User Guide of

PDF Reader Premium & PDF Reader

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<u>Get Started</u>

Import files from iCloud & Finder

From iCloud

- 1. Find the PDF file that you'd like to use. You may open the file directly from iCloud.
- 2. If you'd like to open a new PDF file, you may click the "New Document" button on the bottom left.



From Mac's Finder/Desktop

- 1. Find the PDF file that you'd like to import to PDF Reader.
- 2. Drag the file and drop to PDF Reader's Management.
- 3. The file will appear in the Last Import (under LIBRARY section).





Add folders to PLACES as shortcuts

1. Click "Import folder" at the left bottom of the sidebar.

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					Modified D :	(ra 1 Search
File Viewer Share	File Display Mode				Sort by	Search
LIBRARY	Title	Modified Date 1	lize Auth	or Tag		
Documents	A-2					
Last Import	App_Store_Survey.pdf	12/5/17 上午11: 6	557.6K Vero	onica		
PLACES	Rusiness Development odf	13/4/10 下午3:33	.9M Link	nown		
NewPDFView_ipad			una di la	iloun .		
TAG	BusinessOnlineGuide.pdf	13/4/10 下午3:42 4	102.4K Unk	nown		
Marketing materials Marketing materials Company data Book list	mdg2007.pdf	13/4/10 下午3:43 2	2.3M Unk	nown		
School works Travel	NEM_Fact_Sheet_2pdf	13/4/10 下午3:44 8	367.5K Unk	nown		
-						
45						
import folder	5 PDFs					

2. Find the particular folder you want to import and click "Open." You may as well create a new folder by clicking "New Folder" at the left bottom of the window.



3. You will see the folder assigned and all the PDF files within appear under PLACES.



File Manger

Add tags

1. If you're at Management, Sidebar section:

1.1 Click the tag button to create a new tag.



1.2 Use the right click to rename/edit/change color of your tags.

2. If you're viewing the file list in Management:

- 2.1 Find the file you'd like to categorize.
- 2.2 Click on the right and copy the file.
- 2.3 Go to the tag you'd like to place and paste the file.
- 2.4 The file will be automatically tagged under the category.

3. If you're viewing the PDF file in File Viewer:

3.1 Click the tag icon on the upper annotation toolbar to add tag(s) to your file.

	VI	
Annotation	Type Text Signature	Tag Table

3.2 You may choose the existed categories or create a new one.



[TOP]

Manage tags

To remove a tag from a PDF file

1. Open the PDF file and click Tag on the upper annotation toolbar.



2. Uncheck the box to remove the tag.



To delete a tag from PDF Reader

- 1. Go to Management, Sidebar section.
- 2. Use the right click and click "Delete" at the tag you'd like to delete.

000			🔁 test001.pdf — Edited				
File Viewer Share		File Display Mode Lock&Unlock					Modified D \$
LIBRARY		Title	Modified Date	Size	Author	Tag	
Documents		cwtex-ttf.pdf	12/8/31 PM7:31	966.3K	Unknown	Travel	
PLACES		test001.pdf	13/9/17 PM5:54	40.5K	Unknown	Marketing materials Contact list	
NoteLedge Public							
form							
Desktop							
🤣 Marketing materials	0						
🤣 Company data	0						
🥜 Reading list	0						
Contact list	0						
Education Study	0						
Travel Rename Delete Edit Colo	ır						



Sort PDF files

There are 5 categories to sort your PDF files, including title, modified date, size, author and tag. Go to Management and click at the category to quickly sort out the files in order.

000		Business Development.pdf		2
File Viewer Share			Modified D	Search
LIBRARY	Title	Modified Date Size	Author Tag	
Documents Last Import	App_Store_Survey.pdf	12/5/17 上午11: 657.6K	Veronica	
PLACES Downloads NewPDFView_ipad	Business Development.pdf	13/4/10 下午3:33 1.9M	Unknown	
Converted PDFs	BusinessOnlineGuide.pdf	13/4/10 下午3:42 402.4K	Unknown	
Marketing materials Company data Book list	mdg2007.pdf	13/4/10 下午3:43 2.3M	Unknown	
School works Travel	NEM_Fact_Sheet_2pdf	13/4/10 下午3:44 867.5K	Unknown	



Keyword search

Go to Management, and you will see "keyword search" on the upper right corner. Type in the assigned keyword to search the particular PDF file you need.

