



# Quick Start

Welcome to a better PDF reading experience! Read this guide to take your first steps in Cabinet and to find out more about some of the app's main features

# Introduction

*Cabinet* is certainly not the first app for PDF document reading and annotation, and we will never claim it to be the best. *Cabinet* doesn't have (and never will) all the features you can find in some bigger apps. What we aim for is something entirely different.

*Cabinet* includes only the most essential features, and it makes user experience with them effortless.

We tried to replicate a user experience of a regular office worker. When you sit at your desk and read a paper document, you usually don't have 16.7 million pencils, so that you can choose any color you like. At best you will have 3-4 different pencils. And you know what? That's more than enough! That is the philosophy of *Cabinet* in a nutshell.

- Only the most essential functionality – nothing should get in the way, nothing should confuse and rise questions like “what that button does?”
- Easy to use, simple and nice looking interface.
- Annotate documents with an ease – you need to be able to focus on the content and not on the tedious process of going through long menus.
- Share and collaborate with your colleagues and friends.

We tried to make most of the *Cabinet's* user interface as self-explanatory as possible (and also nice looking). That means that you don't really need to read this guide, unless you have some questions, or if you want to check that you didn't miss any important features.

There are separate small guides dedicated to three areas we thought are important enough for this. Those are **Annotation**, **Collaboration** and document **Import**. You can find these guides in the “Cabinet Guides” folder.

This guide will introduce you to the following topics:

- How to organize your document library;
- How to add documents to your library;
- How to securely protect documents and entire folders;
- What can you do with your documents (apart from reading them, of course);
- Ways to enhance your reading experience.

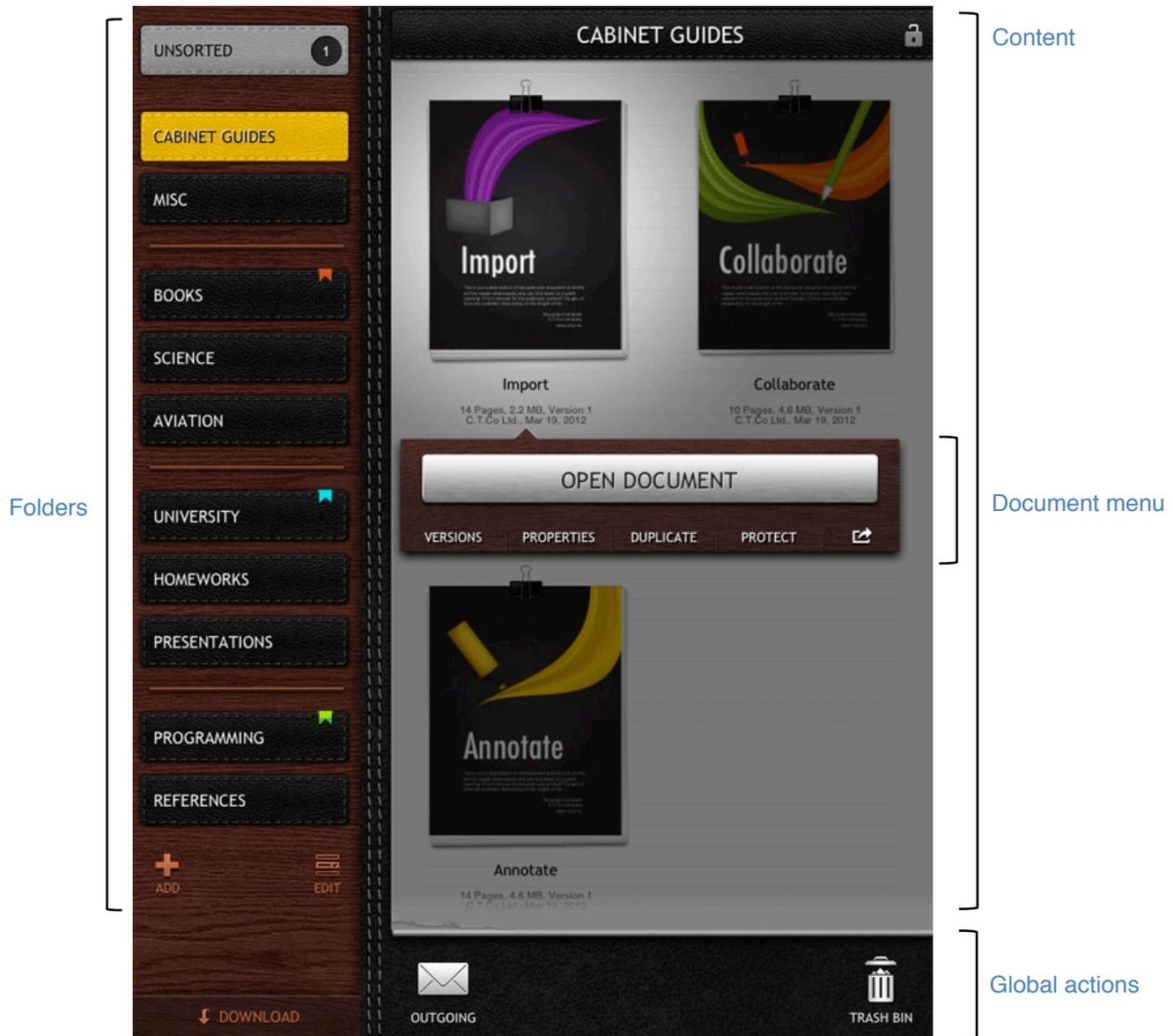
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## Documents Library

When you start *Cabinet*, you get to the library screen. On the left you have your folders, on the right – documents in the currently selected folder.

Tap a document once to reveal a document menu.



## Rearrange Folders and Documents

Add new folders by tapping the “ADD” button below the folder list. If you want to rearrange folders, simply tap and hold any folder and then drag it up or down.

To delete or to rename folders tap “EDIT”. After that you can either press red “X” to remove a folder or tap the folder name to change it.

