

Welcome to WPS PDF

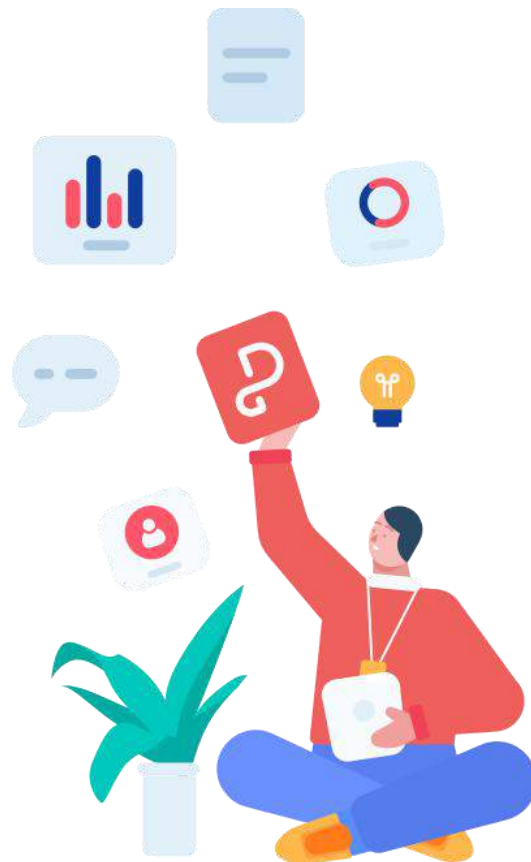
By reading this document, you can quickly learn the basics of WPS PDF, as well as its useful tools and free benefits. You can also edit this document to learn in practice.

1. Introduction to basic functions

- Smooth reading experience
- Powerful PDF editing tools

2. WPS PDF tools

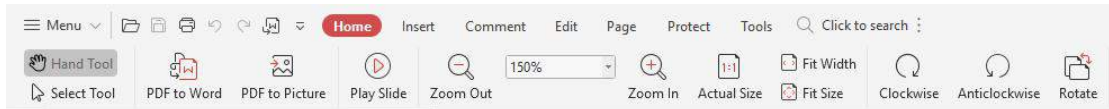
- PDF to Word/Excel/PPT
- Signature
- Picture to PDF
- PDF Merge/Split



1. Introduction to basic functions

1.1 Smooth reading experience

In order to create a good reading experience, we support playing PDF slides, adjusting PDF page layout, and setting the background color of reading. You can find them in the "Home" menu.

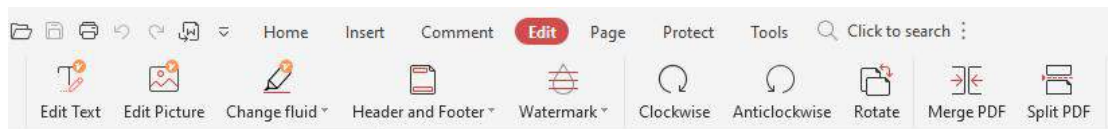


1.2 Powerful PDF editing tools

You can perform basic editing operations on PDF documents in the "Insert" menu, such as highlighting text, inserting notes, inserting text, adding underline, adding strikethrough, etc. These are all free.



You can also modify the text or pictures of the PDF document in the "Edit" menu, such as modifying text content, changing text position, replacing pictures, etc. Or you can adjust pages in the "Page" menu, such as adding or removing pages, adding watermarks, headers and footers, and more. These are paid features.



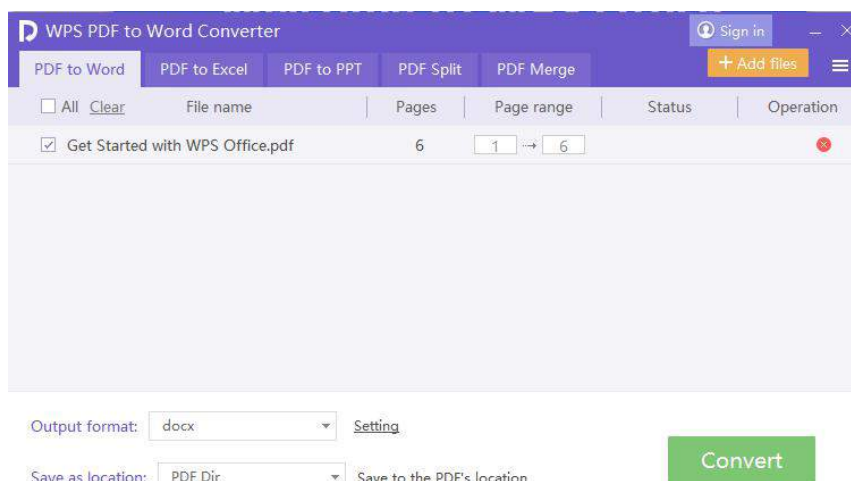
2. WPS PDF tools

WPS PDF also includes a series of useful tools, such as PDF to Word/Excel/PPT, Picture to PDF, PDF Merge/Split, Compress and Signature, etc. You can find them in the "Tools" menu, and some of them are free. Let's take a look of the guide we made for you.



