

**foxit**



# Quick Guide

Foxit<sup>®</sup> MobilePDF

*For iOS*

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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 Cloud services
- § Supports different page layouts: Single page, Continuous, Facing or Thumbnail mode
- § File navigation by outlines, bookmarks, or search results
- § Supports zooming in/out and locking the zoom control
- § Preview MS Word, Excel, PowerPoint, TXT and image files
- § Supports iOS dictionary to provide definition for selected content (for iOS 5 and above)
- § Supports read out loud function (for iOS 7 and above)

## Modify PDF files

- § Annotate documents using feature rich annotation tools
- § Add stamps to PDF files
- § Add and edit bookmarks

## PSI signature integration

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

## Fill out PDF forms

- § Quickly fill out and save PDF forms
- § Import, export and send form data

## File Protection

- § Protect or unprotect PDF files with a password
- § Specify the permissions to restrict specific operations to PDF files (copy, print, etc.)
- § Restrict access to application by password lock
- § Prevent unauthorized access to PDF files from the 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

## Share, store and synchronize PDF files

- § Capture and share screen captures

## **Foxit MobilePDF Quick Guide**

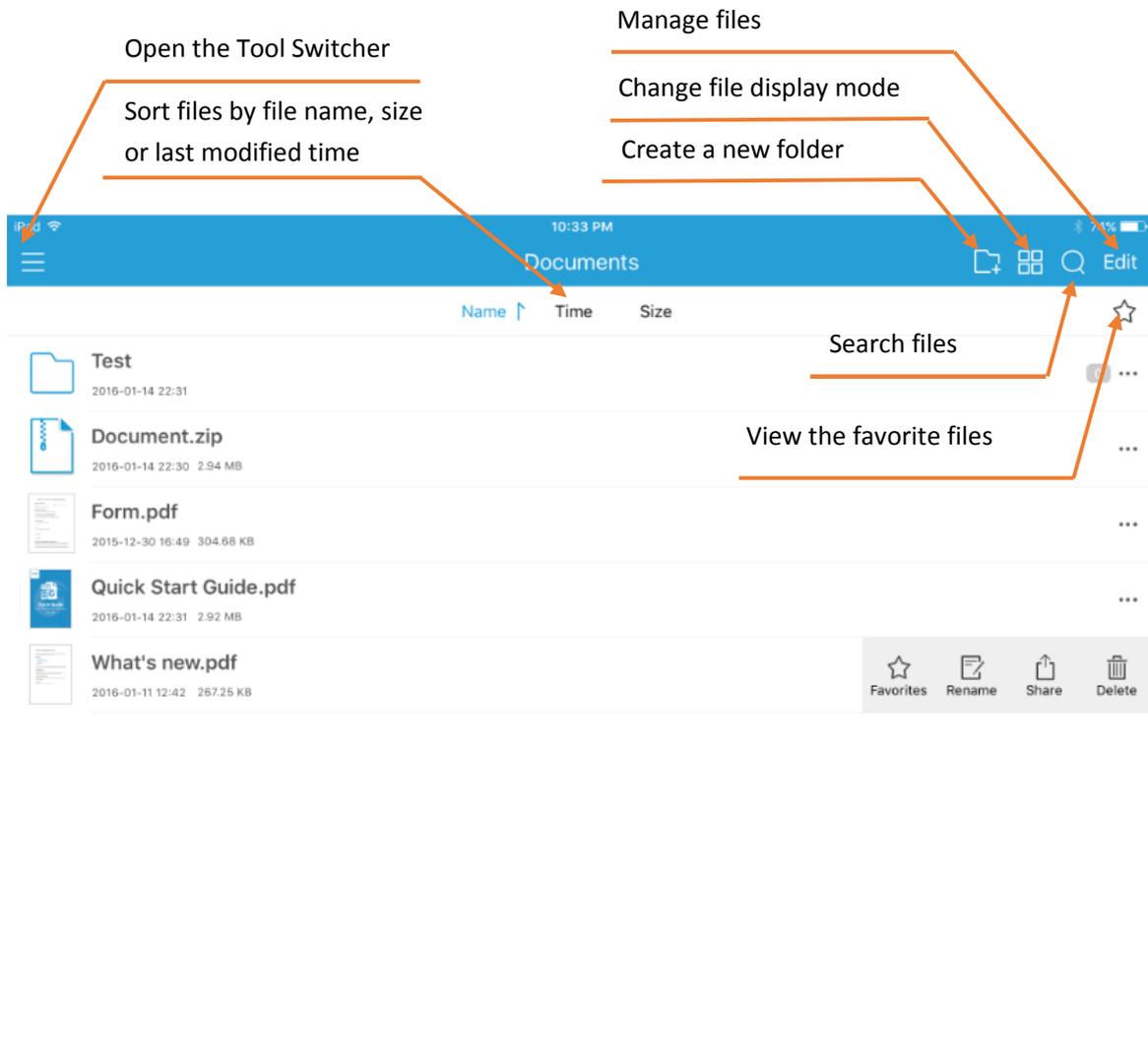
- § Share PDF files via Facebook, Twitter, Sina Weibo, Tencent Weibo, AirDrop, Evernote, and WeChat.
- § Share multiple files across your desktop and iOS device via Wi-Fi
- § Save, synchronize and access PDF files through popular cloud storages like Google Drive and Dropbox. Open and read the PDF files stored in the 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

