

Getting Started with **Nitro Pro**

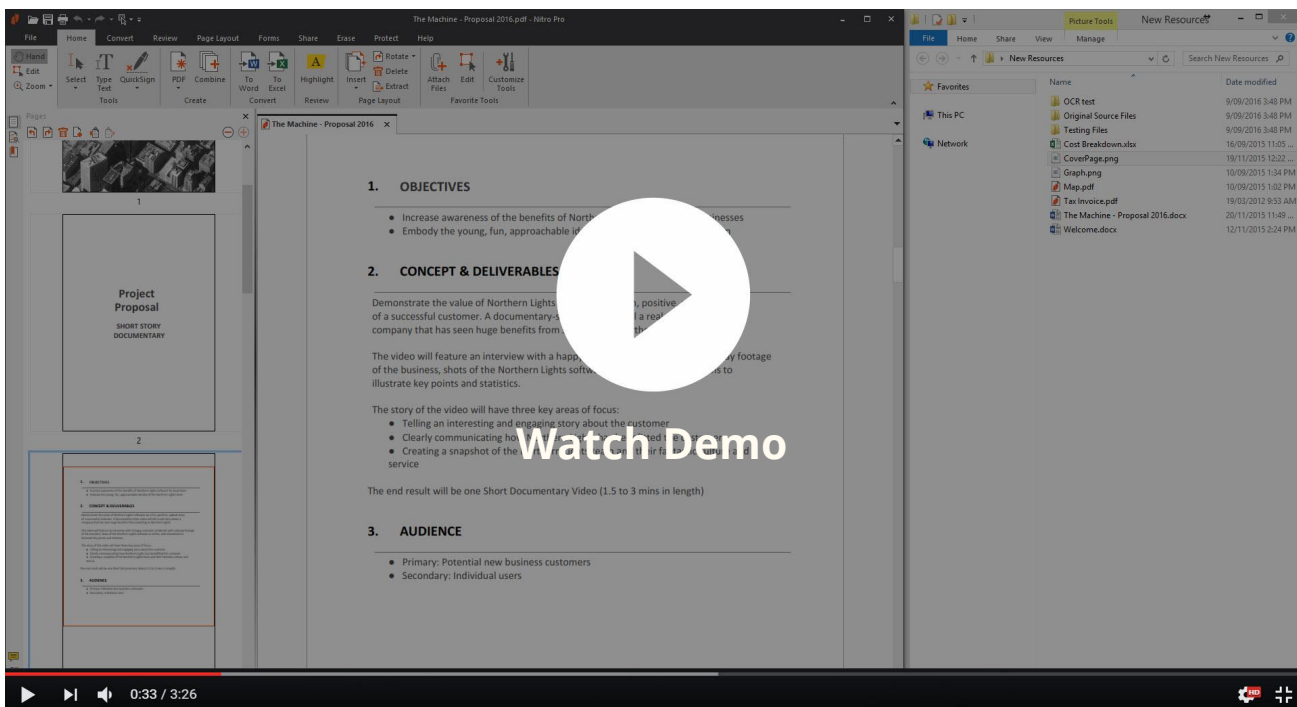
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Before you get started, we recommend watching this 10-minute recorded demo of Nitro Pro.

Demo Topics:

- Opening a PDF
- Creating a New PDF
- Converting to a PDF Document
- Combining Documents
- Adding Text
- Creating Form Fields
- Editing Form Fields
- Whiteout
- Redaction
- Optical Character Recognition (OCR)
- Integrating Outlook with Nitro Pro
- Quicksign

