



Basic iPad & GoodReader User Guide

iPad

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GoodReader



GoodReader 4

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Parts and Controls



- **Pad Facing You**
 - Round button with white square - bottom center - **HOME BUTTON**
 - Pinhole- Top center - **FRONT FACING CAMERA**
- **iPad Back Facing You - Tilted Down**
 - Silver oval button - top left (if facing you top right corner) - **POWER or SLEEP/WAKE BUTTON**
 - Below Power button - **REAR FACING CAMERA**
 - Tiny slit - top center & top center back - **MIRCOPHONE**
 - Small hole - top right (if facing you top left corner) - **HEADSET JACK**
- **iPad Back Facing You - Turned Left**
 - Small round silver switch - **MUTE TOGGLE or SIDE SWITCH**
 - Two oblong silver buttons - **VOLUME BUTTONS**
- **iPad Back Facing You - Tilted Up**

- Oval hole - bottom center - **CHARGER PORT**
- Pinhole grid - bottom center on each side of the charging port- **SPEAKERS**

Accessories

- Plug for the wall with a USB port - **POWER BRICK**



- Long cable with a USB plug on one end - **CHARGING CABLE**



- Connect cable to power brick
- Connect cable into the bottom, under the Home button

NOTE: Fully charged iPad under average use should last around 10 hours

Terminology

- **Tap** - touch your finger to the screen quickly one time (moving your finger while it is on the screen is considered a swipe)



- **Double Tap** - touch your finger to the screen quickly two times

- **Swipe** - drag your finger(s) across the screen



- **Pinch** - pinch with fingers inward and outward



- **Press** - push a button, you should feel movement in the button going down and coming back up with the motion of your finger

- **Home** - the main button on the iPad to control features and to take you back to the main screen



- **Sleep** - a low power state with all programs still running in the background

- **Wi-Fi** - internet access through the air (you may be automatically connected at the Courthouse or City Hall, but you will need to manually connect at other locations like your home, a restaurant, etc.)



- **Siri** - Siri (pronounced seer-ee, like "eerie" with an s) allows you to speak naturally to the iPad and give commands to control the device or ask questions. You will need to be connected to Wi-Fi to allow Siri to connect to the web to answer your questions.



Power States and How to Use Them

- **Testing Power State**

- Press the Home button
 - If the screen stays black, the iPad is OFF
 - If the screen turns on, the iPad was ASLEEP

- **Turning the iPad On**

- Hold power button down until you see the silver Apple on the screen
- Let go and wait for the iPad to turn on

- **Turning the iPad Off**

- Hold power button down until you get the arrow that says "Slide to Power Off"
- Slide the arrow and the iPad will shut down

- **Putting the iPad to Sleep**

- Quick Press the Power button (the screen will go black) – or -
- Allow screen to timeout (Default 5 minutes)

- **Waking Up the iPad**

- Press the Home button
 - Quick Press the Power button
-

- **When to Power Off and Put to Sleep**

- When should I put my iPad to sleep?
 - Sleep mode conserves the battery while you are not using your iPad. Put your iPad to sleep when you are not using it for a short time. Generally less than an hour.
- When should I power off/turn off my iPad?
 - Power off/turn off your iPad when you are finished using it for the day or when it is going to be more than an hour before you use it again.

- **Rebooting an Unresponsive iPad**

- iPads do not freeze often, but if yours does, follow the steps below to reboot it. Do not do this unless your iPad has frozen up completely and you have no other option.
 - Simultaneously press and hold the Power button on the top right edge of the iPad AND the Home button at the bottom of the screen.
 - The screen goes black, and then the white apple logo appears on your screen. You have successfully rebooted your iPad.

Basic Features

- **Tour of the iPad Screen**

- **Top**

- **Left** - Wi-Fi signal  shows whether you are connected to a wireless network and how strong the signal is. iPad will reconnect anytime you return to the same location.
 - **Right** - Battery power remaining.  ⚡
 - Swipe down starting just under these features to open the iPad Search 

- **Bottom**

- White and gray dots indicate how many screens of apps you have.



- Swipe left and right to move between screens of apps.
 - The bold dot lets you know what screen you are currently on.
 - Lighter dots represent additional screens with additional apps.
 - The FIRST dot is always the main home screen.

- **Home Button**



The Home button has many purposes, depending on what is displayed on your iPad:

- If your iPad is asleep, press the Home button to wake it up.
 - Press the Home button once when in any application to minimize it and go back to your Home screen.
 - From the Home screen, double-press the Home button to open the multi-tasking bar.
 - While your multi-tasking bar is open, tap the Home button one time to hide the multi-tasking bar.
 - If you are looking at a page of apps other than your Home screen, tap the Home button one time to display your Home screen.
 - Hold the Home button down to activate Siri.  Tap Home to exit Siri.

Navigation Gestures

- **Zoom In and Out**

- Pinch with 2 fingers inward to zoom out and outward to zoom in



- Double tap to zoom and center that location



- **Minimize an Application**

- Pinch with all 5 fingers inward



- Press the Home button

- **Open Application, Link or File**

- Tap to open

- **Show All Applications that are Running - Multi-Tasking Bar**

- Double click the home button
- Swipe upward with 4 fingers from the pinned icons at bottom of the screen



- **Navigate Between Applications**

- Go Home and tap on the application you want to use
- Double-click the Home button to reveal the Multi-Tasking Bar and tap the application
- Swipe 4 fingers left or right on the screen to see more

- **Minimize Application**

- Use all 5 fingers and pinch together to minimize (hide) the application.



- **Close Application**

Most applications do not need to be closed, but if you notice slow performance or you want to close an application follow the steps below.

- Show all applications that are running by either double clicking the home button or swiping upwards with 4 fingers.
- Swipe upwards on the screen shot of the application (not the application icon) to close it.

