



# 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, sign, and secure your PDF documents. This user guide will help you quickly master all features. Go ahead now!

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# AI Assistant

PDF Master integrates cutting-edge AI technology to help you translate, rewrite, and correct documents, saving you work hours.

## 1) AI Translation

1. To translate a document, launch PDF Master first;
2. Click [AI Translation](#) on the left side -> Set [Translation Language](#);
3. Tap [Select File](#) or drag and drop a file directly;
4. To translate the sentence/words in a PDF, select and right-click on the text -> Select [AI Translation](#).

## 2) AI Rewriting

1. Launch PDF Master;
2. Click [AI Rewriting](#) on the left side -> Enter the content in the text box;
3. Tap [Rewriting](#).

## 3) AI Error Correction

1. Launch PDF Master;
2. Click [AI Error Correction](#) on the left side -> Enter the content in the text box;
3. Tap [Correct](#).

# Open PDF

1. Launch PDF Master and go to the Homepage, then click [Select Files](#) or [Drag and Drop](#) files from folder;
2. Or click [Files](#) in the top left corner of the reading page -> [Open Files](#);
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 [New from Files](#) in the homepage;
2. Choose a Word/Excel/PPT/Text from your folder and tap [Open](#).

## 2) Create from Scanner

To scan a paper document to PDF using PDF Master, go to Homepage -> 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 -> Choose [New Blank Page](#).

# View PDF

## 1) Display Mode

Click [View Settings](#) on the lower right corner, then select [Single Page](#), [Two Page](#), [Read Mode](#), [Book Mode](#), and [Full Screen](#) in the right 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 lower right 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) Freehand

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) Edit Text

The text editor helps you to correct typos or any inaccuracies within the text. You can also add more information to your PDFs by adding new text box.

1. Click [Edit PDF](#) on the toolbar;
2. Tap the text box you want to edit, then you can modify the original text, change the font size, color and style.
3. To add new text, you can click [Add Text](#) on the sub toolbar;
4. Click and drag anywhere you want to add text on the page;

## 2) Edit Image

The image editor allows you to Crop/Rotate/Flip/Replace/Resize original images to improve the overall visual appeal of the document.

1. Click [Edit PDF](#) on the toolbar;
2. Click on the image you want to change, then an image properties panel will appear on the right side;
3. Choose from [Rotate](#), [Flip](#), [Crop](#), [Replace](#) and [Export Image](#);
4. To insert a new image, click [Add Image](#) on the sub toolbar;
5. Click and drag anywhere you want to add the image.

## 3) 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 tap [File](#) on the top left corner -> Choose [Compress](#);
3. Choose File Size from High, Standard, Small or Minimum.



## 4) Merge Multiple PDFs

1. Click [Tools](#) on the toolbar and tap [Merge](#);
2. Or click [File](#) on the top left corner and choose [Merge PDF Files](#);
3. Tap [Add File](#) on the bottom left corner -> Select [Add File](#) -> [Merge](#);
4. 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

PDF Master allows you to Insert/Delete/Rearrange/Rotate/Split/Copy/Paste pages to create a more organized and visually appealing document.

Click [Page Edit](#) on the toolbar to enter the page editing mode;

### ● Insert Page

1. Tap [Insert](#) to insert a new page after the selected page. You can [Insert File](#), [Insert a Blank Page](#), or [Insert a Custom Page](#) which can be customized in size and orientation;
2. Or right-click on a page and choose [Insert Page](#), the new page will be added behind the selected page.

### ● Extract Page

1. Tap [Extract](#) to extract specific pages into a new file or extract each page in a separate file;
2. Or right-click on the selected pages, then choose [Extract Page](#).

- **Split Page**

1. Click [Split](#) to divide large PDF files into smaller, more manageable sections. PDF Master offers you different ways of splitting: [Split by every 1 or more pages/Split averagely to 1 or more PDF files/Custom Range](#);
2. Or select pages first and right-click on them, then tap [Split Page](#) to extract the needed pages quickly.

- **Replace Page**

1. Tap [Replace](#) to replace pages with new pages from another PDF;
2. Or right-click on a page and choose [Replace Page](#).

- **Reverse Page**

1. Choose two or more pages first, then click [Reverse](#) to change the page order;
2. Or right-click on the pages and choose [Reverse](#).

- **Rotate Page**

1. Tap [Rotate Left](#) or [Rotate Right](#) to rotate selected pages;
2. Or right-click on the page, then select [Rotate Clockwise](#) or [Rotate Counterclockwise](#).

- **Delete, Copy, Paste, Cut Pages**

1. Tap [Delete](#) to delete the selected pages;
2. Or right-click on the selected pages to [Copy/Paste/Cut](#) pages.

## ● Crop Page

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 -> 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](#);
3. Set Page Range and choose if you need to recognize text;
4. click [Convert](#).

### 2) PDF to Other Format

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

1. Click [Convert](#) on the toolbar to pull down the menu;
2. Select target formats: [To RTF](#), [To CSV](#), [To HTML](#), [To Text](#);
3. Set Page Range and choose if you need to recognize text;

4. Click [Convert](#).

### 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. Select image formats and set [Page Range](#);
4. 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 [New from Files](#);
2. Select images from your folder;
3. Tap [Save](#) in the upper left corner.

## 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. Tick [Document Open Password](#) to protect PDFs from unauthorized access;
3. Tick [Document Permission Password](#) to prevent illegal copying or printing;
4. After entering passwords, click [Encrypt](#);

5. 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 [Remove](#) 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.

### 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)