



# PDFChef by Movavi 2021

## User Guide

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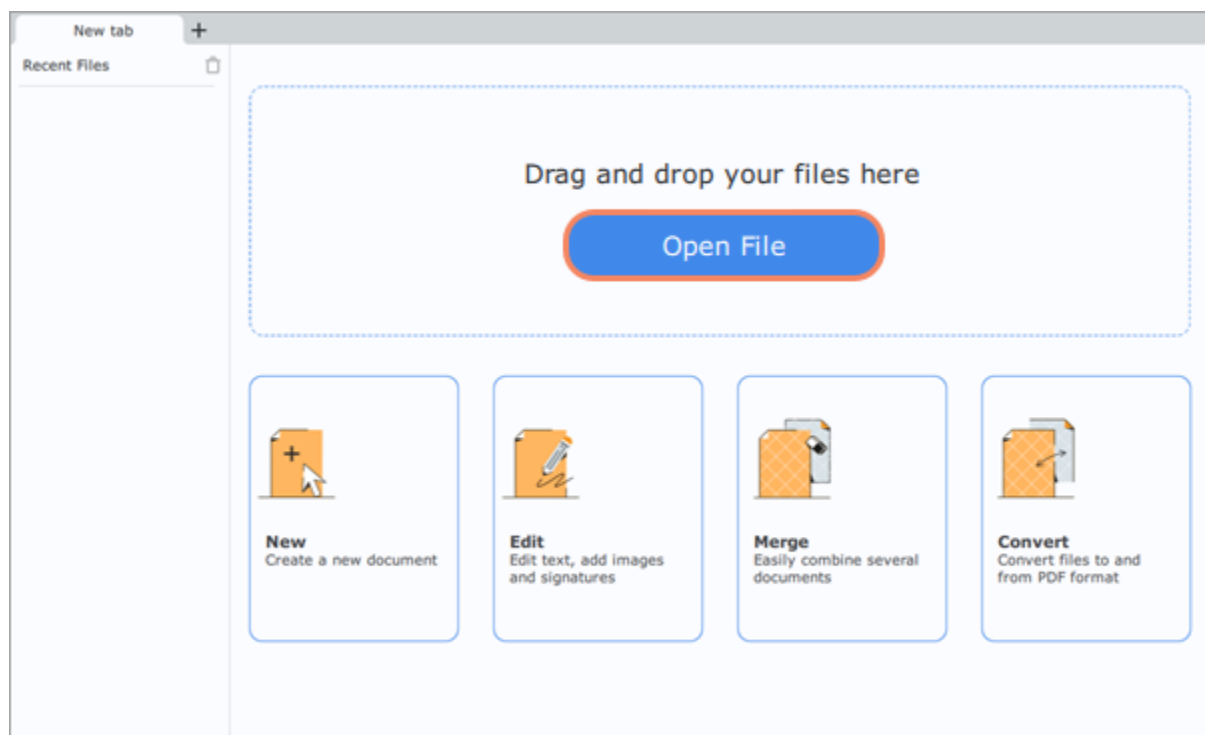
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## Quick Start Guide

**PDFChef** is a powerful and user-friendly tool for convenient PDF document management.


### Open a document

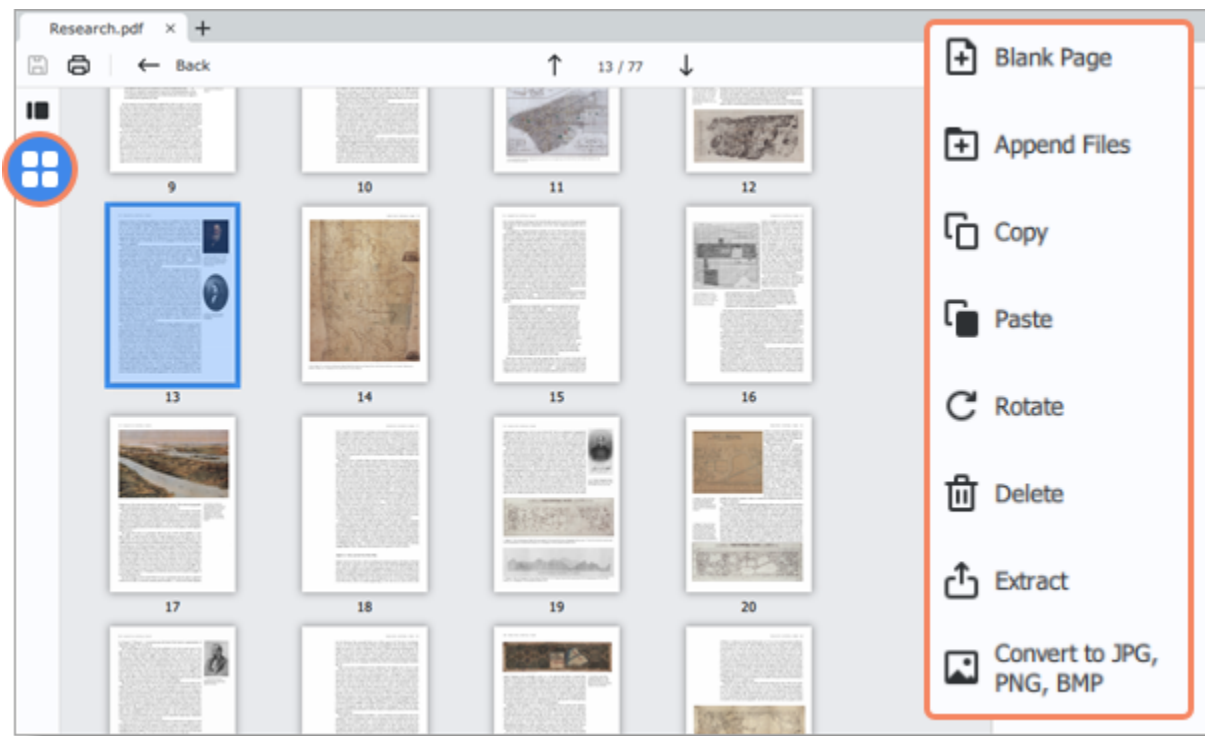
Drag and drop a file from a **Windows Explorer** window onto the **PDFChef** window, or click **Open File** to open a document.



[More on opening files](#)

### Edit the document

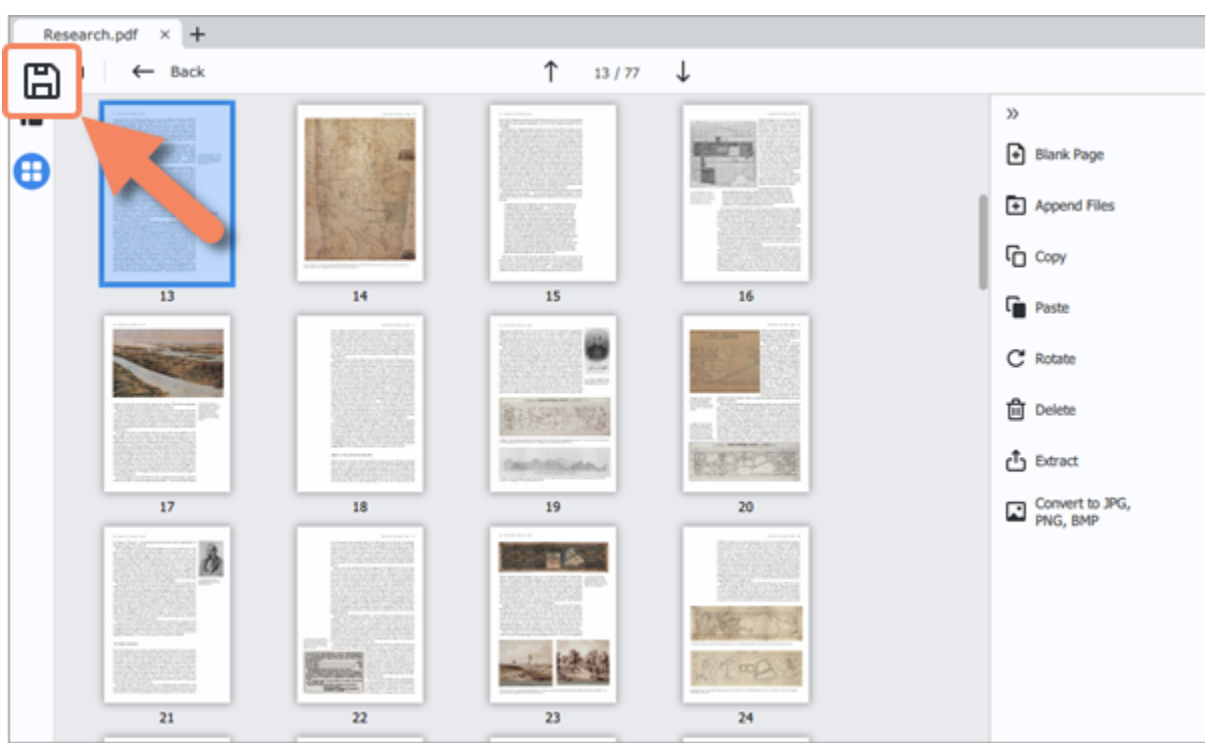
Click the **Manage Pages**  button on the left side of the window to see editing options.



[More on editing documents](#)

### Save the file

1. Click the **Save**  button at the top of the window.
2. In the dialog box, click **Overwrite**.



[More on saving files](#)

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## Activating PDFChef

When you first install a copy of **PDFChef**, 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. Open the file in the activated version and it will be automatically saved without the watermark.*

### Buy activation key

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

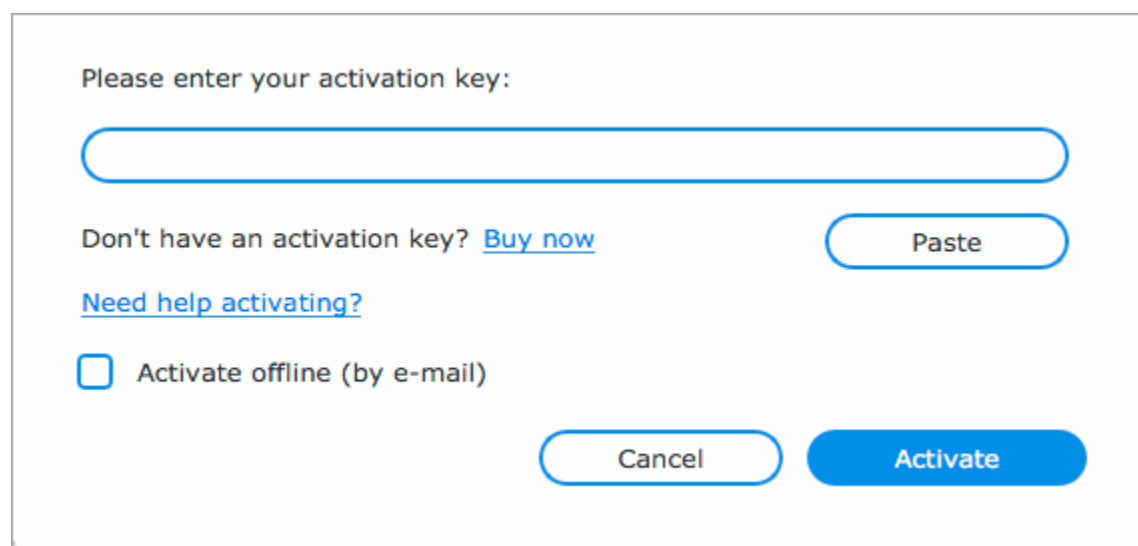


2. You will be taken to our web store. Fill in your billing information and payment options and proceed with the purchase form. **IMPORTANT!** Be sure to enter a valid email address: it will be used to deliver your activation key.
3. Once you have placed your order, you will shortly receive a confirmation for your order and an email containing your activation key.

### Open the activation window

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

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



Please enter your activation key:

Don't have an activation key? [Buy now](#)

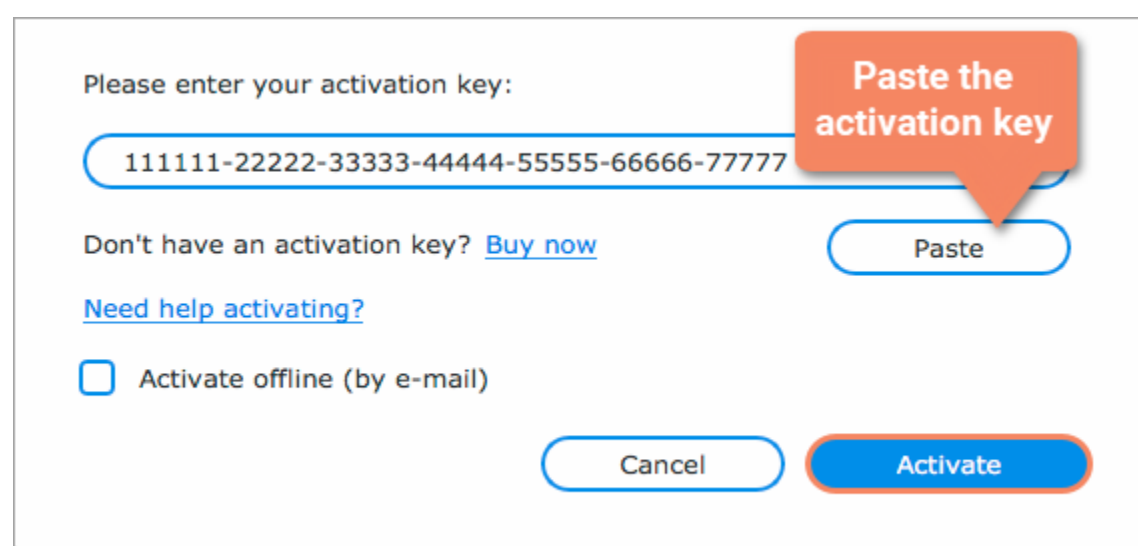
[Need help activating?](#)

Activate offline (by e-mail)

### Enter your activation key

1. Enter the activation key into the corresponding box.
2. Click **Activate** to complete the activation.
3. Click **OK** to finish activation and restart the program.

*Tip:* 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:

Paste the activation key

Don't have an activation key? [Buy now](#)

[Need help activating?](#)

Activate offline (by e-mail)

### 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 email](#).
- Visit the [Movavi Support Center](#). You can also contact our support team via the chat or the [contact form](#) on the website.

### Activating without Internet access

If the computer you have installed **PDFChef** on is not connected to the Internet, you can [activate the program via email](#).


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## 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:

### Go to the purchase page

To open the purchase page for **PDFChef**:

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

[Buy Activation Key](#)

### Choose a license type

- If you plan to use **PDFChef** at home, click **Buy Now** on the purchase page to proceed with buying the personal license.
- If you plan to use **PDFChef** 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.

### 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 email address. This email will be used to deliver your activation key.
4. Confirm payment.

### 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](#)

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

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

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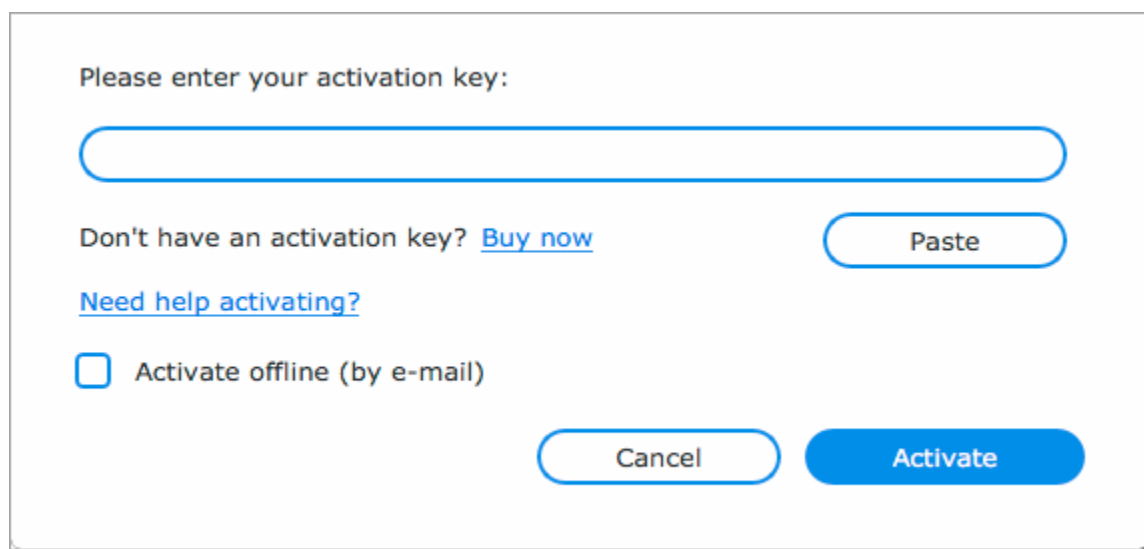
## Activating without Internet

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

- **PDFChef** activation key. *You should receive your key via email 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 email.

### Open the activation window

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:

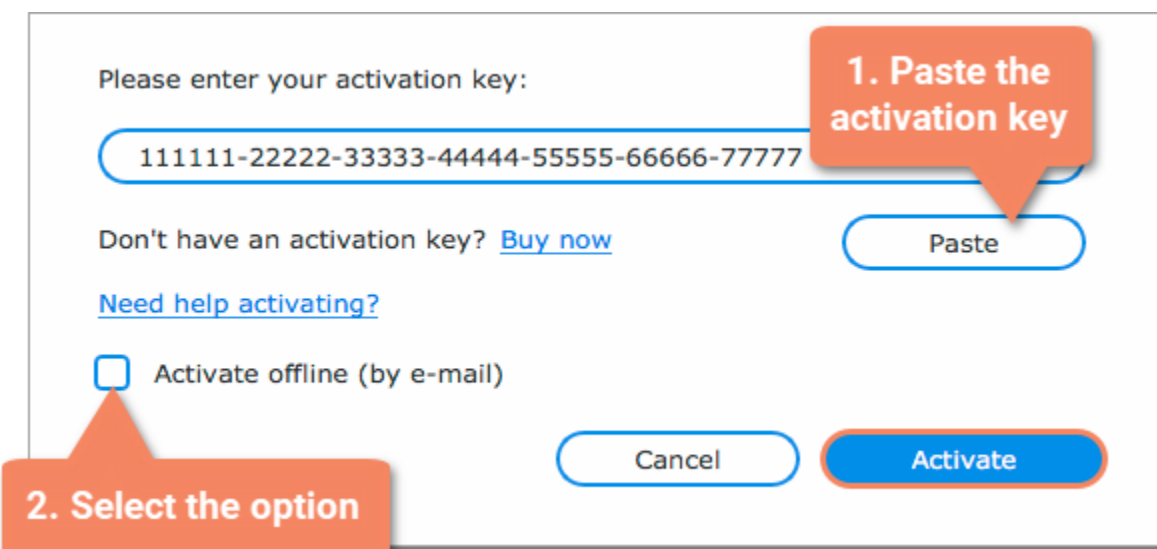
Don't have an activation key? [Buy now](#)

[Need help activating?](#)

Activate offline (by e-mail)

### Enter the activation key

1. 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:

Don't have an activation key? [Buy now](#)

[Need help activating?](#)

Activate offline (by e-mail)

### Send an email with the provided information

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 email from.

Please copy this text and e-mail it to us at [reg@movavi.com](mailto:reg@movavi.com).  
To ensure a fast response, do not change the body of the message.

Activation Key: 111111-22222-33333-44444-55555-66666-77777  
 Hardware ID: C07CV3HKDD6H  
 MacProduct ID: pdfeditor21  
 E-mail: [reg@movavi.com](mailto:reg@movavi.com)

[Copy](#)

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 registration key:

[Paste](#)

[Need help activating?](#)

[Back](#) [Activate](#)

2. On the device with an Internet connection, open your mail client and compose a new email. Paste the information you've copied earlier into the message body and send this email 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.

[reg@movavi.com](mailto:reg@movavi.com)

Subject

Please copy this text and e-mail it to us at [reg@movavi.com](mailto:reg@movavi.com).  
To ensure a fast response, do not change the body of the message.

