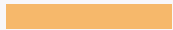




PDFChef by Movavi

We have created a simple yet powerful tool that makes handling PDF documents really convenient.

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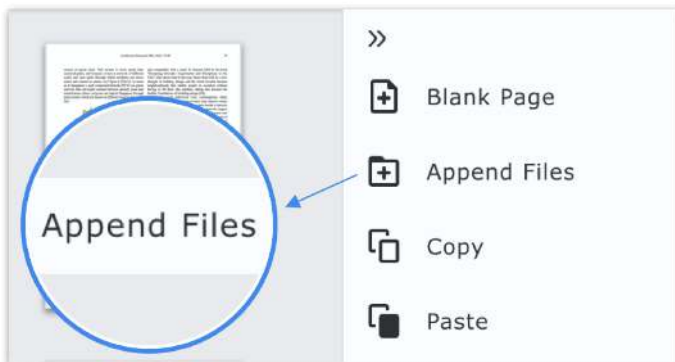


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Merge documents

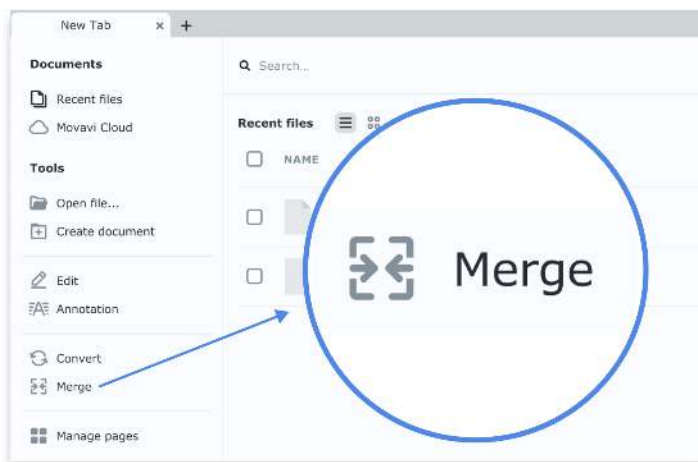
To merge an already-opened document with another PDF file:

1. Click  to go to **Manage Pages** mode.
2. Select the **Append Files** option .
3. Select the file you want to append.
4. The new file will be inserted at the end of the open document.



To merge files into one without preview:


1. Create a new tab.
2. Click the **Merge Files** button in the upper right-hand corner.
3. Select the files you want to merge and reorder them if necessary.
4. Click the **Merge** button.
5. The new file will be opened in a new tab.

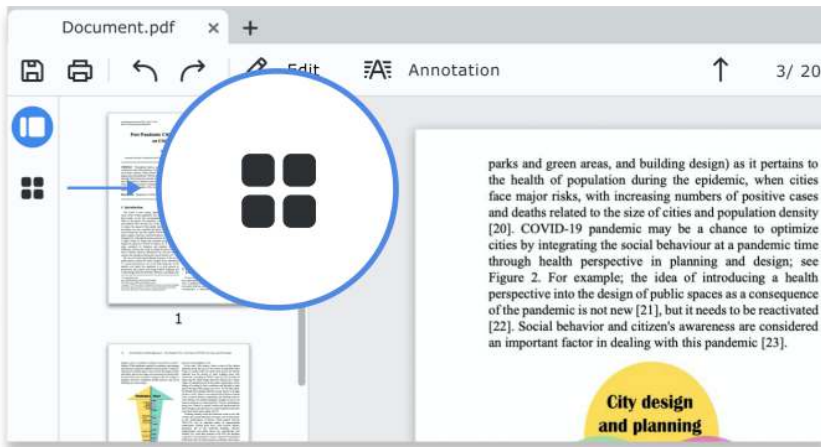












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Organize pages

1. Open the PDF.
2. Click the **Manage Pages** button 
3. Select the tool you want from the list on the right.



-  Blank Page
-  Append Files
-  Copy
-  Paste
-  Rotate
-  Delete
-  Extract
-  Convert to JPG, PNG, BMP

Here you can easily:

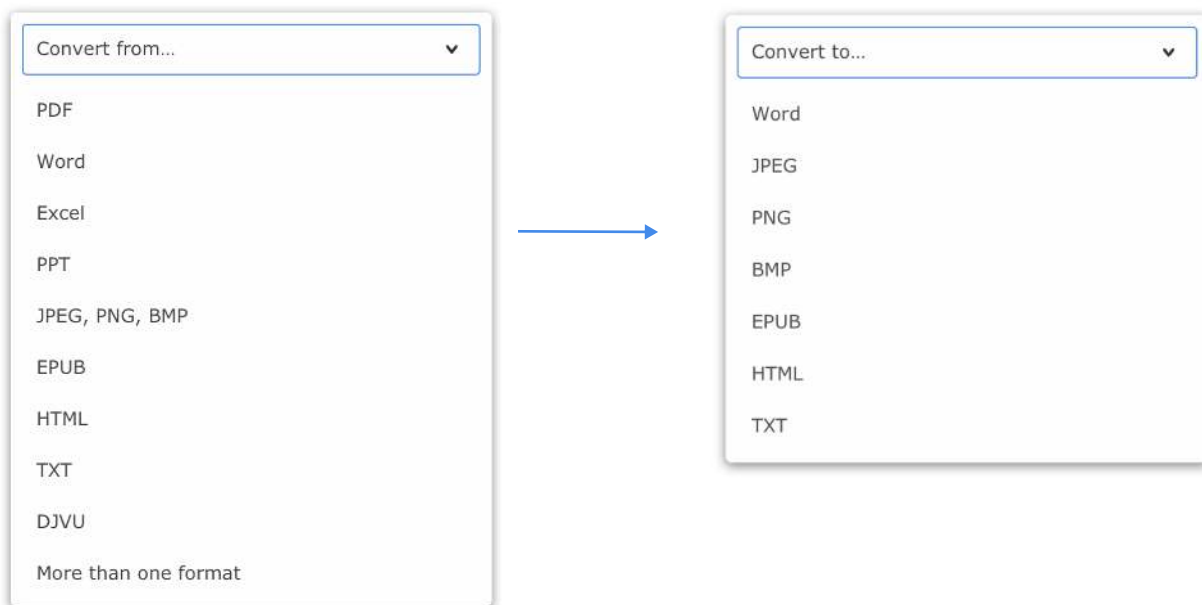
- reorder pages by simply dragging them into position
- copy, paste and rotate pages
- append new documents
- delete empty or poorly scanned pages
- add empty pages
- convert documents to images (JPEG, PNG, BMP)



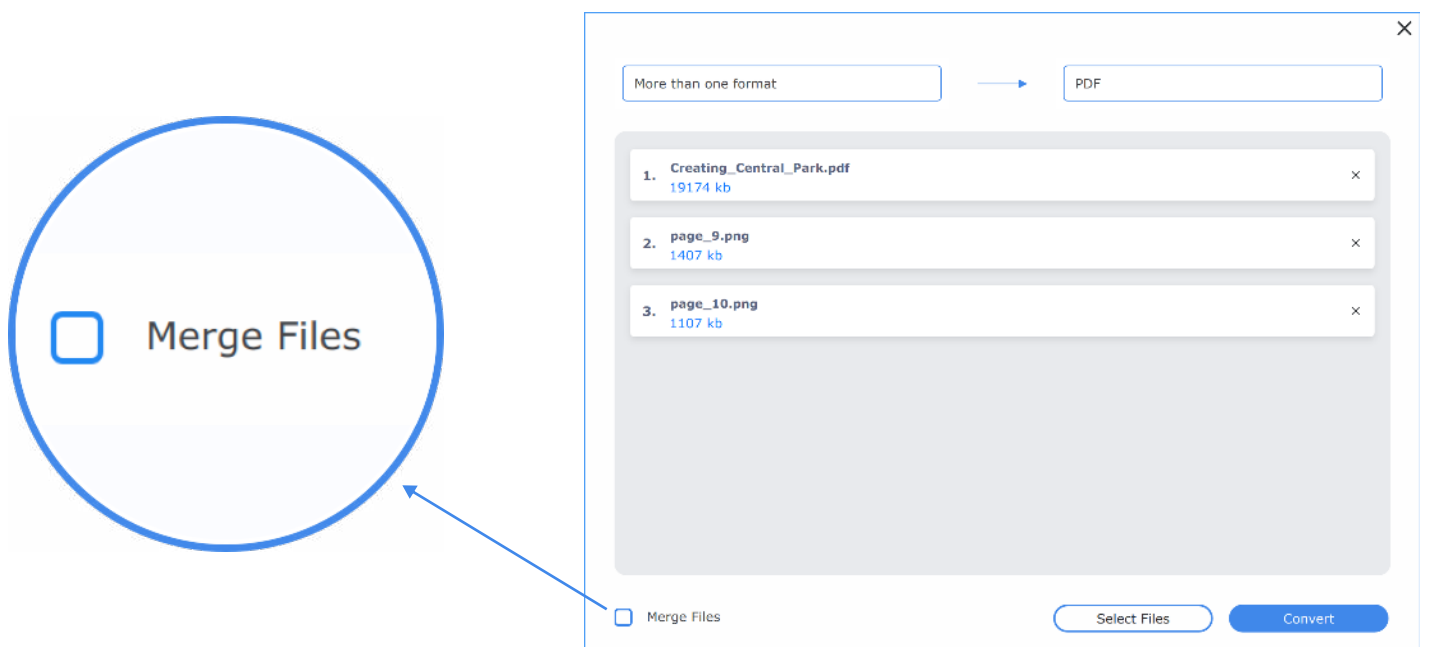
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Convert files

