



PDF Reader Pro

Quick Start Guide

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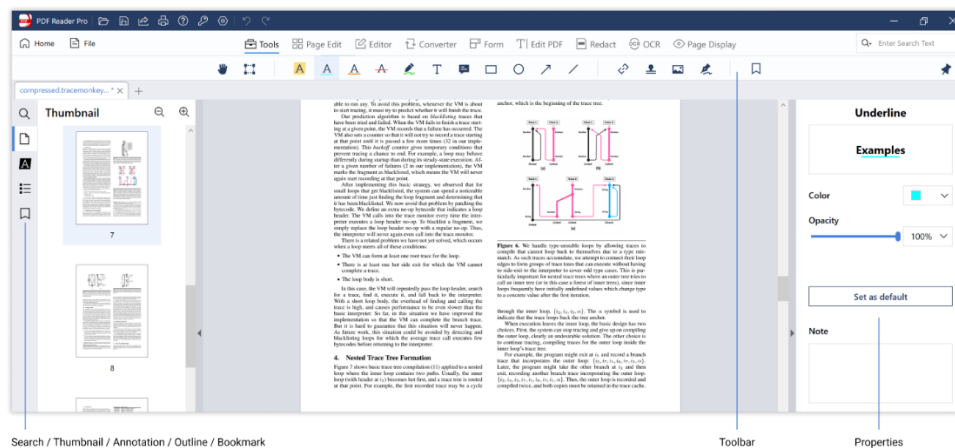
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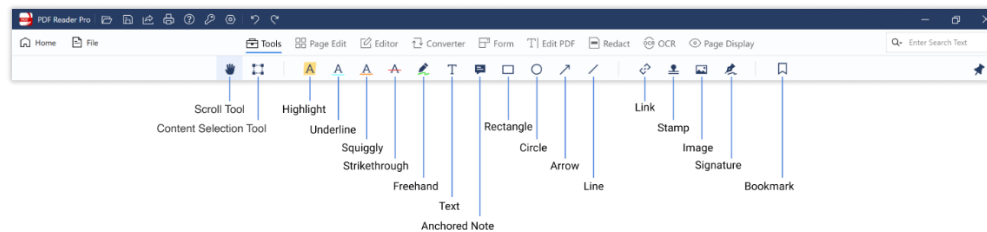
1. The All-New PDF Reader Pro

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

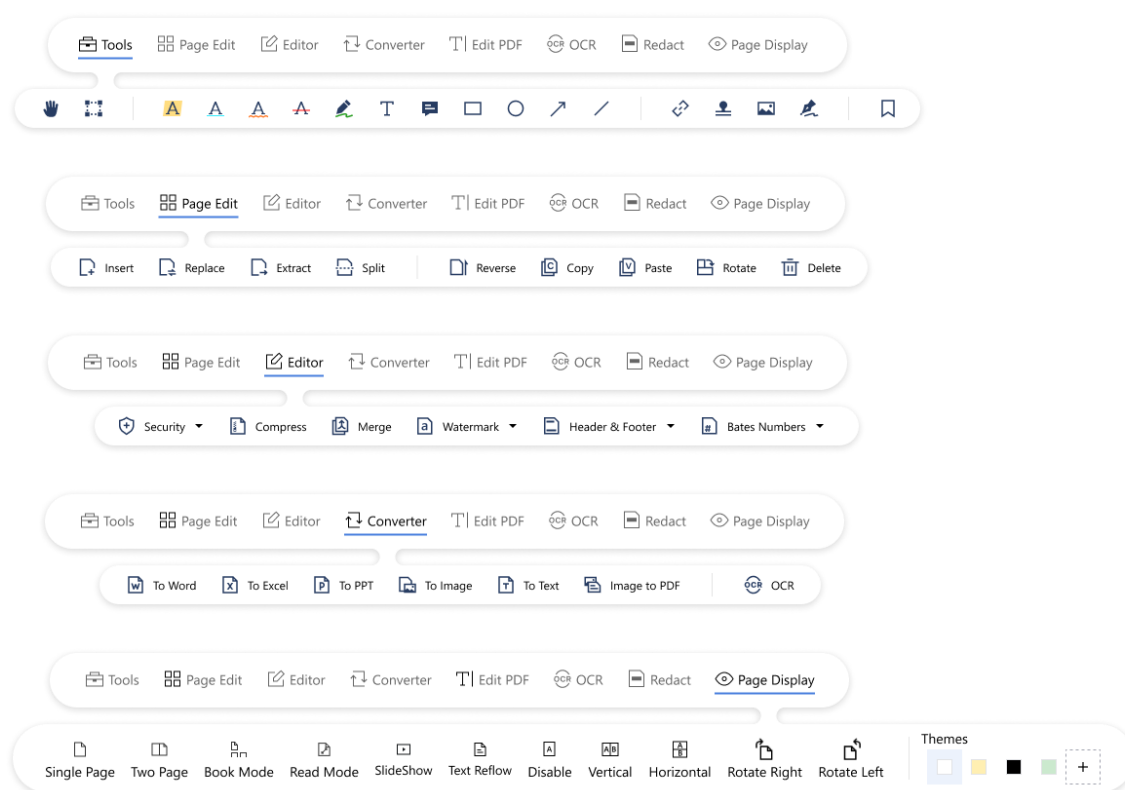
The picture demonstrates Panel including **Search / Thumbnail / Annotation / Outline / Bookmark, Toolbar and Annotation Properties Panel.**



