



PDF Reader

Quick Start Guide

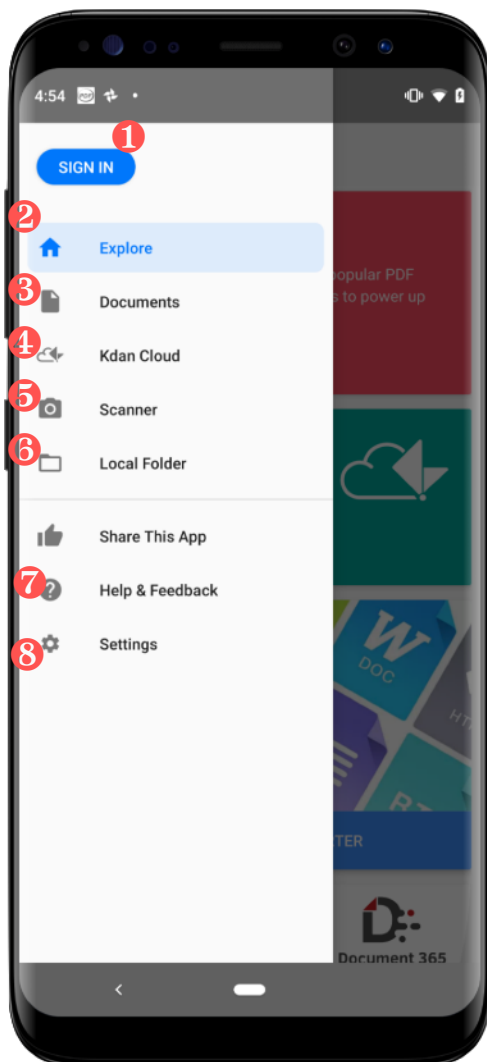
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Chapter 1 - Overview

Navigation Drawer

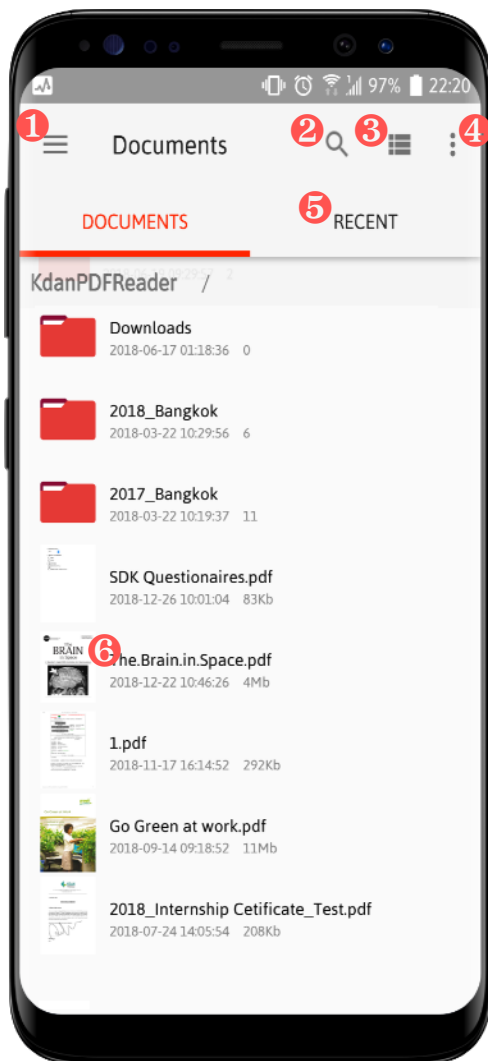
The drawer displays PDF Reader's main tabs on the left edge of the screen. Users can easily switch to and from between tabs. The drawer is not visible by default and needs to be opened either by sliding from left or clicking "☰".



- ① Kdan Account Info
- ② App overview
- ③ Documents tab, display the files stored in PDF Reader
- ④ Kdan Doc tab, display the files on your Kdan Cloud storage space
- ⑤ Scanner tab
- ⑥ Access all files stored in other apps or your device
- ⑦ Tap for customer support
- ⑧ Tap to change app settings

File Menu

In “**Documents**” tab, the menu bar provides you with a possibility to manage you files stored in PDF Reader.



