



PDF Reader Pro Edition for iPad

User Guide



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Welcome to PDF Reader Pro Edition for iPad

PDF Reader Pro is a powerful and easy to use PDF Reader for the iPad that enables you to open, read, annotate, and send PDF files (large or small) on the go.

The PDF Reader Pro app is intuitive and very easy to use. But even if you can figure out most of the product on your own, this guide is here to help when you can't.

Some of the most valued features of the app are

- USB file Sharing
- Download email attachments
- Landscape mode (auto rotation)
- Search capabilities(you can easily find any word on your PDF file)
- Jump to a specific page
- Bookmark a page
- open password protected PDF files
- Email PDF files directly from the application (files up to 10MB)
- Wifi web sharing (to easily transfer your PDF files)
- Cloud services integration
- Document Manager(copy, cut, paste, and delete)
- Upload/download PDF files directly from the Web
- Remember last position when open a PDF file
- Create multipage documents in PDF format
- Full Web browser to download PDF files from the web

The iPhone version of PDF Reader Pro was selected as a finalist on the 2009 “Best App Ever Award” in the categories “Most Useful App” and “Best Productivity Enhancer” .

Organization of this Guide

The information in this guide is presented in useful bits so you can go straight to the section you need. There isn't a lot of talk; we get straight to business. We know you'd rather get to work than read a manual.

User Guide Conventions

This guide uses the following conventions:

Boldface type is used to indicate items you tap or select. This includes buttons, menu items, dialog options, keyboard keys, and icons.

When screenshots are displayed, any instructions for working with the functionality displayed in that screenshot follows *below* the screenshot.

Great Bonus App – PDFSync for Mac

If you like PDF Reader Pro, you may also like PDFSync for Mac – a bonus app for our PDF Reader Pro for iPad users.

PDF Sync for Mac allows you easily manage your files and folders directly from your Mac. Changes you make are automatically synchronized the next time you connect your iPad to your Mac, all your files are always up to date and available on your Mac and iPad.



PDFSync works similar to the USB sharing feature but with a very big advantage: PDFSync also allows you to **transfer complete folder and sub folder structures**.

Please refer to the last pages of this guide for some [PDFSync screenshots](#).

Download PDFSync today for free: <http://itechdevelopmentssystem.com/pdfsync-11s332.html>

Getting Started

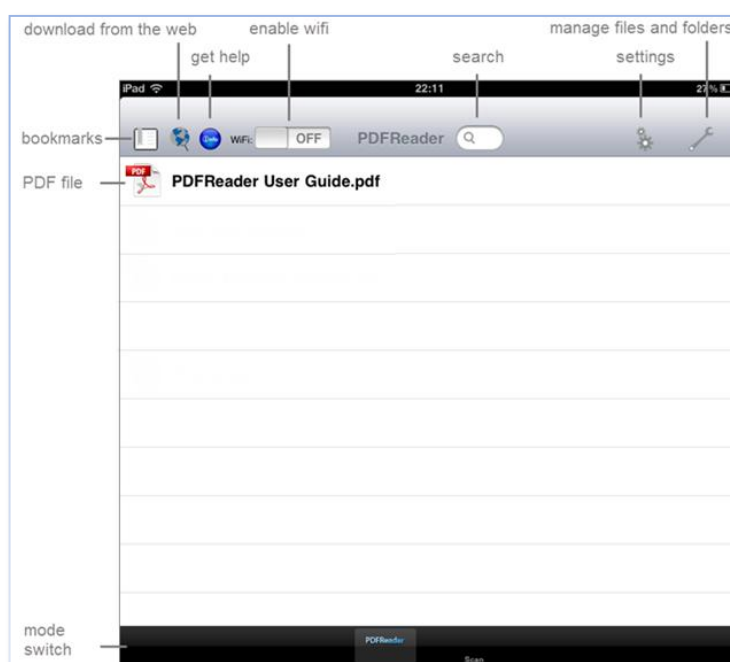
PDF Reader Pro is designed to be the all-in-one PDF solution for your iPad. The reader not only allows you to read, send, and print your PDFs, but also facilitates collaboration thanks to its annotation and sharing options. You can organize your PDF in folders, create new PDFs from photos and sync your files to your dropbox or other cloud services from within the app.

Chapter 2 and 3 provide an overview of PDF Reader Pro and explains how to open and read your first PDF. If you are a first time user, these chapters are the place to start. If you are already familiar with the application you may want to skip ahead to other chapters.

PDF Reader PRO Overview

When you first open PDF Reader Pro, you will see the files and folders overview as shown below. All the options and functionality visible on this screen will be explained in this manual but we will start going through the basics such as opening and reading PDF files.

Note that the mode switch at the bottom of your screen needs to be set to **PDFReader**. The **Scan** functionality will be discussed in a separate chapter of this manual.



