



## **Movavi PDF Editor** **User Guide**

---

[Quick start guide](#)

[Opening files](#)

[Editing documents](#)

[Saving files](#)

# Table of Contents

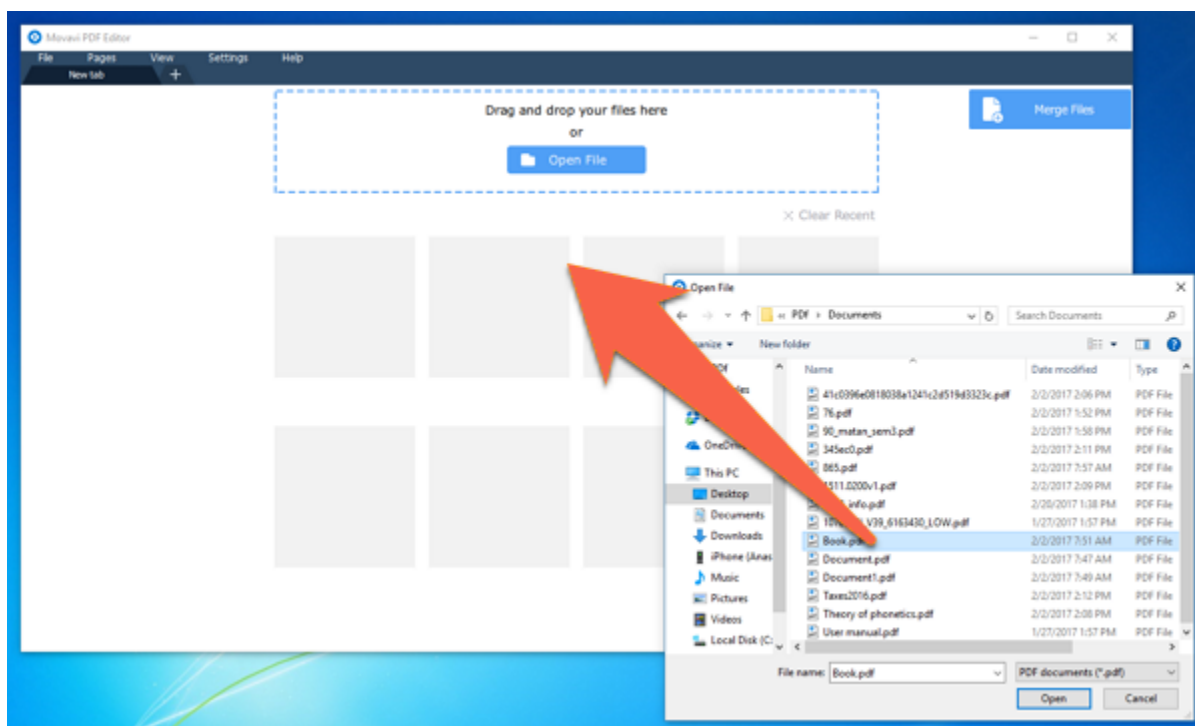
Quick start guide.....	2
Removing trial restrictions .....	3
Getting an activation key.....	4
Activating PDF Editor .....	4
Activating without Internet .....	5
Opening files.....	6
Zoom and navigation.....	7
Editing documents .....	8
Organizing pages.....	9
Joining files .....	10
Copying and pasting pages.....	11
Rotating pages.....	12
Deleting pages.....	13
Editing objects.....	13
Merging documents .....	14
Extracting pages .....	16
Saving pages as images.....	17
Saving files.....	18
Help and Support.....	19
System Requirements.....	19

## 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

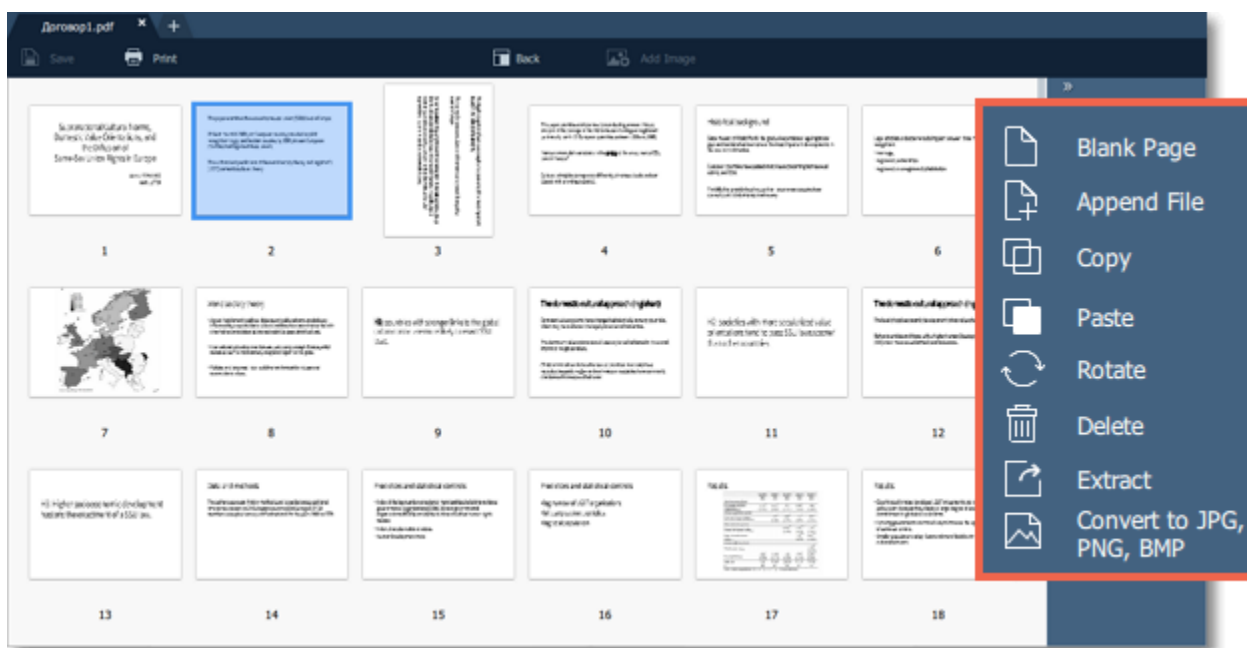
Drag and drop a file from **Windows Explorer** onto the **Movavi PDF Editor** window, or click **Open File** to open a document.



[More on opening files](#)

### Step 2: Edit the document

Click the **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](#)

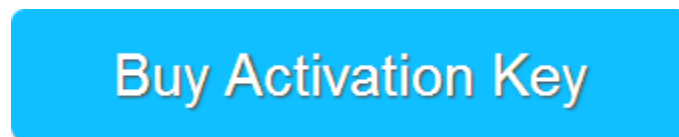
## Removing trial restrictions How to activate Movavi PDF Editor

When you first install a copy of **Movavi PDF Editor**, it will be running in trial mode. 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.

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.




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.

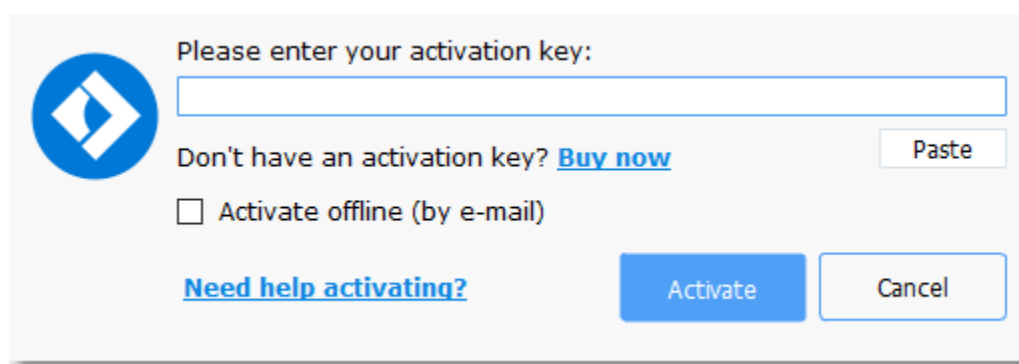
3. Once you have placed your order, you will shortly receive a confirmation for your order and an e-mail from [support@movavi.com](mailto:support@movavi.com) containing your activation key.

### 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.

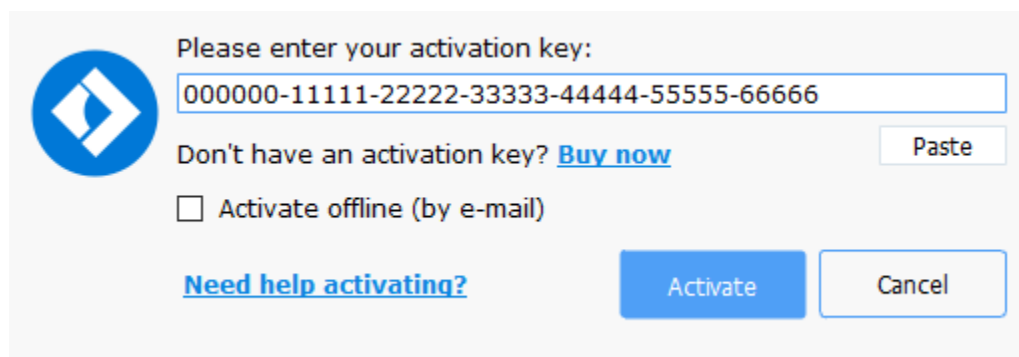


### Step 3: Enter your activation key

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.*



### 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](mailto: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 [activate the program via e-mail](#).

## 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...



### 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.

[Activation instructions](#)

[Activating without Internet access](#)

---

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

- Check the **Spam** folder of your mailbox,
- [Contact support](#).

## Activating PDF Editor How to activate Movavi 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.

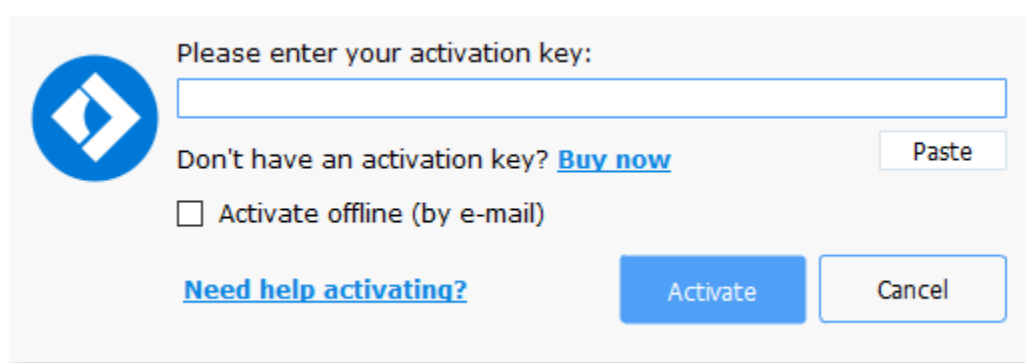
### You will need:

- **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.

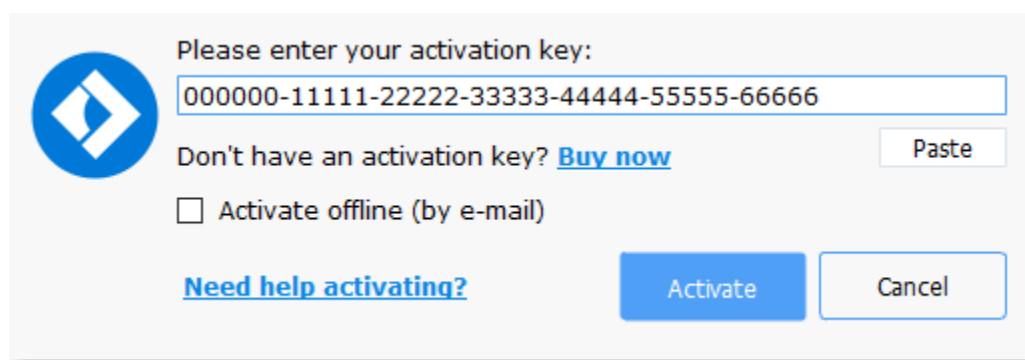
Or click the key button  in the top right-hand corner of the window.



### 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](#).*



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,
- [Contact our support team](#).

## Activating without Internet

### How to activate Movavi PDF Editor without Internet access

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.

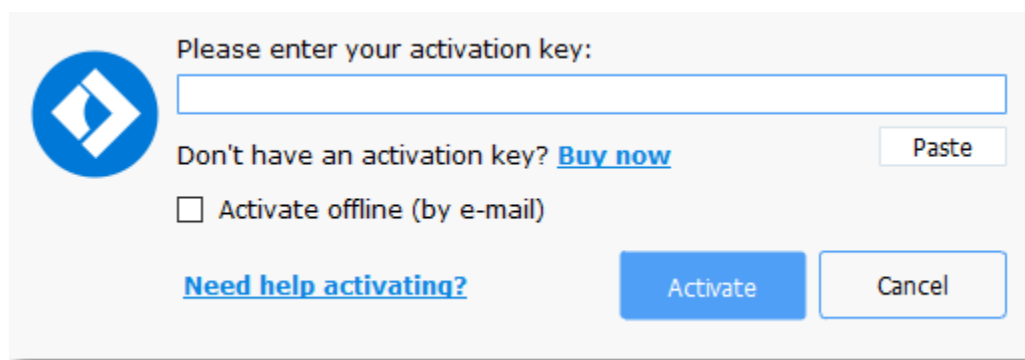
#### You will need:

- **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

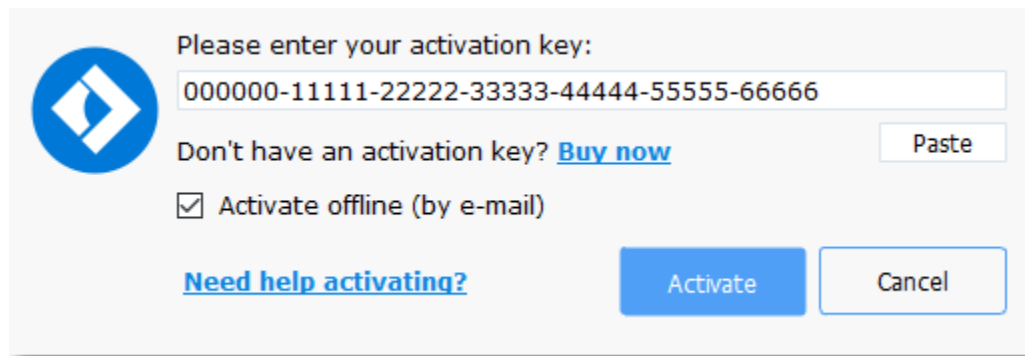
1. Launch **Movavi PDF Editor**.
2. Open the **Help** menu and select **Activate Software**. The activation window will open.

