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1. View

1.1 Basic Reading Modes

SwifDoo PDF provides basic reading views to change how the PDF appears:

Single page: Display one PDF page at a time;

Facing: Present two PDF pages side by side;

Continuous: View pages continuously with scrolling enabled;

Continuous facing: Show the cover page separately and display the remaining pages side by side;

Reverse view: Display the PDF document in reverse order.

1.2 View PDFs in Simple Mode or Full Screen Mode

Apart from these options, this PDF reader has Simple Mode and Full Screen Mode to display only the document, either in a minimized window or on the entire screen. All the menu bars, toolbars, and window controls are hidden. Click "Esc" to exit the Simple or Full Screen Mode.

1.3 PDF Slideshow

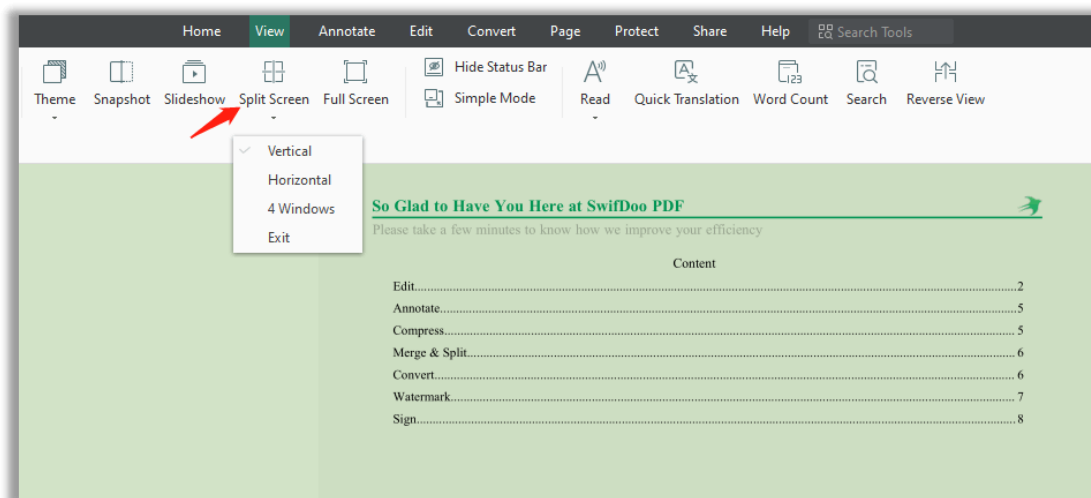
If you need a PDF presenter, click "Slideshow" to display a PDF as a PowerPoint. Press the "Down" button on your keyboard or scroll down with your mouse to navigate through the PDF document.

1.4 PDF Theme Color

In SwifDoo PDF, five fundamental PDF theme colors are available: default, dark, simplicity, eye protection, and letter paper. Additionally, you can customize the theme colors by clicking "More".

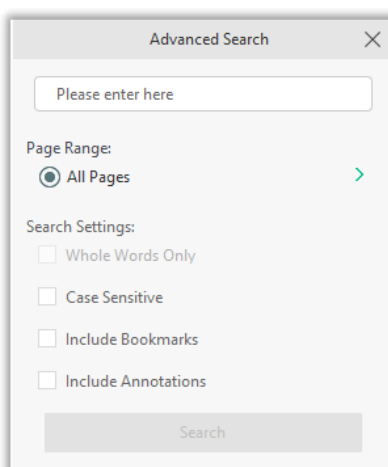
1.5 Split Screen

SwifDoo PDF lets you split the current page view into several parts so that it's easy to display more of the PDF content. This PDF reader can split the view horizontally, vertically, and into four sections.



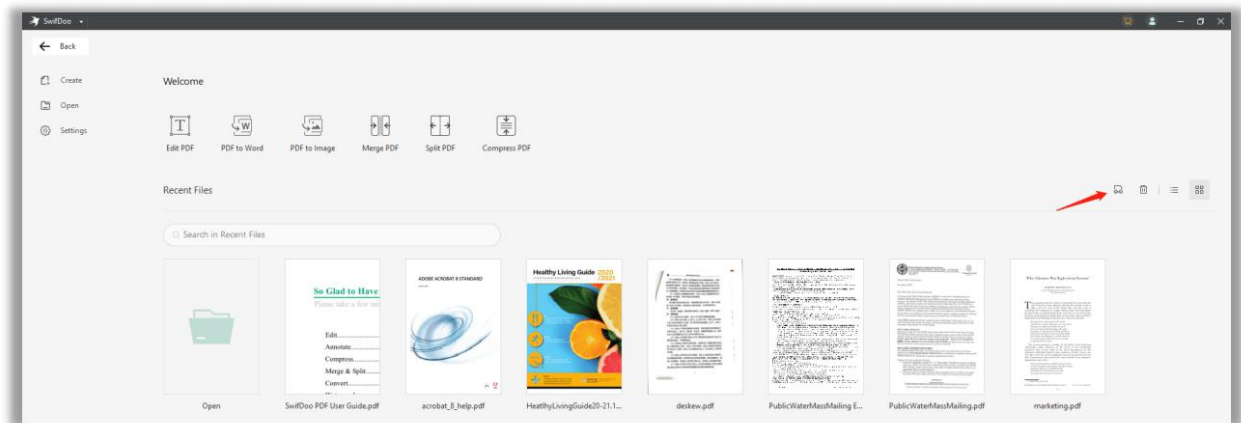
1.6 Search & Replace

Need to search throughout the entire PDF document like you always do in MS Word? You can click "Search" under the "View" tab to find something that should be replaced. When you do a word search in the PDF document, the "Advanced Search" enables you to specify the page range and check whether the keywords are in bookmarks or annotations. If you need to match whole words only, just check the box.



1.7 Incognito Mode

If you want to open any PDF files privately and don't want the history saved by the program, just try the "Incognito mode" from the startup interface. Turn on this mode, and the file history won't be recorded by the software.

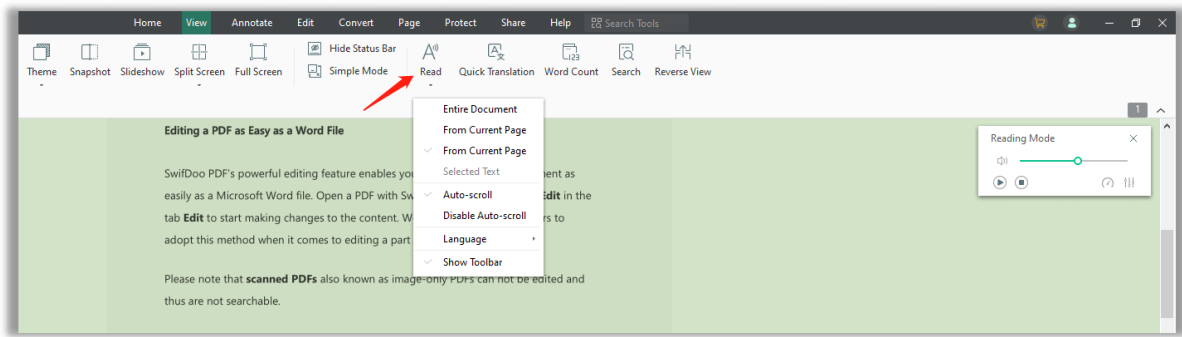


1.8 Quick Translation

The tap-to-translate feature allows you to translate the PDF text while reading. Click "Quick Translation" in the "View" tab. Select the text you need to translate, and the engine works automatically. Seconds later, you'll get the translation results. Noteworthy, one can translate no more than 400 characters each time.

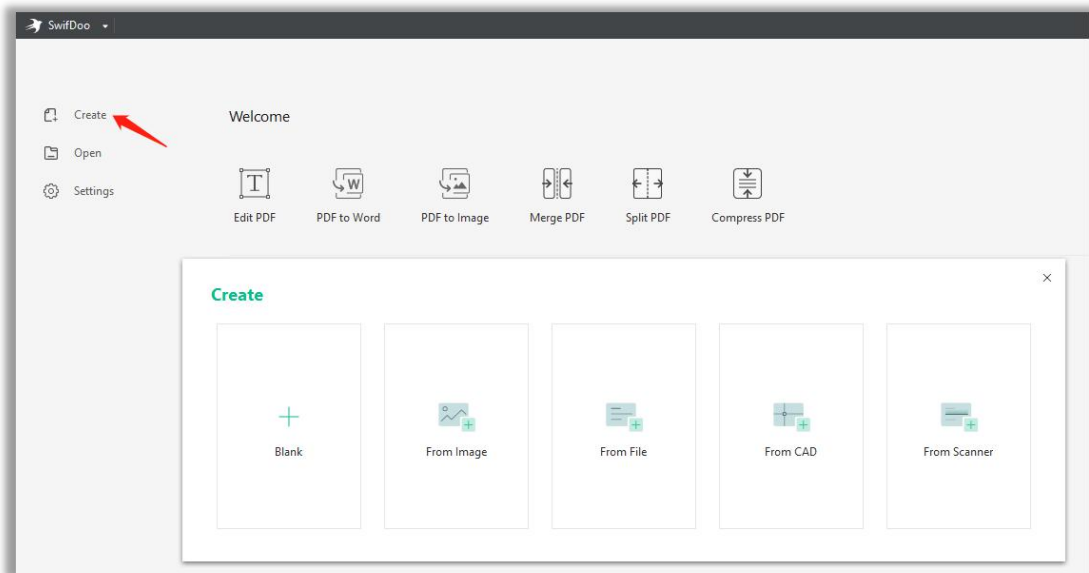
1.9 Read PDF Aloud

SwifDoo PDF is equipped with a text-to-speech engine to transform the text into audio. You can choose the document's language: Arabic, English (both UK and US), Danish, Chinese (Putonghua), German, French, Spanish, and Russian. Besides, you can change the reading speed and pitch if needed.



2. Create

SwifDoo PDF is an ideal solution for any PDF-creation task on Windows. You can create a blank PDF, from existing document files, scanned documents, and scanners. Here are some common PDF creation tasks you may encounter in both your work and life.



2.1 Create a Blank PDF

- Download and launch SwifDoo PDF;
- At the startup interface, click "Create" > "Blank". When the "Create New Page" window jumps out, change the standard size, orientation, and page numbers of this new PDF;
- Then press "Confirm" to make a blank PDF. Click on the document and type on the PDF. Use options on the "Edit" toolbar to modify text attributes.

2.2 Create a PDF from a Scanner

- Click the "Create" button and choose "From Scanner";
- Specify the input, output, and other options (color mode, sides, resolution, and page size).
Then hit the "Scan" button to turn a paper document into a PDF.

Note: When creating a PDF from a scanned document, don't forget to check the "OCR" box to improve the readability and accuracy of the new PDF.

2.3 Create a PDF from an Image (JPG, BMP, TIF, PNG)

- Select "Create" from the startup interface, and then click "From Image" to make a PDF out of an image;
- When the SwifDoo PDF converter pops up, choose "Add Files" to upload an image or multiple images from a local folder;
- Once ready, hit "Start" to create a PDF from an image.

Note: If you need to create PDFs from multiple images, do remember to change the settings in the Options menu.

2.4 Create a PDF from Word, Excel, and PowerPoint

- Click "Create" from the startup interface, and then choose "From File" to open a Microsoft Office document;
- When the file opens in SwifDoo PDF, a PDF will be automatically created in the original folder.

2.5 Create a PDF from a CAD Drawing (DXF and DWG)

- At the startup page of SwifDoo PDF, choose "Create" > "From CAD" to open a CAD

drawing from the local folder;

- Then, this PDF creator will display the CAD drawing while creating a PDF in which the original file is stored at the same time.

