



Quick Start Guide

PDF Master User Guide

Welcome to PDF Master, the brand new powerful PDF reader! PDF Master offers you an easy way to view, annotate, edit, convert, compress, combine, fill and sign, and secure your PDF documents. This user guide will help you quickly master all features. Go ahead now!

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Open PDF

1. Launch PDF Master and go to the Homepage, then click [Open File](#) or [Drag and Drop](#) files from Finder;
2. Or click [File](#) on the menu bar, select [Open](#);
3. Or choose a PDF file and right-click on it, tap Open with, select PDF Master.

Create PDF

1) Create from Office

PDF Master allows you to quickly create a PDF from Microsoft Word, Excel, and PPT.

1. launch PDF Master and click [Create PDF](#) in the homepage;
2. Choose a Word/Excel/PPT/Text from your folder and tap [Open](#);
4. Or click [File](#) on the menu bar -> Choose [New](#) -> [PDF from File](#).

2) Create from Scanner

To scan a paper document to PDF using PDF Master, go to Homepage -> Drop-down Create PDF -> Choose [Import from Scanner](#).

3) Create from New Blank Page

You can also create a new blank page to fully customize the appearance and content of your document.

Go to Homepage -> Drop-down Create PDF -> choose [New Blank Page](#).

View PDF

1) Display Mode

Click [View Settings](#) on the top left corner, then select [Single Page](#), [Two Page](#), [Read Mode](#), [Book Mode](#), or [Full Screen](#) in the right side panel.

2) Outline

The outline helps the reader quickly understand the document's structure and thought, making your PDF more organized. To create or edit outlines, follow the steps below:

1. Click [Outline](#) on the left sidebar;
2. Tap **+** icon to add an outline for the current page;
3. Or right-click on the text you have selected and tick [Add Outline](#) to create an outline for the current page;
4. To add a sub-item, right-click on an outline -> [Add Sub Item](#), then create a sub-item under the outline;
5. To edit outlines, right-click on the outline to Rename, Remove, Promote, Demote, Change Destination, etc.

3) Bookmark

Click [Bookmark](#) on the left sidebar, tap **+** icon to add a bookmark for the current page.

4) Zoom in/out

By zooming in/out, you can resize the page to the most appropriate size.

1. Click [Zoom in/out](#) on the top left corner to adjust the view;
2. Or select a specific zoom value by dropping down the scale.

Annotate PDF

The rich annotation tools will help you to mark up the significant content and note your own thoughts smoothly. Varies from highlight, underline, pen, text, note to link, stamp, and signature, PDF Master offers you a perfect solution for commenting PDF documents. Just click [Annotation](#) on the toolbar to show all the comment tools.

1) Highlight

With a highlighting tool, you can make the important sentences or paragraphs stand out on your PDF.

2) Underline

Draw a line below the text for emphasis.

3) Strikethrough

Delete the unwanted part with Strikethrough.

4) Pen

Add freehand handwriting just like you do with a pen.

5) Text

Add your own idea with a text box! Click on any place in the document to start typing.

6) Sticky Note

The sticky note tool allows you to insert a yellow note icon on the PDF page. If you want to keep a beautiful layout, click [Sticky Note](#) to add extra content. You can also change the color and style of the icon.

7) Shape

Insert Rectangle, Circle, Line, and Arrow to your PDFs. In the right properties panel, you can change the fill and border color.

8) Link

Redirect a text or an area to the needed destination page.

To create a link, click [Link](#) on the toolbar -> Drag a rectangle where you want to create a link -> Enter the page number in the right panel.

9) Stamp

Stamp allows you to add status to documents such as Approved, Draft, Final, etc.

10) Signature

Sign PDFs with signature from Image/Keyboard/Trackpad.

To insert a signature, click [Signature](#) on the toolbar -> Tap **+** in the right panel -> Choose from [Image/Keyboard/Trackpad](#).

11) Export & Import Annotation

Annotations can be transferred between documents using the export and import features.

Click [Annotation](#) on the left sidebar -> Tap [More](#) -> Select [Import Annotations](#) / [Export Annotations to XFDF](#).

Edit PDF

1) Compress PDFs

Large documents may be limited in size when uploaded on different platforms. The compress tool helps you to reduce the PDF size for fast submission or file sharing.

1. Click [Tools](#) on the toolbar -> Select [Compress](#);
2. Or click [File](#) on menu bar -> Choose [Compress](#);
3. Or click [Compress](#) in [Quick Tools](#) from Homepage -> Open a file from a folder;
4. Choose from Large File Size, Standard File Size, Small File Size or Minimum File Size.

