AnyRecover®

PDFull

Quick Start Guide

Contents

1. The All-New PDFull 4

2. Read 6

1) Open PDFs 6

2) Split View 7

3) Multi-tab Viewer 7

4) Presentation 8

5) Auto Scroll 8

6) Night Mode Themes 8

7) Crop 9

8) Snapshot 9

3. Annotate 10

1) Preference Setting 10

2) How to Annotate 10

3) Stamp 12

4) Images 12

5) Link 12

6) Tables 13

7) Export or Remove Annotations 13

4. Advanced Editing Tools 14

1) Page Edit 14

2) Merge 14

3) Compress 15

4) Security 15

5) Compare 15

6) Outline 16

5. Edit PDF 17

1) Edit Text 17

2) Edit Image 18

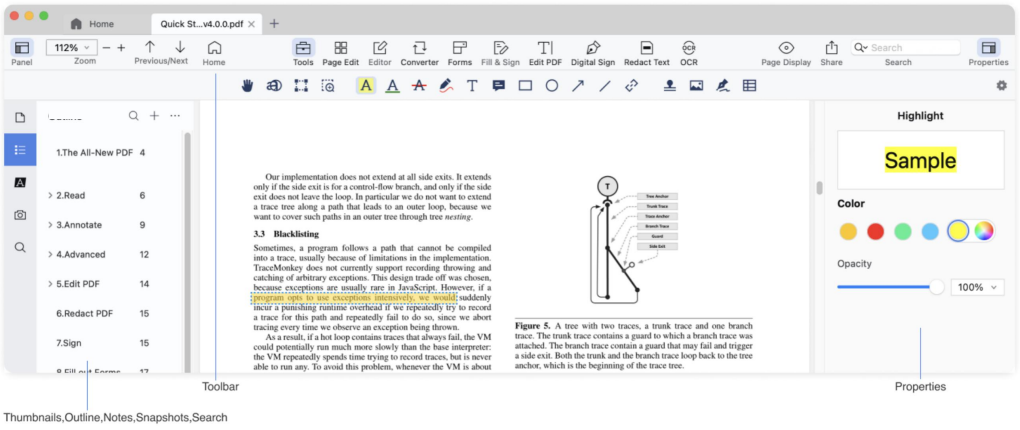
3) Align Multiple Text Boxes or Images 19

6. Redact PDF 19
7. Sign 20
8. Fill out Forms 22
9. Fill & Sign 23
10. Create Forms 23
11. Convert 24
1) PDF to Office 24
➢ PDF to Word 24
➢ PDF to Excel / PPT / RTF / CSV / HTML / Text / Images 24
2) Other Formats to PDFs 25
3) Images to PDF 25
4) Create from Clipboard 25
5) Extract Images 26
6) Extract Tables 26
12. Watermark 26
13. Header, Footer and Page 27
14. Background 27
15. Bates Numbers 27
16. Page Sizing and Handling 28
1) Poster 28
2) Multiple 28
3) Booklet 29
17. OCR 30
18. Others 30
1) Hide Tool Panels 30
2) Customize Toolbar 30
3) Flattened PDF 31
4) Create PDF from Scanner 31
5) TTS(Text to Speech) 31
6) Password and Permission Removal 31

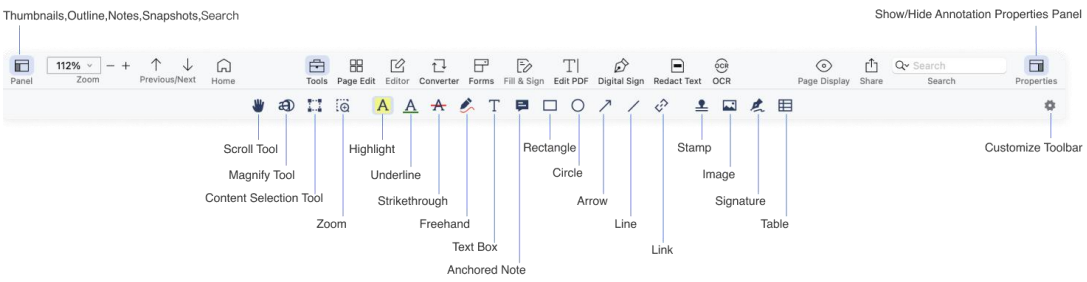
1. The All-New PDFull

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

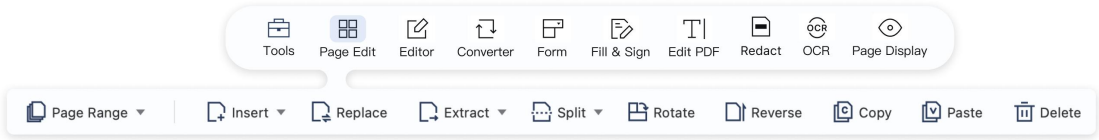
The picture demonstrates Panel including Thumbnails/Outline/Notes/Snapshots/Search, Toolbar and Properties Panel. You can choose to show or hide the panel.

