# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Overview</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>WEBPDF VIEWER ON DESKTOP</td>
<td>1</td>
</tr>
<tr>
<td>2.1</td>
<td>Getting Started</td>
<td>1</td>
</tr>
<tr>
<td>2.1.1</td>
<td>Open a PDF</td>
<td>1</td>
</tr>
<tr>
<td>2.1.1</td>
<td>Take Snapshots</td>
<td>1</td>
</tr>
<tr>
<td>2.1.2</td>
<td>Select Text</td>
<td>2</td>
</tr>
<tr>
<td>2.1.3</td>
<td>Select Annotations</td>
<td>3</td>
</tr>
<tr>
<td>2.1.4</td>
<td>Search Text</td>
<td>3</td>
</tr>
<tr>
<td>2.1.4.1</td>
<td>Search Panel</td>
<td>3</td>
</tr>
<tr>
<td>2.1.5</td>
<td>Apply Digital Signature</td>
<td>4</td>
</tr>
<tr>
<td>2.1.5.1</td>
<td>Applying a Signature</td>
<td>4</td>
</tr>
<tr>
<td>2.1.5.2</td>
<td>Applying a Cross-page Signature</td>
<td>4</td>
</tr>
<tr>
<td>2.1.5.3</td>
<td>Create and Manage Ink Signature</td>
<td>5</td>
</tr>
<tr>
<td>2.1.6</td>
<td>Work with PDF Form Data</td>
<td>6</td>
</tr>
<tr>
<td>2.1.7</td>
<td>Enable offline mode</td>
<td>7</td>
</tr>
<tr>
<td>2.1.8</td>
<td>Cache PDFs</td>
<td>7</td>
</tr>
<tr>
<td>2.1.9</td>
<td>Download PDFs</td>
<td>8</td>
</tr>
<tr>
<td>2.1.10</td>
<td>Print PDFs</td>
<td>8</td>
</tr>
<tr>
<td>2.2</td>
<td>Work Space</td>
<td>9</td>
</tr>
<tr>
<td>2.2.1</td>
<td>Tools on Toolbar</td>
<td>9</td>
</tr>
<tr>
<td>2.2.2</td>
<td>Right-click menu</td>
<td>13</td>
</tr>
<tr>
<td>2.2.3</td>
<td>Navigation panel</td>
<td>14</td>
</tr>
<tr>
<td>2.3</td>
<td>View PDFs</td>
<td>14</td>
</tr>
<tr>
<td>2.3.1</td>
<td>Navigating</td>
<td>14</td>
</tr>
</tbody>
</table>
2.3.2 View File Properties............................................................................................................. 16
2.3.3 Full Screen ......................................................................................................................... 16
2.3.4 Setting Page Layout ........................................................................................................... 17
2.3.5 Rotating Page View ........................................................................................................... 17
2.3.6 Zoom in/out the Page View ............................................................................................... 17
2.3.7 Zoom Assistants............................................................................................................... 17
  2.3.7.1 Marquee Tool ................................................................................................................. 17
  2.3.7.2 Pan and Zoom ................................................................................................................. 18
  2.3.7.3 Loup Tool ....................................................................................................................... 19
2.4 Annotate and Comment PDFs............................................................................................... 19
  2.4.1 Sticky Notes ..................................................................................................................... 20
  2.4.2 Typewriting Annotations ................................................................................................. 20
  2.4.3 Text Markups ...................................................................................................................... 21
  2.4.4 Shape Annotations ............................................................................................................ 21
  2.4.5 Measurements .................................................................................................................. 22
  2.4.6 Stamps ............................................................................................................................. 22
  2.4.7 Image Annotations ............................................................................................................ 23
  2.4.8 Editing Annotation Properties ........................................................................................ 24
  2.4.9 Show or Hide a Popup window ......................................................................................... 24
  2.4.10 Resize Annotations ......................................................................................................... 24
  2.4.11 Replying Annotations .................................................................................................... 24
  2.4.12 Deleting and Moving Annotations ................................................................................ 25
  2.4.13 Add and Edit Comments ............................................................................................... 25
  2.4.14 Hide/Show All Comments ............................................................................................ 25
  2.4.15 Import/Export Comments Data .................................................................................... 26
2.4.16 Comments Pane ........................................................................................................... 26

3 WEBPDF VIEWER DEMO ON MOBILE ............................................................................. 27

  3.1.1 Choose a file ................................................................................................................. 27
  3.1.2 View PDF documents .................................................................................................... 27
    3.1.2.1 Tools at a glance ..................................................................................................... 27
    3.1.2.2 Annotation Tools .................................................................................................... 28
    3.1.2.3 More tools: .............................................................................................................. 31
    3.1.2.4 Rotate Tools: ......................................................................................................... 31
    3.1.2.5 Comments: ............................................................................................................. 32

4 Contact Us .......................................................................................................................... 33
1 OVERVIEW

WebPDF Viewer Demo is a simple website built on the WebPDF Viewer. This guide will introduce how to use the functions of WebPDF Viewer Demo on desktop and mobile.

