



muhimbi

COLLECTION GUIDE


PDF Editor for SharePoint


PDF Editor for SharePoint


Easily open, view, edit, and save PDFs directly in your SharePoint Online or on-premises environment. Explore our step-by-step guides to learn how you can start editing PDFs without the need to download them to your device.


Explore PDF Editor


Click on the boxes to access the content.


**Open** Quickly open and view PDF documents directly in SharePoint — no download required.

**Sign** Easily add signatures to PDFs in SharePoint by hand-drawing, typing, or uploading an image of your name.

**View** Fast, accurate, and reliable PDF viewing in SharePoint. With an intuitive user interface, you can quickly search and navigate through any PDF document.

**Forms** Easily create, view, and fill PDF forms in SharePoint. Supports checkboxes, combo boxes, list boxes, and more.

**Redaction** Permanently redact sensitive information directly in SharePoint. Highlight text or select the redaction tool and drag a rectangle around the area you want to redact.


**Edit** Save time by editing and saving PDFs directly in SharePoint. Edit PDF text or add, merge, rotate, reorder, and delete pages without downloading documents to your device.

Edit TextMerge or Combine

RotateCrop

Move or CopyRemove

Add a PageAdd an Image

**Annotations** Add annotations to your PDF in SharePoint using one of our 15+ annotation tools. Select a tool to start drawing, highlighting text, making comments, and adding notes.

CommentsStamps

ShapesHighlight Text

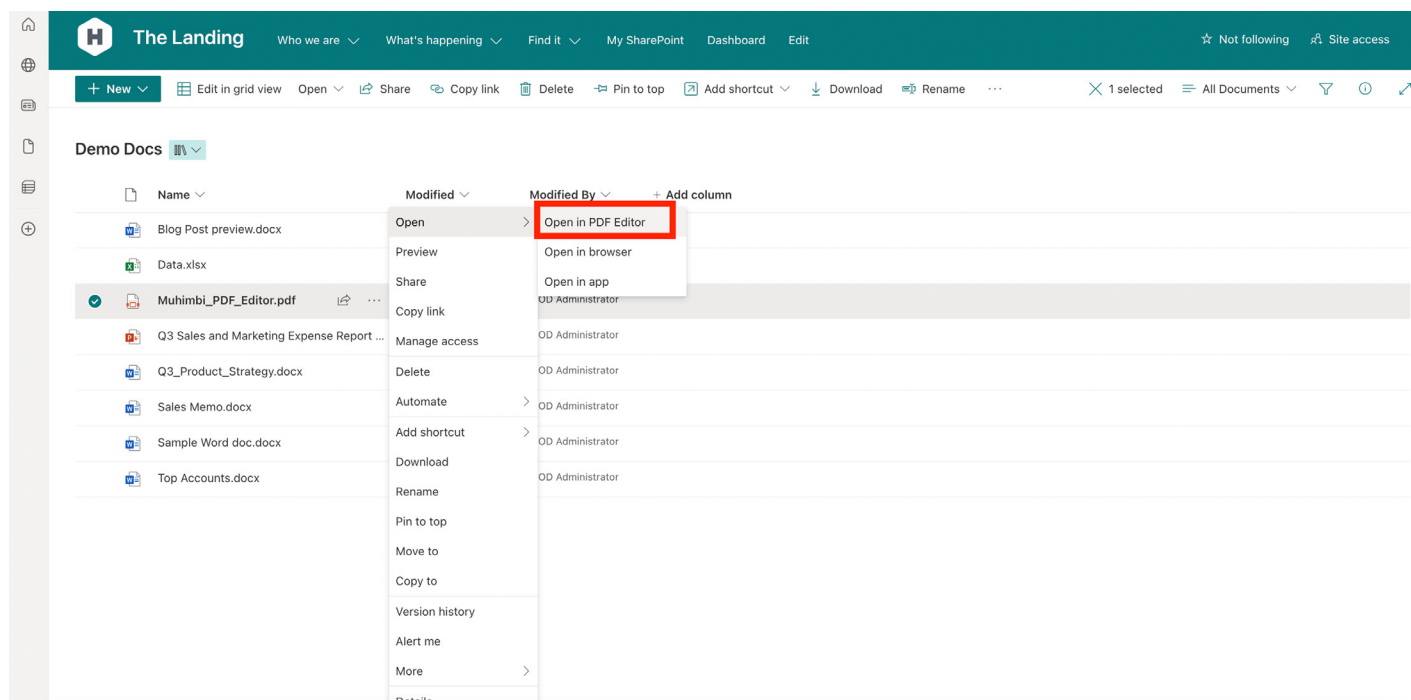
Measurement ToolsAdding Links



How to Open PDFs Directly in the SharePoint Browser

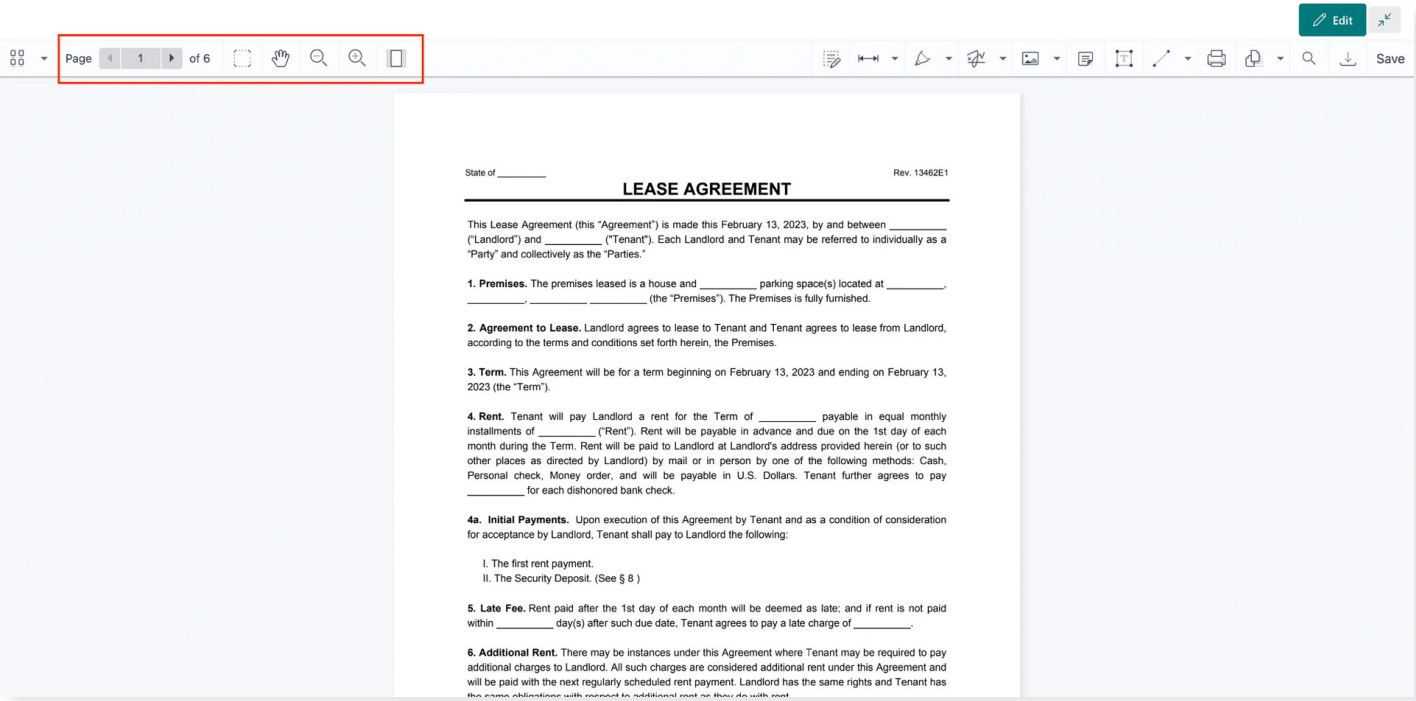
Muhimbi's [PDF Editor for SharePoint](#) lets you open, display, and navigate through PDF documents in your native SharePoint online or on-premises application. Once a PDF is displayed in your SharePoint browser, you can quickly search and navigate through the document using an intuitive user interface (UI). The viewer includes a suite of out-of-the-box productivity tools that let you edit, annotate, sign, redact, and create forms directly in SharePoint.

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

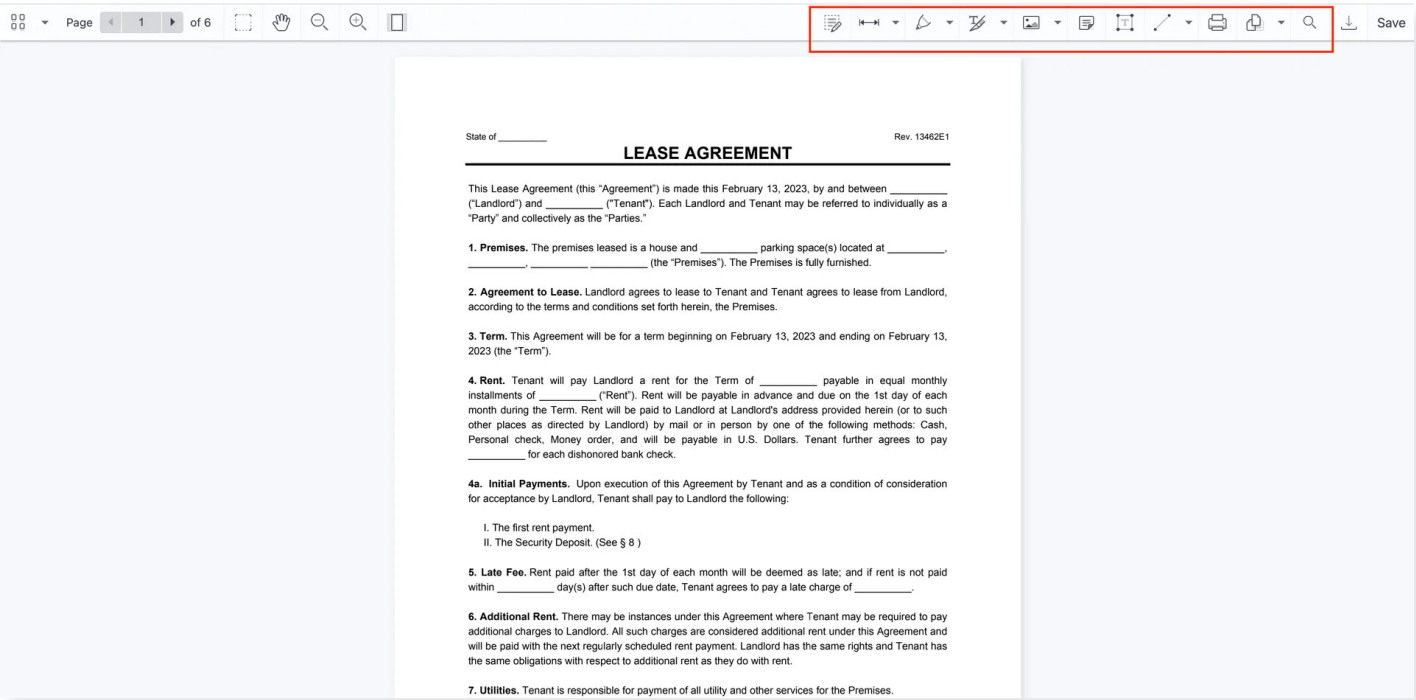
Step 2: Navigating through the PDF Document



In the top-left corner of the screen, you can choose from a wide range of PDF viewing options:

- Quick page navigation and zooming in/out
- View and access all annotations immediately
- Thumbnails view
- Bookmark pages for quicker access and viewing
- View the PDF document outline

Step 3: PDF Tools in SharePoint



Once you've opened your PDF in SharePoint, you can make use of a wide variety of PDF tools to work with your document directly in SharePoint:

- 1

[Edit text in PDFs](#)
- 2

[Add comments](#)
- 3

[Add electronic signatures](#)
- 4

[Redact sensitive data](#)



Edit PDFs in SharePoint

Muhimbi's [PDF Editor for SharePoint](#) lets you edit PDF documents natively in SharePoint Online or on-premises. Edit PDF text; add an image or a page to your document; rotate and crop pages or remove unnecessary ones; or change the page order or duplicate pages. Additionally, you can merge and manipulate multiple files by importing PDFs to the document you're working on.

Guides

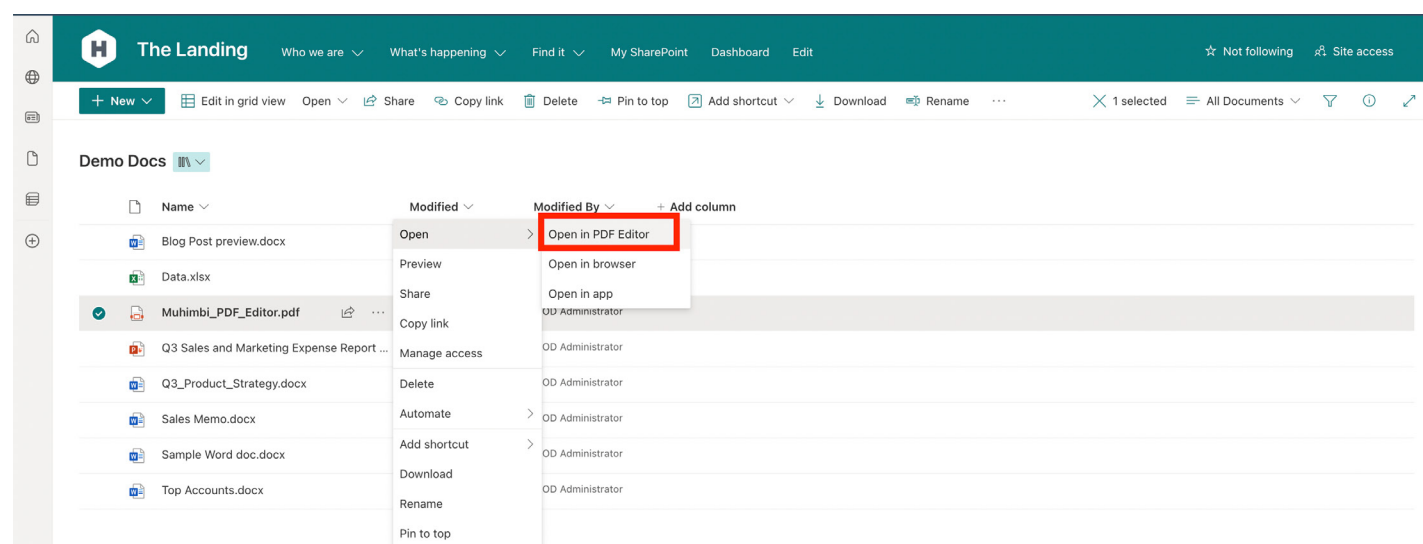
Click below or read in the order.

Edit Text	Merge or Combine
Rotate	Crop
Move or Copy	Remove
Add a Page	Add an Image

Edit Text in PDF Directly in SharePoint

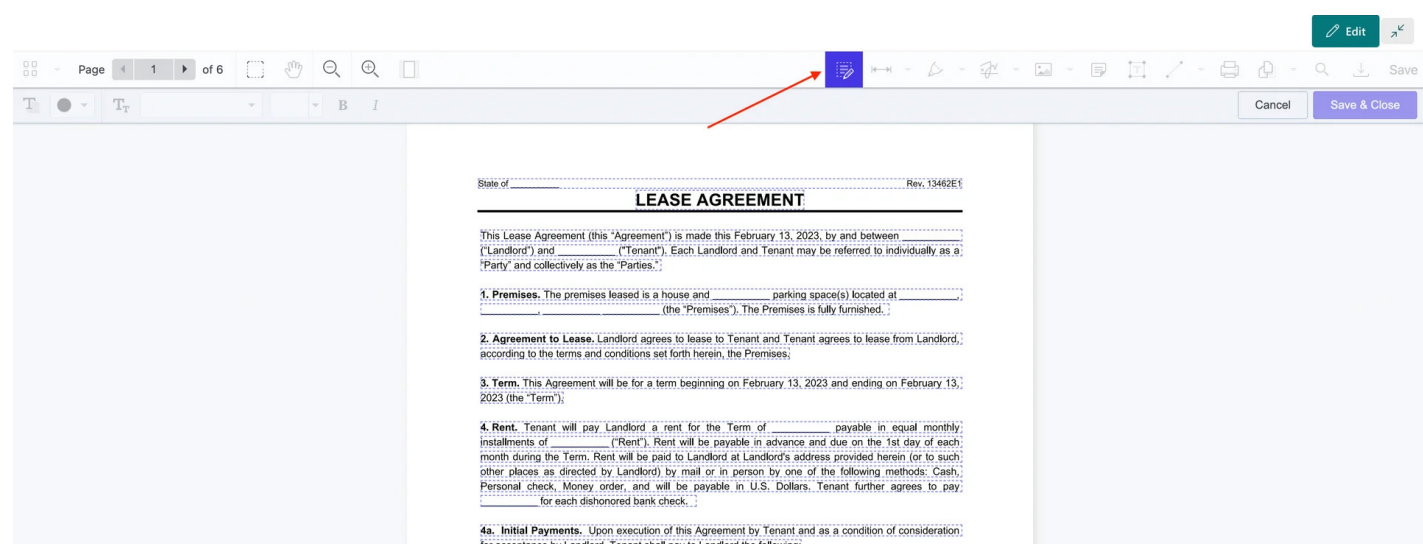
Muhimbi's [PDF Editor for SharePoint](#) lets you edit PDF text natively in SharePoint Online or on-premises. Quickly change an invoice number or adjust a date in a purchase order without leaving SharePoint or opening a third-party plugin.

Step 1: Opening PDF Files

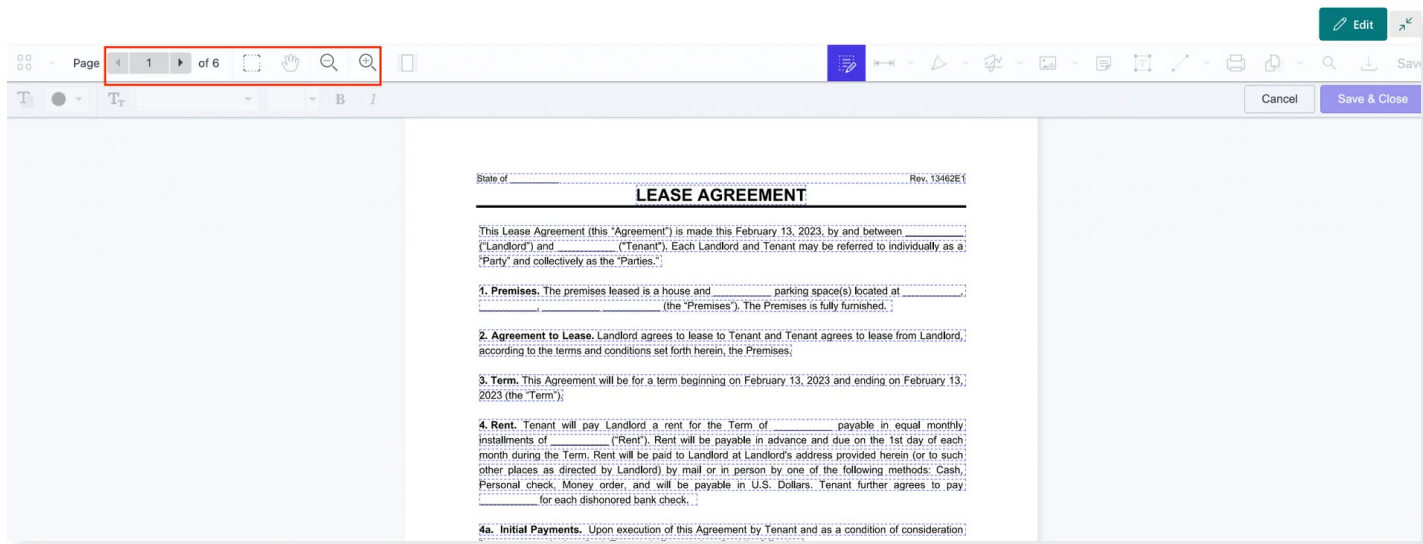


Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

Step 2: Editing Text with the Content Editor



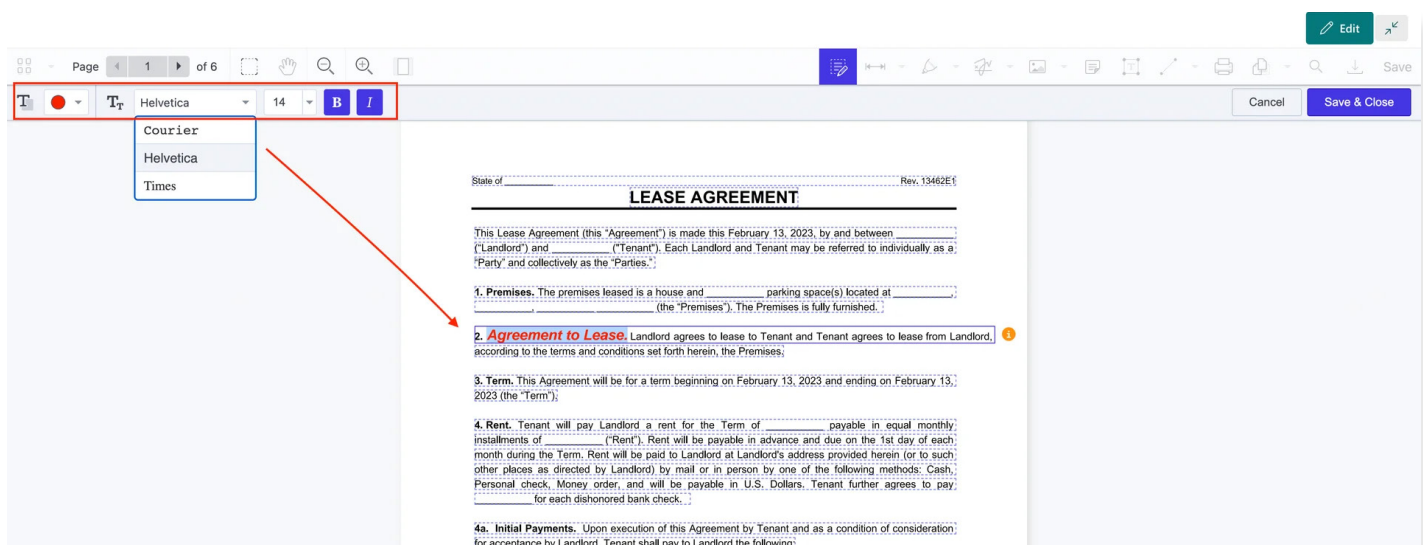
It's possible to change the content of a PDF document without converting to other editable formats or leaving SharePoint online. Once you open a PDF in Muhimbi's SharePoint PDF Editor, click **Content Editor**, which is the first icon in the toolbar on the right, and start editing your PDF.



Use the top-left toolbar to move between pages, zoom in, or zoom out.

Click the text you want to edit and the PDF will become fully editable. Add more content, rewrite lines, delete sentences, and make any changes to your text directly on the PDF without leaving SharePoint.

Formatting Text in PDFs



In addition to editing text directly on a PDF document, you can also change the font style, size, and color of a single word or an entire sentence. Select the text you want to format and then choose the font from the dropdown menu in the top-left corner.

Click **Save & Close** to save the changes to your PDF in SharePoint.

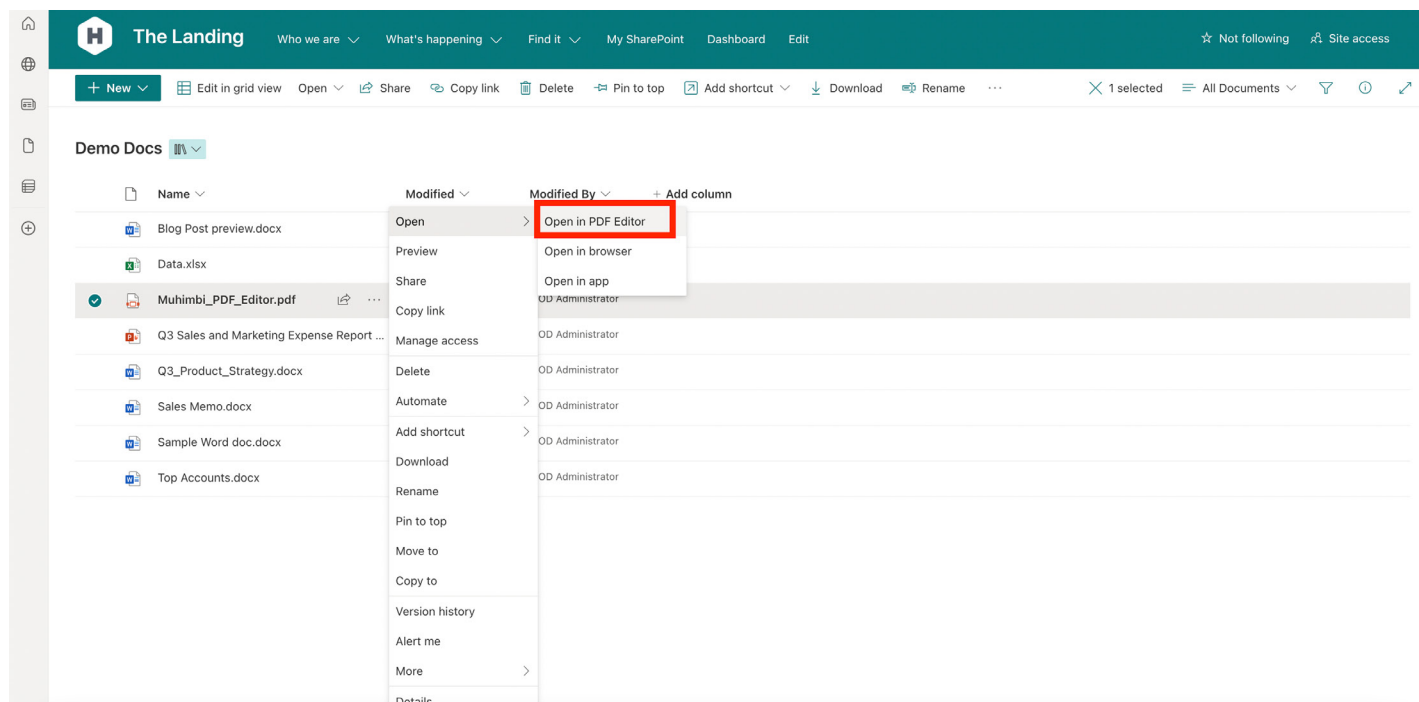
How to Merge PDF Files in SharePoint

Muhimbi's [PDF Editor for SharePoint](#) lets you merge PDFs in SharePoint Online or on-premises.

There are two ways to merge PDF files with SharePoint PDF Editor online:

- 1 Import a PDF from your computer.
- 2 Import a PDF from SharePoint.

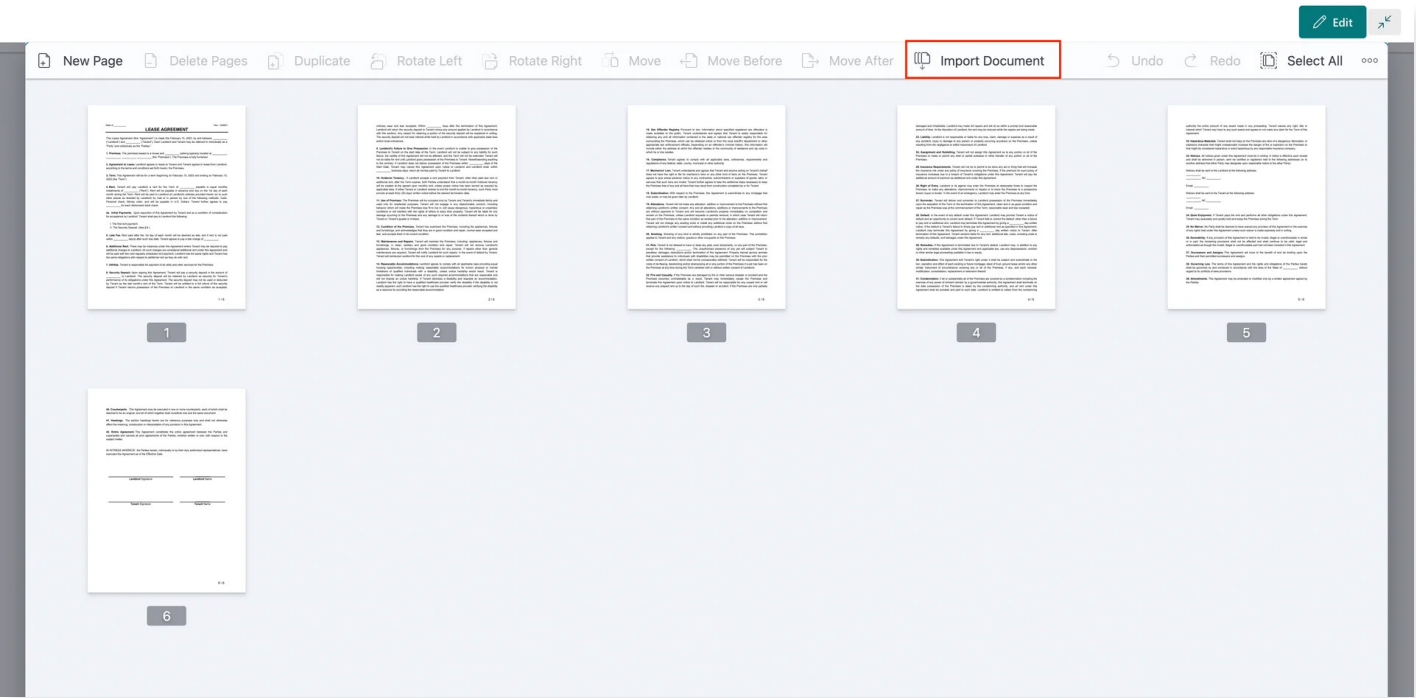
Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

Alternatively, select a PDF from your SharePoint library and choose **Edit with PDF Editor** from the toolbar or by right-clicking on the PDF file.