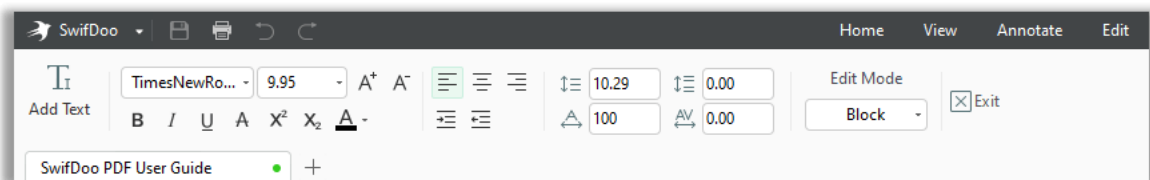
3. Edit

SwifDoo PDF's powerful editing feature enables you to modify the PDF document as easily as a Microsoft Word file. Open a PDF with SwifDoo PDF, and then click "Edit" in the tab "Edit" to start making changes to the content.

3.1 Edit PDF Text

Click "Edit" to enter the edit mode. Mouse-click on the text box to modify the content. In addition, you can insert text boxes to change the font style, size, color, margins, and alignment. More than this, SwifDoo PDF enables you to access bold, italic, underline, strikethrough, superscript, and subscript when changing the PDF text.

If you need to change the "Edit Mode," click on the drop-down menu to choose the edit mode you need: block, line, object, and paragraph.



3.2 Edit PDF Images

In addition to text, you are allowed to edit images within a PDF. Click the image, and a drop-down menu pops up, allowing you to edit, rotate, replace images, or change the picture's opacity.



3.3 OCR

An OCR feature is offered to make a scanned PDF searchable or editable. By clicking "OCR" in the "Edit" tab, you are allowed to recognize the text and convert this scanned PDF to an editable one. Meanwhile, you can specify the area where OCR is not performed.

A screenshot of the "Recognize Document" dialog box. The dialog has a title bar with a close button. The main content area includes the following sections:

- Document Language:** A dropdown menu currently set to "English".
- Output:** Three radio button options: "Document with Text and Images" (selected), "Text with Original Formatting", and "Searchable Text and Images (non-editable)".
- Page Range:** Three radio button options: "All Pages", "Current Page (Page 2 is selected)" (selected), and "Page Range". Below these is a text input field showing "1 / 8" and a hint "e.g., 1,6,1-9 (?)".
- Optional:** A section titled "Choose where not to perform OCR (?)". It contains a text input field with a "+" icon.

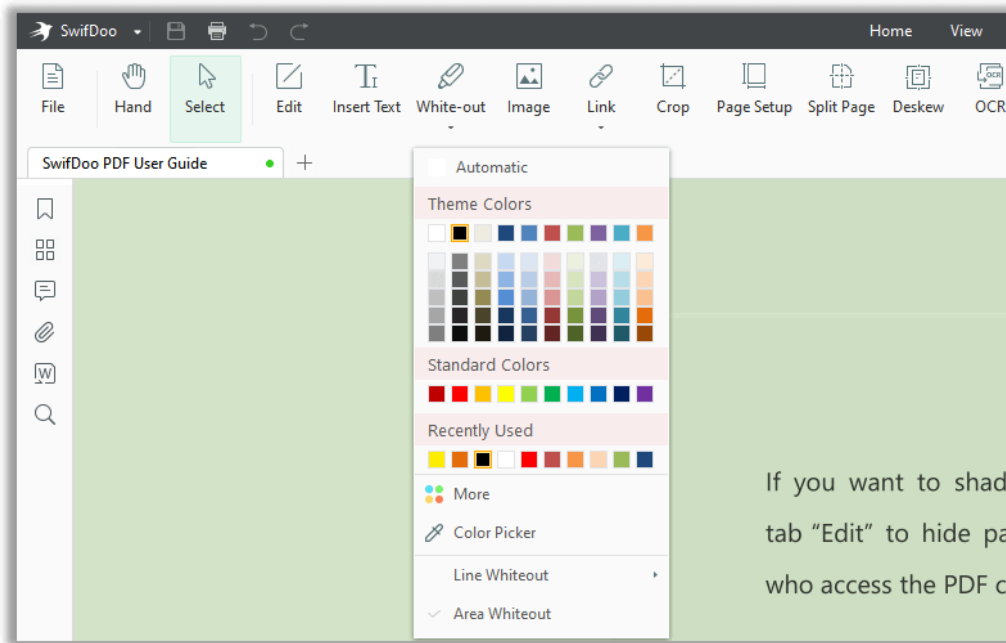
At the bottom of the dialog are two buttons: "Cancel" and "OK".

If your PDF document is written in one language, select the language in the Document

Language menu.

3.4 Whiteout

If you want to shade an area within a PDF, just select the “Whiteout” feature in the “Edit” tab to hide parts of the PDF document. After you save these changes, others who access the PDF can neither see the hidden content nor delete the changes.



3.5 Add Hyperlinks and Images to PDF

Sometimes, when you are required to add any link or image to a PDF for reference, you can directly turn to SwifDoo PDF’ editing features. By clicking “Image” or “Link”, you can easily add external links or insert images from local folders as instructed.

By adding links to a PDF, you can go to a page view, certain page, open a web page, or open a local file. If you need, change the appearance of the hyperlink, including the line style, thickness, and color.

×

Add Links

Layout:

Appearance:

Visible Rectangle

Line Style:

Solid Line

Line Thickness:

≡

Color:

■

Other Options:

☐
Go to a Page View (?)

☒
Go to a Certain Page:

1

(30 Pages)

☐
Open a Web:

☐
Open a File:

Browse

Cancel

OK

3.6 Compress

When a file is too large and you want it to be smaller for faster file transmission and sharing, click “Compress” under the “Edit” tab to optimize the file size while maintaining the quality. Besides, SwifDoo PDF provides three options for image quality: high, medium, and low.

SwifDoo PDF

☰

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×

➤ Merge PDF

➤ Split PDF

➤ Compress PDF

☒ File Name

Compression Level

Before

After

Status

Option

☒ HealthyLivingGui...

Medium

25.87MB

Waiting

ⓘ

✕

Low

Medium

High

Low

🗑️ Clear List (1/1)

➕ Add Files

⚙️ Setting

Batch Compress: Medium

Output Path: Desktop

⋮

📁

Start

9 / 34

3.7 PDF Background

If your PDF document needs a background, then click Background in the Edit tab to insert or update a PDF background. SwifDoo PDF can add a color background or an image as the background. When you need to use the external image as the PDF background, this PDF editor can alter the image position, appearance, and page range.

Add Background

Source:

☒ Color:

☐ File:

Appearance:

Rotation:

-45

0

45

 Custom:

0

Opacity:

100

 %

☒ Scale:

100

 %

Position:

Vertical:

Center

0.00

Centimeters

Horizontal:

Center

0.00

Centimeters

Page Range:

☒ All

☐ Range: -

Subset:

All Pages

No Cloud to Have Your Store at SwifDoo PDF

Content

Edit	2
Search	3
Compare	3
Map & Split	4
Cancel	4
Watermark	7
Page	8

< 1 /8 >

OK

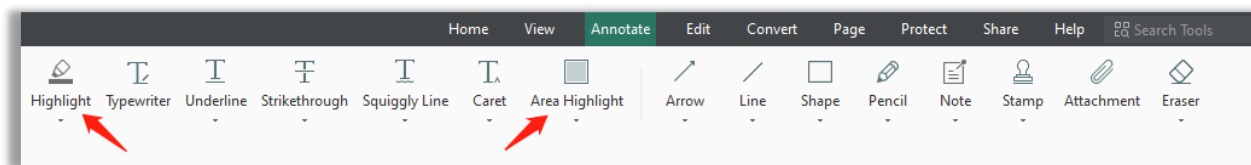
Cancel

4. Annotate

SwifDoo PDF has ten more annotation tools, which can assist in making comments on PDFs with ease. We provide highlight, area highlight, underline, strikethrough, shape, stamp to facilitate communications, and thus making PDF an interactive file format.

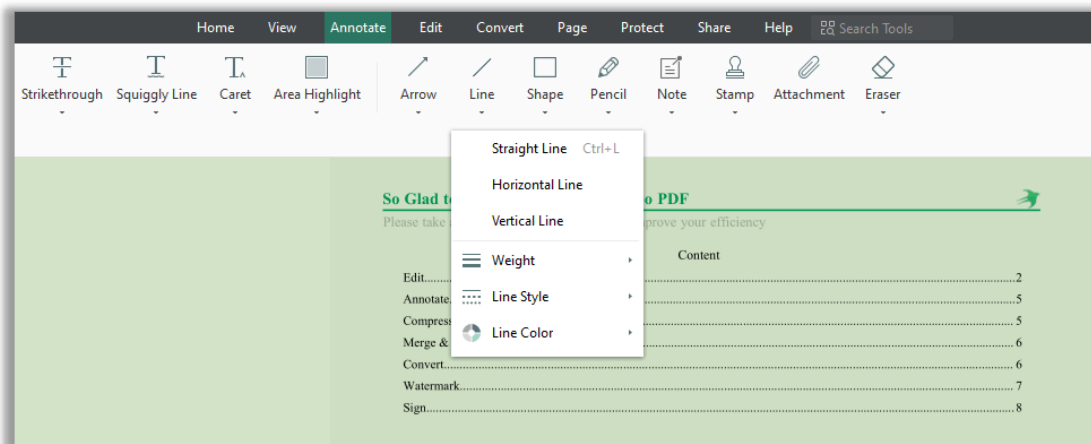
4.1 Highlight

When you need to mark up something significant, the PDF highlighter is much too useful. SwifDoo PDF has two different PDF highlighters: highlighter (for standard PDF files) and area highlighter (for scanned PDF documents). The highlighter allows you to select the text and then mark it up, while the area highlighter works to draw a rectangle over the selected region.



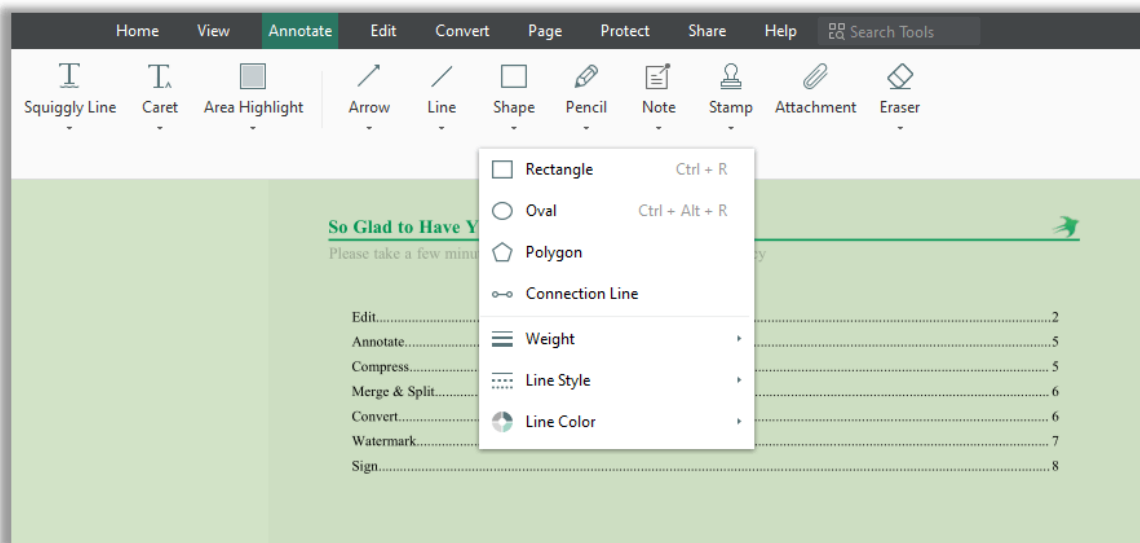
4.2 Add Lines to PDF

You can add lines to a PDF using the annotation and drawing markup tools available in SwifDoo PDF, such as underlines, strikethrough, squiggly lines, straight lines, and vertical or horizontal lines. The color, thickness, and weight of these lines can be changed when needed.



4.3 Add Shapes to PDF

Adding different shapes to a PDF is made easy with SwifDoo PDF. This PDF annotator enables you to add arrows, rectangles, ovals, polygons, and connection lines. If you need to freely draw on the current PDF file, click “Pencil” in the “Annotate” tab to access the drawing tool.