On the toolbar, you can quickly access annotations tools including **Highlight, Underline, Squiggly, Strikethrough, Freehand, Text, 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. Launch the PDF Reader Pro, and click **Open File**  on the home page.
2. Enter the reading page, and hit the **plus**  on the top to open a PDF file.
3. Launch the PDF Reader Pro, and drag the PDF file you need to open into its window.

2) Multi-tab Viewer

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



On the reading page, tap **Create a new tab**  and select a file to open.

3) 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** Viewers.
2. Right-click any area in the PDF, then select **Vertical** or **Horizontal**.

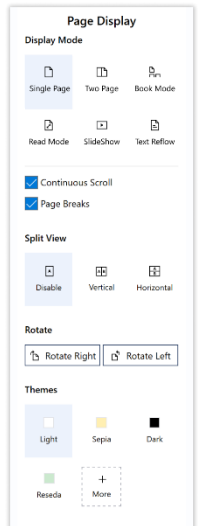
4) Display Mode

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. Select **Book Mode** and the cover page of a PDF file is placed at the top.
3. Choose **Read Mode**, then you can view PDF files without getting distracted. You can right-click and choose **Read Mode Off** to exit Read Mode, or click **Read Mode Off**  to exit Read Mode.
4. Tap **Slideshow**, then you can present your PDF like a PowerPoint. All the toolbars will be hidden and the laser pen and paint tool help you to highlight the key point.
5. Tick **Text Reflow**, and the text will automatically shift to fit the page without any pictures or comments. You can change font size or the color of the background according to your preference.

5) Themes

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

1. Tap **Page Display**  on the reading page -> Click **Themes**.
2. **Light**: The default background color.
3. **Sepia**: Display the document on 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 **More**  to customize the theme colors to your personal preference.



6) Presentation


Your PDF files could be directly presented as a PowerPoint in slideshow mode. With the laser pen and paint tool, you can highlight the key point during your presentation.


1. Click **Page Display** on the toolbar and choose **Slideshow**, then it will present your PDF like a slideshow;
2. Choose laser pen to emphasis the part you are explaining; Select brush tool to draw freely;
3. Tap esc on the keyboard or click the back button on the top toolbar to finish your presentation.

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 from.
3. When you markup or comment on your PDFs, use the 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** | 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**, and **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 them where you want them 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.


 **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 the next time you read it.


2) Freehand

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

1. Click **Tools**  on the toolbar and then tap **Freehand**  to draw or write. Here you can select **Color, Line Width, and Opacity**.

2. Select **Eraser**  to remove unwanted lines.

3. Right-click **Undo**  to repeal the previous step.

4. Right-click **Redo**  to restore the original step.

3) Text Box

1. Tap **Text**  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**  and enter the content you want.

2. Tap anywhere on the page to add comments.

3. Right click to edit comments again -> **Cut / Copy / Delete / Note** contents.

5) Stamp

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

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's name and a date.


4. Select **Custom** to create a customized **Image Stamp** or **Text Stamp**.

5. Right-click -> **Cut / Copy / Delete / Note stamp**.



6) Image


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

1. Tap **Image**  and select a certain image you want to insert.


2. Drag the image to 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 set hyperlinks by **Page**, **URL**, and **Email**.
You can edit your hyperlink.
3. 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 the **Delete**  option.



