

User Guide

Quick start guide Opening files Editing documents Saving files

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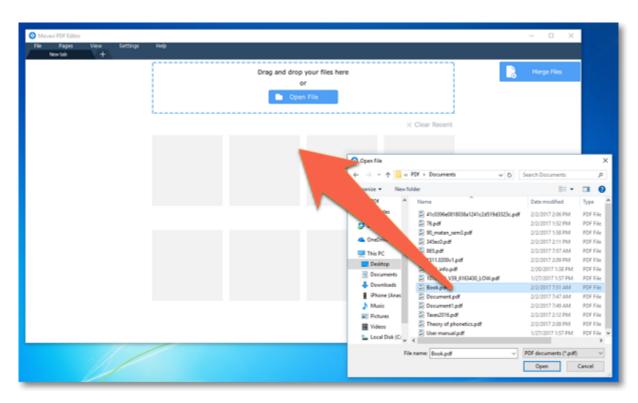
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Movavi PDF Editor	

Quick Start Guide

Movavi PDF Editor is a powerful and user-friendly tool for convenient PDF document management.

Step 1: Open a document

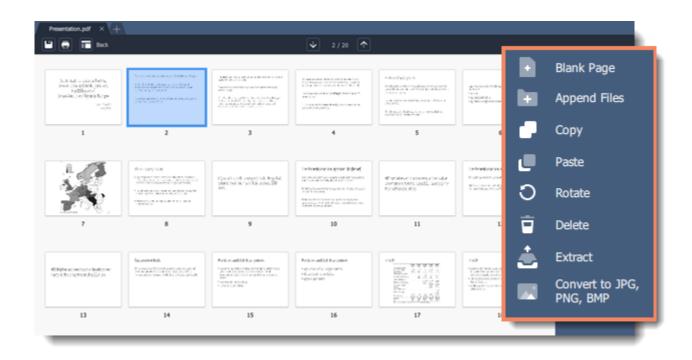
Drag and drop a file from Windows Explorer onto the Movavi PDF Editor window, or click Open File to open a document.



More on opening files

Step 2: Edit the document

Click the Manage Pages button at the top of the window to see the editing options.

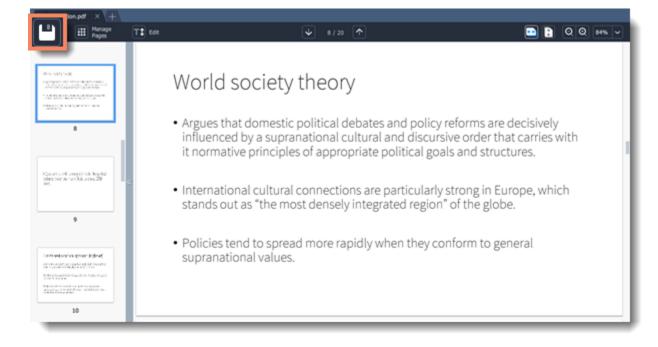


More on editing documents

Step 3: Save the file

1. Click the **Save** button at the top of the window.

2. In the dialog box, click the **Overwrite** button.



More on saving files

Movavi PDF Editor

Removing trial restrictions

When you first install a copy of **Movavi PDF Editor**, it will be running in trial mode. You will be able to use all the features of the program for 7 days. The trial watermark will be applied to the pages of your documents when saving the files. To be able to use the program to its fullest after the trial period expires, you will need to activate it using an activation key that you can purchase from our official website or any of our partners.

Tip: you can delete the trial watermark from your documents after activating the program - simply open the file in the full version and save it once again.

Follow the instructions below to activate your copy of Movavi PDF Editor:

Step 1: Buy activation key

1. Click the button below to go to the purchase page and click the Buy Now button there.

Buy Activation Key

2. You will be taken to our web store. Fill in your billing information and payment options and proceed with the purchase form. **IMPORTANT!** Be sure to enter a valid e-mail address: it will be used to deliver your activation key.

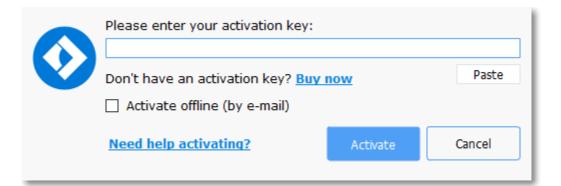
3. Once you have placed your order, you will shortly receive a confirmation for your order and an e-mail from *support@movavi.com* containing your activation key.

Step 2: Open the activation window

1. Open Movavi PDF Editor.

2. Open the Help menu and choose Activate Software. The activation window will appear.

Or click the key button in the top right-hand corner of the window.



Step 3: Enter your activation key

1. Enter the activation key into the corresponding box.

2. Click Activate to complete the activation.

This step requires a working Internet connection to verify your key. If you aren't connected to the Internet, try offline activation.

	Please enter your activation key:			
	000000-11111-22222-33333-44444-55555-66666			
V	Don't have an activation key? Buy	Paste		
	Activate offline (by e-mail)			
	Need help activating?	Activate	Cancel	

Having problems with activation?

If activation is not working as expected, try the following:

- Make sure that the activation key is entered correctly and is intended for the program you are activating.
- Try activating offline via e-mail.
- Contact us at support@movavi.com and we'll help you solve the problem!

