



# DocAS for iPad

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User Manual Guide for 6.0

## Highlight Features

### ➤ Shapes Recognition

Draw and detect, then generate shape intelligently, like: lines, ellipse, star, polygons...

### ➤ Build-in PDF converter

Convert MS Word, PowerPoint, Excel, iWorks document, web page, RTF, Text ... formats to PDF, then you can annotate it.

### ➤ Capture from Web

Build-in Browser, Snap current web page and convert it to PDF

### ➤ Autosync your notes and documents to Dropbox

Enable autosync feature in App setting, DocAS can automatically sync your notes and documents to Dropbox

### ➤ Generate customized paper template

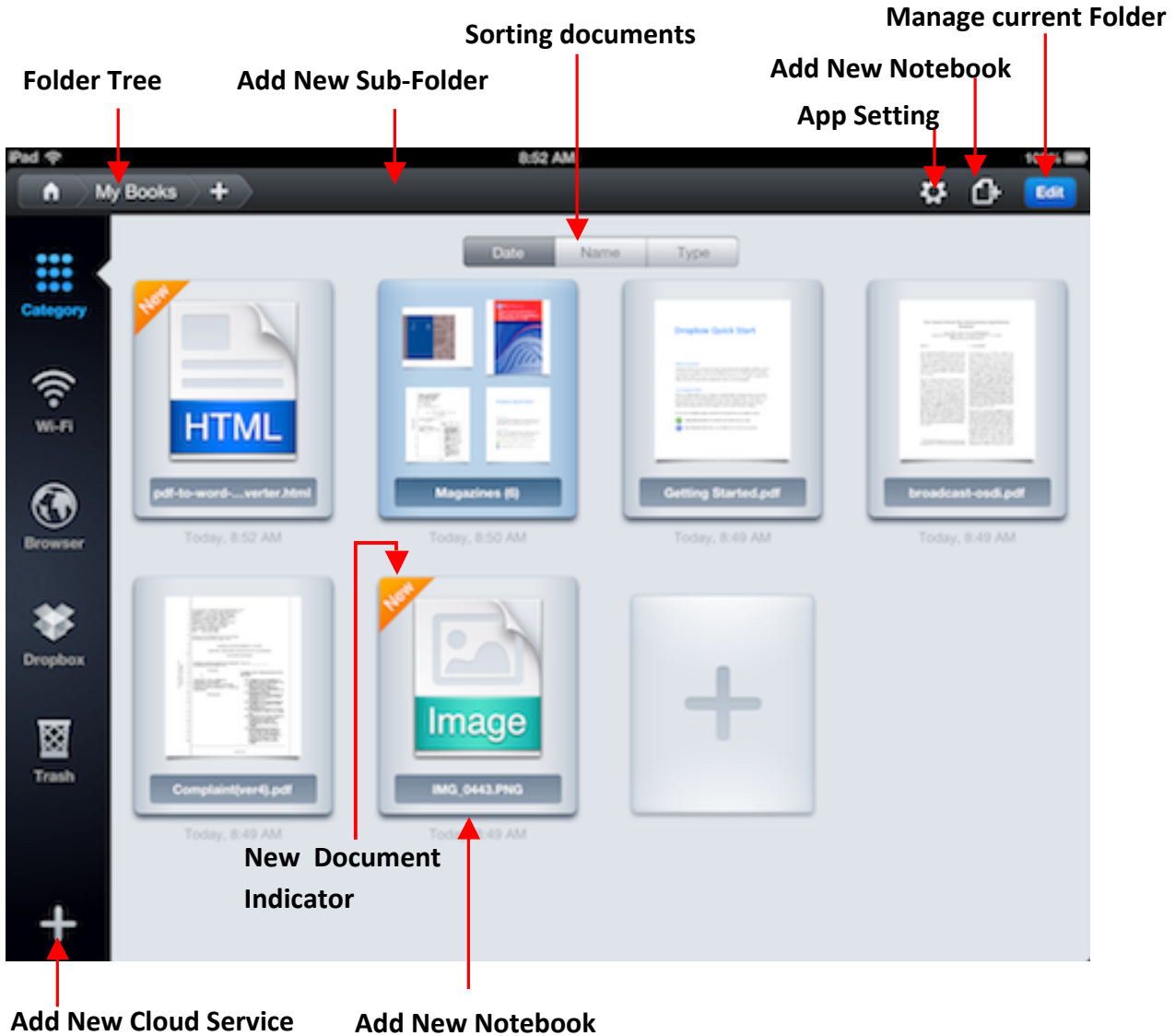
Create or import PDF paper, then save it as my paper template

### ➤ Professional localization: Chinese (Simple and Traditional), German, French, Italian, Japanese, Portuguese, Spanish

### ➤ Rotate PDF page

# 1 Documents Manager View

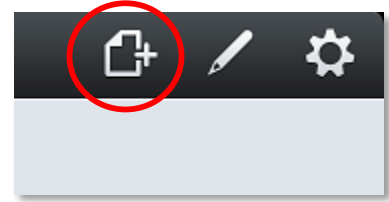
Documents View is the main entry to manage all your documents and notes. You can create new notes, import new document from Mac/PC Desktop via WiFi, Dropbox, Box.... You also can add new sub-folder in current folder.



