Readdle

PDF Expert
User Guide

Content

Content

Content

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, 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.
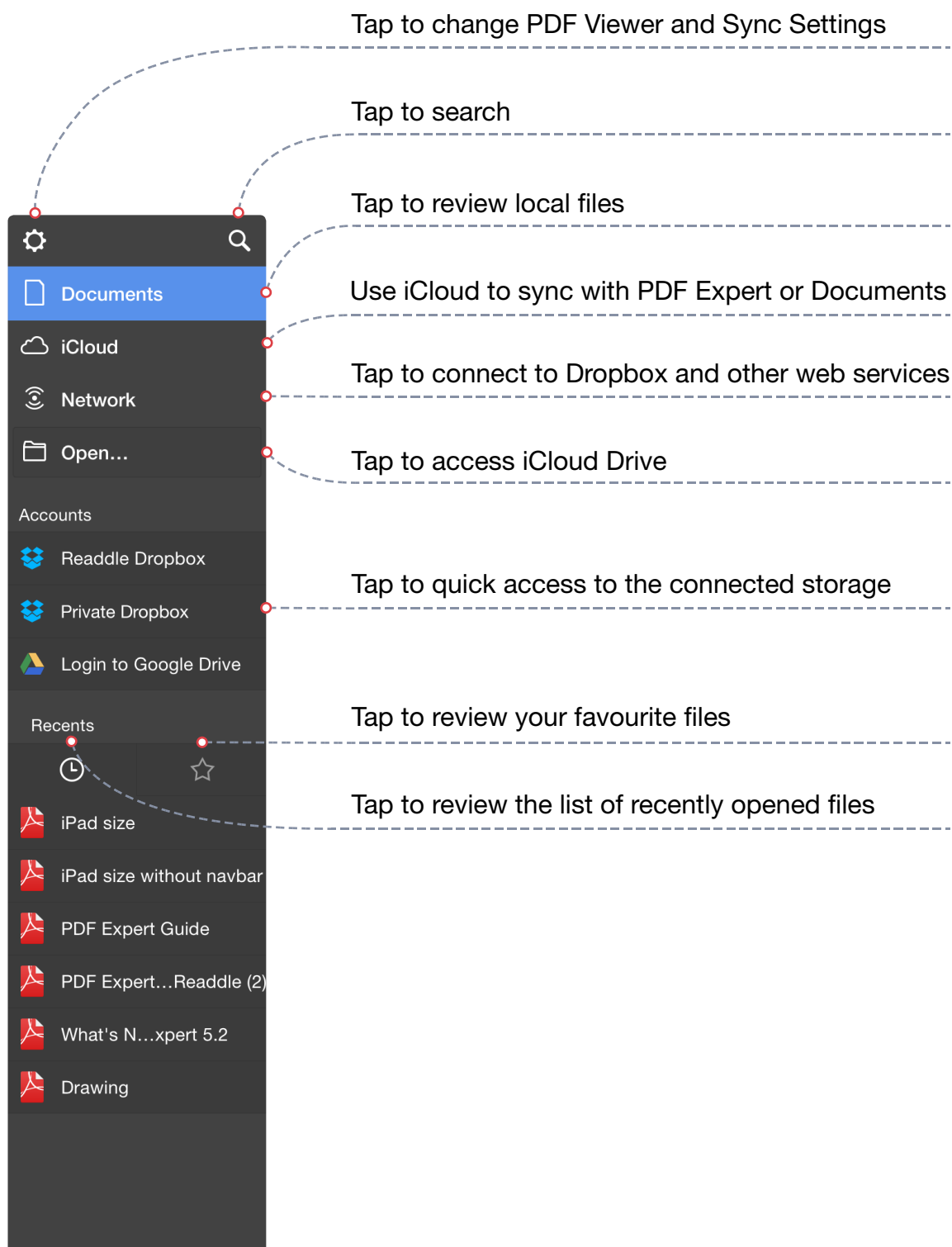
You can transfer the PDF files from your Mac or PC, email attachments, Dropbox, Google Drive, SkyDrive, Box.com etc. for further work on your iPad. PDF Expert reads almost all document types, including: iWork, MS Office, text files, images, even music and video files.

Upon completion, the changes are saved in accordance with PDF format specification. The documents can be shared with other electronic devices or web storages for further 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 the iPad you have a complete document workflow you need for your professional and personal activities.
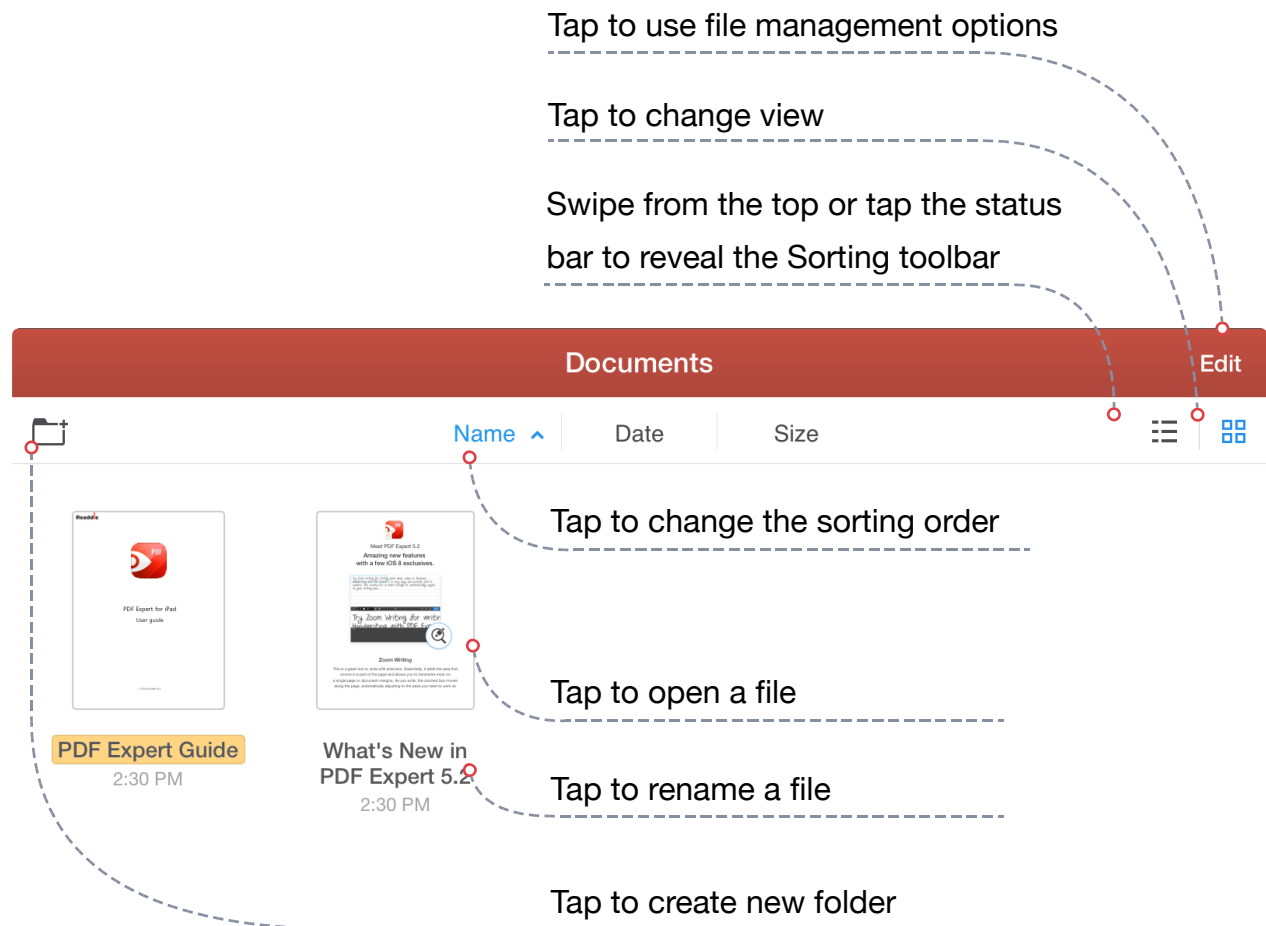
Sidebar Menu

PDF Expert provides a clean and simple user interface. It has two main sections: control panel (sidebar menu) and files. Lets review sidebar menu first.

Tap to change PDF Viewer and Sync Settings

Tap to search

Tap to review local files

Use iCloud to sync with PDF Expert or Documents

Tap to connect to Dropbox and other web services

Tap to access iCloud Drive

Tap to quick access to the connected storage

Tap to review your favourite files

Tap to review the list of recently opened files

Documents

iCloud

Network

Open...

Accounts

Readdle Dropbox

Private Dropbox

Login to Google Drive

Recents

iPad size

iPad size without navbar

PDF Expert Guide

PDF Expert…Readdle (2)

What's N…xpert 5.2

Drawing

File Menu

The upper toolbar in Documents tab provides a possibility to sort your files and change the vie to List or Thumbnail mode.

Tap to use file management options

Tap to change view

Swipe from the top or tap the status bar to reveal the Sorting toolbar

Documents   **Edit**

Name ∧   Date   Size

Tap to change the sorting order

PDF Expert Guide
2:30 PM

What's New in
PDF Expert 5.2
2:30 PM

Tap to open a file

Tap to rename a file

Tap to create new folder

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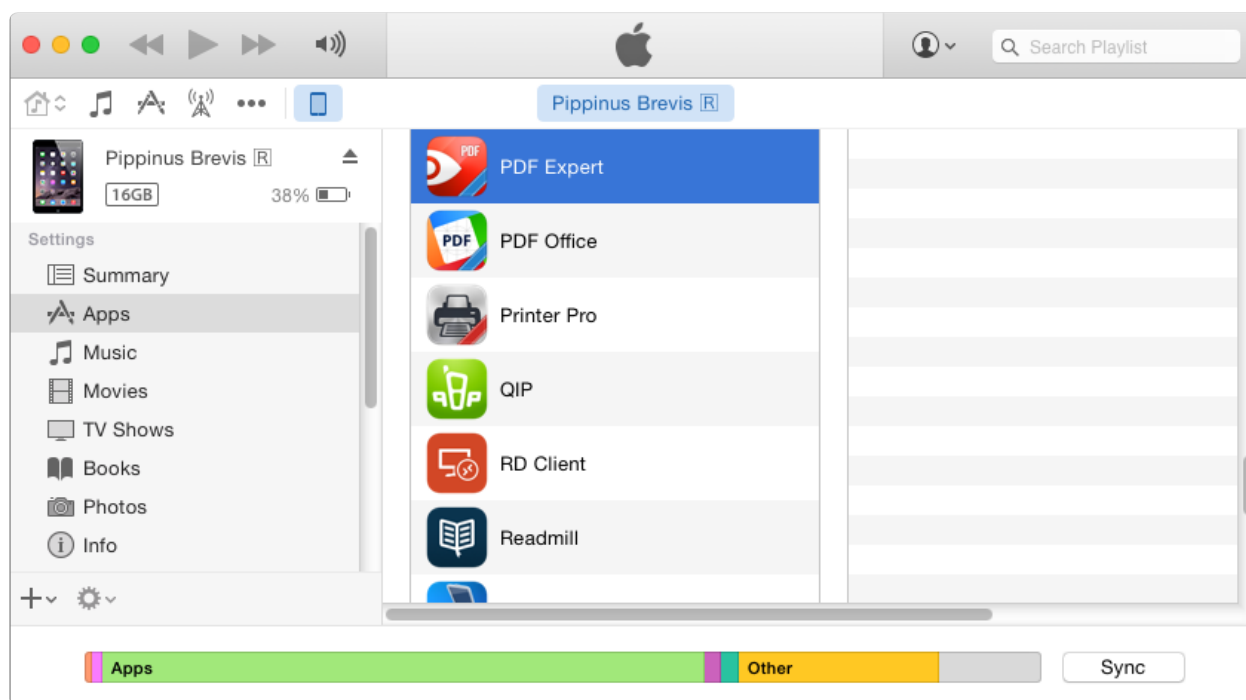
To gain access to file management options and tools tap Edit.

