



# *PDFOutliner Quick Start*

## **What's Included?**

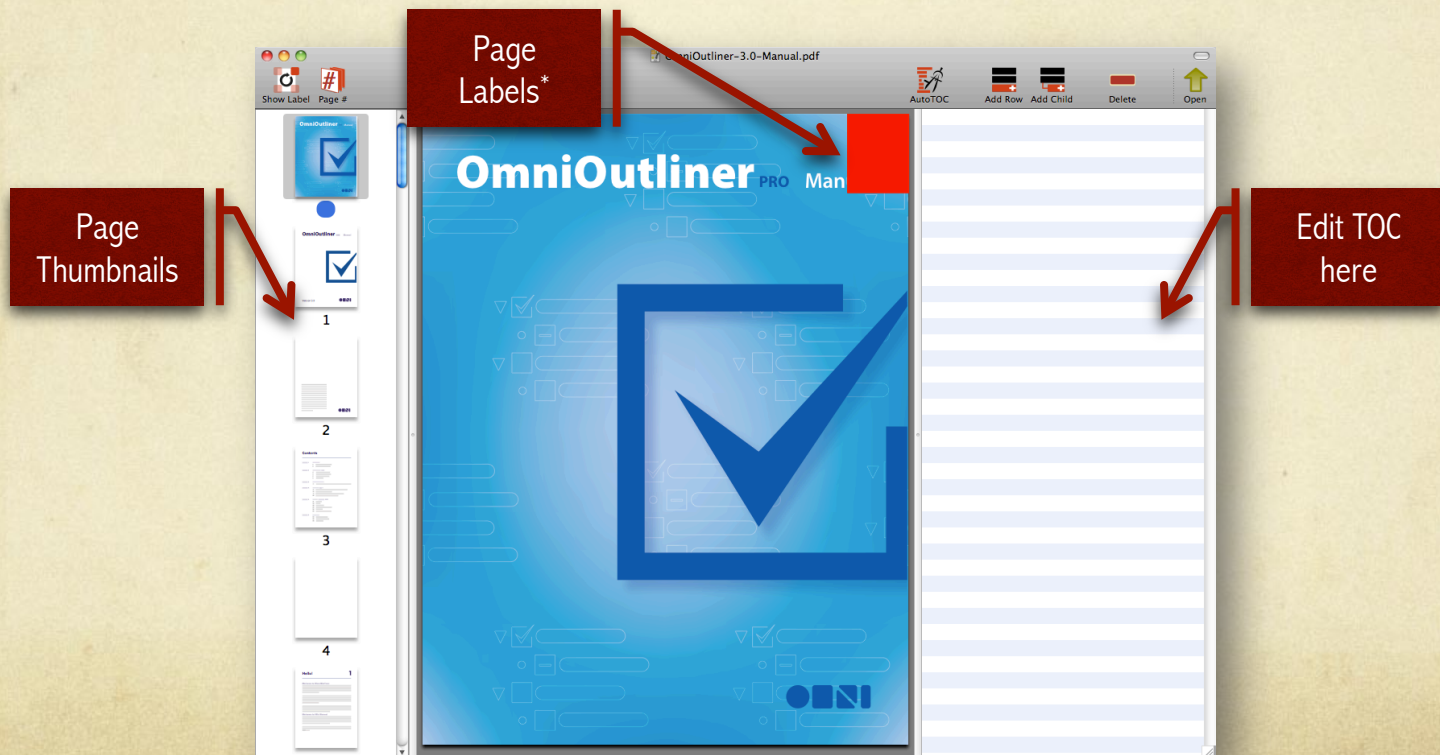
- Overview of PDFOutliner's interface & toolbar buttons
- Keyboard shortcuts for rapid editing
- How to use AutoTOC, the new feature in PDFOutliner version 1.2, to get a jumpstart on constructing the TOC for your PDF
- Special case: When the PDF already has a page with a printed Table of Contents

## **Help!**

- Visit PDFOutliner on the Web <http://www.onekerato.me/>
- Email PDFOutliner Support [onekerato@me.com](mailto:onekerato@me.com)

