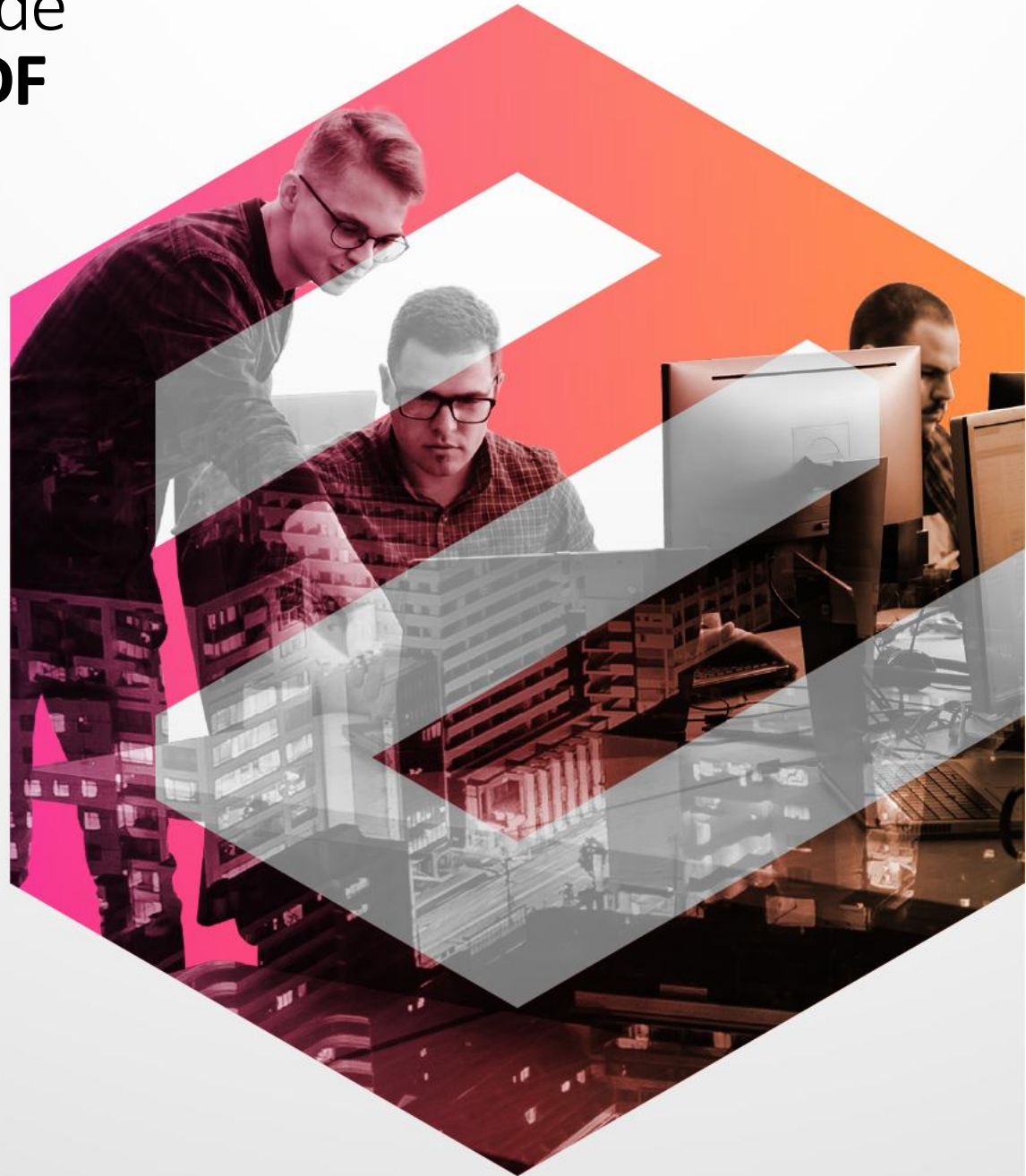


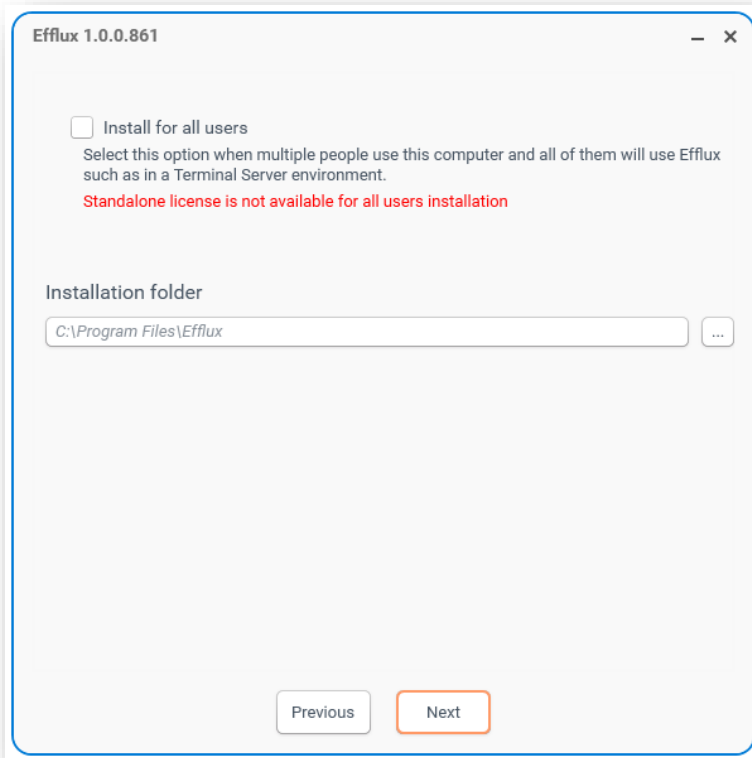


User Guide  
**Efflux PDF**  
Version 1.0



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# 1. Installation / Uninstallation