Activating without Internet access

If the computer you have installed **Movavi PDF Editor** on is not connected to the Internet, you can <u>activate the program via e-mail</u>. Movavi PDF Editor

Getting an activation key

You can purchase an activation key from the official Movavi website or from any of our partners. To purchase a digital copy from the official website, follow the steps below:

Step 1: Go to the purchase page

To open the purchase page for Movavi PDF Editor:

- In the Help menu, choose Buy Activation Key
- Click the cart button 📰 in the top right-hand corner of the window, or...
- Follow the link below...

Buy Activation Key

Step 2: Choose a license type

• If you plan to use Movavi PDF Editor at home, click Buy Now on the purchase page to proceed with buying the personal license.

• If you plan to use **Movavi PDF Editor** at work, in a government institution, or gain profit in any way, go to the **Business license** tab on the purchase page.

After that, you will be redirected to an online store depending on your region and the available payment methods. All of our vendor partners are

secure and completely safe.

Step 3: Fill in your billing details

- 1. Choose any of the available payment methods.
- **2.** Fill in the information required on the page.
- 3. Enter a valid e-mail address. This e-mail will be used to deliver your activation key.

Step 4: Get your activation key

After the purchase has been verified, you will receive a letter containing your activation key. Now you can use it to activate the program. <u>Activation instructions</u>

Activating without Internet access

If you haven't received your activation key within the hour:

- Check the **Spam** folder of your mailbox,
- Contact support.

Movavi PDF Editor

Activating PDF Editor

Activating Movavi PDF Editor will let you use the program to its fullest forever. Activation requires an Internet connection to verify your key.

You will need:

- Movavi PDF Editor activation key. You should receive your key via e-mail right after your purchase is completed. Don't have a key? Buy now
- Internet access to verify your key. Don't have Internet access? See this guide on offline activation

Step 1: Open the activation window

- 1. Launch Movavi PDF Editor.
- 2. Open the Help menu and select Activate Software. The activation window will open.

Or click the key button in the top right-hand corner of the window.

	Please enter your activation key:		
V	now	Paste	
	Activate offline (by e-mail)		
	Need help activating? Activate		

Step 2: Enter your activation key

- 1. Enter or paste your activation key into the corresponding box of the Activation window.
- 2. Click Activate to verify your activation key.

This step requires a working Internet connection to verify your key. If you aren't connected to the Internet, try offline activation.

	Please enter your activation key:		
	000000-11111-22222-33333-44444-55555-66666		
V	Don't have an activation key? Buy	Paste	
	Activate offline (by e-mail)		
	Need help activating?	Activate	Cancel

If you have entered the key correctly, you should see a message confirming successful activation. Click OK to complete the activation process and restart the program.

Having problems with activation?

- Check that the activation key is entered correctly and is intended for the program you are activating.
- Try offline activation,
- <u>Contact our support team</u>.

Movavi PDF Editor

Activating without Internet

Activation requires Internet access to verify your activation key. If you don't have a working Internet connection on the computer that **Movavi PDF Editor** is installed on, you can activate the program via e-mail using any other computer or device. You will be asked to send us an automatically generated e-mail and then enter the reply into the program's Activation window.

You will need:

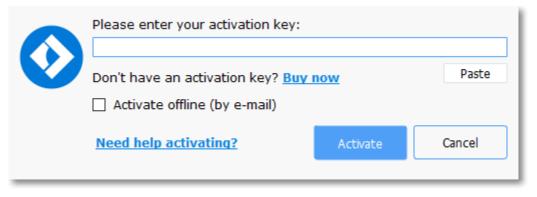
Movavi PDF Editor activation key. You should receive your key via e-mail right after your purchase is completed. Don't have a key? Buy now
A device or another computer that can be used to send and receive e-mail.

Step 1: Open the activation window

1. Launch Movavi PDF Editor.

2. Open the Help menu and select Activate Software. The activation window will open.

Or click the key button P in the top right-hand corner of the window.



Step 2: Enter the activation key

1. Enter or paste your activation key into the corresponding box of the Activation window.

- 2. Select the Activate offline option.
- **3**. Click **Activate** to proceed to the next step.

	Please enter your activation key: 000000-11111-22222-33333-44444-55555-666666		
V	Don't have an activation key? <u>Buy now</u> Activate offline (by e-mail)		Paste
	Need help activating?	Activate	Cancel

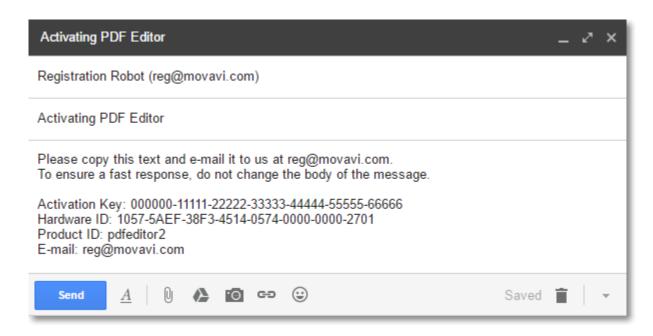
Step 3: Send an e-mail with the provided information

The next window contains important activation information that you will need to send us via e-mail in order to activate your program.

To ensure a fas Activation Key: Hardware ID: Product ID:	is text and e-mail it to us at r st response, do not change to 000000-11111-22222-3333 1057-5AEF-38F3-4514-0574 pdfeditor2 reg@movavi.com	he body of the n 3-44444-55555-	nessage. 66666
Сору			
	lest has been processed, you Copy the registration key an stration key:		
			Paste
Need help act	ivating?	Activate	Back

1. Click the Copy button to copy the information in the window. If necessary, save or transfer this information to the computer or device that you will be sending the e-mail from.

