















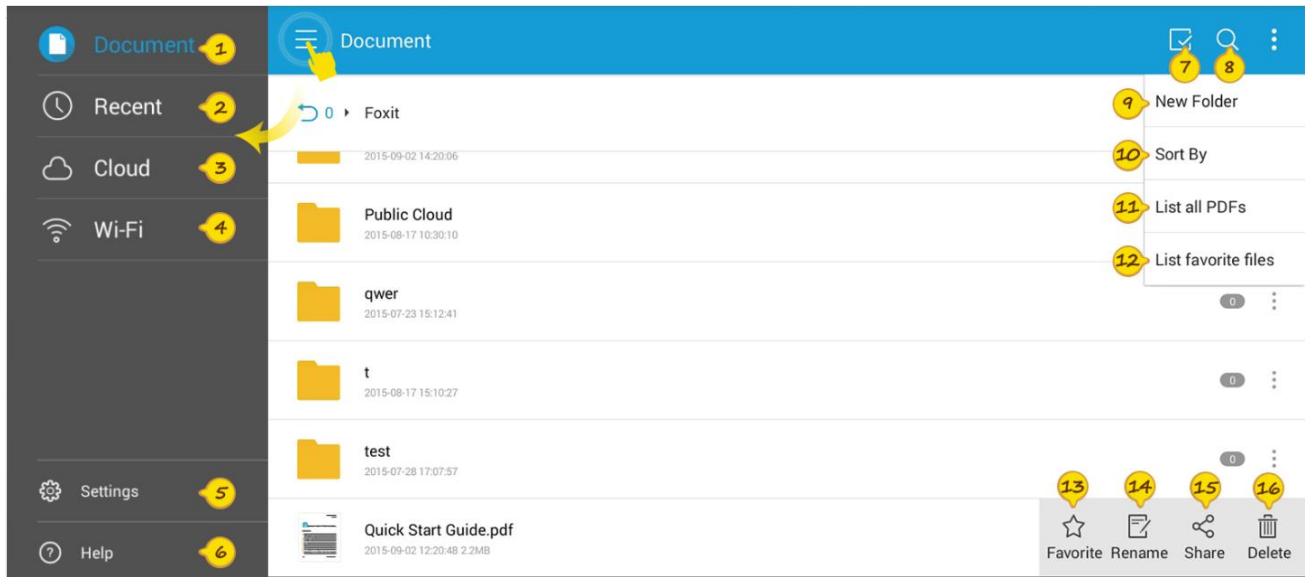
Welcome to Foxit MobilePDF Business

Instructions:

 Main Interface	2
 File Management Tools	4
 Public Cloud Services	5
 Viewing and Tools	8
 Annotation Tools	10
 Form Tools	12
 Signature	13
 Text Selection	14
 Gestures	14
 RMS Encryption and Decryption	15
 Data Protection with Microsoft Intune	16
 Participating in a PDF Shared Review and Email-based Review	17

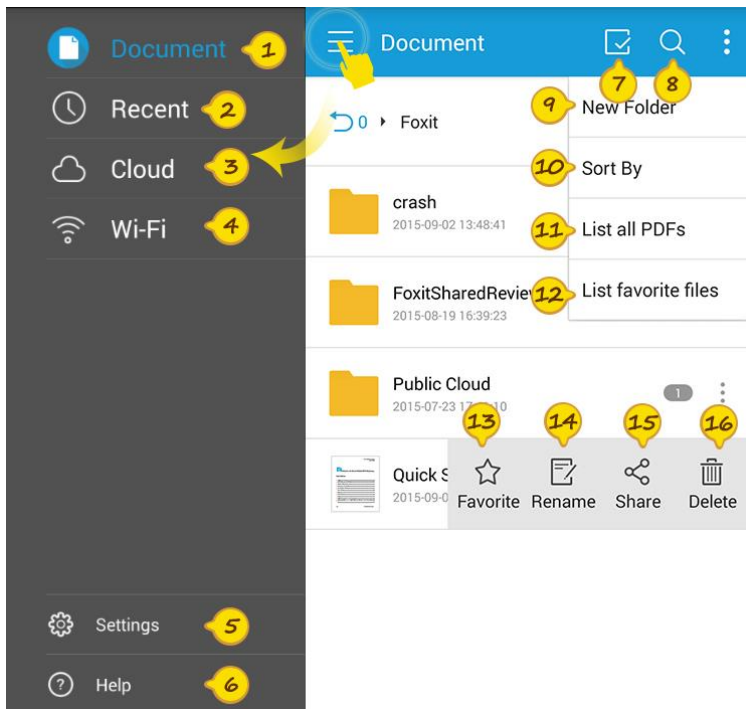


Main Interface




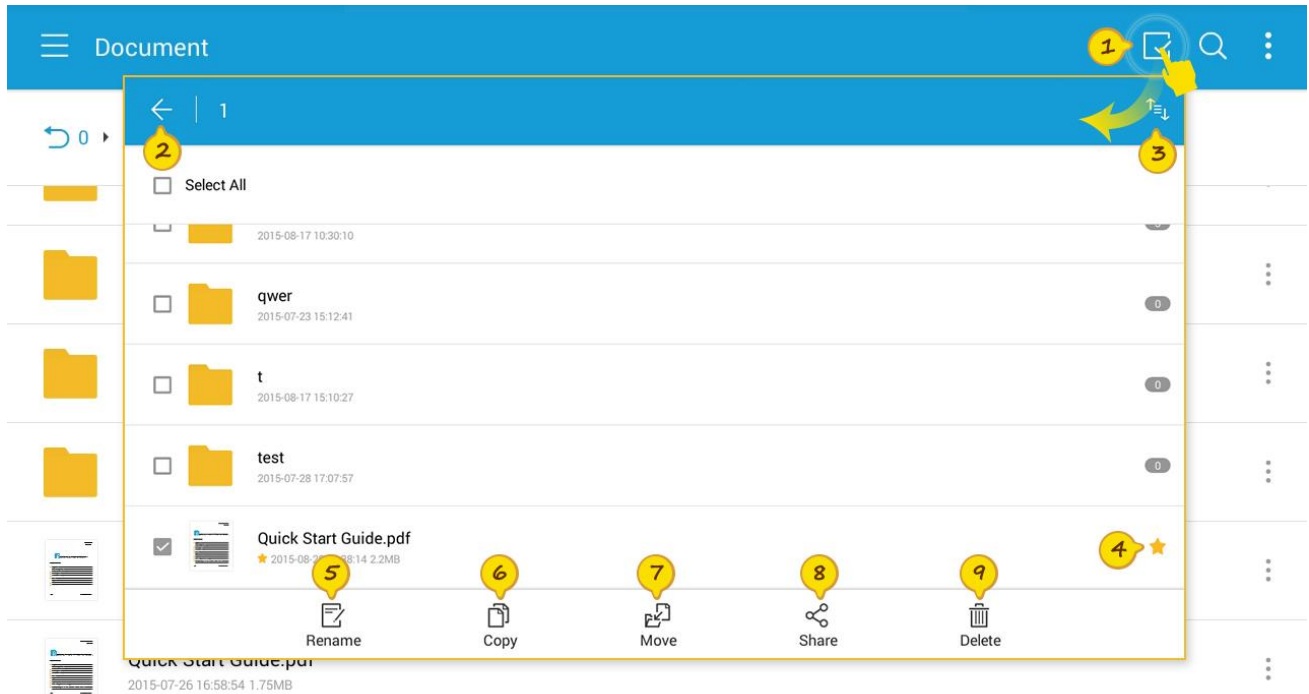
- 1 Document: list all local files
- 2 Recent: list recently viewed files
- 3 Cloud: access and manage cloud services
- 4 Wi-Fi: enable or disable file transfer with Wi-Fi
- 5 Settings: set viewing and application related preferences
- 6 Help: learn the copyright information about Foxit MobilePDF Business, and get help on using the app
- 7 Select: tap to use the editing mode to manage files. See "[File Management Tools](#)" for details
- 8 Search: search files under current file view
- 9 New Folder: create a new folder
- 10 Sort By: sort files by file name/size/last modified date
- 11 List all PDFs: list all the PDF files
- 12 List favorite files: list the favorite files
- 13 Favorite: save the selected file as a favorite
- 14 Rename: rename the selected file
- 15 Share: share the selected file via Bluetooth, email, or with other applications
- 16 Delete: delete the selected file