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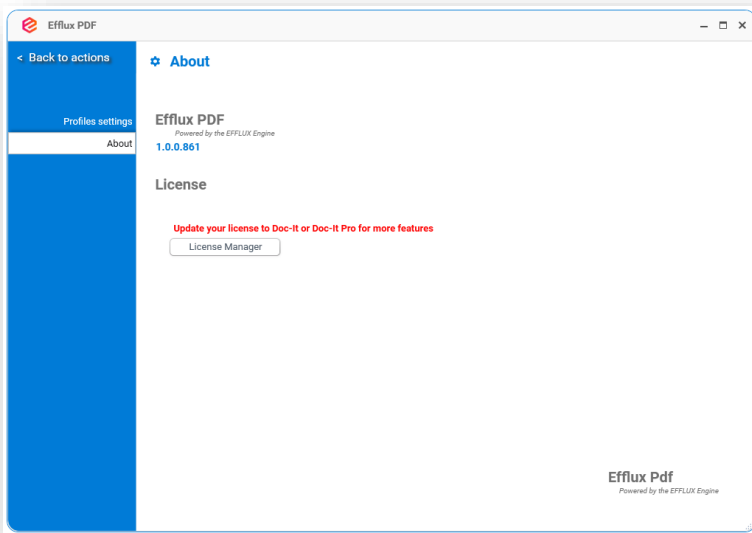
## 1.1. Install Efflux PDF

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Efflux PDF offers two modes of installation,

- **Single user mode** – Recommended mode if only one user is using the computer.
- **All users mode** – Recommended mode if more than one user is using the same computer.

**! CAUTION:** Outlook plugin component will only be available if **Microsoft Outlook** is installed on the machine.



## 1.2. Uninstall Efflux PDF

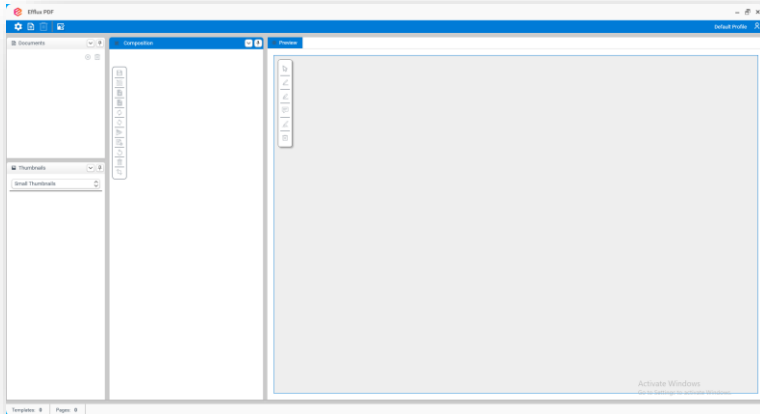
---

During removal of **Efflux PDF**, the installer will prompt whether to delete user settings. By clicking **Yes**, all user settings will be deleted, **No**, user settings will be retained.

## 2. Licensing

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**Efflux PDF** licensing information is under the **About** section. **Efflux PDF** is free to use, however, you can upgrade to **Doc-It** or **Doc-It Pro** to unlock more advance features.



## 3. Efflux PDF Main Interface

Efflux PDF main interface consists of:

- Toolbar
- Documents panel
- Thumbnails panel
- Composition panel
- Preview panel
- Status bar at the bottom

### 3.1. Toolbar

Toolbar consists of few different items which are listed below:

- Configure
- Open
- Clear
- Composition Toolbox
- Profile

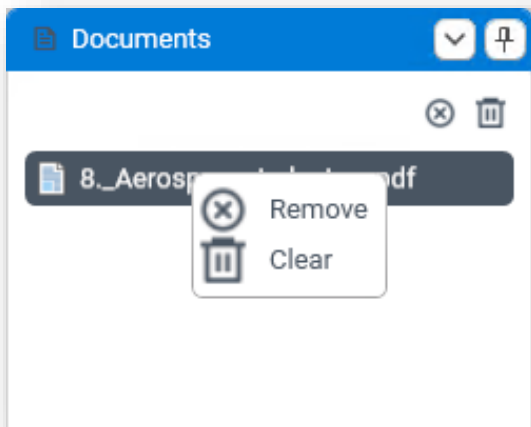
#### 3.1.1. Configure

**Configure** button will open **Efflux PDF settings** page. The Settings page includes **Profiles settings** and **About**. On top of the menu there is a **Back to actions** button.

Shortcut Key: **CTRL+ALT+I**

**! CAUTION:** Remember to always click **Back to actions** button to save the changes.





### 3.1.2. Open

---

**Open** button will always open a dialog box to browse and select files. Multiple selection is supported in the open dialog box.

Shortcut Key: **CTRL+ALT+O**

### 3.1.3. Clear

---

**Clear** button will clear everything in **Efflux PDF**.

Shortcut Key: **CTRL+ALT+X**

### 3.1.4. Composition Toolbox

---

The **Composition Toolbox** is hidden by default. The item can be chosen from the top of **Efflux PDF** menu. It also has the option to show the toolbox back to the composition pane. The item is only available when the composed item is selected. Refer [3.4.1](#) Composition Toolbar section for details.

### 3.1.5. Profile

---

Profiles can be switched by clicking profile icon. Drop down list will appear to choose the appropriate profile.

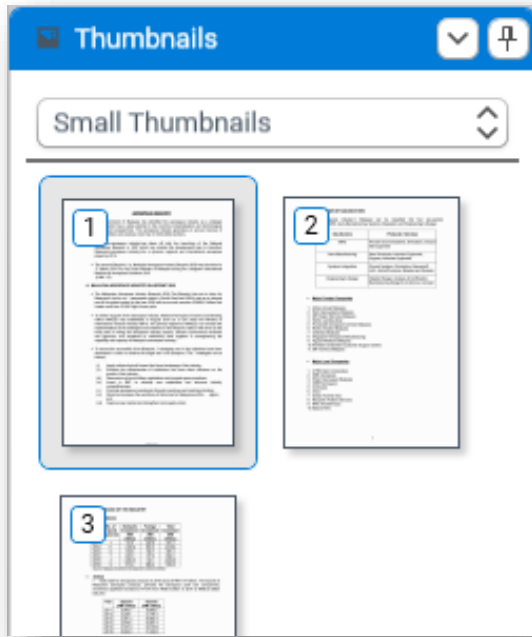
## 3.2. Documents Panel

---

Documents panel is where the loaded documents will be listed. There are 3 icons visible in the **Documents** pane.