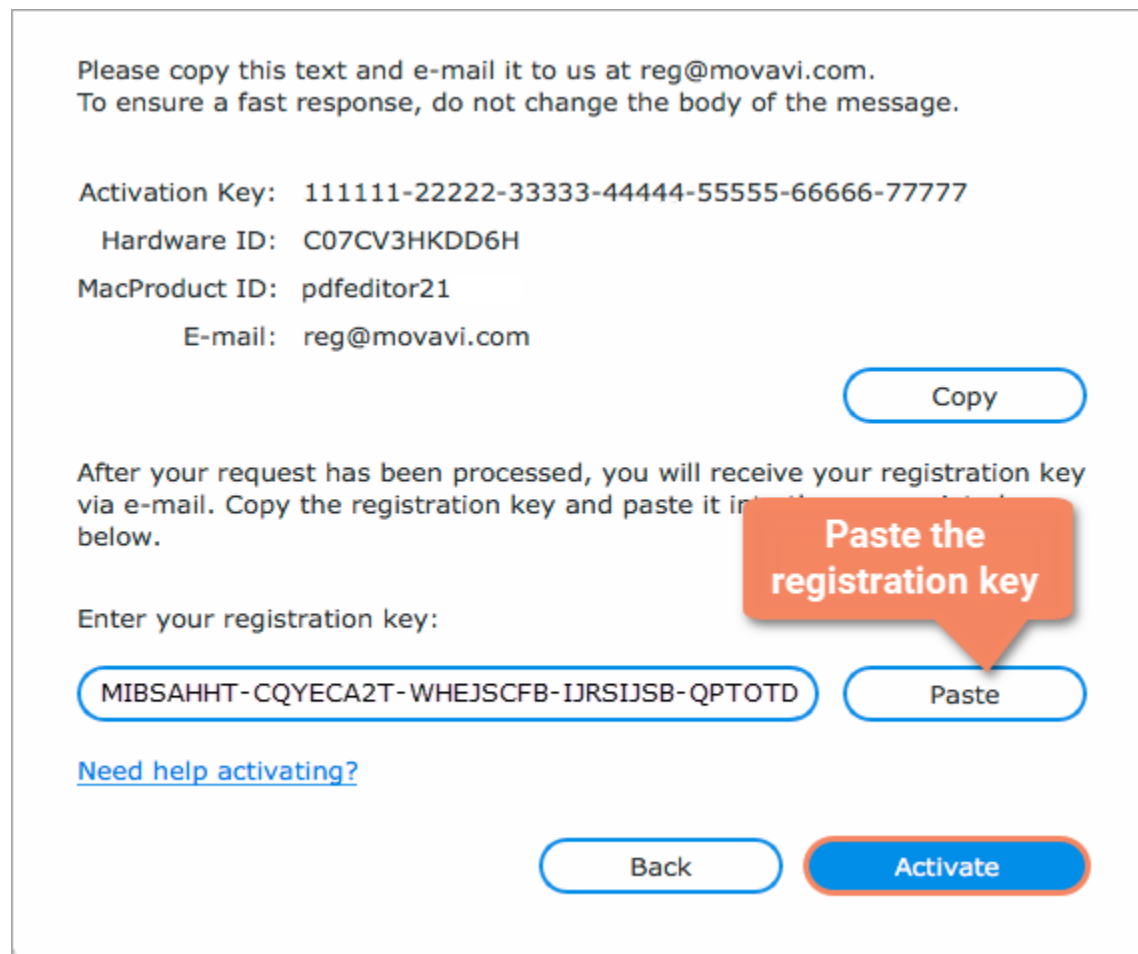
Activation Key: 111111-22222-33333-44444-55555-66666-77777  
 Hardware ID: C07CV3HKDD6H  
 MacProduct ID: pdfeditor21  
 E-mail: [reg@movavi.com](mailto:reg@movavi.com)

↶ ↷ Sans Serif ▾ ↕ ▾ **B** *I* U A ▾ ☰ ▾ ☷ ▾ ☰ ▾ ☷ ▾ ▾

[Send](#) ▾ A 📎 🔗 😊 🔥 🖼️ 🕒 ✍️ ⋮ 🗑️

### 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**.



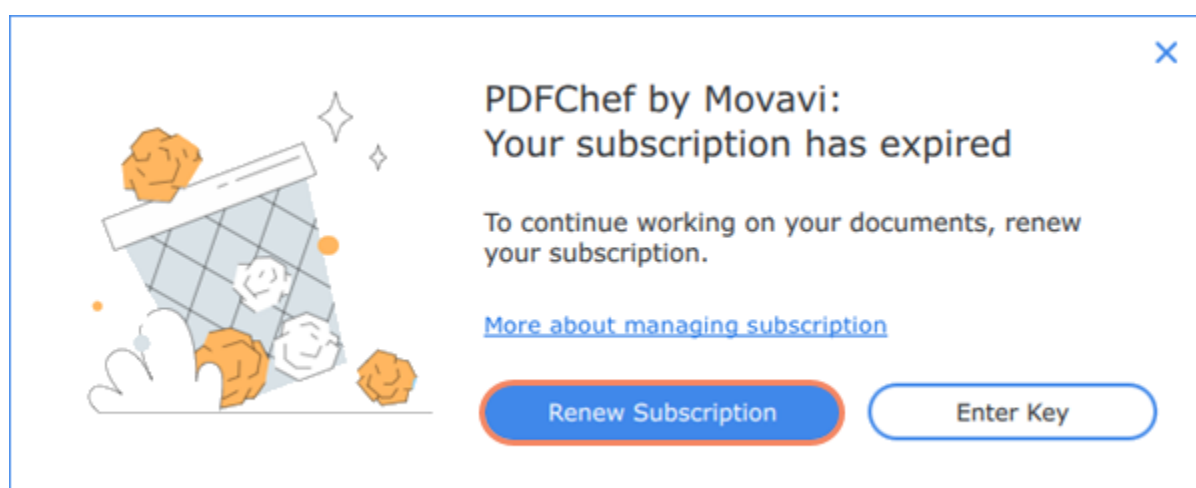
Once activation is complete, you may be asked to restart the application.

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

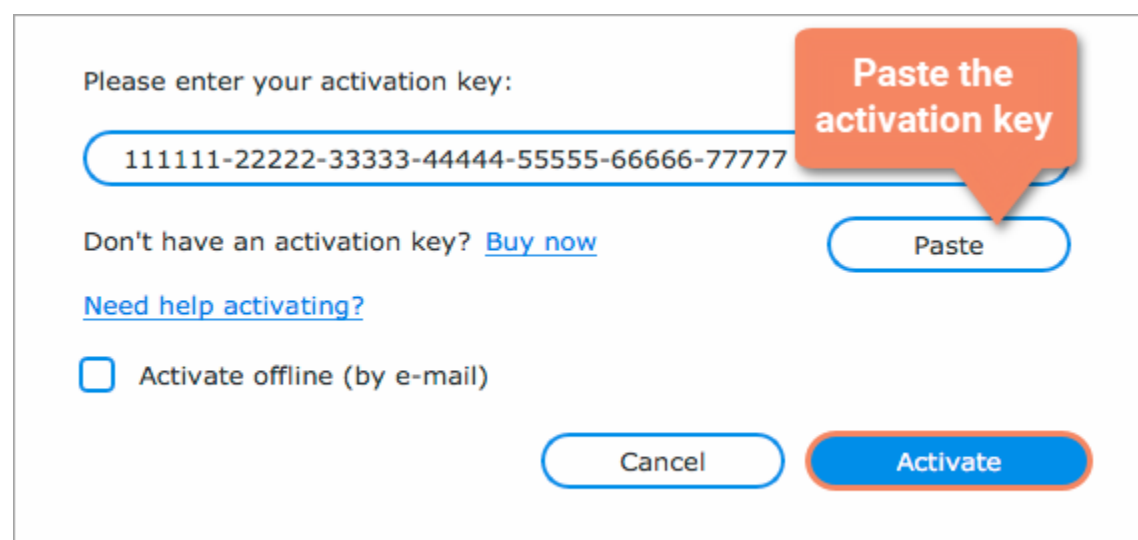
- Make sure that the keys are entered correctly and are intended for your version of **PDFChef**.
- Make sure you have administrator rights on your computer.
- [Contact our support team](#).

## Managing subscriptions

If your subscription has expired, you need to renew it to continue using the program.



1. To renew your subscription, click the **Renew Subscription** button.
2. A web page will open, where you can buy the license.
3. Once you've made a purchase and received the activation key in an email, copy the key and paste it into the program window. Then click **Activate**.



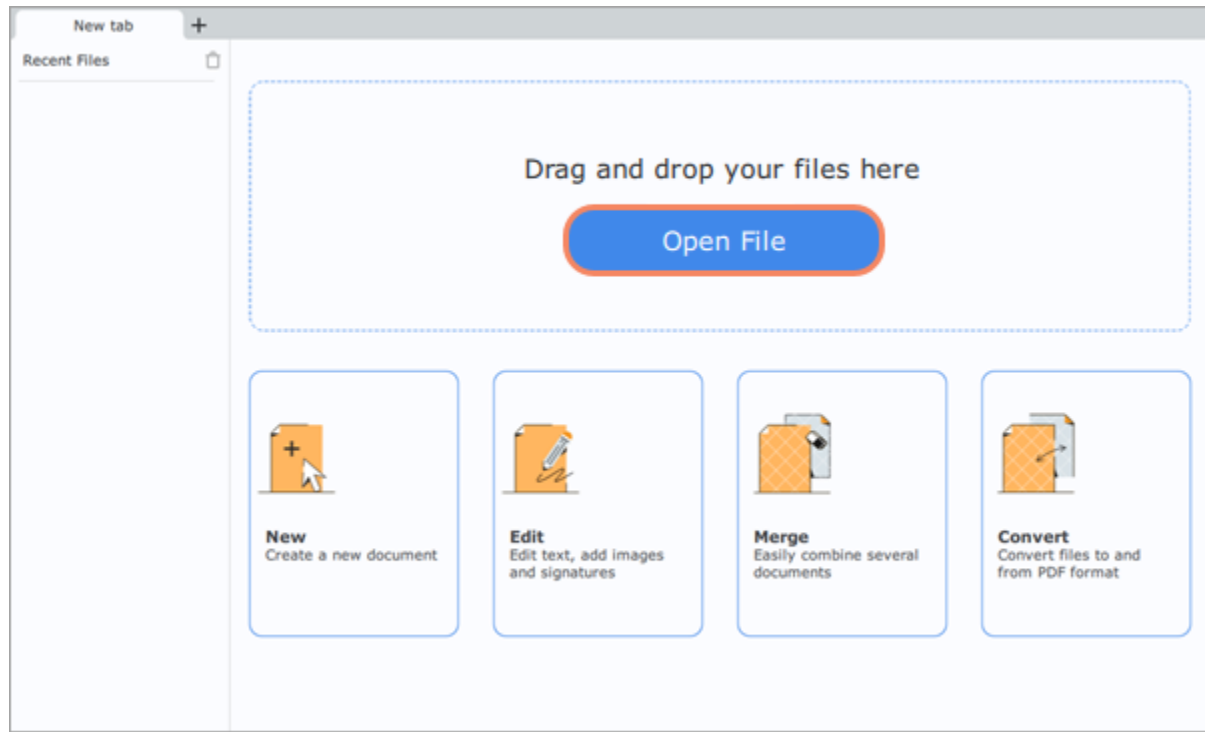
#### Have troubles renewing the subscription?

- If you haven't received an email with the activation key within an hour, check the Spam folder in your email box.
- [Contact our support team](#). Our experts will help you figure out and solve any of the related problems.

## Opening files

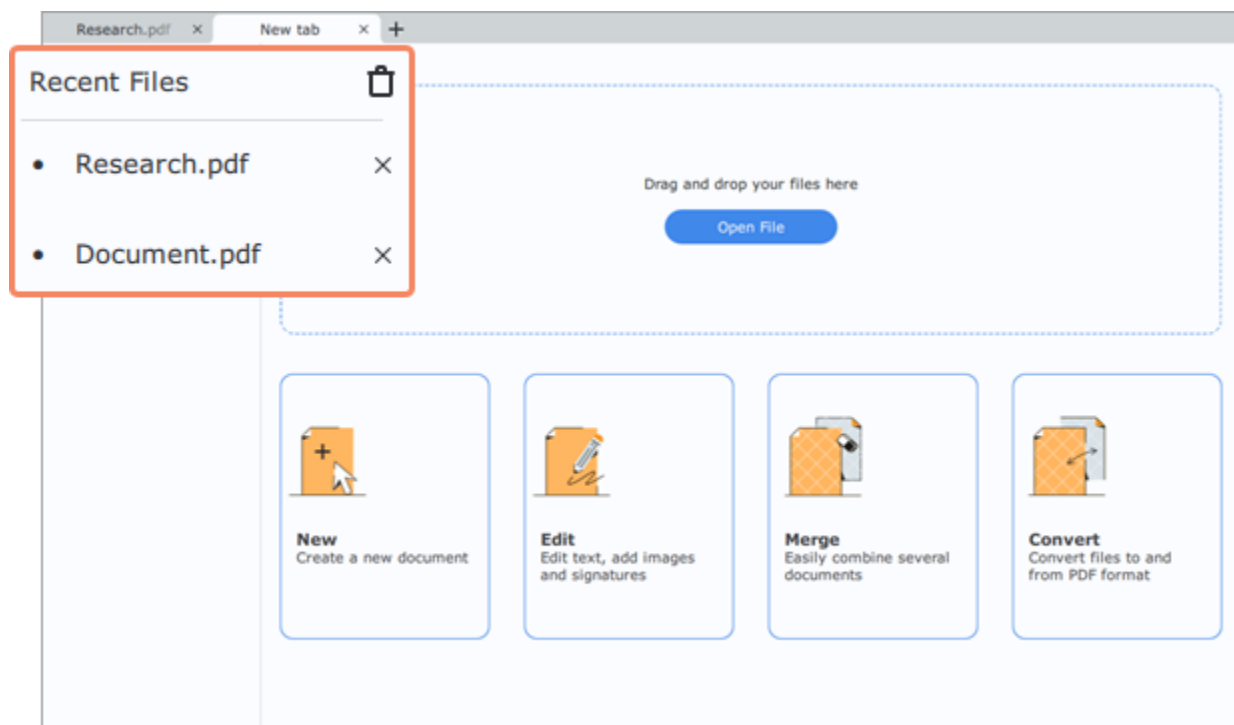
### Browse

On the start screen, click the **Open File** button. A **Windows Explorer** dialog box will appear. There, choose the necessary file and click **Open**. Or drag and drop a document onto **PDFChef** window.



### Recent files

On the left-hand side of the start screen, you can see the recently opened files. Click on a file name to open the file.

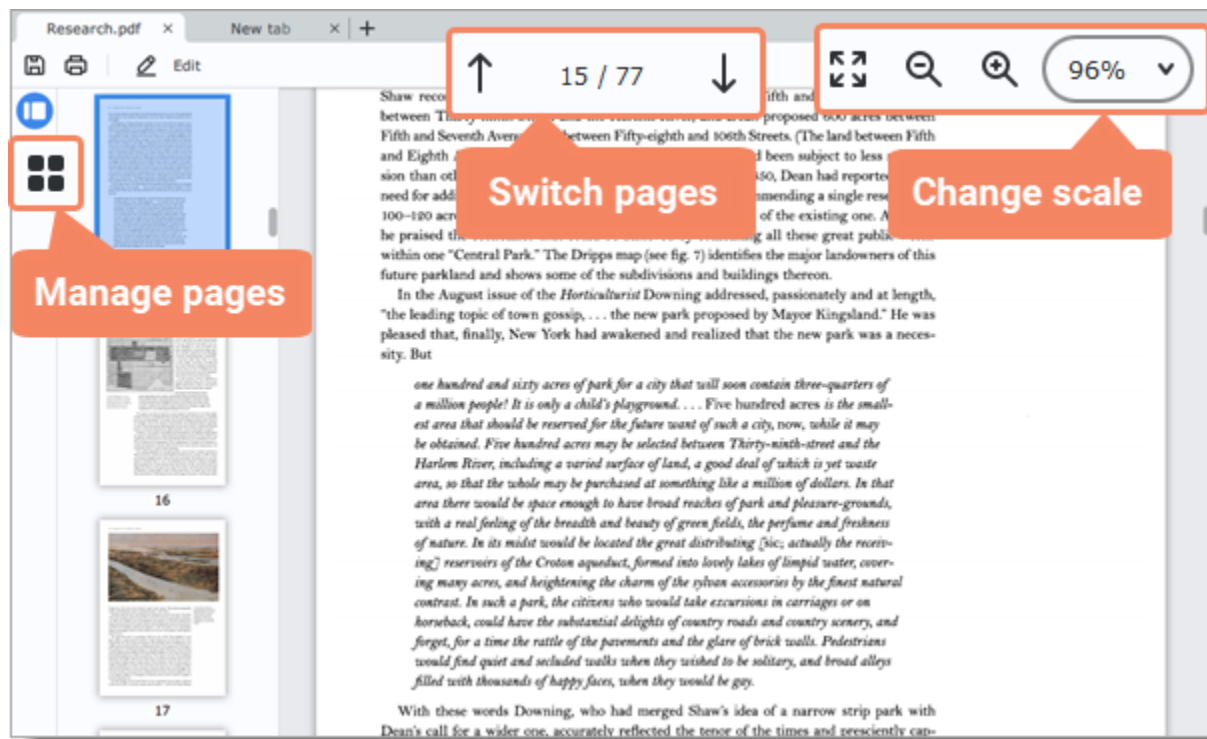


### File menu

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






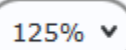
## Navigation

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


## Zoom


When you open a document, it will be fitted to width. 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**.

 Go to full screen view

 125% Change scale

 Zoom out

 Zoom in

 Search

## Full screen view

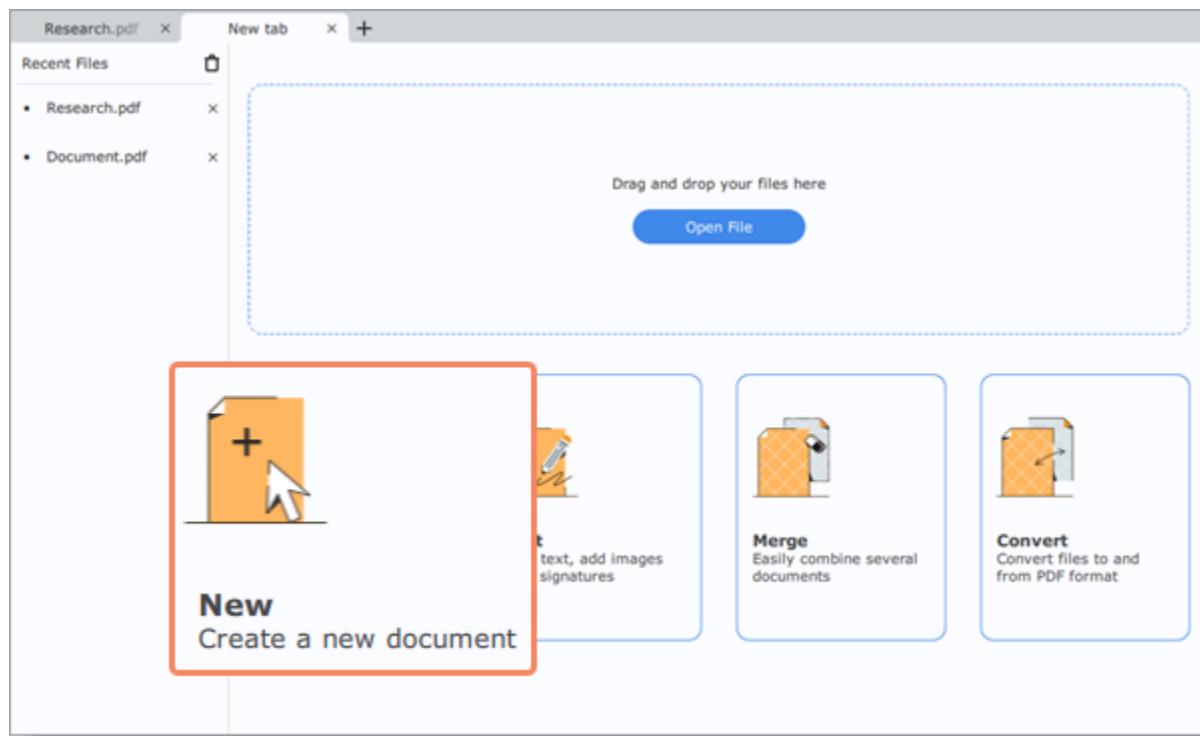
When viewing documents in full screen, use the buttons on the top panel to rotate pages, navigate through document and exit the full screen mode.



