Foxit PDF SDK

DEMO GUIDE
FOXIT COMPLETE
PDF VIEWER

Powered by
Foxit PDF SDK Android

What can you do with

Complete PDF Viewer?

Adjust PDF Views

Navigate and Find Content

Read out PDF File

Organize PDF Pages

Edit PDF Files

Annotate

Add Signatures

Protect PDF Files

Work with File Attachments

Work with Forms

Print PDF Documents

Capture Screen

Compare two PDFs

Scan Documents

A sample PDF Viewer, try it and enjoy!

Adjust PDF Views

While reading a PDF file, you can enhance your PDF viewing with the following features:

- Tabs Reading Mode
- Page Display Mode Settings
- Night Mode
- Text Reflow
- Rotate View
- Zoom In and Zoom Out Settings
- Fit Page and Fit Width
- Crop Mode Settings
- Change the Color of Page Backgrounds
- Support Right to Left

Tabs Reading Mode

Tabs Reading feature enables you to open multiple PDF documents in a single instance. To switch to Tabs Reading Mode:

1. Launch the Complete PDF Viewer demo;
2. On the file selector pane, tap at the top-right corner;
3. Tap **Yes** in the pop-up dialog to switch to tabs reading mode.

Page Display Mode Settings

1. On the document pane, do the following:

    - On tablets, choose View on the toolbar at the top, and tap on the View toolbar;
    - On phones, tap on the toolbar at the bottom;

2. Choose an option:

    - ➢ **Single Page**: Display one page at a time. You can swipe left or right to navigate through pages.
    - ➢ **Facing**: Display two pages side by side. You can swipe left or right to navigate

through pages.
- ➢ **Cover Facing:** Display the cover page separately while in facing mode. You can swipe left or right to navigate through pages.
- ➢ **Continuous Scrolling**: In Continuous Scrolling mode, pages are displayed in a continuous vertical column. You can swipe up or down to navigate through pages. To enable Continuous Scrolling, slide its toggle to on.

Night Mode

Night Mode allows easier reading in low light conditions by inverting black and white in your documents, which helps to relieve eye strain as well as save the device's battery.

For **tablets**

1. On the document pane, tap **View** on the toolbar at the top;
2. Tap ☼ on the View toolbar to switch to the Night Mode.
3. While in the Night Mode, tap ☽ to switch to the Day Mode.

For **phones**

1. On the document pane, tap 🗗 on the toolbar at the bottom;
2. Tap **Night** to switch to the Night Mode;
3. While in the Night Mode, tap **Day** to switch to the Day Mode.

Text Reflow

To access the text reflow mode:

For **tablets**

1. On the document pane, tap **View** on the toolbar at the top;
2. Tap 🔳 on the View toolbar;

For **phones**

1. On the document pane, tap 🗗 on the toolbar at the bottom;
2. Tap **Reflow**.

In the text reflow mode, change the settings as desired by doing the following:

1. Tap A⁺ to increase the font size;
2. Tap A⁻ to decrease the font size;
3. Tap ⬅ to jump to the previous page;

4. Tap ⊕ to jump to the next page;
5. (For phones only) Tap ▤ to open the navigation panel to navigate through pages by bookmarks or outlines;
6. Tap ⏚ to hide or show all of the pictures in the PDF file.

To exit the text reflow mode:

*   On tablets, tap ↪ on the toolbar at the bottom.
*   On phones, tap **Close** on the top left corner.

Rotate View

*   On tablets, choose **View** on the toolbar at the top, and tap ⟳ on the View toolbar.
*   On phones, tap ⟳ on the toolbar at the bottom. Then scroll down the **View Settings** list to find more options, and tap **Rotate View**.

Note: The rotate view setting only temporarily changes your view of the page in 90-degree increments.

Zoom In and Zoom Out Settings

Zoom In and Zoom Out of the PDF File

Choose one of the following to zoom in or out of the PDF file:

1. Use the two-finger pinch gesture;
2. Double tap on the screen.

Pan and Zoom PDFs

The Pan and Zoom tool gives you an overview of the current page, and displays a rectangle on the overview to indicate which part of the page is being displayed in Complete PDF Viewer. You can use this tool to pan around pages and zoom the specified part of a page, which is very useful when you are viewing a large file and cannot see your whole document page. The steps are as follows:

1. On the document pane, do the following:

    ➢ On tablets, tap **View** on the toolbar at the top, and tap ▤ on the View toolbar.
    ➢ On phones, tap ⟳ on the toolbar at the bottom. Then scroll down the **View**

Settings list to find more options, and tap **Pan & Zoom**.

2. You will find a small window with an overview of the current page floating on the document pane. From the window, you can:

   ➢ Move the purple rectangle to adjust the zoom area in the current view.
   ➢ Drag the window to move it to any place on the document pane.

3. (Optional) If necessary, follow the steps in "Zoom In and Zoom Out of the PDF File" to zoom pages.

4. To exit the Pan & Zoom mode, do the following:

   ➢ On tablets, tap 📄 again on the View toolbar, or tap ➡ on the floating toolbar to exit the Pan & Zoom mode.
   ➢ On phones, tap **Close**.

Fit Page and Fit Width

For **tablets**

1. Tap **View** on the toolbar at the top;
2. To resize the page to fit entirely on the document pane, tap ⬚ on the View toolbar;
3. To resize the page to fit the width of the window, tap ⬚ on the View toolbar.

For **phones**

1. Tap 📄 on the toolbar at the bottom;
2. To resize the page to fit entirely on the document pane, tap **Fit Page**;
3. To resize the page to fit the width of the window, tap **Fit Width**.

Crop Mode Settings

Crop mode helps you remove unnecessary document margins and extra white space for a better reading experience.

To crop the document margins:

1. On the document pane, do the following:

   ➢ On tablets, tap **View** on the toolbar at the top, and tap ⬚ on the View toolbar.
   ➢ On phones, tap 📄 on the toolbar at the bottom. Then scroll down the **View Settings** list to find more options, and tap **Crop Mode**.

2. Do one of the following:

➢ Choose **Automatically crop pages** for auto-cropping;

➢ To crop pages manually, choose **Manually crop pages**, and do the following:

   ✧ Tap ⊞ to detect the margins, or drag the handle to adjust the crop area.

   ✧ By default, Complete PDF Viewer will apply the cropping to all pages. If you need to cut PDF margins symmetrically between odd and even pages, tap ⚙, and choose **Crop pages symmetrically**.

   ✧ When confirmed, tap ✓ to apply the setting. You can tap ✕ to cancel cropping before applying the setting.

To restore the cropped margins, repeat Step1, and choose **Remove all page cropping**.

Change the Color of Page Backgrounds

While reading a PDF file, you can change the color of page backgrounds to get a better reading experience. The steps are as follow:

1. On the document pane, do the following:

   ➢ On tablets, tap **View** on the toolbar at the top, and tap 📄 on the View toolbar.

   ➢ On phones, tap 📄 on the toolbar at the bottom, and choose **Page Color**.

2. Choose a color from the pre-set list.

Support Right-to-Left

Many languages use a left-to-right script, which calls for a page binding on the left edge. However, binding on the right edge is preferable for right-to-left scripts such as Arabic and Hebrew and several East Asian scripts.

