



Quick Guide

Foxit® MobilePDF

For iOS

Microsoft® Partner

Gold Independent Software Vendor (ISV)

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Chapter 1 Description

Foxit MobilePDF enables you to view and annotate PDF documents on the go, allowing you to work on your PDF documents anytime, anywhere.

View PDF files

- § Open PDF files from iTunes, Email, Safari, and Open-in
- § Fast and clear PDF rendering
- § Flexible page viewing options (Single page, Continuous page, Two pages or Thumbnail)
- § Scroll to a given page of a PDF file with the page slider
- § File navigation by outline/bookmark, or by search result
- § Search text within the PDF file or in Google/Wikipedia
- § Remember the last reading position automatically
- § Zoom in pages for a closer and clearer view; lock zoom status for convenient and consistent viewing
- § Reflow page with or without images (iPhone). It's the best reflow experience you've ever seen.
- § Preview MS Word, Excel, PowerPoint, TXT and image files.
- § Support iOS dictionary to get definitions for selected content (for iOS 5 and above)
- § View a series of PDF files by list or thumbnail in the File List
- § Additional file display options, including tabbed document interface and side-by-side file display (for iPad only)

Modify PDF files

- § Annotate documents using Line, Arrow, Rectangle, Circle, Highlight, Squiggly, Strikeout, Underline, Note, Typewriter, and Pencil tools
- § Add comments to any annotation
- § Add stamps to PDF files, including static stamps and dynamic stamps
- § Import, export, and summarize annotations
- § Add and edit bookmarks
- § Multi-level undo & redo
- § Select and copy text to clipboard

PSI signature integration

- § Sign PDF files with your own handwriting with Pressure Sensitive Ink technology support

Fill out PDF forms

- § Quickly fill out and save PDF forms
- § Highlight fillable form fields
- § Reset form fields
- § Import, export and send form data

Encrypt PDF with permission

- § Encrypt document using user or owner passwords

- § Specify the permissions to restrict operations on PDF files, such as copying content, adding annotation, managing page & bookmark, and printing
- § Remove password for any document
- § Restrict access to app by password lock
- § Prevent unauthorized access to PDF files from third party tools through the data protection system

Organize PDF files

- § Easily reorder or remove pages in Thumbnail view
- § Quickly rename, move, copy or delete PDF files in document manager
- § Zip and unzip files

Text-to-Speech (for iOS 7 and above)

- § Read PDF files out loud
- § Intelligently identify and choose the speaking language
- § Easily adjust the speaking speed
- § Control the speech through Quick Control Panel in lock screen mode

Share, store and synchronize PDF files

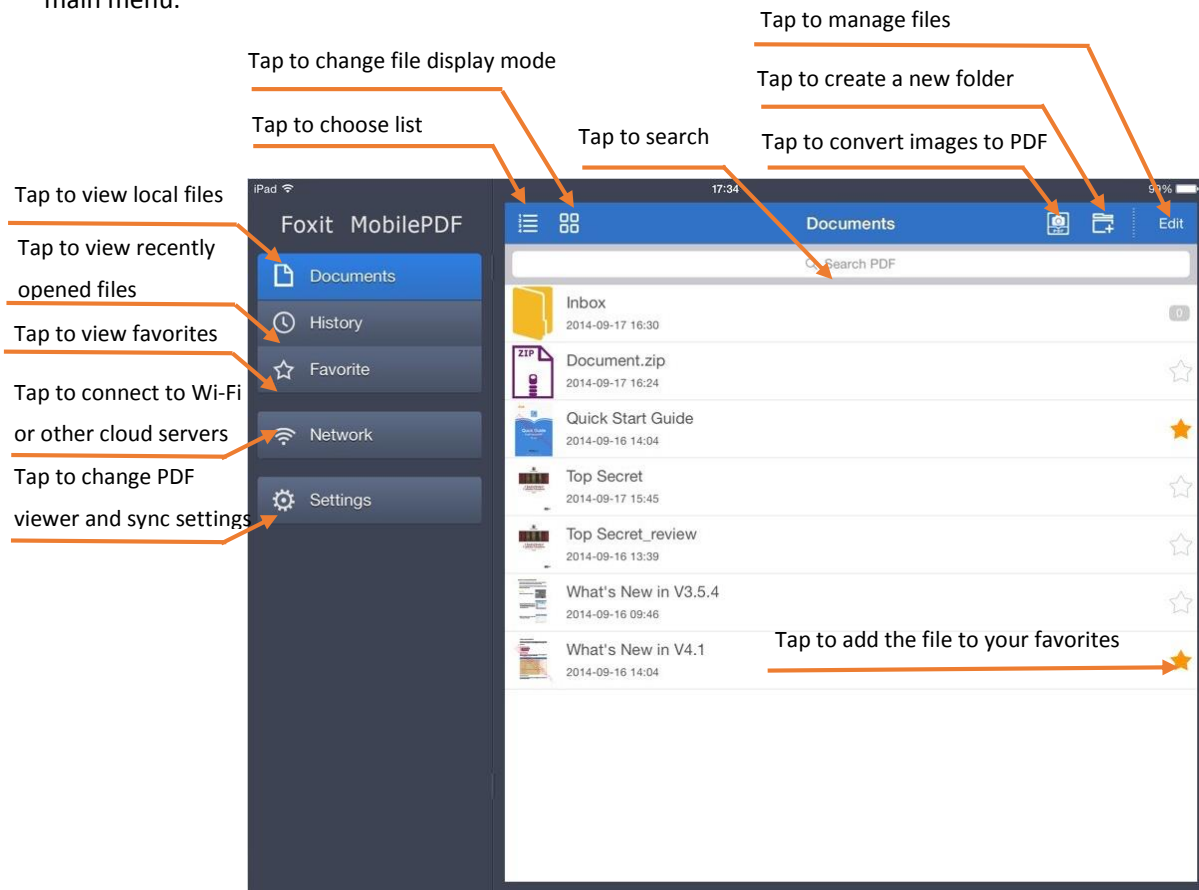
- § Capture and share the screen capture
- § Share PDF files via Facebook, Twitter, Sina Weibo, Tencent Weibo, AirDrop, Evernote, and WeChat.
- § Share multiple files across your desktop and iOS device via Wi-Fi
- § Save, synchronize and access PDF files through cloud storage, including Google Drive, Dropbox, SkyDrive, Box, FTP, SFTP, and WebDAV. Open and read the PDF files stored in iCloud Drive.
- § Send PDF files as attachments via Message or Mail

