

Thank you for using CompleteReader

With CompleteReader you will

Annotate.....



Add your signatures.....



Fill in forms.....



Swipe to know more



While reading a document with CompleteReader, you will be able to...

Swipe down from the top edge of the screen or right-click with your mouse to display the AppBar.

From the tools AppBar...

Switch between different page layouts,


Single Page  or **Continuous Page** 

See all **Bookmarks** and **Annotations** 



Search for key words using 

Swipe to learn more



To **add an annotation**, open the AppBar and Click  to open the toolbar.

To create a **Freehand** annotation, Click .

Now you can draw on the document. When done, Click **Save** in the toolbar. You can also **Undo**  and **Redo**  the last path.

Tip: Now, or later, you can set the Author name to be used with annotations. This helps with collaboration. You can always change this from the Settings menu in the Charm Bar.

[Continue to learn about annotations...](#)

To **Highlight**, **Underline**, or **Strikeout** text, simply Click and Drag any section of TEXT. Try it...

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Tip: If you are using a touch device, Press and Hold an empty area of a document to bring up the Annotation popup menu.

Tip: Speed up your work and make it easier to create annotations by locking the Annotation tool in your device's Settings.

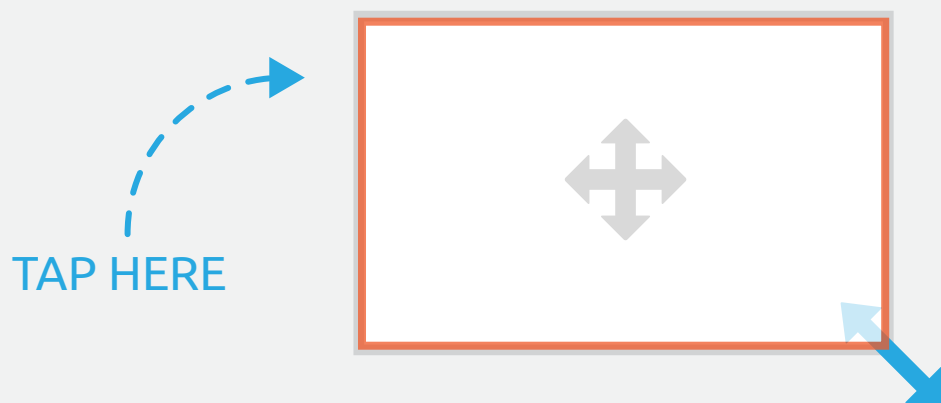
Continue to learn about annotations...

To **edit an existing annotation**, simply Click to select the annotation and a popup menu will appear.

Change the colors, thickness, opacity and other properties from this menu. When done, simply Click anywhere else on screen.

You can also move and resize a selected annotation.

Click on the annotation below to try...



Tip: Click on Outline  to quickly find and skip to annotations in your document.

Other annotations you can create are...



Straight Line



Straight Arrow



Square or Rectangle



Circle or Ellipse



Text



Sticky Note



Highlight Text



Underline Text



Strikeout Text




Squiggle Underline Text

Tip: On a touch device, Press and Hold on any page to quickly create annotations.

To **add a personal Signature**...

Using a **touch device**, Press and Hold, then select Signature from the popup menu.

Using a **mouse**, open the Annotation toolbar, then Click the Signature tool 

Try it...



Signature

Tip: You can save the signature for future usage, for example, when filling out forms.

Xodo also makes it easy to fill in **Forms**. Try it...

Edit Text

Type something new here...

Yes

☒

No

☐

Drop down menu

Option 1

Option 2

Option 3

Signature

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