

User Guide

Version 4 - All Editions

Infix Version 4 User Guide

Covering Infix version 4.07 onwards

For technical support and software updates, visit www.iceni.com/support.htm



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Quick Start Guide

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Basic Text Editing





Infix enables you to edit text in a PDF document as if you were using a regular word processor.



Open the PDF to be edited.



From the toolbar select the **Text** tool.



Click the mouse on the text to be edited.



The New Hyundai Coup

Edit the text - in this example the letter "r" has been added to "your".

The red box indicates that the text box is too small to show all the text. The text box needs to be expanded.



The New Hvundai Coup

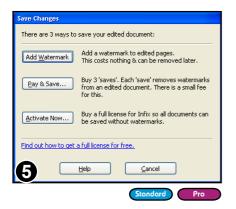
To reveal the missing text, resize the text box.

Drag the left & right resize handles outwards to make the box slightly wider.



The text now fits on two lines as before.

Save the changes you have made to your PDF.



If you have the free version of Infix you will see this dialogue box.

You have the option to save your PDF with a watermark added to edited pages. The watermarks can be safely removed at a later date.

The second option allows you to save the PDF without a watermark for a small fee.

The third option activates your copy of Infix using the activation key supplied when you purchase the product. After activation watermarks are no longer added to PDFs.

Form Filling







Infix can be used to quickly fill-in basic PDF forms. These are simply PDF versions of traditional paper forms that would otherwise have to be printed out, filled-in by hand then scanned back into the computer.

Using Infix you can speed up the entire process while keeping the form entirely computerised and available to email to a third party.

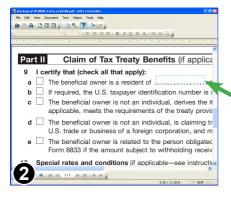
Infix Form Filler presents a simplified interface for the sole purpose of filling-in forms. It is a free version of Infix that always applies a very small watermark to the bottom of each edited page.



Open a PDF to be filled-in.

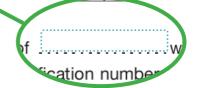
If your PDF has interactive elements (not just a simple form) you will be asked if you want to remove them.

If you leave them in and fill-out the form, the interactive elements will obscure your answers when viewed in other PDF viewers.



Select the **Text Plus** tool.

As you move the mouse over the form, Infix will highlight what it thinks are the areas to fill-in.



Click on a highlighted area to begin typing into it.

Hold the **Control** key and click to ignore Infix's guess, and simply create a small, single-line text box.

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С		The beneficial owner

If Infix thinks the item under the mouse looks like a check-box, it changes the cursor to a pointing hand.

Click to mark the box with an **X**. Click again to remove the **X**.

Hold the **Control** key and click to ignore the check-box and create a small, single-line text box.

- Use the **Text Plus** tool to create new text boxes in any kind of PDF not just form-style
 documents.
- The Text Plus tool does not edit existing text only text created by the tool either during this session or from when the PDF was last edited.
- Since Infix is making a guess as the shape and location of editable areas, it may sometimes arrive at an incorrect decision. In this case, hold down **Control** as you click to ignore the guess.
- Filled-in forms are normal PDFs that can be viewed and printed by any PDF viewing application.

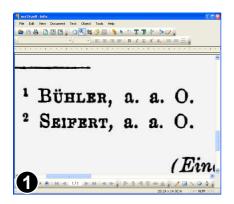
OCR Corrections





Infix can be used to adjust the hidden text associated with a scanned document. This text is generated by OCR (Optical Character Recognition) software from a scanned image of a printed page.

The OCR text is hidden in the PDF so that it can be searched. Often there are errors in the hidden text that can be difficult to fix because it is hidden.



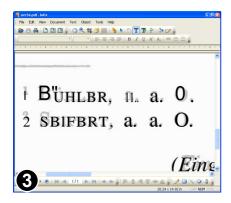
Open the PDF to be corrected then choose **Document->OCR Corrections->Start**

The example shows a scanned page with real OCR text hidden.



Since OCR mode could cause a PDF to be substantially changed, you will be asked to confirm your choice.

Choose the "Start OCR mode" option if you wish to begin.



The hidden text is made visible and the scanned image is faded and locked so that it isn't accidentally moved during editing.

You can now edit the text whilst making reference to the original content in the image.



This example shows some corrections (shown in red because **Show Changed Text** has been enabled in the **Preferences** dialogue box).

After all corrections have been done, choose:

Document->OCR Corrections->Finish. The OCR text, including any edits you made will become invisible and the scanned image restored to its normal density.

- If your document happened to contain any non-ocr text added after the scanning process, this too will be hidden at the end of the correction process.
- Choose View->Show Text Frames to see the boundaries between different blocks of text.
- Changing the colour of the OCR text can make it easier to distinguish from the background image. This will not effect the finished PDF.
- Some OCR packages create many small text blocks that are difficult to edit. Use the
 <u>Marshal Text</u> facility in Infix Pro to merge disjoint blocks of text into a single, editable
 text block.

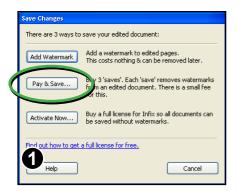
Using Pay & Save



When you save your edited PDF using the free version of Infix, a watermark is added to each modified page.

You can avoid adding a watermark even when using the free version of Infix by using the **Pay & Save** option.

You will need internet access in order to use Pay & Save.



Choose **Save...** or **Save As...** from the **File** menu.

Press the **Pay & Save** button to save your PDF without a watermark.



If you don't have a Pay & Save code already, press Buy a save code.

If you do have a code that you think may still be valid, press I know my code... and skip to step 5.

- Avoid editing watermarked documents with other PDF editing software.
- The Pay & Save feature is only available in Infix Standard Edition.
- Infix Form Filler always adds a watermark and so this dialogue box does not appear.



On pressing the **Buy...** button your web browser will open and display the **Pay & Save** purchase page.

From here you can purchase your **Pay & Save** code using a credit card via a totally secure on-line transaction system.

Your new code is then automatically registered in Iceni's on-line database and a copy is emailed to you for your own records.



Once you have completed the purchase, switch back to Infix and press the **Save Document** button

Infix will connect to the on-line **Pay & Save** database to verify your recent purchase, then save the PDF without a watermark.



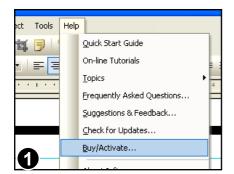
If you already have a **Pay & Save** code from a previous purchase you may be able to reuse it.

When you buy your **Pay & Save** codes you can specify how many 'saves' to incorporate into the code. So for example, if you previously bought a code for 5 saves and you have used only 3 of them so far, your code could be used 2 more times before it expires.

Activating Infix

All editions of Infix will add watermarks to saved PDFs unless you activate the software using the code supplied when purchased.

Codes are usually provided as part of a purchase receipt email. If cannot find your code, please contact **sales@iceni.com**



Choose Help->Buy/Activate...



If you have your activation key code to hand, press **Activate...**

If you have not yet purchased Infix, press Purchase.

This will attempt to open the Infix web page using your system's default web browser.

Once you have bought a license and have an activation key, press the **Activate...** button.

On-line Activation



Your code may be a number or sequence of numbers and letters or your email address.

On-line activation is the quickest method.

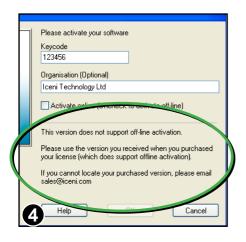
If your computer does not have an internet connection, uncheck this box.

Potential Problems

If you computer is behind a firewall or web access is blocked in some way, the activation may not succeed. If this is the case, follow the off-line activation instructions below.

Off-line Activation

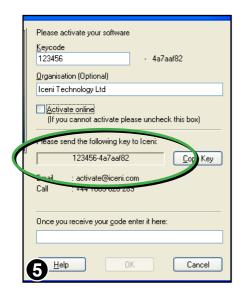
Uncheck the **Activate on-line** check box to reveal the lower part of the dialogue box.



If you see this message after un-checking the **Activate on-line** check box, you need to obtain a different version of Infix.

As a security precaution, the demo versions of Infix available from Iceni's web site cannot be activated off-line.

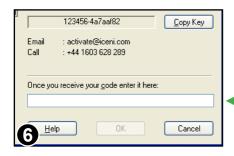
Use the download link provided in your emailed purchase receipt or contact sales@iceni.com to obtain a version which does allow off-line activation.



Off-line activation is available in the version of Infix on your CDROM or from the web link included in your emailed purchase receipt.

This is the code you should send to Iceni (your code will be different to that pictured). The code changes every time you install Infix.

Press the **Copy** button to copy the code to the clipboard (to avoid copying it by hand)



Iceni will use the code you send to generate an off-line activation keynormally within 24 hours (except at weekends)

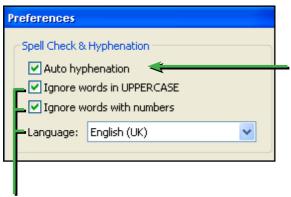
When you receive your off-line key enter it here.

The key will only work on the computer you used to generate the code.

It will not work if you have re-installed Infix on that computer since you requested the off-line activation.

Infix Preferences

To modify certain features of Infix, choose File->Preferences...



Controls how the spell checker behaves and which dictionary is used.

The choice of spelling dictionary also controls hyphenation and justification.

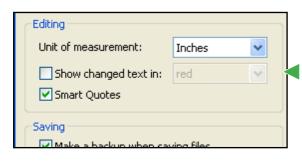
It is very important that the language setting matches the predominant language of your PDF otherwise you may get poor results when fully justifying text.

The default language setting is English (US).

Controls hyphenation throughout all text in the PDF.

To control the hyphenation within a particular paragraph, select the **Text Edit** tool and begin editing the paragraph in question.

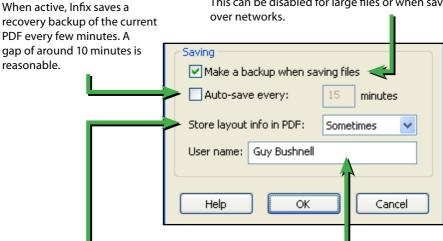
Right-click the mouse in the paragraph and choose **Disable Hyphenation**. (Infix Pro only)



Edited text can be highlighted in the chosen colour. This setting effects both on-screen display and printing.

When using File->Save... Infix can make an backup of the original file named "Backup of myfile.pdf"

This can be disabled for large files or when saving



When saving an edited PDF Infix stores additional information such as tab-stop positions, paragraph alignments, indents and margins etc. This makes it easier to edit the PDF using Infix or Infix Server but also increase the size of the PDF file.

Choose **Never** if you want to keep the PDF file as small as possible and do not need to keep the information.

Choose **Always** if the increase in file size is less important than ease of editing (or if you are making templates for Infix Server)

Choose **Sometimes** to let Infix decide. This is the default.

This is the name that will be stored in the Change Log generated whenever edits are made to a PDF.

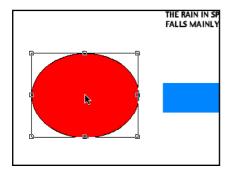
Editing Graphics & Images

- Aligning Objects
- Changing Colour & Line Width (CMYK)
- Changing Colour (RGB) & Line Width
- **Copying Colours Between Objects**
- Creating Clipping Masks
- **☞** Grouping Objects
- **Hiding Objects**
- Importing Objects From Other Documents
- Inserting New Images
- Locking Objects
- Removing Clipping Mask
- Replacing Images
- **Rotating Objects**
- Scaling Objects (Isomorphic)
- Selecting Objects
- Stretching Objects
- **I** Swatches Catalogue

Selecting Objects







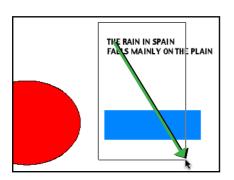
Select the **Object tool** from the tool bar.



Click on a single object to select it.

If objects overlap, the top-most object is selected. Move or remove the top-most object to reveal and select objects it covers.

Some pages are littered with invisible objects making selections difficult. These objects can usually be safely removed without altering the appearance of the page.



Drag out a box to select all objects touching the box.

Hold **Shift** to remove objects from the current selection.

Cut/Copy/Paste may be used on single objects or groups of objects.

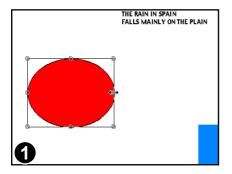
- Press Backspace or Delete on your keyboard to delete selected objects.
- Click and drag to move the object or selection of objects to a new position.
- Use the cursor keys to move selected objects by 1 point (¹/₇₂ inch). Hold the **Shift** key as well to move by 10 points.
- Copy/Paste of graphics between Infix & other applications is not supported.

Stretching Objects



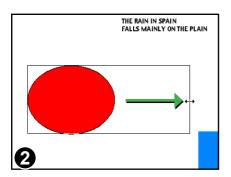


Selected objects can be stretched by dragging the handles on the sides or corners of the selection box. Alternatively, choose **Object->Scale Selection...** (Infix Pro).

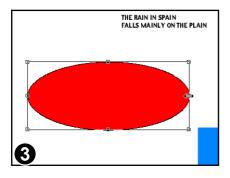


Select the object(s) to be stretched using the **Object tool.**





Drag one of the four side-handles or four corner-handles to stretch.



Selected objects will be stretched to fit the box you dragged out.

Notes

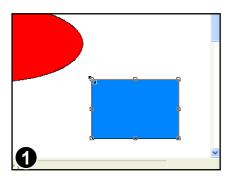
• Line widths are adjusted to take account of the scaling.

Scaling Objects (Isomorphic)



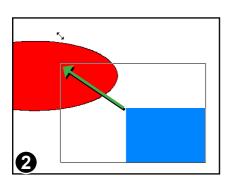


Objects can be scaled so that their aspect ratio is retained.



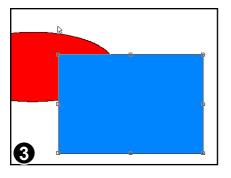
Select the objects to be scaled using the **Object tool**





Begin dragging one of the side or cornerhandles. While dragging hold down the **Shift** key.

The drag box will grow by the same width and height as long as the **Shift** key remains held down.



Stop dragging to complete the scale.

Notes

Line widths are adjusted to take account of the scaling.