Convert images to PDFs--an In-App Purchase feature

- § Create PDFs from camera and photo library

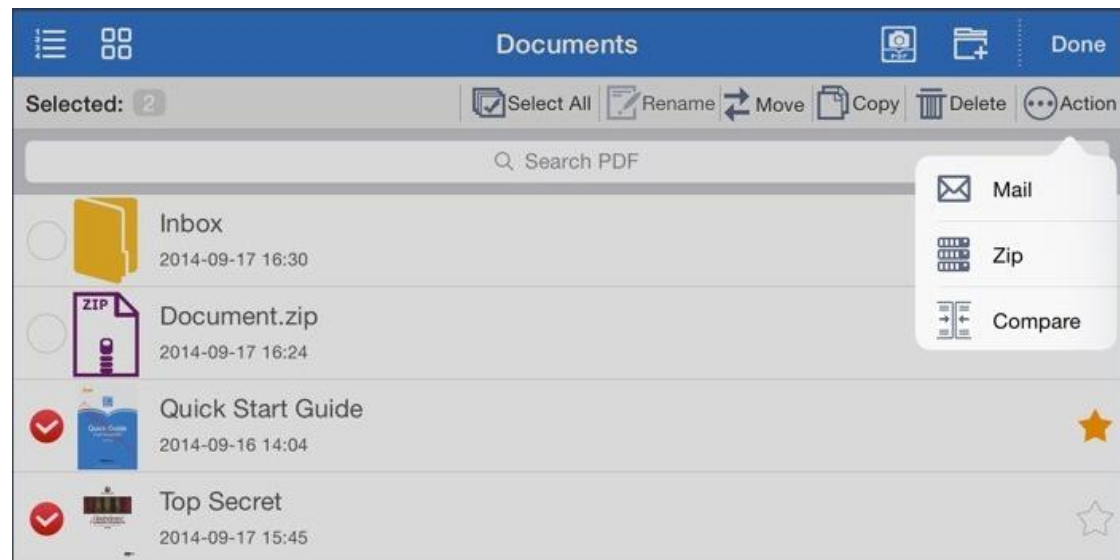
Chapter 2 Main Menu

Foxit MobilePDF offers a clean and clear user interface, presenting a friendly user experience. The main menu of Foxit MobilePDF consists of five tabs: Documents, History, Favorite, Network and Settings. You can choose to view PDF files (including local files, recently opened files and favorite files), connect to cloud storage services, or set preferences for Foxit MobilePDF from the main menu.



Chapter 3 File Management

Foxit MobilePDF allows you to manage files. You can rename, move, copy, delete, mail, zip or compare the files in File Manager. Just tap “Edit” on the upper right corner of the main menu, select the files or folders to be edited, and then tap the relevant option as needed.



To:	Do:
Rename	Select the file or folder to be renamed, tap “Rename”, and input the name for the file or folder.
Move	Select the file or folder to be moved, tap “Move”, and select the target folder.
Copy	Select the file or folder to be copied, tap “Copy”, and select the target folder.
Delete	Select the file or folder to be deleted, tap “Delete”.
Mail	Select the file to be mailed, tap “Action”>“Mail”, input the email address and tap “Send” to mail out the PDF as an attachment.
Zip	Select the files (or folders) to be zipped, tap “Action” > “Zip”, and then input the file name for the zip file.
Compare	Select two files that you want to compare, tap “Action” > “Compare” to compare the files on the same interface.

Chapter 4 Viewing PDF Files

Foxit MobilePDF provides a convenient and easy way to view and read PDF files.

Open a PDF

- 1) Tap on any file in the “Documents” to view local files.
- 2) Tap “History” to view the list of recently opened files.
- 3) Tap “Favorite” to open one of the favorites.

Zoom


- 1) Use two-finger pinch gesture.
- 2) Double tap to zoom in instantly.

View Mode

Page display mode:


- 1) Single page: Display one page at a time. Slide from right to left to turn to the next page.
- 2) Continuous page: Display pages continuously. Swipe up to view the following pages.
- 3) Two pages: Display two pages side by side or one page at a time according to the orientation of your iPad: two pages side by side when your iPad is rotated to landscape view, and one page at a time when your iPad is in portrait view.
- 4) Thumbnail: View PDF files in thumbnails.
- 5) Night mode: Switch between Day Mode and Night Mode.
- 6) Crop mode: Remove unnecessary document margins automatically for a better reading experience.
- 7) Lock orientation: Lock the page orientation.
- 8) Lock zoom: Lock current zoom status to allow you to view the whole PDF in current scaling.
- 9) Lock drag direction: Lock your drag direction.

File display mode:

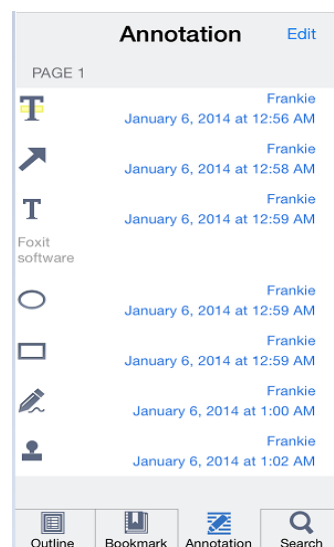
- 1) List view and thumbnail view: Display the files as a list or with large thumbnail icons in the File List. You can switch between list view and thumbnail view by tapping  on the main menu.
- 2) Tabbed document interface: Display multiple files in tabs within a single application window. You can easily and quickly go back and forth between multiple files by tapping the corresponding tab.

Navigate PDF files by outline, bookmark, annotation or search

results


Tap and hold  on the middle left side of the document pane, swipe right, and then the slide panel will show up.