**Remove** – Remove selected item in **Documents** pane.

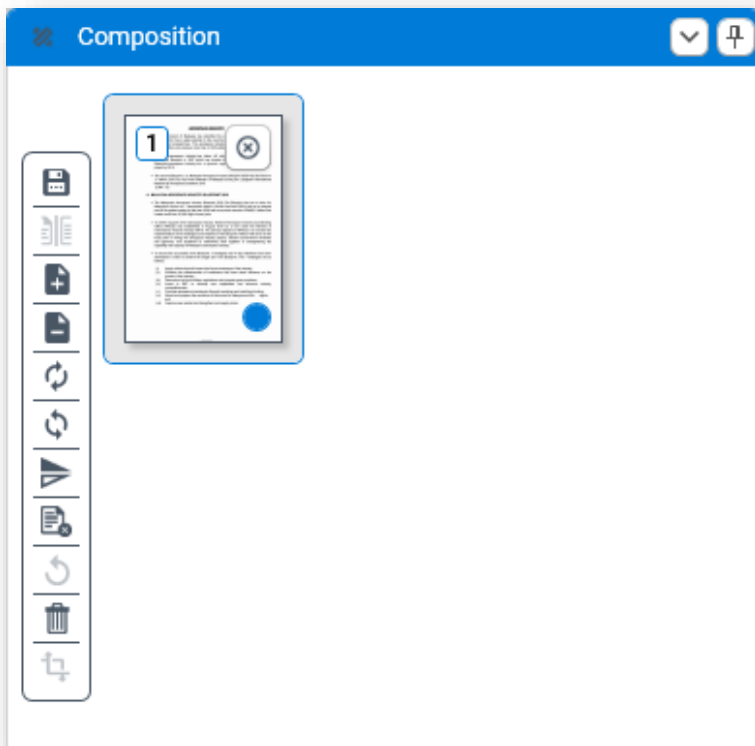
**Clear** – Clear all documents loaded in **Documents** pane.



### 3.3. Thumbnails Panel

---

Thumbnail panel will display all pages from the document. Thumbnail size can be selected in small, medium, large, and X-large.

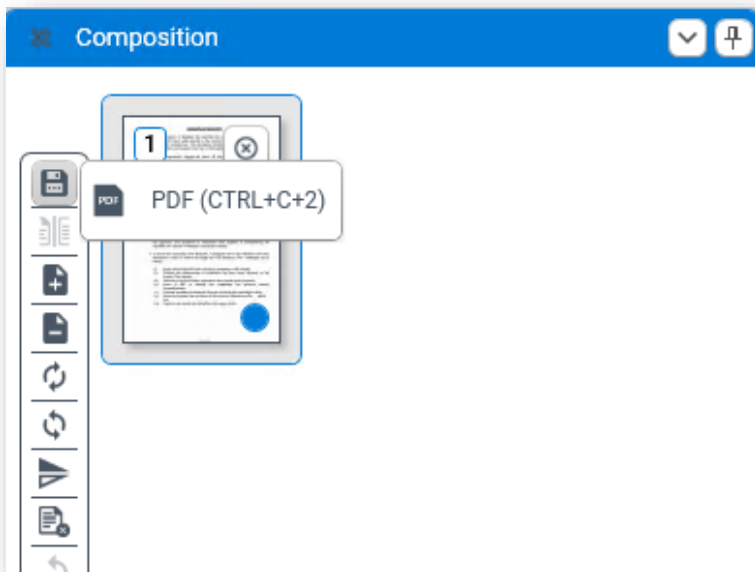


### 3.4. Composition Panel

---

Loaded documents can be manually edited in the Composition panel. Image processing tasks also supported in this panel.

The blue dot in the composition thumbnail indicate that redaction tool was being applied in the preview panel.