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Rotating Objects





Selected objects can be freely rotated by any angle. Alternatively, choose **Object->Rotate Selection...** (Infix Pro only)

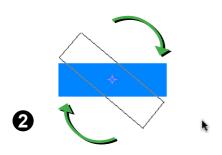


Select the object(s) to be rotated using the **Object tool**.



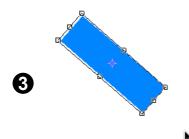
Now choose the Rotate tool.





Drag the selection's outline to the desired orientation.

Hold down the **Shift** key while dragging to constrain rotation to 45° angles (0, 45°, 90°, 135° etc.)



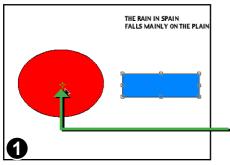
Stop dragging to complete the rotation.



After rotation, the **Object tool** will become active again.

Changing Rotation Origin

Objects can be rotated around an arbitrary point.



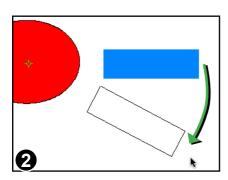
Select the object(s) to be rotated then select the **Rotate tool**.



Click the left mouse button to reposition the origin.

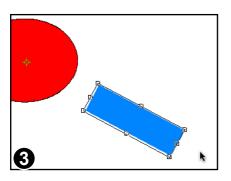


Rectangle's origin has been moved to the centre of the circle



Drag the selection's outline to the desired orientation.

Hold down the **Shift** key while dragging to constrain rotation to 45° angles (0, 45°, 90°, 135° etc.)



Stop dragging to complete the rotation.



After rotation, the **Object tool** will become active again.

Changing Colour (RGB) & Line Width



All objects (except clipping paths and images) can have a line or stroke colour and a fill colour.

You can choose new colours for either or make the line or fill invisible.

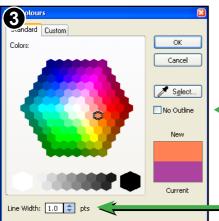


- Circle has red line colour, yellow fill colour
- Text has black fill colour and no line colour (this is common for text)
- Text has no fill colour and red line colour



To change the colour of the selection press the **Fill Colour** or **Line Colour** buttons.

These buttons also display the currently selected colour.



The line and fill colour dialogue boxes offer a simple way of selecting colours from the RGB (red-green-blue) colour space.

 Click to make the line colour invisible. A similar check box exists on the fill-colour dialogue box for removing the fill colour.

Control the thickness of the outline by specifying a value in points (1/72) inch

A thickness of 0.0 will be rendered as a hairline.

Changing Colour & Line Width (CMYK)

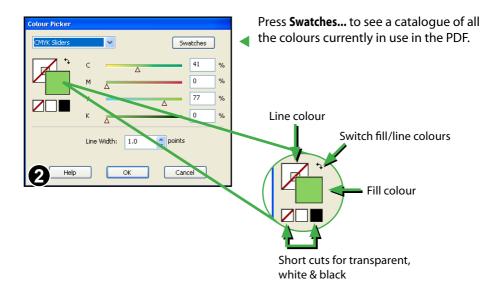


Infix Pro lets you change the fill and stroke colours of selected objects. Various different selection methods are offered including a CMYK colour picker.



Press the **Colour** button to open the colour picker dialogue box.

The fill and stroke colours are both displays on the same toolbar button.

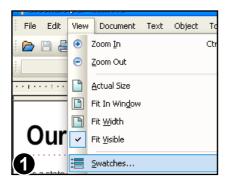


- The simple colour picker used by Infix (Standard) and Infix Form Filler always chooses
 colours from the RGB palette. If the selected objects use a different colour space
 (such as CMYK), Infix converts the RGB value into CMYK. This can cause a slight
 difference in appearance of the colour which is unavoidable when converting
 between light and ink-based colour spaces.
- All versions of Infix retain the original colour space of an object.

Swatches Catalogue

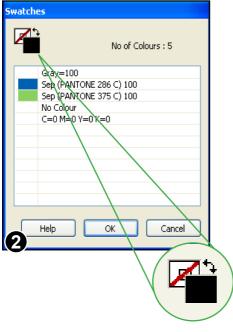
Pro

The Swatches window shows all the colours used in a PDF. It can also be used to change the colour of selected objects.



Choose **View->Swatches...** to open the swatches catalogue.

There may be a short delay while the catalogue is built.



The catalogue shows the component values of each colour and (if available), the names of separation colours.

Double-click on a colour to change any selected objects.

CMYK, Gray and Separation colour values are shown as a percentages from 0 to 100.

RGB values range from 0 to 255

Choose between fill or line colour by clicking on the shape.

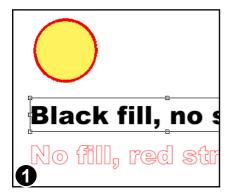
Click on the black arrows to swap fill & line colours.

- You can restrict the colour available during editing to just those in the PDF or in a special hidden resource page. See User Restrictions for more information.
- The swatches catalogue is populated only when a PDF is opened.

Copying Colours Between Objects



Use the **Pipette tool** to copy the colour from one object to another.

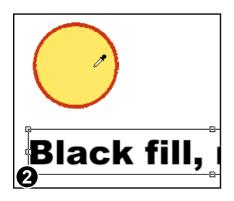


Using the **Object tool**, select the object(s) whose colour you wish to change.

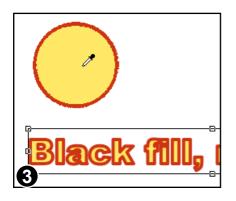


Next choose the **Pipette tool** from the toolbar.





Click the **Pipette** on an object whose colour you want to copy.

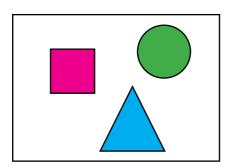


The fill colour, line colour and line width of the chosen object is copied to the selected objects.

Aligning Objects



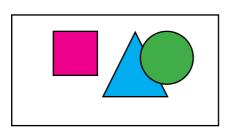




Choose the **Object tool** from the toolbar.



Select the objects to be aligned.



Choose **Object->Align->Top** to align the tops of the objects together.

All objects in the selection are aligned to the top-most object.



All the alignment styles are available from the **Object Alignment** toolbar.

To show this toolbar choose: **View->Toolbars->Object Alignment**

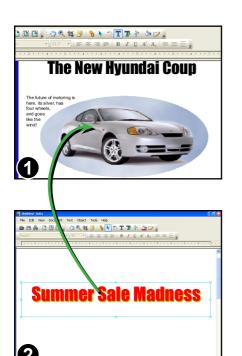
- The order in which you select items for alignment is not important.
- Aligning text blocks does not affect the paragraph alignment (justification) of within the text blocks.

Importing Objects From Other Documents





To use objects (text, graphics & images) from one PDF in another, open both PDFs in Infix and use Copy/Paste to transfer between them.



Open one of your PDFs. Choose **File->Open In New Window...** to open the other PDF as well.

Use the **Edit->Copy** and **Edit->Paste** menu items to copy objects from one PDF window to the other



Choose **Object->Group Selection** to make the pasted objects easier to handle.

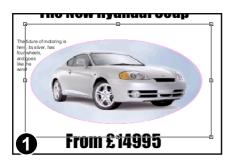
Scale and move the placed objects to fit the space required.

Replacing Images





You can substitute an existing image for another loaded from disc. Supported image formats are JPEG, TIFF, PNG, BMP and PDF.

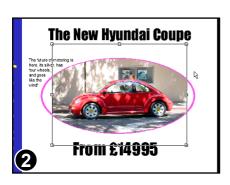


Choose the **Object tool** from the toolbar.



Select the image to be replaced, then choose **Edit->Replace Object...**

You can also click the right mouse button to see a similar menu.



In this example a picture of a Volkswagen Beetle has replaced the old image.

The new image is placed inside the clipping mask (pink outline) used by the old image.

The new image is automatically selected after being inserted.



Scale the new image by dragging one of the resize handles outwards.

Hold the **Shift** key at the same time to ensure the aspect ratio is maintained.



The new image needs to be moved to the centre of the clip mask.

Drag it to its new position using the mouse or nudge it using the cursor keys (and **Shift** for larger steps).



The finished result after scaling and repositioning the new image.

Inserting New Images





You can add any number of new images to your documents.

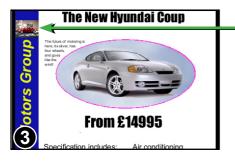


Choose **Edit->Insert Image...** then choose an image from the file selector.

Choose from JPEG, PNG, TIFF and BMP image formats.



The new image appears on screen. No clipping is applied, so the entire image is visible.



In this example, the new image has been moved and scaled.

You can apply a clipping mask to the image- see the following page.

Removing Clipping Mask

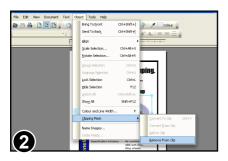


Clipped objects can be moved independently of their clip masks. Objects can also be "popped" from their clip masks revealing the entire object.



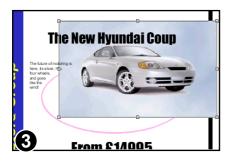
Choose the **Object tool**.

The car image (selected) is clipped by the oval clipping mask (shown in pink).



To remove the image from its clipping mask choose :

Object->Clipping Mask->Remove From Clip.



The image is now fully visible.

The clipping mask still exists and is shown in pink behind the image.

Note

 Clip masks only become visible (outlined in pink) when the Object Select tool is active.

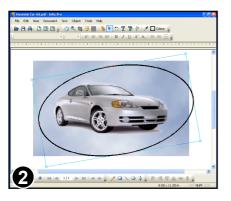
Creating Clipping Masks

Pro

Any object or group of objects can have a clipping mask applied. The mask ensures only parts of the object are visible. This is often useful for images where you may want to hide the background for example.



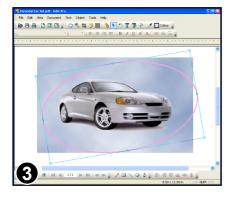
In this example, we want to apply a clipping mask to the image of the car.



A shape is drawn using the drawing tools.

This shape will be used to make the clipping mask.

Any path may be used as clipping path, not simply those created using the built-in drawing tools.



With the new shape selected, choose **Object->Clipping Mask->Convert To Clip**.

The shape will then become a pink outline.

Now select both the clip path and the image and choose :

Object->Clipping Mask->Add To Clip.

Continued from previous page



The image has now been added to the clipping mask. The parts of the image that are "outside" the mask are not displayed.

You can still move the mask and objects within it independently.

Notes

- Any empty clipping masks are automatically removed when a PDF is opened.
- Clip paths have no line width, fill or stroke colour
- Clip paths can be moved independently of the objects being clipped.

Locking Objects



Objects can be locked to inhibit accidental editing.

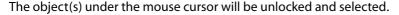
To Lock:

- Using the **Object tool**, select the object(s) to be locked.
- Choose Object->Lock Selection or
- Right-click the mouse and choose Lock Selection



Unlocking Individual Objects:

- Choose the **Object tool** and move the mouse cursor over the object.
- Right-click the mouse and choose Unlock Object/s.



Unlocking All Objects

Choose Object->Unlock All

Hiding Objects

Pro

To make editing complex artwork easier, objects can be temporarily hidden.

To Hide:

- Using the **Object tool**, select the object(s) to be hidden
- Choose Object->Hide Selection



Hidden objects will become visible again the next time the PDF is loaded.

To Show:

Choose Object->Show All

Grouping Objects



Objects may be grouped together to make editing easier.

To Group:

- Using the Object tool, select the object(s) to be grouped
- Choose Object->Group Selection or
- Right-click the mouse and choose Group Selection



To Ungroup:

- Select the group(s) to be ungrouped using the **Object tool**
- Choose Object->Ungroup Selection or
- Right-click the mouse and choose Ungroup Selection







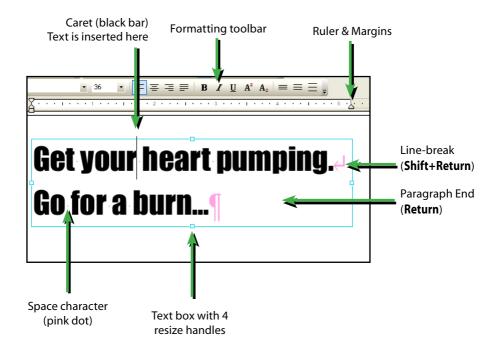
Editing Text

- **Creating New Text Boxes**
- Editing Text Across Columns & Pages
- Inserting Special Characters
- **Merging Text Boxes**
- **On-Screen Display**
- Overset Text
- **Splitting Text Boxes**
- Using Spell Check

On-Screen Display

- 1. Select the "Text Tool" from the tool bar.
- T.
- 2. Click on a block of text to begin editing.

The formatting bar and ruler will activate and a text box will be drawn around the text block being edited.



Notes

- When you begin editing, spaces, paragraph marks and line-breaks will show up in pink. These will become invisible again when you finish editing.
- Choose View->Show Invisibles to disable this behaviour.



- See <u>Fonts In PDF</u> for details of how certain fonts can make editing difficult.
- Choose View->Text Box Frames to outline all text boxes during text editing.

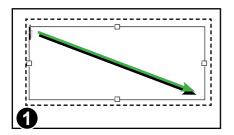
Creating New Text Boxes

Using The Text Tool





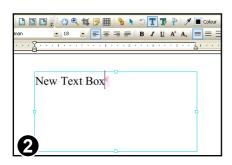
New text can be added at any time by dragging out a new text box of the required size.



Select the **Text tool** from the toolbar.



Click and drag to create a new text box.



After a short delay, the text box will be created ready for editing.

Choose the required font and size from the formatting bar before editing.

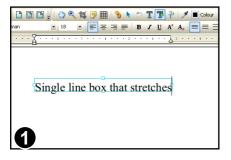
Using The Text Plus Tool







A new, single-line text box can be added at any time.



Select the **Text Plus tool** from the toolbar.



Click to create a new, fixed size text box.

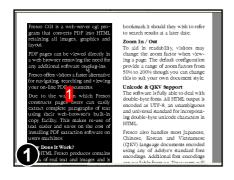
As you type into this box it will stretch.

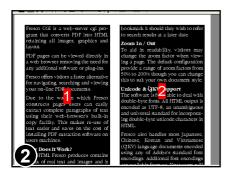
The box can be resized by dragging on the North, South, East, West resize handles as normal.

