



AcroPlot Matrix 2025

AcroPlot Matrix software enables you to easily view, comment, modify and print an extensive list of file types like PDF, DWF, TIFF, PLT, and more, that are associated with the architecture, engineering, construction, and manufacturing design workflows in today's business environment.

With a streamlined interface that makes it easy to use, yet very powerful, AcroPlot Matrix doesn't get in the way of getting work done. Users can quickly open and add comments or stamps to files, insert, reorder, rotate, or delete pages, and even merge various file types into a single PDF or DWF.

Printing files to scale at full or reduced sizes that are dimensionally accurate is now possible in AcroPlot Matrix by using the "Custom Scale" option in the printing dialogue window. While other PDF and DWF software applications only print to either "No Scale" or "Reduce to Printable Area", AcroPlot Matrix provides the functionality to define a true reduction percentage so that output to any printer at any scale is now possible -- half-size prints are now quick, easy and accurate.

AcroPlot Matrix is quickly becoming the preferred software application for PDF communication across entire organizations because it is so flexible and easy to use, as well as, cost effective to deploy. It works well in all departments like administrative, estimating, accounting, legal, parts, maintenance, etc.! [More -->](#)

2025

Last Updated: May 22, 2024

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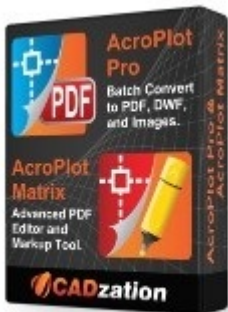
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Our Products

Thank you for using the AcroPlot family of software products. We believe that CADzation software solutions are some of the most powerful applications for converting engineering documents into PDF, DWF, or Image files. Since 2001, CADzation has been providing thousands of clients the highest quality conversion solutions that also result in the smallest file sizes for PDF and DWF. CADzation was the first company to support "lines merge" functionality when converting from AutoCAD DWG files to PDF, and is also the first company to provide conversion to both PDF and DWF from the same software application.

However, we are never resting on our past accomplishments and are constantly looking for ways to improve our programs. We can best accomplish this with your help. So, please feel free to comment on our software or provide any suggestions for new features or improvements. The best way to do this is through our online support desk at <http://www.cadzation.com/support.htm>.



AcroPlot Suite (Includes AcroPlot Pro, AcroPlot Matrix, and High Quality PDF Printer Driver)

AcroPlot Suite is has been one of the most advanced CAD to PDF solution available on the market since 2001. With AcroPlot Pro to convert various formats to PDF, DWF, and image formats, AcroPlot Matrix to edit and markup PDF files, and one of the highest quality PDF Printer Drivers we have all of your needs covered.

AcroPlot Pro is the next generation in digital CAD conversion software. With the capability to convert an extensive list of file formats to PDF, DWF, and images AcroPlot Pro will serve as a nexus for CAD Professionals everywhere.

Input Formats: DWG, DXF, DOC, TXT, RTF, XLS, BMP, CALS, JPG, GIF, TIFF, PLT and more.

Output Formats: PDF, DWF, BMP, CALS, JPG, GIF, GP4, PNG, TIFF
[More Information Online-->](#)

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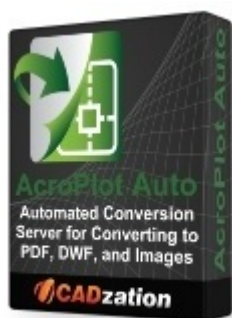
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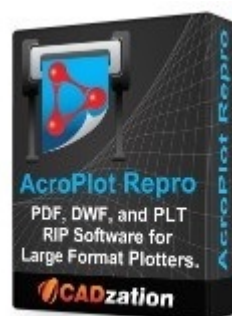
[More Information Online-->](#)



AcroPlot Auto takes conversion one step further and allows you to automatically convert entire drives to PDF or DWF on a continuous basis or at a scheduled time each day. Create watched project folders for AcroPlot Auto to monitor at various intervals and create updated PDF, DWF, or TIFF files daily.

[More Information Online-->](#)

AcroPlot Auto does provide for the same high quality image output as AcroPlot Repro so many of our Reprographics customers have found it useful to use AcroPlot Auto to watch folders and convert the files automatically and then load the image files into their Reprographics program.



AcroPlot Repro - CADzation's AcroPlot line of software has always been able to produce some of the highest quality PDF files on the market. But when enabling the "lines merge" in PDF files the software that does the final rendering (Ghostscript or Adobe) to create the output for the plotters have had a hard time converting the large format files because they are not optimized for large format drawings.

AcroPlot Repro solves this problem. Faster processing, better dithering, and the ability to actually convert files at higher dpi (which currently Ghostscript seldom does) means you can now create the same high quality output on your plotter as you see in the PDF file.

[More Information Online-->](#)

Since Several of our Products are included in each other here is a table of the basic features.

Features	AcroPlot Suite	AcroPlot Auto	AcroPlot Repro
Batch convert AutoCAD to PDF	X	X	
Batch convert Word to PDF	X	X	
Batch convert AutoCAD to PDF, DWF, and Images	X	X	
Batch convert Excel to PDF, DWF, and Images	X	X	

Batch convert PDF to DWF or Images	X	X	
Batch convert DWF to PDF and Images	X	X	
Batch convert Images to PDF and DWF	X	X	
Batch convert PLT files to PDF, DWF, and Images	X	X	
Includes the PDF-XChange for AcroPlot Pro Printer Driver to print to PDF from any Windows Appliaction.	X	X	
Includes AcroPlot Matrix for markup and editing of PDF files as well as converting DWF, PLT, and Image files to PDF.	X	X	
Converts PLT, PDF, and DWF files to High Quality TIFF files for plotting.		X	X
Watches folders and converts entire drives of supported files to PDF, DWF, and Images.		X	

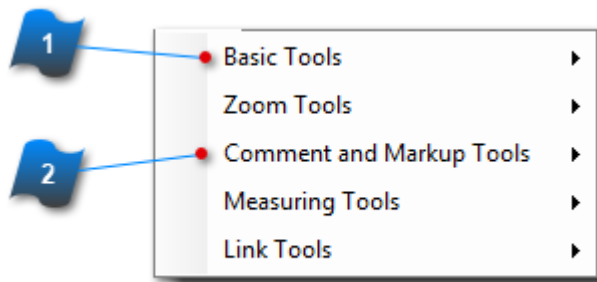
Style Conventions

The topics in this Help system are designed to give you concise overviews of the software's functions and step-by-step procedural information. In the course of this instruction you'll encounter a number of conventions:

- Words in **bold** text refer to parts of the user interface. For example, "Click **Rotate Page**."
- You'll notice that some words are [underlined and highlighted in blue](#). Clicking on one of these links will take you to a screen with additional information.
- "**Choose**" and the ">" symbol are used to refer to opening menus. For example, "Choose **File > Save**" means open the **File** menu and select the **Save** icon.
- "Press **Alt+Ctrl**" means press and hold the Alt key as you press the Control key.
- To "hover over" something means to move the cursor over it and linger there to get additional information.
- To "Drag" something means to move cursor over it, hold down the left mouse button, and drag the mouse. Release the mouse button to stop.

In addition many of the screen shots are annotated with special symbols that, when hovered over, displays a window with further details on the subject matter. Try it below:

Example



1

Hover Over This

Basic Tools ▶

Displays some more detail, the exact location of the topic in question and sometimes more pictures.

2

Another Detailed Topic

Comment and Markup Tools ▶

With another picture to help explain this topic



AcroPlot Matrix Overview

Common tasks for getting the information you need include:

- Use the **Contents** tab to quickly navigate to Help on the major functions. Click a folder to view information about the topics in each section. in this section provides an easy way to navigate to any topic in a section. Underneath each folder in the Contents is a list of topic files. Click a topic to view its information.
- Use the **Index** tab for a full and complete "textbook-like" index. Click a keyword to view its corresponding topic. If several topics reference the same keyword, select the topic to view from a popup menu.
- Use the **Search** tab to look for information in the system on any word or phrase you type in. To search for an exact phrase, put double quotes around it (for example "delete comments"). You can also search for words or phrases within the current topic by pressing **Ctrl+F**.

If you are new to our software, we'd like to refer you to the topics in the AcroPlot Matrix **Quick Start Guide**. This Help file will introduce you to the top level menu and toolbar interfaces as well as common tasks to get you familiar quickly with the basic skills and program navigation.

System Requirements

- Fully supported on 32 and 64 bit versions of Windows 7 through Windows 11.
- Fully supported on 32 and 64 bit versions of Windows Server 2012 through Windows Server 2022. Windows Server requires the Windows Server with Desktop Experience feature to be installed.
- You should also have the latest Windows updates and service packs installed for your operating system.
- 500 MB of free disk space on the C: drive.
- 2 GB of RAM minimum. (4 GB or higher strongly recommended.)
- Pentium 1 GHz or better processor minimum. (Pentium 1.8 GHz or higher recommended.)
- 1024 x 768 with true colors video display minimum.

Installation

AcroPlot Matrix is installed as part of the AcroPlot Pro software suite. For installation instructions please see the AcroPlot Pro help file.

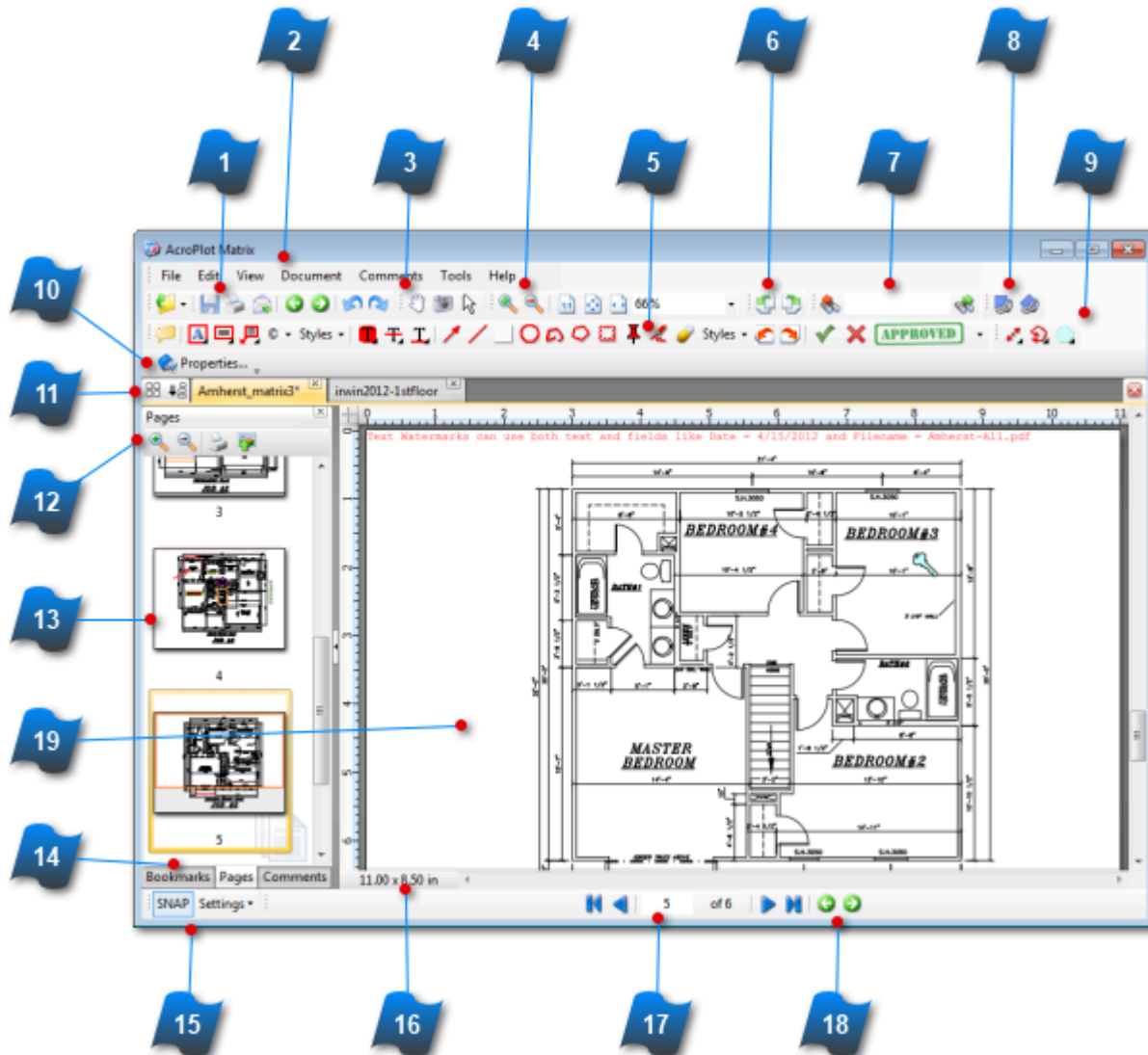
System Administrator Info

Sharing Settings With Other Users

See [Import All Settings from Data File](#) and [Export All Settings from Data File](#)

Using the Interface

AcroPlot Matrix is a simple yet sophisticated application for viewing, commenting, editing, and printing PDF, DWF, PLT, and image files. Below is a screen shot of the AcroPlot Matrix software application that contains callouts of its various parts. By selecting any of the numbers, the page will automatically jump to its corresponding description.

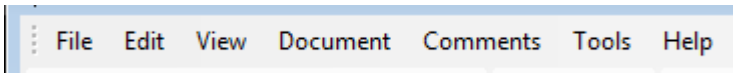


1 File Toolbar



[File Toolbar](#)

2 Menu Bar



Most commands can be accessed through the toolbars, however if you prefer, you may use the pulldown menus. There are a few commands available in the menus that are not available elsewhere.

See the [Menu section](#) for further details.

3 Standard Toolbar



[Standard Toolbar](#)

4 Zoom Toolbar



[Zoom Toolbar](#)

5 Comments And Markup Toolbar



[Markup and Comments Toolbar](#)

6

Rotate Pages Toolbar



[Rotate Pages Toolbar](#)

7

Find Toolbar



[Find Toolbar](#)

8

Link Toolbar



[Link Toolbar](#)

9

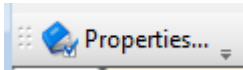
Measure Toolbar



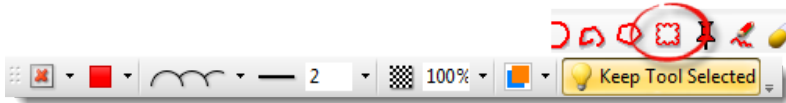
[Measure Toolbar](#)

10

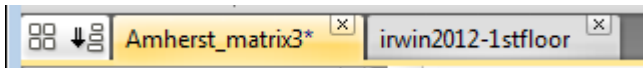
Properties Toolbar



Property settings for the current command will be displayed here.
Example - Cloud Tool:

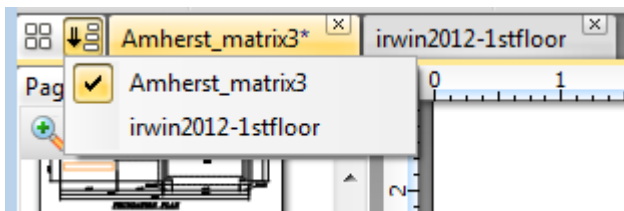


11 Show Tabs

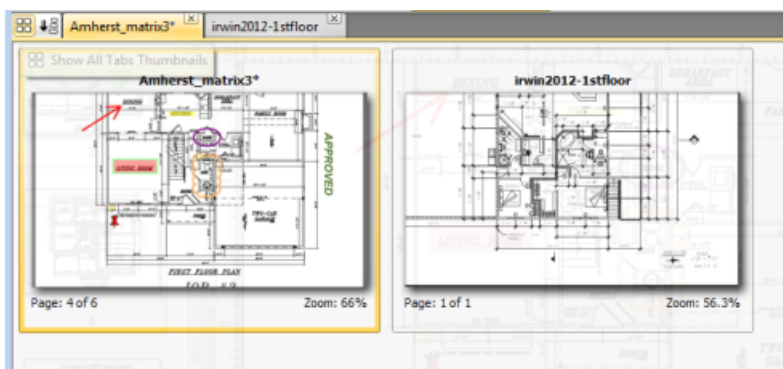


These options are displayed when multiple files are open.

Show All Tabs displays a list of all open files. The checkmark denotes the file that is currently visible and active in the client work area. To switch files, click on the desired tab or select from this list.



Show All Tab Thumbnails displays large views of all open files. Click on a thumbnail to make that file current and visible in the client work area.



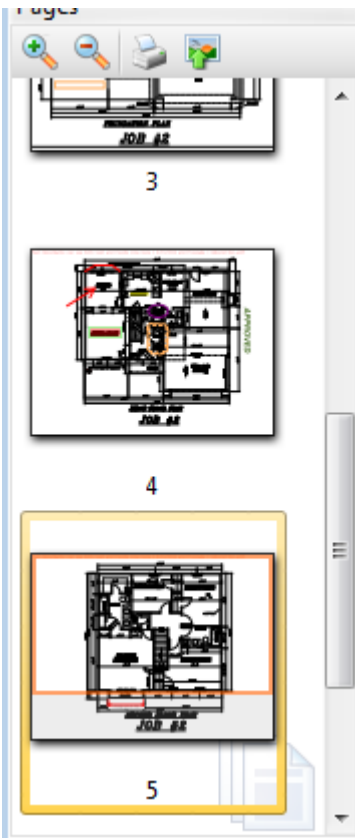
12 Pane Toolbar



Different tools will be displayed in this toolbar depending on which pane is visible.

See the [Panels section](#) for further details.

13 Panes

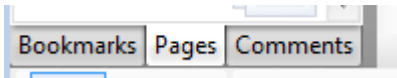


Panes that can be viewed here are: Bookmarks, Pages Thumbnails, Comments, Fields, Layers and Attachments.

To add additional Panes click the **View > Other Panes** then select from the choices displayed.

See the [Panels section](#) for further details.

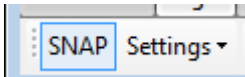
14 Pane Tabs



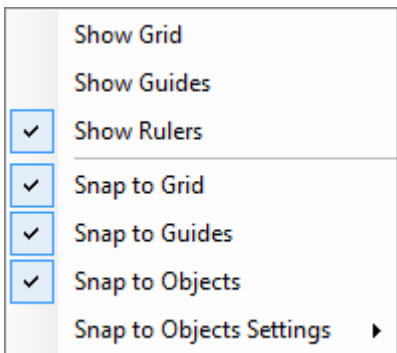
Toggle the visible pane by clicking on the desired pane tab.

See the [Panels section](#) for further details.

15 Snap Toolbar

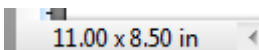


Toggle snap off and on. Set object snap settings.



[Snap Toolbar](#)

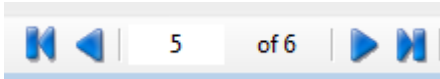
16 Page Size



Displays the real-world size of the current page.

17

Navigation Toolbar



Navigate between pages of the current document.

[Navigation Toolbar](#)

18

View Navigation



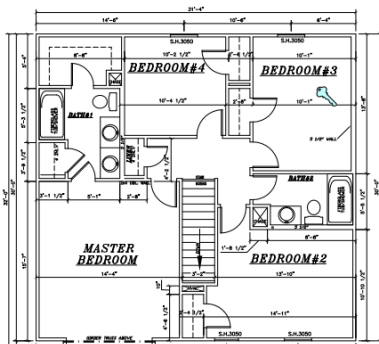
Move back and forth between views.

See the [File Toolbar](#) for more information.

19

Client Work Area

Text Watermarks can use both text and fields like Date = 4/15/2012 and Filename = Amherst-A11.pdf



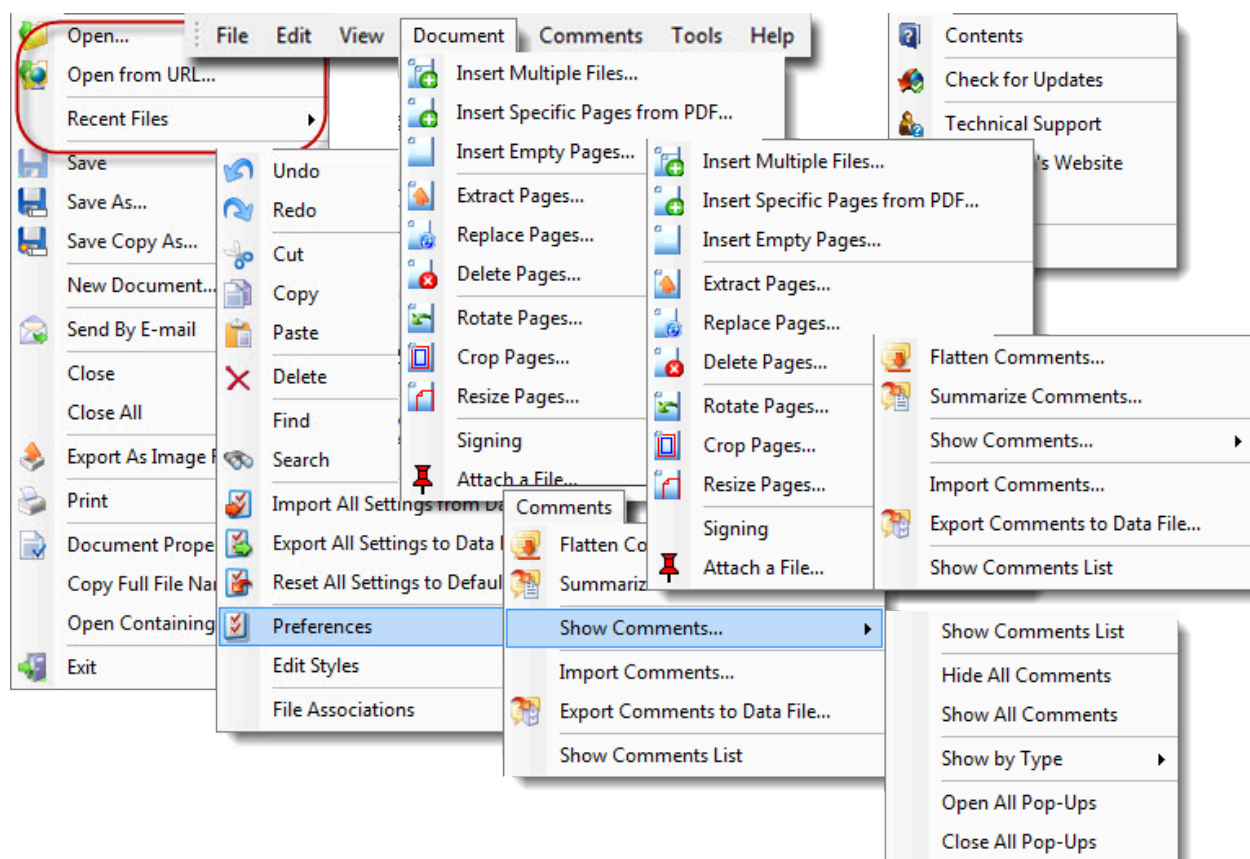
This is the **Main Client Work Area** where most of the input is done.

Menus

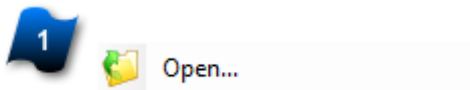
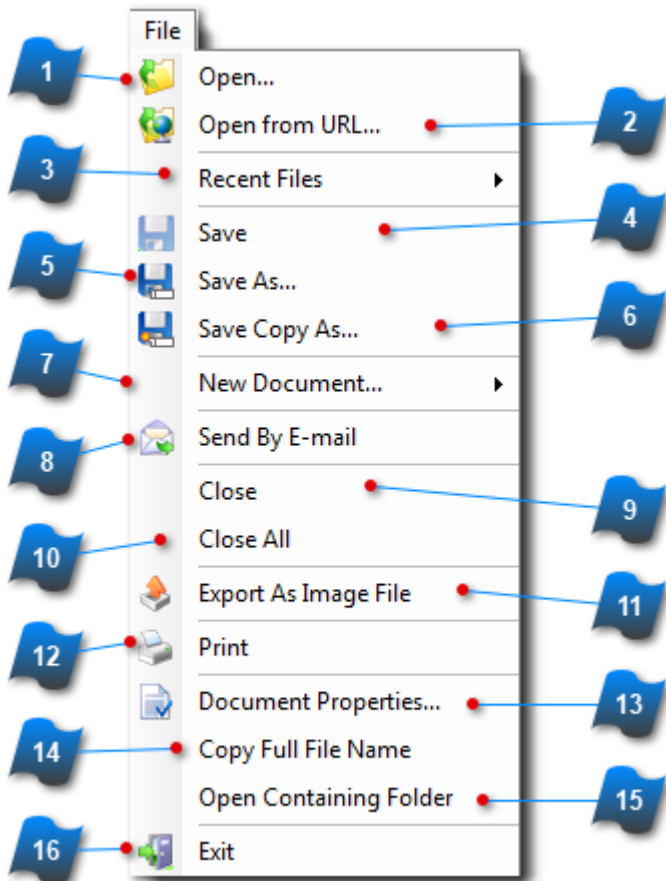
Most of the **AcroPlot Matrix** tools can be found in either the menus or toolbar buttons, so it's your choice on which method to use.

Although most of the commonly used commands can be found on the toolbars, the AcroPlot Matrix menu system covers just about every command available.

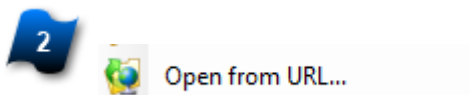
This section will cover the commands found in the menus. Corresponding toolbar commands will be noted with a link to that toolbar button section.



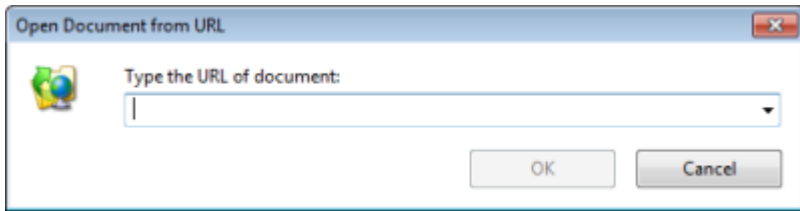
File Menu



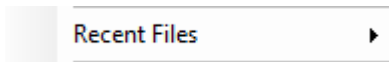
Launches the Open File dialog box to browse for files on your computer.



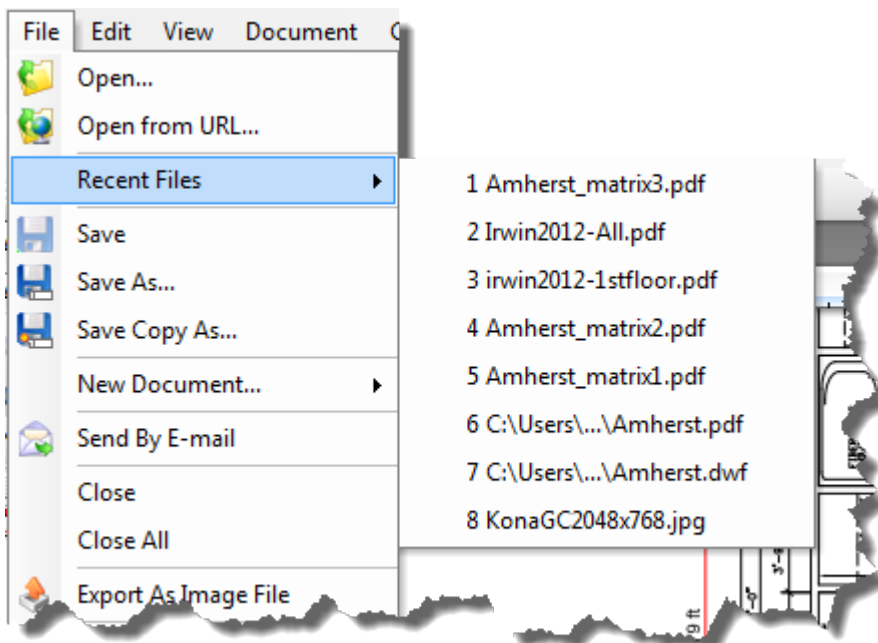
Launches the dialog box for opening a document from a URL.



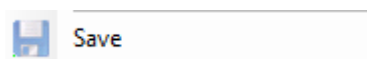
3



Opens the submenu for quickly accessing recently opened files.



4



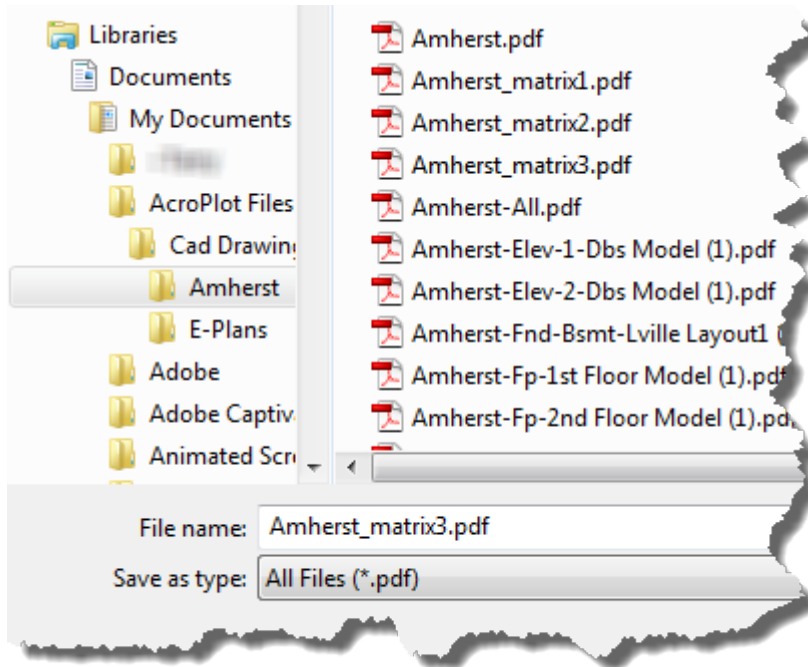
Saves the active document.

5



Save As...

Opens the dialog box to save the active document with a different file name or location.

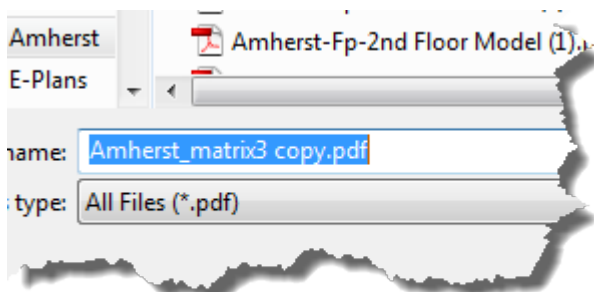


6



Save Copy As...

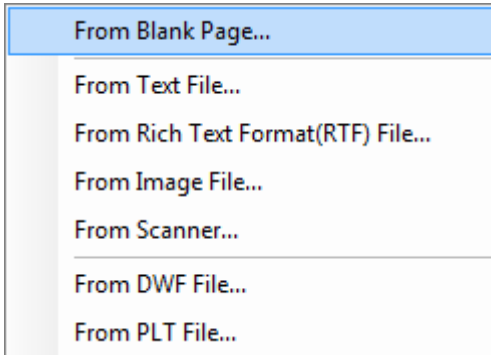
Saves a copy of the active document while leaving the original file active.



7

New Document... ▶

Opens the New Document submenu. [See New Document ...](#)

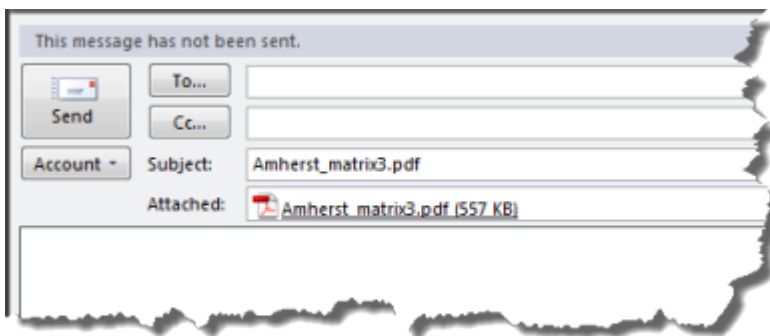


8



Send By E-mail

Opens your default email client with the active document attached. The subject line is automatically populated with the file name.



9

Close

Closes the active file. If the file has changed you will be prompted to save the file before closing.

10

Close All

Closes all open files. If any of the files have changed you will be prompted to save each file before closing.

11



Export As Image File

See [Export to Image](#).

12



Print

See the [Print](#) section for more information.

13



Document Properties...

Displays a dialog box to set properties for the document itself. There are several **Categories** (Description, Security, Fonts, and Initial View) where properties can be edited.

See:

[Document Properties](#)

[Description Settings](#)

[Security Settings](#)

[Fonts](#)

[Initial View Settings](#)

14

Copy Full File Name

This command copies the full file path name to the clipboard.

15

Open Containing Folder

This command opens **Windows Explorer** to the folder containing the active document.

16



Exit

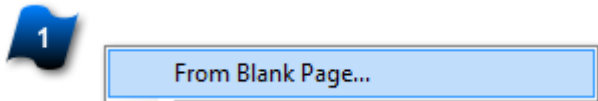
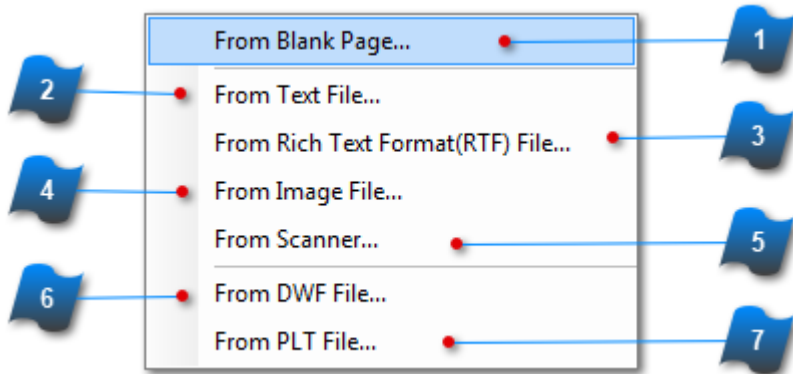
Closes AcroPlot Matrix.

If changes have been made to any of the open documents, then you will be prompted to save the file(s) before closing.

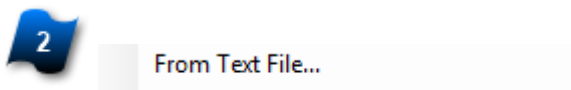
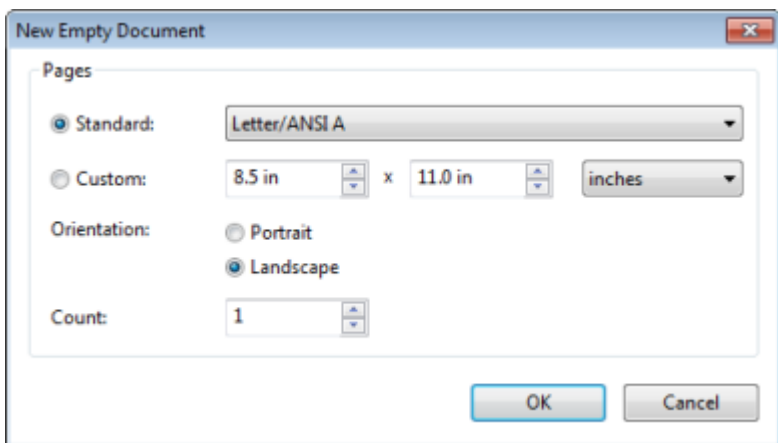
New Document ...

The end result will always be a **PDF** file when saving from **AcroPlot Matrix**.

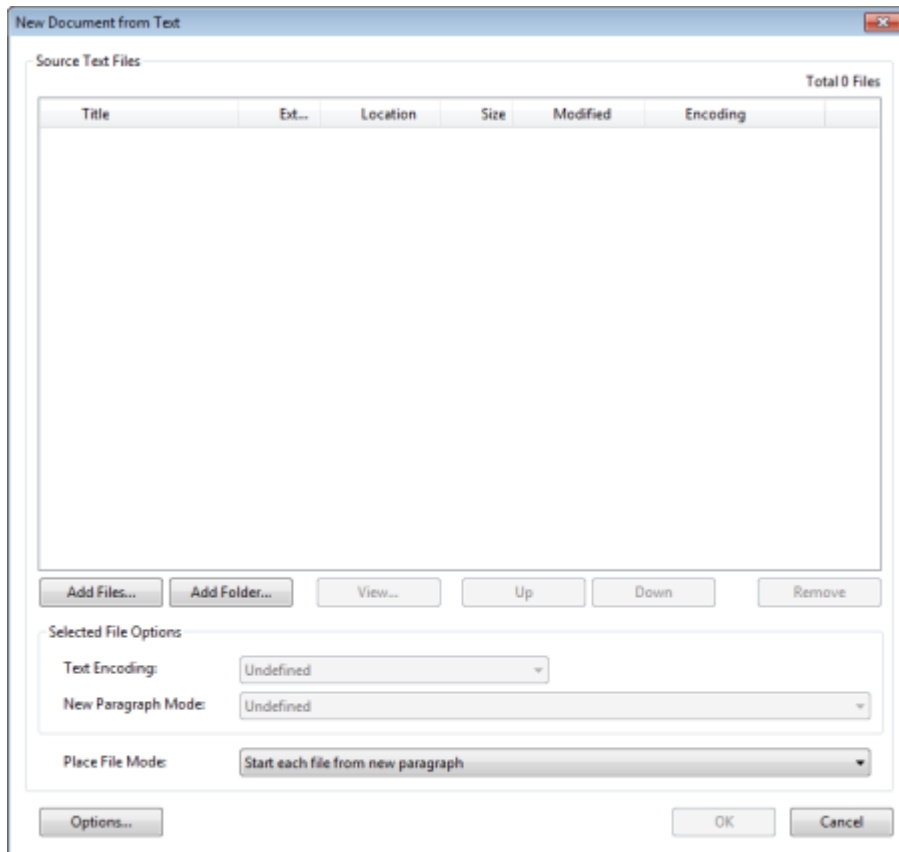
However, documents can be created by importing several different formats including: a **Blank Page**, **Text File**, **RTF**, **Image**, **Scanned**, **DWF** or **PLT** files.



Create a Blank Page using the setting in this dialog box.



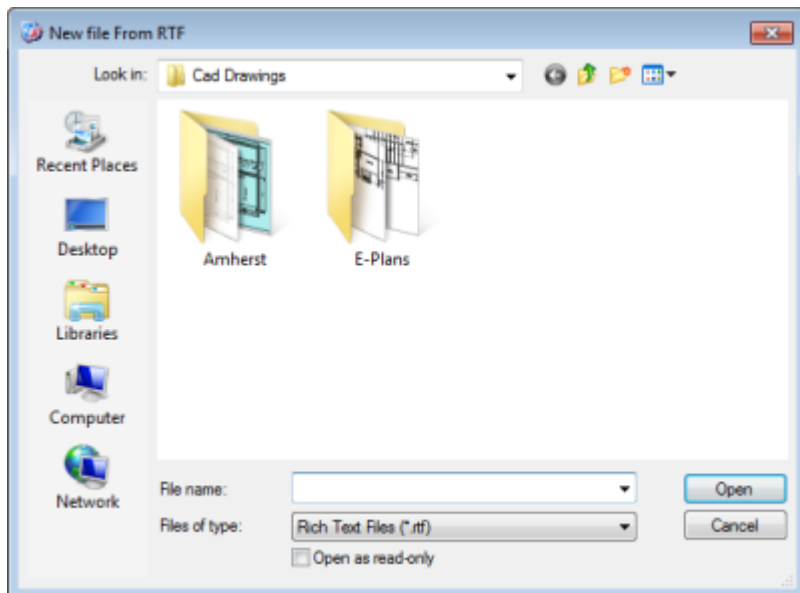
Select a single file, multiple files or complete folders to add.



3

From Rich Text Format(RTF) File...

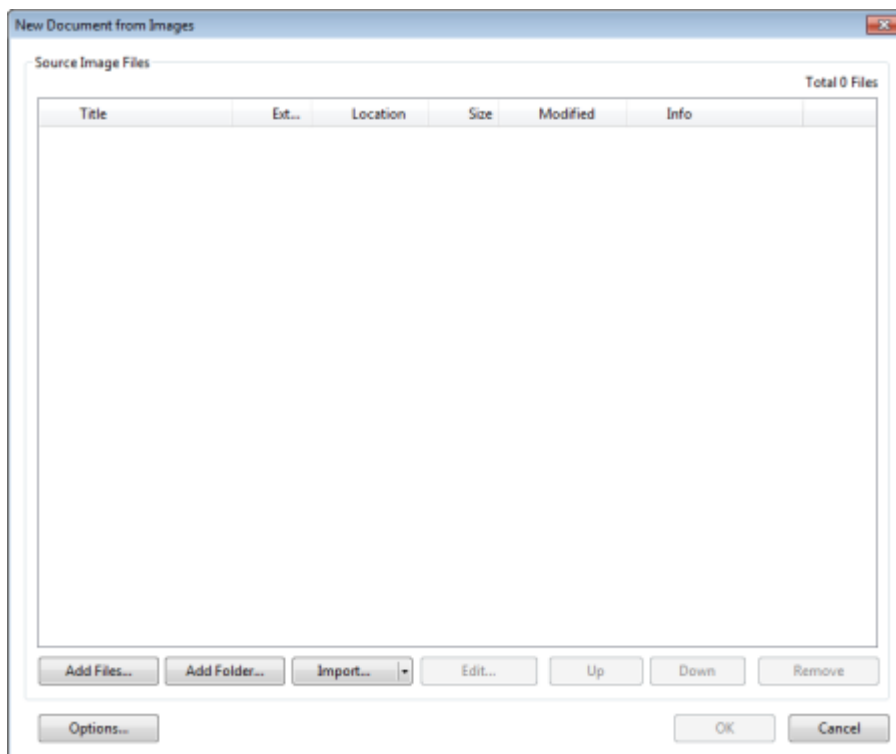
Opens the file browser to locate a RTF file.



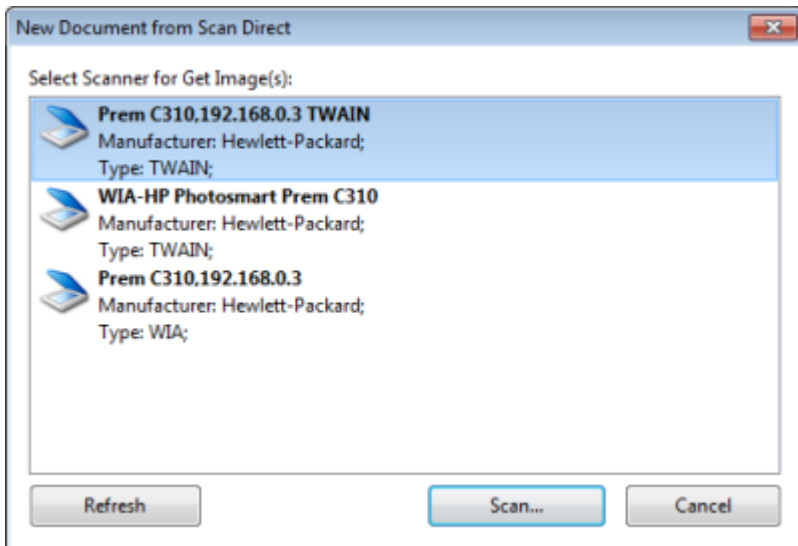
4

From Image File...

Select a single image file, multiple image files or complete folders to add.

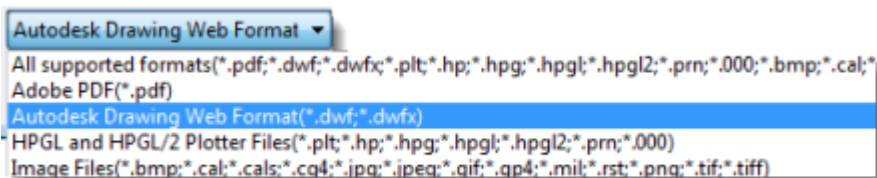


From Scanner...



From DWF File...

Opens the file browser with the Autodesk Drawing formats filter selected.



From PLT File...

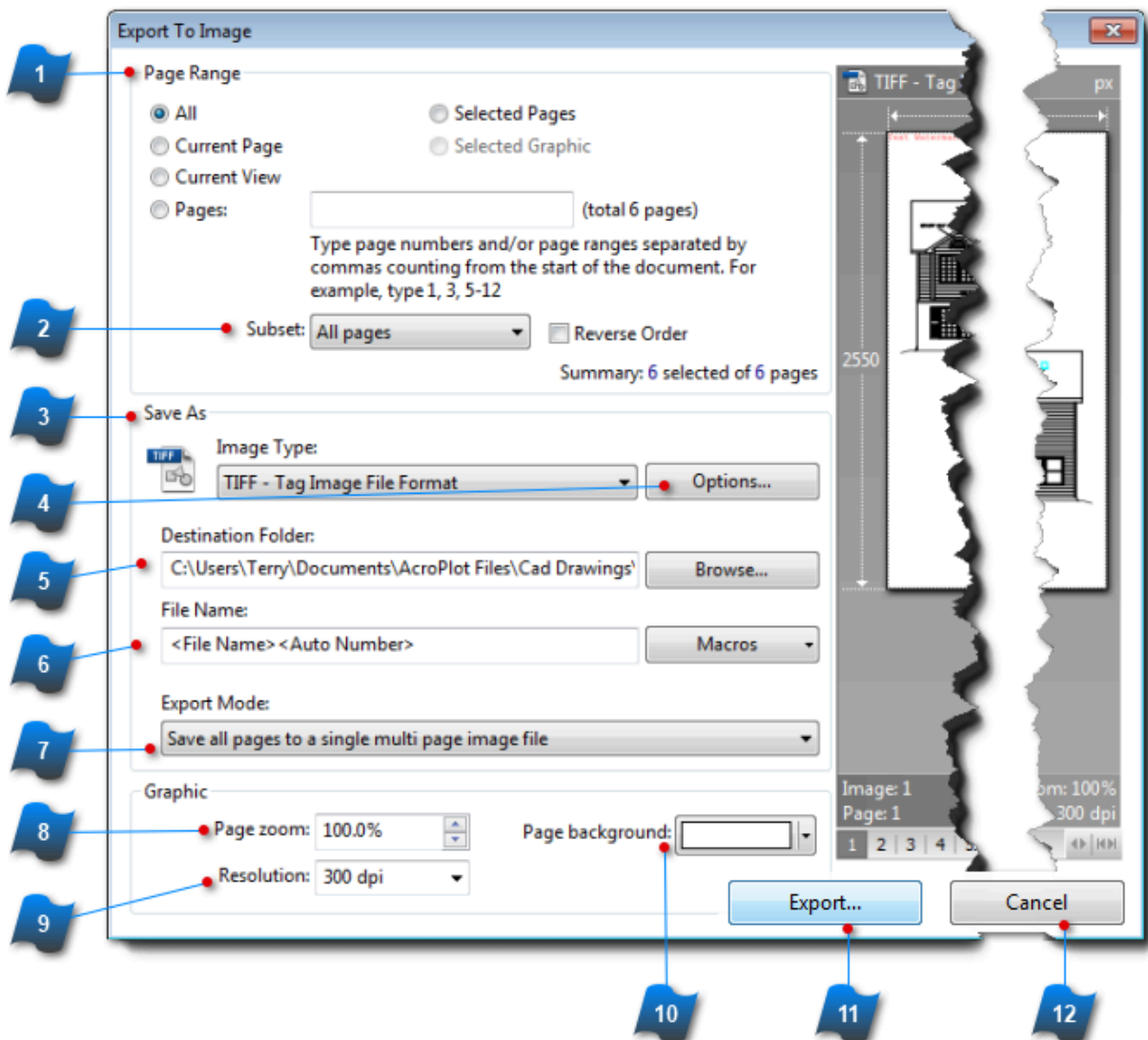
Opens the file browser with the HPGL formats filter selected.

HPGL and HPGL/2 Plotter Files(▼)

All supported formats(*.pdf;*.dwf;*.dwfx;*.plt;*.hp;*.hpg;*.hpgl;*.hpgl2;*.prn;*.000;*.bmp;*.cal;*.
Adobe PDF(*.pdf)
Autodesk Drawing Web Format(*.dwf;*.dwfx)
HPGL and HPGL/2 Plotter Files(*.plt;*.hp;*.hpg;*.hpgl;*.hpgl2;*.prn;*.000)
Image Files(*.bmp;*.cal;*.cals;*.cg4;*.jpg;*.jpeg;*.gif;*.gp4;*.mil;*.rst;*.png;*.tif;*.tiff)

Export To Image

Individual pages or complete files can be exported as many types of images by using the **Export To Image** command.



1 Pages Range

Page Range

☒ All ☐ Selected Pages

☐ Current Page ☐ Selected Graphic

☐ Current View

☐ Pages: (total 6 pages)

Select which **Pages** or **Views** to export.

The **Selected Pages** option will be available if more than one page is selected in the **Pages Pane**.



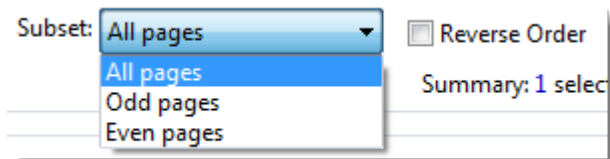
Subset

Subset: All pages ☐ Reverse Order

Use this dropdown to select only the **Odd** or **Even** pages for export.

Check the **Reverse Order** box if you wish to export the files in descending order.

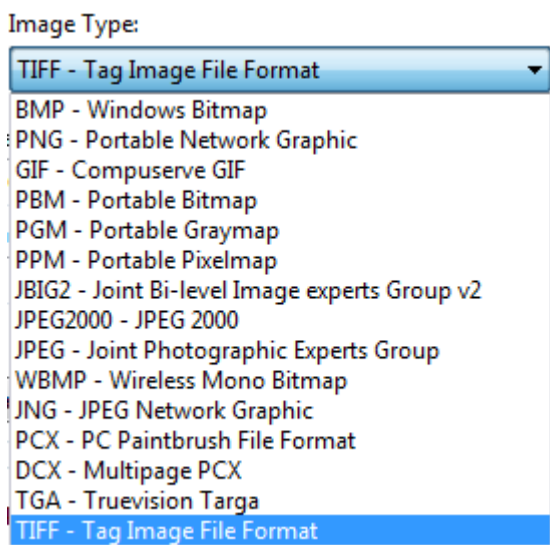
This may effect the file names depending on your **Macro** settings for the **File Name**.



Save As

Save As
Image Type:
TIFF TIFF - Tag Image File Format

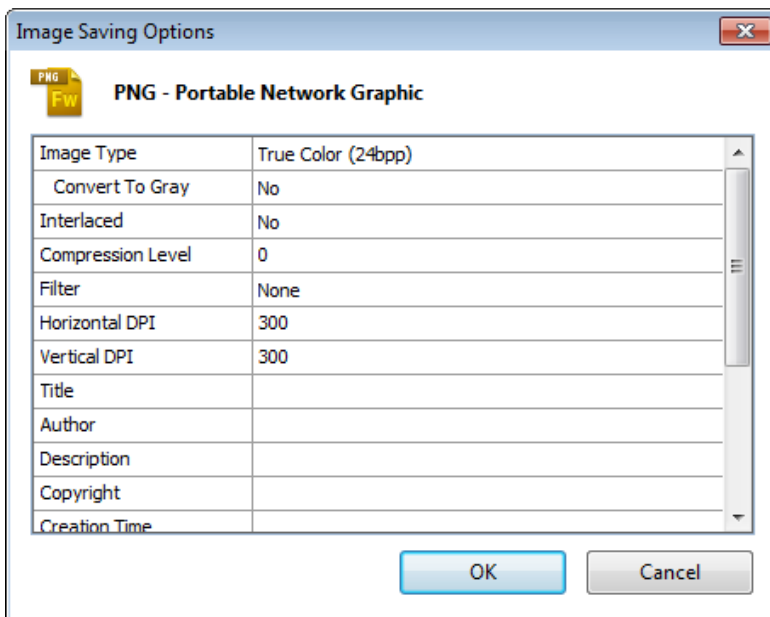
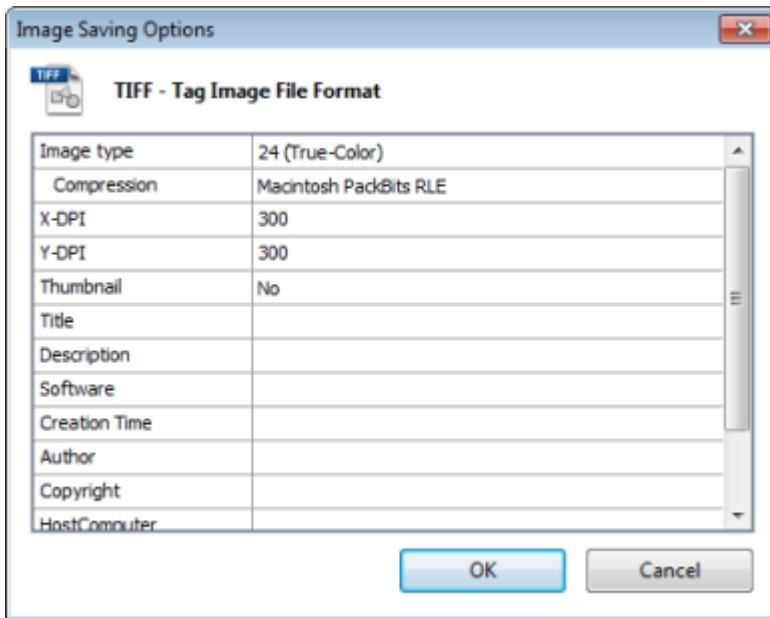
Save the image as any of the types listed in the dropdown list.



Options

Options...

Several image properties are available for customization of the saved file. The properties may be different depending on the [Image Type](#).



5

Destination Folder

Destination Folder:

C:\Users\Terry\Documents\AcroPlot Files\Cad Drawings\

Browse...

Click the **Browse** button to locate and set the folder where the exported file will be saved.

6

File Name

File Name:

<File Name> <Auto Number>

Macros

The filename may be typed into this box or you may use the **Macros** to set procedures to automatically name the exported file. Multiple macros may be used in combination.

Page Number

PAGE

PAGES

File Name

Date (MM-DD-YYYY)

Year

Month

Day

Time (HH-MM-SS)

Hour

Minute

Second

Auto Number

7

Export Mode

Export Mode:

Save all pages to a single multi page image file

Select an option from this dropdown list to save multiple images to separate files or save them all in a single file.

Export Mode:

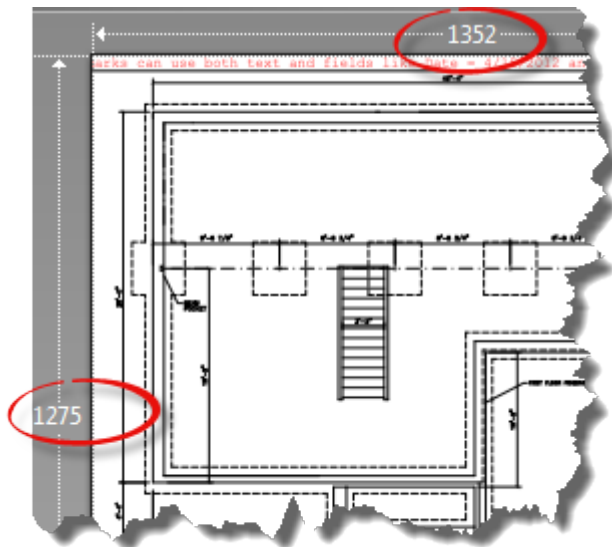
- Save all pages to a single multi page image file
- Save all pages to a single multi page image file
- Save each page range to a separate multi page image file
- Save each page to a separate single page image file

8

Page Zoom

Page zoom: 100.0%

Use this area to set the size of the exported file.
The dimensions (in pixels) of the image will change in the preview window as you edit the Zoom factor number.

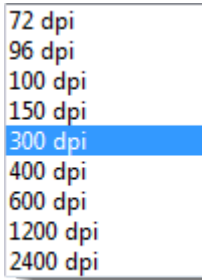


9

Resolution

Resolution: 300 dpi

Use this dropdown list to change the resolution of the exported image.

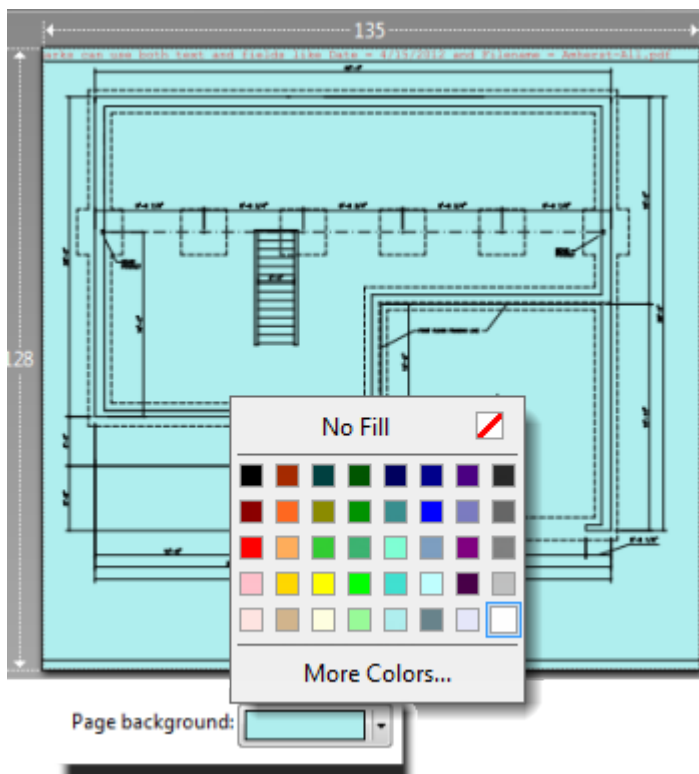


10

Page Background

Page background:

Use this color selector to change the background color of the exported image.



11

Export

Export...

Click the **Export** button to finalize and save the image to the selected folder.



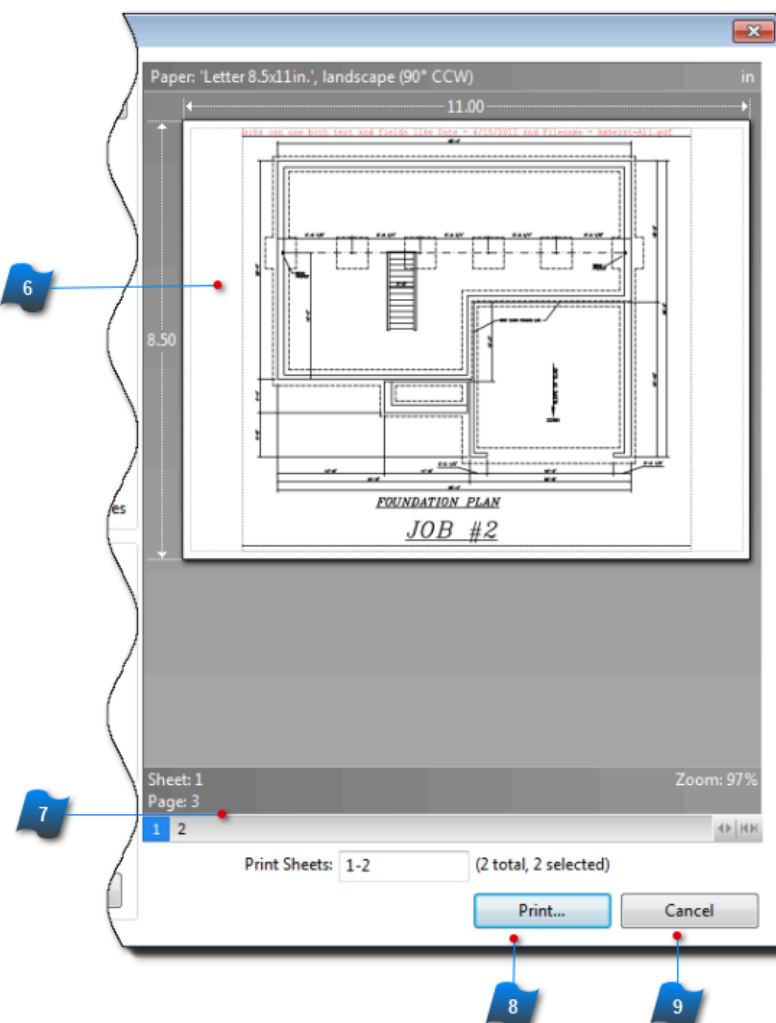
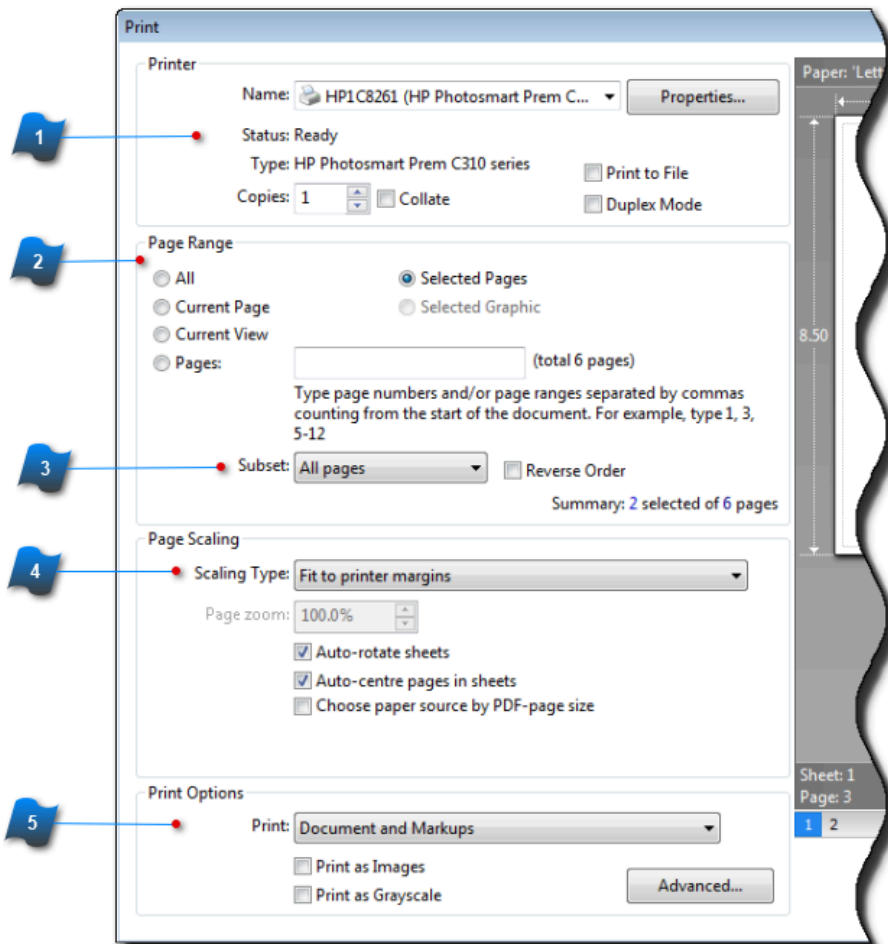
Cancel



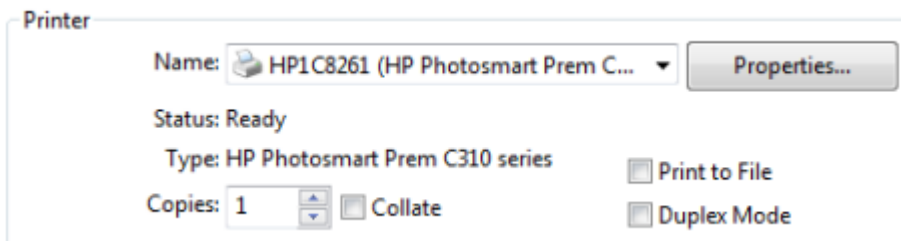
Click the **Cancel** button to abort the image export.

Print

NOTE: If printing to a Postscript based printer you should select the "Print As Images" option since Postscript does not support most of the transparency and blending modes that PDF does. For more information please see the [Troubleshooting->Why do I get Black Boxes When Printing to a Postscript Printer?](#) section.



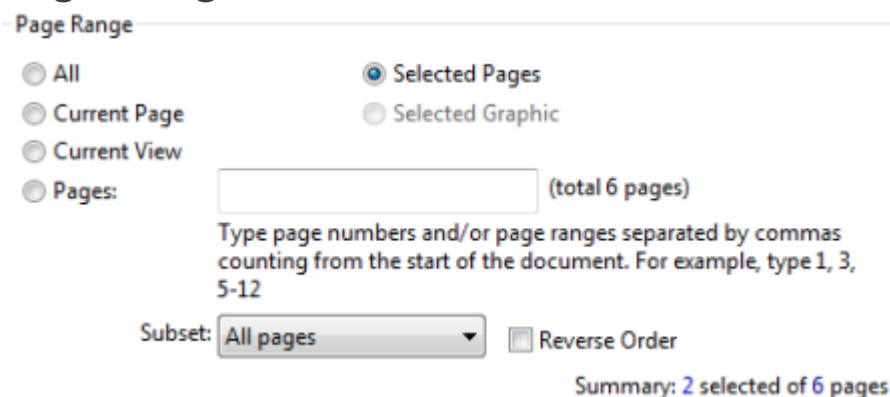
1 Basic Printer Properties



The screenshot shows the 'Printer' section of a settings window. It includes a 'Name' dropdown menu set to 'HP1C8261 (HP Photosmart Prem C...)', a 'Status' field showing 'Ready', and a 'Type' field showing 'HP Photosmart Prem C310 series'. There are checkboxes for 'Print to File' and 'Duplex Mode', both of which are unchecked. A 'Copies' spinner is set to '1', and a 'Collate' checkbox is checked. A 'Properties...' button is located to the right of the 'Name' dropdown.

Start by selecting the printer or device to print to. Use the **Properties** button to access the device's settings such as: orientation, paper type, paper size, and paper source.

2 Page Range




The screenshot shows the 'Page Range' section. It has radio buttons for 'All', 'Current Page', 'Current View', and 'Pages:'. The 'Selected Pages' radio button is selected. Below the radio buttons is a text input field with '(total 6 pages)' to its right. Below the input field is a text instruction: 'Type page numbers and/or page ranges separated by commas counting from the start of the document. For example, type 1, 3, 5-12'. Below this is a 'Subset:' dropdown menu set to 'All pages' and a 'Reverse Order' checkbox which is unchecked. At the bottom right, a summary text reads 'Summary: 2 selected of 6 pages'.

Select which **Pages** or **Views** to export.

The **Selected Pages** option will be available if more than one page is selected in the **Pages Pane**.

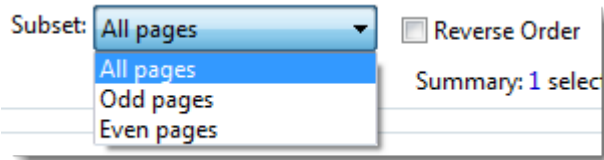
3 Subset



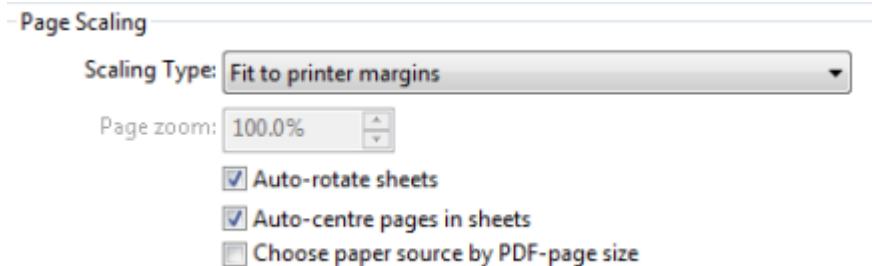
The screenshot shows the 'Subset' section. It features a 'Subset:' dropdown menu set to 'All pages' and a 'Reverse Order' checkbox which is unchecked.

Use this dropdown to select only the **Odd** or **Even** pages to print.

Check the **Reverse Order** box if you wish to export the files in descending order.



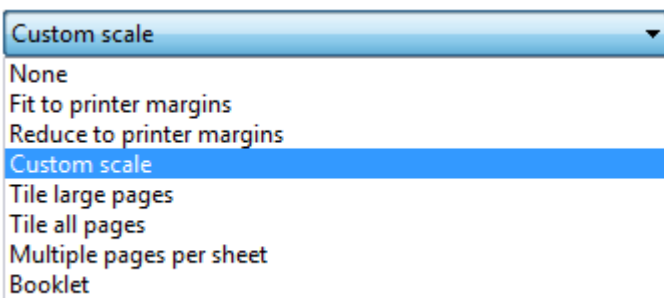
Page Scaling



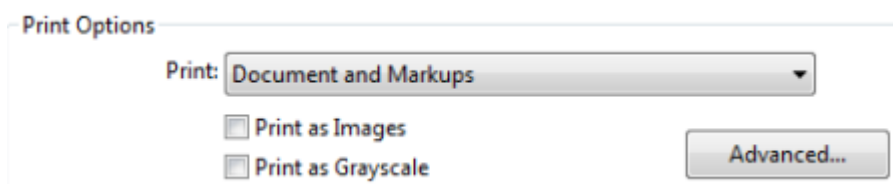
Documents and files can be printed all on one page or a single file can be printed or tiled across several pages. Using the combinations of scaling type, zooming and rotation, documents can be printed in any number of ways.

Select a **Page Scaling** method from the dropdown list.

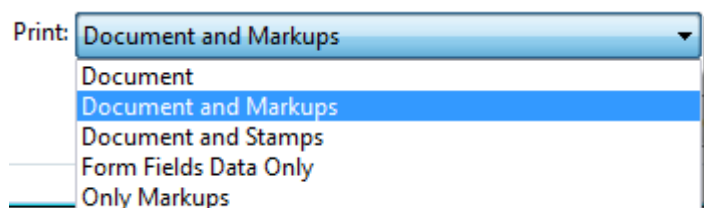
Some of the properties below the list will change depending on what type of Page Scaling is chosen.



Print Options

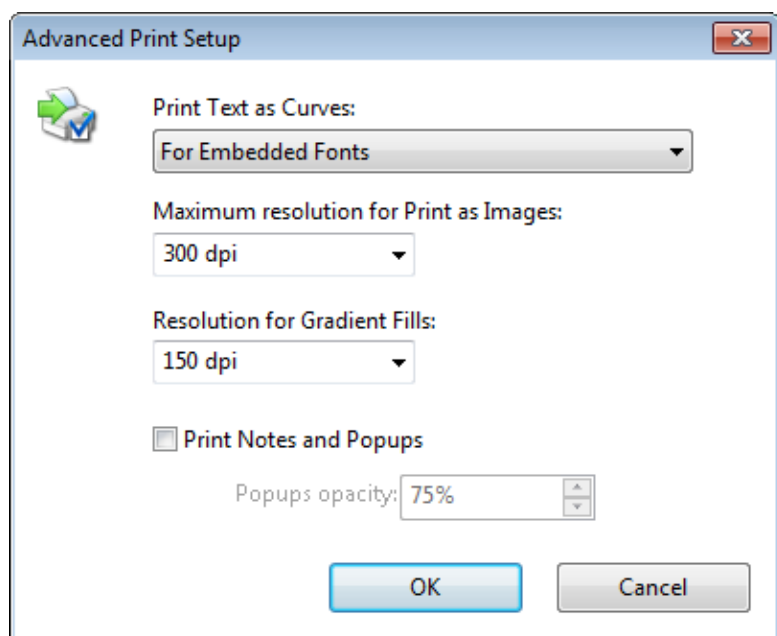


Use the **Print Options** dropdown list to select what items to print.

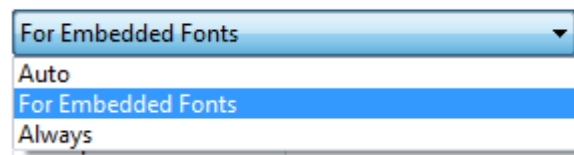


Click the **Advanced** button to access additional settings for text, embedded fonts, images and gradient fills.

Check the box to print Notes and Popups.

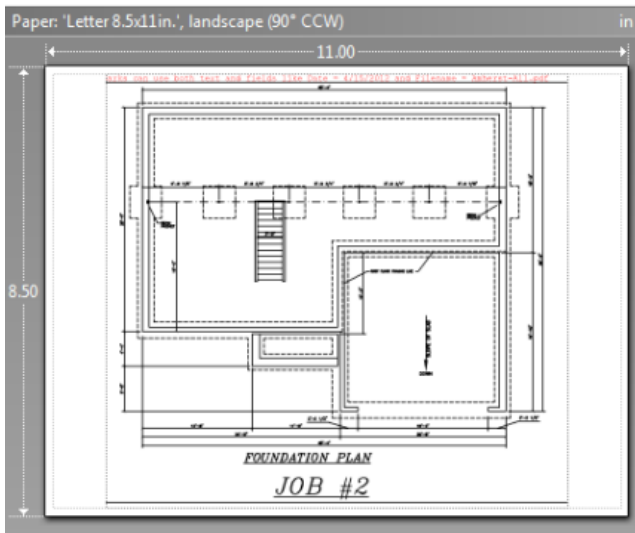


Print Text as Curves:



6

Preview Window



View a representation of what the final printout will look like. This view also displays the page size.

7

Preview Controls



Click the numbered boxes to scroll through the previews of each page to be printed. This area also indicates which pages will be printed on each sheet. In this case page 3 of the active document will be printed on the first sheet.

8

Print



Click the **Print** button to finalize and print the documents.



Cancel

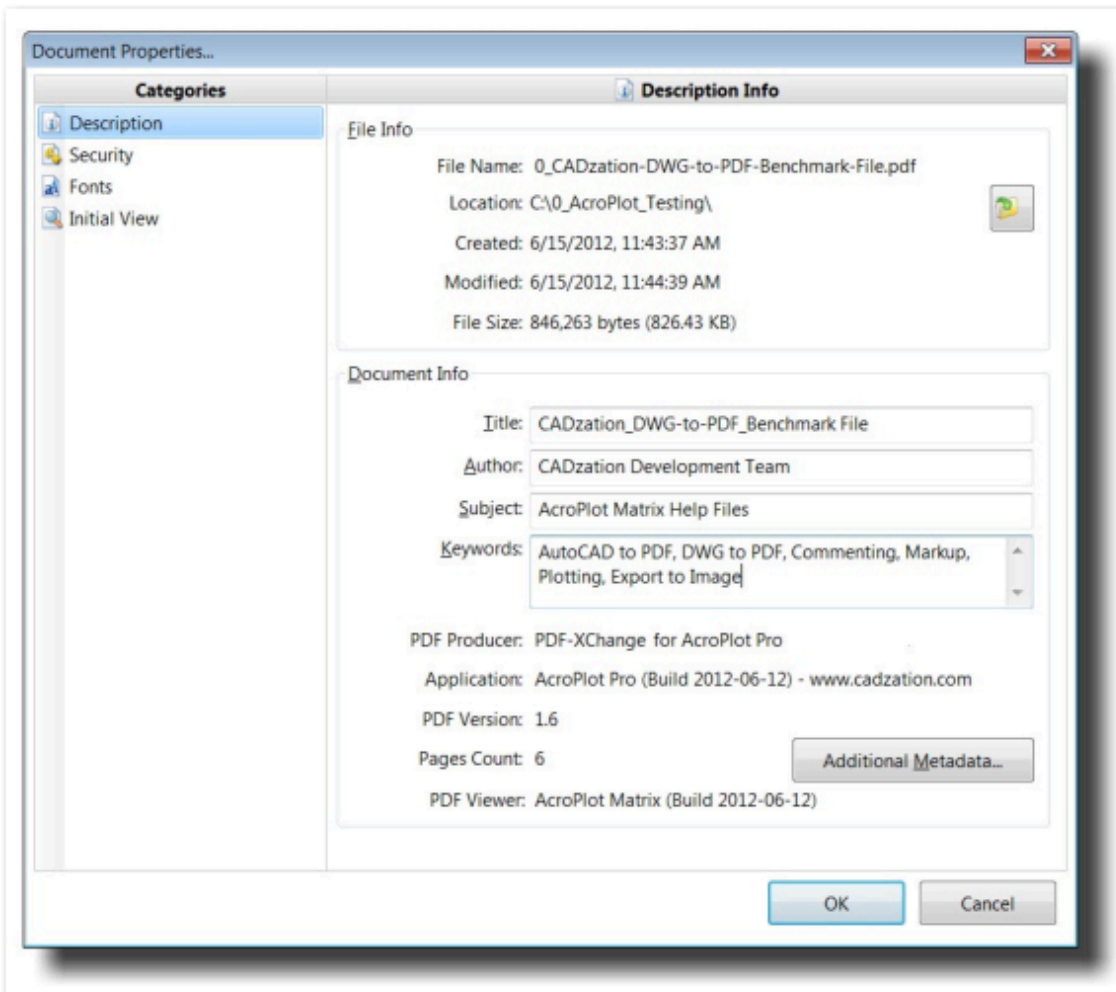


Click the **Cancel** button to abort the printing operation.