## 1.1 Create New Notebook

3 Entries to create new notebook in DocAS:

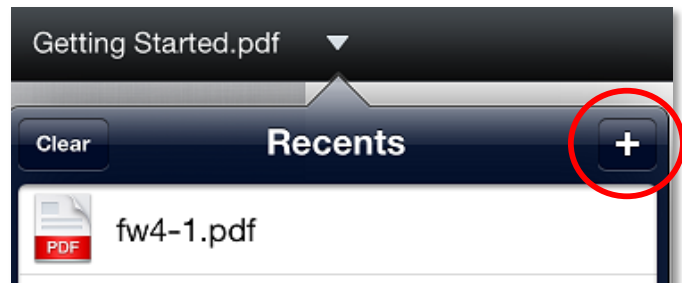
One tap to create new note



Tap this big button to make a new note



Tap "+" button to create a quick note



## 1.2 Create New Folder/Sub-Folder

Tap "+" to add a new folder in current folder



# 1.3 Service Bar and add new cloud service

**Quick** switch major services to manage your documents

**“Category”**: show all local folders and documents

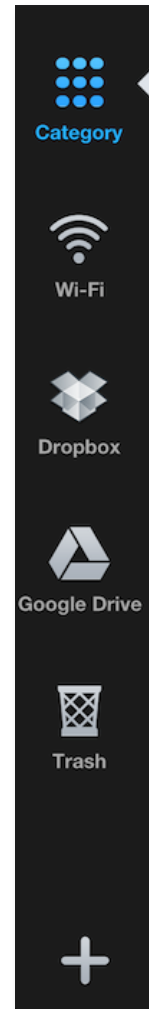
**“Trash”**: manage all your documents or folders in trash bin

**“Wi-Fi”**: Access your document from your Mac/PC Desktop

**“Box” or “Dropbox” or “Google Drive” or “WebDAV” or “FTP” and more coming soon**: Access your documents from your cloud services.

**Note:**

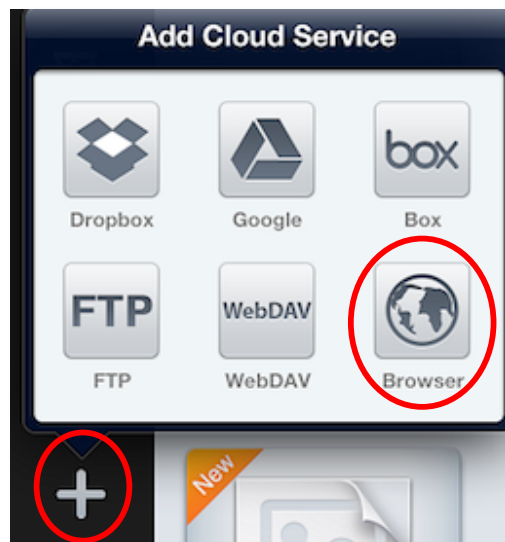
- ✓ DocAS 5.0 supported multiple download