- 1 Tap to reveal the navigation drawer
- 2 Tap to search files
- 3 Switch between List View and Thumbnail View
- 4 More actions for file management
 - Edit (Switch to management mode)
 - Create a new folder
 - Sort by Date, Name, and File Size
- 5 Tap to display recently opened files
- 6 Tap to open a file

Viewer Menu

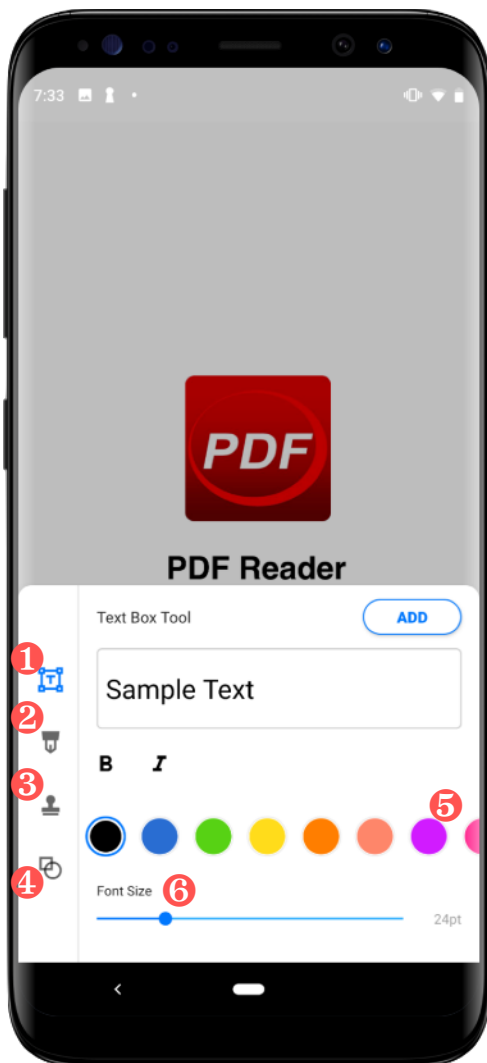
PDF Reader provides an easy-to-understand way that you can perform all actions while reading PDF documents.



- 1 Thumbnail
- 2 Bookmark
- 3 Outline
- 4 Search text or page
- 5 Add bookmark to the current page
- 6 More actions (Text Reflow, File Info, and Print)
- 7 Highlight text
- 8 Strikeout
- 9 Underline
- 10 Handwrite
- 11 App settings
- 12 Previous / Next page
- 13 Sharing options
- 14 Kdan Cloud services
- 15 Page edit
- 16 Toolbox (Text Box, Signature, Stamp, and Shape tools)

Toolbox Menu

The toolbox packs with new annotations tools, including text box, signature, stamp, and shape tools.



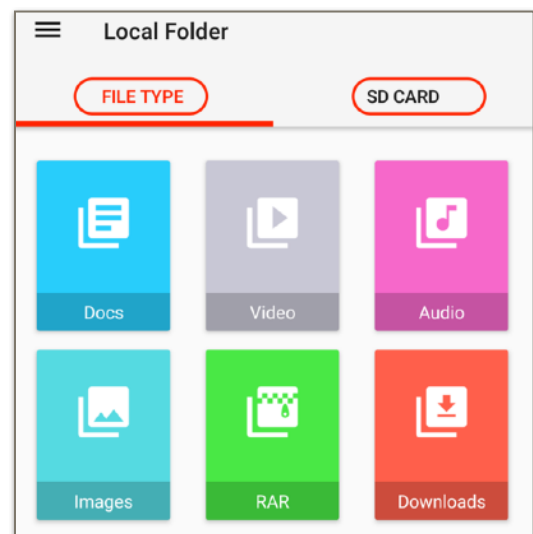
- ① Text Box Tool, insert text contents to PDFs
- ② Signature Tool, create and manage personal signatures in the signature library.
- ③ Stamp tool, add standard stamps to PDFs or create your own indicating time and date information.
- ④ Shape Tool, insert rectangle, circle, arrow, and line to PDFs.
- ⑤ Color pane, change the colors of annotations
- ⑥ Font Size, swipe left or right to adjust the font size.

Chapter 2 - Get Files

PDF Reader enables you to access all the documents stored within your device, cloud storage, or from the webs.

