



# DEMO GUIDE

## Foxit Complete PDF Viewer

*Powered by Foxit PDF SDK Android*

**Microsoft®** Partner

Gold Independent Software Vendor (ISV)

# What can you do with

## Complete PDF Viewer?

Adjust PDF Views

Add Signatures

Navigate and Find Content

Fill in Forms

Edit Pages

Print PDF Documents

Annotate

Capture Screen

Work with File Attachments

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](#)
- [Resize Pages to Fit the window](#)
- [Adjust Screen Brightness](#)
- [Night Mode](#)
- [Text Reflow](#)
- [Screen Lock](#)
- [Crop Mode Settings](#)
- [Zoom In and Zoom Out Settings](#)
- [Pan and Zoom PDFs](#)

## 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, tap **View** on the toolbar;
2. Choose an option:
  - **Single**: Display one page at a time. You can swipe left or right to navigate through pages.
  - **Continuous**: Display the pages in a continuous vertical column. You can swipe up or down to navigate through pages.
  - **Facing**: Display two pages side by side. You can swipe left or right to navigate through pages.
  - **Cover**: Display the cover page separately while in facing mode. You can swipe left or right to navigate through pages.

## Resize Pages to Fit the Window

1. On the document pane, tap **View** on the toolbar;
2. Choose an option:
  - **Fit Page:** Resize the pages to fit entirely in the document pane.
  - **Fit Width:** Resize the pages to fit the width of the window. Part of the page may be out of view.



## Adjust Screen Brightness

By default, Complete PDF Viewer will adjust the brightness of the screen based on the system's brightness levels. To adjust the screen brightness manually:

1. On the document pane, tap **View** on the toolbar;
2. Tap  to disable Auto-Brightness;
3. Drag the slider to adjust the brightness.

## 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. To switch to Night Mode:



1. On the document pane, tap **View** on the toolbar;
2. Tap .
3. If you need to switch back to Day Mode, tap .



## Text Reflow

To access the text reflow mode:


1. On the document pane, tap **View** on the toolbar;
2. Tap **Reflow**.

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

1. Tap **A<sup>+</sup>** to increase the font size;
2. Tap **A<sup>-</sup>** to decrease the font size;
3. Tap  to jump to the previous page;
4. Tap  to jump to the next page;

5. Tap  to jump to the navigation panel;
6. Tap  to hide or show all of the pictures in the PDF file.

To exit the text reflow mode:

Tap  on the toolbar at the top.

## Screen Lock

Screen Lock allows you to lock the screen in portrait or landscape mode to prevent screen rotating when your device is physically rotated. To lock the screen:

1. On the document pane, tap **View** on the toolbar;
2. Tap **Screen Lock**;
3. Choose one of the options:
  - Landscape: Lock the screen in landscape mode;
  - Portrait: Lock the screen in portrait mode.

If you need to unlock the screen orientation, tap **Screen Lock** again, and choose **Auto-rotate with screen**.

## 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, tap **View** on the toolbar;
2. Tap **Crop mode**;
3. Do one of the following:
  - Choose **SMART CROP** for auto-cropping;
  - Drag the handle to adjust the crop area, and tap **CROP**. Or Tap **AUTODETECT** to detect the margins, and tap **CROP**.

To restore the cropped margins, tap **Crop Mode** again, and choose **NO CROP**.

## Zoom In and Zoom Out Settings






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

Pan and Zoom feature adjusts the magnification and position of the view area to match the area in an adjustable rectangle in the Pan & Zoom window's thumbnail view of the page.

To pan and zoom PDFs:

1. On the document pane, tap **View** on the toolbar;
2. Swipe left to find the **Pan Zoom** tool;
3. Do any of the following:
  - Drag the handles of the box in the Pan & Zoom window to change the document magnification.
  - Drag the center of the box to pan across the area you want to see.
  - Click the navigation buttons   to move to the previous or next page.
  - Drag the slider    to increase or decrease the magnification by preset levels.

# Navigate and Find Content


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

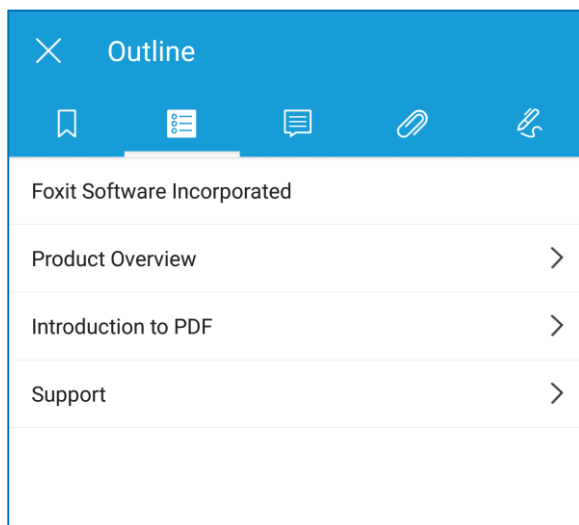
- [Navigate through a PDF File](#)
- [Jump to a Specific Chapter with Outline](#)
- [Jump to a Specific Page](#)
- [Jump to a Designated Location with Link](#)
- [Search and Find Text](#)

## Navigate through a PDF File

Swipe up or down to scroll through a PDF file. In Single page display mode, you can swipe left or right to turn pages.

## Jump to a Specific Chapter with Outline

1. On the document pane, tap **List** to open the navigation panel;
2. Tap  to open the outline panel;
3. Navigate through the outlines, and tap the outline to jump to the specific chapter.



## Jump to a Specific Page

## Jump to a Specific Page with Page Number

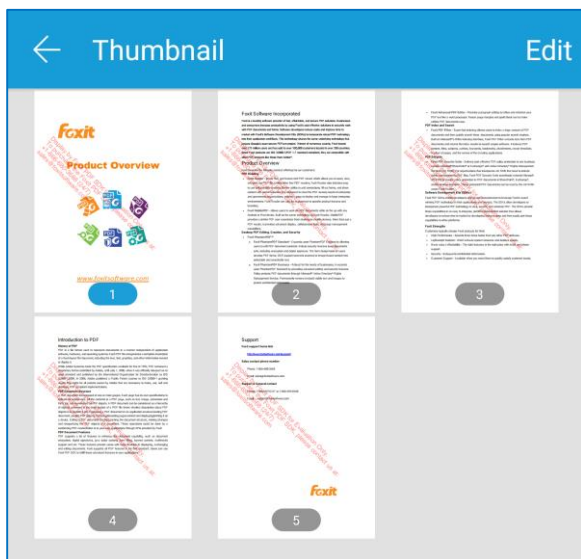
1. On the document pane, tap the page number indicator **1/5** ;
2. Enter the page number in the dialog box;
3. Tap **GO**.




