



PDF Expert for iPad

User guide

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Introduction

Being very easy to use PDF Expert provides you with ultimate solutions for multiple needs.

PDF Expert allows you to view any PDF file you might need, annotate it by highlighting and making remarks, insert your corrections by deleting and extracting pages to other PDF documents, etc. Moreover, PDF Expert offers you the unique opportunity to fill in PDF forms. Text fields, check boxes, radio buttons and other form elements work here as you expect. Another valuable function of PDF Expert is letting the user sign contracts and agreements right on the iPad.

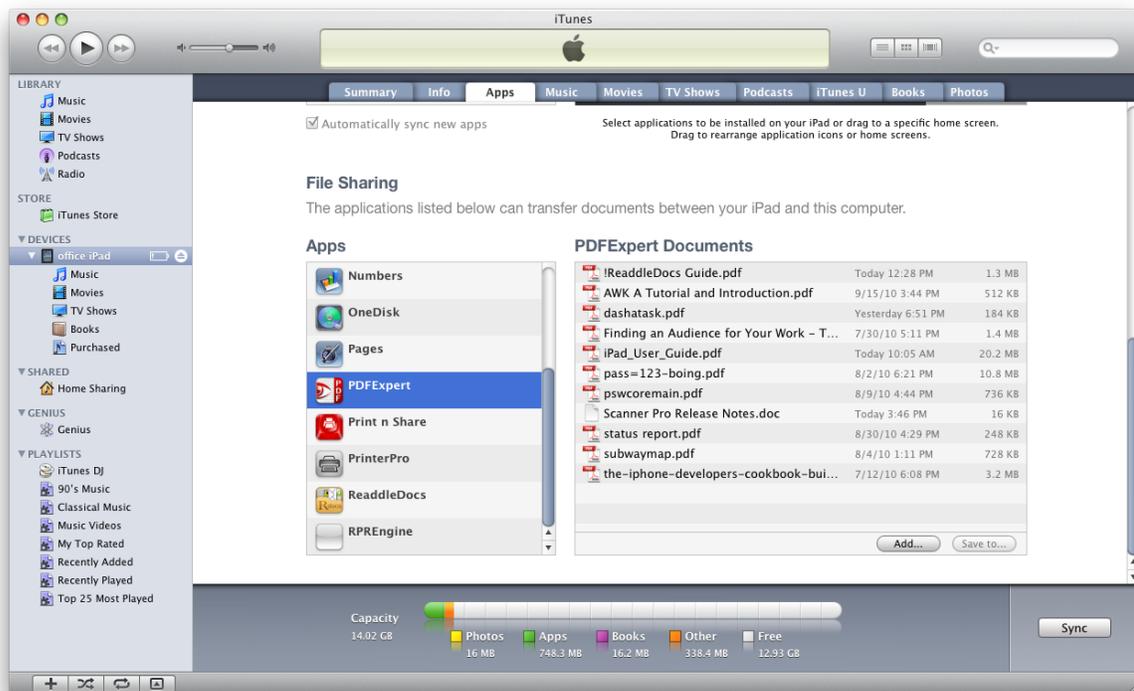
This application also allows you to transfer files from your PC, email attachments, Dropbox, Google Docs, MobileMe iDisk, Readdle Storage, etc. for further work on your iPad. PDF Expert reads almost all document types, including: iWork, MS Office, Power Point, text files, images, even music and video files.

Upon completion, the changes are saved in accordance with PDF format specification. The documents can be shared to other electronic devices or web storages for further viewing or modifying in any decent PDF reader like Adobe Acrobat Reader, Apple Preview, etc. With this you can give access to the annotated files to your friends and colleagues.

Chapter 1: Copying documents to PDF Expert

USB file transfer using iTunes File Sharing

PDF Expert supports iTunes USB File Sharing. To transfer files, connect your iPad to a computer via USB, then open iTunes and click on the device name in the left column. Afterwards, click on the **"Apps"** tab and scroll it to the very bottom. Find PDF Expert in **"File Sharing"** section.



You can Drag & Drop files into PDF Expert documents list or click **"Add"** button to use file selection dialog.

Saving attachments from Mail and other iPad apps

Attachments from Mail application can be saved to PDF Expert using **"Open In..."** function. For this:

- 1 Open email in Mail application.
- 2 Tap and hold your finger on the attachment.
- 3 Tap on **"Open In..."** button and select PDF Expert in the list.

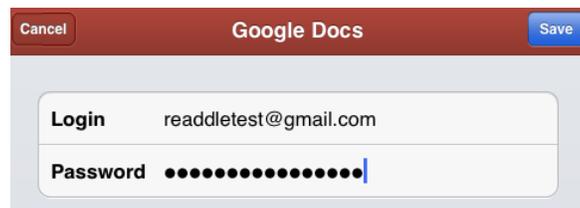
You can use **“Open In...”** function to save documents from other applications like Dropbox, MobileMe iDisk and others to PDF Expert. Just tap **“Actions”** button in the appropriate application and select **“Open In...”** the pop-up.

Copying files from an online storage to iPad

If you use a popular online storage such as: Dropbox, Google Docs, MobileMe iDisk, Readdle Storage, etc., or an FTP/SFTP server, PDF Expert provides handy access to your files directly from the iPad. You can use any of these online storages to transfer files from your PC or laptop to the iPad.

NOTE: Downloaded file can be opened later even without active Internet connection

- 1 Go to **“Network”** tab inside PDF Expert, tap **“Add”** and choose your online storage / server label. Provide the application with your login and password.



- 2 The uploaded files become accessible via **“Network”** tab inside PDF Expert. Tapping on any of them will save the file locally to the device and open it for reading.

NOTE: If the online storage you use is not on the list, tap **“Other WebDAV Server”** label and enter the URL manually.

Online Storage Synchronization

Online Storage Synchronization is a feature for Readdle Storage, iDisk and Dropbox, which allows two-way synchronization of a certain folder between the device and an online storage. With this feature you can set single or multiple folders to sync.

