

# PDF Viewer Pro



Hello and thank you for purchasing  
PDF Viewer Pro!

Please make sure to read the brief manual that comes with this application to fully enjoy all of its many features!

We hope you find this application satisfies all of your needs. Please feel free to write to us about any issues, comments or suggestions for improvements at  
[support@macpdfviewer.com](mailto:support@macpdfviewer.com)

# *User Manual*

*Version 1 - January 2014*

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# About PDF Viewer Pro

## WHAT IS PDF VIEWER PRO?

PDF Viewer Pro is an extremely versatile application that allows you to:

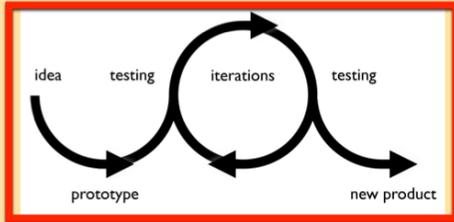
- Fully customise how you view and read PDFs (including a double page book reader mode)
- Underline or highlight passages
- Add graphic elements (arrows, call outs, circles, etc.)
- Take notes
- Grab selections
- And export all of your notes to a separate file.

THE CONTENT STRATEGY TAKE BACK TO WORK TOOLKIT

Human Centered Design

Truths:

- Designers need to try to study users in an anthropological way:
  - What is the user doing, seeing or listening too when they encounter your content?
  - Do you have their full attention?
  - Are their hands free?
  - Do they have a fixed amount of time?
- Design is an iterative process -- there are a series of phases and designers will cycle through those phases multiple times.
  - A good design process starts with low-fidelity of quick, rough-hewn prototypes to get initial, broad feedback.
  - It moves on to higher fidelity prototypes that test specific features or actions.



Implementation Tips:

- Graphic design choices are important because that is how design can match the tone and voice of a brand.
- Choices of type and color add authenticity and convey trust and credibility.

THE CONTENT STRATEGY TAKE BACK TO WORK TOOLKIT

Social/Mobile Media

Truths:

- Social = networks + virtual communities
- Social communities come in two "flavors." Passion communities and Trigger Event communities.
  - Passion communities are internally driven and can move between passion levels with permanent communities and stable members.
  - Trigger Event communities are both externally and internally driven by lifestyle changes or some specific event. Their members tend to be more temporary.
- Virtual communities are on a mission. They look for expertise and they want to engage with their audiences.

Implementation Tips:

- Success in social is developing timely, relevant content.
- Be sure to test different messages in the various social channels and keep track of the results.
- Try out these sites when working with social media:
  - [Social Mention](#) is the place to start.
  - [Altopp](#) is great for tracking topics.
  - [Wefollow](#) is a great way to find experts on your topic.

How to Create Social Content Using the Filter and Focus Method:



*PDF Viewer Pro in Book Reader Mode with custom-selected background and page colors. This example shows two notes (top left hand side), yellow highlighting and added graphic elements (red rectangle, oval and arrow).*

## KEY FEATURES

- **Double View Mode** - book reader style with swiping pages or standard scrolling page
- **Easy Underlining/Highlighting** - in any color
- **Take Notes** - jot notes down right on the PDF page
- **Draw** - add arrows, call outs, shapes
- **Grab** - grab selections (text or graphics)
- **Add links** - both internal (page) and external (url)
- **Full Search** - original pdf and all added notes
- **Easy Zoom** - pinch-to-zoom feature
- **Fully customizable page color** - for less tiring reading
- **Thumbnail Mode**
- **Pop-up Table of Contents**
- **Automatic Save**
- **Speak Text Function** - for the visually impaired
- **Zero Battery Consumption** - App Nap technology

**Please note:** In Book Reader Mode, you cannot underline/highlight/draw across the two pages, nor can you drag elements across. PDF Viewer Pro treats the two pages as separate objects. You can, of course, transfer elements back and forth with the cut and paste commands.

PDF Viewer Pro works with all types of PDF files, including protected and encrypted files (as long as you have the password).

# Main Tools

Kick back and read your PDF just like a book, whilst highlighting passages and taking notes!

PDF Viewer Pro is easy to use, intuitive and streamlined for a perfect work or study experience.

**Nearly all the main controls that you will need are available at the top of your panel.**

## READING



The back and forth arrows allow you to move backwards and forwards through your navigation history (i.e., if you click on a link and go 10 pages forward, clicking back will bring you to the original page on which the link was).

To simply leaf through the PDF, both in the single scrolling page and in the book reader modes, use the keyboard arrows or simply swipe two fingers upwards/downwards (single page) or back/forth (book reader mode).



