

# hello

and

# Welcome to PDF Extra!



Go through our short introductory guide to learn the app's navigation, main features and how to best use them.

The first screen you'll see after opening PDF Extra is the **Home** tab, containing handy quick-access shortcuts to some of the app's most practical and often used features. Let's take a closer look at each.



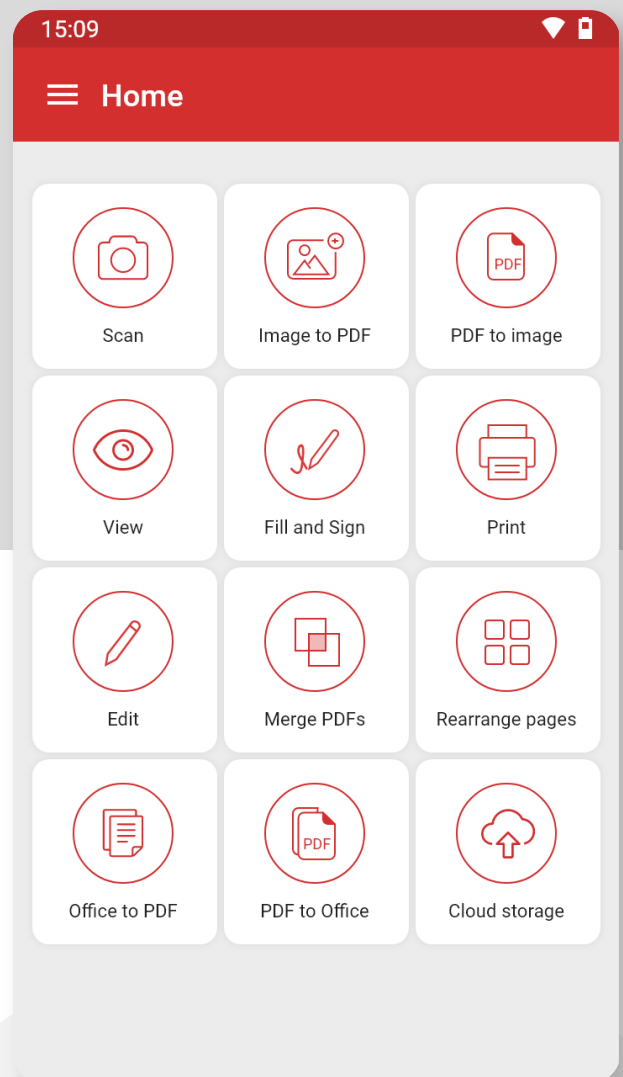
**Scan to PDF** - Use your device's camera to scan paper documents and turn them into PDFs.



**Image to PDF** - Turn an image from your internal storage or cloud drive into a PDF.



**PDF to Image** - Turn a PDF into an image (JPEG) file.



**View** - Select and view a PDF. Change scrolling options for easier reading.



**Fill and Sign** - Fill out PDF forms and sign them with your own custom signature.



**Print** - Select sizes, number of copies, pages, and more, then Print the selected PDF.



**Edit** - Make wholesale changes to a PDF's text, images, and structure.



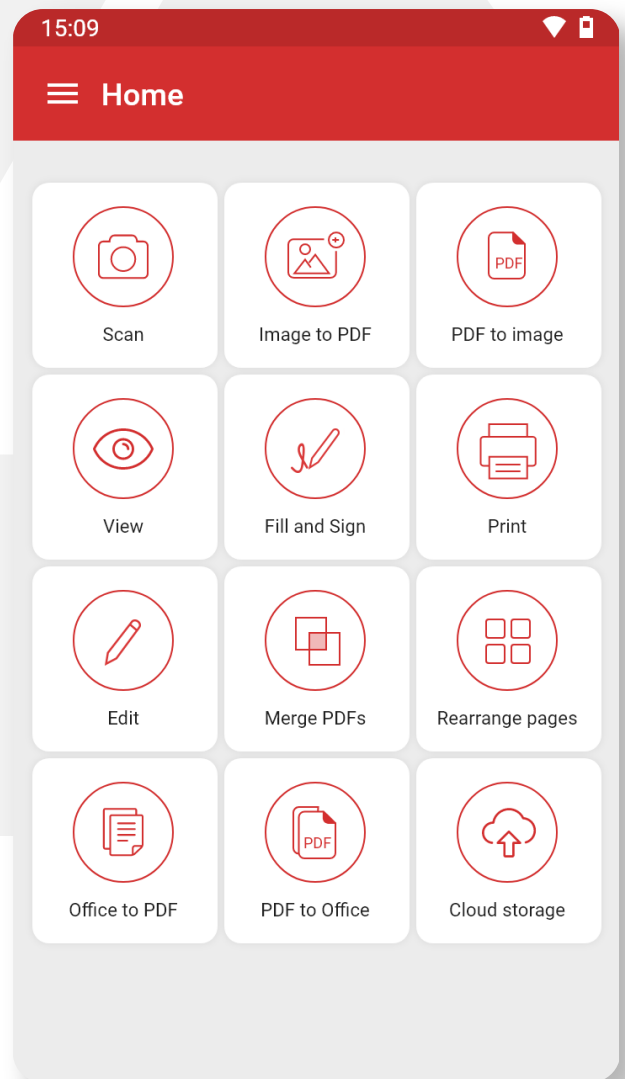
**Merge PDFs** - Combine several PDFs or selected pages into a single PDF.