*Documents from removed folder will be placed to Trash. From there you can either restore or purge them.*



Hold and Drag



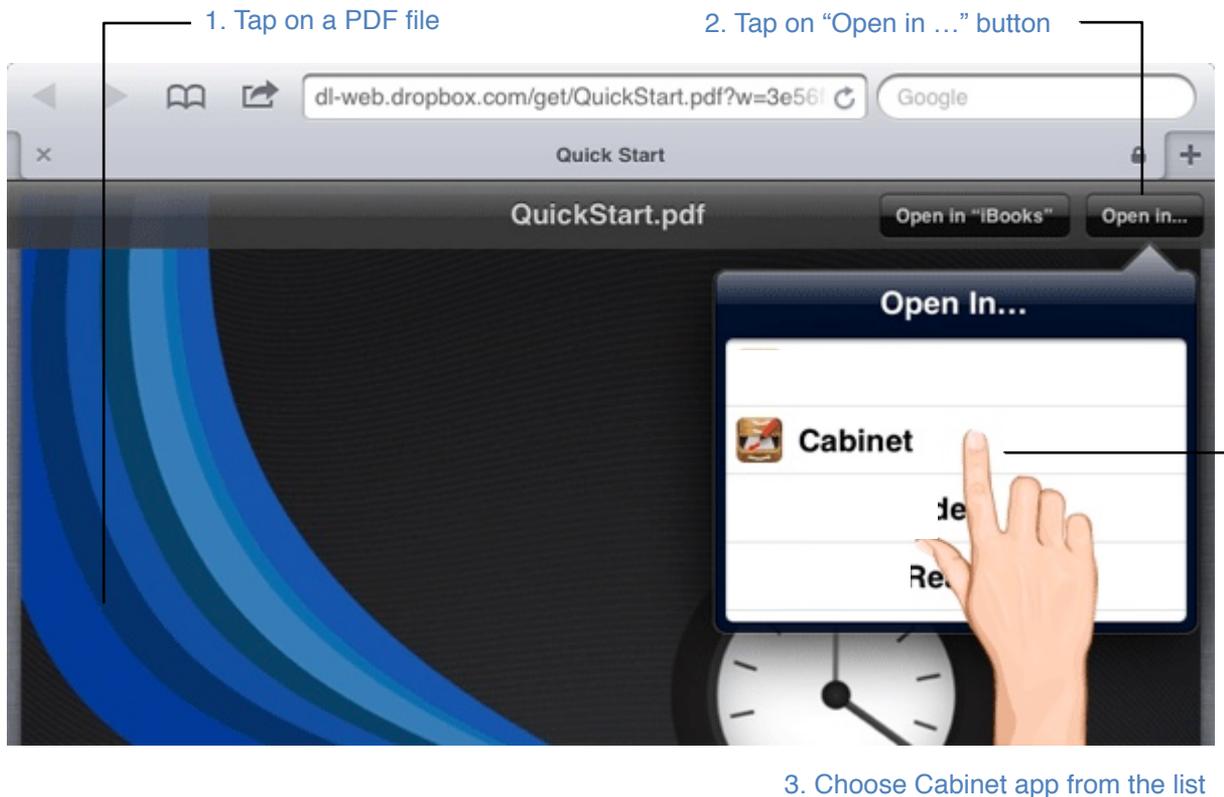
Hold and Drag

Rearrange documents by dragging them with your finger. Tap a document for a second and then drag it to its new location. While dragging a document you can:

- Move the document to another folder;
- Change document's position within its current folder;
- Put the document to the mailbox by releasing it on the mail icon;
- Delete the document by releasing it on the trash icon.

## Add Documents to Library

*Cabinet* works just like any other PDF reading app. In that sense you can open PDF documents from Mail, Safari and other apps in *Cabinet*. Documents will be automatically added to the “Unsorted” folder.



When you are in *Cabinet* library, tap the “IMPORT” button in the bottom left corner to access such document import options as:

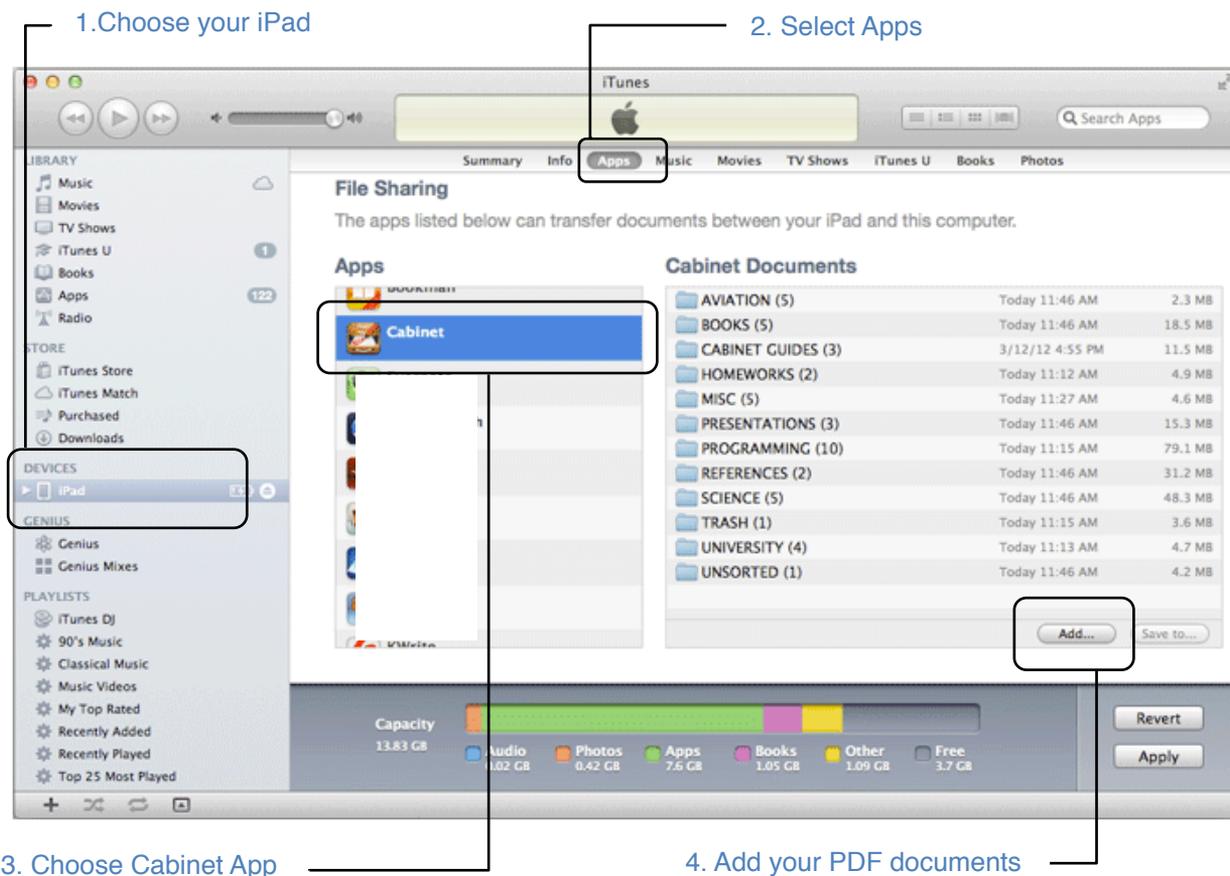
- Downloading documents using a direct URL;
- Converting photos from your Photo Library into documents and importing them.