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.
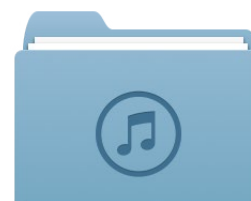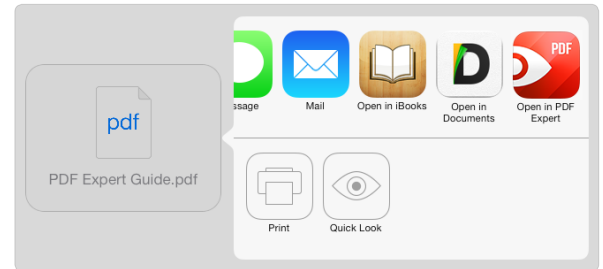
Mail

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 **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:
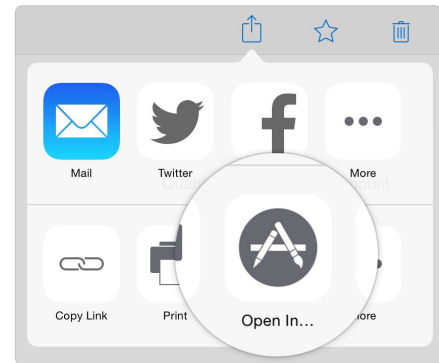
- Connect to Dropbox:

    1. Tap **Network**
    2. Tap **Add**
    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.
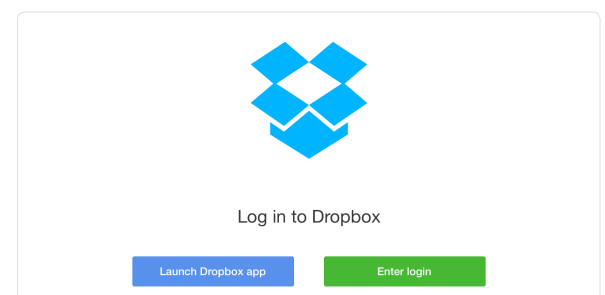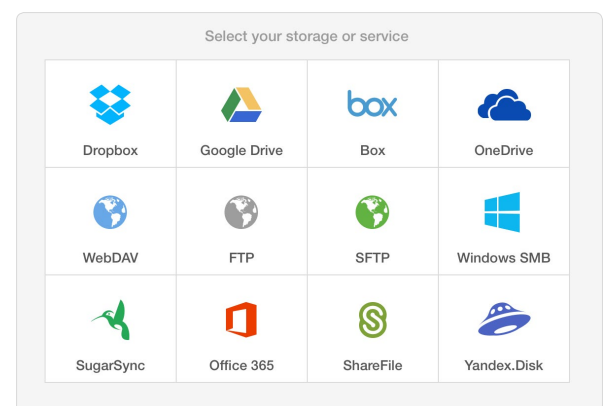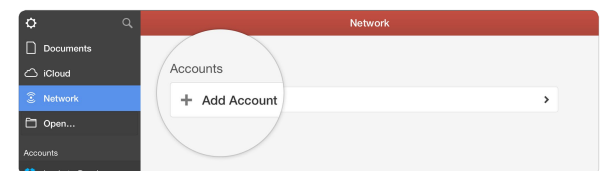
Other app

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

Other web storage

PDF Expert supports the following web storage services:

|		
Dropbox	Google Drive	Box
OneDrive	SugarSync	Office 365 Sharepoint
Sharefile	Windows SMB	Yandex Disk
FTP Server	SFTP Server	WebDAV Server

- 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 you want to connect to
  4. Provide your credentials
  5. Tap **Save**
  6. Tap any file to download and open it

- To download **several files**:

  1. Tap **Edit**
  2. Select files and folders
  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.

Storage	90.3 MB Available >
iCloud Drive	On >
Photos	Off >
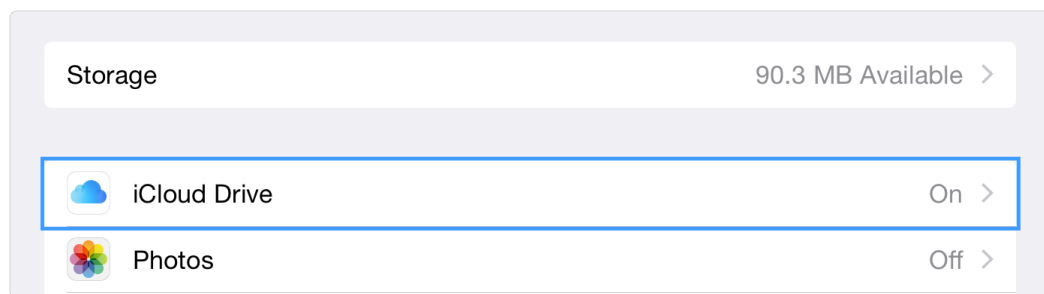
- To enable iCloud:

  1. Go to iOS Settings
  2. Tap iCloud
  3. Turn "**Document and Data**" toggle for iOS 7. On iOS 8 go to iCloud Drive and enable the toggle for PDF Expert

- To move or copy files to iCloud:

  1. Go to 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

PDF Expert syncs with [Documents](#) app and PDF Expert on another device, provided it is connected to the same iCloud account.

iCloud Drive

With iOS 8 Settings you can enable iCloud Drive under the iCloud section. This feature provides a possibility to access files stored within other apps right in PDF Expert.

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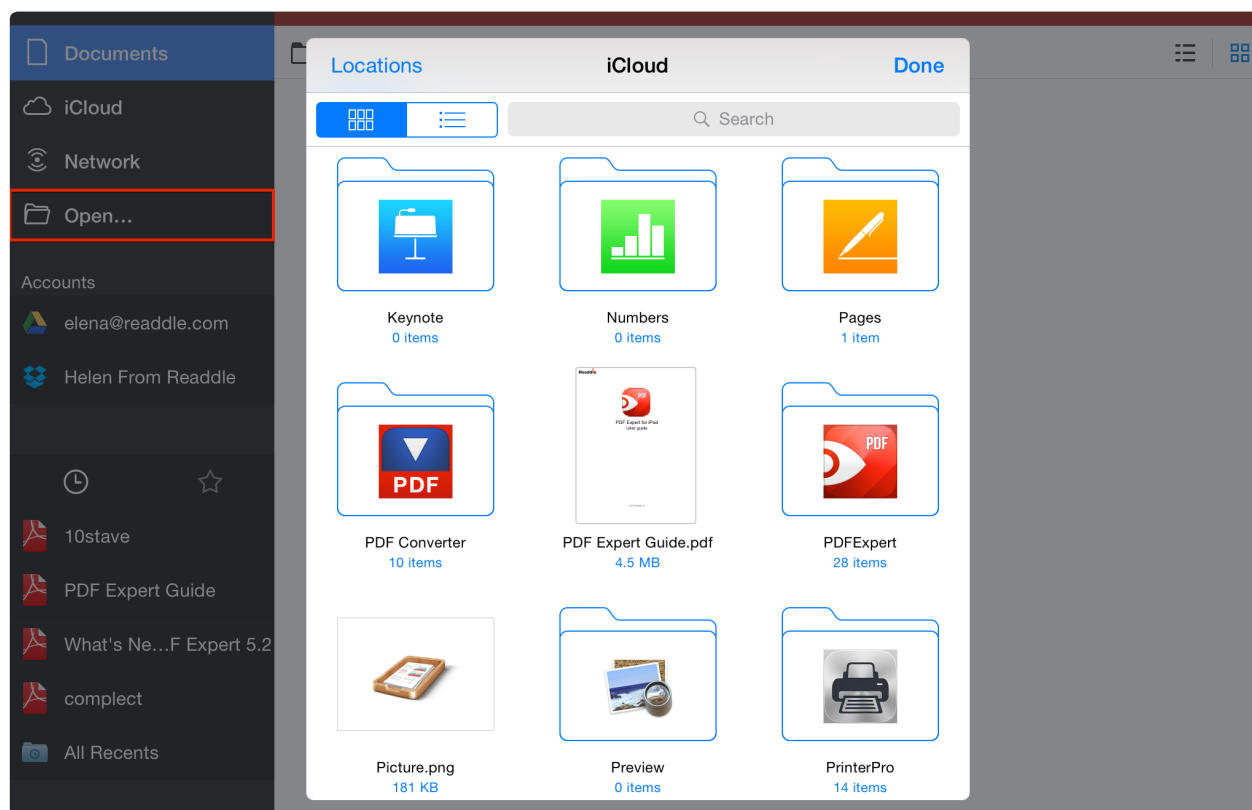
Safari

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
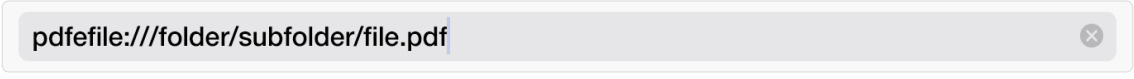
pdfehttp://manuals.info.apple.com/en_US/ipad_user_guide.pdf	⊗

    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	⊗

Mac OS X

First check the PDF Expert Network section. If PDF Expert has located any available computers or mobile devices in the 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 SFTP server. To enable SFTP server on your Mac:

1. Go to Mac OS X System Preferences
2. Click **Sharing**
3. Check **Remote Login**
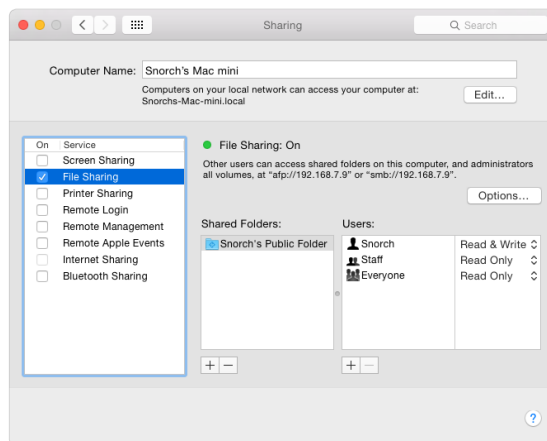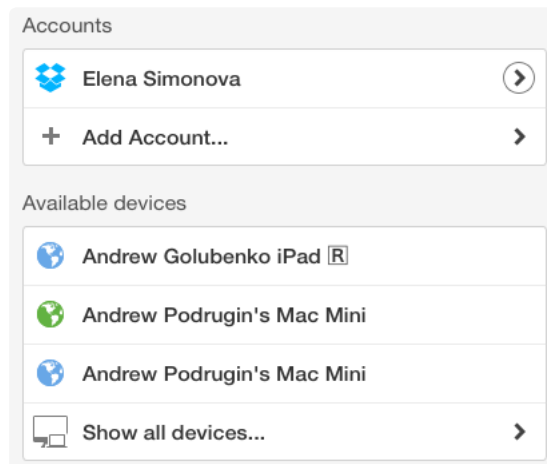
Once SFTP server is enabled, follow the steps below to connect PDF Expert to the Mac.

