



PDF Expert

User Guide

Chapter 1.	Overview	5
	Sidebar Menu	6
	File Menu	7
Chapter 2.	Getting files from...	8
	Mac or PC via iTunes	8
	Mail	9
	Dropbox	9
	Other web storages	10
	iCloud	11
	iCloud Drive	12
	Readdle Transfer	13
	Safari	15
	macOS	16
	Windows PC	18
Chapter 3.	File management	20
	Supported file formats	20
	Thumbnail/List View	21
	Managing files and folders	21
	Operations with files and folders	22
Chapter 4.	Creating new documents	23
	Reading options	24
	Additional actions	26
Chapter 5.	Annotating	28
	Text markup	29
	Text notes	30
	Writing	31
	Drawing	33
	Shapes	34
	Pictures and stamps	34

	Audio notes	36
	Undo and Redo	36
	Annotations Summary	37
Chapter 6.	Editing	38
	Text Tool	38
	Image Tool	38
	Link Tool	39
	Redact Tool	39
	Table of Contents (TOC)	40
Chapter 7.	Text to speech	41
Chapter 8.	Filling out forms	42
	Supported form formats	42
Chapter 9.	Signatures	45
Chapter 10.	Managing PDF pages	47
Chapter 11.	Presentation mode	49
Chapter 12.	Flattened PDFs	50
Chapter 13.	Submitting and uploading	51
	Submit by email	51
	Upload to a web storage	52
	Sending to another app	52
Chapter 14.	Sync	53
	Automatic Sync	54
	Manual Sync	54
Chapter 15.	Settings	55
	PDF Viewer	55
	File Manager	56
	Security	56
	Wi-Fi Drive	57
	Network	57

File Content Search	57
Sync	58
Support	58
Appendix. Troubleshooting	59
Restoring files	59
Reinstallation	59
PDF Form issue	59

PDF Expert is an ultimate multi-functional solution for any task involving PDF documents. The complete functionality of working with PDF documents becomes just as convenient for you as on the desktop computer at the office or at home.

- PDF Expert allows you to view any PDF file you need, annotate it by using highlight and making remarks, redact sensitive information with Blackout and Erase tools, insert your corrections by deleting and extracting pages to other PDF documents, etc.
- Moreover, PDF Expert offers you the unique opportunity to fill in PDF forms. Text fields, checkboxes, radio buttons and other form elements work here as you expect.
- Another valuable function of PDF Expert is the ability to sign contracts and agreements right on the iPad.

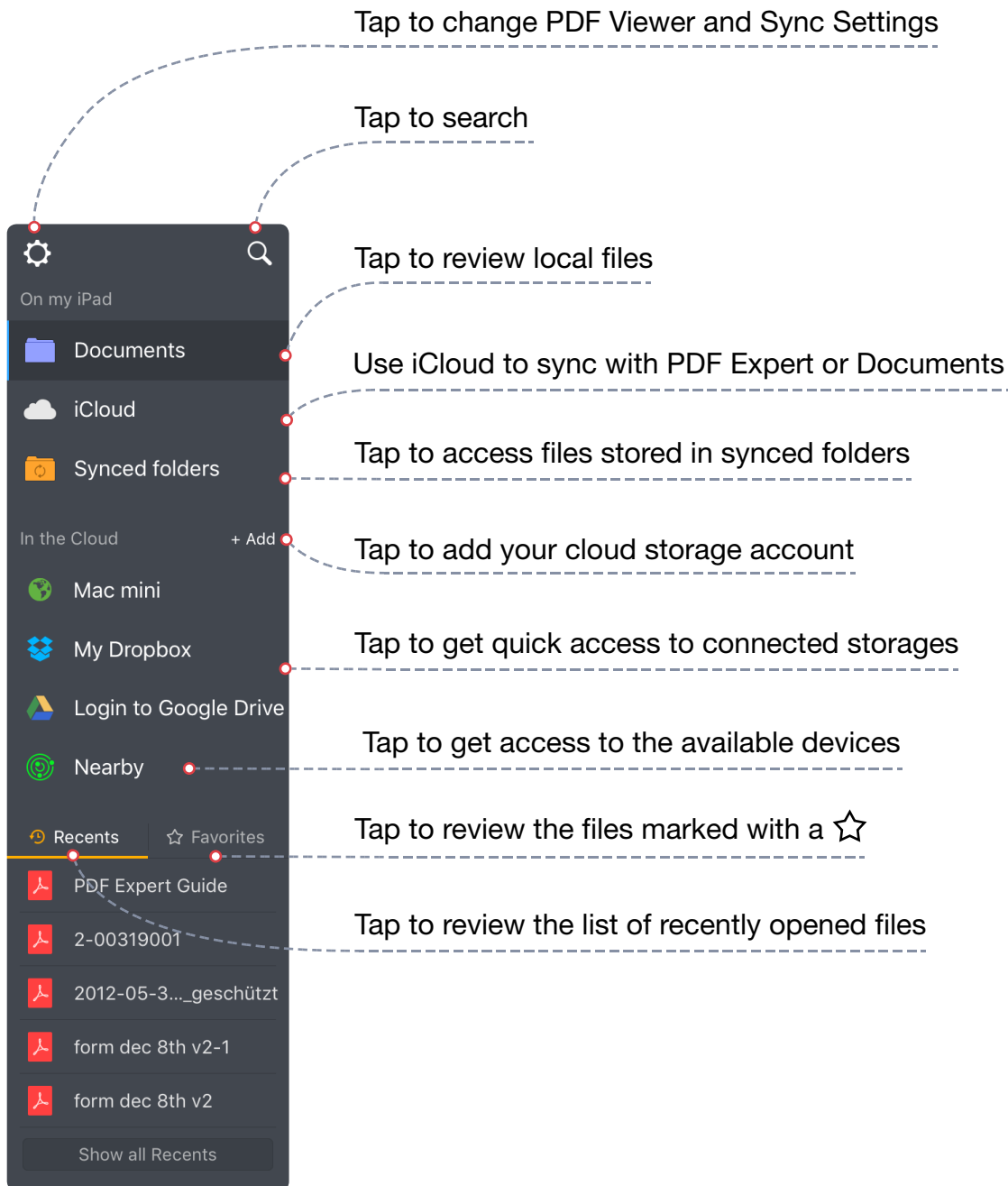
You can transfer PDFs from your Mac or PC to iPad and vice versa via Readdle Transfer technology, send email attachments, upload files to Dropbox, Google Drive, OneDrive or any other cloud storage for the further work on your iPad. PDF Expert reads almost all document types, including: iWork, MS Office, text files, images, even music and video files.

Upon completion, the changes are saved in accordance with PDF format specification. Documents can be shared with other devices or web storages for viewing or modifying in any decent PDF reader like Adobe Acrobat Reader, Apple Preview, etc. You can give access to the annotated files to your friends and colleagues.

With PDF Expert on iPad you have a complete document workflow you need for your professional and personal activities.

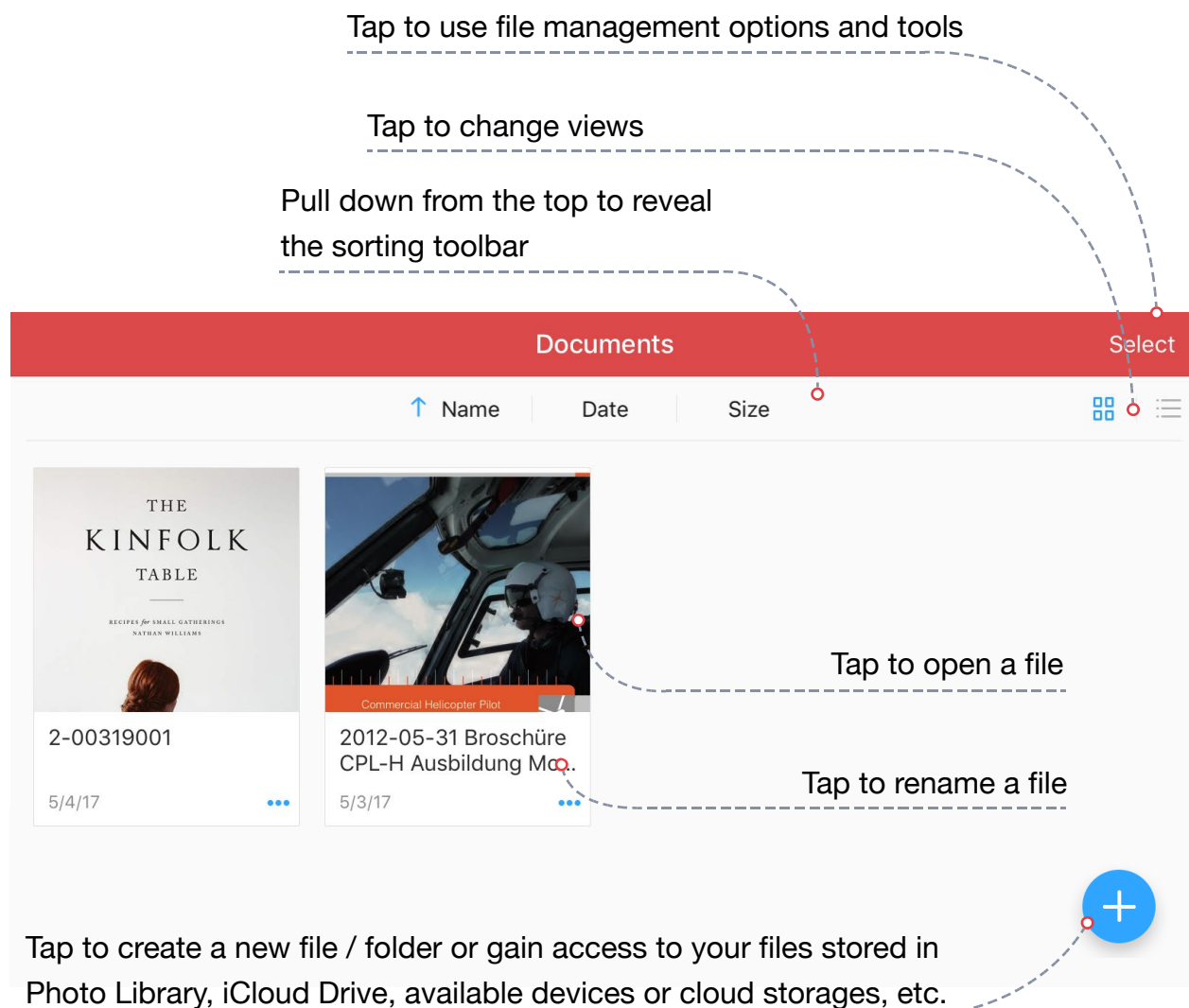
Sidebar Menu

PDF Expert provides a clean and simple user interface. There are two main sections: control panel (sidebar menu) and files. The sidebar menu is represented by the following subsections: **On my iPad** (contains local files that are available on your device in PDF Expert in offline, including those ones from iCloud and synced folders) and **In the Cloud** (provides you with the possibility to get access to your files stored remotely in cloud services or on available devices, located nearby). **Recents** and **Starred** subsections are optional.



File Menu

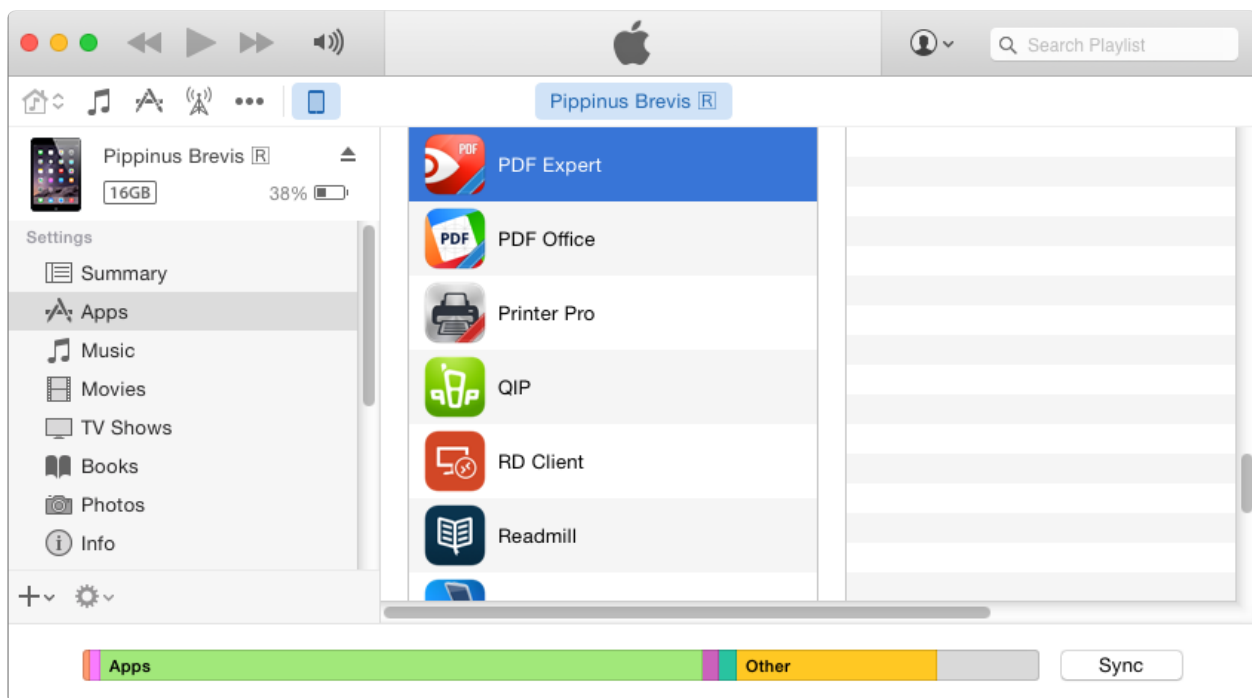
The top toolbar in Documents tab provides you with a possibility to sort your files by Name, Date, Size and change the view to List or Thumbnail mode.



Mac or PC via iTunes

To get started with iTunes File Sharing make sure the latest version of iTunes is installed on your computer. To download iTunes use the link below <https://www.apple.com/support/itunes/install/>

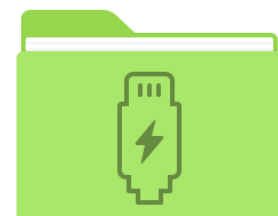
Once iTunes is installed, follow the steps below to load files and folders to PDF Expert:



1. Connect your iPad to your computer via USB cable;
2. Launch iTunes on your computer and tap the iPad icon;
3. Switch to Apps tab and scroll down to the File Sharing section;
4. Find PDF Expert and drop your files to the Document section;
5. Use drag-and-drop to load your files or click **"Add File..."**.

