



PDF Expert for iPad
User guide

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Chapter 1. Overview

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 in the office or at home.

- PDF Expert allows you to view any PDF file you might need, annotate it by using highlight and making remarks, 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, check boxes, 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.

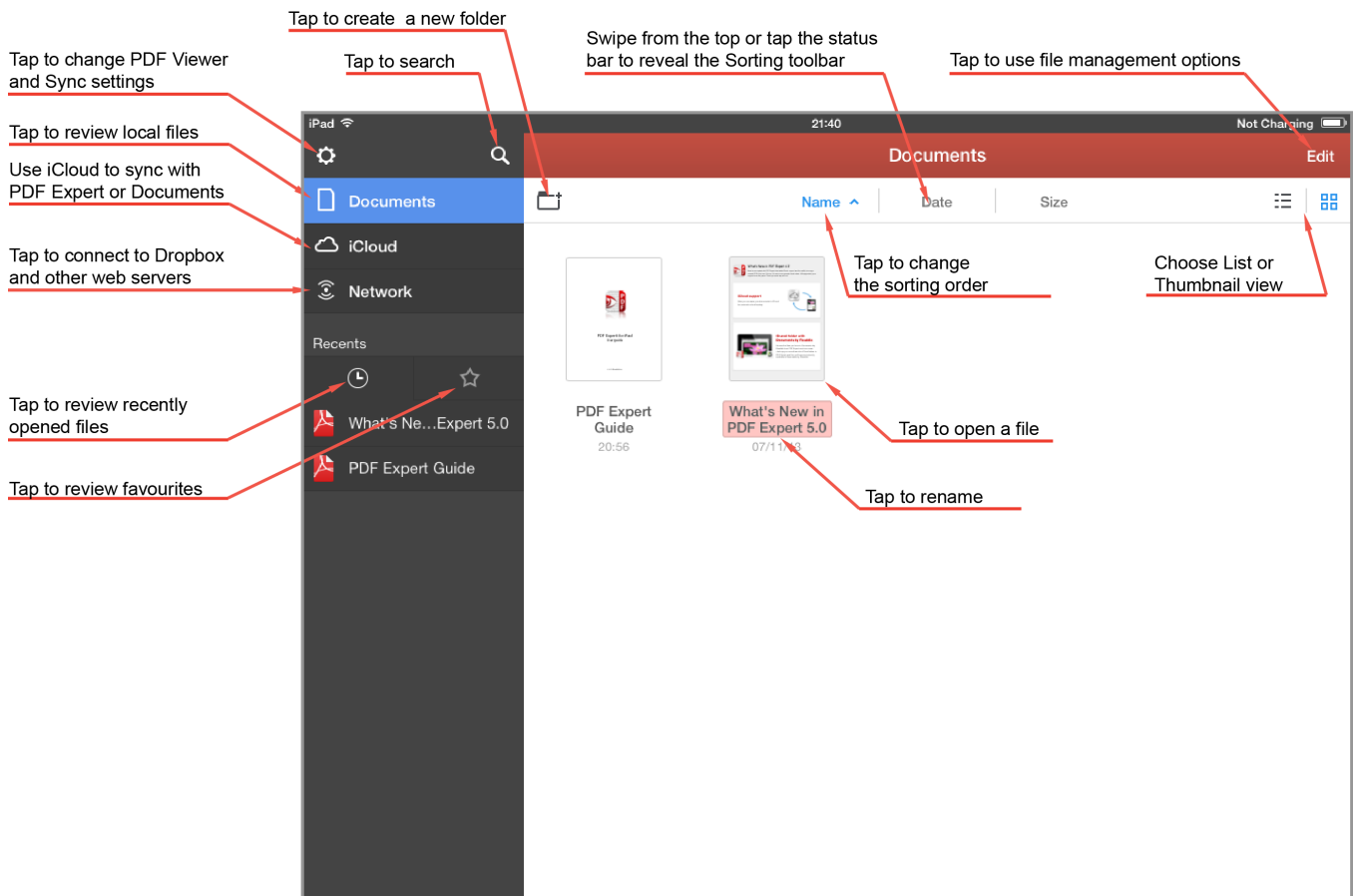
You can send PDF files to or from PDF Expert via your Mac or PC, email attachments, Dropbox, Google Drive, OneDrive, Box.com etc. PDF Expert also reads most common document types, including iWork, MS Office, text files, images, even music and video files.

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

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

Main menu

PDF Expert provides a clean and simple user interface. It has two main sections: controls to the left and files to the right.



You can choose either **Thumbnail** or **List** view for your files. For this:

- Swipe down from the top
OR
- Tap on the status bar and select **List** or **Thumbnail view** using the controls in the right corner

To gain access to file management options and tools tap **Edit**.

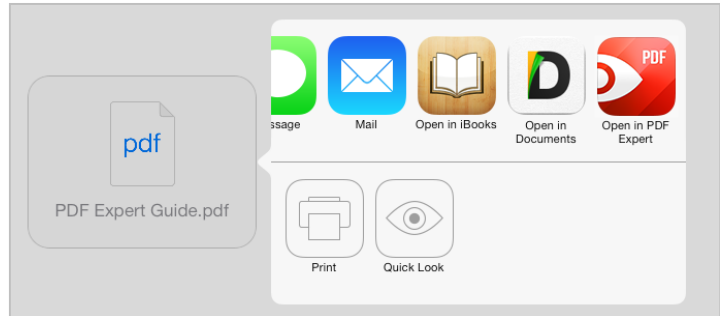
Chapter 2. Getting documents from...

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 **Open in PDF Expert**

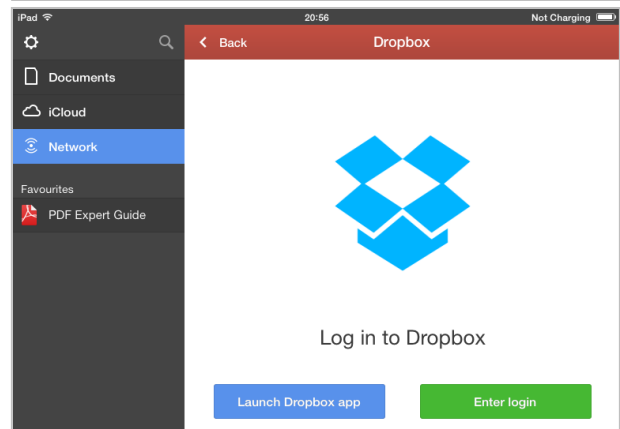
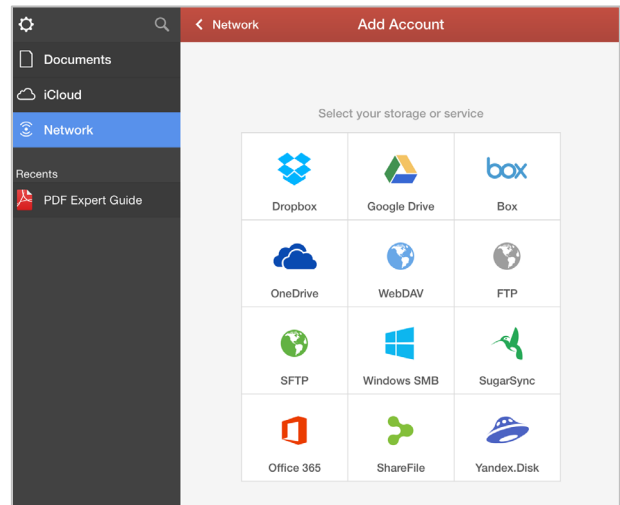
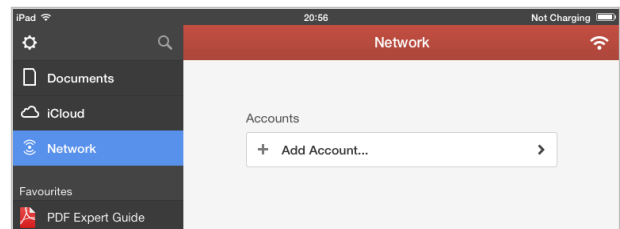
A copy of the file will be saved in PDF Expert and opened for preview.



Dropbox

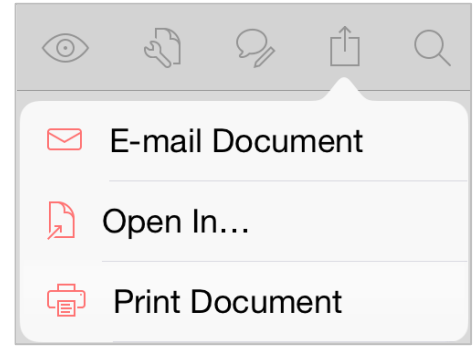
With PDF Expert you can download files and folders directly from your Dropbox account. To do that:

- Connect to Dropbox:
 1. Tap **Network**
 2. Tap **Add Account...**
 3. Select **Dropbox**
 4. You can either **Enter login** and password manually or **Launch Dropbox app** to authorize
 5. After authorization your Dropbox account will be saved under **Accounts** list. Tap it to review your Dropbox files
- Tap on any file to download and open it
- To download several files:
 1. Tap **Edit**
 2. Select files and folders you need
 3. Tap **Download**
 4. The files and folders will be copied to the **Downloads folder** in PDF Expert **Documents** tab.















Other app

To send a file from any other app you can use **Open In...** feature, which is usually found in the actions menu, like in Adobe Reader.



Other web storage

PDF Expert supports the set of most common and popular cloud servers.

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

- To connect to any of the listed web storage services follow the steps below:

1. Go to **Network** tab
2. Tap **Add**
3. Select the storage service you want to connect to
4. Provide your credentials
5. Tap **Save**

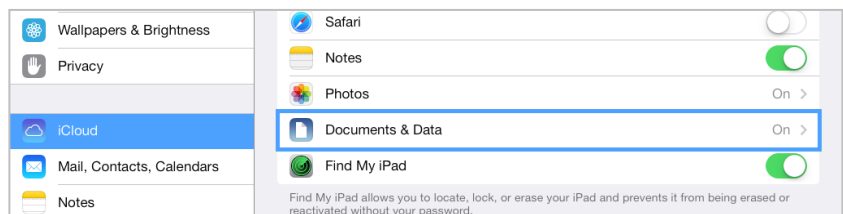
- Tap on **any file** to download and open it

1. Tap **Edit**
2. Select files and folders you need
3. Tap **Download**
4. Select the target folder and tap **Download** again

iCloud

With iCloud Feature in PDF Expert 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**
 2. Tap **iCloud**
 3. Turn on Documents & Data toggle
- To move or copy files to iCloud:



1. Go to the Documents tab
2. Tap **Edit**
3. Chose the file or files you want to move or copy to iCloud
4. Tap **Move** or **Copy** at the top
5. Select a directory in iCloud section

Important: Files in PDF Expert iCloud tab are the same as in [Documents](#) app and PDF Expert on another iPad or iPhone, if all devices are synced with one iCloud account.