View the **table of contents** (if available in original PDF).



**Thumbnail Mode** - displays page thumbnails at bottom of window.



**Viewing Mode** - single scrolling page or book reader layout.



**PDF Search** (will not work with scanned documents).



**Speak Text** - reads the text out to you (based on OS X Text-to-Speech).

## UNDERLINING, HIGHLIGHTING & DRAWING

Once again, please remember that you **cannot underline, highlight or draw across pages** in Book Reader Mode. You can transfer elements back and forth with the cut and paste functions.



**Edit Mode** - the group of 4 icons on the righthand side of the tool bar activates the edit mode and allows you to underline or highlight text, grab selections and add notes and graphic elements to your PDF. Each annotation is saved individually and can be searched, modified or exported.



**Underline/highlight** - select the highlight mode to underline or highlight text with your mouse/trackpad. Use the **Quick Marker** (see below) to select the highlight colour or choose underline/strikethrough. As you move on to the next passage to highlight, the previous one will be automatically highlighted or underlined.



**Quick Marker** - select highlight **color** or **underline/strikethrough**.

You only need to select a color (or underline/strikethrough) once. The marker will automatically highlight your selected text. As long as you do not change mode, each passage of text that you select will be automatically highlighted as you move on to the next.

Again, please remember that you cannot highlight or underline from one page to the next in Book Reader Mode.



**Area Selection Tool** - use this tool to select an area, copy (right click with magic mouse or two finger tap with Trackpad) and paste selection (as an image) to other applications.



**Draw** - activates the **drawing toolbar** (see below)



The drawing toolbar allows you to insert:

- shapes
- arrows
- lines
- call-outs
- and include text to further emphasize important passages.

Moreover, all graphic elements and text notes can be customized with the following set of commands:



- line thickness and style
- color
- font and size
- alignment

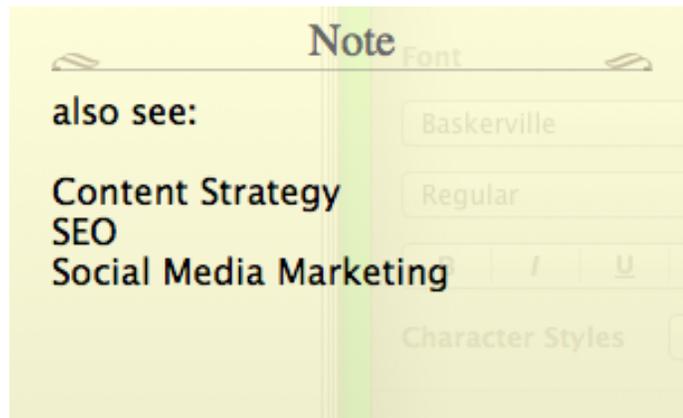
## ADDING NOTES

PDF Viewer Pro allows you to add two types of textual notes to your PDF document.

To add a **Note** right click your magic mouse/trackpad or two-finger tap your trackpad to bring up the contextual menu. (also see “Contextual Menu” section)

**Notes can be added to:** [Click me to see the note](#)

Highlighted, underlined or striked through text. These notes (yellow panel) pop up by clicking on the highlighted text.



Anywhere in the PDF (including images). These notes are indicated by an icon.



Click on **Annotations List** to view/edit/export your notes. This will open the following panel that allows you to:

- **View** a list of all your notes
- **Search** your notes by key words (also see “Search” section)
- **Delete** notes (You can delete any note at any time.)
- **Export** one or more or all your notes to a separate file.

**Notes**, including those added to underlined and highlighted passages, will appear in this text window at the bottom of the panel.

The screenshot shows a panel titled "Annotations" with a search bar at the top. Below the search bar is a table with three columns: "Annotation", "Modification Date", and "Page". The table contains the following data:

Annotation	Modification Date	Page
Text	13/01/14	1
Highlight	13/01/14	1
Circle	13/01/14	1
FreeText	13/01/14	2
FreeText	13/01/14	2
FreeText	13/01/14	2
Line	13/01/14	2

Below the table are two buttons: "Export" and "Delete". At the bottom, there is a section labeled "Contents" with a text area that says "No Selection".

**Please note:**

(1) you can export individual notes, a selection of notes or all of your notes only from this panel. The File Menu export command will export all of your notes.