Get Files Stored in Device

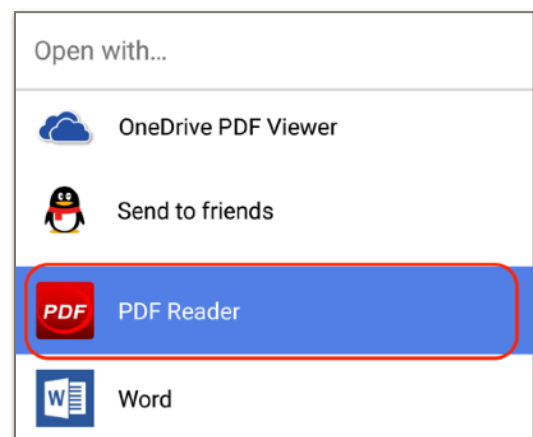
1. Tap the the navigation drawer and go to the “**Local Folder**” tab.
2. Choose either “**FILE TYPE**” or “**SD CARD**” to browse the files stored in your Android phone or Tablet.
3. You can move them to PDF Reader and edit them afterwards.
4. Or edit them without moving them to PDF Reader.



Get Files via Cloud Storage

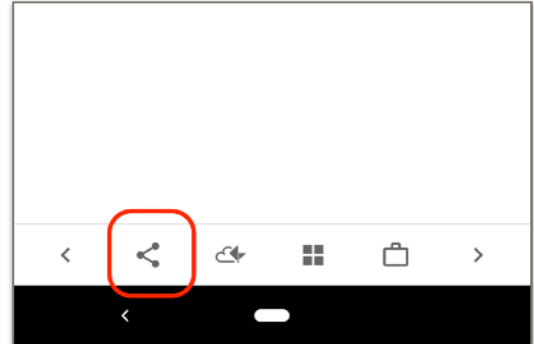
- Get files from cloud apps (using Dropbox as an example)

1. Launch the **Dropbox** app.
2. Download the document you need.
3. Tap the “**Share**” button, and you will see a pop up menu.
4. Choose “**PDF Reader**” to open the downloaded file with.
5. The file will be saved to PDF Reader.



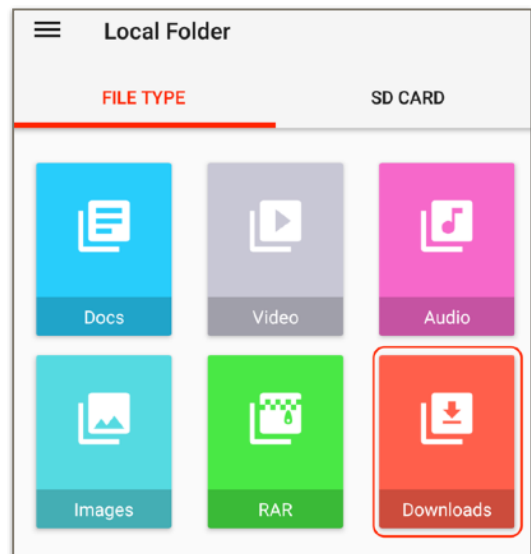
- Upload files to cloud storage (using Dropbox as an example)

1. Open the document in PDF Reader.
2. Tap the “**Share**” button and choose “Dropbox” from the pop-up menu.
3. Tap “**Add**” to upload the file to your storage space on Dropbox.



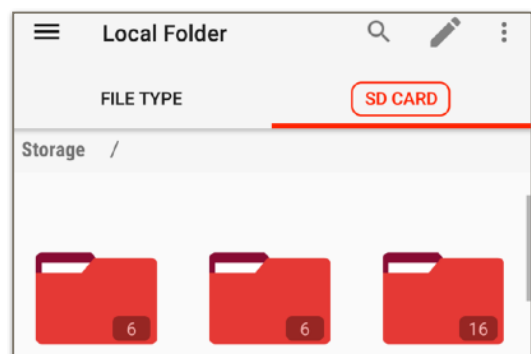
Get Files from the Web

1. Download the file to your device.
2. Launch PDF Reader and go to the “**Local Folder**” tab.
3. Visit the “**FILE TYPE**” page and tap “**Downloads**” to find out the downloaded file.
4. Then move it to PDF Reader.