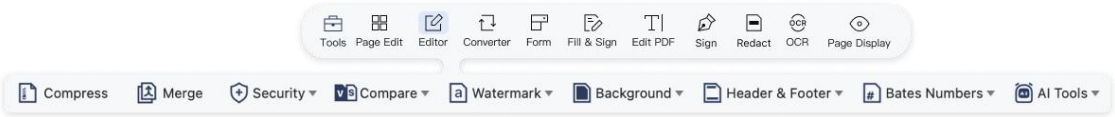


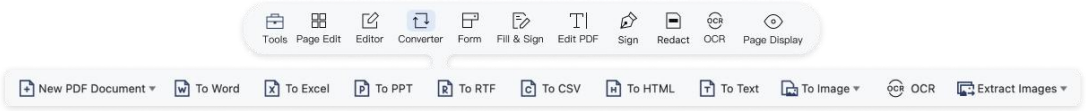
On the toolbar, quickly search the annotations tools. Except the default one, Customize Toolbar allows you to add frequently-used tools to the toolbar. And you can drag the toolbar as you like.

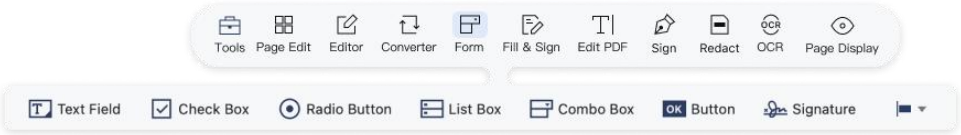


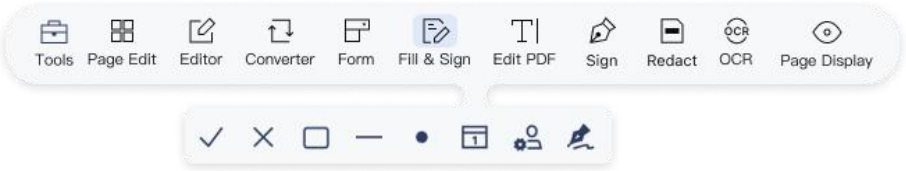
The following pictures show Tools, Page Edit, Editor, Converter, Form, Fill & Sign, Edit PDF, Redact, OCR and Page Display. Enjoy editing your PDF files.

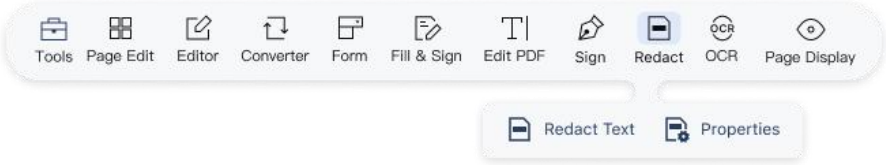

Tools
Page Edit
Editor
Converter
Form
Fill & Sign
Edit PDF
Redact
OCR
Page Display
Page Range
Insert
Replace
Extract
Split
Rotate
Reverse
Copy
Paste
Delete

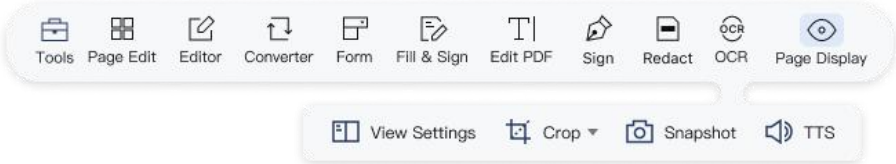

Tools
Page Edit
Editor
Converter
Form
Fill & Sign
Edit PDF
Sign
Redact
OCR
Page Display
Compress
Merge
Security
Compare
Watermark
Background
Header & Footer
Bates Numbers
AI Tools


