needed. For example, if the font used in the PDF file is not available on your computer)

- To replace text with an image:
 - Click **Inset Image** tab
 - Click **Insert image in place of found text** and set options
- Select **Output Folder**
- Click **Execute**
- Select a path and choose a name for saving modified PDF document.
- Click **Save**.

Notes:

- If documents are encrypted (have [security](#) applied to them), you cannot search them.
- Enter *.pdf if you want all of the PDF files in selected folder to be processed

15.4 Page Count

This enables you to easily count total number of pages for selected PDF documents. This function is ideal for imaging bureaus where an accurate page count of PDF files is essential to prepared estimation of work.

To count number of pages:

- **Batch** tab>**Find/Replace** button
 - Select **Input Folder**
 - Click **Execute**

16. Command Line Operation

Command Line interface (CLI) gives you ability to do all operation which is available in Batch Operation using command lines.

- [Build Command Line Files](#)
- [Run Command Line Operation](#)

16.1 Build Command Line Files

Although command line tools have many advantages (for example for developers or server use); One of the common problems in providing a command line tool is that many computer users now do not feel comfortable with non-GUI operation. They prefer the comfort of drag-and-drop and mouse clicks in a GUI (graphical user interface) environment.

We succeed to make using command like operation easier. You can build your command line file (which contains the commands which you want to run) in GUI environment.

To Build Command Line Files:

- **Batch** tab>**Batch Operation** button
- Edit batch sequence:
 - Click commands in left side box

- Click Add button
- Click Edit button to configure setting for selected command. Edit button is disabled for commands which have not configurable settings; Such as Remove Security.
- Click Move Up and Move Down button to change order of commands
- Click Remove to remove commands from right side box (your Batch Sequence) you can unmark command(s) in right side box. Unmarked commands with their configured settings will remain in your Batch Sequence but they won't run until you mark them.
- Click **OK**.
- Use created XML file for running command-line

16.2 Run Command Line Operation

- [Command file mode](#)
- [Converter mode](#)

16.2.1 Command file mode

To run a batch sequence from command line you just need to specify path of the "**Command Line File**" ([Already created with "ParmisPDF Enterprise Edition"](#)).

You can use following parameters while running your batch sequence:

Command file mode usage: parmiscmd.exe [-CF] [-I] [-O] [-S] [-L]

- CF** - Command line file. (Already created with "ParmisPDF Enterprise Edition".)
- I** - Input PDF file. If not set, PDF files which are specified in Command line file will be used.
- O** - Output PDF file. If not set, Output PDF files will be created according to Command line file settings.
- S** - Silent; display no window.
- L** - Log: Create log file. Log file will be created where command line file is located.

Examples:

```
"C:\Program Files\ParmisPDF\parmiscmd.exe" -CF "c:\watermark.xml"
"C:\Program Files\ParmisPDF\parmiscmd.exe" -CF "c:\watermark.xml" -I "input.pdf" -O
"output.pdf" -S -L
```

Note: If you do not specify [-I] and/or [-O] input and output files will be specified according to command file settings.

16.2.2 Converter mode

Converter mode usage: parmiscmd.exe [-pdf]
 [-I] [-O] [-OD] [-SF] [-M] [-D] [-S] [-CW] [-CL]
 [-Paper] [-PW] [-PH] [-UNIT] [-SI] [-CM] [-JQ]
 [-R] [-E] [-K]

General switches:

- I** Input Files/Folders separated with vertical line("|"). (Supported file formats: pdf, doc, docx, rtf, html, txt, bmp, jpg, png, gif, tif, emf, wmf)
- O** Output PDF file. If not set, output PDF files will be created according to input file names.
- OD** Output directory. If not set, input files directory will be used.
- SF** Include subfolders.
- M** Merge all files to one file.
- D** Delete original input files, if successfully converted.
- S** Silent; display no window.
- CW** Close window when conversion completed.
- CL** Compression level. (none, normal, min, max). Default: normal

Image switches:

- Paper** Paper Type (A4, A5, A3, B4, B5, Legal ...*). If not set, actual image size will be used.
- PW, -PH** Paper width and height. (Default measurement unit: cm). If not set, actual image size will be used. Using [-Paper], will ignore [-PW] and [-PH].
- UNIT** Measurement unit for [-PW] and [-PH]. (cm, inch, point).
- SI** Stretch image to exactly fits the bounds of the page. (Stretch can distort the image)
- CM** Compression mode. (flate, jpeg, jp2k). Default: jpeg
- JQ** JPEG quality. (1 to 1000). Default: 1000

Licensing switches:

- R, -E, -K** Registration Name, Email, Registration Key. (If ParmisPDF license not installed)

Examples:

```
"C:\Program Files\ParmisPDF\parmiscmd.exe" -pdf -I "c:\*.rtf" -CL max
"C:\Program Files\ParmisPDF\parmiscmd.exe" -pdf -I "c:\images\*. *[c:\flower.tif" -SF -OD
"c:\output" -Paper A4 -SI -CM jpeg -JQ 700
"C:\Program Files\ParmisPDF\parmiscmd.exe" -pdf -I "c:\*.jpg" -SF -S -R John -E
John@parmispdf.com -K B91850E0-4CC1581D-4B6BAD61
```

* A3, A4, A5, B4, B5, B6, C3, C4, C5, C6, C65, DL, E4, E5, E6, E65, M5, M65, Legal, Letter

17. Searching

You run searches to find specific items in PDFs. You can run a simple search, looking for a search term within in a single file, or you can run a more complex search, looking for various kinds of data in one or more PDFs.

- [Find / Replace](#)
- [Pattern Matching](#)

17.1 Find / Replace

You can easily find text in PDF document and replace it with another text or an image. For example you can easily change your phone number or E-mail address in a PDF document.

Pattern Matching feature gives you a powerful tool which allow you to search for a specific type of data in your PDFs. For example you can search for E-mail address in your PDF document. [Click here to learn more about Pattern Matching.](#)

To Find/Replace a text in a PDF document:

Find / Replace Button

- Fill "File Name" Field. Wildcards are accepted (For example Book*.pdf).
- Select "Input Folder".
- Fill "Text to Find"; if you are looking for PDF documents which contains this text.
- Click **Replace With** radio button and fill **Replace by Text** field (If you leave this field empty searched term will be deleted).
- Select "Output Folder".
- If you want to insert an image in place of "Text to Find", Mark "Insert image in text place" and set properties
- Click **Execute**.

Note: If documents are encrypted (have [security](#) applied to them), you cannot search them.

17.2 Pattern Matching

When you use pattern matching you can search for very complex and very subtle character sequences in your PDF.

Suppose you have a number of PDF files contains invoices relating to your customer and you want to find each customer whose last name begins with D character, or their e-mail addresses.

- [Syntax Reference](#)

17.2.1 Syntax Quick Reference

This document contains a quick-reference summary of the syntax.

QUOTING

`\x` where x is non-alphanumeric is a literal x
`\Q...\E` treat enclosed characters as literal

CHARACTERS

`\a` alarm, that is, the BEL character (hex 07)
`\cx` "control-x", where x is any ASCII character
`\e` escape (hex 1B)
`\f` formfeed (hex 0C)
`\n` newline (hex 0A)
`\r` carriage return (hex 0D)
`\t` tab (hex 09)

`\ddd` character with octal code ddd, or backreference
`\xhh` character with hex code hh
`\x{hhh..}` character with hex code hhh..

CHARACTER TYPES

`.` any character except newline;
 in dotall mode, any character whatsoever
`\C` one byte, even in UTF-8 mode (best avoided)
`\d` a decimal digit
`\D` a character that is not a decimal digit
`\h` a horizontal whitespace character
`\H` a character that is not a horizontal whitespace character
`\N` a character that is not a newline
`\p{xx}` a character with the xx property
`\P{xx}` a character without the xx property
`\R` a newline sequence
`\s` a whitespace character
`\S` a character that is not a whitespace character
`\v` a vertical whitespace character
`\V` a character that is not a vertical whitespace character
`\w` a "word" character
`\W` a "non-word" character
`\X` an extended Unicode sequence