Step 2: Combining PDF Files



In the top-right toolbar, next to the magnifying glass icon, click the dropdown arrow and select **Document Editor**. Then select **Import Document** to add a PDF from your computer. The PDF will be imported within the existing PDF in SharePoint. When you click **Save as**, the two PDFs will be merged into one and saved on your computer. If you don't want to save a merged PDF in SharePoint Online, click **Cancel** in the bottom-left corner.

Alternatively, when you click **Save**, the added PDF will be merged into the existing one, and the next time you open a PDF, it'll contain all the pages from the added document.

If you want to merge PDFs that are in SharePoint, it's more convenient to choose the second option, which is also accessible through **Document Editor**. Click the three dots in the top-right corner and choose the **Import from SharePoint** option.

Select the PDF file you want to merge and click **Open**. The merged PDF document will automatically show up in PSPDFKit Editor.

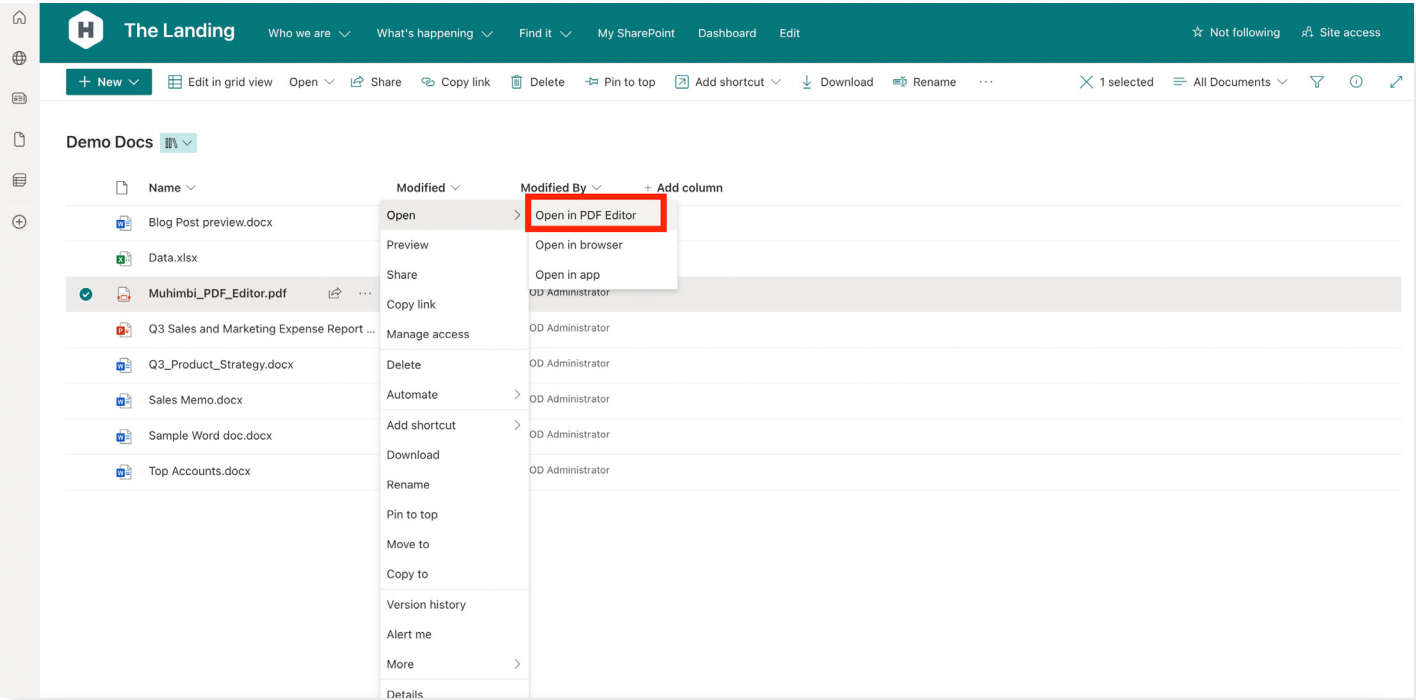
Step 3: Viewing and Editing Merged PDFs

After merging PDF files in SharePoint, you can use **Document Editor** to move, copy, or delete pages and reorganize your document completely. Alternatively, you can use other PDF editing options available in our SharePoint PDF Editor, including content editing, annotations, redaction and more.

Rotate PDF Pages in SharePoint

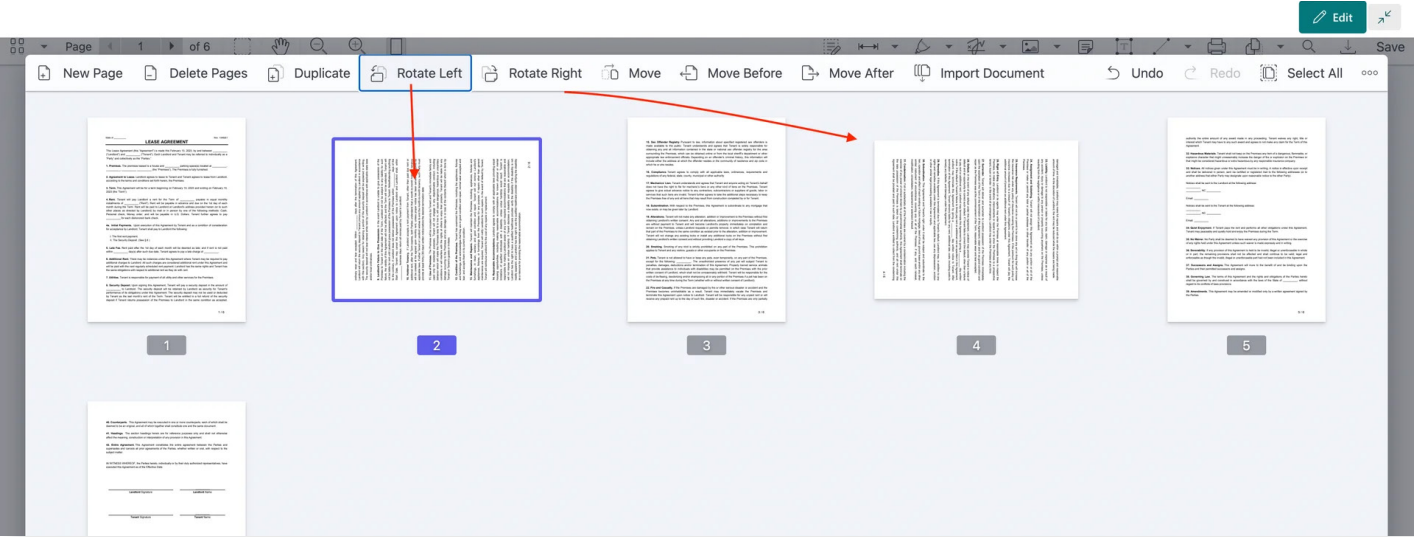
Muhimbi's [PDF Editor for SharePoint](#) lets you rotate PDF pages directly in SharePoint Online or on-premises. Once you've opened a document within SharePoint, you can rotate the orientation of an individual PDF page or all the pages in your PDF in 90-degree increments.

Step 1: Opening PDF Files



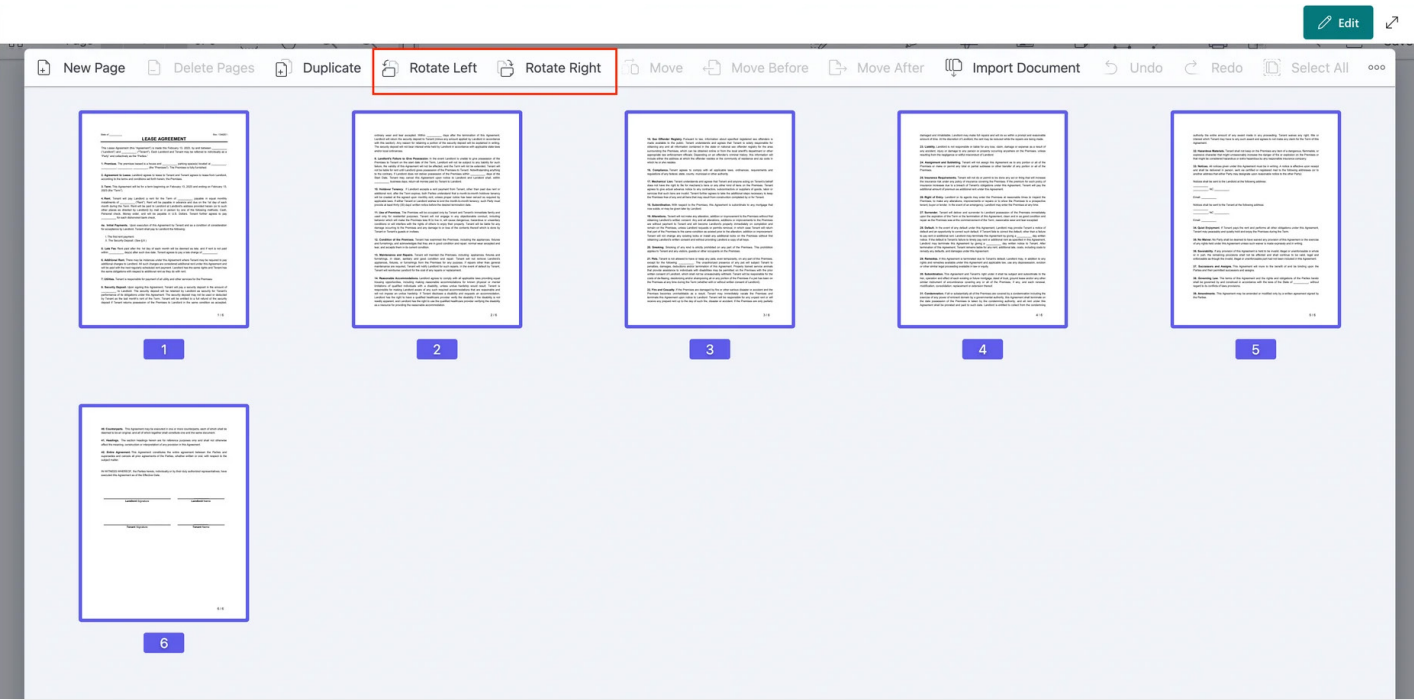
Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

Step 2: Rotating a Single PDF Page or Specific Pages



Select a page you want to rotate, and from the top menu, choose one of two options: **Rotate Left** or **Rotate Right**. Click it and repeat the process until the page is rotated to the preferred position. It's possible to rotate multiple selected pages at the same time, but note that all the selected pages will be rotated in the same direction. Click **Save & Close** to save the changes to your PDF in SharePoint, or click **Save As** to export the edited PDF to your computer.

Step 3: Rotating an Entire PDF Document

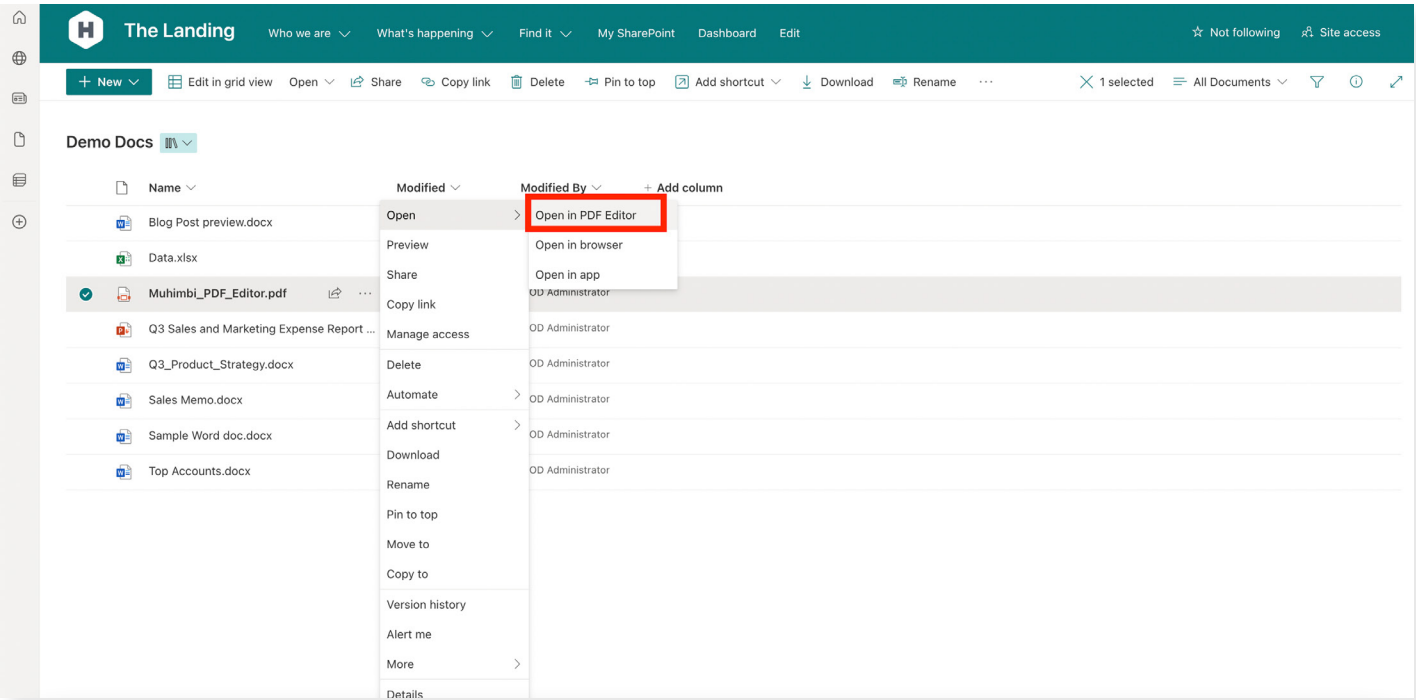


Instead of rotating a single page of a PDF or multiple pages, you can also rotate the entire document. In the Document Editor, click **Select All** in the top-right corner. Then click **Rotate Left** or **Rotate Right** and save the changes.

Crop PDF Pages in SharePoint

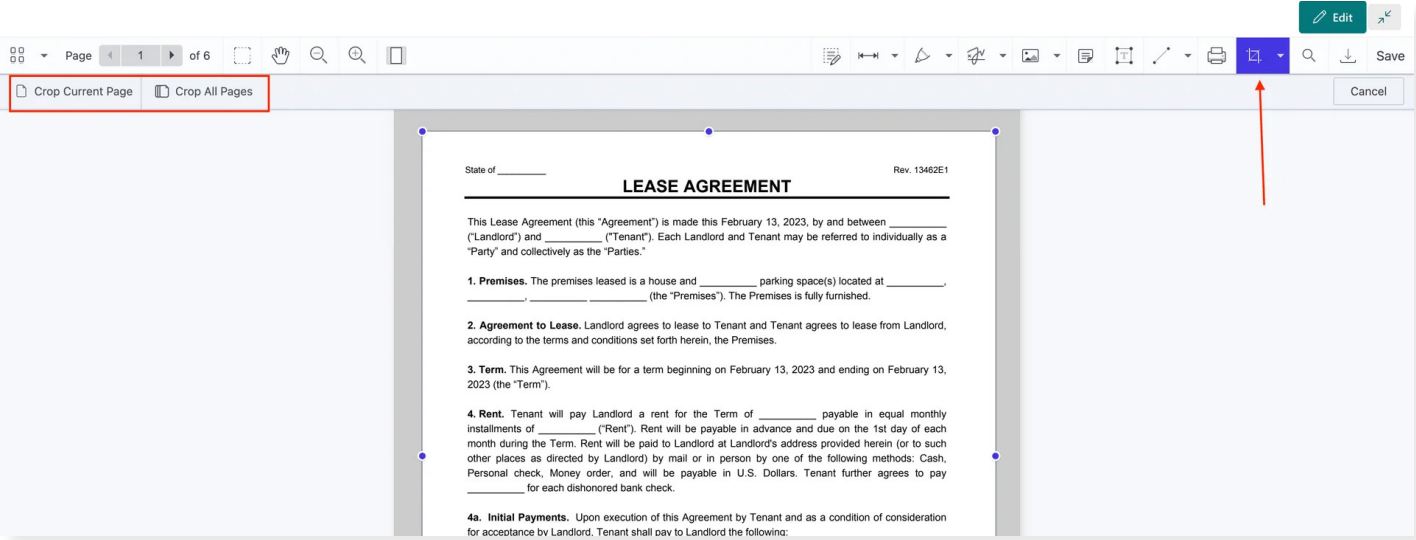
Muhimbi's [PDF Editor for SharePoint](#) lets you crop PDF pages directly in SharePoint Online or on-premises. Simply select the cropping tool and drag a rectangle around the area you want to crop. Apply the crop to an individual PDF page or crop all the pages in your document.

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

Step 2: Cropping PDF Pages

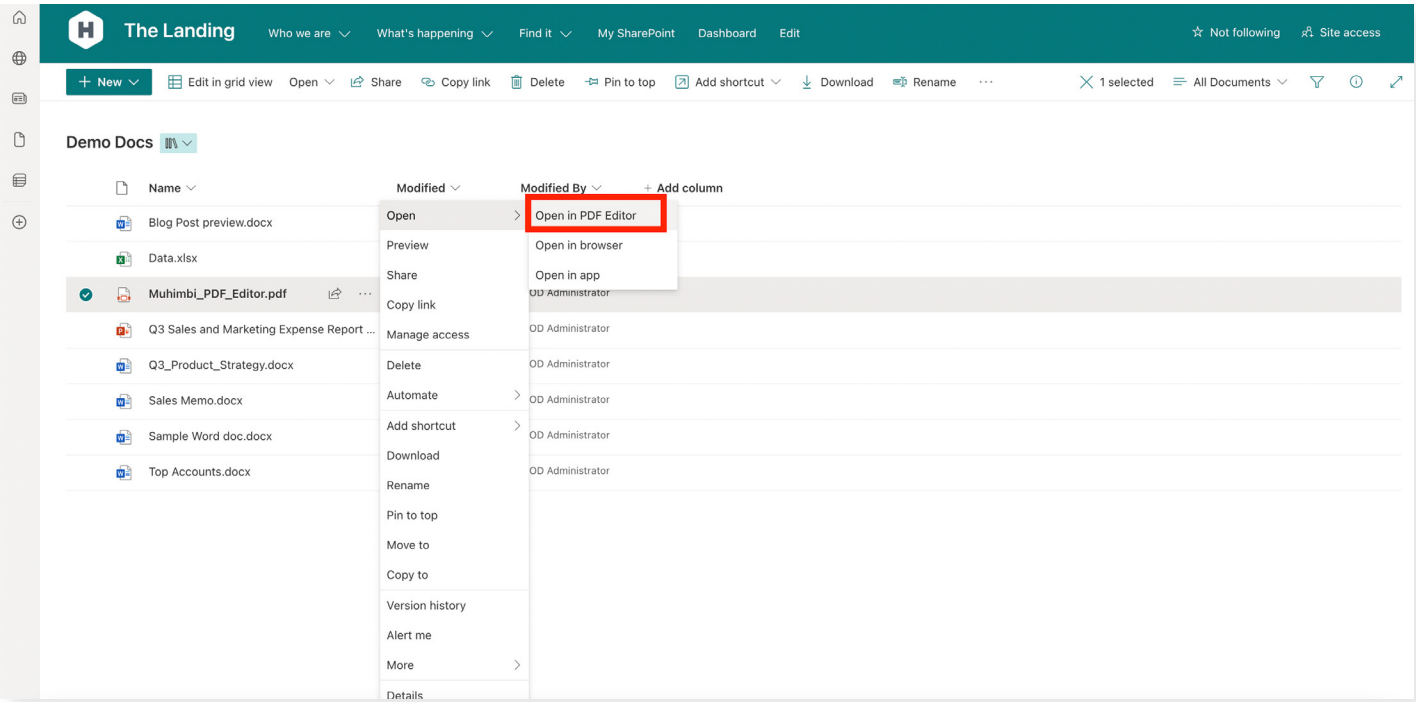


Click the dropdown arrow to the left of the magnifying glass icon in the top-right toolbar and select **Document Crop**. You can crop all pages or only the current page. If you want to crop PDF pages individually, scroll down to the page you want to crop or enter the page number in the top-left corner. Use the left mouse button to select the document area you want to keep. If you've made a mistake, click **Cancel** and try to select the area again. Once you're satisfied with the selection, click **Crop Current Page** to crop that individual page. If you want to crop the entire PDF document, you don't need to enter the page number. Instead, choose the **Document Crop** option and select the area you want to keep. The entire document will be cropped to that size. As a final step, click **Crop All Pages** and save the changes.

Move or Copy PDF Pages

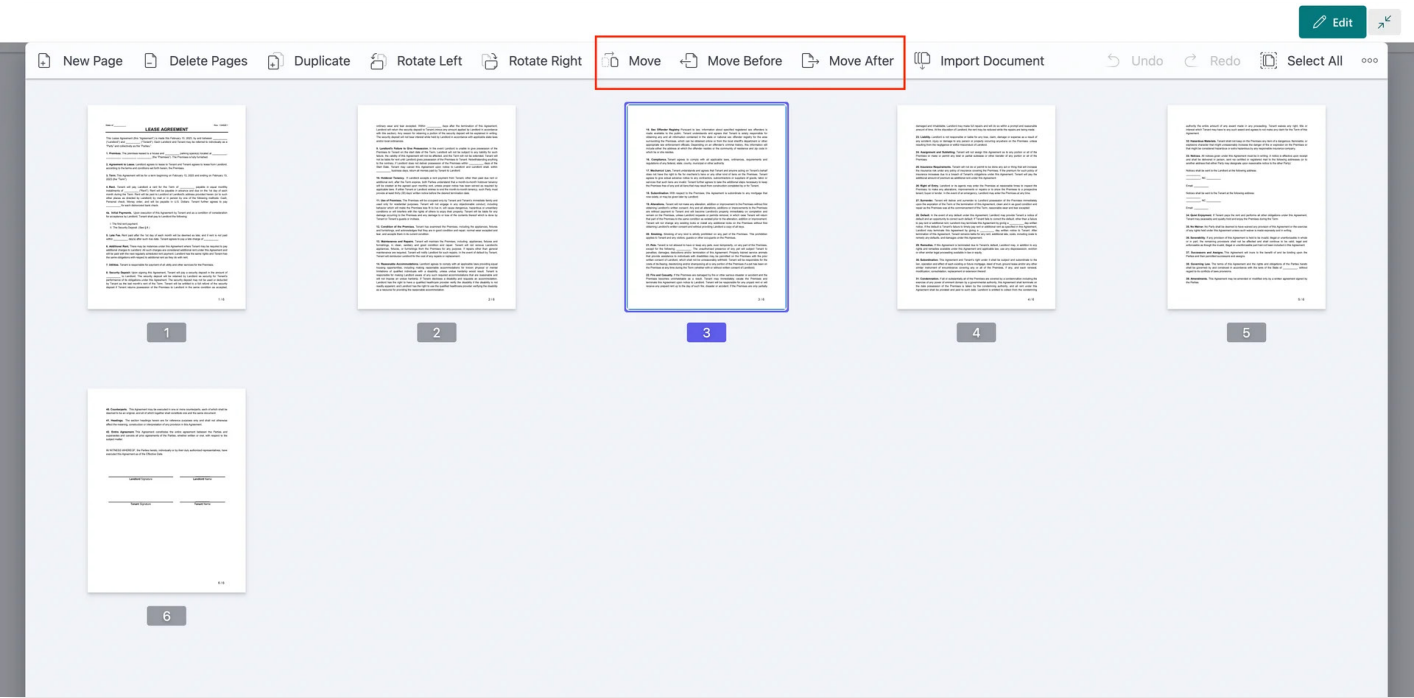
Muhimbi's [PDF Editor for SharePoint](#) lets you copy and move PDF pages and reorganize your documents natively in SharePoint Online or on-premises. It features a document editor that lets you move, copy, delete, rotate, and add new pages. Once the PDF is displayed in the Document Editor, you can easily drag and drop pages using an intuitive user interface (UI).

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

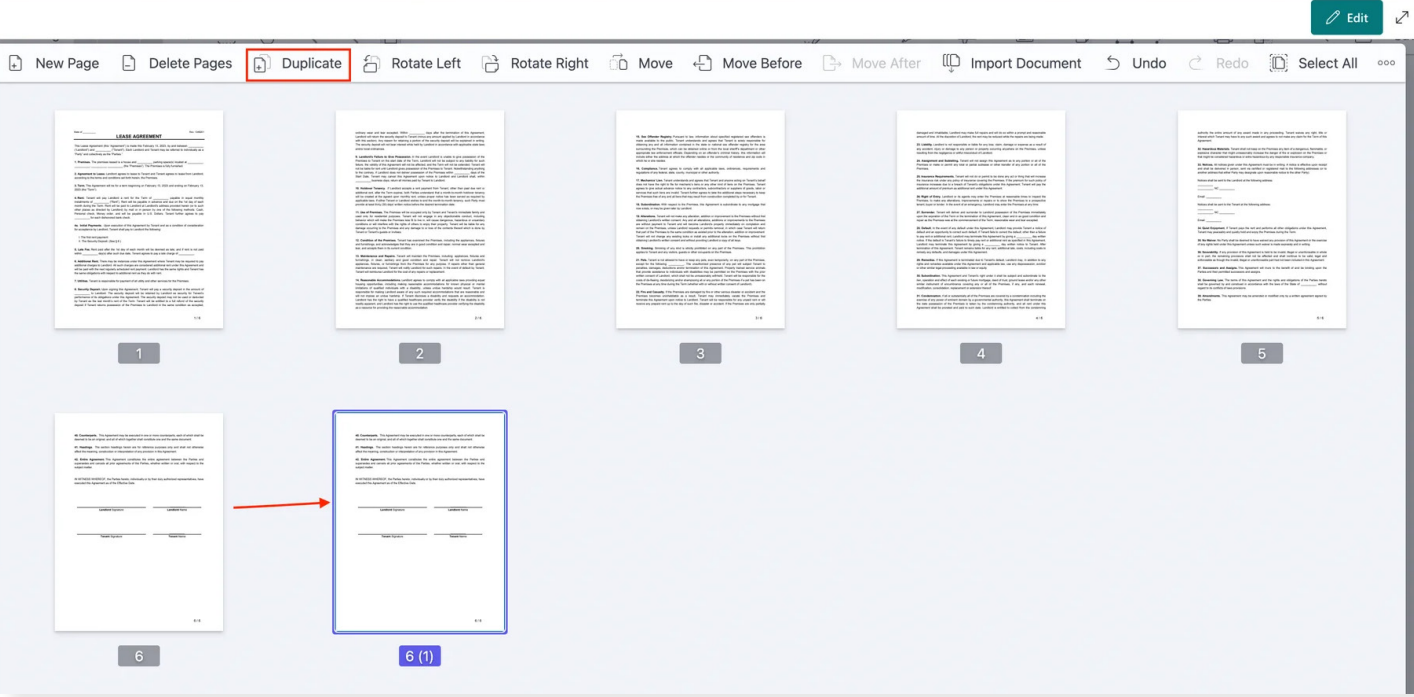
Step 2: Moving PDF Pages



Start by selecting a PDF page or pages you want to move. To unselect a page, click it again.

Then, select the **Move After** or **Move Before** options in the top menu of the **Document Editor** and the page(s) will be moved accordingly. If you want to insert a PDF page after a specific page number, click **Move** in the same menu, enter the number of the page, and click **Move** again.