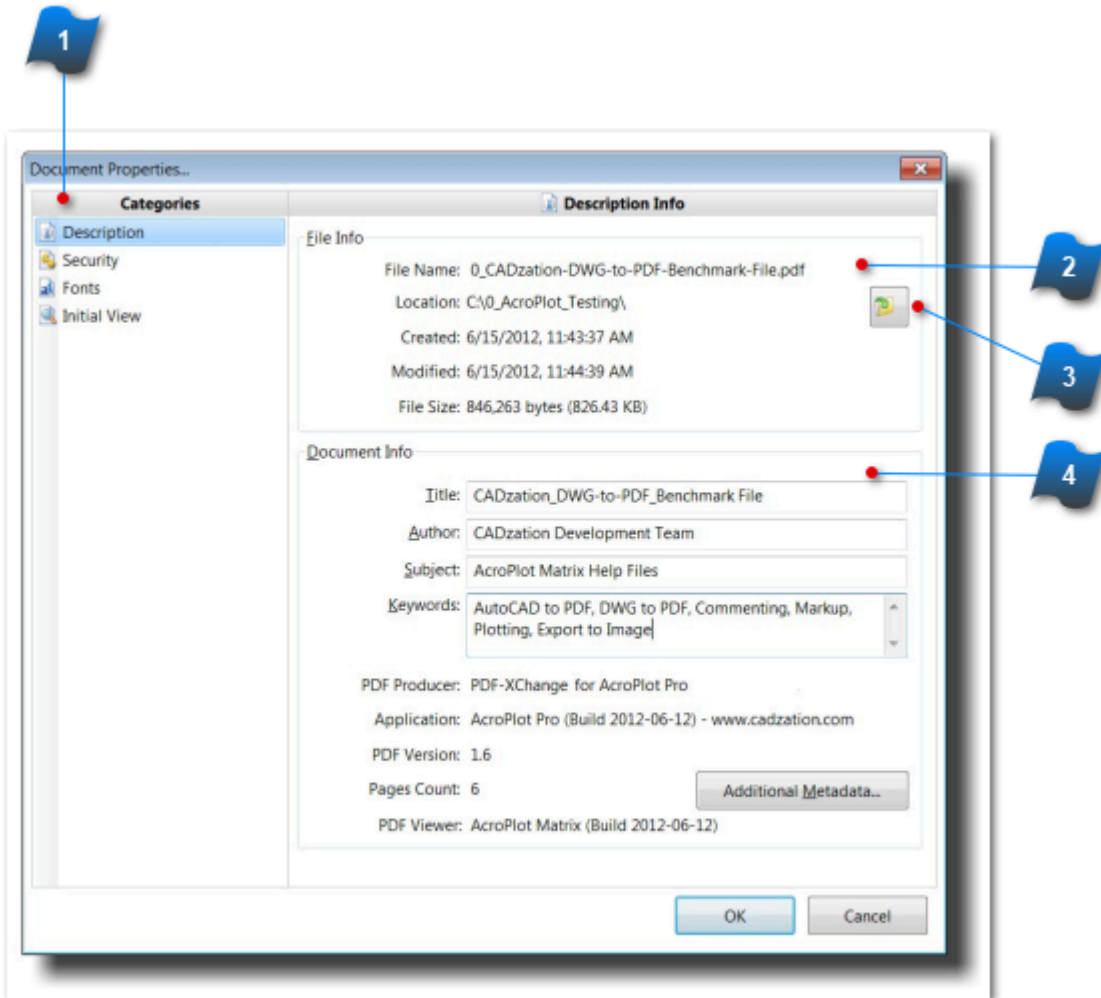
Document Properties

The **Document Properties** window displays the last viewed panel when launched.

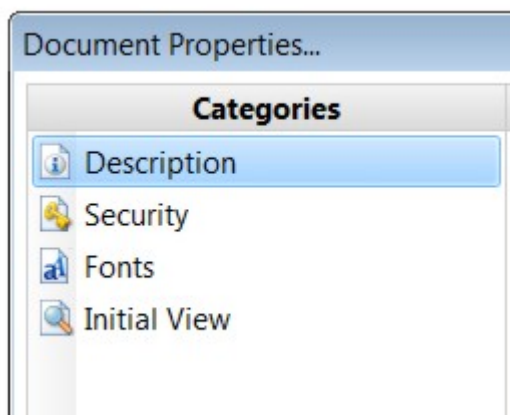
This screen displays document properties for **Description**, **Security**, **Fonts**, and the **Initial View**.



Description

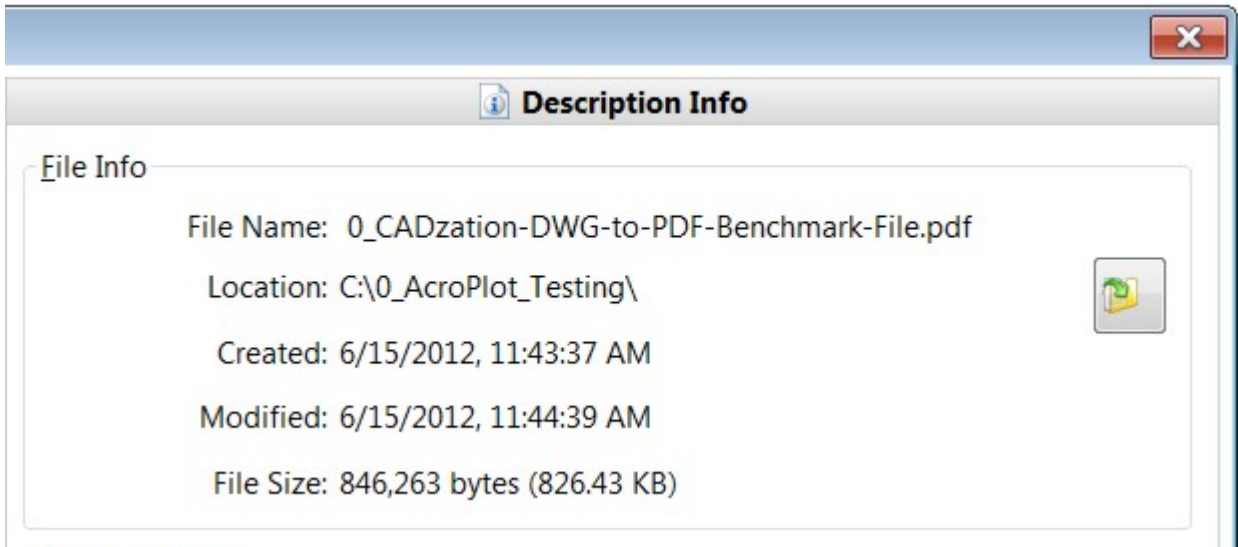


1 Categories Panel



Select the category from this pane to change property views.

2 File Info



Displays basic information about the active document.

3 Locate File



Click this button to open Windows Explorer at this file's location.

4 Document Info

Document Info

Title: CADzation_DWG-to-PDF_Benchmark File

Author: CADzation Development Team

Subject: AcroPlot Matrix Help Files

Keywords: AutoCAD to PDF, DWG to PDF, Commenting, Markup, Plotting, Export to Image

PDF Producer: PDF-XChange for AcroPlot Pro

Application: AcroPlot Pro (Build 2012-06-12) - www.cadzation.com

PDF Version: 1.6

Pages Count: 6

PDF Viewer: AcroPlot Matrix (Build 2012-06-12)

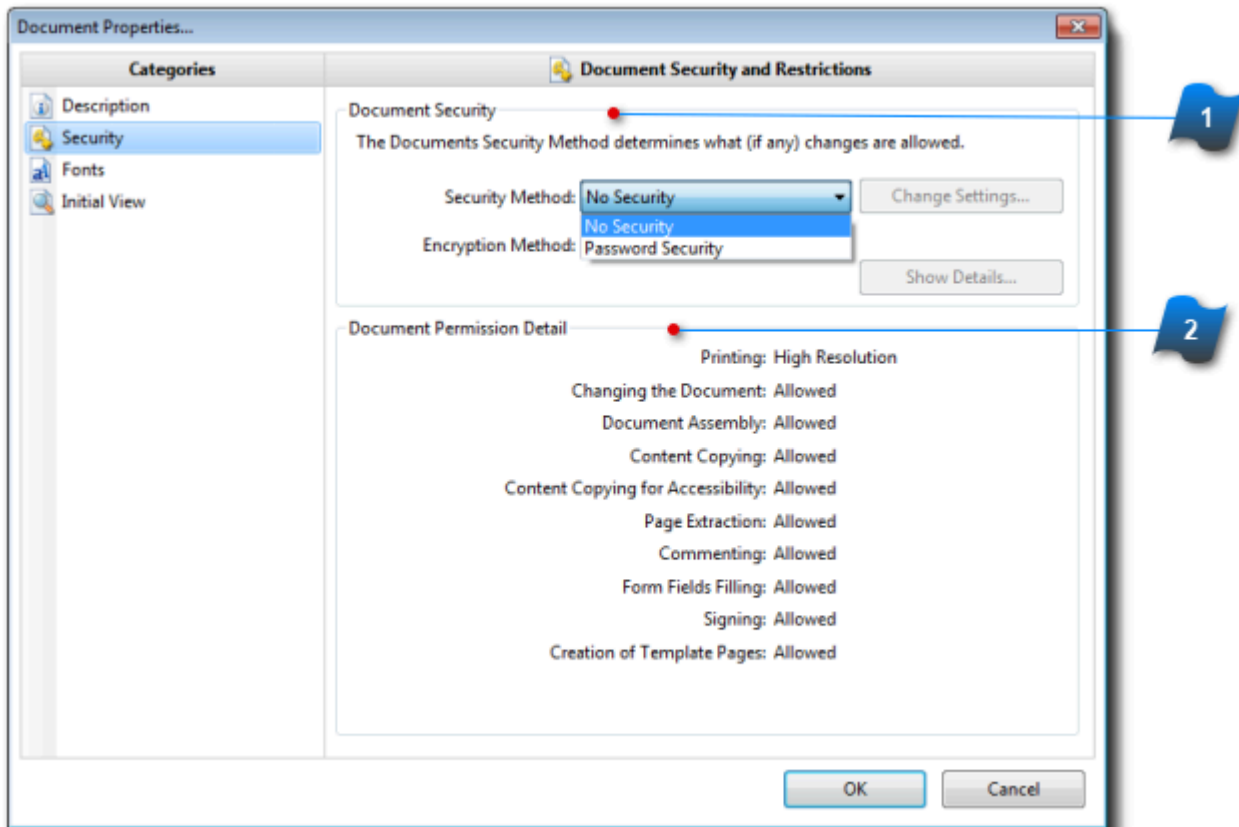
Additional Metadata...

OK **Cancel**

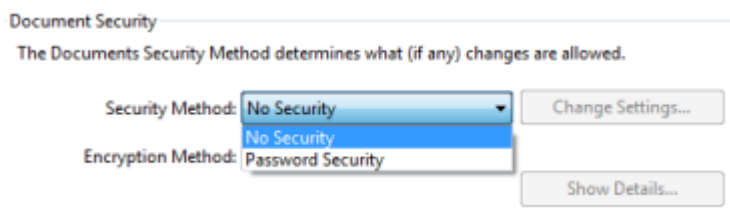
The **Document Info** section displays basic properties of the active document. Information may be edited or added by typing into the text boxes. Click the **OK** button to save the new info.

To access and edit additional document properties click the **Additional Metadata ...** button.

Security



1 Security



The Security pane detects the existing security settings for active document. Security settings can be changed by selecting **Password Security** from the **Security Method** dropdown list which displays the **Password Security Settings** dialog box.

To set **Password Security** edit the desired properties and click the **OK** button.

Password Security - Settings

Compatibility: Acrobat 6.0 and later

Encryption Level: 128-bit RC4

Select Document Components to Encrypt

Components: All document contents

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Passwords and Permissions

☐ Require a password to open the document

Document Open Password:

Confirm Document Open Password:

☐ Require a password to change permissions for the document:

Change Permissions Password:

Confirm Change Permissions Password:

Printing Allowed: High Resolution

Changing Allowed: Inserting, deleting, and rotating pages

☒ Enable copying of text, images, and other content

☒ Enable text access for screen reader devices for the visually impaired

OK Cancel



Permission Detail

Document Permission Detail

Printing: High Resolution

Changing the Document: Allowed

Document Assembly: Allowed

Content Copying: Allowed

Content Copying for Accessibility: Allowed

Page Extraction: Allowed

Commenting: Allowed

Form Fields Filling: Allowed

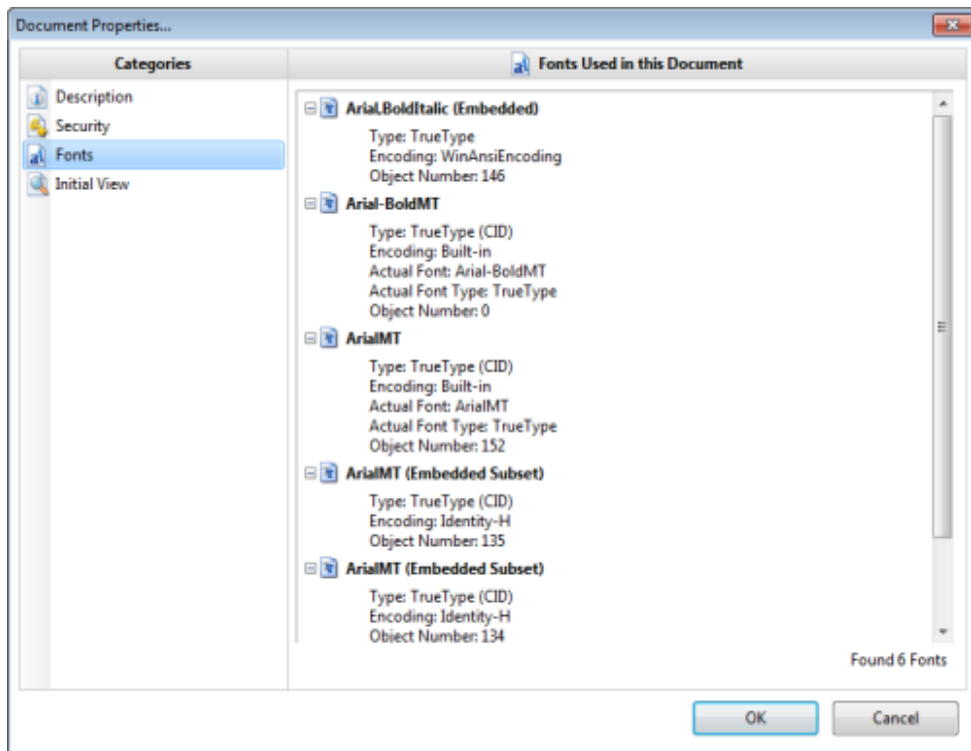
Signing: Allowed

Creation of Template Pages: Allowed

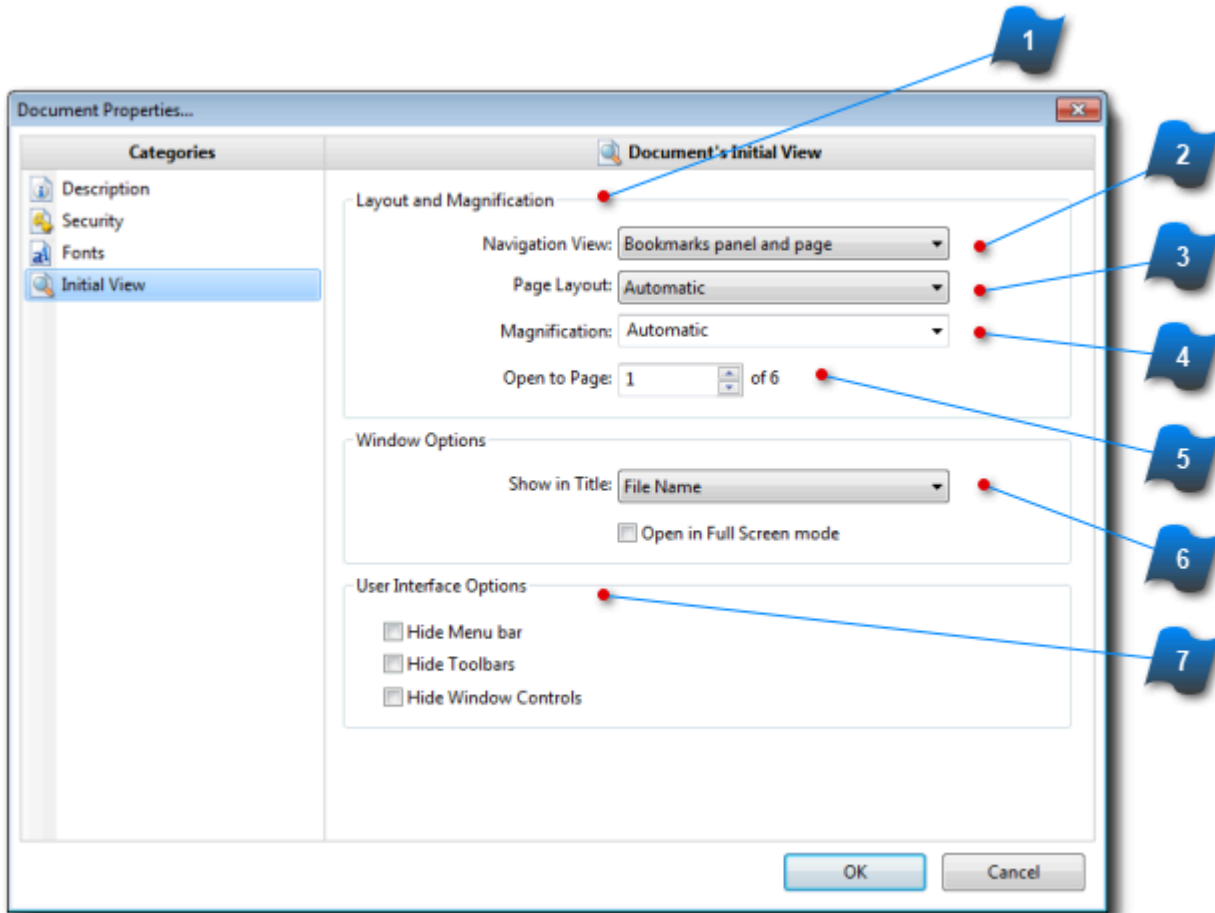
This section displays information about what functions are allowed for the active document.

Fonts

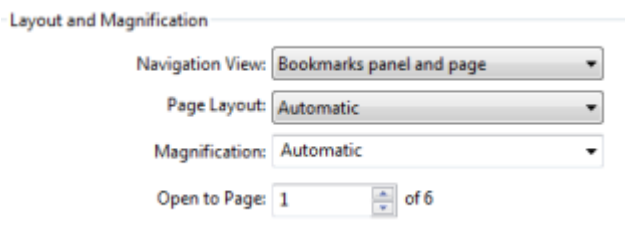
The **Fonts** pane displays the fonts used in this document.



Initial View

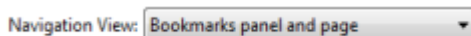


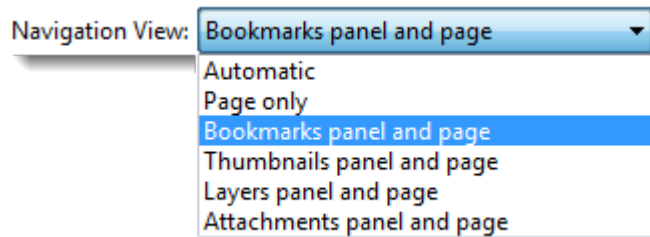
1 Layout and Magnification



This section controls how the document appears when it's opened.

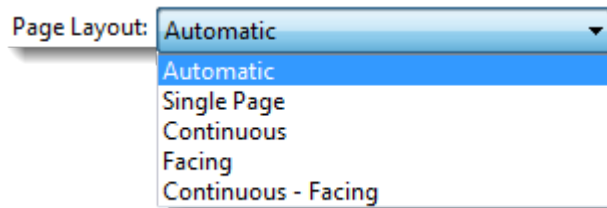
2 Navigation View





3 Page Layout

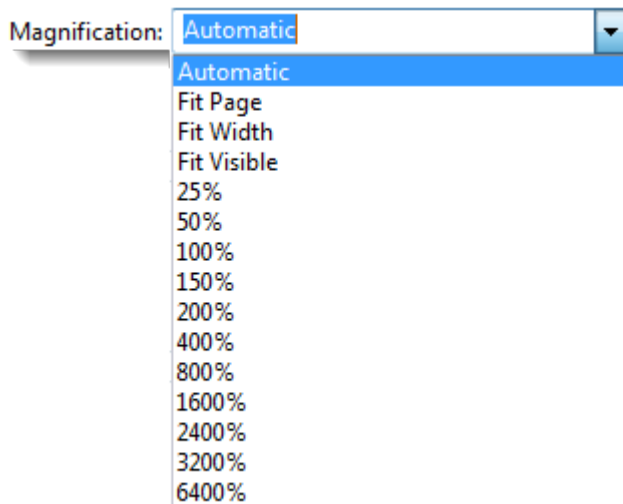
Page Layout: Automatic



4 Magnification

Magnification: Automatic

Set the desired zoom factor for the document when it's opened.





Open to Page:

Open to Page: of 6

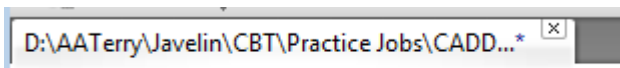
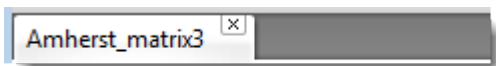
Set document to open to a specific page automatically.



Show in Title

Show in Title:

Show just the file name or the longer document title in the tab of the document.



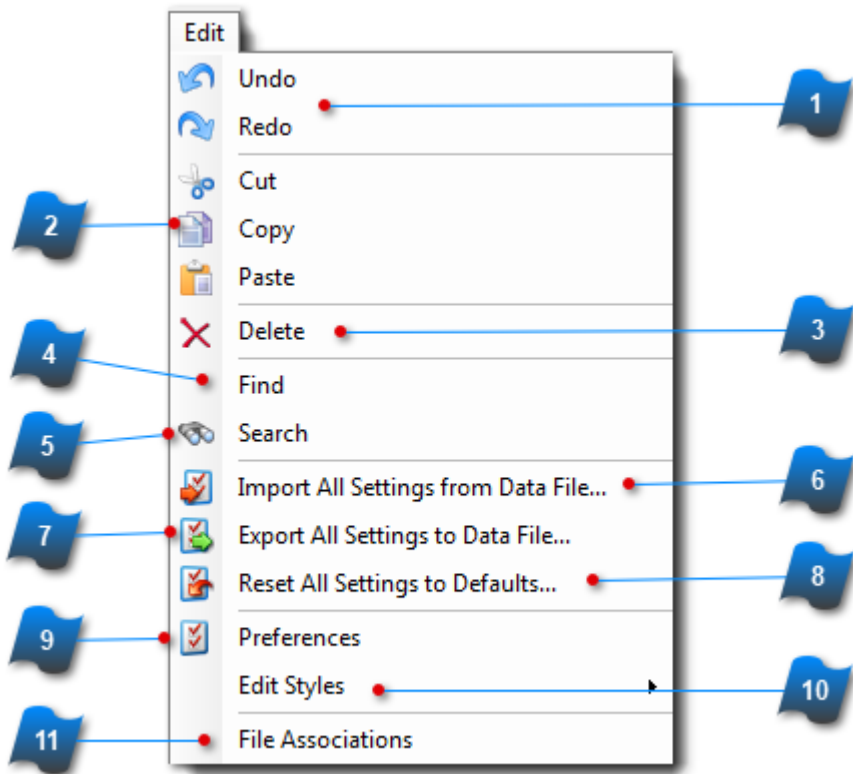
Interface Options

User Interface Options

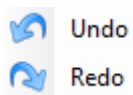
- ☐ Hide Menu bar
- ☐ Hide Toolbars
- ☐ Hide Window Controls

These settings control how most PDF viewing applications will appear when opening the PDF file.

Edit Menu



1

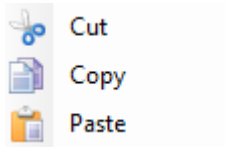


Use the **Undo** command to undo any input or editing using any of the **Markup & Comment** toolbar tools. Use the **Redo** command to redo actions that were just undone.

The **Undo** command will not work on functions like **Rotate** or **Edit Styles**.

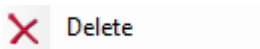
Undo history will be maintained in the current session until the document or application is closed.

2



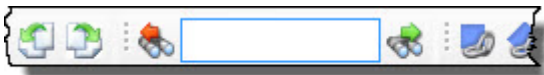
Standard Cut, Copy and Paste commands.

3



Deletes the selected object.

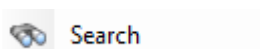
4



The **Find** command on the **Edit** menu simply displays the **Search** toolbar, if it's not already visible, and highlights the input box. To quickly find a word or phrase type in the search term and select the **Enter** key.

For additional options use the [Search](#) command.

5



See [Search](#) for detailed information.

6



Import All Settings from Data File...

This command will import a **.dat** file into AcroPlot Matrix that contains [Preference](#) settings from another user or a backup of a previous installation. See [Export All Settings to Data File ...](#)

7



Export All Settings to Data File...

This command will create and save a **.dat** file which contains all of the AcroPlot Matrix user **Preference** settings. Most of the data comes from the many settings created in the [Preference](#) dialog box. Other users of AcroPlot Matrix can import these settings for use in their program. See [Import All Settings from Data File ...](#)

8



Reset All Settings to Defaults...

This command resets all of the settings to the initial install defaults.

9



Preferences

Opens the "Preferences" area for modifying the behaviors and default settings in AcroPlot Matrix.

10

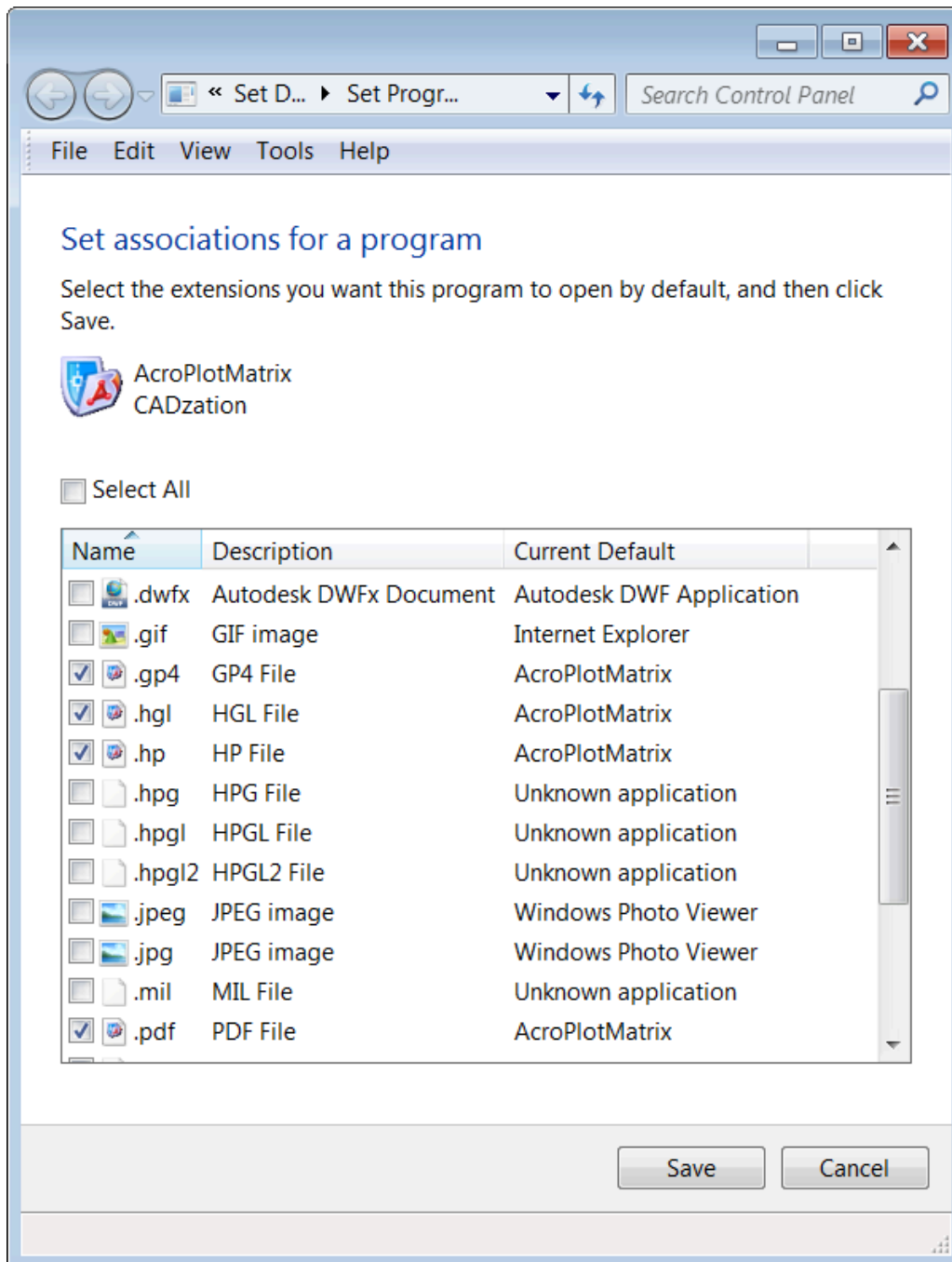
Edit Styles

See [Edit Styles](#)

11

File Associations

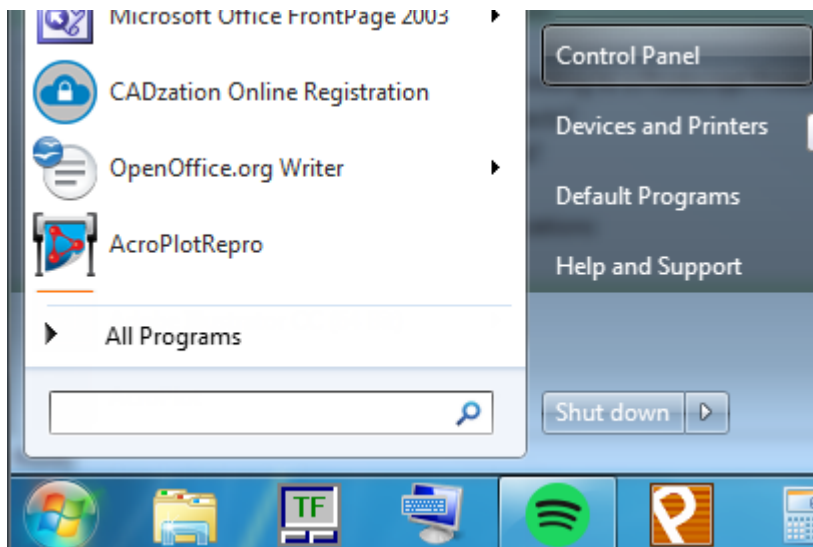
Opens the "**Set Program Associations**" screen where you can set certain file types to automatically open in **AcroPlot Matrix** when they are double-clicked on from the Desktop, Windows Explore, etc.



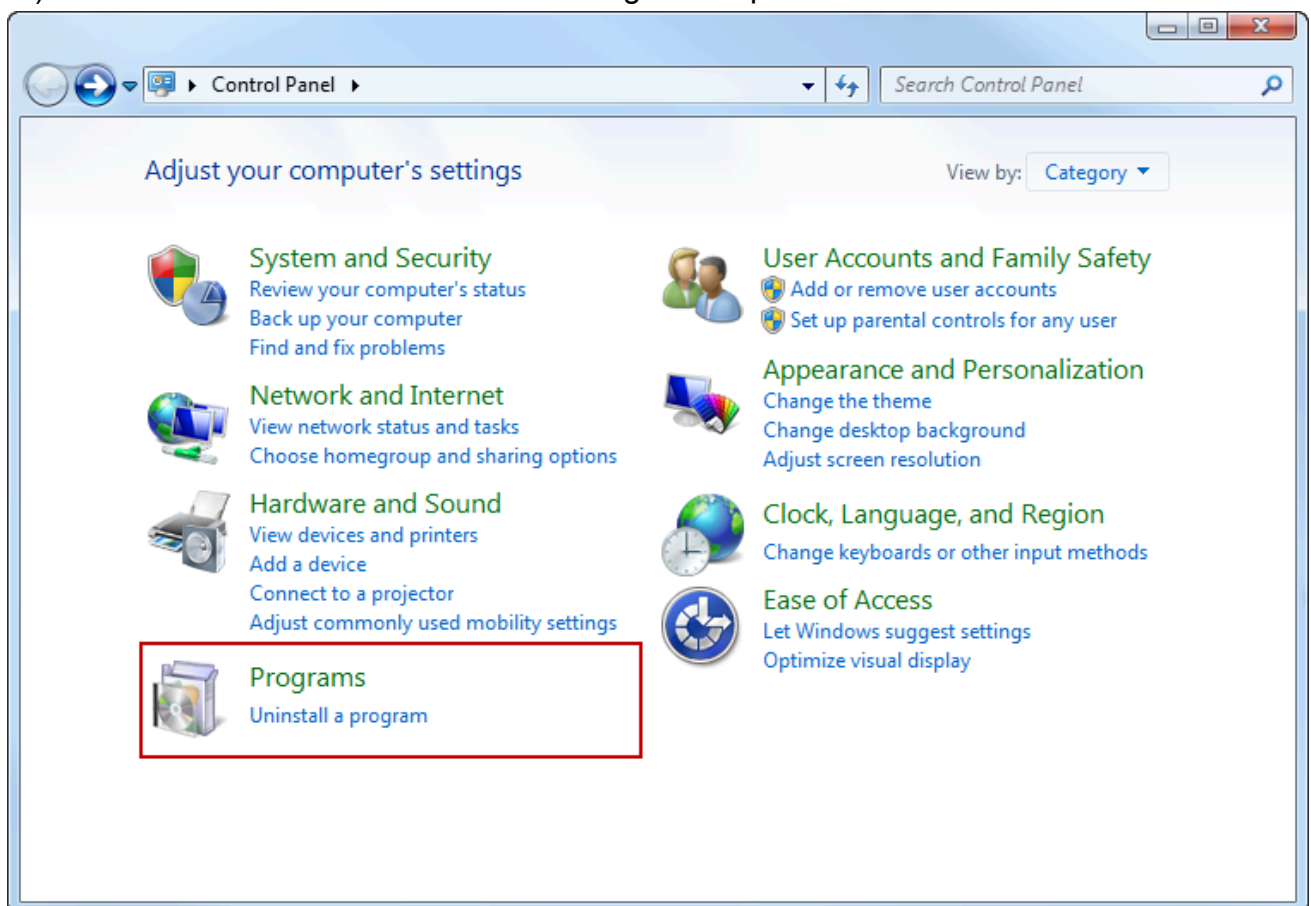
If by chance the Set Programs Association does not open you can manually change the settings in the Windows Control Panel.

In Windows 7

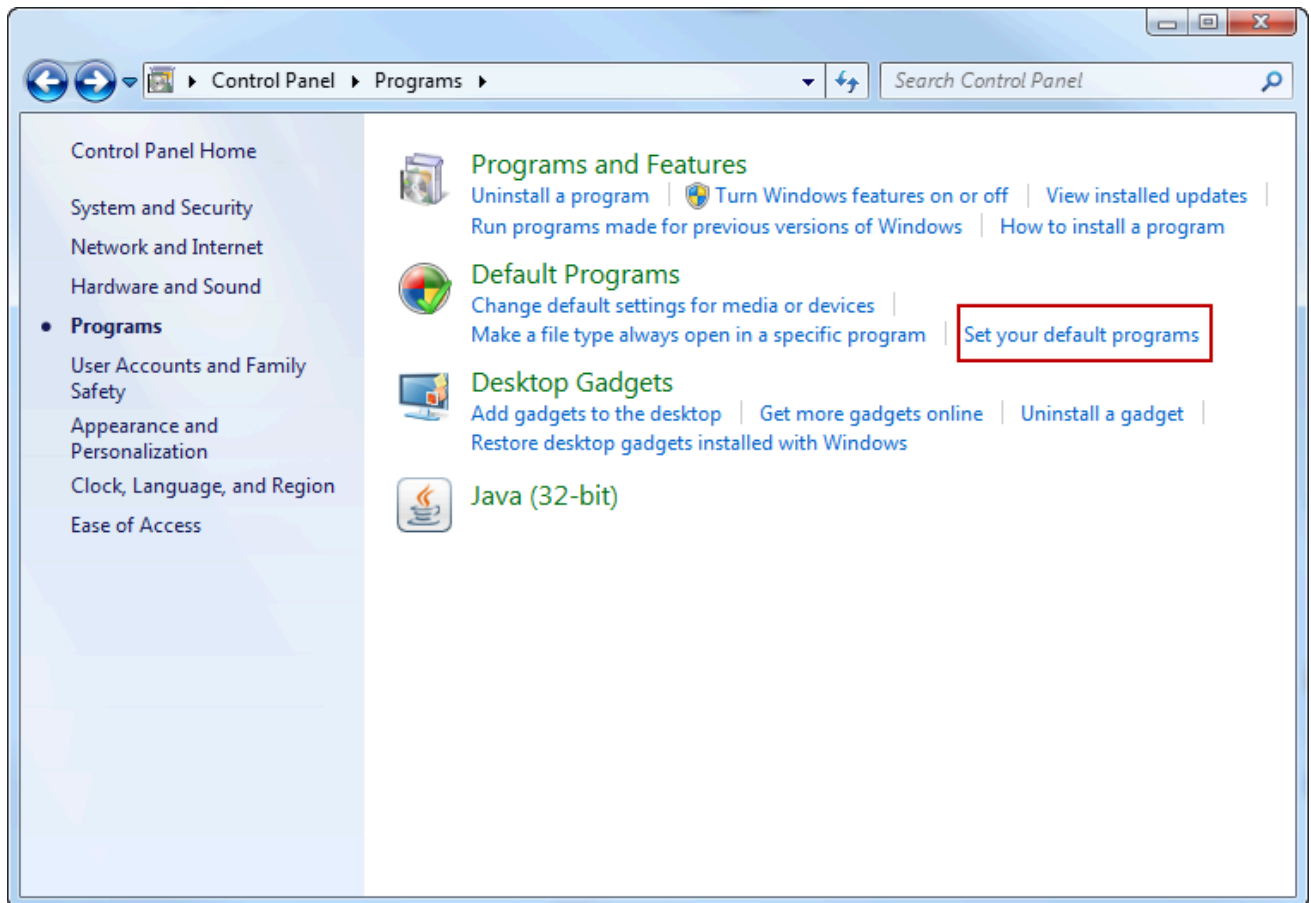
1.) Click on the Start Menu then select the "Control Panel" option.



2.) From the Control Panel click on the "Programs" option.

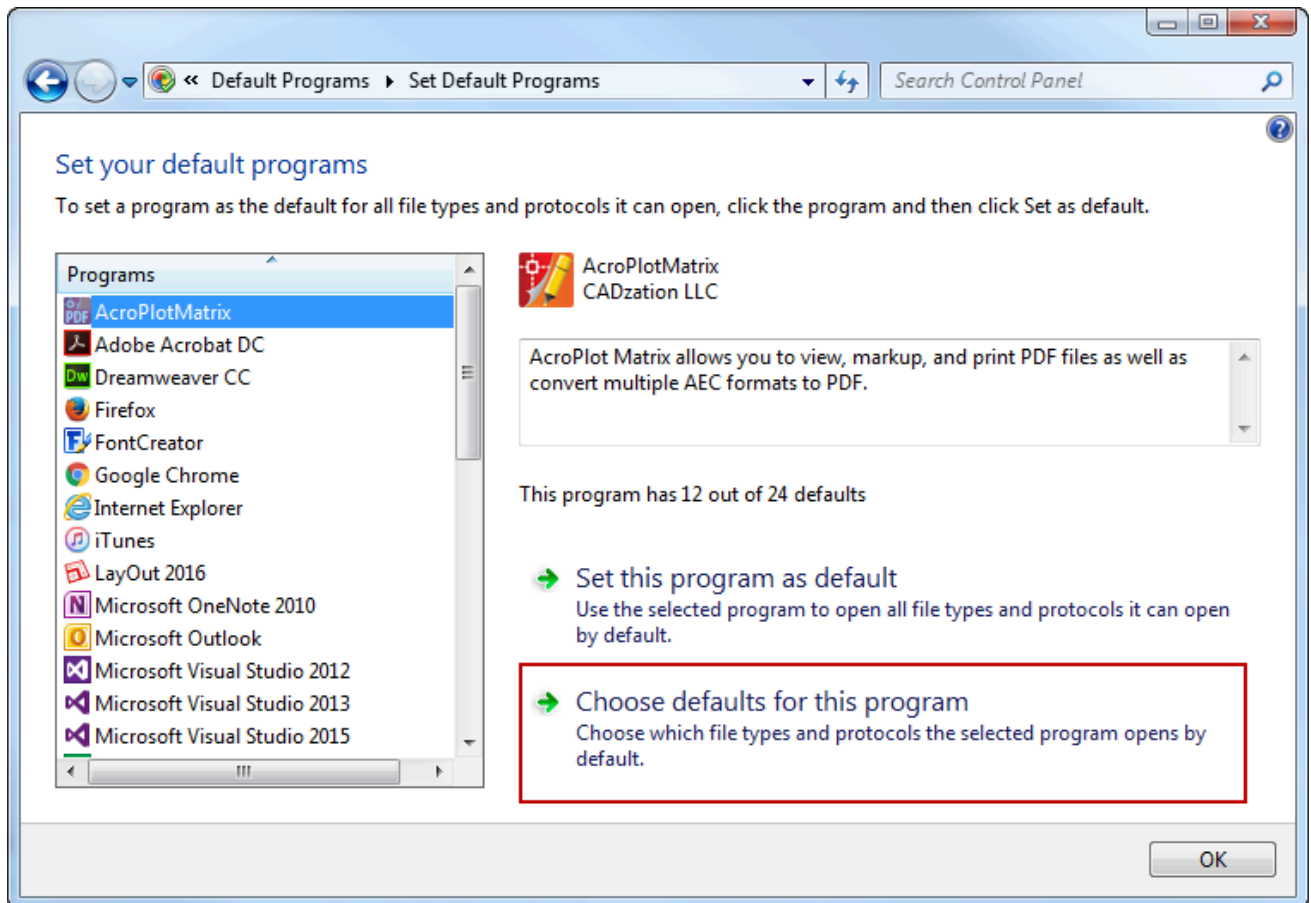


3.) Select the "Set your default programs" under the Default Programs section.

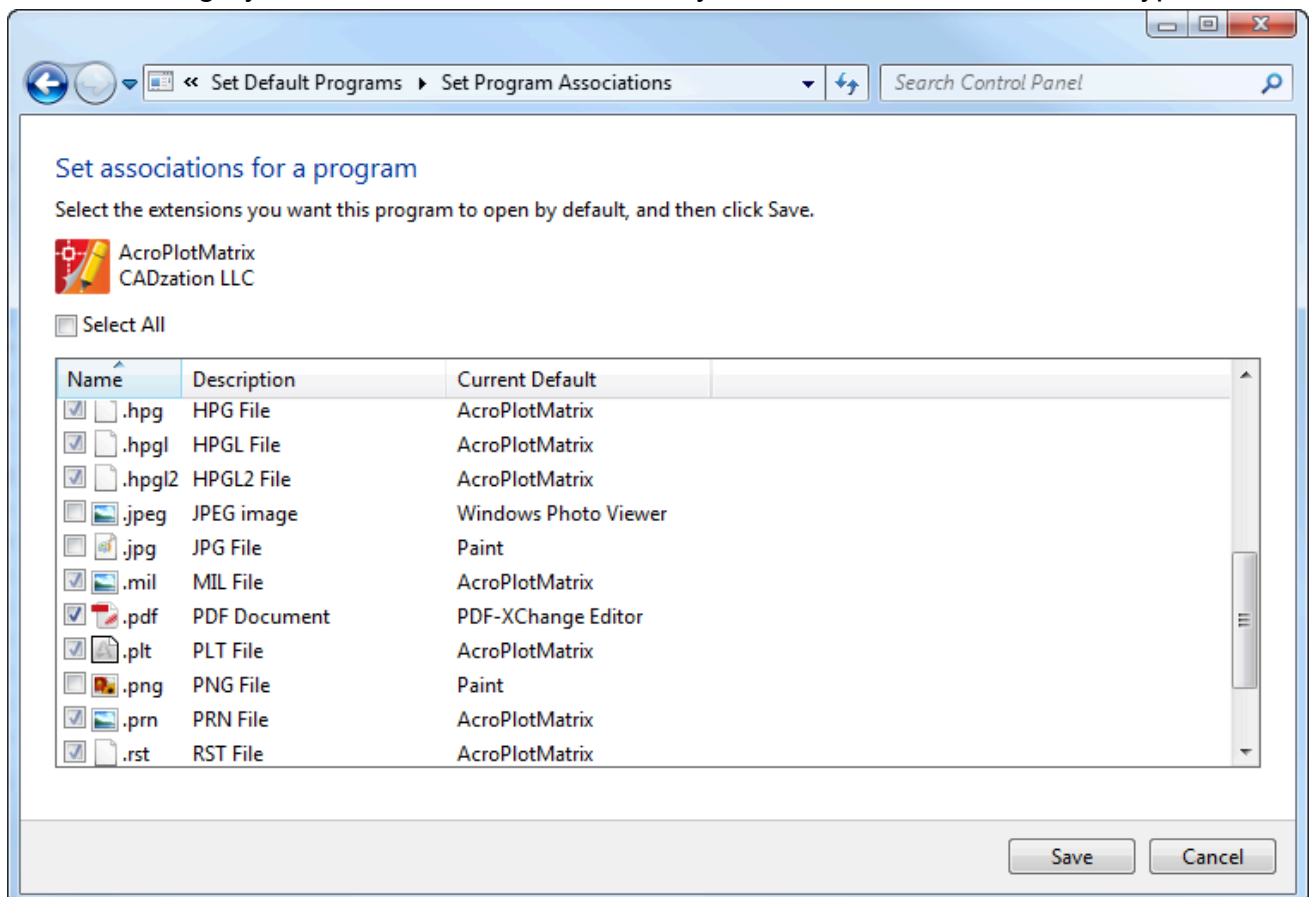


4.) On the left select "AcroPlot Matrix" as the program and then on the right hand side select the "Choose defaults for this program".

Important Note: It's important that you select the "Choose defaults for this program" so you can select which file types you want to use AcroPlot Matrix as the Default Program for. Since AcroPlot Matrix can open image files also you might not want to set it as the Default Program for those and the "Set this program as default" sets it as the default for all file types it supports.

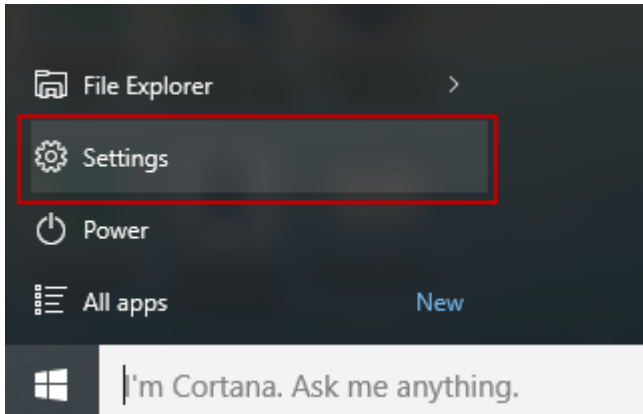


5.) Select the file types that you would like AcroPlot Matrix to open by default and then click on the Save button to update the windows settings for those file types. If one of the file types are checked and grayed out it means that it is already set as the default for that file type.

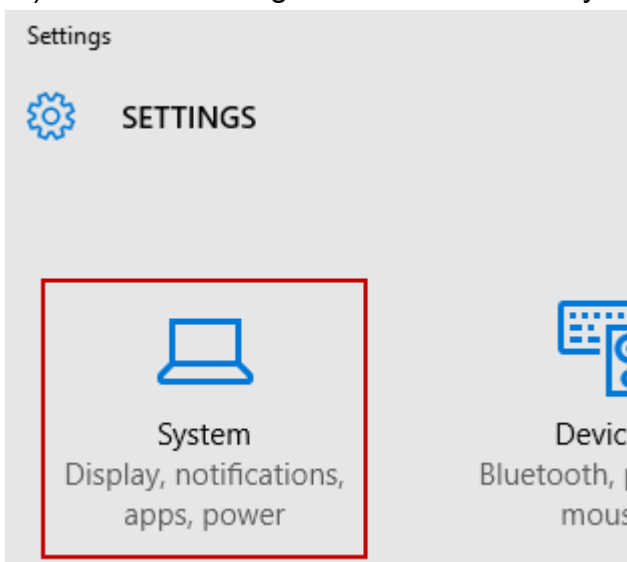


In Windows 10

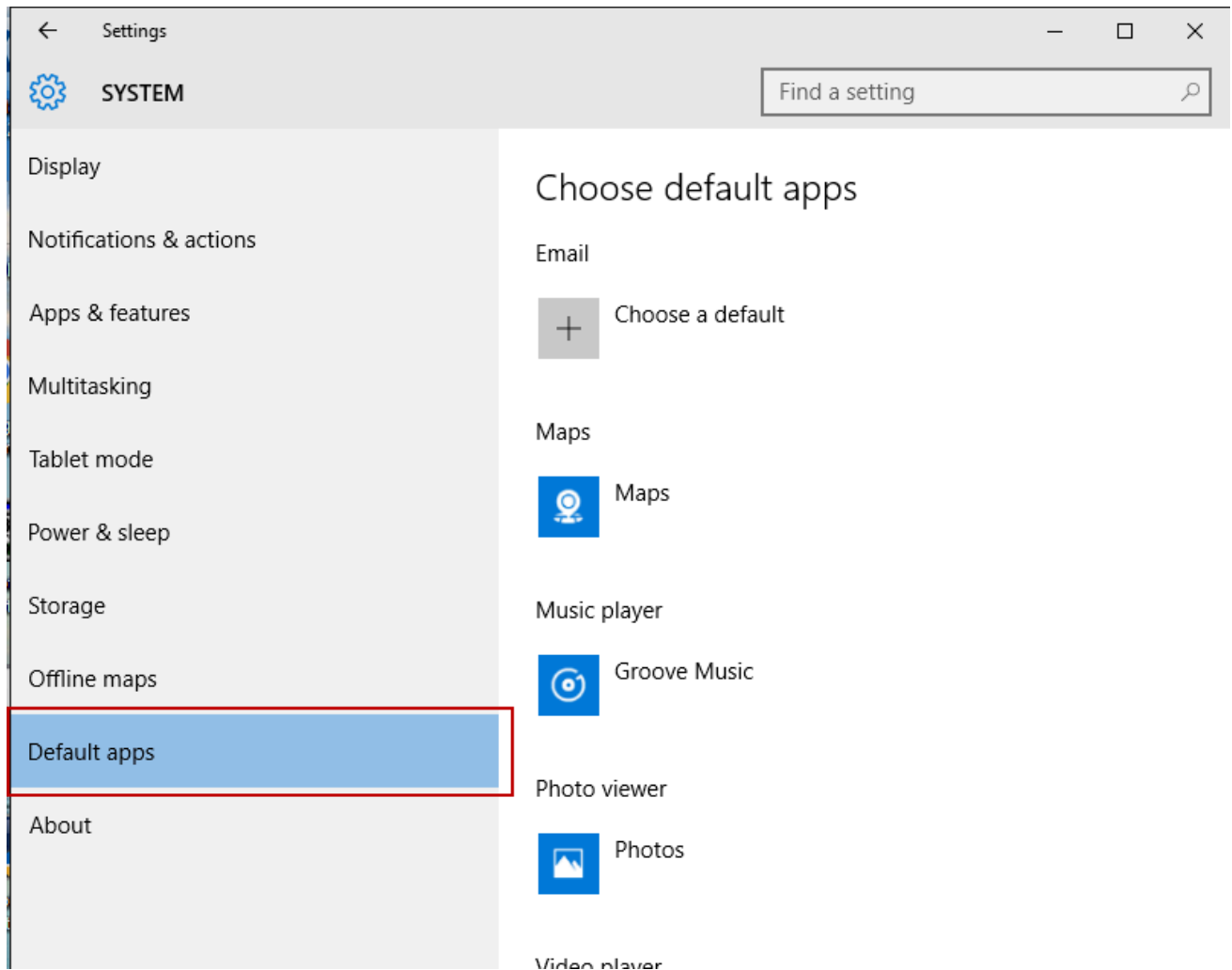
1.) Click on the Start Menu then select the "Settings" option.



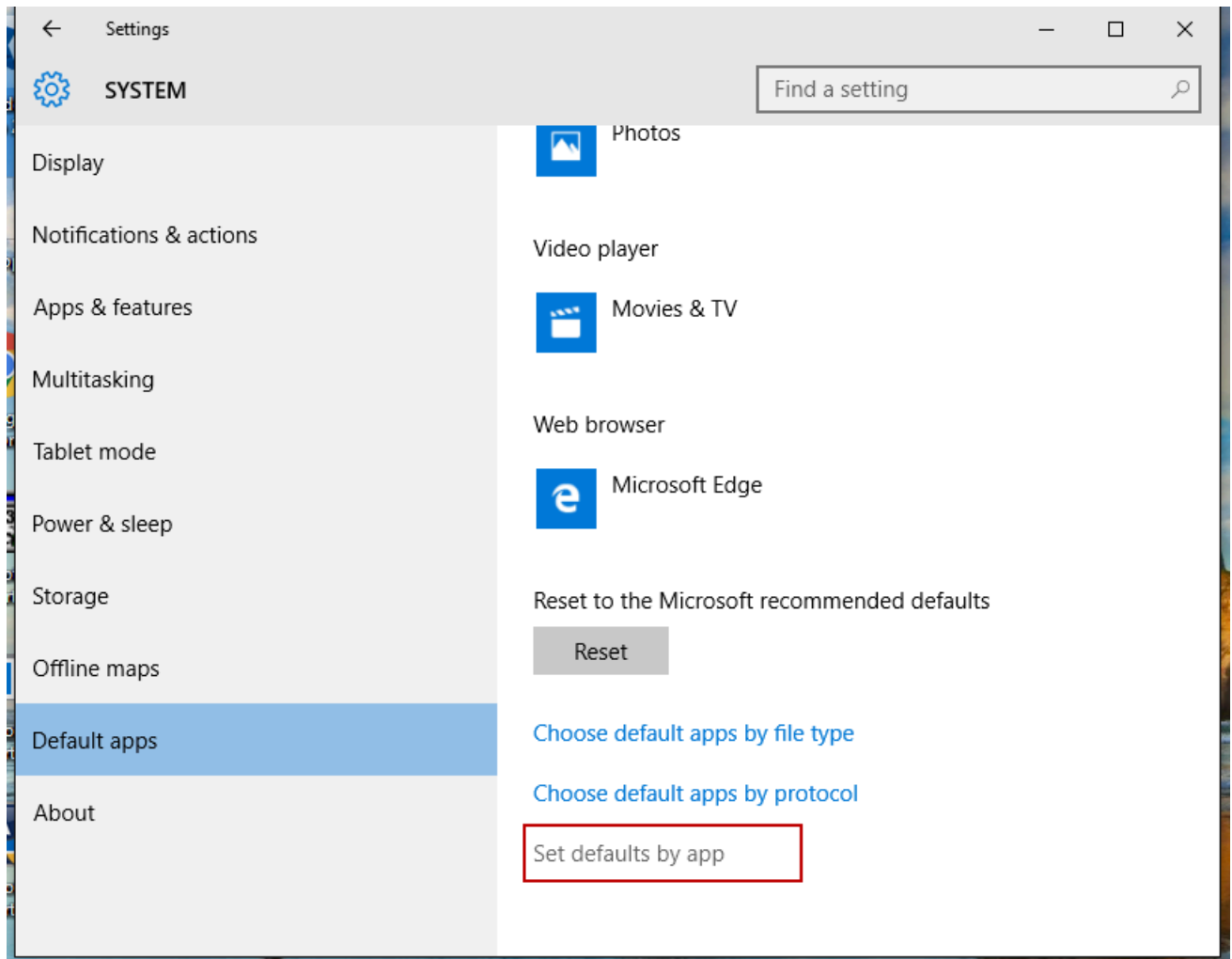
2.) From the Settings Panel select the "System" option.



3.) Next select the "Default apps" Tab on the left.

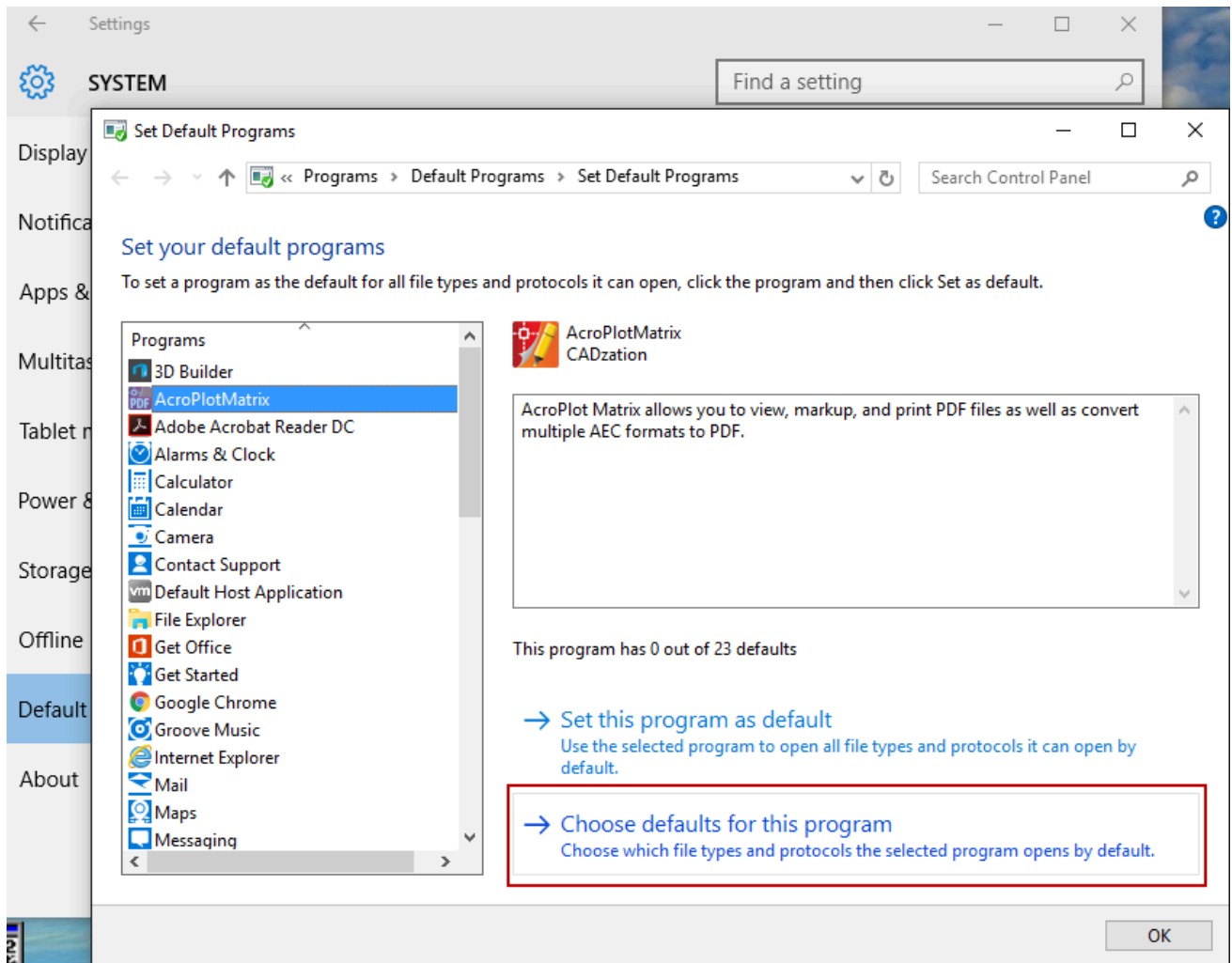


4.) Now click on the right hand side of the panel and then scroll down on the right to select the "Set defaults by app" at the bottom.

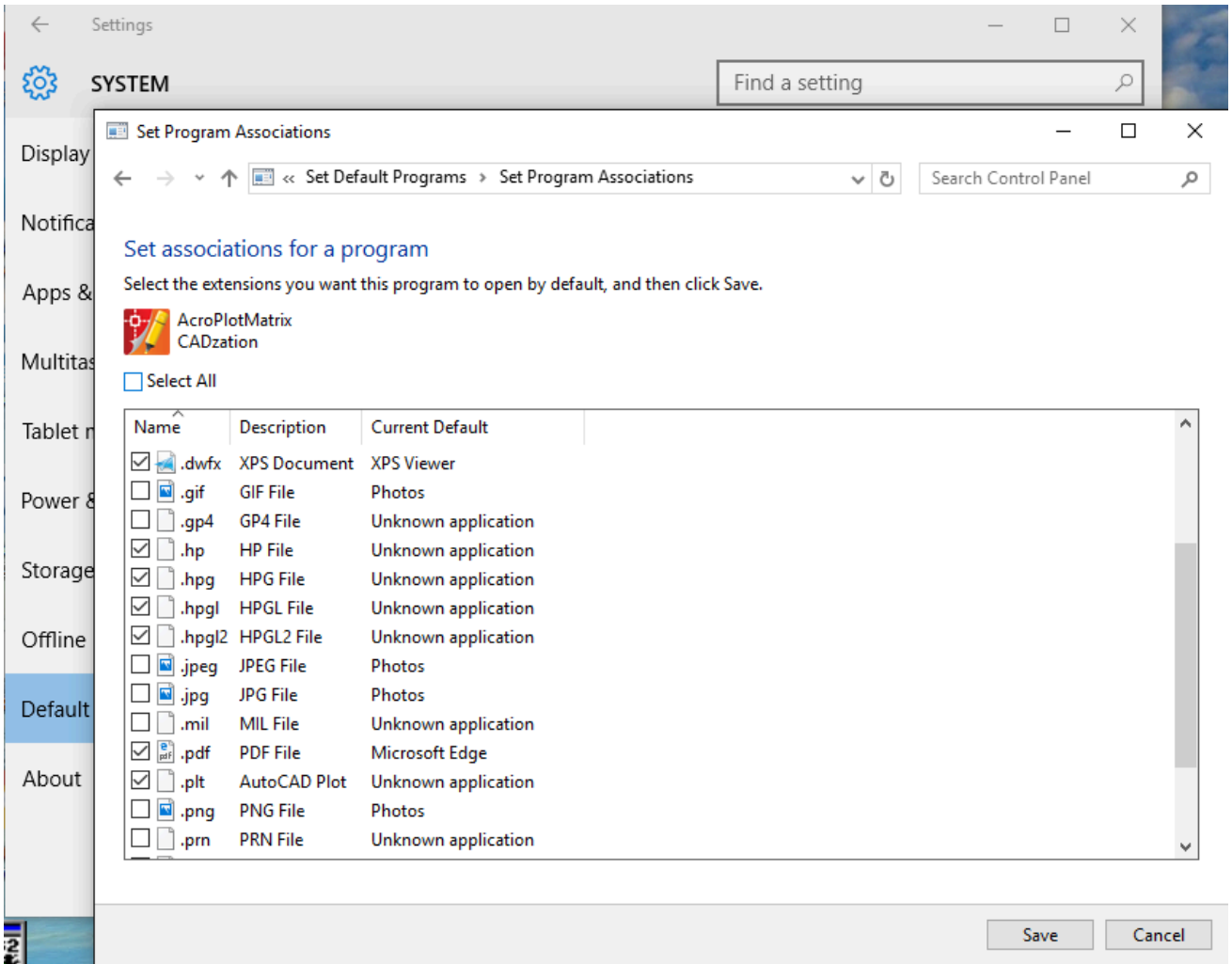


5.) On the left select "AcroPlot Matrix" as the program and then on the right hand side select the "Choose defaults for this program".

Important Note: It's important that you select the "Choose defaults for this program" so you can select which file types you want to use AcroPlot Matrix as the Default Program for. Since AcroPlot Matrix can open image files also you might not want to set it as the Default Program for those and the "Set this program as default" sets it as the default for all file types it supports.

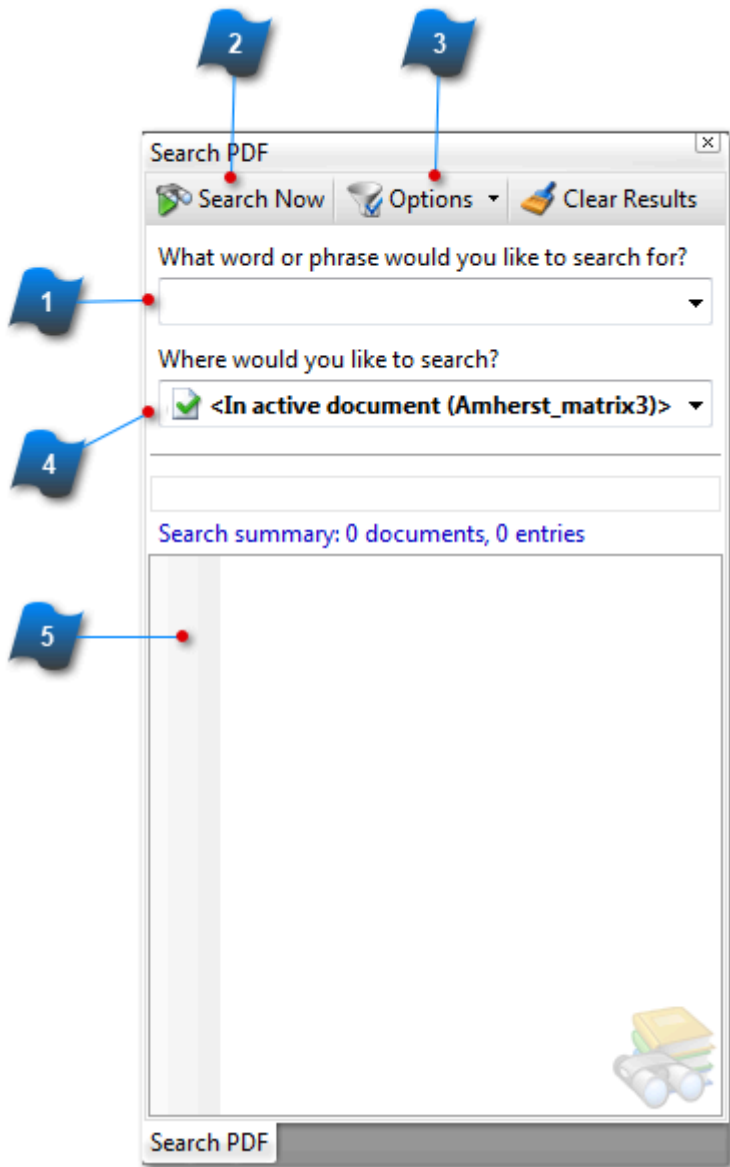


6.) Select the file types that you would like AcroPlot Matrix to open by default and then click on the Save button to update the windows settings for those file types. If one of the file types are checked and grayed out it means that it is already set as the default for that file type.



Search

The **Search** function can look in the active document or all open documents and any other PDF files in the folders specified. Filters can be set on what to look for, how to look, and where to look.

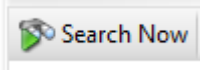


1 Search Term Input

What word or phrase would you like to search for?

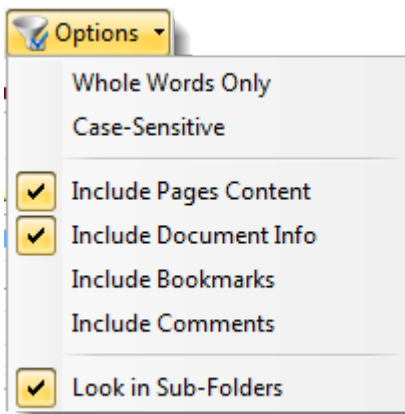
Type in the word or phrase you are looking for here.

2 Start Search



After typing in your search term hit **Enter** or click the **Search Now** button.

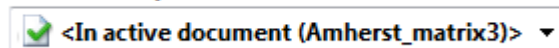
3 Search Options



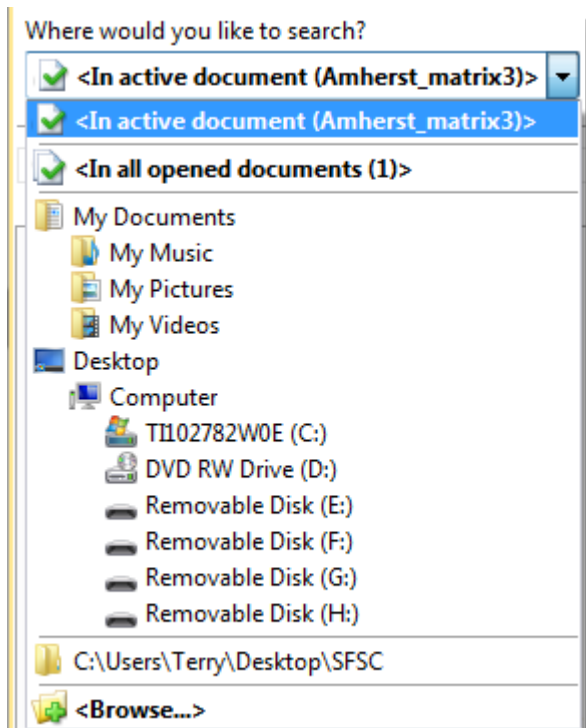
Select the search location filters here and whether to restrict to the Whole Word or Case-Sensitive.

4 Where to Search

Where would you like to search?



The Search function can look in the active document or all open documents and any other PDF files in the folders specified in the dropdown list. Click the **<Browse ...>** command at the bottom of the dropdown list to narrow the selection to a specific folder.



Search Results

Search summary: 0 documents, 0 entries



Displays the search results.

Edit Styles Menu

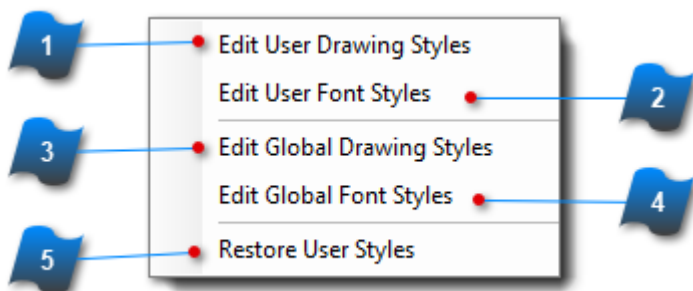
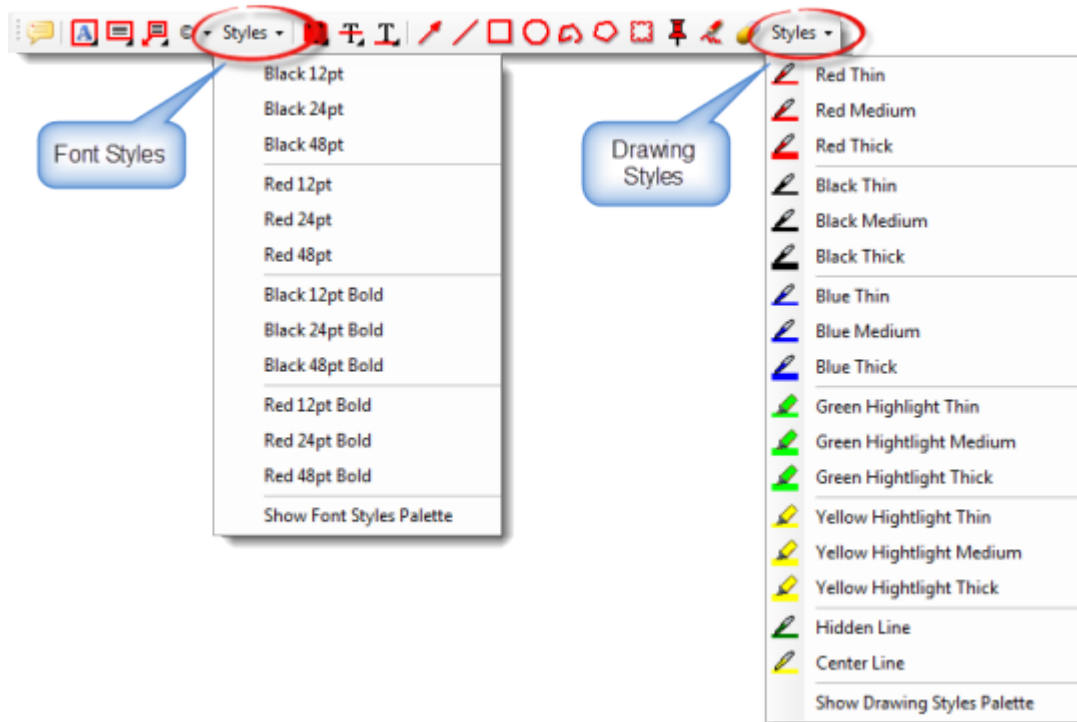
AcroPlot Matrix keeps a library of preset styles for drawing objects and fonts. This allows you to quickly add comments with pre-formatted properties and settings.

For **Drawing Styles**: color, line style, line thickness and the shape at the end of an arrow type line.

For **Font Styles**: font, color, size, bold, italicized, and justification.

Click either the **Font Style** list or the **Drawing Style** list on the Markup toolbar, make a selection and the associated objects will all use the preset properties.

Properties can always be changed using the **Properties** toolbar before or after input.



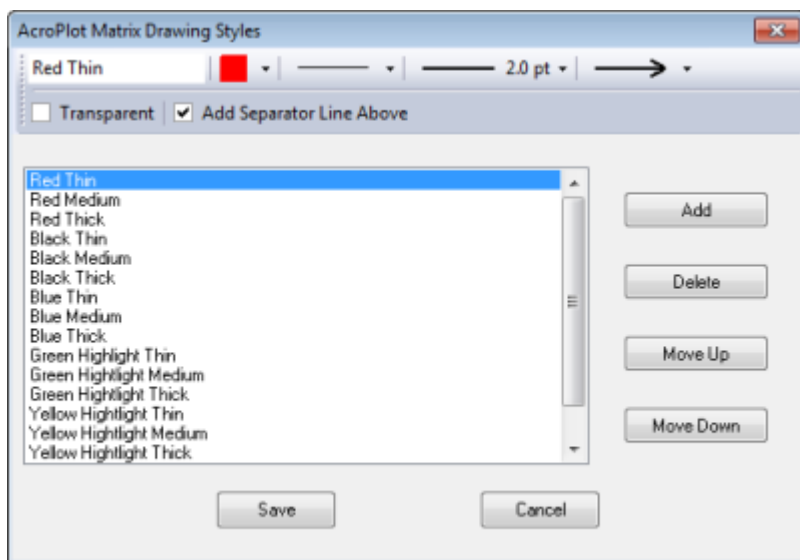


Edit User Drawing Styles

This is where Drawing Styles can be edited or created.

To create a new Drawing Style:

1. Click the **Add** button
2. Type in a descriptive name for the style
3. Set the line color
4. Choose a line type
5. Choose a line thickness
6. Select the shape that occurs at the end of the line
7. Place the style anywhere in the list by using the **Move Up** or **Move Down** buttons
8. Click the Save button



The new Drawing Style can now be selected from the **Drawing Styles** dropdown list.

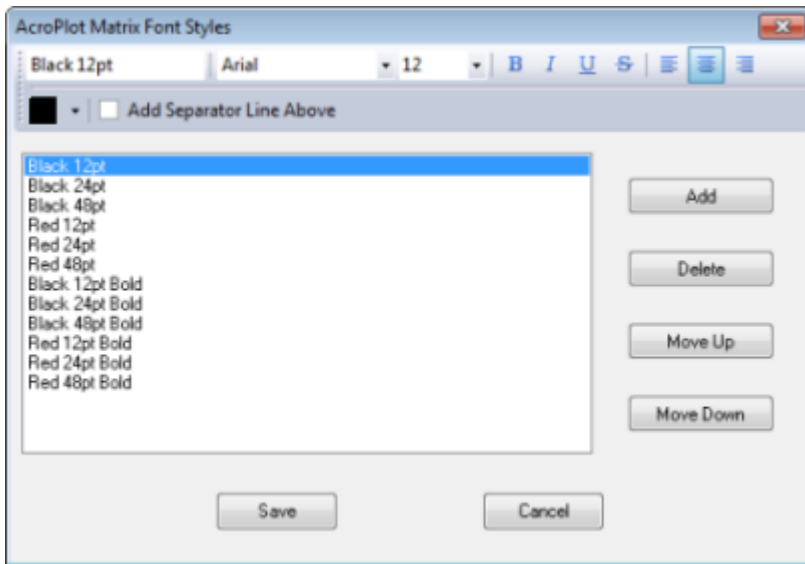


Edit User Font Styles

This is where Font Styles can be edited or created.

To create a new Font Style:

1. Click the **Add** button
2. Type in a descriptive name for the style
3. Select a font
4. Choose a font size
5. Set optional properties for **bold**, *italicized*, underlined, or cross-out
6. Select the default text justification
7. Place the new style anywhere in the list by using the **Move Up** or **Move Down** buttons
8. Click the Save button



The new Font Style can now be selected from the **Font Styles** dropdown list.