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...** on the black toolbar at the top when the document 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
 2. Add **PDFE** to the URL in the address bar and tap **Go**



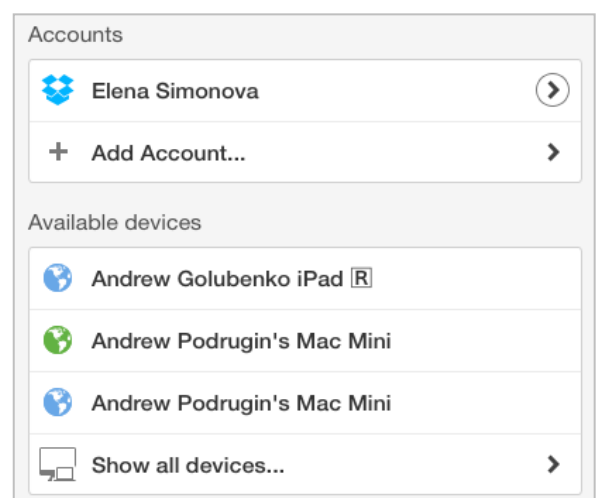
The PDF will be automatically saved and opened in PDF Expert.

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



Mac OS X

First check PDF Expert Network section. If PDF Expert has located any available computers or mobile devices in local Wi-Fi network, you will be able to find them under **Available devices**. You can tap any item in this list to connect to the device.



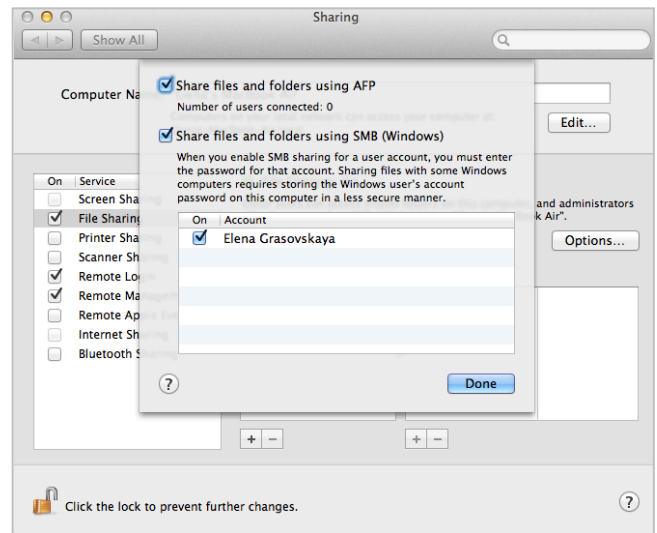
- To add your Mac to **Available devices** you can enable SMB or SFTP server:

- To enable SMB server :

1. Go to Mac OS X System Preferences



2. Click **File Sharing**
3. Check **Share files and folders using SMB (Windows)**

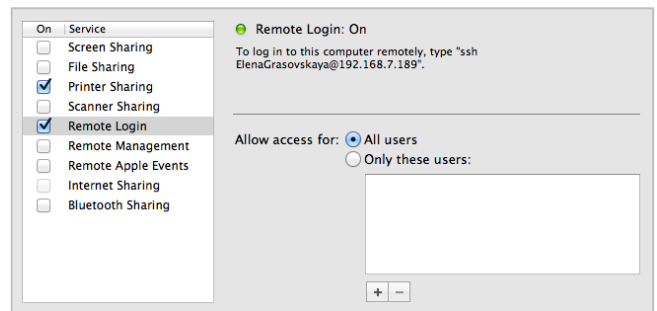


- To enable **SFTP server** on your Mac:

1. Go to Mac OS X **System Preferences**



2. Click **Sharing**
3. Check **Remote Login**



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

1. Go to **Network** in PDF Expert
2. Tap **Add**
3. Tap **SFTP Server**
4. Use your MAC IP address as a **Host**
5. Provide your Mac login and password (credentials used for installing apps and logging into your Mac account)
6. Tap **Save** to create a connection
7. 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's IP address in Networks 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 of the screen
3. Choose **Connect to Server...**
4. Type in the **IP address** that can be found in the bottom left corner of the screen in PDF Expert.
5. The IP address should 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

First check PDF Expert Network section. If PDF Expert has located any available computers or mobile devices in local Wi-Fi network. You can 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. Open Network tab in PDF Expert
3. Tap **Add Storage...**
4. Select **Windows SMB**
5. Put your Windows machine **IP address** into **Host** field
6. Provide Windows user account login and password
7. Specify the specific shared folder name if needed
8. Name the storage and tap **Save**

After that the connection with the computer will be established.

- **Windows 8**

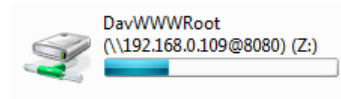
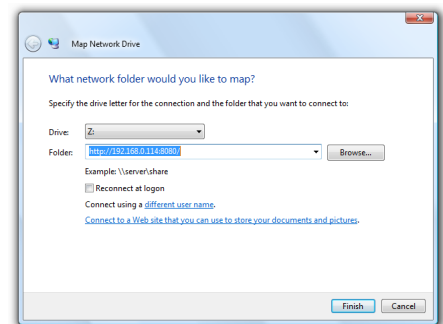
1. Click on **Desktop**
2. Double-click on **Computer icon**
3. Click on **Map Network drive** button on the toolbar
4. Choose a drive letter in the drop-down menu



5. 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
6. Select **Reconnect at sign in** for connecting the drive each time when you Login
7. Once located, click **Finish** button to map the remote shared folder as a network drive to your local computer
8. If you have enabled password protection inside PDF Expert, you will be prompted to enter your username and password. Also, please note that Windows 8 may prompt you to enter the password several times

Windows 7

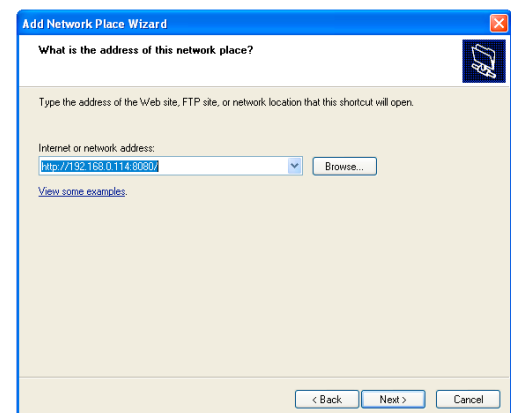
1. Open **Start** menu and select **Computer**
2. Click **Map network drive** at top of the **Computer** window
3. Choose a drive letter in the drop-down menu
4. Type “**http://**” and PDF Expert IP address. The IP is displayed at the bottom of the main PDF Expert screen and in the **Network** tab
5. 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/Windows 7 may ask you to enter the password several times
6. As a result you should 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.

Windows XP

1. Open the **Start** menu and select **My Network Places**
2. At the **Network Tasks** panel (you can find it on the left part of the window) click **Add a Network Place**. **Add Network Place Wizard** will be launched
3. Click **Next** at the **Add Network Place Wizard** welcome screen
4. Select **Choose another network location** and then click **Next**
5. Type “**http://**” and PDF Expert IP address. The IP is displayed on the bottom of the main PDF Expert screen and in the **Network** tab
6. Enter the name for this new connection or leave the default one.

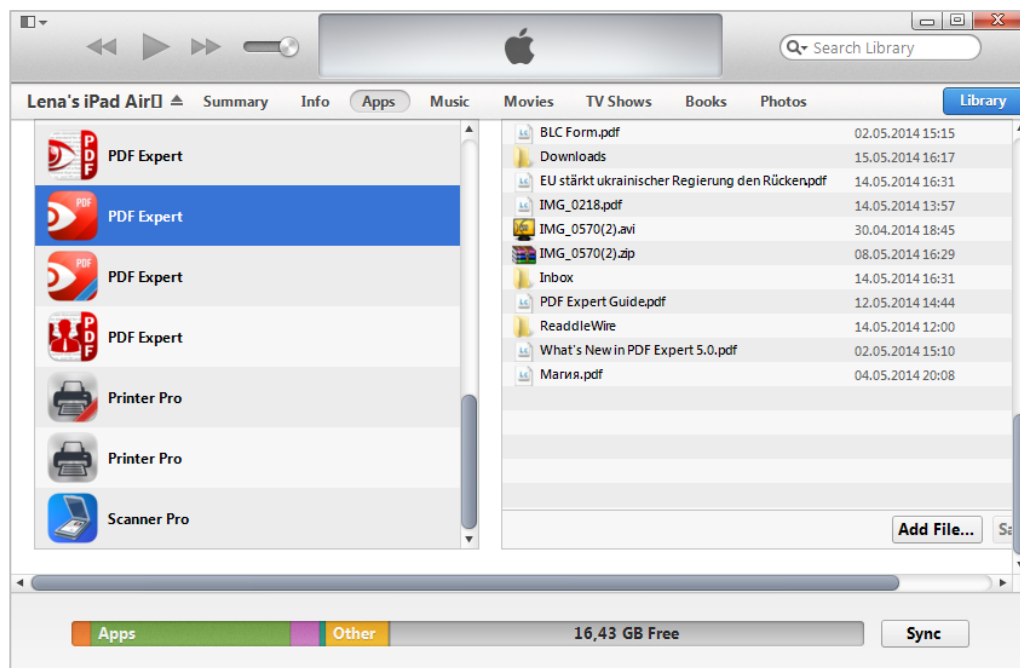


7. Press **Finish**. Please ensure that **Open this network place when I click Finish** is checked.
8. If you have enabled password protection in PDF Expert, you will be prompted to enter your username and password. Make sure you are entering the username and password, which are set in PDF Expert **Settings** tab. Also, note that Windows XP may prompt you to re-enter the password several times.
9. As a result you should get PDF Expert network drive mounted and ready to use.

To reconnect to PDF Expert in the future, first make sure that PDF Expert is running. Open the **Start** menu and click **My Network Places**. Find the network drive under **Network Locations** and double-click it.

iTunes

PDF Expert supports **iTunes USB File Sharing**. To transfer files, connect your iPad to a computer via **USB**, then open iTunes and click on the device name at the top. Then go to **Apps** tab and scroll down to see the **File Sharing** section. Find and select PDF Expert in Apps list.



You can drag & drop files into PDF Expert documents list or click **Add** and **Save to...** button to use the file selection dialog.

As an alternative you can use [Readdle Wire](#) app. With Readdle Wire you can copy your files and folders from Mac or PC to PDF Expert with drag & drop.

Chapter 3. File management

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

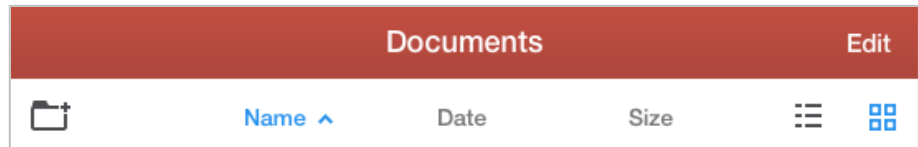
Supported file formats

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 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:




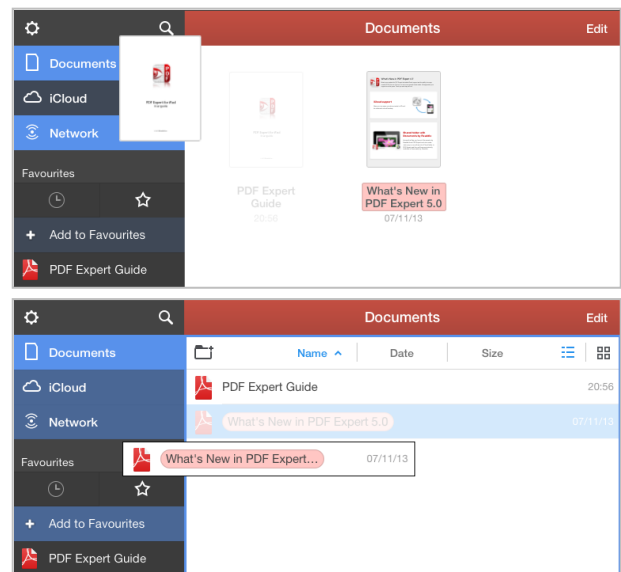
1. Swipe down from the top to reveal the sorting toolbar
2. Toggle the view mode using the buttons in the upper right corner

-  **In Thumbnail** view you can review all your files with small previews. The contents of the first page will be shown for pictures, video and PDFs.
-  **In List View** you can review the list of your files with small icons, without the thumbnail previews.