Phone UI



File Management Tools

Within the main interface, you can tap  to manage files.



1 Tap to activate editing mode and bring up the file management window.

2 Tap to deactivate editing mode and close the file management window.

3 Sort files by file name, size, or by last modified date

✧ When in editing mode

4 Favorite: set the selected files as favorite

5 Rename: rename the selected file

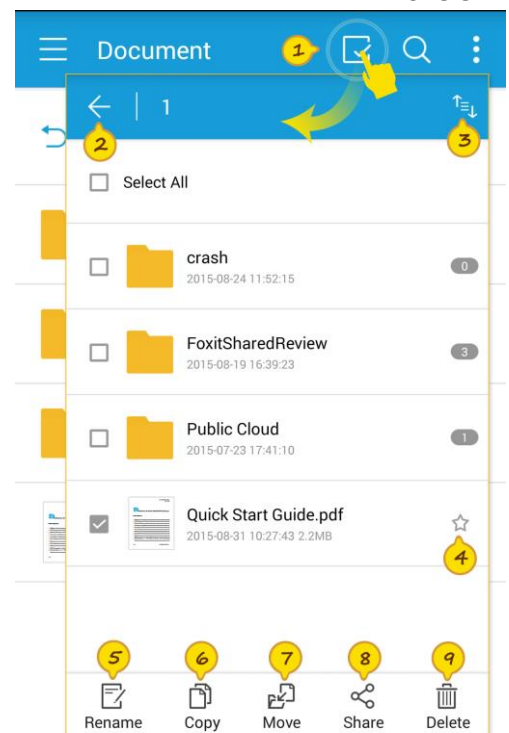
6 Copy: copy the selected files to target place

7 Move: move the selected files to target place


8 Share: share the selected file via Bluetooth, email, or with other applications

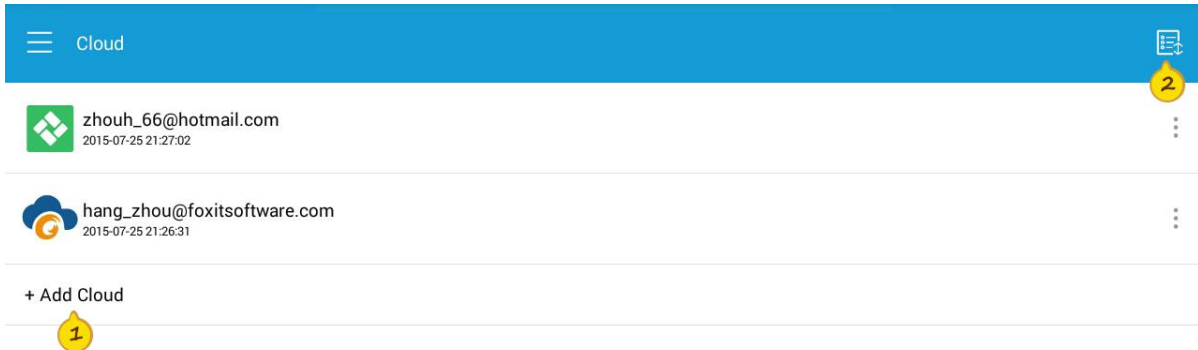
9 Delete: delete the selected files in local documents view

Phone UI



Public Cloud Services

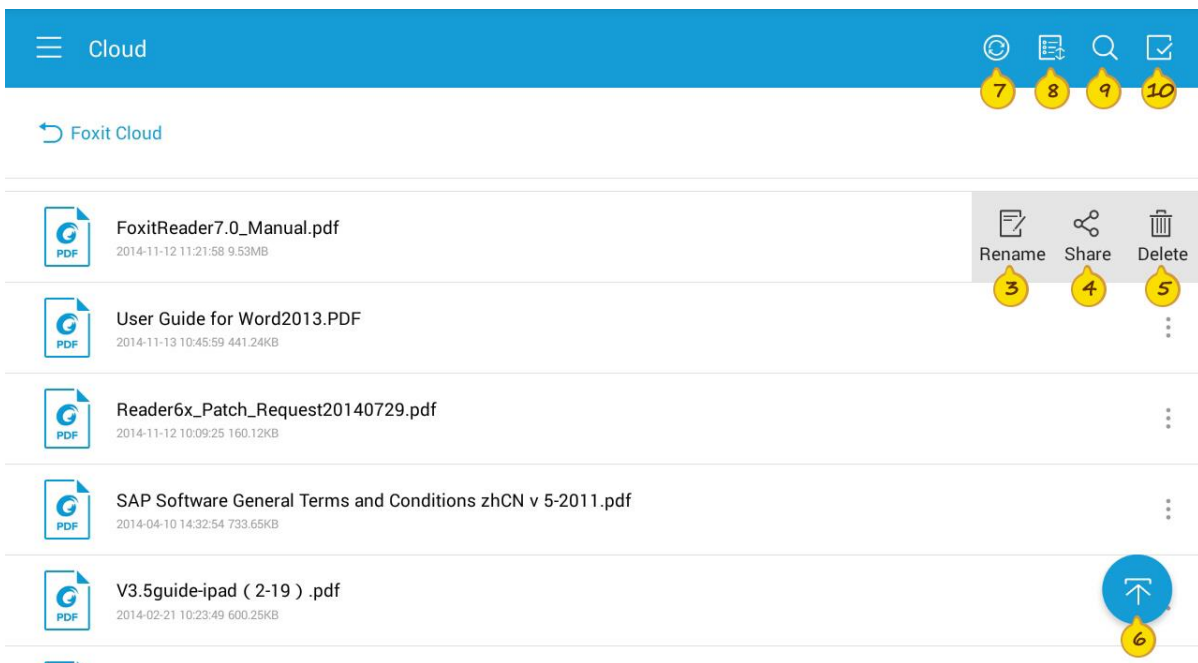
In the main interface, tap , and select “Cloud” to access cloud services.



1 Add Cloud: Add cloud services, such as Dropbox, Box.net, Kuaipan, Google Drive, OneDrive, OneDrive Business, and Foxit Cloud.