Edit Global Drawing Styles

You can make "Global Styles" available to users on a network or multiple users on the same machine.

Global Styles are available for all users on a machine and are always listed first. You would need Admin rights to edit these styles. Typically saved under Settings\Global folder in the Application directory.



Edit Global Font Styles

You can make "Global Styles" available to users on a network or multiple users on the same machine.

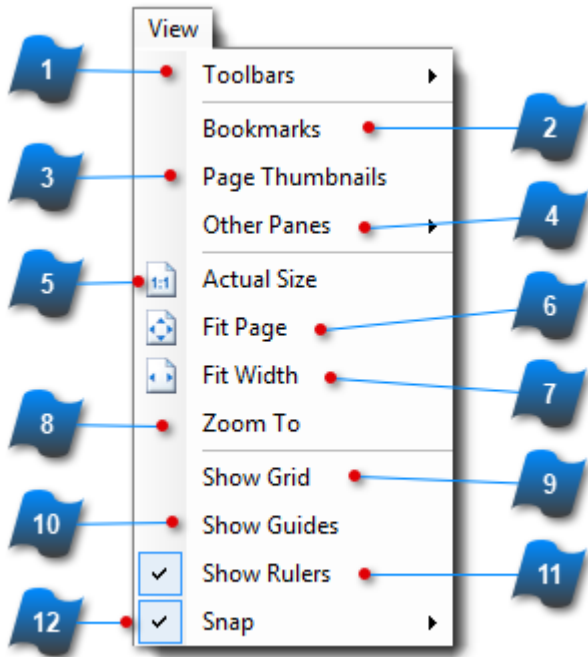
Global Styles are available for all users on a machine and are always listed first. You would need Admin rights to edit these styles. Typically saved under Settings\Global folder in the Application directory.



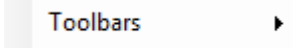
Restore User Styles

Use this function to restore the User Styles to the initial install defaults.

View Menu

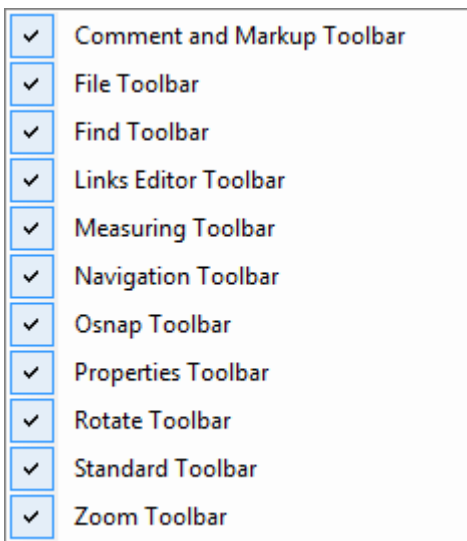


1



Displays the menu to toggle visibility for individual toolbars.

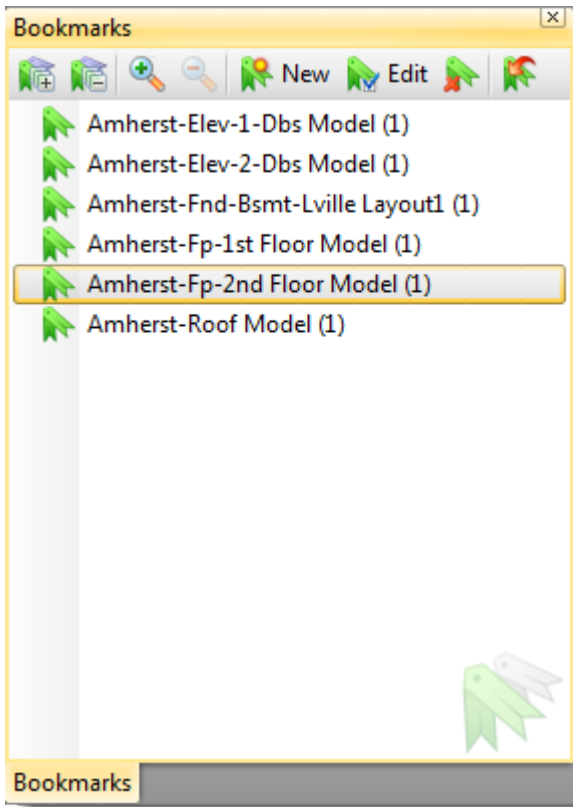
By default all toolbars are visible. To turn off a toolbar from being displayed, uncheck the box next to the toolbar label.



2

Bookmarks

Displays the **Bookmarks** pane.

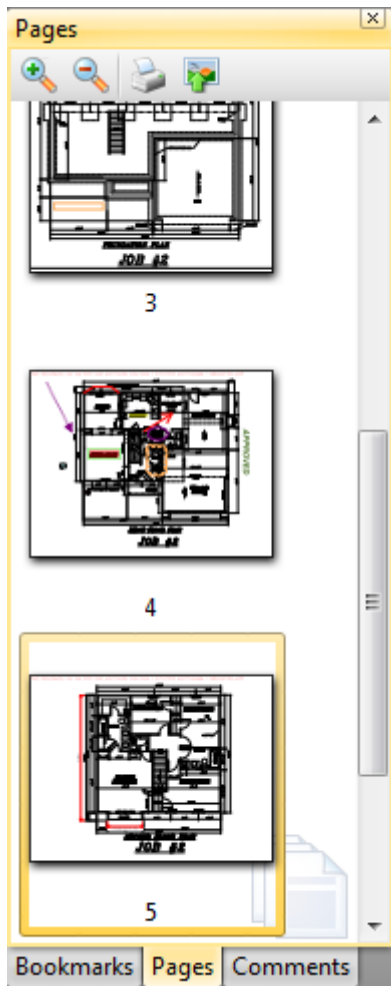


See [Bookmark Pane](#) for additional information.

3

Page Thumbnails

Displays the **Pages** pane.



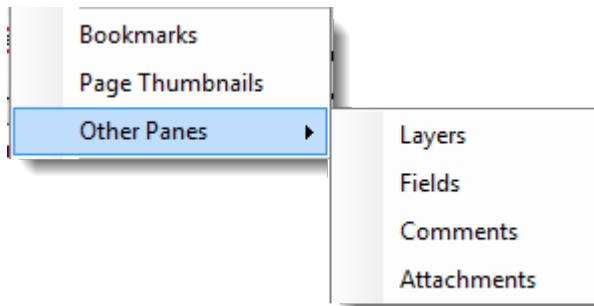
See [Page Thumbnails pane](#) for additional information.



Other Panes ▶

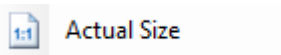
Displays the list of **Panes** that can be visible in the Panes Panel. Click on a selection from this list to make that pane visible.

Note: The **Bookmark** and **Page Thumbnails** panes are listed on the main **View** menu as these are the most commonly used panes.



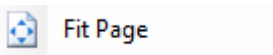
See the [Comments Pane](#) and [Attachments Pane](#) for additional information on those specific topics.

5



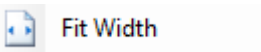
Zooms active page to 100%.

6



Zooms active page to fit entirely in the work area.

7



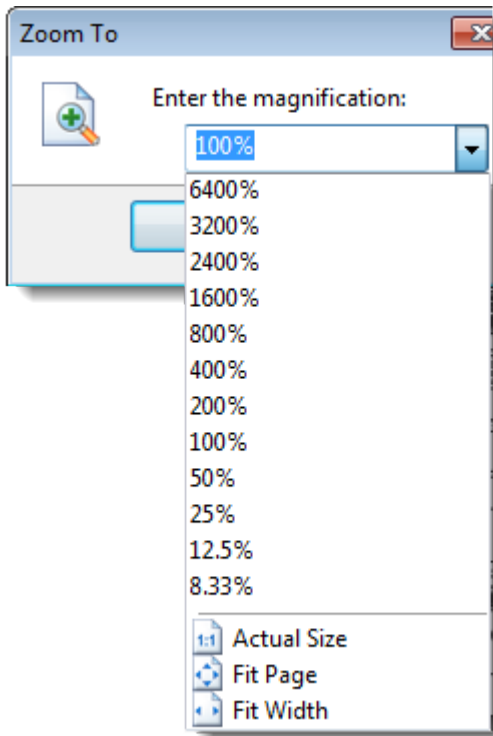
Zooms the active page so that the entire width is visible in the work area.

Vertical scrolling may be required to view the entire page.

Zoom To

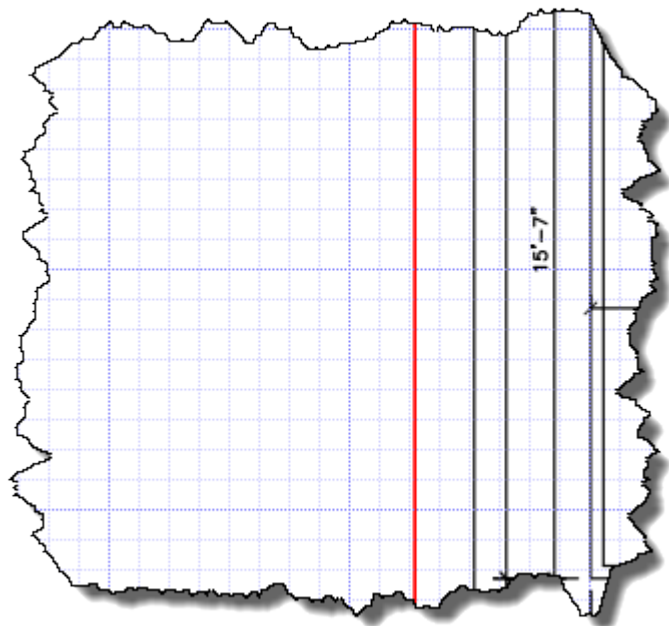
Launches a dialog box to either type in a zoom percentage or select a setting from the dropdown list.

Also includes the **Actual Size**, **Fit Page**, and **Fit Width** commands.



Show Grid

Displays a grid which can be used to snap objects to.



10

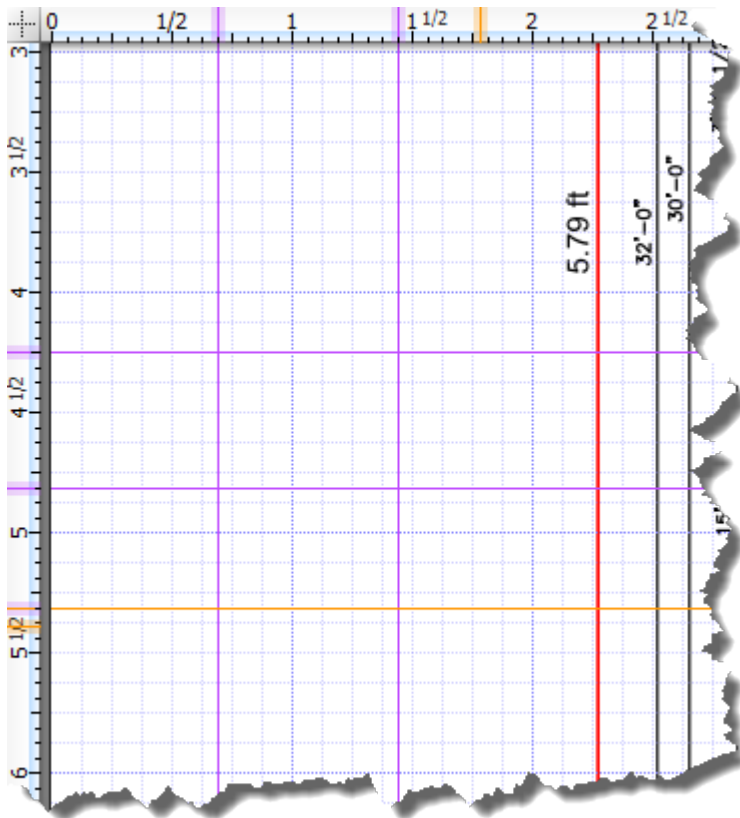
Show Guides

Displays any user input Guide Lines.

Guides are user input lines used to help line up drawing objects or create areas for callouts. Guides can be used to snap objects to.

To create Guide lines click, hold and drag the mouse from inside either the vertical or horizontal rulers to the desired location.

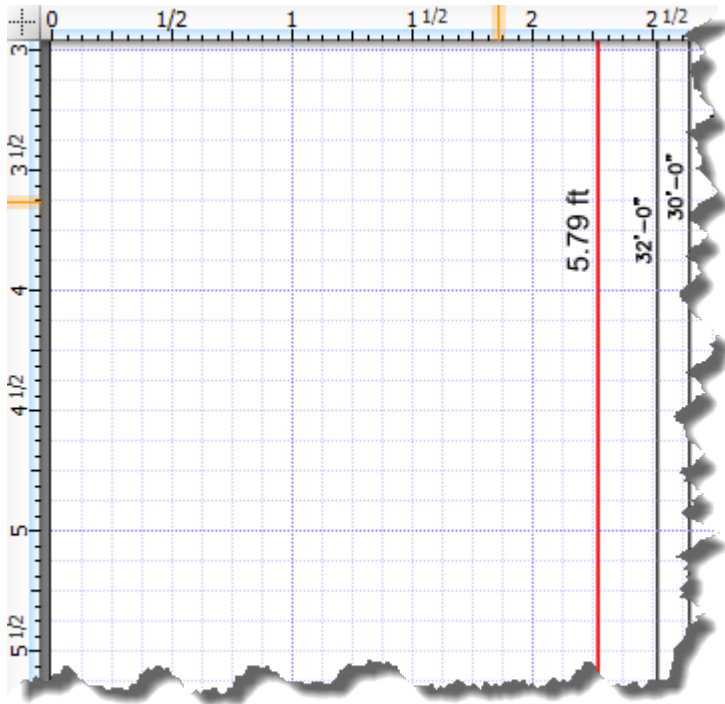
Note: [Rulers](#) must be displayed in order to create Guides.



11

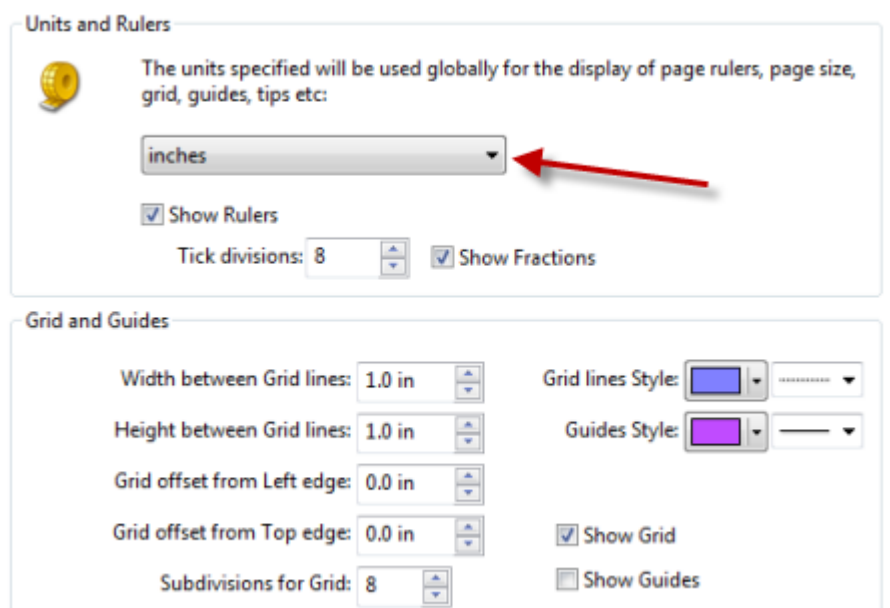
☒ Show Rulers

Displays vertical and horizontal rulers along the left and top edges of the main work area.



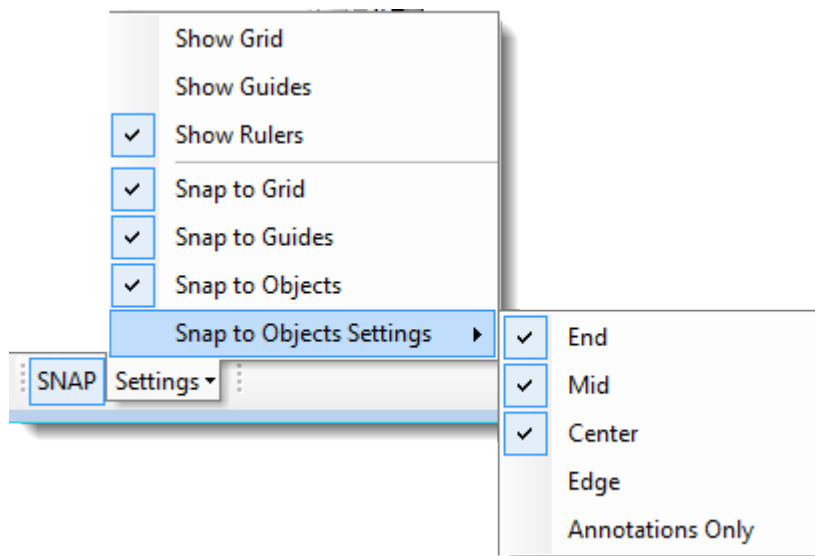
The units are displayed according to the settings in **Edit > Preferences > Measurement**. This is also the location to set [Grid](#) and [Guide](#) settings.

Note: Rulers must be displayed in order to create Guides.



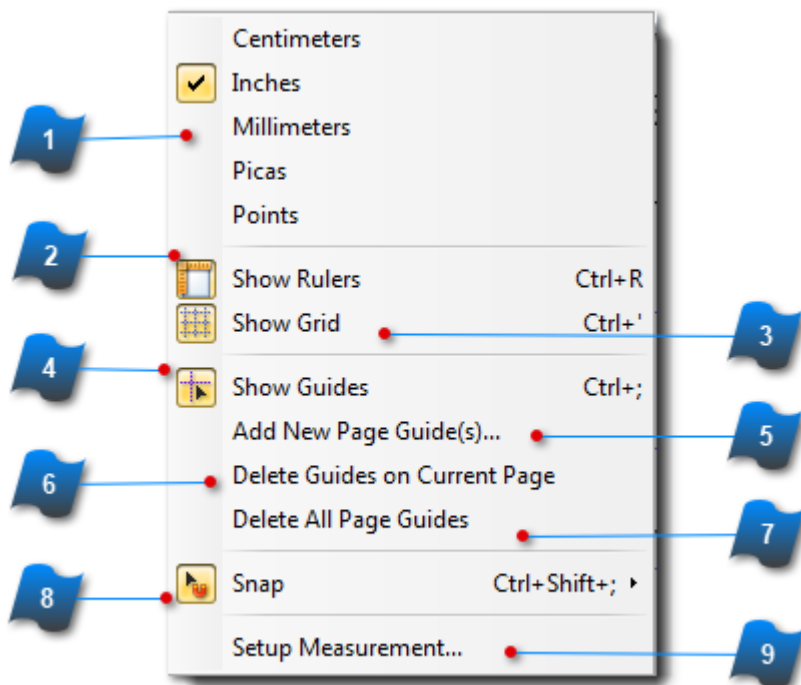
Displays the same menu as the Snap Toolbar when the **Settings** button is clicked.

See [Snap Toolbar](#) for more information.

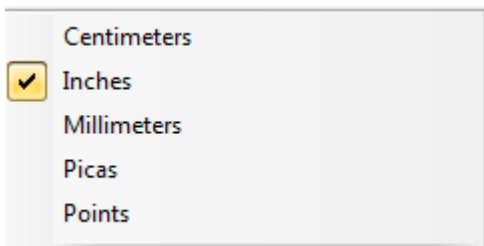


Rulers, Guides and Grids

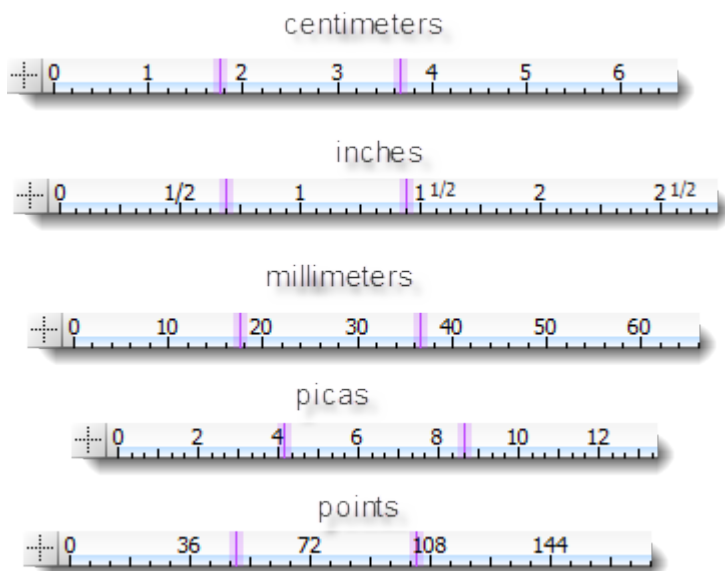
Right-click on either the vertical or horizontal ruler to display this menu which includes most of the settings from the **Edit > Preferences > Measurement** dialog box along with some **Guide** and **Snap** editing commands.



1 Measurement Units

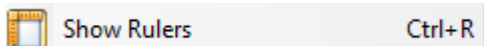


Quickly set or change the measurement units used in the rulers.



2

Show Rulers

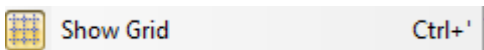


Toggle to either show or hide the rulers that appear at the top and left side of the main work area.

Shortcut Key -- **CTRL+R**

3

Show Grid

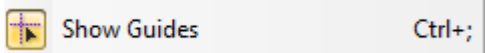


Toggle to either show or hide the gridlines in the main work area.

Shortcut Key -- **CTRL+'**



Show Guides

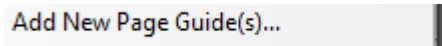


Toggle to show or hide Guidelines within the main work area.

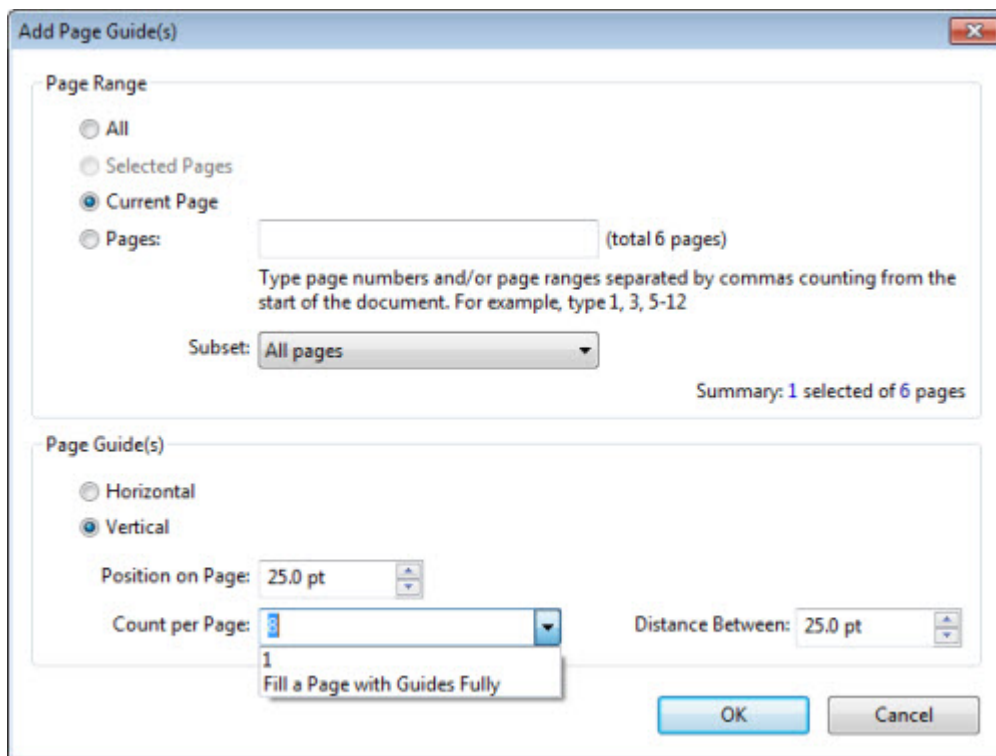
Shortcut Key -- **CTRL+;**



Add New Page Guides



Opens a dialog box to add multiple guides along an array or add multiple guides to multiple pages at once.





Delete Guides on Current Page

Delete Guides on Current Page

Deletes all guidelines on the current page.



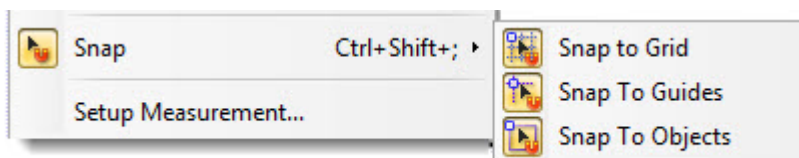
Delete All Page Guides

Delete All Page Guides

Deletes all guidelines from all pages.



Snap



Click this command to toggle the ability to snap to objects ON and OFF. Hover over Snap to access the toggles for the different snap objects.

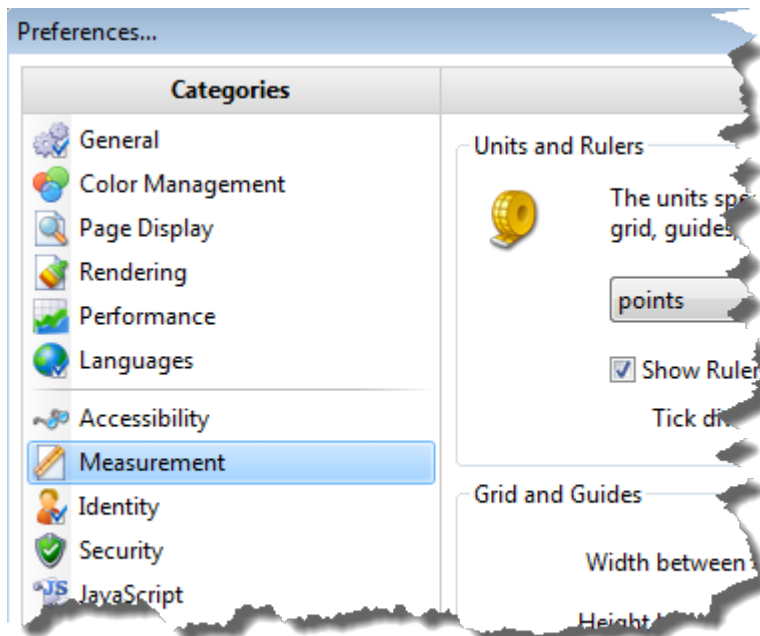
Shortcut Key -- **CTRL+SHIFT+;**



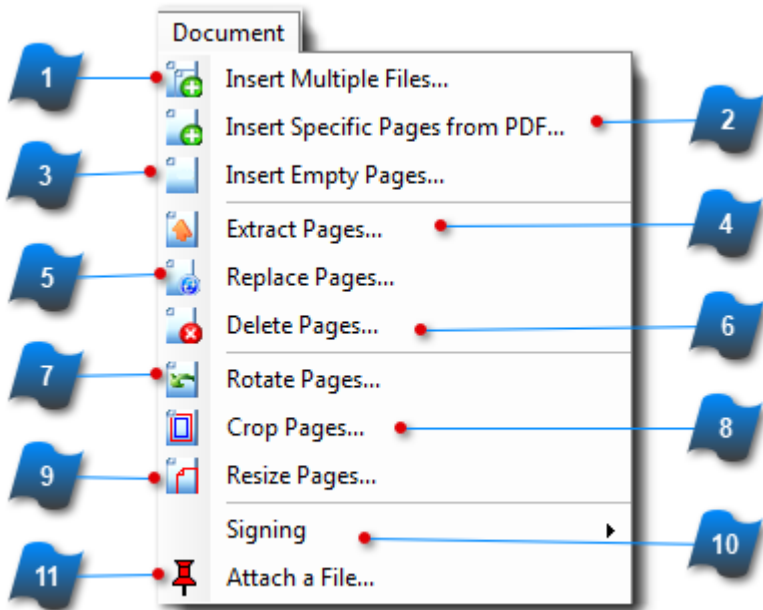
Setup Measurement

Setup Measurement...


Launches the **Preference** dialog box with the **Measurement** panel active.



Document Menu

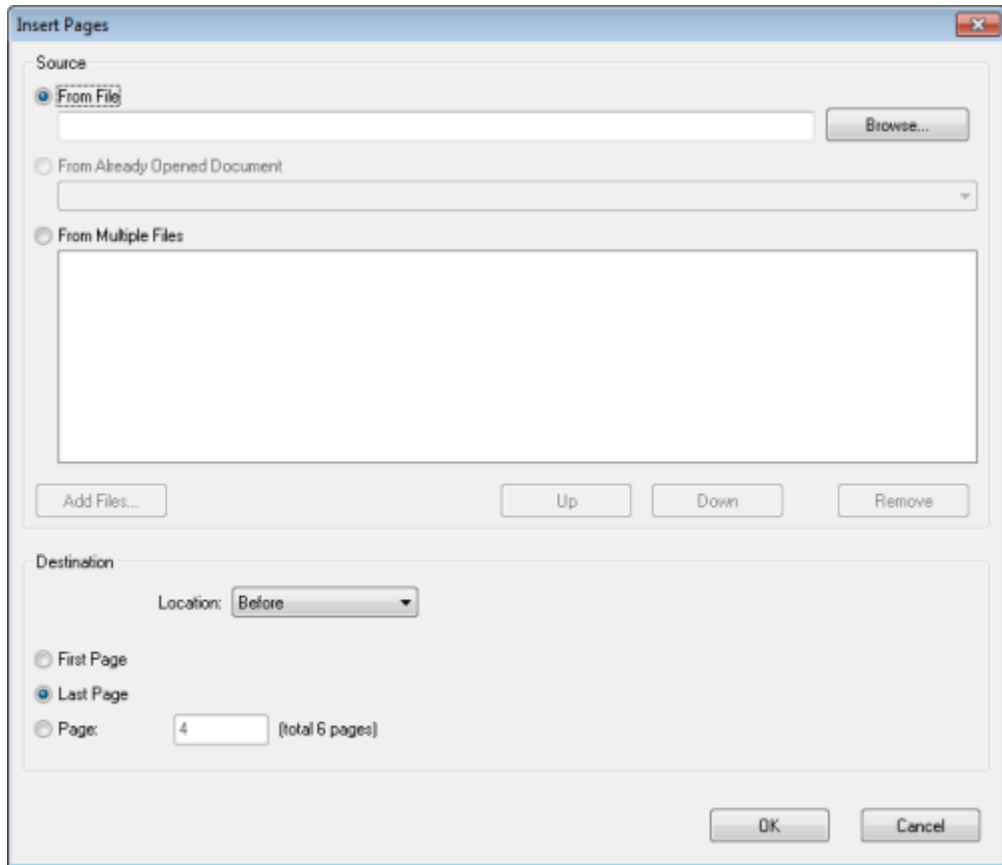


1

 Insert Multiple Files...

Launches the dialog box to insert pages into the current document from other files.

- Pages can be inserted from a single file or from several files at once.
- All pages in the selected files will be added to the current document.
- Select where in the current document to insert the pages.
- If you want to insert only certain pages use the [Insert Specific Pages from PDF](#) command.

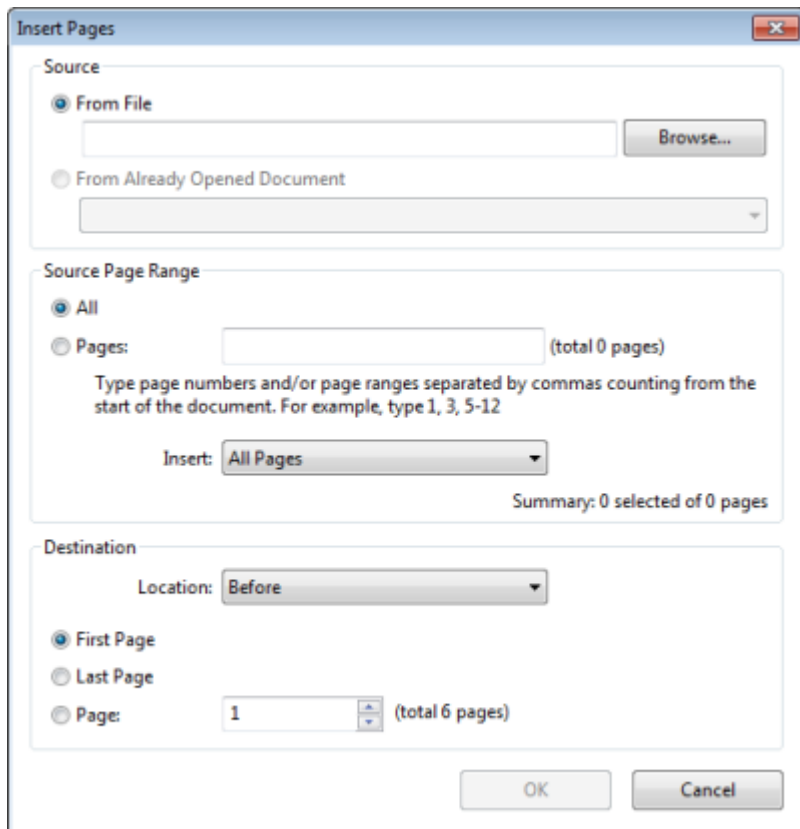


2

Insert Specific Pages from PDF...

Launches the dialog box to insert selected pages from one document into the current document.

- Browse for the file that contains the desired pages.
- Pages can be inserted from another document already open. Select the document from the dropdown list.
- Select the pages to be inserted. Type in a page range or individual page numbers. From the dropdown list select to insert all of pages, just the odd pages or just the even pages.
- Select where in the current document to insert the pages.



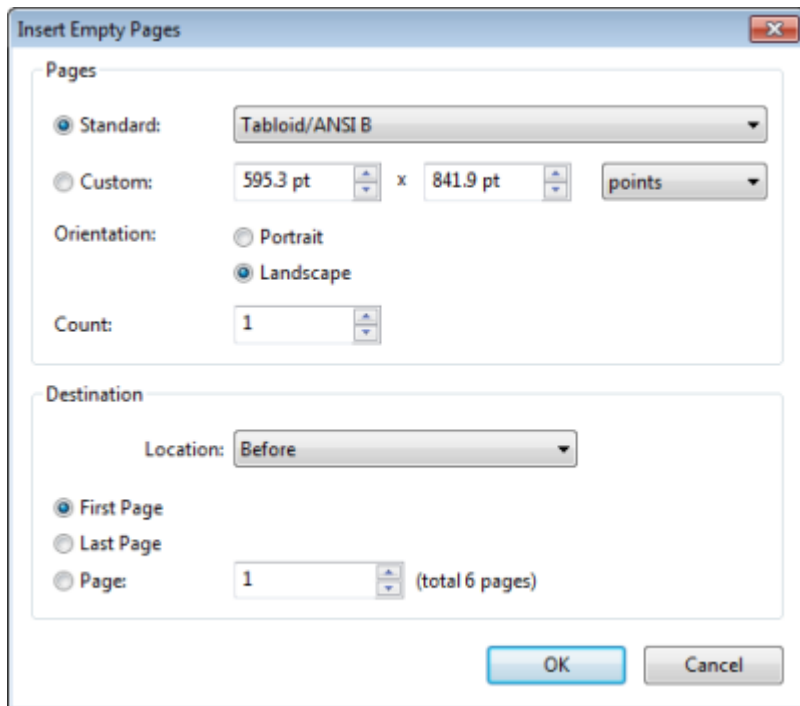
3



Insert Empty Pages...

Launches a dialog box to insert blank, empty pages. These pages can be used to insert attachments, notes, markups or signatures along with other actions as well.

- Select the size of the page to insert from the dropdown list or create a custom size.
- Choose either portrait or landscape orientation.
- Select how many pages to insert.
- Select where in the current document to insert the pages.



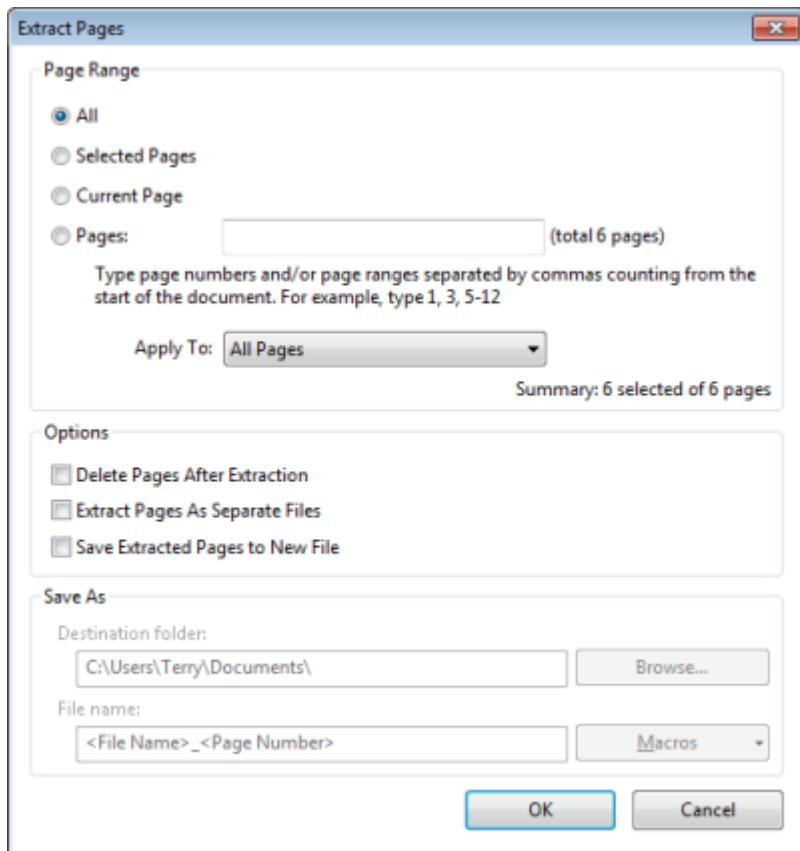
4



Extract Pages...

Launches the dialog box to extract pages from the active document.

- Select which pages to extract.
- Choose what to do with the extracted pages - Delete them, save each page to a separate file, or save all the extracted pages into one new file.
- Extracted pages can be deleted from the active document and saved into one of the new formats at the same time.
- If new files are being created, then select the new file location and naming method.



5

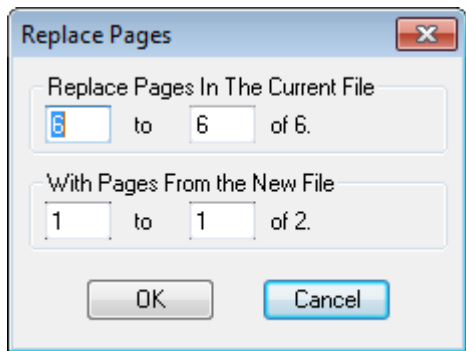


Replace Pages...

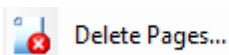
This function saves time by [extracting](#) (deleting) pages and [inserting](#) pages at the same time.

Launches the Windows Explorer file browser for selecting the file that contains the replacement pages.

- With the new file selected the Replace Pages dialog box prompts for the page(s) that will be replaced and the page(s) in the new file to replace it with.
- You may replace a range of pages with the same amount of pages from the new file.



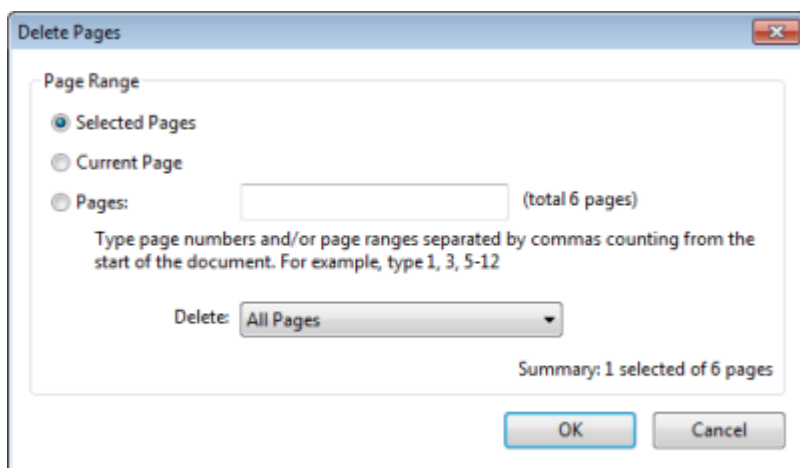
6



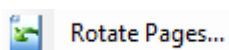
Launches the dialog box to help Delete multiple pages at once.

To Delete a single page, select the page from the **Pages** pane or the **Bookmark** pane and press the Delete key, or choose **Delete** from the **Edit** menu, or select **Current Page** from this Delete Pages dialog box.

To Delete multiple pages at once, enter the page range or select from the dropdown list.

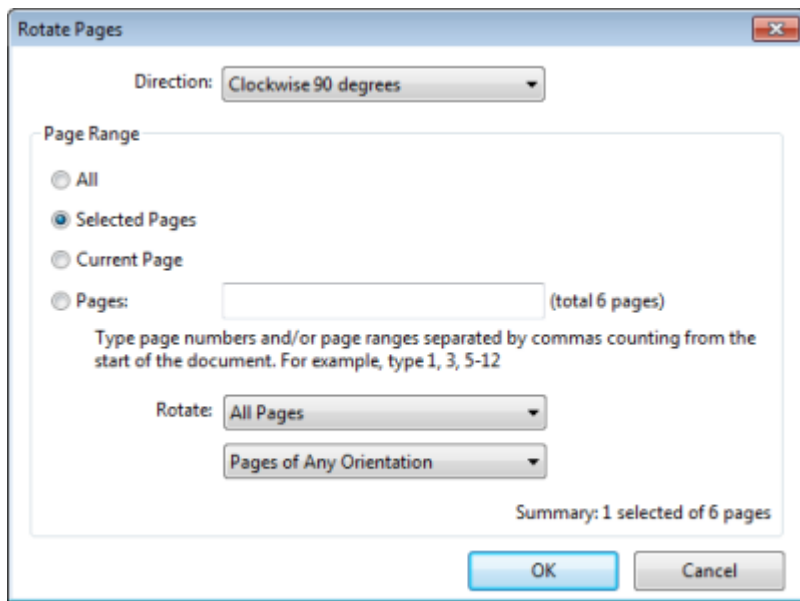


7



Launches the dialog box for Rotating Pages. Pages saved using this function will be saved with the new rotation.

- Select the Direction of rotation from the dropdown list.
- Choose the page range to rotate.
- Pages can easily be rotated based on their existing orientation.



8

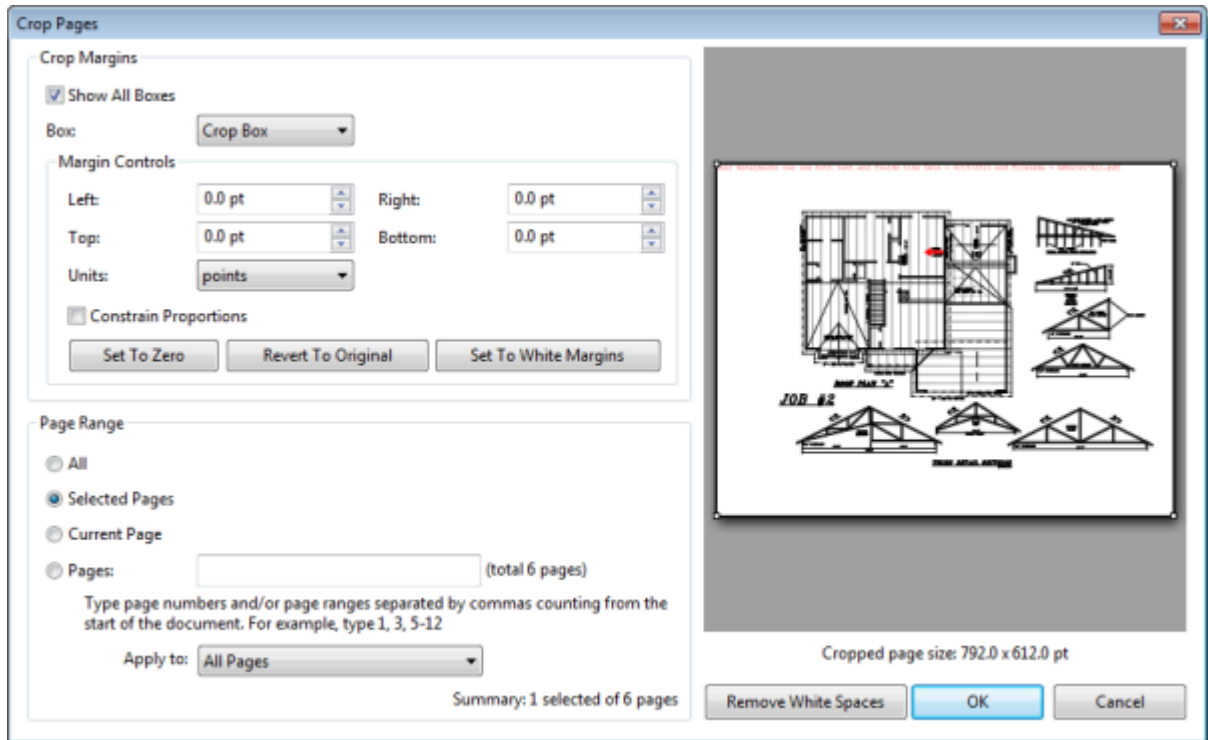


Crop Pages...

Launches the dialog box for cropping pages.

Use the Crop Box to visually select an area of the page to clip to.

Move the handles in the work area to the desired region to be displayed.



About Box Types:

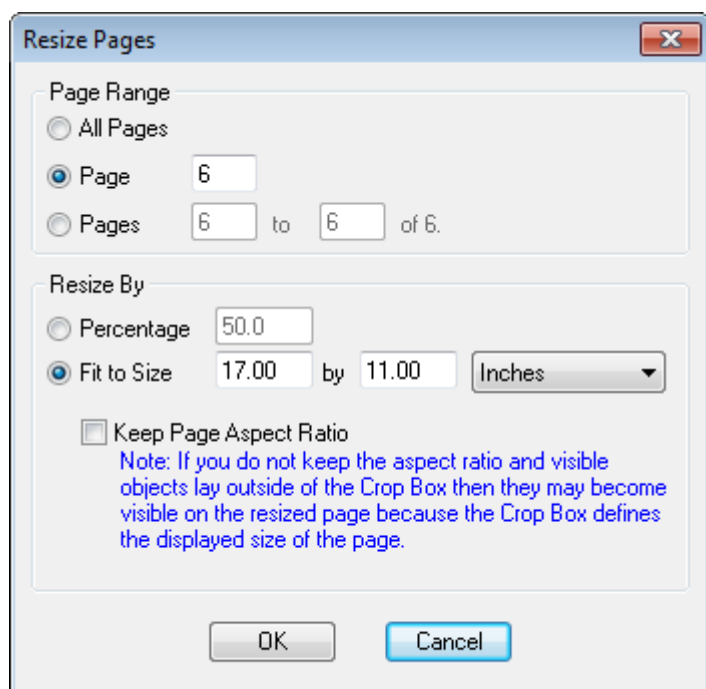
A PDF describes the content and appearance of one or more pages. There can be up to 5 different descriptions in a PDF that relate to its page size. These are called the page boxes:

- The **Crop Box** defines the region to which the page contents are to be clipped.
- The **Bleed Box** determines the region to which the page contents needs to be clipped when output in a production environment.
- The **Trim Box** defines the intended dimensions of the finished page.
- The **Art Box** can define a region within a page that is of special interest.
- The **Media Box** (not used here) is used to specify the width and height of the page. (Actual Page Size)



Launches the Resize Pages dialog box.

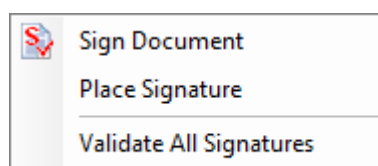
- Individual pages or a range of pages can be resized.
- Resize by a percentage amount or type in exact dimensions.
- Option to Keep Page Aspect Ratio. (see Note below the check box)
- The drawing will be scaled according to the new page size.



10



Displays the sub-menu for Signing the active document.

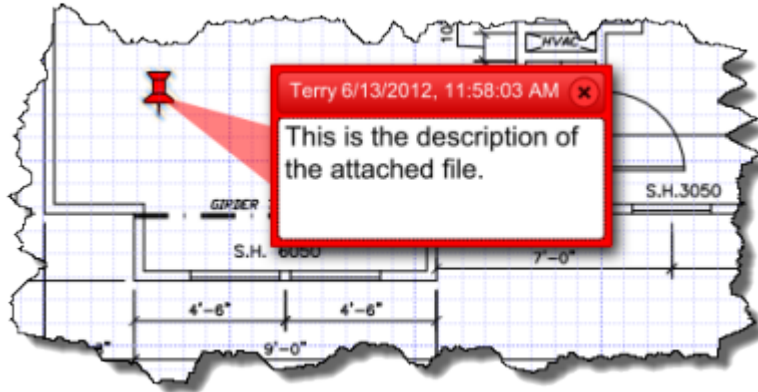




Attach a File...

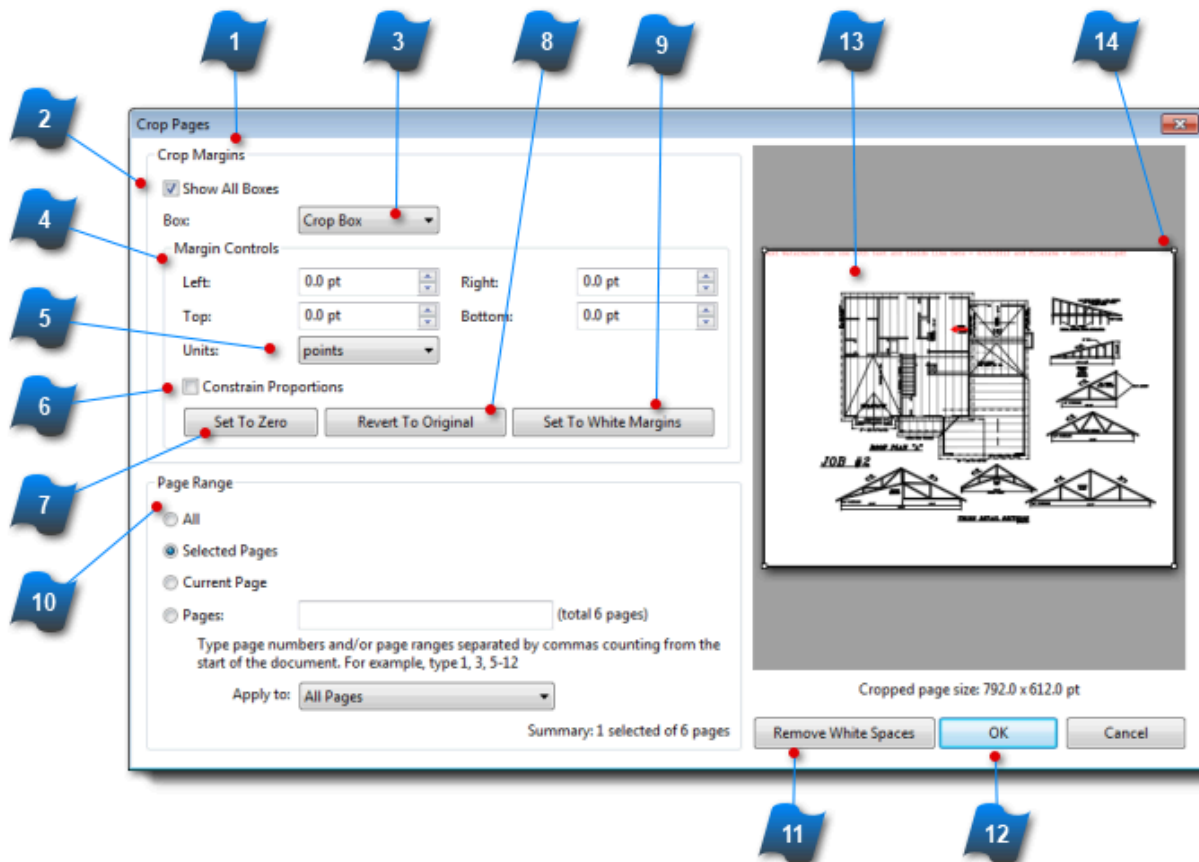
Starts the process of attaching a file to the page.

See [How Do I Attach a File to a Page](#) for details.

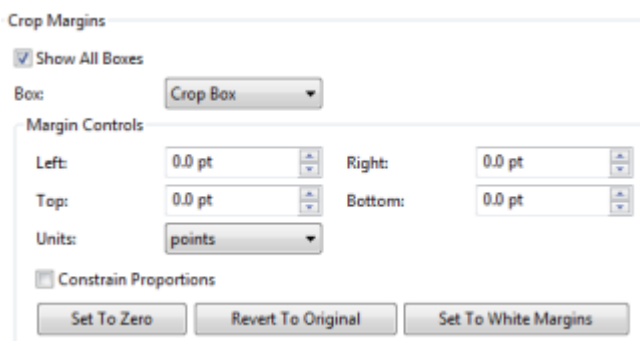


Crop Pages

Sometimes you may want to show only a certain region of the page or modify it to a standard size. Use the **Crop Pages** feature to accomplish this.



1 Crop Margins



This is the area to set the regions and margins of the area to crop.



Show Boxes



A check mark here will display all of the boxes (see Box Type) in the main work area. If not checked the main work area will only display the currently selected Box Type.

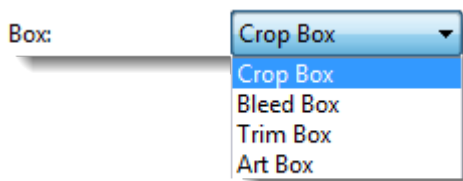


Box Type



AcroPlot Matrix can define four different Box Types in regard to a PDF.

The **Crop Box** is the default and is most commonly used.



About Box Types:

A PDF describes the content and appearance of one or more pages. The exact size of that page is not as straightforward as you might think. There can be up to 5 different descriptions in a PDF that relate to its size. These are called the page boxes:

- The **Crop Box** defines the region to which the page contents are to be clipped.
- The **Bleed Box** determines the region to which the page contents needs to be clipped when output in a production environment.
- The **Trim Box** defines the intended dimensions of the finished page.
- The **Art Box** can define a region within a page that is of special interest.
- The **Media Box** (not used here) is used to specify the width and height of the page. (Actual Page Size)



Margin Controls

Margin Controls

Left:	<input type="text" value="0.0 pt"/>	Right:	<input type="text" value="0.0 pt"/>
Top:	<input type="text" value="0.0 pt"/>	Bottom:	<input type="text" value="0.0 pt"/>
Units:	<input type="text" value="points"/>		

Manually set the exact required margins from the edges. Dragging the [handles](#) in the work area will display the new margins here.



Margin Units

Units:

Set the margin units in any of the displayed choices.

Units:

- points
- centimeters
- inches
- millimeters
- picas
- points



Constrain Proportions

☐ Constrain Proportions

Checking this box forces all fields to match the setting for the one being edited.

Note: This rule only applies to entering data into the margin control boxes. Dragging the box in the work area does not follow this rule.

Margin Controls

Left:	46.1 pt	Right:	46.1 pt
Top:	46.1 pt	Bottom:	46.1 pt
Units:	points		

☒ Constrain Proportions

7

Set To Zero

Set To Zero

Resets all margin controls to zero. This also works as an Undo function after the page has been cropped and you wish to reset the margins back to show the full page.

8

Reset To Original

Revert To Original

This function reverts to the original margins when the **Crop Pages** dialog box was opened for this cropping session.

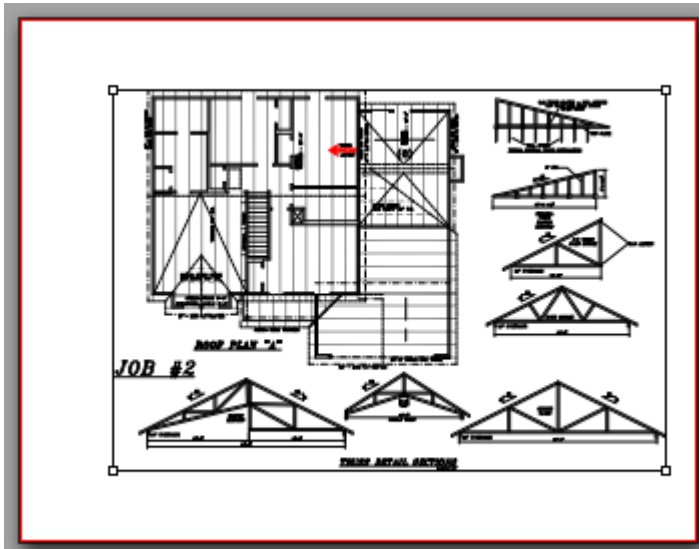
Example: Say this page has already been cropped but it's still not quite right. You can open the **Crop Page** feature again and move the crop box around to adjust the region. If you want to start back with the crop box you started with click the **Revert to Original** button. If you want to completely undo the whole crop and view the whole page click the **Set to Zero** button.

9

Set To White Margins

Set To White Margins

Automatically sets all four margins in to eliminate as much white or blank space as possible around the edged.



10 Page Range

Page Range

☐ All
☒ Selected Pages
☐ Current Page
☐ Pages: (total 6 pages)

Type page numbers and/or page ranges separated by commas counting from the start of the document. For example, type 1, 3, 5-12

Apply to:

Summary: 1 selected of 6 pages

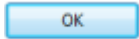
Set the page(s) to be cropped. Multiple pages may be cropped to the same margins at the same time.

11 Remove White Spaces

Remove White Spaces

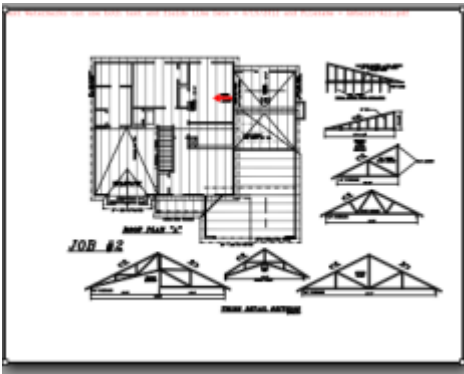
This function automatically invokes the **Set to White Margins** feature and closes the dialog box.

12 OK Button



Click to complete cropping.

13 Work Area



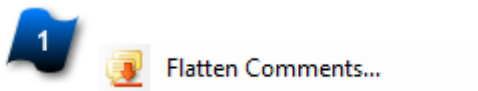
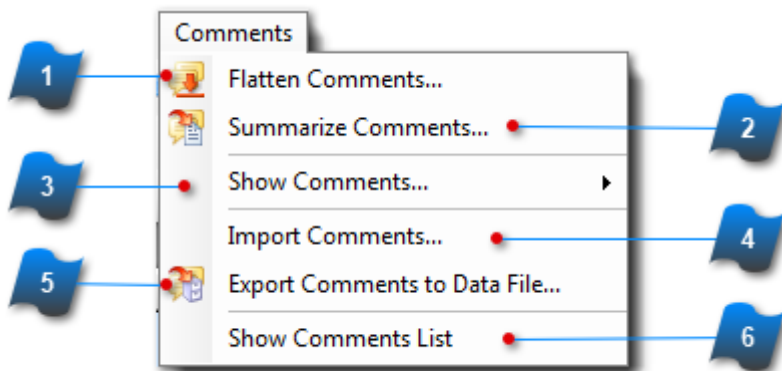
Preview and work area. Drag the [handles](#) (little white grips at corners) to define boxes.

14 Handles



The little white grips in the corners are the drag handles. Grab these with the mouse and drag corners or lines to the desired locations.

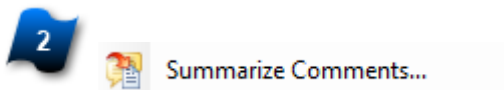
Comments Menu



Flattening the comments removes all properties from the comments and make them part of the PDF page.

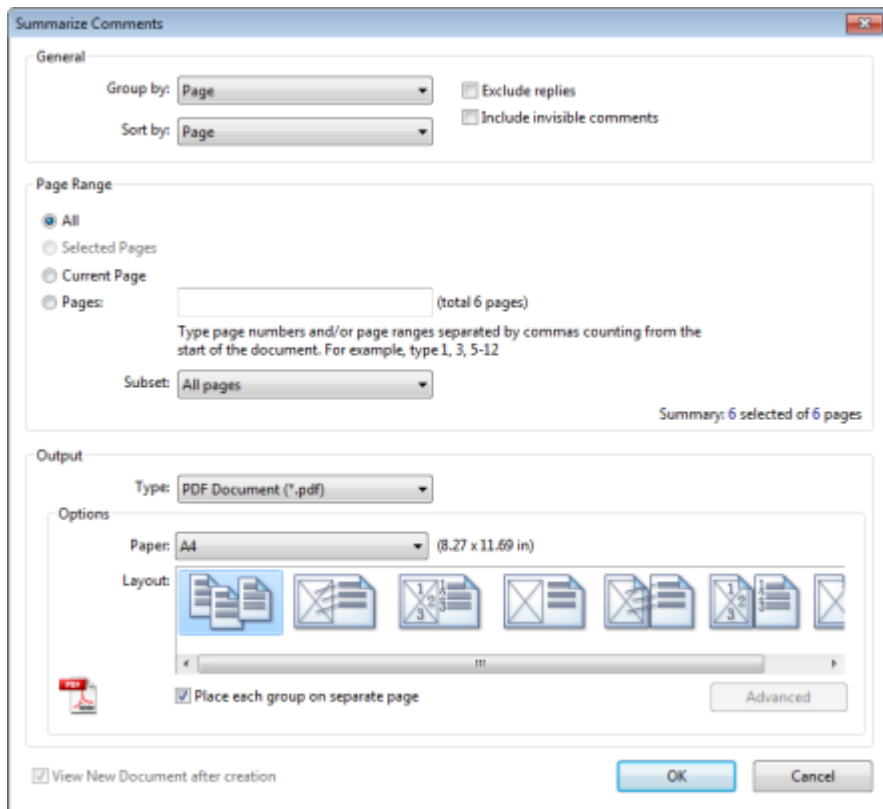
This is useful to prevent other Users from editing or modifying any comments or annotations when viewing the PDF.

NOTE: **Flatten Comments** function does not prepare the PDF for faster printing/plotting in that it is not a pre-press transparency utility for print production. Please see [AcroPlot Repro](#) software for PDF processing and production plotting.



Launches a dialog box to Create a PDF output report of all the comments for the PDF document.

Output format file types are PDF, RTF, TXT, and HTML.



3

Show Comments...

Displays the [Show Comments](#) ... sub-menu.

4

Import Comments...

Comments can be imported from a different PDF file.

PDF Form data can also be imported via a FDF or XFDF file.

5



Export Comments to Data File...

Comments can be exported or saved to a FDF or XFDF file.

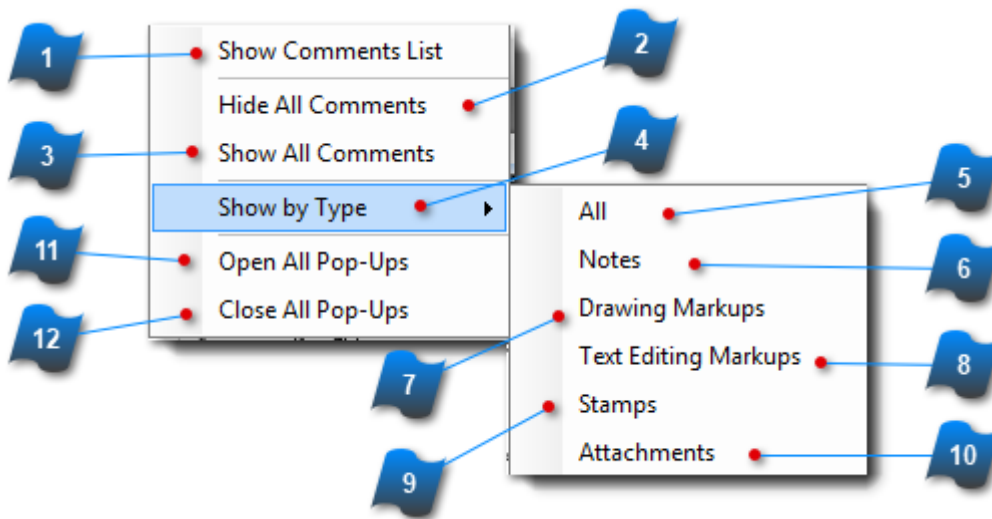


Show Comments List

Opens a list view of all the comments contained in the PDF document.

This can also be invoked by going to **VIEW > OTHER PANES > COMMENTS**

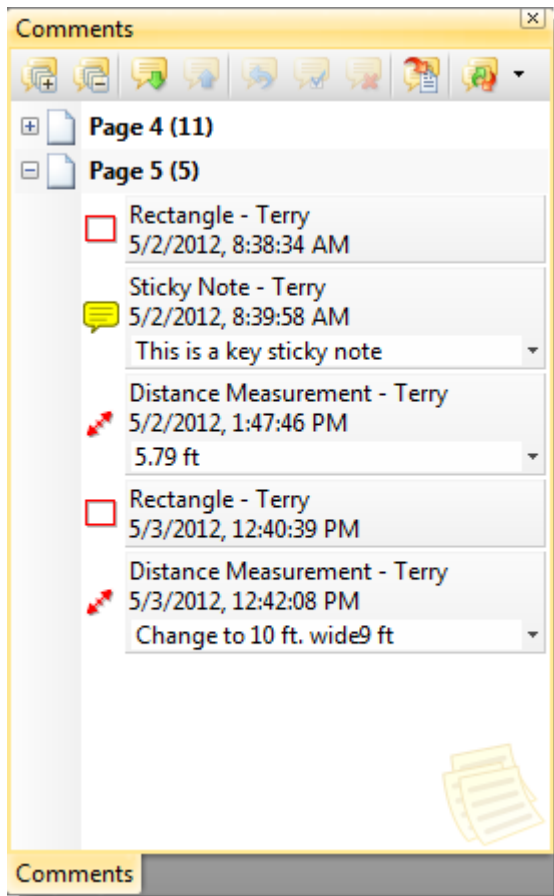
Show Comments



Show Comments List

Opens a list view of all the comments contained in the PDF document.

This can also be invoked by going to **VIEW > OTHER PANES > COMMENTS**



Hide All Comments

This will hide all the comments / markups from being displayed in the current PDF document.

However, comments / markups will still be printed. To prevent comments / markups from being printed, be sure to set the "Print Options" when printing from "Document and Markups" to "Document."

Shortcut: **CTRL + SHFT + 8**



Show All Comments

This will enable the display of any comments / markups that exist in the PDF document.

Shortcut: **CTRL + 8**

4

Show by Type ▶

Expands to the sub-menu for filtering the type of comments / markups to display.

All

Notes

Drawing Markups

Text Editing Markups

Stamps

Attachments

5

All

Sets document to display all comments and markups.

6

Notes

Sets document to display only "Notes" type comments and markups.

7

Drawing Markups

Sets document to display only "Drawing Markups" type comments and markups.

8

Text Editing Markups

Sets document to display only "Text Editing" type comments and markups.

9

Stamps

Sets document to display only "Stamps" type comments and markups.

10

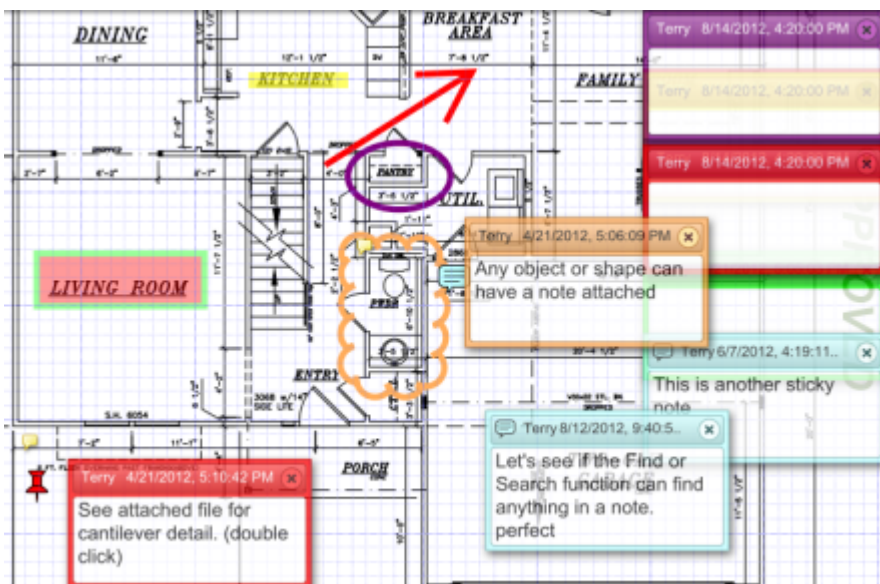
Attachments

Sets document to display only "Attachments" type comments and markups.

11

Open All Pop-Ups

Displays the content of all "Pop-up" comments within the document.

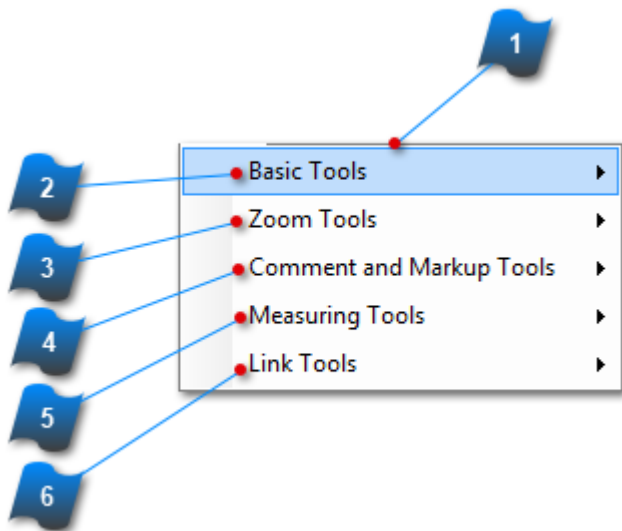




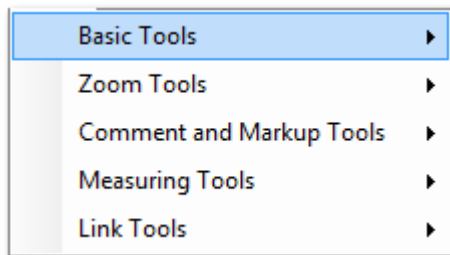
Close All Pop-Ups

Resets all "Pop-up" comments to normal status.

Tools Menu

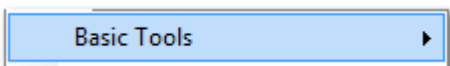


1 Tools Menu

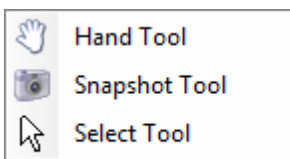


Selecting the tools menu provides access to the various subsets of functions for navigation, zooming, commenting, measuring, and adding links to documents.

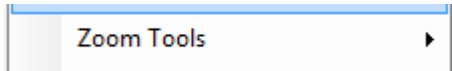
2



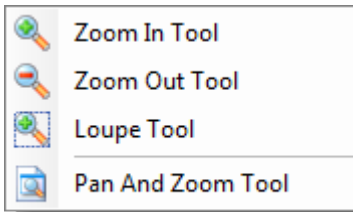
See the [Basic Tools](#) section for the Hand Tool, Snapshot Tool, and the Selection Tool.



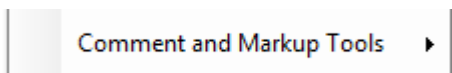
3



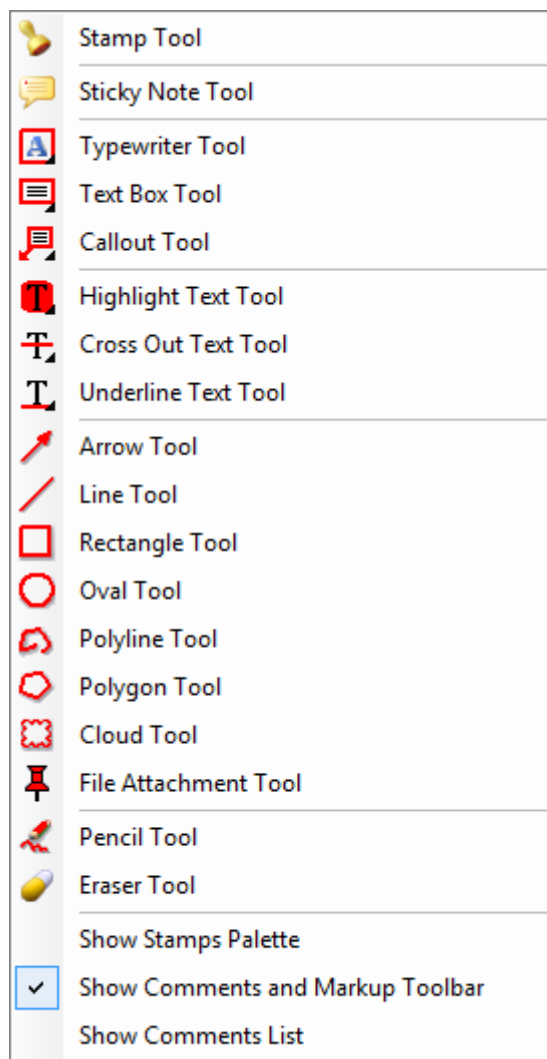
See the [Zoom Tools](#) section for the Zoom In, Zoom Out, and Loupe Tools.



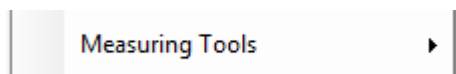
4



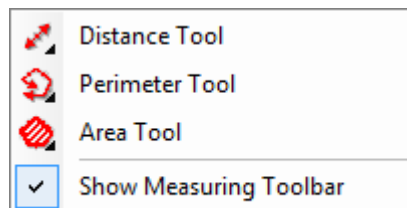
See the [Comment & Markup Tools](#) section for the Stamps submenu, Sticky Note Tool, Notation Tools, Text Highlighting Tools, Drawing and Markup Tools, Show Stamps Palette, Show Comment and Markup Toolbar, and Show Comments List.



5

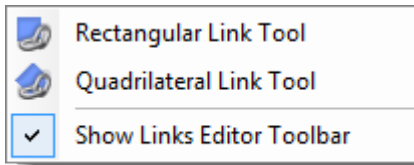


See the [Measuring Tools](#) section for the Distance, Perimeter, and Area Tools.

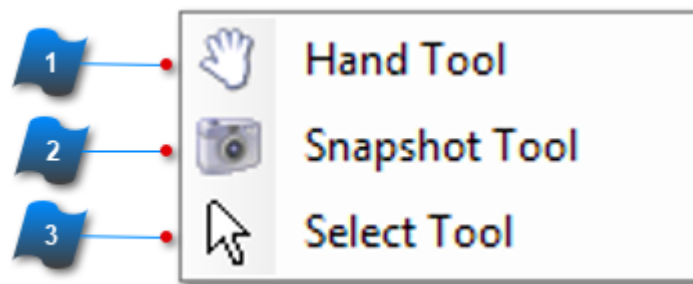




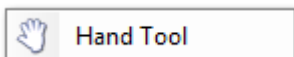
See the [Link Tools](#) section for creating links within PDF documents.



Basic Tools

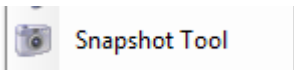


1



Selecting the "Hand Tools" changes the screen cursor to a "Hand" icon which enables the user to use the left mouse button to drag the display in any direction. This action is very similar to sliding a piece of paper around on a table or desktop.

2

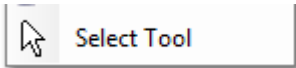


Selecting the "Snapshot Tool" will change the screen cursor to the "Camera" icon which enables the user to copy the current document display to the virtual clipboard for pasting a bitmap into the same or another application.

- Left mouse click will select and copy the entire page thereby activating the selection area with control grips.
- Each time the selection area is resized or moved a new display copy is captured to the virtual clipboard.

The default bitmap resolution is 72 DPI. To modify the resolution for "Snapshot Images" go to:

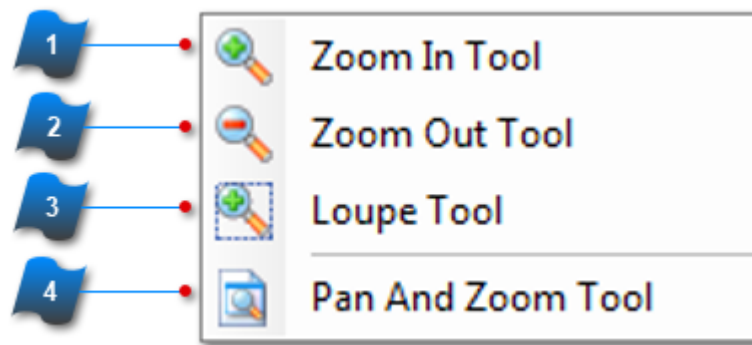
EDIT > PREFERENCES > SNAPSHOT TOOL



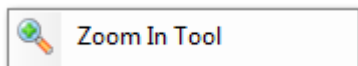
Selecting the "Select Tool" will change the screen cursor from an arrow to a vertical text cursor when it is hovered over text that is selectable. Using the left mouse button, you can select text to copy to the virtual clipboard or use one of the Comment & Markup commands to add a highlight or underline markup.

