

# iAnnotate PDF

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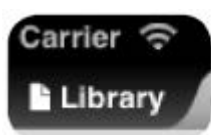
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# 1 Using the iAnnotate Interface

## 1.1 Top Toolbar

The Top Toolbar displays options for accessing the Library and adjusting iAnnotate settings:

- Tap Library in the upper-left to gain access to your library and display the Library Options Panel.
- Tap the Sync icon to upload, download, and sync files to Dropbox.
- Tap the Gear icon to access iAnnotate's Settings, Interactive Tutorial, and PDF User Guide



Library icon



Sync & Gear icons

## 1.2 Document Toolbars

The Document Toolbars store and organize your annotation commands. For example, the Annotation Toolbar stores an icon that you can tap to create a Note annotation. After creating the Note, you can then tap it and edit it with the Annotation Ribbon.

By default, only one Toolbar appears while reading. Tap the double left facing arrows at the bottom of the current Toolbar to open the Toolbar Drawer and display the other Toolbars. Toggle between Toolbars by swiping to the left over the current Toolbar.

### To add a Toolbar

Open the Toolbar Drawer, tap the square with a plus sign to open a menu of predefined Toolbars and a custom Toolbar option.

### To remove a Toolbar

Open the Toolbar Drawer, tap the gear icon at the top of the Toolbar to be removed, tap Delete, and tap Remove Toolbar.

### To edit a Toolbar

Tap the wrench icon at the top of the Toolbar to be edited and select individual commands from the command library tabs. Drag the corresponding icon from the command library into your Toolbar (to add), or vice versa (to remove). Toolbar command category tabs include (from left to right):

- **Annotation** includes commands for adding annotations and bookmarks.
- **Navigation** includes commands for moving between pages, bookmarks, and marks.
- **View** includes commands for using the Navigation Panel, toggling Scroll Lock, and moving between Next/Previous Tabs.
- **Document** includes commands for altering the document, such as Add Page Before/Add Page After, Remove Page, as well as Print.
- **Utility** includes commands such as Present and Master Button, the latter of which grants one-tap access to all commands.





The Command Library

### 1.3 The Navigation Panel



The Navigation Panel allows you to move through a document and locate content by criteria such as Thumbnails, bookmarks and annotations. Open the Navigation Panel by tapping the left slide button. Select navigation criteria from the bottom of the panel.

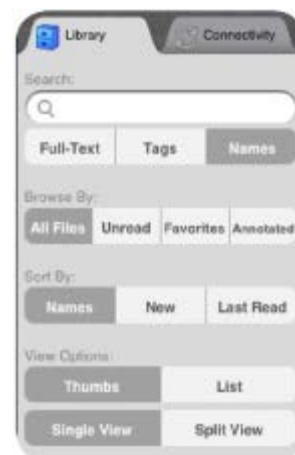
- Tap Thumbnail to view a scrollable list of page Thumbnails
- Tap Bookmark view to see a list of bookmarks
- Tap Annotations to display a list of any Annotations added to the document
- Tap Search to open a search interface in the Navigation Panel

### 1.4 The Library Options Panel

See 1.1: Top Toolbar for information about opening the Library.

#### In the Library Options Panel

- Tap any document to read it; two-finger tap it to preview it.
- Tap the Search box and enter a query to search the Library.
- Tap one of the Browse By buttons to set browsing criteria
- Tap one of the Sort By buttons to set sorting criteria.
- Tap one of the View Options to set the document display:
- Tap the Close Library button at the bottom of the panel to close it.