Managing files and folders

In both List and Thumbnail view you can arrange your files by dragging and dropping them.

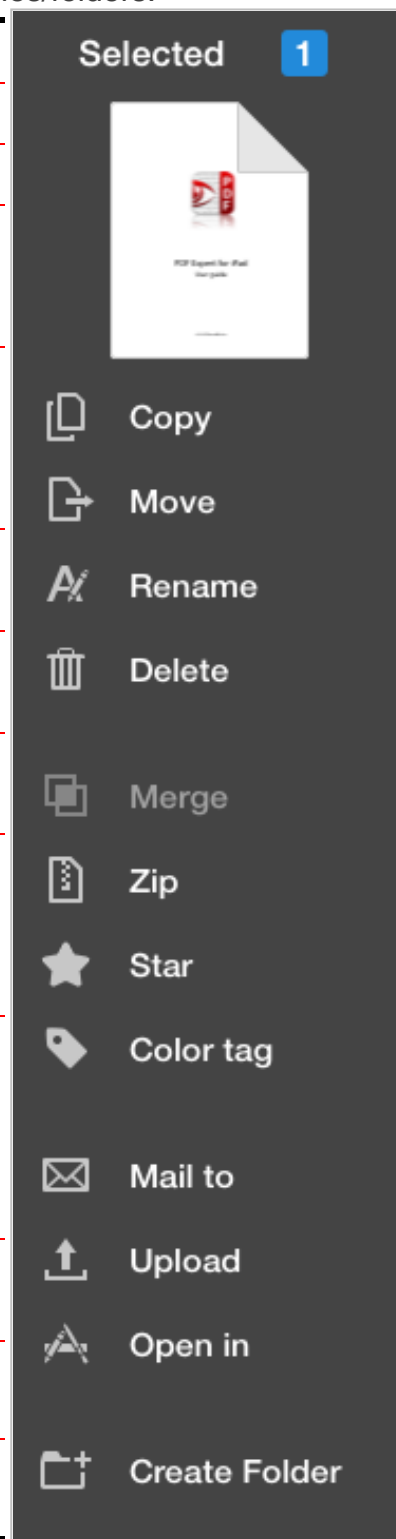
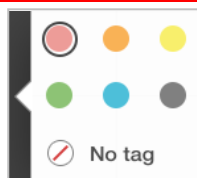
1. Tap and hold on the file or folder you'd like to move
2. Drag the selected item above the target folder. The folder will be highlighted with the blue background.
3. Drop the item to move it to the folder, iCloud tab or Network, recents or favorites list.
4. Drag a file above  in the bottom left corner to delete it.



Operations with files and folders

To start managing files tap **Edit** at the top and select one or several files/folders.



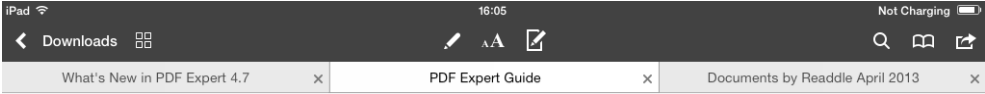

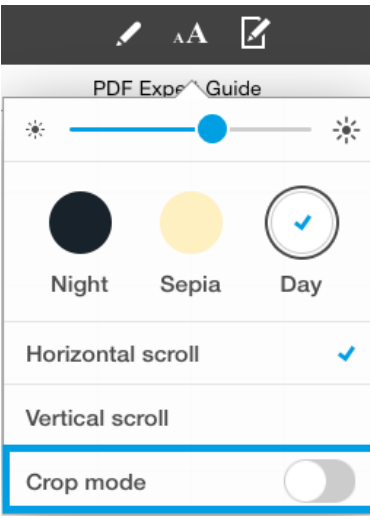
To...	Do...
Copy	Tap Copy and select the target folder
Move	Tap Move and select the target folder
Rename	Tap Rename . You can also rename the file by tapping its name in Thumbnail view or swiping over it in the List view
Delete	Tap Delete or drag the file to Drop here to delete button
Merge	Make sure that two or more PDF files are selected and tap Merge
Zip	Tap Zip . The new zip file will be added to the current folder
Add to favorites	Tap Star and the file will be listed on the left sidebar
Color-code	Tap Color tag to highlight a file or folder. You can select one of 6 colors available
Mail to	Tap Mail to . When one or several documents are selected you can 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	Tap Upload to send a file or files to the web storage PDF Expert is connected to
Open in another app	Tap Open in . Choose the app and the file will be copied and opened in the application you've chosen
Create new folder	Tap Create Folder and type the name of the new folder




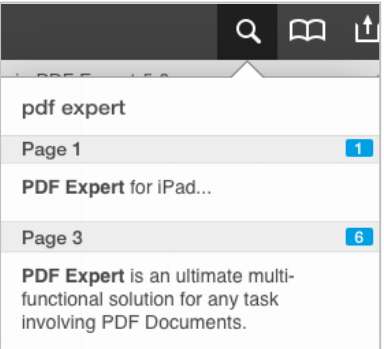

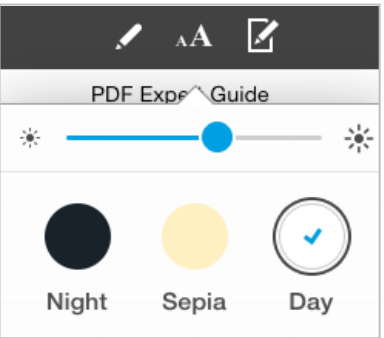

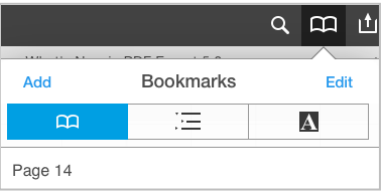


Chapter 4. Viewing PDF files

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

Viewing


To...	Do...
Open a PDF	<ul style="list-style-type: none"> Tap on any PDF file in the 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	<ul style="list-style-type: none"> Use two finger pinch gesture Double tap to zoom in instantly
Crop	<ul style="list-style-type: none"> Tap  and enable the Crop Mode toggle. PDF Expert will analyze the document and hide the margins. You can scroll through the document and pan with one finger
	
Go to the next or previous page	<ul style="list-style-type: none"> Swipe with one finger Or tap on the right or left edge of the screen (horizontal scrolling) and on the top or bottom (vertical scrolling)

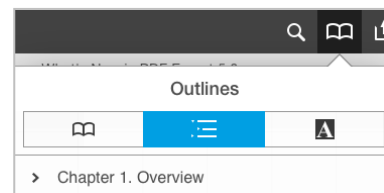
To...	Do...	
Go to a certain page	<ul style="list-style-type: none"> Use the slider at the bottom to scroll through the document Tap  and select Go to Page. Then specify the page number Tap  and tap the page you want to open 	
Search	<ul style="list-style-type: none"> Tap  and type the word or phrase you'd like to find. The list of results will start from the current page. Tap on any item in the list to navigate to the appropriate place on the PDF To search in Wikipedia or Google, tap the corresponding button Tap on the page number to highlight all search results on the page 	
Adjust reading mode	<p>Tap  and set up the Brightness level. You can also select Day, Sepia or Night mode for reading. In the Night mode the colors of the document will be inverted.</p>	
Add bookmark	<ul style="list-style-type: none"> Tap  and select the bookmark tab to review the list of bookmarks and navigate to one of them. Tap Add to add new bookmark on the current page Tap Edit to rename or remove a bookmark 	

To...**Do...**

Navigate using Outlines



If the PDF has a dynamic table of contents, you can use it in PDF Expert for navigation.

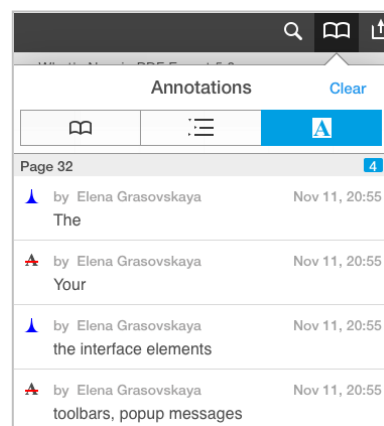
- Tap  and select **Outlines**
- Select the chapter to navigate to it
- Tap the little triangle to expand the chapter





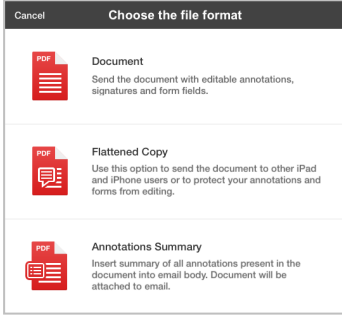



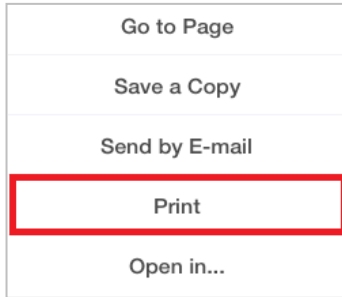
Review annotations

You can review the list of all annotations and use them to navigate to the appropriate pages.