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



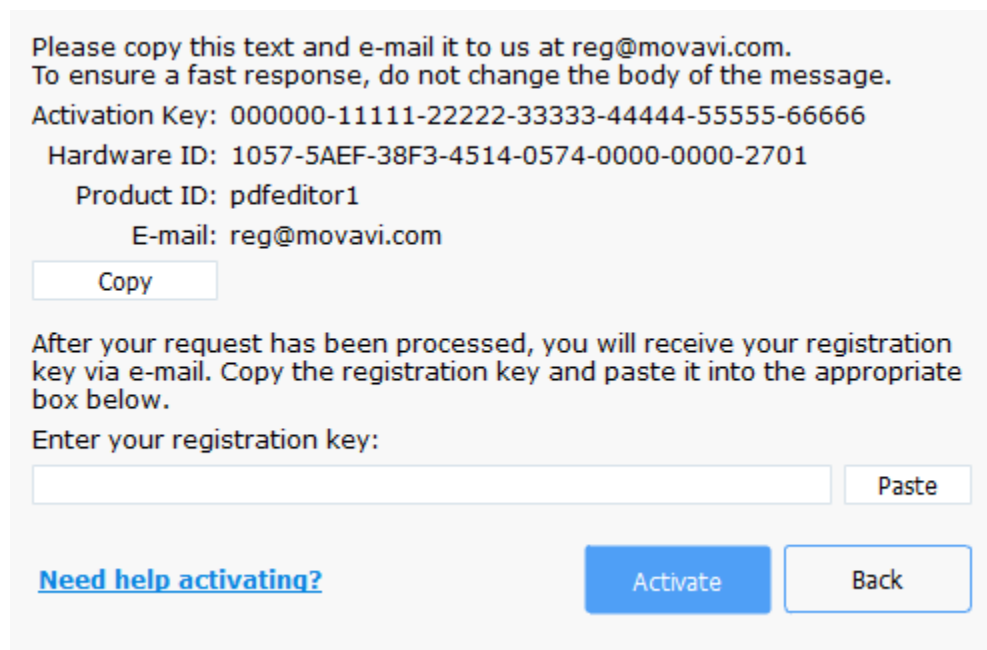
### Step 2: Enter the activation key

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.



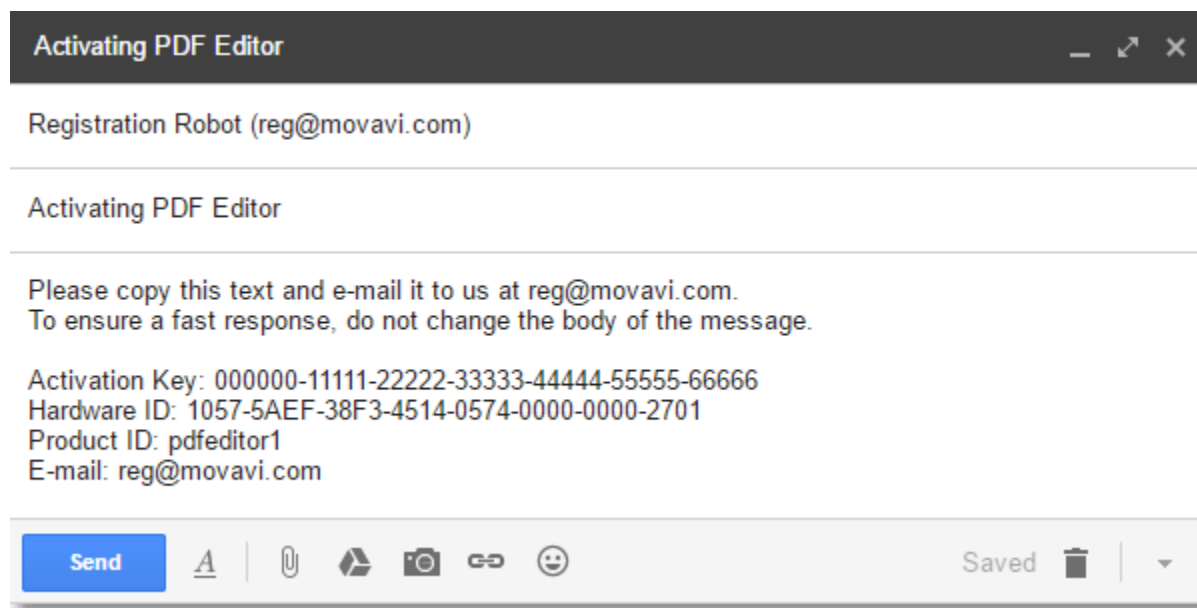
### Step 3: Send an e-mail with the provided information

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



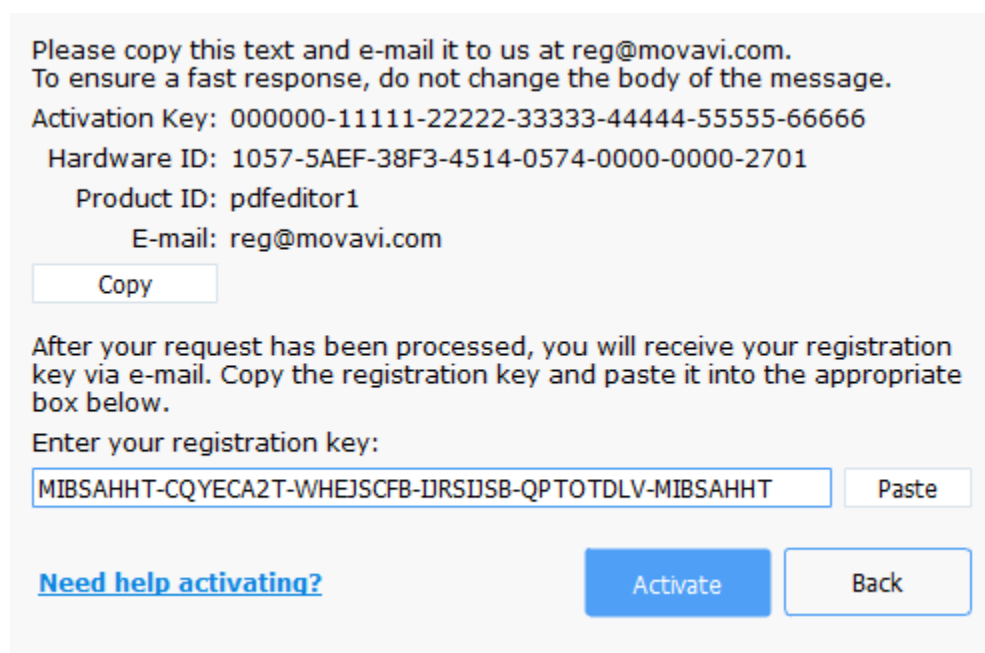
1. Click the Copy button to copy the information in the window. If necessary, save or transfer this information to the computer or device that you will be sending the e-mail from.

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](mailto: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.



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

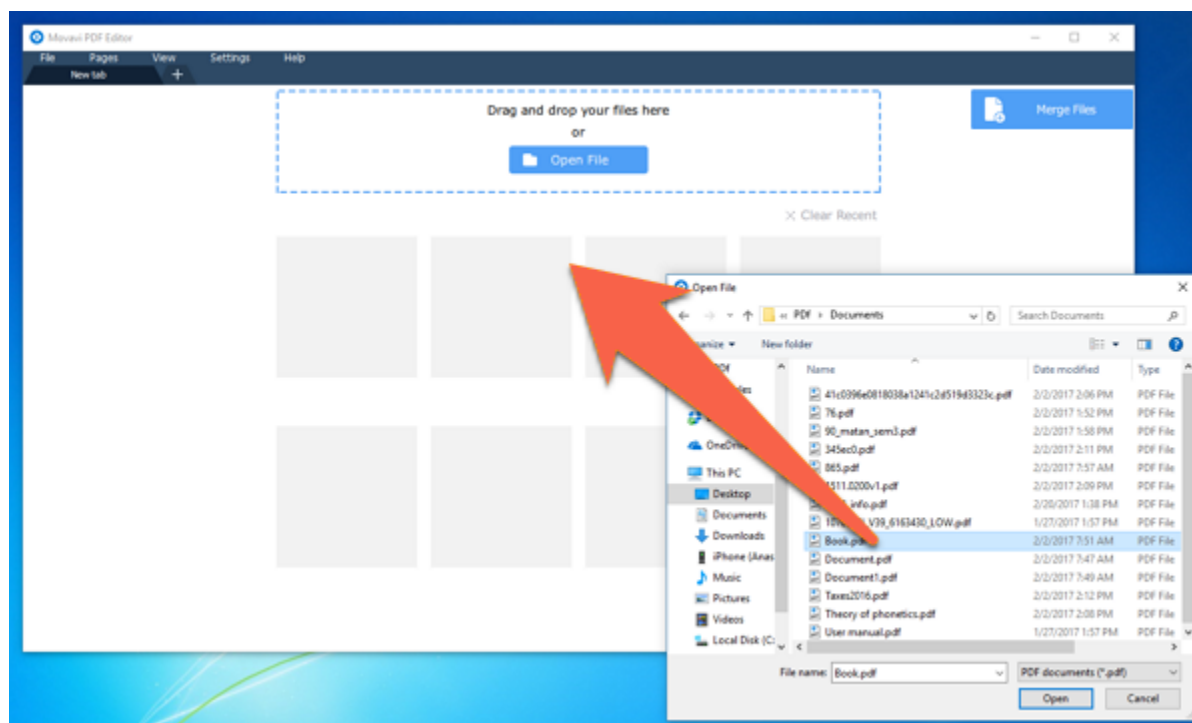
#### If you're having problems with offline activation:

- 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.](#)