2 WEBPDF VIEWER ON DESKTOP

After installing WebPDF Viewer, you can access the WebPDF Demo in your browser at http://{ip}:{port}/ which is usually http://localhost:8080/pc/index.html if you have used the default settings. The default demo file will be loaded.

2.1 Getting Started

2.1.1 Open PDFs

With the open file tool, you can open a file from your local system or choose an online file by input URL in the WebPDF Viewer Demo.

![WebPDF Viewer Demo](image)

2.1.1 Take Snapshots

With Snapshots tool select, you can snapshot a selected portion, copy to clipboard or download it as an separate PNG image file.

To take a snapshot, choose Snapshot icon on the toolbar and do the following:

1. Click and drag a rectangle over a portion on the page, release your mouse.
2. When it prompts ‘screenshot succeeded’, you can do one of the following

1) Choose the green ✓ icon to copy it to clipboard.

2) Choose the red X icon to abandon current action.

3) Choose the down arrow ▼ to download and save it as separate image.

**Notes:** Internet Explorer allows webpage to access clipboard of your system, so if you are in Internet Explorer, you can paste the copied contents to image processing applications like Paint or MS Word. If you are in other browsers like Google Chrome that doesn’t allow webpage to access to your clipboard, the copied object can be handled by Microsoft applications like Word, Excel.

### 2.1.2 Select Text

To select text, choose the Select Text ☱ icon, and do the following:

1. Position your cursor to a desired place, click and drag your mouse to select what you want.

2. Right click on the selection, and choose Copy, or one of the text markup tools.

3. If your current browser doesn’t allow to copy directly, you will see a pop-up to let you continue the copy. Press down Ctrl + C, or right click on the highlight and choose copy. Choose Close to exit the pop-up without copying.
2.1.3 Select Annotations

To select an annotation, you can use Hand shape tool or Select Annotation tool by doing steps below.

1. Choose Hand shape tool on the toolbar, right click annotation and choose an option you want.

2. Click on the down arrow inside the Select Text tool on the toolbar, choose Select Annotation, and choose an option you want.

2.1.4 Search Text

You can search a word, a phrase or a sentence. To start searching, move your cursor to the Navigation panel on the right side of your work area, choose Search icon to open the Search panel.

In the Search box input the key word or phrase, and do the following:

- To start a quick search, press Enter to highlight and find the occurrence page by page.
- To start an advanced search, hit down Search button on the right side of the search box, that will list all instances of search result. You can

To start a new search or continue a search, do the following:

- To start a new search, input new text string by overwriting the existing.
- To continue a search, move your cursor to the Search box, and press Enter.

2.1.4.1 Search Panel

1. Start search button: Click to start an advanced search
2. Result...of...: Show the current page you are in and the total page numbers that contains the result.
3. Next/Previous button: Click to go to next or previous occurrence on the page.
4. Search result list: List all search instances with page number at the heading of each occurrence. Drag the scroll bar to browse the instances list, click on the specific instance to jump to the destination.
2.1.5 Apply Digital Signature

With WebPDF Viewer Demo, you can apply existing digital signatures and cross-page signatures, create and manage ink signatures.

2.1.5.1 Applying a Signature

To place a signature on your current document, do the following:

1. Choose Signature icon on the toolbar, and choose Signature.
2. Draw a box and click on the green tick to open up the Sign Document settings box.
3. Set up options you want and click on Sign button, you will see the following confirmation message, click on Signed Document to accept the change, and click on Original Document to cancel the change.

2.1.5.2 Applying a Cross-page Signature

The Cross-page signature is most popular in China. It places a portion of a whole circle seal in a range of pages.

To stamp a cross-page signature on your current document, do the following:

1. Drop down the Signature icon on the toolbar, and choose Cross-page Signature.
2. Draw a box and click on the green tick to open up the **Sign Document** settings box.