### 3.4.1. Composition Toolbox

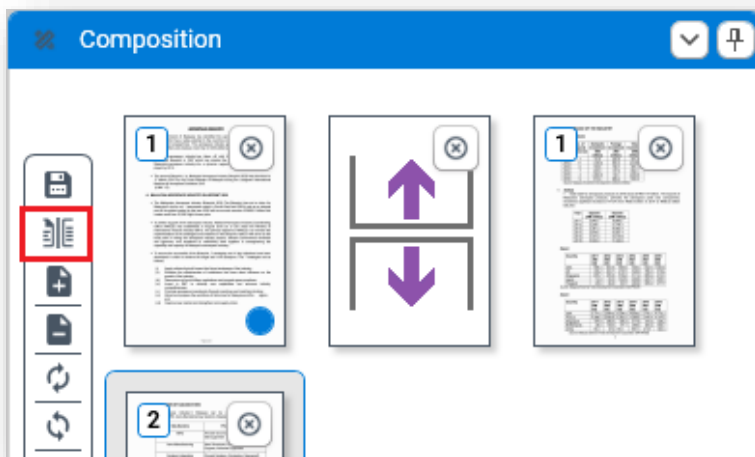
---

#### 3.4.1.1. Save

---

**Save** button support saving the document composition to

- PDF  
Shortcut Key: **CTRL+C+2**

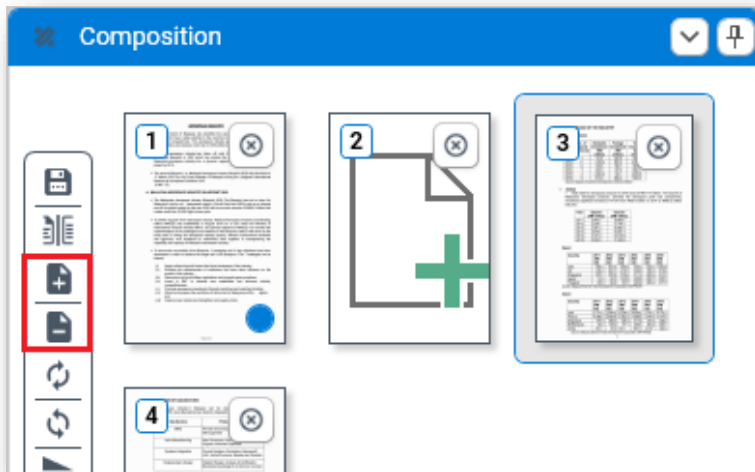


#### 3.4.1.2. Split

---

**Split** button allow document composition to be split into multiple files.





### 3.4.1.3. Insert Blank Page

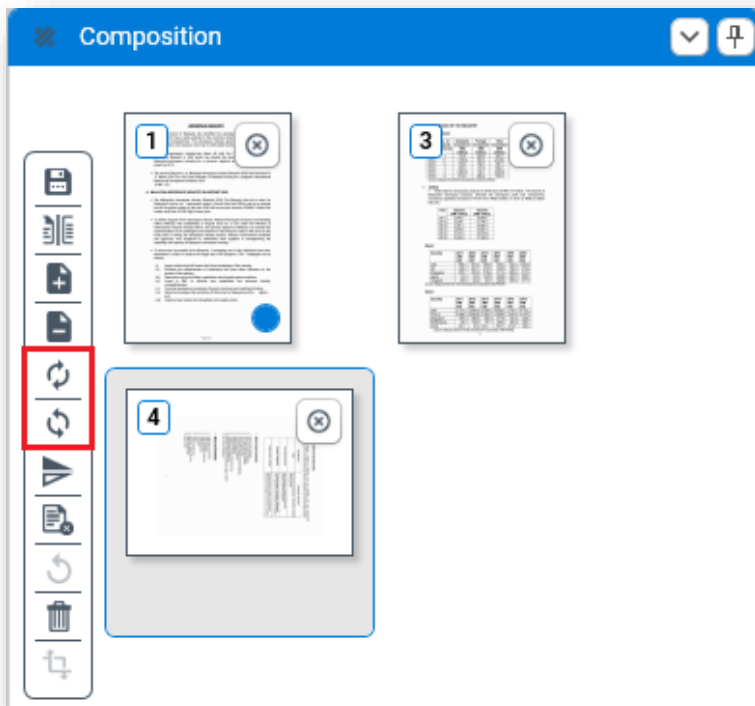
---

**Insert Blank Page** button will add one or more blank pages to the document composition.

### 3.4.1.4. Delete Blank Page

---

**Delete Blank Pages** button will remove all blank pages added to the composed document by the **Insert Blank Page** button in the document composition.



