Welcome to Foxit MobilePDF
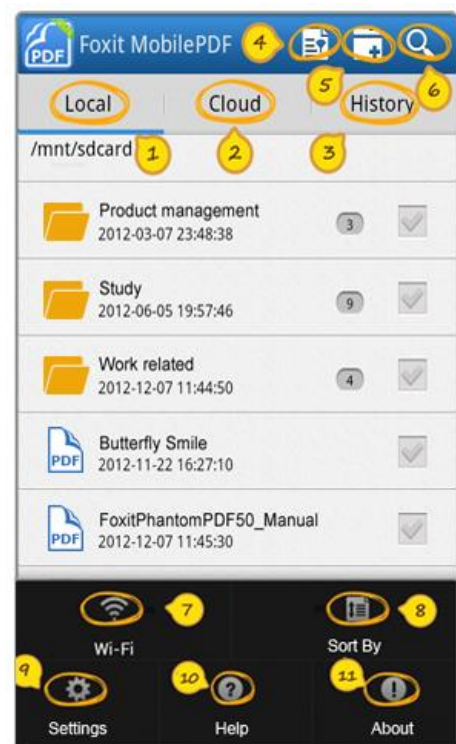
Instructions:

⊞ Different Views

① Local documents view: list all local files

② Cloud view: list the files in Cloud services

③ History view: list recently viewed files

✧ **You can change views by swiping finger left and right within the screen.**

④ File filter: list files as required

⑤ Create folder: create new folder
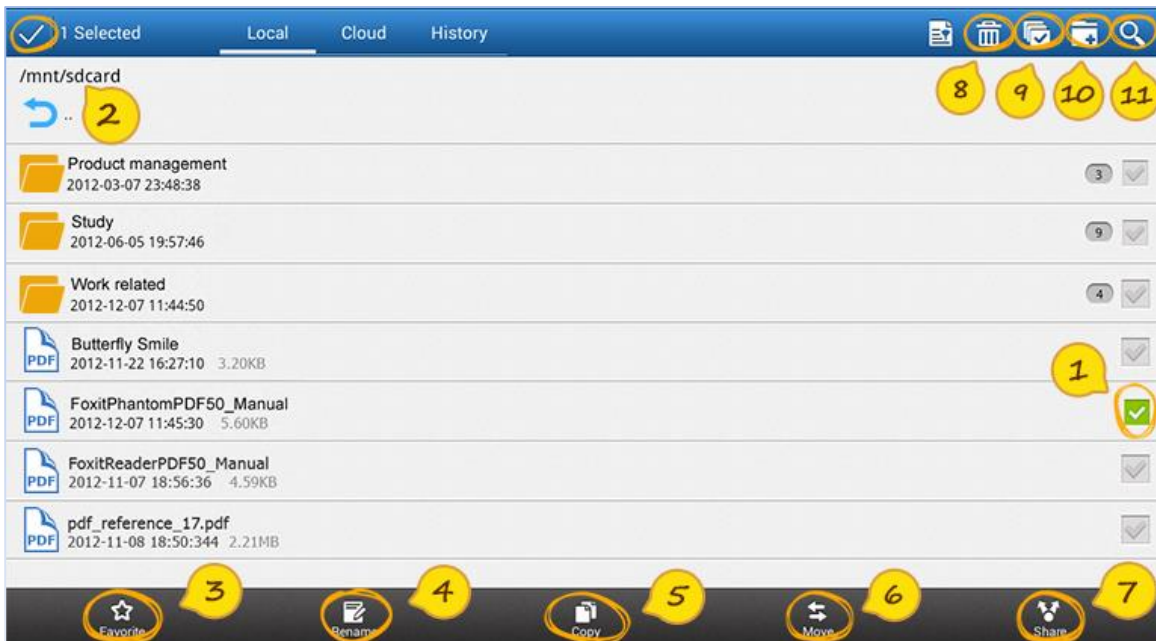
⑥ Searching: search file under current file view