Text boxes created this way will be editable in all the free versions of Infix.

Editing Text Across Columns & Pages

Link multiple text boxes into a chain and reflow the text across the whole chain.





Select the **Linked text tool** from the toolbar.

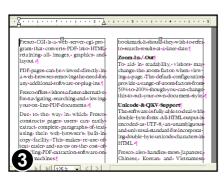


Click the mouse in the middle of each column you wish to link together.

The box will highlight and a number will be displayed in the middle. This number shows the order in which text will flow between the boxes.

If you click the same box twice it will be removed from the flow and the rest of the text boxes renumbered.

Keep adding further boxes by clicking the mouse. You can change pages and add text from different pages to the flow.



When you are ready to begin editing select the **Text tool** from the toolbar.



Notes

• The text boxes will remain linked together even after you close and re-open the PDF.

Overset Text







When there is too much text to fit into a text box, the text that overflows is hidden and is called "overset" text.

To reveal the overset text, make the text box larger or connect it to another text box so the text can flow between them.

H.S.H. Prince Philipp, CEO and chairman of the Liechtenstein Global Trust (LGT), describes his company's new executive education initiative as a "truly innovative and unconventional program" where participants experience 10 weeks of "rigorous and and physical training..."

This text contains overset text. This is indicated by the small red square in the bottom right of the frame.

Resize the box to reveal the hidden text.

Alternatively,

- 1. click on the overset symbol
- 2. drag-out a new text box.

The overset text will flow from the old text box into the new one. Continue linking new text boxes until all the text becomes visible.

H.S.H. Prince Philipp, CEO and chairman of the Liechtenstein Global Trust (LGT), describes his company's new executive education initiative as a "truly innovative and unconventional program" where participants experience 10 weeks of "rigorous ental and physical training..."

Part of that training will come from Wharton's Aresty Institute of Executive Education, which has engaged in an unusual joint venture with LGT, a \$42 billion asset management and private banking company headed by the second son of the ruling family of Liechtenstein. Liechtenstein is a small (62 square miles, 30,000 residents) principality located between Switzerland and Germany.

Notes

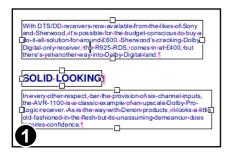
 When saving a PDF Infix (Standard) and Infix Pro check for overset text and report the first instance found.

Merging Text Boxes



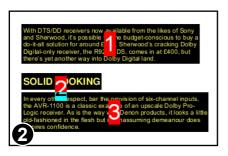
123

Text boxes may be joined together when you need text to reflow as one.



In this example, Infix has split the text into three boxes.

This will produce the wrong results when the text is reflowed.

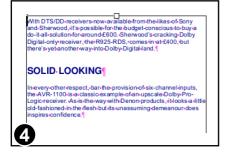


While using the **Linked text tool** choose:

Text->Text Boxes->Merge Vertically to join the three separate boxes into one.



Boxes in the same vertical row will be joined into one.



Text will now flow as a single column and the results should look better.

Splitting Text Boxes





Text blocks can be split at paragraph boundaries. This can make editing large blocks of text faster and helps to avoid reflowing text that does not need it.



Use the **Linked text tool** to select the text box to be split.



The example shows a large block of text with complicating formatting.

To edit just the middle paragraph without reflowing any of the other text, the text box should be split.



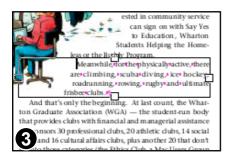
Choose Text->Text Boxes->Split Paragraphs.

The single box is split so that each paragraph becomes a box, not linked to any other.

Although the new text boxes are not linked together, for clarity they have been linked together in this image to highlight the effect of splitting.

48 Editing Text

Continued from previous page

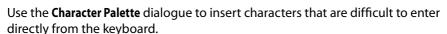


After splitting, Infix switches to the **Text tool** ready for editing.



Inserting Special Characters

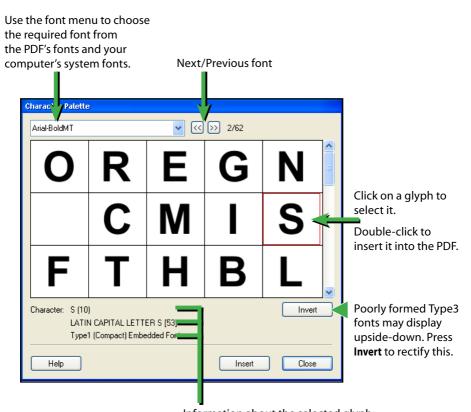




Click on some text to edit using the **Text tool**.

Choose Text->Character Palette...





Information about the selected glyph:

- name as used in the PDF (not always available)
- official Unicode description
- type of the font from which it comes

Using Spell Check





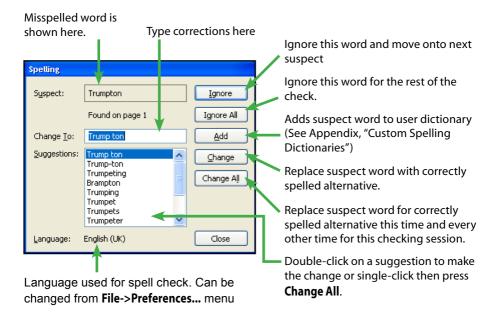


After editing it is useful to check the spelling of any new text added. You can check the spelling of words in three ways:

- · check just the words in a text selection
- · check words in active text blocks
- check the whole document (if there is no active text block)

The spell check dialogue box is accessed from **Edit->Check Spelling...** menu or by pressing the **F7** function key.

The Spelling Dialogue Box





Start the spell check by choosing **Edit->Check Spelling...** or press **F7**.



As each suspect word is displayed in the dialogue box, Infix will also highlight the word on the page.

You can type a new word into the **Change To:** box or select one of the words Infix has suggested then press **Change**.



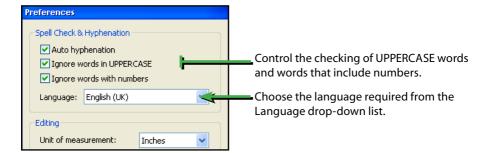
When the selected text has been checked, you will be asked if you wish to check the rest of the PDF.

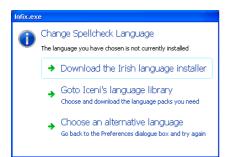
Notes

- See Fonts In PDF for details of how fonts can effect the editing of text.
- Be careful when changing text in paragraphs with unusual shapes (such as those that flow around graphics). When the paragraphs are reflowed, their layout may be lost. See <u>Advanced Editing</u> for methods of dealing with this.
- If the words shown in the Suspect: window seem garbled or include strange characters it indicates that the text cannot be extracted correctly from the PDF. This is caused by improper encoding of the PDF's fonts and cannot be remedied with Infix.
- You can edit the contents of the spelling dictionary see Custom Spelling Dictionaries.
- Infix will warn you if the replacement text cannot be rendered in the font used by the misspelled text. In this case, you may have to choose a different font for the text.
- Words that include numbers cannot be learnt by the spell checker. You can however, skip checking such words using the Ignore All button.

Spelling Preferences

Choose **File->Preferences...** or press **Ctrl-K** to open the Preferences dialogue box. You can choose from 24 language dictionaries for use during spell checking. You can also control checking of words with numbers and upper case words.





Most languages will need to be down loaded from our website and installed.

Infix will ask if you wish to do this automatically, or visit the Infix Spellcheck page on Iceni's web site to choose which language packs to download.

Formatting Text

- **III** Bold, Overprint & Italic Text
- **Changing Font**
- Changing Font Size
- **Margins & Indents**
- Paragraph Alignment
- Ruler Units
- Strikethrough
- **Superscript & Subscript Characters**
- **™** Underline

Changing Font Size







You can alter the size of text in two ways: use the **Object tool*** to scale it as you would scale any graphic object or use the **Text tool** to set the size of the text font in points $(^{1}/_{72}$ inch).

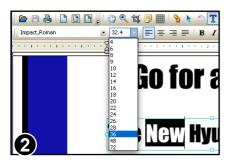
Using The Text Tool



Select the Text tool and click on a block of text to begin editing.



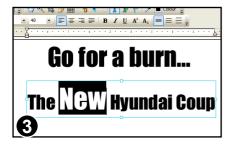
Select some text by dragging the caret, double-clicking the mouse or using the cursor keys while holding down the Shift key.



From the font size drop-down menu choose a new size for the selection.

If the size you want is not in the menu enter the size in the drop-down menu's edit box then press Return.

You can also choose Text->Size->Other... from the main menu.



The text size has been changed and any affected text reflowed.

Notes

The **Object tool** is not available when using **Infix Form Filler**

Changing Font







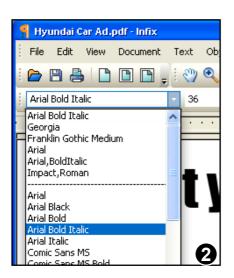
You can change the font used to draw text to any one of the fonts used elsewhere in the PDF or to any TrueType font installed in your Windows system.



Select the **Text tool** and click on a block of text to begin editing.



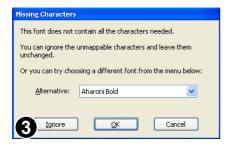
Select some text by dragging the caret, double-clicking the mouse or using the cursor keys while holding down the **Shift** key.



Choose one of the fonts listed in the drop-down menu in the formatting toolbar or from **Text->Font** in the main menu.

The menu lists all the fonts used in the PDF (in this case there are six) followed by all the fonts installed on your computer that could be used in your PDF.

Each font you use gets added to the top of the menu for easier selection next time.

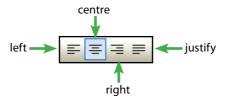


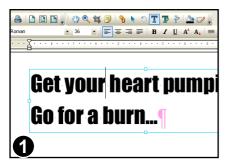
If the font chosen does not have all the glyphs required, Infix will warn you and ask you to choose an alternative font instead.

Paragraph Alignment



Text in a paragraph can be left, centre or right aligned as well as fully justified. The alignment effects the entire paragraph.



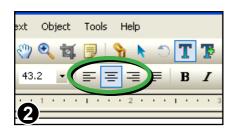


Select the **Text tool** and click in a text box to begin editing.



Place the caret inside a paragraph or select a block of text spanning multiple paragraphs.

The current alignment is shown by the alignment button that is depressed (in this case left).



Pressing an alignment button will cause the paragraph(s) to reflow.

Here "Centre Justify" has been chosen.

Notes

- When a paragraph is fully justified, Infix may hyphenate words to improve layout.
 This hyphenation can be disabled from the <u>Preferences</u> dialogue box. Press Ctrl-K or choose File->Preferences... from the main menu bar.
- You can disable hyphenation for individual paragraphs.
 Click the right-mouse button and choose Disable Hyphenation.



You can also control the vertical alignment of text within its box.
 See Vertical Text Alignment for details.



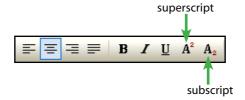
Superscript & Subscript Characters







You can convert characters or words into superscripts and subscripts using the buttons available on the formatting toolbar.





Select the **Text tool** and click on a block of text to begin editing.



Select some text by dragging the caret, double-clicking the mouse or using the cursor keys while holding down the **Shift** key.



Press **Superscript** to raise and shrink the text. Press the button again to return the text to normal.



Press **Subscript** to lower and shrink the text. Press the button again to return the text to normal.

Notes

 If you change the font size of text that includes super/sub-scripts, Infix will try to maintain the relationship between the different sizes of text.

Underline

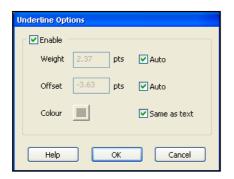


You can underline a character or words using the Underline button available on the formatting toolbar.



<u>Underline</u>

Select some text, or move the caret into a word and press the underline button on the formatting toolbar.



For more control over the width, colour and position of the underline choose the **Text->Underline Options...** menu item.



Using the **Underline Options** dialogue box, you can change the colour of an underline.

Continued from previous page

Example Underline Effects

Offset to -20 points





Offset to 20 points



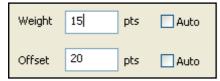


Width of 0 points (hairline)





Width of 15 points





Notes

- Text is always drawn after its underline decoration.
- Text is always drawn before its strikethrough decoration.

Strikethrough



Strikethrough can be applied to any word or selection of words by choosing: **Text->Strikethrough Options...** Unlike Underline, there is no button on the toolbar for strikethrough.



The simplest way to activate strikethrough is to click the **Enable** check box and press **OK**.

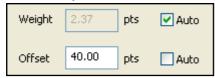
Example Strikethrough Styles

Offset of -20 points



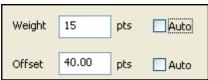
Strikethrough

Offset of 40 points



Strikethrough

Weight of 15 points





Margins & Indents





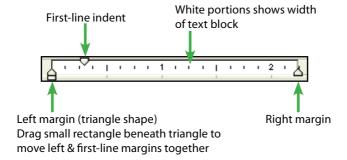


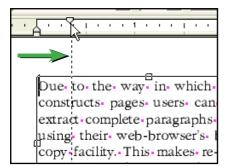
You can control the left, right and first-line indents for paragraph text. These indents apply to the entire paragraph.

Select the **Text tool** and click on a block of text to begin editing.



Place the caret inside a paragraph or select a block of text spanning multiple paragraphs.





To change a margin, drag the margin triangle to the position required.

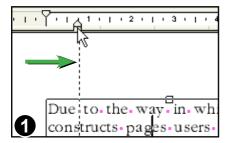
The picture shows the "First Line Indent" triangle being dragged.

As you drag the margin, a dotted line allows you to line-up the margin with other objects on the page.

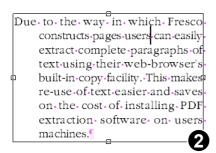
Due-to-the-way-in-which-Fresco constructs-pages-users-can-easilyextract-complete-paragraphs-of-textusing-their-web-browser's-built-incopy-facility. This-makes-re-use-oftext-easier-and-saves-on-the-cost-ofinstalling-PDF-extraction-software-onusers-machines. The first-line indent has been changed so that the paragraph starts with an indent.

62 Formatting Text

Continued from previous page



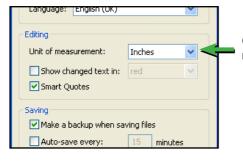
To create a hanging indent as shown in image 2, move the left-indent inward without moving the first-line indent.