Opening a PDF

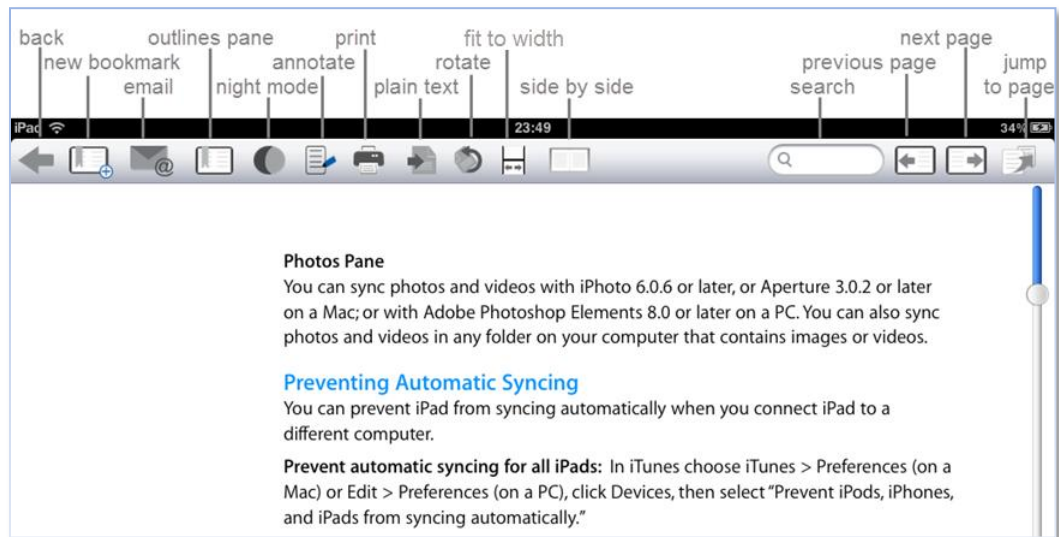
To open a PDF, tap the name of the PDF in the list of files.

If you open a PDF for the first time, it will open on the first page. If you have had a PDF open before, it will open on the last page you viewed before closing it.


Reading a PDF

[Open a PDF](#) to start reading.

Your PDF will be displayed with the toolbar as shown below.



Close a PDF

To close a PDF, tap the  icon on the far left of the toolbar. This will close the file and take you back to the [files and folders overview](#).

When you open the same PDF again, it will open on the last page you were viewing.

Adjusting the size of the pages

When in landscape mode, you can adjust how pages are displayed—full width, page width, or 2 pages side-by-side.

Note that these features are *not* available in portrait mode.

To toggle between **full width** and **full page** display, tap the  icon in the toolbar. To display **2 pages side by side**, tap the  icon.

Moving to another page

There are several ways to move to another page of your PDF—you can **swipe** or **tap**, use the **previous/next page icon**, use the **slider**, or the **jump to page** function.

Swipe or Tap

The standard setting is **swipe**. You can change the [Settings](#) to also allow moving to another page by tapping the page. Note that turning on tapping does *not* disable swiping. In other words, it's either swipe only, or swipe and tap both.

Swipe

Move your finger from right to left over the screen (=swipe) to move to the next page. Move your finger from left to right over the screen to move to the previous page.


Note that the standard setting is horizontal scrolling. You can change it to vertical scrolling in the [Settings](#). Vertical scrolling requires swiping up and down.

Tap

Tap your finger close to the right edge of the screen to move to the next page. Tap your finger close to the left edge of the screen to move to the previous page.

Note that the standard setting is horizontal scrolling. You can change it to vertical scrolling in the [Settings](#). Vertical scrolling requires tapping close to the top and bottom of the screen.

Previous / next icon

To go back one page, tap the  icon.

To go forward one page, tap the  icon.


Slider

The slider is always visible on the far right side of the screen. Press down the slider button and slide it up or down to move backward or forward through the pages. The page numbers will be displayed as you slide the button.

You can also tap your finger anywhere on the slider to quickly jump to another page.




Jump to page

Tap the  icon on the far right of the toolbar to enter a page number. You will be taken to that page instantly.


Creating bookmarks


A bookmark is a practical function that helps you remember where you left off reading or quickly return to important sections of a PDF. You can add as many bookmarks to a PDF as you want.

A new bookmark always applies to the page you are currently on.

To create a new bookmark, tap the  icon in the toolbar. You will be asked to name your bookmark. Type a name and tap **Done** on the keyboard. The bookmark will be saved. You will be able to access your bookmarks from the files and folders overview (shows *all* your bookmarks), but also from within the PDF (shows only the bookmarks pertaining to that PDF).


Accessing bookmarks

For an overview of the bookmarks within a PDF, open the PDF and tap the  icon on the toolbar. The Outlines pane will open, detailing the contents of the PDF. The third tab in the pane is the Bookmarks tab. Tap it to show the list of bookmarks in the document. Tap a bookmark to be taken to the correct page of the PDF.

To close the bookmarks pane, tap the  icon on the toolbar again.


To manage and view all your bookmarks (for all your documents) see Manage bookmarks.

Viewing PDF contents

While reading a PDF, you can view and use the list of contents to quickly navigate through the document. To open the list of contents, tap the  icon on the toolbar. The Outlines pane will open, detailing the contents of the PDF.

If multiple levels of contents are available, an arrow will be displayed on the left of the item in the contents list. Click the arrow to expand the list.

Click the name of an item to open the corresponding page of the PDF.

To close the outlines pane, tap the  icon on the toolbar again.


Searching for text

To search for a specific topic or word within the PDF, tap inside the search box in the toolbar, type your search term, and tap **Search** on your keyboard. The search pane will open, displaying all page numbers containing your search term.

Tap a page number to open the page. The page will display with your search highlighted, making it easier to spot.

To close the search pane, tap the  icon on the toolbar again.


Switching between day and night mode

To reduce the strain on your eyes when reading PDFs at night or with very little light, use the night mode. Tap the  icon to toggle between day and night mode.

You can adjust the night mode brightness in the [Settings](#).

Working with PDFs

Emailing a PDF

To email a PDF, tap the  icon in the toolbar. PDF Reader Pro will open a draft message and attach the PDF. Enter the recipient's name and a message (if required) and tap the **Send** button. Your message will be sent and you will be returned to the PDF.


To cancel sending a message, tap the **Cancel** button and select **Delete Draft** or **Save Draft**. You will be returned to the PDF.