✧ **Tap Menu to bring up the following functions**

⑦ Wi-Fi: support Wi-Fi file transfer

⑧ Sort By: sort files by file name/size/last modified date

⑨ Settings: set viewing and application related preferences

⑩ Help: quick start guide

⑪ About: application/company and version related information

Phone UI

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File Management Tools
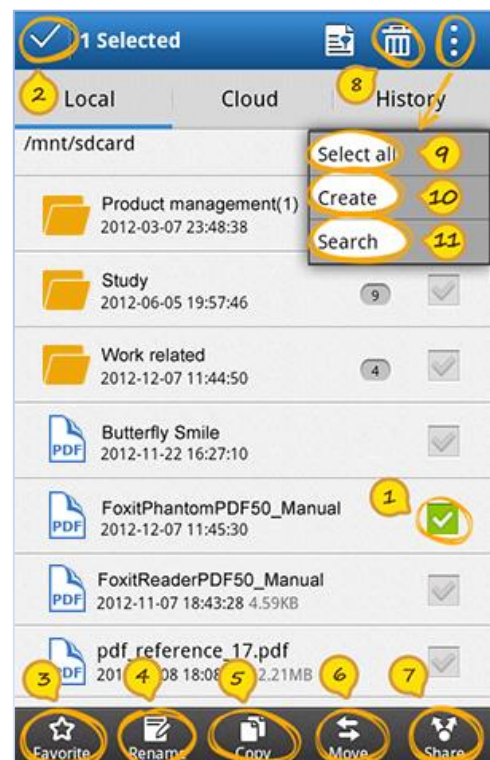

① Tap checkbox of any item to activate editing mode and bring up operation toolbar.
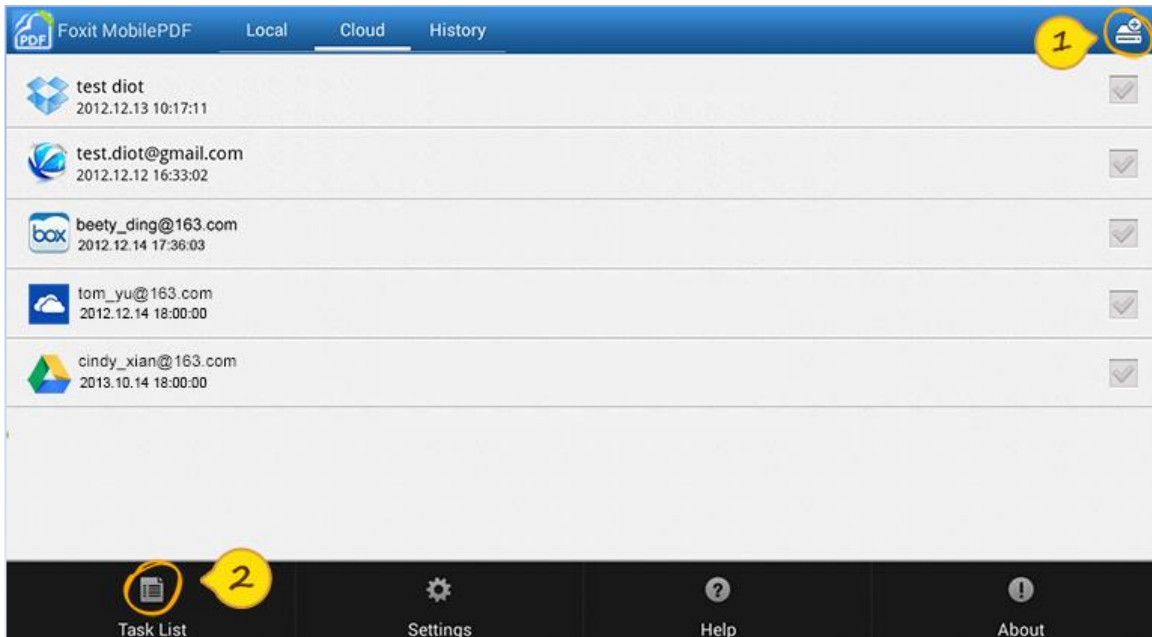
② Tap to deactivate editing mode and close toolbar.

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✧ **When in editing mode**

③ Favorite: set selected files as favorite

④ Rename: rename selected file

⑤ Copy: copy selected files to target place

⑥ Move: move selected files to target place

⑦ Share: share selected files by Bluetooth/Mail/Other applications

⑧ Delete: delete selected files in local documents view

⑨ Select/Deselect all: select/deselect all items

⑩ Create folder: create new folder

⑪ Searching: search file under current file view
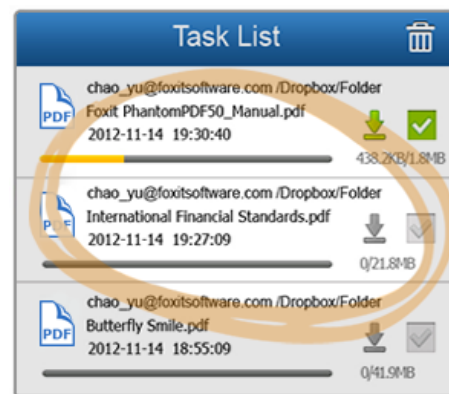

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Public Cloud Services

① Add cloud services:

Support cloud accounts such as Dropbox, Box.net, Kuaipan, SkyDrive and Google Drive
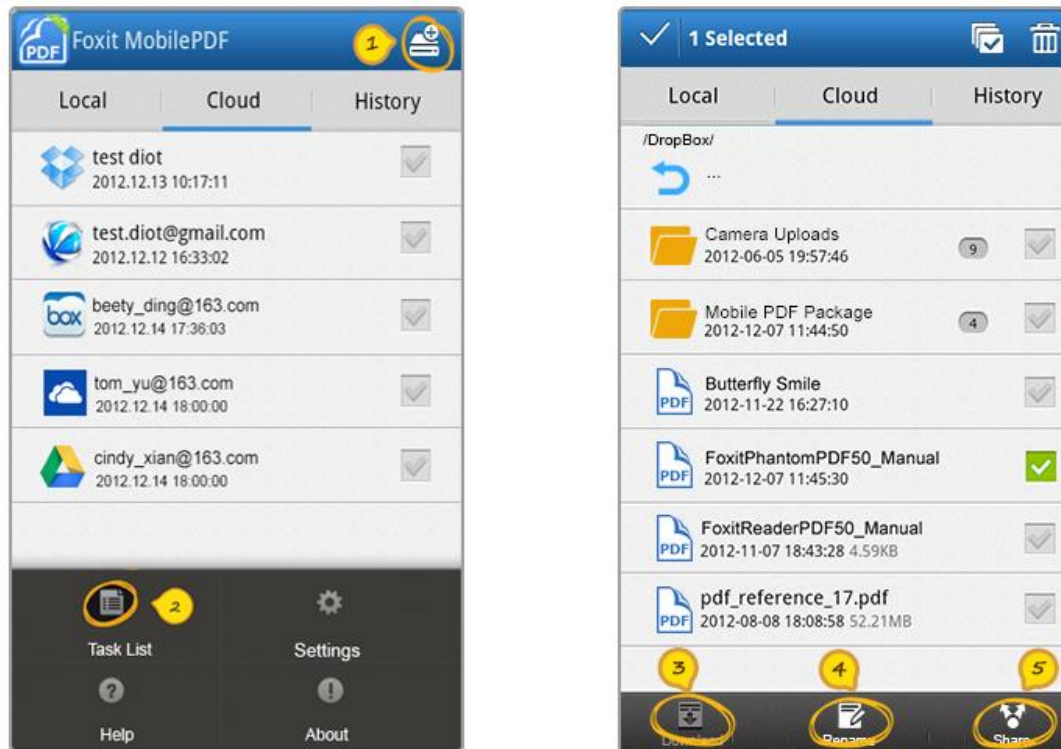
② Task list:

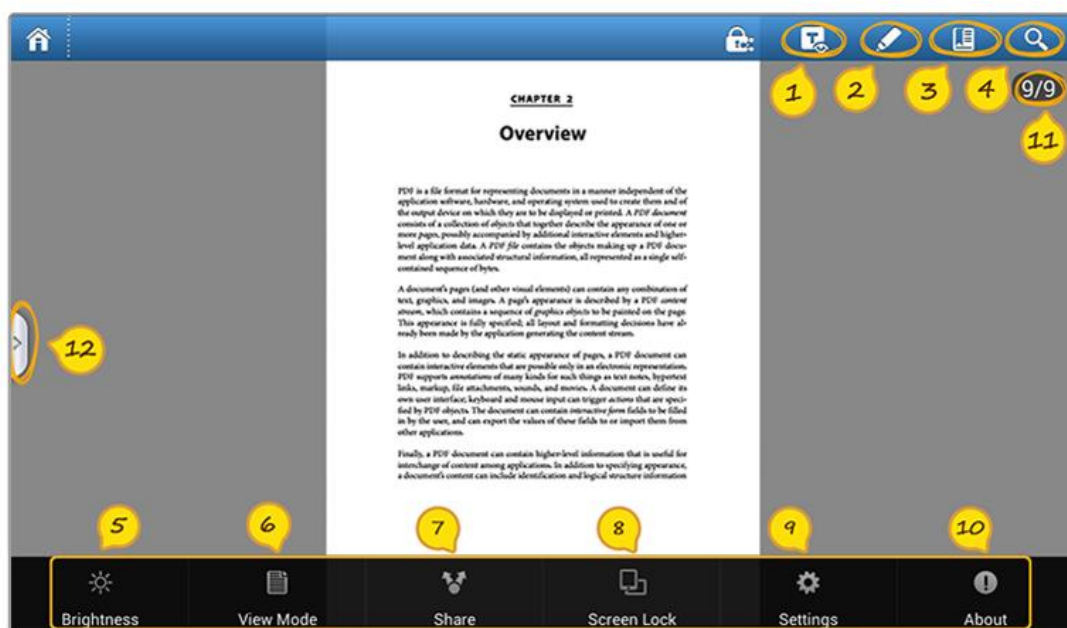show ongoing tasks such as downloading and uploading files