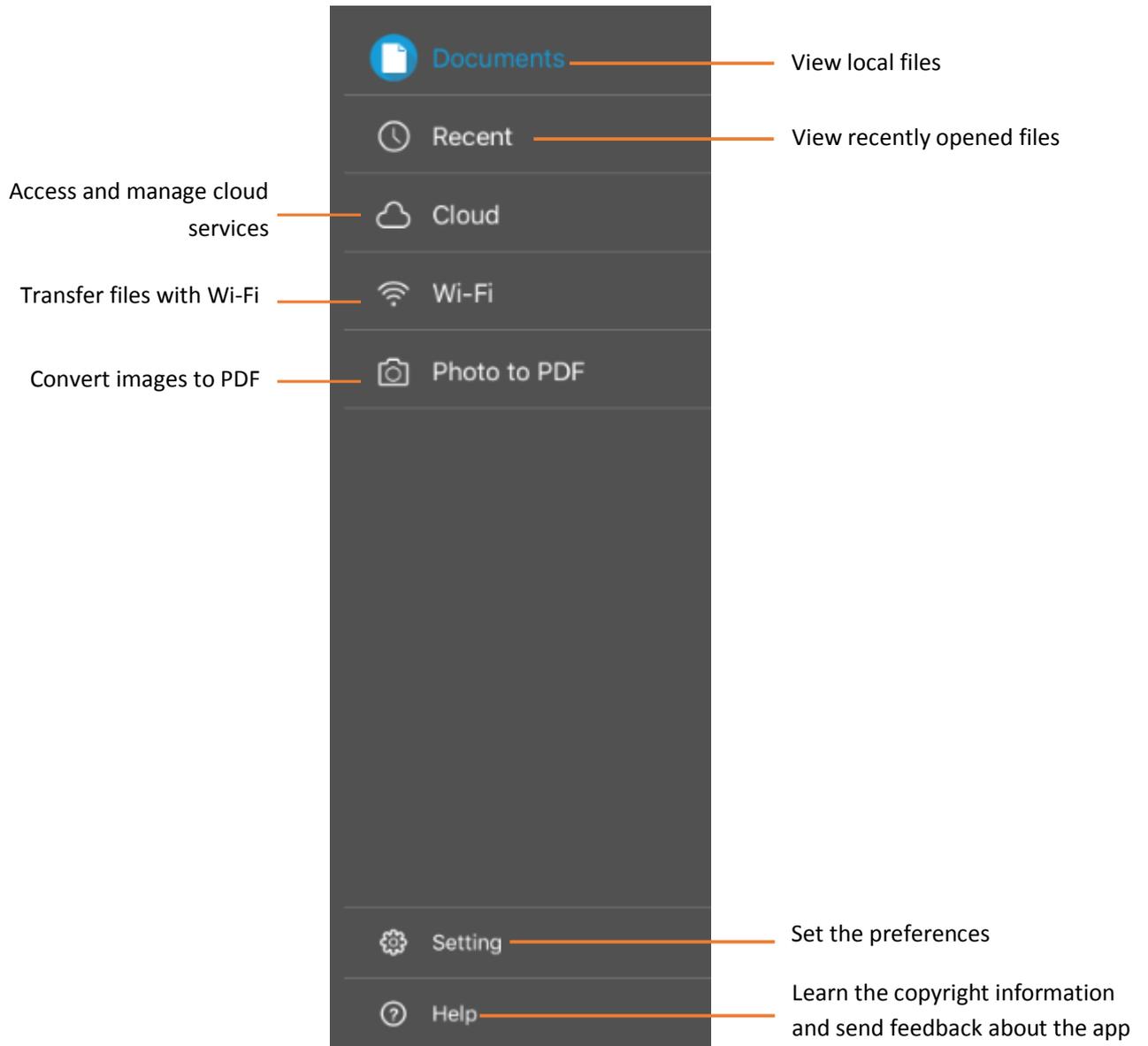
## Chapter 2 Main Menu

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



### Main Workspace

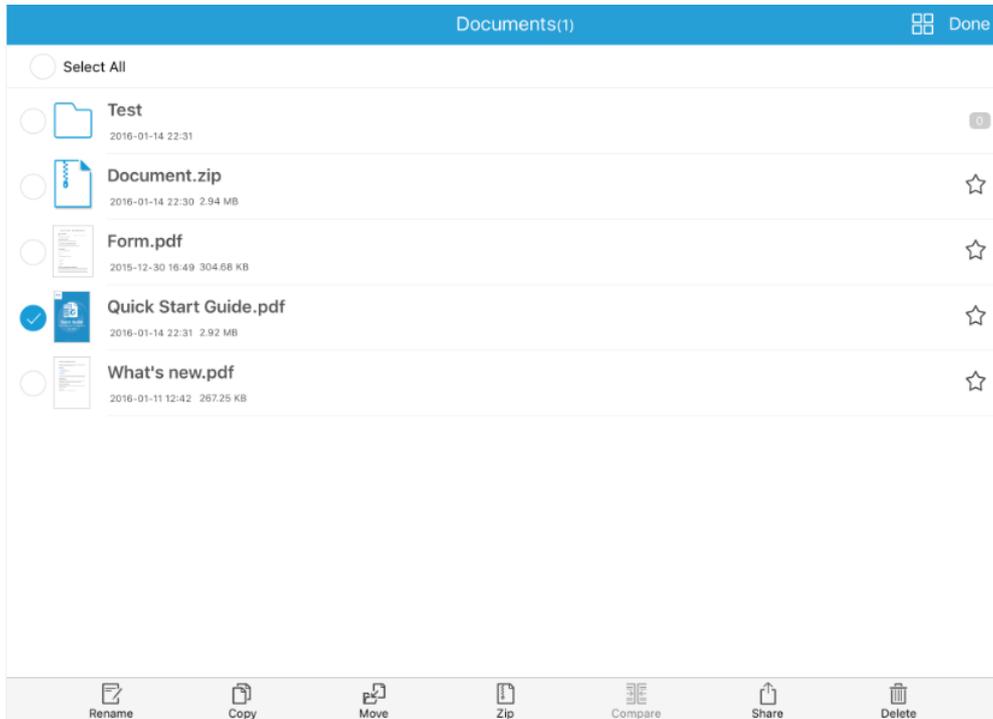
With a rich set of tools, Foxit MobilePDF allows you to view, transfer, and convert PDF files. Toolsets are available from the Tool Switcher. You can tap  to open the Tool Switcher.



Tool Switcher

## Chapter 3 File Management

Foxit MobilePDF allows you to manage files easily. You can rename, move, copy, delete, share, zip, or compare the files in File Manager. Just tap “Edit” in 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.
Copy	Select the file or folder to be copied, tap “Copy”, and select the target folder.
Move	Select the file or folder to be moved, tap “Move”, and select the target folder.
Zip	Select the files (or folders) to be zipped, tap “Zip”, and then input the file name for the zip file.
Compare	Select two files that you want to compare, tap “Compare” to compare the files on the same interface.
Share	Select the file to be shared, tap “Share”, input the email address and tap “Send” to mail out the PDF as an attachment.
Delete	Select the file or folder to be deleted, tap “Delete”.

## Chapter 4 Viewing PDF Files

Foxit MobilePDF provides a set of powerful tools for you to view and work with PDF files in a convenient way. While reading a PDF file with Foxit MobilePDF, you can tap anywhere on the document to show or hide the toolbar.

