

View Info Online Guide

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About View Info

View Info is an Acrobat Reader/Exchange plug-in enabling a user to view all the document information fields in a PDF document.

When View Info is used with Acrobat Exchange the plug-in may be registered (see page 4) to access additional functionality: creating new custom information fields, changing field values, and deleting fields.

System Requirements

View Info works with Acrobat Reader and Acrobat Exchange versions 2.1 and later.

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View Info Menu Items

View Info adds several menu items to Acrobat:

Help > About Plug-ins > View Info

Selecting this displays information about the version of View Info that you are running.

Help > Plug-in Help > View Info

Clicking on this menu item opens this guide.

File > Document Info > View Info

Selecting this menu item will display a list of all the document information fields for the document that is currently being viewed. To view, change or create document information fields please see “Viewing, Changing, Creating and Deleting Info Fields” on page 5.

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Help > Plug-in Help > Register View Info...

Clicking on this menu item (Acrobat Exchange only) will display the Register View Info dialogue. (Once registered this menu item will not be available.)

Follow these steps to register, as explained on the dialogue:

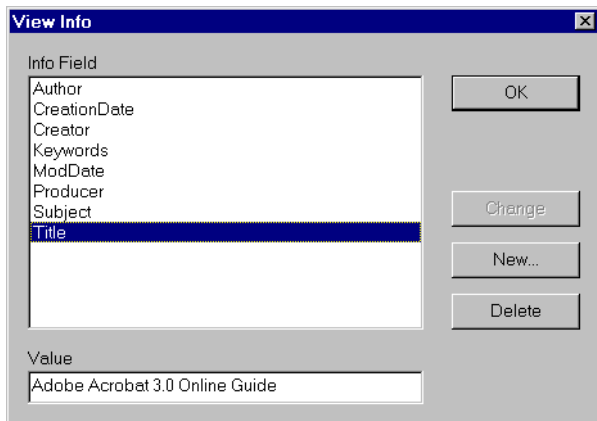
- 1.** Fill in your name and organisation. Click OK.
- 2.** Write down, or cut and paste, the Request Code string on to an order, which must be given to our Sales Department. You can then Cancel from the dialogue.
- 3.** Send your order, along with your payment, to our Sales Department, as explained on the dialogue.
- 4.** Once your payment has been processed you will receive an Authorisation Code. Open the registration dialogue again and enter the code. When you click OK the plug-in should be registered.
- 5.** Re-start Acrobat for the changes to take effect.

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Viewing, Changing, Creating and Deleting Info Fields

Document information fields can be displayed and altered by opening a PDF document and then clicking on the File > Document Info > View Info... menu item to display the dialogue shown below.

See the next two pages for how to use this dialogue.



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Viewing a Field

To view a field, select the field's name from the list box, and the value will be displayed in the Value edit box at the bottom.

Changing a Field's Value

A field's value can be changed when View Info is used with Acrobat Exchange. To change a field's value, select the field name from the list and edit the value in the Value edit box. If you want to change the value, click on the Change button to save the changes.

Creating a New Field

A new document information field can be created by clicking on the New... button when View Info is used with Acrobat Exchange. Clicking on the button will display the New Info dialogue where you should fill in the field's name and initial value, then click OK.

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Deleting a Field

A field can be deleted when View Info is used with Acrobat Exchange. To delete a field, select the field name in the list, then click on the Delete button. You will be asked to confirm that you want to delete the named field.

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Credits

Design David Evans

Development Mark Evans

Quality Assurance Peter Sutton

Further Information

View Info is an Acrobat Reader plug-in from Merlin Open Systems. For information about our other products and services please contact us as shown below, or visit our Web site:

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