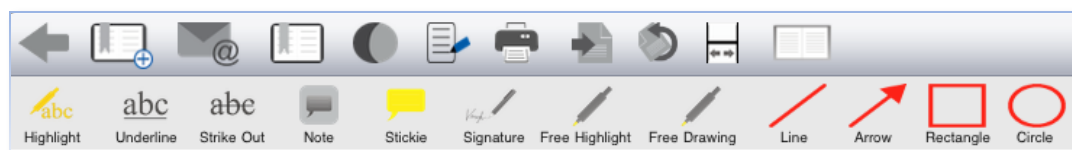
Annotating text

When reading and reviewing PDF documents, there may be many reasons why you would like to annotate the text: things to remember, corrections, topics to be discussed, etc. PDF Reader Pro gives you the ability to highlight and underline text, add arrows, lines and shapes, and to add notes, stickies, and signatures.



Note that any annotations you add will be automatically saved the moment you [close](#) the PDF. If you would like to keep a “clean” version of the document and an annotated version, you should make a copy of the document first.

To access the annotation options, open the annotation toolbar by tapping the  icon in the main toolbar.



The following options are available for annotating text:

- Highlight
- Underline
- Strike Out
- Note
- Sticker
- Signature
- Free Highlight
- Free Drawing
- Line
- Arrow
- Rectangle
- Circle

Highlight, Underline, Strike Out

Tap the icon you want to use and then select the text you want to annotate.

To select text, drag your finger over the text, just as you would do with a mouse. Your chosen action (e.g. highlight) will be applied immediately—as you select the text, you will see it being highlighted.



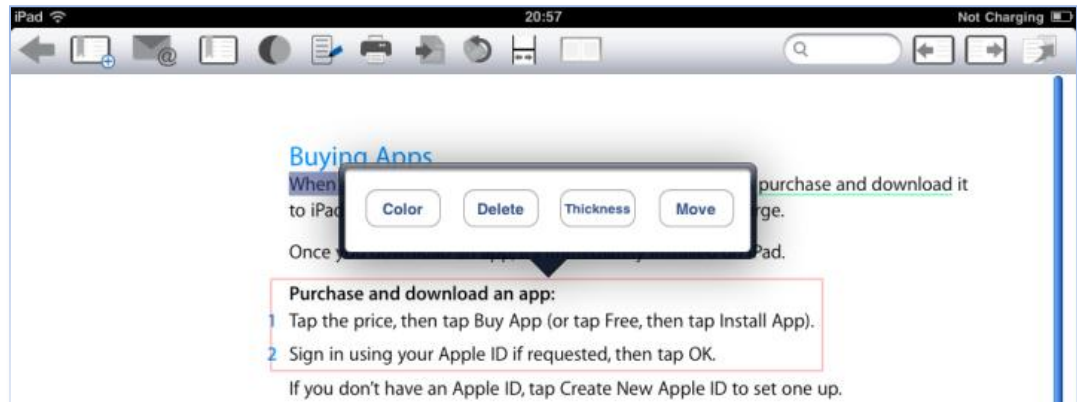
Note that **highlight**, **underline** and **strike out** always use the color that was used last time for that annotation type.

Change annotation color

To change the color of highlights, lines, notes, shapes, or drawings, **tap the object** and select **Color** from the pop up that opens (see image below). The dialog that opens next allows you to select a color from a palette. Tap anywhere outside the dialog to close it.

Delete annotation

To delete highlights, lines, notes, shapes, or drawings, tap the object and select **Delete** from the pop up that opens. It will be deleted instantly.



Move annotation

To move lines, shapes, or drawings, tap the object and select **Move** from the pop up that opens. Drag the object to the desired location and tap the **Done Moving** button in the annotation toolbar.

Adjust thickness

The thickness of lines, arrows, rectangles, and circles can be adjusted by tapping the object and selecting **Thickness** from the pop up. Tap anywhere outside the thickness selector to close it.

Thickness of free highlights and free drawings needs to be set *before* creating the object, by using the slider on the color menu.

Shapes

To insert a shape, tap the corresponding icon, select the color from the color toolbar that opens, and then draw the shape where you want it to appear. Click the **Done** button to finish drawing.

Tapping a shape opens a popup that allows you to change its color and line thickness, and to move or delete the shape.

Note

To insert a note, tap the **Note** icon and then tap where you want the note to appear. Type the text for the note. When you are done, tap the **Hide Keyboard** button. The text of a note is always visible. A note is more prominent than a stickie.

Tapping a note opens a popup that allows you to change its color and font size, to edit the contents and to move or delete the note.


Stickie

To insert a stickie, tap the **Stickie** icon and then tap where you want the stickie to appear. Type the text for the stickie. When you are done, tap the **Hide Keyboard** button. A stickie is indicated by a yellow text balloon, but the actual text is not visible.

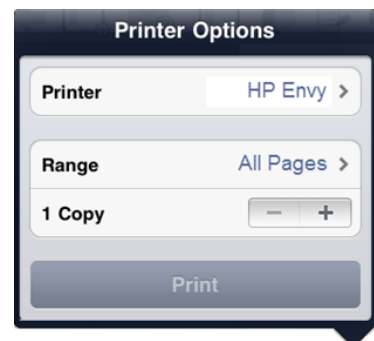
You can change the color of a stickie in the same way you change color for shapes and highlight, but the new color is only visible when the stickie is open. Closed stickies are always yellow.

Tapping a stickie opens a popup that allows you to change its color, to open it for editing and to move or delete the note.

Printing


To print your PDF tap the  icon in the toolbar. A dialog will open for you to select the printer, the page range and the number of copies.

Tap **Print** to start printing.




Note that you need an AirPrint enabled printer to be able to use this feature.



