

foxit



Quick Guide

Foxit® MobilePDF Business

For iOS

Microsoft Partner
Gold Independent Software Vendor (ISV)

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).

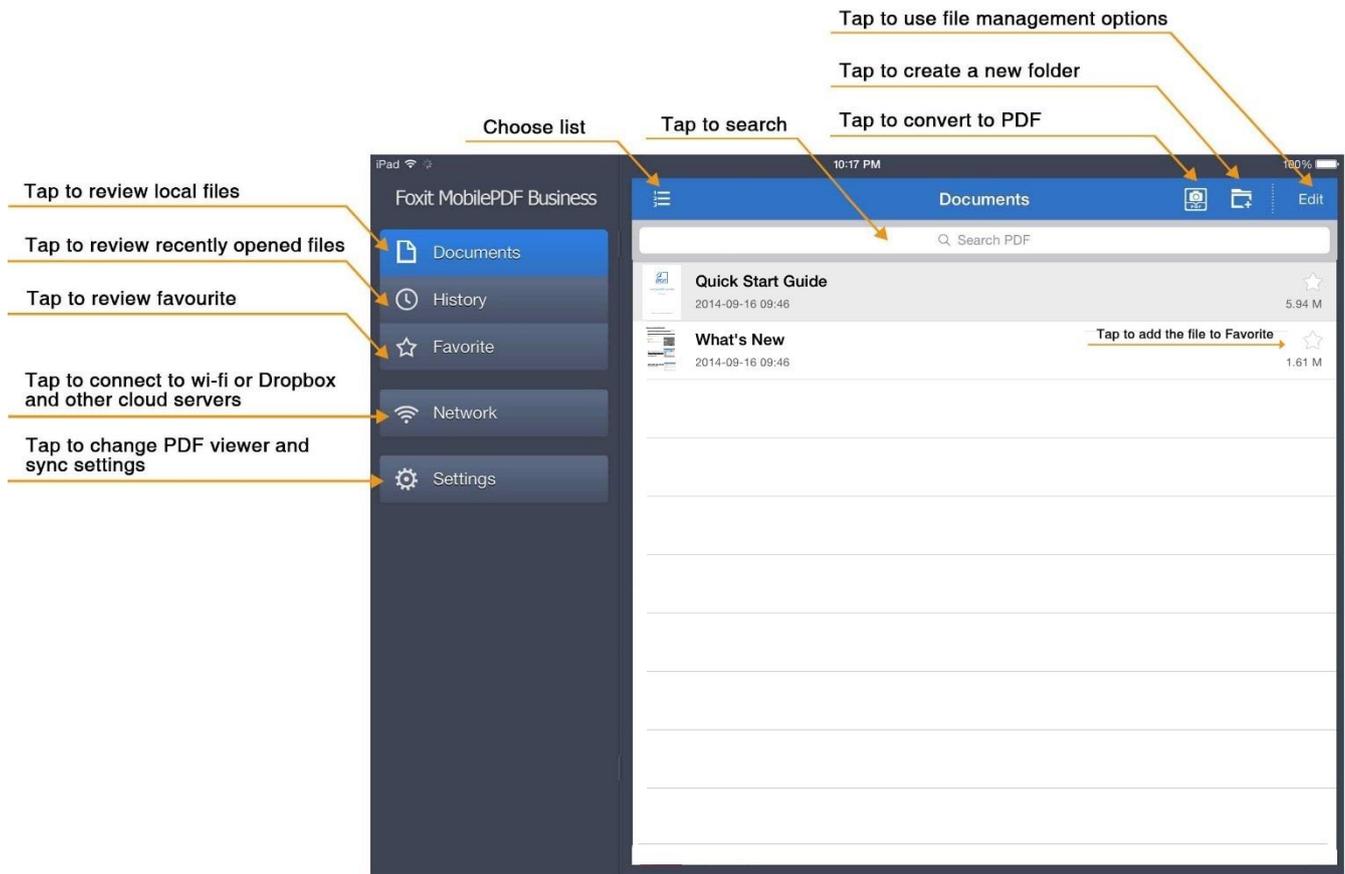
- **More Handy Features:**

- 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

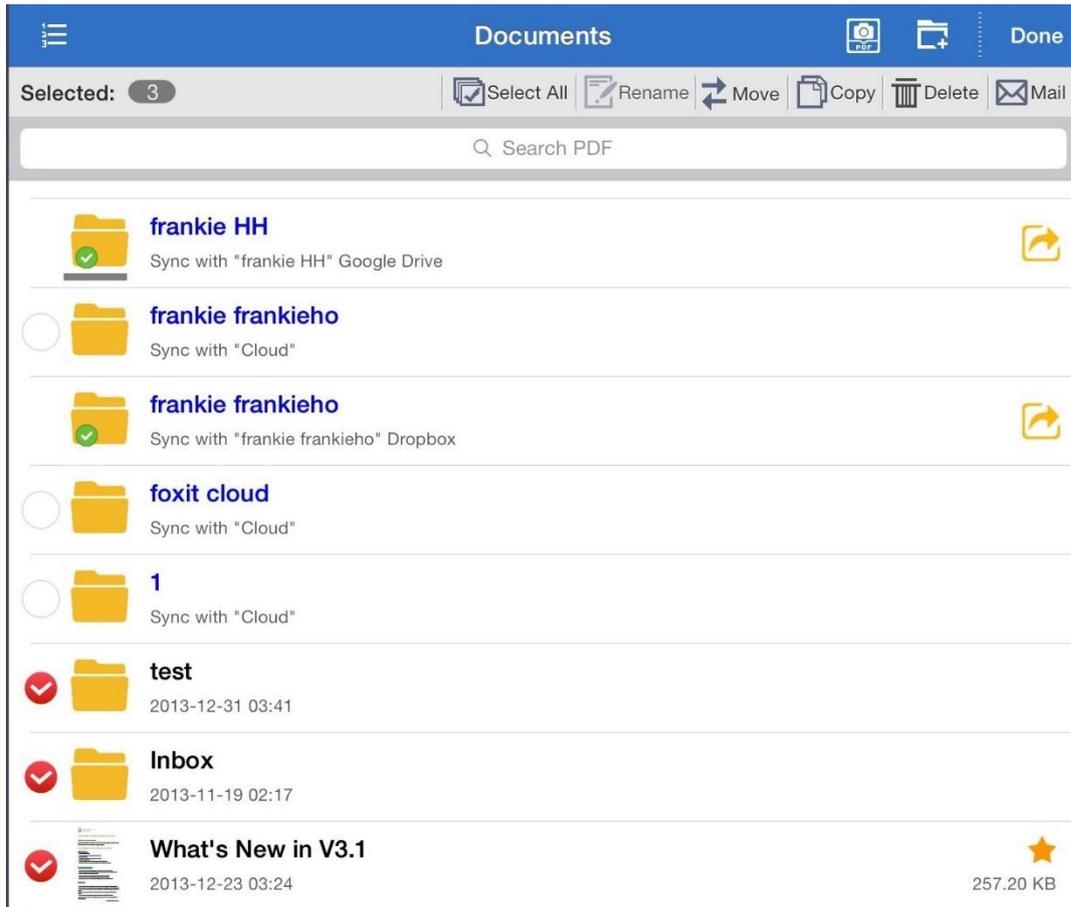
Foxit MobilePDF Business offers a clean and clear user interface, presenting a user-friendly user experience.

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.



Chapter 3 .File Management

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



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 "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 January 6, 2014 at 12:54 AM