**Rearrange Pages** - Shuffle, delete, and manage your PDF's pages.



**Office to PDF** - Select a Word, Excel, or ePub file, and convert it to PDF.



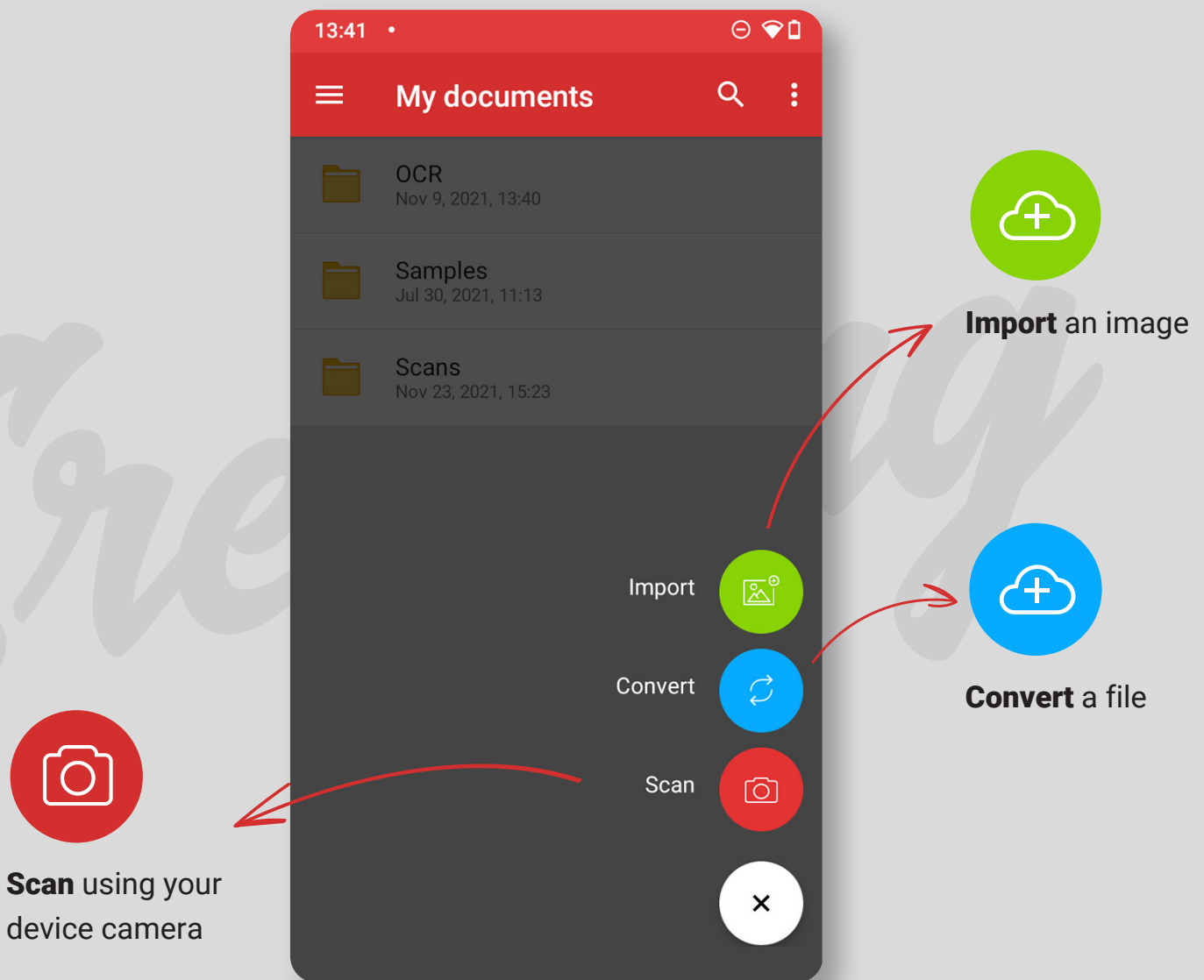
**PDF to Office** - Convert a PDF to a Word, Excel, or ePub file.