2. On the computer with an Internet connection, open your mail client and compose a new e-mail. Paste the information you've copied earlier into the message body and send this e-mail to reg@movavi.com. The activation server will then verify your activation key and send you an automatic response containing a registration key, which you will need to enter into the Activation window. You should receive the server's reply within an hour.



Step 4: Enter your registration key

1. When you have received your registration key, save it and go back to the Activation window.

2. Enter the registration key into the corresponding box.

3. Click Activate to submit the information.

To ensure a fas Activation Key: Hardware ID: Product ID:	is text and e-mail it to us at rest st response, do not change th 000000-11111-22222-3333 1057-5AEF-38F3-4514-0574 pdfeditor2 reg@movavi.com	ne body of the m 3-44444-55555-6	essage. 56666	
Сору				
After your request has been processed, you will receive your registration key via e-mail. Copy the registration key and paste it into the appropriate box below.				
Enter your regi	stration key:			
MIBSAHHT-CQYE	ECA2T-WHEJSCFB-LIRSLISB-QPTO	TDLV-MIBSAHHT	Paste	
Need help activating? Activate Back				

Once activation is complete, you may be asked to restart the application.

If you're having problems with offline activation:

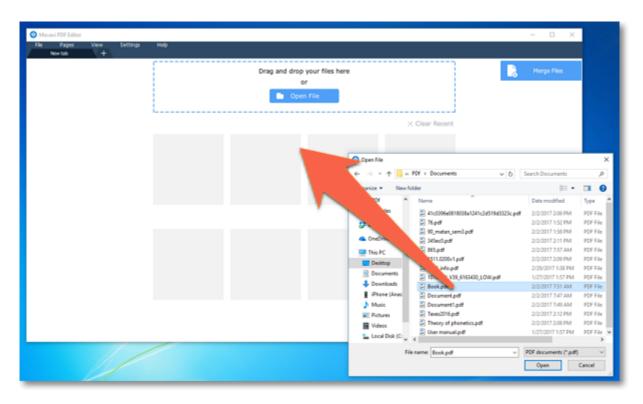
- Make sure that the keys are entered correctly and are intended for your version of Movavi PDF Editor.
- Make sure you have administrator rights on your computer.
- Contact our support team.

Movavi PDF Editor

Opening files

Drag-and-drop

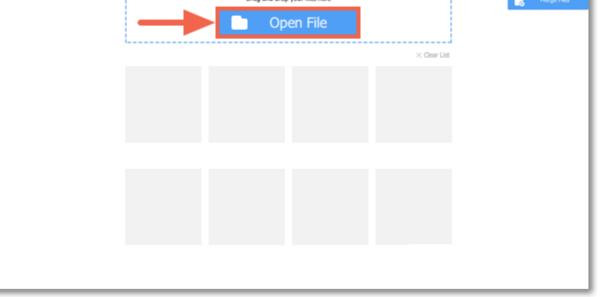
Find the necessary document in Windows Explorer and then drag right onto the Movavi PDF Editor window.



Browse

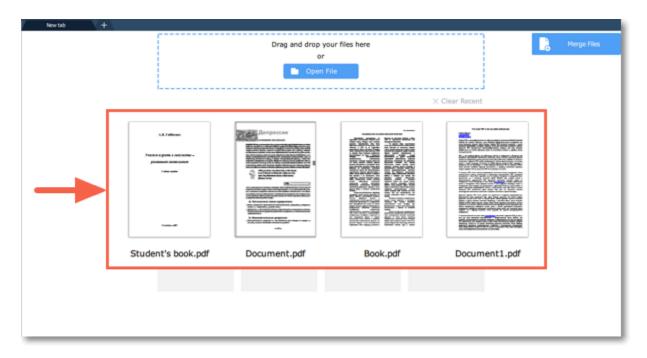
On the start screen, click the Open File button. A Windows Explorer dialog box will appear. There, choose the necessary file and click Open.

Drag and drop your files here	Merce Files



Recent files

On the start screen, you can see the thumbnails of recently opened files. Click on a thumbnail to open file.



You can also find the list of recently opened files in the **File** menu. Hover your mouse pointer over the **Recent Files** and select the file you want to open from the pop-up menu.

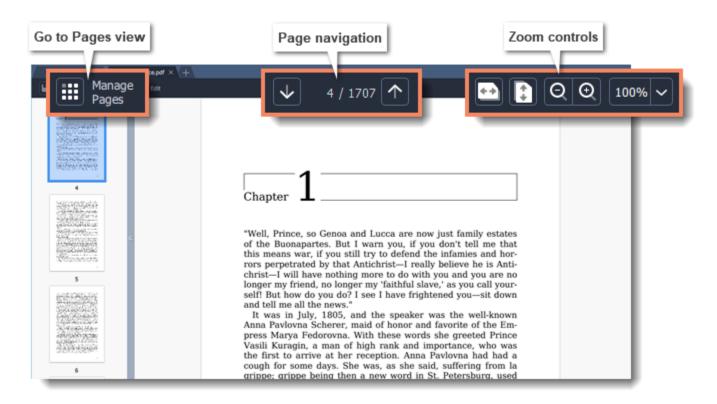
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New Tab	Ctrl+T	Book.pdf × Clear Recent
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Exit		
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File menu

Open the File menu and choose Open. A Windows Explorer dialog box will appear. There, choose the file you want and click Open.