4.4 Attach Files

A PDF attachment is an additional file that can be an image, document, or any other supported file format. It can be helpful when you need external sources. Navigate to “Attachment” under the “Annotate” tab to attach another file to the current PDF file.

Note: Please make sure the original file you are trying to attach is from a trustworthy source. Otherwise, it may harm your device.

4.5 Add Notes to PDF

PDF notes are necessary for teaching and document collaboration. When others have feedback, they can make their comments on the PDF document. Then, a small not icon appears wherever you need a PDF note. Click “Note” under the tab “Annotate” to add

comments where needed.

4.6 Stamp PDF

If you need to label a PDF document with important information, try imprinting a stamp on your PDF. SwifDoo PDF now lets you add "Sign Here" , dynamic, and standard business stamps to your PDF file. Also, you can customize the PDF stamp by uploading images.

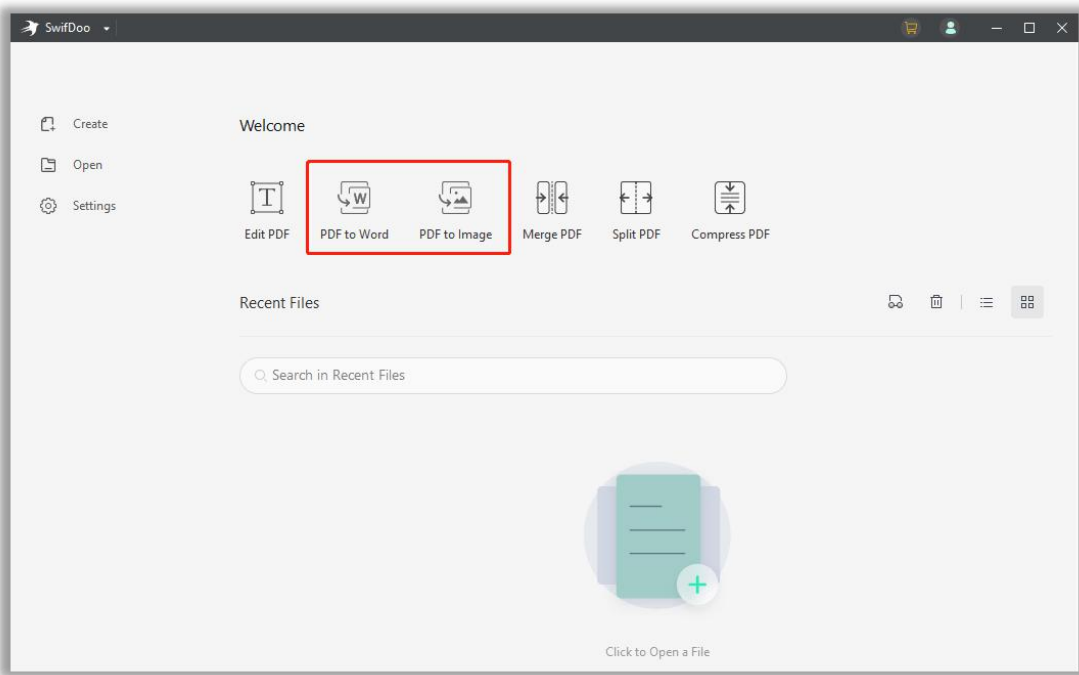
5. Convert

5.1 Convert PDFs to Various Other Files

SwifDoo PDF can convert PDF files to Microsoft Office documents (Word, Excel, and PowerPoint), images (JPG, BMP, TIF, and PNG), TXT, HTML, EPUB, CAD (DWG and DXF), PDF/A, Markdown, and XPS documents. It allows you to batch convert lots of files in one go. To keep file quality, you can enable OCR for a conversion task. You can convert PDFs in two ways in SwifDoo PDF.

From the startup interface:

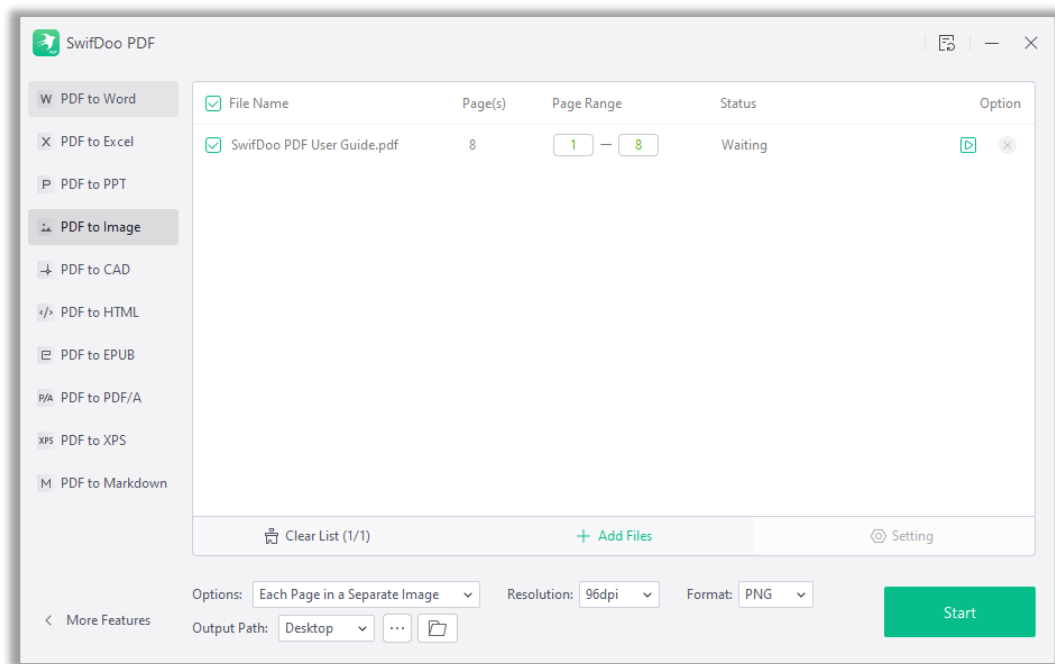
- Launch the software, and click "PDF to Word" or "PDF to Image";
- Choose a conversion option in the conversion dialogue box, and add your files to the converter;



From the “Convert” menu:



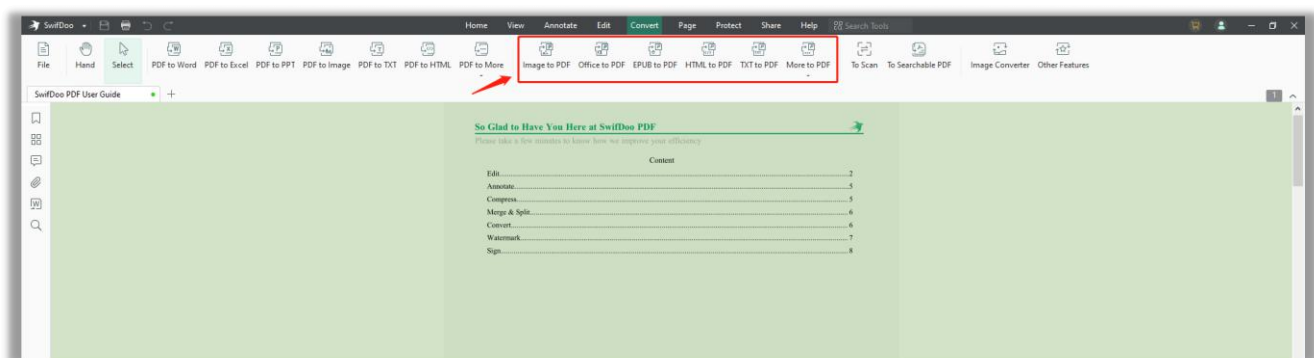
- Open a PDF file in SwiftDoo PDF, tap “Convert” on the top, and select any conversion option you need;
- Add files to the converter interface, and select an output path. Hit “Start” to convert your PDFs.



Note: If you need to convert a file from PDF to JPG or PNG (or other supported image format), just convert a multi-page PDF into one image or individual images by selecting “Options”.

5.2 Convert Files to PDFs

You can convert images, MS Office documents, EPUB, HTML, TXT, Markdown, XPS, CAD, and PDF/A documents to PDF files with SwifDoo PDF. Similarly, batch processing is available.

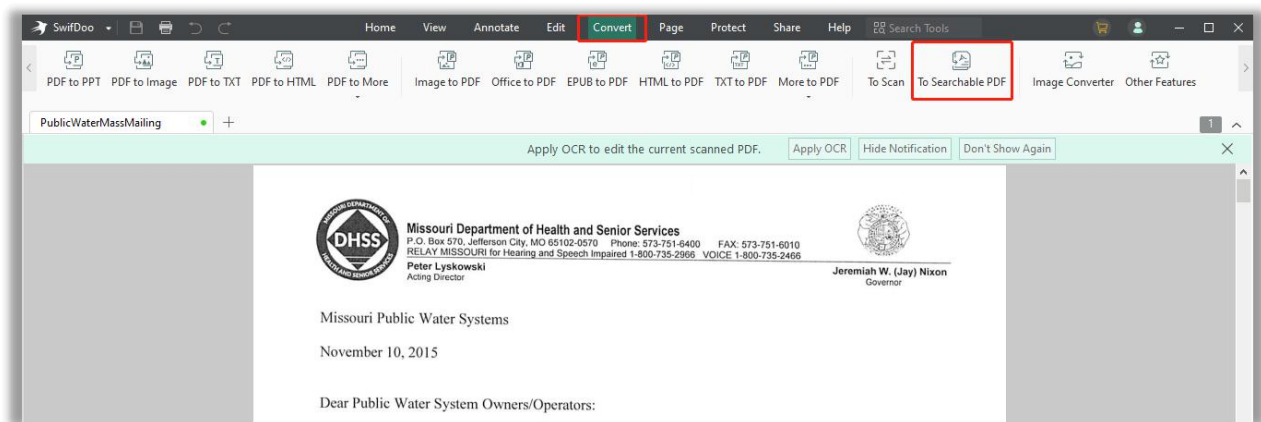


5.3 Convert a PDF to a Searchable File

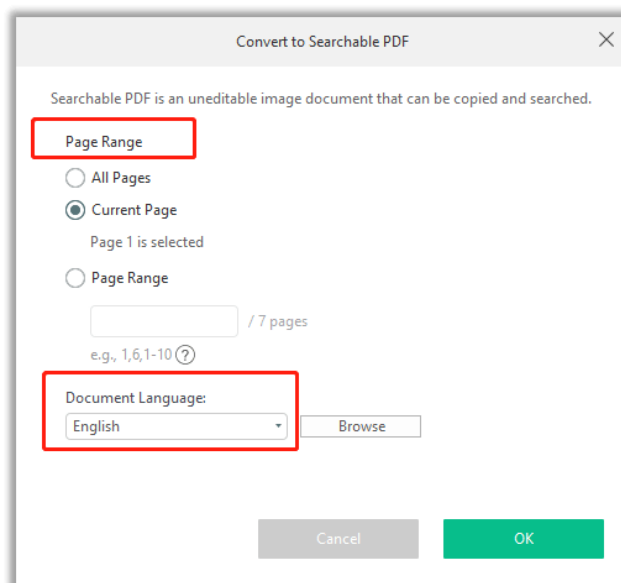
SwifDoo PDF can convert a scanned or image-based PDF file to a searchable PDF. This is

particularly useful when you want to search for a specific word or phrase in scanned documents. It doesn't convert your PDF to an editable file but only allows for browsing and copying information.