### Open a PDF

#### Open a PDF file in the Foxit MobilePDF application:

- 1) Tap on any file in the “Documents” list to view local files.
- 2) Tap “Recent” to view the recently opened files.
- 3) Tap  icon to show the favorites list and open one of the favorite files.

All the files saved in Foxit MobilePDF are displayed in the “Documents” list. To upload PDF files to Foxit MobilePDF, please choose one of the methods below:

#### 1) From Desktop iTunes

- Connect your device to your computer;
- Open iTunes from your computer, and select your device;
- Click “Apps” from the “Settings” menu;
- Scroll down until you find the “File Sharing” list, and then select “Foxit PDF” under the “File Sharing” list;
- Drag and drop the PDF files from your computer to the “Foxit PDF Documents” area right beside the Apps list; or click “Add File” and choose the PDF file;
- Click “Sync”. The PDF files will be synced to Foxit MobilePDF and will be displayed in the “Documents” list.

#### 2) Wi-Fi File Transfer

- Enable Wi-Fi file transfer and upload the PDF files to Foxit MobilePDF by visiting the IP address of your iOS device from your computer. Please refer to [“File Sharing”](#) for more details.

#### Open a PDF file from other applications:

##### Email

- Open the email containing the PDF attachment;
- Long press the PDF file, and tap “Open in Foxit PDF”.

##### Safari or browser

- Tap the PDF file to access the “Open in” menu;

- Tap “Open in” and choose “Open in Foxit PDF”.

#### **Cloud services**

- Log in the cloud service, and then tap the PDF file directly. For more instructions on how to add cloud services and synchronize PDF files, please refer to [“Cloud Storage”](#).

## **Zoom**

- 1) Use the 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) Facing: Display two pages side by side or one page at a time based on 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) Reflow: View PDF files in plain text mode.
- 6) Speak: Read the PDF file out loud.
- 7) Crop mode: Remove unnecessary document margins automatically for a better reading experience.
- 8) Screen Lock: Lock the page orientation in Landscape or Portrait mode. When this option is enabled, the page will remain in the locked orientation even if your device orientation changes.
- 9) Lock zoom: Lock the current zoom status to view the whole PDF in your desired zoom ratio. Zoom in or out the page as required first, then tap the “Lock zoom” option, and you will be able to view the whole PDF in the current zoom ratio.
- 10) Regulated Drag: Lock your drag direction. Enabling this option will allow you to drag the page in one general direction (horizontally or vertically), instead of both at the same time.
- 11) Auto-Brightness: Adjust the brightness of the screen based on the system’s brightness.
- 12) Brightness: Adjust the brightness manually. This is only available when you disable Auto-Brightness.
- 13) Night mode: Switch between Day Mode and Night Mode.

#### **File display mode:**

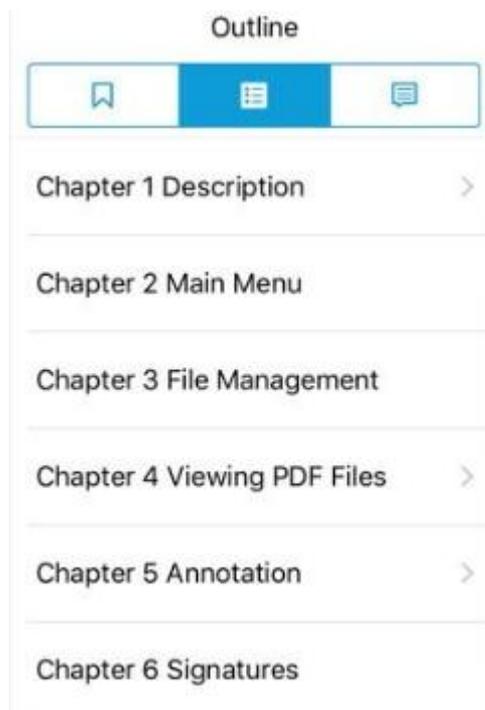
Foxit MobilePDF supports displaying a series of PDF files in list or thumbnail view in the File List. You can switch between list view and thumbnail view by tapping  on the main menu.

- 1) List view: Display the files as a list.
- 2) Thumbnail view: Display the files with thumbnails in large icons.

## Navigate PDF files with outlines, bookmarks, annotations, or search results

Tap “List”  on the document pane to open the Navigation panel. In the Navigation panel, you can tap the “Outline” or “Annotation” icons to switch to the Outline or Annotations panel.

- 1) Outline: display the list of outlines for the PDF file.
- 2) Bookmark: provide rename, delete, and jump to view functions for fast positioning.
- 3) Annotation: list all annotations in the document along with their type, date created, and author.



## Search text

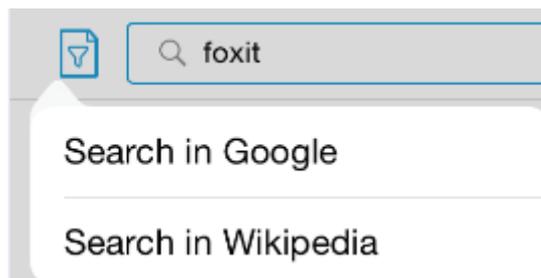
- 1) Search within a PDF file

- Tap  in the toolbar at the top.
- 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.
- While in the document pane:
  - Tap "Previous"  or "Next"  in the toolbar at the bottom to jump to the previous or next search results respectively.
  - Tap  in the toolbar at the bottom to show or hide the search result panel.

Totally found 93	
Page 1	1
<b>Foxit MobilePDF Business for iOS Quick Guide...</b>	
Page 2	1
<b>Foxit MobilePDF Business Quick Guide 2 Contents Chapter 1...</b>	
Page 3	2
<b>Foxit MobilePDF Business Quick Guide 3 Chapter 1 Description Foxit MobilePDF Business...</b>	
Business Quick Guide 3 Chapter 1 Description <b>Foxit MobilePDF Business</b> enables you to view...	
Page 4	1
<b>Foxit MobilePDF Business Quick Guide 4 § Specify the permissions to restrict operations...</b>	
Page 5	4
<b>Foxit MobilePDF Business Quick Guide 5 Chapter 2 Main Menu Foxit MobilePDF Business offers...</b>	
DF Business Quick Guide 5 Chapter 2 Main Menu <b>Foxit MobilePDF Business</b> offers a clean and...	