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-						Modified D ‡	EA Search
ile Viewer Share	File	e Display Mode				Sort by	Search
LIBRARY	Tit	le	Modified Date	Size	Author Tag		
Documents Last Import		App_Store_Survey.pdf	12/5/17 上午11:	657.6K	Veronica		
LACES Downloads NewPDFView_ipad	<u>ل</u>	Business Development.pdf	13/4/10 下午3:33	1.9M	Unknown		
Converted PDFs	<u>الم</u>	BusinessOnlineGuide.pdf	13/4/10 下午3:42	402.4K	Unknown		
 Marketing materials Company data Book list 	00	mdg2007.pdf	13/4/10 下午3:43	2.3M	Unknown		
 School works Travel 	0	NEM_Fact_Sheet_2pdf	13/4/10 下午3:44	867.5K	Unknown		

[TOP]

Get file information

- 1. Go to MENUS, click "Window" and find "Get Info."
- 2. You will see a window appear with the detailed information of the file.
- 3. You may rename the name of Author.

0.0	File Information
	BusinessOnlineGuide
Author:	Author
Modified:	13/4/10 PM3:42
File Size:	402.4K
Created:	13/4/10 PM3:42
Tags:	Marketing materials Company data Book list School works Untitled Vbhnjm

[TOP]

<u>File Viewer</u>

General overview

PDF Reader provides you multiple tools to quickly take control of your document while viewing. Here is a general overview of File Viewer:



- 1. B/O/T/A viewing: Bookmark, Outline, Thumbnail and Annotation
- 2. Enlarge/ Shrink the thumbnails (only available in Thumbnail mode)
- 3. Hide/Show the SideBar
- 4. Adjust the page width : Zoom In/Out/Fit to Window
- 5. Next Page/Previous Page/Jump to Page
- 6. Drag/ Select tools: used when viewing the PDF file/ selecting part of the content
- 7. Keyword search



Add/ Remove bookmark

Add a bookmark:

- 1. Open a PDF file, and switch to File Viewer mode.
- 2. Go to MENUS and click "Bookmark" to add the current page as bookmark.
- 3. The bookmark(s) will be saved to Bookmark section on the left.



Rename a description

- 1. Go to File Viewer >Bookmark section
- 2. Click on the title of an existing bookmark to add a description.
- 3. Or you may also use the right click to rename it.

Processes to be carried out	Who is responsible	Time schedule
Buy in candle making equipment and set up production line	Purchasing manager, production manager and production team	Week (
Prepare wax and mix with colours Prepare tureass Head wax Pace wax in modes Leave modes to cool Extract coales from modes Check quality of Finisher articles Break or grant (much disc)	Production manager and production keam	Week Z
Store candles	Prototice manager and cost chice have	ubut 3
Same as for week 2	Production manager and production team	Week 4
Some as for week Z	Production manager and production team	Week 5
Same as for week Z	Production manager and production team	Week 6
Same as for week 2. Produce packaging makerials	Production manager and production team and packaging department	Week 7
Same as for week 2	Production manager and production team and packaging department	Week B
Same as for week 2	Production manager and production team and packaging department	Week 9
Prepare packaging for remaining cardies Carry out lask-minute quality checks Sell cardies at Christmas fair	All enterprise members	Week ID
FIGURE B.XX Caption Questions ✓ 1 Explain why it is important to estate production schedule.	blish timings and responsibilities whe	en creating a
	Processes to be carried out Buy in conde making equipment, and set up production two Propore tareas Propore tareas Propore tareas Propore tareas Propore tareas Propore tareas Propore tareas Propore tareas Propore tareas Propore tareas Create goaldy of fundset Create goaldy of fundset Create goaldy of fundset Some as for uses Z Some as for uses Z Propore packaging metanuots Some as for uses Z Propore packaging for remouncy cordes Some as for uses Z Propore packaging for remouncy cardes Some as for uses Z Propore packaging for remouncy cardes Some as for uses I Propore packaging for remouncy cardes Some as for uses Some as the tareas Some as for uses Some as the properties of the some as the	Processes to be carried out. Who is responsible Buy is coold making reprint and set is production the Participation production term in production the Proper times of mix with colours Proper times Participation term Proper times Participation manager and production term Some as for uses 2 Participation manager and production term Some as for uses 2 Participation manager and production term Some as for uses 2 Participation manager and production term Some as for uses 2 Participation manager and production term Some as for uses 2 Participation manager and production term Some as for uses 2 Participation manager and production term Some as for uses 2 Participation manager and production term Participation manager and production term Participation manager and production term Some as for uses 2 Participation manager and production term Pareprope pacologing for times to participa term A

Remove a bookmark:

- 1. Go to File Viewer >Bookmark section
- 2. Use the right click to remove the existing bookmark.

