

# PDF Expert-To Annotate or Type on a Document

## Saving attachments from Mail and other iPad apps

Attachments from Mail application can be saved to PDF Expert using “Open In...” function. For this:


- 1 Open email in Mail application.
- 2 Tap and hold your finger on the attachment.
- 3 Tap on “Open In...” button and select PDF Expert in the list.

## Reading and working with PDF documents

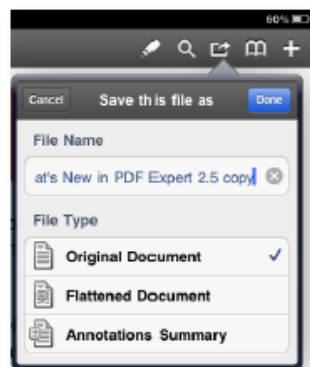
You can view and manage all documents stored within PDF Expert via “Documents” tab inside the application.

To start reading a document, tap on its name. After the file is loaded, you will see the document reading screen.


## Save a copy

Tap  and tap “**Save a Copy**”. You can choose to save the original file, a flattened copy or annotations summary. “**Flattened Document**” option applies all annotations and form filling to a PDF, so these can’t be edited or modified. “**Annotations summary**” option creates a .TXT document with a list of all annotations in this file.

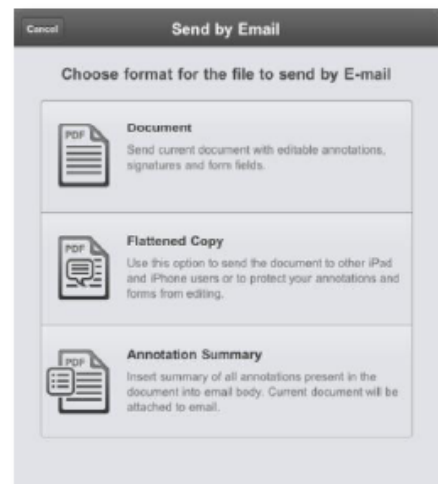
**Attention!** Popup notes are not added to a flattened copy.



## Email document

Tap  and choose “**Send by email**” action. The dialog pops to edit new message. You can choose to send the original file, a flattened copy or annotations summary. “**Flattened Document**” option applies all annotations and form filling to a PDF, so these can’t be edited or modified and will be accessible to all kind of PDF viewers.

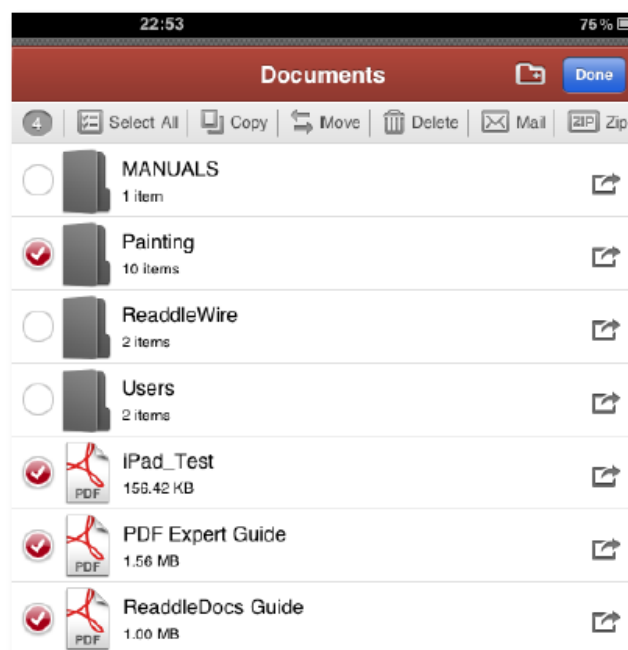
“**Annotations summary**” option adds a list of annotations to email body.



## Managing files and folders

To manage files stored inside PDF Expert:

- 1 While you are viewing folder content within the “Documents” tab inside PDF Expert, tap “Edit” in the top right corner.
- 2 Mark files and folders you want to manage and press the appropriate button in the bottom of the screen. You can also create empty folder using top left button.