	Frankie January 6, 2014 at 12:55 AM
	Frankie January 6, 2014 at 12:56 AM
	Frankie January 6, 2014 at 12:58 AM
	Frankie January 6, 2014 at 12:59 AM
	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

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Foxit software

Outline Bookmark Annotation Search

6. Search, Tap  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.



Tap  to search in Google or Wikipedia

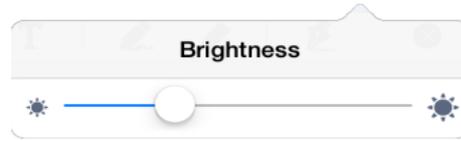


Chapter 5. More Features

Brightness,

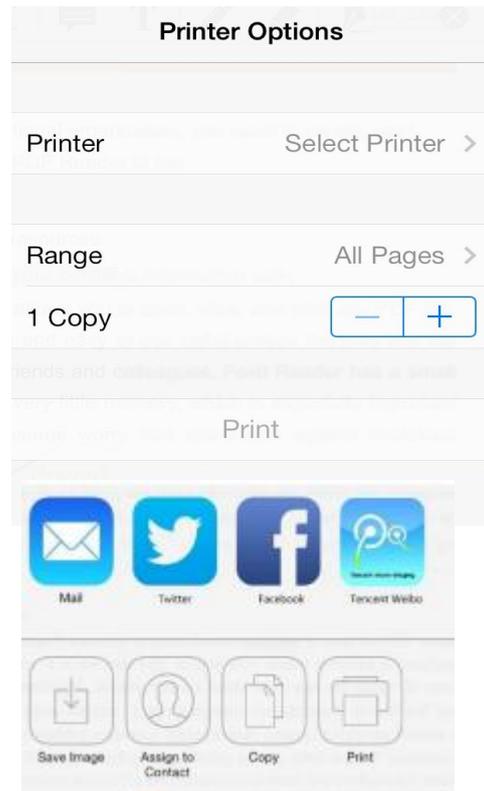
Tap 

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.

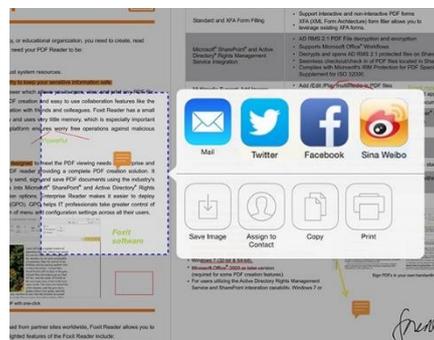


Share, Tap

And choose “share”.