Tools
Page Edit
Editor
Converter
Form
Fill & Sign
Edit PDF
Sign
Redact
OCR
Page Display
New PDF Document
To Word
To Excel
To PPT
To RTF
To CSV
To HTML
To Text
To Image
OCR
Extract Images

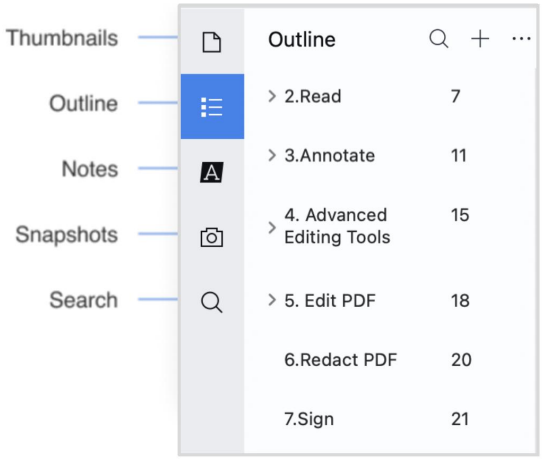

Tools
Page Edit
Editor
Converter
Form
Fill & Sign
Edit PDF
Sign
Redact
OCR
Page Display
Text Field
Check Box
Radio Button
List Box
Combo Box
Button
Signature


Tools
Page Edit
Editor
Converter
Form
Fill & Sign
Edit PDF
Sign
Redact
OCR
Page Display


Tools
Page Edit
Editor
Converter
Form
Fill & Sign
Edit PDF
Sign
Redact
OCR
Page Display
Redact Text
Properties


Tools
Page Edit
Editor
Converter
Form
Fill & Sign
Edit PDF
Sign
Redact
OCR
Page Display
View Settings
Crop
Snapshot
TTS

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

PDFull for Mac has several ways to open PDFs:

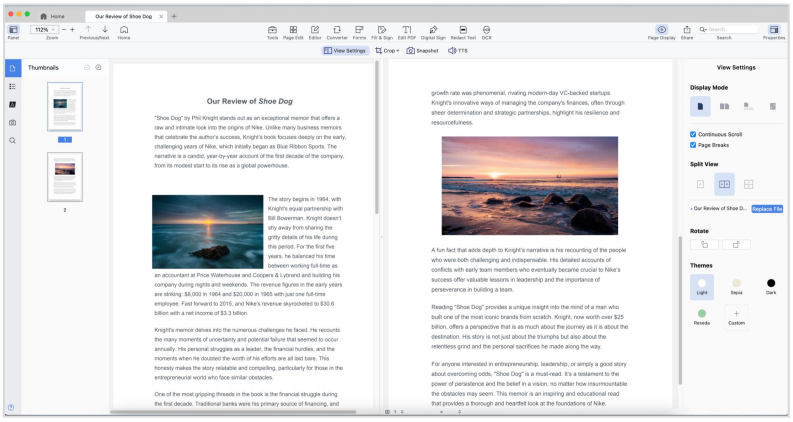
1. **Make PDFull as your default viewer**. Tap PDFull on the main menu -> General -> Preferences…, and tick Set PDFull as the default PDF viewer. If you set it as your default app for opening PDFs, double-click on a PDF file in Finder, and it will be opened in PDFull.
2. **Drag and drop**. On a New tab 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 PDFull is in your dock, just drag-n-drop PDF file on the PDFull icon, and the file will be opened in a new tab.

2) Split View

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

PDFull for Mac has several ways to enable Split View:

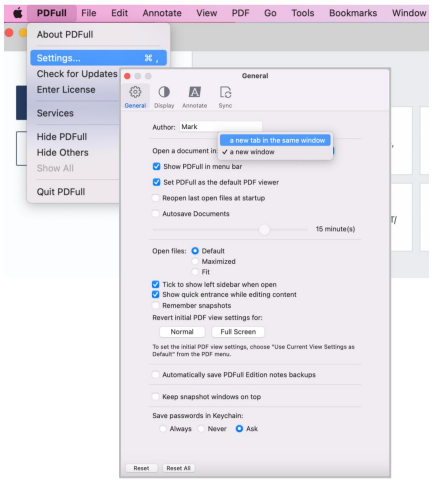
1. Open a file and tap Page Display on the toolbar, and the properties panel shows, then you can see Split View;
2. Or activate via View on the main menu -> Split View;
3. You can choose Horizontal or Vertical when you activate it;
4. You can drag-and-drop a file or Select File to open another file to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



3) Multi-tab Viewer

We all need an extension to browser tabs effortlessly. Now PDFull 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 PDFull -> 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 View on the main menu -> Presentation, it will present you PDF as slideshow;
2. Tap esc on the keyboard if you finish your presentation;
3. Tap Presentation Options at View to set how to display your presentation;
4. Click View on the main menu -> Read Mode, you can view the whole screen plus the main menu.