![Sign Document settings box]

3. Set up options you want and click on **Sign** button, you will see the following confirmation message, click on **Signed Document** button to accept the change, and click on **Original Document** to cancel the signature.

![Drawing board pop up]

### 2.1.5.3 Create and Manage Ink Signature

The ink signature feature allows you to draw your own style signature and place it on your document. You can create a list of signatures for different use cases.

To create an ink signature, do one the following

1. Drop down the Signature icon on the toolbar, and choose **Ink Signature**.

2. You will see the drawing board pop up on your screen and the **Signature List** panel appears on the right side. If you don’t see the drawing board, click on the crucifix on the **Signature List** panel.
3. Select a type of color dot and line weight dot, drag your mouse to draw a free signature. To re-draw, choose Eraser.

4. Once completing, click on Ok to add your calligraphy to the Signature List.

![Signature List](image)

To delete a signature, do the following

- Click on the signature thumbnail you don’t want in the Signaure list, and choose Delete button.

![Signature List](image)

2.1.6 Work with PDF Form Data

WebPDF Viewer demo supports Acroform filling and also offer options to import and export form data to and as xml file.

To import form data from an xml file, do the following:

1. Click on , choose Import Form.

2. Explore your system in the Open dialog box, find the specific xml file, and click Open to import.

To export form data as an xml file, do the following:

1. Click on , choose Export Form.

2. Locate a desired directory in the Save As dialog box, and click on Save to export.
2.1.7  Enable offline mode

You can enable view offline viewing mode without worrying about the networks status. In offline mode, the annotation and signature features will be disabled. Offline Mode is unavailable in Mobile View at present.

To enable offline viewing mode, do the following:

1. Choose Enable Offline Mode icon on the toolbar to start offline mode. To exit the offline mode, choose the icon again.

2. Once enabling, you will see the following confirmation message, click Ok to start offline mode, click Cancel to stay online.

3. By clicking on Ok, you will see the following changes:
   1) A Save As dialog box pops up by which you can browse a directory to save the current file in your local machine. You can choose not to save a local copy by clicking Cancel.
   2) Your current file will be cached inside your browser and listed in the Cached File list. For more detail refer to Cache PDFs.

2.1.8  Cache PDFs

When you need to frequently view certain PDFs in remote sever, or view PDFs offline, cache is a good approach for you to improve the overall speed of accessing PDFs. Cached files would be stored in the computing storage in your browser and list in the Cached File panel as shown below. Files read from cache are opened in read-only mode.
To cache PDF files, do the following

1. Choose **Cache icon** on the right side of the vertical bar, to open the Cached File panel. Choose the **Hide Arrow** icon to hide the panel.

2. Choose **crucifix icon +** , input URL of the file location, select **Cache it**. Select **Cancel** to drop it.

3. All the added cached files will be listed in the Cached File panel.

4. To delete cached file(s), select the check box before the specific file or check **Select All** box and click on **Delete icon**.

2.1.9 **Download PDFs**

To download the current loaded PDF file, click **Download icon** on the right side of the toolbar, choose a destination folder in the **Save As** dialog box to download and save to.

2.1.10 **Print PDFs**

You can print all pages of the current loaded PDF file or a range of pages with or without comments. The maximum allowed number of one print task are 100 pages.

To print the current active file, do the following:

1. Click **Print icon** on the right side of the toolbar.
2. The **Print Settings** window appears where you can specify page ranges for the print task. By default the **All** is checked. If the current document exceeds 100 pages, the first 100 pages will be printed. To print the left, do the print again.

![Print Settings Window](image)

3. Check **Print Comments** if you want comments to be included in the output file.

4. Click **Next** to proceed.

5. You will see a progress message appears that telling you **Preparing the print data** as shown below. The time length of the preparing depends on the output page numbers you specified and file size. You can click **Cancel** to abort the print.

![Preparing the print data](image)

6. Once the preparing completes, your current browser Print dialog box pops up by which you can set up available print settings except the page ranges.

7. Click **Print** to start.

### 2.2 Work Space

#### 2.2.1 Tools on Toolbar

- Page Navigation Box
- Zoom Assistants
- Hand
- Select Tools
- Typewriting
- Area Highlight
- Distance
- Insert Image
- Signature
- Form
- Zoom Box
- Page View
- Layout
- Snapshot
- Note
- Text Markups
- Shape Anno
- Stamp
- Manage Comments
Page Navigation Box

Page Navigation Box: Navigate to the previous page or next page. It supports selecting a page from the dropdown list or manually inputting a page number to jump to the desired page.