GENERAL CATEGORY PROPERTIES FOR `\p` and `\P`

`C` Other
`Cc` Control
`Cf` Format
`Cn` Unassigned
`Co` Private use
`Cs` Surrogate

`L` Letter
`Li` Lower case letter
`Lm` Modifier letter
`Lo` Other letter
`Lt` Title case letter
`Lu` Upper case letter
`L&` Li, Lu, or Lt

`M` Mark
`Mc` Spacing mark
`Me` Enclosing mark
`Mn` Non-spacing mark

`N` Number
`Nd` Decimal number
`NI` Letter number
`No` Other number

`P` Punctuation
`Pc` Connector punctuation
`Pd` Dash punctuation
`Pe` Close punctuation
`Pf` Final punctuation

Pi	Initial punctuation
Po	Other punctuation
Ps	Open punctuation
S	Symbol
Sc	Currency symbol
Sk	Modifier symbol
Sm	Mathematical symbol
So	Other symbol
Z	Separator
Zl	Line separator
Zp	Paragraph separator
Zs	Space separator

PCRE SPECIAL CATEGORY PROPERTIES FOR \p and \P

Xan	Alphanumeric: union of properties L and N
Xps	POSIX space: property Z or tab, NL, VT, FF, CR
Xsp	Perl space: property Z or tab, NL, FF, CR
Xwd	Perl word: property Xan or underscore

SCRIPT NAMES FOR \p AND \P

Arabic, Armenian, Avestan, Balinese, Bamum, Bengali, Bopomofo, Braille, Buginese, Buhid, Canadian_Aboriginal, Carian, Cham, Cherokee, Common, Coptic, Cuneiform, Cypriot, Cyrillic, Deseret, Devanagari, Egyptian_Hieroglyphs, Ethiopic, Georgian, Glagolitic, Gothic, Greek, Gujarati, Gurmukhi, Han, Hangul, Hanunoo, Hebrew, Hiragana, Imperial_Aramaic, Inherited, Inscriptional_Pahlavi, Inscriptional_Parthian, Javanese, Kaithi, Kannada, Katakana, Kayah_Li, Kharoshthi, Khmer, Lao, Latin, Lepcha, Limbu, Linear_B, Lisu, Lycian, Lydian, Malayalam, Meetei_Mayek, Mongolian, Myanmar, New_Tai_Lue, Nko, Ogham, Old_Italic, Old_Persian, Old_South_Arabian, Old_Turkic, Ol_Chiki, Oriya, Osmanya, Phags_Pa, Phoenician, Rejang, Runic, Samaritan, Saurashtra, Shavian, Sinhala, Sundanese, Syloti_Nagri, Syriac, Tagalog, Tagbanwa, Tai_Le, Tai_Tham, Tai_Viet, Tamil, Telugu, Thaana, Thai, Tibetan, Tifinagh, Ugaritic, Vai, Yi.

CHARACTER CLASSES

[...]	positive character class
[^...]	negative character class
[x-y]	range (can be used for hex characters)
[:xxx:]	positive POSIX named set
[[:^xxx:]]	negative POSIX named set

alnum	alphanumeric
alpha	alphabetic
ascii	0-127
blank	space or tab
cntrl	control character
digit	decimal digit
graph	printing, excluding space
lower	lower case letter
print	printing, including space
punct	printing, excluding alphanumeric
space	whitespace
upper	upper case letter

word same as \w
xdigit hexadecimal digit

QUANTIFIERS

? 0 or 1, greedy
?+ 0 or 1, possessive
?? 0 or 1, lazy
* 0 or more, greedy
*+ 0 or more, possessive
*? 0 or more, lazy
+ 1 or more, greedy
++ 1 or more, possessive
+? 1 or more, lazy
{n} exactly n
{n,m} at least n, no more than m, greedy
{n,m}+ at least n, no more than m, possessive
{n,m}? at least n, no more than m, lazy
{n,} n or more, greedy
{n,}+ n or more, possessive
{n,}? n or more, lazy

ANCHORS AND SIMPLE ASSERTIONS

\b word boundary
\B not a word boundary
^ start of subject
 also after internal newline in multiline mode
\A start of subject
\$ end of subject
 also before newline at end of subject
 also before internal newline in multiline mode
\Z end of subject
 also before newline at end of subject
\z end of subject
\G first matching position in subject

MATCH POINT RESET

\K reset start of match

ALTERNATION

expr|expr|expr...