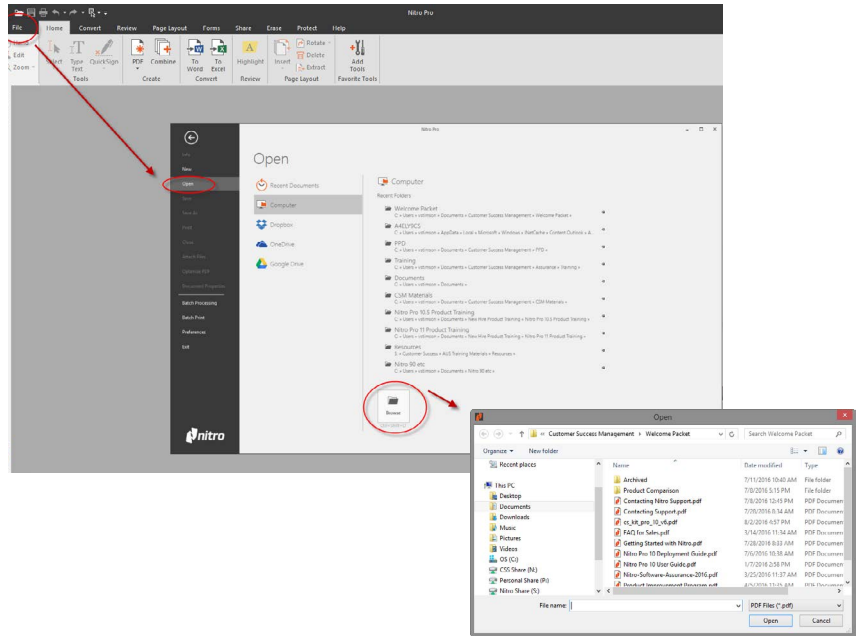


Opening a PDF Document

Use any of the following methods to open a PDF file in Nitro Pro

Using the File Menu

1. **Open** Nitro Pro
2. In the **File** menu, click **Open**
(or press **CTRL + O** on your keyboard)
3. Click **Computer** and then **Browse** to navigate to find the document that you wish to open, and select it
4. Click **Open**



Drag-and-Drop

1. **Open** Nitro Pro
2. Open Windows file explorer and browse to find the document you wish to open
3. Left-click the file, then hold the left-mouse button while moving the mouse to drag the file
4. Continue to "drag" the file and "drop" it into the open Nitro Pro program

Double-click

1. **Open** Nitro Pro
2. Open Windows file explorer and browse to find the document you wish to open
3. **Double-click** the PDF file

Right-click

1. **Open** Nitro Pro
2. Open Windows file explorer and browse to find the document you wish to open
3. Right-click the file, select **Open with > Nitro Pro**

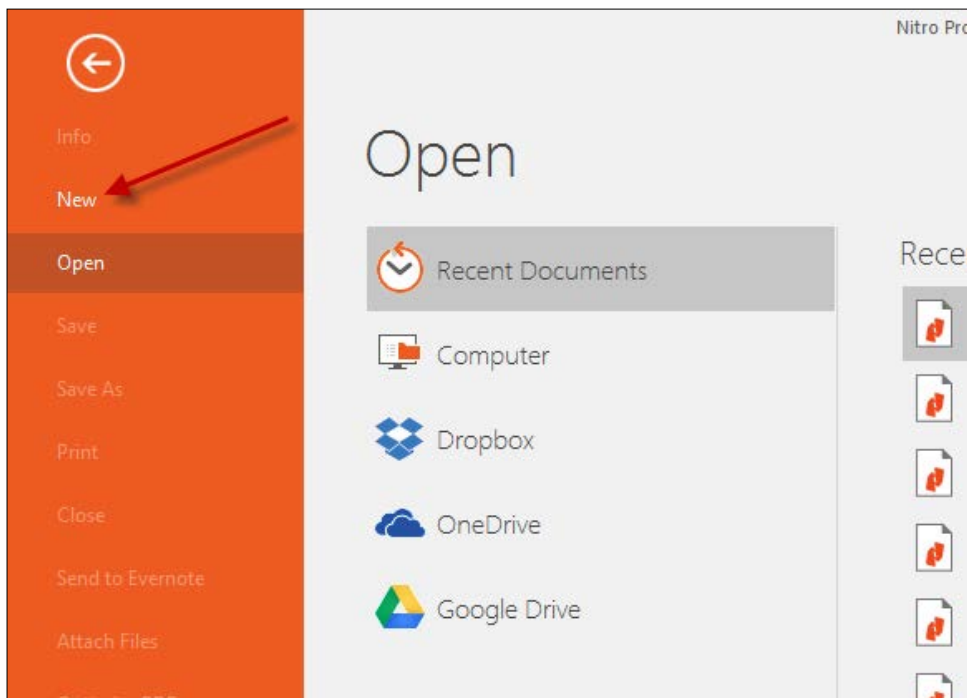
ADDITIONAL RESOURCES:

Opening Files in Nitro Pro

<http://kb.gonitro.com/knowledgebase#/search/opening%20a%20pdf/000002218>

To Create a New PDF:

1. **Open** Nitro Pro
2. In the File menu, click **New** (or press **CTRL + N** on your keyboard)



Converting to a PDF Document

Use any of the following methods to convert to a PDF file in Nitro Pro

Drag-and-Drop

1. **Open** Nitro Pro
2. Locate the document or file you want to open as a PDF
3. Left-click the file, then hold the left-mouse button while moving the mouse to drag the file
4. Continue to drag the file into the open Nitro program to convert it to PDF

Right-click Convert

1. **Locate the document** or file you want to open as a PDF
2. Right-click the file, select **Convert to PDF**

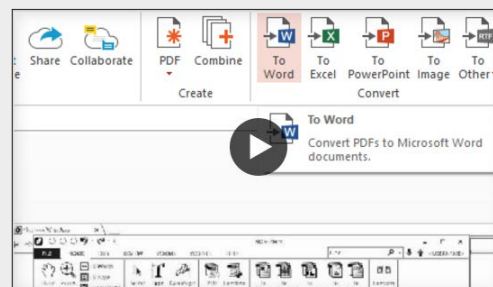
From within Nitro

1. **Open** Nitro Pro
2. Click the **Home** tab
3. Select **PDF > From File**
4. Once the **Create PDF Files** pop-up appears, select **Add Files**
5. Select the files you would like to create a PDF from, and select **Open > Create**

ADDITIONAL RESOURCES:

How to convert a PDF to Word, Excel, or Powerpoint

<http://kb.gonitro.com/knowledgebase#/search/converting%20pdf/000001631>

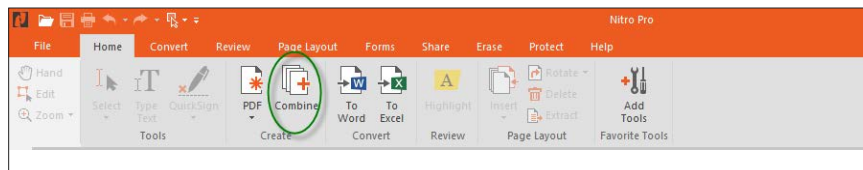


Combining Files into a PDF

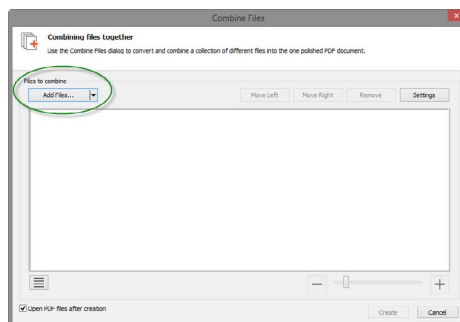
Nitro Pro allows you to combine multiple files and file types into a single PDF

To Combine Documents:

1. **Open** Nitro Pro
2. Under the **Home** tab, click **Combine**



3. Click **Add Files**

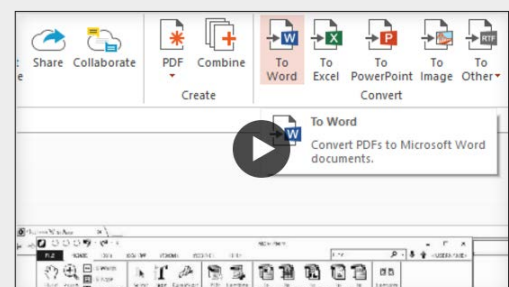


4. Select the files you want to combine into a single PDF
(Note: It does not matter the order you select the files, as they can be re-ordered)
5. Organize the files in the order you want them to appear by either dragging and dropping the document thumbnails, or by selecting a thumbnail and clicking **Move Up** or **Move Down** to rearrange, or Remove to remove a document from the list
6. Click **Create**

ADDITIONAL RESOURCES:

How to combine files into one PDF

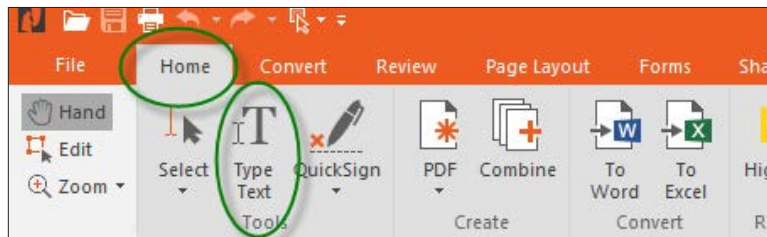
<http://kb.gonitro.com/knowledgebase#/search/combining/000001620>



The Type Text tool lets you add and edit text anywhere on a PDF document

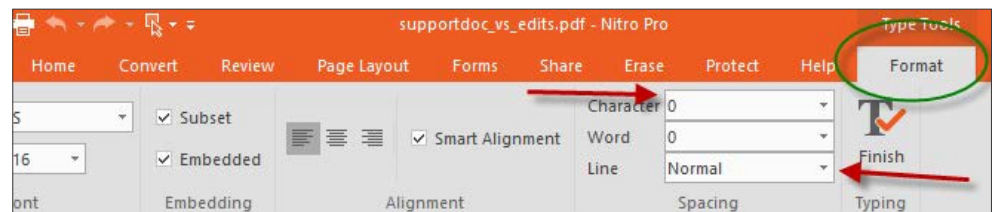
How to Edit Text:

1. **Open** the PDF in Nitro Pro
2. Under the **Home** tab, in the tools group, select **Type Text**

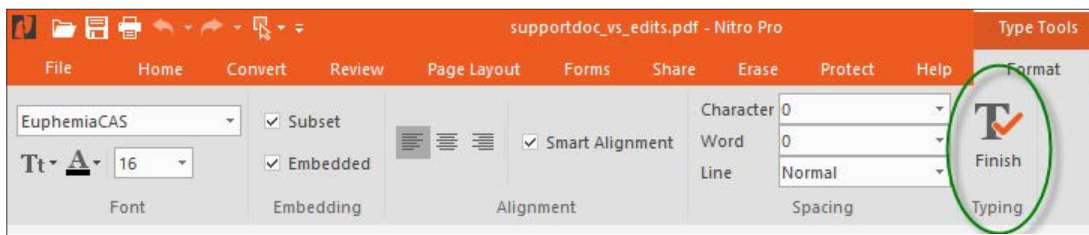


3. To begin adding text, click on the area where you want to insert text

- The **Format** tab will appear in the toolbar next to the Help tab, allowing changes to font type, size, color, etc.