### 3.4.1.5. Rotate Clockwise

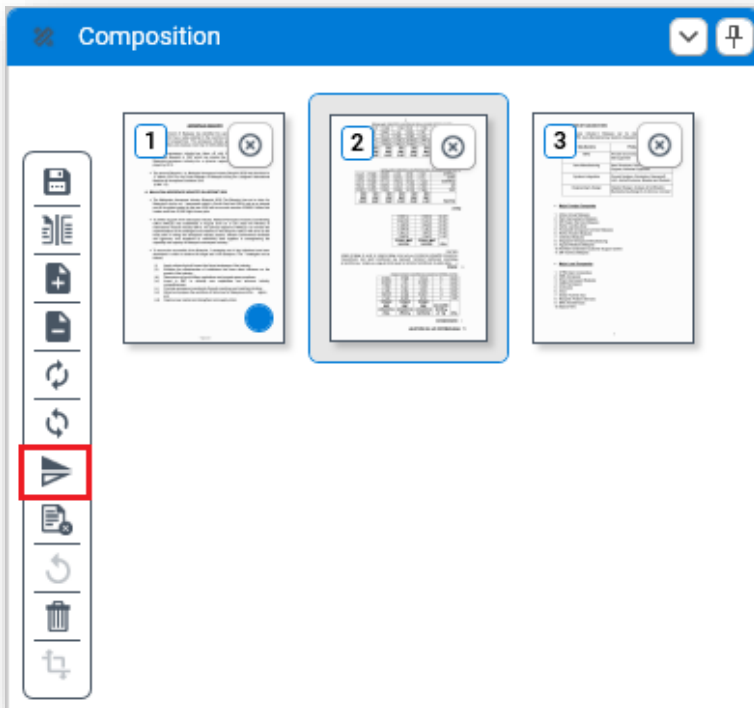
---

**Rotate Clockwise** button will rotate the selected page in composition 90 degree clockwise.

### 3.4.1.6. Rotate Counter-clockwise

---

**Rotate Counter-clockwise** button will rotate the selected page in composition 90 degree counter-clockwise.



### 3.4.1.7. Flip

---

**Flip** button will flip the selected page in composition vertically.



### 3.4.1.8. Delete Pages

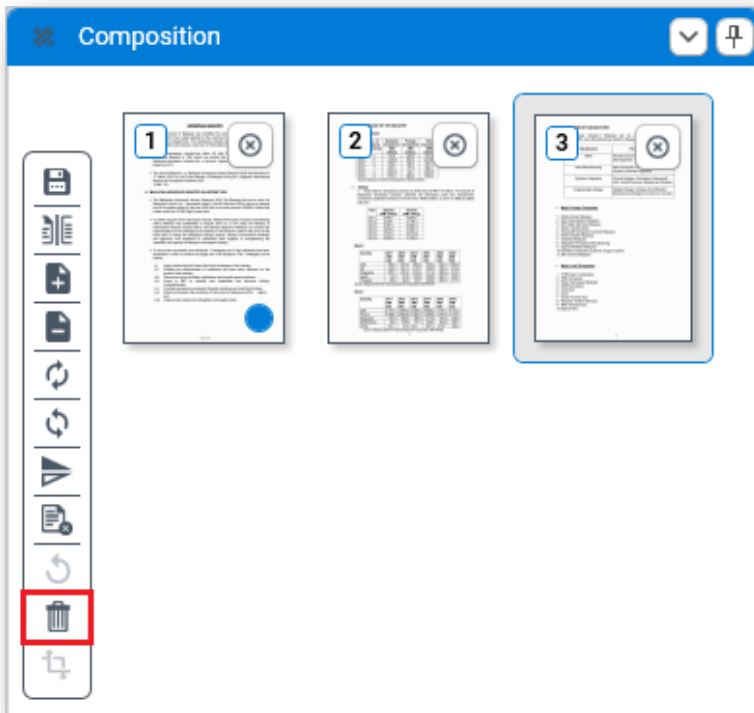
---

**Delete Pages** button will delete selected page in the document composition.

### 3.4.1.9. Undo

---

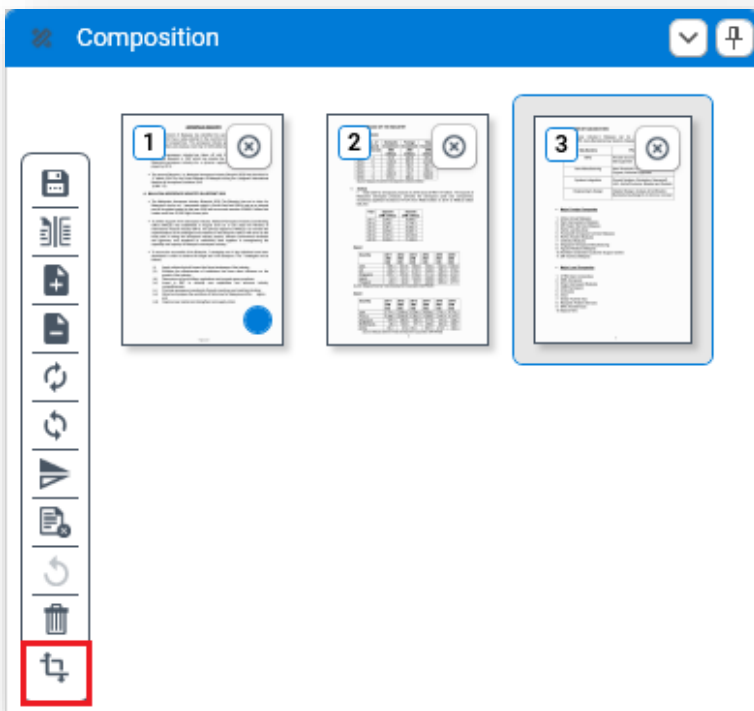
**Undo** button will undo the deletion of pages.



### 3.4.1.10. Clear

---

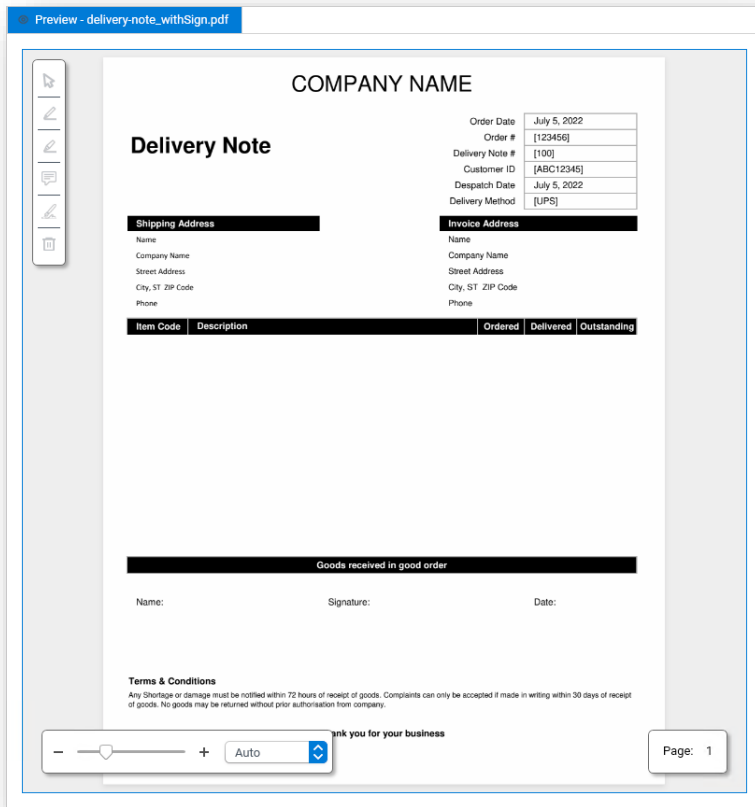
**Clear** button will delete everything in the document composition.



### 3.4.1.11. Crop

---

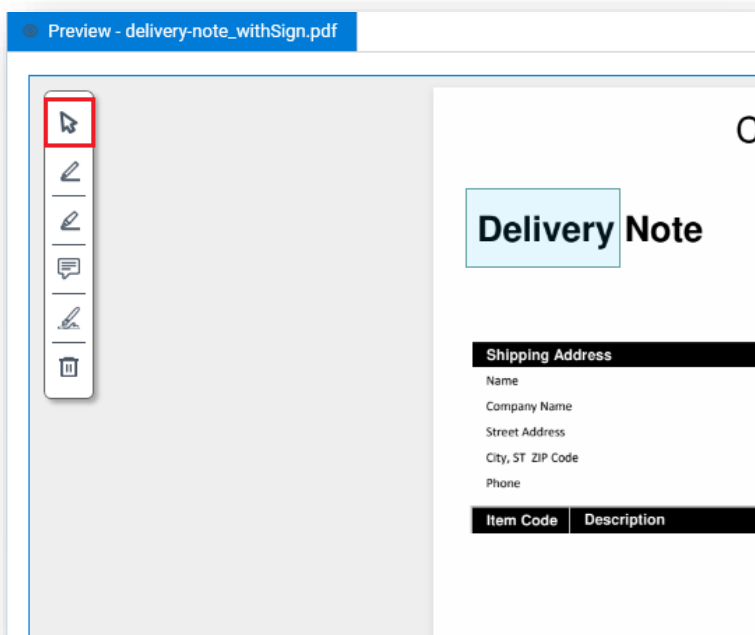
**Crop** button will crop the selected area made in preview panel.



## 3.5. Preview Panel

Preview panel will display a selected page from Thumbnails panel or Composition panel. OCR region can be draw here by left clicking the mouse and drag the cursor to select the area. Zoom is also supported in this panel.

Document redaction toolbar will only be enabled if composition page is selected.