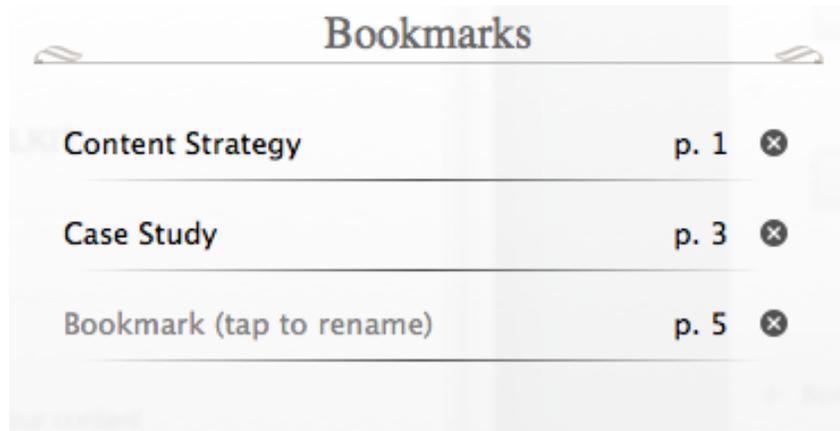
(2) graphic elements such as rectangles, circles and arrows will not be exported. After all, they are meaningless without any text!

**Notes can be exported in the following formats:**

- TXT - simple text, no formatting
- RTF - rich text formatting
- RTFD - rich text formatting with images



**Bookmark List** - you can bookmark pages with the classic CTRL-D command. Click on this icon to reveal a full list of customizable bookmarks:



Click on the bookmark to **rename** it.

Click on the x to **delete** a bookmark.

# More Useful Features

**FULL SCREEN MODE** - click on the upper right-hand corner two-arrow icon to use PDF Viewer Pro in the MacOS-native full screen mode.

**ZOOM** - you can use the MacOS native pinch-to-zoom feature in both viewing modes. Double tapping/clicking on the page will return you to the default size view.

**MOVE TO** (File - Move) - move your annotated PDF to any directory on your hard disk(s) or to iCloud.

**REVERT TO** (File - Revert to)— this handy command (File - Revert to) utilizes the Mac Time Machine function (only if you have activated it; see MacOs Help) and allows you to consult and, if necessary, revert back to previous versions of your annotated PDF.

**CROP** (Tools - Crop) - want to highlight a very important passage and eliminate everything else on that page? Use the Area Selection Tool to select the element/passage to keep and select Crop from the top menu: all the other material on the page will be removed and your selection will stand out.

**EXPORT NOTES** (File - Export Notes) - allows you to quickly export all of your notes (except for graphic elements) to a separate file. To export individual notes or a selection of notes, click on the Annotations Icon and select the required notes. (also see “Adding Notes” section).

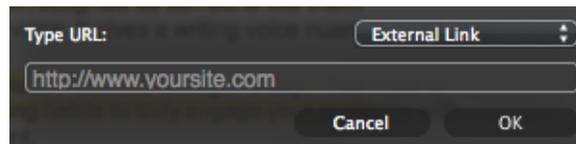
**UNDO** (or Edit - Undo) - allows you quickly to **undo** your last operation(s).

**APP NAP** - PDF Viewer Pro is optimized with Mac App Nap to conserve your laptop battery. This means that even if it is open, but not in use, it consumes practically no battery power!

A series of further useful commands are available through the **contextual menu**. (also see “Contextual Menu” section) This is the menu that appears when you right click your magic mouse/trackpad or two-finger tap your trackpad.

**HYPERLINKS** - you can add external and internal hyperlinks to your PDF notes by right clicking your magic mouse or two-finger tapping your trackpad and selecting “add link”.

When you select **add link** the following panel will appear.



In the top right-hand corner, you can choose the type of link:

**External links** - refer to URLs (web address).

**Internal links** - refer to other pages in the PDF document

**ROTATE** - the context menu (see below) provides commands to rotate the page you are viewing.

**TWEET** - find an interesting statistic or quote? You can tweet it directly by right clicking your magic mouse or two-finger tapping your trackpad.

**Please note:** the Twitter function is only visible if you have a valid twitter account and have set up a twitter agent (programme) as your default account. For further information, please refer to the MacOS help menu.

**CUSTOMIZE TOOLBAR** - bringing up the context menu in the top toolbar area allows you to access this command and fully customize the main toolbar by dragging and dropping icons for the commands you prefer.

# Search

Please be aware that, as described in the sections above, PDF Viewer Pro has two separate search functions:

(1) **Classic Search** - is used to find key words in your PDF documents. This does **not** work with scanned PDFs.



