



**PDF Reader Pro**

# **Quick Start Guide**

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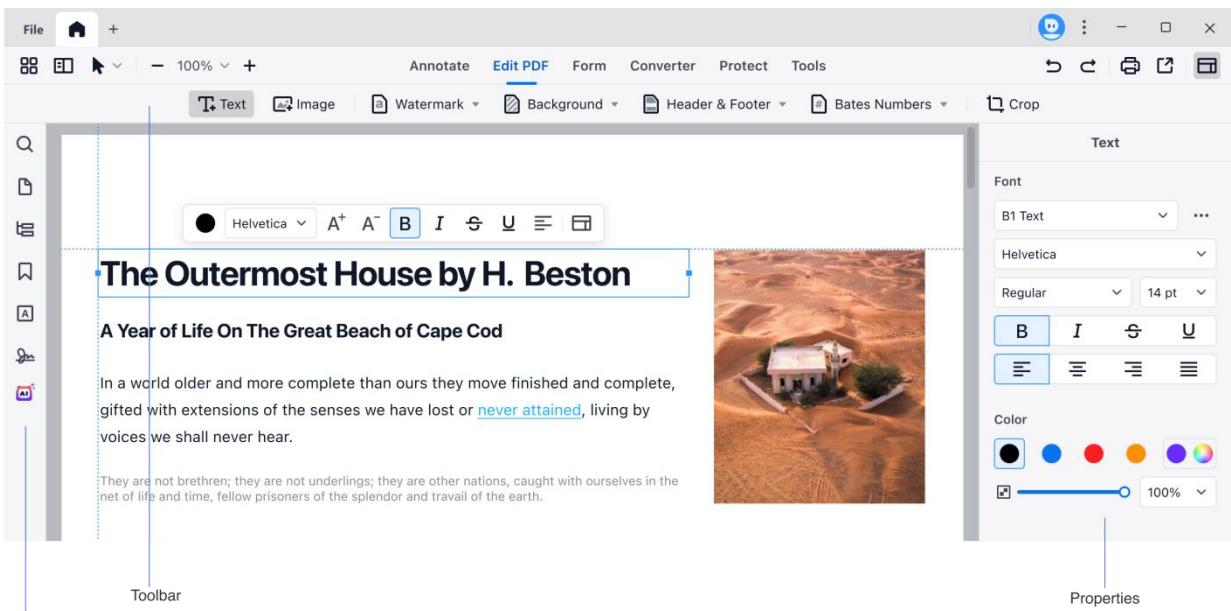
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# 1. The All-New PDF Reader Pro

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

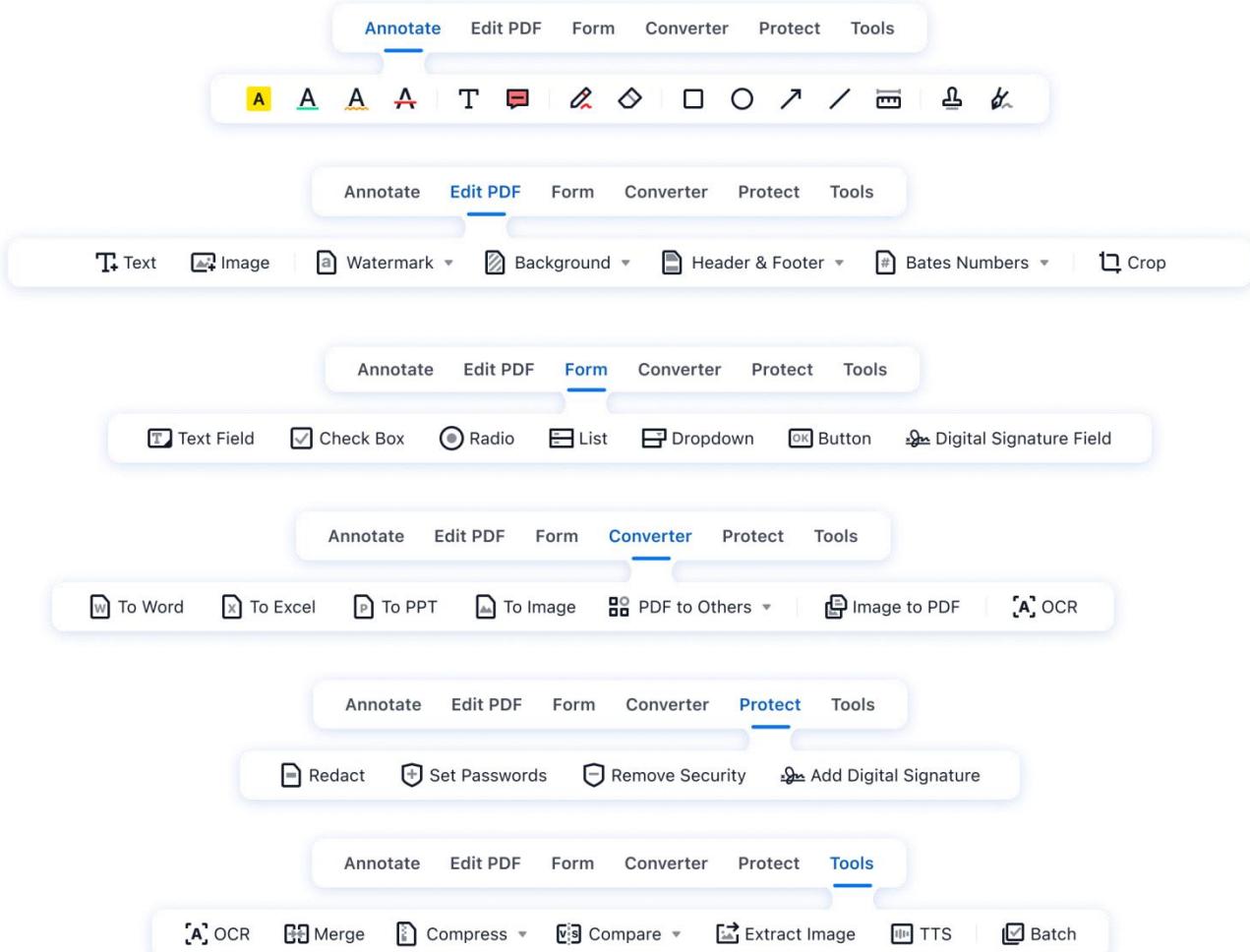
The picture shows [Left Side Panel](#), [Toolbar](#) and [Properties Panel](#).