Reflow Mode

To view a plain text version of the PDF you are reading, tap the  icon in the toolbar. The PDF will be displayed without any colors, or formatting.

Rotating a PDF

There are two options for rotating a PDF—the current page only, or the entire document (all pages).

To rotate the current page to the left, click  in the toolbar. To rotate the current page to the right, click  in the toolbar.

To rotate the entire document to the left, click  in the toolbar. To rotate the entire document to the right, click  in the toolbar.

File Management

File management includes creating folders, moving and deleting files, renaming files, etc. This chapter describes all of PDF Reader Pro's file management functionality.



To open the file management functionality, tap the **wrench** icon in the toolbar of the files and folders overview.

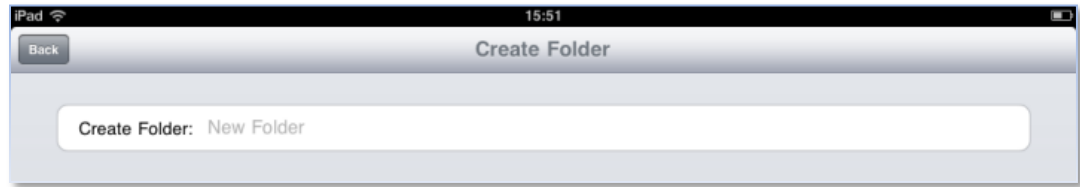
A file management toolbar will open at the bottom of the screen, and on the right of every file and folder a selection button and a move button will be visible.



The **wrench** icon you used to access the file management options changes into a **Done** button. Tap this button when you are finished and want to view your files or access the contents of your folders.


Create folder

To create a folder, tap the **Create folder** icon in the file management toolbar. A text box will appear for you to enter the folder's name.



Tap **Done** on your keyboard to create the folder.

Copy


To copy a file (or folder) to another folder, select it first by tapping the circle on the right. A checkmark will appear .

Then tap the **Copy** icon in the file management toolbar to open a dialog that allows you to select the folder you would like to copy the file to.




Select the correct folder and tap **Confirm** to copy the file.

Move

To move a file (or folder) from one folder to another folder, select it first by tapping the circle on the right. A checkmark will appear .


Then tap the **Move** icon in the file management toolbar to open a dialog that allows you to select the folder you would like to move the file to. Tap **Confirm** to move the file to the new location.

Delete

To delete a file (or folder), select it first by tapping the circle on the right. A checkmark will appear .


Then tap the **Delete** icon in the file management toolbar. A warning message will appear asking you to confirm the action. Tap **Ok** to confirm.

Email

To email a file (or folder), select it first by tapping the circle on the right. A checkmark will appear .

Then tap the **Email** icon in the file management toolbar. A draft message will open, including the attachment. Add the recipient's information and a message and click **Send** to send the email.

Rename

To rename a file (or folder), select it first by tapping the circle on the right. A checkmark will appear .

Then tap the **Rename** icon in the file management toolbar. A dialog will pop up for you to enter the new file name. Tap the dialog's **Rename** button to confirm.

Select All

If you need to perform the same action to a great number of files (e.g. move them to the same folder), it may be quicker to use the **Select All** option than to select all files separately.


Tap **Select All** to select all files and folders. Then manually deselect the ones (if any) you want to exclude.

Deselect All

If you have selected a great number of files and want to deselect them, it may be quicker to use the **Deselect All** option than to deselect all files separately.


Tap **Deselect All** to deselect all files and folders. Then manually select the ones (if any) you want to include.

Open

To open a file in another program, select it first by tapping the circle on the right. A checkmark will appear .

Then tap the **Open in** icon in the file management toolbar. A dialog will pop up for you to select from a list of installed programs that can read PDF files. Tap a program name to open the PDF in it.

Reorder files and folders

By default, files and folders are ordered alphabetically. If you want to order your files and folders differently, tap the icon with the three lines  for the object you want to move and drag it to the desired location.

Advanced Options


This chapter explains the advanced options that can be accessed from the files and folders overview screen as shown below.

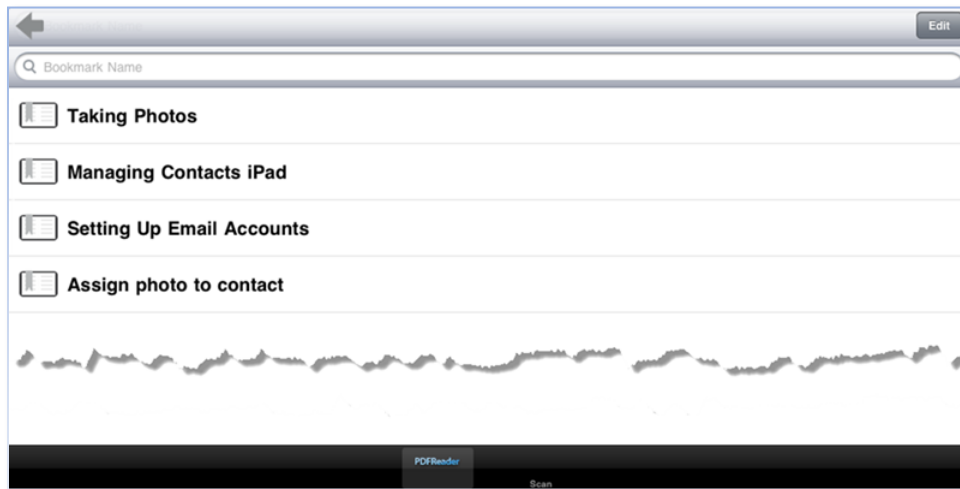


Managing bookmarks

There are two ways to view and use your bookmarks—from the [files and folders overview screen](#) and from [within a PDF](#). This section of the manual explains how to manage bookmarks from the files and folders overview.