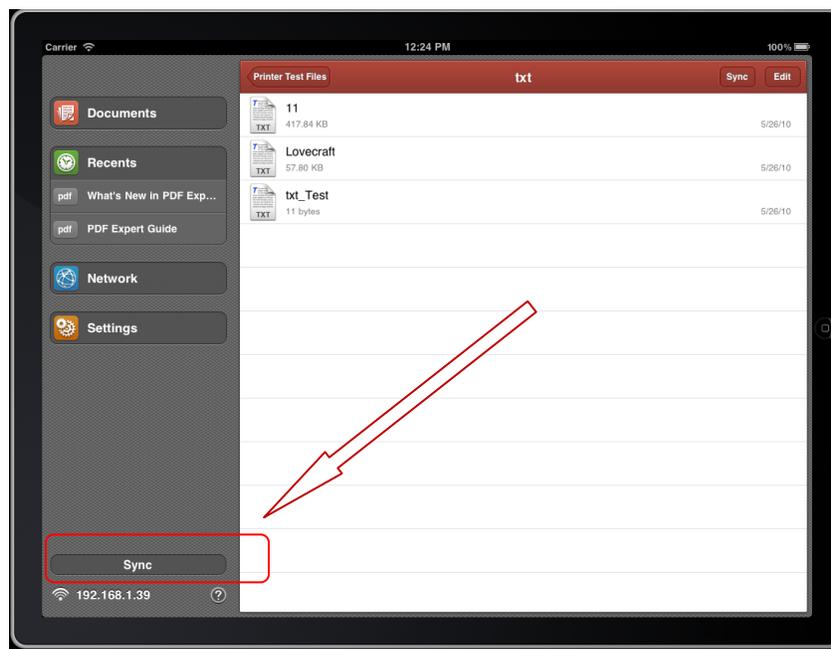
ATTENTION: Folder Sync uses your Wi-Fi or 3G internet connections. Large folder syncing (like your entire Dropbox account) may be very slow, that's why please choose one or several folders, which contain only required files.



To enable Network Synchronization:

- 1 Go to **"Network"** tab in PDF Expert and Navigate to a folder on Readdle Storage, iDisk, Dropbox or any WebDAV storage.
- 2 Press **"Sync"** button on navigation bar,
- 3 Press **"Sync This Folder"** to add this folder to syncing queue.
- 4 After that a new **"Sync"** button will be added at the left bottom corner of the screen. Pressing this button will start synchronization process for all folders.

NOTE: Once you tap **"Sync"** at the bottom of the screen, you can choose to sync the folder or folders entirely selecting **"Full Sync"** or **"Push Changes"** to sync only modified files in sync-folder. A file that was changed and hasn't been synced yet has orange mark on its icon.



Connecting PDF Expert to a computer using Wi-Fi

PDF Expert can use Wi-Fi network connection of any type to copy files between an iPad and a computer.

The application uses WebDAV protocol to share its data with other computers via Wi-Fi Network. Most popular operating systems and many programs have the ability to mount WebDAV resource as a network drive.

You need to know the device's IP address as well as its login and password to access your device. Login and password are optional and can be configured on **"Settings"** tab inside PDF Expert. You will be able to see your iPad's IP address near Wi-Fi drive icon and in the left bottom corner.

For quick uploading/downloading files, you may also connect to PDF Expert with any modern web browser. Just type full URL like `http://192.168.1.15` into address bar (replace 192.168.1.15 with IP address of your iPad).



Connecting PDF Expert to Windows XP

- 1 Open the **"Start"** menu and select **"My Network Places"**.
- 2 At the **"Network Tasks"** panel (you can find it on the left part of the window) click **"Add a Network Place"**. **"Add Network Place Wizard"** will be launched.
- 3 Click **"Next"** at the **"Add Network Place Wizard"** welcome screen.
- 4 Select **"Choose another network location"** and then click **"Next"**.
- 5 Type **"http://"** and PDF Expert IP address and port. This information is displayed on top of the **"Network"** tab on your iPad.
- 6 Enter the name for this new connection or leave a default one.
- 7 Press **"Finish"**. Please ensure that **"Open this network place when I click Finish"** is checked.
- 8 If you have enabled password protection inside PDF Expert, you will be prompted to enter your username and password. Make sure you are entering username and password, which are set in PDF Expert **"Settings"** tab. Also, please note that Windows XP may ask you to enter the password several times.
- 9 As a result you should get PDF Expert network drive mounted and ready to use:

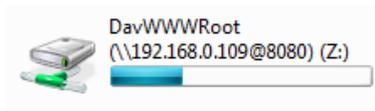
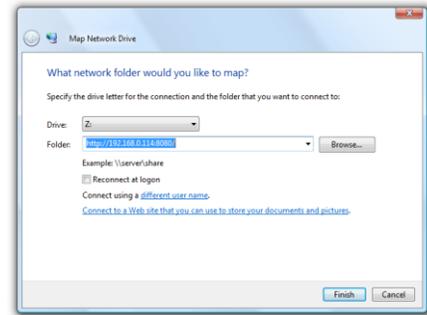


My iPhone (192.168.0.109)

To reconnect to PDF Expert in the future, first make sure that PDF Expert is running. Open the **"Start"** menu and click **"My Network Places"**. Find the network drive under Network Locations and double-click it.

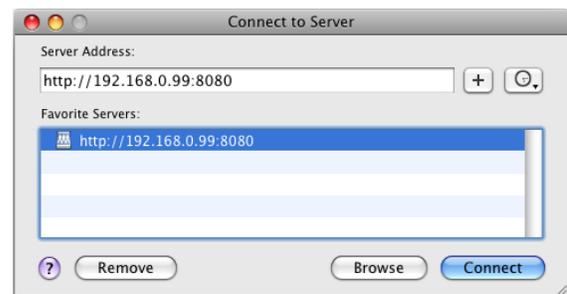
Connecting PDF Expert to Windows Vista/ Windows 7

- 1 Open **"Start"** menu and select **"Computer"**
- 2 Click **"Map network drive"** on the toolbar on top of the **"Computer"** window.
- 3 Choose a drive letter in the drop-down menu.
- 4 Type **"http://"** and PDF Expert IP address. This information is displayed on top of the **"Network"** tab inside PDF Expert. Make sure the **"Reconnect at login"** box is unchecked.
- 5 If you have enabled password protection inside PDF Expert, you will be prompted to enter your username and password. Make sure you are entering username and password, which are set in PDF Expert **"Settings"** tab. Also, please note that Windows Vista/Windows 7 may ask you to enter the password several times.
- 6 As a result you should get PDF Expert network drive mounted and ready to use:
To reconnect to PDF Expert in the future, first make sure that PDF Expert is running. Open the **"Start"** menu and click **"Computer"**. Find the network drive under Network Locations and double-click it.



