



**DRAFT**

# PDF Reader Pro

Quick Start Guide

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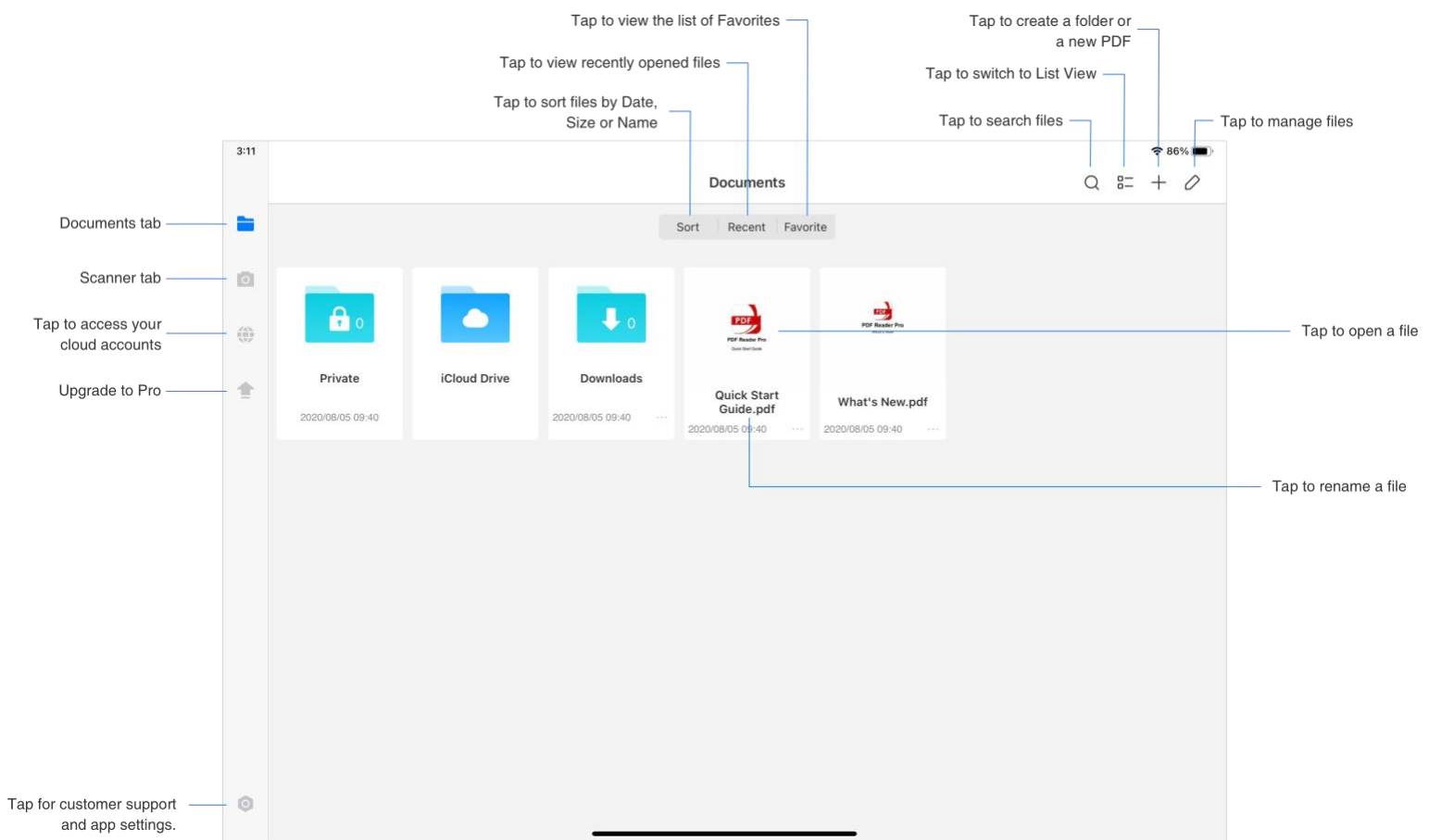
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# Chapter 1 – Overview

