



PDF Reader Pro

Quick Start Guide

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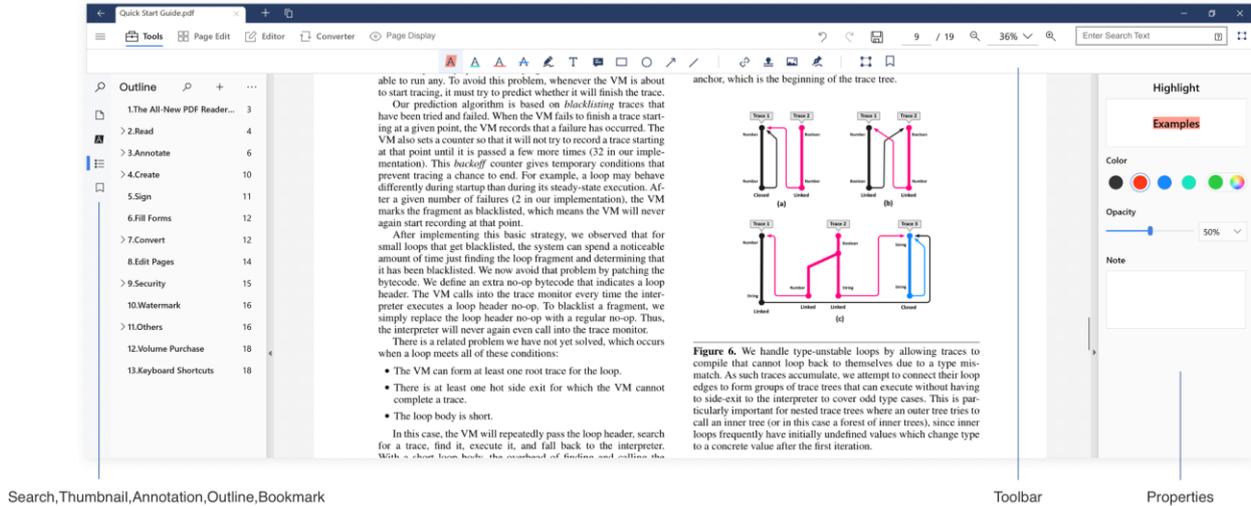
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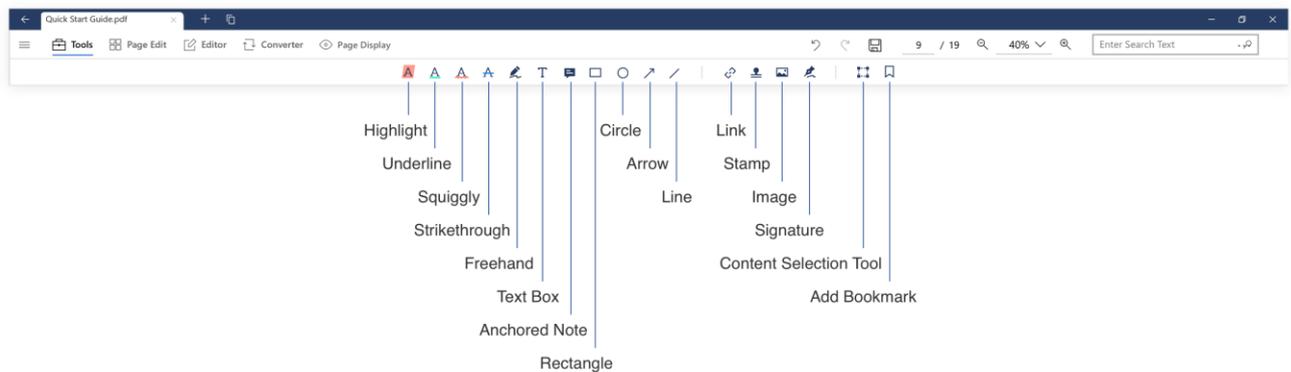
1. The All-New PDF Reader Pro

The all-new PDF Reader Pro re-created from the ground up comes. It is effortless and more productive to use.

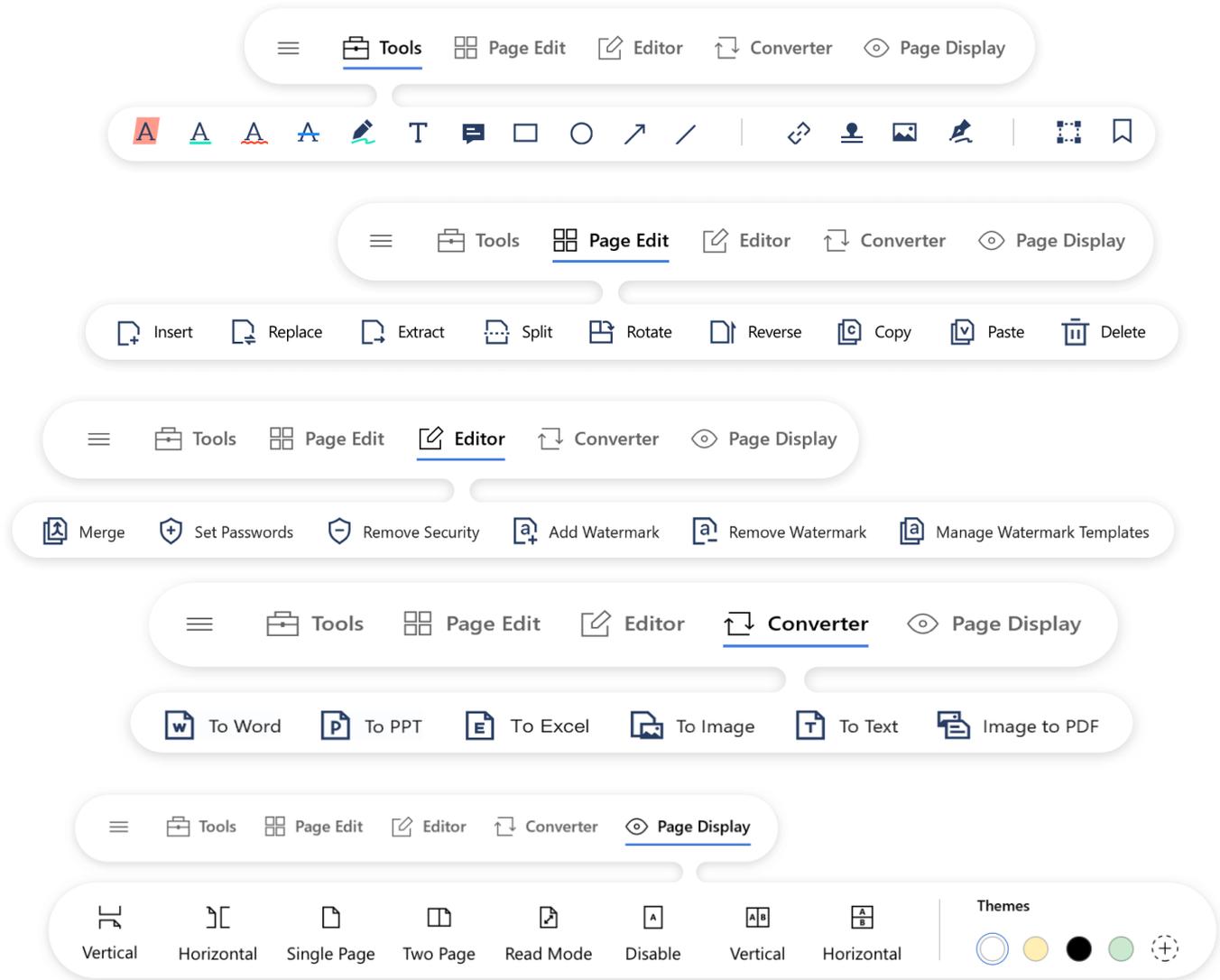
The picture demonstrates Panel including **Search / Thumbnail / Annotation / Outline / Bookmark, Toolbar** and **Annotation Properties Panel**.