Zoom Box

Zoom Box: Change the zoom level from 50%-1000% including Fit Page and Fit Width. Currently, doesn’t support custom input.

Zoom Assistants

Marquee Tool: Expand a selected area of the page to fill the entire view

Pan and Zoom: A second small window showing the page currently on the screen, drag the red box size and move it around to adjust the view of the document.

Loup Tool: View part of the page where cursor positions in a separate small window with a higher zoom level.

Standard Tools

Hand: A tool can be used to move around a page and click to select annotations.

Snapshot: A tool can be used to click to drag an area on the page to snap shot and save to clipboard.

Select Tools

Text Selection: A tool can be used to select a word or a line of text. To select a word, double clicking on a word. To select a line of text, click and drag the cursor over the line of text you want.
Annotation Selection: A tool can be used to select an annotation to view, edit or delete.

Page View layout

Single Page: Displays only a single individual page at a time.

Continuous: Displays all of the document's pages in a single column that can be continuously scrolled.

Rotate Left: Clockwise rotate page view in 90°.

Rotate Right: Counterclockwise rotate page view in 90°.

Sticky Notes

Sticky Note: A note comment has a note icon that appears on the page and a pop-up note for the text. The message box can be resized and will wrap around when you enter more text.

Typewriter Comments

Typewriter: Add text comments anywhere in a PDF.

Callout: Create comments in a callout text box to single out (but not obscure) a particular area of a document.

Textbox: create a text box annotation.

Text Markups

Highlight: To mark important passages of text with a fluorescent (usually) marker for later reference.

Underline: To draw a line under the text to indicate emphasis.

Strikeout: To draw a line to cross out text, making others know the text is deleted.

Squiggle: To draw a squiggle line under. Similar to Underline.

Replace Text: To insert a replace text icon to indicate you want contents to be replaced.

Insert Text: To place an indicator to make others know you want something to insert here.
Shape Annotations

- **Rectangle**: To draw four-sided plane figure with four right angles. Press Shift key to draw a square.
- **Oval**: To draw an oval shape or a circle with pressing Shift key.
- **Polygon**: To draw a closed plane figure bounded by three or more line segments.
- **Polyline**: To draw an open plane figure with three or more line segments.
- **Line**: To mark with a line.
- **Arrow**: To draw something, such as a directional symbol, that is similar to an arrow in form or function.
- **Cloud**: To draw cloud shapes.
- **Pencil**: To draw free-form shapes. It supports changing the thickness of the pencil.

Distance Tool

- **Distance Tool**: Measurement tool used to measure an object's length or height, or distance between two points.

Stamp

- **Stamps**: Apply a standard or dynamic stamp to the document
- **Manage Stamp**: Add and manage user custom stamps

Area Highlight

- **Area Highlight**: A tool can be used to highlight any selected objects on the page.

Insert Image:

- **Insert Image**: A tool can be used to choose an image from your local file system and put it on the page.

Signature
Place a signature: Add digital signatures to PDF files

Cross-page signature: Stamp a digital cross-page seal on pages.

Ink Signature: Create, manage, and apply ink signature.

Manage Comments

Show/Hide Comments: Show or hide all comments.

Import/export annotation data: Import annotations data to PDF from a FDF/XFDF file, and export annotations data in FDF/XFDF format to local.

Form Data

Form Data: Import form data from a file or export form data to a file.

Other Tools

Enable Offline Mode: Cache current document and enable offline mode. It allows you to view the document offline, but you cannot use the annotation and signature etc. features. If you want to close the offline mode, click it again.

Open file: Open a PDF file from local or Internet

Save: Save the current annotated file to the server.

Print: Send a document to an inkjet or laser printer and print it out with custom page sizes. Since the document is in the server, WebPDF will download the printing data and then print. Watermarks will be printed out with the document. Comments, notes and popups are optional.

Download: Download an annotated PDF file to a local drive.

Full Screen: View document in full screen mode.

2.2.2 Right-click menu

<table>
<thead>
<tr>
<th>Operation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>On the view</td>
<td>Change the zoom level, navigate to the previous/next page or show the document properties.</td>
</tr>
</tbody>
</table>
On selected text | Copy, Highlight, underline, strikeout, squiggle, replace and insert text.
---|---
On annotation | Delete, reply to or set properties (color) of the selected annotation.