Bookmarks in the files and folders overview

For an overview of *all* your bookmarks (for *all* files), tap the  icon on the far left of the toolbar. A list of all your bookmarks will open.



Tap a bookmark to open a PDF on the correct page.


Filter bookmarks

If you have a lot of bookmarks, quickly finding the right one can be a little tricky. The filter field just below the toolbar will help you find bookmarks by reducing the number of bookmarks displayed. Type (part of) the bookmark name and tap the **Search** button on your keyboard to reduce the number of items on the list.

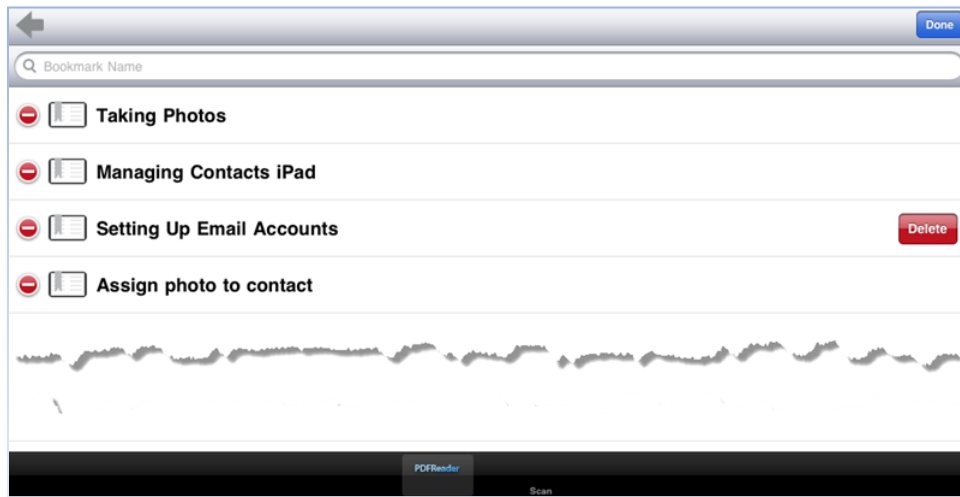
To remove the filter, tap the cross that appears on the far right inside the filter field.


Deleting bookmarks

To delete a bookmark, make sure you are in the [files and folders overview screen](#).

Open your list of bookmarks, by tapping the  icon on the far left of the toolbar.

In the bookmarks overview, tap the **Edit** button on the far right (the button will change into a blue **Done** button).




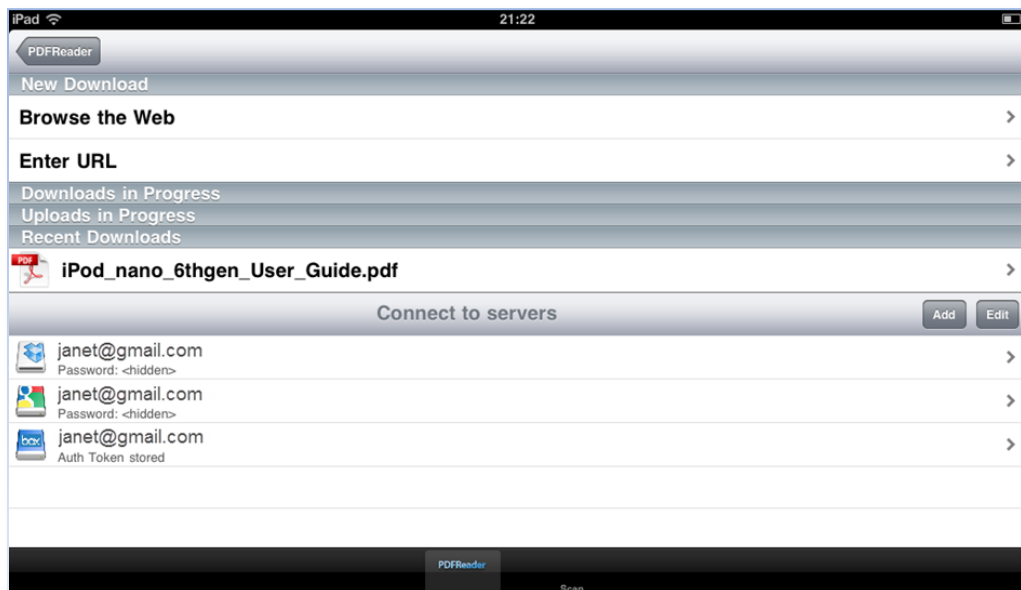
Tap the **no entry** icon to the left of the bookmark name and then tap the **Delete** button on the right. Tap the **Done** button when you are finished. Tap the  icon to return to the files and folders overview.



Note that when you delete a PDF from PDF Reader Pro, all bookmarks pertaining to that file will also be deleted.

Downloading files / Search the Web

To search for and download files from the internet, tap the  icon in the toolbar of the [files and folders overview screen](#). A new screen will open giving you two options—**Browse the Web**, and **Enter URL**.



This screen also allows you to [Connect to a cloud service](#).

Browse the Web

If you do not know the exact URL of the PDF you would like to download, tap the **Browse the Web** option. A browser will open allowing you to search for the PDF. When you find the PDF you need, use the disc button to download the file to your iPad. PDF Reader Pro will start downloading the file and you will see it in the **Downloads in Progress** list or in the **Recent Downloads** list (depending on how fast your connection is).

Enter URL

If you *do* know the exact URL of the PDF you would like to download, use the **Enter URL** option. Use the input field to enter the exact URL and tap **Go** on your keyboard. PDF Reader Pro will instantly start downloading the file.