To enable Right-to-Left:

1. On the document pane, do the following:

   ➢ On tablets, choose **View** on the toolbar at the top, and tap 📄 on the View toolbar,

   ➢ On phones, tap 📄 on the toolbar at the bottom;

2. Choose **Right to Left** to enable it.

Note: The page binding is used with horizontal scrolling. For vertical scrolling, it has effect only when double-page mode is enabled.

Navigate and Find Content

Complete PDF Viewer provides multiple ways to help you navigate and find content:

- Navigate through a PDF File
- Jump to a Specific Chapter with Outline
- Jump to a Specific Page
- Jump to a Designated Location with Link
- Search and Find Text

Navigate through a PDF File

Use the Gesture

- If you have enabled **Continuous Scrolling**, swipe up or down to scroll through a PDF file.
- In Non-Continuous Scrolling mode, swipe left or right to turn pages.
- Drag ⦙⦙ at the bottom (if you are in the Continuous Scrolling mode) or at the right of the document pane (if you are in Non-Continuous Scrolling mode) to turn pages.

Turn Pages Automatically

You can designate Complete PDF Viewer to turn pages automatically to get a more convenient reading experience. The steps are as follow:

1. On the document pane, do the following:

   - On tablets, choose **View** on the toolbar at the top, and tap 🗎 on the View toolbar;
   - On phones, tap 🗎 on the toolbar at the bottom. Then scroll down the **View Settings** list to find more options, and tap **Auto Flip**.

2. In the Auto flip window, you can do the following:

   - A circular progress indicator shows the progress for the next auto-flip action. You can tap ⊕ or ⊖ to adjust the action intervals.
   - To exit the Auto Flip mode, tap ↪ (on tablets) or **Close** (on phones).

Jump to a Specific Chapter with Outline

1. On the document pane, do the following:

   ➢ On tablets, tap ▦ on the toolbar at the top**;**
   ➢ On phones, tap ▤ on the toolbar at the bottom;

2. Tap ☰ on the navigation panel to open the outline pane;
3. Navigate through the outlines, and tap the outline to jump to the specific chapter.

Close	Outline	Edit
🔖 ☰ 💬 📎 ✍		
Foxit Software Incorporated		2
> Product Overview		2
> Introduction to PDF		4
> Support		5
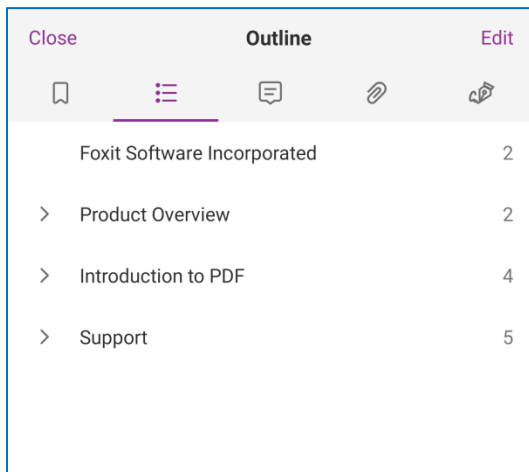
Jump to a Specific Page

Jump to a Specific Page with Page Number

1. On the document pane, tap the page number indicator 1/5 ;
2. Enter the page number in the dialog box;
3. Tap **OK**.

Go to Page

Enter Page Number (1/5)

Cancel	OK

Jump to a Specific Page with Page Thumbnail

1. Tap ⊞ on the toolbar at the top (on tablets) or on the toolbar at the bottom (on phones) to open the page thumbnail window;
2. In the **Thumbnail** window, you can tap **Annotated** or **Bookmarked** to filter the annotated or bookmarked pages;
3. Tap on a page thumbnail to jump to the selected page.

Tips:

1. In the **Thumbnail** window, a purple rectangle will be shown on the thumbnail to indicate the current page. Before jumping to the specific page, you can tap **Close** to close the page thumbnail window.
2. If you want to organize the pages, tap **Edit** on the toolbar at the top of the Thumbnail window. Please refer to "Organize PDF Pages" section for details.

Jump to a Specific Page with Bookmarks

If you have saved pages as bookmarks, you can jump to that specific page by selecting the bookmark. The steps are as follows:
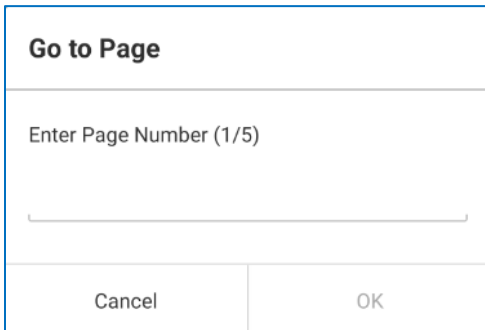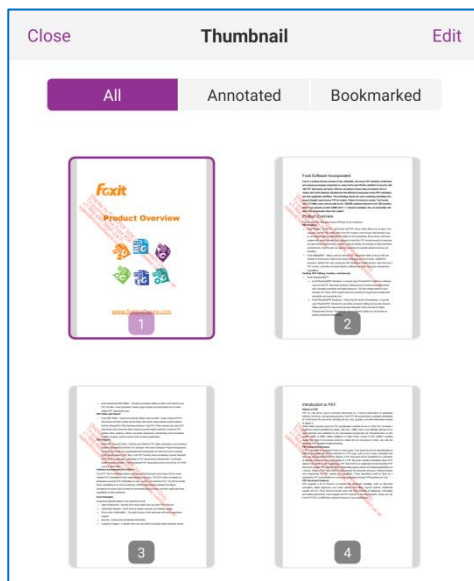
1. On the document pane, do the following:

   ➢ On tablets, tap ▤ on the toolbar at the top**;**
   ➢ On phones, tap ▤ on the toolbar at the bottom;

2. Tap ⫿ on the navigation panel to open the bookmark pane;
3. Navigate through the bookmarks, and tap the bookmark to jump to the specific page.

Tip:

If you want to bookmark a page, tap ⫿ on the toolbar on the document pane. For existing bookmarks, you can tap ••• beside the bookmark in the bookmark pane, and choose **Rename** or **Delete** to rename or delete it, if necessary. Tapping the Edit on the top right corner of the bookmark pane will allow you to delete multiple bookmarks or remove all bookmarks from the document.
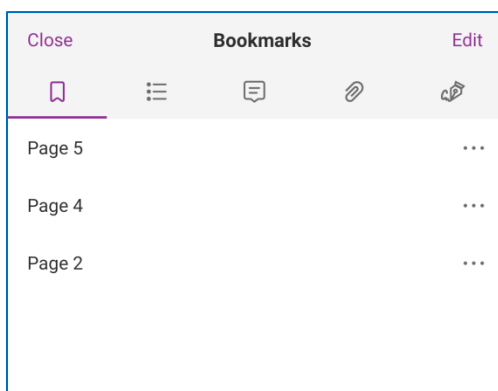
Close	**Bookmarks**	Edit
⫿ ≣ 🗩 📎 👆		
Page 5		•••
Page 4		•••
Page 2		•••

Jump to a Designated Location with Link

If the PDF file contains links, you can tap the link directly to jump to the designated location in the current document or website.

If the PDF file contains links to documents, you can tap the link directly to open the document in Complete PDF Viewer or other supported application on your mobile device if the linked documents are saved in the same directory of the PDF file.