9) Export & Import Annotations

Annotations and comments can be imported from XFDF files. Meanwhile, you can also export highlights, and notes as an XFDF file for further references.

To Export Annotations:

1. Tap **Annotation**  on the sidebar.
2. Click , and you can export all annotations as XFDF (XML Forms Data Format).


To Import Annotations:

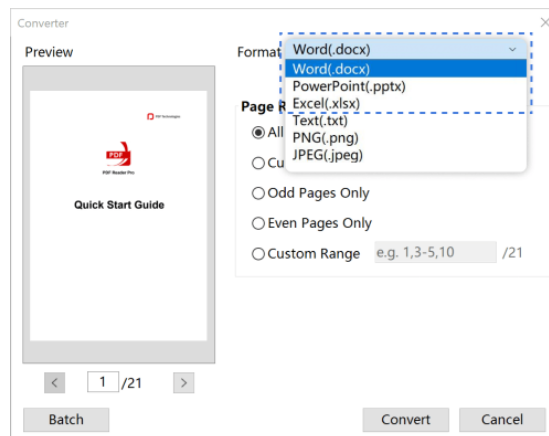
1. Tap **Annotation**  on the sidebar.
2. Click , and you can import the XFDF file to the existing PDF file.

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

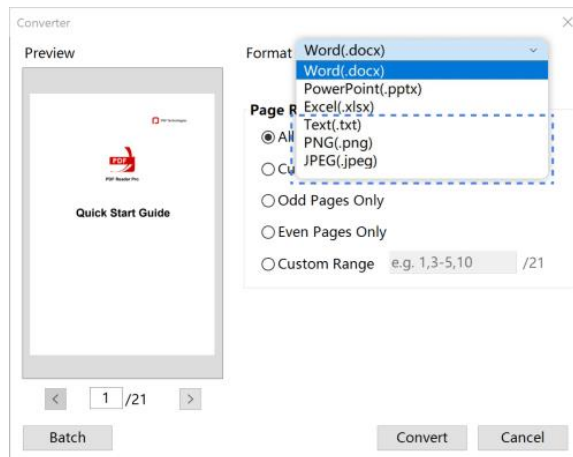


2) PDF to Image (.png / .jpeg), Text (.txt)

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 images.



1. Tap **Converter**  on the toolbar.
2. Select target formats: **To Image (.png / .jpeg)**, **To Text (.txt)** and set **Page Range**.
3. Click **Convert** and choose an output folder to start PDF converting.

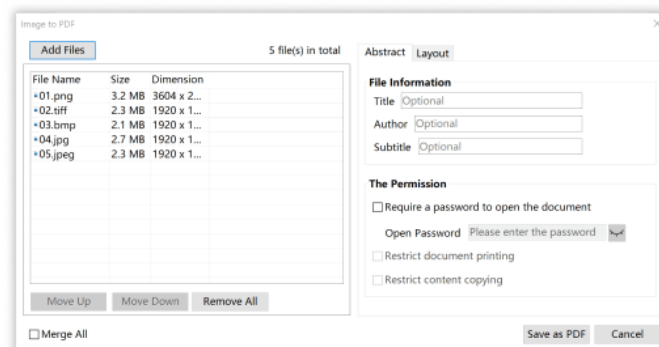
4. Hit **Batch** to add more files to convert simultaneously.



3) Image to PDF


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

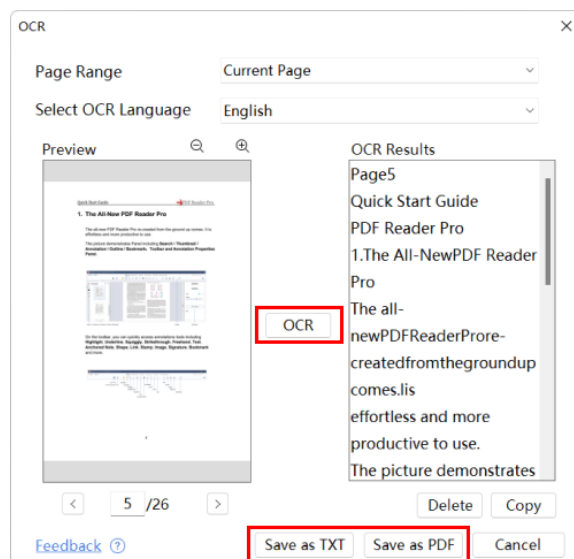
1. Click **Converter**  on the toolbar -> **Image to PDF** .
2. Select **Add Files** to import images.
3. Tap **Abstract**, you can set your file's **Title**, **Author**, and **Subtitle**. The **Permission** section allows you to set a password and set the permission for printing and copying.
4. Tap **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. OCR