- Tap 
- Tap 
- Tap any item in the list to go to the page with the annotation



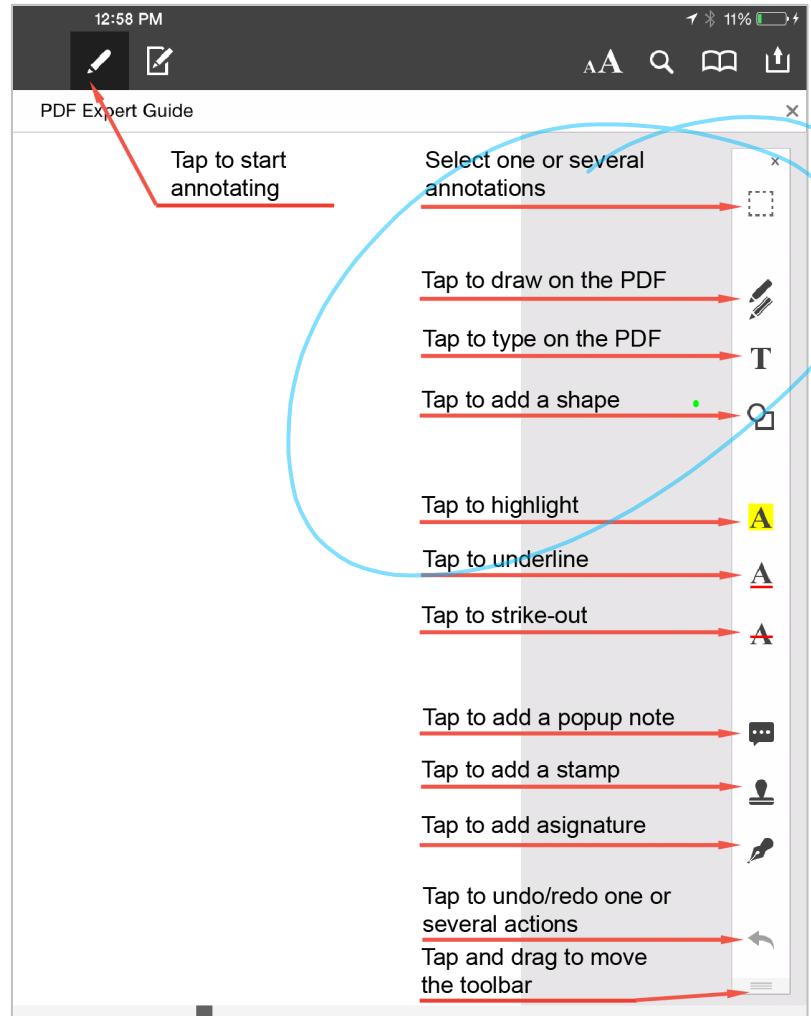
Additional actions

To...	Do...	
Go to Page	<ul style="list-style-type: none"> Tap  Type page number from the available range Tap Go 	
Email	<ul style="list-style-type: none"> Tap  Tap Send by E-mail Select Document, Flattened Copy or Annotations Summary. <p>When Document is selected PDF Expert sends the PDF as is. All the annotations and form data remain editable</p>	
Open in another app	<p>Tap  and select Open In.... You can choose to send the original document to another app or a flattened copy.</p> <p>Sending a Flattened Copy is recommended when the target app does not provide a sophisticated PDF viewer, since it may not display annotations in the original version of the document.</p>	
Save a copy	<p>Tap  and select Save a Copy. You can save the Original Document, a Flattened Document and Annotation Summary.</p>	
Print	<p>Tap  and choose Print. The AirPrint dialog will pop up to let you select your printer and set the number of copies you want to print</p>	

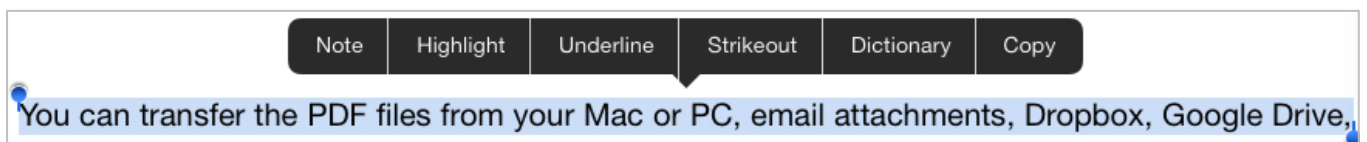
Chapter 5. Annotating

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 from 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.



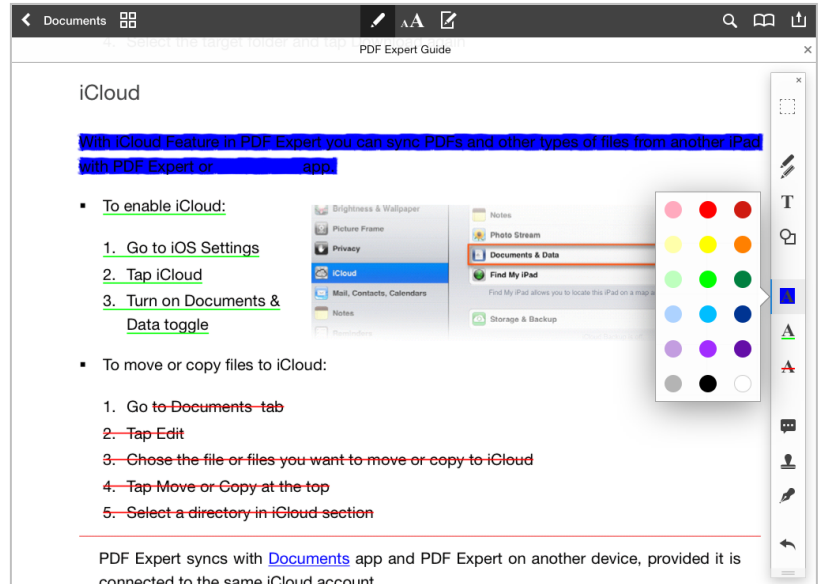
To hide the annotation toolbar tap .

Text markup

To start highlighting, underlining or striking out the text tap ,  or . Then tap and drag over the text you'd like to annotate.

To change the color of the tool tap and hold on the icon and choose a color from the popup.

You can highlight underline and strikeout any text.




To change the color of the markup tap and hold **on any of** the markup tools or tap the highlighted text and pick **Color** 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 selecting **Note** from the popup.

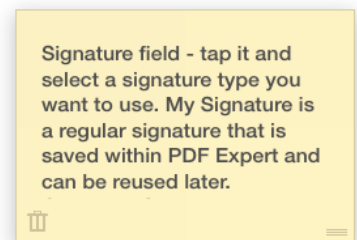
To **delete** a popup note - open it first and then tap .

2. **Text note.** Tap  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 of the keyboard 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.

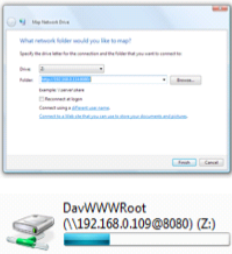


Note: the Text note tool analyzes the PDF and tries to avoid overlaying the initial text and graphics on the PDF.

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/Windows 7 may ask you to enter the password several



Helvetica Regular 14 pt Done

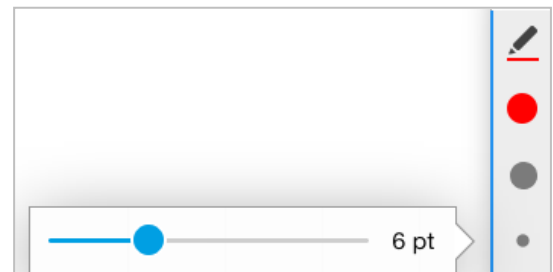
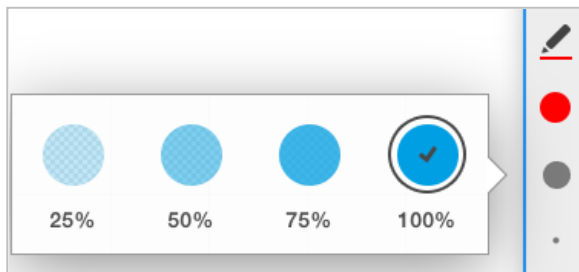
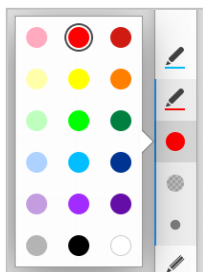
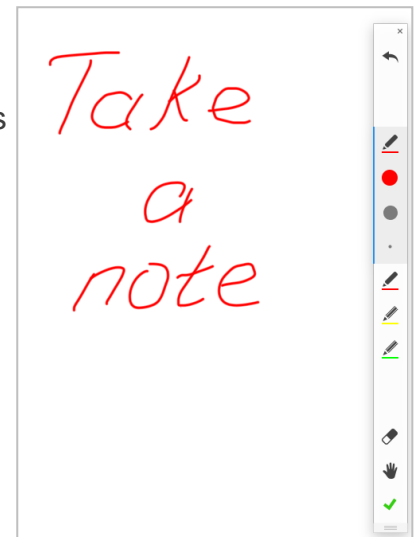
Drawing



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.

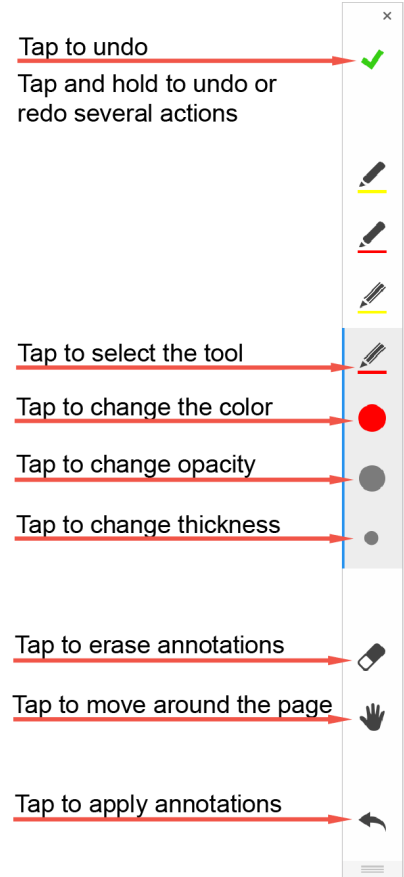
You can set up 4 different pens with their own:

- Color
- Opacity
- Thickness



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

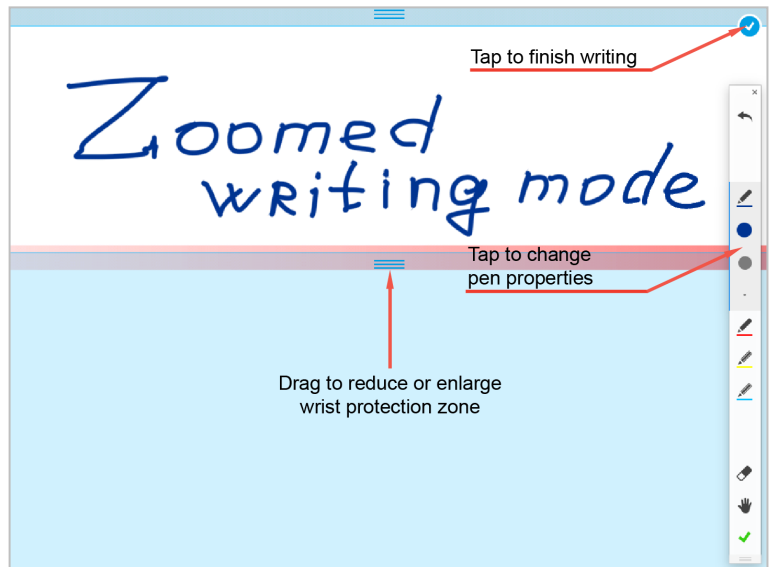
- To make writing easier you can enable **Wrist Protection**. For this go to PDF Expert [Settings](#) and tap PDF. Set Right or Left handed Wrist protection option.
- To **Undo** tap .
- To **Redo** tap and hold on  and drag the slider forward or back.