### Opening files How to open documents in Movavi PDF Editor

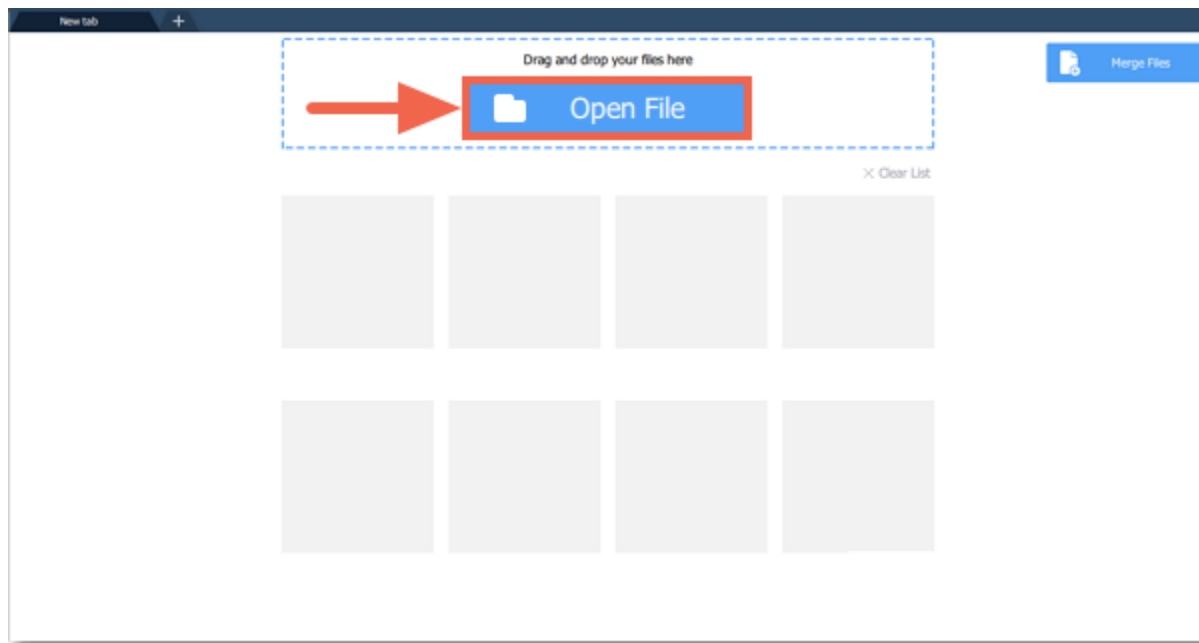
#### Drag-and-drop

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



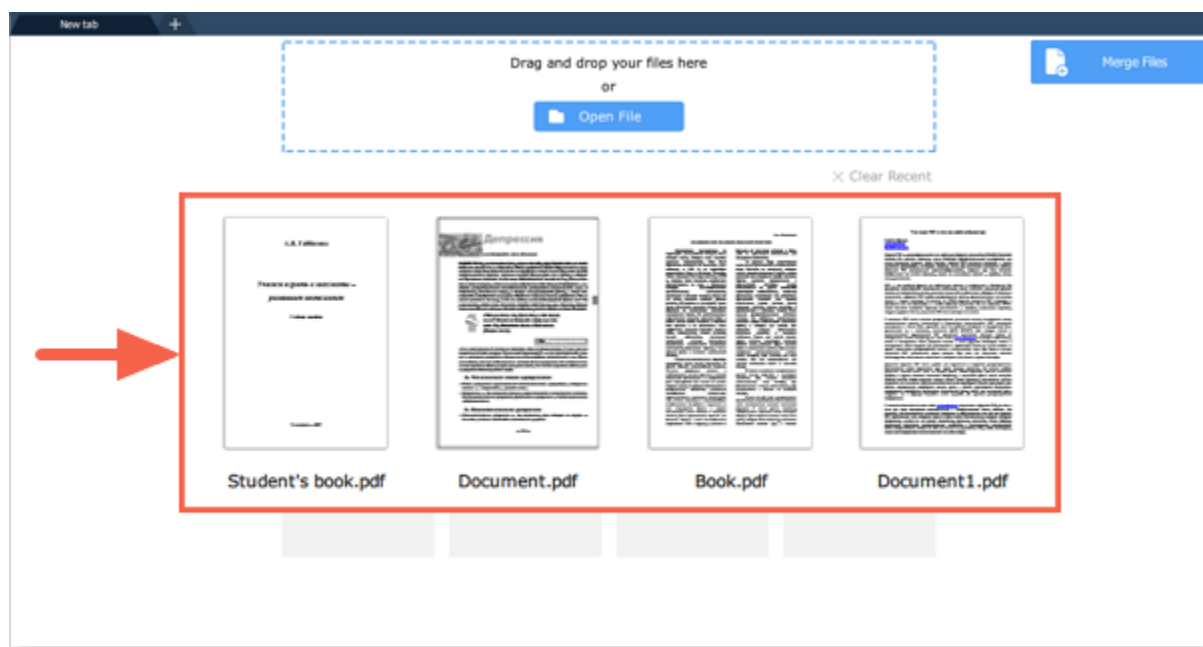
#### Browse

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

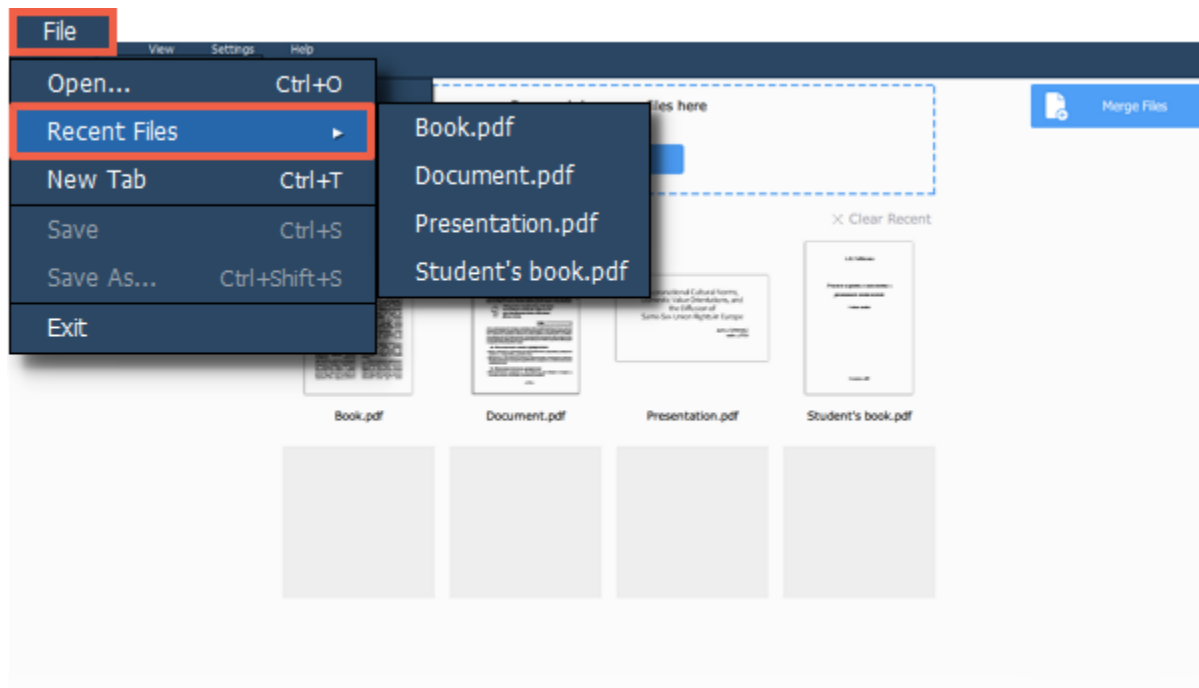


## Recent files

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



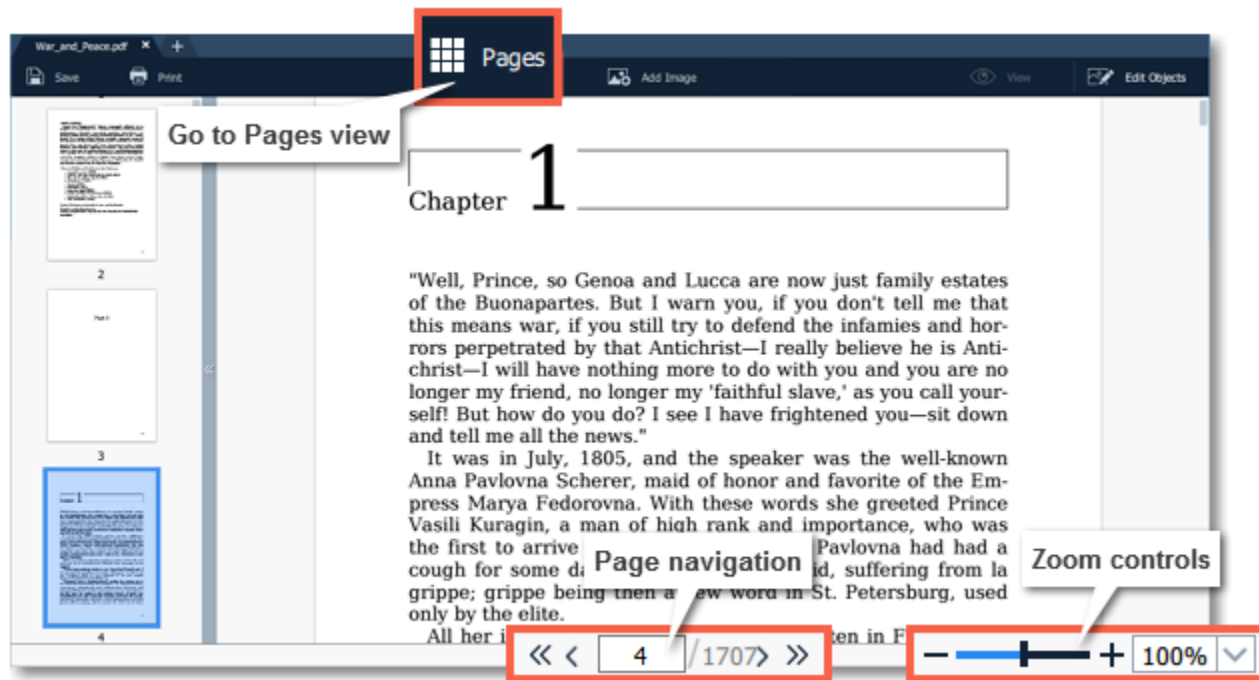
You can also find the list of recently opened files in the **File** menu. Hover your mouse pointer over the **Recent Files** and select the file you want to open from the pop-up menu.



## 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**.

## Zoom and navigation



## Zoom

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

## Navigation

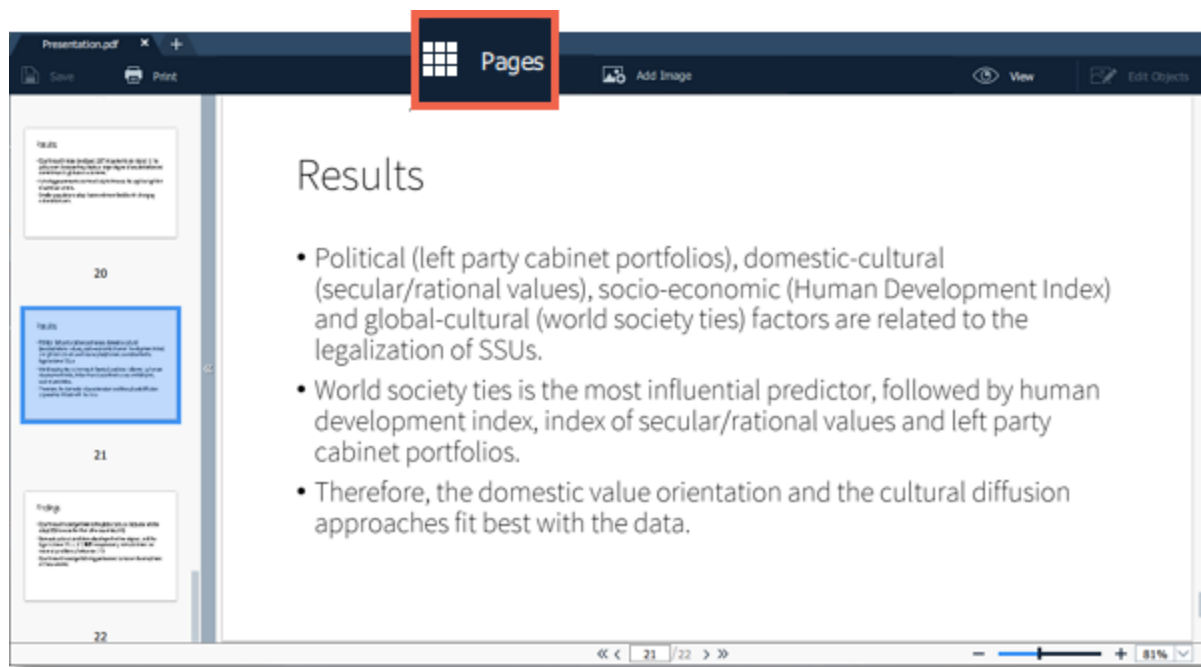
Use the page navigation controls at the bottom of the page or the mouse wheel to flip through pages.

- ⏪ Go to first page
- ⏩ Previous page
- ⏪ Next page
- ⏩ Go to last page

## Editing documents

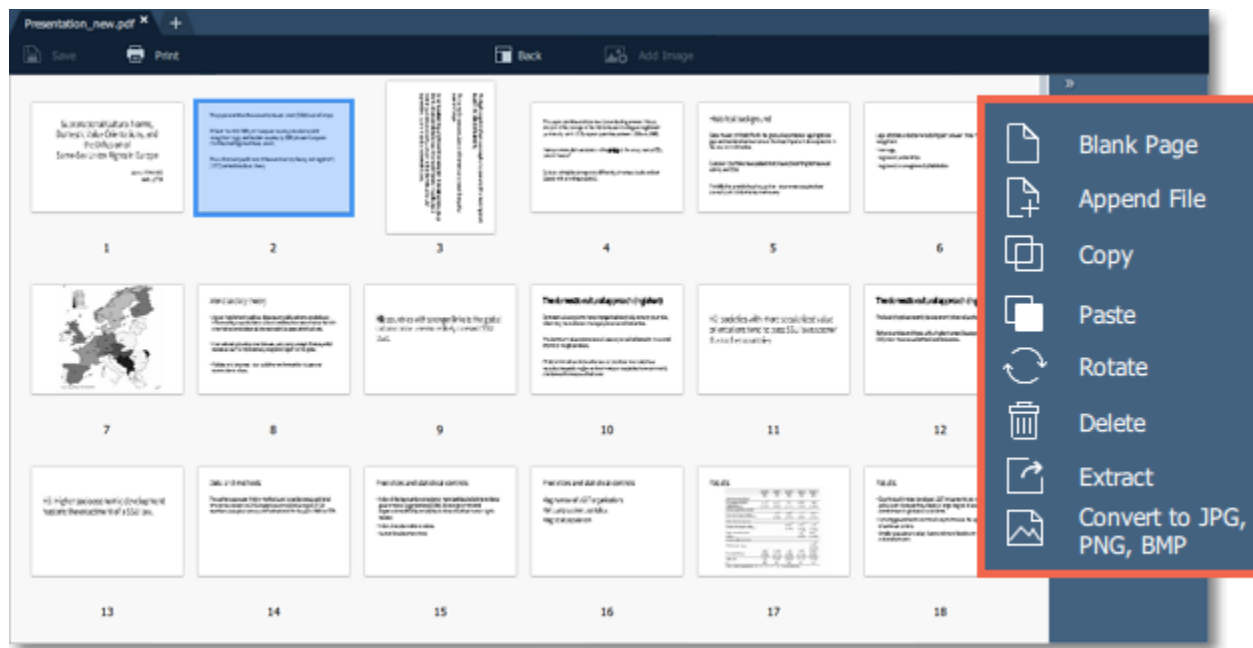
### Pages mode

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




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.

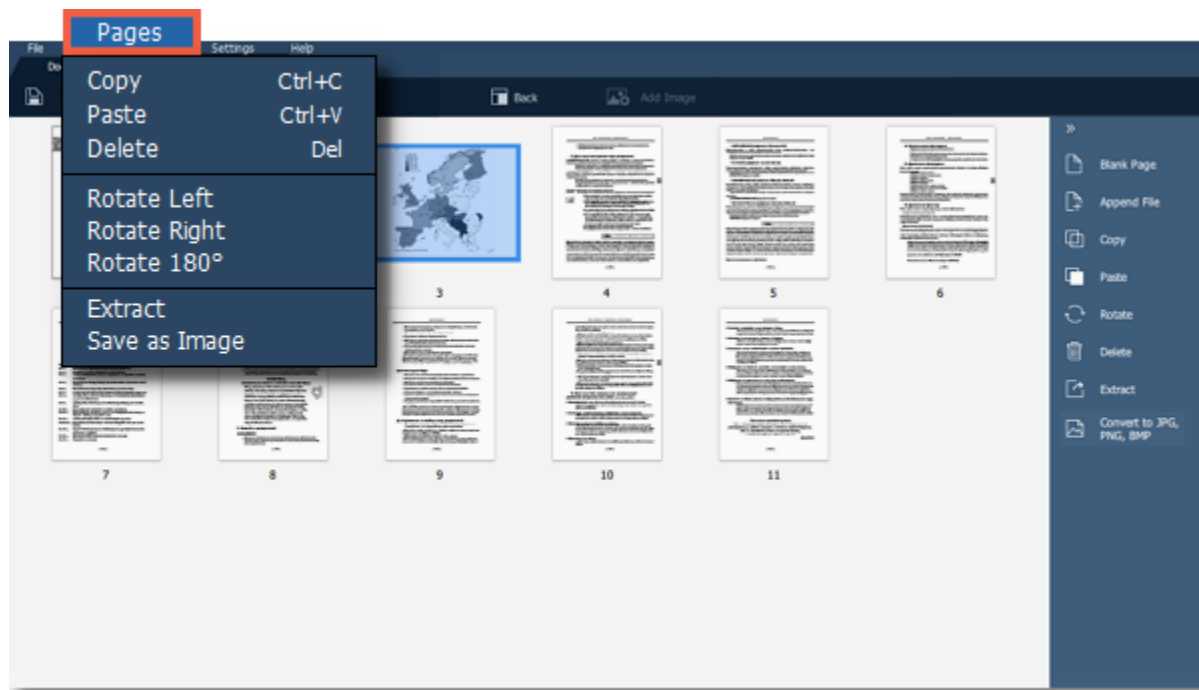
 **Rotate.** Rotates selected pages 90° clockwise.