CAPTURING

(...) capturing group
(?<name>...) named capturing group (Perl)
(?'name'...) named capturing group (Perl)
(?P<name>...) named capturing group (Python)
(?:...) non-capturing group
(?|...) non-capturing group; reset group numbers for
 capturing groups in each alternative

ATOMIC GROUPS

(?>...) atomic, non-capturing group

COMMENT

(?#....) comment (not nestable)

OPTION SETTING

(?i) caseless
(?J) allow duplicate names
(?m) multiline
(?s) single line (dotall)
(?U) default ungreedy (lazy)
(?x) extended (ignore white space)
(?-...) unset option(s)

The following are recognized only at the start of a pattern or after one of the newline-setting options with similar syntax:

(*NO_START_OPT) no start-match optimization (PCRE_NO_START_OPTIMIZE)
(*UTF8) set UTF-8 mode (PCRE_UTF8)
(*UCP) set PCRE_UCP (use Unicode properties for \d etc)

LOOKAHEAD AND LOOKBEHIND ASSERTIONS

(?=...) positive look ahead
(?!...) negative look ahead
(?<=...) positive look behind
(?<!...) negative look behind

Each top-level branch of a look behind must be of a fixed length.

BACKREFERENCES

\n reference by number (can be ambiguous)
\gn reference by number
\g{n} reference by number
\g{-n} relative reference by number
\k<name> reference by name (Perl)
\k'name' reference by name (Perl)
\g{name} reference by name (Perl)
\k{name} reference by name (.NET)
(?P=name) reference by name (Python)

SUBROUTINE REFERENCES (POSSIBLY RECURSIVE)

(?R) recurse whole pattern
(?n) call subpattern by absolute number
(?+n) call subpattern by relative number
(?-n) call subpattern by relative number
(?&name) call subpattern by name (Perl)
(?P>name) call subpattern by name (Python)
\g<name> call subpattern by name (Oniguruma)
\g'name' call subpattern by name (Oniguruma)
\g<n> call subpattern by absolute number (Oniguruma)
\g'n' call subpattern by absolute number (Oniguruma)
\g<+n> call subpattern by relative number (PCRE extension)
\g'+n' call subpattern by relative number (PCRE extension)
\g<-n> call subpattern by relative number (PCRE extension)
\g'-n' call subpattern by relative number (PCRE extension)

CONDITIONAL PATTERNS

(?(condition)yes-pattern)
(?(condition)yes-pattern|no-pattern)

(?(n)... absolute reference condition

(?(+n)... relative reference condition
(?(-n)... relative reference condition
(?(<name>)... named reference condition (Perl)
(?('name')... named reference condition (Perl)
(?(name)... named reference condition (PCRE)
(?(R)... overall recursion condition
(?(Rn)... specific group recursion condition
(?(R&name)... specific recursion condition
(?(DEFINE)... define subpattern for reference
(?(assert)... assertion condition

BACKTRACKING CONTROL

The following act immediately they are reached:

(*ACCEPT) force successful match
(*FAIL) force backtrack; synonym (*F)

The following act only when a subsequent match failure causes a backtrack to reach them. They all force a match failure, but they differ in what happens afterwards. Those that advance the start-of-match point do so only if the pattern is not anchored.

(*COMMIT) overall failure, no advance of starting point
(*PRUNE) advance to next starting character
(*SKIP) advance start to current matching position
(*THEN) local failure, backtrack to next alternation

NEWLINE CONVENTIONS

These are recognized only at the very start of the pattern or after a (*BSR_...) or (*UTF8) or (*UCP) option.

(*CR) carriage return only
(*LF) linefeed only
(*CRLF) carriage return followed by linefeed
(*ANYCRLF) all three of the above
(*ANY) any Unicode newline sequence

WHAT \R MATCHES

These are recognized only at the very start of the pattern or after a (*...) option that sets the newline convention or UTF-8 or UCP mode.