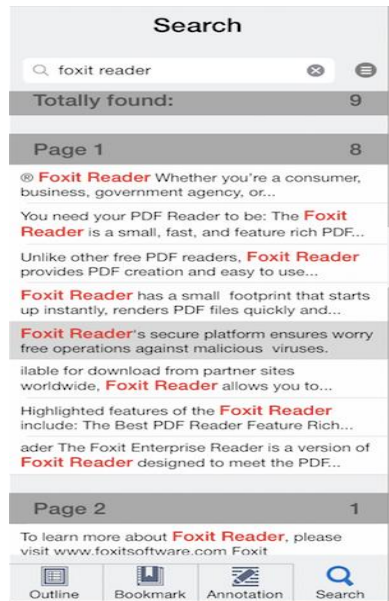
- 1) Outline view: list the outline for the PDF file.
- 2) Bookmark view: provide rename, delete and jump to view functions to help fast positioning.
- 3) Annotation view: list all annotations in the document with their types, date created and author.
- 4) Search view: list text-searching results with page info and details.




Search text

- 1) Search within a PDF file

- Tap  on the slide panel to open the Search panel.
- Type the word or phrase you'd like to find in the search box, and then tap "Search".
- Tap on any item in the list to jump to the corresponding page.



2) Search in Google or Wikipedia

Input the text you want to find in the search box, tap , and then choose “Search in Google” or “Search in Wikipedia” to search in Google or Wikipedia respectively.



Zip and unzip files

Foxit MobilePDF allows you to zip files to save storage space or to share them more easily. Also, you can unzip the files with just one tap.

1) Zip the files

- Tap “Edit” on the upper right corner of the document pane;
- Select the files (or folders) to be zipped;
- Tap “Action” and choose “Zip”;
- Input a name for the zip file and tap “OK”.

2) Unzip the files

Tap the zip file directly, and then the zip file will be unzipped automatically.

Compare two files

With Foxit MobilePDF, you can view two files side by side. This helps you compare two documents in an easy and convenient way.

To compare two files, please follow the steps below:

- Tap “Edit” on the upper right corner of the document pane;
- Select two files to be compared;
- Tap “Action” and choose “Compare”.
The two files you selected will be displayed in the same document panel for easy comparison.

Note: Currently, Foxit MobilePDF only supports comparing two files at a time.

Chapter 5 Annotation

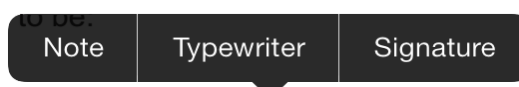
Foxit MobilePDF provides a full set of annotation tools to help you comment on PDFs. Annotation tools include Text Markup tools (including Highlight, Strikeout, Squiggly and Underline tools), Drawing Markup tools (including Line, Arrow, Rectangle and Circle tools), Typewriter tool, Note tool, and the Signature tool.



Button	Tool Name	Description
	Undo Button	Tap to undo your previous action.
	Redo Button	Tap to redo an undone action.
	Line Tool	Tap to draw a line.
	Arrow Tool	Tap to draw an arrow.
	Rectangle Tool	Tap to draw a rectangle.
	Circle Tool	Tap to draw a circle.
	Highlight Text Tool	Tap to highlight text.
	Squiggly Text Tool	Tap to draw a squiggly line under the text.
	Strikeout Text Tool	Tap to strikeout text.
	Underline Text Tool	Tap to underline text.
	Note Tool	Tap to add a Note comment.
	Typewriter Tool	Tap to add text to the document.
	Pencil Tool	Tap to draw free-form shapes.
	Eraser Tool	Tap to erase drawings made by Pencil Tool.
	Stamp Tool	Tap to add stamps to the document.
	Signature Tool	Tap to create a signature.
	Close Button	Tap to hide the annotation toolbar.

Choose the annotation tool


- Tap to reveal the annotation toolbar and choose a relevant tool as needed. You can tap again or tap to hide the annotation toolbar.
- To bring out the Note tool, Typewriter tool or Signature tool, you can alternatively tap and hold anywhere on the PDF file, and then choose the tool from the pop-up menu (as shown below).







Add drawing markups

- Choose the drawing markup tool as needed from the annotation toolbar;
- Tap on the document where you want to add the markup.


You can choose Pencil tool  to draw free-form shapes.

For markups made by Pencil tool, you can tap the Eraser tool  to remove the drawings.


Highlight, squiggle, strike out or underline text

- Tap Highlight tool , Squiggly tool , Strikeout tool , or Underline tool  as required from the annotation toolbar;
- Drag over the text you'd like to annotate.

Add Note comments

- Tap the Note tool  from the annotation toolbar;
- Tap on the document where you want to add the note;
- Input the comment in the pop-up box.

Add text comments

- Choose the Typewriter tool  from the annotation toolbar;
- Tap on the document where you want to add text;
- Input text as needed.

Add stamps

In Foxit MobilePDF, stamps are categorized as Standard Stamps, Sign Here Stamps and Dynamic Stamps. Standard Stamps and Sign Here Stamps are static ones that only include the images indicating the status or sensitivity of a PDF document, while dynamic stamps also include dynamic information, such as author name, date and time. To add a stamp in PDF, please follow the steps below.

- Choose Stamp tool  from the annotation toolbar;
- Select a stamp from the preset list;

- Tap on the document where you want to add the stamp;
- After adding the stamp, you can tap “Note” from the pop-up menu and then input a comment as needed in the pop-up box.

Add signatures

Foxit MobilePDF supports creating and adding signatures to your PDF file. For detailed steps, please follow the instructions in [Chapter 6](#).

Change the appearances of annotations

1) Change the appearances of existing annotations

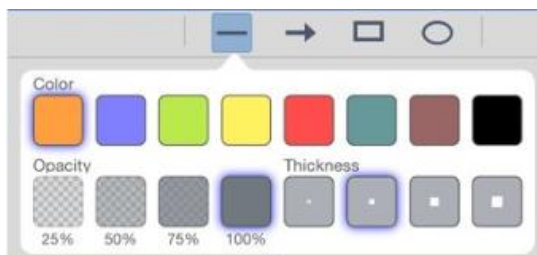
- Tap the existing markup that you want to change the appearance;
- Choose Color, Opacity or Thickness as needed from the pop-up menu;
- Pick the option as desired.

2) Change the appearances of annotation tools

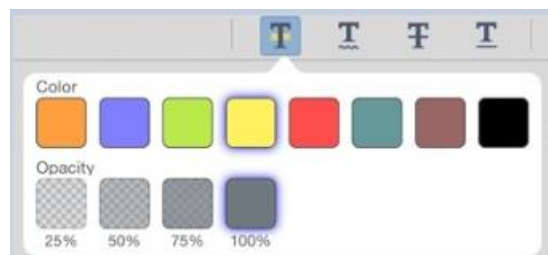
- Tap and hold on the annotation tool that you want to change the appearance;
- Choose the desired options. The new appearance will be applied when you add a new annotation.