With optical character recognition (OCR), PDF Reader Pro works as a text converter, exporting scanned PDF documents or images as text files or PDF files for editing, copying, and so on.


1. Open the PDF document you want to recognize, click **OCR**  on the toolbar.
2. In the OCR Settings dialog box, choose the **Page Range** and **OCR Language** you want to apply OCR to the PDF.
3. Then click **OCR**, you can preview the results in the left preview box. Click→**Delete** or **Copy**, the OCR Results can be deleted or copied.
4. Click→**Save as TXT** or **Save as PDF** for export, it will be saved to the target folder.
5. Then you can select the content for editing.




6. Create

1) New Blank Page


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

1. Launch the PDF Reader Pro, and click **Create PDF**  on the home page.

2. Tap **File**  in the toolbar, and select **Create PDF**, then hit **New Blank Page**.

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, and gif.

1. Tap **File**  in the toolbar, and select **Create PDF**, then hit **New From Image**.

2. Select the image you want and click **Open**.

3) New from File

With PDF Reader Pro, you can create a new file in the form of txt, doc, docx, docm, dot, dotx, dotm, xls, xlsx, xlsx, xlsb, xlam, xltx, ppt, pptx, pptm, pptsx, pps, pptsm, pot and, potm.

1. Tap **File**  in the toolbar, and select **Create PDF**, then hit **New From File**.

2. Select the file you want and click **Open**.

7. Form

PDF Reader Pro is an easy-to-use PDF form creator & filler on any Windows device. No need for a printer or pen, enjoy a smooth filling experience.

1) Create Forms

1. Tap **File** in the toolbar -> **Create PDF** -> **New Blank Page**.
2. Click **Form** to create the form you need.

2) Fill Forms

PDF Reader Pro supports filling PDF forms from interactive field objects, such as Text Field, Check Box, Radio Button, List Box, Combo Box, Button, and Signature.

Text Field: This allows the users to type text, such as a name, an address, or a phone number.

Check box: Displays Yes or No selections for individual items. If the form contains more than one check box, the users can usually select it as needed.

Radio Button: Displays a set of options from which the user can select only one. All radio buttons with the same name work together as a group.

List Box: Displays a list of options that the users can select, or type a value.



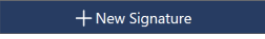
Combo Box: This allows the users to select an item from the pop-up menu, or type a value.

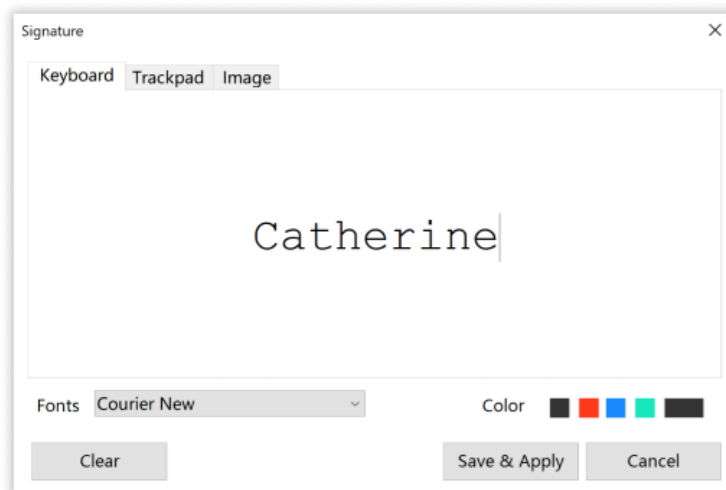
Button: Promotes changes on the user's computer, such as page jumps and web page jumps. These buttons can be customized through visible changes triggered by mouse action.

Signature: Adds your signature to the form after clicking on the signature field element.

