

Import

This guide will introduce you to all the document import possibilities in Cabinet – from simply opening a mail attachment to making complex folder structures and importing them via iTunes.

Introduction

Cabinet is designed to work with a large number of documents, so we ensured you have a plenty of convenient options for their import and management.

Popular cloud options are in development and will be added to the application soon after its initial release.

Here's a list of document import scenarios you may find useful:

- Open a document in *Cabinet* from Mail or Safari;
- Import documents from other PDF readers and iOS applications;
- Download large documents by URL directly in *Cabinet*;
- Import images from your Photo Library and convert them to documents;
- Exchange documents with other *Cabinet* users via Wi-Fi or Bluetooth;
- Import single or multiple documents via iTunes;
- Import ZIP archives with documents;
- Import whole folders with documents packed in ZIP archives.

This document also briefly touches document export theme: you'll learn how to open *Cabinet* documents in external applications, and see how you can backup all *Cabinet* folders to your computer via iTunes.

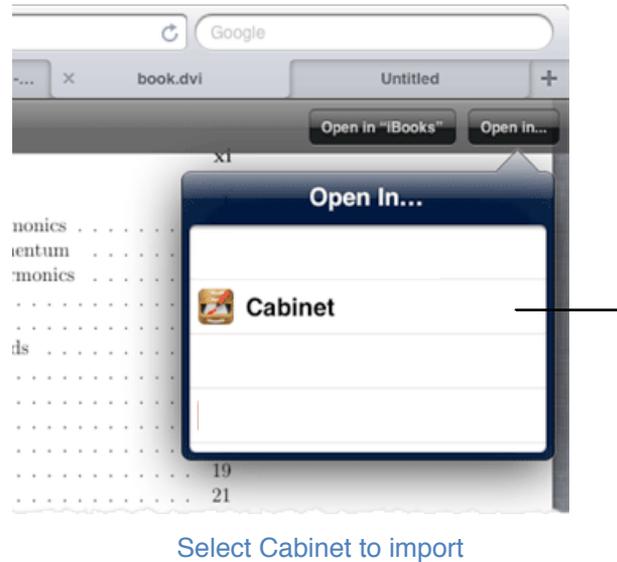
Table of Contents

Opening Document From Other iOS Applications.....	4
Document Import	4
Downloading Document by URL	4
Create New Document From a Picture in Photo Library	6
Sharing Documents via Cabinet.....	7
Sending a Document.....	9
Receiving a Document.....	10
Importing Documents via iTunes	12
Getting Started with iTunes File Sharing.....	12
Import Documents.....	13
OS X	14
Windows.....	15
Import Entire Folder Structures.....	15
Multiple Documents.....	15
Multiple folders and documents.....	16
Export Documents via iTunes.....	18
Troubleshooting.....	19

Opening Document From Other iOS Applications

Almost every iOS application that allows to store or read documents has a sharing option. It provides an opportunity to open documents in any other application that supports the same format.

While in another application look for a “Share” or “Open in...” button and choose *Cabinet* from the list. After a moment document will appear in your “UNSORTED” folder. You can also open ZIP archives that contain PDF documents.



Document Import

There are three major import possibilities in *Cabinet*: downloading document by URL, importing photos from your Photo library and converting them to PDF documents, and multiple document import via iTunes.

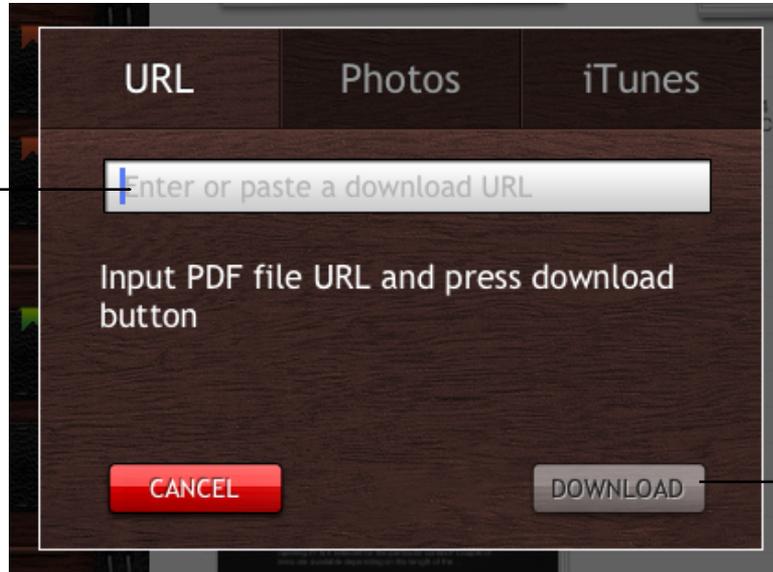
Downloading Document by URL

Sometimes loading large PDFs in browser can be a really painful experience. To make it quick and easy we you can download documents to *Cabinet* directly from web by entering their URL.



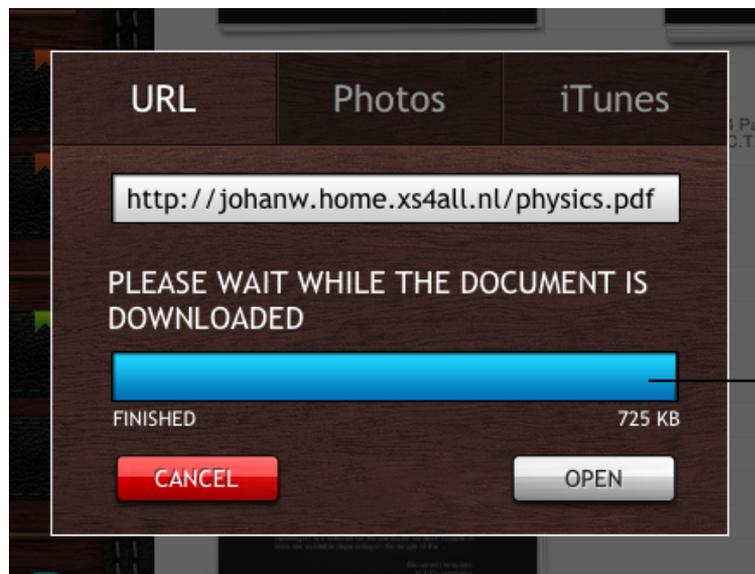
After you tap the “IMPORT” button, which is situated in the document library left bottom corner, you’ll see a dialog asking for document’s URL. Make sure the address you provide has a public access – *Cabinet* does not currently support protected FTP places, etc.