**Cloud Storage** - Access your dedicated MobiDrive cloud storage.

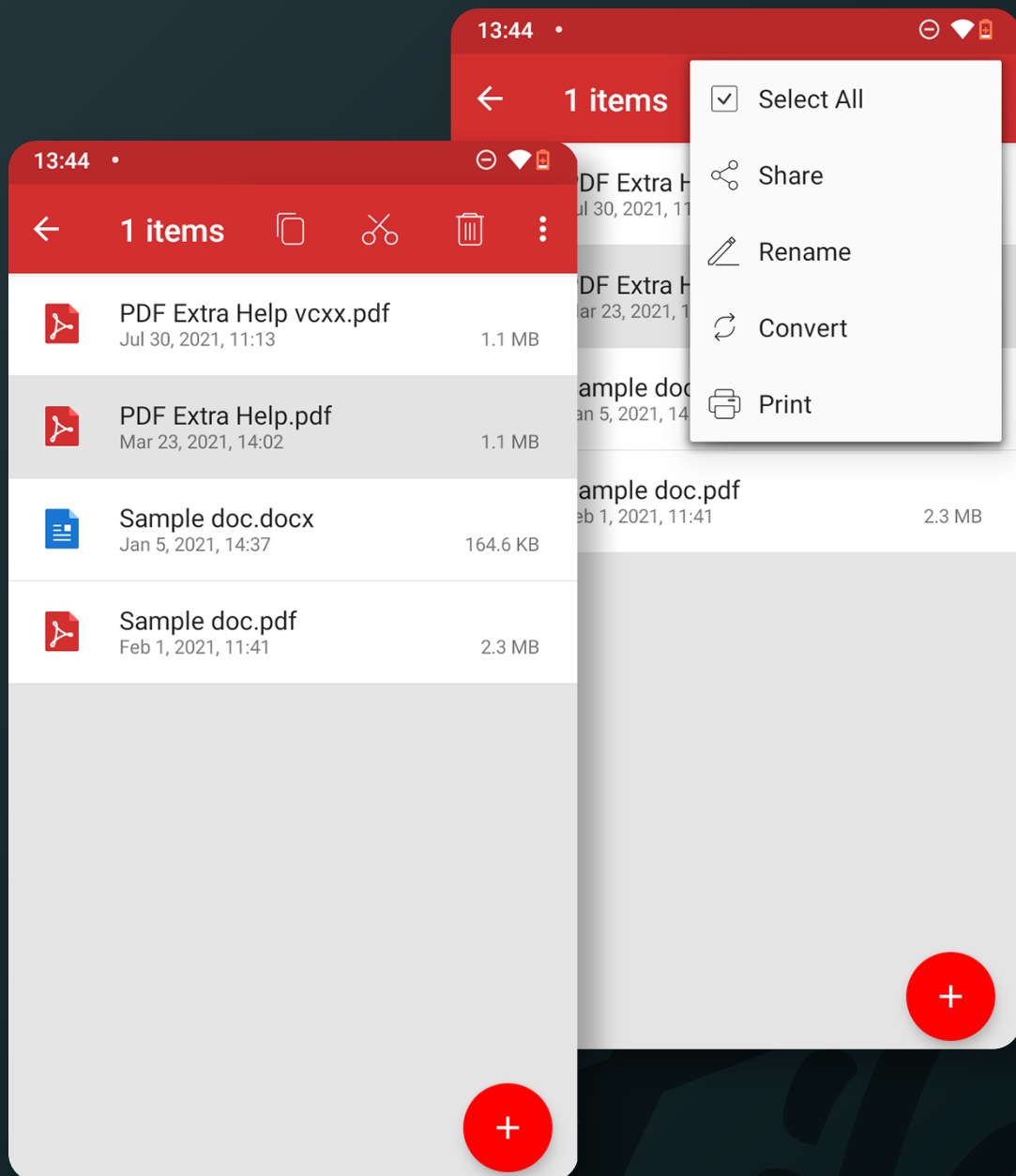
## Creating a PDF

PDF Extra is designed for you to always have access to the most commonly used functions, regardless of where you are in the app. In the **Home** tab this is done via the quick-access tiles, everywhere else you have the **Create** button. Found at the bottom right corner of any navigational screen, tapping it will allow you to quickly **Import** an image, **Convert** a file, or **Scan** using your device camera.



## File Management

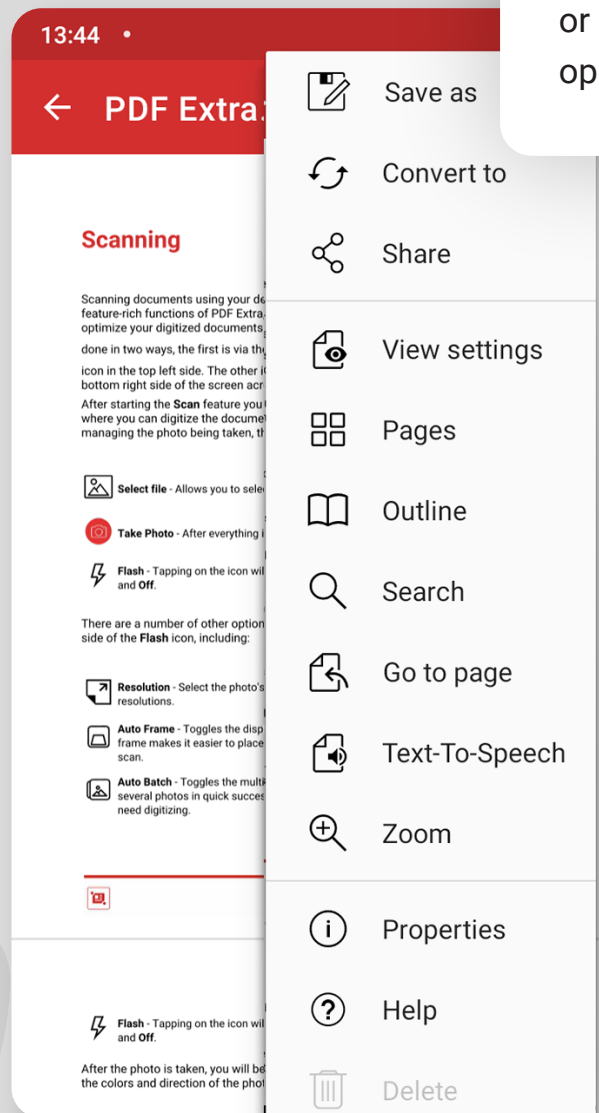
Once you've created a PDF, or navigated to one, you can **tap and hold** to access general management features such as **Copy, Print, Convert, Delete, Rename** and more. The available options will be displayed at the top right corner of the screen, and will vary depending on the type of file you've selected



## Opening & Viewing

Once you tap on a PDF you'll open it by default in **Reader** mode. Designed mainly for practical viewing of documents, or reading eBooks, the Reader mode's set of options can be found at the top right corner of the screen. Here you can find practical features such as **Save, Print, Zoom, Text-to-Speech, View Settings** and many more.

Attempting to open a file other than PDF will present you with options to Open it using a compatible app on your device, or Convert it to PDF and then open it in PDF Extra.



## Context menu

At the top left corner of the **Home** screen you can also find the **Context** menu, acting as a practical way to quickly navigate through the app. Here you can find:



### Account

Tap on the profile icon to log into your account, make changes and more.



