



# PDF Suite Overview

Thank you for purchasing PDF Suite.

For a quick glance at the program's most commonly used functions and related screen shots, please read through the following application overview.

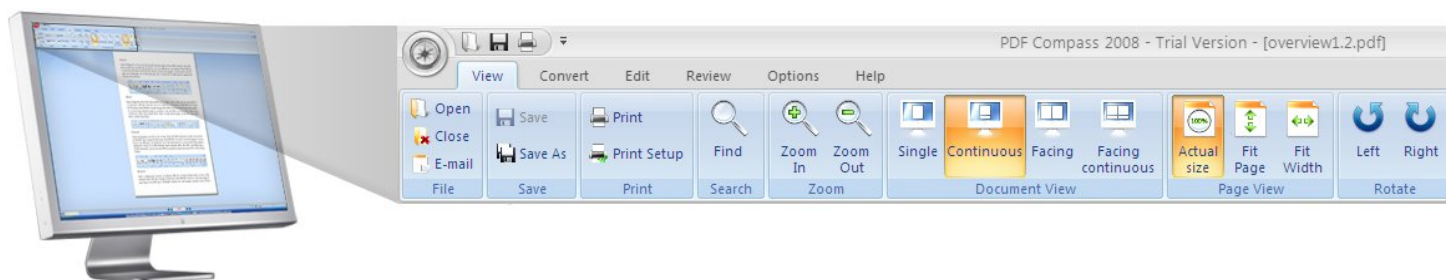
## Getting acquainted with the interface

Located at the top of the application window, PDF Suite's interface comprises 7 main tabs: **Home**, **Edit**, **Convert**, **View**, **Review**, **Options**, and **Help**. Select a tab to view its associated ribbon of functions. From the Home ribbon, you may choose to **Open**, **Close**, **Email**, or **Save** your PDF file. Search for particular words or phrases by clicking the Find button. Click the arrows at the bottom of the window to move to the next or preceding page. Adjust your document size by dragging the gradient at the bottom right hand to the left or to the right.



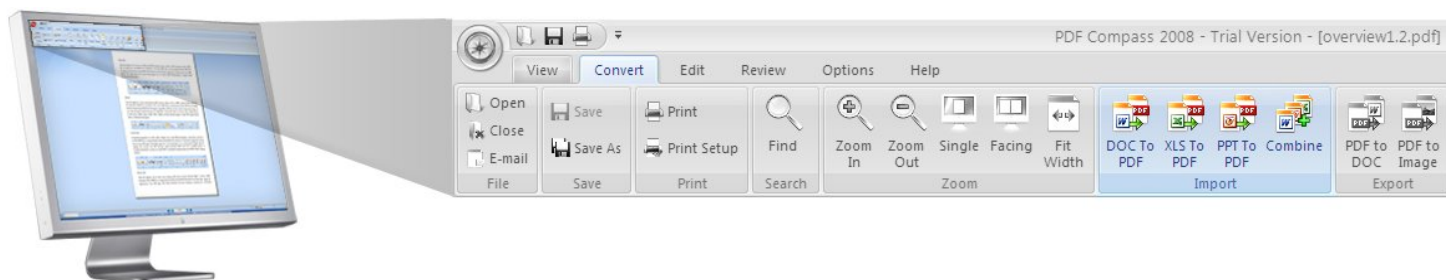
## Using the view tab

Click on the **View** tab to **Zoom In** or **Zoom Out** on your PDF. Change the Document View to the **Single** or **Continuous** mode; or click **Facing** to view two pages side by side. Adjust the Page View to the PDF's Actual Size. Click Fit Page to enlarge your PDF to the full window size. Select Fit-Width to extend your PDF page view to your window's full width.



## Using the convert tab

Within the **Convert** tab you may Import **Word**, **Excel** & **PowerPoint** files to the PDF format by selecting "DOC To PDF", "XLS To PDF", & "PPT to PDF", respectively. Click **Combine** to merge multiple documents into a single PDF.