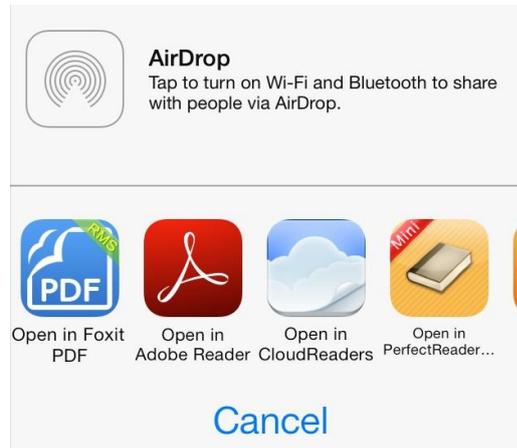
Screen Capture, Tap

And choose “Screen Capture”. Screen Capture is available for iOS6 and above.



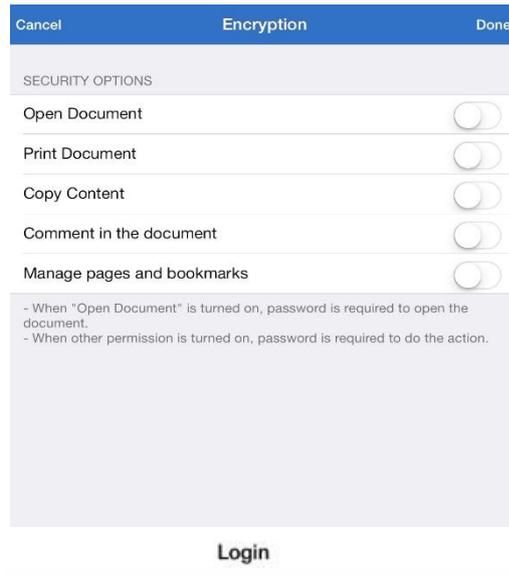
Open in, Tap 

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



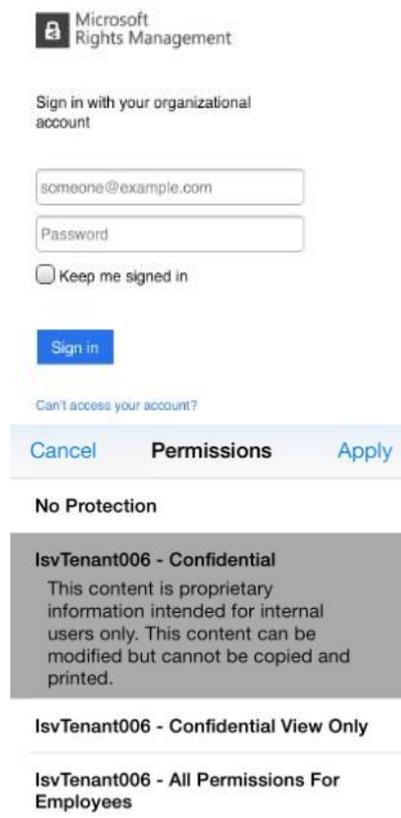
File Encryption, Tap 

And choose “File Encryption”. The Encryption dialog will pop up to let you select your encryption options.



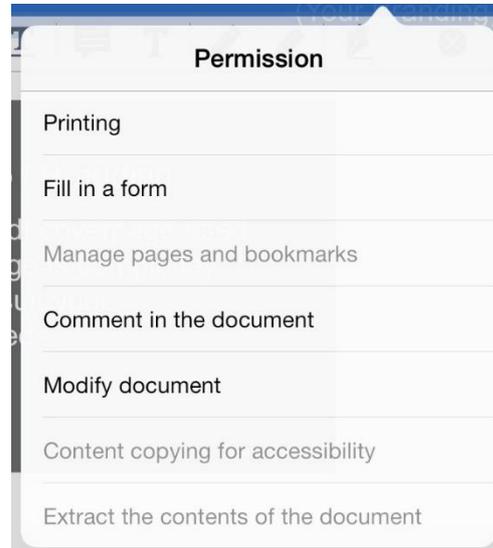
RMS Encryption, Tap 

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.



Permission, Tap 

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

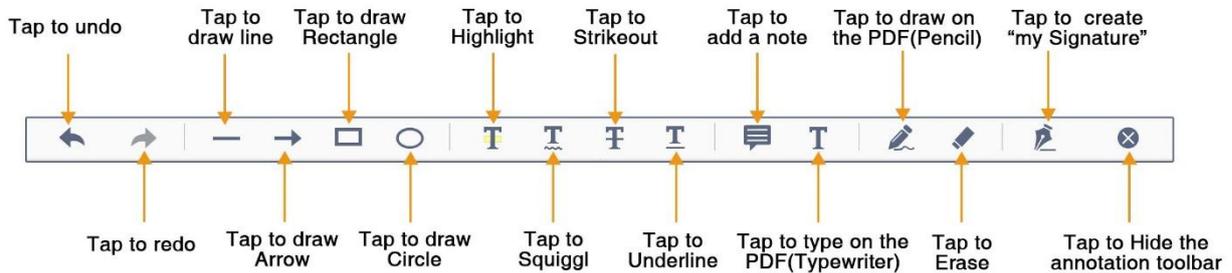


Save, Tap 

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.