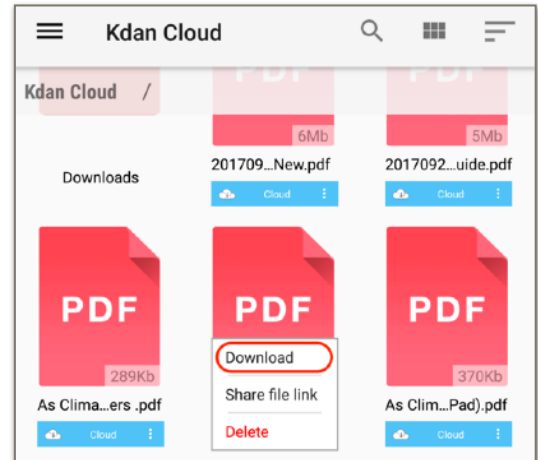
Get Files via PC

1. Connect your device to PC via USB cable.
2. Copy and move the documents from your PC to the target folder.
3. Go to the “**Local Folder**” tab and tap “**SD CARD**” to browse the files.



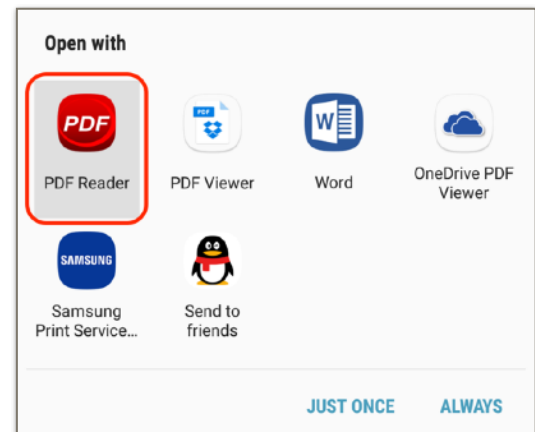
Get Files via Kdan Cloud

1. Tap “☰” and sign in with your Kdan ID.
2. Tap the drop-down menu under each file to download or upload to Kdan Cloud.





Import Email Attachments

1. Open the mail in your mail app.
2. Tap on the attachment.
3. Select **PDF Reader** to open with.
4. A copy will be saved to PDF Reader. (If not, try to relaunch PDF Reader.)





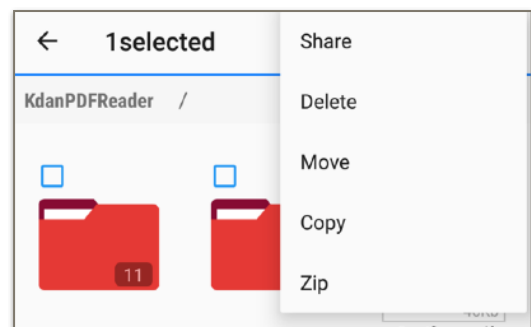
Chapter 3 – Manage Files

Display Files in Thumbnail or List View


1. In Documents tab, the files display as thumbnails by default.
2. You can tap “Thumbnail List” () or “List View” () at the top right corner to switch between.

File Management Mode

1. Tap “  ” and tap “**Edit**” to switch to management mode.
2. Select files and then tap “  ” to **Share, Delete, Move, Copy or Zip** files.
3. Or simply long tap on one file until it turns into management mode. Then choose either action to proceed.



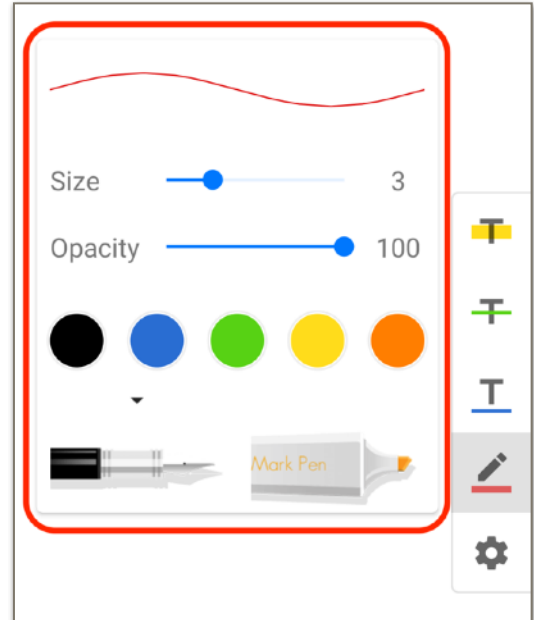
Rename Files

1. Long tap on one file until it turns into management mode.
2. Tap “  ” to rename the file.

Chapter 4 - Annotate PDFs

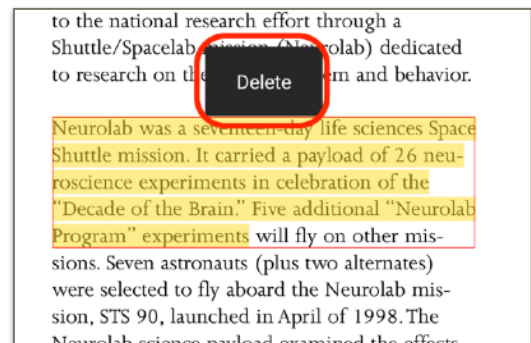
Long Tap to Change Settings

1. To annotate PDFs, tap the icon to turn on the function. Tap again to turn off.
2. For the **highlight**, **underline**, **strikeout** or **drawing** tool, long tap on the icon to change the color/opacity/size/style.