1. Enter URL for document you wish to download



2. Press “Download” button

The download will begin immediately once the entered URL is confirmed to be a valid PDF document. Otherwise, you’ll be notified that the URL you’ve entered doesn’t exist, or that a document format is not supported. When the download is finished, the document will appear in your “UNSORTED” folder.



Document download progress

Create New Document From a Picture in Photo Library

With *Cabinet* you can convert photos from your library into PDF documents, so that you can review and annotate them. This can be especially handy for screenshots overview and highlighting.

You can start image import by tapping the "IMPORT" button in left corner of the library screen and then selecting "Photos" import tab from it.

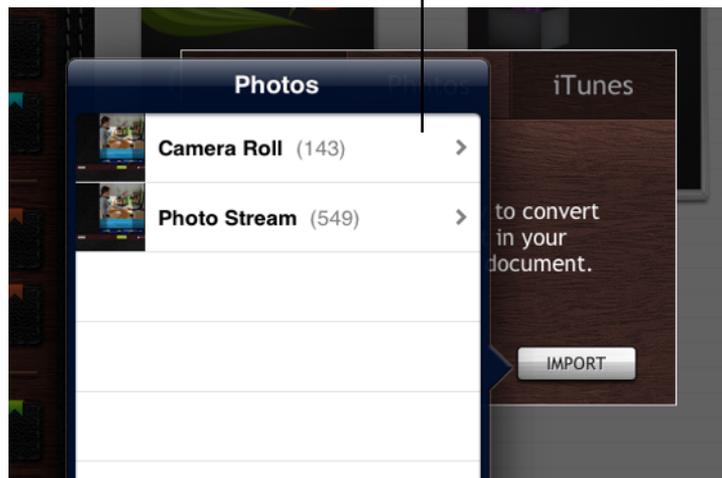
Select the Photos tab



Tap IMPORT to start photo selection

Tapping on the "IMPORT" button in the import dialog will bring up a popup with photos selection. Select one of your photo albums, and then a photo you want to enjoy a newly created PDF document. It will appear your "UNSORTED" folder.

Select photo album and desired photo to start import



Sharing Documents via Cabinet

Sharing option is available for you from both *Cabinet* library and viewer – just look for the standard iOS share icon.

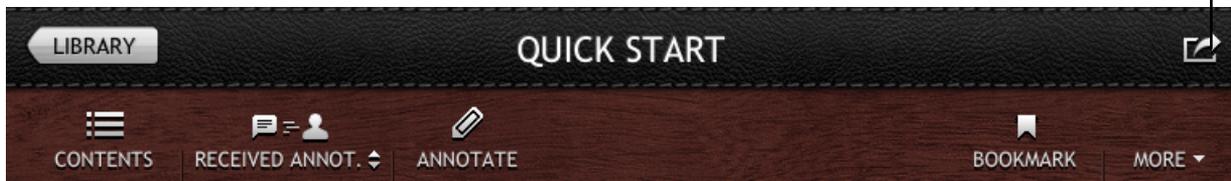
In library sharing menu is available from the document's menu.



Select SHARE option from the menu

In the viewer you can find sharing option in the top right corner of the toolbar.

SHARE button in document viewer



In both cases, tapping the “SHARE” button will bring up the document sharing panel.

1. Choose what needs to be shared



2. Select one of the sharing options

First of all, you should choose one of three options of what would you like to send. It can be a document, annotations or both. Please note that in the latter case annotations will be physically merged with the document, what might take some time to process.

Your next step is to select a sharing method. There are four of them: sending via e-mail, printing on AirPrint supported devices, sending a document to a nearby *Cabinet* user, or opening it in an external application.

Let's take a closer look at each of available sharing options:

- Selecting the “E-MAIL” option will bring up a standard e-mail sending dialog with the current document already attached;
- Tapping the “PRINT” button will reveal a standard printing dialog, asking you to select printer, page range and the desirable number of copies;
- Selecting the “OPEN IN” option will bring up the dialog with all your iOS applications that support PDF format;
- The last and the most interesting option “WI-FI / BLUETOOTH” allows you to quickly share documents with other nearby *Cabinet* users. You'll learn more about it in the next chapter.

Sending a Document

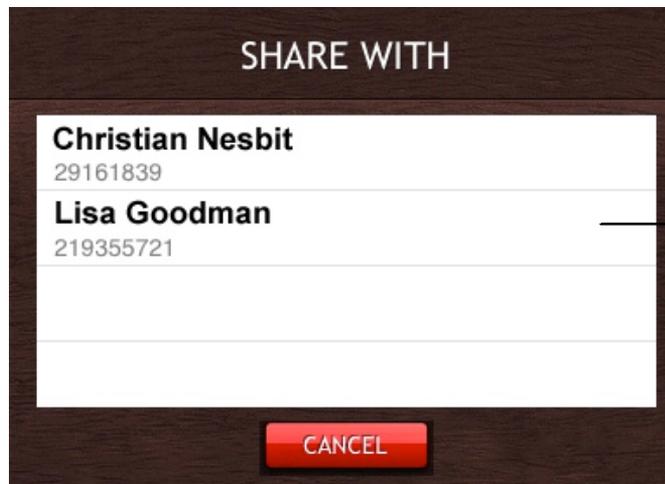
With *Cabinet* you can wirelessly exchange documents with all nearby iOS devices. This option provides the quickest possible way of sharing PDF of any size.

Before sharing make sure of the following:

- Both devices are either on the same Wi-Fi network or have Bluetooth enabled;
- Both devices are online in *Cabinet* terms: that is, you should either be in document library or enable “online” mode in viewer.