## File Menu

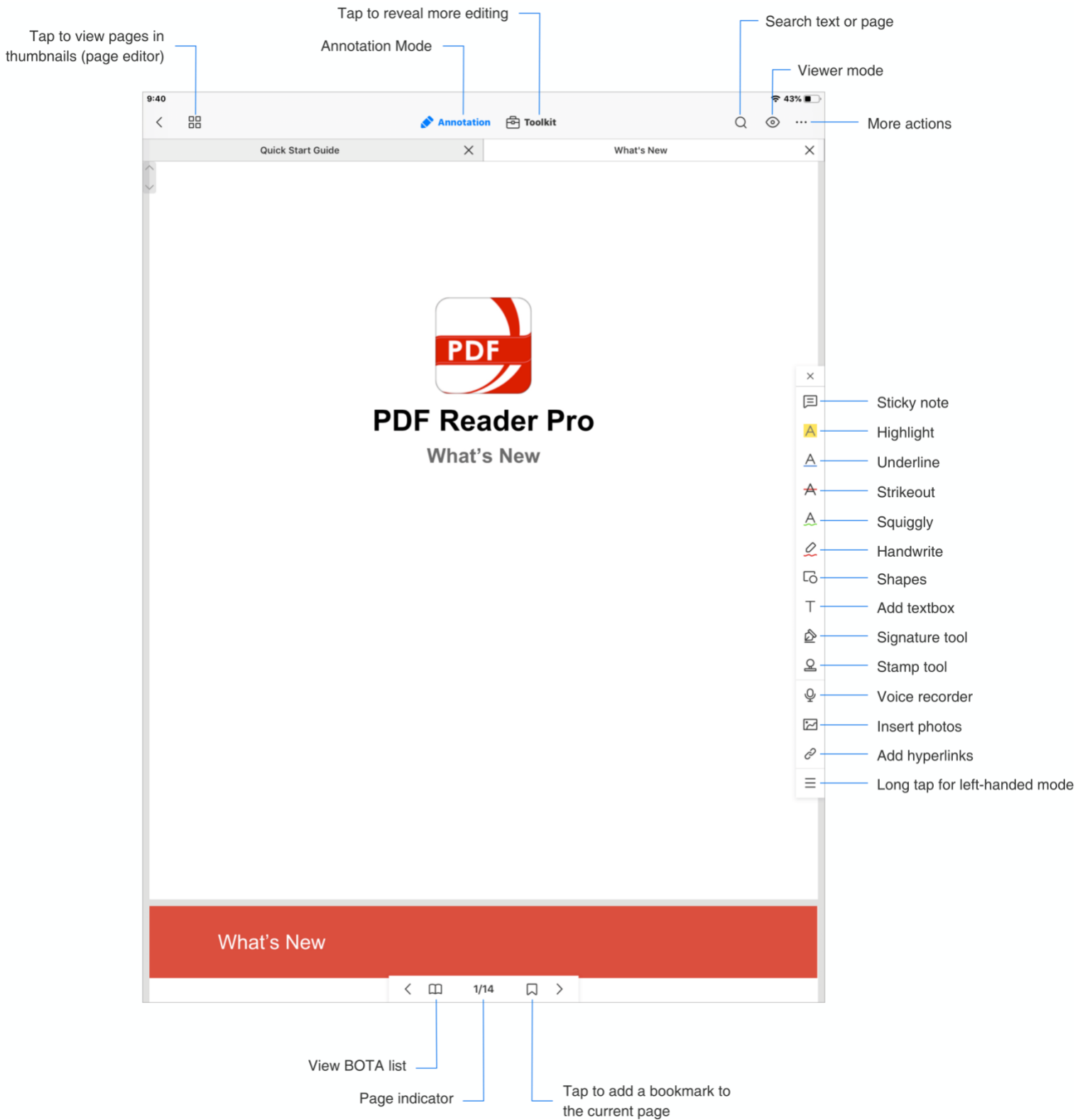
In **Documents** tab, the menu bar provides you with a possibility to manage your files stored in PDF Reader Pro.



## Viewer Menu

PDF Reader Pro provides an easy-to-understand way that you can perform all actions while reading PDF documents.

# Quick Start Guide





## Chapter 2 - Get Files

### Transfer Files via Cloud Storage

PDF Reader Pro supports various cloud storage services, including Dropbox, One Drive, Google Drive, Evernote, Box, SugarSync, FTP, WebDAV and iCloud Drive.

- **Connect to cloud storage services (using Dropbox as an example)**

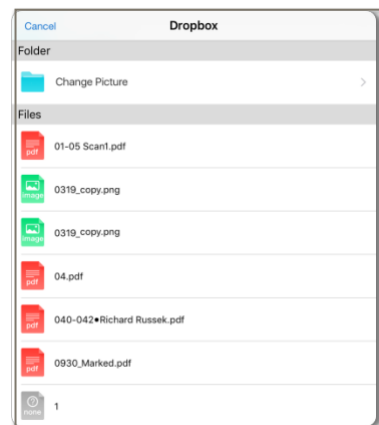
1. Tap  and then tap **Dropbox**.
2. Log into your Dropbox account and allow PDF Reader Pro to access your account.
3. After authorization, your account will be saved under the “Accounts” list.

Note:  Swipe to the left and tap delete to remove the account from the list.




- **Download files from cloud storage**

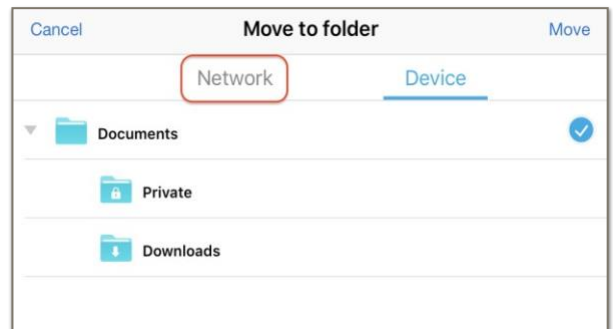
1. Tap on your cloud account.



2. Find the document and tap it to start the download process.
3. The file will be saved in the **Downloads** folder.

### • Upload files to cloud storage

1. Go to **Documents** tab and tap  at the top right corner.
2. Choose the file(s) and tap **Move** or **Duplicate** on the menu bar.
3. You will see a pop-up window. Then switch to **Network**.
4. Choose the target folder and tap **Paste** to upload the selected file(s).