(*BSR_ANYCRLF) CR, LF, or CRLF
(*BSR_UNICODE) any Unicode newline sequence

CALLOUTS

(?C) callout
(?Cn) callout with data n

18. Tags

You can use Tags functionality to add information dynamically in PDF documents.

- [General Tags](#)
- [Defined Mail Merge Tags](#)
- [Bates Numbering Tags](#)

18.1 General Tags

- [%InDocName] - Input document name. eg. "mypdf"
- [%InFileName] - Input document name including file extension. eg. "mypdf.pdf"
- [%InFullFileName] - Input document file name including file path. eg. "c:\pdf\mypdf.pdf"
- [%OutDocName] - Output document name. eg. "mypdf"
- [%OutFileName] - Output document name including file extension. eg. "mypdf.pdf"
- [%OutFullFileName] - Output document file name including file path. eg. "c:\pdf\mypdf.pdf"
- [%PDFTitle] - Document Title
- [%PDFAuthor] - Document Author
- [%PDFSubject] - Document Subject
- [%PDFCompany] - Document Company
- [%PDFKeywords] - Document Keywords
- [%d] - day (1-31)
- [%dd] - day (01-31)
- [%ddd] - day (Sun-Sat)
- [%dddd] - day (Sunday-Saturday)
- [%shortdate]
- [%longdate]
- [%shorttime]
- [%longtime]
- [%m] - month (1-12)
- [%mm] - month (01-12)
- [%mmm] - month (Jan-Dec)
- [%mmmm] - month (January-December)
- [%yy] - year (00-99)
- [%yyyy] - year (0000-9999)
- [%h] - hour (0-23)
- [%hh] - hour (00-23)
- [%n] - minute (0-59)
- [%nn] - minute (00-59)
- [%s] - second (0-59)
- [%ss] - second (00-59)
- [%z] - millisecond (0-999)
- [%zzz] - millisecond (000-999)
- [%am/pm] - (am-pm)
- [%AM/PM] - (AM-PM)
- [%a/p] - (a-p)
- [%A/P] - (A-P)

18.2 Mail Merge Tags

A mail merge is a method of taking data from a structured data such as a spreadsheet or database, and inserting it into PDF documents for personalizing documents such as letters, mailing address labels, forms, and name tags. For example you can set different watermarks, headers/footers and etc, based on information in a CSV or XLS file to create a large number of PDF files at once.

You can use your defined mail merge tags for adding dynamic contents to PDF documents.

- [Define Mail Merge tags](#)

18.3 Bates Numbering Tags

- [%b] - Bates number (Bates stamp)
- [%tp] - Total number of pages in all PDFs
- [%dp] - Number of pages in current PDF
- [%tb] - Total number of bates stamps in all PDFs
- [%db] - Number of bates stamps in current PDF
- [%td] - Total number of PDFs

19. Flatten

You can use Flatten function if you are supposed the form fields or annotations in your documents not to be altered.

- [Flatten Forms](#)
- [Flatten Annotations](#)

19.1 Flatten Annotations

You can use Flatten function if you are supposed the annotations in your documents not to be altered.

After annotations have been flattened, they will lose all their interactivity and other special features and will become static graphics. That's a good thing to flatten your PDF documents If you are supposed the annotations in your documents not to be altered. (For example by other people if you want distribute it.)

To Flatten Stamp/Annotation:

Stamp/Annotation tab>**Flatten** button

Note: It may be a good idea to save an un-flattened copy of the document if there is a chance that changes will need to be made later.

19.2 Flatten Forms

Flattening Form is process of removing form-field code from a PDF file after a form field has been populated with text or graphics. If the a PDF document contains form fields, contents of fields can be easily altered and edited so it's a good thing if you want allow others to edit fields in your PDF documents.

To Flatten Forms:

Flatten tab>**Forms** Button

Note: It may be a good idea to save an un-flattened copy of the document if there is a chance that changes will need to be made to these annotations later.