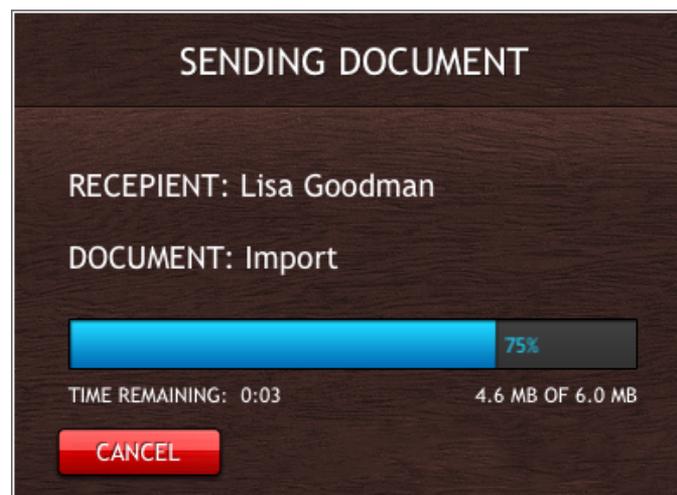
You can learn about sharing annotations in the “**Collaboration**” guide.

To initiate a document wireless transfer, simply select the “WI-FI/ BLUETOOTH” option in the sharing menu. The list of all visible *Cabinet* users will appear instantly.



Select the recipient from the list of nearby *Cabinet* users

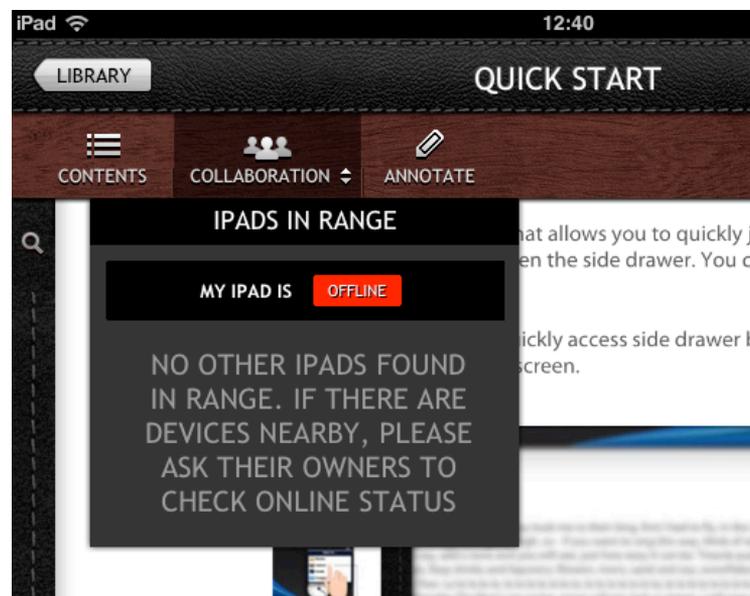
Choose a recipient you'd like to send the document to from the list. Wait until he accepts your request and the file transfer finishes.



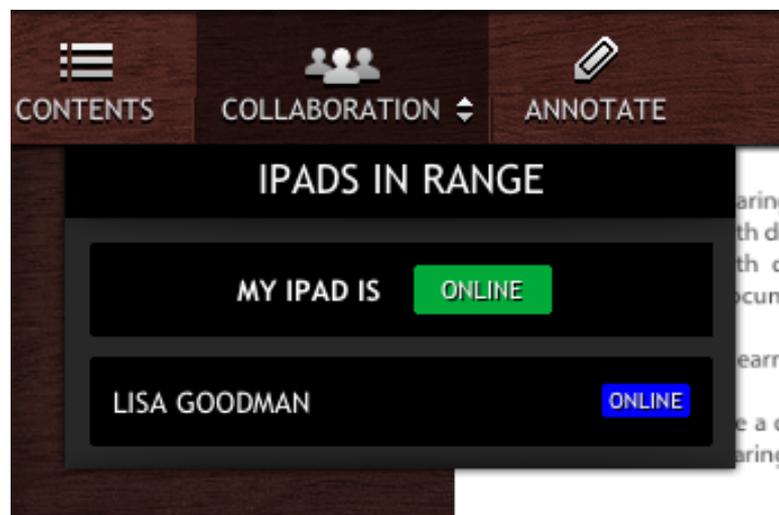
Receiving a Document

To be able to receive documents you should be online in Cabinet terms. You are always online and visible to other Cabinet users when you are in library. When you are in the document viewer, online mode is switched off by default to preserve resources and battery life, so you have to enable it manually.

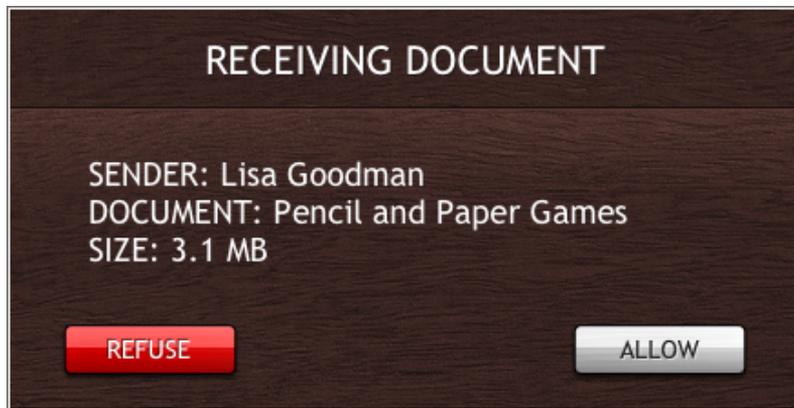
You can change your online status in the collaboration panel. It can be revealed by tapping the "COLLABORATION" button in the top toolbar. Tap on your iPad status to toggle it: tapping on "OFFLINE" will switch your iPad to the "ONLINE" mode and vice versa.



When your status is ONLINE, you become visible to other nearby *Cabinet* users. Now they can send you documents and annotations, or even invite you to collaborate.