- Drag and drop your scanned or image-based PDF into SwifDoo PDF;
- Click the "Convert" tab to choose the "To Searchable PDF" option;



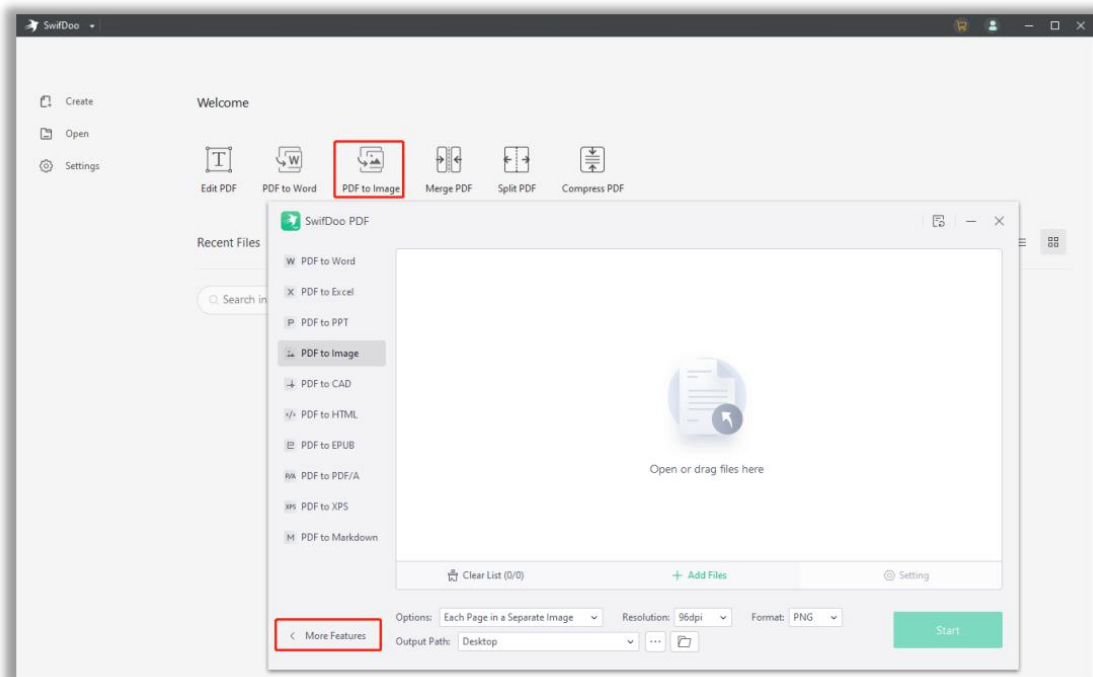
- Specify which pages to convert under "Page Range" and choose the correct document language;



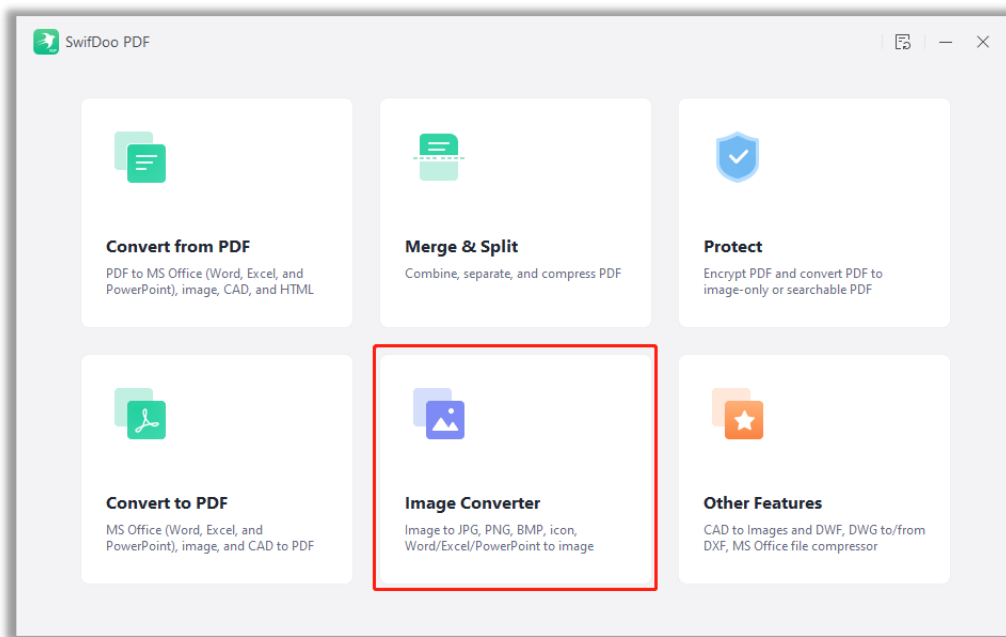
- Click "OK" to recognize the document and make the PDF copyable and searchable.

5.4 Convert and Compress Images

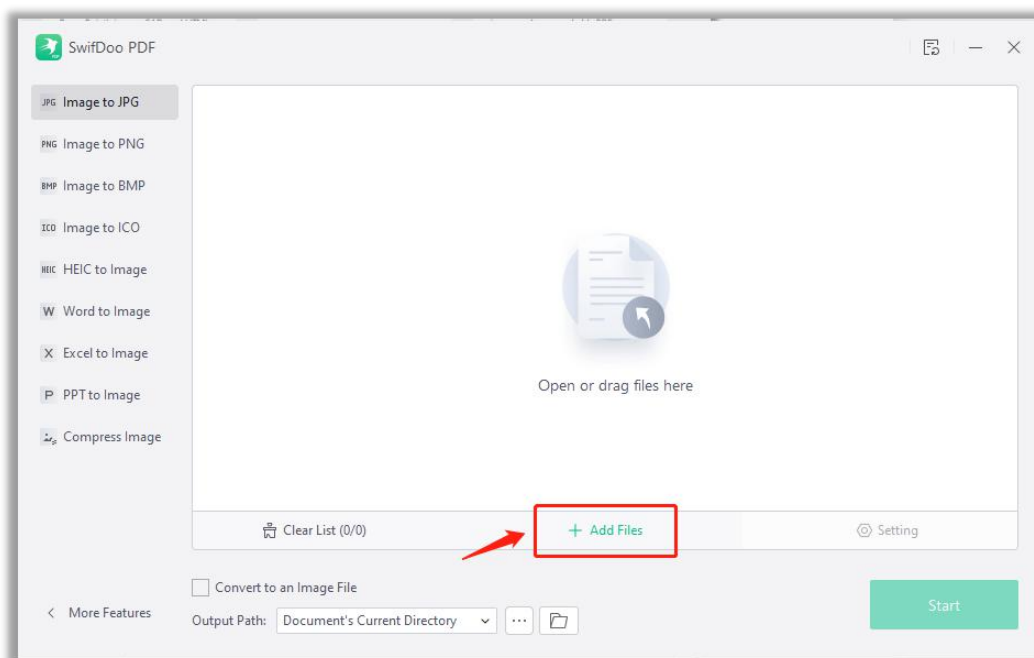
A distinctive feature of SwifDoo PDF is converting image formats from one to another. It can turn your images into JPG, PNG, BMP, and ICO. You can convert HEIC images, Word, Excel, and PowerPoint files to image files in the image converter. Moreover, it can compress image files to a smaller size.



- Launch the SwifDoo PDF application, click "PDF to Image" and tap "More Features" in the pop-up window;
- Choose "Image Converter" in the toolbox;



- Select an image conversion option in the left tools pane, and click **Add Files** to import your images;



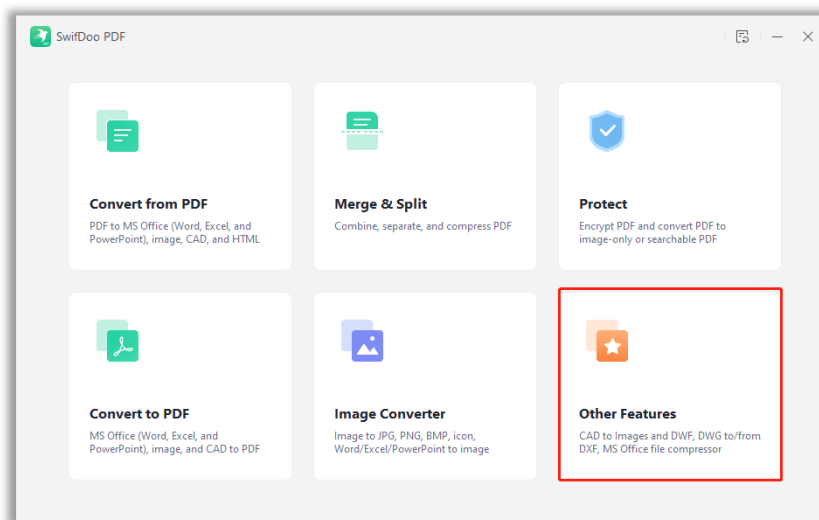
- Choose a saving location and click **Start** to convert or compress the image files.

5.5 Other Conversion and Compression Tools

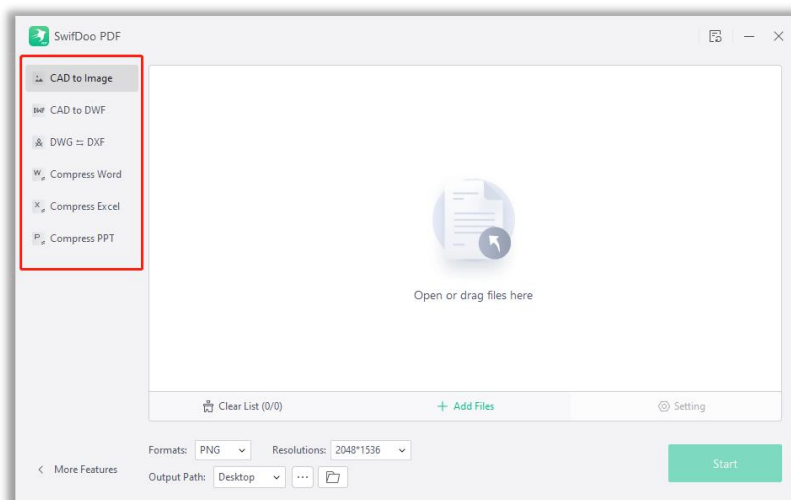
SwifDoo PDF has other conversion tools you may need. These tools can convert CAD to image format, DWG to DXF, and vice versa. In addition, in the same dialogue box, this PDF converter is loaded with a file compressor to reduce the size of Word, Excel, and PowerPoint files.

To access the useful tools:

- Activate the “SwifDoo PDF Converter” window;
- Select “Other Features” in the toolbox;



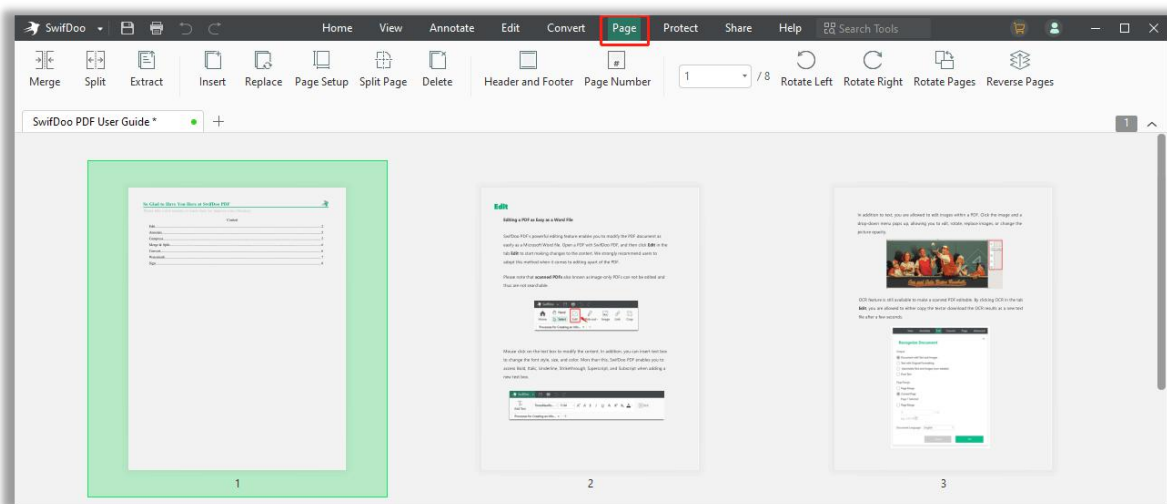
- Select your desired tool from the left toolbar, such as “CAD to Image”, add your files to the workstation, and start the processing.