**Note: For iPhone users, select file(s) and tap “Upload”. Then choose target folder to upload the selected file(s).**

## Transfer Files via iCloud Drive

### • Download files from iCloud Drive

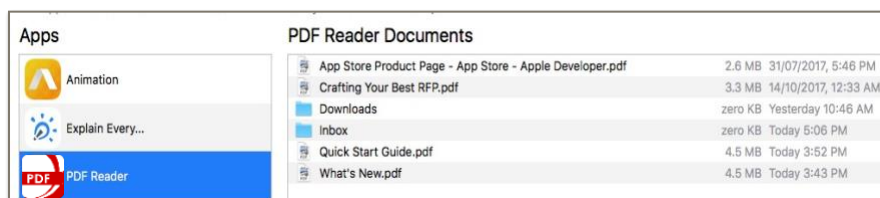
1. Tap **Import** at the top left corner.
2. Tap **Browse** and tap **select a file** you'd like from iCloud Drive folder or another app.

### • Upload files to iCloud Drive

1. Go to **Document** tab and tap  at the top right corner.
2. Choose the file(s) and tap **Move** or **Copy** on the top menu bar.
3. Select a directory in iCloud Drive section.


## Transfer Files Using iTunes File Sharing

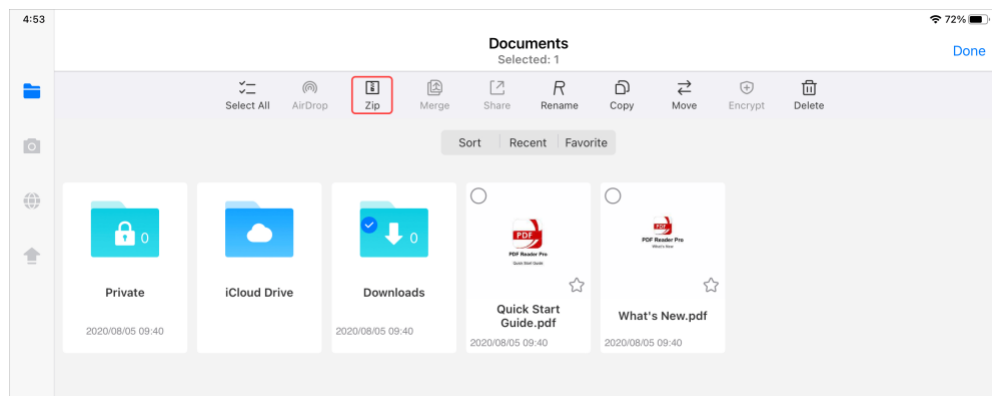
1. Launch **iTunes** on your computer.
2. Connect your iOS device to the computer via USB cable.
3. Select your device and switch to Apps tab.
4. Scroll down to **File Sharing** section and find PDF Reader Pro.
5. Tap the app icon. Drag and drop files between your computer and this app.






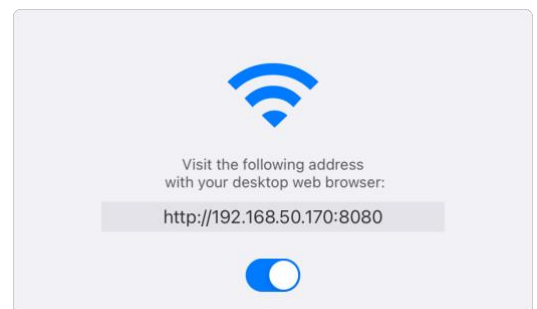
## Transfer Files via Zip Files

1. In **Documents** tab, tap  at the upper right and select **Zip**.
2. Connect your iOS device to the computer via USB cable.
3. Drag the **Zip** file and move to Mac.



## Transfer Files via WiFi Connection

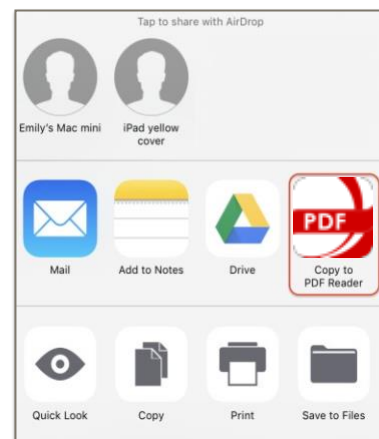
1. Tap  for the **WiFi** transfer mode.
2. Enable the mode and you will get the address.
3. Enter the address on your web browser. You will be able to transfer files to your device wirelessly through the web browser.



**Note: Be sure that your device and your PC/Mac are under the same IP address, or you will not be able to connect them.**

# Open Email Attachments

1. Open the mail in your mail app.
2. Select the attachment you want to edit.
3. Select **Open in Other App**.
4. Select PDF Reader Pro to open in.
5. A copy will be saved to the app.





**Note: Locate backups of your iPhone, iPad, and iPod touch:**  
<https://support.apple.com/en-ae/HT204215#findiTunes>

# Import Images from Photo Library


1. Tap **+** and tap **Import Images** to import multiple photos from Photo Library.
2. The photo(s) will be saved in the document list.