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

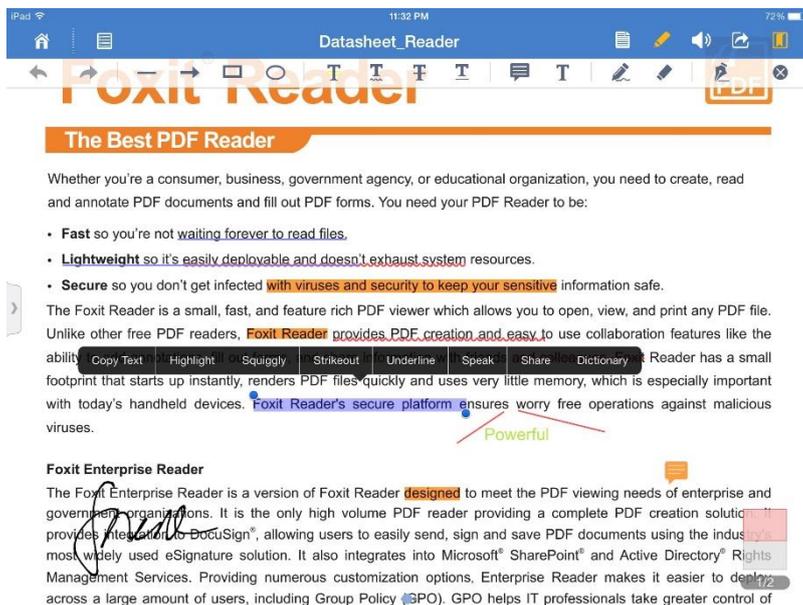


To hide the annotation toolbar, tap 

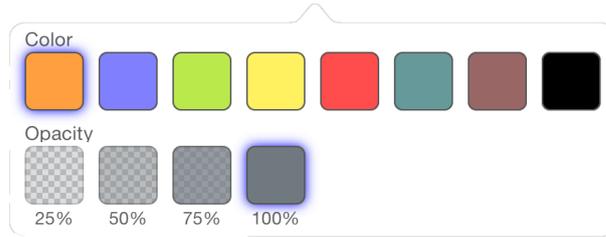
Other annotation tools

1. To highlight, underline, squiggle or strike out the text, tap     and then drag over the text you'd like to annotate.

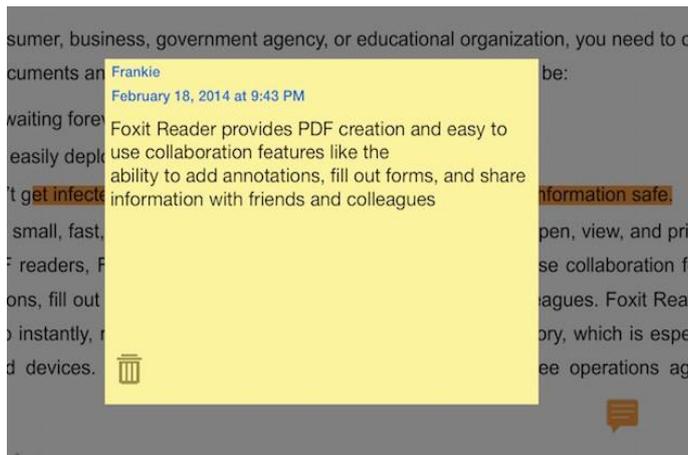
To change the color or opacity of the tool tap and hold on the icon and choose a color or opacity from the popup. You can highlight, underline, squiggly and strike any text.



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

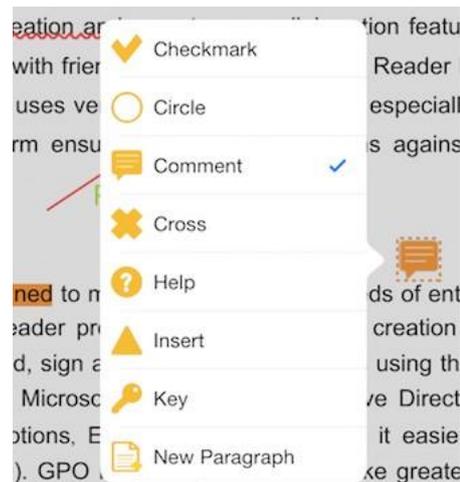
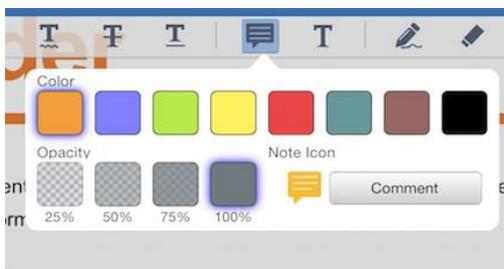