1. Go to **Network** in PDF Expert
2. Tap **Add**
3. Tap **SFTP**
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.
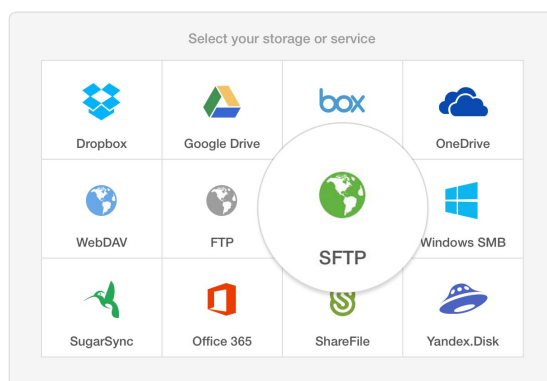
To connect to **PDF Expert from Mac OS X:**

Make sure Wi-Fi Drive is enabled under PDF Expert Settings>Wi-Fi Drive. When Wi-Fi Drive is on you will see iPad 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
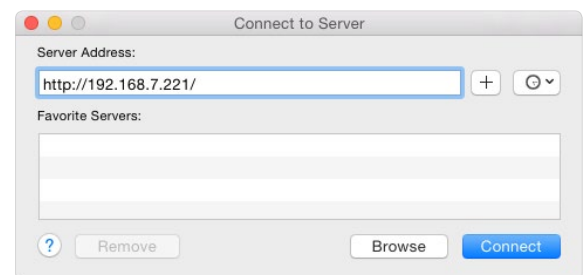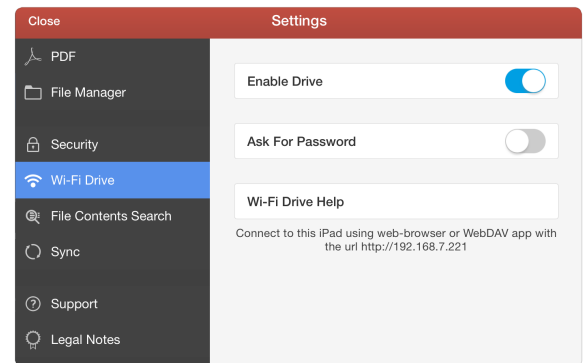
After that you'll be able upload and download files from PDF Expert to the computer and vice versa via drag and drop.

Windows PC

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 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 address can be found in **Settings** > **Wi-Fi Drive** menu
  6. Select **Reconnect at sign in** for connecting the drive each time when you Login
  7. Once located, click **Finish** button to map the remotely 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 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
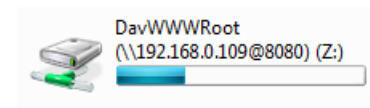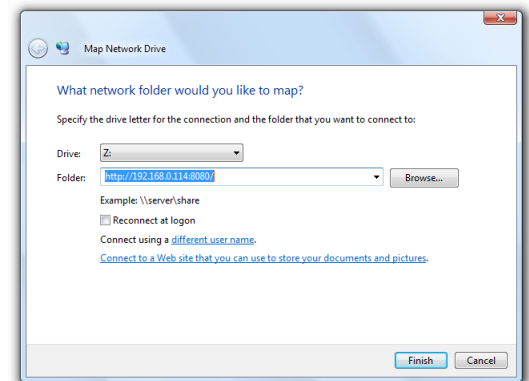
To reconnect to PDF Expert make sure that PDF Expert is running. Open the **Start** menu and click **Computer**. Find the network drive under **Network Locations** and double-click it.

- **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** on 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 address can be found in **Settings** > **Wi-Fi Drive** menu
    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.
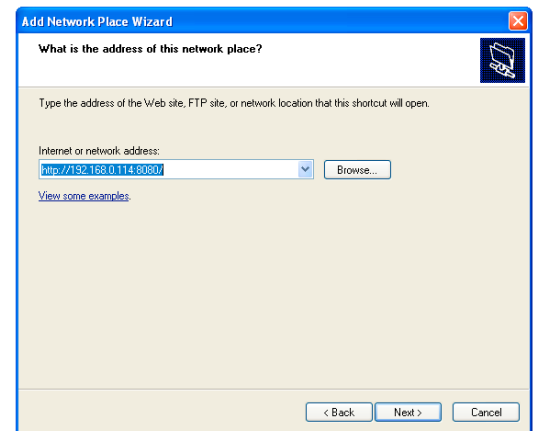
To reconnect to PDF Expert in the future, first make sure that PDF Expert is running. Open the **Start** menu and click **My Network Places**. Find the network drive under **Network Locations** and double-click it.

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, rtfd, .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. 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.
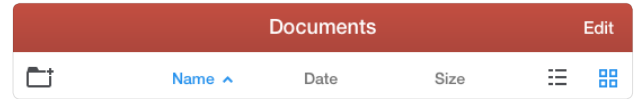
Managing files and folders

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 the file in the bottom left corner to delete it.
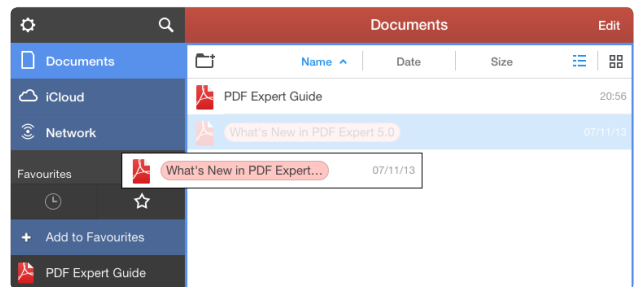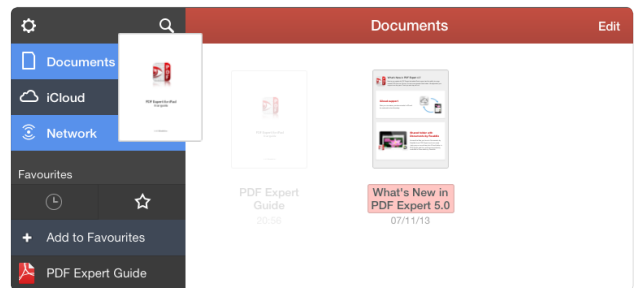
Operations with files and folders

To start managing files tap **Edit** at the top and select one or several files/folders. Once you tap "**Edit**", you can:

- 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.

- e-mail files. When only 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 files to the web storage PDF Expert is connected to

- open file in another application

- create a new folder or document

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.

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 Edit
    3. Tap " ✛ Create"

    4. Select color and paper type for the new document. There 9 options of paper and 3 colors available.
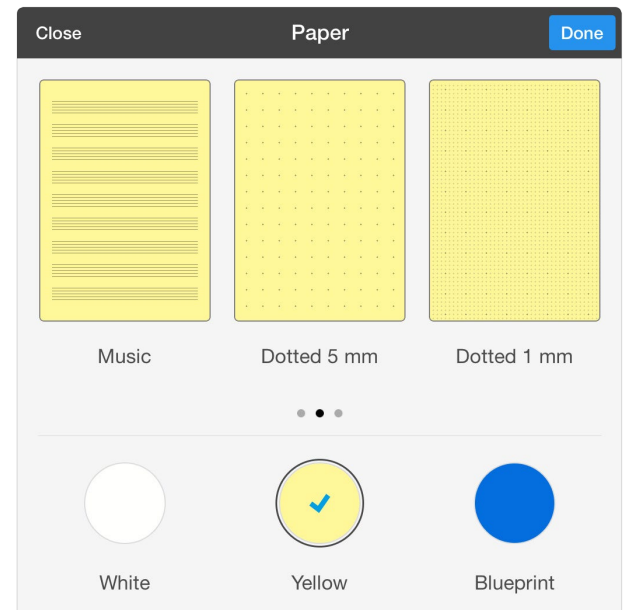
- To add a page to a document:

    1. Open the document and tap ⊞
    2. Tap ⬚
    3. Tap on the new sheet
    4. Select paper type and color
    5. 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 files.

The table below lists all actions you can perform while reading PDFs in PDF Expert:

Viewing

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 ᴀA 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 • Or tap on the **right** or **left edge** of the screen (horizontal scrolling) and on the **top** or **bottom** (vertical scrolling).
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 tap the page you want
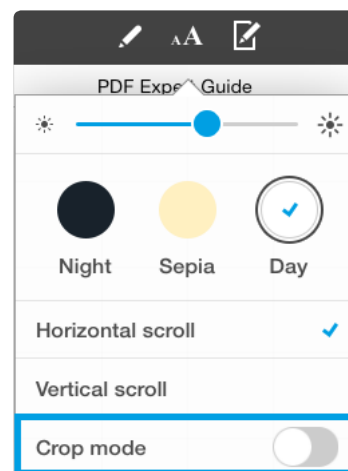
Search

- Tap 🔍 and type the word or phrase you want 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
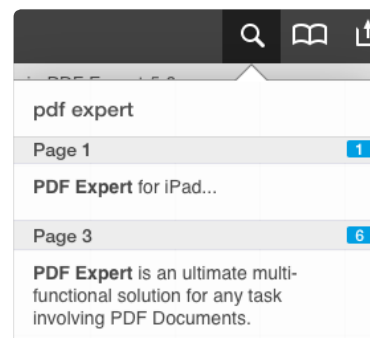
Adjust reading mode

- Tap A**A** 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.
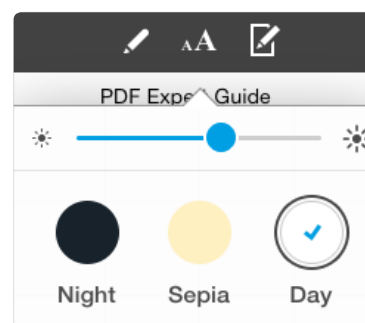
Add bookmark

- Tap 📖 and select the **Bookmarks** 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
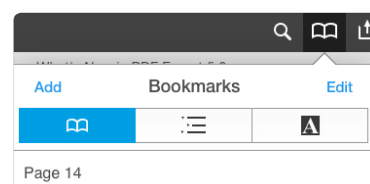
Navigate using Outlines	If the PDF has a dynamic table of contents, you can use it in PDF Expert for navigation.

- Tap 📖 and select **Outlines**.
- Select the chapter to navigate to it
- Tap the arrow icon to expand the chapter
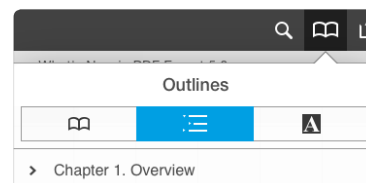
Review annotations	You can review the list of all annotations and use them to navigate to the corresponding pages.

