PDF XChange 4

Cropping a document

- ► Go to PDF Tools
- Select the option to Edit Page/Content Settings
- Click Start button



DF-Tools 4.0				
Select Tool		Prefer	ences 🕜 He	elp
Modify the properties of	PDF pages within a file			
	Open PDF Fi	le		
Please specify the required PDE file to	0000			
Please specify the required PDF file to Enter the required file name:	open			
Please specify the required PDF file to	open			
Please specify the required PDF file to Enter the required file name: Preview Document: None>	open		Browse	

Click on the Browse button to locate the document you wish to edit

► Click Next

You will then be presented this screen (for this example a PDF with only 2 pages has been selected)

Select the page you wish to edit by clicking on it

PDF-Tools 4.0				
Select Tool			Preferences	() Help
Modify th	e properties of PDF	pages within a file		
		Page(s) Setu	0	
	The Pages List		Page(s) Proview and Setup	
Pages	<2 pages, 0 selected>		<none></none>	
Thumbnails				
	Select Pages: Custom	Reset 😵	Paper Size: Units: Width: Height: Rotate:	Crop Box: Left: Right: Top: Bottom:
		Previous	Next	Cancel
PDF-Tools 4.0				
DF-Tools 4.0			Preferences	Help
DF-Tools 4.0	he properties of PDF	pages within a file	Preferences	- D >
PDF-Tools 4.0	he properties of PDF	pages within a file Page(s) Setu	Preferences	- D >
PDF-Tools 4.0	he properties of PDF	pages within a file Page(s) Setu	Preferences p Page(s) Preview and Setup:	Help
PDF-Tools 4.0 Select Tool Modify th Pages	he properties of PDF The Pages List: <2 pages, 1 selected>	pages within a file Page(s) Setu	Preferences P Page(s) Preview and Setup: #: 1	Help
PDF-Tools 4.0 Select Tool Modify th Pages Thumbnails	he properties of PDF The Pages List: <2 pages, 1 selected>	pages within a file Page(s) Setu	Preferences P Page(s) Preview and Setup: #: 1 279.4 279.4 279.4	Theip Theip C
PDF-Tools 4.0 Select Tool Modify th Pages Thumbnails	he properties of PDF The Pages List: <2 pages, 1 selected> 1 2	pages within a file Page(s) Setu	Preferences P Page(s) Preview and Setup: #: 1	Pelp Pelp Crop Box:
PDF-Tools 4.0 Select Tool Modify th Pages	he properties of PDF The Pages List: <2 pages, 1 selected>	pages within a file Page(s) Setu	Preferences P Page(s) Preview and Setup: #: 1 #: 1 Page(s) Preview and Setup: #: 1 Page(s) Preview and Setup: Page(s) Preview and Setup:	Crop Box: Left: 0.0 ¢ Right: 215.9
PDF-Tools 4.0 Select Tool Modify th Pages	he properties of PDF The Pages List: <2 pages, 1 selected> 1 2 3 3 3 5elect Pages:	pages within a file Page(s) Setu	Preferences P Page(s) Preview and Setup: #: 1 #: 1 Page(s) Preview and Setup: #: 1 Page(s) Preview and Setup: #: 1 Custom size Willmeters Willmeters State Height: State S	Crop Box: Left: 0.0 ♀ Right: 215.9 ♀ Top: 279.4 ♀
PDF-Tools 4.0 Select Tool Modify th Pages	he properties of PDF The Pages List: <2 pages, 1 selected> 1 2 3 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	pages within a file Page(s) Setu	Preferences P Page(s) Preview and Setup: #: 1	Crop Box: Left: 0.0 ¢ Right: 215.9 ¢ Top: 279.4 ¢ Bottom: 0.0 ¢

Edit/crop your document as required using the options on the right-hand side of the screen
 Click Next

This screen also allows the following:

- Optimize the PDF
- Apply security (Digitally Sign and password protect the PDF)
- Add watermarks and re number the pages if required

DF-Tools 4.0				
Select Tool			Preferences	Help
Modify th	ne properties of PDF p	ages within a file		
		Setup PDF		
General	PDF Specification			
Optimization	Version 1.3 Version 1.4 Version 1.5 Version 1.6			
	When Document Opened			
Information	Page Layout:	Single Page	~	
Advanced	Page Mode: Full Screen Page Mode:	Show None	×	
	Viewer Preferences			
	Hide Toolbar Hide Menu bar Hide Document's Window Resize Document's Window	w User Interface Elements low to Fit the Size of the First Pag	Centre Document Window	he Window Title bar
		Previous	Next	Cancel

Click Next when you have finished customizing your PDF

PDF-Tools 4.0			
Select Tool		Preferences	() Help
Modify the properties of PDF	pages within a file		
	Save Setup		
Destination Folder			
Please specify the destination folder:			
C:\Documents and Settings\parrottc\My Documents\			Browse
Place to a Source Folder(s) automatically			
Destination File Name			
Please select a destination file name (and/or specify a	ny name creation macros):		
<file name=""></file>		A	dd Macros 🛛 📎
<file name=""></file>		A	dd Macros 🛛 👻
<file name=""> Viewer Run</file>		م	dd Macros 🛛 👳
<file name=""> /iewer Run View each Document after creation</file>		۵	dd Macros 🛛 👻
<file name=""> Viewer Run V View each Document after creation</file>			dd Macros 🛛 🖌
<file name=""> Viewer Run View each Document after creation</file>		م ا	dd Macros 🛛 👻
<file name=""> Viewer Run View each Document after creation</file>			dd Macros 🛛 👻
<file name=""> Viewer Run View each Document after creation</file>	Previous	Process	dd Macros 👻