



PDF Reader Pro

# Quick Start Guide

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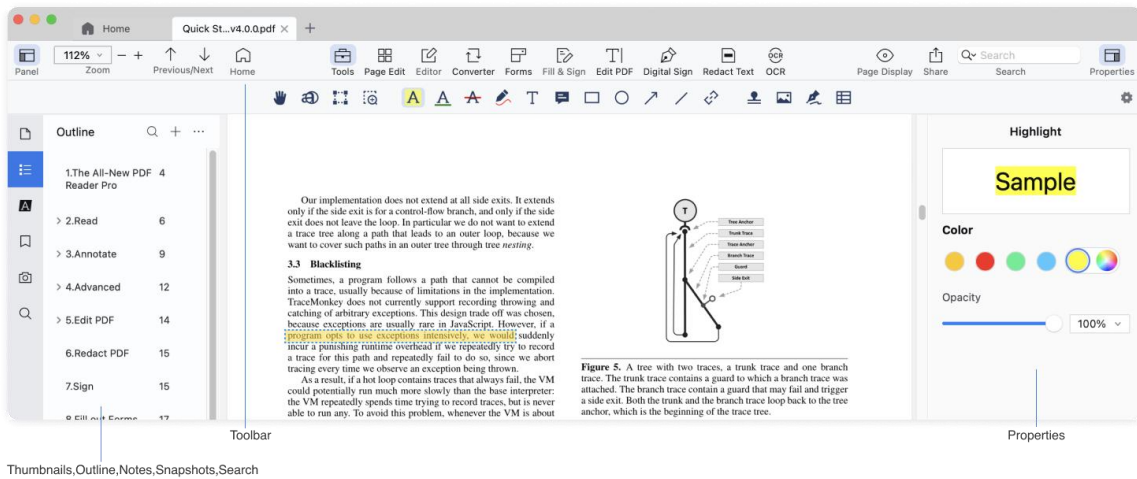
# 1. The All-New PDF Reader Pro

We're thrilled to welcome you to the all-new PDF Reader Pro re-created from the ground up. It's effortless and more productive to use. Just like a great Mac app.

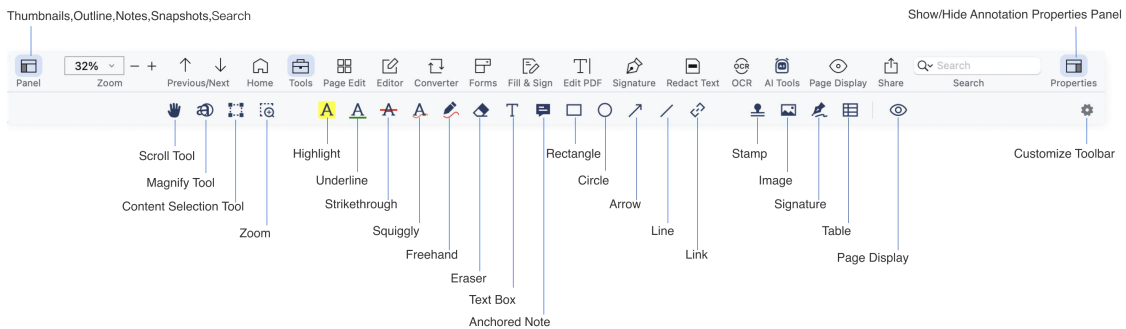
The picture demonstrates Panel

[Thumbnails/Outline/Notes/Bookmarks/Snapshots/Search](#), Toolbar and Properties Panel.

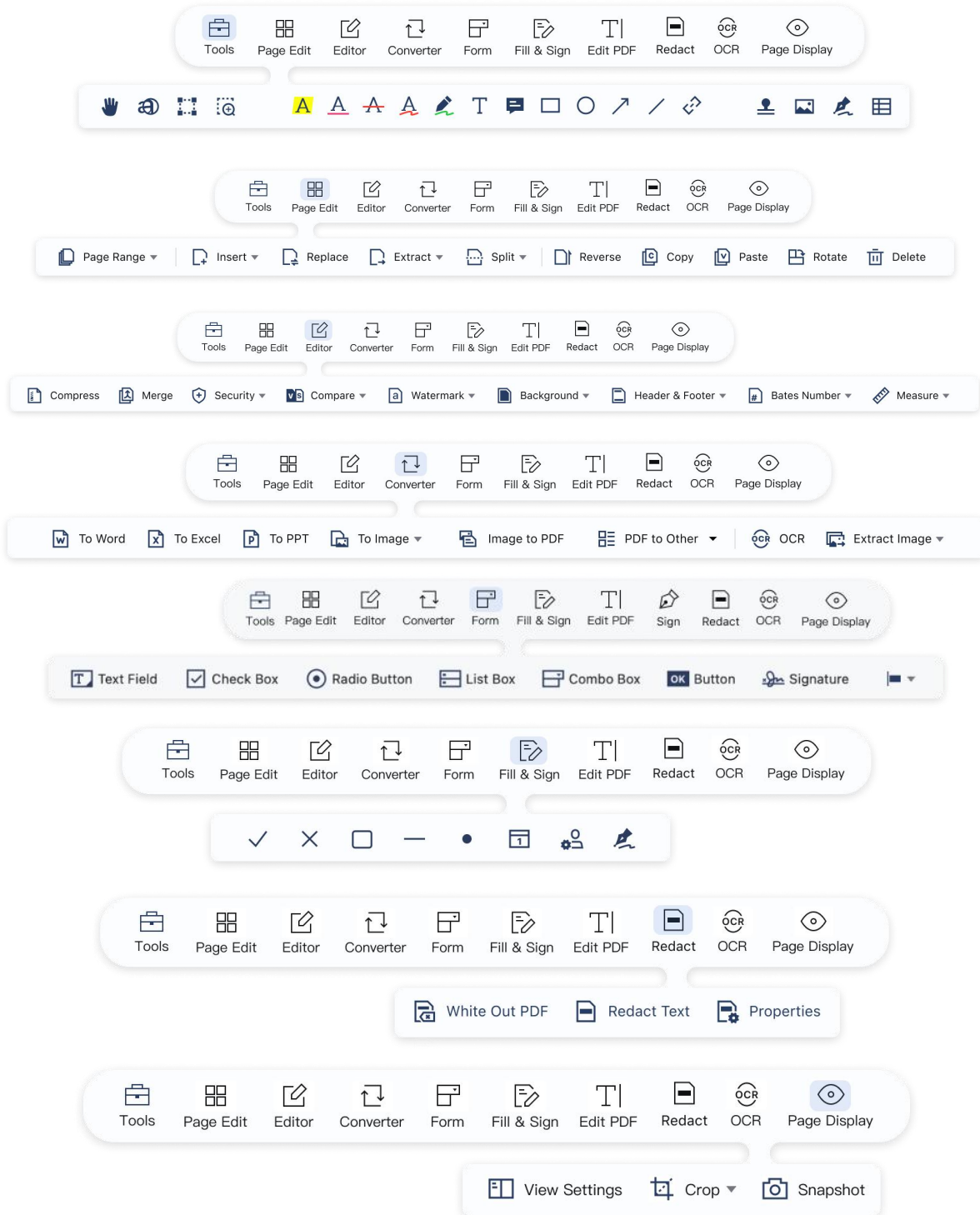
You can choose to show or hide the panel.



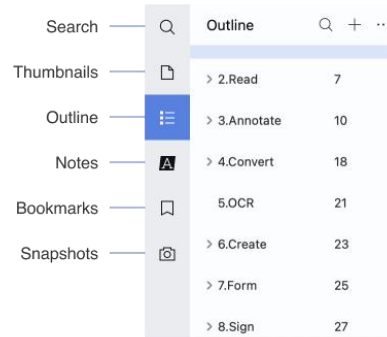
On the toolbar, quickly search the annotations tools. Except the default one, [Customize Toolbar](#) allows you to add frequently-used tools to the toolbar. And you can drag the toolbar as you like.