## 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 easily. You can also unzip files with just one tap.

### 1) Zip the files

- Tap “Edit” in the upper-right corner of the document pane;
- Select the files (or folders) to be zipped;
- Tap “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” in the upper-right corner of the document pane;
  - Select two files to be compared;
  - Tap “Compare”.
- The two files you selected will be displayed in the same document panel for easy comparison.

**Note:** Currently, Foxit MobilePDF only supports comparing no more than 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, Drawing Markup tools, Typewriter tool, Note tool, Signature tool, and Stamp tool.

### Text Markup



### Drawing



### Others



Button	Tool Name	Description
	Highlight Text Tool	Tap to highlight text.
	Underline Text Tool	Tap to underline text.
	Squiggly Text Tool	Tap to draw a squiggly line under the text.
	Strikeout Text Tool	Tap to strikeout text.
	Line Tool	Tap to draw a line.
	Rectangle Tool	Tap to draw a rectangle.
	Circle Tool	Tap to draw a circle.
	Arrow Tool	Tap to draw an arrow.
	Pencil Tool	Tap to draw free-form shapes.
	Eraser Tool	Tap to erase drawings made by Pencil Tool.
	Typewriter Tool	Tap to add text to the document.
	Note Tool	Tap to add a Note comment.
	Signature Tool	Tap to create signature.
	Stamp Tool	Tap to add stamps in the document.

### Choose the annotation tool

- Tap “Comment” to reveal the annotation toolbar. You can tap to display all the annotation tools, and then choose the specific tool as needed.

- To bring out the Note tool, Typewriter tool or Signature tool, you can just tap and hold anywhere on the PDF file, and then choose a tool from the pop-up menu (as shown below).



## Add drawing markups

- Choose the drawing markup tool as needed from the annotation toolbar;
- Drag across the area 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'd like to add the note;
- Input the comment in the pop-up box, and tap "Save".

## Add text comments

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

## Add stamps

- Choose the 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 the added stamp and choose “Open” from the pop-up menu to input a comment.

## 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 of;
- Choose “Appearance” from the pop-up menu;
- Choose a color, opacity or thickness as desired.

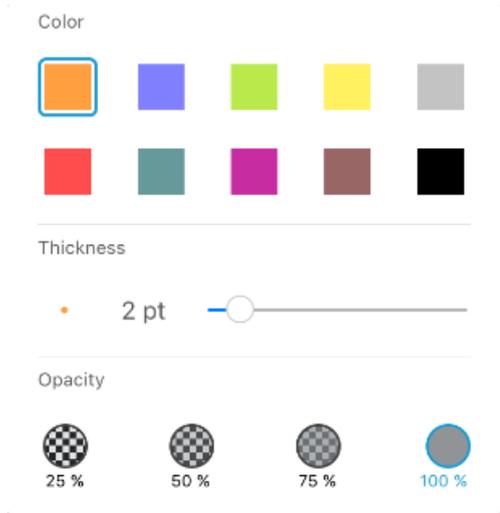
Tip: For Note comments, you should tap and hold the Note icon to bring out the pop-up menu.

### 2) Change the appearances of annotation tools

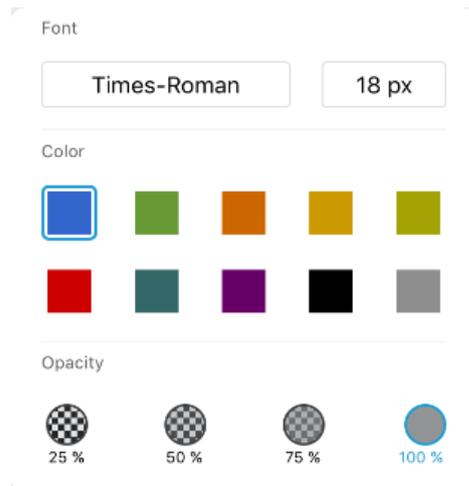
- Tap and hold on the annotation tool that you want to change the appearance of;
- Tap , and pick a color, opacity, or thickness as desired. Choose the desired options. The new appearance will be applied when you add a new annotation.

Tips:

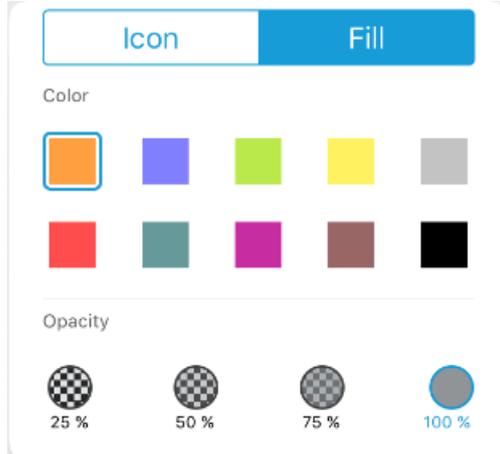
1. Options may vary according to the type of annotation tools. You can change the color and opacity for all annotations. For Drawing Markup tools, you can also set the thickness; for Note tool, you can change the note icon as well; and for Typewriter tool, you can also change the font and font size.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



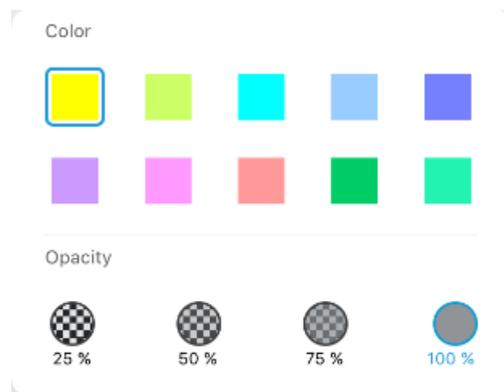
Appearance Settings for Drawing Markup Tools



Appearance Settings for Typewrite Tools



Appearance Settings for Note tool



Appearance Settings for Text Markup tool

## Move the markups

Tap the markup and then drag to move it.