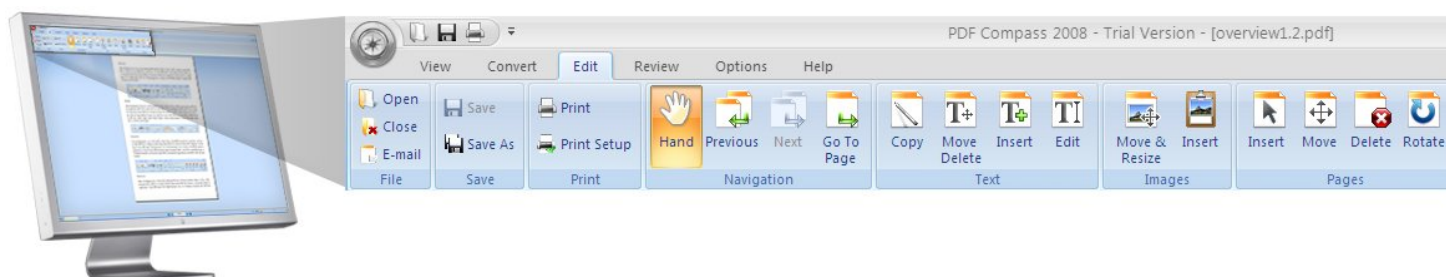




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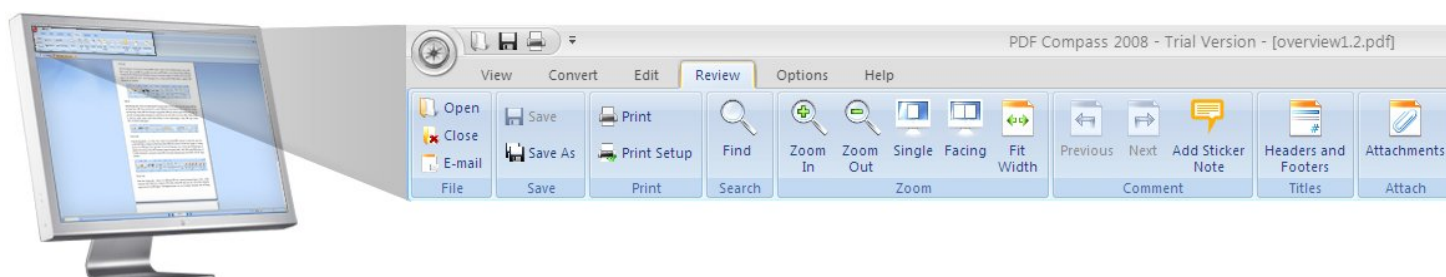
## Using the *edit* tab

Select the **Edit tab** to modify PDF content. Browse the Navigation Menu to move to the page or specific portion of the PDF you would like to modify. Easily **Copy**, **Move**, **Delete** or **Insert** new text or images. Click **Edit** in the Text bar to adjust **font**, **color**, **size**, or to **bolden** and **italicize text**.



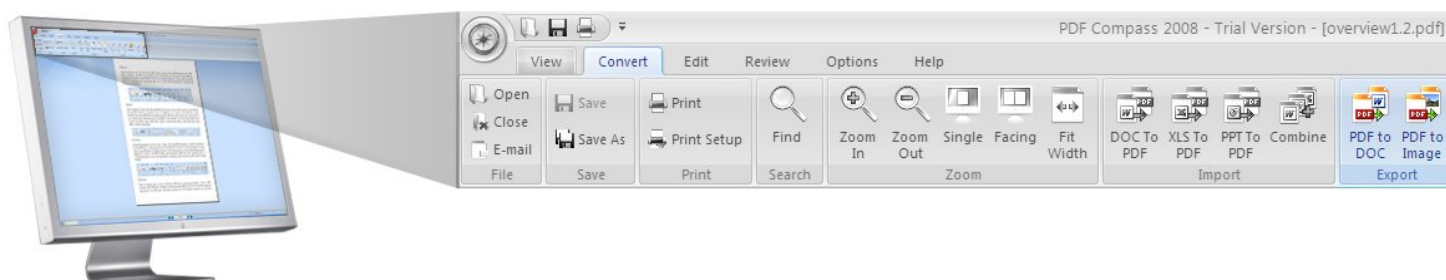
## Using the *review* tab

The **Review tab** contains tools necessary for conducting PDF peer reviews. Click the **Add Sticker Note** button to **comment** on specific elements of your PDF. **Add Headers and Footers** to stamp your file with an appropriate **title**, **author name**, and **date of creation**. You may also add **Attachments** to supplement your work with relevant source files or external links.



## Using the *export* function

On the far right hand side of the **Convert ribbon**, you will find the **Export menu**. Click on the “**PDF to Doc**” or “**PDF to Image**” buttons to export your PDF files to Word documents and Image applications for re-use or further modifications.



If you require extra assistance, click on the *Help tab* to consult the Getting Started section and the detailed *User Guide*. Refer to the Product section in the Help ribbon to check For Updates and new downloads; or to access the customer support page within the member's area on the product website.