PDF Extra

Edit | Convert | Scan

Comment | Fill & Sign

Introduction

PDF Extra is a powerful and multipurpose tool designed for easy scanning and digitization of documents on-the-go. You can also use it to sign documents or convert them to and from PDF, as well as store them safely to your preferred **Cloud** storage.

In this help documentation we'll be detailing all the various settings and features available within the app. These are separated into different help topics (listed below). Pick the one you need help with and **tap on it** to get things underway.

1.Navigating PDF Extra

2.Conversions

3.Scanning

4.PDF Viewer & Editor

5.Account

Navigating PDF Extra

PDF Extra features an intuitive and easy to use interface, designed specifically around using the app's main features in only a few quick and easy steps. Opening the app for the first time will show you your default **My documents** folder, featuring all PDFs and documents viable for conversion to PDF (Word, Excel, ePub). Your **My documents** folder can be changed from the **Settings** menu (detailed below).

At the upper right side of the screen across various menus you'll find the option to **Search** through the listed entries below. Next to it, is a ⋮ **Contextual** menu housing the following options:

☑ **Select** - Toggles the **Select** mode on and off, providing additional options for managing selected items. These are explained in greater details below.

↓≡ **Sort** - Provides options to sort the items according to their A_{Z} **Name**, ⤢ **Size**, ◇ **Type** or 🗓 **Date**.

A **tap and hold** on any document will toggle the aforementioned **Select** mode on, which shows additional options for selection management, including:

⧉ **Copy** - Copy the document to your clipboard and 📋 **Paste** it in your location of choice.

✂ **Cut** - Cut the document to your clipboard and 📋 **Paste** it in your location of choice.

🗑 **Delete** - Delete the selected document.

☑ **Select All** - All documents within the folder in question will be selected.

🔗 **Share** - Share the document via your device's available means of communication (Messaging apps, Bluetooth, SMS etc.).

Rename - Change the name of the selected document.

Convert - Convert the document to and from PDF.

Print - Print out the document using a printer connected to the same network.

Additionally, at the bottom right side of the screen is the ⊕ **Create Document** button, which allows you to quickly **Convert** or **Capture** a document. These are explained in greater detail in the **Converting to PDF** and **Scanning to PDF** pages, respectively.

Navigating Menus

The primary way to move through the different menus within the app is the ☰ **Hamburger** icon at the top left side of the screen. Tapping it or **sliding from the left side inward** will open the side bar, housing the following menus:

Sign in - Provides options to log into your account and manage it in a number of ways. More information about the benefits of logging in can be found in our **Sign In** page.

My Documents -Used as the default landing menu when starting up the app. Shows a list of all PDF documents, as well as those viable for conversion to PDF (Word, Excel, ePub). The location of your **My Documents** folder can be changed via the **Settings** menu (detailed below).

Internal Storage - Allows you to browse your device's internal memory and navigate to a specific folder.

Drive - Log in to our **MobiSystems Drive** and store your important documents on the cloud. Any accounts using the Drive **receive storage space completely free**.

Add cloud - Add an unlimited number of cloud storage accounts. These will be displayed as separate entities in the **Hamburger** menu. The supported cloud providers are listed below:

	Google Drive
	Dropbox
	Box

Create document - From here you can **Scan to PDF**, **Fill and Sign** a document or **Convert** it to and from PDF. Tapping on any of the links above will show separate help pages about these features.

Help and Feedback - Provides essential help and support information on PDF Extra:

- **Customer support** – Directly connects you to the MobiSystems support department.
- **Help** – Opens this help documentation.
- **Rate us** – Takes you to the official Google Play page, where you can rate and leave feedback on PDF Extra.
- **About** – Displays the software version, as well as open source libraries used, the MobiSystems privacy policy, and license agreements.

Settings - Houses various options for customizing the way the app works.

- **My Documents folder** – Change the path to your default **My Documents** folder.
- **Author name** – The author name appears in comments. This option allows you to change the displayed name.
- **Show info cards** – Toggles the display of info cards on and off. These cards are shown at the top of the **My Documents** folder and provide information about some of the most commonly used features of the app.

Conversions

Converting an Excel, Word or ePub document to and from PDF is extremely fast and intuitive. Below we've detailed the various ways the feature can be accessed and used.

Convert to PDF

Viable file formats for conversion to PDF are Word, Excel and ePub documents. There are **four** ways the feature can be accessed.

- Via the 📄 **Create Document** menu from the **Hamburger** icon in the top left side.

- Through the ⊕ **Create Document** button at the bottom right side of the screen across various menus. This will lead you to the **Select file** menu listing all your **Cloud** accounts, **Internal Storage**, **FTPs**, **Local Networks**, as well as your default **Downloads** folder. From there simply navigate to the folder where the file you wish to convert is stored.

- A tap and hold on any document viable for conversion will show a number of new options in the top part of the screen. Tapping on the ⋮ **Contextual** menu will show a drop-down menu from where you can select ↻ **Convert**.