Please note that not all text rendered to PDF is selectable and this will be indicated by the cursor not changing from an arrow when hovering over the text. If a PDF was created with "Text as Graphics" enabled, then the text with the PDF file is not selectable for copying or highlighting.

Zoom Tools

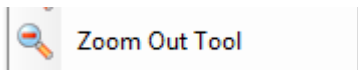


1



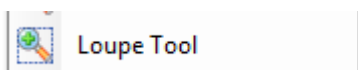
Increases the magnification of the display with each left mouse click.

2

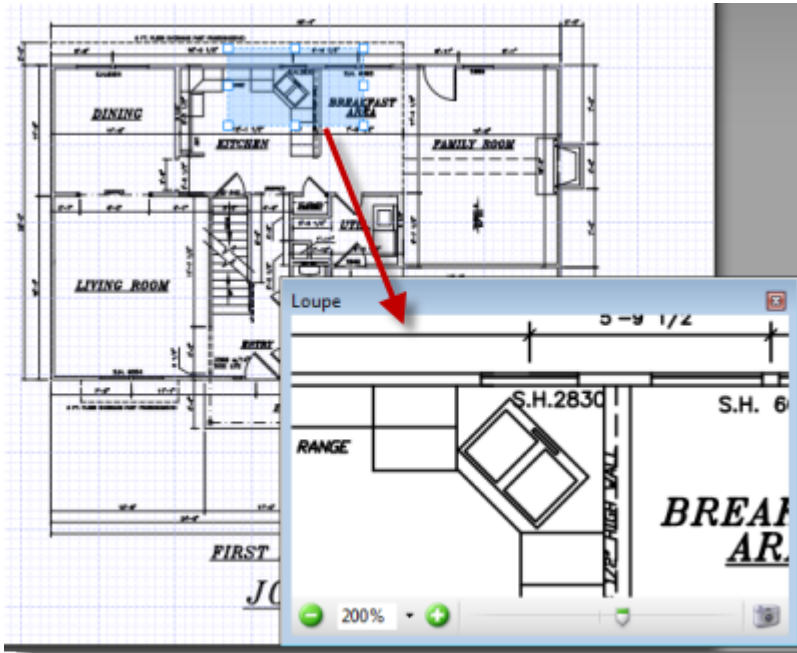


Decreases the magnification of the display with each left mouse click.

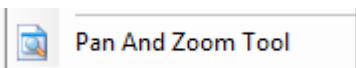
3



Invokes an active zoom window that is linked to a zoom region. The zoom region can be moved and resized to change what is being displayed in the zoom window.

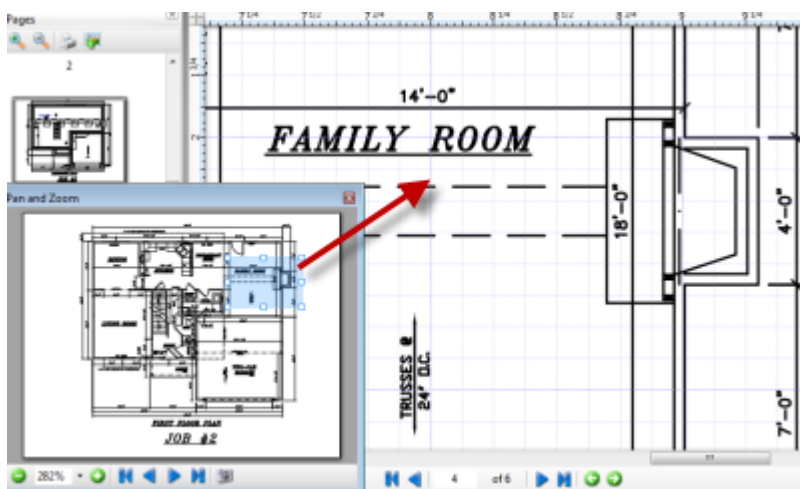


4

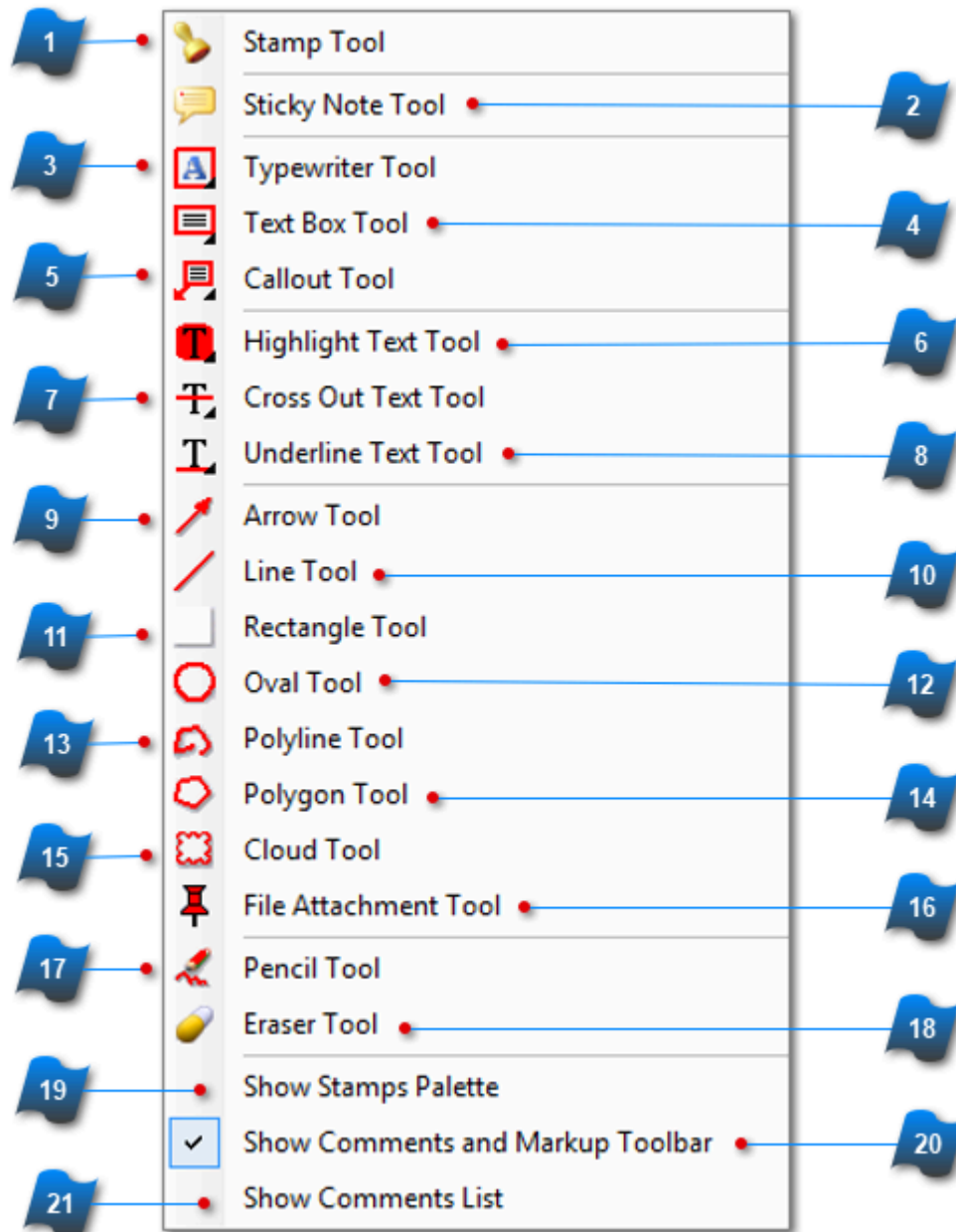


Invokes an active zoom window that contains a control region that can be moved and resized. When moving the control region the display is updated.

Pan and Zoom Tool also contains controls to navigate to different pages and in a multi-paged document, preset zoom levels, and the Snapshot Tool.



Comment and Markup Tools

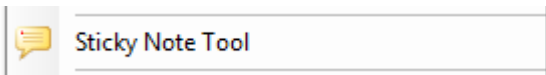


1



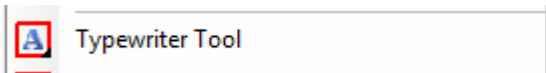
See [Stamp Tool](#) in the Comment and Markup Toolbar section for additional information.

2



See [Sticky Note Tool](#) in the Comment and Markup Toolbar section for additional information.

3



See [Typewriter Tool](#) in the Comment and Markup Toolbar section for additional information.

4



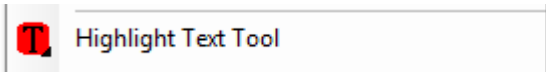
See [Text Box Tool](#) in the Comment and Markup Toolbar section for additional information.

5



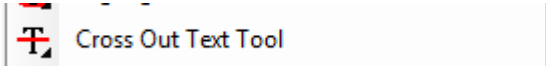
See [Text Callout Tool](#) in the Comment and Markup Toolbar section for additional information.

6



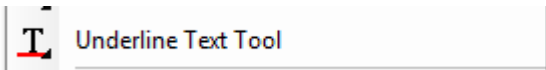
See [Highlight Text Tool](#) in the Comment and Markup Toolbar section for additional information.

7



See [Cross Out Text Tool](#) in the Comment and Markup Toolbar section for additional information.

8



See [Underline Text Tool](#) in the Comment and Markup Toolbar section for additional information.

9



See [Arrow Tool](#) in the Shapes Toolbar section for additional information.

10



See [Line Tool](#) in the Shapes Toolbar section for additional information

11



See [Rectangle Tool](#) in the Shapes Toolbar section for additional information

12



See [Circle/Ellipse Tool](#) in the Shapes Toolbar section for additional information

13



See [Polyline Tool](#) in the Shapes Toolbar section for additional information

14



See [Polygon Tool](#) in the Shapes Toolbar section for additional information

15



See [Cloud Tool](#) in the Shapes Toolbar section for additional information

16



See [File Attachment Tool](#) in the Shapes Toolbar section for additional information

17



See [Pencil and Eraser Tool](#) in the Markup and Comments Toolbar section for additional information

18



See [Pencil and Eraser Tool](#) in the Markup and Comments Toolbar section for additional information

19

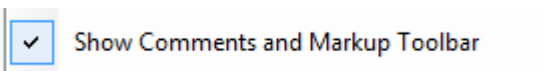


This command displays the Stamps Palette for organizing stamps. Same as clicking the Stamps dropdown and selecting Show Stamps Palette at the bottom of that window.

See [Working With Stamps](#) for additional information.

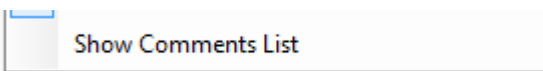


20



Toggles the display of the [Comments and Markup toolbar](#). The default is checked (visible).

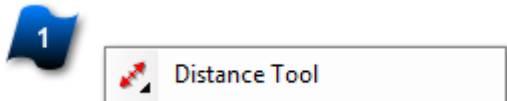
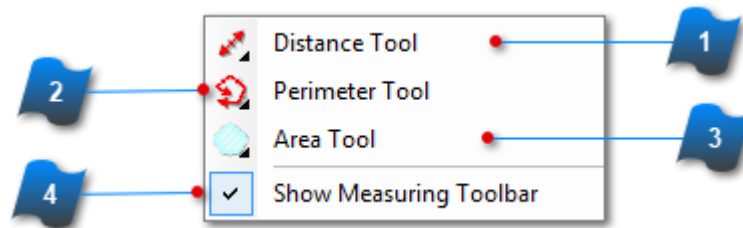
21



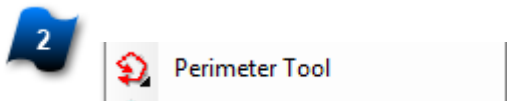
Displays the [Comments Pane](#) in the Panes Panel area. If the Comments Pane is not yet active, this command will activate it and bring it to the forefront. If the Comments Pane is already active, this command simply brings it to the forefront.

Measuring Tools

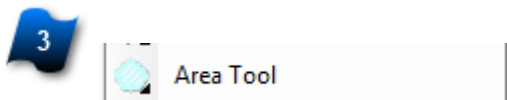
Find distances between points, perimeter measurements and area information. Please see the [Measure Toolbar](#) section for detailed information on these topics.



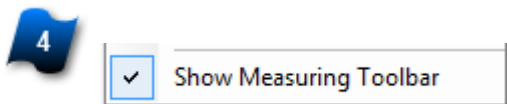
See [Distance Tool](#) in the Measure toolbar section.



See [Perimeter Tool](#) in the Measure toolbar section.

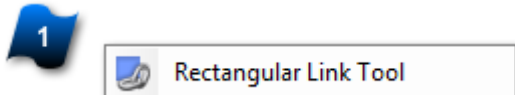
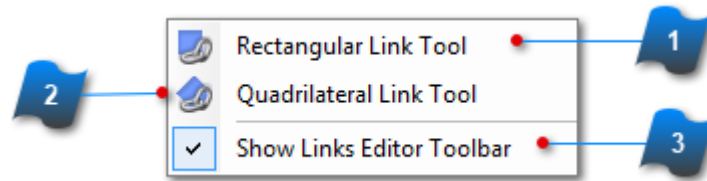


See [Area Tool](#) in the Measure toolbar section.

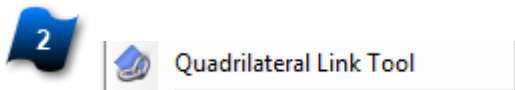


Toggles the display of the Measuring Toolbar.

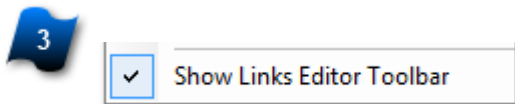
Link Tools



See [Rectangle Link Tool](#) in the [Link Toolbar](#) section for detailed information on this topic.

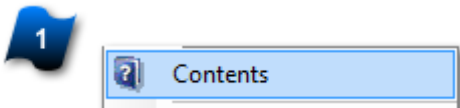
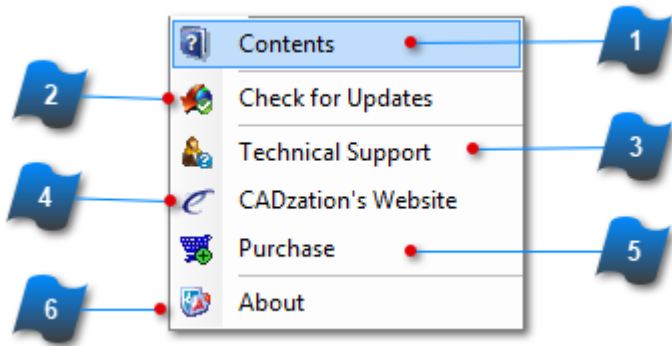


See [Quadrilateral Link Tool](#) in the [Link Toolbar](#) section for detailed information on this topic.

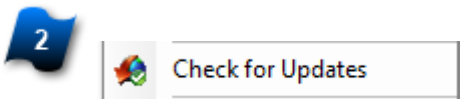


Toggles the display of the Links Toolbar.

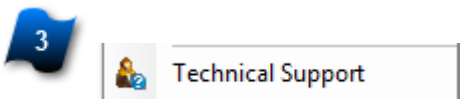
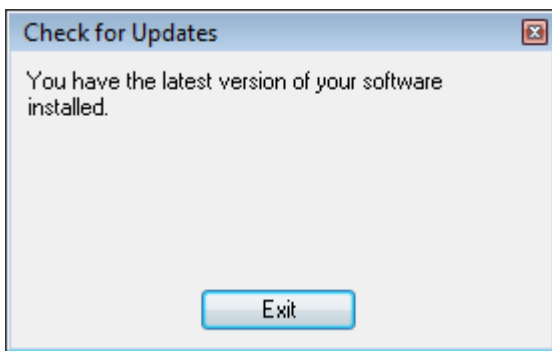
Help Menu



This command displays the AcroPlot Matrix Help file (the file you are currently viewing).

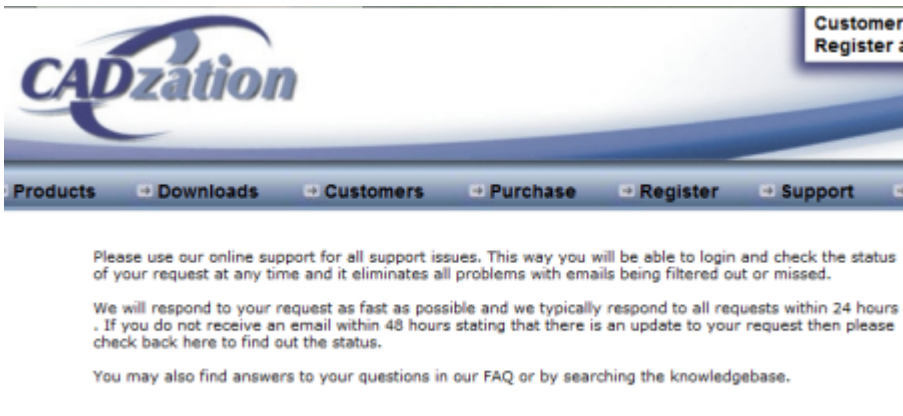


This command runs a script to check that your version of AcroPlot Matrix is the latest version according to the CADzation website.




Click this link to access the CADzation's Technical Support website page. Information and help on this page include:

- Additional Help Manuals
- Registration and Licensing Questions
- Frequently Asked Questions
- Knowledge Base




4

 CADzation's Website

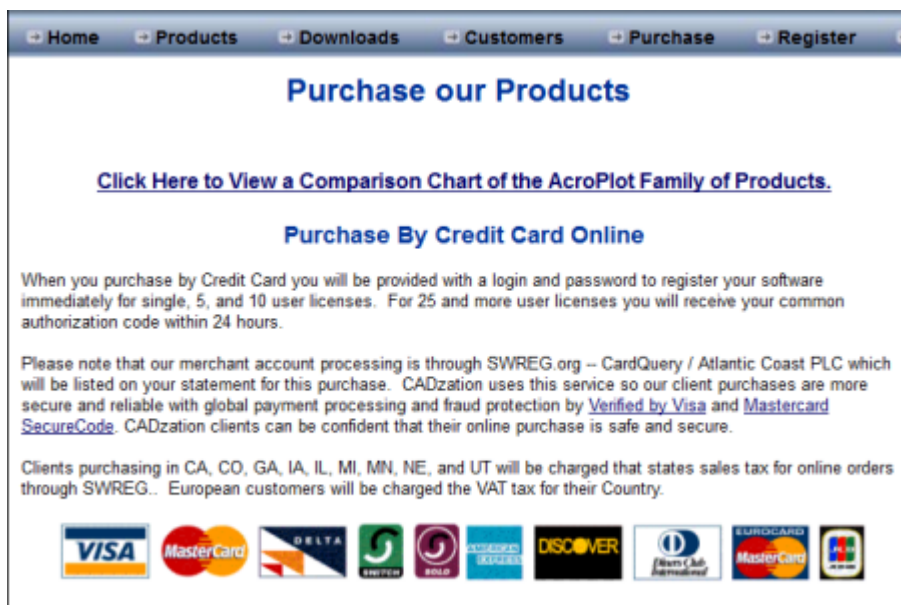
Clicking this link takes you directly to CADzation.com, CADzation's Home Page.



5

 Purchase

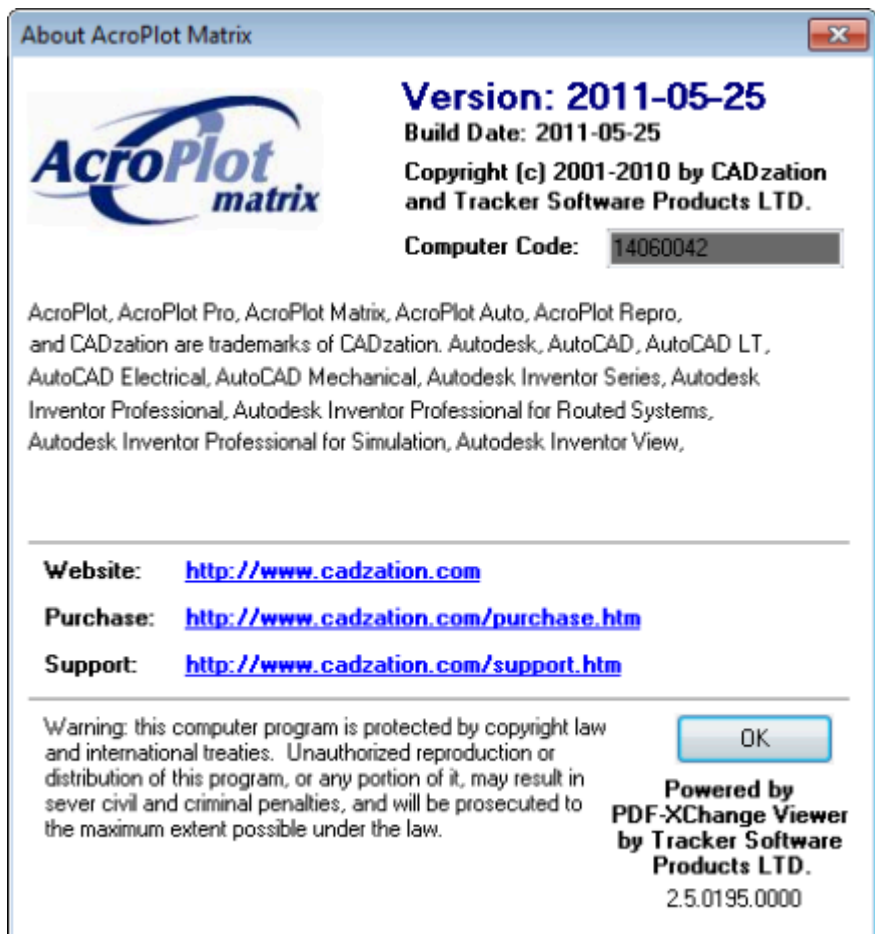
Click this command to take you directly to the Purchase page of the CADzation website.



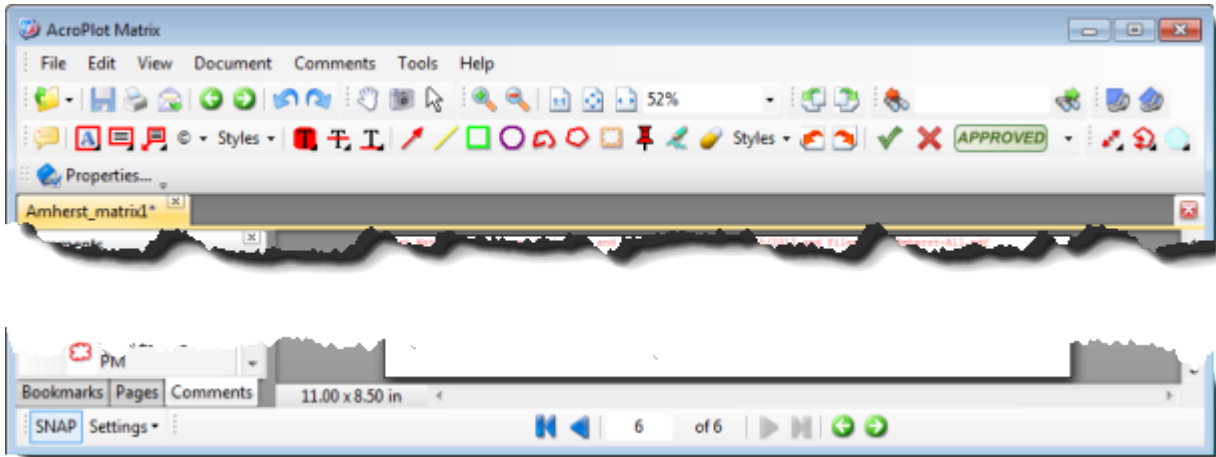
6



Displays the About dialog box for the AcroPlot Matrix software. Includes version numbers, build dates, copyright information and some useful links.



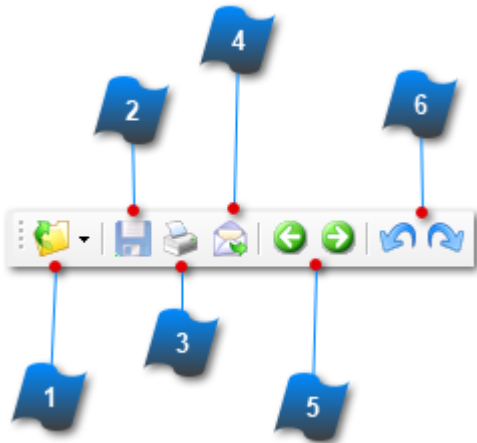
Toolbars



Most of the **AcroPlot Matrix** tools can be found in either the menus or toolbar buttons. Toolbar button commands are generally faster to access with less clicks.

The following pages will cover the commands in each toolbar.

File Toolbar

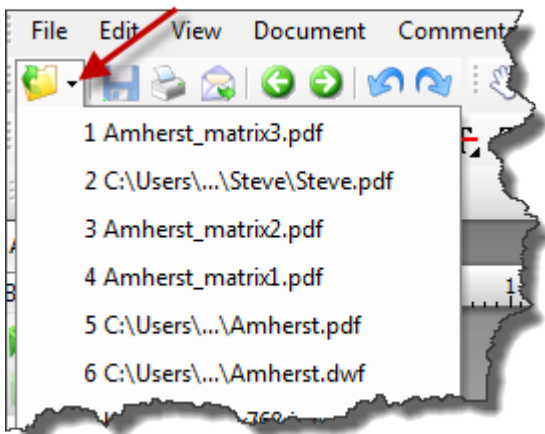


1 Open File



Open an existing document

- Select the dropdown arrow to the right of the **Open File Button** icon to select from a list of recently opened files



2 Save File



Save the active document

3 Print



Print the active document

4

Send By Email



Email the active document

Opens your email client with the active document attached.

5

Views Forward/Back



As you navigate through pages in your open files AcroPlot Matrix saves each view. Use these buttons to quickly browse through any views that were created by zooming, scrolling or panning.

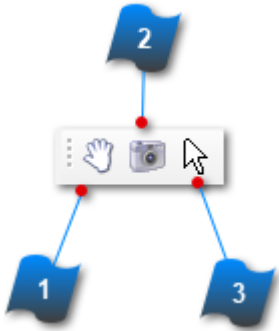
6

Actions Undo/Redo



Undo or Redo any actions that were performed during this session.

Standard Toolbar



1 Pan Tool



Selecting the "Hand Tools" changes the screen cursor to a "Hand" icon which enables the user to use the left mouse button to drag the display in any direction. This action is very similar to sliding a piece of paper around on a table or desktop.

2 Snapshot Tool

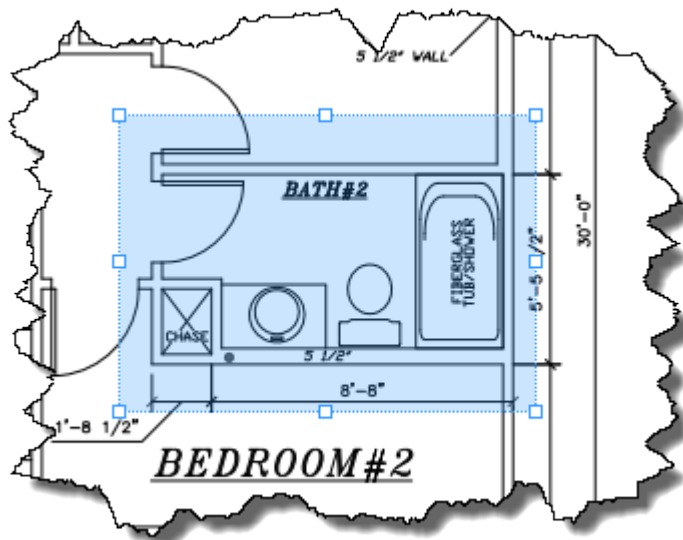


Selecting the "Snapshot Tool" will change the screen cursor to the "Camera" icon which enables the user to copy the current document display to the virtual clipboard for pasting a bitmap into the same or another application.

- Left mouse click will select and copy the entire page thereby activating the selection area with control grips.
- Each time the selection area is resized or moved a new display copy is captured to the virtual clipboard.

The default bitmap resolution is 72 DPI. To modify the resolution for "Snapshot Images" go to:

EDIT > PREFERENCES > SNAPSHOT TOOL



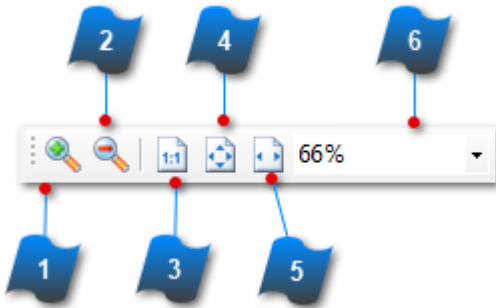
3 Select Tool



Selecting the "Select Tool" will change the screen cursor from an arrow to a vertical text cursor when it is hovered over text that is selectable. Using the left mouse button, you can select text to copy to the virtual clipboard or use one of the Comment & Markup commands to add a highlight or underline markup.

Please note that not all text rendered to PDF is selectable and this will be indicated by the cursor not changing from an arrow when hovering over the text. If a PDF was created with "Text as Graphics" enabled, then the text with the PDF file is not selectable for copying or highlighting.

Zoom Toolbar



1 Zoom In Tool



Click on the drawing or draw a box around an area to Zoom in

2 Zoom Out Tool



Click on the drawing or draw a box around an area to Zoom out

3 Zoom Actual Size



Zoom to 100%

4 Fit Page



Fit entire page into the viewing window

5 Fit Width



Fits the view to the width of the page (no horizontal scrolling)

6 Zoom Percentage



Select from the dropdown or type in a percentage number

66% ▼

- 6400%
- 3200%
- 2400%
- 1600%
- 800%
- 400%
- 200%
- 150%
- 100%
- 75%
- 50%
- 25%
- 12.5%
- 8.33%
- Actual Size
- Fit Page
- Fit Width

Rotate Toolbar

- Quickly rotate current page
- Same as Menu item **Document > Rotate Pages**
- Will save pages in the rotated state



1 Rotate Pages Counter Clockwise



- Rotate pages in the counter clockwise direction 90 degrees
- Pages will be saved in the rotated view

2 Rotate Pages Clockwise

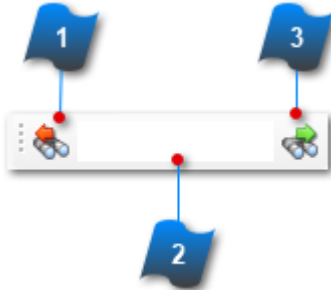


- Rotate pages in the clockwise direction 90 degrees
- Pages will be saved in the rotated view

Find Toolbar

The Find toolbar will quickly search for the entered search word or term within a PDF document containing actual text.

For a more detailed search function please see the [Search](#) command.



Find Previous



Will try to find the search term moving up the document.

"Search for" Input Box



Enter a word or term to search for in this input box.

Find Next

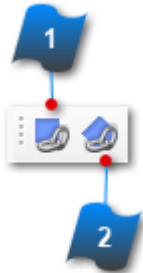


Will try to find the search term moving down the document.

Link Toolbar

The Link Tools are used to input hyperlinks to:

- Go to a page in this document
- Go to a page in another document
- Open a web link
- Open a file



1 Rectangular Link Tool



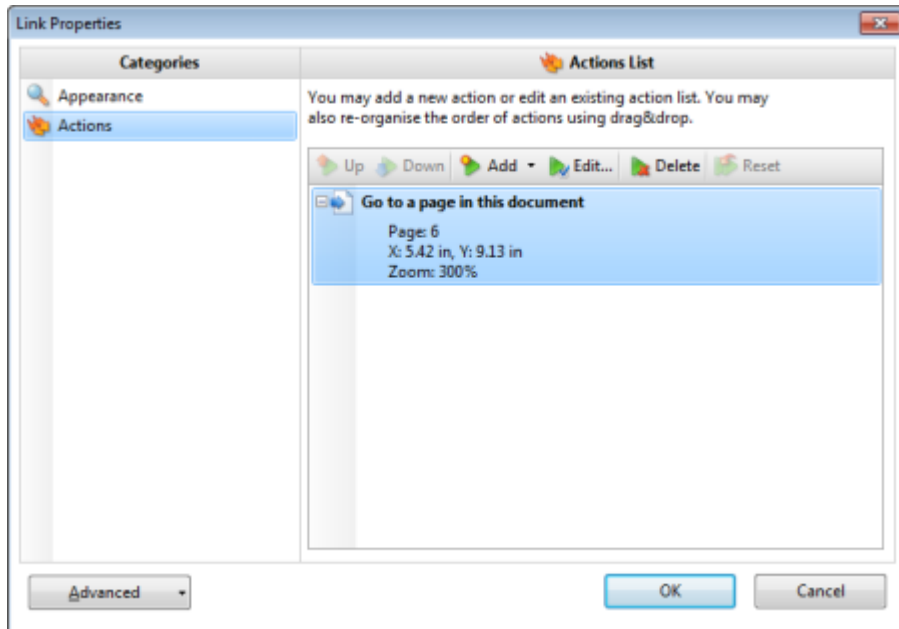
Draw a rectangle to insert a hyperlink.

To create the rectangle click and drag a box shape. After input the rectangle may be resized by dragging the handles at the corners.

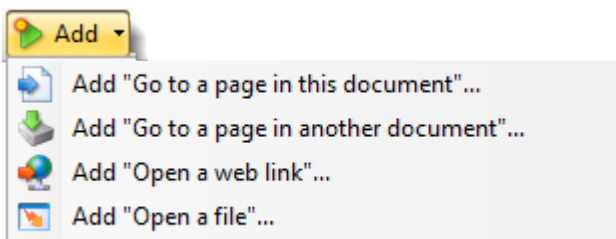


For the example above a **Note** was added to give the end user an explanation of this area.

After inputting the rectangle the property dialog box is displayed to enter a link and format the display of the rectangle.

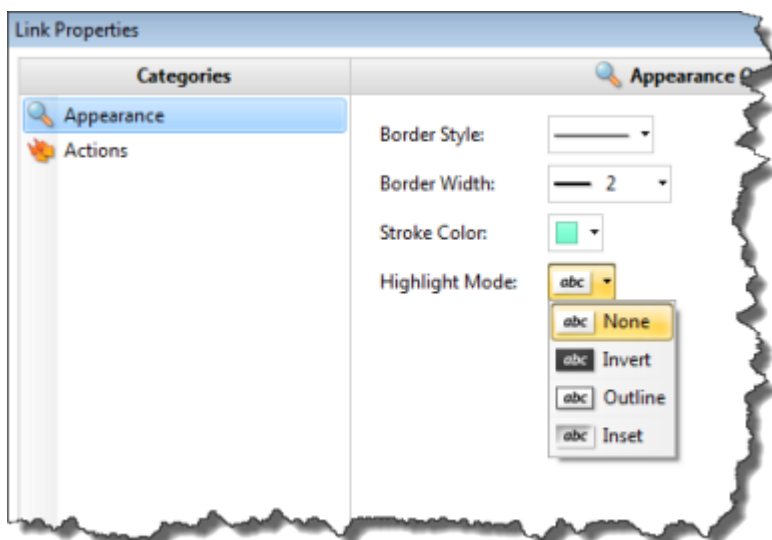
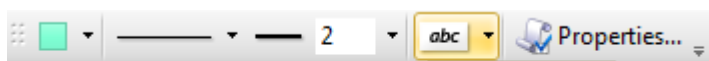


Click the **Add** button to select the type of link to be input.



Input the actual hyperlink or set the properties of the dialog box according to the type selected.

Use either the **Link Properties > Appearance** tab in the dialog box or the **formatting toolbar** to format the border color, border line type, border line thickness and highlight mode.



The **Highlight Mode** sets the effect of the link shape when the user is at a left-mouse button down position.

The end user will be taken to the desired location, page or document when the link rectangle is clicked.

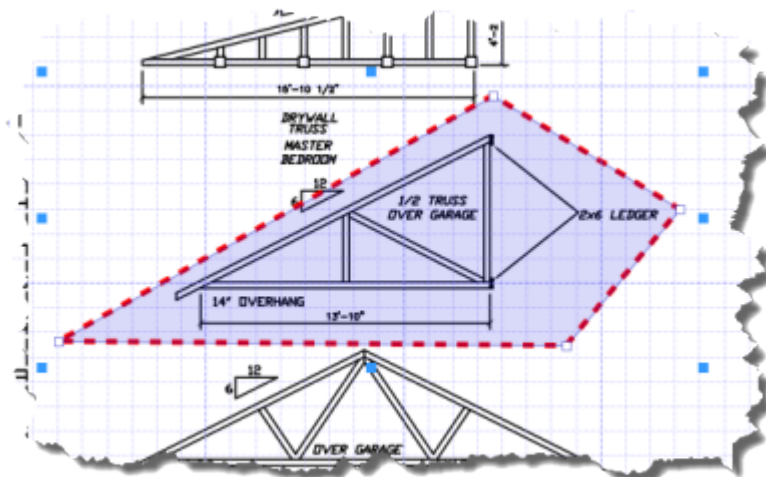
Quadrilateral Link Tool



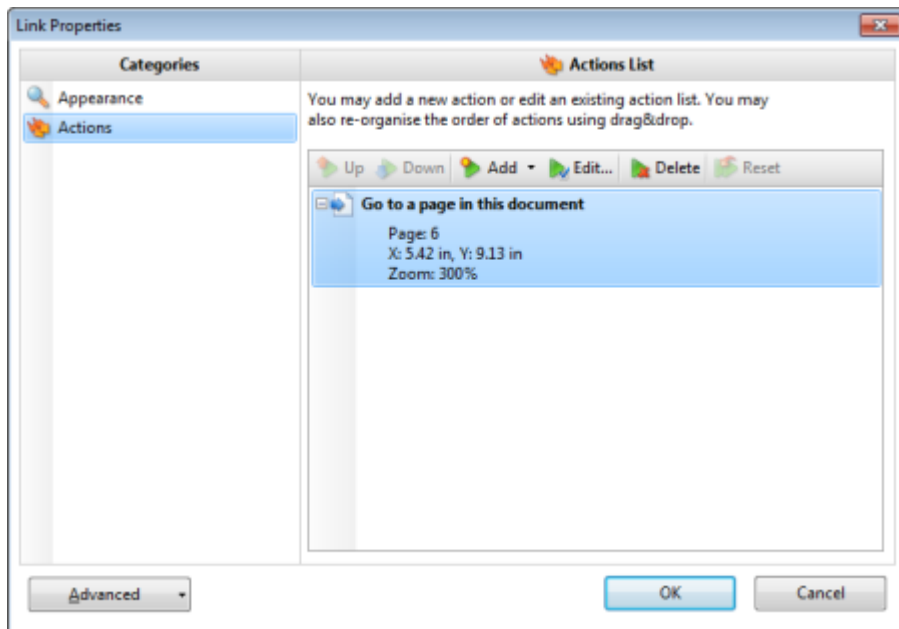
Draw any 4 sided object to insert a hyperlink.

There are 2 methods for inputting a Quadrilateral shape:

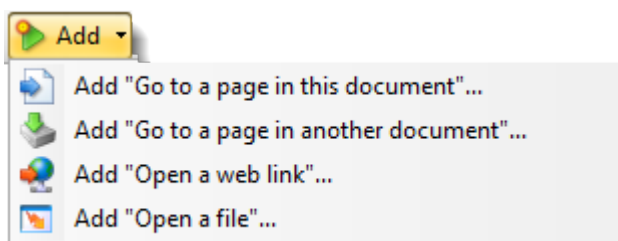
1. Start by clicking and dragging a rectangle, then dragging the corner handles to create the desired 4-sided shape.
2. Start by clicking a starting location for a line segment then click a second location to create the first line. Click again to create a second line segment then click once more to create the third line segment. At that point the final line is automatically created back to the original starting point to create a 4-sided object.



After inputting the quadrilateral shape the property dialog box is displayed to enter a link and format the display of the quadrilateral.

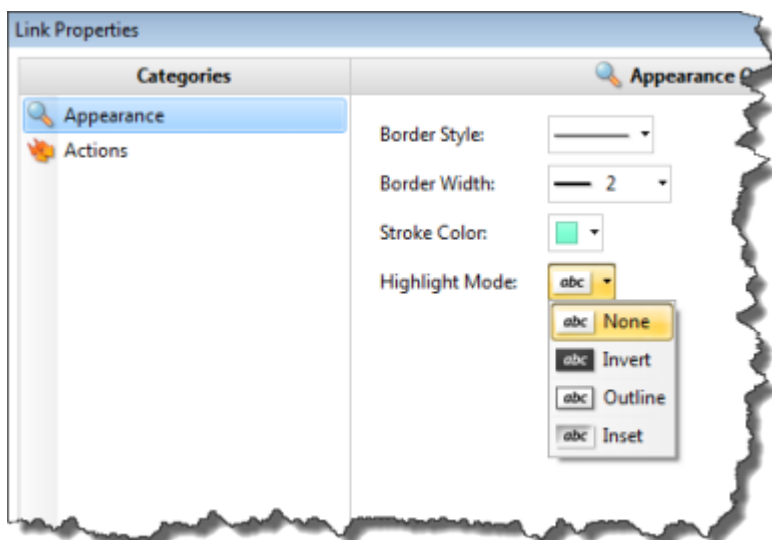
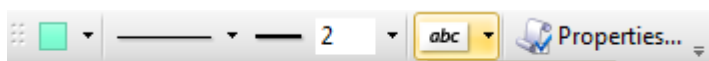


Click the **Add** button to select the type of link to be input.



Input the actual hyperlink or set the properties of the dialog box according to the type selected.

Use either the **Link Properties > Appearance** tab in the dialog box or the **formatting toolbar** to format the border color, border line type, border line thickness and highlight mode.



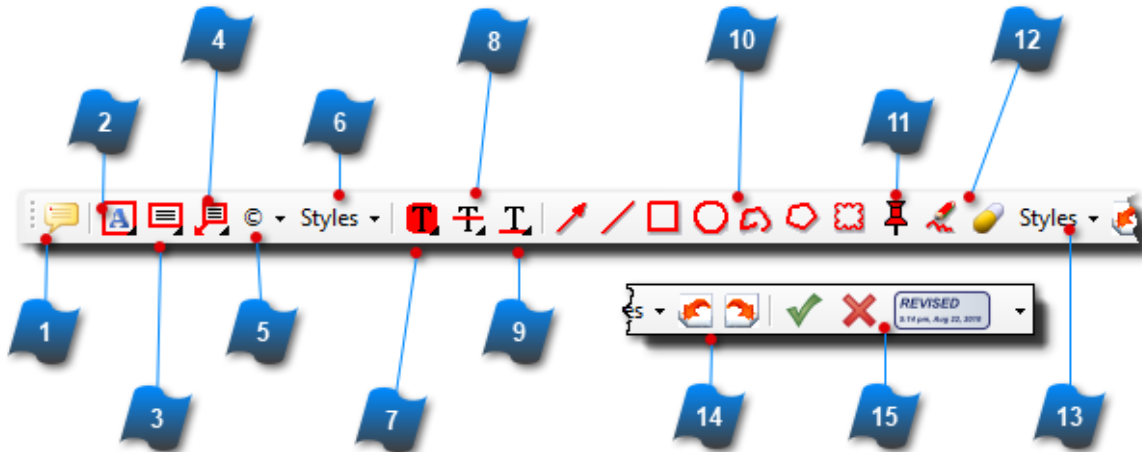
The **Highlight Mode** sets the effect of the link shape when the user is at a left-mouse button down position.

The end user will be taken to the desired location, page or document when the link quadrilateral is clicked.

Markup and Comments Toolbar

This toolbar contains all the fun stuff. Make notes and comments. Edit text. Draw shapes, arrows and callouts. Attach files and input stamps.

Most tools can be formatted by color, font, lines, and other properties depending on the tool being used.



1 Sticky Note

A tool to input a quick note for a general or specific location.

Click in the document where the "Sticky Note" will be located and immediately following a window will pop up to enter the message in the sticky note.



2 Typewriter Tool

This tool is used to insert text on a single line.

The "Typewriter Tool" is similar to inserting a piece of paper in a manual typewriter and typing on it. Click on the document where text is to be entered and begin typing. Right -click for formatting options within each area of typed text.



3

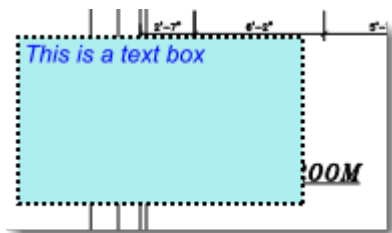
Text Box Tool



The Text Box tool is used to insert text in a formatted multi-line box.

Click and drag a box to the desired size and enter text in it. Right -click for formatting options within each area of typed text.

TIP: This tool can be used to wipeout or overwrite existing text by setting the background color to white and the border color to none. Please note that this method does not remove the text under the comment / markup.



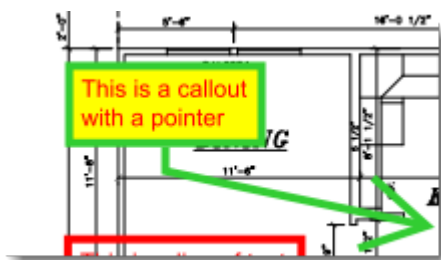
4

Text Callout Tool



Text in a formatted multi-line box with a pointer. Similar to the Text Box tool with the ability to add a pointer.

Click to locate the endpoint of the callout arrow and then drag away from that point to locate the callout text location.

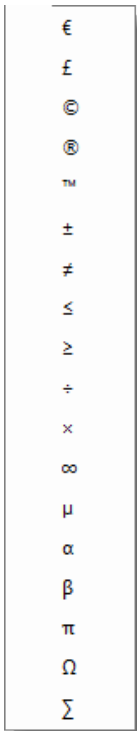




Symbols Tool



Click the icon to display a dropdown selection to input a special symbol.



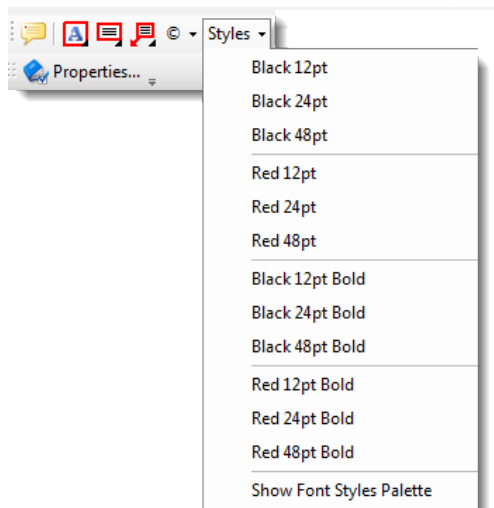
Text Callout Styles



The formatting of Text Callouts can be quickly set using pre-set styles from the dropdown box.

- Choose from pre-set styles.
- Affects all **Text Callout** tools.
- After input, objects can be individually styled using the formatting toolbar or using the Select tool, right-clicking the object and selecting **Properties**

See [Working With Styles](#) for additional information.



7 Highlight Text Tool



Similar to using a highlighter pen, you can highlight text within a document. Please note that if the document was created via a scanned image or with "text as graphics", then highlighting with this tool is not possible.

TIP: To highlight scanned text, use the "Rectangle Tool" and set the background transparency to the desired percentage to create a similar effect.

8 Cross Out Text Tool



Use the "Cross Out Text Tool" to draw a line through the middle of text (Strike-out). Please note that if the document was created via a scanned image or with "text as graphics", then crossing out text with this tool is not possible.

TIP: To strike-out scanned text, use the "Line Tool" and draw a line through the text to create a similar effect.

9 Underline Text Tool



Use the "Underline Text Tool" to underline text. Please note that if the document was created via a scanned image or with "text as graphics", then underlining text with this tool is not possible.

TIP: To underline scanned text, use the "Line Tool" and draw a line under the text to create a similar effect.

10

Objects and Shapes Tools



See [Shapes Toolbar](#) for detailed info.

- Arrow
- Line
- Rectangle
- Circle
- Polyline
- Polygon
- Cloud

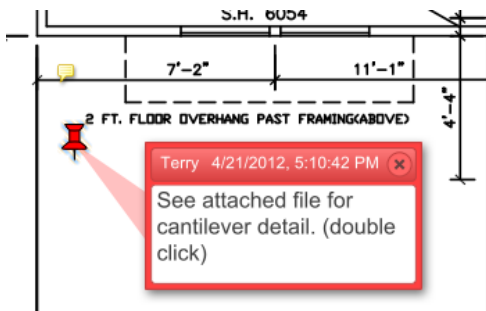
11

Attachments Tool



Attach files directly to the drawing. When the end user double-clicks on the pin, the file will open in the appropriate program.

See [How Do I Attach a File to a Page](#) for detailed information on this subject.

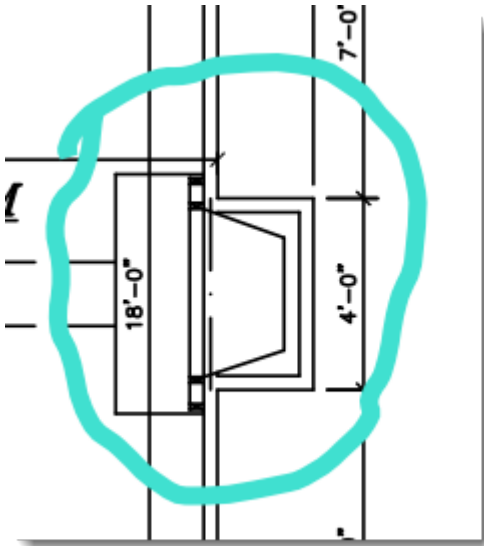


12

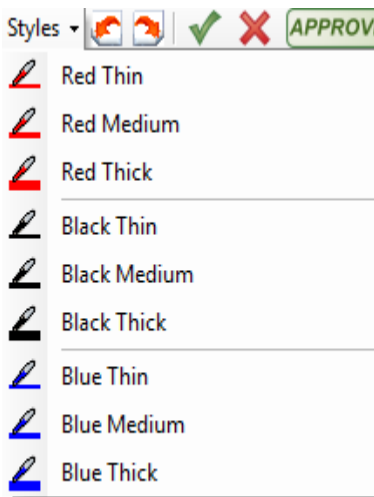
Pencil and Eraser Tool



The Pencil Tool is used to draw freehand objects. Use the eraser to edit the pencil input.



13 Objects and Shapes Styles



The formatting of Shape Callouts can be quickly set using pre-set styles from the dropdown box.

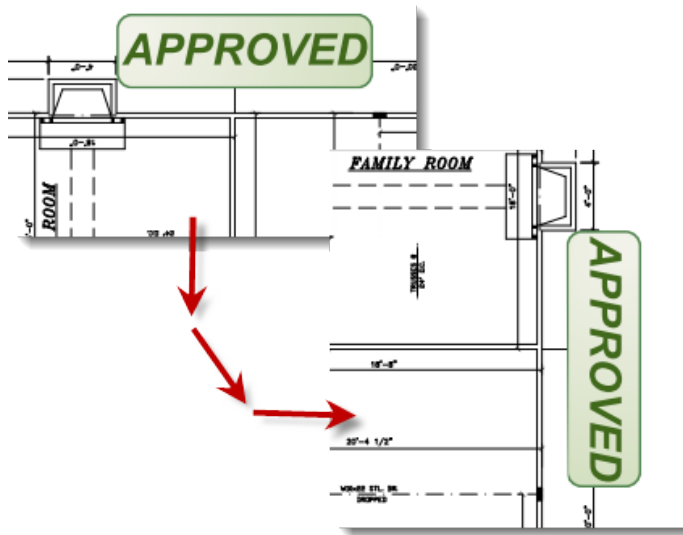
- Choose from pre-set styles.
- Affects all **Object and Shape** tools.
- After input, objects can be individually styled using the formatting toolbar or using the Select tool, right-clicking the object and selecting **Properties**

14 Rotate Current View



For adding annotations at a different angle.

- Stamps, annotations and callouts are always input horizontally as you are viewing the page.
- To input vertically or upside-down, use this rotate tool then input your object.
 - **Note:** The drawings will not save the rotated view using this tool.



15 Stamp Tool

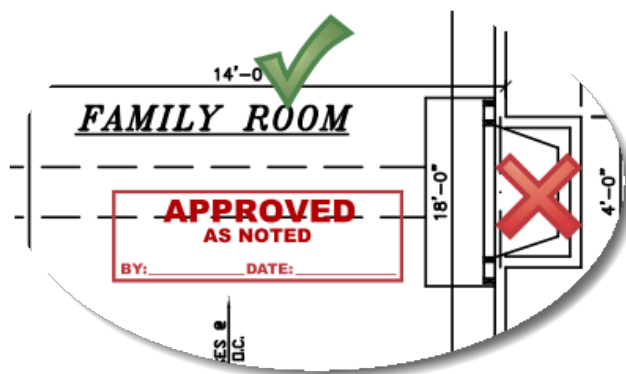


The "Stamp Tool" is similar to the rubber stamp and ink pad method of applying a standardized annotation to a document.

Use the "Stamps Palette" pulldown the tool bar to select different stamps.

AcroPlot Matrix supports both static and dynamic stamps.

Please see ["Stamps Creation and Customizations"](#) for additional information.



- Two custom stamps are visible for quickly inputting most often used stamps
- A library of stamps are available from the dropdown box
- Different stamp collections can be displayed

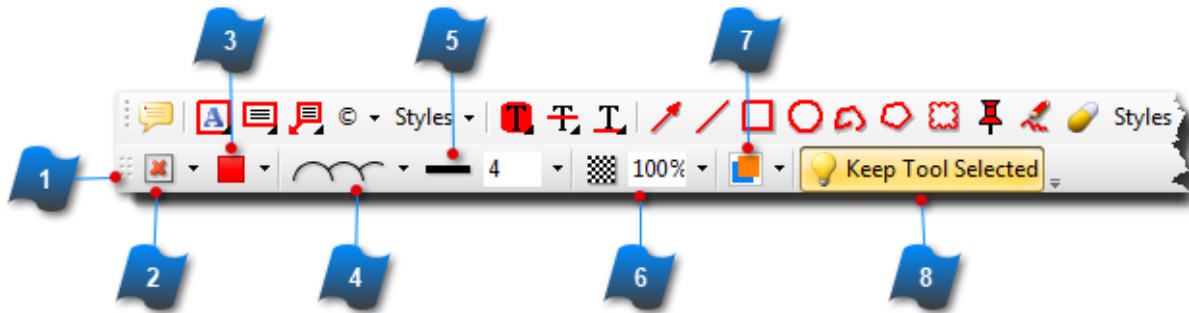
- Click on **Show Stamps Palette** at the bottom of the dropdown screen to customize this display

See the [Work With Stamps](#) section for additional information.

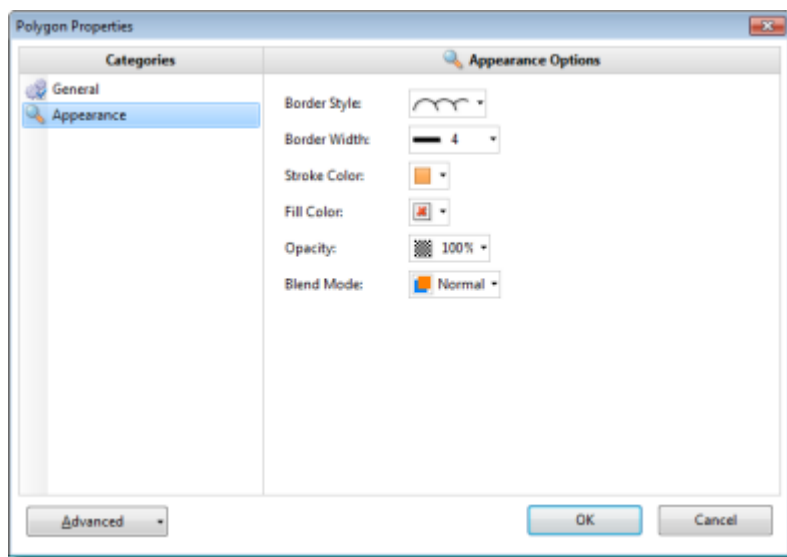
Style and Formatting Toolbar

The **Styles** dropdowns set the style for all objects in their group. When you select an object to input, a style and formatting toolbar is then displayed.

Options will be different depending on what tool you have selected. You may set the properties first then input the object or select an object that's already been input and then change the style properties.



Using the **Select Tool** on an existing object then right-clicking will bring up a Properties Dialog box where you can edit the same properties as the Styling Toolbar.



1 Style and Formatting Toolbar



The style options will vary depending on the annotation being input. This example shows the formatting for the Cloud tool.

2 Fill Color



Select the color for the inside of the shape.



3

Stroke Color



Select the color for the outline or border of the shape.



4

Border Style

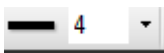


Select the line style for the Border or outline of the shape.

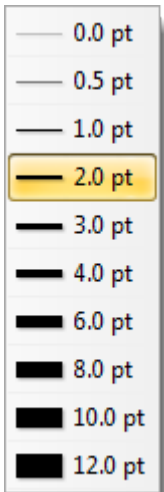


5

Border Width

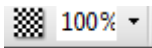


Select or input (points) the width or the thickness of the Border or outline.

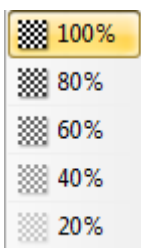


6

Opacity



Select or input the percentage of Opacity or transparency for the shape.

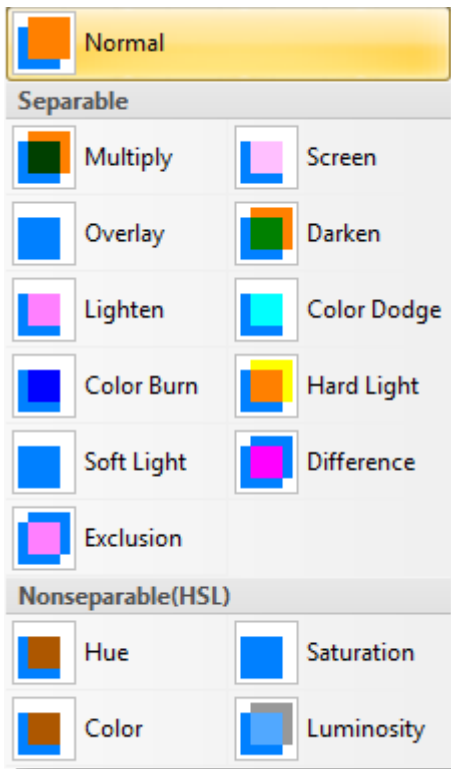


7

Blending Mode



The Blending Mode defines how the selected colors of the object to be input react with the existing colors of the page.



Keep Tool Selected



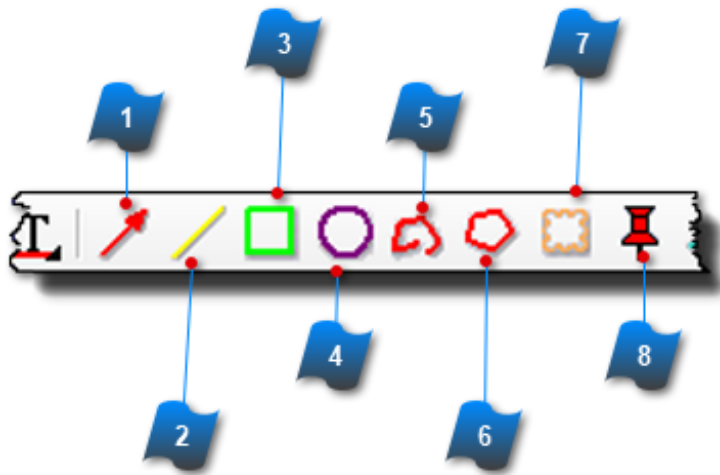
With this button highlighted the selected tool will remain active for multiple inputs. Use this feature for quickly inputting several objects.

If this button is not selected, the tool will have to be selected from the toolbar again to be formatted and input.

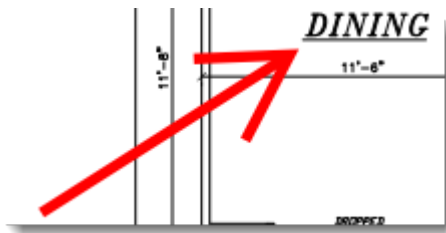
Shape Tools

A variety of shapes can be drawn on a page to highlight, callout, detail and markup a drawing. These shapes can be pre-styled using [Styles](#) or can be individually styled using the shape properties or formatting toolbar that is displayed when a shape is selected. In addition, notes or comments can be attached to shapes to further detail the purpose of the callout.

Click the callouts below to see examples of each shape tool.



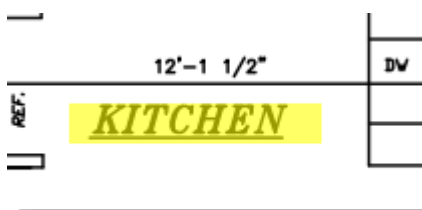
1 Arrow Tool



2 Line Tool



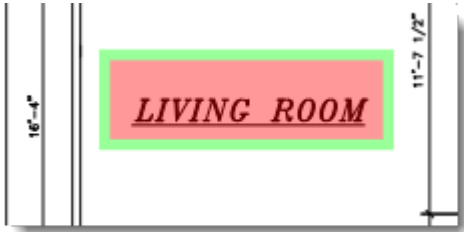
Example: Thick line used as a highlight for graphic text.



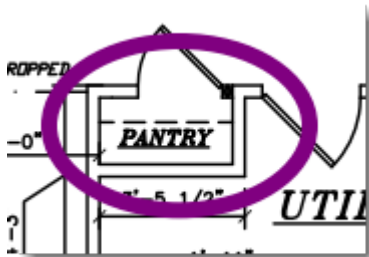
3 Rectangle Tool



Formatting Example: Green thick border with semi-transparent red fill.



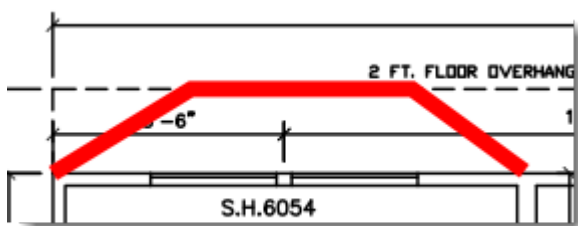
4 Circle/Ellipse Tool



5 Polyline Tool



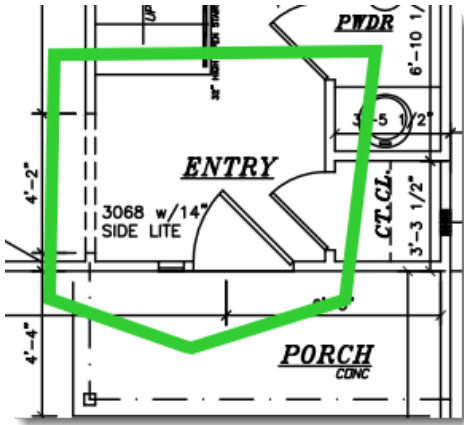
Used to draw multi-segmented single object lines.



6 Polygon Tool



Used to draw any closed shape.

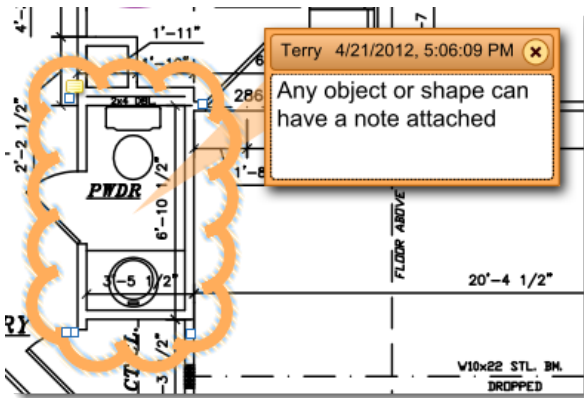


7

Cloud Tool



Use the Cloud Tool to call out revisions, additions or deletions.



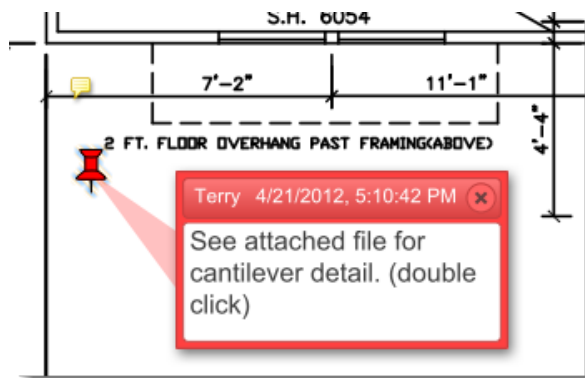
8

File Attachment Tool



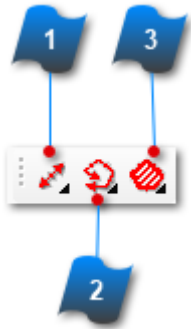
Files can be attached to pages within a document. This is useful for including more information than can be comfortably displayed.

See the [How Do I Attach a File to a Page](#) section for detailed information.



Measure Toolbar

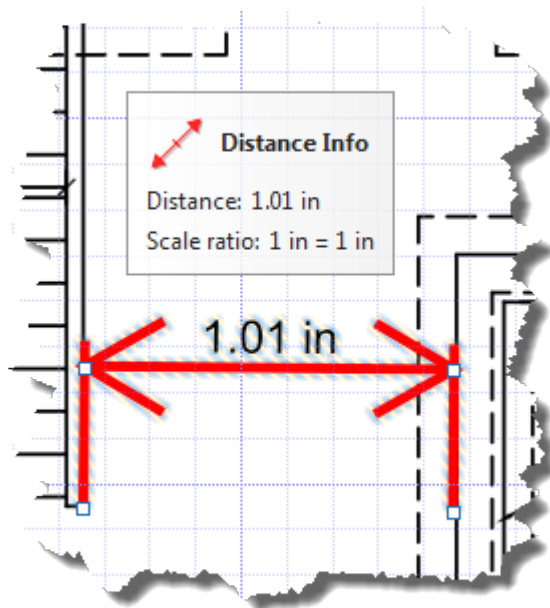
Find distances between points, perimeter measurements and area information.



1 Distance Tool



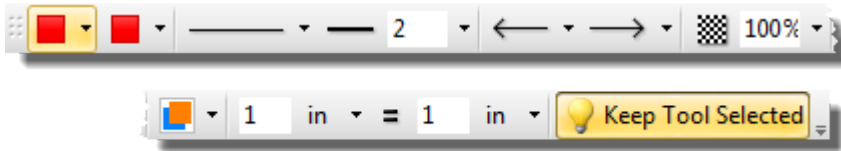
Click between 2 points to calculate the distance between.



While selected or active information about this measurement is displayed in a box.

Notes:

- Properties for the distance tool are set using the Distance Tool formatting toolbar (see example below).
- The default scale is set to 1 = 1. To learn how to set the actual scale for this page see [How to Add a Measurement to Scale](#)
- The size of the arrows are controlled by the line thickness property.



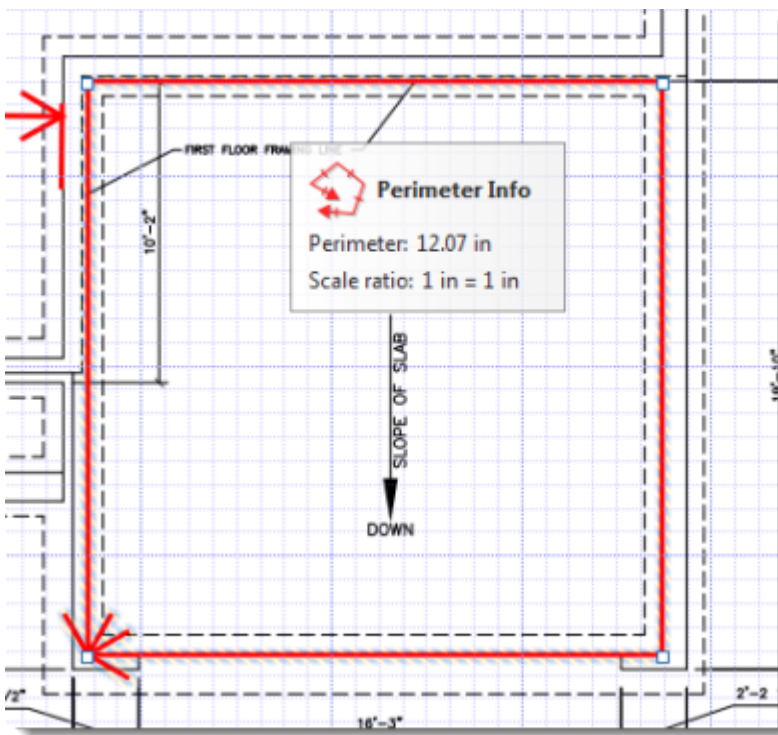
2 Perimeter Tool



Draw lines onto objects to determine the length of the perimeter. This is basically a multi-line distance tool.

Use existing snap points and objects. Right-click and select "complete" to end the input at the desired location.

While active or selected the perimeter information will be displayed in a box. Hovering over a perimeter line will also display the perimeter distance.



Notes:

- Properties for the Perimeter Tool are set using the Perimeter Tool formatting toolbar.
- The default scale is set to 1 = 1. To learn how to set the actual scale for this page see [How to Add a Measurement to Scale](#)
- The size of the arrows are controlled by the line thickness property.

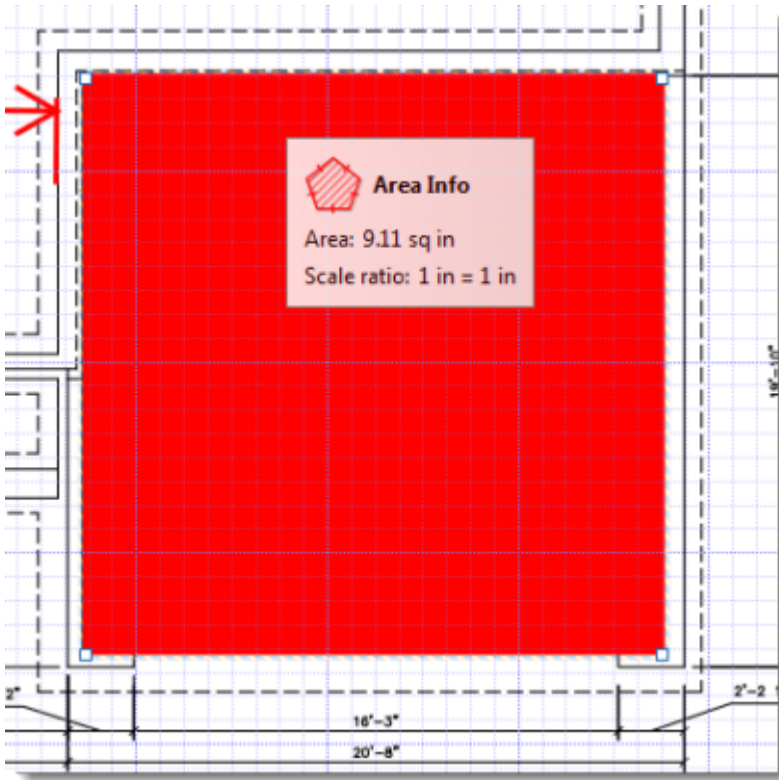
3 Area Tool



Draw an area to find out the square footage (or whatever your [units of measure](#) are set to).

Use existing snap points and objects. Right-click and select "complete" to end the input at the desired location.

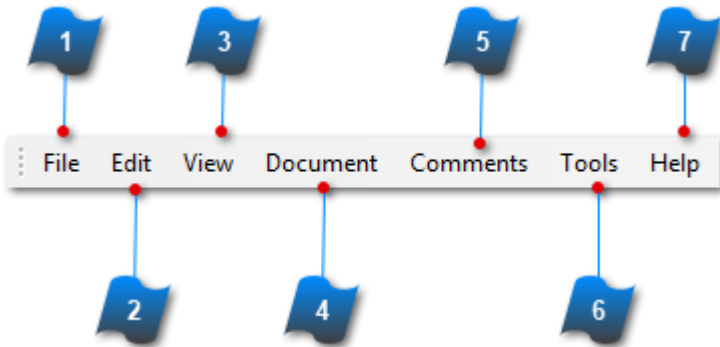
While active or selected the area information will be displayed in a box. Hovering over an area will also display the area distance.



Notes:

- Properties for the Area Tool are set using the Area Tool formatting toolbar.
- The default scale is set to 1 = 1. To learn how to set the actual scale for this page see [How to Add a Measurement to Scale](#)

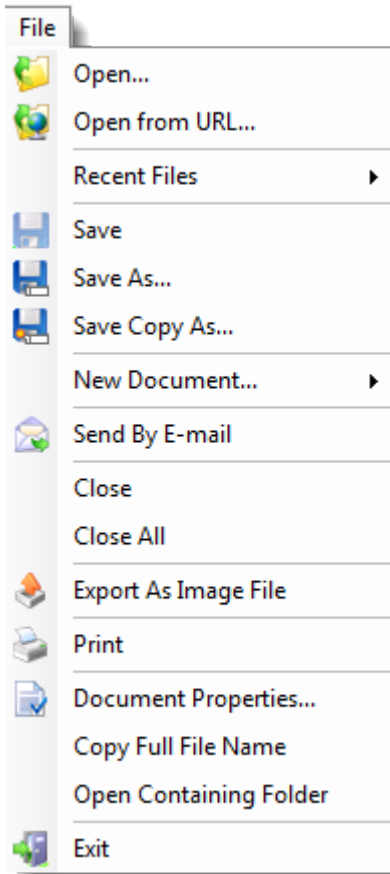
Menu Bar



1 File



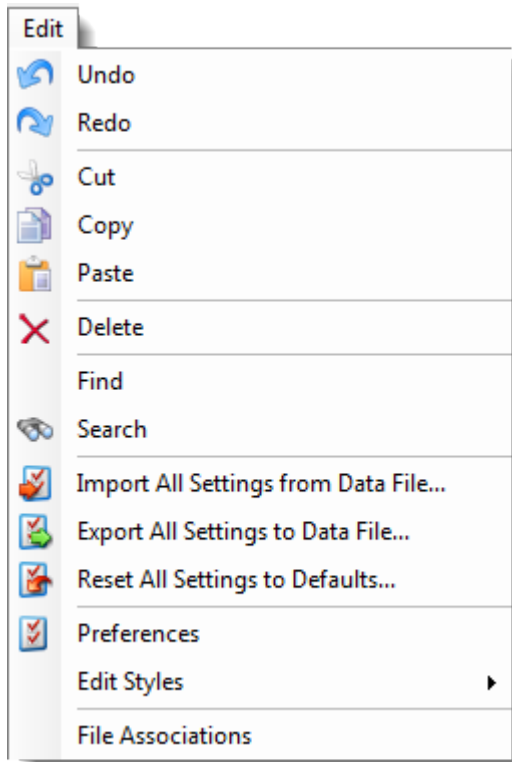
See [File Menu](#) for detailed information on the commands listed in this menu.



2 Edit



See [Edit Menu](#) for detailed information on the commands listed in this menu.

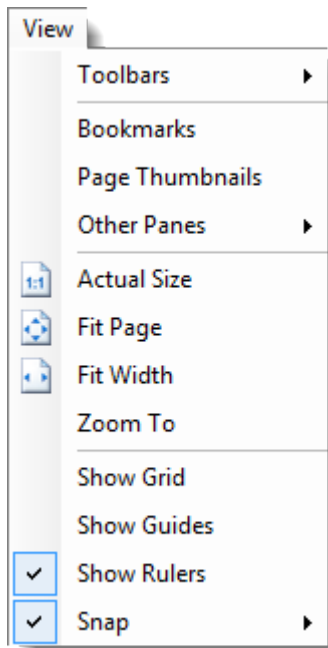


3

View

View

See [View Menu](#) for detailed information on the commands listed in this menu.

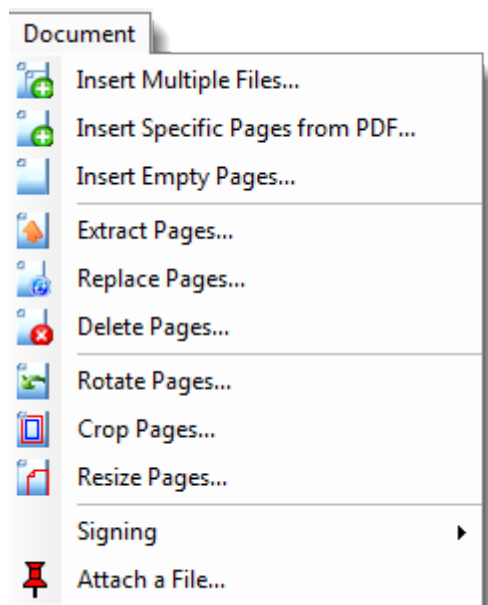


4

Document

Document

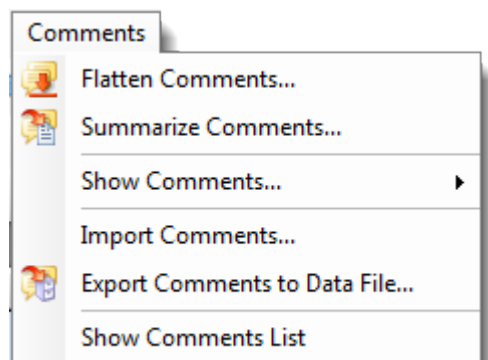
See [Document Menu](#) for detailed information on the commands listed in this menu.