The following pictures show [Tools](#), [Page Edit](#), [Editor](#), [Converter](#), [Form](#), [Fill & Sign](#), [Edit PDF](#), [Redact](#), [OCR](#) and [Page Display](#). Enjoy editing your PDF files.



On the side panel, manage your documents through [Thumbnail](#), [Outline](#), [Notes](#), [Snapshot](#) and [Search](#). You can search PDF/notes/snapshots. When you search PDF, you can check the contents and the frequency.



## 2. Read

### 1) Open PDFs

PDF Reader Pro for Mac has several ways to open PDFs:

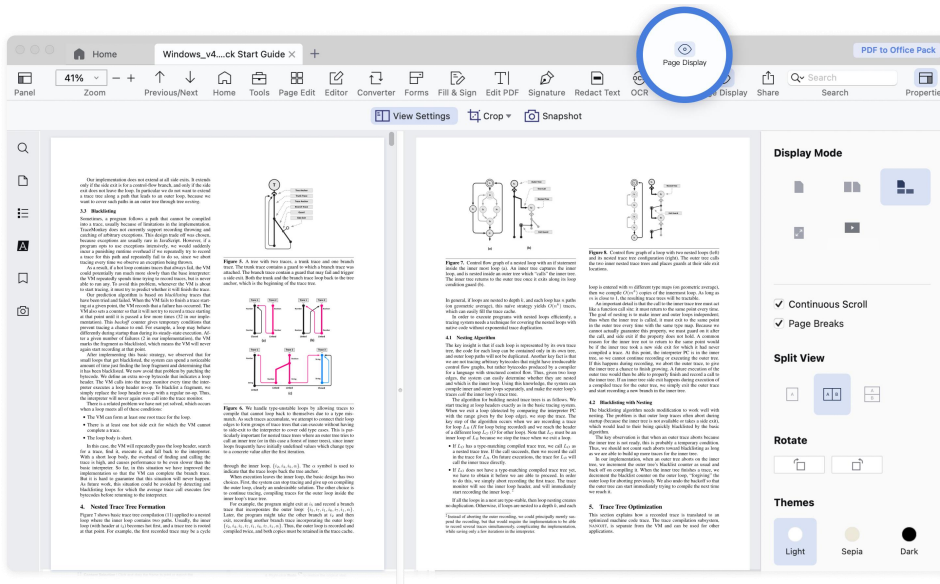
1. **Make PDF Reader Pro as your default viewer.** Tap PDF Reader Pro on the main menu -> [General](#) -> [Preferences...](#), and tick [Set PDF Reader Pro as the default PDF viewer](#). If you set it as your default app for opening PDFs, double-click on a PDF file in Finder, and it will be opened in PDF Reader Pro.
2. **Drag and drop.** On a New tab screen drag-n-drop any PDF file from Finder to the highlighted area.
3. **Open directly.** On a New tab screen press [Open File](#) and choose a document from the file selection window.
4. **Drag to the Dock icon.** When PDF Reader Pro is in your dock, just drag-n-drop PDF file on the PDF Reader Pro icon, and the file will be opened in a new tab.

## 2) Split View

In order to view two documents or parts of the same document side by side within the PDF Reader Pro app window, you use the Split View mode (Horizontal and Vertical). Use it to translate text, research papers, compare plans and finalize contracts.

PDF Reader Pro for Mac has several ways to enable Split View:

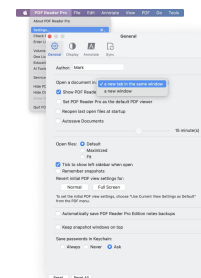
1. Drag and drop a file and tap **Page Display** on the toolbar, and the properties panel shows, then you can see **Split View**;
2. Or activate via **View** on the main menu -> **Split View**;
3. You can choose **Horizontal** or **Vertical** when you activate it;
4. You can drag-and-drop a file or **Select File** to open another file to compare;
5. If you need to change compared file, you can click **Select File**.



## 3) Multi-tab Viewer

We all need an extension to browser tabs effortlessly. Now PDF Reader Pro supports multi-tab viewer to make it easy to manage files. You can open documents in the same window or in a new window.

1. Tab PDF Reader Pro -> **Preferences...** -> **General**;
2. Select a new tab in the same window or a new window in **Open a document in**.





#### 4) Presentation

Your PDF files could be directly presented as a keynote. Set perfect effect, duration and extent to make a perfect presentation.

1. Tap [Page Display](#) on the toolbar -> [Presentation](#), it will present you PDF as slideshow;
2. Tap [esc](#) on the keyboard or click the [Back button](#) if you finish your presentation;
3. Click [any color](#) in the top menu bar to take notes on the document in Presentation mode;
4. Click [Undo](#) on the top menu bar to undo the last operation;
5. Click [Delete](#) on the top menu bar to delete all comments.



#### 5) Auto Scroll

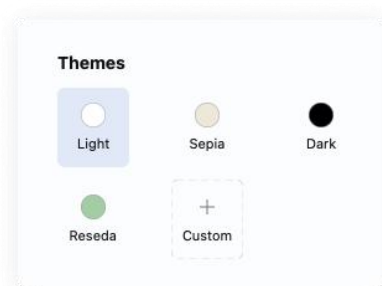
Want to show lyrics for captions? No worries! Set a perfect time interval and jump space to match your singing and reading.

1. Tap [View](#) on the main menu -> [Auto Scroll](#), then it shows pages automatically;
2. Tap [Auto Scroll Options...](#) at [View](#) to set the time interval and jump space.

#### 6) Night Mode Themes

Eyes feel uneasy after long time reading? PDF Reader Pro provides different themes for you to switch light mode to night mode:

1. Click [Page Display](#) on the toolbar and the properties panel shows. You can see [Themes](#);
2. Or tap [View](#) on main menu -> [Themes](#);
3. You can switch between light mode, night mode eye-protection mode or customize themes by changing the theme color in the palette.



## 7) Crop

Annoyed when reading too many contents? Cropping what you want to view frees yourself. Cropping a PDF hides some of the PDF's content rather than removing it.

1. Click [Page Display](#) on the toolbar -> [Crop](#);
2. Tap [Tools](#) on the main menu -> [Crop](#);
3. Or right click the file and select [Crop](#);
4. Then you can choose to [Crop Current Page](#), [Auto Crop-Separate](#), [Auto Crop-Combined](#), [Select Area](#). And [Crop Options...](#) is for more settings.

The cropped parts can be copied, printed or exported.

## 8) Snapshot

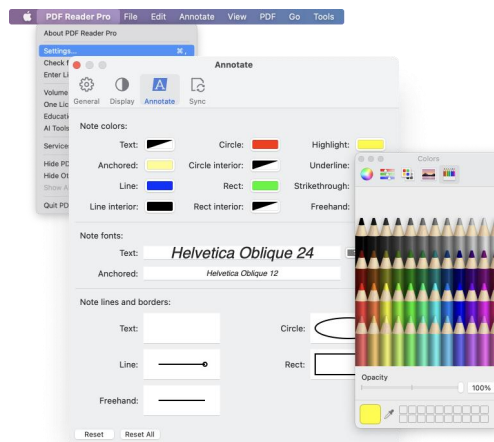
1. Click [Page Display](#) on the toolbar -> [Snapshot](#);
2. Tap [Tools](#) on the main menu -> [Snapshot](#);
3. Or right click the file and select [Snapshot](#);
4. Choose [Take Snapshot \(Auto\)](#), and you will get the screenshot of the current area;
5. Choose [Select Area](#), and you can customize the area.