## Chapter 3 - Manage Files



### Browse Files in Thumbnail List or List View

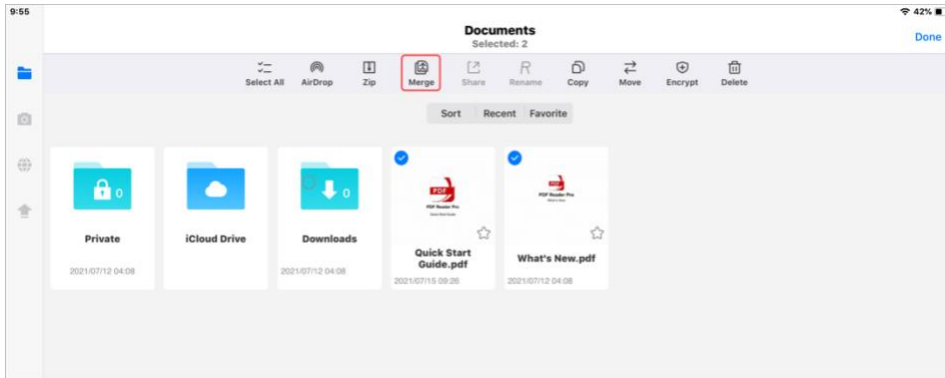
1. In Documents tab, the files display as thumbnails by default.
2. You can switch between **Thumbnail List**  and **List View**  by tapping the icon on the top of the screen.

### Toolbar for File Management

1. Tap  at the top right corner to reveal the menu bar.
2. You will see several options for management, including **AirDrop, Zip, Merge, share, Rename, Copy, Move** and more.


### Merge PDF Files

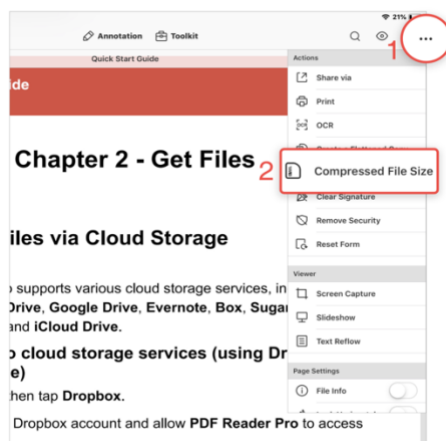
1. Tap . Then select 2 or more files and tap **Merge**.
2. You can tap  to change the order.
3. Tap **Merge** to start merging, and the file will be saved in the **Split & Merge** folder.



## Compress PDF

Now PDF Reader Pro supports to reduce your PDF file size and share it via email with ease.

1. Open the file you would like to compress.
2. Tap **More Actions...** at the top right.
3. Select **Compressed File Size** .

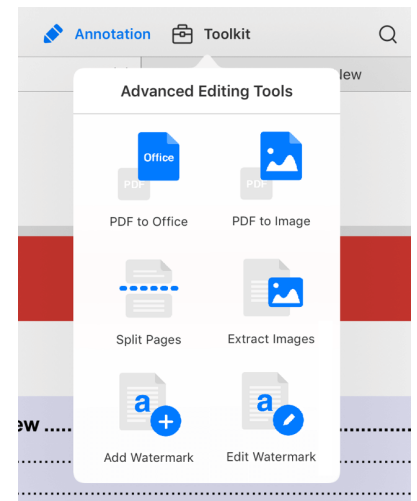


4. Choose the document quality and tap **Start** (Large/Medium/Small/Minimum) File Size.
5. PDF Reader Pro will save a compressed file in Documents folder automatically.


# Toolkit for File Editing

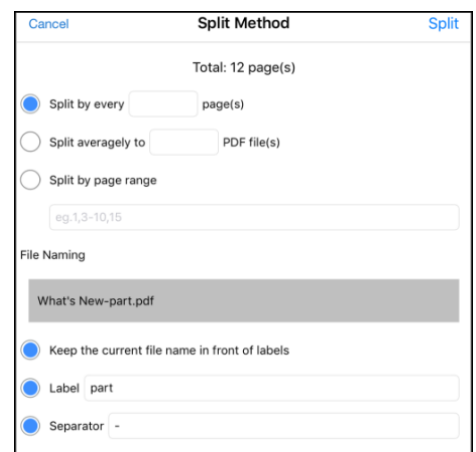
Open a PDF file and tap toolkit .

It will reveal more advanced editing tools to convert **PDF to Office** (Word/Excel/PPT/RTF/HTML/Text/CSV) files, **PDF to Image** (PNG/JPEG/GIF/TIFF/TGA/BMP/JP2) files, **Split Pages**, **Extract Images**, **Add Watermark** and **Edit Watermark**.




## Spilt Pages

Open a PDF file and click the toolkit  , tap **Split Pages**. Then you can set how to split the pages.

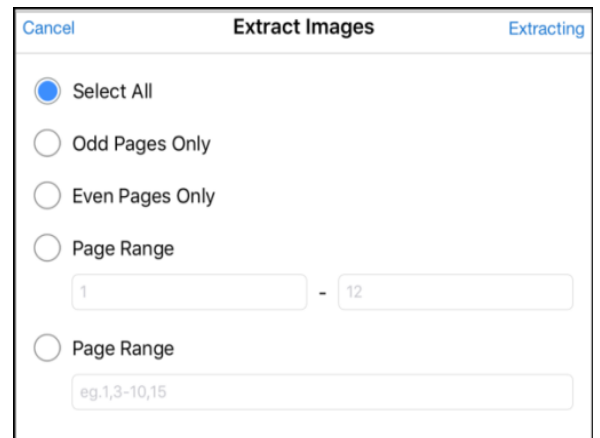


## Extract Images

Open a PDF file and click the toolkit , tap **Extract Images**.