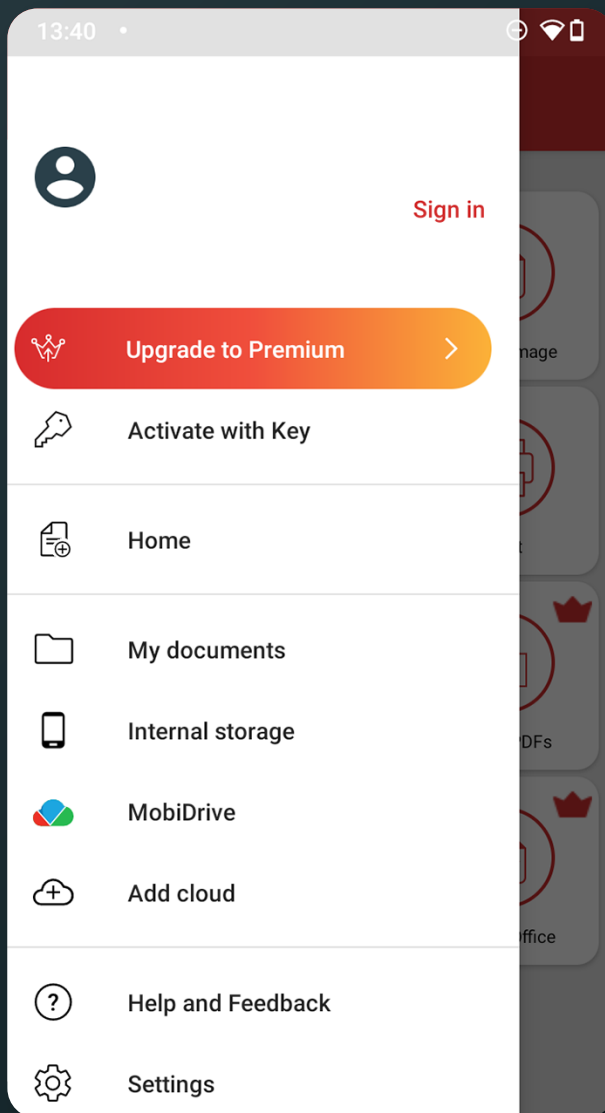
### Home

Go back to the **Home** menu.



### My Documents

Navigate through your device's internal storage.



### Settings

Make general changes to the way the app functions.



### MobiDrive

Access your dedicated MobiDrive cloud storage.



### Add cloud

Connect PDF Extra with existing Google Drive, Dropbox, Box, or OneDrive accounts.