- In the Left Side Panel, you can manage Thumbnails, Outlines, Bookmarks, Search Result, Annotations and Signatures.
- In the toolbar, you can use all the PDF tools.
- In the Properties Panel, you can set the color, font, opacity, alignment, etc. for the objects in a PDF.



Search, Thumbnails, Outline, Bookmark, Annotation, Sign, AI

The following pictures show all our features categorized by modules: [Annotate](#), [Edit PDF](#), [Form](#), [Convert](#), [Protect](#), [Tools](#);



## 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. Or hit the plus  on the top of reading page to open a PDF file;
3. Or Launch the PDF Reader Pro, and drag the PDF file you need to open into its window.

## 2) Multi-tab Viewer

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

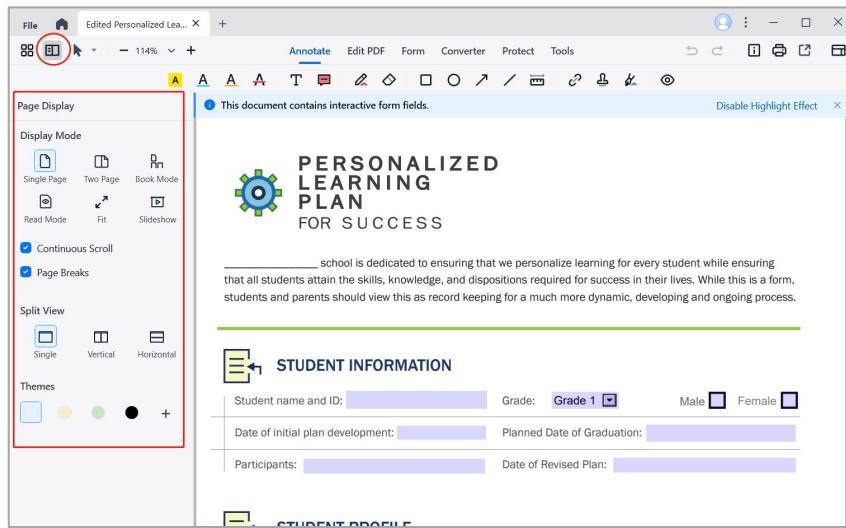
Open files side by side and work with both simultaneously.

1. Open a file and tap [Page Display](#)  on the toolbar, and the properties panel shows, then you can see [Split View](#);
2. You can choose Horizontal or Vertical when you activate it;
3. You can drag-and-drop a file or Select File to open another file to compare;
4. If you need to change compared file, you can click Select File.

## 4) Display Mode

1. Open a file and tap [Page Display](#)  on the toolbar;
2. [Display Mode](#) -> View pages with [Single Page](#) or [Two Page](#);
3. Select [Book Mode](#) and the cover page is placed at the top;
4. 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 [ESC](#) to exit Read Mode;
5. 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) Themes

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

1. Click **Page Display**  on the toolbar and the properties panel shows.  
You can see **Themes**;
2. You can switch between light mode, night mode, eye-protection mode or customize themes by changing the theme color in the palette.

## 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. Tap **Page Display**  on the toolbar -> **Presentation**, it will present you PDF as slideshow;
2. Click the **Back** button if you finish your presentation;

3. Click any color in the top menu bar to take notes on the document in Presentation mode;
4. Click **Undo** on the top menu bar to undo the last operation;
5. Click **Delete** on the top menu bar to delete all comments.

## 7) 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 **Page Display**  on the toolbar -> **Read Mode**;
2. After entering Read Mode, right click and choose **Auto Scroll**;
3. To exit Auto Scroll, right click on the page and uncheck **Auto Scroll**.

## 8) Magnify Tool

Use magnify tool to make part of your screen bigger so you can see words and images better.

1. Click arrow icon  at upper left corner;
2. Choose **Magnify** in the drop-down window;
3. Put your mouse where you want to zoom in.

## 3. Annotate

### 1) How to Annotate

1. Launch PDF Reader Pro and open a PDF file.
  2. Click **Annotate** 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.
  - **Eraser** | Erase hand painting to remove unwanted lines
  - **Text** | Click on any place in the document and start typing.
  - **Anchored Note** | This tool allows you to add annotations as comments to your document. Select the tool, click where you want to add the annotation, and the annotation will pop up immediately. You can also select the corresponding annotation icon(  ) in the pop-up window on the right.
  - **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.
- **Signature** | Add signatures to documents. Select the tool, then select a signature or add a new one by **Keyboard, Trackpad, or Image**.