4. Once you are finished adding text and are happy with its formatting, click the **Finish** button



ADDITIONAL RESOURCES:

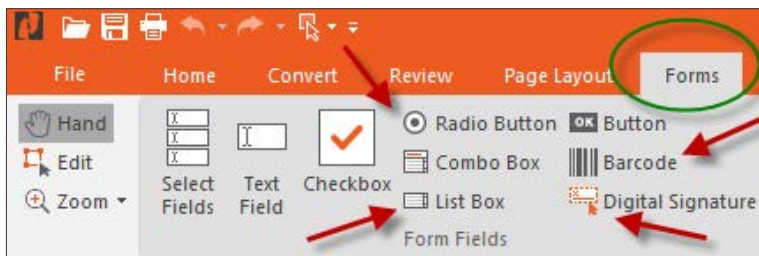
How to add and edit text in a PDF document

<http://kb.gonitro.com/knowledgebase#/search/editing%20text/000001873>

Nitro Pro allows you to turn your PDF into an interactive document by adding form fields

How to Create Form Fields:

1. **Open** the PDF in Nitro Pro
2. Click on the **Forms** tab, in the Fields group, select the field type to create



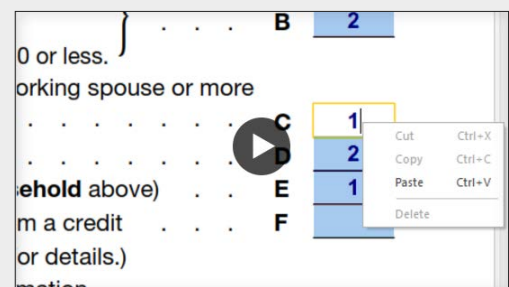
3. **Click and drag** on the document to create the form field
4. **Right-click** the field you created, then select Properties. Adjust the appearance and format of the text by using the following tabs:

- **Appearance:** Allows you to change the font, size, and color of the text, along with the border and fill colors of the field
- **Options:** Allows you to change the alignment and wrap options of the text
- **Format:** Allows you to format the value, such as percentage, time, date, currency, text, etc.
- **Validate:** Allows you specify the range the value must be in
- **Calculate:** Allows you to add calculations to your form field
- **Actions:** Further customization to the action of the form field

ADDITIONAL RESOURCES:

How to create form fields in a PDF

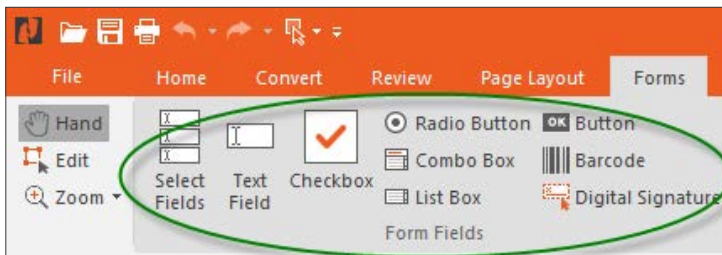
<http://kb.gonitro.com/knowledgebase#/search/creating%20form%20field/000001624>



Nitro Pro enables you to edit the properties of the different form fields in the document

How to Edit Form Fields:

1. **Open** the PDF in Nitro Pro
2. Click on the **Forms** tab, in the Fields group, and do one of the following:
 - Click the field type that corresponds to the field you want to edit.
(For example, if you want to edit a text field, click the **Text Field** tool)
 - Click **Select Fields**

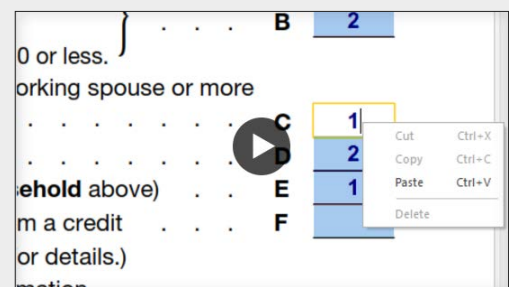


3. **Double-click** the field to begin editing it

ADDITIONAL RESOURCES:

[How to create fillable PDF forms](#)

