



Quick Guide Foxit[®] MobilePDF Business For iOS



Gold Independent Software Vendor (ISV)

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Chapter 1. Description

Since PDF has become a popular file format for storing documents, the growth in the number of PDF documents has exploded. Many of these PDF documents contain confidential information that requires Information Rights Management (IRM) protection. Foxit MobilePDF Business integrates with Microsoft Azure Active Directory Rights Management (AAD RM) to provide users with a complete and reliable IRM solution for their PDF documents. Now, with Foxit MobilePDF Business, you can work on your PDF documents anytime, anywhere. Indeed, this is the app for you to start a safe and comfortable reading trip.

Foxit MobilePDF Business will be part of the Foxit PDF Security Suite solution, Foxit's comprehensive solution for extending Microsoft's Active Directory Rights Management Services (AD RMS) for PDF from desktop to mobile platforms.

Viewing Features

Fast and Clear PDF Rendering

Flexible page viewing options (Single Page, Continuous, Two Page or Thumbnail). Page slider, scroll to a certain page of a file.File navigation by Outline/Bookmarks, or by search results.Search text in files and beyond (Google, Wikipedia).Reflow pages with or without image (iPhone). It's the best reflow experience you've ever seen.

Advanced Technology Support

MobilePDF adopts GSDK3 (the latest Foxit PDF Development Kit), delivering a more stable, rapid, and powerful performance.

Smooth Reading Experience

Supports Two Pages mode on iPad, enabling you to read PDFs in Single Page, Continuous, Two Pages, and Thumbnail mode.

Supports previewing Microsoft Word, Excel, PowerPoint, txt and image files.

Supports Zoom Lock (on iPad) so that you can conveniently view the whole PDF file at a single zoom ratio.

Innovative PDF Reading

Supports reading of PDFs out loud (available for iOS7 and above). The reading language can be automatically and intelligently chosen according to the text and the reading speed can be adjusted. In addition, reading out loud in background mode, and lock screen controls are also supported.

Advanced Editing Features

Annotate documents using Line, Arrow, Rectangle, Circle, Highlight, Squiggly, Strikeout, Underline, Note, Typewriter, Pencil, Erase, and Signature. Add and edit bookmarks. Open PDF files from iTunes, Email, Safari, Open-in, and W-Fi file transfer from PC.

Select text to copy to clipboard and highlight with different annotations. Support dictionary (iOS5). Convert images to PDF

Highlight Features

1. Annotate PDF documents

Easy to use annotation tool set to help you annotate your documents out of your office. Using Foxit's award winning PDF engine, all the comments and annotations are compatible with any PDF reader.

2. PSI signature integration

Provides Pressure Sensitive Ink technology when you edit your document, enabling you to sign PDF files with your own handwriting easily and conveniently. A simple tap on the screen can add your own signature anywhere in the document.

3. Slide panel views

Conveniently switch among Outline, Bookmark, Annotation, and Search panel views, which makes positioning and viewing documents clearer and simpler.

4. Encrypt PDF with permission

Encrypt documents by user or owner password. Features like "Copy Content" or "Print" can be restricted. You can also remove a password for any document.

Enhanced PDF Encryption & Annotation

Adds encryption options (including Bookmark Permission, Annotation Permission, etc.) to further protect PDFs.

Reorder and Remove Pages

In thumbnail view, you can easily reorder any page. It's very convenient - just drag and drop the page. We also provide a remove page function to help you organize your PDF file.

Extensive PDF Sharing

Enhances the Share function in iOS6 and above, allowing you to share PDFs to Facebook, Twitter, Sina Weibo and Tencent Weibo (available for iOS7 and above); and send PDFs via SMS and AirDrop.

• RMS Encryption

Provides seamless integration with Microsoft Azure Active Directory Rights Management (AADRM) environment to protect PDF documents (available for iOS6 and above).

• More Handy Features:

- 1.Document manager.
- 2.Passcode lock.
- 3.Multi-level Undo & Redo.
- 4. Automatically remember last reading position.
- 5.Highlight links.
- 6. Supports screen capture in iOS6 and above.
- 7.Allows users to sort the files in Favorites.

8. Automatically saves the currently opened PDF in case the application quits unexpectedly.

Chapter 2. Main Menu

Foxit MobilePDF Business offers a clean and clear user interface, presenting a user-friendly user experience.

The Main Menu of Foxit MobilePDF Business is grouped into two parts: Control Panel (on the leftside) and File List (on the right side). On the top of the File List, you can find the Create button, Edit button, and Search box, which allow you to create folders, manage files, and search files respectively.