Step 3: Copying PDF Pages



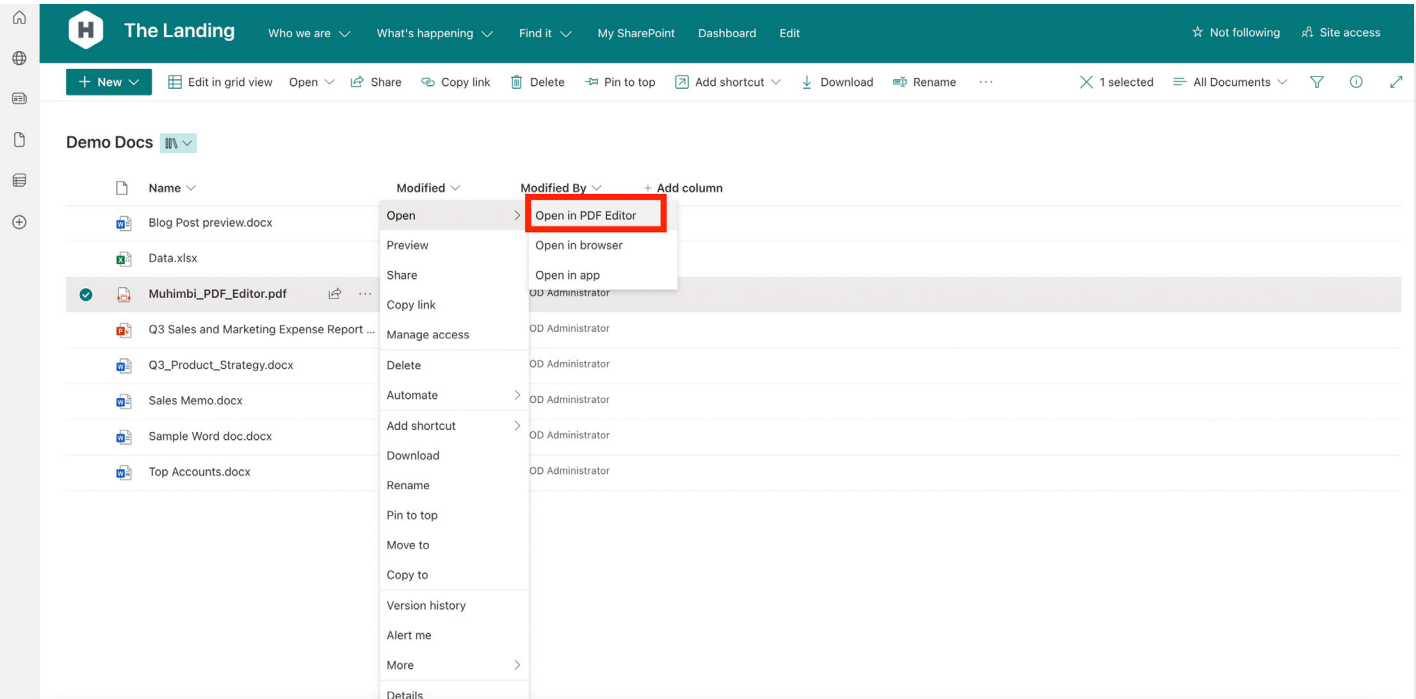
You can copy PDF pages in the same way in the **Document Editor**. After you've selected one or more pages, click **Duplicate** to make a copy of the page(s). The page(s) will be positioned after the original page, but you can easily move the page(s) following the steps provided above.

To save a new PDF in SharePoint Online, click **Save** and the document will be updated. Alternatively, you can click **Save As** to download the new PDF document to your computer, and then **Cancel** to keep the original document in SharePoint.

Remove PDF Pages in SharePoint

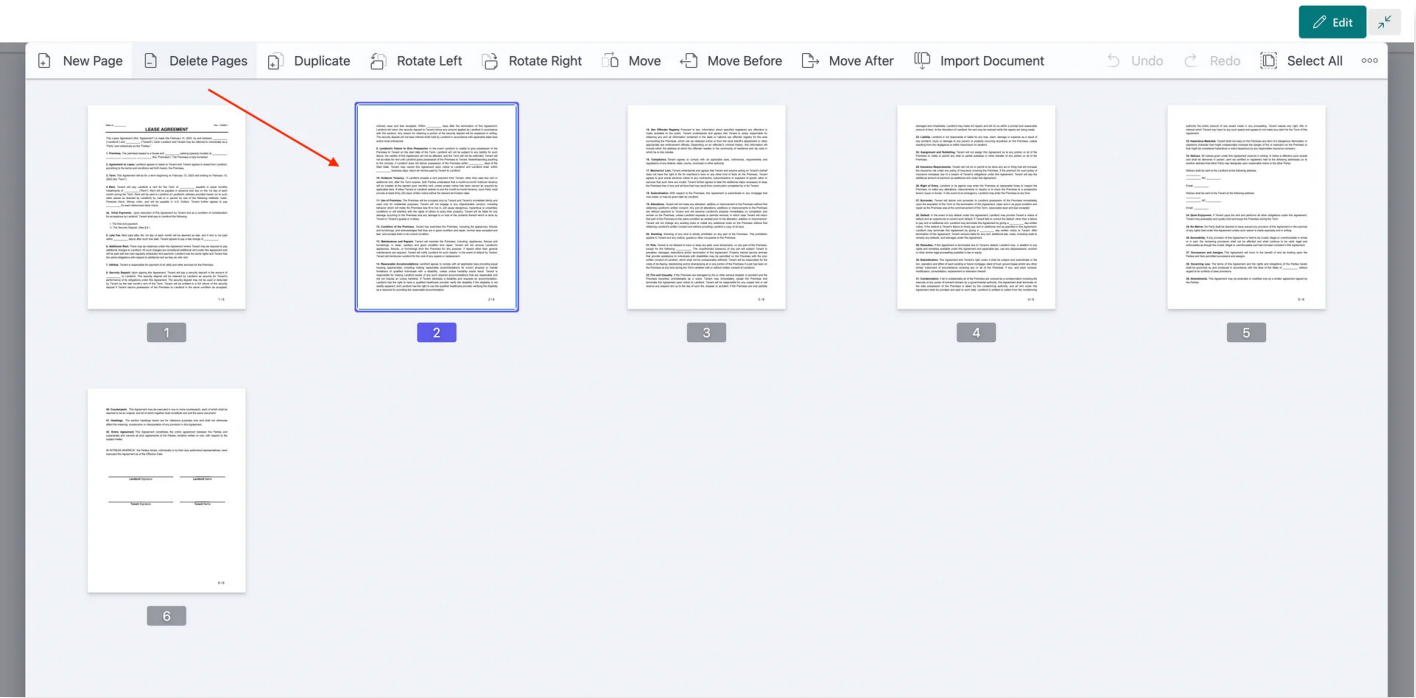
Muhimbi's [PDF Editor for SharePoint](#) lets you remove PDF pages directly in SharePoint Online or on-premises without needing to download and open your PDF in another tool. Simply open your PDF in SharePoint, select the page you want to delete, and save your PDF.

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

Step 2: Deleting Pages



Select the page(s) you want to remove from your PDF and click **Delete Pages**. The page(s) will automatically be deleted from the PDF. If you accidentally deleted the wrong page, click Undo to retrieve it.

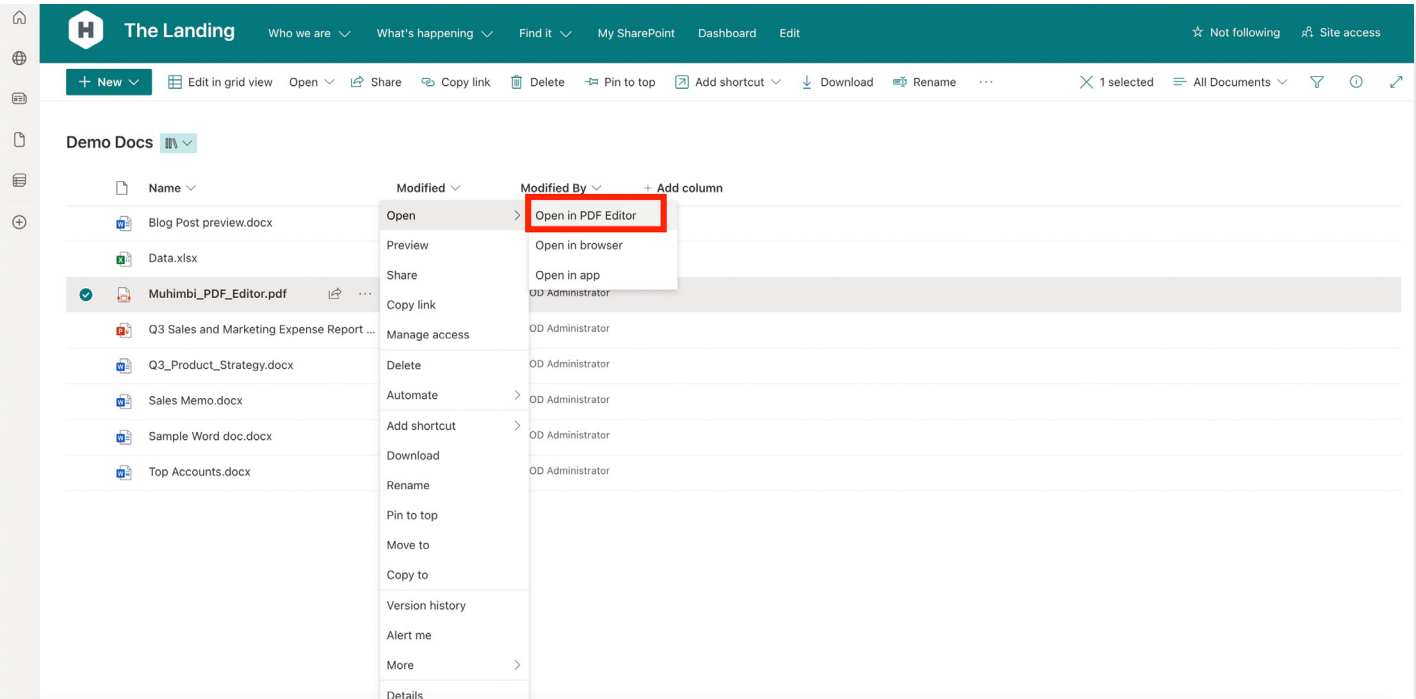
Step 3: Saving or Exporting the New PDF File

Click Save to save the changes to your PDF document. Click **Save As** to export the PDF to your computer.

Add Pages to a PDF in SharePoint

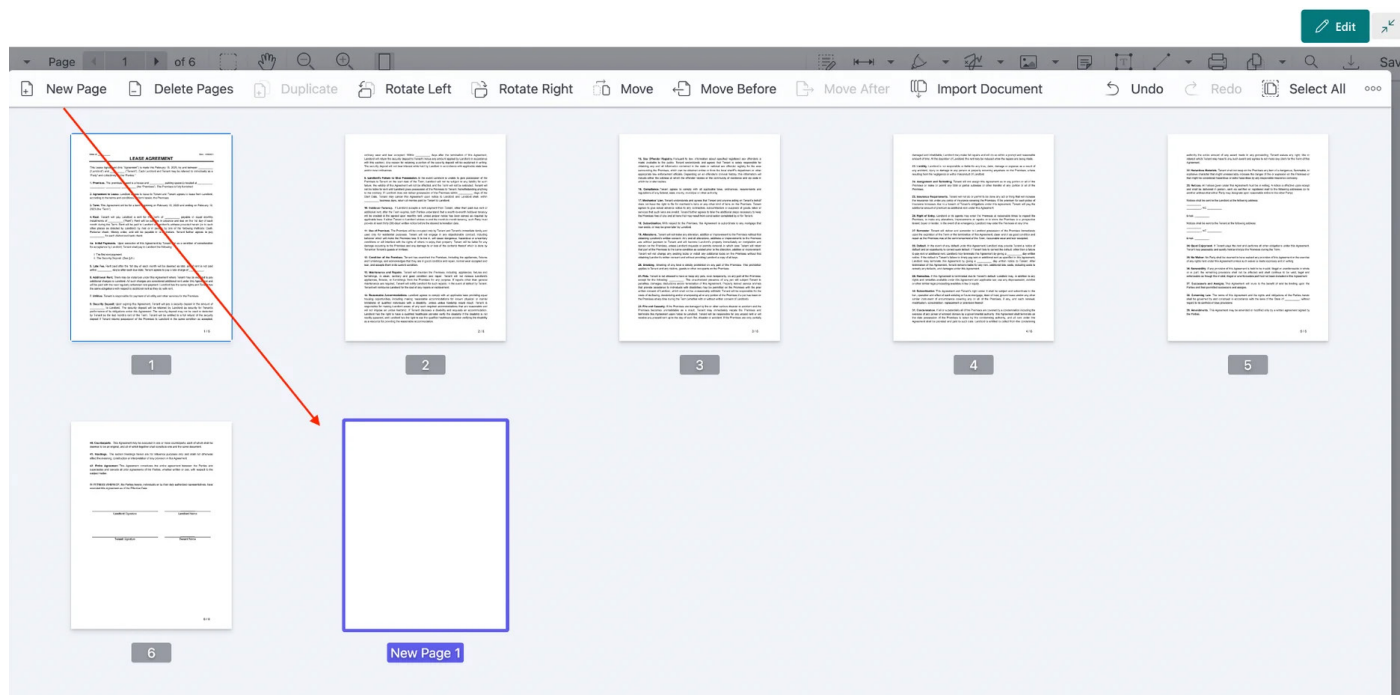
Muhimbi's [PDF Editor for SharePoint](#) lets you add pages to your PDF directly in SharePoint Online or on-premises. You can add a new blank page to your existing document or import an existing document and merge it into the document. Then, reorganize your document by dragging and dropping your pages as desired.

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

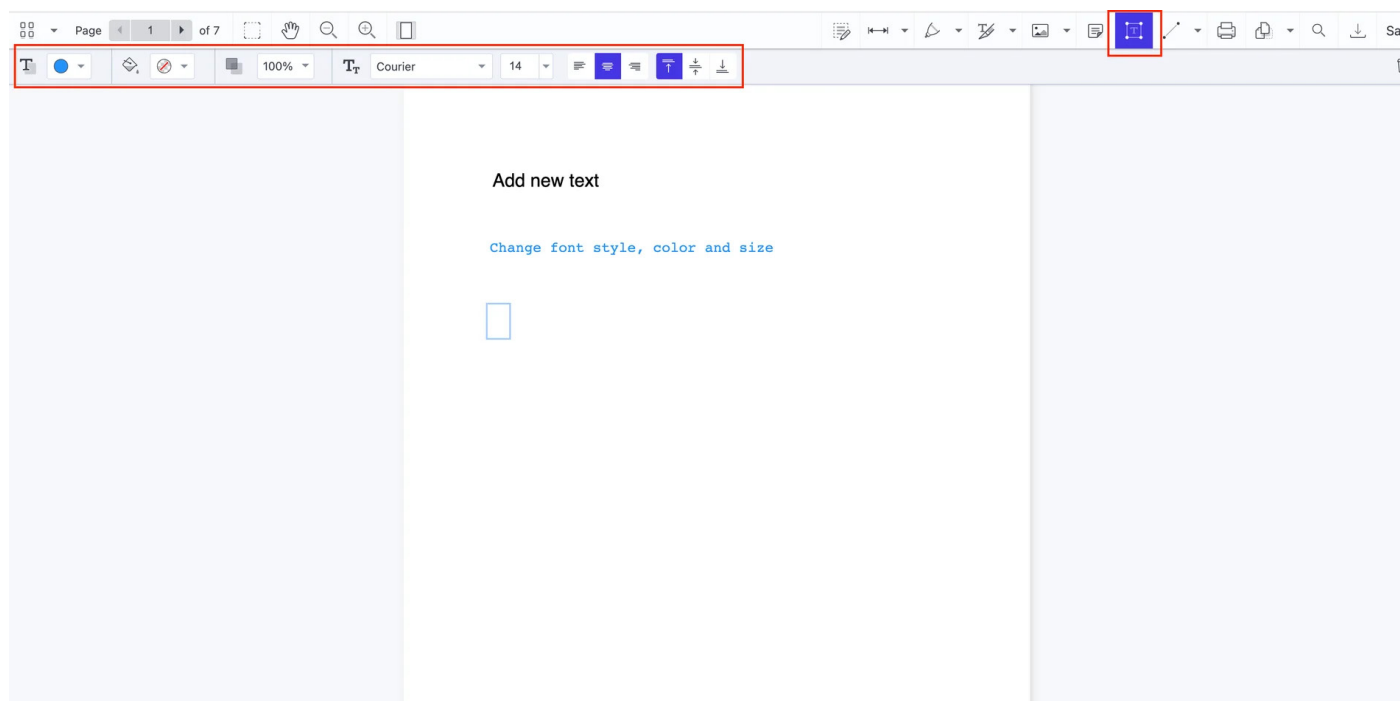
Step 2: Adding Blank Pages to a PDF



To add a page at the beginning of a document, click **New Page** in the top-left corner of the toolbar.

If you want to add a page somewhere else in the PDF document, select the page after the place where you want to add a new page to your PDF and then click **New Page**. The page will then be inserted. Click **Save** to save the changes.

Step 3: Editing New Pages in a PDF



After adding a new blank page to the PDF, use PDF Editor to add text and images to your PDF file.

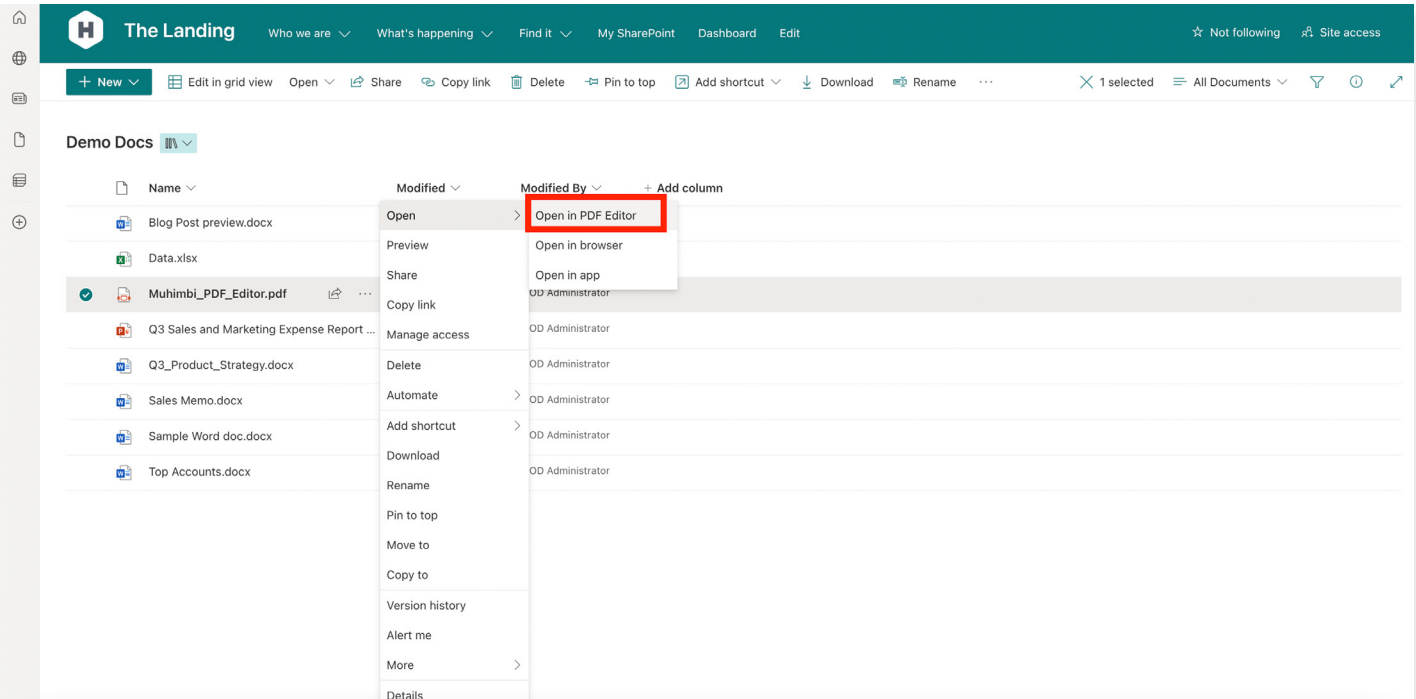
Click the **T** icon to add new text. To learn more about editing text, refer to the guide on [how to edit text in PDFs](#).

To add images, refer to the guide on [how to add an image to a PDF in SharePoint](#).

Add Images to PDFs in SharePoint

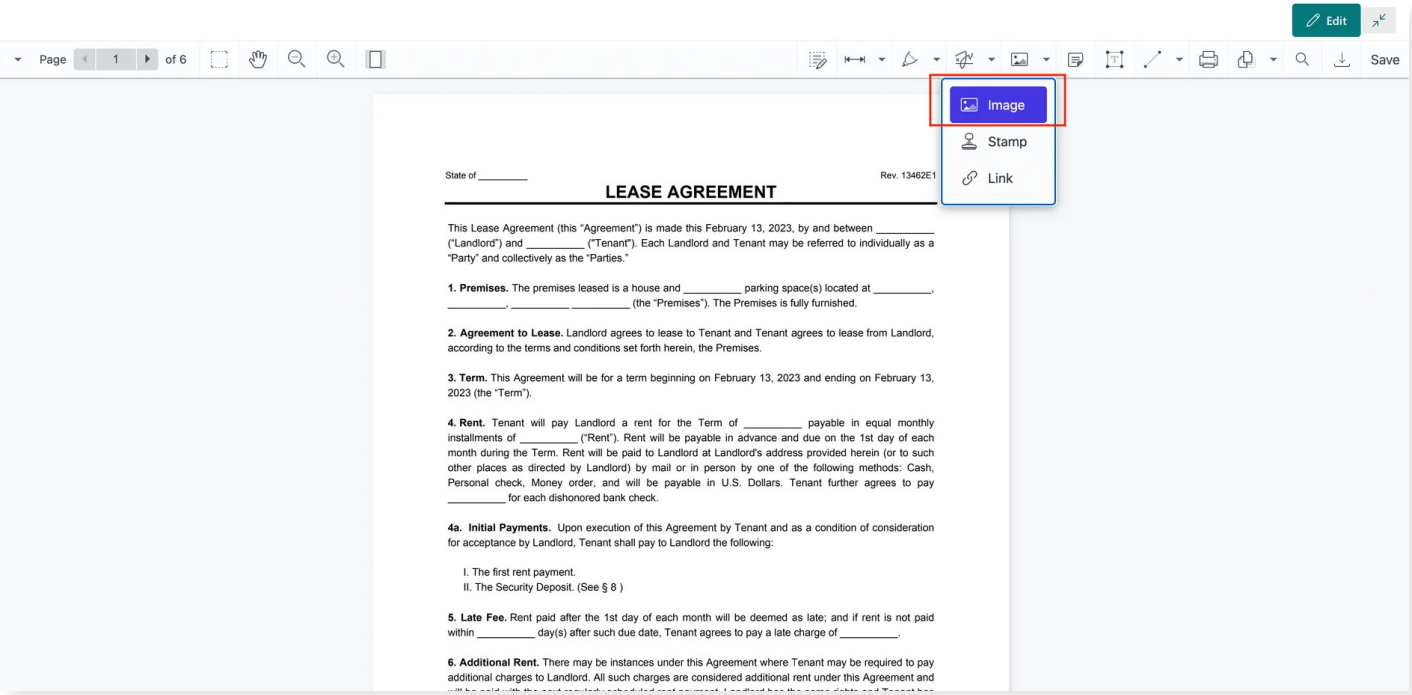
Muhimbi's [PDF Editor for SharePoint](#) lets you add an image to your PDF directly in SharePoint Online or on-premises. Easily resize the image and drag it to your desired location within your PDF document.your pages as desired.

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

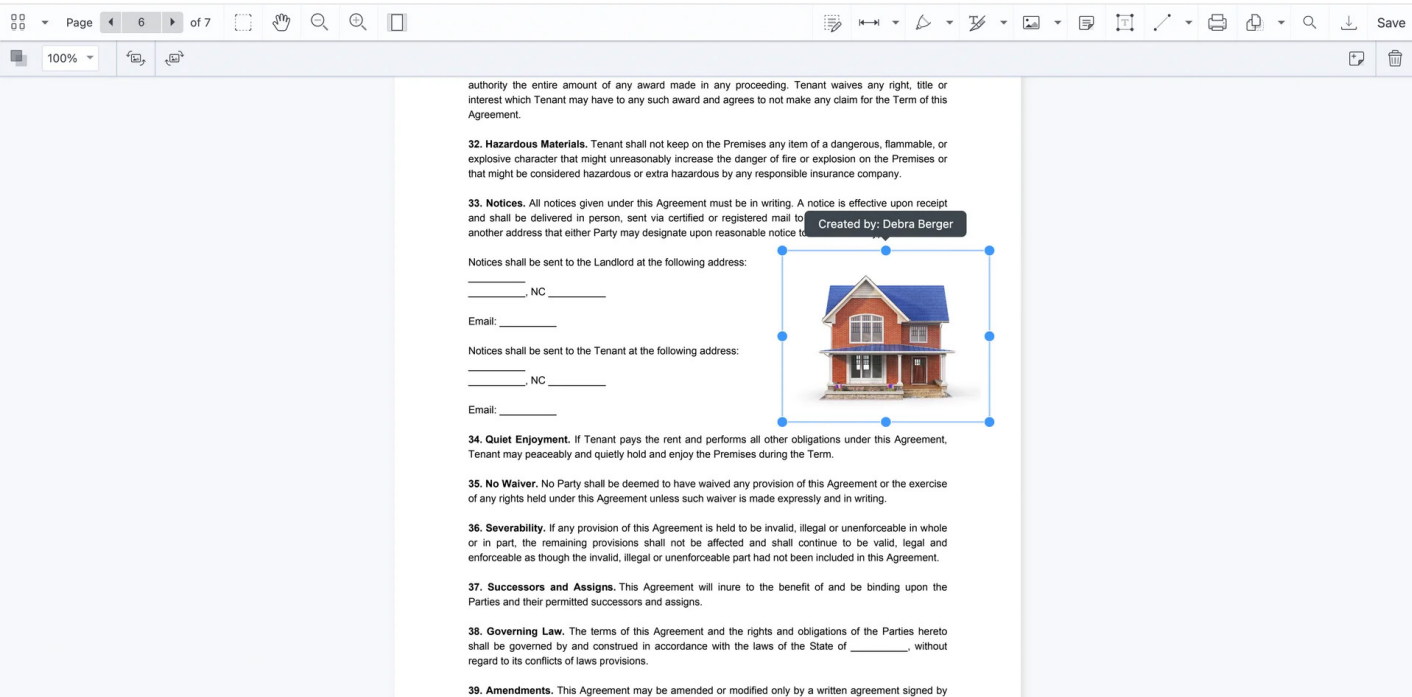
Step 2: Adding Images to PDFs



Click the PDF page and the exact area where you want to add an image. Then, select the image icon in the main toolbar, as shown in the screenshot above.

Locate an image file on your computer and open it.

Step 3: Resizing Images



Hover over the image, and when you see the hand palm icon, move the image to the preferred position. You can also resize the image by pulling its borders in all directions.

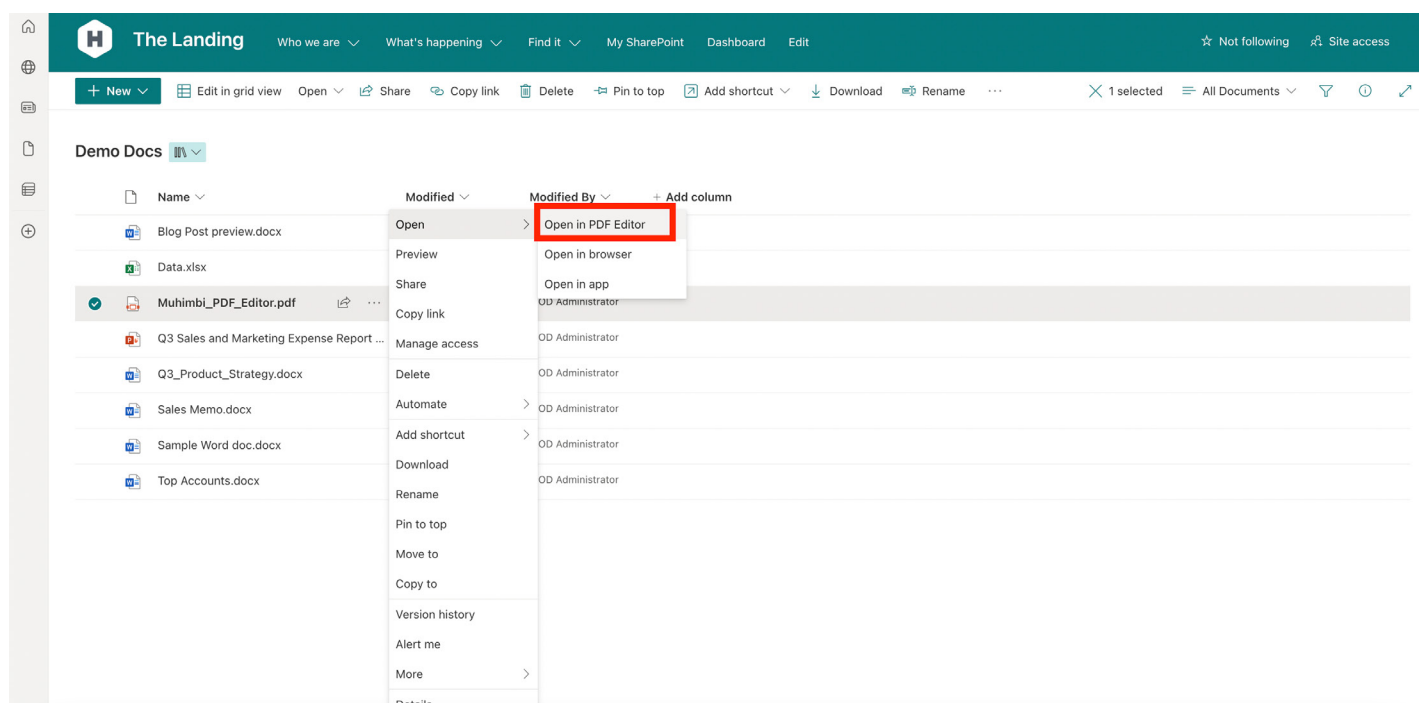
If you don't like how the image looks, click the image and then select the recycle bin icon in the top-right corner to remove it.