On the toolbar, you can quickly access annotations tools including **Highlight, Underline, Freehand, Text Box, Anchored Note, Shape, Link, Stamp, Image, Signature, Bookmark** and more.



The following pictures show **Tools, Page Edit, Editor, Converter** and **Page Display**. Just enjoy editing your PDF files with PDF Reader Pro.



2. Read

1) Open PDFs

PDF Reader Pro provides several ways to open PDF files.

1. Set PDF Reader Pro as default reader. Choose a PDF file -> right click -> **Open with** -> **Choose another app** -> tick **PDF Reader Pro** -> tick **Always use this app to open .pdf files** -> **OK**.

Then PDF Reader Pro will be your default reader. If you set it as your default app for opening PDFs, double-click on a PDF file, and it will be opened in PDF Reader Pro.

2. Drag and drop. On **Home**, drag-and-drop any PDF file from document files into PDF Reader Pro.

3. Open directly. On **Home**, click **Open a PDF**  and then choose a document.

2) Multi-tab Viewer

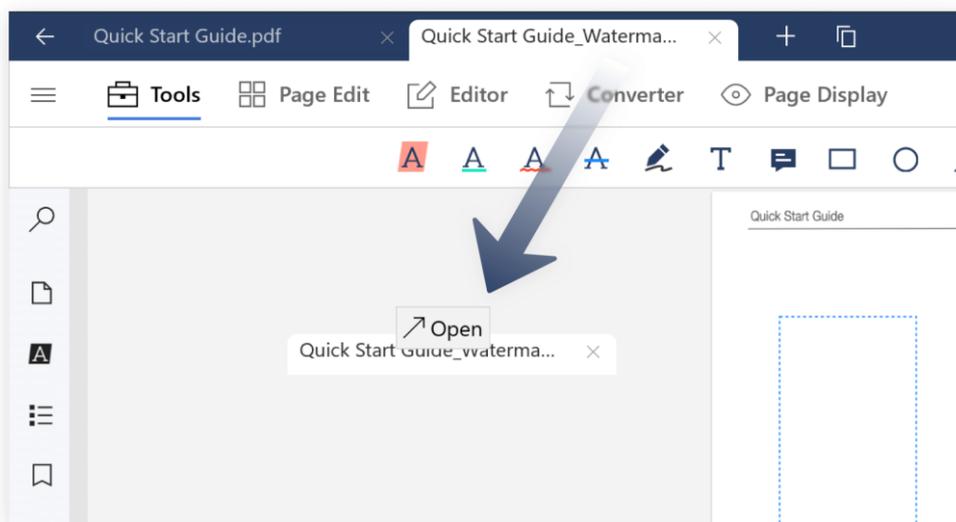
We all need an extension to browser tabs effortlessly. Now PDF Reader Pro supports multi-tab viewer to make it easy to manage files. You can open multiple documents in the same window simultaneously.

1. In reading page, tap **Create a new tab** ⁺ next to opened file, select a file to open.

3) Multi-window Viewer

PDF Reader Pro supports multi-window extensions that provides you a better reading experience. It allows you to navigate several windows and manage multiple tabs within each simultaneously. In this way, you can easily compare the contents among several documents at the same time and increase your study/working efficiency through multitasking.

1. On the reading page, click **Create a new tab** ⁺ to open the new PDF files that you need to read.
2. Select and drag the tab, which you want to split away from the current window, into the reading page to create a new window.



3. Or you can tap  on the toolbar -> **Create a new window**, then you can open a new window and select another PDF to view.

4) Split View

Open two parts of the same file side by side and work with both simultaneously.

1. Enter reading page -> **Page Display**  -> **Split View**. There you can choose vertical and horizontal viewer.

5) Slideshow

Your PDF file can be directly presented as PPT presentation.

1. Tap  on the toolbar -> **Slideshow**.
2. Tap **Laser Pen** to help your presentation. You can change the color of pen to markup your contents to draw attention.
3. Tap  to undo your operation.
4. Tap **Exit** icon in the upper-left corner or tap **Esc** on the keyboard to finish your presentation.

6) Text Reflow

Your PDF file can also be presented in text-only mode.

1. Tap  on the toolbar -> **Text Reflow**, your PDF will be shown in text-only mode.
2. Tap  to change text size and fonts; You can also switch background themes like day mode, night mode to comfort your eyes.
3. Tap **Exit** icon in the upper-left corner or tap **Esc** on the keyboard to finish your reading.

7) Display Mode

1. In a document, click **Page Display**  on the toolbar -> **Display Mode** -> View pages with **Single Page** or **Single Page Continuous**, **Two Pages** or **Two Pages Continuous**.
2. Choose **Read Mode**, then you can view PDF files without getting distracted.
3. And you can press **Esc** to exit Read Mode.

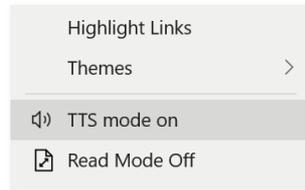
8) Text-to-Speech (TTS)

PDF Reader Pro adds a popular accessibility feature Text-to-Speech (TTS) tool to let your device read the on-screen texts aloud to you.

1. On the reading page, Click **TTS**  in the left sidebar.
2. Or, right click anywhere on the open document and select **Read Mode On**

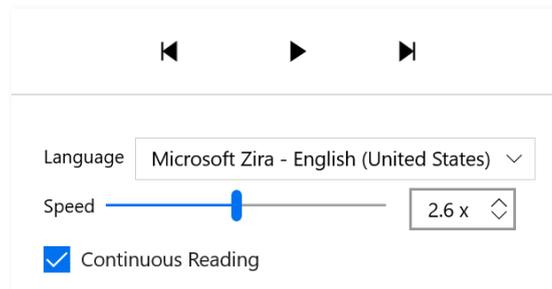


-> on the reading mode page, right click again and choose **TTS Mode On**.



3. **TTS** can also read aloud only the text you need: select a word or block of text in your document -> right click on the selected content -> click **TTS**.