Search and Find Text

Search Text within the PDF file

1. Tap 🔍 on the toolbar on the top;
2. Input the text in the search box;
3. Tap ⚏ to specify the search criteria:
   ➢ To make the search case sensitive, slide the **Case-Sensitive** toggle to on;

➢ To limit the search to match the whole word, slide the **Whole Words Only** toggle to on;

4. Tap **Search**;
5. The search results will be listed on the document pane. Tap a result to jump to the specific location. When viewing the specific result, the search result panel will be hidden, and a toolbar will be floated at the bottom of the document pane. From the floating toolbar, you can:

➢ Tap ⬅ or ➡ to jump to the previous or next search results;

➢ Tap ☷ to display the search results;

6. Tap **Cancel** to cancel the search.

Search Text on the Internet

1. Tap 🔍 on the toolbar on the top;
2. Input the text in the search box;
3. Tap ⚙ , and choose **Search in Internet**.

Read out PDF File

Complete PDF Viewer provides a text-to-speech tool to read out the text of PDF file.

- [Read out the Whole Page](#)
- [Read out the Selected Text](#)
- [Control Reading](#)

Read out the Whole Page

1. On tablets, choose **View** on the toolbar at the top, and tap 🎧 on the View toolbar;
2. On phones, tap 📱 on the toolbar at the bottom. Then scroll down the **View Settings** list to find more options, and tap **Speak**.

Read out the Selected Text

1. In the Speak mode or normal document view mode, tap on the text and drag the handle to select the text that you want to be read out loud.
2. Tap **Speak** in the pop-up menu.
3. Do any of the following:
   - To read the selected text, select **Read aloud selected content**.
   - To read from the selected text to the end of the document, select **Read aloud from current position**.

Control Reading

While reading out the PDF file, you can control the reading from the Speak toolbar.

- To adjust the reading speed: tap the speed icon (1X as default), and choose the speed from the **Playback Speed** list;
- To pause reading: tap ⏸;
- To continue reading: tap ▷;
- To stop reading: tap ↪ (on tablets) or **Close** (on phones);
- To read the previous or next page: tap ⏮ or ⏭;

To repeat reading: tap 🔁.

Organize PDF Pages

Complete PDF Viewer supports to organize PDF pages with the following features:

- Insert pages
- Reorder Pages
- Rotate pages
- Delete pages
- Extract pages
- Duplicate Pages

Access Page Organization Mode

On the document pane, tap ⊞ on the toolbar on the top to open the Thumbnail window. Then tap **Edit** in the Thumbnail window to open the **Organize Page** window.

In the page organization mode, all the page thumbnails will be displayed in the **Organize Page** window, and a purple rectangle will be shown on the thumbnail to indicate the current page. You can also tap **Annotated** or **Bookmarked** to filter the annotated or bookmarked pages. From the **Organize Page** window, you can organize PDF pages with ease.

Insert pages

Complete PDF Viewer supports to insert blank pages, PDF files, or images into an existing PDF file.

Insert Blank Pages

You can insert blank pages with the specified color, size, and orientation into an existing PDF file. The steps are as follows:

1. In the **Organize Page** window, select the page after which you would like to insert blank pages;
2. Tap 🗔 and choose **Blank Page**;
3. Specify the following options as desired in the pop-up window:

- ➢ The page background is set as blank by default. Change the background in the **Page Style** group, if necessary.
- ➢ Tap **Page Count** to specify the number of blank pages that you want to insert;
- ➢ Tap **Page Size** to select a page size;
- ➢ Tap **Page Color** to select a background color for the blank pages;
- ➢ Tap **Orientation** to specify the page orientation: Portrait or Landscape;

4. Tap **Done**.

Insert PDF Files

You can insert PDF files into an existing one with the following steps:

1. In the **Organize Page** window, select the page after which you would like to insert PDF files;
2. Tap 🔲 and choose **Import**;
3. Select the PDF files that you want to insert, and tap **Done** to confirm your selection.

Insert Photos

Complete PDF Viewer supports to insert photos into an existing PDF file. You can select existing photos from your photo album, or directly take photos using the camera. The photos will be converted to PDF and inserted into the PDF file as PDF pages.

Insert Photos from Photo Album

1. In the **Organize Page** window, select the page after which you would like to insert photos;
2. Tap 🔲 and choose **Gallery**;
3. Select the photos that you want to insert, and the photo will be converted to PDF and inserted after the selected page.

Insert Photos from Camera

1. In the **Organize Page** window, select the page after which you would like to insert photos;
2. Tap 🔲 and choose **Camera**;
3. After taking the photos, and the photos will be converted to PDF and inserted after the selected page.

Note: The blank page, image, or PDF file will be inserted after the current page that has a purple rectangle by default. After insertion, you can <u>reorder pages</u>, if necessary.

Reorder Pages

1. In the **Organize Page** window, select the page (s) that you want to move;
2. Drag and drop the page (s) to a new location as desired.

Rotate pages

You can rotate pages in 90-degree increments, either clockwise or anticlockwise. Changes are made to the page orientation and can be saved to the PDF file.

1. In the **Organize Page** window, select the page (s) that you want to rotate; if you need to select all the pages, tap **Select all** on the toolbar at the top;
2. Tap ⟳ to rotate the page(s) clockwise, or tap ⟲ to rotate the page(s) counterclockwise.

Delete pages

1. In the **Organize Page** window, select the page(s) that you want to delete;
2. Tap 🗑, and confirm your operation.

Tip: Please note that the pages cannot be restored once deleted.

Extract pages

Subscribers can extract selected pages and save them as a new PDF file. The steps are as follows:

1. In the **Organize Page** window, select the page (s) that you want to extract;
2. Tap ⬇;
3. In the pop-up **Extract** window, specify the following options, and tap **Save**;

   ➢ Choose a location to save the file, and tap **Done**;
   ➢ Specify the file name in the **FILE NAME** field;

Duplicate Pages

The Duplicate Pages feature allows you to copy pages within a PDF document.

1. In the **Organize Page** window, select the page(s) that you want to duplicate;
2. Tap ⧉ to duplicate the selected page(s);
3. Tap ⧉, and a blank thumbnail with purple background appears in the window. Drag the blank thumbnail to the destination in which you want to paste the duplicated pages, if necessary. Then tap on the blank thumbnail to paste the duplicated pages.

Exit the Page Organization Mode

Once finished, you can select **Done** to exit the page organization mode, and tap **Close** to close the Thumbnail window.

Edit PDF Files

Complete PDF Viewer supports to organize PDF pages with the following features:

- Insert an Audio
- Insert a Video
- Create a Hyperlink
- Undo and Redo the Last Action

Insert an Audio

1. On the document pane, tap **Edit** on the toolbar at the top;
2. Tap 🎤 on the Edit toolbar;
3. Tap on the document where you want to insert an audio file, and then do the following:

   ✧ Tap **Choose Audio** to select an existing audio file from your mobile device;
   ✧ Tap **Record Audio** to record audio.

   4. The audio will be inserted in the place you specified. You can play the audio after exiting the editing mode.

Insert a Video

1. On the document pane, tap **Edit** on the toolbar at the top;
2. Tap 🎥 on the Edit toolbar;
3. Tap on the document where you want to insert a video;
4. Choose one of the following options:

   ➢ From Document: Choose a video file that is uploaded in Complete PDF Viewer or saved on your device.
   ➢ From Album: Choose an existing video file from your album.
   ➢ Record Video: Record a video.