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

## Import and export annotations

### 1) Import annotations

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

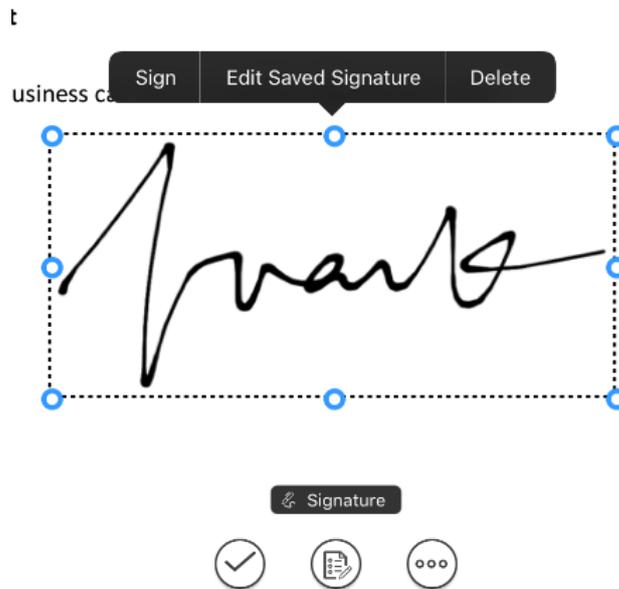
### 2) Export annotations

- Tap  , and choose “Export Annotations”;
- 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.

## 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  in 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 the signature and choose “Edit Saved Signature” to edit a current signature or to create new ones.



## Chapter 7 Text to Speech

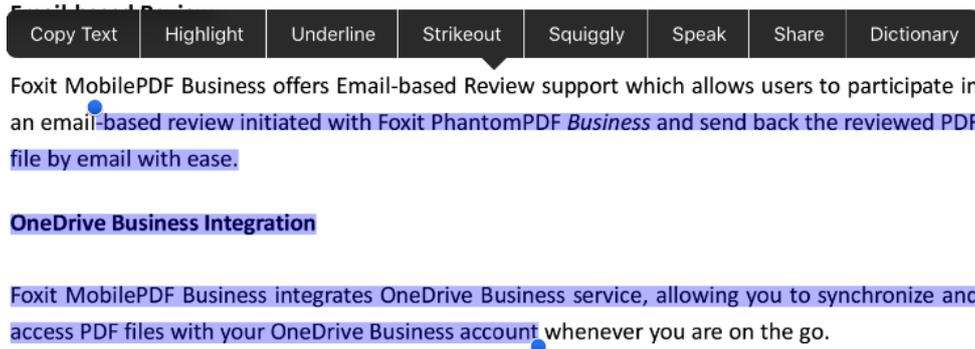
Foxit MobilePDF supports reading the text of the PDF out loud (available for iOS7 and above). Foxit MobilePDF will identify and choose the speaking language intelligently and automatically according to the language of the text, and will allow you to control speaking through the Quick Control Panel when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

### Read the whole page out loud

- Tap “View” in the toolbar at the bottom;
- Tap . Foxit MobilePDF will start speaking from the current page.

### Read the selected text out loud

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



### 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.

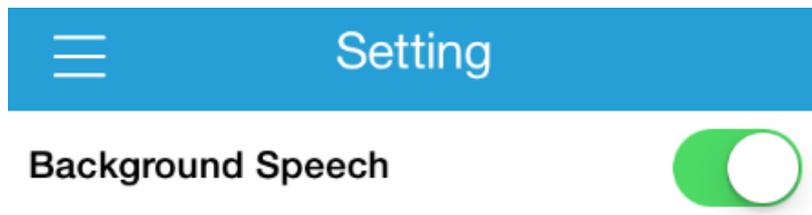
2) Stop speaking: Tap .

## Speak the previous page or next page

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

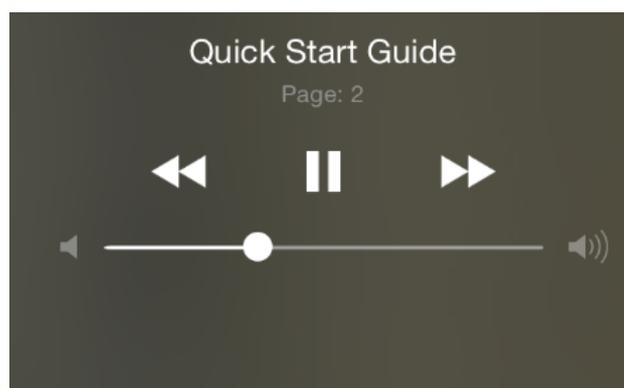
## Continue speaking when Foxit MobilePDF is running in background mode

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

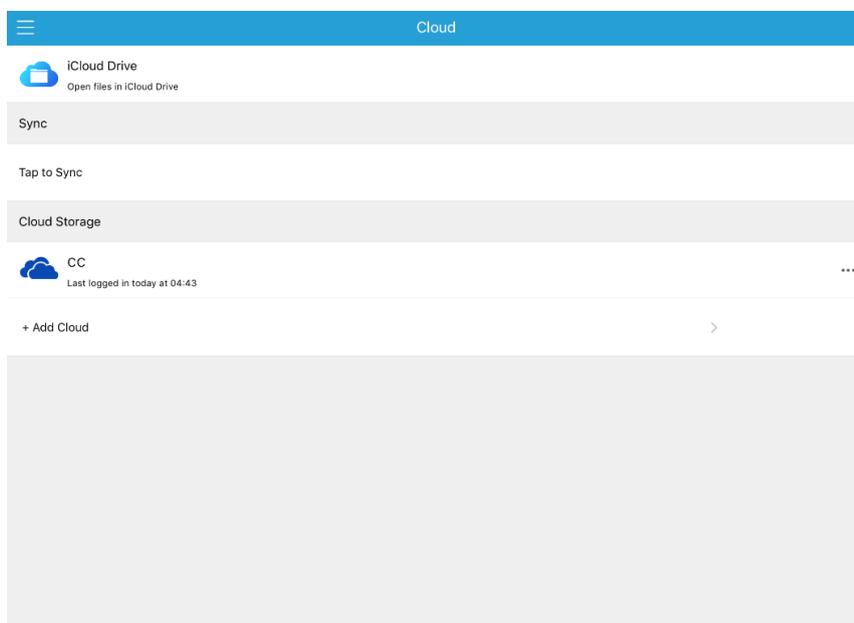
## Cloud Storage

Foxit MobilePDF supports most popular cloud storage services, including: Dropbox, Google Drive, OneDrive, 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 OneDrive as an example)