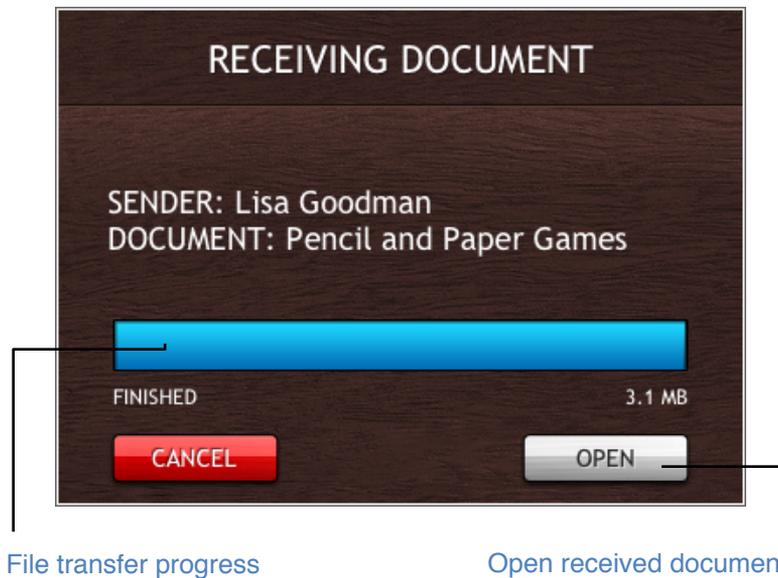


When someone tries to send you a document, you'll receive an incoming document request. You can either allow the pending transfer or refuse it.



Press ALLOW to start receiving the document

After you have accepted the incoming request, please wait until the transfer completes. For large documents it might take some time. You can open the document immediately after the transfer is completed.



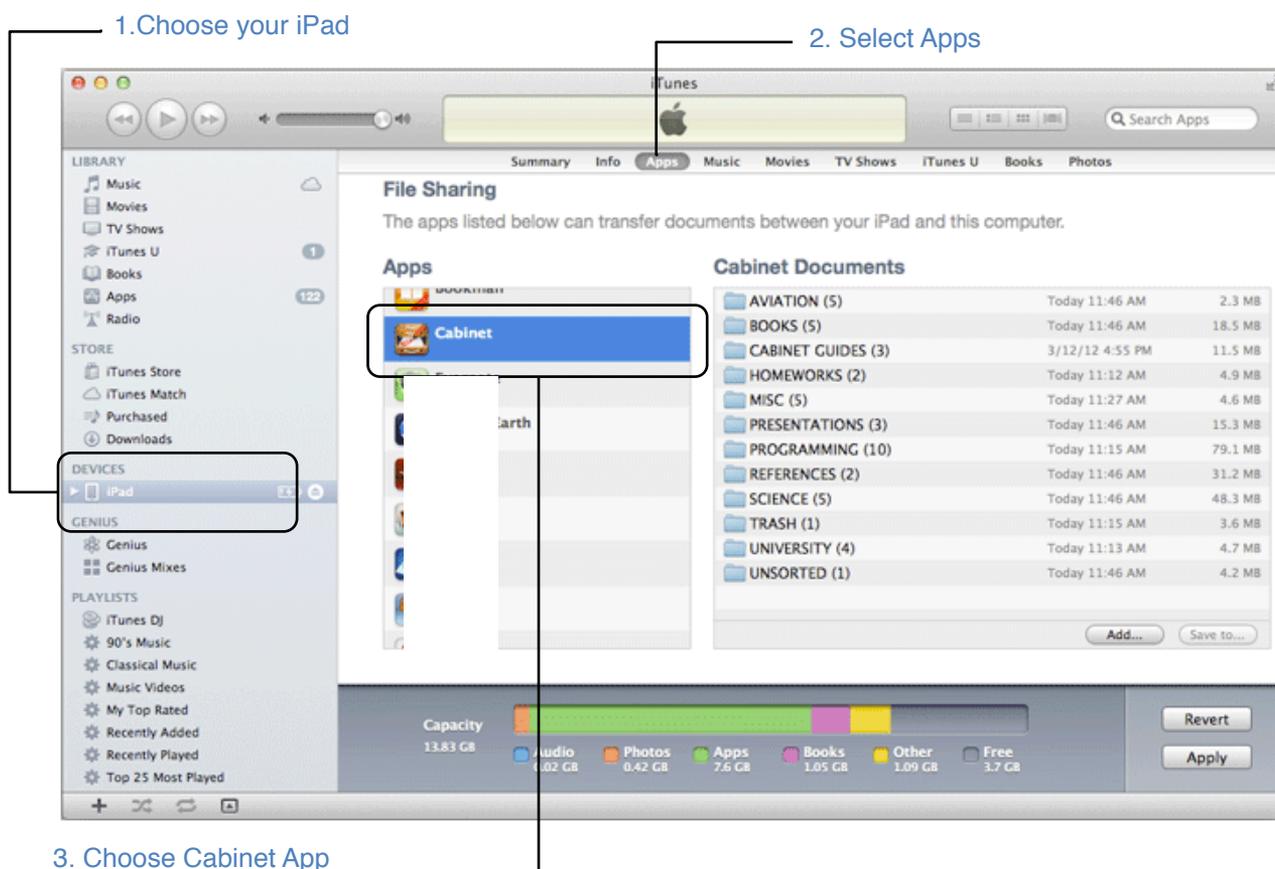
Importing Documents via iTunes

This tutorial will guide you through steps required to import documents to *Cabinet* via iTunes. The process will be fairly similar for both OS X and Windows machines, except differences in file browsers. You will get acquainted with adding documents to iOS apps via iTunes and teach some advanced *Cabinet* import techniques.

Getting Started with iTunes File Sharing

Begin by opening iTunes and connecting iPad to your computer. Select your iPad under the “Devices” list to reveal the summary regarding it.

Select the “Apps” tab on the top toolbar and scroll the contents to the “File Sharing”. You’ll see the “Apps” list with all your iOS applications that have a file import and export option enabled. Select *Cabinet* app from that list. It will reveal “Cabinet Documents” list in the right column. This list shows all your *Cabinet* folders.



For your convenience, each folder’s name has a document number it contains attached in the end. For example, a folder “MISC” with 5 documents will appear as “MISC (5)”. For security reasons, the folders you have protected will not appear on this list.