5. The video will be inserted in the area you specified. You can play the video after exiting the editing mode.

Create a Hyperlink

Complete PDF Viewer allows users to create a hyperlink in a PDF file to link to a specific page in the current PDF or a designated website.

1. On the document pane, tap **Edit** on the toolbar at the top;
2. Tap 🔗 on the Edit toolbar;
3. On the document, drag to select the content that you want to add the hyperlink;
4. In the pop-up **Settings** dialog box, do the following:

   ✧   To link to a specific page in the current PDF file, input the page number in the **Link to Page** field, or tap ⊞ to select the page from the **Thumbnail** window;
   ✧   To link to a designated website, input the URL address in the **Link to Web** field;

5. Upon completion, tap **Done**.

After exiting the editing mode, you can tap the hyperlinked content to jump to the designated location. Please refer to "Jump to a Designated Location with Link" for more information.

Undo and Redo the Last Action

- Tap ↺ to undo the last action;
- Tap ↻ to redo the last action.

Tip: On iPhone, before choosing the Undo or Redo tool, you first need to tap ↺ on the toolbar at the top to access the Undo & Redo toolset.

Annotate

Complete PDF Viewer provides feature-rich annotation tools to help you comment on PDF files.

- Add a Text Markup
- Add Text Comment
- Add a Note Comment
- Highlight an Area
- Add a Stamp
- Add a Drawing Markup
- Measure an Object
- Add an Image
- Add a File Attachment
- Undo and Redo the Last Action
- Work on Comments
- Import and Export Comment
- Summarize Comments

Access the Annotation Tools

The feature-rich annotation tools include Text Markup tools, Drawing Markup tools, Stamp tools, Measure tool, and Image Annotation tool. On the document pane, tap **Drawing** on the toolbar at the top to find all the Drawing Markup tools, and tap **Comment** on the toolbar at the top to find the Text Markup tools, Stamp tools, Measure tool, and Image Annotation tool. On the Comment or Drawing toolbar, swipe left or right to find more tools if your mobile device is in portrait mode. When you select an annotation tool, it will be kept as selected so that you can add the same annotation continuously. To deselect an annotation tool, tap it on the Comment or Drawing toolbar.

Complete PDF Viewer offers preset property settings for each comment tool. To change the properties (color, opacity, line width, icon type, etc.) of a comment tool, select the tool first, and then tap the property icon (like 🔴) on the Comment or Drawing toolbar. Please note that the appearance of a comment tool displayed on the toolbar may vary after you change its property settings.

Add a Text Markup

Highlight Text

1. Tap **Comment** on the toolbar at the top;
2. Tap 🖉 on the Comment toolbar;
3. Drag over text to highlight the selected text;

Add an Underline, Squiggly Underline, or Strikeout

1. Tap **Comment** on the toolbar at the top;
2. Choose the Underline tool 𝕋, Squiggly Underline tool 𝕋, or Strikeout tool 𝕋 as desired on the Comment toolbar;
3. Long press and drag over text to add an underline, squiggly underline, or strikeout to the selected text.

Insert or Replace Text

1. Tap **Comment** on the toolbar at the top;
2. Choose the Insert tool 𝕋, or Replace tool 𝕋 as desired;
3. To insert text, tap on the document where you want to insert the text;
   To replace text, long press and drag over text to select the text that you want to replace;
4. Input the text in the pop-up window, and tap **OK**.

Add Text Comment

To add text comment without text box:

1. Tap **Comment** on the toolbar at the top;
2. Tap 𝕋 on the Comment toolbar;
3. Tap the area on the document where you want the text comment to be added;
4. Input the text as desired.

To add text comment with a callout:

1. Tap **Comment** on the toolbar at the top;
2. Tap 🗨 on the Comment toolbar;
3. Tap the area on the document where you want the text comment to be added;

4. Input the text as desired.

To add text comment with a textbox:

1. Tap **Comment** on the toolbar at the top;
2. Tap on the Comment toolbar;
3. Tap the area on the document where you want the text comment to be added;
4. Input the text as desired.

Add a Note Comment

1. Tap **Comment** on the toolbar at the top;
2. Tap on the Comment toolbar;
3. Tap on the document where you want to add the note comment;
4. Input the comment in the pop-up window;
5. Tap **OK**.

Highlight an Area

1. Tap **Comment** on the toolbar at the top;
2. Tap on the Comment toolbar;
3. Drag over the area to highlight the selected area.

Add a Stamp

1. Tap **Comment** on the toolbar at the top;
2. Tap on the Comment toolbar;
3. Tap to open the Stamp panel. In the Stamp panel, tap to show the standard stamps, tap to show the "Sign Here" stamps, tap to show the "Sign Here" stamps, tap to show the dynamic stamps, or tap to show the custom stamps. And then select a desired stamp from the preset list.
4. Switch to custom stamp, you can customize the stamp of text type or image type.
5. Tap on the document where you want to add the stamp.

Add a Drawing Markup

Drawing tools help you make comments with drawings in line, rectangle, oval, arrow, polyline, polygon, cloud, and free-form figures.

Add a Line, Rectangle, Oval, or Arrow

1. Tap **Drawing** on the toolbar at the top;
2. Choose the Line tool ╱ , Rectangle tool ▢, Oval tool ◯, or Arrow tool ↗ on the Drawing toolbar;
3. Drag over on the document to add the markup.

Add a Polyline, Polygon, or Cloud

1. Tap **Drawing** on the toolbar at the top;
2. Choose the Polyline tool ⌐ , Polygon tool ⬠ , or Cloud tool ☁ on the Drawing toolbar;
3. Tap on each point on the document pane to create segments;
4. When you finish all he segments, deselect the corresponding tool to complete the drawing.

Add a Free-from Shape

Complete PDF Viewer provides two different Pencil tools for you to add freehand drawing markups in a PDF file.

1. Tap **Drawing** on the toolbar at the top;
2. Choose the Pencil tool ✎ or Highlighter tool ▱ as desired on the Drawing toolbar;
3. Tap the property icon (like ⬤) to choose the brushwork style (for the Pencil tool only) and line color, thickness, and opacity as desired. Complete PDF Viewer will save the properties you specified for the Pencil tool automatically for future use.
4. Draw on the document to add shapes as desired.

To erase the free-form shape during drawing:

1. Tap ◇ to choose the erase style on the Drawing toolbar;
2. Drag over the shape that you want to erase.

Measure an Object

Complete PDF Viewer allows you to measure the distance between two points in a PDF file. The steps are as follows:

1. Tap **Comment** on the toolbar at the top;
2. Tap 📏 on the Comment toolbar;
3. Tap 🔴 to specify the scale ratio, line color, and opacity, if necessary;
4. Drag over from the start point to the endpoint. The measurement results can be previewed in real-time during the measurement. When the measurement completes, you can tap the measurement markup on the document pane or go to the <u>Comments pane</u> to check the measurement results.

Add an Image

1. Tap **Comment** on the toolbar at the top;
2. Tap 🖼️ on the Comment toolbar;
3. Tap on the place where you want to add an image annotation;
4. Select one of the following options from the pop-up menu:

   ➢ From Document: Select an image file that is imported in Complete PDF Viewer or saved on your device.
   ➢ From Album: Select an image file from your album.
   ➢ From Camera: Take a photo using the camera.