- A simple tap on the document you wish to convert will show a prompt asking you to initiate the conversion.

Convert from PDF

PDF files can be converted to any Word, Excel or ePub format. This can be done in a number of ways:

- Via the 📄 **Create Document** menu from the **Hamburger** icon in the top left side.

- Through the ⊕ **Create Document** button at the bottom right side of the screen across various menus. This will lead you to the **Select file** menu listing all your **Cloud** accounts, **Internal Storage**, **FTPs**, **Local Networks**, as well as your default **Downloads** folder. From there simply navigate to the folder where the file you wish to convert is stored.

- A tap and hold on any document viable for conversion will show a number of new options in the top part of the screen. Tapping on the ⋮ **Contextual** menu will show a drop-down menu from where you can select ↻ **Convert**.

Scanning

Scanning documents using your device's camera is one of the most practical and feature-rich functions of PDF Extra, giving you a variety of options to fine-tune and optimize your digitized documents. Starting the process of scanning a document can be done in two ways, the first is via the ⊟ **Create Document** menu from the **Hamburger** icon in the top left side. The other is through the ⊕ **Create Document** button at the bottom right side of the screen across various menus.

After starting the **Scan** feature you will be redirected to your device's camera menu where you can digitize the document of your choice. There are a number of options for managing the photo being taken, these are:

Select file - Allows you to select an already existing photo or picture to digitize.

Take Photo - After everything is set up, tapping the button will take the photo.

Flash - Tapping on the icon will toggle through its different modes. These are **On**, **Auto** and **Off**.

There are a number of other options available in the ⋮ **Contextual** menu at the right side of the **Flash** icon, including:

Resolution - Select the photo's resolution from a number of available standard resolutions.

Auto Frame - Toggles the display of a frame while taking the photo on and off. The frame makes it easier to place the document within the photo, leading to a better-quality scan.

Auto Batch - Toggles the multi-photo mode on and off. This mode allows you to make several photos in quick succession and is very useful when large multi-page documents need digitizing.

Flash - Tapping on the icon will toggle through its different modes. These are **On**, **Auto** and **Off**.

After the photo is taken, you will be presented with another batch of options to fine-tune the colors and direction of the photo. The full set of options is detailed below:

Rotate - Flip the photo horizontally or vertically.

Original - Removes all changes made to the photo and shows its original colour.

Brightness - Change the brightness of the photo. When the feature is used a slider will appear just above it, allowing you to fine-tune how bright the photo will be.

Grayscale - Places a grayscale effect on the image. Grayscale, a kind of black-and-white or gray monochrome, is composed exclusively of shades of gray. The contrast ranges from black at the weakest intensity to white at the strongest.

B&W - Places a Black and White (B&W) effect on the photo, composed entirely of black and white.

Accept - Tap this icon when all necessary changes to the photo have been made.

Lastly, following this screen are several more options related to including additional pages to the scanned document, these are:

Add page(s) - Redirects you to your device's camera where you can make more scans and include additional pages to the already created scan. Any additional pages will go through the same steps as detailed above.

Import Page(s) - Browse your **Internal Storage**, as well as any connected **Cloud** accounts, **FTPs** and **Local Networks** for images that can be scanned and added to the already scanned document as additional pages. Any additional pages will go through the same steps as detailed above.

PDF Viewer & Editor

After you've finished scanning and fine-tuning your now digitized documents **you can view and edit them using a vast array of options split into categories**. Below we've detailed each and every one of them.

PDF Viewer

Any documents you access are automatically opened in the **Viewer**. It's designed around viewing and leaving feedback on the PDF, without the risk of accidentally making changes to it. A number of options are available in the upper right corner of the screen, including:

Pages Activity - This option is best used on PDFs with multiple pages to pick individual ones for printing. The options there include:

Save – Save any changes made to the PDF.

Viewer – Returns you to the **Viewer**.

Print – Print the document via a printer connected to the same wireless network.

**Rotate** – Change the direction of the page(s) between **Horizontal** and **Vertical**.

Delete – Delete the selected page(s).

Editor - Tapping this will toggle the **Editor** on. The Editor is a separate mode allowing you to make much more definitive changes to the document.

Share - Send the PDF to another person using any of the available communication apps (messengers, email, cloud links etc.) installed on the device.

Toggle Ribbon - Show or Hide the ribbon housing the main **Viewer** options, these are:

Outline – Shows an at a glance view of any **Table of Contents**, **Signatures** or **Comments** present in the PDF.

Go to Page... – Quickly navigate to a specific page in the document. Very useful for PDFs with a large number of pages.

Find – Search for instances of text in the PDF.

View Mode – Select how the pages of the PDF will be visualized. You can pick between **Continuous**, **Single page**, **Two pages** and **Two page with cover**.

Zoom – Change the level of zoom on the PDF. The options here include **Fit**, **Fit Width** and **Actual Size**.

Print – Print the document via a printer connected to the same wireless network.

Text to Speech – Activates the dictation feature, which reads out the text in the PDF. Tapping this option will show a drop-down menu from which you can select your language of choice.