Delete Annotations


1. Turn off the annotation tool you are currently using.
2. Tap on the annotation and tap **“Delete”** from the pop-up menu bar to remove it.



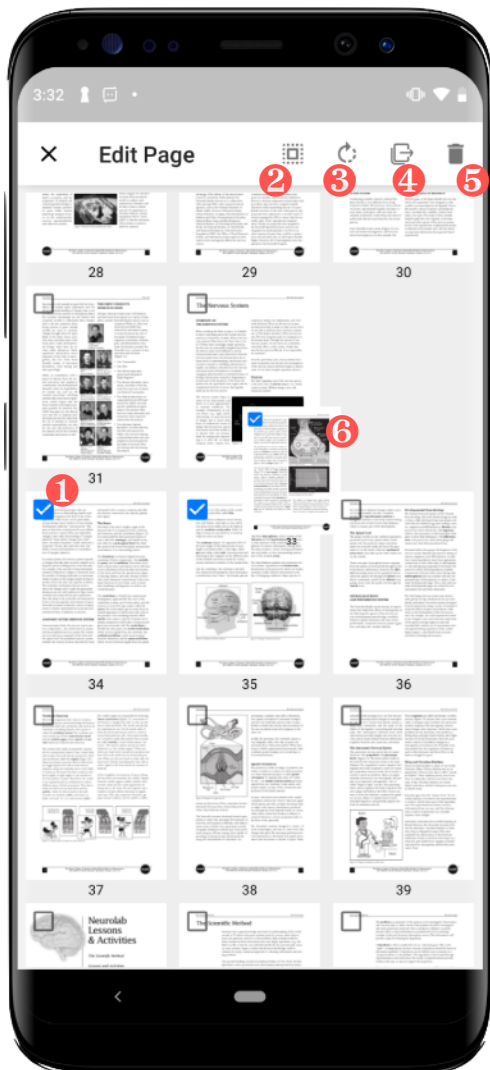
Chapter 5 – Manage PDF Pages

Open a PDF file and tap “**Page Edit**” () to preview the PDF in page thumbnails.

Rearrange Page Order

Tap  to start page editing. To rearrange page order, simply drag the page to where you would like it to be.


PDF Page Editor







- ① Tap to select the page (selecting multiple pages are available)
- ② Select all pages
- ③ Page rotation - Rotation is based on 90° increments
- ④ Export selected page(s) as a new PDF
- ⑤ Delete selected page(s)
- ⑥ Drag to relocate the page order



Chapter 6 - Kdan Cloud Services

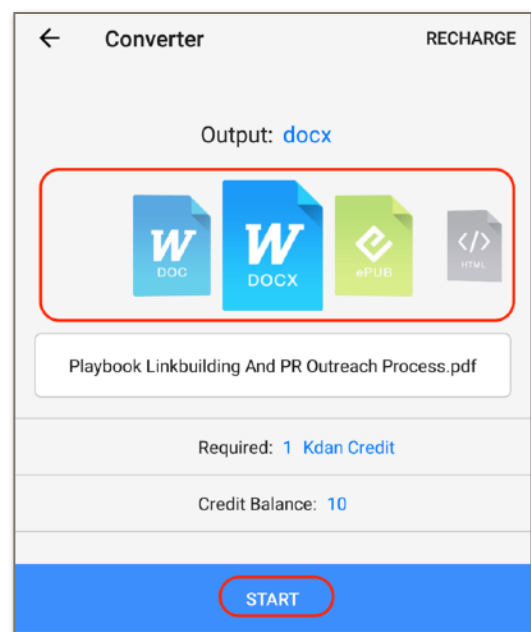
Service Menu Overview

1. Open one PDF document, and you will see  on the bottom menu bar.
2. Tap it to reveal the service menu and below is the overall information.