**Tip:** If a PDF file contains logical page numbers, Complete PDF Viewer can display the logical page number on the page number indicator. You can input the corresponding physical page number to jump to the specific page.

## Jump to a Specific Page with Page Thumbnail

1. Tap **View** on the document pane;
2. Tap **Thumbnail** to open the page thumbnail window;
3. Tap on a page thumbnail to jump to the selected page.




### Tips:

1. Before jumping to the specific page, you can tap  to close the page thumbnail window.
2. If you want to edit the pages, tap **Edit**, and then refer to "[Edit pages](#)" section for details.

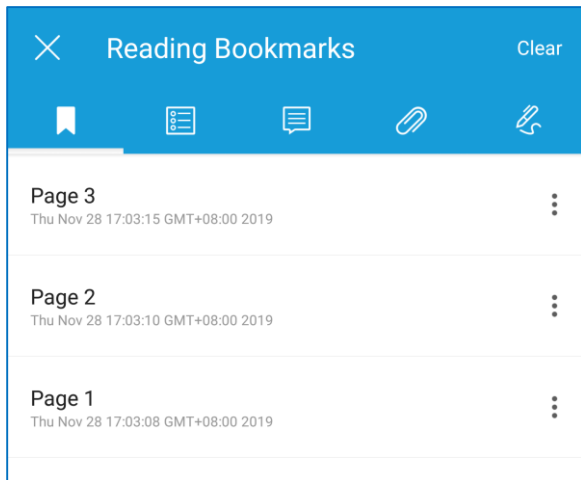
## Jump to a Specific Page with Reading Bookmarks

If you have saved pages as reading bookmarks, you can jump to that specific page by selecting the bookmark. Steps are as follows:



1. On the document pane, tap **List** to open the navigation panel;
2. Tap  to open the reading 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.







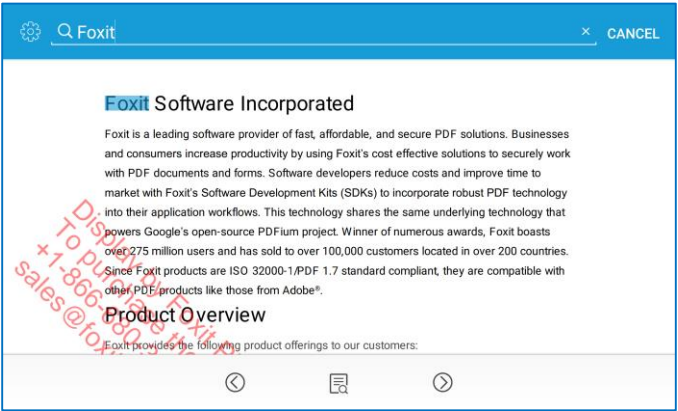
## Jump to a Designated Location

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

## Search and Find Text

### Search Text within the PDF file

1. Tap  on the toolbar at the top;
2. Input the text in the search box;
3. Tap **Enter**;
4. Tap  or  to jump to the previous or next search results;
5. Tap  to display the search results;
6. Tap **CANCEL** to cancel the search.




# Edit Pages



Complete PDF Viewer supports editing page with the following features:

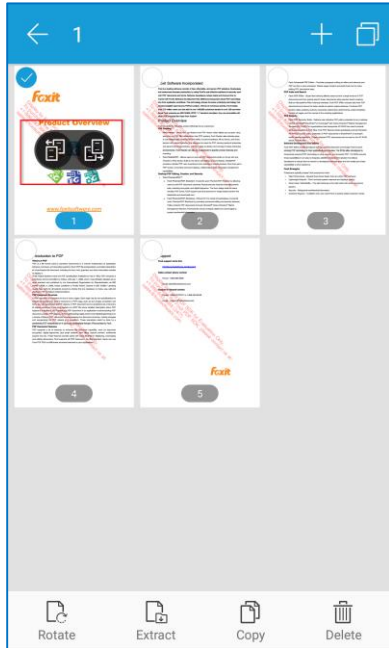
- [Insert pages](#)
- [Extract pages](#)
- [Rotate pages](#)
- [Exchange pages](#)
- [Delete pages](#)
- [Copy pages](#)

## Insert pages


1. Tap **View** on the document pane;
2. Tap **Thumbnail** to open the page thumbnail window;
3. Tap **Edit** on the toolbar at the top;
4. Choose a page, tap  to select the PDF file that you want to insert. You can insert PDF pages from files/album/camera. From version 6.4, it supports adding blank pages with custom style.

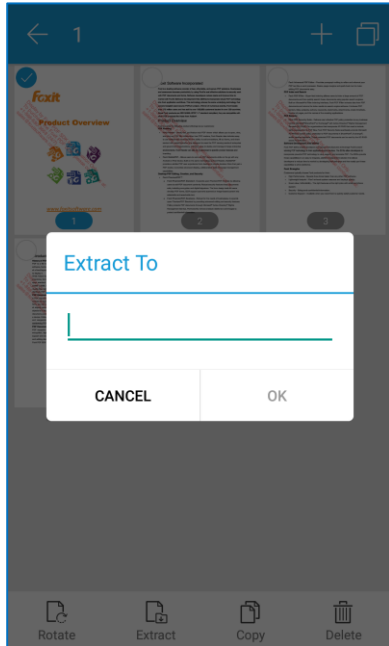
**Note:** *The added PDF pages will be followed the page you choose.*

**Tips:** you can swipe left on a page to popup the insert menu, tap  to insert the selected PDF file before the page, tap  to insert the selected PDF pages after the page.