- **Rotate Screen**

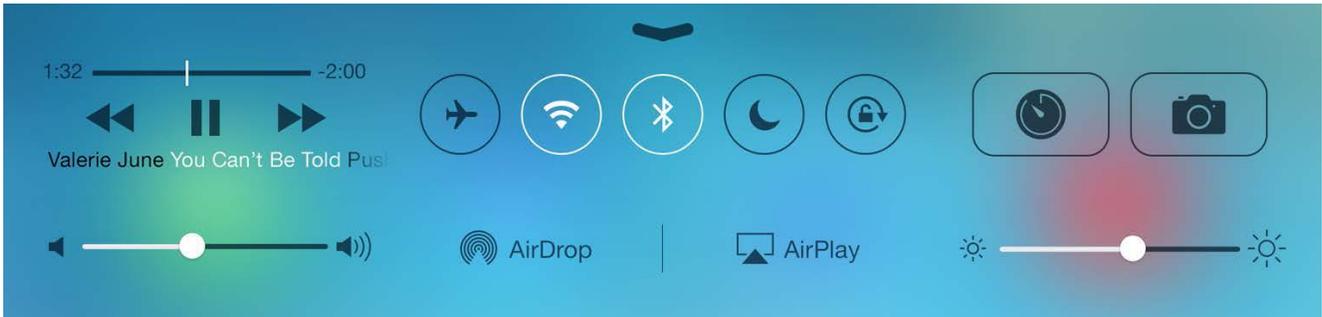
- Many apps give you a different view when you turn the iPad. Rotate the iPad and the screen will rotate with it (this feature can be disabled).



Control Center

Open Control Center- Swipe up from the bottom edge of any screen (even the Lock screen).

Control Center gives you instant access to the camera and other handy features. You can adjust the brightness, lock the screen orientation and turn wireless services on or off.



Volume Slider - Drag right or left to increase or decrease volume.



Airplane Mode

If Airplane Mode is on – you can't access the Internet, or use Bluetooth devices.



Wi-Fi

iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection.



Bluetooth®

Blue or white icon. Bluetooth is on and paired with a device such as a keyboard.



Do Not Disturb

Do not disturb is turned on. An easy way to silence the iPad.



Screen orientation lock

Screen orientation is locked.



Timer/Alarm

Clock settings.



Camera

Instant access to camera.



Brightness Slider - Drag right or left to increase or decrease brightness of screen.

Close Control Center- Swipe down, tap the top of the screen, or press the Home button.

Turn off access to Control Center in apps or on the Lock Screen - Go to Settings > Control Center.

Alerts and Notification Center

Alerts

Alerts let you know about important events. They can appear briefly at the top of the screen, or remain in the center of the screen until you acknowledge them.

Respond to an alert when iPad is locked - Swipe the alert from left to right.

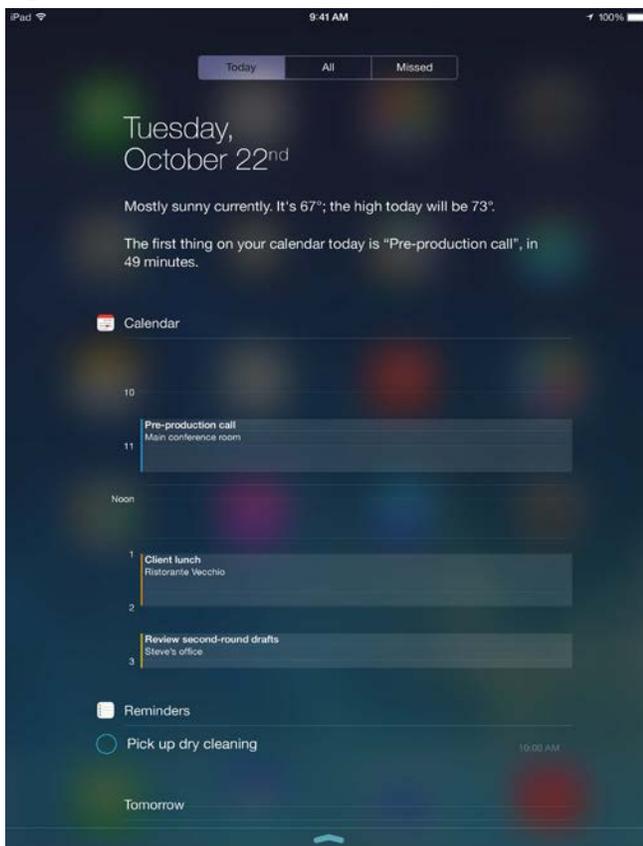
Silence your alerts - Go to Settings > Do Not Disturb.

Set sounds - Go to Settings > Sounds.

Notification Center

Notification Center collects your notifications in one place so you can review them whenever you're ready. Review all your alerts, or just the ones you missed. Or tap the Today tab for a summary of the day's events – such as the weather forecast, appointments, birthdays, stock quotes, and even a quick summary of what's coming up tomorrow.

Open notification center - Swipe down from the top edge of the screen.



Set notification options - Go to Settings > Notification Center. Tap an app to set its notification options. You can also tap Edit to arrange the order of app notifications. Touch and drag it to a new position.

Close notification center - Swipe up.

Onscreen Keyboard

Type Text

The onscreen keyboard lets you enter text when needed. Tap a text field to see the onscreen keyboard, then tap letters to type. If you touch the wrong key, you can slide your finger to the correct key. The letter isn't entered until you release your finger from the key.



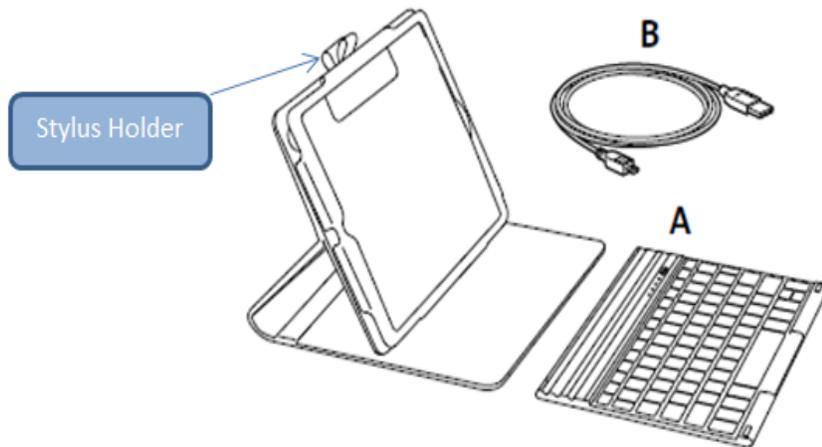
- **Activate the Onscreen Keyboard**
 - The onscreen keyboard will show when you tap in space that allows you to enter text.
- **Put Away the Onscreen Keyboard**
 - Tap the icon on the keyboard in the lower right hand corner (keyboard with a down arrow)
- **Capitalize One Letter (Shift)**
 - Tap the up arrow on the third row of keys on the keyboard, then tap the letter you want to capitalize
 - Tap and hold the up arrow on the third row of keys on the keyboard and then swipe over to the letter you want capitalized
- **Capitalize All Letters (Caps Locks)**
 - Double tap the up arrow on the third row of keys on the keyboard, an underline will appear under the arrow.
- **Numbers and Symbols**
 - Tap the number/symbol button on either side of the spacebar, then type the number and symbols that you want
 - Tap and hold the number/symbol button and swipe over to the number of symbol that you want
- **Extra Characters**
 - Tap and hold letters, numbers, and symbols to reveal extra characters (such as those used in other languages). Swipe to the character that you want to use.
 - Double tap the space bar to put a period (.) and a space () at the end of a sentence
- **Keyboard Layout**
 - Tap and hold the icon on the keyboard in the lower right hand corner (keyboard with a down arrow)
 - Split - Splits the keyboard to each side. This makes it easier to type with just your thumbs while holding the iPad.
 - You can also pinch outward on the keyboard to split it.