Import Documents

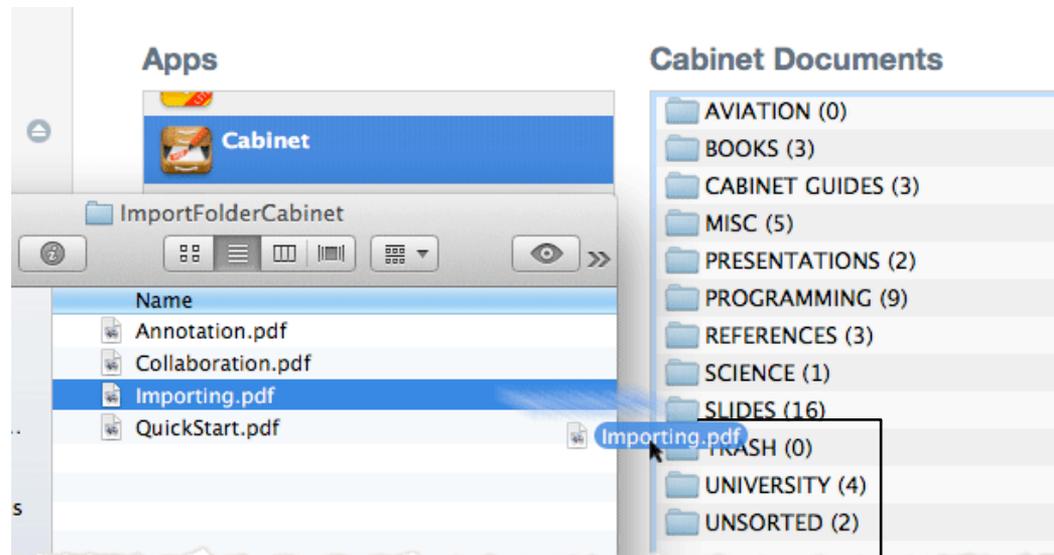
To add documents to *Cabinet* click on the “Add...” button below the “Cabinet Documents” list. Select PDF documents you’d like to add from the file browser and click on the “Open” button in browser.

2. Click “Open” button with desired documents selected



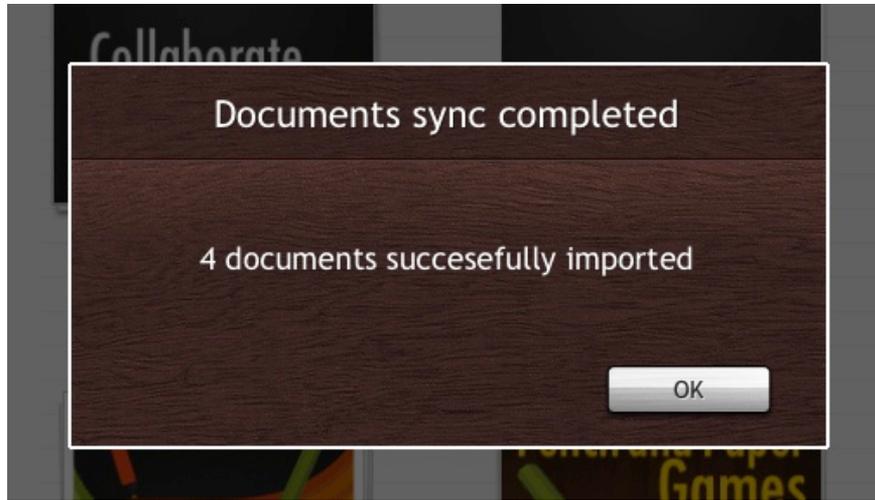
1. Click to browse for PDF documents

Another way to add documents is to use the drag-and-drop feature. Select all documents you’d like to import in the file browser and drag them to the iTunes “Cabinet Documents” section.



You can also import your documents by just dragging your files into iTunes

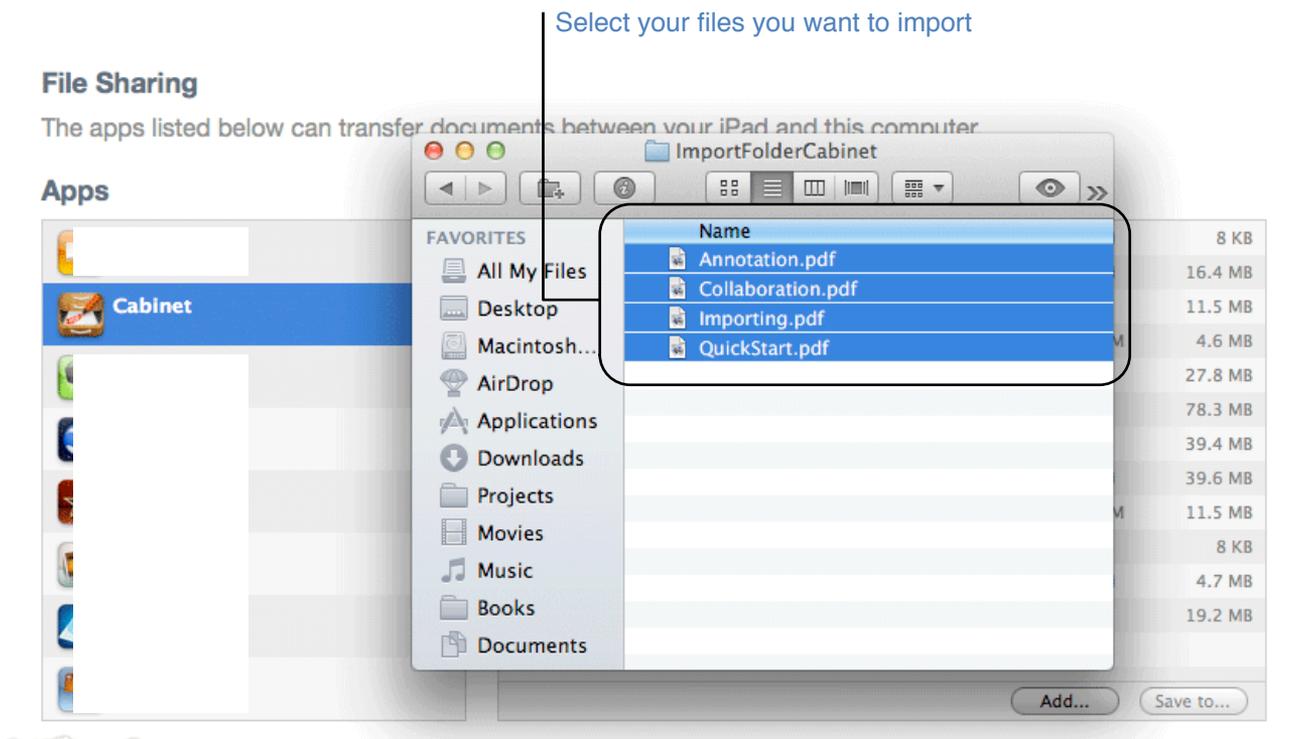
Documents you added will be imported to *Cabinet* when it is running on your device. This might take some time to process. Newly imported documents will appear in the "UNSORTED" folder.