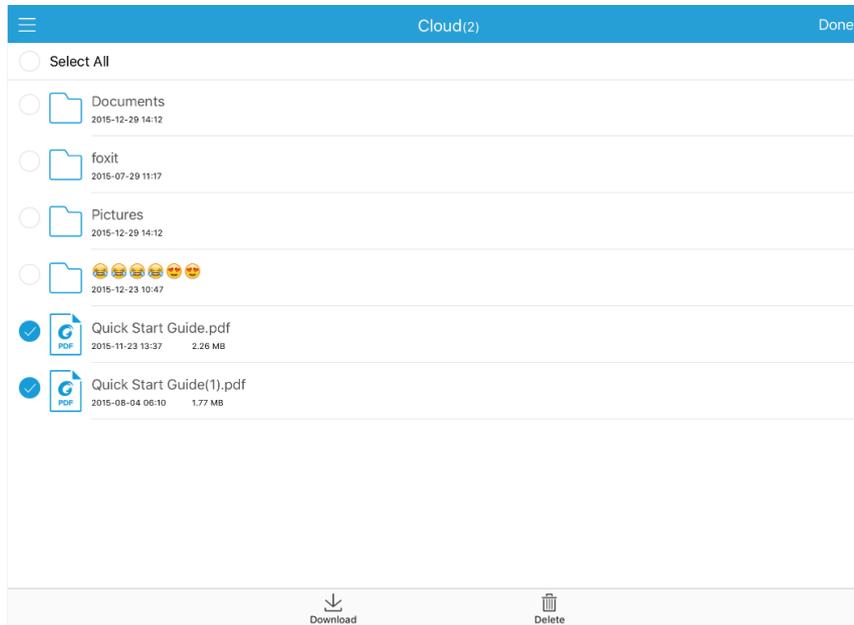
- Tap  to open the Tool Switcher;
- Tap “Cloud”;
- Tap “Add Cloud”;
- Select “OneDrive”;
- Enter the account name and password to log in to OneDrive;
- After authorization, your OneDrive account will be saved under the “Cloud Storage” list. Tap it to view your OneDrive files.



### Download PDF files from cloud storage

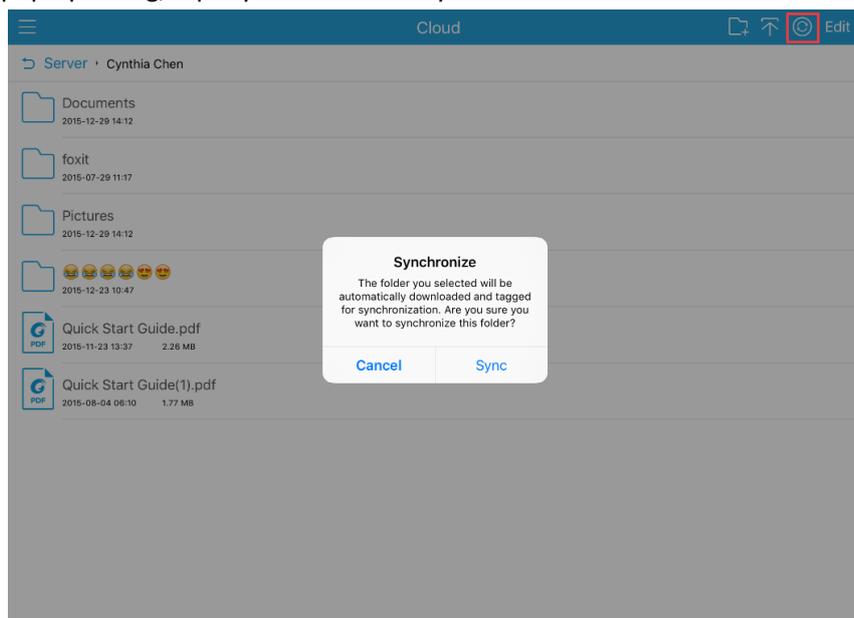
- Tap on any file to download and open it.
- To download several files:
  - 1) Tap “Edit”;

- 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” list.



### Synchronize PDF files

- Connect to the cloud storage service first;
- Tap  in the upper- right corner of the interface;
- In the pop-up dialog, tap “Sync” to confirm synchronization.

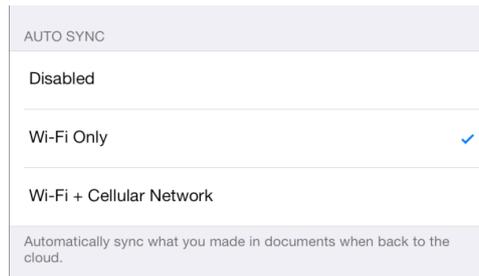


Once the sync is completed, the full copy of the file/folder will be available from the “Documents” list.

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 “Setting”. You can also choose to synchronize your information using Wi-Fi only or via Wi-Fi and Cellular Network.

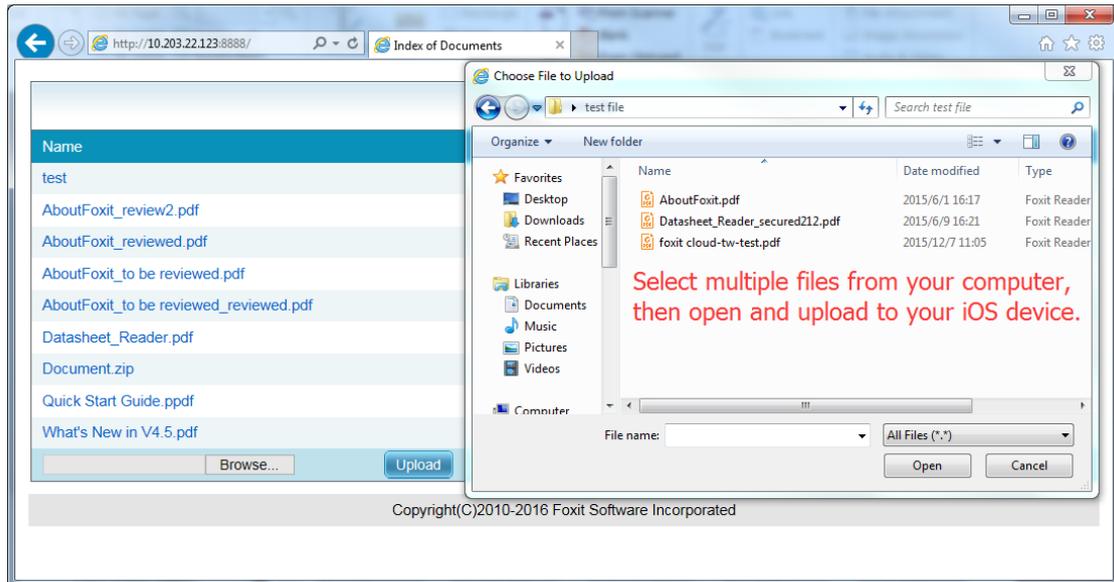


## **File Sharing**

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  to open the Tool Switcher;
  - Tap “Wi-Fi”;
  - Tap “Enable file transfer”;
  - (Optional) Tap  in the upper-right corner of the interface, and then tap the “Require Password” option to set a username and a password if you need to restrict 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.