# Open the PDF

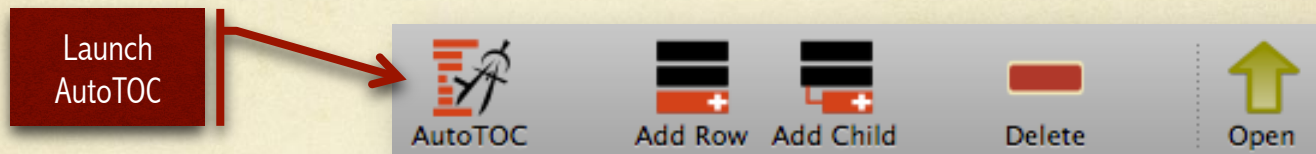
In this tutorial, we will add a Table of Contents (TOC) to the OmniOutliner 3.0 product manual, available from the [omnigroup.com](http://omnigroup.com) website. When PDFOutliner opens a PDF, any existing TOC will be shown in the right pane. In this case, the PDF does not have a TOC.



\* see FAQ: What are Page Labels?

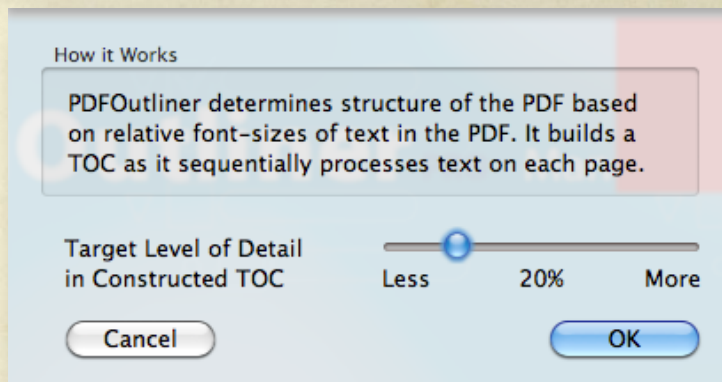
# Use AutoTOC\*

PDFOutliner version 1.2 includes a new feature, AutoTOC, that attempts to automatically generate a TOC for the PDF. Use the AutoTOC toolbar button to launch the configuration dialog.



Configuring AutoTOC is very simple — use the slider to select whether you want more or less detail in the generated TOC.

What should you select? To start with, try 20% or 25%. This should give you the top-level headings. As you'll see shortly, it's easy to undo and experiment with AutoTOC



\* see also FAQ: Why doesn't AutoTOC work for my PDF?



# Configure AutoTOC

By setting a target detail of 20%, AutoTOC generates only the top-level headings. For comparison, on the right is the Table of Contents printed on page 3 of the PDF manual.

▼ AutoTOC @20% (use %[ to promote children)	
Contents	3
Hello!	5
What's New	7
Installation	11
Let's Try It	13
An In-Depth Look	31

The AutoTOC generated TOC is conveniently nested inside a TOC entry titled “AutoTOC @20%”. To delete, select this top-level entry and use the delete toolbar button or press delete key on the keyboard.

Whenever you run AutoTOC, a new top-level entry titled “AutoTOC @xx%” is created and inserted as the last item in the TOC. This allows you to quickly experiment with different levels of detail in the generated TOC.

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	5	Welcome to This Manual
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	7	Document Improvements
	8	Printing Improvements
	8	Pro Features
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# AutoTOC – More or Less Detail?

Let's experiment with AutoTOC at 3 different levels of detail: 20%, 35% and 50%.

▼ AutoTOC @20%	
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▼ AutoTOC @50%	
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Once you have finished experimenting, select the chosen AutoTOC entry and use the Outline menu to “Promote Children” or keyboard shortcut ⌘[.

This moves the generated TOC to the top level. The TOC entry titled “AutoTOC @xx%” now stands alone and can be safely deleted.

# Hand Crafting the TOC

Even though PDFOutliner has AutoTOC, you may still need to manually edit the TOC:

1. AutoTOC may not work correctly on your PDF. If PDFOutliner is unable to determine changes in fonts used in the PDF, such as for scanned/OCR images AutoTOC will not work at all.
2. AutoTOC parses the PDF in a linear fashion, while you may want to construct a non-linear TOC which groups TOC items by some logic other than simply page numbers. For example, in a textbook, you may want to group together all conceptual explanations for review later.
3. AutoTOC entries may be too terse or too verbose, and may require editing.