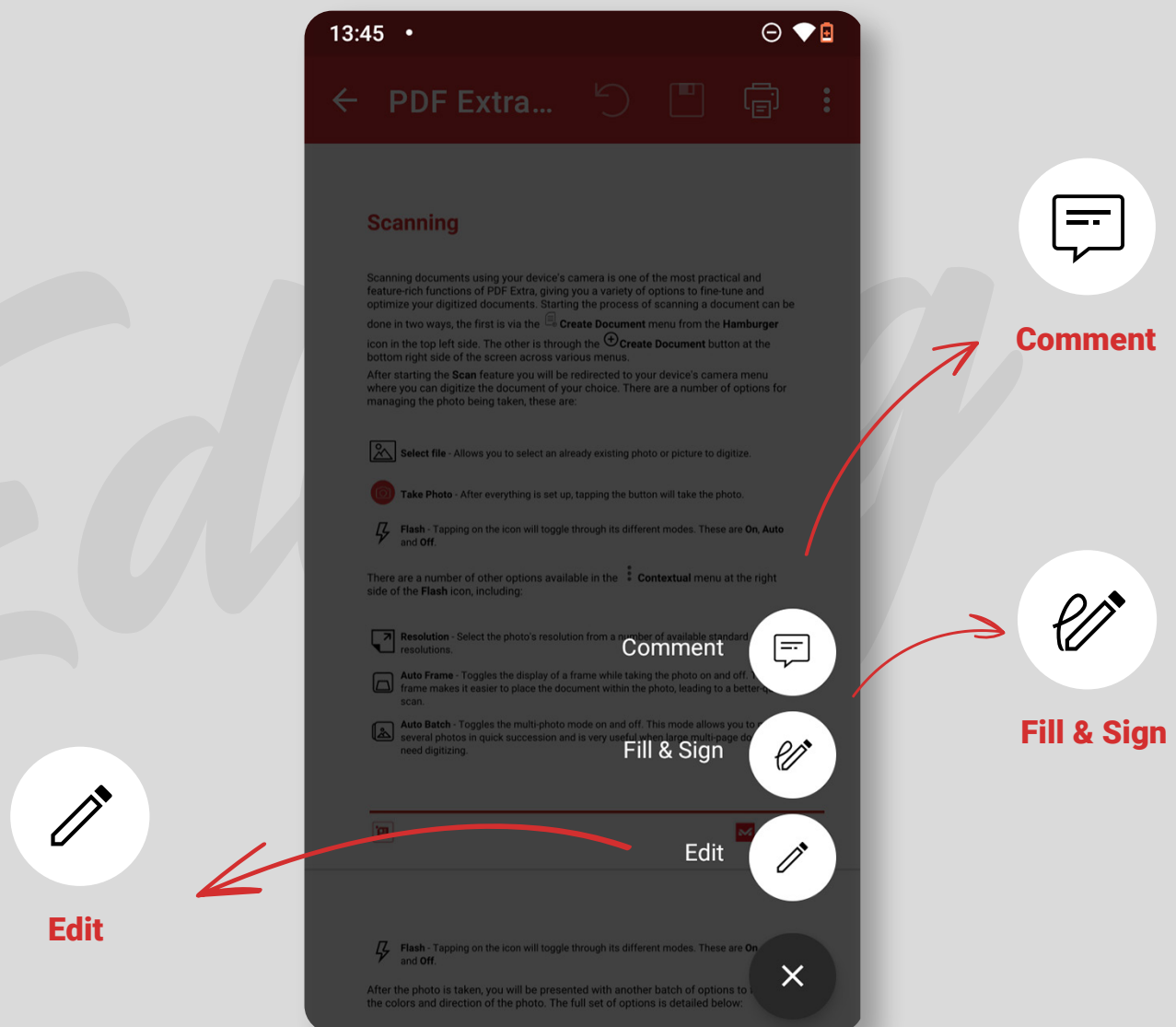


### Help and Feedback

Find useful information on our Help Center, join our beta group, and more.

## Editing a PDF

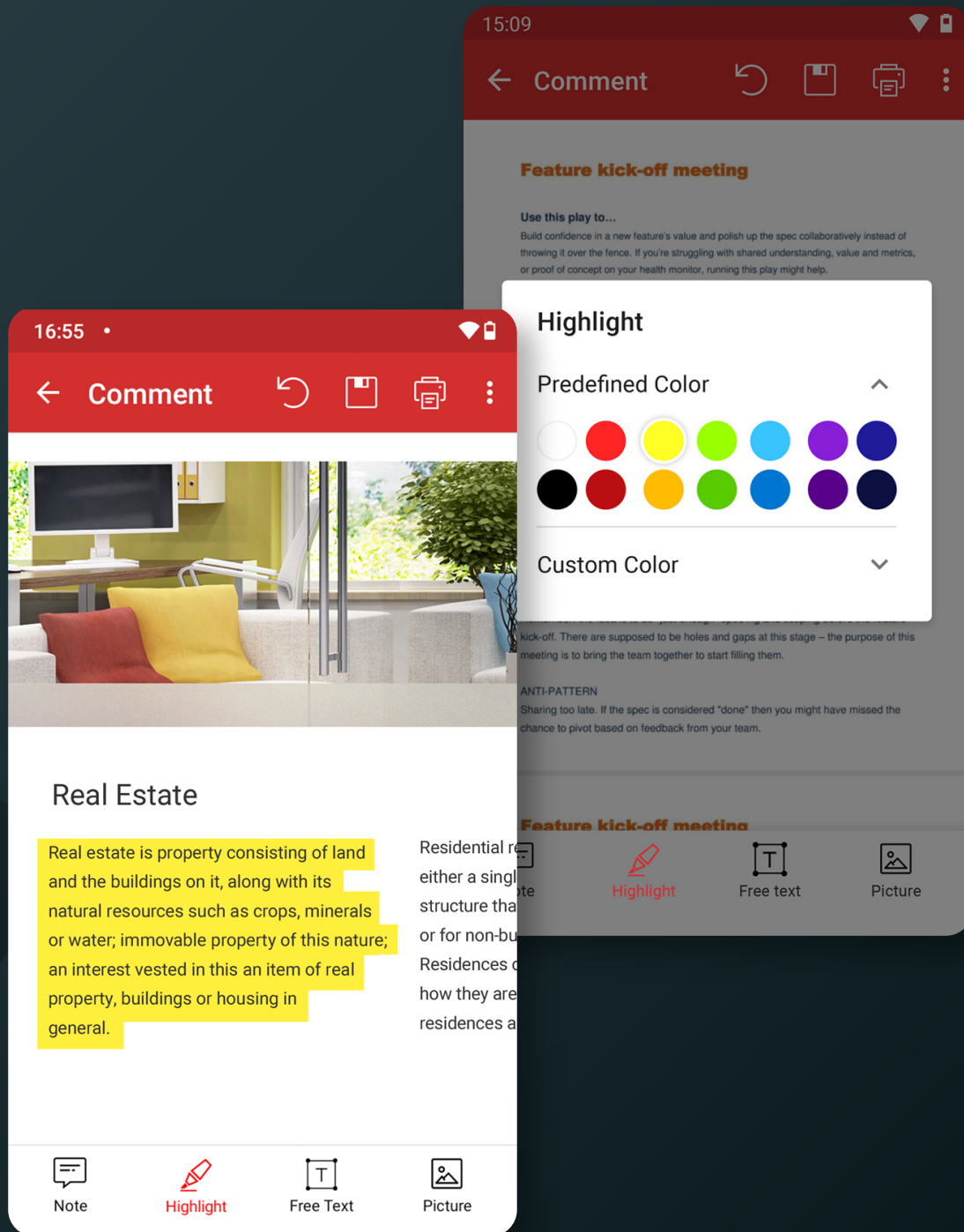
To start making changes to a PDF you need to activate **Editor** mode. This is done by tapping on the red button at the bottom right side of any PDF in **Reader** mode. After tapping it you'll see that the features are split into three main categories.