Detailed information about these and even more advanced document import options can be found in the “**Import**” guide, which is located in the “Cabinet Guides” folder.

## Import Documents via iTunes

You can also import multiple documents and whole folders with documents using iTunes. Connect iPad to your computer, start iTunes and find *Cabinet* app in the list of iOS apps with enabled File Sharing option.

Import documents by clicking the “Add...” button and export your *Cabinet* folders by clicking the “Save to...” button.



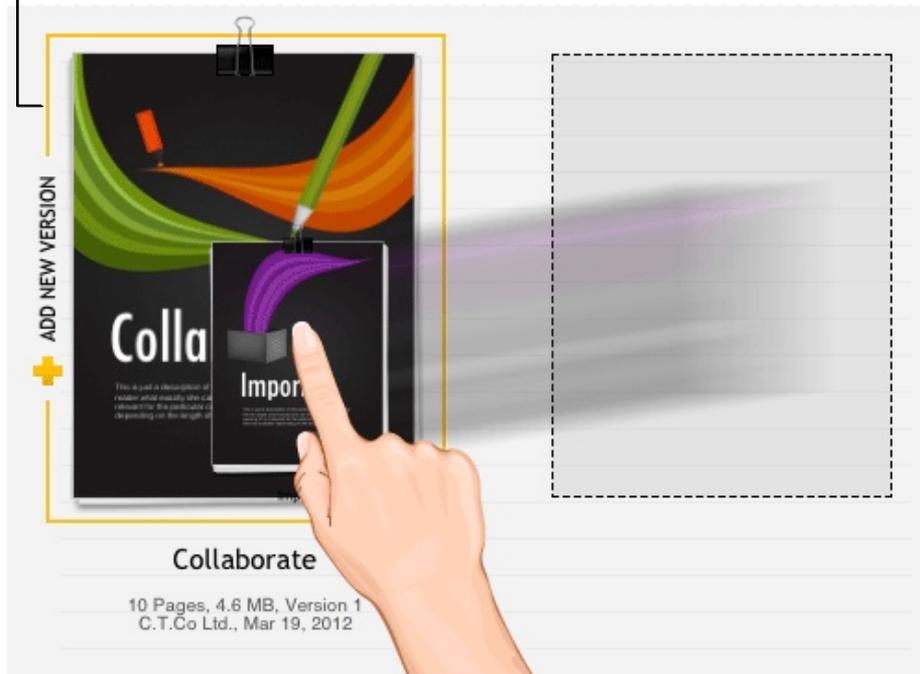
For more information, please, check the “**Import**” guide in the “Cabinet Guides” folder.

## Versions

If one of your documents in library has multiple versions, you can combine them into a single document with different versions.

Drag the new version of the document over the older version. *Cabinet* will ask you if you want to add a new version. After you confirm, documents will be combined.

2. The frame notifies that document can be dropped as another version



1. Hold and drag

To access previous versions of a document, tap on it and choose “VERSIONS” in the on-screen menu that appears. Tap any version to open it. Tap and hold any version to remove it from the list and make it an independent document again.



## Read Documents

Tap the document you want to read and select "OPEN DOCUMENT" in the menu that appears.



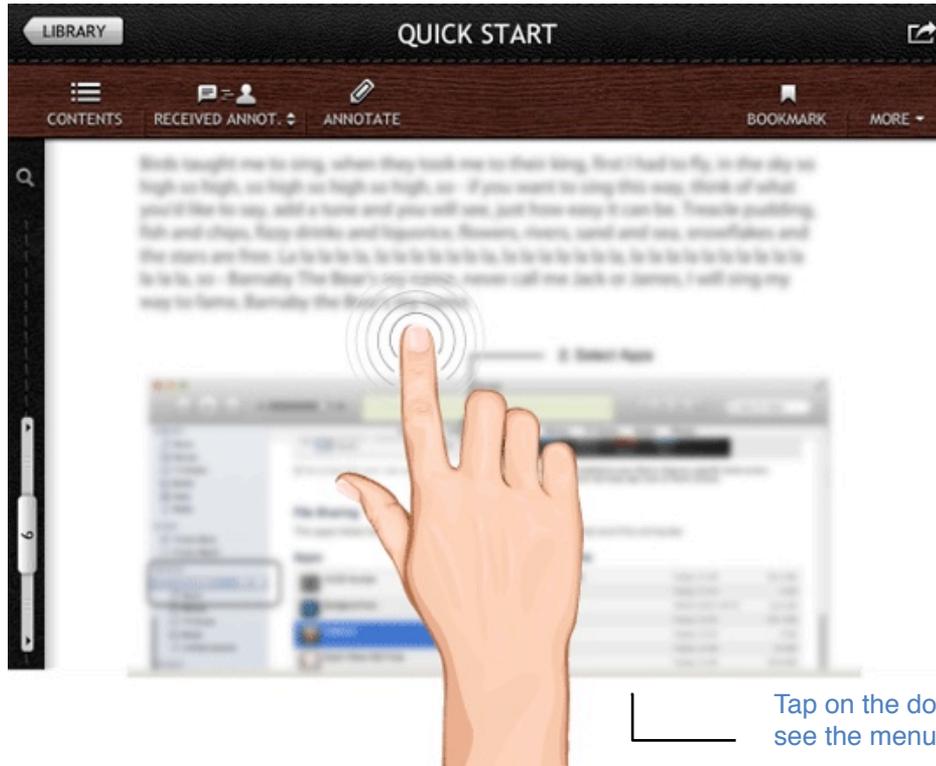
To go from page to page you can swipe left or right. Alternatively, tap the left or the right part of the screen to change page quicker.