## 2) Eraser

1. Click **Annotate** on the toolbar;
2. Select **Eraser**  to remove extra lines;  
Note: size in the properties panel on the right.

## 3) 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. 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.

## 4) 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.

## 5) Anchored Note

1. Select Anchored Note 
2. Tap anywhere on the page and enter the content you want;
3. Right click to edit comments again -> Cut / Copy / Delete / Note contents.

## 6) 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 like APPROVED;
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.



## 7) Hyperlink

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

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

1. Tap **Link** , then box an area or select text to insert a link;
2. Set location of the link (Page, URL, or Email).

## 8) Measure PDF

Here are the tools for measuring PDF, you can quickly and accurately measure the dimensions of any object in your PDF document. Let's take a look.

### ● Measure Tools

To measure an object, click Annotate and choose **Measure** , then choose the measurement tool you wish to use

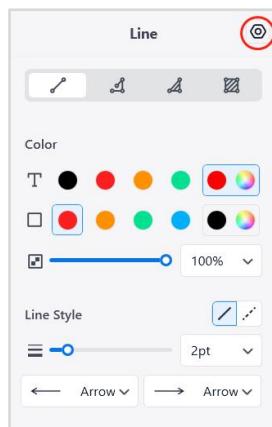
1. Select **Line** to measure an object's length or height, or distance between two points;
2. Select **Multilines** to measure the distance spanning multiple points;
3. Select **Polygon** to measure the perimeter and area of closed shapes;
4. Select **Rectangle** to quickly identify a complete rectangular area, and automatically calculates the perimeter and area.

*Note: Click Esc to exit continuous marking mode.*

- **Other Options**

### 1. Set Actual Size and Precision

- Navigate to the properties panel, click [Settings](#) upper right corner;
- You can set the Actual Size and Precision here.



### 2. Set Measurement Appearance

- Click on the selected measurement and the floating toolbar will be displayed.
- You can set the Fill Color, Border Color, Opacity, Line Width, Line Style, and Font here.

### 3. Delete the Measurement Result

If you wish to delete the measurement result in the PDF file, right-click on the measurement and select [Delete](#). You can also Cut, Copy, and Note the measurement result on this pop-up window page.

## 9) Remove Annotations

To remove or edit the annotation, right-click the annotation and select the [Delete](#)  option.

## 10) Export & Import Annotations

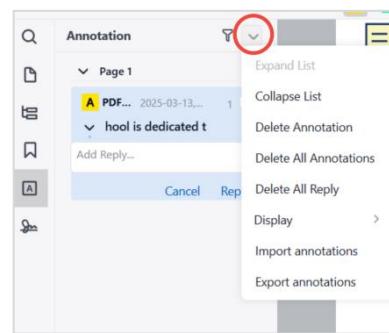
Annotations and comments can be imported from XFDF files. Meanwhile, you can also export highlights, and notes as an XFDF file for further references.

To Export Annotations:

1. Tap **Annotation**  on the left sidebar;
2. Click drop down icon -> **Export Annotations**.

To Import Annotations:

1. Tap **Annotation**  on the left sidebar;
2. Click drop down icon -> **Import Annotations**.



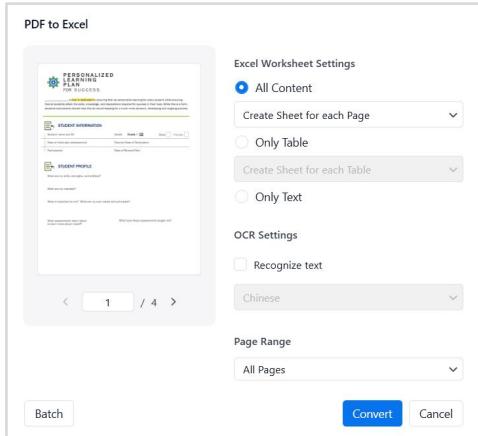
## 4. Convert

### 1) PDF to Word(.docx), PPT(.pptx), Excel(.xlsx), Image(.png / .jpeg)

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

1. Tap **Convert** on the toolbar.
2. Select target formats: **To Word**, **To PPT**, **To Excel**, **To Image** and set **Page Range**.
3. Click **Convert** and choose an output folder to start PDF converting.
4. Or you can hit **Batch** to add more files to convert simultaneously.

*Note: If you want to convert a scanned PDF to an editable Word, Tick Recognize text.*



## 2) PDF to Text(.txt), RTF(.rtf), HTML(.html), CSV(.csv), Json(.json)

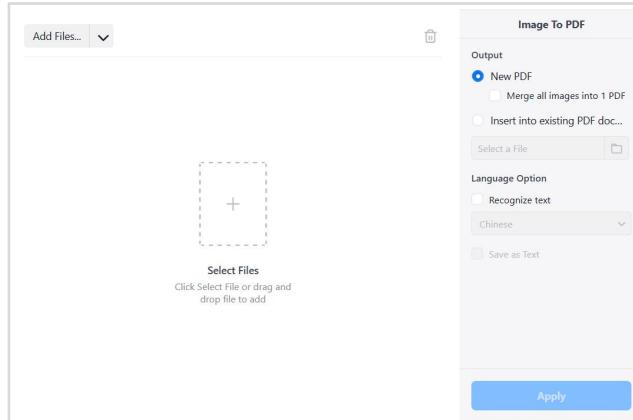
PDF Reader Pro enables you to convert your PDFs to other multiple formats. Just click the convert button.