- Tap 📖
- Tap 🅰
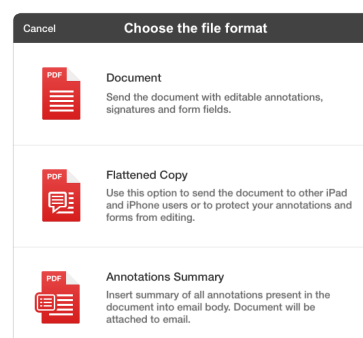- Tap any item in the list to go to the page with the annotation
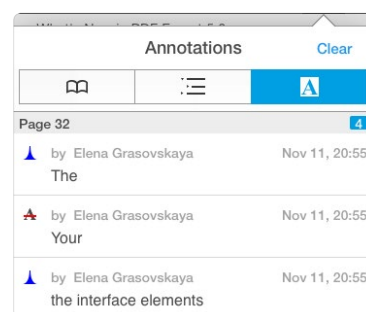
Additional actions

Go to Page

- Tap ⬆
- Type page number from the available range
- Tap **Go**

Email

- Tap ⬆
- Tap **Send by Email**
- Select **Document**, Flattened Copy or Annotations Summary:

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

Open in another app	Tap ⬆ and select **Open In…** 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 does not provide a sophisticated PDF viewer, since it may not display annotations in the original version of the document. |
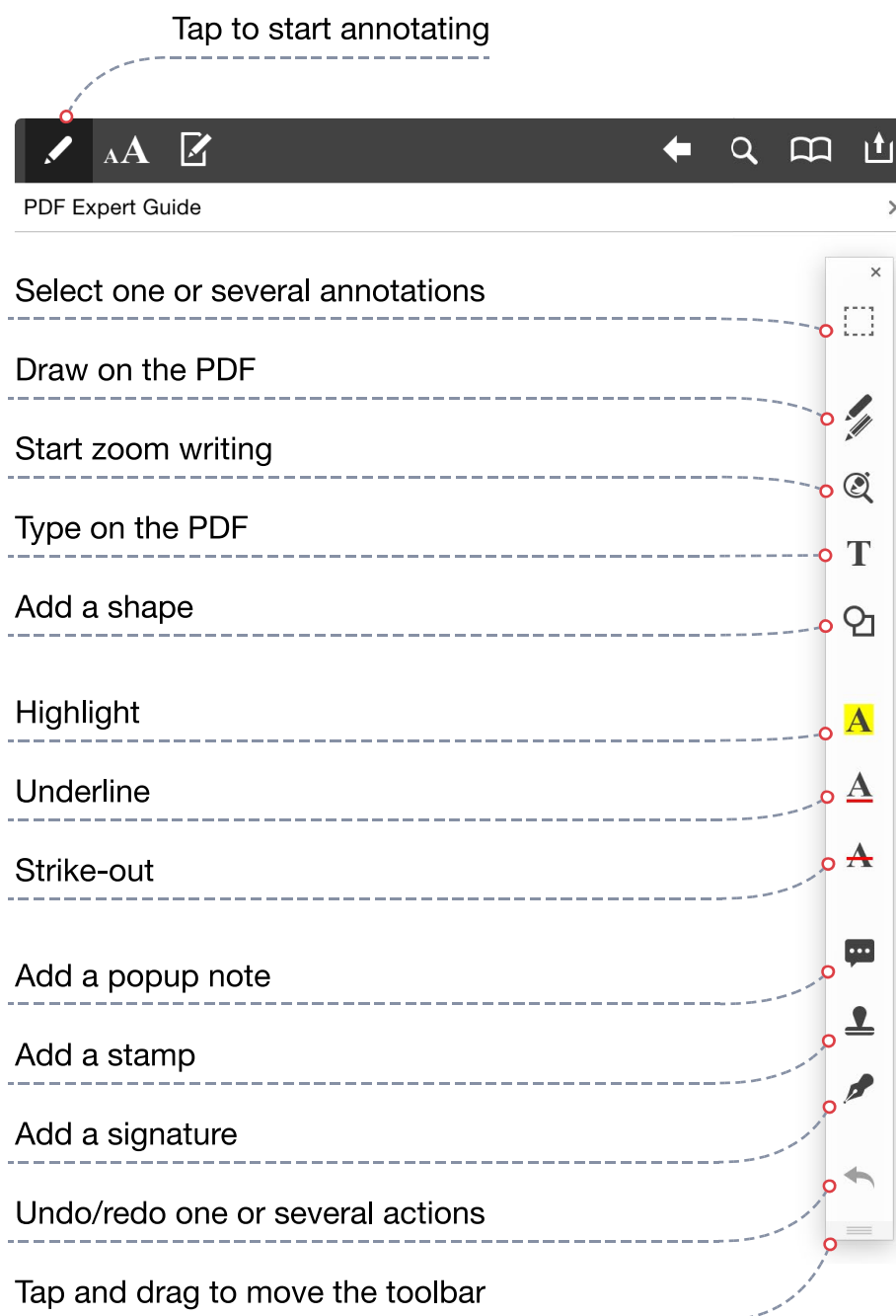| **Save a copy** | Tap ⬆ and select **Save a Copy**. You can save the Original Document, a [Flattened Document](#) or [Annotations Summary](#). |
| **Print** | Tap ⬆ and choose Print. The AirPrint dialog will pop up to let you select your printer and set number of copies you want to print |

Go to Page

Save a Copy

Send by E-mail

Print

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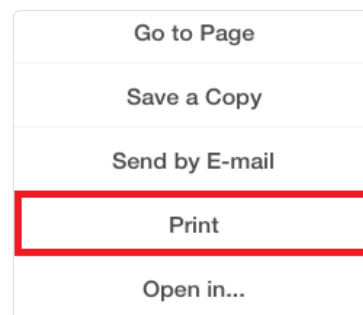
To start annotating the PDF document tap ✐ to reveal the annotation toolbar. Then select the tool you need from the right sidebar.

- 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.

Tap to start annotating

PDF Expert Guide

Select one or several annotations

Draw on the PDF

Start zoom writing

Type on the PDF

Add a shape

Highlight

Underline

Strike-out

Add a popup note

Add a stamp

Add a signature

Undo/redo one or several actions

Tap and drag to move the toolbar

Some annotation tools can be also selected by tapping and holding one the document and choosing the tool from the popup.
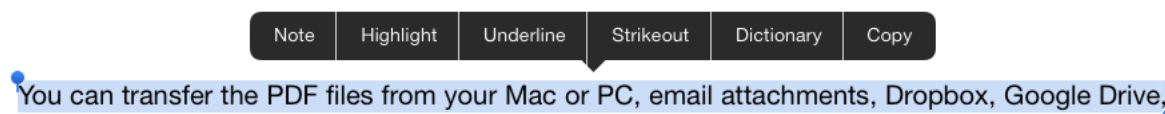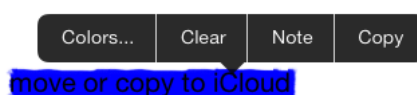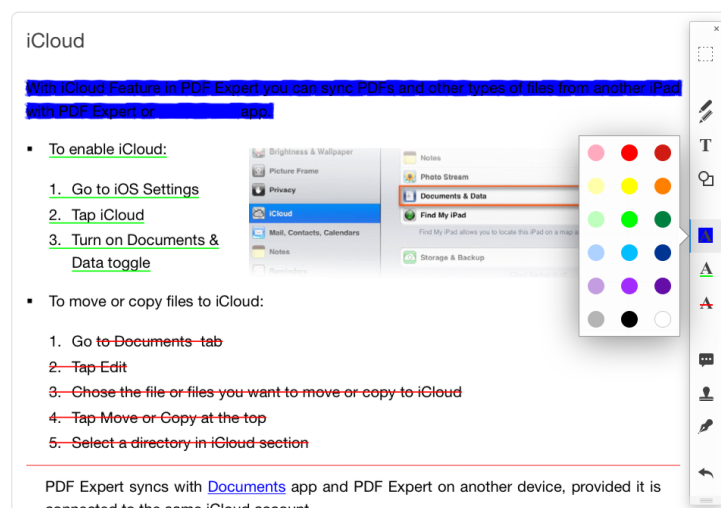
To hide the annotation toolbar tap ✎ .

Text markup

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

You can highlight underline and strike out 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 **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.

Helvetica	⌃	Regular	⌃	−	14 pt	+	●	Done

- 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.
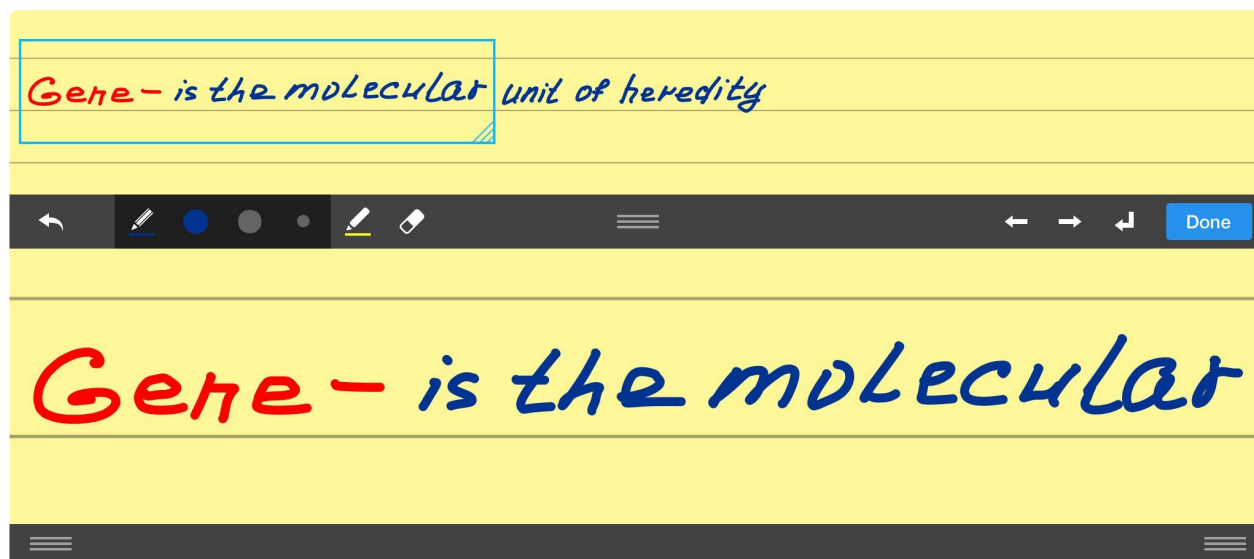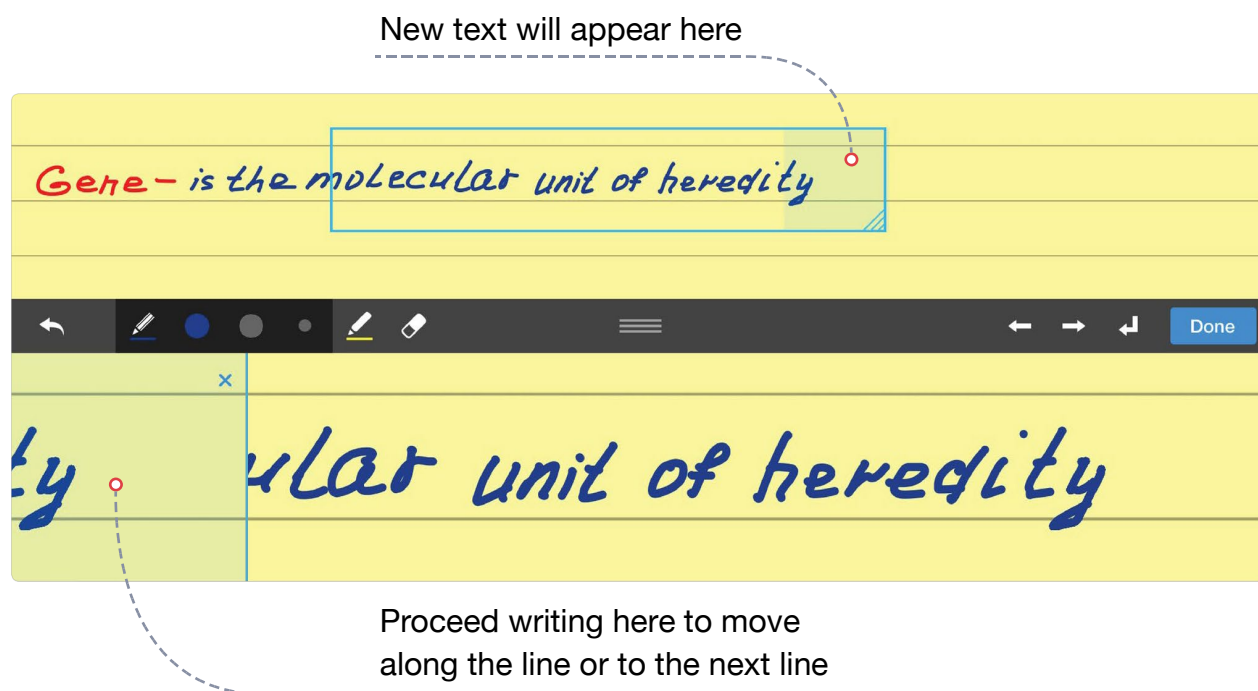