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.

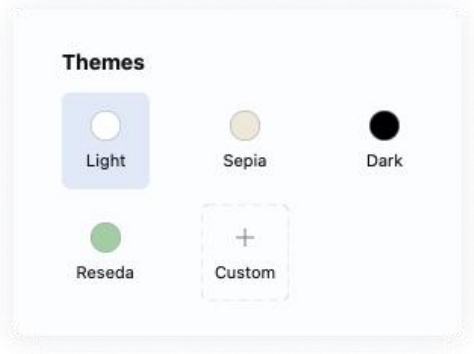
1. Tap View on the main menu -> Auto Scroll, then it shows pages automatically;
2. Tap Auto Scroll Options... at View to set the time interval and jump space.

6) Night Mode Themes

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

1. Click Page Display on the toolbar and the properties panel shows. Go to 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

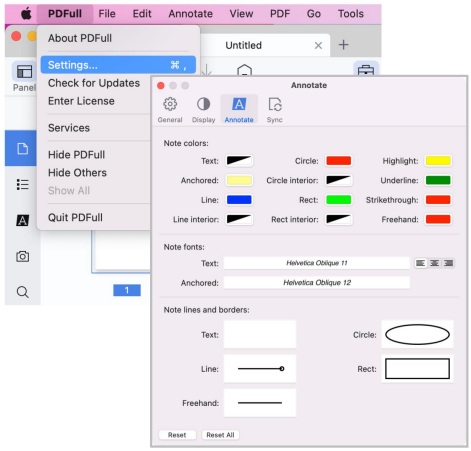
1. Click Page Display on the toolbar -> Snapshot;
2. Tap Tools on the main menu -> Snapshot;
3. Or right click the file and select Snapshot;
4. Choose Take Snapshot (Auto), and you will get the screenshot of the current area;
5. Choose Select Area, and you can customize the area.

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 PDFull 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:

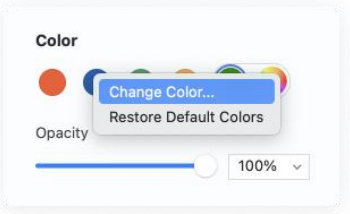
1. Open a document;
2. Activate annotation tools by clicking the Tools on the toolbar, or click Annotate on the main menu;
3. Select a tool from the list:
   - **Text markup** | Select the tool (highlight, underline, strikethrough) and apply it to the text you want to annotate.

- **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.

- **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

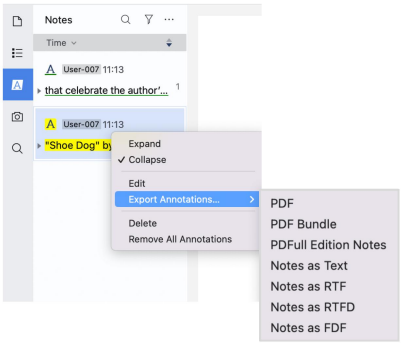
A table consists of rows and columns of cells. A cell is like a text frame in which you can add text.

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) Export or Remove Annotations

Want to export or remove annotation? Do just as following:

1. Click Panel to activate the left sidebar, and switch to the annotation contents by tapping;
2. Right click and you can see Export Annotations… and Remove All Annotations;
3. Or right click and tick note type to remove or export specified annotations;
4. If you want to delete one annotation, you can right click the annotation and select Delete;
5. If exporting annotations, you can export to Notes as Text, Notes as RTF, Notes as RTFD or Notes as FDF.



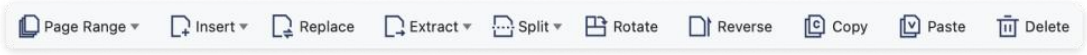
4. Advanced Editing Tools

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**, **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.