After that the files you've loaded will be placed in PDF Expert **"iTunes files"** folder.

You can use iTunes to download your files from PDF Expert. To do that make sure that all of the necessary data were loaded to **"iTunes files"** folder.

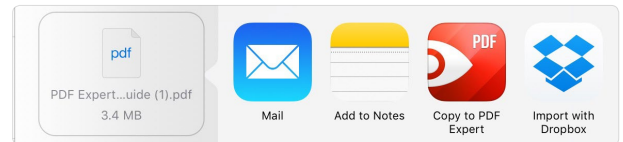




Mail

To send a file from your mailbox to PDF Expert:

1. Open the email in the iPad Mail app;
2. Tap and hold on the attachment;
3. Select **Copy to PDF Expert**.



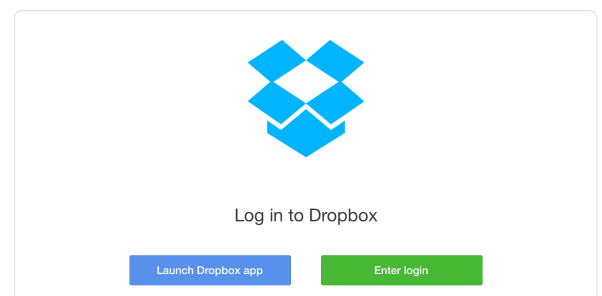
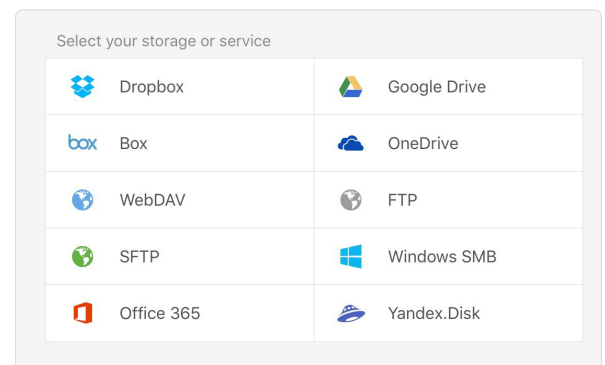
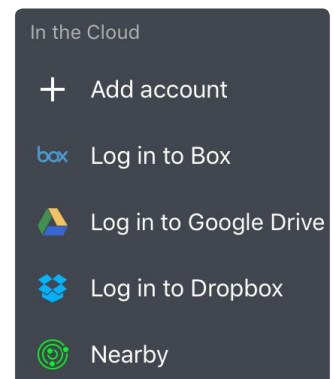
A copy of the file will be saved in PDF Expert and opened for preview.



Dropbox

With PDF Expert you can download files and folders directly from your Dropbox account. To do that:











- Connect to Dropbox:
 1. Tap **+ Add account**;
 2. Select **Dropbox**;
 3. You can either **Enter login** and **password** manually or **Launch Dropbox app** to get authorized;
 4. After authorization your Dropbox account will be saved under **In the Cloud** section. Tap it to review your Dropbox files.
- Tap on any file to download and open it.





Other web storages

PDF Expert supports the following web storage services:

 Dropbox	 Google Drive
 Box	 OneDrive
 WebDAV	 FTP
 SFTP	 Windows SMB
 Office 365	 Yandex.Disk

To set up connection with any of the listed web storages, follow the steps below:

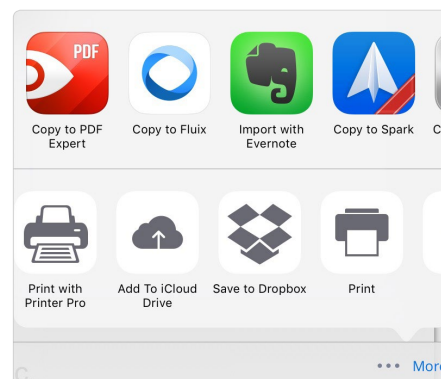
1. Tap **+ Add Account** and select the storage you want to connect to;
 2. Provide your credentials;
 3. Once the authorization is completed, you'll get access to the list of all files stored on the service;
 4. Tap any file to download and open it.
- To download **several files at a time**:
 1. Tap **Select**;
 2. Select files and folders;
 3. Tap **Download**;
 4. The selected files will be automatically downloaded to the 'Downloads' directory.

Note: You can [change the destination](#) of downloaded files in the app Settings > File Manager.



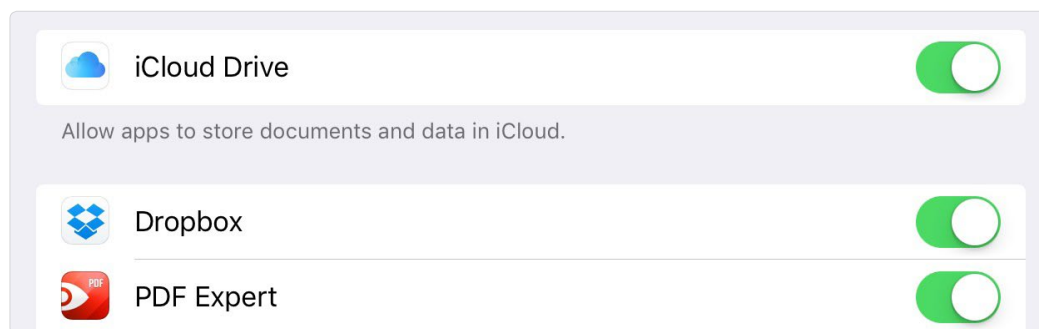
Other apps

To send a file from any other app you can use the iOS standard Copy to... feature, which is usually placed in the actions menu.



iCloud

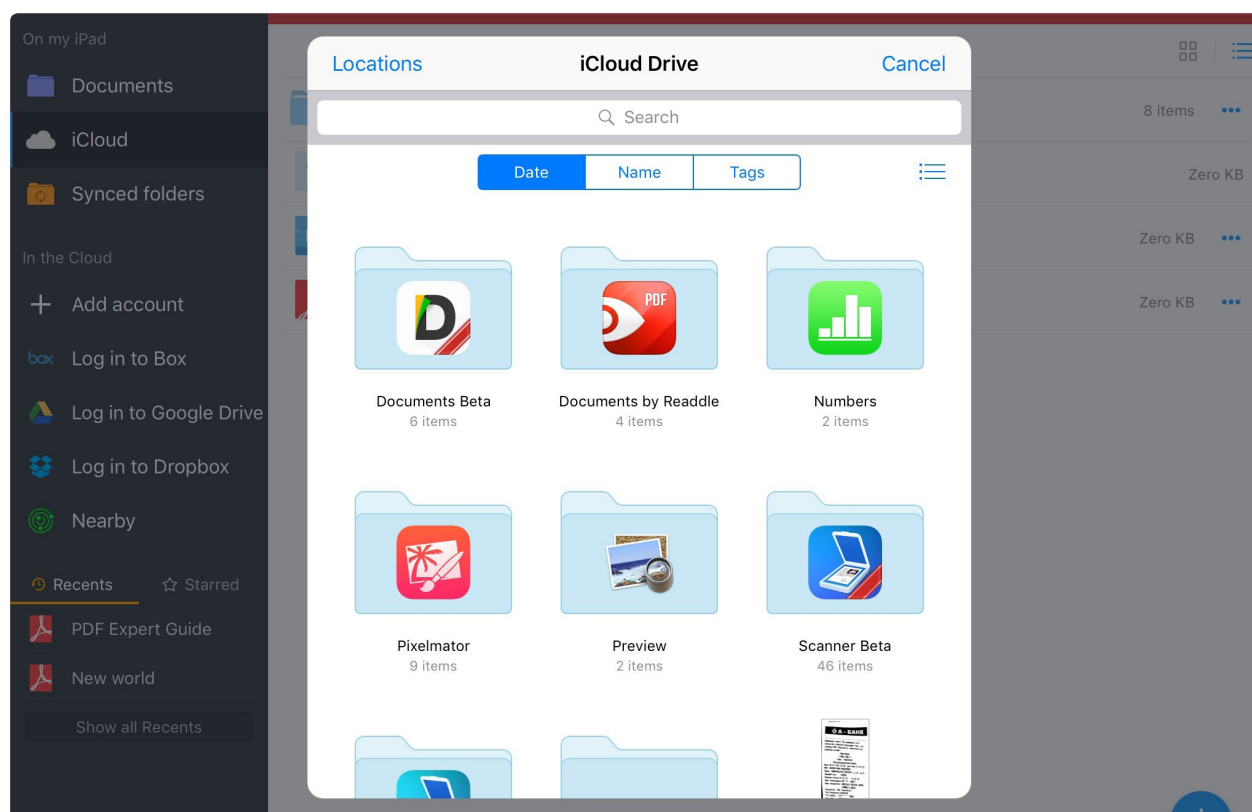
In PDF Expert with iCloud you can sync PDFs and other types of files from another iPad with PDF Expert or [Documents](#) app.



- To enable iCloud:
 1. Go to iOS Settings on your iPad;
 2. Tap your Apple ID at the top of the menu that contains your name and image, if you've added one;
 3. Tap **iCloud**;
 4. Enable the toggle for iCloud Drive;
 5. Finally, enable the toggle for PDF Expert.
- To move or copy files to iCloud:
 1. Go to Documents tab;
 2. Tap **Select**;
 3. Choose a file or files you want to move or copy to iCloud;
 4. Tap **Move** or **Copy**;
 5. Select a directory in the iCloud section.

iCloud Drive

Once iCloud Drive is ON in iOS Settings, iCloud tab will appear in PDF Expert. Tap **iCloud** and select a file you'd like to import from another application or iCloud Drive root folder.





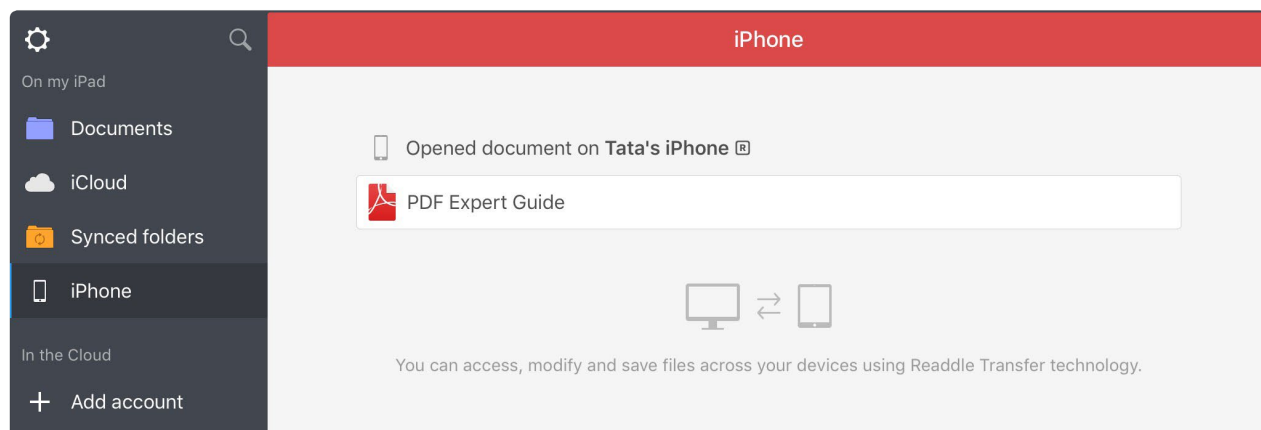
Readdle Transfer

Readdle Transfer is a unique technology that allows you to get access, modify and save files across your devices. You can start working on your file in PDF Expert on one of your iOS / macOS devices and transfer it to another device to keep on working over the same file there. Readdle Transfer works between your devices within the apps:

- [Documents](#) on iPhone/iPad
- PDF Expert on iPhone/iPad
- [PDF Expert for Mac](#) on macOS

To use Readdle Transfer, make sure that the following requirements are met:

- PDF Expert (Documents) app should be active and running on both devices;
- The same network connection on both devices;
- The same Apple ID on both iOS/ macOS devices;
- iCloud Drive is enabled for both devices: on your iPhone/ iPad (iOS settings > Apple ID > iCloud > iCloud Drive is 'On') and on your Mac (System Preferences > iCloud > iCloud Drive is 'On').



To transfer a file from your iPhone to iPad, follow the steps below:

1. Go to the app Settings;
2. Tap PDF;
3. Enable the toggle for Transfer under the Readdle Transfer section;
4. Open the file in PDF Expert on your iPhone;
5. Launch PDF Expert on your iPad;
6. Tap the iPhone icon that appears on the sidebar menu once the connection between devices is established;
7. The list of all opened documents on iPhone will be displayed;
8. Select the file you need to transfer to iPad and go on with working on it.

Note: Readdle Transfer allows you to keep on working with the file on another device but the copy of the file is not created on the second device automatically. To save the file on your iPad, tap Actions button on iPad > Save a Copy (if the file is still opened on both devices) or simply close the file on your iPad and choose where to save the file to (save back to iPhone/ save to iPad) if the file is already closed on your iPhone.



Safari

To send PDF files from Safari to PDF Expert you can use 2 methods:

- Open in PDF Expert:
 1. Tap on the direct link to load the document in Safari;
 2. Wait until the document is loaded;
 3. Tap **Open in...** or **More** (depends on the file type) on the toolbar at the top when the documents opens for preview;
 4. Select **PDF Expert** from the list of available apps;
- URI scheme:
 1. Tap on the direct link to load the document in Safari

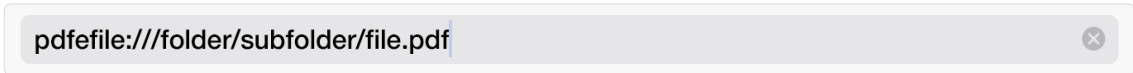


pdfhttp://manuals.info.apple.com/en_US/ipad_user_guide.pdf

2. Add **PDFE** to the URL in the address bar and tap Go

The PDF will be automatically saved and opened in PDF Expert

Note: you can also open a file from PDF Expert using URI scheme in Safari. Type **PDFEFILE:///folder/subfolder/file.pdf** to open file.pdf stored in folder/subfolder in PDF Expert Documents tab.




pdfefile:///folder/subfolder/file.pdf

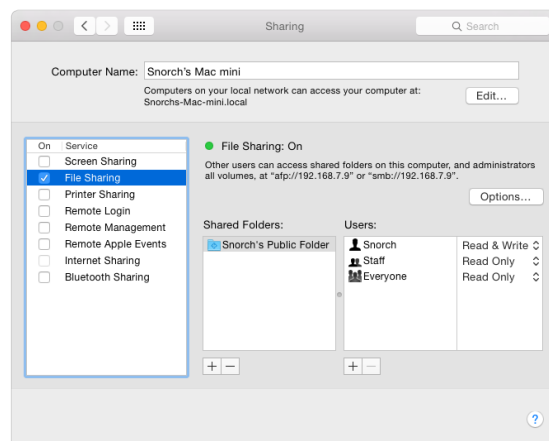
macOS

First check **Nearby** section in PDF Expert to find any available computers or mobile devices in the local Wi-Fi network. Once you tap **Nearby**, the list of all **Available Devices** will be presented.