Bookmarks ‡			
16 Bookmark 2013-05-28	Processes to be carried out	Who is responsible	Time schedule
	Buy in candle making equipment and set up production line	Purchasing manager, production manager and production team	Week 1
Rename The second seco	Prepare wax and mix with obours Prepare threads Head: wan, Pace wax in modes Leave models to cool Enkingt condes from modes Check quality of finisting articles Break up reject (faulity) Lema Sitore condes	Production manager and production team	Week Z
	Same as for week 2	Production manager and production team	Week 3
	Same as for week 2	Production manager and production team	Week 4
	Same as for week 2	Production manager and production team	Week S
	Same as for week 2	Production manager and production team	Week 6
	Same as for week Z Produce packaging makerials	Production manager and production team and packaging department	Week 7
	Same as for week 2	Production manager and production team and packaging department	Week B
	Same as for week 2	Production manager and production team and packaging department	Week 9
	Prepare packaging for remaining candles Carry out last-minute quality checks Sell candles at Christmas fair	All enterprise members	Week 10
	FIGURE 8.XX Caption Questions ✓ 1 Explain why it is important to esta production schedule.	blish timings and responsibilities wh	en creating a
	✓ 2 Analyse the importance of including	ng quality checks in the process.	

3. Or you may go to MENUS and click on "Bookmark" to remove the current bookmark.



Jump to page

- Open the PDF file and find the page number appeared in the bottom right corner. (Please refer to the general view above for location.)
- 2. Click at the number box, insert the page you'd like to arrive at and press enter.



Page view (Single/Two page)

1. Go to MENUS, click "View" and select the options you'd like for page viewing.



2. Or you may use the right click to adjust the settings as well.





Magnifier viewer

- 1. Go to PDF Reader's MENUS.
- 2. Click on "Tool" and choose Magnifier.
- 3. You may use the Magnifier to have a closer look of the content.



4. If you'd like to cancel the function, go to MENUS >Tool >Magnifier.

[TOP]

<u>Annotation</u>

Highlight, underline & strikethrough

- 1. Open a PDF file you'd like to add markup on.
- 2. Click on the markup tools and select the colors you like.



3. You may change the markup anytime using the right click and select Properties.



[TOP]

Add shapes

- 1. Open a PDF file you'd like to add markup on.
- 2. Click on the shapes (**Rectangle, Rounded Rectangle, Circle, Arrow and Line**) and select the colors you like.



3. You may change the markup anytime using the right click and select Properties.





Radio button

- 1. Open a PDF file you'd like to add markup on.
- 2. Click on radio button from the annotation toolbar.



3. Click at the spot you'd like to put on. You can insert text into the type box.



- 4. If you'd like to confirm the function, please click the radio button again on the annotation bar.
- 5. Click the annotation bar again to drag/edit the annotation.

Note: Please notice that the button tools are only for annotation purposes. The current version of PDF Reader has not yet supported form-creating.

[TOP]

Check box

- 1. Open a PDF file you'd like to add markup on.
- 2. Click on check box from the annotation toolbar.
- 3. Click at the spot you'd like to put on. You can insert text into the type box.



- 4. If you'd like to confirm the function, please click the check box again on the annotation bar.
- 5. Click the annotation bar again to drag/edit the annotation.

Note: Please notice that the button tools are only for annotation purposes. The current version of PDF Reader has not yet supported form-creating.

Action button

- 1. Open a PDF file that you'd like to use.
- 2. Click on action button from the annotation toolbar.
- 3. You may edit the default information including its action, label name, and presence.
- 4. You may click and drag the mouse until the button is of the desired size.
- 5. Select the action ("Submit to Mail" or "Submit to URL") and insert the information required. Click OK to complete the setting.
- 6. Click the annotation bar again to complete the setting.
- 7. To edit, please use click on the right at the annotation bar again to drag/edit the annotation.



[TOP]

[TOP]

Freehand writing

- 1. Open a PDF file you'd like to add markup on.
- 2. Click on freehand writing from the annotation toolbar.



3. You may change the colors anytime using the right click and select Properties.



[TOP]

Embedded page link & hyperlink

Embed a page link

- 1. Open a PDF file you'd like to use.
- 2. Click "link" button on the annotation toolbar.



3. Click and drag a square over a selected TEXT or IMAGE to embed a page link. Insert the page number and click "OK."



Embed a hyperlink

- 1. Open a PDF file you'd like to use.
- 2. Click "link" button on the annotation toolbar.

3. Click and drag a square over a selected TEXT or IMAGE to embed a hyperlink. Insert the page number and click "OK."





Sticky note

- 1. Open a PDF file you'd like to view.
- 2. Click the sticky note icon on the annotation toolbar.



3. Insert the note on the spot you like. It will appear in a yellow conversation box.



4. You may also change the color you want.



Textbox

- 1. Open a PDF file you'd like to view.
- 2. Click the textbox icon in the annotation toolbar. Click on the spot you'd like to

add.