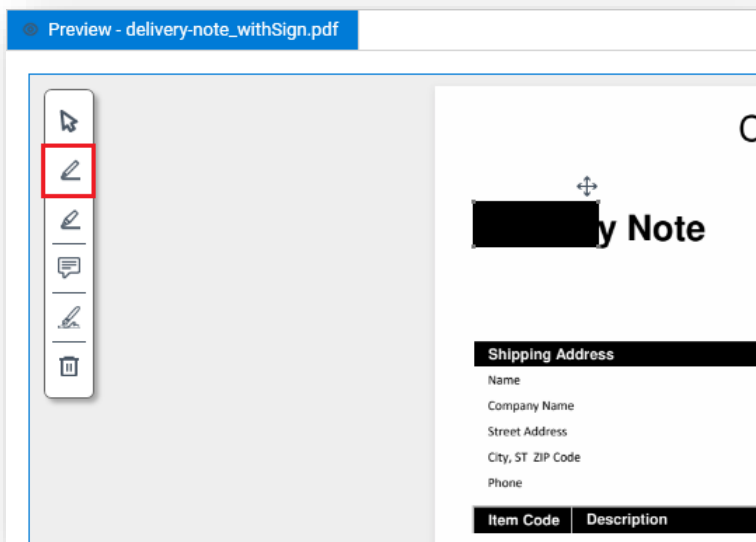


### 3.5.1. Document Redaction Toolbox

#### 3.5.1.1. Select

**Select** button allow selection of area within document preview.

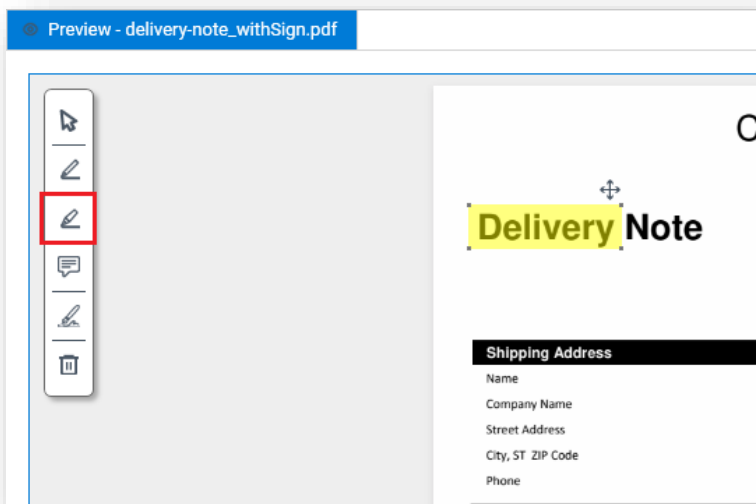
Shortcut Key: **CTRL+Space**



### 3.5.1.2. Mask

**Mask** button allow masking the selected area within document preview.

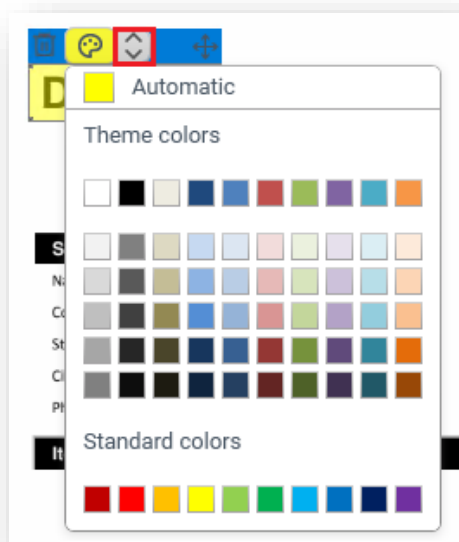
Shortcut Key: **CTRL+M**

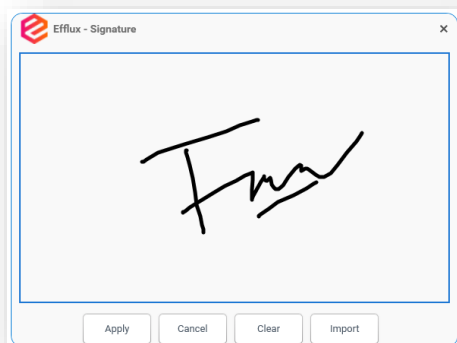
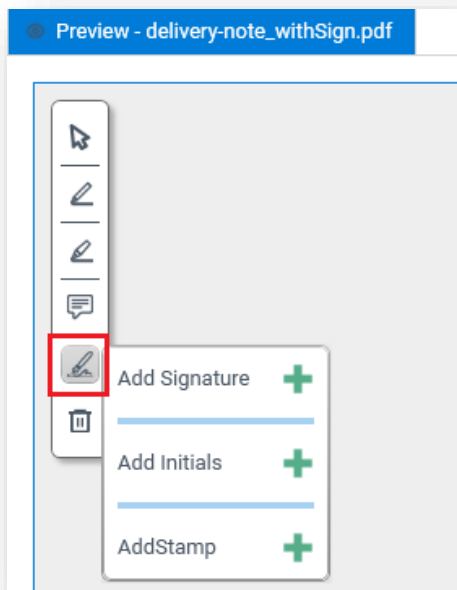
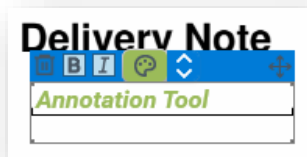
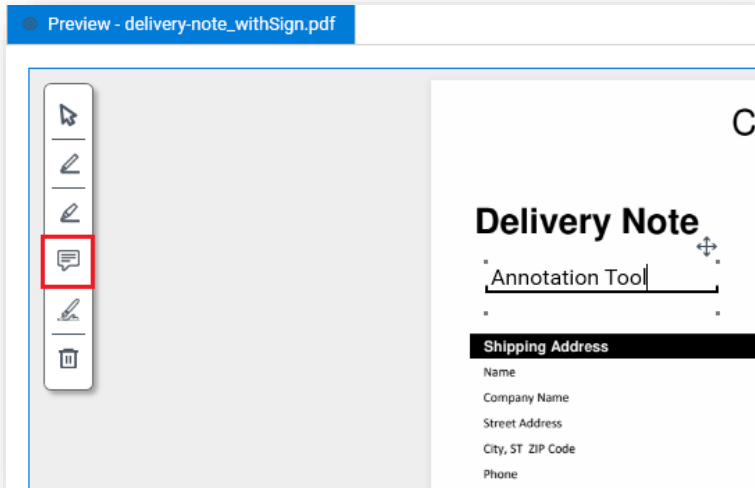


### 3.5.1.3. Highlight

**Highlight** tool allow highlighting text within document in the preview panel. The color can be change by hovering the highlighted area