## Extract pages

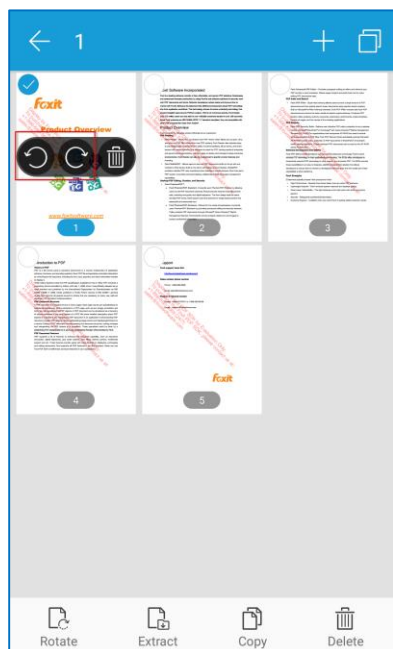
1. Tap **View** on the document pane;
2. Tap **Thumbnail** to open the page thumbnail window;
3. Tap **Edit** on the toolbar at the top;
4. Choose the pages that you want to extract;
5. Tap ;
6. Select a folder where you want to store the pages, and tap **OK**;
7. Input the file name;
8. Tap **OK**.



## Rotate pages

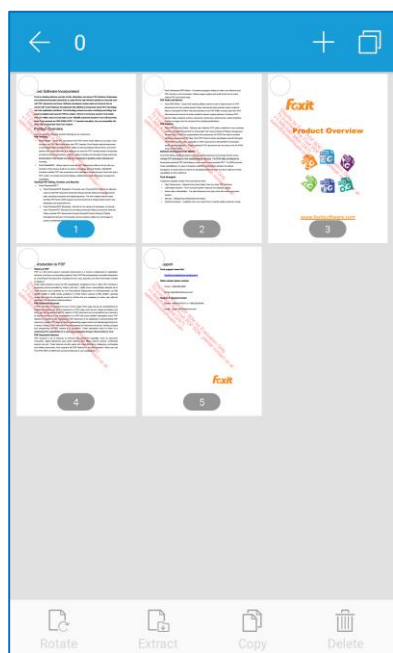
1. Tap **View** on the document pane;
2. Tap **Thumbnail** to open the page thumbnail window;
3. Tap **Edit** on the toolbar at the top;
4. Choose the pages that you want to rotate;
5. Tap  to rotate the selected pages clockwise.

**Tips:** you can swipe right on a page to popup the rotation menu, tap  to rotate the page counterclockwise, and tap  to rotate the page clockwise.




## Exchange pages

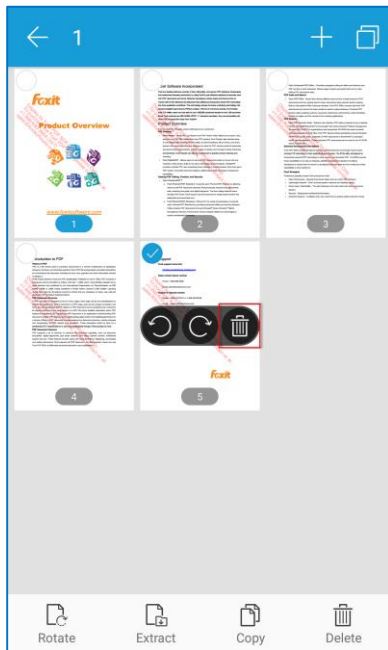
1. Tap **View** on the document pane;
2. Tap **Thumbnail** to open the page thumbnail window;
3. Tap **Edit** on the toolbar at the top;
4. Choose a page, drag and drop it to the place as desired.




## Delete pages

1. Tap **View** on the document pane;
2. Tap **Thumbnail** to open the page thumbnail window;
3. Tap **Edit** on the toolbar at the top;
4. Select the pages that you want to delete, tap , and then tap **OK** on the pop-up window.

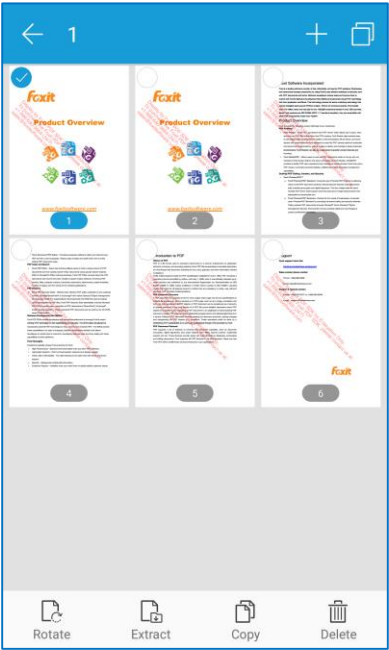
**Tips:** you can swipe right on a page to popup the delete menu, tap  to delete the page.



## Copy pages

1. Tap **View** on the document pane;
2. Tap **Thumbnail** to open the page thumbnail window;
3. Tap **Edit** on the toolbar at the top;
4. Select the pages that you want to copy, tap .

Complete PDF Viewer  
Demo Guide






























# Annotate

Complete PDF Viewer provides feature-rich annotation tools to help you comment on PDF files. From version 7.1, it supports to play and flatten sound annotations.




- [Add a Text Markup](#)
- [Add a Drawing Markup](#)
- [Add Text Comment](#)
- [Add a Note Comment](#)
- [Add a File Attachment](#)
- [Add a Stamp](#)
- [Add an Image](#)
- [Measure Distance](#)
- [Add an Audio](#)
- [Add a Video](#)
- [Undo and Redo the Last Action](#)
- [Exit the Comment Mode](#)
- [Work on Comments](#)

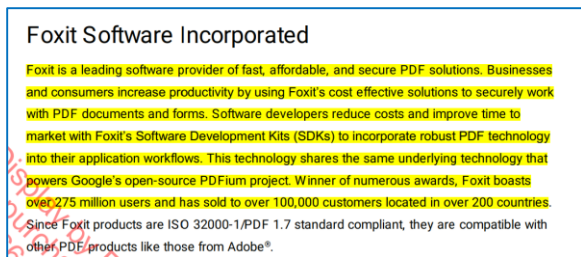
**Tip:** On the document pane, tap **Comment**, and long press on the annotations at the bottom bar to see all of the supported annotations. It includes Text Markup tools, Drawing tools, Typewriter tool, Note tool, Attachment tool, Stamp tool, Image tool, Distance tool, Audio and Video tools.