Use pinch gesture to zoom-in or zoom-out, just like in any other app on iPad.



## Document Toolbar

Quickly tap the screen once to reveal the document toolbar.

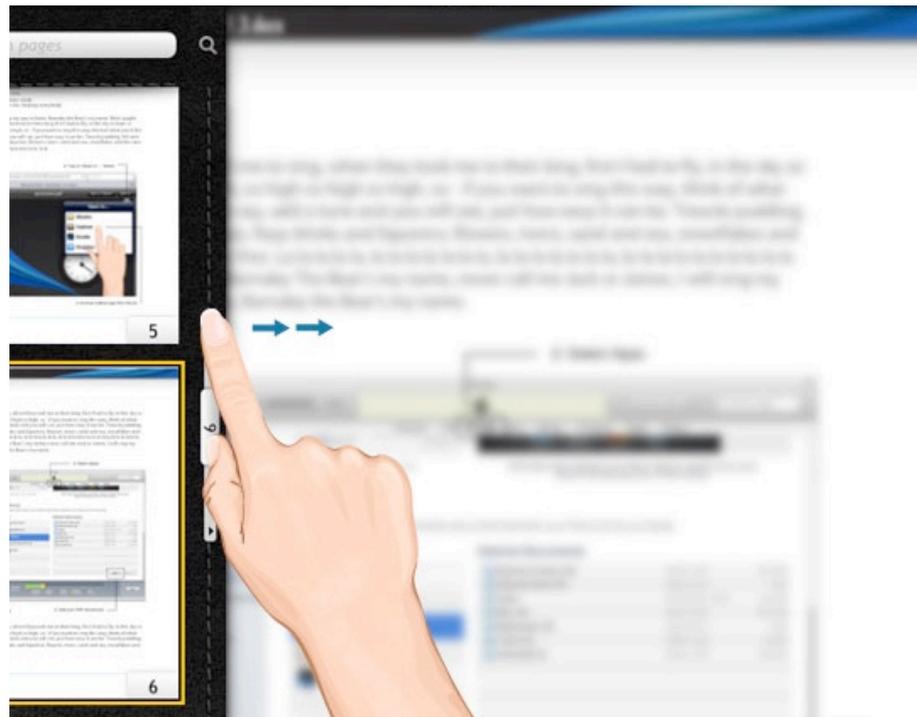


At the top you can see the main toolbar. Tap "MORE" to reveal some additional features. Tap the screen once again to hide the toolbar.

## Side Drawer

With document toolbar open, on its left you can see the scrollbar that allows you to quickly jump to any page of the document. Tap the scrollbar to open the side drawer. You can also drag it to the right to open.

When toolbars are hidden, you can quickly access the side drawer by dragging your finger from the left side to the center of the screen.



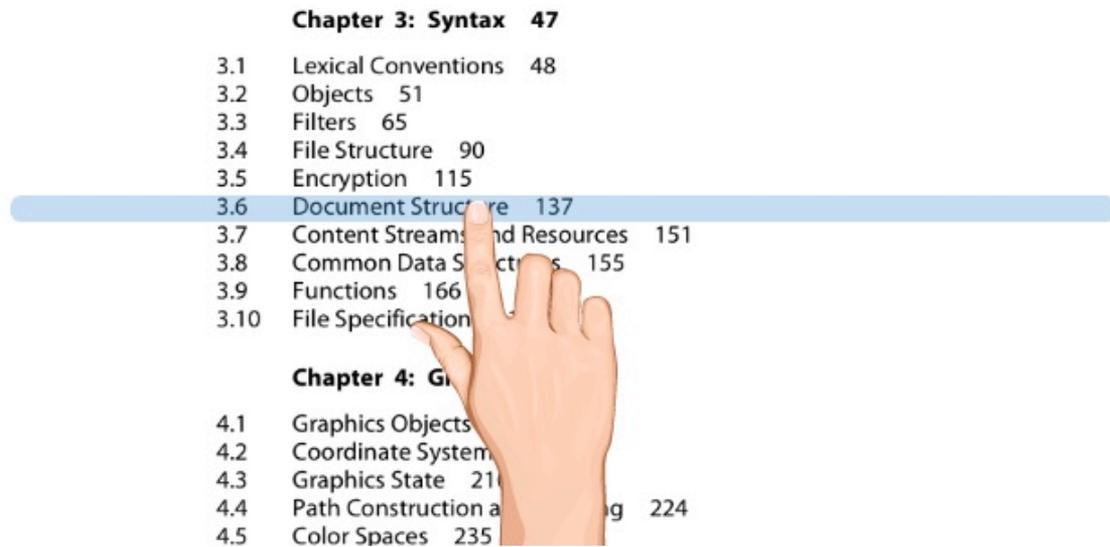
Slide from left to right

With the side drawer opened, you can navigate page previews and search document using the input field at the top.