To	Do this
Move file	Tap “Move” and choose destination folder
Copy file	Tap “Copy” and choose destination folder
Delete document	Tap “Delete”.
To add	Do this
Note	Tap and hold your finger on any place of the document without text or active elements. Select “Note” from the popup.



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### Note to a text

Tap and hold your finger on the text to show text selection box. Drag markers to select the text and select "Note" from the popup.

- 2 Select the "Connect" as well.




- 3 Type "http://" and PDF Expert server's IP address. This information is "Network" tab inside PDF Expert.

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### To add

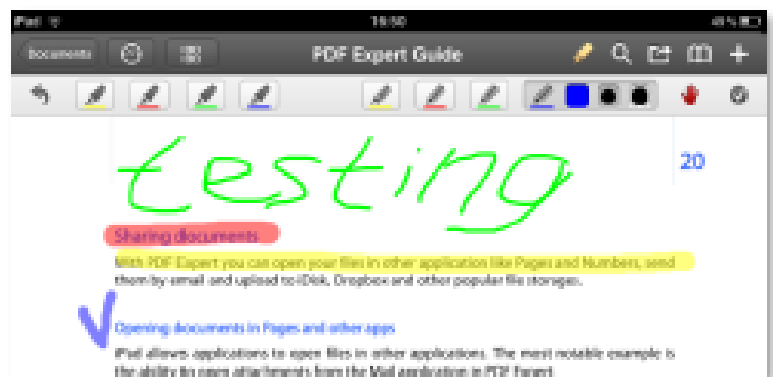
### Do this

#### Freehand annotation


To create a freehand annotation or drawing tap  icon and select a pen or pencil tool you want to use.

Tap on arrow button to the left to undo previous markup.

To apply annotation tap on a check mark icon to the right.



## Annotating documents

In order to activate the annotation toolbar press the pencil button on the top. To hide the toolbar just tap the pencil again or tap on this mark  to the left.

The annotation toolbar will appear below as follows:



With PDF Expert you can create different types of annotations (from left to right accordingly):

- 1 Tap to undo the previous annotation. Tap and hold to redo;
- 2 Make a selection (square shape) – for drawing attention to some part of the text. Tap and hold to select a color of the shape;
- 3 Make a selection (oval shape) – for drawing attention to some part of the text or graphics. Tap and hold to select a color of the shape;
- 4 Draw across diagonal line – for crossing out a part of the text. Tap and hold to select a color of the line;
- 5 Draw an arrow – for pointing to some part of the text or graphics. Tap and hold to select a color of the arrow;
- 6 Highlight – for emphasizing a small part of the text, e.g. word, quote, etc. Tap and hold to select a color of the annotation. **Swipe** with two fingers to go to another page;
- 7 Underline – for marking mistakes. Tap and hold to select a color of the annotation. **Swipe** with two fingers to go to another page;
- 8 Strikeout – for showing that this information is not needed or incorrect. Tap and hold to select a color of the annotation. **Swipe** with two fingers to go to another page;
- 9 Sticky note – for adding a note to your correction / annotation;
- 10 Text note – for adding a comment with permanently visible content;
- 11 Stamps – for adding Adobe Acrobat stamps and images.
- 12 Signature – for signing a document;
- 13 Pens and markers –for drawing and making written remarks with the use of different color pens and markers. **Swipe** with two fingers to go to another page.
- 14 Tap to hide annotation toolbar.

### Emailing documents stored within PDF Expert

- 1 To email the document you are reading at the moment, tap "Actions" button and then "Send by e-mail". Mail dialog will pop up.
- 2 Enter your e-mail address to the "From" field. This is the address that your recipient will reply to.
- 3 Enter your recipient e-mail address. You can also fill this field with any contact from your address book.
- 4 Enter e-mail body text and tap "Send".

### Uploading documents from PDF Expert to online storage

Files that are stored on the iPad can be uploaded an online storage directly from PDF Expert. To upload files/folders to online storage, follow the steps below:

- 1 From the "Network" tab choose your online storage and open its contents. Tap "Edit" in top right corner to open Actions menu.
- 2 Tap "Upload" button.
- 3 Mark files and folders you want to store online. Then tap "Upload" button.