1. Tap [Convert](#) on the toolbar -> [PDF to Others](#).
2. Select target formats: [To Text](#), [To RTF](#), [To HTML](#), [To CSV](#), [To Jason](#) and set Page Range.
3. Click [Convert](#) and choose an output folder to start PDF converting.
4. Or you can 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 [Convert](#) on the toolbar -> [Image to PDF](#) 
2. Select [Add Files](#) to import images;
3. You can choose to Merge all images into 1 PDF or Insert into existing PDF document, as well as perform OCR processing;
4. Tap [Apply](#), then choose an output folder and you will get one PDF file.



#### 4) Extract Image

1. Tap **Tools** on the toolbar -> click **Extract Images**;
2. Choose **Extract from current page** to extract images in the current page;
3. Choose **Extract Images** to customize the range of pages.

Quick method:

- Extract images from PDF documents
  1. Go to the reading page, right-click the image, and select **Extract image**;
  2. Select an output folder, click OK.
- Copy the image 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 and select **Copy image** from the menu.

## 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 [Tools](#) on the toolbar;
2. Choose Area OCR or Page (file) OCR;
  - **Area OCR:** Box an area you want to perform OCR, then click [OCR](#)
  - **Page OCR:** Choose the Page Range and OCR Language, then click [Apply](#)
3. To edit the text, switch to [Edit PDF](#) tab, then you can add, delete, change font size and color, etc.

## 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 -> New Blank Page](#);
2. Or tap [File](#) in the top left corner, 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. Launch the PDF Reader Pro, and click [Create PDF -> New from File](#);
2. Or tap [File](#) in the top left corner, and select [Create PDF](#), then hit [New from File](#);
3. Choose an image file from your folder.

## 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, xlsm, xlsb, xlam, xltx, ppt, pptsx, pptm, pps, pptsm, pot and, potm.

1. Launch the PDF Reader Pro, and click [Create PDF -> New from File](#);
2. Or tap [File](#) in the top left corner, and select [Create PDF](#), then hit [New From File](#).

## 4) New from Scanner

With PDF Reader Pro, you can import PDF files from a scanner.

1. Tap [File](#) in the top left corner, and select [Create PDF](#), then hit [Import From Scanner](#);
2. Or tap [Create PDF](#) in the home page, and select [Import From Scanner](#);
3. Choose a scanner, and tap Settings to see the options available, then hit Scan.

## 7. Create Form

Powerful form builder helps you to create forms easily and quickly. With PDF Reader Pro'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.

1. Click **Form** on the Toolbar, then choose the form field according to your needs.

**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.

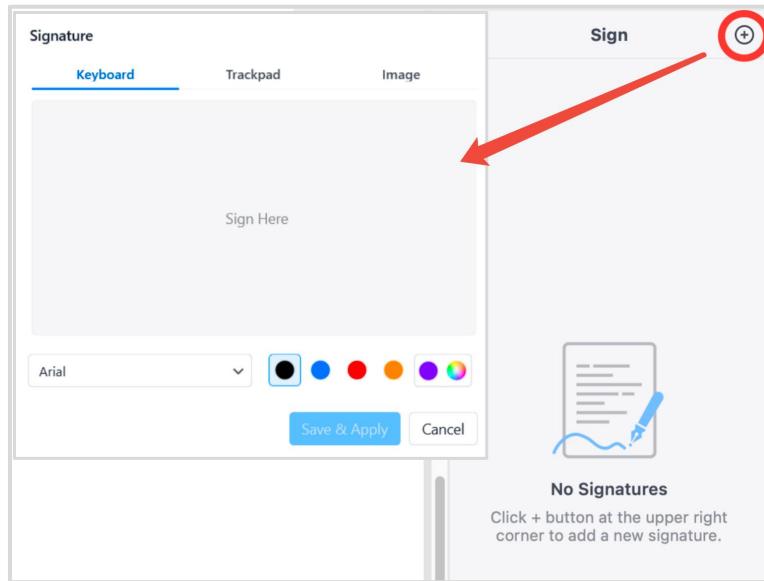
2. Click Form on the toolbar again to exit form creation mode.

## 8. Sign

PDF Reader Pro provides the best signing experience on the Windows 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 **Annotate** on the toolbar;
2. Tap **Signature**  , then the properties panel shows, then click + at the upper right corner to create a new signature;
3. You can create new signatures from Keyboard, Trackpad or Image;
4. After creation, you can put the signature where you want it show, tap **ESC** to exit Continuously Sign Mode.

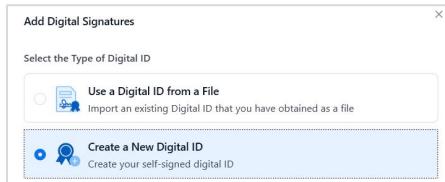


## 2) Digital Signature

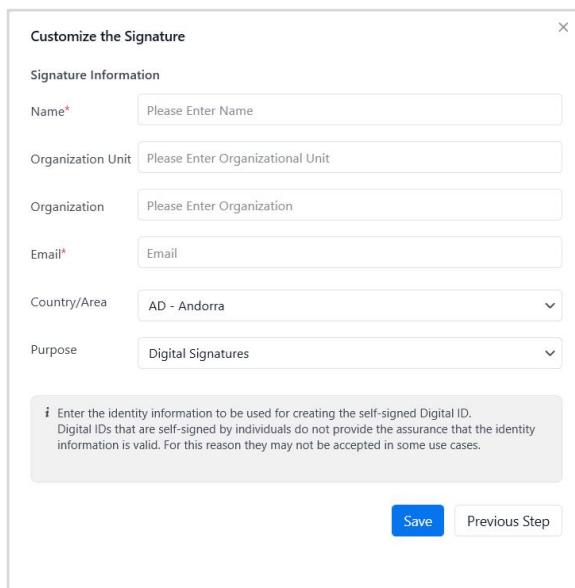
To add a digital signature to a PDF, you need to obtain a digital ID first, also known as a digital certificate. These certificates are typically issued by a trusted provider called a Certificate Authority (CA). You can also configure your own digital ID with PDF Reader Pro if you like.