Connecting PDF Expert to Mac OS X 10.4 or later

- 1 Click on the Finder icon
- 2 Select the **"Connect to Server..."** item in the **"Go"** menu. You can use Command+K shortcut as well.
- 3 Type **"http://"** and PDF Expert server's IP address. This information is also displayed on the **"Network"** tab inside PDF Expert.
- 4 Press **"Connect"** button. You can also add the server to **"Favorite Servers"** list.



If you have enabled password protection at PDF Expert, you will be prompted to enter your username and password. Make sure that you are entering username and password, which are set in PDF Expert **"Settings"** tab.

- 5 As a result you should get Shared Disk mounted on your Mac:
You can also enable **"Connected servers"** setting at Finder **"Preferences"** → **"General"** to show it on the Desktop.

Chapter 2: Viewing, managing and working with documents in PDF Expert

Having transferred PDF documents to your iPad, there are several possible scenarios of what you can do with your documents:

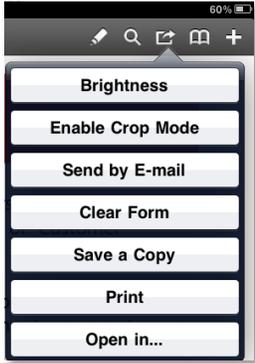
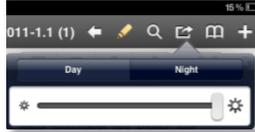
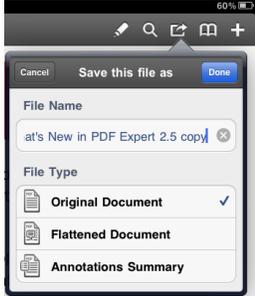
- Read, annotate and insert changes in documents
- Manage files stored inside PDF Expert
- E-mail files or parts of the document directly from PDF Expert

Reading and working with PDF documents

You can view and manage all documents stored within PDF Expert via **"Documents"** tab inside the application.

To start reading a document, tap on its name. After the file is loaded, you will see the document reading screen.

In document reading mode:

To	Do this	
Zoom document	<p>Use standard two-finger iPad pinch gesture. Double tap to zoom in or out instantly.</p> <p>To fix zoom parameters and prevent them from occasional changes when scrolling, you can use Crop Mode. To enable Crop Mode tap  and select "Enable Crop Mode". To turn off Crop mode just  once again and select "Disable Crop Mode"</p>	
Modify brightness	<p>Tap  and then select "Brightness" from the popup. With this menu you can adjust brightness to be the most comfortable for reading.</p> <p>Also, you can switch to "Day" or "Night" mode. In "Day" mode the document is displayed as black text on white background. In "Night" mode the background is black and the text is white.</p>	
Save a copy	<p>Tap  and tap "Save a Copy". You can choose to save the original file, a flattened copy or annotations summary. "Flattened Document" option applies all annotations and form filling to a PDF, so these can't be edited or modified. "Annotations summary" option creates a .TXT document with a list of all annotations in this file.</p> <p>Attention! Popup notes are not added to a flattened copy.</p>	

To**Do this****Email document**

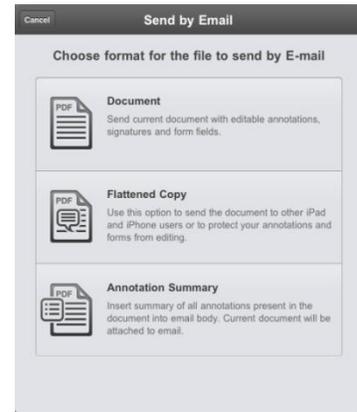
Tap  and choose **"Send by email"** action. The dialog pops to edit new message.

You can choose to send the original file, a flattened copy or annotations summary.

"Flattened Document" option applies all annotations and form filling to a PDF, so these can't be edited or modified and will be accessible to all kind of PDF viewers.

"Annotations summary" option adds a list of annotations to email body.

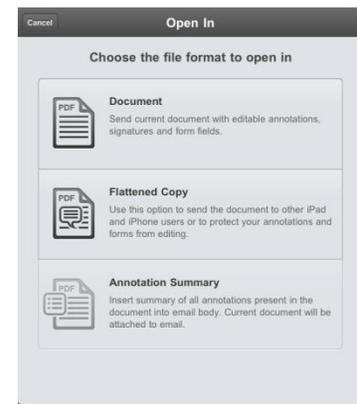
Attention! Popup notes are not added to a flattened copy.

**Open in another app**

Tap  and select **"Open In..."**. You can choose to send the original document to another app or a flattened copy.

Sending a **"Flattened Copy"** is recommended when target app does not provide a sophisticated PDF viewer, therefore it may not display annotations in original version of the document.

Attention! Popup notes are not added to a flattened copy.



You can disable the prompt in PDF Viewer Settings by disabling **"Ask for Flatten on Open In"** switch.

Clear form fields

Tap  and select **"Clear Form"**. This option is available only for PDF forms.

Print

Tap  and select **"Print"**. The AirPrint dialog will popup to let you select your printer and set number of copies you want to print.

**Fast scroll large documents**

Use  slider on the bottom of the screen.

Create a bookmark

Tap **"+"**, enter bookmark's name and tap **"Save"**. To view bookmarks tap  and select **"Bookmarks"** section.

