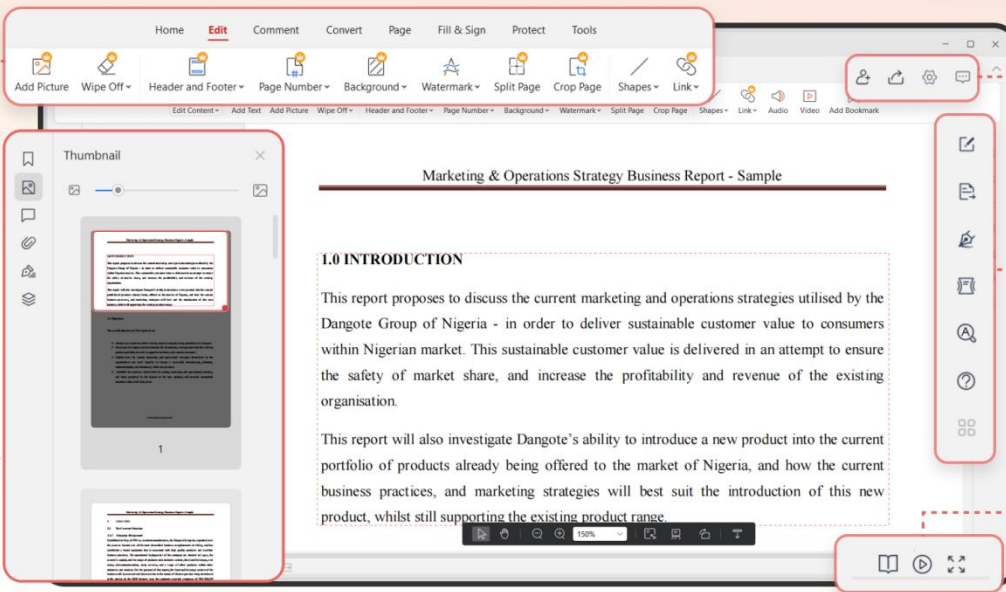# Welcome to WPS Office - PDF

WPS Office is a lightweight, feature-rich comprehensive office suite with high compatibility. As a handy and professional office software, WPS Office allows you to edit files in Writer, Presentation, Spreadsheet, and PDF to improve your work efficiency.

1 Switch tabs to find different commands to process your document.

2 Share your PDF with others.

3 You can find commonly used function shortcut buttons.

4 Toggle reading mode, auto-play, and adjust the page display ratio.

5 You can preview the PDF page, zoom in or out, and move the page.

WPS AI+PDF

With WPS AI, you can get summaries of long and complex PDF files. You can also ask me questions to help you better understand your file.
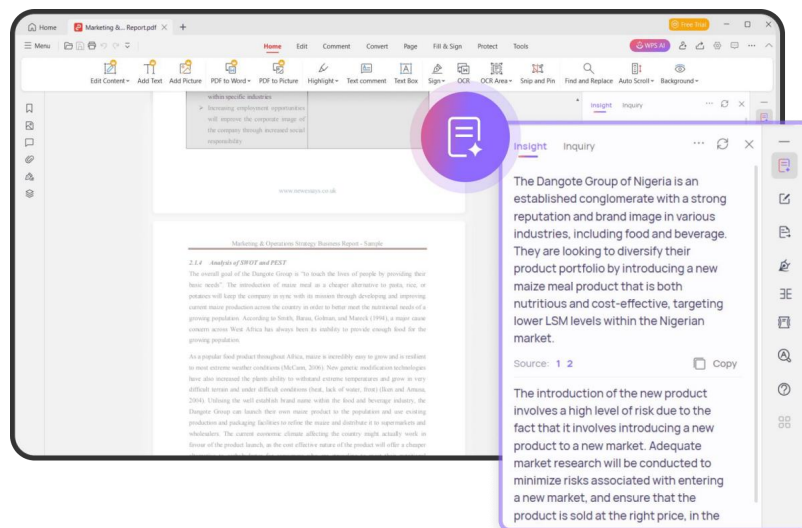
WPS AI is coming