The following image is the pop-up window for TTS:



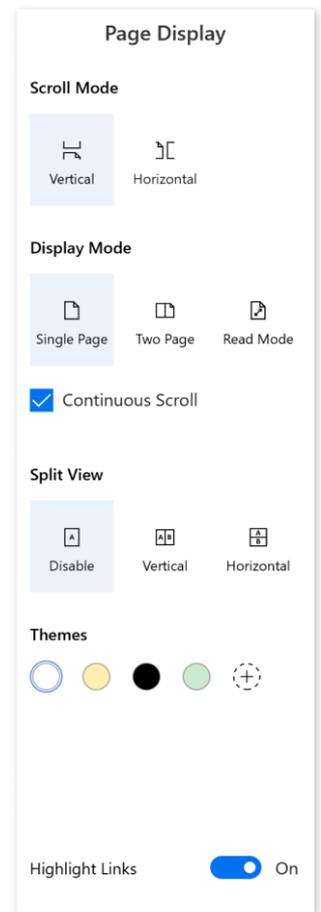
4. Click **Play** ► to turn on the **TTS** to read the written texts aloud within your document.
5. Click **Previous Page** ◀ or **Next Page** ▶ to move from one page to another.
6. Or, click the checkbox and start **Continuous Reading** for automatic page turning.
7. Under **Language**, select your preferred language and lifelike voices.
8. Use the **Speed** slider to adjust the reading speed according to your own desires.
9. Click **Pause** || to stop reading; if you are using the **Read Mode**, right click **TTS Mode Off** to exit.

Notice: TTS tool is only available for the documents with the written texts; the PDF files with scanned texts in the form of images are excluded.

9) Themes

PDF Reader Pro provides different theme colors for you to choose.

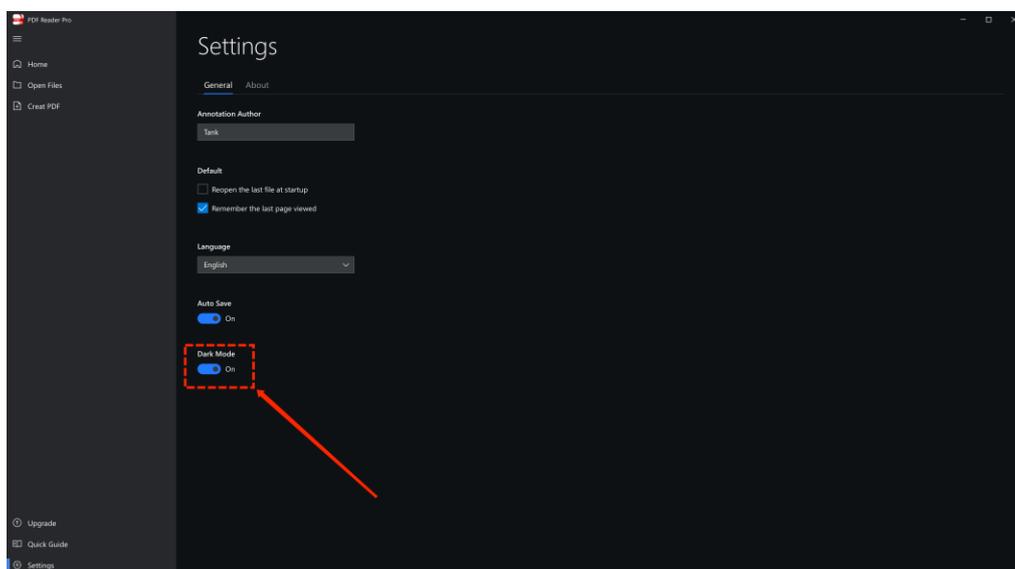
1. Tap **Page Display**  on the reading page or right click your mouse -> Click **Themes**.
2. **Light**: The default background color.
3. **Sepia**: Display the document in a light - yellow background.
4. **Dark**: Display the document in a dark environment, which maintains a minimum color contrast ratio required for readability.
5. **Reseda**: Display the document in a light - green background to please your eyes.
6. You can also click **Add**  to customize the theme colors in your personal preference.



10) Dark Mode

PDF Reader Pro allows you to read in Dark Mode. Instead of changing the background color of the documents, Dark Mode affects only the colors of the menu and buttons, enabling light color text to be presented against a dark background.

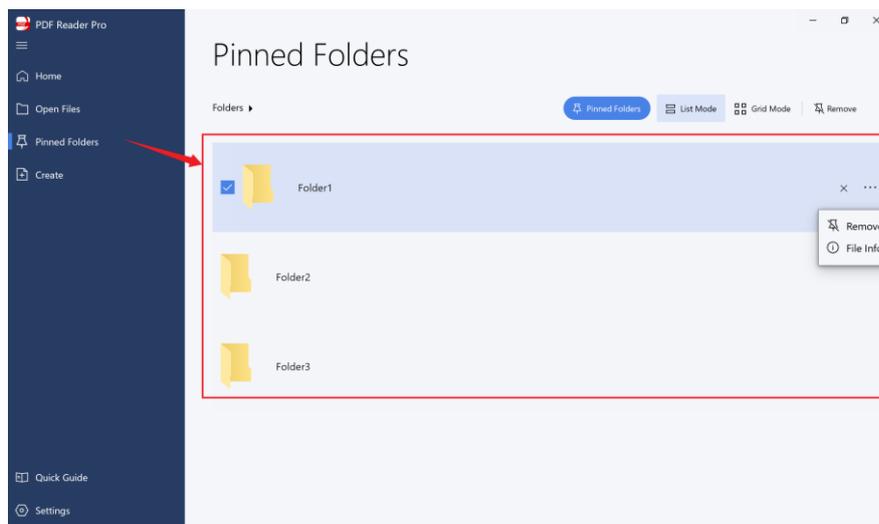
1. Tap **Settings**  on the Home page.
2. Under **Dark Mode**, click the button to turn **On** and **Off**.



11) Pinned Folders

Pin your most frequently used folders on **Home page** for quick accessing your files.

1. Tap the button **Pinned Folders**  on the Home page.
2. Click the button **+** or **Pinned Folders** to pin a folder. To access files in the folder, double click the pinned folder. Folders and files can be displayed in **List Mode**  or **Grid Mode** .
3. To unpin folders, right click a specific folder and then click the button **Unpin** . Besides, you can also remove the pinned folder by clicking on the button **×** in **the List Mode**, or select the folders you want to unpin and then click the button **Remove** .



3. Annotate

1) How to Annotate

Here are the instructions for annotating a PDF document, follow the steps and start adding your comments:

1. Tap **PDF Reader Pro** and open a PDF file.
2. Click **Tools**  on the toolbar, there are rich annotation tools for you to choose.
3. When you markup or comment on your PDFs, use properties panel to conveniently change your annotation properties such as colors, opacity and so on.

 **Text markup** | Select the tool (**Highlight**, **Underline**, **Squiggly**, **Strikethrough**) and apply it to the text that you want to annotate.

 **Freehand** | Add freehand by handwriting just like you do with a pen.

 **Text Box** | Click on any place in the document and start typing.

 **Anchored Note** | The 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** | Annotate your PDF file with **Rectangle**, **Circle**, **Arrow** and **Line**. This tool also allows you to modify the **Border Color**, **Line width**, **Line Style**, **Fill Color**, **Opacity** of all the shapes. You can also change the **Start & End** of the arrows and lines inserted.