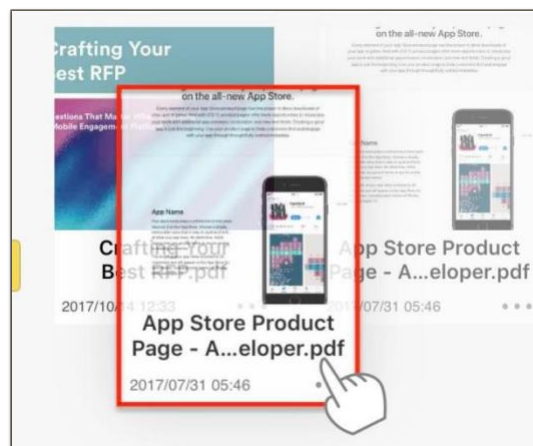
Then you can set how to extract images from the file.

In **Thumbnail View**, PDF Reader Pro supports to arrange and manage documents with drag and drop.



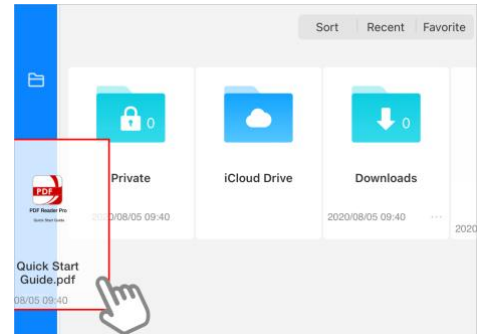
## Drag to Create a New Folder

1. Long tap on the file you'd like to move.
2. Drag the selected file over the target file.
3. The file will be highlighted with grey. Then drop the file to create a new folder.



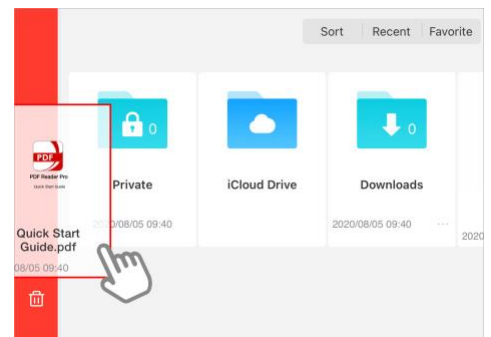
## Drag and Move Files

1. Long tap on the file or folder.
2. Drag the selected item to **Folder** appeared on the upper left corner.
3. Drop the item to move it to the target folder, **iCloud Drive**, or **Network** storage.



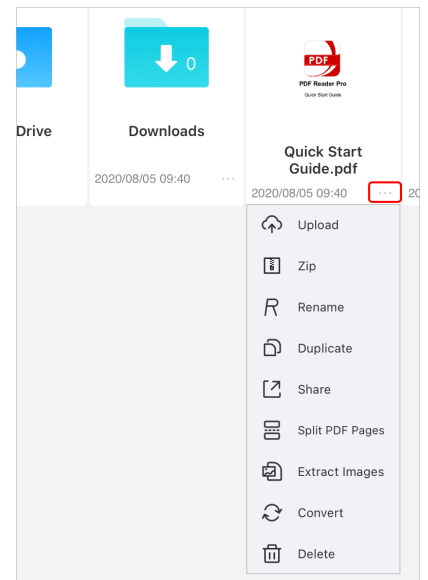
## Drag to Delete Files

1. Long tap on the file or folder.
2. Drag the selected item to **Delete** appeared on the bottom left corner.



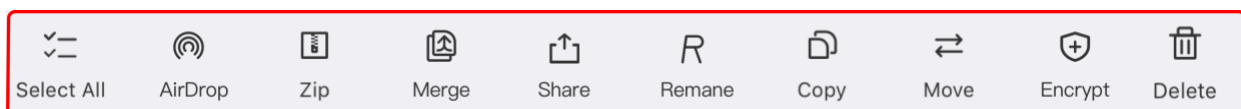
## Quick Actions - Thumbnail View

1. Tap on the specific file and then tap on the **More** button below each file.
2. You will see a menu of quick actions, including **Upload, Zip, Rename, Duplicate, Share, Split PDF Pages, Extract Images, Convert** and **Delete**.



## Quick Actions - List View

1. While viewing files in **List View**, tap on the specific file and swipe to left.
2. The quick actions include **AirDrop, Zip, Merge, Share, Rename, Copy, Move, Encrypt,** and **Delete**.

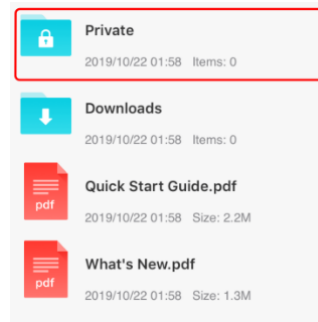





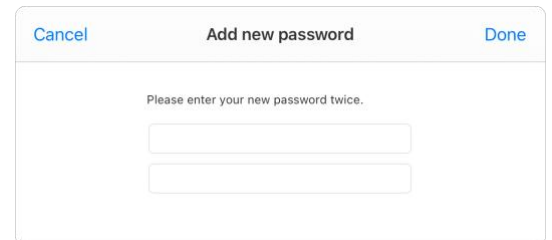
## Private Folder

- **Set Your Password**


1. Go to Settings tab  and enable **Show Private Folder**.

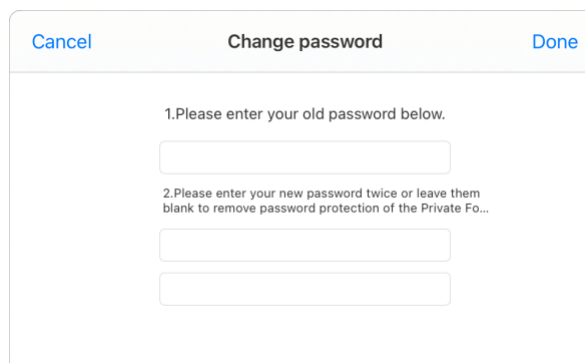


2. Back to **Documents** and tap  at the top right corner.
3. Tap on Private folder and then set up your password.




- **Change Your Password**

1. Tap  and tap on the Private folder again to change the password.
2. If you'd like to remove the password protection, simply keep the new password field in blank.



