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 Finder onto the Movavi PDF Editor window, or click Open File to open a document.

Step 2: Edit document
Click the Manage Pages button at the top of the window to see the editing options.
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.

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.

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.

Step 2: Open the activation window
1. Open Movavi PDF Editor.
2. Open the Movavi PDF Editor 2 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 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 Movavi PDF Editor 2 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**
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.

**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 Movavi PDF Editor 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. 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.

Movavi PDF Editor

Opening files

Drag-and-drop
Find the necessary document in Finder and then drag it from Finder right onto the Movavi PDF Editor window.

Browse
On the start screen, click the Open File button. A Finder dialog box will appear. There, choose the file you want to choose 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 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 Finder dialog box will appear. There, choose the file you want and click Open.

Movavi PDF Editor

Zoom and 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 Cmd.

Navigaiton

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

Movavi PDF Editor
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.

You can move the image by simply dragging it.

Movavi PDF Editor

Adding signatures

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

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

More on saving files
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.

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.
Managing pages

Pages mode
To switch to page managing mode, click the Manage 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.
Convert to JPG, PNG, BMP 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

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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 Finder 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
- 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.

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.

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 Cmd 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 select one of the Rotate options from the context menu.
**In managing mode:** select the page you want to rotate in preview panel. To select multiple pages, click on them while holding down **Cmd** 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 on the right-hand panel, choose **Rotate**. You can also right-click the 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 **Cmd** 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 select **Delete** from the context menu or press **Delete** on your keyboard.

**In managing mode:** select the page you want to delete in preview panel. To select multiple pages, click on them while holding down **Cmd** 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**. On the right-hand panel, choose **Delete**. You can also right-click the page and select **Delete** from the context menu or press **Delete** on your keyboard.
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 Finder 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 \( \times \) 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.

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**See also**: Joining files
Movavi PDF Editor

### Extracting pages

**Step 1**: In **Manage Pages** mode, select the page you want to delete in preview panel. To select multiple pages, click on them while holding down **Cmd** 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**.

**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: A Finder 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 a new document.

Movavi PDF Editor

**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 page and the last one while holding down **Shift**.

**Step 2:** On the right-hand panel, choose Convert 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 Finder 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:**

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
- Movavi PDF Editor 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 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!

Movavi PDF Editor

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 is sure to run smoothly on your computer.

<table>
<thead>
<tr>
<th>Minimum system requirements</th>
<th>Recommended configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Mac OS X® 10.7 or higher</td>
</tr>
<tr>
<td>Processor</td>
<td>64-bit Intel® processor</td>
</tr>
<tr>
<td>Display resolution</td>
<td>1024x768, 32-bit color</td>
</tr>
<tr>
<td>RAM</td>
<td>1 GB</td>
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<tr>
<td>Available disk space</td>
<td>330 MB</td>
</tr>
<tr>
<td>Additional requirements</td>
<td>Administrator permissions are required for installation</td>
</tr>
</tbody>
</table>