This paragraph now has a hanging indent.

Ruler Units

You can change the ruler's unit of measurement. Choose from Centimetres, Inches, Points and Picas via the "Preferences" dialogue box.



Choose File->Preferences... to change the ruler's units.

Notes

For finer control of indents especially for text that flows around shapes, see <u>Advanced</u> <u>Editing</u>.

Bold, Overprint & Italic Text







Infix includes buttons to switch between normal and Bold/Italic versions of a font. These buttons may operate in the manner you expect.



Actual Bold





Using the **Text tool**, select some text.

Press the **Bold** button or **Ctrl+B**.

If the bold version of the font is available, Infix switches fonts.

In this example, the font has changed from **Bitstream Vera Sans** to **Bitstream Vera Sans Bold**, both available in the PDF.

Simulated Bold





If the bold versions of the selected characters are not available Infix will simulate bold by overprinting the characters.

This text, written using **Minion**-**DisplayRegular** has no bold equivalent in the PDF or on disc.

Pressing **Bold** causes Infix to overprint the text to simulate the bold effect. Notice that the font name has not changed in the font drop-down.

64 Formatting Text

Continued from previous page

Italic



If the italic version of the selected text is not available in the PDF or on disc, then Infix will show this warning.

Infix cannot simulate italic text in the way that it can bold text.

Notes

- Infix does not simulate italic text.
- Italics cannot be undone if the non-italic font is not available on disc or in the PDF.
- Bold text cannot be undone if the plain font is not available, unless it was previously only simulated bold.
- The simulated bold (overprint) effect will be detected again by Infix when the PDF is re-loaded.

Advanced Editing

- Flowing Text Around Graphics
- **IIII** Letter Spacing
- **☞** Line Spacing
- Marshalling Text
- **Paragraph Spacing**
- **™** Tabstops
- **™** Text Box Fitting
- Vertical Text Alignment

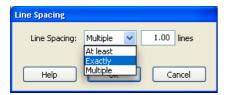
Line Spacing







Use the "Line Spacing" dialogue box to set line spacing values other than Single, 1.5 and Double.



While in text edit mode, choose

Text->Line Spacing... from the main menu bar.

The Letter Spacing dialogue box offers "At Least", "Exactly" & "Multiple" spacing modes.

Zoom In / Out

To-aid-in-readability,-visitors-may change-the-zoom-factor-when-viewing

a-page.-The-default-configuration--provide-a-range-of-zoom-factors from-50%-to-200%-though-you-can change-this-to-suit-your-own-document-style.-¶

At Least

This paragraph shows the effect of the "At Least" mode in which you tell Infix the minimum gap between lines (measured in points).

To stop the "default" line (shown left) from colliding with the previous line, Infix has automatically increased its line spacing.

Zoom-In-/-Out¶

To-aid-in-readability,-visitors-maychange-the-zoom-factor-when-viewinga-page.-The-**default**-configuragion--provide-a-range-of-zoom-factorsfrom-50%-to-200%-though-you-canchange-this-to-suit-your-own-document-style.-¶

Exactly

This paragraph shows the effect of the "Exactly" setting in which you tell Infix the exact gap size between lines (measured in points).

Infix has used exactly the same spacing for each line regardless of whether or not they collide.

Continued from previous page



Multiple

Use "Multiple" mode to specify gaps such as "2.5 lines" meaning that the gap will be at least 2.5 times the line height.

Setting multiples of 1, 1.5 or 2 is the same as pressing the *single*, 1.5 or *double* spacing buttons on the formatting toolbar.

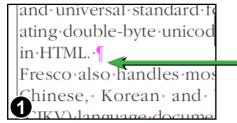
Paragraph Spacing



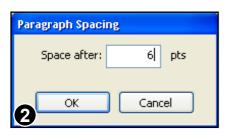
You can create a gap between paragraphs in two ways:

- 1. Use the **Text tool** to insert blank lines between paragraphs
- 2. Use the **Text tool** and the **Paragraph Spacing** dialogue box available from the **Text->Paragraph Spacing...**

Using the second method allows you to dictate the exact size of gap in points $(^{1}/_{72}$ inch).

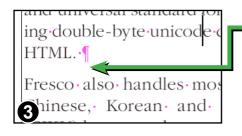


There is no gap between these two paragraphs.



Choose **Text->Paragraph Spacing...** from the main menu bar.

Here the value has been changed to 6 points.



The paragraphs are now 6 points apart. Select multiple paragraphs to alter the spacing of them all at once.

Letter Spacing







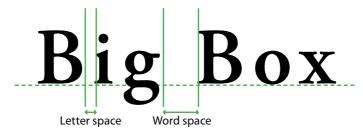
The space between individual letters can be controlled to an accuracy of $^{1}/_{1000}$ Em. This is useful for achieving layout effects such as fitting text into a particular area by reducing or expanding the spacing.

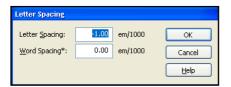


Letter spacing is measured in 'ems' with 1 em being the width of a capital letter 'M' in any font.

Letter Space & Word Space

Due to the nature of PDF documents, you can also control the gap between words caused by space characters though this is generally not as widely used as letter spacing.





The letter spacing dialogue box uses units of 1/1000 th Em.

You can control the gaps between letters and words by entering positive or negative values.

The word spacing value is ignored when text is fully justified.

Notes

Increase/decrease the letter spacing of selected text using the keyboard short cuts Ctrl+Shift=] and Ctrl+Shift+[

Using Letter Spacing



Select the **Text tool** and begin editing a block of text.



Select the characters whose spacing is to be changed.



In this example the spacing is being changed to $^{100}/_{1000}$ th em. This will change the gap to be $^{1}/_{10}$ th of the width of the letter 'M' in this font.

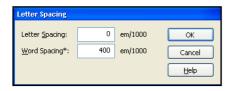


The additional spacing is clearly visible and the text now covers a wider area.

Using Word Spacing



Starting with the original text, the word spacing could be changed instead.



The word spacing is changed to $^{400}/_{1000}$ th em or 0.4 x width of 'M'.

2



The new, enlarged gap between the words is clearly visible.

Tabstops







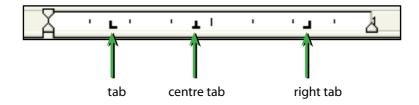
Use tabstops to create sophisticated text layouts. Choose from left, centre and right justified tabs with or without leader dots.

Creating/Deleting Tabs

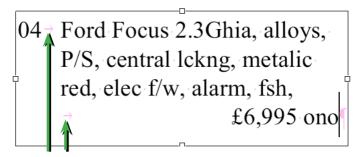
Click on the ruler bar at the position you want to create a new tab.

Click & drag an existing tab-stop to move it to a new position.

Click & drag an existing tab right off the ruler bar to delete it.



Screen Display When Using Tabstops



Tab characters are shown as small pink arrows during editing

Notes

- Tabstops are remembered even after closing and re-opening a PDF.
- As you add or move an existing tabs their numeric position is shown in the status bar at the bottom of the window.
- Tabstops may be positioned beyond the left & right margins of the text box.

Creating Centre & Right Tabs



Position the mouse cursor over an existing left tab then press the right mouse button to see the Tab menu.

Choose **Centre** or **Right** to change the type.

Tab Leaders

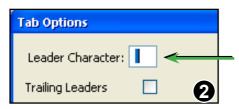
72

From the **Tab Options...** dialogue box, you can set the leader character or modify the way tabs wrap across lines.



Position the mouse cursor over the tabstop you want to modify.

Press the right mouse button to display the tab menu and choose **Tab Options...**



To add leader dots to your tabstop, type a single '.' (period) into the **Leader Character** text box.

You can type any single character into this box for use as a tab leader.

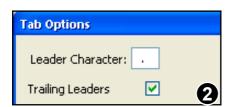
Trailing Tab Leaders

Use the **Tab Options...** dialogue to control the way tab leaders are drawn for wrapped lines.



Position the mouse cursor over the tabstop you want to modify.

Press the right mouse button to display the tab menu and choose **Tab Options...**



When **Trailing Leaders** is checked, Infix will add leader dots to the end of a line that wraps because of a tab stop.

04 Ford Focus 2.3Ghia, alloys,
P/S, central lckng, metalic
red, elec f/w, alarm, fsh,.......£6,995 ono

Trailing leaders have been added by Infix.

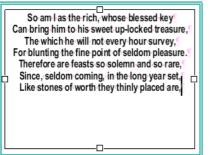
Notes

- Trailing leaders cannot be selected or edited with the text or object select tools. The caret will skip over them when moving through text.
- Trailing tab leaders extend up to the right edge of the text box.
- The way fields interact with tabstops is discussed in <u>Fields and Tabstops</u>.

Vertical Text Alignment



Infix Pro can align text inside a text box so that it sits at the top, middle or bottom of a text box. It can also make text automatically fit its text box by altering various aspects of the text formatting (see **Text Box Fitting**)

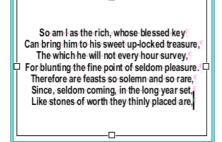


While editing a text box using the **Text tool** then choose:

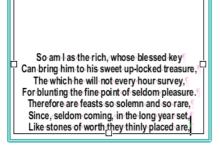


Text->Box Alignment->Top.

The text shown here is top aligned which is the default alignment.



Text->Box Alignment->Middle.



Text->Box Alignment->Bottom.

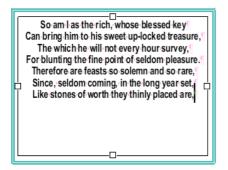
Notes

Text Box Alignment reverts to "Top" for linked text boxes.

Text Box Fitting



Infix can alter various aspects of text formatting in order to make text fit inside its text box.

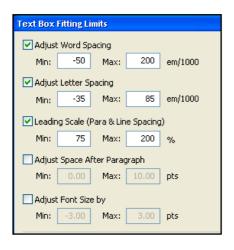


Edit a text box using the **Text tool** then choose:



Text->Box Alignment->Full...

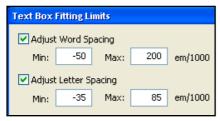
The text shown here is top aligned which is the default alignment.



Use the **Text Box Fitting Limits** dialogue box to select the aspects of formatting which should be modified and by how much.

During fitting, Infix tries altering the enabled aspects of formatting in the order they are listed in the dialogue.

The fitting process stops as soon as an acceptable result has been achieved even if all metrics have not yet been used.



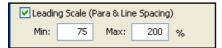
Deactivate fitting metrics by un-checking their check boxes.

The first two metrics simply adjust the word and letter spacing of text to try to achieve a fit.

The adjustment is between the supplied limits and is in addition to any spacing metrics already in effect on the text.

76 Advanced Text Editing

Continued from previous page



The **Leading Scale** metric modifies the leading and paragraph spacing of text within the percentage limits supplied.

In this example, leading and paragraph spacing could be increased from their initial values by as much as 200% during fitting (or reduced to 75%)



Adjust the gap between paragraphs independently of the leading via this metric.

Adjustments range between the Min and Max point values supplied. If Min is set to 0 then paragraph spacing will never be reduced. If Max is set to 0, paragraph spacing will never be increased.



The final metric adjusts the font size of all text in a text box by the same number of points in order to obtain best fitting.



Fitting may be restricted to text that overflows its text box (overset text).

The alignment to be used to underset text (text which does not require fitting)



Default "Top" alignment for two linked text boxes



"Full Alignment" applied across both linked text boxes.

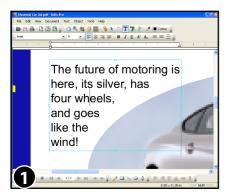
Notes

- Text fitting is computationally expensive. It is not advisable to edit text with full fitting activated. Apply it only once editing is complete.
- Text Box alignment is remembered even after closing and re-opening PDFs.
- Original formatting (font size, leading & spacing) is restored once full fitting is turned off.
- Unlike the other alignment modes, full text fitting can be applied across linked text boxes.

Flowing Text Around Graphics



In order to retain the contour of a paragraph that flows around a graphic the widths of lines should be locked during editing.



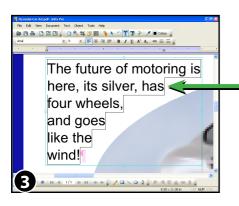
Select the **Text tool** from the tool bar and click inside the paragraph to begin editing.





Select lines whose shape follows the contour of the graphic. Lines that do not follow the shape need not be selected.

In this example every line of the paragraph needs to be selected.

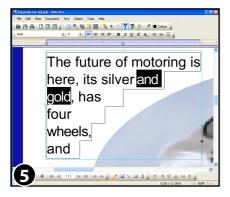


Choose **Text->Fix Line Width** from the menu bar to lock the selected lines.

"Fixed" lines have an addition border showing the shape of the line.



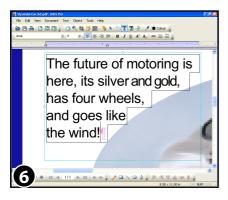
Make sure the alignment is correct. Infix may have chosen the wrong alignment due to unusual shape of the paragraph.



Edit the text as normal.

Although the text will reflow, the shapes of the fixed lines will not alter.

You can alter the shape of each line by moving the left or right margin.



Finish editing as normal.

In this example, each line has been reshaped to ensure the new text curves around the blue oval.

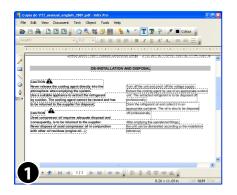
Note

You cannot use Text->Fix Line Widths on rotated text.

Marshalling Text

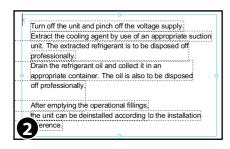


Infix can grab the text from multiple text blocks within a specific area of the page, sort it and form a new text box containing all the grabbed text. This can be useful for documents that have many disjoint text blocks making editing difficult.



This example shown two columns of text that, due to the way the PDF is formed, cause a jumbled set of text blocks to be created by Infix making editing difficult.

(View->Show Text Frames has been enabled to show the outline of each text box)

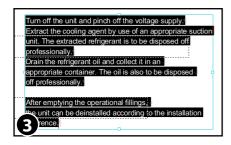


Choose the **Text tool** and drag-out a new text box large enough to enclose all of the text you wish to grab.



Choose:

Text->Text Boxes->Marshal Text



Infix will remove all text covered by your empty text box from the existing text boxes.