	Highlight text		Oval		Note/Comment
	Underline text		Pencil		Stamp
	Squiggle underline text		Eraser		Attachment
	Strikeout text		Polygon		Image
	Replace text		Cloud		Distance
	Insert text		Polyline		Audio
	Line		Typewriter		Video
	Arrow		Textbox		
	Rectangle		Callout		






## Add a Text Markup

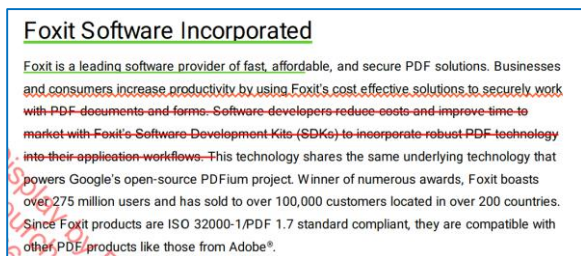
### Highlight Text

1. Tap **Comment** on the toolbar;
2. Tap ;
3. Tap  to choose the color and opacity as desired from the toolbar. If you need to keep the tool selected to highlight text continuously, tap ;
4. Drag over text to highlight the selected text.







### Add an Underline, Squiggly Underline, or Strikeout

1. Tap **Comment** on the toolbar;
2. Long press , and then choose the **Underline** tool , **Squiggly Underline** tool , or **Strikeout** tool  as desired;
3. Choose the color and opacity as desired. If you need to keep the tool selected to markup text continuously, tap ;
4. Drag over text to add an underline, squiggly underline or strikeout to the selected text.

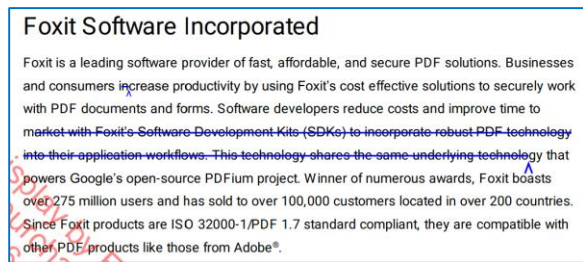


### Insert or Replace Text

1. Tap **Comment** on the toolbar;
2. Long press , and then choose the **Insert** tool , or **Replace** tool  as desired;
3. Choose the color and opacity as desired. If you need to keep the tool selected to mark up text continuously, tap ;
4. To insert text, tap on the document where you want to insert the text;

To replace text, drag over text to select the text that you want to replace;

5. Input the text in the pop-up window, and tap **OK**.

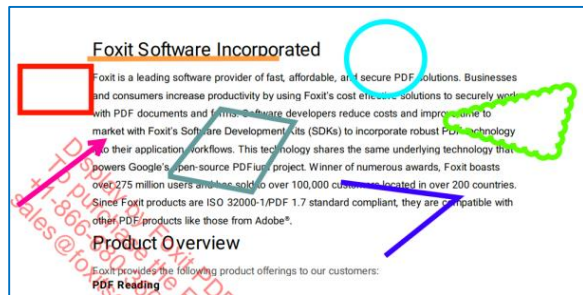


## Add a Drawing Markup

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

### Add a Line, Rectangle, Oval, or Arrow, Polygon, Cloud, and Polyline




1. Tap **Comment** on the toolbar;
2. Long press —, and then choose the **Line** tool —, **Rectangle** tool □, **Oval** tool ○, **Arrow** tool →, **Polygon** tool ⬡, **Cloud** tool ☁, and **Polyline** tool ⚡ as desired;
3. Tap ● to choose the color, linewidth, and opacity as desired. If you need to keep the tool selected to add markups continuously, tap ✎;
4. Drag over on the document to add the markup.

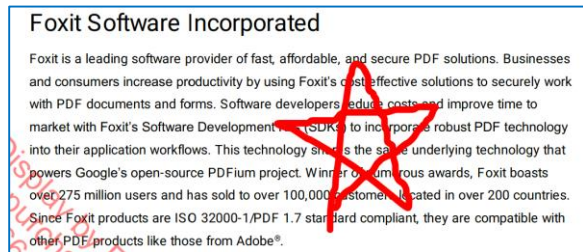


### Add a Free-form Shape







1. Tap **Comment** on the toolbar;
2. Tap ✎;
3. Tap ● to choose the color, linewidth, and opacity as desired;
4. Draw on the document to add shapes as desired.

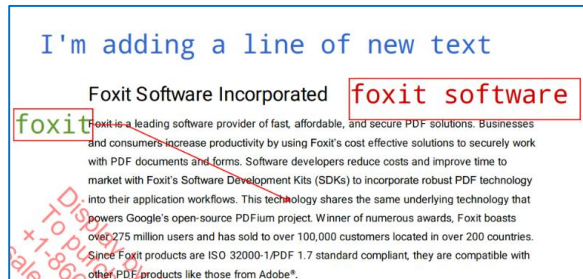
To erase the free-form shape during drawing:

1. Long press , and then choose the  tool;
2. Tap  to choose the linewidth as desired;
3. Drag over the shape that you want to erase.






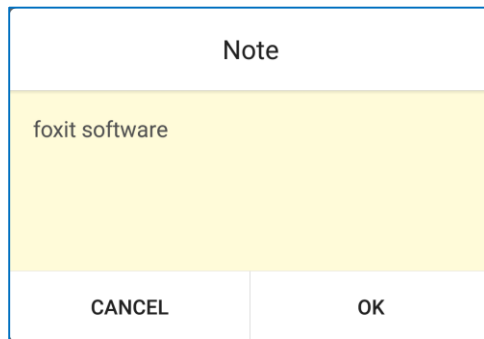
## Add Text Comment

1. Tap **Comment** on the toolbar;
2. Long press , and then choose typewriter tool , or textbox tool , or callout tool .
3. Tap  to choose the font, font size, font color, and font opacity. If you need to keep the tool selected to add commenting markups continuously, tap .
4. Tap the area on the document where you want the text comment added to;
5. Input the text as desired.







