

Welcome to XODO



With Xodo you can

Annotate.....



Add signatures.....



Fill in forms.....



Collaborate in real-time.....



Swipe to learn more



While reading a document with Xodo, you can...

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

From the AppBar...

Switch between different page layouts,


Single Page  or **Continuous Page** 

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



Search for key words using 

Swipe to learn more



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

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

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

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

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

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

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

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

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

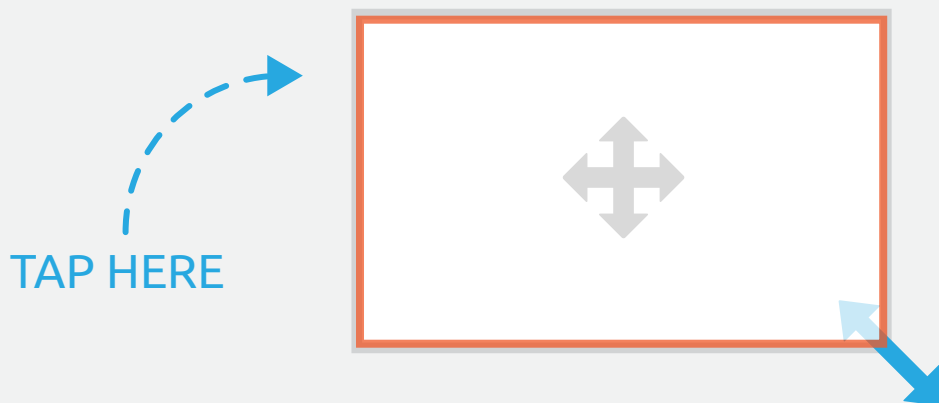
Continue to learn about annotations...

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

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

You can also move and resize a selected annotation.

Click on the annotation below to try...



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

Other annotations you can create are...



Straight Line



Straight Arrow



Square or Rectangle



Circle or Ellipse



Text



Sticky Note



Highlight Text



Underline Text



Strikeout Text




Squiggle Underline Text

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

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

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

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

Try it...



Signature

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

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

Edit Text

Type something new here...

Yes

☒

No

☐

Drop down menu

Option 1


Option 2

Option 3

Signature

XODO CONNECT

Take your PDF beyond the app

To invite classmates, colleagues, or clients to **collaborate online in real-time**, find and Click **Xodo Connect** 

Enter your name and email and Click OK, then enter the emails of the people you want to invite and Click OK again

Invited users can join from their web browser on any device, no signups or installs required.

Tip: You can access and manage your Xodo Connections from the Xodo Connect folder located in Xodo's file manager.

XODO CONNECT

Take your PDF beyond the app

Look for these features to get started...




See who's online, chat to discuss ideas, and view or comment on annotations



Comment, Underline, Highlight, Draw, insert shapes, and more



Quickly navigate through the document

Tip: You can make changes or add a note to any annotation in Connect by using Select 

To open Existing Documents or access your Xodo Connections ...

Open the AppBar and Click  , then...

Click **Browse** to open Existing Documents

Or Click **Xodo Connect** to access and manage your active Connections

Tip: Next time you open a PDF from outside Xodo, such as Mail or Desktop, a popup will appear from which you can set Xodo as the default app.

Tip: You can set Xodo as the default PDF app at any time. On a touch device, Press and Hold any PDF file on your desktop, Click “Open With”, and then select “Choose default program...”

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