Movavi PDF Editor

Zoom and navigation

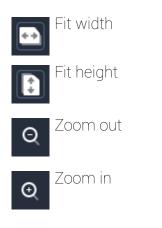


Navigation

Use the page navigation controls at the top of the page or the mouse wheel to flip through pages.

Zoom

When you open a document, it will be shown in its actual size. Use the zoom and navigation tools at the top of the window to set a comfortable view. You can also zoom in and out using the mouse wheel while holding down **Ctrl**.



Creating new file

To create a new file, click the File menu and select Create New File.

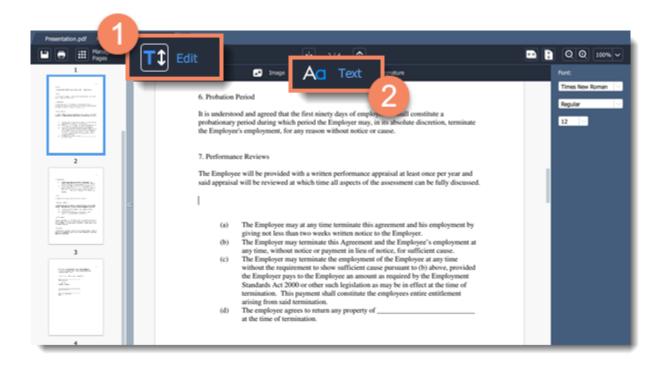
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Create New File	Ctrl+N			
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Recent Files	۲	Employment Agreement (Sample)		
New Tab	Ctrl+T			
Merge Files		S AGREEMENT made as of theday of, 20, between ne of employer] a corporation incorporated under the laws of the Province of Ontario, having its principal place of business at(the "Employer");		
Save	Ctrl+S	[name of employee], of the City ofin the Province of Ontario "Employee").		
Save As	Ctrl+Shift+S	EREAS the Employer desires to obtain the benefit of the services of the Employee, and the ployee desires to render such services on the terms and conditions set forth.		
Print	Ctrl+P	CONSIDERATION of the promises and other good and valuable consideration (the iciency and receipt of which are hereby acknowledged) the parties agree as follows:		
Exit		imployment		
		Employee agrees that he will at all times faithfully, industriously, and to the best of his skills billity, experience and talents, perform all of the duties required of his position. In carrying out, bese duties and responsibilities, the Employee shall comply with all Employer policies, rocedures, rules and regulations, both written and oral, as are announced by the Employer from me to time. It is also understood and agreed to by the Employee that his assignment, daties and esponsibilities and reporting arrangements may be changed by the Employer in its sole iscretion without causing termination of this agreement.		
211 grow water to	2	. Position Title		
3		As a, the Employee is required to perform the following duties and undertake he following responsibilities in a professional manner.		

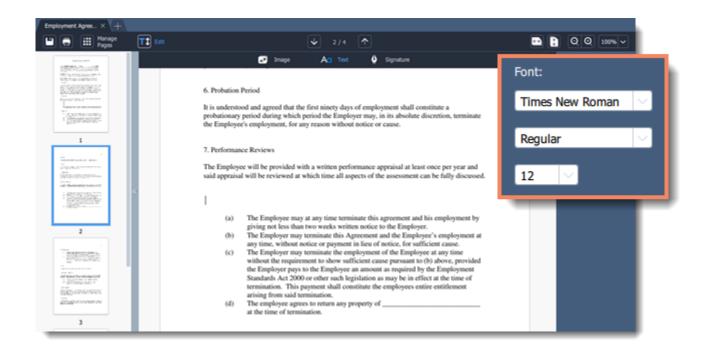
Movavi PDF Editor

Adding text

To add text to your document, click the Edit button and select Text from the pop-up menu.



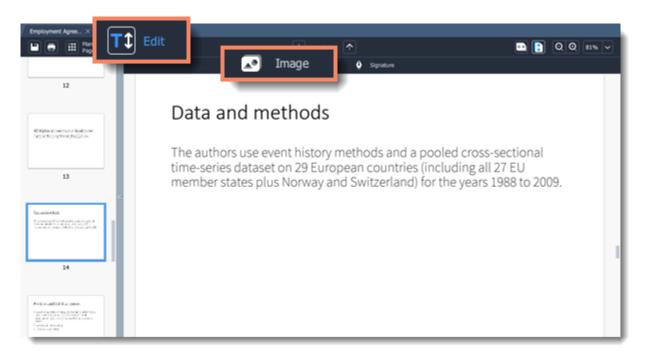
Set the font, style and size on the right-hand panel. Place the cursor where you want to add the text and start typing.



Click on an empty space in the document to save changes. Movavi PDF Editor

Adding images

To add a signature to your document, click the **Edit** button and select **Image** from the pop-up menu.

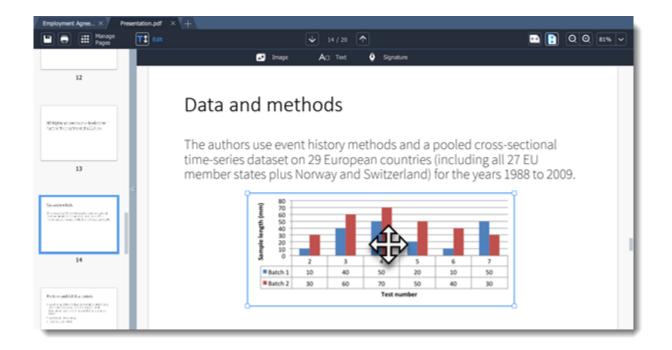


Select the image you want to add and click Open.