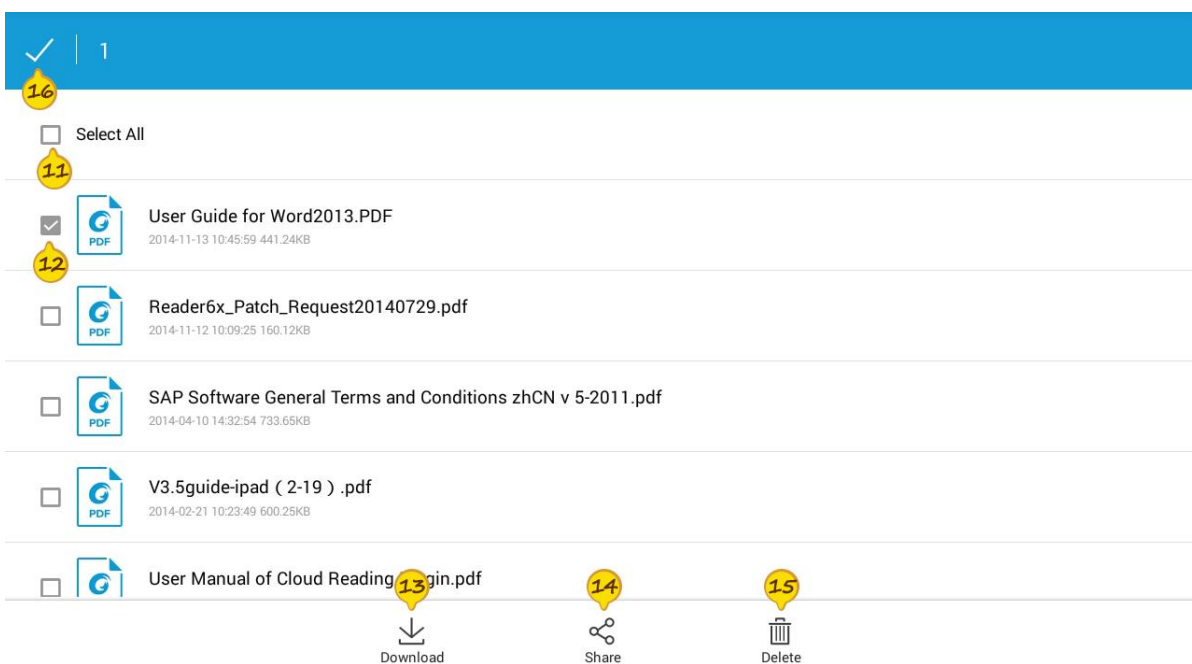
2 Task list: Show ongoing tasks such as the downloading and uploading of files

✧ Using the cloud service



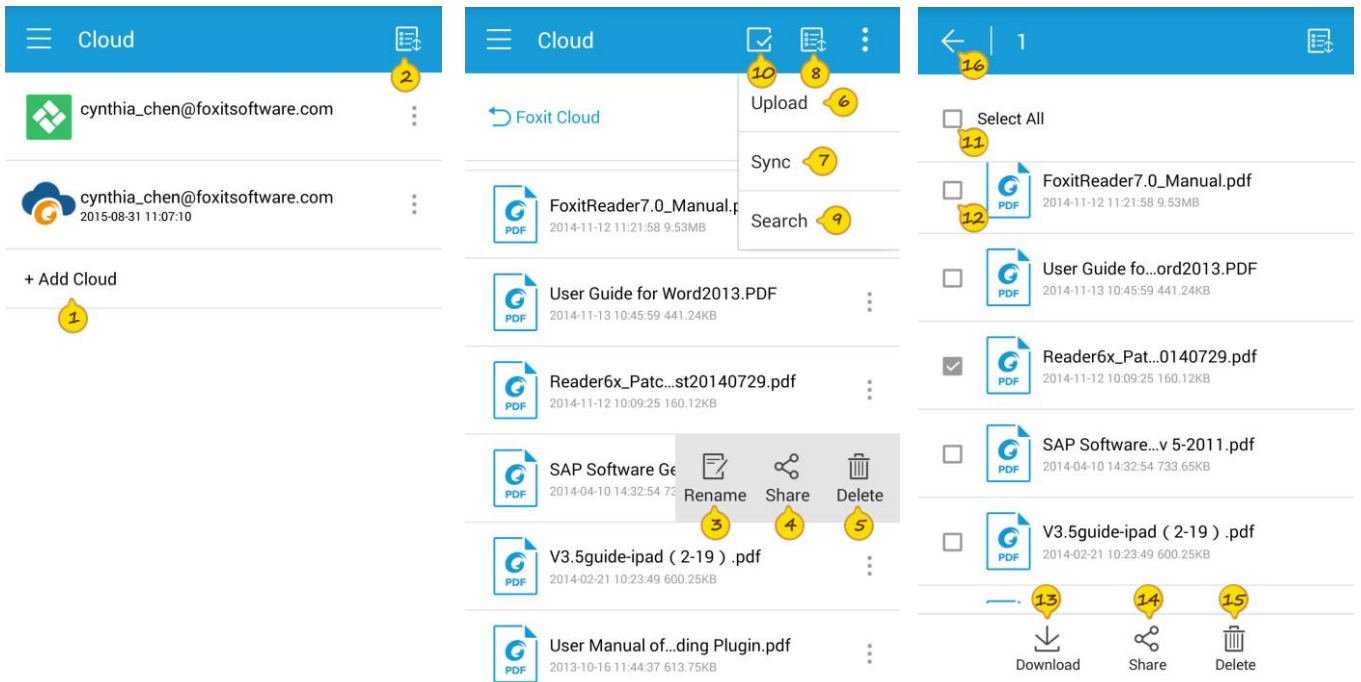
- 3 Rename: rename the file in the cloud services
- 4 Share: share the target file by copying the link to the clipboard or mail
- 5 Delete: delete the file or folder
- 6 Upload: upload files to the cloud service
- 7 Sync: synchronize the files
- 8 Task list: show ongoing tasks such as downloading and uploading files
- 9 Search: search the files in the cloud service
- 10 Select: tap to activate editing mode