6. Page

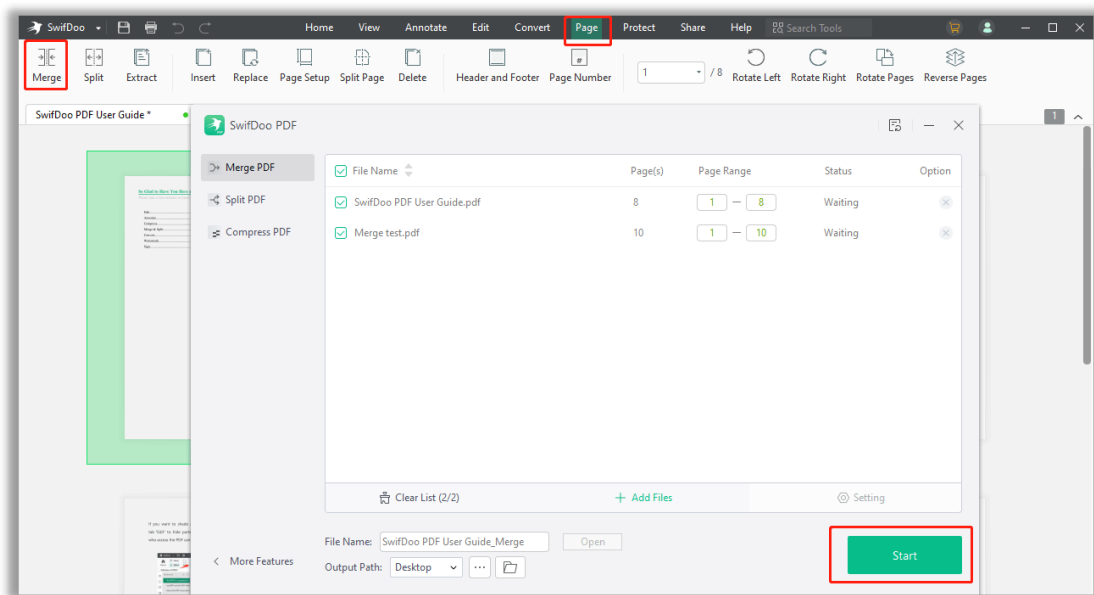
6.1 Reorder PDF Pages

SwifDoo PDF makes it easy to change the page order in a PDF file. When you navigate to “Page”, all the page-organizing tools will display. You can reorder the PDF pages by dragging and dropping in the thumbnail view.



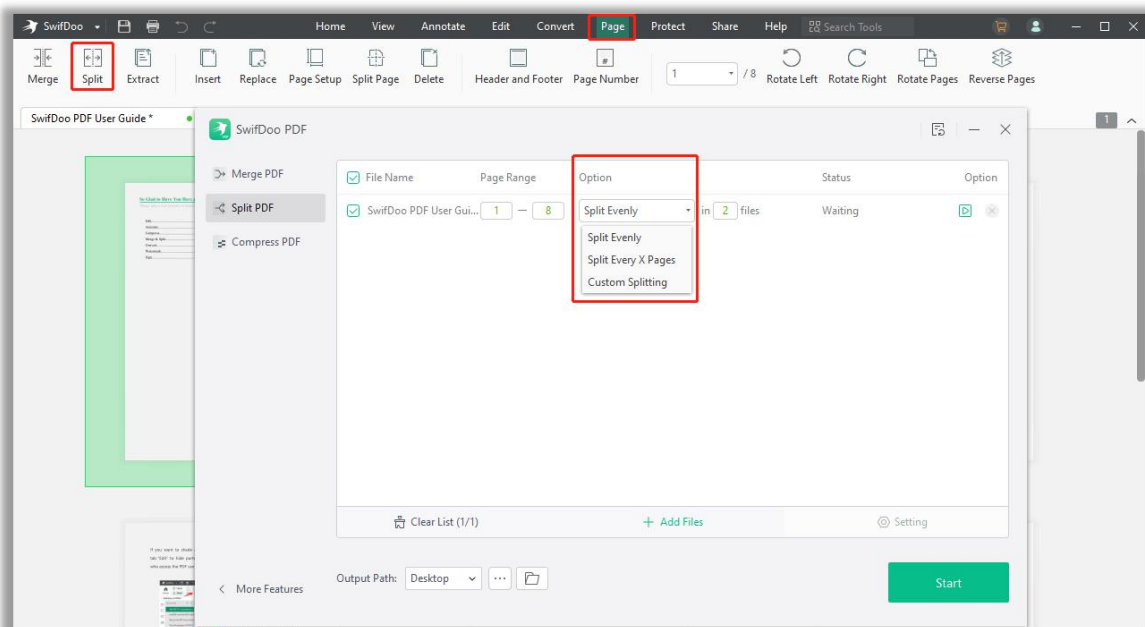
6.2 Merge PDF

The SwifDoo PDF merger enables you to merge multiple PDF files into one in no time. It allows you to specify specific pages in each PDF for merging. To use the tool, click “Merge” under the “Page” tab, add all the PDFs you need to combine, and tap “Start”.



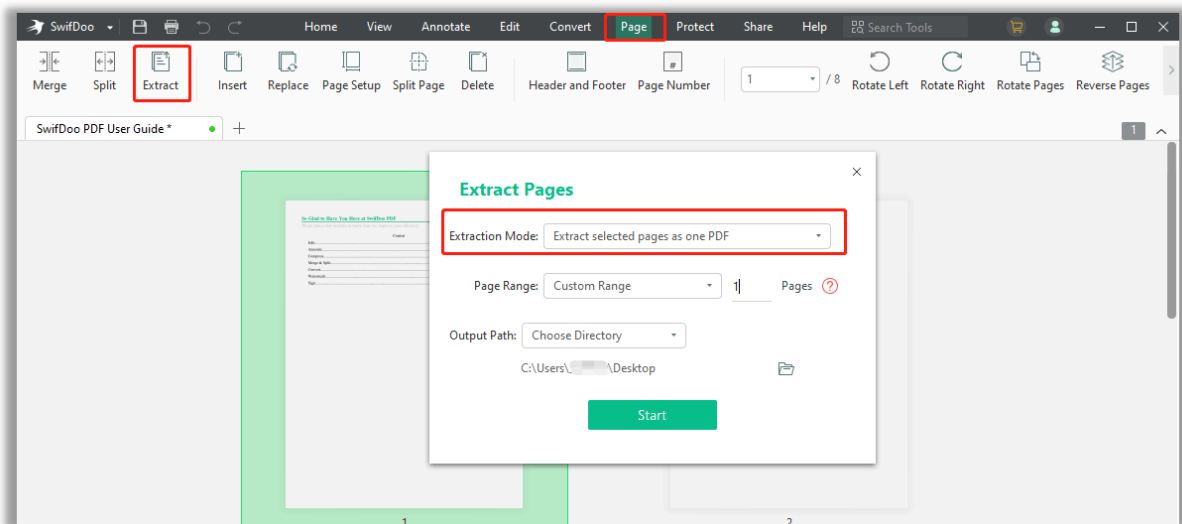
6.3 Split PDF

Sometimes, splitting a large PDF file into multiple smaller ones is required. You can quickly split PDFs using SwifDoo PDF splitter. The software offers 3 splitting modes or methods, which are "Split Evenly", "Split Every X Pages" and "Custom Splitting". It allows you to batch add and split several PDF files at once.



6.4 Extract Pages from PDF

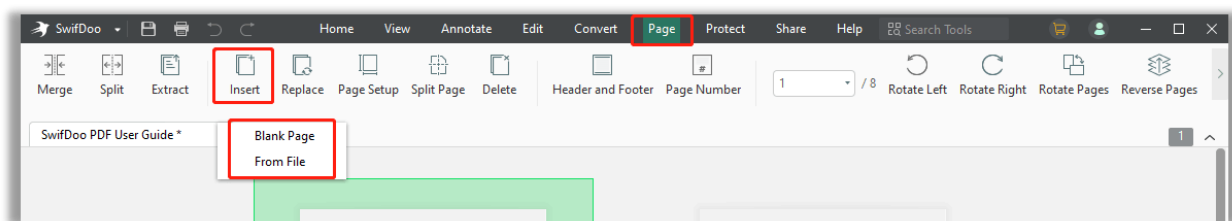
When you just need a few pages of a PDF, you can extract them to create an individual PDF file. SwifDoo PDF provides two PDF page extraction modes. You can choose to extract every page of a PDF as a single file or extract specified pages into a PDF.



Select "Odd Page" or "Even Page" from the "Page Range" drop-down menu, you can extract only the odd or even pages from a PDF.

6.5 Insert Pages into PDF

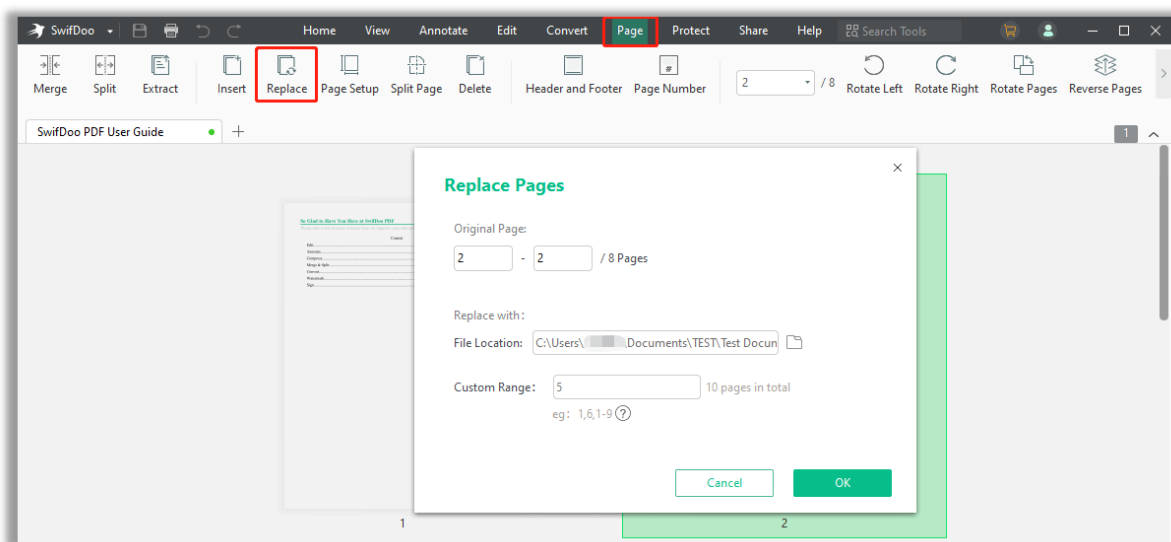
SwifDoo PDF allows you to insert a blank page or an entire PDF file into your current PDF. You can select just a few pages from a PDF for insertion. You can specify where to insert blank pages or an existing file in the opened PDF. By default, the new pages or documents will be inserted after the current page in the opened document.



To insert pages into your PDF, go to "Page" > "Insert" > "Blank Page" or "From File".