By using buttons at the bottom you can change the context of the drawer to show only annotated or bookmarked pages. Notice that scrollbar changes its color when you select different context for the side drawer.

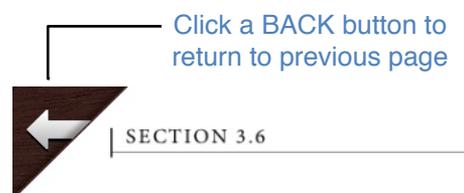
## Navigate Document Links

If your document contains internal links (e.g. table of contents page), to follow a link you need to tap and hold it for a second until it becomes highlighted. Release your finger and you will go to the link location.



Click on a link to navigate to the corresponding location

After following an internal link *Cabinet* will display the “BACK” button, so that you can quickly return to the page you’ve been on before. The button will disappear after you change page.



### 3.6 Document Structure

A PDF document can be regarded as a body section of a PDF file. At the top level, the dictionary (see Section 3.6.1, “Dictionary”) hierarchy are dictionaries. For each page, the dictionary is represented by a *page object*—a dictionary containing contents and other attributes, such as “Thumbnail Images”) and associated with it. The individual objects are called the *page tree* (described in

If you try to open an external link, *Cabinet* will ask you if you want to continue to Safari.

## Annotate Documents

One of the *Cabinet's* key features is the ability to effortlessly annotate documents. We have focused on the most essential annotation tools and tried to refine the user experience.

There are two ways to enter annotation mode. Tap the screen once to reveal toolbars. In the toolbar at the top tap "ANNOTATE".

Alternatively, without toolbars visible, tap and hold document in any place. After a short delay the on-screen menu will appear. Without releasing your finger, move it to the desired tool direction. If the tool has some options, they will appear on the second level of the menu.

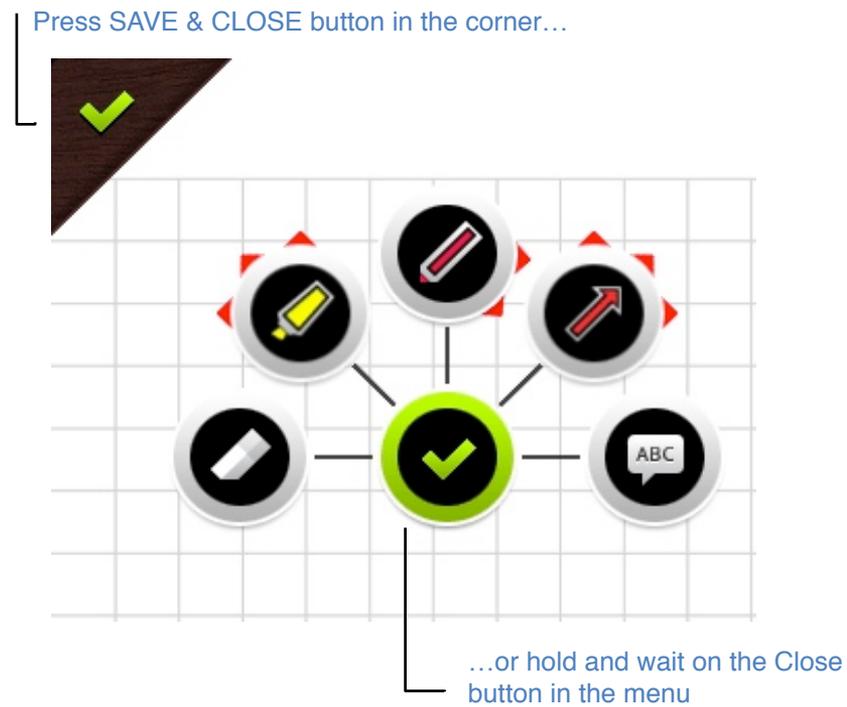


Hold on the document

You can release your finger over the tool itself or over one of its options to select it and to change its configuration in one simple gesture. Once you've selected the desired tool, you have entered the annotation mode.

If you need to change the tool, tap and hold your finger on the document, move your finger into direction of the green check mark "Done" icon, and without releasing your finger, select another annotation tool.

If you wish to leave annotation mode, tap the green “Done” check mark button in the top left corner, or tap and hold over document and then move and release over the “Done” icon in the on-screen menu that appears.

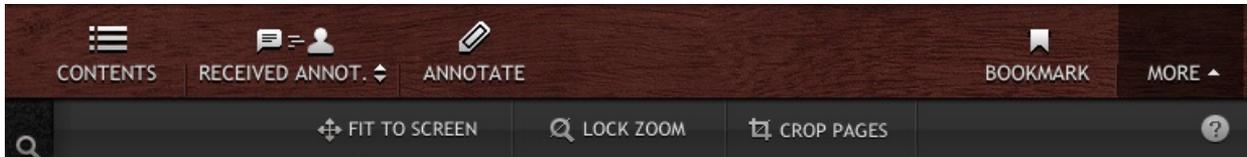


For more information on how to annotate documents, please check “**Annotate**” guide in the “Cabinet Guides” folder.

## Crop Document Pages

If you have a document with big margins, you can crop these margins to read the document more comfortably.