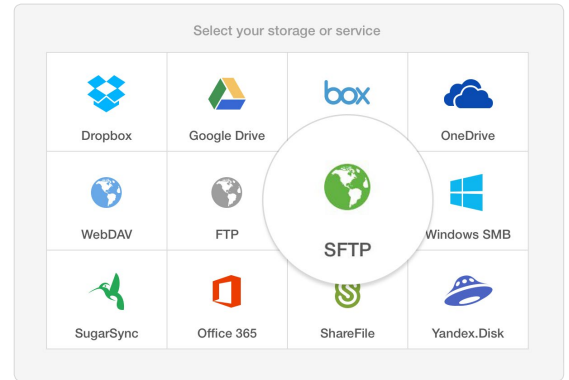
To add your Mac to Available devices you can enable SFTP server. To enable SFTP server on your Mac:

1. Go to Mac OS X System Preferences 
2. Click **Sharing**
3. Check **Remote Login**



Once SFTP server is enabled, follow the steps below to connect PDF Expert to the Mac.

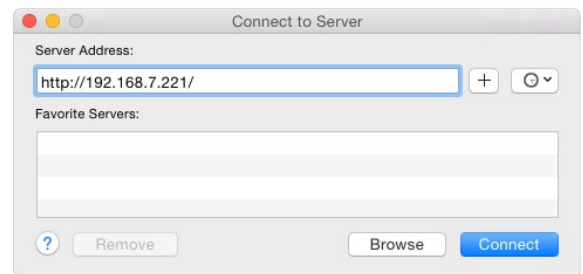
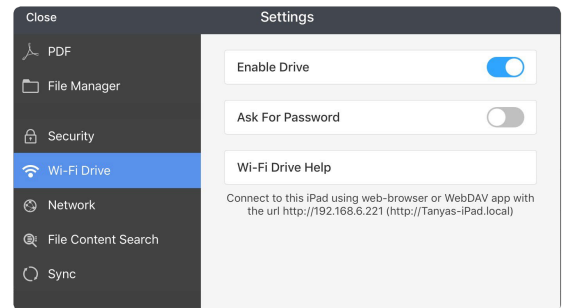
1. Tap **+Add** on the sidebar menu in PDF Expert
2. Tap **SFTP**
3. Use your Mac IP address as a **Host**
4. Provide your Mac login and password (credentials used for installing apps and logging into your Mac account)
5. Tap **Save** to create a connection
6. The connection will work in your local Wi-Fi area, provided your Mac is turned on.



To connect to **PDF Expert** from Mac OS X:

Make sure **Wi-Fi Drive** is enabled under **PDF Expert Settings > Wi-Fi Drive**. When **Wi-Fi Drive** is on you will see iPad IP address in **Network** tab when tapping on **Wi-Fi** icon at the top

1. Click **Finder** icon on your Mac
2. Move your cursor to **Go** at the top
3. Choose **Connect to Server...**
4. Type in the **IP address** that can be found in **Settings > Wi-Fi Drive** menu
5. The IP address must start with **"http://"**
6. Click **Connect**
7. Confirm the connection on iPad



After that you'll be able upload and download files from PDF Expert to the computer and vice versa via drag and drop.



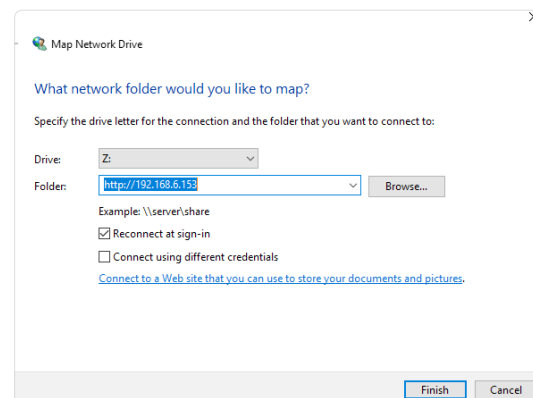
Windows PC

To establish connection with Windows PC first check PDF Expert Nearby section. If PDF Expert has located any available computers or mobile devices in local Wi-Fi network, tap any item in this list to connect to the device.

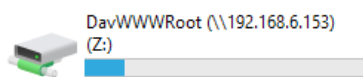
- **SMB**
 1. Make sure that your Windows computer has one or several shared folders
 2. Tap **+Add** in PDF Expert
 3. Select **Windows SMB**
 4. Put your Windows machine [IP address](#) into **Host** field
 5. Provide Windows user account login and password
 6. Specify the shared folder name if needed
 7. Name the storage and tap **Save**

After that the connection with the computer will be established.

- **Windows 7 / Windows 10**
 1. Open **Start** menu and select **Computer**
 2. Click **Map network drive** at top of the **Computer** window
 3. Choose a drive letter in the drop-down menu
 4. Type "**http://**" and PDF Expert IP address. The IP address can be found in **Settings > Wi-Fi Drive** menu
 5. If you have enabled password protection in PDF Expert, you will be prompted to enter your username and password. Also, please note that Windows Vista/Windows 7 may ask you to enter the password several times
 6. As a result you will get PDF Expert network drive mounted and ready to use.



To reconnect to PDF Expert make sure that PDF Expert is running. Open the **Start** menu and click **Computer**. Find the network drive under **Network Locations** and double-click it.



PDF Expert provides a comprehensive and easy to use file manager. You can view the following file types in PDF Expert:

Supported file formats

File Viewer .pages, .keynote, .numbers; .doc/.docx, .xls/.xlsx, .ppt/.pptx; .odp, .ods, .odt, .rtf, rtf, .txt; .html, .htm, .webarchive

PDF Viewer .pdf

Image Viewer .bmp, .gif, .ico, .jpeg, .png, .tiff, .xbm

Video Player .3gp, .l16, .m3u, .m4v, .mm, .mov, .mp4, .scm.

Audio Player .aac, .aif, .aifc, .aiff, .amr, .au, .l16, .m3u, .m4a, .m4b, .m4p, .mp3, .pcm, .wav

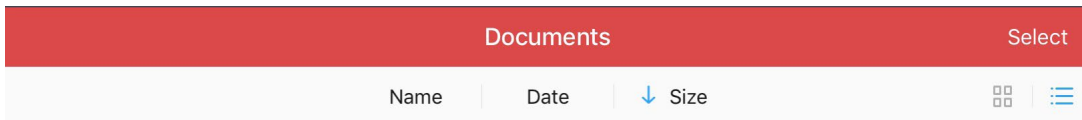
Archiver .zip, .rar



Note: PDF Expert is intended for annotating PDF files, therefore you need to convert other files to PDF before sending them to PDF Expert. You can use [PDF Converter](#) or similar app for iPad to convert your files. All the rest of the presented formats will be available for preview.

Thumbnail/List View

You can view files in two modes - **Thumbnail** and **List**. To switch between the views:

1. Pull down from the top to reveal the sorting toolbar;
2. Toggle the view mode using the buttons in the top right corner.



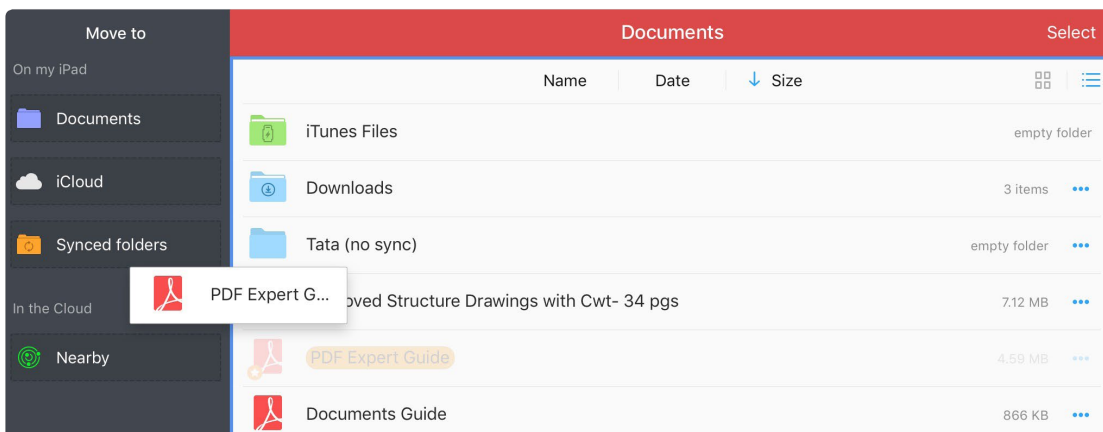
- In Thumbnail view  you can review all your files with their miniature previews. The content of the first page is taken for the cover page for pictures, video and PDFs.
- In List View  you can review the list of your files with small icons without thumbnail previews.

Managing files and folders

In both List and Thumbnail views you can arrange your files using Drag and Drop.

1. Tap and hold on the file or folder you want to move.
2. Drag the selected item above the target folder.
3. Drop the item to move it to the other folder, Nearby tab, Favorites or simply Delete it (in the bottom left corner).

To get the file out of a folder, tap and hold the file and then drag it over 'Documents' at the top until it becomes blue and get the file to the parent folder.



Operations with files and folders

To start managing files in batch, tap **Select** at the top and select one or several files / folders. If you need to manage a single file, simply tap the three dots icon **⋮** that stands for 'More options' nearby the file itself:



Copy files and paste them into another folder;



Move files from one folder to another;



Rename files. You can also rename the file by tapping its name in the Thumbnail view or swiping over it in the List view.



Delete files.



Merge multiple documents into one file. Make sure that two or more PDF files are selected.



Compress files. The new zip file will be added to the current folder.



Add file to Favorites. The file will be listed on the left sidebar.



Assign a color tag to files. You can select one of 6 colors available.



Email files. When only one or several documents are selected you can choose to send a choose to send a [Flattened copy](#) or an original document. If you select folders along with files, PDF Expert will zip the data and send it by email.



Upload files to the web storage PDF Expert is connected to or any available devices located nearby.

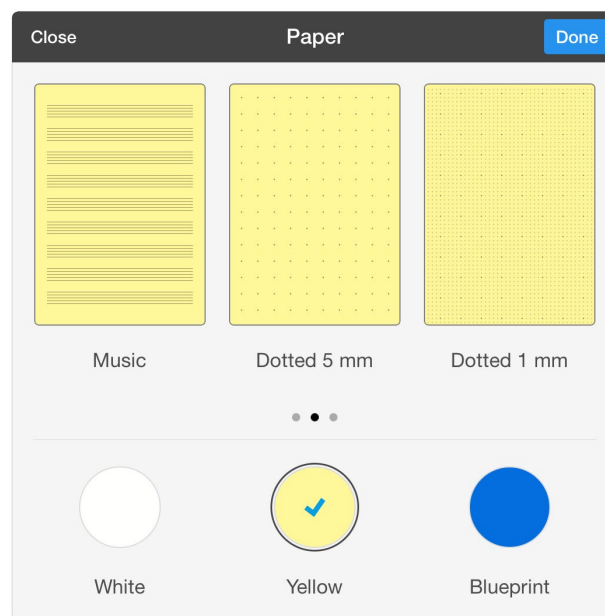
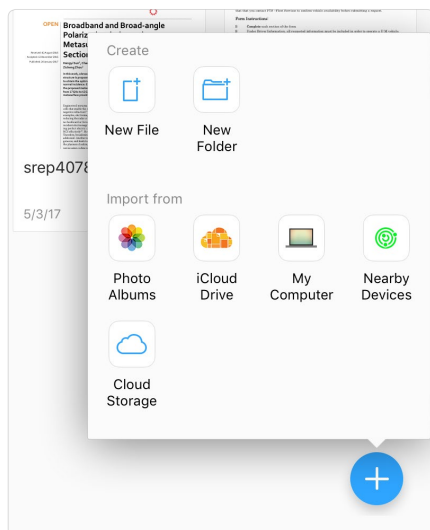




Export files to any other third-party app via iOS standard share sheet dialog.

Note: PDF Expert may not be able to send an attachment by email because of the file size limit. The size limit depends on your mail account, for example Gmail will process up to 25MB attachments in each email.

With PDF Expert you can easily create a new PDF document and fill it out with images, drawings and text.

- To create a document:
 1. Switch to **Documents** tab
 2. Tap **+** at the bottom of the screen;
 3. New File;
 4. Select colour and paper type for the new document. There are 9 options of paper and 3 colours available.



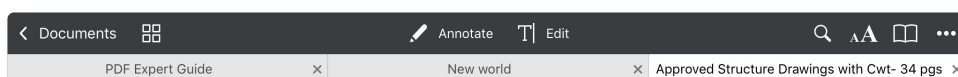
- To add a page to a document:
 1. Open a document in its thumbnail view 
 2. Tap 
 3. Select paper type and colour;
 4. Once finished, tap **Done**.

The documents you create in PDF Expert are compatible PDF files, which can be viewed in all popular PDF readers, including Mac Preview and Adobe Reader.

PDF Expert provides a convenient and easy way to review and read PDF documents. The table below lists all actions you can perform while reading PDFs in PDF Expert:

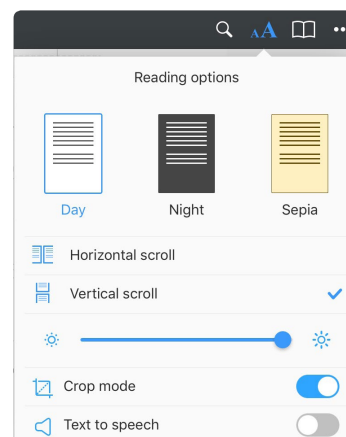
Reading options

- Open a PDF** Tap on any PDF file in **Documents tab**
- tap 🕒 to review the list of recently opened files or tap ☆ to open one of the favorites
 - Use **the tabs** to switch to one of the previously opened files





- Zoom**
- Use two finger pinch gesture
 - Double tap to zoom instantly

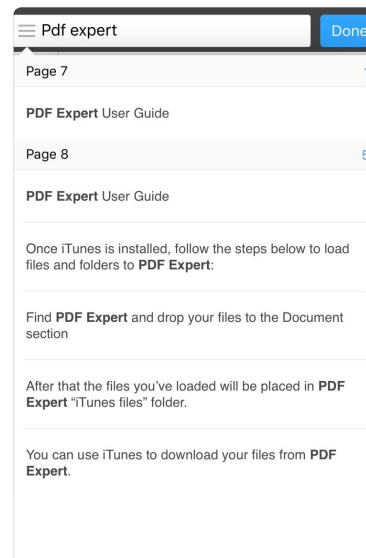
- Crop**
- Tap **AA** and select **Crop Mode** toggle. PDF Expert will analyse the document and hide the margins.