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You can move the image by simply dragging it.

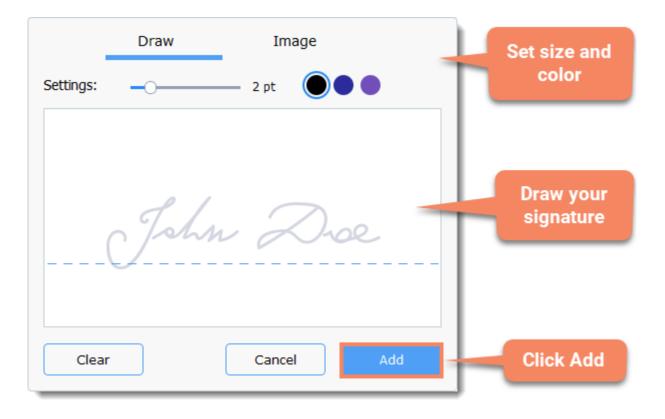


Adding signatures

To add a signature to your document, click the Edit button and select Signature from the pop-up menu.

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2	IN WITNESS WHEREOF the Employer has caused this agreement to be executed by its duly authorized officers and the Employee has set his hand as of the date first above written.		
-	SIGNED, SEALED AND DELIVERED in the presence of:		
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zitzernenenenenenenen se	[Signature of Employee]		
Daugerstan.	[Name of Employer Rep]		
Real and the second sec	[Signature of Employer Rep] [Title]		

Draw your signature in the opened window and click Add.

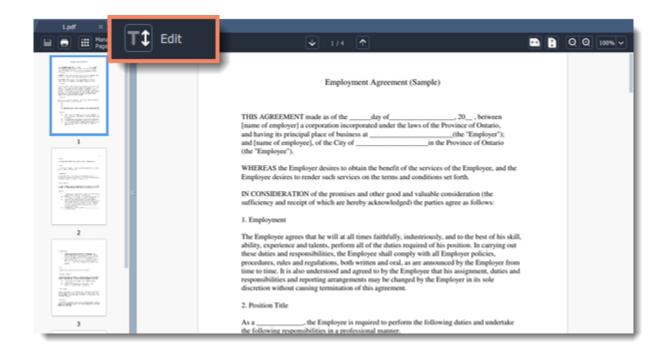


11

Move the signature where you want it and save the document. <u>More on saving files</u> Movavi PDF Editor

Editing

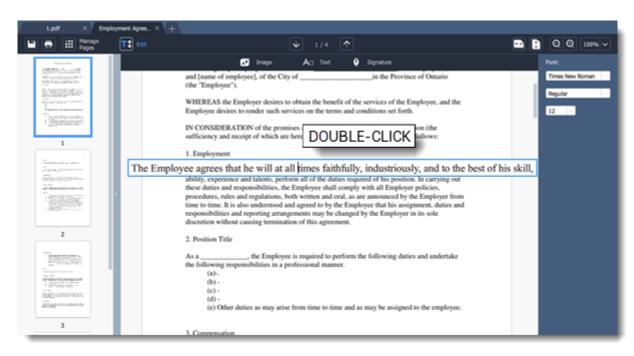
Click the **Text** button on the top left corner of the window.



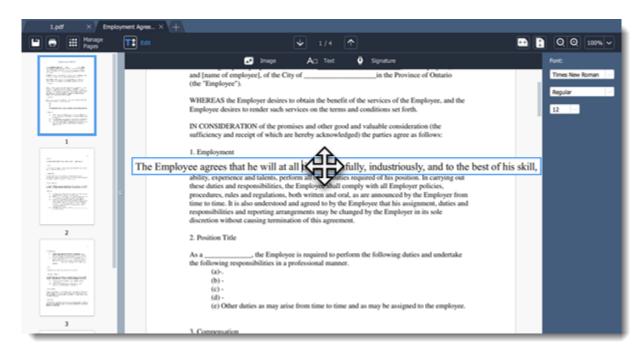


To edit text in your document, double click on the line you want to edit.

Important: Movavi PDF Editor supports Times New Roman, Arial and Courier New fonts. Text of any other font will be automatically changed to Times New Roman.

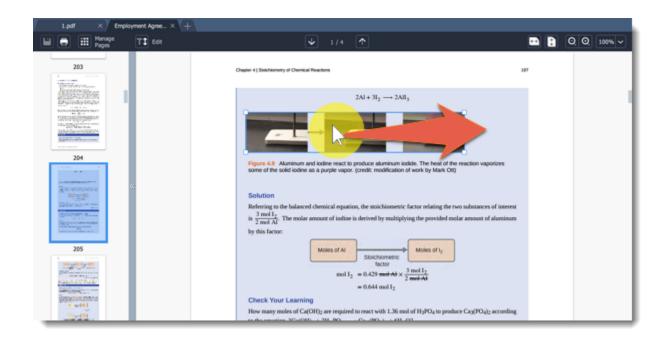


To change the position of the line, simply drag it to the new position.



Images

Click on the image to select it. Simply drag the image to move it.



To rotate or delete the object, right-click on it and choose one of the options from the pop-up menu.