Within an open PDF document you can also perform the following actions:

- Go back to view the folder content. The **"Documents"** button allows you to return to the Documents folder or other folder, which contains the file you are currently viewing. The name of a parent folder for the file will be displayed in this area.



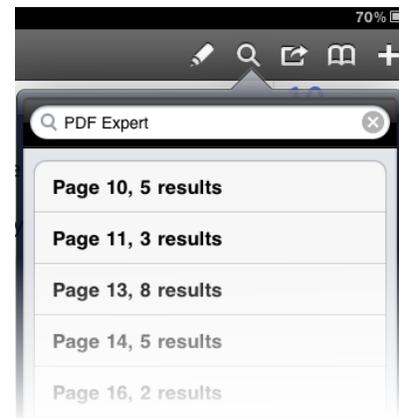
- Switch to another document from recently used with **"Recents"** button. It opens a list of recently open documents. Just tap on any item in the list to open the file. You can clear this list by tapping on **"Clear"** at the top right corner of the menu.

To delete a single item from the list, swipe over it.

- When navigating through the document tap  to go back.

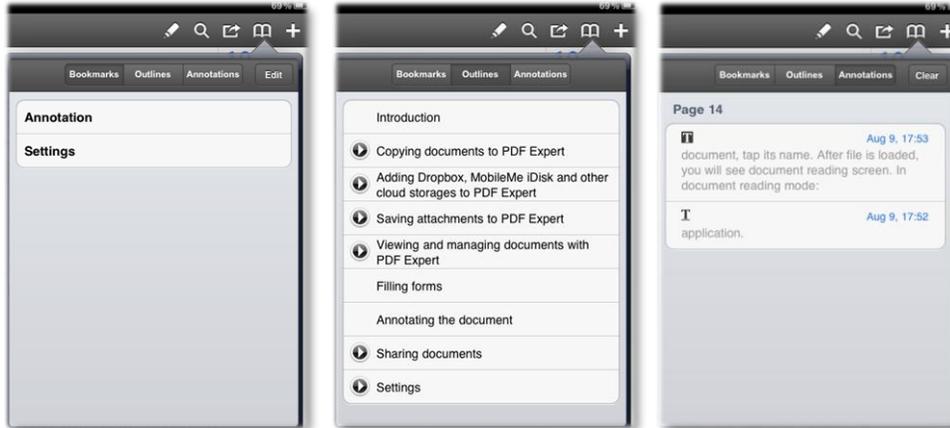


- Search for words or phrases within this document. Tap on a magnifying glass icon and type in a word a phrase you want to find. Then tap on any search result item to navigate to the appropriate page.



- With the **"Bookmark"** button one can review Bookmarks, Outlines and Annotations in current document. To navigate to a specific bookmark, outline or annotation, just tap on the item in a list.
- To edit bookmarks tap **"Edit"** in **"Bookmarks"** section of the menu.

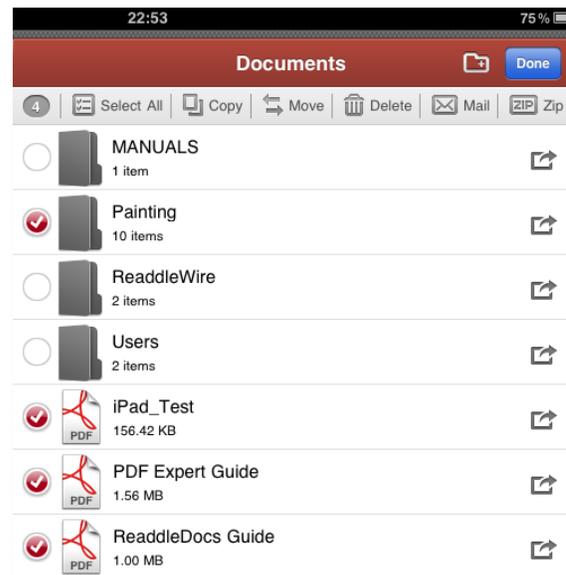
- To clear all annotations in the document, tap **"Clear"** in **"Annotations"** section.



Managing files and folders

To manage files stored inside PDF Expert:

- While you are viewing folder content within the **"Documents"** tab inside PDF Expert, tap **"Edit"** in the top right corner.
- Mark files and folders you want to manage and press the appropriate button in the bottom of the screen. You can also create empty folder using top left button.



To	Do this
Move file	Tap "Move" and choose destination folder
Copy file	Tap "Copy" and choose destination folder
Delete document	Tap "Delete" .
Email without opening	Tap "Email" . The dialog will pop up to edit message.
Compress file/folder	Tap "Zip" . Compressed files will be placed into the same folder.

To**Do this****Email document**

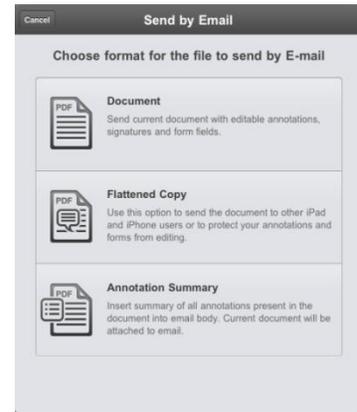
Tap  and choose **"Send by email"** action. The dialog pops to edit new message.

You can choose to send the original file, a flattened copy or annotations summary.

"Flattened Document" option applies all annotations and form filling to a PDF, so these can't be edited or modified and will be accessible to all kind of PDF viewers.

"Annotations summary" option adds a list of annotations to email body.

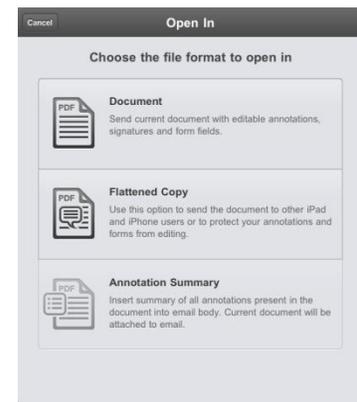
Attention! Popup notes are not added to a flattened copy.

**Open in another app**

Tap  and select **"Open In..."**. You can choose to send the original document to another app or a flattened copy.