1. Select **Convert** on the start screen.
2. Choose the source and output formats.
3. Add the files you want to convert.
4. Click the **Convert** button.




Tip: to combine multiple documents, check the Merge Files box.

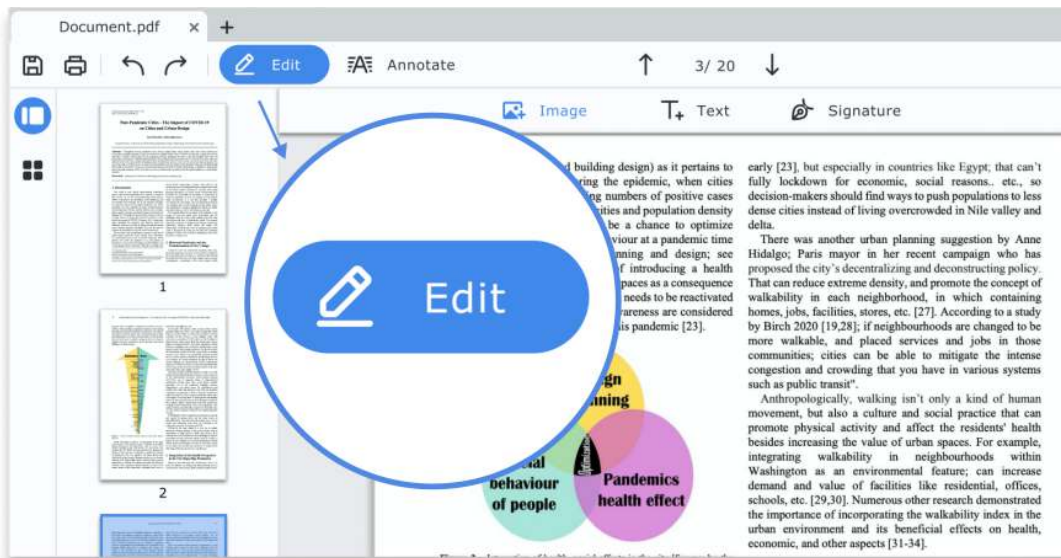




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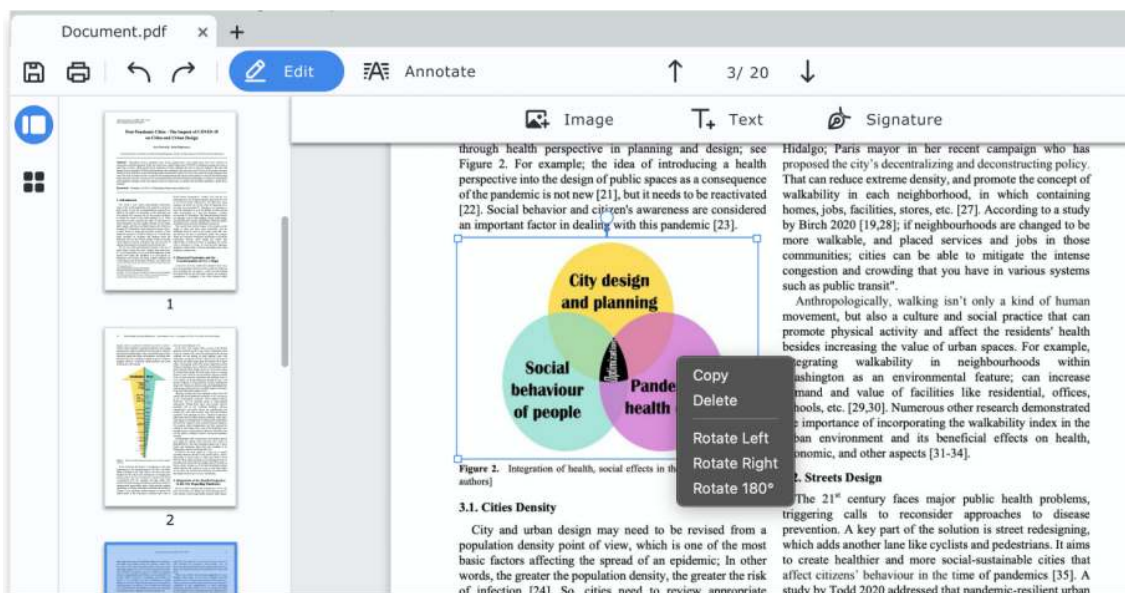
Add images