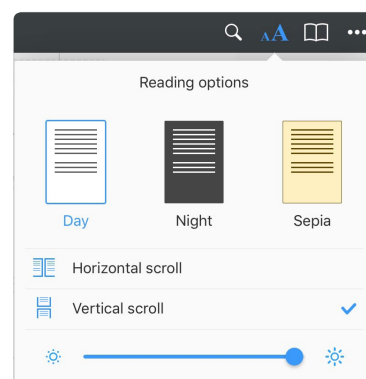
- Go to the next or previous page**
- Swipe with one finger
 - Tap on the **right** or **left edge** of the screen in Horizontal scroll. Tap on the **top** or **bottom** accordingly in Vertical scroll.


- Go to a certain page**
- Use the slider at the bottom to scroll through the document;
 - Tap **...** and select **Go to Page**. Then specify the page number;
 - Tap **☰** and select the needed page.

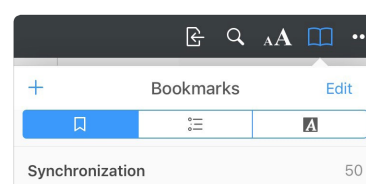
- Search**
- Tap  and type the word or phrase you are looking for. The list of results is presented from the current page. Tap on any item in the list to navigate to the appropriate place on the PDF. To hide the list of search results, tap .
 - Tap on the **page number** to highlight all search results on the page.




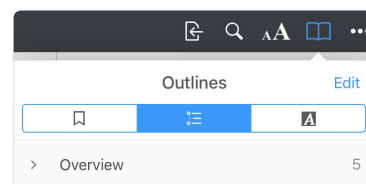
- Adjust reading mode**
- Tap  and set up the **Brightness** level. You can also select **Day**, **Sepia** or **Night** mode for reading. In the **Night** mode colours of the document will be inverted.




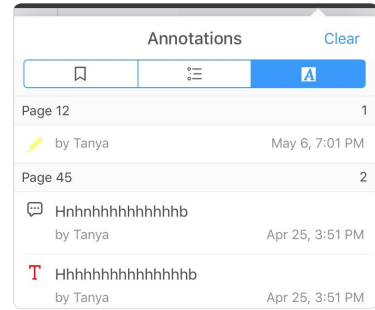
- Managing bookmarks**
- Tap  and select the **Bookmarks** tab to review the list of bookmarks and navigate to one of them. You can also add a new bookmark by tapping **+** on the current page. Tap **Edit** to rename or remove a bookmark.



- Navigate by Outlines**
- Tap  and select the **Outlines** tab to review and navigate through the table of contents. To expand the chapter tap the arrow icon.



Review annotations You can review the list of all annotations and navigate to the corresponding pages by tapping  and selecting the Annotations tab.



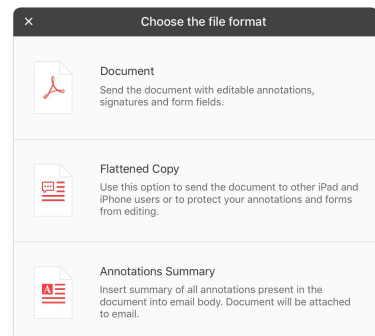
Additional actions

PDF Expert provides you with a vast amount of additional options for conducting multiple actions with PDFs. Here is how you can reach them all:

1. Open a PDF;
2. Tap ... at the top right corner of the screen;
3. Select the action you need to perform with the file:

Go to Page Takes you right to the page you need. Type the page number from the available range and tap Go.

Save a Copy Gives you a chance to save the PDF as the Original Document, [Flattened Copy](#) or [Annotations Summary](#).

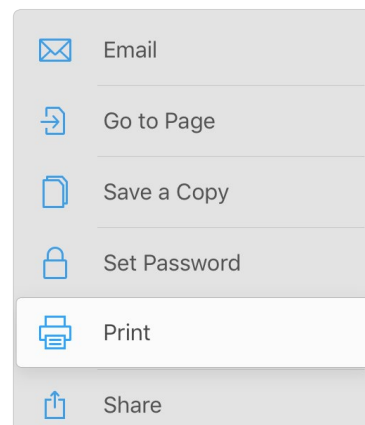


Set Password Provides you with the possibility to limit access to a PDF by setting password.

Email This option is represented by Document, a [Flattened Document](#) or [Annotations Summary](#).


When Document is selected, PDF Expert sends the PDF as is. All the annotations and form data remain editable.

Print Once the **Print** option is tapped, the AirPrint dialogue will pop up to let you select your printer and set number of copies you want to print. In case our [Printer Pro](#) is installed on the device, you'll be able to choose between Printer Pro and AirPrint and go on with printing.

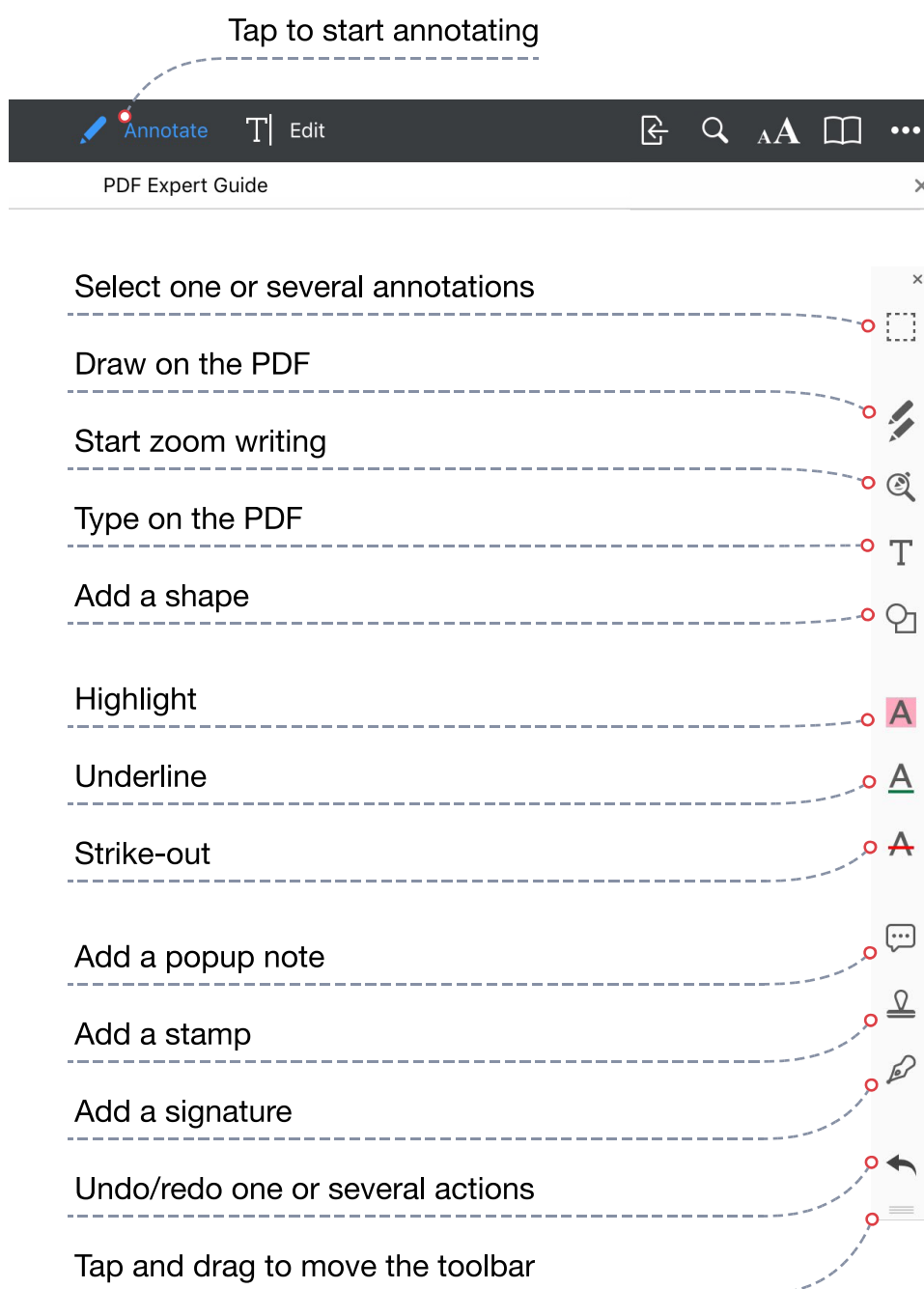


Open in another app This option allows you to open a current document in any other third party app on condition that the latter supports iOS 'Open in' share sheet dialogue. You can choose to send the original Document to another app or a [Flattened copy](#).

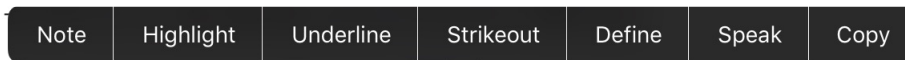
Sending a **Flattened Copy** is recommended when the target app doesn't provide a sophisticated PDF viewer, since it may not display annotations in the original version of the document.

To start annotating the PDF document tap  to reveal the annotation toolbar. Then select the tool you need from the right sidebar.

- To **hide** the annotation toolbar swipe horizontally across the toolbar away towards the edge of the screen.
- To **reveal** the annotation toolbar swipe horizontally from the edge of the screen.






Some annotation tools can be also selected by tapping and holding on the document and choosing the tool from the popup.



Note: you can also open a file from PDF Expert using URI scheme in Safari.

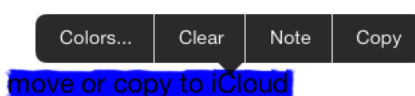
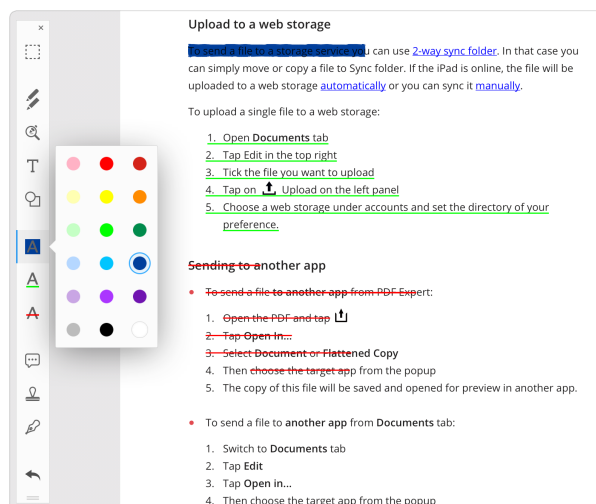
To hide the annotation toolbar tap  .

Text markup

To start highlight, underline or strike out the text tap ,  or  . Then tap and drag on the text you'd like to annotate.




You can highlight underline and strike out any text.

To change the colour of the markup tap and hold on any of the markup tools or tap the highlighted text and pick Colors... from the popup.



Text notes

You can **create** two types of text notes:

1. **Popup note.** Tap  and then tap on any place of the PDF to add a popup note. You can move the popup note afterwards by tapping, holding and dragging the note icon . **Alternatively** you can **create** a popup note by tapping and holding on the PDF and selecting **Note** from the popup. To **delete** a popup note – open it first and then tap .
2. **Text note.** Tap **T** and then tap on any place of the PDF. The keyboard will pop up and you'll be able to type the text.

You can use the tools at the top to change text style, i.e. select font size, color and family.



- Tap **Done** to apply the note
- To **Undo** tap . Tap and **hold**  to **Redo** one or several actions.

Note: the Text note tool analyses the PDF and tries to avoid overlaying the text and graphics on the PDF.

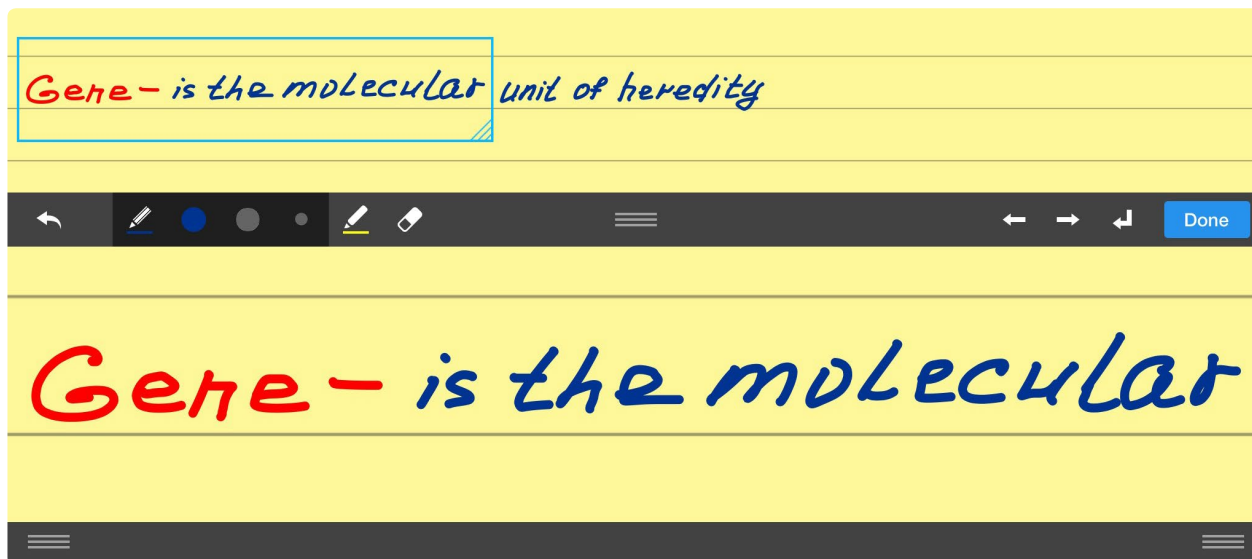
For example: if you type on the margins, the new line will be automatically started once the cursor reaches the text of the PDF.