Zoom for corrections

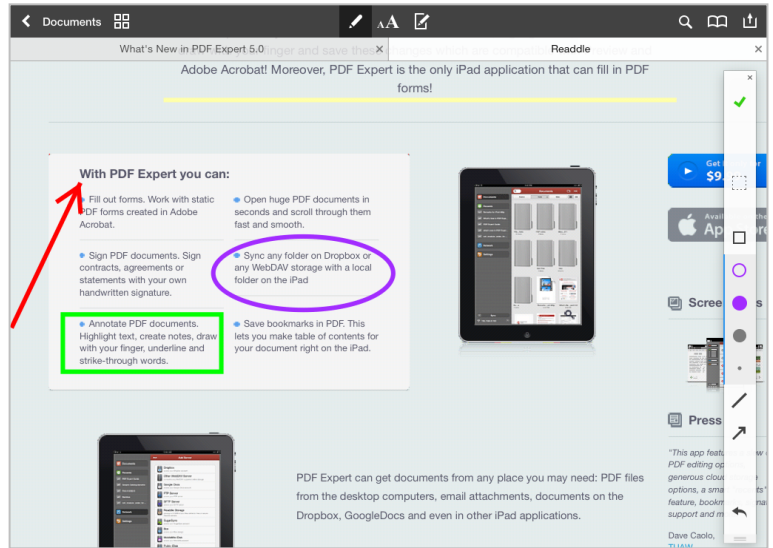
To make writing more convenient you can zoom in with 2 finger gestures when one of the free-hand writing pens is selected. This creates two wrist protection zones above and below the writing zone. The size of the zones can be adjusted by dragging them up or down.

You can change zoom level and pan around the document with two fingers. When done writing, tap the blue check mark at the upper right corner.



Shapes

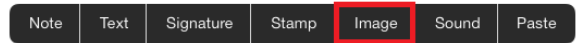
1. Tap  to add a shape to a PDF
2. Select the shape
3. Tap and drag to create a shape of a certain type




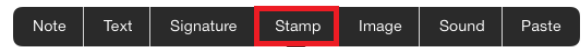
You can set up a line color, thickness and transparency for each shape.


Pictures and stamps

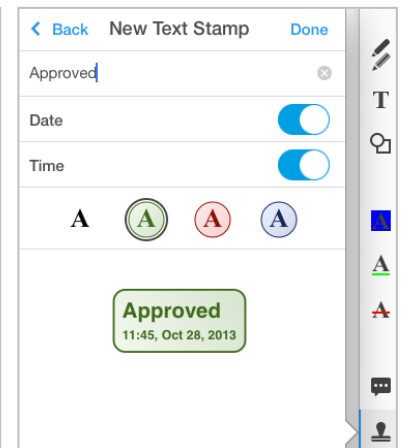
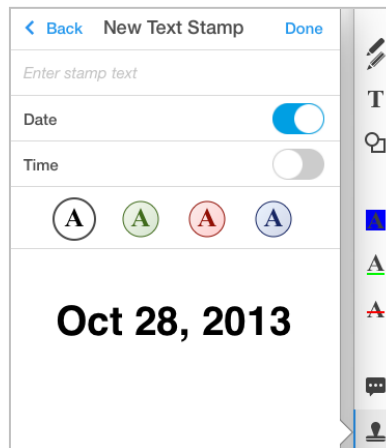
- To add an **image** to a PDF:
 1. Tap and hold on any place of the PDF
 2. Select **Image** from the pop-up menu
 3. Then choose **Photo Library** to insert an image from the photos you have on iPad
 4. Or choose **Camera** to take a picture



- 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**
 5. Or choose **Text Stamp**. You can create a text stamp with any text, the current date and time.




Note: To create a stamp with the **current date** - enable date toggle. With the black color the stamp will look like as a regular text.

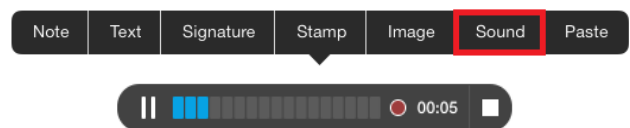
- To **resize** the stamp tap and hold on it and drag the pins
- To **move** the stamp, tap it and select **Move** from the popup
- To **delete** the stamp, tap it and select **Delete**
- To **copy** the stamp, tap it and select **Copy**. Then tap and hold and select **Paste** to place the copy of the 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 [Adobe Reader](#) 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 files.

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 one of the previous actions.



Annotation Summary


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

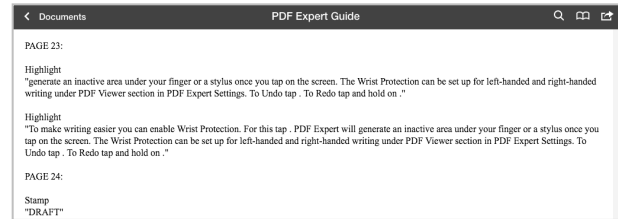
To generate and save Annotation Summary:

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

The TXT file with the name of the initial file will be saved to the current folder.

You can send the annotation summary by **email**:

1. Tap  when viewing the PDF
2. Tap **Send by E-mail**
3. Select **Annotation Summary**
4. Scroll down to the bottom of the email draft
5. Tap next to the attached document and tap **Backspace** on the keyboard to remove it
6. Type in the recipient's email
7. Tap **Send** to send the annotation summary

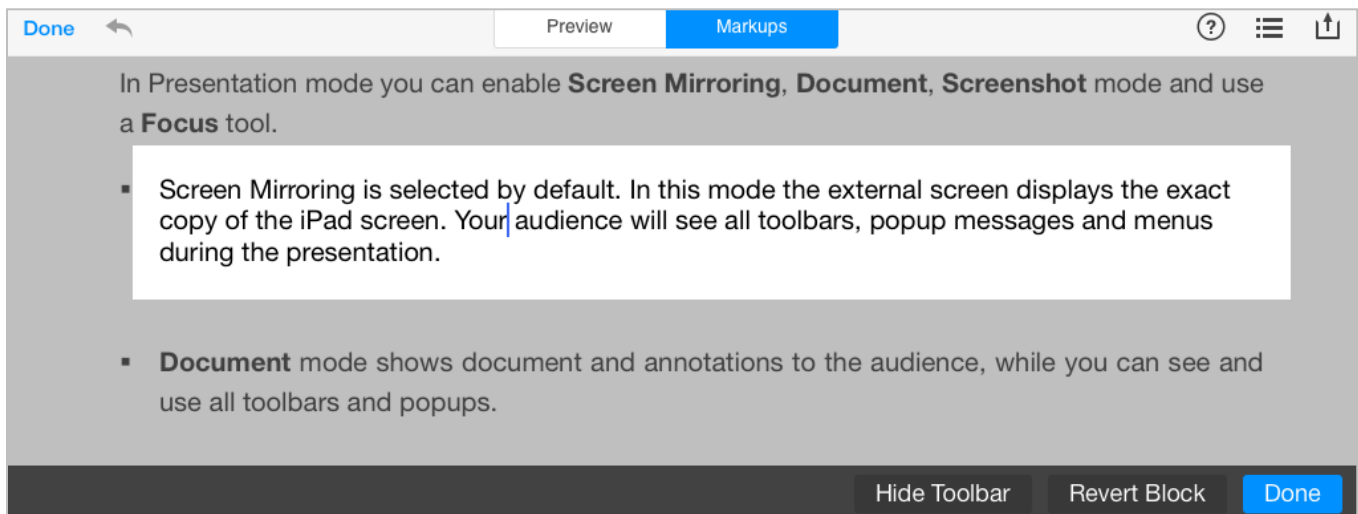


Chapter 6. Review mode

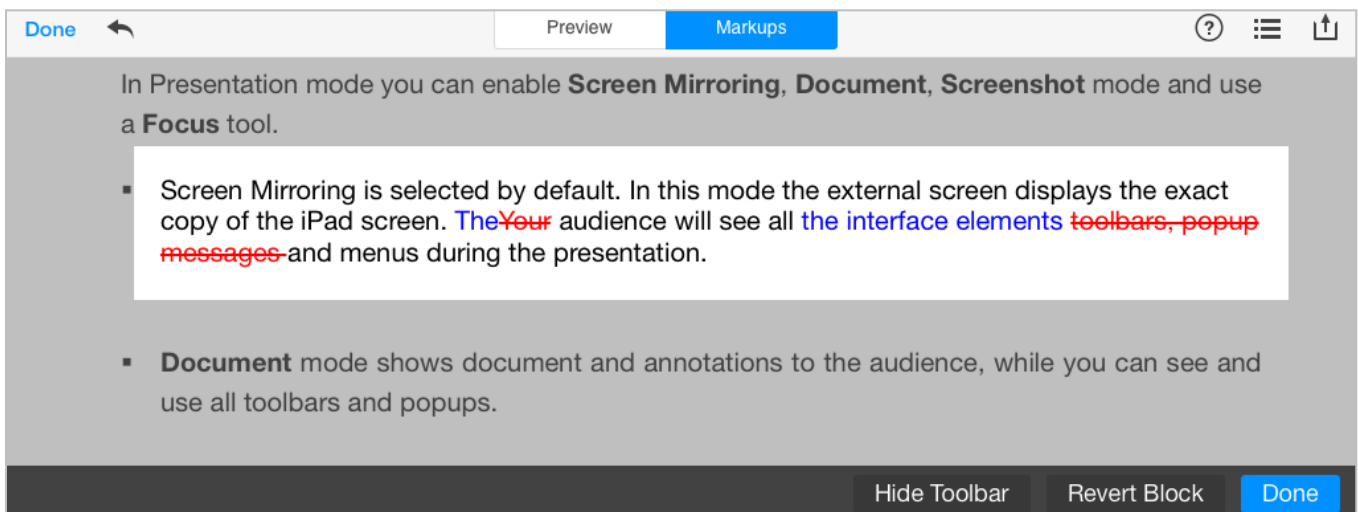
PDF Expert provides a possibility to add in-line annotations to a text of the PDF you need to review.

To switch to **Review mode** tap  and select **Markups**.

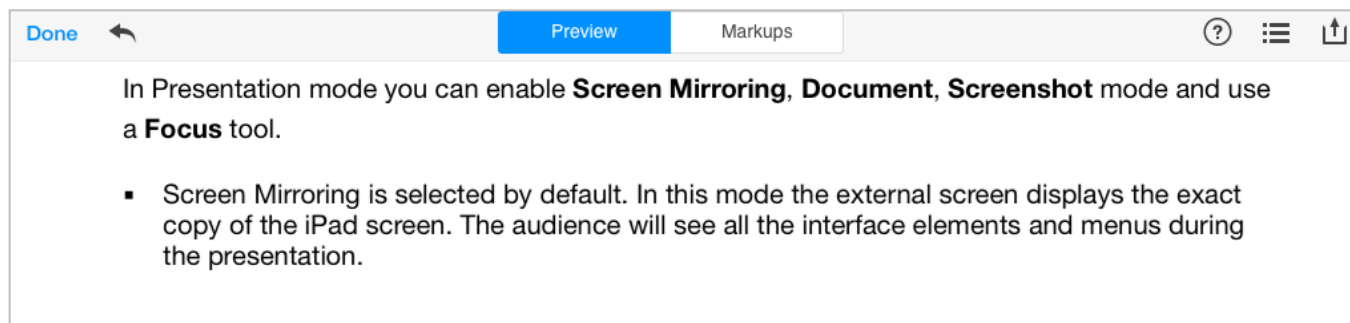
Tap anywhere on the text, which needs to be changed. Then simply correct it as if it was a text editor.




The text that you delete is marked as removed while everything you add is shown as a new text in different colors.