## Comment

Offers a wide range of features to leave feedback via adding notes, text formatting, shapes, images, or even entire files.



## Fill & Sign

Contains tools for easy filling in, signing, and protecting of PDF forms and other documents, such as contracts.

09:27

Fill & Sign

**Open House** Please Sign In

Property Address: 20 Cooper Square Date: \_\_\_\_\_

Name: David Wilson Phone: +1 412-640-3180 Zip: NY 10003  
Address: 75 3rd Ave E-mail: david.wilson@yahoo.com  
City: New York State: USA

What Are Your Current Real Estate Need ?

☐ Need To Buy Now ☐ Buying Within Year ☐ Would Like Any More Information  
☒ Currently Own ☐ Currently Looking ☐ Just Looking ☐ I am Selling Property

20 Cooper Square

Name: Victoria Wilson Phone: +1 412-640-3180 Zip: NY 10003  
Address: 75 3rd Ave E-mail: david.wilson@yahoo.com  
City: New York State: USA

What Are Your Current Real Estate Need ?

☐ Need To Buy Now ☐ Buying Within Year ☐ Would Like Any More Information  
☒ Currently Own ☐ Currently Looking ☐ Just Looking ☐ I am Selling Property

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_

What Are Your Current Real Estate Need ?

☐ Need To Buy Now ☐ Buying Within Year ☐ Would Like Any More Information  
☐ Currently Own ☐ Currently Looking ☐ Just Looking ☐ I am Selling Property

Quick sign Date Free Text Freehand

15:09

Fill & Sign

**Feature kick-off meeting**

**Use this play to...**  
Build confidence in a new feature's value and polish up the spec collaboratively instead of throwing it over the fence. If you're struggling with shared understanding, value and metrics, or proof of concept on your health monitor, running this play might help.

**Running the play**  
Make sure your new feature is more than just a concept before holding a kick-off meeting. Don't wait until the design is fully baked, either.

**Material**

- Wireframes
- Mockups
- Storyboards
- Rubber chicken

**Feature overview (10 min)**  
Welcome everyone to the kick-off meeting and start by providing an overview of the feature and the context around it. Describe the problem or opportunity it'll address, and how that ties in with broader goals or initiatives. Introduce your target user persona and the value this feature will provide them, citing research or supporting background information. Then lay out your thoughts on measuring success.

Remember: the idea is to do "just enough" specifying and solving before the feature kick-off. There are supposed to be holes and gaps at this stage – the purpose of this meeting is to fill them together to start filling them.