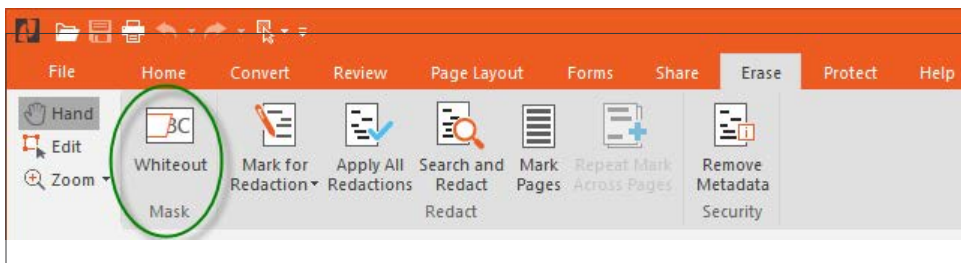
<http://kb.gonitro.com/knowledgebase#/search/forms%20tools%20summary/000002192>



The Whiteout tool enables you to securely delete selections of text, images, annotations, and even form fields from a PDF page

How to Use Whiteout Tool:

1. **Open** the PDF in Nitro Pro
2. On the **Erase** tab, select **Whiteout**
3. Use your mouse to drag a selection around the area of the page that you wish to whiteout.
4. Click **Yes** to confirm your selection, or **No** to cancel

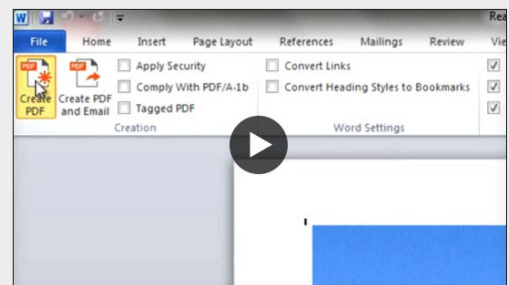


- **NOTE:** The whiteout operation cannot be undone after the PDF file is saved

ADDITIONAL RESOURCES:

How to whiteout text in a PDF file

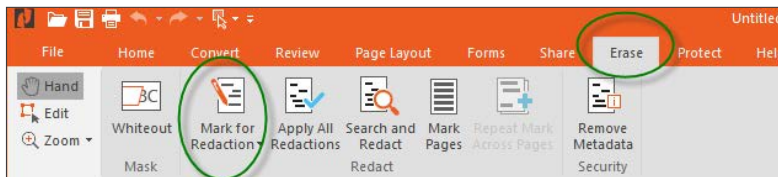
<http://kb.gonitro.com/knowledgebase#/search/whiteout/000001976>



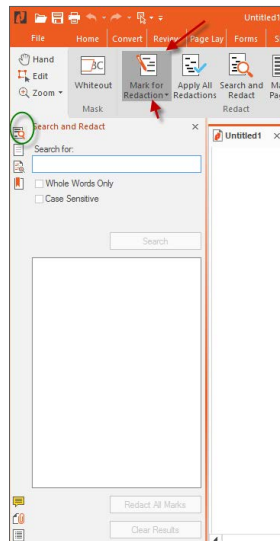
The Redaction tool allows users to permanently block-out or cover selected content that they wish to keep private

How to Use the Redaction Tool:

1. **Open** the PDF in Nitro Pro
2. Click on the **Erase** tab, click the down arrow on the **Mark for Redaction** button, then select **Mark for Redaction**



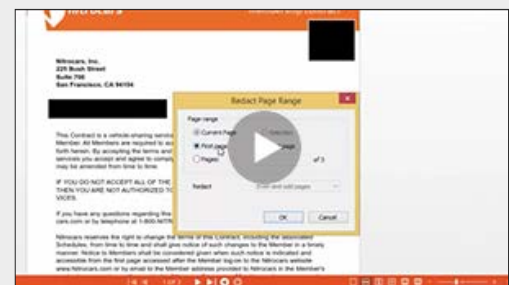
3. Click and drag your cursor over the area you want to select for **Redaction**
4. Edit the properties of the redaction area by right-clicking on the field, then selecting **Properties**
5. Click **Apply All Redactions** to permanently redact the marked information, then click **OK** to confirm, or **Cancel**
6. By selecting **Search and Redact** you can search for keywords to find and redact throughout the PDF