	T	1	1	
Annotation	Type Text	Signature	Tag	Table

3. You may change the Fonts/ Colors/ Size/ Typeface and many more with the right click.

	000	<u>T</u> T		
	Collection	Family	Typeface	Size
	All Fonts	Gujarati Sangam MN	Regular	12
Type text here	English	GungSeo	Light	9
	Favorites	Gurmukhi MN	Oblique	10
	Recently Used	Gurmukhi MT	Light Oblique	11
	PDF	HeadLineA	Bold	12
	傳統	Hei	Bold Oblique	13
	現代	Heiti SC		14
	等寬字	Heiti TC		18
	網頁	Helvetica	1	24
	+ - 4-	Q)	

4. You may go to MENUS and click "Show All Fonts/Colors" in "Tool" section.





Signature

- 1. Open a PDF file you'd like to view.
- 2. Click the signature icon on the upper toolbar and click on the spot where you'd like to add.



3. You may create a list of signatures and save them to Library.

0.0	Signature Library Create
Ø	P - Ini
	Cancel Apply

- 4. You may change the color and the line weight from thick to thin.
- 5. Choose the signature you need and click "Save & Apply" to insert to the PDF file.



[TOP]

Table of content

- 1. Open a PDF file you'd like to view.
- 2. Click the table icon on the upper annotation toolbar to create a table of content.



3. Tap the buttons in the red circles to add/remove rows and columns.

Style	*	
Cell Width Cell Hight 0.00 cm (2)		
Header 🛅 💍	$\overline{\bigcirc}$	
Sidebar 🔝 o		
Footer		
Width		
Cell color		
Row Color		

4. Click and hold the lower-right corner to adjust the size of the table. You may also click and hold the upper left corner (diamond-look button) to move the table.



5. You may change the template, the headbar/siderbar/footer/row colors and the width/height to your liking.



[TOP]

Page Editor

Rotate PDF pages

- 1. Open one PDF file you'd like to use and click "View" on the MENUS.
- 2. Click "Rotate View" and you may select rotate clockwise or counterclockwise.



[TOP]

Crop PDF pages

- 1. Open one PDF file you'd like to use.
- 2. Go to "Edit" on the MENUS and select "Crop Page".



 You may crop certain proportion of the current page. Click Crop once you're done. The changes will be applied right away.



4. You may click cancel the action at any time during the cropping. If the changes are already applied, please go to MENUS and click undo.

[TOP]

Rearrange page order

- 1. Open a PDF file you'd like to use and select Thumbnail mode.
- 2. Drag the page you wish to re-locate and drop to the spot.
- 3. You may click on the right to cut/copy/delete the selected page.



4. If you'd like to cancel the action, please go to MENUS and click undo.



Add blank PDF pages

- 1. Open a PDF file you'd like to use.
- 2. Go to MENUS and find "Edit." Click "Add blank page" to insert a new page into the PDF file.



[TOP]

File Converter (Only available in PDF Reader Premium)

You may convert a PDF file to Word, HTML and TXT.

- 1. Open a PDF file you'd like to convert.
- 2. Click the convert icon on the annotation bar.
- 3. Select the destination folder, format (Word, HTML, TXT) and page range to your liking.



- 4. Click "Convert" and the converted file will be saved to the assigned folder.
- 5. You may also perform the function in File Manager:
 - a. Select the PDF file you'd like to use.
 - b. Click the convert icon on the menu bar.
 - c. Select the destination folder, format (Word, HTML, TXT) and page range to your liking.
 - d. Click "Convert" and the converted file will be saved to the assigned folder.

[TOP]

File Sync and Upload

iCloud sync

PDF Reader offers you ways to efficiently access to your files via iCloud, Dropbox and Email. Please go to PDF Reader's Preferences to set up your iCloud account before activating iCloud service.

- 1. Please make sure that you've set up iCloud. If you have not yet activated iCloud, please visit this <u>LINK</u> to learn the set-up.
- 2. Open the file you'd like to sync.
- Click the iCloud button on the upper left and you will be able to sync your file.

Note: If you'd like to check out more about your account (iCloud/Dropbox) information, please go to PDF Reader's Preference.





Dropbox sync & upload

- 1. Perform your first Dropbox sync: Please go to Preferences, click Sync dropdown and choose "Other."
- 2. Select the Dropbox folder to configure the Dropbox sync.



3. Open the PDF file you'd like use. Click the cloud buttons on the upper left to begin syncing the PDF file.

[TOP]

<u>Other</u>

Auto save

By setting up the "auto save" function, PDF Reader would assist you save the changes automatically when closing the document.

- 1. Go to Preferences. Check the third box indicating the auto-save function.
- 2. If you'd like to disable the function, please uncheck the box.



[TOP]