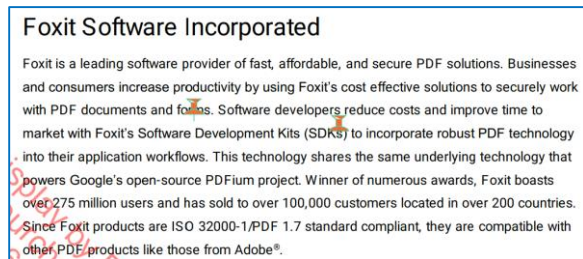
## Add a Note Comment

1. Tap **Comment** on the toolbar;
2. Tap .
3. Tap  to choose the note icon, fill color, and opacity. If you need to keep the tool selected to add notes continuously, tap .
4. Tap on the document where you want to add the note comment;
5. Input the comment in the pop-up window;
6. Tap **OK**.






## Add a File Attachment

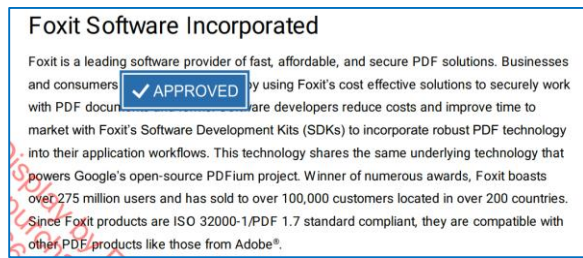
1. On the document pane, tap **Comment** on the toolbar;
2. Long press , and then choose the  attachment tool;
3. Tap  to choose the style, fill color, and opacity of the attachment icon. If you need to keep the tool selected to add files as comments continuously, tap ;
4. Tap on the document where you want to add the attachment;
5. Select one file, and tap **OK**.



**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.




## Add a Stamp

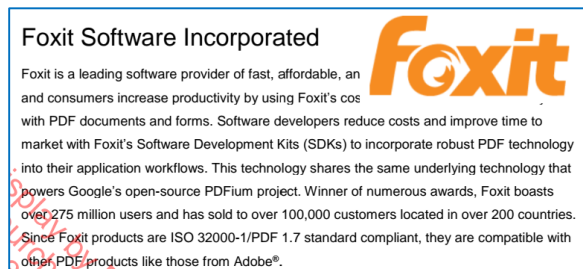
1. Tap **Comment** on the toolbar;
2. Long press , and then choose the  attachment tool;
3. Select a stamp from the preset list. If you need to keep the tool selected to add stamps continuously, tap ;
4. Tap on the document where you want to add the stamp.






**Tip:** From version 7.1, it supports to rotate the stamp in 360 degree.

## Add an Image



1. Tap **Comment** on the toolbar;
2. Long press , and then choose the  image tool;
3. Select an image from Files, Album or Camera;
4. Tap  to choose the rotation and opacity as desired;
5. Tap on the document where you want to add the image.




## Measure Distance

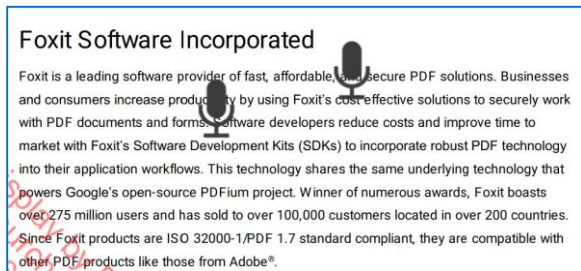
1. Tap **Comment** on the toolbar;
2. Tap ;
3. Tap  to choose the scale ratio, color, linewidth and opacity. If you need to keep the tool selected to measure distance continuously, tap ;
4. Drag over on the document to draw a line, and then tap it again, the measurement will appear on the first point.

## Add an Audio




1. Tap **Comment** on the toolbar;
2. Long press , and then choose the  audio tool;
3. Tap on the document where you want to add the audio. On the pop-up window, choose

"Document" or "From Album" to select an existing audio file, or choose "Recording Audio" to start recording a new audio. If you need to keep the tool selected to add audios continuously, tap .

**Note:** If you choose "Recording Audio", you should tap "Allow" on the pop-up "Allow complete\_pdf\_viewer to record audio" window before starting to record.





## Add a Video

1. Tap **Comment** on the toolbar;
2. Long press , and then choose the  audio tool;
3. Tap on the document where you want to add the video. On the pop-up window, choose "Document" or "From Album" to select an existing video file, or choose "Recording Video" to start recording a new video. If you need to keep the tool selected to add videos continuously, tap .


**Note:** If you choose "Recording Video", you should tap "Allow" on the pop-up "Allow complete\_pdf\_viewer to take pictures and record video" window before starting to record.



## Undo and Redo the Last Action

Simply tap  or  on the toolbar at the top while adding comments.

## Exit the Comment Mode

Simply tap  on the toolbar at the top when in the comment mode.

## Work on Comments

### Change the Appearance of an Existing Comment

- For text markups/drawing markups/new text comments, tap 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 (Drawing Markups, Stamps, Images, Audios and Videos)

Tap the comment first, and then drag any of the handles to resize it.

***Note:** For audio and video comments, you should long press the audio or video to select it, and then drag any of the handles to resize it.*


### Move a Comment

- For drawing markups, new text comments and stamps, tap the comment first, and then drag it to the desired place.
- For note comments and attachments, tap and hold on the comment first, and then drag it to the desired place.

### Flatten a Comment

- For text markups/drawing markups/new text comments and stamps, tap the comment first, and then choose **Flatten** from the pop-up menu.
- For note, audio and video comments, long press the comment, and then choose **Flatten** from the pop-up menu.

### Select multiple comments

Tap **Comment** on the toolbar at the bottom, choose , and then drag to draw a rectangle area to select multiple comments.

### Delete a Comment



Tap the comment first, and then choose **Delete** from the pop-up menu.

**Note:** For note, audio and video comments, long press the comment, choose "Delete" from the pop-up menu to delete the comment.

**Tip:** To Highlight, Underline, or Strikeout text, simply Press and Hold on any TEXT. To bring up the Annotation popup menu, just Press and Hold an empty area of a document.