- **Encrypt PDFs**

1. In **Documents** tab, tap  at the upper right.
2. Select the PDF you'd like to keep it a private file.
3. Select **Encrypt**  ; then enter and confirm the password and remember it!



**Document Encryption**  
Are you sure you want to encrypt the following PDF(s):  
Quick Start Guide.pdf ?

Password

Confirm Password

**Cancel**      **OK**


## Chapter 4 - Annotation Tools

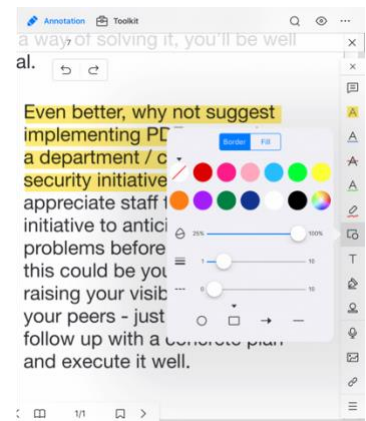
Open one PDF, and you will see all the PDF editing tools on the screen. Also, you can access more actions to engage with the PDF.

# Actions

Actions	Features
Share Via	<ul style="list-style-type: none"> <li>◆ Tap to share the PDF. You will see four options for you to choose from, including Document, Flattened Copy, Summary and Original PDF.</li> <li>◆ Select Document and all the annotations remain editable.</li> </ul>
Print	<ul style="list-style-type: none"> <li>◆ AirPrint. Tap to select your printer and set the number of copies you'd like to print.</li> </ul>
Recognize texts from scanned files with OCR	<ul style="list-style-type: none"> <li>◆ Convert scanned documents / images to editable and searchable texts.</li> <li>◆ 50+ languages and 99%+ accuracy.</li> <li>◆ OCR the whole file simultaneously.</li> </ul>
Create a Flattened Copy	<ul style="list-style-type: none"> <li>◆ Create a copy that protects your annotations and forms from editing.</li> </ul>
Clear Signature Reset Form	<ul style="list-style-type: none"> <li>◆ Remove all data/content from all fields.</li> </ul>
Slideshow	<ul style="list-style-type: none"> <li>◆ Turn the PDF into a presentation. You can record your on-screen activities and voice at the same time.</li> </ul>
Text Reflow	<ul style="list-style-type: none"> <li>◆ View the PDF in plain text mode. You can change the settings for plain text reading.</li> </ul>
File Info	<ul style="list-style-type: none"> <li>◆ Check the document information.</li> </ul>
Lock Horizontal	<ul style="list-style-type: none"> <li>◆ Lock horizontal scroll.</li> </ul>
Lock Rotation	<ul style="list-style-type: none"> <li>◆ Turn on the orientation lock.</li> </ul>
Auto Scroll	<ul style="list-style-type: none"> <li>◆ Scroll pages automatically. You can adjust the speed by scrolling the speed bar.</li> </ul>

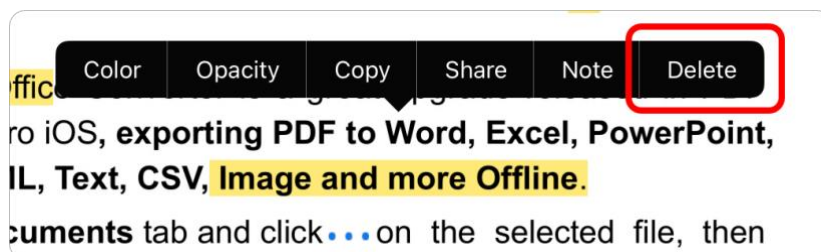
## Settings for PDF Annotations

1. In Annotation mode, you will see a annotation toolbar on the right. For left-handers, you can relocate the bar to the left side of the screen.
2. To start annotating, long tap  to turn on the function. Tap any place to turn off.
3. For the **highlight**, **underline**, **strikeout**, **squiggly**, **shape**, or **drawing** tool, long tap on the icon to change the **Color/Opacity/Thickness/Style**.




## Delete Annotations

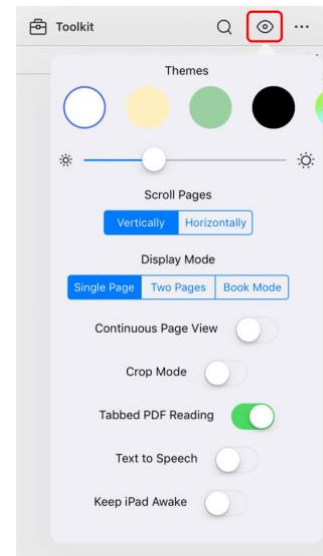
1. Turn off the annotation tool you are currently using.
2. Tap on the annotation and choose **Delete** from the pop-up menu bar to remove it.