ADDITIONAL RESOURCES:

How to redact text and images in a PDF

<http://kb.gonitro.com/knowledgebase/#/search/redaction/000001605>

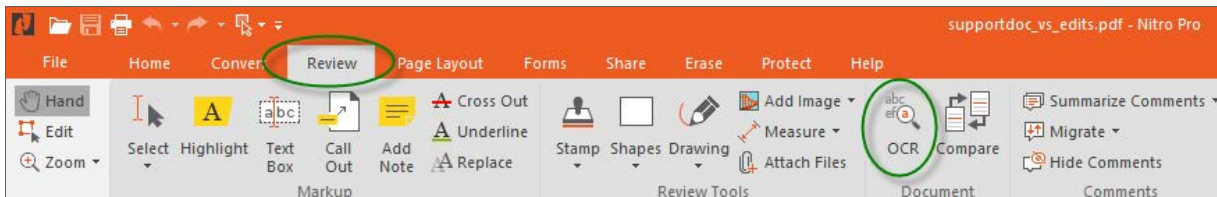


Optical Character Recognition (OCR)

The OCR (Optical Character Recognition) tool allows users to convert scanned documents and images into searchable and editable text

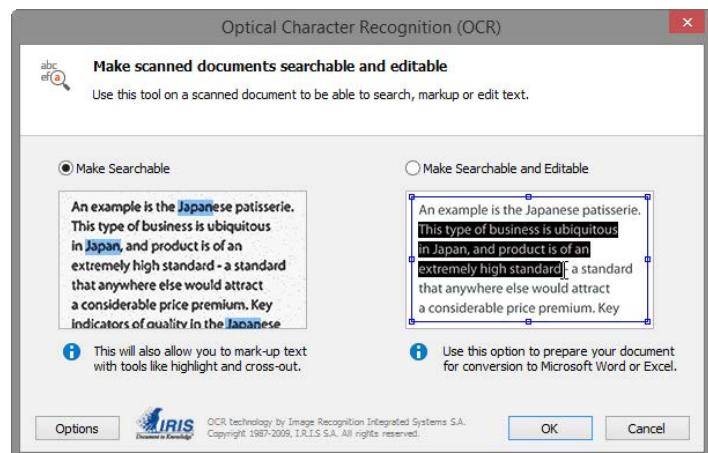
How to Use OCR:

1. **Open** the PDF in Nitro Pro
2. Click on the **Review** tab, select **OCR** in the Document group



3. Select one of the following options and click **OK**:
 - **Make Searchable**: Allows you to highlight and mark-up text
 - **Make Searchable and Editable**: Allows you to highlight, mark-up text, and also make changes to the text

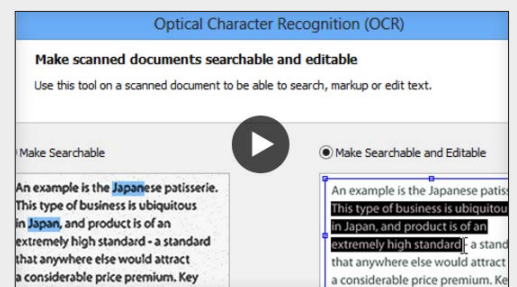
NOTE: You can change the OCR settings by clicking on the **Options** button on the bottom-left of the OCR window, then select **Advanced**.