Upon a completion you'll get a notification saying how many documents were imported successfully and whether there were some troubles importing.

OS X

Open Finder and select files you'd like to import. Drag them on the "Cabinet Documents" section in iTunes to add them to the *Cabinet* app.



Windows

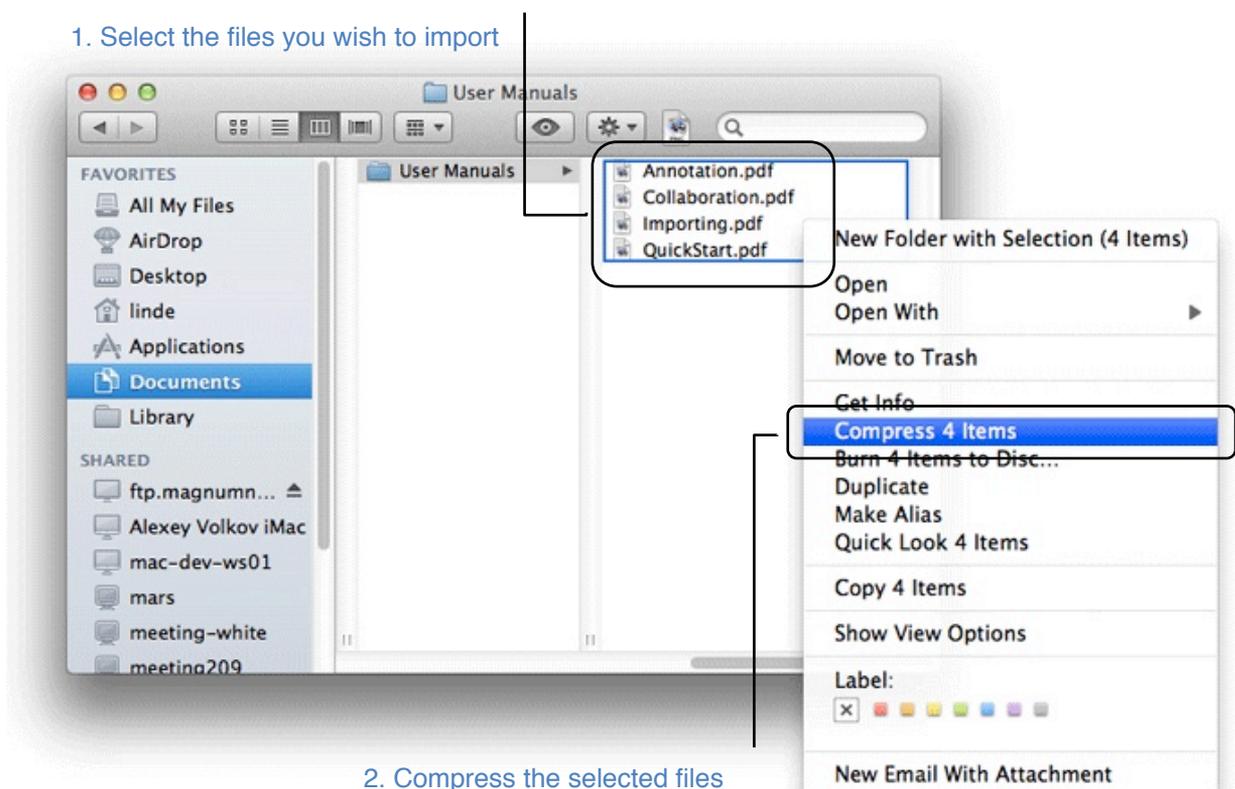
Open Windows Explorer and select files you'd like to import. Drag them on the "Cabinet Documents" section in iTunes to add them to the *Cabinet* app.

Import Entire Folder Structures

To make importing documents to *Cabinet* even more convenient, we provide an opportunity to add multiple PDF documents as zipped archives. You can import such archives via iTunes or open them from any iOS app – for example, Mail.

Multiple Documents

Create a ZIP archive by compressing multiple PDF documents.



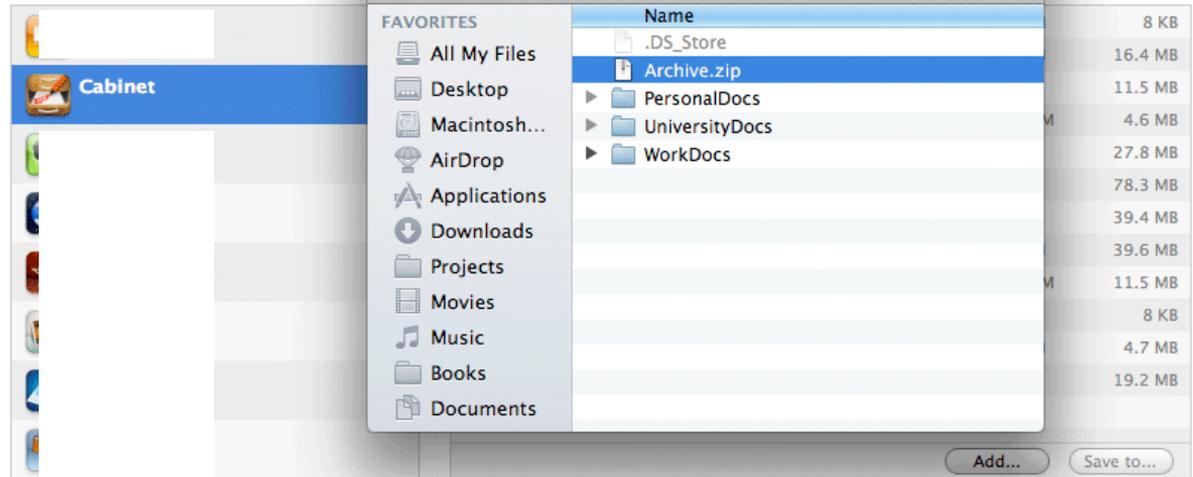
Select the archive you've created and drag-and-drop it to the "Cabinet Documents" section in iTunes. All documents will be unzipped and added to the "Unsorted" folder.

Add the archive you created to iTunes

File Sharing

The apps listed below can transfer documents between your iPad and this computer.