If you tap on the margins, the new line will be started once the cursor reaches the text of the PDF

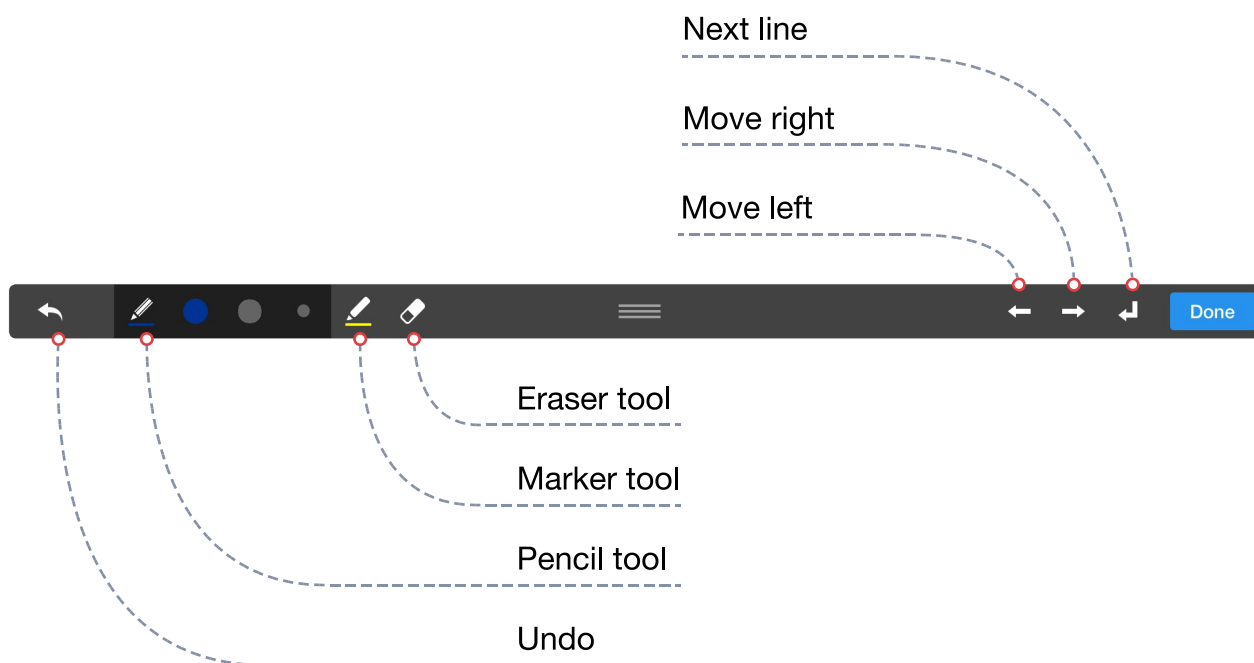
1. Open **Start** menu and select **Computer**
2. Click **Map network drive** at top of the **Computer** window
3. Choose a drive letter in the drop-down menu
4. Type "**http://**" and PDF Expert IP address. The IP is displayed at the bottom of the main PDF Expert screen and in the **Network** tab
5. If you have enabled password protection in PDF Expert, you will be prompted to enter your username and password. Also, please note that Windows Vista/


Writing

To start writing use the zoom writing tool  on the annotation toolbar.

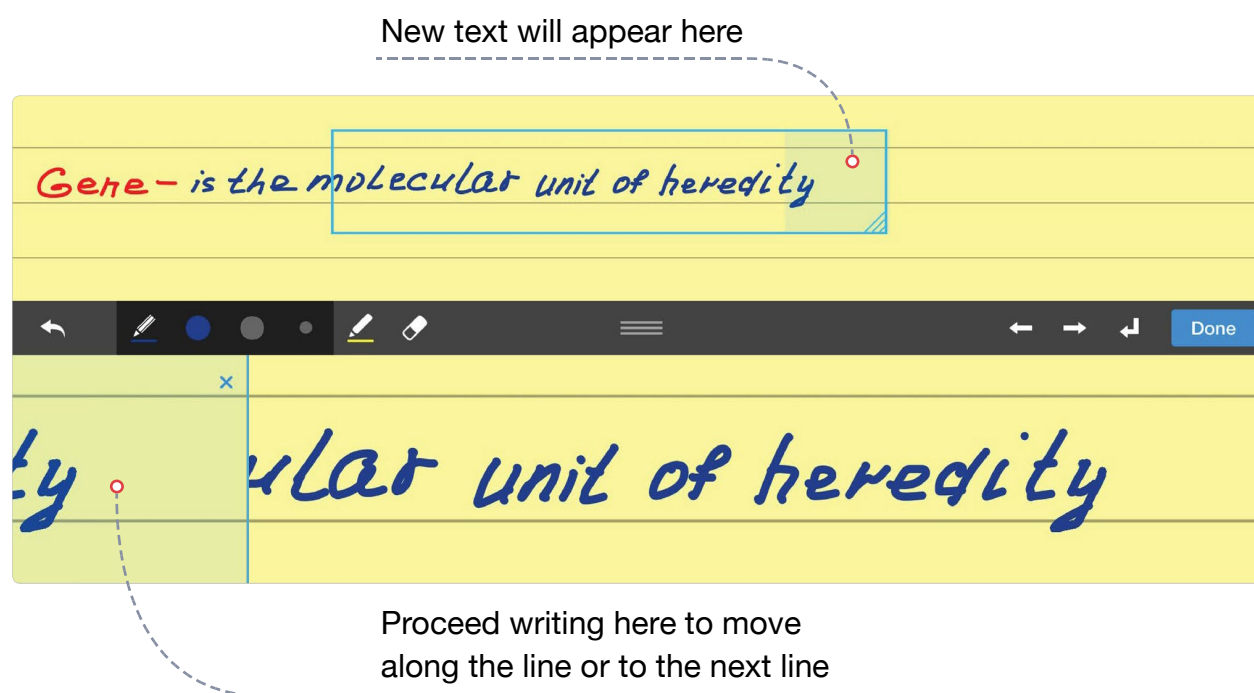


- Pick width and color for the pen and marker tools and make notes on the zoomed lower part of the screen.
- Use arrows to adjust the writing box position on the page. To move the writing box use  or . To go to the next line tap .
- Use  to adjust the size of the wrist protection zone below and the position of the zoomed box.




- To make writing more convenient follow the steps below:
 1. Tap 
 2. Select pen color and set pen width to 1 pt
 3. Start writing in the zoomed box in the lower part of the screen.
 4. Once reached the end of the line, just proceed writing from the beginning of the same line.

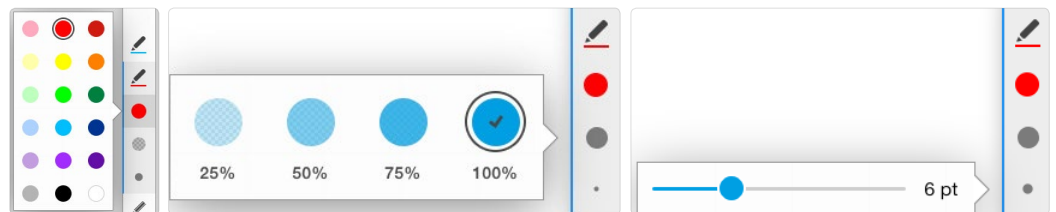
When you put your finger or stylus in the blue area to the left, PDF Expert will move the zoomed zone along the current line or to the next line so that you proceed writing.







Drawing

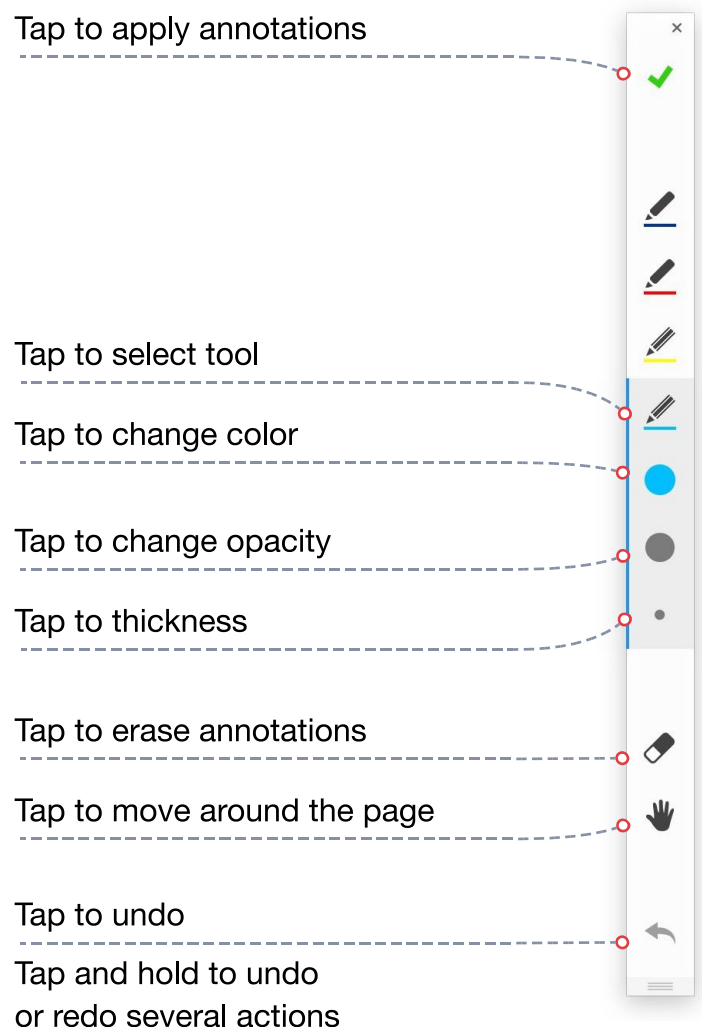
With PDF Expert you can draw or write on any PDF using a stylus or finger. To start writing tap . Then select one of the pencils or markers available on the toolbar and start writing. You can set up 4 different pens with their own:

- Color
- Opacity
- Thickness




Use Eraser tool  to remove any writings. Once done tap  to hide the annotation toolbar.

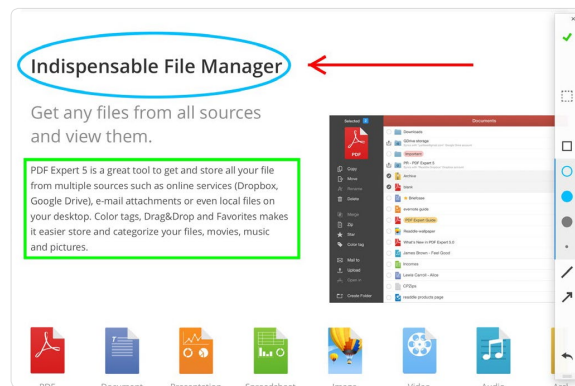
- To make writing easier you can enable Wrist Protection. For this go to PDF Expert [Settings](#) and tap PDF. Set Right or Left handed Wrist protection option.
- To Undo tap .
- To Redo tap and hold  on and drag the slider forward or back.




Shapes

1. Tap  to add a shape to a PDF;
2. Select the shape;
3. Tap and drag to create a shape of a certain type.


You can set up a line color, width and transparency for each shape.

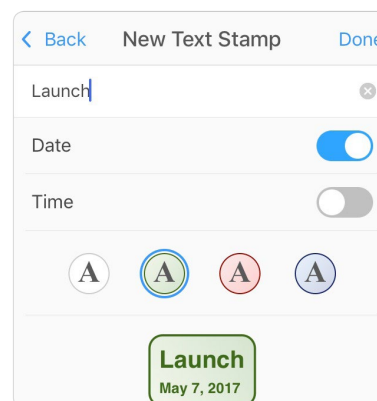


Pictures and stamps

- To add an **image** to a PDF:
 1. Tap and hold on any place of the PDF;
 2. Select **Image** from the pop-up menu;
 3. Then choose Photo Library to insert an image from the photos you have on iPad, or tap Camera to take a picture.
- To add a **Standard** stamp:
 1. Tap  or tap **Stamp** from the tap and hold pop-up menu;
 2. Select a stamp from the Standard list.



- To add a **Custom** stamp:
 1. Tap  or tap **Stamp** from the pop-up menu;
 2. Select **Custom**;
 3. Tap + ;
 4. Choose **Image Stamp** to create a stamp of an image from **Camera Roll**, or tap **Text Stamp**. You can create a text stamp with any text, current date and time.




To create a stamp with the current date enable Date toggle. With black color the stamp will look like a regular text.

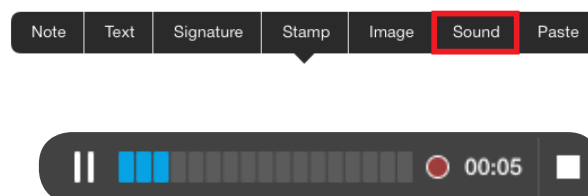
- To resize the stamp tap and hold on it and drag the pins;
- To move the stamp tap it and select **Move** from the popup;
- To delete the stamp tap it and select **Delete**;
- To copy the stamp tap it and select **Copy**. Then tap and hold and select **Paste** to place the copy of the stamp.


Audio notes

With PDF Expert you can record a sound note and add it to a PDF.

To create a Sound Note:

1. Tap and hold on the PDF
2. Tap **Sound**
3. PDF Expert will automatically start recording
4. To stop and save the audio tap 





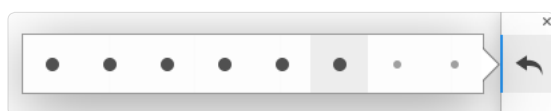
The Audio note will be available in the PDF and you can tap  to play it later in PDF Expert or [PDF Expert for Mac](#) on a computer.

Attention: PDF Expert will work well with up to 15 minutes audio recording on a file. The PDF format is not intended for keeping large audio recordings

Undo and Redo

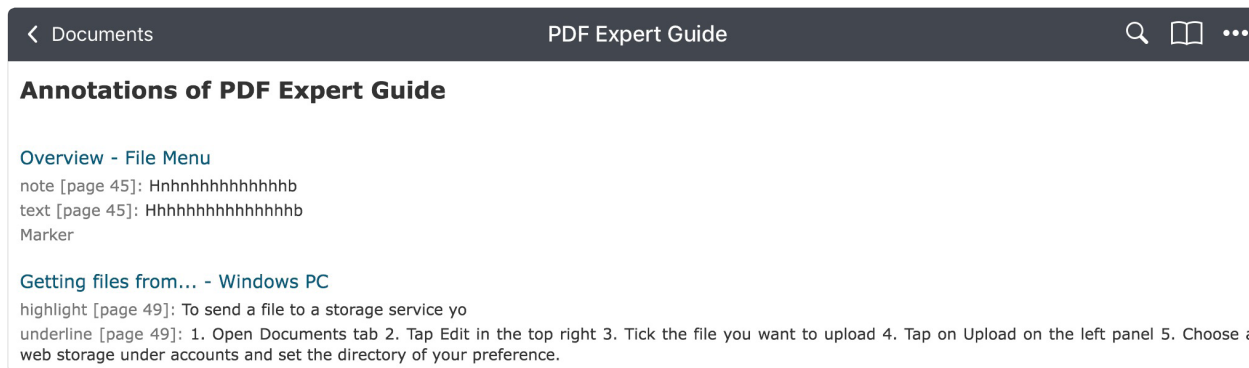
After applying any annotation to a PDF you can:

- **Undo** the action by tapping  .
- **Redo** the action by tapping and holding on the arrow button  and selecting **Redo**.