③ Download files: download targeted file from cloud services

④ Rename files: rename folder or file in cloud services

⑤ Share link: share targeted file link by copying text to clipboard or mail

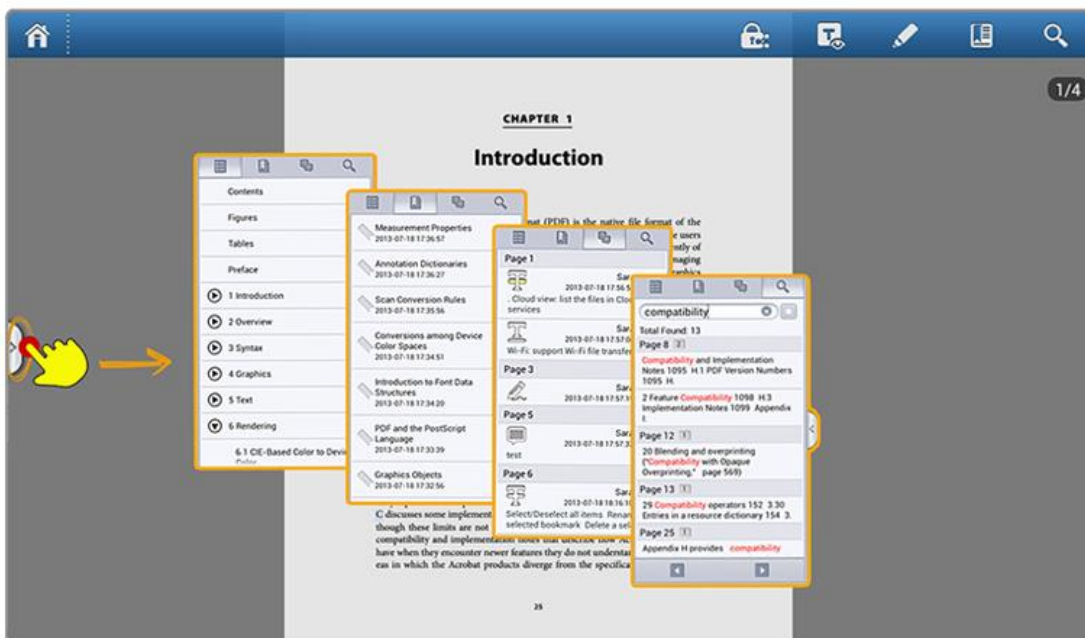**Phone UI**

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⊞ Viewing and Tools

1️⃣ Text Reflow: view file in plain text mode or with pictures

2️⃣ Annotation tools: includes Highlight /Note /Pencil and etc

3️⃣ Add bookmark: create a bookmark during viewing

4️⃣ Searching: list text searching results with page info and details
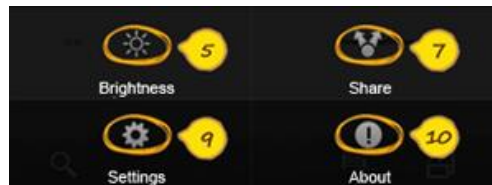
✧ **Tap Menu to bring up the following functions**

5️⃣ Brightness setting: adjust brightness when viewing

6️⃣ View mode:

> ➢ Single page view mode: tap on the screen to go to next or previous page horizontally
>
> ➢ Continuous page view mode: support scroll page vertically
>
> ➢ Thumbnail: view page thumbnails