## Foxit MobilePDF Quick Guide



## 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, and choose “Save”.



The screenshot shows a mobile application interface for a PDF form titled "Client Questionnaire(1)". The form is divided into two sections: "CLIENT INFORMATION" and "COMPANY INFORMATION".

**CLIENT INFORMATION**

- Name: Foxit Software
- Title: [Empty field]
- E-mail: [Empty field]
- Phone: [Empty field]
- Department: [Empty field]

**COMPANY INFORMATION**

- Company Name: [Empty field]
- Company Size: [Dropdown menu]
- Industry: [Dropdown menu]

At the bottom left, there is a page indicator "1/2". At the bottom center, there are three icons: "List", "View", and "Comment".

### Import and export form data

#### 1) Import form data

- Tap , and choose “Import Form Data”;
- 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”;
- Select a folder in which you want to save the exported form data file, and tap “Select”.

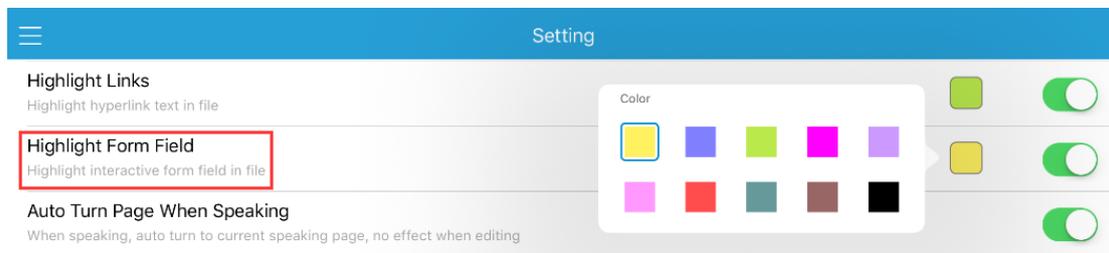
- In the pop-up dialog box, input the file name and tap “OK”. Then the form data in current PDF form will be exported and saved as an FDF file in the folder you selected.

## Reset form fields

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

## Change the highlight color for form fields

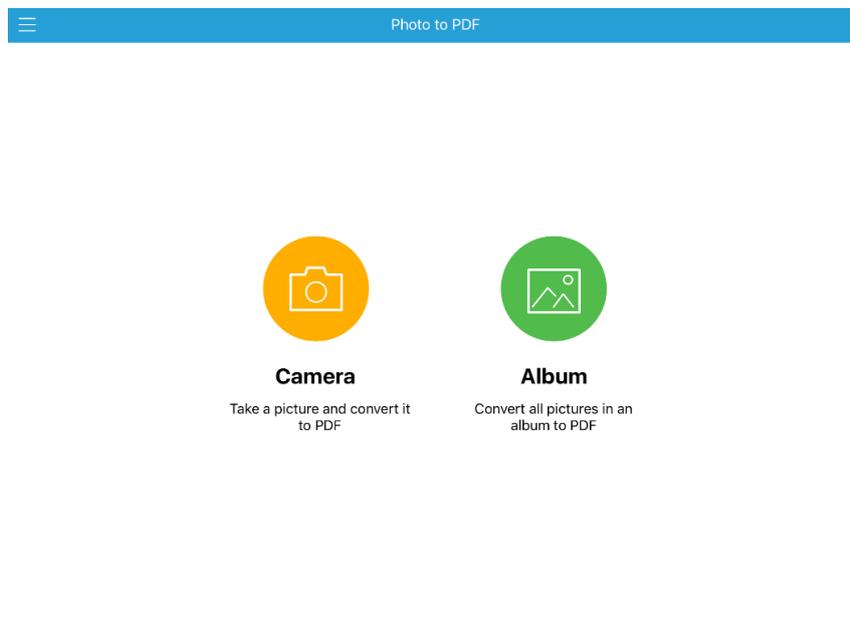
For PDF forms, Foxit MobilePDF will highlight the interactive form fields (in yellow by default) for easy recognition. To change the highlight color, please tap “Setting” and then choose a color from the color palette for the “Highlight Form Field” item.



## Chapter 10 Photo to PDF

Converting 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 “Photo to PDF” function through a paid license if it is disabled. After you purchased the license, the following two options (i.e. Camera and Album) will be activated after tapping .

- 1) Camera: take a picture and convert it to PDF.
- 2) Album: pick pictures from your photo library and convert them to PDF.

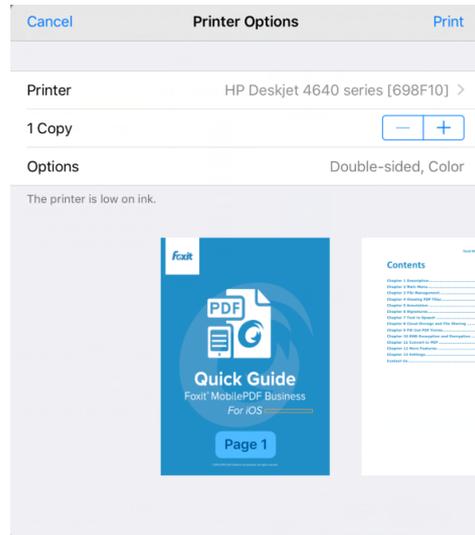


## Chapter 11 More Features

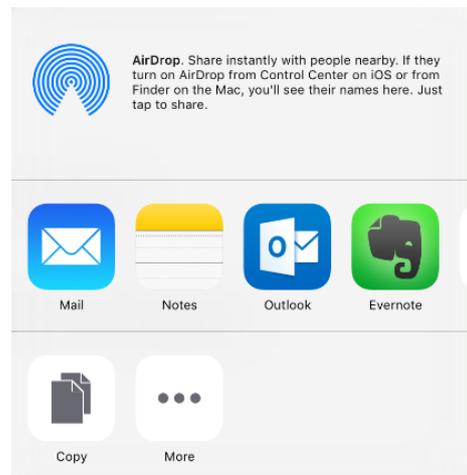
**Brightness:** Tap “View” to open the View Mode panel, and then drag the brightness slider to adjust the brightness of the screen as desired.