WPS AI, fully embedded with ChatGPT capabilities, is coming soon. WPS Pro members have the opportunity to secure seats for internal testing and enjoy a special discount.
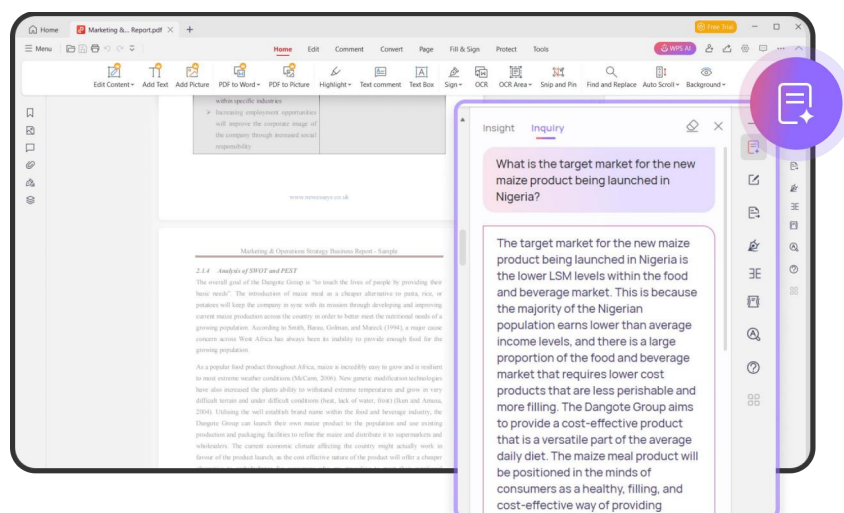
Insight: Auto-Summarize

This functionality can generate summaries of entire PDF files and break them into easy-to-read sections. With just one click, you can copy the whole summary.
Try to summarize this document!
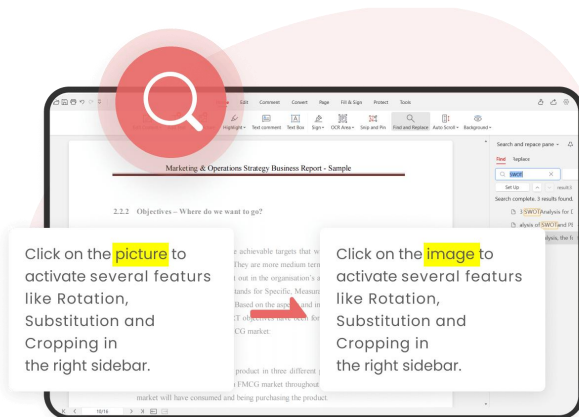
Inquiry: Research Assistant

This functionality helps you better understand your file. Just start to engage in a conversation with WPS AI, you can ask questions about this file.
Try asking AI: "How to protect the PDF?"

Fit all your pdf process need

PDF Edit

Click on the Edit tab, where you can insert text, pictures, headers & footers, hyperlinks, and more into the PDF. Powerful editing capabilities - edit PDFs like Word.
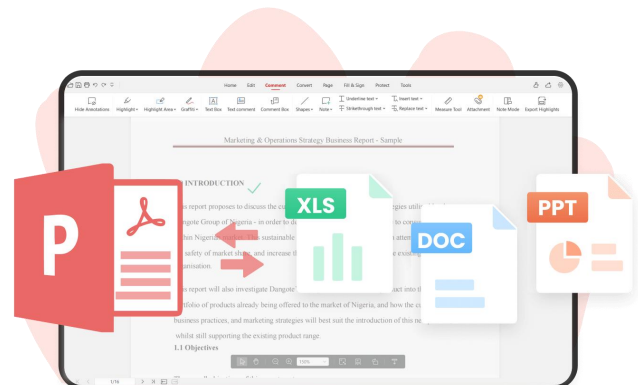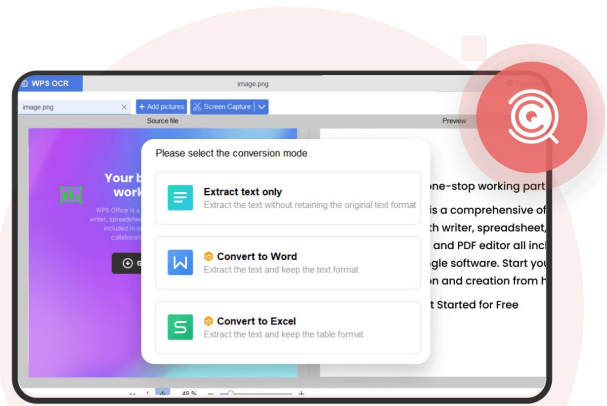
Quickly Find & Replace