7️⃣ Share: share the file by Bluetooth/Mail/Other applications

8️⃣ Screen lock: change screen display mode to portrait/landscape/auto-rotate

9️⃣ Settings: direct to menu for more user preference settings

🔟 About: application/company and version related information

11️⃣ Go to page: input certain page number to jump to targeted place

12️⃣ Panel view: Tap or drag the button from left to right to check Outline/Bookmark/Annotation information and searching results
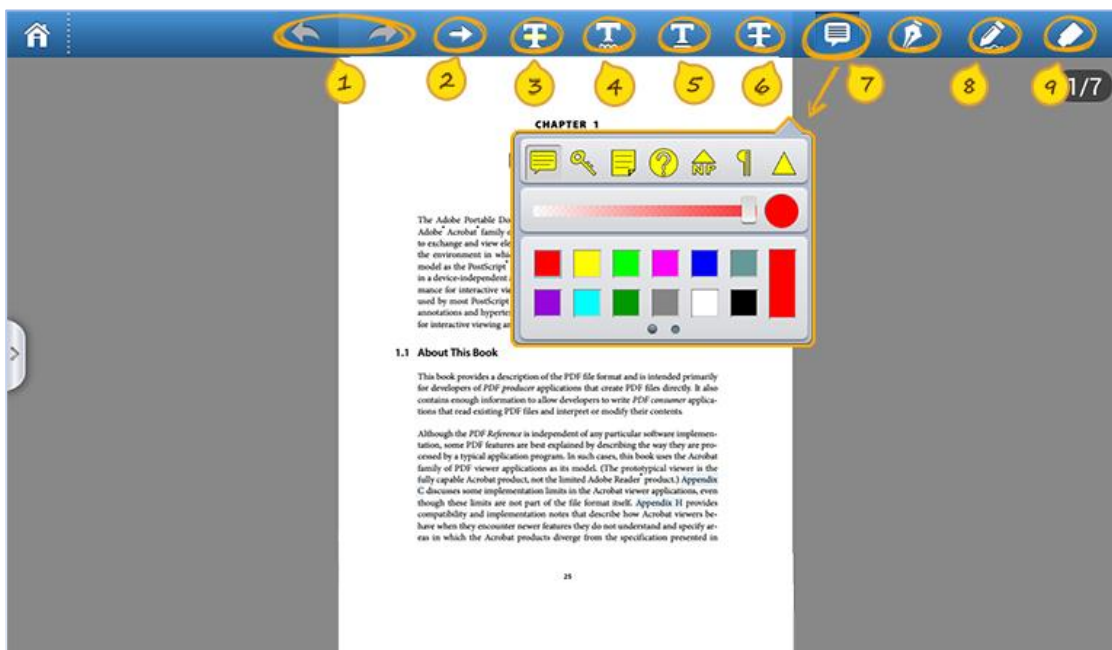
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✧ **Tap Menu to bring up the following functions**