Night Mode – This mode is designed specifically for easing your eyes while reading documents.

Help – Redirects you to this help documentation.

Properties – Lists information about the document such as its **Location, Type, Size** and when it was **last modified**.

PDF Editor

The Editor holds a number of dropdown menus housing different options for editing PDFs. Toggling the **Editor** on is done via the $T|$ icon found at the bottom right side of the screen, as well as the ribbon at the top of the screen. Below we've detailed the options available in each tab.

Read

Outline – Shows an at a glance view of any **Table of Contents**, **Signatures** or **Comments** present in the PDF.

Go to Page... – Quickly navigate to a specific page in the document. Very useful for PDFs with a large number of pages.

Find – Search for instances of text in the PDF.

View Mode – Select how the pages of the PDF will be visualized. You can pick between **Continuous**, **Single page**, **Two pages** and **Two page with cover**.

Zoom – Change the level of zoom on the PDF. The options here include **Fit**, **Fit Width** and **Actual Size**.

Print – Print the document via a printer connected to the same wireless network.

Text to Speech – Activates the dictation feature, which reads out the text in the PDF. Tapping this option will show a drop-down menu from which you can select your language of choice.

Night Mode – This mode is designed specifically for easing your eyes while reading documents.

Help – Redirects you to this help documentation.

Properties – Lists information about the document such as its **Location, Type, Size** and when it was **last modified**.

Edit

Text Box – Allows you to edit existing text boxes within the currently opened PDF document. **Available to Premium users.**

Picture – Edit or delete pictures in a PDF. **Available to Premium users.**

Delete – Delete any selected element in the PDF.

Rotate – Change the direction of a selected element between **Horizontal** and **Vertical** . **Available to Premium users.**

Help – Redirects you to this help documentation.

Save as – Saves the document and allows you to choose where it's saved and with what name.

Comment

Comment Note – Leave a note on any part of the PDF. This options is very valuable for leaving feedback and comments on specific aspects of a document.

Highlight – Mark important parts of the text for better visibility.

Free Text – Insert a text field anywhere on the PDF.

Picture – Insert a picture from your **camera**, **Internal Storage** or the **Web**.

Underline – Puts an underline effect on selected text.

Strikethrough – Puts a strikethrough (cross out) effect on selected text.

Freehand Drawing – Allows you to draw on the PDF.

Line – Insert a line shape to the document. Each shape comes with its respective set of options allowing you to fine-tune the line thickness, opacity, colours and more.

Rectangle – Insert a rectangle shape to the document. Each shape comes with its respective set of options allowing you to fine-tune the line thickness, opacity, colours and more.

Ellipse – Insert an ellipse shape to the document. Each shape comes with its respective set of options allowing you to fine-tune the line thickness, opacity, colours and more.

Attach File – Attach a file anywhere in the document. Any attached files will be displayed as push pins, tapping on them will give you further options for managing it.

Save as – Saves the document and allows you to choose where it's saved and with what name.

Fill & Sign

Quick Sign – Insert a signature with just a few clicks. In order to do so you must first use the **Add Signature/Initials** to create a new signature profile and save it, or just choose from the drop-down menu which previously saved signature to include. Please note that this is **NOT** an equivalent to a digital signature. To include a digital signature please us the **Sign** tool.

Date – Add a date anywhere on the document.

Free Text – Insert a text field anywhere on the document.

Freehand Draw – Allows you to draw on the PDF.

Certify – Allows you to add a digital certification to a PDF, in order to validate its authenticity.

Sign – Allows you to add a digital certification to a PDF, in order to validate its authenticity.

Timestamp – Adding a timestamp allows you to certify that you have viewed the PDF at a given time.

Profiles – Displays a list of predefined values for timestamps, certifications, and signatures that are saved as profiles. Profiles are useful as you do not have to repeatedly enter credentials each time.

Save as – Saves the document and allows you to choose where it's saved and with what name.

Protect – Set a custom password to manage who has access to the document. Note that user-generated passwords are **NOT** recoverable if forgotten!

Help – Opens this help documentation.

Convert

Convert to Word – Convert the PDF to a Word format.

Convert to Excel – Convert the PDF to an Excel format.

Convert to ePub – Convert the PDF to an ePub format.

Convert to PDF – Quick way to open another document and convert it to a PDF

Help – Opens this help documentation.

Account

Sign in to gain access to a multitude of new options that will significantly enhance your experience, including:

- Get **free storage** for files on MobiSystems Drive.
- Robust account management features.

To sign in, tap on the **Sign in** button in the **Navigation** menu, and choose your preferred sign in method (**Facebook, Google** account or **Email**). To sign up, tap on **Sign up** at the bottom, and choose between sign up with email or phone number.

Once you are signed in, your credentials will appear at the top of the **Navigation** menu. Tapping on the image will allow you to change your profile picture. Tapping on **More Settings** will take you to the MobiSystems site, where you can manage your associated subscriptions and devices.

We hope this section was helpful, to browse other help topics please go back to the **Homepage**.