3. Tap  and then tap anywhere on the PDF to add a popup note.



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

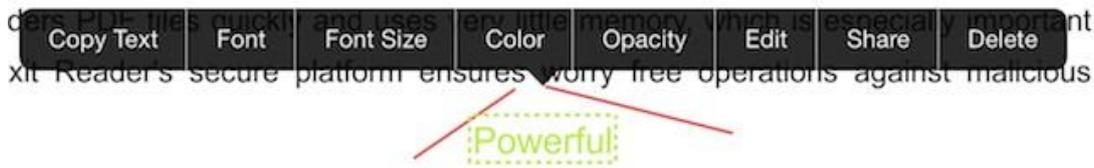
Tap "Icon" and choose note, and then you can choose the type of note.



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

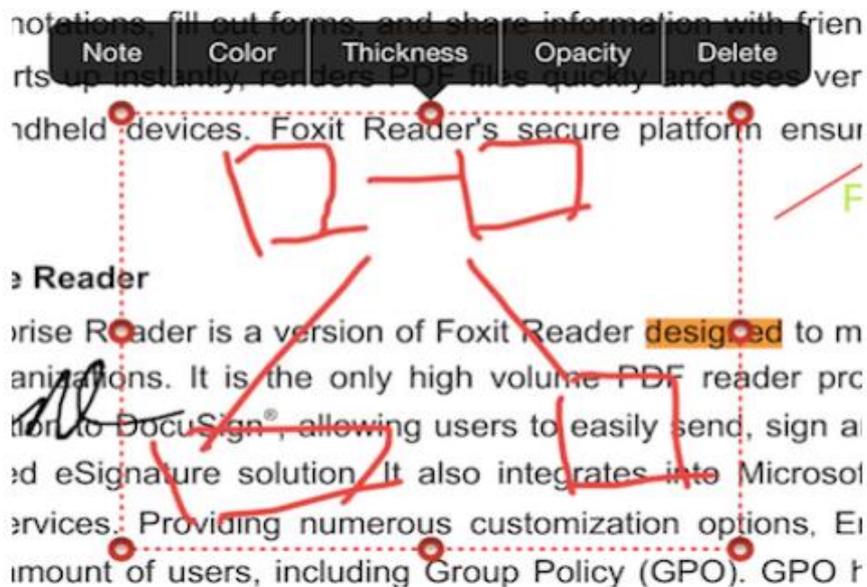
To delete a popup note, open it first and then tap Delete.

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



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

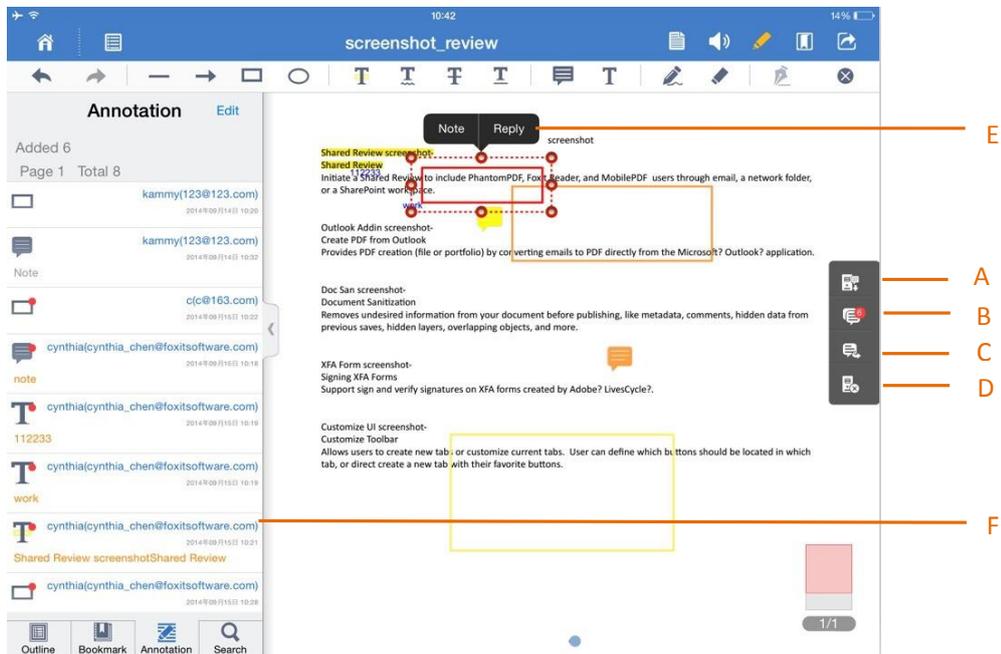
To start writing tap  then select one of the pencils or markers available in the menu and start writing.