			Tap to use file managem	ent options
			Tap to create a new fold	er
	Choose list	Tap to search	Tap to convert to PDF	_//
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Tap to review local files	Foxit MobilePDF Business		Documents	👰 📑 Edit
Tap to review recently opened files	Documents		Q Search PDF	
Tap to review favourite	🔌 🕓 History	Quick Start Guide 2014-09-16 09:46	e	5.94 M
	🍾 🏠 Favorite	2014-09-16 09:46		Tap to add the file to Favorite
Tap to connect to wi-fi or Dropbox and other cloud servers	Network			1999-199
Tap to change PDF viewer and				
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Chapter 3 .File Management

To start managing files, tap "EDIT" at the top and select one or more files or folders.

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Selected:	3 Select All	Rename Z Move Copy	Delete Mail
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	frankie HH Sync with "frankie HH" Google Drive		C
0	frankie frankieho Sync with "Cloud"		
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0	test 2013-12-31 03:41		
0	Inbox 2013-11-19 02:17		
Restaurs and the second	What's New in V3.1 2013-12-23 03:24		* 257.20 КВ

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.
Сору	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 "Mail", and the file will be mailed out as an attachment.

Chapter 4. Viewing PDF Files

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

1. Open a PDF

- 1). Tap on any files in the "Documents" tab.
- 2). Tap "History" to review the list of recently opened files.
- 3). Tap "Favorites" to open one of your favorite PDF files.

2. Zoom

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

3. Tap "Read Mode", and you will find the following features.

- 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.
- 5). Night mode: Switch between Day Mode and Night Mode.
- 6). Lock orientation.
- 7). Lock zoom.
- 8). Lock drag direction.

4. Add a bookmark, Tap



5. Review Outline, Bookmark, Annotation, Tap > and swipe right, to show the slide panel.

1). Bookmark view: Add, rename, delete, and use bookmarks to allow fast positioning.

2.) Annotation view: list all the annotations with their types, date added and author.

3). Search view: list text-searching results with page info and details.

Annotation Edit PAGE 1 Frankie Ŧ January 6, 2014 at 12:54 AM Frankie January 6, 2014 at 12:55 AM Wo are have a Frankie Ŧ January 6, 2014 at 12:56 AM Frankie January 6, 2014 at 12:58 AM Frankie Т January 6, 2014 at 12:59 AM Foxit software Frankie January 6, 2014 at 12:59 AM Frankie January 6, 2014 at 12:59 AM Frankie January 6, 2014 at 1:00 AM Frankie • January 6, 2014 at 1:02 AM Q Outline Annotation Search Bookmark

6. Search, Tap *Q* and type the word or phrase you'd like to find – a list of results will appear, starting from the current page. Tap on any item in the list to move the view to the appropriate place in the PDF.



Chapter 5. More Features

Brightness,

Tap 📂



And choose "Brightness" to set the "Brightness" level.

Wireless print, Tap 🛃

And choose Print. The Air Print dialog will pop up to let you select your printer and set the number of copies you want to print.



And choose "share".



And choose "Screen Capture". Screen Capture is available for iOS6 and above.

	Printer Options
Printer	Select Printer >
Range	All Pages >
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Mail	Twitter Facebook Tercent Webo
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Save Image	Assign to Copy Print Contact



Open in, Тар



And choose "Open in". You can open your PDF document in another app.



RMS Encryption, Tap 🥂

File Encryption, Tap

And choose "RMS Encryption". The Windows Azure login dialog will pop up to let you input your account information. Then you can choose the template for encryption in the pop-up dialog.

A Microsoft Rights Management	
Sign in with your organizational account	
someone@example.com	
Password	
Keep me signed in	
Sign in	
Can't access your account?	
Cancel Permissions	Apply
No Protection	
IsvTenant006 - Confidential	
This content is proprietary information intended for interna users only. This content can be modified but cannot be copied printed.	and
IsvTenant006 - Confidential View	v Only
IsvTenant006 - All Permissions F Employees	or



And choose "Permission". You can view the permissions for the current PDF file.

 Permission

 Printing

 Fill in a form

 Manage pages and bookmarks

 Comment in the document

 Modify document

 Content copying for accessibility

 Extract the contents of the document



And choose "Save", you can save or discard changes to the current PDF.

Chapter 6. Annotation

To annotate a PDF document, tap to reveal the annotation toolbar, and then select the tool as needed. Tap to Highlight Tap to draw on the PDF(Pencil) Tap to Tap to draw Tap to Tap to Tap to create Tap to undo draw line Strikeout add a note "my Signature" Rectangle T Þ -0 T Ŧ T T 12 P × Tap to draw Circle Tap to type on the PDF(Typewriter) Tap to draw Tap to Tap to Tap to Hide the Tap to redo Tap to Squiggl Underline Arrow Erase annotation toolbar

Tapping and holding on the document will show a popup where you can also select some annotation tools.