Annotations Summary

In PDF Expert you can generate and send Annotations Summary file with the list of all annotations applied to the document.



To generate and save Annotations Summary:

1. Open the file,
2. Tap **...**
3. Tap **Save a Copy**
4. Choose **Annotation Summary**
5. Tap **Done**

An HTML file with the name of the initial document will be saved to the current folder. You can send annotation summary **by email separately without the PDF document**:

1. Tap **...** when viewing the PDF;
2. Tap **Email**;
3. Select **Annotations Summary**;
4. Scroll down to the bottom of the email;
5. Tap next to the attached document and tap **✕** on the keyboard to remove the file;
6. Type in the recipient's email;
7. Once finished tap **Send**.

PDF Expert lets you easily edit text, images and links. It will automatically detect the font, size and opacity of the original text so you can make edits easily.

To start editing activate Edit tools by clicking the **T** icon in the top toolbar.

Text Tool

To add a new text block:

1. Tap on the **Text** tool **T** ;
2. Place the cursor where you want a new text block to be inserted;
3. Start typing. Once done, click on the blank space to save the changes;
4. Tap on the text to edit it or change the text properties.

Note: For your convenience there is a possibility to get the whole text of a document divided into Paragraphs or even Lines. Tap and Hold on the Text tool and select the option you need.

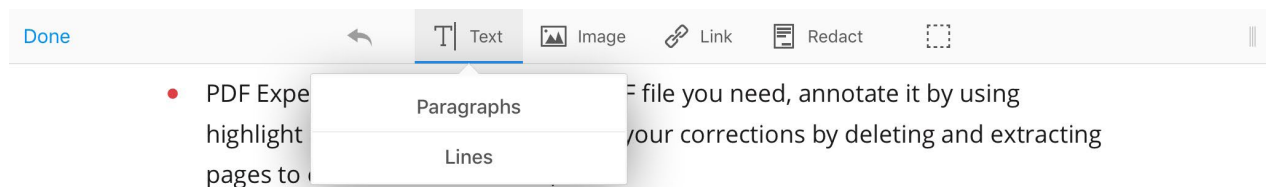



Image Tool



To add a new image:

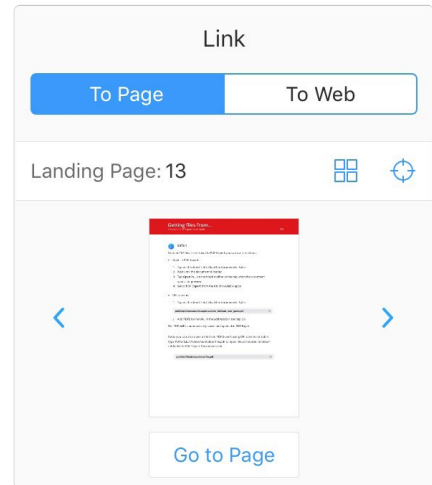
1. Tap on the Image tool  ;
2. Tap anywhere in the document and choose the image from Photo Library or make a new one right using Camera;
3. Tap on the image to resize, replace or crop it.

Link Tool

Now linking any part of the text to a different page or a website is easy. Moreover, links can be added to the images.

To add a new link:

1. Tap on the Link tool  ;
2. Select a text block you want to link;
3. Choose the link destination: **To Page** or **To Web**;
4. Insert a landing page number or use a **target picker**  that serves as an alternative to the manual landing page input.








Redact Tool

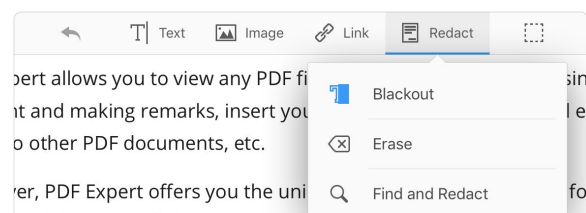
Before you distribute a PDF, you may want to examine the document for sensitive content or private information that can trace the document to you. Use the Redact tool to remove or redact sensitive images and text that are visible in a PDF.

Redaction is the process of permanently removing visible text and graphics from a document.

You use the Redact tool to remove content. In place of the removed items, you can have redaction marks that appear as colored boxes, or you can leave the area blank.

In PDF Expert the **Redact** tool is represented in two options: **Blackout**  and **Erase**  .

1. In Edit mode tap and hold on the **Redact** tool  ;
2. Select **Blackout**  or **Erase**  option;
3. Drag to select content you want to blackout or erase.




Note: If you want to locate and remove specific words, characters, or phrases throughout the whole document, use the Find and Redact tool  .

Table of Contents (TOC)

PDF Expert provides the best experience for creating outlines to easily navigate through the whole file. Subitems for outlines is another useful addition to your workflow.

To add a new item to the existing Table of Contents:

1. Tap Edit in the Outlines tab;
2. Tap +
3. To create a subitem drag one item over another.

Moreover, you can easily change a landing page number of the item in Outlines tab.

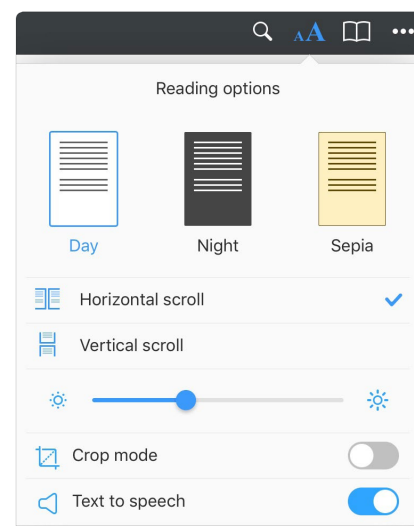
For this:



1. Tap **Edit**;
2. Tap the number box next to the item and put the page number you want to be landed to.

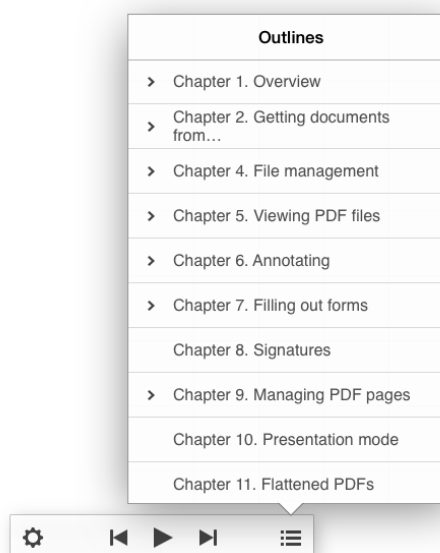
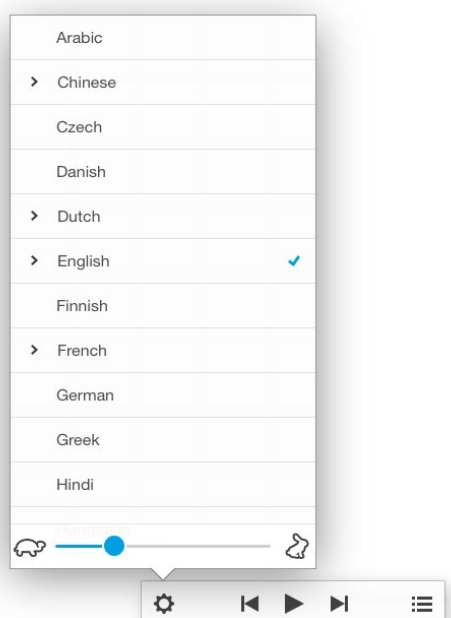
PDF Expert can read the text of the PDF aloud.

To start reading the text:

1. Tap **AA**
2. Enable **Text to speech** toggle
3. Tap play on the player controls below
4. Use the controls to stop the playback or go to another page.



To start reading from a certain line, tap and hold on the line and select **Read from here** at the popup. You can select a proper language of a file or change the speed by tapping . To select another chapter tap .



PDF Expert provides a possibility to fill out PDF forms. You can type text, select items from drop-down lists, use checkboxes, add images to the fields, make calculations and even sign forms with a personal free-hand signature.

Supported form formats

PDF Expert supports filling out Acro forms created in [Adobe Acrobat](#) or other similar apps. The app also allows filling Static XFA forms created in [Adobe LiveCycle](#).

Attention: PDF Expert does not support LiveCycle Dynamic XFA forms

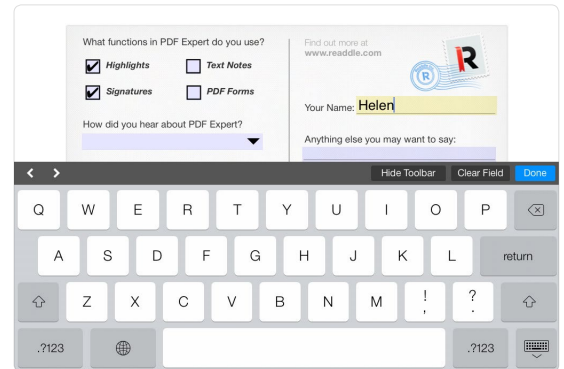
Follow the [link](#) to look through the list of JavaScript supported by PDF Expert, and the JavaScript supported for Static [XFA](#) forms.

Filling in form fields

- **Text fields** – tap on the active area of the field to type in the text.

Note: You can disable Highlight form fields toggle under Settings > PDF Viewer to hide the square around the field.

- **Checkbox and radio button** – tap the appropriate box to make a selection.
- **Drop-down list** – tap to reveal the list and pick the item.
- **Number fields and calculation** – type the numbers in the form fields and the calculations will be processed automatically



10. TYPE OF ORGANIZATION

Public: → Federal State Local

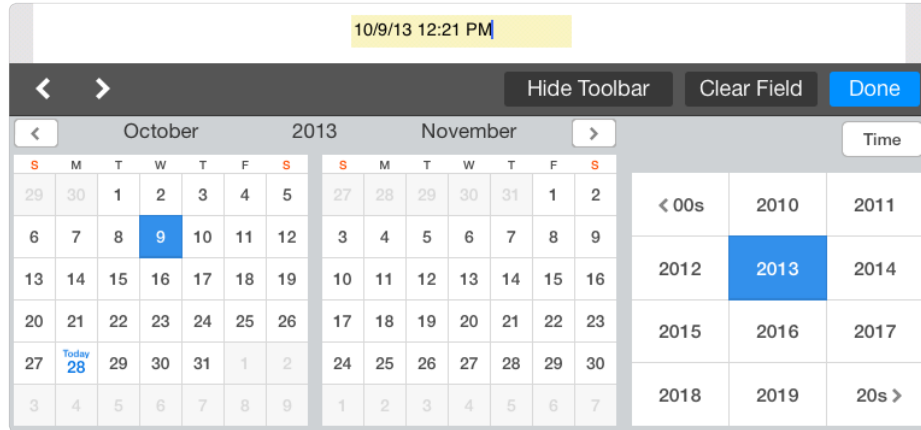
Private: → Private Nonprofit

For-profit: → General Small Business

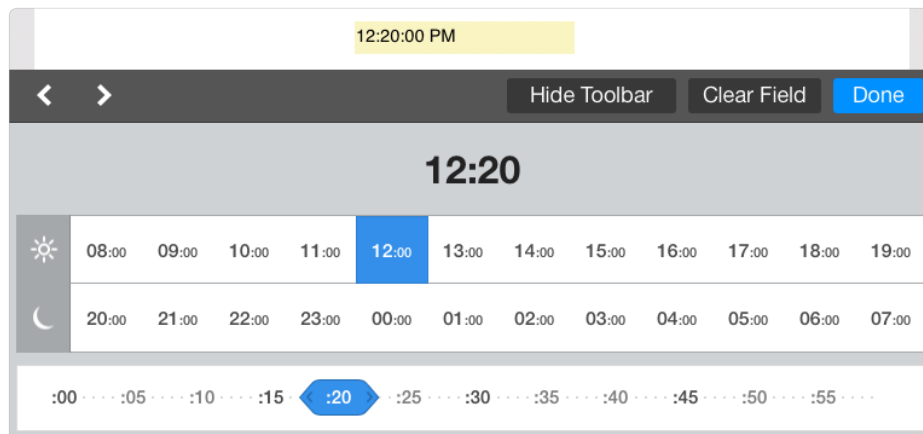
Woman-owned Socially and Economically Disadvantaged

ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Summer Mnths	INST.BASE SALARY	SALARY REQUESTED
PD/PI	1	2	3	3,000	3,500
	2	4	5	3,400	4,000
SUBTOTALS	→				7,500

- **Date field** – tap the field with the appropriate format and select the date from the keyboard below.



- **Time field** – tap the field with the appropriate format and select the time from the keyboard below.



Note: You can create a date or time field in Adobe Acrobat by assigning Date or Time to a text field Format Properties.


- **Signature field** - tap it and select a signature type you want to use. **My Signature** is a regular signature that is saved within PDF Expert and can be reused later. **Customer Signature** is created from the start every time you use it.




Clear form

- To clear the form and remove all data from all fields:
 1. Open the form
 2. Tap **•••**
 3. Select Clear Form and confirm your action by tapping **Yes**.

With PDF Expert you can sign a PDF document or a form by placing your personal signature on the appropriate place in a document or to a signature field.

Tap  on the annotations toolbar to create a signature. This signature is saved within PDF Expert and can be placed on any document as **My Signature**. Tap **Save** when you are done.

To **Clear** the signature tap the white sheet icon at the upper right corner of the screen.