 **Hyperlink** | Redirect a text or an area to needed destinations by **Page**, **URL** and **Email**.

 **Stamp** | Select the tool and choose **Standard**, **Dynamic** or **Custom** stamps.

 **Image** | Add images on the PDF pages and place where you want it to be.

 **Signature** | Add signatures to documents. Select the tool, then select a signature or add a new one by **Keyboard**, **Trackpad** or **Image**.

 **Content Selection** | Click and drag the frame to print or export the area as PNG/JPG.

 **Add Bookmark** | Select the tool and a bookmark will be generated for the page you are reading; it will help you to find the page location quickly next time you read it.

2) Freehand

Use freehand feature with your fingers, the Surface Pen, or your mouse (depending on the type of device you are using) to annotate freely on you documents.

1. Click **Tools**  on the toolbar and then tap **Freehand**  to draw or write. Here you can select **Color** and **Line Width**.
2. Select **Eraser**  to remove unwanted lines, or you can choose **Clear**  to remove all writing.
3. Select **Ruler**  to draw a straight line or choose **Protractor**  to draw a circle. Slide the mouse wheel to adjust the angle.
4. Select **Undo**  to repeal the previous step.

5. Select **Redo**  to restore the original step.

3) Text Box

1. Tap **Text Box**  to add text.
2. Choose **Font / Text Alignment / Text Color / Fill Color / Border Color/ Line Width / Opacity** and **Note** if you like.
3. Right click the texts you entered -> **Cut / Copy / Delete** text.

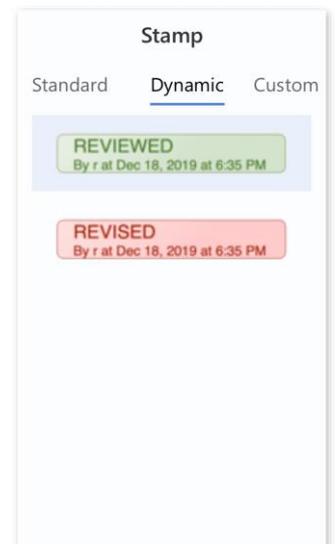
4) Anchored Note

1. Select **Anchored Note** .
2. Tap anywhere on the page to add comments. Tap **OK** to save.
3. Right click to edit comments again or **Cut / Copy / Delete / Note** contents.

5) Stamp

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

1. Tap **Stamp**  to add stamps.
2. Select **Standard**, and you will get a bunch of ordinary stamps.
3. Select **Dynamic** to create a dynamic stamp consisting of an author name and a date.
4. Select **Custom** to create a customized **Image Stamp** or **Text Stamp**.
5. Right click -> **Cut / Copy / Delete / Note** stamp.



Notice: If your file was opened from drag-n-drop, after stamps are added, the file can only be saved by *Save as* due to file permission.

6) Image

If you want to add images inside the PDF, follow the steps below:

1. Tap **Image**  .

2. Select certain images you want to insert and then click to place where you want it to be in your PDF.

7) Hyperlink

You can direct and re-direct the pages by setting and editing the link.

1. Check the texts or any area you want to add links.

2. Tap **Hyperlink**  and **Drag range for link area**.

3. Set hyperlinks by **Page**, **URL** and **Email**. You can edit your hyperlink.

4. You can **Delete** the unwanted hyperlink by right clicking the area that you created for it.

8) Remove Annotations

To remove or edit the annotation, right click the annotation and select **Delete**  option.

1. The All-New PDF Reader Pro

The all-new PDF Reader Pro re-created from the ground up comes. It's effortless and more productive to use.

The picture demonstrates Panels including sidebar, toolbar and a search results. For example, when you search PDF, you can check the contents and the frequency.

9) Export & Import Annotations

Annotations and comments can be imported from XFDF files.

Meanwhile, you can also export highlights, notes as an XFDF files for further references.

To Export Annotations:

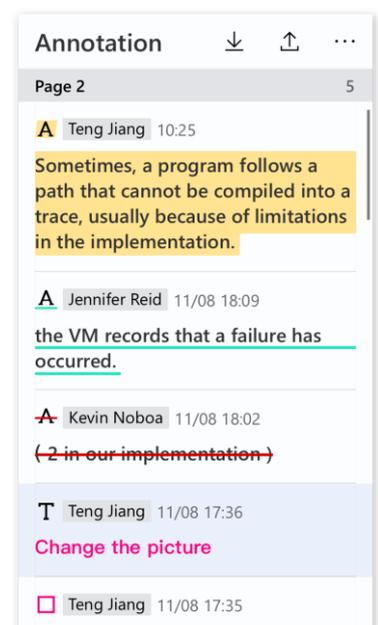
1. Click **Annotation**  on the sidebar .

2. Click  , and you can export all annotations as XFDF (XML Forms Data Format).

To Import Annotations:

1. Click **Annotation**  on the sidebar.

2. Click  , and you can import XFDF file to existing PDF file.

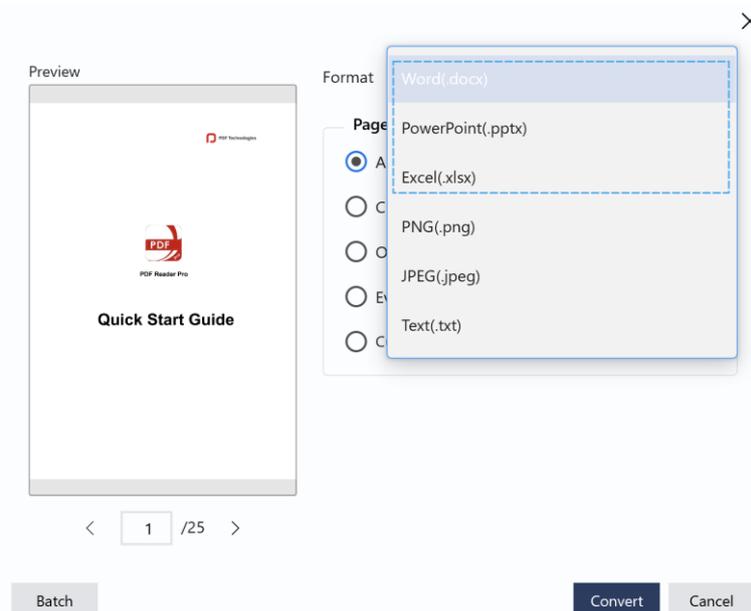


4. Convert

1) PDF to Word (.docx), PPT (.pptx), Excel (.xlsx)