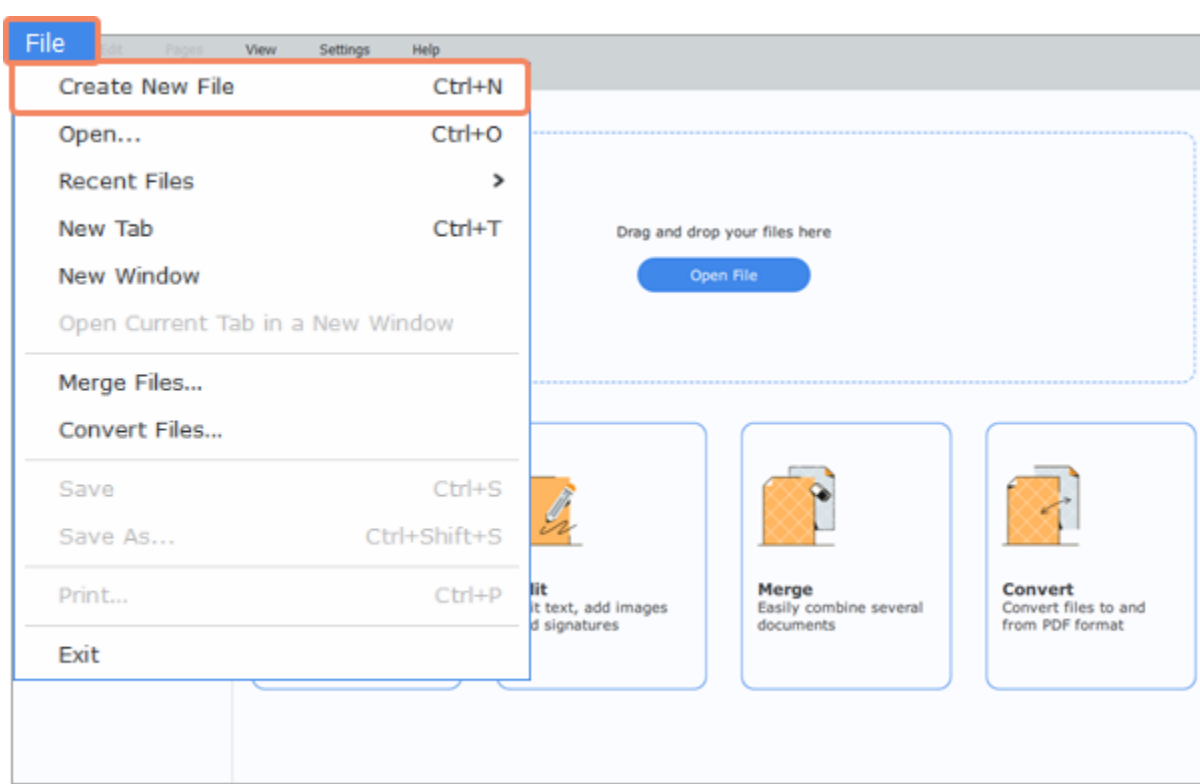
PDFChef by Movavi

## Creating new file

To create a new file, click the **New** button on the start page.



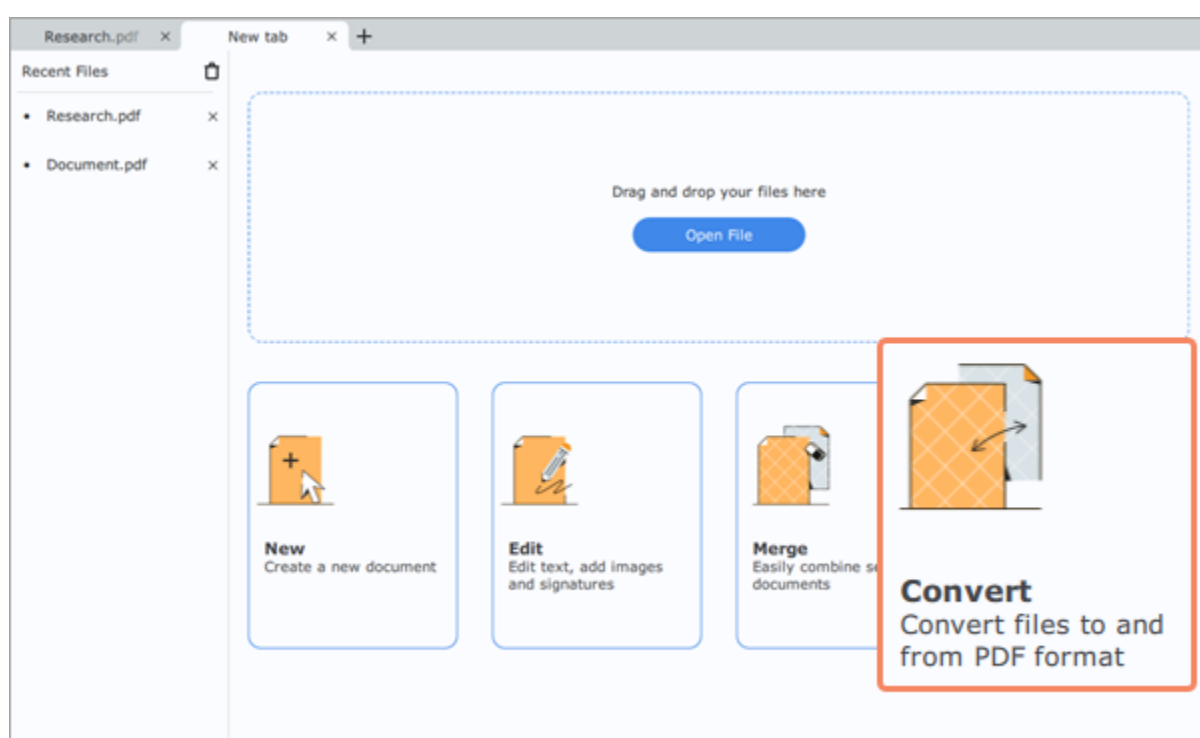
You can also create a new file by choosing **Create New File** from the **File** menu.



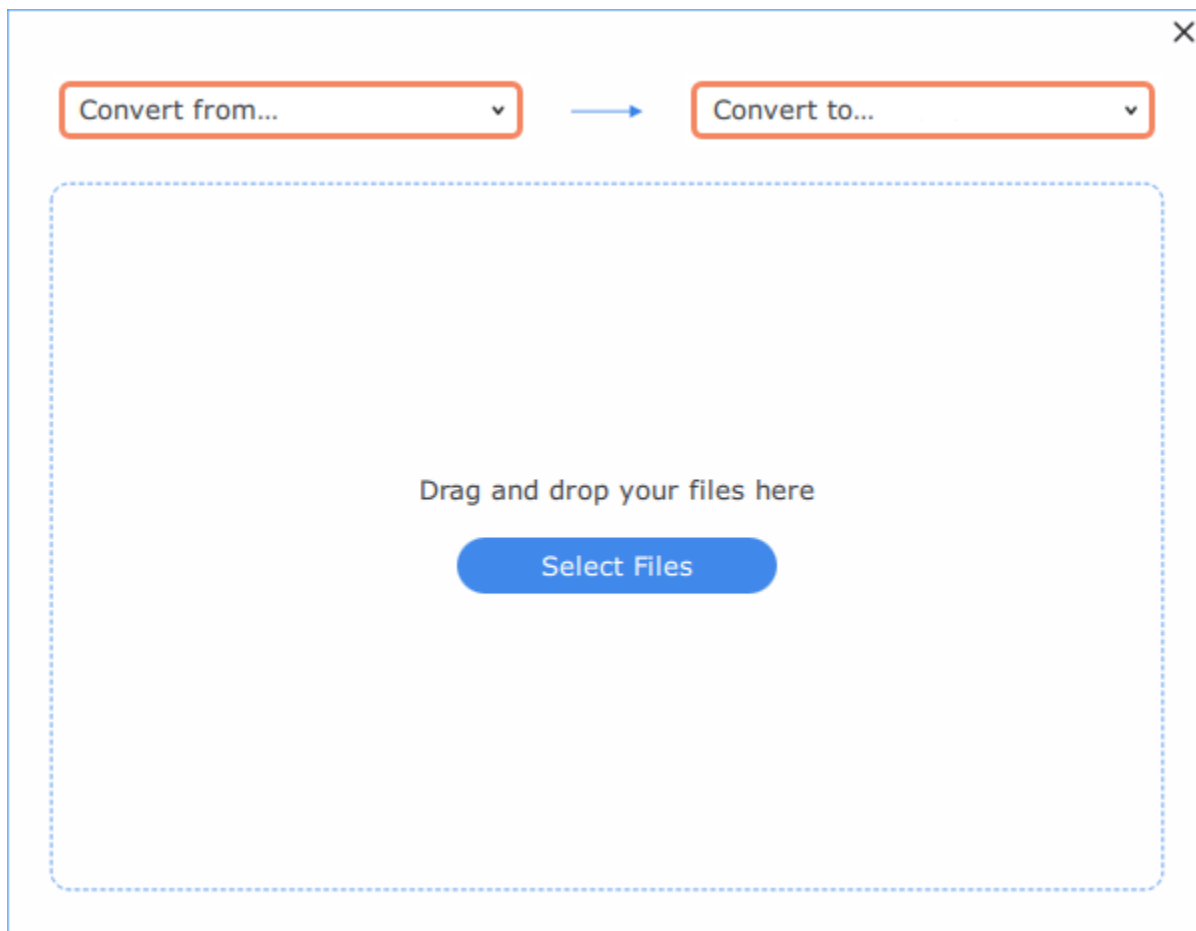
PDFChef by Movavi

## Converting files

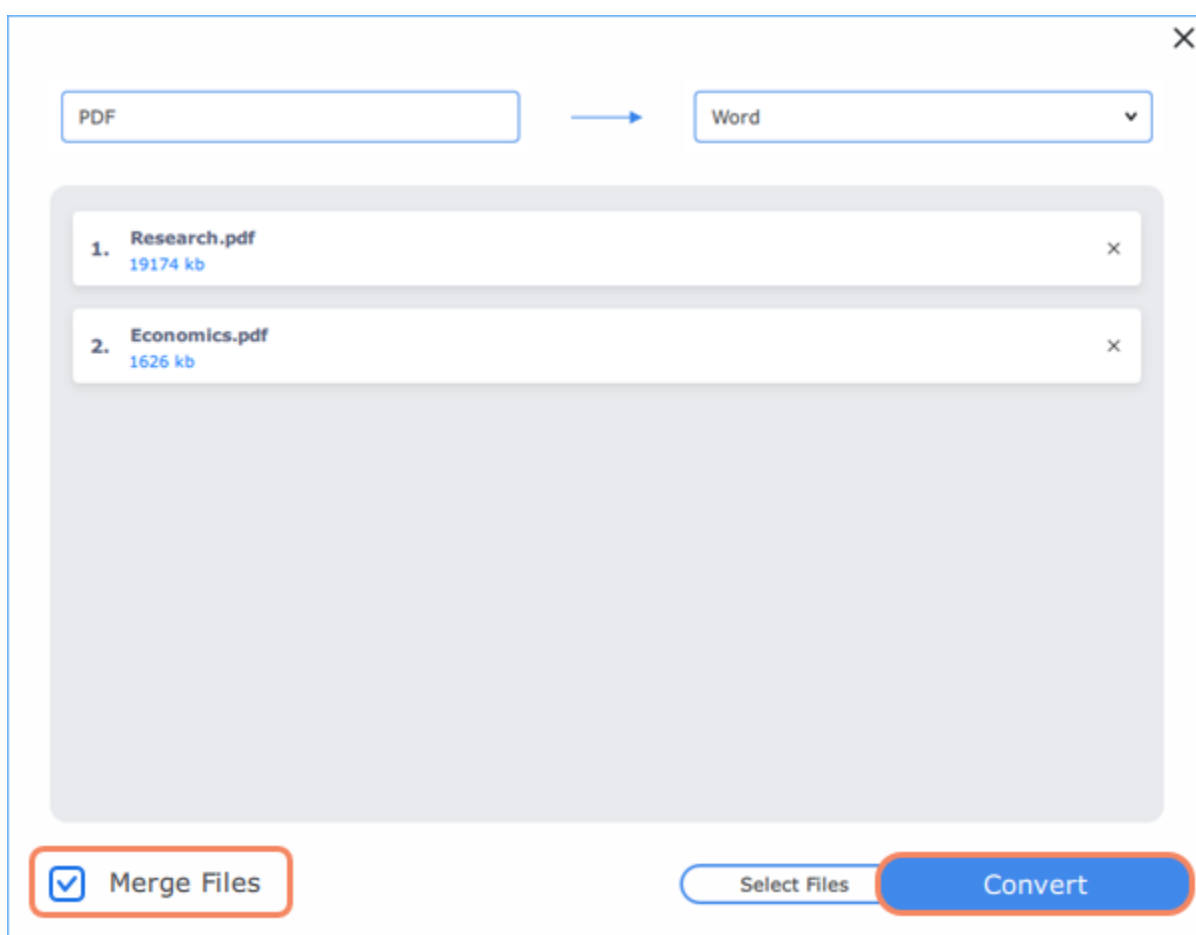
1. Click the **Convert** button on the start page.



2. Select the input and output formats. Then add your files by clicking the **Select Files** button or simply dragging them onto the conversion window.



3. If you want to combine several files, select the **Merge Files** option.
4. Click **Convert**.
5. In the Windows Explorer window, select a folder where the file will be saved.

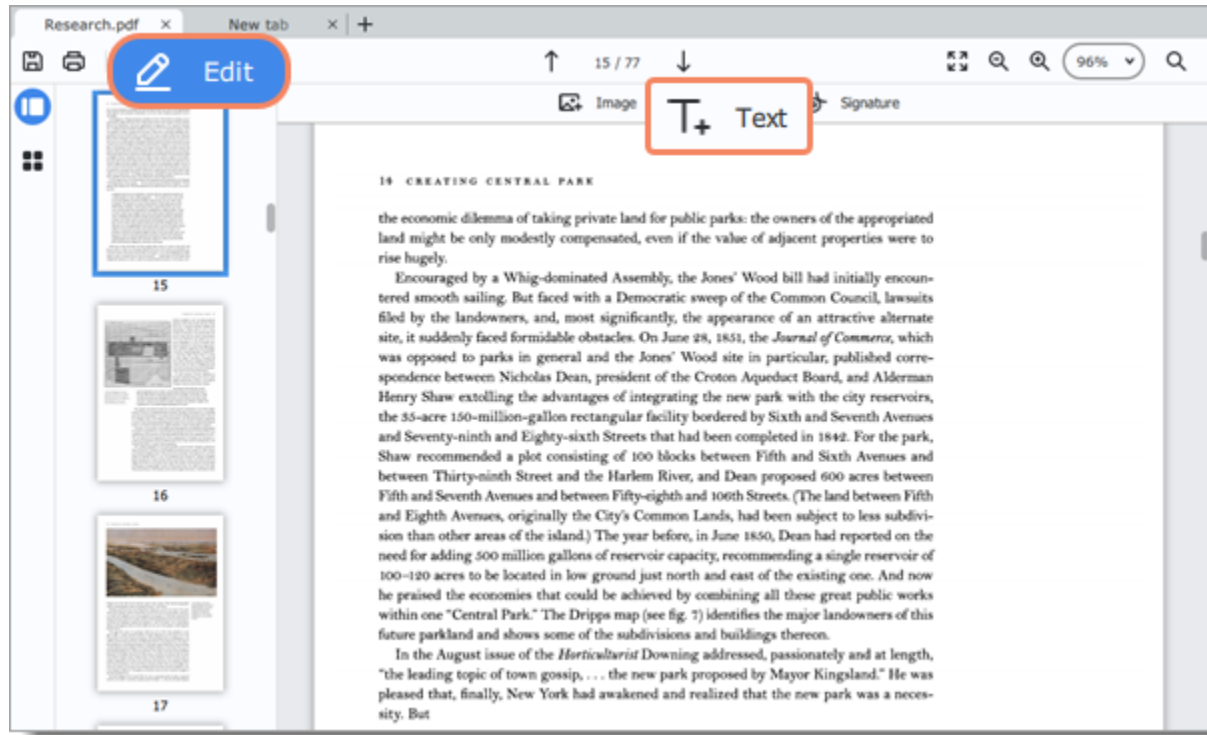


6. You will see a notification once the conversion is finished. Click the **Open** button to view the converted documents in **PDFChef**. If you are converting to an unsupported format, click the **Show in Folder** button to open the folder with the converted files.
- PDFChef by Movavi

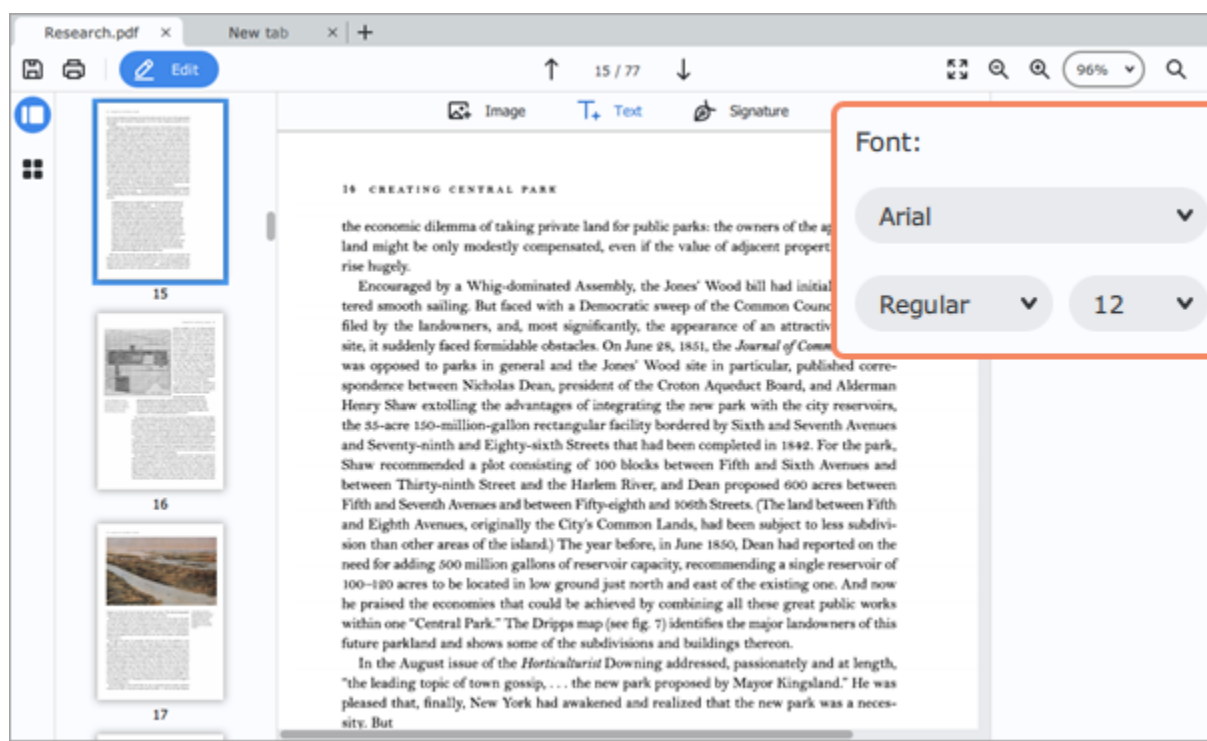
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## Adding text

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



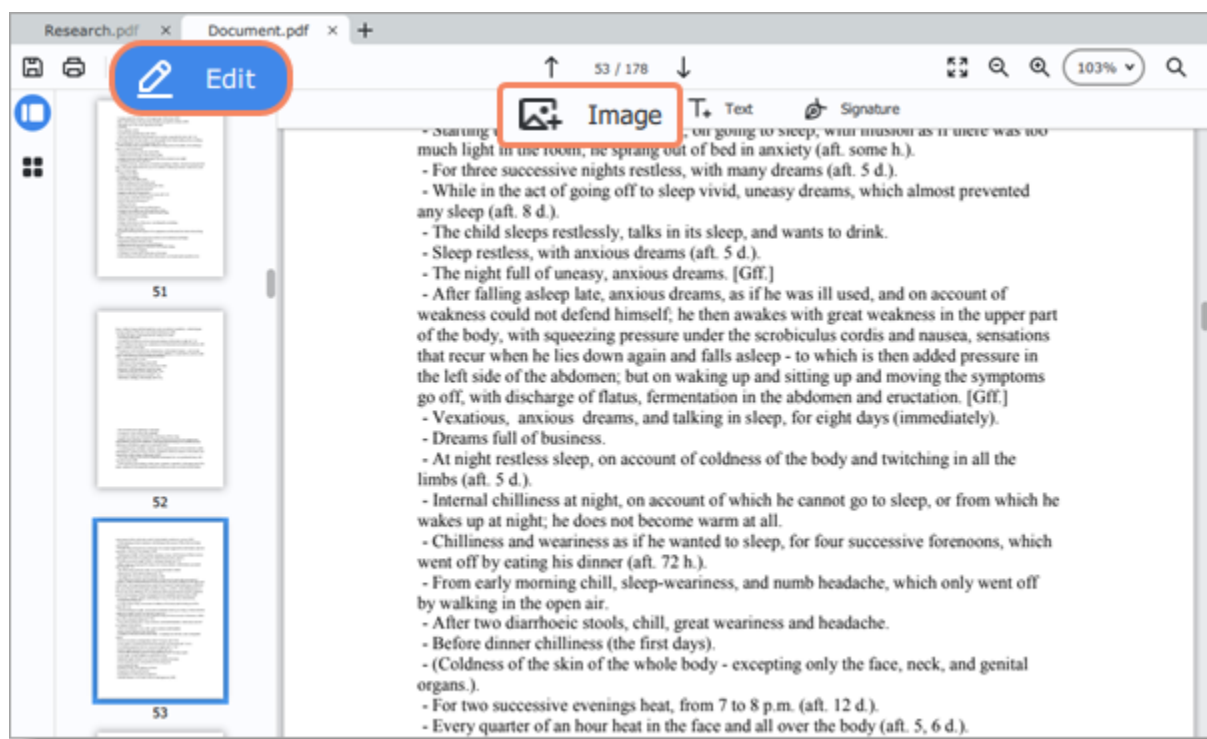
2. Set the font, style and size on the right-hand panel. Double-click a place in the text and type it in.



