

## Getting started



## Take a Quick Start!

On the next pages, we'll take you on a quick tour through all the main features.  
One tip: Click *Help, Tutorial* to get back to this document anytime later.

## The Main Window

Document Tabs

Page Manager

Bookmark Manager

Annotation Manager

Attachment Manager

Sidebar

Toolbox

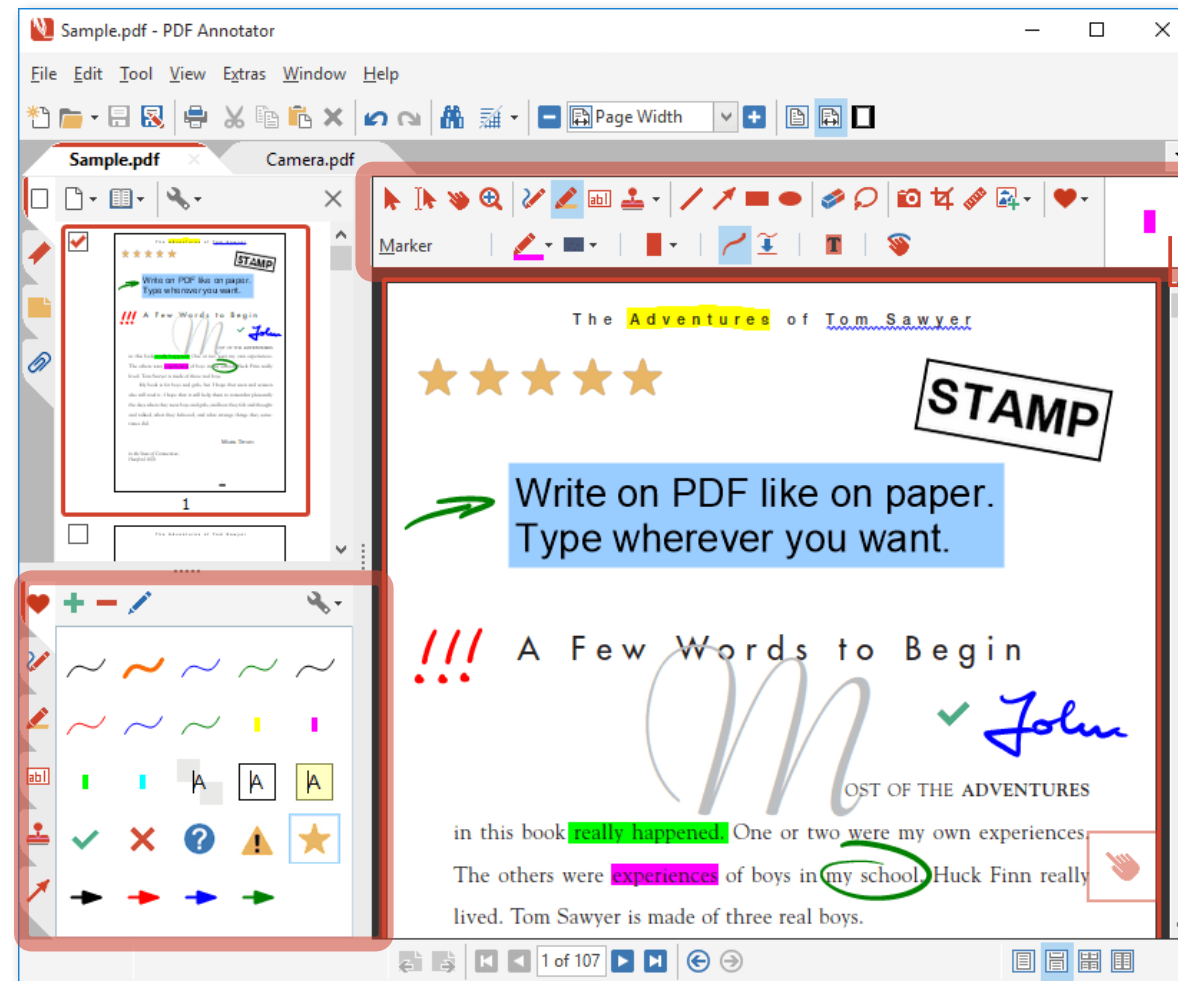
### How to create a PDF from any of your applications:

In your application, simply select *Print* and select the *Print to PDF Annotator* printer.