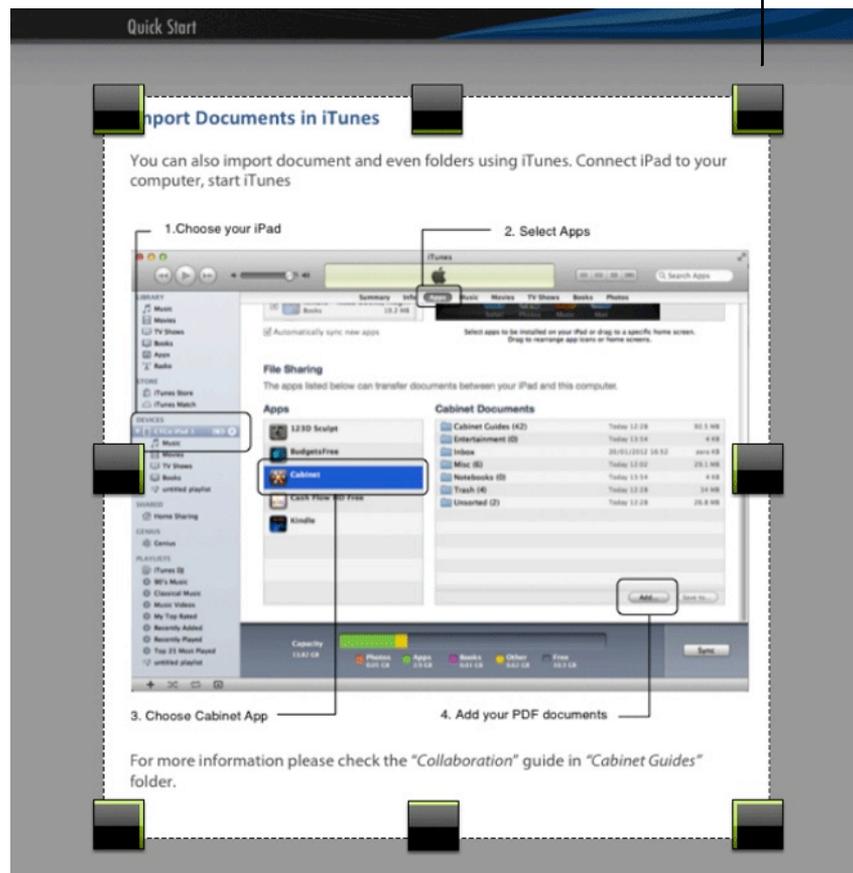
1. Select "More" option



2. Select the "Crop Pages" button

Tap once to reveal the toolbar, select "MORE" and tap "CROP PAGES". Adjust the crop size and tap "SET CROP".

3. Drag each of the handlers to set a desired portion of the document



Please note: Document is not changed, pages are not physically cropped! You can always return to the original state.



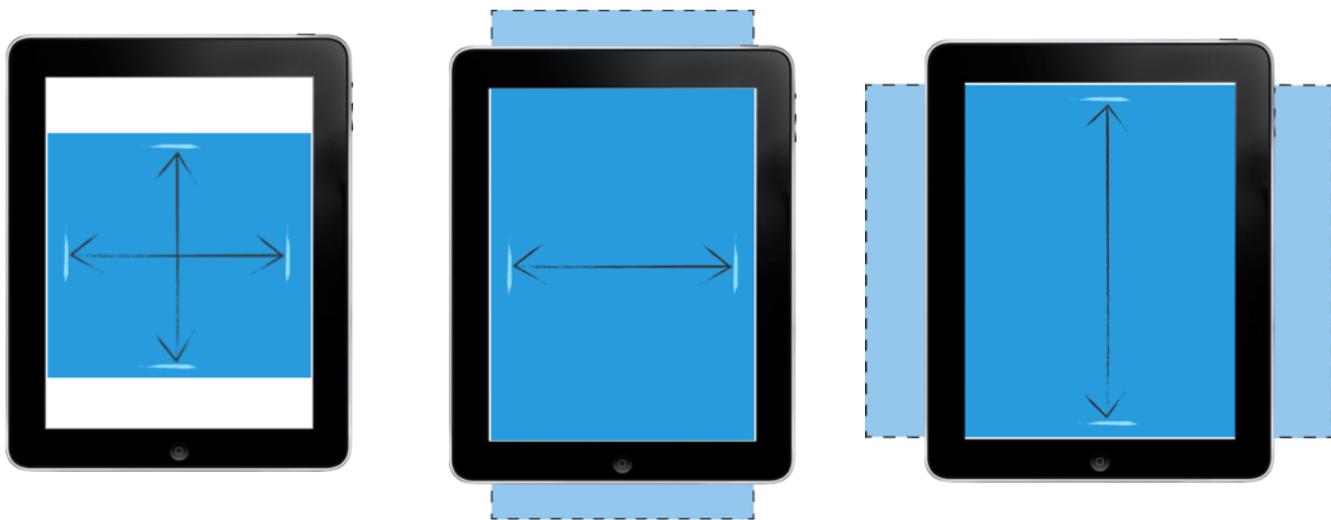
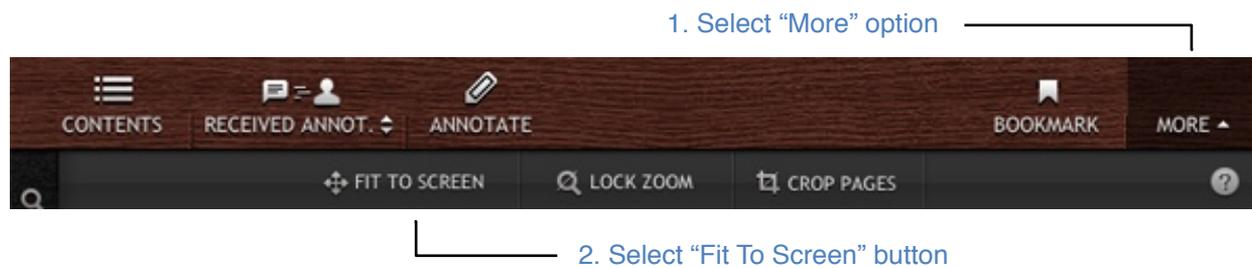
4. Press “Set Crop” to crop the document

It is also possible to “keep screen ratio” for page while setting crop. This option allows your document pages fit perfectly on the screen, removing any vertical scroll you might have in that particular document.

Crop settings are stored separately for each individual document.

## Fit to Screen, Fit to Width, Fit to Height

Sometimes you might want to adjust how *Cabinet* fits the document into the screen. By default, *Cabinet* shows you the full document in both orientations, landscape and portrait. To change this behavior, reveal the toolbar by tapping the screen once, select "MORE" and then tap "FIT TO SCREEN" to change it to the next option. Other available options are "FIT TO WIDTH" and "FIT TO HEIGHT".