- Pick width and color for the pen and marker tools and make notes on the zoomed lower part of the screen.

- 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.

Next line

Move right

Move left

Eraser tool

Marker tool

Pencil tool

Undo
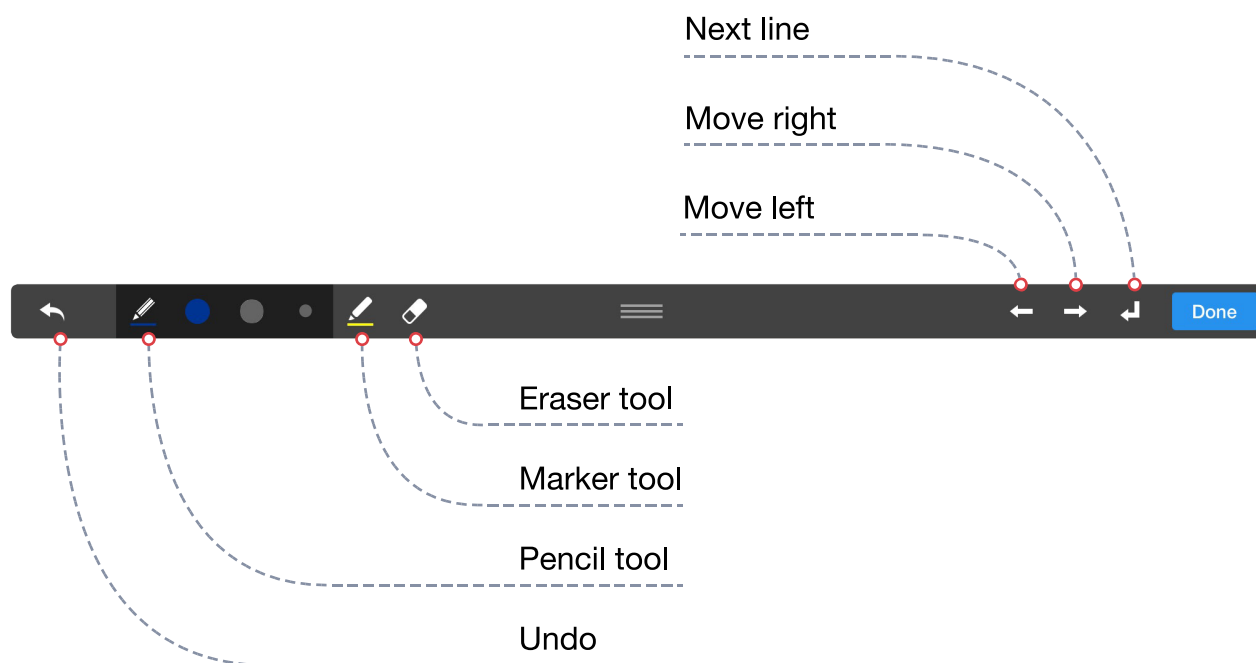
For the most convenient writing follow the steps below:

1. Tap 🔍
2. Select pen color and set pen width to 1 pt
3. Start writing in the zomed box in the lower part of the screen.
4. Once reached the end of the line, just proceed writing from the begining of the same line.

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

New text will appear here

Gene – is the molecular unit of heredity

Proceed writing here to move along the line or to the next line

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

Tap to apply annotations
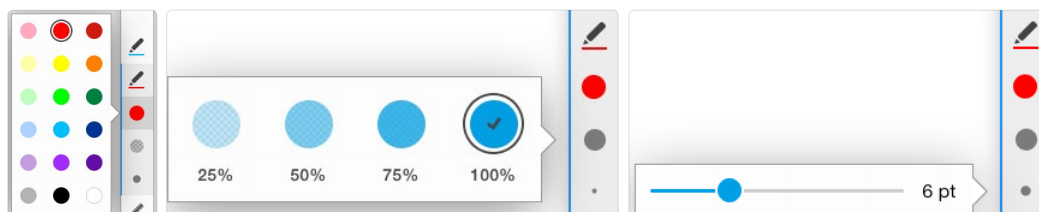
Use Eraser tool ✏️ to remove any writings. Once done tap ✔️ to hide the annotation toolbar.

- 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.

Tap to select tool

Tap to change color
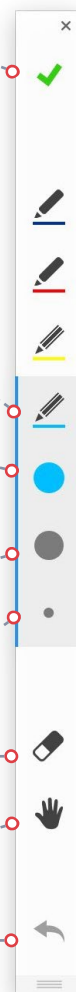
Tap to change opacity

Tap to thickness

Tap to erase annotations

Tap to move around the page

Tap to undo

Tap and hold to undo or redo several actions

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.
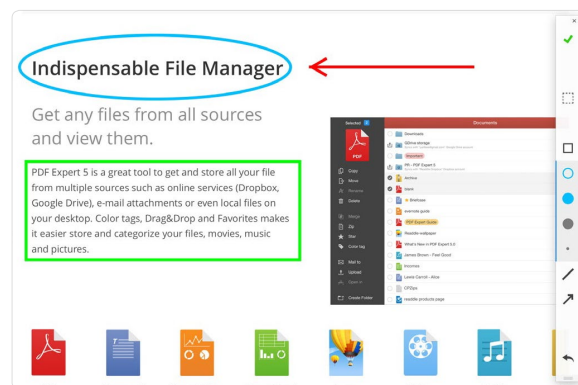
Pictures and stamps

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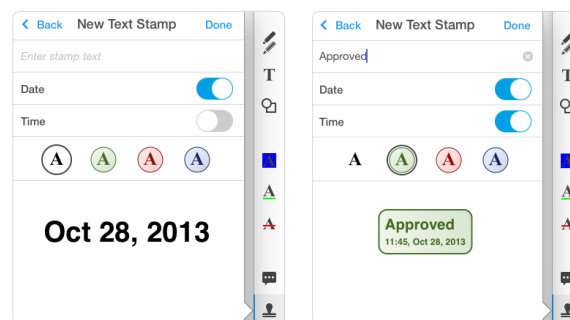 5. Or choose **Text Stamp**. You can create a text stamp with any text, the current date and time.

To create a stamp with the current date - enable Date toggle. With the 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 ◻
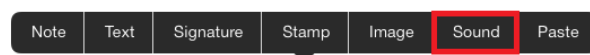
The Audio note will be available in the PDF and you can tap 🔊 to play it later in PDF Expert or Adobe Reader on a computer.

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 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**.

Annotation Summary

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

Annotations of What's New in PDF Expert 5.2

note [page 1]: **Page**
strikeout [page 1]: **"pace"**
underline [page 3]: **"You"**
note [page 3]: **Saved?**
underline [page 3]: **"can get documents stored on your iCloud Drive"**
note [page 3]: **"New screenshot"**
highlight [page 4]: **"Just tap 'Locations' in the Document Picker window and select PDF Expert from the list."**
Markers

To generate and save Annotation 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**:

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 ⌫ on the keyboard to remove it
6. Type in the recipient's email
7. Tap **Send** to send the annotation summary

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.
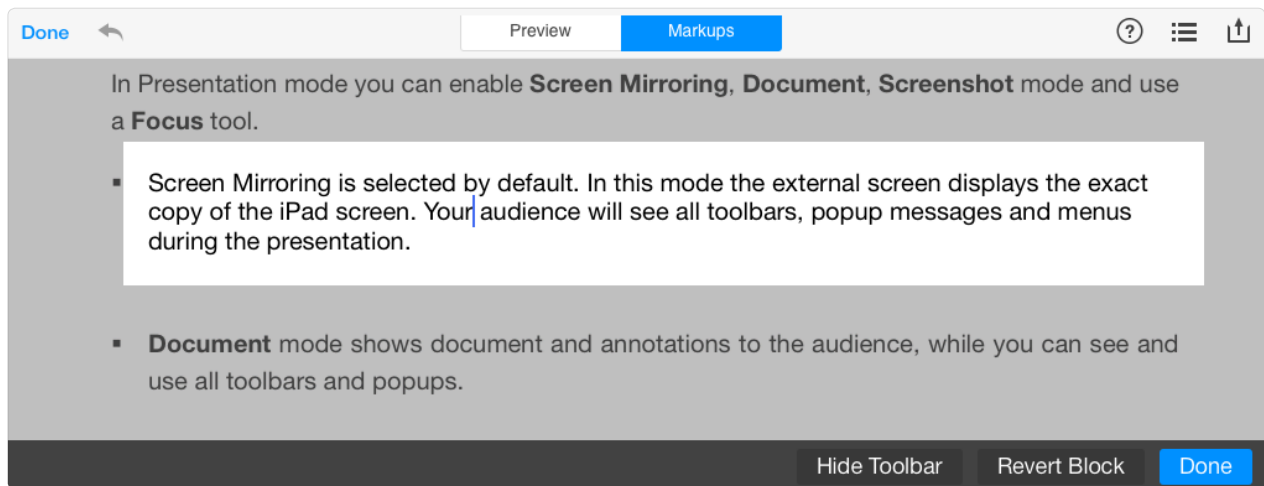
- The text that you delete is marked as removed while everything you add is shown as a new text in different colors.
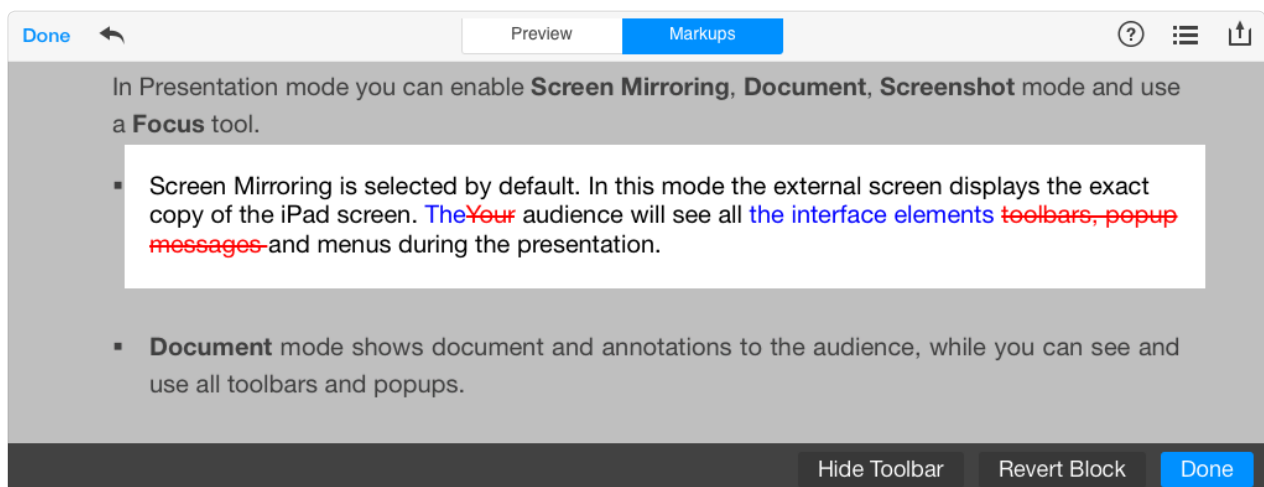
You can switch from Markups to Preview, when you want to see the result with no markups visible. You can also review all your notes by tapping ☰. The notes can be used as navigation elements as you can open the page you need by simply tapping on any item in the list.