Select Printer

Print to PDF Annotator

Tip



Tools

Tool Properties

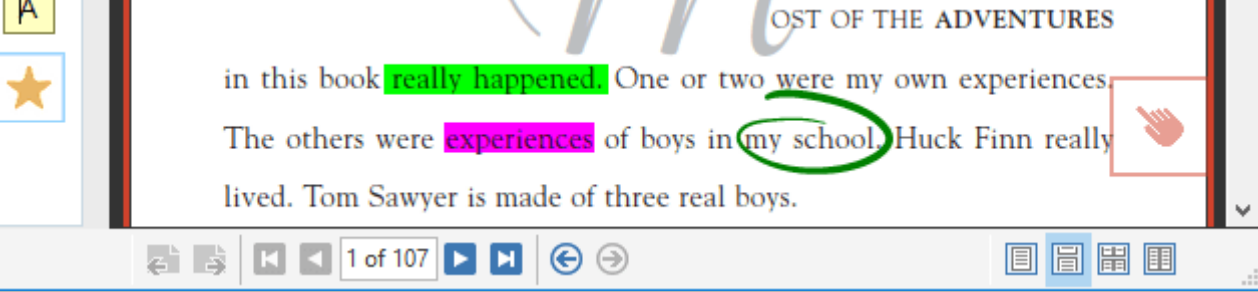
Active Tool Preview

Document Area

Tool Switch

Navigation Bar

View Styles



### Tool Switch

Press once:  
Switches into *Panning (scroll) Mode*

Press again:  
Switches back to previously used tool

Press and hold (or right click):  
List of previously used tools



### Page View History

### Page Navigation

Jump to previous/next page  
containing any annotation

### View Styles



One Page



One Page  
Continuous



Two Pages  
Continuous



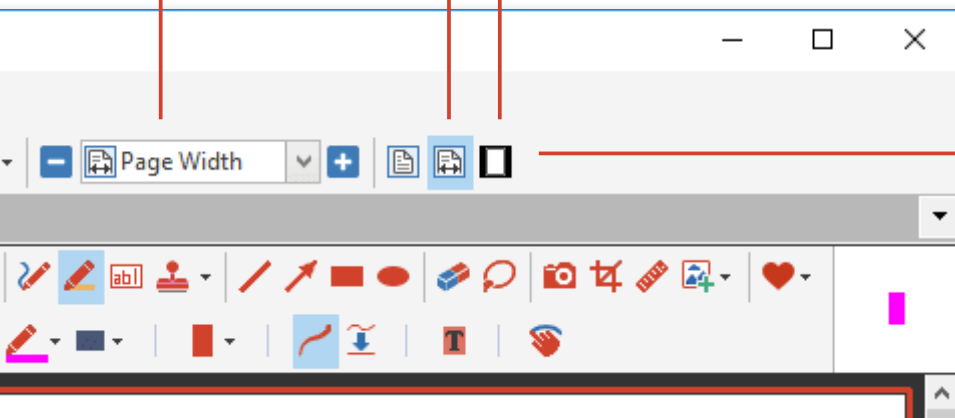
Two Pages

## Navigation, Zoom & View Styles

### Zoom

### Fit to Whole Page

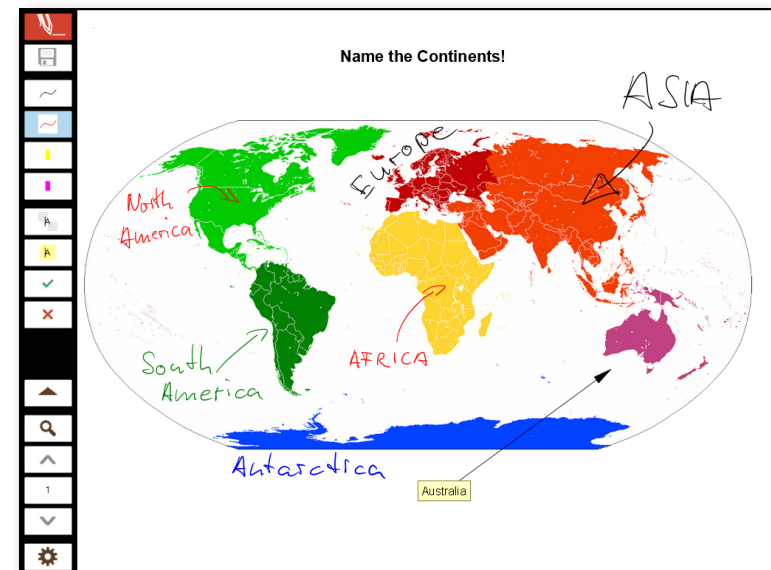
### Fit to Page Width



### Full Screen Mode

Press *ESC* to return

### Open & switch between open documents



### Customize tool buttons

# The Tools

**Select and edit annotations**

**Select PDF text**

Copy text from original document, web search, underline, highlight...

**Pan (scroll)**



**Zoom In/Out**

**Pen**

**Marker**

**Text**

**Stamp**

Manage stamps in the toolbox (→ next page)