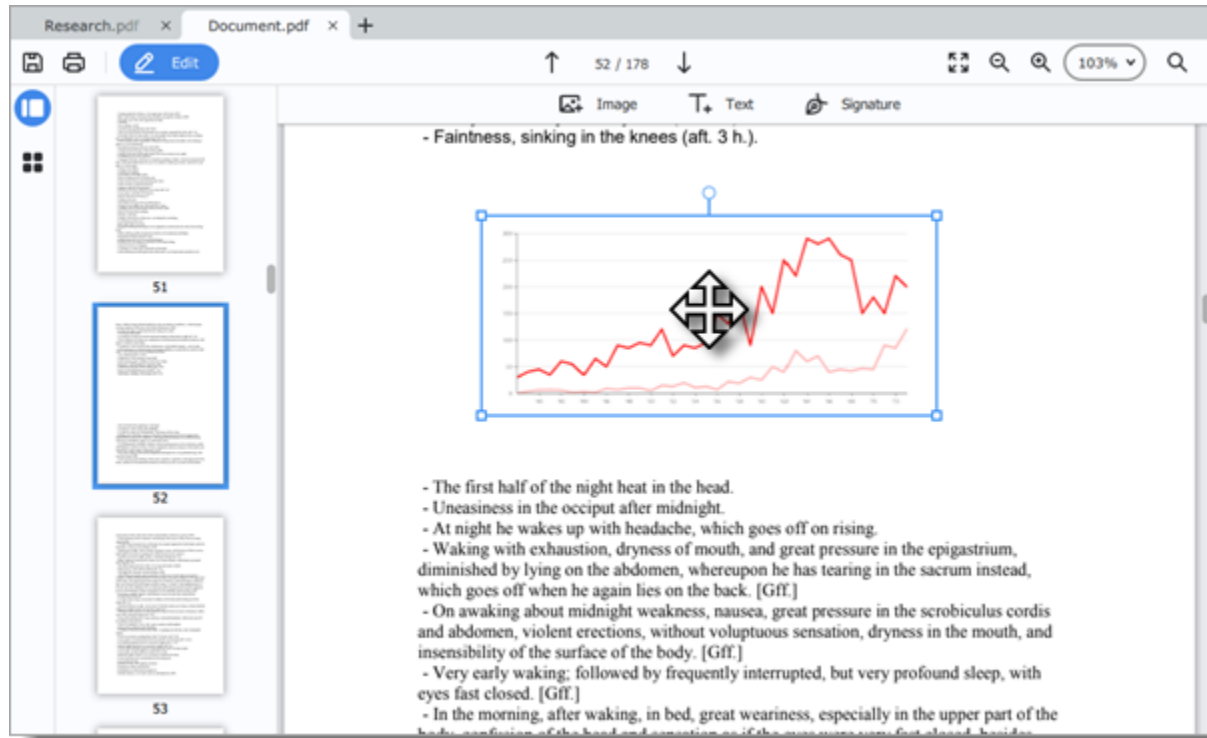
3. Click on an empty space in the document to save changes.  
PDFChef by Movavi

## Adding images

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



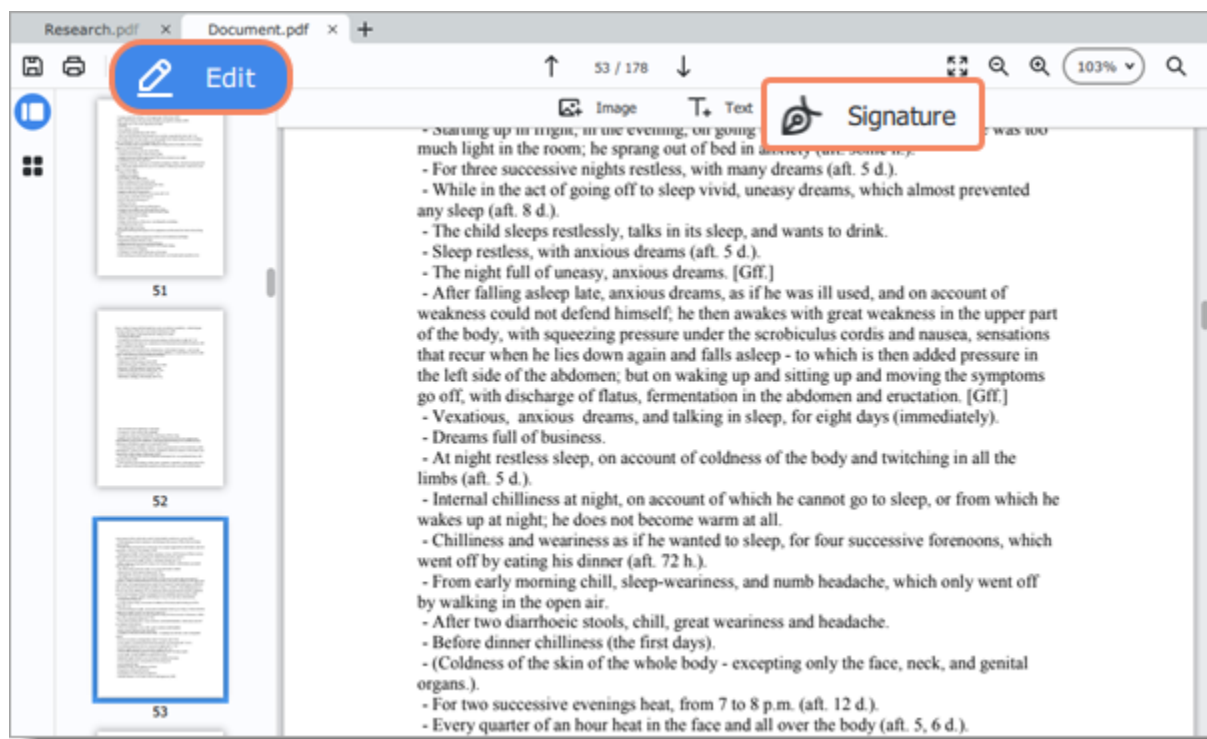
2. Select the image you want to add and click **Open**.  
3. Drag the image and place it where you need it.



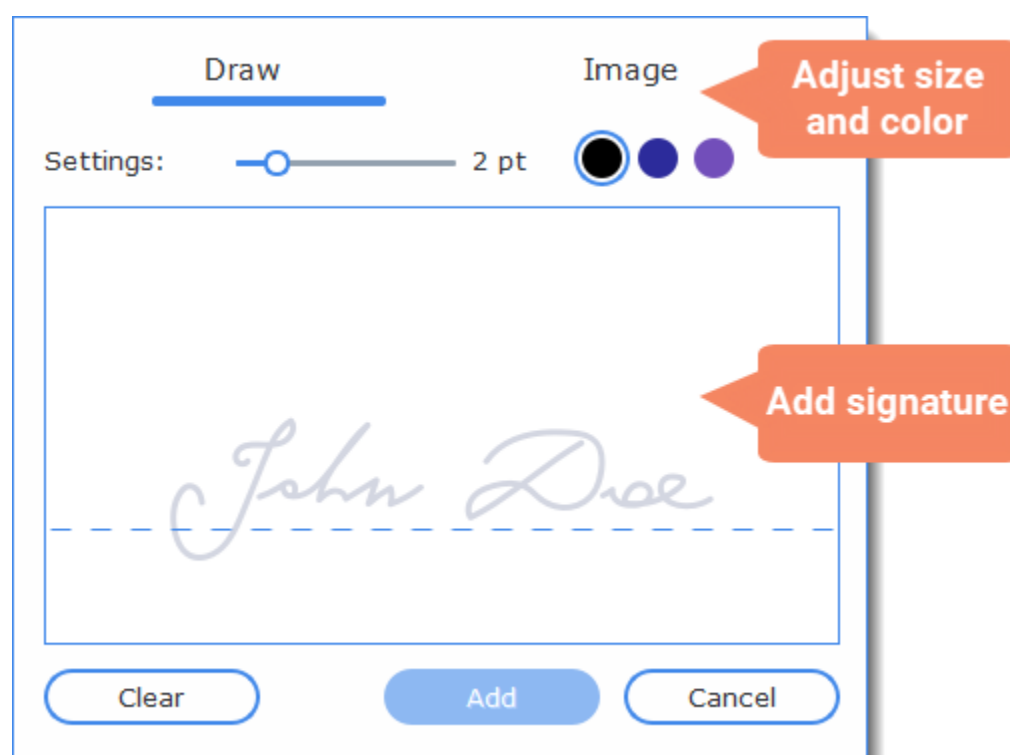
PDFChef by Movavi

## Adding signatures

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



2. Draw your signature in the opened window and click **Add**.



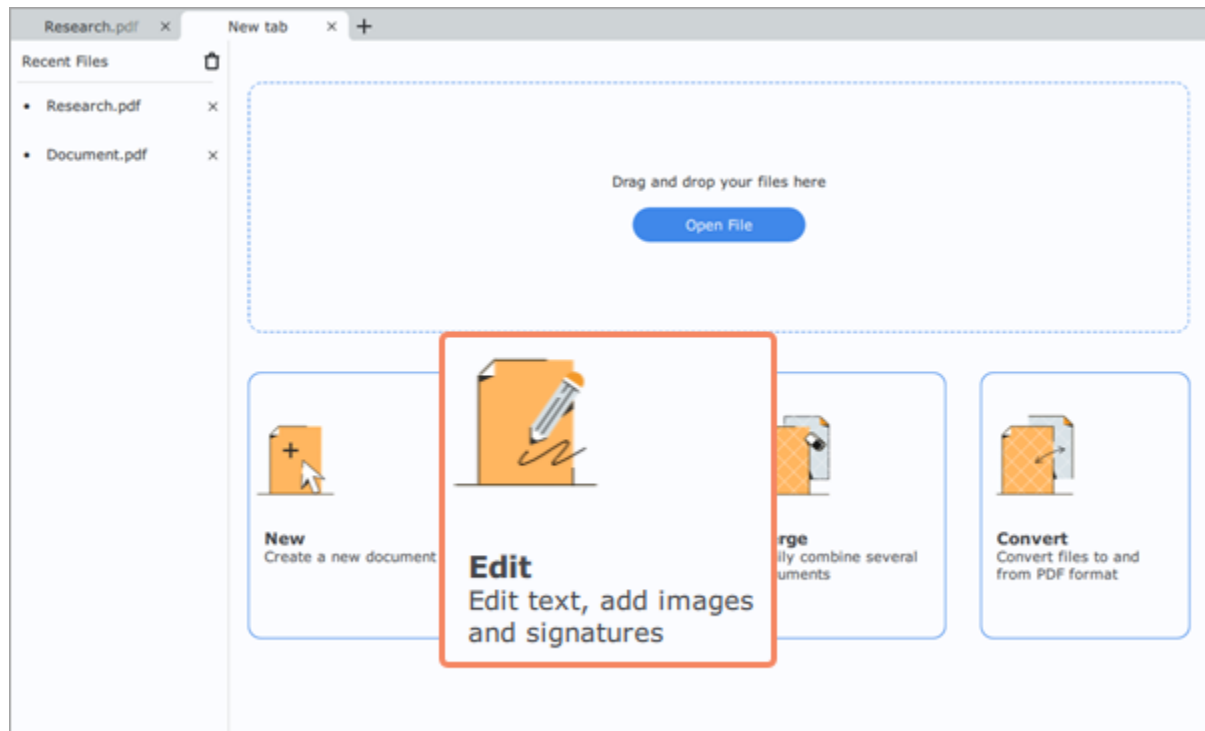
3. Move the signature where you want it and save the document.

[More on saving files](#)