5 Comments

Comments

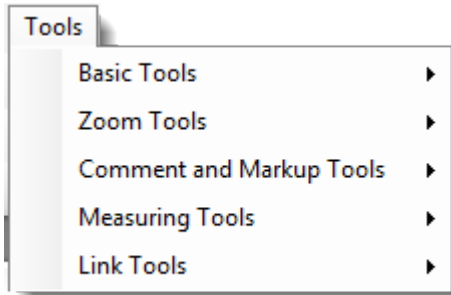
See [Comments Menu](#) for detailed information on the commands listed in this menu.



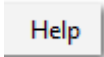
6 Tools

Tools

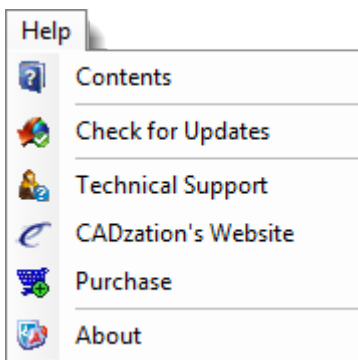
See [Tools Menu](#) for detailed information on the commands listed in this menu.



Help



See [Help Menu](#) for detailed information on the commands listed in this menu.

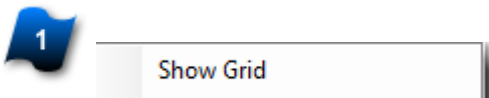
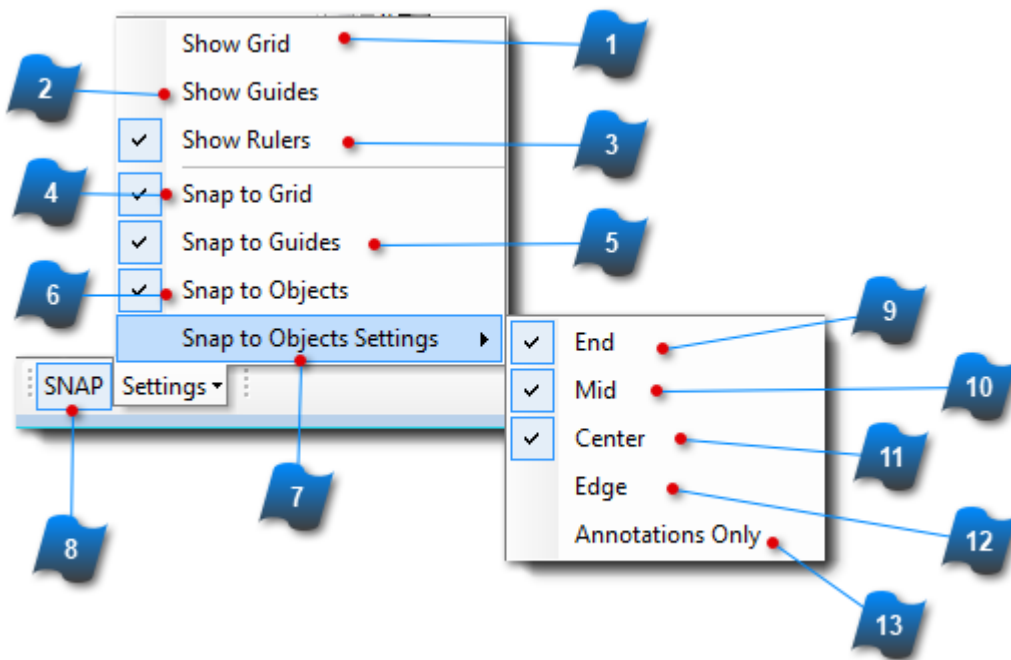


Snap Toolbar and Settings

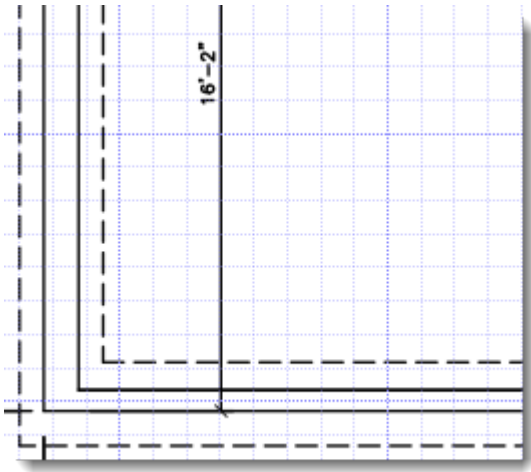
Most objects generated within the AcroPlot Matrix program can be "snapped" or connected to specific points, existing objects, grid lines or guide lines. Using the **Snap Settings** in this toolbar menu can control how, when and where input objects are able or snap to other objects, or not, as the case may be.

For related information regarding these topics please see the [Rulers, Guides and Grids](#) topic covered under the [View Menu](#).

Properties for Grid lines and Guides (spacing, color, units, thresholds, etc.) can be set in the **Edit Menu > Preferences > Measurement** location.



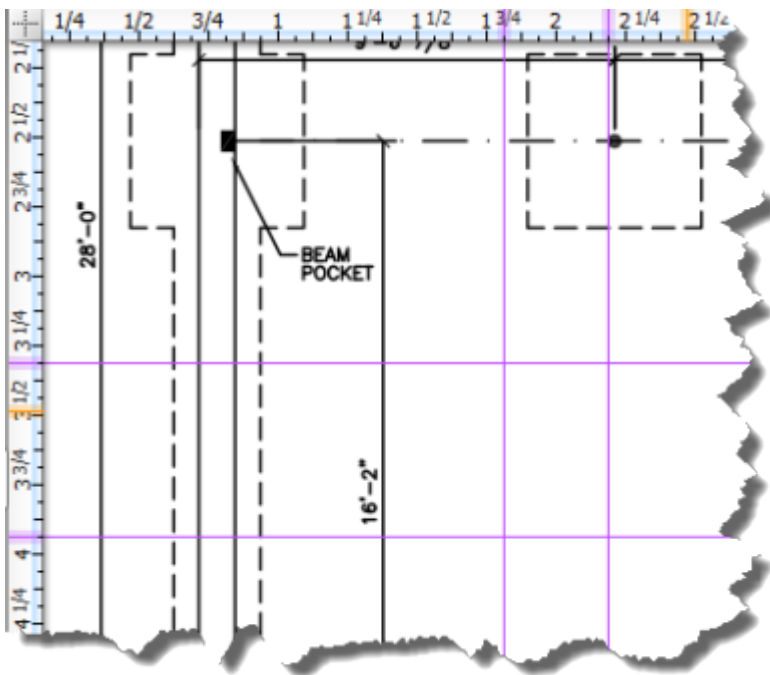
Toggles visibility of the Grid lines.



2

Show Guides

Toggles visibility of the Guide lines. Guide lines are created by dragging your cursor from either of the rulers out into the work area. (purple lines below)

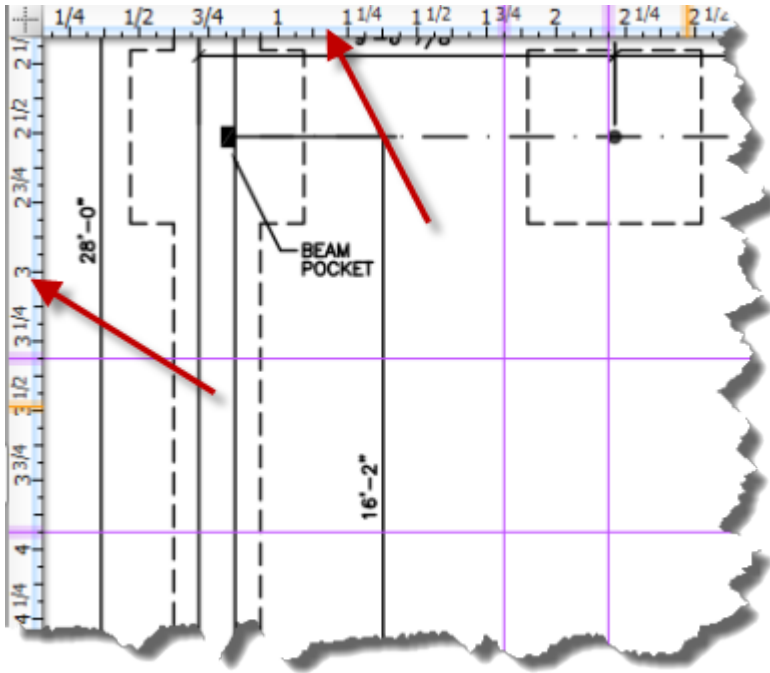


3



Show Rulers

Toggles the visibility of the horizontal and vertical rulers at the top and left edges of the work area. Units for the rulers can be set in the **Edit Menu > Preferences > Measurement** area. See [Measurement Setup](#) for more information.



4

☒ Snap to Grid

Toggles the ability for objects to be snapped to Grid lines.

Note: Grid lines must be visible to be able to snap to them.

5

☒ Snap to Guides

Toggles the ability for objects to be snapped to Guide lines.

Note: Guide lines must be visible to be able to snap to them.

6

☒ Snap to Objects

Toggles the ability for objects to be snapped to other objects.

Note: AcroPlot Matrix will automatically find most applicable snap points for graphical objects.

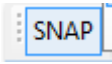
7

Snap to Objects Settings

Expands the **Snap Object Settings** menu for the ability to select which snap locations to have available.

8

Toggle Snaps



Toggle whether objects will snap to guides, grids or objects regardless of any other settings.

9



End



Toggle whether objects will have end points available to snap to.

10



Mid



Toggle whether objects will have mid points available to snap to.

11



Center



Toggle whether objects will have mid points available to snap to.

12



Edge



Toggle whether objects will have the ability to snap to the edges of other objects.

13



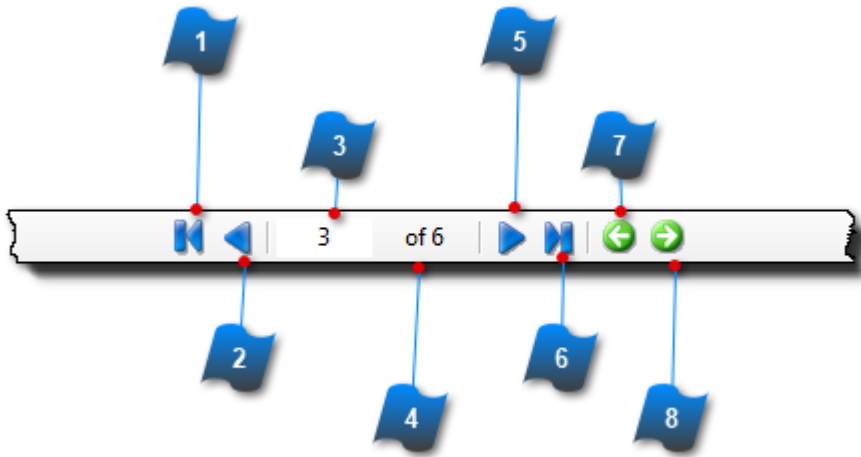
Annotations Only



When "Snap to Annotations Only" is enabled, the functionality for snapping is limited to the annotation and comment objects that exist within the document or drawing. Snapping to existing objects within the document or drawing are ignored. This can help speed up commenting / annotating a document or drawing that may have complex line work or a hatch pattern with thousands of tiny objects that would otherwise be snap choices.

Navigation Toolbar

The Navigation Toolbar is another method for moving from page to page, and view to view within the active document.



1

First Page



Move to the first page in the active document.

2

Previous Page



Move to the previous page in the active document.

3

Current Page



Displays the current page number of the active document.

4

Total Pages



Displays the total number of pages for the active document.



Next Page



Move to the next page in the active document.



Last Page



Move to the last page in the active document.



Previous View



Change to the previous view of the active document.

See the [File Toolbar](#) for more information.



Next View

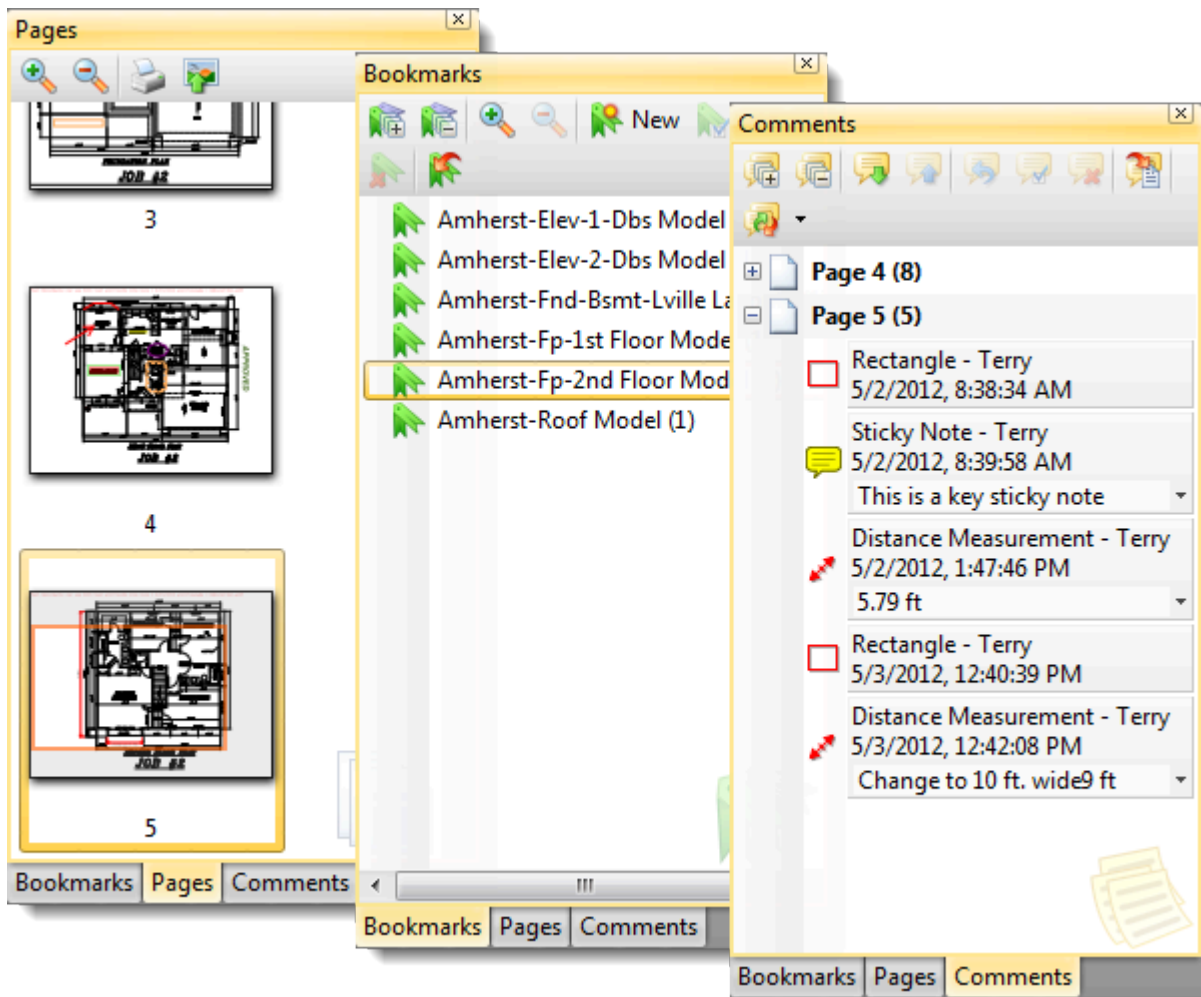


Change to the next view of the active document.

See the [File Toolbar](#) for more information.

Panes

Panes are the tabbed windows usually found docked along the left side of main client area. During the course of normal workflow the **Bookmarks** and **Pages** panes are usually visible. There are four other panes that may also be displayed: **Layers**, **Comments**, **Fields**, and **Attachments**.



Any of the panes can be added to this group by selecting the **View menu > Other Panes**. The **Bookmark** and **Page Thumbnails** panes are listed on the main **View menu** as these are the most commonly used panes.

The panes group, or individual panes, can be docked to any side of the main client area. Panes can also float anywhere on the screen.

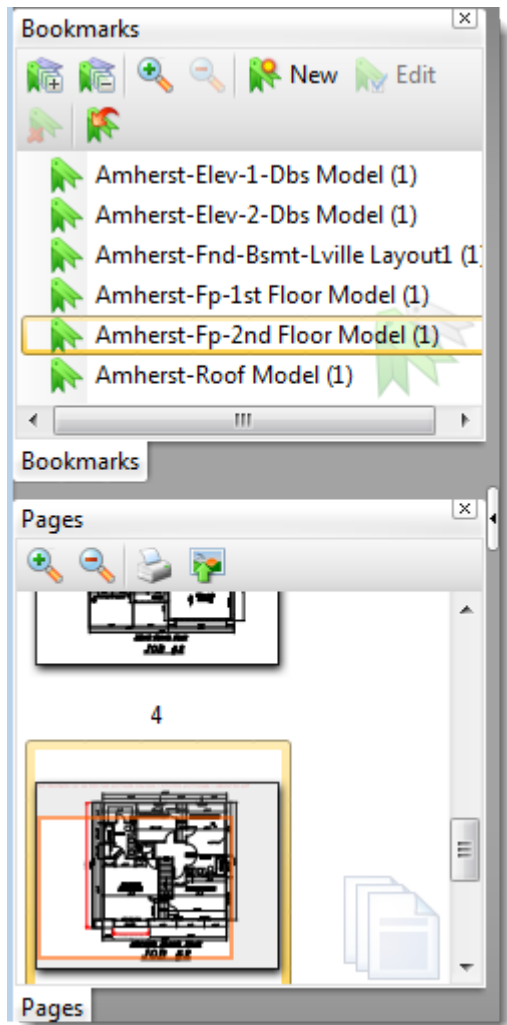
Procedure:

How to dock the group of panes to the right side of the screen:

- Click and drag the group by the title bar.
- A blue square will appear.
- Keep dragging to the right until the blue square snaps to the edge of the screen.
 - This also works for the top and bottom of the screen.
 - Release the mouse button anywhere on the screen to float the group.
- When you are happy with the placement release the mouse button to dock or float the group of panes.

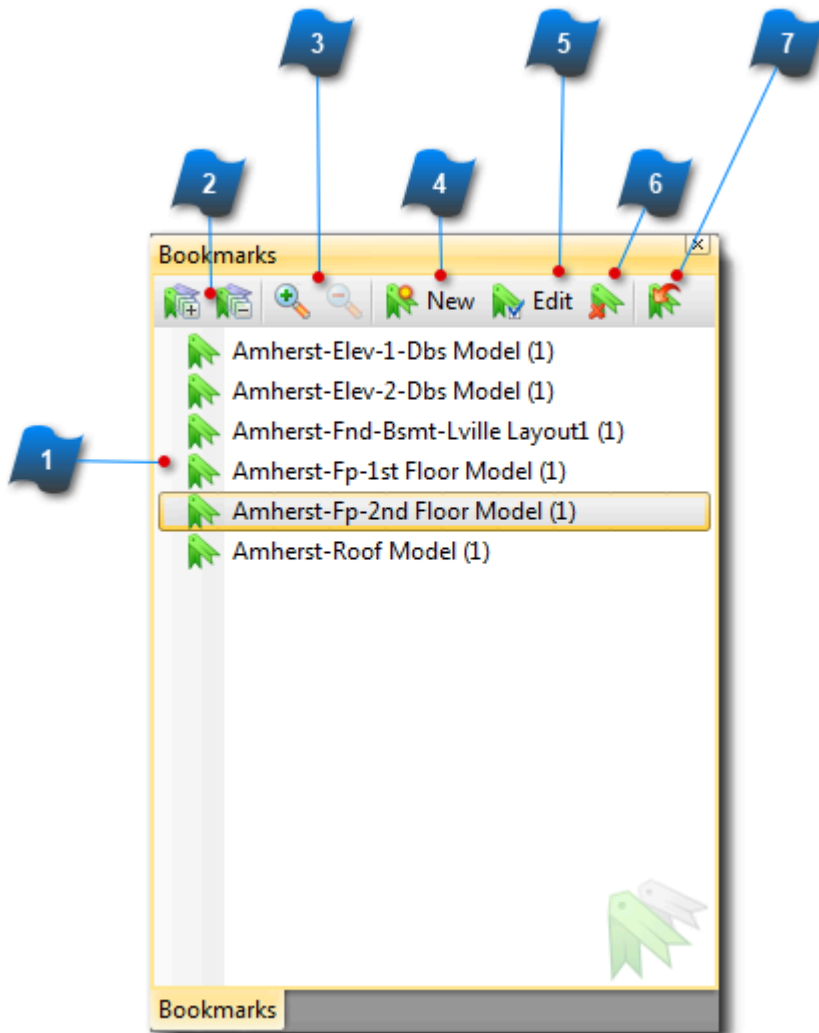
- To dock or float a **single** pane, follow the instructions above except grab the pane by the tab at the bottom instead of the header.

Panes can also be stacked so that both panes are visible at the same time. Drag the pane by the lower tab to either the top or bottom part of the group area.

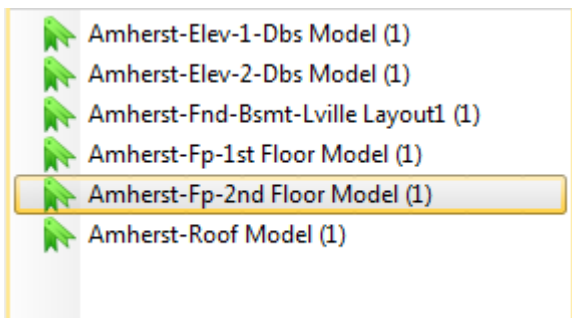


Bookmarks Pane

The Bookmarks Pane displays bookmarks from the active PDF document open in AcroPlot Matrix. Both the **Bookmarks** and [Page Thumbnail](#) Panes make it easy to navigate between pages of an open document. To display the Bookmarks Pane go to the **View Menu > Bookmarks**.



1 Bookmarks List



The main view displays the list of Bookmarks for the active document. By default, clicking on a line item displays the selected bookmark page view in the main work area.

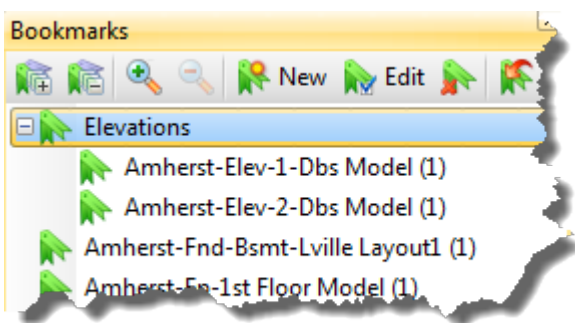
Drag and drop the items to change the order of the list or to create a hierarchy system (parent/child nodes).

2 Expand/Collapse Bookmarks

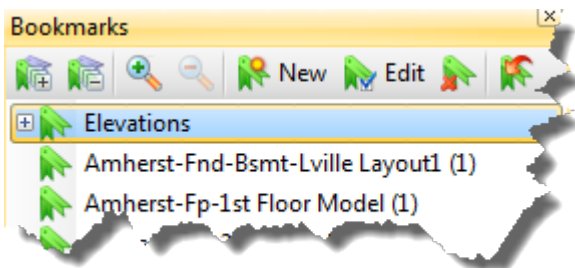


When Bookmarks have a parent/child relationship use these commands to expand or collapse all nodes.

Expanded example. Click on the - sign to collapse the node.



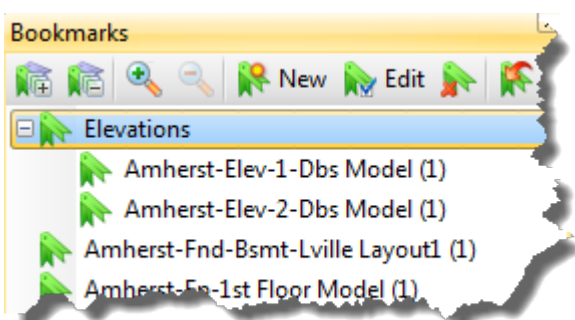
Collapsed example: Click on the + sign to expand the node.



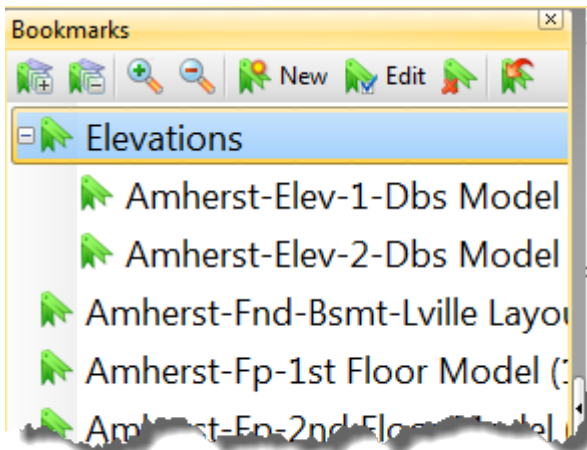
3 Zoom In/ Zoom Out



Clicking these controls make the bookmark text larger or smaller.



Zoomed In



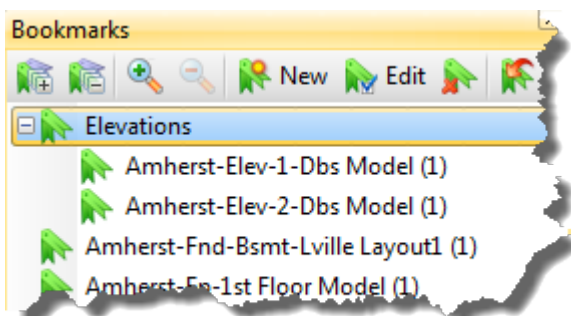
4

New Bookmark



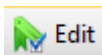
Click the **New** button to create a new Bookmark.

For example: The Elevations bookmark was created to provide grouping for the elevation drawings for this document.

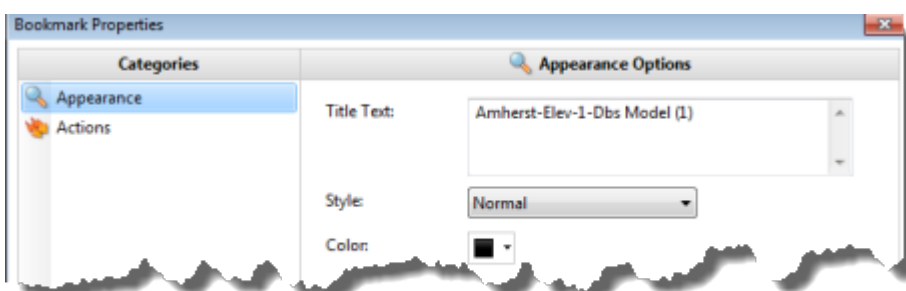


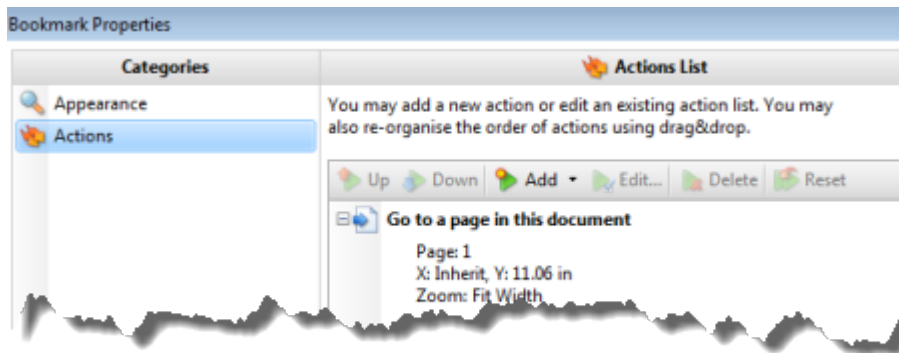
5

Edit Bookmark

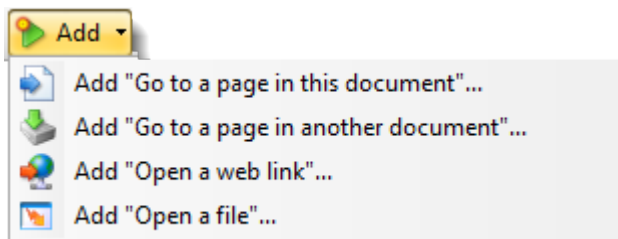


Use the **Edit** command to change the **Appearance** or the **Action** of the Bookmark.





The default action of a Bookmark is to display the associated page in the main work area. Click the **Add** button to add or edit the actions with these commands:



6 Delete Bookmark



Deletes the selected bookmark.

7 Ensure Visibility of Corresponding Bookmark

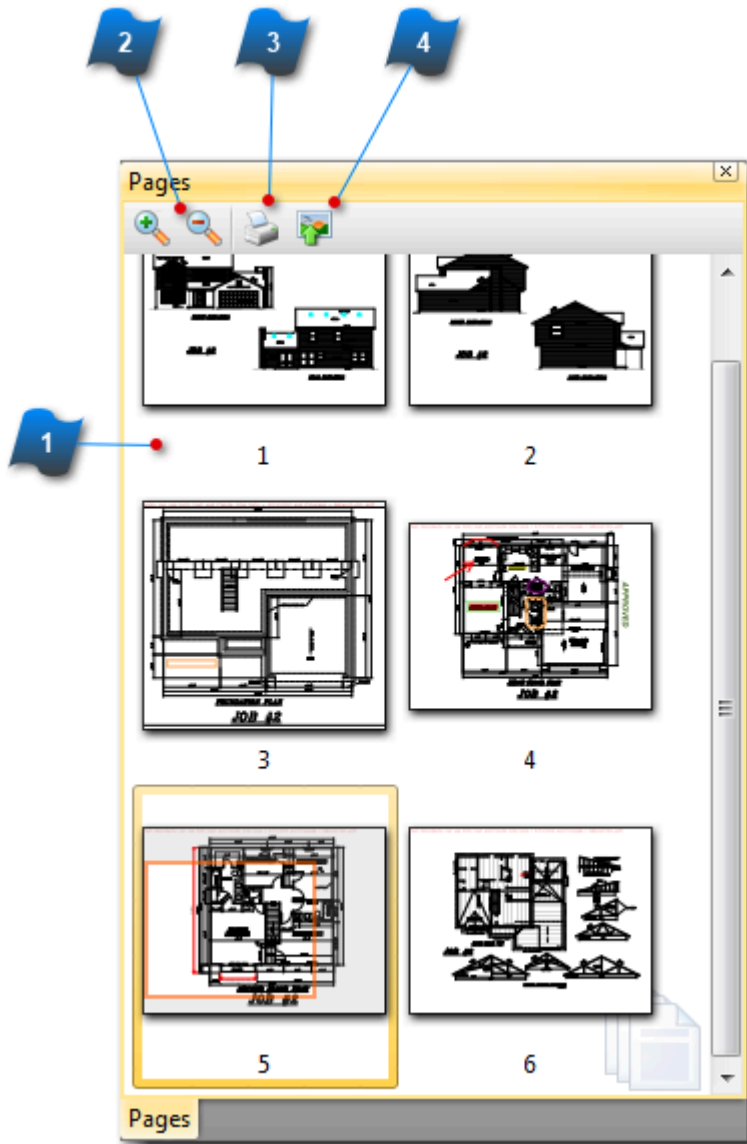


Selecting a bookmark first and then choosing **Ensure Visibility of Corresponding Bookmark**, ensures this will be where the document is opened to each time the document is opened. This is helpful when a document contains several bookmarks and you need to save the place last viewed.

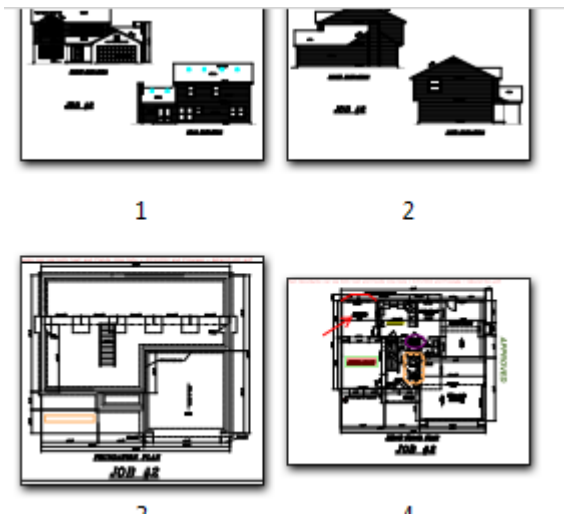
Note: "Ensure Visibility of Corresponding Bookmark" should not be confused with "[Initial View](#)" that is located in "[Document Properties](#)," because it only saves the place you were within the document on the PC it was being viewed on. If the document is transferred to another PC or emailed, then the last place of viewing is not maintained.

Page Thumbnails Pane

The Page Thumbnails Pane displays small bookmark images from the active PDF document open in AcroPlot Matrix. Both the [Bookmarks](#) and **Page Thumbnail Panes** make it easy to navigate between pages of an open document. To display the Page Thumbnails Pane go to the **View Menu > Page Thumbnails**.



1 Thumbnail List



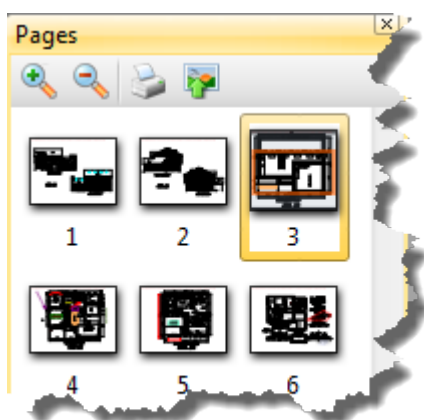
The main area where the actual thumbnail images are listed. Clicking on a thumbnail will display the associated page in the main work area.

2 Zoom In/ Zoom Out



Clicking these controls make the thumbnail images larger or smaller.

Zoom Out example:



3 Print



Prints the active document.

See [Printing](#) in the [File Menu](#) section for additional information.

4 Export

to Image

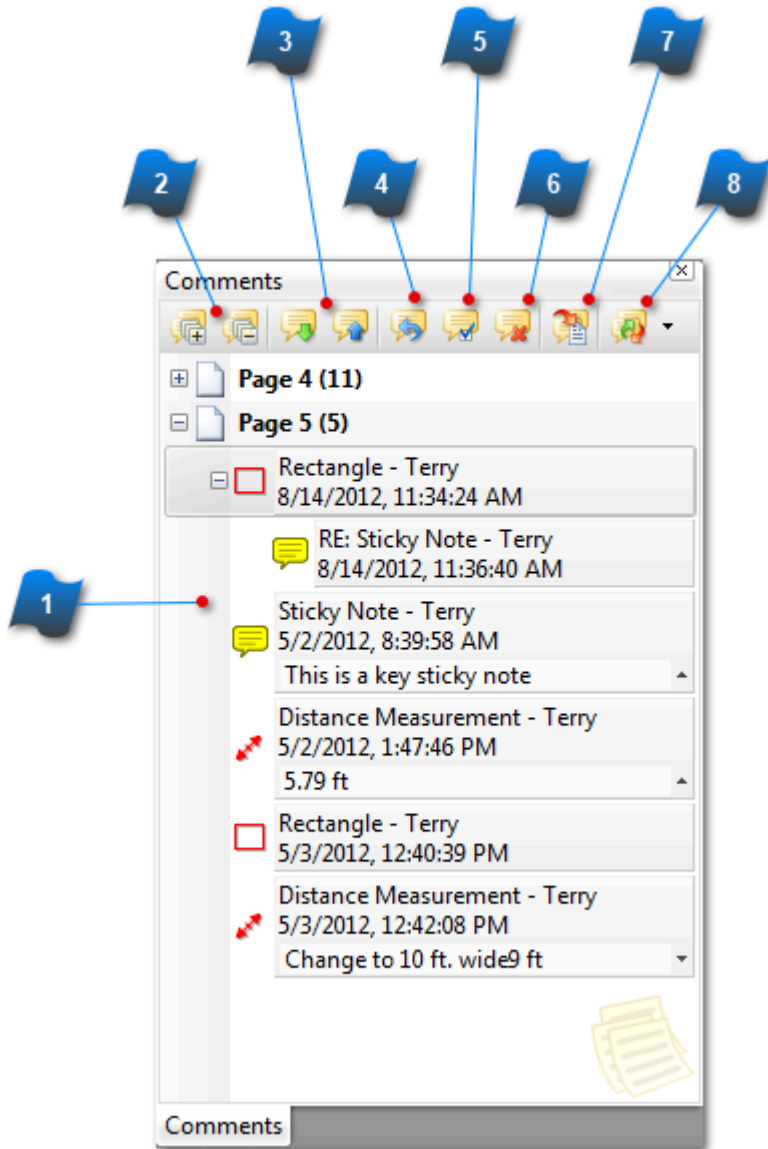


Exports pages in the active document to image files.

See [Export as Image File](#) in the [File Menu](#) section for additional information.

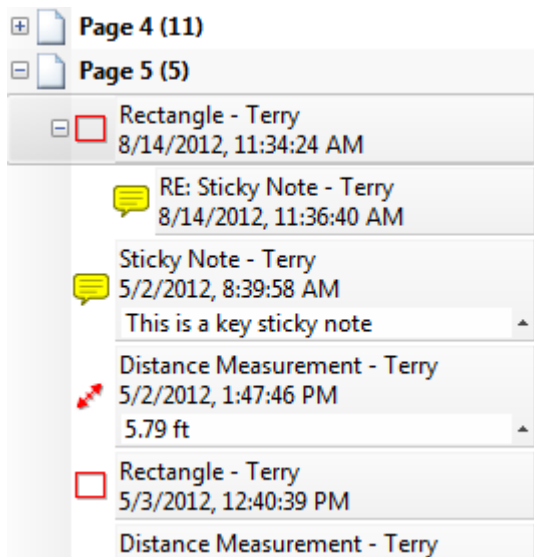
Comments Pane

The Comments Pane provides an organized place to view, edit and locate notes and comments within the annotations of the active document. To display the Comments Pane go to the **View Menu > Other Panes > Comments**.



1

Comments List



This area displays a list of all the comments from the active document.

Clicking on an entry displays the actual annotation and comment in the main work area.

Double-clicking on an entry displays the Note dialog box for that annotation.

By default the entry displays 3 line of information. To see more information in the list entry click the small dropdown arrow in the lower right corner of each entry.

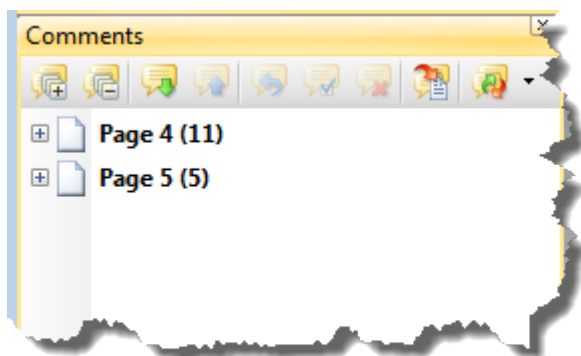
2

Expand/Collapse All Comments



Used to quickly Expand or Collapse all comments in the list.

Collapse All example:



3

Next/Previous Comment

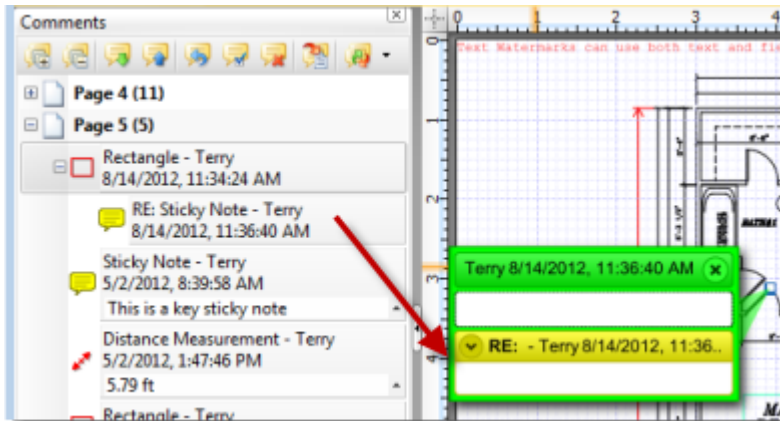


Used to scroll through the list of comments.

Next scrolls down, Previous scrolls up.

4 Add Reply

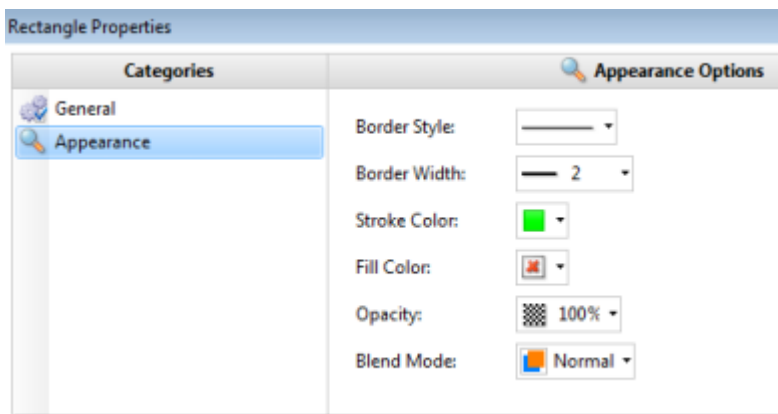
This command adds a reply to the selected comment.



5 Properties

Launches the Properties dialog box for the specific annotation used for the selected comment.

Example: The first Rectangle annotation was selected while clicking the **Properties** button which brings up the settings for this specific rectangle object.



6 Delete Comment

Deletes the selected comment.



Summarize Comments



Launches a dialog box to create summarized comment reports.

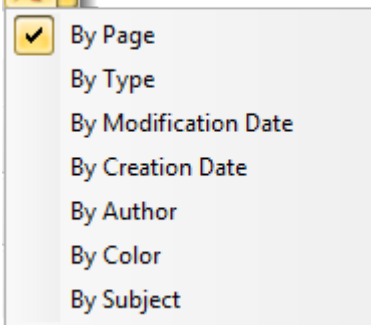
See [Summarize Comments](#) in the [Comments Menu](#) section for more information.



Group By:

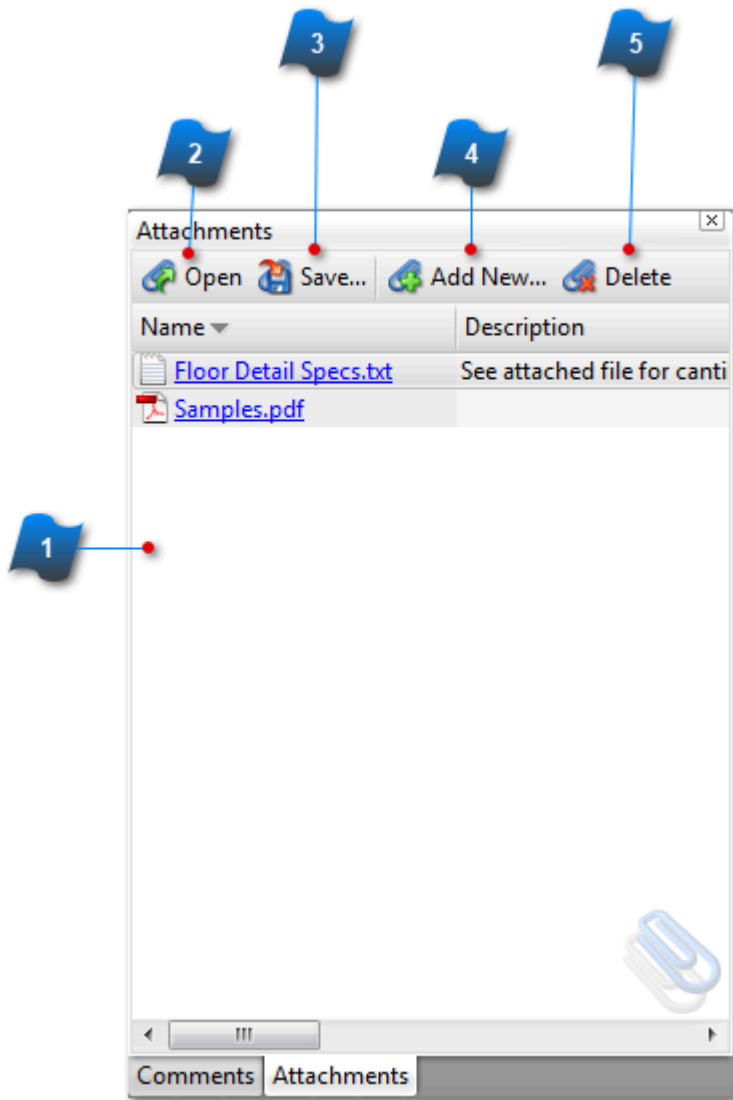


Displays a dropdown box with choices on how to group the listed comments.





Attachments Pane

The Attachments Pane is used to quickly locate, view, add and edit files attached to the active document. To display the Attachments Pane go to the **View Menu > Other Panes > Attachments**.



<TODO>: Insert description text here... And don't forget to add keyword for this topic

1 Attachments List

Name ▾	Description
 Floor Detail Specs.txt	See attached file for canti
 Samples.pdf	

The list of attachments included in the active document.

Click on the link under the Name column to open the file. PDF files will open in the main work area. Other file types will try to open in the program they were created in.

Use the scroll bar at the bottom to see several more columns of information to the right:

- Name
- Description
- Modified Date
- File Size
- Compressed File Size
- Location

See [Attach a File to a Page](#) for more information on Attachments.

2 Open Attachment



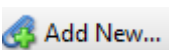
Opens the selected file. This is the same as clicking on the link under the Name column.

3 Save Attachment



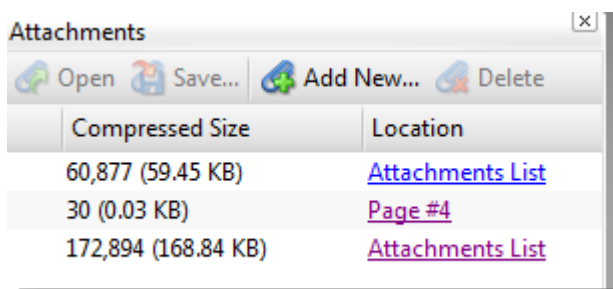
Saves the selected attachment to an external file.

4 Add New Attachment



Adds a new file attachment to the active document.

Attachments added here will not be associated with any page and is simply listed in this list.

A screenshot of a window titled "Attachments" with a close button (X) in the top right corner. The window has a toolbar with four icons: "Open" (green arrow), "Save..." (floppy disk), "Add New..." (green plus), and "Delete" (trash can). Below the toolbar is a table with two columns: "Compressed Size" and "Location".

Compressed Size	Location
60,877 (59.45 KB)	Attachments List
30 (0.03 KB)	Page #4
172,894 (168.84 KB)	Attachments List

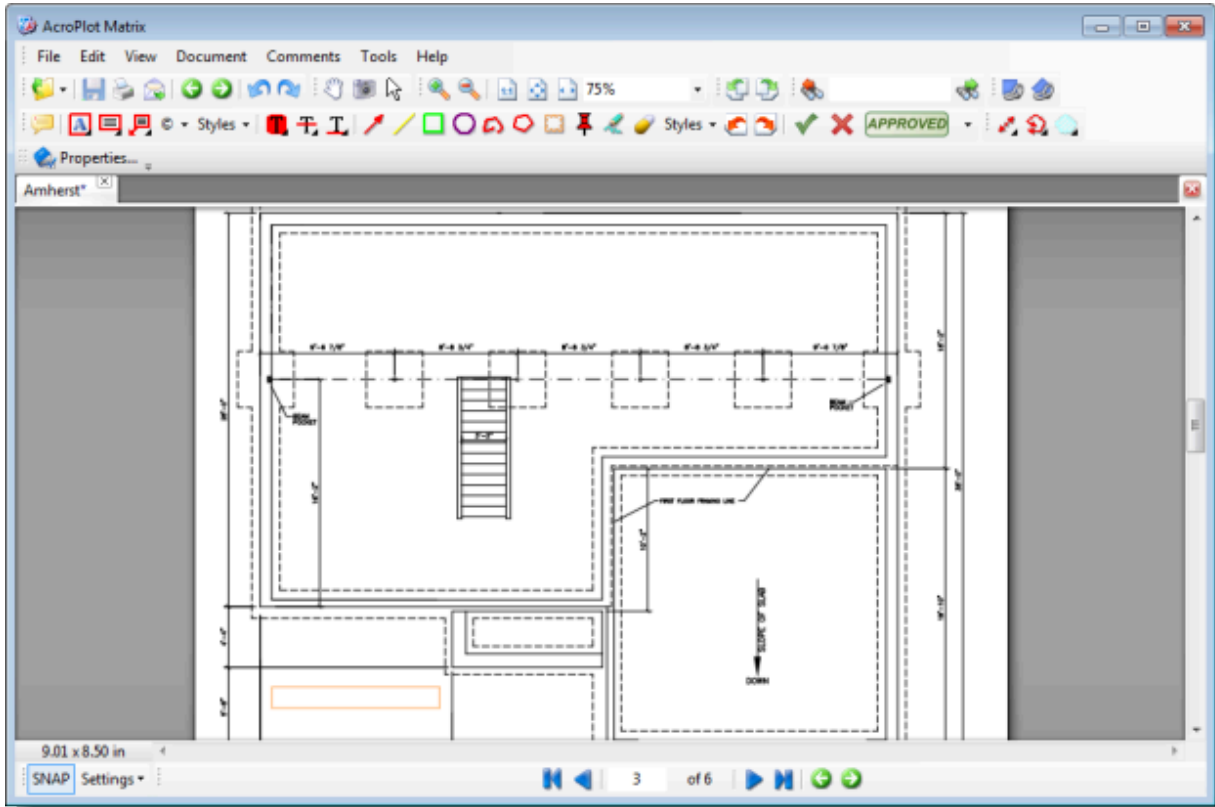
5 Delete Attachment



Deletes the selected attachment from the active document.

How Do I ...? (Quick Start Guide)

The features and tools of **AcroPlot Matrix** are extensive. This section of the document is designed to quickly get you up and running with the basic functions so you can be creating merged documents, markup drawings, comment sheets, and customized PDF files in just a few minutes from now. Once you are familiar with the basic tools you can delve into the full version of the Help Documentation's advanced features, settings and tools of **AcroPlot Matrix** and customize it to your liking.



Let's Get Started!



This section includes **Frequently Asked Questions** (FAQs) on basic functions and commands for use in the AcroPlot Matrix program.

Open a File

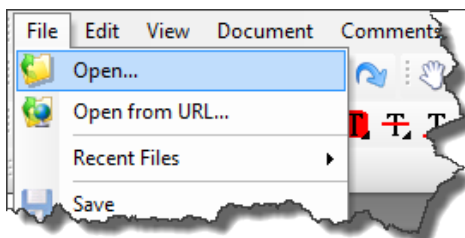


How do I open a PDF, DWF, PLT, or image file?

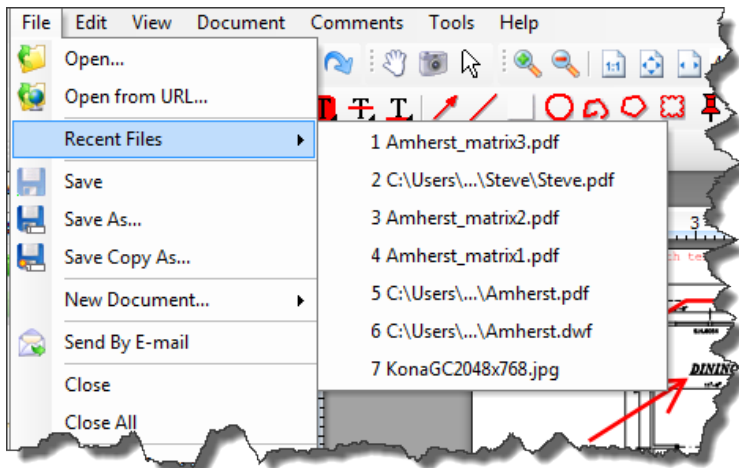
AcroPlot Matrix can open and view multiple file types like PDF, DWF, PLT, and image files. For non-PDF file types, the file will automatically be converted to PDF for you when you open them in AcroPlot Matrix. For most situations, you can use the **File > Open** methods to view the files. In some cases, you may need more advanced options for a particular file type at which time you can use the **File > New Document** menu.

From the Main Menu:

- **File > Open** command will display the File Dialog box so you can browse to a file on your computer.



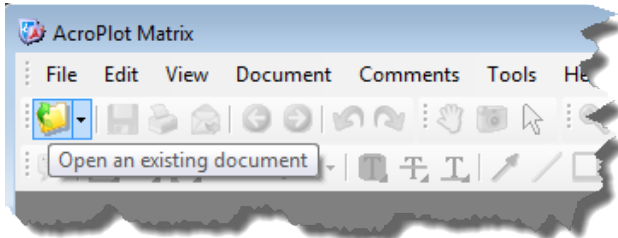
- **File > Recent Files** command will list your recently opened files.



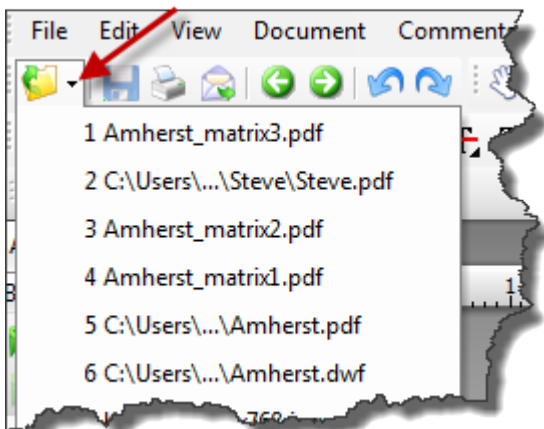
- **File > Open from URL** command will allow you to open a file on the internet.

From the File Toolbar:

- Click on the **Open File Button** and then the File Open Dialog will appear to allow you to browse to a file.



- Select the dropdown arrow to the right of the **Open File Button** icon to select from a list of recently opened files.



From the Right Mouse Click:

- N/A

From Keyboard Shortcuts:

- Ctrl+"O" will display the File Dialog box so you can browse to a file on your computer.

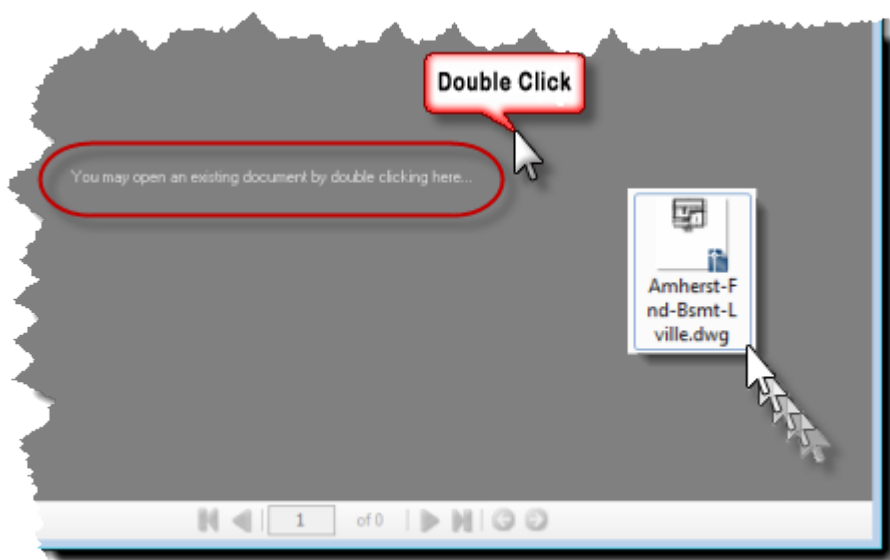
From One of the Panes:

- N/A.

Warning: If you drag and drop from Windows Explorer into one of the Panes it will be append the file to the end of the current document.

Other Methods:

- **Double Left Mouse Click** on the main window area before any files are open to start the File Open Dialog.
- Drag and drop from **Windows Explorer** into the Main Window before any files are open.



- If the PDF, DWF, PLT, or image file type has been associated with AcroPlot Matrix, double click on the file from **Windows Explorer** to open it. If you would like to associate a particular file type with AcroPlot Matrix you can use the **Edit > File Associations** menus.

Pan and Zoom



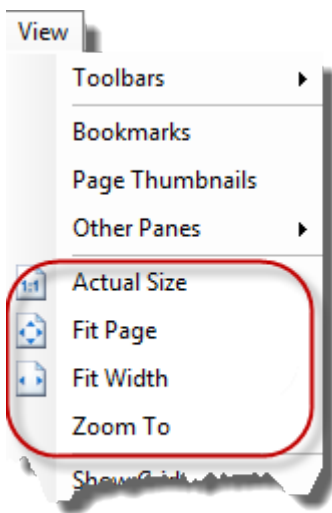
How do I pan and zoom around the document?

Below is a quick overview of the various menus and tools for panning and zooming around the document. For a more in depth discussion of each tool please see the Pan and Zoom Functions section.

From the Main Menu:

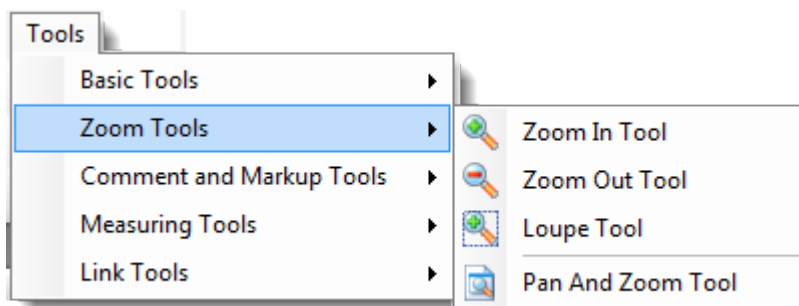
- **View Menu**

The **View Menu** contains some of the basic Zoom options on it along with a "**Zoom To Menu**" that allows you to type in the zoom percentage that you would like.



- **Tools > Zoom Tools Menu**

The **Tools > Zoom Tools Menu** contains some of the more advanced Zoom Tools.



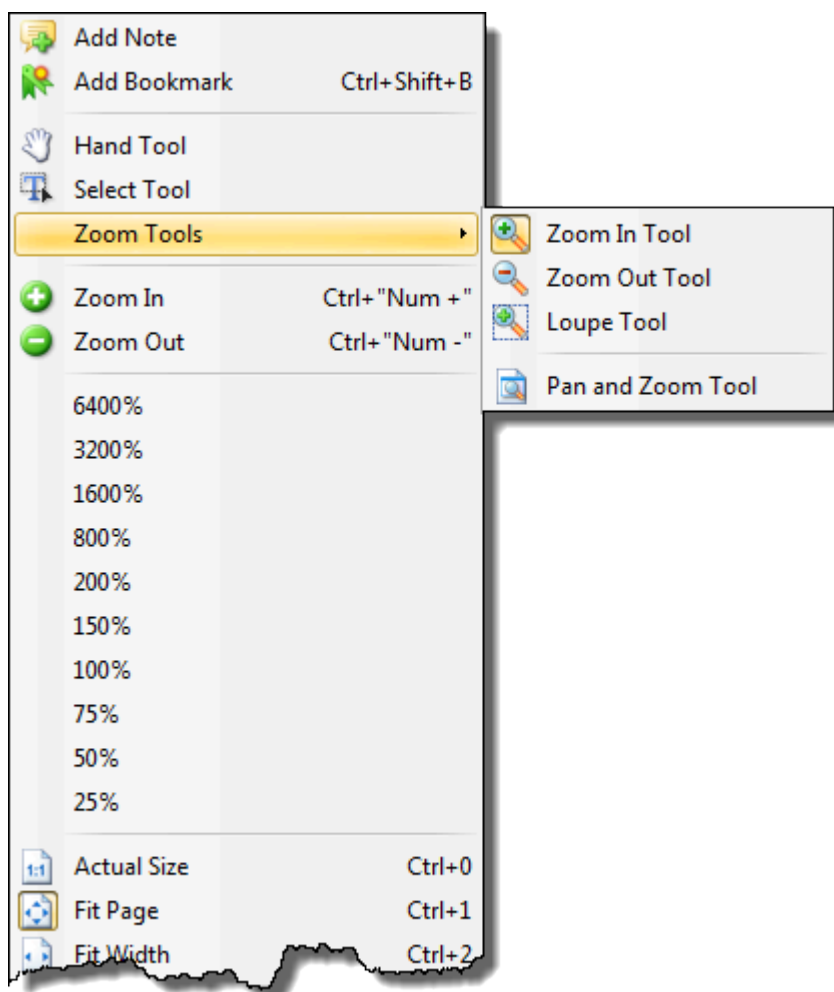
From the Standard and Zoom Toolbars:

- The Standard and Zoom Toolbars have the various zoom functions on it. The Hand Tool is used for panning and the other icons are pretty much self explanatory.



From the Right Mouse Click:

- If you right-click your mouse button in the document window, will invoke options to select the Hand Tool for panning and the various zoom tools.
- There is also a Zoom Tools Submenu that has some additional shortcuts to the various zoom tools.



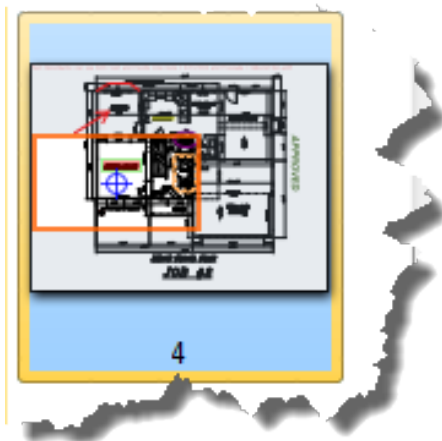
From Keyboard Shortcuts:

- Zoom In - Ctrl+"Num+"
- Zoom Out - Ctrl+"Num-"
- Actual Size - Ctrl+0
- Fit Page - Ctrl+1

- Fit Width - Ctrl+2

From the Pages Panes:


- Grab the center of the red box in the active page screenshot and drag it around.
- Click outside the red box to move the zoom to that area.



Other:

- **Scroll Bars**
 - Vertical scroll will move from page to page.
- **Mouse Wheel**
 - The pan and zoom methods described below of for most default wheel mouse configurations in Microsoft Windows. If some of the keyboard and wheel combinations perform differently on your computer, then you may need to make some driver settings modifications in the control panel for your device.
 - **CTRL + Roll the wheel** = Zoom In or Out
 - **SHFT + Roll the wheel** = Pan Left or Right

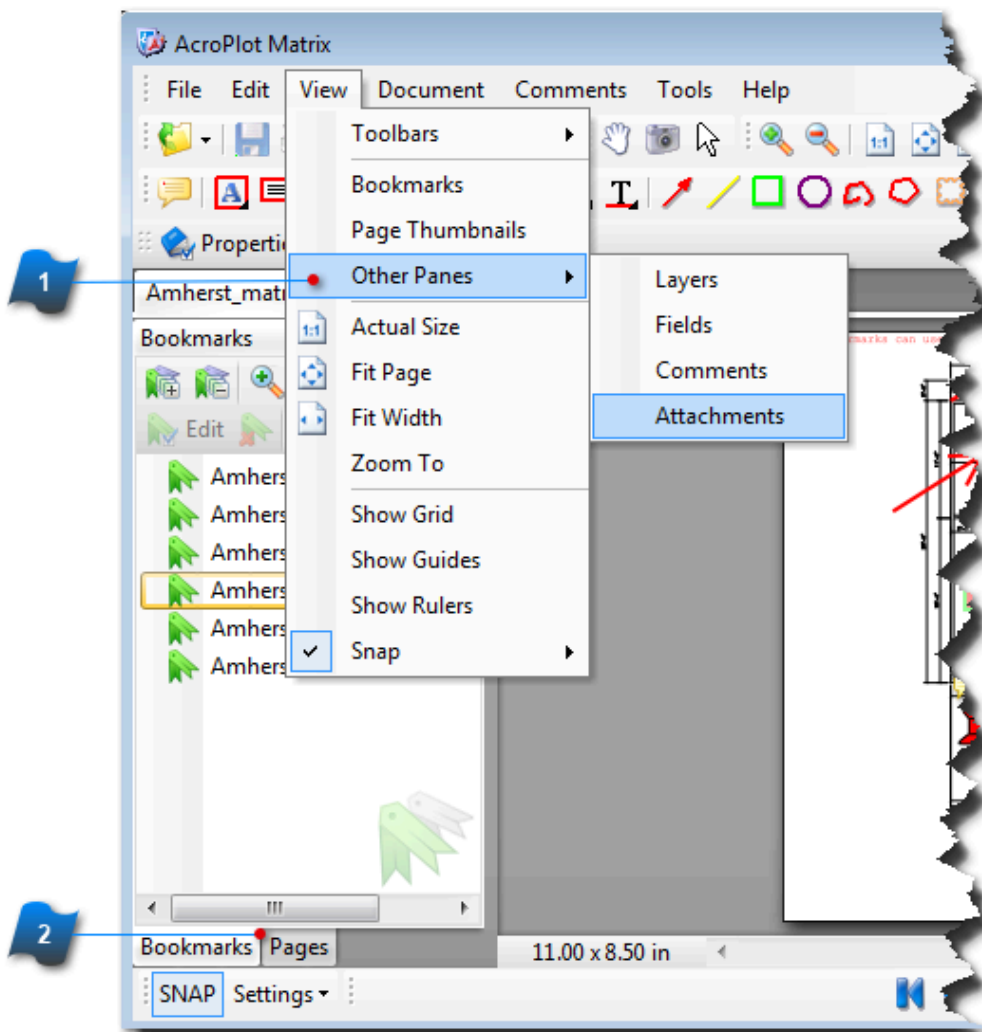
Display Panes

 How do I display the layers, fields, comments, and attachment panes?

When AcroPlot Matrix is opened for the first time, not all of the panes are displayed. For easy navigation within the project, the **Bookmarks** and **Pages** panes may be displayed.

From the Main Menu:

- Panes can be displayed by going to the **View** menu and clicking **Bookmarks** or **Page Thumbnails**.
- You can also display panes that list **Layers**, **Fields**, **Comments**, and **Attachments**. From the **View** menu, click **Other Panes** > then select the pane you wish to display.



From Keyboard Shortcuts:

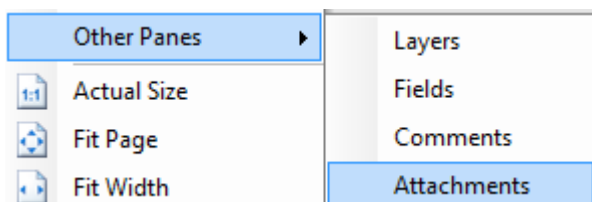
- Bookmarks Pane Display -- ALT + V + B
- Page Thumbnails Pane Display -- ALT + V + P
- Layers Pane Display -- ALT + V + O + L
- Fields Pane Display -- ALT + V + O + F
- Comments Pane Display -- ALT + V + O + C
- Attachment Pane Display -- ALT + V + O + A

Note:

The above commands will add the selected pane to the panes panel on the left side of the main window. If the pane has already been displayed, then these commands will simply bring that pane the forefront. An easier method to make a pane move to the forefront is to click the tab at the bottom of panes panel.

1

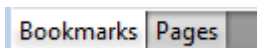
View: Other Panes



From the main menu select **View > Other Panes** to Display panes for Layers, Fields, Comments, and Attachments.

2

Panes Group



By default panes are displayed in a group on the left side of the screen. To access each pane, click on the associated tab.

Rotate Pages



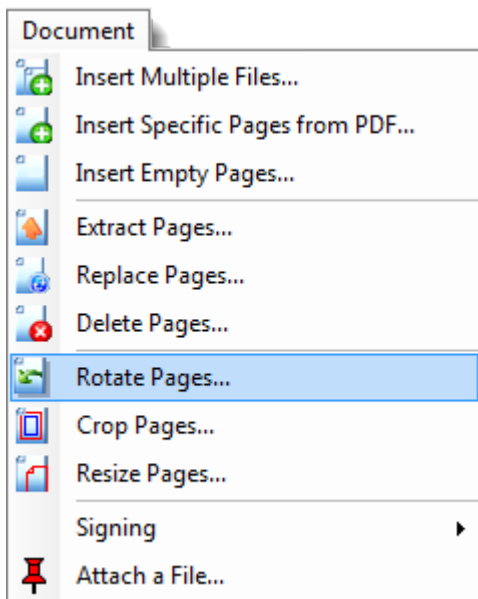
How do I rotate a page or pages?

There are two separate **Rotate** commands in AcroPlot Matrix that do different things.

- The **Rotate Current Page** (**Green** arrows on the toolbar) command will rotate the page permanently and will be saved that way in the file.
- The **Rotate Current View** (**Red** arrows on the toolbar) command will rotate the pages temporarily to allow you to view or add annotations. The rotation of the pages will **NOT** be saved in the file since this command is only rotating what is being displayed on the screen.

From the Main Menu:

- **Document > Rotate Pages** brings up a dialog box where a page or sets of pages can be rotated all at once.



From the Toolbar:

- **Rotate Current Page**
- Clockwise or counter clockwise.
- Rotates the current page only.
- Rotated pages will maintain their orientation when the file is saved.



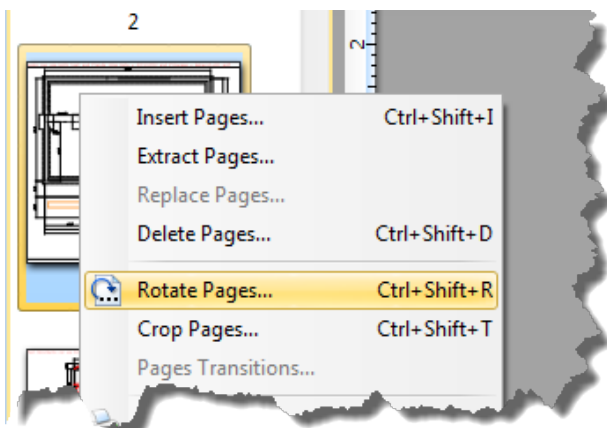
• Rotate Current View

- All page views are rotated.
- Used to change viewing orientation for easier reading and to input annotations and comments at a different 90 degree angle increments.
- The rotated views will NOT be saved in the file.



From the Right Mouse Click:

- On a thumbnail in the **Pages Pane**
 - brings up a dialog box where a page or sets of pages can be rotated all at once.



From Keyboard Shortcuts:

- Ctrl + Shift + R

From the Pages Panes:

- See **Right Mouse Click** above

Delete Pages

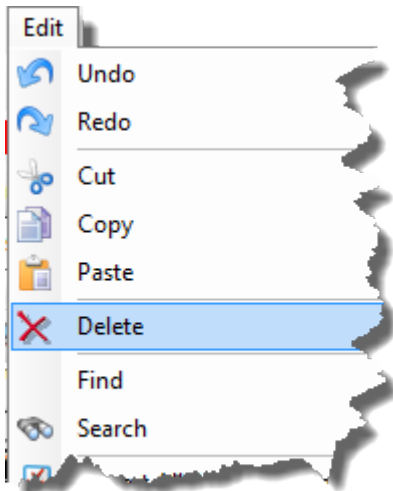


How do I delete a page or pages?

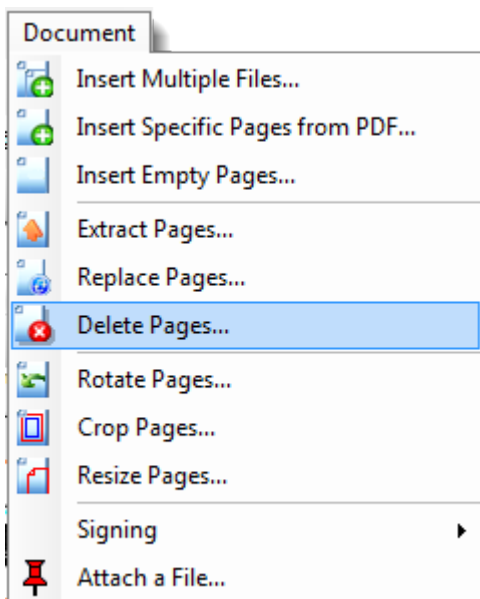
Documents can be modified by inserting, adding and deleting pages. The procedures below explain the different methods for deleting or removing pages a document.

From the Main Menu:

- With a thumbnail in the Pages pane selected, **Edit > Delete**
 - This will delete the selected items



- **Document > Delete Pages:**
 - Will display a dialog box where a page or sets of pages can be deleted at once.

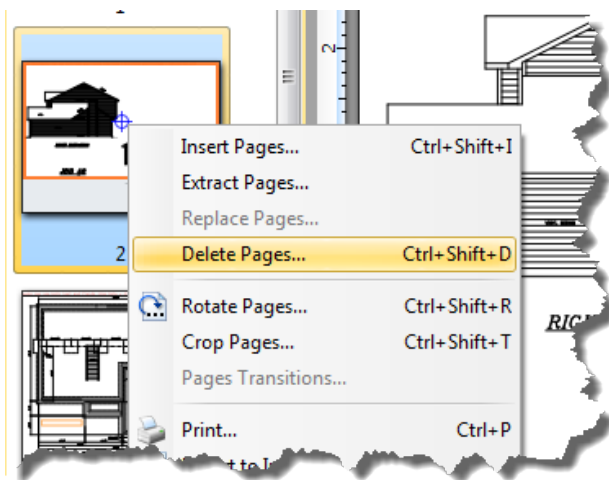


From the Toolbar:

N/A

From the Right Mouse Click:

- On a thumbnail in the Pages pane,
 - Will display a dialog box where a page or sets of pages can be deleted all at once.



From Keyboard Shortcuts:

- Ctrl + Shift + D
- Delete key

From the Pages Pane:

- See Right Mouse Click above.
or

Quickest way

1. Select the page(s) to be deleted *(Hold the Ctrl key down to select multiple pages)*
2. Press **Delete** on your keyboard
3. Confirm the deletion

Note: Selecting from the **Bookmarks** pane will only delete the bookmark and NOT the page.

Insert Pages



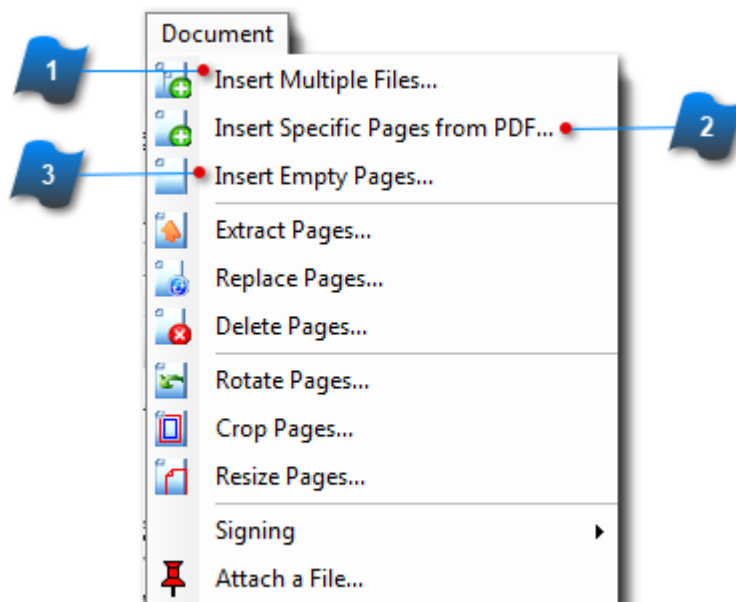
How do I insert pages?

With AcroPlot Matrix, documents can be created from existing files and then by customizing the document, removing or inserting pages or files from other sources. This section explains the procedures for adding or inserting pages to an existing document.

From the Main Menu:

From the **Document** menu there are three commands for inserting pages or files. Each one brings up a different dialog box for inserting pages or files:

- **Insert Multiple Files ...**
- **Insert Specific Pages from PDF ...**
- **Insert Empty Pages ...**



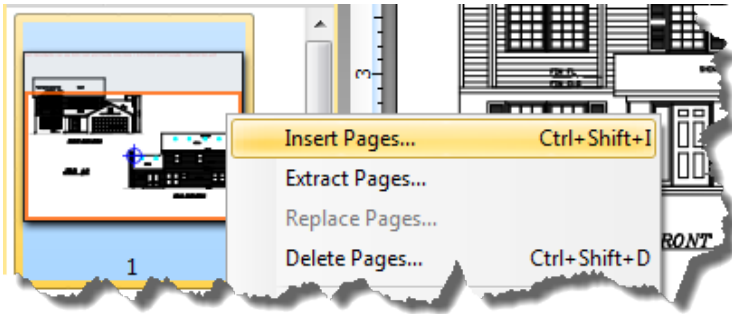
From the Toolbar:

N/A

From the Right Mouse Click:

- On a thumbnail in the **Pages** pane,

- Will display the dialog box for **Insert Specific Pages from PDF** where a page or sets of pages can be inserted all at once (see #2 above).