Click "Home" > "Find and Replace". hether it is a word, phrase, or an entire aragraph. You can achieve precise find and replace functionality.

PDF Convert

Easily convert PDF to Word, Excel, PPT, PNG, JPG, TXT, and more.

Effortlessly batch convert multiple files
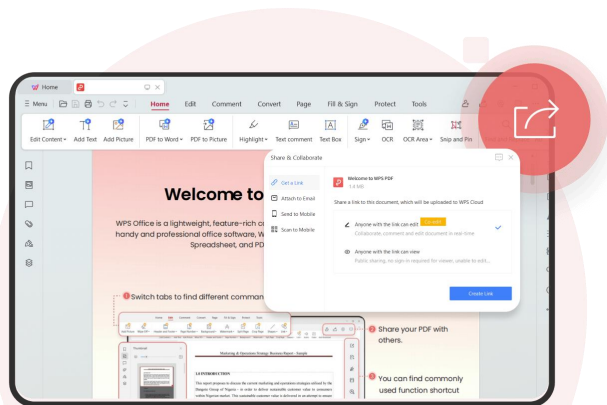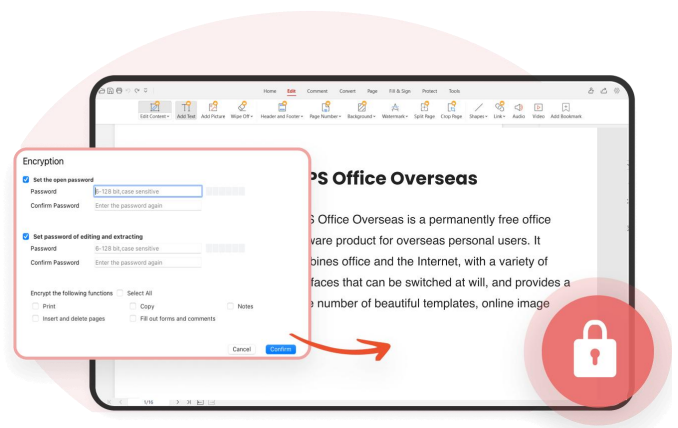
High-Precision OCR Technology

Recognize scanned text, Excel, and PPT with the highest level of precision.

Click "Tools" > "OCR". Start trying it now!

PDF Protect

Lock the entire file with a security password or restrict certain permissions on the PDF.

Click "Protect" > "Encrypt". You can disable printing, copying, and editing for the PDF.
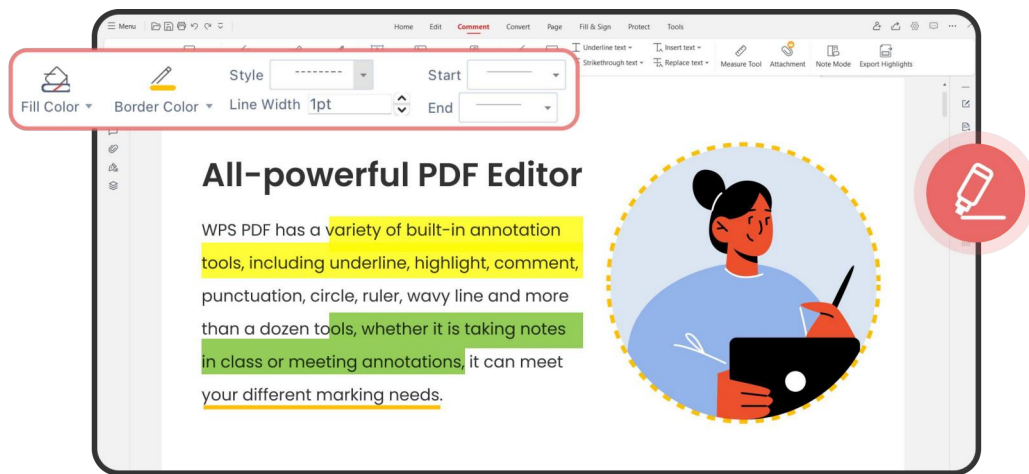
Collaborate With Other