Tips:

1. Options may vary according to the type of annotation tools. You can change the color and opacity for all annotations. For Drawing Markup tools, you can also set the thickness; for Note tool, you can change the note icon as well; and for Typewriter tool, you can change the font and font size, too.
2. You cannot change the appearance of stamp annotations.



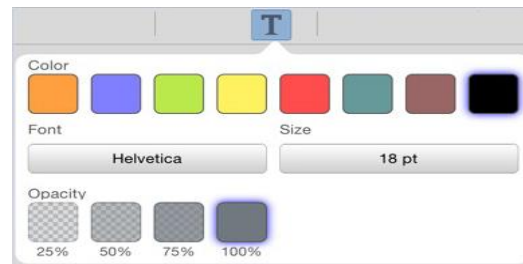
Appearance Settings for Drawing Markup Tools



Appearance Settings for Text Markup Tools



Appearance Settings for Note tool



Appearance Settings for Typewriter tool

Move the markups

Tap the markup and then drag to move it.

Tip: For Note annotations, you should tap and hold on the Note icon first, and then move it.

Resize the markups

Tap the markup to be resized first, and then drag any of the handles to resize it.

Tip: Note annotations cannot be resized.


Delete the markups

Tap the markup to be deleted first, and then choose “Delete” from the pop-up menu.


Tip: For Note annotations, you should tap and hold on the Note icon and then choose “Delete” from the pop-up menu.

Import and export annotations

1) Import annotations


- Tap , and choose “Import Annotations”;
- In the “Select” dialog box, select the file (.fdf file) to be imported, and tap “Select”. Then the annotations will be imported to current PDF file.

2) Export annotations

- Tap , and choose “Export Annotations”;
- In the “Select Folder” dialog box, select the folder in which you want to save the exported annotation file, and tap “Select”;


- In the pop-up dialog box, input the file name and tap “OK”. Then the annotations in the current PDF file will be exported and saved as an FDF file in the file folder you selected.

Summarize comments

- Tap , and choose “Summarize Comments”;
- Tap “Documents and comments” if you want to create a comment summary with the original document maintained; tap “Comments Only” to create a new PDF with comments only;
- In the “Select Folder” dialog box, select the folder in which you want to save the comment summary, and tap “Select”;
- In the pop-up dialog box, input the file name and tap “OK”. The comments will be summarized and saved as a PDF file in the file folder you selected.

Chapter 6 Signatures

With Foxit MobilePDF, you can sign a PDF document by placing your personal signature on the appropriate place in a document.

Tap  on the annotations toolbar to create a signature and save it in Foxit MobilePDF. You can place the signature on any document if the document permission allows.

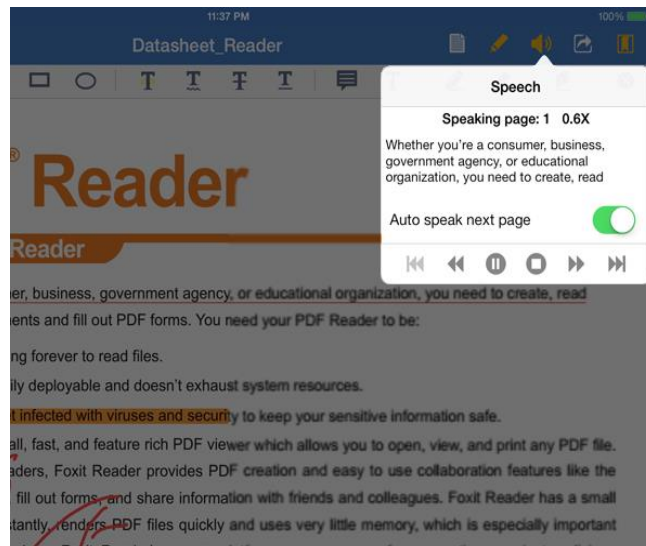


Tap and hold the signature icon to edit a current signature or create new ones.




Chapter 7 Text to Speech

Foxit MobilePDF supports reading the text of the PDF out loud (available for iOS7 and above). Foxit MobilePDF will identify and choose the speaking language intelligently and automatically according to the language of the text, and allow you to control speaking through the Quick Control Panel when your iOS device is locked.



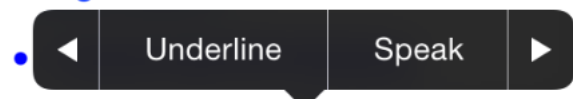
Speak the whole page

Tap  directly. Foxit MobilePDF will start speaking from the current page.

Speak the selected text

Select the text first and then choose “Speak” from the pop-up menu.

Viewing Features



Adjust the speaking rate

- 1) Speed up the speech: Tap ► on the Speech interface.
- 2) Slow down the speech: Tap ◀ on the Speech interface.

Suspend or stop speaking

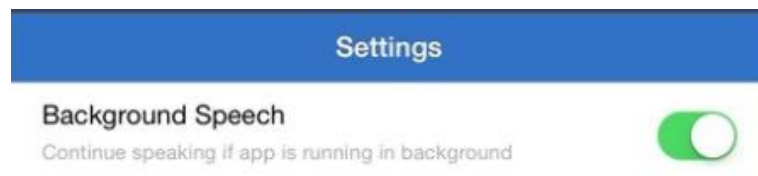
- 1) Suspend speaking: Tap ⏸ to suspend speaking. You can tap ▶ to continue speaking.
- 2) Stop speaking: Tap ◻.

Speak the previous page or next page

Tap the previous page button ◀◀ or the next page button ▶▶ respectively in the Speech interface.

Continue speaking when Foxit MobilePDF is running in background mode

Please enable “Background Speech” in “Settings”.



Control speaking through Quick Control Panel

Open your iOS device, and then you can adjust the speaking volume, suspend the speaking, or turn to the next or previous page through the Quick Control Panel.