Electronic Signatures for SharePoint

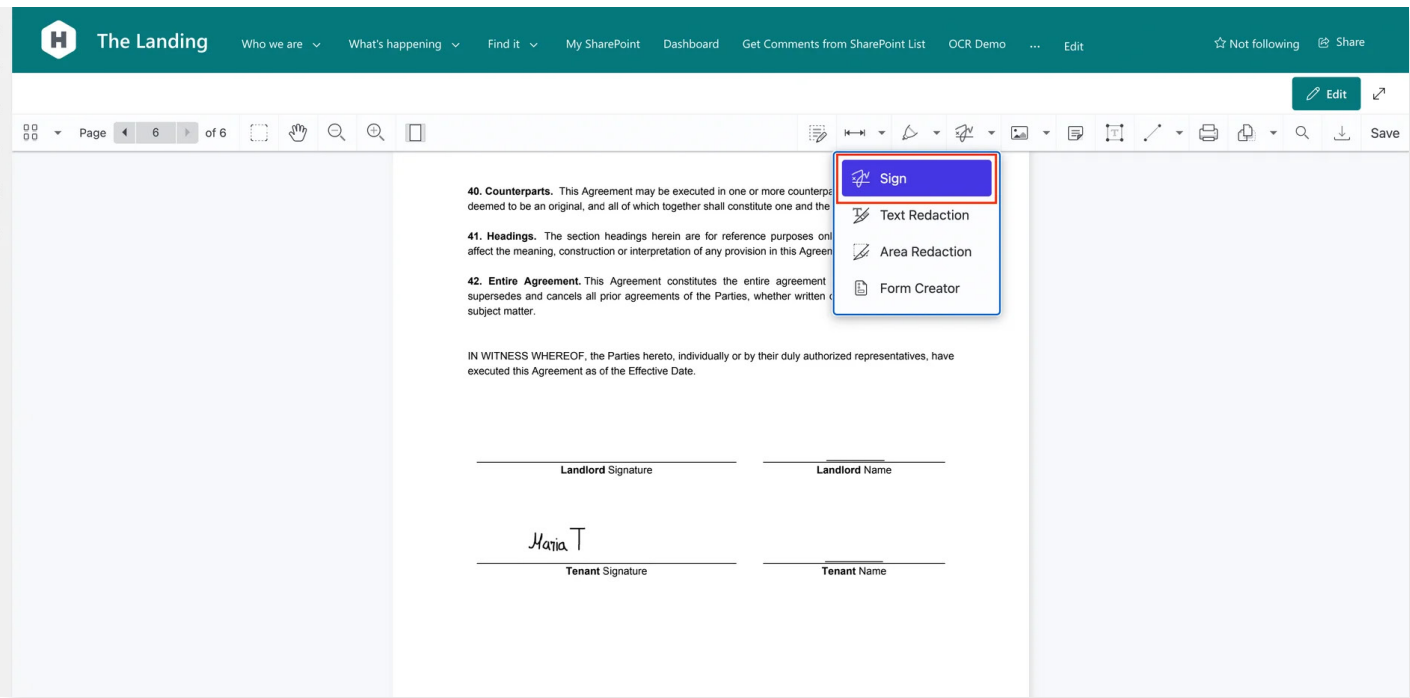
Muhimbi's [PDF Editor for SharePoint](#) lets you add eSignatures to your PDFs directly in SharePoint Online or on-premises. To sign a PDF in SharePoint, you need to open your document in SharePoint and draw, type, or upload an image of your signature. There's no need to download documents from SharePoint to your local environment or open a third-party eSignature tool.

Step 1: Opening PDF Files

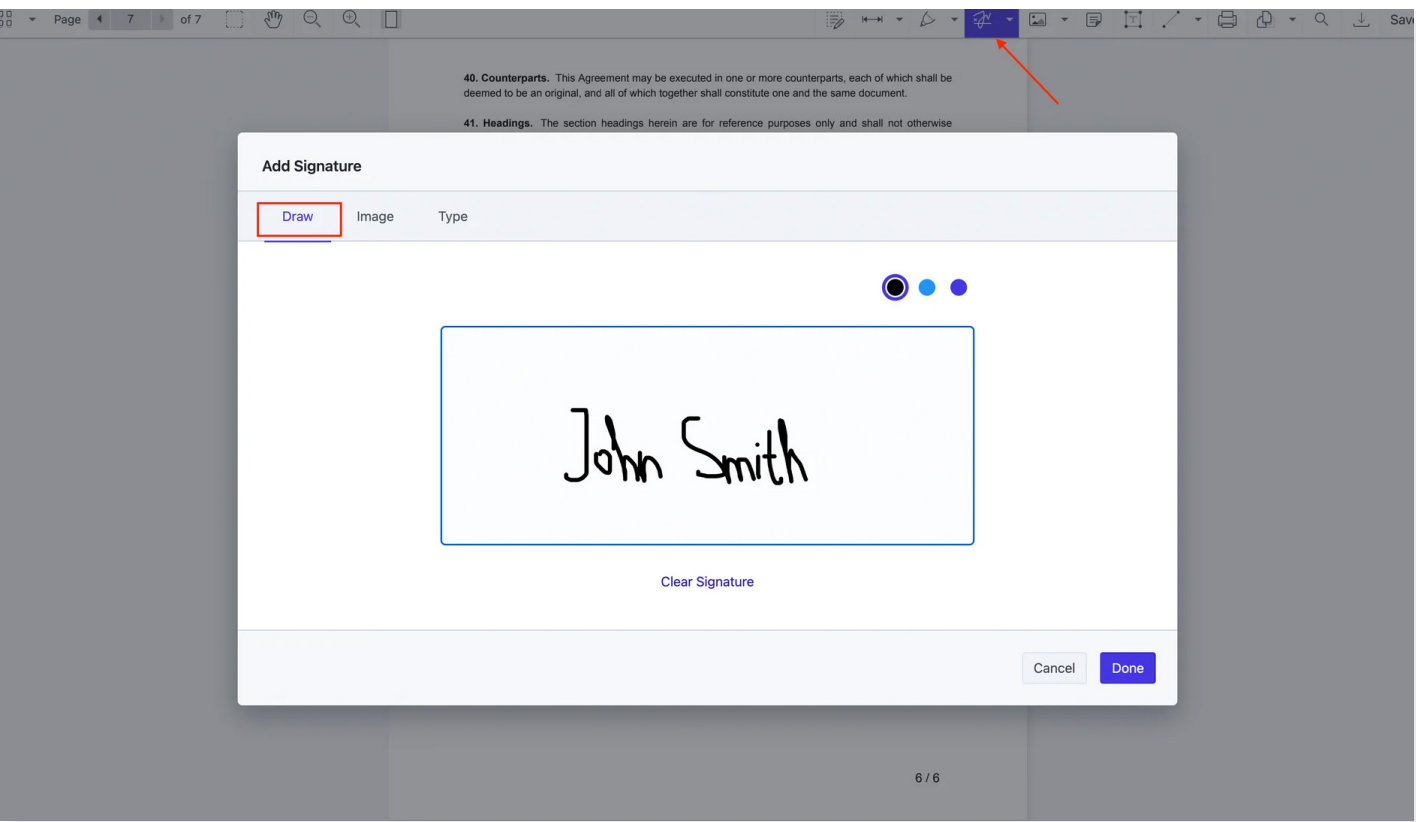


Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

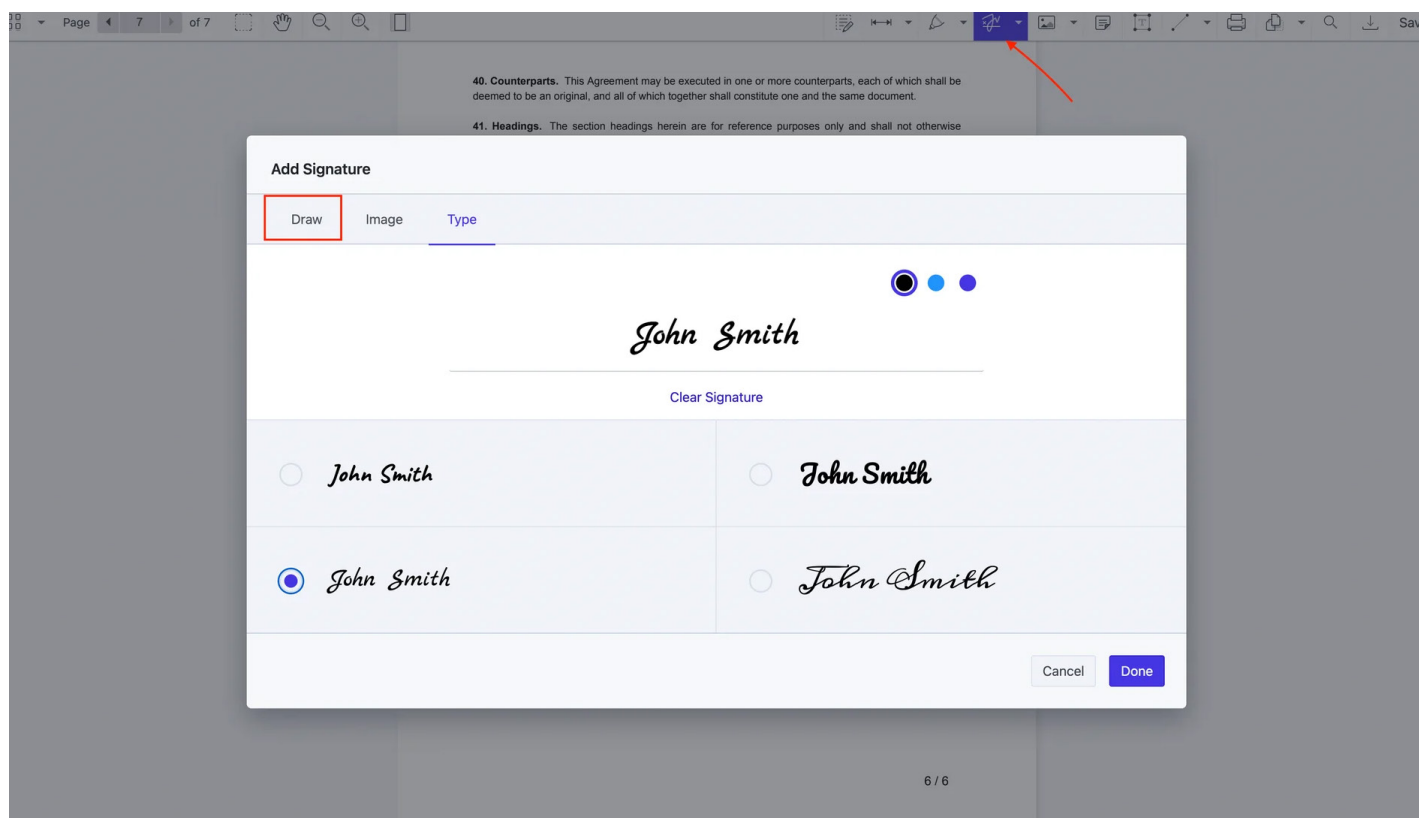
Step 2: Creating Electronic Signatures



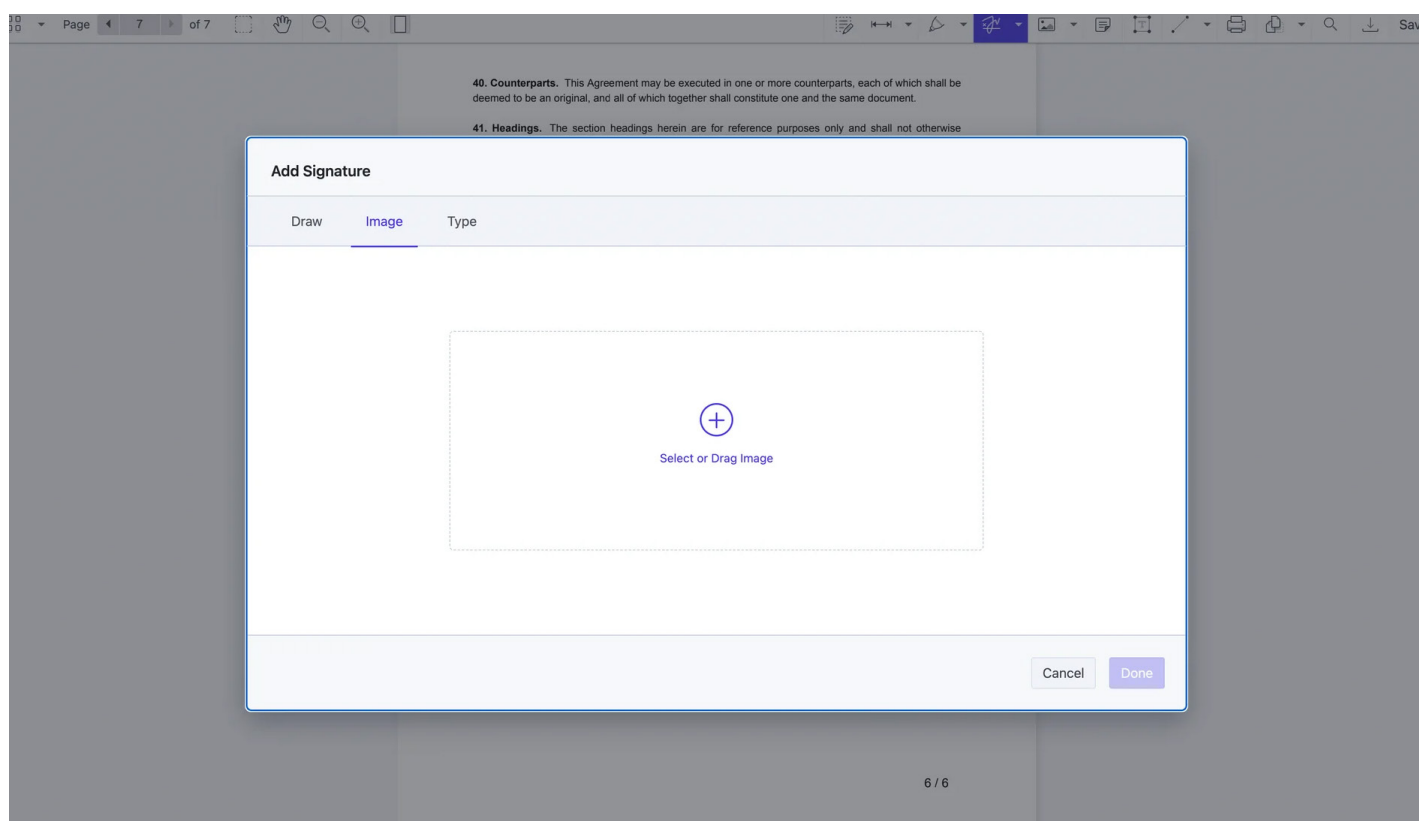
Select the **Sign** icon in the main toolbar of the PDF Editor to sign a PDF in SharePoint. Signing a PDF document in SharePoint with Muhimbi's PDF Editor can be done in three different ways: by drawing a signature, typing a signature, or adding an image of an electronic signature.



Using the **Draw** option requires drawing your signature by pulling the cursor in the right direction.

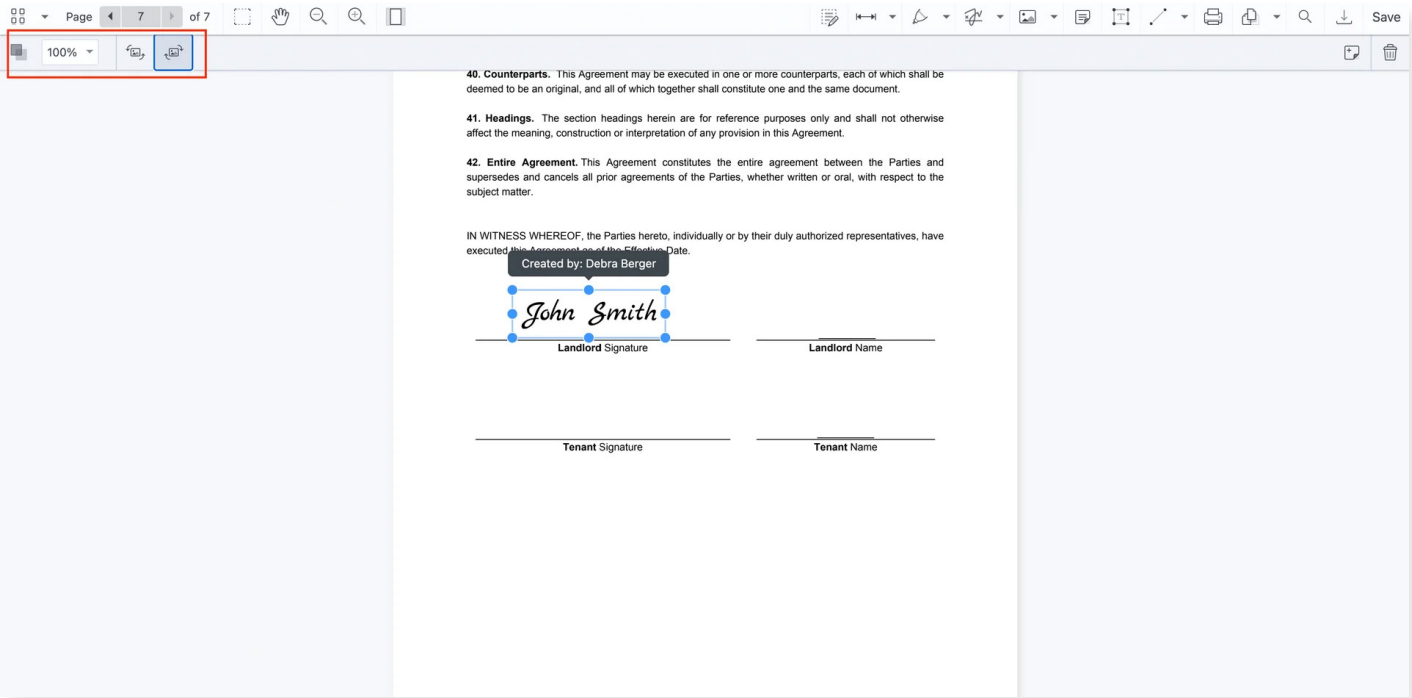


Click **Type** to quickly generate a signature in a PDF. Choose the style and the color of the font, type in your name, and click **Done**.



To insert an image of a signature into a PDF, click **Image** and upload an image file from your computer. To confirm, click **Done**.

Step 3: Adding Signatures in PDFs



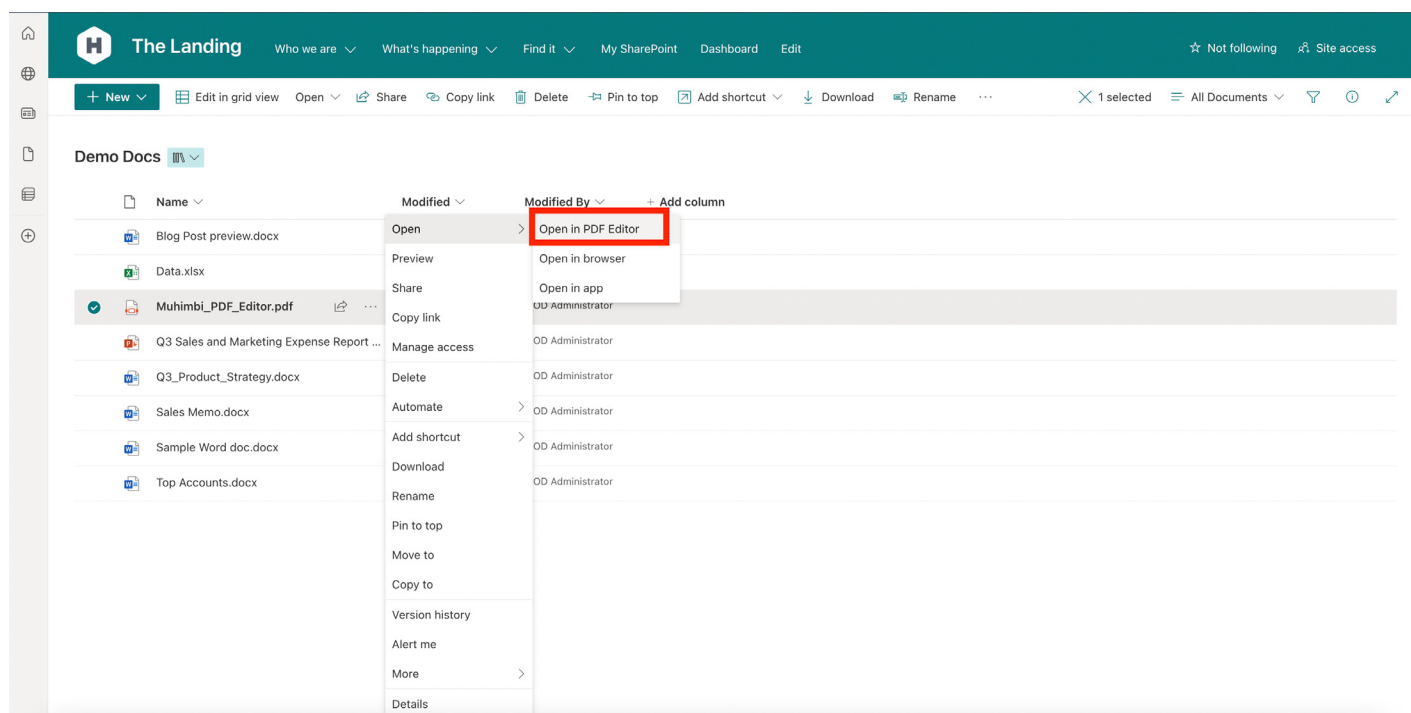
Once you create a signature, it will show up in the PDF document. You can move it and place it where you want, and you can also resize it by adjusting the edges of the signature borders.



SharePoint PDF Viewer: Display and Navigate PDFs in Your Browser

Muhimbi's [PDF Editor for SharePoint](#) lets you open, display, and navigate through PDF documents in your native SharePoint online or on-premises application. Once a PDF is displayed in your SharePoint browser, you can quickly search and navigate through the document using an intuitive user interface (UI). The viewer includes a suite of out-of-the-box productivity tools that let you edit, annotate, sign, redact, and create forms directly in SharePoint.

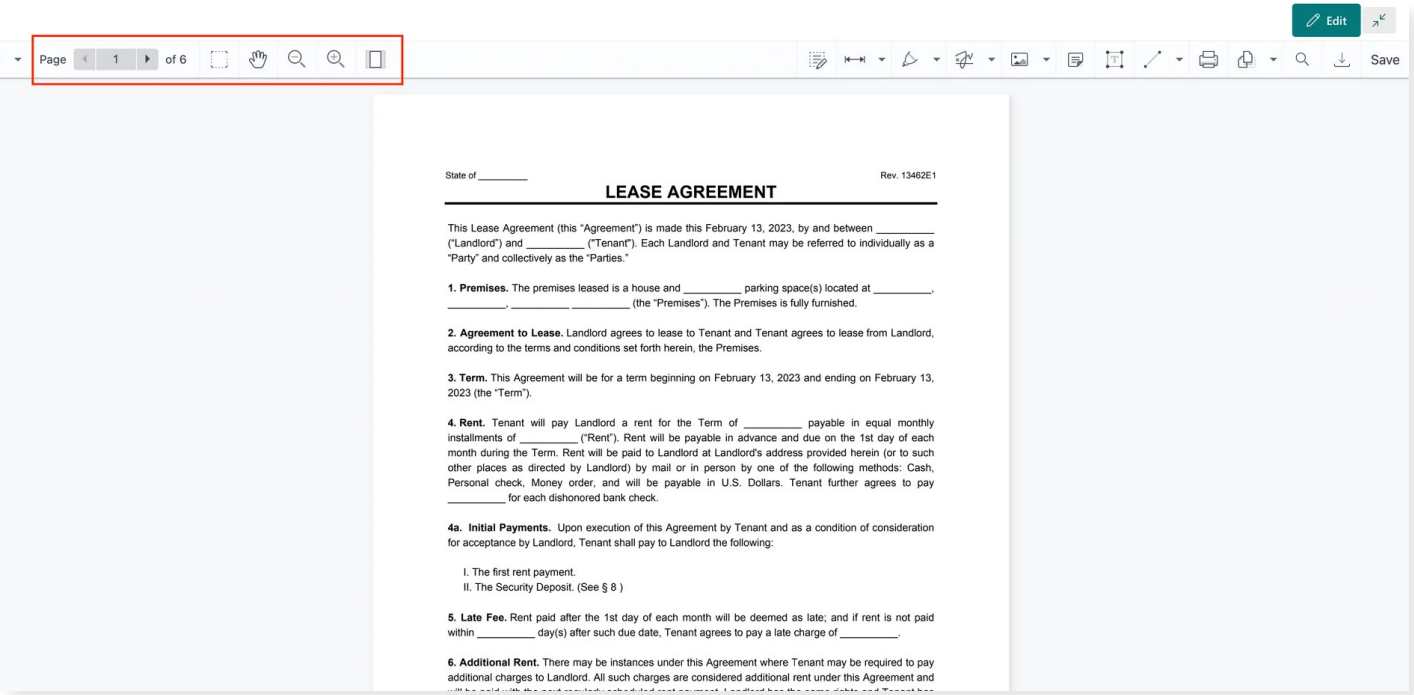
How to View PDFs in the SharePoint Browser



To view a PDF, select it from the SharePoint library and click **Open** in the SharePoint main toolbar. Then choose the **Open in PDF Editor** option. In the top-left corner of the screen, you can choose from a wide range of PDF viewing options:

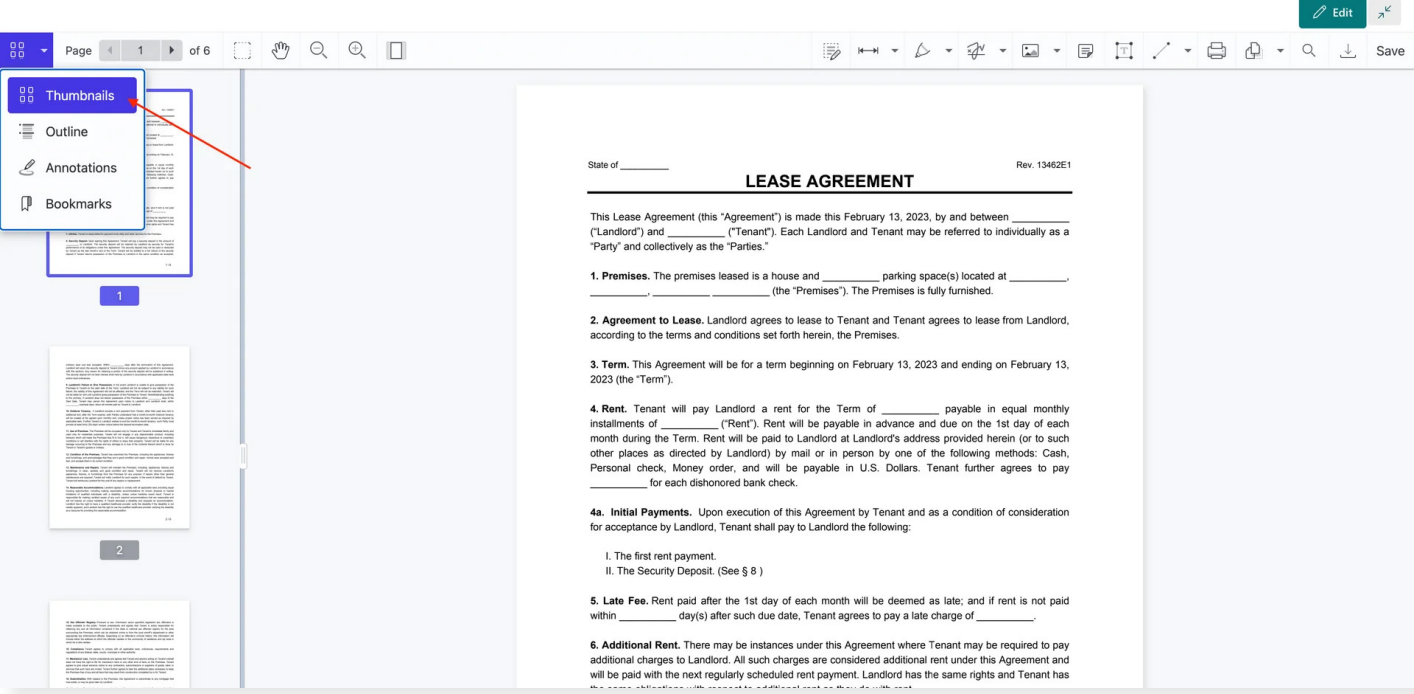
- Quick page navigation and zooming in/out
- View and access all annotations immediately
- Thumbnails view
- Bookmark pages for quicker access and viewing
- View the PDF document outline

PDF Page Navigation



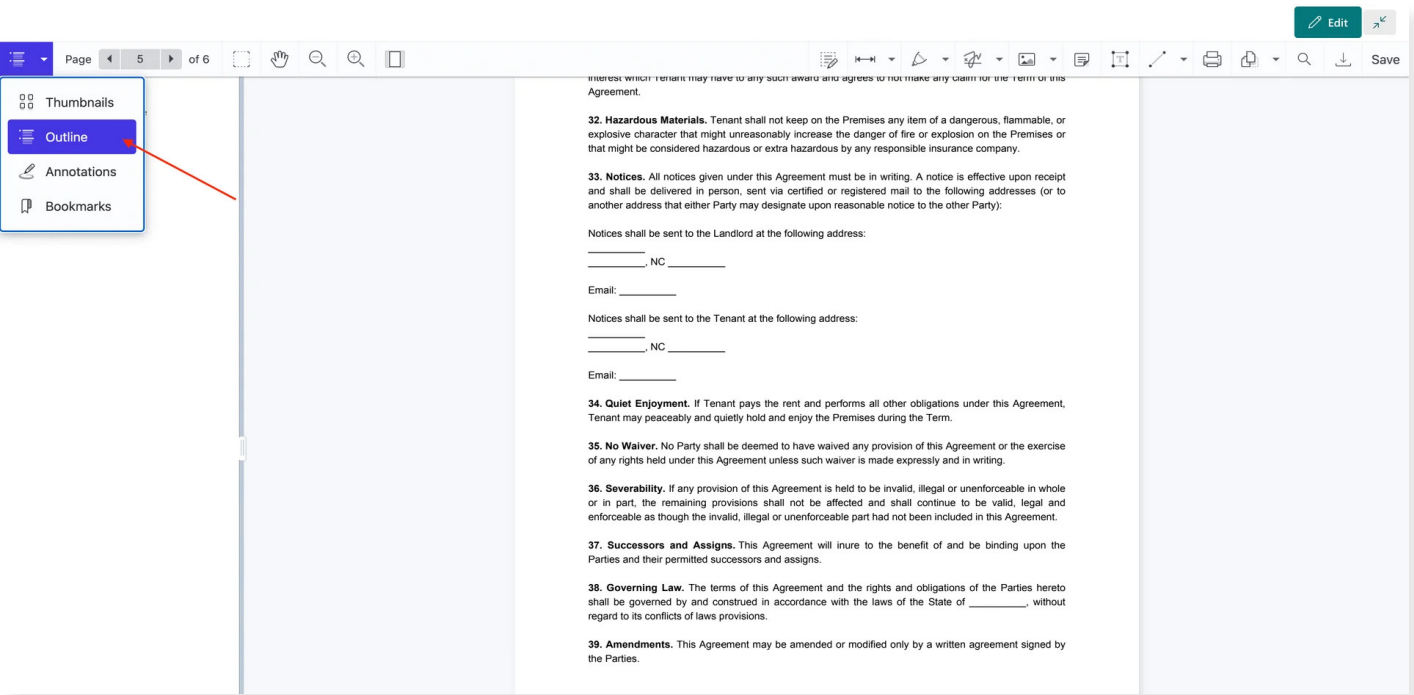
To navigate through pages, enter the page number or click the arrows to quickly display the page you want to view. Use the zoom in and zoom out buttons to take a closer look at the content in your PDF document. The hand palm icon can be used to grab a document and move it in different directions. Click this last icon to fit the page width.