1. Go to [Protect](#) tab -> Click [Add Digital Signature](#);
2. Drag to draw a signature field for your signature;
3. In the pop-up window, tick [Create a New Digital ID](#) -> [Continue](#);

*Note: If you already have a digital ID stored on your computer, you can select [Use a Digital ID from File](#).*



4. Enter your identity information such as name, organization unit, e-mail address, etc. Then click Save;
5. Save the self-signed digital signature to a file and set a password;
6. Finally, you can set the appearance of the signature, for example: the text included in the signature field, the signature style, and more.



Customize the Signature

Signature Information

Name\*

Organization Unit

Organization

Email\*

Country/Area

Purpose

i Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

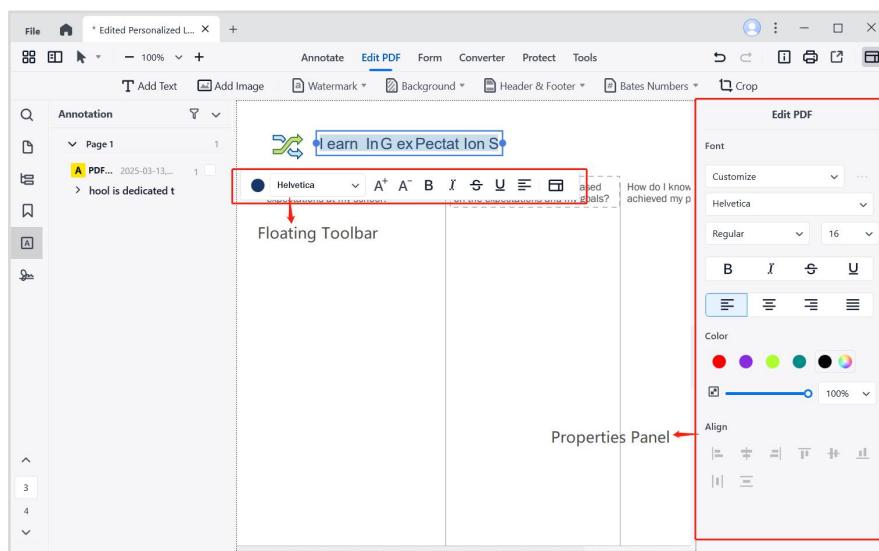
[Save](#) [Previous Step](#)

## 9. Edit PDF

Use PDF Reader Pro editing tools to edit PDF text, image and make pages more organized.

### 1) Edit PDF Text

1. Select [Edit PDF](#) on the toolbar;
2. Click on the text you want to edit, and you can add, delete, move or modify text;
3. You can also adjust the Font Color, Font Size, Font Style, Text Alignment, Opacity etc. in the right panel; (Click Properties in upper right corner to show this panel)

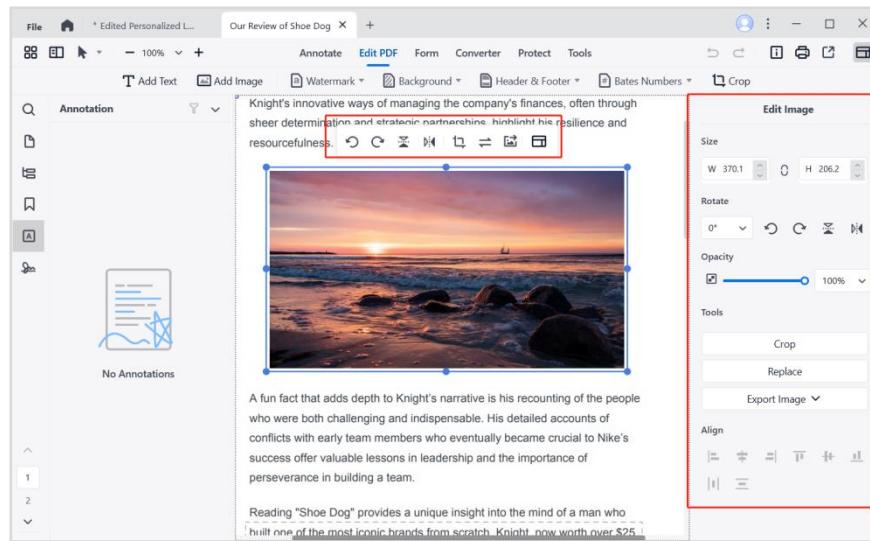


*Note: You can quickly adjust the text properties in the floating layer. If you want to cancel, you can click Files in the upper left corner, choose setting, navigate to Page Display tab, and uncheck Show quick entrance while editing content*

4. You can also click [Add Text](#) to insert a new text field.

## 2) Edit PDF Image

1. Tap [Edit PDF](#) on the toolbar;
2. Click on the image to be modified then you can Delete, Resize, Rotate, Flip, Crop, Replace, adjust Opacity, etc;



*Note: You can quickly adjust the image properties in the floating layer. If you want to cancel, you can click Files in the upper left corner, choose setting, navigate to Page Display tab, and uncheck Show quick entrance while editing content*

3. You can also click [Add Image](#) to insert a new image.

## 3) Align Multiple Text Boxes or Images

PDF Reader Pro supports the alignment of multiple text boxes and images within PDFs. You can seamlessly arrange and organize content with precision directly within the embedded documents.