- Use the Toolbar to add a new entry to the TOC, or remove an entry (and its descendants). These commands are also available under the Outline menu.
- Use drag & drop to move TOC entries, one entry at a time.
- Use Promote Children command as an alternative to drag & drop, where applicable.
- Select a TOC entry, and press return to edit its text. Or hold down  $\mathbb{H}$  and double-click on a TOC entry to edit.



# Manually Editing the TOC

Starting with AutoTOC output at 20% detail, here are the steps to manually edit “Before” TOC to obtain “After” TOC

- Use the Promote Children command in Outline menu to move all headings to the top level in the TOC. Then delete the standalone AutoTOC entry.
- Select each heading, hit return to edit, and add the chapter numeral to each chapter, e.g. “1 Hello!”
- Select “5 An In-Depth Look” and click “Add Row” toolbar button. Type “6 Help” and change page label to 49.
- Select “6 Help” and click “Add Child” toolbar button. Type “Try the Online Help” and change page label to 49.
- Select “Try the Online Help” and click “Add Row” toolbar button. Type “Keyboard Commands” and change page label to 49.
- Select “Keyboard Commands” and click “Add Row” toolbar button. Type “Further Help” and change page label to 50.

## Before

▼ AutoTOC @20% (use %[] to promote children)	
Contents	3
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What's New	7
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An In-Depth Look	31

## After

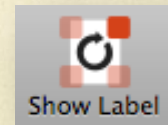
Contents	3
1 Hello!	5
2 What's New	7
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5 An In-Depth Look	31
▼ 6 Help	49
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# FAQ: What are Page Labels?

## Page Labels



- Every PDF assigns a label to each of its pages. PDFOutliner cannot edit these page labels, and instead uses them as a stand-in for page numbers.
- In any PDF, the page labels may or may not correspond to printed page numbers. In the example on the left, the page label is “15” whereas the number printed on the page is “7”. PDFOutliner does not rely on printed page numbers.
- PDFOutliner uses page labels in the TOC – to show an existing TOC and to create new entries. For easy reference, the page label is shown inside a red box on each page.



- Use the “Show Label” toolbar button to cycle this red box around the four corners of the page. This red box is NOT saved in the PDF.



# FAQ: *Why doesn't AutoTOC work for my PDF?*

AutoTOC doesn't generate anything!

AutoTOC works by interpreting the font changes in the PDF. Therefore, it won't work for a PDF of scanned pages. It also won't work for OCR'd docs because the OCR'd PDF only contains text, not font information.

Only moved the slider a little, but got a lot of detail in the TOC

One of the effects of increasing the slider towards More detail, is to allow greater “depth” in the generated TOC. When a new level is allowed (e.g. sub-sub headings), the total number of TOC entries may multiply by a factor of 5 or 10.

AutoTOC skips headings!

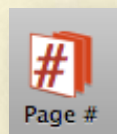
AutoTOC tries to generate a consistent TOC based on the font information it encounters. So, if it comes across a sub-sub heading after a heading, it may either ignore that sub-sub heading entirely, or promote it to a sub-heading to keep the TOC consistent. May require human intervention to fix.

# Time Saver: Use Printed Page Numbers

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Suppose your PDF contains a printed table-of-contents. Clearly, it would be far simpler to just enter page numbers as printed rather than deal with all this page labels<sup>1</sup> stuff.

First, PDFOutliner needs to know how to translate between printed page numbers, and page labels. So, scroll down to a printed page, and use the “Page #” toolbar button.



Using Printed Page Numbers

What is the page number Printed on the Current Page? Use only numerals like 1,2,3 etc. Does not work for i,ii,iii etc.

Current Page Number:

Then, you can use the “p” prefix to type printed page numbers in the TOC. Double-click to test.

<b>Contents</b>	<b>2</b>
<b>1 Philosophy</b>	<b>p2</b>
<b>2 About This Manual</b>	<b>p4</b>
<b>3 What's New</b>	<b>p7</b>
<b>4 Installation and Upgrading</b>	<b>p13</b>

<sup>1</sup> see FAQ: What are Page Labels?