### 2.2.3 Navigation panel

<table>
<thead>
<tr>
<th>Panel</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bookmark</td>
<td>View document bookmarks.</td>
</tr>
<tr>
<td></td>
<td>Thumbnail</td>
<td>View page thumbnails.</td>
</tr>
<tr>
<td></td>
<td>Comments</td>
<td>View document comments. Expand all comments individually or collapse all comments in the panel. You can also edit the text of a pop-up note (highlight/underline/strikeout/squiggle/pencil/note/line/arrow/rectangle/oval/stamp), reply or delete a comment from the list.</td>
</tr>
<tr>
<td></td>
<td>Search</td>
<td>Search text in the current document, and all instances will be listed after the search is finished.</td>
</tr>
</tbody>
</table>

### 2.3 View PDFs

WebPDF Viewer Demo provides a bunch of features for your journey of PDF reading.

#### 2.3.1 Navigating

**Using the Mouse**

**Middle Mouse Wheel**

- Point your cursor in the document
- Scroll your middle mouse wheel up and down to page through.

**Right Mouse Button**

- Right click on your mouse button and select options on the pop-up context menu.

**Using the Scroll Bar**

- Drag the vertical scrollbar on the left side to page through the document.
- If part of the document is out of visibility, you can use the vertical and horizontal scrollbars to move the document.
Using Hand Tool

- Click Hand tool on the toolbar to pan the document.

Using Keyboard

- Press Up and Down arrow on your keyboard to page through the document.

Using the Page Box

You can use the Navigation Page Box on the toolbar to jump to a specific page or go to previous/next page.

- Click on the Navigation Page Box, input an actual page number or pick up a number from the drop down list to jump to a specific page.
- Click on the Left/Right arrow to go to previous/next page.

Using Bookmarks

The Bookmarks pane is located on the right side of you workspace.

- **Show Bookmarks pane:** Click on the bookmarks icon \[ \text{Bookmarks icon: click to show bookmarks pane.} \] to show the Bookmarks pane.
- **Expand/Collapse bookmarks:** Click on the plus/minus to expand or collapse bookmarks.
- Click on a bookmark to jump directly to a chapter or section in the document.
- Click on left arrow to hide bookmark panel.
- Drag the left line of the pane to resize the bookmark pane.

**Using Page Thumbnails**

The Page Thumbnails pane can be accessed on the right side of your workspace.

- Click on the thumbnails icon \[ \text{Left arrow: click to hide bookmarks pane.} \] to show the Pages pane.
- Click on left arrow to hide bookmark panel.
• Drag the vertical scrollbar or press down Up/Down arrow key to quickly browse page minatures.

• Click on left arrow to hide bookmark panel.

1  Thumbnails icon: click to show Page Thumbnails pane.

2  Left arrow: click to hide bookmarks pane.

2.3.2  View File Properties

• Right click on a page, and choose **Properties** on the Content menu.

• The following properties image is an example of the index file that PDFViewer Demo uses.

![Properties Image]

2.3.3  Full Screen

The Full Screen icon can be found at the far right side of the toolbar.

• Click on the icon [Full Screen Icon] on the toolbar to start full screen mode.

• Drag the vertical scrollbar, or scroll the middle mouse wheel, or use the up/down arrow key to navigate pages.
• Press Esc to escape the full screen mode.

2.3.4 Setting Page Layout

You can set single/continuous page view or rotate page view by doing one of the following:

• Click on the Layout icon on the toolbar and select the option you wish to use.

2.3.5 Rotating Page View

The rotate options can be found under Page Layout.

• Click on the Layout icon on the toolbar and select the rotate option you wish to use.

2.3.6 Zoom in/out the Page View

When viewing a PDF file, you will need to increase and decrease your page view.

Using the Zoom Box

Viewing a PDF file smaller than 200MB in file size, you can adjust zoom range from 50% - 1000%. Files greater than 200MB in size, the maximum adjust zoom is limited to 200% considering the server storage and rendering speed.

To use Zoom box, do the following:

• Point your cursor to the Zoom Box, choose a zoom value you wish to use. You can also click on the zoom in/out icon to decrease/increase the view.

Note: Scroll down the drop down list, there are more values like Fit Width or Fit Page you can choose.

Using the Left Mouse Button

• Right click on a page, and choose zoom options.