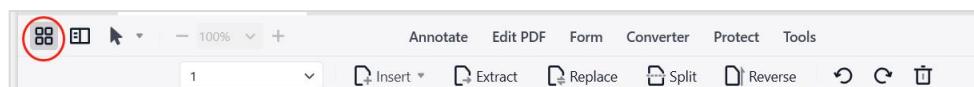
Operation:

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

#### 4) 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**  in top left corner;



2. Tap **Insert**  to insert a new page after the selected page. You can insert pages from another PDF, Scanner, Clipboard or Custom 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 **Delete**  to delete the selected page or right-click and choose Delete.

## 5) Merge PDF

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

1. Tap **Tools** on the toolbar;
2. Choose **Merge**  to combine multiple PDF files into a new PDF document, and you can customize Page Range before merging.

## 6) Compress PDF

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

1. Tap **Tools** on the toolbar -> **Compress**  -> **Compress Current File**;
2. Select the quality of the compressed file, you can choose Standard quality, Mobile suitable quality or Customize compression parameters;
3. Click **Compress** to save it as a new PDF;

*Note: to batch compress, click Tools on the toolbar -> Compress -> Batch Compress.*

## 7) Compare PDF

Our tool enables users to compare two files and mark any differences quickly. The results can be conveniently downloaded for reference.

### ● Side-by-Side View

1. Click **Tools** on the toolbar -> **Compare** -> **Side-by-Side View**;

2. Import your PDF documents and set Page Range;
3. Choose to [Compare text](#) or [Compare image](#), or both of them -> [Compare](#);

*Note: The changes will be marked by highlight bars. You can customize the color of the highlights by clicking [Settings](#).*

4. Save as Old Document or New Document or Merge into a New File.

### ● **Compare by File Overlay**

1. Click [Tools](#) 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.

## 8) 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. Or select text within a PDF, then right-click and choose [Add Outline](#)

- [Item](#), the selected text will automatically be the title of the outline;
4. You can directly drag the outline to reorder it;
  5. Right click on the outline to edit ( Add sub-outline, delete, promote, demote, rename, etc);
  6. You can delete all outlines by tapping more icon and Remove all outline.

## 10. Redact PDF

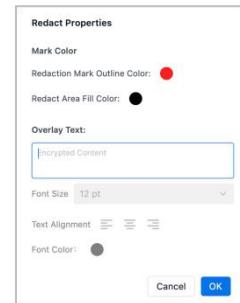
PDF Reader Pro is ideal for you if you want to permanently delete sensitive information in PDF such as credit card numbers, telephone numbers, and other personal information.

### ● Redact PDF

1. Click [Protect](#) on the toolbar and choose [Redact](#) 
2. Draw a rectangle over the text or directly choose the text you want to remove;
3. Hit [Apply](#) in the upper right corner;

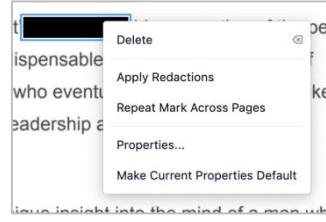
### ● Set Redact Properties

1. Click [Protect](#) on the toolbar and choose [Redact](#) 
2. Tap Properties. You can change redaction's color and decide whether to add [Overlay Text](#);
3. Or you can right click on the redactions and choose [Properties](#).



- **Other Options**

After adding a redaction in PDF, right-click on it. You can tap **Delete** to delete the redaction; click **Repeat Mark Across Page** to repeat redaction, and choose **Make Current Properties Default** to set the redaction as default.



## 11. Print PDF

### 1) Paper Print

1. Tap **Print**  at the top right corner, or hold **Ctrl + P**;
2. Set the parameters and click **Print** -> Select an output folder and hit **Save**.

### 2) Batch Print

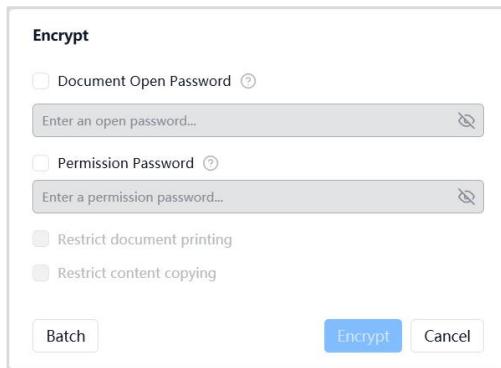
1. Tap **Print**  at the top right corner, or hold **Ctrl + P**;
2. Click **Batch** and tap **Add Files**;
3. After adding your files, click **Apply**.

## 12. 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. Click **Protect** on the toolbar -> Security ;
2. Enter an **Document Open Password** or **Permission Password**;
  - You can set Open Password to access to the document
  - Or Permission Password to restrict printing and copying of the document.