6.6 Replace Pages in PDF

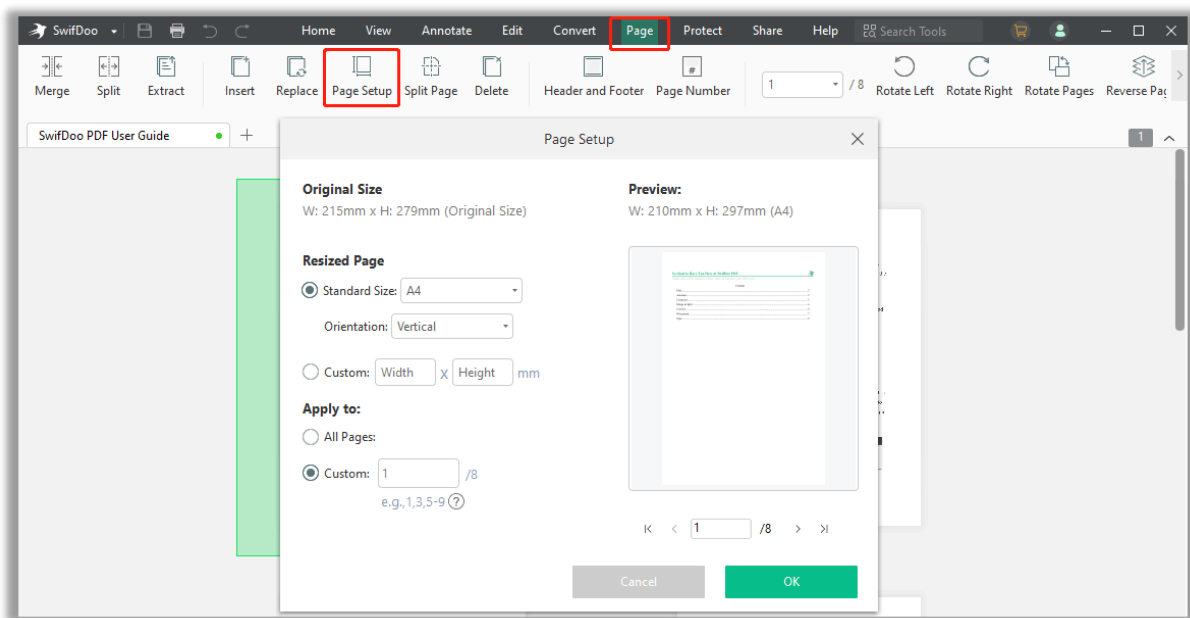
Sometimes you may need to delete unwanted pages from a PDF file and insert new pages at the same location. In this case, you can simply replace the unnecessary pages with the necessary pages with a single click. Go to "Page" > "Replace", set the page range for pages you want to remove, choose the replacement file, and specify which pages to add.



6.7 Resize PDF Page

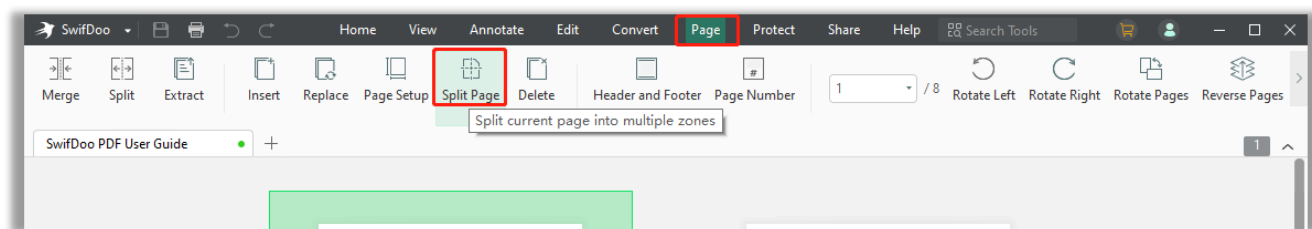
SwifDoo PDF's "Page Setup" feature enables you to change the PDF page size. For example, you can resize your PDF page size from A4 to A3, or customize the page width and length. Whether for better printing or improving the visible experience, you can set the page size in your PDF in a few taps.

In the same dialogue box, there is an option to change the page orientation.



6.8 Split PDF Page

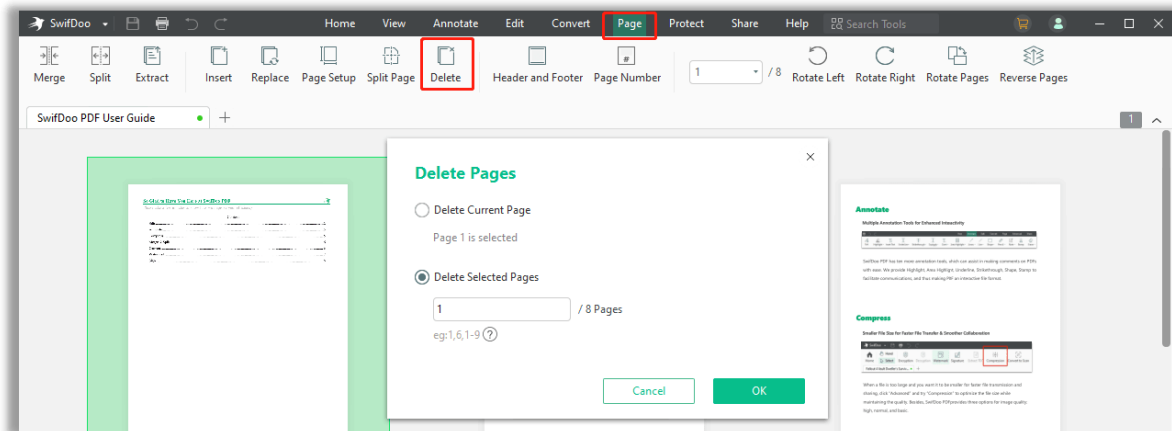
When you have a printed PDF with multiple pages per sheet, you can split every page into zones. This way, you can save every page as an individual document. SwifDoo PDF allows you to add horizontal and vertical cutting lines for evenly splitting. You can also manually adjust the lines for custom splitting. Page splitting or cutting can be applied to only a page, multiple pages, or all the pages.



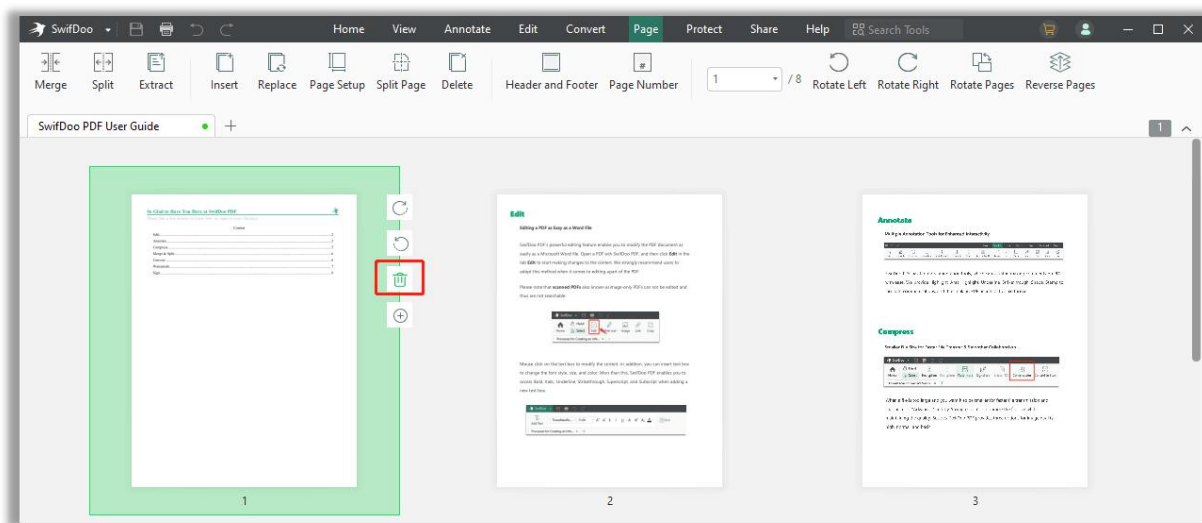
6.9 Delete Pages from PDF

Deleting a page or multiple pages in a PDF file is a breeze with SwifDoo PDF. There are two methods to do that. You can choose "Page" > "Delete", and enter the page numbers or page ranges to delete specified pages. The other method is to hold down the "Ctrl" key to select

useless pages in the thumbnail view, then click the “Delete” option.



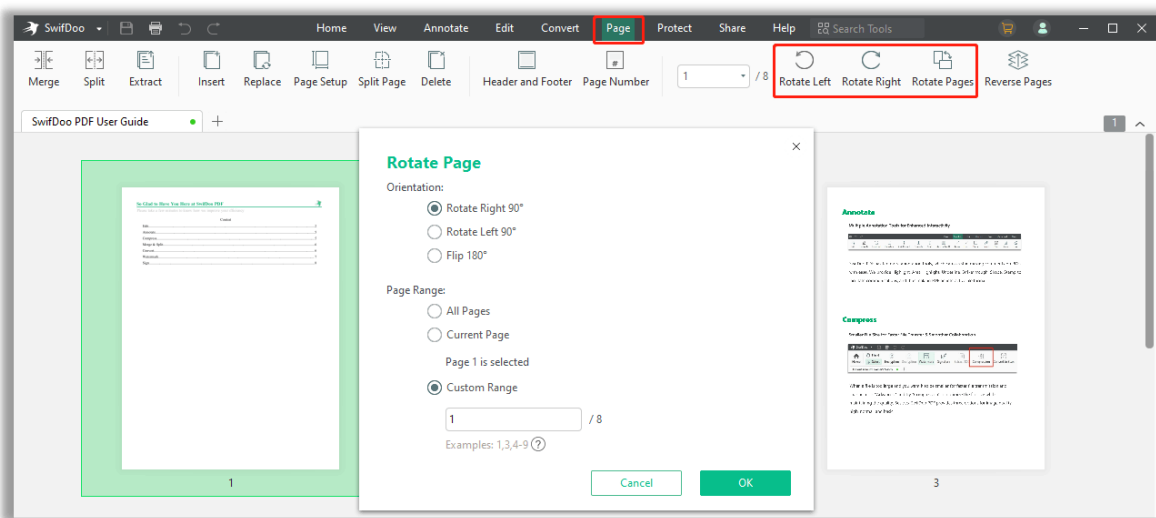
You can hover your mouse cursor over a certain page and tap the bin icon to delete it from your PDF.



6.10 Rotate PDF Pages

SwiftDoo PDF provides two main ways to rotate pages in a PDF document. It allows you to flip PDF pages 180 degrees.

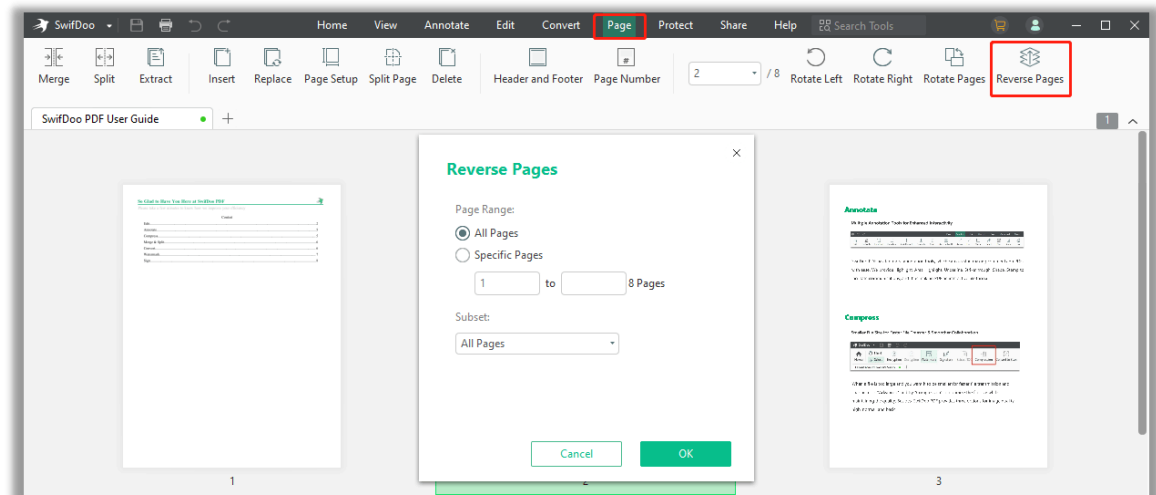
- Hold down the “Ctrl” key to select multiple page thumbnails, then tap “Rotate Left” or “Rotate Right” in the upper toolbar to rotate them to the left or right.
- Or, you can choose the “Rotate Pages” option, enter the page numbers or page ranges, and select a rotation angle to rotate PDF pages.