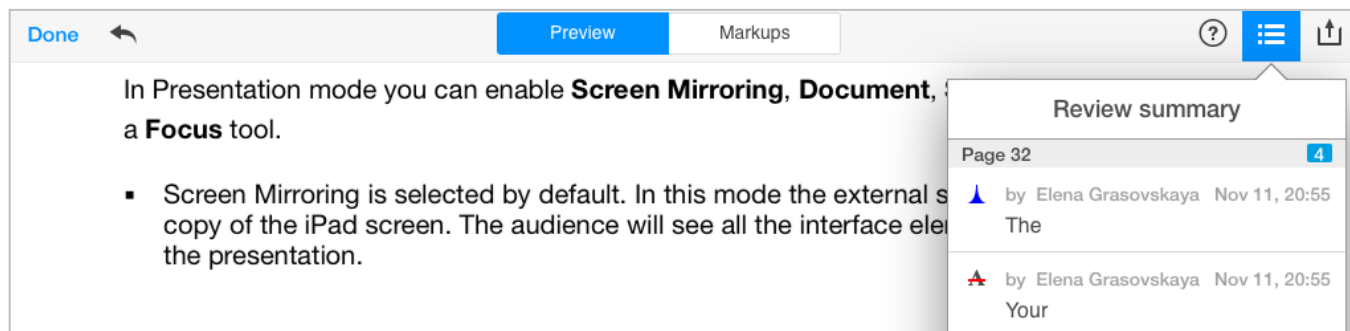
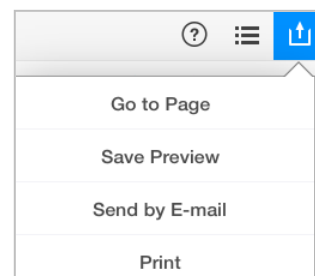


You can switch from **Markups** to **Preview**, when you want to see the result with no markups visible.

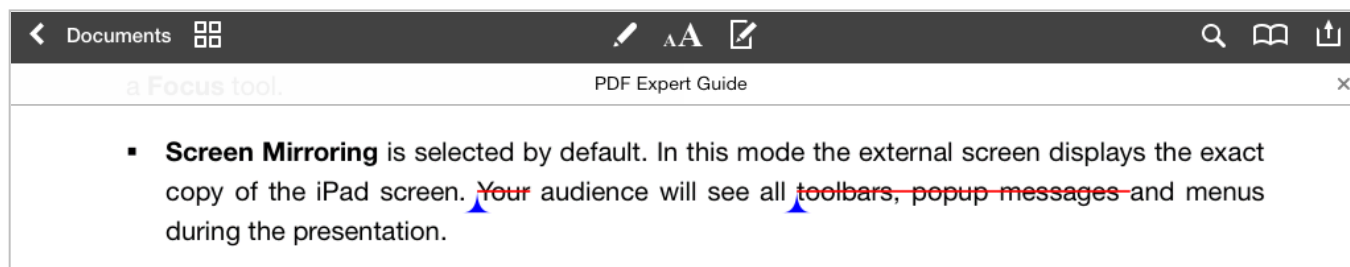


You can also review all your notes by tapping . The notes can be used as navigation elements as you can open the appropriate page by simply tapping on any item in the list.

The preview can be **saved** as a separate document, **printed** or sent by **email**.



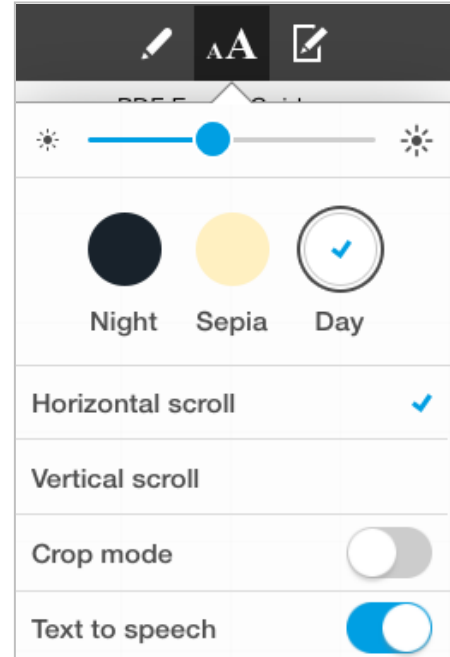
Note: your modifications are smart annotations, which do not affect the text in the PDF itself. You can always go back to the original PDF, which is very important.



Chapter 7. Text to speech

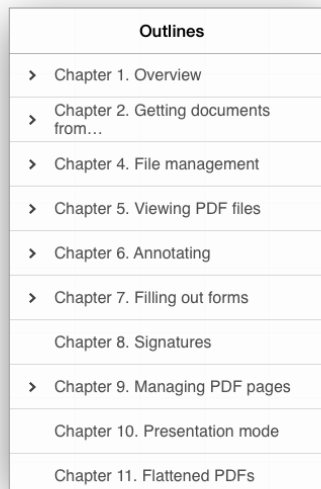
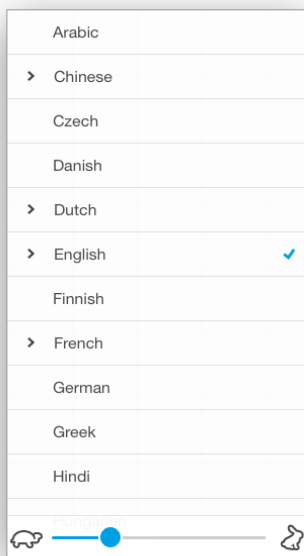
PDF Expert allows reading the text of the PDF out loud. To start reading the text:

1. Tap **AA**
2. Enable Text to speech toggle
3. Tap on the text
4. Tap play on the player controls below
5. 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 .



Note: The text to speech feature is available for iPad 2rd, 3rd and 4th generation along with iPad mini and iPad Air with iOS 7.

Chapter 8. Filling out forms

PDF Expert provides a possibility to fill out PDF forms. You can type text, select items from drop-down lists, use check boxes, 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 supports neither **JavaScript** nor **FormCalc** in **Static XFA** forms.

Attention: PDF Expert does not support LiveCycle **Dynamic XFA** forms

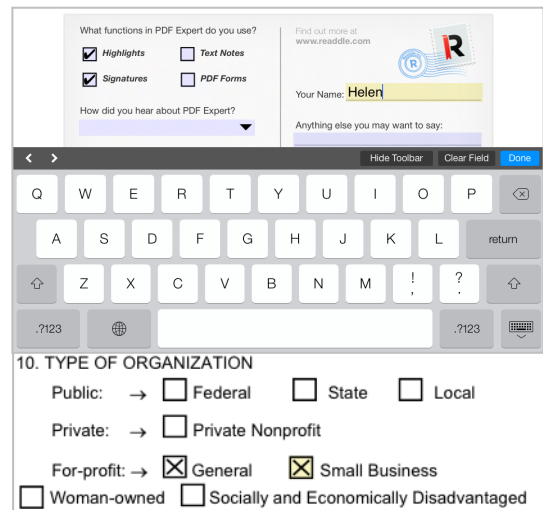
Follow the [link](#) to look through the list of JavaScript supported by PDF Expert.

Filling in the form fields

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

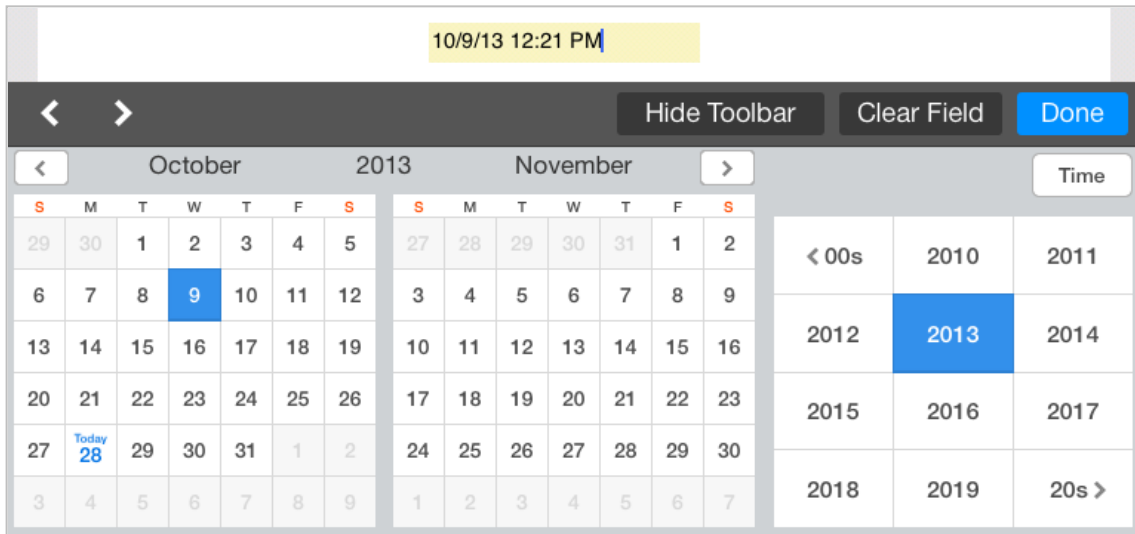
Note: You can disable **Highlight form fields** toggle under Settings > PDF to hide the square around the field.

- **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 appropriate numbers in the form fields and the calculations will be processed automatically

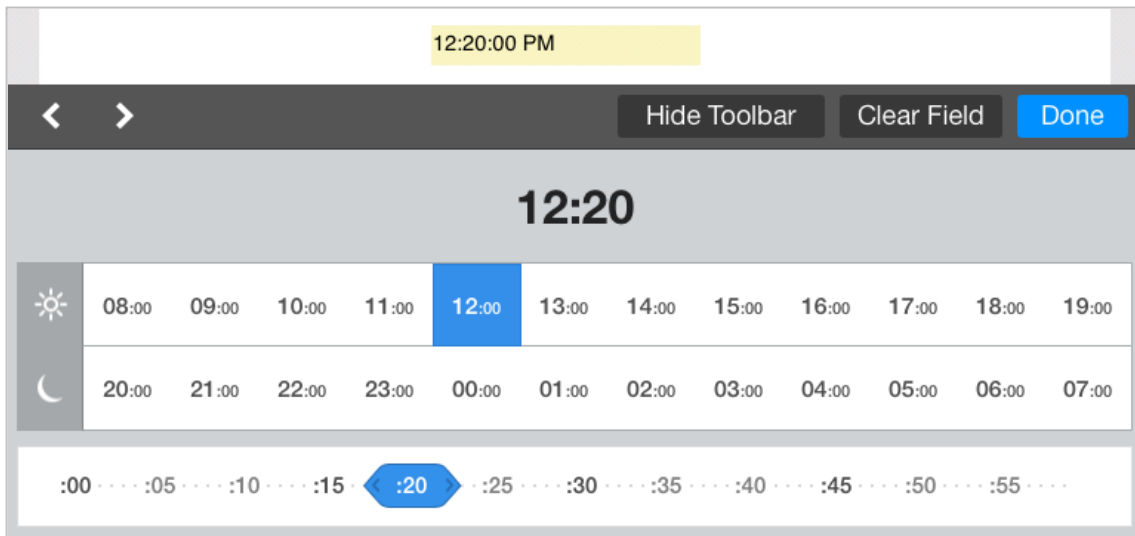


NAME	ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Summer Mnths	INST.BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
John Smith	PD/PI	1	2	3	3,000	3,500		3,500
Hillary Dawson		2	4	5	3,400	4,000		4,000
								0
SUBTOTALS →						7,500		7,500

- **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 date from the keyboard below.