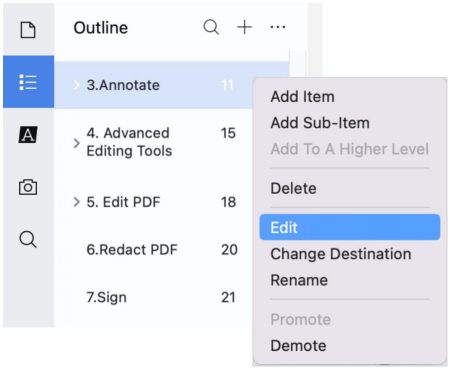
Compare by File Overlay

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.

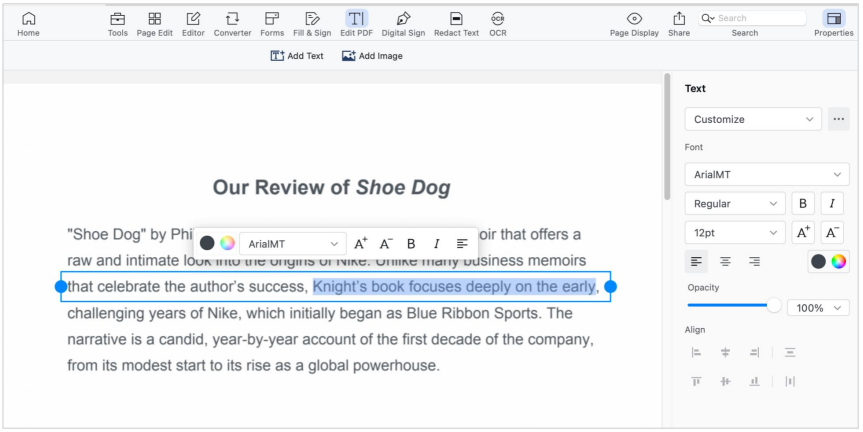


5. Edit PDF

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.

Note:

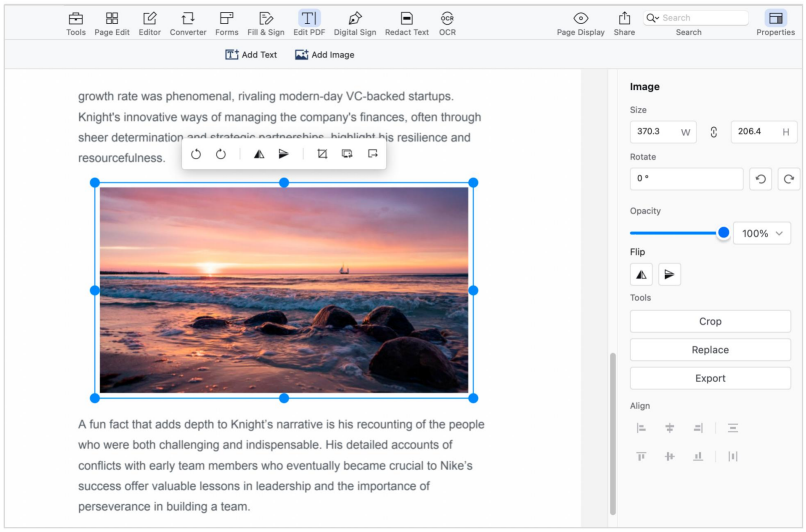
1. You can quickly adjust the text properties in the floating layer. If you want to cancel, you can click PDFull in the upper left corner, select Settings, and uncheck Show quick operation floating layer.

2. You can move the text directly by dragging the 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.



3. 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 PDFull in the upper left corner, select Settings, and uncheck Show quick operation floating layer.