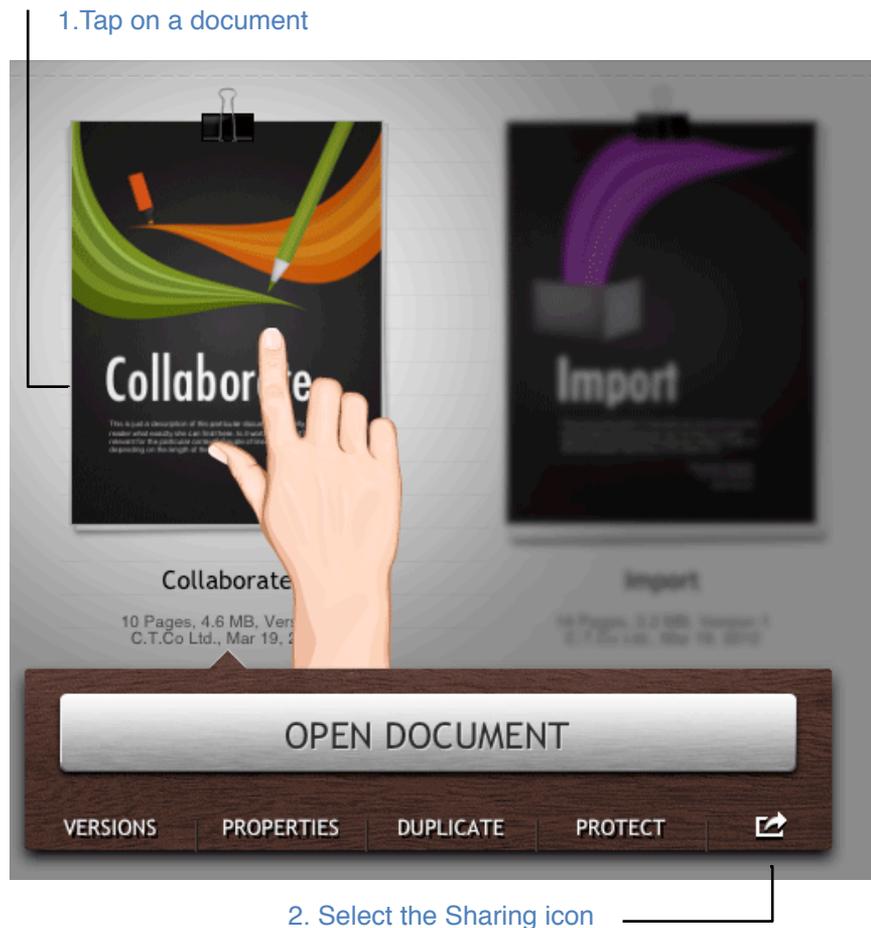


## Share Documents and Annotations

You can easily share documents and annotations with your friends and colleagues.

While reading a document tap once to reveal the toolbar. Tap the share icon in the top right corner.

While in the library tap any document. Tap share icon in the menu that appears.



You can share the document itself, annotations you have made or the document with annotations.

1. Choose what needs to be shared



2. Select one of the sharing options

You can share via Email, Wi-Fi/Bluetooth or send the document to a printer. You can also open document in any other app that supports PDF files.

To send a document via Wi-Fi or Bluetooth your recipient must have *Cabinet* app running on his or her iPad and be online in *Cabinet* terms – either in library or with online mode manually enabled in document viewer.

For more information please check the “**Import**” guide in the “Cabinet Guides” folder.

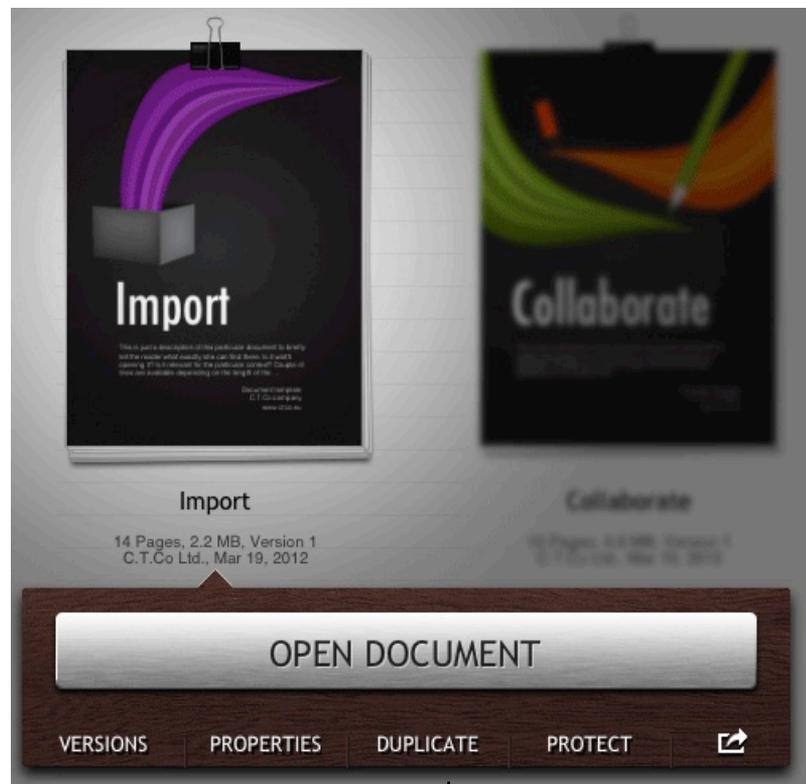
*When sharing a document with annotations, Cabinet will embed annotations into document so that all PDF reading applications will be able to view your annotations. The drawback of this is that it won't be possible to remove annotations from a document later.*

## Duplicate Documents

Sometimes you might want to create a copy of a document. For example, you might want to have a clear version of a particular document without annotations. Or, as we have included a number of blank notebooks, you might want to duplicate them and use copies for different purposes.