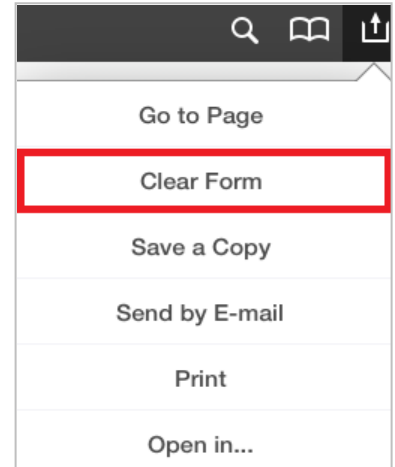
Note: You can create a date or time field in Adobe Acrobat by assigning **Date** or **Time** to a text field **Format Properties**.

- **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**
 4. Tap **Yes** on the popup




Note: Signatures placed with tap and hold will remain after the Clear Form. Only Signature fields will be cleared.

Chapter 9. Signatures

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.

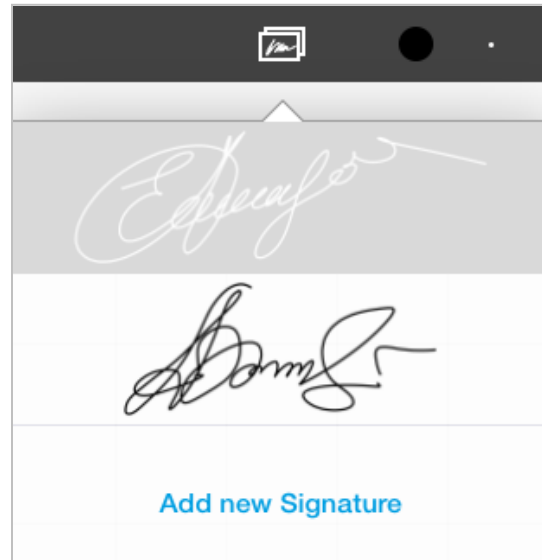
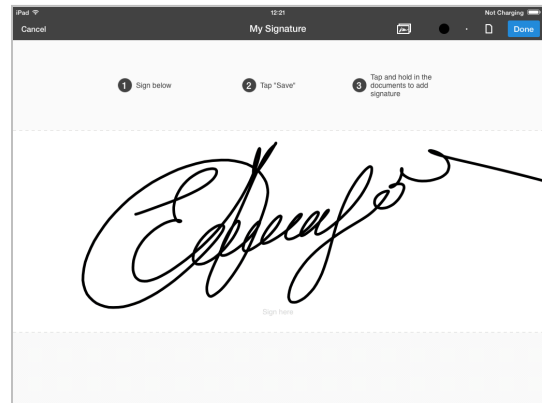
PDF Expert allows saving up to 4 personal signatures. To add another signature tap  and tap on **Add new Signature**.

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.




Chapter 10. Managing PDF pages

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.



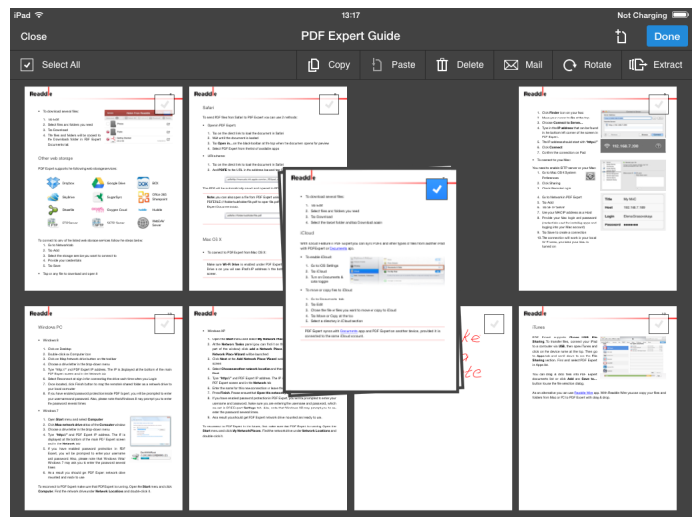
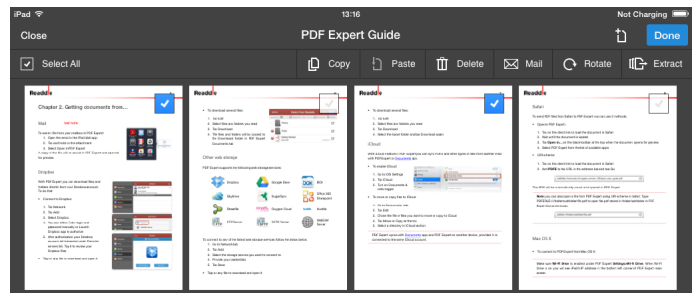
Tap on a thumbnail to **navigate** to the page.

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.

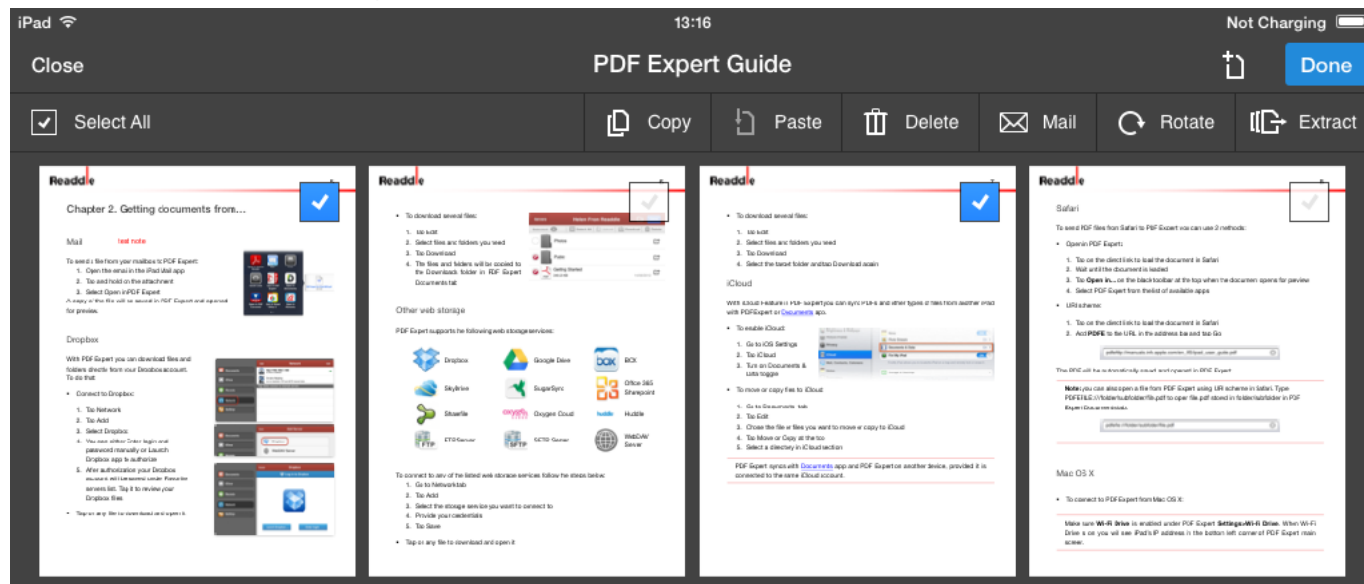
Changing page order

To change page order tap and hold on the page thumbnail. Then drag the page to a place where you want it to be.



Copy, paste and extract

Tap **Edit** to start modifying the document:



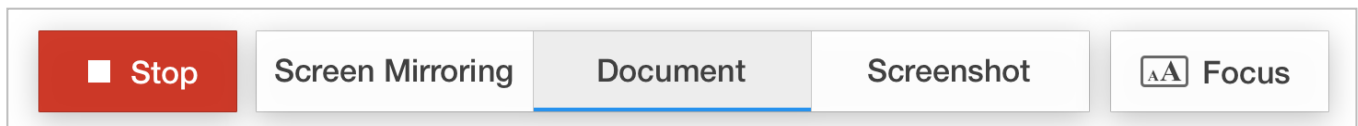
To...	Do...
Copy to a clipboard	Select a page and tap Copy .
Paste from clipboard	Tap Paste . Drag the white sheet to define the position for the paste and tap it.
Rotate	Use two fingers gesture to rotate a page, or select several pages and tap Rotate
Extract	Select a page or pages and tap Extract . 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 .

Chapter 11. Presentation mode

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



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.


Chapter 12. Flattened PDFs

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:

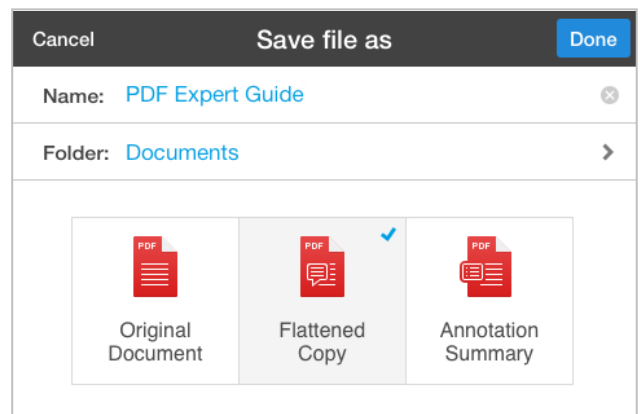
- When you need to apply all annotations to a PDF in order to prevent further modification
- To complete the form
- To apply a signature
- To remove all active elements like links, outlines and bookmarks
- To make annotations viewable in simple PDF readers

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 **Edit**
3. **Select several files**
4. Tap **Mail to**
5. Choose **Flattened Copy**




Chapter 13. Submitting and uploading

PDF Forms may contain a **Submit** button to send the form or data from this form to a server for further processing.

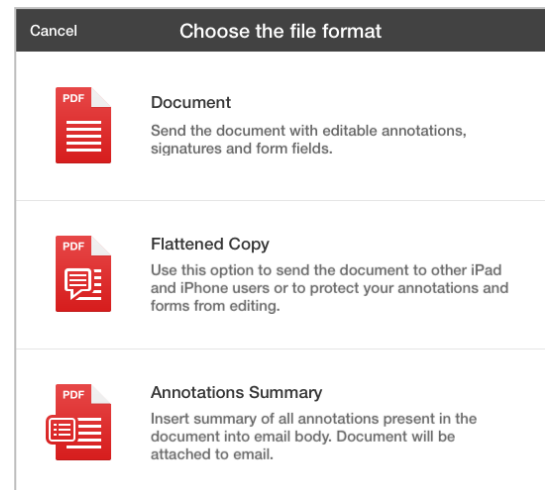
However you can use PDF Expert features for submitting as well.

Submit by email

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

1. Tap 
2. Tap **Send by Email**
3. Select **Document**, **Flattened Copy** or **Annotation Summary**:

- **Document** allows to send the file as is, with annotations and form data you can change in 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 file sorted by page numbers. The original document is also included.