✧ Using editing mode



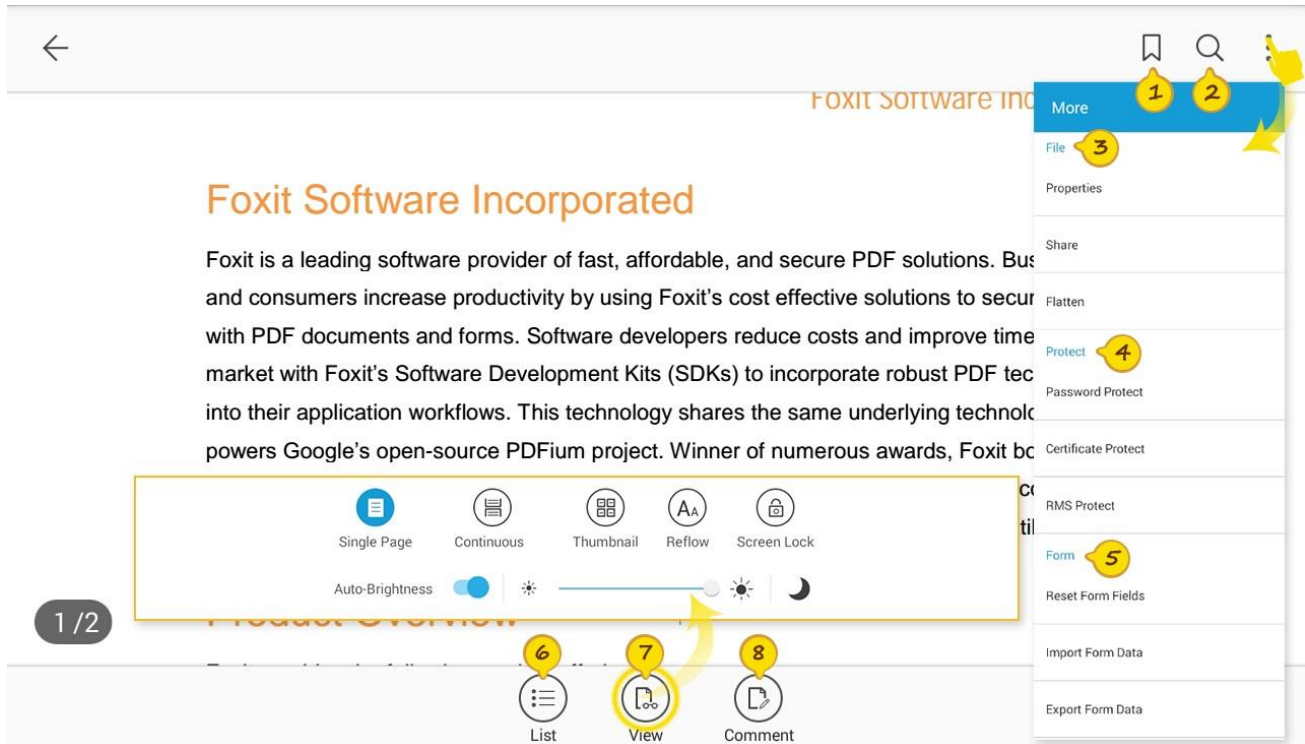
- 11 Tap the check box to select or deselect all files
- 12 Tap the check box to select or deselect a file
- 13 Download: download the selected file from the cloud services
- 14 Share: share the selected file by copying the link to clipboard or mail
- 15 Delete: delete the selected files
- 16 Tap to deactivate editing mode

Phone UI



Viewing and Tools

When reading a PDF file, you can manage the view modes, screen brightness, text for search, security settings, and annotations.

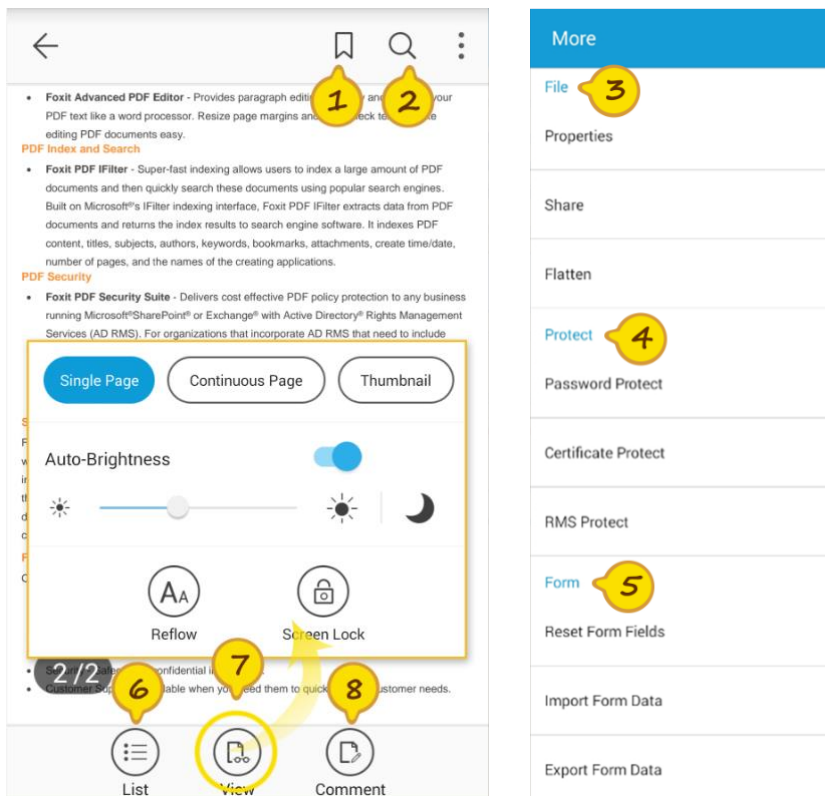


- 1 Bookmark: save the current view as a bookmark
- 2 Search: search text in the current document
- 3 File:
 - Properties: view the general information, security settings, and shared review status of the current document.
 - Share: share the file by Bluetooth/Mail/Other applications
 - Flatten: flatten annotations or PDF forms and their page content to prevent further editing
- 4 Protect: protect the document with a password, digital certificate, or with Microsoft RMS Protection
 - Password Protect: protect documents with a password
 - Certificate Protect: protect documents with a digital certificate
 - RMS Protect: protect documents using Microsoft Active Directory Rights Management Services (AD RMS) and Microsoft Azure Rights Management (Azure RMS). See "[RMS Encryption and Decryption](#)" for more details.

Note: Certificate Protect is only available in Android 2.3 and above. Furthermore, you need to manually copy and store a digital certificate in your Android device before encrypting or decrypting with that certificate.

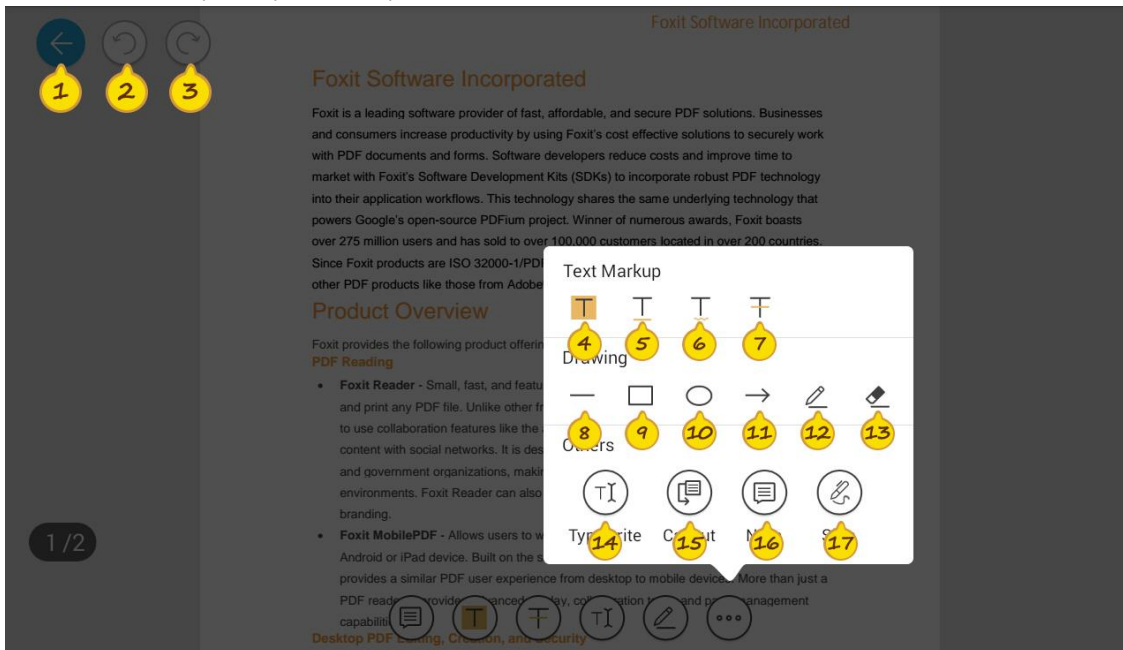
- 5 Form:
 - Reset Form Fields: restore the form fields to default settings (if any) or clear all the form entries
 - Import Form Data: import form data (.fdf file) to the current PDF form
 - Export Form Data: export the form data as an FDF file
- 6 List: open the Navigation panel
- 7 View: adjust page display mode and screen brightness
 - Single Page: tap on the screen to go to next or previous page horizontally
 - Continuous: support scroll page vertically
 - Thumbnail: view page thumbnails
 - Reflow: view file in plain text mode or with pictures
 - Screen Lock: lock the screen in the current orientation
 - Auto-Brightness: adjust the brightness of the screen based on the system brightness
 - Brightness: set the brightness of the screen
 - Day Mode/Night Mode: switch between Day Mode and Night Mode
- 8 Comment: add annotations and manage signatures in the PDF file. See "[Annotation Tools](#)" for more details.