It will then perform a simple x-y sort on the grabbed text and place it into your new box.

Original text boxes that become empty as a result will be deleted.

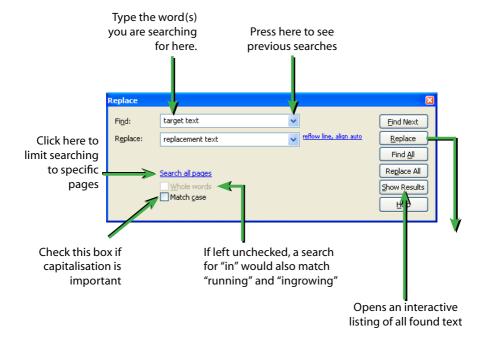
Find & Replace

- Advanced Find & Replace
- **Basic Find & Replace**
- Find & Replace In Files
- Find & Replace In Long Documents
- Find & Replace With Styled Text
- **™** Text Reflow Modes

Basic Find & Replace



Using the Find & Replace facility you can search for and replace words and phrases throughout a PDF, text boxes or range of pages.



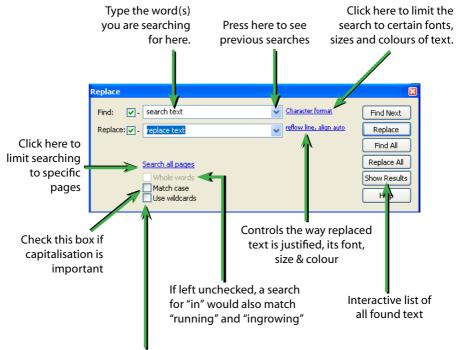
Notes

- If you have a word selected when the dialogue box opens, the word will be copied
 into the Find: box automatically.
- Be careful when changing text in paragraphs with unusual shapes (such as those that flow around graphics). When paragraphs are reflowed, their layout may be altered. See <u>Advanced Editing</u> for methods of avoiding this.

Advanced Find & Replace



Infix Pro offers additional facilities such as the ability to specify the font, size and colour of both the target and replacement text as well as simple wild card searches.



Check to activate wild card matching.

Available wild cards are:

- * to match zero or more characters
- + to match 1 or more characters
- ? to match a single character

Notes

If the Replace: text cannot be rendered in the font of the text being replaced, you
may see a dialogue box like the following:

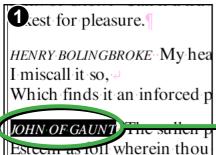


In this case, try setting the font used for the replacement text by pressing the **Format...** hyperlink next to the **Replace:** text.

Find & Replace Styled Text



You can search for a word or phrase formatted with a particular font, size or colour. You can also search for all text formatted in a particular way.

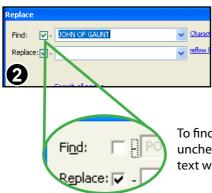


To change all the character names in a Shakespeare script so that they appear in blue...

Using the text edit tool, select an example of the text to be changed.

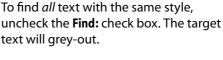


Minion-Italic, 7 point



Choose **Edit->Replace...** to open the Replace dialogue box.

The selected text will appear in the **Find**: box.



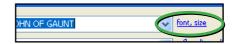


Next, click on the Character Format hyperlink to open the formatting dialogue box.



The **Find Format** dialogue reflects the formatting of the text from your initial selection, though it remains inactive until you press **OK**.

Press **OK** to activate the formatting.



Whenever a format is active for a search, a brief summary of the styles chosen is shown next to the **Find:** text box.



Click on the hyperlink next to the **Replace**: text box to open the **Replace Format** dialogue box.



The **Replace Format** dialogue box displays the formatting of the initial text selection.

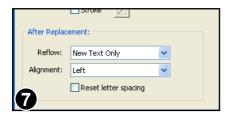
Click on the Fill colour check box to enable the colour picker button next to it.

Click on the colour button to choose a new colour.

(In the example image a blue colour has already been chosen)

86 Find & Replace

Continued from previous page



Reflow and alignment changes should be kept to a minimum (we only want to change text colour).

Ensure that Reflow: is New Text Only and Alignment: is Left.

Then press **OK** to activate the formatting.



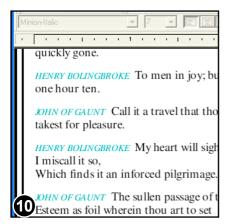
Uncheck the box next to **Replace:.** The replace text box will grey-out.

Press the **OK** button to activate the format settings.



The **Replace** dialogue box should look something like this.

Press **Replace All** to start the process which may take some time to finish.



Once finished, all character names have been changed to blue throughout the PDF.

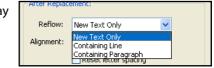
Notes

- To remove any **Find:** formatting click the formatting hyperlink next to the **Find:** text box and set **Font & Font Size** to "Any" then uncheck both colour check boxes.
- Replace: formatting can be disabled in the same way as detailed above.
- Infix will save a partial copy of the PDF every 100 or so pages during a long Find & Replace operation.
- To cancel a Find/Replace operation, press Escape or close the dialogue box.

Text Reflow Modes

Standard Pro

Infix offers three modes for controlling the way text is reflowed during search and replace:



1. Reflow: New Text Only

This mode is useful when dealing with tabular data, headers, footers or other single lines where retaining the original spacing and gaps between words is important.

The minimum reflow is done. The new text is left, centre or right aligned within the space occupied by the text being replaced.

In this mode, you may end up with words printed on top of each other if the replacement text is much longer than the original.

2. Reflow: Containing Line Only (default mode)

This mode is useful when you wish to cause minimum changes to existing paragraphs whilst ensuring changed lines blend in correctly.

Only the line (or lines) containing the search text will be reflowed after replacement. Lines can left, centre or right aligned regardless of the alignment of their paragraphs.

The 'auto' option will use the containing paragraph's current alignment.

3. Reflow: Containing Paragraph

The entire paragraph (and those near it) may be reflowed according to their current alignment. You cannot dictate the alignment used in this mode.

If a paragraph grows longer after reflowing, some of the text may become 'overset'. This is signified by a red square on the bottom-right edge of the text box. You may need to make the text box bigger to accommodate the text.

Resetting Letter Spacing

When only the font is changed as a result of a search & replace operation the existing letter spacings may not be appropriate for the new font.

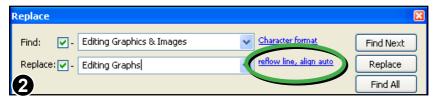
Checking **Reset Letter Spacing** will cause both inter-character and inter-word spacing to be set to 0 for every character affected.

Reflow: New Text Only



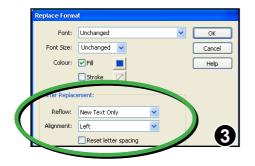
In this example, the header text is to be altered whilst retaining the gap between the page number and the text.

Choose the Edit->Replace... menu item.



Fill in the Find: and Replace: text boxes.

Press the hyperlink next to the **Replace**: text box.

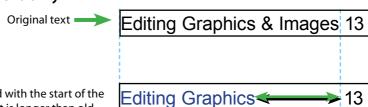


To ensure that the new text is rightaligned and that the page number is left where it is -

Choose **New Text Only** from the **Reflow:** pop-up menu

Choose **Right** from the **Alignment:** pop-up menu

Reflow: New Text Only



Align: Left

New text is aligned with the start of the old text. If new text is longer than old, it may overflow and collide with page number.

Align: Centre

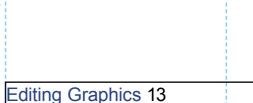
New text is aligned with the centre of the old text. If it becomes longer it will extend beyond the original left/right bounds of the old text.

Align: Right

New text is aligned with the end of the old text. If new text is longer than old, it may extend beyond the left extent of the original text.

Reflow: Containing Paragraph

The entire line is reflowed and left justified. The page number is moved during the reflow.



→Editing Graphics ←→ 13

Editing Graphics 13

Reflow: Containing Line Only

The-Wharton-Gigar-Club, -started-in1995-to-"further-the-knowledge-and-enjoyment-of-cigars,"-now-has-more-than100-dues-paying-members-for-whom-club
officers-have-negotiated-discounts-at-a-local
cigar-shop-and-free-subscriptions-to-Cigarionado.

The Wharton Smoking Society started in 1995 to "further the knowledge and enjoyment of cigars," now has more than 100 dues paying members for whom club officers have negotiated discounts at a local cigar shop and free subscriptions to Cigar 2 onado.

"Cigar Club" -> "Smoking Society"

In this example, "Cigar Club" is replaced by "Smoking Society", reflowing only one line of the paragraph.

To make room, the words have been moved closer together on the first line.

None of the other lines has been altered.

Potential Problems

The Wharto old mokin society tarted 1995 to "further the knowledge and enjoyment of cigars," now has more than 100 duespaying members for whom club officers have negotiated discounts at a loss shop and free subscriptions to Cigariconado.

"Cigar Club" -> "Old Smoking Society"

There is not enough room for the replacement text on the line so words have begun to run-in to each other.

The-Wharton Old Smoking Society, -started-in-1995-to-"further-the-knowledge-and-enjoyment of-cigars,"-now-has-more-than-100-dues-paying-members-for-whom-club-officeral have-negotiated-discounts-at-a-led ll-cigar shop-and-free-subscriptions-to-Cigar all-cionado.

This is the same replacement using **Alignment: Left.**

The text has grown beyond the edge of the text box.

92 Find & Replace

Continued from previous page

Notes

- Use Reflow: Containing Paragraph option only if you are confident that reflowing the paragraph will not destroy any existing indentation or special layout.
- When using Reflow:New Text Only the new text may collide with existing text if it longer that the original text.

Find & Replace In Long Documents



Pro

During find & replace in a long PDF (more than 100 pages), Infix will save the partially complete PDF every 100 pages.

On completion, the finished PDF **MyDoc.pdf** will be renamed **MyDoc-01.pdf**. The original PDF (before the find & replace) will remain unchanged.

If you perform further search and replace operations on the new document, it will be renamed **MyDoc-02.pdf** and so on.

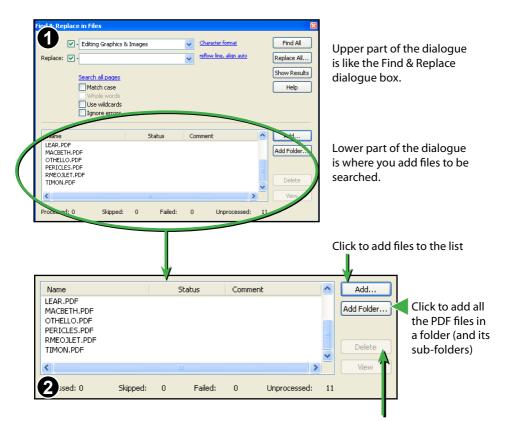
Find & Replace In Files



Infix Pro can automatically perform a Find & Replace operation on multiple files. This can be useful when the same changes need to be made to many files.

Choose **Edit->Find & Replace In Files...** to open the dialogue.

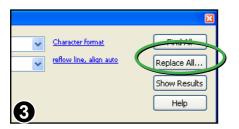
You do not have to have a PDF open already to use it.



Deletes files from the list (does not delete the actual file from disc)

94 Find & Replace

Continued from previous page



Once your search has been setup and you have added some files to the list, press **Replace All...**

Setup Folders



The **Setup Folders** dialogue will open.

Supply a location in which to save the processed files.

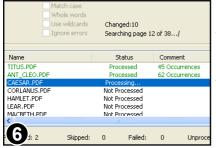
If you do not use this option, your original files will be over written (a backup will not be made).

You are strongly advised to ensure you have a backup of the original files.



You may also give an optional folder for error files.

Errors can occur when there is no suitable font for substitution for example.



- During the search, the dialogue shows the number of changes made, and current page being searched.
- The current PDF being searched is highlighted in the list of files.



When doing **Find In Files**, pressing **Show Results** will display the results list. This list is updated as the search proceeds.

Once the search has finished, double clicking on a result will open the relevant PDF and show the text.

Page Operations

- **Cropping Pages**
- Exporting Pages As Other Formats
- Inserting New Pages
- Inserting Pages From Other Documents
- **Moving Pages**
- Placing Pages From Other Documents
- **Removing Page Crops**
- Resizing Pages
- Rotating Pages

Rotating Pages

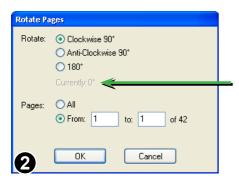


Pro

Pages can be rotated in 90° steps.



Choose **Document->Pages->Rotate...** from the main menu.



Choose the rotation angle and range of pages to be rotated.

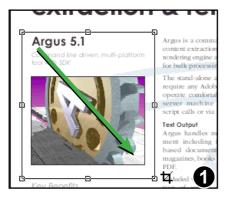
The dialogue box also displays the current rotation of the page being viewed.

Cropping Pages





Pages can be cropped to hide unwanted parts.

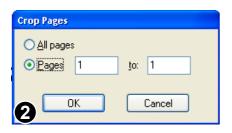


Press the Crop Tool on the main toolbar.



Drag-out a box to the size you wish to crop. Everything outside of the box will be cropped.

After dragging out the crop box, you can continue to adjust its shape using the resize handles.



Press **Return** to open the Crop dialogue box.

Now choose the pages to which the crop should be applied.

To change an existing crop, remove it first using **Document->Pages->Remove Crop...** then add a new one.

Notes

- Press **Escape** after drawing the crop box to abort the crop operation.
- Double-click the left button without drawing a crop to open the Remove Crop dialogue box.
- Objects that fall outside of the crop box are hidden from view but still remain a part of the page.

Removing Page Crops

If part of a page is hidden by a page crop, you can remove it to reveal the areas.

There are two ways to remove an existing crop from a page or range of pages:

Press the Crop Tool on the main toolbar.
 Double-click the left mouse button.



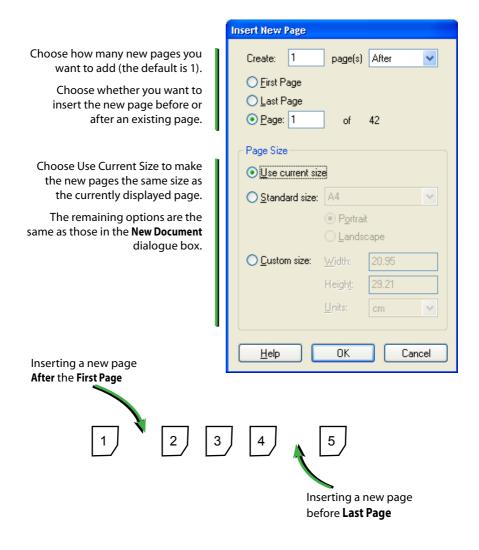
2) Choose **Document->Pages->Remove Crop...** menu item.