From Keyboard Shortcuts:

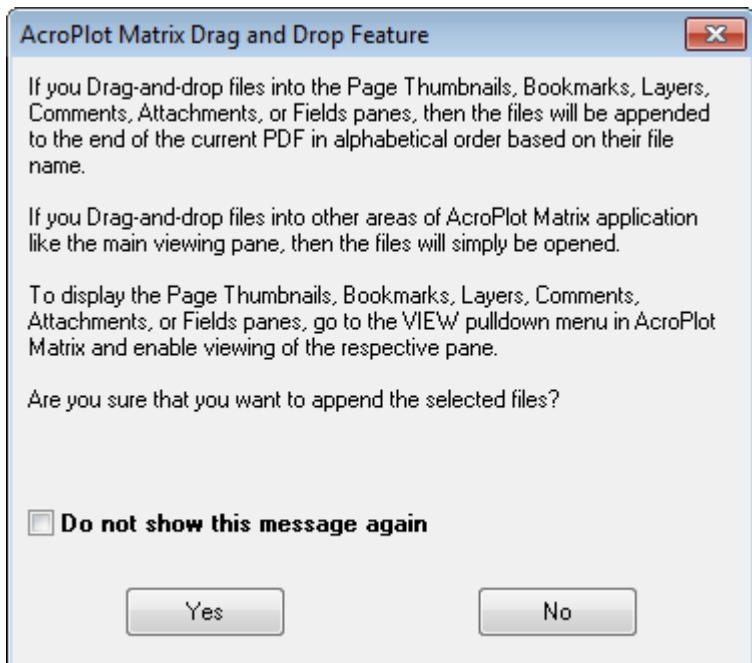
- Ctrl + Shift + I

From the Pages Pane:

- See Right Mouse Click above.

Other Methods:

- Files can also be added by using the drag-and-drop method from Windows Explorer to any visible pane. The resulting pages will then be added to the document.

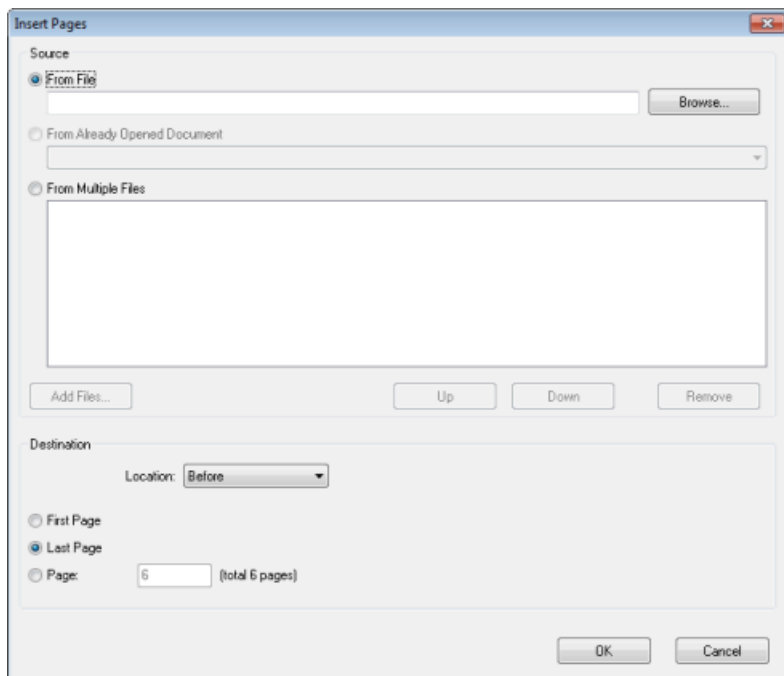


1

Insert Multiple Files



Insert Multiple Files...



- Insert pages and files from single or multiple files
- Specify what page order to insert them into

2

Insert Specific Pages



Insert Specific Pages from PDF...

Insert Pages

Source

☒ From File

☐ From Already Opened Document

Source Page Range

☒ All

☐ Pages: (total 0 pages)

Type page numbers and/or page ranges separated by commas counting from the start of the document. For example, type 1, 3, 5-12

Insert:

Summary: 0 selected of 0 pages

Destination

Location:

☐ First Page

☐ Last Page

☒ Page: (total 6 pages)

Insert specific or all pages from a PDF

- Or right click in the **Pages** pane and select **Insert Pages ...**
- Or use the shortcut keys **Ctrl+Shift+I**

3

Insert Empty Pages



Insert Empty Pages...

Insert Empty Pages

Pages

☒ Standard: Tabloid/ANSI B

☐ Custom: 8.268 in x 11.693 in inches

Orientation: ☐ Portrait ☒ Landscape

Count: 1

Destination

Location: Before

☒ First Page

☐ Last Page

☐ Page: 1 (total 6 pages)

OK Cancel

Add a blank page to use as a book spacer or to paste information into.

Add Annotations

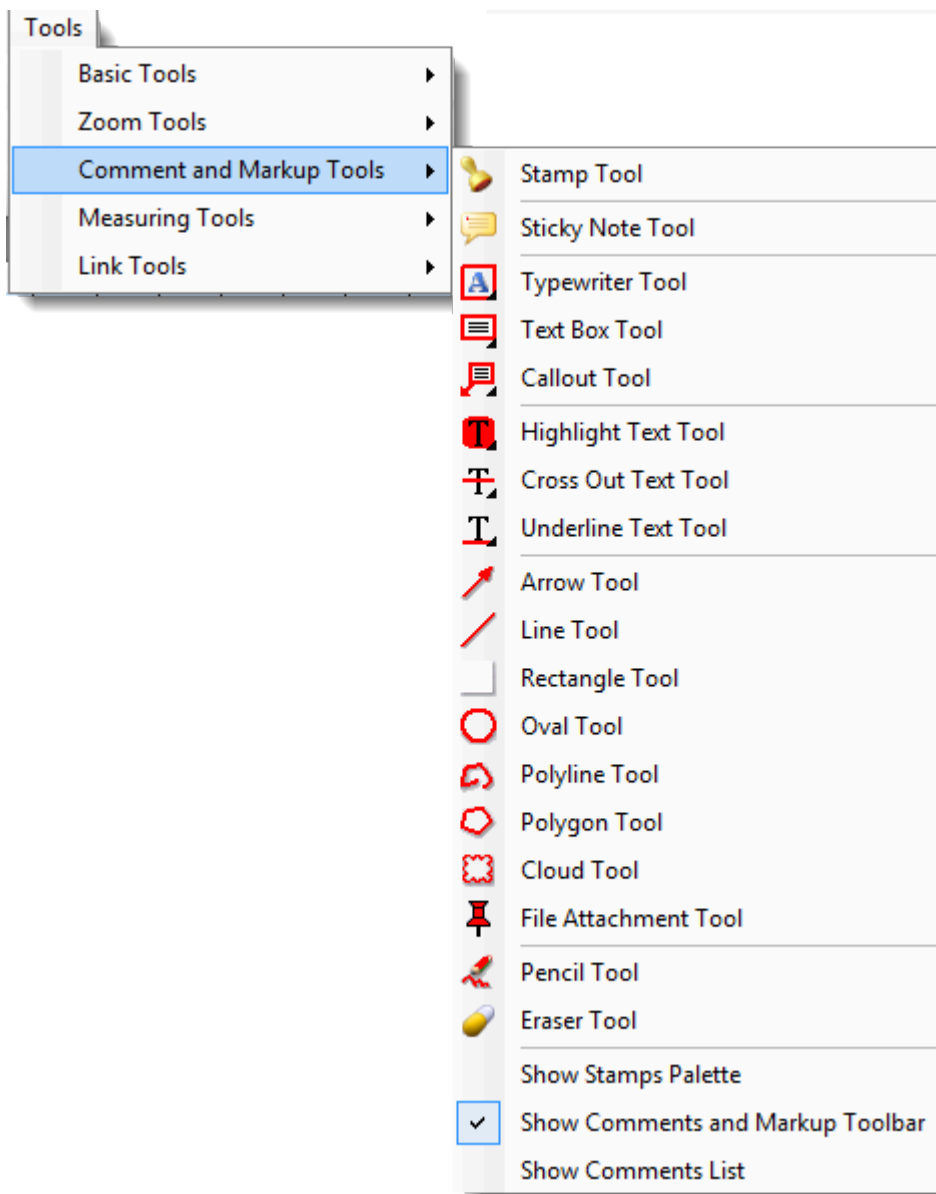


How do I add annotations?

Drawings in AcroPlot Matrix can be "marked up" using annotations. These objects include sticky notes, text tools, arrows, lines, shapes, polylines, polygons, clouds, attachments and freehand pencil drawing.

From the Main Menu:

- **Tools > Comment and Markup Tools**



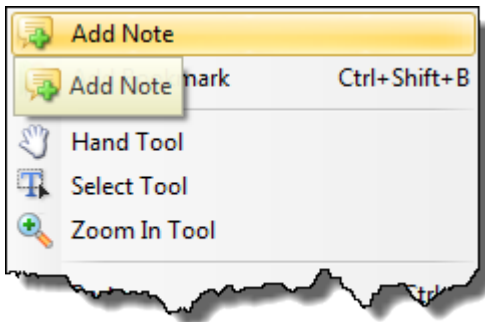
From the Toolbar:

- This is the easiest and preferred way to access the annotation tools.



From the Right Mouse Click:

- A sticky note can be quickly added from the Right Mouse Click menu.



From Keyboard Shortcuts:


ALT + T + C + various

From One of the Panes:

N/A

Procedure: Input an Annotation

Example - Circle/Oval

1. Select an annotation object to insert 
2. Format the annotation using the annotation Properties toolbar
Border and fill color, line style, opacity, etc.



3. Draw the annotation at the desired location to call attention to something



4. Add a comment to further explain the details of the markup (optional)



To display the **Pop-Up Note**:

- Activate the **Select Tool**



- Double click the annotation
or
- Right click the annotation and select **Open Pop-Up Note**

Erase Objects



How can I erase objects from a PDF document?

The main function of AcroPlot Matrix is to be able to markup and comment on objects within the pages of a PDF. As such, you can erase annotations that you add, pencil objects, and measurements but not the original geometry of the PDF. You could draw a white object over the information that you want to "erase" in the PDF, but note that this does not actually remove or redact, as it is commonly called, the underlying geometry. A future version of AcroPlot Matrix will allow some editing of the underlying geometry as well.

Using the Eraser Tool to Erase Pencil Objects.

There is an **Eraser Tool** but its only use is to erase annotations specifically created using the **Pencil**



tool in AcroPlot Matrix.

By selecting this tool you can hold down the mouse and move over the portions of a pencil annotation that you would like to remove/erase from the page.

Using the Select Tool and the Delete Button to Erase Annotations, Text, and Measurements

By using the Select Tool and selecting an object you can then use the Delete key or right-click the mouse and use the Cut option to erase the selected annotation.

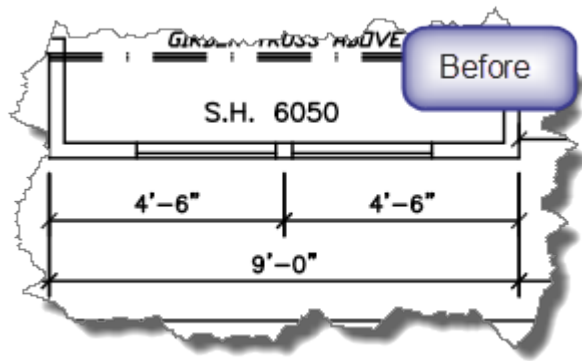
Drawing a White Object to "Hide" the Underlying Geometry of the PDF.

There are probably many reasons or uses for this trick. Here are just a few:

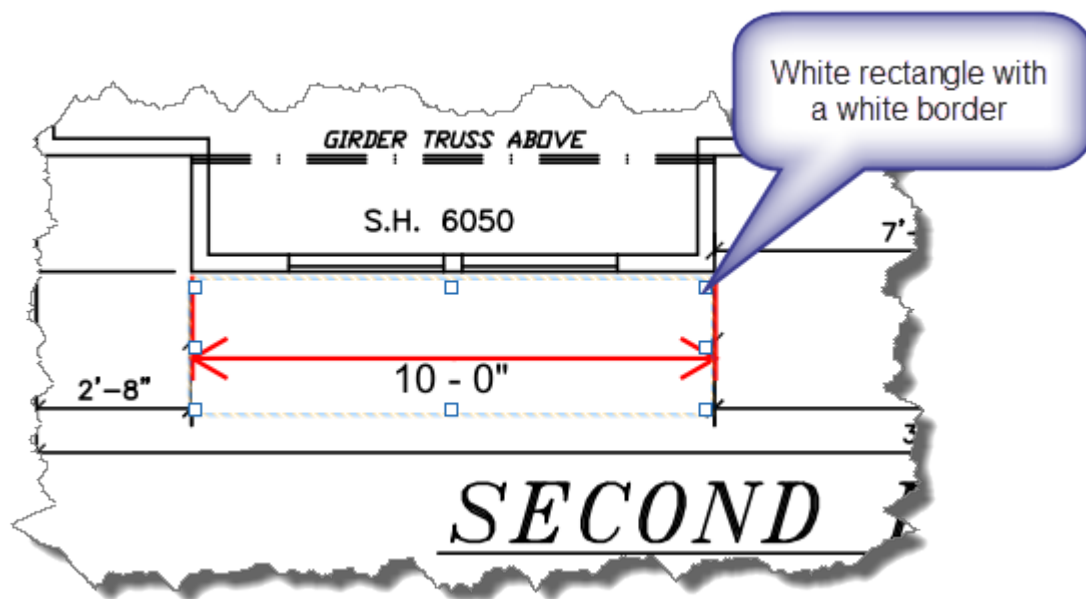
What if you wanted to call attention to a dimension that needs to be changed? Or if there's just too much stuff in the way to insert the markup you want?

This trick assumes the background of the document is white. Use whatever color the background is.

1. Simply draw a shape, in this case a rectangle, over the area you want to make disappear.



2. Set the **fill** and **border** colors to white (or whatever the background color is)



3. There are actually 2 white rectangles used here. One to cover the existing dimensions and one to cover up the real text created by the new dimension. Then the label of the new dimension label was edited to indicate the desired value.

Select Multiple Objects to Modify or Erase

The current version of AcroPlot Matrix does allow you to Select Multiple Objects to modify or delete at once.

You can either select multiple comments using the Comment Selection Tool or select multiple content items using the Content Selection Tool.

There are several ways to select multiple items using these tools.

- 1.) Select the first item and then hold down the Ctrl key to select or deselect additional items.
- 2.) Click on any empty space and hold down the left mouse button to draw a rectangle to select all items inside it.
- 3.) Use either the Comments Pane or the Contents Pane to select the items from the list on the page.

Add a Measurement to Scale



How do I add a measurement and set the scale?

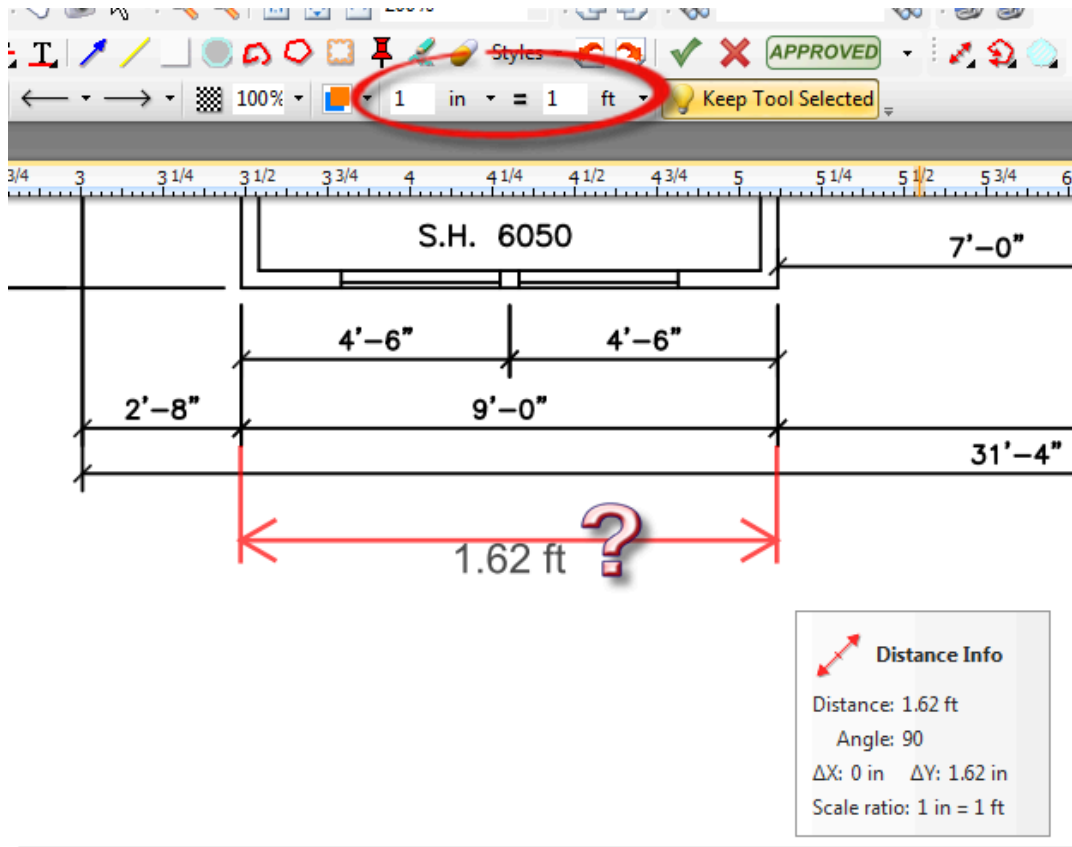
First, the basics of how to draw a linear measurement:

Procedure:

1. Click the **Distance Tool** on the **Measurement** toolbar



2. Click a point to measure from
3. Click a point to measure to
*You should be able to find snap points at the ends of objects
4. Click a 3rd time to place the dimension line parallel to the object being measured



PDF's are often generated to simply fit inside the dimensions of the page size. So, how can you find the length or area of an object that doesn't already have a dimension?

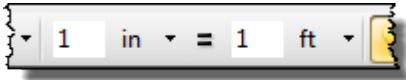
Procedure:

First, the actual scale needs to be determined.

1. Click the **Distance Tool** on the **Measurement** toolbar

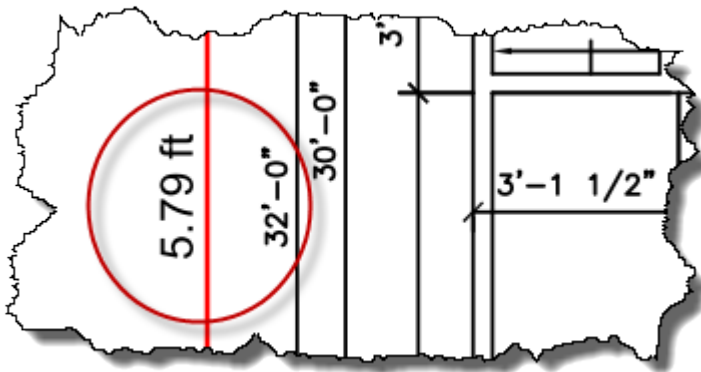


2. Set the scale to 1 inch. = 1 foot. in the formatting toolbar.



3. Draw a dimension on an object that has a known measurement *(longer dimensions will be more accurate)*

4. Note the new distance number. In this case **5.79** = 32 ft.

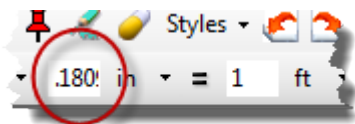


5. Divide that number by the known distance **$5.79 / 32 = .1809$** *(more digits to the right of the decimal will be more accurate)*

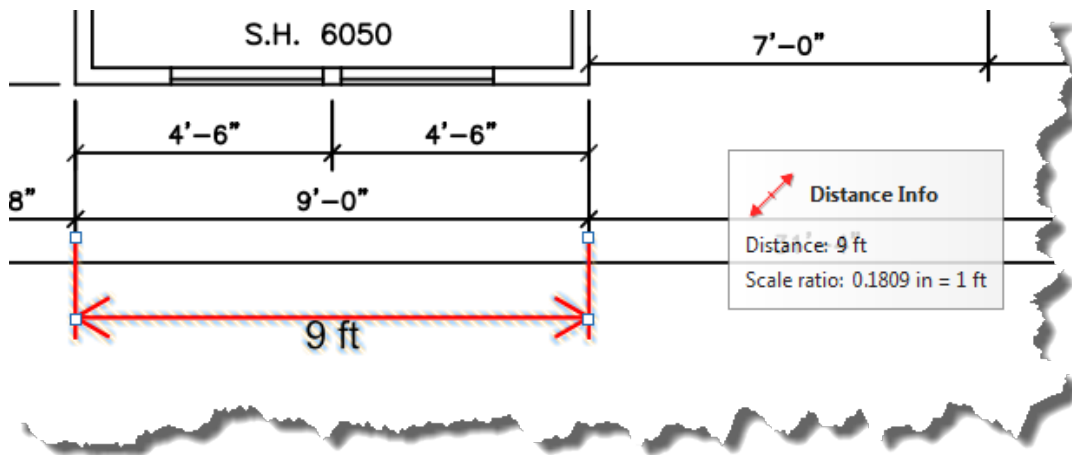
6. This will be your X in. = 1 ft. scale

7. Click the **Distance Tool** again

8. Enter **.1809** into the first scale box



9. Now draw a measurement along a known dimension to verify the correct scale



Using the same scale factor you can now accurately dimension or measure any object on this page.

Note: The scale may be different on each page.

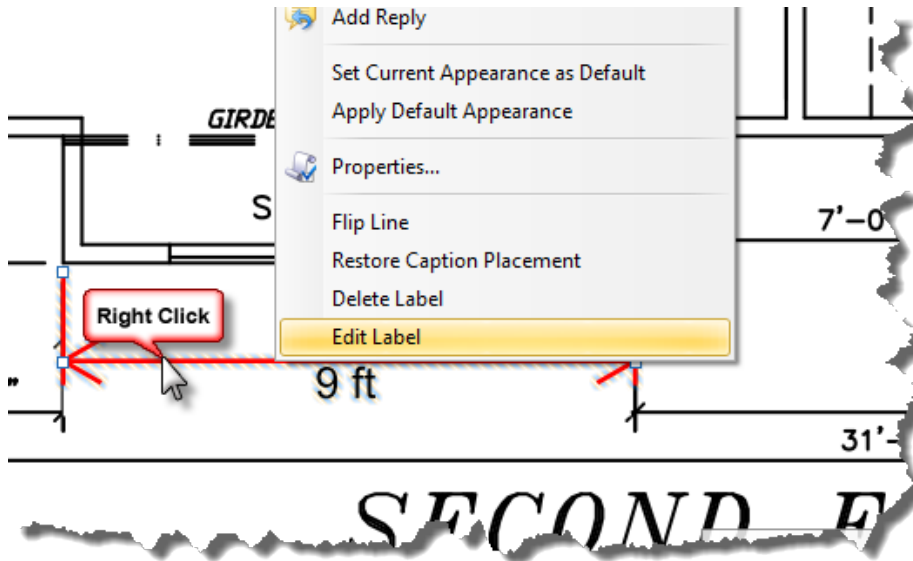
Please see the following Troubleshooting Topic about "[Measurements and Accuracy](#)" for more information.

Edit Measurement Labels

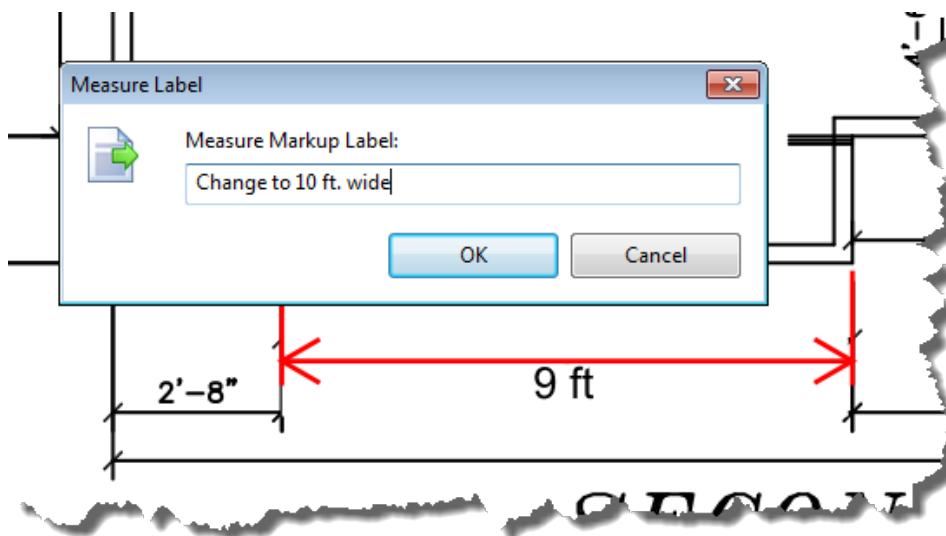
 How do I edit labels generated by the measurement tools?

Procedure:

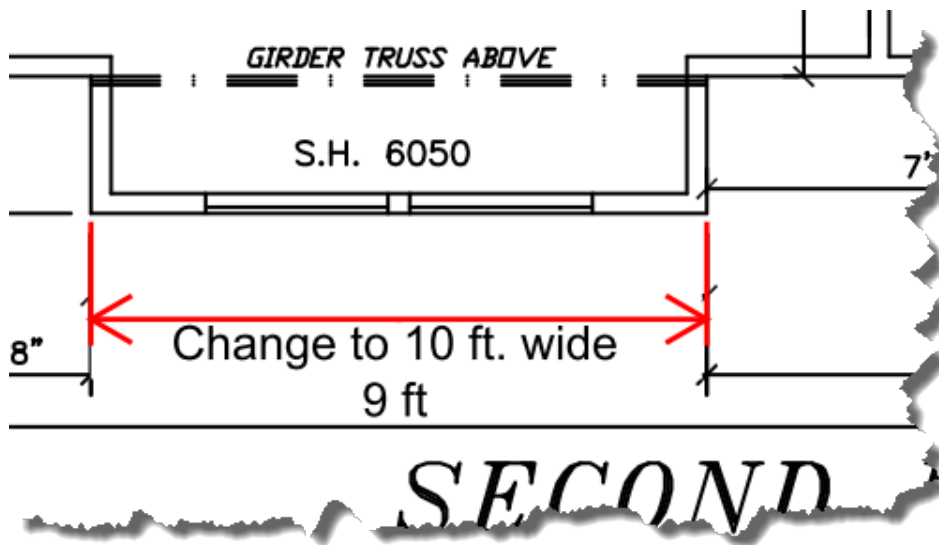
1. After using the **Distance Tool** to input a new dimension right-click on it and select the **Edit Label** command.



2. Fill in the box with the desired text. Click **OK**.



3. This text is appended to the beginning of the generated text. There is no way to simply edit the text generated by the **Distance Tool**. However, there is a work-around for hiding the generated text.



Work With Styles



What are the styles all about and how do I work with them?

Styles are stored format settings for text tools and shapes and objects that can be accessed quickly. This is useful for quickly changing formatting options without having to set each property every time.

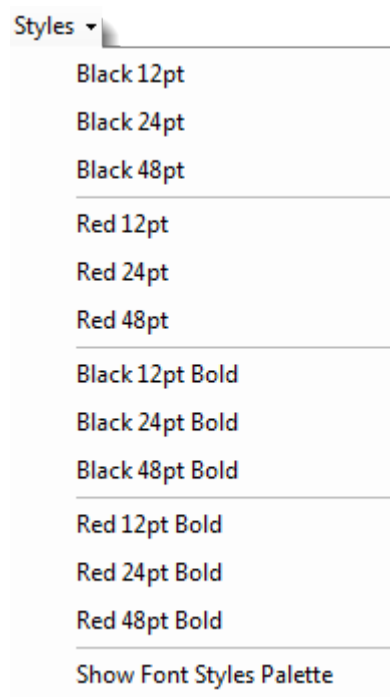
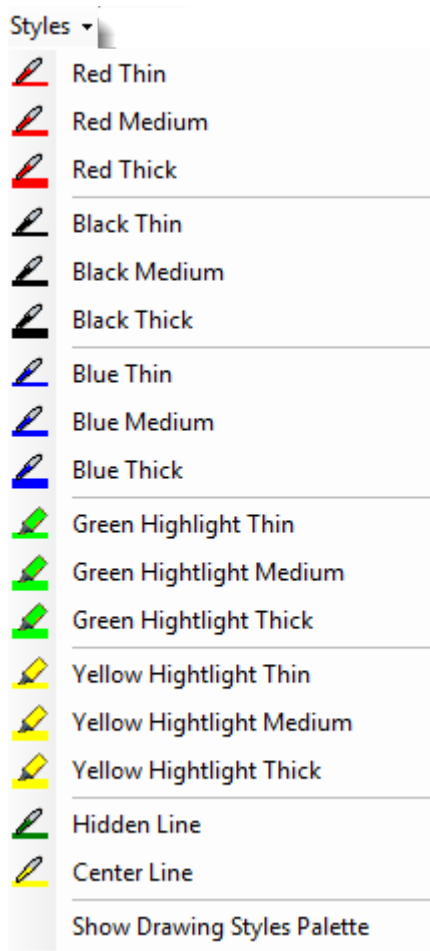
Object & Shape Styles

- Color
- Line Style
- Line Thickness
- End of Line Shape
- Transparency

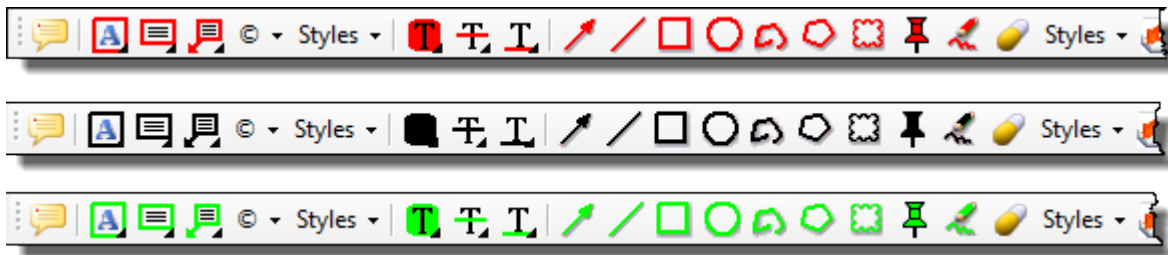
Text Styles

- Font
- Font Size
- Font Style
- Justification
- Color

Note: The above settings are for the text only. The shapes around the text are controlled by the **Objects and Shape Styles**.



Note: Styles are global to each group. Selected Styles will apply to all objects. Individual objects can be formatted by selecting the object and using the associated formatting toolbar.



Procedure:

To select a style to use:

1. Click the **Styles** dropdown arrow
2. Select from one of the preset styles
3. To add styles select “**Show Font Styles Palette**” or “**Show Drawing Styles Palette**” at the bottom of the dropdown menus

See [Edit Styles](#) for more information on editing existing styles or creating new styles.

Work With Stamps

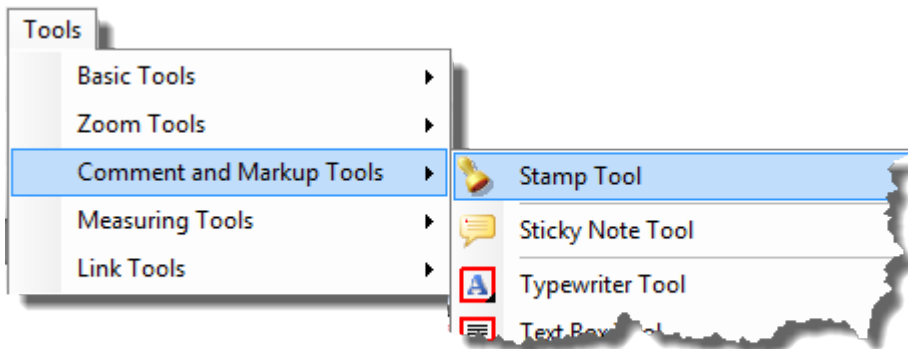


How do I work with stamps?

Stamps are pre-made graphics, included with AcroPlot Matrix, which can be used in the markup of a document.

From the Main Menu:

- **Tools > Comment and Markup Tools > Stamp Tool**
 - Quickly inputs the visible stamp selected from the dropdown list

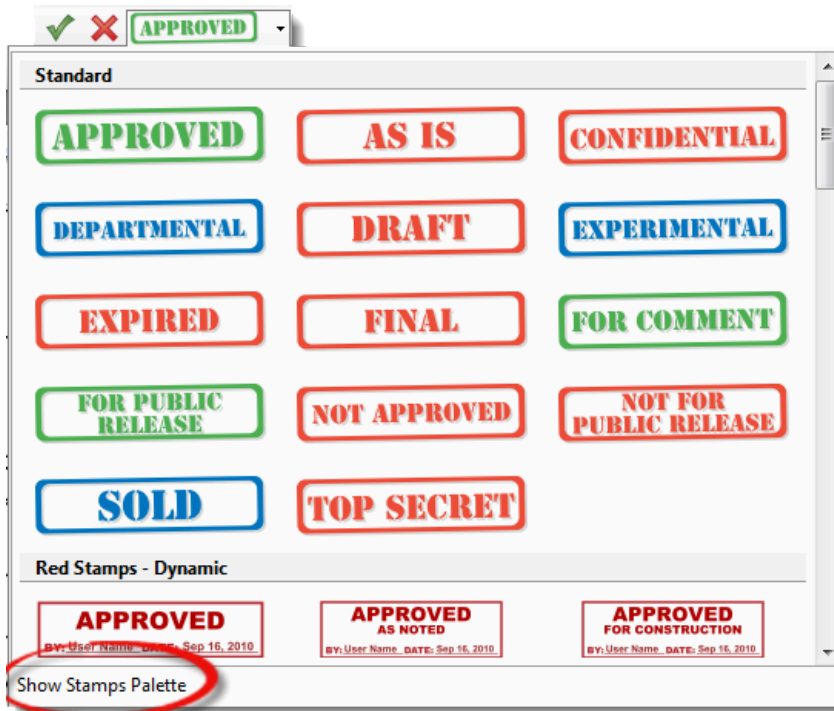


From the Toolbar:

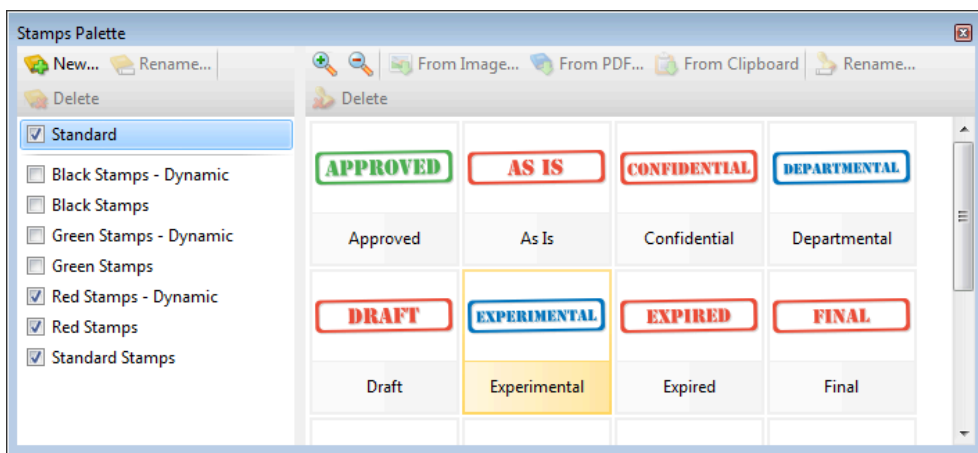
- The Stamps toolbar includes 2 default stamps and a dropdown list of available stamps.



To configure the stamps that will be available select **“Show Stamps Palette”** at the bottom of the dropdown list.



Then check the library that you would like to be available.



Procedure:

To insert a stamp:

1. Select the stamp.
2. Click a location in the drawing.
3. Click the stamp to move or change size.

Note:

To insert a stamp at an angle other than horizontal use the **Rotate View** buttons. For more information see the sections on Rotating Pages and Rotating Views.



1

Default Stamps



Place holders for stamps that are used often

2

Stamps Dropdown List



- Displays the currently selected stamp
- Click the arrow to select from a list of stamps

Set the Default Stamps

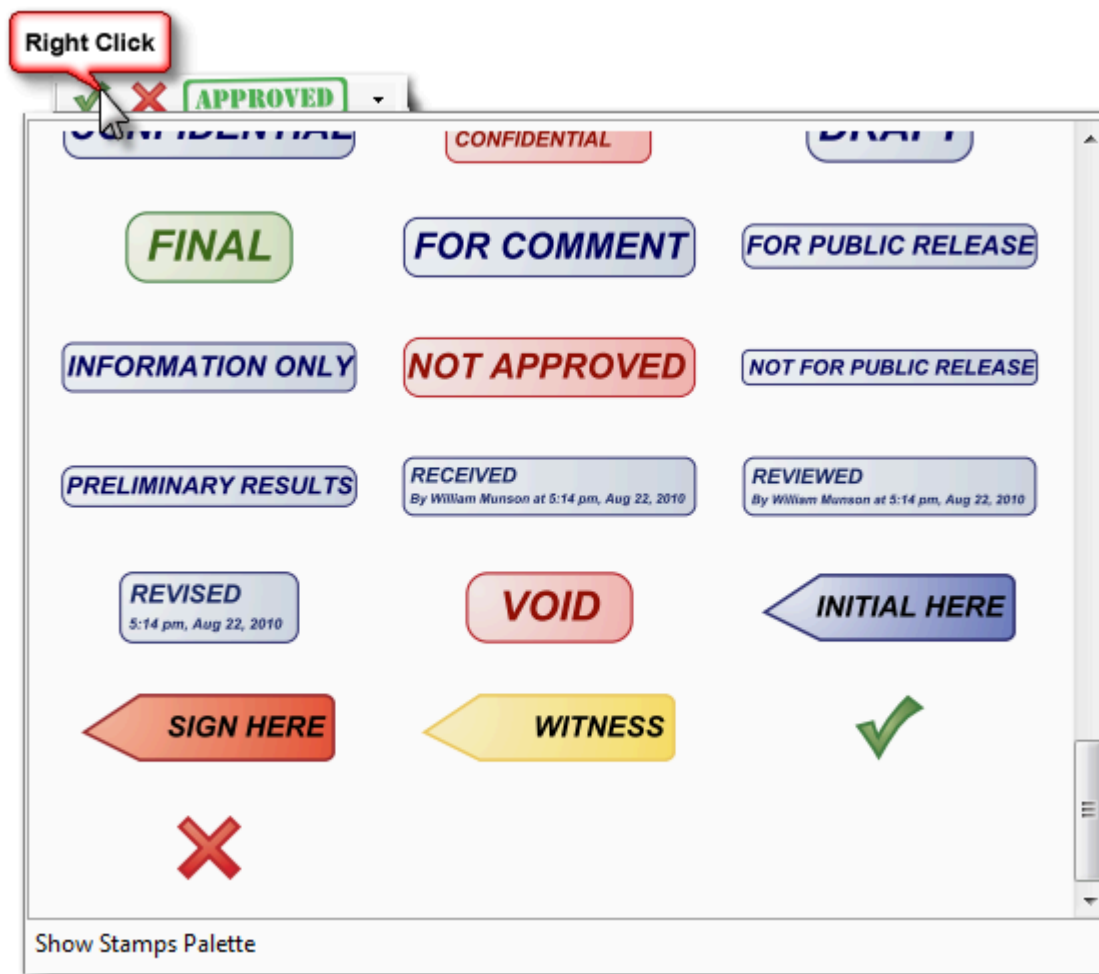


How do I set the two default stamps?

The first two stamps on the **Stamps** toolbar are place holders for stamps that are used often. They can be changed at any time to suit your needs for commenting.

Procedure:

To set the default stamps right-click on one of the stamps and select from the visible stamps list. That stamp will now be available with one-click until you change the default setting for this stamp.



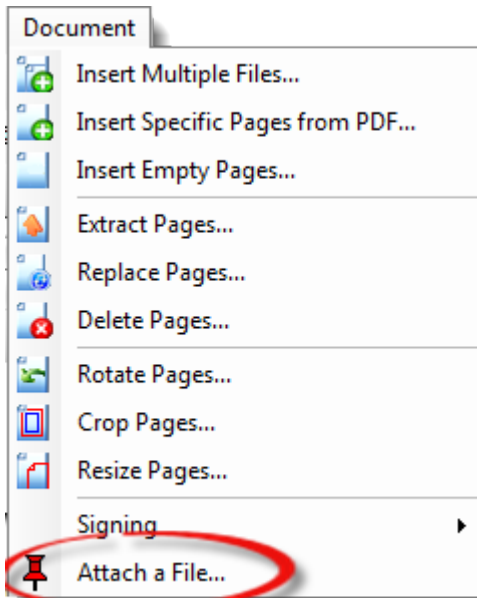
Click the link for more information on [How to Work with Stamps](#).

Attach a File to a Page

Not only can you create markups and comments on a page but you can also attach files.

From the Main Menu:

- **Document > Attach a File ...**

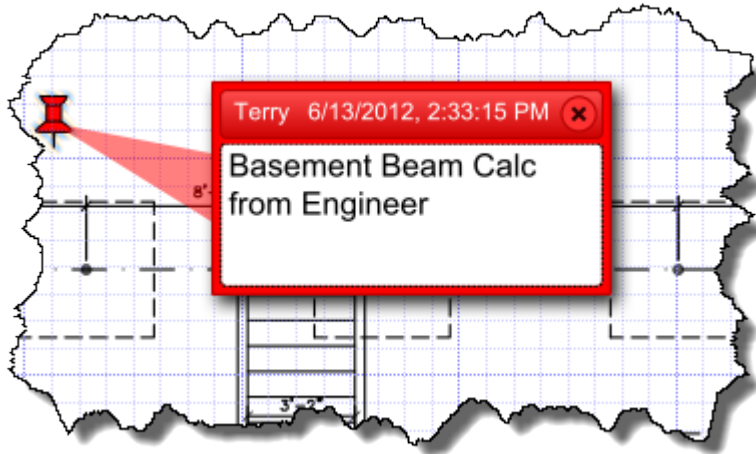


From the Toolbar:

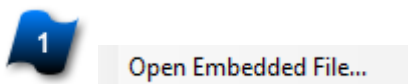
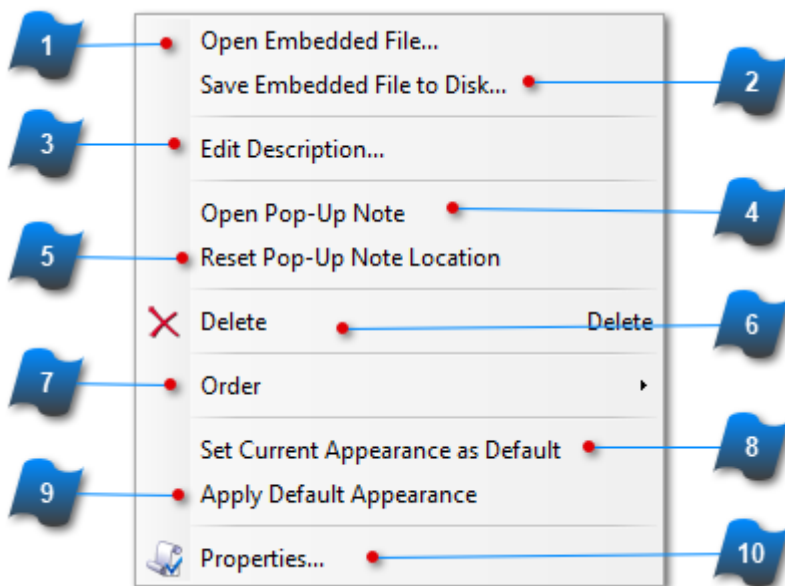


Procedure:

- Place the pin icon on the page by clicking the desired location.
- From the file browser select the file to be attached.
- Click on the pin icon to insert a comment or description about the attached file.

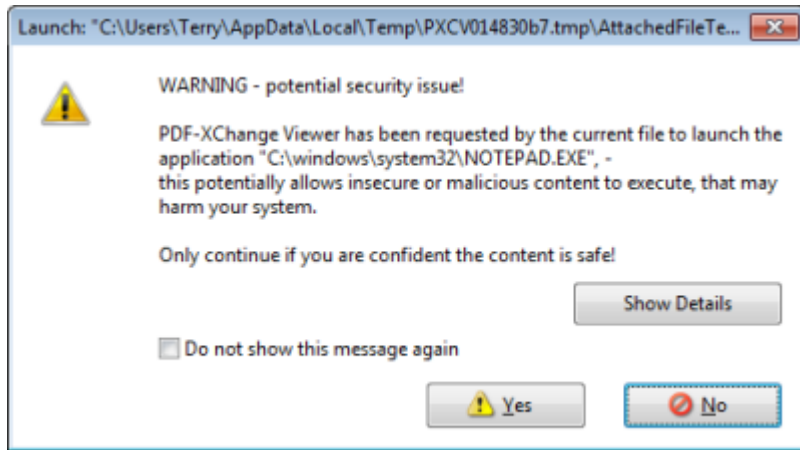


Right Click Menu



If the file is a PDF, it is opened in a new tab within AcroPlot Matrix.

Otherwise the program attempts to open the embedded file in the associated software application with this warning:



2

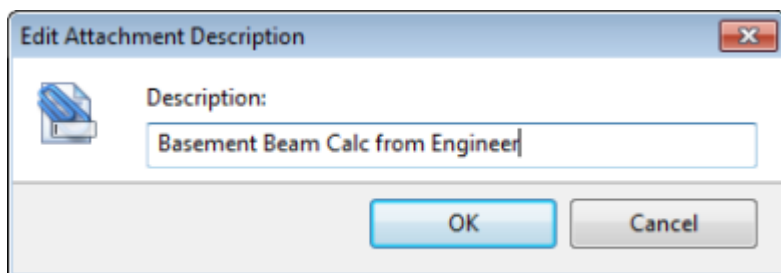
Save Embedded File to Disk...

Opens **Windows Explorer** and prompts the user to save the file at the desired location.

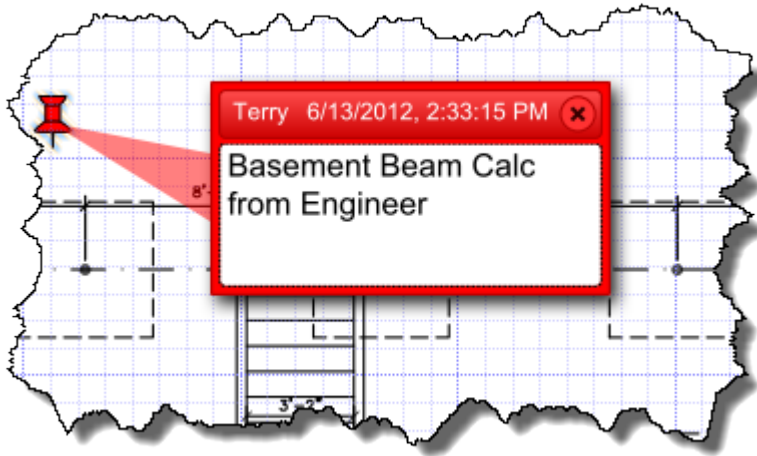
3

Edit Description...

Opens a dialog box to enter or edit the description of the attached file.



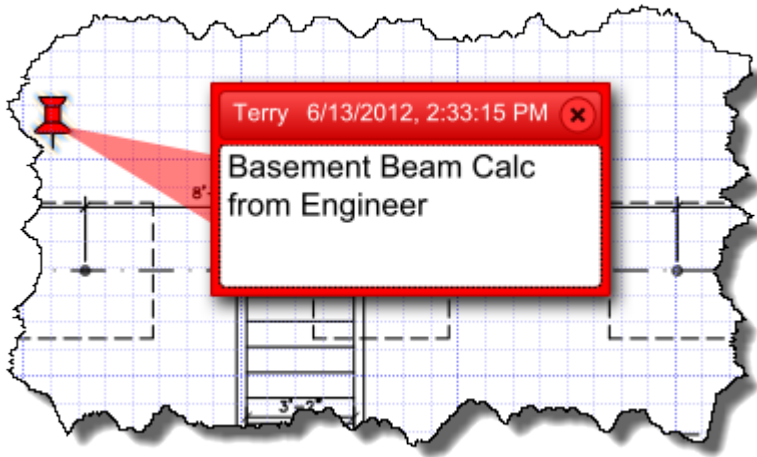
Similar to clicking on the pin and entering data into the comment box.



4

Open Pop-Up Note

Opens the pop-up note for review, input or editing.
Same as clicking on the pin.

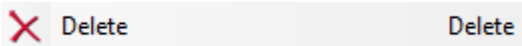


5

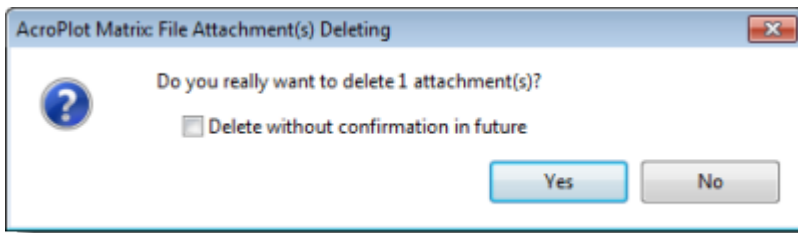
Reset Pop-Up Note Location

Relocates the pop-up note to the original position if the note has been moved.

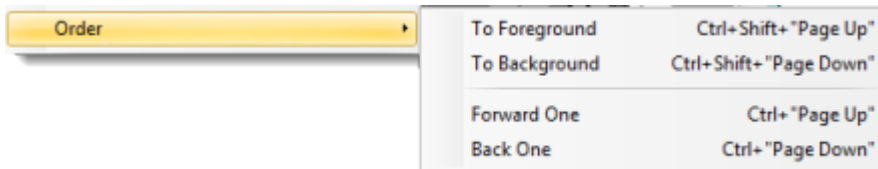
6



Deletes the attachment and any notes that were associated with it.

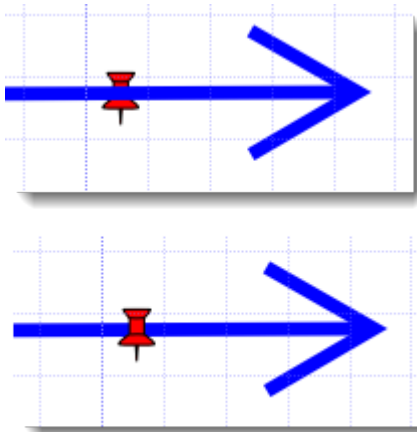


7

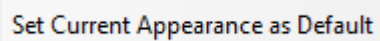


Adjusts the layer stacking order of the attachment graphic.

Example: Using the **Forward One** or **To Foreground** command.



8



Sets the current property settings for an attachment callout as the default appearance.

Example:

A file attachment has been included in a page. The properties are set to a red pin graphic. If the Styles are set to a specific selection (blue in this case) and you want all attachment graphics to be the color red, then use the **Set Current Appearance as Default** command.

Note: This only applies to the color and not the actual graphic.



9

Apply Default Appearance

Applies the Default Appearance color to the active attachment callout.

10

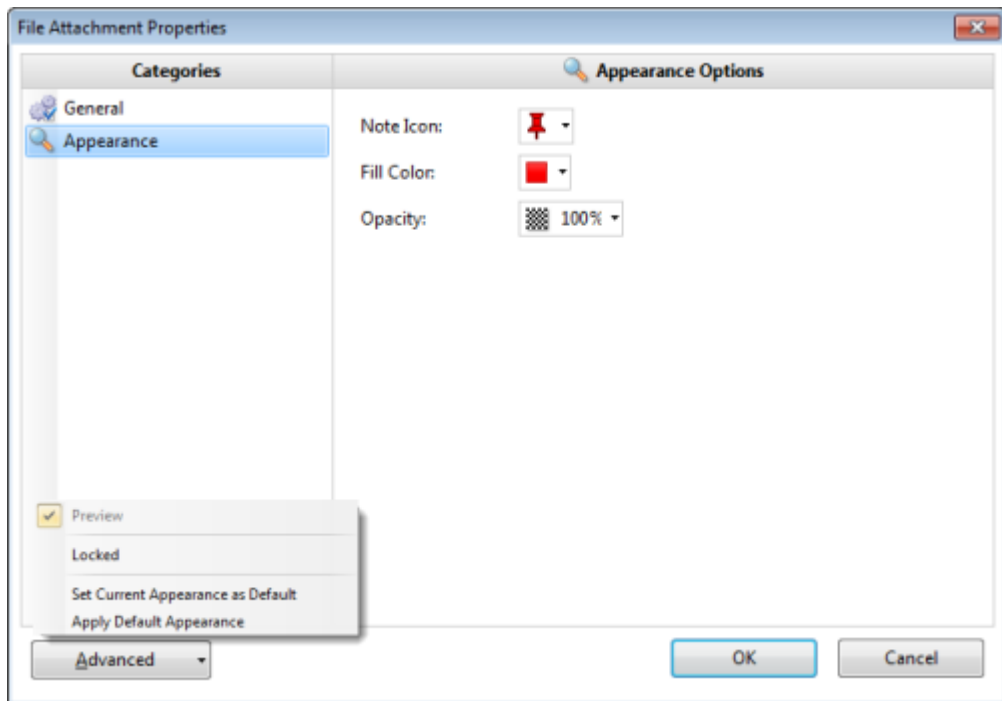


Properties...

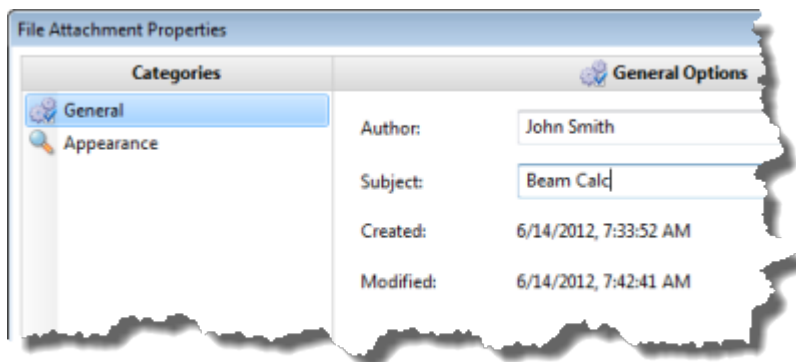
Launches the dialog box to set Appearance and General properties for the selected markup.

For an attachment the icon, fill color and opacity settings can be set here.

The **Advanced** button includes the default settings as well as the ability to **Lock** these settings for the callout.



The General panel includes the **Author** and **Subject** properties for the attachment, which can be edited here.



Set AcroPlot Matrix as the Default Viewer for Various File Types

Windows controls which programs open what file types through the user of the Control Panel and the Default Programs.

[Please click here for detailed instructions on how to set AcroPlot Matrix as the Default Viewer for various file types.](#)

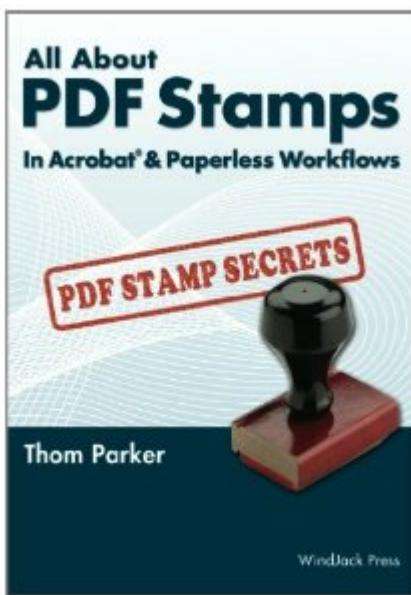
PDF Stamps Creation and Customization

Stamps enable Users to easily apply a comment to a document in a way that is similar to a rubber stamp. The purpose of this section is to assist AcroPlot Matrix Users in creating, modifying, and customizing stamps used in commenting and annotating files. AcroPlot Matrix comes with several sets of stamps installed and it is easy to modify these stamps or create or import new stamps into the program.

This section is organized into four parts as listed below:

- [Creating and Importing Stamps into the AcroPlot Matrix Program](#)
- [Using the AcroPlot Matrix Custom Stamp Creation Tool](#)
- [Modifying Existing AcroPlot Matrix Stamp Collections](#)
- [Adding Dynamic Fields to Stamps for Automated System Values](#)
- [Creating Stamps that Accept/Require Interactive Value Inputs](#)

For more information on working with stamps, CADzation recommends the book "All About PDF Stamps & Paperless Workflows" by Thom Parker.



[Go to Site ->](#)

Creating and Importing PDF Stamps into the AcroPlot Matrix Program

Creating stamps can be accomplished using various methods, including graphic editing programs, CADD applications, and scanned images. AcroPlot Matrix will accept the following file types for import as a stamp:

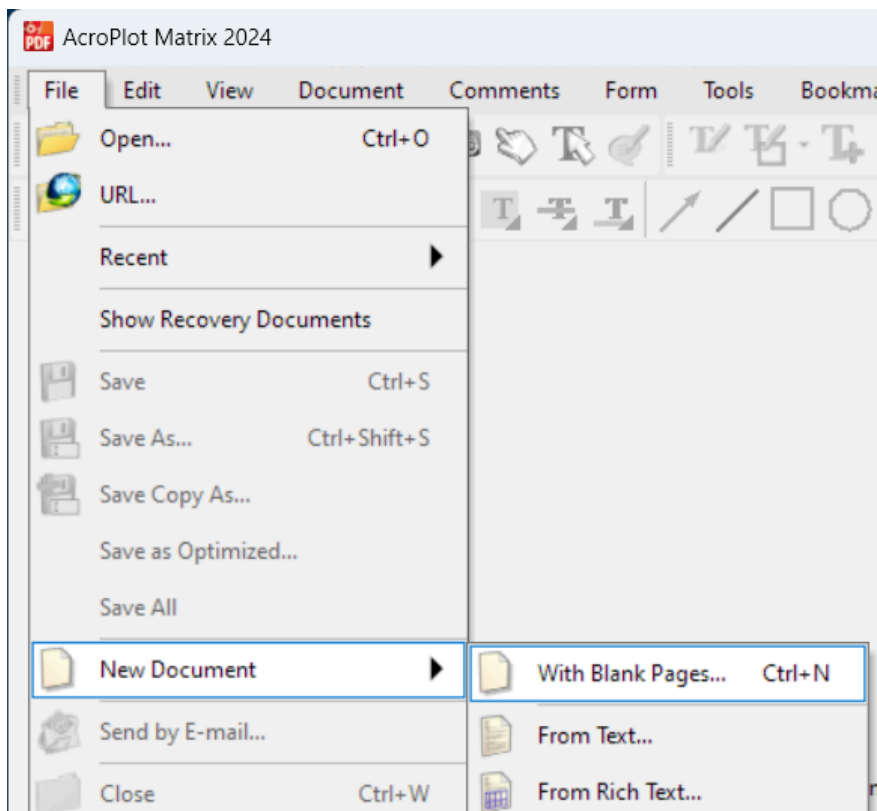
PDF, BMP, GIF, ICO, PBM, PGM, PPM, JBIG, JBIG2, JPEG, WBMP, JNG, PCX, DCX, TGA, DNG, and TIFF.

Each file type has its own characteristics and properties for file size, speed of use, transparency, and appearance.

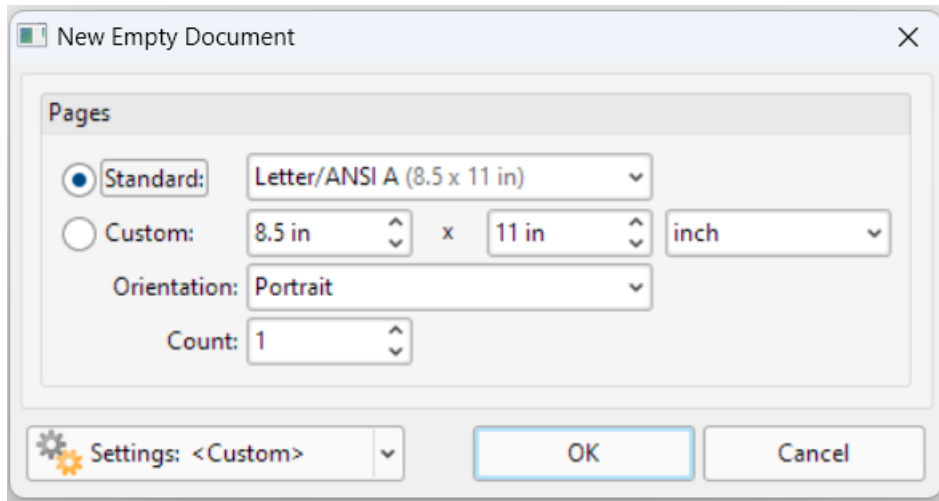
Please use whichever format works best for your needs.

The example below demonstrates how to create a stamp using the AcroPlot Matrix application and to create a PDF file for import into the AcroPlot Matrix Stamps Palette.

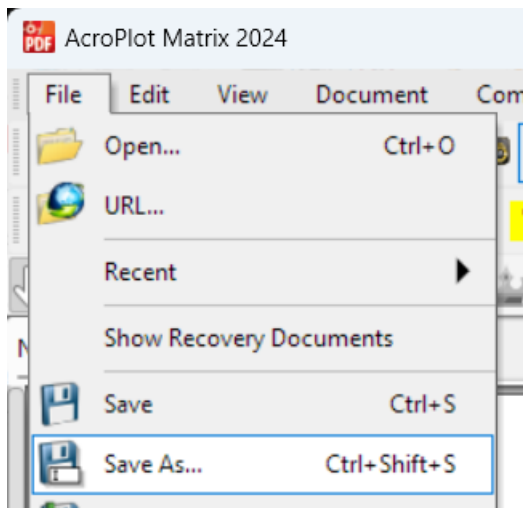
1. Launch AcroPlot Matrix and select **File > New Document > With Blank Pages**



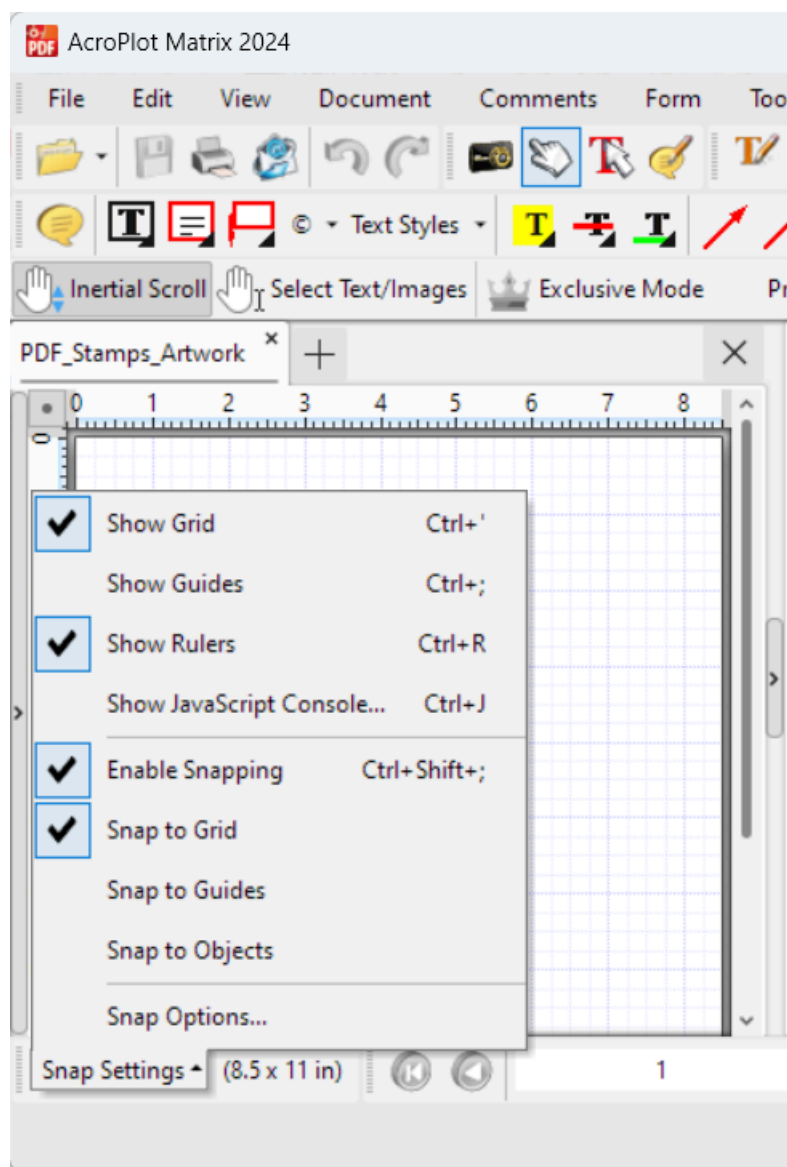
2. Choose Letter/ANSI A and Count: = 1.



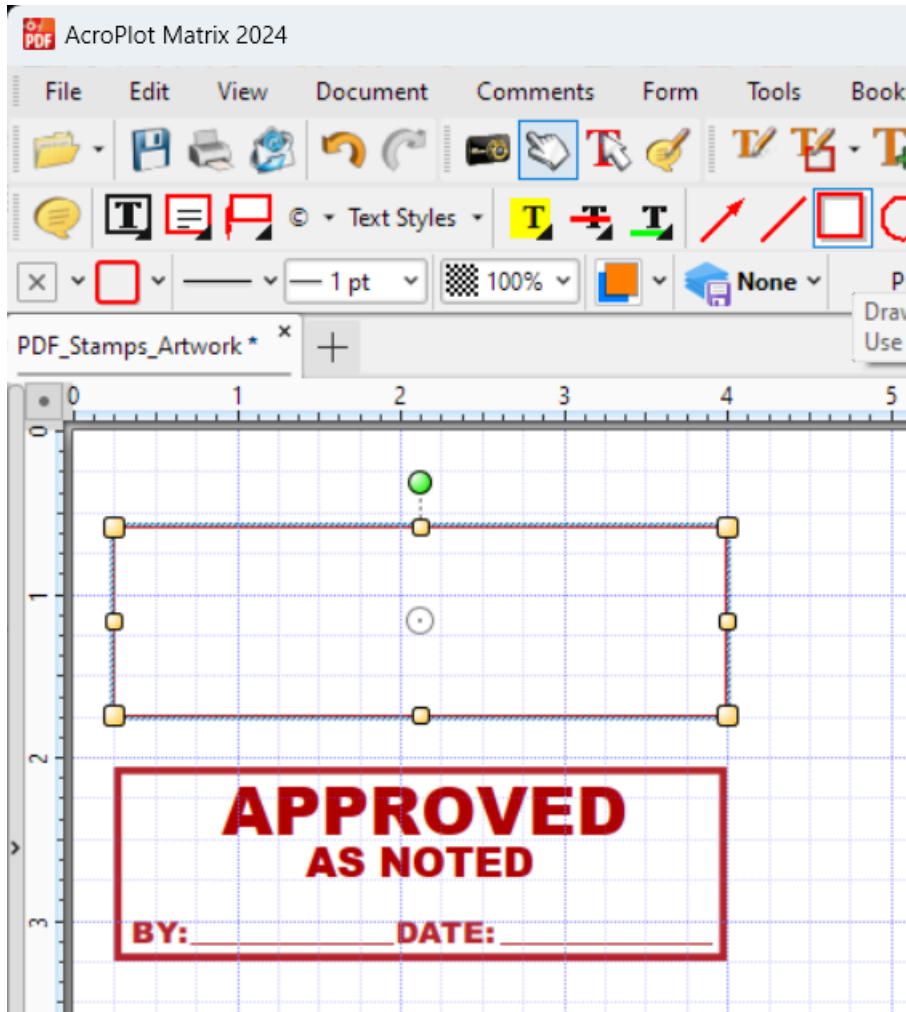
3. Now that a blank page/canvas is created in AcroPlot Matrix select **File > Save As** to save the document before creating any work. The filename and location don't matter since this will only be the source file for creating/importing stamp artwork into the AcroPlot Matrix Stamp Palette later.



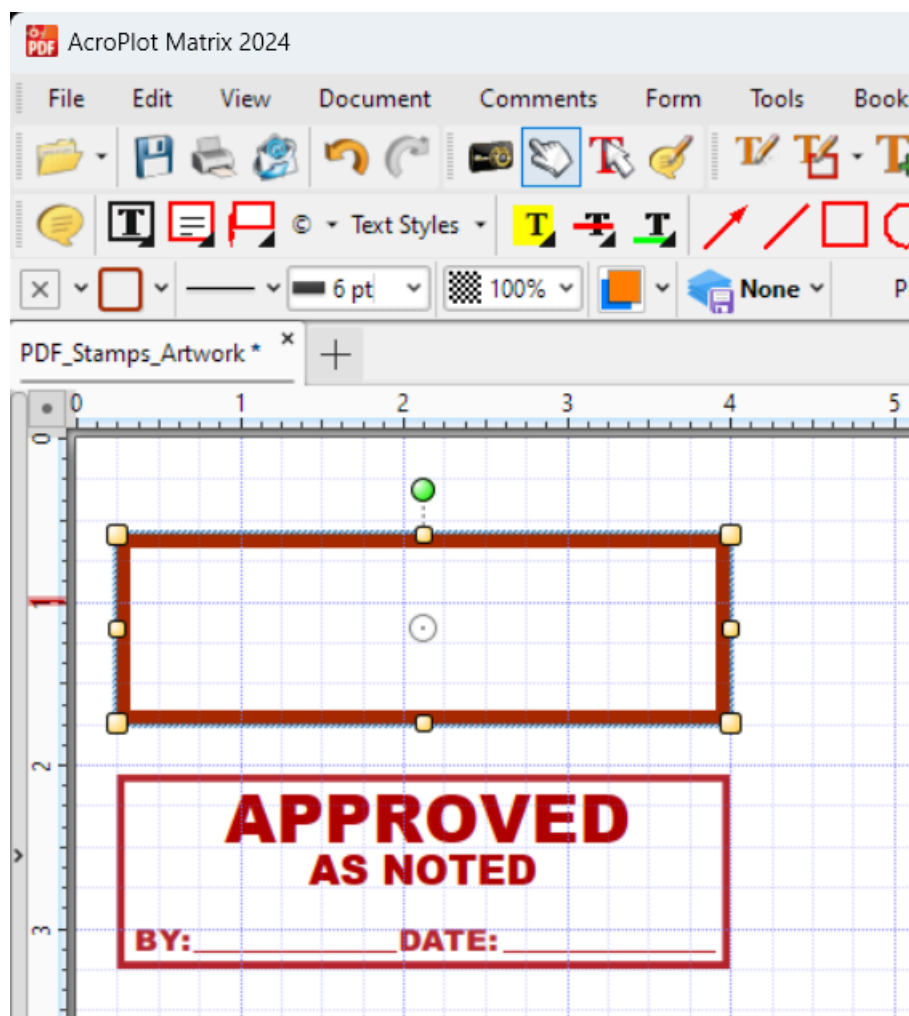
4. Setting up the AcroPlot Matrix workspace to **Show Grid, Show Rulers, Enable Snapping, and Snap to Grid** can be helpful for drawing and text layout when designing stamps. Note the keyboard shortcuts to toggle these settings on/off.



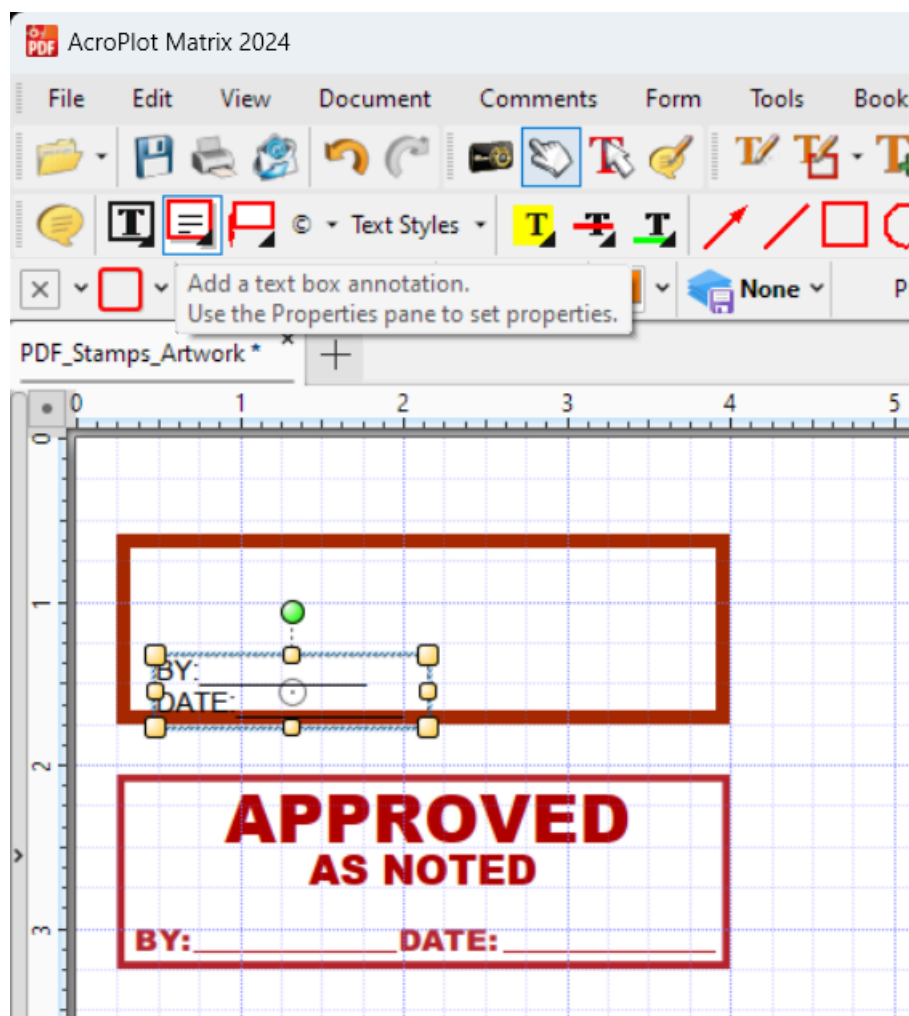
5. Select the **Rectangle** tool and draw the stamp rectangle. Sometimes, it is easier to create a new stamp by adding one from the preinstalled stamps library included with AcroPlot Matrix as a reference for size, linewidth(s), text styles, etc.



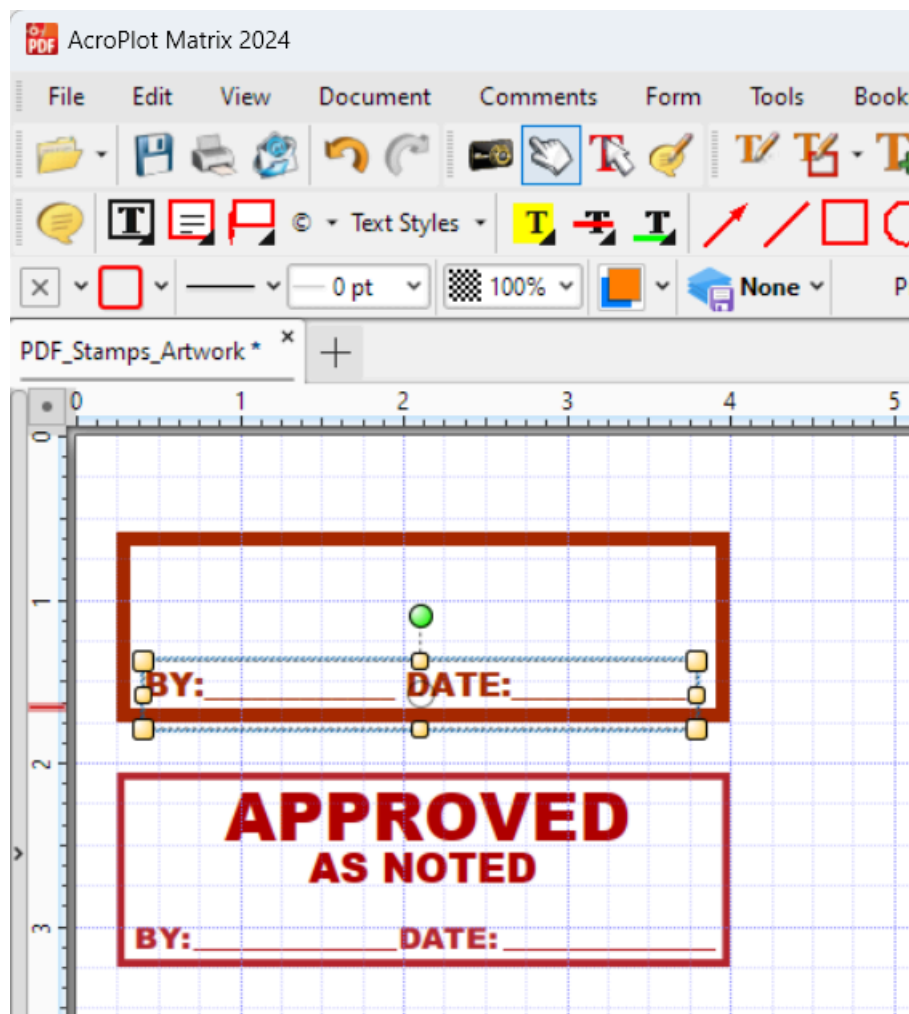
6. While selecting the newly drawn rectangle, update the color and line thickness. If the stamp needs to be transparent, then the fill color for the rectangle is set to none. Select the save icon as work progresses.