 **Delete.** Deletes selected pages.

 **Extract.** Saves selected pages as a new PDF document.

 **Save as image.** Saves selected pages as images.

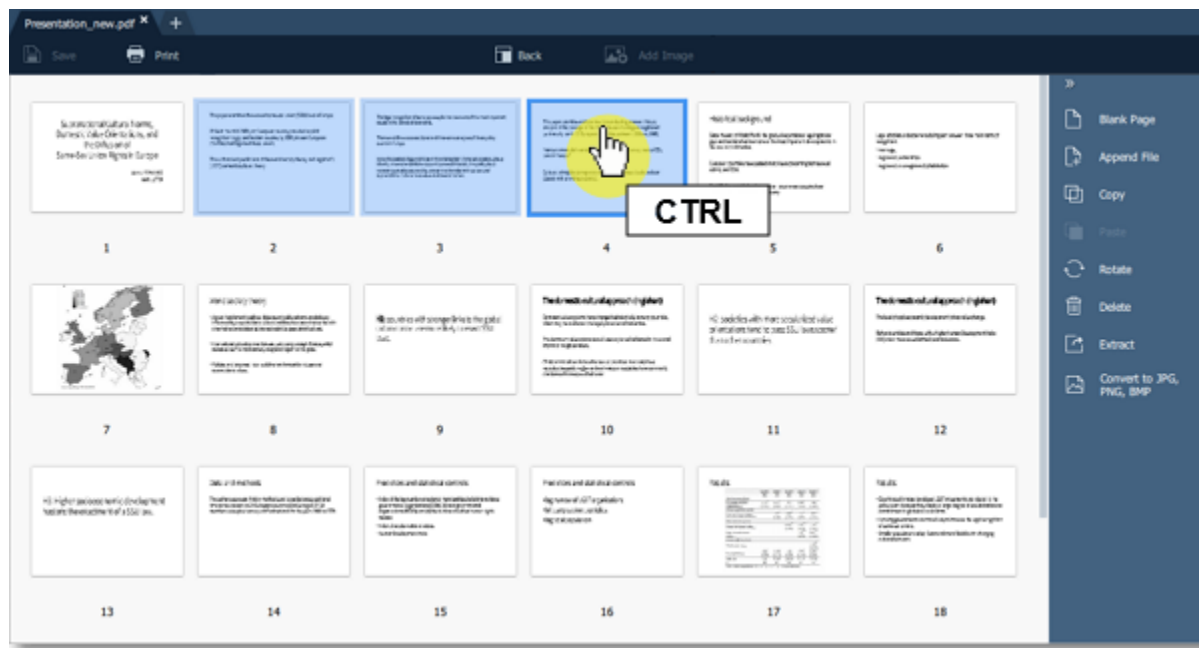
You can also find the editing options in the **Pages** menu:



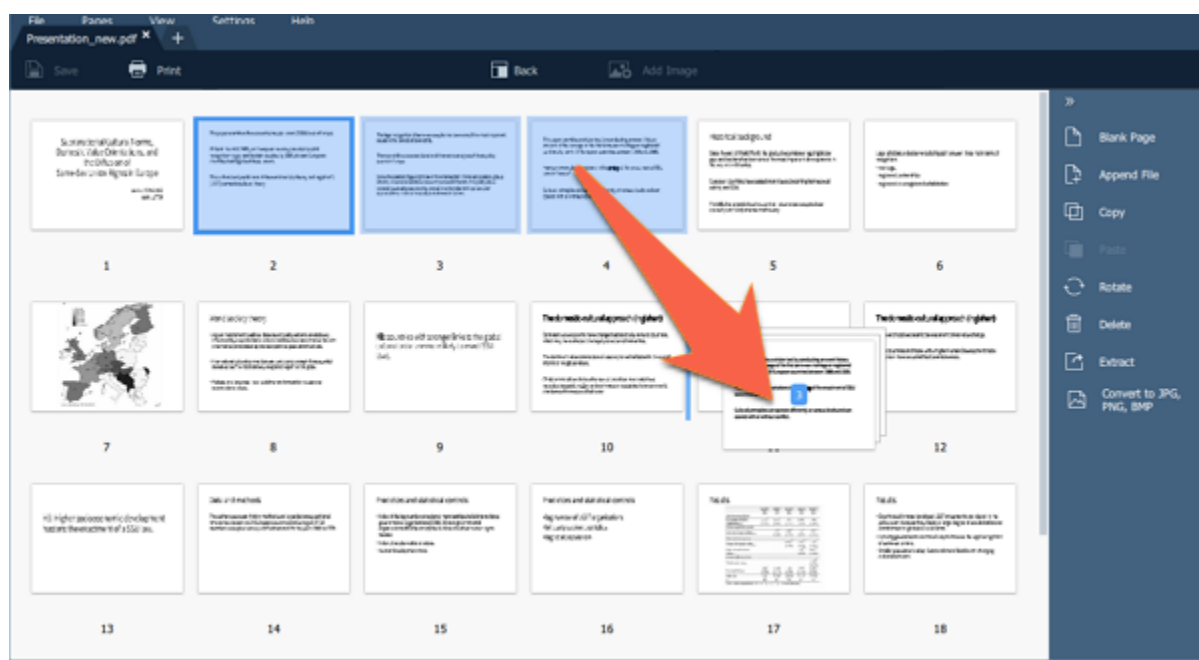
**Learn more:** [Organizing pages](#) | [Rotating pages](#) | [Deleting pages](#) | [Extracting pages](#) | [Saving pages as images](#)

### 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**.

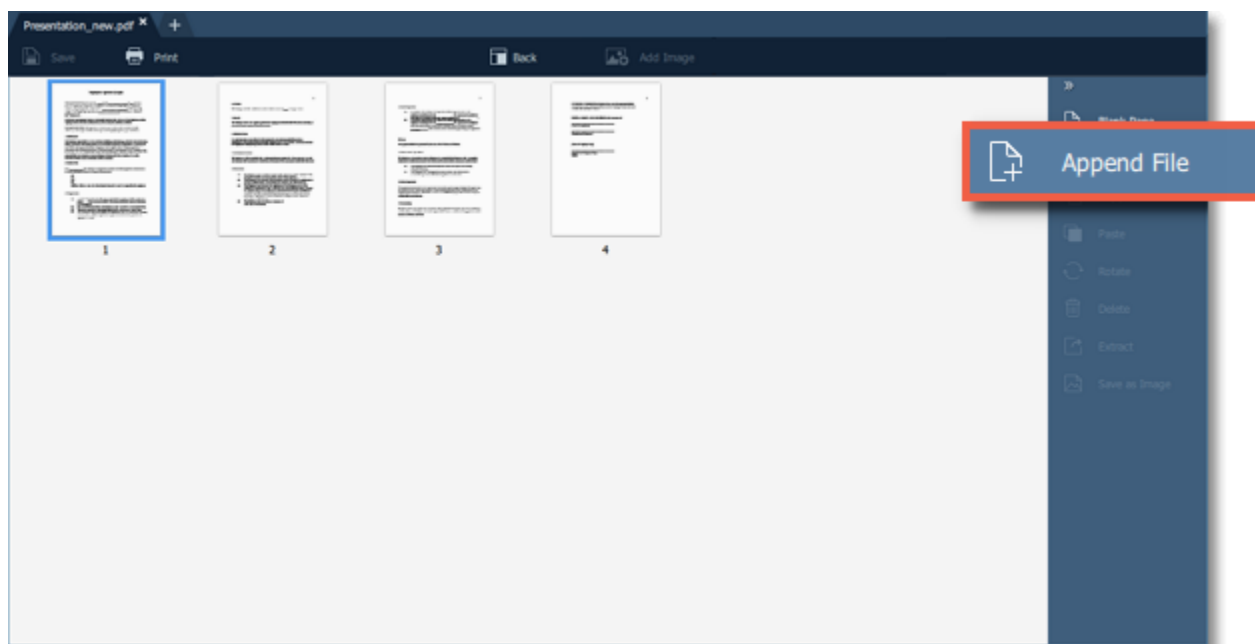


**Step 2.** Drag the pages to the desired position.

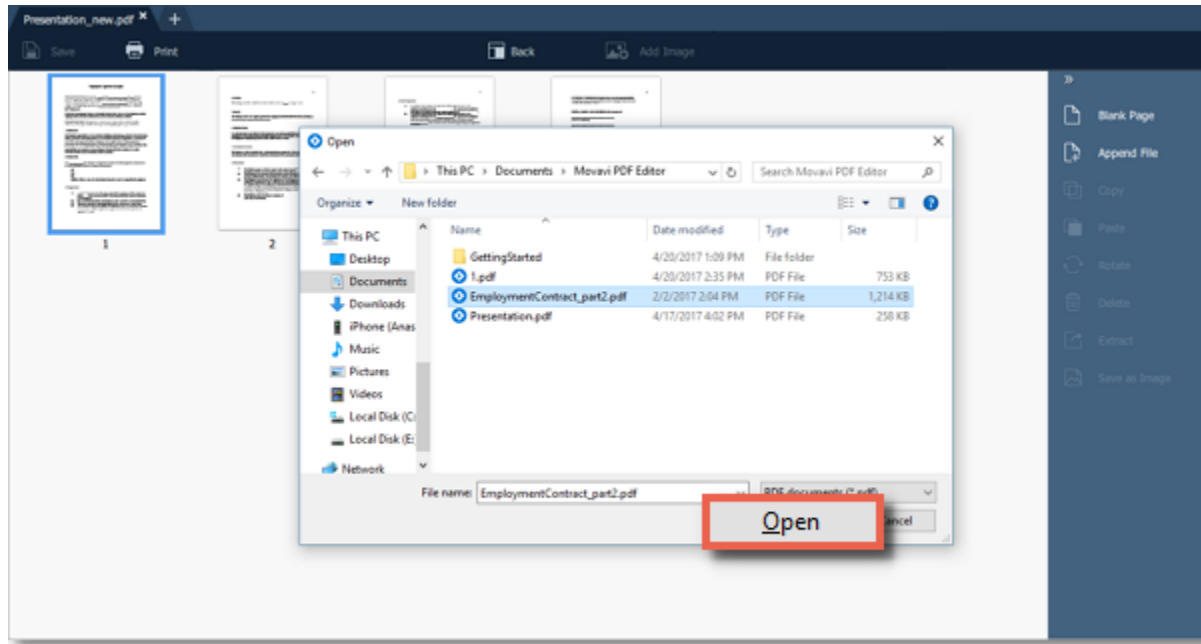


## Joining files

**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.

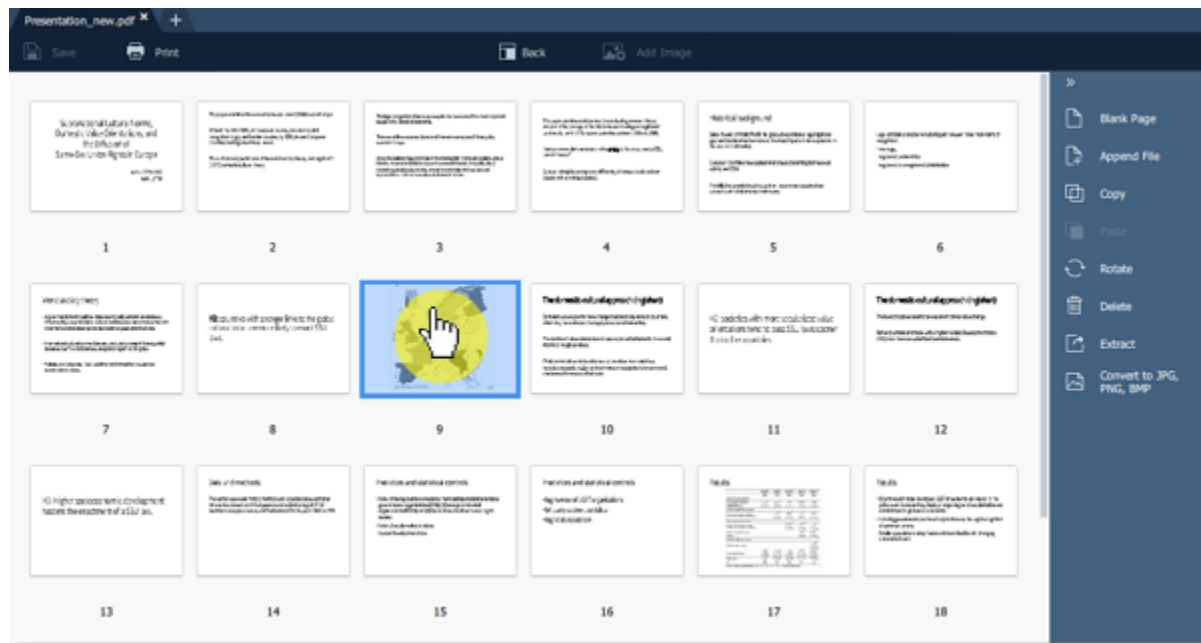


**Step 3:** All the pages from the selected file will be added at the end of the document. Now you can move them as you wish or delete pages you don't need.

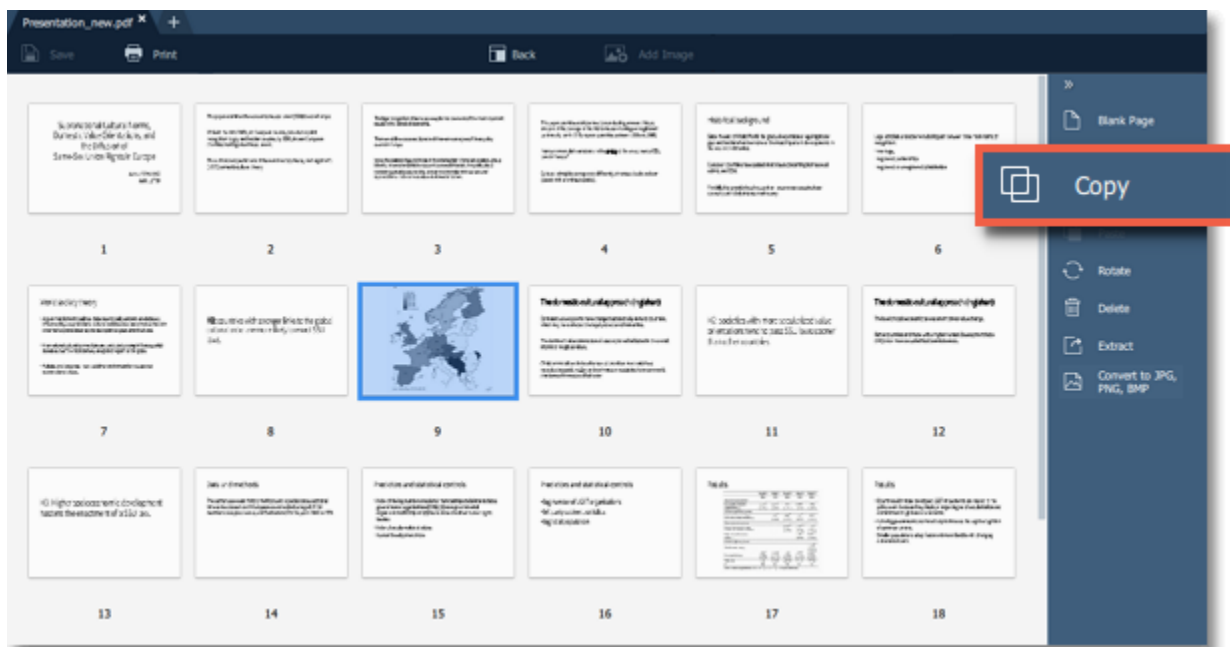
**Learn more:**  
[Organizing pages](#)  
[Deleting pages](#)