8. 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. Select **New Signature**  to add a new signature from **Keyboard**, **Trackpad**, or **Image**.
3. Hit **Save & Apply** to save it, and put the signature where you want it.




9. 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 a new **Blank Page**. 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 degrees 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.
2. Tap **Page Edit**  on the toolbar, the operation method is the same as above.


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 Options**.
2. Add the files you need and click **Compress**.

4) Edit Outlines

A digital map guides you to the specific section of an article and helps you quickly understand the structure through a cluster of pages. Do the following to create an outline.

1. Click **Outline**  on the left side;
2. Turn to the needed page and tap plus icon **+** to add outline item for

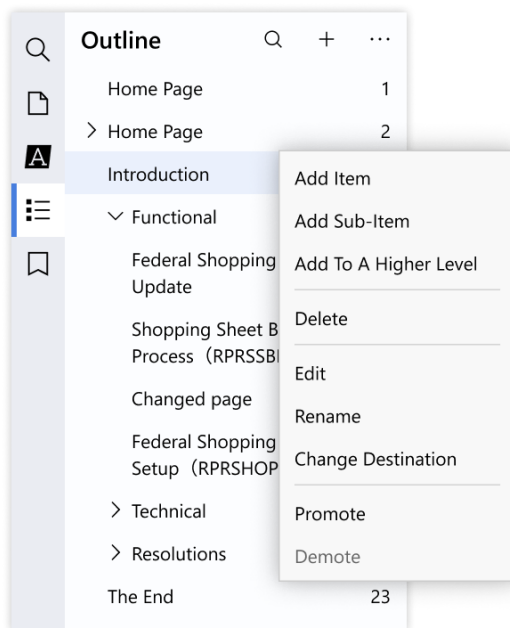
current page;

3. To add a sub-item of outline, turn to the needed page and right-click the item where you want to put a sub-item -> click **Add Sub-Item**;

4. Right-click the item and you can edit it; (Rename, Remove, Promote, Demote, Add, Change Destination, Edit)


5. Drag the item to reorder it;

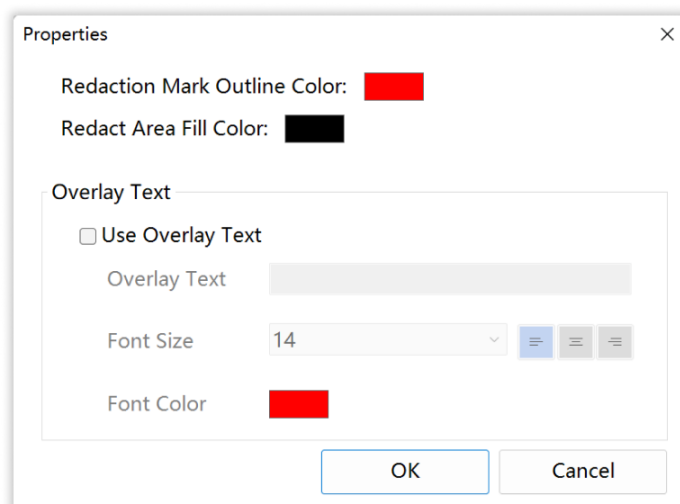
6. You can delete all outlines by tapping more icon and click **Remove All Outlines**.



10. Redact PDF

PDF Reader Pro is ideal for you if you want to permanently delete sensitive information in PDF such as credit card numbers, telephone numbers, and other personal information.

1. Click **Redact**  on the toolbar;
2. Draw a rectangle over the text or directly choose the text you want to remove;
3. Right-click the redaction, hit **Properties** to change color and decide whether to add Overlay Text;



Tap **Delete** to delete the redaction;

Click **Repeat Mark Across Page** to repeat redactions;

Choose **Make Properties Default** to set the redaction as default.