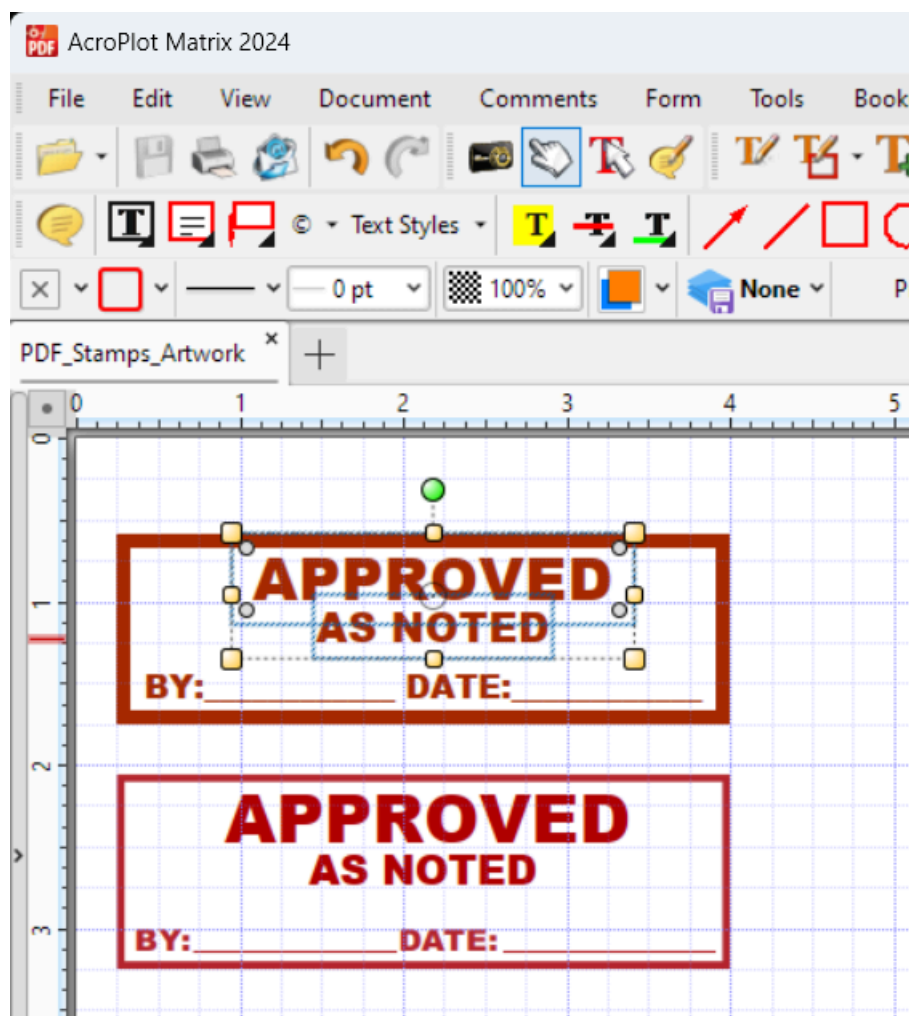
7. Select the “Add a text box annotation” to create the stamp text. Set the outline to linewidth = 0, fill to none, and color to match the outer stamp border.



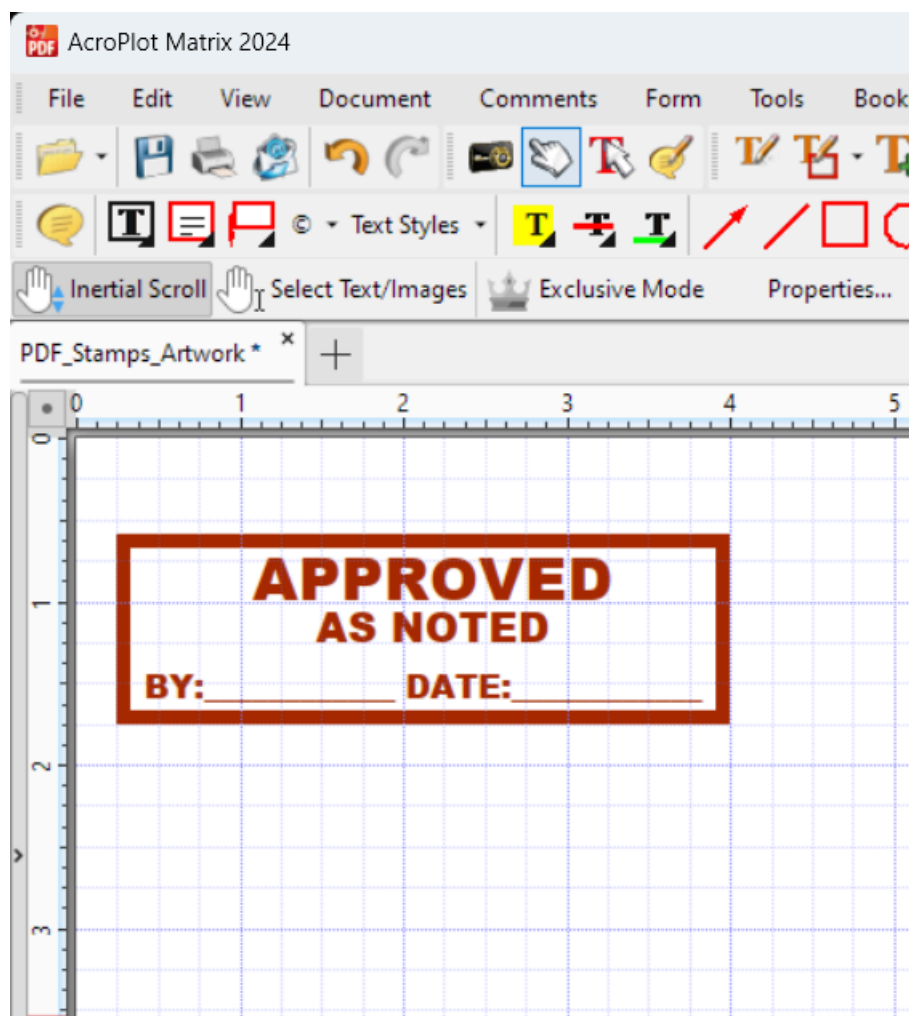
8. Double-click within the text box annotation to select all the text so the color, font, and size can be updated. Resizing the box for the desired stamp design may also be necessary. Using the arrow keys to adjust the text position is also helpful.



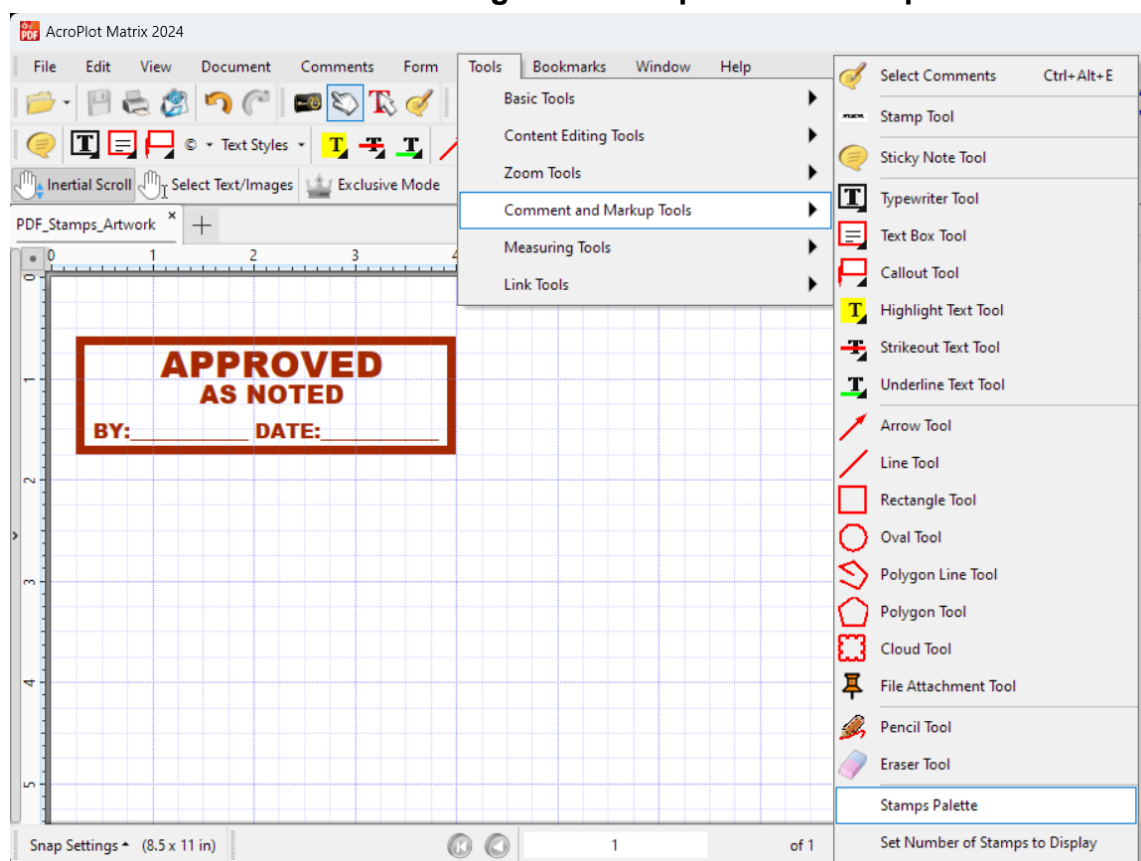
9. Add the remaining text needed to complete the stamp design.



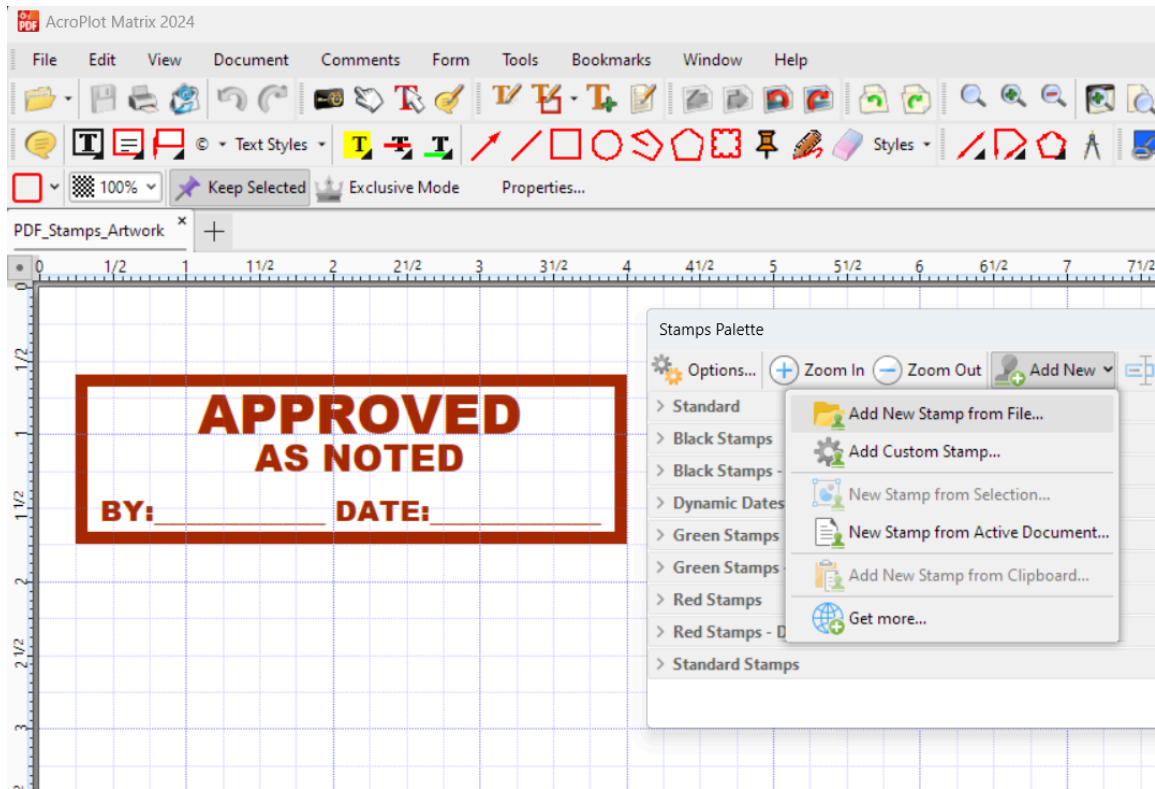
10. Remove the sample stamp added to the document as a reference guide and save the file. It's important that the document has only one stamp per page.



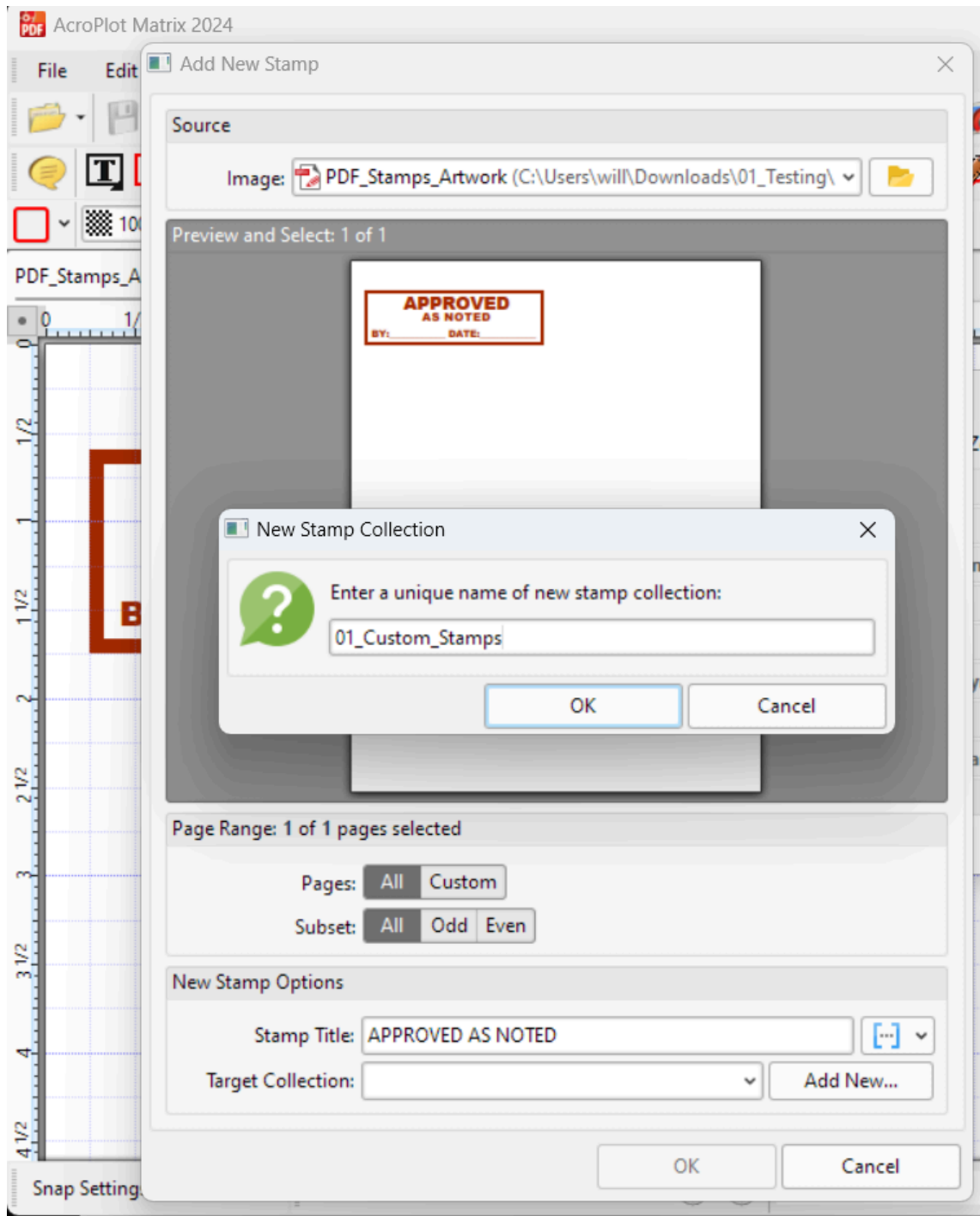
11. Select Tools > Commenting and Markup Tools > Stamps Palette



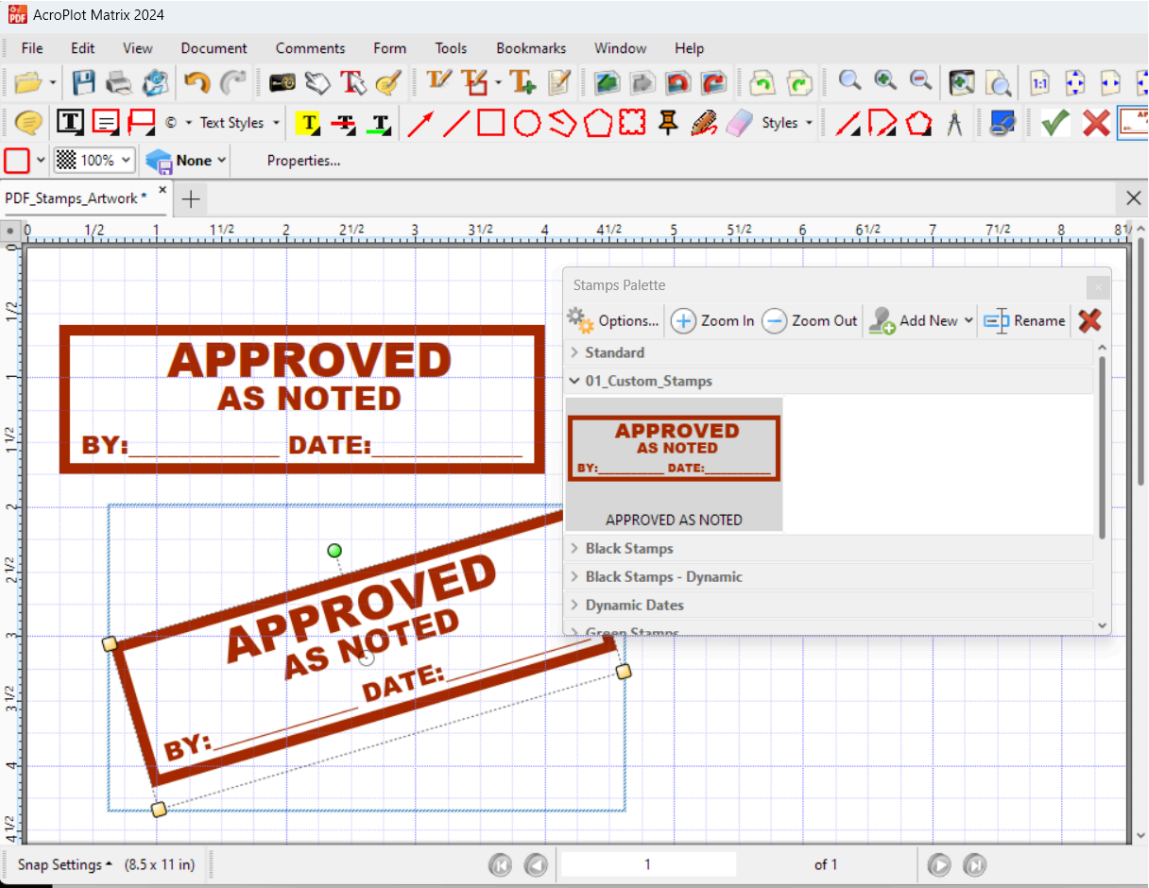
12. On the Stamps Palette, select **Add New Stamp from File...**



13. Browse and select your stamp artwork source file created with AcroPlot Matrix and complete the form to name the stamp and/or create a new collection if needed.



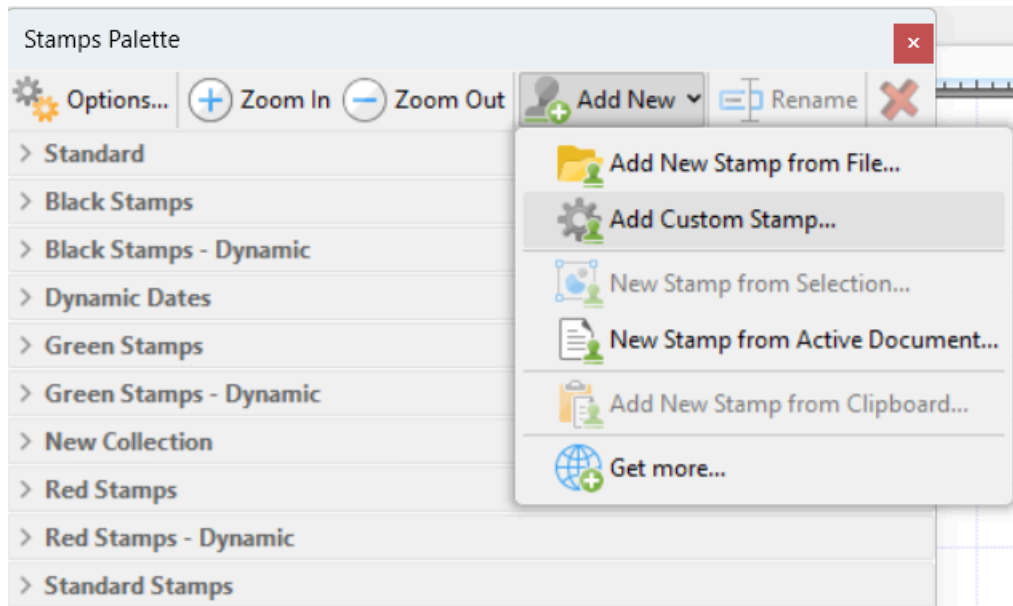
14. Now the stamp is active and available in AcroPlot Matrix!



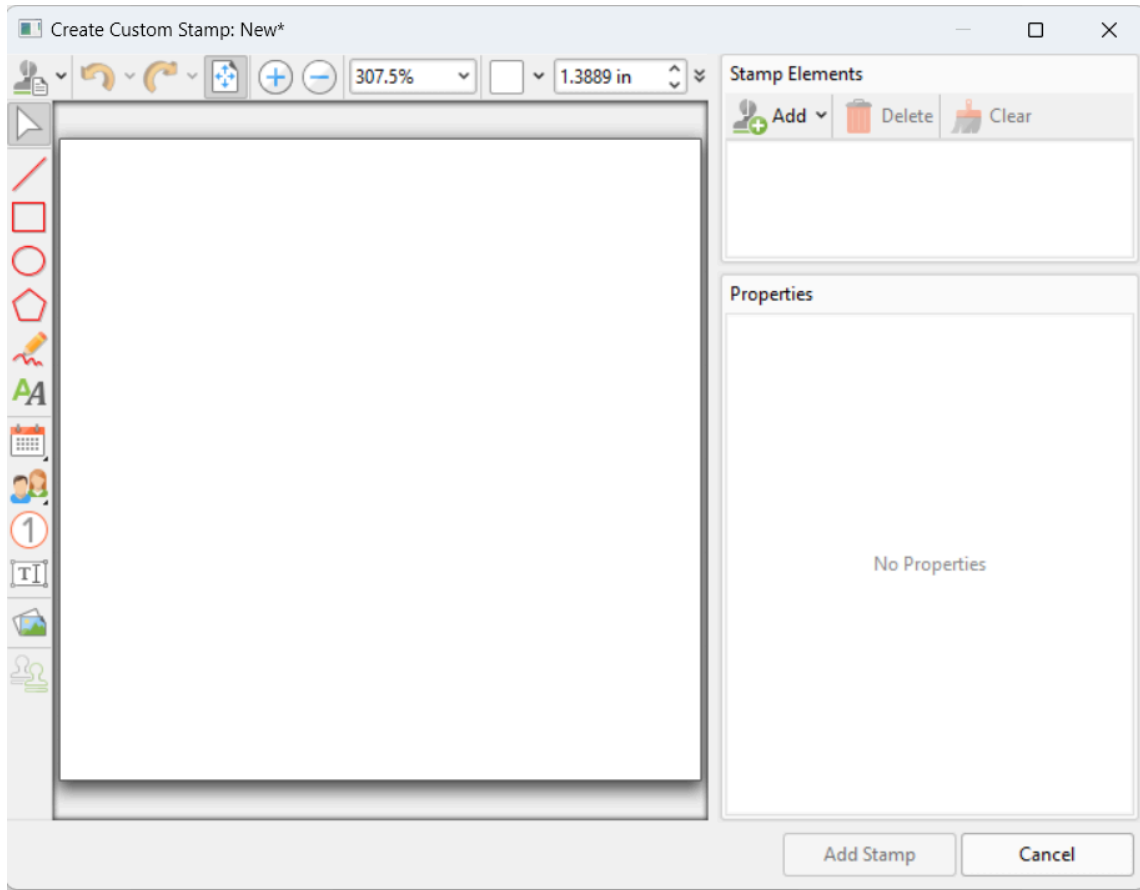
Using the AcroPlot Matrix Custom PDF Stamp Creation Tool

AcroPlot Matrix includes a tool for creating custom stamps and stamp templates. There are additional functions to simplify adding dynamic fields that automatically append a stamp with usernames, dates, checkboxes, etc.

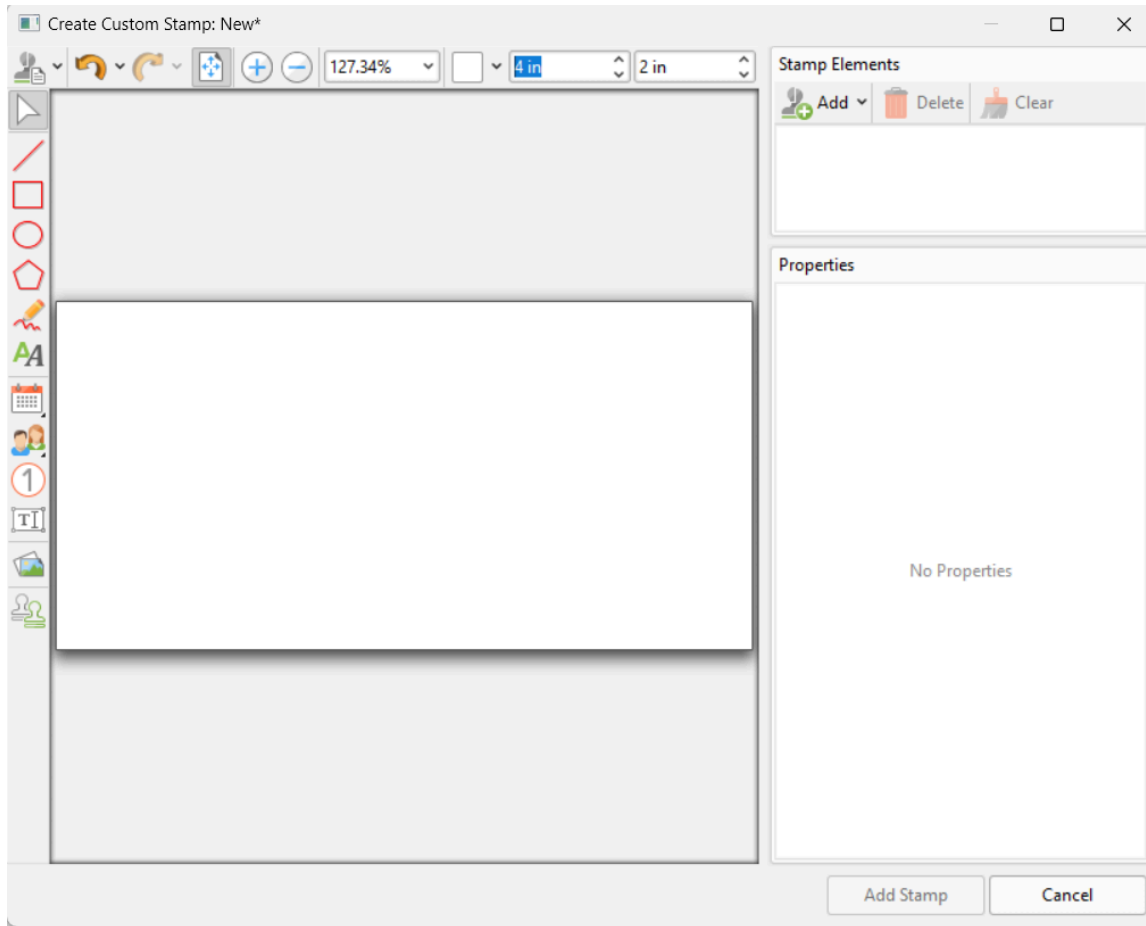
1. To launch the AcroPlot Matrix Stamp Creation tool go to:
Tools > Commenting and Markup Tools > Stamps Palette
and select the **Add New** pulldown and then choose the **Add Custom Stamp...** option.



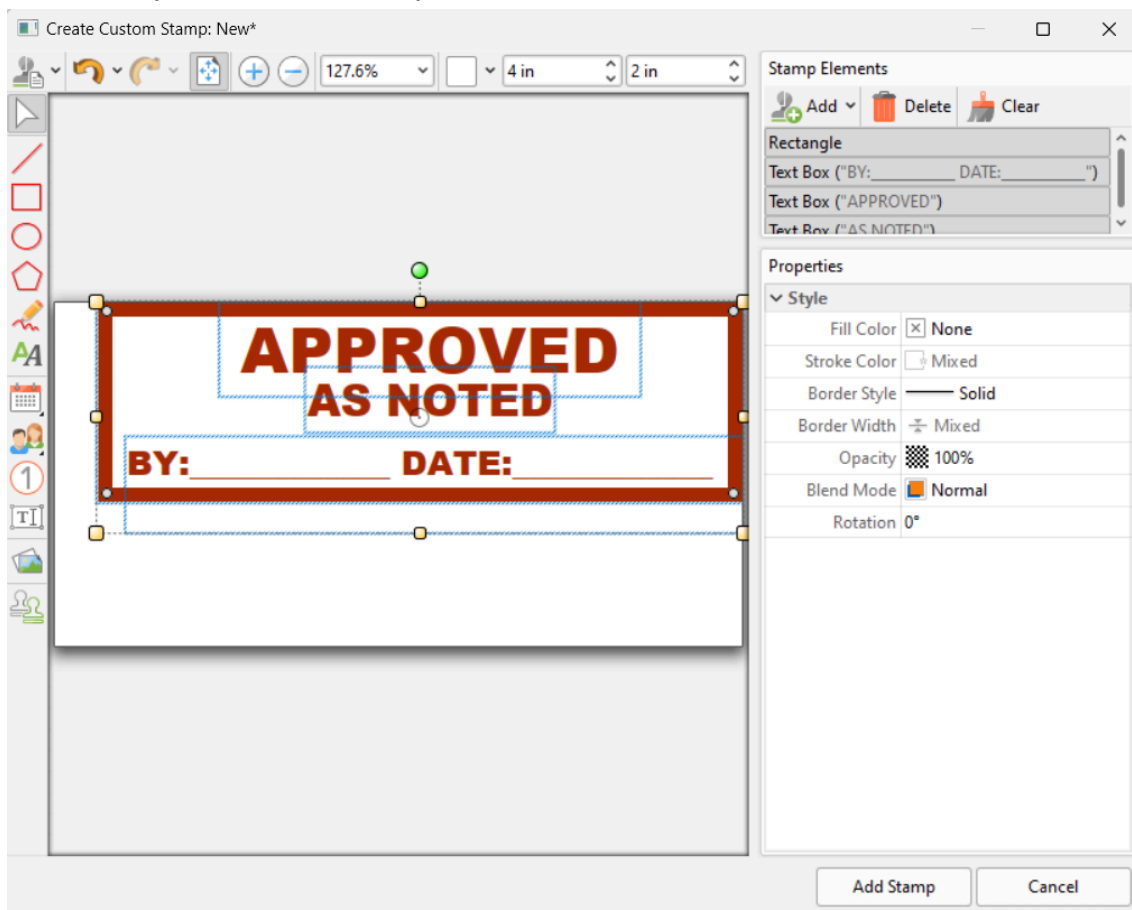
2. The Custom Stamps tool provides four ways to create stamps:
 - a. Using the drawing tools found down the left side of the window.
 - b. Pasting in objects from the main part of the AcroPlot Matrix application.
 - c. Importing a graphic image file. **Add > From File...**
 - d. Utilizing a previously created stamp template. **Add > From Template...**



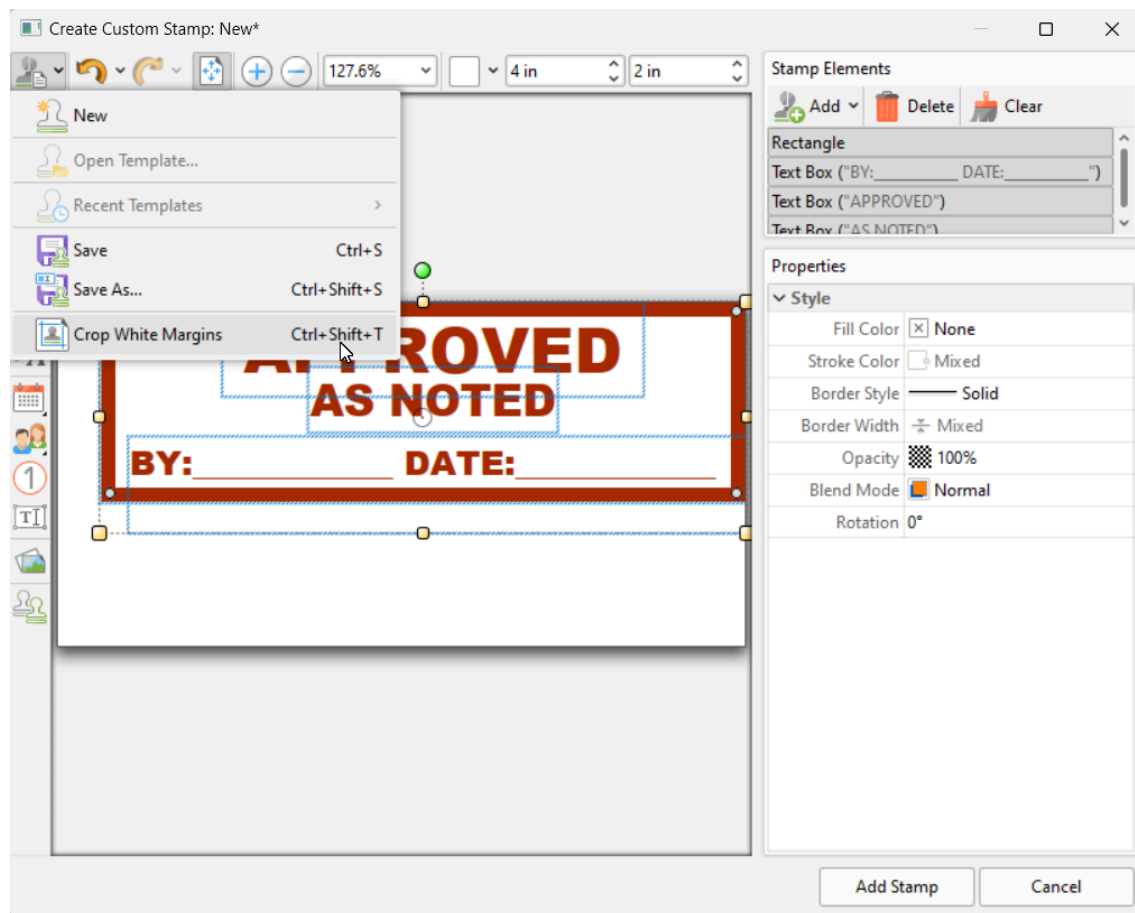
3. Using the drawing tools along the left side of the window a stamp can quickly be created. Be sure to adjust the canvas size to be slightly larger than the actual size of the stamp first. For example, the canvas size is updated to 4" x 2".



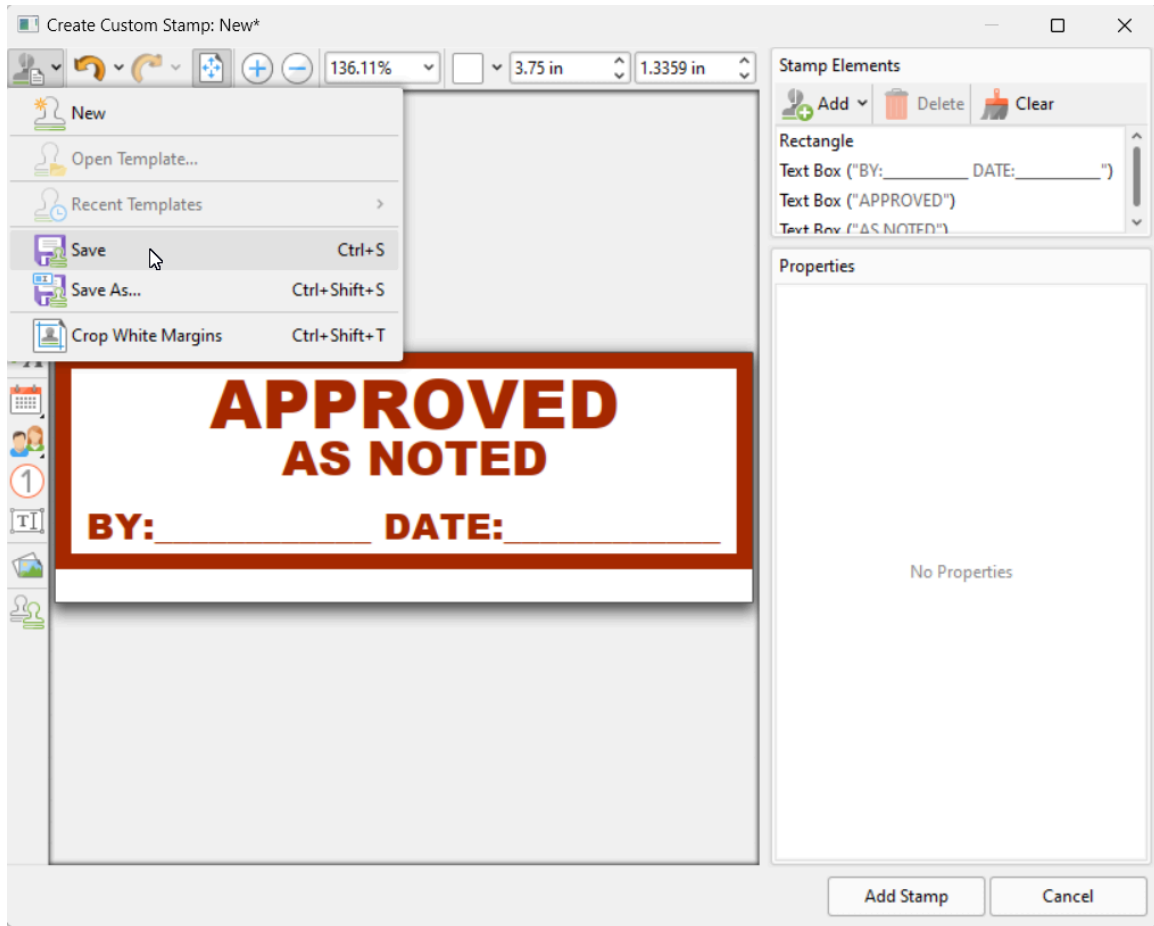
4. Next pasted in the stamp created from section I.



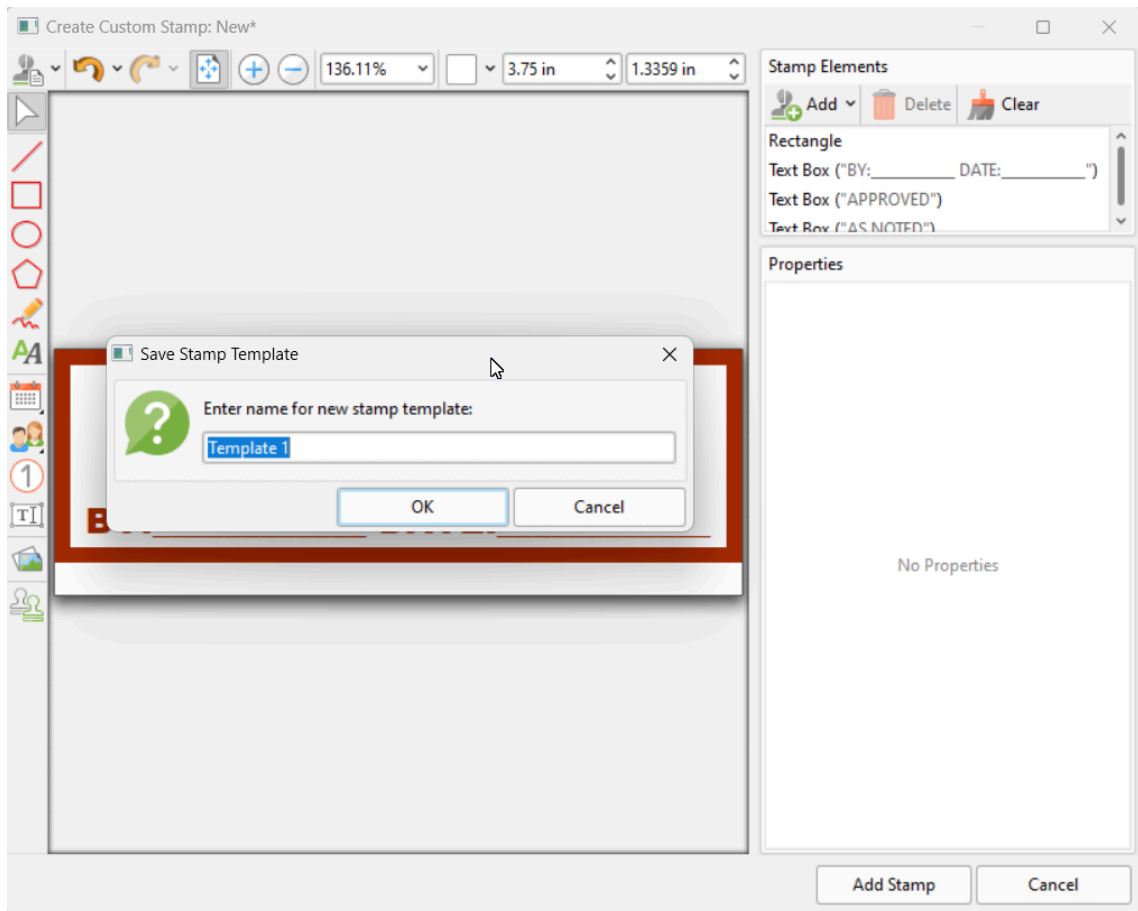
5. The stamp can either be repositioned on the canvas or the Crop White Margins (Ctrl+Shift+T) can be selected.



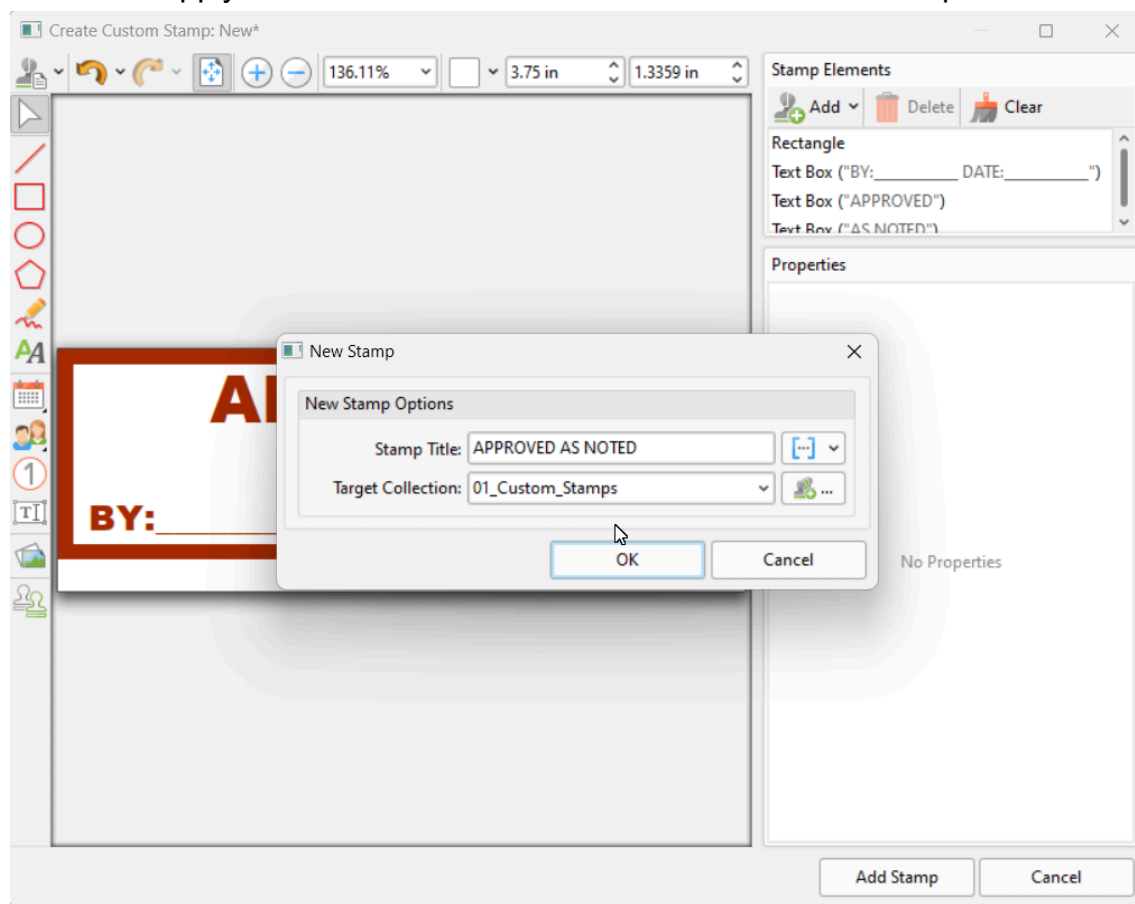
6. Save the stamp.



7. Either accept or update the name of the stamp template file.



8. After the stamp is saved to a template, select the “Add Stamp” button at the bottom right of the window to apply a title and create a new collection set in the Stamps Palette.



9. The stamp collection will be created with a new stamp added. More stamps can be created and added to the same collection. Creating stamp collections with custom stamps are stored locally within the current user account profile:

C:\Users\[Your-User-Name]\AppData\Roaming\CADzation\AcroPlotMatrix\Stamps

To share/distribute custom stamp collections to other users copy the respective PDF to:
C:\Program Files (x86)\AcroPlot\Stamps\ENU

AcroPlot Matrix will automatically load the custom stamp collection when launched.

Stamps Palette

Options...

Zoom In

Zoom Out

Add New

Rename

> Standard

> 01_Custom_Stamps

APPROVED
AS NOTED

BY: _____ DATE: _____

APPROVED AS NOTED

> Black Stamps

> Black Stamps - Dynamic

> Dynamic Dates

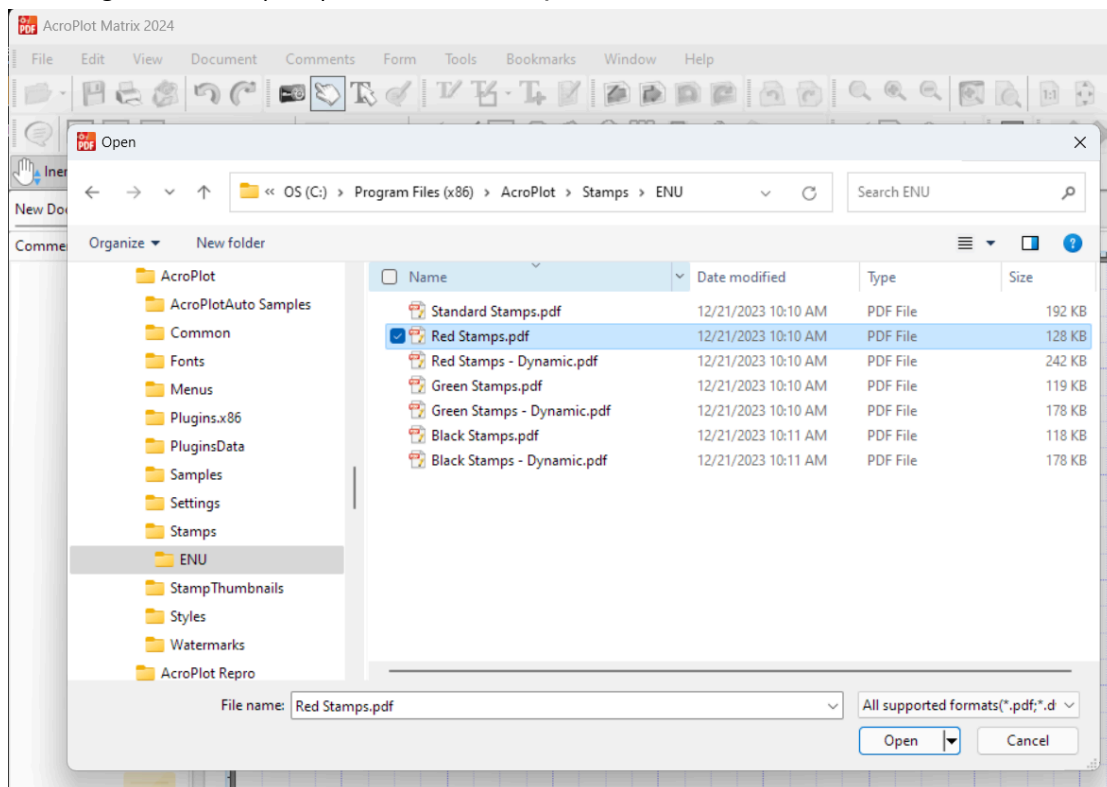
> Green Stamps

Modifying Existing AcroPlot Matrix PDF Stamp Collections

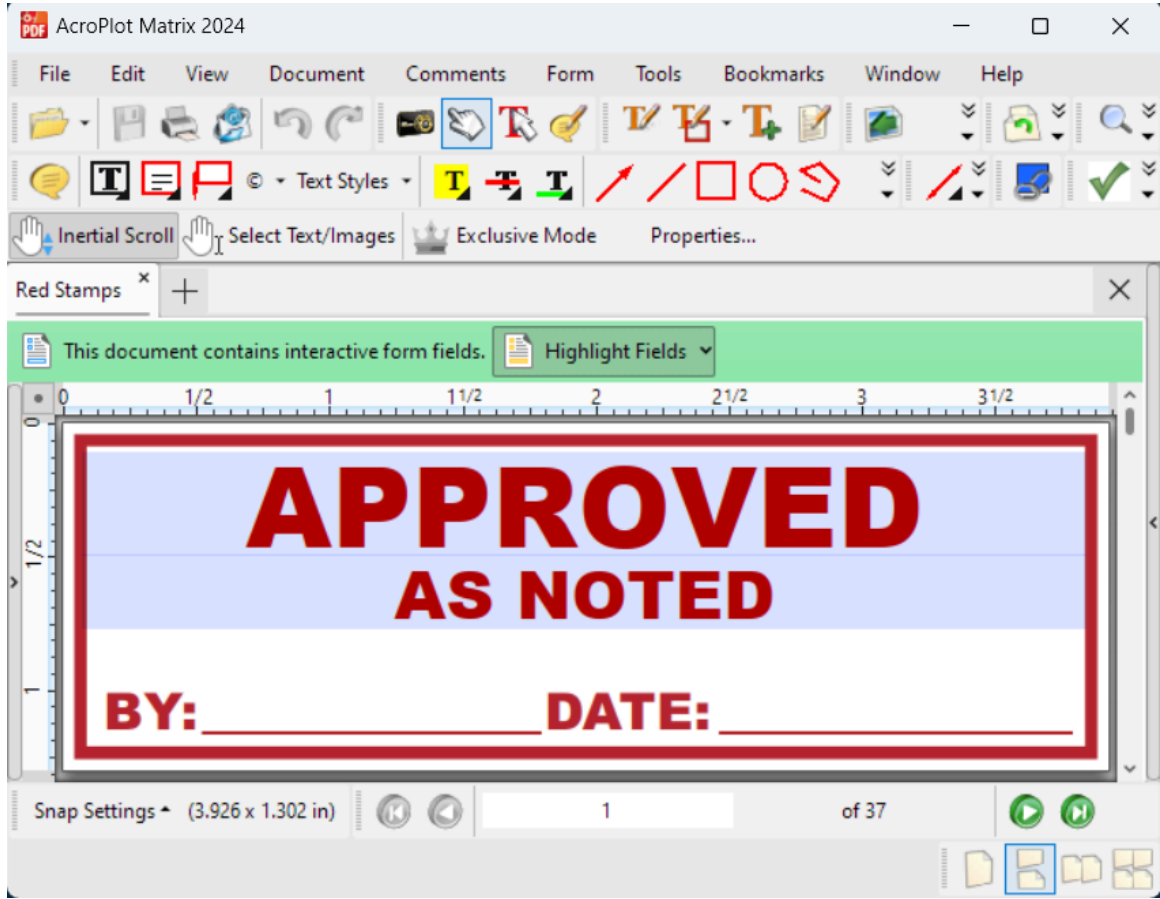
The stamp collections installed as a part of AcroPlot Matrix can be modified by opening the stamp source files, changing the stamp text, and then saving the file with the new modifications. Not all stamp source files in PDF applications can be modified this way. The stamp source files in AcroPlot Matrix have been created to contain interactive PDF fields that allow fast and easy modifications.

The example below demonstrates how to modify the text in an existing stamp in AcroPlot Matrix.

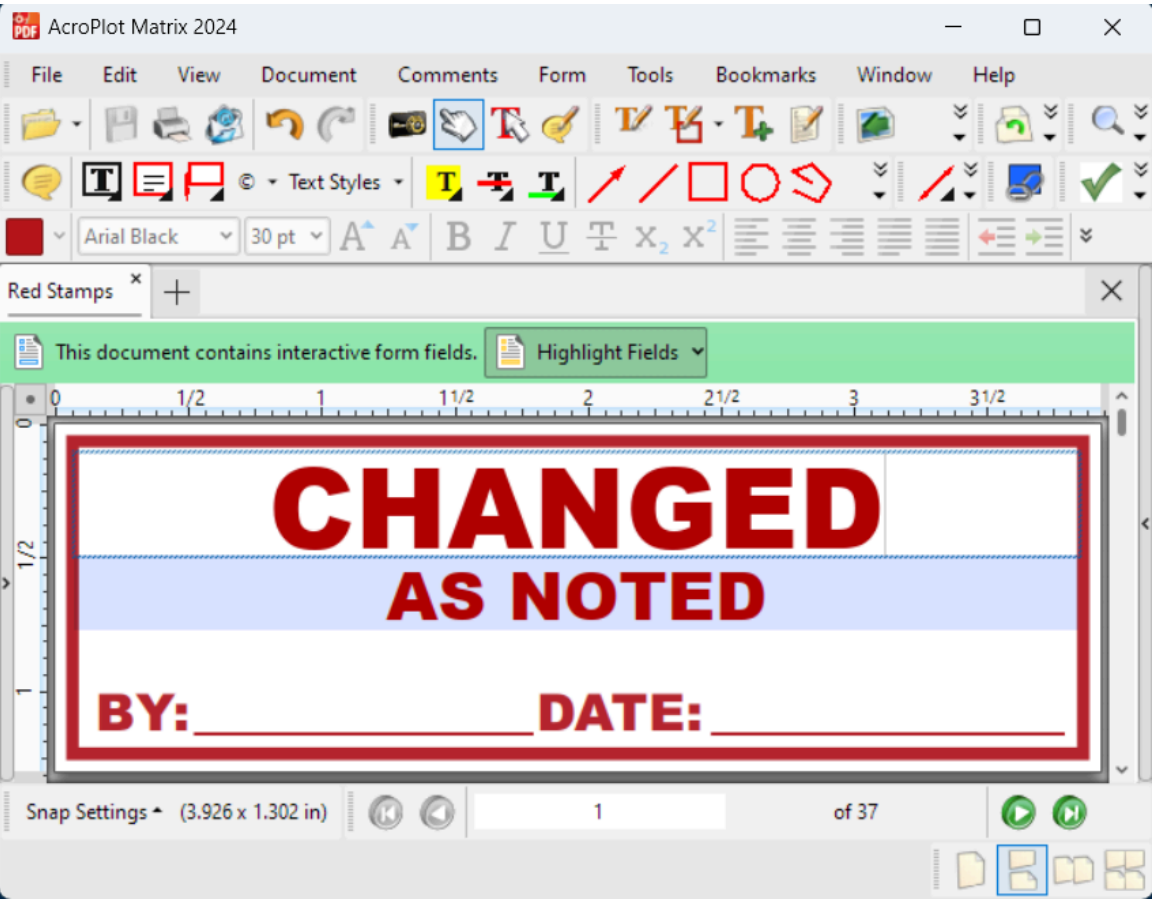
1. Launch AcroPlot Matrix and open a stamps collection source file found in:
C:\Program Files (x86)\AcroPlot\Stamps\ENU



2. Depending on the settings in your AcroPlot Matrix, the parts of the file that are changeable may or may not be highlighted in light blue. To enable form field highlighting, either select the "Highlight Fields" button if available or go to **EDIT > PREFERENCES > FORMS** and select the "Highlight All Form Fields" checkbox and then select the "Apply" button. This setting is not needed to edit a stamps source file PDF, but it does assist in quickly determining which parts of the stamp are changeable.



3. Select a stamps collection that needs to be modified and make sure the “Hand Tool” is selected so you can click on the text to begin editing. In the example below, modify the word “APPROVED” to “CHANGED”.

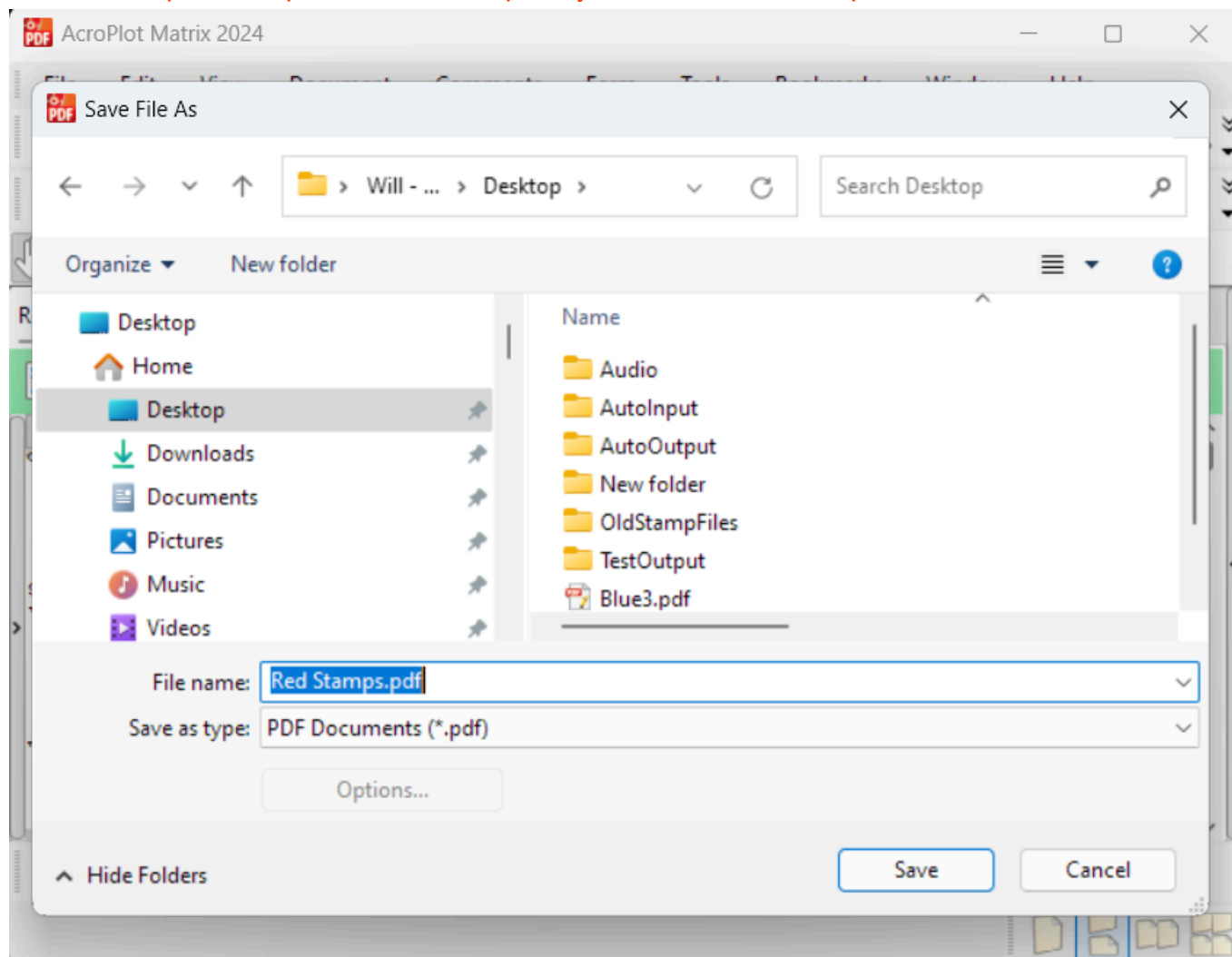


4. When done modifying the stamp select FILE > SAVE AS to a different folder and close the AcroPlot Matrix application.

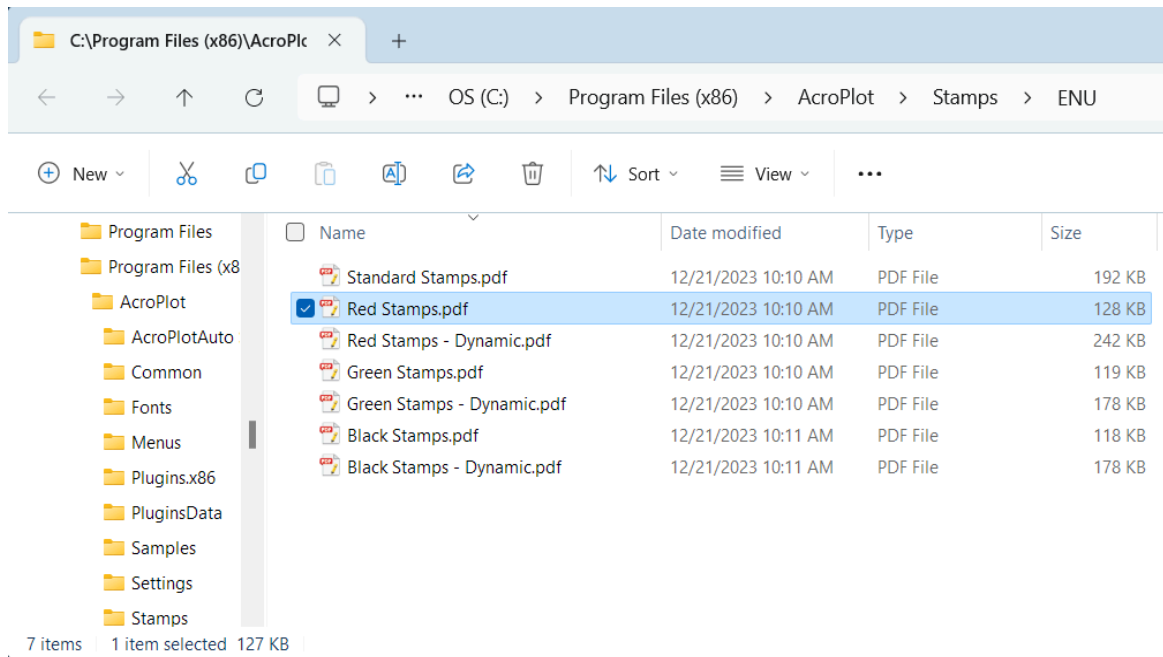
NOTE: MS Windows versions 7 and later have a security feature that will not allow users to save work to the

“C:\Program Files” or “C:\Program Files (x86)” areas of the computer.

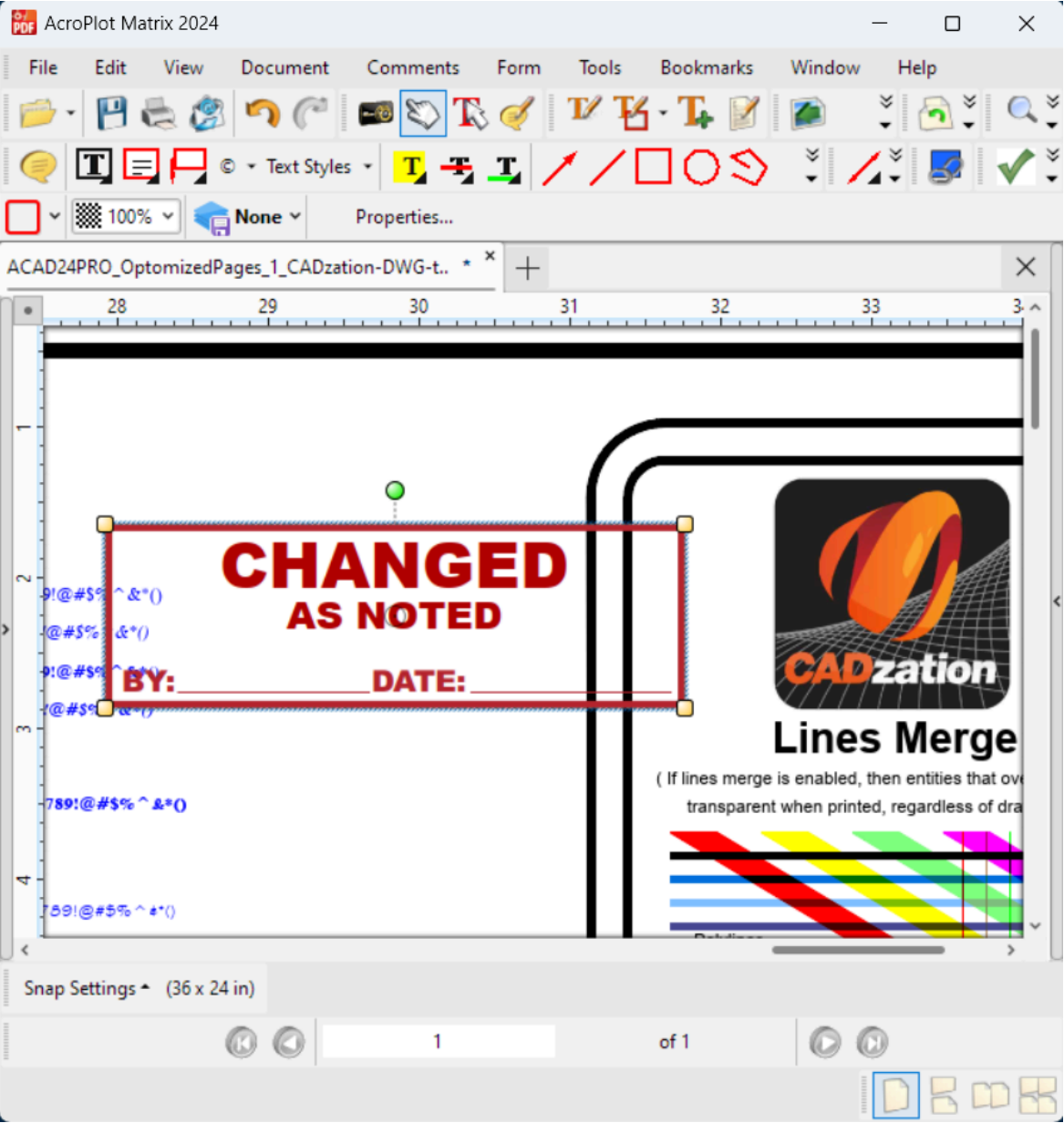
In this example, the updated file is temporally saved to the desktop.



5. Next, copy the updated “Red Stamps.pdf” from C:\Desktop and delete the existing file in the C:\Program Files (x86)\AcroPlot\Stamps\ENU folder before pasting it in. Otherwise, if the file is pasted in, Windows will append the duplicate file with “Red Stamps - Copy.pdf,” which will create a second set of Red Stamps in the AcroPlot Matrix Stamps Palette. Some users may need Administrative Rights on their PC to modify files in this folder.



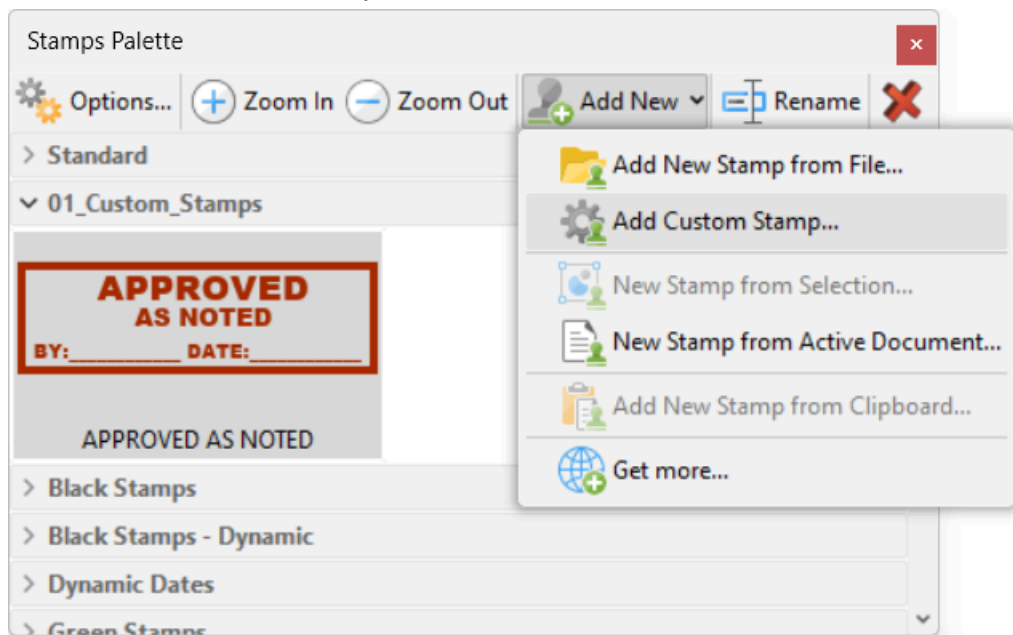
6. Launch AcroPlot Matrix, open a document, and use the updated stamp.



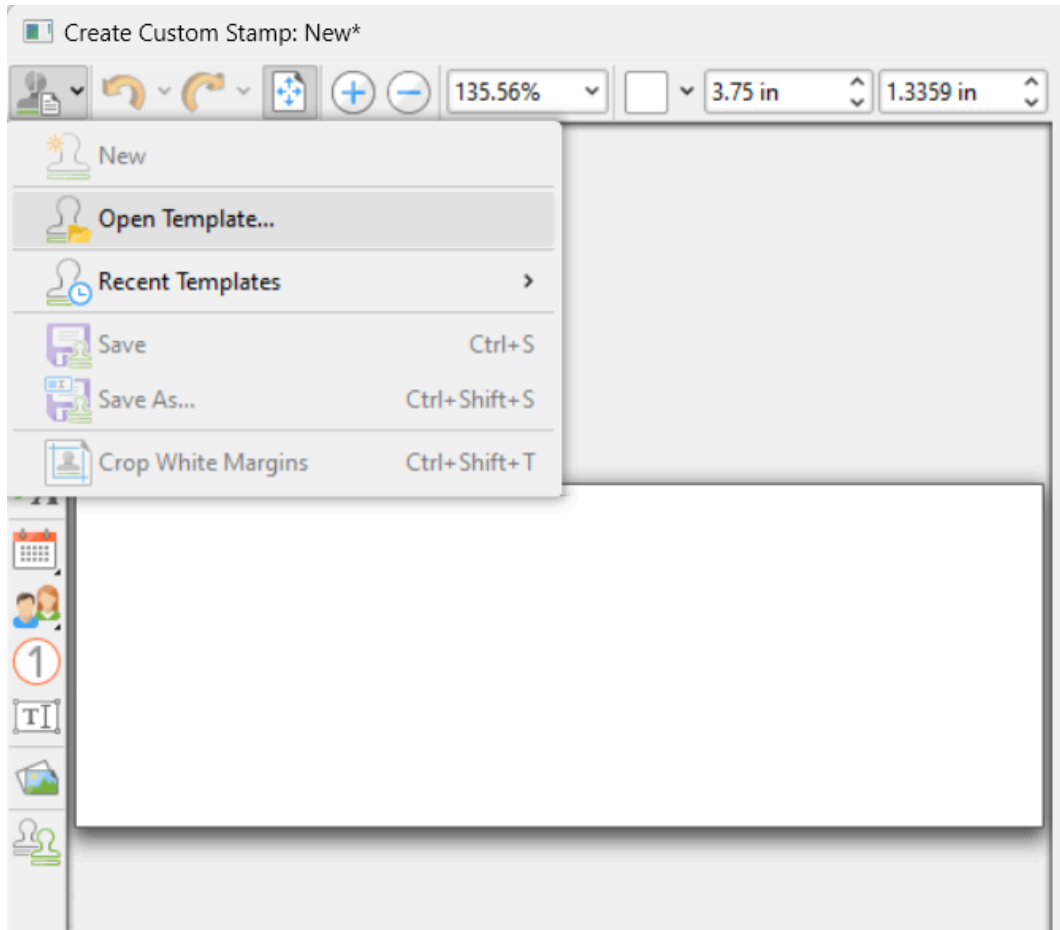
Adding Dynamic Fields to PDF Stamps for Automated System Values

Adding interactive fields to PDF files is a way to add automated functionality to stamps in AcroPlot Matrix. While some PDF files contain form fields that allow users to enter and modify data while viewing the file, PDF fields used within stamps will execute scripts and render the fields static upon bringing the stamp into a file. Once the stamp is applied, no text modifications can be made to the stamp. The example below demonstrates how to add fields to the stamp created earlier that will automatically enter the User Name and System Date when stamping a document.

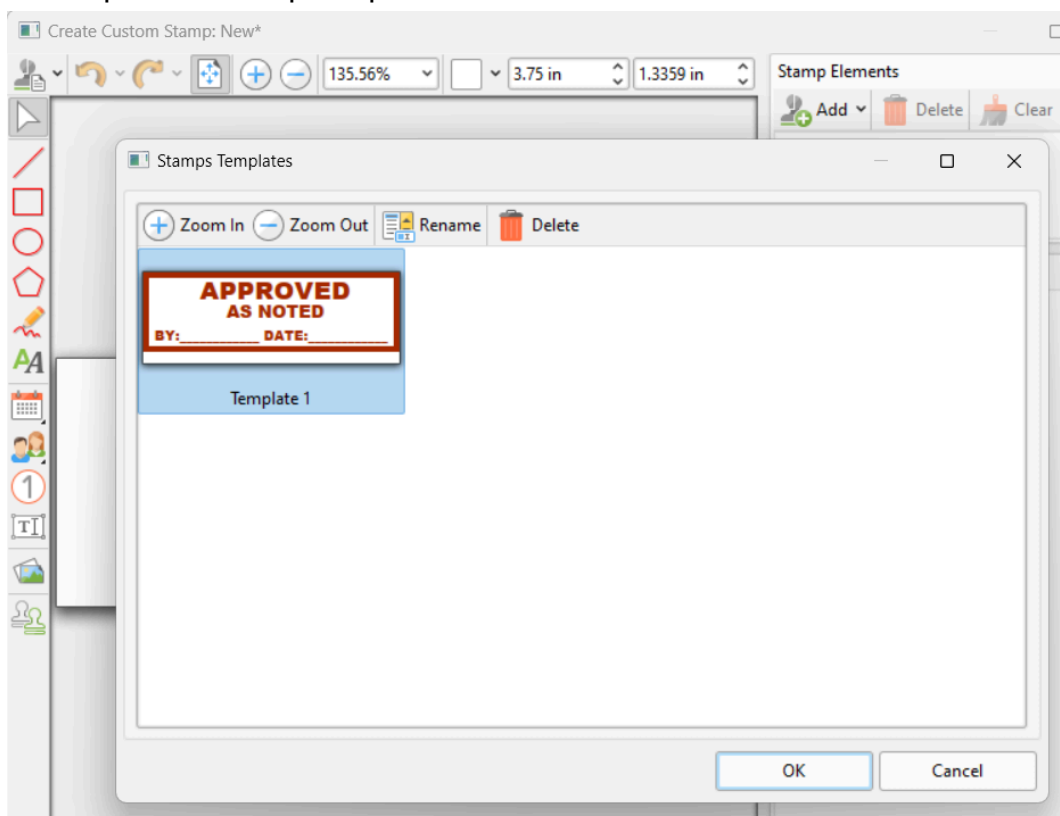
1. Launch AcroPlot Matrix and open the AcroPlot Matrix Stamp Creation tool:
Tools > Commenting and Markup Tools > Stamps Palette
and select the **Add New** pulldown to then choose the **Add Custom Stamp...** option.