Icon	Name	Function
	Converter	Convert the document you are currently viewing.
	Fax	Fax the document straight from your device.
	Task Manager	Check the file converting and fax sending process.
	Share File link	Share the file link, and the recipient can view the file online or download it using the link.

Online Converter

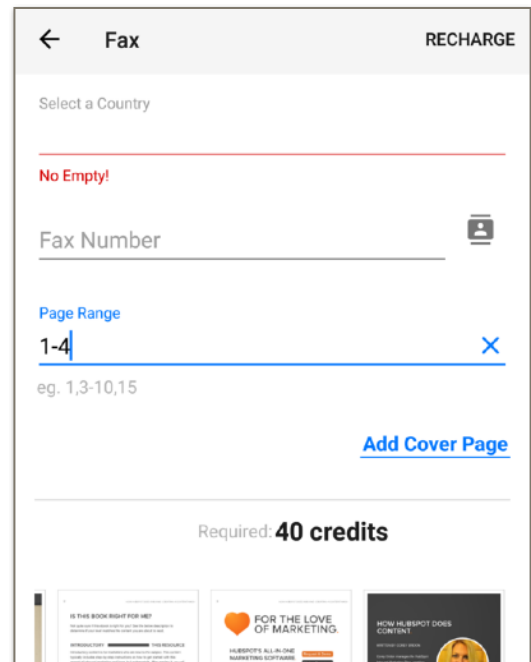
1. Open the document you'd like to convert.
2. Tap  and then tap  for the converter.
3. Select the output format. Then tap **“Start”** to start the conversion.
4. You can check the converting process in **“Task Manager”** page.



Fax Documents

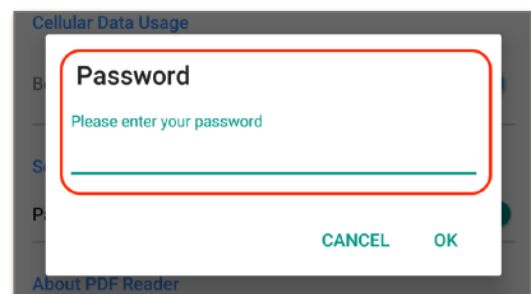
1. Open one PDF file and tap  to fill in the recipient's information.
2. Tap **“Send”** to fax your documents from your mobile devices.
3. The service supports to send faxes to 40 countries around the world.

Note: To convert files or send faxes online, you will be charged by credits. Those who subscribe to Document 365 will have free credits to proceed the services.



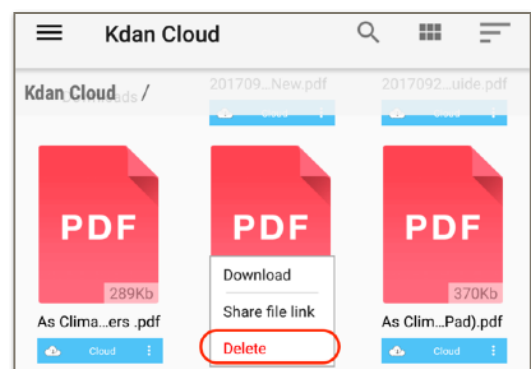
App Security Supported

1. Tap **“Settings”** from the drawer and enable **“Password”** in SECURITY field. Enter a new password to protect your app.
2. You will be required to enter the password each time you launch this app.



Remove Files from Kdan Cloud

1. Go to the **“Kdan Cloud”** tab.
2. Select the target file, and then tap **“Delete”** from the drop down menu to remove the file from Kdan Cloud.



Subscription Plans

Visit your account info and review all subscription plans. Please refer to the comparison table below listing our subscription plans with more details.

	Free Member	Document 365
Free trial available	X	7/14 days
Ad-Free	X	O
All access pass to PDF Reader all versions, including Android, Windows, iOS and Mac.	X	O
Night Mode - Change the background color of PDF pages for comfortable in dark environments.	X	O
Crop Mode - Automatically hide white margins of PDF documents.	X	O
App Security - Secure your app with password protection	X	O
Fax - Fax documents from your mobile device	X	O
Converter - Create and export PDFs via online conversions	X	O
Kdan Credits for faxes or converting services	X	O
Storage space on Kdan Cloud	500MB	1TB
Create links to files and share them with others	O	O
Upload, view, and manage files directly from your browser	O	O

- For more details, please visit our Knowledge Base: <https://support.kdanmobile.com>