### Copying and pasting pages

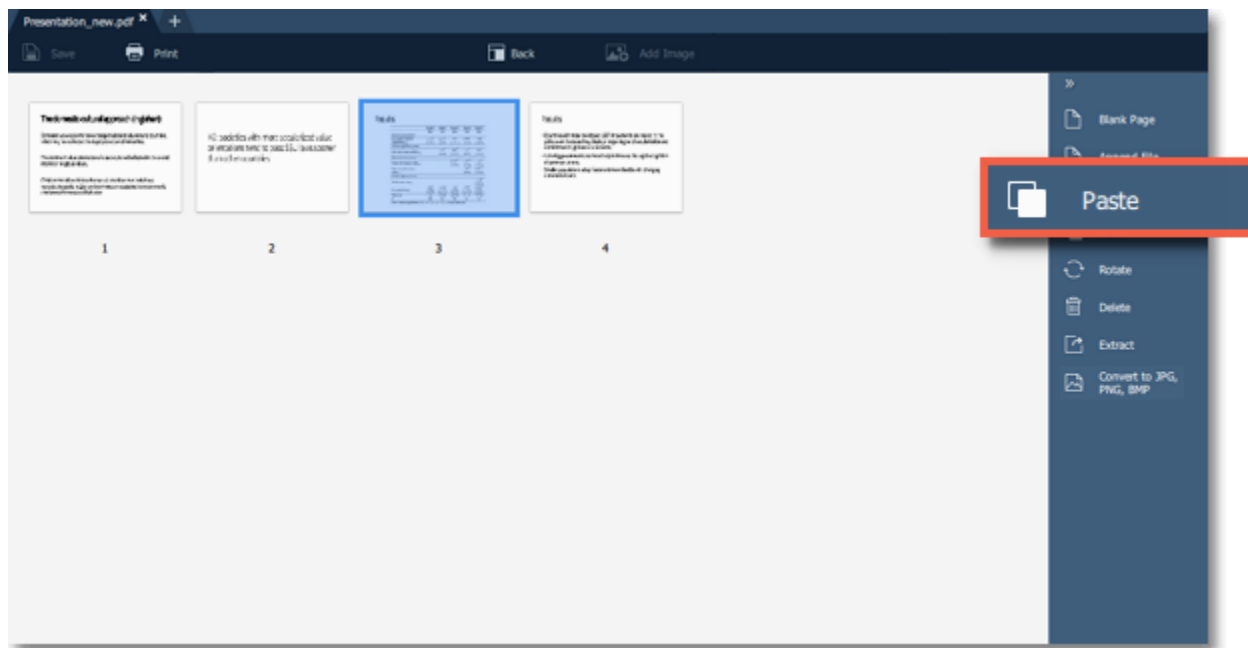
**Step 1:** Select the page you want to copy. To select multiple pages, click on them while holding down **Ctrl** on your keyboard. To select multiple pages that are next to each other, click on the first and the last page while holding down **Shift**.



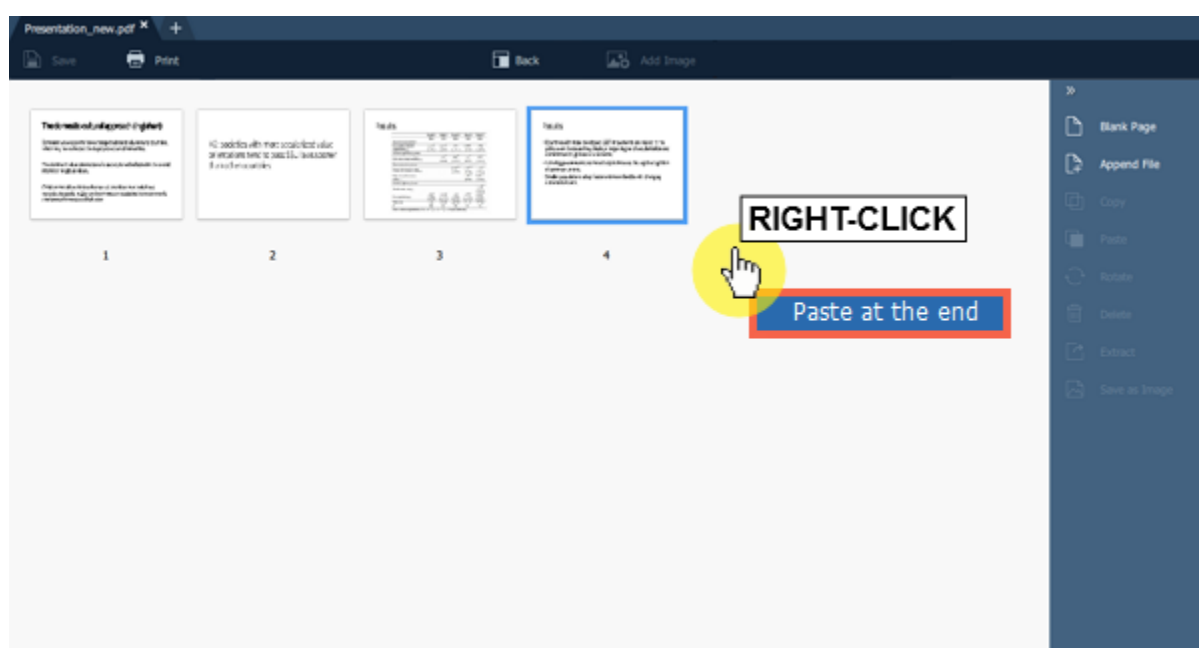
**Step 2:** Choose **Copy** on the right-hand panel. You can also right-click on the page and select **Copy** from the context menu.



**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.



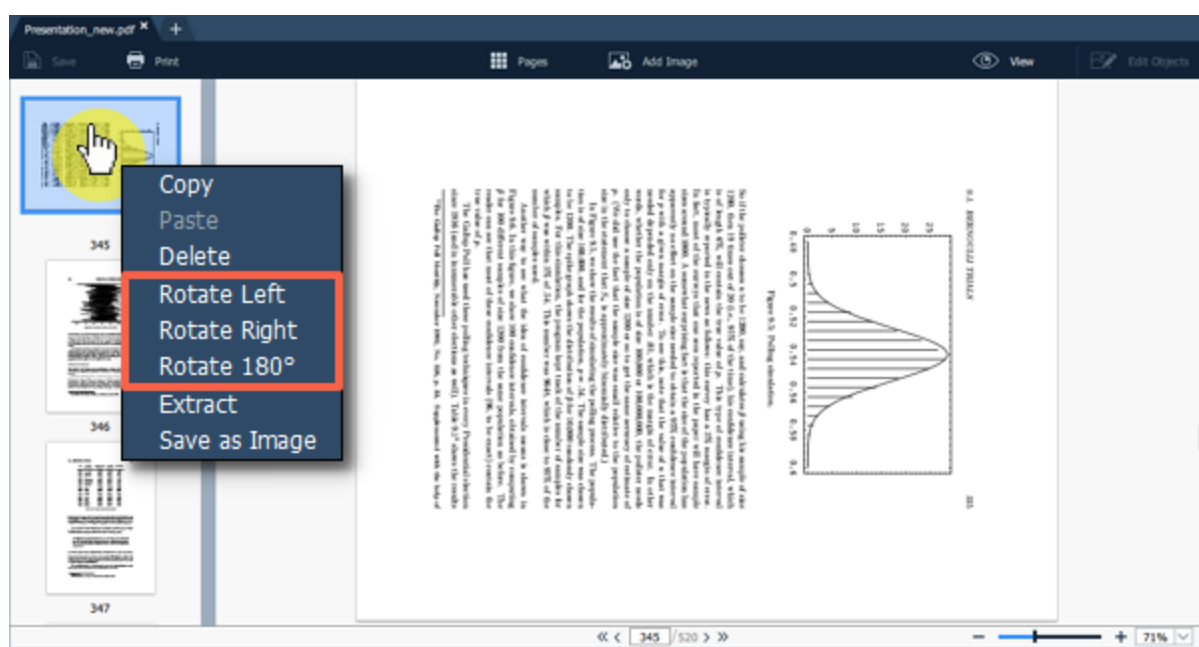
To paste the page at the end of the document, right-click anywhere on the program window and select **Paste at the end** from the context menu.



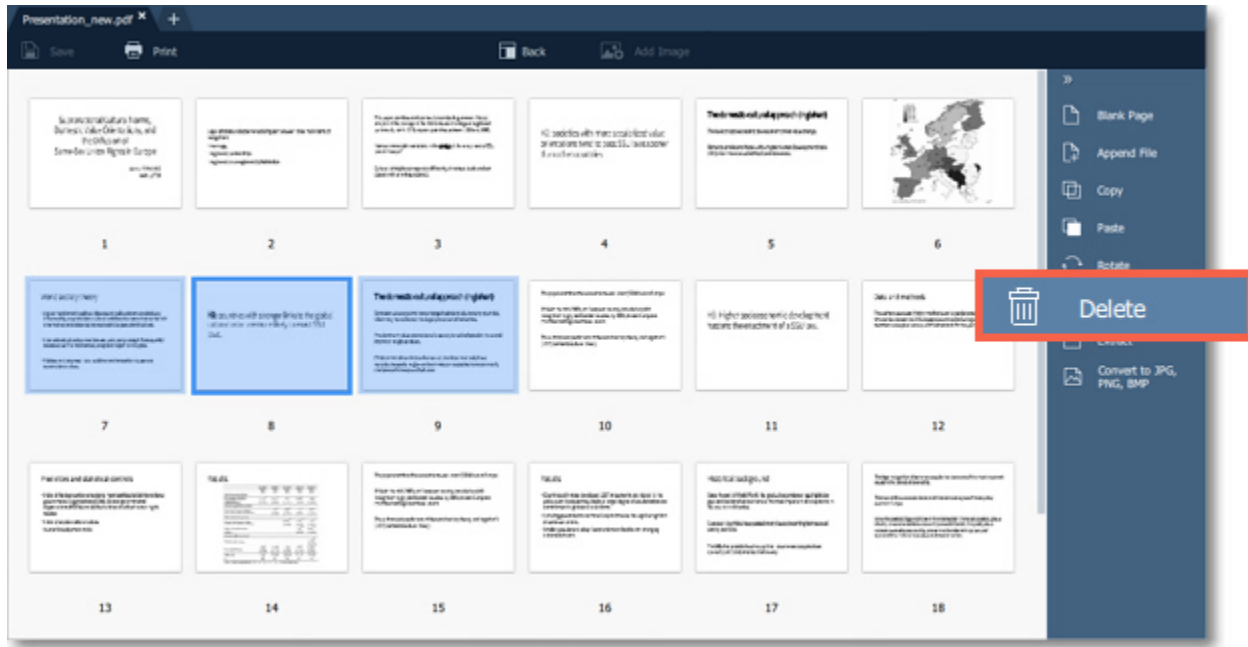
### Rotating pages

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.

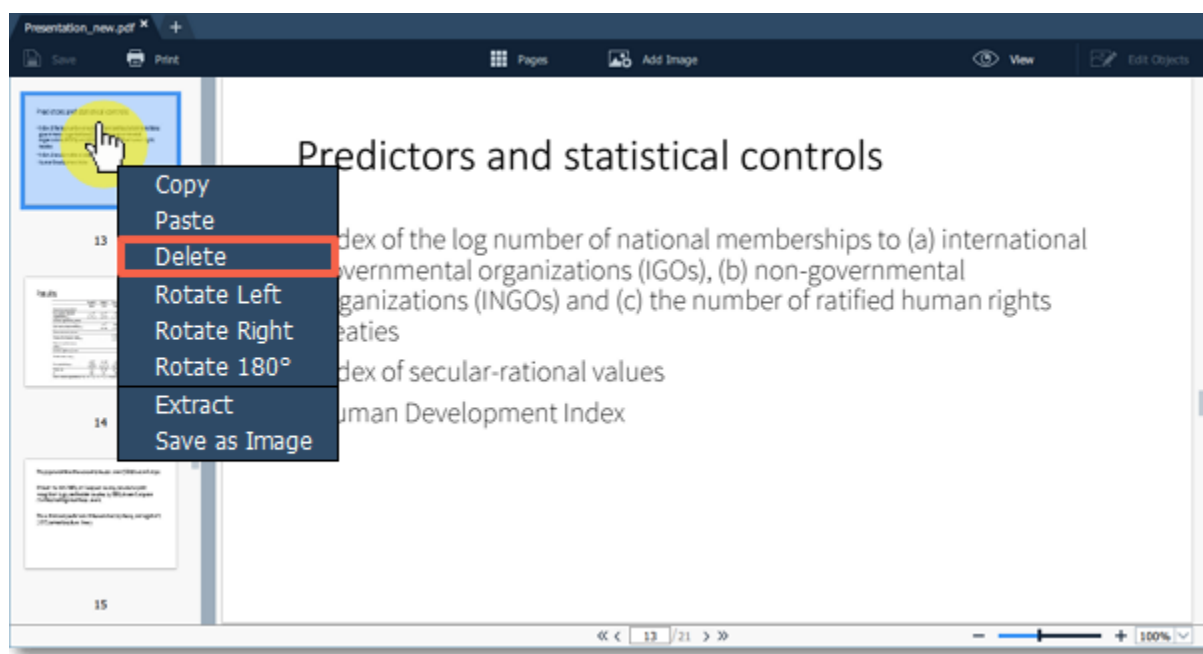


You can also right-click on a page and select one of the **Rotate** options from the context menu.