1. Open the PDF.
2. Click the **Edit** button 
3. Click the **Image** button and select an image from your files.
4. Resize the image if needed by simply dragging on the corners.



In Edit mode, you can also edit any image in the document.


Tip: you can rotate and delete images from the context menu.

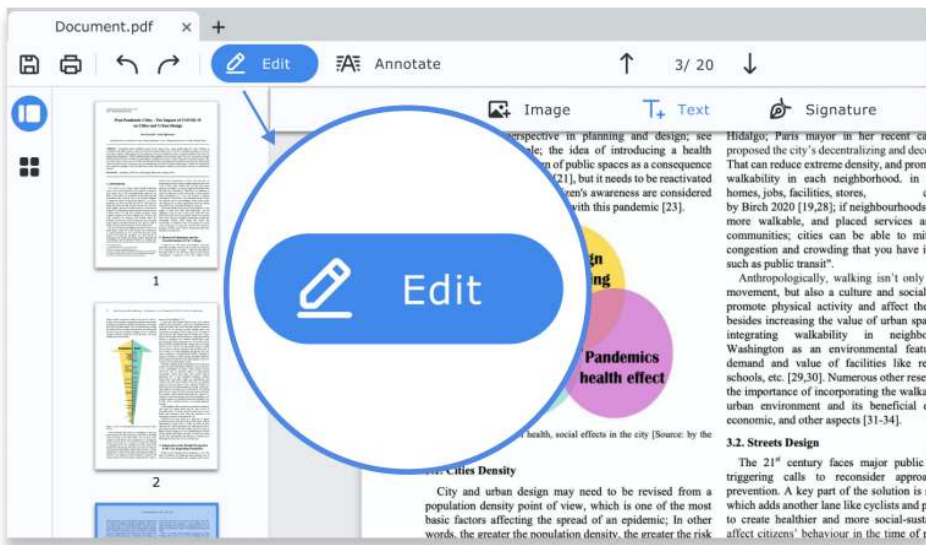




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Add and edit text

1. Open the PDF.
2. Click the **Edit** button 



To edit text:

1. Click on the text you want to edit.
2. Click on an empty space in the document to save changes.
3. Use the right-hand panel to change font and size.

To add new text:


1. Click the **Text** button.
2. Click where you want to add text.
3. Enter the text.

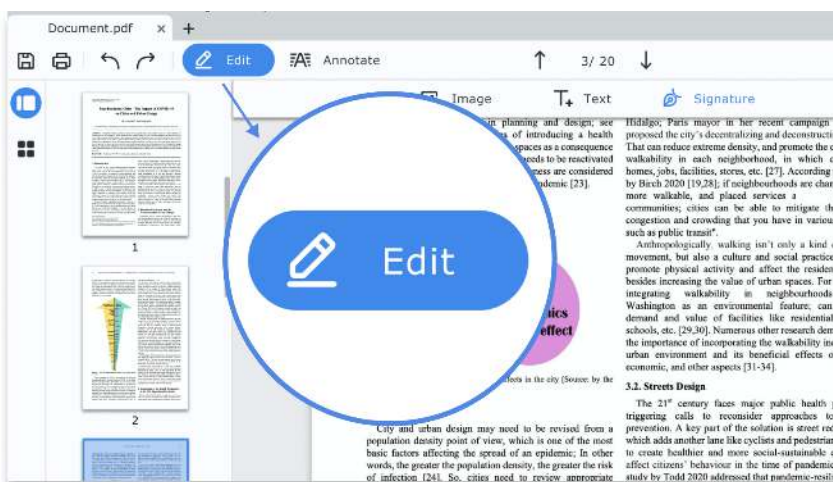




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Add signatures



1. Open the PDF.
2. Go to **Edit mode** 
3. Click the **Signature** button.
4. Draw a signature using your mouse or touchpad or paste an image with your signature by clicking the **Image** button.
5. Click the Add button and place the signature where you want it.