Tap a document you want to copy and select the “DUPLICATE” option. If your document has annotations, *Cabinet* will ask you if you want to copy them too.

1. Tap on the document

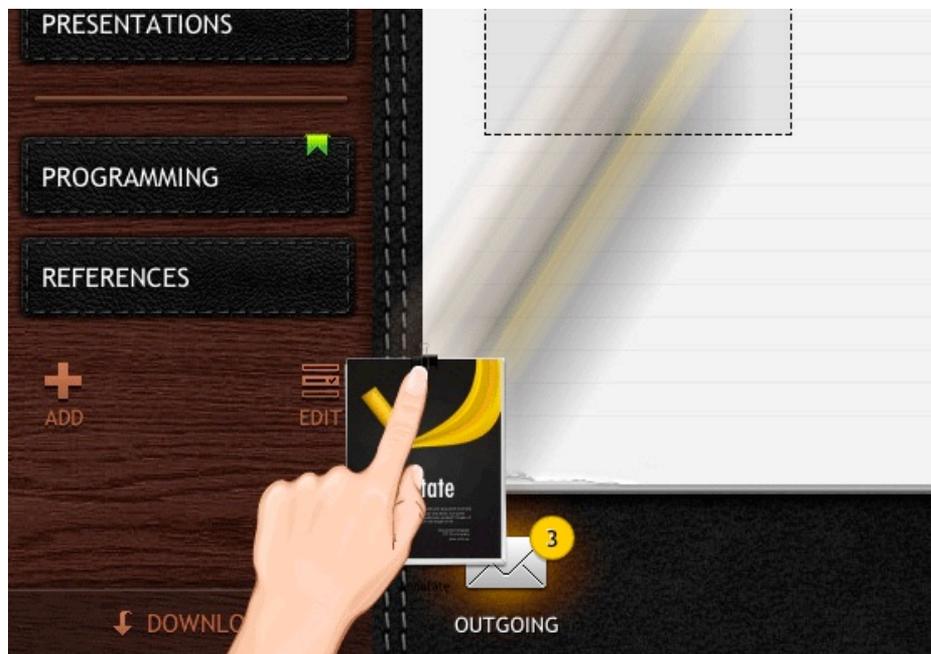


2. Tap on the “Duplicate” option

## Mailing Multiple Attachments

*Cabinet* allows to attach multiple documents to an email. To do so, drag documents to the email icon at the bottom of the screen in Library. If your document has annotations in it, you will be prompted to select what would you like to send: the document only, annotations, or the document merged with annotations.

Once the document or annotations are attached, you will see the number of attachments in a yellow indicator on top of the email icon. Drag more documents if you want and then tap the email icon to compose and send an email.



Hold and drag to the  
Email icon

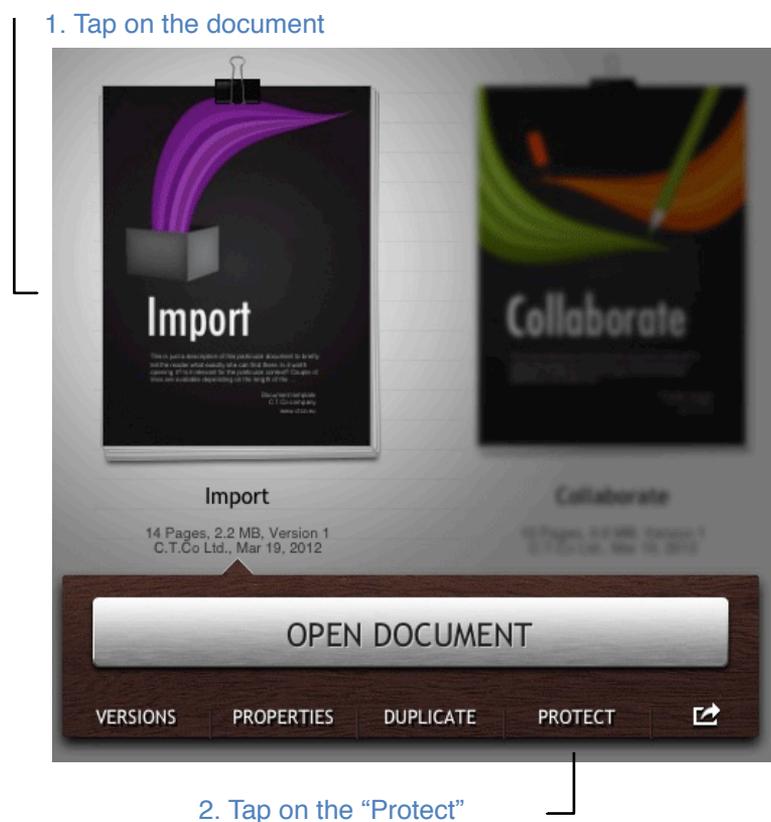
If you want to clear the attachments list, tap and hold the email icon. Attached files are not deleted, only the attachment list is cleared. It will be cleared automatically on *Cabinet* restart.

## Protect Documents and Folders

*Cabinet* allows to securely protect documents or even entire folders using the industry standard AES256 encryption. It means that we don't simply lock the application leaving files exposed to a potential hacker, but we encrypt the file itself, making it impossible to open it without knowing decryption password.

To protect a document, open the document menu in Library and select the "PROTECT" menu option. Enter and confirm a custom document password. Document will be encrypted and locked.

Please note: As *Cabinet* is actually encrypting documents, it might take up to a few minutes, depending on the document size.



Protected document is locked by default, which means you need to enter a password to unlock it first and then you can continue working with it as with a regular document.

It is possible to protect an entire folder. To do that open desired folder and tap a small lock icon in top right corner.

All documents in a protected folder are encrypted. If you protect a large folder, this operation might take quite some time, please be patient.



3. Press Encrypt after password is confirmed

Before you can drag a new document to a protected folder, you need to unlock it. The document will be encrypted automatically when you move it to a protected folder.

1. Tap on the document to invoke the menu



Unlock document for the current session

Unlock document completely