The preview can be saved as a separate document, printed or sent by email.
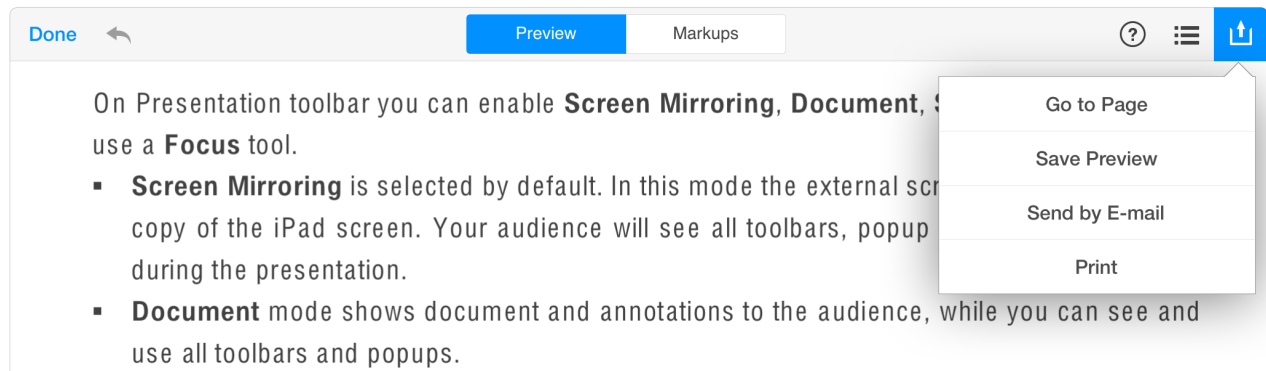
Note: your modifications are smart annotations, which do not affect the text in the PDF. You can always go back to the original PDF, which is very important.
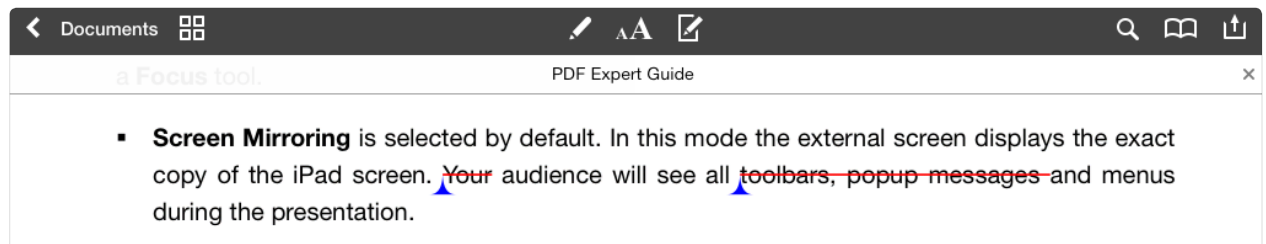
PDF Expert can read the text of the PDF out loud.

To start reading the text:

1. Tap ᴀA
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.
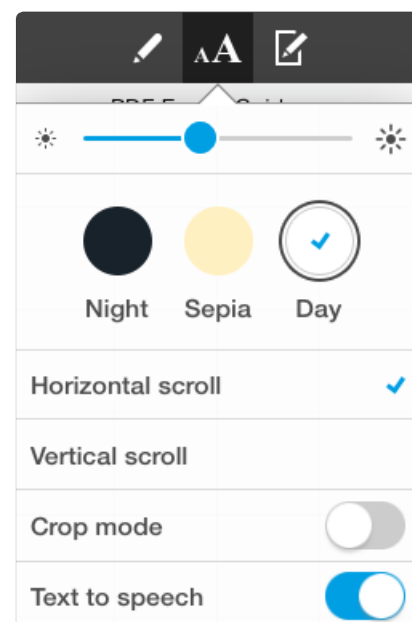
To start reading from a certain line, tap and hold on the line and select **Read from here** at the popup. You can select a proper language of a file or change the speed by tapping ⚙ . To select another chapter tap ☰ .
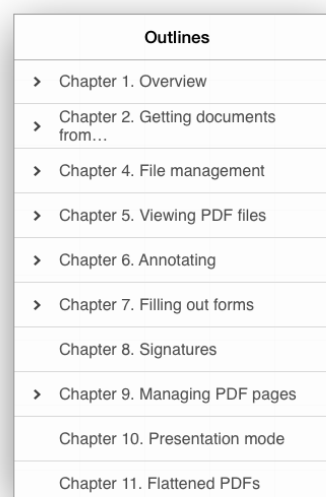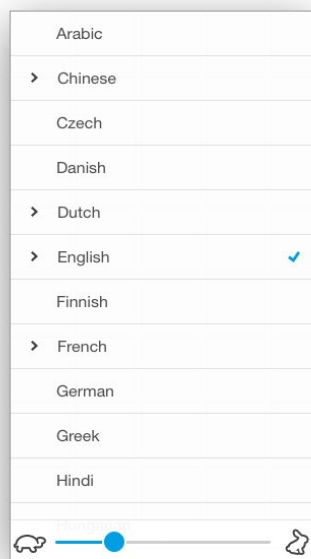
PDF Expert provides a possibility to fill out PDF forms. You can type text, select items from drop-down lists, use check boxes, add images to the fields, make calculations and even sign forms with a personal free-hand signature.

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 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

- **Date field** – tap the field with the appropriate format and select the date from the keyboard below.
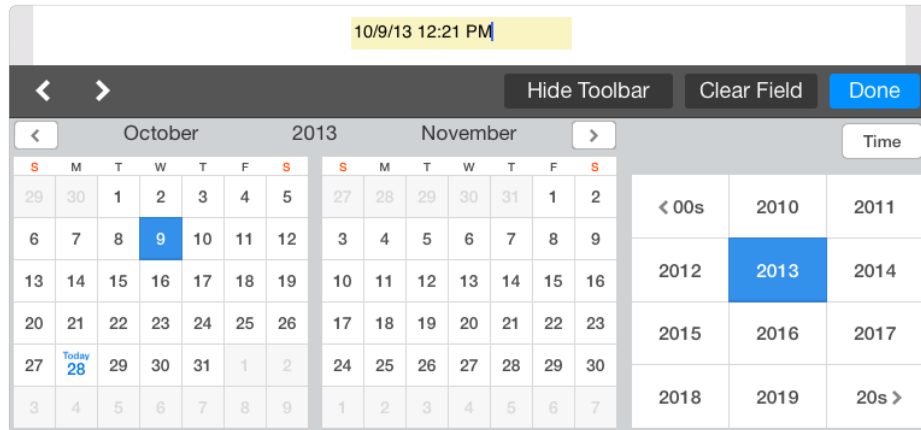
- **Time field** – tap the field with the appropriate format and select the Time from the keyboard below.
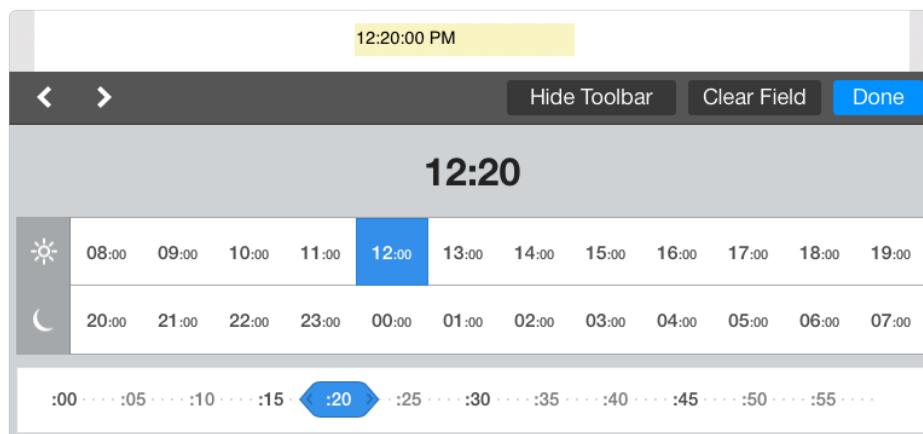
Note: You can create a date or time field in Adobe Acrobat by assigning Date or Time to a text field Format Properties.

- 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.
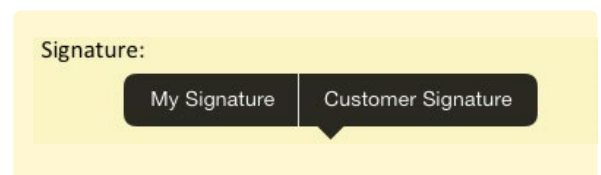
Clear form

- To clear the form and remove all data from all fields:

  1. Open the form
  2. Tap
  3. Select Clear Form
  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.
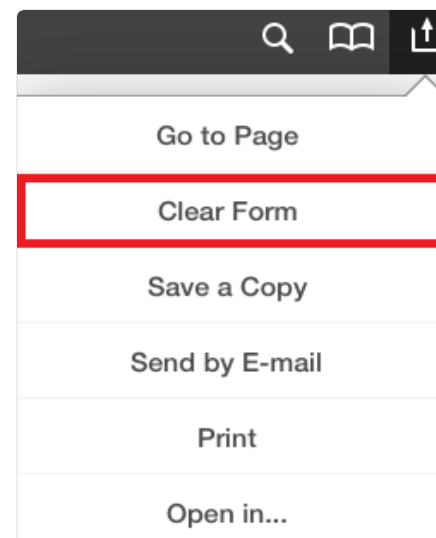
With PDF Expert you can sign a PDF document or a form by placing your personal signature on the appropriate place in a document or to a signature field.