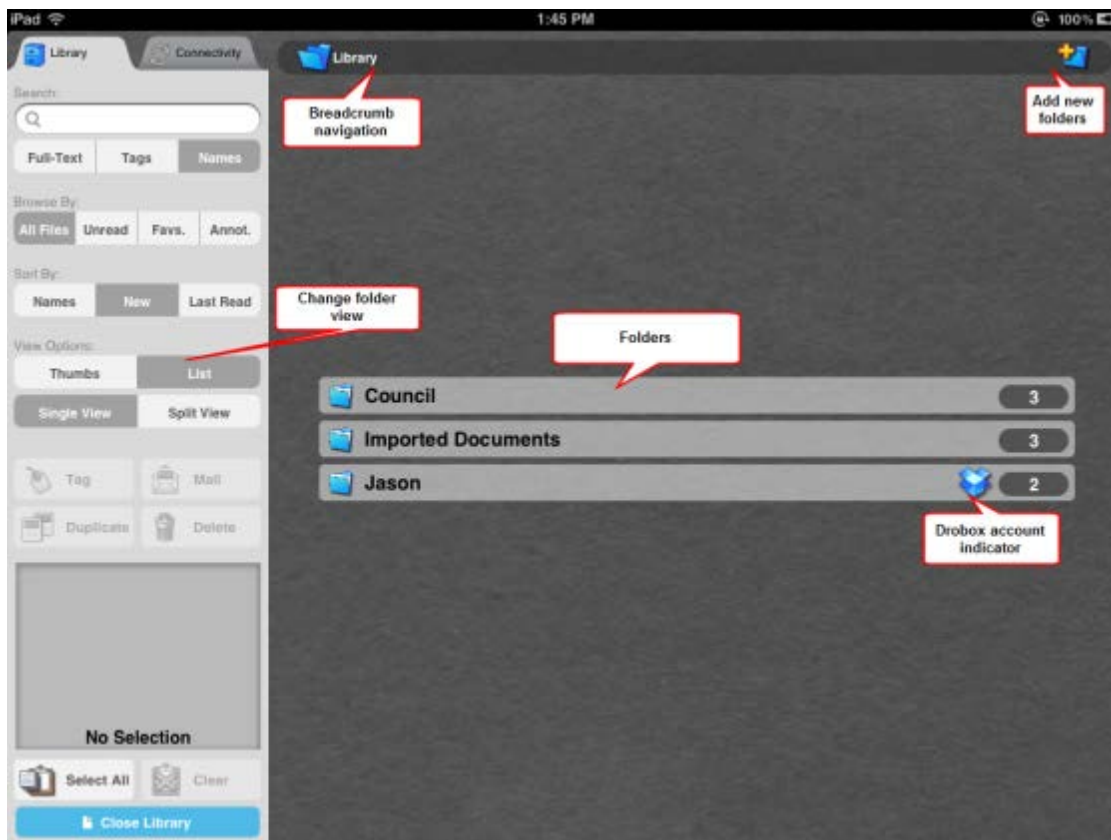
### 1.5 File structure

Breadcrumb Navigation is a series of blue folder icons that displays which folders you are exploring within the Library. Tap a folder to open it from the folder list or the breadcrumb list.

To move a document, tap and hold a document and drag it over a blue folder icon in the breadcrumbs.

Tap the blue folder icon with an orange plus sign, to the upper-right of the breadcrumbs, to create a new folder.

To remove a folder or file, tap and hold till shortcut list appears. Choose Delete.



## 1.6 Quick Menus

Use Quick menus to rapidly access your important tools, independent of the Toolbar

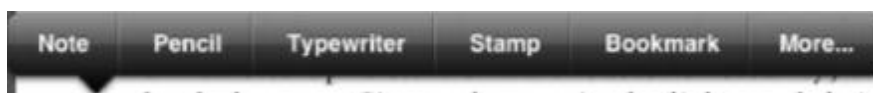
### Document Menu

Tap the active document's tab to access its menu then choose from several options. You can also tap and hold on an inactive tab to open its context menu.



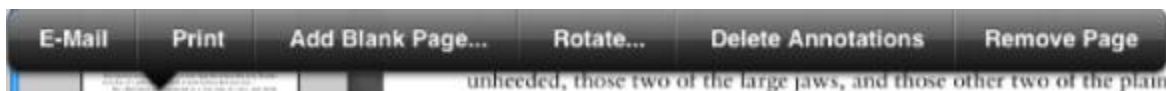
### Annotation Menu

Tap and hold on your document, then pick which annotation you'd like to add right from the menu.



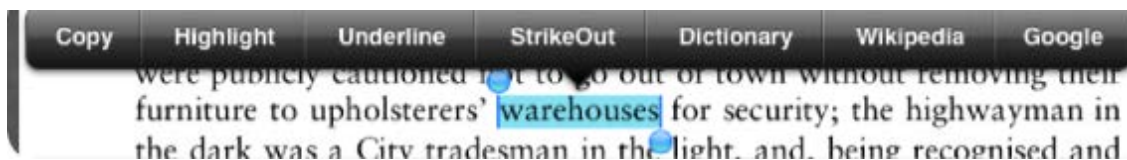
### Thumbnail Menu

When you're navigating by thumbnail, tap and hold any page to share it, print it, rotate it, or add a blank page before or after.



### Select Text Menu

Tap and hold any area of text. Designate selected text by dragging the blue handlebars on either end of it then choose your annotation.



Not all PDFs support text selection for some or all text. If you are having problems selecting the text in a document, verify whether you can select it in a computer application like Adobe Reader.

## 2 Document Transfer

### 2.1.1 To import a document(s) into iAnnotate from the iPad's Mail app

Tap and hold the PDF attachment, tap Open In..., tap iAnnotate PDF. Alternately, you can tap the attachment and preview it in Mail, and tap the icon in the upper-right to open it externally.



### 2.1.2 To export a document(s) from iAnnotate to a computer

If an iPad is connected to a computer via iTunes, click on the iPad under Devices, click on the Apps tab, click on the iAnnotate PDF entry under File Sharing, and click Save to... or drag it out of iAnnotate PDF Documents.