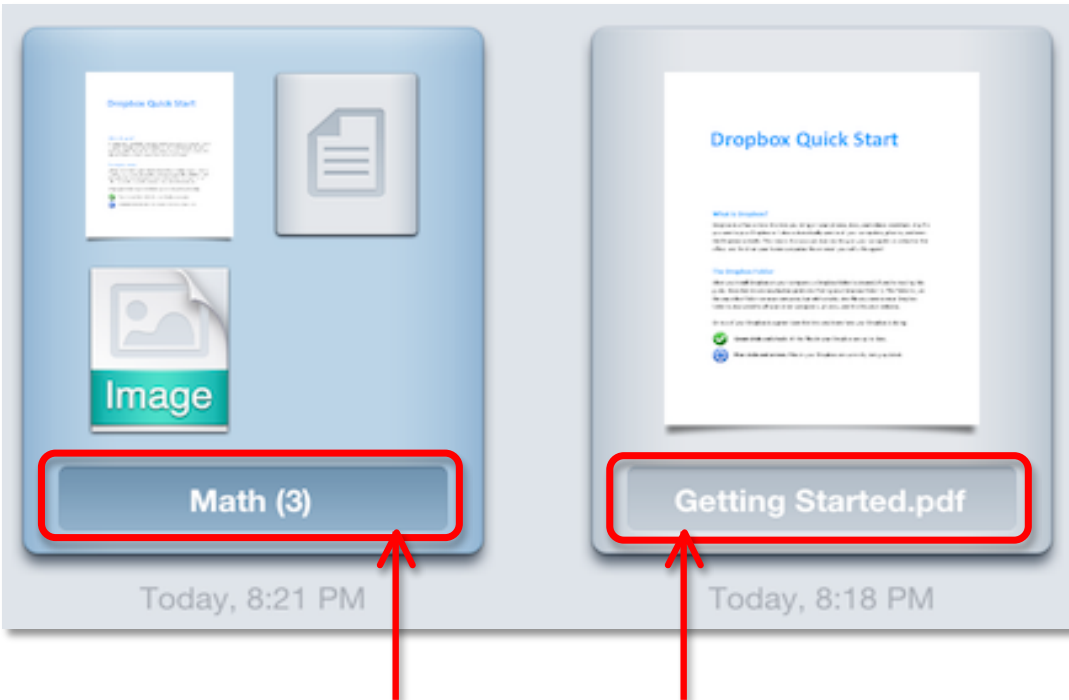


**Tap “+” to add** Cloud service dynamically

**Note:**

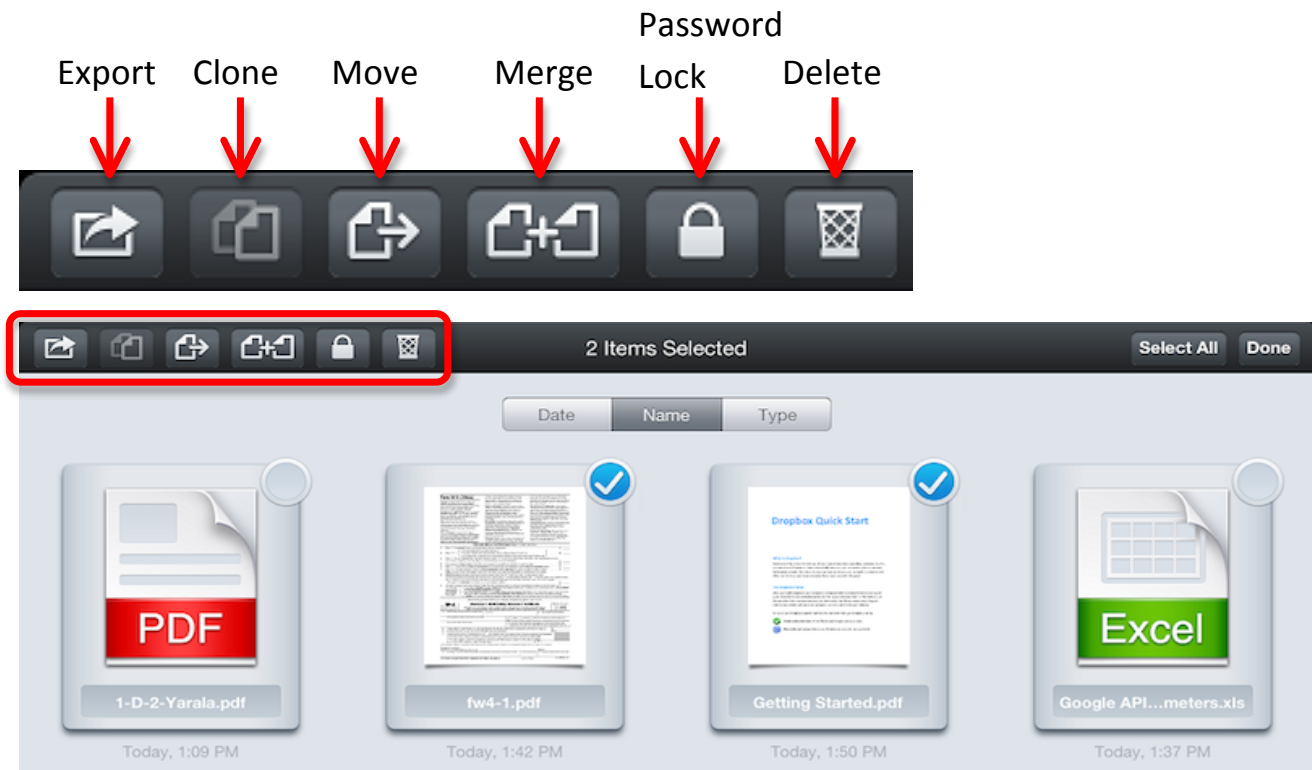
- ✓ You also can directly snap/download web page or documents via build-in browser