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

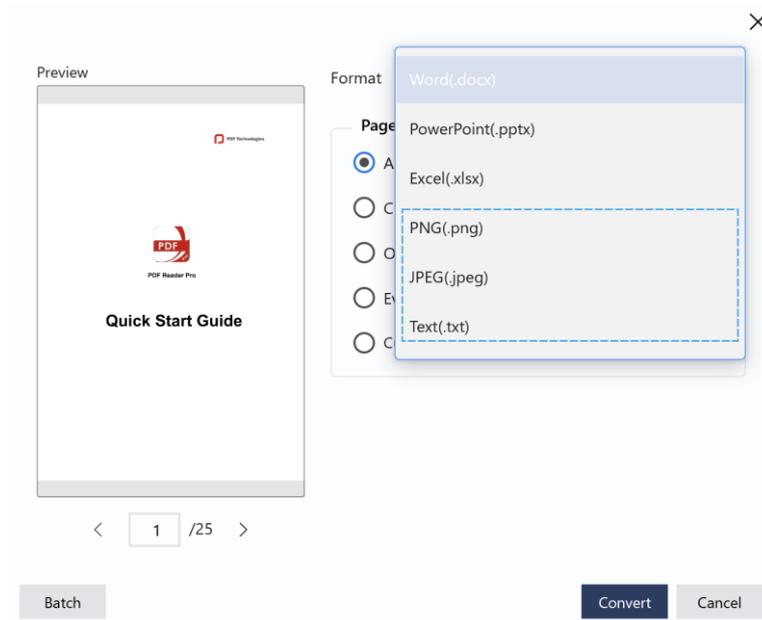
1. Click **Converter**  on the toolbar.
2. Select target formats: **To Word (.docx)**, **To PPT(.pptx)** , **To Excel** and set **Page Range**.
3. Then click **Convert** and choose output folder to start PDF converting.
4. Click **Batch** to add more files to convert simultaneously.



2) PDF to Image (.png / .jpeg), Text (.txt)

PDF Reader Pro enables you to convert your PDFs to multiple formats. Just click the convert button, all PDF files get converted to texts and image.

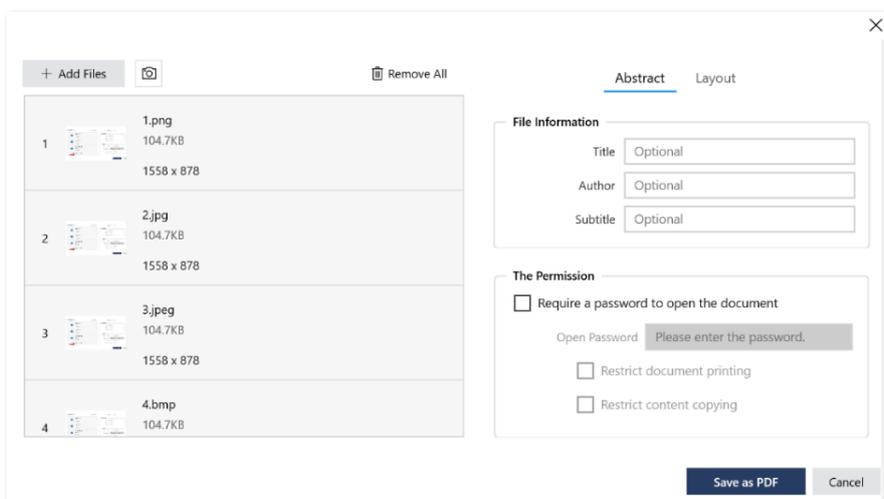
1. Click **Converter**  on the toolbar.
2. Select target formats: **To Image (.png / .jpeg)**, **To Text(.txt)** and set **Page Range**.
3. Then click **Convert** and choose output folder to start PDF converting.
4. Click **Batch** to add more files to convert simultaneously.



3) Image to PDF

With PDF Reader Pro you can easily convert your images (png, jpg, jpeg, bmp, tiff, gif) into PDFs.

1. Click **Converter**  on the toolbar -> **Image to PDF** .
2. Click **+ Add Files** to import image files or tap  to take pictures and have them in the converting list.
3. Tap **Abstract**, you can set your file's **Title**, **Author** and **Subtitle**. **The Permission** section allows you to set a password and set the permission for printing and copying.
4. Tap **Layout**, you can set **Page Size**, **Page Margins** and **Page Number** for your documents.
5. After setting your file information and page layouts, you can tap **Save as PDF**, then choose an output folder and you will get one PDF file.

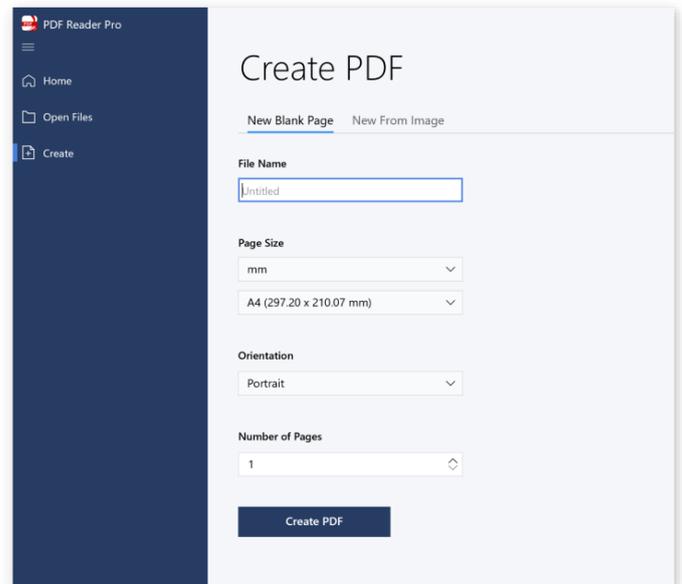


5. Create

1) New Blank Page

With PDF Reader Pro, you can create a new PDF from blank pages.

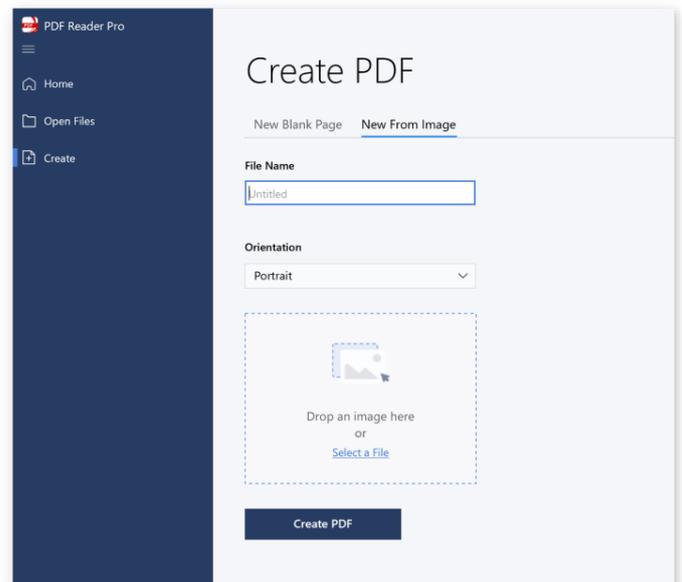
1. Click **Create**  on the sidebar -> **New Blank Page**.
2. Enter the File Name, and choose **Page Size, Orientation, Number of Pages**.
3. Click **Create PDF** and you will get a blank PDF.



2) New from Image

With the PDF Reader Pro, you can also create a new PDF from an image in the form of png, jpg, jpeg, bmp, tiff, gif.

1. Click **Create**  on the sidebar -> **New from Image**.
2. Enter the **File Name** and choose **Orientation**.
3. Drop an image or Click **Select a File**.
4. Click **Create PDF** and you will get a new PDF from selected images.