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

Shared Review

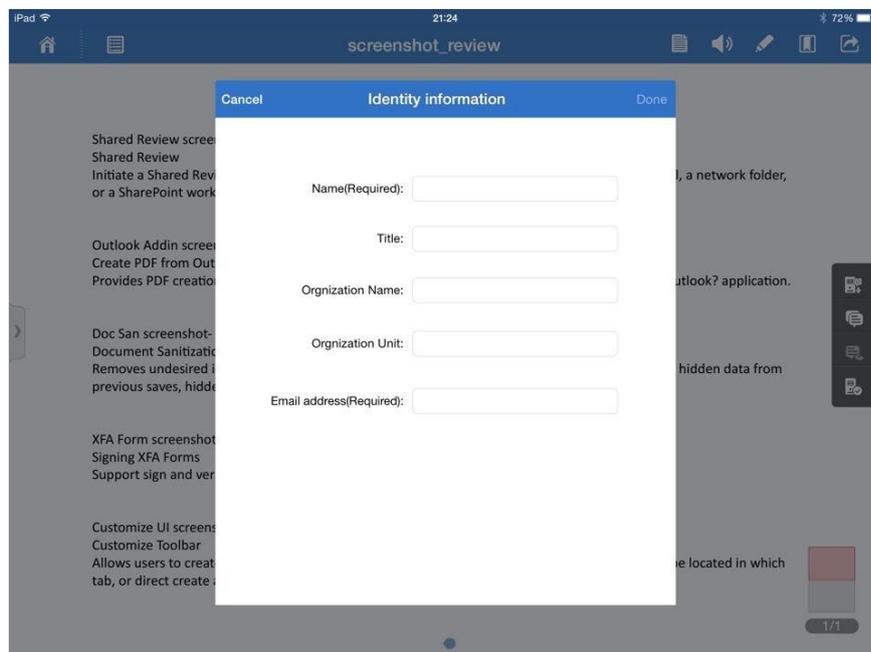
Foxit MobilePDF Business offers Shared Review support, enabling users to join a shared document review initiated with Foxit PhantomPDF Business. While participating in a shared review session, users can share comments, read and reply to comments from other review participants, and send back feedback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



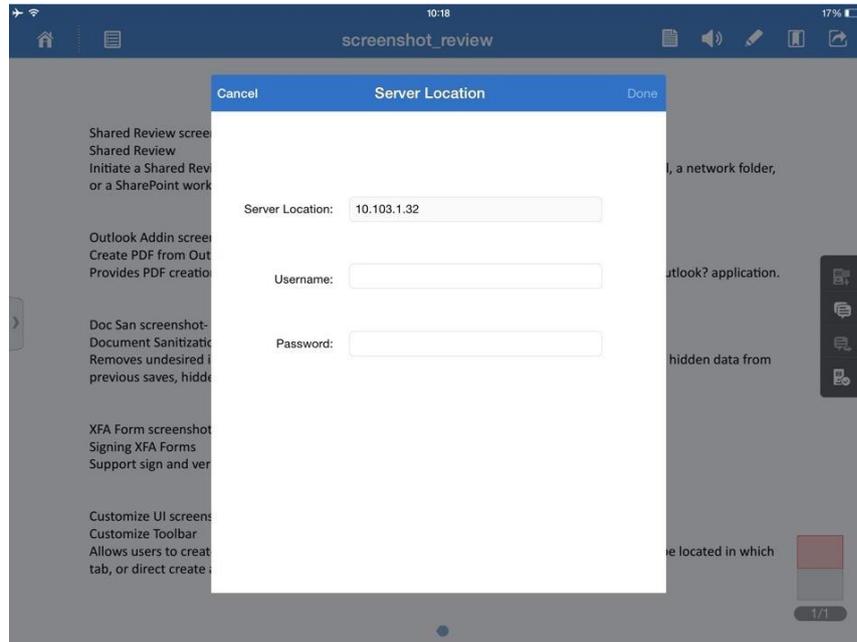
- A: Check for new comments: synchronize comments between the shared files folder and the local files.
- B: Update comments: display the updated comments.
- C: Publish comments: uploads your comments to the shared file folder.
- D: Work offline/online: connects or disconnects to the network server.
- 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).



- Input the username and password for the shared server, then tap “Done” to connect to the server.



- 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  to publish your comments on the network server.

Note:

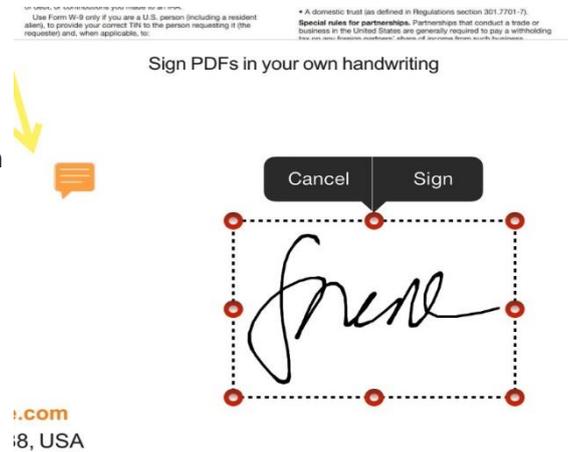
1. Foxit MobilePDF Business only supports to participate in shared reviews initiated by Foxit PhantomPDF Business.
2. Foxit MobilePDF Business currently supports shared review based on Windows network servers that support SMB2 (Windows Server 2008, Windows Vista and above). The review participants should 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 

On the annotations toolbar to create a signature. Your signature is saved within Foxit MobilePDF Business and can be placed on any PDF document.