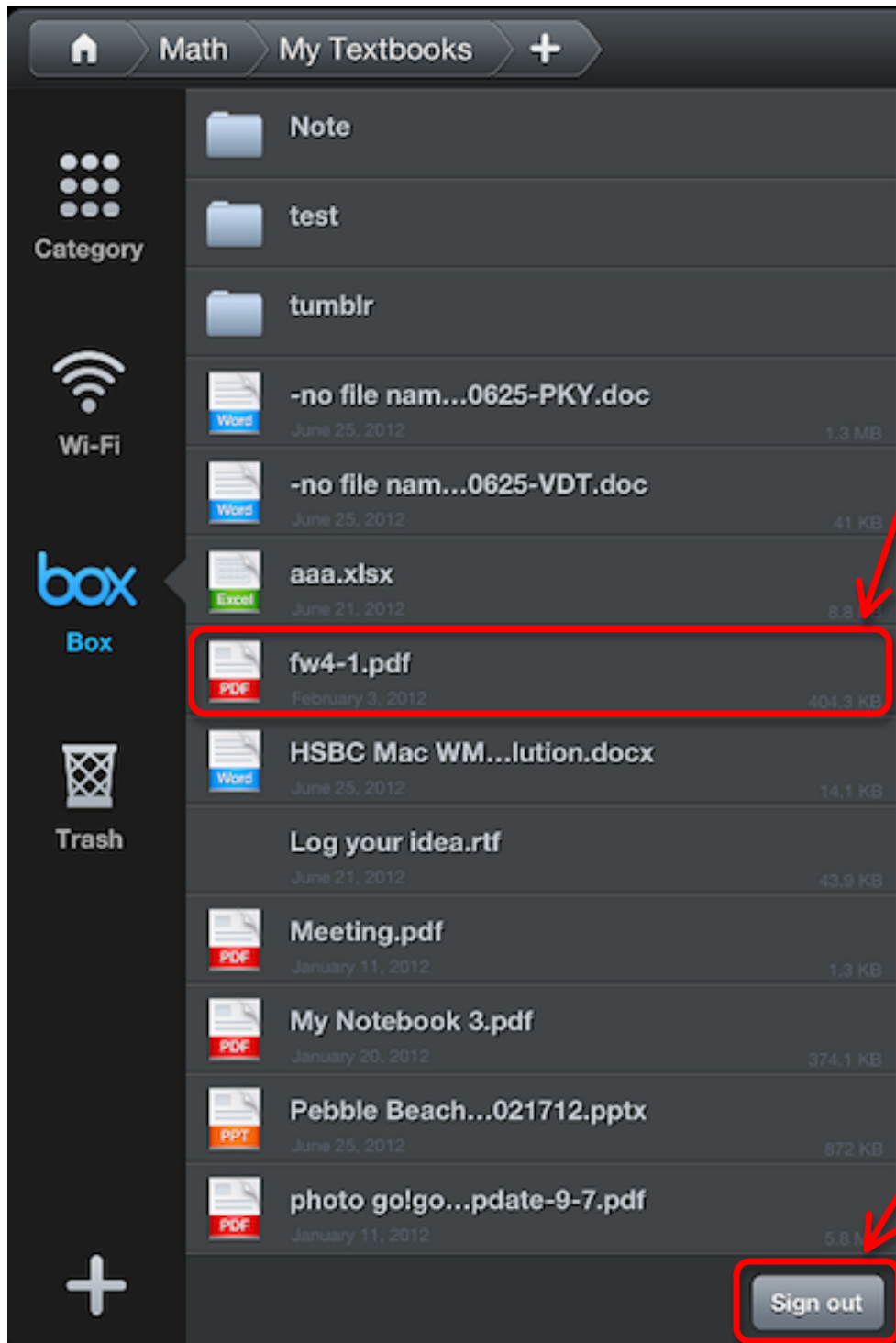
Tap here to rename your folder or file

## Export, Clone, Merge, Move, Lock, Delete your folders or files



## 1.6

## Import/download files from cloud storage



Tap your interested file in file list to download;

Tap "Sign Out" button to log out your cloud service, Then this service will be automatically removed from left panel.