ADDITIONAL RESOURCES:

How to utilize the OCR tool in a PDF

<http://kb.gonitro.com/knowledgebase#/search/ocr/000001654>

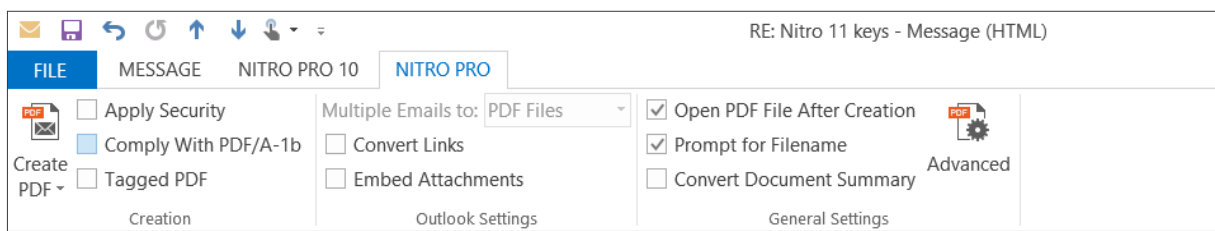


Integrating Outlook with Nitro Pro

Nitro appears as a tab in the Outlook ribbon, allowing you to quickly create PDF files

To convert a single Email to PDF:

1. In **Outlook**, double-click the Email you want to convert to PDF
2. Click the **Nitro Pro** tab, then click **Create PDF**



3. Choose a location on your hard drive to save the new PDF file, and then click **Save**

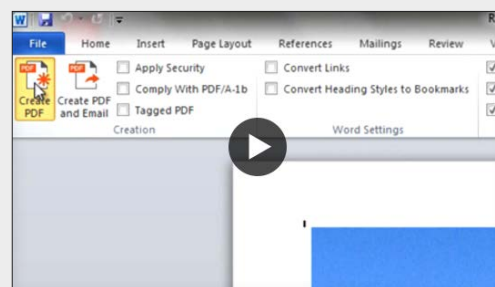
To convert an entire folder to PDF:

1. In your **Outlook** inbox, click once to select the folder that contains the Emails you want to convert
2. Click the **Nitro Pro** tab, then click **From Selected Folder(s)**
3. Choose a location on your hard drive to save the new PDF files, and then click **Save**

ADDITIONAL RESOURCES:

How to use Nitro's Microsoft Office integration

<http://kb.gonitro.com/knowledgebase#/search/outlook/000002193>

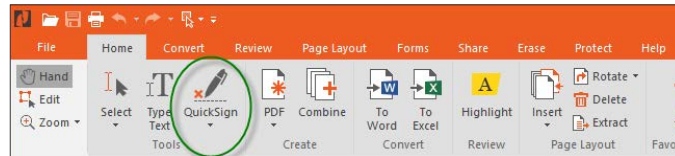


QuickSign allows you to add a digital copy of your own signature to a PDF

To Use QuickSign:

QuickSign is a feature that allows you to sign any document, from business proposals to birthday cards. Nitro's QuickSign feature works quickly and efficiently to help you achieve all your eSignature needs.

1. **Open** Nitro Pro
2. Open the document you wish to sign
3. Under the **Home Tab**, click on the drop-down arrow on **QuickSign** and select **Create New Signature**
 - A pop-up will appear offering four ways to create your signature (Handwritten, From File, Draw, Webcam)
4. Create your signature using one of these four available options
 - You can click Password Protect to put a password on your signature, which will prevent any unauthorized people from using it
5. Click OK and place your signature anywhere on the document
 - Clicking once on the signature will allow you to move it around; double-clicking the signature will permanently stamp it onto the document



Notes:

- Once you have placed your first signature, you can click **QuickSign** to place another signature you last used.
- If you want to go back and edit your signatures or choose another signature, you can click on the drop-down arrow on **QuickSign > Manage Signatures**.

ADDITIONAL RESOURCES:

[How to quickly sign your PDF documents](http://kb.gonitro.com/knowledgebase#/search/quicksign/000001613)

<http://kb.gonitro.com/knowledgebase#/search/quicksign/000001613>