Chapter 8 Cloud Storage and File Sharing

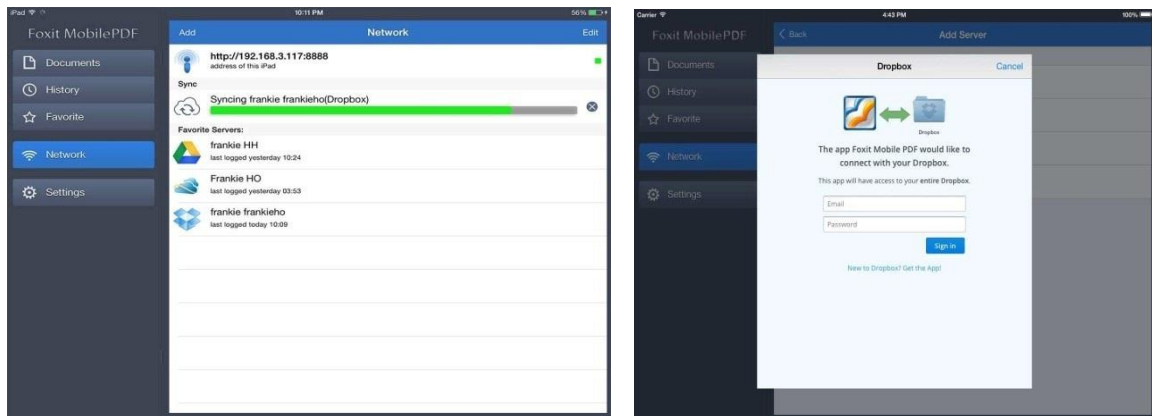
Cloud Storage

Foxit MobilePDF supports most popular cloud storage services, including: Dropbox, Google Drive, OneDrive (SkyDrive), Box, FTP, SFTP, WebDAV, and iCloud Drive. With Foxit MobilePDF, you can store and download files and folders directly from cloud storage services.

Note: For iCloud Drive, Foxit MobilePDF only supports opening PDF files already stored in iCloud Drive.

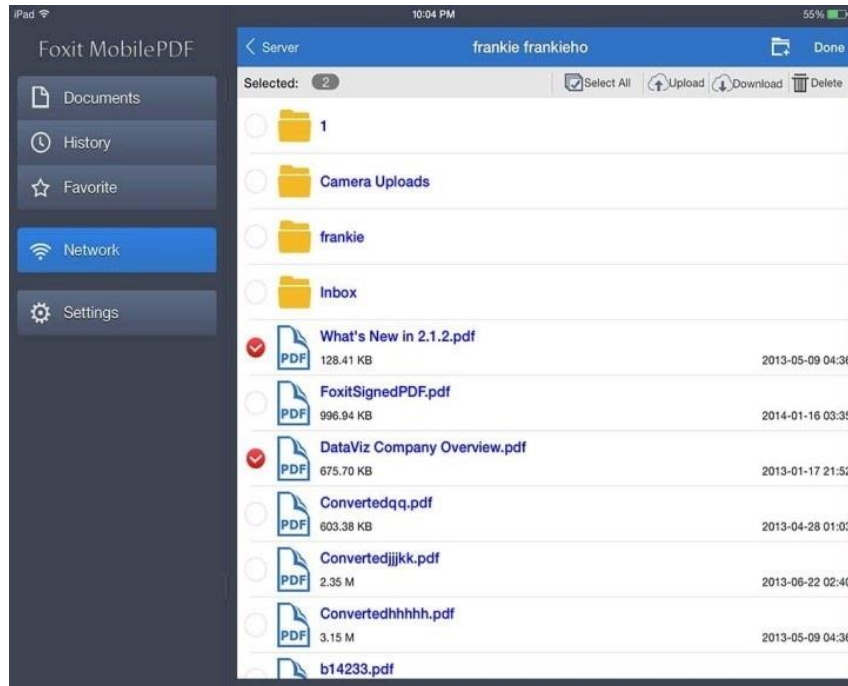
Connect to cloud storage services (using Dropbox as an example)

- Tap “Network”;
- Tap “Add”;
- Select “Dropbox”;
- Enter the account name and password to log in to Dropbox, or launch Dropbox directly if you have already installed Dropbox;
- After authorization, your Dropbox account will be saved under the “Favorite Servers” list. Tap it to view your Dropbox files.



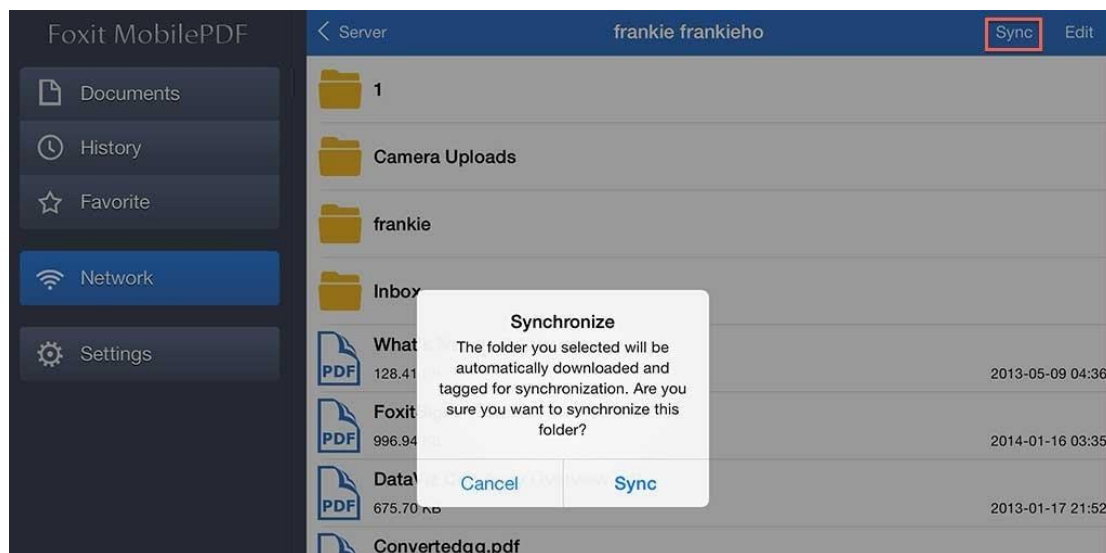
Download PDF files from cloud storage

- Tap on any file to download and open it.
- To download several files:
 - 1) Tap “Edit”;
 - 2) Select the files or folders as needed;
 - 3) Tap “Download”;
 - 4) The files and folders will be copied to the download folder in Foxit MobilePDF “Documents” tab.