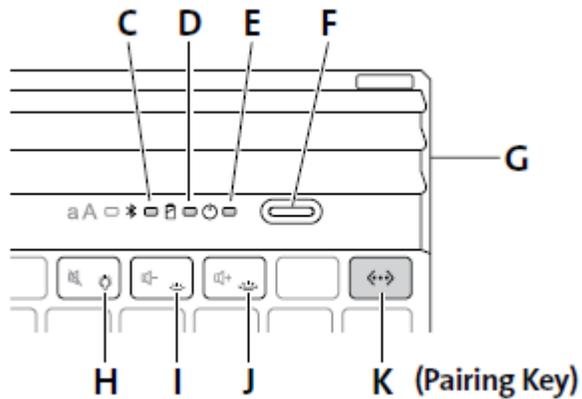
- Undock - Allows the keyboard to float. You can move the keyboard up and down by holding the same button and dragging the keyboard into the position that you want.

You can also use an Apple Wireless Keyboard to type. See next section.

Detachable Magnetic Keyboard & Case



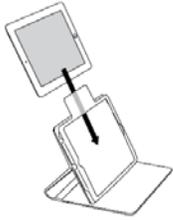
Components



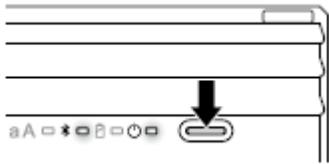
- A. Removable Bluetooth Keyboard
- B. Charging Cable
- C. Bluetooth Status Indicator Light
- D. Charging Indicator Light
- E. Power Indicator Light
- F. On/Off Button
- G. Micro USB Charging Connector
- H. Backlight Color key
- I. Backlight Brightness Decrease Key
- J. Backlight Brightness Increase Key
- K. Pairing Key

Pairing

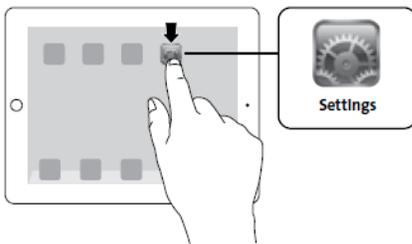
1. Insert your iPad



2. Press the **On/Off Button**. The **Power Indicator Light** glows.



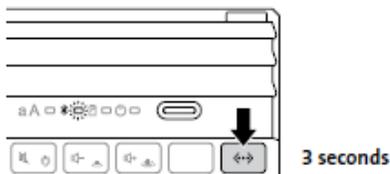
3. On your iPad, tap **Settings**.



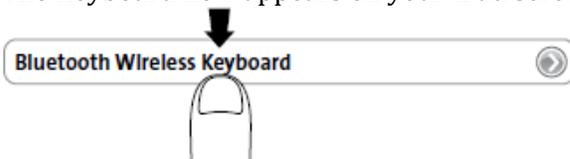
4. Open **Bluetooth** and make sure Bluetooth is on.



5. On the Keyboard, press the **Pairing Key** for 3 seconds. The **Bluetooth Status Indicator Light** starts blinking.

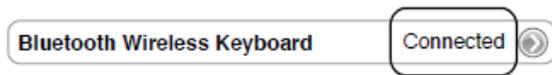


6. The Keyboard now appears on your iPad screen. Tap **Bluetooth Wireless Keyboard**.



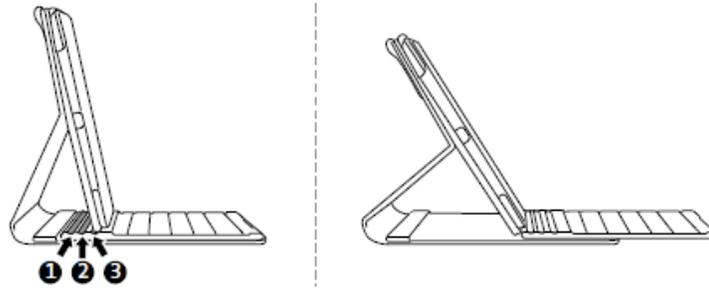
7. Your iPad screen displays a passkey. Enter the passkey on the Keyboard, and press Enter.

8. Your iPad screen shows the Keyboard as Connected. On the Keyboard, the Bluetooth Status Indicator Light turns off. You can now use your Keyboard to type in any app.



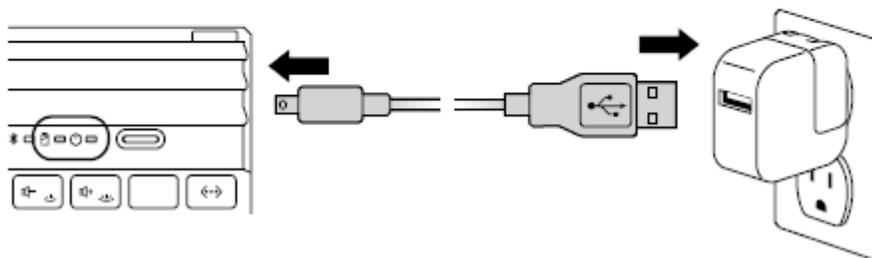
Note: The Keyboard will go into sleep mode if left idle for 15 minutes. To wake up the Keyboard, press any key to resume the connection. To extend battery life, turn off the keyboard when not in use.

Viewing Angles



Charging

	Blinking	Battery needs charging
	Glowing green	Charging in progress
	Turns off	Battery is fully charged



Backlight Functions

To turn on backlight	+	To increase brightness	+
To turn off backlight	+ X2	To decrease brightness	+
To change backlight colors	+		

Note: To conserve battery life, backlight turns off after 15 seconds if no key is pressed. Any key press will turn on backlight again. Backlight functions are automatically disabled when battery level is low.