## 2 Document Annotation/Viewer

The image shows a screenshot of the DocAS for iPad application interface. The interface is divided into several sections:

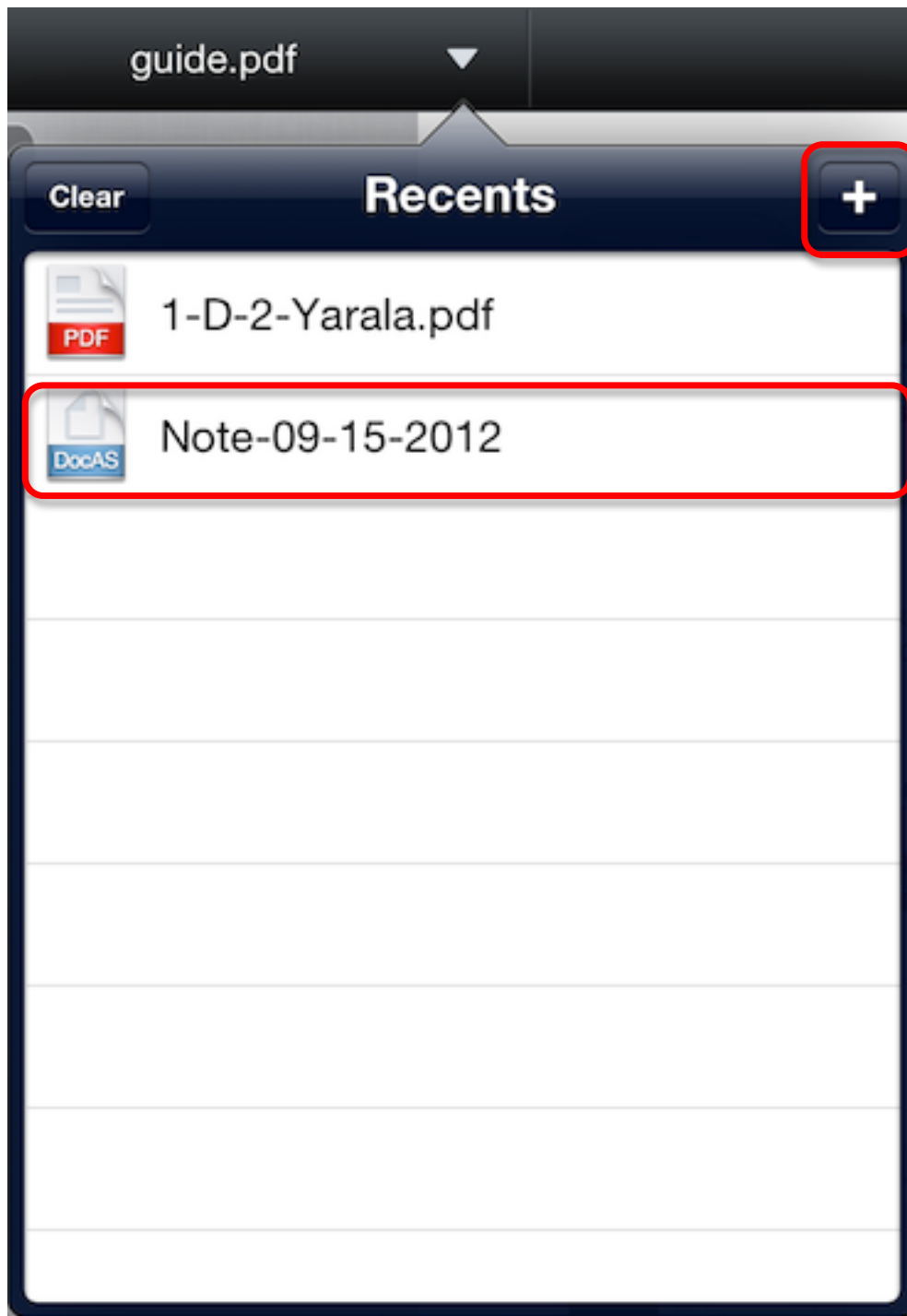
- Page number:** Located at the top left, showing "1 of 7".
- File name and Open Recent list (Quick switch):** Located at the top center, showing "guide.pdf".
- Annotation Bar:** Located at the top right, containing various annotation tools like highlight, underline, and eraser.
- Page action:** Located at the bottom left, showing a left arrow button.
- Audio Memo:** Located at the bottom center, showing a microphone icon.
- Annotation Switch:** Located at the bottom right, showing a right arrow button.

Red arrows point from the text labels to the corresponding UI elements. Below the screenshot, three hand-drawn diagrams illustrate navigation actions:

- Tap to backward page:** A hand tapping the left arrow button.
- Swipe to turn page quickly with thumbnail view:** A hand swiping across the screen, with a small thumbnail view of the next page appearing.
- Tap to backward page:** A hand tapping the right arrow button.

## 2.1 Open Recent (Quick Switch to recent document)

DocAS (5) provide “open recent” feature, it lists 10 recent documents. You can switch to other recent file quickly. And you also can create a new note.