Phone UI



Annotation Tools

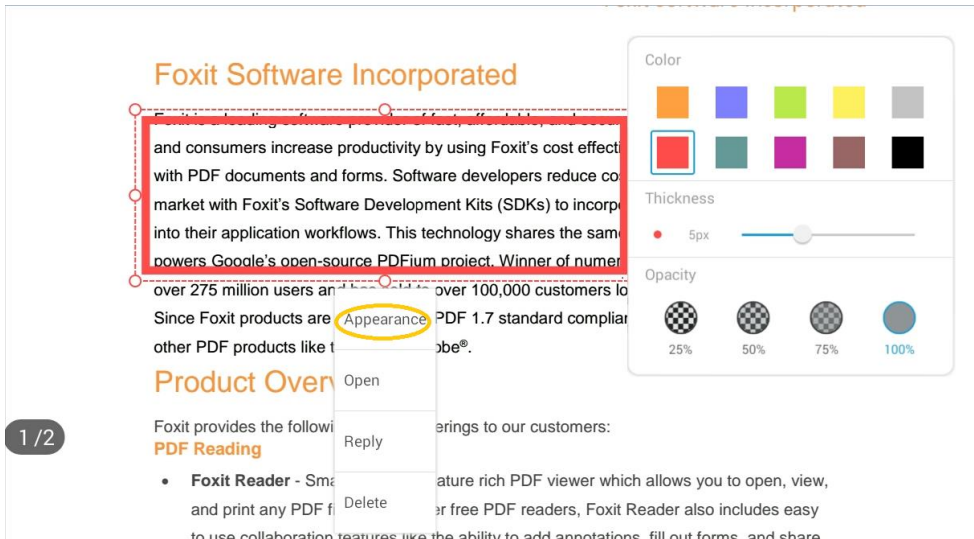
In the document pane, you can tap “Comment” and choose an annotation tool to add comments in PDF files.



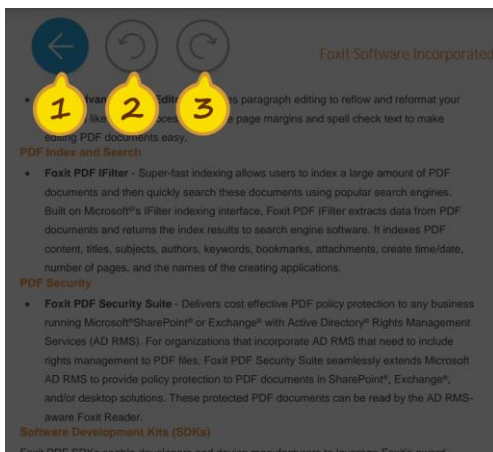
- 1 Save: save the comments added in the document
- 2 Undo: undo the last step
- 3 Redo: redo the previous undo action
- 4 Highlight: mark the selected text with highlighting
- 5 Underline: mark the selected text with underline
- 6 Squiggly: mark the selected text with squiggly line
- 7 Strikeout: mark the selected text with strikeout
- 8 Line: draw a straight line anywhere in the document
- 9 Rectangle: draw a rectangle in the document
- 10 Circle: draw a circle in the document
- 11 Arrow: place arrow line anywhere in the document
- 12 Pencil: mark up PDF content with the drawing tool
- 13 Eraser: clear freehand drawings added by pencil tool
- 14 Typewriter: add text comments in the document
- 15 Callout: add comments in callout text boxes in the document

- 16 Note: add comments anywhere to record ideas with sticky note
- 17 Sign: apply signatures to the document, see "[Signature](#)" for details.

✧ Tap any annotation you have created in the file, and then select "Appearance" to bring up the Settings panel