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203	Chapter 4 Stakchionery of Chemical Reactions	287	
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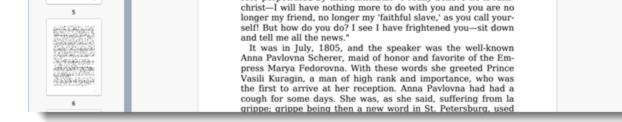
Movavi PDF Editor

Managing pages

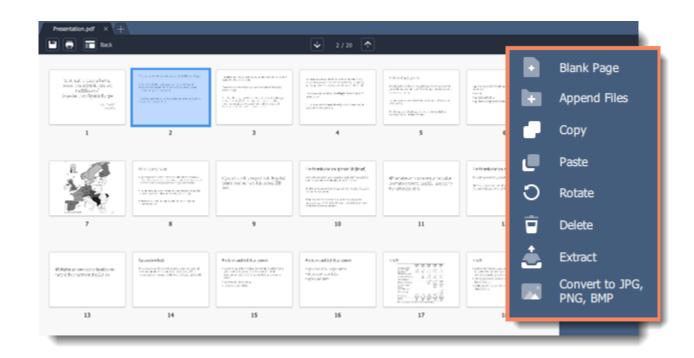
Pages mode

To switch to page managing mode, click the Manage Pages button on the top panel.

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	4				
		"Well, Prince, so Genoa and Lucca are now just family estates of the Buonapartes. But I warn you, if you don't tell me that this means war, if you still try to defend the infamies and hor- rors perpetrated by that Antichrist—I really believe he is Anti- christ—I will have nothing more to do with you and you are no			



You will see pages' thumbnails. On the right-hand panel you will see editing options:



- Blank page. Inserts a blank page in a selected position.
- Append file. Adds all the pages from a selected file at the end of the document.
- Copy. Copies selected pages.
- Paste. Pastes copied pages next to a selected page.
- O Rotate. Rotates selected pages 90° clockwise.
- **Delete**. Deletes selected pages.
- **Extract**. Saves selected pages as a new PDF document.
- Convert to JPG, PNG, BMP. Saves selected pages as images.

You can also find the editing options in the Pages menu:

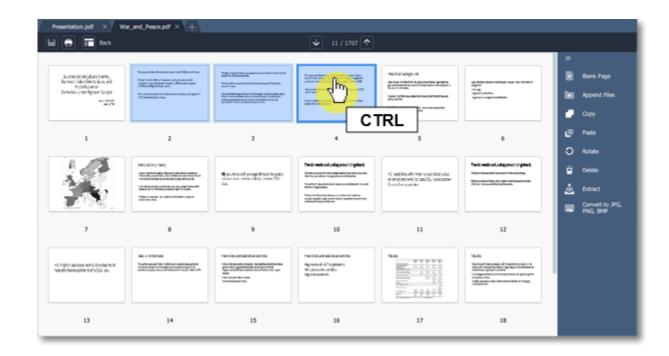
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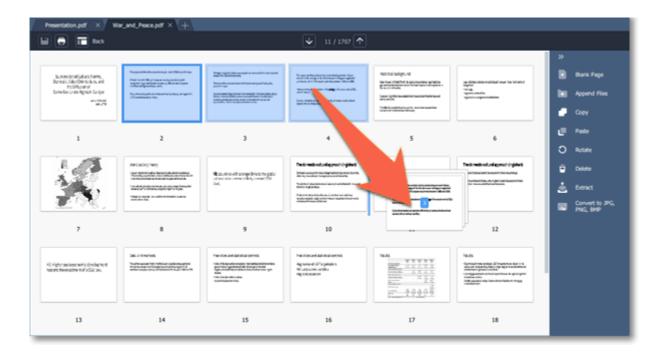
Learn more: <u>Organizing pages | Rotating pages | Deleting pages | Extracting pages | Saving pages as images</u> Movavi PDF Editor

Organizing pages

Step 1. Select the page you want to move by simply clicking on it. To select multiple pages, click on them while holding down **Ctrl** on your keyboard. To select multiple pages that are next to each other, click on the first and the last page while holding down **Shift.**



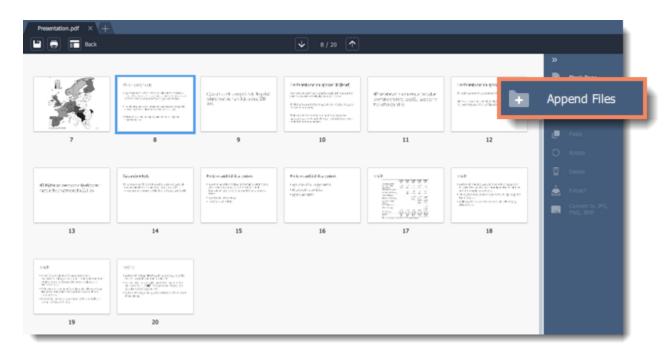
Step 2. Drag the pages to the desired position.



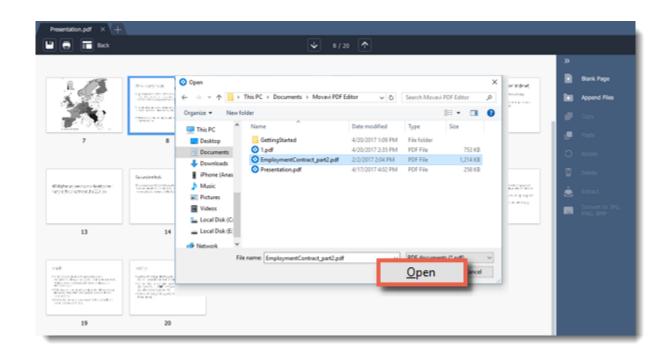
Movavi PDF Editor

Joining files

Step 1: On the right-hand panel, click the **Append File** button.