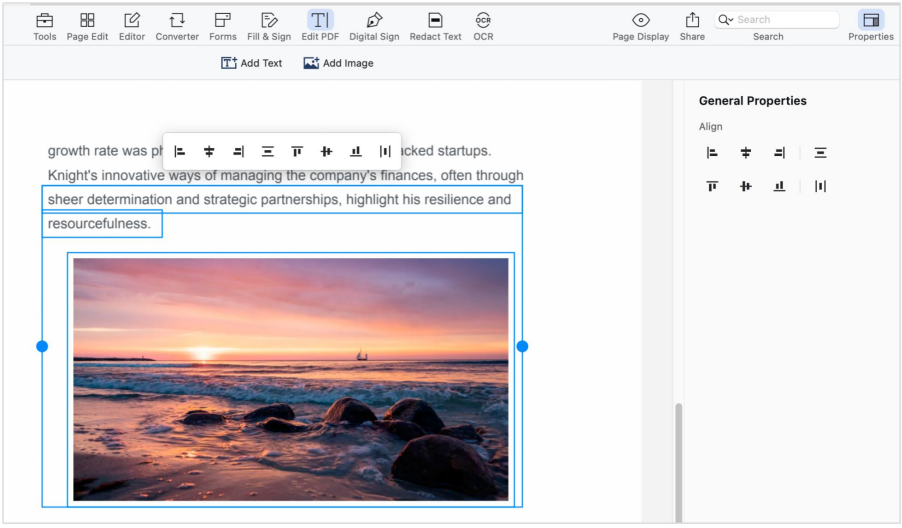
3) Align Multiple Text Boxes or Images

PDFull supports the alignment of multiple text boxes and images within PDFs.

This update empowers to you seamlessly arrange and organize content with precision directly within the embedded documents.

Operation:

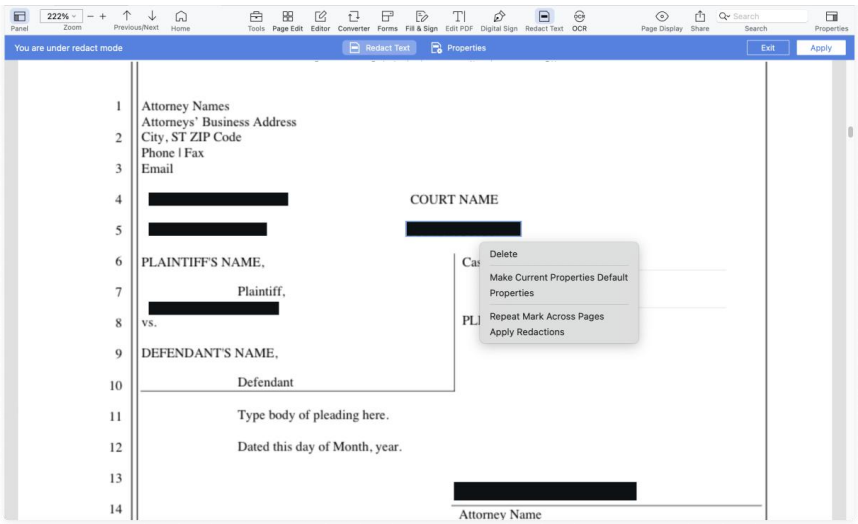
1. Hold down Command to select multiple text boxes or images / Slide the mouse to select;
2. Choose the alignment according to your needs.



6. Redact PDF

If you want to permanently black out sensitive information or private data in your PDF, PDFull provides the best redaction experience.

1. Click Redact on the toolbar, then you enter redact mode;
2. Select the information you want to redact in your PDF;
3. Click Apply, then the redacted information will remove permanently;
4. Tab Properties and you can change color and decide whether to use overlay text.

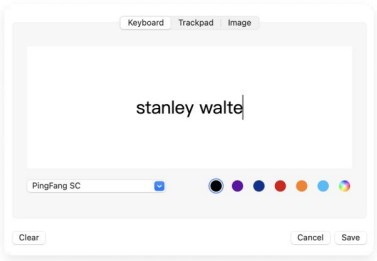


7. Sign

If you're a proud MacBook user and wondering how to sign a PDF document on Mac, PDFull 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

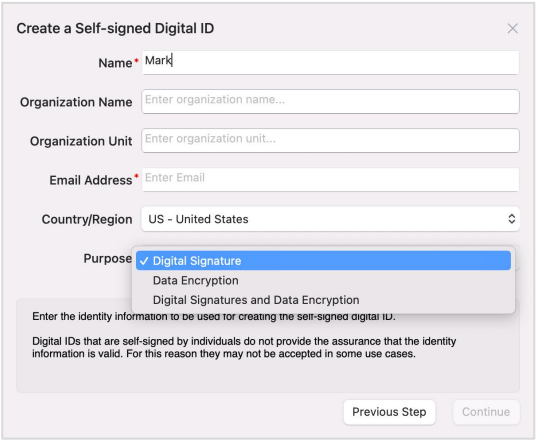
To add a digital signature to a PDF, you need to obtain a digital ID first, also known as a digital certificate. These certificates are typically issued by a trusted provider called a Certificate Authority (CA).