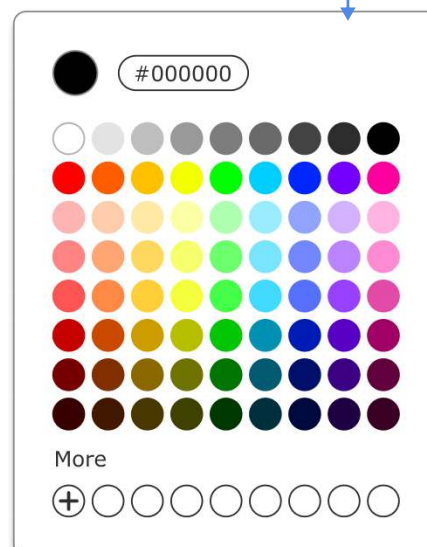




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Text highlight

1. Open the PDF file.
2. Go to **Annotation** mode 
3. Click the **Highlight** button.
4. Select the color you need on the right-side panel.
5. Highlight the text.
6. To remove highlights, select the part of the text and click the Delete button or the icon  on the right-side panel.



Tip: Use the colour wheel to find the right shade.

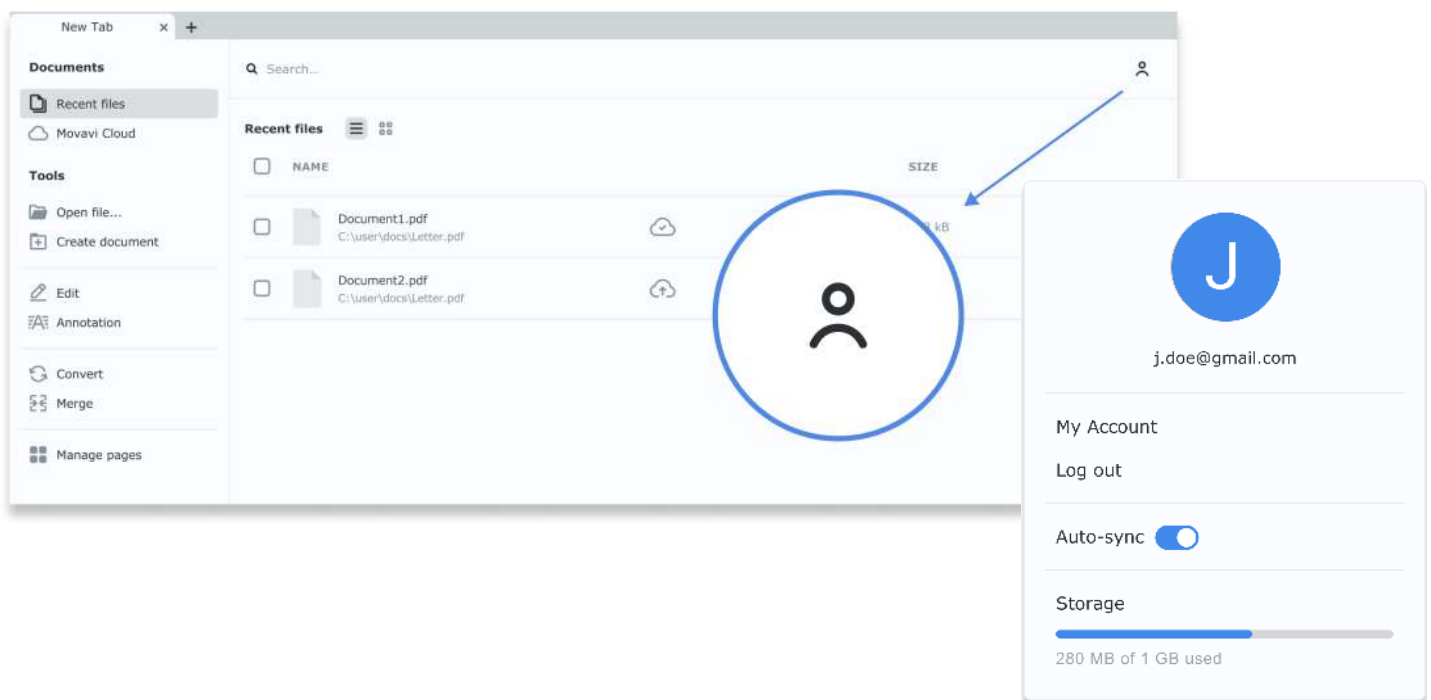


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Cloud document storage

To register or log in to your account, click on the icon at the top right corner. 

To check the remaining cloud storage space, access your personal account, or change your name, click on the account icon.



To view, upload, or download your documents to the cloud, go to the Movavi Cloud tab.