## Deleting pages

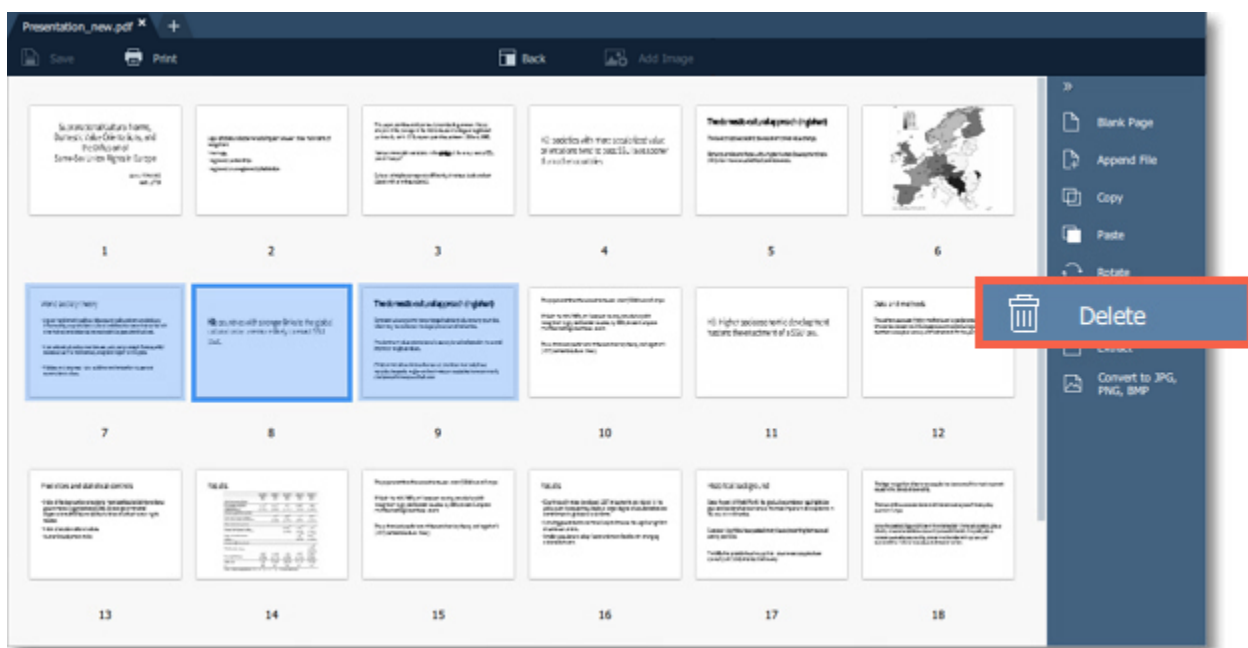
There are several ways to delete a page in **Movavi PDF Editor**.

**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.



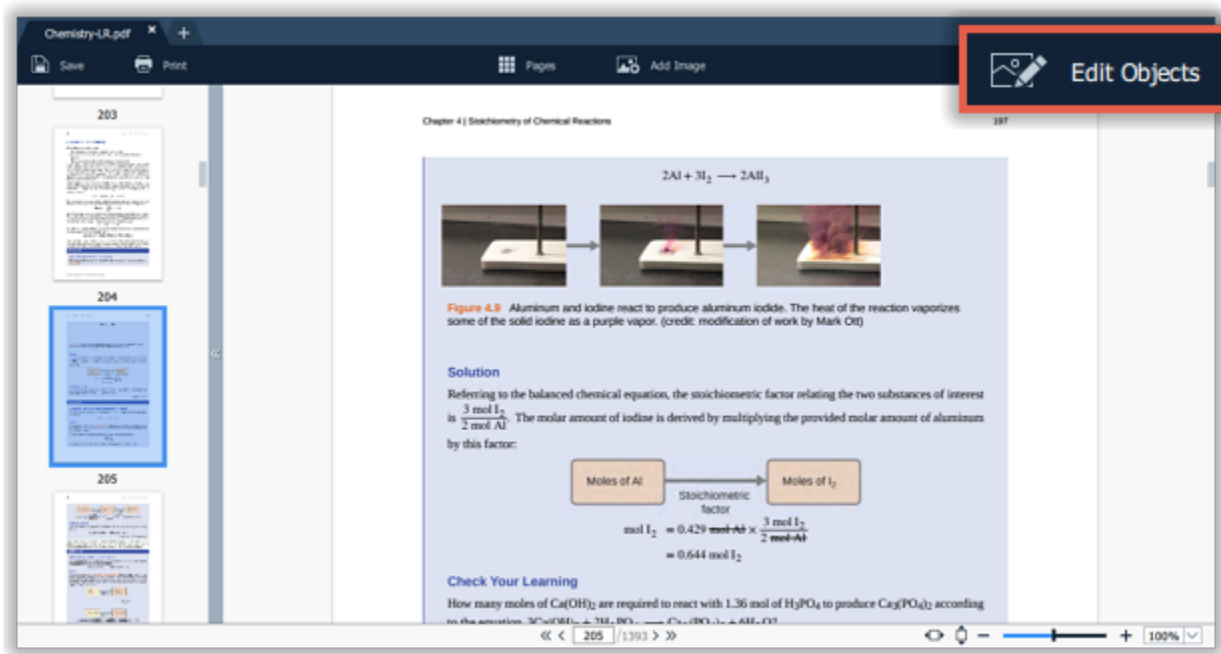
**In managing mode:** right-click on the page you want to delete in preview panel. To select multiple pages, click on them while holding down **Ctrl** on your keyboard. To select multiple pages that are next to each other, click on the first and the last one while holding down **Shift**. Then choose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

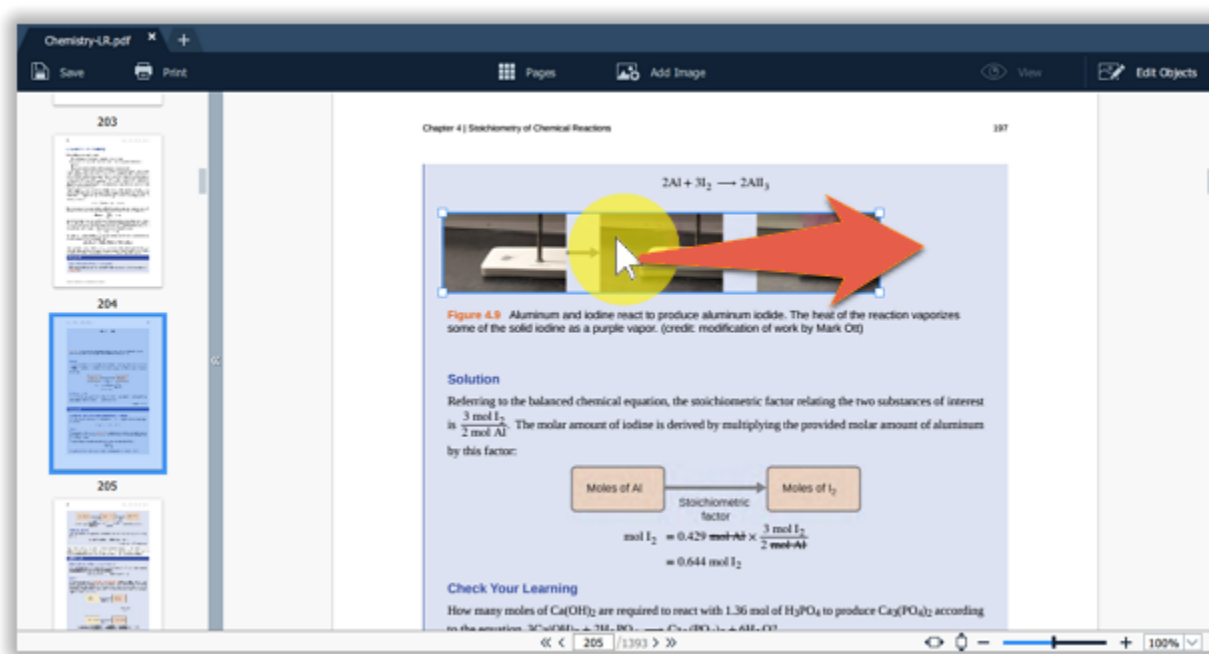


## Editing objects

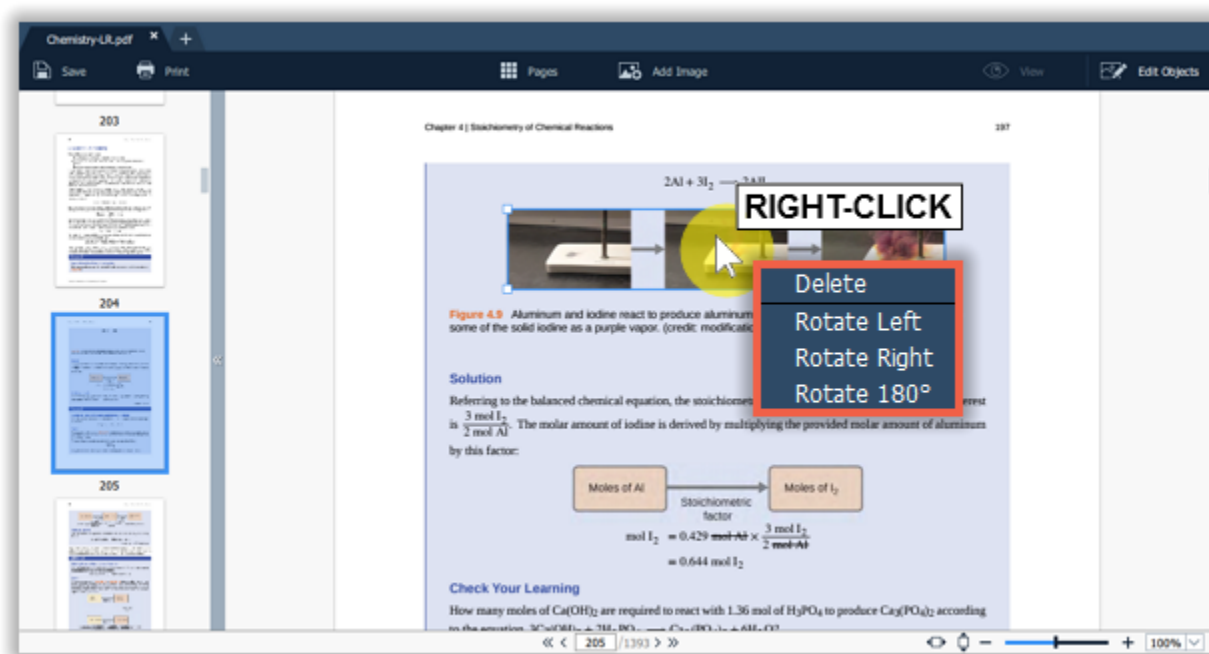
Click the **Edit Objects** button on the top right corner of the window.



- Select the object.
- Simply drag the object to move it.

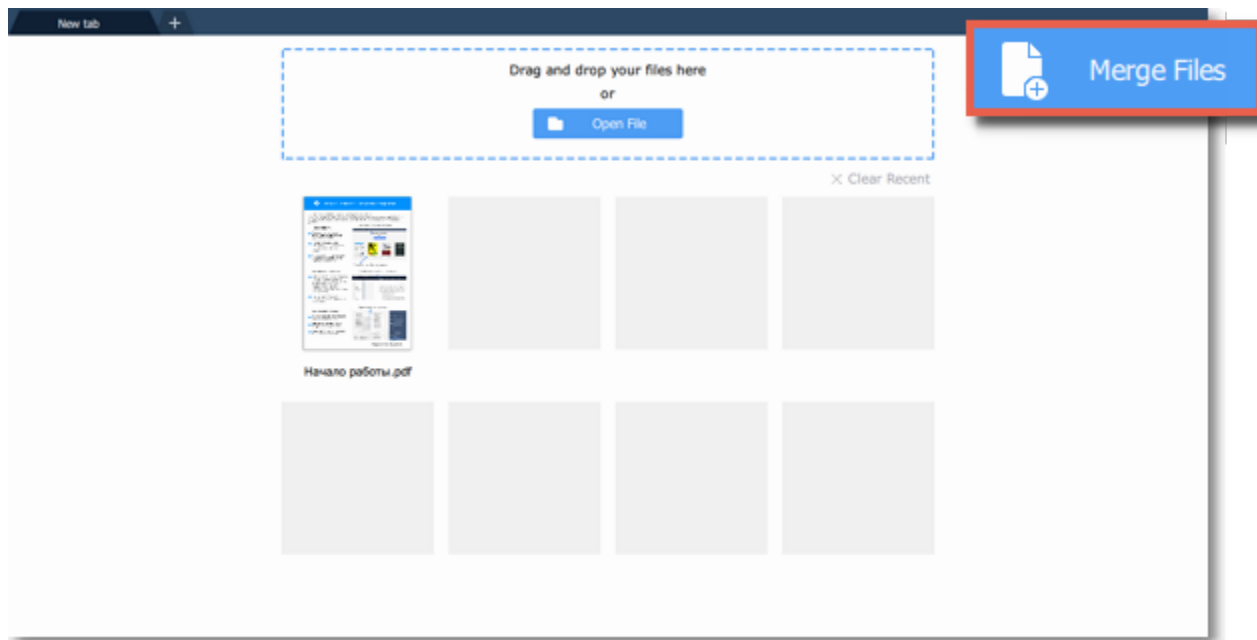


- To rotate or delete the object, right-click on it and choose one of the options from the pop-up menu.