Phone UI

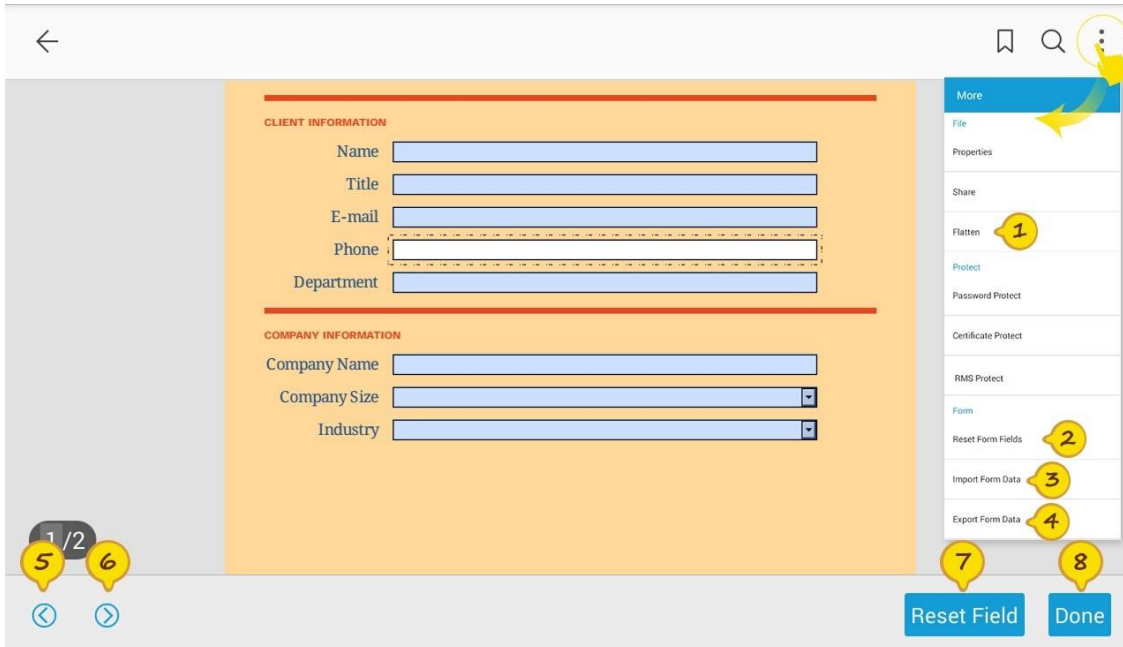


Text Markup



Form Tools

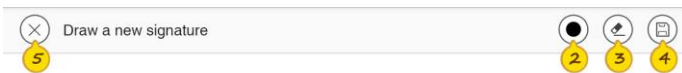
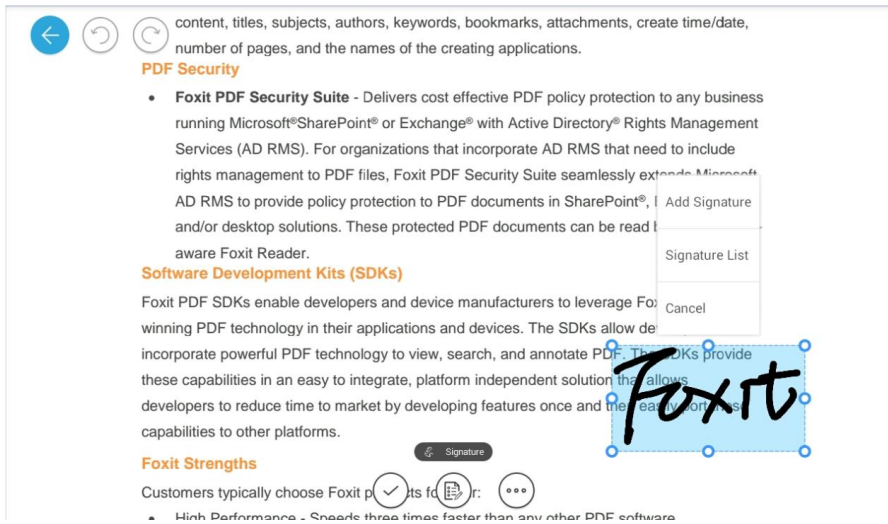
When you open an interactive form with Foxit MobilePDF Business, you can use the following tools to fill in forms, flatten forms, import and export form data, and apply other form field options.



- 1** Flatten: flatten PDF forms to make the form fields become a part of the page content and prevent further editing
- 2** Reset Form Fields: restore the form fields to default settings (if any) or clear all the form entries
- 3** Import Form Data: import form data (.fdf file) to the current PDF form
- 4** Export Form Data: export the form data as an FDF file
- 5** Previous button: navigate to the previous form filed
- 6** Next button: navigate to the next form field
- 7** Reset Field: clear the current form field
- 8** Done: complete the operation to the current form field

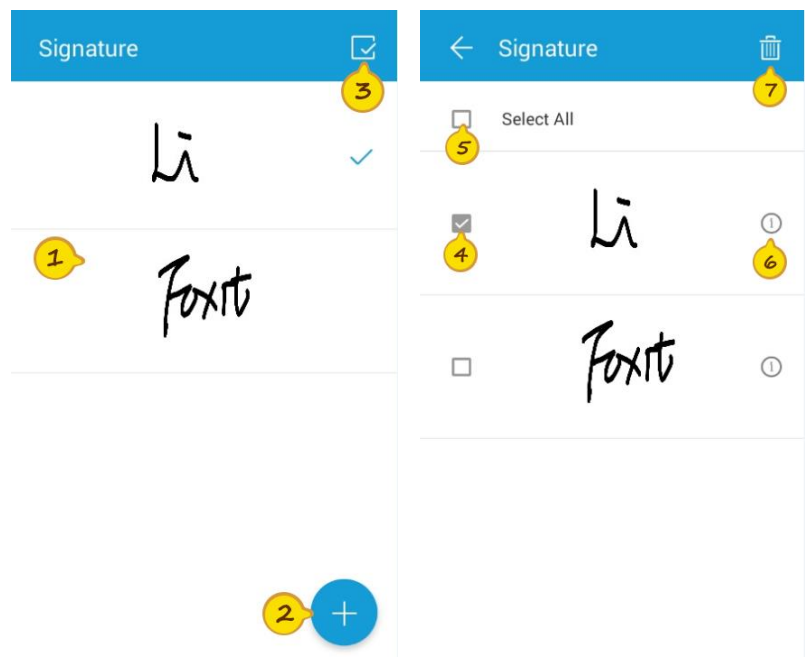
Signature

In the document pane, choose “Comment” > “More”  > “Sign”  to apply signatures in the PDF file.

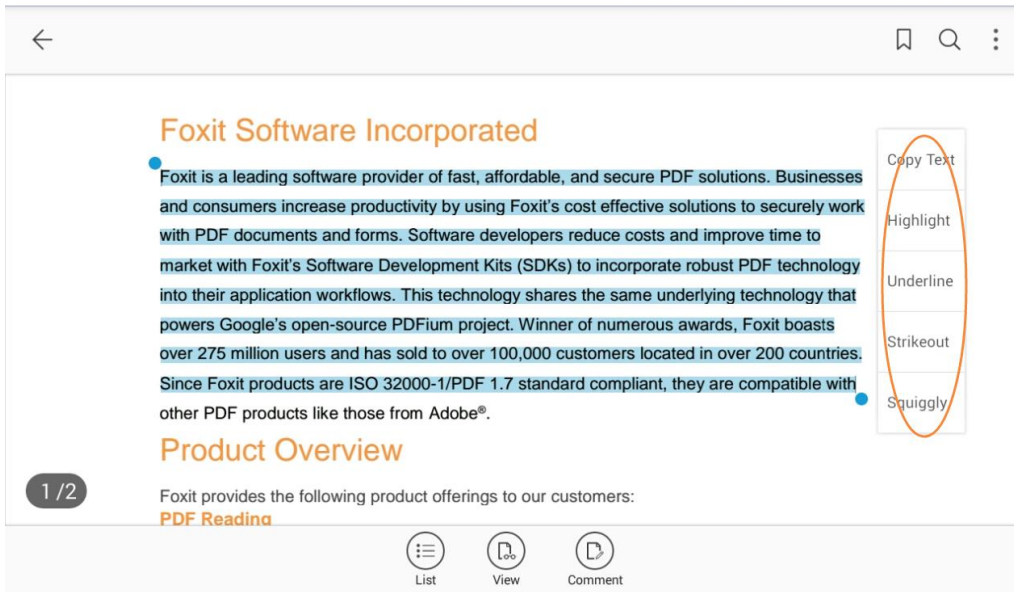


- 1 Draw on the canvas to create a new signature
- 2 Set properties of signature, including color and thickness
- 3 Clear signature
- 4 Save to use
- 5 Close the window

- 1 List recently used signatures
- 2 Tap to create a new signature
- 3 Tap to manage signatures
- 4 Tap to select or deselect the signature
- 5 Tap to select or deselect all the signatures
- 6 Tap to edit the selected signature
- 7 Tap to delete the selected signatures



Text Selection



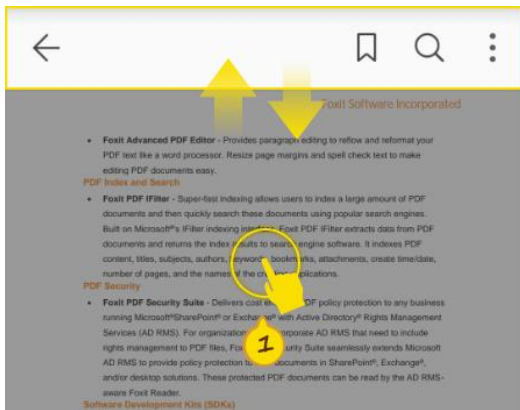
Tap and hold your finger on any text area to activate the menu.