Tap ![pen icon] 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 ![icon] 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.
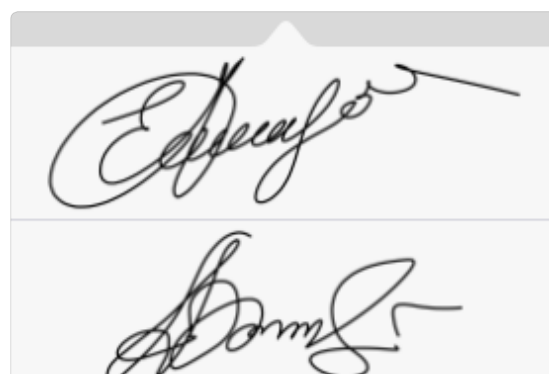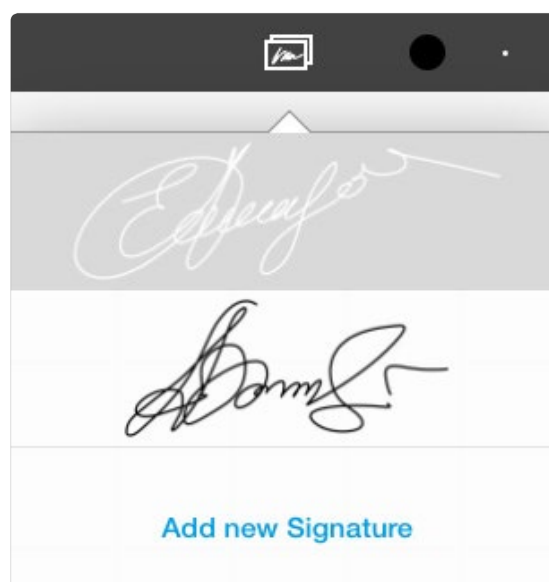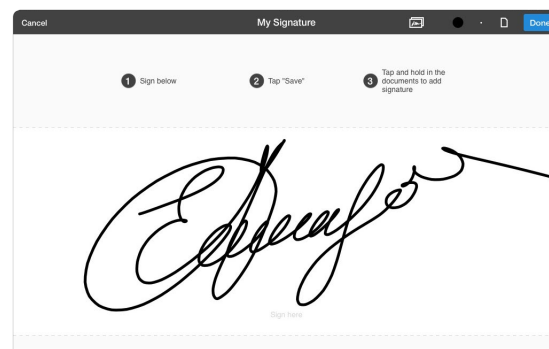
With PDF Expert you can preview the whole PDF document in thumbnails and add, extract or copy and paste pages of a PDF. To switch to thumbnail mode, tap the Pages button ⊞ on the main toolbar.
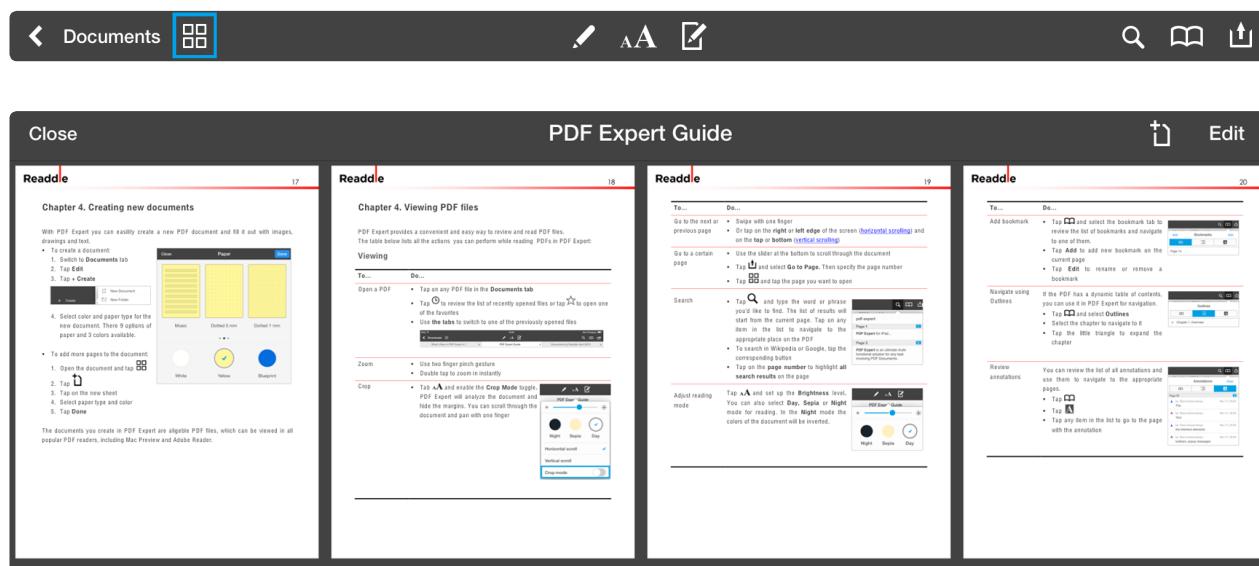
Tap on a thumbnail to navigate to the page. Tap 🗋 to add a **new empty page** to a document. To modify your document pages tap Edit. In this mode you can copy and paste, extract and email separate pages, change their orientation and delete them.

Changing page order

To change page order tap **Edit,** then tap and hold on the page thumbnail. Then drag the page to a place where you want it to be.
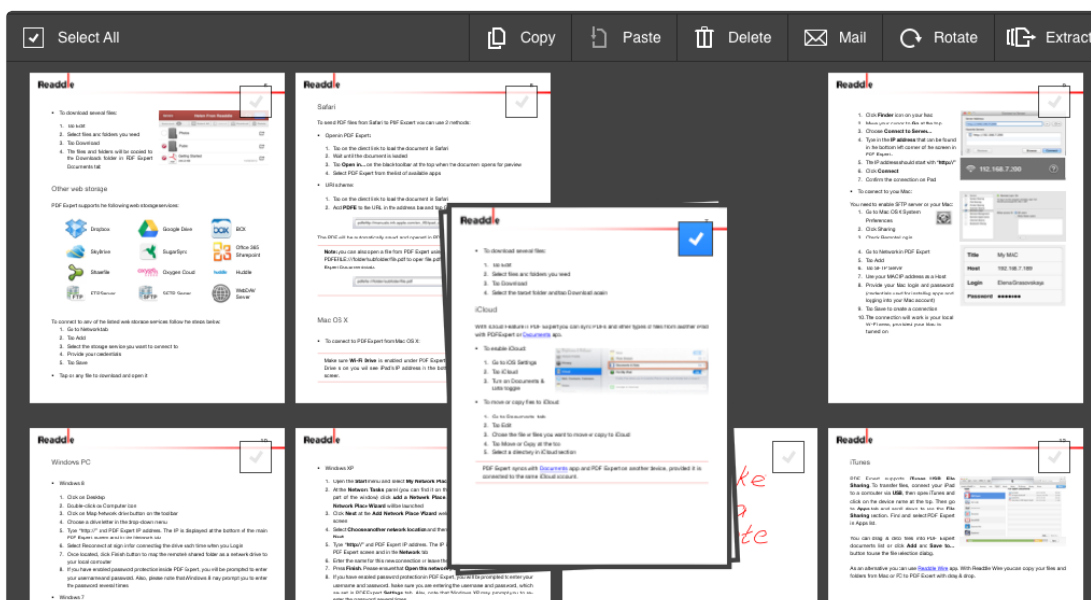
Copy, paste and extract

Tap **Edit** to start modifying the document:
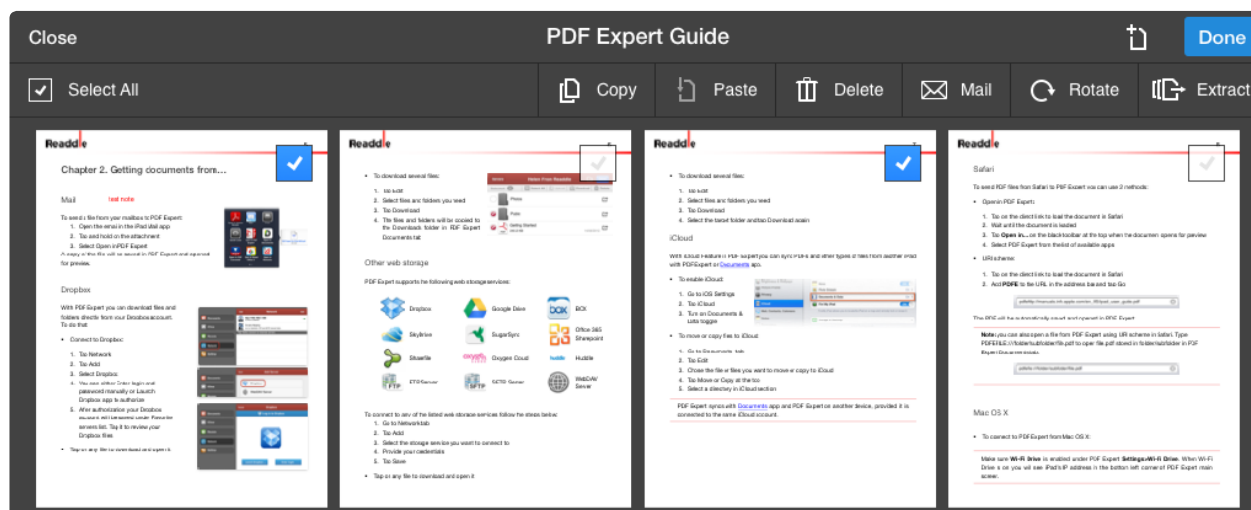
Copy to clipboard	Select a page and tap **Copy**.
Paste from clipboard	Tap **Paste**. Drag the white sheet to define the position for the paste and tap it.
Rotate	Use two finger rotation gesture to change page orientation, or select several pages and tap **Rotate**
Extract	Select a page or pages and 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**.
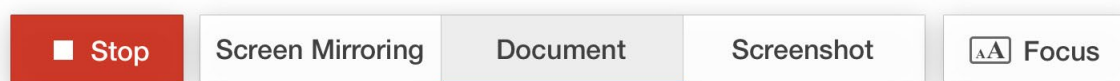
On Presentation toolbar you can enable **Screen Mirroring**, **Document**, **Screenshot mode** and use a **Focus** tool.

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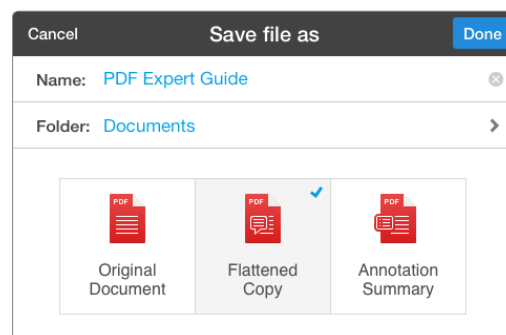
To create and email flattened copy of multiple files:

1. Go to the **Documents tab**
2. Tap **Edit**
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 **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](#).
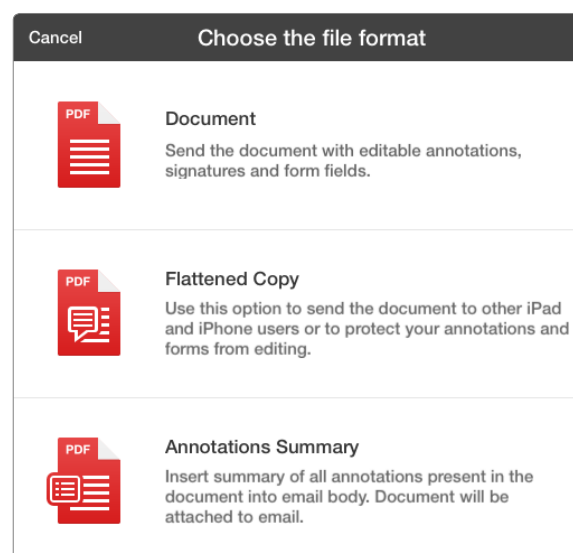
Note: PDF Expert may not be able to send an attachment by email because of the file size limit. The limit depends on your mail account, for example Gmail will process up to 25MB attachments in each email.