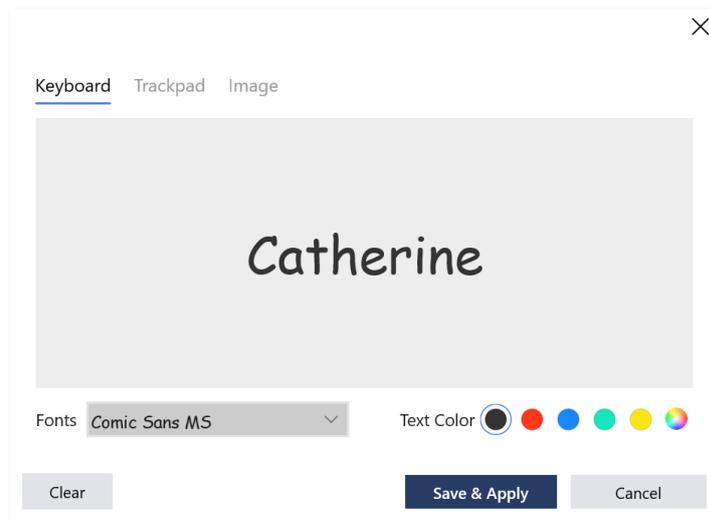


6. Sign

PDF Reader Pro provides the best signing experience on the Windows platform. You can even create your signature by typing texts or importing images.

1. Click **Tools**  on the toolbar and then tap **Signature** .
2. You can add an existing signature from **Signature Library**.

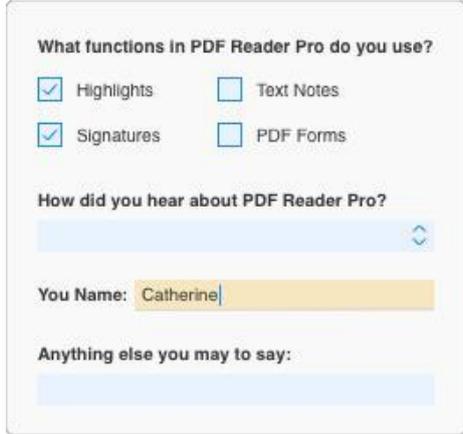
3. Or tap **New Signature** ⁺ to add new signature from **Keyboard**, **Trackpad** or **Image**.
4. Tap **Save & Apply** to save and apply your signature.



7. Fill Forms

Fill out forms is a core requirement for any PDF editor PDF Reader Pro allows you to fill out tax forms, application, or other PDF with empty fields. The fields include Text Field, Check Box, Radio Buttons, Combo Box, List Box, etc.

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. **List box** and **Combo box** – Both are available to select from a list of items.



Notice: Dynamic XFA forms are not currently supported in PDF Reader Pro for Windows.

8. Edit PDF

1) Page Editor

Page Editor enables you to **Insert** / **Replace** / **Extract** / **Split** / **Rotate** / **Reverse** / **Copy** / **Paste** / **Delete** pages. You can select multiple pages by holding Ctrl +.

1. Click **Page Edit**  on the toolbar to pull down the menu.



2. Tap **Insert**  to insert a new page after the selected page. You can insert pages from another PDF or new **Blank / Ruled / Music / Squared** pages. You can also customize the **page size, orientation** and **position** of the inserted pages.

3. Tap **Replace**  to replace pages with new pages from another PDF.

4. Tap **Extract**  to extract pages or images in files. You can extract specific pages into a new file or divide your PDF into individual one-pagers by selecting **Each page in a separate file**. Besides, the embedded images can also be extracted from PDFs and then be saved to a folder.

5. Tap **Split** , you can freely select the specified page to split the PDF file. You can choose to **Split by every 1 or more pages / Split averagely to 1 or more PDF files / Split by page range**.

6. Tap **Rotate**  to rotate the page. There you can rotate 90 degree clockwise, or right click and choose **Rotate Counterclockwise**.

7. Tap **Reverse**  when two or more pages are selected, then you change the page order.

8. Tap **Copy**  to copy a page or multiple pages.

9. Tap **Paste**  to paste the pages that are copied .

10. Tap **Delete**  to delete the selected page, or right click and choose **Delete**.

2) PDF Merge

You can merge the currently opened PDF with another PDF or individual pages in another PDF file:

1. Tap **Editor**  on the toolbar -> **Merge**  to combine multiple PDF files into a new PDF document, and you can customize **Page Range** before merging .

3) Compress PDF

PDF Reader Pro helps reduce PDF size to make your documents smaller:

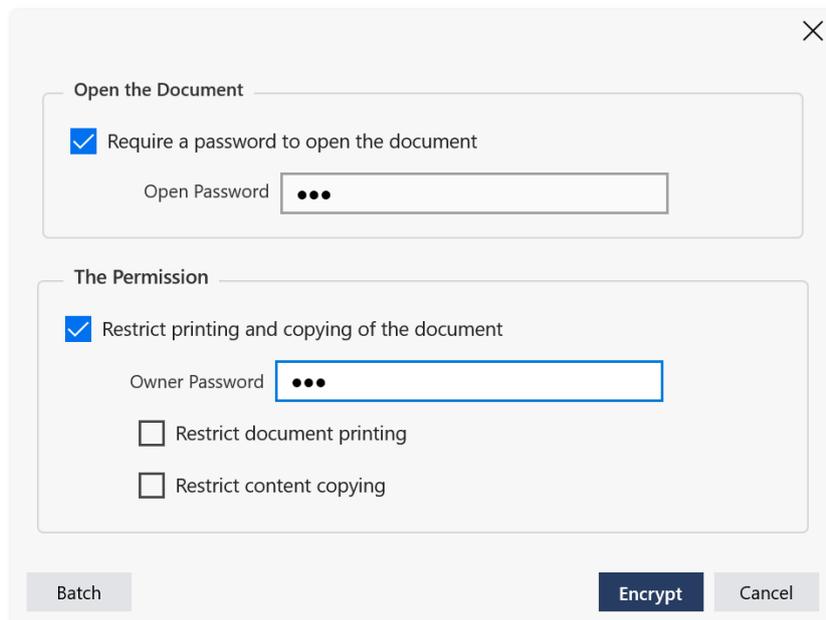
1. Tap **Editor**  on the toolbar -> **Compress**  to reduce file size, here you can customize **Optimization Quality** or click **Batch** to compress multiple PDF files simultaneously.

9. Security

PDF Reader Pro allows you to encrypt PDF files and decrypt PDF files, and you can protect all your sensitive documents by batch encrypting.

1) Set Passwords

1. Tap **Editor**  on the toolbar -> **Security**  -> **Set Passwords**.
2. After setting your passwords, click **Encrypt** to finish your security setting.