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

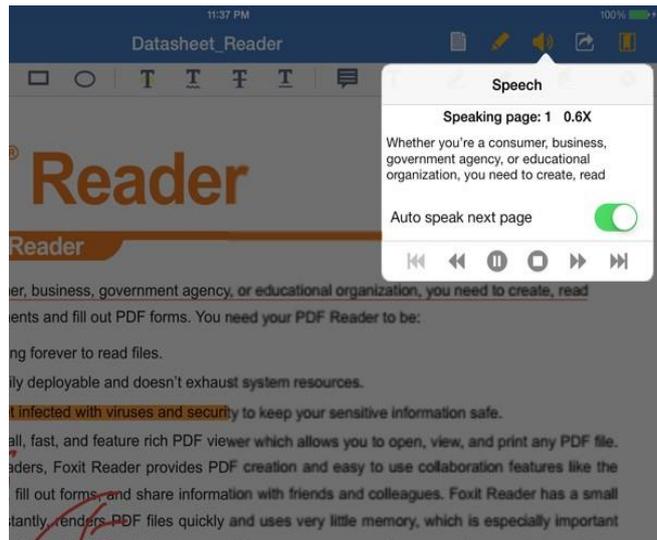


Chapter 8. Text to Speech

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;

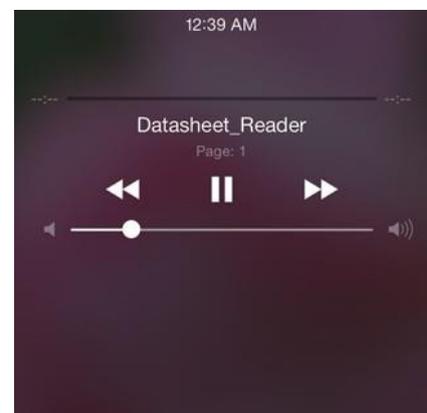
-Edit PDFs during reading;

-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.

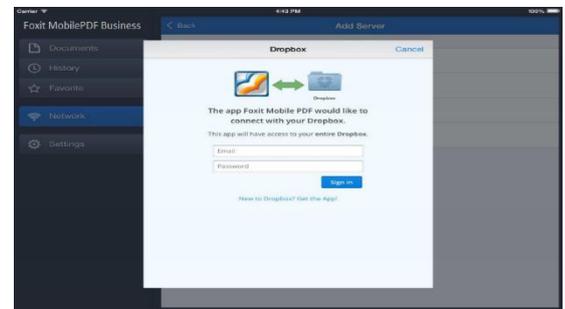
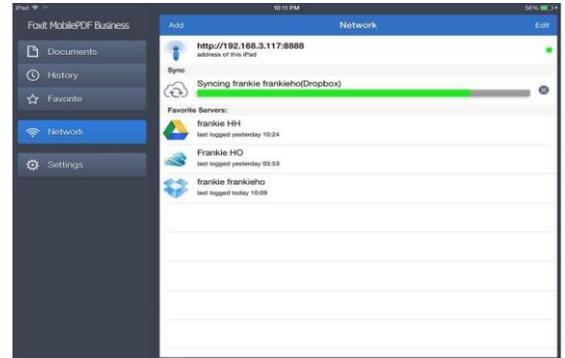


Chapter 9. Web Storage

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.

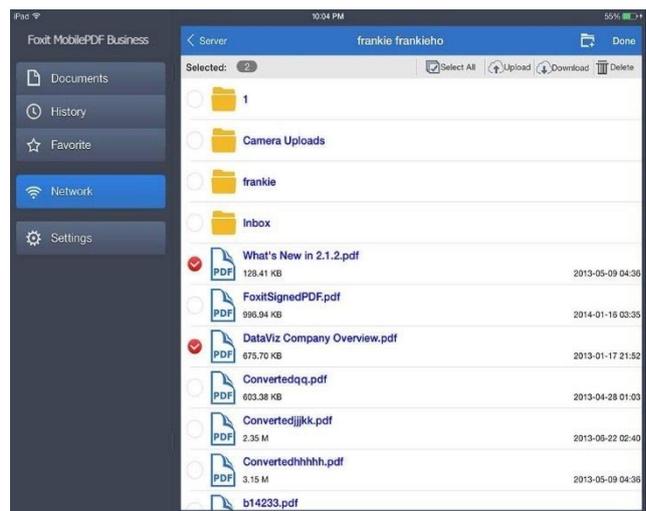


Other web storage

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.