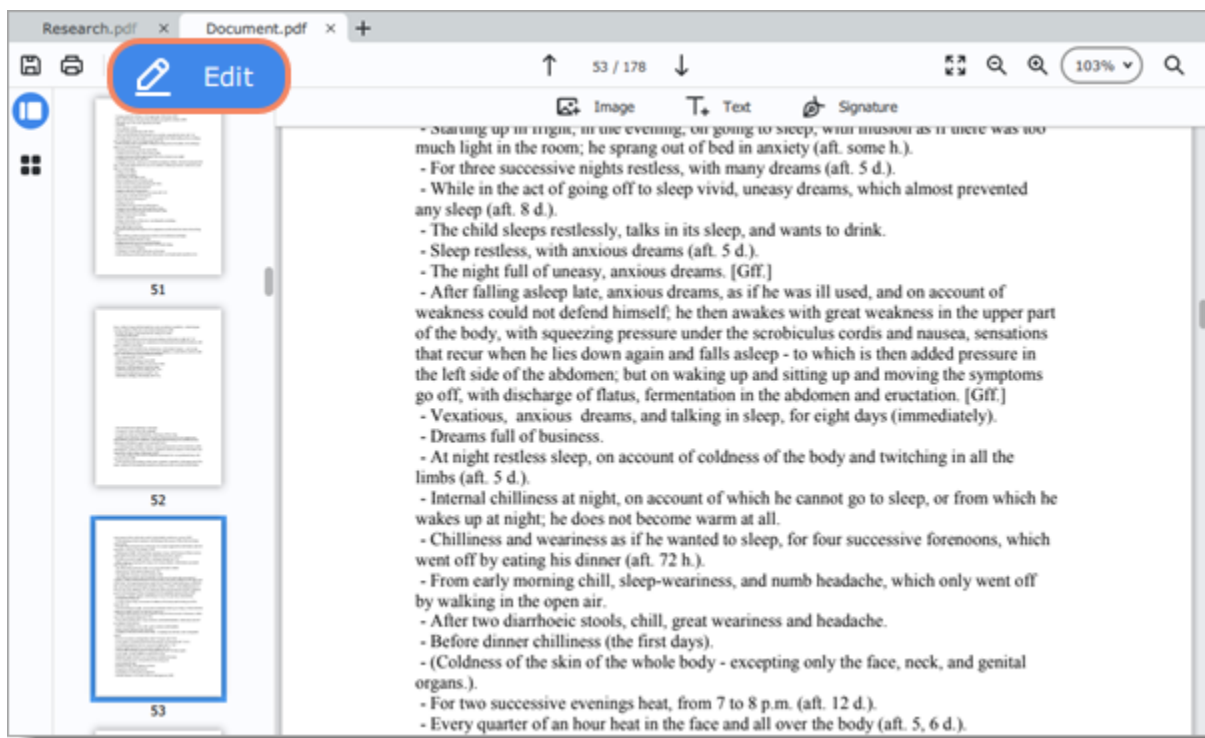
PDFChef by Movavi

# Editing

1. To open a document and start editing it right away, click the **Edit** button on the start page.

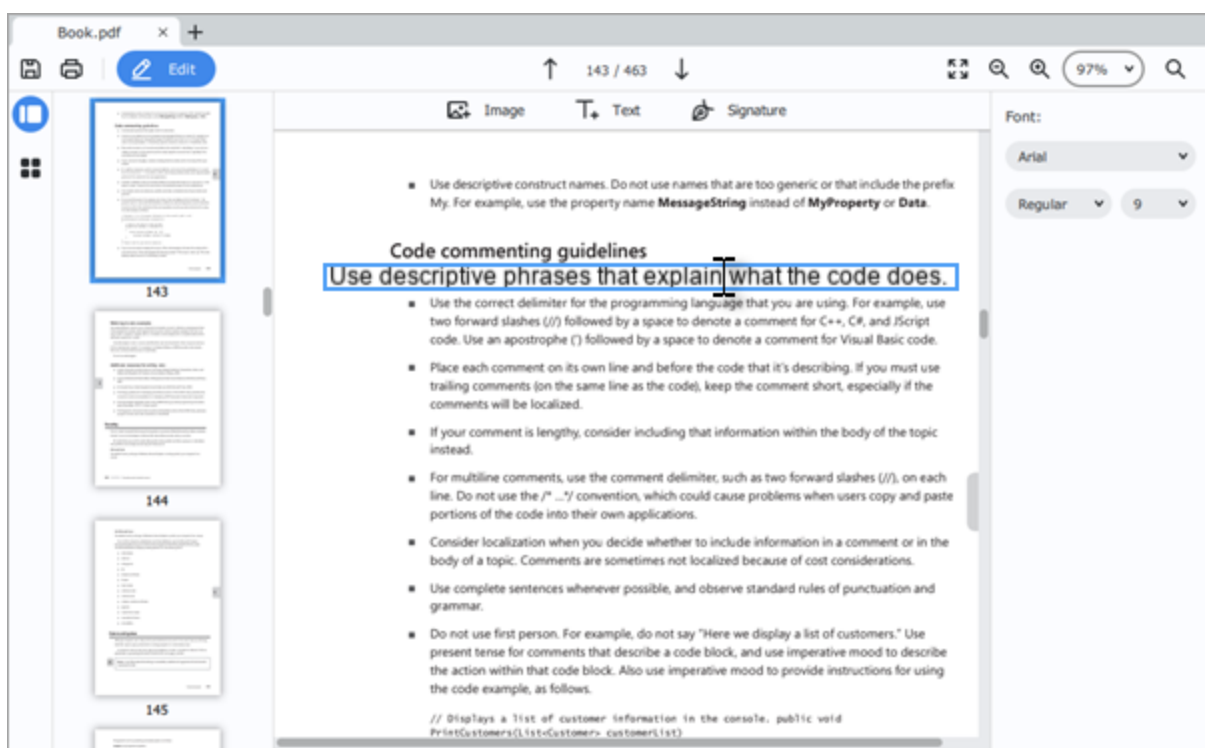


2. If you have already opened a document, click the **Edit** button on the top left corner of the window.

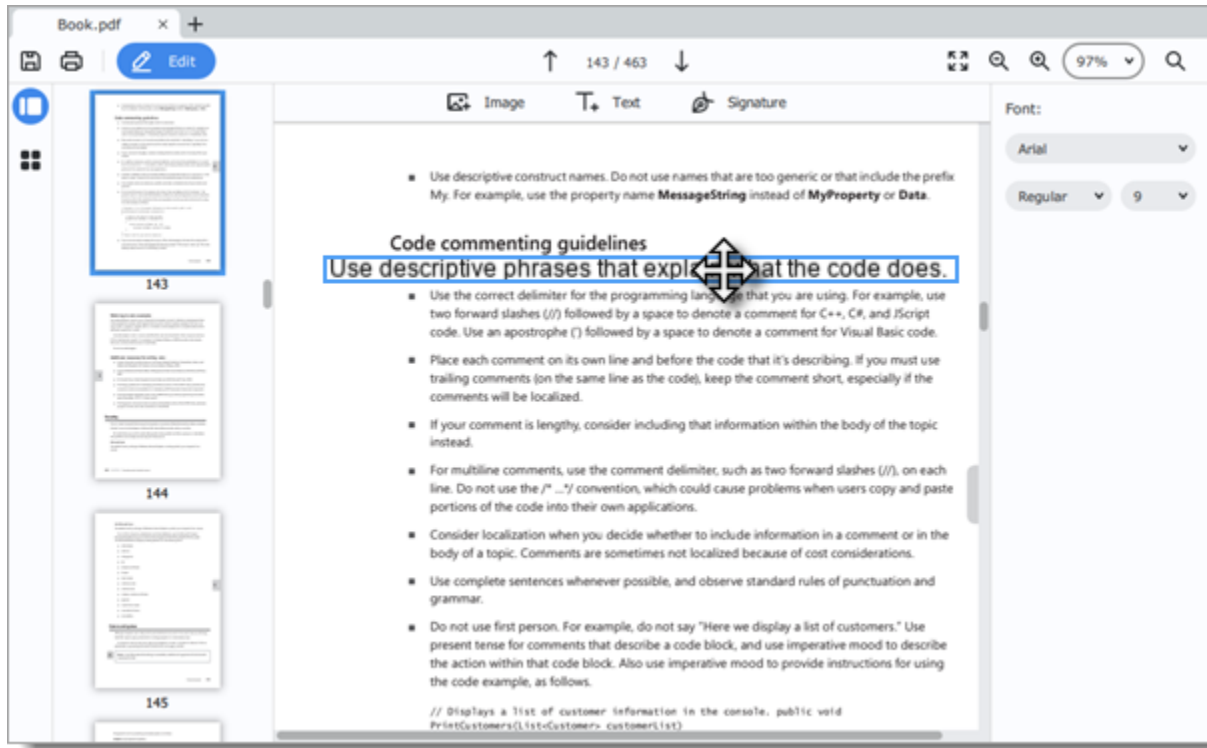


## Text

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

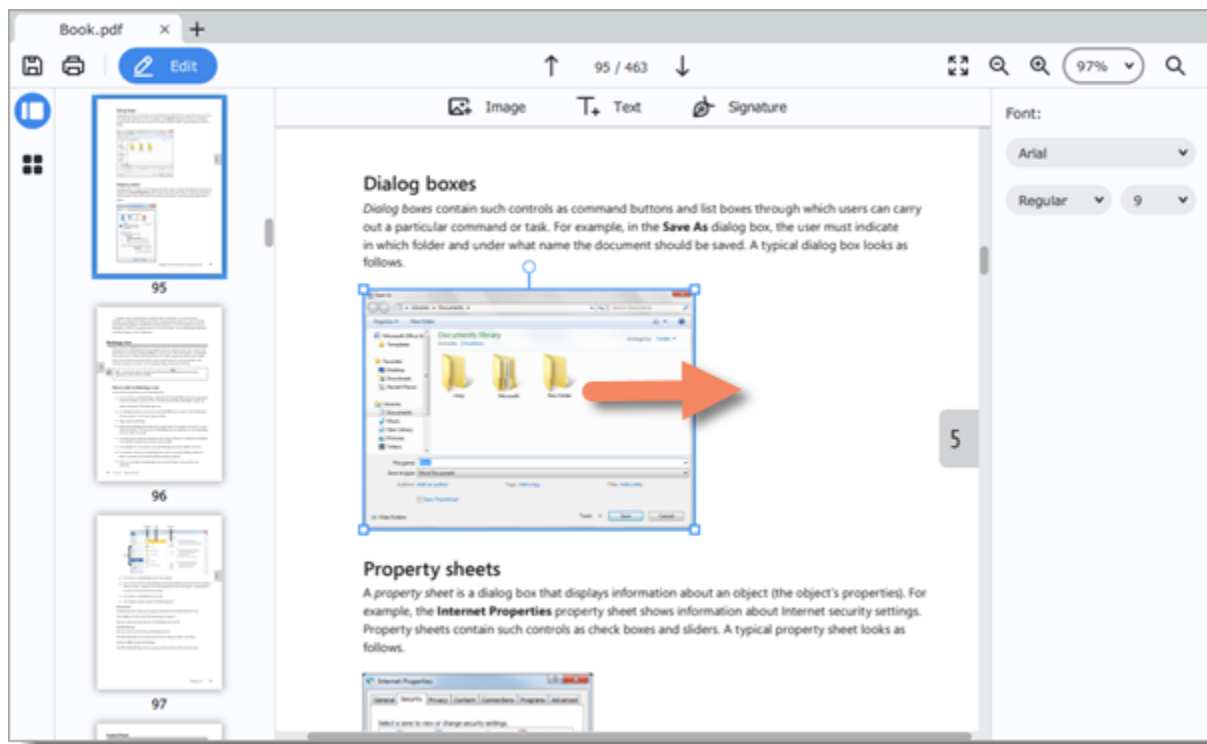


To change the position of the line, drag it to the new position.

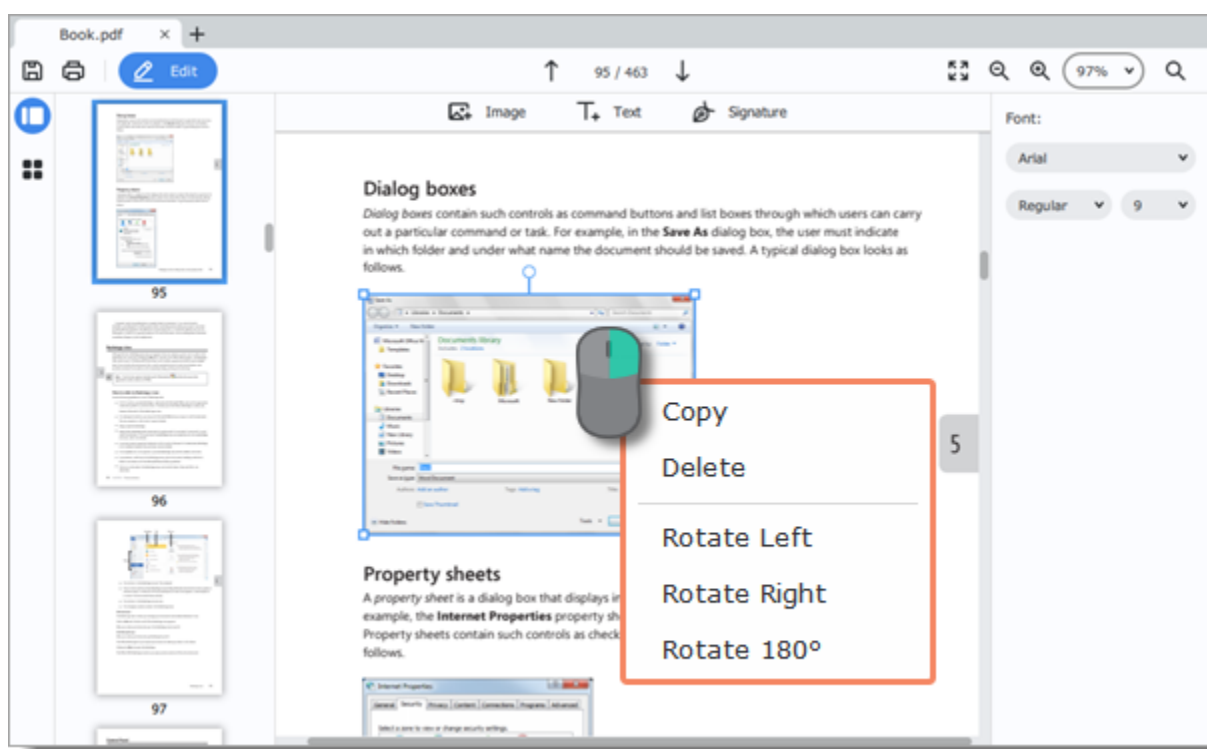


## Images

Click to select the image and then drag it where you need.

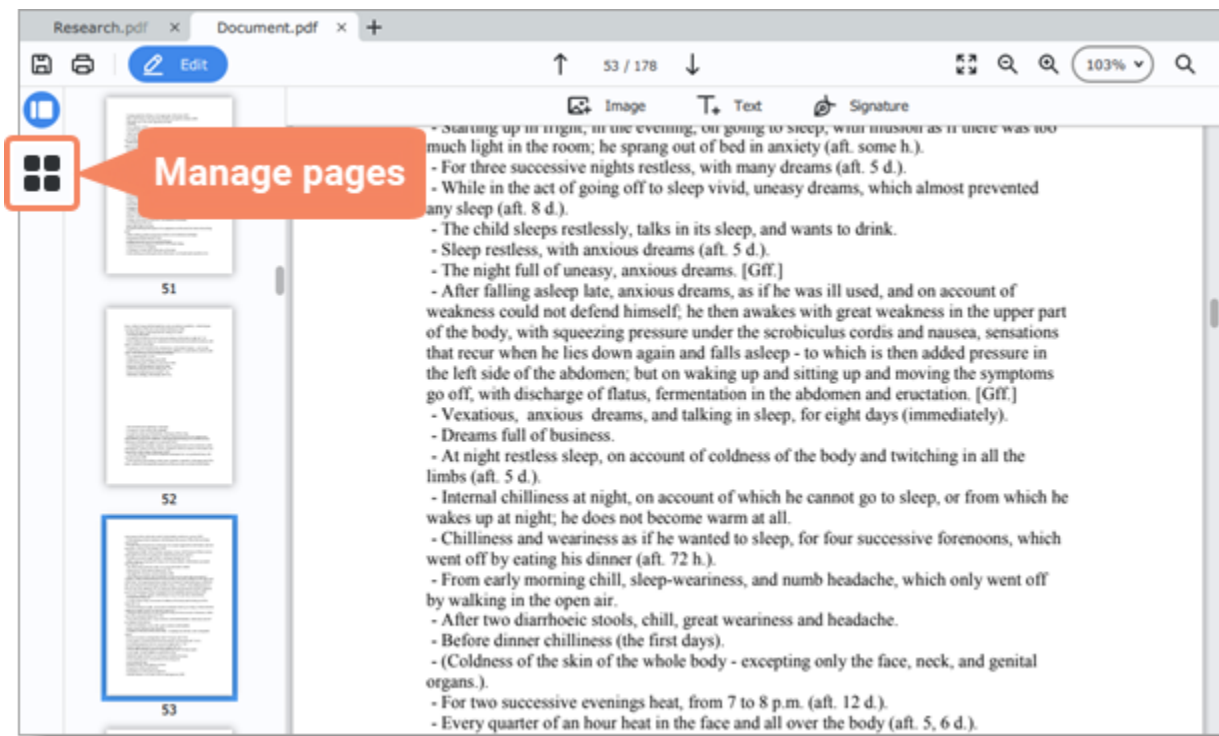


To rotate or delete the object, right-click on it and choose one of the options from the pop-up menu.

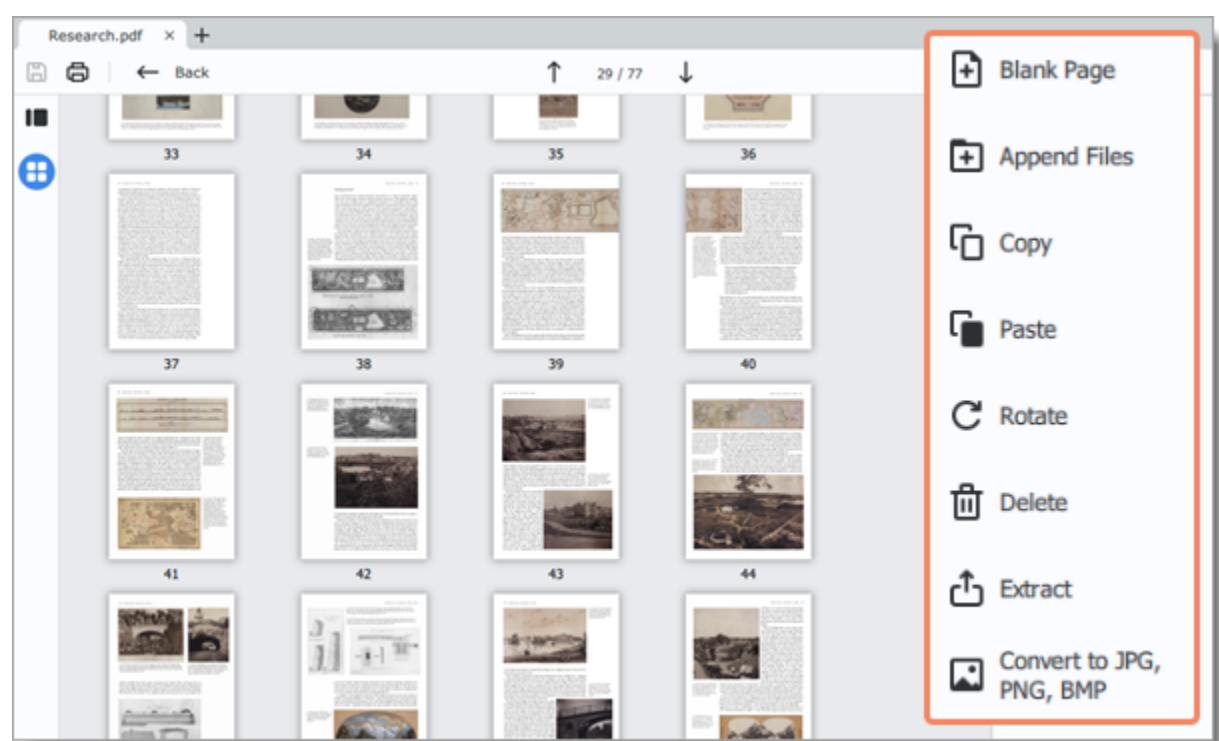


## Managing pages

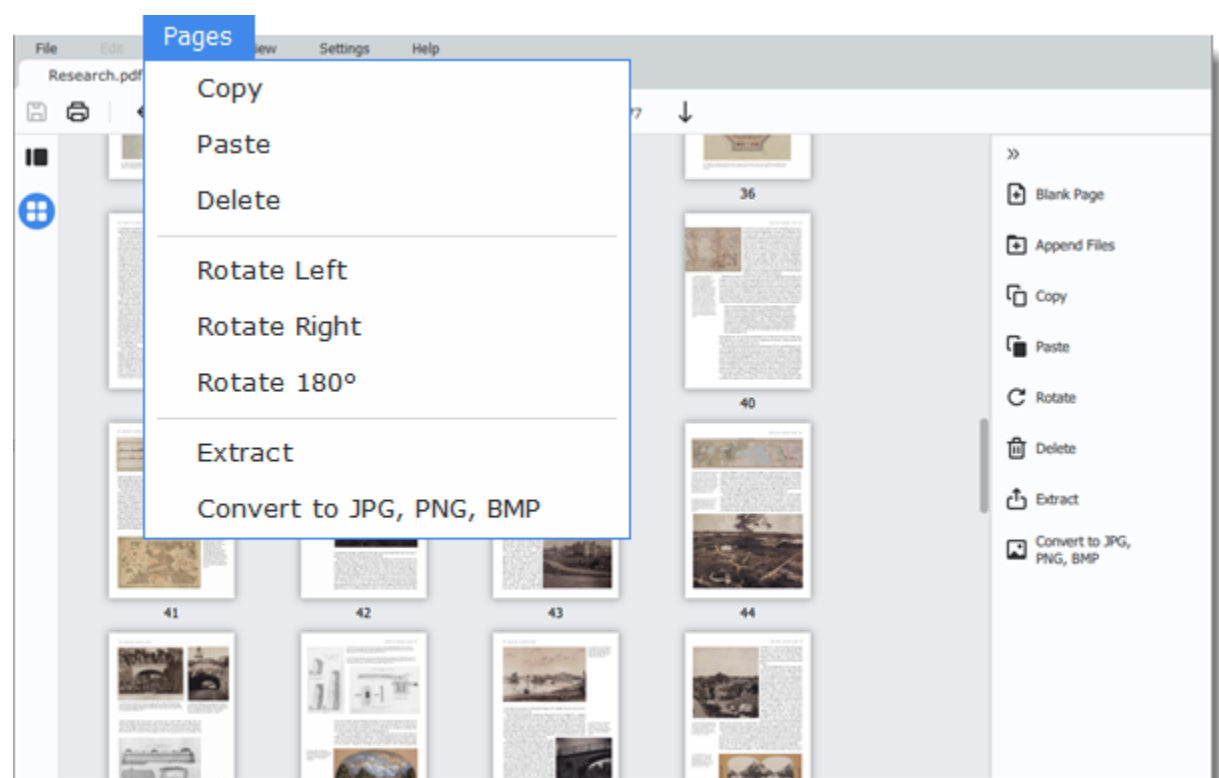
To switch to page managing mode, click the **Manage Pages** button on the top left corner of the window.



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



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



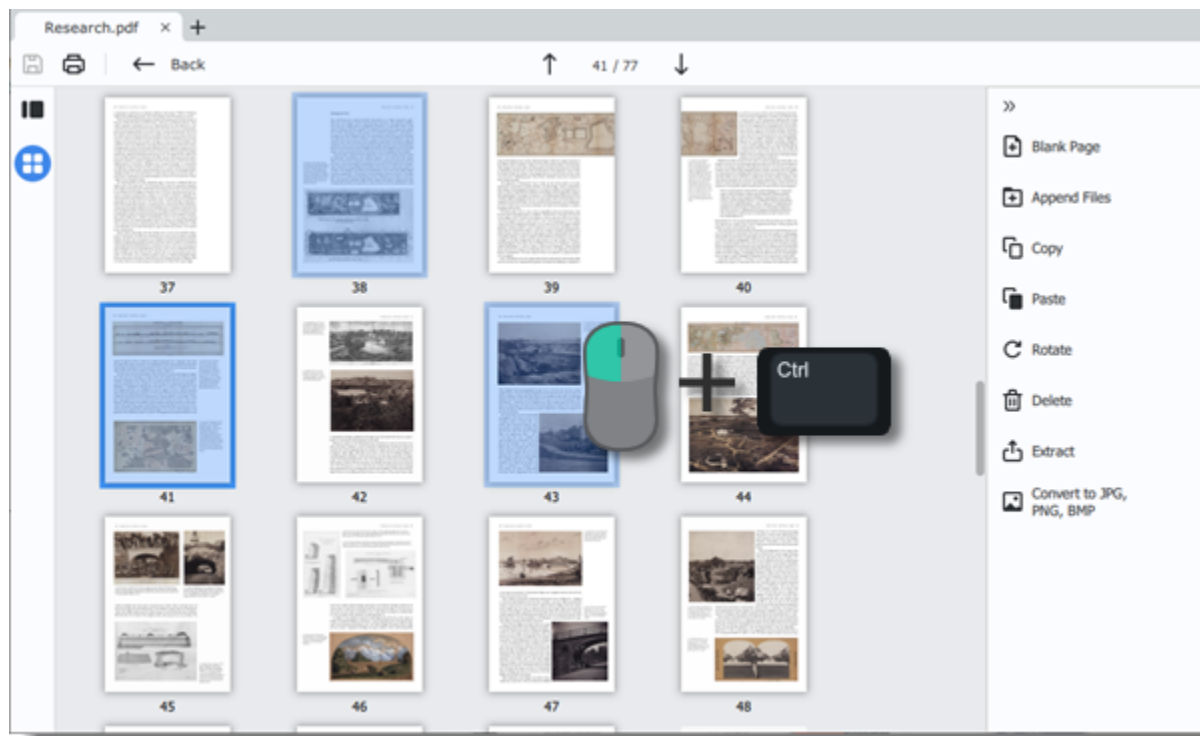
Learn more: [Organizing pages](#) | [Rotating pages](#) | [Deleting pages](#) | [Extracting pages](#) | [Saving pages as images](#)

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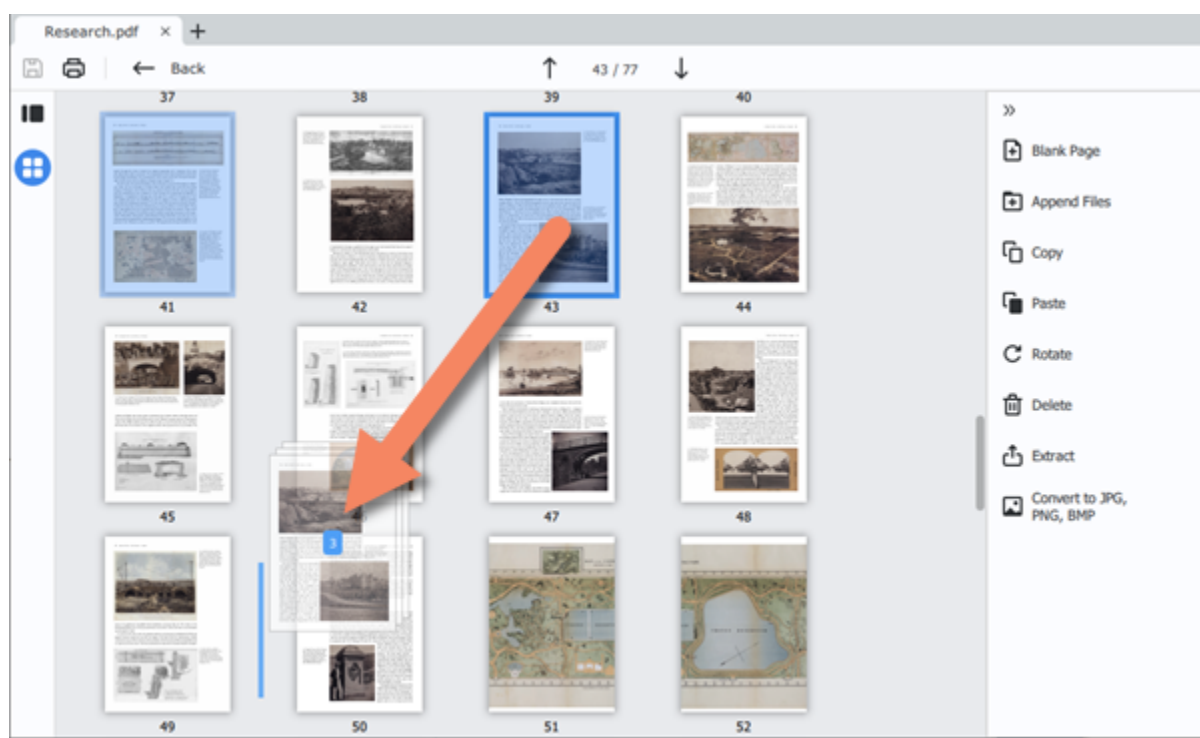
## Organizing pages

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**.