# Viewer Mode

Eyes feel uneasy after long-time reading? PDF Reader Pro provides different themes to adapt to different reading environments:

1. Open a PDF file and tap  at the bottom toolbar.
2. It will pop out different themes for **Light Mode**, **Soft Mode**, **Eye-protection Mode** and **Night Mode**. You are free to change the theme color in the palette.



# Annotation Summary

1. Open a PDF file.
2. Tap **More Actions**  and tap **Share Via**.
3. Choose **Summary** to send annotation summary by email.

# Chapter 5 - Manage PDF Pages






With PDF Reader Pro in thumbnail mode, you can rearrange, add, delete, extract, and rotate PDF pages.

## Change Page Order

To change page order, long tap one page thumbnail. Then drag the page to where you would like it to be.

## Extract, Append, Delete, and Rotate PDF Pages

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Icon	Name	Function
	Extract	Select one page or pages and tap Extract. The page(s) you selected will be saved as a new file.
	Append	Tap to add a new page to the document.
	Delete	Select one page or pages and tap Delete.
	Rotate	Select one or several pages and tap Rotate. Rotation is based on 90° increments.
	Export out	Tap to save, share, print and save to PDF.

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# Chapter 6 – Convert

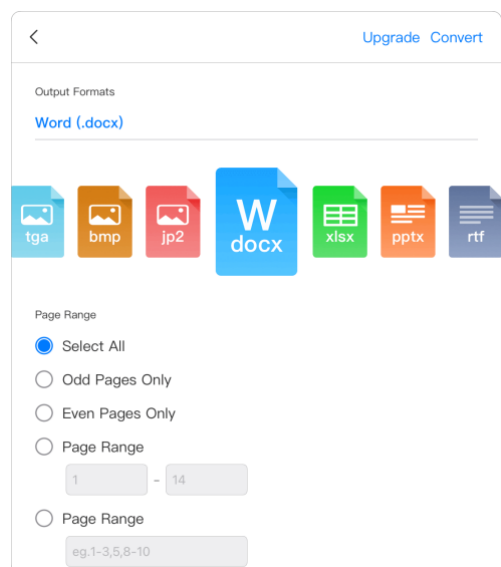
A great upgrade released in PDF Reader Pro iOS with the best PDF to Office Converter. With it, you can **export PDF to Word, Excel, PowerPoint, RTF, HTML, Text, CSV, Image and more Offline.**

## PDF to Office


With the best PDF to Office Converter offline, do exactly what you want and retain all formatting. The best quality and most accurate PDF to DOCX / PPTX / XLSX conversion for keeping the fonts and layout intact, including bullets and tables.

- **PDF to Word / Excel / PPT**


1. Go **Documents** and click **⋮** to choose **Convert**.
2. Open a PDF file and tap **Toolkit** , and select **PDF to Office**.
3. There you can scroll to choose **Output Formats: Word(.docx) / Excel(.xlsx) / PowerPoint(.pptx)**.
4. Set **Page Range: Select All / Odd Pages Only / Even Pages Only / Customized Pages**.
5. Click **Done**, and the converted file will be saved in **Documents/Converted**.

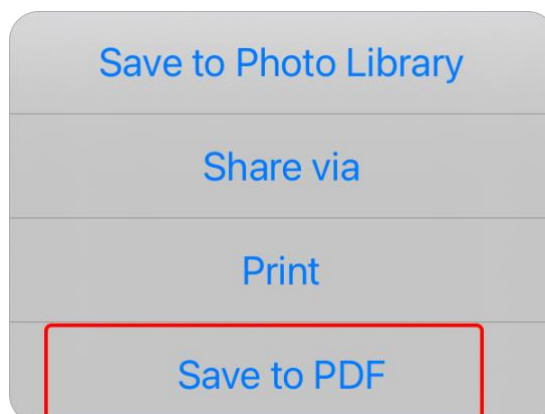


- **PDF to HTML / Text / RTF / CSV / Image**

1. Open a PDF file and tap **Toolkit** , and select **PDF to Office**.
2. There you can scroll to choose **Output Formats: HTML(.html) / Text(.txt) / RTF(.rtf) / CSV(.csv) / Image**.
3. Set **Page Range: Select All / Odd Pages Only / Even Pages Only / Customized Pages**.
4. Tap **Done**, and the converted files will be saved in **Documents/Converted**.

## Image to PDF

1. In **Documents** tab, click **+** and choose **Import Images**.
2. Open the images, and tap  at the upper right and select to **Save to PDF**.
3. A new PDF file has been created and saved at the same file with the original image.
4. Image supports **jpeg / png / tiff / tga / bmp / jp2**.