4. Hit **Apply** in the upper left corner, or right-click the redactions and choose **Apply Redactions**;

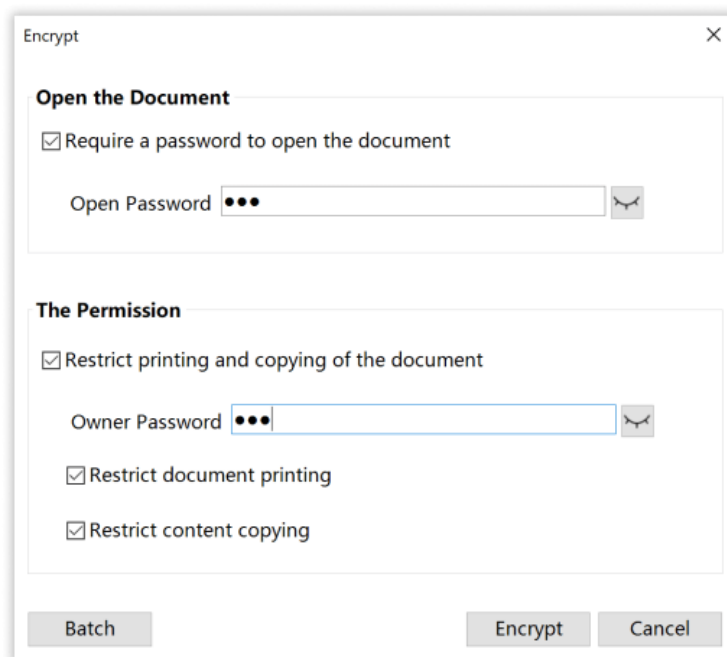
5. Click **OK** in the pop-up window and select a folder to save the file;

11. 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.






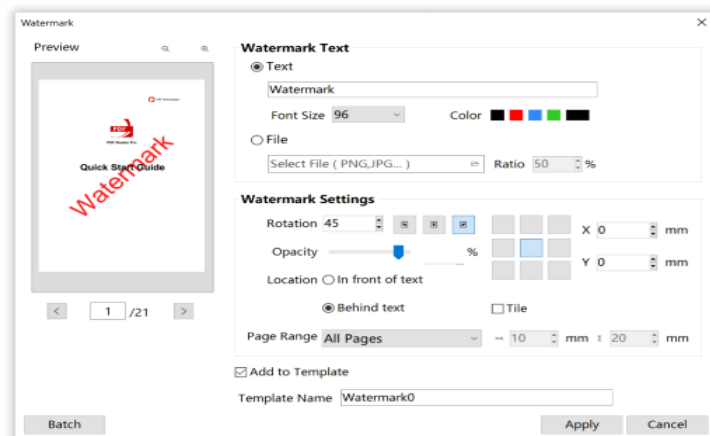
2) Remove Security

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 an open password is required, you need to enter the correct password first and then click **Remove Password** to remove protections from PDF files.

12. 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.

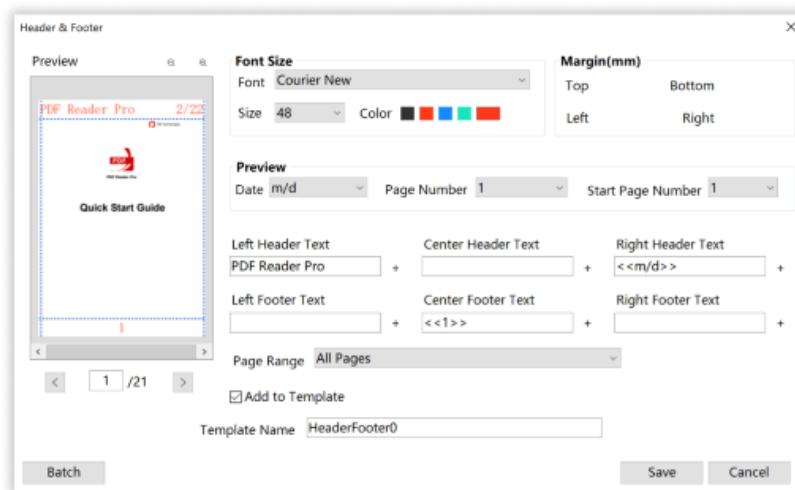
1. Tap **Editor**  on the toolbar -> **Watermark**  -> **Add Watermark**.
2. Set and customize text or image watermark. You can change the **Opacity**, **Color**, **Rotation**, and **Location** of the watermark.
3. Tick **Tile**, then you can add tiled watermarks and customize **Vertical distance** or **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.