2.3.7 Zoom Assistants

2.3.7.1 Marquee Tool

With the Marquee Tool selected, you can click to drag a portion of the page that you wish to display in your entire screen. To use the Marquee tool, do the following
1. Click on the Zoom tool\(^{\text{a}}\) icon\(^{\text{b}}\) on the toolbar, and choose **Marquee Tool**.

2. Click on an area you want it be enlarged to fill your screen, and drag your mouse.

   - To decrease your current view, press down Ctrl and click your left mouse button.
   - To escape Marquee tool mode, press Esc.

### 2.3.7.2 Pan and Zoom

With the Pan and Zoom tool selected, you will see a separate small window appears displaying the miniature page of your current screen. You can change zoom level, resize red box, drag red box to pan around to adjust the view of your document.

To use Pan and Zoom tool, do the following:

1. Click on the Zoom tools icon\(^{\text{a}}\) on the toolbar, and choose **Pan and Zoom**.

2. You can do all or one of the settings:

   1) Drag the red box to adjust your view.
   2) Choose a size handle on the corner of the red box to adjust your view.
   3) Point your cursor in the Zoom box, choose a zoom value. The Zoom box is equal to the zoom box in the toolbar.
   4) Choose one of the buttons in the Navigation bar to go to first/last page or previous/next page.
   5) Choose Color pane to change the outline color of the red box.
2.3.7.3  **Loup Tool**

With Loup tool selected, you will see a second small window appears, displaying the all-around contents where your mouse point to. You can select a desired zoom level in the window and then move your cursor to an area where you want to take a closer view.

![Loup Tool Image]

To use the **Loup Tool**, do the following:

1. Click on the Zoom tools icon on the toolbar, and choose **Loup Tool**.

2. You can select an appropriate zoom level by doing one of the following:
   1) Drop down the Zoom box and select a value, drag the scroll bar to show hidden zoom values.
   2) Drag the Zoom scroll bar
   3) Click on the zoom in/out icon.

2.4  **Annotate and Comment PDFs**

WebPDF Viewer demo provides rich annotating features, that you can pin a sticky note, type a text message, add text and shape markups and other annotations to comment on PDFs. You can also edit,
reply, delete, and move the comments with ease. Most of annotations have an adhesive popup window, some are shown up initially, some are not. You can double click on an annotation to show or hide it.

2.4.1 Sticky Notes

The **Sticky Note** pins a note icon on where your mouse clicks on the document and place an adhesive small popup on one side so you can add comments.

![Sticky Note Image]

Creating Sticky Notes

1. Select the **Sticky Note** icon on the toolbar.
2. Click on the page where you would like to add a note. Once clicked, a yellow note icon appears and a popup widow comes out on one side of your page.
3. Double click on the connecting pop window to write notes.

2.4.2 Typewriting Annotations

Typewriting annotations include **Typewriter, Callout** and **Textbox**, that allow you to create text notes on the document.

![Typewriting Annotations Image]

Creating Typewriter

1. Choose Typewriter Annotations icon on the toolbar, or the down arrow beside the icon, choose **Typewriter**.
2. Click on a page where you would wish to add text.
3. Type your comments.
4. Press Esc to escape the current mode.

Creating Callout
1. Choose Typewriter Annotations icon on the toolbar, or the down arrow beside the icon, choose **Callout**.

2. Click on a page where you would wish to add text.

3. Type your comments.

4. Press Esc to escape current mode.

**Creating Textbox**

1. Choose Typewriter Annotations icon on the toolbar, or the down arrow beside the icon, choose **Textbox**.

2. Click on a page where you would wish to add text.

3. Type your comments.

4. Press Esc to escape the current mode.

**2.4.3 Text Markups**

WebPDF Viewer Demo supports text markups like Highlight, Underline, Strikeout, Squiggly, Replace, Insert Text. Once placed one markup annotation, you have inserted at a certain place on the page an annotation symbol to indicate your idea and make your comments on the connecting popup.

**Creating Text Markups**

1. Choose Text Markups icon on the toolbar, or the down arrow beside the icon, choose a text markup you want.

2. Select text or click a place where you would wish to add a text annotation.

3. Type your comments in the connecting popup. If the popup is not initially shown, double click on the markup to open it.

4. Press Esc to escape the current mode.

**2.4.4 Shape Annotations**

WebPDF Viewer Demo offers you tools to create types of shapes like Rectangle, Oval, Polygon, Polyline, Line, Arrow, Cloud and Pencil. With one of the tools selected, you can click to draw a desired shape, and make comments on the adhesive popup.