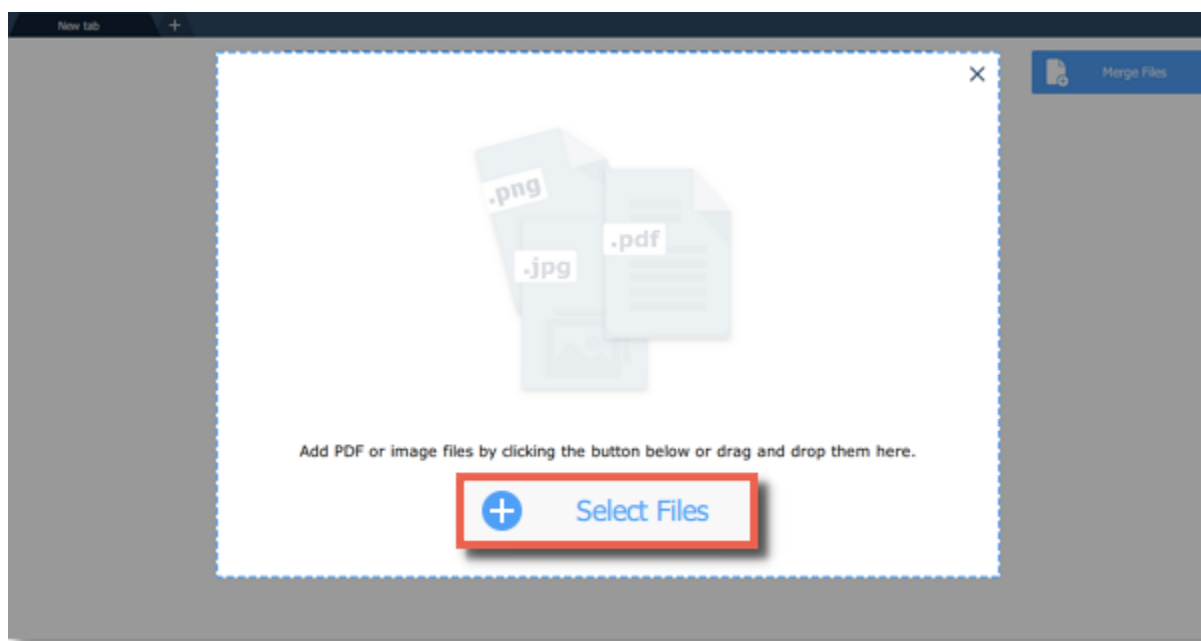


## Merging documents

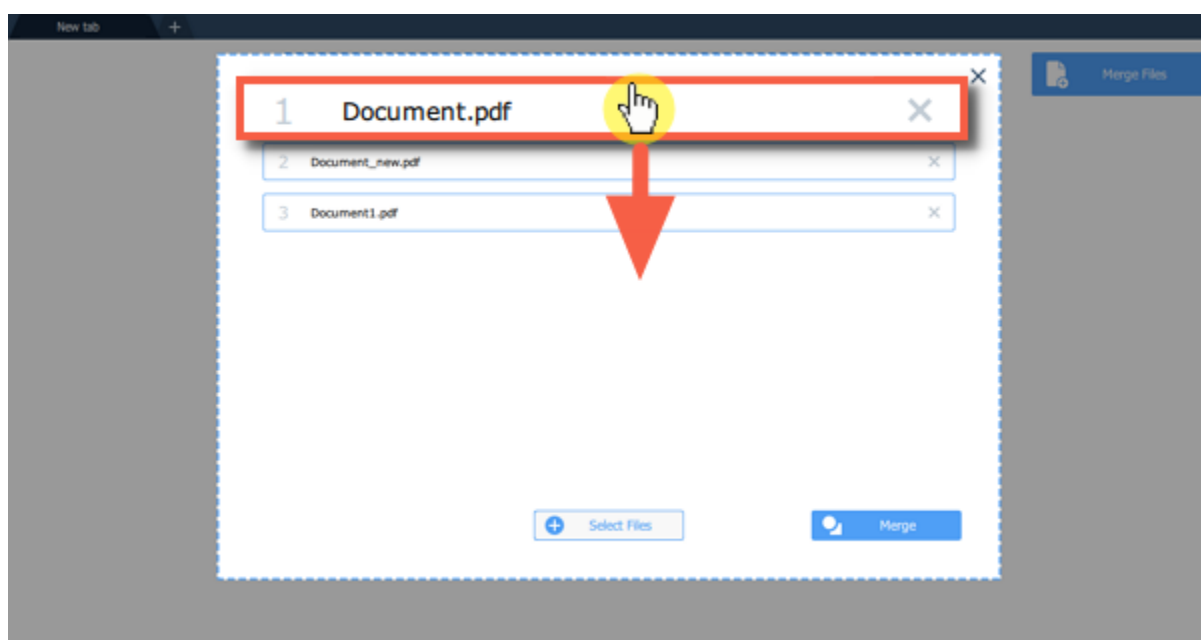
**Step 1.** Select **Merge Files** on the start page.



**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.

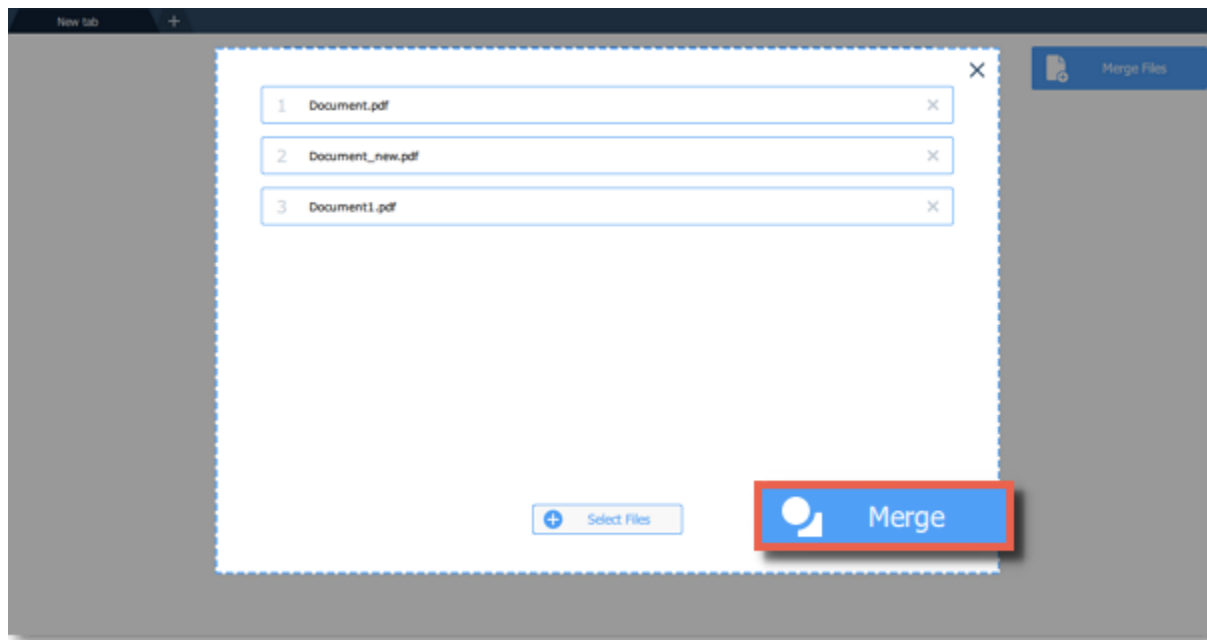


**Step 3.** Rearrange files by simply dragging them to the desired position.



To delete a document from the list, click on the cross button **x** next to it.

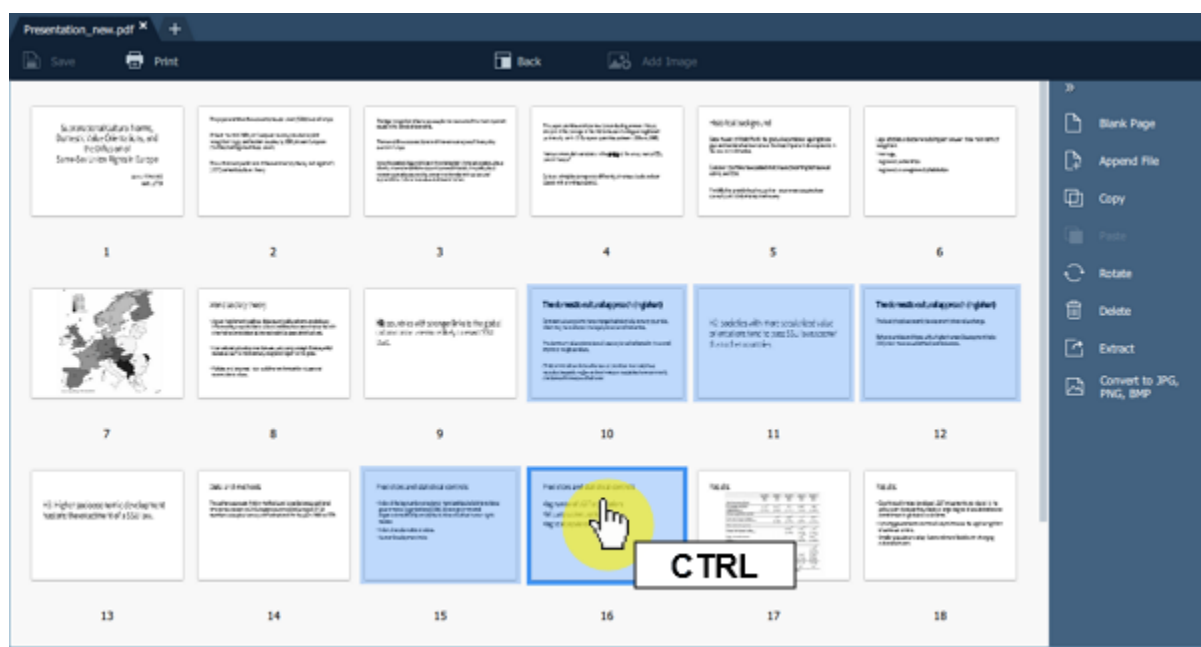
**Step 4.** Click **Merge**. The new merged file will be opened in a new tab and you will be able to continue editing.



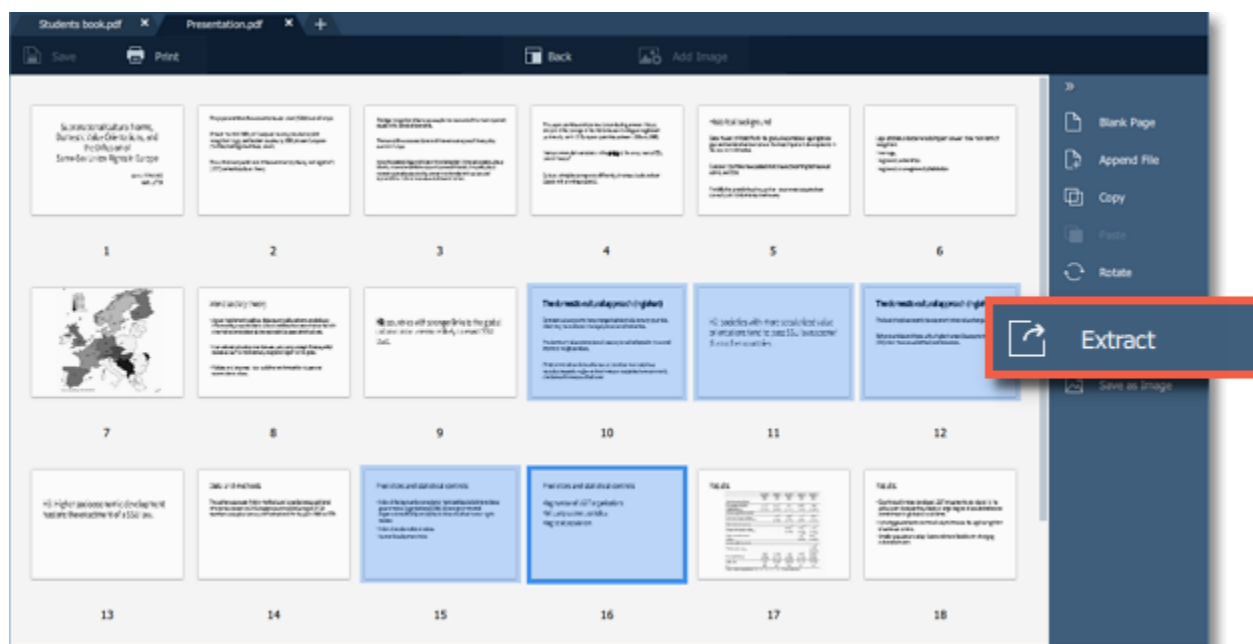
See also: [Joining files](#)

## Extracting pages

**Step 1:** In **Pages** mode select the page you want to extract. 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**.

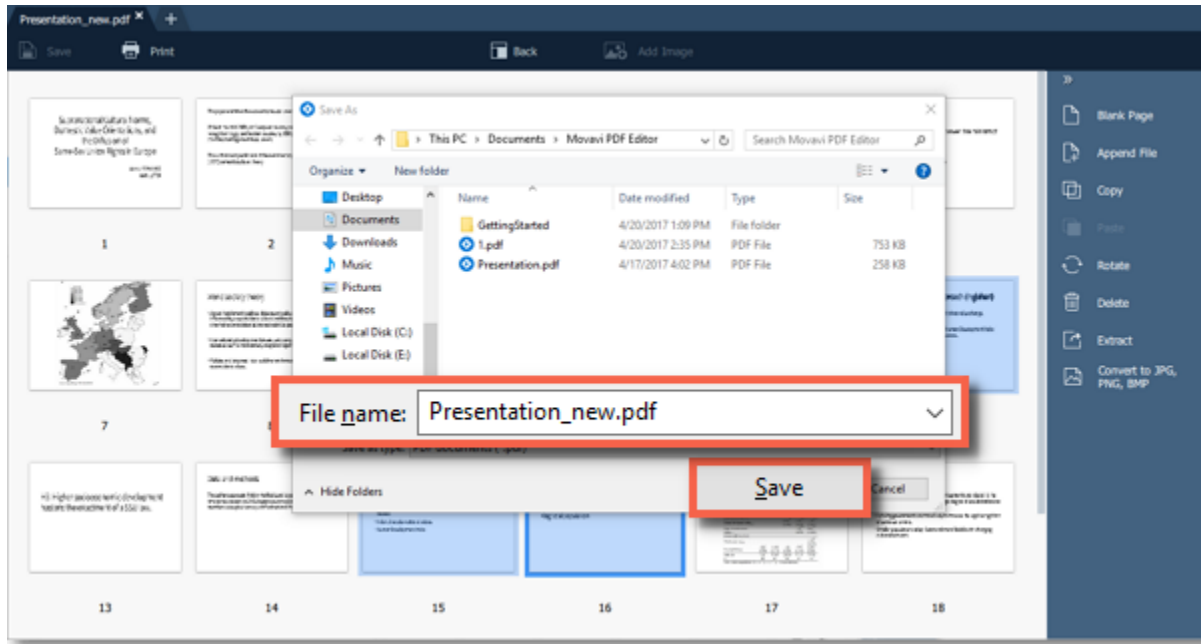


**Step 2:** On the right-hand panel, choose **Extract**. You can also right-click on the page and select **Extract** from the context menu.



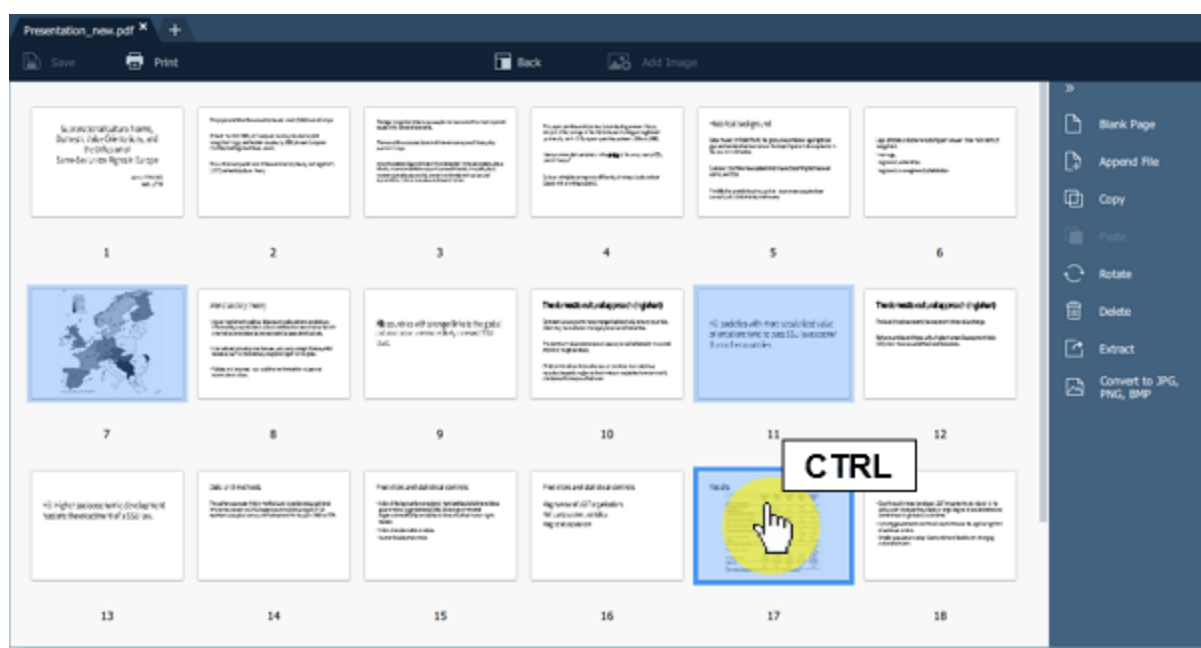
**Step 3:** An **Windows Explorer** window will open. Choose where you want to save your new document and the file name. Then click the **Save** button. The selected pages will be saved as a new document.