You can also configure your own digital ID with PDFull 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;



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.

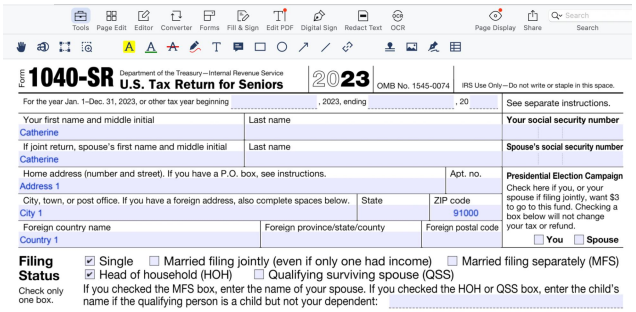
Note: To set the appearance of the digital signature, you can click edit in the top right corner of the pop-up window.

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.



Dynamic XFA forms are not currently supported in PDFull 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:

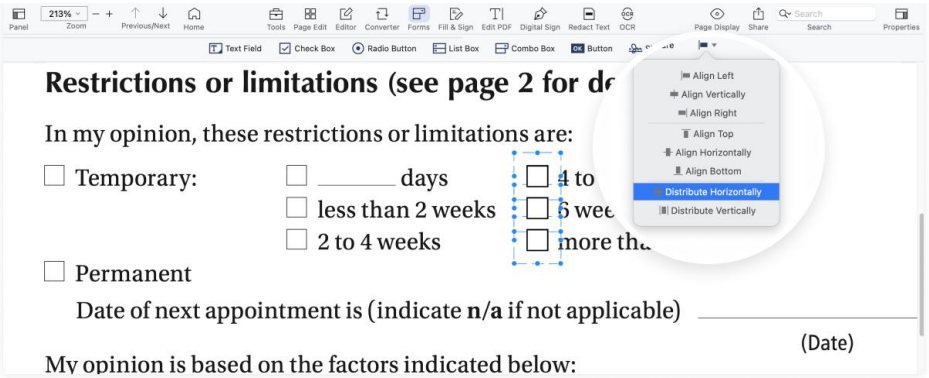
- **Add Text** –Click Add Text in the toolbar. Click at the place in the document where you want to add the text, and then start typing.
- **Annotation Tools** –Crossmark, Checkmark, Circle, Line, and Dot. You can use these annotation tools to fill in check boxes and radio buttons, and use the Circle 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 PDFull'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

1) PDF to Office

➢ PDF to Word

PDFull welcomes an amazing upgrade! PDF to Word just converts PDF to editable Word file that is easy to update. You can stop retyping, it is easy to start new projects without starting over. Fonts and formatting are perfectly converted too.

➢ PDF to Excel / PPT / RTF / CSV / HTML / Text / Images

Except converting PDF to Word, Images, HTML, and Text PDFull already has, it supports to convert PDF to editable Excel, PowerPoint, RTF and CSV Offline. Choose your pdf file, just click the convert button, all texts, images, graphs, fonts, formatting and embedded elements get converted.

1. Tap Converter on the toolbar;
2. Or tap on the status bar -> PDF to Office;

3. Or click main menu Tools -> Converter -> PDF to Office;
4. Or click Files on the main menu -> Convert To;
5. Select target format as Word, Excel, PPT, RTF, CSV, HTML, Text, Image and set Page Range and Output Folder;
6. Click Batch to add more files to convert simultaneously;
7. Then tap Convert.

2) Other Formats to PDFs

Now you can convert popular formats: Word or Pages, Webpage into PDF in a snap. The feature requires Pages or Microsoft Word apps to be installed on your Mac.

1. Tap Converter on the toolbar -> New PDF Document; There you can choose New Blank Page, Image To PDF, Import From Camera…, Import From Scanner…, New From Web Page…;
2. Or tap File on the main menu and click New; Or you can tap on the status bar;
3. Choose New From Clipboard, New From Images, New From File or New From Web Page.