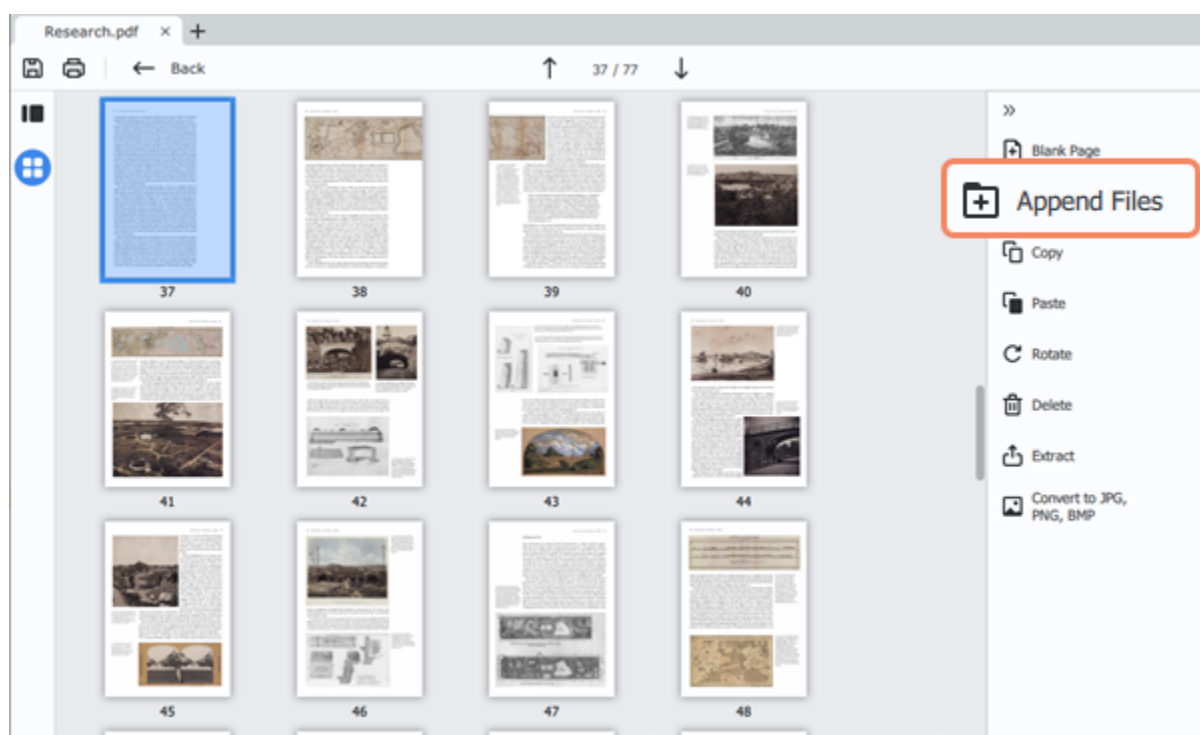
2. Drag the pages to the desired position.



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## Joining files

1. On the right-hand panel, click the **Append Files** button. A **Windows Explorer** window will open.



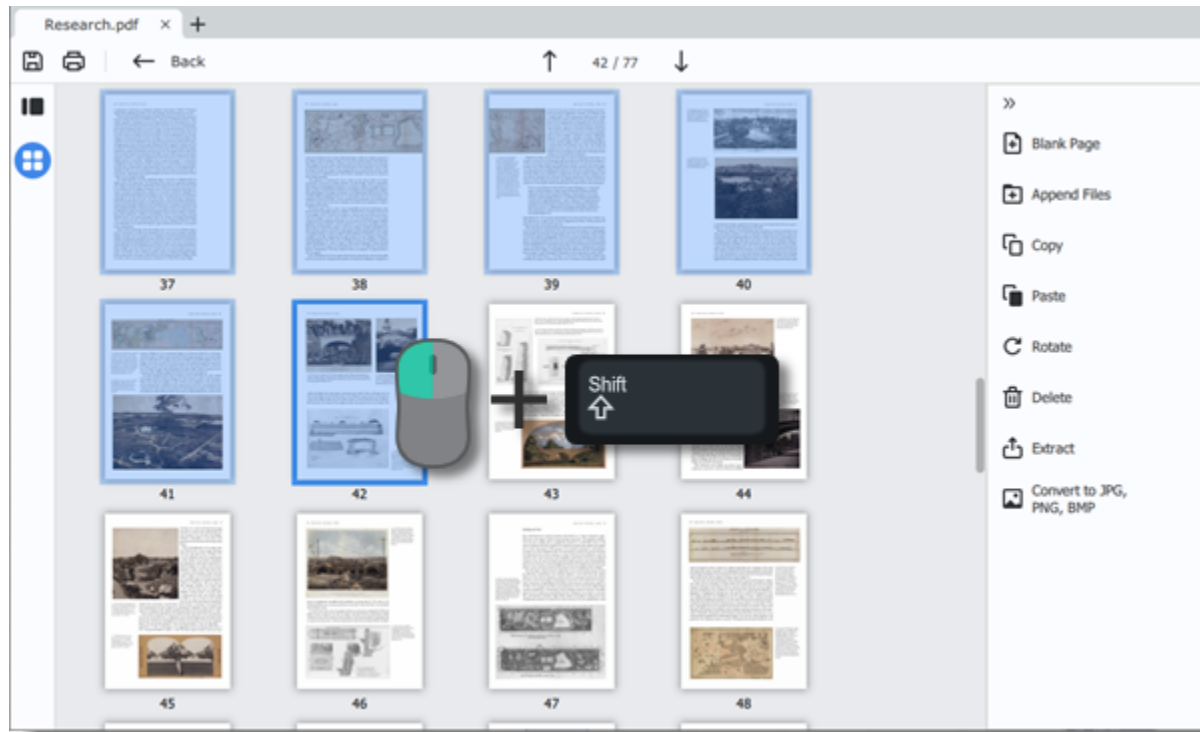
2. Choose the file you want to append and click **Open**.

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.

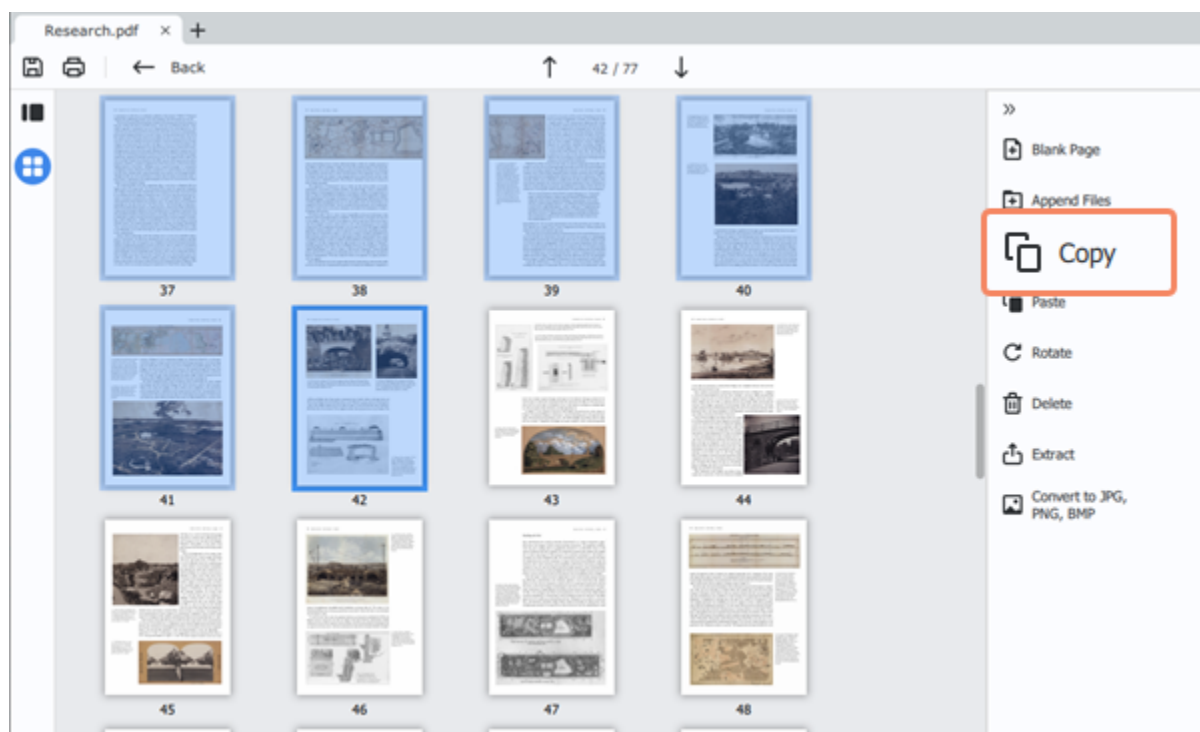
[Learn more](#)

## Copying and pasting pages

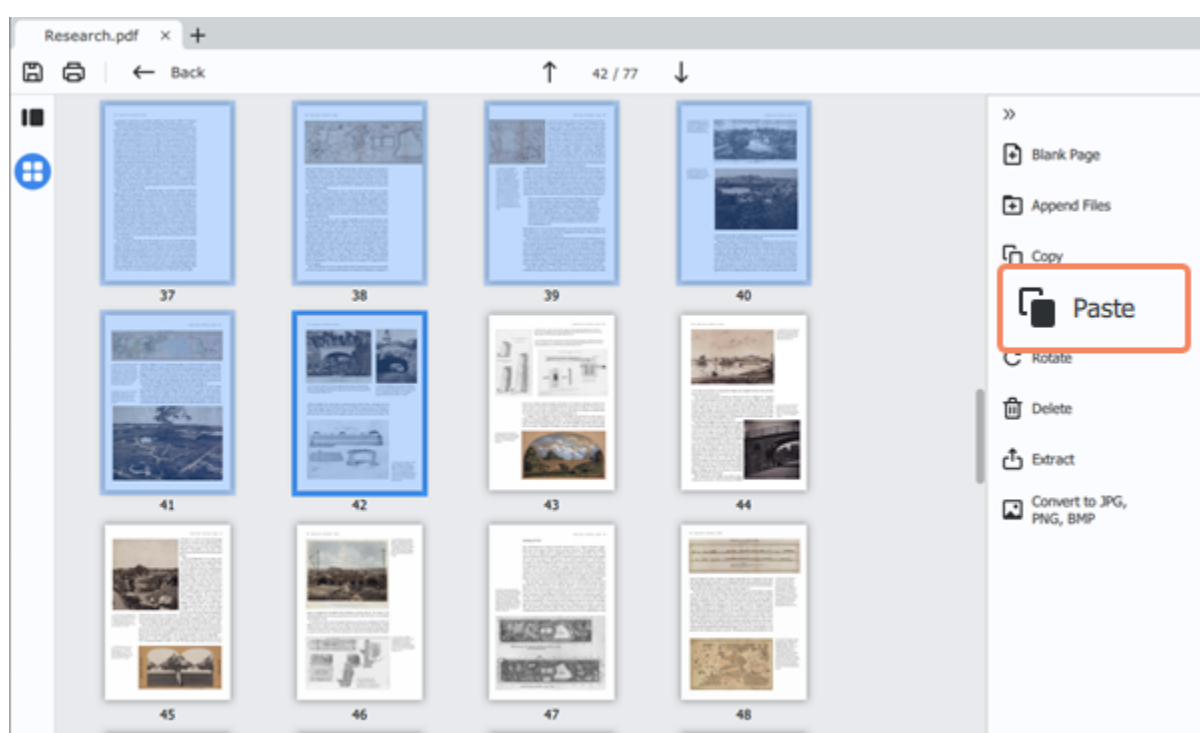
1. Select the page you want to copy. To select multiple pages, click on them while holding down **Ctrl** on your keyboard. To select multiple pages that are next to each other, click on the first and the last page while holding down **Shift**.



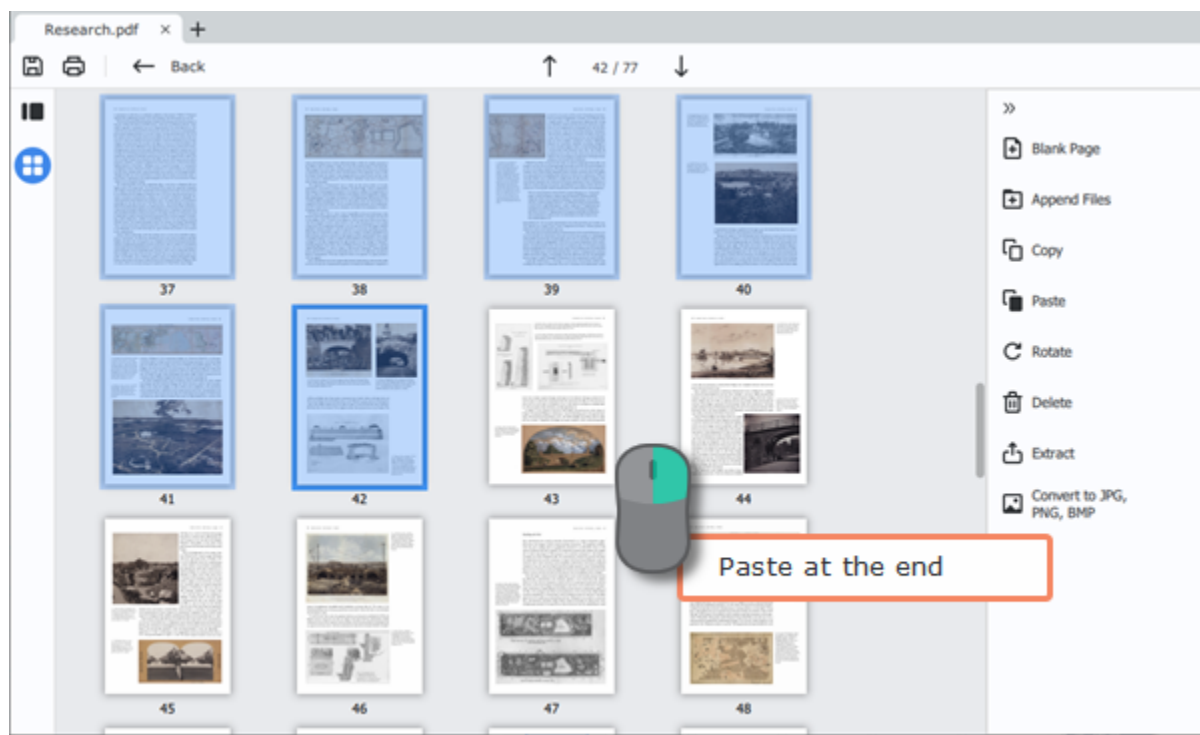
2. Choose **Copy** on the right-hand panel. You can also right-click on the page and select **Copy** from the context menu.



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.



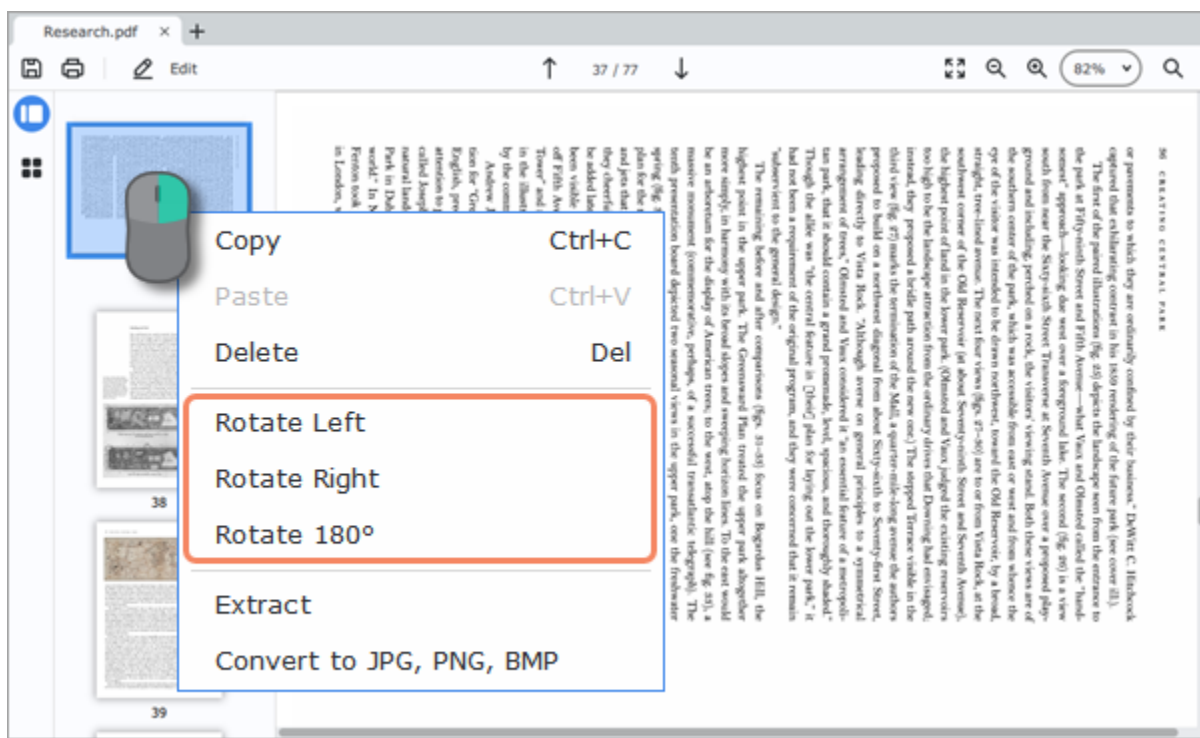
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## Rotating pages

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

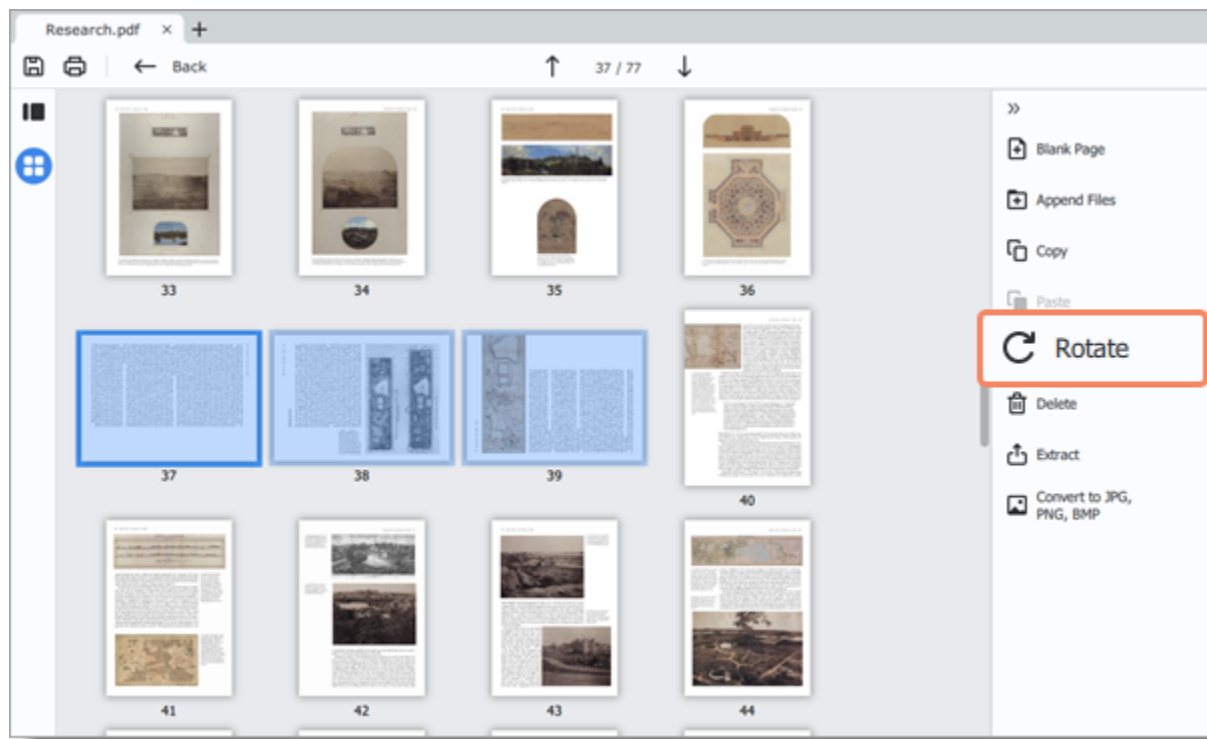
### In viewing mode

1. 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**.
2. Select one of the **Rotate** options from the context menu.