Thumbnails



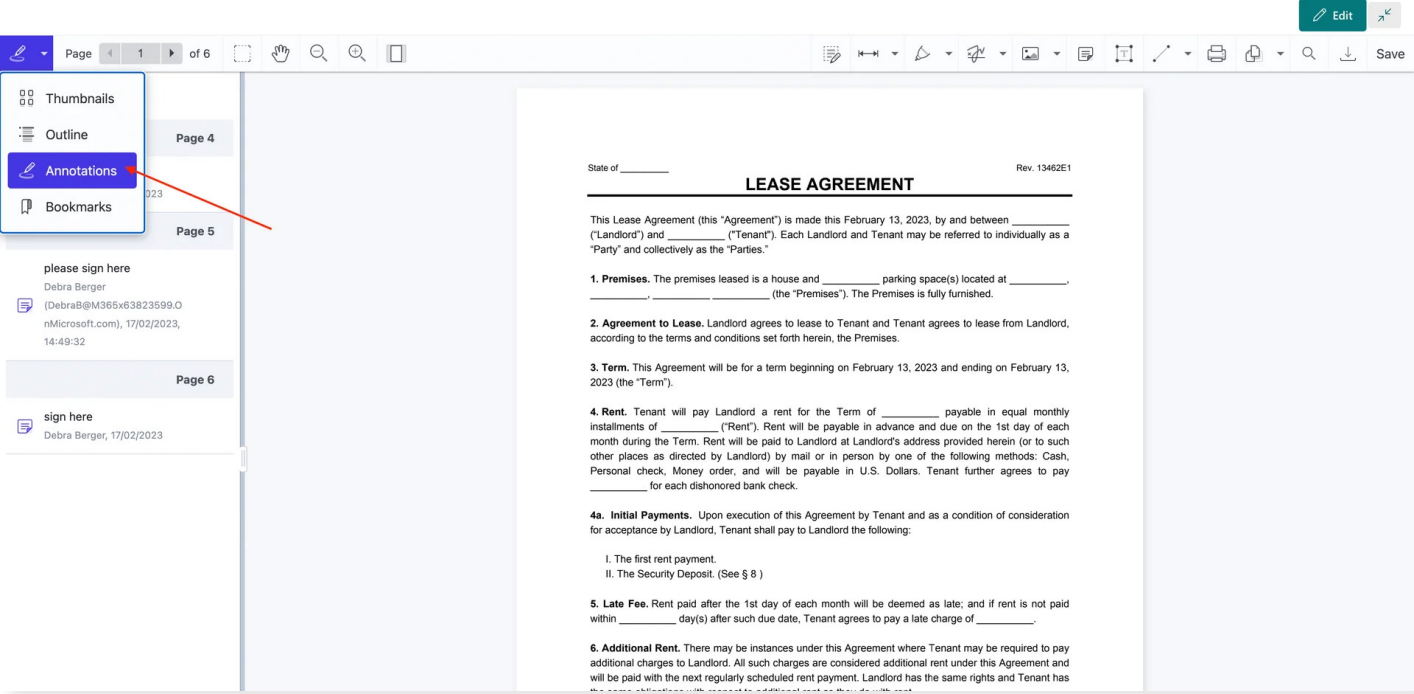
The thumbnail option gives an overview of your entire document and helps you quickly find the page you're looking for. To turn on the thumbnail view, click the icon with four squares in the top-left corner of the toolbar. Click the vertical line and move it to the right if you want to make the thumbnail view bigger. If you pull that line completely to the right, only the thumbnail view of the document will be visible.

Document Outline Viewer



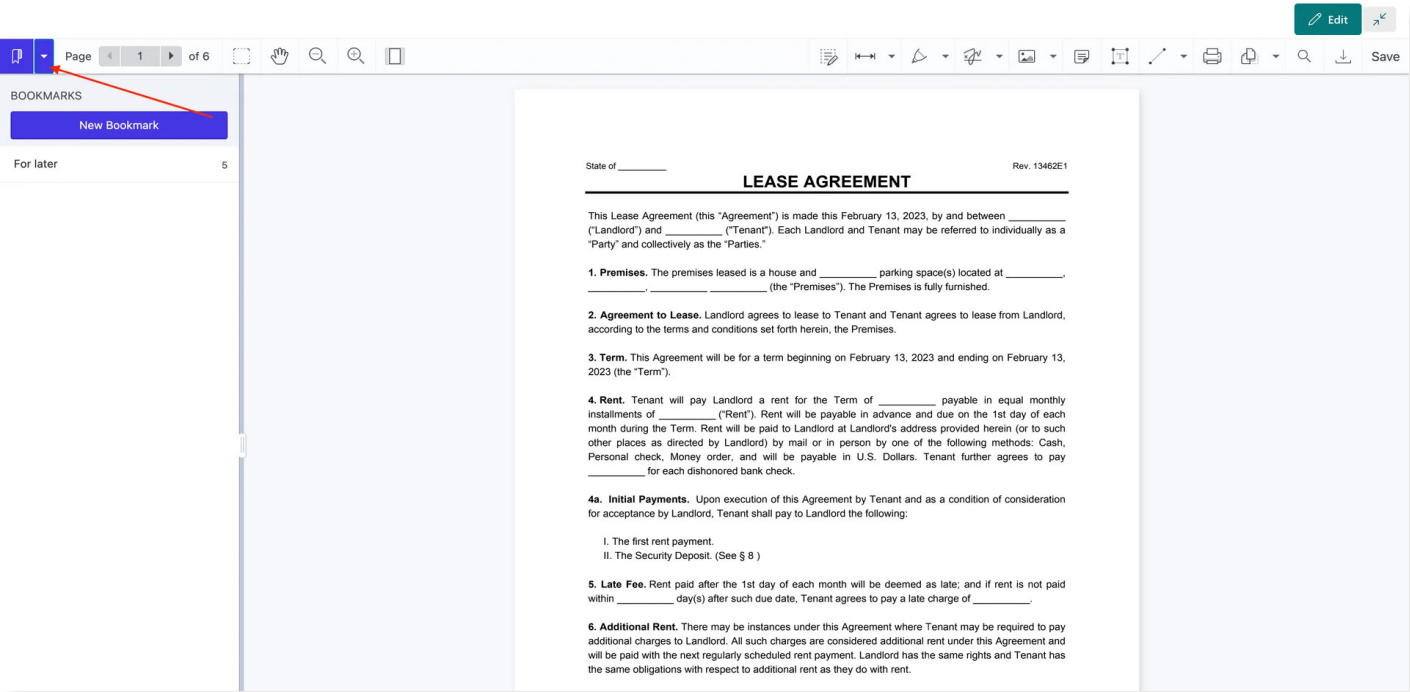
Click the dropdown menu next to the thumbnail icon to see the **Outline** option. If the PDF document contains an outline, it'll be shown on the left side of the screen.

Annotations



Our SharePoint PDF Viewer is an integral part of the PDF Editor. As PDF editing usually involves adding comments and annotations to a PDF, this feature can come in handy because you can have a quick look at all your annotations. In the same dropdown menu from the section above, under the Thumbnails and Outline options, click **Annotations**, and a list of annotations will appear on the left side of the screen. Select an annotation to see its content and its location in the document.

Bookmarks



To create a bookmark, click **Bookmarks** in the dropdown menu and then click **New Bookmark**. Type the name of the bookmark and click **Save**. This option allows you to save the pages of your PDF document and then have quick viewing access to them from the Bookmarks list.



PDF Forms in SharePoint

Muhimbi's [PDF Editor for SharePoint](#) lets you create, view, and fill PDF forms natively in SharePoint Online or on-premises. Create PDF forms from scratch with checkboxes, combo boxes, list boxes, and more. Let users fill in PDF forms without having to download them to their local device and save them back to your SharePoint library.

Guides

Click below or read in the order.

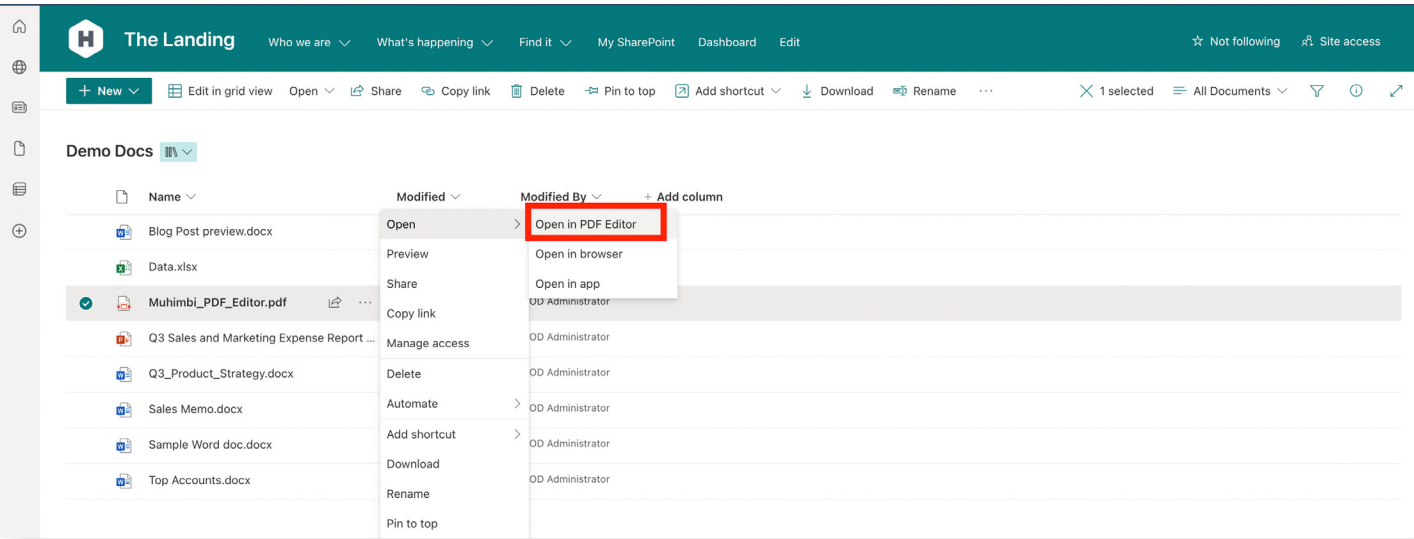
Form Fill

Form Creator

Fill PDF Forms in SharePoint

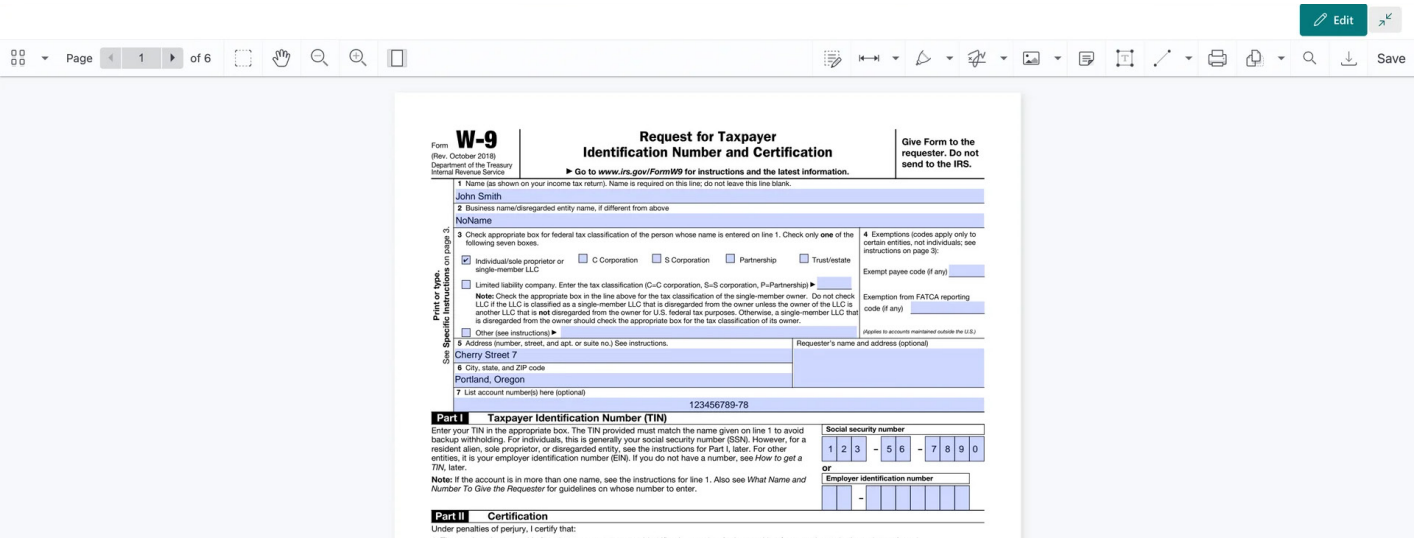
Muhimbi's [PDF Editor for SharePoint](#) lets you fill and capture PDF form data directly in SharePoint Online and on-premises. Open a PDF form in SharePoint and fill in text fields, select checkboxes, add dates, type signatures, and more. Once a form is completed, save it back to your SharePoint library.

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

Step 2: Filling Out a PDF Form



Fill out a PDF form by clicking on the form fields and typing.

Step 3: Saving the Filled PDF Form

Click **Save** to submit your PDF form to the SharePoint library, or click **Export** to download the PDF to your computer.

Once you fill out a PDF form in SharePoint, you can also [add comments and annotations to the PDF](#) and highlight, underline, or strike through text.

Troubleshooting

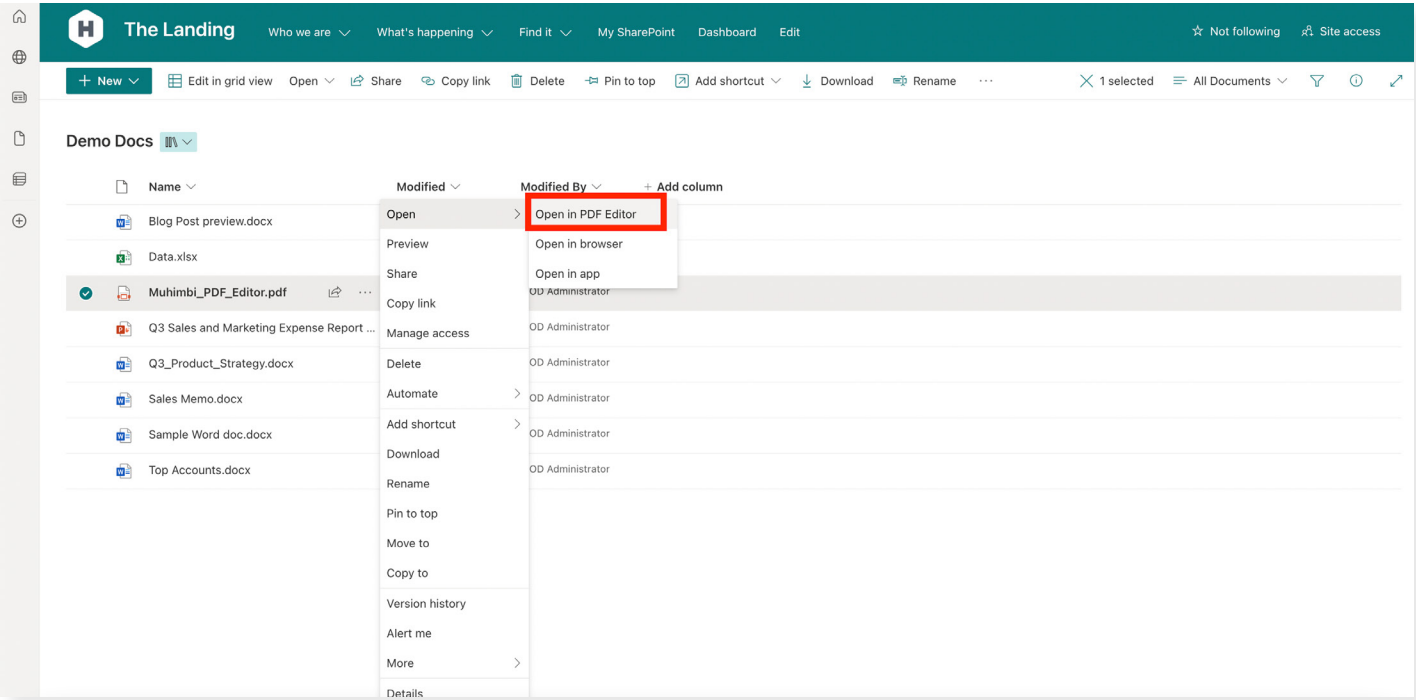
If you can't edit a PDF form and it doesn't seem to be fillable, that means your PDF is an XFA form. Our technology only supports AcroForms. However, there's a workaround solution to fill XFA forms:

- Click the **Sign** icon and choose the **Type** tab.
- Type the text or numbers you want to fill in the XFA form.
- Choose the color and font style, and click **Done**.
- Drag the text to the proper position and resize it if needed.
- Repeat this process for each field.

Create Fillable PDF Forms in SharePoint

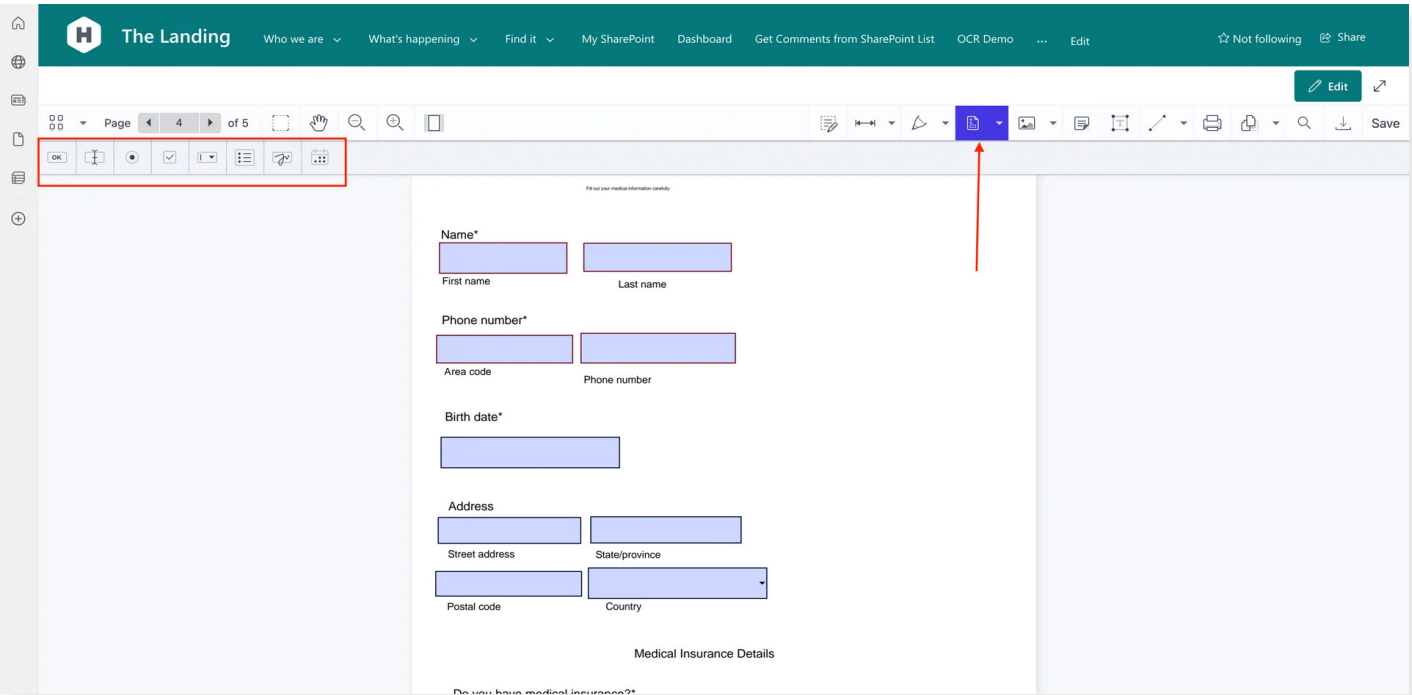
Muhimbi's [PDF Editor for SharePoint](#) lets you create a PDF form directly in SharePoint Online and on-premises. Launch the PDF Form Creator tool to start adding text fields, radio buttons, checkboxes, and signature fields to your document. Customize the fonts, border style, background color, and more.

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

Step 2: Creating Form Fields



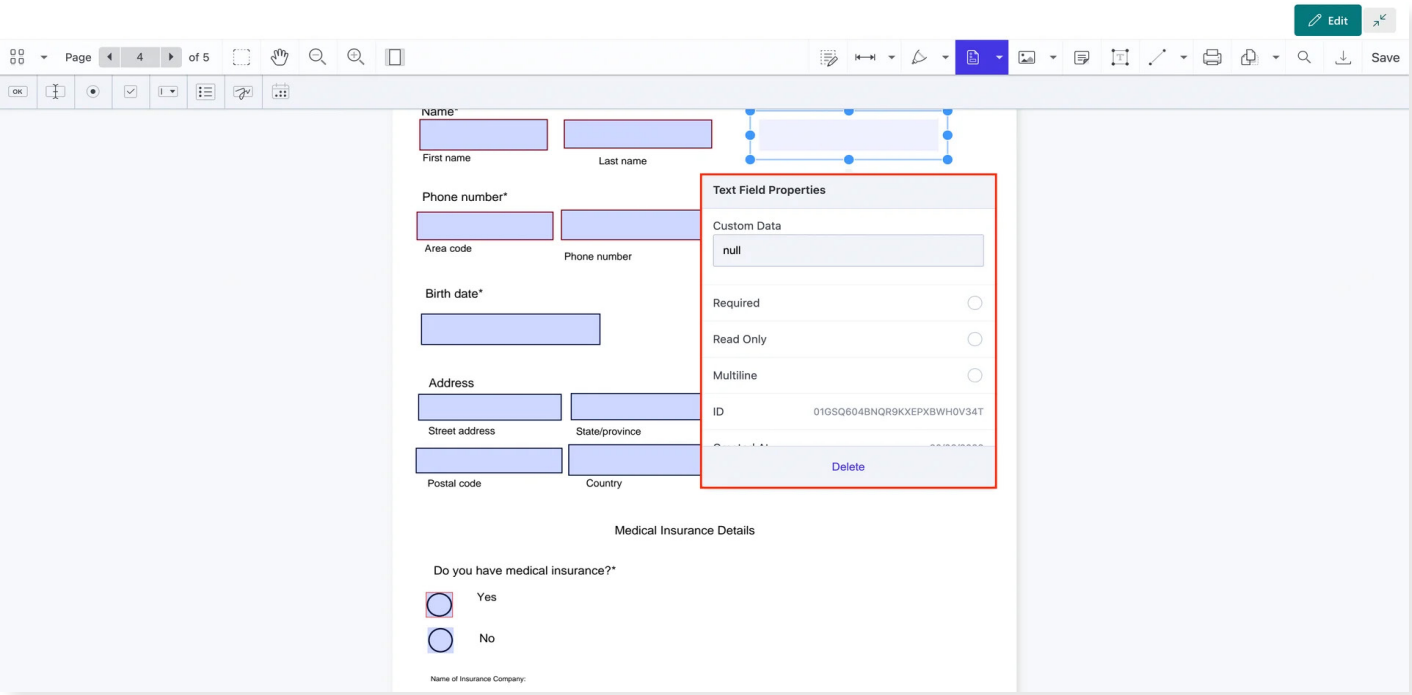
To the right of the **Sign** button, access the **Form Creator** from the dropdown menu. In the top-left corner, you'll see a range of options to choose from. You can create:

- Button widgets
- Text widgets
- Radio widgets
- Checkbox widgets
- Combo box widgets
- List box widgets
- Signature widgets
- Date widgets

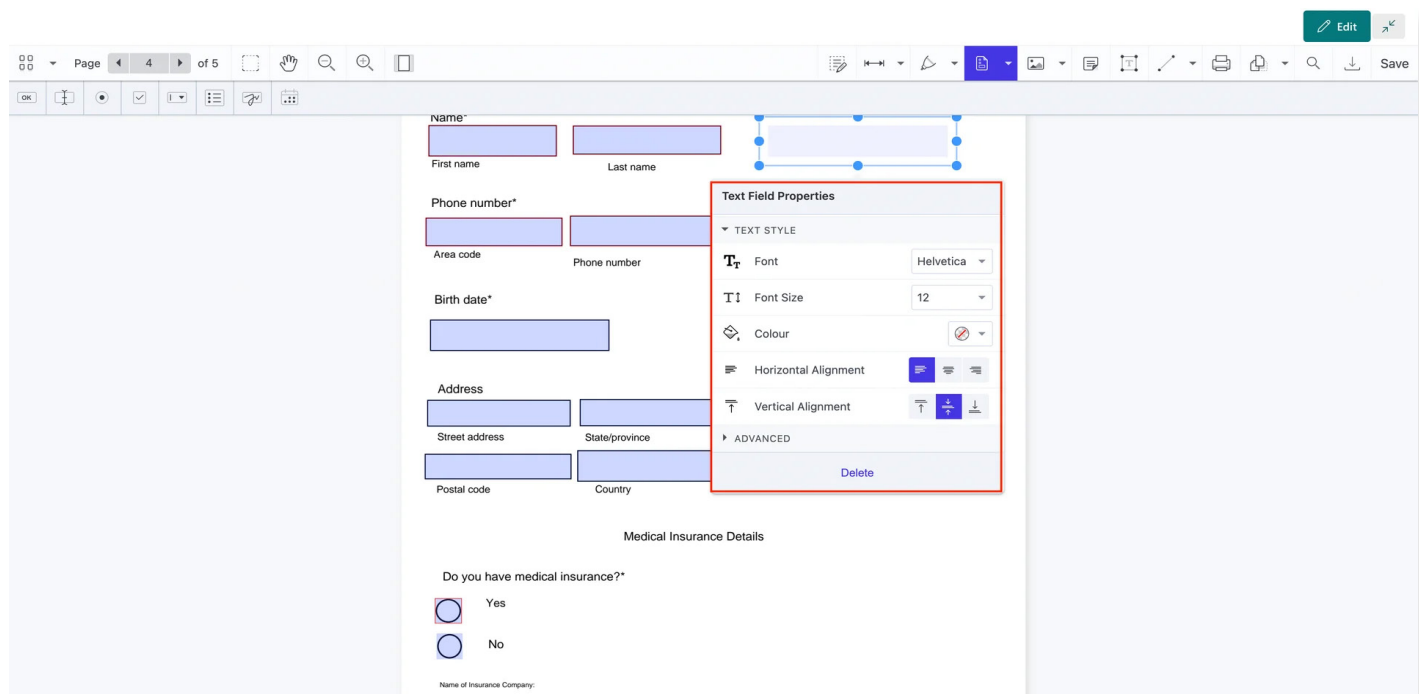
Once you choose a widget — for example, a combo box — it'll be shown in the document. You can resize it or move it to a different place in the document. The process is the same for all widgets.