Inserting New Pages



You can insert any number of new pages into any PDF document.

Open a PDF then choose **Document->Pages->Insert New...** from the main menu bar.



Notes

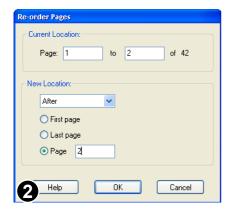
 The size of new pages is determined by the page being viewed when the instruction is given.

Moving Pages





A page or group of pages may be moved from one part of a PDF to another. You may have to alter page numbers printed on the pages after relocating.

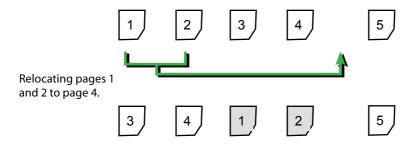


Open a PDF and choose:

Document->Pages->Re-order...

Choose the range of pages you wish to relocate.

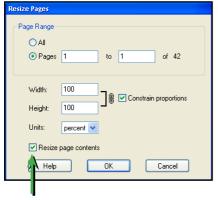
Then choose where you want them to be moved to.



Resizing Pages



A page or group of pages can be resized. This scales all objects on the page then adjusts the media box (paper-size).



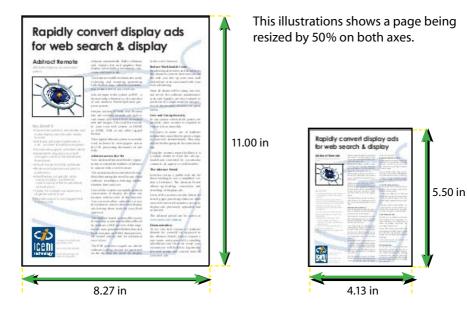
Open a PDF and choose:

Document->Pages->Resize...

Choose to scale X & Y axis independently or click **Constrain Proportions** to maintain the aspect ratio.

Choose the units for scaling - percent, inches, points or centimetres

Uncheck this box to re-size the page only; objects on the page will not be altered. This is especially useful for re-sizing empty pages.



Inserting Pages From Other Documents

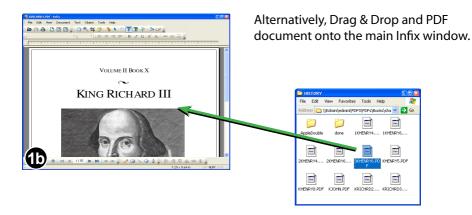


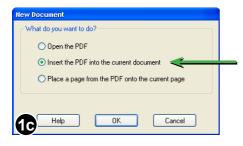
A range of pages can be imported from other PDFs into the current PDF.



With your PDF already open, choose **Document->Insert Document...**

Choose the PDF you wish to insert using the file selection dialogue.

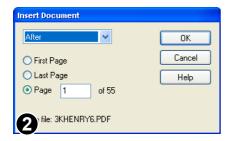




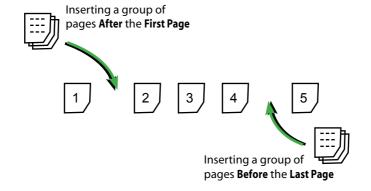
After dropping the file, choose **Insert the PDF...**

104 Page Operations

Continued from previous page



If the PDF you are importing has more than one page, you can choose the pages to be imported.

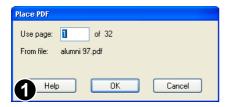


Placing Pages From Other Documents



You can place the contents of an entire page from another PDF into the current page of your PDF. There are two ways of doing this:

Method 1:



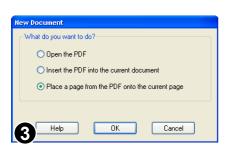
With your PDF already open, choose: **Document->Place PDF...**

Then choose the PDF you want to place.

If the PDF you are placing has multiple pages, choose the page you wish to place (if it has only one page, you will not be prompted to choose)

Method 2:







You can "drag & drop" a PDF file onto your open PDF to place a page.

You will then have the choice of opening or inserting the new PDF.

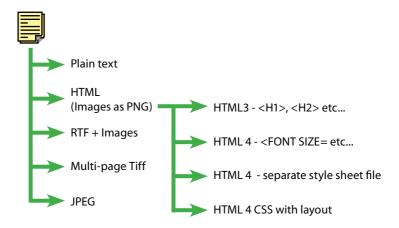
The ability to place a page is also available in the Pro version of the software.

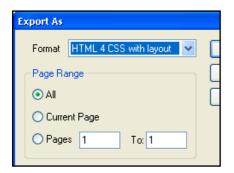
Exporting Pages As Other Formats



Infix can export pages or entire PDFs as plain text, HTML, RTF, TIFF and JPEG.

Conversion Formats





Open the PDF to be converted.

Choose File->Export As...

Choose the conversion: plain text, HTML, RTF, Tiff or JPEG.

Choose the pages to be converted.

Notes

- The JPEG & Tiff conversions render entire pages and not individual images.
- To export images only, select one of the HTML conversions. All images will be exported as PNG files and placed in the same folder as the HTML output.

Annotations & Hyperlinks

- **☞ About Bookmarks**
- Automatic Bookmarks
- Changing Bookmark Nesting
- **Editing Bookmarks**
- **™** Hyperlinks
- **☞ Sticky Notes**

Sticky Notes

You can create new or edit existing "sticky note" annotations in PDFs. These are small pop-up windows designed to contain short messages such as approval or editorial comments.

Anatomy Of A Sticky Note



Stick note icon.

This can be moved around independently of the sticky note window.

Double-click the icon to toggle the main note window open or closed.

Title bar - shows name of note author, title, date and time of last modification.

Close box

— Guy Bushnell: 03/18/08 15:38:39

Please learn these 2 scenes by next week.

Message area with scroll bar

Resize box

Notes

- If you can not see the sticky-note window after double-clicking on the sticky note
 icon, try scrolling the page or zooming out. It may be off the screen somewhere.
- There are a number of alternative icons available see **Stick Note Properties** for details.
- To change the author's name assigned to new notes, choose
 File->Preferences... from the main menu.
- Sticky notes are not included when printing PDFs.

Creating Sticky Notes



Click the Stick Note Tool in the main. toolbar.

Drag-out a box to denote the size of the new sticky note.

Alternatively, single-click the left mouse button to create a standard-sized sticky note window.



If you have not already set up a user name using File->Preferences..., Infix will now ask you to supply one.

This user name will be recorded in each sticky note you make.

Deleting Sticky Notes

Sticky notes can be deleted in two ways:

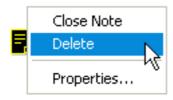


a selected sticky note icon Using the Hand Tool or Sticky Note Tool, click on the sticky note icon to select it.





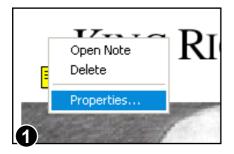
Then press Backspace or Delete on the keyboard.



Using the Hand Tool or Sticky Note Tool, right-click on the sticky note icon and choose Delete.

Sticky Note Properties

Various properties of sticky notes can be modified such as the icon and colour can be changed using the Sticky Note Properties dialogue box.

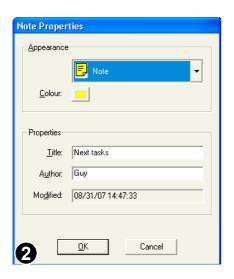


Select the Hand Tool or Sticky Note Tool from the toolbar.





Click the right mouse button over the sticky note icon and choose **Properties...**



Use the dialogue box to change icon, colour, title and author.

The modification time cannot be altered manually.

Sticky Note Icons



Comment



Key



Paragraph



Help



New Paragraph



Insert



Note (default)

Hyperlinks

Use hyperlink annotations to create interactive boxes which, when activated by the reader, will jump to another part of the same PDF, a different PDF or web address (using an external HTML browser).



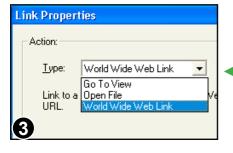
Click on the Link Tool button in the main toolbar.



Drag-out a box to denote the shape of the hyperlink region.



After drawing the hyperlink box, the **Link** Properties dialogue box is displayed.



Choose the action to be performed when the reader clicks on the hyperlink:

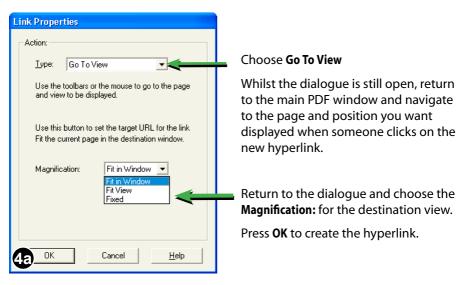
- · Go to view
- Open a file
- Word Wide Web Link

Changing the Action Type: option will cause the bottom section of the dialogue box to change.

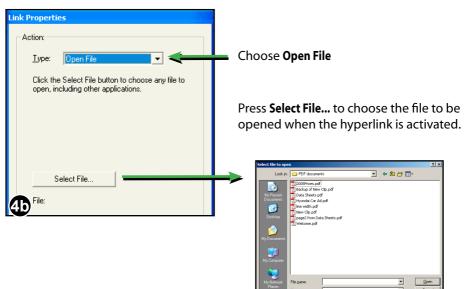
112 Annotations & Hyperlinks

Continued from previous page

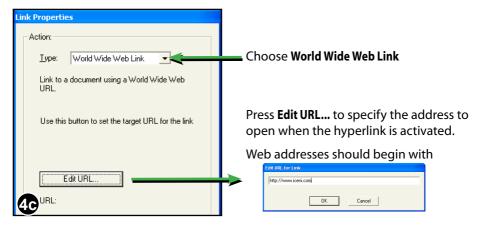
Action Type: Go To View



Action Type: Open File



Action Type: Go To URL



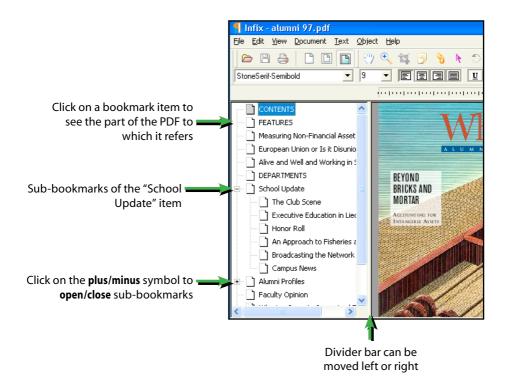
"http://"

About Bookmarks

Bookmarks allow readers to quickly navigate to specific places in a PDF and are especially helpful in long PDFs. Using Infix you can automatically add bookmarks to a PDF and edit existing bookmarks.

On Screen Display

To see a PDF's bookmarks choose **View->Bookmarks** or press the **F9** function key.



Notes

- Drag a bookmark on the *title* of another to nest the bookmark within the other.
- Drag a bookmark on the *icon* of another to move without nesting within the other.

Automatic Bookmarks

Infix can create bookmarks automatically. This is especially useful for long PDFs that have no bookmarks.

The bookmarks for this guide were created this way and then edited to remove any unwanted entries that were added automatically.



With a PDF already open, choose **Edit-**>Create Bookmarks or press Ctrl-B.

All pages from the current page onwards will be trawled in an attempt to find suitable bookmarks.



If the PDF already has bookmarks, Infix will prompt you to proceed. If you do, all existing bookmarks will be removed before the new ones are added.

Notes

- The quality and number of bookmarks created depends on the style of PDF used.
- You may need to add, remove or move some bookmarks after auto creation.
- If you do not wish to include certain pages in the bookmark tree title and contents pages for example, turn to a page after these before choosing Edit->Create Bookmarks.

Editing Bookmarks

You can manually create, delete, rename and move bookmarks.

Renaming Bookmarks



Click on an existing bookmark to select it.



After a short delay, click again to start renaming. The name of the bookmark will become selected, ready for editing.

Deleting Bookmarks



Click to select the bookmark item to be deleted.

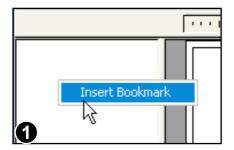
Press the **Delete** or **Backspace** key to delete.

Note

 If you delete a bookmark item that has sub-items (as shown above), the sub-items will also be deleted.

Creating Bookmarks

A bookmark records the page number, location and zoom setting used to view the page at the time the bookmark was created.



Navigate through your PDF to the page you want to bookmark.

Zoom and scroll the page to the exact position you want to record.

Click the right mouse button inside the bookmarks window. Select the Insert **Bookmark** menu option that appears.



The new bookmark will be created and named "New Bookmark".



Click once to select the new bookmark. After a short delay, click again to start renaming. The name of the bookmark will become selected, ready for editing.

Moving Bookmarks

You can move bookmarks to different parts of the bookmark tree.



Click to select the bookmark to be moved.



Drag the bookmark and drop it onto the *icon* of the bookmark you want it to appear after.



The bookmark will appear after the bookmark you dropped it onto and at the same nesting level.

Moving To The Top



Move the bookmark you intend to be top so that it is second in the list (as shown above).

Then select the first item in the list.



Drag the first item and drop it onto the *icon* of the second item (the one you want to be top).

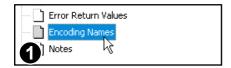


The two bookmarks will switch places.

Changing Bookmark Nesting

You can nest bookmarks within other bookmarks or move them out to a lower nesting level.

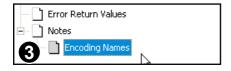
Nesting Bookmarks



Click on the bookmark you wish to nest.

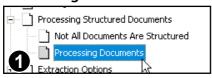


Drag the bookmark onto the title of the bookmark in which it will be nested



The bookmark is nested within the one on which it was dropped.

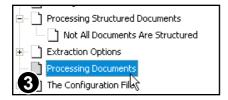
De-nesting Bookmarks



Click on a nested bookmark you wish to move to a lower nesting level.



Drag the bookmark and drop it on the **icon** of any bookmark with the nesting level you want.