Key Functions

Key	Function	Key	Function
	Home		Search
	On-screen keyboard		International keyboard*
	Siri®		Last track
	Play/pause		Next track
	Mute Fn +  = toggle backlight color		Volume down Fn +  = decrease backlight brightness Fn +  again or twice = turn off backlight

Key	Function	Key	Function
	Volume up Fn +  = increase backlight brightness		Lock
	Pair		Fn + X = Cut
	Fn + C = Copy		Fn + V = Paste
	Display recently opened apps		Fn + ← = Select left word
	Fn + → = Select right word		

Troubleshooting

I can't connect the keyboard to my iPad.

Try the following in sequence. You can stop when the problem is fixed.

1. Make sure you have installed and set up Bluetooth correctly on your iPad.
2. Make sure that the Keyboard is within range of your iPad. Maximum Bluetooth range is about 33 feet.
3. If your iPad is connected to other Bluetooth devices, you may need to disconnect some devices before you can connect to the Keyboard.
4. If you changed any Bluetooth settings on your iPad, try connecting the Keyboard to your iPad again.
5. Make sure that both your iPad battery and the Keyboard battery are sufficiently charged.

Common Icons



The small radio wave icon next to the word **iPad** in the upper left-hand corner is your wireless signal. If you can see this icon here, you are connected to a wireless network. The number of black waves tells you the strength (with 3 waves being the best)



The airplane icon in the upper left-hand corner will tell you if you are in airplane mode. This icon will take place of the word iPad (as see in the previous icon). If this icon is present you will not have internet access.



The forward arrow (greater-than sign) shows you that there are more items to choose from in the next screen/menu. This will also be used to navigate forward in your internet browser.



The backward arrow (less-than sign) shows you where to press to go back to a previous screen. This help you navigate through folder structures and in your internet browser.



The box with an up arrow coming out of it allows you to do extra things with the current item you are viewing (documents, web pages, etc.). Things such as saving to your home screen, printing, emailing are all contained under this icon.

Taking Care of the iPad

- **Screen Care**
 - Always keep iPad in a protective case.
 - Use only a clean, soft lint-free cloth to clean the screen. The kind of cloth you use for eyeglasses works really well.
 - Do not use liquid cleansers of any type or compressed air.
 - Do not lean on top of the iPad or stack anything on top of it.
 - Do not put anything near or on the iPad that could put pressure on the screen.
 - Do not place iPad in a book bag, backpack, or carrying case with anything that will press against or put pressure on the iPad.

- **General Care**
 - Always keep iPad in a protective case.
 - Insert and remove cords and cables carefully to prevent damage.
 - Do not add any writing, drawing, stickers, labels, or etchings to the iPad or its case.
 - Do not leave the iPad somewhere where it might become overheated, such as in a car on a hot day.
 - iPad is designed to function between 32 and 95 degrees Fahrenheit. If a temperature warning screen ever appears or iPad will not power on after being in an environment that is excessively hot, move iPad to a cooler location out of heat or sunlight and wait at least 30 minutes while iPad re-regulates its internal temperature before attempting to use it again.
 - Do not leave the iPad in a cold environment, such as a car on a winter day.

Customizing the iPad

Arrange your applications (“apps”)

Touch and hold any app on the Home screen until it wiggles, then drag apps around. Drag an app to the edge of the screen to move it to a different Home screen, or to the Dock at the bottom of the screen. Press the Home button to save your arrangement.



Deleting an app

Touch and hold any app on the Home screen until it wiggles. Tap on the black X in the white circle to delete it. Tap the home button when done.



Note: Built in apps (the ones that came with the iPads) can't be removed.

Download Applications from the App Store

You must be connected to a Wi-Fi network to access the App Store.

- On the second screen (if your iPad is still configured the way it was given to you) tap the Purchasing folder.
- Tap the App Store icon 
- Use the search bar to search for any type of application you may want to use (maps, games, books, etc.)
- Tap the application you want to download. Look at the description and images to see if it is the correct application.
- To download the application, tap the price or the word Free. You may be prompted for your Apple ID password (given to you during training or at a Board or Committee meeting).
 - If the application is not free you will need to provide some sort of payment information (gift card or credit card).

Connecting to Wi-Fi

Wi-Fi networks can be at the County, at home, or in a public location like a restaurant or library. Accessing a Wi-Fi network will allow you to access things such as the internet, your email, and download Agendas, Minutes, and Packets.

1. Tap Settings
2. Tap Wi-Fi
3. If the Wi-Fi toggle slider is set to OFF, slide it to ON
4. Under Choose a Network... you will see a list of wireless networks that are available to you. Tap the name of the wireless network you want to connect to.
5. Enter the Password for the wireless network.
 - If you are at home, you or a family member should know the password for your wireless network.
 - If you are at a restaurant or store that offers free Wi-Fi access, you may need to ask management for their Wi-Fi password.
 - Some people or businesses choose not to protect their Wi-Fi access with a password. If that is the case, you will not be prompted to enter a password.
6. Some businesses require you to accept an Acceptable Use Policy before your iPad will be fully connected to their wireless network. To determine whether this is required:
 - a. Go to the Home screen of your iPad
 - b. Tap Safari 
 - c. If you are required to accept an Acceptable Use Policy, you will likely see a screen that describes the policy and a box to check or a button to tap to accept the policy.

Using Email

- **Network Access and Your Email Account**

Your City (“firstname.lastname@ci.wausau.wi.us”) or County “firstname.lastname@co.marathon.wi.us” account has been configured on your iPad.

- You must be connected to a Wi-Fi network to access new emails.
- When not connected to Wi-Fi you will be able to reach old emails. Also you will be able to compose a message, and when you hit send, it will sit in the Outbox until you connect to a Wi-Fi network.

- **Accessing & Using Email**

- Tap on Mail. This will open up your email



- Tap on a message you want to read
 - If a pane on the left does not show your current email messages, swipe on the screen left to right to open the pane

Icons



(Upper right hand side)

- **Flag Icon**



- Flag - mark the message to symbolize its importance
- Mark as Unread - mark the message as unread instead of read
- Move to Junk - move the message to the junk folder

- **Folder Icon**



- Move the message to folder/mailbox

- **Trash Can**



- Delete current message

- **Reply Arrow**



- Reply to the current message
- Forward the current message
- Print the current message

- **Paper and Pencil**



- Compose a new message
 1. Tap the Compose button all the way on the right under the battery icon.
 2. Type the email address you want to send to
 3. Compose your email message
 4. Tap Send in the upper right corner

- **Setting Up Your Personal Email**

You must be connected to a Wi-Fi network to setup an Email account.