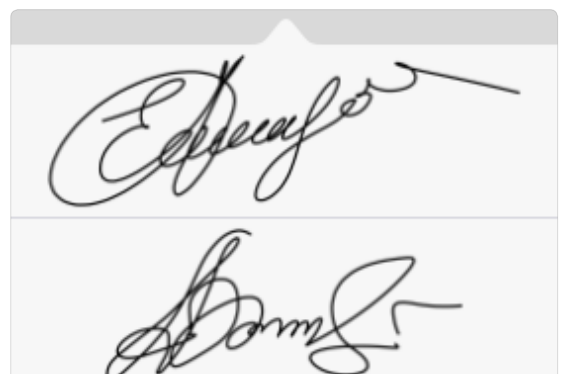
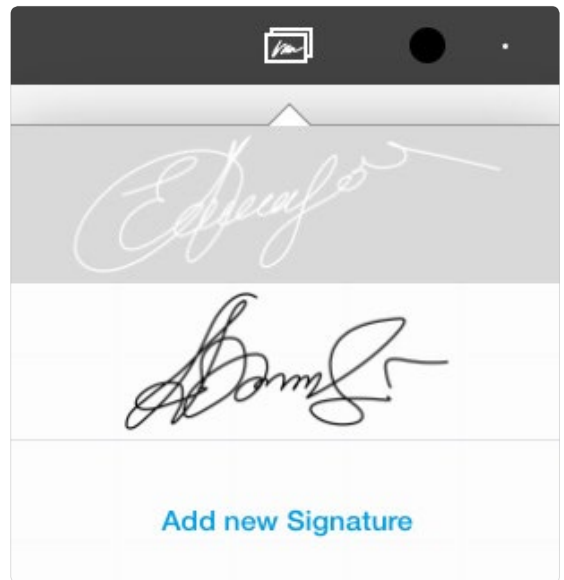
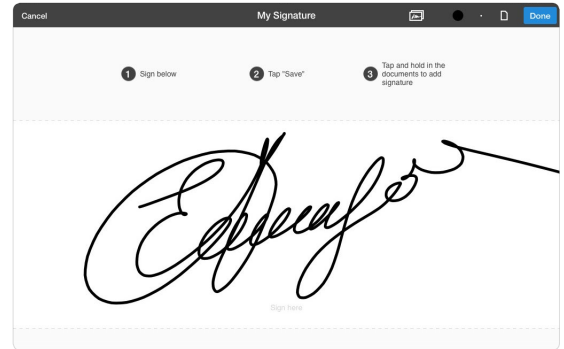
PDF Expert allows saving up to 4 personal signatures. To add another signature tap  and tap on **Add new Signature**.

To place a signature on a PDF, tap and hold on any place of the document till the popup menu appears. Select **My Signature** or **Customer Signature**:

- When **My Signature** is selected a list of previously saved signatures will be opened. Tap on the appropriate signature to place it.
- When **Customer Signature** is selected, one-time signature is created and placed on a document. This signature is not saved within PDF Expert and can't be copied to another place or a document.

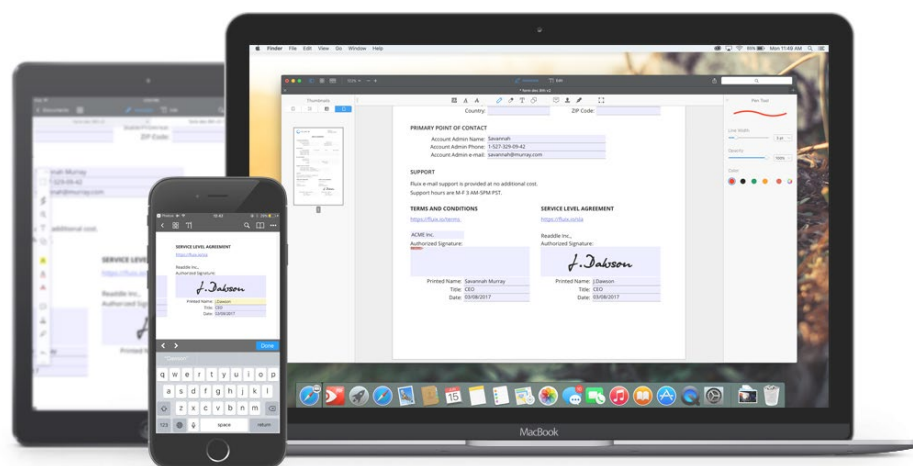
To edit a signature, tap once and modify its color, line width or delete it.


To move or scale a signature, just tap and hold on it.

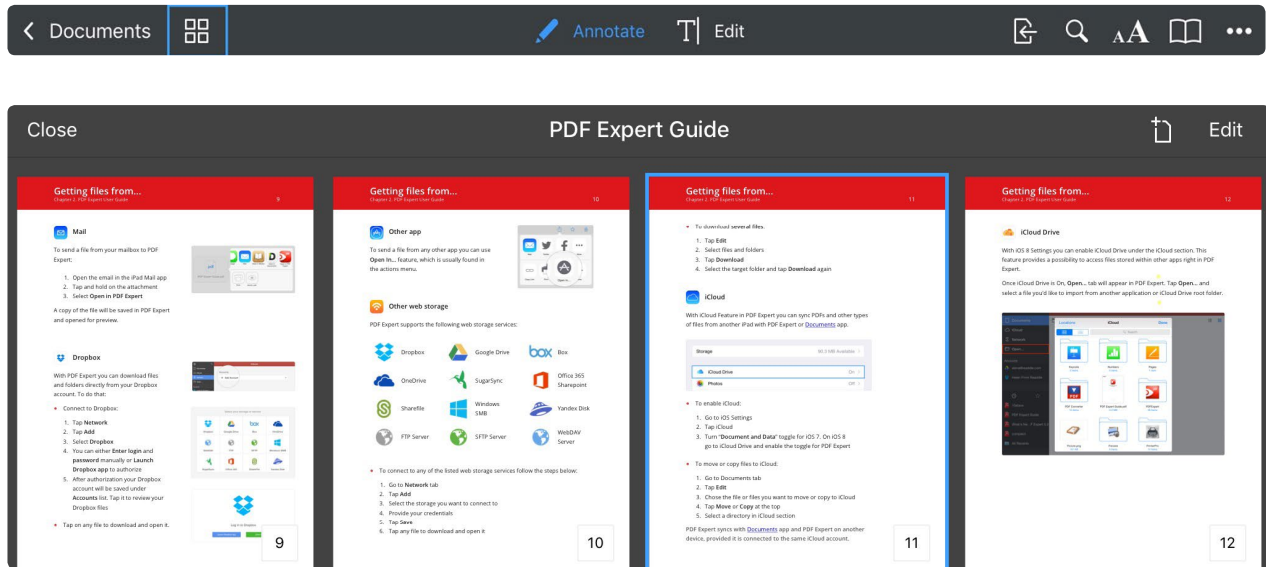



Note: Sign PDFs across all your devices

PDF Expert 6 together with [PDF Expert for Mac](#) make a great combo when it comes to PDF signing. The signatures are synchronized on condition that all your devices are signed up to one and the same iCloud account, and thus you can easily create a beautiful signature with Apple Pencil on the iPad and use it on your Mac later.



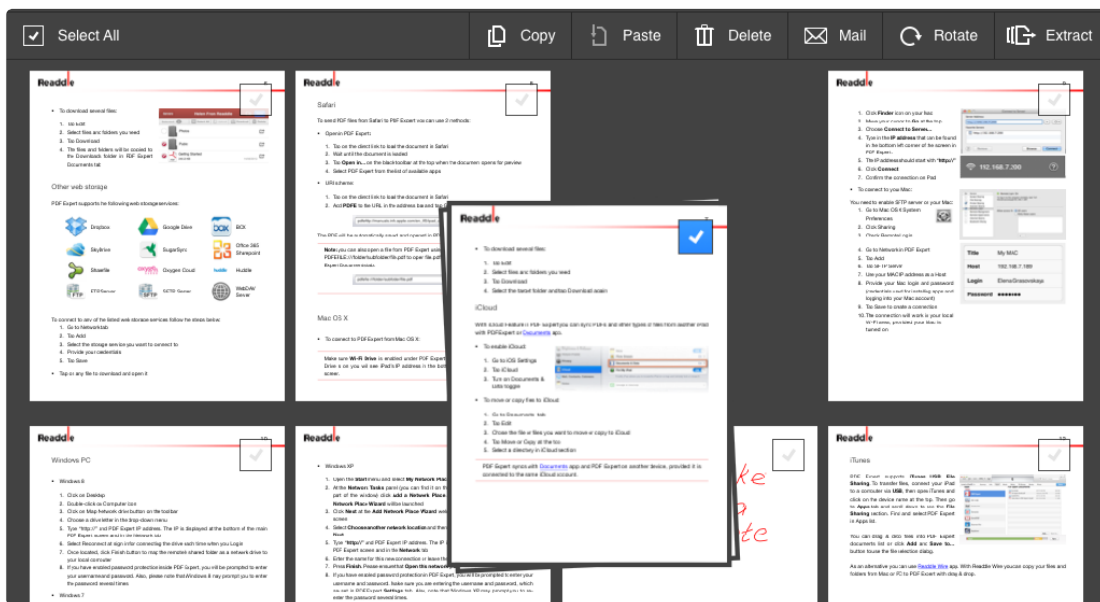
With PDF Expert you can preview the whole PDF document in thumbnails and add, extract or copy and paste pages of a PDF. To switch to thumbnail mode, tap the Pages button  on the main toolbar.



Tap on a thumbnail to navigate to the page. Tap  to add a new empty page to a document. To modify your document pages tap Edit. In this mode you can copy and paste, extract and email separate pages, change their orientation and delete them.

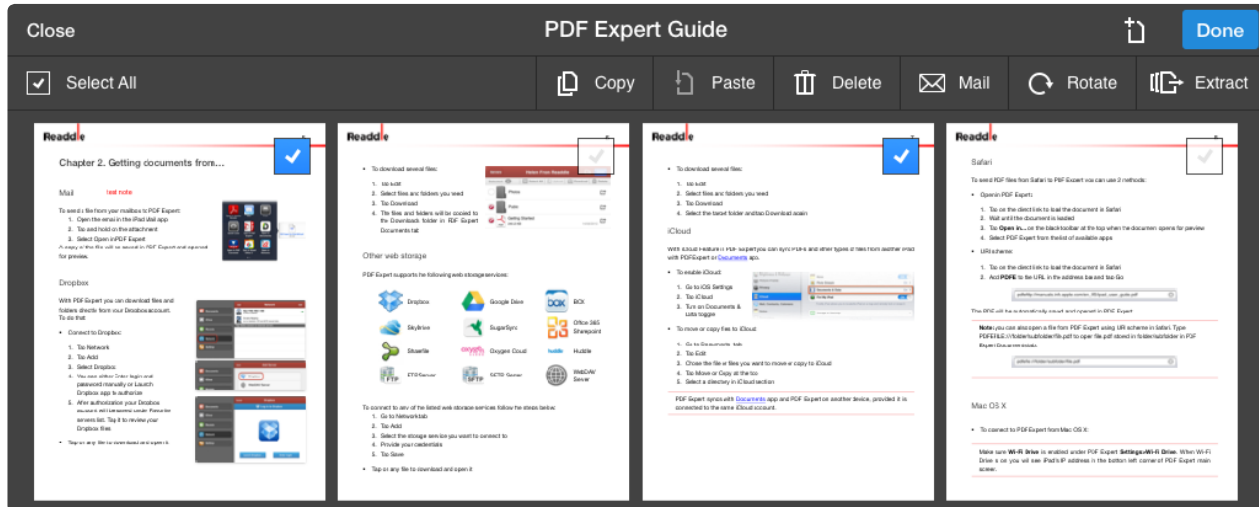
Changing page order

To change page order tap Edit, then tap and hold on the page preview. Then drag the page to a place you want it to be inserted.



Copy, paste and extract

To modify a document in its thumbnail view you need to tap **Edit**:



Copy to clipboard Select a page and tap **Copy**.

Paste from clipboard Tap **Paste**. Drag the white sheet to define the position for the paste and tap it.

Rotate Use two finger rotation gesture to change page orientation, or select several pages and tap **Rotate**

Extract Select a page or pages and tap **Extract**. A new file with the pages you've selected will be saved.

Email pages Select a page or pages and tap **Mail**. PDF Expert will create a new file with the selected pages and open email form.

Delete Select a page or pages and tap **Delete**.

To start **Presentation mode** you need to connect your iPad to an external screen or projector. This can be accomplished via:

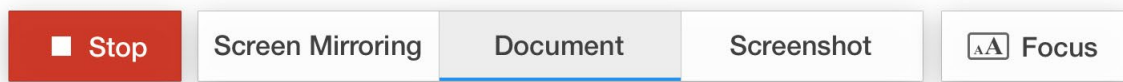


VGA or HDMI cable



Airplay

Once iPad is connected to an external screen, open any document in PDF Expert to open **Presentation toolbar**.



On Presentation toolbar you can enable **Screen Mirroring**, **Document**, **Screenshot mode** and use a **Focus** tool.

- **Screen Mirroring** is selected by default. In this mode the external screen displays the exact copy of the iPad screen. Your audience will see all toolbars, popup messages and menus during the presentation.
- **Document mode** shows document and annotations to the audience, while you can see and use all toolbars and popups
- **Screenshot mode** shows the last page of your presentation to the audience. You can switch to another file or navigate to another page of your presentation while there is a static picture on the external screen. Once you've switched to the right part of the presentation, make sure to tap **Screen Mirroring** or **Document** to continue.
- **Focus tool** helps your audience pay attention to one specific element of your PDF presentation. Just tap Focus and circle the element to highlight it.

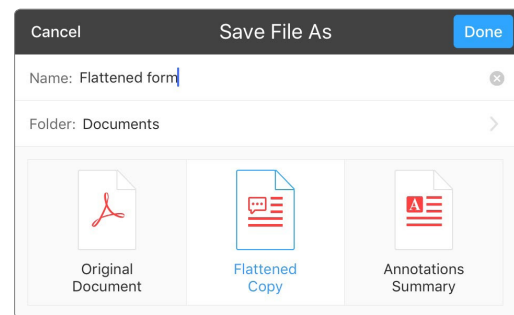
Flattening is a process of applying all annotations, form data and markups to a PDF. No changes can be made to annotations or form data after the flattening.

Flattened PDF files are used:

- When you need to apply all annotations to a PDF in order to prevent further modification;
- To complete the form;
- To apply a signature;
- To make annotations viewable in simple PDF readers.

To create a flattened copy of the document:

1. Open the document;
2. Tap **⋮** ;
3. Tap **Save a Copy**;
4. Select **Flattened Document**;
5. Change the name and location of the copy.



To create and email flattened copy of **multiple files**:

1. Go to the **Documents** tab;
2. Tap **Select**;
3. Select several files;
4. Tap **Mail to**;
5. Choose **Flattened Copy**.