**Tap** “+” to create a new note

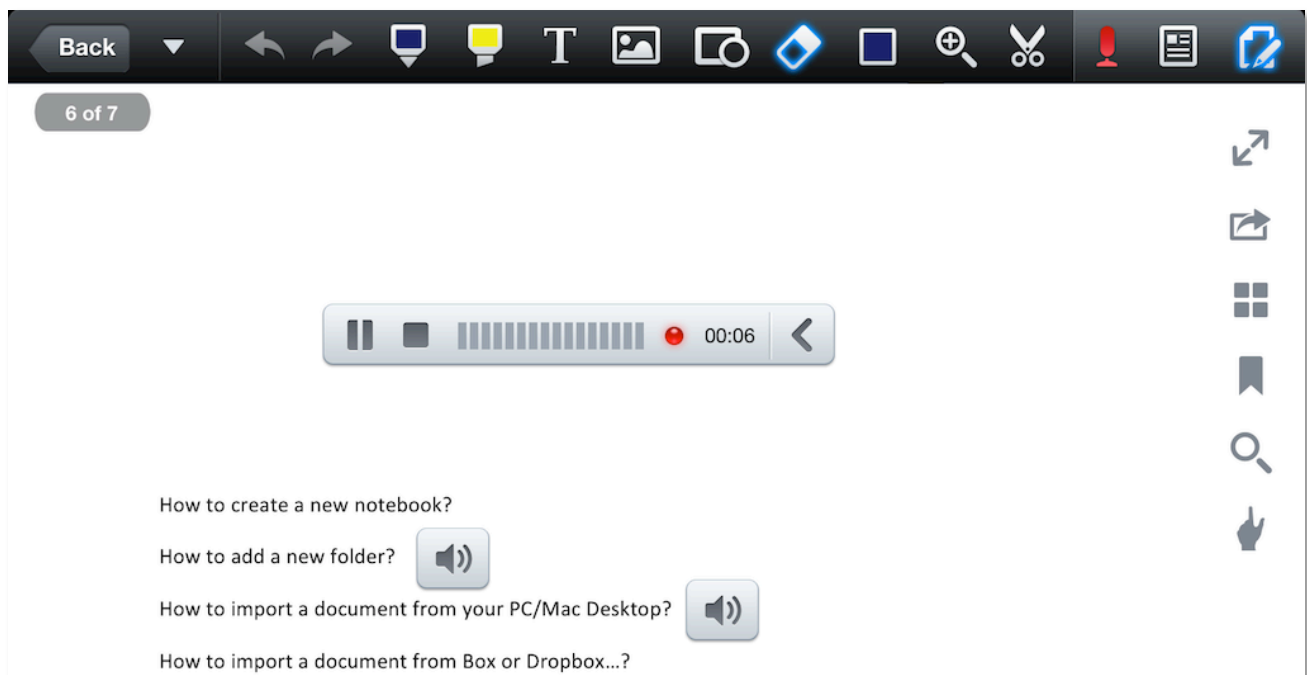
**Tap** the cell to switch to “Note-09015-2012.docas” file



## 2.2 Audio Recording (Support multiple audio memos)

DocAS 5 provided very strong audio recording feature. User can add multiple audio memos in one page, and DocAS will also remember the location you added. Great recording feature in classroom, meeting room or presentation showcase.

- ✓ Multiple audio memos support
- ✓ Add audio memo for your each paragraph
- ✓ Unique design with great user experience
- ✓ Remember your audio location for which sentence