## 3. Annotate

### 1) Preference Setting

How to change the type of preset comments, and annotate the value of each default parameter? Follow the below steps:

1. Tap [PDF Reader Pro](#) on the main menu -> [Preferences...](#);
2. Then switch to [Annotate](#) to set the [Note colors](#), [Note fonts](#), [Note lines and borders](#);








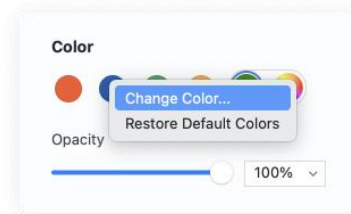
3. Or enter the reading page, click [Tools](#) on the toolbar, and select annotation tool, the properties panel will show on the sidebar, you can change [Color](#) and [Opacity](#);
4. On the properties panel, you can change default colors by right-clicking the predesigned colors and choose [Change Color....](#)





### 2) How to Annotate




Here is how you can annotate a document:

1. Open a document;
2. Activate annotation tools by clicking the [Tools](#) on the toolbar, or click [Annotate](#) on the main menu;
3. Select a tool from the list:

-  **Text markup** | Select the tool ([highlight](#), [underline](#), [strikethrough](#), [Squiggly](#)) and apply it to the text you want to annotate.
-  **Freehand Drawing** | Add freehand drawings by hand writing just like you do with a pen.
-  **Text Box** | Click on any place in the document and start typing.
-  **Anchored Notes** | This tool allows notes to be added to your document as comments. Notes are life savers when it comes to cross referencing and adding contextual knowledge. Select the tool, click where you want to add a note and it will pop up right there.
-  **Shapes** | Select the shapes tools ([Rectangle](#), [Circle](#), [Arrow](#) and [Line](#)). Pick your shape, color, and other options in the side toolbar. Then click and drag where you need it in the document.




-  **Link** | Redirect a text or an area to needed destinations by Pages, URL or Email.
-  **Stamps** | Select the tool and choose [Standard](#), [Custom](#) or [Dynamic](#) stamps.
-  **Images** | Inset a picture into your document.
-  **Signature** | Add legally binding signatures to documents. Select the tool, then either select signature or add a new one right there. Then click where you want to put the signature in the document.

-  **Table** | Create your own table and in the table cell, you can add text. You can also select table style, and insert rows or columns from header, sidebar or footer.
-  **Zoom to selected area** | Select and click the area you want to zoom in. Click multiple times to zoom in gradually.
-  **Content Selection** | Click and drag the frame to copy the area and paste it where needed or simply crop the selected area by clicking [Crop](#).

### 3) Stamp


Add special stamps to your PDFs or create custom stamps with text and images.

1. Tap [Stamp](#)  at [Tools](#) on the toolbar;
2. Or tap [Annotate](#) on the main menu -> [Stamp](#);
3. Then the properties panel shows;
4. Select [Standard](#), and you will get an ordinary text stamp like APPROVED;
5. Select [Custom](#) to create a customized [Image Stamp](#) or [Text Stamp](#);
6. Select [Dynamic](#) to create a dynamic stamp consisting of an author and a date.



### 4) Images


Add and edit images just like the following tips:

1. Tap [Image](#)  at [Tools](#) on the toolbar;
2. Or click [Annotate](#) on the main menu -> [Image](#);
3. Or right click the file -> [Annotate](#) -> [Image](#);
4. Select certain images you want to insert from local or online folder;

5. Check [Remove white background from image](#) in case you need;
6. Or you can directly drag the images from desktop to the file.


## 5) Link

You can direct and redirect the pages by setting and editing the hyperlink:



1. Check the texts or an area you want to add links;
2. Tap [Link](#)  at [Tools](#) on the toolbar;
3. Or tap [Annotate](#) on the main menu -> [Link](#);
4. Or right click and select [Tool Mode](#) -> [Link](#);
5. Set hyperlinks by [Page](#), [URL](#), and [Email](#). You can edit your hyperlink;
6. When you tap unneeded area, you can cancel it;
7. Right click the hyperlink -> [Edit Note](#) to change the destination of [Page](#), [URL](#) and [Email](#).

## 6) Tables

A table consists of rows and columns of cells. A cell is like a text frame in which you can add text.

1. Tap [Tools](#) on the toolbar -> [Table](#) ;
2. Or click [Annotate](#) on the main menu -> [Table](#);
3. Then you can select [Table Styles](#), set [Cell Size](#)([Cell Width/Height](#)), insert rows or columns from [Headers & Footers](#), [Borders & Colors](#);
4. You can add texts in the table cells;
5. Right click and choose [Edit](#), [Add Row Above/Below](#), [Add Column Before/After](#), [Delete Row/Column](#), [Cut](#), [Delete Cell Contents](#) and more.


## 7) Search Annotations

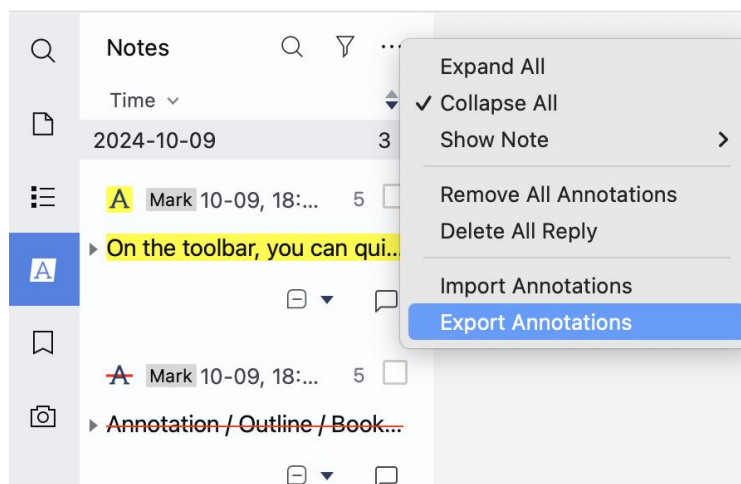
To search the annotation directly, click [View Notes](#)  in the left sidebar, tap [Search](#)  icon, and enter the search content. You can check [Ignore Case](#) to better search. And you can choose to search by [Page](#) or by [Time](#).

## 8) Reply Annotations

To enhance collaboration efficiency, PDF Reader Pro supports replying to comments made by others, such as [Accepted](#), [Rejected](#), [Cancelled](#), [Completed](#), [None](#).

## 9) Export or Remove Annotations

Want to export or remove annotation? You can click the icon  in the upper right corner, and you can see [Export Annotations...](#) and [Remove All Annotations](#);




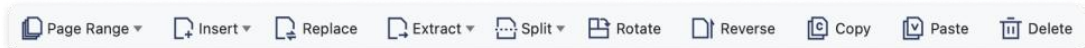
## 4. Advanced Editing Tools

### 1) Page Edit

Want to extract pages from the PDF file? Or need to split files into two or more PDFs?

Page Edit provides tools to edit pages in different ways:

1. Tap [Page Edit](#)  on the toolbar;
2. Or click [Tools](#) on the main menu -> [Page Edit](#);
3. Long tap **command** and tick more pages, then you can **Reorder**, **Insert**, **Replace**, **Extract**, **Split**, **Rotate**, **Reverse**, **Copy** or **Delete** these pages;
4. Also you can directly drag files into the current one or drag pages out of the window to create a new PDF.




### 2) Merge

To merge the currently opened PDF with another PDF:

1. Click [Page Edit](#) on the toolbar -> [Append](#);
2. Click [Editor](#) on the toolbar -> [Merge](#);
3. Or click [Tools](#) on the main menu -> [Editor](#) -> [Merge](#);
4. Hold **command** (⌘) and select multiple files you want to merge.

### 3) Compress


If you need to email your thesis with lots of diagrams, tables, images and tons of text pages with the very limited size of the email, compressing your PDF file is easiest and simplest way to solve this problem.

1. Click [Compress](#)  at [Editor](#) on the toolbar;
2. Or click main menu [Tools](#) -> [Editor](#) -> [Compress](#);
3. Select the quality of the compressed file and click [Compress](#) to save it as a new PDF;
4. There you can click [Batch](#) to compress multiple files at the same time.