Note	Typewriter	Signature
toolbar tan		

To hide the annotation toolbar, tap

Other annotation tools

1. To highlight, underline, squiggle or strike out the text, tap $\mathbf{T} \mathbf{T} \mathbf{T}$ and then drag over the text you'd like to annotate.

To change the color or opacity of the tool tap and hold on the icon and choose a color or opacity from the popup. You can highlight, underline, squiggly and strike any text.



2. To change the color of the markup tap and hold on any of the markup tools or tap highlighted textand pick Color from the popup.



You can move the pop-up note afterwards by tapping, holding and dragging the note icon.

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Tap "Icon" and choose note, and then you can choose the type of note.

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Alternatively, you can create a popup note by tapping and selecting Note from the popup menu.

To delete a popup note, open it first and then tap Delete.

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Note Icon

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Comment

4. Typewriter, tap \mathbf{T} and then tap on any place of the PDF. The keyboard will pop up, and you'll be able type text.

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5. Pencil. With Foxit MobilePDF Business, you can draw or write on any PDF using a stylus or your finger.

To start writing tap *C* then select one of the pencils or markers available in the menu and start writing.

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6. Eraser, use eraser tools to remove Pencil annotations. Tap 🔨 and then drag on the pencil markings you would like to erase.

Shared Review

Foxit MobilePDF Business offers Shared Review support, enabling users to join a shared document review initiated with Foxit PhantomPDF Business. While participating in a shared review session, users can share comments, read and reply to comments from other review participants, and send back feedback or comments to the initiator via a shared server.

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kammy(123@123.com) 2014#00月14日 10:32	Outlook Addin screenshot- Create PDF from Outlook Provides PDF creation (file or portfolio) by corverting emails to PDF dire	ectly from the Microso ¹ ? Outlook? application	on.	
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Outline Bookmark Annotation Search	٠		1/1	

- A: Check for new comments: synchronize comments between the shared files folder and the local files.
- B: Update comments: display the updated comments.
- C: Publish comments: uploads your comments to the shared file folder.
- D: Work offline/online: connects or disconnects to the network server.
- E: Pop-up menu: allows you to reply to other reviewers.
- F: Annotation Panel: lets you check comment details.

To participate in a shared review, please follow the steps below:

- Open the PDF to be reviewed from your email application.
- If you open the PDF to be reviewed with Foxit MobilePDF Business for the first time, you will need to complete your identity information first (as shown below).

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• Input the username and password for the shared server, then tap "Done" to connect to the server.

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- Select the desired comment tool and add comments as needed in PDF.
- To check for new comments from other reviewers, tap the "Check for new comments button"
- To view the comments from other reviewers, tap the "Update comments" button , and then you can view the comments from other reviewers on the Annotation panel.
- To reply to the comments from other reviewers, tap the comment that you want to reply, choose "Reply" from the pop-up menu, then input the reply and tap "Done".
- Upon completion, tap the Publish Comment button with to publish your comments on the network server.

Note:

- 1. Foxit MobilePDF Business only supports to participate in shared reviews initiated by Foxit PhantomPDF Business.
- Foxit MobilePDF Business currently supports shared review based on Windows network servers that support SMB2 (Windows Server 2008, Windows Vista and above). The review participants should have the permissions to read and write in the network shared folder. Otherwise, they cannot participate in the shared review.
- 3. You can review the PDF offline. However, in the offline mode, you can only add comments. If you need to publish your comments, you need to tap the Work online button to connect to the server.

Chapter 7. Signatures

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



Tap and hold the signature icon to "Edit" current signatures or create new ones.

≏ Signature Ę 囙 Fox!t Tom Frankie rankie

Chapter 8. Text to Speech

Foxit MobilePDF Business allows reading the text of any PDF out loud (available for iOS7 and above).

To start reading the text tap

- Press Play to speak the whole page.
- Select text to speak only that selected text.
- Find more options in Settings. (Settings->Background speech)

The following functions are available:

Read the selected contents or the whole page;

Automatically read the next page;

Automatically turn the page during reading; Adjust the reading speed;

-Intelligently detect and select the reading language;

-Edit PDFs during reading;

-Read out loud in background mode;

-Controlling PDF reading through the Quick Control Panel when the screen is locked;

-Controlling PDF reading via headset with a remote;

-Display current reading page when the screen is locked.





Chapter 9. Web Storage

With Foxit MobilePDF Business, you can download files and folders directly from your Dropbox or other web storage services.