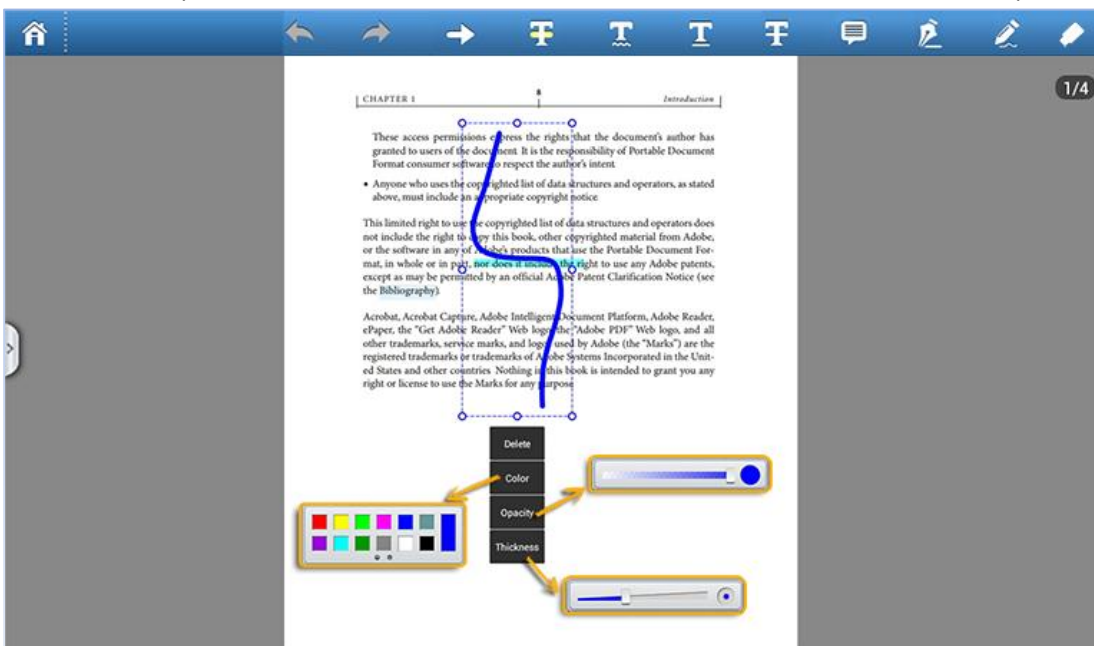✱✱

Annotation Tools

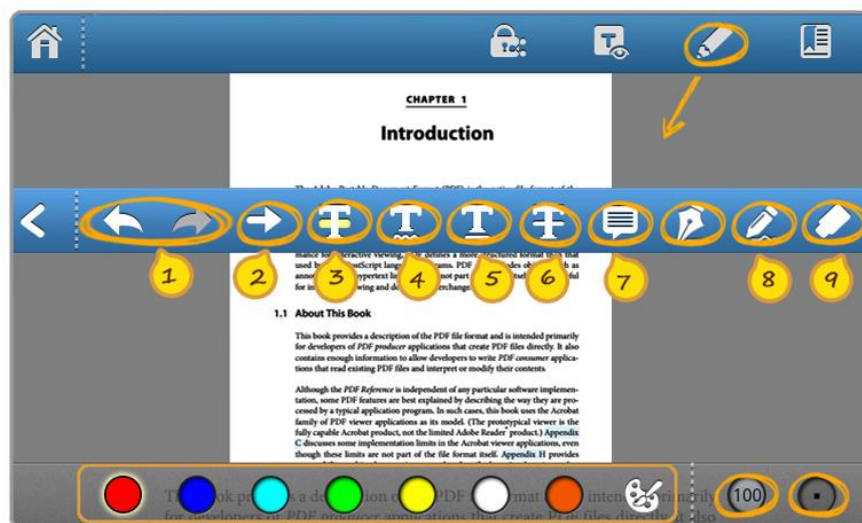🔹 Undo: undo the last step

Redo: redo the previous undo action

✧ **Long tap each annotation icon to bring up settings panel**

② Arrow：place arrow line anywhere in the document

③ Highlight：mark the selected text with highlighting

④ Squiggly: mark the selected text with squiggly line

⑤ Underline：mark the selected text with underline

⑥ Strikeout：mark the selected text with strikeout

⑦ Note：add comments anywhere to record ideas with sticky note

⑧ Pencil：mark up PDF content with the drawing tool

⑨ Eraser：clear freehand drawings added by pencil tool

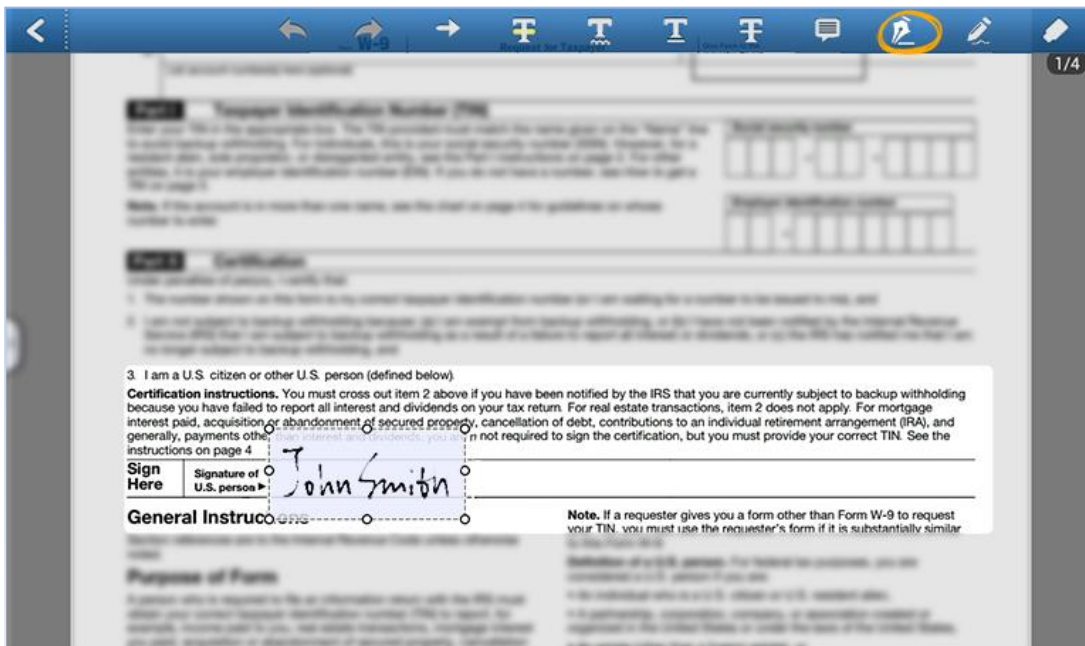✧ **Short tap any annotation you have created in the file will bring up the settings panel**