Step 3: Customizing Form Fields

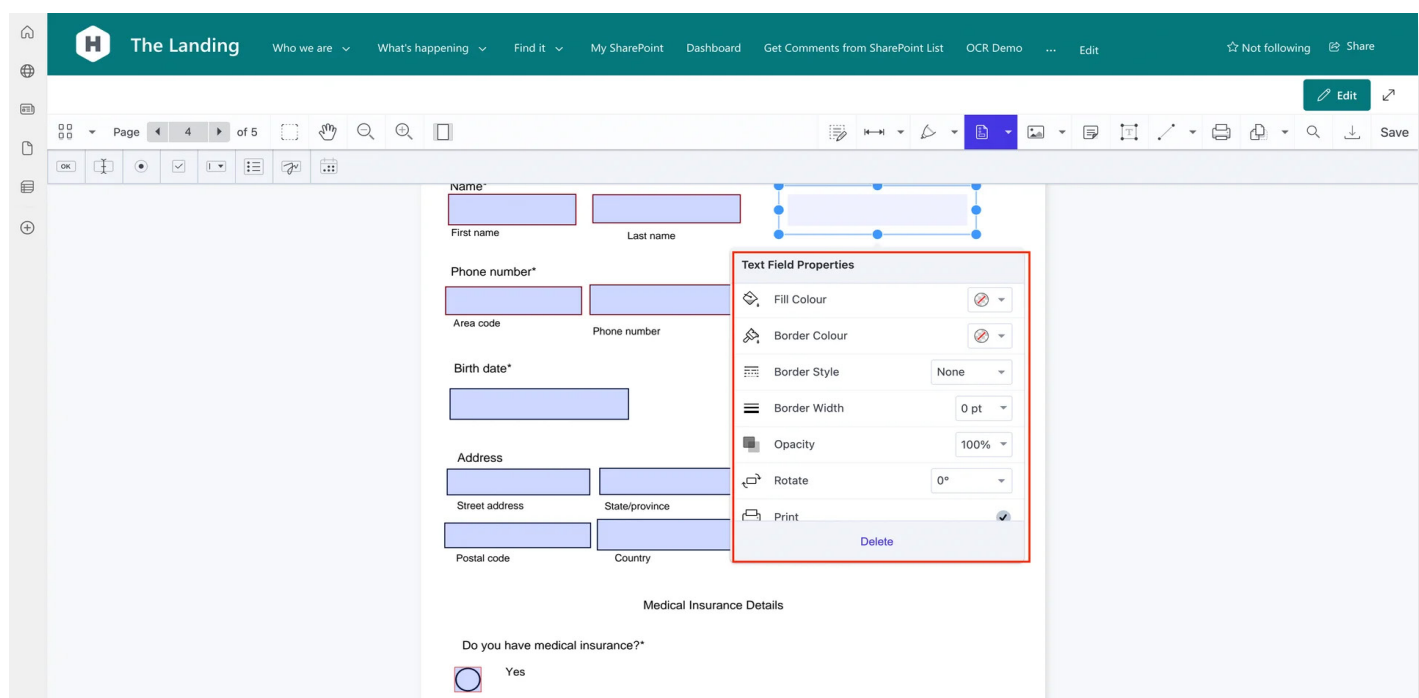
After you decide on the widget's position and size, go through the options shown in the small pop-up window.



All widgets have advanced options that allow you to mark a field as required, to enter the creator name and note, or to make the field read-only or a multi-select option.



All widgets also have field style and text style settings that you can use to change the color of the fields, opacity, text font type, size, color, and more.



There are some options that are specific to the type of widget:

- In the date widget, you can choose the date format.
- In the list box and combo box widgets, you need to add descriptions for each option.
- In the checkbox and radio button widgets, there are fields for the labels and values.

When you finish creating form fields in your PDF document, click **Save**, or export the document to your computer.



Redact PDFs in SharePoint

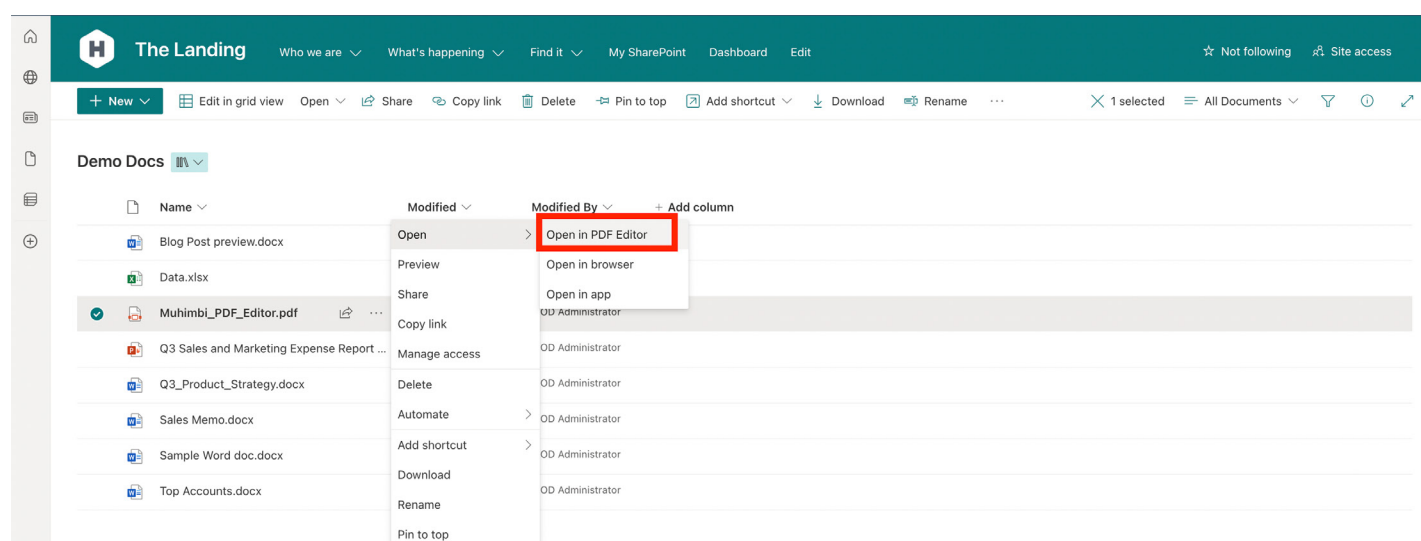
Muhimbi's [PDF Editor for SharePoint](#) lets you permanently redact sensitive information in SharePoint without downloading documents to local devices. Users can highlight specific text or select an area in a document before applying and saving redactions directly into their SharePoint library. The redaction color can be customized, and redaction notes can be added to tell a brief description of the type of information that has been hidden.

The Difference between Hiding and Redacting Content

When you choose to black out the sensitive or private information in PDFs using the **Text Redaction** or **Area Redaction** tools of Muhimbi's PDF Editor for SharePoint, the selected content will be permanently redacted, and it won't be visible any longer. That's the main difference between redacting content and hiding it by highlighting text in black color or applying a background that's the same color as the text.

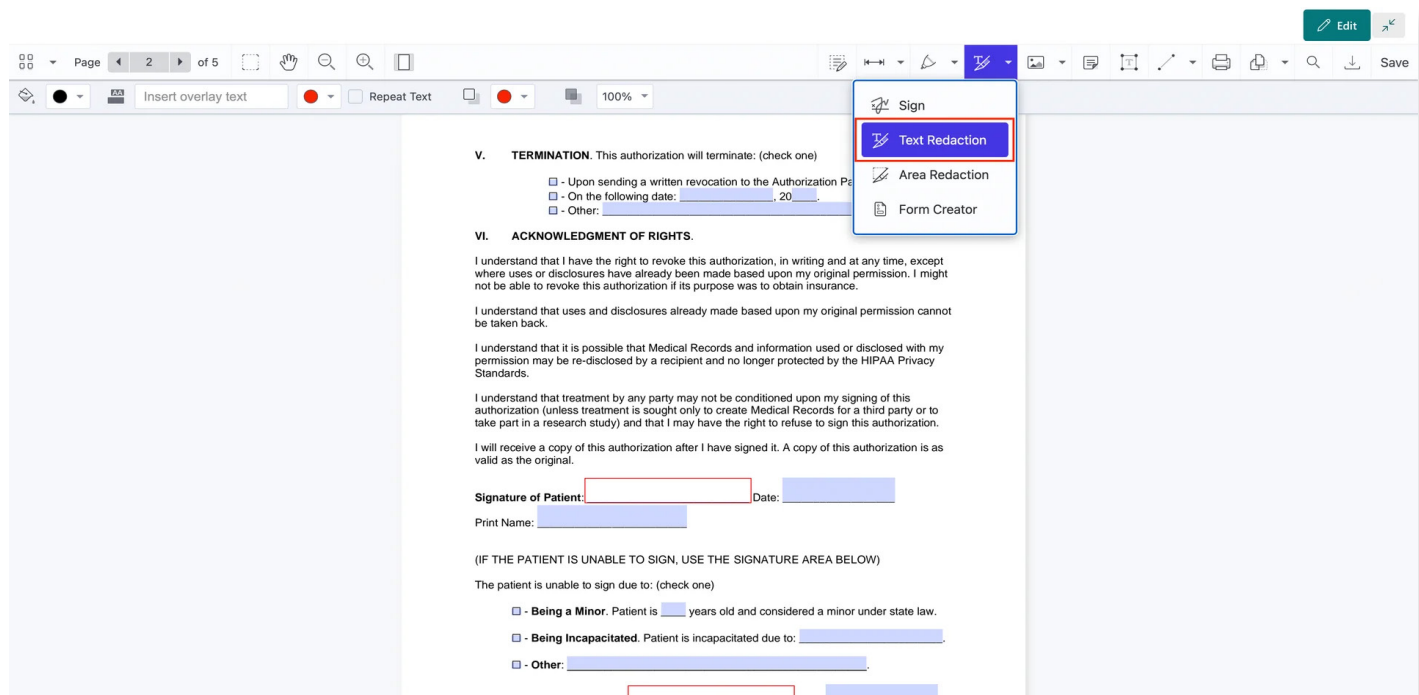
Although these alternative methods make the information immediately invisible to the naked eye, they don't necessarily make it inaccessible. Other people can copy and paste the hidden text into Word, Notepad, or other text processing programs. They can also open the document in a PDF editor and change the background color or text color to make the hidden text visible. As a result, these methods won't permanently black out sensitive information, which is why redaction is the most secure option. To learn how to redact information in SharePoint, keep reading.

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

Step 2: Marking Items for Redaction



Use the magnifying glass icon in the top-right corner of the toolbar to search for a word, phrase, or number in the document that you want to conceal. Alternatively, you can scroll through the document or type the page number in the top-left corner to quickly find information in your PDF that you want to redact.

Select the portion of the text you want to redact and a small widget will pop up. Click the last icon, which is the redact option. It will mark the content that you want to redact. Alternatively, click the drop-down arrow to the right of the sign icon and choose the **Text Redaction** tool. Click the selected content to mark items for redaction.

Step 3: Applying Redactions

Once you select a piece of content you want to redact, the **Apply Redactions** button will appear in the top-right corner, and the additional PDF redaction options will appear in the top-left corner.

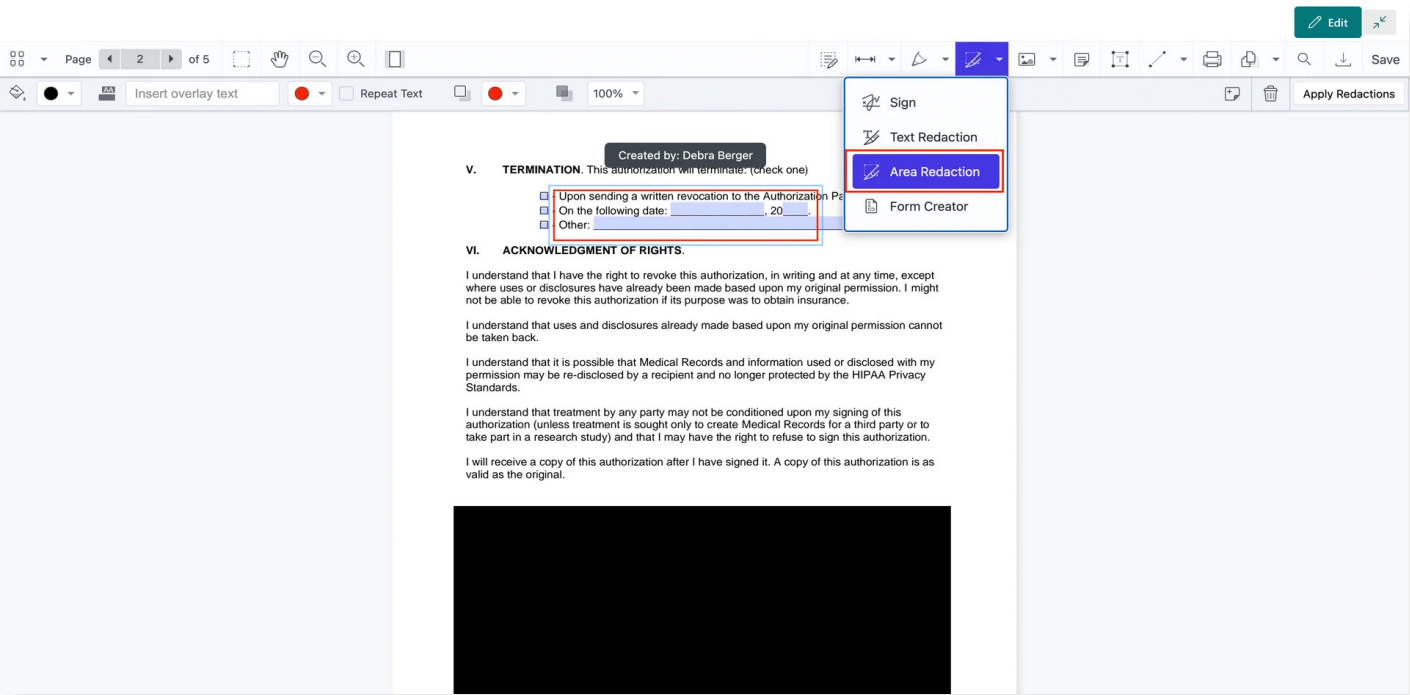
As a default setting, the redacted content will be colored in black and the outline area will be in red. If you want to change the color or write something over the redacted content, use the options in the top-left corner before you apply redactions. The default color of the overlay text is white, but you can change that color too.

Select the **Repeat Text** box if you want to have the same text on every redaction box throughout the PDF document. You can also change the percentage of fill opacity and make the redacted content more or less transparent.

Use the recycling bin icon to cancel the changes to your document.

Note: Redacting a PDF means that the redacted content will be permanently removed. If you want to keep a non-redacted version of a PDF, you can export the redacted PDF to your computer and keep the original version in SharePoint. To do this, click **Export** instead of **Save**. This will download the redacted PDF to your computer.

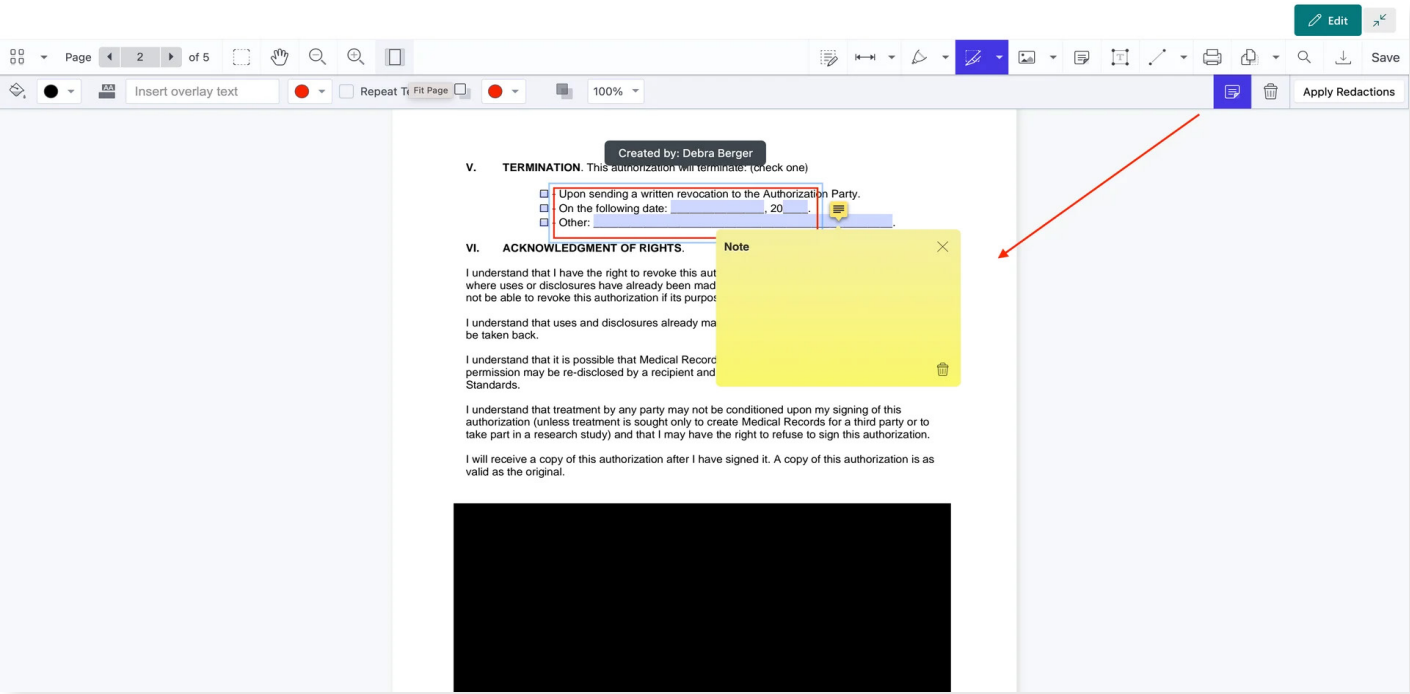
Redacting Images and PDF Form Fields in SharePoint



The easiest way to redact images and form fields in PDFs is to use the **Area Redaction** tool. Click the dropdown menu to the right of the sign icon and choose the **Area Redaction** tool. Select the area in the document you want to redact by dragging the mouse cursor. Click **Apply Redactions**.

As mentioned above, before applying the redaction, you can change the color of the redaction and its border, enter overlay text, and change its color.

Adding Notes to the Redacted PDF



When you redact PDF content, you can also add notes. To the left of the recycle bin icon is the **Note** icon. Type text in the note field and then click **X** to close the note. It will still be visible and can be opened with a single click.

Keep in mind that the position of the note cannot be changed, and it'll be placed next to the redacted content.



Annotate PDFs in SharePoint

Muhimbi's [PDF Editor for SharePoint](#) lets you annotate and collaborate on documents in SharePoint Online and on-premises. Add sticky notes, comments, shapes, highlights, underlines, strikethroughs, and stamps. Customize the color, opacity, and thickness of your annotations. Automatically add user information for each new annotation to help track feedback in documents.

Guides

Click below or read in the order.

Comments

Stamps

Shapes

Highlight Text

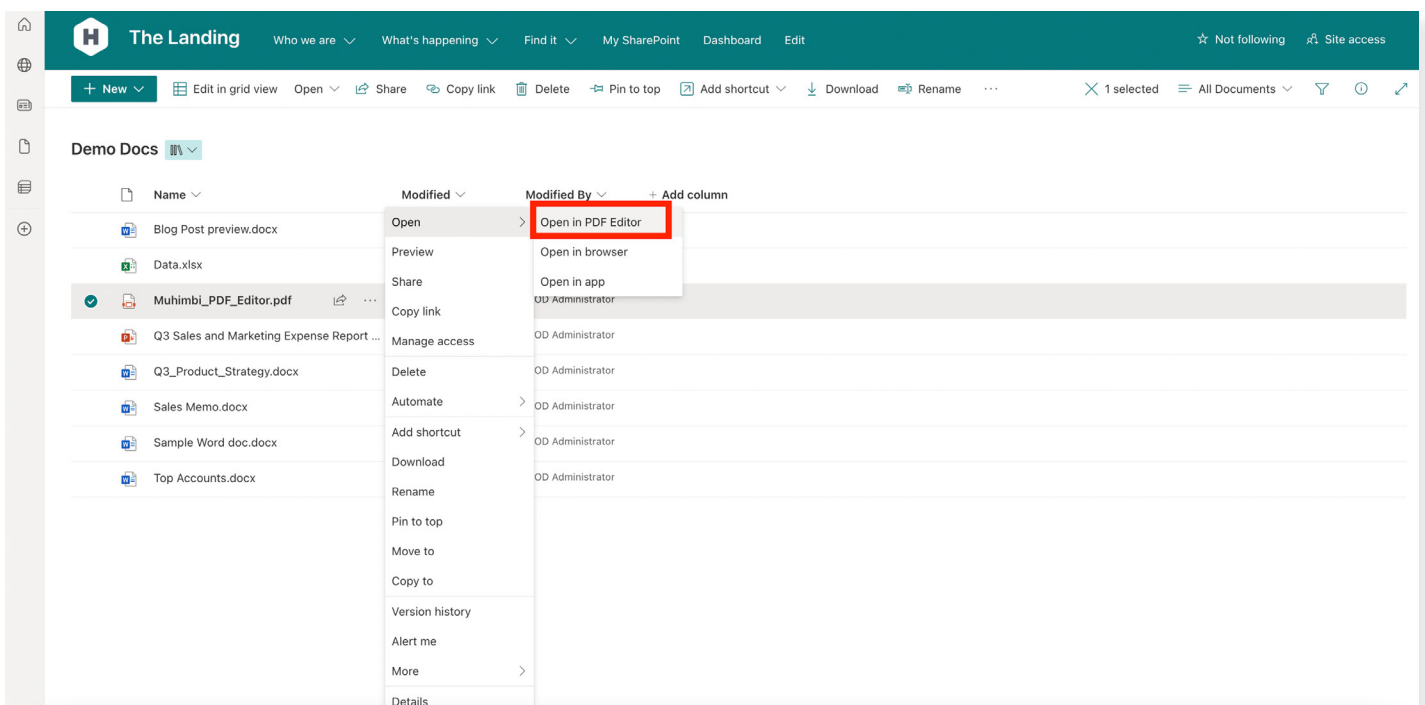
Measurement Tools

Adding Links

How to Add Comments to PDFs in SharePoint

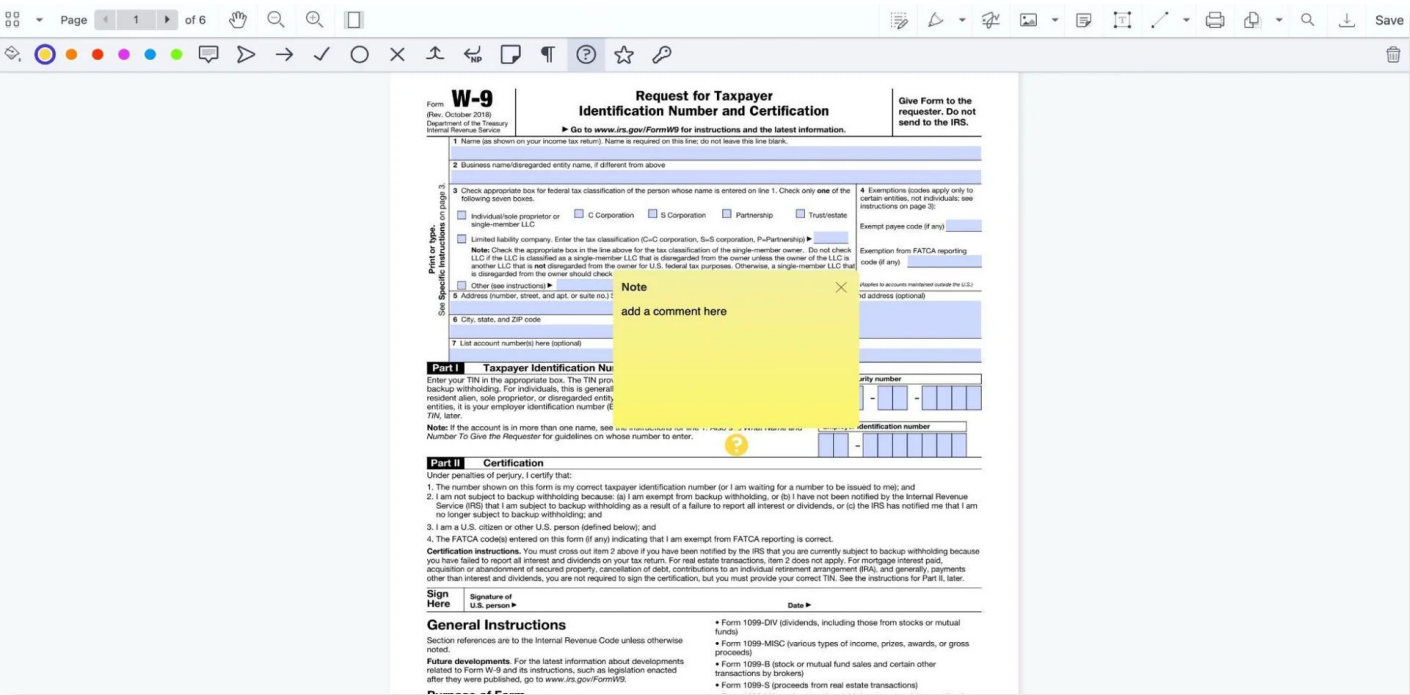
Muhimbi's [PDF Editor for SharePoint](#) lets you add comments to a PDF directly in SharePoint Online or on-premises. Start by adding your comment to a specific location in your document, and then customize its colors to make it stand out. Comments can also include a user's name to help you identify who left specific feedback on a document after multiple users have added comments.

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

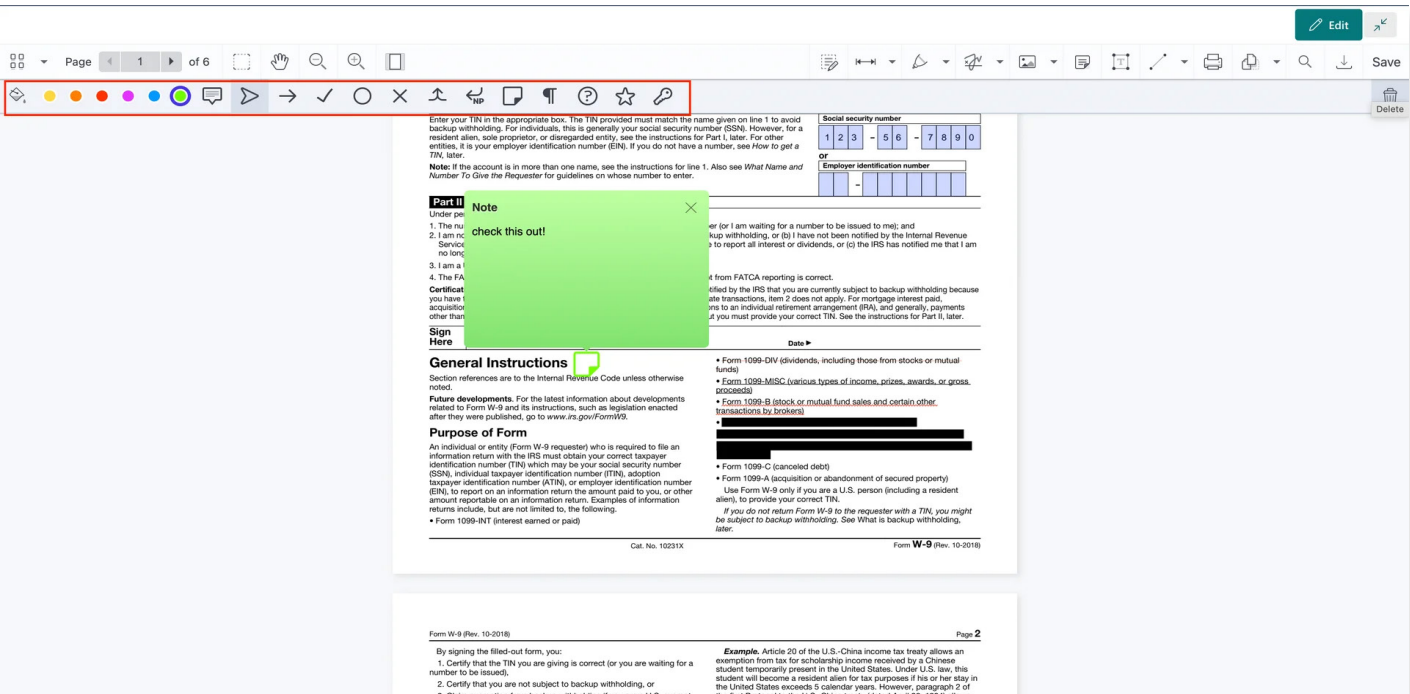
Step 2: Adding Comments to PDFs



Open the PDF annotation tool by clicking the **Note** icon.