### In page managing mode

1. 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**.
2. 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.



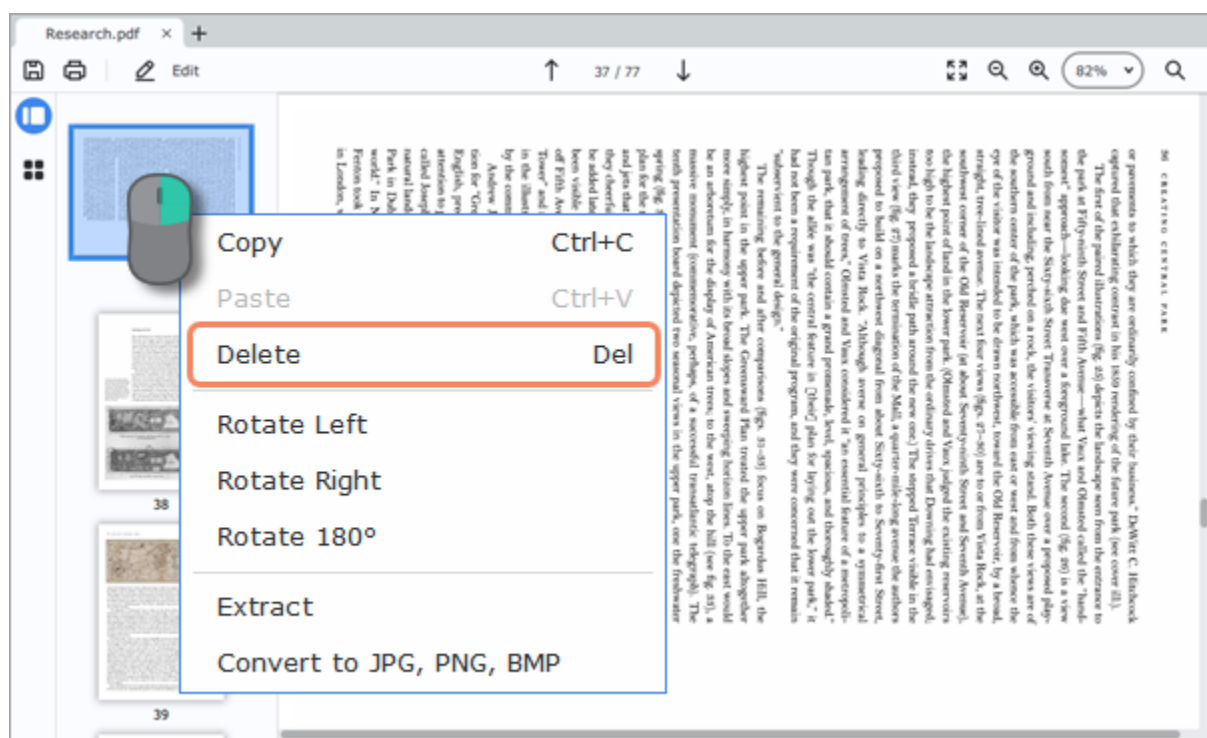
PDFChef by Movavi

## Deleting pages

There are several ways to delete a page in PDFChef.

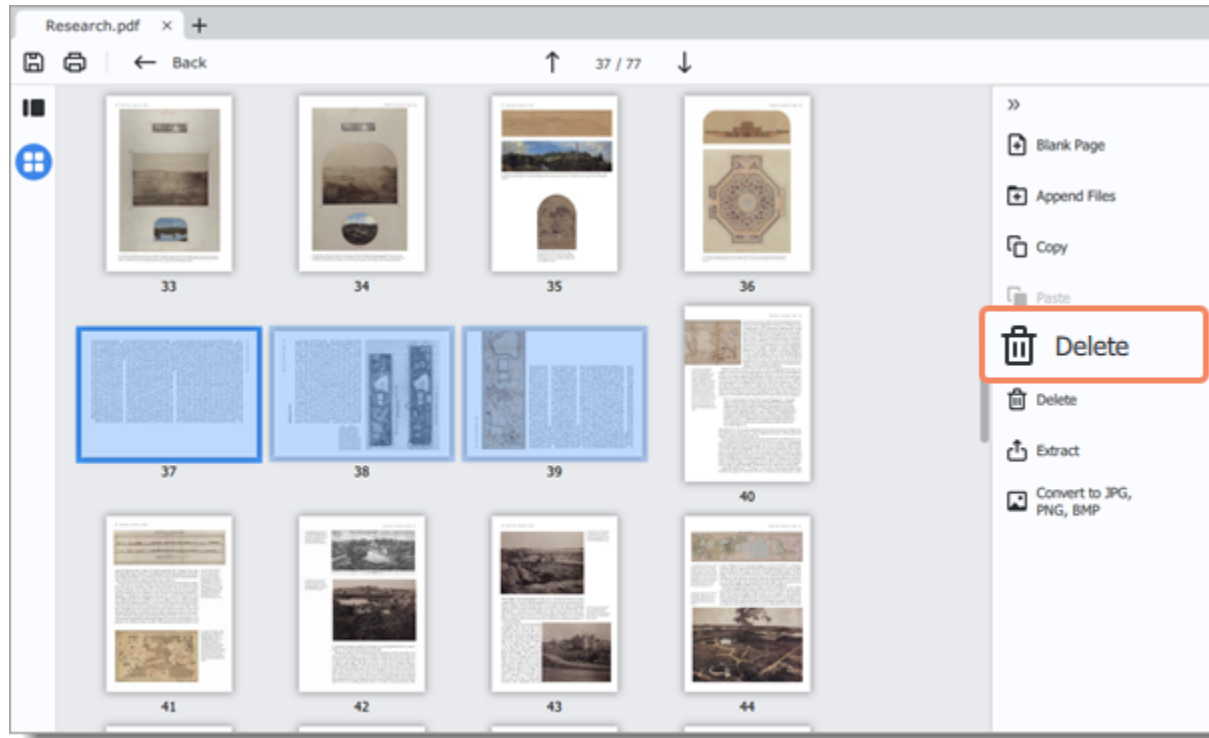
### In viewing mode

1. 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**.
2. Then select **Delete** from the context menu or press **Delete** on your keyboard.



### In page managing mode

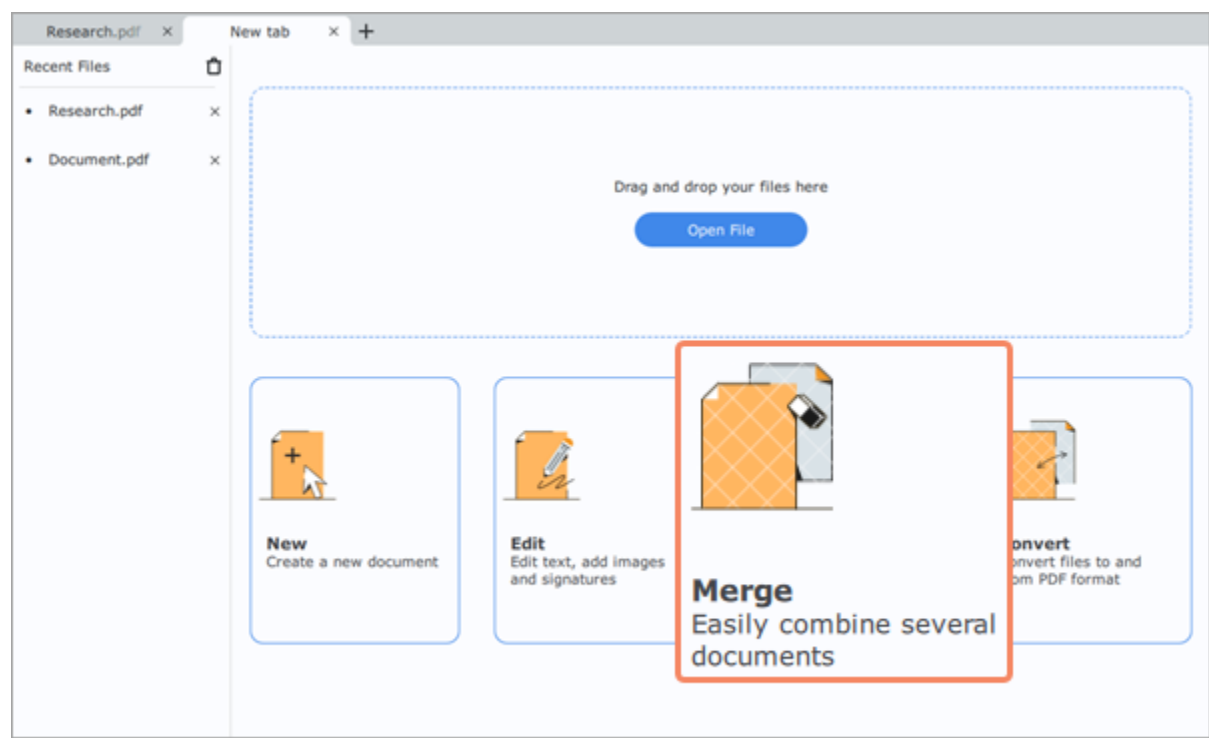
1. Right-click on the page you want to delete in preview panel. To select multiple pages, click on them while holding down **Ctrl** on your keyboard. To select multiple pages that are next to each other, click on the first page and the last one while holding down **Shift**.
2. Then choose **Delete**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



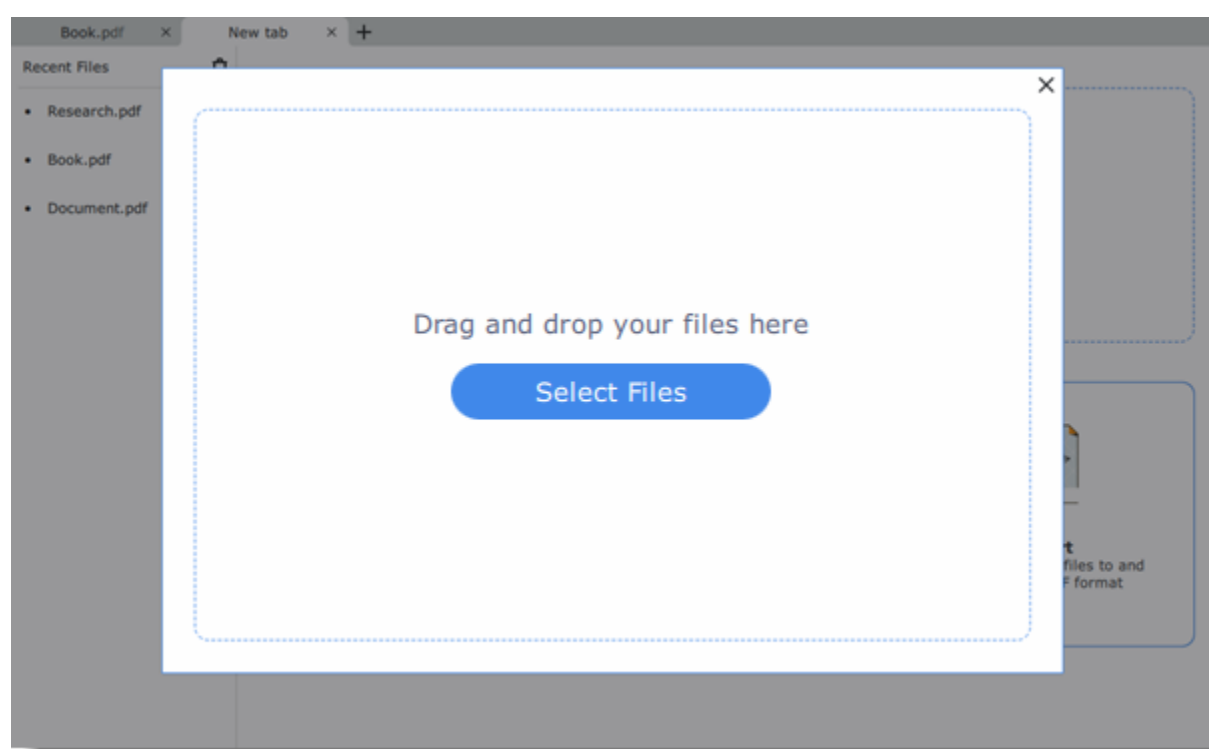
PDFChef by Movavi

## Merging documents

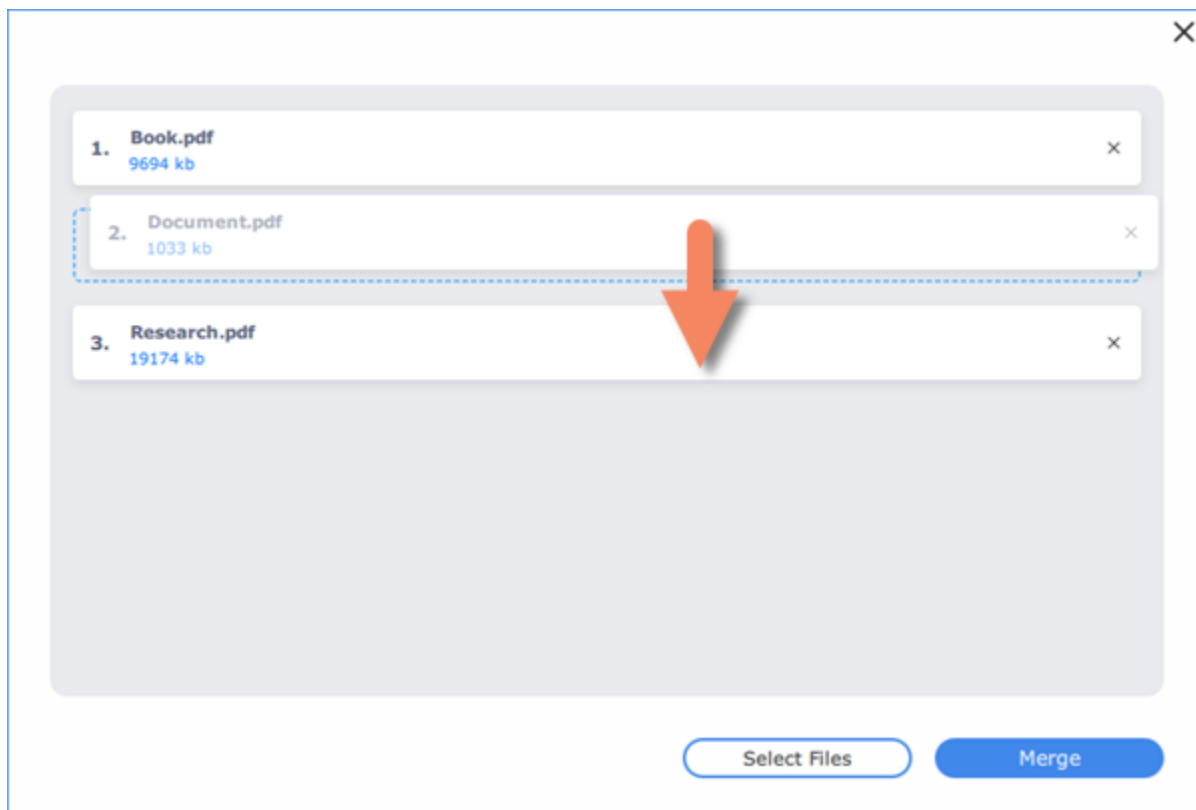
1. Select **Merge** on the start page. The merging window will open.



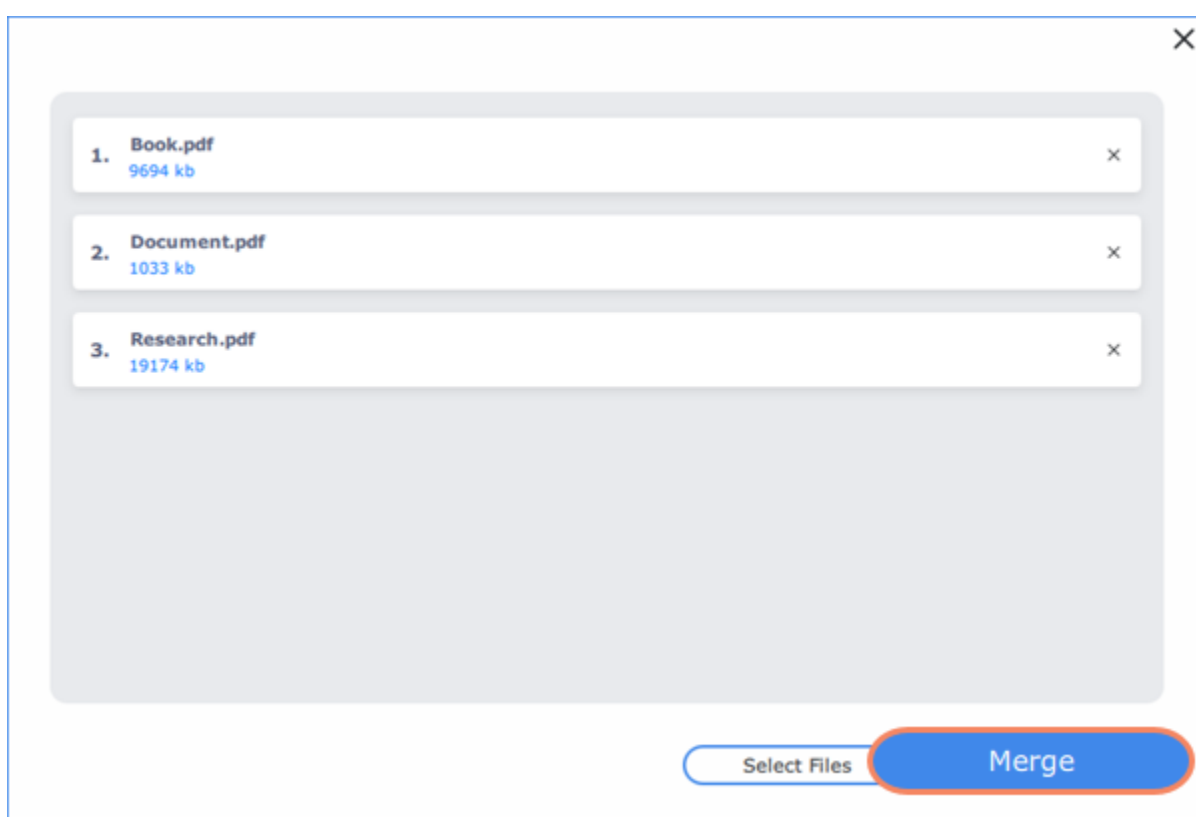
2. Click **Select Files** to add files from an **Windows Explorer** window or drag and drop them onto the window of the program.