# FAQ: Keyboard Shortcuts

⇧⌘P Show Page Labels  
⌘P Set Printed Page

⌘⇧ Add Row/Sibling  
⇧⌘⇧ Add Child

⌘K Open  
PDF in  
Default App

⌘G AutoTOC  
⌘[ Promote Children

⌘⇧ Prev Page

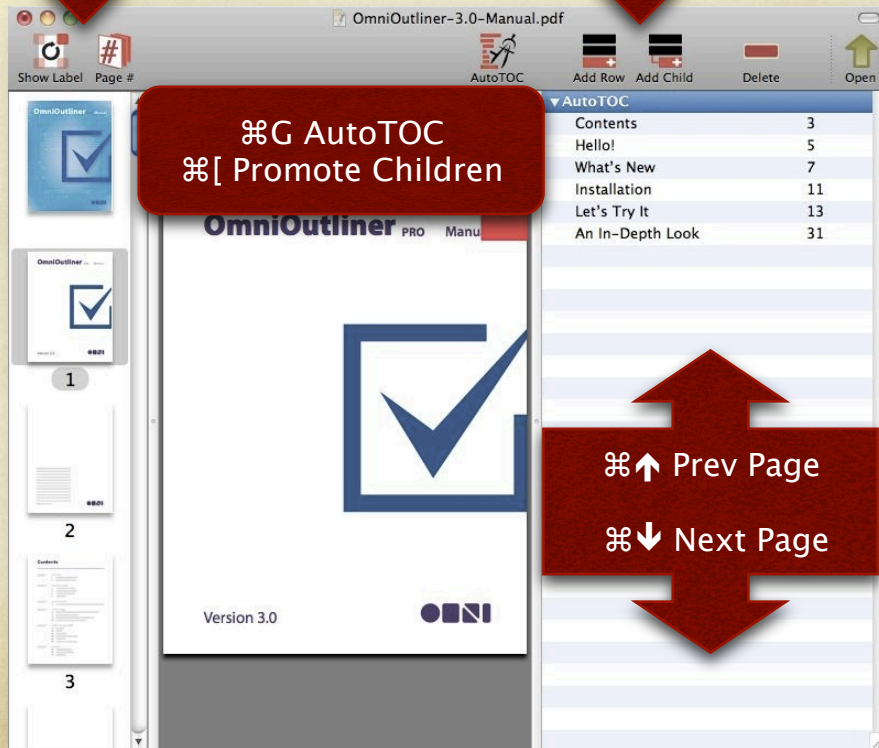
⌘⇩ Next Page

Work faster using  
Keyboard  
Shortcuts.

Assign your own  
shortcuts via the  
Keyboard Pane  
in System  
Preferences.

Double-click any  
TOC entry to  
jump to that  
page in PDF.

Hold down CMD  
and Double-click  
any TOC entry to  
edit it.





# *Known Limitations in PDFOutliner version 1.2*

- PDFOutliner does not support undo/redo of operations when editing the TOC.
- PDFOutliner cannot create or edit the Table of Contents (TOC) in locked or encrypted PDFs.
- AutoTOC feature does not work with PDFs contained scanned images, even after OCR, because the PDF does not contain the required font information.
- AutoTOC may skip headings, or the order of headings on the same page may occasionally be incorrect. AutoTOC relies on the order in which text is internally stored in the PDF, which may differ from the visual layout on screen.
- The convenience of entering Printed Page numbers in the TOC using the “p” prefix only works if the offset between Printed Page numbers and page labels is unchanged through the PDF. For example, if printed page “7” corresponds to page label “15” then printed page “70” should correspond to page label “78”. It does not work for example where two printed pages are scanned into a single PDF page.

# FAQ: Why Use PDFOutliner?



**College** students can structure PDFs of lengthy textbooks and handbooks to quickly jump to the most important content.

**Professionals** save time by reorganizing Legal documents, Product Manuals, Handbooks, or Annual Reports to quickly jump to frequently used sections.



Go **Paperless** with PDFs! Structure your scanned documents with a TOC. Quickly add a TOC to PDFs generated using “Save As PDF...” feature in Mac OS X.

**Travellers** can create mobile-friendly PDFs of bus/train schedules. Build a custom TOC to avoid wasting time scrolling through long PDFs on **mobile** devices.