2) Merge Multiple PDFs

1. Click [Tools](#) on the toolbar and tap [Merge](#);
2. Or click [File](#) on the menu bar -> Choose [Merge PDF Files](#);
3. Or Click [Merge](#) in [Quick Tools](#) from Homepage;
4. Add files by clicking [+](#) or Dragging and dropping-> Tap [Merge](#);
5. If you want to add a folder, click [Add File](#) on the bottom left corner of the pop-up window, then tick [Add Folder](#).

Organize Pages

1) Delete, Rotate, Copy, Paste, Cut Pages

Page Editor enables you to Rotate / Copy / Paste / Cut / Delete pages. You can select multiple pages by holding Command⌘.

1. Click [Page Edit](#) on the toolbar to pull down the menu;
2. Tap [Rotate Left](#) or [Rotate Right](#) to rotate selected pages;

3. Tap [Delete](#) to delete the selected pages;
4. Or you can right-click on the selected pages to [Copy/Paste/Cut](#) pages.

2) Crop Pages

The crop pages tool lets you trim PDF margins to change page size.

1. Click [Tools](#) on the toolbar and tap [Crop](#);
2. Select [Crop Current Page](#) or [Crop All Pages](#) to auto-crop white margins;

To customize the crop area:

1. Click [Annotation](#) on the toolbar and choose [Content Selection](#);
2. Drag a crop area;
3. Tap [Crop](#).

Convert PDF

1) PDF to Office

The powerful converter helps you convert PDF to Word/PPT/Excel without changing the fonts and layouts.

1. Click [Convert](#) on the toolbar to pull down the menu;
2. Select target formats: [To Word \(.docx\)](#), [To PPT \(.pptx\)](#), [To Excel](#) and set [Page Range](#);
3. Click [Convert](#) and choose an output folder to start PDF converting;
4. Or go to Homepage and choose PDF to Word, PDF to PPT, PDF to Excel in Quick Tools, select a file from your folder and begin to convert.

2) PDF to Other Format

Besides Microsoft Office documents, the converter also enables you to turn a PDF to RTF, CSV, HTML, Text.

1. Click [Convert](#) on the toolbar to pull down the menu;
2. Select target formats: [To RTF](#), [To CSV](#), [To HTML](#), [To Text](#) and set [Page Range](#);
3. Click [Convert](#) and choose an output folder to start PDF converting.

3) PDF to Image

You can convert PDF to JPEG, JPG, PNG, GIF, TIFF, TGA, BMP, JPEG-2000.

1. Click [Convert](#) on the toolbar to pull down the menu;
2. Tap [To Image](#);
3. Or go to Homepage, tap PDF to Image in Quick Tools;
4. Select image formats and set [Page Range](#);
5. Click [Convert](#) and choose an output folder to start PDF converting.

4) Image to PDF

By using PDF Master, you can easily combine all the pictures into a PDF without damaging quality. Creating a separate PDF for each image is also feasible.

1. Launch PDF Master and click [Image to PDF](#) in [Quick Tools](#);
2. Select images from your folder, hold Command⌘ to choose multiple images;
3. Choose [Create PDF for each image](#) or [Merge as One PDF Document](#);
4. Tap [Export](#).

Secure PDF

1) Set Password

PDF Master offers you a fast way to set passwords and permission for confidential documents so that your data remains safe.

1. Click [Tools](#) on the toolbar and select [Security](#) -> [Set Password](#);

2. Or go to Homepage, Click [Security](#) in Quick Tools and choose a file from a folder;
3. Tick [Document Open Password](#) to protect PDFs from unauthorized access;
4. Tick [Document Permission Password](#) to prevent illegal copying or printing;
5. After entering passwords, click [Encrypt](#);
6. Tap [Save](#) in the upper left corner to save the security settings.

2) Remove Password

1. Click [Tools](#) on the toolbar and select [Security](#);
2. Choose [Remove Password](#) (If the file has been protected by a permission password, enter the permission password first);
3. Tap [Delete](#) in the pop-up window to remove security settings.

Others

1) Share PDF

Easily share your PDFs by clicking [Share](#) on the top right corner, then select [Share Document](#), [Original File](#) or a [Flattened Copy](#) from the drop-down box.

2) Print PDF

With PDF Master, you can directly print your PDF documents with ease. Click [Print](#) on the top right corner, after setting the printing parameters, click Print.

Have a try

Use PDF Master to edit your documents now! If you have any questions or suggestions, please feel free to contact us, we will keep improving our products!

[E-mail: support@pdfreaderpro.com](mailto:support@pdfreaderpro.com)