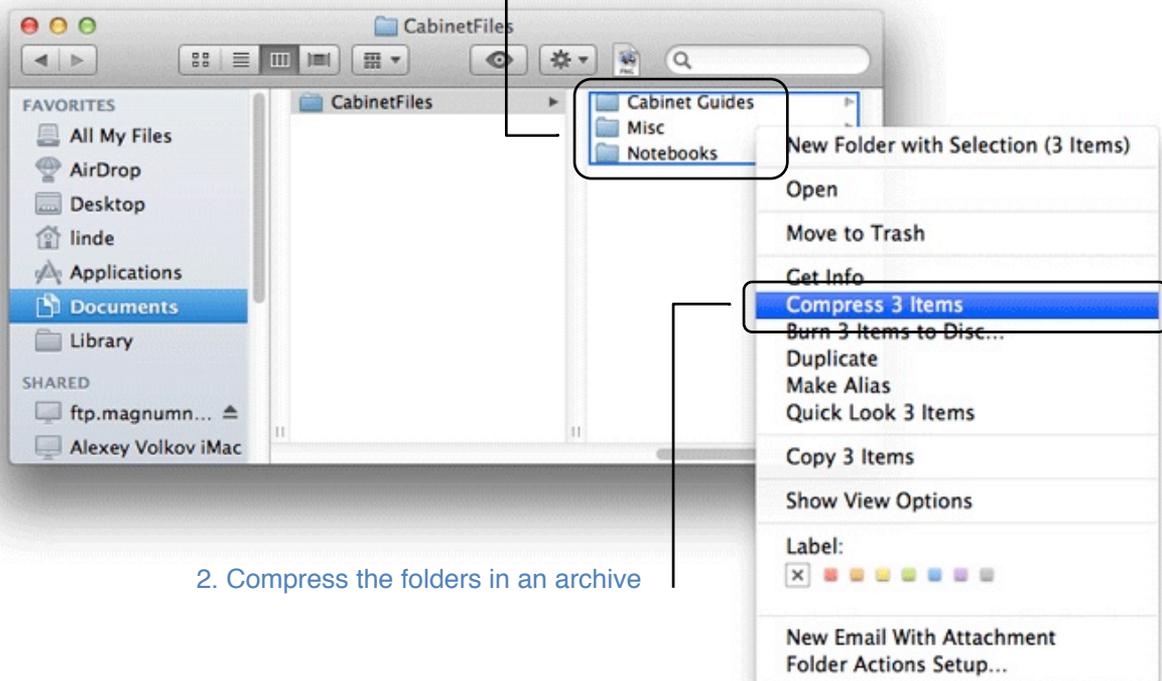
Apps



Multiple folders and documents

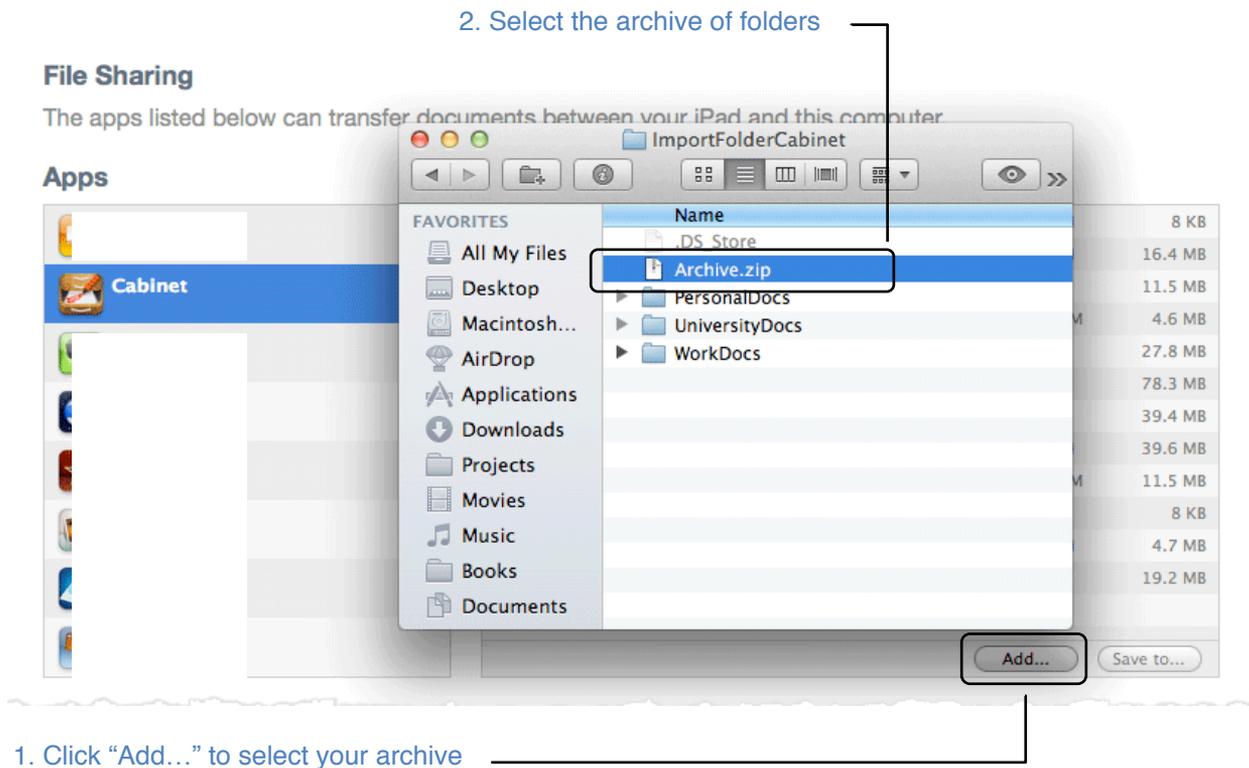
Create a ZIP archive by compressing multiple folders with PDF documents. These folders will be made into *Cabinet* native folders, with all documents included.

1. Select the folders you want to import



Here are some tips on making an archive with multiple folders:

- You can add any number of folders you like to an archive;
- Only folders on the first-level are processed into *Cabinet* folders;
- All subfolders are flattened into the main folder, as *Cabinet* preserves one-level folder structure;
- If you are adding a folder with name that already exists in *Cabinet*, all its documents will be added into the already existing one;
- If your archive contains files, which extensions are not supported by *Cabinet*, they will be ignored and you will be notified about problems during the import.