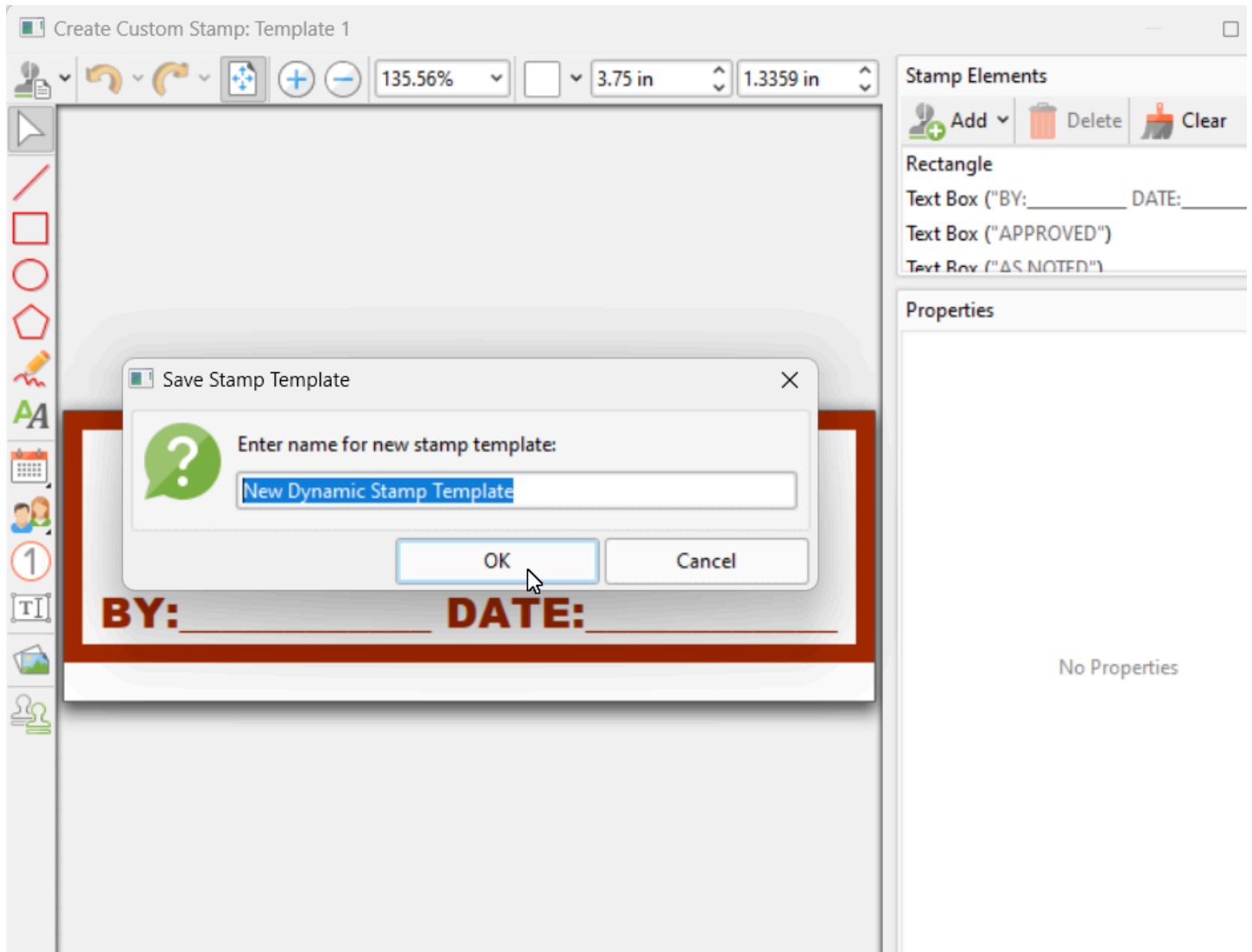
2. Select **Open Template...**



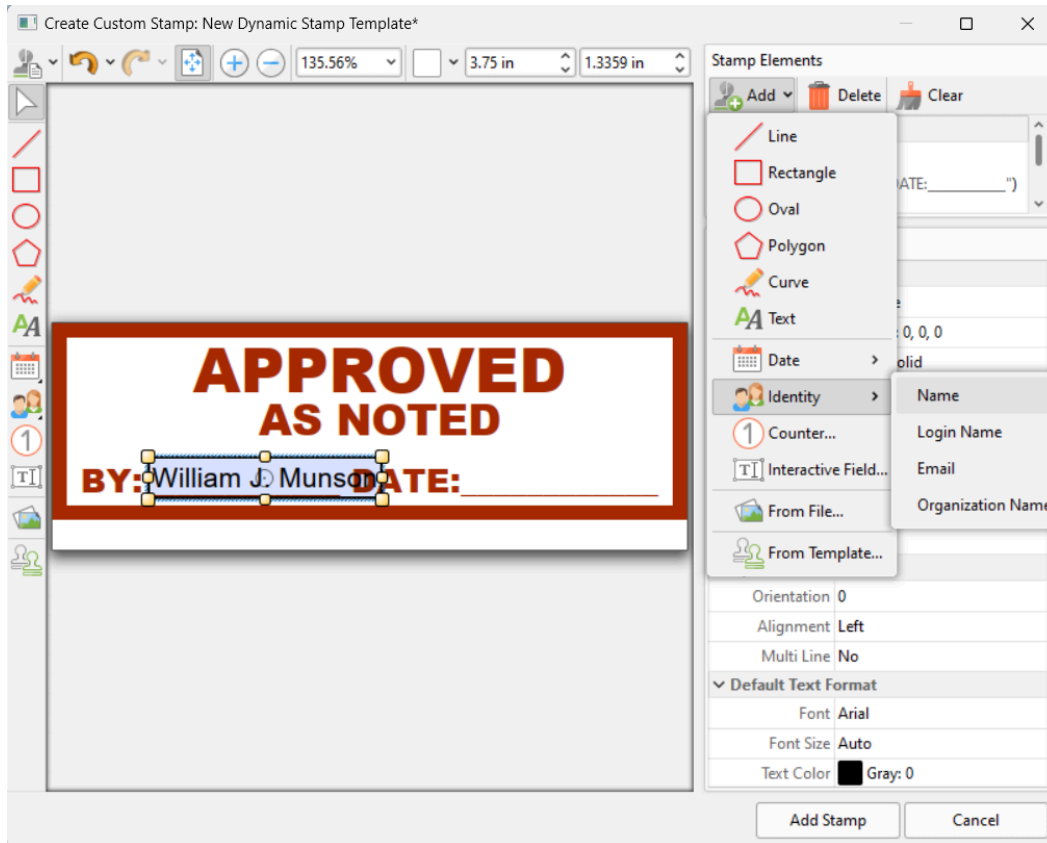
3. Open the stamp template created from Section II.



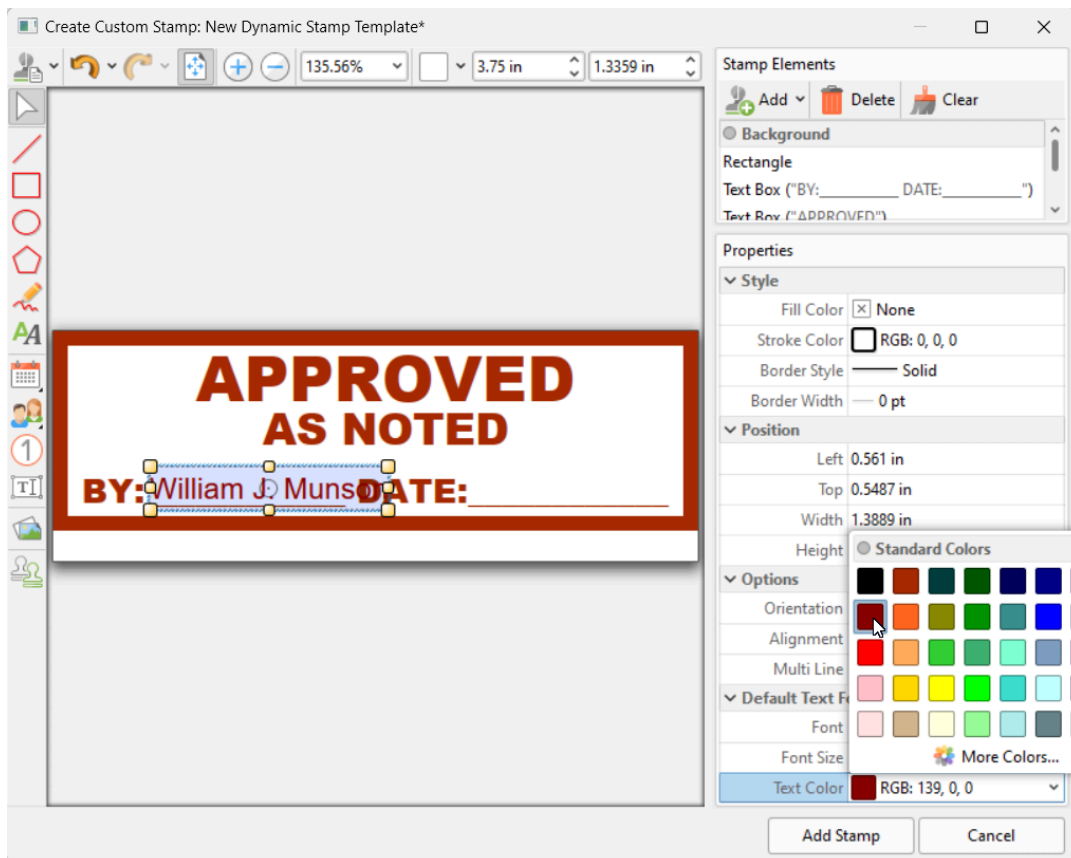
4. Select the Template menu icon at the upper left corner and choose the **Save As...** to create a new stamp template.



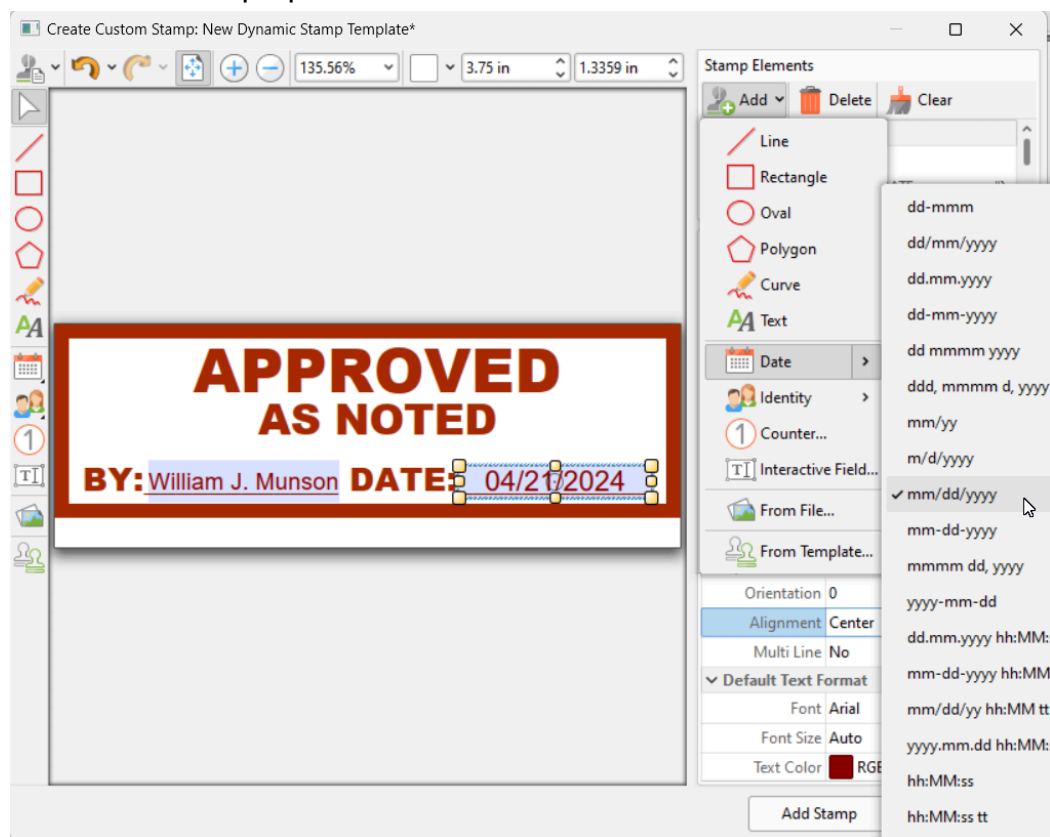
5. Select the Stamp Elements icon and choose **Identity > Name** to place the field into the stamp.
Note: The Name field will automatically use the Login ID for the current session if no value is entered in the
EDIT > PREFERENCES > IDENTITY > NAME



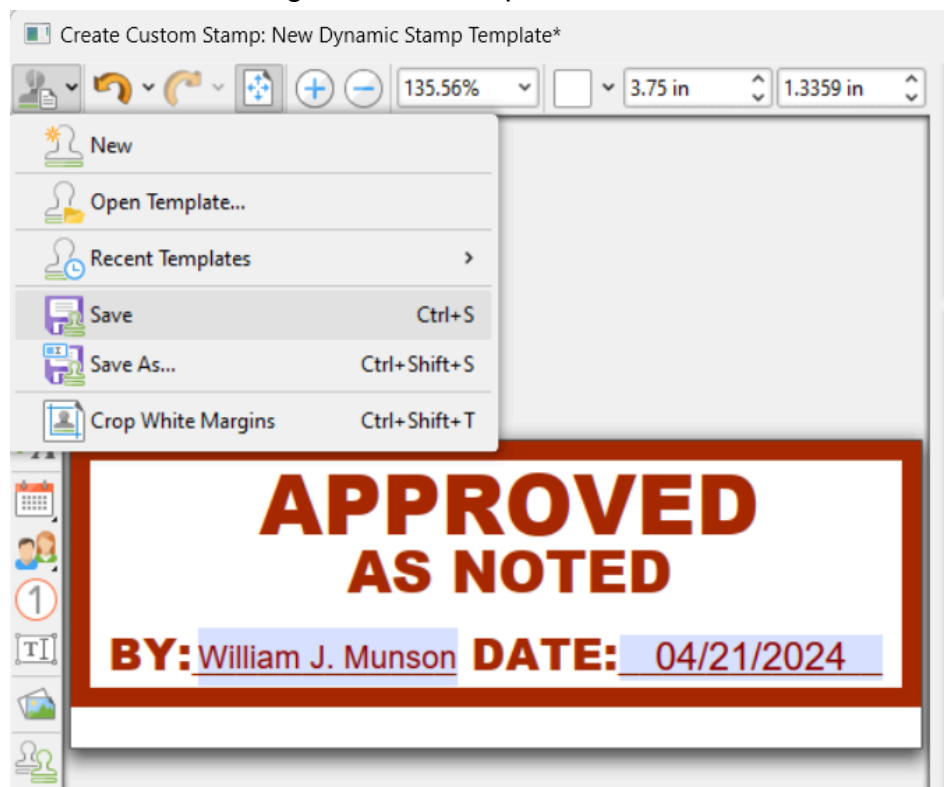
6. Modify the properties of the Identity field to match the formatting of the stamp. In this example, the Border Width = 0, and the Text Color is set to Dark Red. Use the grips to resize the field to fit the length of the underline.



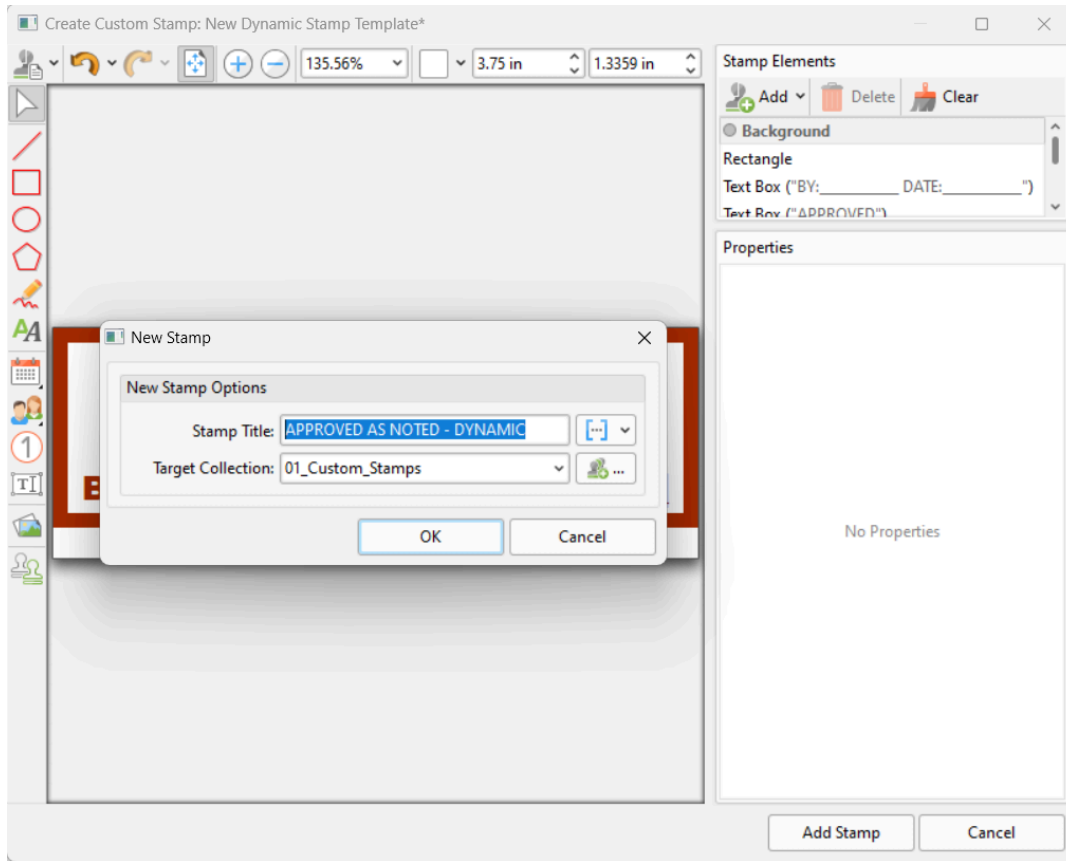
7. Select the Stamp Elements icon and choose **Date > dd/mm/yyyy** to place the field into the stamp. Format the field properties as needed.



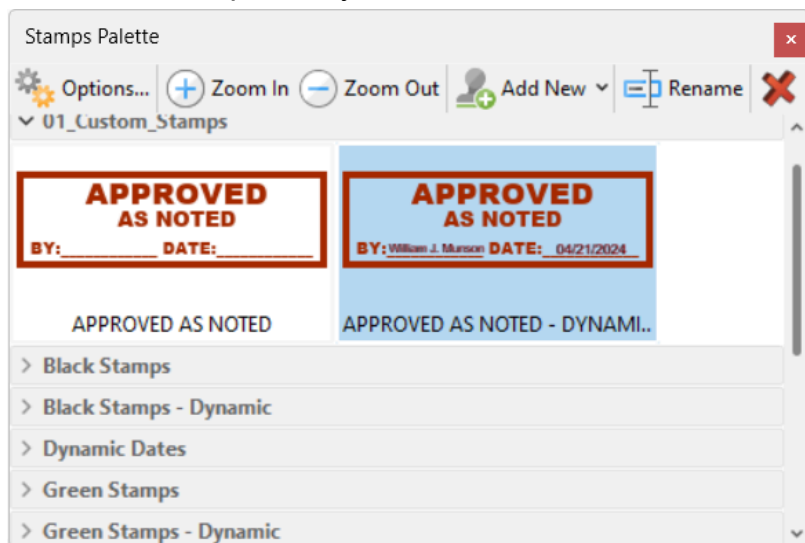
8. Save the changes to the stamp.



9. After the stamp is saved, select the “Add Stamp” button at the bottom right of the window to apply a title and add it to a collection set in the Stamps Palette.



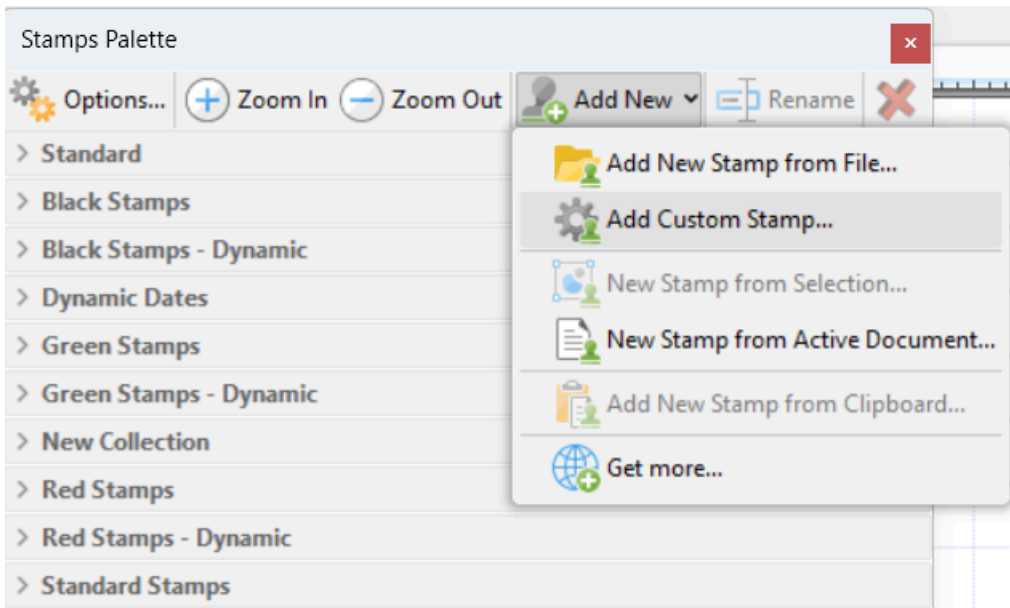
10. The stamp with dynamic fields is now available in the collection.



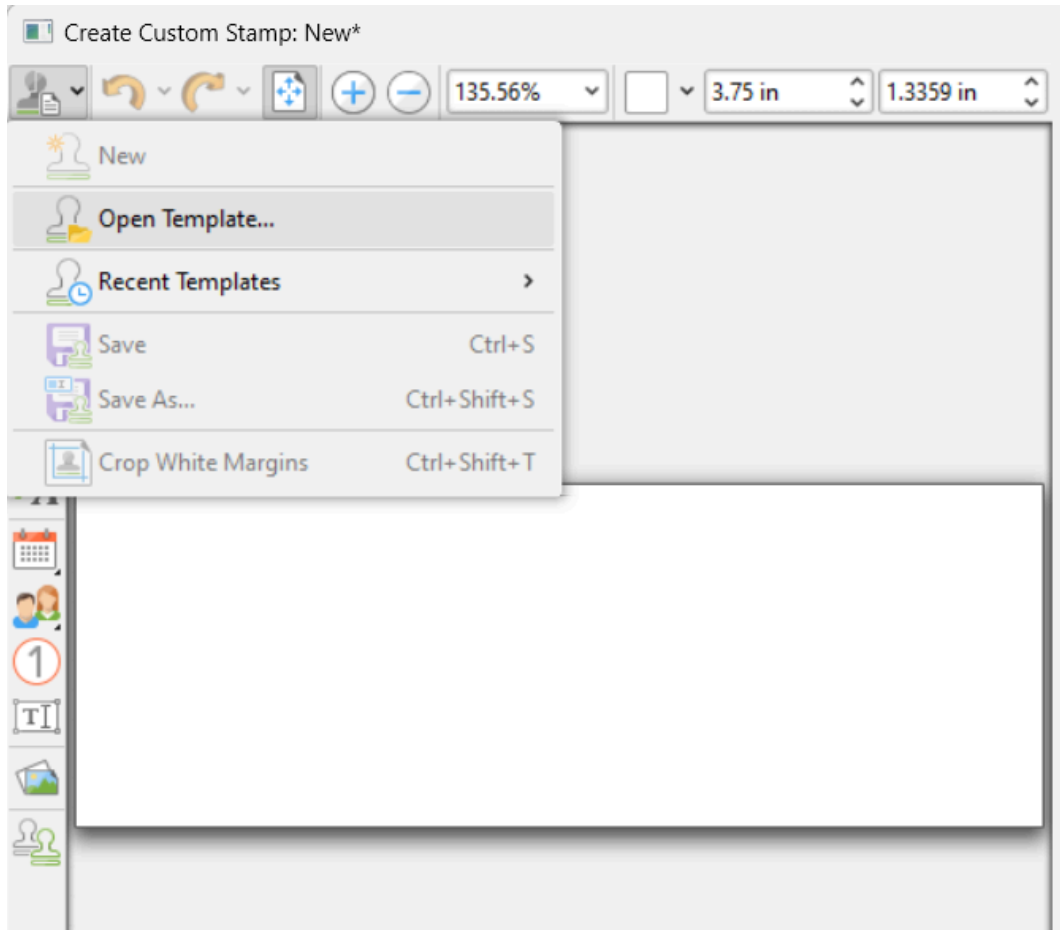
Creating PDF Stamps that Accept/ Require Interactive Value Inputs

The AcroPlot Matrix Custom Stamp Creation Tool includes the ability to add interactive fields to stamps that will invoke a dialog box for the user to enter values that will render into the stamp when applied to a PDF. Once the stamp is applied, no text modifications can be made to the stamp. However, if an incorrect value was input the stamp can be deleted from the PDF and reapplied with the correct input.

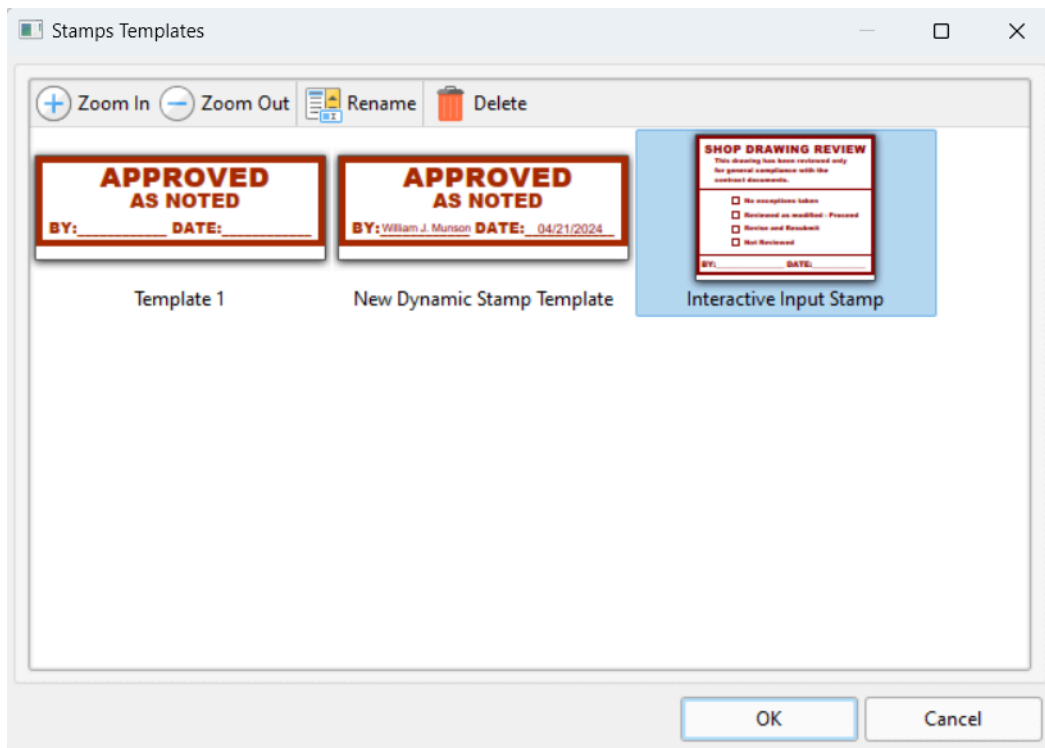
1. Launch AcroPlot Matrix and open the AcroPlot Matrix Stamp Creation tool:
Tools > Commenting and Markup Tools > Stamps Palette
and select the **Add New** pulldown and then choose the **Add Custom Stamp...** option.



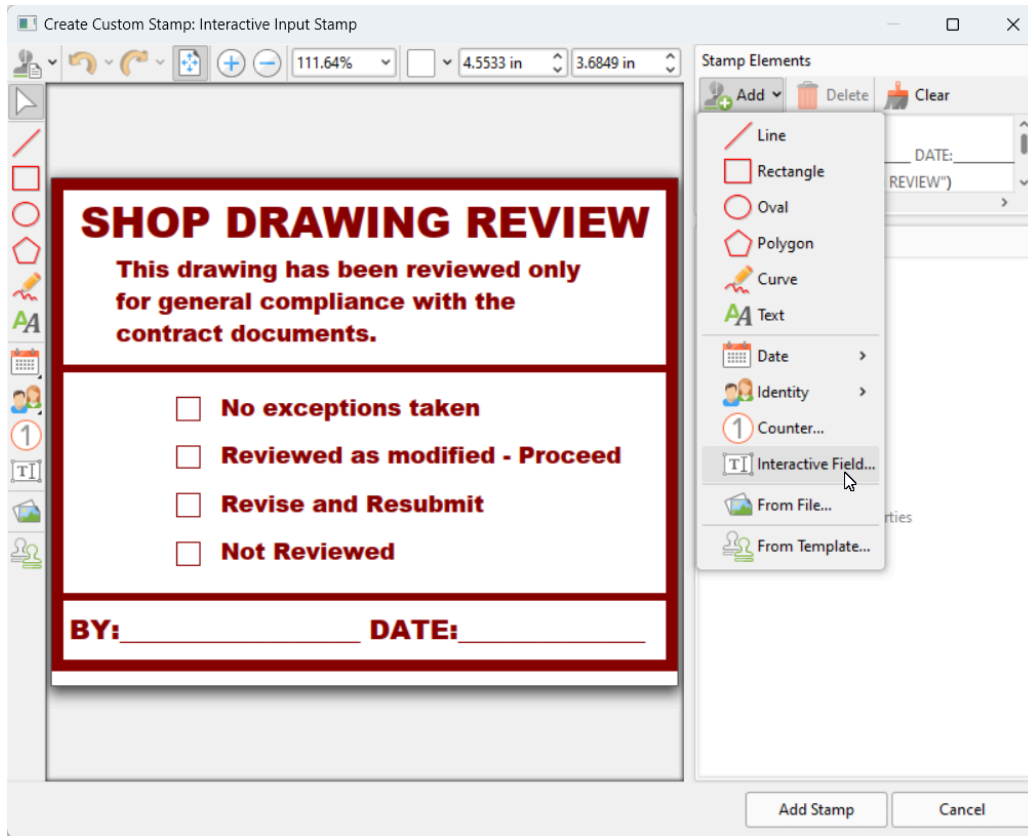
2. Create a new stamp or Open Template...



3. Select stamp to add interactive fields

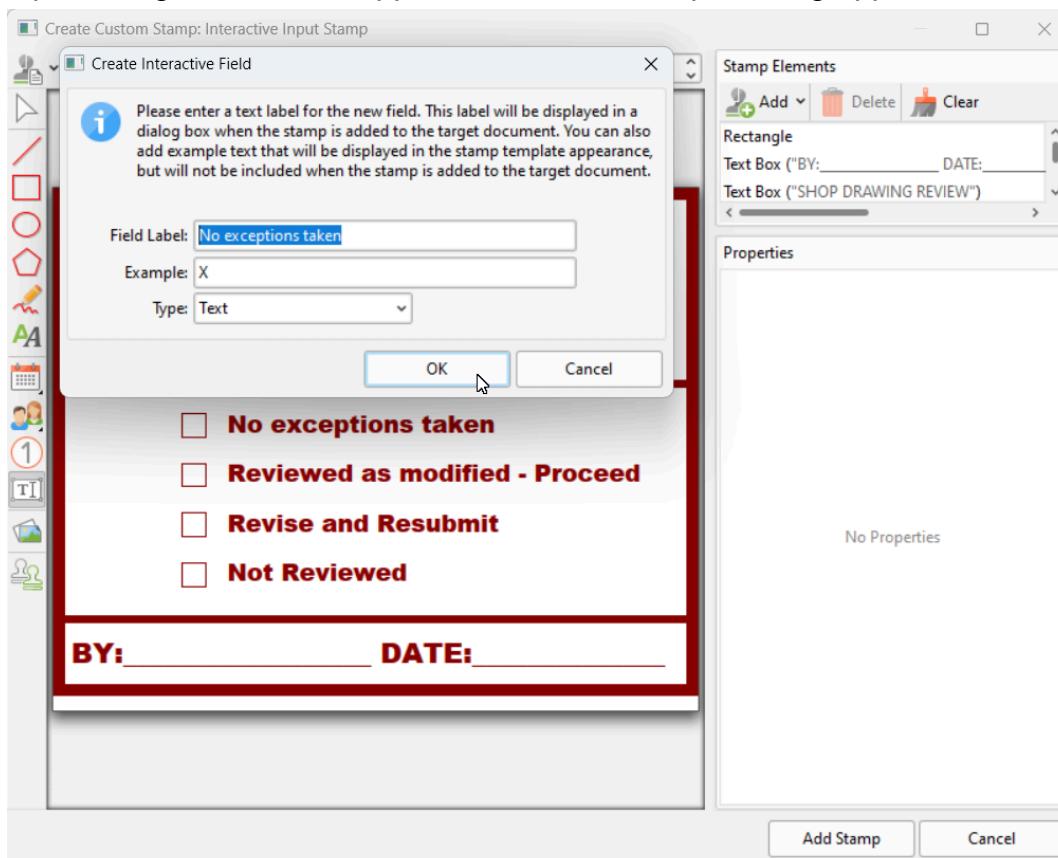


4. Select **ADD > Interactive Field...**



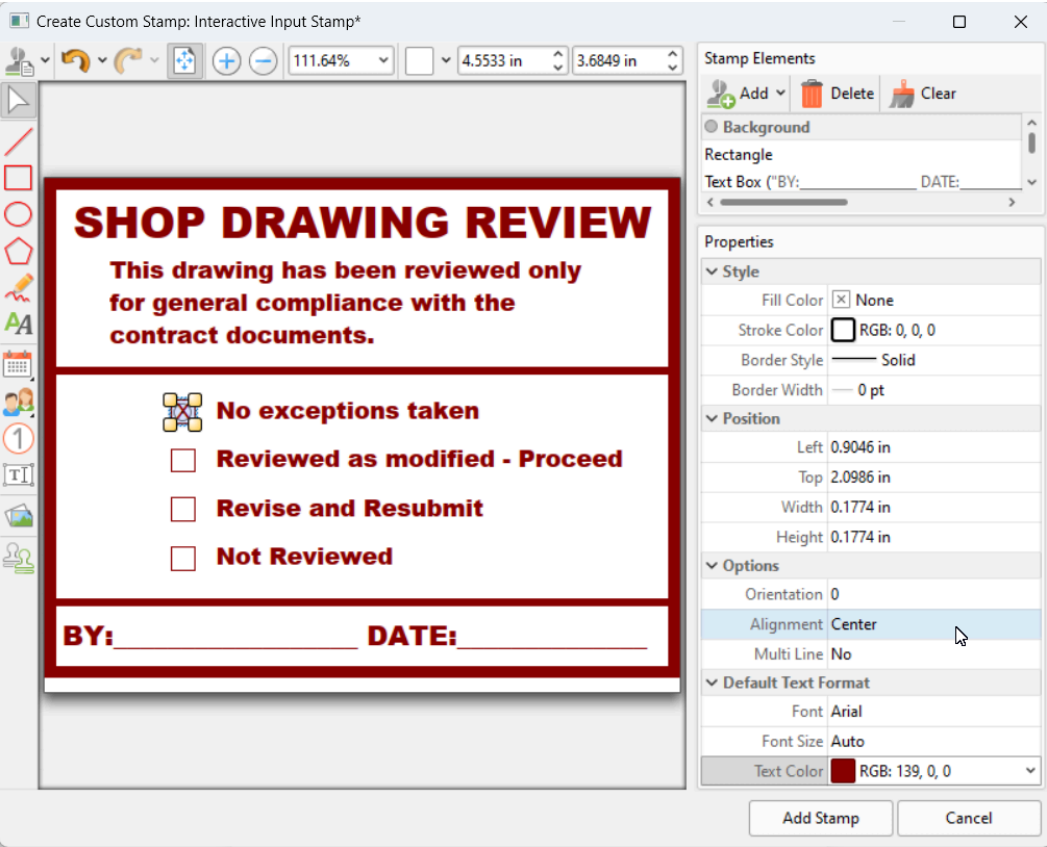
5. A create interactive field window will appear for entering the field label, example text input, and if the value is either text or numeric.

Note: It is important to create the interactive fields in the order as they appear in the stamp so that the input dialog window that appears when the stamp is being applied to a PDF matches the stamp.

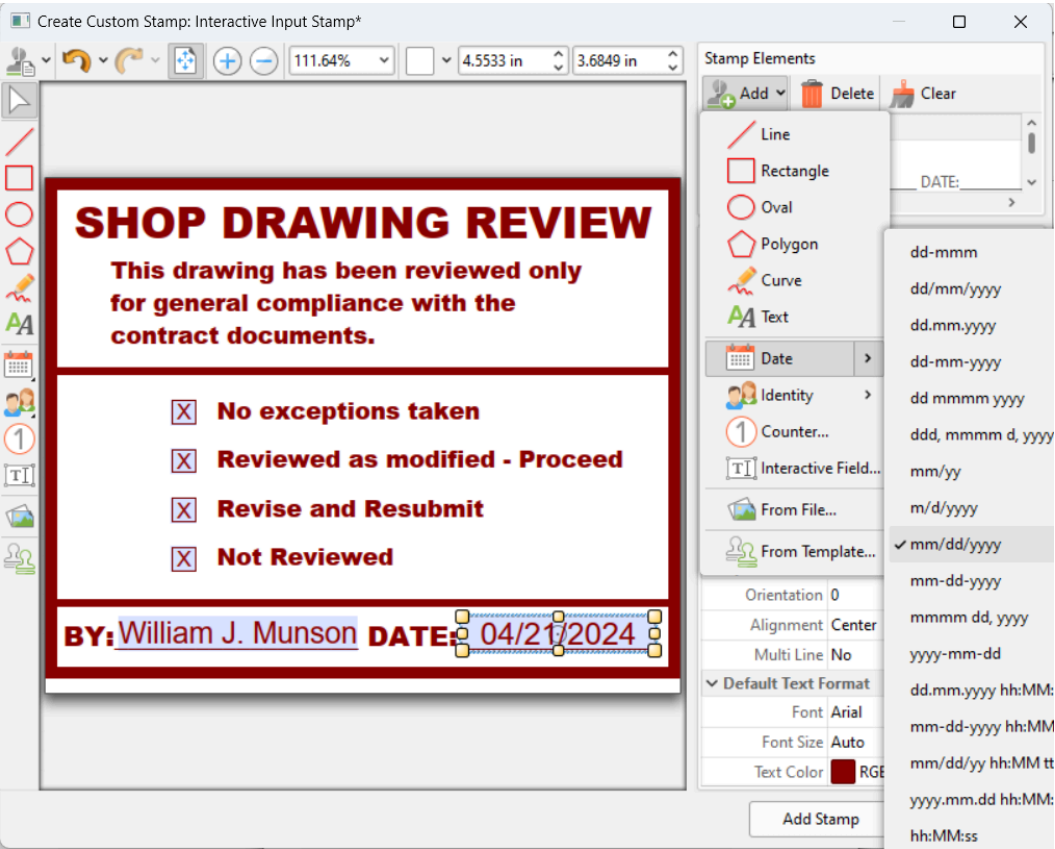


6. Place and resize the interactive field. In this example, the Border = 0, Text Alignment = Center, and Text Color = Dark Red.

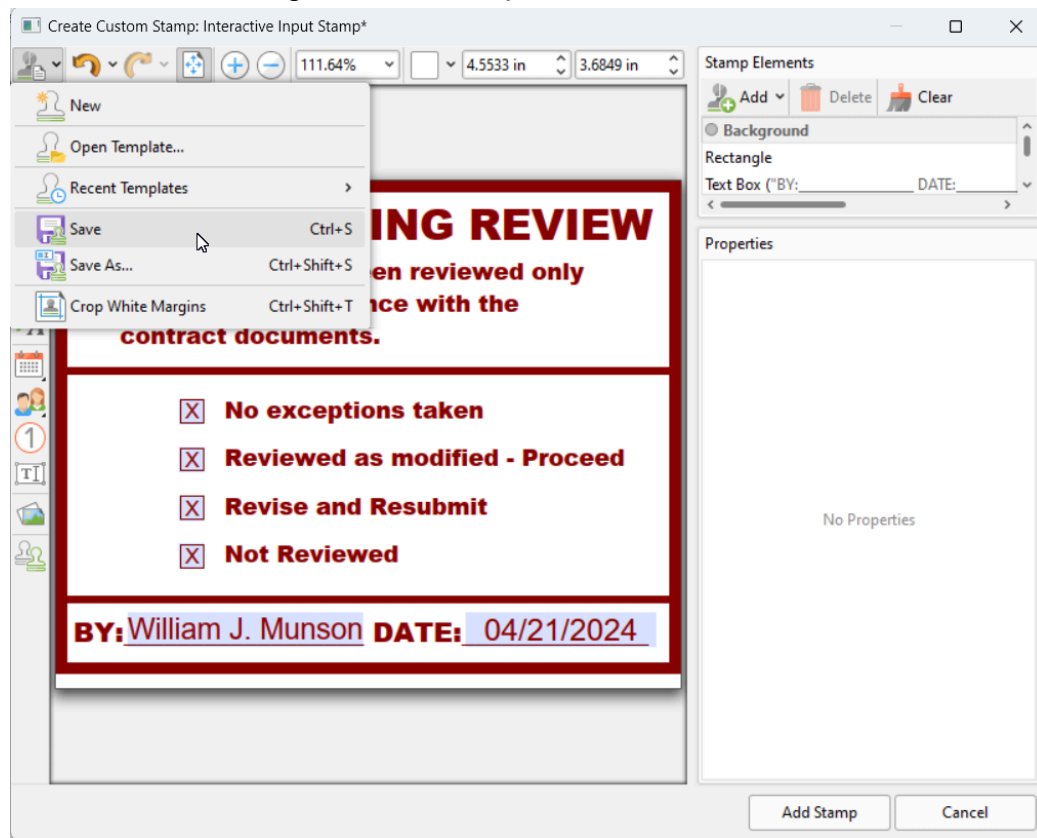
Repeat for the remaining situations in the order they listed on the stamp.



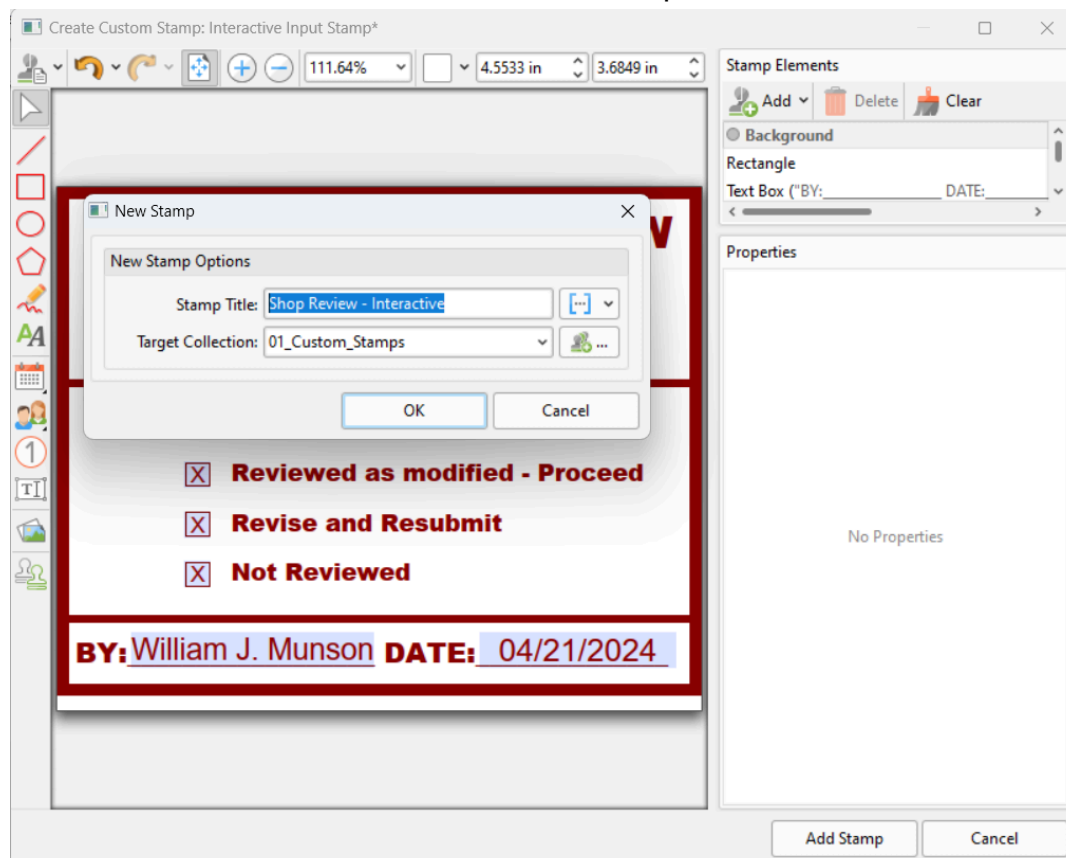
7. Select **ADD > DATE > DATE FORMAT** to create a date field for the stamp.



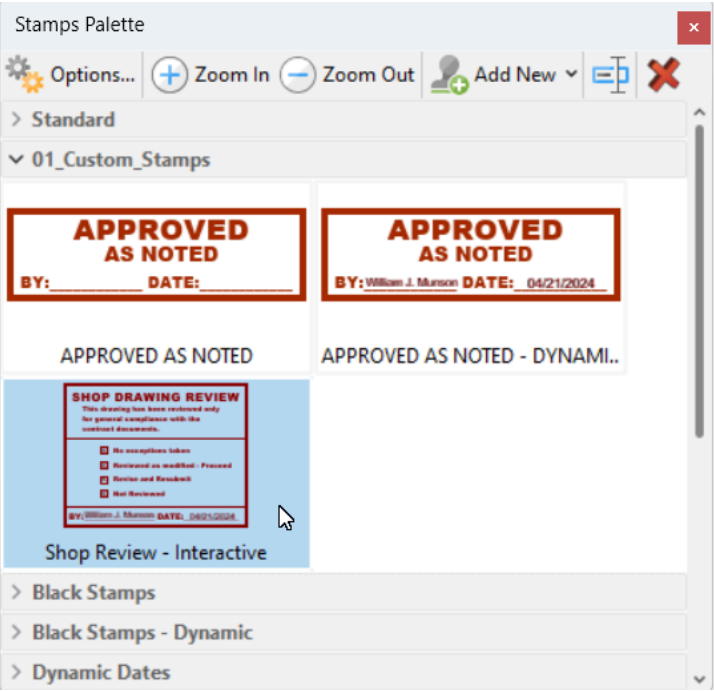
8. Save the changes to the stamp.



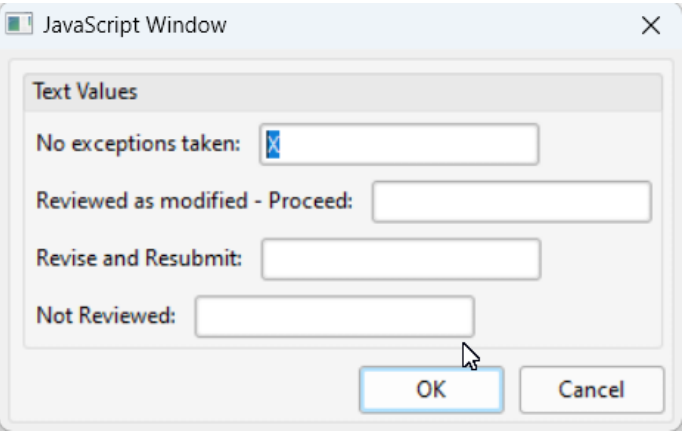
9. After the stamp is saved, select the “Add Stamp” button at the bottom right of the window to apply a title and add it to a collection set in the Stamps Palette.



10. Select the stamp from the Stamps Palette and apply it to a document.



11. After the first click of the placement of the stamp a dialog window will appear for the user to enter their desired value(s).



12. In this example, an uppercase “X” was entered into the first situation and the “OK” button was then selected.
The value is added to the stamp and the Name and Date fields are automatically completed.

SHOP DRAWING REVIEW

**This drawing has been reviewed only
for general compliance with the
contract documents.**

- ☒ **No exceptions taken**
- ☐ **Reviewed as modified - Proceed**
- ☐ **Revise and Resubmit**
- ☐ **Not Reviewed**

BY: William J. Munson **DATE:** 04/21/2024

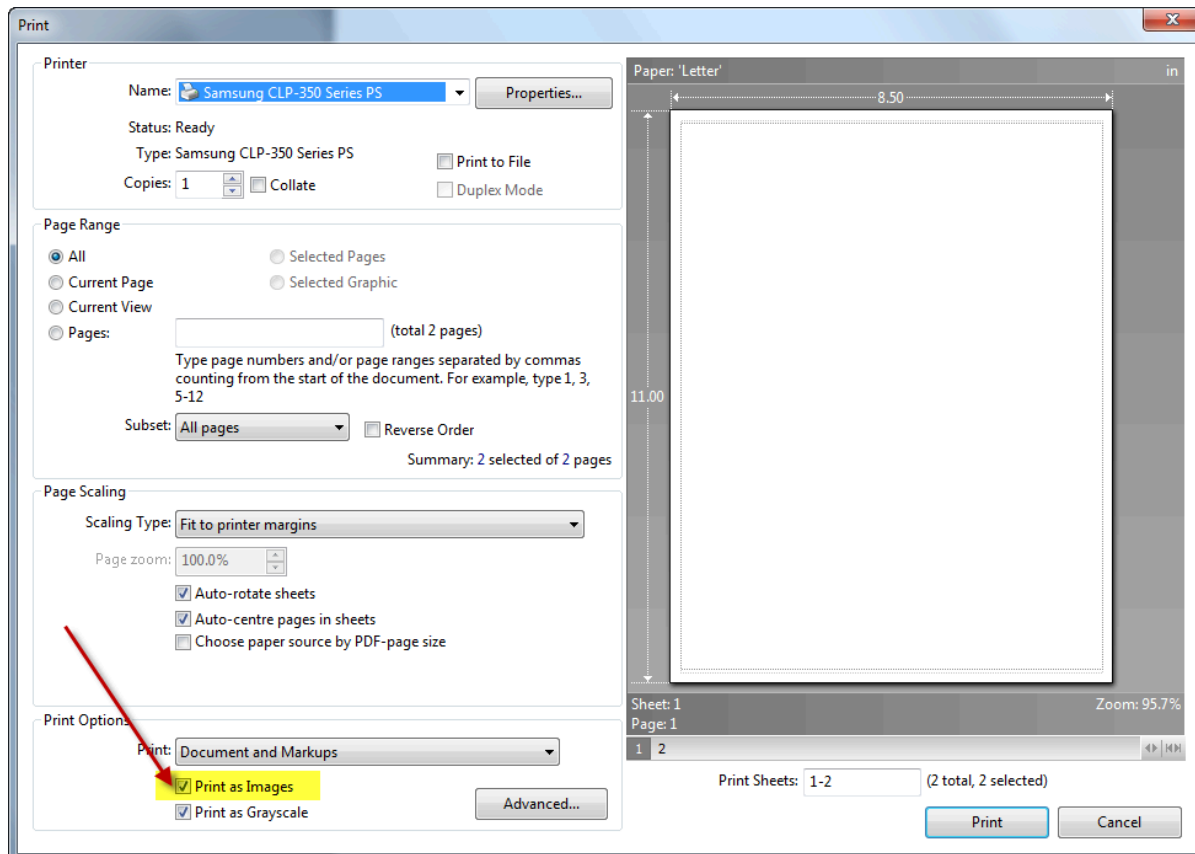
If you need any additional assistance with stamp configuration and management in AcroPlot Matrix,
then please contact support@CADzation.com

Troubleshooting

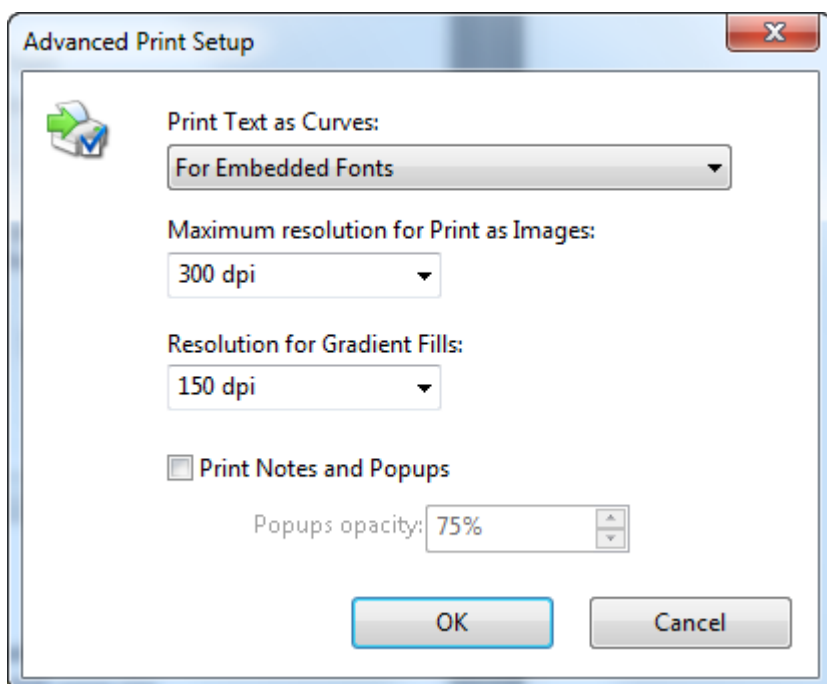
This section describes some commonly asked questions and troubleshooting information.

Why do I get Black Boxes When Printing to a Postscript Printer?

The PDF format contains complex transparencies and blending modes of various objects. Unfortunately Postscript does not support the vast majority of these so in order to properly print to a Postscript driver you must select the Print As Image option in our Print Dialog box in AcroPlot Matrix. We do expect to support doing this behind the scenes like Adobe Acrobat and Reader does in future versions but it likely will not be until after the major new release comes out in the fall of 2012. The programmers are simply swamped as it is with the new release.



You can also use the Advanced Button to set the output DPI for the Print As Image option.

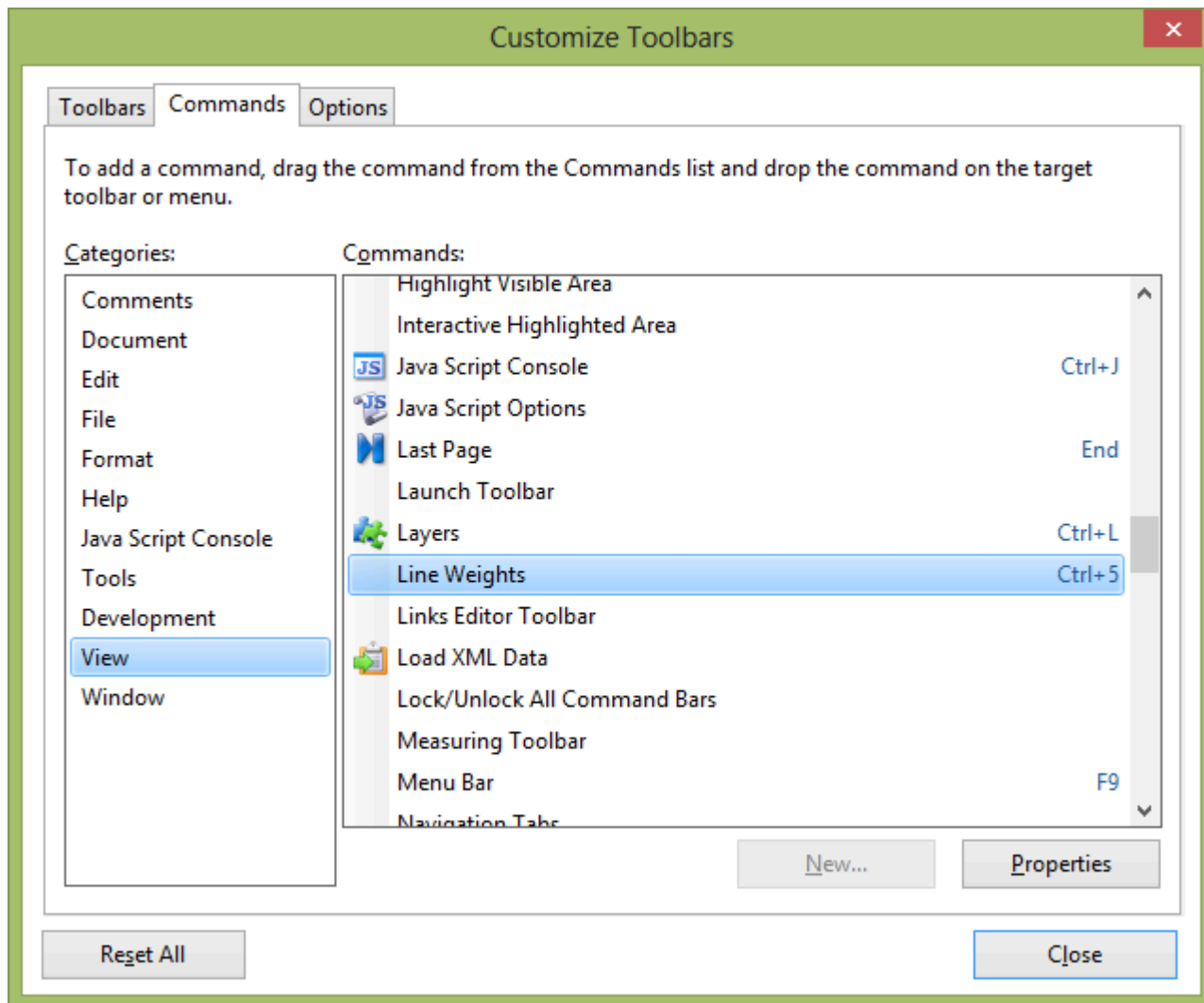


Why can I not Select Multiple Objects?

The current version of AcroPlot Matrix does not allow you to Select Multiple Objects to modify or delete at once. This page will be removed or updated when a version of the software is released that has the multi-object selection functionality enabled.

Why are lineweights not displayed?

There is a feature in AcroPlot Matrix to disable all stroked objects as 1 pixel wide that must have been toggled on by the user. Simple click in the main window in AcroPlot Matrix and use "Ctrl+5" to toggle the lineweight display back on.



Measurements and Accuracy

Unlike CAD formats where basically the line data is stored as if all lines have zero widths for the endpoints the PDF format stores the endpoints of lines based on their thickness, endcap styles, and line merge styles. CAD was meant for high accuracy, where PDF was meant to be a simple paper based format.

So basically in CAD a 10 inch long line is always going to measure 10 inches where in PDF a 10 inch line that is 0.25 inches is thick with round endcaps is going to measure as 9.75 inches ($10 - (0.25 * 0.5) * 2$) where a line 0.125 inches thick would measure as 9.875 inches.

Also CAD formats store the values in high double precision accuracy based on real world coordinates and a scaled viewport where the PDF format is a paper based format based on the DPI it is created at.

So a 400 dpi PDF would at the best have an accuracy of 0.0025 inches (1/400). While this may seem like a high resolution when you start talking about building or roadway design and the scale factors they use it can quickly throw off your measurements.

Because of this we always say that you have to think of PDF formats as being similar to your manual drawings and using an engineering scale. You can get a close measurement off them but never an exact measurement when you start looking at large scale factors used in engineering.

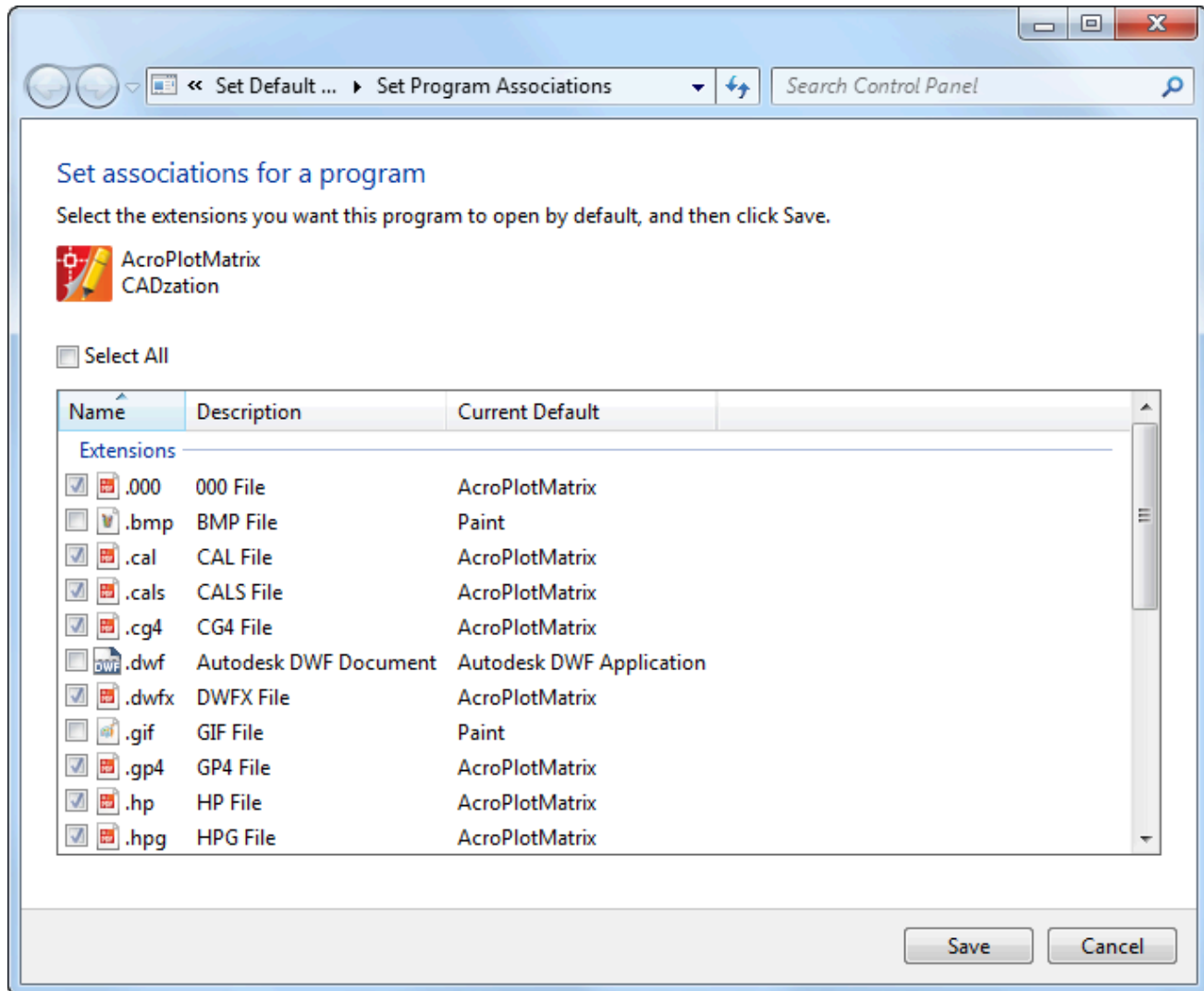
And while we could look at automatically rounding the display of the dimensions we have chosen to stick to the way that Adobe works with their measurement annotations in their PDF files. Some of our competitors will round the dimensions but if you open that PDF in Adobe Acrobat or most other PDF Editors and someone moves the annotation or something it reverts back to the non-rounded value based on the actual scale factor to use.

Set and Reset Windows File Associations

Windows File Association also known As Default Programs allows you to tell Windows what program you would like to use to open a specific file type.

Setting File Associations to Open In AcroPlot Matrix

This is the easy part. Just run AcroPlot Matrix then choose the Edit > Set File Associations. The Default Programs dialog box should appear and you can pick which extensions you would like to associate with the program.

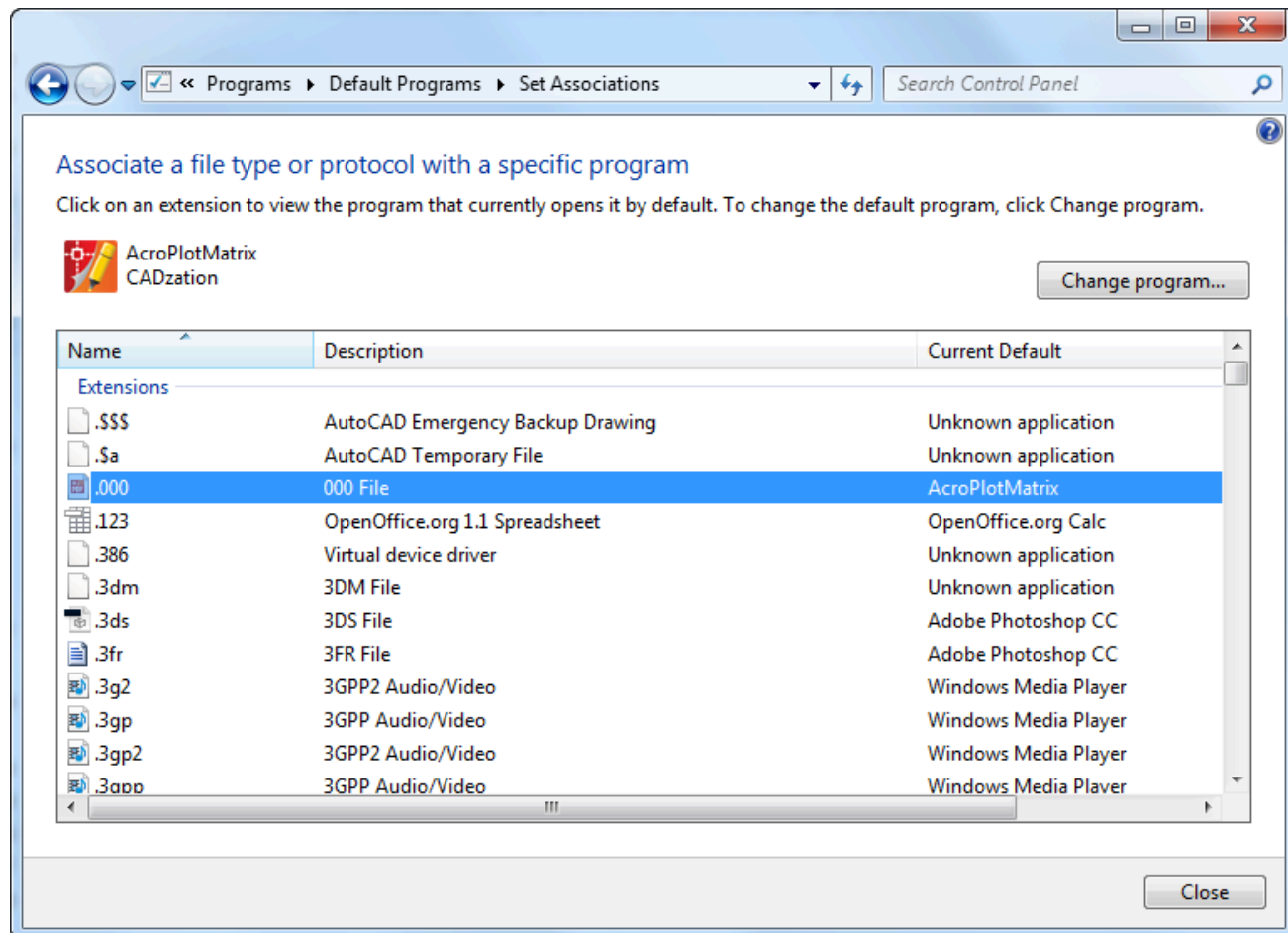


Resetting File Associations to open in a different program.

Unfortunately Windows does not make it easy to reset the File Associations. We have never understood why except that Microsoft tends to do lots of stupid stuff to make it hard for the user. It would be very simple for them to cache what the old value was and allow you to uncheck one or all of the values on the Default Programs Dialog but they actually gray out the ones which you have set to open with a program..

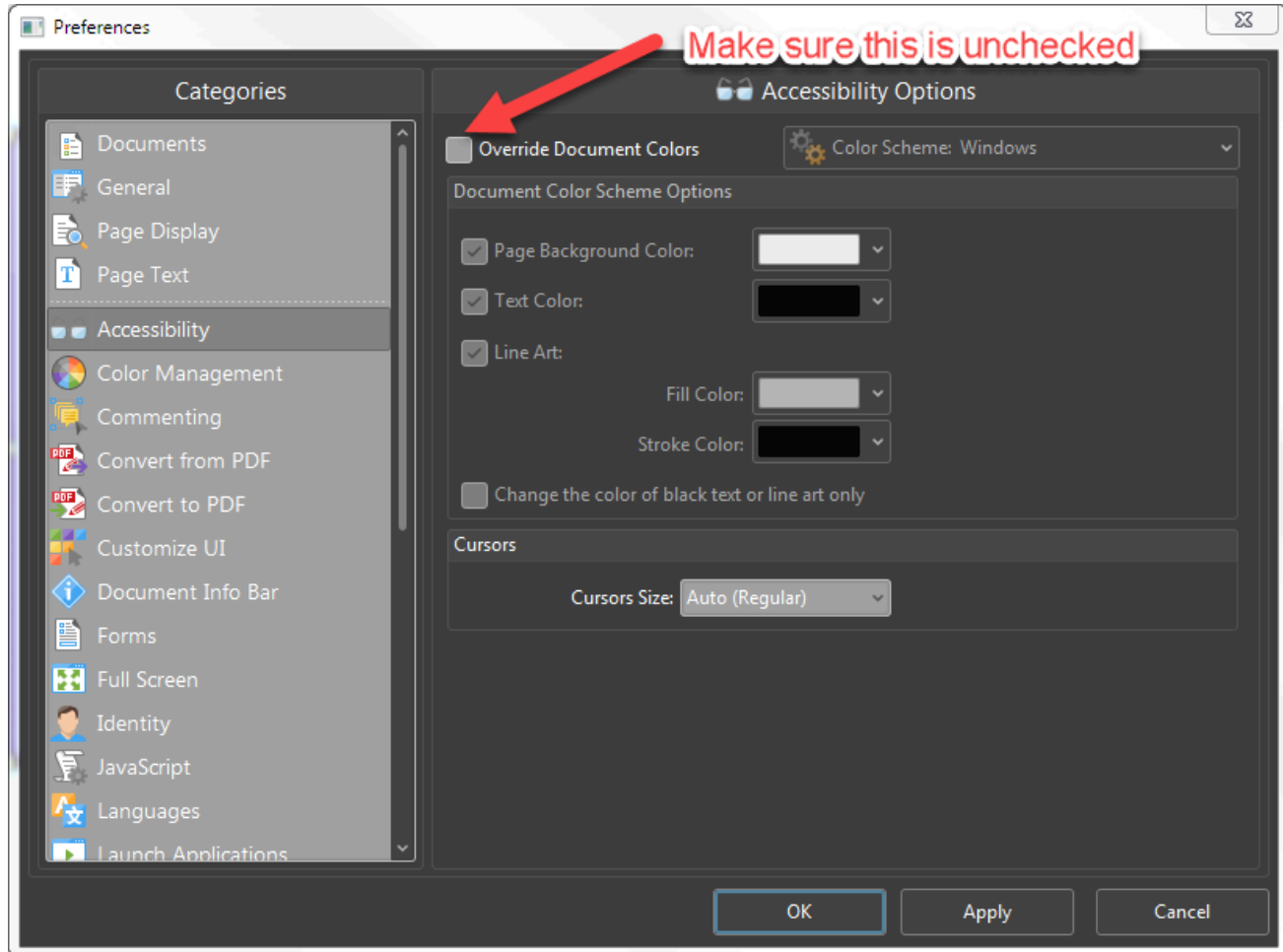
Instead you need to run the Control Panel > Programs > Default Programs > Set Associations dialog. You can also in Windows 8 find it by searching for Default Programs and then selecting the "Associate a file type or protocol (such as .mp3 or http://) always open in a specific program" option. Both of these will take you to the File Association Dialog which you will have to pick each extension you would like to

change and then use the button in the upper right to "Change Program.." and select a program from the list. If the program you want to use is not shown in the list you can always browse to it.

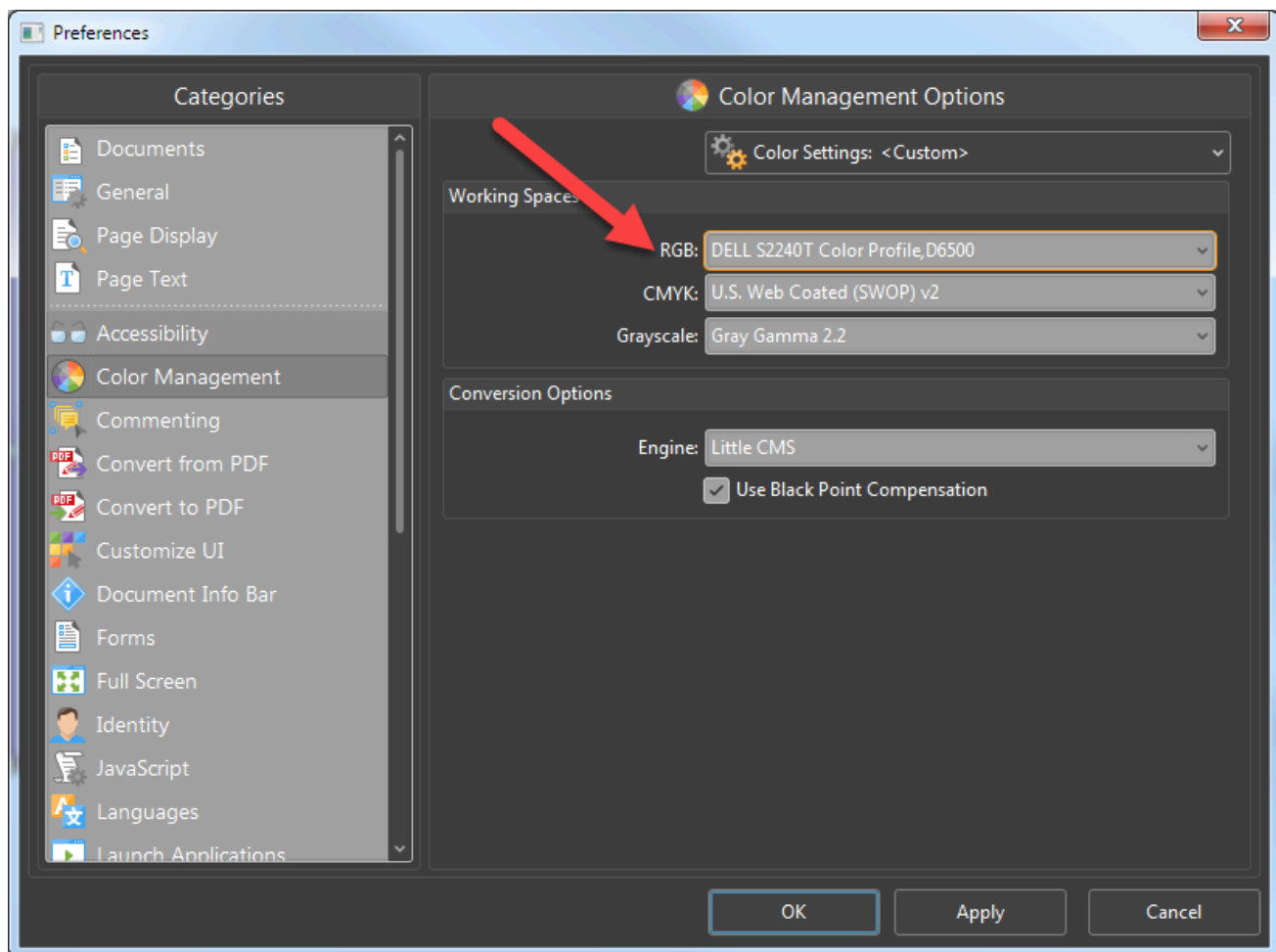


Why are the Colors Displayed as Grayscale

Typically we see this happen when the users change the Accessibility Options. These options are there to override document colors for color impaired users. If your colors and markups in the PDF are not displaying properly please make sure that you have NOT checked the "Override Document Colors" in the Edit > Preferences > Accessibility Options.



The other thing that might cause it would be if there is a conflict with the display driver color profile. Under the Edit > Preferences > Color Management if the Working Space RGB color is set to the monitor color profile you can try changing it to the default which is sRGB IEC61966-2.1.



Technical Support

Technical support for AcroPlot Pro is best handled by visiting our online helpdesk at:
www.cadzation.com/support.htm

From there you can both search our knowledgebase and also submit a new support request. You can also upload any files that you may be having problems with as long as they are under 6 MB in size.

We have found in the past that pure email support is too unreliable with customer's email servers filtering out our emails at times. The online helpdesk allows you to log in and check the status at any time in case you do not receive our emails.

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Revision History

Please visit our website at www.cadzation.com/revisions.htm for a listing of the major revision history.