The bookmark's nesting will be changed so it matches the one on which it was dropped.

Document Operations

- **☞ Document Font Catalogue**
- **Document Properties**
- Flight Check
- **Security Settings**
- **™** Tracking Changes

Document Properties







A summary of the settings, dates, author and other information about the current PDF can be viewed by choosing **Document->Properties...**

Document Properties Full path name of the PDF and its size on File Name: W:\ICENI\Documents\Infix\Infix4-UserGuide\PDF documents\flower.pdf disc. File Size: 0.60 MB (617.7 KB) Document meta data. Title: Flower This data is stored in a non-human Subject: Overlay for Shakespeare headshot readable form inside the PDF and also as plain text within an XML tag named Author: Unknown <Properties> nested in another named Keywords: <lceniSetup>. Creator: Illustrator Click on the **Modified**: date to open the Producer: Adobe PDF library 6.66 PDF's Change Log. Created: 15:07:36, Wednesday May 14, 2008 Modified: 16:09:13, Wednesday May 14, 2008 Click on the **Security:** hyperlink to open Security: None the Document Security dialogue box. PDF Version: 1.3 User Restrictions: No Resource Page: No Page Count: 1 Tagged: No Infix Layout: No Acro Form: No OK Help Cancel

> Click on the **User Restrictions:** hyperlink to view/ modify the settings controlling how users may edit this PDF.

Resource Page: indicates if the PDF has an embedded Iceni resource page. This can be useful for distributing PDF templates.

Security Settings

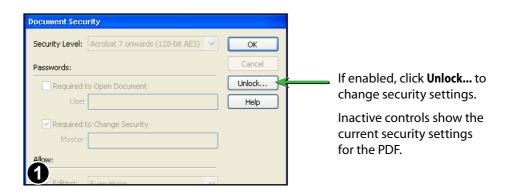


Using PDF security settings you can limit what other people can do with your PDF. For example, you can stop other people editing or printing your PDF.

View Current Settings

To check the security settings for a PDF, choose **Document->Security...** from the main menu.

If the document has been secured, the security dialogue box will display with most controls inactive. However the controls still show the current security settings such as whether or not editing is allowed.





If the PDF has an existing Master Password, you will have to enter it now.

If you do not know the Master Password, you will not be able to alter any of the security settings.

Security Settings Dialogue



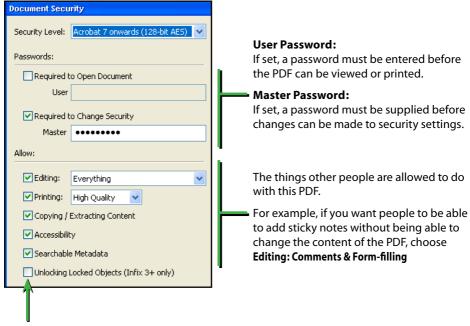




Using Infix you can add or modify security settings on PDFs. Infix supports the following password-based security levels:

- None
- Acrobat 3 onwards (48 bit)
- Acrobat 5 onwards (128-bit)
- Acrobat 6 onwards (128-bit)
- Acrobat 7 onwards (128-bit AES)

Acrobat 7 AES security is harder to defeat and offers finer control over the operations allowed on your PDF. Older style (Acrobat 5 onwards) security is more compatible.



If unchecked, users will have to supply the Master password to be able to unlock locked objects. This can be useful when distributing **templates**.

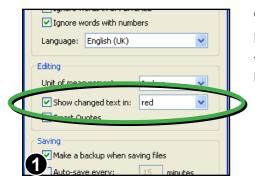
Notes

- If you forget a PDF's User Password, you will not be able to open the PDF.
- If you forget a PDF's Master Password, you will not be able to alter the security settings in future.

Tracking Changes



Infix can highlight text that has been modified during previous editing sessions. It also records the date, author and page number of all changes made to PDFs (see step 3 below).



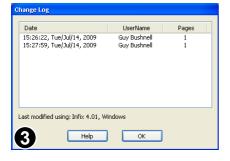
Choose File->Preferences...

Ensure **Show changed text in:** is enabled.

You can also choose the colour used for highlighting.

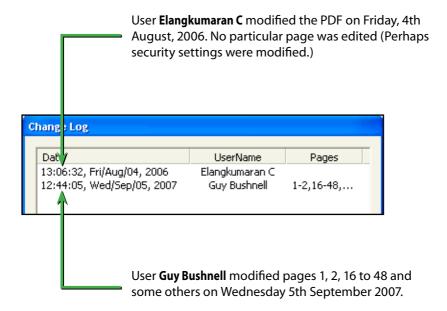


Text that has been modified in this or previous sessions will be highlighted using the colour chosen in the preferences dialogue box.



To see a complete history of all pages modified using Infix (version 2 or later) choose **Document->Change Log.**

Continued from previous page



Notes

- Infix cannot highlight text that has been deleted. It will however, record that a
 modification has been made to the page that used to contain the text.
- Only changes made with Infix version 2 (or later) are recorded.

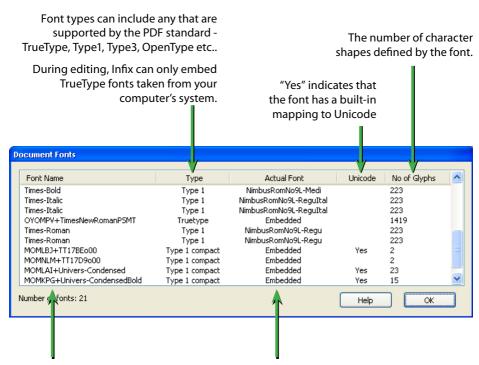
Document Font Catalogue





Infix can list all of the fonts used in a PDF plus additional information about the nature of each font.

Choose **Document->Fonts...** to view the font catalogue.



Names of fonts currently embedded in the PDF.

Fonts introduced during the current editing session will not appear until the PDF is saved

Names prefixed with "XXXXXX+" represents subset fonts.

Shows the font being used for on-screen display.

If the font is embedded in the PDF it will be used and labelled "embedded".

If the font is not embedded in the PDF the font substitute chosen by Infix will be shown. This may be from Infix's built-in fonts or from your computer's system fonts.

Notes

 When editing text, choose Text->Character Palette... to view all of the glyphs contained in a font.

Flight Check

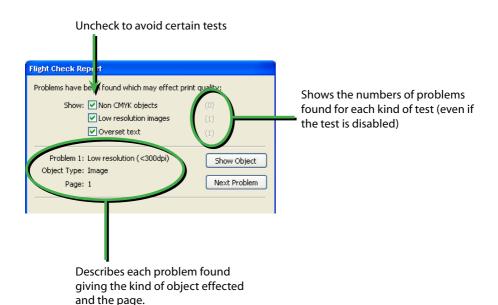


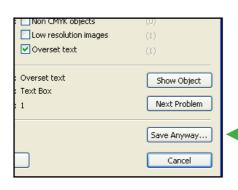
Infix includes a basic flight-checking function. A check for <u>overset text</u> is always made prior to saving a PDF.

Two additional checks are available for users of Infix Pro or for those editing a PDF with user restrictions; these are

- a check for images of less than 300dpi resolution
- a check for non CMYK colour spaces

Choose **File->Flightcheck...** (**Infix Pro** only) to open the Flight Check dialogue box.





When saving a PDF, the flight check dialogue always checks for overset text (Infix Standard and Pro).

Press **Save Anyway...** to ignore any problems and save the PDF.

Templates

- **Basic Templates**
- Dynamic Images
- Dynamic Line-Art & Graphics
- Dynamic Page Size
- Dynamic Text Using Text Fields
- Dynamic Text Using Tokens
- Embedded Font & Colour Resources
- Fields and Tabstops
- **S** User Restrictions

Basic Templates

Infix Pro can be used to setup PDFs ready for interactive editing with lesser versions of the software.

Individual objects in the PDF can be locked and restrictions added to control the way the document can be edited in future such as limiting the colours that can be used.

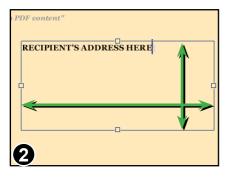
Infix Pro can also create variable PDFs for use with Infix Server. These can include variable elements for large-volume, automated creation of customised PDFs.





Open your PDF.

This example uses a basic envelope design produced using Infix or any other design application capable of generating a PDF.



Using the text tool, drag out a central text box for the address. Ensure it is big enough to accommodate most addresses.

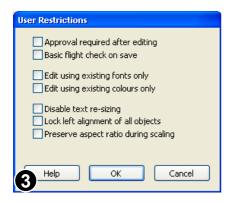


Enter some sample text to indicate where the user should type.

Choose a font and size for the sample text so that users of the template do not need to bother.

130 Templates

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Choose **Document->User Restrictions...** to display the **User Restrictions** dialogue box.

Use this dialogue to limit how users interact with the template. For example, limiting the fonts they can use when editing.

Press **OK** then save the PDF as normal.

User Restrictions



Once applied, User Restrictions are effective in all versions of Infix but can only be removed or altered using Infix Pro.

To view and change the restriction choose **Document->User Restrictions...** or click on the Restrictions hyperlink in the **Document->Properties...** dialogue box.

· Approval required after editing

Documents based upon templates will have an 'Approval Required' watermark added when saved. This can only be removed using Infix Pro.

· Basic flight check on save

Infix checks for a minimum of 300dpi resolution on all images in the PDF and for CMYK colour spaces. This is in addition to the standard check for overset text.

• Edit using existing fonts only / Edit using existing colours only

Limits the available fonts and/or colours that can be used to those already in use in the PDF. This helps to ensure users do not deviate from the initial design goals or corporate identity colour schemes.

When colours are restricted, users are presented with the **Swatches** dialogue when they wish to change the colour of an object.

Disable text scaling

When scaling objects, text boxes are not be affected.

Lock left alignment of all objects

Limits the directions in which objects may be moved.

Text boxes may be resized to allow for more text for example, but their position along their x-axis cannot be altered. This is to help maintain the essence of the design's original layout.

Preserve aspect ratio during scaling

Ensures that no objects can be stretched out of proportion. Any scaling is applied equally to both x & y axes.

Embedded Font & Colour Resources



To ensure portability and ease of editing, templates should include embedded font definitions for all the character shapes likely to be used.

For templates with a restricted colour palette (see "User Restrictions" earlier in this section) it may be necessary to define optional colours not yet used in the template but that may be used in future.

Both of these requirements can be met by including a "resource page" in your template.



An example resource page containing two fonts and four colours.

The page can be prepared within Infix or using any other editor capable of generating PDF.

Choose:

Document->Resource Page->Add... to embed the resource page within the currently open PDF.

The resource page will not appear as part of the document in any PDF viewer and will not be output if the PDF is printed.

Checking Resource Pages

The **Document Properties** dialogue box will show the existence of a resource page in a PDF.

Choose **Document->Resource Page->Extract...** to copy the embedded page to a new file and view it in Infix.

Dynamic Text Using Tokens

Pro

For Infix Server to accurately find the target text you wish to replace in your templates, the text should form unique names or tokens.



For this business card, the artwork has been produced with tokens specifying the location of text to be replaced.

The token text's font, alignment, margins etc. will be retained when it is replaced by Infix Server.

Dear [CNAME],

Thank you for purchasing the [PRODUCT] on [PDATE].

We would like to take this opportunity to remind of our aware-winning after-sales care and invite you to sign-up for our free newsletter covering all aspects of the [PRODUCT] plus hints and tips for getting the most out of it.

Here the tokens have been included within the body text.

When replaced, the body text will be reflowed to ensure correct layout.

The [PRODUCT] token is using a different font to the rest of the body text.

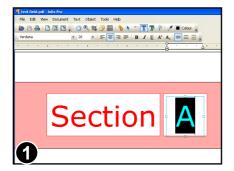
Notes

- To ensure predictable reflow after token replacement in body text, prepare the PDF using Infix, setting text-box sizes and paragraph alignments etc.
- Reflow behaviour can be controlled by the name of the tokens themselves. This is
 useful for templates that have not been prepared using Infix. See the Infix Server
 user manual for more information.

Dynamic Text Using Text Fields



The use of tokens such a [JOBTITLE] in a PDF template where layout or spacing is critical is sometimes impractical. In these cases, a block of existing text can be given a name without affecting the text itself. This name can then be used as a target for replacements via Infix Server.



In this example the box containing "A" is too small for a token such as [SECTION].

Using the Text Tool, select the "A".

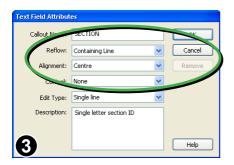




Choose Text->Field Attributes...

Enter the token name into the **Callout Name:** text box.

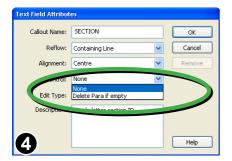
This is the name that will be used in the Infix Server configuration file.



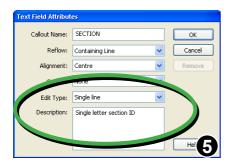
You can (optionally) control how Infix Server will reflow the replaced text.

These two pop-ups behave the same way as those in the **Replace Format Dialogue** used during Find & Replace.

Continued from previous page

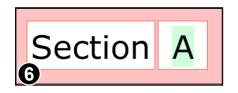


The **Control**: option instructs Infix Server to delete the field *and its containing* paragraph should it become empty after processing.



The content of the **Description:** field will be shown in a *tooltip* window whenever the mouse hovers over a text field.

It will also appear after using the **View->Go To Next Field** menu item.



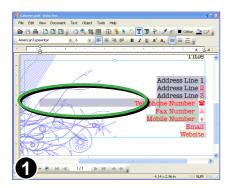
Choose **View->Text Fields** to have Infix highlight text fields.

The colour used for each field is decided by Infix.

Fields and Tabstops

Tab stops inherit the field-id of the preceding character no matter what that character is - visible glyph or control characters such as paragraph mark.

To change this behaviour you need to alter the Tab Options for the tabstop in question.



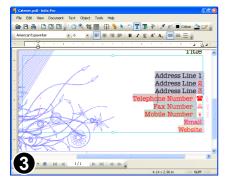
Here the right-aligned tab before 'Telephone Number' has inherited the field id from the previous line - 'Address Line 3'.

Instead we want the tab to have no field id - it should unchanged once data has been put in the template.



Right-click the tabstop mark in the ruler to reveal the **Tab Options** dialogue box.