5. (Optional) To change the properties of the image annotation, do the following:

   ➢ Deselect the image annotation tool on the Comment toolbar;
   ➢ Tap on the image annotation, and choose **Appearance**.
   ➢ Tap an option in the **Property** window to rotate the image annotation or change its opacity.

Add a File Attachment

1. Tap **Comment** on the toolbar at the top;
2. Tap 📄 on the Comment toolbar;
3. Tap the property icon (like 🔴) to choose the fill color, opacity and shape of the attachment icon.
4. Tap on the place where you want to add the attachment;
5. Select one file, and tap **Done**.

Tip: The added files will be displayed as attachment icons in the document page, you can open them by tapping the file attachment icon directly.

Undo and Redo the Last Action

- Tap ↺ to undo the last action;
- Tap ↻ to redo the last action.

Tip: On phones, before choosing the Undo or Redo tool, you first need to tap ↺ on the toolbar at the top to access the Undo & Redo toolset.

Work on Comments

View All Comments

Complete PDF Viewer lists all comments in the Comments pane, from which you can filter comments to quickly find the ones you need.

Open and Close Comments Pane

1. On the document pane, do the following:
   - ➢ On tablets, tap ▤ on the toolbar at the top**;**
   - ➢ On phones, tap ▤ on the toolbar at the bottom;
2. In the navigation panel, tap ▱ to open the Comments pane.
3. To close the Comments pane, tap anywhere outside the Comments pane (on tablets) or tap **Close** (on phones).

Filter Comments

Complete PDF Viewer allows users to filter comments by comment type.

- In the Comments pane, tap the **Filter**, and choose one or more comment types from the **Filter Comments** list. When you tap **Close**, Complete PDF Viewer will filter and display the comments that match the filtering criteria in the Comments pane.
- To show all comments after filtering, unselect the comment types in the **Filter Comments** list.

Select Multiple Comments

Complete PDF Viewer allows users to select multiple comments on the same page for easier group processing.

1. On the document pane, choose **Comment** or **Drawing** on the toolbar at the top;
2. Tap ▢ on the Comment or Drawing toolbar;
3. Drag a rectangle on the document pane to select the comments inside the rectangle;

4. A pop-up menu will be displayed above the selected comments. You can select the corresponding option to flatten or delete the selected comments by batch. For drawing markups and measurement markups, you can also find the **Group** option in the pop-up menu. Tap **Group** to group the selected drawing markups, and then you can move them to the desired place or add reply messages (for drawing markups only) to them like working on a single markup. To ungroup the markups, tap it, and choose **Ungroup** from the pop-up menu.

Add Notes to Comments

You can add notes to Text Markups, Drawing Markups, Sticky Notes, File Attachments (pinned in the document as comments), and Stamps. The notes will be displayed when you open the details of comments on the document pane or view comments in the Comments pane. To add notes to comments, please choose one of the methods below.

On the document pane

1. Tap the comment that you want to add a note to;
   Tip: For sticky notes, please tap and hold on the sticky note icon to open the pop-up menu.
2. Tap **Open** in the pop-up menu;
3. In the pop-up window, tap the blank area under the comment creation time to activate the note input field, then input your notes, and tap **OK**.
4. Tap **Close**.

Tip: For file attachments pinned in the document as comments, tapping them on the document pane will open them in Complete PDF Viewer. Therefore, you need to go to the Comments pane if you want to add notes to them.

In the Comments pane

1. Open the Comments pane, and find the comment that you want to add a note to;
2. Tap ••• beside the comment, and choose **Note**;
3. Input your notes in the note input field, and tap **OK**.

Reply to Comments

You can reply to comments including Text Markups, Drawing Markups, Sticky Notes, Stamps, and Measurement Markups. The reply messages will be displayed when you open the details of comments on the document pane or view comments in the Comments pane. To reply to comments, please choose one of the methods below.

On the document pane

1. Tap the comment that you want to reply to;
   Tip: For sticky notes, please tap and hold on the sticky note icon to open the pop-up menu.
2. Tap **Reply** in the pop-up menu;
3. Input your reply messages in the reply field, and tap **OK**.
4. Tap **Close**.

In the Comments pane

1. Open the <u>Comments pane</u>, and find the comment that you want to reply to;
2. Tap ⋯ beside the comment, and choose **Reply**;
3. Input your reply messages in the reply field, and tap **OK**.

Change the Appearance of an Existing Comment

- For text markups/drawing markups/measurement markups/image comments/new text comments, tap the comment or tap and hold on the comment first, and then choose **Appearance** from the pop-up menu.

- For note comments: tap and hold on the comment first, and then choose **Appearance** from the pop-up menu.

Tip: Stamps are preset by Complete PDF Viewer. You cannot change the appearance of stamps.

Resize a Comment

For a Drawing Markup, Stamp, Typewriter, Measurement Markup, Image Comment, and Textbox comment, you can tap the comment and then drag any of the handles to resize it. When you resize the text box of a typewriter and textbox comment, the text will be reflowed automatically within the adjusted comment box boundaries.

Move a Comment

- For drawing markups, measurement markups, image comments, and new text comments, tap the comment or tap and hold on the comment first, and then drag it to the desired place.

- For note comments, tap and hold on the comment first, and then drag it to the desired place.

Delete a Comment

- For drawing markups, measurement markups, image comments, and text comments, tap the comment or tap and hold on the comment first, and then choose **Delete** from the pop-up menu.

- For note comments, tap and hold on the comment first, and then choose **Delete** from the pop-up menu.

- You can also do any of the following to delete comments in the <u>Comments pane</u>.

  ➢ Find the comment that you want to delete, tap ••• beside it, and choose **Delete**.

  ➢ If you need to delete multiple comments at a time, tap **Edit** in the Comments pane. Then select the comments that you want to delete (or tap **Select all** to select all the comments), and tap 🗑. Tap **Done** to complete your operation and exit the comment editing mode.

Import and Export Comments

To import comments:

1. On the document pane, tap ••• on the toolbar;
2. Tap **Comments & Fields**, and choose **Import Comments**;
3. Select the file (.fdf file), and tap **Done**.

To export comments:

1. On the document pane, tap ••• on the toolbar;
2. Tap **Comments & Fields**, and choose **Export Comments**;
3. Select the folder to which you want to save the exported annotation file, and then tap **Done**;
4. Input the file name, and then tap **OK**.

Summarize Comments

1. On the document pane, tap ••• on the toolbar;
2. Tap **Comments & Fields**, and choose **Summarize Comments**;

3. Choose an option:

   ➤ Documents and Comments: Summarize the comments together with the document content.
   ➤ Comments Only: Summarize the comments only.

4. Select the folder in which you want to save the exported file, and tap **Done**;
5. Input the file name, and tap **OK**.

Add Signatures

Complete PDF Viewer provides a simple but useful signing tool to let you sign a PDF document with your personal signature.

- Create a Signature
- Sign a Document
- Verify a Digital Signature
- View Signed Versions of a Digitally Signed PDF
- Add Certificates to the Trusted Certificates List
- Edit a Saved Signature
- Clear a Saved Signature

Create a Signature

1. Tap **Fill & Sign** on the toolbar at the top;
2. On the Fill & Sign toolbar, tap ⟳ ;
3. Do one of the following:

   ➢ Tap ⬤ on the upper right corner on the toolbar to choose the color and thickness as desired, and draw your signature in the pane;
   ➢ Tap 🖼 to insert an image of your signature from your device;
   ➢ Tap 📷 to use your camera to capture the image of your signature;

   Before applying the signature, you can tap ◇ to remove the signature, if necessary.