**Creating Shape Annotations**
1. Choose the Shape Annotation icon on the toolbar, or the down arrow beside the icon, choose a shape you want.

2. Click and drag your mouse to draw a shape.

3. Type your comments in the connecting popup. If the popup is not initially shown, double click on the shape to open it.

4. Press Esc to escape the current mode.

2.4.5 Measurements

WebPDF Viewer Demo 2.3 supports distance tool to measure object height and length.

To create a distance tool, do the following:

1. Select the Distance tool icon on the toolbar.

2. Once selected, the horizontal and vertical ruler comes out, and the Distance Measurement window appears on the right lower side of the page, where you can change Scale and distance information.

3. Click to draw the distance line

4. During measuring a distance, you can click to finish or press Esc to cancel, or right click and choose Complete or Cancel Measurement.

2.4.6 Stamps

With Stamp features, you can apply standard, dynamic stamps or add custom stamps.

Creating Standard or Dynamic Stamps
1. Choose the Stamp icon on the toolbar, or the down arrow beside the icon, choose a you want.

2. Click on Stamp and choose a type of Standard or Dynamic stamp.

**Creating Custom Stamps**

1. Choose the Stamp icon on the toolbar, or the down arrow beside the icon, choose a you want.

2. Click on **Manage Stamps** to open the Manage Stamps window where you can do the following:

   - 1) Click on **Add** button to Choose a stamp File from your local system.
   - 2) Click to highlight a stamp name, click on Delete to remove it.
   - 3) Check the check box **Hide default stamps** to hide the build-in standard and dynamic stamps.

3. Click on **Ok** to finish. Click **Cancel** to give up creating stamps.

**2.4.7 Image Annotations**

With the image tool, you can insert the page an image as an annotation from your local place.

To insert an image, do the following:

1. Click on the Image icon on the tool bar.

2. You will see the system **Open** dialog box pops up, browse your directories to locate the image you want, and click **Open** to insert it.
3. Drag one control point on corners to resize it.

2.4.8 Editing Annotation Properties

1. Select Hand tool or the intended annotation tool.
2. Right click on an annotation you would like to change properties, and choose Properties.  
   Note: The settings in Properties window may have slight differences based on the annotation tool you selected.
3. Make the changes you want.
4. Enable the option “Set current properties as default” will apply your current annotation style to all the afterward created annotations.
5. Click on Ok to finish.

2.4.9 Show or Hide a Popup window

1. Select the Hand tool, or the Select Annotation tool, or the current annotation tool.
2. Double click on annotation icon or indicator to show/hide the adhesive popup window.

2.4.10 Resize Annotations

Most of shapes, image, distance stamp annotations can be re-size by adjusting the control point.

Re-sizing an annotation on creating

1. Drag the size control point.
2. Hold down your left mouse button and drag to adjust the annotation size.

Re-sizing a created annotation

3. Select the Hand tool, or the Select Annotation tool, or the current annotation tool.
4. Click on the annotation you want adjust the size.
5. Drag the size control point.
6. Hold down your left mouse button and drag to adjust the annotation size.

2.4.11 Replying Annotations

Using the popup window

1. Right click on the markup indicator, choose Reply.
2. Type your comments in the popup reply field.

**Using the Comments Pane**

1. Click on the Comments pane icon on the right side of your screen.
2. Open the Comments pane.
3. Click on a listed annotation you want to add comments, click on **Reply**, input comments in the Reply fields and click on Reply to finish. Click on Delete to cancel.

2.4.12 **Deleting and Moving Annotations**

After place an annotation, you can delete, resize and move it. Text Markups cannot be moved.

**Deleting Annotations**

Right click on the Annotation that you would like to delete, select **Delete**.

**Moving Annotations or Popup Window**

1. Click on the annotation indicator or the popup window.
2. Hold down your left mouse button and move around.

   **Note:** Annotations can only be allowed to move on current page.

2.4.13 **Add and Edit Comments**

To add new comments or edit exiting comments, do the following

1. Double click on the annotation indicator or shape to open the popup window if it doesn’t show up by default.
2. In the comment field, input comments.

2.4.14 **Hide/Show All Comments**

To show or hide all comments on the document, do the following

1. Choose Manage Comments icon on the toolbar, or the down arrow beside the icon, choose a shape you want.
2. Select **Show All Comments** or **Hide All Comments**.