# Work with File Attachments

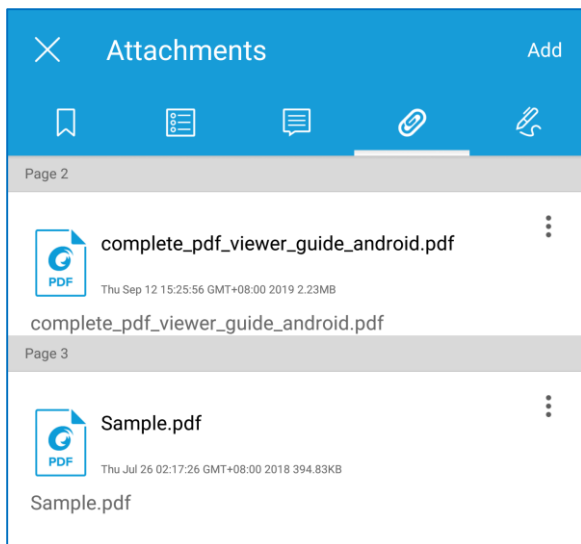
Complete PDF Viewer supports two kinds of file attachments: file attachment as a comment pinned in a specified location of the PDF document, and file attachment embedded in the PDF document. You can do the following with Complete PDF Viewer:

- [View a File Attachment](#)
- [Add a File Attachment](#)
- [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, tap **List** to open the navigation panel;
2. Tap  to open the attachment pane;
3. Tap the attachment that you want to open.



Tips:

1. While viewing the file attachment, you can tap  on the toolbar at the top to return to the parent document.
2. Complete PDF Viewer allows you to view PDF, Microsoft Office, TXT, and image files attached in the PDF file. For file attachments in other formats, you can open it with the supported application





in your Android devices.

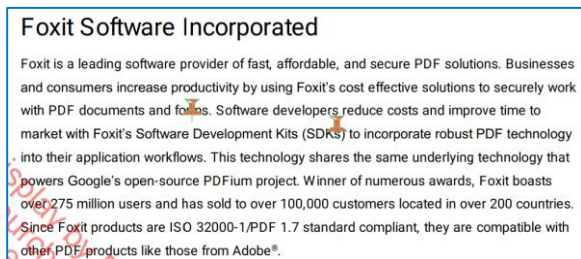
3. For the file attachments which are added as comments, you can also open them by tapping the file attachment icon directly.

## Add a File Attachment

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;
2. Long press , and then choose the  attachment tool;
3. Tap  to choose the style, fill color, and opacity of the attachment icon. If you need to keep the tool selected to add files as comments continuously, tap ;
4. Tap on the document where you want to add the attachment;
5. Select one file, and tap **OK**.




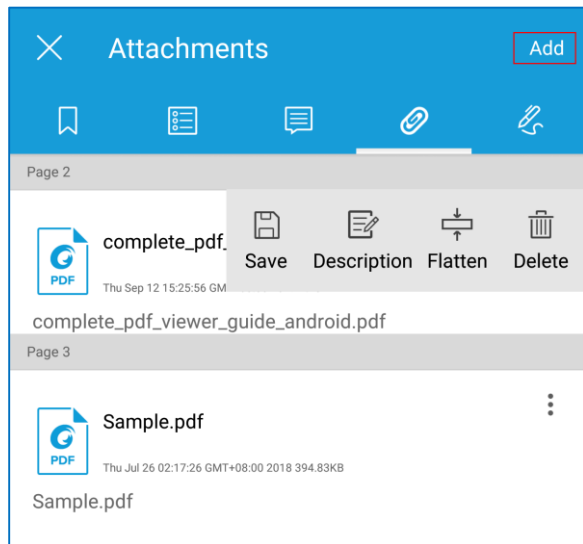
**Tip:** Files added in this way will be displayed as attachment icons in the document page, and will also be displayed in the attachment pane.

### Attach a File to the Document

1. On the document pane, tap **List** to open the navigation panel;
2. Tap  to open the attachment pane;
3. Tap **Add**;
4. Select one file, and tap **OK**.

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



1. Tap  besides 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, tap **List** to open the navigation panel;
2. Tap  to open the attachment 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 **OK**;
6. Input the file name, and tap **OK**.



### 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



1. On the document pane, tap **List** to open the navigation panel;

2. Tap  to open the attachment pane;
3. Navigate through the list to find the attachment that you want to flatten;
4. Tap  beside the attachment, and tap **Flatten**.

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

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

### **Delete a File Attachment**

5. On the document pane, tap **List** to open the navigation panel;
6. Tap  to open the attachment pane;
7. Navigate through the list to find the attachment that you want to delete;
8. Tap  beside the attachment, and tap **Delete**.

**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.

# 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](#)
- [Edit a Saved Signature](#)
- [Clear a Saved Signature](#)
- [View Trusted Certificates](#)

## Create a Signature

1. Tap **Sign** on the toolbar;
2. Tap ● to choose the color and thickness as desired;
3. Draw your signature in the pane; you can tap ✎ to remove the signature;
4. If you want to create a signature with a digital certificate, follow the steps below:
  - Tap **Select and add certificate**;
  - Select a certificate from the list, input the password, and then confirm it;
  - Tap **OK**;
5. Tap 📁 to save the signature.

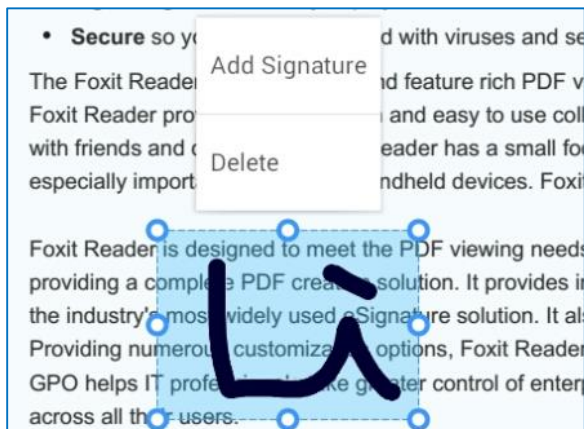


### Tip:

1. If you have created and saved signatures previously in Complete PDF Viewer, you should tap **Sign > Signature List > Create** icon  when you want 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 **Sign** on the toolbar;
2. Tap on the document where you want to add the signature to. If you haven't saved a signature on the device previously, the **Tap to create a new signature panel** will appear. Please follow the steps in [Create a Signature](#) to create a signature first;
3. If necessary, drag the corner handle to resize the signature, or drag the signature to move it to the desired location;
4. 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. Tap the digital signature, and then select **Verify Signature**.