Easily share PDFs to be viewed, reviewed, annotation and signed, even track their progress from Everywhere.
In the upper right corner, click on "Share". You can share PDFs as links, emails, QR codes, and more.

PDF annotation & management
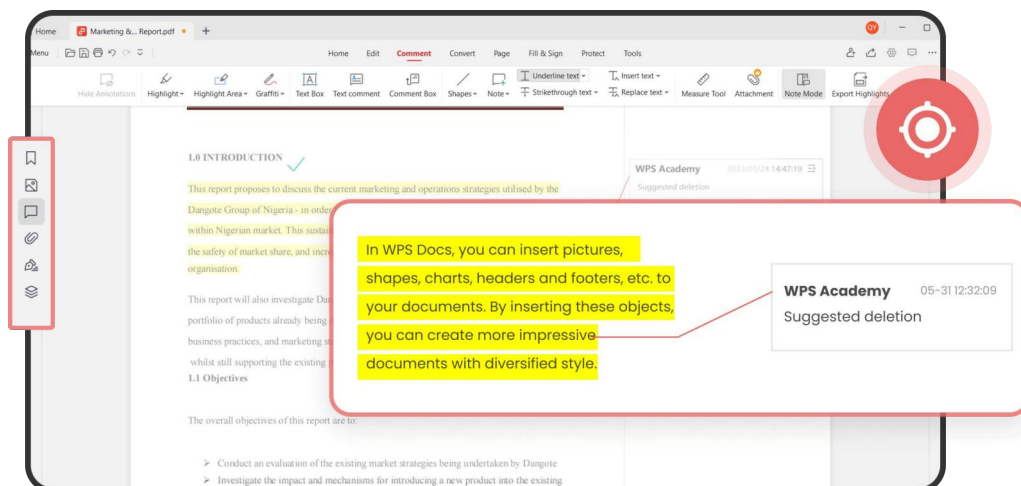
Comment Toolbox

Click the Comment tab, WPS PDF provides a wide range of commenting tools, including highlight, drawing tools, shapes, text callouts, measurement tools, and more.
It offers a comprehensive toolbox that can meet your various needs.