## 4) Security

It's of great importance to make sure your private files in security. Encrypt your sensitive files as follows:

1. Click [Editor](#) on the toolbar -> [Security](#)  -> [Set Passwords](#);
2. Or click main menu [Tools](#) -> [Editor](#) -> [Security](#);
3. Fill in [Password Security Settings](#). You can choose a required password to open the document or restrict printing and copying of the document. You can also add the document description, such as Title, Author, Subject or Keyword;
4. Then click [Encrypt](#);
5. There you can click [Batch](#) to secure multiple files at the same time.

## 5) Compare

Our tool enables users to quickly compare two files and mark any differences. The results can be conveniently downloaded for reference.

### Compare PDFs via a Side-by-Side View

1. Click [Editor](#) on the toolbar -> [Compare](#) -> [Side-by-Side View](#);
2. Or find Advanced Editing Tools on the home page -> [Compare Files](#);
3. Import your PDF documents and set [Page Range](#);
4. Choose [Compare text](#) or [Compare image](#), or both of them -> [Compare](#);  
*(The changes will be marked by highlight bars. You can customize the color of the highlights by clicking Settings.)*
5. Save as [Old Document](#) or [New Document](#) or [Merge into a New File](#).

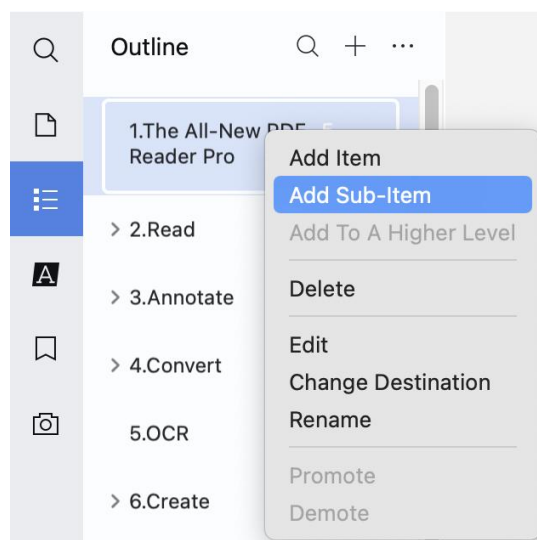
### Compare by File Overlay

1. Click [Editor](#) on the toolbar -> [Compare](#) -> [Compare by File Overlay](#);
2. Import your PDF documents and customize settings like [Page Range](#), [Document Opacity](#), [Blend Mode](#), etc.
3. Click [Compare](#) and these two files will be overlaid together for comparison;
4. Tap [Save](#) to export the result.

## 6) Outline

A digital map guides you to the specific contents through a cluster of pages. You can search outline by inputting text and result list will show. A custom setting lets you create your own outline.

1. If you'd like to add the chapter title or sub-title to the outline, check the title and right click -> [Add Outline Item](#);
2. Or you can click [+](#) to add the current page to the outline;
3. You can directly drag the item casually to reorder it;
4. Right click the outline panel and you can edit the specific outline(add, delete and revise the outline);
5. You can delete all outlines in a snap by tapping more icon and [Delete](#).



## 7) Measure PDF

Here are the tools for measuring PDF, you can quickly and accurately measure the dimensions of any object in your PDF document. Let's take a look.

- **Measuring Tools**

To measure an object, click [Editor](#) and choose [Measure](#), then choose the measurement tool you wish to use

1. Select **Line** to measure an object's length or height, or distance between two points
2. Select **Multilines** to measure the distance spanning multiple points
3. Select **Polygon** to measure the perimeter and area of closed shapes
4. Select **Rectangle** to quickly identify a complete rectangular area, and automatically calculates the perimeter and area.

*Note: Click **Esc** to exit continuous marking mode.*

## ● Other Options

### 1. Customize scale and precision

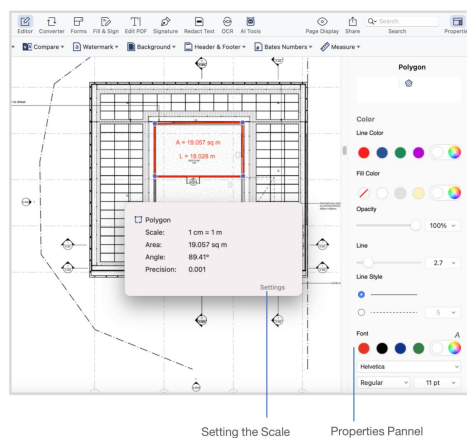
- Click **Settings** in the pop-up window;
- You can set the Actual Size and Precision here.

### 2. Set measurement appearance

- Click on the selected measurement and the properties panel will be displayed on the right side of the screen
- You can set the Fill Color, Border Color, Opacity, Line Width, Line Style, and Font here

### 3. Delete the Measurement

- To delete the measurement in the PDF file, right-click on the measurement and select **Delete**.

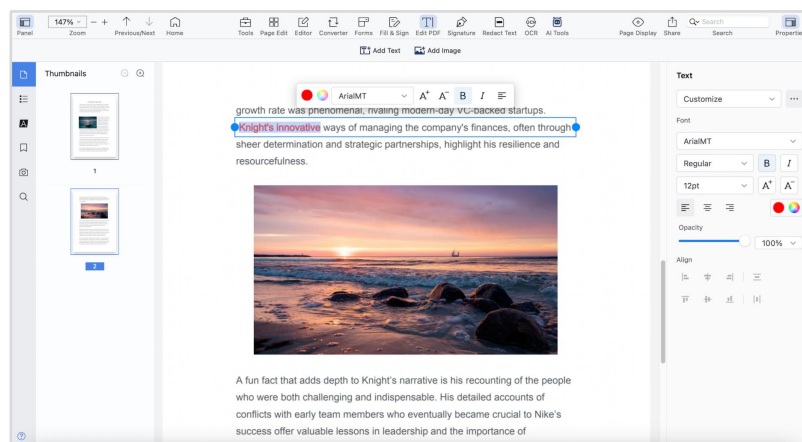


## 5. Edit PDF

### 1) Edit Text

Want to make changes in PDFs, such as fixing a typo or adding more content? The convenient and quick operation makes it easier to edit PDFs in your workflow.

1. Tap [Edit PDF](#) on the toolbar;
2. There you can [add](#), [delete](#), [move](#) or [modify](#) text;
3. You can also adjust the [font color](#), [font size](#), [font weight](#), [transparency](#), [alignment](#), etc. in the right panel;

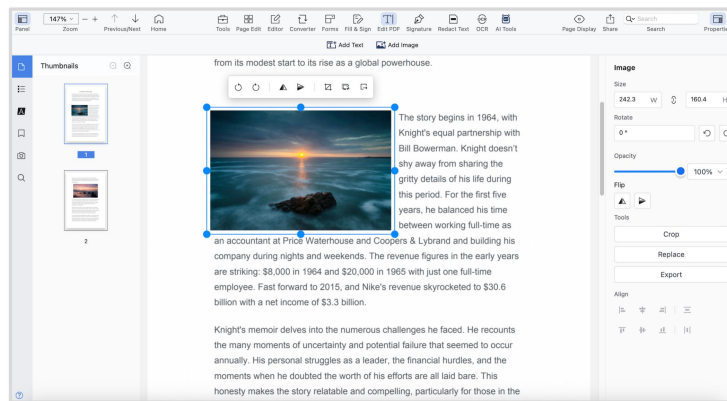


4. Or click [Add Text](#) and drag a rectangle to create a new text box.

### 2) Edit Image

Edit original images in PDFs by replacing, cropping, rotating, flipping and more, making your documents more visually appealing.

1. Tap [Edit PDF](#) on the toolbar;
2. Click on an image and a properties panel will pop up on the right;
3. In this panel, you can customize image [length](#), [width](#), [rotation angle](#), [transparency](#), [flip mode](#), etc.