- Tap on Settings from the home screen
- Scroll down to and tap on Mail, Contacts, Calendar
- Tap Add Account
- Tap the type of account you want to add
- Fill in the form with the information needed to setup your account
(You may need information from your email provider to setup your account on the iPad)

Open Email Attachments in GoodReader

- Open Mail
- Open and email that has an attachment on it (this is indicated by the paperclip next to the senders name)

- Tap and Hold on the attachment
 - A menu will appear with options to open the document in different programs.
- Tap Open in GoodReader
 - The file will open in GoodReader
 - The file's saved location will be in the main level of the Documents folder (this is one level above the downloads folder that your packets go in)

Protecting your iPad – Passcodes

You can protect your iPad with a passcode if you choose. Passcodes can either be a 4-digit pin or a password. **They cannot be recovered by IT staff!**

Setting Up a Pin

1. Go to Settings 
2. Tap Passcode on the left-hand side of the screen
3. Make sure Simple Passcode is turned on (it will be green)
4. Tap Turn Passcode On
5. Type your 4-digit pin
6. Confirm your 4-digit pin
7. Change when you want to require a passcode under Require Passcode. This time will come into effect after your screen has gone black.
8. Do **NOT** turn on Erase Data

Setting Up a Password

1. Go to Settings 
2. Tap Passcode on the left-hand side of the screen
3. Make sure Simple Passcode is turned off (it will be gray)
4. Tap Turn Passcode On
5. Type your password (this will be case-sensitive)
6. Tap Next
7. Confirm your password
8. Tap Done
9. Change when you want to require a passcode under Require Passcode. This time will come into effect after your screen has gone black.
10. Do **NOT** turn on Erase Data

Turning Off a Passcode

1. Go to Settings 
2. Tap Passcode on the left-hand side of the screen
3. Tap Turn Passcode Off
4. Type in your current passcode
5. Tap Done

Note: The information on this iPad (other than e-mail) is not being backed up by IT. If you wish to store personal items, it is your responsibility to back up the information.



GoodReader 4

Accessing Agendas, Minutes and Packets

Downloading (Synchronizing)

Syncing is the process of connecting to our website and pulling down a copy of documents to your iPad. This “Synchronizes” your iPad to our website so that they both contain copies of the same agendas.

The CCC Archive is grouped into three top level “Category” folders, each with “Committee” folders, and each of those with “Year” folders. For example: *Standing Committees/Finance Committee/2014*.

You can sync to the entire Archive or individual committees. Keep in mind that the “higher the level” of the folder, or the more sync profiles you have; the more files you will download. This can greatly increase synchronization time and storage. For best performance, it is suggested that you only create sync profiles with the committees you are actually interested in.

To download agendas, minutes or packets from the network you need to be connected to a Wi-Fi network. This is for new packets that you have not accessed in the past or to download a new copy of a packet.

You can manually synchronize in two ways:

Start by opening GoodReader by tapping on the Icon



1. Then do one of the following:

Simple: To synchronize “All” remote sync profiles, just click the  Sync icon (double circular arrows) on the right hand bottom of the Control Panel.

Advanced: To sync a specific profile click ‘Globe’ icon  at the top of the Control Panel, look at the area labeled “Remote Sync”, click the tiny ‘sync’ icon  under the desired profile.

Note: If the Sync errors out, simply acknowledge the prompt, and click Sync icon again.

- Errors can happen if the connection hiccups, or if you are syncing many items at once. (Yellow icon)
- An Error can also happen if the App has gone to sleep and needs to reconnect to the server. (Red icon)

2. Next, tap the account listed as CCC or Council (tap the words only).
3. Tap the Committee, Council or Board folder you wish to view.
4. Tap the file you want to open.

Accessing Downloaded Packets

You do NOT need to be connected to a Wi-Fi network to access these documents. This is to access packets that you have previous accessed.

1. Tap CCC or Council on the left hand side of the screen.
2. Tap the Committee, Council or Board folder you wish to view.
3. Tap the file you want to view to open it.