Shortcut Key: **CTRL+H**





### 3.5.1.4. Annotation

**Annotation** tool allow user to annotate the document

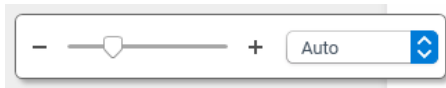
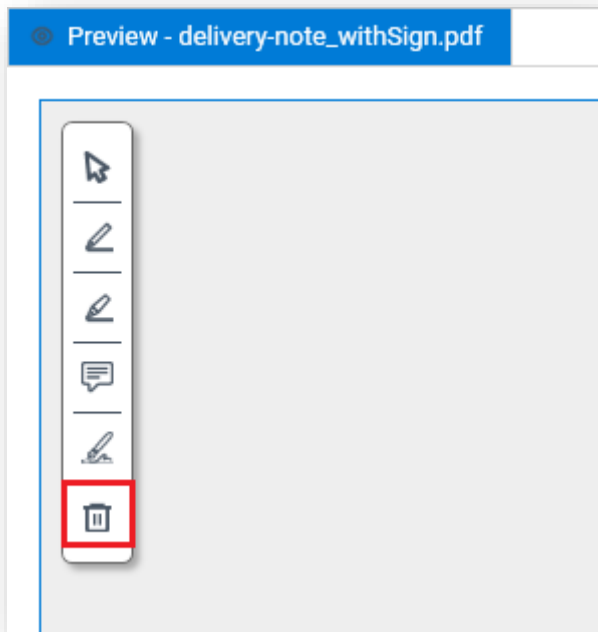
Shortcut Key: **CTRL+T**

Font style and color can be change by hovering to the annotation area.

### 3.5.1.5. Signature, Initials and Stamp

**Signature, Initials and Stamp** button allow to add signature, initial and stamp into **Efflux PDF**. Click **+** button to open the new window with sign pad.

- **Apply** button will save the signature.
- **Cancel** button will close the signature window.
- **Clear** button will delete the unsaved signature in sign pad.
- **Import** button will allow to import a signature from image file.



### 3.5.1.6. Delete

---

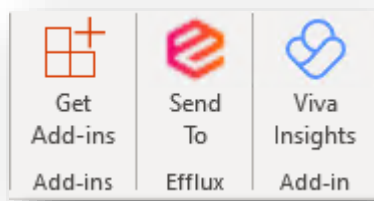
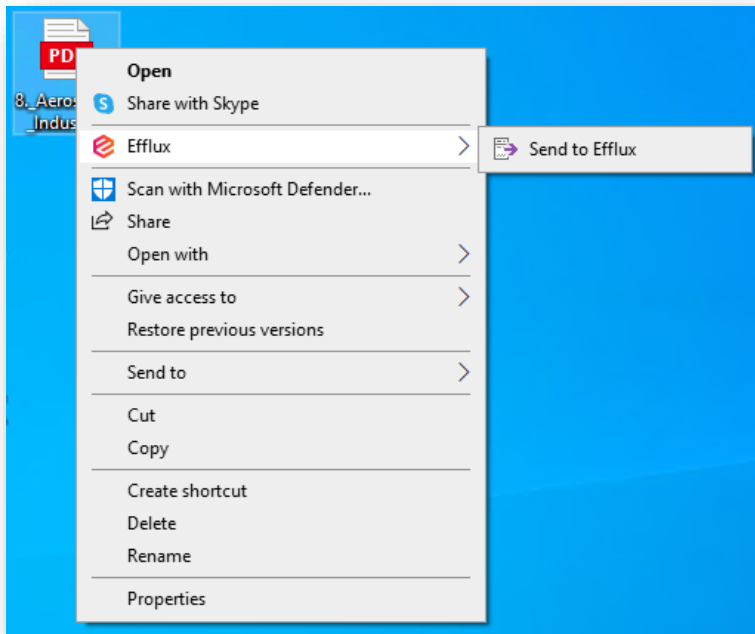
**Delete** button will delete all redaction made in the document.

Shortcut Key: **CTRL+X**

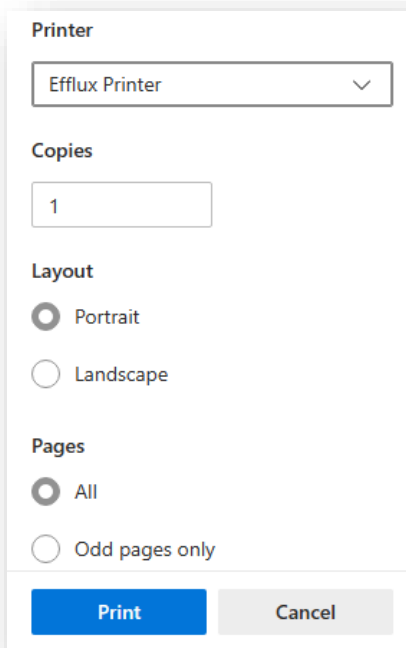
### 3.5.2. Zoom

---

**Zoom** tool allow user to zoom the preview document composition. **Scroll bar, Ctrl + mouse scroll, drop down** and **manually enter the percentage number** are allowed in this feature.



View in Microsoft Outlook banner



## 3.6. Other Components

### 3.6.1. Context Menu

**Efflux PDF** allows documents to be sent directly from the Windows File Explorer context menu.

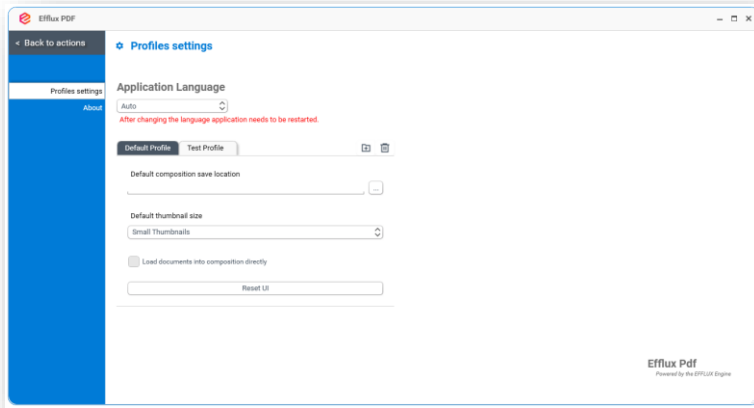
### 3.6.2. Outlook Plugin

Outlook plugin allows email to be sent into **Efflux PDF** for processing. All file types supported by **Efflux PDF** will be sent to **Efflux PDF** by default. To filter by specific file name or extension, an upgrade to **Efflux Doc-It** is required.