4. Or click [Add Image](#), select an area on a page for a new image to be inserted.

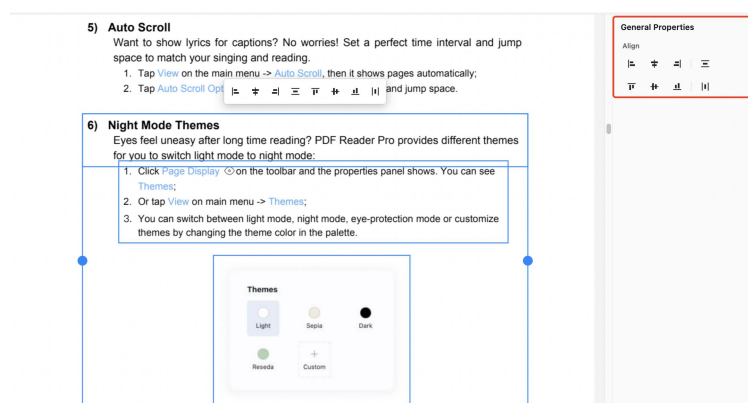
*Note: You can quickly adjust the text properties in the floating layer. If you want to cancel, you can click [PDF Reader Pro](#) in the upper left corner, select [Settings](#), and uncheck [Show quick operation floating layer](#).*

### 3) Align Multiple Text Boxes or Images

PDF Reader Pro supports the alignment of multiple text boxes and images within PDFs. This update empowers you to seamlessly arrange and organize content with precision directly within the embedded documents.

Operation:

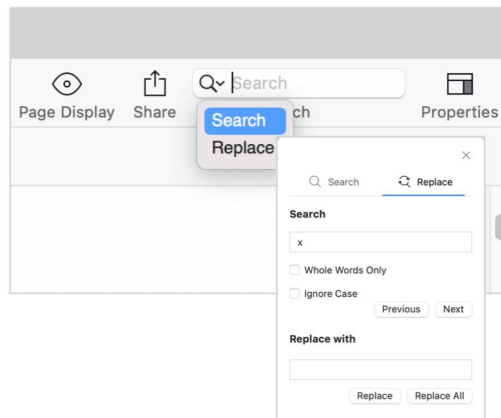
1. Hold down [Command](#) to select multiple text boxes or images / [Slide the mouse](#) to select;
2. Choose the alignment according to your needs.



#### 4) Replace Text

With the text replacement tool, you can quickly update the content in the PDF and correct errors.


1. Locate the search icon in the upper right corner;
2. Click on the drop down box and select [Replace](#);
3. Enter the text to be replaced and the new text, click [Replace](#) or [Replace All](#).




## 6. Redact PDF

PDF Reader Pro is ideal for you if you want to permanently delete sensitive information in PDF such as credit card numbers, telephone numbers, and other personal information.

#### 1) Redact PDF

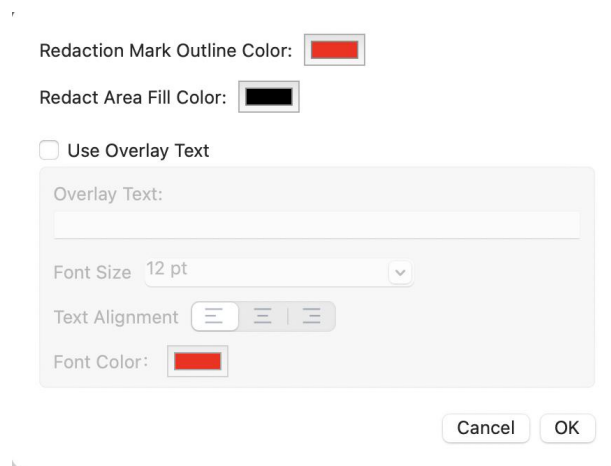
1. Click [Redact Text](#)  on the toolbar and choose [Redact Text](#);
2. Draw a rectangle over the text or directly choose the text you want to remove;
3. Right-click the redactions and choose [Apply Redactions](#). Or hit [Apply](#) in the upper left corner;
4. Click [Save](#) in the pop-up window and select a folder to save the file.

## 2) White Out PDF

1. Click [Redact Text](#)  on the toolbar and choose [White Out PDF](#);
2. Draw a rectangle over the text or directly choose the text you want to remove;
3. Right-click the redactions and choose [Apply Redactions](#). Or hit [Apply](#) in the upper left corner;
4. Click [Save](#) in the pop-up window and select a folder to save the file.

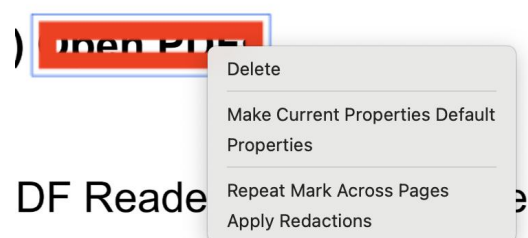
## 3) Redact Properties

1. Click [Properties](#) on the toolbar;
2. You can change color and decide whether to add [Overlay Text](#).



## 4) Other Options


After adding a redaction in PDF, right-click on it. You can tap [Delete](#) to delete the redaction; click [Repeat Mark Across Page](#) to repeat redactions, and choose [Make Current Properties Default](#) to set the redaction as default.

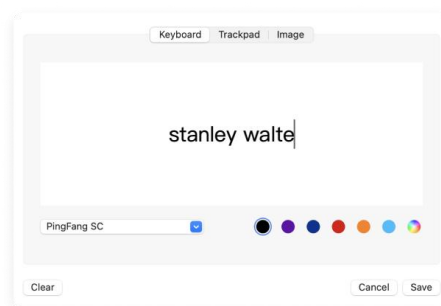


## 7. Sign

If you're a proud MacBook user and wondering how to sign a PDF document on Mac, PDF Reader Pro provides the best signing experience on the platform. You can even create an ink signature by typing texts or importing images, or add a digital signature to ensure the authenticity and integrity of documents.

### 1) Ink Signature

1. Click [Tools](#) on the toolbar;
2. Tap [Signature](#) , then the properties panel shows, you can click [New Signature](#);
2. Or tap [Annotate](#) on the main menu -> [Signature](#);
3. Or right click file to select [Annotate](#) -> [Signature](#);
4. You can create new signatures from [Keyboard](#), [Trackpad](#) or [Image](#);
5. [Save](#) your signature and it will be saved in the properties panel.



### 2) Digital Signature

To add a digital signature to a PDF, you need to obtain a digital ID first, also known as a digital certificate. These certificates are typically issued by a trusted provider called a Certificate Authority (CA).

You can also configure your own digital ID with PDF Reader Pro if you like.

1. Go to [Digital Sign](#) tab;
2. Drag to draw a signature field for your signature;
3. In the pop-up window, tick [Configure New Digital ID](#) -> [Continue](#) -> [Create a New](#)



## Digital ID;

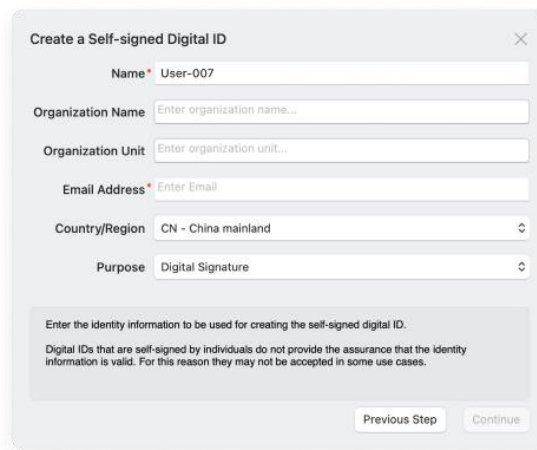
*Note: If you already have a digital ID stored on your computer, you can select Use a Digital ID from File.*

4. Choose the way to store your Digital ID. You can [Save to File](#) or [Save to Apple](#)

[Keychain](#) -> [Continue](#);

5. Enter your identity information such as name, organization unit, e-mail, address,etc.

-> [Continue](#);



Create a Self-signed Digital ID

Name\* User-007

Organization Name Enter organization name...

Organization Unit Enter organization unit...