3. Rearrange files by dragging them to a desired position. To delete a document from the list, click on the cross button **X** next to it.



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



#### See also

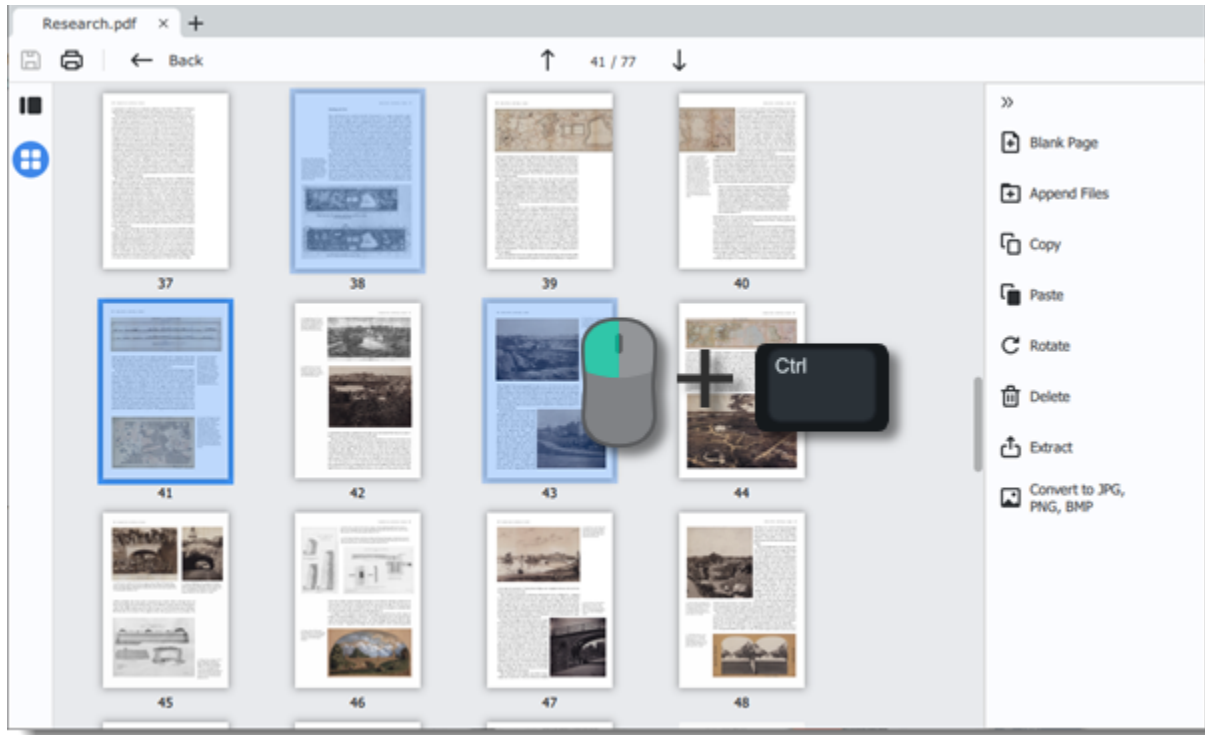
[Joining files](#)

PDFChef by Movavi

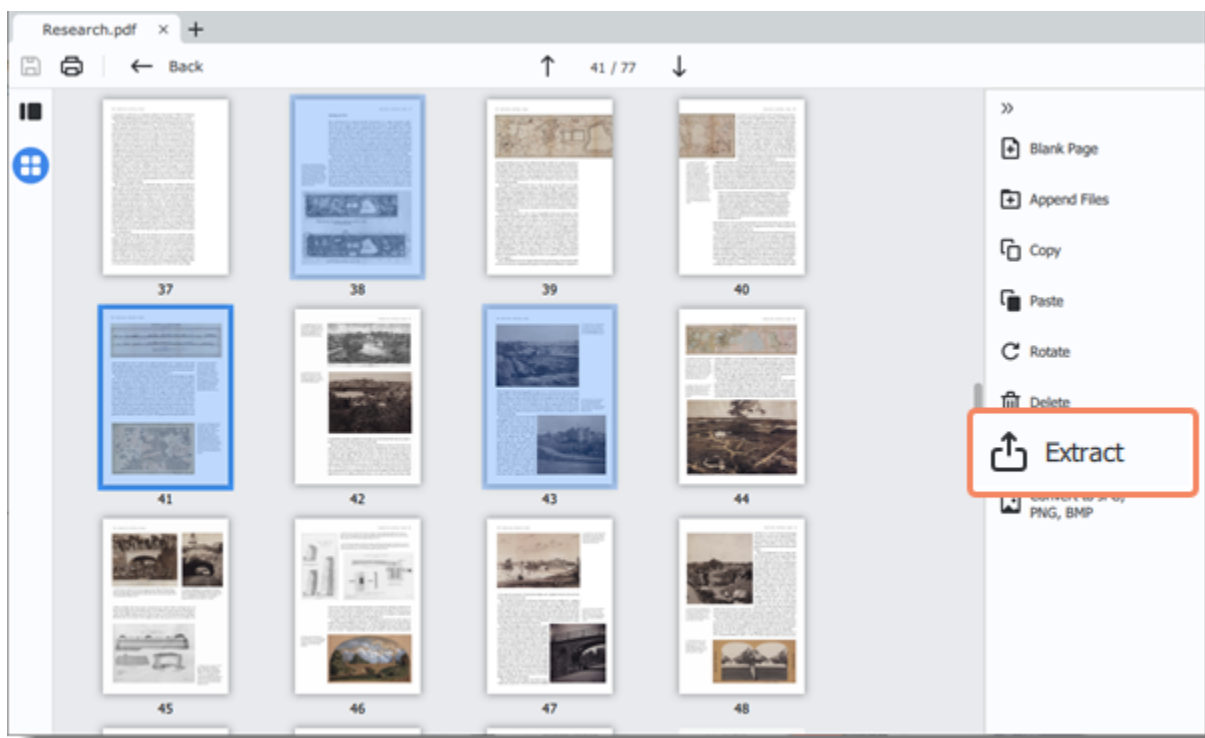
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## Extracting pages

1. In **Manage 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**.



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

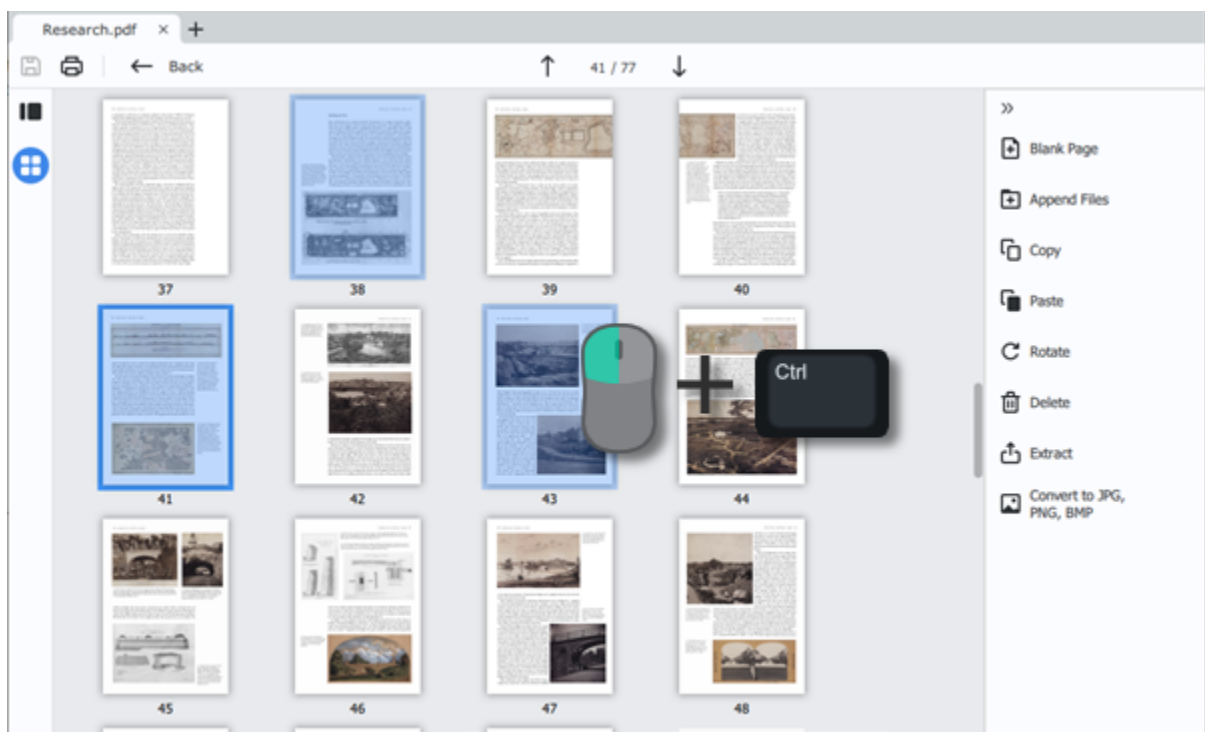


3. A **Windows Explorer** window will open. Choose where you want to save your new document.  
 4. Name the new file and click **Save**. The selected pages will be saved as a new document.

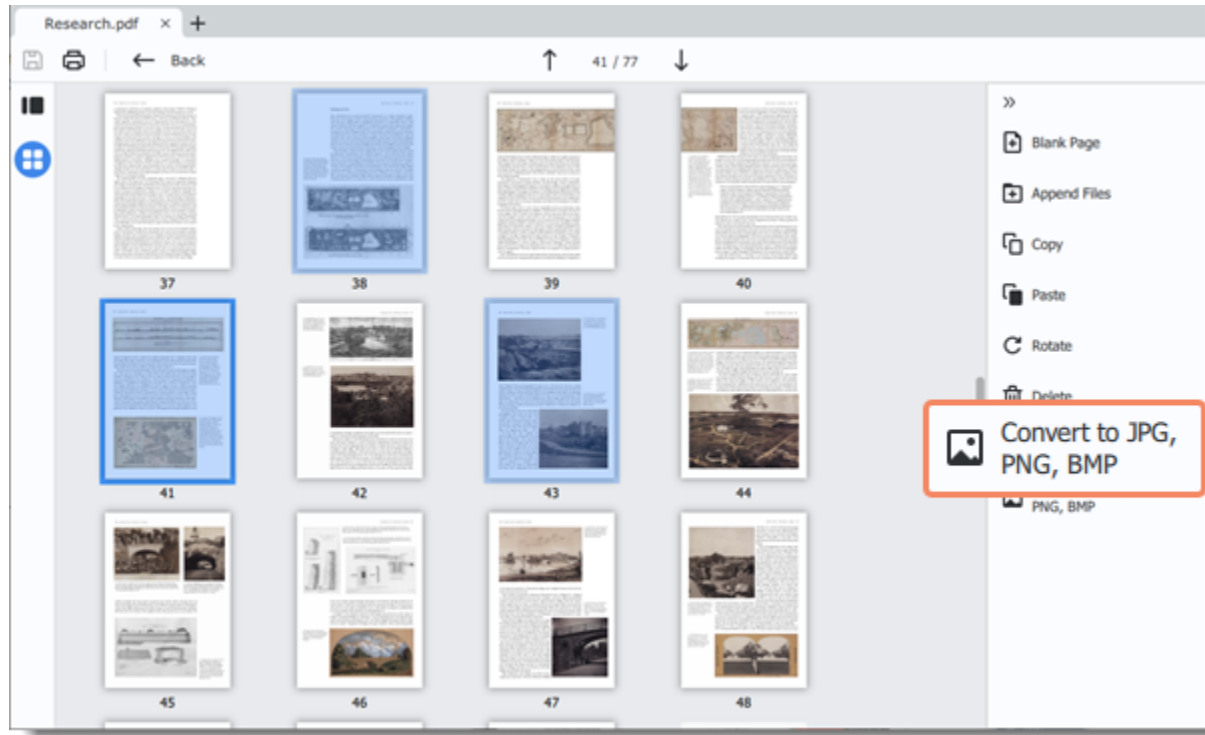
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## Saving pages as images

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**.



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.



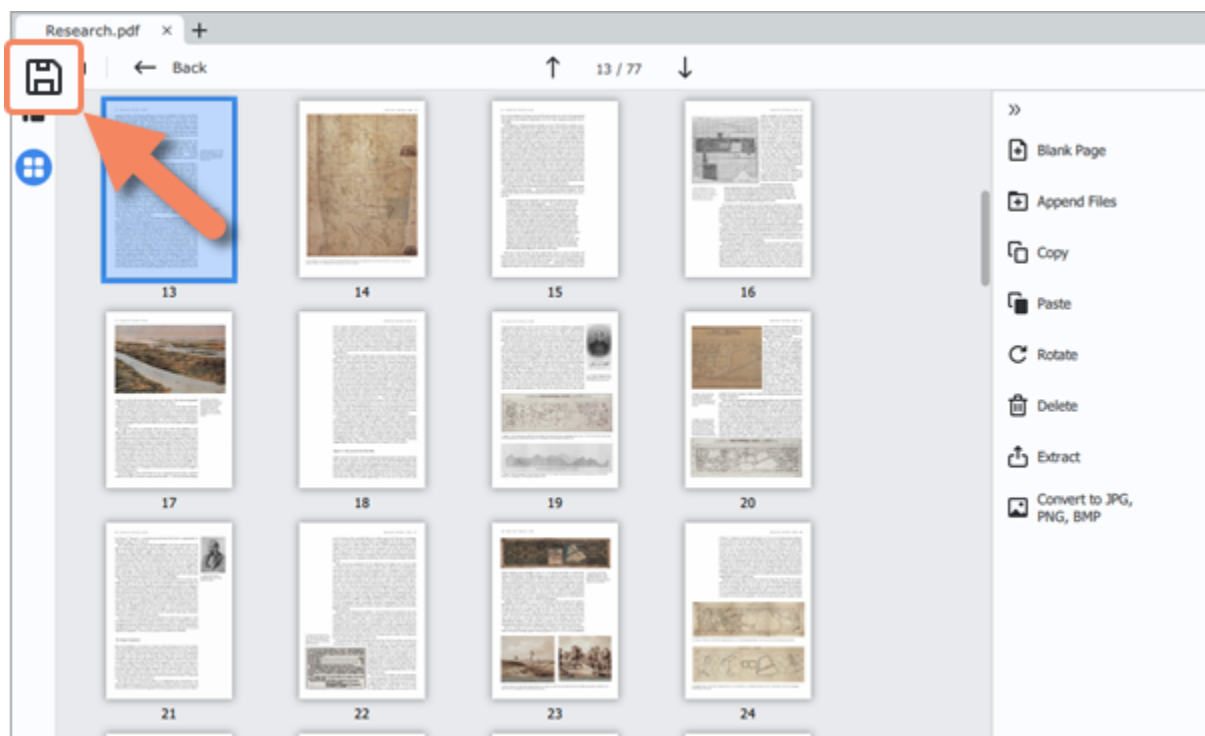
3. A **Windows Explorer** window will open. Choose where you want to save your file.
  4. Name the file and click **Save**. The selected pages will be saved as separate images.
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## Saving files

### Overwriting an existing file

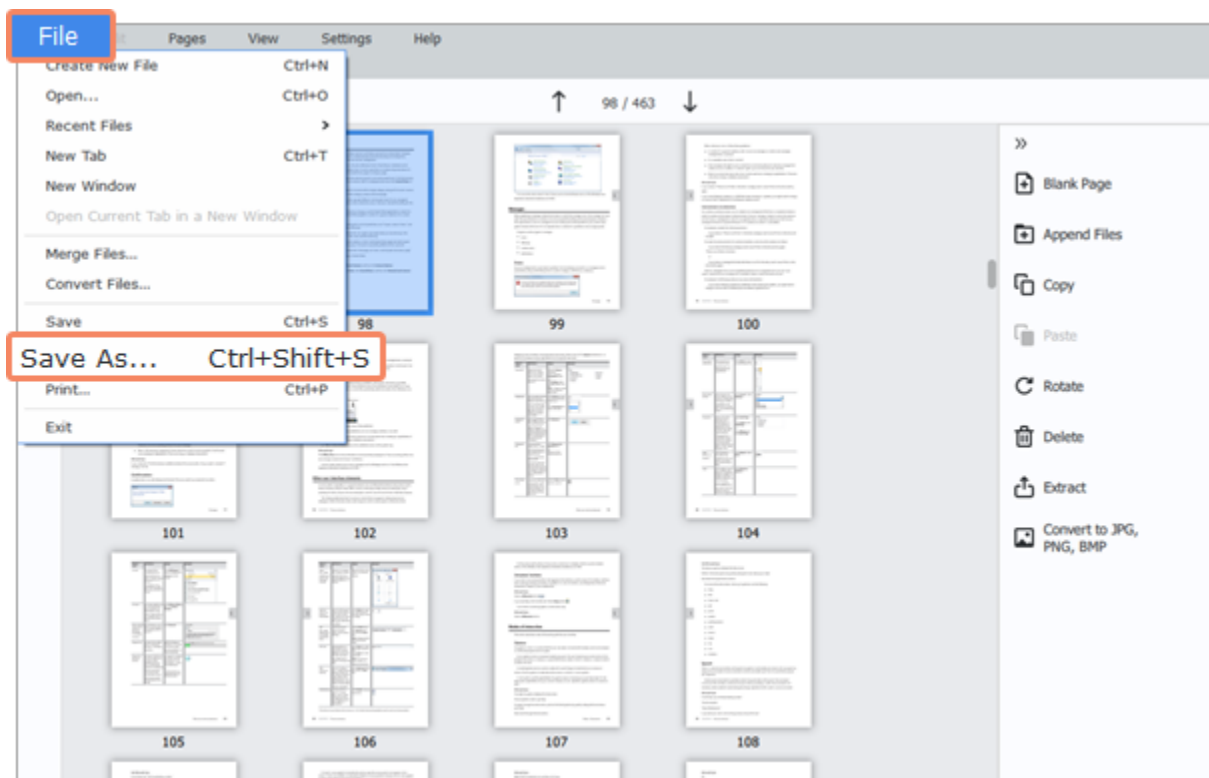
1. Click the **Save** button in the top left-hand corner or open the **File** menu and click **Save**.
2. Click **Overwrite**.



### Saving a document as a new file

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





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

### See also

[Extracting pages](#)

[Saving pages as images](#)

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## Help and support

If you have any questions, visit the [Movavi Support Center](#). You can also contact our support team via the chat or the [contact form](#) on the website.

Please describe your problem in as much detail as possible; any screenshots or log files will allow us to help you faster. Our support 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!

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## System requirements

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

|                             |  |
|-----------------------------|--|
| <b>Operating system</b>     | Microsoft® Windows® 7/8/10 with up-to-date patches and service packs installed   |
| <b>Processor</b>            | 2.8 GHz or higher multi-core processor   |
| <b>Graphics card</b>        | Intel® HD Graphics 2000, NVIDIA® GeForce® series 8 and 8M, Quadro FX 4800, Quadro FX 5600, AMD Radeon™ R600, Mobility Radeon™ HD 4330, Mobility FirePro™ series, Radeon™ R5 M230 or higher graphics card with up-to-date drivers |
| <b>Display resolution</b>   | 1280 × 1024 or higher screen resolution  |
| <b>RAM</b>                  | 8 GB   |
| <b>Available disk space</b> | 1 GB   |

**Additional requirements** Internet connection is required for installation