Sending a **"Flattened Copy"** is recommended when target app does not provide a sophisticated PDF viewer, therefore it may not display annotations in original version of the document.

Attention! Popup notes are not added to a flattened copy.



You can disable the prompt in PDF Viewer Settings by disabling **"Ask for Flatten on Open In"** switch.

Clear form fields

Tap  and select **"Clear Form"**. This option is available only for PDF forms.

Print

Tap  and select **"Print"**. The AirPrint dialog will popup to let you select your printer and set number of copies you want to print.

**Fast scroll large documents**

Use  slider on the bottom of the screen.

Create a bookmark

Tap **"+"**, enter bookmark's name and tap **"Save"**. To view bookmarks tap  and select **"Bookmarks"** section.

Within an open PDF document you can also perform the following actions:

- Go back to view the folder content. The **"Documents"** button allows you to return to the Documents folder or other folder, which contains the file you are currently viewing. The name of a parent folder for the file will be displayed in this area.



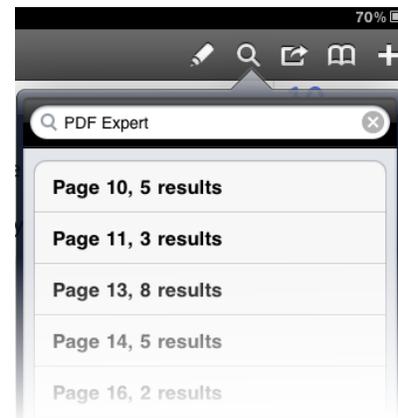
- Switch to another document from recently used with **"Recents"** button. It opens a list of recently open documents. Just tap on any item in the list to open the file. You can clear this list by tapping on **"Clear"** at the top right corner of the menu.

To delete a single item from the list, swipe over it.

- When navigating through the document tap  to go back.

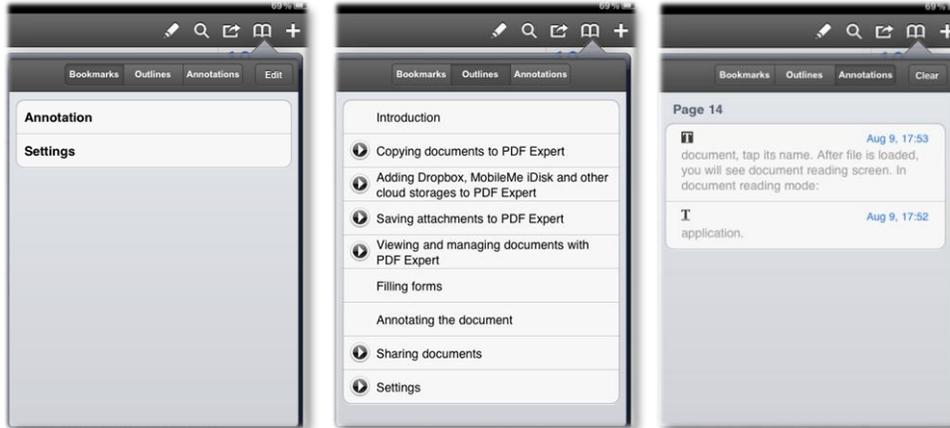


- Search for words or phrases within this document. Tap on a magnifying glass icon and type in a word a phrase you want to find. Then tap on any search result item to navigate to the appropriate page.



- With the **"Bookmark"** button one can review Bookmarks, Outlines and Annotations in current document. To navigate to a specific bookmark, outline or annotation, just tap on the item in a list.
- To edit bookmarks tap **"Edit"** in **"Bookmarks"** section of the menu.

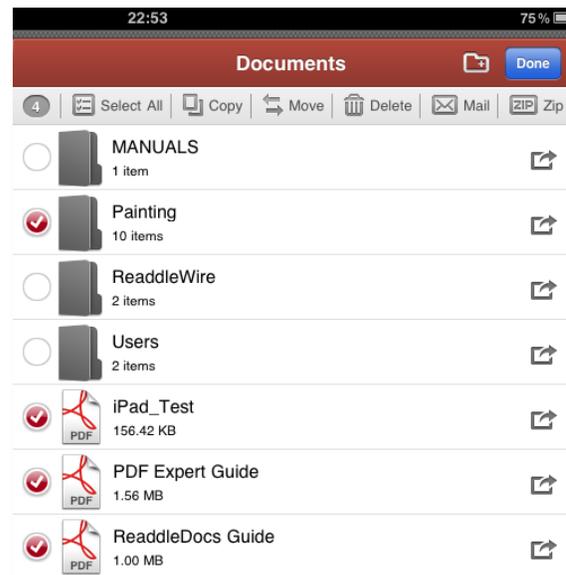
- To clear all annotations in the document, tap **"Clear"** in **"Annotations"** section.



Managing files and folders

To manage files stored inside PDF Expert:

- While you are viewing folder content within the **"Documents"** tab inside PDF Expert, tap **"Edit"** in the top right corner.
- Mark files and folders you want to manage and press the appropriate button in the bottom of the screen. You can also create empty folder using top left button.



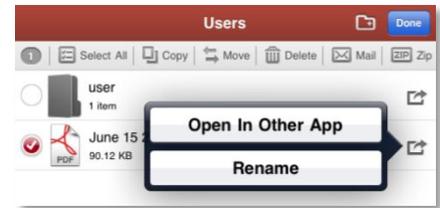
To	Do this
Move file	Tap "Move" and choose destination folder
Copy file	Tap "Copy" and choose destination folder
Delete document	Tap "Delete" .
Email without opening	Tap "Email" . The dialog will pop up to edit message.
Compress file/folder	Tap "Zip" . Compressed files will be placed into the same folder.

NOTE: When you are deleting a folder, all its files and subfolders will be deleted as well.

To create new folder within PDF Expert tap  and name new folder.

To rename the file or send it to another application tap **"Edit"** and then tap  to open file details.