Synchronize PDF files

- Connect to the cloud storage service first;
- Tap “Sync” on the upper right corner of the interface;
- In the pop-up dialog, tap “Sync” to confirm synchronization. A progress bar will show up on the Network interface for you to check the sync status.

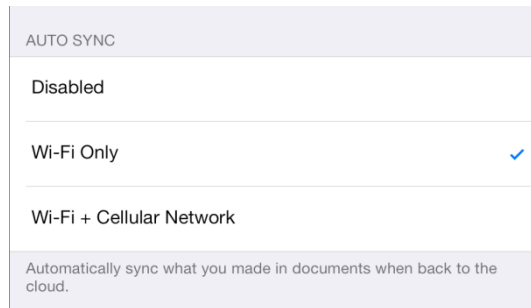


Once the sync is completed, the full copy of the file/folder will be available from the “Documents” tab.

Foxit MobilePDF will synchronize all the stored contents if you tap “Sync” in the root folder of your account. It is recommended to sync with one specific folder to make the sync fast and reliable.

Auto Sync

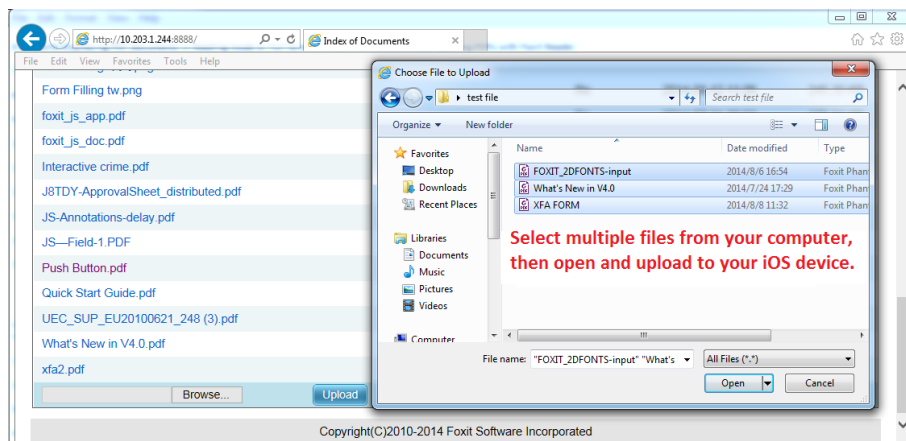
Auto Sync is enabled by default, but you can disable it under “Settings”. You can also choose to synchronize your information using Wi-Fi only or via Wi-Fi and Cellular Network.



File Sharing

Foxit MobilePDF allows you to share files across your desktop and iOS device via Wi-Fi, to deliver a smooth and convenient sharing workflow. Steps are as follows:


- Enable Wi-Fi file transfer on Foxit MobilePDF first by the following steps:
 - Tap “Network” and the address line of your iOS device;
 - In the Network Permission window, enable “Wi-Fi file transfer” option;
 - (Optional) Enable “Require Password” option and set a username and a password if you need to restrict the network access to your iOS device;
- Open a web browser from your computer, then input the address of your iOS device;
- Input the username and password if you have set a password for network access;
- Click “Browse” at the bottom and select the files to be uploaded to your iOS device;
- Click “Upload” at the bottom, and then the selected files will be uploaded to your iOS device.

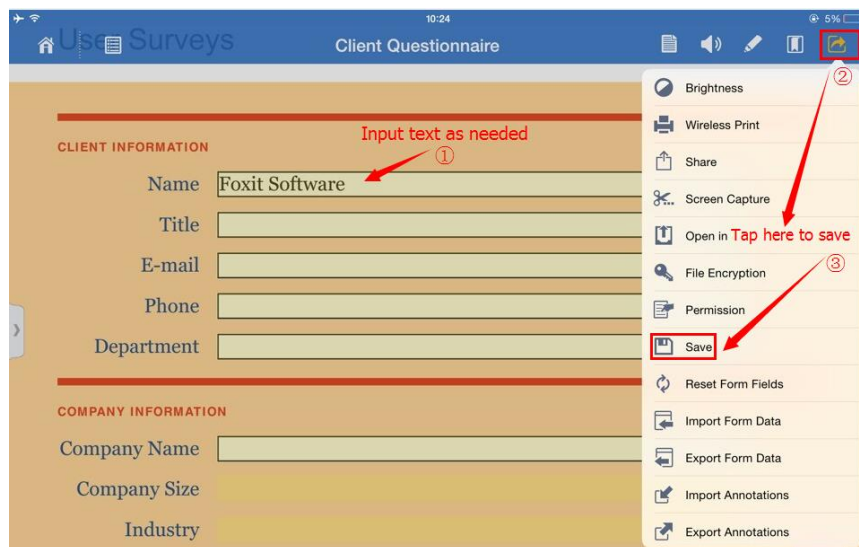


Chapter 9 Fill Out PDF Forms

Foxit MobilePDF provides PDF form support. You can fill out PDF forms, reset form fields, import, and export form data with ease.


Fill out PDF forms

- Tap the fillable form field and input the text;
- Once completed, tap  on the upper right corner of the document pane, choose “Save” and then one of the following options to save the PDF form.
 - Original document: save the original form to allow future modification of form fields and annotations.
 - Flattened document: save the flattened form, in which the form fields and annotations cannot be edited. If you choose “Flattened document”, you will need to specify a folder and file name for the form to be saved.




Import and export form data

1) Import form data


- Tap , and choose “Import Form Data”;
- In the “Select” dialog box, choose the form data file (.fdf file) to be imported, and tap “Select”; Then the form data will be imported to current PDF form.