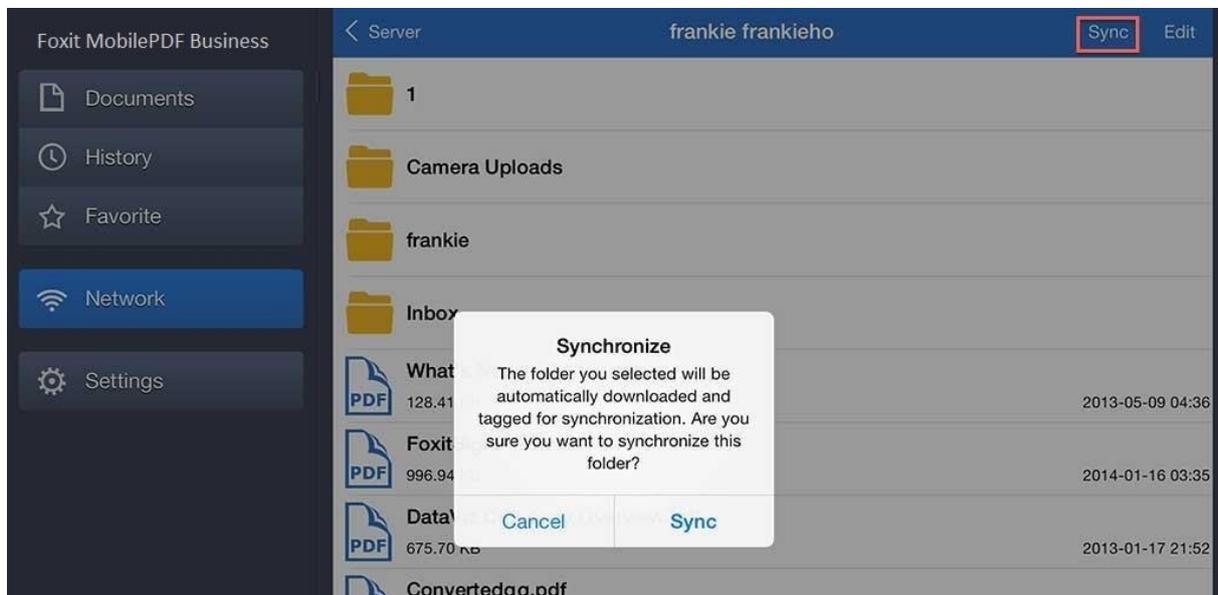
Chapter 10. Sync

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.



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

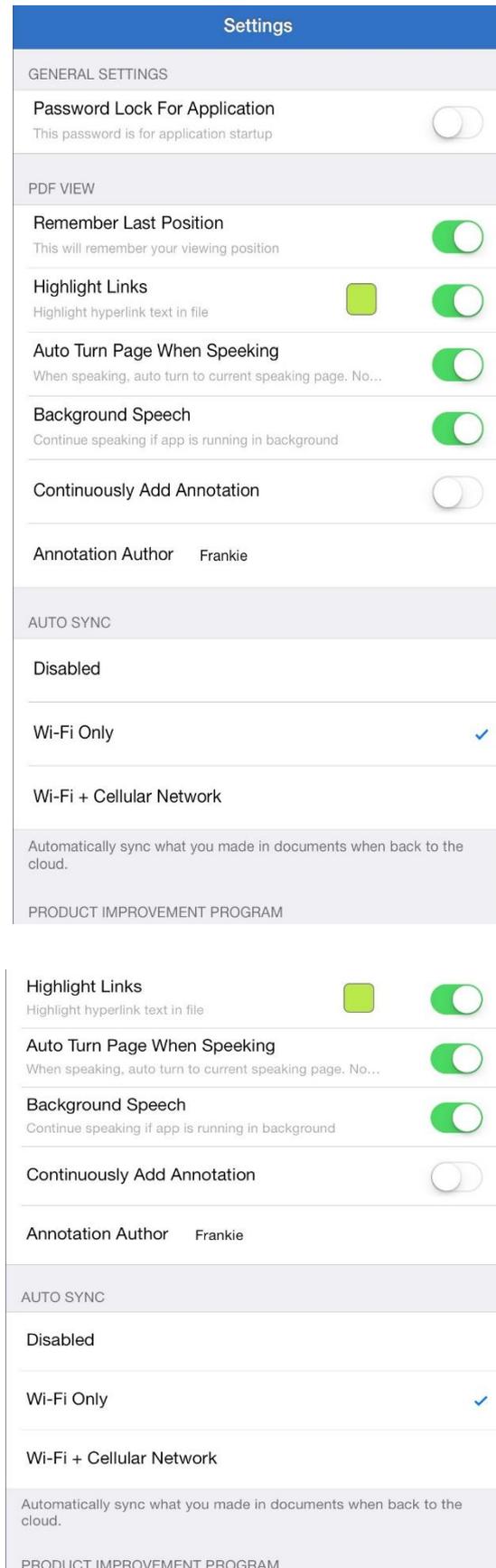
Foxit MobilePDF Business provides an easy way for you to customize your application. You can set preferences for Foxit MobilePDF Business under Settings, including security, document viewing, auto sync, etc.

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



information wirelessly using Wi-Fi only.

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