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

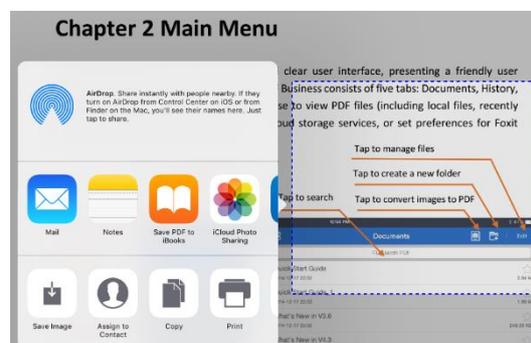


**Share:** Tap , choose “Share”, and then tap the sharing platform that you want to use to share your PDF.

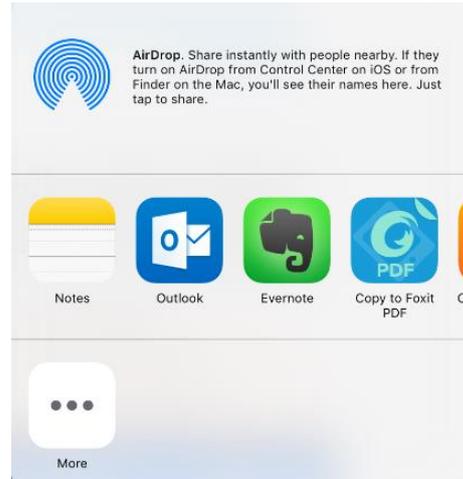


**Screen Capture:** Tap , and choose “Screen Capture”. Capture the screen you want to share and then choose the sharing platform.

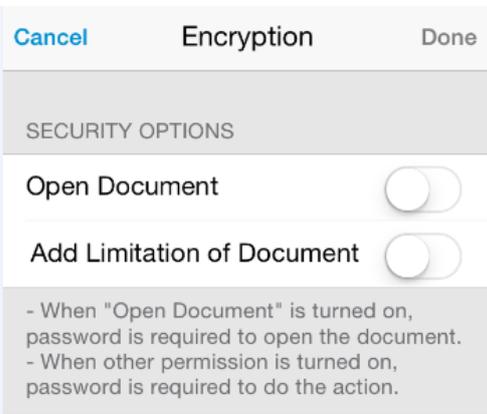
Note: Screen Capture is available for iOS 6 and above.



**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.



**Save:** Tap , and choose “Save”. 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 the preferences for Foxit MobilePDF under Setting; this includes security, document viewing, auto sync, and more.

### 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.
- Highlight Links: Enabling this option highlights 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

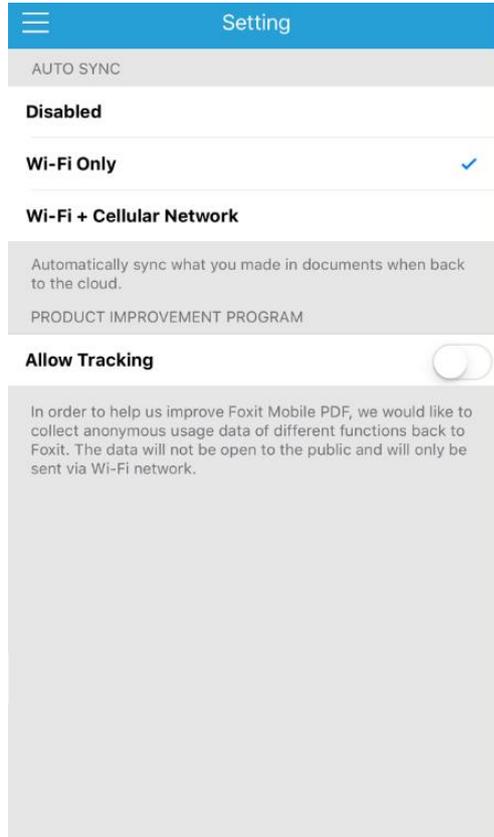
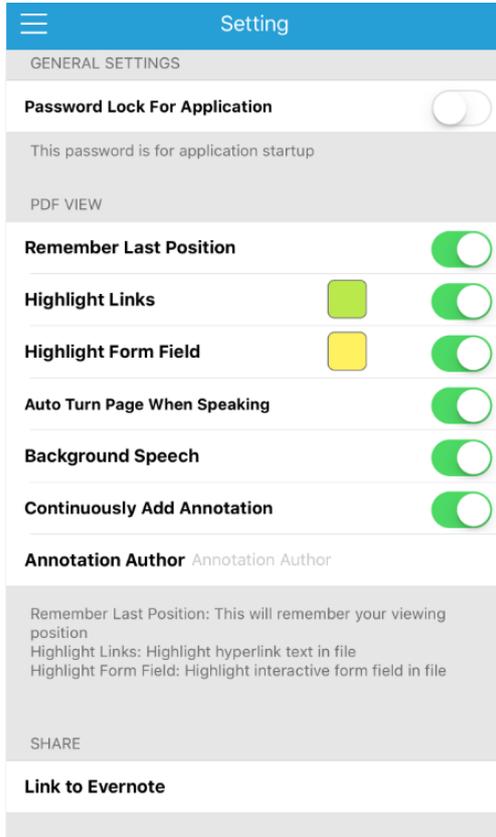
Link to Evernote: Login Evernote with your Evernote account so that you can share PDFs via Evernote.

### 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.



## 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.

- **Office Address:**  
Foxit Software Incorporated  
42840 Christy Street. Suite 201  
Fremont CA 94538  
USA
- **Sales:**  
1-866-680-3668 (24/7)
- **Support:**  
1-866-MYFOXIT or 1-866-693-6948 (24/7)
- **Fax:**  
1-510-405-9288
- **Website:**  
[www.foxitsoftware.com](http://www.foxitsoftware.com)
- **E-mail:**  
Sales and Information - [sales@foxitsoftware.com](mailto:sales@foxitsoftware.com)  
Technical Support - Input [a trouble ticket online](#)  
Marketing Service - [marketing@foxitsoftware.com](mailto:marketing@foxitsoftware.com)