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

- Tap "Network"
- Tap "Add"
- Select "Dropbox"
- You can either enter account name and password to login Dropbox or launch Dropbox directly if you have already installed Dropbox
- After authorization, your Dropbox account will be saved under the "Accounts" list. Tap it to view your Dropbox files.

Foxit MobilePDF Business			
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Other web storage

Foxit Mobile PDF supports the following web storage:





- Tap on any file to download and open it
- To download several files:
 - 1).Tap "Edit"
 - 2). Select the files and/or folders you

need

3). Tap "Download"

4). The files and folders will be copied to the download folder in Foxit MobilePDF's Documents tab.

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	0	1		
☆ Favorite	0 📒	Camera Uploads		
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🔅 Settings	0 🛑	Inbox		
	S PDF	What's New in 2.1.2.pdf 128.41 KB		2013-05-09 04:36
		FoxitSignedPDF.pdf 996.94 KB		2014-01-16 03:35
		DataViz Company Overview.pdf 675.70 KB		2013-01-17 21:52
		Convertedgq.pdf 603.38 KB		2013-04-28 01:03
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Chapter 10. Sync

Foxit MobilePDF Business provides the ability to set up 2-way synchronization with Dropbox or any other web storage service you've connected to. To connect to a web storage service, please follow the steps in Chapter 9.

Setting up sync

Once you've connected to a web storage service, navigate to the folder you'd like to sync with and open it.

Tap "Sync" at the top to enable 2-way sync with this folder. Tap "sync this folder" and the progress bar will appear on the folder icon.

Foxit MobilePDF Business	Server	frankie frankieho	Sync Edit
Documents	1		
() History	Camera Up	ploads	
☆ Favorite	frankie		
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🔅 Settings	What T 128.41 ar 128.41 sur PDF 996.94	Synchronize he folder you selected will be utomatically downloaded and ged for synchronization. Are you re you want to synchronize this folder?	2013-05-09 04:36 2014-01-16 03:35
	Data 0000	Cancel Sync	2013-01-17 21:52
	Converted	qq.pdf	

Once the sync is completed a full copy of this folder will be available from the "Documents" tab. Foxit MobilePDF Business will synchronize all the storage 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 or allow Foxit MobilePDF Business to sync automatically only via Wi-Fi within Settings.

Chapter 11. Convert to PDF

Convert PDF is available via an in-app purchase. It allows you to convert images to PDF files. Foxit MobilePDF Business will remind you to enable the "Convert to PDF" function through a paid license if it is not enabled. After your purchase the license, the following two options (i.e. From camera From photo library) will be activated after tapping

- 1) Take picture and convert to PDF
- 2) Pick pictures from your existing gallery and convert to PDF



Chapter 12.Settings

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

Security

Passkey lock allows you to protect your documents from being viewed by another person. Once set, the application will ask for the passkey on each launch.

PDF View

- Enable or disable "Remember last position. This will remember your viewing position and return you to the same position when opening the same PDF file.
- Highlight Links: Enabling this option will highlight the hyperlink text in PDF files. You

can choose a highlight color from the color palette.

 Auto Turn Page When Speaking: Automatically turn to the current speaking page during speaking. 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 applied to comments made in MobilePDF.
- Auto Sync:
- Disabled: Disable Auto Sync.
- Wi-Fi Only: Automatically sync your

Settings	
GENERAL SETTINGS	
Password Lock For Application	\bigcirc
This password is for application startup	
PDF VIEW	
Remember Last Position This will remember your viewing position	
Highlight Links Highlight hyperlink text in file	
Auto Turn Page When Speeking When speaking, auto turn to current speaking page. No	
Background Speech Continue speaking if app is running in background	
Continuously Add Annotation	\bigcirc
Annotation Author Frankie	
AUTO SYNC	
Disabled	
Wi-Fi Only	~
Wi-Fi + Cellular Network	
Automatically sync what you made in documents when back cloud.	to the
PRODUCT IMPROVEMENT PROGRAM	
Highlight Links	
Auto Turn Page When Speeking When speaking, auto turn to current speaking page. No	
Background Speech Continue speaking if app is running in background	
Continuously Add Annotation	\bigcirc
Annotation Author Frankie	
AUTO SYNC	
Disabled	
Wi-Fi Only	~
Wi-Fi + Cellular Network	
Automatically sync what you made in documents when back cloud.	to the

PRODUCT IMPROVEMENT PROGRAM

information wirelessly using Wi-Fi only.

• Wi-Fi + Cellular Network: Automatically sync your information via Wi-Fi and Cellular Network.