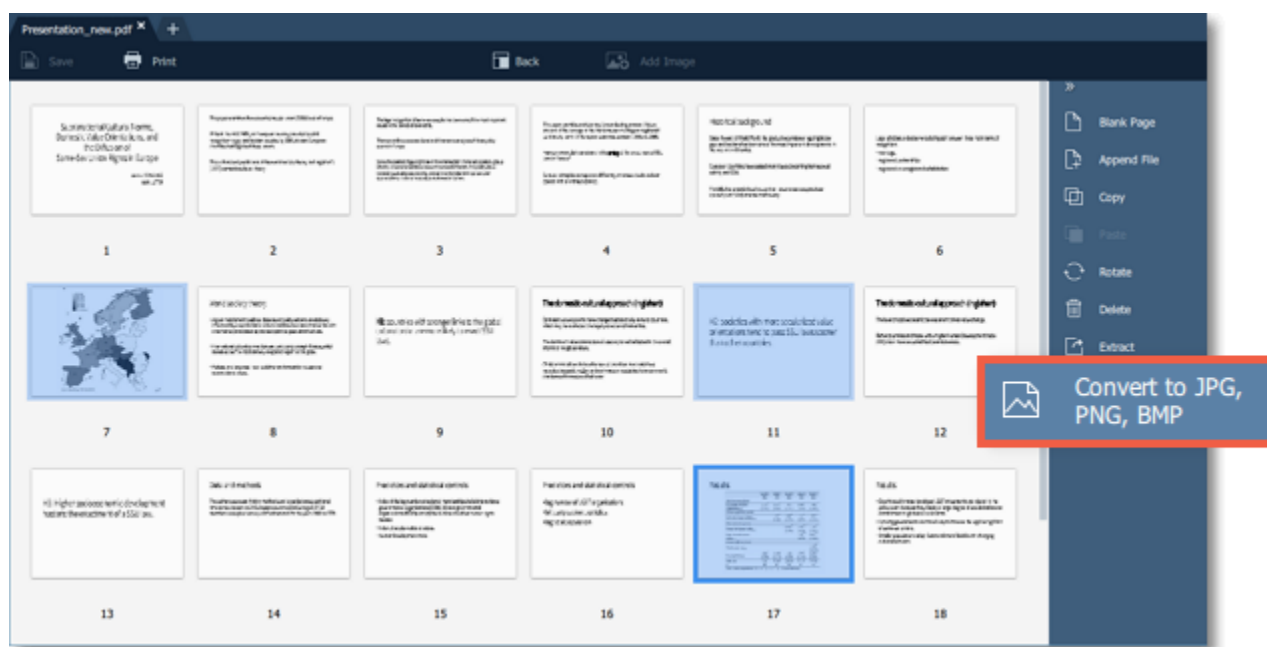


## Saving pages as images

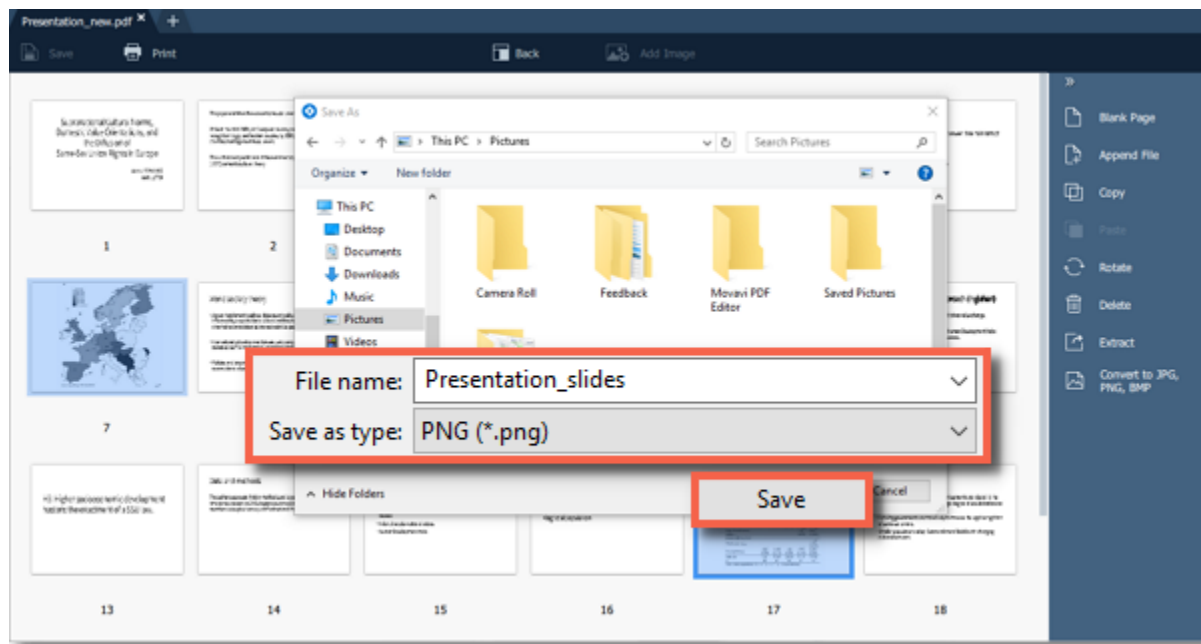
**Step 1:** In **Pages** view mode, right-click on the page you want to save as image. To select multiple pages, click on them while holding down **Ctrl** on your keyboard. To select multiple pages that are next to each other, click on the first and the last page while holding down **Shift**.



**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.



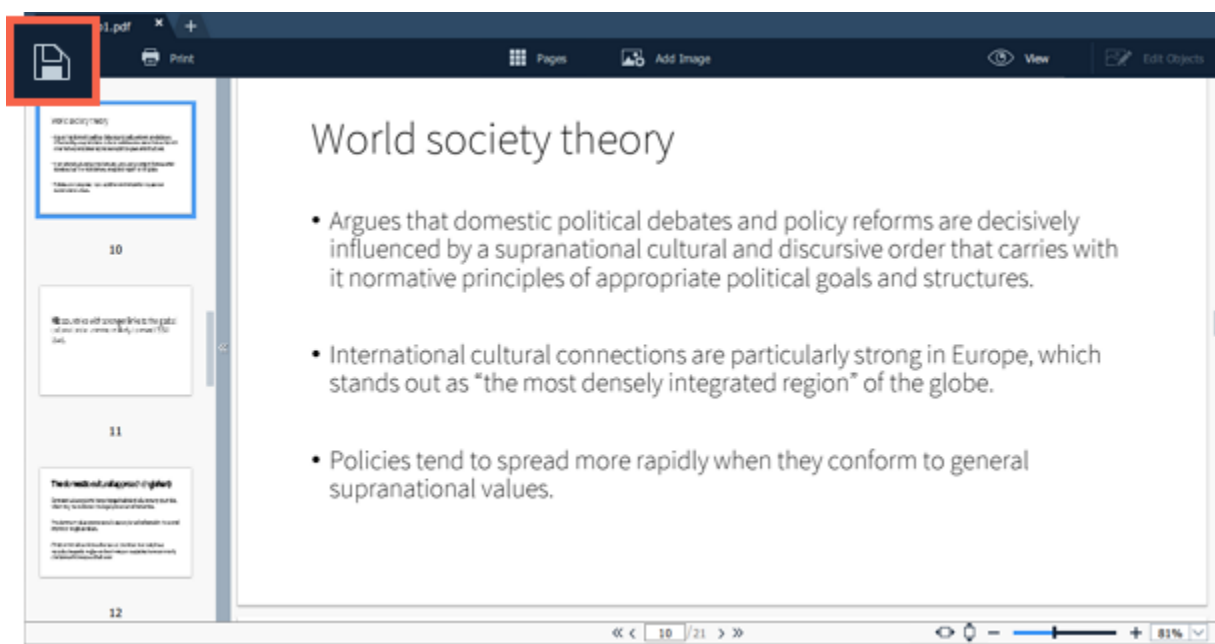
**Step 3:** A **Windows Explorer** window will open. Choose where you want to save your file and the file name. Then click the **Save** button. The selected pages will be saved as separate images.



## Saving files How to save an image in Movavi PDF Editor

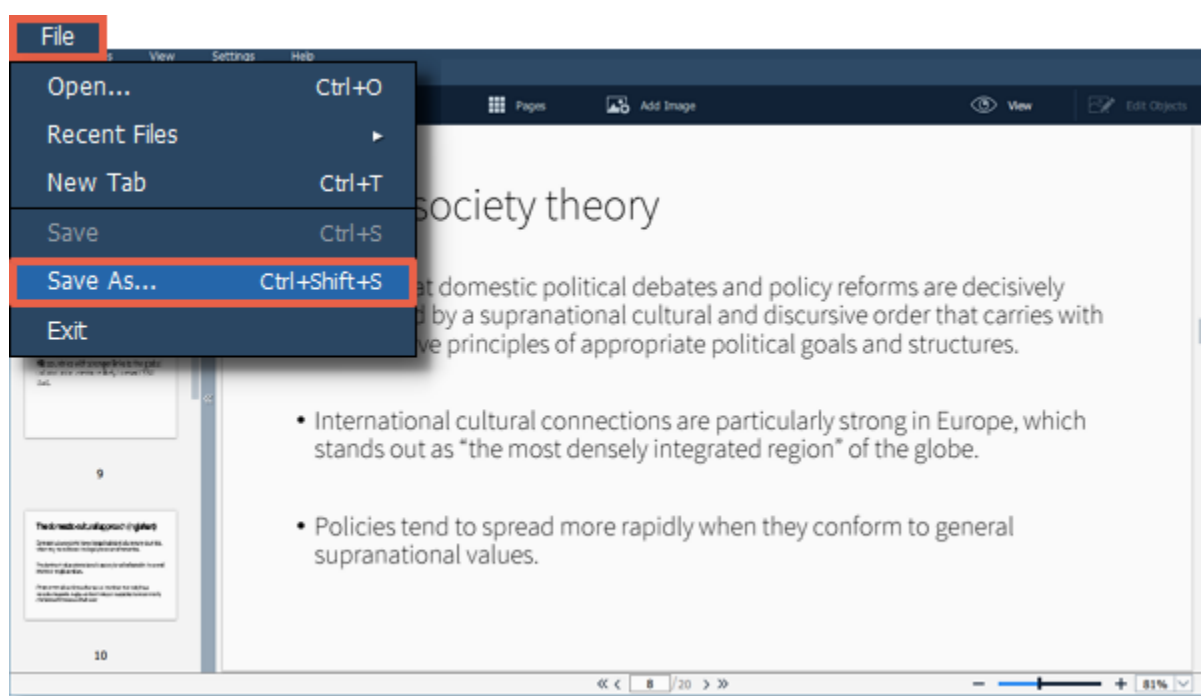
**To overwrite the existing file:**

Click the **Save** button in the top left-hand corner or open the **File** menu and click **Save**.



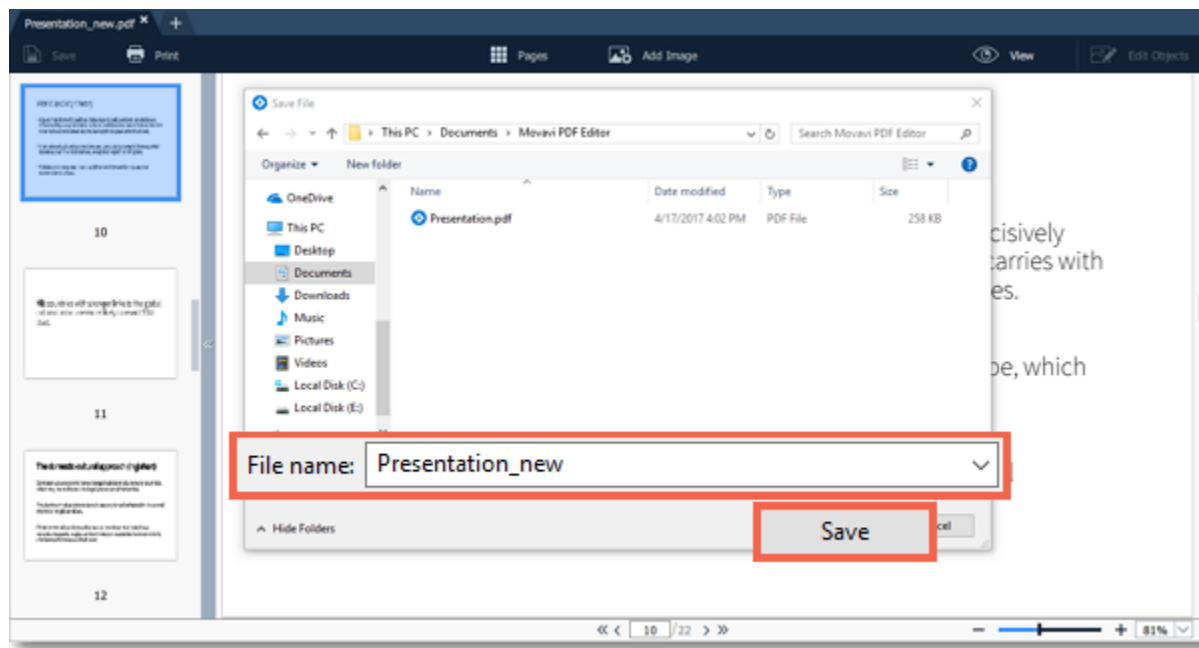
**To save document as a new file:**

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



**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**.



**See also:**

- [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 [support@movavi.com](mailto:support@movavi.com) or click the button on the right to ask a support specialist via live chat.

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 [FAQ section](#)?  
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.

### Minimum system requirements

### Recommended configuration

Movavi PDF Editor		
Operating system	Windows® Vista/7/8/10 with latest service 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 installation Internet connection	