**Note:** All the annotation indicators and the adhesive popup windows will be shown or hide on the pages.

### 2.4.15 Import/Export Comments Data

When working with a form, you can choose to import/export form data as/from FDF or XFDF.

To import or export form data, do the following:

1. Choose **Manage Comments** icon on the toolbar, or the down arrow beside the icon, choose a shape you want.

2. Select **Import/Export FDF** or **Import/Export XFDF**.

### 2.4.16 Comments Pane

All the annotations and comments you created on the document are listed in the Comments Pane. During navigating comments, you can use the **Expand** or **Collapse** icon to unfold or pack up all comments on each page. You can also reply or delete a comment.

1. **Expand:** Unfold all annotations on each page.
2. **Collapse:** Pack up all annotations on each page.
3. **Comments:** List number of created comments.
4. **Left Arrow:** Click to hide the annotation pane.
5. **Reply:** Click to enter your comments.
6. **Delete:** Click to delete the current comment, or cancel replying.
3 WEBPDF VIEWER DEMO ON MOBILE

When using WebPDF Viewer Demo on a mobile device, the mobile view and its features are shown below.

Note: Please note that JavaScript Rendering does not support mobile devices at present.

3.1.1 Choose a file

Input a public document URL to open a file to view on the WebPDF Viewer Demo.

3.1.2 View PDF documents

You can switch pages by swiping up or down with your finger on the screen. Zoom in or out a document by using two-finger pinch and stretch gesture or double tapping on the screen. Whether the page view will zoom in or out depends on the current magnification.

3.1.2.1 Tools at a glance
### Tool Description

<table>
<thead>
<tr>
<th>Tool</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save</td>
<td>Save the current annotated PDF file to the server.</td>
</tr>
<tr>
<td><img src="image" alt="Panel" /></td>
<td>Panel</td>
<td>View the bookmarks, page thumbnails and comments of the current document. In the comment list, you can edit, reply to or delete the comments.</td>
</tr>
<tr>
<td><img src="image" alt="Comment" /></td>
<td>Comment</td>
<td>Add comments to the document. Annotate documents using Highlight, Underline, Strikeout, Squiggle, Note, Typewriter, Callout, Pencil, Line, Arrow, Rectangle, Oval, Polygon, Polyline and Ink Signature tools.</td>
</tr>
<tr>
<td><img src="image" alt="Search" /></td>
<td>Search</td>
<td>Search text in the current document and list text-searching results with page info and details.</td>
</tr>
<tr>
<td><img src="image" alt="More" /></td>
<td>More</td>
<td>Click to see more features, including page rotation and showing/hiding all comments in the document.</td>
</tr>
</tbody>
</table>

#### 3.1.2.2 Annotation Tools

Foxit WebPDF provides a set of annotation tools to help you comment on PDFs.

Annotation tools include Text Markup tools (including Highlight, Underline, Strikeout and Squiggle tools), Typewriter tool, Callout tool, Pencil tool, Note tool, drawing tools (including Line, Arrow, Rectangle, Oval, Polyline and Polygon) and Ink Signature.
The functions of the annotation tools in Mobile are similar to the desktop version.

Print, Signature, Cross-page signature and Stamp features are not supported in the mobile device.

To bring out the Copy tool, Highlight tool, Underline tool, Strikeout or Squiggle tool, you can alternatively tap and hold anywhere on the PDF file, and then choose the tool from the pop-up menu (as shown below).

With WebPDF Viewer, you can reply to the annotations with the **Reply** menu or reply to the annotations in the comment list panel. You also can delete the reply content using the **Delete** menu in the popup or comment list panel.

You also can set the favorite color for annotations (including highlight, underline, strikeout, squiggle, typewriter, callout, pencil, line, arrow, rectangle, oval, polyline, and polygon annotations) using the **Properties** menu.
You can use Ink Signature tool to sign the document with your handwriting. It supports with/without digital certification. And you can set color and thickness properties to define what your handwriting looks like (as shown below).
3.1.2.3  More tools:

3.1.2.4  Rotate Tools:

Counterclockwise/clockwise rotate page view in 90°.
3.1.2.5  Comments:
Show or hide all comments in the document. You still can add new comments even if you have hidden comments.
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.

Foxit Support:

http://www.foxitsoftware.com/support/

Sales Contact:

Phone: 1-866-680-3668

Email: sales@foxitsoftware.com

Support & General:

Phone: 1-866-MYFOXIT or 1-866-693-6948

Email: support@foxitsoftware.com