

Working with PDF Documents

OfficeDocs lets you open, review, annotate, and fill out PDF documents directly in your browser. This guide introduces the main tools available in the PDF viewer and explains how to navigate files, add annotations, complete forms, and save your work.

Opening PDF files

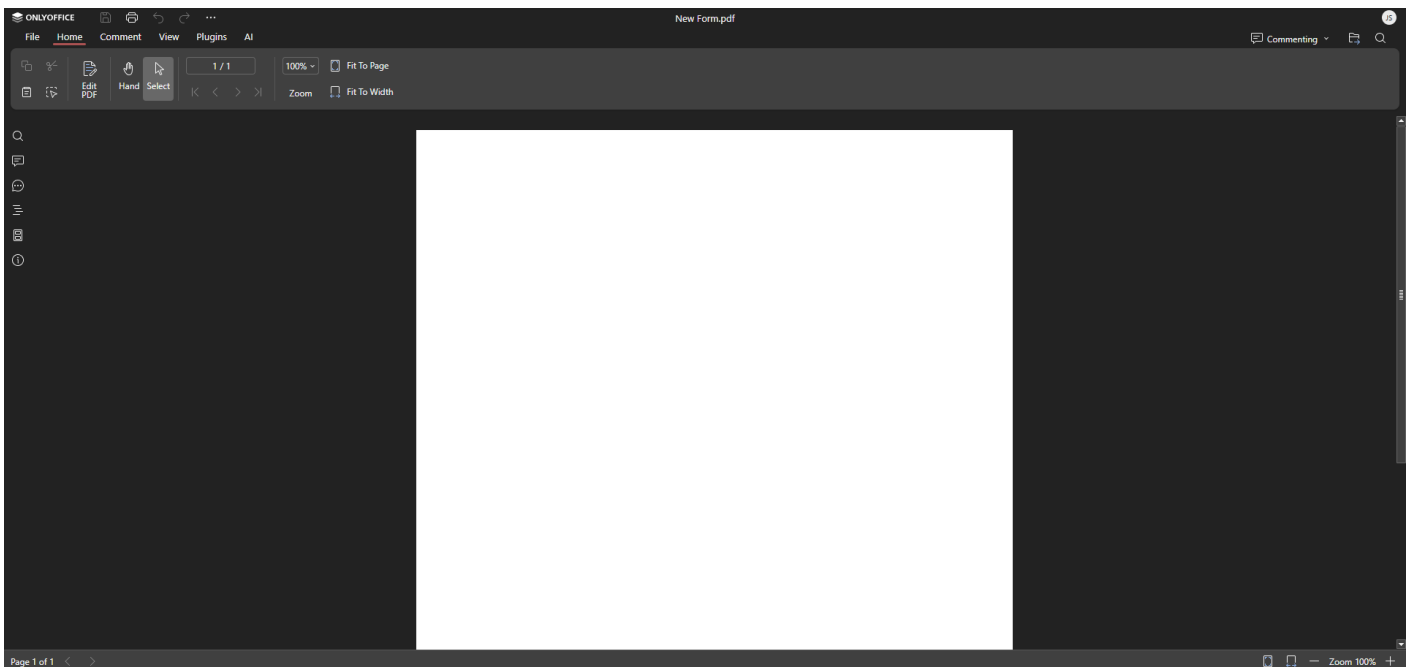
To open a PDF document in OfficeDocs:

1. Navigate to the PDF file in the file browser.
2. Click the file to open it.
3. The PDF viewer loads the document in the main viewing area.

PDF viewer interface

When you open a PDF file, the viewer includes several key areas:

- **Toolbar:** Provides navigation, zoom, and annotation tools
- **Page thumbnails:** Displays an overview of all pages in the sidebar
- **Document view:** Shows the PDF in the main viewing area
- **Page controls:** Lets you move between pages and adjust zoom settings



Navigating PDFs

OfficeDocs makes it easy to move through long PDF files and adjust how pages are displayed.

Page navigation

- Scroll to move through the document
- Click page thumbnails in the sidebar to jump to a specific page
- Enter a page number in the page field
- Use **Page Up** and **Page Down** to move between pages

Zoom

Use zoom controls to make the document easier to read.

- Use the zoom controls in the toolbar
- Press **Ctrl++** to zoom in
- Press **Ctrl+-** to zoom out
- Use **Fit to page** or **Fit to width** for a better reading view

View options

Choose the display mode that best fits your document.

- **Single Page:** View one page at a time
- **Continuous:** Scroll through all pages in one view
- **Two-Page:** Display two pages side by side
- **Full Screen:** Maximize the viewing area

Annotations

You can annotate PDF files directly in the viewer to highlight information, leave notes, or draw attention to specific areas.

Highlighting

- Select the highlight tool
- Click and drag over the text you want to highlight
- Choose the highlight color

Comments

- Select the comment or note tool
- Click where you want to place the note
- Type your comment

Drawing

Use drawing tools to mark up the document visually.

- Freehand drawing tools

- Shapes such as rectangles, circles, and lines
- Arrows for pointing to important content

Filling PDF forms

If the PDF includes fillable fields, you can complete the form directly in OfficeDocs.

1. Click a form field.
2. Enter text or select an option.
3. Press **Tab** to move between fields.
4. Save the document to preserve your entries.

Form field types

OfficeDocs supports several common form field types:

- **Text fields:** Enter typed responses
- **Checkboxes:** Click to check or uncheck
- **Radio buttons:** Select one option from a group
- **Dropdown lists:** Choose from available options
- **Signature fields:** Add a signature when supported

Searching PDFs

Use search to quickly find words or phrases in the document.

1. Press **Ctrl+F**.
2. Enter your search term.
3. Move between matches in the document.

Downloading and printing

Once you finish reviewing or updating the file, you can save or print it.

- Download the PDF to your computer
- Print directly from the viewer
- Saved annotations are included in downloaded files when supported

Limitations

Some PDF features may depend on the file type and how the document was created.

- PDF text content cannot always be edited directly
- To make major text changes, convert the PDF to an editable format first
- Some complex PDF files may have limited annotation or form support