Connect to a cloud service

To connect to a cloud service, you need to have an account with that service. At the moment PDF Reader Pro offers integration with Dropbox, iDisk, Google Docs, SugarSync, and Box.net allowing you to up- and download files to and from these services.

Tap the **Add** button to enter your login details and connect to a service. Your files and folders on the service will be displayed.

To delete your contact details for a service, tap the **Edit** button, tap the **Delete** icon on the left, and tap the **Delete** button on the right.

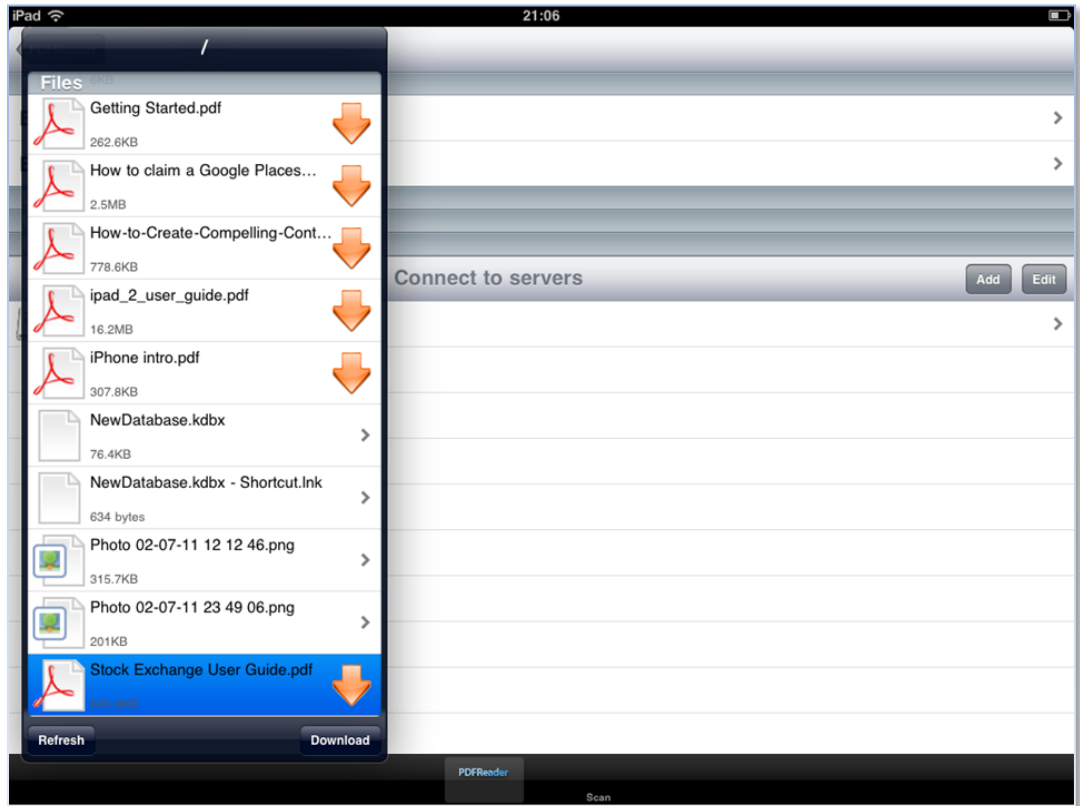
To access your cloud service, tap the icon for that service. You will be logged in and be able to browse your files and folders.

Upload a file from your iPad


To upload a file from your iPad to the server, tap the **Upload** button. A new pane will open displaying all your files and folders. Tap a file to start the upload.

Download a file to your iPad

To download a file from the server to your iPad, tap the file name. The file will be highlighted and a **Download** button will appear at the bottom of the pane. Tap download to start.



Additional information

For additional information on advanced options such as managing files, wifi sharing, and sending emails, tap the  icon.

Wifi file sharing

The Wifi button allows you to connect to your Wifi network to share files between your iPad and any computer in the network.



Turn on Wifi in the toolbar and copy the address that appears in the toolbar into your web browser address bar. Make sure to copy the address exactly as it shows on your iPad (note the colon before the last number).



The list of files on your iPad will be displayed in the browser. Click a file name to open it.

Upload to iPad

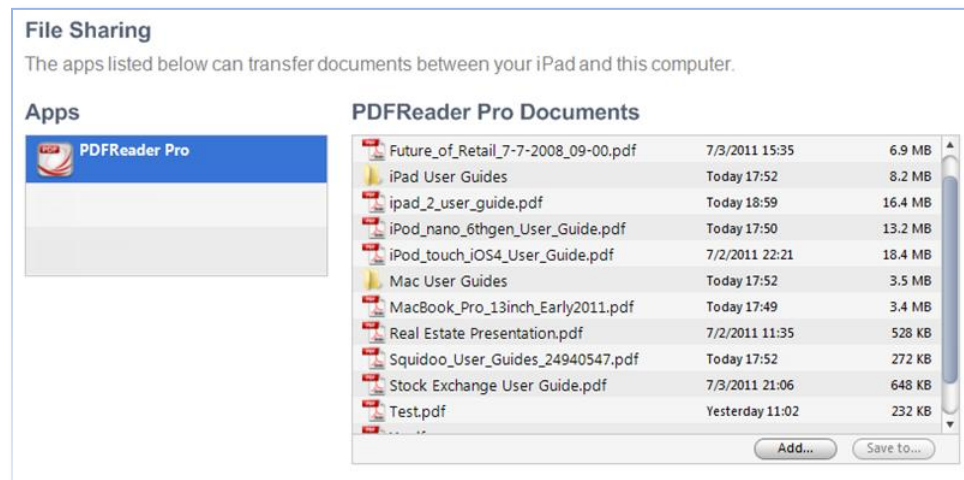
To upload a file from your computer to your iPad, click the **Browse...** button in your browser, select the file from your computer and click **Upload**. The file will be uploaded to your iPad and added to the list of files in PDF Reader Pro.