4. If you want to create a signature with a digital certificate, follow the steps below:

   ➢ Tap 🏅 ;
   ➢ Select a certificate from the list, input the password, and then confirm it.
   ➢ Tap **OK**.

5. Tap **Save** to save the signature.

Tip:

1. If you have created and saved signatures previously in Complete PDF Viewer, you should choose **Create** in the **Signature List** to create a new signature.
2. To create a signature with a digital certificate in Complete PDF Viewer, you need to save the digital certificate on your device before creating the signature.

Sign a Document

1. Tap **Fill & Sign** on the toolbar at the top;
2. On the Fill & Sign toolbar, tap ⬗ ;
3. (Optional) If you have created and saved multiple signatures, select the signature you want to add to the PDF file;
4. Tap on the document where you want to add the signature to. If you haven't saved a signature on the device previously, the **Add Signature** panel will appear. Please follow the steps in <u>Create a Signature</u> to create a signature first;
5. If necessary, drag the corner handle to resize the signature, or drag the signature to move it to the desired location;
6. Tap **Add Signature** to apply the signature;

Tip: Once applied, the signature cannot be edited or moved. The signature and all other changes made to the document will be saved.

Verify a Digital Signature

If a PDF document contains a digital signature, you can verify the digital signature to ensure that it is valid. The steps are as follows:

1. Open the signed PDF document with Complete PDF Viewer;
2. On the document pane, do the following to open the navigation panel:

    ➢ On tablets, tap ▤ on the toolbar at the top;
    ➢ On phones, tap ▤ on the toolbar at the bottom;

3. Tap ⬗ to open the Digital Signatures pane;
4. Tap ••• beside the digital signature, and choose **Verify**;
5. The verification results will be displayed on the document pane. In the results panel, tap **View Certificate** to view the certificate.
6. In the **View Certificate** dialog box, tap ••• beside the certificate, and choose one of the options:
    ➢ Info: Check the detailed information about the certificate.
    ➢ Trust: Add the trusted digital certificate to the Trusted Certificate list. Then all the digital signatures with the certificate will be validated as valid.

View Signed Versions of a Digitally Signed PDF

For a document digitally signed several times, all the digital signatures and their

corresponding versions can be accessed from the **Digital Signatures** panel. To view the previous versions of a signed PDF, please follow the steps below.

1. Open the signed PDF document with Complete PDF Viewer;
2. On the document pane, do the following to open the navigation panel:

> ➢ On tablets, tap ⊞ on the toolbar at the top**;**
> ➢ On phones, tap ▤ on the toolbar at the bottom;

3. Tap ✎ to open the Digital Signatures pane;
4. Tap ••• beside the digital signature, and choose **View**;
5. The previous version will be opened in a new instance. To return to the original document, tap **Close**.

Add Certificates to the Trusted Certificates List

When you validate or view properties of a digital signature, the validity status may display "unknown" or "could not be verified" if the certificate is not trusted. You can follow the steps below to add trusted certificates to the Trusted Certificates List.

1. On the document pane, tap ••• on the toolbar at the top;
2. Choose **Protect** > **Trusted Certificates**;
3. Tap **Add**;
4. Select the certificate, input the password, and tap **OK**.

Tip: Before adding a certificate to the Trusted Certificates List, you need to upload the certificate to Complete PDF Viewer or save it on your device.

Edit a Saved Signature

1. Tap **Fill & Sign** on the toolbar at the top;
2. On the Fill & Sign toolbar, tap ✎;
3. Tap ••• beside the signature that you want to edit, and choose **Edit**;
4. Edit the signature in the pop-up panel as desired, and tap **Save** to save it.

Clear a Saved Signature

1. Tap **Fill & Sign** on the toolbar at the top;
2. On the Fill & Sign toolbar, tap ✎;
3. Tap ••• beside the signature that you want to delete, and choose **Delete**.

Protect PDF Files

Users can protect PDF files by the following methods:

- Protect a PDF File with Password
- Protect PDF Information with Redaction

Protect a PDF File with Password

Protect a PDF File with Password and Restrict Document Actions

1. On the document pane, tap ••• on the toolbar on the top;
2. Choose **Protect** > **File Encryption**;
3. To protect a PDF file with password, slide the **Open Document** toggle to ON. Then input the password.
4. To restrict document permissions, slide the **Add Document Restrictions** toggle to ON. Check the actions that have been enabled. Slide the action toggle to OFF if you want to restrict the action.
5. Input the password, and tap **Done**.

Tip: When opening a PDF file protected with a password, you will be required to input the password first. And the password is needed if you want to remove the restricted document permissions.

Remove Security Settings

To remove the password or restrictions to the PDF file:

1. On the document pane, tap ••• on the toolbar on the top;
2. Choose **Protect** > **Remove Security**, and confirm your operation;

Tip: The password is needed if you want to remove the restricted document permissions.

Protect PDF Information with Redaction

Complete PDF SDK allows users to permanently redact text, images, and pages to protect confidential information.

Redact Text or Image

1. On the document pane, tap [···] on the toolbar on the top;
2. Choose **Protect** > **Redaction**;
3. Select the Redact Text button 📝 on the toolbar at the bottom, and drag to mark the text, image, or area that you want to redact;
4. When you have finished marking the contents that you want to redact, do any of the following to apply redactions:

   ➢ Tap the marked item, and choose **Apply** to redact the selected item;
   ➢ Tap **Apply all** on the toolbar at the top to redact all the marked items in the PDF file.

Redact Pages

1. On the document pane, tap [···] on the toolbar on the top;
2. Choose **Protect** > **Redaction**;
3. Select the Redact Page button 📄 on the toolbar at the bottom;
4. In the pop-up **Redact Pages** window, tap the page thumbnails to select the pages that you want to redact, and tap **Done**;
5. When you have finished marking the pages that you want to redact, do any of the following to apply redactions:

   ➢ Tap the marked page, and choose **Apply** to redact the selected page;
   ➢ Tap **Apply all** on the toolbar at the top to redact all the marked pages in the PDF file.

Search and Redact Text

For searchable PDF documents, you can redact specific text in a PDF file by search.

1. On the document pane, tap [···] on the toolbar on the top;
2. Choose **Protect** > **Redaction**;
3. Select the Search & Redact button 🔍 on the toolbar at the bottom;
4. Input the text in the search box on the top, and tap **Search**;
5. By default Complete PDF SDK will check all the search results to mark them for redaction. Follow the steps below to double-check the items, if necessary.

   ➢ Tap the search result in the list to check the context in the PDF file. When checking the context, you can tap ⬅ or ➡ to jump to the previous or next search result.

To return to the redaction search result list, tap ☰ .

➢ If you want to ignore a certain item from redaction, uncheck it in the redaction search result list.
➢ Once confirmed, tap **Mark checked results for redaction**.

6. Do any of the following to apply redactions:

➢ Tap the marked item, and choose **Apply** to redact the selected item;
➢ Tap **Apply all** on the toolbar at the top to redact all the marked items in the PDF file.

Tips:

1. While in the redaction mode, you can swipe left/right (in Single, Facing, or Cover Facing mode) or up/down (in Continuous Scrolling mode) with two fingers to turn pages. To exit the redaction mode, tap **Close** on the toolbar on the top.