13. Header and Footer




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

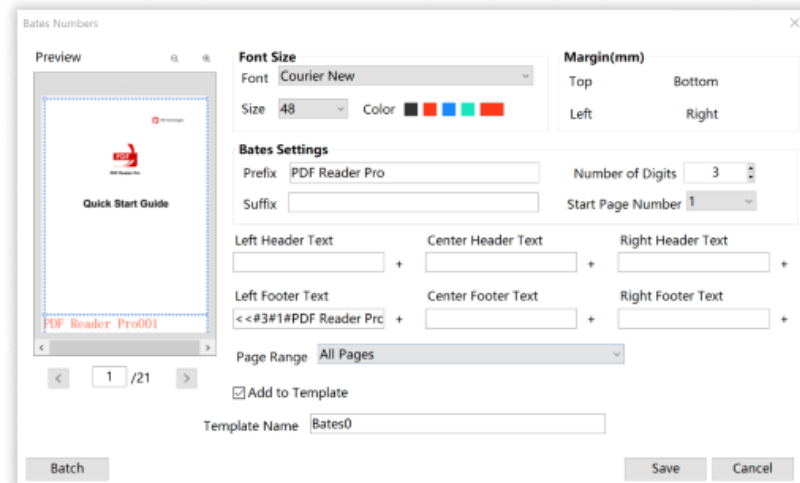
1. Tap **Editor**  on the toolbar -> **Header & Footer**  -> **Add Header and Footer**.
2. Set and customize header and footer. You can set the **Font Size**, **Margin**, **Page Number and Date Format**, **Header and Footer Text**, and **Page Range**.
3. You can save the header & footer as a template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



14. Bates Numbers

Identify and retrieve information from your legal/medical/business documents, you might do 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**, and **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.




15. Others

1) Extract Image

Want to use the images embedded in PDF files somewhere else?

Option 1: Extract images from PDF documents


1. Enter the reading page, and right-click the image, then select **Extract Image**  from the menu.

2. Choose an output folder, and hit **OK**, now you are good to go.


3. If you need to extract multiple images at once, you can hold down ctrl and click to select the images you need. The method of extracting the images is the same as mentioned above.

Option 2: Copy images directly

1. You can select the image and use the shortcut key ctrl+c to copy the image.

2. Or you can right-click the image then select **Copy Image**  from the menu.

2) Flattened PDF


1. Enter the reading page and tap **File**  on the toolbar.


2. Click **Save as Flattened PDF**.

3. Choose an output folder, and select **Open**, then hit **Save** to finish your set.

3) Get File Information



Want to know more specific information about the file?

1. Tap **File**  on the toolbar, and click **File Information**.

2. Click on the **File Information**  in the lower left bottom.
3. Launch the PDF Reader Pro, and right-click the file you need on the home page-> Select **File Information**.

4) Share

Want to share this PDF file with others?



1. Tap **File**  on the toolbar, and click **Share**.
2. Choose the **Share**  at the top.
3. Launch the PDF Reader Pro, and right-click the file you need on the home page -> Select **Share**.

5) Change Page Size

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

Right-click any area in the PDF tab, and select **Resize Page**. It enables pages to fit the screen size.

6) Print

1. Tap **Print**  at the top left corner, or hold **Ctrl + P** -> Set the parameters and click **Print** -> Select an output folder and hit **Save**.
2. Select  in the toolbar -> Choose **Print** -> Select an output folder and hit **Save**.
3. Finding the recent files at the bottom -> Right-click on the file, then click **Print** -> Select an output folder and hit **Save**.

16. Keyboard Shortcuts

1) Reading Page

F11	Enter / Exit full screen
F4	Show / Hide annotation properties panel
Shift+F4	Show / Hide the left panel
PgUp (↑)	Go to previous page
PgDn (↓)	Go to next page
Ctrl + C	Copy images
Ctrl + P	Print files
Ctrl + S	Save files
Ctrl + O	Open files
Ctrl + alt + H	Highlight texts
Ctrl + alt + U	Underline texts
Ctrl + alt + S	Strikethrough texts
Ctrl + alt + Q	Squiggly texts
Ctrl + C	Copy the selected texts or pages
Ctrl + V	Paste the selected texts or pages
Ctrl + X	Cut the selected annotations
Ctrl + Z	Undo

Ctrl + shift + Z	Redo
Ctrl + F	Quickly navigate to the search box
Delete	Delete the selected annotations

2) Page Edit / Thumbnails

Delete	Delete the selected pages
Ctrl + R	Rotate the selected pages clockwise
Ctrl + L	Rotate the selected pages counterclockwise
Ctrl + C	Copy the selected pages
Ctrl + V	Paste and insert the copied page

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