If you want to preserve your annotations for later viewing: tap the Sync icon in the upper-right of iAnnotate (before exporting) and tap Prepare for iTunes Transfer to write all annotations into the PDF.

## 2.2 The Connectivity Panel

The Connectivity Panel in iAnnotate allows you to transfer files between iAnnotate and Dropbox. It also allows you to download PDFs from the Web.

### 2.2.1 Downloading Documents from the Web



#### To use iAnnotate's integrated browser

Tap the Connectivity tab in the Library Options Panel, tap Web Download at the bottom, and enter a URL or search to find a PDF(s).



If the browser cannot detect PDF links, tap Action (a box with a curved arrow) and tap Compatibility Mode. In Compatibility Mode, load a PDF into the browser, tap Action, and tap Download PDF.

You can also use Action to convert a webpage into a PDF by tapping Action and then tapping Save Page as PDF.

### 2.2.2 Getting files from Dropbox

Tap the Connectivity tab in the Library Options Panel, tap Setup New Account, tap the desired account type, and enter account information. With the account set up, tap folders to access PDFs and tap a PDF to download it.



#### To upload to Dropbox

Open the Document Context Menu, tap Share..., tap Upload..., and tap an account. If you chose the account from which the PDF originated, it is uploaded back into its original folder on that account. If

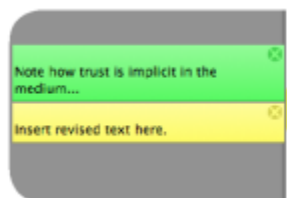
you chose a new account, it will be uploaded into the default uploads folder for that account, which for Dropbox is named "iAnnotate PDF".

Alternatively, tap the Sync icon and tap Upload Annotated To Account or Upload Annotated to APS to upload all modified PDFs that you have downloaded from that account back into it.

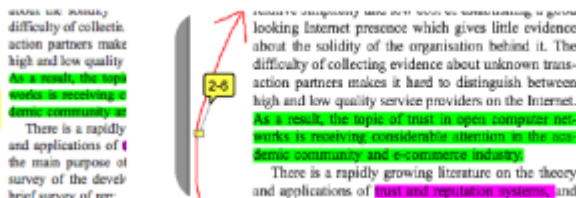
## 2.3 Mailing Annotated Documents



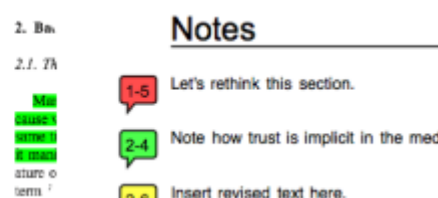
Use the Email command to email documents. As with printing, you can email documents as Flattened or Original PDF; you can also email them as Annotated, which allows recipients to view and edit annotations in apps such as Acrobat or Preview.



Sample of editable annotations



Sample of flattened annotations



Sample of Note summary page

## 3 The PDF Display

When you open a document in a new tab, iAnnotate displays it so that the content occupies most of the screen. You can navigate any document by dragging and flicking to scroll or pinching to adjust zoom levels.

At any time, you can single-tap the PDF display to hide all Document Tabs; simply single-tap again to redisplay them.

To adjust the display of a document:

- Tap Fit to Page Height to rescale the document so that its height matches the display height.
- Tap Fit to Page Width to rescale the document so that its width matches the display width.
- Tap Scroll Lock to keep the document from moving horizontally while you scroll vertically.



### 3.1 Tabbed Reading

When you open a document, a tab is added at the top of the screen. You can have multiple files open and move between each one by tapping the tab associated with the file. Tap the X button to close the tab.

### 3.2 Modifying the Document

To use these function you will need to add the Document Modification Toolbar.

Rotate commands will not work when mark-up annotations have been used in the document.

#### 3.2.1 To rotate pages

Tap either Rotate Page Clockwise, Rotate Page Counter-clockwise, or Rotate Page 180 Degrees. Rotating a single page requires iAnnotate to reprocess the whole document.



Rotate Page 180 Degrees



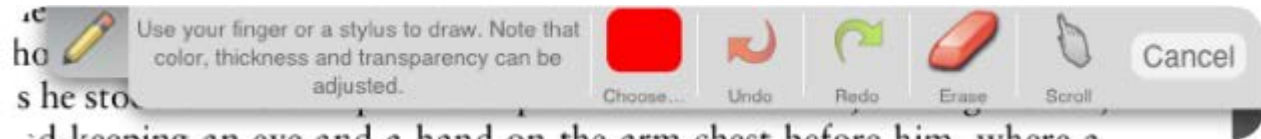
Rotate Page Counter-Clockwise



Rotate Page Clockwise

## 4 Annotations

When creating annotations, iAnnotate enters Annotation Mode, indicated by the appearance of the Annotation Ribbon in the upper-right corner; tap any existing annotation to display it in the upper right over the PDF Display. The Annotation Ribbon displays hints and options related to the currently selected annotation types. To cancel an annotation, tap the cancel button at the far right of the Annotation Ribbon.