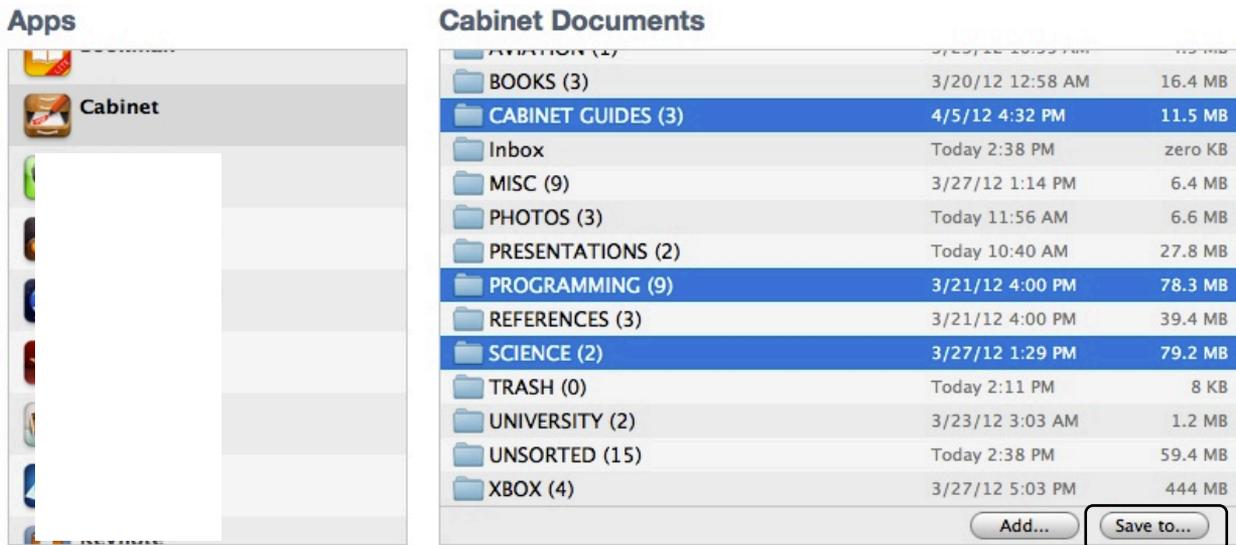


The archive will be processed while *Cabinet* is running. All new folders with enclosed documents are created they will appear in the end of your folder's list.



Export Documents via iTunes

With the help of iTunes you can save and backup *Cabinet* folders with documents on your computer. Select a folder or even several folders you'd like to export, click the "Save to..." button in the "Cabinet Documents" section and select the desired location for your documents.

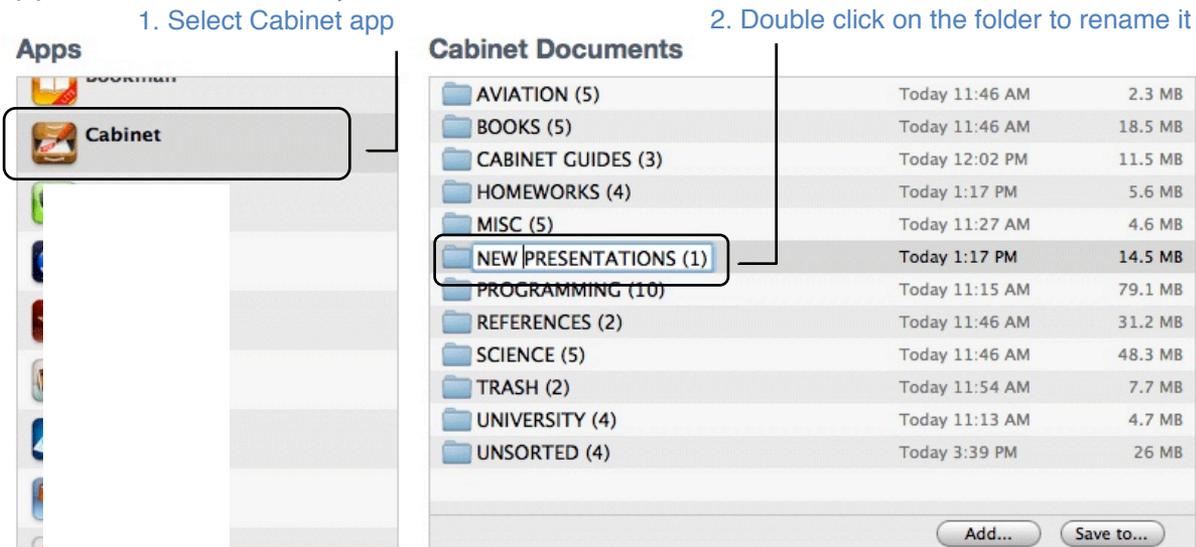


Select "Save to..." option to export Cabinet folders

Please note, that the annotations you've made in documents will not be exported using this method. To export document with annotations, please use the "Sharing" option and choose "Document + Annotations".

Edit Cabinet Folders in iTunes

You can rename and remove your *Cabinet* folders using iTunes. Select a *Cabinet* folder and press the "Delete" key on your keyboard to remove it. Double-click on a folder to begin editing. Don't worry about the document count in brackets – it will be appended automatically.



1. Select Cabinet app

2. Double click on the folder to rename it

Troubleshooting

If you want to share a document with another nearby device, which has Cabinet installed, and don't see it in the list of available devices, try one of the following:

- Make sure both devices are on the same wi-fi network, or have Bluetooth enabled.
- Make sure both devices are online in *Cabinet* terms: to become available, your opponent has to be in the document library or manually enable online status if in the document reader.
- If none of the above has worked, try to restart the online session. This can be done by toggling online mode several times while in viewer or by opening and closing any document in library.
- If you still don't see the opponent in the online users list, go to your device Settings and enable Airplane mode for several seconds. After you have turned it ON and OFF, start Cabinet and try again.

If you connect to another device with *Cabinet* installed for a document or annotations transfer and it doesn't receive any requests, you can try one of the following actions:

- Restart the online session on both devices by toggling the online mode in document viewer. If in library, try to open and close any document to refresh the online session.
- Go to your device Settings and toggle Airplane mode ON and OFF.