To rotate a single page, hover your cursor over it, and hit the clockwise or counterclockwise icon in the floating bar.

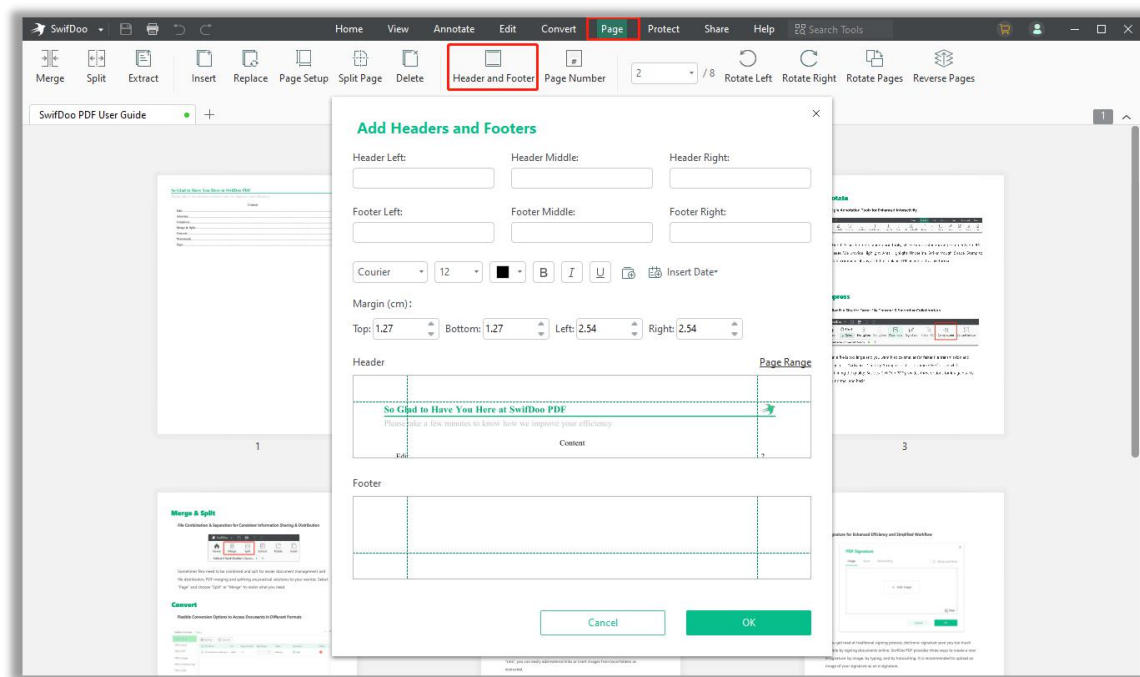
6.11 Reverse PDF Pages

If you mistakenly scanned a document into a PDF in reverse order, you can reverse the page order easily. After choosing the “Reverse Pages” option under the “Page” tab, set a page range, all pages, odd pages, or even pages, to reverse page order. Through the pop-up dialogue box, all can be done in the blink of an eye.



6.12 Add Headers and Footers

SwifDoo PDF allows you to add headers and footers to the left, middle, or right of PDF pages. You can use the feature to add page numbers or insert dates. In the “Add Headers and Footers” dialogue box, you can choose to apply headers and footers to all pages, a given page range, odd or even pages. You can remove or update the added headers and footers at any time when required.



6.13 Add Page Numbers

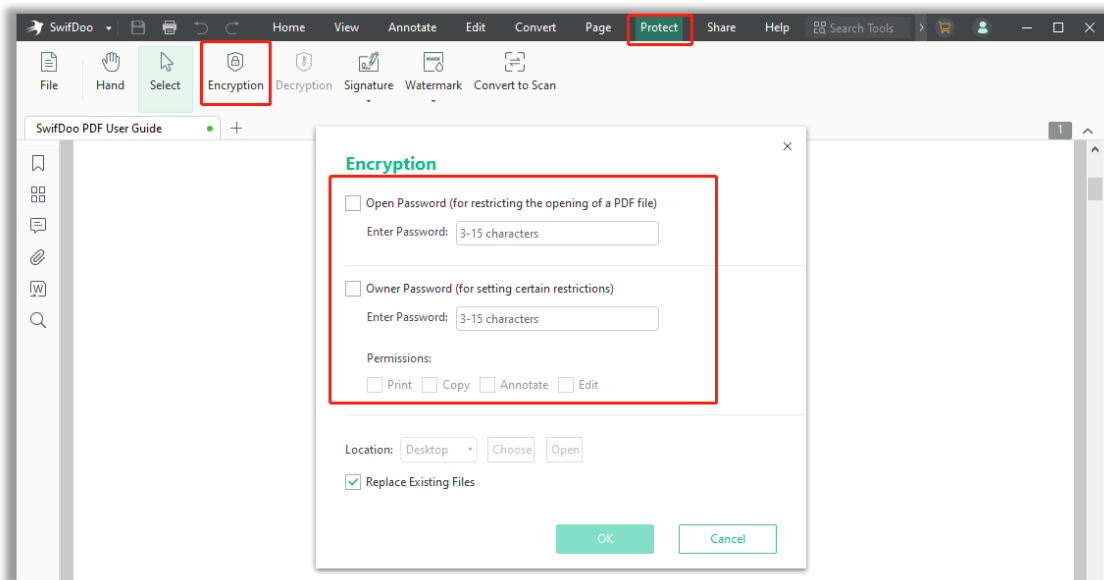
Click “Page” > “Page Number” in SwifDoo PDF, and you can add or remove page numbers in a PDF document. SwifDoo PDF offers multiple optional page number formats, such as 1, 2, 3, and Page 1 of X. You can add a page number to a single page, a range of pages, or all pages. It’s straightforward to set the font size and position of the page numbers.

In the lower part of the “Add Page Number” dialogue box, you can preview how the page numbers appear in the file.

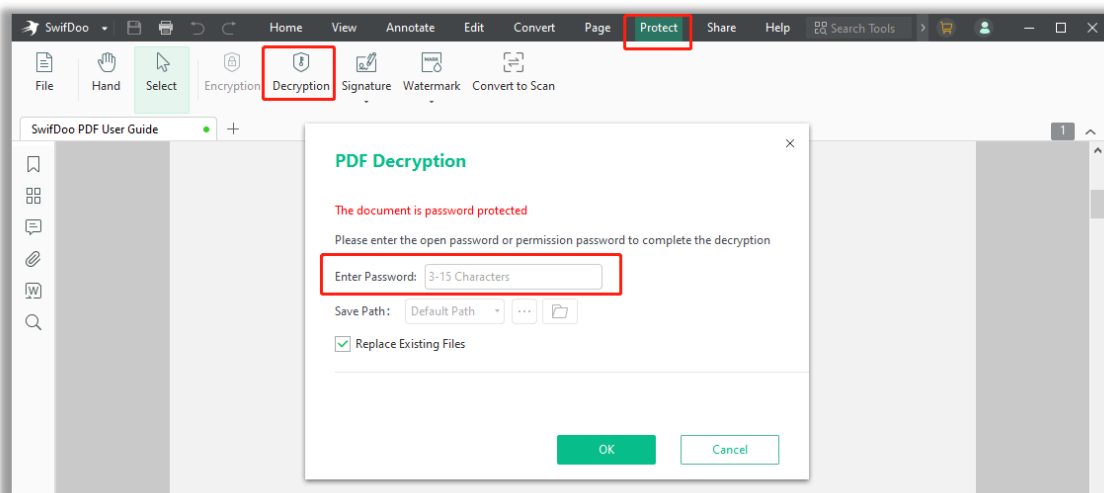
7. Protect

7.1 Encrypt and Decrypt PDF Files

Password protection of PDF files is vital, especially for confidential or sensitive files. You can add two types of passwords to PDFs with SwifDoo PDF. To restrict others from opening and viewing your file, add an open password to it. To prevent unwanted editing, copying, or printing, encrypt your PDFs with permission passwords.



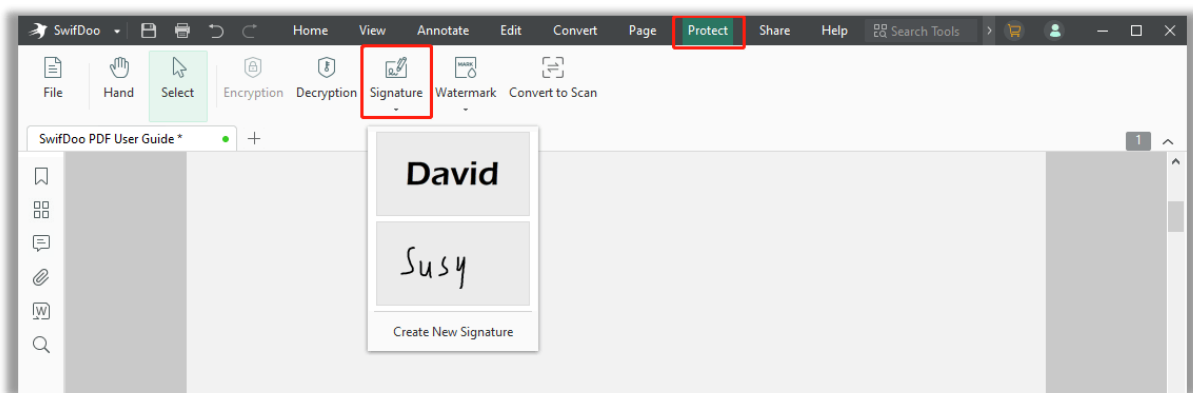
If you want to remove protection from your PDF file, use the "Decryption" feature to remove the password.



7.2 Add E-signature to PDF

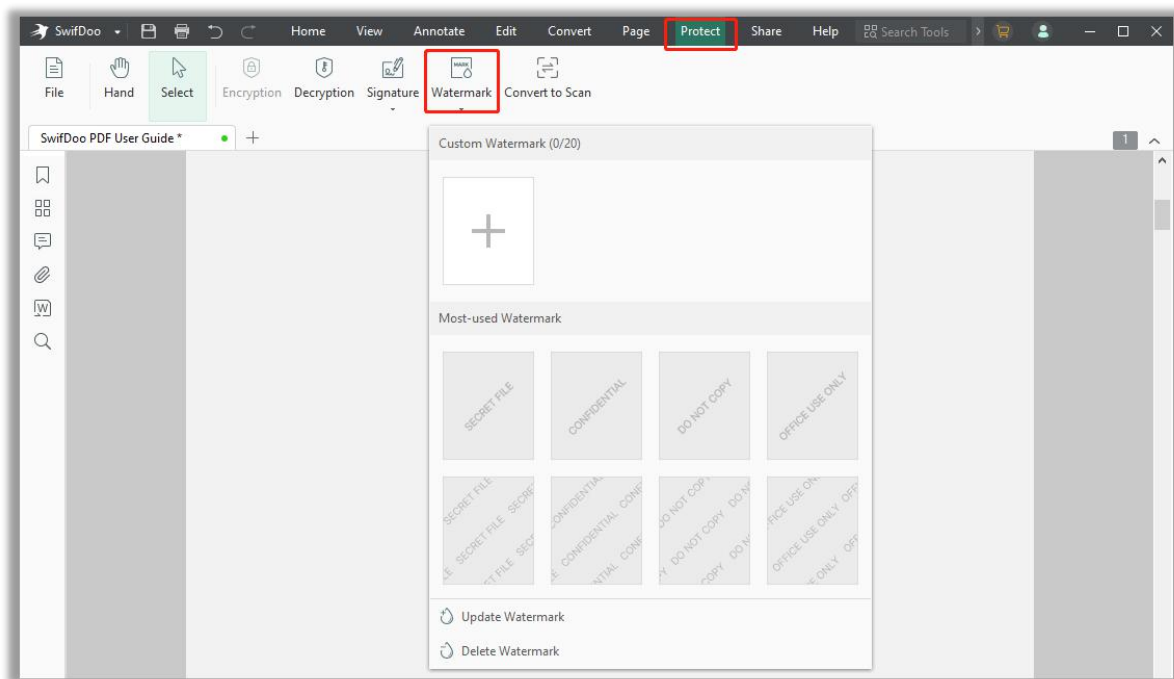
SwifDoo PDF allows you to electronically sign PDF documents with handwritten, text, or image signatures. By adding e-signatures to PDFs, you don't have to print the files and can collaborate with others in no time. The first time you access the "Signature" feature, you need to create a new signature. SwifDoo PDF will then store the created signatures for your next use.