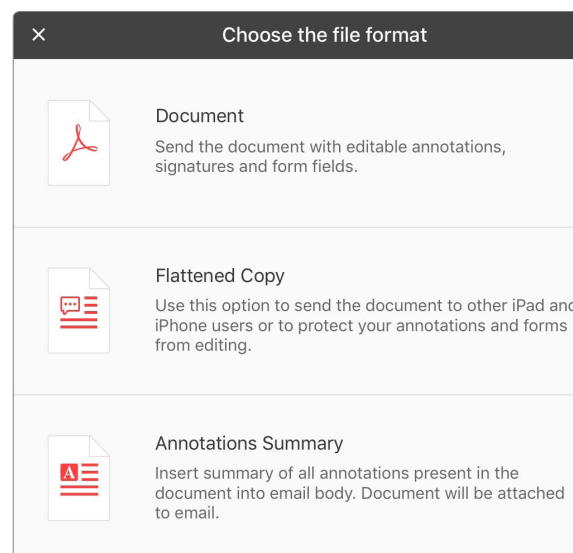
PDF Forms may contain a **Submit** button to send the form or data from this form to a server for further processing. However you can use PDF Expert features for submitting as well.

Submit by email

To submit a filled form or a regular PDF by email:

1. Tap **...** ;
2. Tap **Mail**;
3. Select **Document, Flattened Copy** or **Annotation Summary**:

- **Document** allows you to send PDF documents as is, with annotations and form data you can change in PDF Expert for Mac, Adobe Reader or other similar apps.
- [Flattened Copy](#) applies all annotations and makes form fields flat to prevent them from further editing.
- [Annotation Summary](#) sends a list of all markups and drawings in the files sorted by page numbers. The original document is also included.



To submit several files by email:


1. Go to the **Documents** tab;
2. Tap **Select** ;
3. Select several files;
4. Tap **Mail to**;
5. Choose **Document**, [Flattened Copy](#) or [Annotation Summary](#).

Note: PDF Expert may not be able to send an attachment by email because of the file size limit. The limit depends on your mail account, for example, Gmail will process up to 25MB attachments in each email.



Upload to a web storage

To send a file to a storage service you can use [2-way sync folder](#). In that case you can simply move or copy a file to Sync folder. If the iPad is online, the file will be uploaded to a web storage [automatically](#) or you can sync it [manually](#).

To upload a single file to a web storage:

1. Open **Documents** tab;
2. Tap **Select** in the top right;
3. Tick the file you want to upload;
4. Tap on  **Upload** on the left panel;
5. Choose a web storage under accounts and set the directory of your preference.

Sending to another app

- To send a file to **another app** from PDF Expert:
 1. Open the PDF and tap **...** ;
 2. Tap **Share**  ;
 3. Select **Document** or **Flattened Copy**;
 4. Then choose the target app from the popup;
 5. The copy of this file will be saved and opened for preview in another app.
- To send a file to **another app** from **Documents** tab:
 1. Switch to **Documents** tab;
 2. Tap **Select**;
 3. Tap **Share**  ;
 4. Then choose the target app from the popup

PDF Expert provides a possibility to setup 2-way synchronization with Dropbox or any [other](#) web storage service you've connected to. To connect to a web storage service follow the steps from [Chapter 2](#).

Setting up

Once you've connected to a web storage service, navigate to the folder you'd like to sync with and open it.



Tap **Sync** at the top to enable 2-way sync with this folder and confirm the sync by tapping **Sync This Folder**.



Once the sync is completed the full copy of this folder will be available under the **Synced folders** tab in PDF Expert.

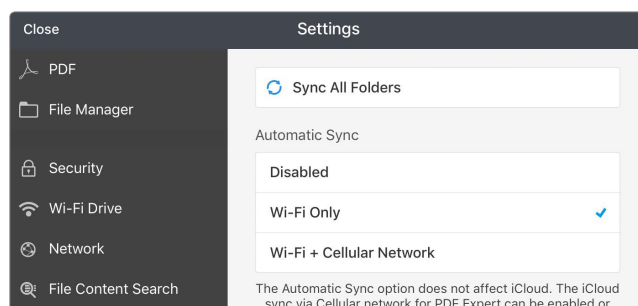
Attention: PDF Expert will sync the entire storage content if you tap sync in the root folder of your account. It is recommended to sync with one specific folder to make the sync fast and reliable.

Automatic Sync

Automatic sync is enabled by default. However, you can disable it, re-enable or allow PDF Expert to sync automatically only for Wi-Fi Internet connection:

1. Go to Settings in PDF Expert;
2. Tap **Sync**;
3. Choose **Wi-Fi Only**.

To turn off Automatic Sync tap Disable



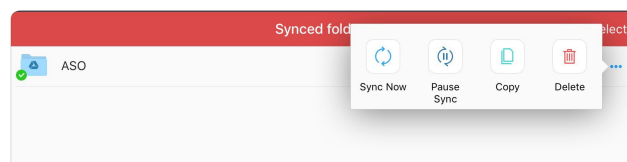
Note: When automatic sync is enabled PDF Expert will check all sync folders every 10 minutes and update the data if there are any changes in the storage service or on iPad.

Manual Sync

When automatic sync is disabled you can establish sync manually.

To sync manually:

1. Go to the **Synced folders** tab;
2. Tap **⋮** over the sync folder;
3. Select **Sync Now**;



The folder will be synced immediately.

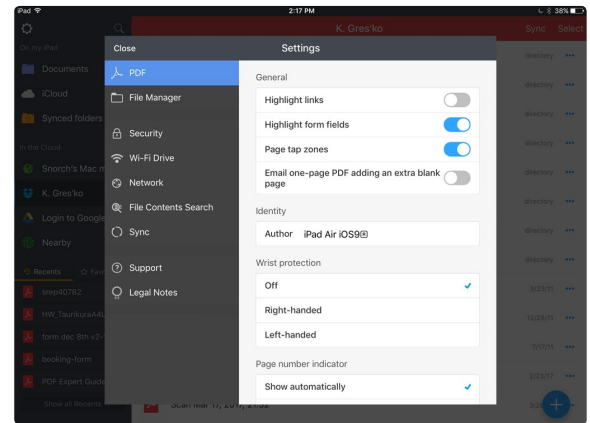
Moreover, you can set sync on pause by tapping **Pause Sync**.

Disable Sync

To disable sync for a certain folder:

1. Go to the **Synced folders** tab;
2. Tap **⋮** over the sync folder;
3. Tap **Delete**.

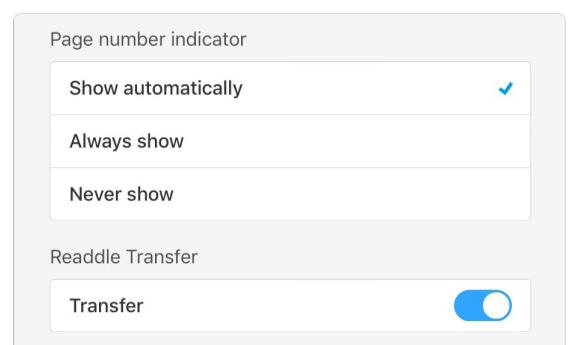
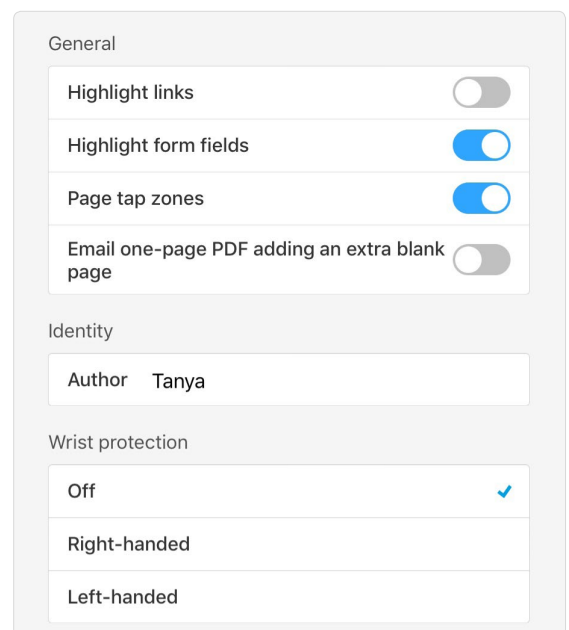
PDF Expert Settings allow you to customize your application, configure Wi-Fi network drive options, document viewing, security and other preferences for PDF Expert.



PDF Viewer

This option allows you to:

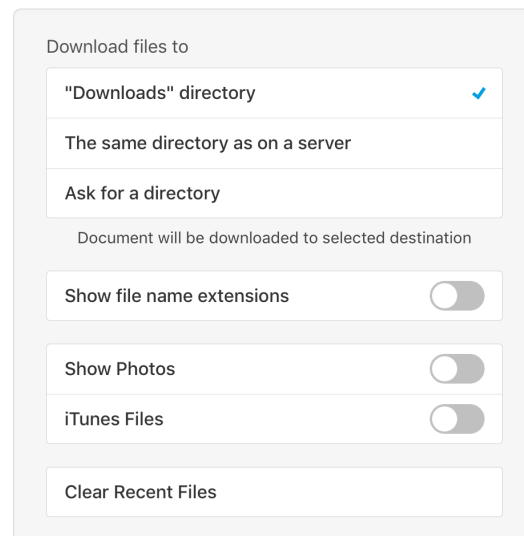
- Enable or Disable **Highlight links** with the possibility to recognize links in PDFs.
- Enable or Disable **Highlight form fields** to make PDF Expert add a light blue background to each active field.
- Enable **Page tap zones** to turn pages by tapping on the left or right edge of the screen.
- **Email one page PDF adding an extra blank page** allows to avoid an email attachment issue related to Microsoft mail services.
- Assign the author name which will be applied to every annotation you created in PDF files.
- Enable the wrist protection and set it up for the right or left hand.
- Setup page number indication.
- Ensures continuous work with files across devices by means of the transfer technology.



File Manager

You set up the default folder for all the files you download from the web storage:

- Downloads option will create a folder in Documents for all the files your load.
- The section option ensures file downloading with the same file structure as it is on the server.
- The third option allows you to define the folder manually each time you download the file.



The **Show file name extensions** option adds an extension to the file name. When the toggle is off you can define the file type by its icon.

The **Show Photos** option enables the special folder under the Documents tab with an access to iPad's Photo Library.

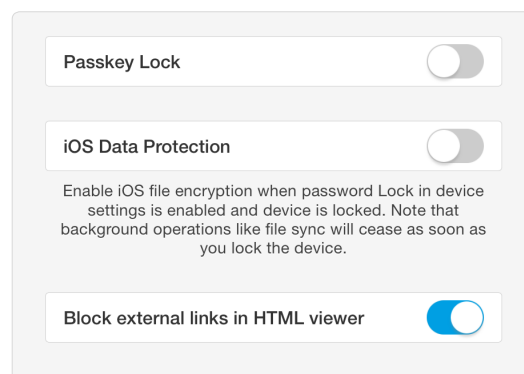
The **iTunes Files** option sets up a folder, where you can upload files by means of iTunes File Sharing feature.

Clear Recent Files removes the list of recently opened files from the sidebar menu of the app.

Security

Passkey Lock allows you to protect documents from being viewed by another person. Once set, the application will ask the passkey on each launch of the app.

Note: To set password for wireless access to PDF Expert, use Wi-Fi Network Drive section.



ATTENTION: If you've lost the passkey you can restore your files via [iTunes](#).

The iOS Data Protection option disables PDF Expert when you tap Home button, provided you have iOS passkey lock enabled. This prevents your files from being accessed via Wi-Fi and USB cable, when iPad is locked.

Block external links in HTML viewer toggle restricts access to all web-links, while pdf links remain available.

Wi-Fi Drive

Wi-Fi Drive almost turns PDF Expert into a portable flash drive. The only difference is that you need a local Wi-Fi connection to transfer files from your computer to iPad

This feature is based on WebDAV protocol and compatible with both Windows and Mac.

- Enable Drive turns Wi-Fi access to your files ON or OFF.
- Ask for Password enables or disables password protection for Wi-Fi access to your files.

NOTE: The password enabled in this menu is for Wi-Fi connections only. To protect your documents from being viewed directly on iPad, use the Passkey lock feature.

Network

Here you can add account and set up connection with your cloud storage or any other service connected by means of WebDAV, SFTP, FTP, SMB protocols.

You can rename your account or break up connection with the storage by tapping **•••** .

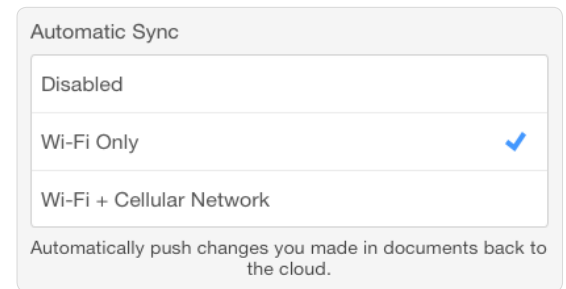
File Content Search

This option enables indexing to search within the content of your files.

NOTE: Indexing takes more RAM and CPU resources from your iPad, consequently the app performance may be decreased.

Sync

This option contains settings for Automatic Sync. You can enable sync via Wi-Fi and Cellular Network or disable automatic sync and establish manual sync only.



Support

This section provides you with the list of Frequently Asked Questions. Moreover, you can reach Readdle Support Team by sending feedback in case you have any question or suggestions regarding PDF Expert performance or functionality. If you've been faced any issue, please enable Verbose logging, then reproduce the problem and send it to the team. In this case the diagnostic log will be attached to an email.

If the issue is related to a specific file, send it to rdsupport@readdle.com. Your files and logs will help Support Team to resolve the issue and provide you with a solution in the shortest terms.

Restoring files

If PDF Expert was corrupted for some reasons you can still extract your files from the app:

1. Install **iExplorer** on your Mac or PC and choose the free Demo version <http://www.macroplant.com/iexplorer/>;
2. Launch **iExplorer** and connect your device to the computer via **USB**
3. Click **iCloud**
4. Find **PDF Expert**
5. Open **Documents** folder
6. Right click on the file you need to save
7. Select **Export to folder**

Reinstallation

To reinstall PDF Expert completely:

1. Make sure all your documents were saved to your computer or cloud servers, then remove PDF Expert from iPad.
2. Reboot your iPad. (Hold Sleep button on iPad for 10 seconds. Then turn the power off. After that hold Sleep button for 3 seconds to start the device).
3. Download PDF Expert directly from the App Store on your iPad using the same account as for the initial purchase. Since you have already purchased the product, your credit card will not be charged.

PDF Form issue

If you've experienced any troubles with a PDF form in PDF Expert, you can send it to rdsupport@readdle.com and our Support Team will do its best to make the form work in your app.