2. Before applying the redaction, you can tap any marked items and choose **Delete** to cancel redacting the item. Once applied, the marked content will be permanently redacted and removed. Since the operation cannot be undone, it is recommended that you save a copy of the PDF document before redaction.

Work with File Attachments

Complete PDF Viewer supports two kinds of file attachments: file attachment as a comment pinned in a specified location of the PDF document, and file attachment embedded in the PDF document. You can do the following with Complete PDF Viewer:

- View a File Attachment
- Add File Attachments
- Manage File Attachments

View a File Attachment

If a PDF file contains file attachments, you can view the file attachments with Complete PDF Viewer by the following steps:

1. On the document pane, do the following to open the navigation panel:
   - On tablets, tap ▯ on the toolbar at the top**;**
   - On phones, tap ▤ on the toolbar at the bottom;
2. Tap � on the navigation panel to open the Attachments pane;
3. Tap the attachment that you want to open.

Tips:

1. The file attachment is opened in a pop-up window by default. While viewing the file attachment, you can tap **Close** to close the file attachment. You can view PDF attachments in Complete PDF Viewer, or use other supported applications on your mobile device to open file attachments in other formats.
2. For the file attachments which are added as comments, you can also open them by tapping the file attachment icon directly.

Add File Attachments

You can add a file attachment with Complete PDF Viewer in two ways: add a file as a comment to a specific location in the document and attach a file to the document.

Add a File as a Comment to a Specific Location in the Document

1. On the document pane, tap **Comment** on the toolbar at the top;

2. Tap ⬚ on the Comment toolbar;
3. (Optional) Tap 🔴 to choose the style, fill color, and opacity of the attachment icon as desired from the toolbar;
4. Tap on the place where you want to add the file attachment;
5. Select a file, and tap **Done**.

Tip: Files added in this way will be displayed as attachment icons on the document page, and will also be displayed in the attachment pane.

Attach Files to the Document

1. On the document pane, do the following to open the navigation panel:

   ➢ On tablets, tap ▦ on the toolbar at the top**;**
   ➢ On phones, tap ▦ on the toolbar at the bottom;

2. Tap 📎 on the navigation panel to open the Attachments pane;
3. Tap **Add;**
4. Select one or more files, and tap **Done**.

If you want to add a note to the file attachment, please follow the steps below:

1. Tap ⋯ beside the file attachment in the attachment pane;
2. Select **Description**;
3. Input the note as desired, and tap **OK**.

Tip: Files attached in this way are invisible in the page view, but you can find and open them in the attachment pane.

Manage File Attachments

Save File Attachment as a Copy

1. On the document pane, do the following to open the navigation panel:

   ➢ On tablets, tap ▦ on the toolbar at the top**;**
   ➢ On phones, tap ▦ on the toolbar at the bottom;

2. Tap 📎 on the navigation panel to open the Attachments pane;
3. Navigate through the list to find the attachment that you want to save as a copy;
4. Tap ⋯ beside the attachment, and tap **Save;**

5. Select the folder, and tap **Save**.

Manage the Attachment Icon

For the file attachment pinned in a specific location of the document as a comment, an attachment icon will be displayed in the document.

- To change the appearance of the attachment icon: tap and hold on the icon > select **Appearance** > choose the option as desired;
- To move the attachment icon: tap and hold on the icon, and then drag it to the desired place.

Flatten a File Attachment

Complete PDF Viewer can flatten attachments that are attached as comments in PDF files. The attachments will become part of the PDF file and cannot be modified after flattening. To flatten an attachment, please follow the steps below.

1. On the document pane, do the following to open the navigation panel:
   - ➢ On tablets, tap 🔲 on the toolbar at the top**;**
   - ➢ On phones, tap 📧 on the toolbar at the bottom;
2. Tap 📎 on the navigation panel to open the Attachments pane;
3. Navigate through the list to find the attachment that you want to flatten, tap ⋯ beside the attachment, and choose **Flatten**.
4. Tap **OK** to confirm your operation.

Delete a File Attachment

1. On the document pane, do the following to open the navigation panel:

   - ➢ On tablets, tap 🔲 on the toolbar at the top**;**
   - ➢ On phones, tap 📧 on the toolbar at the bottom;

2. Tap 📎 on the navigation panel to open the Attachments pane;
3. Do any of the following:

   - ➢ Navigate through the list to find the attachment that you want to delete, tap ⋯ beside the attachment, and choose **Delete**.
   - ➢ Tap **Edit** on the top right corner of the Attachments pane, select the attachments (or tap **Select all** to select all the attachments) and tap 🗑 to delete the selected

attachments.

Tip: For the file attachment pinned to a specific location of the document as a comment, you can also delete it by the following steps:

- Tap and hold on the attachment icon, and choose **Delete** from the pop-up menu.

Work with Forms

Complete PDF Viewer supports both the AcroForms and XFA forms which include the following PDF form features:

- Fill Out PDF Form
- Sign PDF Forms
- Reset Form Fields
- Flatten Form Fields
- Import and Export Form Data
- Create a PDF Form

Fill Out PDF Form

Fill in Interactive PDF Forms

1. Tap the fillable form field and input the text, or check the options as desired;
2. Complete PDF Viewer will save the changes automatically. If you are working with an AcroForm that contains a submit button, tap the submit button to submit the form via HTTP, FTP, or Email.

Fill in Non-interactive PDF Forms

You can use the **Fill & Sign** tools to add text and symbols in non-interactive PDF forms.

1. On the document pane, tap **Fill & Sign** on the toolbar at the top.
2. To add normal text, do the following:

   ➢ Select the Add Text tool ⫯AB on the Fill & Sign toolbar;
   ➢ Tap on the document where you want to add the text, and input your text.

3. To add text in continuous boxes in a line, do the following:

   ➢ Select the Comb Field tool 𝔸𝔹 on the Fill & Sign toolbar.
   ➢ Tap on the document where you want to add the text, and input your text.

4. To add predefined text (Name, Address, Date, etc.), do the following:

   ➢ Follow the steps below to preset text first:

- ✧ Select the Predefined Text tool ⚲ on the Fill & Sign toolbar.
- ✧ In the **Predefined Text** window, tap the text field to input your text.
- ✧ (Optional) If you need to edit an existing text, tap **Edit** on the top right corner, and then tap on the text field that you want to edit to make your changes. Please note that the Date field is got and filled by your system date as default, and cannot be edited.
- ✧ (Optional) If you need to add a custom field, tap **Add custom field** at the bottom, and input the field name.
- ✧ Tap **Done** to complete your editing.

- ➢ Choose a predefined text in the **Predefined Text** window, and tap on the document where you want to add the text.

5. To add symbols, do the following:

   - ➢ Choose the Checkmark tool ✓ , Cross Mark tool ✕ , or Dot tool ● to fill in check boxes, radio buttons, etc.
   - ➢ Choose the Line tool ▬ , or Rectangle tool ▢ to add a line or rectangle.
   - ➢ Tap on the place where you want to add the symbol.

6. After adding text or symbols, use the field toolbar floating above them to make appropriate changes, if necessary.

   - ➢ Tap **A⁻** or **A⁺** to decrease or increase the size. You can also drag the handle to resize the symbols.
   - ➢ To delete the text or symbol, tap 🗑 .
   - ➢ To move the text or symbol, drag it directly to the desired location.
   - ➢ To replace the current text or symbol, tap ⋯ to choose an option as desired.