3) Images to PDF

1. Choose one or more images and right click -> Open With; Here you can choose PDFull;
2. Or you can tap Converter on the toolbar -> New PDF Document -> Image To PDF, and import image files by clicking Add Files;
3. Tick Merge All and Save as PDF, you will get one PDF file; Or you will get more;
4. You can use OCR to recognize characters in images into editable or 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

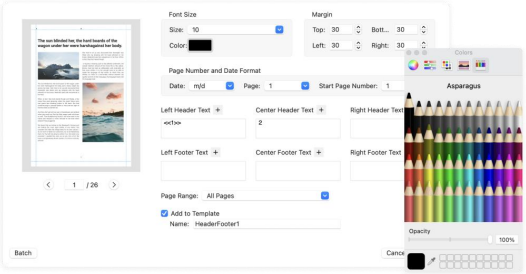
Add and delete watermark on PDFs. You can change the opacity, color and positions of the watermark. Customize watermark with texts and images:

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:

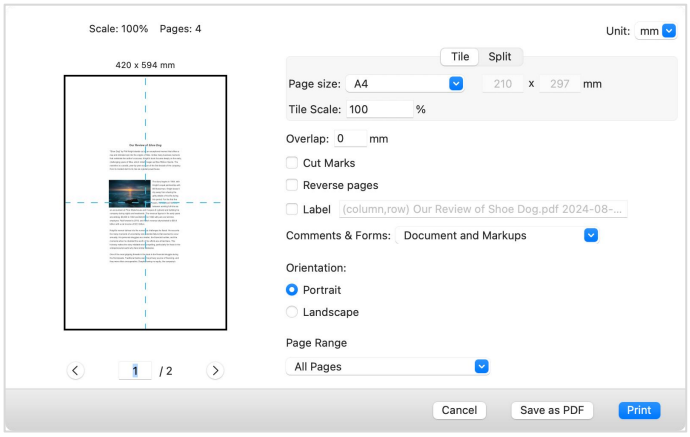
1. Tap Editor on the toolbar -> Bates Numbers -> Add Bates Numbers;
2. Or tap Tools -> Bates Numbers on the main menu to add a unique prefix or suffix which can be a set number, case number, firm name or date;
3. There PDFull supports to batch add bates numbers.

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.

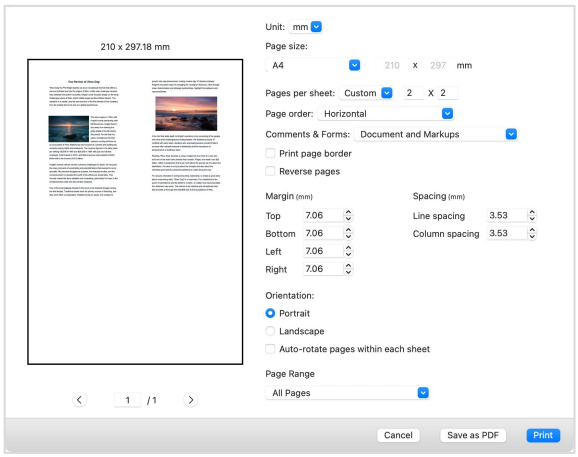


2) Multiple

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.

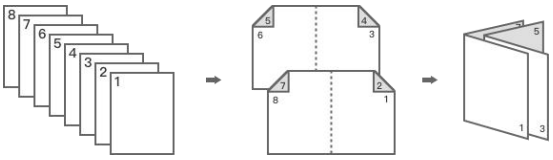
1. Tap Tools on the main menu -> Page Sizing and Handling -> Multiple.

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

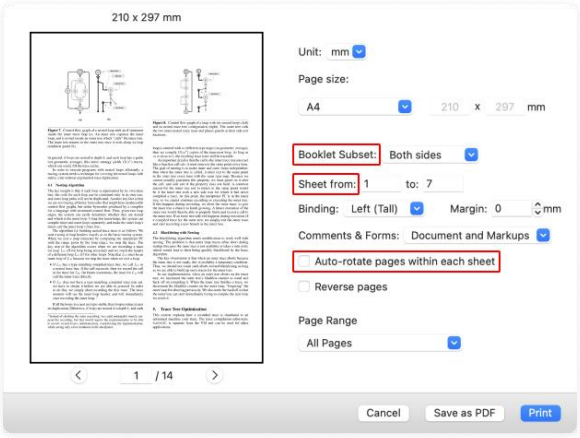


3) Booklet

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 PDFull for Mac. PDFull 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 OCRed 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

18. 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) 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.

3) 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.

4) 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 form 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.

5) TTS(Text to Speech)

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

1. Go reading page and click Page Display -> TTS; 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.

6) 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.

For more details, please visit our Online Help

https://www.anyrecover.com/support/

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

support@anyrecover.com

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

support@compdf.com