### 3.6.3. Efflux Printer

**Efflux Printer** allows printing documents to **Efflux PDF** from any application.



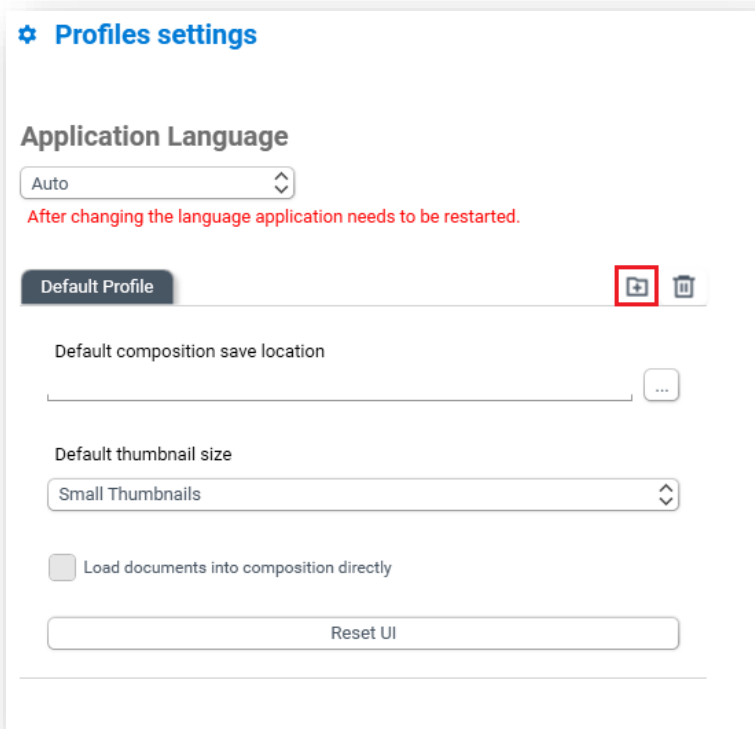


## 4. Profile settings

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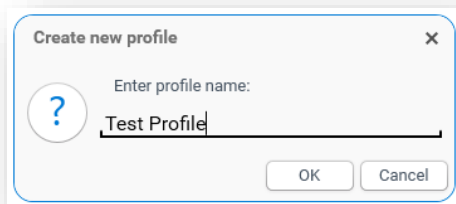
Profile allows the use of multiple settings of screen layout and the look and feel of **efflux PDF**. Profiles contain 5 different settings.

1. **Application Language** – This setting allows user to change the **efflux PDF** language to the desired language. This setting requires **efflux PDF** to restart for it to be applied.
2. **Default composition save location** – This option is used to set a default saving location for the composition. When this is enabled, **efflux PDF** will open a save dialog box under the specified location when saving or uploading a composition.
3. **Default thumbnail size** – This option is used to set default thumbnail size for that profile.
4. **Load documents into composition directly** – This option is only enabled for additional profiles created. Default profile does not support this feature. When enabled, documents will be added automatically into composition after opening or loading files from hot folder.
5. **Reset UI** – This button is used to reset layout changes in **Efflux PDF** profiles. After reset, original default layout will be loaded again.

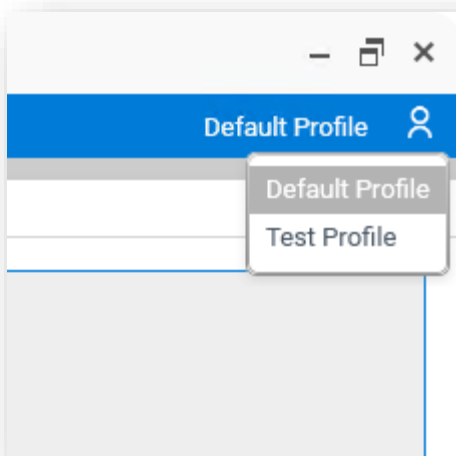


## 4.1. Create Additional Profiles

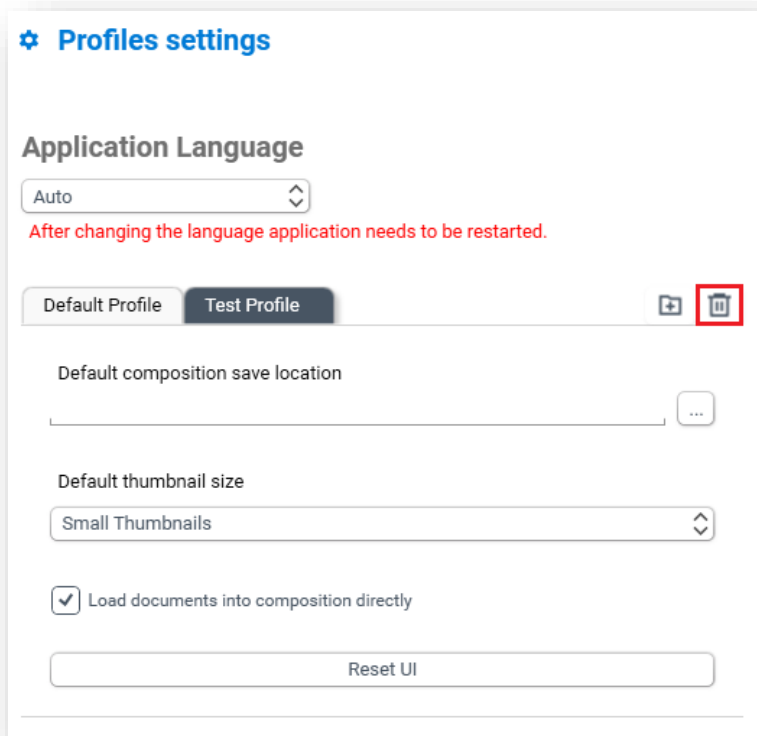
1. Go to **Setting** page and select **Profiles**
2. On the same row of **Default Profile** tab, click add profile icon



3. Give a name to the new profile and click **OK**



4. Go back to main page to save the settings
5. Switching to new profile can be done from top right of **Efflux PDF**



## 4.2. Remove Additional Profiles

1. Go to **Setting** page and select **Profiles**
2. Select additional profile tab, click delete profile icon
3. Go back to main page to save the settings