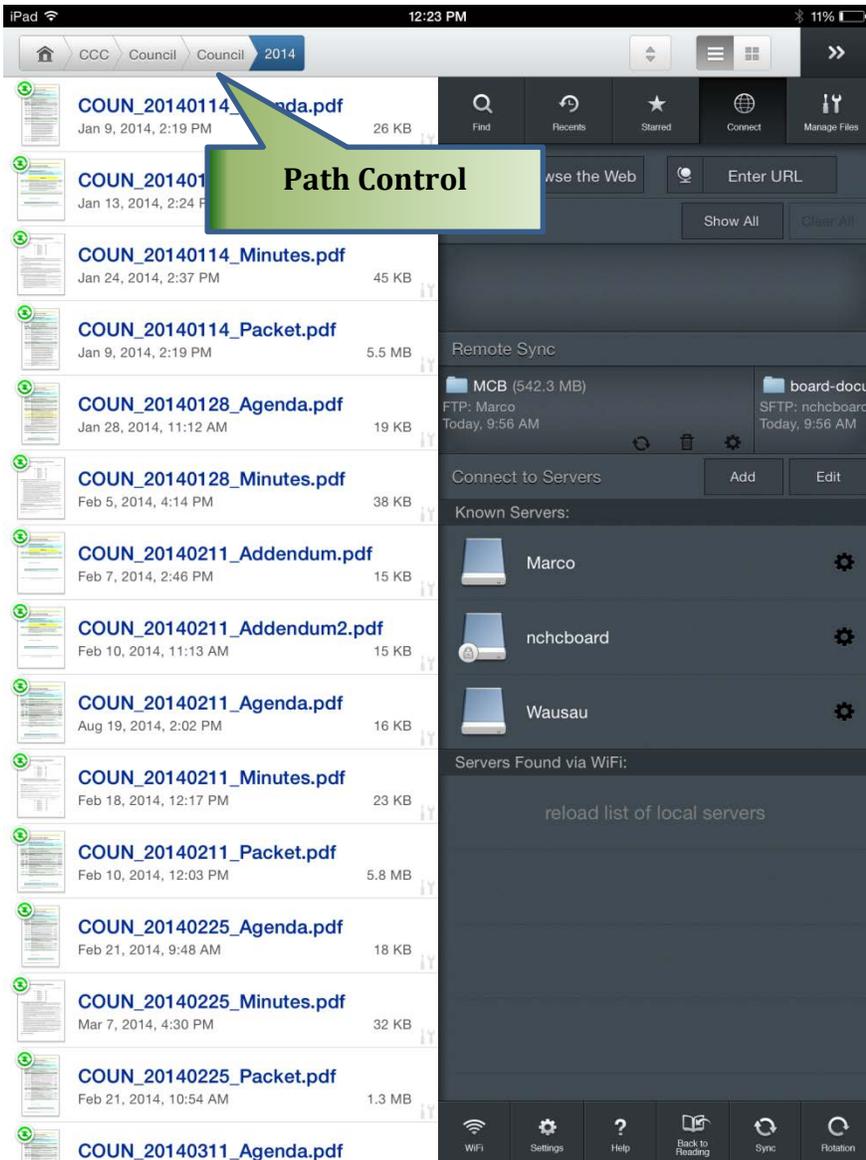


Layout and Features

Main Screen

Buttons on the main screen

Path Control - Tap on a parent folder to quickly go up in the file hierarchy.



Note: Council Documents are named as follows:

COUN = Council

20140403 = Date (April 03, 2014)

Agendas, Minutes or Packets

Other Buttons:



Sort Mode for file lists



Enters the **Manage Files** mode



Opens the Wi-Fi transfer page used for **Wi-Fi file transfers**



Opens the **Application Settings** where you can change various GoodReader settings



Opens the **Help** guide



Opens the last file you've been reading



Starts the **Auto Sync** with remote servers



Use it to **Find Files**/folders: Find by a name, recently read, recently added, or starred



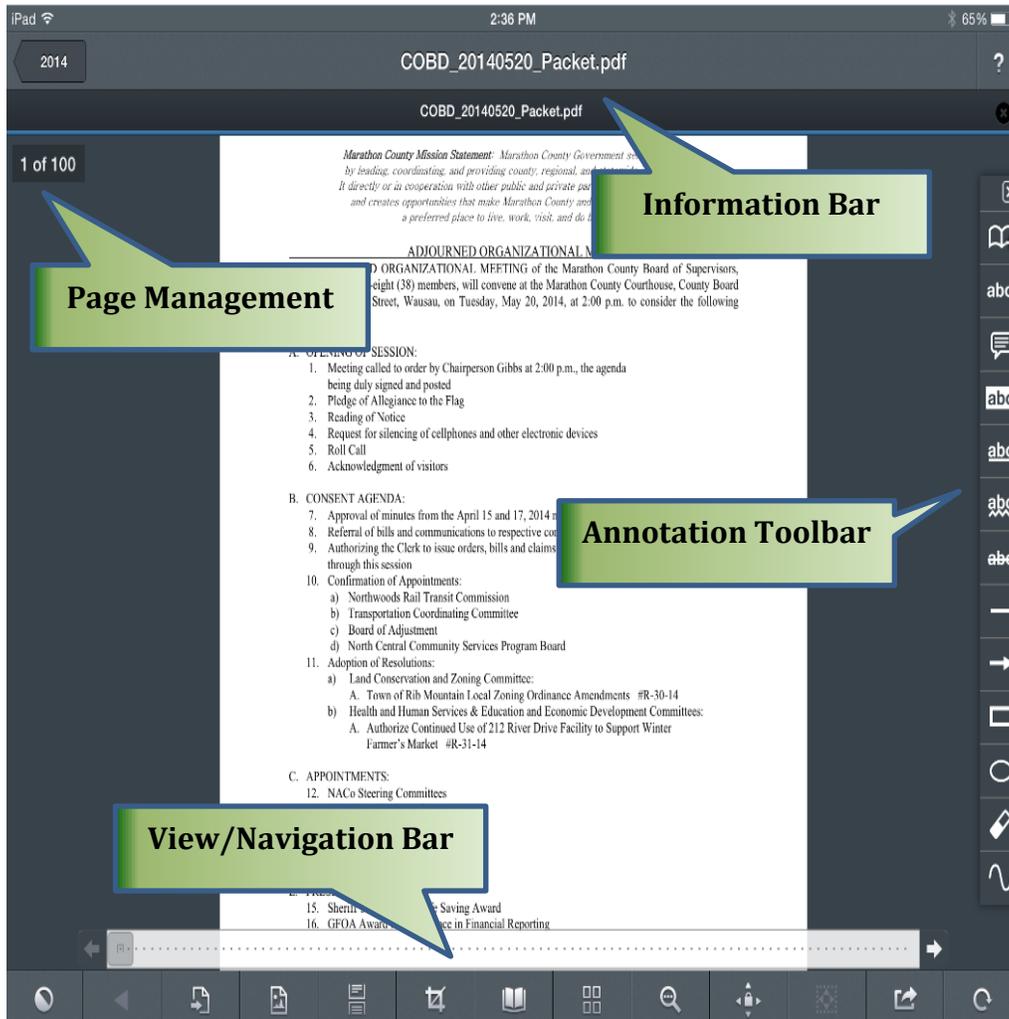
Opens the **Connect** panel where you control access to remote servers, downloads and auto sync



Locks auto-rotations

Document Screen

With a PDF file open,  **tap** the center of the screen and GoodReader's tools will appear. At the top is the file Information Bar. Running down the right side are the Annotation Tools. Along the bottom are document Viewing and Navigation Tools.

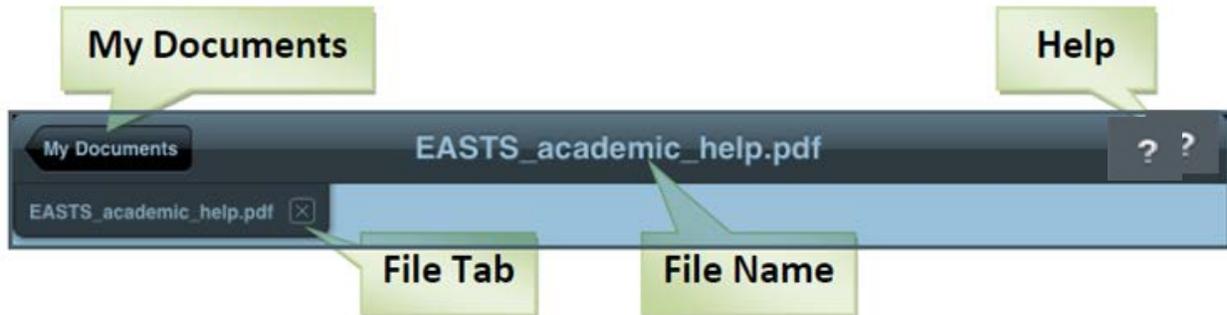


Page Management

Use it to open the Page Management panel. This panel will allow you to quickly go to a page by selecting its preview or entering its number. It will also allow you to add, rotate, rearrange, delete, extract and email individual pages, as well as split the file in halves and append pages from other PDF files.