2) Export form data

- Tap , and choose “Export Form Data”;

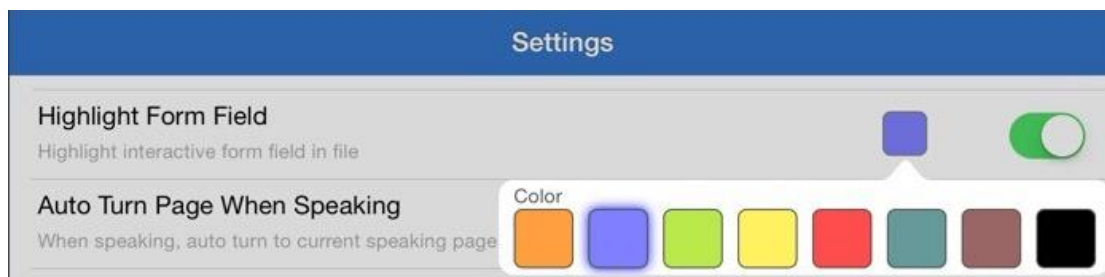
- In the “Select Folder” dialog box, select a folder in which you want to save the exported form data file, and tap “Select”.
- In the pop-up dialog box, input the file name and tap “OK”. Then the form data in current PDF form will be exported and saved as an FDF file in the folder you selected.

Reset form fields


Tap , choose “Reset Form Fields”, and tap “Yes” to confirm your operation.

Change the highlight color for form fields

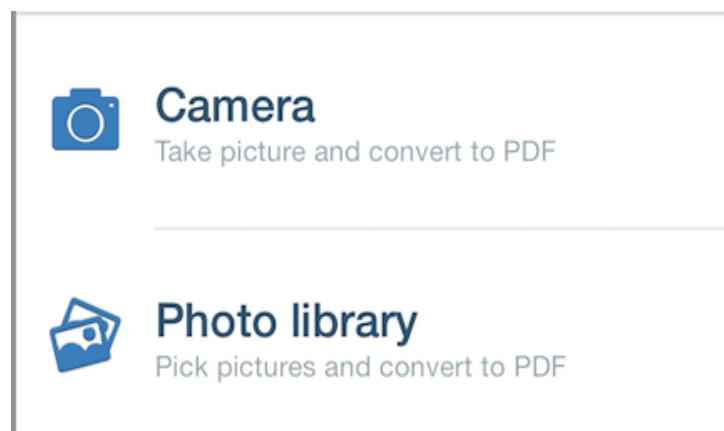
For PDF forms, Foxit MobilePDF will highlight the interactive form fields (in yellow by default) for your easy recognition. To change the highlight color, please tap “Settings” and then choose a color from the color palette for the “Highlight Form Field” item.




Chapter 10 Convert to PDF

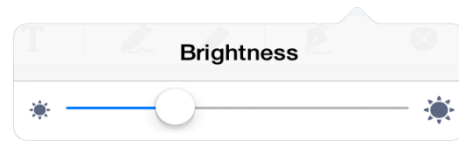
Convert PDF is one of the In-App Purchase features, which allows you to convert images to PDF. Foxit MobilePDF will remind you to enable the “Convert to PDF” function through a paid license if it is disabled. After you purchased the license, the following two options (i.e. Camera and Photo library) will be activated after tapping .


- 1) Camera: take a picture and convert it to PDF.
- 2) Photo library: pick pictures and convert them to PDF.

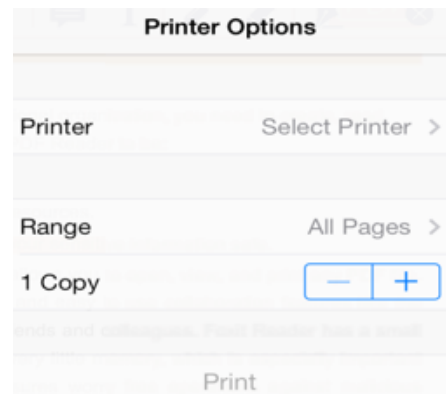



Chapter 11 More Features

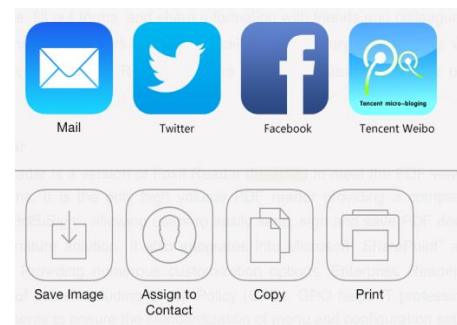
Brightness: Tap , choose “Brightness”, and then drag the slider to adjust the brightness of the screen as needed.




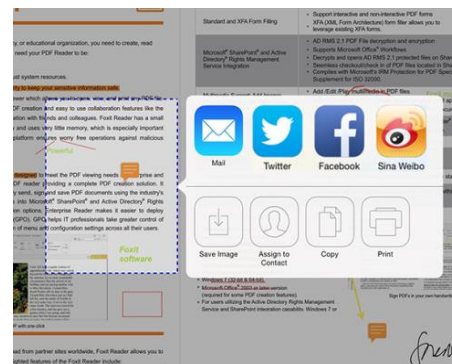
Wireless Print: Tap , and choose “Wireless Print”. The Air Print dialog will pop up to let you select your printer and set the number of copies you want to print.




Share: Tap , choose “Share” > “Original document” or “Flattened document”, and then tap the sharing platform that you want to use to share your PDF.

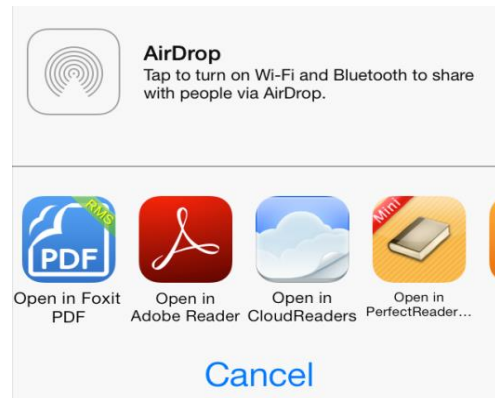



Screen Capture: Tap , and choose “Screen Capture”. Capture the screen you want to share and then choose the sharing platform.

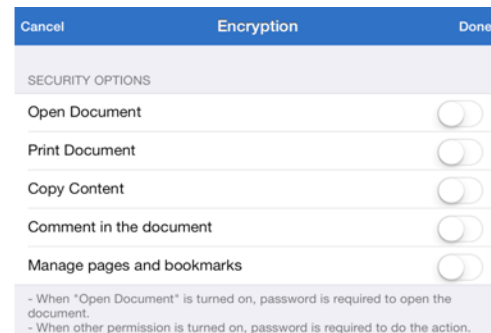


Note: Screen Capture is available for iOS6 and above.