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🔳 Signature

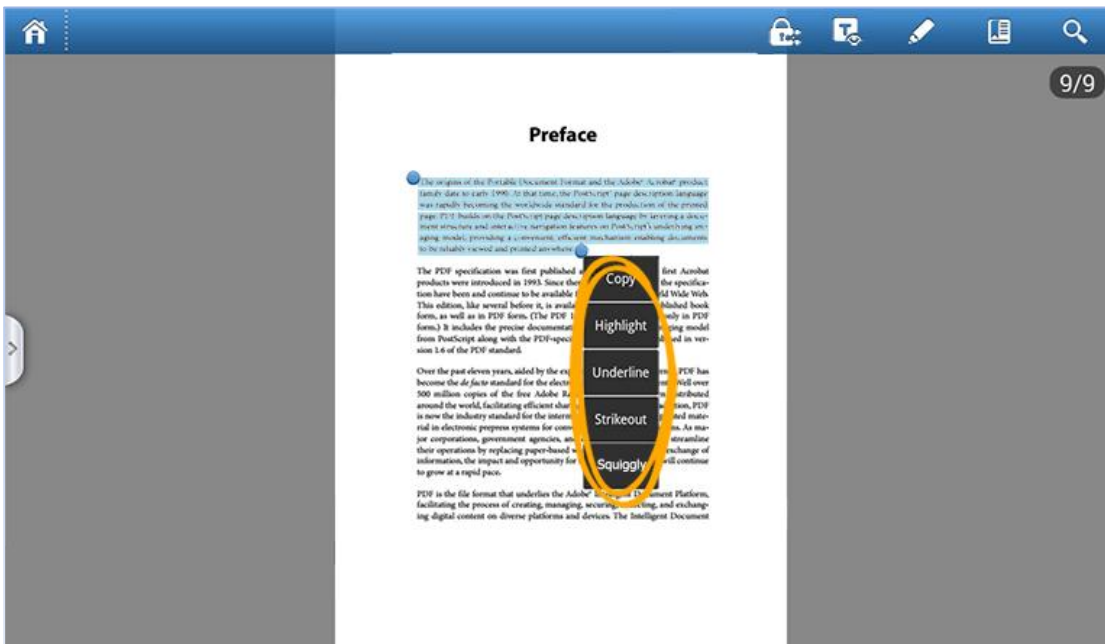**You can easily add your signature by tapping on the screen.**

1️⃣ Draw on the canvas to create new signature

2️⃣ Set properties of signature, including color and thickness

3️⃣ Clear signature

4️⃣ Save to use

1️⃣ List recently used signatures

2️⃣ List signature templates

3️⃣ Tap to select the signature

4️⃣ Tap to create new signature

5️⃣ Modify and delete signatures

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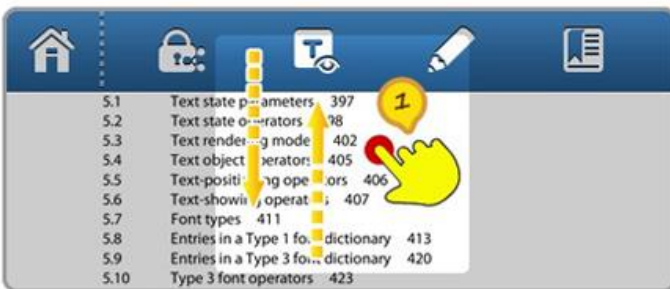
Text Selection

Tap and hold your finger on any <u>text area</u> will activate the menu.

You can copy text, add Highlight/Underline/Strikeout/Squiggly by yourself.

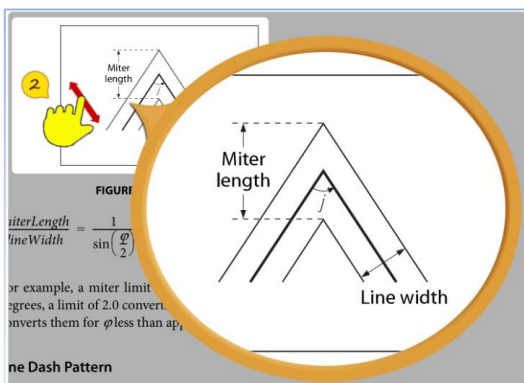Tap and hold your finger on any <u>blank area,</u> you can add Note/Signature.