Information Bar

The Information Bar shows the name of the file currently being viewed and provides navigation between open documents and My Documents (file manager).



File Name

The name of the file currently being viewed is displayed at the center of the Information bar.

File Tabs

If you have multiple files open, tabs for each file will be displayed at the bottom of the Information Bar.

 **Tap** on one of these tabs to view the file.

My Documents

 **Tap** on the **My Documents** button to open GoodReader's file manager.

Help

 **Tap** on the **Help** button for information and instructions on how to use GoodReader.

Editing Packets for Council, Boards & Committees

Annotation Tools

To show or hide the Annotation Toolbar when viewing files you have to quickly tap in the middle of the screen.

The Annotation Toolbar gives the user access to GoodReader's annotation functions.  **Tap** on one of the icons to activate the tool for use.



Pin Menu

By default, GoodReader's menus disappear (hide) after a few seconds to display only the PDF file.

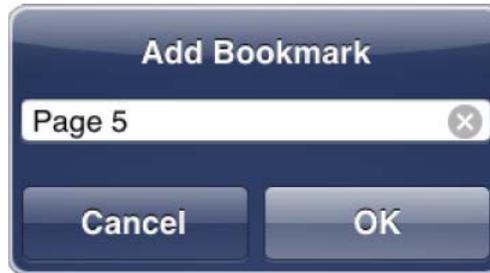
 **Tap** on the **pin** to have the Annotation Tools permanently displayed. The pin will turn into an X.

 You can **tap** the **X** to unpin the Annotation Tools.



Add Bookmark

Use this to add a personal bookmark that can be referenced at any time. When you **tap** this tool a dialogue and will appear along with the keyboard. Type the name of the bookmark (defaults to page number) and **tap** the **OK** button to apply.

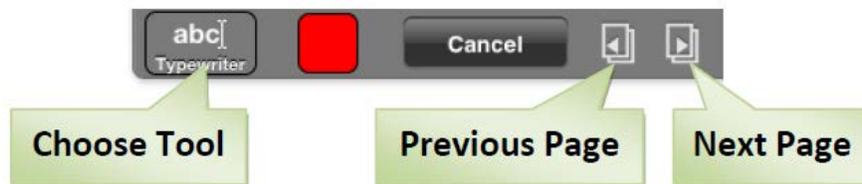


This will not alter the appearance of the document. When you place a bookmark you can use the Locations tool in the View/Navigation bar at the bottom of the screen to go to this page. (See **Navigation Bar** section.)

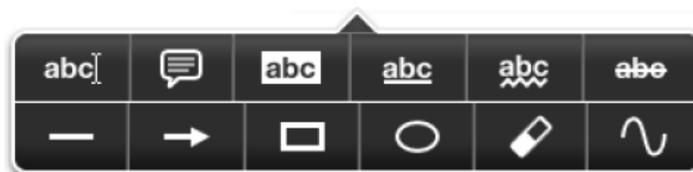
Other Annotation Tools

When you select the other tools, you will enter an edit mode and configurable options for that tool will appear at the top of the screen.

A common feature for each tool's configuration options is the previous page and next page icons. When you have a tool active and wish to turn a page, **tap** these icons. This saves accidental placement of the tool effects when trying to turn pages.



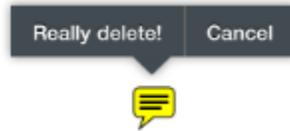
You can also change to a different tool without exiting the edit mode by **tapping** on the **tool name**. A pop-up dialogue will appear with tool choices. **Tap** on a **tool icon** to activate it.



To **edit** or **delete** an existing annotation, tap and hold it for a while.



When you **tap** on delete, another pop-up will appear giving you another chance to choose “**Really delete!**”



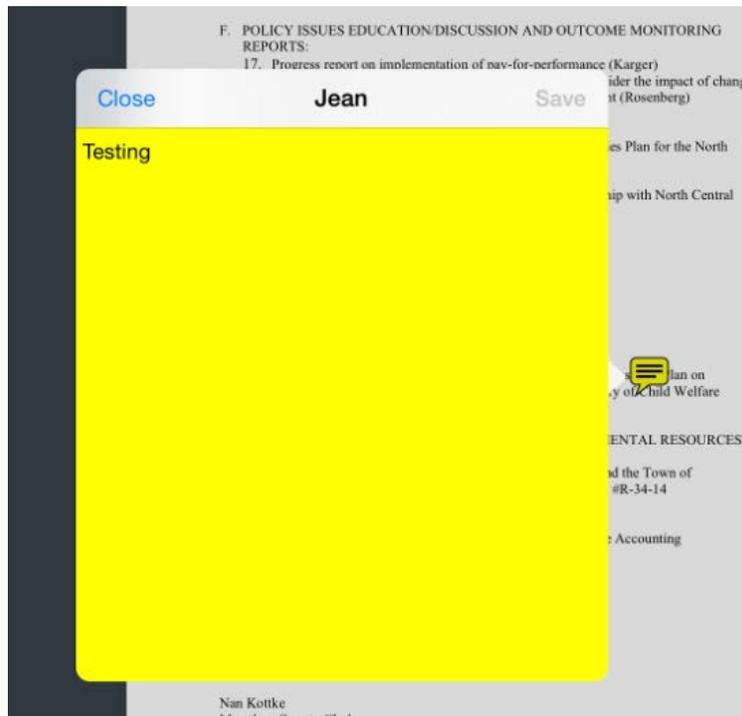
To **move** a note or drawing,  **tap** and hold the note or drawing for a while, then start moving it without releasing your finger.

Insert Pop-up Note

When you  **tap** on this tool you can select text color via the options at the top of the screen.



 **Tap** on the document where you would like to place a note. A dialogue will appear along with the keyboard. Enter the required text then  **tap** the **Save** button.