**Line**

**Arrow**

**Square Rectangle**

**Circle Ellipse**

**Eraser**

Only erases annotations, never touches original document.

**Lasso Select**

Edit selected annotations

**Snapshot**

Copy an image of a part of the document



**Crop Pages Add Margins**

More space for annotations

**Measure**

Measure distance, perimeter or area

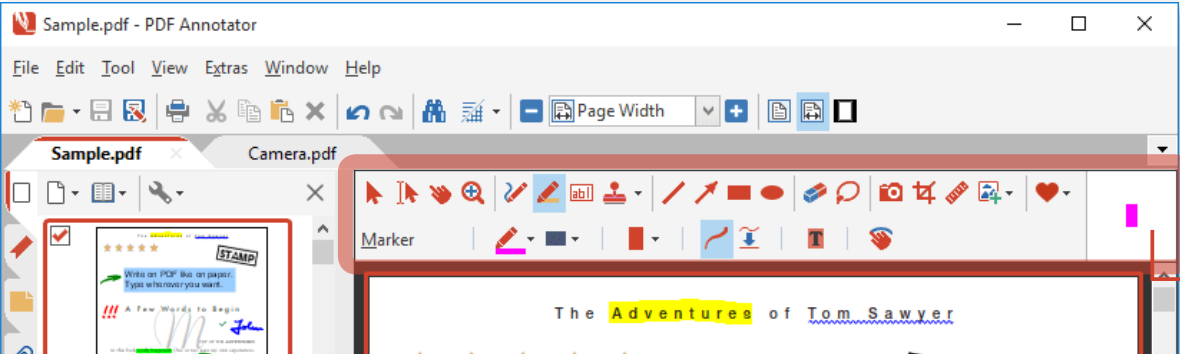
**Insert Image**

From files, the clipboard, or even from a camera

**Auto-Smooth:** Converts lines drawn with pen and marker into straight lines

**Auto-Markup:** “Snaps” to text in the original document

**Auto-Snap:** Snaps lines and arrows to vertical, horizontal and 45°



**Tools**

**Tool Properties**

**Active Tool Preview**

Every tool has its own property set (color, pen width, background, styles, ...)

Right click: List of previously used tools

# The Toolbox & Your Favorites

- ▶ Favorites **toolbar**,
- ▶ Favorites **menu** and
- ▶ Favorites **toolbox**

All three display the same tools: Your Favorites.

## Favorites Toolbar (optional)

## Favorites Toolbox

- + Create your own tool
- Remove tool from toolbox
- Edit tool properties
- Export tools, ...

Pick preconfigured tools from the toolboxes.

Edit, move and reorder your tools in the toolbox.