You can embed the added e-signatures into your PDF, apply them to needed pages, and adjust their positions at any time.



7.3 Add Watermark to PDF

Under the "Protect" tab, you can choose the "Watermark" tool to add watermarks to a PDF file. Watermarks can protect your files against copyright infringement. SwifDoo PDF provides some mostly commonly watermarks and allows you to customize your own watermarks. You can create a text watermark or upload a watermark picture. The watermark's position, color, scale, and other properties can be easily set.

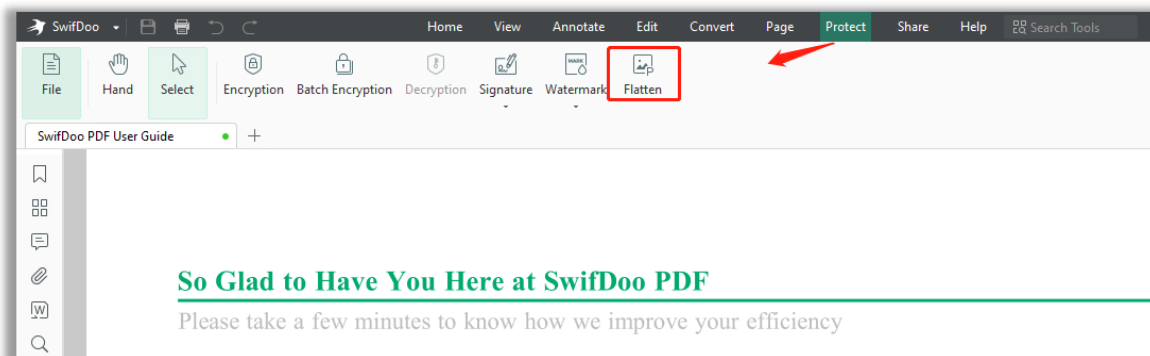


When you don't need the watermarks in your PDF document, you can update or delete them without a hassle.

7.4 Flatten PDF

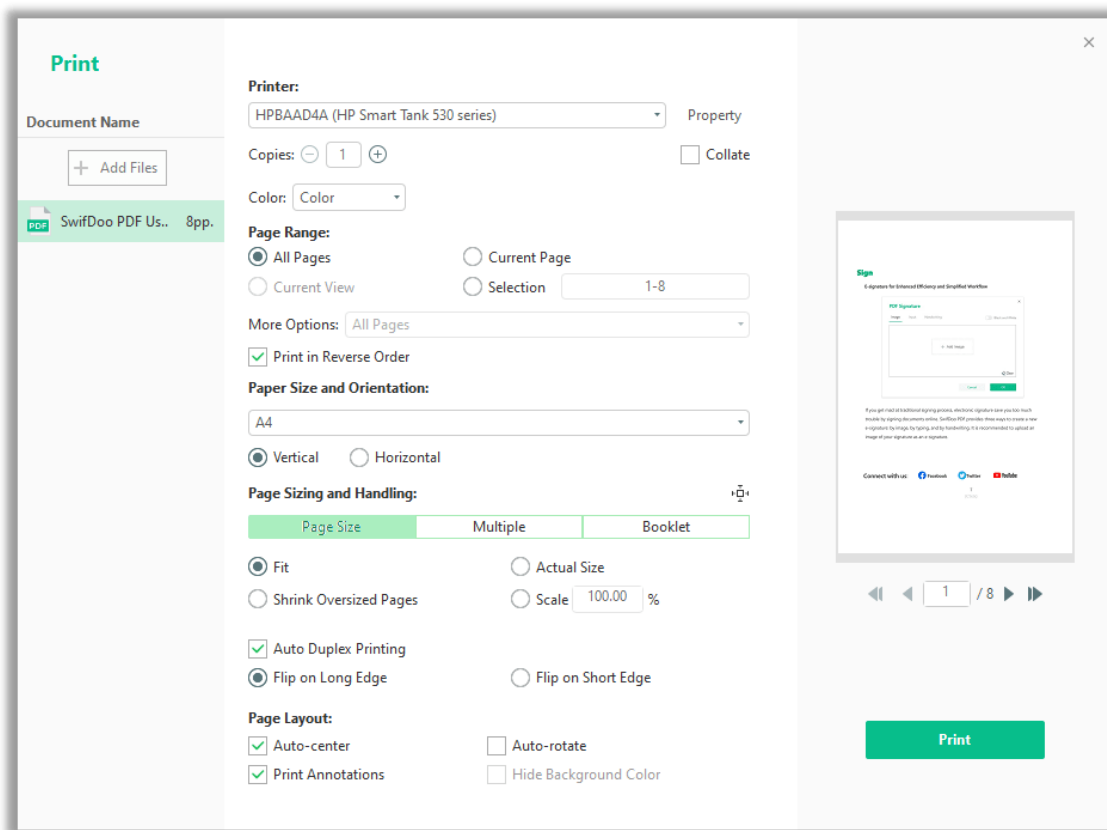
If you want your PDF files to be non-fillable and non-editable, just like images, you can flatten the PDFs. SwifDoo PDF's "Flatten" feature enables you to do that. To flatten a PDF, you combine all of its layers into one, resulting in an image-like PDF.

- Open a PDF file in SwifDoo PDF, choose **Protect > Flatten**;
- Determine where to store the output file, and press the **Start** button.



8. Print

SwifDoo PDF has a full-featured PDF printer that can process varied printing tasks. Just navigate to the top left corner, and there's a printer icon. Alternatively, you can press the shortcut key "Ctrl + P" on your keyboard to quickly activate the PDF printer. Here's what this PDF printer can do:



Batch print: click "Add Files" to upload multiple PDFs for batch-printing. If you need to check whether a PDF is rendered normally, click on the PDF document in the "Document Name" column to see if it can be previewed.

Print color PDFs: sometimes you need to print a color PDF or convert a color PDF to a black-and-white one, go to the "Color" menu and change the settings.

Duplex printing: if you need to print the PDF on both sides, don't forget to check the "Auto

Duplex Printing” box, then you are able to flip the PDF on the long or short edge.

Print multiple pages per sheet: printing two or more pages on the same sheet can be save paper resources. Tap on the “Multiple” button in “Page Sizing and Handling.” Then you can decide how many pages to print per sheet, the page orientation, and whether to print the page border if necessary.

Print PDFs as booklet: when printing marketing materials or advertisements in PDF, it’s better to print them as booklets. Likewise, click “Booklet” under the “Page Sizing and Handling” toolset and change the booklet subset as well as the binding.

Print PDF annotations: if you have added useful annotations to a PDF and you need to keep them when printing, just select “Print Annotations” in the “Page Layout” menu.

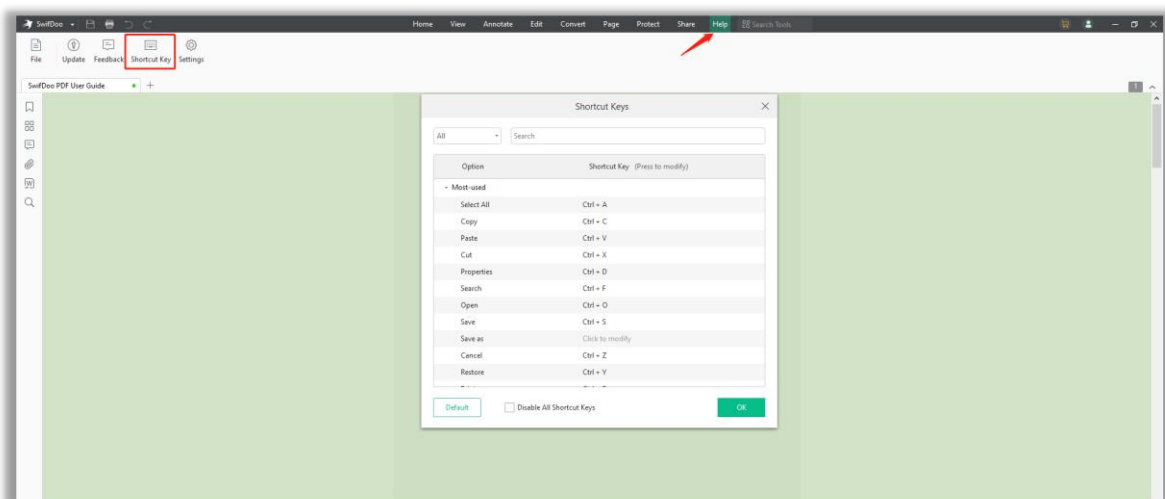
9. Help

9.1 Update

In general, SwifDoo PDF releases a new version quarterly, aiming to fix bugs and enhance the user experience. Click “Help” > “Update” to check if there’s any update available. If you fail to update the software due to a bad network connection, please go to the official website to download the latest version. Besides, the release notes are recorded on the website.

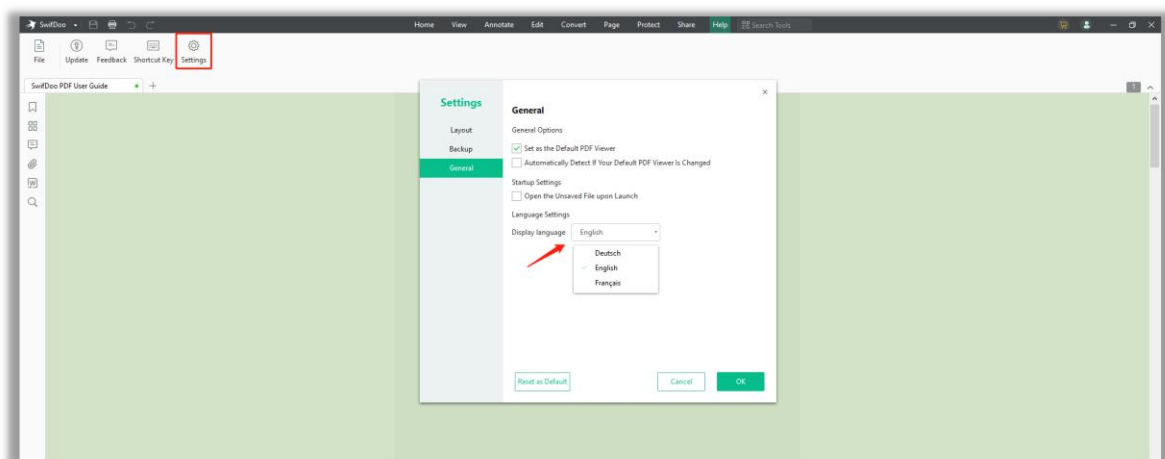
9.2 Shortcut Keys

Shortcuts are effective in daily use, especially when you need to repeat the same action. To improve work efficiency, SwifDoo PDF allows you to set and change shortcuts. If you need to change the keys, just press to modify.



9.3 Interface Language

SwifDoo PDF is always dedicated to solving different types of PDF-related problems for all users. Now its interface has three languages: English, French, and German. In the near future, we will try our best to cover Spanish, Chinese, Portuguese, and more. The best is always yet to come. To change the interface language, go to "Help" > "Settings" > "General" > "Display Language" to change the display languages.



9.4 Backup

Keeping a backup copy of documents is an important precaution to avoid software crashes. Corrupted or accidentally deleted files can cause the loss of crucial information data. SwifDoo

PDF backs up your PDF documents every five minutes and saves all the backups in a specified folder. But the maximum number of backup files is 20, which exist for less than a week. If you need to change the settings, click Help > "Settings" > "Backup".

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