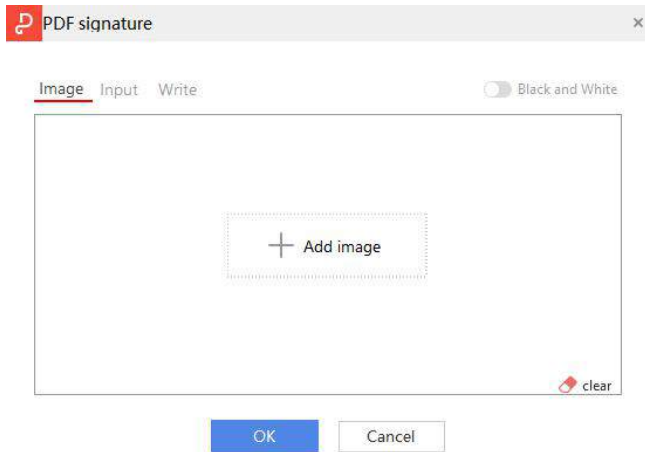
2.1 PDF to Word/Excel/PPT

You can convert PDFs to Microsoft Office Word format. It's free to convert 2 pages each time, and with unlimited number of times.



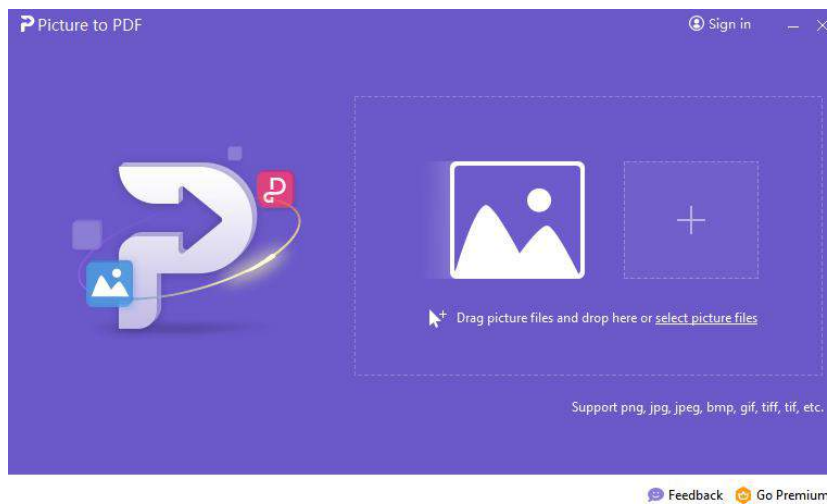
2.2 Signature

Signature supports pictures, handwriting or inserting text. You can use the same signature for free, and with unlimited number of times.



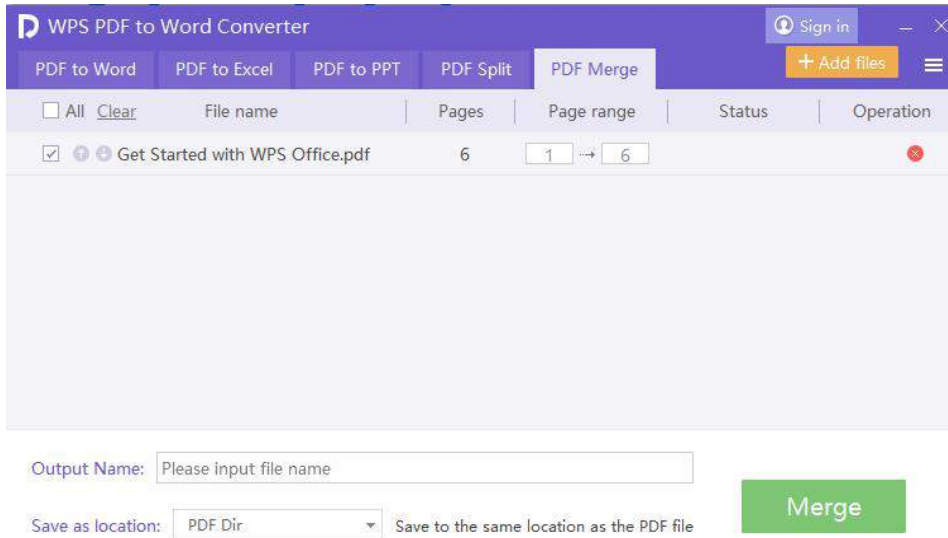
2.3 Picture to PDF

You can convert multiple pictures into PDF. It's free to convert 2 pages each time, and with unlimited number of times.



2.4 PDF Merge/Split

You can merge multiple PDFs into one document, or split a PDF document into multiples. It's free to merge or split 2 pages each time, and with unlimited number of times.



The screenshot shows the WPS PDF to Word Converter application window. The title bar reads "WPS PDF to Word Converter" and includes a "Sign in" button. The main menu has tabs for "PDF to Word", "PDF to Excel", "PDF to PPT", "PDF Split", and "PDF Merge" (which is selected). An "Add files" button is visible in the top right. Below the menu is a table with columns: "File name", "Pages", "Page range", "Status", and "Operation". The first row shows a file named "Get Started with WPS Office.pdf" with 6 pages and a page range of 1 to 6. Below the table, there is an "Output Name:" field with the placeholder text "Please input file name". To the right of this field is a green "Merge" button. Below the "Output Name" field is a "Save as location:" dropdown menu set to "PDF Dir.", followed by the text "Save to the same location as the PDF file".

File name	Pages	Page range	Status	Operation
Get Started with WPS Office.pdf	6	1 → 6		

Output Name:

Save as location: Save to the same location as the PDF file

Merge

The above is some basic knowledge about WPS PDF, if you have any other questions or suggestions, please feel free to email us at officesupport@wps.com.