To move a note or drawing,  **tap** and hold the note or drawing for a while, then start moving it without releasing your finger.



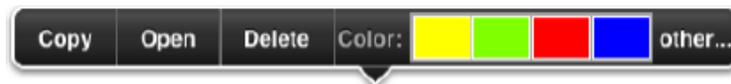
Highlight Text

When you **tap** on this tool you can select text color via the options at the top of the screen.



- **Tap** on a single word to highlight it.
- To highlight a selection of words, hold your finger on the first word or the selection and **drag** to the last word.

The options will allow you to undo and redo your last changes. **Tap** the **Save** button to confirm your changes, and close the tool. Now when you **tap** on a highlight without the Highlight Tool active, you will get a context menu that allows you to copy or delete the highlight, or change its color.



Underline, 'Squiggly' Underline and Strike-through Text

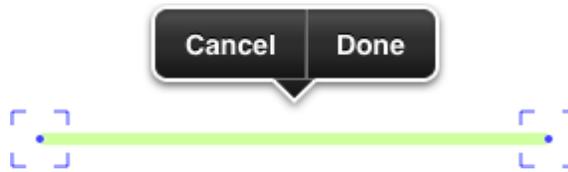
Each of these tools work identically to the Highlight Text tool. See the Highlight Text section above for details.

Draw Line

When you select this tool you can select line color, thickness and opacity via the options at the top of the screen.



Tap anywhere within the document to place a line in that location. A context menu will appear and the line will have editing points  that you can hold your finger on and **drag** around the screen to change the length and angle of the line.



When the line is to your satisfaction, **tap** on **Done** in the context menu. Now when you **tap** on the line a context menu will appear that lets you change the line's properties or delete it.



Tap on an option to use it.

Draw Arrow, Box and Ellipse

Each of these tools work almost identically to the Draw Line tool. See the **Draw Line** above for details.



Draw Freehand

When you **tap** this tool, options at the top of the screen allow you to select line color, thickness and opacity.



To draw, **hold** your finger (or stylus) on the screen and **drag** to draw a line, shape or letter. This tool is very much like a real-life drawing tool (i.e. pencil, highlighter, crayon) and you can use it in the same way; lift your finger and resume drawing from another position to create drawings or words.



Additional icons will appear at the bottom of the screen for zooming options.



Tap the zoom mode icon to display a window showing a magnified portion of the page.

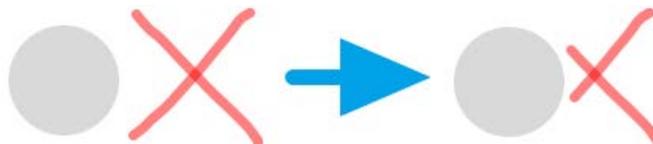


Eraser

When you select this tool it allows you to erase elements created with the Draw Freehand tool. **Tap** on the tool to open its options.



Holding a finger on the screen creates a circle underneath. Any freehand elements within this circle are erased. You can **drag** your finger around the screen to delete any freehand elements in its path.



Tap the **Save** button to apply your changes.

The best way to visualize this is to think of a pencil and a rubber eraser. The pencil is your Draw Freehand tool and your rubber eraser is the Eraser tool.

Navigation Tools

To show or hide the navigation menu and the button bar when viewing files you have to quickly tap in the middle of the screen.

Navigation Slider

Several tools are available to alter the appearance of a document and to assist in navigating through a document.



The Navigation Slider represents the entirety of your document. The left-most position is the first page and the right-most position is the last page.

Previous Page

 **Tap** this button to display the previous page.

Next Page

 **Tap** this button to display the next page.

Page Slider

 **Drag** your finger along the slider bar to navigate back and forth through each page of the document.

Slide Bar

 **Tap** anywhere on the slide bar to go to the page closest to that position.

Navigation Bar



These tools provide a variety of options for how you view and navigate a document. **Tap** on an icon to activate the tool associated with it.

 **Brightness** - Tap on this icon and a slider will pop up above it. Tap anywhere on the slider to change the brightness level of the document.

 **Go back** - If you accidentally jumped to a wrong page or tapped a wrong link or bookmark, just go back to the previous page with a button click. Memorizes every page change or link click. Up to 20 recent positions memorized.



Text - Extracts pure text from a PDF page to comfortably read it without left/right scrolling and with the font size of your choice. Allows to quickly switch back and forth between the Reflow mode and the original PDF page.



Rotate Pages - Useful for incorrectly rotated scans.



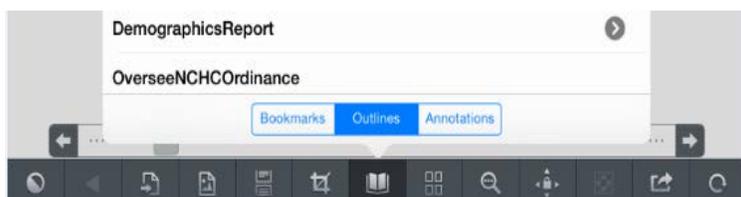
Layout - Select one of the three page layout modes.



Crop - Use Crop Margins feature to get rid of unnecessary page margins that occupy precious screen space. Separate settings for odd and even pages.



Locations - Use this button to open the Locations window, where you can select different modes - **Bookmarks, Outlines and Annotations Summary** list.



Pages - Use it to open the Page Management panel. This panel will allow you to quickly go to a page by selecting its preview or entering its number. It will also allow you to add, rotate, rearrange, delete, extract and email individual pages, as well as split the file in halves and append pages from other PDF files.



Find Text - Use it to search for text



Lock Page - Use it to lock any page movements and tap gestures. The only gesture that will be allowed is zooming with two fingers, which, besides zooming, can also be used to fine-tune a locked viewing position. A small button panel will appear at the top, allowing you to turn pages and exit the page lock mode.



Scroll Lock - Use it to lock/unlock horizontal scrolling. Use it along with zooming to isolate a single column of text and hide the rest of the page behind screen boundaries. When the Lock is on, no matter how you drag your text with a finger, you will only move page vertically.



Actions - Offers a choice of actions for a currently opened file - *Open In...*, *Flatten Copy*, *E-Mail File*, *E-Mail Annotations Summary*, *E-Mail File + Summary*, *Print File and Print Annotations Summary*.



Auto-rotation Lock - Temporarily locks auto-rotations if you feel that sudden rotations are a little annoying.