You can copy text, or add Highlight/Underline/Strikeout/Squiggly markups.

Tap and hold your finger on any blank area to add a note or apply a signature.

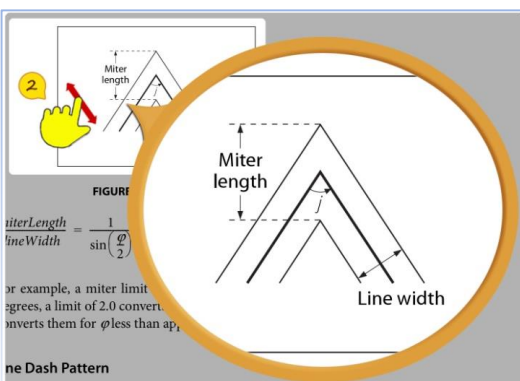


Gestures



1 Hide/Show Toolbar


Show/Hide files operation toolbar by using one-finger tap.

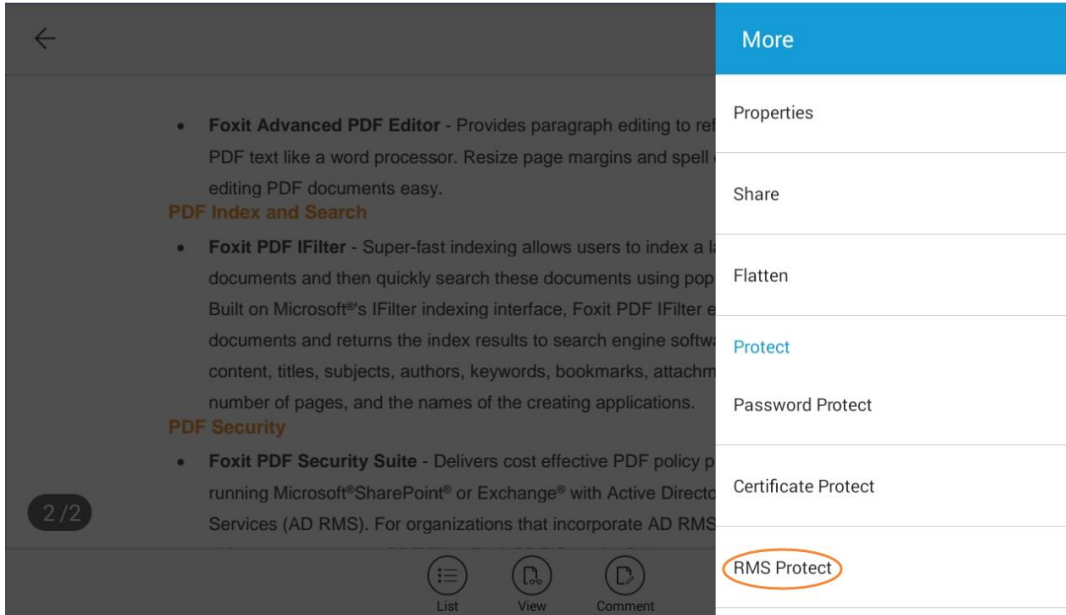


2 Zoom Document

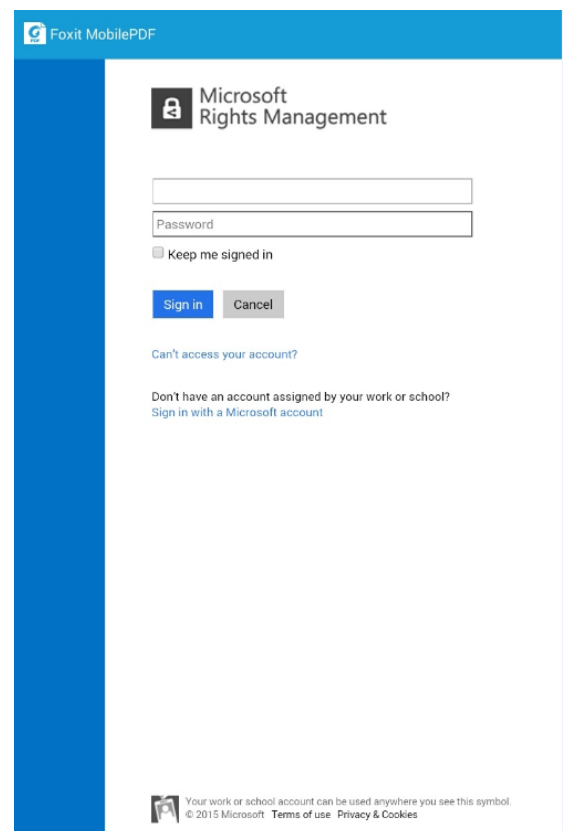
Zoom in or out of document by using two-finger pinch gesture or double tapping on the screen, zooming in or out depends on current page state.

RMS Encryption and Decryption

In the document pane, you can tap “More” , and select “RMS Protect” to encrypt or decrypt PDF files.



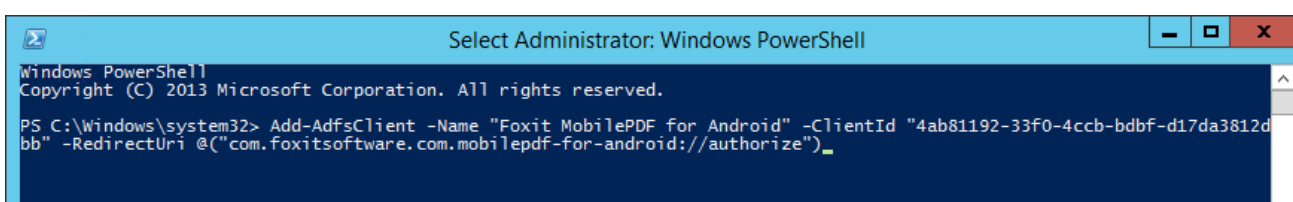
- ✧ Encrypt PDF documents based on Microsoft Azure Rights Management (Azure RMS) and Microsoft Active Directory Rights Management Services (AD RMS).
- ✧ Decrypt and display PDF documents that are protected by Microsoft Azure Rights Management (Azure RMS) and Microsoft Active Directory Rights Management Services (AD RMS).
- ✧ If needed, you can add different organizational accounts under the AD RMS Credential option in the Settings menu, and then switch accounts for the purpose of opening different RMS protected documents.
- ✧ Manages the access rights of PDF documents using templates.
- ✧ Allows certain users to view, print, annotate and edit a protected PDF document based on its permission settings.