3. Then click **Encrypt**;
4. There you can click **Batch** to secure multiple files at the same time.

## 2) Remove Security

1. Tap **Protect** on the toolbar -> **Remove Security**;
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.

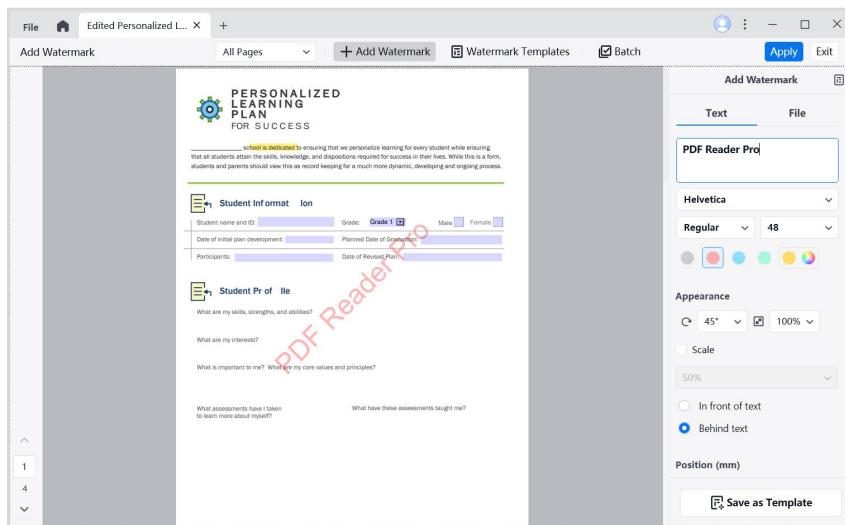
## 13. Watermark

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 **Edit PDF** on the toolbar -> **Watermark**  -> **Add Watermark**;
2. Choose text watermark 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. Click **Save a Template** if needed;
5. Tap **Apply** to apply the watermark to your PDF.

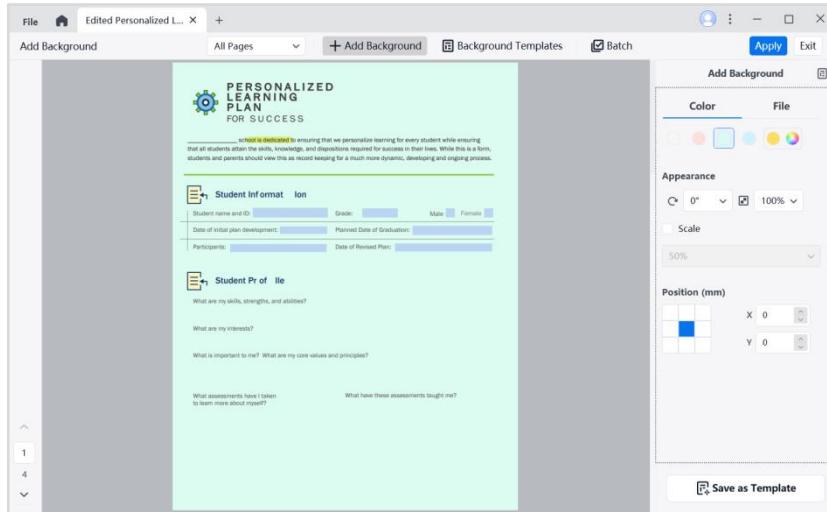


## 14. Background

With a background, your PDF document will be more visually appealing and professional-looking. Use PDF Reader Pro to add PDF page background by image or color.

1. Click **Edit PDF** on the toolbar -> **Background**;
2. Choose **Add Background** to insert an image or color background into the document. You can also set rotation, position, and page range of the background in the pop-up window;

3. Click [Save a Template](#) if needed;
4. Tap [Apply](#) to apply the background to your PDF.



## 15. 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 [Edit PDF](#) on the toolbar and select [Header & Footer -> Add Header & Footer](#);
2. Here you can choose add [Date/Page](#) or customized contents;

### Add Date/Page

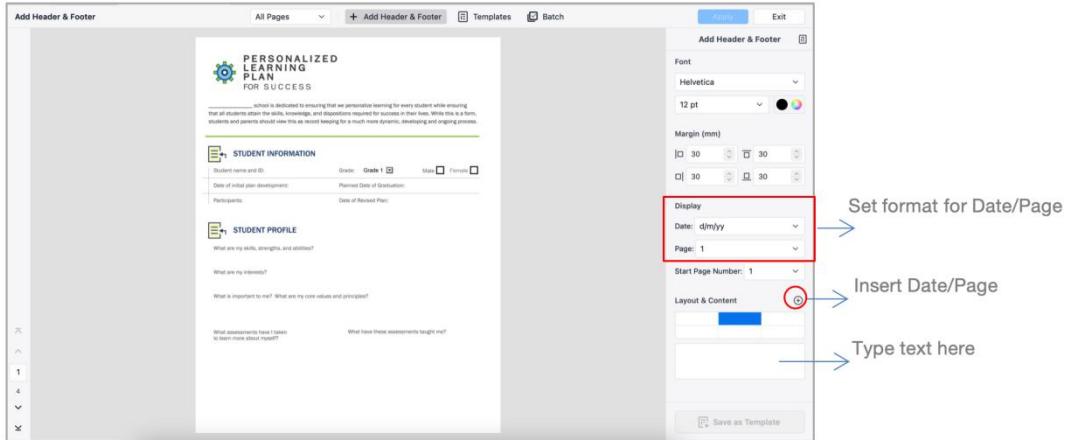
- Choose Display Mode and Start Page Number;
- Select a place to put the header&footer;
- Click + button to insert.

### Customize contents

- Select a place to put the header&footer;
- Enter text in the blank field.