**Pause recording**



**Playing recording**



**Pause playing**

2.3

## Sidebar (Full-screen, Export, Thumbnail, Bookmark, Search, left/right-hand switch)

**Tap** this icon to enter full screen presentation mode



**Tap** export icon to export/print/email current file



**Tap** to go to page thumbnail mode to organize pages



**Tap** to enter PDF outlines, bookmark and go to page



**Tap** to search PDF Text



**Tap** to switch to left/right hand mode

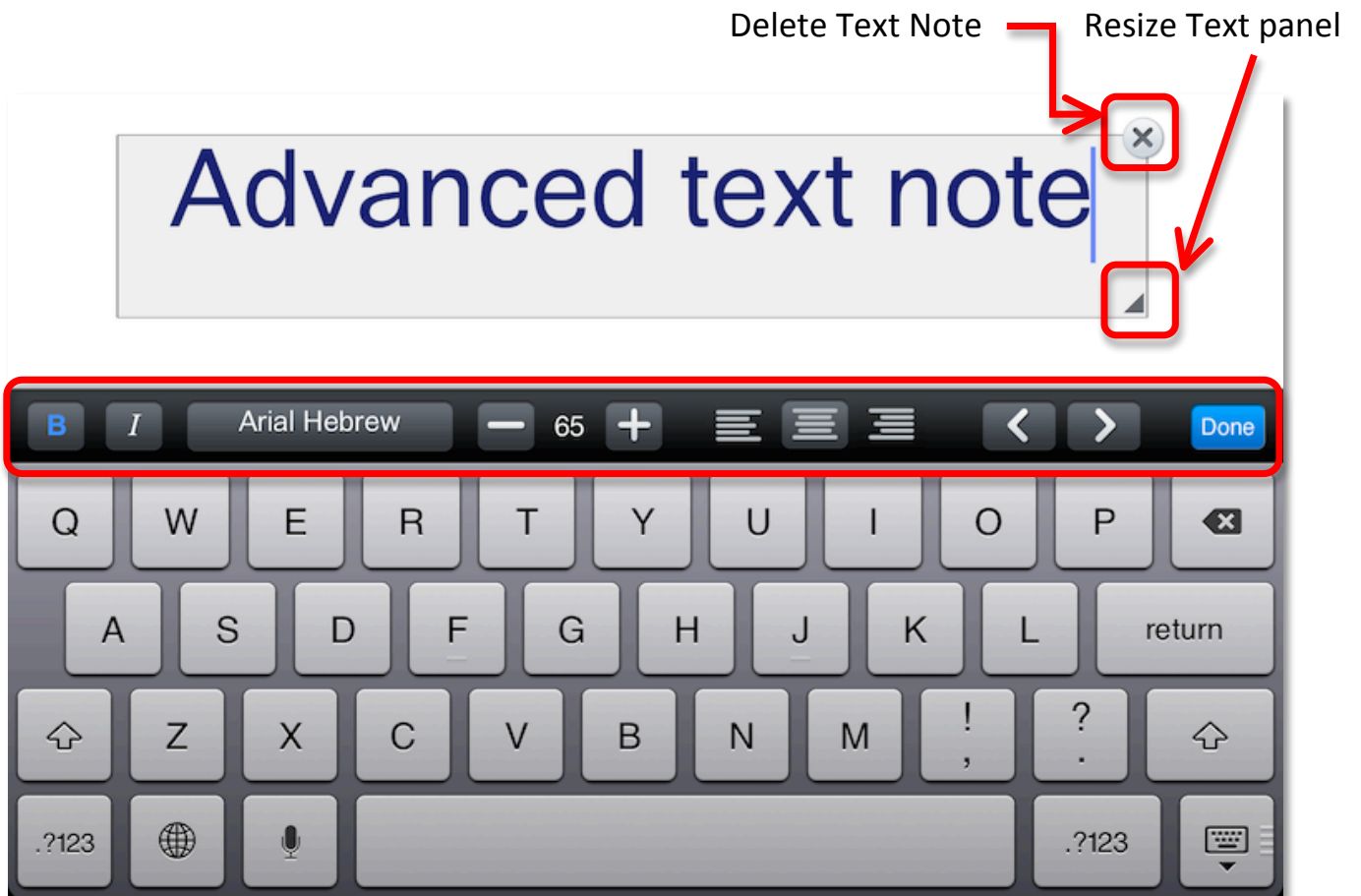


2.4

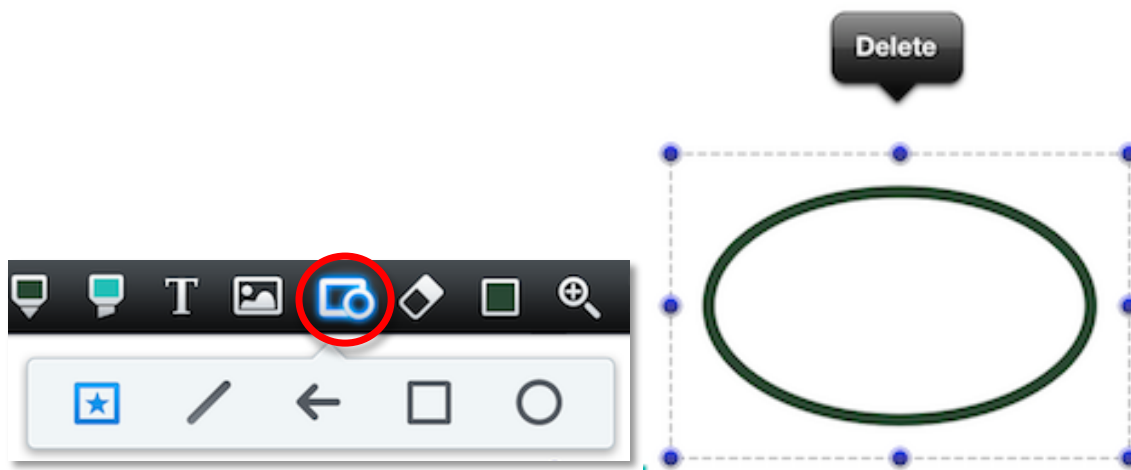
## Eraser (Basic Eraser, Object Eraser and Erase all annotations)



## 2.5 Advanced Text Note (Font, Size, Bold, Italic, Align, Left/Right move)



## 2.6 Insert Shape (Line, Arrow, Rectangle, Circle, Polygon...)




## 2.7 Full function zoom-handwriting

In zoom-handwriting mode, you also can use highlight pen, shape, eraser tool. It creates a unified edit environment.