USB file sharing


PDF Reader Pro also allows you to share files using your USB connection and iTunes.

Connect your iPad to iTunes, select your device on the left and click **Apps** in the horizontal menu along the top. Scroll down to the file sharing section. You will see all apps listed that allow file sharing. Select PDF Reader Pro from the list of apps to view all the files on your iPad.

Click **Add...** to upload a file to your iPad. Click **Save to...** to save a file from your iPad onto your computer.



Search / Filtering the files list

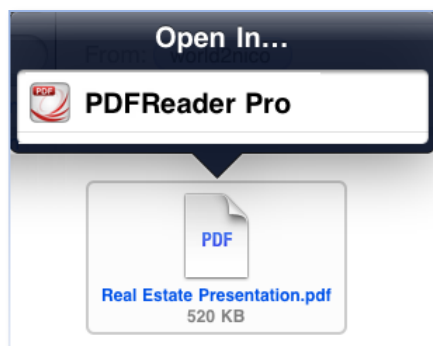
If you have a lot of PDF files stored on your iPad, quickly finding the right one can be a bit of a challenge. The search/filter field in the toolbar  will help you reduce the number of PDFs displayed. As soon as you start typing (part of) the file name, the list of files will be reduced to the ones matching the word(s) in the filter field, making it easier for you to find the file you need.

To remove the filter, tap the **Cancel** button that appears next to field when you start typing.

Editable forms

With PDF Reader Pro you can enter data into PDF editable forms and save your data. Open the form, fill out your data by tapping in any text field and have PDF Reader Pro save your changes automatically when you close the file.

You can then email the form or print it.



Opening an Email Attachment

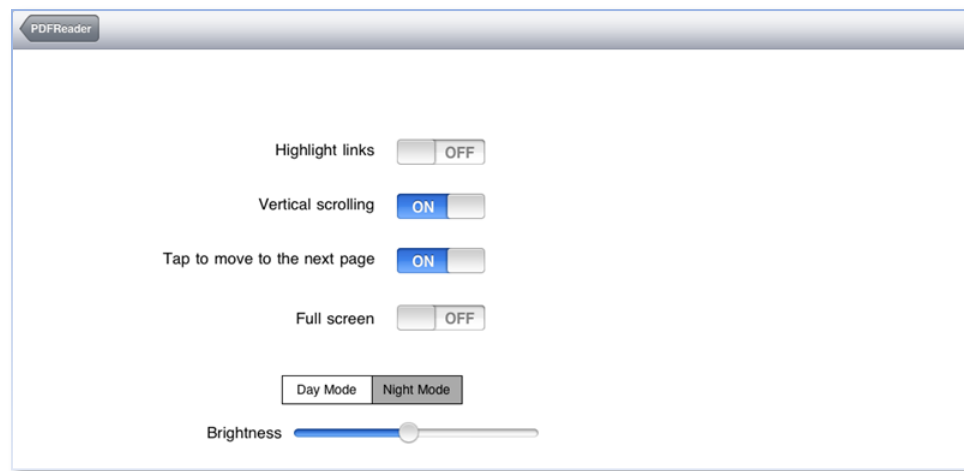
To open a PDF that has been attached to an email, hold your finger down on the attachment until the dialog shown here opens. Select PDFReader Pro from the list to open the attachment.

Settings

This chapter covers the PDF Reader Pro general settings that apply to all files.



To open the settings screen, tap the **gear wheels** icon in the toolbar. The settings screen will open.



Tap the **PDFReader** button in the toolbar to leave the settings screen. Any changes to the settings will be saved automatically upon exiting this screen.

Highlight links

Turning on **highlight links** will clearly indicate all links in your PDFs with a colored border.

Vertical scrolling

The standard setting is horizontal scrolling (and right and left swiping). If you prefer to scroll vertically (and swipe up and down) turn **vertical scrolling** on.

Tap to move to the next page

The standard setting is swiping for moving from one page to the next. If you prefer to tap to move between pages, turn **tap to move to the next page** on.

Note that turning on this feature does *not* disable swipe. In other words, you will always be able to swipe to the next page, also when tap to the next page is turned on.

Full screen

The standard setting is for PDF Reader Pro to display the toolbars (top and bottom) and the page slider in reading mode. To create more space for the document and hide the toolbars and slider, turn **full screen** on.

The moment you open a new PDF, you will see the toolbar for about two seconds, after which it will disappear and use the full screen to display the PDF.

Tap the centre of the screen with two fingers to show the toolbar. Tap the centre of the screen with two fingers again to hide the toolbar again.

Night mode brightness

You can control the brightness setting for the night reading mode by moving the slider.

Scan Mode / Creating PDFs

PDF Reader Pro allows you to create your own PDFs from photos you have stored on your iPad.

To create your own PDFs, set the mode switch in the files and folder overview to **Scan**. A blank screen will open with three buttons in the bottom toolbar.

Tap the film roll button to select images from your photo album. You images will be added to the list of images to be included in the PDF. Note that you have to add the images in the order you want them to appear in the PDF, because the order cannot be changed after selecting the images.

You can create the PDF immediately by tapping the **Make PDF** button, or you can [edit your images](#) before you do.

For every image you have to option to crop the image, adjust the brightness, adjust the contrast and toggle between color and black/white.

Editing images

To edit an image, tap the image in the list of images you have selected for your scan. It will be opened in the edit window.