Step 2: A Windows Explorer window will open. Choose the file you want to append and click the Open button.



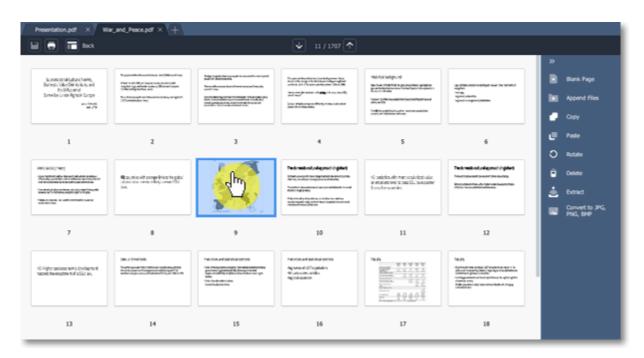
Step 3: All the pages from the selected file will be added at the end of the document. Now you can move them as you wish or delete pages you don't need.

Learn more

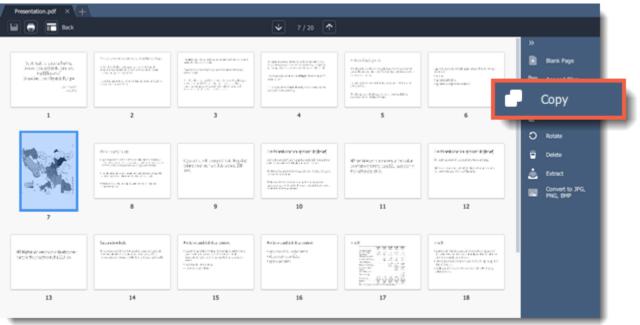
<u>Organizing pages</u> <u>Deleting pages</u> Movavi PDF Editor

Copying and pasting pages

Step 1: Select the page you want to copy. To select multiple pages, click on them while holding down **Ctrl** on your keyboard. To select multiple pages that are next to each other, click on the first and the last page while holding down **Shift.**



Step 2: Choose Copy on the right-hand panel. You can also right-click on the page and select Copy from the context menu.



Step 3: Go to the document you want to paste the copied page in. Select the page after which you want to paste the copied page. Then choose **Paste** on the right-hand panel.

You can also right-click on the page and select **Paste** from the context menu.

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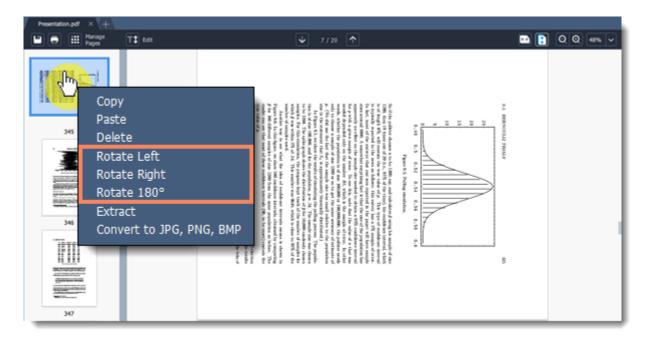
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Movavi PDF Editor

Rotating pages

Sometimes pages in scanned document have wrong orientation. With **Movavi PDF Editor** you can easily fix them.

In viewing mode: right-click on the page you want to rotate in preview panel. To select multiple pages, click on them while holding down **Ctrl** on your keyboard. To select multiple pages that are next to each other, click on the first and the last page while holding down **Shift.** Then select one of the **Rotate** options from the context menu.



In managing mode: select the page you want to rotate. To select multiple pages, click on them while holding down **Ctrl** on your keyboard. To select multiple pages that are next to each other, click on the first and the last page while holding down **Shift.** Then choose **Rotate** on the right-hand panel.

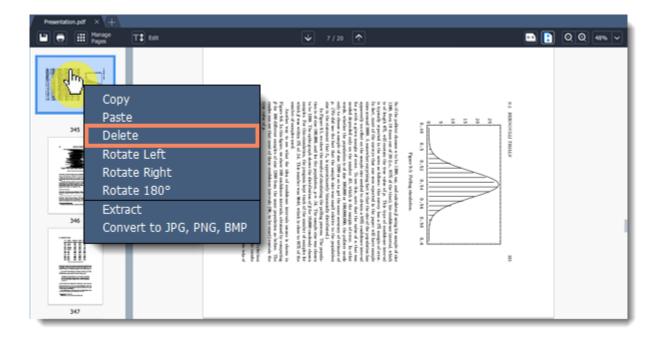
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You can also right-click on a page and select one of the **Rotate** options from the context menu. Movavi PDF Editor

Deleting pages

There are several ways to delete a page in Movavi PDF Editor.

In viewing mode: right-click on the page you want to delete in preview panel. To select multiple pages, click on them while holding down **Ctrl** on your keyboard. To select multiple pages that are next to each other, click on the first and the last page while holding down **Shift.** Then select **Delete** from the context menu or press **Delete** on your keyboard.