Create your own stamps from the toolbox.

The screenshot shows the PDF Annotator application window titled "Sample.pdf - PDF Annotator". The interface includes a menu bar (File, Edit, Tool, View, Extras, Window, Help), a toolbar with various icons, and a sidebar with toolboxes. The main area displays a PDF document titled "The Adventures of Tom Sawyer" with the chapter "Aunt Polly Decides Her Duty".

Annotations on the PDF include:

- Red wavy lines (Pen) highlighting text.
- Yellow and green rectangular markers (Marker) highlighting text.
- Red and green arrows (Arrow) pointing to specific text.

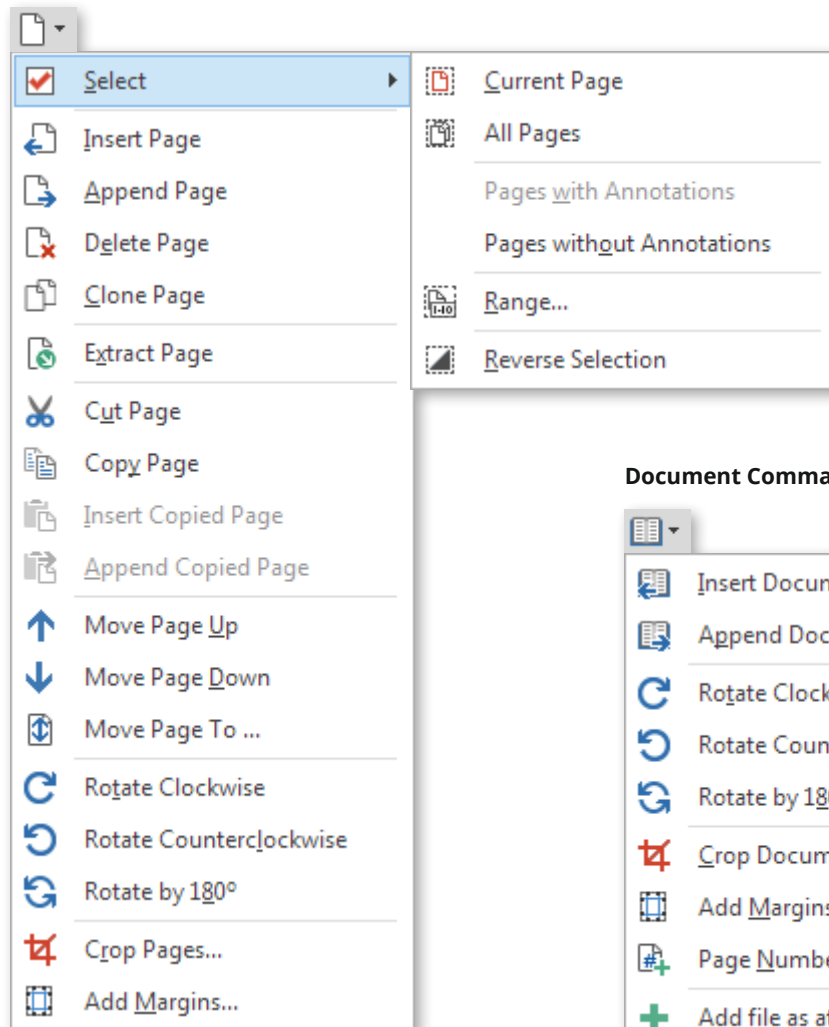
The Favorites Menu is open, showing a list of tools and their keyboard shortcuts:

| Tool                           | Shortcut |
|--------------------------------|----------|
| Pen: 0,18mm                    | Ctrl+F1  |
| Pen: 0,18mm                    | Ctrl+F2  |
| Pen: 0,18mm                    | Ctrl+F3  |
| Pen: 0,18mm                    | Ctrl+F4  |
| Pen: 0,35mm                    | Ctrl+F5  |
| Pen: 0,35mm                    | Ctrl+F6  |
| Pen: 0,35mm                    | Ctrl+F7  |
| Pen: 0,35mm                    | Ctrl+F8  |
| Marker: 2,82mm                 | Ctrl+F9  |
| Marker: 2,82mm                 | Ctrl+F10 |
| Marker: 2,82mm                 | Ctrl+F11 |
| Marker: 2,82mm                 | Ctrl+F12 |
| Text: Arial 10pt (transparent) |          |
| Text: Arial 10pt               |          |
| Text: Arial 10pt               |          |
| Check                          |          |
| Cross                          |          |
| Question                       |          |
| Warning                        |          |
| Star                           |          |
| Arrow: 0,18 mm                 |          |
| Arrow: 0,18 mm                 |          |
| Arrow: 0,18 mm                 |          |
| Arrow: 0,18 mm                 |          |
| Show Toolbar                   |          |

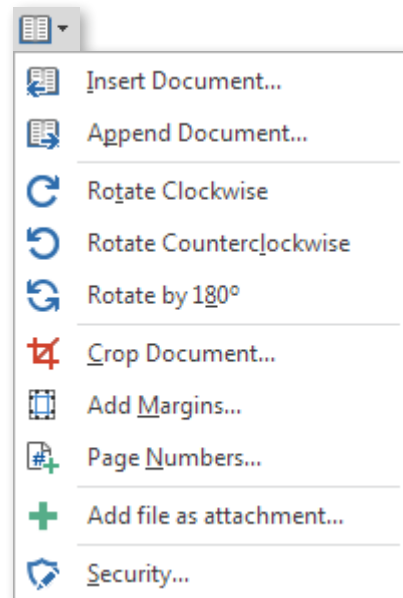
The Favorites Toolbar (optional) is located at the top of the sidebar, showing a heart icon and a plus icon. The Favorites Toolbox is located below it, showing a grid of tool icons. A red arrow points from the Favorites Menu to the Favorites Toolbox.

# The Page Manager

## Page Commands



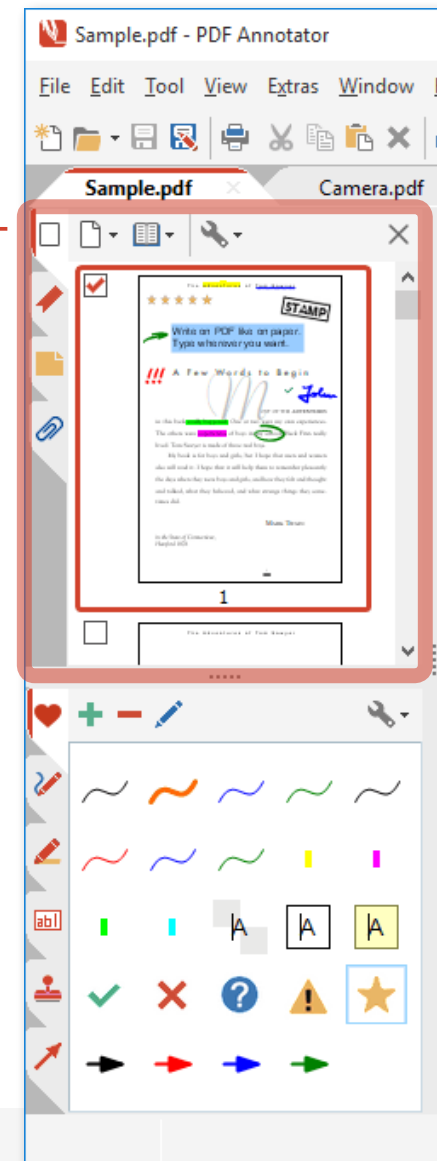
## Document Commands



## Page Manager

Move pages in preview to reorder document.

Select multiple pages to apply page commands or print selected pages.



More Tips & Tricks:

[www.PDFAnnotator.com/en/articles](http://www.PDFAnnotator.com/en/articles)

What's New in this Version: Click Help, New in PDF Annotator 7



# PDF Annotator

Click here to

# Buy Now!

# 60

## Day

Money Back Guarantee

[www.PDFAnnotator.com](http://www.PDFAnnotator.com)