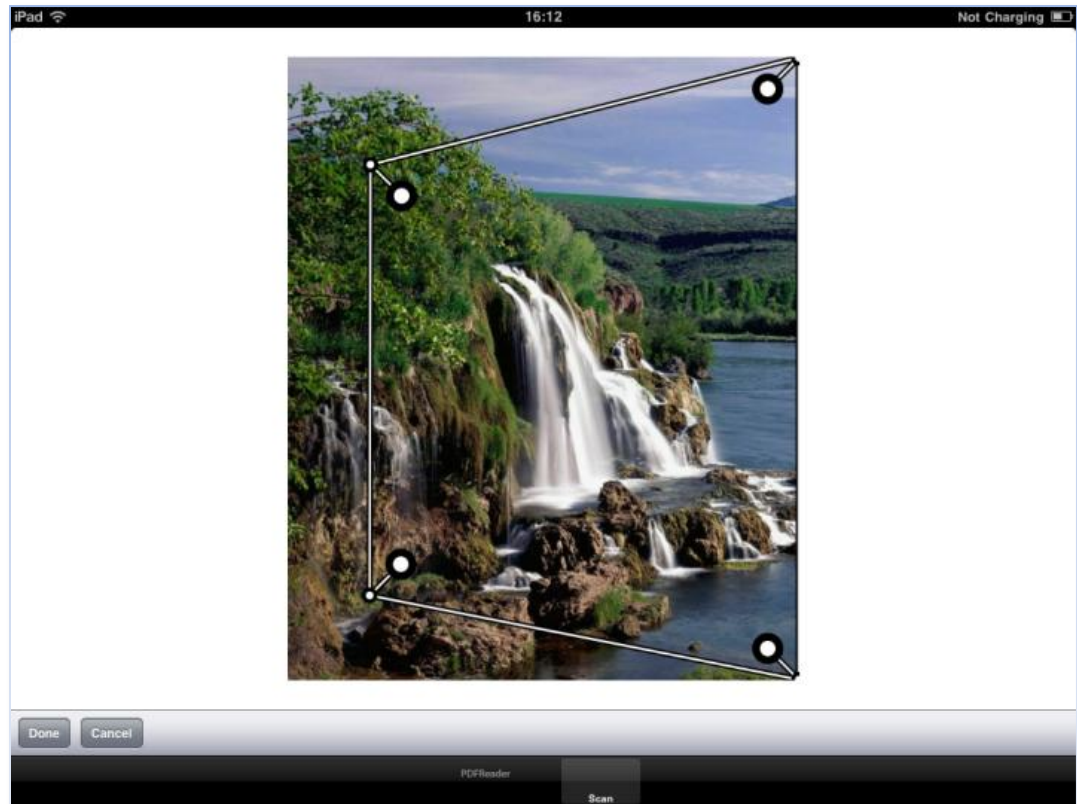


Use the buttons on the bottom toolbar to edit your image.

Note that editing images in PDF Reader Pro scan mode does *not* affect the images in your photo albums, nor does it add the edited images as new files to your albums. The effects of any editing are limited to PDF Reader Pro.

Crop

Tapping the crop button will add “handles” to all four corners of your image, allowing you to drag those corners to crop your image.



Tap a black and white circle and hold it until the little circle attached to it matches its size. Then drag the corner to the desired location. Crop the image to your liking and tap **Done** in the toolbar to save your changes. To discard your changes or start over, tap **Cancel**. Alternatively, tap **Scan** at the bottom of your screen. This will discard any changes and return you to the overview screen.

Note that cropping may distort your images because everything outside the four cropping lines will be deleted from the image, but the image shape will remain a rectangle.

Contrast & Brightness

To adjust the contrast and brightness of your images, tap one of either button in the toolbar. A slider will appear where you can adjust these settings.



When you release the slider, the image will be processed and you will see the result. If you are happy with it, tap **Done** to save the changes, if not, readjust the slider or tap **Cancel**.

Black/white

The last button on the toolbar allows you to toggle between color and black/white images. The image will be processed and you will see the result. Click **Done** to save the result or tap the black/white button again to return to the color version of your image.

Note that you cannot bring back the colors of an image once you have saved it to black/white by clicking the **Done** button.

Make PDF

After you have selected and edited the images for your PDF, you are ready to create it. Tap the **Make PDF** button in the toolbar to bring up the dialog below.



Enter a name for the PDF and tap **Make**. PDF Reader Pro will create the document and add it to your list of PDFs. Switch to **PDFReader** to view your document.

Clear images

While working on creating your PDF, you may want to delete one image from the list. After you have created your PDF, you may want to delete all the images from the scan list. Both options are available.

Delete one image

Delete one image by swiping over that image. A **Delete** button will appear on the right of the image, allowing you to remove the image.

Delete all images

Delete all images by tapping the **Clear** button at the bottom of the screen. Note that all images will be instantly and permanently deleted from the scan list (*not* from your photo album) and that you will not be asked to confirm.

PDFSync Screenshots

PDFSync

If you like PDF Reader Pro, you may also like PDFSync for Mac – a bonus app for our PDF Reader Pro for iPad users.

PDF Sync for Mac allows you easily manage your files and folders directly from your Mac. Changes you make to your files are automatically synchronized the next time you connect your iPad to your Mac, so that all your files are always up to date and available on your Mac and iPad.



PDFSync works similar to the USB sharing feature but with a very big advantage: PDFSync allows you to **transfer complete folder and sub folder structures**.

See the next two pages for screenshots of the app.

Download PDFSync for free today:

[http://itechdevelopmentssystem.com/pdfsinc- 1 1 s 3 32.html](http://itechdevelopmentssystem.com/pdfsinc-1-1-s-3-32.html)