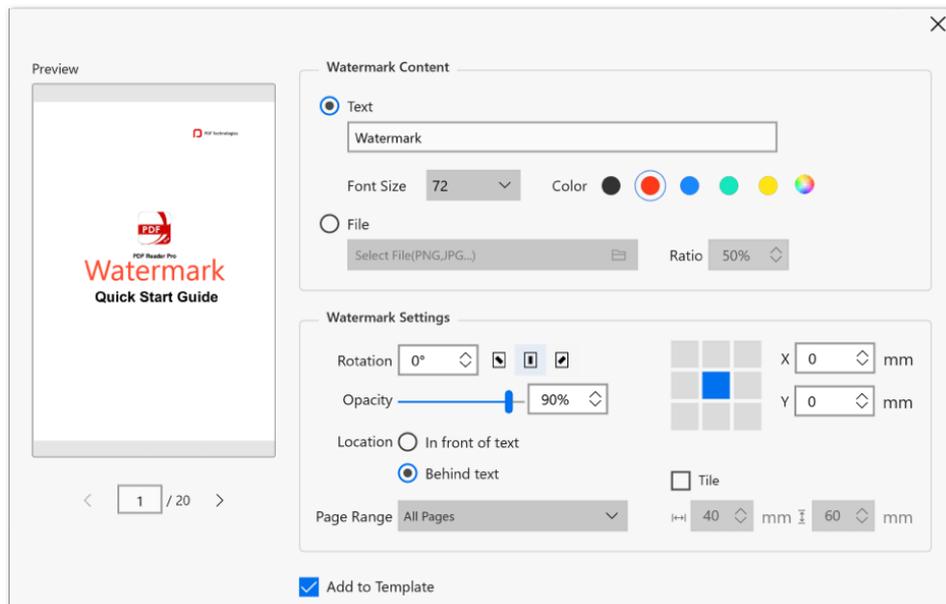
2) Remove Security

1. Tap **Editor**  on the toolbar -> **Security**  -> **Remove Security**. PDF Reader Pro is an easy-to-use PDF security remover, which helps users decrypt PDF protections and remove restrictions on printing, editing, and copying.
2. If open password is required, you need to enter the correct password first and then click **Remove Password** to remove protections from PDF files.

10. Watermark

PDF Reader Pro allows you to add or remove watermarks on PDF files. You can change the opacity, color, and positions of the watermark. Customize watermarks with texts and images freely.

1. Tap **Editor**  on the toolbar -> **Watermark**  -> **Add Watermark**.
2. Set and customize text or image watermark. You can change the **Opacity, Color, Rotation,** and **Location** of the watermark.
3. Tick **Tile**, then you can add tiled watermarks and customize **Vertical distance** or **Horizontal distance**.
4. You can save the watermark as a template by ticking **Add to Template**.
5. Tap **Watermark**  -> **Manage Templates**, then you can review your watermark history and easily manage them.

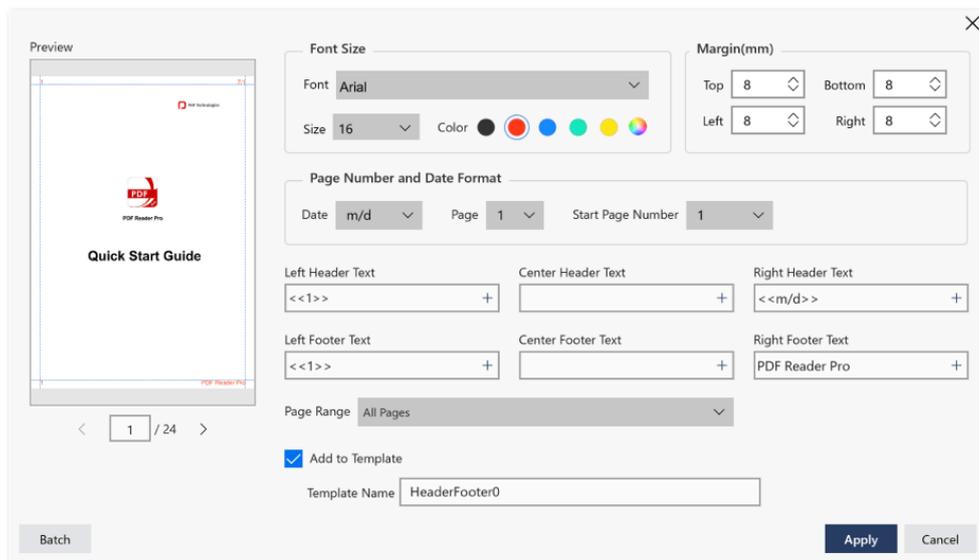


11. Header and Footer

PDF Reader Pro lets you set header and footer with certain texts, date and page numbers. Just do as the following steps:

1. Tap **Editor**  on the toolbar -> **Header & Footer**  -> **Add Header and Footer**.

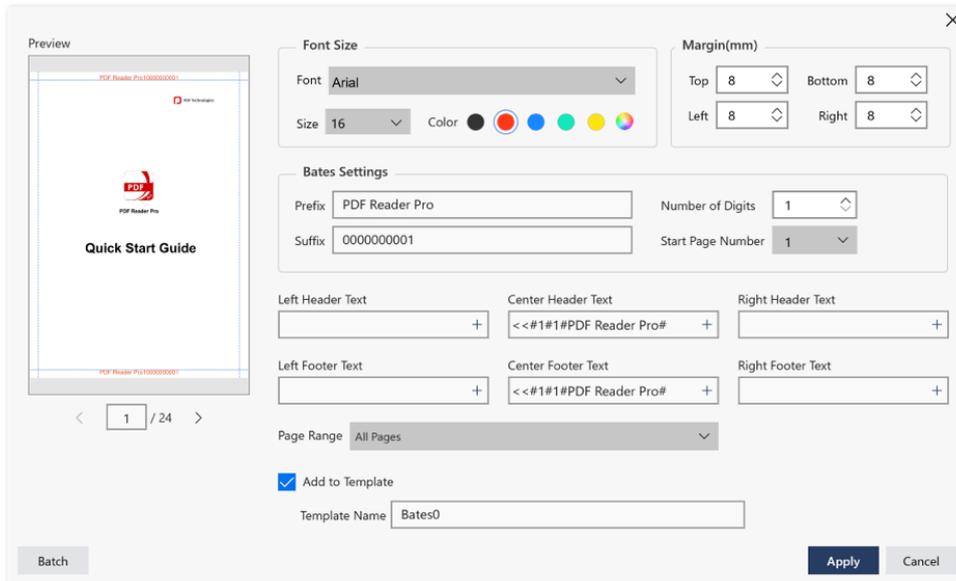
2. Set and customize header and footer. You can set the **Font Size, Margin, Page Number and Date Format, Header and Footer Text, Page Range**.
3. You can save the header & footer as a template by ticking **Add to Template**.
4. Tap **Apply** then you can save a new copy of the PDF with custom header and footer.
5. Tap **Header & Footer**  -> **Manage Templates**, then you can review your header & footer history and easily manage them.



12. Bates Numbers

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

1. Tap **Editor**  on the toolbar -> **Bates Numbers**  -> **Add Bates Numbers**.
2. Set and customize bates numbers. You can set the **Font Size, Margin, Bates Settings, Header and Footer Text, Page Range**.
3. You can save the bates numbers as a template by ticking **Add to Template**.
4. Tap **Apply** then you can save a new copy of the PDF with custom bates numbers.
5. Tap **Bates Numbers**  -> **Manage Templates**, then you can review your bates numbers history and easily manage them.