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. Open **Documents** tab
2. Tap Edit 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 **Open In...**
  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 **Edit**
  3. Tap **Open in...**
  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.
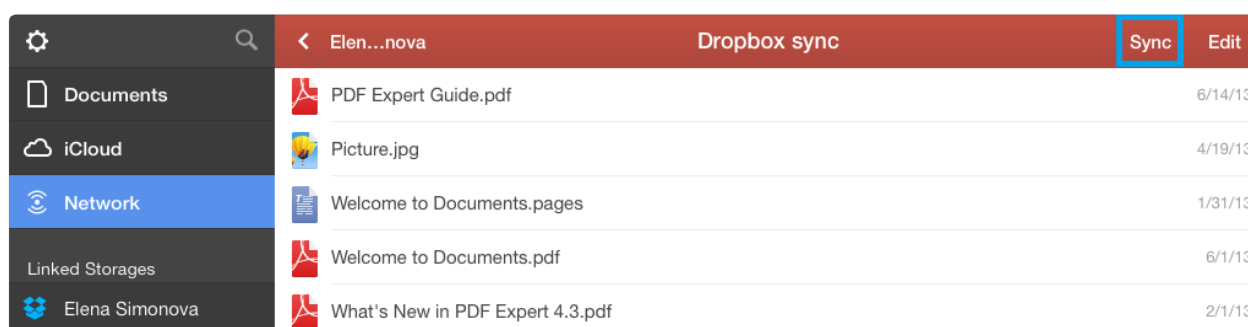
Tap Sync at the top to enable 2-way sync with this folder. Tap Sync This Folder and the progress bar will appear on the folder icon.
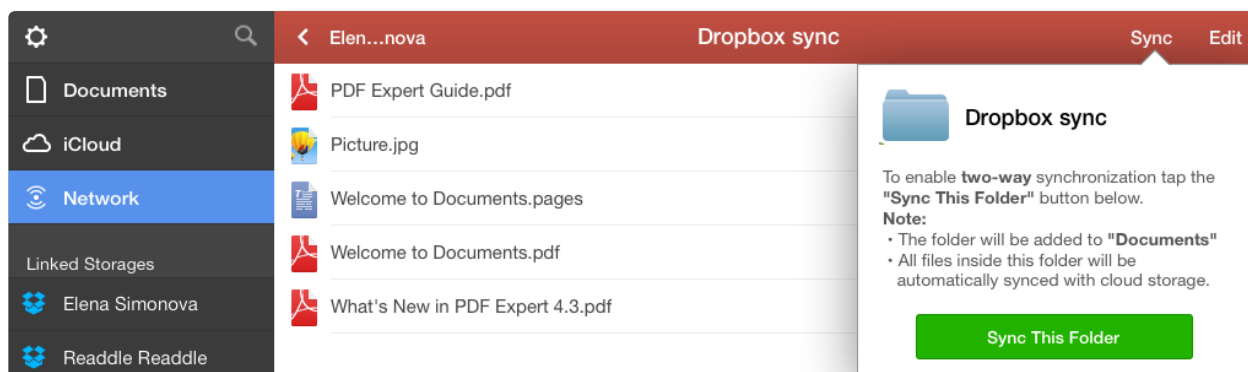
Once the sync is complete the full copy of this folder will be available in the **Documents** tab.

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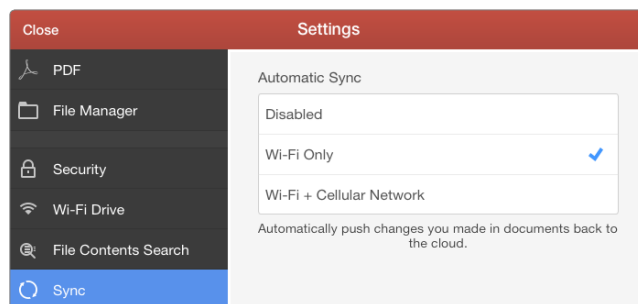
Note: when automatic sync is enabled PDF Expert will check all sync folders every 10 minutes and update the data if there are any changes in the storage service or on the iPad.

Manual

When automatic sync is disabled you can sync manually.

To sync manually:

1. Go to the Documents tab
2. Swipe horizontally over the sync folder
3. Tap ⟳
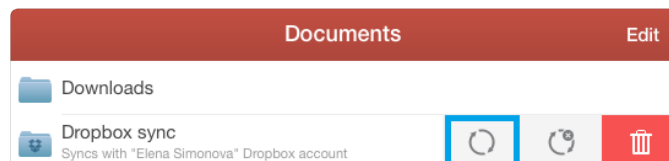
The folder will be synced immediately. You can initiate sync and check the progress in the **Network** tab.
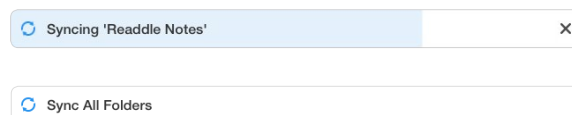
Disable

- To disable sync for a certain folder:

1. Go to the Documents tab
2. Swipe horizontally over the sync folder
3. Tap ⟳ to disable syncing

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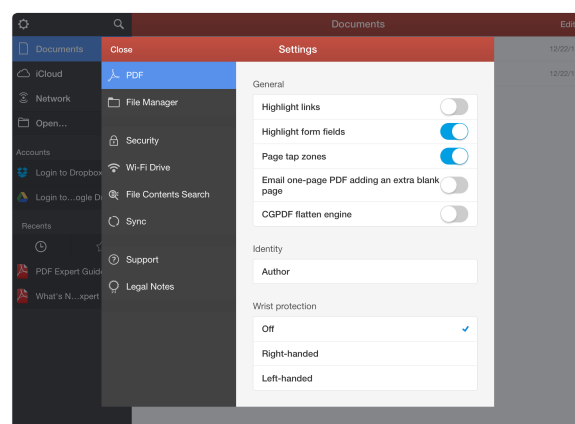
PDF Viewer

This option allows you to:

- Enable or disable **Highlight links**, 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 annotation you created in PDF files.

- Enable the wrist protection and set it up for right or left hand.

- Setup page number indication.
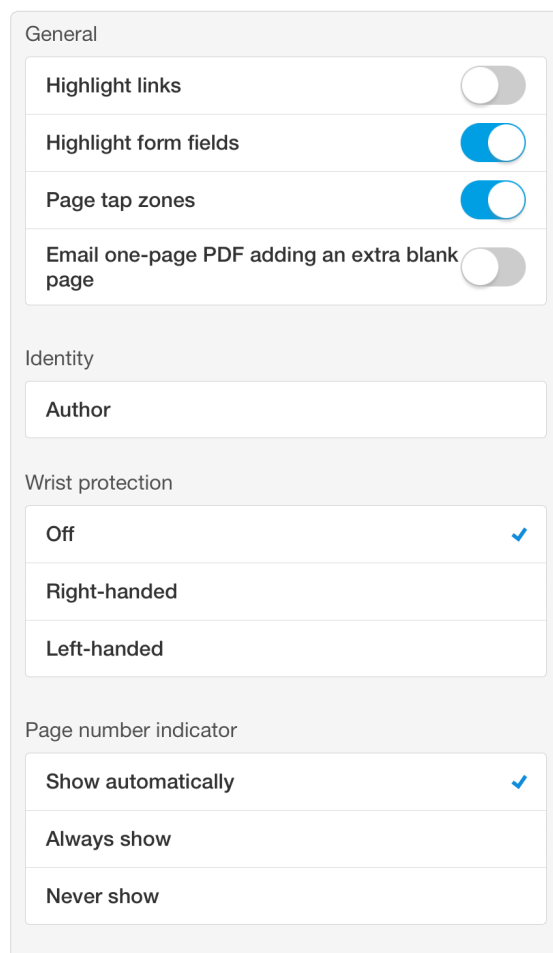
File Manager

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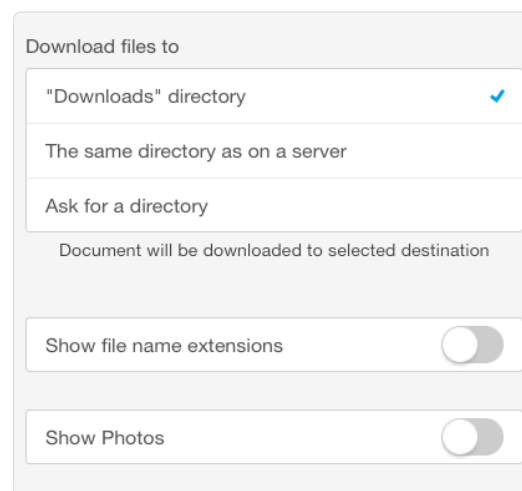
The **Show file name extensions** adds an extension to the file name. When the toggle is off you can define the file type by its icon.

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

The **iTunes Files** toggle sets up a folder, where you can load files using iTunes files sharing option.

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.
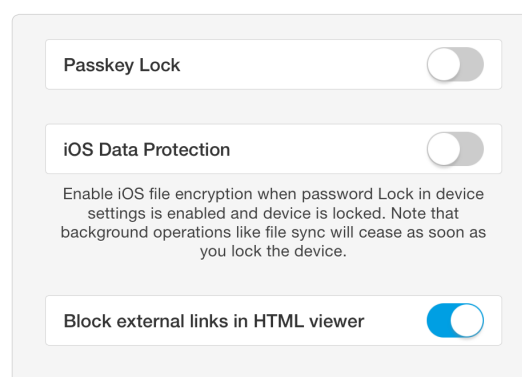
ATTENTION: If you've lost the passkey you can restore your files via iTunes.

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 via Wi-Fi and USB cabel, when the 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 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.

Automatic Sync

Disabled

Wi-Fi Only ✔

Wi-Fi + Cellular Network

Automatically push changes you made in documents back to the cloud.
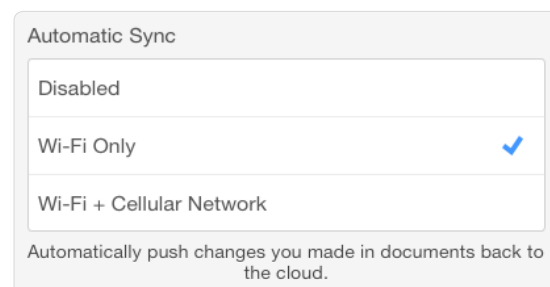
Support

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.

Migration

When PDF Expert 5 is installed, it exports all 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 anytime until you remove PDF Expert 4.7.

Restoring files

If PDF Expert was corrupted for some reason 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 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.

Appendix. Troubleshooting
Chapter 16. PDF Expert User Guide

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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.