- 1 To open the file in another application, tap **"Open In Other App"** and select the app from the list
- 2 To rename the file, tap **"Rename"** and enter new name for the file or folder



Chapter 3: Editing PDF documents

Annotating documents

In order to activate the annotation toolbar press the pencil button on the top. To hide the toolbar just tap the pencil again or tap on this mark  to the left.

The annotation toolbar will appear below as follows:



With PDF Expert you can create different types of annotations (from left to right accordingly):

- 1 Tap to undo the previous annotation. Tap and hold to redo;
- 2 Make a selection (square shape) – for drawing attention to some part of the text. Tap and hold to select a color of the shape;
- 3 Make a selection (oval shape) – for drawing attention to some part of the text or graphics. Tap and hold to select a color of the shape;
- 4 Draw across diagonal line – for crossing out a part of the text. Tap and hold to select a color of the line;
- 5 Draw an arrow – for pointing to some part of the text or graphics. Tap and hold to select a color of the arrow;
- 6 Highlight – for emphasizing a small part of the text, e.g. word, quote, etc. Tap and hold to select a color of the annotation. Swipe with two fingers to go to another page;
- 7 Underline – for marking mistakes. Tap and hold to select a color of the annotation. Swipe with two fingers to go to another page;
- 8 Strikeout – for showing that this information is not needed or incorrect. Tap and hold to select a color of the annotation. Swipe with two fingers to go to another page;
- 9 Sticky note – for adding a note to your correction / annotation;
- 10 Text note – for adding a comment with permanently visible content;
- 11 Stamps – for adding Adobe Acrobat stamps and images.
- 12 Signature – for signing a document;
- 13 Pens and markers –for drawing and making written remarks with the use of different color pens and markers. Swipe with two fingers to go to another page.
- 14 Tap to hide annotation toolbar.

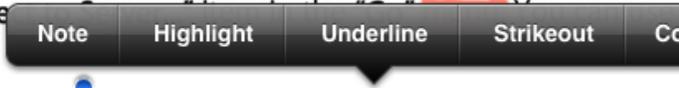
To add	Do this
Note	Tap and hold your finger on any place of the document without text or active elements. Select "Note" from the popup.



Image	Tap and hold your finger on any place of the document without text or active elements. Select "Image" from the popup. Select a picture from your Camera Roll or Photo Albums to be placed on the PDF. Tap to move or delete the picture. Tap and hold to scale it.
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Note to a text	Tap and hold your finger on the text to show text selection box. Drag markers to select the text and select "Note" from the popup.
----------------	---

- 2 Select the **"Connect to Server..."** item in the **"Go"** menu. You can use it as well.
- 3 Type **"http://"** and PDF Expert server's IP address. This information is in the **"Network"** tab inside PDF Expert.



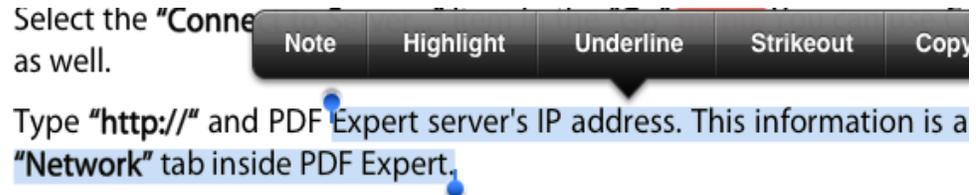
Type a note to the selected extract of the text.

- 2 Select the **"Connect to Server..."** item in the **"Go"** menu. You can use it as well.
- 3 Type **"http://"** and PDF Expert server's IP address. This information is in the **"Network"** tab inside PDF Expert.



To edit a text note, tap on the **"Note"** sign (above left) once and modify its content. To edit the color of the selected text, tap **"Colors"**. To delete it tap **"Clear"**.

To add	Do this
Highlight	Tap and hold your finger on the text to show text selection box. Drag markers to select the text and select "Highlight" from the popup.



To edit the color of the selected text, tap **"Colors"**. To delete highlighting tap **"Clear"**. To copy the selected word / phrase, tap **"Copy"**. Afterwards it will be possible to paste it using such pop ups as **"Note"** or **"Text"** by tapping and holding your finger and selecting **"Paste"**. You can always add a note to the given text by selecting **"Note"**.

Underline	Tap and hold your finger on the text to show text selection box. Drag markers to select the text and select "Underline" from the popup.
-----------	--

After creating the account, go to **"Network"** tab inside PDF Expert, tap **"Add"** but tap Readdle Storage label and enter your login and password for Readdle Storage PDF Expert will catch your account and become able to get files stored online.

To edit the color of the selected text, tap **"Colors"**. To delete underlining tap **"Clear"**. To copy the selected word / phrase, tap **"Copy"**. Afterwards it will be possible to paste it using such pop ups as **"Note"** or **"Text"** by tapping and holding your finger and selecting **"Paste"**. You can always add a note to the given text by selecting **"Note"**.

To add	Do this
Strikeout	Tap and hold your finger on the text to show text selection box. Drag markers to select the text and select "Strikeout" from the popup.

Copying files from MobileMe iDisk to iPad

~~For people who use MobileMe iDisk to store their files online, PDF Expert provides quick and handy access to the documents directly from their devices. Also, you can use iDisk to transfer files from the desktop computer or laptop to the iPad.~~

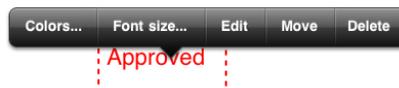
To edit the color of the selected text, tap **"Colors"**. To delete strikeout tap **"Clear"**. To copy the selected word / phrase, tap **"Copy"**. Afterwards it will be possible to paste it using such pop ups as **"Note"** or **"Text"** by tapping and holding your finger and selecting **"Paste"**. You can always add a note to the given text by selecting **"Note"**.

Text note	Tap and hold on any place of the document to show the popup menu.
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Select **"Text"** and enter the text you want to be placed.

To edit a text note, tap once and modify its content, color, font size or delete it.



To move or scale the text note, just tap and hold on it and select the appropriate action.