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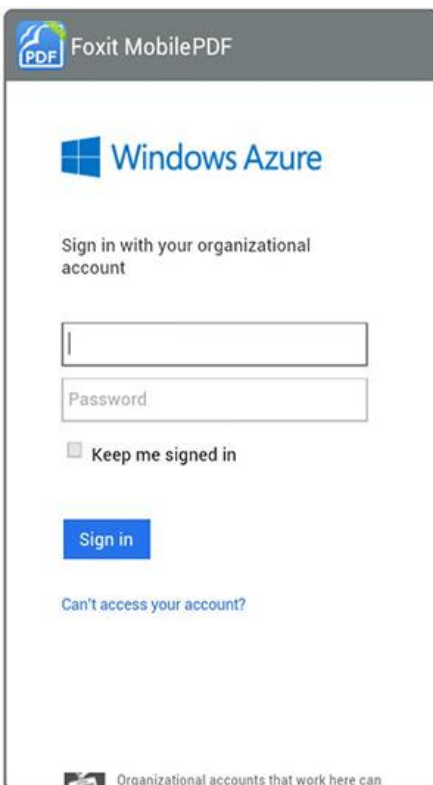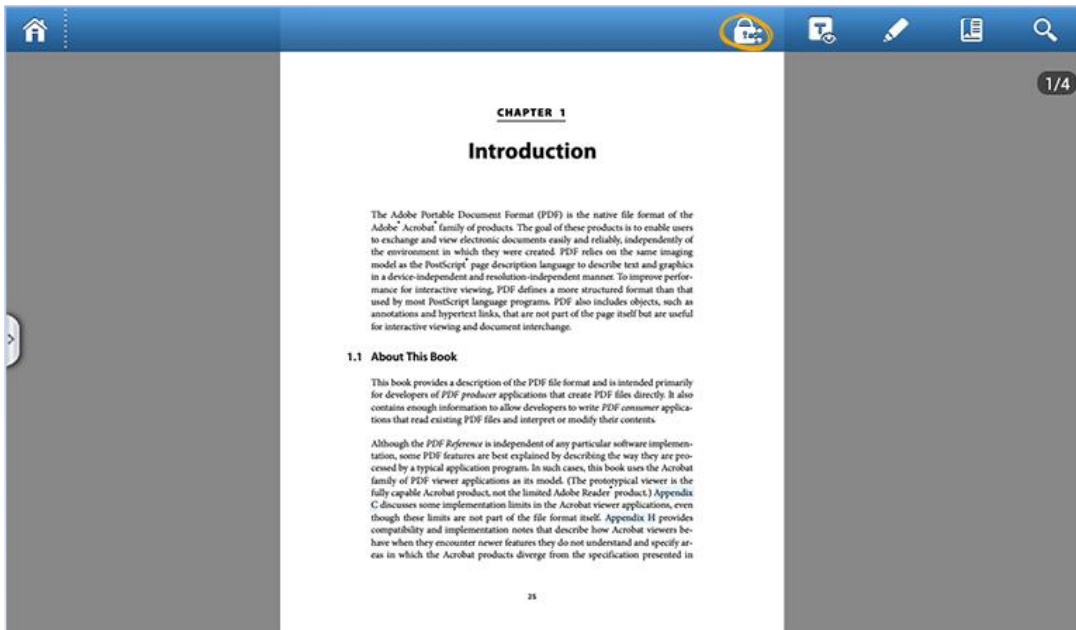
Gestures

① Hide/Show Toolbar

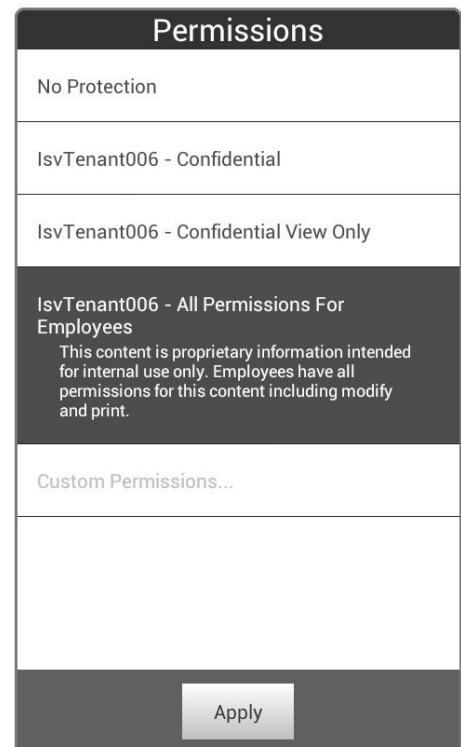Show/Hide files operation toolbar by using one-finger tap.

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

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✧ **Encrypts PDF documents based on Microsoft Azure Active Directory Rights Management (AD RMS)**

✧ **Decrypts and displays PDF documents which is protected by Microsoft Azure Active Directory Rights Management (AD RMS)**

✧ **Manages the access rights of PDF documents by templates**

✧ **Allows certain users to view, print, annotate and edit a protected PDF document as per permission settings**

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