In managing mode: right-click on the page you want to delete in preview panel. To select multiple pages, click on them while holding down Ctrl on your keyboard. To select multiple pages that are next to each other, click on the first page and the last one while holding down Shift. Then choose Delete on the right-hand panel.

You can also right-click on the page and select **Delete** from the context menu or press **Delete** on your keyboard.

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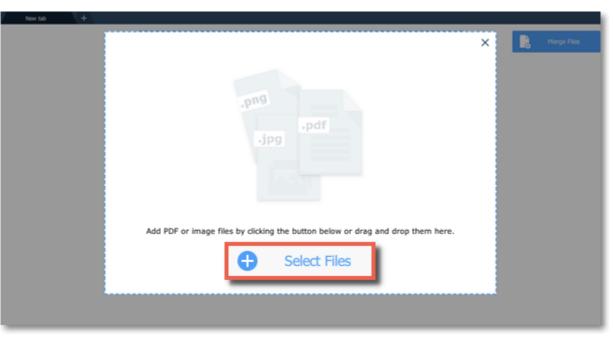
Movavi PDF Editor

Merging documents

Step 1. Select Merge Files on the start page.

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Step 2. The merging window will open. Click Select Files to add files from an Windows Explorer window or simply drag and drop them onto the window.



Step 3. Rearrange files by simply dragging them to the desired position.

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Step 4. Click Merge. The new merged file will be opened in a new tab and you will be able to continue editing.

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<u>See also</u>: <u>Joining files</u> Movavi PDF Editor

Extracting pages

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Step 2: On the right-hand panel, choose Extract. You can also right-click on the page and select Extract from the context menu.

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Step 3: A **Windows Explorer** window will open. Choose where you want to save your new document and the file name. Then click the **Save** button. The selected pages will be saved as a new document.

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Saving pages as images

Step 1: In Manage Pages view mode, right-click on the page you want to save as image. To select multiple pages, click on them while holding down **Ctrl** on your keyboard. To select multiple pages that are next to each other, click on the first and the last page while holding down **Shift.**

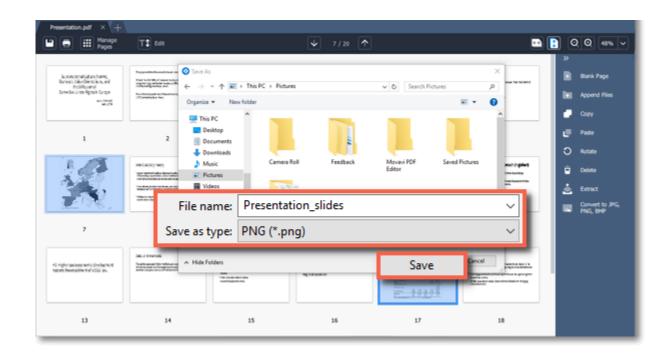
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Step 2: On the right-hand panel, choose Export to JPG, PNG, BMP. You can also right-click on the page and select Convert to JPG, PNG, BMP from the context menu.

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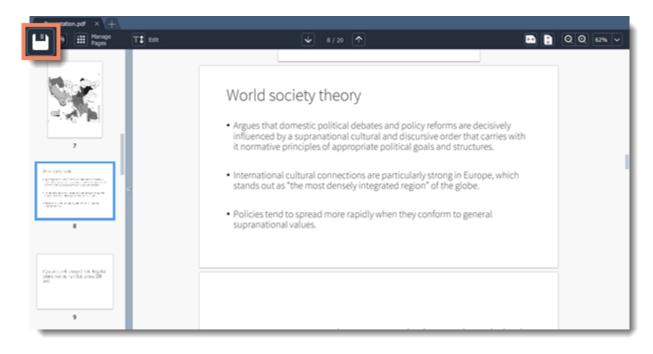
Step 3: A Windows Explorer window will open. Choose where you want to save your file and the file name. Then click the Save button. The selected pages will be saved as separate images.



Saving files

To overwrite the existing file:

Click the Save button in the top left-hand corner or open the File menu and click Save. In the dialog box, click the Overwrite button.



To save document as a new file:

Step 1: Open the File menu and click Save As.

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Step 2: In the **Save File** dialog box, choose where you want to save your file and the file name. **Step 3:** Finally, click **Save**.

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<u>See also</u>: Extracting pages Saving pages as images

Help and Support

If you have any questions or concerns regarding Movavi software, you are welcome to contact our support team.

Write to us at <u>support@movavi.com</u>

or click the button on the right to ask a support specialist via live chat.

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Please describe your problem in as much detail as possible; any screenshots or log files will allow us to help you faster. Our support team specialists may ask you for additional information that is required to solve your problem: these may include your license key, log files, and files you were working with, but never personal information. We value your privacy!

Have you checked the <u>FAQ section</u>? Your question may have already been answered!

System Requirements

The minimum system requirements represent the lowest hardware specifications that are guaranteed to run **Movavi PDF Editor**. If your computer meets the recommended configuration, then **Movavi PDF Editor** is sure to run smoothly on your computer.

Minim	num system requirements	Recommended configuration
	Movavi PDF Editor	
Operating system	Windows® Vista/7/8/10 with latest service	e packs and patches
Processor	Intel®, AMD® or compatible processor, 1 GHz	2.8 GHz
Display resolution	1280x768, 32-bit color	1280x1024 or higher
RAM	2 GB	4 GB
Available disk space	325 MB	1 GB or more
Additional requirements	Administrator permissions are required for Internet connection	installation