To add**Do this****Freehand annotation**

To create a freehand annotation or drawing tap  icon and select a pen or pencil tool you want to use.

Tap on arrow button to the left to undo previous markup.

To apply annotation tap on a check mark icon to the right.



To turn wrist protection on or off tap .

Stamp

Tap and hold on any place of the document to show the popup menu. Select **"Stamp"** and enter the text you want to be placed.



PDF Expert allows you to create custom stamps based on the images. Just copy image that you want to use as a stamp to iPad's photo library and add it as a new Custom stamp by tapping "+" in **"Custom"** section of a Stamp menu.

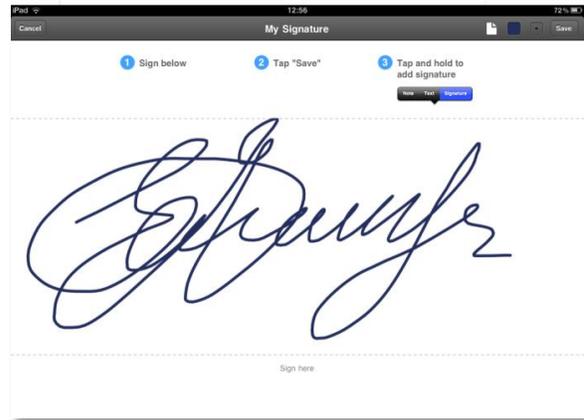
To move or scale the stamp, just tap and hold on it.



Signing documents

With PDF Expert you can sign a PDF document or a form by placing your personal signature to appropriate place on a document or to a signature field.

Tap  on the annotation toolbar to create a signature. This signature is saved within PDF Expert and can be placed many times on this or another documents as **"My Signature"**. Tap **"Save"** when you are done.

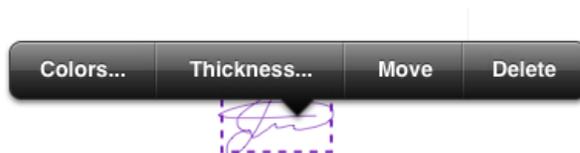


To place a signature on a PDF, tap and hold on any place of the document till the popup menu appears. Select **"My Signature"** or **"Customer Signature"**

When **"My Signature"** is selected a signature previously saved will be placed to a document.

When **"Customer Signature"** is selected a one-time signature is created and placed on a document. This signature is not saved within PDF Expert and can't be copied to another place or document.

To edit a signature, tap once and modify its color, line width or delete it.



To move or scale a signature, just tap and hold on it.

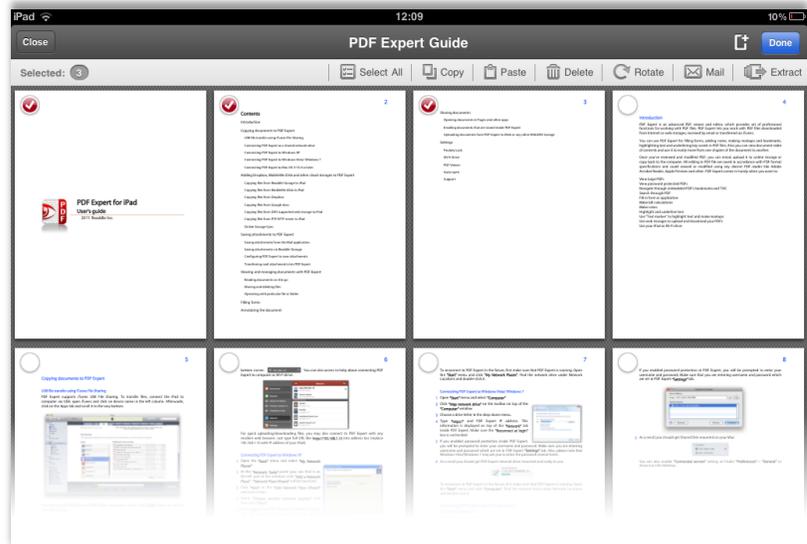
Editing pages

With PDF Expert one can preview the whole PDF document in thumbnails and add, subtract or copy pages of a PDF.

To switch to thumbnail mode, tap **“Pages”** button on the main toolbar.



- Tap on a thumbnail to navigate to the page.
- Tap  to add new empty page to a document.
- To modify your document's pages tap **“Edit”**. In this mode you can copy and paste, extract and email separate pages, change their orientation and delete them.



In thumbnail preview Edit mode:

To	Do this
Move	Tap and hold on a thumbnail of a page and drag it with your finger to another part of the document
Copy page(s) to a clipboard	Select a page and tap “Copy”
Paste from clipboard	Once the page is copied, you can paste it in another document. Just open the PDF, tap  and then tap “Paste”
Delete	Select a page or pages and tap “Delete” .

To	Do this
Rotate	Select a page or pages and tap “Rotate” . Also you can rotate any page with two fingers. Just tap and hold with two fingers on the appropriate thumbnail and rotate it.
Mail	Select a page or pages and tap “Mail” . A “New Message” popup will appear with email draft containing a PDF with selected pages as an attachment.
Extract	Select a page or pages and tap “Extract” . With this a new document containing selected pages will be created and saved in Documents folder.

Filling in forms

With PDF Expert You can view and fill in PDF forms.

- Tap on active area to type in the text in form field.



NOTE: You can set up PDF Expert to highlight form fields with color in **“Settings” > “PDF Viewer”**

- Tap on the check box to make selection.

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 RANGE \$

NOTE: The boxes required for filling are marked with red border.

- Tap on the box with a triangle to show the dropdown list.

The screenshot shows a form with a dropdown menu open for the 'ROOF (1)' field. The dropdown options are: METAL, RUBBER, SHAKE, SHINGLE (which is selected and has a checkmark), SLATE, TILE, and OTHER. The background form includes fields for 'GEN-SLP', 'GRAVEL', 'SQ FOOTAGE', 'UPPER (APPROX) 5 12', 'MAN (APPROX)', 'YR BLT 4 35', 'YR BLT', '# FIREPLACES 1 2', 'FIREPLA', 'SENIOR 55+ (Qualifies for Fair Hou', 'EXT DESC (2) (1 REQD +1) STONE', 'XSTR/DIR 72 Eeee', and 'PRIVATE 280'. There is also a URL 'Wwwwwwsdfrfr' and some text in Italian: 'ORDINE N° CON LA PRESENTE VI ORDINIAMO LA MERCE QUI DI S'.