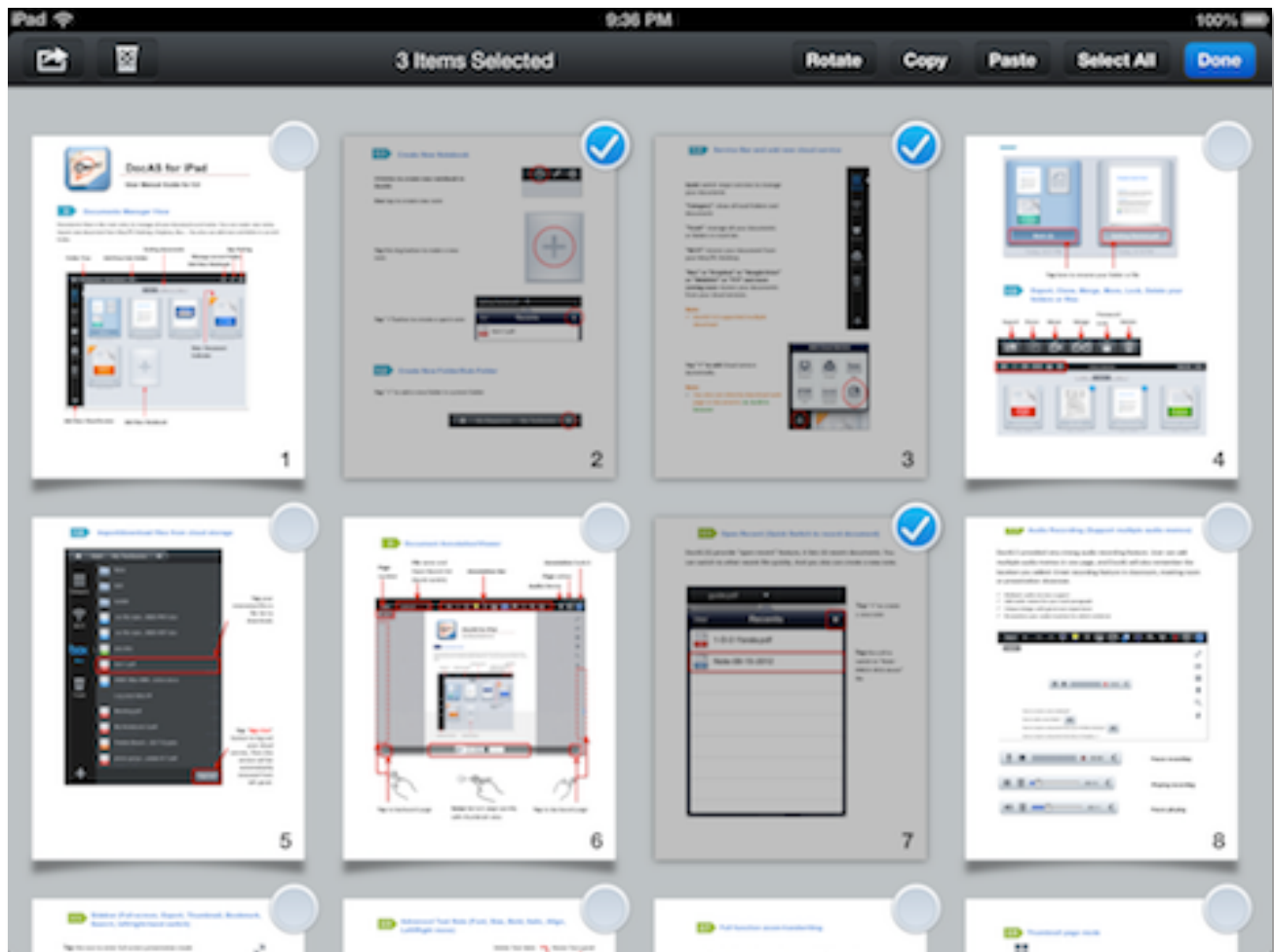


## 2.8 Thumbnail page mode



Tap “” to reorganize your document pages in this mode

- ✓ Drag the page to change the page order
- ✓ Rotate selected pages
- ✓ Copy selected page
- ✓ Paste page from clipboard
- ✓ Export selected page (Email, Print)
- ✓ Delete selected page



## 2.9 Autosync to Dropbox

Go to App setting, then select “Autosync to” option to enable auto sync to Dropbox feature.