## Edit a Saved Signature

1. Tap **Sign** on the toolbar;
2. Tap **Signature List** on the toolbar at the bottom to open the **Signature List** panel;
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  to save it.

## Clear a Saved Signature

1. Tap **Sign** on the toolbar;
2. Tap **Signature List** on the toolbar at the bottom to open the **Signature List** panel;
3. Tap  beside the signature that you want to delete, and choose **Delete**.

## View Trusted Certificates

1. Tap  on the toolbar at the top, choose **Trusted Certificates** under the **Protect** group to view the current trusted certificates;
2. If you want to add new certificates, tap **Add** on the toolbar at the top, select a certificate from the list, input the password, confirm it, and then tap **OK**.





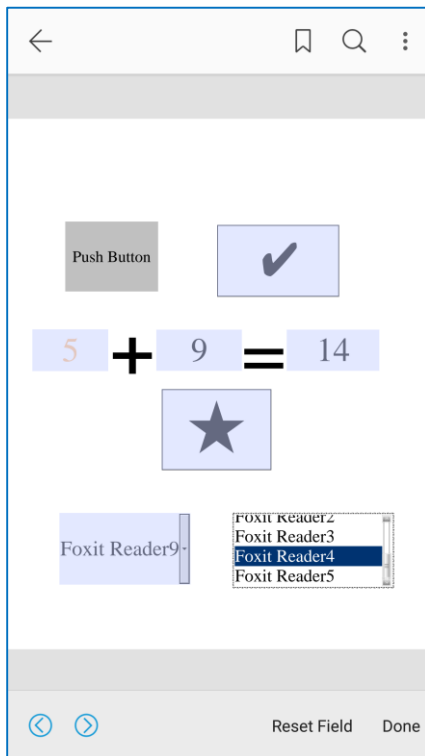
# Fill in Forms

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


- [Fill Out PDF Form](#)
- [Reset Form Fields](#)
- [Import and Export Form Data](#)
- [Create Form Fields](#)

## Fill Out PDF Form

1. Tap the fillable form field, and input the text; you can tap  or  to navigate through the form fields;
2. Upon completion, tap **Done** on the toolbar to save the PDF form.




## Reset Form Fields

- To reset the current form field, tap **Reset Field** on the toolbar at the bottom;
- To reset all the form fields, tap  on the toolbar at the top, and choose **Reset Form Fields** under


the **Form** group.

## Import and Export Form Data

To import form data:








1. On the document pane, tap  on the toolbar at the top;
2. Tap **Import Form Data** under the **Form** group;
3. Select the form data file (.xml file), and tap **OK**.

To export form data:

1. On the document pane, tap  on the toolbar at the top;
2. Tap **Export Form Data** under the **Form** group;
3. Input the file name;
4. Tap **OK**.

## Create Form Fields

To create form fields:

1. On the document pane, tap  on the toolbar at the top;
2. Tap **Create Form Fields** under the **Form** group;
3. Choose  to create a text field; choose  to create a checkbox; choose  to create a radio button; choose  to create a ComboBox; choose  to create a ListBox; or choose  to create a signature field.


Note:

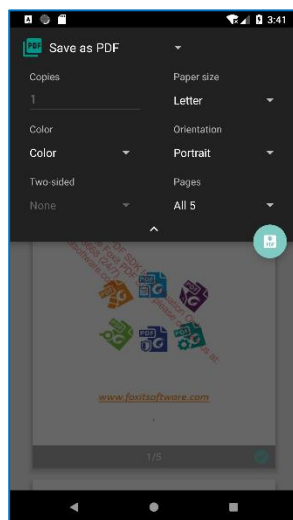
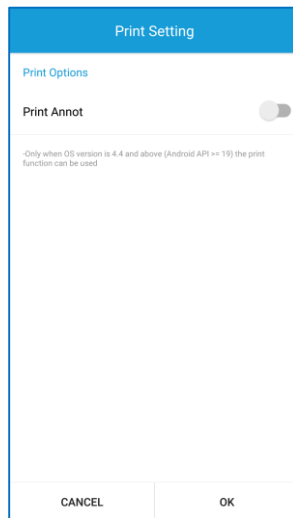
- By default, it is in continuous mode, so you need to click the button again after creating a form field, and then tap the created form field to edit it.
- From version 7.1, it supports to change the appearance of text fields and checkbox field. After creating a text field or a checkbox field, tap the current field button to exit the continuous mode, and then long press the created field, and choose **Appearance** from the pop-up menu.

# Print PDF Documents

Complete PDF Viewer supports to print PDF documents from version 5.1.

To print PDF documents:



1. On the document pane, tap  on the toolbar at the top;
2. Tap **Print** under the File group;
3. Set whether to print the annotations of the document, and then tap **OK**;
4. Set the options including paper size, orientation page range, and color/black & white print, single or two-sided print, as well as the number of copies (only when choosing a wireless printer);
5. Save the document as a print PDF, or choose a wireless printer to print the document.

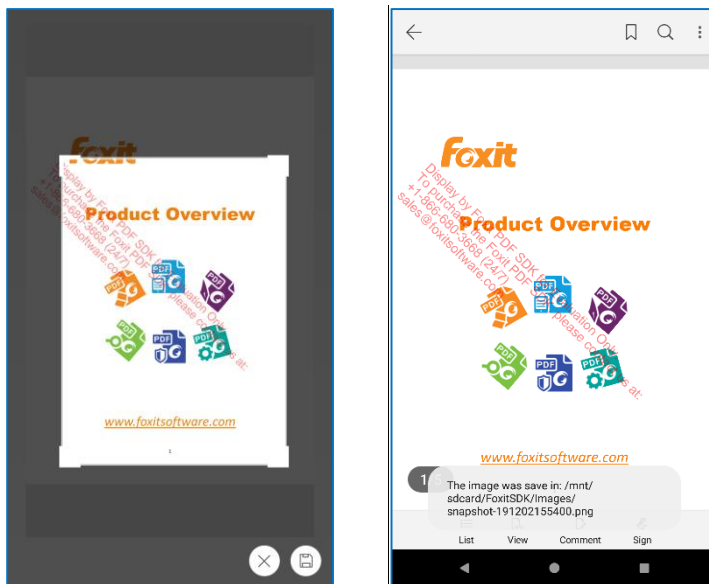


# Capture Screen

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 at the top;
2. Tap **Snapshot** under the File group;
3. Drag the rectangle area as desired, and then tap  to save the image at `"/mnt/sdcard/FoxitSDK/Images"` directory.