### 4.1.1 Drawing Annotations

Drawing Annotations let you use your finger to overlay freehand annotations on a document:



Tap Add Pencil Annotation markup a document like you would with a pencil or pen.

### 4.1.2 Markup Annotations



You can Markup the document using a Highlighter, Underline, and Strikeout function. When using Markup, drag your finger over the desired text to add the effect.

Use two fingers to scroll through your document without leaving Annotation Mode.

You can add text comments to Markup Annotations with the Text Bubble by clicking on the markup and selecting from the popup menu.

### 4.1.3 Note Annotations



Note Annotations associate a text note with a location in a document. Enter and modify text in the Text Bubble.

### 4.1.4 Sound Clip Annotation



Tap Sound Clip and select a location to display the recording interface.

An audio tone signals the start of recording. Use the iPad's microphone to record a short sound clip. You can tap Stop or Restart at any time. The duration of the recording is limited to one minute due to file size considerations.

The Sound Clip Annotation is indicated by an attachment icon. Tap this icon to display options for listening to the clip or moving it to another spot.

#### 4.1.5 To remove annotations

Tap on the Annotation on Page then select delete from the ribbon toolbar.

### 5 Settings

iAnnotate's Settings customise app behavior and interface. Settings are accessible via the gear icon in the upper-right.

#### 5.1.1 Reading Settings

##### Screen Brightness

Use the Brightness slider to control the brightness of the app display.

##### Elastic Scroll Lock

If this option is enabled while Scroll Lock is also enabled, you can tap and drag a document horizontally to view its margins.

##### Single-Page Mode

If this option is enabled, iAnnotate displays only one page at a time, instead of a continuous vertical scrolling view.

##### Tap-to-Advance

If this option is enabled, tap the right edge to advance one screen; tap the left edge to go back one screen. In Single-Page Mode, a tap moves the document forward and back full pages.

##### Tap-Advances-Full-Page

When enabled while using Tap-to-Advance, taps move the document forward and backward a full page, instead of a screen.

##### Slide-to-Advance

This setting is only relevant in Single-Page Mode while you are zoomed-in. If this option is enabled, you can slide the page over the left or right edge to advance the page.

##### Swipe-to-Advance

This setting is only relevant in Single-Page Mode while you are zoomed-out. If this option is enabled, you can swipe your finger to the left or right to change the page.

##### VoiceOver Auto-advances Pages

If the VoiceOver screen reader is enabled while this is also enabled, VoiceOver automatically continues reading on the next page when it finishes the current page.

#### 5.1.2 Display Settings

##### Show Links

If this option is enabled, iAnnotate displays translucent blue boxes over links in your documents.

##### Show Page Number

If this option is enabled, iAnnotate displays the current page number and total number of pages, in the lower right.





## **Show Page Locator**

If this option is enabled, the Page Locator appears in the lower-right to help with orientation. It is a small red box representing the current page dimensions; it indicates how much of the page, and which part of it, you are viewing.

### **5.1.3 Notification Settings**

#### **Show Informational Alerts**

If this option is enabled, iAnnotate displays status alerts in a yellow box in the upper-right.

#### **Show Processing Status**

iAnnotate automatically processes a document before enabling user commands for it. If enabled: a spinner appears in the upper-right corner during processing and can be tapped to show information about the pages being processed.

### **5.1.4 Annotation Settings**

#### **Annotation User Name**

This setting controls the name used when annotating the PDF. This name is only visible when viewing annotations in an external program such as Acrobat or Preview.

#### **Auto-Add Markup to Annotations**

If this option is enabled, iAnnotate automatically adds the text of Markup Annotations to the annotation's popup note content.

#### **Wrist Detection**

This setting applies to Drawing Annotations and how you rest your palm or wrist on the display while using a stylus, in the same way you would with a pen and paper. Options include:

- Right-Handed and Left-Handed are effective for most of their respective users.
- Hook may be useful for users who write with their hands above the written text (common among left-handers).
- Knuckle Only lets you rest only the knuckle of your pinky finger on the display while keeping your palm and wrist raised.

### **5.1.5 Sharing Settings**

#### **Default E-mail Subject**

This setting controls the default subject line of any email sent via iAnnotate. If the text box is left blank, the default subject line is based on the name of the relevant PDF.

#### **Default E-mail Body**

This setting controls the default text that is included along with email sent via iAnnotate.

#### **Include Bookmarks in Summary**

This setting controls whether bookmarks are included when emailing a Text Annotation Summary.