By default 'Can be part of text field' is on. Turn it off now and press **OK**.



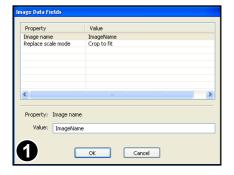
The screen will refresh and the field shading over the tabstop should disappear.

When saved and reloaded or used in Infix Server the tabstop will remain un-fielded.

Dynamic Images



Images can be named so that they can be targeted for replacement using Infix Sever. You can also control the scaling used when the image is replaced.



Choose the **Object tool**.

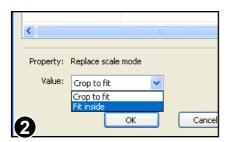


Right click the over the image you want to name and choose:

Image Data Fields...

The **Image Data Fields** dialogue box lists all of the attributes that can be applied to an image.

Click on the **Image name** property and enter a new value in the **Value:** field at the bottom of the dialogue.



Two scaling modes are available during automated image replacement:

- Crop to fit
- Fit inside

The effect of each mode is illustrated below:



Fit inside

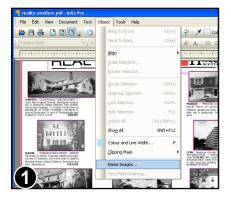


Crop to fit

Naming Multiple Images

Pro

Infix Pro offers a short-cut for naming multiple images. It also offers a way of checking whether images have been named already.



Choose the **Object tool** from the toolbar.

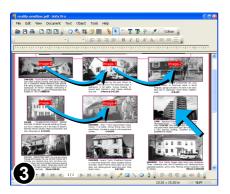


Then choose **Object->Name Images...** from the main menu bar.



Enter a base name for your images and set the scaling mode to be used for each.

The settings for individual images may be altered later by using the method detailed on the previous page.



Click on each image to name it.

Every time you click an image it will be given a name by applying a new suffix to the base name you supplied.
For example Image-1, Image-2, Image-3.

The name will displayed within the bounding box of the image.

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An example of an image showing its label "Image-4".

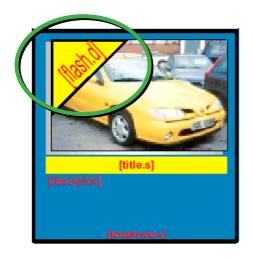
To finish naming images choose: **Object->Name Images...** or change to another tool.

Choosing the **Object->Name Images...** menu option at any time in the future will show any existing image labels.

Dynamic Line-Art & Graphics

Pro

By grouping objects together with a text field, the entire group can be made to appear or disappear depending upon the value of the text field.



This car ad template includes a triangular sign for carrying optional messages such "SOLO" or "SALO".

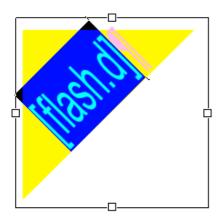
If no substitute text is provided in the Infix Server configuration file, the sign can be automatically removed.

This approach may also be used together with **Text Fields**.

To Create Optional Signs

1. Use the Object Tool to select the artwork and associated text then group them together using the **Object->Group Selection** menu option.





2. Ensure the text field has the ".d" suffix. This tells Infix Server to delete the containing paragraph if it becomes empty.

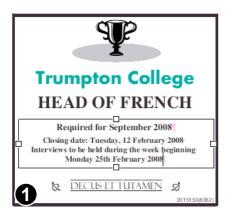


If Infix Server does delete the containing paragraph, it also deletes the other items in the group leaving just the text box and any other paragraphs it may include.

Dynamic Page Size



It can be useful if a template automatically grows to fit the text being flowed into it. Infix Server can do this by extending the length of a page and crop box as well as stretching and moving any relevant graphics and page furniture.

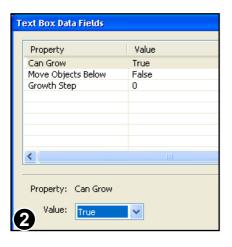


Using the **Text tool** click inside the main text box of the ad.



The size of this text box after substituting text will be used to re-size the entire ad.

Only one text box can be used to control overall ad-size.



Choose Text->Text Boxes->Data Fields...

Set Can Grow to True

This means that instead of text overflow resulting in an overset text box (and the text being invisible), the text box will grow downwards to accommodate all the text placed in it.

Set Move Objects Below to True

All objects below the bottom line of the text box will move as the text box grows this includes any text, borders and the actual page size itself.



Closing date: Tuesday, 12 February 2008 Interviews to be held during the week beginning Monday 25th February 2008

DECUS ET TUTAMEN

Objects above key text box will not be moved or stretched.

Between top & bottom of key text box, objects will be stretched as the text box grows

Objects will be moved down as key text box grows



Flowing new text into the key text box causes the ad to grow (along with the page & crop box)

Trumpton College HEAD OF FRENCH Scholarship standard.

A dynamic and enthusiastic person is sought to run this popular department and to teach French up to CE and

A willingness to join in with games and/or boarding duties would be an advantage, but not essential.

Single accommodation available

To apply or for further details please contact: Headmaster's Secretary, Trumpton, Tollard Royal, Salisbury, Wilts SP5-5QD

> Tel: 01225 515261 www.trumptonorg

Required for September 2008

Closing date: Tuesday, 12 February 2008 Interviews to be held during the week beginning Monday 25th February 2008

DECUS ET TUTAMEN

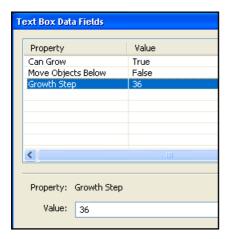
Unchanged

Key text box has been extended. Border around ad has been stretched in proportion to the text box's growth

Objects moved downwards

Controlling Dynamic Page Growth

To ensure pages grow in predetermined steps (½ inch steps for example), set the **Growth Step** in the **Text Box Attributes** dialogue box to the required point size.



Here the **Growth Step** has been set to ½ inch. This means the entire ad will extend downwards in jumps of ½ inch.

This includes the page's media box and crop box.

Notes

- The minimum size of the page is the size before any substitutions have been made.
 That is, the size when preparing the template in Infix Pro.
- Decorative, repeating borders and certain kinds of artwork may not respond well to being stretched vertically. Hence this approach may not be suitable for all ad types.

Translation

- **ISS** Exporting XML
- Importing Translated XML

Exporting XML



Infix can export the text of a PDF as XML ready for translation by an external process. Once exported, the original PDF becomes a 'skeleton' into which translated XML can be imported in future.

The XML produced by Infix is very simple, containing stories, paragraphs and basic styling tags.

For ease of use with popular CAT tools, XML tag definition files can be found in the **Translation Support** folder in the Infix Pro installation folder.

Exporting The Entire Document

- 1. Open your PDF.
- Choose Document->Translate->Export XML...
 This will export the contents of every text box in the PDF. Linked text boxes will be placed within the same <STORY> tag.
- 3. Every paragraph will be given a unique ID in the exported XML. This id will also be stored inside the PDF. It is important to save the PDF now to ensure the paragraph id information is preserved.

Exporting Individual Stories

- 1. Using the **Text tool** click inside the text box you wish to export. You can link multiple text boxes together using the **T**¹²³ tool prior to export. Linked text boxes will be exported as a single **<STORY>** element.
 - nt. 123

- 2. Choose Translate->Export XML...
- 3. The paragraphs in the story will be given a unique ID in the exported XML and in the PDF. It is important to save the PDF now to ensure the paragraph id information is preserved.

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After export, every paragraph in the document is marked with a unique ID. This ID must be stored in the PDF for future reference therefore the PDF must be saved after the initial export.

```
<DOC id='translation test.pdf'>
<STORY>
<P id='2'>
<span style='font-family:GaramondLight'><span style='color:#000000'>
Adstract automatically fields, reformats and exports text and graphics from display ads including recruitment, real-estate and motors ads.
</span></span>
</P>
<P id='3'>
<span style='font-family:GaramondLight'><span style='color:#000000'>
The Adstract workflow eliminates costly re-keying and scanning, generating fully-fielded data - ideal for presentation to the users of your web site.</span>
</P>
```

Example of the XML produced from the export process.

Notes

- To see the boundaries of paragraphs once exported, choose View->Show Text Fields.
- Placing the mouse over an exported text box shows a tool-tip containing the original text before any translations were made.

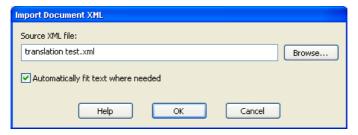
Importing Translated XML



- 1. Open a PDF that has previously been exported.
- 2. Choose File->Preferences... to change the spelling language. Ensure the language used for spell-checking corresponds to the language of the XML to be imported. If it is not, auto hyphenation will not be effective and may incorrectly hyphenate words. If the target language is not supported by Infix, it is best to disable autohyphenation.
- Choose Translate->Import Document... and choose an XML file.
 If the text tool is currently active and a text box is highlighted, Infix will only import the XML for that story. Otherwise it will try to import XML for the entire PDF.



4. Use the **Import Document XML** dialogue to choose the file to import.



5. Checking Automatically fit text... causes Infix to use sophisticated text fitting to squeeze new text into existing text boxes where it would otherwise overflow. Editing text whilst this setting is in effect can be very slow. It may be better to use normal, top-alignment during editing then switch to Full once finished

There are limits to the amount of text squeeze that can be applied. Some text may remain overset as a result. Choose **File->Flightcheck...** to locate overset text boxes after the import has been done.

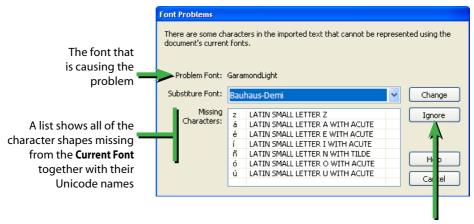
6. Press OK.

Infix will perform a flight-check to determine if the imported text can be represented using the existing PDF fonts. If this reveals characters missing from the current font, you will be given the option to choose an alternate font. This can be another font in the PDF or one from your own system font collection.

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Continued from previous page

7. Infix will highlight an example of each problem font in the PDF. Select an alternate font from the **Substitute Font:** list and press **Change**.



Press **Ignore** to leave some fonts unchanged - e.g. Wingdings or Symbol.

Press **Ignore** to force Infix to leave a particular font unchanged. This is useful for fonts such as Wingdings and Dingbats which do not have obvious substitutions.

Your font choices are stored in the PDF. The next time XML is imported into the same PDF you will be given the option to re-use existing substitutions or redefine them.

8. When all substitutions have been made, Infix will begin importing the XML text. Subsequent imports into the document will tend to be quicker since Infix will only process paragraphs that have changed since the last import.



The finished result, with new text flowed into the page.

Some additional editing is often needed where alternate fonts may not fit in the original spaces.

Editing speed can be improved by ensuring text boxes do not use **Full** alignment. Set this only once you have finished editing.

Appendix

- **Custom Spelling Dictionaries**
- **☞ Editing Non-English Text**
- Fonts In PDF

Editing Non-English Text

When editing PDFs written in various different languages please remember the following:

- hyphenation will only work if the correct language is chosen using the
 File->Preferences... menu option. If the correct language is not available, it
 may be better to disable hyphenation.
- spell check requires the correct language to be specified using the File->Preferences... menu.
- Infix only supports editing of text read left-to-right. This means editing of Arabic & Hebrew texts is not supported.

Double Byte Support

Infix fully supports copy/paste of double-byte characters.

A double-byte character can be typed directly by holding down **Alt** while entering the decimal value of the character using the numeric keypad (ensure that 'NumLock' is lit on your keyboard). The character will be inserted when you release the **Alt** key.

For example: **Alt**+0190 = $\frac{3}{4}$ (you do not need to type the '+' character)

The character codes can be found by using the **Character Map** utility in most versions of Microsoft Windows.

Display of Double-Byte Characters

When a PDF does not include a required font, Infix substitutes one of its built-in fonts. These fonts cover the standard Latin character sets plus Hiragana, Katakana and a selection of special characters.

If you install the optional Asian Font Pack (available from www.iceni.com/support) the built-in fonts can be extended to include a useful selection of Chinese and Japanese characters.

Characters for which no substitute exists will appear as squares in Infix but may display correctly in other viewers.

Fonts In PDF

To be truly portable, a PDF must include all the fonts it needs to display correctly. These *embedded fonts* describe the way in which each character is drawn.

Typically there will be some characters in a font that are not used in a PDF. In this case, a *font-subset* may be embedded to help reduce the size of the PDF.

A PDF may also simply name the fonts it needs rather than include them. Provided the viewer's computer has the named fonts installed, the PDF will display correctly. If not, the viewer program will try to use a *substitute font* that is similar in appearance.

Certain fonts are always available on every computer that can view PDFs. These are Courier, Times, Helvetica and Symbol. Consequently these fonts are not commonly embedded.

Font Considerations When Editing

Editing text written with a font that is embedded does not normally present any problems - all of the font's characters are available.

When just a subset of a font is embedded, Infix will search for the required font within your computer's system fonts and will automatically load and use it if found.

If no match can be found, you will have to use a different font instead.

For example, a PDF that contains a single headline written in the font "Marker Felt-Wide":

Mississippi Mud Pie

may include character definitions for the following letters only:

deiMsuPp

Custom Spelling Dictionaries

When you press the **Add** button during spell check, Infix records the word you are adding in a *custom dictionary* file on disc.

If you add a word by mistake you can edit the custom dictionary by hand using any standard text editor (such as Notepad).

If you already have a custom dictionary you want Infix to use you can add its contents to Infix's existing dictionary using a text editor.

Locating The Custom Dictionary

All of the personal word list files (*.pws) for each language are stored in the same folder. A *.pws file is only created if you have added words during a spellcheck,.

On Windows XP, the default installation path would be:

C:\Documents and Settings\<username>\Application Data\Aspell\personal

On Windows Vista and Windows 7:

C:\Users\<username>\AppData\Roaming\Aspell\Dictionaries

where <username> should be changed for your username.

Format of Custom Dictionary

The *.pws dictionary file is a simple list of words, each on a new line. An example is shown below:

```
personal ws-1.1 es 7
Adstract
Technology
Iceni
I td
Rushnell
Norwich
Guv
```

The number at the end of the first line is the count of words in the list. The language code is prior to that - in this case 'es' for Spanish.

Changes to the custom dictionary will take effect the next time Infix is launched.