Select the exact area in the PDF document where you want to add comments and click to open the note field. Type the comment and close the dialog. The PDF annotation will be saved, and you can drag it to another place within the document.

Step 3: Editing Comments in PDFs



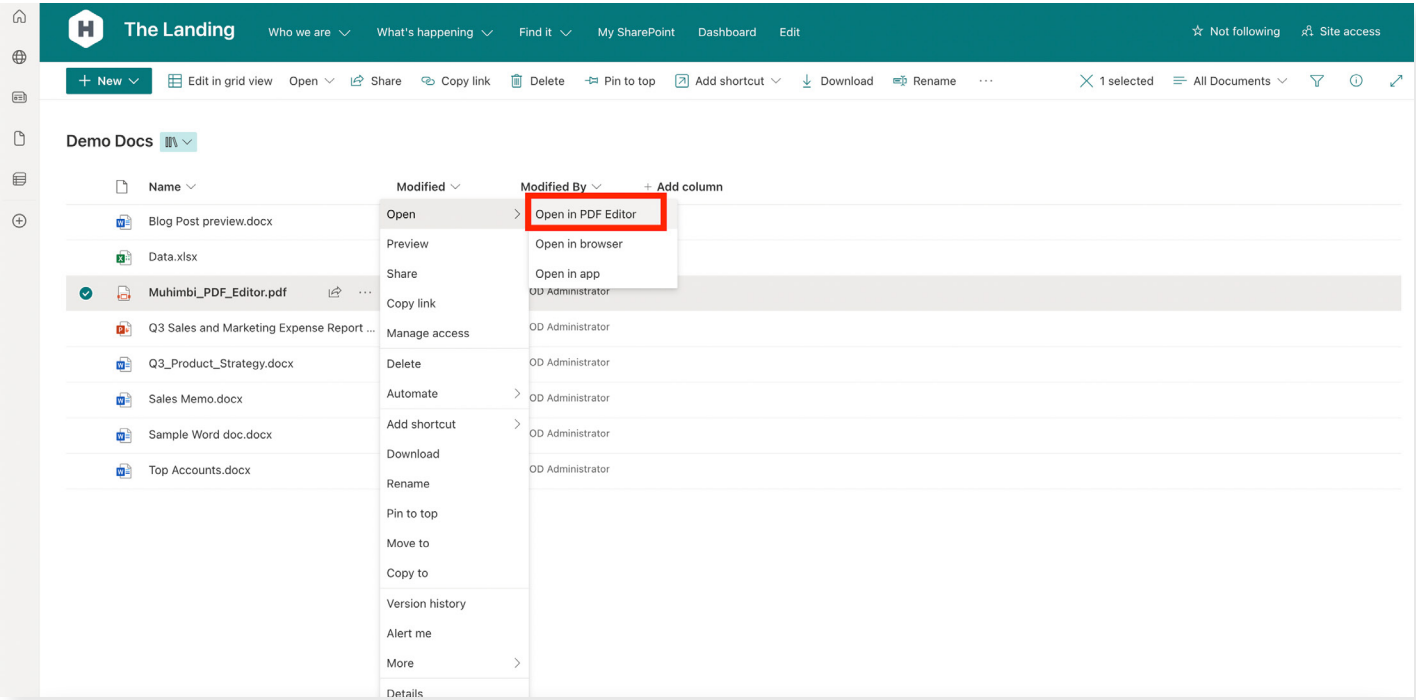
In the top-left corner of the screen, there is wide range of options to change the look of your annotations. The default color of the note field is yellow, but there are five other colors to choose from. You can also change the look of the icon of the closed annotation, depending on the type of comment added to the PDF document.

To delete annotations in a PDF, click the recycle bin icon in the top-right corner. Click **Save** to save the changes to your PDF document.

How to Stamp PDFs in SharePoint

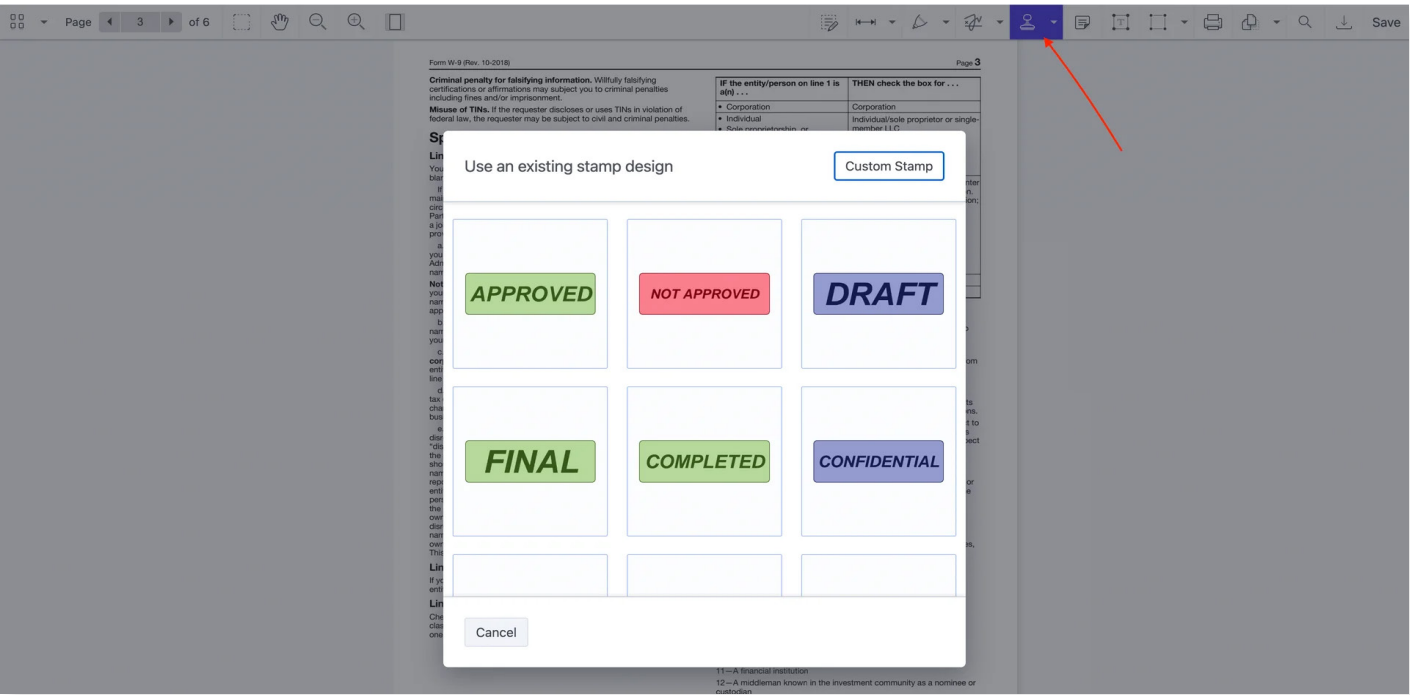
Muhimbi's [PDF Editor for SharePoint](#) lets you add stamps to a PDF directly in SharePoint Online or on-premises. Select from 25 prebuilt stamps or build a stamp with a custom image, drawing, or text. Drag and drop a stamp to a specific location in your document and adjust its angle, size, or opacity. Dynamically add user names to stamps to help streamline review and approval workflows.

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

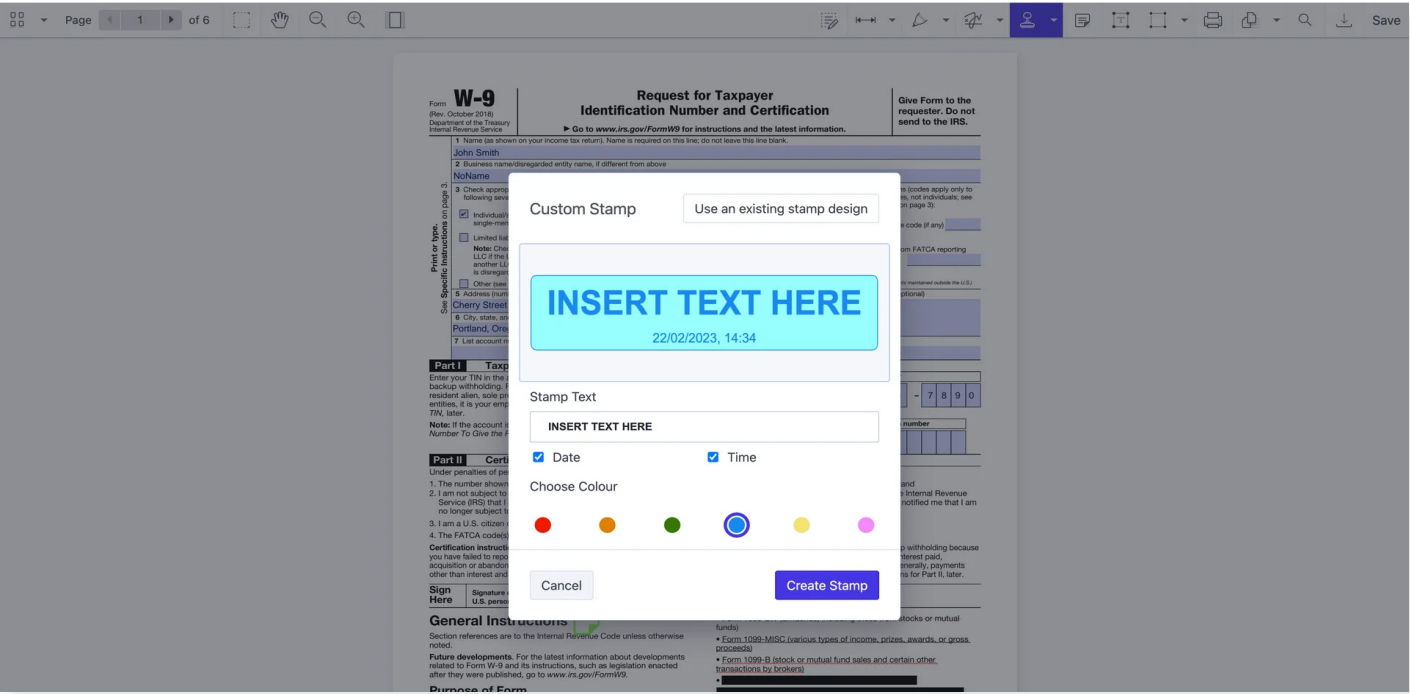
Step 2: Adding a Stamp to a PDF



Click the dropdown menu next to the image icon and select **Stamp**.

Choose from 25 different PDF stamps. The stamp will automatically be placed on the document.

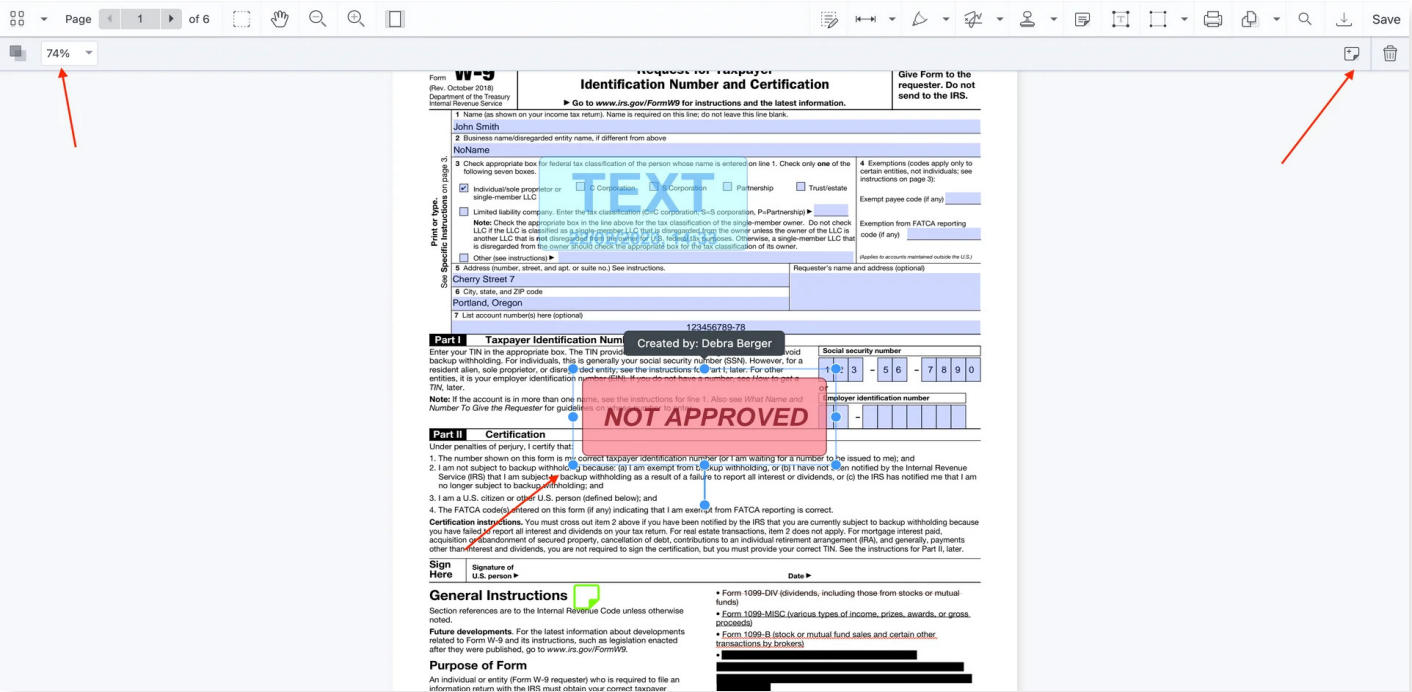
Step 3: Adding a Custom Stamp



Select **Custom Stamp** to start customizing a PDF stamp. In the **Stamp Text** field, you can enter text and untick the boxes if you don't want to include the time or date on the stamp.

Choose the color of the stamp and click **Create Stamp** to save your changes.

Step 4: Editing the PDF Stamp



If you want to edit the look of the stamp, select it and then change its opacity by pulling the percentage bar to the left. This additional setting is visible in the top-left corner once you click the PDF stamp.

You can also add a comment to the PDF stamp by selecting the stamp and then clicking the **Note** icon in the top-right corner.

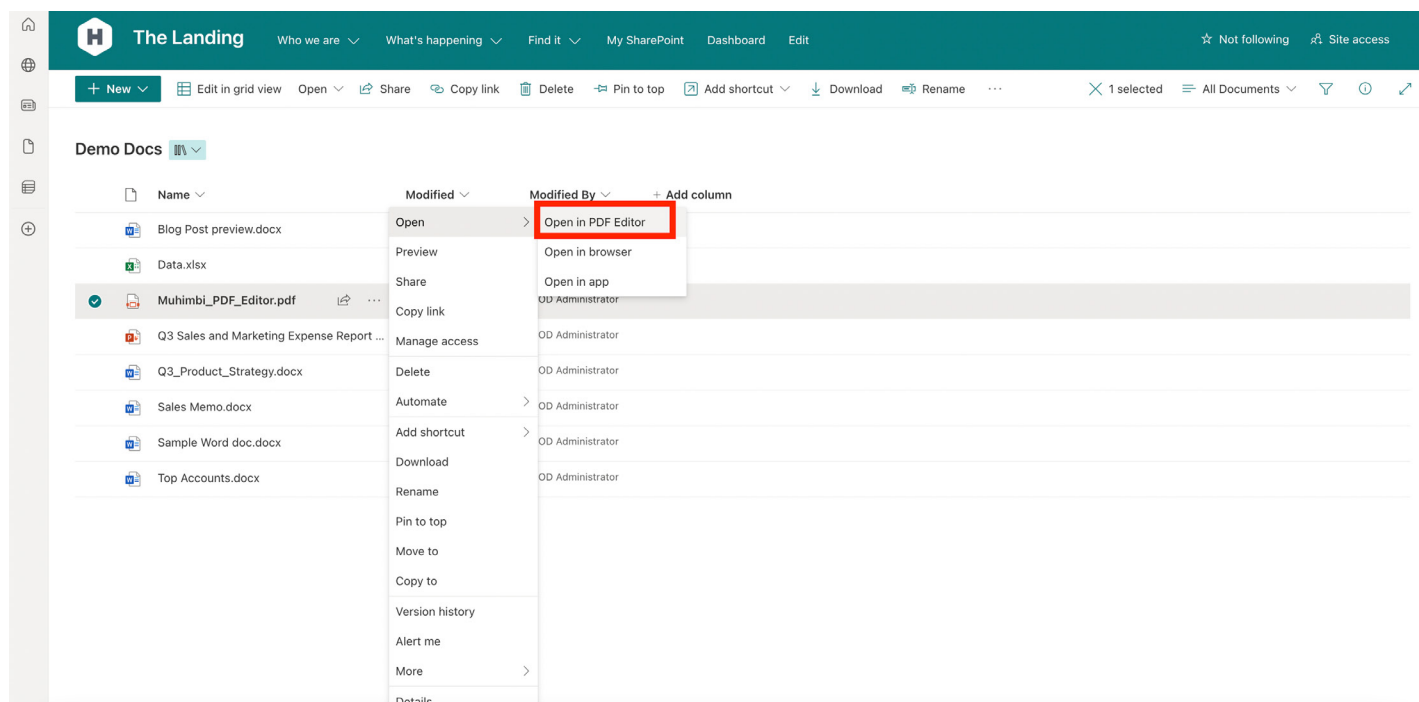
Next to the **Note** icon is the **Delete** button, which can be used to delete the stamp.

You can also change the size and the position of the PDF stamp. Click the border dots and pull them in different directions to resize the stamp. If you want to move the stamp, select it, and once you see a hand palm icon, drag and drop the stamp to a different place on the PDF page. Finally, click **Save** to save the changes to your PDF document.

How to Add Shape Annotations to PDFs in SharePoint

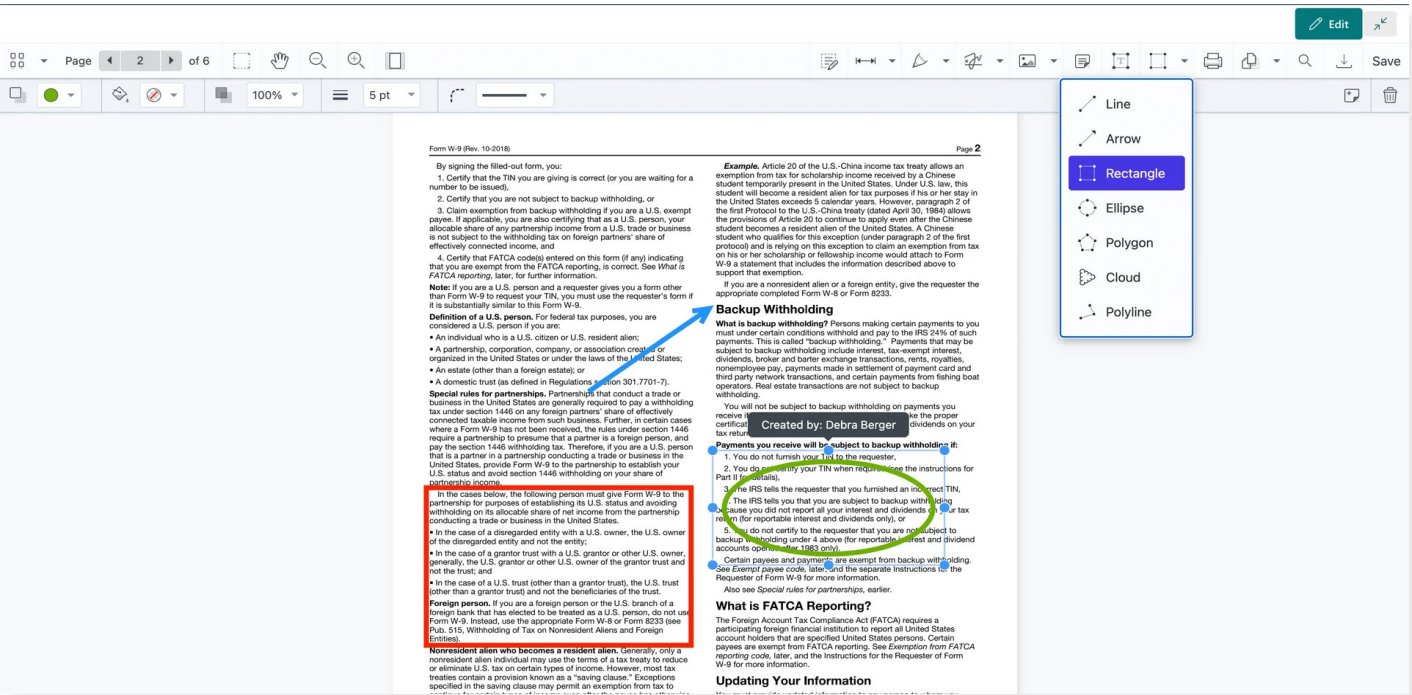
Muhimbi's [PDF Editor for SharePoint](#) lets you add shape annotations to a PDF directly in SharePoint Online or on-premises. Select and drop in a variety of shape annotations to your document. Shapes include ellipses, lines, arrows, rectangles, clouds, and more. Easily customize the size, shape, color, thickness, and opacity of your annotation. Append a user's name to each shape annotation to identify who added the annotation to your document.

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

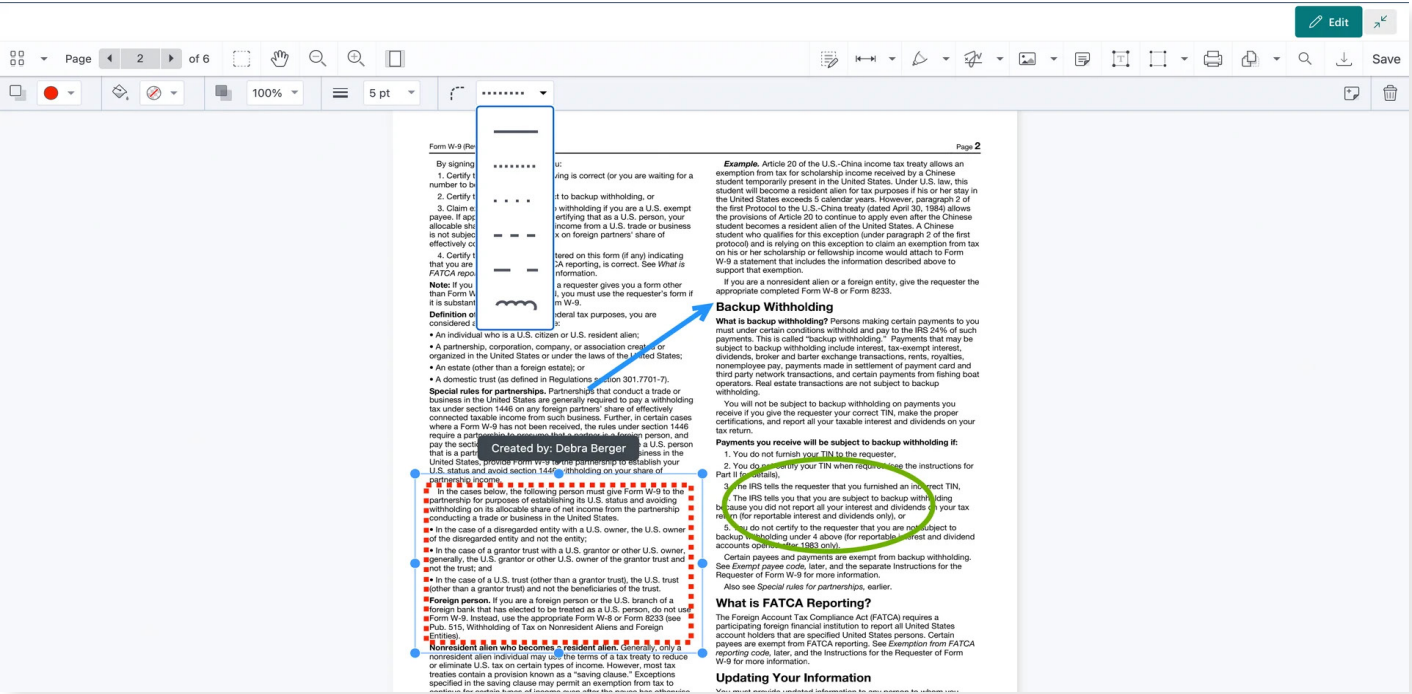
Step 2: Adding Shape Annotations to the PDF



In the toolbar, next to the Text button, there's a dropdown menu with different shape annotations. Choose your desired shape and drag the cursor in the preferred direction. For example, if you want to draw an ellipse annotation, the moving of your cursor should resemble the look of the ellipse.

You can also draw lines, polylines, arrows, rectangles, clouds, and polyline annotations.

Step 3: Editing Shape Annotations



For each type of shape annotation, you can change the color, fill color, opacity, thickness, and line style. There are six different line styles to choose from.

To delete a shape annotation, select it and then click the recycle bin icon in the top-left corner.

Finally, click **Save** to save the changes to your PDF document.

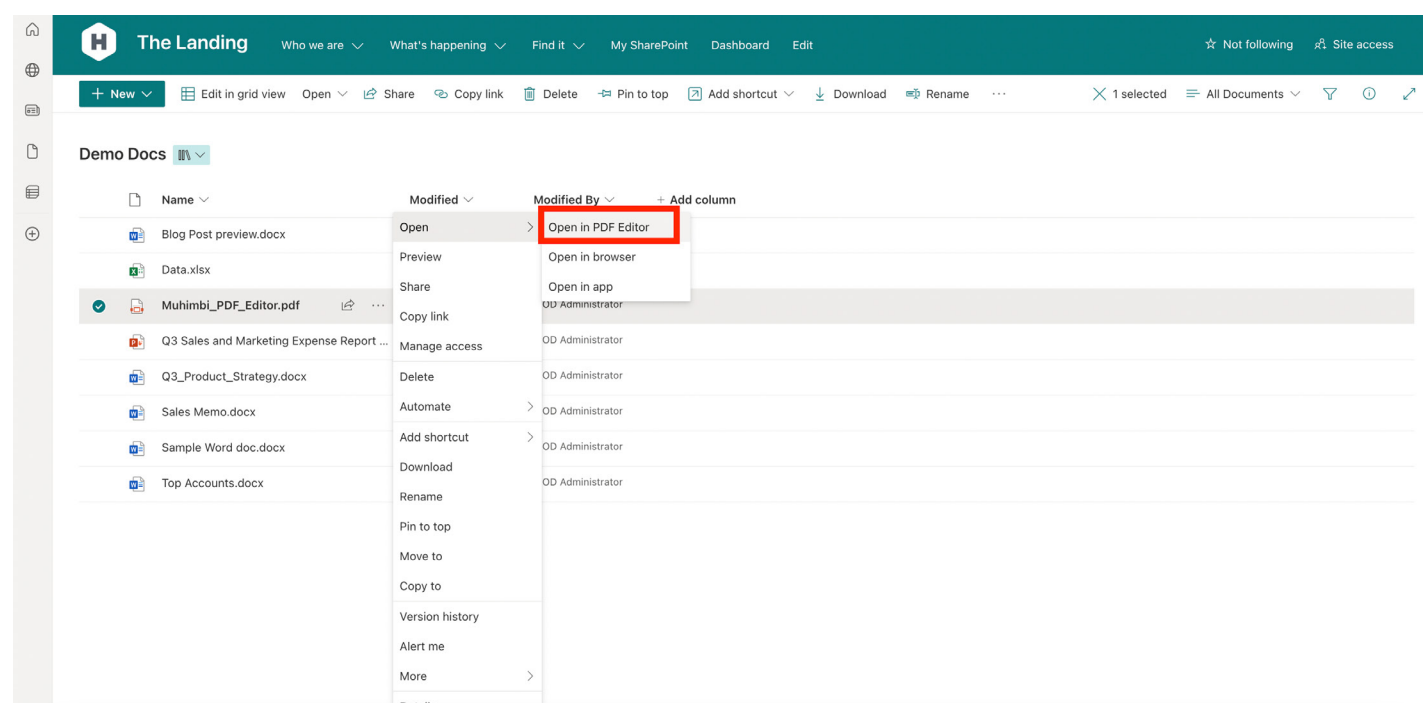
How to Highlight Text in PDFs in SharePoint

Muhimbi's [PDF Editor for SharePoint](#) lets you annotate text in a PDF directly in SharePoint Online or on-premises. Select a line of text in your PDF to highlight, underline, strike through, or add a squiggle line. Make text annotations stand out by customizing their color and opacity. Include user information with each annotation to help identify the different users that added text highlights to your document.