- To make calculations, just type in your data to the appropriate fields in the form and check the result.

		11. SERVICE REQUIRED				12. SERVICE TOTAL	
		ANTI-FREEZE	OIL	FILTER	WATER		
		OTS \$ 13.25	OTS \$ 0.00	\$ 14.50	\$ 0.00	\$ 27.75	
		13. DESCRIPTION OF DAMAGE				14. REPAIR COST ESTIMATE	
SERVICES AND/OR REPAIRS REQUIRED ON REPLACED OR RETIRED VEHICLE	GLASS					Picture	\$ 0.00
	INTERIOR					Picture	0.00
	LEFT SIDE					Picture	0.00
	REAR/TRUNK	Trunk latch not working				Picture	14.95
	RIGHT SIDE					Picture	0.00
	FRONT	Scrape on left front bumper				Picture	0.00
	TIRES					Picture	0.00
MISC. MECH. REPAIRS					Picture	0.00	
DEALER BID ON VEHICLE "AS IS"		\$4,500.00				15. SERVICE AND REPAIR COST GRAND TOTAL \$ 42.70	
						16. AMOUNT CHARGEABLE TO LESSEE/USER \$4,457.30	

- To fill in a Signature field, tap on it and select a signature type you want to use. **"My Signature"** is a regular signature that is saved within PDF Expert and can be reused later. **"Customer Signature"** is used only once and never saved.



Chapter 4: Sharing documents

With PDF Expert you can open your files in other application like Pages and Numbers, send them by email and upload to iDisk, Dropbox, Readdle Storage and other popular file storages.

Opening documents in Pages and other apps

iPad allows applications to open files in other applications. To open a document in another application

- 1 Open the document which you want to transfer in PDF Expert
- 2 Tap **"Actions"** button on the toolbar and select **"Open In..."** from the list.

NOTE: **"Open In..."** command actually creates copy of the file you have in PDF Expert and copies it to another application. Thus if you want make any changes to that file be sure to copy it back to PDF Expert.

Emailing documents stored within PDF Expert

- 1 To email the document you are reading at the moment, tap **"Actions"** button and then **"Send by e-mail"**. Mail dialog will pop up.
- 2 Enter your e-mail address to the **"From"** field. This is the address that your recipient will reply to.
- 3 Enter your recipient e-mail address. You can also fill this field with any contact from your address book.
- 4 Enter e-mail body text and tap **"Send"**.

Uploading documents from PDF Expert to online storage

Files that are stored on the iPad can be uploaded an online storage directly from PDF Expert. To upload files/folders to online storage, follow the steps below:

- 1 From the **"Network"** tab choose your online storage and open its contents. Tap **"Edit"** in top right corner to open Actions menu.
- 2 Tap **"Upload"** button.
- 3 Mark files and folders you want to store online. Then tap **"Upload"** button.

Appendix: Settings

PDF Expert Settings allow you to customize your application, configure Wi-Fi network drive parameters, document viewing, security and other preferences for PDF Expert.



Passkey Lock

Passkey allows you to protect documents from being viewed by another person. Once set, the application will ask the passkey on each launch.

NOTE: To set password for wireless access to PDF Expert, use Wi-Fi Network Drive section.

ATTENTION! There is no way to recover your files if you forget the passkey.

Wi-Fi Drive

Wi-Fi Drive almost turns PDF Expert into a portable flash drive. The only difference is that you need active Wi-Fi connection to transfer files from your computer to the iPad.

This feature is based on WebDAV protocol and is compatible with both Windows and Mac.

Enable Drive

- Turn Wi-Fi access to your files on or off.

Ask For Password

- Enable or disable password protection for Wi-Fi access to your files

Public Folder

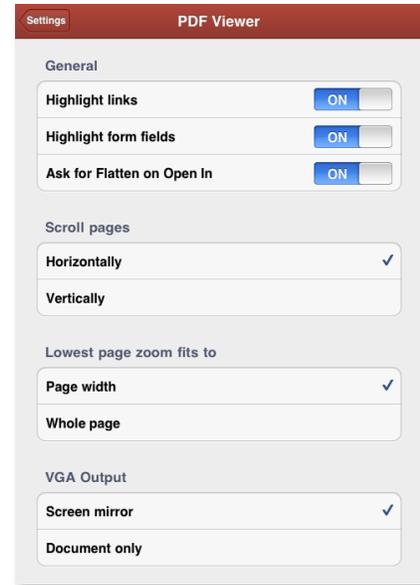
- Enables public folder that can be accessed without password

NOTE: Password configured here is for Wi-Fi connections only. To protect your documents from being viewed directly on the iPad, use **Passkey Lock** feature.

PDF Viewer

This option allows you to:

- Enable or disable **“Highlight links”**, which gives you an ability to recognize links in PDFs.
- Enable or disable **“Highlight form fields”** to visually separate active fields from PDF background.
- Enable and disable a menu that allows sending a flattened copy of a document to another application with **“Open In”** feature.
- Set the way you prefer to scroll pages, horizontally or vertically.
- Make PDF Expert to zoom automatically to the page width in landscape mode by checking **“Page Width”** in **“Lowest page zoom fits to”** section. Otherwise it will show the whole page in landscape mode.
- Setup to display tool bars and navigation when iPad is connected another display device via VGA Output cable. To display document only check **“Document only”**.



Auto-open

In this section, you can enable or disable immediate opening files in PDF Expert on startup and after downloading them from the web.

Support

Tapping on the **“Support”** button in the Settings section allows you to contact Readdle team in case you have any questions or suggestions. In case you have some issue with the app, please enable Verbose logging, then reproduce the problem and contact us via Support dialog. Diagnostic log will be sent to us so that we could assist you faster.