Email Address\* Enter Email

Country/Region CN - China mainland

Purpose Digital Signature

Enter the identity information to be used for creating the self-signed digital ID.  
Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Previous Step Continue

6. Choose the location to save your digital ID and set the password; (If you choose Save to Apple Keychain in step 4, this step will be skipped)

7. Finally, click [Continue](#) to apply the digital signature to your document. Also, you can set the appearance of the signature before applying it, for example: the text included in the signature field, the signature style, and more.

*Note: To set the appearance of the digital signature, you can click edit in the top right corner of the pop-up window.*

## 8. Fill out Forms

Filling out forms is a key requirement for any PDF editor. This basic tool is a lifesaver when it comes to completing tax forms, applications or any other PDF with empty fields.

The following fields are supported:

1. Text fields - just click on the field to start typing;
2. Check box and radio button - click the appropriate box to make a selection;
3. Numbers fields - type the numbers in the numeric form fields;

We support forms created in Adobe Acrobat or similar.



What functions in PDF Reader Pro do you use?

Highlights     Text Notes

Signatures     PDF Forms

How did you hear about PDF Reader Pro?


You Name:

Anything else you may to say:

***Note: Dynamic XFA forms are not currently supported in PDF Reader Pro for Mac.***




## 9. Fill & Sign

Fill and sign PDF form. You can also manually add text and other symbols anywhere on the form.

1. Activate tools by clicking [Fill & Sign](#) on the toolbar;
2. Select a tool from the list:
  -  **Add Text** | – Click [Add Text](#) in the toolbar. Click at the place in the document where you want to add the text, and then start typing.


-  **Annotation Tools** | – [Crossmark](#), [Checkmark](#), [Circle](#), [Line](#), and [Dot](#).

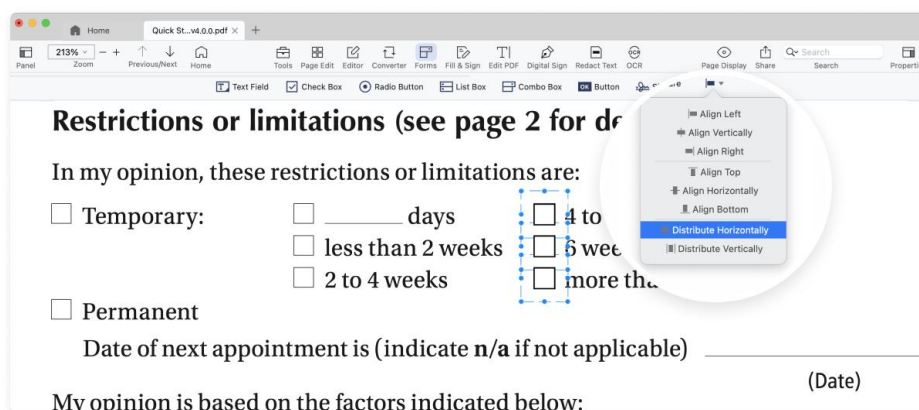
You can use these annotation tools to fill in check boxes and radio buttons, and use the Circle to circle text or the line to strike out text.

-  **Date** | – Select the [Date](#) tools you can change the time information. Pick your color, and other options in the side toolbar. Then click and drag where you need it in the document.
-  **My Profile** | – Tap [My Profile](#) and enter your personal information, it can help to identify your work.
-  **Signature** | – Select the tool, then either select signature or add a new one right there. Then click where you want to put the signature in the document.

## 10. Create Forms

Powerful form builder helps you to create forms easily and quickly. With PDF Reader Pro's fillable PDF form creator, you can generate customized forms with blank fields that allow people to fill it out on their digital devices, submit it, and share the information with you automatically. It supports selecting multiple form fields, so you can align and distribute the form fields easily.


1. Enter the reading page and click [Form](#) , then the context menu shows;
2. Or you can click [Annotate](#) on the main menu -> [Form](#);
3. You can choose [Text Field](#), [Check Box](#), [Radio Button](#), [List Box](#), [Combo Box](#), [Button](#) or [Signature](#);
4. There you can choose multiple form fields and align form fields such as [Align Left](#), [Align Vertically](#), [Align Right](#);
5. After you create the form, quit the creator mode and start to fill out your forms.



## 11. Convert PDF

### 1) PDF to Word(.docx), PPT(.pptx), Excel(.xlsx), Image(.png / .jpeg)


PDF Reader Pro offers the best PDF to Office Converter offline to help you convert PDF to Word/PPT/Excel/Image without changing the fonts and layouts, including bullets and tables.

1. Tap [Converter](#)  on the toolbar.
2. Select target formats: [To Word](#), [To PPT](#), [To Excel](#), [To Image](#) and set [Page Range](#).
3. Click [Convert](#) and choose an output folder to start PDF converting.
4. Hit [Batch](#) to add more files to convert simultaneously.

*Note: If you want to convert a scanned PDF or multiple PDFs to editable files, Tick [Recognize Text](#).*

## 2) PDF to Text(.txt), RTF(.rtf), HTML(.html), CSV(.csv), Json(.json)

PDF Reader Pro enables you to convert your PDFs to other multiple formats. Just click the convert button.


1. Tap **Converter**  on the toolbar -> **To Others**.
2. Select target formats: **To Text**, **To RTF**, **To HTML**, **To CSV**, **To Json** and set **Page Range**.
3. Click **Convert** and choose an output folder to start PDF converting.
4. Hit **Batch** to add more files to convert simultaneously.

*Note: If you want to convert a scanned PDF or multiple PDFs to editable files, tick **Recognize Text**.*


## 3) Images to PDF

1. Tap **Converter** on the toolbar -> **Image To PDF**, and import image files by clicking **Add Files**;
2. Tick **Merge All** and **Save as PDF**, you will get one PDF file; Or you will get more;
3. You can use **OCR** to recognize characters in images and convert them into searchable texts.



## 4) Create from Clipboard

1. Copy any texts or image you want to paste from the website, other Apps or PDFs;
2. Click the main menu **File** -> **New** -> **New From Clipboard**, or click  in the status bar, then save texts or image as a new PDF.

## 5) Extract Images


1. Tap **Converter**  on the toolbar -> click **Extract Images**;
2. Choose **Extract All Images** to extract images of the entire document;
3. Choose **Extract Images** to customize the range of extracted images.

## 6) Extract Tables

1. Click [Converter](#)  on the toolbar;
2. Or tap  on the status bar -> [PDF to Office](#);
3. Or click [Tools](#) on main menu -> [Converter](#) -> [PDF to Office](#);
4. Or click [Files](#) on the main menu -> [Convert To](#);
5. Select target format as [Excel\(.xlsx\)](#);
6. Tick [All Content](#), [Only Table](#), [Only Text](#) to export your desired contents;
7. Then you can Click [Batch](#) to add more files to extract simultaneously, and customize the page range of extracted tables;
8. Hit [Convert](#) -> select the output folder and click [Open](#).


## 12. Watermark

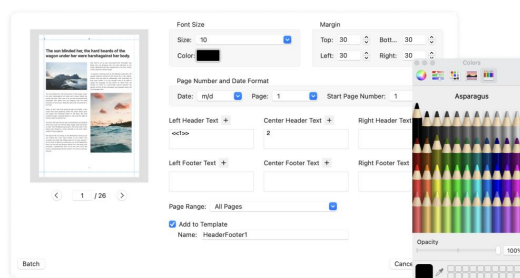
Add and delete watermark on PDFs. You can change the opacity, color and positions of the watermark. Customize watermark with texts and images:

1. Click [Editor](#) on the toolbar and tap [Watermark](#)  -> [Add Watermark](#);
2. Or click main menu [Tools](#) -> [Watermark](#);
3. Set and customize text and images watermark. You can change the opacity, color and positions of the watermark;
4. Click [Manage Templates](#) to review your watermark history and manage them;
5. There you can watermark multiple PDFs by clicking [Editor](#) -> [Watermark](#) -> [Batch Add Watermarks](#).