You can access this search function either from:

- the search icon in the top tool bar
- the Edit Menu at the top of the screen (Edit -Find)

(2) **Note Search** - is used to search for text that you have entered as any type of note.

You can access this search function by clicking on the Annotations icon:



**A Handy Trick:** besides through key words, you can use the note search to find types of notes by using the following search parameters:

- text
- popup
- link
- circle
- square (includes rectangles)
- line (includes arrows)

# The Contextual Menu

**Contextual Menu** - this is the menu that appears when you right click your magic mouse/trackpad or double tap a trackpad.

In PDF Viewer Pro, the contextual menu has three main uses:

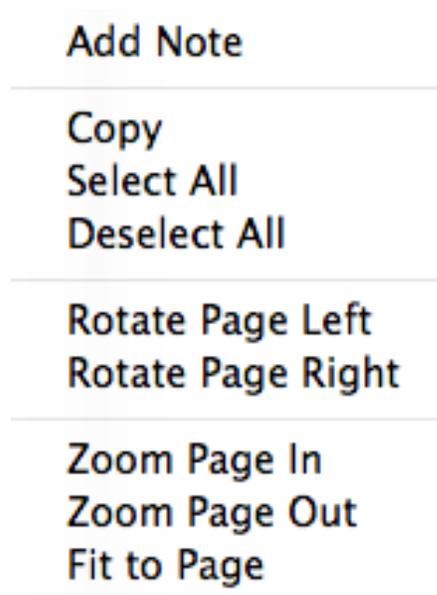
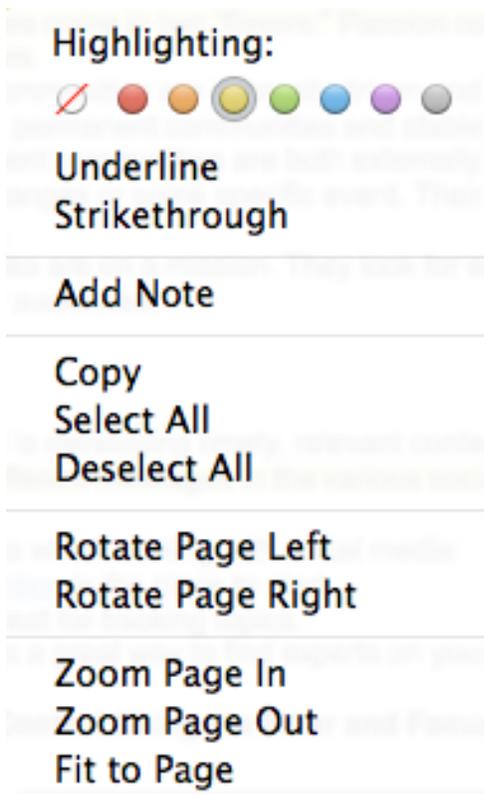
- (1) **inserting a note**
- (2) **inserting a link**
- (3) **tweeting (see Tweet entry)**

Moreover, the contextual menu can also be used to access many of the other features and commands that are also available in the top tool bar.

Please be aware that your contextual menu will show different options depending on:

- (1) What mode you are in
- (2) Where your cursor is on the panel
- (3) Your personal MacOS settings and default programmes

**Also see:** More Useful Features



*Two examples of contextual menus that appear in PDF Viewer Pro.*

# Preferences

## MAIN WINDOW

- **Book frame color** - modify the color of the background book frame
- **Page color** - change the color of the PDF pages. This is particularly helpful to make reading easier and less tiring on your eyes.
- **Greeking Threshold** - this is an advanced control for simplified drawing of features using fewer pixels, resulting in faster drawing performance.
- **Anti-aliasing text and line art** - another advanced control to reduce visual distortion.
- **Flipping page sound** - enables/disables the page turning sound.

## **POPUP WINDOWS**

**Open automatically when mouse is over ...** - allows you to enable/disable the Table of Contents and Page Thumbnails pop-up feature.

**Close automatically when not in use** - click this option to automatically hide the Table of Contents or the Thumbnails when they are not in use.

## **CONTROLS**

- Customize keyboard shortcuts for PDF navigation
- Disable gestures
- Invert swipe gestures

## **ANIMATION**

Controls allowing you to fully customise (or disable) page flipping.

# Credits

## **PDF Viewer Pro**

### **Engineering**

L.Y.Mesentsev (lymes)

TJ Walsh

Lisa Buchanan

S.Makovetsky (MaK)

### **Human Interface Design**

Steve Robertson

TJ Walsh

### **Testing**

Tetyana Isayeva

No animals or developers were harmed in the production of this software application.

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