Tip: For quick access, you can also tap and hold on the document to access the Fill & Sign tools in the pop-up menu when you are in the **Fill & Sign** mode.

Sign PDF Forms

After filling PDF forms, you can sign PDF forms with your handwritten signatures or certificates. For more information, please refer to "[Add Signatures](#)".

Reset Form Fields

- ● On the document pane, tap ⋯ on the toolbar on the top;
- ● Tap **Comments & Fields**, and choose **Reset Form Fields**;
- ● Tap **OK** to confirm your operation.

Flatten Form Fields

You can flatten PDF forms to make the form fields as part of the page content and prevent further editing. The steps are as follows:

1. On the document pane, tap ⋯ on the toolbar on the top;
2. Tap **Flatten**.

Import and Export Form Data

Complete PDF Viewer supports to import and export form data in XML format.

To import form data:

1. On the document pane, tap ⋯ on the toolbar on the top;
2. Tap **Comments & Fields**, and choose **Import Form Data**;
3. Select the form data file, and tap **Done**.

To export form data:

1. On the document pane, tap ⋯ on the toolbar on the top;
2. Tap **Comments & Fields**, and choose **Export Form Data**;
3. Select the folder in which you want to save the exported file, and tap **Done**;
4. Input the file name;
5. Tap **OK**.

Create a PDF Form

Create Form Fields

Complete PDF Viewer provides a group of buttons that can be used to create and design form fields in interactive PDF forms. You can add form fields like text fields, check boxes, combo boxes, list boxes, signature fields, and radio buttons to an interactive PDF form and specify their properties.

1. On the document pane, choose **Form** on the toolbar at the top;
2. In the Form toolbar, choose any of the following form tools:

   ➢ Text Field TI : Let the user type in text, such as name, address, phone number, etc.

➢ Check Box ☑ : Present yes-or-no choices for individual items.
➢ Radio Button ◉ : Present a group of choices from which the user can select only one item.
➢ Combo Box ▤ : Let the user either choose an item from a pop-up menu or type in a value.
➢ List Box ▤ : Display a list of options the user can select.
➢ Signature Field ✍ : Create a blank digital signature field for reviewers to sign the document.

➢ Image Field ▦ : Create a blank image field to add pictures, you can choose pictures from gallery, camera or files.

3. Drag to draw an area on the document where you want to add the form field;
4. The form field will be added with the default properties. If you want to change the properties, follow the steps below:

➢ Deselect the form field tool on the Form toolbar;
➢ Long press the form field that you want to change the properties, and choose **Appearance** from the pop-up menu;
➢ In the **Property** window, you can find the following options based on the type of form field you have selected.

   ✧ Color/Font/Size: Specify the color, font, and size for the text displayed on the form field;
   ✧ Name: Specify the name for the radio buttons;
   ✧ Options: Add items in list boxes and combo boxes. When you select the **Options** property, the **Options** window appears. Tap anywhere in the **Item List** area to add items. You can also slide the **Custom Text** toggle to on to enable users to input custom text in the form fields.
➢ When completed, tap anywhere on the document pane to close the **Property** window.

Scan Documents

Complete PDF Viewer integrates with PDF scanner technology to help you scan and convert paper documents to PDFs.

- Scan a Document
- Edit your Scan
- Save your Scan

Scan a Document

1. Tap 📷 on the start screen of Complete PDF Viewer;
2. When the capture screen appears, control the following options as desired and scan your document:

   ➤ Tap ⚡ or ⚡ to toggle the flash on or off.

   ➤ Tap 🔄 or 🚫 to enable or disable continuous shooting.

   ➤ Tap 🖼 or 🖼 to toggle Auto Detection on or off. When the Auto Detection is enabled, Complete PDF Viewer will detect the document edge and scan documents automatically. If the Auto Detection is turned off, you can tap 🔴 to scan the document manually. The number shown in 🔴 indicates the number of photos you have taken.

   ➤ Tap 🖼 to change the page size. This button is only available in Auto Detection mode.

3. (If needed) Tap **Photos** to add photos from your device to your current scan;
4. The scanned images will be saved automatically. After scanning the documents, you can tap **Done** on the lower right corner to view or edit the files you have scanned. Please refer to "Edit your Scan" and "Save your Scan" for details.

Edit your Scan

When you have finished scanning, tap **Done** on the lower right corner to view and edit your scan in the Scan window (as shown below). Changes will be saved automatically.

Add More Pages

- To add more pages, tap ＋ on the toolbar at the bottom, and follow the steps in "[Scan a Document](#)" to take another photo.

Delete Pages

1. Tap **Edit** on the upper right corner;
2. Select the page you want to delete or tap **Select all** to select all pages;
3. Tap ⬚ to delete the selected pages;
4. Tap **Done** to return to the Scan window.

Organize Pages

To organize the page, select the page first, and do the following:

1. Tap ⬚ to rotate the page;
2. Tap ⬚, and drag the crop handles to resize the page;
3. Tap ⬚ to adjust the color, brightness, and contrast of the page;
4. Upon completion, tap **Save**. Otherwise, you can tap **Cancel** to cancel all your edits.

Save your Scan

1. Tap ⬚ on the toolbar at the bottom of the Scan window;
2. In the pop-up dialog box:

   ➢ Tap the document name in the **FILE NAME** group to rename the PDF file, then tap **OK**;

   ➢ Tap **Save** in the **Save as** dialog box, and select the place to save the file as desired.
   ➢ Tap **Done**.

When converted successfully, the converted PDF file will be opened in Complete PDF Viewer automatically.

Print PDF Documents

Complete PDF Viewer provides convenient ways to help you print PDF documents.

To print a PDF document:

1. On the document pane, tap ⋯ on the toolbar on the top;
2. Tap **Print**;
3. The annotations in the PDF file will not be printed by default. To print the annotations along with the PDF file, slide the **Annotations** toggle to on in the **Print Settings** window, and tap **Done** to continue.
4. Specify the printer and other options as desired;
5. Tap **Print**.

Tip: You can select the **Save as PDF** option from the printer list to save the PDF file as a copy on your device.

Capture Screen

Complete PDF Viewer supports screen capture feature from version 5.1.

To capture screen of PDF page:

1. On the document pane, tap　···　 on the toolbar on the top;
2. Tap **Screen Capture**;
3. Drag over the area that you want to take a screenshot of, and then tap 🖫 to save the image at "/mnt/sdcard/FoxitSDK/Images" directory.

Compare two PDFs

Complete PDF Viewer supports comparison of two PDF documents.

To compare two PDF documents:

1. Launch the Complete PDF Viewer demo;
2. On the file selector pane, tap ☑ at the top-right corner;
3. Select two PDF documents that you want to compare, and then tap ⧉ to start comparing the documents;
4. In the Compare window, specify the old file and new file, and then tap **OK**;
5. After comparing, the differences between the documents will be marked.

Tip: Complete PDF Viewer currently only supports comparing two PDF files at a time.

Contact US

Complete PDF Viewer is built using Foxit PDF SDK for Android which is a Rapid Development Kit for Android platform that focuses on helping developers easily integrate powerful Foxit PDF technology into their own Android and iOS apps. For more details, please visit Foxit website at http://www.foxitsdk.com/mobile-pdf-sdk-landing/.

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.

Contact Information

You can contact Foxit directly, please use the contact information as follows:

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