Comment Management

You can conveniently manage all comments in PDFs, including tasks like sorting, filtering, and replying to comments.
Click on the toolbar on the left >"manage all comments," the shortcut key is "Alt+Shift+3".
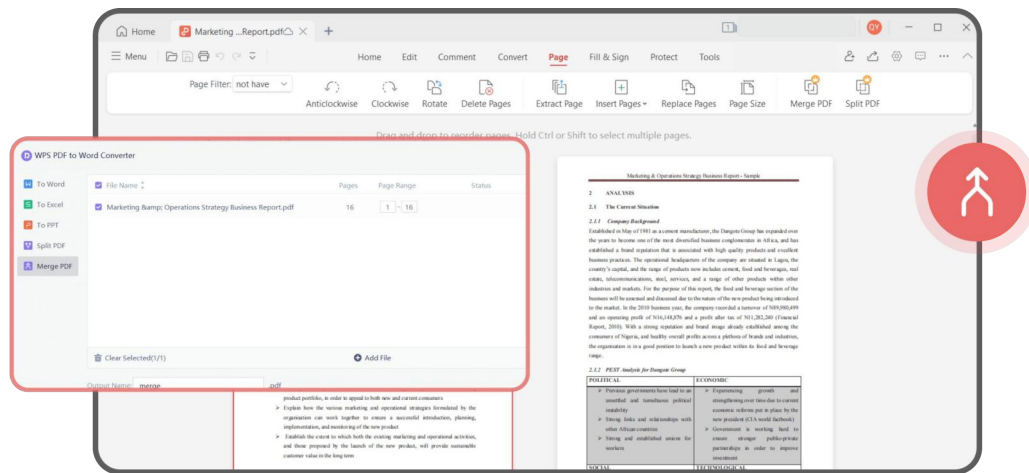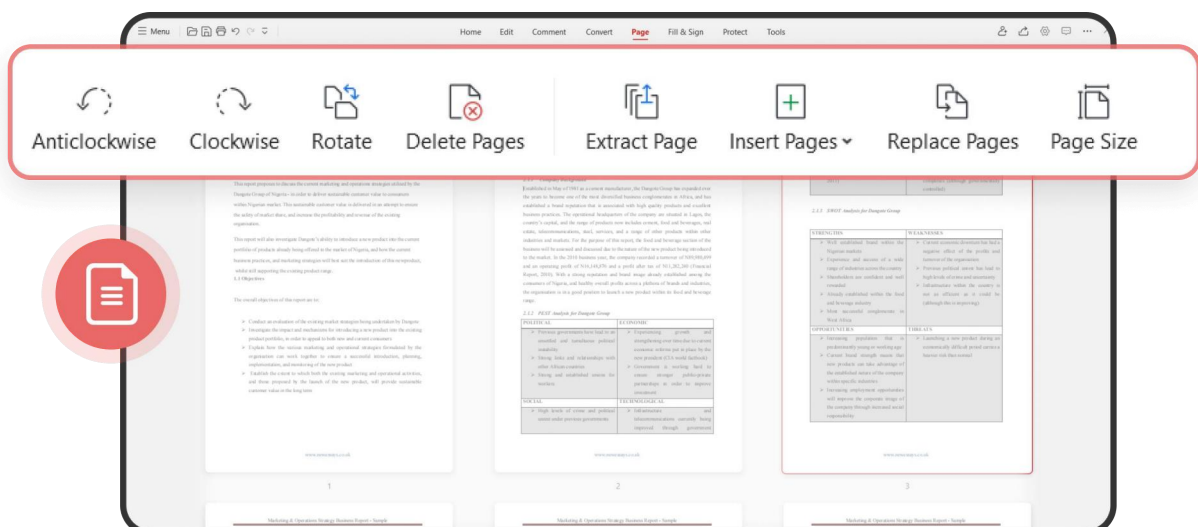
Easy to organize pages

Merge and Split

The PDF merge and split function allows you to effortlessly combine multiple PDF files into one document or split a single PDF into separate files.

Click on "Page" > "Merge/Split" and customize the page range according to your specific requirements.

Page Management

You can manage all pages of the PDF in the Page tab. WPS PDF allows you to split, rearrange, delete, rotate pages, or merge entire PDF documents. Organizing your PDF with WPS Office can help streamline your workflow with just a few simple clicks

More Popular features

File Compress

It reduces file size and saves storage space while maximizing file clarity.

Batch PDF Printing

Efficiently help you solve the problem of printing PDF files, while supporting single or multiple PDF printing.

PDF Sign

Easily add signatures to your electronic documents, ensuring the legitimacy, validity, and security of your signature and its content.

Read Mode

In reading mode, you can insert bookmarks, comments, or rotate pages for a better reading experience.

Add Watermark

Easily protect your intellectual property and enhance document security by customizing the style and content of watermarks in the PDF. Watermarks effectively indicate the document's origin.

Batch Rename Files

It can solve the problem of users inefficiently changing individual file names one by one by providing a variety of renaming methods such as insert, delete, remove, replace, prefix, suffix, and more...

Free ALL-IN-ONE Office Suite

Install free WPS Office to enjoy the same benefits on Android & ios.