## 13. Header, Footer and Page


Want to set header and footer with certain texts? Just do as the following steps:

1. Tap  at **Editor** on the toolbar and select **Header & Footer** -> **Add Header & Footer**;
2. Or tap **Tools** on the main menu -> **Header & Footer**;
3. Here you can add header, add footer, set page number and date format;
4. Tap **Remove Header and Footer** if you don't need them.




## 14. Background

Changing the background of the PDFs will comfort your eyes after long-time reading:

1. Tap **Background**  on the toolbar to add color or images background to the PDFs, and set source, rotation, position and page range of the background;
2. Tap **Remove Background** if you don't need them.

## 15. Bates Numbers

Identify and retrieve information from your legal documents, you might do like this:

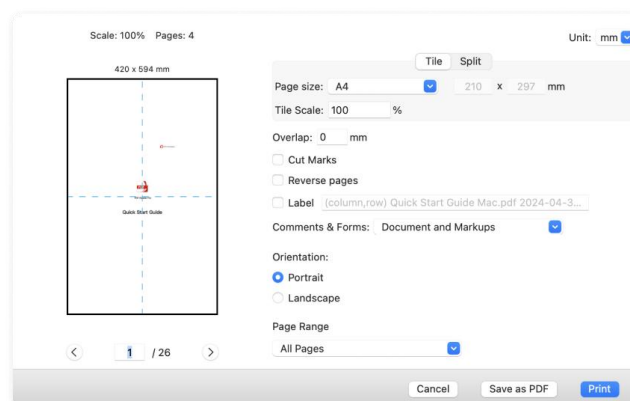
1. Tap **Editor** on the toolbar -> **Bates Numbers**  -> **Add Bates Numbers**;
2. Or tap **Tools** -> **Bates Numbers** on the main menu to add a unique prefix or suffix which can be a set number, case number, firm name or date;
3. There PDF Reader Pro supports to batch add bates numbers.

## 16. Page Sizing and Handling

### 1) Poster

You can print a large format document, such as a poster or banner, by splitting the page across multiple sheets of paper (called “tiling”). The poster option calculates how many sheets of paper are needed. You can adjust the size of the original to best fit the paper and specify how much each “tile” overlaps. You can then piece together the tiles.

1. Tap **Tools** on the main menu -> **Page Sizing and Handling** -> **Poster**;
2. Set any of these options, referring to the Preview image to check the output results.



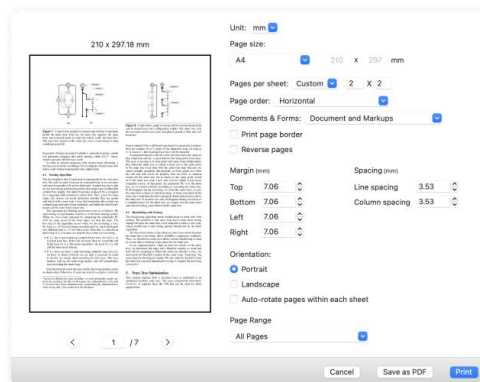


## 2) Multiple

You can print more than one page of a PDF on a single sheet of paper. Printing multiple pages per sheet is also called n-up printing (such as 2-up or 6-up). You can specify how the pages are ordered, either horizontally across the page or in vertical columns.

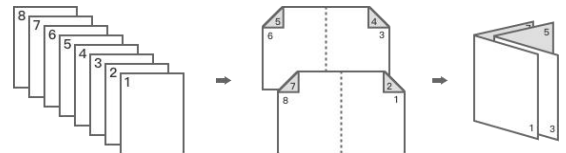
1. Tap **Tools** on the main menu -> **Page Sizing and Handling** -> **Multiple**.

Notice: you can set 1 by 1 in Page per sheet.

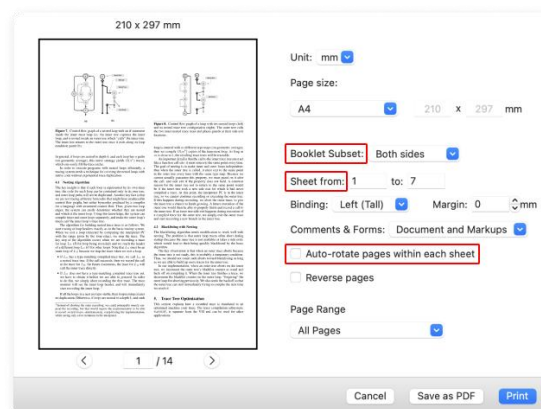


## 3) Booklet

You can print a multipage document as a booklet. The pages are laid out two per sheet. When you collate, fold, and staple the double-sided sheets, the result is a single book with the correct page order.



Tap **Tools** on the main menu -> **Page Sizing and Handling** -> **Booklet**.



## 17. OCR

The OCR feature is available in [PDF Reader Pro for Mac](#) and [iOS](#). PDF Reader Pro supports OCR to recognize letter shapes in images or scanned documents into digital texts you can copy or edit as needed in **90+ languages** including English, German, French, Japanese, Chinese, etc.

You can perform OCR and select page range like [All pages](#), [odd pages only](#), [even pages only](#), [current page](#), or customize the desired pages, and export the OCR'd document as a searchable PDF or Text files with **99%+ accuracy**.

**Note:** Before using the OCR feature, please make sure your device can access [www.google.com](http://www.google.com)



Enjoy the all-in-one PDF Reader Pro for iOS to view, edit, convert, sign & OCR PDFs.

[Free Trial](#)

PAGE EDIT PDF TO WORD  
PDF TO EXCEL PDF TO PPT WATERMARK

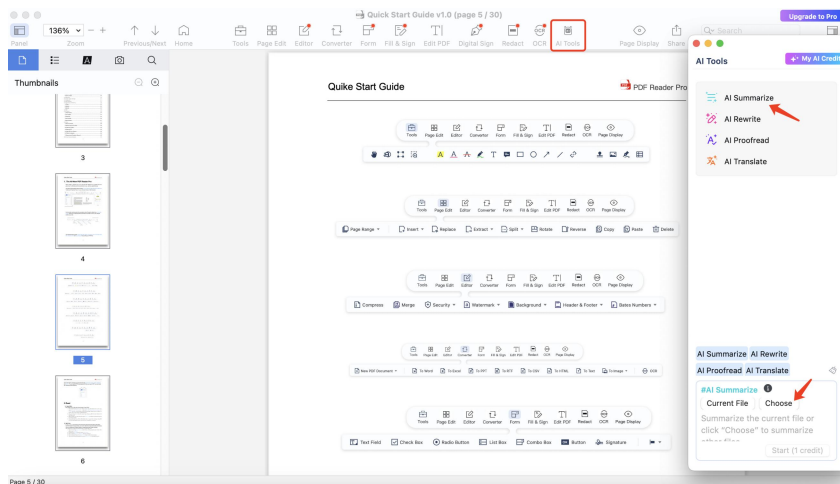
## 18. AI Feature

PDF Reader Pro AI improves the extraction and parsing capabilities of PDF text information, bringing you unprecedented PDF processing efficiency and experience. Whether it's handwritten text or uploaded documents, PDF Reader Pro AI can handle them easily. Currently, AI capabilities include [AI Summarize](#), [AI Translate](#), [AI Rewrite](#) and [AI Proofread](#).

### 1) AI Summarize

AI Summarize function can quickly summarize lengthy PDFs and extract valuable insights from data chat. PDF Reader Pro supports the AI Summarize function and detailed instructions are provided below.

1. Launch [PDF Reader Pro](#);
2. Click [AI Tools](#), and select [AI Summarize](#);
3. Click [Current File](#), directly summarize the imported documents. Click [Choose](#), select a new file you want to summarize, and tap [Start](#).