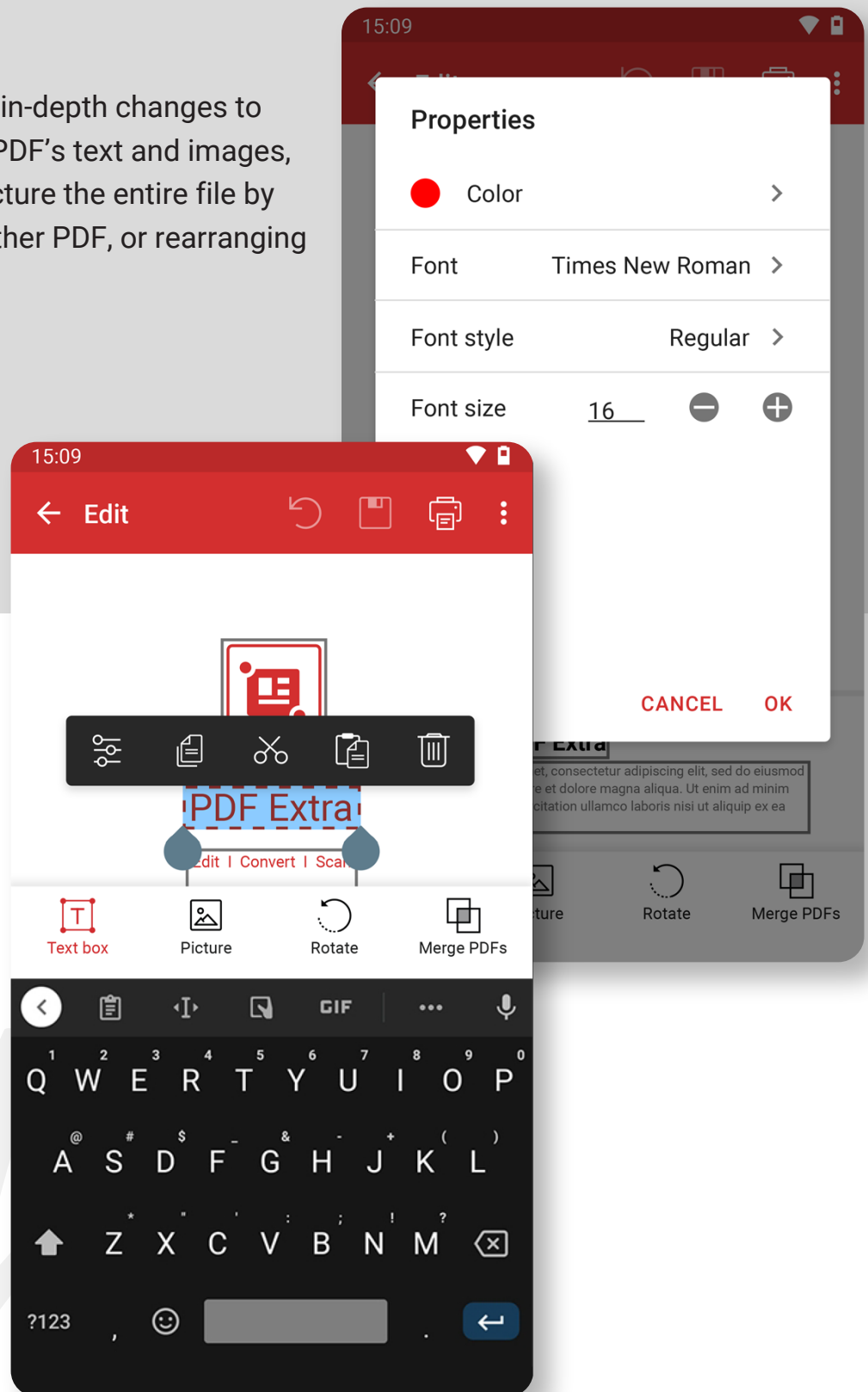
**ANTI-PATTERN**  
Sharing too late. If the spec is considered "done" then you might have missed the chance to pivot based on feedback from your team.

Feature kick-off meeting

Free Draw Protect Paste Cut

## Edit

Here you can make in-depth changes to any aspect of your PDF's text and images, as well as to restructure the entire file by merging it with another PDF, or rearranging its pages.



Once you've selected the type of operation you want to perform, all the available features will appear at the bottom of the screen. Scroll horizontally between them, find the one you need and tap on it to start editing your PDF. To help you learn faster, once tapped most features will present a small tooltip at the center of the screen for added practicality.

Thank you for taking the time to go through our introductory guide.

To learn more, you can check out our Help Center full of helpful topics, or just dive right in and start exploring everything PDF Extra has to offer.

*Thank  
you*