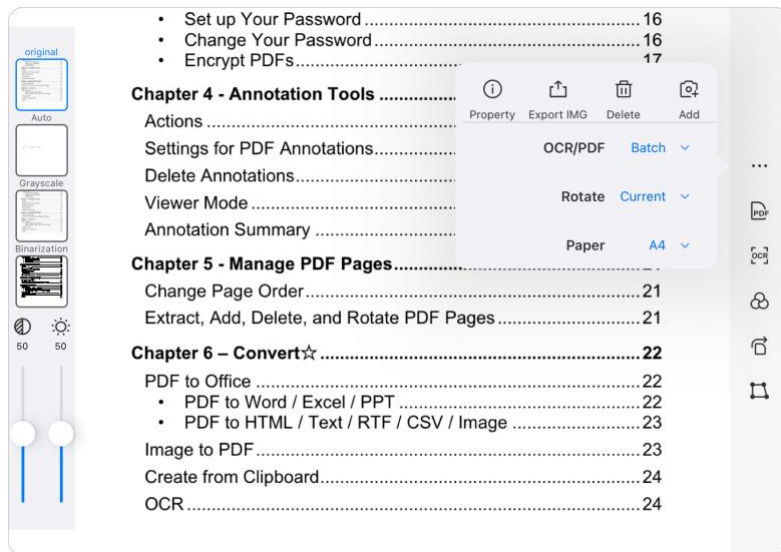
# Create from Clipboard

Copy any texts or images you'd like to paste from the website, other Apps or PDFs, and then go **Documents** tab, tap **+** and select **From Clipboard**, then save the texts or image as a new PDF.



## OCR

- **Recognize texts on images and convert it to PDF or TXT**

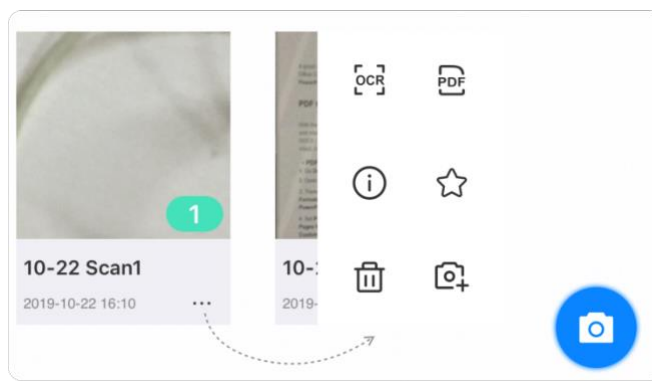
1. Go to **Scanner** tab to take a picture.
2. Adjust its brightness, rotate, set the filters or crop it to right shape.
3. Tap **OCR** to recognize the words in images, it will choose automatic language detection for better OCR results.





- **If you'd like to recognize texts on scanned files**

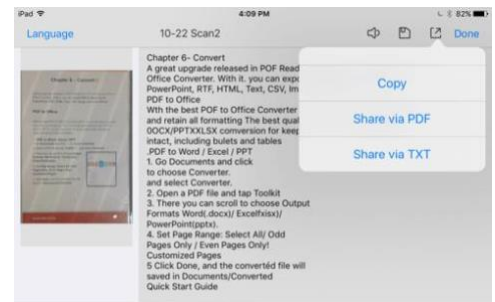
Tap **More Actions**  and click the camera icon, or tap  to get access to the **Album** at the right bottom.

1. Pick out the scanned files and start to recognize.



- **Or go to Documents and click More**

1. Select **OCR** at the upper left.
2. Click  to save the file as PDF or TXT.
3. Click  to share the file as PDF or TXT.



Notice: You can go to **More Actions** to learn more about OCR.

P.S. Upgrade to PDF Reader Pro to enjoy more expanded features.

Upgrade to PDF Reader Pro to enjoy more expanded features.	Free	Permanent License	Premium
<b>PDF to Office</b>			
Convert PDF to Word, PowerPoint, Excel, HTML, TXT, RTF, CSV, and more Offline	Only first 10 pages	∞	Only first 10 pages
Convert PDF to JPEG, PNG, TIFF, BMP, GIF or TGA files	Only first 10 pages	∞	Only first 10 pages
<b>Advanced Editing Tools</b>			
Add & edit watermark	×	✓	✓
PDF page editor	×	✓	✓
PDF merge & split	×	✓	✓
Extract images / texts from PDFs	×	✓	✓
Compress PDF files to reduce files size	×	✓	✓
Batch encrypting PDF documents	×	✓	✓
<b>OCR</b>			
OCR(Image-to-searchable PDF)	×	✓	✓
Recognize text from Scanned PDF with OCR	×	✓	✓
<b>Annotations</b>			
Attach audio notes, insert images, or add hyperlinks to PDFs with multimedia tools	×	✓	✓
Make customized stamps	×	✓	✓
<b>Create PDF</b>			
Convert 200+ types of files (MS Office, iWorks, jpeg, png, ...) to PDF	×	✓	✓
Create flattened copies	×	✓	✓
<b>Key Features</b>			
Ad-free	×	✓	✓
Number of stored files	10	∞	∞
View multiple PDFs as tabs	×	✓	✓
Switch between night and sepia viewing mode	×	✓	✓
TTS (Text to speech)	×	✓	✓
Record your voice and the screen while in slideshow mode	×	✓	✓
<b>Your Ultimate Document Solution</b>			
Protect your app with a passcode or Touch ID	×	✓	✓
Access all premium features in app	×	∞	∞
Priority customer support	×	✓	✓
<b>Pricing and Plans</b> Simply pay once and get all advanced tools.		¥163.00 <small>(one-time purchase)</small>	USD \$19.99 <small>(one-time purchase)</small>

For more details, please visit our  
Official Website: <https://www.pdfreaderpro.com>

Should you need any further help, please feel free to  
contact us at [support@pdfreaderpro.com](mailto:support@pdfreaderpro.com)