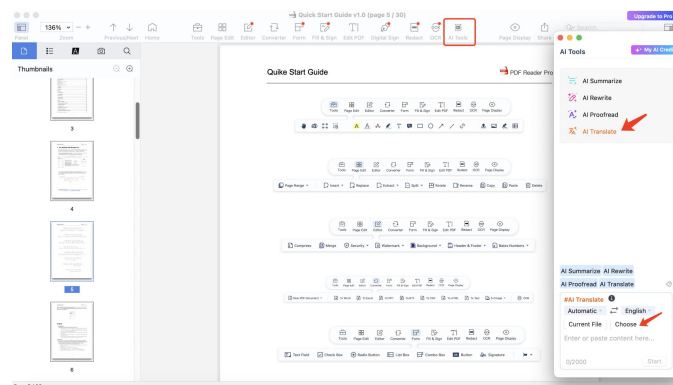


*Quick entrance: You can also click [AI Tools](#) on the homepage to turn on the AI function.*

## 2) AI Translate

AI Translate function can accurately translate PDF documents into any language, and PDF Reader Pro supports the translation of entire PDF documents or paragraphs. You can refer to the detailed instructions provided below.

1. Launch [PDF Reader Pro](#);
2. Click [AI Tools](#), and select [AI Translate](#);
  - 1) Translate PDF Document
    - > Click [Current File](#), directly translate the imported documents.
    - > Click [Choose](#), select a new file you want to translate.
  - 2) Translate Paragraph
    - > Tap or copy the text to be translated and paste it into the text box
3. Select the language you want to translate and click [Start](#);



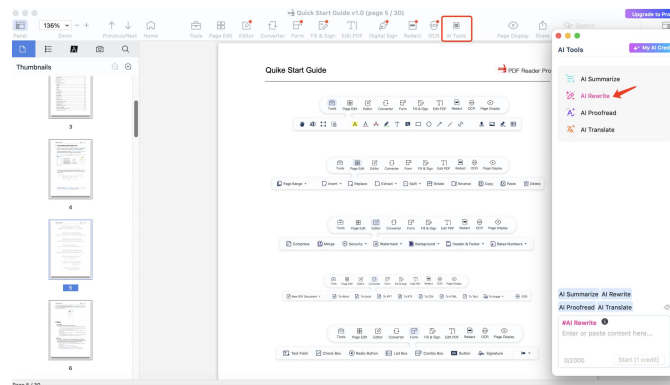
*Quick entrance: You can also click [AI Tools](#) on the homepage to turn on the AI function.*

## 3) AI Rewrite

AI Rewrite function can polish your article and make it more readable. PDF Reader Pro supports the AI Rewrite function and detailed instructions are provided below.

1. Launch [PDF Reader Pro](#);
2. Click [AI Tools](#), and select [AI Rewrite](#);

3. Enter or paste content in the text box, and tap [Start](#);

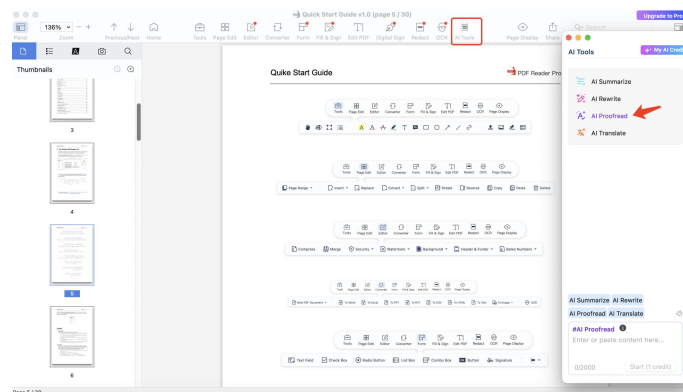


*Quick entrance: You can also click [AI Tools](#) on the homepage to turn on the AI function.*

#### 4) **AI Proofread**

AI Proofread function can help you correct grammatical and spelling errors, thereby ensuring the professionalism of your documents. PDF Reader Pro supports the AI Proofread function and detailed instructions are provided below.

1. Launch [PDF Reader Pro](#);
2. Click [AI Tools](#), and select [AI Proofread](#);
3. Input the text and click [Start](#).



*Quick entrance: You can also click [AI Tools](#) on the homepage to turn on the AI function.*

Tips: After completing the operation of the above four AI tools, the answer will appear above the text box. You can choose to [Redo](#), [Copy](#), [Save as TXT](#) or [Save as PDF](#).

## 19. Others

### 1) Hide Tool Panels

If you want to hide the panels and read PDFs in an extreme simple way, here what we can do:

1. **Full screen:** click [View](#) on main menu and select [Full Screen](#).
2. **Hide Panel:** click [View](#) on main menu and select [Hide Panel](#), it will hide the side contents panel of the page.


### 2) Restore Previous Purchase

1. Click [Restore Previous Purchase](#) directly in the upgrade window and do not need to pay for **All Access Pack / PDF to Office** for a second time;
2. If you are required to re-login Apple ID account, don't worry, the Apple store needs to confirm the paid data;
3. If it shows [Restore Success](#), congratulations, the previously locked function (add / remove watermarks / PDF to Office, etc.) has been activated and can be used normally. You don't need to re-install the app again. If it fails, please contact us [support@pdfreaderpro.com](mailto:support@pdfreaderpro.com) and provide your purchase record.

### 3) Customize Toolbar


Feel not enough with all those tools? DIY a customized toolbar by the following steps:

1. Right click at the blank area of the toolbar within the PDF;
2. Click [Customize Toolbar...](#);
3. Or click [View](#) -> [Customize Toolbar...](#);

4. Or click [Tools](#) on the toolbar and tap [Customize Toolbar...](#)  ;
5. Choose your most frequent used tools and drag them to the tool bar.

#### 4) Flattened PDF

Save the annotated file as flattened copy to make your work more effective:

1. Click [File](#) on main menu and choose to [Save as Flattened PDF](#) or click [Share](#)   
-> [Flattened Copy](#);
2. Save the annotated file as Flattened PDF.

#### 5) Create PDF from Scanner

1. Check the list of supported scanners for the model of scanner you are about to connect to your Mac;
2. Click main menu [File](#) -> [Import from Scanner...](#);
3. Or click [Converter](#) on the toolbar -> [New PDF Document](#) -> [Import From Scanner...](#);
4. You can scan from various applications: Image Capture, Preview, Print & Fax preferences in System Preferences, Scanner / Printer queue, some third-party applications;
5. Scan and save it as a new PDF.

#### 6) TTS(Text to Speech)

Feel tired when reading large files? TTS(Text to Speech) lets PDF Reader Pro read the document for you with 50+ different languages.

1. Go reading page and click [TTS](#) on left menu bar; Or right click and choose [TTS](#);
2. Or click [Edit](#) on the main menu -> [Speech](#) -> [Start Speaking](#);
3. Then you can choose different languages like English, French, German, Italian, Russian, Chinese and more;

4. There you can adjust the reading speed and turn on [Continuous Reading](#) to read continuously for you.

## 7) Password and Permission Removal

PDF Password Remover is an easy-to-use PDF security remover, which helps users decrypt PDF protections and remove restrictions on printing, editing and copying;

1. Tap [File](#) on the main menu -> [Remove Security / Decrypt with Password](#);
2. Or click [Editor](#) on the toolbar -> [Security](#) -> [Remove Security](#);

Note: If open password is required, you need to enter the right password first and then remove protections from PDF files.

# 20. Volume Licensing Program

PDF Reader Pro offers Volume Licensing Program (VPP) for all kinds of businesses. How do enterprise customers benefit from VPP?

## 1. Lower IT Investment

Relatively low market price and our step volume discount will reduce your cost. We offer a significant discount that is up to 50% OFF.

## 2. Flexible and centralized License management

PDF Tech Admin Console allows you to assign, remove and unbind licenses for members, manage team members, create teams and more.

Have any questions about Volume Licensing Program or any personalized needs? Feel free to [contact us](#).



 **For more details, please visit our Online Help:**

<https://www.pdfreaderpro.com/help>

 **Should you need any further help, please feel free to contact us at**

[support@pdfreaderpro.com](mailto:support@pdfreaderpro.com)

**Powered by ComPDFKit. Need to empower your applications with ComPDFKit SDK?**

[support@compdf.com](mailto:support@compdf.com)