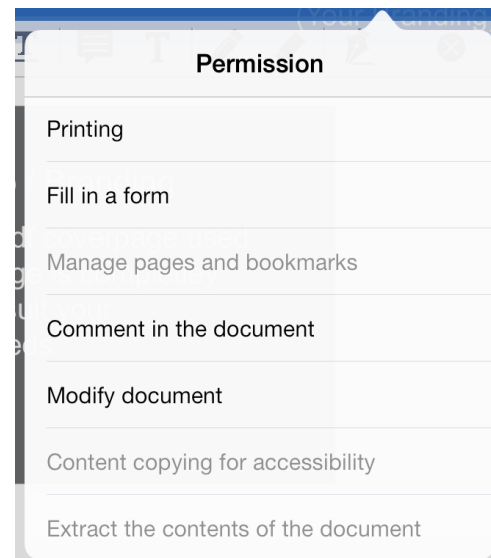
Open in: Tap , and choose “Open in”. You can open the original document in other apps, like Adobe Reader.




File Encryption: Tap , and choose “File Encryption”. The Encryption dialog will pop up to let you set your encryption options.



Permission: Tap , and choose “Permission”. You can view the permissions for the current PDF file.



Save: Tap , and choose “Save” > “Original document” or “Flattened document”, you can save or discard changes to the current PDF file.

Chapter 12 Settings

Foxit MobilePDF provides an easy way for you to customize your application. You can set preferences for Foxit MobilePDF under Settings, including security, document viewing, auto sync, etc.

General Settings

Password lock allows you to protect document from being viewed by another person. Once set, the application will ask for the password on each launch.

PDF View

- Remember Last Position: Remember the last viewing position for you to pick up where you left off easily.
- Highlight Links: Enabling this option can highlight the hyperlink text in PDF files. You can choose a highlight color from the color palette.
- Highlight Form Field: Highlight the interactive form field in PDF files. You can change the highlight color from the color palette.
- Auto Turn Page When Speaking: Automatically turn to the currently spoken page during speech. No action is executed if you are editing the PDF.
- Background Speech: Continue speaking if the application is running in background mode.
- Continuously Add Annotation: Allows you to add annotations with the same comment tool continuously.
- Annotation Author: The name of annotator showed in your PDF.

Share

Link Evernote: Login Evernote with your Evernote account so that you can share PDFs via Evernote.

Auto Sync

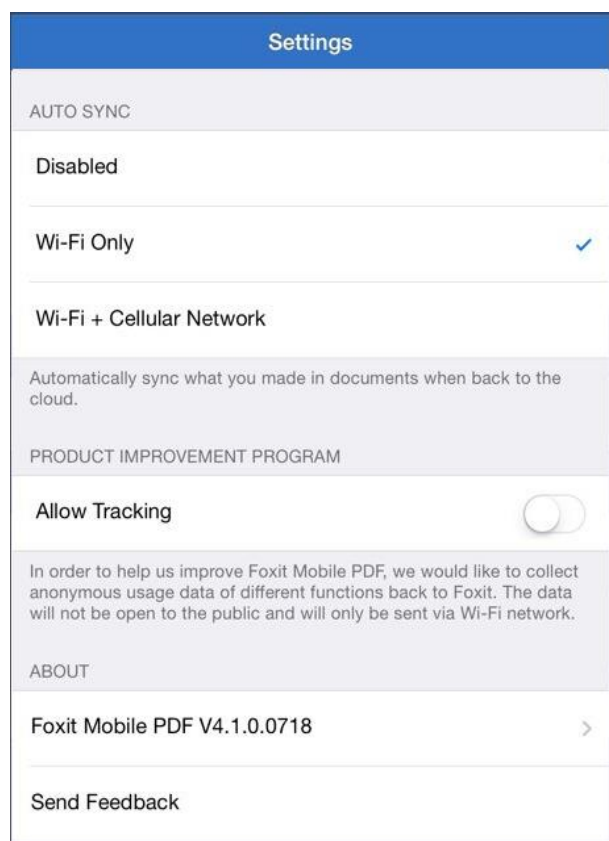
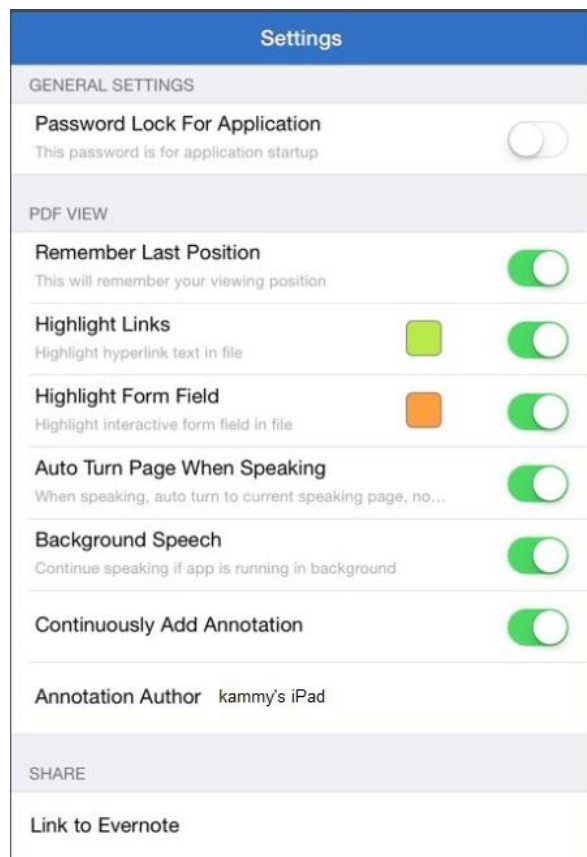
- Disabled: Disable Auto Sync.
- Wi-Fi Only: Automatically sync your information wirelessly using Wi-Fi only.
- Wi-Fi + Cellular Network: Automatically sync your information via Wi-Fi and Cellular Network.

Product Improvement Program

- **Allow Tracking:** Collect anonymous usage data about the functions and send it back to Foxit for product improvement purposes only. The data will not be open to the public and will only be sent via Wi-Fi network.

About

- **Foxit MobilePDF:** Learn general information about Foxit MobilePDF.
- **Send Feedback:** Send your feedback to Foxit via email.



Contact Us

Feel free to contact us should you need any information or have any problems with our products.
We are always here, ready to serve you better.

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