Note:

1. Foxit MobilePDF Business supports Microsoft IRM protection for PDF V2. PDF documents protected by Foxit MobilePDF Business will be saved as PPDF (Pfile-based PDF) files. If you need to save encrypted files as standard PDF files, please contact Foxit at sales@foxitsoftware.com for customized package services.
2. When you deploy the Active Directory Rights Management Services mobile device extension, you need to run the following Windows PowerShell command in order to authorize Foxit MobilePDF Business for your devices.

```
Add-AdfsClient -Name "Foxit MobilePDF for Android" -ClientId "4ab81192-33f0-4ccb-bdbf-d17da3812dbb"  
-RedirectUri @"com.foxitsoftware.com.mobilepdf-for-android://authorize"
```



Data Protection with Microsoft Intune

Foxit MobilePDF Business integrates Microsoft Intune, which allows you to use the mobile application management policies with Microsoft Intune to deploy Foxit MobilePDF Business to bring the app into line with your company compliance and security policies. Some of these functions include the feature to restrict cut, copy and paste operations within Foxit MobilePDF Business, or configure Foxit MobilePDF Business to open all web links in a managed browser.

Before protecting data using the mobile application management policies with Microsoft Intune, you need to use the following link for Foxit MobilePDF Business, and follow [Microsoft's instructions](#) to create and deploy Foxit MobilePDF Business with a mobile application management policy.

URL for Foxit MobilePDF Business: <https://play.google.com/store/apps/details?id=com.foxit.mobile.pdf.rms>

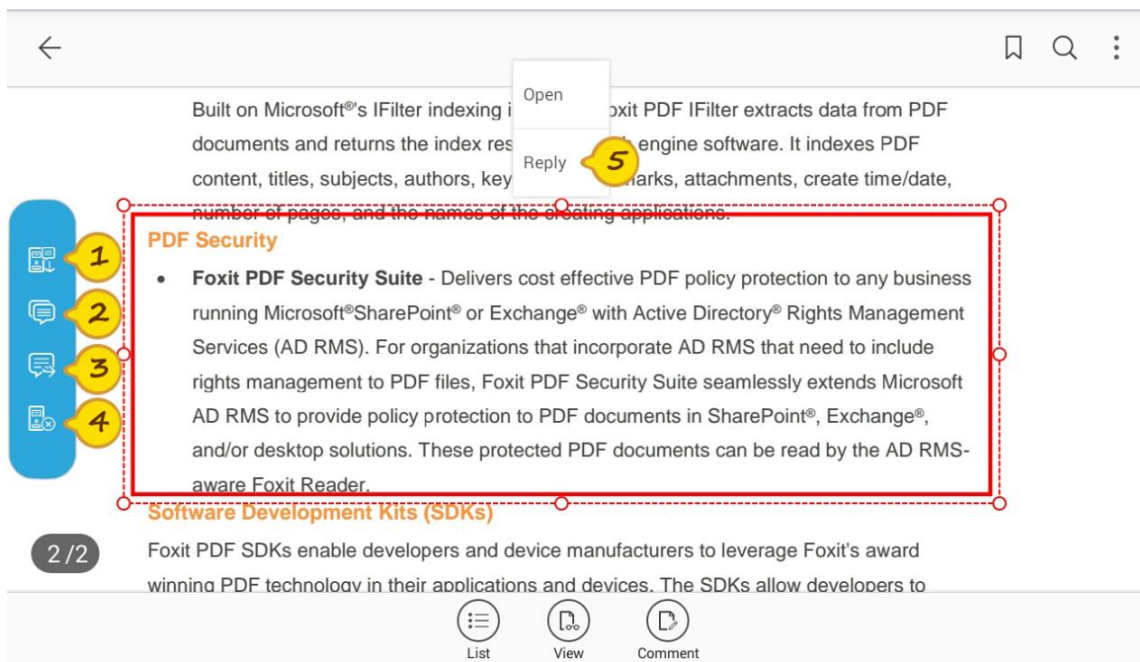
Note: Mobile application management policies support devices that run Android 4 and later.

Participating in a PDF Shared Review and Email-based Review

When you receive an invitation to a PDF review on your Android mobile devices, first download the file from your mailbox or the Foxit Cloud service. Opening the document with Foxit MobilePDF Business will allow you to use commenting tools and other options for shared review and email-based review workflow.

Shared Review

- ✧ Currently, we support shared review based on a shared network folder or the Foxit Cloud service. When participating in a shared review based on a shared network folder, all reviewers should have permission to read and write within the shared folder.
- ✧ In a shared review workflow, all reviewers can read and reply to other reviewers' comments.



1 Check for new comments

Synchronize comments between the server and the local files. After checking, you will see the total number of updated comments with details listed in the annotation panel view; if you don't tap this button, new comments will be refreshed every 5 minutes when the document is open.

2 Updated comments

Displays the amount of updated comments, which includes newly added comments, as well as updated and deleted ones. Tapping the button will open the left panel which can track new updates or changes to the document.

3 Publish comments

Uploads your new comments to the shared file folder or the Foxit Cloud service. Reviewers of other clients will see your comments.

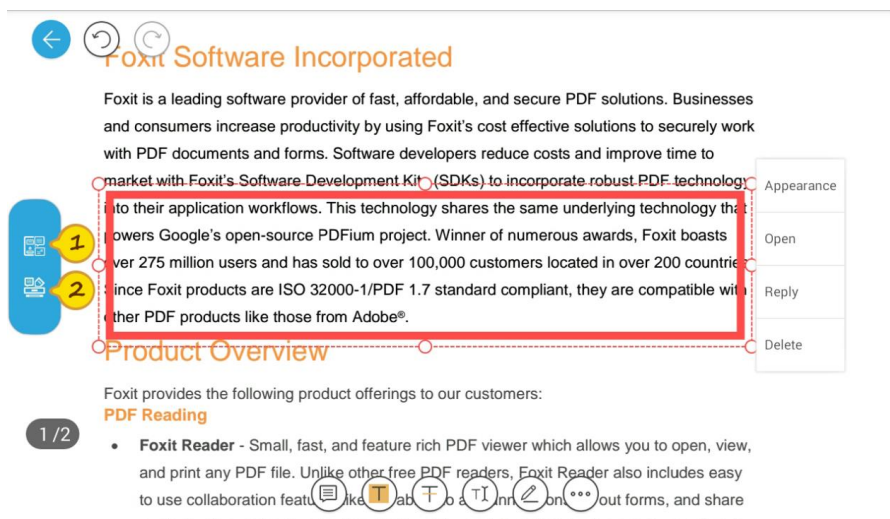
4 Work offline

In offline mode, you can't update or publish comments until switching back to online mode. To switch to online mode, tap the option, which will connect you to the server.

In page viewing, you can use 5 "Reply" to participate in a shared review workflow.

Email-based Review

In an Email-based Review, reviewers can make comments and send back the reviewed PDF file by email. When a reviewer or the initiator receives the commented PDF file, they can merge the comments into the master PDF file.



1 Send Comments

Send the reviewed PDF file back to the initiator or other reviewers by email.

2 Tracker

Track and learn the detailed information of email-based reviews you have joined, including the initiator, reviewers, their status, and more.

3 Merge Comments

Merge the comments you received from other reviewers into the tracked PDF file. This option is available only when you open an annotated PDF file in which you have initiated or joined for email review.