3. Click [Save a Template](#) if needed;

4. Tap **Apply** to apply the header&footer to your PDF.



## 16. Bates Numbers

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

1. Tap **Edit PDF** 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 **Save as Template**;
4. Tap **Apply** then you can save a new copy of the PDF with custom bates numbers.

## 17. AI Assistant

PDF Reader Pro's AI Assistant is powered by ChatGPT and DeepSeek, bringing you cutting-edge AI technology. With the AI Assistant, you can translate, summarize, rewrite, proofread, or dive deep into any document with ease.

Here's how to get started:

1. Click on the [AI Assistant](#) icon in the left toolbar.
2. In the left-side panel, choose from the following options:
  - [AI Translate](#): Instantly translate your current document, an uploaded another file, or selected paragraphs or sentences.
  - [AI Summarize](#): Generate a summary of the current document, an uploaded file, or specific content you highlight.
  - [AI Proofread](#): Copy and paste the content to the chat box. Click "Start" and let the AI check grammar, spelling, and clarity.
  - [AI Rewrite](#): Copy and paste sentences or paragraphs to the chat box you'd like reworded or polished. Hit "Start" to see the improved version.
  - [AI DeepThink](#): Enter your question or idea in the chat box. The AI Assistant will analyze it thoroughly and provide an insightful response.

## 18. Others

### 1) Flattened PDF

- 1.Enter the reading page and tap [File](#) in the top left corner;
- 2.Click [Save as Flattened PDF](#);
- 3.Choose an output folder, and select Open, then hit [Save](#).

### 2) Get File Information

Want to know more specific information about the file?

1. Tap [File](#) in the top left corner, and click [File Information](#);
2. Here you can customize the title, author, subject, or check the create date and creator information, security settings, etc.

### 3) Share

Want to share this PDF file with others?

1. Click [Share](#)  at the top right corner.
2. Or tap [File](#) in the top left corner, and click [Share](#);
3. Choose from [Share PDF / Share as Flattened PDF / Share Original Document](#).

### 4) Change Page Size

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

1. Right-click any area in the reading page, and select [Resize Page](#);

2. Choose from [Actual Size / Fit Width / Fit Page](#).

## 5) Search and Replace Text

Text replacement allows you to search for specified text and replace them with other ones that you want.

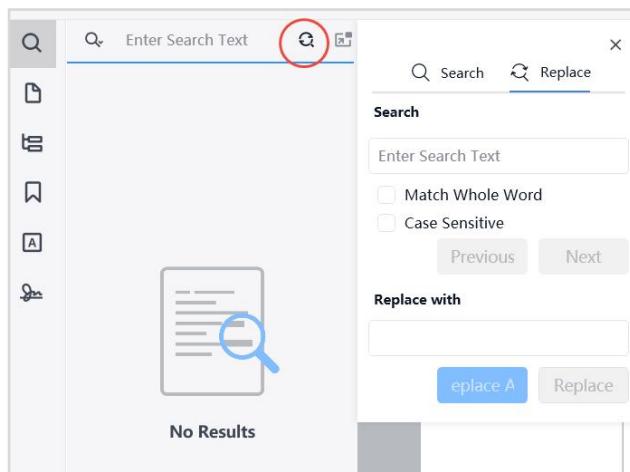
- **Search Text**

1. Click [Search](#) on the left sidebar;
2. Enter the text in the search box, and the result will be shown.

- **Replace text**

1. Click [Search](#) on the left side bar; tap [Replace](#) 
2. Enter the text to be replaced and the new text, click [Replace](#) or [Replace All](#).

*Note: Tick [Match Whole Word](#) or [Case Sensitive](#) to get a more accurate result.*



## 19. Volume Licensing Program

PDF Reader Pro offers Volume Licensing Program (VPP) for all kinds of businesses. How do enterprise customers benefit from VPP?

### 1. Lower IT Investment

Relatively low market price and our step volume discount will reduce your cost. We offer a significant discount that is up to 50% OFF.

### 2. Flexible and centralized License management

Admin Console allows you to assign, remove and unbind licenses for members, manage team members, create teams and more.

### 3. Multiple Deployment Options Available

PDF Reader Pro supports multiple deployment methods such as [GPO](#), [Microsoft Intune](#), [RDS](#), [SCCM](#), [Citrix](#), etc.

\* If you are looking for other deployment options or have any questions, feel free to [contact us](#)!

## 20. Keyboard Shortcuts

### 1) Reading Page

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

<b>trl + shift + Z</b>	Redo
<b>Ctrl + F</b>	Quickly navigate to the search box
<b>Delete</b>	Delete the selected annotations
<b>Ctrl + 0</b>	Fit Page
<b>Ctrl + 1</b>	Actual Size
<b>Ctrl + 4</b>	Continuous Scroll
<b>Ctrl + 5</b>	Single Page
<b>Ctrl + 6</b>	Two Page
<b>Ctrl + H</b>	Read Mode

## 2) Page Edit / Thumbnails

<b>Delete</b>	Delete the selected pages
<b>Ctrl + R</b>	Rotate the selected pages clockwise
<b>Ctrl + L</b>	Rotate the selected pages counterclockwise
<b>Ctrl + C</b>	Copy the selected pages
<b>Ctrl + V</b>	Paste and insert the copied page
<b>Ctrl + B</b>	Add Bookmark

### 3) Other Tools

**Alt + 3** Scroll Tool

**Alt + 6** Content Selection Tool

**Ctrl + Shift + T** OCR

**Ctrl + F3** Batch Convert

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](mailto:support@pdfreaderpro.com)

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

[support@compdf.com](mailto:support@compdf.com)