13. Others

1) Flattened PDF

Save the annotated file as a flattened copy to make your work more effectively.

1. Tap  on the toolbar -> **Save as Flattened PDF** or **Share as Flattened PDF**, then you can save or share the annotated file as flattened PDF.

2) Highlight Links

Turn on or turn off the highlight mode of links in the file.

1. Tap **Page Display**  -> **Highlight Links**. Click the button to turn **On** or **Off**.

3) Get File Information

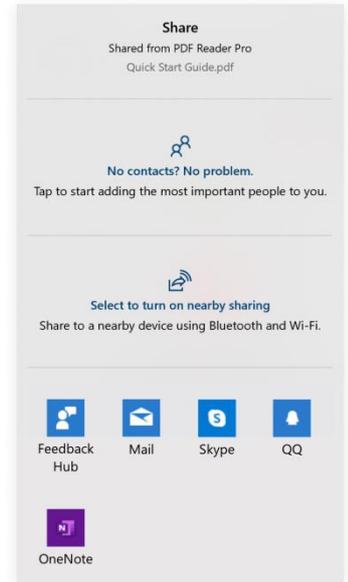
Want to know more specific information about the file?

1. Tap  on the toolbar -> Click **File Info** to get all the details about the file, such as **File Name** / **Size** / **Title** / **Author**, etc.

4) Share

Want to share this PDF file with others?

1. Tap  on the toolbar -> select **Share**. You can share your files via **Email / OneDrive / Skype /Twitter**, etc.



5) Change Page Size

You can change the page size to fit your own reading habit through the following step.

1. Tap **Fit**  on the sidebar, it enables pages to fit the screen size.

6) Print

1. Tap  on the toolbar -> **Print**  -> Choose a **Printer**.

2. **Orientation** -> choose from **Portrait** and **Landscape**.

3. **Duplex printing** -> Choose to **Print on one side** / **Print on two sides**.

4. **Paper size** -> Pull down the list to choose.

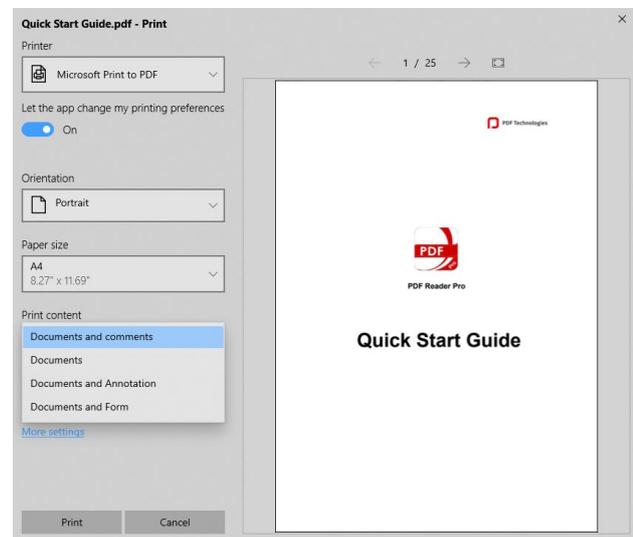
5. **Color mode** -> choose the style you want.

6. **Pages** -> Pull down the list to choose the page range.

7. Tap **More settings** to get a quick setting of printing.

8. Tap **Print** to start printing.

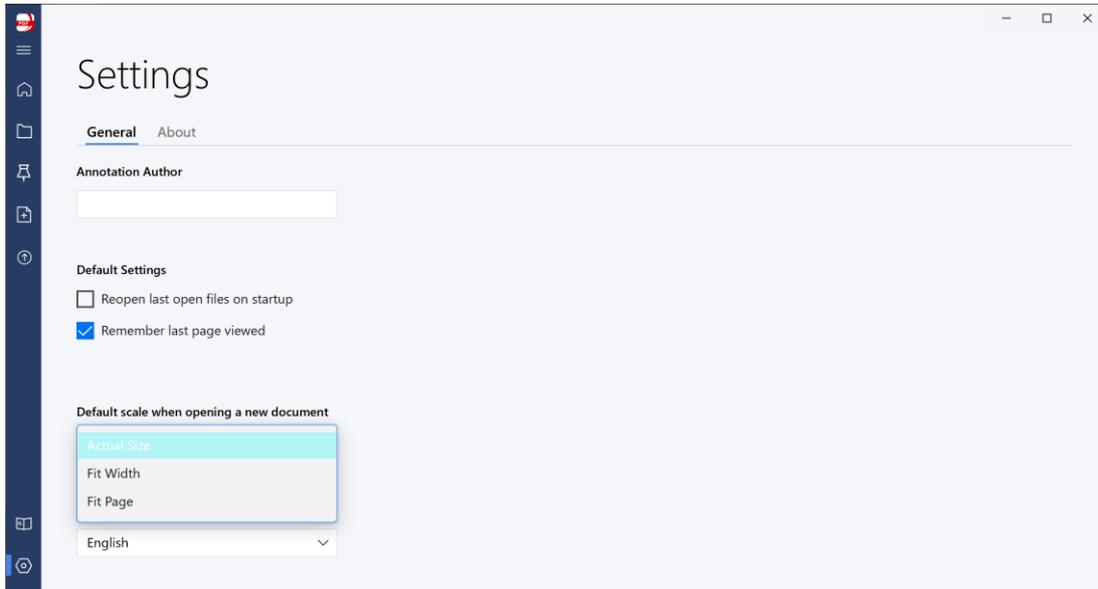
9. Tap **Print Content** to choose print **Document / Document and Comment / Document and Annotation/ Document and Form**.



7) Default Scale

You can set the default scale when opening a new document.

1. Click **Settings** -> choose **Actual Size / Fit Width / Fit Page**.



14. Volume Purchase

PDF Reader Pro offers Volume Purchase Program (VPP) for schools and organizations.

There are two options to get volume purchase on Windows Store: **Microsoft Store for Business** and **Microsoft Store for Education**.

If you already have a business or education account, please click [Microsoft Store for Business](#) or [Microsoft Store for Education](#) to sign in and find **PDF Reader Pro**, then you can choose the amount you want to buy.

Click [here](#) to get more information about how to sign up on Microsoft Store. Moreover, you can drop a line at support@pdfreaderpro.com.

15. Keyboard Shortcuts

Ctrl +	Zoom in
Ctrl -	Zoom out
PgUp (↑)	Go to previous page
PgDn (↓)	Go to next page

Ctrl + p	Print file
Ctrl + f	Search Text in PDF
Ctrl + i	Get file information
Ctrl + Alt + h	Highlight texts
Ctrl + Alt + u	Underline texts
Ctrl + Alt + s	Strikethrough texts
Ctrl + Alt + q	Squiggly texts
Ctrl + s	Save
Ctrl + c	Copy selected texts or pages
Ctrl + v	Paste selected texts or pages
Ctrl + d	Delete selected annotation
Ctrl + x	Cut selected annotation
Ctrl + r	Rotate Clockwise
Ctrl + l	Rotate Counterclockwise

 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