Add the following text annotations to documents in SharePoint:

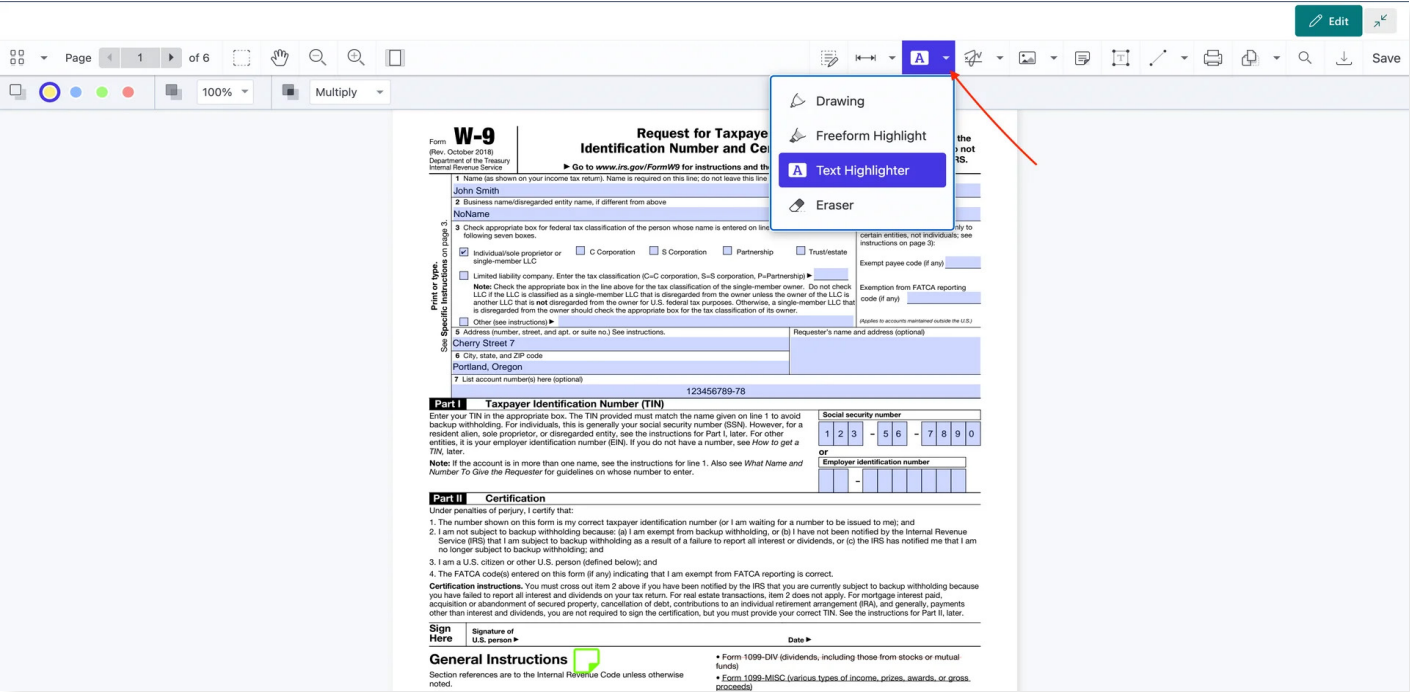
- Highlight text or other content in PDF
- Underline and strike through text
- Squiggle text
- Erase highlight marks or draw something

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

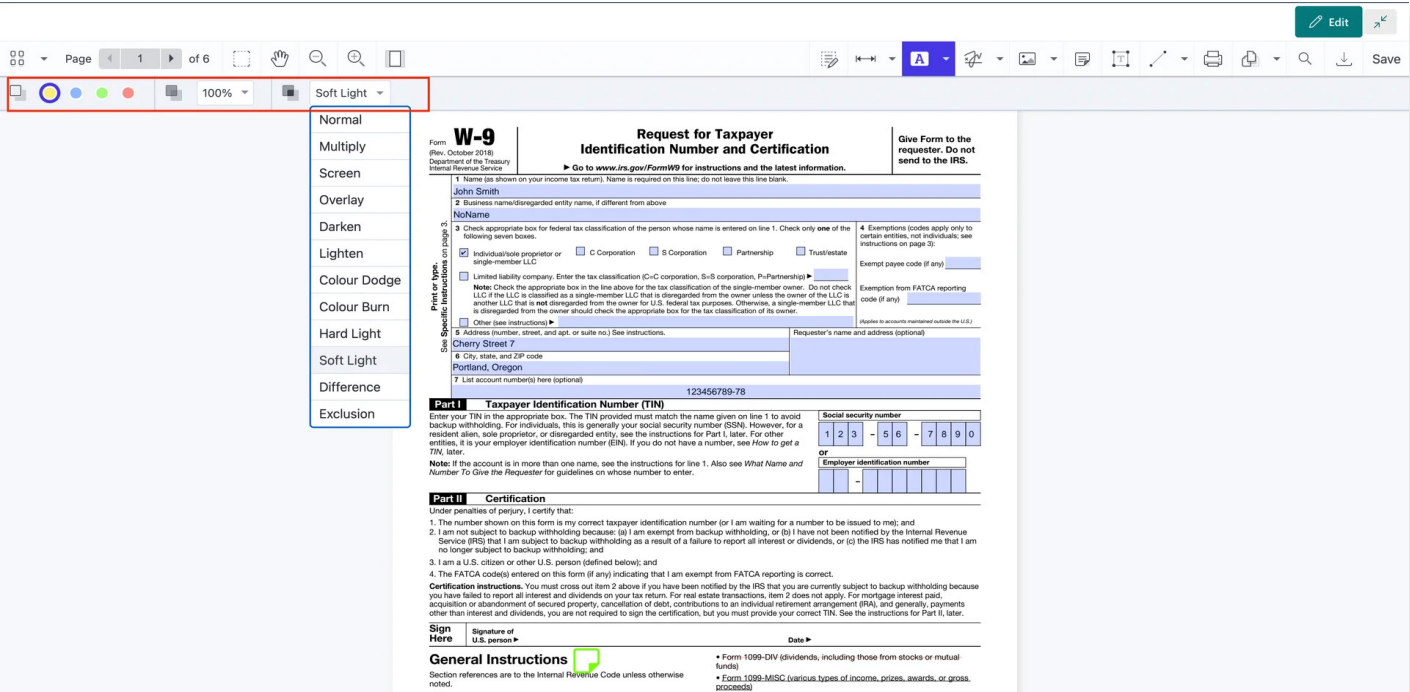
Step 2: Highlighting Text in PDFs



There are two ways to highlight text in PDF.

- 1 Click the third icon from the left in the top-right toolbar to select one of the following actions:
 - Drawing
 - Freeform Highlight (for highlighting any type of content, whether image or text)
 - Text Highlight
 - Eraser
- 2 Select a word, a phrase, or a sentence and the following actions will be available:
 - Text Highlight
 - Strikethrough
 - Underline
 - Squiggle
 - Redaction

Step 3: Changing Highlight Properties



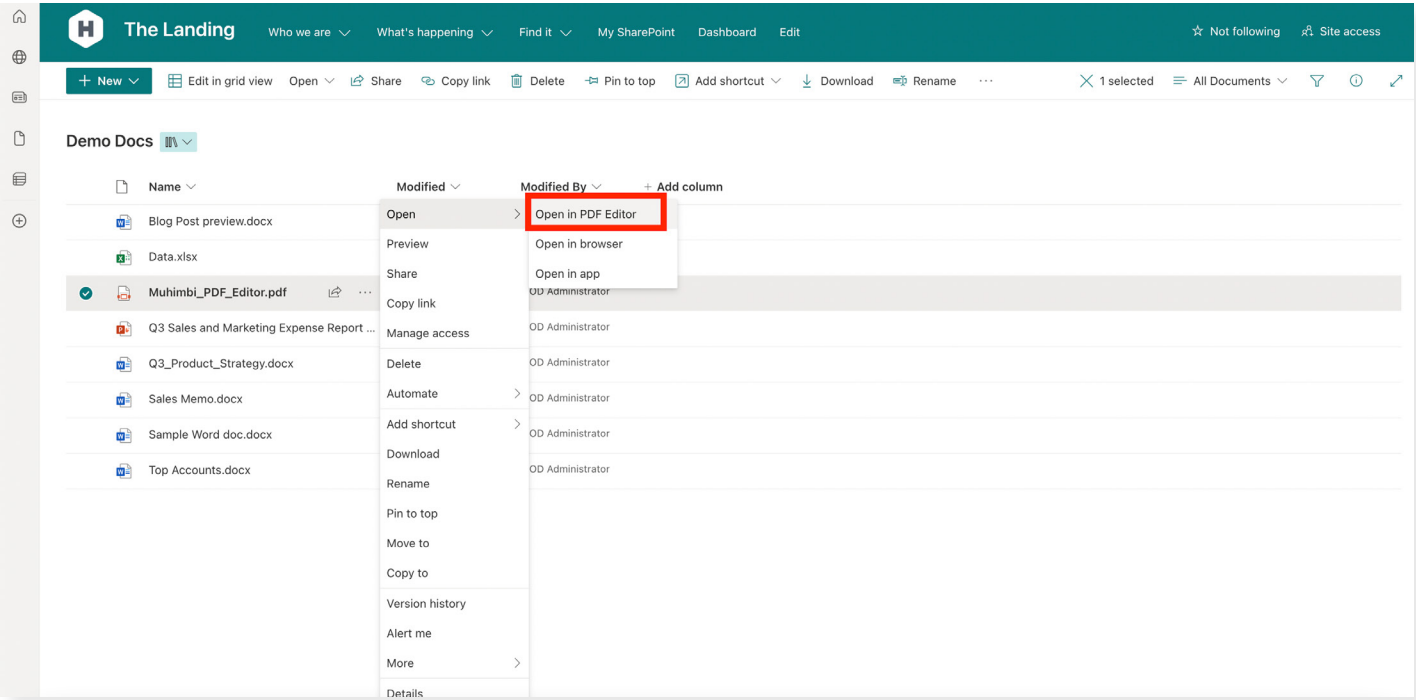
Depending on the type of annotation, some additional settings may show up in the top-left corner, where you can choose a different kind of font, size, and color. Once you perform the highlight text action, this left toolbar will show up where you can change the color of the highlight annotation.

Finally, click **Save** to save the changes to your PDF document.

How to Measure a PDF in SharePoint

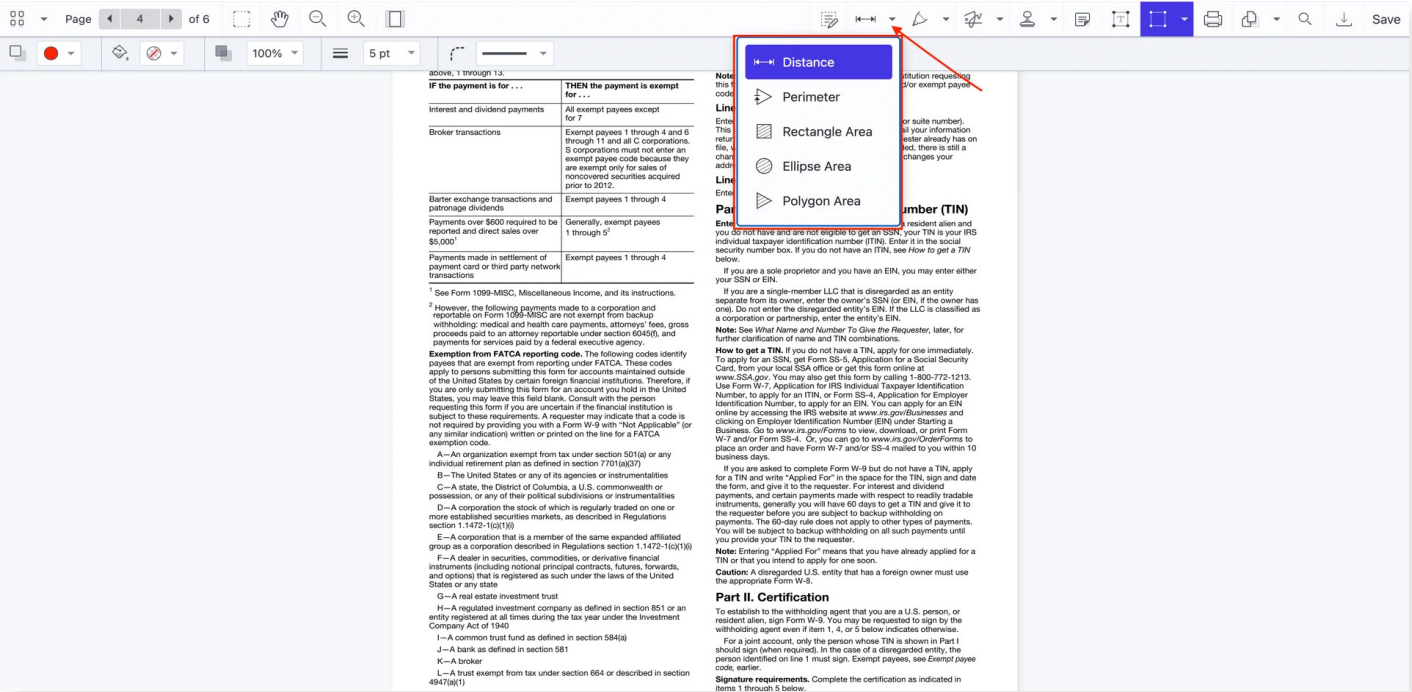
Muhimbi's [PDF Editor for SharePoint](#) lets you measure PDFs in SharePoint Online or on-premises. Enable your users to measure the distance, perimeter, and area of drawings in a document. Adjust the measurement precision with scale calibration and the use of a magnifying glass.

Step 1: Opening PDF Files



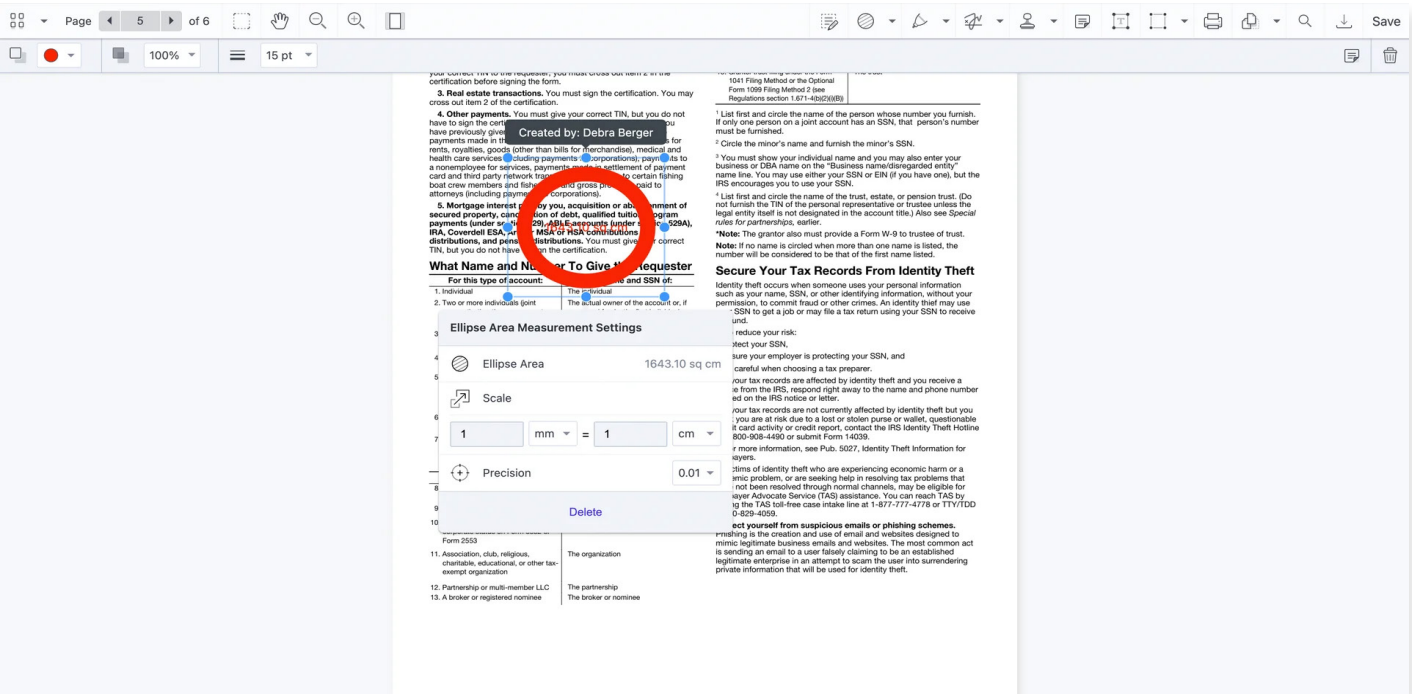
Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

Step 2: Selecting the Measurement Tool



Click the second icon from the left in the top-right toolbar and select a measurement tool from the dropdown menu. You can choose to measure distance, perimeter, rectangle area, ellipse area, or polygon area.

Step 3: Editing Measurement Settings



Upon selecting the measurement tool, an additional window will appear where you can change between imperial and metric units. If this window doesn't show up immediately, click the annotation. You can also pull the annotation borders to resize the measurement area.

In the top-left corner of the toolbar, you can change the color of the measurement annotation, its opacity, and the thickness of the annotation lines.

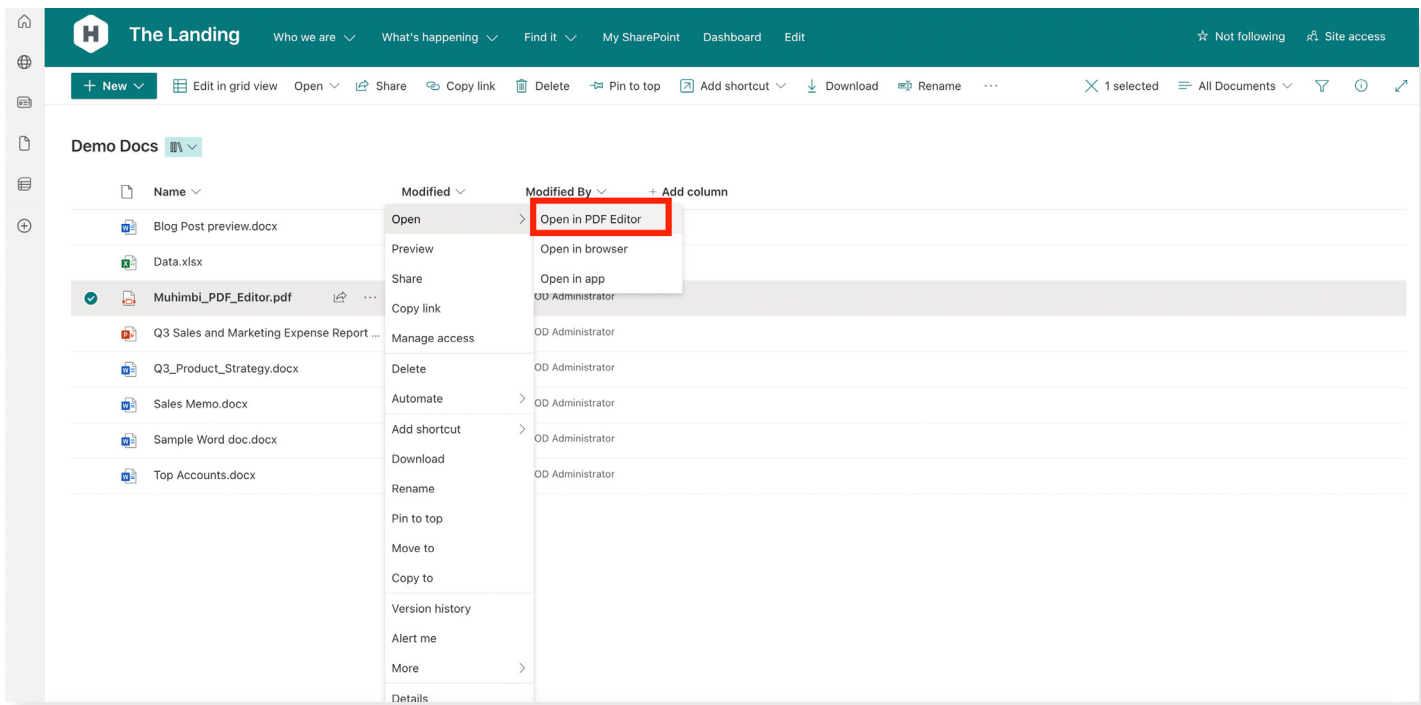
In the top-right corner of the toolbar, there are options to add a note to your annotation or delete it, but you can also delete it by clicking the button on the measurement settings window.

Finally, click **Save** to save the changes to your PDF document.

How to Add Links to PDFs in SharePoint

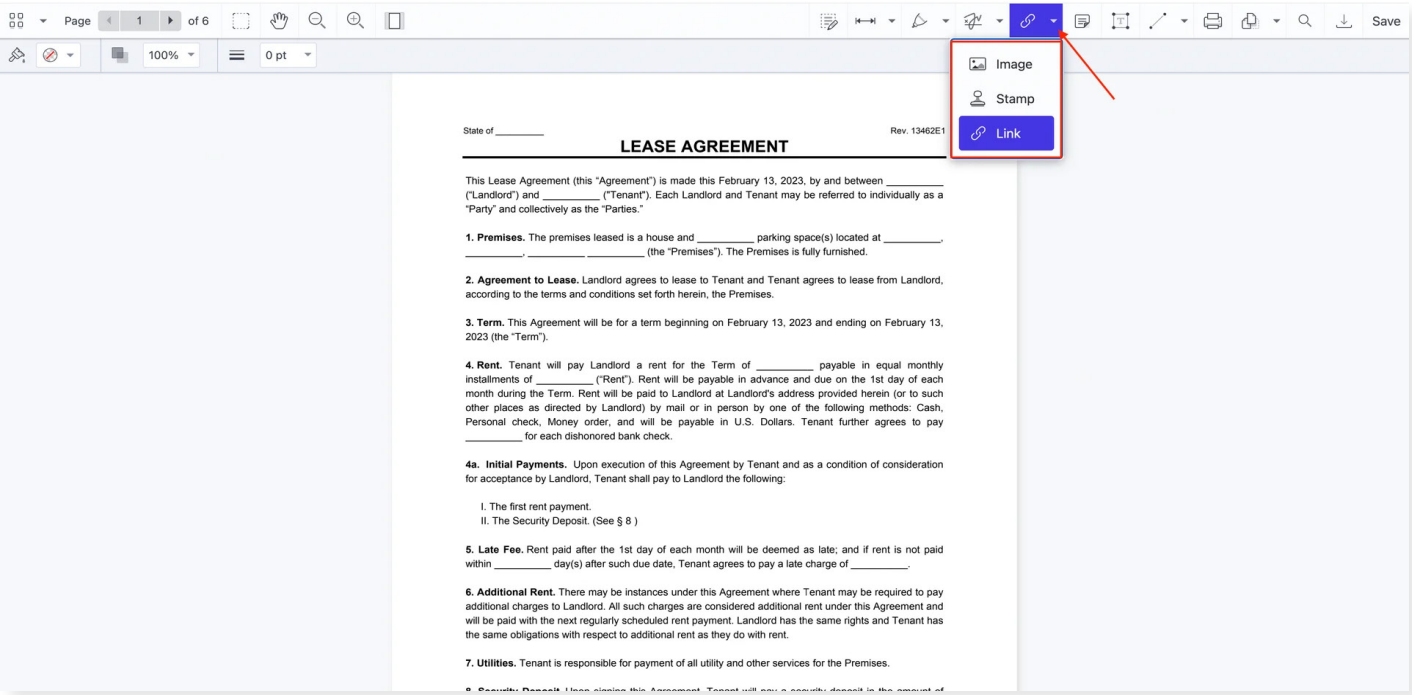
Muhimbi's [PDF Editor for SharePoint](#) lets you add links to a PDF directly in SharePoint Online or on-premises. You can link to any website or the page of a PDF document to help users quickly access additional information.

Step 1: Opening PDF Files



Go to the SharePoint library and click **Upload** to import a PDF from your computer or select an existing PDF from the library. Right click on three dots menu next to the document and choose **Open in PDF Editor**.

Step 2: Adding a Link to a PDF

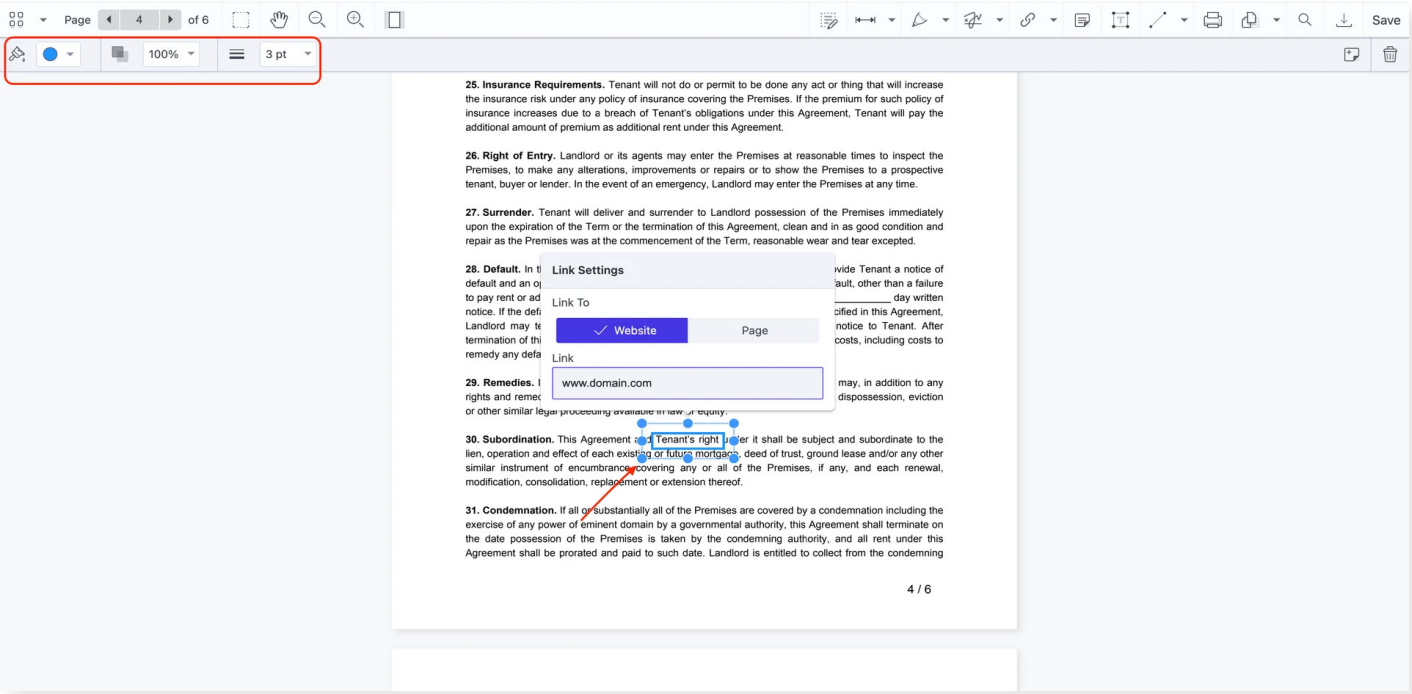


Click the arrow next to the image icon to open a dropdown menu, and choose the **Link** option.

Select the area in the document where you want to add a link, and hold the left mouse button to move the link annotation around.

The **Link Settings** window will pop up asking you to enter a website URL or a page in the document.

Step 3: Editing a Link Annotation in a PDF



When the **Link Settings** window is open, additional settings will appear under the main toolbar. Choose a border color, the opacity percentage, and the thickness of the line. The link annotation can be a different color for better visibility.

You can move the link annotation anywhere on the page. In the top-right corner, click the recycle bin icon to delete the link from your PDF. You can also add a comment to the link by clicking the **Note** icon next to the recycle bin.

Finally, click **Save** to save the changes to your PDF document.

Want more help?



Support

Support requests are handled directly by the engineers who built the product.

[Submit support ticket](#)



Sales

Please contact our sales team with questions related to licensing and sales.

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Knowledge base

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