To submit several files by email:

1. Go to the **Documents tab**
2. Tap **Edit**
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. Go to **Network** tab
 2. Tap on the web storage icon
 3. Navigate to a folder you want to upload files to
 4. Tap on **Edit** at the top
 5. Then tap **Upload** on the upper tool bar
 6. After that select file or files you want to upload from a popup with Documents folder content
 7. Tap **Upload** on the popup

Sending to another app

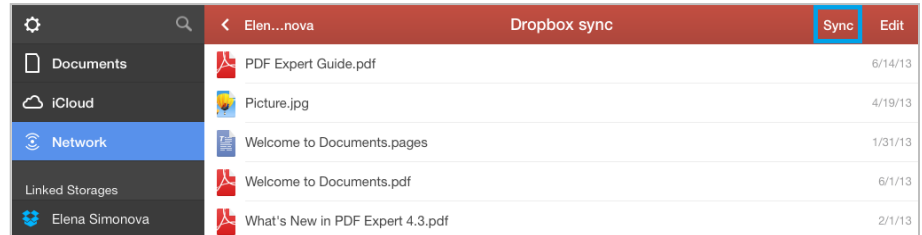
- To send a file **to another app** from PDF Expert:
 1. Open the PDF and tap 
 2. Tap **Open In...**
 3. Select **Document** or **Flattened Copy**
 4. Then choose the target app from the popup
- The copy of this file will be saved and opened for preview in another app.
- To send a file **to another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

Chapter 14. Sync

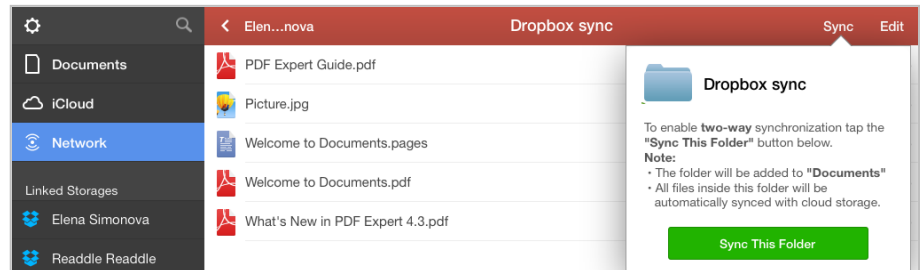
PDF Expert provides a possibility to setup 2-way synchronization with Dropbox or any other web storage service you've connected to. To connect to a web storage service follow the steps from [Chapter 2](#).

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. Tap **Sync This Folder** and the progress bar will appear on the folder icon.



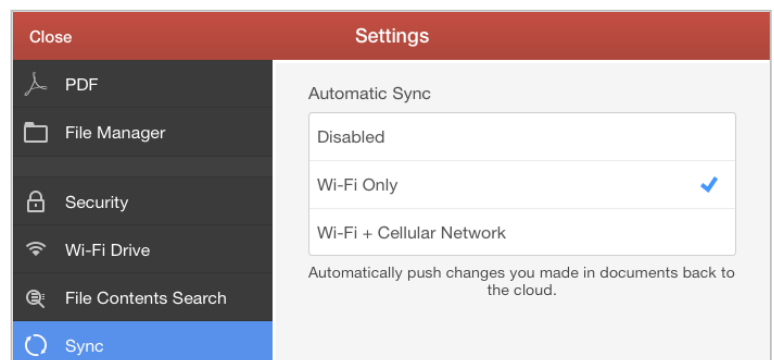
Once the sync is complete the full copy of this folder will be available in the **Documents** tab.

Attention: PDF Expert will sync the entire storage contents 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

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

1. Tap **Settings** in PDF Expert main screen
2. Tap **Sync**
3. Choose **Wi-Fi Only**
OR
4. Tap **Disabled** to turn off automatic sync



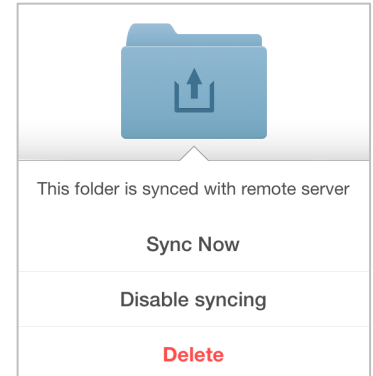
Note: when automatic sync is enabled PDF Expert will check all sync folders every 10 minutes and update the data if there are any changes in the storage service or on the iPad.

Manual

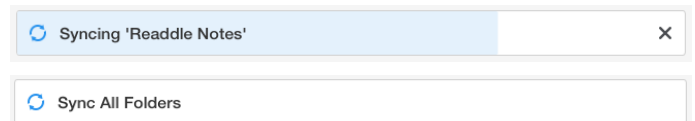
When automatic sync is disabled you can sync manually.

- To sync manually:
 1. Go to the **Documents** tab
 2. Tap **Edit**
 3. Tap the sync folder
 4. Tap **Sync now**

The folder will be synced immediately.



You can initiate sync and check the progress in the **Network** tab.



Disable

- To **disable** sync for a certain folder:
 1. Go to the **Documents** tab
 2. Tap Edit
 3. Tap the sync folder
 4. Tap **Disable Syncing**.

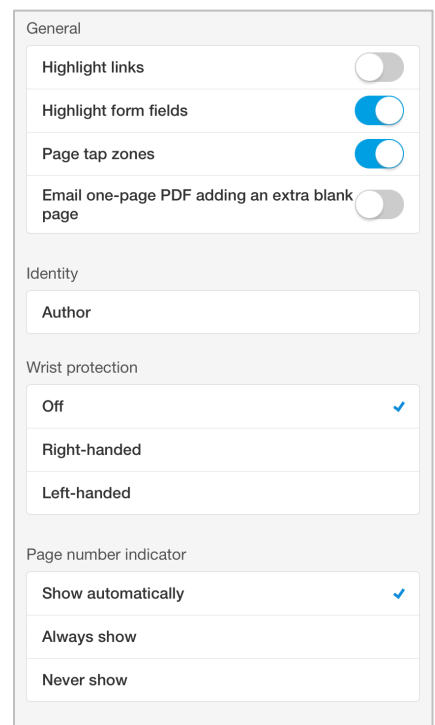
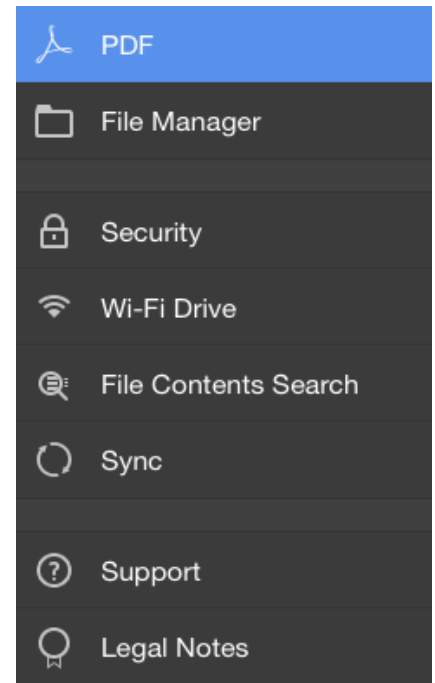
Chapter 15. Settings

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

This option allows you to:

- Enable or disable **Highlight links**, which gives you an ability 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 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 change you make in PDF files.
- Enable the wrist protection and set it up for right or left hand.
- Setup page number indication.



File Manager

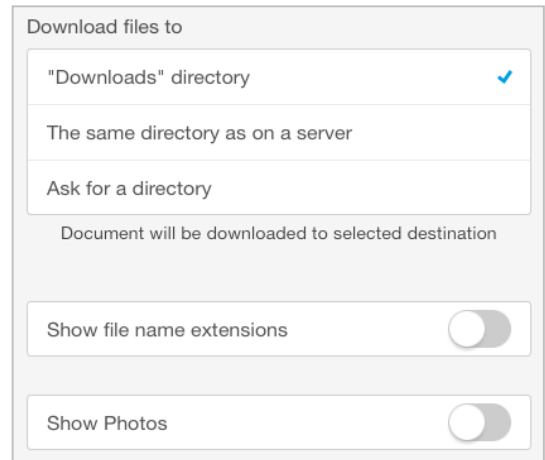
You set up the default folder for all the files you download from web storage:

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

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

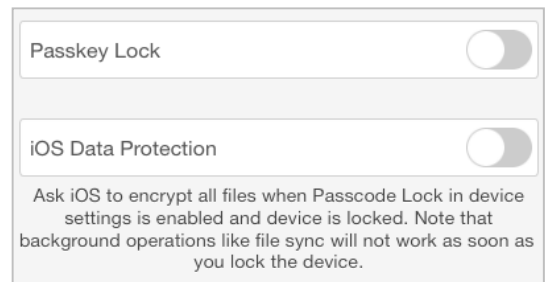
The **Show Photos** option enables the special folder with an access to iPad's Photo Library.

- Clear Recents removes the list of recently opened files.



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.



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 by other both via Wi-Fi and USB cable, when the iPad is locked.

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 the iPad.

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

- Enable Drive

Turn Wi-Fi access to your files on or off.

- Ask For Password

Enable or disable 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 the iPad, use **the Passkey Lock feature**.

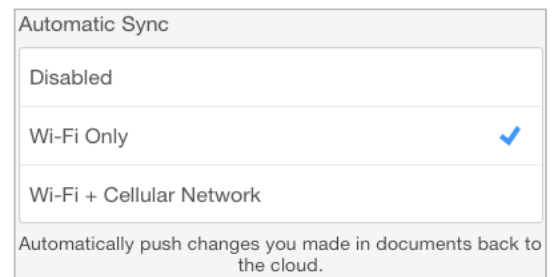
File Contents Search

This option allows enabling indexing to search within your files contents.

Note: Indexing takes more RAM and CPU resources from your iPad, so enabling this feature may decrease the performance.

Sync

This option contains settings for Automatic Sync. You can enable sync via Wi-Fi and 3G or disable automatic synchronization.



Support

Tapping on the **Support** button in **Settings** section allows you to contact Readdle Support team in case you have any questions or suggestions regarding PDF Expert performance or functionality. If you have been faced with an issue, please enable **Verbose logging**, then reproduce the problem and contact us via **Support** dialog. 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 us to resolve the issue and provide a solution in the shortest terms.

Appendix. Troubleshooting

Migration

When PDF Expert 5 is installed, it exports all the data from PDF Expert 4.7. During the migration it is essential to keep the iPad active and PDF Expert 5 open.

If for some reason the migration did not start right after PDF Expert 5 launch, you can force run it under PDF Expert Settings>File Manager.

Note: PDF Expert 4.7 remain accessible after PDF Expert 5 installation and data migration. You can export the data manually any time until you remove PDF Expert 4.7.

Backing up files

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

1. Connect your iPad to a computer via **USB** cable
2. Open **iTunes** and click on the device name at the top
3. Click on the **Apps** tab and scroll it to the very bottom
4. Click on PDF Expert icon and save documents to your computer

Reinstallation

To reinstall PDF Expert completely:

1. Remove PDF Expert from the 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 initial purchase. Since you have already purchased the product, your credit card will not be charged.

PDF Form issue

If you've experienced any difficulties with a PDF form in PDF Expert, you can send it to rdsupport@readdle.com and we will do everything possible to make the form work in our app.