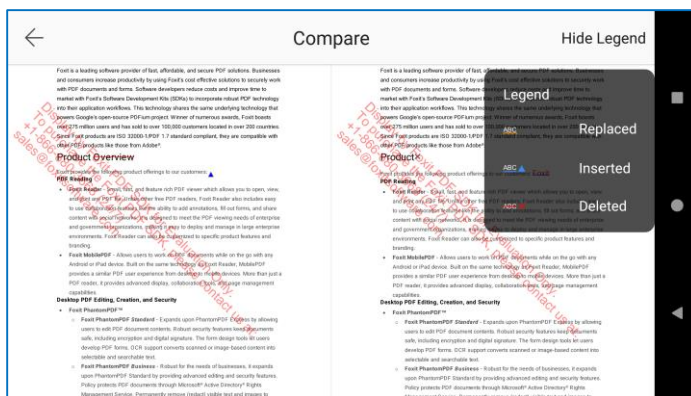
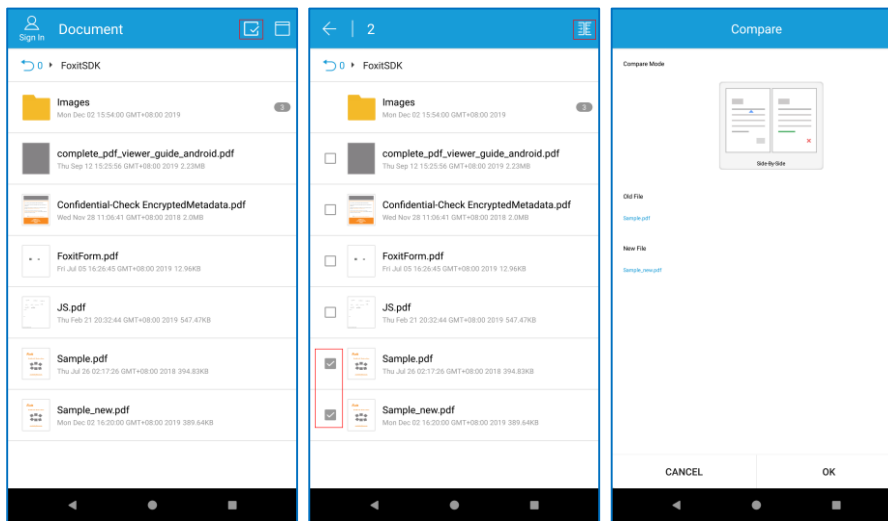


# Compare two PDFs

Complete PDF Viewer supports comparison of two PDF documents at UI level from version 7.0.

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.
















# Scan Documents

Complete PDF Viewer supports to scan and convert paper documents to PDFs at UI level from version 7.2.

- [Scan a Document](#)
- [Edit your Scan](#)
- [Save your Scan](#)

## Scan a Document


1. Tap  on the start screen of Complete PDF Viewer;
2. Tap ;
3. 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.
  - Tap  to change the page size. This button is only available in Auto Detection mode.
4. (If needed) Tap  to add photos from your album to your current scan;
5. If using single shooting mode, after scanning one document page, it will automatically jump to the interface of organizing page and saving the scan. Please refer to "[Edit your Scan](#)" and "[Save your Scan](#)" for details.
6. If using continuous shooting mode, after scanning the documents, you can tap  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.

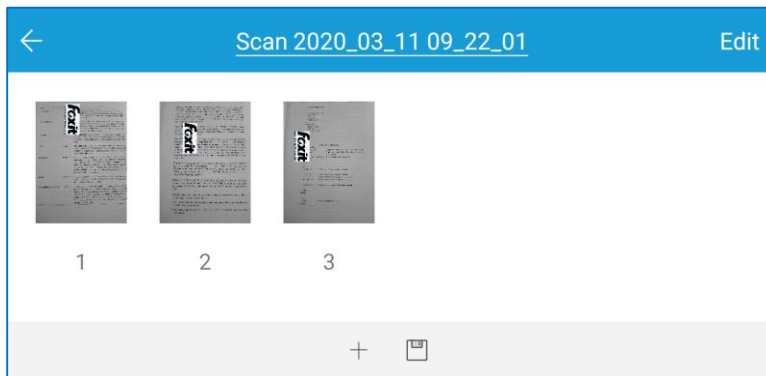
**Tip:** The number shown in  indicates the number of photos you have taken. The scanned images will be saved automatically.

## Edit your Scan


If using single shooting mode, after scanning one document page, it will automatically jump to the

interface of organizing page and saving the scan. Please refer to "[Organize Pages](#)" to adjust your photos and then tap **Save** to view and edit your scan in the Scan window (as shown below). Changes will be saved automatically.



If using continuous shooting mode, after scanning the documents, you can tap  on the lower right corner to view or 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  to select all pages;
3. Tap  to delete the selected pages;
4. Tap **Done** to return to the Edit window.

### Organize Pages

In the Scan window, to organize a page, please select the page first, and then 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 **Save as** dialog box, do the following:
  - Tap the file name to rename the file in the pop-up **Rename** dialog box,, then tap **OK**;
  - Tap **OK** in the **Save as** dialog box, and select the place to save the file as desired.
  - Tap **OK**.

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



## 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:

#### Foxit Support:

- <http://www.foxitsoftware.com/support/>

#### Sales Contact:

- Phone: 1-866-680-3668
- Email: [sales@foxitsoftware.com](mailto:sales@foxitsoftware.com)

#### Support & General Contact:

- Phone: 1-866-MYFOXIT or 1-866-693-6948
- Email: [support@foxitsoftware.com](mailto:support@foxitsoftware.com)